



**Corporation of the Town of Ingersoll
Council Agenda
Regular Meeting of Council
Town Centre, Council Chambers
Monday, September 12, 2016, 6:00pm**

Call to Order

Disclosures of Pecuniary Interest

Minutes of Council Meetings

- 1) Minutes of Regular Council Meeting on [August 8, 2016](#)

Minutes of Council Committee Meetings

- 1) Minutes of the BIA Meeting on [July 12, 2016](#)
- 2) Minutes of Upper Thames River Conservation Authority Meeting on [June 28, 2016](#)

Correspondence – Note and File

- 1) [Union PhiQi Corp.](#) - Notification for a proposed wireless cellular communications pole installation at 30 Wilson Street in Ingersoll
- 2) [Township of Blandford-Blenheim](#) - Supporting resolution for County extension of the commenting period for the Official Plan Amendment to September 30, 2016
- 3) [Town of Ingersoll – Letter to Walker Environmental](#) RE: Southwestern Landfill EA-Footprint and Design Consultation

Accounts

[Monthly Cheque Disbursements– August 2016](#)

Resolution – Committee of the Whole (Councillor Lesser)

Monthly Staff Reports

- 1) Clerk's Report [C-034-16](#)
- 2) Economic Development Report [D-013-16](#)
- 3) Fire Services Report [F-012-16](#)
- 4) Operations Report [OP-022-16](#)
- 5) Parks & Recreation Report [R-027-16](#)
- 6) Planning Status Tables Report [P-009-16](#)

Special Staff Reports

- 1) Request to Lease Parking Spaces Oxford Street Parking [A-021-16](#)
- 2) Community Development Grant Application Update [C-035-16](#)
- 3) Updated Anti-Harassment, Discrimination and Violence Policy [C-036-16](#)
- 4) Listing of Town Lands [OP-023-16](#)
- 5) Draft Updated Temporary Road Closure Policy [OP-024-16](#)
- 6) 2015 Audited Financial Statements and Auditors' Report [T-021-16](#)
- 7) Smart Growth for Our Communities Act: Amendments to the Development Charges Act and Planning Act [CASPO 2016-222](#)

Committee of Adjustment Meeting 7:00pm

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

Zone Change Applications Public Meeting

- 1) **ZN 6-16-08, Leonard Reeves & Reeves Land Corporation, 62 Clark Road**
 - a. [Community and Strategic Planning Report 2016-223](#)
- 2) **ZN 6-16-03, Sifton Properties Limited, 35 Chatfield Street**
 - a. [Community and Strategic Planning Report 2016-226](#)
- 3) **ZN 6-16-04, Sifton Properties Limited, 1 Chamberlain Ave.**
 - a. [Community and Strategic Planning Report 2016-228](#)

Presentations and Delegations

- 1) Gregory Stewart – Integrity Commissioner for the Town of Ingersoll
- 2) [Mark Dorfman, Planner Inc.](#) – Opinion regarding the application to Amend County of Oxford Official Plan - Application OP16-04-9
 - a. [Administrative Special Report A-022-16](#)
- 3) Rick Eus, Resident - delegation re: request for a by-law to not allow trucks in the down town core or on residential streets with exception to deliveries

Consideration of By-Laws

- 1) [By-Law 16-4899](#) – to authorize the execution of an Encroachment Agreement between The Town of Ingersoll and Silvia Ellen Mayberry
- 2) [By-Law 16-4900](#) - to authorize the execution of a Lease Agreement for Town owned Agricultural lands between Dave Crane and the Town of Ingersoll
- 3) [By-Law 16-4901](#) - to authorize the execution of a Loan Agreement between the Town and property owners participating in the Signage Revitalization Loan (Dawna Peat, Target Zone, 109 Thames St. S.)
- 4) [By-Law 16-4902](#) - to authorize the execution of a Loan Agreement between the Town and property owners participating in the Signage Revitalization Loan (Sue Reintjes, 120 Thames St. S.)

- 5) [By-Law 16-4903](#) - to amend by-law 15-4805 to appoint members of Council, citizens and certain employees to committees, local boards and to other positions (BIA)
- 6) [By-Law 16-4904](#) - to amend Zoning By-law Number 04-4160, as amended (35 Chatfield St.)
- 7) [By-Law 16-4905](#) - to amend Zoning By-law Number 04-4160, as amended (1 Chamberlain Ave.)
- 8) [By-Law 16-4806](#) – To adopt and confirm all actions and proceedings of the Council for the Town of Ingersoll at the Council meetings held on September 12, 2016

Notice of Motions

- 1) Introduced by Councillor Bowman on July 11, 2016 and deferred at the August 8, 2016 Council meeting:

I Councillor Mike Bowman, would move or cause to be moved at the September 2016 regular meeting of Ingersoll Town Council that the Council of the Town of Ingersoll support the idea of re-visiting the Shareholder Agreement between EARTH Corp and it's Shareholder Communities and further that Council appoint our CAO and Councillor Gordon Lesser to represent the interests of the Corporation of the Town of Ingersoll on such committee whenever and wherever it may be formed.
- 2) Introduced by Deputy Mayor Freeman

I Deputy Mayor Freeman make motion and move that an all-way stop be implemented at the Concession Street and Wellington Street intersection.

Upcoming Council Meetings

Special Meeting of Council
Thursday, September 15, 2016, 6:00 p.m.
Town Centre, Council Chambers

Regular Meeting of Council
Tuesday, October 11, 2016, 6:00 p.m.
Town Centre, Council Chambers

Upcoming Public Meetings

Backyard Hens
Wednesday, September 21, 2016, 7:00 p.m.
Town Centre, Council Chambers

Excessive Wildlife Feeding
Wednesday, October 5, 2016, 7:00 p.m.
Town Centre, Council Chambers

Closed Session

- 1) Minutes of Closed Session, August 8, 2016
- 2) Section 239. (2) (b) personal matters about an identifiable individual
- 3) Section 239. (2) (c) a proposed or pending disposition of land by the municipality
- 4) Section 239 (2) (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality (Woodcock & Otis, 36 Park Ave., Temporary Zoning OMB appeal)

Adjournment



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

COUNCIL MEMBERS PRESENT:

Mayor Comiskey
Deputy Mayor Fred Freeman
Councillors: Bowman, Franklin, Lesser, and Petrie,

Staff Present:

William Tigert, Chief Administrative Officer
Michael Graves, Clerk
Iryna Koval, Director of Finance/Treasurer
John Holmes, Fire Chief
Kale Brown, Director of Economic Development
Bonnie Ward, Director of Parks and Recreation
Sandra Lawson, Town Engineer
John Brown, IT Manager

Media Present:

John Payne, Associate Producer, Rogers TV
Keegan Bourque, Fusion Youth Centre Youth Volunteer
Kevin Robinson, Fusion Youth Centre Staff

Call to Order

Mayor Comiskey opens this meeting of Council at 5:00 p.m.

Closed Session

Moved by Councillor Bowman; seconded by Councillor Petrie

C16-08-219 THAT Council do now go into Committee of the Whole at 5:01 p.m. for a Closed Meeting pursuant to Section 239 (2) of the Municipal Act, 2001, as amended to discuss the following matter:

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

CARRIED

Moved by Councillor Franklin; seconded by Councillor Lesser

C16-08-220 THAT Council do now rise out of the Committee of the Whole from a Closed Session meeting at 5:55 p.m.

CARRIED

Disclosures of Pecuniary Interest

None declared

Minutes of Council Meeting

Moved by Councillor Lesser; seconded by Councillor Franklin

C16-08-221 THAT the minutes of the Regular Council meeting held on July 11, 2016 be adopted.

CARRIED

Minutes of Council Committee Meetings

Moved by Councillor Petrie; seconded by Councillor Lesser

C16-08-222 THAT the following Council Committee minutes be received as information:

- 1) Minutes of the Ingersoll Police Service Board Meeting on May 30, 2016

CARRIED

Correspondence – Note & File

Moved by Councillor Bowman; seconded by Deputy Mayor Freeman

C16-08-223 THAT the Note and File Correspondence items 1 and 5 be received as information.

CARRIED

Accounts - Resolution

Moved by Deputy Mayor Freeman; seconded by Councillor Bowman

C16-08-224 THAT the Disbursement Sheets for the month of July 2016, be received as information.

CARRIED

Monthly Staff Reports

Moved by Councillor Franklin; seconded by Councillor Lesser

C16-08-225 THAT Council do now go into Committee of the Whole.

Council in Committee of the Whole, Deputy Mayor Freeman in the Chair.

CARRIED

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

Moved by Councillor Lesser; seconded by Councillor Franklin

C16-08-226 THAT the monthly staff reports be received as information.

CARRIED

Special Staff Reports

Moved by Councillor Petrie; seconded by Councillor Lesser

C16-08-227 THAT the Council for the Town of Ingersoll receives report C-033-16 as information;

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

CARRIED

Moved by Councillor Bowman; seconded by Deputy Mayor Freeman

C16-08-228 THAT the Council for the Town of Ingersoll receives report numbered OP-020-16 entitled Building Permit Fees as information.

CARRIED

Moved by Councillor Franklin; seconded by Councillor Lesser

C16-08-229 THAT Council of the Town of Ingersoll receives report OP-021-016 as information;

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

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

CARRIED

Moved by Councillor Lesser; seconded by Councillor Franklin

C16-08-230 THAT the Council for the Town of Ingersoll receives Report R-025-16 as information.

AND FURTHER THAT Council approves the draft “Request for Proposal” for the Multi-Use Recreation Centre Project as presented in Report R-025-16.

CARRIED

Moved by Councillor Petrie; seconded by Councillor Lesser

C16-08-231 THAT the Council for the Town of Ingersoll receives report R-026-16 entitled Town of Ingersoll Canada Day 150th Celebration as information.

CARRIED

Moved by Councillor Bowman; seconded by Deputy Mayor Freeman

C16-08-232 THAT Council of the Corporation of the Town of Ingersoll receives report T-019-16 regarding Property Tax Billing and Collection Policy as information;

AND FURTHER THAT the Corporate “Property Tax Billing and Collection Policy” be approved for implementation.

CARRIED

Moved by Councillor Franklin; seconded by Councillor Lesser

C16-08-233 THAT the Council for the Town of Ingersoll receives report T-020-16 regarding Mobile Communication Devices as information;

AND FURTHER THAT the new Mobile Communication Devices Policy be approved for implementation;

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

CARRIED

Moved by Councillor Lesser; seconded by Councillor Petrie

C16-08-234 THAT the Committee do now rise out of Committee of the Whole.

CARRIED

Moved by Mayor Comiskey; seconded by Councillor Franklin

C16-08-235 THAT Council do hereby adopt, ratify and confirm all resolutions passed in the Committee of the Whole as if each resolution was adopted, ratified and confirmed by separate resolution of Council.

CARRIED

Moved by Councillor Petrie; seconded by Councillor Lesser

C16-08-236 THAT the Council for the Town of Ingersoll adjourns the August 8, 2016 Regular Meeting of Council at 7:07 p.m. to go into a Committee of Adjustment meeting to consider 2 Minor Variance applications submitted by:

- 1) 2187439 Ontario Inc., for 31 Thames Street # A-05-16

CARRIED

Committee of Adjustment 7:00pm

Chair Ted Comiskey opens the Committee of Adjustment meeting at 7:01 p.m. and explains that the applicant has asked for a deferral on the application. But asks that anyone wishing to be notified of any future consideration of this application please provide your name and contact information on the sign-in sheet just outside the Council Chamber doors or to contact the Clerk at mgraves@ingersoll.ca

Moved by Councillor Bowman; seconded by Councillor Deputy Mayor Freeman

C16-08-237 THAT the Town of Ingersoll Committee of Adjustment defers upon the request of the applicant, Application File A-05-16, submitted by 2187439 Ontario Inc. for lands described as Lots 27 - 31, Block 35, Plan 279, Part Lots 18 – 20, 23 – 26, 170, 293, Part Creek Plan 477, Part Thames River, in the Town of Ingersoll.

CARRIED

Moved by Deputy Mayor Freeman; seconded by Councillor Bowman

C16-08-238 THAT the Committee adjourns the August 8, 2016 Committee of Adjustment Meeting for the Town of Ingersoll at 7:05 p.m.

CARRIED

Public Meeting

Mayor Comiskey opens the Public Meeting at 7:05 p.m.

- 1) **ZN 6-16-07, Ingersoll Support Services, 189 Oxford Street**

County Planner, Andrea Hachler does a review of the Community and Strategic Planning report No. 2016-188.

Melanie Tufts, Applicant, was in attendance and said that she was agreeable with the Planning Report.

No comments from the public.

Moved by Councillor Franklin; seconded by Councillor Lesser

C16-08-239 THAT the Council of the Town of Ingersoll approves the zone change application submitted by Ingersoll Support Services, whereby the lands described as Lot 5A, Block 13, Plan 279, in the Town of Ingersoll, known municipally as 189 Oxford Street, are to be rezoned from 'Special Entrepreneurial Zone (EC-3)' to 'Entrepreneurial Zone (EC)'.

AND FURTHER THAT staff be directed to advise the County of Council's decision.

CARRIED

The Public Meeting was closed

Presentations & Delegations

The delegation from Gregory Stewart, the Town's Integrity Commissioner is rescheduled to the next regular Council meeting scheduled for September 12, 2016.

Moved by Councillor Petrie; seconded by Councillor Lesser

C16-08-240 THAT the Council for the Town of Ingersoll receives the presentation from Dave Cripps and Daryl Countryman on behalf of the Ingersoll Off Leash Dog Park as information.

AND FURTHER authorizes the Committee to move forward with their volunteer clearing initiative September through November 2016;

AND THAT Council directs the Treasurer to release the funds in the amount of \$5000.00 out of the reserve to the Committee for the Off Leash Dog Park project.

CARRIED

Correspondence and Resolutions

Moved by Councillor Bowman; seconded by Deputy Mayor Freeman

C16-08-241 THAT the Council for the town of Ingersoll receives the request from Todd Sleeper, GM CAMI Environment Rep and Unifor Local 88, to erect Adopt a River signs as information;

AND FURTHER directs the Director of Parks and Recreations to bring back a report to Council for further consideration.

CARRIED

Moved by Deputy Mayor Freeman; seconded by Councillor Bowman

C16-08-242 THAT the Council for the Town of Ingersoll receives the memo from Oxford County regarding appointment to the Thames-Sydenham and Region Source Protection Committee as information;

AND FURTHER nominates Brian Petrie to be considered by the County to sit on the Source Protection Committee.

CARRIED

Consideration By-Laws

Moved by Councillor Franklin; seconded by Councillor Lesser

C16-08-243 THAT the mover have leave to introduce and go into Committee of the Whole on the following by- laws:

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

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 Lesser; seconded by Councillor Petrie

C16-08-244 THAT the Committee do now rise out of Committee of the Whole.

CARRIED

Moved by Councillor Petrie; seconded by Councillor Lesser

C16-08-245 THAT By-laws 16-4896, through to 16-4898 be now read a third time, passed, signed and sealed and that this constitutes the third reading of the by-laws.

CARRIED

Notice of Motion

Councillor Bowman deferred the following Notice of Motion that was introduced at the July 11, 2016 meeting:

I Councillor Mike Bowman, would move or cause to be moved at the August 2016 regular meeting of Ingersoll Town Council that the Council of the Town of Ingersoll support the idea of re-visiting the Shareholder Agreement between EARTH Corp and it's Shareholder Communities and further that Council appoint our CAO and Councillor Gordon Lesser to represent the interests of the Corporation of the Town of Ingersoll on such committee whenever and wherever it may be formed.

Upcoming Council Meetings

Regular Meeting of Council

Monday, September 12, 2016, 6:00 p.m.

Town Centre, Council Chambers

Closed Meeting

Moved by Deputy Mayor Freeman; seconded by Councillor Bowman

C16-08-246 THAT Council do now go into Committee of the Whole at 7:50 p.m. for a Closed Meeting pursuant to Section 239 (2) of the Municipal Act, 2001, as amended to discuss the following matters:

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

CARRIED

Moved by Councillor Franklin; seconded by Councillor Comiskey

C16-08-247 THAT Council do now rise out of Committee of the Whole from a Closed Session meeting at 8:42 p.m.

CARRIED

Moved by Councillor Lesser; seconded by Councillor Petrie

C16-08-248 THAT the Council for the Town of Ingersoll adopts the Closed Meeting Minutes for July 11, 2016 as printed.

CARRIED

Adjournment

Moved by Councillor Petrie; seconded by Councillor Lesser

C16-08-249 THAT the Council for the Town of Ingersoll adjourns the August 8, 2016 Regular Meeting of Council at 8:45 p.m.

CARRIED

Edward (Ted) Comiskey, Mayor

Michael Graves, Clerk



Ingersoll Business Improvement Area (BIA)

Minutes

Monthly Board Meeting

Tuesday, July 12, 2016

6:30 pm - JCH Boardroom - Town Hall

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

1. Welcome/Introductions – Kathleen Young, President

Meeting called to order at 6:32 pm.

2. Approval of BIA Agenda of July 12, 2016

Approved.

Moved by Mike/ Seconded by Bob - Carried

3. Approval of BIA Minutes June 14, 2016

Minutes circulated and to be posted to the website.

Moved by Gord/ Seconded by Amanda - Carried

4. Business arising from BIA Minutes June 14, 2016

Parking

Letter was submitted to Council regarding parking concerns. The letter has been submitted to the Transportation Committee for consultation. A response is expected in October.

7. Financial Statements and Report to July 12, 2016

Financial statements circulated.

8. Correspondence

OBIAA July Newsletter

Number & Links

Information about advertising opportunity. Direction to forgo opportunity at this time.

Zorra Now

Information about advertising opportunity in the fall edition of the magazine.

Motion to purchase ¼ page ad in the fall edition advertising Moonlight Madness event.

Moved by Sue/ Seconded by Gord – Carried

Shop the Neighbourhood

Information about 2016 edition of Yellow Pages Shop the Neighbourhood event. Additional information to be released later in 2016.

Heart FM

Information on radio advertising and campaign packages. Discussion of partnership with Heart FM.

Motion to enter advertising partnership with Heart FM with the BIA agreeing to reimburse one third of the cost paid by BIA members for radio campaigns to a cap of \$2,000 per year.

Moved by Gord/ Seconded by Sue - Carried

9. Committee Reports – Ingersoll Festivals and Special Events

Harvest Festival

Planning efforts continue. Staff will follow up with businesses to confirm participation. Street to be closed in the morning with set up from 7:00 to 9:00 am. Activities include the Off Leash Dog Park Committee fundraising breakfast, a balloon twister from 10:00 am to 12:00 pm, and the town crier competition at 11:00 am. Businesses to host sidewalk sales and information booths.

10. Any Other Business

Annual General Meeting

Audited financials for 2015 have been received. Annual General Meeting set for September 13, 2016 in the Council Chambers of Town Hall. Event will run from 6:00 until 8:00 pm. Refreshments to be ordered for event.

Brick Painters

Several businesses in the community have received quotes for façade work from Brick Painters (Olde Bakery Café, Young's Pharmacy, & Lesser Brothers Jewellers). Company paints brickwork to replicate original brickwork at a lower cost than stripping old paint and repairing masonry. Discussion about possible sources of funding and available

programs, as well as businesses that might also be interested in company. Direction to invite company rep to the AGM to speak.

Board of Directors

Discussion about member attendance and responsibility of members. Direction to draft letter to board member informing them of removal from the BIA Board of Directors due to absence during meetings.

11. Adjournment

Meeting adjourned at 7:45 PM

NEXT MEETING – August 9, 2016

June 15, 2016

**NOTICE OF
BOARD OF DIRECTORS' MEETING**


DATE: TUESDAY, June 28, 2016

TIME: 9:30 A.M. – 11:30 A.M.

LOCATION: WATERSHED CONSERVATION CENTRE
BOARDROOM

AGENDA:	TIME
1. Approval of Agenda	9:30am
2. Declaration of Conflicts of Interest	
3. Confirmation of Payment as Required Through Statutory Obligations	
4. Minutes of the Previous Meeting:	
(a) Tuesday May 24, 2016	
(b) -Email Vote Ratification: Municipal and Board Support for proposals for federal funding through NDMP	
5. Business Arising from the Minutes	
6. Delegation	
(a) Fanshawe Cottagers Association (20 minutes)	9:35am
7. Closed Session – In Camera (no closed session business this month)	
8. For Your Information Report (June FYI attached) (I.Wilcox) (5 minutes)	9:55am
9. Business for Approval	
(a) Environmental Targets (I.Wilcox) (Report Attached) (Document: #115092) (30 minutes)	10:00am
(b) 2017 Budget Concepts Memo (I.Wilcox/C.Saracino) (Report attached) (Document: Finance # 114974) (10 minutes)	10:30am

10. **Business for Information**
- (a) **Administration and Enforcement- Section 28** 10:40am
(M.Snowsell/K.Winfield)(Report attached)
(Document: ENVP #3595) (5 minutes)
- (b) **Water Festival Summary** 10:45am
(K.Flear/T.Hollingsworth) (10 minutes)
- (c) **Group Insurance Overview/Rates** 10:55am
(I.Wilcox/S.Viglianti) (Report attached)
(Document: Human Resources #18069)
(5 minutes)
- (d) **NDMP Funding Application Update** 11:00am
(C.Tasker) (Report attached)
(Document: Flood Control #789)
(10 minutes)
- (e) **Scott Gillingwater receives Ontario Nature's** 11:10am
W.W.H Gunn Conservation Award
(C. Harrington)(Report Attached)
(Document: Watershed Planning #707)
(5 minutes)
- (f) **CA Act Review Update** 11:15am
(I. Wilcox)(Report Attached)
(Document #115087) (5 minutes)
11. **Other Business (Including Chair and** 11:20am
General Manager's Comments)
12. **Adjournment** 11:25am



Ian Wilcox, General Manager

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

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

MINUTES
BOARD OF DIRECTORS' MEETING
TUESDAY, JUNE 28, 2016

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

Members Present:	T. Birtch	N. Manning
	M. Blackie	H. McDermid
	M. Blosch	J. McKelvie
	R. Chowen	A. Murray
	A. Hopkins	M. Ryan
	T. Jackson	G. Way
	S. Levin	
Regrets:	K. Van Kooten-Bossence	M. Campbell
Solicitor:	G.Inglis	
Staff:	T. Annett	C. Saracino
	K. Flear	A. Shivas
	S.Gillingwater	M. Snowsell
	B. Glasman	M. Viglianti
	C. Harrington	S. Viglianti
	J. Howley	I. Wilcox
	B. Mackie	K. Winfield

1. Approval of Agenda

G.Way moved – M.Ryan seconded:-

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

CARRIED.

2. Declaration of Conflicts of Interest

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

3. Confirmation of Payment as Required Through Statutory Obligations

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

4. Minutes of the Previous Meeting

(a) Tuesday May 24, 2016

J.McKelvie moved – G.Way seconded:-

“RESOLVED that the UTRCA Board of Directors approve the Board of Directors’ minutes dated May 24, 2016 as posted on the Members’ web-site.”

CARRIED.

(b) E-mail Vote Ratification: Municipal and Board support for proposals for federal funding through NDMP

H.McDermid moved – T.Birtch seconded:-

“RESOLVED that the UTRCA Board of Directors ratify the results of the e-mail vote as presented.”

CARRIED.

5. Business Arising from the Minutes

There was no business arising from the minutes.

6. Delegation

(a) Fanshawe Cottagers Association

J. Howley introduced Jon White, a representative from the Fanshawe Cottagers Association. Mr. White gave a brief history of the issues facing the cottagers and presented rebuttals to the reasons the Board gave in November to not approve the year round occupancy request. Mr. White answered questions from Board members. M.Blackie indicated that we will take this matter into consideration at a later date.

It was suggested to give staff time to go over the presentation. It was decided to wait until August to go in-camera to discuss this issue.

T. Birtch moved – G.Way seconded:-

“RESOLVED that UTRCA staff prepare a report for the Board of Directors to review and discuss in camera at the August Board meeting”

CARRIED.

7. Closed Session – In Camera
(no closed session business this month)

8. For Your Information
(Report attached)

The FYI report was presented for the members' information.

9. Business for Approval

(a) Environmental Targets
(Report attached)

I. Wilcox presented the Draft Environmental Targets Strategic Plan. He made it clear that this document was specifically created for the Board Members and that new versions would be created to present to our Municipalities and other organizations.

I. Wilcox answered questions and the Board Members had a lengthy discussion about the Targets Strategic Plan. It was suggested that we establish a regular reporting structure to report on the progress of the Targets to the Board.

Friendly Amendment: S. Levin moved – M. Ryan seconded:-

“RESOLVED that the motion be amended to read; that the Board of Directors approve (a) the recommendation as presented in the report and (b) that the General Manager be directed to initially report quarterly on progress on plan implementation.”

CARRIED.

J. McKelvie moved – G. Way seconded: -

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

CARRIED.

(b) 2017 Budget Concepts Memo
(Report attached)

J. McKelvie moved – N. Manning seconded: -

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

I. Wilcox answered questions from the Board regarding the 2% salary/step increase and explained what it means and where it comes from. It was suggested to split the recommendation into two parts and vote on them separately.

Friendly Amendment: T.Jackson moved – H. McDermid seconded:-

“RESOLVED that the staff recommendation be amended as follows:

- (a) That the Board of Directors approve a cost of living consumer price index increase adjustment of 2%.

- (b) That the Board of Directors approve an initial investment in the UTRCA’s Environmental Targets Strategic Plan implementation of 5.95% for inclusion in the 2017 Draft Budget.”

CARRIED.

It was discussed and clarified that the timing and purpose of this report and recommendation is to give staff a direction for creating the 2017 draft budget and to fulfill the needs of the City of London’s 2017 budget process. There will be many opportunities to revise these numbers in the coming year. It was suggested that we amend the motion using the wording from last year’s recommendation.

Friendly Amendment: T.Jackson moved – R.Chowen seconded:-

“RESOLVED that the motion be amended to incorporate wording from June 2015;

- (a) That, for the purpose of the City of London budget process, the Board approves a 2% cost of living increase for the 2017 Budget.

- (b) That the Board of Directors approve, for the purpose of the Environmental Targets Strategic Plan Implementation, a 5.95% increase supporting Environmental Targets.

CARRIED.

“RESOLVED that the Board of Directors approve motion (a) as amended.”

CARRIED.

“RESOLVED that the Board of Directors approve motion (b) as amended”

CARRIED.

A.Hopkins and T. Birtch excused themselves at 11:45

11. Business for Information

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

T.Jackson moved – H.McDermid seconded:-

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

CARRIED.

(b) Water Festival Summary

I.Wilcox introduced UTRCA staff member Karlee Flear to the Board who then gave her presentation outlining the 2016 Children's Water Festival.

(c) Group Insurance Overview/Rates
(Report attached)

There was a short discussion regarding the UTRCA's Group Insurance contract and if the Board has been or should be involved. I.Wilcox explained that the UTRCA retains a broker to negotiate the rates on our behalf every year. The Board requested that group insurance rate changes be presented annually to the Board.

H.McDermid moved – M.Ryan seconded:-

“RESOLVED that the Board of Directors receive the report.”
CARRIED.

(d) NDMP Funding Application Update
(Report attached)

H.McDermid moved – J.McKelvie seconded:-

“RESOLVED that the Board of Directors receive the report.”
CARRIED.

(e) Scott Gillingwater receives Ontario Nature's W.W.H Gunn Conservation Award
(Report attached)

H.McDermid moved – G.Way seconded:-

“RESOLVED that the Board of Directors receive the report.”
CARRIED.

(f) CA Act Review Update
(Report attached)

J.McKelvie moved – H.McDermid seconded:-

“RESOLVED that the Board of Directors receive the report.”
CARRIED.


The consultation is ongoing. The UTRCA plans to formalize it's position by the September 9th deadline. I.Wilcox will have a report for the Board at the August meeting.

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

The Chair reminded the Board there is no meeting in July and wished them a good summer.

13. Adjournment

There being no further business the meeting was adjourned at 12:12 pm on a motion by J.McKelvie.



Ian Wilcox
General Manager
Att.

M.Blackie, Authority Chair

Michelle Viglianti - NDMP Funding Proposal E-mail Vote Summary

From: Michelle Viglianti
To: Anna Hopkins; Annamarie Murray; Dawn MacLean; George Way; Grant Ingl...
Date: 6/8/2016 3:37 PM
Subject: NDMP Funding Proposal E-mail Vote Summary
CC: Chris Tasker; Ian Wilcox

Good Afternoon,

thank you all for your participation in this e-mail vote and for your timely responses. For the results of the e-mail vote please see below.

We will ratify the results of this e-mail vote at the June 28th Board Meeting.

Thank you!!

Michelle Viglianti

J. McKelvie moved – R.Chowen seconded: -

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

E-mail Vote Results:

Yes: 14

No: 0

UPPER THAMES RIVER
CONSERVATION AUTHORITY

Michelle Viglianti

Administrative Assistant (Acting)

1424 Clarke Road London, Ontario, N5V 5B9

519.451.2800 Ext. 222 | Fax: 519.451.1188

vigliantim@thamesriver.on.ca

To: UTRCA Board of Directors

From: Chris Tasker, Manager
Water and Information Management

Date: June 2, 2016 **Agenda #:**

Subject: Municipal and Board support for proposals for federal funding through NDMP **Filename:** ::ODMA\GRPWISEUT_MAIN.U
TRCA_PO.FloodControl:782.1

Recommendation

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

Background

National Disaster Mitigation Program

The National Disaster Mitigation Program (NDMP) is a federal program established in April 2015 to reduce impacts of natural disasters on Canadians. The program focuses investments on significant recurring flood risk and advancing work to facilitate private residential insurance for overland flooding. Provincial governments may collaborate with and redistribute funding to eligible entities such as municipal or other local government, public sector bodies or private sector bodies, including Conservation Authorities. Applications are made through a provincial process with MMAH taking the lead and MNR providing technical support. It is a 5 year program currently including \$200 million in federal funding.

The NDMP provides 4 funding Streams which are discussed individually in the sections below:

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

Projects in this round of funding must begin before March 31, 2017 and be completed before March 31, 2018. Proposals for this round must be submitted to the province by June 9, 2016. This is the second round of submissions. We expect additional requests for proposals in September of 2016, 2017, and 2018. For projects not submitted in June we will consider submission in September however it is preferred to get proposals in early to know what types of projects can be supported at the provincial and federal levels. More information may be found at:

- <http://www.mah.gov.on.ca/Page14903.aspx>
- <http://www.publicsafety.gc.ca/cnt/mrgnc-mngmnt/dsstr-prvntn-mtgtn/ndmp/index-eng.aspx>

Flood Mapping updates

The UTRCA has a planning advisory service and a regulatory program under s28 of the CA act which relies on accurate flood mapping to reduce the risks associated with flood damages. Flood hazard modelling and mapping are also important tools in flood forecasting and warning, flood control

infrastructure operation and maintenance, storm water facility design and many other programs of the UTRCA. Current and accurate flood mapping is crucial to the successful reduction of flooding risks through these programs.

The majority of flood modelling and mapping in the UTRCA was developed through the 1980's using information and tools available at the time. Since then, better base mapping and modelling tools are available. Land use and watercourse hydraulic controls (such as bridges and culverts) have changed, in some areas quite drastically.

In 2010 the UTRCA embarked on a renewal of the flood forecasting and warning program. This renewal included a reinvestment in hydrologic and hydraulic modelling for the benefit of the Flood Control program as well as other programs of the UTRCA. It also included a focus on flood forecasting data management and development of a 20 year capital maintenance plan for UTRCA Water and Erosion Control Infrastructure. Newly updated modelling is also planned to be used as a tool to assess the impacts of climate change and potential mitigation measures. This renewal included an investment from reserves and minor changes to existing staff accommodated within existing budgets. The renewal also benefitted from funding provided through provincial and federal programs as well as special projects undertaken in partnership with specific municipalities. A new flood time series data management system has been set up largely through Showcasing Water Innovations funding. Much has been accomplished through previous funding opportunities. NDMP funding is an important opportunity to continue the renewal while limiting the funding burden on local municipalities.

Through the renewal, significant progress has been achieved in establishing base digital elevation information, and undertaking pilot hydrologic and hydraulic model updates with modern modelling tools. These pilot efforts have provided clear indication that the current level of resources are insufficient to keep pace with development pressures. Staff engaged in this renewal effort are often diverted to site specific issues-of-the-day in areas such as the City of London, Ingersoll and St Marys, rather than being able to focus on updates in a systematic manner. Without additional resources it is unlikely we will ever have defensible mapping watershed-wide. Instead, additional site specific information will continue to routinely need to be provided by property owners (and then reviewed by staff), which routinely causes delays and frustration to all involved. In order to be able to provide responses to development inquiries and regulatory applications in a timely and efficient manner, it is critical that additional resources be directed to this renewal effort. It is also apparent that updating the models and mapping will be an ongoing need in the future to ensure currency in the face of ongoing land-use changes, policy adjustments, technological change, and climate change. It is also important that updates to these models be completed in a timely fashion so that they can be used to assess the impacts of climate change and be used to evaluate possible adaptation/mitigation measures.

As part of updates to the UTRCA Strategic Plan the conservation authority is developing Environmental Targets. One of the targets is related to the update of hazard modelling and mapping. This target has a planned completion date of 2020 with climate change assessment to follow. Within these strategic targets the updated modelling and mapping is considered a high priority. Access to federal funding through programs such as NDMP will be used to, at a minimum, match municipal funding included in current and future budgets to greatly reduce the impact of this initiative on municipal budgets.

While the NDMP provides opportunities to further the mapping updates initiated through the flood forecasting and warning renewal, it also offers important opportunities for projects in Stream 3 and 4 which focus on the mitigation of flood risks.

Discussion

Staff are reviewing potential projects and assembling information to be able to submit funding project proposals. During this request for proposals it will be important to focus on those projects which have a high likelihood of success, are needed for other related work, and have municipal support. As such projects being considered will be prioritized and other projects may be submitted in response to an anticipated request for proposals in September. The submission of projects in this round or future rounds will consider local funding available through authority budgets including the use of municipal funding received through levies or available in reserves.

Generally, project applications must include components from the previous streams. It is believed that in some circumstances, existing information will suffice to allow Stream 2, 3, and 4 projects to proceed without formally completing the preceding Streams. Proposals for Stream 4 Non-Structural Mitigation projects specifically do not require preceding stream projects to be completed.

Projects eligible for funding through the NDMP are categorized into the 4 streams which are discussed individually in the subsequent sections.

Stream 1 - Risk Assessment - Generally, a risk assessment includes the identification of the potential hazards, and an assessment of their likelihood of occurrence, potential impact and the community's vulnerabilities. Once the hazards have been identified and assessed, a risk tolerance or "risk threshold" for managing these hazards should be determined. Risk thresholds serve as an informal decision-making support tool, and help to communicate the level of effort to be deployed to reduce the likelihood of a risk event occurring, or of the consequences should it occur. Risk thresholds can also be used to inform the prioritization and selection of mitigation projects identified as beneficial to address risk(s) identified within the area studied. This information is used as a screening and evaluation method for projects in other streams as well as a planning tool to help municipalities determine priority mitigation measures.

UTRCA proposals, submitted under other streams, will be supported by existing risk assessment information which we expect to be sufficient to justify and prioritize the work. We are not currently anticipating submission of projects under Stream 1 unless indications are that current risk assessment information is not adequate for project approval.

Stream 2 – Flood Mapping - The need to undertake a flood mapping project is informed by a risk assessment. If flooding was identified as a significant risk for a community, that community should consider undertaking flood mapping to further assess how it would be affected by flooding. A flood map identifies the geographical boundaries of a flooding event based on the type and likelihood (such as UTRCA 100 yr and regulatory events), and this information is used to help identify the structures, people and assets most likely to be impacted by the event. With this information, a community can more accurately determine its vulnerability, and the flooding risk to the community.

Without accurate flood risk mapping it is difficult to provide municipalities with advice on development approvals so that they may meet their requirements of the PPS. While flood risk mapping is available in many locations this information is outdated as it is based on inaccurate mapping by today's standards, hydraulic controls which may have changed or are not accurately reflected, and urban development which has changed greatly in some areas since the original modelling and mapping was completed in the 1980's. This tends to require additional submissions from proponents and delays the development approval processes. Two types of projects are being considered. The first type is more widespread development of base information while the other type is the completion of mapping in priority areas. Examples of UTRCA activities which would fit under Stream 2 include:

- Develop digital elevation model (DEM) based on 2015 ortho imagery for use in hydraulic modelling
- Collect river cross section information to use with DEM for hydraulic modelling
- Assemble base geospatial layers to support hydrologic/hydraulic models

Stream 3 – Mitigation Planning - Mitigation planning is the process by which a community reflects on its identified risks, and uses this information to make more informed planning decisions. First, it must identify its broad mitigation goals. Second, it should identify the objectives/strategies required to meet those goals. Finally, the key activities that will be required to accomplish those objectives and meet the stated mitigation goals should be clearly identified and explained. The key activities that are identified in the mitigation plan may also be planned mitigation projects (Stream 4). A good mitigation plan provides a roadmap for action, a justification for the implementation of specific mitigation projects, and a demonstration of the engagement of the community in its success. Examples of UTRCA activities which could fit under Stream 3 include:

- Project planning for risk mitigation projects such as rehabilitation and risk mitigation alternatives associated with London Earth Dykes,
- Assessment of alternatives to alleviate flood risks through subwatershed planning.

Stream 4 – Non-structural and small scale structural mitigation - Stream 4 is the actual implementation of a specific mitigation project. The proposed mitigation project must have a detailed implementation plan including the resources, time, costs, agreements, materials and other factors required to complete the mitigation project. Some examples of disaster mitigation projects are: delivering education programs, updating building codes and enforcement policies, acquiring property in high risk areas and relocating structures to safer areas, create hydro flow regulation measures such as diversions and upstream storage, and flood proofing structures by reinforcing and/or raising them to minimize their vulnerability to floods.

Examples of UTRCA activities which could fit under Stream 4 as non-structural mitigation include:

- Initiating a Southwestern Ontario Flood Forecasting and Warning Information Management Hub
- Updating UTRCA Environmental Planning Policy Manual
- Delivering flood risk education programs
- Acquisition of high risk properties
- Flood forecasting and warning flood risk website improvements

Activities which could fit under Stream 4 as small scale structural mitigation are consistent with repair projects on Flood Control infrastructure eligible for funding through the WECI program. Small scale mitigation projects include what would be considered large projects under WECI. It is hoped that bringing federal funding to these projects will allow larger projects which generally need to be phased due to the limited WECI funding, to proceed more efficiently to completion. This could lessen the burden on WECI funding over the next few years allowing many other projects to proceed with WECI funding. While both WECI and NDMP provide up to 50% funding, depending on how this additional funding is applied, it will likely reduce the municipal and/or provincial funding invested in eligible projects.

Conclusions

While significant progress has been made on renewal of our flood forecasting and warning program the program can benefit considerably from NDMP funding for the types of projects described above. It is required that proposals include a resolution from the CA board supporting the projects. It is also required that proposals include letters of support from municipalities affected by the projects. The

UTRCA is pursuing municipal support letters for projects. This board report will also be provided to municipalities to describe the rationale and background on the program and potential projects. A letter template will be provided which will include the information related to municipal support necessary for proposal submission.

In providing their support, municipalities will need to commit to the use of information generated through these projects in municipal land use planning documents. Municipalities in the UTRCA already utilize CA flood hazard mapping in their Official Plans and Zoning Bylaws. Updated flood mapping will ensure they can meet their obligations to protect public health and safety under the Provincial Policy Statement (MMAH, 2014). Having current and accurate mapping and modelling will assist in streamlining the planning and regulatory approval processes. It will ensure that risks related to flooding are adequately mitigated without unduly affecting the development review and approval processes of the municipalities and the CA. The work proposed in these projects will also provide valuable information for use in developing municipal infrastructure such as bridges, culverts and storm water management.

In providing their support municipalities need to acknowledge the use of municipal levy in the projects. Federal funding will leverage municipal levy and other funding included in current budgets and reduce future burdens imposed on CA and municipal budgets to undertake this important work.

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

Recommended and Prepared by:



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



The TD tree maintenance volunteers

TD Tree Maintenance Project

Thank you to the four employees from TD who volunteered on a very hot May day to carry out tree maintenance at London's Ted Earley Park. These dedicated staff applied new mulch to over 400 trees that were planted in 2014, and learned some pruning tips as well. This type of volunteer work is very much appreciated and serves the trees well.

Contact: Karen Pugh, Resource Specialist

Agricultural BMPs on the Web

New to the UTRCA website are pages dedicated to Agricultural Best Management Practices (BMPs). Prepared under the auspices of the Great Lakes Agricultural Stewardship Initiative, these pages promote cost-effective, practical actions that landowners can take to improve soil health and water quality while maintaining or enhancing agricultural production.

The web pages include fact sheets and case studies focusing on a variety of BMPs that differ in form and function. What makes these pages unique is a series of videos where local landowners offer stories and advice about soil and water conservation techniques with which they have direct experience.

The BMPs covered include:

- Buffer strips
- Cover crops
- Erosion control structures
- Fragile land retirement
- Windbreaks

For more information, go to www.thamesriver.on.ca/landowner-grants-stewardship/farmland-bmps/

Contact: Brad Glasman, Manager, Conservation Services



Planting a rain garden at the Ingersoll condo development.

LID in Ingersoll

As part of its Low Impact Development (LID) program, the UTRCA has partnered with Warren Sinclair Homes since 2014 to install rain gardens in a new Ingersoll condo development. On June 6, UTRCA staff helped plant two rain gardens, bringing the total number of completed rain gardens to six. Three more rain gardens will be installed within the next year. All the stormwater from this condo development is managed by the rain gardens, reducing the impact of the development on the municipal storm sewers and on the nearby Thames River.

Contact: Alison Regehr, Conservation Services Technician

Conservation Area LID

The Great Lakes Guardian Community Fund has approved funding for two Low Impact Development (LID) demonstration projects in UTRCA conservation areas. A biofilter consisting of four rain gardens will be installed in Pittock CA beneath the culvert between camping sections 1 and 2. It will filter runoff from upstream agricultural properties before it reaches the Thames River. At Fanshawe CA, a rain garden will be installed to infiltrate runoff from the maintenance/workshop area. This rain garden will be highly visible near the park office.

Campers and community members are invited to help with planting the rain gardens on June 18 at 10 am at Pittock CA, and on June 25 at 9:30 am at Fanshawe CA.

Contact: Alison Regehr, Conservation Services Technician



Volunteers of all ages helped with the spring tree planting efforts.

Spring Summary “Communities for Nature”

Thanks to nearly 3000 volunteers (including students and community groups) across our watershed, 7330 native trees and shrubs were planted this past beautiful spring. Sites included school yards, city and town parks, stormwater ponds, Environmentally Significant Areas, private lands, corporate lands, conservation lands and neighbourhood green spaces. The program was carried out in Stratford, St. Marys, Ingersoll, Beachville, Woodstock, London, Zorra, Thames Centre, the Medway Creek watershed and Dorchester.

Thank you to the dedicated partners and many funders who made the plantings possible.

Contact: *Karen Pugh, Resource Specialist*



New Signs at The Coves ESA

New signs were installed at two locations in The Coves Environmentally Significant Area (ESA) this spring. The UTRCA was contracted by the City of London to write and format the signs that welcome and educate visitors on the ecological and historical

significance of this unique area south of Springbank Drive. A large map shows the ponds (a former oxbow of the Thames River) and the trail network as well as other features.

The Coves has a long and well documented human history, including being used as a military rifle range, for ice cutting and various recreational activities including hockey, curling and fishing.

The City of London, UTRCA and Friends of the Coves have worked steadily at improving the quality and accessibility of this central London ESA. The park is 85 hectares in size, with approximately half in public ownership. The UTRCA’s ESA Team manages 46 ha under contract with the City of London. In 2015, the ESA Team spent considerable time creating an accessible trail next to the East Pond, and restoring the habitat along it. More work is planned in 2016.



The other ESAs managed by the Team include: Kains Woods, Kilally Meadows, Meadowlily Woods, Medway Valley, Sifton Bog, Warbler Woods, and Westminster Ponds/Pond Mills.

Contact: *Cathy Quinlan, Terrestrial Biologist*

Cast a Line Close to Home

Don’t overlook the amazing fishing opportunities at your back door! You’ll save time and gas and be surprised at the diversity of fish within the Thames River watershed. Whether you like to get out on your bass boat, relax at the end of a dock with line and bobber, or climb into a pair of waders and fly fish - your perfect fishing spot awaits.

The Thames River is home to many fish species, including Smallmouth, Largemouth and Rock Bass, Bullheads, Yellow Perch, Norther Pike, Pumpkinseeds, White Sucker, Common Carp and Walleye. Some of the tributaries have Brown, Brook and Rainbow Trout, too.

Fanshawe, Pittock and Wildwood Conservation Areas offer fishing opportunities for every skill level! We’ve partnered with the Ontario Federation of Anglers and Hunters and Ontario Power Generation to offer a fishing equipment loaner program for anyone looking to try their hand at fishing. Each CA also hosts a Family Fishing Day and encourages everyone to take advantage of Ontario



A proud angler and his catch at Pittock CA!

Family Fishing Week, when you don't need an Ontario Fishing Licence to fish.

Our CA staff hope to see you at this year's catch and release family fishing events, all of which take place on Saturday, July 9:

- Kids, Cops & Canadian Tire Family Fishing Derby @ Pittock CA (Woodstock), 8 am - 12 pm
- Family Fishing Day @ Fanshawe CA (London), 8 am - 1 pm
- Family Fishing Day @ Wildwood A (St. Marys), 7 am - 11 am

Don't spend your day driving for hours when your fishing hot spot awaits minutes from home. Cast a line and step into nature with us!

Contact: *Katie Ebel, Pittock Conservation Area Clerk*



Northdale Central students planted at the Outdoor Recreation Complex

Dorchester Watershed Planting Projects

This past spring, more than 500 native trees and shrubs were planted in the Dorchester watershed. Students from Regina Mundi Catholic College and Northdale Central Public School planted trees at the Outdoor Recreation Complex and Thames Centre Operations Centre in Dorchester, and learned about the importance of their work to the community and the environment.

Several other projects are being completed in June, including aquatics planting at the Dorchester Golf Club and wildflower planting at Dorchester Road and Catherine Street. Funding for the Dorchester planting projects was provided by EcoAction Canada.

Contact: *Karlee Flear, Community Partnerships Specialist*

Children's Water Festival

The London-Middlesex Children's Water Festival, held at Fanshawe Conservation Area, was a great success! Nearly 3,600 students from London, Middlesex and surrounding counties participated in the festival, which teaches students about the importance of water in their everyday lives. Highlights from this year's festival included six new activity stations and the first ever French Day, where nearly all the stations were offered in French.

Kudos go to all the volunteers who made the week-long event possible. Special thanks also go to the Organizing Committee for all their time spent planning this fun and educational event.

Contact: *Karlee Flear, Water Festival Coordinator*



Students learn about groundwater at this water festival station

Upper Medway Creek Project Update

The Priority Subwatershed Project (PSP) continues in the Upper Medway Creek area north of London. Intensive monitoring and Best Management Plan (BMP) implementation in a small geographic area make this project unique.

As part of the project, the controlled drainage research site near Lucan has



Surveying the land for erosion control projects to be completed later this year.

undergone recent upgrades. The water control structures, originally installed on the farm in summer 2014, were replaced this spring. The new structures control the water table more effectively, improving the accuracy and usefulness of the monitoring data.

The PSP program also provides cost-share incentives for planting cover crops, along with many other practices. For farmers considering the use of cover crops in their cropping system, this project allows them to try it out with less risk, as the funding can take some of the financial pressure off of this new endeavour. The use of cover crops is encouraged in all cropping systems to improve soil health and reduce erosion, particularly in the non-growing season.

Contact: Michael Funk, Agricultural Soil & Water Quality Technician

Spring Tree Planting Wraps Up

This year's tree planting program began on April 4 and wrapped up on May 18. A very warm March quickly turned into a very cold April - so cold, in fact, that potted windbreak stock delivered the first week of April came with frozen root balls, a first in 30 years. Cooler weather in April and May with moderate rain made for almost perfect planting conditions.



The UTRCA machine planting crew planted 600 seedlings for Cheryl and Ian McKay.

In 2016, UTRCA provided 3,750 large stock trees and 45,100 seedlings for 150 rural watershed landowners. Of those numbers, our hand and machine planting crews planted 37,000 trees for 45 landowners. The majority of these were planted with the tractor and machine planter, beginning on April 27 at Cheryl and Ian McKay's property in Thames Centre and wrapping up at Fullarton Conservation Area on May 18.

Rural landowners wishing to participate in the 2017 tree planting program should contact us now to get on the waiting list. Site visits to discuss planting options will begin in August.

Contact: John Enright, Forester

On the Agenda

The next UTRCA Board of Directors meeting will be June 28, 2016. Agendas and approved board meeting minutes are posted at www.thamesriver.on.ca; click on "Publications."

- Environmental Targets
- 2017 Budget Concepts Memo
- Administration and Enforcement - Section 28
- Water Festival Summary
- Group Insurance Overview/Rates
- NDMP Funding Application Update
- Scott Gillingwater receives Ontario Nature's W.W.H. Gunn Conservation Award
- CA Act Review Update

Contact: Michelle Viglianti, Administrative Assistant

UPPER THAMES RIVER
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To: UTRCA Board of Directors

From: Ian Wilcox, General Manager

Date: June 14, 2016

Agenda #: 9 (a)

Subject: For Approval- Environmental Targets
Strategic Plan

Filename: ::ODMAGRPWISE\UT_MAIN\UT
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**Recommendation: That the UTRCA Board of Directors approve the attached Report:
Environmental Targets Strategic Plan.**

The attached Environmental Targets Strategic Plan proposes the most significant programming change in the UTRCA's nearly 70 year history. The concept was approved by the Board of Directors and actions were developed by staff over a two year period. These Targets are designed to advance achievement of the UTRCA's Ends:

1. Protecting people and their property from flooding and erosion,
2. Protecting and improving water quality,
3. Managing and expanding natural areas and,
4. Providing outdoor recreation/ education opportunities.

Monitoring data has clearly shown that progress in achieving these Ends has plateaued during the past 20 years. That is not to suggest our efforts have been ineffective. In fact, maintaining these measures as status quo in light of increasing stressors such as development, population growth, climate change and invasive species, is a form of success. However, this organization has a responsibility to do more than simply "maintain." The Environmental Targets presented here represent an organizational commitment to achieve measurable improvements in our watershed's health. This in turn supports economic development, human health, and makes the watershed more attractive and resilient.

The Targets recommended in this report are aggressive but realistic. The Authority has the tools, experience, expertise and relationships to achieve these Targets. Funding needed to support this work is also significant, however, given partner support and a phased approach to implementation, the plan proposed is practical and achievable.

Prepared and Recommended by:



Ian Wilcox

Draft Environmental Targets:
Strategic Plan
June 2016





UTRCA Environmental Targets - Translating Purpose into Action

Poor water quality. Habitat loss. Soil erosion. Flooding and drought. Great Lakes algae blooms. Severe weather events.

These are some of the key environmental challenges facing all of us. Locally, the Thames River Watershed benefits from an active and energetic group of environmental agencies, not-for-profit organizations and passionate individuals. For decades, these groups have collaborated to improve the health of our local environment. However, while the effort has been tremendous, our collective progress in terms of measurable health improvements has been slow, largely due to a lack of capacity.



The Upper Thames River Conservation Authority's (UTRCA) Watershed Report Cards give our water quality and forest health an average grade of D. Hazard risks from flooding and erosion have been effectively managed but must now consider the significant impact of a changing climate. Public use of natural areas is impressive, but there is room for growth and an opportunity to use outdoor connections to educate and promote conservation.



The Environmental Targets proposed in this report offer a better future for our watershed's health, while supporting growth and economic development. The benefits of this effort would be far-reaching. Nearly 40 years of scientific research have proven the economic, social, and health benefits of a healthy local environment.

- Canadians consider the environment as an indispensable feature of "quality of life." Specific aspects identified as crucial include water quality, air quality, responsible stewardship of natural resources and access to the outdoors.
- Businesses and talented workers they hire are attracted to places that have high numbers of amenities and high quality natural environments.
- Time spent in and around a healthy and green environment is consistently linked to objective, long-term health outcomes. The less green a person's surroundings, the higher their risk of morbidity and mortality – even when controlling for socioeconomic status and other possible confounding variables.
- The range of specific health outcomes tied to nature is startling, including reduced or improved depression and anxiety disorder, diabetes mellitus, attention deficit/hyperactivity disorder (ADHD), various infectious diseases, cancer, healing from surgery, obesity, respiratory disease, and others.



In 2014, the UTRCA's Board of Directors approved developing environmental targets as a strategic planning initiative. These targets are a statement of how healthy and resilient we believe the Thames River watershed can be by 2037, if we focus our efforts and commit resources.

Good intentions and passion can only accomplish so much. The watershed simply needs more: more funding for projects and more work on the ground. How much more? Approximately double our current effort is needed to accomplish these ends.

The Thames River watershed has incredible potential. The targets recommended in this report are aggressive but realistic. We have the tools, experience, and expertise to achieve them. With adequate resources and strong partnerships, we can achieve our targets during the next 20 years.

Target 1:

Improve each subwatershed's water quality score by one grade, as measured by UTRCA Watershed Report Cards, by the year 2037.



Links to UTRCA strategic end:
"Protect and improve water quality."



About the target:

The target aims to improve the water quality in each of the 28 subwatersheds in the Upper Thames watershed by one grade. A-F grades, based on river monitoring data, are provided for each subwatershed every five years according to provincially standardized watershed report card guidelines. Three indicators of water quality and aquatic health are used to determine the grades: total phosphorus, bacteria and benthic invertebrates. The grades reflect the impacts from surrounding land use activities in each subwatershed.

Using best available science and local knowledge, key actions to meet the target will be prescribed in each subwatershed that provide the greatest benefits to local stream health and water quality. These actions are a shared responsibility across sectors and stakeholders to achieve the target. Current water quality scores average a D grade.



Actions to achieve the target:

Double Our Existing Rural Stewardship Program

- Target soil and nutrient loss from 600 hectares (1500 acres) per year by implementing projects that reduce peak flows/runoff, such as structural erosion control projects and constructed wetlands.
- Increase technical outreach and knowledge transfer, and establish three demonstration subwatersheds (one per county) that engage partners.
- Double the capacity of the Clean Water Program to deliver enhanced cost sharing and technical services with sustained and enhanced funding support from municipal, provincial, federal and alternative sources.

Timeline: Ongoing implementation and technical outreach for 2017-2037.



Create an Urban Stewardship Program

- Reduce storm water and nutrient runoff by promoting widespread adoption of low impact development (LID) through education, demonstration and technical support.
- Implement five new demonstration sites per year focusing on urban centres across the watershed.
- Initiate urban nutrient landscape program focused on education and based on the 4R concept (right source, rate, time, and place), and develop outreach program and materials to reach urban property owners.

Timeline: Ongoing implementation and technical outreach for 2017-2037.



Stream Corridor Enhancement Projects

- Restore three priority stream corridor sections per year with restoration techniques such as buffers and natural channel structure enhancement.

Timeline: Ongoing for 2017-2037.



Expand Comprehensive Monitoring

- Increase the level of water quality and stream health monitoring and add 13 monitoring sites to fill gaps in data collection to equally cover all 28 subwatersheds in support of the expanded stewardship and enhancement programs identified above.
- Develop an urban monitoring program to support new urban stewardship program.

Timeline: Ongoing, phased and sustained implementation for 2017-2037.



Potential Partners:

- Watershed landowners
- Watershed Municipalities
- Ontario Ministry of Environment and Climate Change
- Ontario Ministry of Agriculture, Food and Rural Affairs
- Environment and Climate Change Canada

Target 2:

Establish and restore 1,500 hectares of natural vegetation cover, windbreaks and buffers by 2037.



Links to UTRCA strategic end:
“Preserve and manage natural areas.”

About the target:

Significantly expanded planting and restoration programs will improve the health of the watershed as measured every five years in the UTRCA Watershed Report Cards. Forest health grades are based on three indicators related to the sustainability of natural heritage systems: percent forest cover, percent forest interior, and percent riparian zone forested.

This target aims to establish 1000 hectares of new natural vegetation cover and restore or improve 500 hectares of existing vegetation cover. Key actions to achieve this target will be prescribed for each subwatershed based on best available data and local knowledge to determine optimal placement. Achieving this target will create wildlife habitat, recover species at risk, shade streams, reduce soil erosion, facilitate carbon sequestration for climate change, and improve water and air quality. Current forest health scores average a D grade.



Actions to achieve the target:

Increase Technical Outreach and Double Existing Restoration Program

- Prepare and implement a marketing plan to promote the planting, stewardship, and habitat restoration services to target groups and double current landowner participation in programs.
- Promote free site visits and offer more landowner workshops, tours, articles, etc.
- Expand planting programs and services in order to double the current acreage of trees, shrubs and meadows planted every year.
- Work with landowners to target marginal lands, stream buffers, vulnerable farm fields and other areas.
- Collaborate with other agencies, NGOs and academia to test new restoration techniques.
- Work with vegetation suppliers to ensure native stock is available to meet the increased demand.





Advocate for Natural Heritage Restoration and Protection

- Strengthen UTRCA's advocacy role related to the prevention of natural vegetation cover loss.
- Work with OMAFRA and municipalities to establish and promote enforcement of minimum setbacks for cropping along watercourses, as well as advocate for new and strengthen existing by-laws to preserve natural cover, including windbreaks.

Timeline: Ongoing for 2017-2037.



Comprehensive Monitoring

- Develop an improved, spatially-based database to track vegetation cover change as well as planting and restoration projects (including area planted, species, methods, costs, grants, survival assessments, etc.).

Timeline: Ongoing for 2017-2037.



Potential Partners:

- Watershed landowners
- Watershed Municipalities
- Ontario Ministry of Environment and Climate Change
- Ontario Ministry of Agriculture, Food and Rural Affairs
- Environment and Climate Change Canada

Target 3:

Reduce flood and erosion risk by updating flood models and hazard mapping for all UTRCA subwatersheds by 2020, then integrating climate change scenarios into the updated models and developing climate change adaptation strategies by 2030.



Links to UTRCA strategic end: "Protect life and property from flooding and erosion."

Photo: London Free Press

About the target:

The UTRCA has a legislative responsibility to reduce flooding and erosion risks. The existing models are dated and must be modernized with current information, including the significant impact of climate change. Renewal of the flood and erosion hazard program began in 2012 with work to modernize flood forecasting and warning tools. The focus now shifts to updating hydraulic and hydrologic computer models used for hazard mapping and implementation of our regulatory program. Models currently in use were originally developed in the 1980s and many factors have changed significantly since then. The models need to be updated to reflect current land use, frequency analysis, modelling technology and a better physical definition of the water courses.

Efforts to meet these targets will be integrated with ongoing renewal of flood forecasting and warning information management. In addition, an expanded water and erosion control capital maintenance plan is needed that includes all flood control assets including monitoring systems and software.

The second phase of this target will use the updated models to consider climate change scenarios and impacts on flood hazards, develop adaptation strategies and incorporate these strategies into policy.



Actions to achieve the target:

Update and Modernize Hydraulic and Hydrologic Models

- Identify and prioritize flood risk areas for updates, considering factors such as development pressure, level of risk and potential for climate change impacts, and determine metrics for measuring completion of this work.
- Complete an updated digital elevation model (DEM) and watercourse definition ensuring appropriate levels of accuracy for model areas based on risk.
- Update hydrologic models to reflect current land use, historical precipitation utilizing updated frequency analysis, and modern modelling tools.
- Assess appropriate hydraulic modelling tools, identify and address data gaps, and calibrate models. Apply the models to produce appropriate flood elevations for updating regulatory mapping.

Timeline: Ongoing to 2020 (note: implementation of these actions began in 2012).



Flood Control Capital Plan

- Expand Flood Control Capital Plan to include all water and erosion control structures and funding partners. Include monitoring infrastructure, communications telemetry, Information Management Systems (software and hardware), etc.
- Add the need for monitoring gauges for smaller urbanizing watersheds where flood risks may be driven by shorter duration, high intensity storms resulting in localized flooding.
- Implement maintenance plan with annual updates.

Timeline: 2017-2020 (with implementation continuing).



Regulatory Mapping/Policy

- Update flood hazard and erosion limit mapping based on updated modelling results and detailed information submitted through planning and permit activities.
- Undertake consultation and communication with municipalities and stakeholder groups to clearly identify changes and regulatory impacts.
- Ensure updated mapping is provided to watershed municipalities to incorporate into Official Plans and Zoning By-Laws to be consistent with natural hazard and climate change adaption policies contained in the Provincial Policy Statement.
- Establish a comprehensive maintenance program to ensure natural hazard information is kept up-to-date and able to support regulation limit mapping and the ability to effectively implement Section 28 of the Conservation Authorities Act.

Timeline: Ongoing for 2017-2020 with maintenance program extending beyond 2020.



Identify and Model Priority Climate Change Scenarios

- Using best available information, determine scenarios to assess using the updated hydrologic and hydraulic models and determine the range of potential flood and drought impacts on the watershed's built and natural environments.
- In addition to meteorological changes driven by climate change, consider factors such as development pressures, policy implications, and infrastructure maintenance. Assessing the impacts of climate change on the risk from natural hazards will be an important step in reducing risk to loss of life and property damage and developing adaptation strategies for the watershed.

Timeline: 2020-2025.

Adaptation Strategies

- Identify impacts on UTRCA and municipal programs and determine how to apply knowledge through implementation tools such as revisions to conservation authority regulations, conformity with the Provincial Policy Statement, reservoir operations or expansion, appropriate structural measures and ways of utilizing (retrofit) existing storm water and drainage works.
- Based on adaptation strategies, consult with and engage municipalities and other stakeholder groups on the range of impacts and adaptation measures.
- Implement appropriate climate change adaptation strategies and undertake education and outreach.

Timeline: Complete by 2030.

Potential Partners:

- Ontario Ministry of Environment and Climate Change
- Ontario Ministry of Natural Resources and Forestry
- Ontario Ministry of Municipal Affairs and Housing
- Public Safety Canada
- Natural Resources Canada
- Canadian Insurance Industry
- Watershed Municipalities

Target 4:

Reach 1 million people annually with conservation messages through access to UTRCA lands and demonstration of green infrastructure by the year 2030.

Links to UTRCA strategic end: "Provide outdoor recreation opportunities."



About the target:

Outdoor recreation offers opportunities to educate and promote conservation among the public for the watershed's natural environment. This target will be achieved through public access to UTRCA owned and managed recreational lands and exposure to conservation messages, programs and services offered on these lands. Outdoor recreation and education provided by the UTRCA are an opportunity to promote conservation messages to a large audience.

Actions to achieve this goal include expanding existing conservation, education and recreation programs as part of attendance strategies for all UTRCA owned and managed lands that provide recreational opportunities. These programs aim to influence the participants to change their own behaviour to improve watershed health. Developing and implementing a Green Infrastructure Plan reinforces the conservation message through leadership and a demonstrated corporate responsibility to minimize the impact of our own operations on the local environment.



Actions to achieve the target:

Market Analysis

- Develop a better understanding of our clients (demographics, attendance, activities, etc.) through a survey of current users of UTRCA lands.
- Determine why current clients are attracted to UTRCA land and why others are not.

Timeline: Complete in 2017.



Develop and Implement Property-specific Marketing and Education Plans

- Identify new target clients and develop a marketing and education plan to encourage attendance with appropriate conservation messages.
- Implement new programs blending outdoor recreation opportunities and conservation.

Timeline: Complete in 2017-2030.



Evaluate and Monitor

- Establish and implement ongoing tracking processes for both attendance and participation as an indicator of achieving the 1 million people target.

Timeline: Monitoring efforts will be developed and implemented ongoing for 2018-2030.



Develop and Implement a Green Infrastructure Plan

- Develop and implement property and facility specific green infrastructure plans to minimize our own environmental impacts and to serve as educational tools/ demonstrations for the visiting public.
- Expand green infrastructure on UTRCA lands and facilities, based on a multi-year work plan and budget.

Timeline: Complete in 2017-2037.



Potential Partners:

- Watershed Municipalities
- Other outdoor recreation providers – Ontario Parks, Parks Canada
- School Boards
- Educational institutions offering Outdoor Recreation Program
- Green Infrastructure Industry partners
- Ivey School of Business (master plan/business plan)
- CAMIS Reservations System



Targets: Budget



A commitment to achieve Environmental Targets represents the most significant programming change in the UTRCA's nearly 70 year history. New funding will be required if these Environmental Targets are to be achieved. This new funding is needed to expand staff support for landowners and other groups, for preliminary studies to ensure programs are targeted effectively, for incentives to encourage conservation, and for small capital demonstration projects.

Overall, a 32% budget increase is proposed to support a doubling of conservation efforts. In real dollars, \$4 million is needed in addition to the UTRCA's current \$12.5 million budget. The majority of new revenue is proposed to come from user fees and provincial and federal sources. Municipal support is needed to leverage these other sources. The UTRCA is proposing that most of this new revenue be phased-in over a four year period (2017-2020). The following three pages detail the costs, potential revenue sources, and a planned four year phase-in of new funding.

Targets Budget

Annual Expenses (2016\$) After Full Implementation					Cost by Target			
Category	Position/ Expense	# FTEs*	Unit Cost	Annual Total	1. Water Quality	2. Natural Areas	3. Hazard Management	4. Outdoor Recreation/ Education
1. Staff Capacity** (a) Technical Staff	Water Quality Target							
	Rural/ Urban Stewardship Program Staff	4	\$149,000	\$596,000	\$596,000			
	Natural Areas Target							
	Natural Areas Restoration Program Staff	4	\$149,000	\$596,000		\$596,000		
	Flood Control Target							
	Monitoring/ Information Management (Capital)	1	\$149,000	\$149,000			\$149,000	
	Field Survey Staff (4 seasonal staff)	0.8	\$149,000	\$119,200			\$119,200	
	Modeller (Hydrology and Hazard Mapping)	2	\$149,000	\$298,000			\$298,000	
	Plan Review Staff (Hydrology)	1	\$149,000	\$149,000			\$149,000	
	Outdoor Recreation/ Education Target							
	Green Infrastructure Plan Coordinator/ Facility Manager	1	\$149,000	\$149,000				\$149,000
	Land Management Staff	1	\$149,000	\$149,000				\$149,000
Conservation Area Staff	2	\$149,000	\$298,000				\$298,000	
(b) Marketing/ Partnerships Staff	Marketing Staff	1	\$149,000	\$149,000	\$37,250	\$37,250	\$37,250	\$37,250
	Partnerships Staff	2	\$149,000	\$298,000	\$74,500	\$74,500	\$74,500	\$74,500
(c) Monitoring Staff	Fundraising/ Tracking Coordinator	1	\$149,000	\$149,000	\$37,250	\$37,250	\$37,250	\$37,250
	Monitoring/ Data Analysis Staff	1	\$149,000	\$149,000	\$37,250	\$37,250	\$37,250	\$37,250
2. Consultants and Outside Support***	CA Lands - Use Survey		\$50,000	\$2,500				\$2,500
	CA Lands - Facility and Education Plans		\$100,000	\$5,000				\$5,000
	Multi-target Marketing Plans		\$75,000	\$3,750	\$938	\$938	\$938	\$938
	Green Infrastructure Baseline Study		\$50,000	\$2,500				\$2,500
	Green Infrastructure Management Plan		\$80,000	\$4,000				\$4,000
3. Grants/ Incentives	Clean Water Program Incentive Funding			\$700,000	\$350,000	\$350,000		
4. Capital	Increase to Capital Maintenance Levy			\$60,000				\$60,000
Grand Total				\$4,025,950	\$1,133,188	\$1,133,188	\$902,388	\$857,188

*FTEs = Full Time Equivalents

**Staff Capacity = Unit Cost Wages based on Grade Level 8, job rate plus benefits, mandatory employment related costs, support and administration (occupancy, fleet, HR, finance, IT, administration, communications)

***Consultants and Outside Support costs amortized over 20 years

Environmental Targets: Proposed Revenue

Proposed Revenue Allocations (%)				
Revenue Sources	Water Quality	Natural Areas	Hazard Management	Outdoor Recreation/ Education
Provincial/ Federal Transfer Payment	40.0%	0.0%	65.0%	10.0%
Municipal Levy	30.0%	30.0%	30.0%	20.0%
Contracts	10.0%	20.0%	5.0%	20.0%
User Fees	20.0%	50.0%	0.0%	50.0%

Budget Revenue Allocations (\$)	Water Quality	Natural Areas	Hazard Management	Outdoor Recreation/ Education	Total	Percent of New \$
Total Investment Needed	\$1,133,188	\$1,133,188.00	\$902,388	\$857,188	\$4,025,952	
Proposed Revenue Sources						
Provincial/ Federal Transfer Payment	\$453,275	\$0	\$586,552	\$85,719	\$1,125,546	28.0%
Municipal Levy	\$339,956	\$339,956	\$270,716	\$171,438	\$1,122,067	27.9%
Contracts	\$113,319	\$226,638	\$45,119	\$171,438	\$556,513	13.8%
User Fees	\$226,638	\$566,594	\$0	\$428,594	\$1,221,826	30.3%

Notes:

Contracts and Provincial/ Federal Transfer Payment are somewhat interchangeable.
Restores 50/50 ratio between levy and senior government funding.

Funding Phase-in Plan

Target	Additional Funding Required/Year						Total New Revenue
	2017	2018	2019	2020	2017-2020 Total	2021-2025	
1. Water Quality							
Provincial/ Federal Transfer Payment	\$75,000	\$200,000	\$100,000	\$78,275	\$453,275		\$453,275
Municipal Levy	\$0	\$149,000	\$144,065	\$46,891	\$339,956		\$339,956
Contracts	\$0	\$0	\$57,000	\$56,319	\$113,319		\$113,319
User Fees	\$0	\$20,000	\$40,000	\$40,000	\$100,000	\$126,638	\$226,638
2. Natural Areas							
Provincial/ Federal Transfer Payment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Municipal Levy	\$0	\$0	\$144,065	\$195,891	\$339,956	\$0	\$339,956
Contracts	\$25,000	\$50,000	\$50,000	\$50,000	\$175,000	\$51,638	\$226,638
User Fees	\$0	\$25,000	\$25,000	\$100,000	\$150,000	\$416,594	\$566,594
3. Hazard Management							
Provincial/ Federal Transfer Payment	\$50,000	\$100,000	\$100,000	\$100,000	\$350,000	\$236,552	\$586,552
Municipal Levy	\$149,000	\$121,716	\$0	\$0	\$270,716	\$0	\$270,716
Contracts	\$0	\$45,119	\$0	\$0	\$45,119	\$0	\$45,119
User Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
4. Outdoor Recreation/ Education							
Provincial/ Federal Transfer Payment	\$0	\$0	\$0	\$50,000	\$50,000	\$35,719	\$85,719
Municipal Levy	\$107,676	\$0	\$0	\$63,762	\$171,438	\$0	\$171,438
Contracts	\$0	\$50,000	\$50,000	\$50,000	\$150,000	\$21,438	\$171,438
User Fees	\$0	\$25,000	\$25,000	\$50,000	\$100,000	\$328,594	\$428,594

Annual Increase by Revenue Source							
Provincial/ Federal Transfer Payment	\$125,000	\$300,000	\$200,000	\$228,275	\$853,275	\$272,271	\$1,125,546
Municipal Levy	\$256,676	\$270,716	\$288,130	\$306,544	\$1,122,066	\$0	\$1,122,066
Contracts	\$25,000	\$145,119	\$157,000	\$156,319	\$483,438	\$73,076	\$556,514
User Fees	\$0	\$70,000	\$90,000	\$190,000	\$350,000	\$871,826	\$1,221,826
TOTAL	\$406,676	\$785,835	\$735,130	\$881,138	\$2,808,779	\$1,217,173	\$4,025,952

Concepts:

- Annual levy increases = ~6.0%
- Hazard Management is the levy priority for the first two years and is then stable.
- Water Quality comes on-stream for levy in Year 2.
- Natural Areas comes on-stream for levy in Year 3.
- Outdoor Recreation receives levy in Years 1 and 4.
- Levy is needed first to develop capacity and to be used as leverage to generate new senior government funding and contracts in future years.
- User fee revenue increases are not predicted to come in full until after the first four years as up-front work and program development is needed before demand increases.
- Unclear if Federal/ Provincial \$ will actually materialize as a transfer payment (perhaps through CA Act Review) or as contracts e.g., National Disaster Mitigation Program (NDMP).
- \$700K is flow through \$ in the form of Clean Water Program grants (18% of requested \$).
- Immediate opportunities: Environment and Climate Change Canada/Great Lakes, NDMP, CA Act Review, etc.

To: UTRCA Board of Directors

From: Ian Wilcox, General Manager

Date: May 31, 2016

Agenda #: 9 (b)

**Subject: Draft Levy Rate in Support of the
2017 UTRCA Budget**

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Recommendations:

1. That the Board of Directors approve a salary/ step increase adjustment of 2.00% and an initial investment in the UTRCA's Environmental Targets Strategic Plan implementation of 5.95% for a combined levy rate increase of 7.95% for inclusion in the 2017 Draft Budget.

Discussion

Each June, the UTRCA Board of Directors is asked to approve a draft municipal levy rate for the upcoming budget year. This allows staff time to develop the full draft budget through the summer in anticipation of the Board's review in the early fall, followed by circulation to member municipalities for comment.

Issues to consider for a 2017 draft levy rate and budget include:

1. Canada's Consumer Price Index (CPI) for the period April 2015- April 2016 is 1.7%. A 1.7% overall salary grid adjustment is therefore proposed, This, combined with merit based salary grid step increases, and a significant group benefits cost increase (see separate report) justifies a 2.0% wage and benefit increase for the Draft 2017 Budget. (Note: The Board of Directors has an approved a policy directing use of the CPI as a guide for annual levy increases.)
2. The UTRCA's Environmental Targets Strategic Plan is being presented for approval as part of the June 2016 Board of Directors meeting. Details of the plan and budget are provided in a separate report. Generally speaking, the Plan's implementation costs are proposed to be phased in over a minimum four year period (2017-2020). An annual levy increase in the range of 6.0% is proposed in each of those four years to support implementation. An increase of 5.95% is recommended for 2017. It should be noted levy has been targeted to cover 28% of total implementation costs. The remainder will be funded through federal and provincial funding, contracts and user fees.
3. **The overall levy increase request for 2017 is 7.95% (wages and benefits increase of 2.0% plus Environmental Targets Strategic Plan implementation at 5.95%).**
4. As discussed last year, this proposed levy increase conflicts with direction received from the City of London. The City approved a four year budget in 2016 and set specific targets for boards and commissions. Funding for Conservation Authorities was to be limited to 1.5% annually. The UTRCA complied with this request in 2016 but did include a note

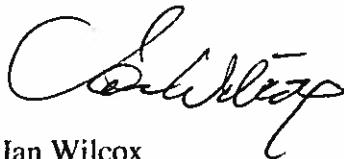
that increases for 2017-2019 were expected to approach 8.0% as a result of the Environmental Targets Strategic Plan.

5. City Staff are anticipating a funding request in the range of 8.0% from the UTRCA for 2017 and have been working with us to begin to develop the business case submission. As a note, London has requested all 2017 Budget submission be received by July 15, a significant and challenging shift from past September deadlines.
6. UTRCA staff are also working with the City of London to request assessment growth funding to support additional capacity in the Environmental Planning and Regulations Unit. The City has a process that allows business units, including the UTRCA, to request funding from this source to support growth related items. Two UTRCA planning and regulations staff are currently dedicated to City of London work. With an ever increasing number of permit applications, more and more complex plan review needs as well as large environmental assessments, this capacity is no longer adequate. A business case will be developed and submitted this summer. If approved, this will become base funding and part of the levy in future years. This process is considered separately from our normal budget submission and has no bearing on its approval. This request is restricted to the City of London only and does not affect other member municipalities.
7. Staff are not aware of any other municipal budget targets at this time.
8. While not confirmed, provincial transfer payments for flood control are expected to remain at the same level for 2017 (there has been no increase since 1997).

2017 Draft Budget: Municipal Levy

Expenditure	Detail	Amount	Percent Increase
Wages, Benefits and Step Increases	CPI April 2015-2016= 1.7% Salary step increases and benefits plan costs also apply	\$86,278	2.00%
Environmental Targets Strategic Plan Implementation			
Hazard Management Implementation		\$149,000	5.95%
Outdoor Recreation/ Education Implementation		\$107,676	
Total		\$342,954	7.95%

Prepared and Recommended by:



Ian Wilcox

To: Chair and Members of the UTRCA Board of Directors
From: Tracy Annett, Manager – Environmental Planning and Regulations
Date: June 15, 2016 **Agenda #:** 10 (a)
Subject: Administration and Enforcement – Sect. 28 Status Report – **Filename:** Document
Development, Interference of Wetlands and Alteration to **ENVP 3595**
Shorelines and Watercourses Regulation

This report is provided to the Board as a summary of staff activity related to the Conservation Authority’s *Development, Interference of Wetlands and Alterations to Shorelines and Watercourses Regulation* (Ont. Reg. 157/06 made pursuant to Section 28 of the Conservation Authorities Act). The summary covers the period from May 11, 2016 to June 14, 2016.

Application #22/14 (Extension/Renewal)

Ruth Victor & Associates

98 Mutual Street – Town of Ingersoll

- requested extension/renewal for permit originally issued March 10, 2014.
- proposed storm sewer works associated with the Canadian Tire Corporation building.
- plans prepared by Trafalgar Engineering Limited.
- staff approved and permit extension issued June 14, 2016.

Application #42/16

City of London

Oxford Street at Westdel Bourne – City of London

- construction of SWM facilities A, G and F as part of the “Tributary C” stormwater management program in the “River Bend” area of London
- detailed designs prepared by AECOM and Functional Design Report prepared by Matrix Solutions following a multi-year Class EA with an emphasis on the protection of a coldwater stream
- most comprehensive monitoring program ever developed for a City SWM project, with full time environmental inspector to be on site to ensure plans proceed and erosion and sediment control measures are properly installed and maintained
- staff approved and permit issued June 6, 2016 upon receipt of satisfactory construction drawings

Application #66/16

Joel Hackett

22437 Highbury Avenue North – Municipality of Middlesex Centre

- proposed billboard installation.
- plans prepared by Joel Hackett in accordance with location and mitigation measures discussed on site between contractor and UTRCA staff.
- staff approved and permit issued June 6, 2016.

Application #74/16

Township of Perth East

Branch E of the Northeast Drain.

- enclosure of 930 metres of a Class F/grassed waterway drain
- UTRCA permit, SCR for spot cleanout and signed notification form issued June 3, 2016

Application #75/16

Township of Perth East

Berg Drain

- proposed bottom cleanout of 124 metres of Class F drain.
- enclosure of 441 metres of a Class F drain
- UTRCA permit, SCR for spot cleanout and signed notification form issued June 3, 2016

Application #76/16

Trevalli Homes Ltd.

Lot 6, Wedgewood Drive – City of Woodstock

- proposed single family residence and attached garage adjacent Sally Creek.
- site plans prepared by Van Harten Surveying Inc. in accordance with approved subdivision plan.
- staff approved and permit issued May 12, 2016.

Application #78/16

Kehoe & Associates Inc.

137 O'Loane Avenue – City of Stratford

- proposed installation of new in-ground pool, installation of new armour stone retaining wall and the construction of an associated terrace.
- plans prepared by Melanie Rekola Landscape Design and CMT Engineering Inc.
- staff approved and permit issued May 20, 2016.

Application #79/16

CCR Building and Remodeling

45 Hampton Crescent – City of London

- proposed deck reconstruction
- staff approved and permit issued May 18, 2016

Application #80/16

City of London

Philip Aziz Avenue to Huron Street – City of London

- 600 mm watermain installation beneath the channel of the North Thames River in the vicinity of Western University and Gibbons Park
- project brought forward following completion of Class EA
- plans prepared by Stantec Consulting
- staff approved and permit issued May 20, 2016

Application #82/16

Heritage Building & Decoration

4084 Line 39 – Township of Perth East

- proposed replacement of single family residence and attached garage adjacent the Court Municipal Drain.

-plans prepared by djDesign, Santarelli Engineering Services and Gerber Excavating Limited in accordance with survey info from Benedict Raithby Surveying.
-staff approved and permit issued May 25, 2016.

Application #83/16

Todd & Sarah Troupe

22402 Valleyview Road – Municipality of Thames Centre

-proposed installation of new in-ground pool, construction of concrete pool deck and associated pump house.

-plans prepared by Todd Troupe in accordance with location and mitigation measures discussed on site between landowner and UTRCA staff.

-staff approved and permit issued May 25, 2016.

Application #85/16

City of London

941 Commissioners Road East – City of London

-dogs off-leash park project

-plans prepared by Environmental and Parks Planning staff

-staff approved and permit issued May 26, 2016

Application #86/16

City of Stratford

McNamara Drain – Branch A

-proposed bottom cleanout of 510 metres of Class F drain.

- UTRCA permit, SCR for spot cleanout and signed notification form issued May 26, 2016

Application #89/16

Township of Perth South

Roger Drain

-proposed bottom cleanout of 500 metres of Class C drain.

- UTRCA permit, SCR for bottom and spot cleanout and signed notification form issued June 14, 2016

Application #94/16

Township of Perth South

Crago Drain

- 859 metres of new tile drain, new road crossing

- UTRCA permit issued May 30, 2016

Application #95/16

Township of Perth South

Ralph Murray Drain

-902 metres of new tile drain, new road crossing and new catch basin

- UTRCA permit issued May 30, 2016

Application #96/16

Quadro Communications Co-Operation Inc.

Various Locations from Russeldale to Highway #23 – Municipality of West Perth

- proposed high pressure directional drilling installation of fibre optic cable undercrossing a variety of watercourses tributary to Flat Creek and the North Thames River.
- plans prepared by Quadro Communications Co-Operation Inc. and Weber Contracting Limited.
- staff approved and permit issued September May 27.

Application #96 (b)

Bob and Louise Falkenham

2820 Sheffield Place – City of London

- proposed pool installation
- staff approved and permit issued May 26, 2016

Application #98/16

City of London

491-501 Southdale Road West – City of London

- major multi-purpose facility including YMCA and 2 ice rink surfaces
- construction drawings and site plans prepared by MJMA and Development Engineering (London) Limited
- staff approved and permit issued June 1, 2016

Application #100/16

Rick and Lorraine Ferguson

26 Duke Street – City of London

- approval required for installation of pool and fence installation
- staff approved and permit issued June 3, 2016

Application #101/16

Mark and Teresa Przewieda

1454 Corley Drive – City of London

- permission required for reconstruction of residential dwelling
- building drawings prepared by Dutot Design Services
- staff approved and permit issued June 10, 2016

Application #102/16

Municipality of Middlesex Centre

Ettrick Drain

- proposed bottom/spot cleanout of 1646 metres of Class C drain.
- UTRCA permit, SCR for bottom and spot cleanout and signed notification form issued June 14, 2016

Application #103/16

City of London

Cove Road – City of London

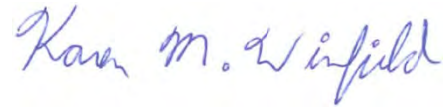
- pathway projects to be constructed as part of the approved Coves Conservation Master Plan
- different trail types consistent with ESA guidelines adjacent to German Canadian Club and “Elmwood Gateway” into Coves ESA
- staff approved and permit issued June 10, 2016

Reviewed by:



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

Prepared by:



Karen Winfield
Land Use Regulations Officer



Mark Snowsell
Land Use Regulations Officer



Cari Ramsey
Env. Regulations Technician

To: UTRCA Board of Directors
From: Sharon Viglianti, HR/Payroll Administrator
Date: June 13, 2016 **Agenda #: 10(c)**
Subject: Group Insurance Renewal **Filename: Human Resources #18069**

BACKGROUND

This report will briefly summarize the scope of our plan and explain our recent rate history.

In late 2013, the UTRCA sent its employee group insurance package out for tender and as a result, in March, 2014, we moved to Equitable Life Insurance as our new group insurance carrier. Prior to 2014 we had been insured by Empire Life and RBC Insurance since the year 2000. This move to Equitable Life netted an overall 18% decrease in the cost of premiums.

UTRCA GROUP INSURANCE COVERAGE

The benefits covered under the group insurance package include: (premium ratios shown in brackets)

1. Basic Life Insurance (50% employer paid)
2. Dependent Life Insurance (50% employer paid)
3. Accidental Death & Dismemberment (50% employer paid)
4. Long Term Disability (100% employee paid)
5. Employee Assistance Program (100% employer paid)
6. World Care Second Opinion Program (100% employer paid)
7. Health Care (100% employer paid)
8. Dental Care (100% employer paid)

Notes: Health care includes many components such as vision care, travel assistance, paramedicals, semi-private hospital, prescription drugs, ambulance, etc.

The UTRCA self-insures for short term disability.

AON Hewitt acts as a broker for the UTRCA to negotiate with insurance companies on its behalf. They also help us to understand the group insurance business and all its complexities.

Premiums for health and dental care are 100% based on our own claims experience over the past 2 years, with the exception of health claims in excess of \$10,000 and all travel claims which are both removed from claims experience before premiums are determined.

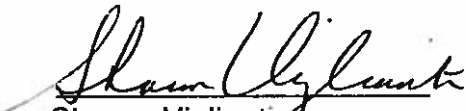
CHANGES TO GROUP INSURANCE PREMIUMS

In June, 2015 we experienced an aggregate 18.6% increase in premiums (health +25% and dental +32%).

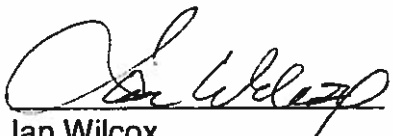
In June, 2016 we will be seeing a 10.9% increase in premiums for the entire group insurance package. Of this increase, the employer portion of premiums increases by 9% and the employee portion of premiums increases by 14%. Many reasons contribute to this increase including our aging demographics, our increasing use of health care coverage and increasing costs of drugs (in particular, biologics).

When we changed carriers in 2014, AON Hewitt gave us a five year cost projection for the group insurance plan through Equitable Life and as of now, our actual costs are slightly lower than projected.

Prepared by:


Sharon Viglianti
HR/Payroll Administrator

Reviewed by:


Ian Wilcox
General Manager/Secretary-Treasurer

SV

To: UTRCA Board of Directors

From: Chris Tasker, Manager
Water and Information Management

Date: June 10, 2016 **Agenda #:** 10 (d)

Subject: NDMP funding proposal update **Filename:** ::ODMAGRPWISEUT_MAIN.U
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Background

National Disaster Mitigation Program

The National Disaster Mitigation Program (NDMP) is a federal program established in April 2015 to reduce impacts of natural disasters on Canadians. The program focuses investments on significant recurring flood risk and advancing work to facilitate private residential insurance for overland flooding. Provincial governments may collaborate with and redistribute funding to eligible entities such as municipal or other local government, public sector bodies or private sector bodies, including Conservation Authorities. Applications are made through a provincial process with MMAH taking the lead and MNR providing technical support. It is a 5 year program currently including \$200 million in federal funding.

The NDMP provides 4 funding Streams which are discussed individually in the sections below:

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

More information is also available in the report distributed by email June 2 for board support for submitting applications.

Update

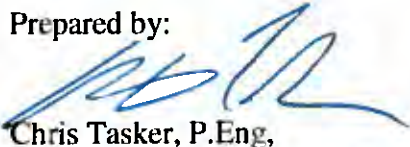
Proposals were submitted for the following projects. Funding periods generally start as soon as approvals are received and end either March 31, 2017 or 2018 as indicated in the 4th column below. We requested letters of support from London, Stratford, St Mary's, Oxford and Perth based on the same report which was considered by the Board. We received letters of support from all municipalities which were requested. Due to timing constraints it was not possible to engage all of the municipalities.

Stream	Project	Description	NDMP Funding request (Year)	Local Funding
2	Field Survey to Support Hydraulic	<ul style="list-style-type: none"> • Undertake field survey to collect critical elevation information (not accurately available through remote sensing data sources) to support hydraulic modelling (ie 	\$ 60,000 (2016-18)	\$ 60,000 (current/future UTRCA)

	Model Update	culvert/bridge details, channel cross-sections). • Target Stoney Creek and Pottersburg Creek subwatersheds.		budgets)
2	Upper Thames River Floodplain Mapping Updates	• Update floodplain mapping within a modern GIS-based model environment. • Thames River (North Branch from Mitchell to London, South Branch from Woodstock to London, and Main Branch from London to Delaware)	\$ 230,000 (2016-18)	\$ 230,000 (current/future UTRCA budgets)
4 (minor structural)	West London Dyke Phase 3 Reconstruction	• Provincial and local funding doesn't allow completion of reconstruction to the logical end of the current phase, • Federal funding will allow to extend to the next street where different dyke form will start	\$1,500,000 (2016-17)	\$ 3,600,000 (WECI and City of London)
4 (non-structural)	South Western Ontario Flood Forecasting Database	• Create a shared environmental database for south western Ontario conservation authorities to store time series data, including water levels, water discharges, rating curves, rain, snow, air temperature etc • Data will provide for improved flood forecasting and warning systems and modelling for the CAs participating • Project also has funding support from MNRFF who also encouraged a related proposal through NDMP.	\$ 40,000 (2016-17)	\$ 65,000 (MNRFF, COA, hub participants)
4 (non-structural)	Focus on Flooding in the Upper Thames Watershed - An Education and Awareness Program and Resources	• Design, implementation, evaluation and sharing of a flood protection education program for students and the general public. • The program will incorporate blended learning (traditional classroom training with mix of other media/technologies), problem-based learning (case-studies) and simulation (use of stream table and sandbox illustrate flood plains and flood prone areas).	\$ 103,000 (2016-18)	\$ 146,730 (MOECC, UTRCA, Foundations, in-kind contributions from other project partners)
4 (non-structural)	Natural Hazards Policy Updates	• Update UTRCA Board Approved Environmental Planning Policy Manual, (June 2006), • In 2014 the PPS was updated to require planning authorities to consider the potential impacts of climate change that may increase the risk associated with natural hazards. The update to our Natural Hazard policies need to address these evolving challenges. • Examples of polices and guidance materials to be developed include: ✓ transition polices as new flood modeling information is produced ✓ policy and technical guidance for flood proofing requirements ✓ policy and technical guidance for flood plain modeling submissions ✓ requirements for additions, alterations of existing buildings or structures and replacement structures require further detail	\$ 75,000 (2016-18)	\$ 75,000 (current/future UTRCA budgets)
Total NDMP(Federal) funding requested			\$2,008,000	

The proposals will be reviewed by MMAH (with technical support provided by MNRFF, MOEE and other ministries) to determine which proposals get submitted to Public Safety Canada on June 30, 2016. Information provided by the province through their review will be helpful in determining projects for submission in response to the next request for proposals expected in September 2016. We are not likely to know whether the proposals submitted to Public Safety Canada were successful until September.

Prepared by:



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

To: UTRCA Board of Directors

From: Chris Harrington
Manager, Watershed Planning, Research and Monitoring

Date: June 10, 2016 **Agenda #:** 10 (e)

Subject: Scott Gillingwater receives Ontario Nature's W.W.H. Gunn Conservation Award - For Information **Filename:** P:\Users\shivasa\Documents\GroupWise\2171-1.doc

On June 4th, 2016 Scott Gillingwater was awarded the W.W.H Gunn Conservation Award from Ontario Nature. Nominated by Sandy Levin and Anita Caveney the award is intended for individuals that "demonstrate outstanding personal service and a strong commitment to nature conservation over a number of years with exceptional results". Given Scott's tireless dedication to recovery of at risk reptiles for 20 years he is clearly a deserving recipient of such an award and will use this recognition to further the cause for species at risk recovery. Full award citation copied below.

W.W.H Gunn Conservation Award for 2015

Winner: Scott Gillingwater

Introduced by: Angela Martin, Past President and Awards Chair
Citation read by: Anita Caveney, Carolinian West Regional Director
Presentation by: Kevin Thomason, President

Ontario Nature's W.W.H. Gunn Conservation Award is given to an individual who demonstrates outstanding personal service and a strong commitment to nature conservation over a number of years with exceptional results.

There could not be a more deserving recipient of this award than Scott Gillingwater. Scott has a decorated history of reptile conservation dating all the way back to his childhood.

His long-term research has produced much of what is currently known about many species-at-risk reptiles, like the Spiny Softshell turtle. He authored the guide, Stewardship of the Spiny Softshell Turtle, which targeted landowners with properties next to turtle habitats, aiding in the conservation of the species. He is a co-author of the Photo Field Guide to Reptiles and Amphibians of Ontario, published in 2015, and which is a really beautiful book.

He has undertaken some of the longest-term research in Canada on the Spiny Softshell, Blanding's and Spotted turtles, as well as Queensnakes, gathering valuable population data and developing nest protection strategies that have increased turtle hatching success.

Scott has inspired thousands as he has travelled throughout southern, especially southwestern, Ontario, passionately carrying his message of conservation to schools, libraries, naturalist clubs, outdoor shows and community events.

Scott has deservedly received numerous awards, including the 2010 Nature London Conservation Award and the 2012 Latornell Conservation Pioneer Award, and was recognized in 2015 by WWF Canada as a Water Hero during Canada Water Week. Now, Ontario Nature is very pleased to present Scott Gillingwater with the 2015 W.W.H. Gunn Conservation Award.



Prepared by:

Chris Harrington
Manager, Watershed Planning,
Research & Monitoring

To: UTRCA Board of Directors
From: Ian Wilcox, General Manager
Date: June 14, 2016 **Agenda #:** 10 (f)
Subject: Conservation Authorities Act Review- Update **Filename:** ::ODMAGRPWISEUT_MAIN.UT
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The Ministry of Natural Resources and Forestry (MNR) is currently hosting public consultation sessions across the province as part of the formal review of the Conservation Authorities Act. The attached summary from Conservation Ontario provides context for this stage of the review. Also find attached a copy of the MNR Report Conserving Our Future. Proposed Priorities for Renewal. This report is posted on the province's Environmental Registry and is available for public comment until early September.

A public consultation session was hosted in London June 9, 2016 and was attended by two members of the Board, Ray Chowen and Tony Jackson, and two staff, Ian Wilcox and Chris Harrington. Approximately 70 individuals in total participated representing groups such as:

- Conservation Authority Members and Staff
- Landowner Groups
- Ontario Federation of Agriculture
- Municipalities
- Conservation Ontario
- Ministry of Natural Resources and Forestry
- Ministry of the Environment and Climate Change
- Ontario Federation of Anglers and Hunters

Generally speaking feedback from participants was positive and constructive. The MNR is to be applauded for framing the review as an opportunity to strengthen the Act. From that perspective, Conservation Authorities have welcomed the review and are optimistic that long standing issues may finally be addressed, including funding and role clarity.

Prepared by:



Ian Wilcox



Briefing Note – Update on the CA Act Review

Information for Conservation Authority Board Members

June 2, 2016

This report provides an update to Conservation Authority Board Members on the progress of the review of the *Conservation Authorities Act*. As well, it provides five key message priorities developed by Conservation Ontario and the Conservation Authorities.

Background and Update

- The Province of Ontario has initiated a review of the [Conservation Authorities Act](#), which addresses the roles, responsibilities and governance of Conservation Authorities in resource management and environmental protection.
- On May 13, 2016, the Ministry of Natural Resources and Forestry released their suggested priorities for renewal of the CA Act: [Conserving Our Future. Proposed Priorities for Renewal](#). The province's priorities are based on [feedback](#) received through a 2015 consultation on an earlier [Discussion Paper](#).
- As well, the province has established a [stakeholder advisory group](#) to provide initial feedback to the proposed priorities. Conservation Ontario and the Conservation Authorities are represented by Kim Gavine (CO), Gayle Wood (NVCA), Brian Denney (TRCA), Cliff Evanitski (LPCA), Mervi Henttonen (LRCA), and Hassaan Basit (CH). Along with several other stakeholder agencies, they met on May 16 and 17 with Eleanor McMahon and MNRF staff to provide initial feedback to the proposed priorities.
- It is noted that in addition to the above individuals, a small CA Act Working Group including Rob Messervey (KRCA), Don Pearson (LTVCA), Joe Farwell (Grand River CA), Sommer Casgrain-Roberston (RVCA), and Brian Tayler (NBMCA) was convened on May 12, 2016 to provide advice/positioning for this new phase of the CAA Review.
- On June 2nd, 2016, Conservation Ontario provided background information to assist Conservation Authorities who are participating in the Province's June engagement sessions. It provides suggested comments on each provincial priority and proposed actions contained in the Ministry's most recent paper.
- The Ministry's document is [online](#) as an EBR posting for public feedback until September 9, 2016.
- Conservation Ontario will be providing draft collective positioning for Council review and approval at the June 27th meeting. This positioning will make up the formal submission to the Province's EBR posting. Working with the small CA Act Working Group, Conservation Ontario will finalize the collective position and submit it to the EBR posting on or just before September 9, 2016.

- Each Conservation Authority is requested to submit their own comments by September 9th using the collective positioning as a basis; or by providing a letter of support for Conservation Ontario's collective response.

Five Key Message Priorities

Following the two day workshop held with the stakeholder advisory panel on May 16 & 17, CO and CA participants recommend that there are five key messages that Conservation Authorities need to continue to clearly promote during the next round of consultations:

1. **Conservation Authorities do not have a 'core mandate' solely focused on natural hazards management.** The *CA Act* stipulates a very broad mandate for Conservation Authorities and states that CAs 'undertake watershed-based programs and activities deemed to be vital to the health of their watersheds and residents'.
2. **Conservation Authorities are the delivery agents for Integrated Watershed Management.** IWM an approach that manages the impacts of human activities on important natural resources in order to protect them and ensure their sustainability.
3. **Conservation Authorities need to work at an 'inter-ministerial' table rather than just one ministry.** This recognizes that Conservation Authorities' programs and services benefit many ministries and help to address multiple provincial priorities. Ongoing sustainable funding needs to come from multiple ministries.
4. **Multiple options such as shared CA services or CA restructuring should be looked at in order to improve the capacity and consistency of Conservation Authorities.** Varying financial capacity among Conservation Authorities impacts the programs and services that are available on a province-wide basis.
5. **Conservation Authorities are committed to improving service delivery standards with appropriate resources.**

Provincial Priorities and Actions

The Province has identified five priorities for discussion:

Priority #1: Strengthening Oversight and Accountability in Decision-making

Priority #2: Increasing Clarity and Consistency in Roles and Responsibilities, Processes & Requirements

Priority #3: Improving Collaboration and Engagement Among all Parties involved in Resource Management

Priority #4: Modernizing Funding Mechanisms to Support CA Operations

Priority #5: Enhancing Flexibility for the Province to Update the CA Act Framework in the Future

The Province is asking three main questions at a series of consultations taking place in June:

1. What do you think of these priorities? Which are the most important and/or least important to you? Are there other priorities that should be considered?
2. What actions would you recommend the Province take to help achieve these priorities?

3. What do you see as some of the key challenges in achieving improvements under any or all of these priority areas?

NOTE: Conservation Ontario is recommending the addition of one more priority and would like to see it listed as the first priority:

Conservation Ontario Priority #1:

Confirm Integrated Watershed Management Mandate of Conservation Authorities

Next Steps

Conservation Authorities and Conservation Ontario will be attending five engagement sessions:

Date of Consultation	Location	Attendees
Friday, June 3, 2016	Ottawa	Paul Lehman (Mississippi Valley Conservation), John Karau (MVC), Sommer Casgrain-Robertson (Rideau Valley CA)
Tuesday, June 7, 2016	Thunder Bay	Mervi Henttonen (Lakehead RCA)
Thursday, June 9, 2016	London	Kim Gavine (CO), Art Versteeg (Maitland Valley CA), Phil Beard (MVCA)
Monday, June 13, 2016	Newmarket	Kim Gavine (CO), Rob Messervey (Kawartha RCA), Mark Peacock (Ganaraska CA)
Wednesday, June 15, 2016	Sudbury	Kim Gavine (CO), Rhonda Bateman (Sault Ste. Marie RCA)

For more information, Contact:

Kim Gavine, General Manager Conservation Ontario

(Tel) 905-895-0716 ext 231

kgavine@conservationontario.ca



**CONSERVING
OUR FUTURE**

Proposed Priorities for Renewal

May 2016

MINISTER'S MESSAGE

Last summer, my Parliamentary Assistant, MPP Eleanor McMahon, initiated a review of the *Conservation Authorities Act* seeking to identify opportunities to improve the legislative, regulatory and policy framework that currently governs the creation, operation and activities of conservation authorities. I am pleased to share with you the government's priorities for moving forward with the next phase of this review.

I would like to thank indigenous communities, municipalities, stakeholders, members of the public and conservation authorities themselves for taking the time to participate in the review and for providing us with their ideas. Feedback received represents an important contribution to the Ministry's review, and to the overall objective of ensuring the act meets the needs of Ontarians in a modern context.

This feedback confirmed the continued relevance of the *Conservation Authorities Act* model including the importance of managing natural resources at the watershed scale. In response to the feedback provided, the province has identified five priorities for updating the *Conservation Authorities Act's* legislative, regulatory and policy framework:

- 1 Strengthening oversight and accountability in decision-making.
- 2 Increasing clarity and consistency in roles and responsibilities, processes and requirements.
- 3 Improving collaboration and engagement among all parties involved in resource management.

4 Modernizing funding mechanisms to support conservation authority operations.

5 Enhancing flexibility for the province to update the *Conservation Authorities Act* framework in the future.






The province recognizes and values the achievements of conservation authorities in delivering programs and services that protect and manage water and other natural resources in the province. Our government is committed to continuing to work with Ontarians to build upon the feedback they provided to develop specific actions in support of achieving these priorities.

Your opinions and insights are important to us. I look forward to building on the relationships we've created and moving forward with the development of legislative, regulatory and policy changes designed to address the feedback you have already provided.

Sincerely,

Bill Mauro
Minister of Natural Resources and Forestry

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1

INTRODUCTION

The Parliamentary Assistant to the Minister of Natural Resources and Forestry was given a mandate in November of 2014 to engage with ministries, municipalities, Indigenous Peoples and stakeholders to initiate a review of the *Conservation Authorities Act*.

The objective of the *Conservation Authorities Act* review is to identify opportunities to improve the legislative, regulatory and policy framework that currently governs the creation, operation and activities of conservation authorities, including addressing roles, responsibilities and governance of conservation authorities in resource management and environmental protection.

In July 2015, as a first step in support in the review, the Ministry of Natural Resources and Forestry (MNR) posted a discussion paper to the [Environmental Registry](#) (EBR Registry Number 012-4509) for public consultation and held over twenty stakeholder and indigenous engagement sessions along with targeted meetings across the province to gain feedback on the following three areas:

1. **Governance:** The processes, structures, and accountability frameworks within the act which direct conservation authority decision-making and operations;
2. **Funding Mechanisms:** The mechanisms put in place by the act to fund conservation authorities; and
3. **Roles and Responsibilities:** The roles and associated responsibilities that the act enables conservation authorities to undertake.

The response to the Ministry's discussion paper was substantial. The Ministry received over 270 individual submissions identifying perspectives from ten different sectors, and more than 2,700 individual or distinct comments related to the review. Although comments were provided by a wide range of individuals and groups representing a wide range of perspectives, a number of common areas of agreement were identified.

Comments received in response to the Ministry's discussion paper and during engagement sessions expressed general agreement that the overall conservation authority model and principles upon which it is based remain as relevant today as they were when the act was first established. In addition, most respondents agreed that the watershed continues to serve as an ecologically appropriate scale for many resource management activities, particularly water management, and allows for a balance in developing and implementing locally appropriate solutions and working across larger scales and political boundaries.

All sectors providing input into the review recognized the value and public benefit of conservation authority roles in providing environmental education, landowner and broader stewardship programs, and the provision of access to natural areas and recreational opportunities provided through conservation areas – in addition to the critical role conservation authorities play in protecting people and property from water-related natural hazards.

While the value of conservation authority roles and responsibilities in the conservation, restoration, development and management of natural resources were clearly acknowledged, all sectors – including conservation authorities themselves – identified a number of opportunities for improvement.

Responses to questions concerning the governance of conservation authorities identified a need to update or enhance existing oversight and accountability mechanisms including formalizing the role of other ministries in providing provincial direction and oversight to conservation authorities. In addition, many sectors identified a need to increase coordination in the collection and sharing of information among the province, municipalities and conservation authorities and to provide indigenous communities, stakeholders and other interested parties with greater opportunities to participate in conservation authority decision-making.

Comments regarding the funding mechanisms contained within the act indicated multi-stakeholder support for addressing disparities in conservation authority resources and capabilities. They also highlighted the need for providing additional clarity, consistency and transparency in the development and use of municipal levies and fees.

Discussions concerning the roles and responsibilities of conservation authorities in Ontario identified a need to clarify and confirm conservation authorities' mandate. There is also the desire to see greater consistency in the programs and services offered by conservation authorities, and some degree of standardization in program and policy design and implementation – particularly among neighboring authorities.

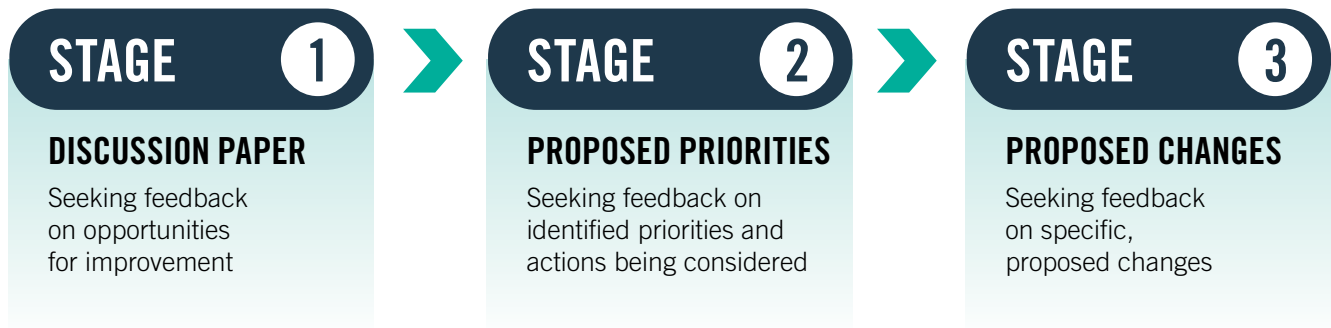
In response to feedback obtained through the initial phase of the Ministry's review, the government has established five priorities for updating the *Conservation Authorities Act* legislative, regulatory and policy framework:

- 1** Strengthening oversight and accountability in decision-making.
- 2** Increasing clarity and consistency in roles and responsibilities, processes and requirements.
- 3** Improving collaboration and engagement among all parties involved in resource management.
- 4** Modernizing funding mechanisms to support conservation authority operations.
- 5** Enhancing flexibility for the province to update the *Conservation Authorities Act* framework in the future.

While support for taking action in these areas was strong, feedback provided in response to the Ministry's discussion paper did not indicate a need for drastic, wholesale changes. Feedback did however indicate a strong desire from all sectors, including from conservation authorities themselves, to update the existing legislative, regulatory and policy framework to match modern expectations for clarity, transparency and accountability in the operation of public sector organizations. In many instances conservation authorities have already taken steps to help meet these expectations by voluntarily incorporating best management practices into their operations and working together to share and coordinate resources and expertise. In fact several of the proposed actions contained within this consultation document are explicitly intended to formally integrate and build upon these best management practices.

This consultation document represents the next stage of the Ministry's review. It provides an overview of the Ministry's priorities for updating the legislative, regulatory and policy framework that currently governs the creation, operation and activities of conservation authorities, and introduces actions currently being considered by the Ministry in support of achieving these priorities.

THE CONSERVATION AUTHORITIES ACT REVIEW PROCESS



The objective of this consultation document is to obtain feedback on the Ministry's priorities for updating the *Conservation Authorities Act* legislative, regulatory and policy framework and the actions being considered by the Ministry in support of these priorities. The feedback received in response to this document will be used to inform the development of proposed legislative, regulatory and policy changes. Any changes to the existing legislative, regulatory or policy framework proposed in the future will be subject to further consultation as appropriate, for example through subsequent Environmental Registry postings.

Your opinions and insights are important to us. This consultation document outlines a number of ways people can engage in the review, and we encourage all to participate.

Additional background on conservation authority roles, responsibilities, governance and funding can be found within the Ministry's [discussion paper](#).

2

PRIORITIES FOR UPDATING THE *CONSERVATION AUTHORITIES ACT*

The subsections below provide an overview of the Ministry's priorities for updating the *Conservation Authorities Act* legislative, regulatory and policy framework and actions currently being considered by the Ministry in support of achieving these priorities.



PRIORITY #1:
Strengthening Oversight and Accountability



PRIORITY #2:
Increasing Clarity and Consistency



PRIORITY #3:
Improving Collaboration and Engagement



PRIORITY #4:
Modernizing Funding Mechanisms



PRIORITY #5:
Enhancing Flexibility for the Province

PRIORITY #1: Strengthening Oversight and Accountability

Conservation authorities are governed by the *Conservation Authorities Act* and by a board of directors appointed by the municipalities that form the local authority. The province, through the act, defines the objectives to be pursued by the authority and the powers granted to the authority to achieve these objectives. The activities undertaken by conservation authorities in the pursuit of these objectives are directed by a municipally appointed board of directors. Municipal representatives to conservation authority boards are directly accountable to the municipalities that appoint them and conservation authorities must abide by provincial legislative, regulatory and policy requirements.

Feedback provided in response to the Ministry's discussion paper indicated strong support for updating or enhancing accountability mechanisms in the act, including

support for increasing the transparency and oversight of conservation authority decision-making, and updating the act to reflect modern best management practices for board operations.

In many cases, conservation authorities themselves have voluntarily taken steps to align their operations with recognized best management practices for board operations including the development of strategic plans, and aligning conflict of interest provisions and meeting procedures with requirements set for municipalities. Strengthening oversight and accountability provisions within the *Conservation Authorities Act* is intended to formalize these practices across all conservation authorities and ensure that conservation authority programs and services are governed in a fair and transparent manner.

Actions taken by the Ministry to strengthen oversight and accountability, could include, but are not limited to:

- Updating the act to reflect modern legislative structures and accountabilities including, adding a purpose statement to the act and regulations and defining the roles and responsibilities of all parties involved in overseeing and ensuring the accountability of conservation authority operations, programs and services.
- Ensuring governance and accountability mechanisms contained within the act align with recognized governance best practices and requirements for public sector organizations including, expectations for establishing and complying with codes of conduct, addressing potential conflicts of interests, ensuring meetings are open to the public, and the proactive disclosure of information.
- Enhancing the authority of the Minister to ensure conservation authority operations, programs and services are consistent with provincial policy direction and legislative requirements, including new powers to require conservation authorities to collect and disclose information related to the efficiency and effectiveness of conservation authorities' operations, programs and services.
- Clarifying the role of municipalities and the conservation authority board in determining, funding, directing, and overseeing programs and services undertaken by conservation authorities to address local concerns and priorities.
- Developing or updating processes and requirements for the establishment, amalgamation, enlargement and dissolution of a conservation authority, including ensuring that decisions to amalgamate or dissolve a conservation authority are based on sound social, economic and environmental considerations, are informed by public consultation, and are consistent with legislative requirements.



PRIORITY #2: Increasing Clarity and Consistency



The *Conservation Authorities Act* provides conservation authorities with the power to develop their own suite of programs and services tailored to the interests, capacity and expertise of each individual authority and the local needs they serve. This flexibility allows conservation authorities, and the municipalities that direct them, to focus their efforts on areas of greatest need to the local population. It also results in considerable variability in the scale and range of programs and services delivered by any individual conservation authority.

Some conservation authorities offer a basic program primarily focused on natural hazards management, stewardship, and conservation land acquisition and management. Other conservation authorities may offer a wider range of programs and services that can include, for example: recreation, education, monitoring, science and research, drinking water source protection planning under the *Clean Water Act*, the development of Remedial Action Plans in Great Lakes Areas of Concern, the conservation of cultural heritage resources, the development of natural heritage strategies, and extensive watershed and water management planning initiatives. Some conservation authorities also invest in resource development initiatives such as hydroelectric power generation, the operation of historical and cultural heritage sites, and income generating projects such as marina operations, facility rentals and product sales.

Feedback provided in response to the Ministry's discussion paper indicated a high-degree of multi-sector support for clarifying and confirming conservation authorities' mandate, and a desire to see greater consistency in programs and services offered by conservation authorities including some degree of standardization in program and policy design and implementation – particularly among neighboring authorities.

While responses to the Ministry's discussion paper indicated a high-degree of support for increasing clarity and consistency, they also acknowledged the importance of maintaining the flexibility given to conservation authorities to tailor programs and services to reflect local needs and priorities.

Increasing clarity and consistency in roles and responsibilities is not intended to remove the flexibility given to conservation authorities to develop local, or regional-scale, programs and services designed to further the conservation, restoration, development and management of natural resources. Increasing clarity and consistency in roles and responsibilities is intended to provide all parties with greater certainty in the roles and responsibilities conservation authorities are expected to carry out on behalf of the province and partner municipalities and, where appropriate, promote greater consistency in the delivery of these programs and services.

Actions taken by the Ministry to increase clarity and consistency in roles and responsibilities and associated processes and requirements could include, but are not limited to:

- Clearly delineating between the provincially mandatory programs and services that all conservation authorities are expected to deliver on behalf of the province and local communities and any optional programs and services which may be carried out by conservation authorities on behalf of the board in consultation with and under the approval of their participating municipalities.
- Establishing a Provincial Policy Directive that provides clear policy direction on the roles and responsibilities conservation authorities are expected to carry out on behalf of the province, defines the roles and responsibilities of provincial ministries in the development, delivery and oversight of these roles and responsibilities, and provides the basis for developing an integrated policy framework across the province.
- Providing clarity and consistency in the application of the *Development, Interference with Wetlands and Alterations to Shorelines and Watercourses* regulations for all parties, by consolidating and codifying regulatory requirements, defining undefined terms, and enhancing the authority of the Minister to establish, monitor and ensure compliance with provincial policy direction and legislative requirements.
- Ensuring sufficient tools are in place to ensure compliance with the *Development, Interference with Wetlands and Alterations to Shorelines and Watercourses* regulations by providing conservation authorities with modern compliance tools and mechanisms and by ensuring penalties for contravention of the act provide sufficient deterrents against contravention and are aligned with penalties in place under similar pieces of legislation.
- Streamlining planning and permitting requirements and associated processes by exploring opportunities to improve application, review and approval processes through the reduction of burdens, improved service standards, enhanced flexibility in approval requirements and the adoption of a risk-based approach to the issuance of approvals.



PRIORITY #3: Improving Collaboration and Engagement



Each conservation authority is an individual local public sector organization that operates under a common provincial legislative, regulatory and policy framework and is governed by a municipally-appointed board of directors. Conservation authority operations also involve a broader set of relationships and interactions with stakeholders and clients, interest groups and members of the public.

Feedback provided in response to the Ministry's discussion paper indicated a high degree of support for improving coordination among all parties involved in establishing, directing and overseeing conservation authority programs and services and strengthening relationships between conservation authorities and local residents and stakeholder groups through increased engagement around conservation authority operations, programs and services.

Greater collaboration and sharing of expertise among conservation authorities was also identified by several sectors as being critical to improving the consistency,

efficiency and effectiveness of conservation authority programs and services, reducing the potential for conflict between conservation authorities and local stakeholder groups, and reducing the perceived duplication of effort between conservation authorities and other agencies.

As the complexity of resource conservation and management decisions increases so does the need to bring a wide range of perspectives and expertise to the table to help inform and implement decisions. In addition, there are many situations where the natural resource management issues being addressed by conservation authorities cross watershed and political boundaries.

By improving collaboration and engagement, the province aims to support conservation authorities in their efforts to coordinate programs and services among themselves and with the province and to, where appropriate, formalize best management practices for engaging with Indigenous Peoples, stakeholders and members of the public.

Actions taken by the Ministry to improve collaboration and engagement could include, but are not limited to:

- Establishing a provincial one-window, led by MNRF, for establishing, coordinating and reviewing programs and services undertaken at the watershed planning scale by conservation authorities and promoting multi-ministry coordination of provincially delegated programs and services and the collection and sharing of science and information among ministries, municipalities, conservation authorities and others.
- Developing an enhanced business relationship with Conservation Ontario and individual conservation authorities to promote greater communication and coordination in the development and implementation of policies, programs and services, the collection and sharing of science and information and the joint development of capacity-building projects and initiatives.
- Enhancing Indigenous Peoples' participation in the development and delivery of stewardship, science and knowledge, and educational initiatives, and by clarifying the process for Indigenous Peoples to join or establish a conservation authority.
- Ensuring board decisions are informed by an appropriate diversity of views and perspectives reflective of local interests, including providing Indigenous Peoples, local residents and stakeholder groups opportunities to participate in the identification of local needs and priorities and conservation authority decision-making processes.
- Supporting efforts currently being made by conservation authorities to promote efficiency and effectiveness in the delivery of programs and services through the development of common policies and procedures, service specializations, and sharing of operational, administrative and technical resources on a regional or landscape basis.



PRIORITY #4: Modernizing Funding Mechanisms



The *Conservation Authorities Act* establishes a number of mechanisms which conservation authorities can use to fund their operations, programs and services. The act enables the Ministry to provide conservation authorities with funding to support Ministry-approved programs such as public safety and natural hazard management programs.

As a corporate body, conservation authorities may also receive or apply for funding from the province to deliver programs on the province's behalf. Local resource management programs and services can be funded through municipal levies or contracts and conservation authorities can self-generate revenue through service and user fees, resource development and fundraising.

Feedback provided in response to the Ministry's discussion paper indicated that some conservation authorities, particularly in rural areas with low population and fewer revenue generating opportunities may not have sufficient revenue to adequately support the programs and services that larger authorities are able to offer.

Respondents generally agreed that mechanisms should be in place to help address disparities in resources and capabilities among conservation authorities with large

and small population bases. In addition, several sectors requested that the province provide clarity on the use of municipal levies including the types of costs that can and cannot be included within the levy in addition to introducing new measures to improve transparency, consistency and accountability around fees.

While several sectors requested increased provincial funding for conservation authority operations, programs and services, others acknowledged that current fiscal realities make this a challenge. This government has made a firm commitment to holding the line on program spending, and is evaluating every program and service it delivers to ensure its sustainability.

Prior to considering any changes to current funding levels the province needs to ensure that existing funding mechanisms are as effective and efficient as possible and that conservation authorities are operating at appropriate economies of scale. As a result, the province is proposing to update funding mechanisms contained within the act with a view to enhancing their efficiency and effectiveness and ensuring that appropriate measures are in place to ensure fiscal accountability.

Actions to be taken by the Ministry to update funding mechanisms contained within the act could include, but are not limited to:

- Enhancing clarity, consistency and accountability in the development and use of municipal levies by defining eligibility criteria, reviewing apportionment, and defining the process by which conservation authorities are to work with participating municipalities to monitor and report on the use of public funds.
- Promoting clarity, consistency and accountability in the development and use of fees and generated revenue with the aim of ensuring fees are established in an open and transparent manner, are consistent with provincial direction on the use of fees, and adequately support the effective delivery of conservation authority operations, programs and services.
- Improving fiscal oversight and transparency by clarifying the role of municipalities in overseeing conservation authority budget development and spending, and where appropriate, standardizing budget development, tracking and reporting processes, and ensuring information on revenue sources and expenditures is made publicly available.
- Improving clarity in the use of provincial funding processes by providing conservation authorities with greater clarity in eligibility criteria, reviewing the efficiency and effectiveness of provincial funding processes, and updating requirements for reporting back on the use of provincial funds.



PRIORITY #5: Enhancing Flexibility for the Province



The framework and conditions for resource conservation and management in Ontario have changed significantly since the establishment of the *Conservation Authorities Act*, and the way conservation authorities operate within that framework has changed along with it. Resource conservation and management has become increasingly complex due to increases in Ontario's population numbers and density. There are also new challenges such as climate change, which further complicate resource management decisions. In addition, conservation authorities have been evolving as organizations. They are growing their funding sources, and accepting and being assigned additional roles that extend their responsibilities into additional areas.

Feedback provided in response to the Ministry's discussion paper recognized the changing nature of resource conservation and management in Ontario and the need for the Ministry to be responsive to both current and future pressures. Several sectors acknowledged that the role of conservation authorities in the delivery of provincial priorities could, and should, change over time in response to emerging issues and changing priorities, and that greater flexibility should be built into the act to periodically update the regulatory and policy framework to enable such changes. Others recognized there are gaps in the delivery of provincial programs in areas

outside of a conservation authority's jurisdiction and that other public sector bodies (including other provincial ministries and municipalities) may be best positioned to help fill these gaps.

The role of conservation authorities in resource conservation and management in Ontario will undoubtedly continue to change over time. Conservation authorities will continue to evolve as organizations, growing their expertise and networks and positioning themselves to take on additional roles in additional areas. At the same time, other public sector bodies, including provincial ministries, municipalities and other groups, will similarly grow in their own expertise and become increasingly attractive partners for the development and delivery of programs and services – particularly in areas outside of the jurisdiction of a conservation authority.

In order to better prepare for these changes in the future, the Ministry is proposing to build greater flexibility within the act to formally delegate the delivery of programs and services to conservation authorities, or other groups, in the future. By enabling greater flexibility for the future, the province will be in a better position to periodically provide additional clarity, consistency and accountability in the delivery of programs and services in the future.

Actions taken by the Ministry to enable flexibility for the future could include, but are not limited to:

- Giving the Minister the authority to use the act to develop additional natural resource conservation and management programs and services in the future, throughout the province.
- Giving the Minister the authority to formally delegate the delivery of current and additional natural resource conservation and management programs and services to conservation authorities in the future.
- Giving the Minister the authority to formally delegate the delivery of current and additional natural resource conservation and management programs and services to other public bodies, not-for-profit organizations, municipalities and other Ministries.
- Giving the Minister the authority to deliver additional natural resource conservation and management programs and services throughout the province.

3

OTHER ACTIONS BEING CONSIDERED

Feedback provided in response to the Ministry's discussion paper also identified a number of areas where general 'housekeeping' amendments could be made, or supporting actions that could be taken, to help improve the efficiency and effectiveness of conservation authority operations, programs and services.

In response to the feedback provided, the province is considering:

- **Reducing administrative burdens** associated with appointing and replacing board members and obtaining approval of board per diems.
- **Aligning board terms** with the municipal elections cycle.
- **Developing an orientation and training program** for board members.
- **Developing a coordinated communications plan** outlining any changes to conservation authority operations, programs and services resulting from the review in partnership with municipalities and conservation authorities.

4

FEEDBACK REQUESTED

The Ministry has established five priorities for updating the *Conservation Authorities Act* and the supporting regulatory and policy framework:

- 1 Strengthening oversight and accountability in decision-making.
- 2 Increasing clarity and consistency in roles and responsibilities, processes and requirements.
- 3 Improving collaboration and engagement among all parties involved in resource management.
- 4 Modernizing funding mechanisms to support conservation authority operations.
- 5 Enhancing flexibility for the province to update the *Conservation Authorities Act* framework in the future.

The following questions are intended to help the Ministry obtain feedback on these five priorities and actions currently being considered by the Ministry in support of achieving these priorities. The questions below are general in nature and are not intended to discourage readers from raising their own questions or providing comments in other areas. Where possible, please provide specific examples and/or links to supporting information:

- **What do you think of these priorities? Which are the most important and/or least important to you? Are there other priorities that should be considered?**
- **What actions would you recommend the province take to help achieve these priorities?**
- **What do you see as some of the key challenges in achieving improvements under any or all of these priority areas?**

5

HOW TO PROVIDE FEEDBACK

We want to hear from you. If you have comments or suggestions that should be considered in updating the *Conservation Authorities Act* to achieve the priorities outlined within this consultation document please take advantage of this opportunity to provide them to us. All comments received in response to this consultation document will be read and considered in moving forward.

Written comments can be provided by:

Responding to the Environmental Registry posting by searching the EBR Registry number 012-7583 on the following website: www.ontario.ca/EBR

Or

Emailing us at:

mnrwaterpolicy@ontario.ca

The deadline for providing comments is September 9, 2016.

Comments collected in response to this consultation document will be used by the Ministry to inform the development of specific changes to the existing legislative, regulatory and policy framework. Any specific changes to the existing legislative, regulatory or policy framework proposed as a result of the review will be subject to further public consultation as appropriate, for example, through subsequent Environmental Registry postings.

The review of individual conservation authorities, the specific programs and services they deliver, and site-specific permit applications and permitting decisions are not within scope of the Ministry's review.

NOTIFICATION FOR A PROPOSED WIRELESS CELLULAR COMMUNICATIONS POLE INSTALLATION

PURPOSE

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

LOCATION OF THE SUBJECT LANDS

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



PROPOSED INSTALLATION

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



COMMENTS

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

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

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

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

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

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

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

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

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

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

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

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

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

Land Use Authority Contact Information — Town of Ingersoll

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



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

August 8, 2016

Ann Wright, Deputy Clerk
Town of Ingersoll
130 Oxford Street
Ingersoll, ON N5C 2V5

Re: CASPO 2016-16 report

Please be advised that at the August 8, 2016 meeting of Blandford-Blenheim Council the following resolution was passed:

*"Be it hereby resolved that the correspondence from the Town of Ingersoll concerning the Oxford County Community and Strategic Planning report CASPO 2016-50 be received;
and,
That Council request that the County of Oxford formally amend the comment period from July 22, 2016 to September 30, 2016"*

Sincerely,

Rodger Mordue
CAO/Clerk

cc. Clerk, County of Oxford

TOWN OF INGERSOLL

130 Oxford Street,
Ingersoll, Ontario
N5C 2V5



Phone: (519) 485-0120
Fax: (519) 485-3543
www.ingersoll.ca

August 17, 2016

VIA EMAIL AND COURIER

Darren Fry
Project Director
Walker Environmental
160 Carnegie Street
Ingersoll, ON N5C 4A8

Dear Mr Fry:

Re: Southwestern Landfill EA – Footprint and Design Consultation

We write to you in respect of the information provided by Walker Environmental Group ("**Walker**") at the Community Liaison Meeting held on July 27, 2016 (the "**CLC Meeting**") and in the CLC Consultation Booklet – Landfill Footprint & Design Alternatives (the "**Design Booklet**"). The CLC Meeting was attended by representatives from the Town of Ingersoll (the "**Town**") and the Town has reviewed the Design Booklet. The purpose of this letter is to provide Walker with the Town's comments on the Southwestern Landfill's footprint and design consultation. Having carefully considered the conclusions in the Design Booklet, the Town hereby expresses serious concern that Walker has departed from the requirements of the Approved Terms of Reference (the "**ToR**"). Section 7.2 of the ToR states:

"During the Environmental Assessment, WEG will establish and evaluate specific alternatives within each of these five categories of alternative methods, in consultation with government agencies, Aboriginal Communities and interested members of the public."

Notwithstanding the requirement referenced above, Walker seeks to eliminate EA evaluation for the majority of the alternative options and designs presented in respect of the landfill footprint and landfill design. In some instances, Walker has omitted presentation of viable alternatives for consideration altogether. Many of the options that have been screened out or omitted, merit EA evaluation.

It is especially alarming that Walker has blocked the involvement of independent experts in the selection of its preferred options for the design of the proposed landfill. Such decision interferes with the public's right to meaningful engagement and comment and risks carrying forward designs that are not safe or otherwise in the public's interest. In the following section the Town sets out revisions that the Town believes are necessary regarding the matters discussed in the Design Booklet.

(1) Footprint Selection for EA

Required Revision: Greenfield Lands to be included as one of the alternative options in subsequent environmental assessment studies ("EA Study").

Comment: In the Design Booklet, Walker proposes to eliminate four out of the five landfill footprint options, allowing only Option 3 (the "**Active Quarry and Lime Plant**") to proceed to be studied in the environmental assessment. The Town disagrees with the proposed elimination of Option 1 (the "**Greenfield Lands**"). The Greenfield Lands should be evaluated and compared to the environmental effects of selecting the Active Quarry and Lime Plant. We understand that the Greenfield Lands are not currently licensed for future mining and there are no foreseeable plans to mine the aggregate of the Greenfield Lands. The Greenfield Lands are relevant to consider because there may be less egregious environmental impacts associated with using a site that has not been previously mined. There are examples of landfills placed in fractured limestone sites, which have resulted in leaking and ground water contamination. If Walker refuses to study more than one alternative footprint, an inference of bad faith must be made against Walker because, at the time of submitting the ToR in which Walker committed to evaluating various alternatives, the restrictions on the sites now referenced in the Design Booklet were already apparent. The failure to include consideration of alternative footprints is in violation of the ToR and the EA process.

(2) Landfill Design

Required Revision: Provide alternative liner designs for consideration.

Comment: The Design Booklet only identifies two landfill liners for consideration. While the Design Booklet indicates that the Ministry of Environment and Climate Change ("MOECC") designed two generic landfill liner systems, it is unclear whether there are other liner systems that would also be suitable to study during the environmental assessment process. Independent experts should be encouraged to advise and offer comments on behalf of the public regarding which liners should be carried forward. Walker must identify and include proper EA consideration of liner designs that have been used in other landfill sites including landfill sites located in abandon quarries.

(3) Landfill Orientation

Required Revision: Provide for additional footprint "orientations", including hybrid and disconnected orientations.

Comment: The Design Booklet provides for only two orientations of the landfill within the proposed Option 3 footprint: (1) the West-East Orientation (blue figure); and (2) the North-South Orientation (red figure). From these options, (1) is proposed to be removed because of insufficient volume. Walker fails to explain, however, why a hybrid option is not feasible with a combined west-east and north-south orientation – which could have sufficient volume. Similarly, Walker should include the division of the footprint orientation into two or more separate areas.

(4) Landfill Configuration

Required Revision: Retain all criteria identified by the Landfill Design Comparative Evaluation (Criteria & Indicators).

Comment: Several criteria is proposed to be screened out at this stage based on the rationale that some criteria does not identify differences between the "Conventional"

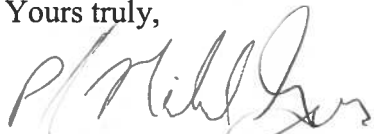
option and the "Deep" option. The Town of Ingersoll disagrees with Walker's decision to screen out criteria for the purpose of comparing results between the conventional and deep options, because contrary to Walker's position, the Town believes that study of such criteria might identify differences between the two options. If any criteria is to be screened out at this stage, the process to do so needs to be inclusive and transparent, which would require the input of independent experts that represent members of the public.

(5) Experts

Required Revision: Independent experts need to be permitted to be engaged in the identification of the various design alternatives, as well as the selection of the preferred alternatives.

Comment: The participation of independent experts are necessary to ensure that checks and balances are in place when it comes to technical information that requires specialized knowledge for the public to understand and advise on. This is a cornerstone of the environmental process that cannot be compromised at any stage.

Yours truly,



William Tigert, Chief Administrative Officer

cc: Andrew Evers, Environmental Approvals Branch

Town of Ingersoll
 Monthly Cheque Disbursements
 August 2016

PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$ 53,011.65

<u>VENDOR NAME</u>	<u>Location</u>	<u>CHQ # w. 0</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
2HANDS								
80,050	LONDON	047541	47541	01-5100-6090-40500	SPECIAL EVENTS	CLAY ART DAY CAMP	\$407.00	
80,050	LONDON	047541	47541	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CLAY ART DAY CAMP	\$0.00	\$407.00
AAR-CON EXCAVATING								
80,087	DELAWARE	047542	47542	01-0000-0250-61075	GC15-927-GEORGE-WTRMN	GEORGE ST WATERMAIN	\$227,168.18	
80,087	DELAWARE	047542	47542	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GEORGE ST WATERMAIN	\$0.00	\$227,168.18
ABELL PEST CONTROL INC								
79,710	LONDON	047543	47543	01-5000-6040-41550	MAINTENANCE CONTRACTS	SENIOR CENTRE PEST CONTROL	\$244.45	
79,710	LONDON	047543	47543	01-0000-0400-00280	PREPAID EXPENSES	SENIOR CENTRE PEST CONTROL	\$48.89	
79,710	LONDON	047543	47543	01-0000-0200-00325	HST RECEIVABLE100%	SENIOR CENTRE PEST CONTROL	\$31.77	
79,710	LONDON	047543	47543	01-0000-0200-00325	HST RECEIVABLE100%	SENIOR CENTRE PEST CONTROL	\$6.36	
79,710	LONDON	047543	47543	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SENIOR CENTRE PEST CONTROL	\$0.00	\$331.47
ACAPULCO ***								
80,081	KITCHENER	047544	47544	01-5100-4100-41710	CHEMICALS	VPCC POOL CHLORINE	\$1,170.90	
80,081	KITCHENER	047544	47544	01-0000-0200-00325	HST RECEIVABLE100%	VPCC POOL CHLORINE	\$152.22	
80,081	KITCHENER	047544	47544	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC POOL CHLORINE	\$0.00	\$1,323.12
ALEXANDRA HOSPITAL FOUNDATION								
80,076	INGERSOLL	047545	47545	01-3000-4000-41020	PROMOTION & MEALS	GOLF TOURNAMENT REGISTRATION	\$180.00	
80,076	INGERSOLL	047545	47545	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GOLF TOURNAMENT REGISTRATION	\$0.00	\$180.00
AL'S TIRE INGERSOLL								
80,042	INGERSOLL	047546	47546	01-5000-6050-41530	EQUIP REPAIRS & MAINT	RIDER TIRE	\$104.58	
80,042	INGERSOLL	047546	47546	01-0000-0200-00325	HST RECEIVABLE100%	RIDER TIRE	\$13.59	
80,042	INGERSOLL	047546	47546	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	RIDER TIRE	\$0.00	\$118.17
JAMES BAIN PLUMBING								
80,063	INGERSOLL	047547	47547	01-3200-4100-41700	BLDG REPAIRS & MAINTENANCE	OPP STN WASHROON REPAIR	\$74.10	
80,063	INGERSOLL	047547	47547	01-0000-0200-00325	HST RECEIVABLE100%	OPP STN WASHROON REPAIR	\$9.63	
80,063	INGERSOLL	047547	47547	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OPP STN WASHROON REPAIR	\$0.00	\$83.73
GORDON BANNERMAN LTD.								
80,049	REXDALE	047548	47548	01-5000-6050-41530	EQUIP REPAIRS & MAINT	DIAMOND BRUSHES	\$360.53	
80,049	REXDALE	047548	47548	01-0000-0200-00325	HST RECEIVABLE100%	DIAMOND BRUSHES	\$46.87	
80,049	REXDALE	047548	47548	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DIAMOND BRUSHES	\$0.00	\$407.40
BELL CANADA ***								
80,090	DON MILLS	047549	47549	01-1000-4000-40220	TELEPHONE	JULY PHONE CHRGS	\$707.80	
80,090	DON MILLS	047549	47549	01-2000-4025-40220	TELEPHONE	JULY PHONE CHRGS	\$141.54	
80,090	DON MILLS	047549	47549	01-1001-4000-40220	TELEPHONE	JULY PHONE CHRGS	\$71.86	
80,090	DON MILLS	047549	47549	01-1001-4000-40220	TELEPHONE	JULY PHONE CHRGS	\$59.55	
80,090	DON MILLS	047549	47549	01-1002-4000-40220	TELEPHONE	JULY PHONE CHRGS	\$204.44	
80,090	DON MILLS	047549	47549	01-3000-4000-40220	TELEPHONE	JULY PHONE CHRGS	\$229.88	
80,090	DON MILLS	047549	47549	01-4500-4100-40220	TELEPHONE	JULY PHONE CHRGS	\$213.16	
80,090	DON MILLS	047549	47549	01-5000-6020-40220	TELEPHONE	JULY PHONE CHRGS	\$183.85	
80,090	DON MILLS	047549	47549	01-5000-6050-40220	TELEPHONE	JULY PHONE CHRGS	\$73.14	
80,090	DON MILLS	047549	47549	01-5100-4000-40220	TELEPHONE	JULY PHONE CHRGS	\$658.22	
80,090	DON MILLS	047549	47549	01-5100-4000-40220	TELEPHONE	JULY PHONE CHRGS	\$199.74	
80,090	DON MILLS	047549	47549	01-5200-6090-40220	TELEPHONE	JULY PHONE CHRGS	\$459.90	
80,090	DON MILLS	047549	47549	01-6200-4000-40220	TELEPHONE	JULY PHONE CHRGS	\$64.66	
80,090	DON MILLS	047549	47549	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	JULY PHONE CHRGS	\$179.91	

Town of Ingersoll
 Monthly Cheque Disbursements
 August 2016

PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$ 53,011.65

VENDOR NAME	Location	CHQ # w. 0	CHEQUE #	ACCOUNT	ACCOUNT DESCRIPTION	TRANSACTION DESCRIPTION	DEBITS	CREDITS
	80,090	DON MILLS	047549	47549 01-0000-0200-00325	HST RECEIVABLE100%	JULY PHONE CHRGS	\$213.19	
	80,090	DON MILLS	047549	47549 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JULY PHONE CHRGS	\$0.00	\$3,660.84
IAN R. BLAIN, BARRISTOR & SOLLICITOR								
	80,079	INGERSOLL	047550	47550 01-1000-4000-40710	LEGAL FEES	REG BY-LAW RELEASE 1' RESERVES	\$562.91	
	80,079	INGERSOLL	047550	47550 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REG BY-LAW RELEASE 1' RESERVES	\$53.93	
	80,079	INGERSOLL	047550	47550 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REG BY-LAW RELEASE 1' RESERVES	\$0.00	\$616.84
TOWN RESIDENT								
	80,098	INGERSOLL	047551	47551 01-6200-4000-01640	SPECIAL EVENTS PROCEEDS	REFUND MUSEUM DAY CAMP	\$45.00	
	80,098	INGERSOLL	047551	47551 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REFUND MUSEUM DAY CAMP	\$0.00	\$45.00
VOLUNTEER REIMBURSEMENT								
	80,093	INGERSOLL	047552	47552 01-6200-4000-41410	ARTIFACTS	MUSEUM - VOLUNTEER REIMBURSEMENT	\$35.98	
	80,093	INGERSOLL	047552	47552 01-6200-4000-41590	EQUIPMENT FUEL	MUSEUM - VOLUNTEER REIMBURSEMENT	\$21.42	
	80,093	INGERSOLL	047552	47552 01-0000-0200-00325	HST RECEIVABLE100%	MUSEUM - VOLUNTEER REIMBURSEMENT	\$4.68	
	80,093	INGERSOLL	047552	47552 01-0000-0200-00325	HST RECEIVABLE100%	MUSEUM - VOLUNTEER REIMBURSEMENT	\$2.79	
	80,093	INGERSOLL	047552	47552 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSEUM - VOLUNTEER REIMBURSEMENT	\$0.00	\$64.87
CLEANER								
	80,019	INGERSOLL	047553	47553 01-2000-4025-41550	MAINTENANCE CONTRACTS	TOWN HALL CLEANING 7/13-7/19	\$432.48	
	80,019	INGERSOLL	047553	47553 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TOWN HALL CLEANING 7/13-7/19	\$47.77	
	80,019	INGERSOLL	047553	47553 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOWN HALL CLEANING 7/13-7/19	\$0.00	\$480.25
	80,020	INGERSOLL	047553	47553 01-2000-4025-41550	MAINTENANCE CONTRACTS	TOWN HALL+LIBRARY CLEANING	\$86.50	
	80,020	INGERSOLL	047553	47553 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TOWN HALL+LIBRARY CLEANING	\$9.55	
	80,020	INGERSOLL	047553	47553 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOWN HALL+LIBRARY CLEANING	\$0.00	\$96.05
	80,021	INGERSOLL	047553	47553 01-2000-4015-41550	MAINTENANCE CONTRACTS	JULY CARR WLKWKY CLEANING	\$600.00	
	80,021	INGERSOLL	047553	47553 01-0000-0200-00325	HST RECEIVABLE100%	JULY CARR WLKWKY CLEANING	\$78.00	
	80,021	INGERSOLL	047553	47553 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JULY CARR WLKWKY CLEANING	\$0.00	\$678.00
CAMPBELL'S								
	80,105	INGERSOLL	047554	47554 01-6200-4000-40540	CONSERVATION SUPPLIES	CATALOGUING SUPPLIES	\$13.43	
	80,105	INGERSOLL	047554	47554 01-0000-0200-00325	HST RECEIVABLE100%	CATALOGUING SUPPLIES	\$1.75	
	80,105	INGERSOLL	047554	47554 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CATALOGUING SUPPLIES	\$0.00	\$15.18
CANADIAN NATIONAL RAILWAYS								
	80,016	MONTREAL	047555	47555 01-4500-4161-80000	MATERIALS-SAFETY DEVICES, RR CROSSING	RAILWAY SIGNAL W. GATES MAINT	\$776.25	
	80,016	MONTREAL	047555	47555 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	RAILWAY SIGNAL W. GATES MAINT	\$0.00	\$776.25
CAREY'S PRODUCE								
	80,070	LUCAN	047556	47556 01-5000-6051-40420	PROGRAM SUPPLIES	GARDEN FRESH VEGGIE	\$395.00	
	80,070	LUCAN	047556	47556 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GARDEN FRESH VEGGIE	\$0.00	\$395.00
CARLETON UNIFORMS INC.								
	80,061	CARLETON PLACE	047557	47557 01-3000-4000-40290	UNIFORMS & CLOTHING	FIRE DEPT UNIFORMS	\$1,239.39	
	80,061	CARLETON PLACE	047557	47557 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT UNIFORMS	\$136.89	
	80,061	CARLETON PLACE	047557	47557 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT UNIFORMS	\$0.00	\$1,376.28
CEASER WORK COUNSEL								
	80,077	LONDON	047558	47558 01-0900-4000-40710	LEGAL FEES	LEGAL FEES	\$375.16	
	80,077	LONDON	047558	47558 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	LEGAL FEES	\$41.44	
	80,077	LONDON	047558	47558 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LEGAL FEES	\$0.00	\$416.60
	80,078	LONDON	047558	47558 01-0900-4000-40710	LEGAL FEES	LEGAL FEES	\$127.20	
	80,078	LONDON	047558	47558 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	LEGAL FEES	\$14.05	
	80,078	LONDON	047558	47558 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LEGAL FEES	\$0.00	\$141.25
CHUBB SECURITY SYSTEMS								

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PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$ 53,011.65

VENDOR NAME	Location	CHQ # w. 0	CHEQUE #	ACCOUNT	ACCOUNT DESCRIPTION	TRANSACTION DESCRIPTION	DEBITS	CREDITS
	80,108 TORONTO	047559	47559	01-6200-4100-41700	BLDG REPAIRS & MAINTENANCE	MUSEUM ALARM MAINT	\$2,596.50	
	80,108 TORONTO	047559	47559	01-0000-0200-00325	HST RECEIVABLE100%	MUSEUM ALARM MAINT	\$337.55	
	80,108 TORONTO	047559	47559	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSEUM ALARM MAINT	\$0.00	\$2,934.05
COMMISSIONAIRES								
	80,059 TORONTO	047560	47560	01-1000-4240-41505	PARKING ENFORCEMENT CONTRACT	TRAFFIC ENFORCE 6/19-7/02	\$657.83	
	80,059 TORONTO	047560	47560	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TRAFFIC ENFORCE 6/19-7/02	\$72.66	
	80,059 TORONTO	047560	47560	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRAFFIC ENFORCE 6/19-7/02	\$0.00	\$730.49
DAYTRIPPING IN SOUTHERN ONTARI								
	80,101 BRIGHT'S GROVE	047561	47561	01-6200-6810-41000	ADVERTISING	DAYTRIPPING AD	\$250.00	
	80,101 BRIGHT'S GROVE	047561	47561	01-0000-0200-00325	HST RECEIVABLE100%	DAYTRIPPING AD	\$32.50	
	80,101 BRIGHT'S GROVE	047561	47561	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DAYTRIPPING AD	\$0.00	\$282.50
DCG FIRST AID & SAFETY SUPPLY								
	80,053 OAKVILLE	047562	47562	01-5100-6060-40320	FIRST AID SAFETY SUPPLIES	VPCC FIRST AID SUPPLIES	\$213.68	
	80,053 OAKVILLE	047562	47562	01-0000-0200-00325	HST RECEIVABLE100%	VPCC FIRST AID SUPPLIES	\$27.78	
	80,053 OAKVILLE	047562	47562	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC FIRST AID SUPPLIES	\$0.00	\$241.46
DENBY ENVIRONMENTAL SERVICES								
	80,052 BEACHVILLE	047563	47563	01-5000-6020-41700	BLDG REPAIRS & MAINT	ARENA CATCH BASIN PIT	\$300.00	
	80,052 BEACHVILLE	047563	47563	01-0000-0200-00325	HST RECEIVABLE100%	ARENA CATCH BASIN PIT	\$39.00	
	80,052 BEACHVILLE	047563	47563	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ARENA CATCH BASIN PIT	\$0.00	\$339.00
DENSO NORTH AMERICA INC. (CANA								
	80,033 TORONTO	047564	47564	01-4500-4130-80000	MATERIALS-HARDTOP MAINT, PATCHING & SPRAYIN	ASPHALT TAPE	\$881.45	
	80,033 TORONTO	047564	47564	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ASPHALT TAPE	\$97.36	
	80,033 TORONTO	047564	47564	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ASPHALT TAPE	\$0.00	\$978.81
DIRECTOR OF FAMILY RESPONSIBIL								
	80,055 DOWNSVIEW	047565	47565	01-0000-2100-00718	FAMILY SERVICES	FAMILY SUPPORT CASE 648113	\$192.00	
	80,055 DOWNSVIEW	047565	47565	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FAMILY SUPPORT CASE 648113	\$0.00	\$192.00
DRIFTWOOD THEATRE GROUP								
	80,095 TORONTO	047566	47566	01-6200-4000-40500	SPECIAL EVENTS	MY MINI SHAKESPEARE WORKSHOP	\$200.00	
	80,095 TORONTO	047566	47566	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MY MINI SHAKESPEARE WORKSHOP	\$0.00	\$200.00
EMPLOYEE REIMBURSEMENT								
	80,013 ST. THOMAS	047567	47567	10-0000-3228-80010	DIRECT COSTS-LABOUR&BURDEN	MILEAGE-ENG	\$11.67	
	80,013 ST. THOMAS	047567	47567	01-0000-0250-60083	GC11-04 CTY TUNIS SANITARY	MILEAGE-ENG	\$16.54	
	80,013 ST. THOMAS	047567	47567	01-0000-0250-60950	GC15-802-TUNIS-WTRMN REPLACE	MILEAGE-ENG	\$38.90	
	80,013 ST. THOMAS	047567	47567	10-0000-3271-80010	CONCESSION ST RECON-LABOUR & BURDEN	MILEAGE-ENG	\$18.97	
	80,013 ST. THOMAS	047567	47567	01-0000-0250-60951	GC15-803-CONCESSION-WTRMN REPL	MILEAGE-ENG	\$11.67	
	80,013 ST. THOMAS	047567	47567	10-0000-3255-80010	LABOUR & BURDEN	MILEAGE-ENG	\$17.99	
	80,013 ST. THOMAS	047567	47567	01-0000-0250-61143	GC16-995-ETNA-SANITARY	MILEAGE-ENG	\$20.91	
	80,013 ST. THOMAS	047567	47567	01-0000-0250-61144	GC16-996-ETNA-WATERMN	MILEAGE-ENG	\$3.41	
	80,013 ST. THOMAS	047567	47567	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-ENG	\$1.29	
	80,013 ST. THOMAS	047567	47567	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-ENG	\$1.82	
	80,013 ST. THOMAS	047567	47567	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-ENG	\$4.30	
	80,013 ST. THOMAS	047567	47567	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-ENG	\$2.09	
	80,013 ST. THOMAS	047567	47567	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-ENG	\$1.29	
	80,013 ST. THOMAS	047567	47567	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-ENG	\$1.99	
	80,013 ST. THOMAS	047567	47567	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-ENG	\$2.31	
	80,013 ST. THOMAS	047567	47567	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-ENG	\$0.37	
	80,013 ST. THOMAS	047567	47567	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-ENG	\$0.00	\$155.52

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PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$ 53,011.65

VENDOR NAME	Location	CHQ # w. 0	CHEQUE #	ACCOUNT	ACCOUNT DESCRIPTION	TRANSACTION DESCRIPTION	DEBITS	CREDITS
E.O.N. ASSOCIATION								
80,103	PORT BURWELL	047568	47568	01-6200-4000-41000	ADVERTISING	MUSEUM DAY TRIPPING AD CONTRIB	\$350.66	
80,103	PORT BURWELL	047568	47568	01-0000-0200-00325	HST RECEIVABLE100%	MUSEUM DAY TRIPPING AD CONTRIB	\$48.18	
80,103	PORT BURWELL	047568	47568	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSEUM DAY TRIPPING AD CONTRIB	\$0.00	\$398.84
FASTENAL CANADA ***								
80,035	KITCHENER	047569	47569	01-4500-4130-80000	MATERIALS-HARDTOP MAINT, PATCHING & SPRAYIN	HAND ROLLER SUPPLIES	\$1.68	
80,035	KITCHENER	047569	47569	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	HAND ROLLER SUPPLIES	\$0.18	
80,035	KITCHENER	047569	47569	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HAND ROLLER SUPPLIES	\$0.00	\$1.86
FORM & BUILD SUPPLY ***								
80,038	LONDON	047570	47570	01-4500-4123-80000	MATERIALS-ROADSIDE MAINT, CATCHBASINS	CATCH BASIN SEALANT	\$214.86	
80,038	LONDON	047570	47570	01-4500-4220-80000	MATERIALS-SIDEWALK REPAIRS	CATCH BASIN SEALANT	\$48.94	
80,038	LONDON	047570	47570	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CATCH BASIN SEALANT	\$23.73	
80,038	LONDON	047570	47570	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CATCH BASIN SEALANT	\$5.40	
80,038	LONDON	047570	47570	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CATCH BASIN SEALANT	\$0.00	\$292.93
GRA - HAM ENERGY								
80,034	ST. MARY'S	047571	47571	01-4500-4150-80000	MATERIALS-WINTER CONTROL, PLOWING, SANDING,	MOTOR OIL	\$642.51	
80,034	ST. MARY'S	047571	47571	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MOTOR OIL	\$70.97	
80,034	ST. MARY'S	047571	47571	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MOTOR OIL	\$0.00	\$713.48
80,044	ST. MARY'S	047571	47571	01-5000-6050-41470	VEHICLE FUEL	FUEL	\$295.99	
80,044	ST. MARY'S	047571	47571	01-0000-0200-00325	HST RECEIVABLE100%	FUEL	\$38.48	
80,044	ST. MARY'S	047571	47571	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUEL	\$0.00	\$334.47
80,112	ST. MARY'S	047571	47571	01-3000-4000-41470	VEHICLE FUEL	FIRE DEPT VEHICLE FUEL	\$93.65	
80,112	ST. MARY'S	047571	47571	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT VEHICLE FUEL	\$10.34	
80,112	ST. MARY'S	047571	47571	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT VEHICLE FUEL	\$0.00	\$103.99
80,115	ST. MARY'S	047571	47571	01-5000-6050-41470	VEHICLE FUEL	DIESEL	\$750.88	
80,115	ST. MARY'S	047571	47571	01-0000-0200-00325	HST RECEIVABLE100%	DIESEL	\$97.61	
80,115	ST. MARY'S	047571	47571	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DIESEL	\$0.00	\$848.49
80,116	ST. MARY'S	047571	47571	01-5000-6050-41470	VEHICLE FUEL	FUEL	\$347.75	
80,116	ST. MARY'S	047571	47571	01-0000-0200-00325	HST RECEIVABLE100%	FUEL	\$45.21	
80,116	ST. MARY'S	047571	47571	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUEL	\$0.00	\$392.96
GUNN'S HILL ARTISAN CHEESE LTD								
80,091	WOODSTOCK	047572	47572	01-6200-4000-40440	GIFT SHOP SUPPLIES	MUSEUM GIFT SHOP SUPPLIES	\$138.87	
80,091	WOODSTOCK	047572	47572	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSEUM GIFT SHOP SUPPLIES	\$0.00	\$138.87
80,102	WOODSTOCK	047572	47572	01-6200-4000-40440	GIFT SHOP SUPPLIES	MUSEUM GIFT SHOP SUPPLIES	\$160.54	
80,102	WOODSTOCK	047572	47572	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSEUM GIFT SHOP SUPPLIES	\$0.00	\$160.54
REDBARN BERRIED & VEGGIES								
80,067	WOODSTOCK	047573	47573	01-5000-6051-40420	PROGRAM SUPPLIES	GARDEN FRESH VEGGIES	\$172.50	
80,067	WOODSTOCK	047573	47573	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GARDEN FRESH VEGGIES	\$0.00	\$172.50
TOWN RESIDENT								
80,097	INGERSOLL	047574	47574	01-6200-4000-01640	SPECIAL EVENTS PROCEEDS	MUSEUM CAMP DAY REFUND	\$45.00	
80,097	INGERSOLL	047574	47574	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSEUM CAMP DAY REFUND	\$0.00	\$45.00
HOT,COLD & FREEZING								
80,018	THAMESFORD	047575	47575	01-2000-4025-41700	BLDG REPAIRS & MAINT	TOWN HALL HVAC REPAIR	\$162.82	
80,018	THAMESFORD	047575	47575	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TOWN HALL HVAC REPAIR	\$17.98	
80,018	THAMESFORD	047575	47575	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOWN HALL HVAC REPAIR	\$0.00	\$180.80
HURON TRACTOR LTD								
80,047	EXETER	047576	47576	01-5000-6050-41530	EQUIP REPAIRS & MAINT	PINS	\$57.85	

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PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$ 53,011.65

VENDOR NAME	Location	CHQ # w. 0	CHEQUE #	ACCOUNT	ACCOUNT DESCRIPTION	TRANSACTION DESCRIPTION	DEBITS	CREDITS
80,047	EXETER	047576	47576	01-0000-0200-00325	HST RECEIVABLE100%	PINS	\$7.53	
80,047	EXETER	047576	47576	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PINS	\$0.00	\$65.38
80,048	EXETER	047576	47576	01-5000-6050-41530	EQUIP REPAIRS & MAINT	TRACTOR FILTERS	\$80.58	
80,048	EXETER	047576	47576	01-0000-0200-00325	HST RECEIVABLE100%	TRACTOR FILTERS	\$10.48	
80,048	EXETER	047576	47576	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRACTOR FILTERS	\$0.00	\$91.06
THE INFORMATION PROFESSIONALS								
80,111	BARRIE	047577	47577	01-1000-4000-41500	CONTRACTED SERVICES	ANNUAL RECORD RETENTION UPDATE	\$305.28	
80,111	BARRIE	047577	47577	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ANNUAL RECORD RETENTION UPDATE	\$33.72	
80,111	BARRIE	047577	47577	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ANNUAL RECORD RETENTION UPDATE	\$0.00	\$339.00
INGERSOLL FIRE FIGHTERS ASSOCI								
80,012	INGERSOLL	047578	47578	01-3000-4000-40500	SPECIAL EVENTS	DETONATE SCRAP AIR BAGS	\$4,810.00	
80,012	INGERSOLL	047578	47578	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DETONATE SCRAP AIR BAGS	\$0.00	\$4,810.00
INGERSOLL PIPE BAND								
80,092	INGERSOLL	047579	47579	01-6200-4000-40500	SPECIAL EVENTS	DONATION-TATOO EVENT	\$1,000.00	
80,092	INGERSOLL	047579	47579	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DONATION-TATOO EVENT	\$0.00	\$1,000.00
INGERSOLL RENT-ALL ***								
80,084	INGERSOLL	047580	47580	01-5000-6050-41530	EQUIP REPAIRS & MAINT	TRIMMER HEADS	\$73.90	
80,084	INGERSOLL	047580	47580	01-0000-0200-00325	HST RECEIVABLE100%	TRIMMER HEADS	\$9.61	
80,084	INGERSOLL	047580	47580	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRIMMER HEADS	\$0.00	\$83.51
INGERSOLL PHARMASAVE								
80,072	INGERSOLL	047581	47581	01-5000-6051-41000	ADVERTISING	FACEBOOK AD 6/27-6/29	\$30.12	
80,072	INGERSOLL	047581	47581	01-0000-0200-00325	HST RECEIVABLE100%	FACEBOOK AD 6/27-6/29	\$3.92	
80,072	INGERSOLL	047581	47581	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FACEBOOK AD 6/27-6/29	\$0.00	\$34.04
A. M. JENSEN LIMITED								
80,106	SIMCOE	047582	47582	01-6200-4000-40440	GIFT SHOP SUPPLIES	MUSEUM GIFT SHOP SUPPLIES	\$160.06	
80,106	SIMCOE	047582	47582	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSEUM GIFT SHOP SUPPLIES	\$0.00	\$160.06
EMPLOYEE REIMBURSEMENT								
80,014	SHEDDEN	047583	47583	01-0000-0250-61075	GC15-927-GEORGE-WTRMN	MILEAGE-ENG	\$171.17	
80,014	SHEDDEN	047583	47583	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-ENG	\$18.91	
80,014	SHEDDEN	047583	47583	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-ENG	\$0.00	\$190.08
LIPPERT & WRIGHT FUELS LTD								
80,060	ROCKTON	047584	47584	01-3000-4000-41470	VEHICLE FUEL	FIRE DEPT VEHICLE FUEL	\$667.08	
80,060	ROCKTON	047584	47584	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT VEHICLE FUEL	\$73.68	
80,060	ROCKTON	047584	47584	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT VEHICLE FUEL	\$0.00	\$740.76
TIM LOVETT INSTALLATIONS INC.								
80,043	LONDON	047585	47585	01-5000-6050-41700	BLDG REPAIRS AND MAINT	LIGHT REPAIRS	\$241.53	
80,043	LONDON	047585	47585	01-0000-0200-00325	HST RECEIVABLE100%	LIGHT REPAIRS	\$31.40	
80,043	LONDON	047585	47585	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LIGHT REPAIRS	\$0.00	\$272.93
LWR AUTOMOTIVE								
80,039	INGERSOLL	047586	47586	01-5200-6090-41530	EQUIP REPAIRS & MAINT	FUSION BIKE REPAIR STN AIRPUMP	\$25.85	
80,039	INGERSOLL	047586	47586	01-0000-0200-00325	HST RECEIVABLE100%	FUSION BIKE REPAIR STN AIRPUMP	\$3.36	
80,039	INGERSOLL	047586	47586	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION BIKE REPAIR STN AIRPUMP	\$0.00	\$29.21
M & L SUPPLY								
80,064	INGLESIDE	047587	47587	01-3000-4000-41530	EQUIP REPAIRS & MAINTENANCE	FIRE DEP ANNUAL FLOW TESTING	\$2,424.87	
80,064	INGLESIDE	047587	47587	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEP ANNUAL FLOW TESTING	\$267.84	
80,064	INGLESIDE	047587	47587	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEP ANNUAL FLOW TESTING	\$0.00	\$2,692.71
MAR-CO								

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VENDOR NAME	Location	CHQ # w. 0	CHEQUE #	ACCOUNT	ACCOUNT DESCRIPTION	TRANSACTION DESCRIPTION	DEBITS	CREDITS
	80,045 BRIGHT	047588	47588	01-5000-6050-41530	EQUIP REPAIRS & MAINT	NAIL DRAG	\$204.45	
	80,045 BRIGHT	047588	47588	01-0000-0200-00325	HST RECEIVABLE100%	NAIL DRAG	\$26.58	
	80,045 BRIGHT	047588	47588	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	NAIL DRAG	\$0.00	\$231.03
EMPLOYEE REIMBURSEMENT								
	80,057 ST THOMAS	047589	47589	01-1002-4000-40620	MILEAGE	MILEAGE- IT	\$61.08	
	80,057 ST THOMAS	047589	47589	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE- IT	\$6.74	
	80,057 ST THOMAS	047589	47589	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE- IT	\$0.00	\$67.82
MILLCREEK PRINTING INC								
	80,058 INGERSOLL	047590	47590	01-3000-4000-41010	GRAPHICS & PRINTING	BUSINESS CARDS	\$22.65	
	80,058 INGERSOLL	047590	47590	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BUSINESS CARDS	\$2.50	
	80,058 INGERSOLL	047590	47590	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BUSINESS CARDS	\$0.00	\$25.15
MINISTER OF FINANCE - EHT ***								
	80,074 TORONTO	047591	47591	01-0000-2100-00720	EMPLOYER HEALTH TAX (13135)	JULY PREMIUM	\$8,162.82	
	80,074 TORONTO	047591	47591	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JULY PREMIUM	\$0.00	\$8,162.82
NOVEXCO								
	80,080 MARKHAM	047592	47592	01-5100-4000-40200	OFFICE SUPPLIES	VPCC PAPER	\$189.36	
	80,080 MARKHAM	047592	47592	01-0000-0200-00325	HST RECEIVABLE100%	VPCC PAPER	\$24.62	
	80,080 MARKHAM	047592	47592	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC PAPER	\$0.00	\$213.98
OLDE BAKERY CAFE								
	80,082 INGERSOLL	047593	47593	01-5100-6060-40420	PROGRAM SUPPLIES	BIRTHDAY CAKE	\$16.00	
	80,082 INGERSOLL	047593	47593	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BIRTHDAY CAKE	\$0.00	\$16.00
	80,083 INGERSOLL	047593	47593	01-5100-6060-40420	PROGRAM SUPPLIES	BIRTHDAY CAKE	\$16.00	
	80,083 INGERSOLL	047593	47593	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BIRTHDAY CAKE	\$0.00	\$16.00
OMEGA CONTRACTORS								
	80,086 LONDON	047594	47594	10-0000-3271-80100	PRIME CONTRACT	TUNIS, CONCESSION, ETNA ST	\$448,711.80	
	80,086 LONDON	047594	47594	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TUNIS, CONCESSION, ETNA ST	\$0.00	\$448,711.80
O.M.E.R.S. ***								
	80,054 TORONTO	047595	47595	01-0000-2100-00704	OMERS (15000)	JULY PREMIUM	\$58,684.56	
	80,054 TORONTO	047595	47595	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JULY PREMIUM	\$0.00	\$58,684.56
ONTARIO SOUTHLAND RAILWAY INC.								
	80,015 LONDON	047596	47596	01-4500-4161-80000	MATERIALS-SAFETY DEVICES, RR CROSSING	RAILWAY FLASHING LIT MAINT	\$2,970.90	
	80,015 LONDON	047596	47596	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	RAILWAY FLASHING LIT MAINT	\$0.00	\$2,970.90
ORCO SIGNS								
	80,117 INGERSOLL	047597	47597	01-5000-6050-41010	GRAPHICS & PRINTING	TRUCK LOGOS	\$68.00	
	80,117 INGERSOLL	047597	47597	01-0000-0200-00325	HST RECEIVABLE100%	TRUCK LOGOS	\$8.84	
	80,117 INGERSOLL	047597	47597	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRUCK LOGOS	\$0.00	\$76.84
OXFORD COUNTY ***								
	80,107 WOODSTOCK	047598	47598	01-6200-4000-41000	ADVERTISING	VIDEO DIGITAL DIFF 360	\$100.00	
	80,107 WOODSTOCK	047598	47598	01-0000-0200-00325	HST RECEIVABLE100%	VIDEO DIGITAL DIFF 360	\$13.00	
	80,107 WOODSTOCK	047598	47598	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VIDEO DIGITAL DIFF 360	\$0.00	\$113.00
	80,110 WOODSTOCK	047598	47598	01-1000-4000-40820	PLANNING ACT EXPENSES	Q2 SITE PLAN APPLICATION	\$2,507.38	
	80,110 WOODSTOCK	047598	47598	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	Q2 SITE PLAN APPLICATION	\$0.00	\$2,507.38
OXFORD SAND & GRAVEL LTD								
	80,026 WOODSTOCK	047599	47599	01-4500-4220-80000	MATERIALS-SIDEWALK REPAIRS	ASPHALT	\$783.53	
	80,026 WOODSTOCK	047599	47599	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ASPHALT	\$86.55	
	80,026 WOODSTOCK	047599	47599	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ASPHALT	\$0.00	\$870.08
REGIS AUTO PARTS								

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VENDOR NAME	Location	CHQ # w. 0	CHEQUE #	ACCOUNT	ACCOUNT DESCRIPTION	TRANSACTION DESCRIPTION	DEBITS	CREDITS
80,069	TILLSONBURG	047603	47603	01-5000-6051-40420	PROGRAM SUPPLIES	GARDEN FRESH VEGGIE	\$979.20	
80,069	TILLSONBURG	047603	47603	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GARDEN FRESH VEGGIE	\$0.00	\$979.20
SIROSKI DOOR AND HARDWARE								
80,041	LONDON	047604	47604	01-5200-4100-41530	EQUIP REPAIRS & MAINT	AUTOMATIC DOOR REPAIR	\$220.00	
80,041	LONDON	047604	47604	01-0000-0200-00325	HST RECEIVABLE100%	AUTOMATIC DOOR REPAIR	\$28.60	
80,041	LONDON	047604	47604	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	AUTOMATIC DOOR REPAIR	\$0.00	\$248.60
SOAK IT UP INC								
80,022	INGERSOLL	047605	47605	01-2000-4015-41540	RENTAL	CARR WLKWKY MAT RENTAL	\$11.00	
80,022	INGERSOLL	047605	47605	01-0000-0200-00325	HST RECEIVABLE100%	CARR WLKWKY MAT RENTAL	\$1.43	
80,022	INGERSOLL	047605	47605	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CARR WLKWKY MAT RENTAL	\$0.00	\$12.43
80,023	INGERSOLL	047605	47605	01-2000-4025-41540	RENTAL	TOWN CENTRE MAT RENTAL	\$29.00	
80,023	INGERSOLL	047605	47605	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TOWN CENTRE MAT RENTAL	\$3.21	
80,023	INGERSOLL	047605	47605	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOWN CENTRE MAT RENTAL	\$0.00	\$32.21
80,096	INGERSOLL	047605	47605	01-6200-4100-41700	BLDG REPAIRS & MAINTENANCE	MUSEUM CARPET CLEANING	\$18.00	
80,096	INGERSOLL	047605	47605	01-0000-0200-00325	HST RECEIVABLE100%	MUSEUM CARPET CLEANING	\$2.34	
80,096	INGERSOLL	047605	47605	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSEUM CARPET CLEANING	\$0.00	\$20.34
80,104	INGERSOLL	047605	47605	01-6200-4100-41700	BLDG REPAIRS & MAINTENANCE	MUSEUM CARPET CLEANING	\$18.00	
80,104	INGERSOLL	047605	47605	01-0000-0200-00325	HST RECEIVABLE100%	MUSEUM CARPET CLEANING	\$2.34	
80,104	INGERSOLL	047605	47605	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSEUM CARPET CLEANING	\$0.00	\$20.34
SPOT MARKETING GROUP								
80,094	INGERSOLL	047606	47606	01-6200-4000-41000	ADVERTISING	MUSEUM AD	\$125.00	
80,094	INGERSOLL	047606	47606	01-0000-0200-00325	HST RECEIVABLE100%	MUSEUM AD	\$16.25	
80,094	INGERSOLL	047606	47606	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSEUM AD	\$0.00	\$141.25
STAPLES ADVANTAGE								
80,065	TORONTO	047607	47607	01-5100-4000-40200	OFFICE SUPPLIES	VPCC OFFICE SUPPLIES	\$56.74	
80,065	TORONTO	047607	47607	01-0000-0200-00325	HST RECEIVABLE100%	VPCC OFFICE SUPPLIES	\$7.38	
80,065	TORONTO	047607	47607	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC OFFICE SUPPLIES	\$0.00	\$64.12
80,066	TORONTO	047607	47607	01-5100-4000-40200	OFFICE SUPPLIES	VPCC OFFICE SUPPLIES	\$161.82	
80,066	TORONTO	047607	47607	01-0000-0200-00325	HST RECEIVABLE100%	VPCC OFFICE SUPPLIES	\$21.04	
80,066	TORONTO	047607	47607	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC OFFICE SUPPLIES	\$0.00	\$182.86
80,075	TORONTO	047607	47607	01-1300-4000-40200	OFFICE SUPPLIES	TOWN HALL STATIONARIES	\$277.60	
80,075	TORONTO	047607	47607	01-1000-4000-40200	OFFICE SUPPLIES	TOWN HALL STATIONARIES	\$71.70	
80,075	TORONTO	047607	47607	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TOWN HALL STATIONARIES	\$30.66	
80,075	TORONTO	047607	47607	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TOWN HALL STATIONARIES	\$7.92	
80,075	TORONTO	047607	47607	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOWN HALL STATIONARIES	\$0.00	\$387.88
ST.MARYS CEMENT INC.								
80,024	TORONTO	047608	47608	01-4500-4220-80000	MATERIALS-SIDEWALK REPAIRS	SIDEWALK CONCRETE	\$1,189.57	
80,024	TORONTO	047608	47608	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SIDEWALK CONCRETE	\$131.40	
80,024	TORONTO	047608	47608	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SIDEWALK CONCRETE	\$0.00	\$1,320.97
80,027	TORONTO	047608	47608	01-4500-4220-80000	MATERIALS-SIDEWALK REPAIRS	SIDEWALK CONCRETE	\$849.70	
80,027	TORONTO	047608	47608	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SIDEWALK CONCRETE	\$93.85	
80,027	TORONTO	047608	47608	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SIDEWALK CONCRETE	\$0.00	\$943.55
80,028	TORONTO	047608	47608	01-4500-4220-80000	MATERIALS-SIDEWALK REPAIRS	SIDEWALK CONCRETE	\$679.76	
80,028	TORONTO	047608	47608	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SIDEWALK CONCRETE	\$75.08	
80,028	TORONTO	047608	47608	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SIDEWALK CONCRETE	\$0.00	\$754.84
80,029	TORONTO	047608	47608	01-4500-4220-80000	MATERIALS-SIDEWALK REPAIRS	SIDEWALK CONCRETE	\$679.76	
80,029	TORONTO	047608	47608	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SIDEWALK CONCRETE	\$75.08	

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<u>VENDOR NAME</u>	<u>Location</u>	<u>CHQ # w. 0</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
80,029	TORONTO	047608	47608	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SIDEWALK CONCRETE	\$0.00	\$754.84
80,030	TORONTO	047608	47608	01-4500-4220-80000	MATERIALS-SIDEWALK REPAIRS	SIDEWALK CONCRETE	\$1,121.60	
80,030	TORONTO	047608	47608	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SIDEWALK CONCRETE	\$123.89	
80,030	TORONTO	047608	47608	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SIDEWALK CONCRETE	\$0.00	\$1,245.49
STONETOWN SUPPLY SERVICES(ING)								
80,025	INGERSOLL	047609	47609	01-4500-4100-40210	JANITORIAL SUPPLIES	PUBLIC WORKS SUPPLIES	\$34.31	
80,025	INGERSOLL	047609	47609	01-4500-4000-41650	SMALL TOOLS & SAFETY EQUIP	PUBLIC WORKS SUPPLIES	\$55.80	
80,025	INGERSOLL	047609	47609	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PUBLIC WORKS SUPPLIES	\$3.79	
80,025	INGERSOLL	047609	47609	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PUBLIC WORKS SUPPLIES	\$6.17	
80,025	INGERSOLL	047609	47609	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PUBLIC WORKS SUPPLIES	\$0.00	\$100.07
80,040	INGERSOLL	047609	47609	01-5200-4100-40210	JANITORIAL SUPPLIES	FUSION JANITORIAL SUPPLIES	\$55.73	
80,040	INGERSOLL	047609	47609	01-0000-0200-00325	HST RECEIVABLE100%	FUSION JANITORIAL SUPPLIES	\$7.24	
80,040	INGERSOLL	047609	47609	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION JANITORIAL SUPPLIES	\$0.00	\$62.97
80,046	INGERSOLL	047609	47609	01-5000-6050-40210	JANITORIAL SUPPLIES	PAPER TOWEL	\$37.92	
80,046	INGERSOLL	047609	47609	01-0000-0200-00325	HST RECEIVABLE100%	PAPER TOWEL	\$4.93	
80,046	INGERSOLL	047609	47609	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PAPER TOWEL	\$0.00	\$42.85
80,062	INGERSOLL	047609	47609	01-3000-4100-40210	JANITORIAL SUPPLIES	JANITORIAL SUPPLIES	\$70.57	
80,062	INGERSOLL	047609	47609	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	JANITORIAL SUPPLIES	\$7.80	
80,062	INGERSOLL	047609	47609	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JANITORIAL SUPPLIES	\$0.00	\$78.37
80,099	INGERSOLL	047609	47609	01-6200-4100-40210	JANITORIAL SUPPLIES	MUSEUM JANITORIAL SUPPLIES	\$21.79	
80,099	INGERSOLL	047609	47609	01-0000-0200-00325	HST RECEIVABLE100%	MUSEUM JANITORIAL SUPPLIES	\$2.83	
80,099	INGERSOLL	047609	47609	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSEUM JANITORIAL SUPPLIES	\$0.00	\$24.62
SUN LIFE OF CANADA								
80,073	MONTREAL	047610	47610	01-0000-2100-00716	HEALTH CARE PAYABLE	AUGUST PREMIUM	\$42,407.39	
80,073	MONTREAL	047610	47610	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	AUGUST PREMIUM	\$0.00	\$42,407.39
SYNCHRO ONTARIO ***								
80,113	ETOBICOKE	047611	47611	01-5100-6060-40600	MEMBERSHIP FEES	ANNUAL AFFILIATION FEE	\$100.00	
80,113	ETOBICOKE	047611	47611	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ANNUAL AFFILIATION FEE	\$0.00	\$100.00
THAMES VALLEY EDUCATION FOUNDA								
80,109	INGERSOLL	047612	47612	01-1000-4000-41160	HONOURS & AWARDS	THOMPSON MEM'L SCHOLARSHIP	\$250.00	
80,109	INGERSOLL	047612	47612	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	THOMPSON MEM'L SCHOLARSHIP	\$0.00	\$250.00
THAMES RIVER MELON FARMS								
80,071	INNERKIP	047613	47613	01-5000-6051-40420	PROGRAM SUPPLIES	GARDEN FRESH VEGGIE	\$372.00	
80,071	INNERKIP	047613	47613	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GARDEN FRESH VEGGIE	\$0.00	\$372.00
THE RURAL VOICE								
80,100	BLYTH	047614	47614	01-6200-4000-41000	ADVERTISING	JULY ISSUE AD	\$104.00	
80,100	BLYTH	047614	47614	01-0000-0200-00325	HST RECEIVABLE100%	JULY ISSUE AD	\$13.52	
80,100	BLYTH	047614	47614	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JULY ISSUE AD	\$0.00	\$117.52
TOROMONT INDUSTRIES LTD								
80,017	LONDON	047615	47615	01-4500-4230-46392	939200 2012 BACKHOE LOADER	TRUCK#12 PARTS	\$130.66	
80,017	LONDON	047615	47615	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TRUCK#12 PARTS	\$14.43	
80,017	LONDON	047615	47615	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRUCK#12 PARTS	\$0.00	\$145.09
80,036	LONDON	047615	47615	01-4500-4230-46393	939300 2011 CAT FRONT END LOADER	TRUCK#13 PARTS	\$321.37	
80,036	LONDON	047615	47615	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TRUCK#13 PARTS	\$35.50	
80,036	LONDON	047615	47615	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRUCK#13 PARTS	\$0.00	\$356.87
JACK WATSON SPORTS INC.								
80,114	NEWMARKET	047616	47616	01-5100-6060-40420	PROGRAM SUPPLIES	AQUAFIT BELT	\$168.61	

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VENDOR NAME	Location	CHQ # w. 0	CHEQUE #	ACCOUNT	ACCOUNT DESCRIPTION	TRANSACTION DESCRIPTION	DEBITS	CREDITS
	80,114 NEWMARKET	047616	47616	01-0000-0200-00325	HST RECEIVABLE100%	AQUAFIT BELT	\$21.92	
	80,114 NEWMARKET	047616	47616	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	AQUAFIT BELT	\$0.00	\$190.53
PSB REIMBURSEMENT								
	80,051 INGERSOLL	047617	47617	01-3230-4000-41520	COMMUNICATION	PSB INTERNET JUNE + JULY	\$117.94	
	80,051 INGERSOLL	047617	47617	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PSB INTERNET JUNE + JULY	\$13.02	
	80,051 INGERSOLL	047617	47617	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PSB INTERNET JUNE + JULY	\$0.00	\$130.96
WORKPLACE SAFETY & INS. BOARD								
	80,056 TORONTO	047618	47618	01-0000-2100-00708	WSIB PAYABLE	JULY PREMIUM	\$11,915.04	
	80,056 TORONTO	047618	47618	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JULY PREMIUM	\$0.00	\$11,915.04
ABELL PEST CONTROL INC								
	80,176 LONDON	047619	47619	01-5200-4100-41550	MAINTENANCE CONTRACTS	FUSION PEST CONTROL	\$100.00	
	80,176 LONDON	047619	47619	01-0000-0200-00325	HST RECEIVABLE100%	FUSION PEST CONTROL	\$13.00	
	80,176 LONDON	047619	47619	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION PEST CONTROL	\$0.00	\$113.00
ACAPULCO ***								
	80,228 KITCHENER	047620	47620	01-5100-4100-41710	CHEMICALS	VPCC POOL CHLORINE	\$553.50	
	80,228 KITCHENER	047620	47620	01-0000-0200-00325	HST RECEIVABLE100%	VPCC POOL CHLORINE	\$71.96	
	80,228 KITCHENER	047620	47620	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC POOL CHLORINE	\$0.00	\$625.46
AIR BOUNCE INFLATABLE								
	80,272 CALEDONIA	047621	47621	01-6200-6810-41120	ENTERTAINMENT	INFLATABLE RENTAL FINAL PMT	\$1,034.09	
	80,272 CALEDONIA	047621	47621	01-0000-0200-00325	HST RECEIVABLE100%	INFLATABLE RENTAL FINAL PMT	\$179.24	
	80,272 CALEDONIA	047621	47621	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	INFLATABLE RENTAL FINAL PMT	\$0.00	\$1,213.33
AKIRA STUDIO LTD								
	80,251 LONDON	047622	47622	01-5200-6090-41000	ADVERTISING	FUSION WEBSITE SUPPORT	\$95.00	
	80,251 LONDON	047622	47622	01-0000-0200-00325	HST RECEIVABLE100%	FUSION WEBSITE SUPPORT	\$12.35	
	80,251 LONDON	047622	47622	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION WEBSITE SUPPORT	\$0.00	\$107.35
AL'S TIRE INGERSOLL								
	80,218 INGERSOLL	047623	47623	01-5000-6050-41530	EQUIP REPAIRS & MAINT	TIRE FOR RIDER	\$174.42	
	80,218 INGERSOLL	047623	47623	01-0000-0200-00325	HST RECEIVABLE100%	TIRE FOR RIDER	\$22.67	
	80,218 INGERSOLL	047623	47623	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TIRE FOR RIDER	\$0.00	\$197.09
AQUAM								
	80,172 MONTREAL	047624	47624	01-5100-6060-40270	NEW EQUIPMENT	CABLE+TAKEUP REEL	\$501.36	
	80,172 MONTREAL	047624	47624	01-0000-0200-00325	HST RECEIVABLE100%	CABLE+TAKEUP REEL	\$65.18	
	80,172 MONTREAL	047624	47624	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CABLE+TAKEUP REEL	\$0.00	\$566.54
HARVEST FEST MUSICIAN								
	80,267 INGERSOLL	047625	47625	01-6200-6810-41120	ENTERTAINMENT	MUSIC PERFORMANCE 8/20	\$600.00	
	80,267 INGERSOLL	047625	47625	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSIC PERFORMANCE 8/20	\$0.00	\$600.00
	80,268 INGERSOLL	047625	47625	01-6200-6810-41120	ENTERTAINMENT	MUSIC PERFORMANCE 8/21	\$450.00	
	80,268 INGERSOLL	047625	47625	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSIC PERFORMANCE 8/21	\$0.00	\$450.00
BACKYARD BY DESIGN								
	80,163 INGERSOLL	047626	47626	01-5000-6050-41740	LAND MAINTENANCE & IMPROVEMENTS	FERTILIZER	\$15.72	
	80,163 INGERSOLL	047626	47626	01-0000-0200-00325	HST RECEIVABLE100%	FERTILIZER	\$2.04	
	80,163 INGERSOLL	047626	47626	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FERTILIZER	\$0.00	\$17.76
	80,164 INGERSOLL	047626	47626	01-5000-6050-41740	LAND MAINTENANCE & IMPROVEMENTS	FERTILIZER	\$15.72	
	80,164 INGERSOLL	047626	47626	01-0000-0200-00325	HST RECEIVABLE100%	FERTILIZER	\$2.04	
	80,164 INGERSOLL	047626	47626	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FERTILIZER	\$0.00	\$17.76
	80,165 INGERSOLL	047626	47626	01-5000-6050-41740	LAND MAINTENANCE & IMPROVEMENTS	FERTILIZER	\$15.72	
	80,165 INGERSOLL	047626	47626	01-0000-0200-00325	HST RECEIVABLE100%	FERTILIZER	\$2.04	

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80,165	INGERSOLL	047626	47626	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FERTILIZER	\$0.00	\$17.76
EMPLOYEE REIMBURSEMENT								
80,213	INGERSOLL	047627	47627	01-7000-4000-40620	MILEAGE	MILEAGE-ECON DEVEL	\$30.64	
80,213	INGERSOLL	047627	47627	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-ECON DEVEL	\$3.38	
80,213	INGERSOLL	047627	47627	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-ECON DEVEL	\$0.00	\$34.02
EMPLOYEE REIMBURSEMENT								
80,177	INGERSOLL	047628	47628	01-5100-6090-40420	PROGRAM SUPPLIES	DAY CAMP CRAFT SUPPLIES	\$63.03	
80,177	INGERSOLL	047628	47628	01-0000-0200-00325	HST RECEIVABLE100%	DAY CAMP CRAFT SUPPLIES	\$7.03	
80,177	INGERSOLL	047628	47628	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DAY CAMP CRAFT SUPPLIES	\$0.00	\$70.06
CANADIAN TIRE ASSOCIATE STORE								
80,153	INGERSOLL	047629	47629	01-5000-6020-41700	BLDG REPAIRS & MAINT	TOILET FLUSHER	\$17.99	
80,153	INGERSOLL	047629	47629	01-0000-0200-00325	HST RECEIVABLE100%	TOILET FLUSHER	\$2.34	
80,153	INGERSOLL	047629	47629	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOILET FLUSHER	\$0.00	\$20.33
80,154	INGERSOLL	047629	47629	01-5000-6020-41700	BLDG REPAIRS & MAINT	BLADES	\$5.99	
80,154	INGERSOLL	047629	47629	01-0000-0200-00325	HST RECEIVABLE100%	BLADES	\$0.78	
80,154	INGERSOLL	047629	47629	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BLADES	\$0.00	\$6.77
80,155	INGERSOLL	047629	47629	01-5000-6050-41700	BLDG REPAIRS AND MAINT	TOOLS + TORCH	\$40.98	
80,155	INGERSOLL	047629	47629	01-0000-0200-00325	HST RECEIVABLE100%	TOOLS + TORCH	\$5.33	
80,155	INGERSOLL	047629	47629	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOOLS + TORCH	\$0.00	\$46.31
80,156	INGERSOLL	047629	47629	01-5000-6050-41720	HORTICULTURAL SUPPLIES	HEDGE TRIMMERS	\$21.99	
80,156	INGERSOLL	047629	47629	01-0000-0200-00325	HST RECEIVABLE100%	HEDGE TRIMMERS	\$2.86	
80,156	INGERSOLL	047629	47629	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HEDGE TRIMMERS	\$0.00	\$24.85
80,157	INGERSOLL	047629	47629	01-5000-6020-41700	BLDG REPAIRS & MAINT	PAINT BRUSHES	\$12.99	
80,157	INGERSOLL	047629	47629	01-0000-0200-00325	HST RECEIVABLE100%	PAINT BRUSHES	\$1.69	
80,157	INGERSOLL	047629	47629	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PAINT BRUSHES	\$0.00	\$14.68
80,158	INGERSOLL	047629	47629	01-5000-6020-41700	BLDG REPAIRS & MAINT	HOSE CLAMP	\$7.95	
80,158	INGERSOLL	047629	47629	01-0000-0200-00325	HST RECEIVABLE100%	HOSE CLAMP	\$1.03	
80,158	INGERSOLL	047629	47629	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HOSE CLAMP	\$0.00	\$8.98
80,159	INGERSOLL	047629	47629	01-5200-4100-41700	BLDG REPAIRS AND MAINT	TARP	\$39.98	
80,159	INGERSOLL	047629	47629	01-0000-0200-00325	HST RECEIVABLE100%	TARP	\$5.20	
80,159	INGERSOLL	047629	47629	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TARP	\$0.00	\$45.18
80,160	INGERSOLL	047629	47629	01-5000-6050-41700	BLDG REPAIRS AND MAINT	PUTTY KNIVES	\$8.28	
80,160	INGERSOLL	047629	47629	01-0000-0200-00325	HST RECEIVABLE100%	PUTTY KNIVES	\$1.08	
80,160	INGERSOLL	047629	47629	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PUTTY KNIVES	\$0.00	\$9.36
CANSEL - TORONTO*****								
80,280	BURNABY	047630	47630	01-4000-4000-40220	TELEPHONE	SURVEY SERVICES	\$264.58	
80,280	BURNABY	047630	47630	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SURVEY SERVICES	\$29.22	
80,280	BURNABY	047630	47630	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SURVEY SERVICES	\$0.00	\$293.80
80,281	BURNABY	047630	47630	01-4000-4000-40220	TELEPHONE	SURVEY SERVICE	\$264.58	
80,281	BURNABY	047630	47630	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SURVEY SERVICE	\$29.22	
80,281	BURNABY	047630	47630	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SURVEY SERVICE	\$0.00	\$293.80
CHECKERS CLEANING SUPPLY								
80,229	LONDON	047631	47631	01-5100-4100-40210	JANITORIAL SUPPLIES	JANITORIAL SUPPLIES	\$225.60	
80,229	LONDON	047631	47631	01-0000-0200-00325	HST RECEIVABLE100%	JANITORIAL SUPPLIES	\$29.33	
80,229	LONDON	047631	47631	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JANITORIAL SUPPLIES	\$0.00	\$254.93
COCA-COLA BOTTLING COMPANY								
80,179	TORONTO	047632	47632	01-5000-6020-40430	CANTEEN SUPPLIES	WATER	\$108.80	

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	80,179 TORONTO	047632	47632	01-5100-4100-40430	CANTEEN SUPPLIES	WATER	\$95.20	
	80,179 TORONTO	047632	47632	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WATER	\$0.00	\$204.00
COMMISSIONAIRES								
	80,207 TORONTO	047633	47633	01-1000-4240-41505	PARKING ENFORCEMENT CONTRACT	TRAFFIC ENFORCE 7/03-7/16	\$751.80	
	80,207 TORONTO	047633	47633	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TRAFFIC ENFORCE 7/03-7/16	\$83.04	
	80,207 TORONTO	047633	47633	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRAFFIC ENFORCE 7/03-7/16	\$0.00	\$834.84
CULLIGAN								
	80,198 WOODSTOCK	047634	47634	01-0100-4000-41020	PROMOTION & MEALS	WATER FOR COOLER	\$69.84	
	80,198 WOODSTOCK	047634	47634	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	WATER FOR COOLER	\$0.29	
	80,198 WOODSTOCK	047634	47634	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WATER FOR COOLER	\$0.00	\$70.13
EMPLOYEE REIMBURSEMENT								
	80,265 THAMESFORD	047635	47635	01-6200-4000-40420	PROGRAM SUPPLIES	KIDS DAY CAMP SUPPLIES	\$18.50	
	80,265 THAMESFORD	047635	47635	01-0000-0200-00325	HST RECEIVABLE100%	KIDS DAY CAMP SUPPLIES	\$2.28	
	80,265 THAMESFORD	047635	47635	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	KIDS DAY CAMP SUPPLIES	\$0.00	\$20.78
DELTA MACHINE & DESIGN LTD.								
	80,170 INGERSOLL	047636	47636	01-5200-4100-41530	EQUIP REPAIRS & MAINT	SPEAKER GUARD REPAIR	\$75.00	
	80,170 INGERSOLL	047636	47636	01-0000-0200-00325	HST RECEIVABLE100%	SPEAKER GUARD REPAIR	\$9.75	
	80,170 INGERSOLL	047636	47636	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SPEAKER GUARD REPAIR	\$0.00	\$84.75
DRENNAN REFRIGERATION INC.								
	80,180 LONDON	047637	47637	01-5000-6020-41550	MAINTENANCE CONTRACTS	ANNUAL MAINT-2ND INSTALLMENT	\$1,330.00	
	80,180 LONDON	047637	47637	01-0000-0200-00325	HST RECEIVABLE100%	ANNUAL MAINT-2ND INSTALLMENT	\$172.90	
	80,180 LONDON	047637	47637	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ANNUAL MAINT-2ND INSTALLMENT	\$0.00	\$1,502.90
ELGIE BUS LINES LIMITED								
	80,166 LONDON	047638	47638	01-5100-6090-40500	SPECIAL EVENTS	BUS TO CHILDREN'S MUSEUM	\$285.96	
	80,166 LONDON	047638	47638	01-0000-0200-00325	HST RECEIVABLE100%	BUS TO CHILDREN'S MUSEUM	\$37.17	
	80,166 LONDON	047638	47638	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BUS TO CHILDREN'S MUSEUM	\$0.00	\$323.13
ERTH HOLDINGS INC.								
	80,277 INGERSOLL	047639	47639	01-4000-4400-41530	EQUIPMENT REPAIRS & MAINT	NEW ST LIT UNDERWOOD/INGERSOLL	\$1,638.86	
	80,277 INGERSOLL	047639	47639	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	NEW ST LIT UNDERWOOD/INGERSOLL	\$181.02	
	80,277 INGERSOLL	047639	47639	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	NEW ST LIT UNDERWOOD/INGERSOLL	\$0.00	\$1,819.88
	80,278 INGERSOLL	047639	47639	01-4000-4400-41530	EQUIPMENT REPAIRS & MAINT	JULY ST LIT MAINT	\$402.46	
	80,278 INGERSOLL	047639	47639	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	JULY ST LIT MAINT	\$44.46	
	80,278 INGERSOLL	047639	47639	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JULY ST LIT MAINT	\$0.00	\$446.92
	80,279 INGERSOLL	047639	47639	01-4000-4410-41530	EQUIP REPAIRS & MAINTENANCE	PED LIT-KING & THAMES	\$119.57	
	80,279 INGERSOLL	047639	47639	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PED LIT-KING & THAMES	\$13.21	
	80,279 INGERSOLL	047639	47639	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PED LIT-KING & THAMES	\$0.00	\$132.78
FEDERAL EXPRESS CANADA LTD.								
	80,175 TORONTO	047640	47640	01-1002-4000-40240	COURIER CHARGES	WEBFILTER SHIPPING+CUSTOM FEES	\$12.43	
	80,175 TORONTO	047640	47640	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	WEBFILTER SHIPPING+CUSTOM FEES	\$15.51	
	80,175 TORONTO	047640	47640	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WEBFILTER SHIPPING+CUSTOM FEES	\$0.00	\$27.94
FILION WAKELY THORUP ANGELETTI								
	80,193 LONDON	047641	47641	01-0900-4000-40710	LEGAL FEES	LEGAL FEES	\$452.83	
	80,193 LONDON	047641	47641	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	LEGAL FEES	\$50.02	
	80,193 LONDON	047641	47641	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LEGAL FEES	\$0.00	\$502.85
FLORAL OCCASIONS ***								
	80,201 INGERSOLL	047642	47642	01-1000-4000-41160	HONOURS & AWARDS	GET WELL SOON FLOWERS	\$67.54	
	80,201 INGERSOLL	047642	47642	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GET WELL SOON FLOWERS	\$7.46	

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80,201	INGERSOLL	047642	47642	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GET WELL SOON FLOWERS	\$0.00	\$75.00
80,202	INGERSOLL	047642	47642	01-1000-4000-41160	HONOURS & AWARDS	RETIREMENT FLOWERS	\$48.84	
80,202	INGERSOLL	047642	47642	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	RETIREMENT FLOWERS	\$5.40	
80,202	INGERSOLL	047642	47642	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	RETIREMENT FLOWERS	\$0.00	\$54.24
COUNCILLOR REIMBURSEMENT								
80,214	INGERSOLL	047643	47643	01-0100-4000-41020	PROMOTION & MEALS	GODERICH OSUM CONFERENCE	\$555.84	
80,214	INGERSOLL	047643	47643	01-0100-4000-40620	MILEAGE	GODERICH OSUM CONFERENCE	\$137.13	
80,214	INGERSOLL	047643	47643	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GODERICH OSUM CONFERENCE	\$61.40	
80,214	INGERSOLL	047643	47643	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GODERICH OSUM CONFERENCE	\$15.15	
80,214	INGERSOLL	047643	47643	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GODERICH OSUM CONFERENCE	\$0.00	\$769.52
GRA - HAM ENERGY								
80,184	ST. MARY'S	047644	47644	01-5000-6050-41470	VEHICLE FUEL	FUEL	\$149.75	
80,184	ST. MARY'S	047644	47644	01-0000-0200-00325	HST RECEIVABLE100%	FUEL	\$19.47	
80,184	ST. MARY'S	047644	47644	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUEL	\$0.00	\$169.22
80,231	ST. MARY'S	047644	47644	01-5000-6050-41470	VEHICLE FUEL	FUEL	\$240.11	
80,231	ST. MARY'S	047644	47644	01-0000-0200-00325	HST RECEIVABLE100%	FUEL	\$31.21	
80,231	ST. MARY'S	047644	47644	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUEL	\$0.00	\$271.32
EMPLOYEE REIMBURSEMENT								
80,182	INGERSOLL	047645	47645	01-5100-6090-40420	PROGRAM SUPPLIES	DAY CAMP TENT	\$55.99	
80,182	INGERSOLL	047645	47645	01-0000-0200-00325	HST RECEIVABLE100%	DAY CAMP TENT	\$7.28	
80,182	INGERSOLL	047645	47645	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DAY CAMP TENT	\$0.00	\$63.27
GUNN'S HILL ARTISAN CHEESE LTD								
80,261	WOODSTOCK	047646	47646	01-6200-4000-40440	GIFT SHOP SUPPLIES	MUSEUM GIFT SHOP SUPPLIES	\$105.65	
80,261	WOODSTOCK	047646	47646	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSEUM GIFT SHOP SUPPLIES	\$0.00	\$105.65
EMPLOYEE REIMBURSEMENT								
80,238	INGERSOLL	047647	47647	01-5200-4100-40620	MILEAGE	MILEAGE-FUSION	\$82.19	
80,238	INGERSOLL	047647	47647	01-0000-0200-00325	HST RECEIVABLE100%	MILEAGE-FUSION	\$10.69	
80,238	INGERSOLL	047647	47647	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-FUSION	\$0.00	\$92.88
HILLSIDE KENNELS								
80,196	INNERKIP	047648	47648	01-3600-4000-41560	CONTRACTS	JULY ANIMAL CONTROL	\$890.00	
80,196	INNERKIP	047648	47648	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	JULY ANIMAL CONTROL	\$98.35	
80,196	INNERKIP	047648	47648	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JULY ANIMAL CONTROL	\$0.00	\$988.35
HORIZON MAINTENANCE INC.								
80,212	TILLSONBURG	047649	47649	01-3000-4000-41700	BLDG REPAIRS & MAINTENANCE	FIRE HALL+OPP STN CLEAN UP	\$170.45	
80,212	TILLSONBURG	047649	47649	01-3200-4100-41700	BLDG REPAIRS & MAINTENANCE	FIRE HALL+OPP STN CLEAN UP	\$670.00	
80,212	TILLSONBURG	047649	47649	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE HALL+OPP STN CLEAN UP	\$18.83	
80,212	TILLSONBURG	047649	47649	01-0000-0200-00325	HST RECEIVABLE100%	FIRE HALL+OPP STN CLEAN UP	\$87.10	
80,212	TILLSONBURG	047649	47649	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE HALL+OPP STN CLEAN UP	\$0.00	\$946.38
HOT,COLD & FREEZING								
80,223	THAMESFORD	047650	47650	01-5000-6020-41530	EQUIPMENT REPAIRS & MAINTENANCE	ARENA HOT WATER HEATER REPAIR	\$435.60	
80,223	THAMESFORD	047650	47650	01-0000-0200-00325	HST RECEIVABLE100%	ARENA HOT WATER HEATER REPAIR	\$56.63	
80,223	THAMESFORD	047650	47650	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ARENA HOT WATER HEATER REPAIR	\$0.00	\$492.23
80,236	THAMESFORD	047650	47650	01-5100-4100-41530	EQUIP REPAIRS & MAINT	VPCC HOT WATER PUMP REPAIR	\$1,187.88	
80,236	THAMESFORD	047650	47650	01-0000-0200-00325	HST RECEIVABLE100%	VPCC HOT WATER PUMP REPAIR	\$154.42	
80,236	THAMESFORD	047650	47650	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC HOT WATER PUMP REPAIR	\$0.00	\$1,342.30
INFORMATION NETWORK SYSTEMS								
80,199	WATERLOO	047651	47651	01-1000-4000-40230	POSTAGE	POSTAGE MACHINE INK	\$320.54	

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80,199	WATERLOO	047651	47651	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	POSTAGE MACHINE INK	\$35.41	
80,199	WATERLOO	047651	47651	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	POSTAGE MACHINE INK	\$0.00	\$355.95
INGERSOLL HOME CENTRE LTD								
80,118	INGERSOLL	047652	47652	01-5000-6050-41700	BLDG REPAIRS AND MAINT	HOSE PROTECTOR	\$8.69	
80,118	INGERSOLL	047652	47652	01-0000-0200-00325	HST RECEIVABLE100%	HOSE PROTECTOR	\$1.13	
80,118	INGERSOLL	047652	47652	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HOSE PROTECTOR	\$0.00	\$9.82
80,119	INGERSOLL	047652	47652	01-5000-6050-41530	EQUIP REPAIRS & MAINT	QUICK LINKS	\$6.78	
80,119	INGERSOLL	047652	47652	01-0000-0200-00325	HST RECEIVABLE100%	QUICK LINKS	\$0.88	
80,119	INGERSOLL	047652	47652	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	QUICK LINKS	\$0.00	\$7.66
80,120	INGERSOLL	047652	47652	01-5000-6050-41700	BLDG REPAIRS AND MAINT	LUMBER	\$24.28	
80,120	INGERSOLL	047652	47652	01-0000-0200-00325	HST RECEIVABLE100%	LUMBER	\$3.16	
80,120	INGERSOLL	047652	47652	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LUMBER	\$0.00	\$27.44
80,121	INGERSOLL	047652	47652	01-5000-6050-41700	BLDG REPAIRS AND MAINT	CONCRETE ANCHORS	\$7.16	
80,121	INGERSOLL	047652	47652	01-0000-0200-00325	HST RECEIVABLE100%	CONCRETE ANCHORS	\$0.93	
80,121	INGERSOLL	047652	47652	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CONCRETE ANCHORS	\$0.00	\$8.09
80,122	INGERSOLL	047652	47652	01-5000-6050-41700	BLDG REPAIRS AND MAINT	QUICK CONNECTORS	\$11.49	
80,122	INGERSOLL	047652	47652	01-0000-0200-00325	HST RECEIVABLE100%	QUICK CONNECTORS	\$1.49	
80,122	INGERSOLL	047652	47652	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	QUICK CONNECTORS	\$0.00	\$12.98
80,123	INGERSOLL	047652	47652	01-5000-6050-41700	BLDG REPAIRS AND MAINT	NAILS	\$58.64	
80,123	INGERSOLL	047652	47652	01-0000-0200-00325	HST RECEIVABLE100%	NAILS	\$7.62	
80,123	INGERSOLL	047652	47652	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	NAILS	\$0.00	\$66.26
80,124	INGERSOLL	047652	47652	01-5000-6050-41700	BLDG REPAIRS AND MAINT	CEMENT&TREATED LUMBER	\$127.06	
80,124	INGERSOLL	047652	47652	01-0000-0200-00325	HST RECEIVABLE100%	CEMENT&TREATED LUMBER	\$16.52	
80,124	INGERSOLL	047652	47652	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CEMENT&TREATED LUMBER	\$0.00	\$143.58
80,125	INGERSOLL	047652	47652	01-5000-6050-41700	BLDG REPAIRS AND MAINT	HOSE CONNECTOR	\$4.79	
80,125	INGERSOLL	047652	47652	01-0000-0200-00325	HST RECEIVABLE100%	HOSE CONNECTOR	\$0.62	
80,125	INGERSOLL	047652	47652	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HOSE CONNECTOR	\$0.00	\$5.41
80,126	INGERSOLL	047652	47652	01-5000-6050-41700	BLDG REPAIRS AND MAINT	S-HOOKS	\$2.19	
80,126	INGERSOLL	047652	47652	01-0000-0200-00325	HST RECEIVABLE100%	S-HOOKS	\$0.28	
80,126	INGERSOLL	047652	47652	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	S-HOOKS	\$0.00	\$2.47
80,127	INGERSOLL	047652	47652	01-5000-6050-41700	BLDG REPAIRS AND MAINT	PAINT	\$108.41	
80,127	INGERSOLL	047652	47652	01-0000-0200-00325	HST RECEIVABLE100%	PAINT	\$14.09	
80,127	INGERSOLL	047652	47652	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PAINT	\$0.00	\$122.50
80,128	INGERSOLL	047652	47652	01-4500-4123-80000	MATERIALS-ROADSIDE MAINT, CATCHBASINS	LUMBER	\$53.42	
80,128	INGERSOLL	047652	47652	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	LUMBER	\$5.91	
80,128	INGERSOLL	047652	47652	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LUMBER	\$0.00	\$59.33
80,129	INGERSOLL	047652	47652	01-4500-4110-80000	MATERIALS-BRIDGES & CULVERTS	WOOD	\$10.13	
80,129	INGERSOLL	047652	47652	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	WOOD	\$1.12	
80,129	INGERSOLL	047652	47652	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WOOD	\$0.00	\$11.25
80,130	INGERSOLL	047652	47652	01-4500-4220-80000	MATERIALS-SIDEWALK REPAIRS	WOOD	\$69.32	
80,130	INGERSOLL	047652	47652	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	WOOD	\$7.66	
80,130	INGERSOLL	047652	47652	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WOOD	\$0.00	\$76.98
80,131	INGERSOLL	047652	47652	01-4500-4220-80000	MATERIALS-SIDEWALK REPAIRS	WOOD FOR SIDEWALKS	\$30.53	
80,131	INGERSOLL	047652	47652	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	WOOD FOR SIDEWALKS	\$3.37	
80,131	INGERSOLL	047652	47652	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WOOD FOR SIDEWALKS	\$0.00	\$33.90
80,132	INGERSOLL	047652	47652	01-4500-4141-80000	MATERIALS-LOOSETOP MAINT, DUST LAYER	CALCIUM DUST CONTROL	\$170.88	
80,132	INGERSOLL	047652	47652	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CALCIUM DUST CONTROL	\$18.87	

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<u>VENDOR NAME</u>	<u>Location</u>	<u>CHQ # w. 0</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
80,132	INGERSOLL	047652	47652	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CALCIUM DUST CONTROL	\$0.00	\$189.75
80,133	INGERSOLL	047652	47652	01-4500-4220-80000	MATERIALS-SIDEWALK REPAIRS	SIDEWALK FRAMING WOOD	\$12.72	
80,133	INGERSOLL	047652	47652	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SIDEWALK FRAMING WOOD	\$1.41	
80,133	INGERSOLL	047652	47652	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SIDEWALK FRAMING WOOD	\$0.00	\$14.13
80,134	INGERSOLL	047652	47652	01-4500-4220-80000	MATERIALS-SIDEWALK REPAIRS	SIDEWALK WOOD	\$20.35	
80,134	INGERSOLL	047652	47652	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SIDEWALK WOOD	\$2.25	
80,134	INGERSOLL	047652	47652	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SIDEWALK WOOD	\$0.00	\$22.60
80,135	INGERSOLL	047652	47652	01-5200-4100-41750	LOT SNOW REMOVAL & SANDING	STAKE PARK DIAPER BOARD REPAIR	\$32.45	
80,135	INGERSOLL	047652	47652	01-0000-0200-00325	HST RECEIVABLE100%	STAKE PARK DIAPER BOARD REPAIR	\$4.22	
80,135	INGERSOLL	047652	47652	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	STAKE PARK DIAPER BOARD REPAIR	\$0.00	\$36.67
80,136	INGERSOLL	047652	47652	01-5200-4100-41700	BLDG REPAIRS AND MAINT	BATTERIES	\$16.99	
80,136	INGERSOLL	047652	47652	01-0000-0200-00325	HST RECEIVABLE100%	BATTERIES	\$2.21	
80,136	INGERSOLL	047652	47652	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BATTERIES	\$0.00	\$19.20
80,137	INGERSOLL	047652	47652	01-5200-4100-41700	BLDG REPAIRS AND MAINT	LIGHT BULBS+FLOOR SCREWS	\$90.48	
80,137	INGERSOLL	047652	47652	01-0000-0200-00325	HST RECEIVABLE100%	LIGHT BULBS+FLOOR SCREWS	\$11.76	
80,137	INGERSOLL	047652	47652	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LIGHT BULBS+FLOOR SCREWS	\$0.00	\$102.24
80,138	INGERSOLL	047652	47652	01-5200-4100-41700	BLDG REPAIRS AND MAINT	DOOR STOPS	\$15.98	
80,138	INGERSOLL	047652	47652	01-0000-0200-00325	HST RECEIVABLE100%	DOOR STOPS	\$2.08	
80,138	INGERSOLL	047652	47652	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DOOR STOPS	\$0.00	\$18.06
80,139	INGERSOLL	047652	47652	01-5200-4100-41700	BLDG REPAIRS AND MAINT	LIGHT BULBS	\$9.97	
80,139	INGERSOLL	047652	47652	01-0000-0200-00325	HST RECEIVABLE100%	LIGHT BULBS	\$1.30	
80,139	INGERSOLL	047652	47652	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LIGHT BULBS	\$0.00	\$11.27
80,140	INGERSOLL	047652	47652	01-5100-4100-41700	BLDG REPAIRS AND MAINT	VPCC SHOWER CURTAIN	\$23.51	
80,140	INGERSOLL	047652	47652	01-0000-0200-00325	HST RECEIVABLE100%	VPCC SHOWER CURTAIN	\$3.06	
80,140	INGERSOLL	047652	47652	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC SHOWER CURTAIN	\$0.00	\$26.57
INGERSOLL MASONIC TEMPLE CORP.								
80,264	INGERSOLL	047653	47653	01-6200-6810-41500	CONTRACTED SERVICES	DONATION FOR PARKING ASSIST	\$50.00	
80,264	INGERSOLL	047653	47653	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DONATION FOR PARKING ASSIST	\$0.00	\$50.00
INGERSOLL RENT-ALL ***								
80,230	INGERSOLL	047654	47654	01-5000-6050-41740	LAND MAINTENANCE & IMPROVEMENTS	GRASS SEED	\$112.50	
80,230	INGERSOLL	047654	47654	01-0000-0200-00325	HST RECEIVABLE100%	GRASS SEED	\$14.62	
80,230	INGERSOLL	047654	47654	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GRASS SEED	\$0.00	\$127.12
INTEGRATED ENGINEERING								
80,282	LONDON	047655	47655	10-0000-3118-80000	MATERIALS-TC BLDG AUTO SYS REPL	BAS & BOILER REPLACE ENGR	\$7,485.47	
80,282	LONDON	047655	47655	10-0000-3119-80000	MATERIALS-TC WTR BOILER REPL	BAS & BOILER REPLACE ENGR	\$4,725.74	
80,282	LONDON	047655	47655	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BAS & BOILER REPLACE ENGR	\$826.81	
80,282	LONDON	047655	47655	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BAS & BOILER REPLACE ENGR	\$521.98	
80,282	LONDON	047655	47655	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BAS & BOILER REPLACE ENGR	\$0.00	\$13,560.00
EMPLOYEE REIMBURSEMENT								
80,186	INGERSOLL	047656	47656	01-6200-4000-40440	GIFT SHOP SUPPLIES	GIFT SHOP SUPPLIES	\$93.24	
80,186	INGERSOLL	047656	47656	01-0000-0200-00325	HST RECEIVABLE100%	GIFT SHOP SUPPLIES	\$12.12	
80,186	INGERSOLL	047656	47656	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GIFT SHOP SUPPLIES	\$0.00	\$105.36
JET ICE								
80,226	NEWMARKET	047657	47657	01-5000-6020-41700	BLDG REPAIRS & MAINT	ARENA ICE PAINT	\$829.50	
80,226	NEWMARKET	047657	47657	01-0000-0200-00325	HST RECEIVABLE100%	ARENA ICE PAINT	\$107.84	
80,226	NEWMARKET	047657	47657	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ARENA ICE PAINT	\$0.00	\$937.34
EMPLOYEE REIMBURSEMENT								

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VENDOR NAME	Location	CHQ # w. 0	CHEQUE #	ACCOUNT	ACCOUNT DESCRIPTION	TRANSACTION DESCRIPTION	DEBITS	CREDITS
	80,263 THAMESFORD	047658	47658	01-6200-6810-42900	MISCELLANEOUS EXPENSE	SPECIAL EVENT SUPPLIES	\$14.75	
	80,263 THAMESFORD	047658	47658	01-6200-4000-40500	SPECIAL EVENTS	SPECIAL EVENT SUPPLIES	\$15.50	
	80,263 THAMESFORD	047658	47658	01-6200-4000-40420	PROGRAM SUPPLIES	SPECIAL EVENT SUPPLIES	\$36.20	
	80,263 THAMESFORD	047658	47658	01-0000-0200-00325	HST RECEIVABLE100%	SPECIAL EVENT SUPPLIES	\$1.92	
	80,263 THAMESFORD	047658	47658	01-0000-0200-00325	HST RECEIVABLE100%	SPECIAL EVENT SUPPLIES	\$2.02	
	80,263 THAMESFORD	047658	47658	01-0000-0200-00325	HST RECEIVABLE100%	SPECIAL EVENT SUPPLIES	\$0.97	
	80,263 THAMESFORD	047658	47658	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SPECIAL EVENT SUPPLIES	\$0.00	\$71.36
D.H. JUTZI LIMITED								
	80,221 STRATFORD	047659	47659	01-5000-6020-41550	MAINTENANCE CONTRACTS	JUL WATER TREATMENT	\$375.00	
	80,221 STRATFORD	047659	47659	01-0000-0200-00325	HST RECEIVABLE100%	JUL WATER TREATMENT	\$48.75	
	80,221 STRATFORD	047659	47659	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JUL WATER TREATMENT	\$0.00	\$423.75
KOFFEE KORNER INGERSOLL								
	80,232 INGERSOLL	047660	47660	01-1000-4000-41020	PROMOTION & MEALS	COFFEE SUPPLIES	\$47.25	
	80,232 INGERSOLL	047660	47660	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COFFEE SUPPLIES	\$0.00	\$47.25
LAW ENGINEERING (LONDON) INC								
	80,283 LONDON,	047661	47661	10-0000-3255-80000	MATERIALS -ETNA/CENTRE/TUNIS RECONSTRUCTION	GEOTECHNICAL WORK	\$258.98	
	80,283 LONDON,	047661	47661	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GEOTECHNICAL WORK	\$28.61	
	80,283 LONDON,	047661	47661	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GEOTECHNICAL WORK	\$0.00	\$287.59
	80,284 LONDON,	047661	47661	10-0000-3255-80000	MATERIALS -ETNA/CENTRE/TUNIS RECONSTRUCTION	GEOTECHNICAL WORK	\$325.12	
	80,284 LONDON,	047661	47661	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GEOTECHNICAL WORK	\$35.92	
	80,284 LONDON,	047661	47661	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GEOTECHNICAL WORK	\$0.00	\$361.04
	80,285 LONDON,	047661	47661	01-0000-0250-60950	GC15-802-TUNIS-WTRMN REPLACE	GEOTECHNICAL WORK	\$1,137.84	
	80,285 LONDON,	047661	47661	01-0000-0250-60083	GC11-04 CTY TUNIS SANITARY	GEOTECHNICAL WORK	\$178.25	
	80,285 LONDON,	047661	47661	10-0000-3228-80000	MATERIALS-TUNIS ST RECON	GEOTECHNICAL WORK	\$178.25	
	80,285 LONDON,	047661	47661	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GEOTECHNICAL WORK	\$125.69	
	80,285 LONDON,	047661	47661	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GEOTECHNICAL WORK	\$19.69	
	80,285 LONDON,	047661	47661	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GEOTECHNICAL WORK	\$19.69	
	80,285 LONDON,	047661	47661	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GEOTECHNICAL WORK	\$0.00	\$1,659.41
	80,286 LONDON,	047661	47661	01-0000-0250-61142	GC16-994-CONCESSION-SANITARY	GEOTECHNICAL WORK	\$450.80	
	80,286 LONDON,	047661	47661	01-0000-0250-60951	GC15-803-CONCESSION-WTRMN REPL	GEOTECHNICAL WORK	\$975.37	
	80,286 LONDON,	047661	47661	10-0000-3271-80000	MATERIALS	GEOTECHNICAL WORK	\$450.80	
	80,286 LONDON,	047661	47661	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GEOTECHNICAL WORK	\$49.79	
	80,286 LONDON,	047661	47661	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GEOTECHNICAL WORK	\$107.74	
	80,286 LONDON,	047661	47661	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GEOTECHNICAL WORK	\$49.79	
	80,286 LONDON,	047661	47661	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GEOTECHNICAL WORK	\$0.00	\$2,084.29
	80,287 LONDON,	047661	47661	01-0000-0250-60083	GC11-04 CTY TUNIS SANITARY	GEOTECHNICAL WORK	\$1,286.50	
	80,287 LONDON,	047661	47661	10-0000-3228-80000	MATERIALS-TUNIS ST RECON	GEOTECHNICAL WORK	\$1,286.50	
	80,287 LONDON,	047661	47661	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GEOTECHNICAL WORK	\$142.10	
	80,287 LONDON,	047661	47661	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GEOTECHNICAL WORK	\$142.11	
	80,287 LONDON,	047661	47661	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GEOTECHNICAL WORK	\$0.00	\$2,857.21
	80,288 LONDON,	047661	47661	01-0000-0250-61142	GC16-994-CONCESSION-SANITARY	GEOTECHNICAL WORK	\$1,250.63	
	80,288 LONDON,	047661	47661	10-0000-3271-80000	MATERIALS	GEOTECHNICAL WORK	\$1,250.63	
	80,288 LONDON,	047661	47661	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GEOTECHNICAL WORK	\$138.14	
	80,288 LONDON,	047661	47661	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GEOTECHNICAL WORK	\$138.14	
	80,288 LONDON,	047661	47661	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GEOTECHNICAL WORK	\$0.00	\$2,777.54
	80,289 LONDON,	047661	47661	01-0000-0250-61143	GC16-995-ETNA-SANITARY	GEOTECHNICAL WORK	\$617.17	
	80,289 LONDON,	047661	47661	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GEOTECHNICAL WORK	\$68.18	

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VENDOR NAME	Location	CHQ # w. 0	CHEQUE #	ACCOUNT	ACCOUNT DESCRIPTION	TRANSACTION DESCRIPTION	DEBITS	CREDITS
	80,289 LONDON,	047661	47661	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GEOTECHNICAL WORK	\$0.00	\$685.35
	80,290 LONDON,	047661	47661	01-0000-0250-61075	GC15-927-GEORGE-WTRMN	GEOTECHNICAL WORK	\$194.62	
	80,290 LONDON,	047661	47661	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GEOTECHNICAL WORK	\$21.49	
	80,290 LONDON,	047661	47661	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GEOTECHNICAL WORK	\$0.00	\$216.11
LIFESAVING SOCIETY								
	80,181 TORONTO	047662	47662	01-5100-6060-41450	LEADERSHIP	BRONZE STAR	\$2.05	
	80,181 TORONTO	047662	47662	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BRONZE STAR	\$0.00	\$2.05
TIM LOVETT INSTALLATIONS INC.								
	80,255 LONDON	047663	47663	01-5000-6050-41700	BLDG REPAIRS AND MAINT	ELECTRICAL WORKSHOP	\$211.45	
	80,255 LONDON	047663	47663	01-0000-0200-00325	HST RECEIVABLE100%	ELECTRICAL WORKSHOP	\$27.49	
	80,255 LONDON	047663	47663	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ELECTRICAL WORKSHOP	\$0.00	\$238.94
MISTER SAFETY SHOES (FORMERLY								
	80,169 TORONTO	047665	47665	01-5200-4100-40290	UNIFORMS AND CLOTHING	CLOTHING ALLOWANCE	\$204.90	
	80,169 TORONTO	047665	47665	01-0000-0200-00325	HST RECEIVABLE100%	CLOTHING ALLOWANCE	\$26.64	
	80,169 TORONTO	047665	47665	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CLOTHING ALLOWANCE	\$0.00	\$231.54
EMPLOYEE REIMBURSEMENT								
	80,173 INGERSOLL	047666	47666	01-5100-6090-40620	MILEAGE	MILEAGE-VPCC	\$16.73	
	80,173 INGERSOLL	047666	47666	01-5100-6070-40620	MILEAGE	MILEAGE-VPCC	\$206.44	
	80,173 INGERSOLL	047666	47666	01-0000-0200-00325	HST RECEIVABLE100%	MILEAGE-VPCC	\$2.17	
	80,173 INGERSOLL	047666	47666	01-0000-0200-00325	HST RECEIVABLE100%	MILEAGE-VPCC	\$26.84	
	80,173 INGERSOLL	047666	47666	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-VPCC	\$0.00	\$252.18
NORTHSTAR FIREWORKS ENTERTAINM								
	80,269 WATERLOO	047667	47667	01-6200-6810-41120	ENTERTAINMENT	HARVEST FEST FIREWORKS	\$4,000.00	
	80,269 WATERLOO	047667	47667	01-0000-0200-00325	HST RECEIVABLE100%	HARVEST FEST FIREWORKS	\$520.00	
	80,269 WATERLOO	047667	47667	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HARVEST FEST FIREWORKS	\$0.00	\$4,520.00
NOVEXCO								
	80,194 MARKHAM	047668	47668	01-0100-4000-41020	PROMOTION & MEALS	COFFEE SUPPLIES	\$91.77	
	80,194 MARKHAM	047668	47668	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COFFEE SUPPLIES	\$0.00	\$91.77
OLDE TYME TAXI								
	80,195 INGERSOLL	047669	47669	01-1001-4000-41560	CONTRACTS	JULY PARA TRANSIT	\$2,796.23	
	80,195 INGERSOLL	047669	47669	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	JULY PARA TRANSIT	\$308.86	
	80,195 INGERSOLL	047669	47669	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JULY PARA TRANSIT	\$0.00	\$3,105.09
ONTARIO ONE CALL LTD.								
	80,276 GUELPH	047670	47670	01-4000-5020-41500	CONTRACTED SERVICES	JULY ONE CALL FEES	\$143.84	
	80,276 GUELPH	047670	47670	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	JULY ONE CALL FEES	\$15.89	
	80,276 GUELPH	047670	47670	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JULY ONE CALL FEES	\$0.00	\$159.73
ORCO SIGNS								
	80,250 INGERSOLL	047671	47671	01-5000-6020-41010	GRAPHICS & PRINTING	NO ALCOHOL SIGNS	\$187.50	
	80,250 INGERSOLL	047671	47671	01-0000-0200-00325	HST RECEIVABLE100%	NO ALCOHOL SIGNS	\$24.38	
	80,250 INGERSOLL	047671	47671	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	NO ALCOHOL SIGNS	\$0.00	\$211.88
OXFORD COUNTY ***								
	80,275 WOODSTOCK	047672	47672	01-3400-4000-40630	STAFF TRAINING	BLDG INSPECTOR LEADERSHIP PROG	\$2,589.80	
	80,275 WOODSTOCK	047672	47672	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BLDG INSPECTOR LEADERSHIP PROG	\$0.00	\$2,589.80
PARKSMART INC.								
	80,211 MISSISSAUGA	047673	47673	01-1000-4240-41505	PARKING ENFORCEMENT CONTRACT	JULY TRAFFIC ENFORCEMENT	\$522.03	
	80,211 MISSISSAUGA	047673	47673	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	JULY TRAFFIC ENFORCEMENT	\$57.66	
	80,211 MISSISSAUGA	047673	47673	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JULY TRAFFIC ENFORCEMENT	\$0.00	\$579.69

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VENDOR NAME	Location	CHQ # w. 0	CHEQUE #	ACCOUNT	ACCOUNT DESCRIPTION	TRANSACTION DESCRIPTION	DEBITS	CREDITS
PAR-T-PERFECT								
80,273	MOUNT BRYDGE	047674	47674	01-6200-6810-41120	ENTERTAINMENT	FACE PAINTING SERVICES	\$905.00	
80,273	MOUNT BRYDGE	047674	47674	01-0000-0200-00325	HST RECEIVABLE100%	FACE PAINTING SERVICES	\$117.65	
80,273	MOUNT BRYDGE	047674	47674	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FACE PAINTING SERVICES	\$0.00	\$1,022.65
TOWN RESIDENT								
80,262	INGERSOLL	047675	47675	01-6200-4000-01640	SPECIAL EVENTS PROCEEDS	REFUND MUSEUM DAYCAMP 12 SPOTS	\$180.00	
80,262	INGERSOLL	047675	47675	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REFUND MUSEUM DAYCAMP 12 SPOTS	\$0.00	\$180.00
PROGRESSIVE WASTE SOLUTIONS								
80,171	LONDON	047676	47676	01-5200-4100-41550	MAINTENANCE CONTRACTS	GARBAGE SERVICE	\$226.80	
80,171	LONDON	047676	47676	01-5000-6020-41550	MAINTENANCE CONTRACTS	GARBAGE SERVICE	\$258.17	
80,171	LONDON	047676	47676	01-5100-4100-41550	MAINTENANCE CONTRACTS	GARBAGE SERVICE	\$258.17	
80,171	LONDON	047676	47676	01-5000-6050-41550	MAINTENANCE CONTRACTS	GARBAGE SERVICE	\$258.17	
80,171	LONDON	047676	47676	01-5000-6040-41550	MAINTENANCE CONTRACTS	GARBAGE SERVICE	\$258.19	
80,171	LONDON	047676	47676	01-0000-0200-00325	HST RECEIVABLE100%	GARBAGE SERVICE	\$29.48	
80,171	LONDON	047676	47676	01-0000-0200-00325	HST RECEIVABLE100%	GARBAGE SERVICE	\$33.56	
80,171	LONDON	047676	47676	01-0000-0200-00325	HST RECEIVABLE100%	GARBAGE SERVICE	\$33.56	
80,171	LONDON	047676	47676	01-0000-0200-00325	HST RECEIVABLE100%	GARBAGE SERVICE	\$33.56	
80,171	LONDON	047676	47676	01-0000-0200-00325	HST RECEIVABLE100%	GARBAGE SERVICE	\$33.56	
80,171	LONDON	047676	47676	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GARBAGE SERVICE	\$0.00	\$1,423.22
80,209	LONDON	047676	47676	01-3000-4100-41550	MAINTENANCE CONTRACTS	FIRE DEPT GARBAGE PICKUP	\$171.47	
80,209	LONDON	047676	47676	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT GARBAGE PICKUP	\$18.94	
80,209	LONDON	047676	47676	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT GARBAGE PICKUP	\$0.00	\$190.41
PUROLATOR COURIER LTD								
80,206	ETOBICOKE	047677	47677	01-3000-4000-40290	UNIFORMS & CLOTHING	FIRE DEPT UNIFORM COURIER CHRG	\$5.15	
80,206	ETOBICOKE	047677	47677	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT UNIFORM COURIER CHRG	\$0.57	
80,206	ETOBICOKE	047677	47677	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT UNIFORM COURIER CHRG	\$0.00	\$5.72
RECEIVER GENERAL FOR CANADA **								
80,205	WINNIPEG	047678	47678	01-1300-4000-42900	MISCELLANEOUS EXPENSE	2015 CPP ADDITION	\$193.74	
80,205	WINNIPEG	047678	47678	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	2015 CPP ADDITION	\$0.00	\$193.74
REGIS AUTO PARTS								
80,216	INGERSOLL	047679	47679	01-5000-6050-41530	EQUIP REPAIRS & MAINT	COMPRESSOR PARTS	\$56.84	
80,216	INGERSOLL	047679	47679	01-0000-0200-00325	HST RECEIVABLE100%	COMPRESSOR PARTS	\$7.39	
80,216	INGERSOLL	047679	47679	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COMPRESSOR PARTS	\$0.00	\$64.23
80,217	INGERSOLL	047679	47679	01-5000-6050-41510	VEHICLE REPAIRS & MAINT	FLASHER	\$30.84	
80,217	INGERSOLL	047679	47679	01-0000-0200-00325	HST RECEIVABLE100%	FLASHER	\$4.01	
80,217	INGERSOLL	047679	47679	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FLASHER	\$0.00	\$34.85
RELIANCE HOME COMFORT								
80,227	TORONTO	047680	47680	01-5100-4100-41550	MAINTENANCE CONTRACTS	VPCC WATER HEATER RENT	\$384.93	
80,227	TORONTO	047680	47680	01-0000-0200-00325	HST RECEIVABLE100%	VPCC WATER HEATER RENT	\$50.05	
80,227	TORONTO	047680	47680	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC WATER HEATER RENT	\$0.00	\$434.98
ROCK SOLID DESIGNS								
80,185	INGERSOLL	047681	47681	01-5000-6050-41590	EQUIPMENT FUEL	VANDALISM REPAIR	\$3,150.00	
80,185	INGERSOLL	047681	47681	01-0000-0200-00325	HST RECEIVABLE100%	VANDALISM REPAIR	\$409.50	
80,185	INGERSOLL	047681	47681	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VANDALISM REPAIR	\$0.00	\$3,559.50
ROGERS (WIRELESS)								
80,291	DON MILLS	047682	47682	01-4000-4000-40220	TELEPHONE	GPS SERVICE	\$52.91	
80,291	DON MILLS	047682	47682	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GPS SERVICE	\$5.85	

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<u>VENDOR NAME</u>	<u>Location</u>	<u>CHQ # w. 0</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
80,291	DON MILLS	047682	47682	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GPS SERVICE	\$0.00	\$58.76
SCOUTS CANADA								
80,266	INGERSOLL	047683	47683	01-6200-6810-41500	CONTRACTED SERVICES	DONATION-SECURITY SERVICES	\$150.00	
80,266	INGERSOLL	047683	47683	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DONATION-SECURITY SERVICES	\$0.00	\$150.00
MELISSA SHERK								
80,270	INGERSOLL	047684	47684	01-6200-6810-41120	ENTERTAINMENT	FESTIVAL BALLOON TWIST	\$300.00	
80,270	INGERSOLL	047684	47684	01-0000-0200-00325	HST RECEIVABLE100%	FESTIVAL BALLOON TWIST	\$39.00	
80,270	INGERSOLL	047684	47684	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FESTIVAL BALLOON TWIST	\$0.00	\$339.00
SPOT MARKETING GROUP								
80,161	INGERSOLL	047685	47685	01-5000-4000-42900	MISCELLANEOUS EXPENSE	TRAILS COMMITTEE BROCHURES	\$1,433.75	
80,161	INGERSOLL	047685	47685	01-0000-0200-00325	HST RECEIVABLE100%	TRAILS COMMITTEE BROCHURES	\$186.39	
80,161	INGERSOLL	047685	47685	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRAILS COMMITTEE BROCHURES	\$0.00	\$1,620.14
80,162	INGERSOLL	047685	47685	01-5000-4000-41000	ADVERTISING	FALL CONNECTION MAGAZINE	\$6,899.00	
80,162	INGERSOLL	047685	47685	01-0000-0200-00325	HST RECEIVABLE100%	FALL CONNECTION MAGAZINE	\$896.87	
80,162	INGERSOLL	047685	47685	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FALL CONNECTION MAGAZINE	\$0.00	\$7,795.87
STAPLES ADVANTAGE								
80,200	TORONTO	047686	47686	01-1000-4000-40200	OFFICE SUPPLIES	TOWN HALL STATIONARIES	\$16.27	
80,200	TORONTO	047686	47686	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TOWN HALL STATIONARIES	\$1.80	
80,200	TORONTO	047686	47686	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOWN HALL STATIONARIES	\$0.00	\$18.07
80,219	TORONTO	047686	47686	01-5100-4000-40200	OFFICE SUPPLIES	VPCC STATIONARIES	\$63.84	
80,219	TORONTO	047686	47686	01-0000-0200-00325	HST RECEIVABLE100%	VPCC STATIONARIES	\$8.30	
80,219	TORONTO	047686	47686	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC STATIONARIES	\$0.00	\$72.14
EMPLOYEE REIMBURSEMENT								
80,222	INGERSOLL	047687	47687	01-5000-4000-40290	UNIFORMS & CLOTHING	CLOTHING ALLOWANCE	\$149.99	
80,222	INGERSOLL	047687	47687	01-5000-4000-40290	UNIFORMS & CLOTHING	CLOTHING ALLOWANCE	\$179.97	
80,222	INGERSOLL	047687	47687	01-0000-0200-00325	HST RECEIVABLE100%	CLOTHING ALLOWANCE	\$19.50	
80,222	INGERSOLL	047687	47687	01-0000-0200-00325	HST RECEIVABLE100%	CLOTHING ALLOWANCE	\$23.40	
80,222	INGERSOLL	047687	47687	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CLOTHING ALLOWANCE	\$0.00	\$372.86
STONETOWN SUPPLY SERVICES(ING)								
80,183	INGERSOLL	047688	47688	01-5000-6050-40210	JANITORIAL SUPPLIES	JANITORIAL SUPPLIES	\$68.46	
80,183	INGERSOLL	047688	47688	01-0000-0200-00325	HST RECEIVABLE100%	JANITORIAL SUPPLIES	\$8.90	
80,183	INGERSOLL	047688	47688	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JANITORIAL SUPPLIES	\$0.00	\$77.36
80,210	INGERSOLL	047688	47688	01-3000-4100-40210	JANITORIAL SUPPLIES	FIRE DEPT JANITORIAL SUPPLIES	\$136.63	
80,210	INGERSOLL	047688	47688	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT JANITORIAL SUPPLIES	\$15.10	
80,210	INGERSOLL	047688	47688	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT JANITORIAL SUPPLIES	\$0.00	\$151.73
80,254	INGERSOLL	047688	47688	01-5200-4100-40210	JANITORIAL SUPPLIES	JANITORIAL SUPPLIES	\$90.86	
80,254	INGERSOLL	047688	47688	01-0000-0200-00325	HST RECEIVABLE100%	JANITORIAL SUPPLIES	\$11.81	
80,254	INGERSOLL	047688	47688	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JANITORIAL SUPPLIES	\$0.00	\$102.67
80,256	INGERSOLL	047688	47688	01-5000-6050-40210	JANITORIAL SUPPLIES	GARBAGE BAGS	\$36.90	
80,256	INGERSOLL	047688	47688	01-0000-0200-00325	HST RECEIVABLE100%	GARBAGE BAGS	\$4.80	
80,256	INGERSOLL	047688	47688	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GARBAGE BAGS	\$0.00	\$41.70
80,257	INGERSOLL	047688	47688	01-5000-6050-40210	JANITORIAL SUPPLIES	GLOVES,SPRAY BOTTLES	\$23.92	
80,257	INGERSOLL	047688	47688	01-0000-0200-00325	HST RECEIVABLE100%	GLOVES,SPRAY BOTTLES	\$3.11	
80,257	INGERSOLL	047688	47688	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GLOVES,SPRAY BOTTLES	\$0.00	\$27.03
80,258	INGERSOLL	047688	47688	01-5000-6050-40210	JANITORIAL SUPPLIES	JANITORIAL SUPPLIES	\$40.92	
80,258	INGERSOLL	047688	47688	01-0000-0200-00325	HST RECEIVABLE100%	JANITORIAL SUPPLIES	\$5.32	
80,258	INGERSOLL	047688	47688	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JANITORIAL SUPPLIES	\$0.00	\$46.24

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STRONG MACDOUGALL OUDEKERK PRO								
80,188	LONDON	047689	47689	01-0900-4000-40710	LEGAL FEES	LEGAL FEES	\$226.42	
80,188	LONDON	047689	47689	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	LEGAL FEES	\$25.01	
80,188	LONDON	047689	47689	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LEGAL FEES	\$0.00	\$251.43
80,189	LONDON	047689	47689	01-0900-4000-40710	LEGAL FEES	LEGAL FEES	\$203.52	
80,189	LONDON	047689	47689	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	LEGAL FEES	\$22.48	
80,189	LONDON	047689	47689	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LEGAL FEES	\$0.00	\$226.00
80,190	LONDON	047689	47689	01-0900-4000-40710	LEGAL FEES	LEGAL FEES	\$2,544.00	
80,190	LONDON	047689	47689	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	LEGAL FEES	\$281.00	
80,190	LONDON	047689	47689	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LEGAL FEES	\$0.00	\$2,825.00
80,191	LONDON	047689	47689	01-0900-4000-40710	LEGAL FEES	LEGAL FEES	\$966.72	
80,191	LONDON	047689	47689	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	LEGAL FEES	\$106.78	
80,191	LONDON	047689	47689	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LEGAL FEES	\$0.00	\$1,073.50
80,192	LONDON	047689	47689	01-0900-4000-40710	LEGAL FEES	LEGAL FEES	\$203.52	
80,192	LONDON	047689	47689	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	LEGAL FEES	\$22.48	
80,192	LONDON	047689	47689	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LEGAL FEES	\$0.00	\$226.00
80,234	LONDON	047689	47689	01-1000-4000-40710	LEGAL FEES	LEGAL FEES	\$152.64	
80,234	LONDON	047689	47689	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	LEGAL FEES	\$16.86	
80,234	LONDON	047689	47689	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LEGAL FEES	\$0.00	\$169.50
80,235	LONDON	047689	47689	01-1000-4000-40710	LEGAL FEES	LEGAL FEES	\$450.29	
80,235	LONDON	047689	47689	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	LEGAL FEES	\$49.74	
80,235	LONDON	047689	47689	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LEGAL FEES	\$0.00	\$500.03
SUPER AIR BOUNCE RENTALS								
80,271	TILLSONBURG	047690	47690	01-6200-6810-41120	ENTERTAINMENT	PONY HOP INFLATABLES	\$189.62	
80,271	TILLSONBURG	047690	47690	01-0000-0200-00325	HST RECEIVABLE100%	PONY HOP INFLATABLES	\$34.32	
80,271	TILLSONBURG	047690	47690	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PONY HOP INFLATABLES	\$0.00	\$223.94
TAB PRODUCTS OF CANADA, CO.								
80,233	WILLOWDALE	047691	47691	01-1000-4000-41500	CONTRACTED SERVICES	TABFUSION MAINT OCT'16-SEP'17	\$1,173.80	
80,233	WILLOWDALE	047691	47691	01-0000-0400-00280	PREPAID EXPENSES	TABFUSION MAINT OCT'16-SEP'17	\$3,521.41	
80,233	WILLOWDALE	047691	47691	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TABFUSION MAINT OCT'16-SEP'17	\$129.65	
80,233	WILLOWDALE	047691	47691	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TABFUSION MAINT OCT'16-SEP'17	\$388.96	
80,233	WILLOWDALE	047691	47691	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TABFUSION MAINT OCT'16-SEP'17	\$0.00	\$5,213.82
TECH.STANDARDS & SAFETY AUTH *								
80,220	TORONTO	047692	47692	01-5000-6020-40410	LICENCES, TAGS, ETC.	REFRIDGE PLANT INSPECTION	\$385.00	
80,220	TORONTO	047692	47692	01-0000-0200-00325	HST RECEIVABLE100%	REFRIDGE PLANT INSPECTION	\$50.05	
80,220	TORONTO	047692	47692	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REFRIDGE PLANT INSPECTION	\$0.00	\$435.05
THE RURAL VOICE								
80,274	BLYTH	047693	47693	01-6200-6810-41000	ADVERTISING	MUSEUM AD IN AUG ISSUE	\$175.00	
80,274	BLYTH	047693	47693	01-0000-0200-00325	HST RECEIVABLE100%	MUSEUM AD IN AUG ISSUE	\$22.75	
80,274	BLYTH	047693	47693	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSEUM AD IN AUG ISSUE	\$0.00	\$197.75
TREMBLETT'S YOUR INDEPENDENT G								
80,141	INGERSOLL	047694	47694	01-5200-6090-40460	NUTRITION PURCHASES	CAS AGM	\$147.36	
80,141	INGERSOLL	047694	47694	01-0000-0200-00325	HST RECEIVABLE100%	CAS AGM	\$0.03	
80,141	INGERSOLL	047694	47694	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CAS AGM	\$0.00	\$147.39
80,142	INGERSOLL	047694	47694	01-5200-6090-40420	PROGRAM SUPPLIES	FUSION PROGRAM SUPPLIES	\$40.41	
80,142	INGERSOLL	047694	47694	01-5200-6090-40460	NUTRITION PURCHASES	FUSION PROGRAM SUPPLIES	\$39.56	
80,142	INGERSOLL	047694	47694	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION PROGRAM SUPPLIES	\$0.00	\$79.97

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80,143	INGERSOLL	047694	47694	01-5200-6090-40460	NUTRITION PURCHASES	CAS AGM	\$33.35	
80,143	INGERSOLL	047694	47694	01-0000-0200-00325	HST RECEIVABLE100%	CAS AGM	\$2.00	
80,143	INGERSOLL	047694	47694	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CAS AGM	\$0.00	\$35.35
80,144	INGERSOLL	047694	47694	01-0900-4000-41030	STAFF CHRISTMAS PARTY	STAFF APPRECIATION BBQ	\$53.96	
80,144	INGERSOLL	047694	47694	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	STAFF APPRECIATION BBQ	\$0.00	\$53.96
80,145	INGERSOLL	047694	47694	01-0900-4000-41030	STAFF CHRISTMAS PARTY	STAFF APPRECIATION BBQ	\$17.49	
80,145	INGERSOLL	047694	47694	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	STAFF APPRECIATION BBQ	\$0.00	\$17.49
80,146	INGERSOLL	047694	47694	01-5200-6090-40460	NUTRITION PURCHASES	FUSION PROGRAM SUPPLIES	\$84.24	
80,146	INGERSOLL	047694	47694	01-5200-6090-40420	PROGRAM SUPPLIES	FUSION PROGRAM SUPPLIES	\$56.06	
80,146	INGERSOLL	047694	47694	01-0000-0200-00325	HST RECEIVABLE100%	FUSION PROGRAM SUPPLIES	\$0.75	
80,146	INGERSOLL	047694	47694	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION PROGRAM SUPPLIES	\$0.00	\$141.05
80,147	INGERSOLL	047694	47694	01-5200-6090-40460	NUTRITION PURCHASES	FUSION PROGRAM SUPPLIES	\$37.74	
80,147	INGERSOLL	047694	47694	01-5200-6090-40420	PROGRAM SUPPLIES	FUSION PROGRAM SUPPLIES	\$46.75	
80,147	INGERSOLL	047694	47694	01-0000-0200-00325	HST RECEIVABLE100%	FUSION PROGRAM SUPPLIES	\$0.65	
80,147	INGERSOLL	047694	47694	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION PROGRAM SUPPLIES	\$0.00	\$85.14
80,148	INGERSOLL	047694	47694	01-5200-6090-40420	PROGRAM SUPPLIES	DINER SUPPLIES	\$4.96	
80,148	INGERSOLL	047694	47694	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DINER SUPPLIES	\$0.00	\$4.96
80,149	INGERSOLL	047694	47694	01-5200-6090-40420	PROGRAM SUPPLIES	FUSION PROGRAM SUPPLIES	\$26.20	
80,149	INGERSOLL	047694	47694	01-5200-6090-40460	NUTRITION PURCHASES	FUSION PROGRAM SUPPLIES	\$46.19	
80,149	INGERSOLL	047694	47694	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION PROGRAM SUPPLIES	\$0.00	\$72.39
80,150	INGERSOLL	047694	47694	01-5200-6090-40420	PROGRAM SUPPLIES	DINER SUPPLIES	\$26.89	
80,150	INGERSOLL	047694	47694	01-0000-0200-00325	HST RECEIVABLE100%	DINER SUPPLIES	\$0.01	
80,150	INGERSOLL	047694	47694	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DINER SUPPLIES	\$0.00	\$26.90
80,151	INGERSOLL	047694	47694	01-0900-4000-41030	STAFF CHRISTMAS PARTY	STAFF APPRECIATION BBQ	\$294.66	
80,151	INGERSOLL	047694	47694	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	STAFF APPRECIATION BBQ	\$6.65	
80,151	INGERSOLL	047694	47694	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	STAFF APPRECIATION BBQ	\$0.00	\$301.31
80,152	INGERSOLL	047694	47694	01-1000-4000-41160	HONOURS & AWARDS	FRUIT BASKET-	\$50.87	
80,152	INGERSOLL	047694	47694	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FRUIT BASKET-	\$5.62	
80,152	INGERSOLL	047694	47694	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FRUIT BASKET-	\$0.00	\$56.49
80,239	INGERSOLL	047694	47694	01-5100-6060-40420	PROGRAM SUPPLIES	BIRTHDAY CHEETOS	\$12.00	
80,239	INGERSOLL	047694	47694	01-0000-0200-00325	HST RECEIVABLE100%	BIRTHDAY CHEETOS	\$1.56	
80,239	INGERSOLL	047694	47694	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BIRTHDAY CHEETOS	\$0.00	\$13.56
80,240	INGERSOLL	047694	47694	01-5100-6060-40420	PROGRAM SUPPLIES	BIRTHDAY CHIPS	\$20.58	
80,240	INGERSOLL	047694	47694	01-0000-0200-00325	HST RECEIVABLE100%	BIRTHDAY CHIPS	\$1.96	
80,240	INGERSOLL	047694	47694	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BIRTHDAY CHIPS	\$0.00	\$22.54
80,241	INGERSOLL	047694	47694	01-5100-6090-40420	PROGRAM SUPPLIES	PROGRAM SUPPLIES	\$8.57	
80,241	INGERSOLL	047694	47694	01-0000-0200-00325	HST RECEIVABLE100%	PROGRAM SUPPLIES	\$0.35	
80,241	INGERSOLL	047694	47694	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PROGRAM SUPPLIES	\$0.00	\$8.92
80,242	INGERSOLL	047694	47694	01-5100-6060-40420	PROGRAM SUPPLIES	BIRTHDAY PLATES	\$5.49	
80,242	INGERSOLL	047694	47694	01-0000-0200-00325	HST RECEIVABLE100%	BIRTHDAY PLATES	\$0.71	
80,242	INGERSOLL	047694	47694	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BIRTHDAY PLATES	\$0.00	\$6.20
80,243	INGERSOLL	047694	47694	01-5100-6060-40420	PROGRAM SUPPLIES	BIRTHDAY CHIPS	\$23.45	
80,243	INGERSOLL	047694	47694	01-0000-0200-00325	HST RECEIVABLE100%	BIRTHDAY CHIPS	\$2.59	
80,243	INGERSOLL	047694	47694	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BIRTHDAY CHIPS	\$0.00	\$26.04
80,244	INGERSOLL	047694	47694	01-5100-6070-40420	PROGRAM SUPPLIES	PROGRAM SUPPLIES	\$34.91	
80,244	INGERSOLL	047694	47694	01-0000-0200-00325	HST RECEIVABLE100%	PROGRAM SUPPLIES	\$1.70	
80,244	INGERSOLL	047694	47694	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PROGRAM SUPPLIES	\$0.00	\$36.61

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PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$ 53,011.65

<u>VENDOR NAME</u>	<u>Location</u>	<u>CHQ # w. 0</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
80,245	INGERSOLL	047694	47694	01-0000-2375-00741	DOG PARK COMMITTEE DEPOSIT	DOG PARK WHIP CREAMS	\$41.85	
80,245	INGERSOLL	047694	47694	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DOG PARK WHIP CREAMS	\$0.00	\$41.85
80,246	INGERSOLL	047694	47694	01-5100-6060-40420	PROGRAM SUPPLIES	BIRTHDAY PLATES/CHIPS	\$4.95	
80,246	INGERSOLL	047694	47694	01-0000-0200-00325	HST RECEIVABLE100%	BIRTHDAY PLATES/CHIPS	\$0.64	
80,246	INGERSOLL	047694	47694	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BIRTHDAY PLATES/CHIPS	\$0.00	\$5.59
80,247	INGERSOLL	047694	47694	01-5100-6060-40420	PROGRAM SUPPLIES	BIRTHDAY SUPPLIES	\$22.43	
80,247	INGERSOLL	047694	47694	01-0000-0200-00325	HST RECEIVABLE100%	BIRTHDAY SUPPLIES	\$0.64	
80,247	INGERSOLL	047694	47694	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BIRTHDAY SUPPLIES	\$0.00	\$23.07
80,248	INGERSOLL	047694	47694	01-5100-6090-40420	PROGRAM SUPPLIES	DAY CAMP SUPPLIES	\$11.94	
80,248	INGERSOLL	047694	47694	01-0000-0200-00325	HST RECEIVABLE100%	DAY CAMP SUPPLIES	\$0.78	
80,248	INGERSOLL	047694	47694	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DAY CAMP SUPPLIES	\$0.00	\$12.72
80,249	INGERSOLL	047694	47694	01-5100-6090-40420	PROGRAM SUPPLIES	PROGRAM SUPPLIES	\$12.37	
80,249	INGERSOLL	047694	47694	01-0000-0200-00325	HST RECEIVABLE100%	PROGRAM SUPPLIES	\$0.43	
80,249	INGERSOLL	047694	47694	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PROGRAM SUPPLIES	\$0.00	\$12.80
EMPLOYEE REIMBURSEMENT								
80,187	RODNEY	047695	47695	01-3400-4000-40620	MILEAGE	MILEAGE-BLDG INSPECT	\$142.48	
80,187	RODNEY	047695	47695	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-BLDG INSPECT	\$15.74	
80,187	RODNEY	047695	47695	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-BLDG INSPECT	\$0.00	\$158.22
EMPLOYEE REIMBURSEMENT								
80,178	INGERSOLL	047696	47696	01-5100-6090-40420	PROGRAM SUPPLIES	DAY CAMP SUPPLIES	\$78.38	
80,178	INGERSOLL	047696	47696	01-0000-0200-00325	HST RECEIVABLE100%	DAY CAMP SUPPLIES	\$4.05	
80,178	INGERSOLL	047696	47696	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DAY CAMP SUPPLIES	\$0.00	\$82.43
EMPLOYEE REIMBURSEMENT								
80,174	INGERSOLL	047697	47697	01-5000-4000-40620	MILEAGE	MILEAGE-ARENA	\$30.11	
80,174	INGERSOLL	047697	47697	01-0000-0200-00325	HST RECEIVABLE100%	MILEAGE-ARENA	\$3.91	
80,174	INGERSOLL	047697	47697	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-ARENA	\$0.00	\$34.02
PETTY CASH - VPCC								
80,204	INGERSOLL	047698	47698	01-0000-0100-00060	PETTY CASH - VPCC	VPCC CASH REGISTER FLOAT	\$100.00	
80,204	INGERSOLL	047698	47698	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC CASH REGISTER FLOAT	\$0.00	\$100.00
WOODSTOCK HOSPITAL MATERNITY W								
80,215	WOODSTOCK	047699	47699	01-1000-4000-41160	HONOURS & AWARDS	IN MEMORIAL-EMPLOYEE'S RELATIVE	\$50.00	
80,215	WOODSTOCK	047699	47699	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	IN MEMORIAL-EMPLOYEE'S RELATIVE	\$0.00	\$50.00
XEROX CANADA LTD.								
80,167	TORONTO	047700	47700	01-5100-4000-40250	PHOTOCOPIER	VPCC COPIES 4/26-7/25	\$1,650.80	
80,167	TORONTO	047700	47700	01-0000-0200-00325	HST RECEIVABLE100%	VPCC COPIES 4/26-7/25	\$214.60	
80,167	TORONTO	047700	47700	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC COPIES 4/26-7/25	\$0.00	\$1,865.40
80,168	TORONTO	047700	47700	01-5000-4000-40250	PHOTOCOPIER	ARENA COPIES 4/26-7/25	\$14.71	
80,168	TORONTO	047700	47700	01-0000-0200-00325	HST RECEIVABLE100%	ARENA COPIES 4/26-7/25	\$1.91	
80,168	TORONTO	047700	47700	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ARENA COPIES 4/26-7/25	\$0.00	\$16.62
80,197	TORONTO	047700	47700	01-1300-4000-40250	PHOTOCOPIER	ADMIN COPIER 4/26-7/26	\$1,142.28	
80,197	TORONTO	047700	47700	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ADMIN COPIER 4/26-7/26	\$126.17	
80,197	TORONTO	047700	47700	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ADMIN COPIER 4/26-7/26	\$0.00	\$1,268.45
80,208	TORONTO	047700	47700	01-3000-4000-40250	PHOTOCOPIER	FIRE DEPT COPIES 4/26-7/26	\$19.89	
80,208	TORONTO	047700	47700	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT COPIES 4/26-7/26	\$2.20	
80,208	TORONTO	047700	47700	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT COPIES 4/26-7/26	\$0.00	\$22.09
80,237	TORONTO	047700	47700	01-5100-4000-40250	PHOTOCOPIER	VPCC COPIES 4/26-8/05	\$7.71	
80,237	TORONTO	047700	47700	01-0000-0200-00325	HST RECEIVABLE100%	VPCC COPIES 4/26-8/05	\$1.00	

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PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$ 53,011.65

VENDOR NAME	Location	CHQ # w. 0	CHEQUE #	ACCOUNT	ACCOUNT DESCRIPTION	TRANSACTION DESCRIPTION	DEBITS	CREDITS
80,237	TORONTO	047700	47700	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC COPIES 4/26-8/05	\$0.00	\$8.71
80,252	TORONTO	047700	47700	01-5200-6170-40250	PHOTOCOPIER	TVDSB COPIES 4/26-7/26	\$39.85	
80,252	TORONTO	047700	47700	01-0000-0200-00325	HST RECEIVABLE100%	TVDSB COPIES 4/26-7/26	\$5.18	
80,252	TORONTO	047700	47700	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TVDSB COPIES 4/26-7/26	\$0.00	\$45.03
80,253	TORONTO	047700	47700	01-5200-6090-40250	PHOTOCOPIER	FUSION COPIES 4/26-7/25	\$229.17	
80,253	TORONTO	047700	47700	01-0000-0200-00325	HST RECEIVABLE100%	FUSION COPIES 4/26-7/25	\$29.79	
80,253	TORONTO	047700	47700	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION COPIES 4/26-7/25	\$0.00	\$258.96
80,260	TORONTO	047700	47700	01-6200-4000-41010	GRAPHICS AND PRINTING	COPIES MUSEUM 4/26-7/25	\$18.20	
80,260	TORONTO	047700	47700	01-0000-0200-00325	HST RECEIVABLE100%	COPIES MUSEUM 4/26-7/25	\$2.37	
80,260	TORONTO	047700	47700	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COPIES MUSEUM 4/26-7/25	\$0.00	\$20.57
80,292	TORONTO	047700	47700	01-4000-4000-40250	PHOTOCOPIER	ENG COPIES 4/26-7/26	\$32.52	
80,292	TORONTO	047700	47700	01-4500-4000-40250	PHOTOCOPIER	ENG COPIES 4/26-7/26	\$39.03	
80,292	TORONTO	047700	47700	01-3400-4000-40250	PHOTOCOPIER	ENG COPIES 4/26-7/26	\$58.54	
80,292	TORONTO	047700	47700	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ENG COPIES 4/26-7/26	\$3.60	
80,292	TORONTO	047700	47700	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ENG COPIES 4/26-7/26	\$4.31	
80,292	TORONTO	047700	47700	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ENG COPIES 4/26-7/26	\$6.47	
80,292	TORONTO	047700	47700	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ENG COPIES 4/26-7/26	\$0.00	\$144.47
MINISTRY OF FINANCE (OPP)***								
80,259	OSHAWA	047701	47701	01-3200-4000-40450	OPP CONTRACTED SERVICES	AUG OPP SERVICES	\$211,869.00	
80,259	OSHAWA	047701	47701	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	AUG OPP SERVICES	\$0.00	\$211,869.00
TOWN RESIDENT								
80,433	OSHAWA	047702	47702	01-0000-0090-99910	TAXES - CLEARING	REFUND PROPERTY TAX DOUBLE PMT	\$863.31	
80,433	OSHAWA	047702	47702	01-0000-0100-00100	BANK	REFUND PROPERTY TAX DOUBLE PMT	\$0.00	\$863.31
UNION GAS								
80,293	TORONTO	EFT	EFT	01-5000-6020-40350	NATURAL GAS	GAS JUN-JULY	\$57.80	
80,293	TORONTO	EFT	EFT	01-3200-4100-40350	NATURAL GAS	GAS JUN-JULY	\$21.00	
80,293	TORONTO	EFT	EFT	01-3000-4000-40350	NATURAL GAS	GAS JUN-JULY	\$21.37	
80,293	TORONTO	EFT	EFT	01-5000-6050-40350	NATURAL GAS	GAS JUN-JULY	\$27.13	
80,293	TORONTO	EFT	EFT	01-4500-4100-40350	NATURAL GAS	GAS JUN-JULY	\$88.73	
80,293	TORONTO	EFT	EFT	01-5000-6040-40350	NATURAL GAS	GAS JUN-JULY	\$85.91	
80,293	TORONTO	EFT	EFT	01-5000-6040-40350	NATURAL GAS	GAS JUN-JULY	\$51.28	
80,293	TORONTO	EFT	EFT	01-5100-4100-40350	NATURAL GAS	GAS JUN-JULY	\$2,212.93	
80,293	TORONTO	EFT	EFT	01-5200-4100-40350	NATURAL GAS	GAS JUN-JULY	\$103.95	
80,293	TORONTO	EFT	EFT	01-6200-4100-40350	NATURAL GAS	GAS JUN-JULY	\$21.00	
80,293	TORONTO	EFT	EFT	01-6200-4100-40350	NATURAL GAS	GAS JUN-JULY	\$21.00	
80,293	TORONTO	EFT	EFT	01-2000-4010-40350	NATURAL GAS	GAS JUN-JULY	\$21.00	
80,293	TORONTO	EFT	EFT	01-2000-4025-40350	NATURAL GAS	GAS JUN-JULY	\$21.37	
80,293	TORONTO	EFT	EFT	01-2000-4015-40350	NATURAL GAS	GAS JUN-JULY	\$21.00	
80,293	TORONTO	EFT	EFT	01-2000-4015-40350	NATURAL GAS	GAS JUN-JULY	\$21.00	
80,293	TORONTO	EFT	EFT	01-0000-0200-00325	HST RECEIVABLE100%	GAS JUN-JULY	\$346.40	
80,293	TORONTO	EFT	EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GAS JUN-JULY	\$14.52	
80,293	TORONTO	EFT	EFT	01-0000-0100-00100	BANK	GAS JUN-JULY	\$0.00	\$3,157.39
ROYAL BANK VISA								
80,416	TORONTO	EFT	EFT	01-1000-4000-40710	LEGAL FEES	VISA JUL 2016-CLERK	\$1.07	
80,416	TORONTO	EFT	EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA JUL 2016-CLERK	\$0.12	
80,416	TORONTO	EFT	EFT	01-0000-0100-00100	BANK	VISA JUL 2016-CLERK	\$0.00	\$1.19
ROYAL BANK VISA								

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PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$ 53,011.65

<u>VENDOR NAME</u>	<u>Location</u>	<u>CHQ # w. 0</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
	80,417 TORONTO	EFT	EFT	01-3400-4000-42900	MISCELLANEOUS EXPENSE	VISA JUL 2016-BLDG INSPECT	\$12.00	
	80,417 TORONTO	EFT	EFT	01-0000-0100-00100	BANK	VISA JUL 2016-BLDG INSPECT	\$0.00	\$12.00
ROYAL BANK VISA								
	80,418 TORONTO	EFT	EFT	01-5200-6090-41500	CONTRACTED SERVICES	VISA JUL 2016-FUSION	\$9.99	
	80,418 TORONTO	EFT	EFT	01-5200-6090-40550	FUND RAISING	VISA JUL 2016-FUSION	\$62.15	
	80,418 TORONTO	EFT	EFT	01-5200-6090-40420	PROGRAM SUPPLIES	VISA JUL 2016-FUSION	\$48.99	
	80,418 TORONTO	EFT	EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA JUL 2016-FUSION	\$6.37	
	80,418 TORONTO	EFT	EFT	01-0000-0100-00100	BANK	VISA JUL 2016-FUSION	\$0.00	\$127.50
ROYAL BANK VISA								
	80,419 TORONTO	EFT	EFT	01-6200-4000-40240	COURIER CHARGES	VISA JUL 2016-MUSEUM	\$24.35	
	80,419 TORONTO	EFT	EFT	01-6200-4000-40420	PROGRAM SUPPLIES	VISA JUL 2016-MUSEUM	\$66.53	
	80,419 TORONTO	EFT	EFT	01-6200-4100-40210	JANITORIAL SUPPLIES	VISA JUL 2016-MUSEUM	\$34.77	
	80,419 TORONTO	EFT	EFT	01-6200-6810-42900	MISCELLANEOUS EXPENSE	VISA JUL 2016-MUSEUM	\$23.94	
	80,419 TORONTO	EFT	EFT	01-6200-4000-40270	NEW EQUIPMENT	VISA JUL 2016-MUSEUM	\$98.00	
	80,419 TORONTO	EFT	EFT	01-6200-4000-42900	MISCELLANEOUS EXPENSE	VISA JUL 2016-MUSEUM	\$12.00	
	80,419 TORONTO	EFT	EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA JUL 2016-MUSEUM	\$3.17	
	80,419 TORONTO	EFT	EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA JUL 2016-MUSEUM	\$5.80	
	80,419 TORONTO	EFT	EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA JUL 2016-MUSEUM	\$4.52	
	80,419 TORONTO	EFT	EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA JUL 2016-MUSEUM	\$3.11	
	80,419 TORONTO	EFT	EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA JUL 2016-MUSEUM	\$12.74	
	80,419 TORONTO	EFT	EFT	01-0000-0100-00100	BANK	VISA JUL 2016-MUSEUM	\$0.00	\$288.93
ROYAL BANK VISA								
	80,420 TORONTO	EFT	EFT	01-3000-4000-41020	PROMOTION & MEALS	VISA JUL 2016-FIRE DEPT	\$329.05	
	80,420 TORONTO	EFT	EFT	01-3000-4000-41610	FIRE FIGHTING EQUIPMENT	VISA JUL 2016-FIRE DEPT	\$130.15	
	80,420 TORONTO	EFT	EFT	01-3000-4000-41510	VEHICLE REPAIRS & MAINTENANCE	VISA JUL 2016-FIRE DEPT	\$36.07	
	80,420 TORONTO	EFT	EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA JUL 2016-FIRE DEPT	\$0.45	
	80,420 TORONTO	EFT	EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA JUL 2016-FIRE DEPT	\$3.99	
	80,420 TORONTO	EFT	EFT	01-0000-0100-00100	BANK	VISA JUL 2016-FIRE DEPT	\$0.00	\$499.71
ROYAL BANK VISA								
	80,421 TORONTO	EFT	EFT	01-4500-4110-80000	MATERIALS-BRIDGES & CULVERTS	VISA JUL 2016-PUBLIC WORKS	\$172.98	
	80,421 TORONTO	EFT	EFT	01-4500-4000-40630	STAFF TRAINING	VISA JUL 2016-PUBLIC WORKS	\$244.02	
	80,421 TORONTO	EFT	EFT	01-4500-4000-40630	STAFF TRAINING	VISA JUL 2016-PUBLIC WORKS	\$61.00	
	80,421 TORONTO	EFT	EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA JUL 2016-PUBLIC WORKS	\$19.11	
	80,421 TORONTO	EFT	EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA JUL 2016-PUBLIC WORKS	\$26.95	
	80,421 TORONTO	EFT	EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA JUL 2016-PUBLIC WORKS	\$6.74	
	80,421 TORONTO	EFT	EFT	01-0000-0100-00100	BANK	VISA JUL 2016-PUBLIC WORKS	\$0.00	\$530.80
ROYAL BANK VISA								
	80,422 TORONTO	EFT	EFT	01-5100-6090-40420	PROGRAM SUPPLIES	VISA JUL 2016-PARKS & REC	\$257.82	
	80,422 TORONTO	EFT	EFT	01-5000-4000-42900	MISCELLANEOUS EXPENSE	VISA JUL 2016-PARKS & REC	\$58.12	
	80,422 TORONTO	EFT	EFT	01-5100-6070-40420	PROGRAM SUPPLIES	VISA JUL 2016-PARKS & REC	\$40.74	
	80,422 TORONTO	EFT	EFT	01-5100-6090-40500	SPECIAL EVENTS	VISA JUL 2016-PARKS & REC	\$377.00	
	80,422 TORONTO	EFT	EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA JUL 2016-PARKS & REC	\$32.94	
	80,422 TORONTO	EFT	EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA JUL 2016-PARKS & REC	\$4.44	
	80,422 TORONTO	EFT	EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA JUL 2016-PARKS & REC	\$5.30	
	80,422 TORONTO	EFT	EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA JUL 2016-PARKS & REC	\$48.72	
	80,422 TORONTO	EFT	EFT	01-0000-0100-00100	BANK	VISA JUL 2016-PARKS & REC	\$0.00	\$825.08
ROYAL BANK VISA								

Town of Ingersoll
 Monthly Cheque Disbursements
 August 2016

PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$ 53,011.65

<u>VENDOR NAME</u>	<u>Location</u>	<u>CHQ # w. 0</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
80,424	TORONTO	EFT	EFT	01-1002-4000-40410	LICENCES, TAGS, ETC.	VISA JUL 2016-IT	\$730.00	
80,424	TORONTO	EFT	EFT	01-1001-4000-41550	MAINTENANCE CONTRACTS	VISA JUL 2016-IT	\$665.72	
80,424	TORONTO	EFT	EFT	01-1002-4000-40270	NEW EQUIPMENT	VISA JUL 2016-IT	\$134.42	
80,424	TORONTO	EFT	EFT	01-1002-4000-40270	NEW EQUIPMENT	VISA JUL 2016-IT	\$255.09	
80,424	TORONTO	EFT	EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA JUL 2016-IT	\$14.85	
80,424	TORONTO	EFT	EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA JUL 2016-IT	\$28.18	
80,424	TORONTO	EFT	EFT	01-0000-0100-00100	BANK	VISA JUL 2016-IT	\$0.00	\$1,828.26
ROYAL BANK VISA								
80,425	TORONTO	EFT	EFT	01-7000-4000-41020	PROMOTION & MEALS	VISA JUL 2016-ECON DEVEL	\$106.17	
80,425	TORONTO	EFT	EFT	01-7000-4000-40620	MILEAGE	VISA JUL 2016-ECON DEVEL	\$1,958.21	
80,425	TORONTO	EFT	EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA JUL 2016-ECON DEVEL	\$10.34	
80,425	TORONTO	EFT	EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA JUL 2016-ECON DEVEL	\$2.81	
80,425	TORONTO	EFT	EFT	01-0000-0100-00100	BANK	VISA JUL 2016-ECON DEVEL	\$0.00	\$2,077.53
ROYAL BANK VISA								
80,423	TORONTO	EFT	EFT	01-1300-4000-40610	MEETINGS & CONFERENCES	VISA JUL 2016-TREASURY	\$1,352.39	
80,423	TORONTO	EFT	EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA JUL 2016-TREASURY	\$149.38	
80,423	TORONTO	EFT	EFT	01-0000-0100-00100	BANK	VISA JUL 2016-TREASURY	\$0.00	\$1,501.77
DISTRIBUTION TOTALS:							\$1,178,182.33	\$1,178,182.33



DEPARTMENT: Clerk's Department

REPORT NO: C-034-16

COUNCIL MEETING DATE: September 12, 2016

SUBJECT: Clerk's Department Monthly Report

1. Closed Session Reporting

Council received advice from legal counsel on two issues at the September 8, 2016 Council meeting for the Woodcock & Otis, 36 Park Ave., Temporary Zoning OMB appeal and the Coilplus Site Plan Application. There is nothing more to report at this time.

2. Upcoming Legislation

Nothing to report at this time.

3. Museum

Our World War 1 exhibit concludes on September 6 and will be replaced with a new exhibit, "From our own hands" in time for Halls Creek Festival.

The museum has welcomed visitors from Australia, Texas, California, Florida and Mexico this past month.

An airflow test on the museum's HVAC system has been conducted.

The two summer students completed their work term at the museum. They were able to run 4 weeks of successful day camp programs, as well as performing other duties.

The museum will be included in a new book entitled "Places to Go, People to See in Canada".

Voting for the museum as top small museum in Ontario ended on September 6th. Results to follow.

With all of the different special mini events and Harvest Festival, along with general day to day visitation, the museum attendance numbers have increased by more than 1100 over the same time in 2015.

ATTACHMENTS

Monthly Statistics

Prepared by: Michael Graves, Clerk

Approved by: William Tigert, Chief Administrative Office

Clerk's Department Monthly Statistics - August

	Current Month	Prior Yr. Month	Percentage	Year-to-date	Prior-Year-to-date	Percentage
MARRIAGE LICENCES	43	26	165%	174	171	102%
In Town Marriage Licences	7	5	140%	41	37	111%
Out-of-Town Marriage Licences	36	21	171%	133	134	0%
CIVIL WEDDINGS	4	0		19	32	
Ceremonies Held	2	0	0%	11	16	69%
Ceremonies Booked	2	3	67%	8	16	50%
Burial Permits	12	24	50%	109	182	60%
In Town Burial Permits	5	3	167%	35	32	109%
Out-of-Town Burial Permits	7	21	33%	74	150	49%
Commissioners of Oaths	21	15	140%	122	131	93%
Paratransit Tickets	331	362	91%	2502	2566	98%
Parking Passes	0	2	0%	15	20	75%
Day Parking Passes	0	0.0	0%	4	12.5	32%
Evening Parking Passes	0	0	0%	8	7.5	107%
24-Hour Parking Passes	0	0	0%	3	0	0%
Plaques Ordered	0	1	0%	4	6	67%
Commemorative Plaques	0	1	0%	4	6	67%
Certificates Ordered	0	0	0%	0	0	0%
Transient Traders Licenses	0	0	0%	1	1	100%
Lottery Licenses	3	2	150%	9	10	90%
Lunch Wagon Permits	0	1	0%	2	1	200%



DEPARTMENT: Economic Development

REPORT NO: D-013-16

COUNCIL MEETING DATE: September 12, 2016

TITLE: Economic Development Monthly Staff Report

Department Activities:

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

1. **Oxford Connection** – Staff are finalizing the details of the upcoming familiarization (FAM) tour scheduled for September 19 & 20, 2016. Registration for the tour is near capacity with only a few spaces remaining. Developers, agents, and site selectors taking part in the tour will have the opportunity to see, firsthand, the extensive investments made in our community and the surrounding region.
2. **401 Signage** – Staff continue to work with various parties to secure the necessary permits and to prepare the site for installation by the end of September.
3. **Clarke Road Tender** – The 2016-2017 tender for the use of the agricultural land at 200 Clarke Rd. East has closed. Staff received one tender submission from the current lessee. It is recommended that the current lessee be awarded the tender for the 2016-2017 lease period, with the by-law directing staff to enter into the lease agreement contained in the agenda for this meeting.
4. **BIA** – On August 20, 2016, the Ingersoll BIA hosted its annual Harvest Festival Sidewalk Sales. The event included deals from local merchants, a downtown harvest market, the Ingersoll Off Leash Dog Park Committee fundraising breakfast and the first cry of the town crier competition. Planning in underway for the BIA's AGM and its November Moonlight Madness event.
5. **Conestoga College Orientation Tour** – Staff hosted an orientation tour for the incoming students of the Conestoga College Ingersoll Skills Centre. The tour,

which took place on September 6, 2016, saw over 60 students from the Powerline Technician and the Electrical Skills program tour the community and its facilities.

Prepared by: Chelsea Jibb, Economic Development and Tourism Assistant

Approved by: William Tigert, Chief Administrative Officer



DEPARTMENT: Ingersoll Fire & Emergency Services

REPORT NO: F-012-16

COUNCIL MEETING DATE: September 12, 2016

TITLE: Month End Report

FIRE CALLS

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

- 1 – Assembly
- 1 – Institution
- 3 – Residential
- 1 – Commercial
- 2 – Vehicles / M.V.C.
- 2 – Rubbish/Dumpster
- 3 – Medical
- 6 – Carbon Monoxide
- 1 – Rescue

There was a \$1,000 content loss during the month of August.

TRAINING

The term ventilation in the fire service refers to the movement of air in a structure in order to improve working conditions by removing smoke and toxins. Your firefighters worked on techniques to ventilate a room or group of rooms with the use of hoses and both positive and negative pressure fans.

Captain Johnson delivered driver training to some of our junior firefighters.

TRAFFIC ACTIVITY

Traffic Infractions for the month are as follows:

- 4 – Fully paid totaling \$40.00
- 0 – Late Fee totaling \$0.00

- 2 – Partially paid totaling \$0.00
- 2 – Service Fees totaling \$32.00

FIRE PREVENTION INSPECTIONS

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

- 6 – Residential
- 2 – Assembly
- 5 – Business & Personal
- 1 – Industrial

PUBLIC EDUCATION

Fire Fighters participated in Ingersoll's Harvest Fest with a Truck Tour for the public at the "Touch-A-Truck" event on Saturday.

BY-LAW ENFORCEMENT

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

- 1 – Regulating & Restricting Dogs – By-Law#09-3989
- 1 – Animal Control – By-Law #01-3990
- 1 – Open Air Burn – Bylaw #13-4726

There were three by-law investigations during the month of August. Two (2) have been resolved and there is one (1) that is still on-going.

OTHER ACTIVITIES

1. The parking lot resurfacing at the fire station was completed this month.
2. The flooring replacement at the fire station and the police station were both completed this month.

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



DEPARTMENT: Operations

REPORT NO: OP-022-16

COUNCIL MEETING DATE: September 12, 2016

TITLE: August Operations Report

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

I attended the initial site meeting for the Municipal Drain application on Clark Street. The consultant, Spriet & Associates, hired by the Town explained the process and the next steps to the petitioner and the six neighbours that attended the meeting.

I attended a consultation process put on by the MTO on Intercommunity Bus Modernization. The MTO wanted to consult with industry and communities on options to facilitate new and innovative choices for intercommunity passenger travel in Southwestern Ontario. The session was well attended by municipalities, industry operators, Six Nations, Transit Organizations and social and health service providers.

I attended the monthly meeting of the CLC and Walker. The discussion centered around the discussion paper produced by Walker on the short listing for the Haul Routes to the proposed landfill.

The underground, roadwork up to granular B and curb layout is complete on Phase I of the Tunis Street project. Curbs will be poured starting the week of September 12th. Sanitary and storm sewer are complete on Phase II of the project with watermain installation starting the week of September 6th. The watermain will take approximately two weeks to install, test and connect to the existing watermain. Liquid calcium is being placed on Fridays for dust control and crystal calcium during the week when needed.

The Topcoat Asphalt Contract is near completion, with the asphalt replacement of Earl Street, Culloden Road and Samnah Crescent complete, and the topcoat of Holcroft Street complete. All that remains is some landscaping and grading around Samnah Crescent.

Construction is substantially complete on the George Street project from Cathcart Street to North Town Line. Watermain including services have been replaced along with new curb/gutter and sidewalk on the west side and the entire road resurfaced. All that remains is some concrete and landscaping work.

Engineering Services responded to 106 requests for locates or re-locates during August. This included emergency locates.

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

A. Chief Building Official and Facilities Manager

Facilities Management

The Building Automation System for the Town Centre was awarded to Durell Control Systems Inc. of London. The new system along with the recently installed boilers should improve the energy consumption in the building as well as the comfort of the staff working in the building.

The Window replacements were awarded to Heritage Renovations of London. Because of the lateness of the year the tender was divided into two construction periods with the Library windows on the 1st floor being replaced in mid September of this year and the Town Administration windows on the 2nd floor being replaced in early May of 2017.

With the heavy rains experienced recently the roof of the Carr's walkway needed emergency repairs on August 31st, 2016. Because there is no fall arrest supports on the roof, special arrest walking pads were installed as well to provide safety for the maintenance staff servicing the rooftop equipment. The cost of these emergency repairs was estimated to be \$2500- \$2700 and would come out of the Town Centre Building Reserve.

By-Law Enforcement – AUGUST 2016

Total Complaints for 2016	59
Total # of letters sent	23
Total # closed to date, completed	30
Waiting for Compliance/Under Investigation	17
To be investigated	12

Complaint Summary

Total Complaints to Date (2016)	
Property Standards/Lot Maintenance	41
Building without permit	5
Zoning	9
Parking	0
Fencing	5
Swimming Pool	0
August 2016 Complaints	
Total # of Complaints	6
Property Standards	6
Weeds	3
Derelict Vehicles	3

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

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

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

Building Department

August 2016 Permits – 27 building permits for construction valued at \$5,474,514.00 were issued for the month of August

- a. Total permits fees collected **\$93,084.01**
- b. Single and Multi-Unit for August - 9 single family dwellings & 0 Multi-Units (0 units) & 2 Semi-Detached Dwelling (4 units)
- c. **Total Single & Multi units permits over year to date (2016);**
 - **42 Single Family Dwelling permits**
 - **4 Semi-detached Dwelling permits- 8 units**
 - **2 Multi-Unit permits - 8 Units**
- d. Total August Sewer Permits - 5
- e. August Permit Comparison Summary and Permit Reports as follows:

Permit Comparison Summary from 8/1/2016 to 8/31/2016

Category	Previous Year						Current Year					
	#	Building	Muni Dev.	Muni Levy	County	Value	#	Building	Muni Dev.	Muni Levy	County	Value
Accessory (Residential)	18	\$1,990.37	\$0.00	\$0.00	\$0.00	\$75,500	5	\$750.00	\$0.00	\$0.00	\$0.00	\$85,200
Commercial	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0	2	\$6,550.00	\$0.00	\$0.00	\$0.00	\$63,000
Agricultural	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0
Institutional	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0	3	\$4,350.00	\$0.00	\$0.00	\$0.00	\$123,250
Industrial	2	\$4,978.86	\$0.00	\$0.00	\$0.00	\$570,985	1	\$18,874.55	\$0.00	\$0.00	\$0.00	\$892,960
Residential	8	\$7,167.40	\$29,428.00	\$0.00	\$121,722.00	\$992,512	16	\$62,559.46	\$39,017.00	\$0.00	\$163,590.00	\$4,310,104

	Previous Year	Current Year
Total Permits Issued	28	27
Total Dwelling Units Created	4	9
Total Permit Value	\$1,638,997.00	\$5,474,514.00
Total Permit Fees	\$14,136.83	\$93,084.01

TOWN OF INGERSOLL Permit Summary From 8/1/2016 to 8/31/2016

Building Code Category	Total		New Structures		Add/Reno/UseCh		Demolitions		Signs		Other	
	Value	#	Value	#	Value	#	Value	#	Value	#	Value	#
Accessory Residential	\$85,200	5	\$45,000	3	\$40,200	2	\$0	0	\$0	0	\$0	0
Residential	\$4,310,104	16	\$2,474,704	11	\$1,835,400	5	\$0	0	\$0	0	\$0	0
Agricultural	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
Commercial	\$63,000	2	\$60,000	1	\$3,000	1	\$0	0	\$0	0	\$0	0
Industrial	\$892,960	1	\$892,960	1	\$0	0	\$0	0	\$0	0	\$0	0
Institutional	\$123,250	3	\$0	0	\$123,250	3	\$0	0	\$0	0	\$0	0
TOTALS	\$5,474,514	27	\$3,472,664	16	\$2,001,850	11	\$0	0	\$0	0	\$0	0

Respectfully submitted by: Shannon Vanderydt, Chief Building Official

B. Public Works Manager

MAINTENANCE

Asphalt Repairs

- McKeand St south of the CN tracks has been paved. This was the last gravel street in Town and will no longer require grading and dust control several times a year.
- Centennial lane had an asphalt overlay from the Cheese museum to the Creative Arts building. The existing asphalt condition has been deteriorating due to increased traffic and is now safer for pedestrian traffic. Asphalt overlays are a relatively inexpensive and an effective method to extend road life.
- 4000m of asphalt crack sealing was completed in August.
- Asphalt repairs will continue throughout September.
- Pemberton St CN crossing were repaired by staff.

Road Side Mowing

- The tractor will be mowing roadsides the first week of September.

Catch Basin Cleaning

- All basins should be completely cleaned by the end of September.

Sidewalk Repairs

- The majority of sidewalk repairs have been completed for the year. Staff installed a new sidewalk on Daniel St between Cherry St and Charles St E. Pedestrians will no longer have to walk on the road to reach the surrounding sidewalks.

Sand Tender

- The department is participating in a new 3 year joint tender for a winter sand supplier. The tender will close mid-September.

Public Works staff want to thank our summer students for their hard work and great attitudes this summer. Your help is appreciated.

Respectfully Submitted, Doug Wituik, Public Works Manager

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

Approved by: William Tigert, Chief Administrative Officer



DEPARTMENT: Parks & Recreation

REPORT NO: R-027-16

COUNCIL MEETING DATE: September 12, 2016

TITLE: 2016 September Monthly Report

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

Oxford Trails Council Meeting

Monday, September 12th, 2016 – 12 noon
Oxford County Building

Ingersoll Recreational Trails Meeting

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

Ingersoll Safe Cycling Committee Meeting

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

Multi Use Recreation Centre Ad Hoc Committee Meeting

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

Canada Day 150 Celebration Planning Meeting

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

2. 2016 September Additional Work Projects:

- Multi Use Recreation Centre Ad Hoc Committee – Deadline Date for RFP Submissions – Friday, September 23rd, 2016, Review of RFP's, Preparation RFP Evaluation Tool;
- Canada 150th Celebration – Coordination of activities, special events and funding requests;

- Ingersoll Recreational Trails Committee – Trail Goals & Objectives – Preparation of proposed work projects and cost estimates for capital budget projections;
- Safe Cycling Committee – Preparation of Bike Friendly Award Program Application;
- 2017 Winter Edition of Ingersoll Connection;
- 2017 Operating and Capital Budgets.

3. VPCC/Arena/Parks Highlights

- The tender for the Upgrades & Renovations to one (1) Baseball Diamond in Garnet Elliott Park closed on August 11, 2016. This 2016 Capital project was budgeted and approved at \$40,000. There were two tenders received, Marco Clay \$27,718.90 and Hogg Construction \$33,329.35. The tender was awarded to Marco Clay.
- The majority of our part time Parks staff has completed their employment for the summer season. We are now operating on less than half the staff to complete our weekly park maintenance.

4. Fusion Highlights

- The Fusion Specialty Senior Summer Camps that ran during the month of August were Chefs Camp, Sports Camp & Movie Making Camp. There were a total of 75 youth participants for the 3 camps in August;
- New fall programs were approved and the program launch will be on September 19th. Some of the new programs offered will be: Touch Football, Ultimate Frisbee, Create & Animate (multimedia and 3D imagining) Lights, Camera, Action (moving making, videography) and “Get Your Forty Hours” (high school students will have opportunities to get their 40 hours of community service);
- The theme for the 11th Annual Haunted House was selected. This year’s theme is “Zombie Apocalypse”;
- The month of August had a number of special events and activities planned for youth members such as a Coffee House, Scavenger Hunt, Cosmic Bowling, Foosball Tournament, Movie Night and Fusion Olympics. A total of 62 individual youth participated in the various activities.
- The music program had a total of 47 music lessons & 12 recording sessions.
- On August 14th, Fusion staff videotaped the Ingersoll Pipe Band event that took place in Memorial Park

- Loblaw's Healthy Kids grant was approved for \$5000 to support Fusion's nutrition program
- Fusion has received the Statement of Interest from Oxford United Way which is due on October 7th
- Andrea Brown presented at the Association of Municipalities of Ontario on August 16th about the economic impact of Fusion.

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

Town of Ingersoll Draft Plan of Subdivision Status Table

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

Town of Ingersoll -Zone Change Status Table

File	Owner/Applicant	Address	Purpose of Application		Application Received	Public Meeting(s)	Council Decision date	Council Decision	STATUS	Comments
			From Zone	To Zone						
ZN6-15-06	Wierenga/Black	213 Cherry Street	R1	R2	Feb. 5/16	June 13/16		Approved		No appeals
ZN 6-16-03	Sifton	35 Chatfield Street	R3	R1 & R3-26	April 14/16	September 12/16				
ZN 6-16-04	Sifton	1 Chamberlain Avenue	R3	R3-27 & R2-20(H)	April 29/16	September 12/16				
ZN 6-16-05	Town of Ingersoll	140 Clark Road East	Development (D)	OS & MG-special	April 29/16	June 13/16	June 13/16	Deferred		
OP 16-02-6 & ZN 6-16-06	Town of Ingersoll	All industrial lands	MR	amended MR	May 4/16	July 11/16				
ZN 6-16-07	Ingersoll Support Services	189 Oxford Street	EC-3	EC	June 13/16	August 8/16		Approved		No appeals
ZN 6-16-08	Reeves Land Corporation	62 Clark Road W.	Development (D)	R1	June 16/16	September 12/16				

Town of Ingersoll - Minor Variance Status Table

File	Owner/Applicant	Address	Purpose	Public Meeting(s)	Committee Decision	Notice of Decision	Final Notice	STATUS	Comments
A05-16	2187439 Ontario Inc.	31 Thames Street S.	To permit a commercial property to remain on private septic	September 12/16					

Town of Ingersoll Site Plan Control Status Table

File	Owner/Applicant	Address	Purpose	Application Received	Agency Circulation	Revised Drawing Received	Decision	STATUS
SPA-004/14	Universal Vedic Ashram Inc.	37 William St	Convert former Princess Elizabeth Elem. School into Long Term Care Facility (19 beds) & Place of Worship w/ Assembly Hall	June 30/14	July 29/14	Pending	Pending	3rd submission in circulation
SP 6-14-05	Coilplus Canada Inc.	18 Underwood Road	Proposed 1,858 sq m (20,000 sq ft) warehouse addition	August 19/14	Sept 4/14			Waiting for 2nd submission
SP 6-15-04	Ontario Refrigeration Services Inc.	450 Thomas St	Amend site plan (c. 2008) to enable expanded warehouse operation & recognize 1 new building, 1 bldg expansion & other works not previously approved	Dec 11/15	Dec 17/15			waiting for 2nd submission
SP 6-16-03	Sifton	Block 62, Plan 41M-309	Proposed 14 townhouse units	April 14/16	April 28/16			waiting for 4th submission
SP 6-16-05	Sifton	Block 63, Plan 41M-309	Proposed 14 townhouse units	April 29/16	May 9/16			waiting for 4th submission
SP 6-14-02-1	B & E Clayton	90 Clark Road W.	Amended site plan	May 19/16	May 31/16			Approved Aug. 24/16



DEPARTMENT: Chief Administrative Officer

REPORT NO: A-021-16

COUNCIL DATE: September 12th, 2016

TITLE: Request to Lease Parking Spaces Oxford Street Parking

OBJECTIVE: To Provide Council with a request from a property owner and tenant to lease dedicated parking spaces in the Municipal Parking Lot on Oxford Street, across from the Town Offices and receive direction.

BACKGROUND: The Owner of 126-130 Thames Street South has requested that the Town consider leasing him dedicated parking spaces to enhance his ability to fully utilize the property. The property is currently sitting vacant. The Owner has indicated that the lack of dedicated spaces has hampered his ability to lease his commercial space.

Attached is a brief email that contains his request.

Additionally, the owner of Spot Marketing, who is currently leasing property from the Town at 132 Thames Street South has also indicated a need for dedicated spaces to serve his business and allow for expansion. Staff believe that there has been discussions between the two parties, whereby parking has impeded their willingness to move forward with their plans.

A letter from Spot Marketing is also attached for Council's information.

ANALYSIS: This request would be a significant deviation from established rules for the use of the parking lot. In Staff's opinion it would open a much larger discussion and may not be viewed as advantageous by Council, the BIA or the larger community.

Staff are seeking direction from Council on whether they wish to pursue this request or simply respond that they are not interested in considering the leasing of dedicated spaces within the public municipal parking lot.

INTERDEPARTMENTAL IMPLICATIONS: N/A

FINANCIAL IMPLICATIONS: There could be financial implications that would be determined by the approach that Council chooses to pursue.

RECOMMENDATION:

THAT the Council of the Town of Ingersoll receives report numbered A-021-16 as information.

AND FURTHER provides direction to Staff on the matter.

ATTACHMENTS:

- 1. Email from Mr. Jerry DesRoches, Owner 126 – 130 Thames Street S.**
- 2. Letter from Mr. Jason Smith, President Spot Marketing.**

Prepared by: William J. Tigert, Chief Administrative Officer

William Tigert

From: Jerry DesRoches
Sent: Friday, August 12, 2016 7:48 PM
To: wtigert@ingersoll.ca
Subject: parking spaces

Town of Ingersoll
Attention: Bill Tigert - Chief Administrative Officer

Further to our telephone conversation of to-day we are interested in approaching the Town of Ingersoll's council on the possibility of leasing some parking spaces from your parking lot. Hopefully, we can propose a win-win situation that will be able to benefit both parties. Our 5500 sq. ft. store has been vacant for over a year and parking has been the main obstacle in leasing the renovated premises. Please acknowledge and respond at your earliest convenience.

My Regards,

Jerry DesRoches
President
Primecore Properties
Tel: 416.809.7770
Fax: 416.441.6112

September 6, 2016

Mr. William Tigert, CAO
Town of Ingersoll
130 Oxford Street
Ingersoll, ON N5C 2V5

Dear Mr. Tigert

Re: Parking behind 132 Thames Street South

Spot Marketing Group has been a tenant at 132 Thames Street South since November 2015 and most recently has occupied storefront space since July 2016. Our business has grown from 3 employees to 12 in a short period of time and we expect the growth to continue based on our projections.

Our storefront brings in people from the community and surrounding businesses, and our corporate offices draw in clients for meetings which are often held at our local restaurants. We believe our presence will help with the BIA's goal to "Market Downtown Ingersoll as the commercial and residential place to be".

We understand the concern from local businesses that the parking behind the building is intended for their customers. The problem we are faced with is the lack of parking for our sales team who are in and out of the office during the day and who often have to carry items from suppliers and orders for our customers to their vehicles. All other office staff use the all-day parking lots and will continue to do so.

We are actively searching for a permanent space for our offices and will not be able to make a decision to stay in Downtown Ingersoll without addressing the parking issue. We would like an opportunity to further discuss this with you to find a mutually agreed upon solution.

Please contact Corinne Stockford to set up a time that is convenient to meet in person or by telephone.

Kind Regards,



Jason Smith
President & CEO

Divisions of CLG



www.glprintingservices.com



www.spotmarketing.ca



DEPARTMENT: Clerk's Department

REPORT NO: C- 035-16

COUNCIL MEETING DATE: September 12, 2016

TITLE: Community Development Grant Program

OBJECTIVE

To receive direction to bring forward a revised Community Development Grant Program.

BACKGROUND

The Grants to Community Organizations was developed in 1999. This report is to consider an update to the policy.

The policy states:

"The purpose of this policy is to establish guidelines and criteria to handle in a fair, open and responsive manner, requests from non-profit community groups, organizations and eligible individuals for funding assistance from the Town of Ingersoll."

ANALYSIS

We updated some sections of the policy and removed specific dates in order to allow for the policy to follow year after year.

The most major change is the addition of the section for athletes. We have been receiving more and more requests from athletes and this section is intended to handle those requests.

As well we have created forms for the applications for organizations, and athletes and reporting forms that are to be completed by the athletes.

INTERDEPARTMENTAL IMPLICATIONS

N/A

FINANCIAL IMPLICATIONS

We have already been approving grants for athletes, this policy really establishes the procedure so there is no new budgetary impact.

RECOMMENDATION

THAT staff report C-035-16 be received as information.

AND THAT Council directs staff to bring forward a Community Development Grant Program by-law for consideration.

ATTACHMENT:

Draft Policy

Prepared by: Michael Graves, Clerk

Approved by: William Tigert, Chief Administrative Officer

TOWN OF INGERSOLL
POLICY AND PROCEDURE

Policy: Community Development Grant Program

Approval Date:

Revised Approval Date:

Purpose:

The purpose of this policy is to establish guidelines and criteria to handle in a fair, open and responsive manner, requests from non-profit community groups, organizations and eligible individuals for funding assistance from the Town of Ingersoll.

Objective:

- i) To financially assist community groups and organizations that offer programs or projects which provide a benefit or service to improve the well-being of the Town and may apply to one of the following four funding categories
- ii) To financially assist municipalities who have declared a state of emergency and require matching funds.
- iii) To financially assist organizations with a non-profit charitable cause who visit the Town during a major cross-Ontario or cross-Canada fundraising effort.
- iv) To financially assist eligible high performance athletes and teams who are competing in high level sporting events.

Policy:

- i) Prior to consideration of the budget for the following year, an ad will be prepared by the Clerk's Department and posted in the area newspapers and on the website regarding the Community Development Funding Assistance Program.
- ii) Community groups and organizations wishing to apply for funding assistance are required to apply by submitting a completed application form with all required supporting documents to the Clerk on or before the last Monday in October of the year preceding the request for funding assistance. Receipt of all applications will be acknowledged in writing by the Clerk. Athletes may apply at any time of the year. Please find the appropriate application before applying.
- iii) A Funding Review Committee consisting of the Clerk, Treasurer and the Mayor will review the applications for conformance eligibility and supporting documentation.

- iv) Following the review, those applications considered ineligible will be returned to the organization with a letter from the Clerk noting the reason(s) the application was rejected. Those applications deemed eligible will be included in the Preliminary Budget for Council's consideration.
- v) Organizations whose applications are either approved or not approved upon Council's approval of the budget will receive a letter informing them whether the funding will be received or if not, the reason the application was not approved.
- vi) Due to budget constraints, funding assistance in any one year is not to be regarded as an ongoing funding commitment by the Town.
- vii) Organizations applying for the special or seed funding may only apply once and cannot reapply for additional Town funding in subsequent budget years.
- viii) Funds may not be provided for project activities already receiving municipal funds through other programs.
- ix) Council may authorize other funding amounts during consideration of the budget or throughout the year or reallocate funding within these policy categories depending on the implications on the budget.
- x) Grants will not be considered where a project or event has an anticipated profit being generated for the applicant or an organization.

Fund Categories:

1. Ongoing Program Funding

This category supports programs and specific community organizations which the Town recognizes as of interest to receive ongoing funding, may include program support funding, tax rebate assistance etc.

Total Annual Amount Available: \$60,000.00 budgeted

2. Multi-Year Project Funding

This category supports projects which organizations may wish to undertake or finance over 2 or 3 years.

Total Annual Amount Available: \$20,000.00 budgeted

3. Special and/or Seed Funding

This category supports on a one-time basis, funding to establish a new project or organization. Consideration will be given to special requests, projects, events, which will benefit the Town to promote a more active and healthy community life.

Total Annual Amount Available: \$10,000.00 budgeted

4. Disaster Relief Funding Assistance

Funding may be approved by Town Council and given to Disaster Relief Committees representing municipalities in Canada that have suffered severe damage due to a disaster. The following conditions would apply:

- (i) Funding assistance may be given to those areas that have been declared a Disaster Area by the Provincial or Federal Government.
- (ii) Funding awarded under this category will be a minimum of \$500.00, however, shall not exceed \$1,000 per event.
- (iii) Funding will be awarded by a resolution of Council.

Total Annual Amount Available: \$2,500.00 budgeted

5. Athletic Excellence Grant

The Town of Ingersoll recognizes the need for financial aid to support the competition needs of our locally-based high performance athletes. In response to the need, the Town has established the Athletic Excellence Grant to assist individual competitors with the travel-related expenses associated with participating in high-level sporting events.

A high-level sporting event is defined as follows:

- Provincial Championships
- National Championships
- World Championships and Major International Games

Athletic Excellence Grant Eligibility Criteria

- Applicant must be a locally based athlete residing in Ingersoll for a minimum of 12 months
- Applicant must have qualified for the sporting event by meeting established standards as set by the Provincial/National Sport Organization.
- The maximum allocation will be \$500 to any one athlete per calendar year
- Grant funds are to be used for event travel-related expenses only, including: registration fees, transportation, meals and accommodation.
- Applicant is responsible for initial payment of all event related expenses and will be reimbursed as approved through the grant application.

Athletic Excellence Grant Funding Levels:

- Provincial Championships up to \$150 per athlete
- National Championships up to \$250 per athlete
- World Championships and Major International Games held in North America up to \$400 per athlete
- World Championships and Major International Games held outside North America up to \$500 per athlete

Athletic Excellence Grant Application Process:

- Applications will be accepted all year round
- Applications will be reviewed by the Town Council
- Completed application forms should be submitted prior to the event
- If the applicant is successful in receiving grant monies, they must complete and submit the Post-Event Report, including the Grant Application and copies of related event receipts, prior to receipt of funds.
- Upon completion and submission of the Post-Event Report, a cheque requisition will be processed and funds provided to the applicant.

Total Annual Amount Available: \$1,500.00 budgeted

6. Other Charitable Funding

The Mayor may authorize a donation not to exceed \$200 per event during the budget year to an outside group or organization who visits the Town during a major cross province or cross Canada fund raising effort for a non-profit charitable cause.

Total Annual Amount Available: \$1,000.00 budgeted

Eligibility Criteria:

- i) Those applying for the Athletic Excellence Grant please see Athletic Excellence Support Grant Eligibility Criteria.
- ii) Funding assistance is available only to non-profit community groups and organizations whose goal and purpose is to provide a service or benefit to the community and does not restrict access to membership in the organization itself or its committees.

- iii) All organizations applying for funding must meet two of the following requirements; 1) the office is located in the Town; 2) their activities or services benefit the Town; or, 3) the majority of participants are residents of the Town of Ingersoll.
- iv) Organizations applying for funding must provide charitable, recreational, cultural, arts, environmental, special event programs or special services to the community.
- v) Applications for funding will only be considered when submitted by the President, Chair or Executive Director of the organization.
- vi) Organizations applying must provide the following four documents: (1) the names of the Executive Members of the organization applying; (2) a copy of the previous year's audited statement; (3) an approved draft budget for the current year; and, (4) a recently approved resolution from the organization regarding the request for funding.
- vii) Organizations applying for funding must demonstrate that they are seeking and/or are receiving alternate sources of financial support on an on-going basis to achieve self-sufficiency. The Town funding assistance should not be the sole funding source.
- viii) Organizations receiving funding assistance should be incorporated as non-profit under Ontario's Not-for-Profit Corporations Act, 2010, however, groups that are not incorporated but have an executive, membership, and a proven reputation are eligible to make application for funding assistance.
- ix) Preference will be given to those applicants who demonstrate diverse sources of funding.

Funding Application Procedure:

- i) Application forms are available on-line at www.ingersoll.ca or at the Town Hall Office, 130 Oxford Street, 2nd Floor, Ingersoll, ON N5C 2V5.
- ii) Completed application forms with required support documents must be submitted to the Clerk's Department and received on or before the last Monday in October of the year preceding the request for funding in order to be considered for the following year's budget.
- iii) Applications received on or before the deadline will be received, date stamped, scanned and initially reviewed for initial completeness by the Clerk's Department staff. If incomplete the application will be returned with a letter stating the reasons the application is incomplete. Should the organization wish to resubmit, it must do so prior to the last Monday in October of the year preceding the request for funding.

- iv) Following the deadline, all complete applications will be reviewed by the Funding Review Committee for conformance and eligibility.
- v) If the organization is found ineligible according to the eligibility criteria outlined in this policy, upon a recommendation of the Funding Review Committee, the Clerk will send a letter to the organization outlining the reasons why the application was deemed ineligible for that funding year.
- vi) All eligible organizations' applications will be presented to Council and considered during the annual budget process.
- vii) The following are the three categories of funding and the amount to which are allocated to be funded in totality in the upcoming year's budget;
 - (i) Ongoing Program Funding \$60,000.00
 - (ii) Multi-year Project Funding \$20,000.00
 - (iii) Special and or Seed Funding \$10,000.00
 - (iv) Disaster Relief Funding \$2,500.00
 - (v) Athletic Excellence Grant \$1500.00
 - (vi) Other Charitable Funding \$1,000.00
- viii) All organizations whose application has been deemed eligible and considered for budget approval by Council will be notified in writing by the Clerk of Council's decision.
- ix) Following final approval of the budget, a cheque for the approved budget amount will be sent by the Treasury Dept.
- x) Council may require a presentation at an Open Council meeting either on your application for funding assistance or at the end of the year in which funding is received to show the funding was used.

APPENDICIES - TO POLICY

Community Development Grant Application

Athletic Excellence Grant Application

Athletic Excellence Final Report



Community Development Grant Program

Grant Application

ORGANIZATION INFORMATION

Organization Name	
Address (Town, Province, Postal Code)	
Primary Contact	Phone
	Email
Alternate Contact	Phone
	Email

PURPOSE OF APPLICATION

Please indicate the purpose of this application:	
___ Ongoing Program Funding	Requested Amount \$ _____
___ Multi-Year Project Funding	Requested Amount \$ _____
___ Special of Seed Funding	Requested Amount \$ _____
Note: For Special Seed Funding a letter outlining the organization or project, its purpose, goals and financial request is all that is required. Completion of the full application is not required.	

INFORMATION CHECK LIST

The following documentation must be provided to be eligible:
The names of the Executive Members of your organization
A financial Report of your last year's operation including investments
An approved proposed budget for the year of the funding request
A recently approved resolution from the applicant organization regarding request for funding
**Additional information may be requested

PREVIOUS FUNDING

Have you made a request to the town for a grant in the past?		
___ No	Yes (if yes, complete the following):	
	<u>Year Requested</u>	<u>Amount Received</u>
	_____	\$ _____
	_____	\$ _____
	_____	\$ _____
	_____	\$ _____
Has your organization requested or received funding in the last 12 months from any Provincial or Federal Agency?		
___ No	___ Yes (if yes, provide details)	

Please outline briefly why you feel Public funds should be given to your organization.

*** If you need more room than provided please indicate that you have attached additional sheets to this application.*

List any expected donations, gifts etc. that you expect to receive in the funding year.
For what purpose will the grant funds be used?
Briefly outline the activities provided by your organization.
Any other comments

STATEMENT

We the undersigned declare the information provided in this application is accurate and true to the best of your knowledge:

Name (please print)

Signature

Name (please print)

Signature

Date (YY/MM/DD)

Please complete the application form and submit to the Clerk's Department on or before the last Monday in October of the year preceding the funding requested.

Town of Ingersoll
Attention: Clerk
130 Oxford St., 2nd Flr.
Ingersoll, ON N5C 2V5
Email: clerks@ingersoll.ca
Tel: 519-485-0120

TOWN USE ONLY

Date Received: _____ Date Reviewed: _____ Meets Eligibility: Yes No

Date Approved by Council: _____ Amount Approved: \$ _____



Athletic Excellence Grant

Grant Application

ORGANIZATION INFORMATION

Sport Organization Name	
Address (Town, Province, Postal Code)	
President	Phone
Alternate Contact	Phone
Is this application for a team or individual athlete? <i>Complete the appropriate section below.</i>	
<input type="checkbox"/> Team <input type="checkbox"/> Athlete	

EVENT INFORMATION

Name of Event
Date of Event
Location of Event
Funding Amount Requested
Please indicate how your team or athlete has qualified for the competition

TEAM INFORMATION

Team Name		
Age Division	# of team members	
Coach Name		
Team Contact Person		
Team Contact Address (Town, Province, Postal Code)		
Phone - Home	Work	Cell
Email		

ATHLETE INFORMATION

Athlete Name		
Parent's Name (if athlete is under 18)		
Sport		
Athlete Address (Town, Province, Postal Code)		
Phone - Home	Work	Cell
Email		
Coach Name		

Please indicate highest level of achievement in your sport, years participated and results (include all performances - if applicable - from the following: World Championships, Commonwealth Games, Pan-Am Games, World Cup Circuit, Canada Games, National Championships, Western Canadian Championships, Provincial Championships):

ALLOCATION OF FUNDS

If approved, what will the funds be used for? Please itemize your expenditures and list who is paying for these expenses:	
List of Travel Expenditures:	Who is covering these costs?

Any other comments

STATEMENT

I declare the information in this application is accurate:

Athlete/Team's Rep Name (please print)

Signature

Parent's Name (if athlete is under 18)(please print)

Signature

Coach's Name (please print)

Signature

Date (YY/MM/DD)

Please complete the application form and submit
to: **Clerk's Department**
Attention: Clerk
130 Oxford St., 2nd Flr.
Ingersoll, ON N5C 2V5
Email: clerks@ingersoll.ca

TOWN USE ONLY

Date Received: _____ Date Reviewed: _____ Meets Eligibility: Yes No

Date Approved by Council: _____ Amount Approved: \$ _____



Athletic Excellence Grant Final Report

Please complete this form following completion of the approved event. Attach supporting receipts, pictures, media releases and/or articles.

Athlete Name		Team Name	
Mailing Address (to send funds)		Name of Event you competed in	
Town and Province	Postal Code	Location of Event (City and Country)	
		Start and end dates of Event	

Please indicate how you and/or your team performed in the competition. Attach a second page if more space is required.

Please submit Athletic Excellence Grant Final Report and supporting receipts to:

Town of Ingersoll
 Attention: Clerk
 130 Oxford Street
 Ingersoll, ON N5C 2V5
 Email: clerks@ingersoll.ca

<p><u>For Office Use Only</u></p> <p>Amount Approved: _____</p> <p>Initials: _____</p>
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DEPARTMENT: Clerk's Department

REPORT NO: C-036-16

COUNCIL MEETING DATE: September 12, 2016

TITLE: Adoption of Updated Anti-Harassment, Discrimination and Violence Policy

OBJECTIVE:

To seek Council's approval for the adoption and subsequent implementation of an updated Anti-Harassment, Discrimination and Violence Policy.

BACKGROUND:

In June 2010, Bill 168, An Act to amend the Occupational Health and Safety Act with respect to violence and harassment in the workplace and other matters, came into force. With the adoption of Bill 168, the Ontario *Occupational Health and Safety Act* was updated to include a number of workplace obligations with respect to identifying, addressing and mitigating issues of workplace violence and harassment.

In response to Bill 168 the Town adopted a workplace violence, harassment and discrimination policy, which was later updated with Council's approval in 2014.

In March of 2016 the Government of Ontario passed Bill 132, the Sexual Violence and Harassment Action Plan Act which came into force on September 8, 2016. Bill 132 represents the first substantive update to Ontario's violence and harassment legislation since it was introduced 2010. Under the Act, a number of additional and expanded employer obligations concerning workplace harassment and sexual harassment are introduced.

ANALYSIS:

The main objective of the updated workplace violence, harassment and discrimination policy is to bring the Corporation of the Town of Ingersoll into compliance with new workplace harassment legislation.

To achieve compliance, the HR Coordinator completed an audit of the current Workplace Harassment, Violence and Discrimination Policy against requirements established by Bill 132 and the Ministry of Labour's accompanying Code of Practice. The HR Coordinator determined that the current version of the Town's policy did not meet expanded legislative requirements and subsequently affected revisions to address identified gaps and areas of noncompliance. Proposed key changes to the policy include:

- The inclusion of sexual harassment in the definition of workplace harassment;
- A reporting mechanism for employees to bring forward concerns of harassment to an individual other than their employer or supervisor when the employer or supervisor is the individual responsible for the harassing behaviour;
- A statement and commitment to provide Complainants and Respondents (where the Respondent is an employee) with written investigation outcome letters summarizing investigation findings and any disciplinary action to be taken as a result of the investigation;
- Communication of timelines for the completion of formal investigations and the provision of outcome letters; and
- The addition of a "Reporting and Investigation Procedures" section intended to provide greater clarification and detail concerning how employees may bring forward concerns and complaints and how those complaints will be handled by the Town.

In updating the Town's policy the HR Coordinator relied on the content of Bill 132 as well as the Ministry of Labour's "Code of Practice to Address Workplace Harassment under Ontario's Occupational Health and Safety Act." The Code of Practice is approved by the Minister of Labour for use at all workplaces to which the *Occupational Health and Safety Act* applies, and compliance with its practices is one way in which employers can meet the legal requirements established by the Bill.

Once aligned with Bill 132 and its accompanying Code of Practice, the updated policy was circulated for review and comment by the Senior Administration team as well as the Joint Health and Safety Committee (review by the JHSC is a requirement established by the OHSA).

INTERDEPARTMENTAL IMPLICATIONS:

If adopted by Council, the HR Coordinator intends on organizing and delivering training for all employees of the organization on the updated content of the policy with a focus on new and updated harassment reporting and investigation procedures.

The Town's online training provider has updated the content of its workplace violence and harassment training to comply with Bill 132, thus ensuring all new hires of the Town will receive legislatively compliant violence and harassment training.

The HR Coordinator further intends to introduce the updated Policy as part of all new hire orientation packages to ensure employee understanding of Town-specific anti-violence, harassment and discrimination procedures (specifically reporting mechanisms) which is not addressed by the online training provider.

FINANCIAL IMPLICATIONS: None

ATTACHMENT:

Updated Anti-Harassment, Discrimination and Violence Policy

RECOMMENDATION:

THAT Council receives Report C-036-16 as information and further that Council approve the Anti-Violence, Harassment and Discrimination Policy applicable to all employees as attached and further that this policy shall take effect September 12, 2016.

Prepared by: Danielle Richard, HR Coordinator

Reviewed by: Michael Graves, Clerk

Approved by: William Tigert, Chief Administrative Officer



Policy Title: Anti-Harassment, Discrimination and Violence in the Workplace

Effective Date: September 8, 2014

Review Date(s): September 2016

CAO Authorization:

Introduction

The Corporation of the Town of Ingersoll, here within known as, "The Town", is committed to the prevention of harassment, discrimination and workplace violence in compliance with Ontario's *Occupational Health and Safety Act* and the *Human Rights Code*. The Town will take all reasonable steps to protect its employees from harassment, discrimination and workplace violence from all sources.

Purpose

The purposes of this Policy are:

- a) To maintain a working environment that is free from discrimination, violence and harassment as defined in this policy, applicable human rights and occupational health and safety legislation;
- b) To make all employees of The Town aware that discrimination, harassment and violence in the workplace are offensive and will not be tolerated;
- c) To set out the types of behaviours that may be considered offensive;
- d) To establish mechanisms for submitting complaints of harassment, discrimination and violence and to outline the procedures by which the Town will handle submitted complaints and concerns as they become aware of them; and
- e) To outline the responsibilities and steps that all employees and the Town must take to maintain a working environment in which all persons and all employees are treated with mutual respect and are afforded a safe and healthy work environment.

Scope

This policy applies to all employees of the Town of Ingersoll and considers all potential sources of workplace violence and harassment including patrons/members of the public, the Employer, supervisors and employees. This policy is to be used to deal with concerns that arise in the workplace as well as any place where employees are responsible for carrying out the functions of the Town or where taking part in Town-related activities which may include work-related social events.

Although this policy applies to all employees, accompanying investigative procedures may vary for unionized members based on the content of Collective Agreements.

Responsibility for this Policy

Annual reviews and any recommended policy updates resulting from those reviews will be completed by human resources and the Joint Health and Safety Committee.

Recommend updates will be forwarded to Council and Senior Administration of the Town who retain functional responsibility for the Policy and its review, development and maintenance.

Definitions

Employee – For the purposes of this policy, means any Council Member, staff member/employee, volunteer or Town committee member.

Complainant – Refers to a person who has submitted a complaint of an alleged violation of this policy.

Respondent – Refers to a person identified in a complaint who has allegedly violated this policy.

Workplace – Means any land, premises, location or thing at, upon, in or near which a worker works.

Protected Grounds – The Ontario *Human Rights Code* prohibits discrimination and harassment based on specific protected grounds, which include:

- Race
- Ancestry
- Place of origin
- Colour
- Ethnic origin
- Citizenship
- Creed/Religion
- Sex (including pregnancy)
- Sexual orientation
- Gender identity
- Gender expression
- Age
- Record of an offence that has been pardoned
- Marital status
- Family status
- Disability

Discrimination – Is a distinction, whether intentional or not, based on one or more of the protected grounds (listed above) and which has the effect of imposing burdens, obligations, or disadvantages on an individual or group that is not imposed upon others, or which withholds or limits access to opportunities, benefits and advantages available to other members of society.

Discriminatory Harassment –Includes any action or comment based on one of the protected grounds that is vexatious or inappropriate and is known, or should reasonably have been known to be unwelcome. Examples of discriminatory harassment include, but are not limited to:

- Remarks, jokes or innuendos related to a protected ground.
- Displaying or circulating offensive pictures, graffiti or materials, whether in print form or via email or other electronic means.
- Singling out an individual for humiliating or demeaning purposes, “teasing” or jokes because he or she is a member of a protected group.

- Comments ridiculing an individual because of characteristics, dress etc. that are related to a protected ground.

Workplace Harassment/Personal Harassment – Means:

- a) Engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome; or
- b) Workplace sexual harassment, as defined in this policy.

Workplace/Personal harassment may include, but is not limited to any inappropriate conduct, comment, display, action or gesture by a person that adversely affects an employee's psychological or physical well-being and that the person knows or reasonably ought to know would cause humiliation and intimidation or constitutes a threat to the health or safety of the employee.

Workplace/Personal harassment must involve repeated conduct or a single, serious incident that causes a lasting harmful effect on the employee. Examples include, but are not limited to:

- Verbal, written or electronic abuse or threats.
- Insulting, derogatory or degrading comments or gestures.
- Personal ridicule or malicious gossip.
- Unjustifiable interference with another's work or work sabotage.
- Refusing to work or co-operate with others.
- Interference with or vandalizing personal property.

Personal harassment **does not** include:

- Physical contact necessary in the performance of work using accepted industry standards;
- Conduct which all parties agree is inoffensive and welcome; and
- Day-to-day management or supervisory decisions involving work assignments, job assessments and evaluations, workplace inspections, implementation of appropriate dress codes or disciplinary action.

Workplace Sexual Harassment – As defined by the *Occupational Health and Safety Act*, means:

- a) Engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome; or
- b) Making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

Examples of workplace sexual harassment include, but are not limited to:

- Gender-related comments about an individual's physical characteristics or mannerisms.
- Unwelcome physical contact.
- Suggestive or offensive remarks, comments, innuendos or jokes of a sexual nature or about members of a specific gender.
- Propositions of physical intimacy.
- Gender-related verbal abuse, threats or taunting.

- Leering or inappropriate staring.
- Bragging about sexual prowess or questions or discussions about sexual activities.
- Rough and vulgar humour or language related to gender.
- Display of sexually offensive pictures, graffiti or other materials, including through electronic means.
- Demands for dates or sexual favours.
- Sexual solicitations or advances by any person who is in a position to grant or deny a benefit to the recipient of the solicitation or advance.
- Reprisal or threat of reprisal for the rejection of a sexual solicitation or advance where the reprisal is made or threatened by a person in a position to confer, grant or deny a benefit or advancement to the person subjected to the sexual solicitation or advance.

Workplace Violence – Includes:

- a) The exercise of physical force by a person against an employee, in a workplace, that causes or could cause physical injury to the employee.
- b) An attempt to exercise physical force against an employee, in a workplace, that could cause physical injury to the employee,
- c) A statement or behaviour that is reasonable for an employee to interpret as a threat to exercise physical force against the employee, in a workplace, that could cause physical injury to the employee.

Policy

The Town of Ingersoll is committed to providing a healthy, safe and supportive work environment for all employees that is free from violence, discrimination and harassment, and as such, maintains a zero tolerance policy regarding these behaviours.

In support of this commitment, the Town will take all reasonable steps necessary to prevent violence, discrimination and harassment and will deal with all incidents and complaints made in good faith in a fair, consistent and timely manner.

In applying this policy the Town depends on each employee to use care and diligence on a daily basis, in acting responsibly to maintain a respectful working environment free of discrimination, harassment, workplace violence and unfounded accusations.

Responsibilities

Employee Responsibilities

All employees are responsible for:

- Playing an active part in ensuring that the work environment is free from discrimination, harassment and violence. This responsibility is to be fulfilled by avoidance of any conduct which might constitute a breach of this policy.
- Immediately reporting any incident of violence he/she is subject or witness to.
- Speaking out against incidents of discrimination and harassment that are witnessed, if the employee feels comfortable to do so, or where the employee does not feel comfortable;

encouraging colleagues to bring forward concerns to their direct supervisor, his/her designate or other appropriate workplace contact.

- Cooperating with internal and external investigators conducting investigations into incidents of workplace violence, harassment and discrimination.
- Refraining from any retaliatory acts against any individual who has brought forward a complaint of violence, harassment or discrimination and for speaking out against individuals who are perpetrating retaliatory acts against other employees.
- Attending and actively participating in information and training sessions offered by the Town regarding workplace violence, harassment and discrimination.

Employer and Management Responsibilities

The Employer and every member of management at any level are responsible for:

- Assessing the risk of violence in the workplace, and implementing procedures, response plans and other controls to help minimize identified risks.
- Educating and training employees on this policy and related procedures, response plans and other controls that are established to protect employee health and safety.
- Reviewing this policy and its procedures as often as necessary and at least annually.
- Establishing and maintaining a work environment free from discrimination, harassment and workplace violence for each individual employee, and for identifying and eliminating prohibited acts and behaviours.
- Treating all complaints seriously and taking appropriate action when discrimination, harassment or workplace violence complaints have been submitted.
- Protecting employees from workplace violence, harassment and discrimination by taking appropriate actions when aware that policy violations are occurring.
- Communicating and reinforcing this policy to present and new employees, and ensuring that employees are aware of the Town's complaint procedures.
- Imposing appropriate disciplinary measures when a complaint of work-related discrimination, harassment or workplace violence is found to have been substantiated, regardless of the seniority of the offender.
- Providing advice and support (including EAP referral) to persons who are subjected to discrimination, harassment or workplace violence.

Any members of management who are aware, or who reasonably ought to be aware, of discrimination, harassment or workplace violence taking place in their area of responsibility must take appropriate action to stop it, even in the absence of a formal complaint. Members of management who are aware of policy breaches and who fail to take corrective action pursuant to this policy may be subject to disciplinary action, up to and including termination.

Reporting and Investigation Procedures

Workplace violence and harassment/discrimination are addressed separately under the *Occupational Health and Safety Act* and the *Human Rights Code* and accordingly are accompanied by individual reporting obligations and expectations. To ensure legislative compliance and employee health and safety, the Town has developed specific reporting procedures and expectations regarding incidents and concerns of workplace violence and harassment/discrimination. Generally, investigation procedures for complaints of violence, harassment and discrimination will adhere to the same guidelines/expectations.

- [Reporting incidents of workplace violence](#)
 - [Summoning immediate assistance](#)
 - [Workplace expectations \(violence reporting\)](#)
 - [Right to refuse unsafe work](#)
 - [Persons with a history of violent behaviour](#)
 - [Domestic Violence](#)
 - [Risk Assessment \(workplace violence\)](#)
- [Reporting incidents of workplace harassment and/or discrimination](#)
 - [Informal reporting procedure](#)
 - [Formal reporting procedure](#)
- [Violence, harassment and discrimination investigation procedure](#)

1. **Violence Reporting**

- In the event that an employee is directly affected by, or witness to an act of violence or a threat of violence in the workplace, it is imperative that the incident be reported immediately. Reports are to be made to the employee's direct supervisor, his or her designate or other relevant party, who will in turn notify human resources.
- For the health and safety of all staff, employees are further encouraged to request an informal meeting with their supervisor/manager or his/her designate to discuss issues concerning or related to workplace violence.
- Employees should also notify their supervisor/manager or his/her designate if any restraining order affecting them is in effect or if they are aware of a non-work related situation that could result in violence in the workplace including concerns regarding the potential for domestic violence to occur in the workplace. For further information regarding concerns of domestic violence please refer to section 1.5 of this policy.

All employees who are subject to workplace violence also have the option of pursuing recourse through the Provincial Police and/or the Federal Criminal Code.

1.1. **Summoning Immediate Assistance**

Employees who require immediate assistance following an act of violence, who are being threatened, or consider themselves to be in imminent danger are to contact police/emergency services immediately by dialing "911" and are to follow department/facility emergency response procedures (where relevant). If an employee is unable to phone 911 right away he/she should:

- Yell for help.
- If in a vehicle, honk the horn repeatedly, turn on hazard lights and lock all vehicle doors. If possible, use the vehicle's emergency alarm.
- Immediately move to a safe location.
- Contact a manager/supervisor or human resources.

1.2. **Violent Incident Reports - Workplace Expectations**

The Town of Ingersoll shall:

- Promptly investigate all reported acts and incidents of violence.

- Consult with other parties (i.e. legal counsel, Health and Safety Consultants, Health and Safety Representatives, Employee Assistance Providers, Human Rights and local Police Services) as deemed necessary to address, resolve and mitigate incidents.
- Take all reasonable measures to identify and eliminate risks and root causes resulting from the incident.
- With respect to the completion of Form HS007 and confidentiality, ensure that no personal identifying information is communicated via the form to the JHSC. Instead, the JHSC is to be informed of the incident in general terms for assessment and recommendation purposes.
- Comply with WSIB and OHSA violent incident reporting obligations by:
 - Immediately notifying a Ministry of Labour Inspector, the JHSC and Union of any incident resulting in the death or critical injury of an employee; following up with a Director of the Ministry of Labour within 48 hours of the incident to provide a written report detailing the circumstances of the occurrence.
 - Providing written notification to the JHSC within four days of any violent incident which leaves an employee disabled from performing his/her job duties or which requires medical attention.
 - Providing notification to the WSIB within 24 hours of any violent incident in which an employee sustains a lost-time injury past the day of the incident or an injury that requires health care.

The Joint Health and Safety Committee Shall:

- Review Workplace Violence Hazard Assessment results and provide recommendations to management on reducing or eliminating risks of violence.
- Review all reports forwarded to the Committee regarding workplace violence and other incident reports as appropriate pertaining to incidents of workplace violence that result in personal injury or threat of personal injury, property damage, or police involvement.
- Participate in the investigation of critical injuries (e.g. incidents that place life in jeopardy, result in substantial blood loss, fracture of a leg or arm, etc.) sustained as a result of workplace violence.
- Respond to employee concerns related to workplace violence; communicating those concerns and recommended solutions to management.

1.3. Right of Employees to Refuse Unsafe Work Due to Workplace Violence

An employee who believes that he or she is endangered by workplace violence has a right to refuse to perform the work they deem to be unsafe. The employee who is refusing to work because of workplace violence must immediately report the refusal to the supervisor/manager or his/her designate.

The Chief Administrative Officer, or designate will assign an investigator to investigate the work refusal in accordance with this policy. During the investigation, the employee must remain in a safe place that is as near to his or her work station as reasonably possible and must remain available to the investigator for the purpose of the investigation.

1.4. History of Violent Behaviour

Under the Ontario *Occupational Health and Safety Act*, the Town may be required to provide information (including personal information) to its employees about a person with “a history of violent behaviour” if:

- a) The employee can reasonably be expected to encounter that person in the course of his or her work; and
- b) There is a potential risk of workplace violence as a result of exposure to the individual with a history of violent behavior.

Pursuant to this obligation, if The Town is of the view that there is a risk of workplace violence such that an employee is likely to be exposed to physical injury, information that is deemed reasonably necessary to protect employees from physical injury, including personal information and any known triggers of the individual's potentially violent behaviours will be disseminated.

When disclosing personal information the Town will limit as much as possible the amount of personal information provided and will not release any medical information that is deemed protected. Furthermore, the Town will not disclose any information to individuals who are unlikely to encounter the person with a history of violence or to those who are not at risk of physical injury from that person.

1.5. **Domestic Violence**

In the event that The Town is aware that domestic violence could likely expose an employee to physical injury in the workplace, it will take every precaution reasonable in the circumstances for the protection of the affected employee(s). In such situations the Town will work with the employee to create a personal support plan which will identify safety measures and procedures for the protection of the individual.

1.6. **Risk Assessment**

The Town will conduct a risk assessment of the work environment to identify any issues related to potential violence that may impact the corporation and its employees and will institute measures to control identified risks. When conducting the risk assessment the Town will take into consideration specific areas that may contribute to the risk of violence including interaction with the public, exchange of money, working alone and working at night. As part of its assessment the Town may review records and reports (incident reports, health and safety inspection reports, etc.). The results of the assessment will be provided to the Joint Health and Safety Committee.

2. **Harassment and Discrimination Reporting**

When possible and appropriate, employees are encouraged to attempt to resolve issues of discrimination and harassment via informal means; however it is every employee's right to choose to make a complaint through the Town's formal complaint procedure.

2.1. **Informal Procedure**

Employees who feel they have been harassed or discriminated against and who feel comfortable personally addressing the issue with the individual should:

- Speak directly with, or write a letter/email to the individual responsible for the offending behaviour(s)/action(s); clearly explaining why the behaviour(s)/action(s) are offensive and requesting that it stop.

- Document the offensive incidents and any related discussions with the individual. Details of incidents should be recorded in the event that the issue is not resolved via informal means and must be investigated by formal mechanisms.
- If the behaviour/action persists despite the request for it to stop, the employee should immediately file a formal report as per the formal reporting procedures identified in this policy.

Employees who have attempted to informally resolve an issue without success, who are not comfortable taking an informal approach, who feel that personal intervention could lead to an unwanted hostile confrontation, or who feel the severity of the incident(s) are beyond informal resolution should submit a formal complaint via the Town's formal reporting procedures, detailed in section 2.2.

Employees who witness harassment or discrimination are encouraged to:

- Offer support to the individual they feel they has been mistreated; encouraging him/her to speak about their feelings towards the incident, and where warranted recommend that the employee address the situation through informal or formal means.
- Speak to the individual responsible for the harassing/discriminatory behaviours; explaining the behaviours/actions witnessed and suggesting that they may not be appropriate for the workplace.

2.2. Formal Procedure

- Any employee who feels they have been subject to workplace harassment or discrimination can and should in all confidence and without fear of reprisal, personally report the facts via written statement to his/her supervisor or human resources.
- An employee who does not feel comfortable submitting a report to his/her manager or whose manager is the individual perpetrating the behaviour/action in question, may submit a report directly to the Department Head, CAO or human resources.
- A supervisor in receipt of a formal employee complaint must notify human resources immediately of the complaint, unless human resources is identified as the alleged harasser, in which case the CAO must be notified.
- Upon receipt of a formal complaint, human resources will notify the CAO and the investigation process will commence. If the CAO is named as the alleged harasser, human resources will notify Council and initiate the investigation process.
- Regardless of to whom the report is submitted, employees should include in their report:
 - Their name and contact information;
 - The name of the alleged harasser, their position (if an employee) and contact information, if known;
 - The names and contact information of any witnesses or other persons with relevant information regarding the reported incident(s);
 - A description of the incident(s) including date(s), time(s), frequency and location(s);
 - Any supporting documents including emails, letters, texts, etc. the employee may have in their possession that is deemed relevant to the complaint; and
 - A list of any documents that any named witnesses, other relevant person, or the alleged harasser may have in their possession that is relevant to the complaint.

Employees who have been subject to workplace harassment and/or discrimination also have the option of pursuing recourse through the Ontario Human Rights Tribunal up to 12 months following the alleged incident.

3. Harassment, Discrimination and Violence Investigation Procedure

The investigation process will be initiated:

- Upon receipt of a formal complaint from an employee; or
- At the discretion of the employer and in the absence of a formal complaint when the Town is aware that there is a concern of harassment, discrimination or violence in the workplace.

The Town will endeavor to complete investigations within 90 calendar days or less once the process has been initiated; unless extenuating circumstances warrant a longer investigation (for example where more than five witnesses must be interviewed or in the event that a witness, Complainant or Respondent is unavailable due to illness).

Once initiated, the investigation procedure will generally adhere to the following steps/guidelines:

- 3.1. The Town will appoint an internal or external investigator(s) to promptly conduct and document an investigation in which all facts are examined in a manner that is timely, fair and impartial. Internal investigations may be conducted by: human resources, applicable managers/supervisors and/or any other individual deemed appropriate based on the complaint. No person shall be appointed to the role of investigator where they have been named as an alleged harasser or who are under the direct control of the alleged harasser. Where deemed necessary, the Town may appoint a neutral third party investigator.
- 3.2. Any allegations against human resources, a Department Head or the CAO will be investigated by a neutral third party investigator.
- 3.3. The investigator(s) will review this policy, the submitted complaint and supporting documents, and will meet with the Complainant to gather additional details and information regarding the incident(s).
- 3.4. Individual(s) named in the complaint (known as Respondents) will be advised via written notification of the complaint that has been filed against him/her. The notification will inform the Respondent of the alleged offensive action(s)/behaviour(s) made against them.
- 3.5. The investigator will then meet with the Respondent to allow the individual to respond to the presented allegations and to gather facts and information.
- 3.6. Where required, the Town may issue a paid administrative leave to the Respondent, Complainant and any other party deemed necessary until the investigation is completed. Employees on paid administrative leave pending the results of the investigation must remain available to meet with the investigator and to return to work as requested.
- 3.7. The investigator may also individually meet with witnesses and any other individual deemed necessary to provide additional evidence or context/information pertinent to the investigation.
- 3.8. Complainants, Respondents and witnesses may request to have a support person attend investigative meetings with them with the understanding that the support person is subject to all confidentiality requirements and may not speak or advocate on their behalf.
- 3.9. With respect to confidentiality and the dignity of all parties involved in the investigation process, the Town reserves the right to deny the presence of certain individuals in the role of support person if there is reason to believe that the individual's presence may compromise the investigation.
- 3.10. Once the investigator is satisfied with the amount of factual information collected from all parties, he/she will make a determination as to whether or not the allegation(s) are substantiated based on a balance of probabilities and where substantiated, make recommendations on any remedial action to be taken.

- 3.11. The investigator will then provide the Town with an investigation report which must include a summary of the steps taken during the investigation, the complaint and allegations of the Complainant, the response from the Respondent(s), the evidence of any witnesses, any additional evidence gathered, findings of fact, the conclusion of the investigation and any recommendations made.
- 3.12. If the investigator deems a breach of the policy has occurred the Town will take necessary corrective action where deemed appropriate to do so.
- 3.13. If the investigation results do not substantiate that a breach of this policy has occurred, the allegations will be disregarded in any subsequent employment decision affecting the parties involved. This is the case except where there is repetition of the same allegation from the same or different parties, and in that case, further investigation and progressive corrective action may occur. However, if after investigating any complaint the Town determines that the complaint is not genuine or that an employee has deliberately provided false information regarding the complaint, disciplinary action may be taken against the Complainant or the individual who gave the false information.
- 3.14. If the Complainant disagrees with the outcome of the investigation he/she will have the option to pursue recourse through the applicable legislation (i.e. the *Human Rights Code* or the *Occupational Health and Safety Act*).
- 3.15. The Town will provide the Complainant and Respondent (where the Respondent is an employee) with a written outcome letter summarizing the investigation findings and any disciplinary action to be taken as a result of the investigation. Where reasonably possible, the outcome letter will be provided to both parties within ten (10) calendar days of the conclusion of the investigation.

All parties involved in the investigation process, including the Complainants, Respondents, and witnesses are responsible for fully cooperating with the investigator(s) throughout the investigation process.

Prohibition against Retaliation/Reprisal

The Town strictly prohibits any form of retaliation against an employee for filing a genuine complaint under this policy or for participating in the investigation process. Specifically, no employee shall be demoted, dismissed, disciplined, or denied a promotion, advancement or other opportunity because they have lodged a complaint in good faith, rejected a sexual solicitation or have participated in an investigation.

Disciplinary Action

Any employee who is found to have breached this policy by engaging in harassment, discrimination, violence or reprisals; who breaches confidentiality expectations; fails to cooperate with an investigation; makes a complaint in bad faith or supplies falsified information will be subject to appropriate disciplinary action. Disciplinary action may range from training, counselling, written warning, suspension, work transfer and termination of employment, depending on individual circumstances. Additionally the Town may pursue criminal charges where warranted.

Confidentiality

- The Town of Ingersoll will ensure that information and documents regarding a complaint or incident will not be disclosed except to the extent necessary to protect workers, to investigate the complaint or incident, to take corrective action or as otherwise required by law.

- All parties involved in a workplace harassment, discrimination or violence complaint, including Complainants, Respondents, witnesses, management, support persons and union representatives/associations are expected to treat the matter and any information they become aware of as confidential. No party shall discuss the matter or associated details with other employees or witnesses unless it is to obtain advice about their rights. An employee may face disciplinary action if it is determined that he/she has failed to adhere to the Town's confidentiality expectations.
- All investigation notes and full reports will be retained in a separate file with human resources and are not to be saved in employee personnel files. Investigation outcome letters and disciplinary action will be saved in applicable employee files only when the complaint has been verified and is found to be in breach of this policy.

Record Keeping

The Town will securely retain records of all complaints or incidents of harassment including copies of:

- The complaint or details about the incident;
- Records of the investigation including notes;
- Witness statements, if taken;
- The investigation report, if any;
- Results of the investigation that were provided to the Complainant and Respondent; and
- Any corrective action taken to address the complaint or incident of workplace harassment.

Acknowledgment and Agreement

I, the undersigned, acknowledge that I have read and understand the Anti-Harassment, Discrimination and Violence in the Workplace Policy of the Town of Ingersoll. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules/procedures outlined in this policy, I may face disciplinary action, up to and including termination of employment.

Name: _____

Signature: _____

Date: _____



DEPARTMENT: Operations

REPORT NO: OP-023-16

COUNCIL MEETING DATE: September 12, 2016

TITLE: Listing of Town Lands

OBJECTIVE

To renew the listing and selling of any surplus Town lands to the select realtor for a further period of eight (8) months.

BACKGROUND

The Town has two building lots that Council has directed to divest itself of. The lots have been declared surplus to the Town’s needs. On October 22, 2015 a RFP was emailed to all the local real estate agents and on December 14, 2015 Council awarded the listing and selling of any surplus Town lands to Harold Matthews of Century 21.

ANALYSIS

The realtor is recommending a reduction in the price of the two lots. The chart below shows the previous asking price and the recommended price for each lot. The realty fees will still be 5%.

Realtor	148 Cherry Street (previous)	148 Cherry Street (recommended)	258 Wonham Street South (previous)	258 Wonham Street South (recommended)
Century 21	\$54,000	\$44,000	\$44,000	\$39,000

FINANCIAL IMPLICATIONS

The sale of the lots will result in additional revenue and long term future assessment. Legal and real estate fees will be deducted from the proceeds of the land sales.

RECOMMENDATION

That report OP-023-16 be received as information and further that Council approves the renewal of the listings to Harold Matthews of Century 21 for the listing and selling of any surplus lands at the recommended prices of \$44,000 for 148 Cherry Street and \$39,000 for 258 Wonham Street for a period of eight (8) months commencing September 15, 2016.

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

Approved by: William Tigert, Chief Administrative Officer



DEPARTMENT: Operations

REPORT NO: OP-024-16

COUNCIL MEETING DATE: September 12, 2016

TITLE: Draft Updated Temporary Road Closure Policy

OBJECTIVE

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

BACKGROUND

At last month's Council, Council directed staff to bring forward a Temporary Road Closure Policy for consideration. Staff reviewed a number of policies from across the Province to provide the following policy.

ANALYSIS

After reviewing several policies across the province and the County, staff determined there are numerous ways of setting up temporary road closures while maintaining public and vehicle safety and protecting the Town's liability. Most of the municipalities reviewed do not charge a fee for temporary road closures. Staff understood that Council was reluctant to impose a new charge on these community groups. Staff propose a balance between risk mitigation and community volunteerism.

Staff has looked at the situation in Ingersoll and is recommending the following policy for consideration. This policy is a variation of the status quo with more responsibility placed on the event organizers.

It requires the event to obtain a permit that identifies one person to contact in the event the temporary road closure is not set-up, maintained or removed according to the Public Works conditions or the Ontario Traffic Manual.

The request for the temporary road closure must come with a site plan/route map to layout the event. The application will need to be submitted a minimum of 3 months prior to the proposed street closing.

The policy looks at maintaining the present procedures of Public Works setting out the required signs, barricades, cones etc needed for the event organizers to set-up, maintain and remove according to the site plan/route map.

While Staff are proposing that there will be no charge for the temporary road closure a \$1000 deposit is proposed to cover any potential staff charges that may occur should the responsible group not maintain the temporary road closure conditions pursuant to the permit or any safety concerns are identified and are not immediately rectified within a specified time period requiring municipal staff to do any work on the temporary road closure.

FINANCIAL IMPLICATIONS

This will not affect the 2017 Budget as it maintains the status quo for the Public Works Department.

RECOMMENDATION

THAT staff report OP-024-16 be received as information

AND THAT Council directs Staff to circulate the proposed policy to the primary user groups within the Town that regularly request temporary road closures for their comments and input.

ATTACHMENT: Temporary Road Closure Policy

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

Approved by: William Tigert, CAO



Policy Title: Temporary Road Closure Policy for Social, Recreational, Athletic or Community Events

Effective Date: January 1, 2017

Review Date(s):

Purpose

To establish the conditions under which the Town will permit an individual, group, or organization to conduct special event activities within the Town of Ingersoll and to ensure that the guidelines are followed in order that all events operate in a safe and orderly fashion.

Definitions

Applicant – An individual, group or organization proposing to hold a special event within the Town of Ingersoll.

Community Sponsored Event – A special event that is operated for the benefit of a registered “not for profit”, “charitable” group or religiously affiliated organization that does not benefit an individual, a group of individuals or a for-profit company.

Closed Area – Means the area of a roadway closed for the holding of an event.

Emergency Access Route – Means a pathway that is either six metres wide or three metres on either side of the centre line of the roadway that is to be maintained obstruction free to provide emergency response vehicles access through the Closed Area.

Event Organizer – An individual within the organization who is an immediate contact throughout the event in case of any emergencies or concerns.

Fire Hydrant Access Area – Means the area within three metres of every hydrant located within the closed area and a two metre wide direct pathway from the edge of the Emergency Access Route perpendicular to the hydrant located within the closed area.

Obstruction – Means an object that is not easily moveable, a vehicle, a stand, a booth or a structure of any kind.

Roadway – Means a common and public highway and includes any sidewalk, bridge or boulevard adjacent to the highway.

Site Plan/Route Map – A site plan indicating the use/layout of the roadway for the function indicating the layout of booths, emergency access route, fire hydrant access areas, location of barricades, proposed route and detour routes which must be included with the written request.

Town – The Corporation of the Town of Ingersoll.

Procedures/Guidelines

1. The Event Organizer is to submit a written request for a temporary road closure to the Engineering Department with a minimum of three (3) months notice prior to their event. The request should provide details on dates and time periods, limits of the road closures and reason for the road closures, and a detailed site plan/route map to identify the particulars of the event.
2. The Engineering Department will prepare a letter to the Event Organizer advising that the following documentations is to be provided prior to their event subject to identifying any other conflicts related to construction, other events, other detours etc.
 - A Certificate of Insurance with General Commercial Liability coverage in the amount of \$2,000,000 with the **Corporation of the Town of Ingersoll named as an additional insured** and as the Certificate Holder, indicates the nature of the event to be covered.
 - Submission of a site plan/route map indicating the use/layout of the street for the function to be approved by the Engineering and Fire Departments. (plan to indicate layout of booths, displays, emergency access route, fire hydrant access areas, location of barricades, proposed route and detour routes.
 - Notification to the O.P.P., Fire Department, Oxford County Ambulance, Town Services and any others identified in the letter.
3. Approval for the road closure is only provided for the time periods noted on the front of the temporary road closure permit and cannot be changed on the day of the event. If changes are required to the approved time period, the information must be re-submitted to the engineering department for approval as soon as possible prior to the event.
4. Once the required documentation as detailed in Item #2 has been received, a

permit will be signed by the Town Engineer or designate and returned to the event organizer.

5. The Engineering Department will email a copy of the approved Permit to all emergency services.
6. Notification of the road closure will be provided by the Town via the Town's website.

Signing and Barricade Services

1. A work order is issued to the Public Works Department to arrange for the delivery of the required signs, barricades, cones and traffic control devices needed for the road closures on the weekday afternoon prior to the event and collect same on the weekday morning after the event. The organizers will be responsible for the set-up and removal of the road closure. The road closure is done at each end of the closed road or road section and/or on roads intersecting with the closed road or road section. All road closures and detours routes are to be signed in accordance with Book 7 of the Ontario Traffic Manual and any requirements of the Public Works department.
2. Arrangements are made by Town staff to inspect roadways, sidewalks, street lighting etc prior to the event; in the event any of these items require maintenance/repairs, such repairs will be carried out prior to the event.

Fees

1. There is no application fee and no rental fee will apply but costs for damaged or missing signage will accrue to the organizers.
2. A \$1000 deposit will be charged to the organization to ensure that the road closure is set-up, maintained and removed according to the requirements of the Town and the Ontario Traffic Manual. Any work needed to be done by the Public Works Department to protect the Town's liability will be deducted from the deposit.



DEPARTMENT: Treasury

REPORT NO: T-021-16

COUNCIL MEETING DATE: September 12th, 2016

TITLE: 2015 Audited Financial Statements and Auditors' Report

OBJECTIVE

This report presents the 2015 Audited Consolidated Financial Statements.

The report recommends that the 2015 Consolidated Financial Statements be approved and the annual operating budget surplus be allocated to reserves to support operating contingencies and capital funding strategies.

BACKGROUND

The Municipal Act requires that the Town of Ingersoll prepare annual financial statements in accordance with Canadian public sector accounting standards. The accounting standards are set by the Public Sector Accounting Board (PSAB) and differ from what is primarily a cash basis method that the Town uses in its budget process. Key differences are highlighted in note 11 to the Consolidated Financial Statements. All reserve and reserve fund transfers, debt principal repayments and capital additions are excluded when preparing the PSAB compliant budget.

The Financial Statements are also consolidated which means that the amounts not only include the Town's operations but also the BIA, Ingersoll Rural Cemetery Boards and a portion of EARTH Corporation.

The Town must appoint an auditor licensed under the Public Accounting Act who is responsible to annually audit the accounts and transactions and express an opinion on the financial statements. The Auditors' Report to the councilors been prepared to facilitate communication with those charged with governance, as required by Canadian Auditing Standards. These standards require that the auditor communicate various matters including:

- Auditor responsibilities in relation to the financial statement audit
- Planned scope and timing of the audit

- Auditor independence
- Significant findings from the audit.

ANALYSIS

The 2015 operating budget surplus is confirmed at \$749,489 or approximately 4.5% of budgeted expenditures. Please refer to Appendix A for a summary of the year-end variances and explanations.

The surplus reported in the Audited Consolidated Financial Statements is confirmed at \$4,807,423. Please refer to Appendix B for the 2015 Consolidated Financial Statements.

The reconciliation of the financial statement surplus to the Town's operating budget surplus is as follows:

**Town of Ingersoll
2015 Financial Statements
Budget to PSAB Reconciliation**

Ending surplus per general ledger	\$749,489
Budgeted items which are not PSAB revenue or expense	
Net reserve transactions	2,635,838
Levy contribution to capital	
Principal repayment of debt	704,378
PSAB Adjustments not reflected in operating budget	
Capital fund revenue	856,176
Capital fund expensed not capitalized	(34,336)
Amortization of tangible capital assets	(2,667,559)
Assets donated	1,127,611
Loss on disposal of assets	(206,500)
Increase in equity of ERTH Corporation	99,150
Increase in employee benefits payable	<u>1,481,532</u>
Town 2015 annual surplus using PSAB basis	4,745,779
BIA and Cemetery annual surplus using PSAB basis	<u>61,644</u>
2015 Consolidated annual surplus per audited financial statements	<u>\$4,807,423</u>

General Comments

Overall the Town of Ingersoll has strengthened its financial position in 2015.

2015 Consolidated Financial Position

	<u>2015</u>	<u>2014</u>	<u>Change</u>
Financial Assets	\$ 22,446,486	\$ 19,506,195	\$ 2,940,291
Liabilities	16,942,919	17,403,278	(460,359)
Net Financial Assets (Debt)	5,503,567	2,102,917	3,400,650
Non-financial Assets	<u>63,920,684</u>	<u>62,513,911</u>	<u>1,406,773</u>
Accumulated Surplus	<u><u>\$ 69,424,251</u></u>	<u><u>\$ 65,580,903</u></u>	<u><u>\$ 4,807,423</u></u>

Financial assets increased by \$2.94 million mainly due to higher amount of cash (\$2.5 million) and accounts receivable (\$320 thousand).

Liabilities decreased by \$460 thousand mainly due to decreases in the post-employment benefits liability (\$1.48 million) and long term debt (\$704 thousand) offset by increases in accounts payable and deferred revenue (\$1.72 million).

The Town's net financial assets, calculated as financial assets less liabilities, increased by \$3.4 million. As of December 31, 2015 the Town is in a net financial assets position that indicates that the Town has financial resources available to fund future operations.

Non-financial assets increased by \$1.4 million the result of a \$1.4 million addition in net tangible capital assets.

Results of Operation

The Town's consolidated revenues were \$19.65 million and include property taxes, user charges, government grants and capital contributions. Consolidated expenses total \$13.85 million and include operating, program and amortization expenses. The results of operations was an annual surplus of \$4.8 million.

Tangible Capital Assets

During the year the Town added approximately \$4.26 million of new assets and disposed of \$898 thousand of assets. After accounting for accumulated amortization, the Town's net book values of assets increased by \$1.4 million. Asset additions include \$881 thousand of contributed assets from developers including roads and storm water infrastructure.

Long Term Debt

During the year the Town did not issue new debt and repaid \$704 thousand of serial debentures. Debt outstanding at year end was \$6.28 million.

Reserves

At the end of 2015, the reserves totaled \$4.9 million, up \$1.7 million over 2014.

INTERDEPARTMENTAL IMPLICATIONS

None

FINANCIAL IMPLICATIONS

Explained in Appendix A and B.

RECOMMENDATION

That the 2015 Audited Consolidated Financial Statements be received and approved.

That the surplus generated from municipal operations in the amount of 749,488.90 be allocated as follows:

Option 1:

That the surplus generated from operations in the amount of \$749,488.90 to be transferred to the Finance Reserve to fund outstanding property tax appeals, smooth future property tax increases or to stabilize fluctuations in operating activity.

Option 2:

That the surplus generated from operations in the amount of \$749,799.90 to be allocated as follows:

- | | |
|--------------------|--------------|
| a. Finance Reserve | \$599,488.90 |
| b. Legal Reserve | \$150,000.00 |

To fund outstanding property tax appeals and future legal costs related to the proposed landfill and other legal matters.

Option 3:

That the surplus generated from operations in the amount of \$749,488.90 to be transferred as follows:

- | | |
|---------------------------------------|--------------|
| a. Finance Reserve | \$349,488.90 |
| b. Legal Reserve | \$150,000.00 |
| c. Unfinanced Industrial Land Reserve | \$250,000.00 |

To fund outstanding property tax appeals and future legal costs related to the proposed landfill and other legal matters, and to fund unfinanced industrial land project.

ATTACHMENTS

2015 Year-end operating budget variances by department
2015 Audited Consolidated Financial Statements
2015 Auditors' Report to Council

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 12 Months Ended
December 31, 2015**

**Town of Ingersoll
December 31, 2015**

Reserves

	2014	2015
RESERVES-WORKING CAPITAL	192,278	192,278
RESERVES - LEGAL FEES	197,762	229,762
RESERVES - FIRE	159,223	350,693
RESERVES-ADMIN EQUIP/PROGRAMMING	65,636	65,636
RESERVES-MUSEUM	216,712	224,810
RESERVES - FINANCE	1,259,438	2,078,022
RESERVES-POLICE SERVICE BOARD	1,467	1,467
RESERVES-OXFORD N PK LOT PAVING LANE	35,929	35,929
RESERVES-CLERKS OPERATIONAL	36,343	41,343
RESERVES - HEALTH RECRUITMENT	12,500	12,500
CAPITAL CONTINGENCY RESERVE	624,252	624,252
RESERVES-ELECTION	20,882	32,882
RESERVES-BUILDING INSPECTION	9,710	9,710
RESERVES - 130 OXFORD FACILITY	65,598	94,598
RESERVES-PUBLIC BUILDINGS GENERAL	188,344	199,895
RESERVES-PW MACHINERY/EQUIP	377,507	537,549
RESERVES-REPLACEMENT TREES	8,283	8,283
RESERVES-ENGINEERING GENERAL	1,602,793	1,480,964
RESERVES-MUSEUM ARTIFACT DONATIONS	1,100	1,100
RESERVES RECREATION-ICE FEE INCREASE	148,570	417,780
RESERVES - DEVELOPMENT	27,721	32,721
RESERVES - PARKS - TRAILS	25,687	25,687
RESERVES-SQUASH CLUB	327	297
RESERVES-I.T. HARDWARE	50,377	77,377
RESERVES-PARKS-EQUIPMENT	10,489	17,489
RESERVES-PARKS-FACILITIES	54,204	75,348
RESERVES-RECREATION-VPCC FACILITY	8,250	9,025
RESERVES-PARKS-DOG PARK	5,000	5,000
RESERVES-SPORTS HALL OF FAME	10,244	10,244
RESERVES-NEW FITNESS EQUIP	1,674	4,497
RESERVES-RECREATION ADMIN FUTURE USE	48,692	59,192
RESERVES-FUSION - TECHNOLOGY REPLACEMENT	10,000	17,500
RESERVES-POLICE FACILITY	65,350	70,437
RESERVES-UNFINANCED INDUSTRIAL LAND	(2,316,328)	(2,128,791)
	<u>3,226,013</u>	<u>4,915,475</u>

Town of Ingersoll
12 Months Ended December 31, 2015

Summary All Departments by Revenue/Expense Grouping

	YTD Actual		YTD Budget	Variance 2015 Budget vs Actual
	2014	2015	2015	fav (unfav)
	1	2	3	4=3-2
CLERKS ADMIN & COUNCIL	256,423	190,484	195,529	5,045
CHIEF ADMINISTRATIVE OFFICER	320,747	315,996	350,125	34,129
CLERKS				
ADMINISTRATION	324,344	369,649	428,770	59,121
ANIMAL CONTROL	3,533	5,754	850	(4,904)
PARKING	19,652	22,010	22,150	140
PARATRANSIT	63,211	73,091	69,240	(3,851)
DOWNTOWN IMPROVEMENT	--	--	--	--
INFORMATION TECHNOLOGY	305,684	259,047	290,890	31,843
TREASURY				
ADMINISTRATION	543,467	779,799	876,096	96,297
TAXATION	(12,601,374)	(13,137,288)	(13,019,086)	118,202
BUILDING INSPECTION				
INSPECTION	49,479	(30,581)	57,435	88,016
PROPERTY STANDARDS	2,150	30,369	23,970	(6,399)
TOWN CENTRE	130,110	137,366	136,195	(1,171)
PUBLIC BUILDINGS - OTHER	37,541	49,956	74,836	24,880
FIRE				
ADMINISTRATION	939,290	938,717	959,891	21,174
FACILITY	15,201	19,195	18,825	(370)
POLICE				
ADMINISTRATION	3,022,891	2,810,646	2,799,251	(11,395)
FACILITY	(9,650)	3,745	8,587	4,842
ENGINEERING				
ADMINISTRATION	618,527	1,631,240	1,782,931	151,691
EQUIPMENT	0	0	0	0
STREET LIGHTING	228,304	247,407	239,000	(8,407)
TRAFFIC SIGNALS	17,565	15,806	20,000	4,194
PUBLIC WORKS				
ADMINISTRATION & EQUIPMENT	339,811	256,328	400,431	144,103
FACILITY	185	57,563	0	(57,563)
BRIDGES & CULVERTS	24,657	11,189	32,450	21,261
ROADSIDE MAINTENANCE	203,713	207,756	202,235	(5,521)
SURFACE MAINTENANCE	238,488	355,529	334,230	(21,299)
ROADS, SIDEWALKS & PARKING LOTS	345,480	234,193	251,570	17,377
WINTER CONTROL	474,627	424,261	409,046	(15,215)
ENVIRONMENTAL SERVICES	76,577	72,488	96,007	23,519
PARKS AND ARENA				
ADMINISTRATION	162,988	138,477	159,075	20,598
ARENA	147,622	466,944	439,065	(27,879)
PARKS	419,593	460,728	473,005	12,277
PARKS PROGRAMS	21,122	20,701	21,201	500
CAMI PARKS / SUZUKI HOUSE	132,994	148,451	162,102	13,651
VICTORIA PARK COMMUNITY CENTRE				
ADMINISTRATION	29,248	152,321	146,796	(5,525)
AQUATICS	118,585	90,058	99,720	9,662
FITNESS	104,329	3,843	2,364	(1,479)
GENERAL PROGRAMS	23,969	32,670	27,311	(5,359)
FACILITY	439,324	455,014	498,250	43,236
YOUTH CENTRE				
FACILITY	91,802	104,221	97,244	(6,977)
TECHNOLOGY PROGRAMS	50,455	97,537	76,895	(20,642)
GENERAL PROGRAMS	375,161	367,307	334,456	(32,851)
CAREER & SKILLS PROGRAM	(0)	0	--	0
MUSEUMS				
FACILITY	12,270	21,654	19,100	(2,554)
PROGRAMS	96,454	107,924	126,080	18,156
ECONOMIC DEVELOPMENT	222,868	230,944	255,882	24,938
CAPITAL FUND REQUIREMENT	747,000			0
	<u>(813,584)</u>	<u>(749,489)</u>	<u>--</u>	<u>749,489</u>

Town of Ingersoll
12 Months Ended December 31, 2015

Summary All Departments by Revenue/Expense Grouping

	YTD Actual		YTD Budget	Variance
	2014	2015	2015	2015 Budget vs Actual
	1	2	3	4=3-2 fav (unfav)
REVENUE				
SALE OF GOODS OR SERVICES	(151,010)	(149,506)	(177,835)	(28,329)
PERMITS/LICENSES	(177,940)	(231,743)	(154,150)	77,593
ICE RENTAL	(241,144)	(226,217)	(226,549)	(332)
RENT / LEASES	(248,554)	(213,796)	(214,068)	(272)
USER FEES	(222,283)	(209,188)	(186,901)	22,287
MEMBERSHIPS	(116,598)	(121,811)	(124,100)	(2,289)
RECOVERIES	(95,364)	(87,278)	(70,800)	16,478
COUNTY RECOVERY	(373,503)	(394,881)	(358,255)	36,626
TAXATION	(13,183,750)	(13,754,503)	(13,459,086)	295,417
INTEREST / DIVIDENDS	(640,292)	(594,091)	(570,400)	23,691
GRANTS / SUBSIDIES / REBATES	(389,921)	(208,367)	(261,599)	(53,232)
LAND SALES	(244,884)	0	(1,000)	(1,000)
PROGRAM REVENUES	(264,659)	(282,916)	(281,782)	1,134
DONATIONS / FUNDRAISING	(134,973)	(147,380)	(113,400)	33,980
	<u>(16,485,128)</u>	<u>(16,621,675)</u>	<u>(16,199,925)</u>	<u>421,750</u>
EXPENSE				
SALARIES, WAGES & BENEFITS	6,251,928	6,266,766	6,417,616	150,850
ADMINISTRATIVE EXPENSE	112,965	69,948	89,719	19,771
OPERATING EXPENSE	148,059	139,299	161,217	21,918
COMMUNICATIONS	110,947	106,427	108,282	1,855
INSURANCE EXPENSE	194,580	205,225	206,650	1,425
UTILITIES - HYDRO	571,581	592,930	588,309	(4,621)
UTILITIES - NATURAL GAS	105,011	110,170	108,953	(1,217)
UTILITIES - WATER	86,172	86,112	85,872	(240)
SUPPLIES	64,699	62,951	66,360	3,409
PROGRAM EXPENSES	119,941	102,696	126,978	24,282
MEETINGS, CONFERENCES, TRAINING	88,479	103,306	122,499	19,193
FUEL / TRANSPORTATION COSTS	123,527	101,349	121,953	20,604
PROFESSIONAL FEES	219,215	127,628	206,900	79,272
CONTRACTED SERVICES	174,869	153,954	128,478	(25,476)
PROPERTY TAX REFUNDS & ADJUSTMENTS	582,376	617,215	440,000	(177,215)
MARKETING & PROMOTION	124,049	105,178	134,353	29,175
GRANTS TO VOLUNTEER ORGANIZATIONS	93,901	95,377	96,000	623
REPAIRS & MAINTENANCE	49,834	54,985	62,823	7,838
LAND MAINTENANCE & IMPROVEMENT	25,399	31,787	44,400	12,613
EQUIP REPAIRS & MAINTENANCE	129,509	139,269	156,544	17,275
BLDG REPAIRS & MAINTENANCE	101,236	91,593	106,405	14,812
SNOW REMOVAL AND SANDING	64,323	38,937	52,100	13,163
MAINTENANCE CONTRACTS	117,834	114,719	131,308	16,589
AMORTIZATION	0	0	0	0
GAIN/LOSS ON DISPOSAL	0	0	0	0
LAND SALE EXPENSES	15,188	1,800	10,000	8,200
MATERIALS - PUBLIC WORKS	464,729	435,799	600,851	165,052
PW EQUIP CHARGEOUT NET OF COSTS	(349,852)	(281,773)	103,315	385,088
EQUIPMENT USAGE	411,424	363,701	0	(363,701)
TRANSFER TO BIA	77,647	78,163	76,293	(1,870)
TRANSFERS TO CEMETERY BOARD	85,927	95,388	95,388	0
	<u>10,365,497</u>	<u>10,210,899</u>	<u>10,649,566</u>	<u>438,667</u>
NET OPERATING REVENUE	<u>(6,119,632)</u>	<u>(6,410,776)</u>	<u>(5,550,359)</u>	<u>860,417</u>
OTHER				
O.P.P. CONTRACT	2,984,589	2,819,639	2,816,536	(3,103)
OMPF - ONT MUN PARTNER GRANT	(672,500)	(538,000)	(538,000)	0
TRANSFER FROM RESERVES & RES FUNDS	(110,367)	(24,848)	(126,848)	(102,000)
TRANSFER TO RESERVES & RES FUNDS	1,496,510	2,462,554	2,452,285	(10,269)
RESERVE FUND - GAS TAX SUBSIDIES	(4,268)	0	0	0
DEBENTURE PAYMENT	865,083	941,942	946,386	4,444
CAPITAL FUND REQUIREMENT	747,000	0	0	0
	<u>5,306,048</u>	<u>5,661,287</u>	<u>5,550,359</u>	<u>(110,928)</u>
	<u>(813,584)</u>	<u>(749,489)</u>	<u>--</u>	<u>749,489</u>

**Town of Ingersoll
December 31, 2015**

DEPARTMENT: MAYOR & COUNCIL	YTD Actual		YTD Budget	Variance 2015 Budget vs Actual
	2014	2015	2015	fav (unfav)
	1	2	3	4=3-2
REVENUE				
USER FEES	(886)	(1,960)	--	1,960
RECOVERIES	(3,809)	(4,010)	(3,600)	410
	<u>(4,950)</u>	<u>(5,969)</u>	<u>(3,600)</u>	<u>2,369</u>
EXPENSE				
SALARIES, WAGES & BENEFITS	148,512	155,615	155,879	264
ADMINISTRATIVE EXPENSE	26,069	2,546	550	(1,996)
COMMUNICATIONS	5,068	4,998	5,500	502
PROGRAM EXPENSES	5,515	3,607	5,200	1,593
MEETINGS, CONFERENCES, TRAINING	7,269	10,820	10,500	(320)
FUEL / TRANSPORTATION COSTS	672	2,256	1,000	(1,256)
MARKETING & PROMOTION	17,145	16,612	20,500	3,888
	<u>269,990</u>	<u>196,453</u>	<u>199,129</u>	<u>2,676</u>
NET OPERATING (REVENUE) EXPENSE	<u>265,041</u>	<u>190,484</u>	<u>195,529</u>	<u>5,045</u>
OTHER				
	<u>(8,618)</u>	<u>--</u>	<u>0</u>	<u>0</u>
	<u>256,423</u>	<u>190,484</u>	<u>195,529</u>	<u>5,045</u>

NOTES

No significant variances reported

Town of Ingersoll
December 31, 2015

DEPARTMENT: CHIEF ADMINISTRATIVE OFFICER	YTD Actual		YTD Budget	Variance
	2014	2015	2015	2015 Budget
	1	2	3	vs Actual
				fav (unfav)
				4=3-2
REVENUE				
EXPENSE				
SALARIES, WAGES & BENEFITS	144,593	196,582	230,525	33,943
ADMINISTRATIVE EXPENSE	--	223	250	27
OPERATING EXPENSE	--	--	500	500
COMMUNICATIONS	778	822	1,200	378
PROGRAM EXPENSES	343	2,816	1,150	(1,666)
MEETINGS, CONFERENCES, TRAINING	972	2,679	3,000	321
FUEL / TRANSPORTATION COSTS	207	15	1,000	985
PROFESSIONAL FEES	82,233	74,121	105,000	30,879
MARKETING & PROMOTION	1,722	6,738	7,500	762
	<u>230,848</u>	<u>283,996</u>	<u>350,125</u>	<u>66,129</u>
NET OPERATING (REVENUE) EXPENSE	<u>230,848</u>	<u>283,996</u>	<u>350,125</u>	<u>66,129</u>
OTHER				
TRANSFER TO RESERVES & RES FUNDS	89,899	32,000	--	(32,000)
	<u>89,899</u>	<u>32,000</u>	<u>--</u>	<u>(32,000)</u>
	<u>320,747</u>	<u>315,996</u>	<u>350,125</u>	<u>34,129</u>

NOTES

A surplus in the salaries and wages accounts primarily due to the salary gapping of the HR Coordinator that has not been filled in the first part of the year.

A surplus in the professional fees is mainly due to lower than projected external legal costs. This surplus was transferred to the Legal reserve to fund future legal costs.

**Town of Ingersoll
December 31, 2015**

DEPARTMENT: CLERKS	YTD Actual		YTD Budget	Variance 2015 Budget vs Actual
ACTIVITY: ADMINISTRATION	2014	2015	2015	fav (unfav)
	1	2	3	4=3-2
REVENUE				
SALE OF GOODS OR SERVICES	(41)	(1)	(25)	(24)
PERMITS/LICENSES	(20,583)	(25,459)	(18,600)	6,859
USER FEES	(12,180)	(20,020)	(7,550)	12,470
RECOVERIES	--	--	(4,000)	(4,000)
LAND SALES	(244,884)	--	(1,000)	(1,000)
	<u>(277,689)</u>	<u>(45,480)</u>	<u>(31,175)</u>	<u>14,305</u>
EXPENSE				
SALARIES, WAGES & BENEFITS	284,166	263,315	291,420	28,105
ADMINISTRATIVE EXPENSE	18,787	19,818	28,750	8,932
OPERATING EXPENSE	15,356	14,671	14,000	(671)
COMMUNICATIONS	8,958	8,562	7,500	(1,062)
PROGRAM EXPENSES	10,065	9,397	6,375	(3,022)
MEETINGS, CONFERENCES, TRAINING	4,115	4,031	5,600	1,569
FUEL / TRANSPORTATION COSTS	620	845	1,200	355
PROFESSIONAL FEES	2,210	3,582	5,000	1,418
CONTRACTED SERVICES	--	1,757	4,000	2,243
MARKETING & PROMOTION	1,019	5,973	7,900	1,927
GRANTS TO VOLUNTEER ORGANIZATIONS	--	59,377	60,000	623
EQUIP REPAIRS & MAINTENANCE	36	--	200	200
LAND SALE EXPENSES	15,188	1,800	10,000	8,200
	<u>360,519</u>	<u>393,129</u>	<u>441,945</u>	<u>48,816</u>
NET OPERATING (REVENUE) EXPENSE	<u>82,831</u>	<u>347,649</u>	<u>410,770</u>	<u>63,121</u>
OTHER				
TRANSFER TO RESERVES & RES FUNDS	241,513	22,000	18,000	(4,000)
	<u>241,513</u>	<u>22,000</u>	<u>18,000</u>	<u>(4,000)</u>
	<u>324,344</u>	<u>369,649</u>	<u>428,770</u>	<u>59,121</u>

NOTES

A surplus in the salaries and wages accounts primarily due to the timing of the recruitment of the Admin Assistant position.

Land sale expense was lower than projected generating a \$8K surplus. The surplus was offset by an additional \$5K transfer to Clerk's reserve to fund future unforeseen operating over expenditures.

**Town of Ingersoll
December 31, 2015**

DEPARTMENT: CLERKS	YTD Actual		YTD Budget	Variance 2015 Budget vs Actual
ACTIVITY: ANIMAL CONTROL	2014	2015	2015	fav (unfav)
	<small>1</small>	<small>2</small>	<small>3</small>	<small>4=3-2</small>
REVENUE				
PERMITS/LICENSES	(10,065)	(9,245)	(12,000)	(2,755)
	(10,065)	(9,245)	(12,000)	(2,755)
EXPENSE				
PROGRAM EXPENSES	--	--	50	50
CONTRACTED SERVICES	13,399	14,800	12,300	(2,500)
MARKETING & PROMOTION	198	199	500	301
	13,598	14,999	12,850	(2,149)
NET OPERATING (REVENUE) EXPENSE	3,533	5,754	850	(4,904)
OTHER	--	--	--	--
	3,533	5,754	850	(4,904)

NOTES

Animal Control reported a \$5K deficit primarily due to declining revenues from the sale of dog tags and increasing cost of dog kennel contracted services.

**Town of Ingersoll
December 31, 2015**

DEPARTMENT: CLERKS	YTD Actual		YTD Budget	Variance 2015 Budget vs Actual
ACTIVITY: PARKING	2014	2015	2015	fav (unfav)
	1	2	3	4=3-2
REVENUE				
USER FEES	(4,923)	(3,170)	(7,200)	(4,030)
	(4,923)	(3,170)	(7,200)	(4,030)
EXPENSE				
ADMINISTRATIVE EXPENSE	--	--	250	250
FUEL / TRANSPORTATION COSTS	--	--	100	100
CONTRACTED SERVICES	24,476	25,180	28,500	3,320
EQUIP REPAIRS & MAINTENANCE	--	--	500	500
	24,575	25,180	29,350	4,170
NET OPERATING (REVENUE) EXPENSE	19,652	22,010	22,150	140
OTHER				
	--	--	--	--
	19,652	22,010	22,150	140

NOTES

No significant variances reported

**Town of Ingersoll
December 31, 2015**

DEPARTMENT: CLERKS	YTD Actual		YTD Budget	Variance 2015 Budget vs Actual
	2014 1	2015 2	2015 3	fav (unfav) 4=3-2
ACTIVITY: PARATRANSIT				
REVENUE				
SALE OF GOODS OR SERVICES	(13,224)	(11,559)	(13,000)	(1,441)
	<u>(13,224)</u>	<u>(11,559)</u>	<u>(13,000)</u>	<u>(1,441)</u>
EXPENSE				
SALARIES, WAGES & BENEFITS	28,032	35,308	34,360	(948)
COMMUNICATIONS	1,361	1,397	1,000	(397)
CONTRACTED SERVICES	43,899	40,762	42,530	1,768
MARKETING & PROMOTION	607	--	850	850
MAINTENANCE CONTRACTS	6,804	7,183	7,500	317
	<u>80,703</u>	<u>84,650</u>	<u>86,240</u>	<u>1,590</u>
NET OPERATING (REVENUE) EXPENSE	<u>67,479</u>	<u>73,091</u>	<u>73,240</u>	<u>149</u>
OTHER				
TRANSFER FROM RESERVES & RES FUNDS	--	--	(4,000)	(4,000)
	<u>(4,268)</u>	<u>--</u>	<u>(4,000)</u>	<u>(4,000)</u>
	<u>63,211</u>	<u>73,091</u>	<u>69,240</u>	<u>(3,851)</u>

NOTES

No significant variances reported

**Town of Ingersoll
December 31, 2015**

DEPARTMENT: CLERKS	YTD Actual		YTD Budget	Variance 2015 Budget vs Actual
	2014	2015	2015	fav (unfav)
	1	2	3	4=3-2
ACTIVITY: INFORMATION TECHNOLOGY				
REVENUE				
EXPENSE				
SALARIES, WAGES & BENEFITS	164,837	166,677	165,440	(1,237)
ADMINISTRATIVE EXPENSE	40,568	758	450	(308)
OPERATING EXPENSE	27,622	21,330	26,650	5,320
COMMUNICATIONS	4,878	4,475	4,500	25
PROGRAM EXPENSES	177	180	300	120
MEETINGS, CONFERENCES, TRAINING	7,063	10,237	11,000	763
FUEL / TRANSPORTATION COSTS	811	426	1,200	774
MARKETING & PROMOTION	--	152	300	148
EQUIP REPAIRS & MAINTENANCE	2,141	2,083	5,000	2,917
MAINTENANCE CONTRACTS	37,840	25,730	49,050	23,321
	<u>310,665</u>	<u>232,047</u>	<u>263,890</u>	<u>31,843</u>
NET OPERATING (REVENUE) EXPENSE	<u>310,665</u>	<u>232,047</u>	<u>263,890</u>	<u>31,843</u>
OTHER				
TRANSFER TO RESERVES & RES FUNDS	25,000	27,000	27,000	--
	<u>(4,981)</u>	<u>27,000</u>	<u>27,000</u>	<u>0</u>
	<u>305,684</u>	<u>259,047</u>	<u>290,890</u>	<u>31,843</u>

NOTES

A surplus in maintenance contracts due to lower than projected cost of Google maintenance contract. Google provided 1 year free maintenance.

Town of Ingersoll
December 31, 2015

DEPARTMENT: TREASURY

ACTIVITY: ADMINISTRATION

REVENUE

	YTD Actual		YTD Budget	Variance
	2014	2015	2015	2015 Budget vs Actual
	1	2	3	4=3-2
SALE OF GOODS OR SERVICES	(13,330)	(14,215)	(12,000)	2,215
USER FEES	(29,131)	(18,662)	(3,700)	14,962
RECOVERIES	(18,429)	(4,200)	(4,200)	--
INTEREST / DIVIDENDS	(640,292)	(594,091)	(570,400)	23,691
GRANTS / SUBSIDIES / REBATES	--	(2,825)	--	2,825
	<u>(701,181)</u>	<u>(633,993)</u>	<u>(590,300)</u>	<u>43,693</u>

EXPENSE

SALARIES, WAGES & BENEFITS	453,311	446,796	485,210	38,414
ADMINISTRATIVE EXPENSE	2,897	7,934	8,625	691
OPERATING EXPENSE	17	546	250	(296)
COMMUNICATIONS	--	350	--	(350)
INSURANCE EXPENSE	193,398	204,157	205,000	843
PROGRAM EXPENSES	9,112	2,564	2,792	228
MEETINGS, CONFERENCES, TRAINING	2,135	2,799	5,200	2,401
FUEL / TRANSPORTATION COSTS	--	348	500	152
PROFESSIONAL FEES	23,856	23,937	30,000	6,063
CONTRACTED SERVICES	29,000	19,410	21,100	1,690
MARKETING & PROMOTION	516	2,150	1,500	(650)
EQUIP REPAIRS & MAINTENANCE	445	127	1,000	873
TRANSFER TO BIA	77,647	78,163	76,293	(1,870)
TRANSFERS TO CEMETERY BOARD	85,927	95,388	95,388	--
	<u>878,260</u>	<u>884,668</u>	<u>932,858</u>	<u>48,190</u>

NET OPERATING (REVENUE) EXPENSE

	<u>177,079</u>	<u>250,675</u>	<u>342,558</u>	<u>91,883</u>
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OTHER

OMPF - ONT MUN PARTNER GRANT	(672,500)	(538,000)	(538,000)	--
TRANSFER FROM RESERVES & RES FUNDS	(36,224)	(24,818)	(24,848)	(30)
TRANSFER TO RESERVES & RES FUNDS	210,029	150,000	150,000	--
DEBENTURE PAYMENT	865,083	941,942	946,386	4,444
	<u>366,388</u>	<u>529,124</u>	<u>533,538</u>	<u>4,414</u>
	<u>543,467</u>	<u>779,799</u>	<u>876,096</u>	<u>96,297</u>

NOTES

A surplus in salaries and wages primarily due to the timing of the recruitment of Treasurer.

Town of Ingersoll
December 31, 2015

DEPARTMENT: TREASURY	YTD Actual		YTD Budget	Variance
	2014	2015	2015	2015 Budget vs Actual fav (unfav)
ACTIVITY: TAXATION	1	2	3	4=3-2
REVENUE				
TAXATION	(13,183,750)	(13,754,503)	(13,459,086)	295,417
	<u>(13,183,750)</u>	<u>(13,754,503)</u>	<u>(13,459,086)</u>	<u>295,417</u>
EXPENSE				
PROPERTY TAX REFUNDS & ADJUSTMENTS	582,376	617,215	440,000	(177,215)
	<u>582,376</u>	<u>617,215</u>	<u>440,000</u>	<u>(177,215)</u>
NET OPERATING (REVENUE) EXPENSE	<u>(12,601,374)</u>	<u>(13,137,288)</u>	<u>(13,019,086)</u>	<u>118,202</u>
OTHER				
	<u> --</u>	<u> --</u>	<u> --</u>	<u> --</u>
	<u><u>(12,601,374)</u></u>	<u><u>(13,137,288)</u></u>	<u><u>(13,019,086)</u></u>	<u><u>118,202</u></u>

NOTES

A surplus in Treasury Taxation is primary \$112K due to higher than projected supplementary and omitted property taxes.

**Town of Ingersoll
December 31, 2015**

DEPARTMENT: BUILDING	YTD Actual		YTD Budget	Variance
	2014	2015	2015	2015 Budget vs Actual
ACTIVITY: INSPECTION	1	2	3	4=3-2
REVENUE	-----		-----	-----
PERMITS/LICENSES	(146,942)	(194,639)	(122,900)	71,739
USER FEES	(2,706)	(3,177)	(7,000)	(3,823)
	<u>(149,648)</u>	<u>(197,816)</u>	<u>(129,900)</u>	<u>67,916</u>
EXPENSE				
SALARIES, WAGES & BENEFITS	180,223	149,604	171,720	22,116
ADMINISTRATIVE EXPENSE	721	1,628	980	(648)
OPERATING EXPENSE	770	455	1,000	545
COMMUNICATIONS	598	355	500	145
PROGRAM EXPENSES	449	1,078	535	(543)
MEETINGS, CONFERENCES, TRAINING	4,112	4,184	4,625	441
FUEL / TRANSPORTATION COSTS	3,949	3,881	3,600	(281)
CONTRACTED SERVICES	2,859	5,806	4,000	(1,806)
MARKETING & PROMOTION	447	244	375	131
	<u>194,127</u>	<u>167,235</u>	<u>187,335</u>	<u>20,100</u>
NET OPERATING (REVENUE) EXPENSE	<u>44,479</u>	<u>(30,581)</u>	<u>57,435</u>	<u>88,016</u>
OTHER				
	<u>5,000</u>	<u>--</u>	<u>0</u>	<u>0</u>
	<u><u>49,479</u></u>	<u><u>(30,581)</u></u>	<u><u>57,435</u></u>	<u><u>88,016</u></u>

NOTES

A surplus in permits revenues is due to a higher than projected number of building permits and increase in building permits fees.

A surplus in wages & benefits accounts is due to allocation issues between the Property Standards and Building Inspections. The variance is partially offset by a deficit (\$6.5K) in wages & benefits accounts in the Property Standards department and a \$10K deficit in wages in the Building, Town Hall department. The remainder is attributed to the timing of CBO recruitment.

**Town of Ingersoll
December 31, 2015**

DEPARTMENT: BUILDING	YTD Actual		YTD Budget	Variance 2015 Budget vs Actual
ACTIVITY: PROPERTY STANDARDS	2014	2015	2015	fav (unfav)
	1	2	3	4=3-2
REVENUE				
EXPENSE				
SALARIES, WAGES & BENEFITS	2,150	30,369	23,970	(6,399)
	2,150	30,369	23,970	(6,399)
NET OPERATING (REVENUE) EXPENSE	2,150	30,369	23,970	(6,399)
OTHER				
	--	--	0	0
	2,150	30,369	23,970	(6,399)

NOTES

A deficit in wages & benefits accounts is due to the allocation of wages between the Property Standards and Building Inspections. The variance is offset by a surplus in wages for the Building Inspections department.

**Town of Ingersoll
December 31, 2015**

DEPARTMENT: BUILDING	YTD Actual		YTD Budget	Variance
	2014	2015	2015	2015 Budget vs Actual
	1	2	3	4=3-2 fav (unfav)
ACTIVITY: TOWN CENTRE				
REVENUE				
COUNTY RECOVERY	(95,112)	(110,711)	(97,129)	13,582
	<u>(95,112)</u>	<u>(110,711)</u>	<u>(97,129)</u>	<u>13,582</u>
EXPENSE				
SALARIES, WAGES & BENEFITS	98,530	94,313	78,500	(15,813)
OPERATING EXPENSE	1,943	2,066	2,835	770
COMMUNICATIONS	1,698	1,415	1,837	422
UTILITIES - HYDRO	57,845	66,825	60,255	(6,570)
UTILITIES - NATURAL GAS	12,157	14,206	14,000	(206)
UTILITIES - WATER	8,836	8,939	9,462	523
MEETINGS, CONFERENCES, TRAINING	--	178	--	(178)
CONTRACTED SERVICES	8,679	1,200	1,200	--
REPAIRS & MAINTENANCE	696	754	820	66
LAND MAINTENANCE & IMPROVEMENT	280	280	650	370
EQUIP REPAIRS & MAINTENANCE	1,186	6,352	10,515	4,163
BLDG REPAIRS & MAINTENANCE	19,977	13,493	15,000	1,507
SNOW REMOVAL AND SANDING	730	594	1,000	406
MAINTENANCE CONTRACTS	7,664	8,463	8,250	(213)
	<u>220,222</u>	<u>219,078</u>	<u>204,324</u>	<u>(14,754)</u>
NET OPERATING (REVENUE) EXPENSE	<u>125,110</u>	<u>108,366</u>	<u>107,195</u>	<u>(1,171)</u>
OTHER				
TRANSFER TO RESERVES & RES FUNDS	5,000	29,000	29,000	--
	<u>5,000</u>	<u>29,000</u>	<u>29,000</u>	<u>0</u>
	<u>130,110</u>	<u>137,366</u>	<u>136,195</u>	<u>(1,171)</u>

NOTES

A deficit in wages and benefits is due to the allocation of wages between Building, Property Standards and the Town Hall. The variance is offset by a surplus in Building Inspection.

**Town of Ingersoll
December 31, 2015**

DEPARTMENT: BUILDING	YTD Actual		YTD Budget	Variance
	2014	2015	2015	2015 Budget vs Actual
	1	2	3	4=3-2 fav (unfav)
ACTIVITY: PUBLIC BUILDINGS - OTHER				
REVENUE				
RENT / LEASES	(29,052)	(25,761)	(21,967)	3,794
	<u>(29,052)</u>	<u>(25,761)</u>	<u>(21,967)</u>	<u>3,794</u>
EXPENSE				
SALARIES, WAGES & BENEFITS	5,379	14,330	34,720	20,390
OPERATING EXPENSE	5,896	5,853	6,250	397
UTILITIES - HYDRO	6,307	5,778	6,008	230
UTILITIES - NATURAL GAS	2,675	4,878	2,575	(2,303)
UTILITIES - WATER	1,137	1,830	1,320	(510)
REPAIRS & MAINTENANCE	275	277	550	273
LAND MAINTENANCE & IMPROVEMENT	--	--	500	500
EQUIP REPAIRS & MAINTENANCE	498	131	1,700	1,569
BLDG REPAIRS & MAINTENANCE	5,546	2,896	4,530	1,634
SNOW REMOVAL AND SANDING	810	1,177	800	(377)
MAINTENANCE CONTRACTS	8,069	8,568	7,850	(718)
	<u>36,593</u>	<u>45,717</u>	<u>66,803</u>	<u>21,086</u>
NET OPERATING (REVENUE) EXPENSE	<u>7,541</u>	<u>19,956</u>	<u>44,836</u>	<u>24,880</u>
OTHER				
TRANSFER TO RESERVES & RES FUNDS	30,000	30,000	30,000	--
	<u>30,000</u>	<u>30,000</u>	<u>30,000</u>	<u>0</u>
	<u>37,541</u>	<u>49,956</u>	<u>74,836</u>	<u>24,880</u>

NOTES

A surplus in salaries and wages is due to timing of a new payroll allocation process. The new allocation started in February but budgeted for January.

Town of Ingersoll
December 31, 2015

DEPARTMENT: FIRE	YTD Actual		YTD Budget	Variance
	2014	2015	2015	2015 Budget vs Actual
	1	2	3	4=3-2 fav (unfav)
ACTIVITY: ADMINISTRATION				
REVENUE				
SALE OF GOODS OR SERVICES	(18,027)	(18,503)	(17,100)	1,403
USER FEES	(575)	(1,309)	(1,000)	309
RECOVERIES	(2,945)	(2,499)	(2,200)	299
	<u>(23,048)</u>	<u>(22,311)</u>	<u>(20,300)</u>	<u>2,011</u>
EXPENSE				
SALARIES, WAGES & BENEFITS	648,106	662,262	673,465	11,203
ADMINISTRATIVE EXPENSE	333	1,390	3,938	2,548
OPERATING EXPENSE	16,752	20,809	20,497	(312)
COMMUNICATIONS	40,630	37,997	41,215	3,218
UTILITIES - HYDRO	15,938	16,330	16,939	609
UTILITIES - NATURAL GAS	3,186	3,248	3,300	52
UTILITIES - WATER	1,966	2,166	1,700	(466)
PROGRAM EXPENSES	9,466	(2,540)	1,300	3,840
MEETINGS, CONFERENCES, TRAINING	17,847	15,846	15,700	(146)
FUEL / TRANSPORTATION COSTS	7,316	5,240	6,040	800
MARKETING & PROMOTION	3,995	3,545	3,653	108
EQUIP REPAIRS & MAINTENANCE	18,441	16,410	13,329	(3,081)
BLDG REPAIRS & MAINTENANCE	2,285	1,462	2,050	588
MAINTENANCE CONTRACTS	76	862	1,065	203
	<u>786,337</u>	<u>785,028</u>	<u>804,191</u>	<u>19,163</u>
NET OPERATING (REVENUE) EXPENSE	<u>763,290</u>	<u>762,717</u>	<u>783,891</u>	<u>21,174</u>
OTHER				
TRANSFER TO RESERVES & RES FUNDS	176,000	176,000	176,000	--
	<u>176,000</u>	<u>176,000</u>	<u>176,000</u>	<u>0</u>
	<u>939,290</u>	<u>938,717</u>	<u>959,891</u>	<u>21,174</u>

NOTES

No significant variances reported

**Town of Ingersoll
December 31, 2015**

DEPARTMENT: FIRE		YTD Actual		YTD Budget	Variance
		2014	2015	2015	2015 Budget vs Actual
ACTIVITY:	FACILITY	1	2	3	4=3-2
REVENUE		-----		-----	-----
	INTERNAL (REVENUE) EXPENSE	(61,815)	(64,937)	(64,937)	--
		<u>(61,815)</u>	<u>(64,937)</u>	<u>(64,937)</u>	<u>0</u>
EXPENSE					
	SALARIES, WAGES & BENEFITS	70,845	71,032	71,400	368
	OPERATING EXPENSE	4,252	3,066	4,115	1,049
	PROGRAM EXPENSES	--	--	250	250
	FUEL / TRANSPORTATION COSTS	--	--	120	120
	REPAIRS & MAINTENANCE	--	--	50	50
	LAND MAINTENANCE & IMPROVEMENT	--	--	50	50
	EQUIP REPAIRS & MAINTENANCE	60	7,978	5,500	(2,478)
	SNOW REMOVAL AND SANDING	220	--	500	500
	MAINTENANCE CONTRACTS	1,639	2,056	1,777	(279)
		<u>77,016</u>	<u>84,132</u>	<u>83,762</u>	<u>(370)</u>
	NET OPERATING (REVENUE) EXPENSE	<u>15,201</u>	<u>19,195</u>	<u>18,825</u>	<u>(370)</u>
	OTHER				
		<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>
		<u>15,201</u>	<u>19,195</u>	<u>18,825</u>	<u>(370)</u>

NOTES

A deficit in the equipment repair and maintenance is due to the installation of an additional overhead heater

**Town of Ingersoll
December 31, 2015**

DEPARTMENT: POLICE	YTD Actual		YTD Budget	Variance
	2014	2015	2015	2015 Budget vs Actual fav (unfav)
ACTIVITY: ADMINISTRATION	1	2	3	4=3-2
REVENUE				
SALE OF GOODS OR SERVICES	(13,083)	(12,544)	(14,625)	(2,081)
PERMITS/LICENSES	(350)	(400)	(650)	(250)
USER FEES	(3,088)	(1,694)	(2,500)	(806)
RECOVERIES	(2,101)	(164)	(3,950)	(3,786)
GRANTS / SUBSIDIES / REBATES	(103,847)	(81,864)	(88,000)	(6,137)
	<u>(122,469)</u>	<u>(96,666)</u>	<u>(109,725)</u>	<u>(13,059)</u>
EXPENSE				
SALARIES, WAGES & BENEFITS	63,463	68,363	63,890	(4,473)
ADMINISTRATIVE EXPENSE	--	--	100	100
OPERATING EXPENSE	708	488	700	212
COMMUNICATIONS	648	704	750	46
INSURANCE EXPENSE	548	423	1,000	577
PROGRAM EXPENSES	8,942	10,970	10,800	(170)
MEETINGS, CONFERENCES, TRAINING	6,504	3,679	9,650	5,971
FUEL / TRANSPORTATION COSTS	191	433	1,200	767
MARKETING & PROMOTION	3,226	2,612	3,350	738
EQUIP REPAIRS & MAINTENANCE	--	--	1,000	1,000
	<u>84,485</u>	<u>87,673</u>	<u>92,440</u>	<u>4,767</u>
NET OPERATING (REVENUE) EXPENSE	<u>(37,984)</u>	<u>(8,993)</u>	<u>(17,285)</u>	<u>(8,292)</u>
OTHER				
O.P.P. CONTRACT	2,984,589	2,819,639	2,816,536	(3,103)
	<u>3,060,875</u>	<u>2,819,639</u>	<u>2,816,536</u>	<u>(3,103)</u>
	<u><u>3,022,891</u></u>	<u><u>2,810,646</u></u>	<u><u>2,799,251</u></u>	<u><u>(11,395)</u></u>

NOTES

Shortfall in revenue was mainly due to a lower than budgeted grant for prisoner escort and ID recoveries as well as proceeds from criminal checks and finger printing.

**Town of Ingersoll
December 31, 2015**

DEPARTMENT: POLICE		YTD Actual		YTD Budget	Variance
		2014	2015	2015	2015 Budget vs Actual
ACTIVITY:	FACILITY	1	2	3	4=3-2
REVENUE					
	RENT / LEASES	(118,479)	(105,000)	(105,000)	--
	INTERNAL (REVENUE) EXPENSE	61,815	64,937	64,937	--
		<u>(56,664)</u>	<u>(40,063)</u>	<u>(40,063)</u>	<u>0</u>
EXPENSE					
	INSURANCE EXPENSE	635	645	650	5
	UTILITIES - HYDRO	19,764	20,997	19,467	(1,530)
	UTILITIES - NATURAL GAS	1,550	1,831	1,869	38
	UTILITIES - WATER	2,348	2,641	2,814	173
	BLDG REPAIRS & MAINTENANCE	6,045	1,823	8,500	6,677
	MAINTENANCE CONTRACTS	1,036	522	--	(522)
		<u>31,664</u>	<u>28,458</u>	<u>33,300</u>	<u>4,842</u>
NET OPERATING (REVENUE) EXPENSE		<u>(25,000)</u>	<u>(11,605)</u>	<u>(6,763)</u>	<u>4,842</u>
OTHER					
	TRANSFER TO RESERVES & RES FUNDS	15,350	15,350	15,350	--
		<u>15,350</u>	<u>15,350</u>	<u>15,350</u>	<u>0</u>
		<u>(9,650)</u>	<u>3,745</u>	<u>8,587</u>	<u>4,842</u>

NOTES

No significant variances reported

**Town of Ingersoll
December 31, 2015**

DEPARTMENT: ENGINEERING	YTD Actual		YTD Budget	Variance 2015 Budget vs Actual
	2014	2015	2015	fav (unfav)
ACTIVITY: ADMINISTRATION	1	2	3	4=3-2
REVENUE				
PERMITS/LICENSES	--	(200)	--	200
USER FEES	(775)	(1,018)	(800)	218
RECOVERIES	(56,817)	(63,270)	(40,000)	23,270
	<u>(57,592)</u>	<u>(64,488)</u>	<u>(40,800)</u>	<u>23,688</u>
EXPENSE				
SALARIES, WAGES & BENEFITS	340,437	296,074	383,660	87,586
ADMINISTRATIVE EXPENSE	9,554	8,476	7,480	(996)
OPERATING EXPENSE	1,817	2,706	2,175	(531)
COMMUNICATIONS	11,557	11,566	9,400	(2,166)
PROGRAM EXPENSES	1,811	850	2,100	1,250
MEETINGS, CONFERENCES, TRAINING	14,760	11,311	20,000	8,689
FUEL / TRANSPORTATION COSTS	2,167	2,922	1,966	(956)
PROFESSIONAL FEES	17,940	25,927	59,650	33,723
CONTRACTED SERVICES	--	689	--	(689)
MARKETING & PROMOTION	3,349	1,143	3,675	2,532
EQUIP REPAIRS & MAINTENANCE	2,187	1,875	2,200	325
EQUIPMENT USAGE	1,734	963	200	(763)
	<u>407,313</u>	<u>364,503</u>	<u>492,506</u>	<u>128,003</u>
NET OPERATING (REVENUE) EXPENSE	<u>349,721</u>	<u>300,015</u>	<u>451,706</u>	<u>151,691</u>
OTHER				
TRANSFER TO RESERVES & RES FUNDS	268,806	1,331,225	1,331,225	--
	<u>268,806</u>	<u>1,331,225</u>	<u>1,331,225</u>	<u>0</u>
	<u>618,527</u>	<u>1,631,240</u>	<u>1,782,931</u>	<u>151,691</u>

NOTES

A surplus in the wages & benefits accounts is due the allocation of wages to capital projects. \$50K allocation was budgeted however \$136K was actually charged to the 2015 capital projects resulting in a \$86K surplus.

A surplus in professional fees is due to lower than anticipated fees for bridge studies.

Recoveries from the County for the time spent on County capital projects were higher than budgeted.

**Town of Ingersoll
December 31, 2015**

DEPARTMENT: ENGINEERING	YTD Actual		YTD Budget	Variance 2015 Budget vs Actual
ACTIVITY: EQUIPMENT	2014	2015	2015	fav (unfav)
	1	2	3	4=3-2
REVENUE				
EXPENSE				
EQUIP REPAIRS & MAINTENANCE	(4,885)	(8,011)	(5,000)	3,011
	(4,885)	(8,011)	(5,000)	3,011
NET OPERATING (REVENUE) EXPENSE	(4,885)	(8,011)	(5,000)	3,011
OTHER				
TRANSFER TO RESERVES & RES FUNDS	4,885	8,011	5,000	(3,011)
	4,885	8,011	5,000	(3,011)
	--	--	--	--

NOTES

No significant variances reported

**Town of Ingersoll
December 31, 2015**

DEPARTMENT: ENGINEERING	YTD Actual		YTD Budget	Variance 2015 Budget vs Actual
ACTIVITY: STREET LIGHTING	2014	2015	2015	fav (unfav)
	1	2	3	4=3-2
REVENUE				
EXPENSE				
UTILITIES - HYDRO	217,312	226,400	228,000	1,600
EQUIP REPAIRS & MAINTENANCE	10,993	21,007	11,000	(10,007)
	228,304	247,407	239,000	(8,407)
NET OPERATING (REVENUE) EXPENSE	228,304	247,407	239,000	(8,407)
OTHER				
	--	--	--	--
	228,304	247,407	239,000	(8,407)

NOTES

Higher than anticipated service costs for street lights. Replaced two poles which we did not budget resulted in a \$6K unfavourable variance.

**Town of Ingersoll
December 31, 2015**

DEPARTMENT: ENGINEERING	YTD Actual		YTD Budget	Variance 2015 Budget vs Actual
ACTIVITY: TRAFFIC SIGNALS	2014	2015	2015	fav (unfav)
	1	2	3	4=3-2
REVENUE				
EXPENSE				
UTILITIES - HYDRO	4,784	5,010	5,000	(10)
EQUIP REPAIRS & MAINTENANCE	12,781	10,796	15,000	4,204
	17,565	15,806	20,000	4,194
NET OPERATING (REVENUE) EXPENSE	17,565	15,806	20,000	4,194
OTHER				
	--	--	--	--
	17,565	15,806	20,000	4,194

NOTES

No significant variances reported.

**Town of Ingersoll
December 31, 2015**

DEPARTMENT: PUBLIC WORKS		YTD Actual		YTD Budget	Variance 2015 Budget vs Actual
		2014	2015	2015	fav (unfav)
ACTIVITY:	ADMINISTRATION & EQUIPMENT	1	2	3	4=3-2
REVENUE					
SALE OF GOODS OR SERVICES		(2,775)	(2,792)	(2,000)	792
PERMITS/LICENSES		--	(1,800)	--	1,800
USER FEES		(390)	(427)	(300)	127
RECOVERIES		(3,718)	(3,525)	(4,000)	(475)
COUNTY RECOVERY		(163,769)	(176,565)	(162,800)	13,765
GRANTS / SUBSIDIES / REBATES		(3,120)	(3,840)	(1,680)	2,160
		<u>(173,772)</u>	<u>(188,949)</u>	<u>(170,780)</u>	<u>18,169</u>
EXPENSE					
SALARIES, WAGES & BENEFITS		427,506	394,703	450,890	56,187
ADMINISTRATIVE EXPENSE		533	1,345	1,485	140
OPERATING EXPENSE		28,362	16,080	25,300	9,220
COMMUNICATIONS		7,897	3,214	7,540	4,326
UTILITIES - HYDRO		8,706	--	8,997	8,997
UTILITIES - NATURAL GAS		8,975	--	10,000	10,000
UTILITIES - WATER		1,469	--	1,619	1,619
PROGRAM EXPENSES		496	805	675	(130)
MEETINGS, CONFERENCES, TRAINING		13,675	12,496	10,450	(2,046)
FUEL / TRANSPORTATION COSTS		80,706	62,327	74,018	11,691
CONTRACTED SERVICES		--	21	--	(21)
MARKETING & PROMOTION		745	460	900	440
REPAIRS & MAINTENANCE		500	--	450	450
BLDG REPAIRS & MAINTENANCE		13,359	--	7,500	7,500
MAINTENANCE CONTRACTS		6,991	--	7,000	7,000
PW EQUIP CHARGEOUT NET OF COSTS		(349,852)	(281,773)	103,315	385,088
EQUIPMENT USAGE		19,417	12,842	(400,428)	(413,270)
		<u>269,483</u>	<u>222,519</u>	<u>309,711</u>	<u>87,192</u>
NET OPERATING (REVENUE) EXPENSE		<u>95,711</u>	<u>33,570</u>	<u>138,931</u>	<u>105,361</u>
OTHER					
TRANSFER TO RESERVES & RES FUNDS		249,575	222,758	261,500	38,742
		<u>244,101</u>	<u>222,758</u>	<u>261,500</u>	<u>38,742</u>
		<u>339,811</u>	<u>256,328</u>	<u>400,431</u>	<u>144,103</u>

NOTES

A surplus in wages & benefits is due to the allocation of wages by activity within the Public Works department. The budgeted allocation was not representative of actual results. Overall Public Works reported a surplus in payroll cost of \$33K.

A new departmental segment was created to track actual results of operating the PW facility. Surpluses in utilities, building repair & maintenance were offset by actual operating costs reported for the PW facility segment (next page) .

A deficit in Meetings / Training is due to higher than projected training costs.

**Town of Ingersoll
December 31, 2015**

DEPARTMENT: PUBLIC WORKS		YTD Actual		YTD Budget	Variance
		2014	2015	2015	2015 Budget vs Actual
ACTIVITY:	FACILITY	1	2	3	4=3-2
REVENUE		-----		-----	-----
EXPENSE		-----		-----	-----
	SALARIES, WAGES & BENEFITS	185	12,859	--	(12,859)
	OPERATING EXPENSE	--	439	--	(439)
	COMMUNICATIONS	--	4,222	--	(4,222)
	UTILITIES - HYDRO	--	9,713	--	(9,713)
	UTILITIES - NATURAL GAS	--	8,410	--	(8,410)
	UTILITIES - WATER	--	1,402	--	(1,402)
	REPAIRS & MAINTENANCE	--	393	--	(393)
	BLDG REPAIRS & MAINTENANCE	--	11,331	--	(11,331)
	MAINTENANCE CONTRACTS	--	8,795	--	(8,795)
		<u>185</u>	<u>57,563</u>	<u>0</u>	<u>(57,563)</u>
	NET OPERATING (REVENUE) EXPENSE	<u>185</u>	<u>57,563</u>	<u>0</u>	<u>(57,563)</u>
	OTHER	<u>-----</u>	<u>-----</u>	<u>-----</u>	<u>-----</u>
		<u>--</u>	<u>--</u>	<u>0</u>	<u>0</u>
		<u>185</u>	<u>57,563</u>	<u>--</u>	<u>(57,563)</u>

NOTES

No 2015 budget. This departmental segment was created to track actual results.

**Town of Ingersoll
December 31, 2015**

DEPARTMENT: PUBLIC WORKS	YTD Actual		YTD Budget	Variance
	2014	2015	2015	2015 Budget vs Actual fav (unfav)
ACTIVITY: BRIDGES & CULVERTS	1	2	3	4=3-2
REVENUE				
EXPENSE				
SALARIES, WAGES & BENEFITS	10,543	4,858	9,580	4,722
MATERIALS - PUBLIC WORKS	15,902	5,830	20,000	14,170
EQUIPMENT USAGE	3,865	501	2,870	2,369
	<u>30,310</u>	<u>11,189</u>	<u>32,450</u>	<u>21,261</u>
NET OPERATING (REVENUE) EXPENSE	<u>30,310</u>	<u>11,189</u>	<u>32,450</u>	<u>21,261</u>
OTHER				
	<u>(5,653)</u>	<u>--</u>	<u>0</u>	<u>0</u>
	<u><u>24,657</u></u>	<u><u>11,189</u></u>	<u><u>32,450</u></u>	<u><u>21,261</u></u>

NOTES

Lower than anticipated service costs for bridges and culverts.

**Town of Ingersoll
December 31, 2015**

DEPARTMENT: PUBLIC WORKS	YTD Actual		YTD Budget	Variance
	2014	2015	2015	2015 Budget vs Actual
	1	2	3	4=3-2
ACTIVITY: ROADSIDE MAINTENANCE				
REVENUE				
EXPENSE				
SALARIES, WAGES & BENEFITS	96,106	103,279	88,190	(15,089)
MATERIALS - PUBLIC WORKS	47,631	44,714	43,095	(1,619)
EQUIPMENT USAGE	59,977	59,764	70,950	11,186
	<u>203,713</u>	<u>207,756</u>	<u>202,235</u>	<u>(5,521)</u>
NET OPERATING (REVENUE) EXPENSE	<u>203,713</u>	<u>207,756</u>	<u>202,235</u>	<u>(5,521)</u>
OTHER				
	<u> --</u>	<u> --</u>	<u> --</u>	<u> --</u>
	<u>203,713</u>	<u>207,756</u>	<u>202,235</u>	<u>(5,521)</u>

NOTES

A deficit in wages & benefits was due to the allocation of wages by activity. The budgeted allocation was not representative of actual results. The deficit was offset by the surplus in PW Admin.

**Town of Ingersoll
December 31, 2015**

DEPARTMENT: PUBLIC WORKS	YTD Actual		YTD Budget	Variance
	2014	2015	2015	2015 Budget vs Actual
	1	2	3	4=3-2 fav (unfav)
ACTIVITY: SURFACE MAINTENANCE				
REVENUE				
EXPENSE				
SALARIES, WAGES & BENEFITS	123,361	139,658	76,660	(62,998)
MATERIALS - PUBLIC WORKS	60,717	152,025	276,200	124,175
EQUIPMENT USAGE	54,410	63,846	76,370	12,524
	<u>238,488</u>	<u>355,529</u>	<u>429,230</u>	<u>73,701</u>
NET OPERATING (REVENUE) EXPENSE	<u>238,488</u>	<u>355,529</u>	<u>429,230</u>	<u>73,701</u>
OTHER				
TRANSFER FROM RESERVES & RES FUNDS	--	--	(95,000)	(95,000)
	--	--	<u>(95,000)</u>	<u>(95,000)</u>
	<u>238,488</u>	<u>355,529</u>	<u>334,230</u>	<u>(21,299)</u>

NOTES

A deficit in wages & benefits accounts was due to the allocation of wages by activity. The budgeted allocation was not representative of actual results. The deficit was offset by the surplus in PW Admin.

Material costs were lower than anticipated.

Approved allocation of \$95K from the PW reserve was not required due to significant savings on materials.

**Town of Ingersoll
December 31, 2015**

DEPARTMENT: PUBLIC WORKS		YTD Actual		YTD Budget	Variance 2015 Budget vs Actual
		2014	2015	2015	fav (unfav)
ACTIVITY:	ROADS, SIDEWALKS & PARKING LOTS	1	2	3	4=3-2
REVENUE		<hr/>		<hr/>	<hr/>
	RECOVERIES	--	(2,695)	--	2,695
		<hr/>	<hr/>	<hr/>	<hr/>
		--	(2,695)	--	2,695
EXPENSE		<hr/>		<hr/>	<hr/>
	SALARIES, WAGES & BENEFITS	103,239	95,000	76,690	(18,310)
	UTILITIES - HYDRO	486	622	500	(122)
	LAND MAINTENANCE & IMPROVEMENT	--	--	5,000	5,000
	SNOW REMOVAL AND SANDING	33,173	19,441	15,000	(4,441)
	MATERIALS - PUBLIC WORKS	192,695	103,092	120,620	17,528
	EQUIPMENT USAGE	19,107	18,732	33,760	15,028
		<hr/>	<hr/>	<hr/>	<hr/>
		348,699	236,888	251,570	14,682
NET OPERATING (REVENUE) EXPENSE		<hr/>	<hr/>	<hr/>	<hr/>
		348,699	234,193	251,570	17,377
OTHER		<hr/>		<hr/>	<hr/>
		(3,219)	--	0	0
		<hr/>	<hr/>	<hr/>	<hr/>
		345,480	234,193	251,570	17,377
		<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

NOTES

A deficit in wages & benefits was due to the allocation of wages by activity. The budgeted allocation was not representative of actual results. The deficit was offset by the surplus in PW Admin.

Winter maintenance of parking lots exceeded the budget by \$4.4K these costs were offset by savings in materials and equipment usage.

Town of Ingersoll
December 31, 2015

DEPARTMENT: PUBLIC WORKS	YTD Actual		YTD Budget	Variance
	2014	2015	2015	2015 Budget vs Actual
ACTIVITY: WINTER CONTROL	1	2	3	4=3-2
REVENUE				
EXPENSE				
SALARIES, WAGES & BENEFITS	149,586	128,445	138,040	9,595
CONTRACTED SERVICES	4,180	27,897	--	(27,897)
MATERIALS - PUBLIC WORKS	144,716	122,732	135,936	13,204
EQUIPMENT USAGE	176,145	145,187	135,070	(10,117)
	<u>474,627</u>	<u>424,261</u>	<u>409,046</u>	<u>(15,215)</u>
NET OPERATING (REVENUE) EXPENSE	<u>474,627</u>	<u>424,261</u>	<u>409,046</u>	<u>(15,215)</u>
OTHER				
	--	--	--	--
	<u>474,627</u>	<u>424,261</u>	<u>409,046</u>	<u>(15,215)</u>

NOTES

Winter control costs were higher than anticipated, however these costs were offset by savings in other public works programs.

**Town of Ingersoll
December 31, 2015**

DEPARTMENT: PUBLIC WORKS	YTD Actual		YTD Budget	Variance
	2014	2015	2015	2015 Budget vs Actual
	1	2	3	4=3-2 fav (unfav)
ACTIVITY: ENVIRONMENTAL SERVICES				
REVENUE				
SALE OF GOODS OR SERVICES	(6,792)	(6,335)	(13,285)	(6,950)
RECOVERIES	--	--	(100)	(100)
COUNTY RECOVERY	(114,622)	(107,604)	(98,326)	9,278
	<u>(121,414)</u>	<u>(113,939)</u>	<u>(111,711)</u>	<u>2,228</u>
EXPENSE				
SALARIES, WAGES & BENEFITS	111,570	111,201	116,740	5,539
OPERATING EXPENSE	1,465	1,105	2,500	1,395
PROGRAM EXPENSES	--	--	70	70
MARKETING & PROMOTION	5,119	4,850	5,200	350
MATERIALS - PUBLIC WORKS	3,069	7,406	5,000	(2,406)
EQUIPMENT USAGE	76,769	61,865	81,208	19,343
	<u>197,991</u>	<u>186,427</u>	<u>210,718</u>	<u>24,291</u>
NET OPERATING (REVENUE) EXPENSE	<u>76,577</u>	<u>72,488</u>	<u>99,007</u>	<u>26,519</u>
OTHER				
TRANSFER FROM RESERVES & RES FUNDS	--	--	(3,000)	(3,000)
	<u>--</u>	<u>--</u>	<u>(3,000)</u>	<u>(3,000)</u>
	<u>76,577</u>	<u>72,488</u>	<u>96,007</u>	<u>23,519</u>

NOTES

No significant variances reported

**Town of Ingersoll
December 31, 2015**

DEPARTMENT: PARKS AND ARENA	YTD Actual		YTD Budget	Variance
	2014	2015	2015	2015 Budget vs Actual
	1	2	3	4=3-2 fav (unfav)
ACTIVITY: ADMINISTRATION				
REVENUE				
DONATIONS / FUNDRAISING	--	(108)	--	108
	--	(108)	--	108
EXPENSE				
SALARIES, WAGES & BENEFITS	117,469	99,714	114,010	14,296
ADMINISTRATIVE EXPENSE	(58)	240	75	(165)
OPERATING EXPENSE	--	--	100	100
COMMUNICATIONS	781	591	840	249
PROGRAM EXPENSES	776	2,649	6,650	4,001
MEETINGS, CONFERENCES, TRAINING	--	1,437	1,500	63
FUEL / TRANSPORTATION COSTS	252	600	300	(300)
MARKETING & PROMOTION	33,268	22,779	25,000	2,221
EQUIP REPAIRS & MAINTENANCE	--	76	100	24
	<u>152,488</u>	<u>128,084</u>	<u>148,575</u>	<u>20,491</u>
NET OPERATING (REVENUE) EXPENSE	<u>152,488</u>	<u>127,977</u>	<u>148,575</u>	<u>20,598</u>
OTHER				
TRANSFER TO RESERVES & RES FUNDS	10,500	10,500	10,500	--
	<u>10,500</u>	<u>10,500</u>	<u>10,500</u>	<u>0</u>
	<u>162,988</u>	<u>138,477</u>	<u>159,075</u>	<u>20,598</u>

NOTES

No significant variances reported

**Town of Ingersoll
December 31, 2015**

DEPARTMENT: PARKS AND ARENA		YTD Actual		YTD Budget	Variance 2015 Budget vs Actual
		2014	2015	2015	fav (unfav)
ACTIVITY: ARENA	1	2	3	4=3-2	
REVENUE					
SALE OF GOODS OR SERVICES	(26,728)	(24,892)	(26,000)	(1,108)	
ICE RENTAL	(241,144)	(226,217)	(226,549)	(332)	
RENT / LEASES	(8,334)	(1,556)	(8,200)	(6,644)	
USER FEES	(7,819)	(8,570)	(7,354)	1,216	
	<u>(284,025)</u>	<u>(261,236)</u>	<u>(268,103)</u>	<u>(6,867)</u>	
EXPENSE					
SALARIES, WAGES & BENEFITS	243,851	233,498	205,008	(28,490)	
ADMINISTRATIVE EXPENSE	--	277	400	123	
OPERATING EXPENSE	3,987	5,291	5,050	(241)	
COMMUNICATIONS	3,570	3,891	2,100	(1,791)	
UTILITIES - HYDRO	74,095	71,739	74,500	2,761	
UTILITIES - NATURAL GAS	12,608	12,206	12,700	494	
UTILITIES - WATER	8,820	7,460	8,900	1,440	
SUPPLIES	13,827	14,090	13,100	(990)	
MEETINGS, CONFERENCES, TRAINING	--	928	1,750	822	
FUEL / TRANSPORTATION COSTS	2,965	2,017	3,275	1,258	
MARKETING & PROMOTION	--	--	500	500	
REPAIRS & MAINTENANCE	1,447	1,121	6,400	5,279	
EQUIP REPAIRS & MAINTENANCE	17,755	14,611	16,600	1,989	
BLDG REPAIRS & MAINTENANCE	10,867	20,093	15,575	(4,518)	
SNOW REMOVAL AND SANDING	4,970	3,730	8,400	4,670	
MAINTENANCE CONTRACTS	13,673	16,016	11,700	(4,316)	
	<u>412,436</u>	<u>406,970</u>	<u>385,958</u>	<u>(21,012)</u>	
NET OPERATING (REVENUE) EXPENSE	<u>128,412</u>	<u>145,734</u>	<u>117,855</u>	<u>(27,879)</u>	
OTHER					
TRANSFER TO RESERVES & RES FUNDS	19,210	321,210	321,210	--	
	<u>19,210</u>	<u>321,210</u>	<u>321,210</u>	<u>0</u>	
	<u>147,622</u>	<u>466,944</u>	<u>439,065</u>	<u>(27,879)</u>	

NOTES

Salaries and benefits were greater than budgeted due to the insufficient allocation of time for Parks staff during winter months

Town of Ingersoll
December 31, 2015

DEPARTMENT: PARKS AND ARENA		YTD Actual		YTD Budget	Variance
		2014	2015	2015	2015 Budget vs Actual fav (unfav)
ACTIVITY: PARKS		1	2	3	4=3-2
REVENUE					
USER FEES		(46,848)	(24,425)	(20,800)	3,625
RECOVERIES		(7,500)	(8,700)	(7,500)	1,200
GRANTS / SUBSIDIES / REBATES		(7,567)	(2,273)	(3,500)	(1,227)
		<u>(61,915)</u>	<u>(35,398)</u>	<u>(31,800)</u>	<u>3,598</u>
EXPENSE					
SALARIES, WAGES & BENEFITS		314,293	308,866	309,650	784
ADMINISTRATIVE EXPENSE		8	146	200	54
OPERATING EXPENSE		5,553	6,967	7,455	488
COMMUNICATIONS		3,643	3,718	5,000	1,282
UTILITIES - HYDRO		15,909	18,258	17,000	(1,258)
UTILITIES - NATURAL GAS		8,634	9,630	8,700	(930)
UTILITIES - WATER		9,242	10,967	8,250	(2,717)
PROGRAM EXPENSES		3,966	4,663	4,700	37
MEETINGS, CONFERENCES, TRAINING		150	1,667	1,500	(167)
FUEL / TRANSPORTATION COSTS		17,147	13,930	15,000	1,070
MARKETING & PROMOTION		1,360	1,283	5,300	4,017
REPAIRS & MAINTENANCE		9,532	10,001	11,300	1,299
LAND MAINTENANCE & IMPROVEMENT		24,635	30,026	33,200	3,174
EQUIP REPAIRS & MAINTENANCE		24,175	27,768	25,000	(2,768)
BLDG REPAIRS & MAINTENANCE		11,265	7,266	11,100	3,834
SNOW REMOVAL AND SANDING		2,735	--	900	900
MAINTENANCE CONTRACTS		3,575	3,971	3,550	(421)
		<u>455,821</u>	<u>459,126</u>	<u>467,805</u>	<u>8,679</u>
NET OPERATING (REVENUE) EXPENSE		<u>393,906</u>	<u>423,728</u>	<u>436,005</u>	<u>12,277</u>
OTHER					
TRANSFER TO RESERVES & RES FUNDS		25,687	37,000	37,000	--
		<u>25,687</u>	<u>37,000</u>	<u>37,000</u>	<u>0</u>
		<u>419,593</u>	<u>460,728</u>	<u>473,005</u>	<u>12,277</u>

NOTES

No significant variances reported

**Town of Ingersoll
December 31, 2015**

DEPARTMENT: PARKS AND ARENA	YTD Actual		YTD Budget	Variance
	2014	2015	2015	2015 Budget vs Actual
	1	2	3	4=3-2 fav (unfav)
ACTIVITY: PARKS PROGRAMS				
REVENUE				
SALE OF GOODS OR SERVICES	(22,187)	(20,394)	(16,500)	3,894
USER FEES	(5,361)	(5,531)	(7,560)	(2,029)
DONATIONS / FUNDRAISING	(1,850)	(500)	--	500
	<u>(29,398)</u>	<u>(26,425)</u>	<u>(24,060)</u>	<u>2,365</u>
EXPENSE				
SALARIES, WAGES & BENEFITS	2,871	7,657	9,001	1,344
OPERATING EXPENSE	192	--	1,050	1,050
COMMUNICATIONS	--	--	50	50
SUPPLIES	26,208	25,189	20,000	(5,189)
PROGRAM EXPENSES	3,062	1,750	4,000	2,250
CONTRACTED SERVICES	13,900	9,769	7,160	(2,609)
MARKETING & PROMOTION	4,317	2,790	4,000	1,210
	<u>50,550</u>	<u>47,155</u>	<u>45,261</u>	<u>(1,894)</u>
NET OPERATING (REVENUE) EXPENSE	<u>21,152</u>	<u>20,731</u>	<u>21,201</u>	<u>470</u>
OTHER				
TRANSFER FROM RESERVES & RES FUNDS	(30)	(30)	--	30
	<u>(30)</u>	<u>(30)</u>	<u>--</u>	<u>30</u>
	<u>21,122</u>	<u>20,701</u>	<u>21,201</u>	<u>500</u>

NOTES

**Town of Ingersoll
December 31, 2015**

DEPARTMENT: PARKS AND ARENA		YTD Actual		YTD Budget	Variance
		2014	2015	2015	2015 Budget vs Actual
ACTIVITY:	CAMI PARKS / SUZUKI HOUSE	1	2	3	4=3-2
REVENUE		-----		-----	-----
	RENT / LEASES	(10,149)	(10,040)	(9,300)	740
	USER FEES	(20,000)	(20,000)	(20,000)	--
		<u>(30,149)</u>	<u>(30,040)</u>	<u>(29,300)</u>	<u>740</u>
EXPENSE					
	SALARIES, WAGES & BENEFITS	16,934	26,318	30,630	4,312
	UTILITIES - HYDRO	43,861	43,316	43,900	584
	UTILITIES - NATURAL GAS	5,482	6,469	5,509	(960)
	UTILITIES - WATER	23,326	23,719	23,060	(659)
	GRANTS TO VOLUNTEER ORGANIZATIONS	36,000	36,000	36,000	--
	REPAIRS & MAINTENANCE	12,377	13,085	11,603	(1,482)
	LAND MAINTENANCE & IMPROVEMENT	327	266	4,000	3,734
	EQUIP REPAIRS & MAINTENANCE	8,313	6,832	8,700	1,869
	BLDG REPAIRS & MAINTENANCE	4,638	4,274	6,000	1,726
	SNOW REMOVAL AND SANDING	7,030	4,205	9,000	4,795
	MAINTENANCE CONTRACTS	4,856	6,007	5,000	(1,007)
		<u>163,142</u>	<u>170,491</u>	<u>183,402</u>	<u>12,911</u>
	NET OPERATING (REVENUE) EXPENSE	<u>132,994</u>	<u>140,451</u>	<u>154,102</u>	<u>13,651</u>
OTHER					
	TRANSFER TO RESERVES & RES FUNDS	--	8,000	8,000	--
		<u>--</u>	<u>8,000</u>	<u>8,000</u>	<u>--</u>
		<u>132,994</u>	<u>148,451</u>	<u>162,102</u>	<u>13,651</u>

NOTES

**Town of Ingersoll
December 31, 2015**

DEPARTMENT: VICTORIA PARK COMMUNITY CENTRE		YTD Actual		YTD Budget	Variance
		2014	2015	2015	2015 Budget vs Actual fav (unfav)
ACTIVITY:	ADMINISTRATION	1	2	3	4=3-2
REVENUE					
	SALE OF GOODS OR SERVICES	(2,074)	(1,901)	--	1,901
	USER FEES	(693)	(685)	(500)	185
	RECOVERIES	(229)	(296)	--	296
		<u>(118,128)</u>	<u>(2,882)</u>	<u>(500)</u>	<u>2,382</u>
EXPENSE					
	SALARIES, WAGES & BENEFITS	117,579	127,522	116,410	(11,112)
	ADMINISTRATIVE EXPENSE	10,349	15,100	19,586	4,486
	OPERATING EXPENSE	766	812	600	(212)
	COMMUNICATIONS	9,869	9,121	10,000	879
	SUPPLIES	683	1,175	--	(1,175)
	PROGRAM EXPENSES	131	50	100	50
	MEETINGS, CONFERENCES, TRAINING	--	539	100	(439)
	FUEL / TRANSPORTATION COSTS	--	--	100	100
	MARKETING & PROMOTION	--	884	200	(684)
	EQUIP REPAIRS & MAINTENANCE	--	--	200	200
		<u>139,376</u>	<u>155,203</u>	<u>147,296</u>	<u>(7,907)</u>
NET OPERATING (REVENUE) EXPENSE		<u>21,248</u>	<u>152,321</u>	<u>146,796</u>	<u>(5,525)</u>
OTHER					
		<u>8,000</u>	<u>--</u>	<u>0</u>	<u>0</u>
		<u>29,248</u>	<u>152,321</u>	<u>146,796</u>	<u>(5,525)</u>

NOTES

A deficit in wages & benefits was due to the allocation of wages by activity. The budgeted allocation was not representative of actual results. This deficit was offset by the surplus in VPCC facility.

**Town of Ingersoll
December 31, 2015**

DEPARTMENT: VICTORIA PARK COMMUNITY CENTRE		YTD Actual		YTD Budget	Variance
		2014	2015	2015	2015 Budget vs Actual fav (unfav)
ACTIVITY:	AQUATICS	1	2	3	4=3-2
REVENUE					
	SALE OF GOODS OR SERVICES	--	--	(1,000)	--
	RENT / LEASES	(15,342)	(14,913)	(12,025)	2,888
	USER FEES	(25,285)	(29,577)	(30,000)	(423)
	MEMBERSHIPS	--	(21,914)	(17,700)	4,214
	RECOVERIES	(78)	(68)	--	68
	PROGRAM REVENUES	(129,571)	(147,788)	(144,203)	3,585
	DONATIONS / FUNDRAISING	(5,050)	(1,225)	(2,700)	(1,475)
		<u>(175,327)</u>	<u>(215,485)</u>	<u>(207,628)</u>	<u>8,857</u>
EXPENSE					
	SALARIES, WAGES & BENEFITS	277,372	294,137	286,600	(7,537)
	OPERATING EXPENSE	4,331	3,208	6,460	3,252
	SUPPLIES	2,753	2,696	6,000	3,304
	PROGRAM EXPENSES	4,621	5,082	5,311	229
	MEETINGS, CONFERENCES, TRAINING	1,854	240	2,392	2,152
	FUEL / TRANSPORTATION COSTS	231	181	385	204
	MARKETING & PROMOTION	--	--	200	200
		<u>291,162</u>	<u>305,543</u>	<u>307,348</u>	<u>1,805</u>
	NET OPERATING (REVENUE) EXPENSE	<u>115,835</u>	<u>90,058</u>	<u>99,720</u>	<u>10,662</u>
OTHER					
		<u>2,750</u>	<u>--</u>	<u>--</u>	<u>--</u>
		<u>118,585</u>	<u>90,058</u>	<u>99,720</u>	<u>10,662</u>

NOTES

No significant variances reported

**Town of Ingersoll
December 31, 2015**

DEPARTMENT: VICTORIA PARK COMMUNITY CENTRE		YTD Actual		YTD Budget	Variance 2015 Budget vs Actual
ACTIVITY:	FITNESS	2014	2015	2015	fav (unfav)
		1	2	3	4=3-2
REVENUE					
	USER FEES	(13,762)	(15,185)	(19,436)	(4,251)
	MEMBERSHIPS	--	(99,049)	(104,400)	(5,351)
	PROGRAM REVENUES	(4,672)	(3,147)	(4,000)	(853)
		<u>(18,454)</u>	<u>(117,381)</u>	<u>(127,836)</u>	<u>(10,455)</u>
EXPENSE					
	SALARIES, WAGES & BENEFITS	116,448	106,277	108,170	1,893
	OPERATING EXPENSE	170	1,031	1,150	119
	SUPPLIES	437	1,001	1,550	549
	PROGRAM EXPENSES	138	--	500	500
	MEETINGS, CONFERENCES, TRAINING	1,154	1,296	1,480	184
	FUEL / TRANSPORTATION COSTS	153	202	550	348
	CONTRACTED SERVICES	1,274	1,312	1,500	188
	MARKETING & PROMOTION	--	325	300	(25)
	EQUIP REPAIRS & MAINTENANCE	2,988	1,779	7,000	5,221
		<u>122,762</u>	<u>113,224</u>	<u>122,200</u>	<u>8,976</u>
	NET OPERATING (REVENUE) EXPENSE	<u>104,309</u>	<u>(4,157)</u>	<u>(5,636)</u>	<u>(1,479)</u>
OTHER					
	TRANSFER TO RESERVES & RES FUNDS	20	8,000	8,000	--
		<u>20</u>	<u>8,000</u>	<u>8,000</u>	<u>--</u>
		<u>104,329</u>	<u>3,843</u>	<u>2,364</u>	<u>(1,479)</u>

NOTES

No significant variances reported

**Town of Ingersoll
December 31, 2015**

DEPARTMENT: VICTORIA PARK COMMUNITY CENTRE		YTD Actual		YTD Budget	Variance 2015 Budget vs Actual
ACTIVITY:	PROGRAMS	2014	2015	2015	fav (unfav)
		1	2	3	4=3-2
REVENUE					
	USER FEES	(45,160)	(52,045)	(49,351)	2,694
	GRANTS / SUBSIDIES / REBATES	(4,620)	(9,383)	(6,924)	2,459
	PROGRAM REVENUES	(104,837)	(108,669)	(116,029)	(7,360)
		<u>(154,617)</u>	<u>(170,097)</u>	<u>(172,304)</u>	<u>(2,207)</u>
EXPENSE					
	SALARIES, WAGES & BENEFITS	159,185	185,071	174,853	(10,218)
	OPERATING EXPENSE	469	709	1,490	781
	SUPPLIES	6,524	5,967	8,110	2,143
	PROGRAM EXPENSES	7,883	8,377	9,645	1,268
	MEETINGS, CONFERENCES, TRAINING	853	160	700	540
	FUEL / TRANSPORTATION COSTS	244	124	825	701
	CONTRACTED SERVICES	3,213	1,800	3,492	1,692
	MARKETING & PROMOTION	215	560	500	(60)
		<u>178,586</u>	<u>202,767</u>	<u>199,615</u>	<u>(3,152)</u>
	NET OPERATING (REVENUE) EXPENSE	<u>23,969</u>	<u>32,670</u>	<u>27,311</u>	<u>(5,359)</u>
OTHER					
		--	--	--	--
		<u>23,969</u>	<u>32,670</u>	<u>27,311</u>	<u>(5,359)</u>

NOTES

A deficit in wages & benefits was due to a greater requirement for part time hours than projected.

**Town of Ingersoll
December 31, 2015**

DEPARTMENT: VICTORIA PARK COMMUNITY CENTRE		YTD Actual		YTD Budget	Variance
		2014	2015	2015	2015 Budget vs Actual
ACTIVITY:	FACILITY	1	2	3	4=3-2
REVENUE					
	SALE OF GOODS OR SERVICES	(2,415)	(2,253)	(3,000)	(747)
	RENT / LEASES	(9,154)	(4,825)	(600)	4,225
		<u>(11,569)</u>	<u>(7,078)</u>	<u>(3,600)</u>	<u>3,478</u>
EXPENSE					
	SALARIES, WAGES & BENEFITS	201,563	217,141	228,750	11,609
	OPERATING EXPENSE	8,934	8,340	11,840	3,500
	UTILITIES - HYDRO	84,864	84,796	85,643	847
	UTILITIES - NATURAL GAS	41,978	40,385	42,000	1,615
	UTILITIES - WATER	24,787	22,350	25,467	3,117
	SUPPLIES	1,418	1,157	1,500	343
	MEETINGS, CONFERENCES, TRAINING	28	600	300	(300)
	MARKETING & PROMOTION	64	--	200	200
	REPAIRS & MAINTENANCE	23,028	20,813	26,000	5,187
	EQUIP REPAIRS & MAINTENANCE	28,465	22,374	24,400	2,026
	BLDG REPAIRS & MAINTENANCE	11,208	12,808	19,750	6,942
	SNOW REMOVAL AND SANDING	7,080	4,210	10,000	5,790
	MAINTENANCE CONTRACTS	17,476	19,119	18,000	(1,119)
		<u>450,892</u>	<u>454,093</u>	<u>493,850</u>	<u>39,757</u>
	NET OPERATING (REVENUE) EXPENSE	<u>439,324</u>	<u>447,014</u>	<u>490,250</u>	<u>43,236</u>
OTHER					
	TRANSFER TO RESERVES & RES FUNDS	--	8,000	8,000	--
		<u>--</u>	<u>8,000</u>	<u>8,000</u>	<u>--</u>
		<u>439,324</u>	<u>455,014</u>	<u>498,250</u>	<u>43,236</u>

NOTES

No significant variances reported

**Town of Ingersoll
December 31, 2015**

DEPARTMENT: YOUTH CENTRE		YTD Actual		YTD Budget	Variance
		2014	2015	2015	2015 Budget vs Actual
ACTIVITY:	FACILITY	1	2	3	4=3-2
		-----		-----	-----
REVENUE					
	RENT / LEASES	(36,596)	(34,312)	(35,876)	(1,564)
	RECOVERIES	(1,129)	(1,069)	(1,250)	(181)
		<u>(37,725)</u>	<u>(35,381)</u>	<u>(37,126)</u>	<u>(1,745)</u>
EXPENSE					
	SALARIES, WAGES & BENEFITS	67,670	71,691	71,050	(641)
	OPERATING EXPENSE	5,754	8,379	3,600	(4,779)
	UTILITIES - HYDRO	18,003	19,516	18,800	(716)
	UTILITIES - NATURAL GAS	6,295	7,290	6,300	(990)
	UTILITIES - WATER	1,795	1,929	1,680	(249)
	FUEL / TRANSPORTATION COSTS	844	632	324	(308)
	CONTRACTED SERVICES	32	159	--	(159)
	REPAIRS & MAINTENANCE	--	892	450	(442)
	EQUIP REPAIRS & MAINTENANCE	2,504	5,562	8,200	2,638
	BLDG REPAIRS & MAINTENANCE	14,272	11,888	11,400	(488)
	SNOW REMOVAL AND SANDING	4,515	4,275	4,500	225
	MAINTENANCE CONTRACTS	7,844	7,389	8,066	677
		<u>129,527</u>	<u>139,602</u>	<u>134,370</u>	<u>(5,232)</u>
NET OPERATING (REVENUE) EXPENSE		<u>91,802</u>	<u>104,221</u>	<u>97,244</u>	<u>(6,977)</u>
OTHER					
		<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>
		<u>91,802</u>	<u>104,221</u>	<u>97,244</u>	<u>(6,977)</u>

NOTES

A deficit in operating expenses was a result of higher than projected purchases of misc. small equipment.

**Town of Ingersoll
December 31, 2015**

DEPARTMENT: YOUTH CENTRE		YTD Actual		YTD Budget	Variance
		2014	2015	2015	2015 Budget vs Actual
ACTIVITY:	TECHNOLOGY PROGRAMS	1	2	3	4=3-2
REVENUE		-----		-----	-----
	SALE OF GOODS OR SERVICES	(26,279)	(22,695)	(51,000)	(28,305)
	RENT / LEASES	(20,900)	(17,100)	(19,500)	(2,400)
	RECOVERIES	(3,135)	(2,408)	--	2,408
	PROGRAM REVENUES	--	(1,250)	(250)	1,000
	DONATIONS / FUNDRAISING	(37,836)	(38,352)	(29,800)	8,552
		<u>(106,542)</u>	<u>(81,805)</u>	<u>(100,550)</u>	<u>(18,745)</u>
EXPENSE					
	SALARIES, WAGES & BENEFITS	135,057	163,518	156,193	(7,325)
	ADMINISTRATIVE EXPENSE	693	2,151	1,200	(951)
	OPERATING EXPENSE	4,054	2,544	4,500	1,956
	SUPPLIES	1,022	261	2,000	1,739
	PROGRAM EXPENSES	--	--	600	600
	MEETINGS, CONFERENCES, TRAINING	--	--	252	252
	FUEL / TRANSPORTATION COSTS	106	35	550	515
	CONTRACTED SERVICES	5,133	3,218	2,300	(918)
	MARKETING & PROMOTION	--	--	950	950
	EQUIP REPAIRS & MAINTENANCE	932	115	1,400	1,285
		<u>146,996</u>	<u>171,843</u>	<u>169,945</u>	<u>(1,898)</u>
	NET OPERATING (REVENUE) EXPENSE	<u>40,455</u>	<u>90,037</u>	<u>69,395</u>	<u>(20,642)</u>
OTHER					
	TRANSFER TO RESERVES & RES FUNDS	10,000	7,500	7,500	--
		<u>10,000</u>	<u>7,500</u>	<u>7,500</u>	<u>--</u>
		<u>50,455</u>	<u>97,537</u>	<u>76,895</u>	<u>(20,642)</u>

NOTES

A deficit in sale of goods and services was due to shortfall in electronics recycling revenues.

**Town of Ingersoll
December 31, 2015**

DEPARTMENT: YOUTH CENTRE	YTD Actual		YTD Budget	Variance
	2014	2015	2015	2015 Budget vs Actual
	1	2	3	4=3-2 fav (unfav)
ACTIVITY: GENERAL PROGRAMS				
REVENUE				
SALE OF GOODS OR SERVICES	(695)	(5,430)	(5,500)	(70)
RENT / LEASES	(437)	(190)	(1,500)	(1,310)
USER FEES	(30)	(500)	(150)	350
MEMBERSHIPS	(1,466)	(848)	(2,000)	(1,152)
RECOVERIES	(2,973)	(1,874)	(7,500)	(5,626)
GRANTS / SUBSIDIES / REBATES	(13,926)	(26,695)	(32,400)	(5,705)
PROGRAM REVENUES	(18,296)	(13,684)	(13,150)	534
DONATIONS / FUNDRAISING	(82,216)	(91,944)	(79,900)	12,044
	<u>(120,040)</u>	<u>(141,164)</u>	<u>(142,100)</u>	<u>(936)</u>
EXPENSE				
SALARIES, WAGES & BENEFITS	453,012	449,777	419,460	(30,317)
ADMINISTRATIVE EXPENSE	1,320	5,556	7,550	1,994
OPERATING EXPENSE	4,253	5,022	4,750	(272)
COMMUNICATIONS	7,494	6,951	6,600	(351)
SUPPLIES	7,019	7,417	10,000	2,583
PROGRAM EXPENSES	16,231	19,773	17,750	(2,023)
MEETINGS, CONFERENCES, TRAINING	1,993	4,332	3,250	(1,082)
FUEL / TRANSPORTATION COSTS	1,161	1,369	2,000	631
CONTRACTED SERVICES	96	122	96	(26)
MARKETING & PROMOTION	719	511	850	339
REPAIRS & MAINTENANCE	1,470	6,942	3,500	(3,442)
EQUIP REPAIRS & MAINTENANCE	433	698	750	52
	<u>495,200</u>	<u>508,471</u>	<u>476,556</u>	<u>(31,915)</u>
NET OPERATING (REVENUE) EXPENSE	<u>375,161</u>	<u>367,307</u>	<u>334,456</u>	<u>(32,851)</u>
OTHER				
	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>
	<u>375,161</u>	<u>367,307</u>	<u>334,456</u>	<u>(32,851)</u>

NOTES

A deficit in wages and benefits was a result of an overlapping appointment of the Fusion Manager which was required for training and uninterrupted staffing.

**Town of Ingersoll
December 31, 2015**

DEPARTMENT: YOUTH CENTRE		YTD Actual		YTD Budget	Variance
		2014	2015	2015	2015 Budget vs Actual fav (unfav)
ACTIVITY:	CAREER & SKILLS PROGRAM	1	2	3	4=3-2
REVENUE					
	RECOVERIES	7,500	7,500	7,500	--
	GRANTS / SUBSIDIES / REBATES	(137,391)	(67,526)	(110,615)	(43,089)
	DONATIONS / FUNDRAISING	(2,888)	(409)	--	409
		<u>(132,779)</u>	<u>(60,435)</u>	<u>(103,115)</u>	<u>(42,680)</u>
EXPENSE					
	SALARIES, WAGES & BENEFITS	93,252	42,229	70,640	28,411
	ADMINISTRATIVE EXPENSE	381	1,744	2,500	756
	OPERATING EXPENSE	4,199	3,861	4,750	889
	SUPPLIES	1,132	454	1,000	546
	PROGRAM EXPENSES	13,164	4,990	14,875	9,885
	MEETINGS, CONFERENCES, TRAINING	740	1,672	2,000	328
	FUEL / TRANSPORTATION COSTS	2,406	1,201	4,350	3,149
	PROFESSIONAL FEES	--	--	1,500	1,500
	MARKETING & PROMOTION	17,505	4,283	1,500	(2,783)
		<u>132,779</u>	<u>60,435</u>	<u>103,115</u>	<u>42,680</u>
OTHER					
		<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>
		<u>(0)</u>	<u>--</u>	<u>--</u>	<u>--</u>

NOTES

No variances reported

Town of Ingersoll
December 31, 2015

DEPARTMENT: MUSEUMS		YTD Actual		YTD Budget	Variance
		2014	2015	2015	2015 Budget vs Actual
ACTIVITY:	FACILITY	1	2	3	4=3-2
REVENUE					
EXPENSE					
	OPERATING EXPENSE	--	105	200	95
	UTILITIES - HYDRO	3,606	3,629	3,300	(329)
	UTILITIES - NATURAL GAS	1,473	1,617	2,000	383
	UTILITIES - WATER	2,447	2,709	1,600	(1,109)
	LAND MAINTENANCE & IMPROVEMENT	157	1,215	1,000	(215)
	EQUIP REPAIRS & MAINTENANCE	--	276	500	224
	BLDG REPAIRS & MAINTENANCE	1,775	4,260	5,000	740
	SNOW REMOVAL AND SANDING	2,775	1,305	2,000	695
	MAINTENANCE CONTRACTS	37	37	500	463
		<u>12,270</u>	<u>15,154</u>	<u>16,100</u>	<u>946</u>
NET OPERATING (REVENUE) EXPENSE		<u>12,270</u>	<u>15,154</u>	<u>16,100</u>	<u>946</u>
OTHER					
	TRANSFER TO RESERVES & RES FUNDS	--	6,500	3,000	(3,500)
		<u>--</u>	<u>6,500</u>	<u>3,000</u>	<u>(3,500)</u>
		<u>12,270</u>	<u>21,654</u>	<u>19,100</u>	<u>(2,554)</u>

NOTES

No significant variances reported

**Town of Ingersoll
December 31, 2015**

DEPARTMENT: MUSEUMS		YTD Actual		YTD Budget	Variance
		2014	2015	2015	2015 Budget vs Actual
ACTIVITY:	PROGRAMS	1	2	3	4=3-2
REVENUE		-----		-----	-----
	SALE OF GOODS OR SERVICES	(3,361)	(5,992)	(2,800)	3,192
	RENT / LEASES	(112)	(99)	(100)	(1)
	USER FEES	(1,690)	(883)	(1,700)	(817)
	GRANTS / SUBSIDIES / REBATES	(13,169)	(11,926)	(16,980)	(5,054)
	PROGRAM REVENUES	(7,283)	(8,378)	(4,150)	4,228
	DONATIONS / FUNDRAISING	(3,613)	(4,842)	(1,000)	3,842
		<u>(29,227)</u>	<u>(32,119)</u>	<u>(26,730)</u>	<u>5,389</u>
EXPENSE					
	SALARIES, WAGES & BENEFITS	94,284	102,074	106,910	4,836
	ADMINISTRATIVE EXPENSE	502	533	1,150	617
	OPERATING EXPENSE	253	3,296	1,250	(2,046)
	COMMUNICATIONS	640	605	750	145
	SUPPLIES	3,675	3,545	3,100	(445)
	PROGRAM EXPENSES	13,072	14,879	16,750	1,871
	MEETINGS, CONFERENCES, TRAINING	91	778	800	22
	FUEL / TRANSPORTATION COSTS	31	112	700	588
	CONTRACTED SERVICES	--	51	300	249
	MARKETING & PROMOTION	6,562	5,531	9,650	4,119
	REPAIRS & MAINTENANCE	510	708	1,700	992
	EQUIP REPAIRS & MAINTENANCE	61	431	1,750	1,319
	MAINTENANCE CONTRACTS	--	--	2,000	2,000
		<u>119,681</u>	<u>132,543</u>	<u>146,810</u>	<u>14,267</u>
	NET OPERATING (REVENUE) EXPENSE	<u>90,454</u>	<u>100,424</u>	<u>120,080</u>	<u>19,656</u>
OTHER					
	TRANSFER TO RESERVES & RES FUNDS	6,000	7,500	6,000	(1,500)
		<u>6,000</u>	<u>7,500</u>	<u>6,000</u>	<u>(1,500)</u>
		<u>96,454</u>	<u>107,924</u>	<u>126,080</u>	<u>18,156</u>

NOTES

Town of Ingersoll
December 31, 2015

DEPARTMENT: ECONOMIC DEVELOPMENT	YTD Actual		YTD Budget	Variance 2015 Budget vs Actual
	2014	2015	2015	fav (unfav)
	1	2	3	4=3-2
	-----	-----	-----	-----
REVENUE				
USER FEES	(980)	(350)	--	350
GRANTS / SUBSIDIES / REBATES	(87,889)	(12,035)	(1,500)	10,535
	(88,869)	(12,385)	(1,500)	10,885
EXPENSE				
SALARIES, WAGES & BENEFITS	186,413	190,634	189,332	(1,302)
ADMINISTRATIVE EXPENSE	309	84	4,200	4,116
OPERATING EXPENSE	183	117	200	83
COMMUNICATIONS	878	1,472	2,000	528
PROGRAM EXPENSES	10,521	10,758	14,500	3,742
MEETINGS, CONFERENCES, TRAINING	3,164	11,396	10,750	(646)
FUEL / TRANSPORTATION COSTS	1,349	2,254	1,650	(604)
PROFESSIONAL FEES	91,138	61	5,750	5,689
MARKETING & PROMOTION	21,950	21,552	29,000	7,448
	315,904	238,329	257,382	19,053
NET OPERATING (REVENUE) EXPENSE	227,035	225,944	255,882	29,938
OTHER				
TRANSFER TO RESERVES & RES FUNDS	--	5,000	--	(5,000)
	(4,167)	5,000	--	(5,000)
	222,868	230,944	255,882	24,938

NOTES

No significant variances to report

**The Corporation of the
Town of Ingersoll**
Consolidated Financial Statements
For the year ended December 31, 2015

**The Corporation of the Town of Ingersoll
Consolidated Financial Statements
For the year ended December 31, 2015**

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INDEPENDENT AUDITORS' REPORT

To the Members of Council, Inhabitants and Ratepayers of The Corporation of the Town of Ingersoll

We have audited the accompanying consolidated financial statements of The Corporation of the Town of Ingersoll which comprise the consolidated statement of financial position as at December 31, 2015, and the consolidated statements of operations, change in net financial assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Town Management's Responsibility for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as Town management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

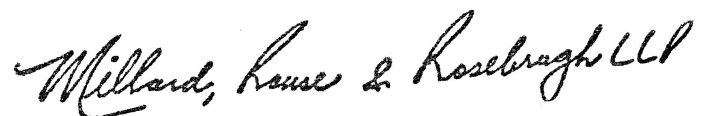
Our responsibility is to express an opinion on these consolidated financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by Town management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the consolidated financial statements present fairly, in all material respects, the consolidated financial position of The Corporation of the Town of Ingersoll as at December 31, 2015, and the consolidated results of its operations, its consolidated changes in net financial assets and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.



August 10, 2016
Brantford, Ontario

CHARTERED PROFESSIONAL ACCOUNTANTS
Licensed Public Accountants

The Corporation of the Town of Ingersoll
Consolidated Statement of Financial Position

For the year ended December 31	2015	2014
		Note 2 (b)
Financial Assets		
Cash and Cash Equivalents	\$ 8,795,778	\$ 6,272,177
Taxes Receivable	1,201,890	1,204,384
Accounts Receivable	1,249,745	929,711
Land for resale (Note 1)	1,919,129	1,919,129
Investment in Government Business Enterprise (Note 2)	9,279,944	9,180,794
	22,446,486	19,506,195
 Liabilities		
Accounts Payable and Accrued Liabilities	3,264,007	1,951,901
Employee Benefits Liability (Note 3)	5,342,860	6,824,392
Deferred Revenue (Note 4)	2,052,276	1,638,832
Net Long-Term Debt (Note 5)	6,283,776	6,988,153
	16,942,919	17,403,278
 Net Financial Assets (Debt)	 5,503,567	 2,102,917
 Non-financial Assets		
Tangible Capital Assets (Note 6)	63,743,927	62,340,292
Prepaid Expenses and Inventories of Supplies	176,757	173,619
	63,920,684	62,513,911
 Accumulated Surplus (Note 7)	 \$ 69,424,251	 \$ 64,616,828
 Contingent Liabilities (Note 12)		

Treasurer

Mayor

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements

The Corporation of the Town of Ingersoll
Consolidated Statement of Operations

For the year ended December 31	Budget 2015 Note 11	2015	2014 Note 2 (b)
Revenue			
Taxation	\$ 13,020,086	\$ 13,137,288	\$ 12,601,374
Government Grants - Federal (Note 8)	204,104	156,814	651,492
Government Grants - Provincial (Note 8)	1,814,096	1,512,744	1,135,894
Municipal Transfers	375,755	423,982	391,420
User fees and service charges	1,037,286	1,049,338	1,082,246
Income (loss) from government business enterprises (Note 2)	-	99,150	(432,518)
Other (Note 9)	1,968,544	2,273,492	3,412,486
	<u>18,419,871</u>	<u>18,652,808</u>	<u>18,842,394</u>
Expenses			
General Government	\$ 2,415,608	\$ 1,424,142	\$ 2,518,251
Protection Services	4,177,384	3,974,349	4,343,054
Transportation Services	4,142,591	3,806,574	4,032,652
Environmental Services	671,755	647,176	644,364
Health Services	130,375	109,415	117,252
Recreational and Cultural Services	4,064,561	3,605,303	4,092,619
Planning and Development	337,162	278,426	395,182
	<u>15,939,436</u>	<u>13,845,385</u>	<u>16,143,374</u>
Annual Surplus	<u>2,480,435</u>	<u>4,807,423</u>	<u>2,699,020</u>
Accumulated Surplus, beginning of year	64,616,828	64,616,828	61,917,808
Accumulated Surplus, end of year	<u>\$ 67,097,263</u>	<u>\$ 69,424,251</u>	<u>\$ 64,616,828</u>

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements

The Corporation of the Town of Ingersoll
Consolidated Statement of Change in Net Financial Assets (Debt)

For the year ended December 31	Budget 2015 Note 11	2015	2014 Note 2 (b)
Annual surplus	\$ 2,480,435	\$ 4,807,423	\$ 2,699,020
Acquisition of tangible capital assets	(3,811,000)	(4,277,694)	(4,093,810)
Amortization of tangible capital assets	2,601,800	2,667,559	2,626,750
Loss (gain) on disposal of tangible capital assets	200,000	206,500	36,566
Proceeds on sale of tangible capital assets	-	0	282,679
	<u>\$ 1,471,235</u>	<u>\$ 3,403,788</u>	<u>\$ 1,551,205</u>
Consumption of prepaid expenses and inventory of supplies	\$ -	\$ (3,138)	\$ 6,002
Net change in net financial assets (debt)	1,471,235	3,400,650	1,557,207
Net financial assets (debt), beginning of year	2,102,917	2,102,917	545,710
Net financial assets (debt), end of year	<u>\$ 3,574,152</u>	<u>\$ 5,503,567</u>	<u>\$ 2,102,917</u>

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements

The Corporation of the Town of Ingersoll
Consolidated Statement of Cash Flows

For the year ended December 31	2015	2014
		Note 2 (b)
Operating Transactions		
Annual surplus	\$ 4,807,423	\$ 2,699,020
Items not involving cash		
Change in net equity - ERTH Corporation	(99,150)	432,518
Amortization	2,667,559	2,626,750
(Gain) loss on disposal of tangible capital assets	206,500	36,566
Changes in non-cash operating balances		
Taxes receivable	2,494	196,745
Accounts receivable	(320,034)	62,993
Prepaid expenses and inventories of supplies	(3,138)	6,002
Accounts payable and accrued liabilities	1,312,106	201,262
Employee benefits liability	(1,481,532)	418,148
Deferred Revenue	413,444	(100,209)
	<u>7,505,672</u>	<u>6,579,795</u>
Capital Transactions		
Acquisition of tangible capital assets	(4,277,694)	(4,093,810)
Proceeds on sale of tangible capital assets	-	282,679
	<u>(4,277,694)</u>	<u>(3,811,131)</u>
Financing transactions		
Proceeds from issuance of long-term debt	-	1,706,000
Repayment of long-term debt	(704,377)	(607,172)
	<u>(704,377)</u>	<u>1,098,828</u>
Net change in cash and cash equivalents	2,523,601	3,867,492
Cash and cash equivalents, beginning of year	6,272,177	2,404,685
Cash and cash equivalents, end of year	\$ 8,795,778	\$ 6,272,177

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements

The Corporation of the Town of Ingersoll
Summary of Significant Accounting Policies
December 31, 2015

**Management's
Responsibility for the
Financial Statements**

The consolidated financial statements of the Corporation of the Town of Ingersoll are the responsibility of management. They have been prepared in accordance with Canadian generally accepted accounting principles established by the Public Sector Accounting Board of CPA Canada. The Corporation of the Town of Ingersoll is a municipality in the Province of Ontario and operates under the provisions of the Community Charter. The Corporation of the Town of Ingersoll provides municipal services such as fire, public works, planning, parks, recreation and other general government services.

Basis of Consolidation

The consolidated statements reflect the assets, liabilities, revenue and expenses of all municipal organizations, committees and boards which are owned or controlled by the Corporation of the Town of Ingersoll.

A government partnership exists where the municipality has shared control over the board or entity. The municipality's pro-rata share of the assets, liabilities, revenues, and expenses are reflected in the financial statements using the proportionate consolidation method. All inter-entity transactions and balances have been eliminated. The following entity has been proportionately consolidated:

Ingersoll Rural Cemetery Board	87.5%
--------------------------------	-------

The investment in a government business enterprise is accounted for using the modified equity basis of accounting. Under this method, the government business enterprise's accounting policies, which follow Canadian generally accepted accounting principles for publicly accountable enterprises, are not adjusted to conform with Public Sector Accounting Standards and inter-entity transactions and balances are not eliminated. The following government business enterprise is reflected in the consolidated financial statements:

ERTH Corporation

**Cash and Cash
Equivalents**

Management considers all highly liquid investments with maturity of three months or less at acquisition to be cash equivalents.

The Corporation of the Town of Ingersoll
Summary of Significant Accounting Policies
December 31, 2015

**Tangible Capital
Assets**

Tangible capital assets are recorded at cost less accumulated amortization. Cost includes all costs directly attributable to acquisition or construction of the tangible capital asset including transportation costs, installation costs, design and engineering fees, legal fees and site preparation costs. Contributed tangible capital assets are recorded at fair value at the time of the donation, with a corresponding amount recorded as revenue. Amortization is recorded on a straight line basis over the estimated life of the tangible capital asset commencing the year subsequent when the asset is available for productive use as follows:

Land Improvements	20 to 25 years
Facilities	25 to 100 years
Infrastructure	11 to 80 years
Vehicles, machinery and equipment	5 to 20 years

**County and School
Board**

The Corporation of the Town of Ingersoll collects taxation revenue on behalf of the school boards and the County of Oxford. Such levies, other revenues, expenses, assets and liabilities with respect to the operations of these entities are not reflected in these financial statements.

Trust Funds

Trust funds held in trust by the Corporation of the Town of Ingersoll, and their related operations, are not included in these financial statements. The financial activity and position of the trust funds are reported separately.

Deferred Revenue

Funds received for specific purposes which are externally restricted by legislation, regulation or agreement and are not available for general municipal purposes are accounted for as deferred revenue on the consolidated statement of financial position. The revenue is recognized in the consolidated statement of operations in the year in which it is used for the specific purpose.

Government Transfers

Government transfers, which include legislative grants, are recognized in the financial statements in the period in which events giving rise to the transfers occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amount can be made.

The Corporation of the Town of Ingersoll
Summary of Significant Accounting Policies
December 31, 2015

**Retirement Benefits and
Other Employee
Benefit Plans**

The Corporation of the Town of Ingersoll's contributions due during the period to its multi-employer defined benefit plan are expensed as incurred. The costs of other retirement benefits that accumulate over the period of service provided by employees are determined using the projected benefit method prorated on services based on management's best estimate.

Revenue Recognition

Taxes are recognized as revenue in the year they are levied. Taxation revenue recognized each year is adjusted for estimates for expected supplementary taxes, appeals and non-collectible taxes.

Conditional grant revenue is recognized to the extent the conditions imposed on it have been fulfilled. Unconditional grant revenue is recognized when monies are receivable.

Grants for the acquisition of tangible capital assets are recognized in the period in which eligible expenditures are made.

Sales of services and other revenue are recognized on an accrual basis.

Use of Estimates

The preparation of financial statements in accordance with PSAB requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from management's best estimates as additional information becomes available in the future.

Contaminated Sites

Public Sector Accounting Board (PSAB) Section 3260 Liability for Contaminated Sites requires governments to record a liability in their financial statements if they have a contaminated site that meets the requirements set out in the standard. The standard defines contamination as the introduction into air, soil, water or sediment of a chemical, organic or radioactive material or live organism that exceeds an environmental standard. The standard generally applies to sites that are not in productive use. Sites that are in productive use are only considered contaminated if there was an unexpected event that resulted in contamination.

The Corporation of the Town of Ingersoll
Notes to Consolidated Financial Statements
December 31, 2015

1. Land for Resale

The Land for resale is zoned for commercial purposes. The land is recorded at net realizable value which is less than cost.

2. Investment in Government Business Enterprise

(a) ERTH Corporation is a corporation incorporated under the laws of the Province of Ontario. The Corporation of the Town of Ingersoll owns 38.91% (2014 - 38.91%) of the outstanding shares. The investment in ERTH Corporation is comprised of the following:

	2015	2014
		Note 2 (b)
Promissory note receivable	\$ 4,543,500	\$ 4,543,500
Class A shares	1	1
Class B shares	4,543,499	4,543,499
Share of equity earnings	192,944	93,794
	\$ 9,279,944	\$ 9,180,794
	2015	2014
		Note 2 (b)
Share of equity earnings, beginning of year	\$ 93,794	\$ (137,923)
Share in net income	99,150	172,609
Share in reclassified redeemable class 'B' shares	-	107,557
Change in ownership	-	19,643
Less: Dividends	-	68,092
Increase (decrease) from government business enterprise	99,150	231,717
Share of equity earnings, end of year	\$ 192,944	\$ 93,794

The promissory note receivable from ERTH Corporation is unsecured and bears interest at 7.25% (2014 - 7.25%). The term of the note is undefined but no principal repayments are expected within the next twelve months. Interest received in the year and included in other income is \$329,404 (2014 - \$329,404). During the year, ERTH Corporation declared and paid dividends totaling \$Nil (2014 - \$175,000). The proportionate share of these dividends received by the Corporation of the Town of Ingersoll and included in the municipality's share of retained earnings was \$Nil (2014 - \$68,092).

The Corporation of the Town of Ingersoll
Notes to Consolidated Financial Statements
December 31, 2015

2. Investment in Government Business Enterprise (continued)

(b) Beginning 2015, ERTH Corporation is required to prepare their financial statement in accordance with International Financial Reporting Standards ("IFRS"). In prior years, these financial statements were prepared in accordance with Canadian general accepted principles (CGAAP). The company has restated the comparative information in its consolidated financial statements for the year ended December 31, 2014, and its opening consolidated statement of financial position as at January 1, 2014 by retroactively applying IFRS in accordance with IFRS standards for first time adoption. The retroactive adjustments made to the financial statements of ERTH Corporation related primarily to changes in standards for reporting capital and intangible assets and related amortization as well as standards for recognizing post-employment benefit actuarial gains and losses.

The following table summarizes the adjustments made to the 2014 comparative amounts reported in the Corporation of the Town of Ingersoll Statement of Financial Position, Statement of Operations and Cash Flow Statement as a result of the reporting changes of the Government Business Enterprise:

Corporation of the Town of Ingersoll

December 31, 2014	Previously Reported	Adjustments	Adjusted
Statement of Financial Position			
Investment in Government Business Enterprise	\$ 10,144,869	\$ (964,075)	\$ 9,180,794
Accumulated surplus, ending for the year	65,580,903	(964,075)	64,616,828
Statement of Operations			
Increase /(decrease) from Government Business Enterprise	\$ 531,557	\$ (964,075)	\$ (432,518)
Annual surplus	3,663,095	(964,075)	2,699,020

The Corporation of the Town of Ingersoll
Notes to Consolidated Financial Statements
December 31, 2015

2. Investment in Government Business Enterprise (continued)

(c) The following summarizes the financial position and operations of ERTH Corporation which have been reported in these financial statements using the modified equity method:

	2015	2014
		Restated
Financial position		
Current	\$ 18,045,167	\$ 17,299,351
Capital	38,938,090	35,414,497
Regulatory and other assets	17,834,320	15,796,669
Total Assets	\$ 74,817,577	\$ 68,510,517
Liabilities		
Current	\$ 20,969,790	\$ 21,111,655
Long-term debt	34,005,880	29,046,727
Regulatory and other liabilities	6,917,532	5,682,580
Total Liabilities	\$ 61,893,202	\$ 55,840,962
Equity		
Share capital	\$ 12,428,501	\$ 12,428,501
Retained earnings	655,841	399,796
Accumulated other comprehensive income (loss)	(159,967)	(158,742)
	\$ 12,924,375	\$ 12,669,555
Results of Operations		
Revenue	\$ 83,471,032	\$ 76,527,370
Expenses	83,214,987	75,925,018
Net income before other comprehensive income	256,045	602,352
Other comprehensive income (loss)	(1,225)	(158,742)
Total comprehensive income (loss) for the year	\$ 254,820	\$ 443,610
Corporation of the Town of Ingersoll's Share 38.91% (2014 - 38.91%)	\$ 99,150	\$ 172,609
	2015	2014
Retained earnings, beginning of year	\$ 241,054	\$ (303,981)
Net income before other comprehensive income	\$ 256,045	602,352
Reclassified redeemable class 'B' shares	\$ -	276,425
Other comprehensive loss	\$ (1,225)	\$ (158,742)
Less: Dividends		175,000
Retained earnings, end of year	\$ 495,874	\$ 241,054
Corporation of the Town of Ingersoll's Share 38.91% (2014 - 38.91%)	\$ 192,944	\$ 93,794

The Corporation of the Town of Ingersoll
Notes to Consolidated Financial Statements
December 31, 2015

3. Employee Benefits Liability

	Sick Leave Benefits	Post Employment Benefits	Total 2015	Total 2014
Employee Benefit Liability	\$ 68,955	\$ 5,273,905	\$ 5,342,860	\$ 6,824,392

Post-Employment Benefits

The Corporation of the Town of Ingersoll continues to provide life insurance, dental and health care benefits to certain employee groups. These benefits vary, with some groups receiving benefits after retirement until the members reach 65 years of age, where other groups receive the benefits for life. The Town of Ingersoll made a change to the retiree benefit provision in 2015. The life time benefits for current and future employees have been rescinded with exception of employees that were hired prior to November 14, 2011 and retire on or before June 15, 2017. The 2015 plan amendment does not affect existing retirees. The plan amendment was measured at December 31, 2015 and the impact was a one time reduction in the post-employment benefits liability of \$1,936,775, which is immediately recognized at December 31, 2015. The values are based on actuarial valuation and management estimates as at December 31, 2015. The following table summarizes the valuation results and significant assumptions used in the actuarial valuation:

	<u>2015</u>	<u>2014</u>
Discount Rate	4.75%	4.50%
Rate of compensation increase	3.00%	3.00%
Healthcare cost increase	5.33%	6.00%
The benefit obligation continuity is as follows:		
Accrued benefit obligation, January 1	\$ 6,764,037	\$ 6,341,227
Current period benefit cost	274,089	257,143
(Decrease) / Increase due to plan amendment	(1,936,775)	
Retirement interest expenditure	307,512	288,380
Benefits paid	(134,958)	(122,713)
Liability for post-retirement benefits	\$ 5,273,905	\$ 6,764,037
Post - retirement benefits expense is as follows:		
Current period benefit cost	\$ 274,089	\$ 257,143
Plan amendment cost	\$ (1,936,775)	
Retirement interest expense	307,512	288,380
Post-retirement benefits expense	\$ (1,355,174)	\$ 545,523

No reserves or reserve funds have been established to provide for this past service liability.

Sick Leave Benefits

The Corporation of the Town of Ingersoll provides paid sick leave that can be carried forward up to a maximum defined by the employee group and may become entitled to cash payment when they leave the Town's employment. The Town has established a reserve to provide for past service liability in the amount of \$68,955 (2014 - \$60,355).

The Corporation of the Town of Ingersoll
Notes to Consolidated Financial Statements
December 31, 2015

3. Employee Benefits Liability (continued)

Pension Agreements

The Corporation of the Town of Ingersoll makes contributions to the Ontario Municipal Employees Retirement System (OMERS) which is a multi-employer plan, on behalf of all permanent, full-time members of its staff. The plan is a defined benefit plan which specifies the amount of the retirement benefit to be received by the employees based on their length of service and rates of pay. The Corporation of the Town of Ingersoll paid \$394,977 (2014 - \$352,212) for employer contributions. The OMERS pension plan has a deficit. If actuarial surpluses are not available to offset the existing deficit and subsidize future contributions, increases in contributions will be required in the future.

4. Deferred Revenue

	Opening Balance	Contributions Received	Externally Restricted Investment Income	Revenue Recognized	Ending Balance
Federal Gas Tax	\$ 341,868	\$ 351,692	\$ 4,918	\$ (125,162)	\$ 573,316
Development Charges	483,902	206,689	6,057	(24,818)	671,830
Recreational Land	43,956	1,212	502	(40,000)	5,670
Provincial Gas Tax	566,717	64,160	6,908	-	637,785
Other	202,389	-	-	(38,714)	163,675
	<u>\$ 1,638,832</u>	<u>\$ 623,753</u>	<u>\$ 18,385</u>	<u>\$ (228,694)</u>	<u>\$ 2,052,276</u>

The Corporation of the Town of Ingersoll
Notes to Consolidated Financial Statements
December 31, 2015

5. Net Long Term Debt

	2015	2014
Long term liabilities issued by the County of Oxford for which the Town of Ingersoll has assumed responsibility for repayment.	\$ 6,283,776	\$ 6,988,153

Principal repayments relating to net long term debt of \$6,283,776 outstanding are due as follows:

	Principal Repayments
2016	716,744
2017	729,590
2018	742,935
2019	659,373
2020	593,875
Thereafter	2,841,259
	\$ 6,283,776

The above long-term liabilities have maturity dates and interest rates ranging from 2016 to 2034 and 3.16% to 4.75% respectively.

The Corporation of the Town of Ingersoll
Notes to Consolidated Financial Statements
December 31, 2015

6. Tangible Capital Assets

2015

	Land		Facilities	Machinery and		Total
	Land	Improvements		Equipment	Infrastructure	
Cost, beginning of year	\$ 3,521,798	\$ 3,954,622	\$ 15,800,146	\$ 5,859,583	\$ 68,464,795	\$ 97,600,944
Additions	-	270,566	76,545	288,858	3,641,725	4,277,694
Disposals	-	(9,289)	0	(147,414)	(741,674)	(898,377)
Cost, end of year	\$ 3,521,798	\$ 4,215,899	\$ 15,876,691	\$ 6,001,027	\$ 71,364,846	\$ 100,980,261
Accumulated Amortization, beginning of year	\$ -	\$ 2,464,432	\$ 6,010,257	\$ 2,723,277	\$ 24,062,686	\$ 35,260,652
Amortization	-	117,721	391,877	411,819	1,746,142	2,667,559
Disposals	-	(9,288)	-	(142,932)	(539,657)	(691,877)
Accumulated Amortization, end of year	\$ -	\$ 2,572,865	\$ 6,402,134	\$ 2,992,164	\$ 25,269,171	\$ 37,236,334
Net carrying amount, end of year	\$ 3,521,798	\$ 1,643,034	\$ 9,474,557	\$ 3,008,863	\$ 46,095,675	\$ 63,743,927

The net book value of tangible capital assets not being amortized because they are under construction or development or have been removed from service is \$145,007 (2014 - \$125,697). During the year, contributed capital assets of \$1,090,073 (2014 - \$2,140,429) were recognized in the financial statements. The Corporation of the Town of Ingersoll holds various historical treasures pertaining to the cheese factory museum. These items are not recognized as tangible capital assets in the financial statements because a reasonable estimate of the future benefits associated with such property cannot be made.

2014

	Land		Facilities	Machinery and		Total
	Land	Improvements		Equipment	Infrastructure	
Cost, beginning of year	\$ 3,683,812	\$ 3,991,259	\$ 15,699,058	\$ 6,228,253	\$ 65,453,364	\$ 95,055,746
Additions	-	163,208	101,088	339,809	3,489,705	4,093,810
Disposals	(162,014)	(199,845)	-	(708,479)	(478,274)	(1,548,612)
Cost, end of year	\$ 3,521,798	\$ 3,954,622	\$ 15,800,146	\$ 5,859,583	\$ 68,464,795	\$ 97,600,944
Accumulated Amortization, beginning of year	\$ -	\$ 2,546,851	\$ 5,623,155	\$ 3,000,274	\$ 22,692,989	\$ 33,863,269
Amortization	-	114,743	387,102	431,482	1,693,423	2,626,750
Disposals	-	(197,162)	-	(708,479)	(323,726)	(1,229,367)
Accumulated Amortization, end of year	\$ -	\$ 2,464,432	\$ 6,010,257	\$ 2,723,277	\$ 24,062,686	\$ 35,260,652
Net carrying amount, end of year	\$ 3,521,798	\$ 1,490,190	\$ 9,789,889	\$ 3,136,306	\$ 44,402,109	\$ 62,340,292

The Corporation of the Town of Ingersoll
Notes to Consolidated Financial Statements
December 31, 2015

7. Accumulated Surplus

The Corporation of the Town of Ingersoll segregates its accumulated surplus in the following categories:

	2015	2014
		Note 2 (b)
Investment in tangible capital assets	\$ 63,743,927	\$ 62,340,292
Current Funds	(3,742,875)	(3,812,523)
Reserves and Reserve Funds		
Working Funds	192,278	192,278
Capital and current purposes	4,954,358	3,297,449
Industrial development	339,479	242,930
Investment in Government Business	9,279,944	9,180,794
Unfunded employee benefits liability	(5,342,860)	(6,824,392)
	\$ 69,424,251	\$ 64,616,828

The investment in tangible capital assets represents amounts already spent and invested in infrastructure and other non-financial assets.

8. Government Transfers

	Budget		
	2015	2015	2014
Federal			
Operating			
Conditional	\$ 21,104	\$ 20,766	\$ 51,192
Capital			
Conditional	5,000	10,886	
Federal Gas Tax Revenue	178,000	125,162	600,300
	\$ 204,104	\$ 156,814	\$ 651,492
Provincial			
Operating			
Ontario Municipal Partnership Fund	\$ 538,000	\$ 538,000	\$ 672,500
Conditional	211,095	157,365	463,394
Capital			
Conditional	1,065,001	817,379	
	\$ 1,814,096	\$ 1,512,744	\$ 1,135,894

The Corporation of the Town of Ingersoll
Notes to Consolidated Financial Statements
December 31, 2015

9. Other Income

	Budget 2015	2015	2014
Penalties and interest on taxation	\$ 200,000	\$ 186,433	\$ 201,682
Other fines and penalties	8,200	3,953	5,909
Investment Income	46,462	89,140	49,242
Licences, permits and rents	329,393	450,421	381,993
Donations	144,871	198,006	156,820
Donated assets	970,585	1,090,073	2,140,429
Sales of publications and other	67,985	58,560	58,932
Gain (loss) on disposal of tangible capital assets	(199,000)	(206,500)	(36,566)
Interest - GBE (Note 2)	329,400	329,404	329,404
Dividends	0	0	68,092
Development Charges	24,848	24,818	36,224
Recreational Land	40,000	40,000	0
Other	5,800	9,184	20,325
	\$ 1,968,544	\$ 2,273,492	\$ 3,412,486

10. Expenses by Object

	Budget 2015	2015	2014
Salaries, Wages and Employee Benefits	\$ 6,503,979	\$ 4,862,012	\$ 6,743,497
Materials	3,145,538	2,730,553	2,861,953
Contracted Services	3,352,722	3,260,950	3,566,379
Rent & Financial Expenses	34,873	27,369	29,238
Interest on Long-term Debt	242,011	237,565	257,910
Contributions to Others	58,513	59,377	57,647
Amortization	2,601,800	2,667,559	2,626,750
	\$15,939,436	\$ 13,845,385	\$ 16,143,374

The Corporation of the Town of Ingersoll
Notes to Consolidated Financial Statements
December 31, 2015

11. Budget Figures

The budget data presented in these consolidated financial statements are based upon the 2015 operating budget approved by Council. The budget approved by Council was prepared on a modified accrual basis while Public Sector Accounting Standards now require a full accrual basis. As a result, the budget figures presented in these consolidated financial statements represent the budget adopted by Council with adjustments as follows:

	<u>2015</u>
Town Council approved budget surplus	\$ -
Local Boards approved Consolidated budgets	(6,675)
Add:	
Net transfers (from) to reserves	2,350,285
Principal repayment of debt	704,375
Capital project revenues	1,258,001
Contributed Assets	970,585
Deferred revenue earned	40,000
Less:	
Loss on disposal of tangible capital assets	200,000
Amortization	2,601,800
Capital project cost resulting in operating expenses	34,336
Budget Surplus (Full accrual)	<u>\$ 2,480,435</u>

12. Contingent Liabilities

A significant ratepayer of the Municipality has appealed to the Assessment Review Board (ARB) with respect to the taxation years between 2009 to 2015. These appeals could potentially result in a reduction of taxes which would be distributed between the town, county and school boards. As there is considerable uncertainty surrounding both the hearing process and the potential settlement of reduction in taxation revenue, an estimated amount of \$698,000 (2014 - \$398,000) has been recognized at this time.

The Corporation of the Town of Ingersoll
Notes to Consolidated Financial Statements
December 31, 2015

13. Funds Held in Trust

The trust funds administered by the municipality amounting to \$259,523 (2014 - \$253,878) have not been included in the consolidated financial statements. Certain assets have been conveyed or assigned to the Corporation of the Town of Ingersoll to be administered as directed by agreement or statute. The Corporation of the Town of Ingersoll holds the assets for the benefit of and stand in fiduciary relationship to the beneficiaries. The following trust funds and assets are excluded from the Corporation of the Town of Ingersoll's financial statements:

	<u>2015</u>	<u>2014</u>
Carroll	\$ 5,000	\$ 5,000
Cemetery Care and Maintenance	250,923	245,278
W.J. Bickerton	3,600	3,600
	<u>\$ 259,523</u>	<u>\$ 253,878</u>

14. Contaminated Sites

The Corporation of the Town of Ingersoll has implemented Public Sector Accounting Board (PSAB) Section 3260 Liability for Contaminated Sites. This change has been applied retroactively without the restatement of prior periods. The adoption of this standard did not have an impact on the Corporation's financial statements as no contaminated sites were found.

15. Segmented Information

The Corporation of the Town of Ingersoll is a diversified municipal government institution that provides a wide range of services to its citizens. Distinguishable functional segments have been separately disclosed in the segmented information. The nature of the segments and the activities they encompass are as follows:

General Government

This category relates to the revenues and expenses of the operations of the Municipality itself and cannot be directly attributed to a specific segment.

Protection to Persons and Property

Protection is comprised of police services, fire protection and protective inspection. The police services work to ensure the safety and protection of the citizens and their property. The fire department is responsible to provide fire suppression service, fire prevention programs, training and education. Protective inspection provides services related to the enforcement of building and construction codes.

Transportation

Transportation is responsible for the maintenance and upkeep of the Municipality's roads, winter control, street lighting and sidewalks.

Environmental

Environmental services provide waste disposal services for the Municipality's citizens.

Health

Health services relate to maintaining the Municipality's cemetery.

Recreation and Cultural Services

This service area provides services meant to improve the health and development of the Municipality's citizens through recreational programs, youth centres and museum services.

Planning and Development

This service area is responsible for the economic development of the Municipality and its merchants.

The accounting policies of the segments are the same as those described in the summary of significant accounting policies. In measuring and reporting segment revenue from transaction with other segments, inter-segment transfers have been measured on the basis of the actual cost of services provided.

The Corporation of the Town of Ingersoll
Notes to Consolidated Financial Statements
December 31, 2015

15. Segmented Information

For the year ended December 31, 2015	General government	Protection to and property to persons	Transportation	Environmental	Health services	Recreation and cultural services	Planning and development	2015 Total
Revenue								
Taxation	\$ 13,137,288	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,137,288
Grants	648,711	98,931	1,122,946	107,604	-	103,314	12,035	2,093,541
User fees and service charges	59,058	18,867	87,025	-	22,103	860,855	1,430	1,049,338
Other	718,947	338,241	890,710	6,335	10,960	306,663	1,636	2,273,492
	14,564,004	456,039	2,100,681	113,939	33,063	1,270,832	15,101	18,553,658
Expenses								
Salaries and wages	546,295	811,331	1,002,160	201,890	80,875	2,028,827	190,634	4,862,012
Goods and services	688,435	3,035,904	971,320	150,391	26,714	1,117,694	87,791	6,078,249
Interest	24,936	-	204,504	-	-	8,125	-	237,565
Amortization	164,476	127,115	1,628,591	294,895	1,826	450,656	-	2,667,559
	1,424,142	3,974,350	3,806,575	647,176	109,415	3,605,302	278,425	13,845,385
Income from government business enterprise	99,150	-	-	-	-	-	-	99,150
Net surplus (deficit)	\$ 13,239,012	\$ (3,518,312)	\$ (1,705,894)	\$ (533,237)	\$ (76,352)	\$ (2,334,470)	\$ (263,324)	\$ 4,807,423

The Corporation of the Town of Ingersoll

Notes to Consolidated Financial Statements

December 31, 2014

15. Segmented Information

For the year ended December 31, 2014	General government	Protection to persons and property	Transportation	Environmental	Health services	Recreation and cultural services	Planning and development	2014 Total
Revenue								Note 2 (b)
Taxation	\$ 12,601,374	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,601,374
User fees and service charges	60,023	20,159	76,379	-	23,392	879,426	22,867	1,082,246
Other	896,440	283,155	1,798,597	6,792	16,135	327,755	15,520	3,344,394
	14,430,449	423,709	2,675,586	121,413	39,527	1,391,360	124,776	19,206,820
Expenses								
Salaries and wages	1,511,475	833,413	1,480,697	110,956	90,632	2,529,911	186,413	6,743,497
Goods and services	799,980	3,195,276	1,080,193	86,939	24,817	1,120,990	207,022	6,515,217
Interest	35,857	-	210,889	-	-	11,164	-	257,910
Amortization	172,687	118,088	1,903,618	0	1,803	430,554	-	2,626,750
	2,519,999	4,146,777	4,675,397	197,895	117,252	4,092,619	393,435	16,143,374
Income from government business enterprise	(364,426)	-	-	-	-	-	-	(364,426)
Net surplus (deficit)	\$ 11,546,024	\$ (3,723,068)	\$ (1,999,811)	\$ (76,482)	\$ (77,725)	\$ (2,701,259)	\$ (268,659)	\$ 2,699,020

The Corporation of the Town of Ingersoll

Report to the Councillors

December 31, 2015

August 16, 2016

To the Councillors
The Corporation of the Town of Ingersoll

Our audit of the financial statements of The Corporation of the Town of Ingersoll (the Town) for the year ended December 31, 2015 is complete and we have issued a report on these financial statements without qualification.

The report to the councillors been prepared to facilitate communication with those charged with governance, as required by Canadian Auditing Standards. These standards require that we communicate with those charged with governance regarding various matters including:

- Auditor responsibilities in relation to the financial statement audit
- Planned scope and timing of the audit
- Auditor independence
- Significant findings from the audit, including:
 - qualitative aspects of accounting practices
 - difficulties encountered during the audit
 - matters discussed with management
 - other matters relevant to the financial reporting process

We express our appreciation for the cooperation and assistance received from the management and the Finance Department of the Town during the course of our audit.

If you have any particular comments or concerns, please do not hesitate to contact me.

Yours very truly,

MILLARD, ROUSE & ROSEBRUGH LLP



Cameron Johnston CPA, CA, LPA
Partner

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Introduction

This report summarizes significant matters that we believe should be brought to your attention for the Town. We emphasize that the audit and this report would not necessarily identify all matters that may be of interest to the committee.

This report has been prepared solely for the purpose of assisting the councillors in the discharge of its oversight responsibility and should not be used for any other purpose. We disclaim any obligation to any other party that may rely upon this report.

Audit Scope and Responsibility

INDEPENDENT AUDITORS' REPORT

To the Members of Council, Inhabitants and Ratepayers of The Corporation of the Town of Ingersoll

We have audited the accompanying consolidated financial statements of The Corporation of the Town of Ingersoll which comprise the consolidated statement of financial position as at December 31, 2015, and the consolidated statements of operations, change in net financial assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Town Management's Responsibility for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as Town management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these consolidated financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditors' judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by Town management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the consolidated financial statements present fairly, in all material respects, the financial position of The Corporation of the Town of Ingersoll as at December 31, 2015, and the results of its operations, its changes in net assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Independence

As external auditors of the Town, we are required to be independent in accordance with Provincial professional requirements. These standards require that we disclose to the Finance Committee all relationships that, in our professional judgement, may reasonably be thought to bear on our independence. We provided a letter to management at the commencement of our audit, which confirms our independence with respect to the Town.

We confirm that we are not aware of any relationship or non-audit services that would impair our independence for purposes of expressing an opinion on the financial statements.

Responsibility of Management

Preparation of financial statements

The preparation of the financial statements, including the accompanying notes, is the responsibility of management. This includes the preparation of the financial statements in accordance with Canadian public sector accounting standards.

Management is responsible for selecting the significant accounting policies used in the preparation of the financial statements, for applying judgement in preparing accounting estimates contained in the financial statements, and for preparing or obtaining documentation supporting amounts and disclosures in the financial statements. In addition, management is responsible for assessing the impact of any misstatements detected during the preparation and audit of the financial statements, individually and in aggregate, on the fair presentation of amounts and disclosures contained in the financial statements and determining if such adjustments should be recorded.

Management's representations

The transactions and estimates reflected in the accounts and in the financial statements are within the direct control of management. Accordingly, the fairness of the representations made through the financial statements is an implicit and integral part of management's responsibility.

Throughout the course of our audit, we obtain representations from management in the form of answers to our audit enquiries. We also obtained a formal representation letter from management at the conclusion of the audit.

Reportable Matters

CPA Canada has specified matters that should be brought to the attention of management. The following summarizes the matters to be communicated.

Significant accounting principles and policies

Significant accounting principles and policies are disclosed in the notes to the financial statements. Within the context of the audit, management has represented to us that there have not been any material changes in the accounting principles and policies during the year.

We have not noted any significant unusual transactions.

Materiality

Millard, Rouse & Rosebrugh LLP planned the audit with the objective of having reasonable assurance of detecting misstatements that would be material to the financial statements taken as a whole. As required by audit standards, materiality was utilized during the conduct of the audit and the evaluation of any misstatements identified.

Misstatements and significant audit adjustments

Misstatements represent audit findings for which we do not agree with the amount, classification, presentation or disclosure of items in the financial statements.

A misstatement may arise from an error or from fraud and other irregularities. An error refers to an unintentional misstatement in financial statements, including an omission of amount or disclosure.

Fraud and other irregularities refer to an intentional misstatement in financial statements, including an omission of amount or disclosure, or to a misstatement arising from theft of the entity's assets.

In conducting our procedures, we may identify misstatements that require adjustments to the recorded amounts. These audit adjustments are discussed with management, who in consultation with us, determine if an adjustment should be recorded.

During the course of our audit, we did not discover any misstatements arising from fraud or other irregularities.

Internal controls

Management is responsible for the design and operation of an effective system of internal control that provides reasonable assurance that the accounting systems provide timely, accurate and reliable financial information, as well as safeguard the assets of the Town.

Through our role as auditors of your financial statements we possess an understanding of the Town and its operating environment, including internal control. However, a financial statement audit is not designed to provide assurance on internal control. Professional standards do require us to communicate to management significant deficiencies and material weaknesses in internal control that have come to our attention in the course of performing the audit.

During the course of our audit, we did not discover any significant deficiencies in internal control.

Illegal acts

Our inquiries of management and our testing of financial records did not reveal any illegal or possible illegal acts. However, please be aware that improper conduct is usually carefully and often elaborately concealed and therefore, the probability of detecting such acts is not high. Management is also asked in the formal letter of representations to disclose if they are aware of any illegal or possible illegal acts.

Fraud and illegal acts

Our inquiries of management did not reveal any fraud or illegal acts.

Difficulties

We did not encounter any difficulties in the performance of the audit. We have had no disagreements with management, and have resolved all auditing, accounting and presentation issues to our satisfaction.

Cooperation during the Audit

We report that we have received excellent cooperation from staff and management of the Town. To our knowledge, we were provided with complete access to all necessary accounting records and other documentation. Issues identified as a result of our audit work, whether in amounts for the financial statements or disclosure, were discussed with management and issues have been resolved to our satisfaction. There were no limitations placed on the scope of our audit.

Current Accounting and Reporting Developments

We continually monitor the potential impact of new accounting pronouncements on the accounting practices of The Corporation of the Town of Ingersoll.

Financial Instruments

Public Sector Accounting Standards are changing for the disclosure related to financial instruments. This change will be effective for year ends beginning on or after April 1, 2016.

To: Mayor and Members of Ingersoll Council

From: Eric Gilbert, Senior Planner, Community and Strategic Planning

Smart Growth for Our Communities Act: Amendments to the Development Charges Act and Planning Act

REPORT HIGHLIGHTS

- In late 2013, the Province began a review of the Planning Act and Development Charges Act, 1997. Following a public consultation process that included feedback from the public and various stakeholders (including the County of Oxford), the Province passed the “Smart Growth for Our Communities Act, 2015” and the Act and related regulations became effective on July 1, 2016.
- The key proposed changes to the Planning Act as it relates to the Town of Ingersoll include additional public notification and consultation requirements (e.g. providing an explanation of the effect of public input, if any, on Council’s/Committee’s decisions on planning applications), and requiring appellants to provide more detailed reasoning as part of an appeal to the Ontario Municipal Board (OMB). Applications for minor variance from the provisions of a site specific zoning amendment would also be prohibited for 2 years from the approval of the amendment.

DISCUSSION

Background

A province-wide review of the Planning Act and Development Charges Act occurred between October 2013 and January 2014, with the stated intent of determining whether the existing legislation was responsive to the changing needs of Ontario’s communities. Although many of the issues and concerns under consideration by the Province at that time pertained more to larger urban municipalities, Oxford County did submit comments with respect to the issues that were relevant to the County, the Town of Ingersoll and other Area Municipalities within the County.

As a result of the provincial review, the province tabled Bill 73, known as the “Smart Growth for Our Communities Act, 2015”, and posted it to the Environmental Bill of Rights. Following the EBR posting, Bill 73 passed 3rd reading on December 3, 2015, and was proclaimed shortly thereafter. A number of minor items were effective in December 3, 2015, but the remainder of the Act and the associated Regulations became effective as of July 1, 2016.

Although the Smart Growth for Our Communities Act also amended the Development Charges Act and introduced a number of changes, for the purposes of this report, the changes to the Planning Act are discussed.

The following commentary section of this report is intended to highlight the important changes and amendments to the Planning Act and provide a summary of their potential implications for Town and County planning services.

Comments

Amendments to the Planning Act

Planning staff are supportive of a number of amendments to the Planning Act with respect to Ontario Municipal Board (OMB) appeals. Changes have been made to the Planning Act requiring specific rationale to be provided as part of an Ontario Municipal Board (OMB) appeal, limiting OMB appeals with respect to municipal decisions that involve comprehensive updates to an Official Plan or are required solely to comply with specific direction established in Provincial legislation and/or plans, and OMB decisions are required to have regard to all information received from the Town/ County when adjudicating appeals.

Planning staff are also supportive of changes that will result in better coordinating of Provincial legislative and policy review processes to reduce the burden such reviews place on municipal resources. Provincial plan reviews (such as the PPS) will now occur on a 10 year review period.

Other changes have provided municipalities with the flexibility to establish alternative public consultation measures that are responsive to social changes and evolving use of technology, and Public Meeting notices can now be provided in “plain language”.

Following is a summary of the key changes to Planning Act and related staff comments as they may impact the Town of Ingersoll:

Ontario Municipal Board Appeals

A number of changes have been made to the sections of the Planning Act that deal with appeals to the Ontario Municipal Board (OMB):

- Appellants who intend to argue to the OMB that a decision is inconsistent with the PPS, provincial plans and/or the Official Plan must explain how such decision is inconsistent with such documents in their notice of appeal. If the appellant fails to do so, the OMB may dismiss all or part of the appeal without a hearing.

Planning staff generally support this change as it should help to eliminate ‘generic’ or ‘frivolous/vexatious’ type appeals by ensuring there is additional onus on an appellant to establish the specific land use planning basis for their appeal at the time it is filed. Under the current process, an appeal may be submitted with ‘generic’ planning reasons just to get a ‘foot in the door’ and allow the appellant to come up with their specific planning grounds at the time of the OMB hearing. Given the considerable staff time and financial resources involved in preparing for an OMB hearing, it seems reasonable to expect an appellant to identify the specific planning basis for their appeal before a hearing will be considered by the OMB. It is hoped that this change in the legislation will assist in reducing the costs and time associated with OMB appeals by ensuring they are clearly based on and limited to specific planning grounds.

- New provisions allow Town Council to use mediation, conciliation or other dispute resolution techniques to attempt to resolve appeals, prior to the OMB convening a formal hearing. Current legislation (OMB Act) enables only the OMB to use such techniques, but not local municipal Council. If Council decides to utilize such techniques, then the requirement to forward the appeal package(s) to the OMB is extended to 75 days (from 15 days) after the 20-day appeal period closes.

In theory, if such local approaches to dispute resolution are successful, the time and costs involved in resolving a dispute could be less than for a full OMB hearing. However, the participation of appellants in such processes is voluntary and they do not provide any guarantee of resolution. Further, such processes may still involve considerable staff time and other professional/legal services to undertake properly and ensure they are 'without prejudice'.

Zoning By-Laws

A number of the proposed revisions to the Planning Act are intended to limit amendments to 'new' Comprehensive Zoning By-laws.

- During the two-year period following the date of adoption of a 'new' comprehensive zoning by-law, no private applications (by persons other than the municipality) for amendment are permitted, unless a resolution of Council is passed.

Presumably, the intent is to ensure policies and provisions that have recently been established by the Town through a comprehensive review and public consultation process are provided some degree of certainty/stability (e.g. to prevent submission of an amendment to allow for a development that is not consistent with the intent and purpose of such policies or provisions immediately following their enactment). This 'stability' period, would allow Council (and staff) to begin monitoring the effect of new provisions without having to deal with new amendment applications that may challenge the new zoning provisions. It would also provide some assurance to the public and other stakeholders who invested their time and effort in the comprehensive review processes that the policies and provisions that they helped to develop are legitimate and will be implemented.

Council may pass a blanket resolution authorizing all private zoning by-law amendments following the adoption of a new comprehensive zoning by-law, can prescribe certain classes of applications exempt, or can consider each zoning by-law amendment application individually.

To date, the 'stability' of new Zoning provisions has not been a particular concern in Ingersoll or Oxford County as it has in some larger urban municipalities. It is noted that the Town's Comprehensive Zoning By-Law was passed in 2004; it is uncertain when the Town would initiate another Comprehensive Zoning By-Law.

Minor Variances

A number of the amendments to the Planning Act contained within the *Smart Growth for Our Communities Act* affect the provisions relating to minor variances, these changes are summarized as follows:

- During the two year period following approval of an owner initiated site-specific rezoning, applications for minor variances are permitted only where approved through a resolution of council.

The intent of this change is to preserve or uphold zoning provisions that were previously approved by Council. With respect to the Town of Ingersoll, it is the opinion of Planning staff that due to the current and historical volume of minor variance applications in the Town there is no urgent need or compelling reason to restrict the processing of Minor Variance applications following a site specific zoning approval.

Council may pass a blanket resolution authorizing all minor variances following a site-specific zoning by-law amendment, can prescribe certain classes of minor variances exempt, or can consider each minor variance individually.

Considering the context of historical and current development and planning applications in the Town of Ingersoll, planning staff recommend that Council pass a blanket resolution authorizing all minor variances within a 2 year period of a site-specific zoning by-law amendment.

- A new provision has been included in the Planning Act stating that a Committee of Adjustment “shall authorize a minor variance... only if the variance conforms with prescribed criteria, if any,” in addition to minor variance tests currently referenced in subsection 45(1) of the Planning Act.

This change would provide for additional criteria that would need to be satisfied in order for a minor variance to be granted. The Act provides that the additional criteria may be established by Town Council through the adoption of a By-Law, or may be prescribed by the Province. In the case of the Town, comprehensive planning reports are prepared for the Town’s Committee of Adjustment to assist them in determining whether a particular minor variance meets the required tests set out in the Planning Act. Planning staff are not aware of any concerns or issues with the current review process or Planning Act tests that would benefit from additional ‘prescribed criteria’. Further, the Province has indicated that a working group has been established to review what the additional criteria would be, but at this time, it is planning staff’s understanding that the Province is not currently pursuing this.

Public Consultation

A number of the approved changes to the Planning Act appear to be intended to improve communication with and engagement of the public on planning related matters. These changes are summarized as follows:

- A new mandatory requirement to include descriptions of measures and procedures for informing and obtaining the views of the public with respect to certain planning matters in Official Plan policy (e.g. Official Plan amendments/revisions, zoning by-laws, plans of subdivision, consents and ‘other matters as may be prescribed’). Municipalities will also have the option of including a description of measures and procedures in the Official Plan for obtaining the views of the public on other planning matters. The proposed changes would allow for alternative public notification measures (e.g. notification period, form of notice etc.) to be established for plans of subdivision and consents, similar to the alternative notification requirements already established in zoning by-law amendments. Changes also address measures to provide public notification for tenants in multi-residential buildings.

Planning staff have reviewed the existing policies of the Official Plan respecting public notification and consultation (Section 10.8) and are of the opinion that the existing policies generally satisfy the above noted changes to the Planning Act, but could improve by including public engagement guidelines that were recently adopted by the Town/ County.

- All notices of decision with respect to Planning Act applications now require inclusion of a brief explanation of the effect, if any, that written and oral submissions (made at the public meeting) had on council's/committee's decision. This change will require additional time and effort by the Town to ensure that their Notices of Decision on planning applications include such an explanation. This may require the taking of more detailed minutes of public meetings to accurately capture the nature of any oral submissions and subsequent Council/Committee deliberations.

In Ingersoll, written submissions received with respect to an application in advance of the public meeting are typically included in the associated planning report to Council and, if they have an impact on the planning recommendation, are specifically addressed in the report. With respect to oral submissions, current practice in Ingersoll is typically for Council/Committee to defer their decision on the application if it is determined that oral submissions at the public meeting may have an impact on their decision and can't simply be addressed through the conditions of approval. While it is recognized that this proposed amendment is intended to enhance public accountability, doing so may result in delays to the current planning review and approval process (e.g. increasing the time to issue notices of decision and/or more decisions being deferred).

Although planning staff do not oppose the concept of such accountability measures, it is unlikely that the proposed changes will result in any substantive improvements in public accountability in Ingersoll for the above noted reasons. Further, it should be recognized that this change may result in additional administrative process for both the Town and County planning staff on every Planning Act application.

- Regulations have been introduced requiring a public consultation strategy to be developed and submitted by the applicant. As part of a 'complete application' for Official Plan Amendment, Zoning By-Law Amendment, and draft approved plan of subdivision, a public consultation strategy is required to be submitted.

Although in theory a public notification strategy could improve public participation and consultation in the planning process, in practice the requirements for public notification have been determined by planning staff in consultation with area municipal staff and / or Council. Open houses have been hosted by applicants/ developers for large or contentious applications. Larger policy projects and secondary plans routinely have enhanced public consultations such as open houses, newspaper notifications, and social media platforms such as Speak Up! Oxford and Facebook/ Twitter.

Planning staff have developed a public consultation strategy checklist, to be completed by applicants when applications are submitted. The checklist is intended to streamline and simplify the compliance with this requirement.

Parkland and Increased Height/Density Provisions

- The provisions of the Planning Act respecting Parkland Dedication have been amended. Before a municipality adopts official plan policies allowing it to pass by-laws under subsection 42(3) (alternative parkland dedication requirement), it must first have a parks plan (similar to a parks master plan) that examines the need for parkland in the municipality. During the preparation of any parks plan, the municipality must consult with all school boards. Further, the alternative parkland dedication requirement in the Planning Act is now reduced from the current value limit of 1 hectare of land for each 300 dwelling units to 1 hectare of land for each 500 dwelling units proposed. This change was enacted to encourage municipalities to take more land for parks, rather than cash-in-lieu.

Oxford's current Official Plan policies enable the alternative parkland requirement. However, the alternative requirement is not often utilized as it typically only exceeds the standard Planning Act parkland dedication requirement (e.g. 5% of land area) in the case of higher density residential development sites. With the enacted changes, a municipality would be required to have a parks plan in place if they wished to enable the alternative parkland requirement through Official Plan policy and it would require even higher density residential development before the alternative requirement would be advantageous for a municipality to utilize.

Cash-in-lieu of parkland payments received by the Town will now be subject to the reporting requirements under the Municipal Act, and will be subject to a detailed annual financial statement, available to the public.

- Money collected under a Section 37 by-law (Height and/or Density Bonus) must be held in a special account exclusively for the purposes for which the money was collected, similar to what is currently required for cash-in-lieu of Parkland. Further, the Director of Finance / Treasurer would be required to provide an annual financial statement to Town Council relating to these special accounts (e.g. opening and closing balances, the facilities and services on which any money was spent etc.) and ensure it is made available to the public.

Planning staff have no specific comments or concerns with respect to these proposed changes. However, it should be noted that the changes may place additional administrative responsibilities on the Director of Finance / Treasurer with respect to managing related funds and preparing the annual report to Town Council.

Other Changes to the Planning Act

- Section 2 of the Planning Act includes a new provincial interest relating to built form- "built form that is well designed, encourages a sense of place, provides for public places that are of high quality, safe, accessible, attractive, and vibrant"

The Town, through the adoption of the Ingersoll Central Area Design Guidelines and other criteria in the Town's Site Plan Control Guidelines, Town Zoning By-Law, and applicable severance policies already have regard to built form.

Conclusions

With respect to the proposed changes to the Planning Act, a number of revisions to Town and County planning processes are required to address changes to public notices, public notification and consultation, planning decisions, and minor variances.

RECOMMENDATIONS

It recommended that the Council of the Town of Ingersoll receive Report 2016-222, Smart Growth for Our Communities Act: Amendments to the Development Charges Act and Planning Act as information;

AND THAT Council authorize the submission and processing of all minor variance applications submitted within 2 years of a site-specific zoning by-law amendment;

AND THAT Council direct staff to implement any changes to planning services required by the Smart Growth for Our Communities Act.

SIGNATURES

Authored by: original signed by

Eric Gilbert, MCIP, RPP, Senior Planner

Approved for submission: original signed by

Gordon K. Hough, RPP, Director



Community and Strategic Planning

P. O. Box 1614, 21 Reeve Street

Woodstock Ontario N4S 7Y3

Phone: 519-539-9800 • Fax: 519-421-4712

Web site: www.oxfordcounty.ca

Our File: **A05-16**

APPLICATION FOR MINOR VARIANCE

TO: Town of Ingersoll Committee of Adjustment
MEETING: September 12, 2016
REPORT NUMBER: 2016-200

OWNER: 2187439 Ontario Inc.
11 St. Andrew Street, Ingersoll, N5C 1K6

VARIANCE REQUESTED:

Relief from the provisions of **Section 5.14.1 – Municipal Services:** to permit the continued use of a private septic system for commercial uses on the subject lands instead of connecting to municipal sanitary services.

LOCATION:

The subject lands are described as Lots 27 - 31, Block 35, Plan 279, Part Lots 18 – 20, 23 – 26, 170, 293, Part Creek Plan 477, Part Thames River, Town of Ingersoll. The lands are located on the east side of Thames Street South, between Carnegie Street and St. Andrew Street, and are municipally known as 31 Thames Street South.

BACKGROUND INFORMATION:

COUNTY OF OXFORD OFFICIAL PLAN:

Schedule "I-1"	Town of Ingersoll Land Use Plan	Central Business District
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TOWN OF INGERSOLL ZONING BY-LAW: Central Commercial Zone (CC) with Floodfringe Overlay

SURROUNDING USES: surrounding uses are commercial to the south with the Ingersoll arena to the southeast and industrial uses to the north and east. The Thames River is directly north of the subject lands and the CP railway is directly south.

COMMENTS:(a) Purpose of the Application:

The subject application is requesting relief from the Zoning By-law to allow an upgrade and continued use of a septic system on the subject lands instead of connecting to the municipal sanitary sewer. The subject lands contain 3 buildings that are currently vacant. The applicant is proposing to undertake interior renovations to accommodate a future tenant for office space. The proposed renovations include creating separate office space, requiring additional washroom facilities, which consequently has triggered the requirement to increase the capacity of the existing septic system.

According to the Town of Ingersoll Zoning By-law, no building or structure shall be erected, used or expanded for any purpose unless municipally serviced. The proposed interior renovations to the existing building and the required upgrades to the existing septic system are considered a form of development which therefore requires that the property be connected to sanitary services.

The applicant has indicated that it is not desirable to connect to sanitary services because the subject property could be contaminated and by installing a connection, the contaminated soils could be disturbed.

Plate 1, Existing Zoning & Location Map, shows the location of the subject lands and the zoning in the immediate vicinity.

Plate 2, Aerial Map (2015), shows the location of the subject lands and surrounding properties.

(b) Agency Comments

The application was circulated to relevant agencies considered to have interest in the application and the following comments were received:

The County of Oxford Public Works Department indicated that if a performance review indicates that upgrades or improvements to the septic system are required to support the proposed development, than Oxford County Public Works recommends that connecting to the sanitary sewer be required as per the Zoning By-law.

The County of Oxford Public Health and Emergency Services indicated that on March 24, 2016, an application for Performance Level Review and Change of Use was received. County Public Health concluded that in light of the additional plumbing fixtures being proposed in the subject building, the performance level of the existing septic system will be reduced and an upgrade will be required under Section 11.4.3.6 of the Building Code.

The Upper Thames River Conservation Authority indicated that the subject lands fall entirely in the floodplain of the South Thames River. Generally when there is an opportunity for the removal of an existing septic system from the floodplain through the connection to municipal servicing, the UTRCA supports the municipality in requiring the connection. However, the applicant indicated that a Phase II Environmental Site Assessment that was completed by the former owner advised of potential underground contamination.

The UTRCA has indicated that depending on the construction activity or design of the installation of the connection, there could be an increased rate and or ability of contaminated material to reach the river or other properties. High pressure directional drilling of a new sanitary line could also come with risks.

The UTRCA further indicated that they also have concerns with the applicant installing a larger septic system in the flood plain. Given the circumstances, the UTRCA recommended that the applicant seek advice from the Ministry of the Environment and Climate Change (MOECC) to verify whether the Phase II that was undertaken identified mitigation measures that could be used on this site.

(c) Intent and Purpose of the Official Plan:

The subject property is located within a serviced area of the Town of Ingersoll. Section 4.2.2.5 of the County Official Plan indicates that all new development in the large urban centres shall be fully serviced and shall be developed on centralized waste water and water supply facilities. Limited exceptions are available for commercial and industrial uses only where sanitary sewers and municipal water are not available.

Further, the lands are located within the 'Central Business District' designation according to the County Official Plan. The Central Business District is intended to be the most intensive, functionally diverse business, cultural and administrative centre in the Town. Therefore, within the Central Business District, the full range of commercial, office, administrative, cultural, entertainment, recreation, institutional, open space and multiple residential uses are permitted.

The request to permit the proposed development and expansion on private services within a serviced urban centre, where services are available, is not consistent with the policy direction of Section 4.2.2.5 of the Official Plan.

(d) Intent and Purpose of the Zoning By-law:

The subject lands are zoned 'Central Commercial Zone (CC)' and meet all of the other relevant zoning provisions. Additionally, the lands are located within an area that is identified within the floodfringe overlay. Lands within this area are restricted to infilling, redevelopment, replacement and additions or alterations of existing buildings. Provisions are also set out for development with respect to flood proofing to ensure public safety.

Section 5.14.1 of the Zoning By-law indicates that no land shall be used or built upon and no building or structure shall be erected, used or expanded for any purpose unless all municipal services (municipal water, sanitary sewers, electric power lines, drainage systems and improved streets) which meet the municipal standards in effect and have adequate capacity to service the use or development are in place. The intent of this provision is to ensure public health and safety and to optimize the use of the existing municipal services.

The proposal to waive this requirement to connect to sanitary sewers that currently exist on Thames Street South is not consistent with the intent and purpose of the Zoning Provisions that are intended to ensure all development within the Town occurs on appropriate municipal services.

(e) Desirable Development/Use:

It is the opinion of Planning staff that the applicant's request to remain on private services while increasing the septic system size to accommodate the proposed development is not minor in nature and is not desirable for the area.

The intent of the Official Plan policies and the Zoning By-law provisions related to the connection of municipal services is to promote the efficient use and optimization of existing services and to protect human health and the natural environment.

As previously indicated, the applicant has concerns with disturbing the soils to connect to sanitary services because a Phase I Environmental Site Assessment (ESA) that was undertaken in 2006 identified former uses on the subject and surrounding lands that may have contaminated the site. A Phase II ESA was completed while under former ownership to which the current owner does not have access to. Since staff have not had the opportunity to review the findings of a Phase II ESA, or have the study updated to reflect current standards, it is difficult to determine what the repercussions, if any would be to connect the subject property to sanitary services.

Agency circulation of the proposed development also indicated concerns with the applicant's request, particularly from the UTRCA who have requested further information and clarification of the contents of the Phase II ESA.

In light of the foregoing, it is the opinion of Planning Staff that the requested relief is setting an undesirable precedent as servicing is available for the subject property. It is therefore recommended that the Committee of Adjustment deny the applicant's request to remain on private services while increasing the size of the septic system. However, if the Committee is considering approving the subject application, staff recommends that the Committee defer the application until the owner provides a Phase II ESA which determines the type and extent of contamination and possible recommendations for mitigation on the subject lands. The Phase II ESA should be reviewed by the MOECC and comments provided to the Committee.

RECOMMENDATION:

That the Town of Ingersoll Committee of Adjustment **deny** Application File A05-16, submitted by 2187439 Ontario Inc. for lands described as Lots 27 - 31, Block 35, Plan 279, Part Lots 18 – 20, 23 – 26, 170, 293, Part Creek Plan 477, Part Thames River, in the Town of Ingersoll as it relates to:

1. Relief from the provisions of **Section 5.14.1 – Municipal Services:** to permit the continued use of a private septic system for commercial uses on the subject lands instead of connecting to municipal sanitary services.

The proposed relief does not meet the four tests of a minor variance as set out in Section 45(1) of the Planning Act as follows:

The proposed relief is not minor in nature or desirable for the use as permitting the subject property to remain on a private septic system does not promote the efficient use and optimization of existing municipal services;

The proposed relief does not maintain the general intent and purpose of the Town of Ingersoll Zoning By-law as the proposed redevelopment warrants the connection to sanitary services and will create an undesirable precedent if permitted to remain on a private septic system; and

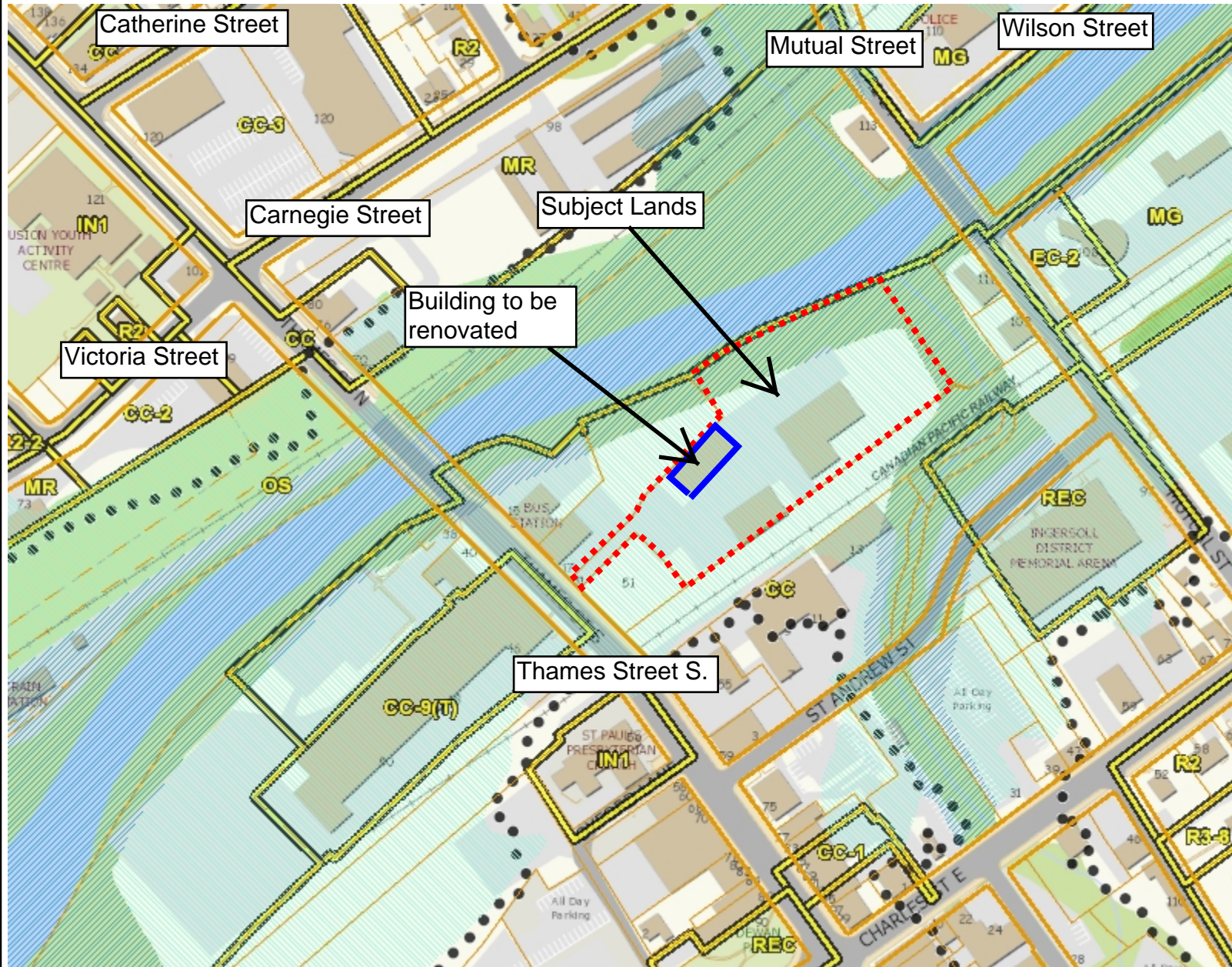
The relief does not maintain the intent and purpose of the Official Plan as the Official Plan states that any development or redevelopment in large urban centres should connect to municipal services where available.

Authored by: Original signed by

Andrea Hächler, Development Planner

Approved by: Original signed by

Eric Gilbert, MCIP, RPP, Senior Planner



Legend

- Official Plan Amendment
- Subdivision
- Condominium
- Draft Approval Amendment/Extension
- Consent
- Consent + Minor Variance
- Zone Change
- Minor Variance
- Part Lot Control
- Site Plan Amendment
- Site Plan Control
- Woodlands Conservation Exemption
- Other

Parcel Lines

- Property Boundary
- Assessment Boundary
- Unit
- Road
- Municipal Boundary

Environmental Protection/Flood Overlay

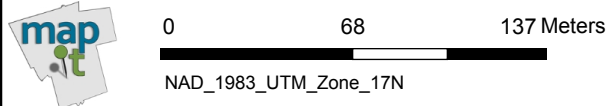
- Flood Fringe
- Floodway
- Environmental Protection (EP1)
- Environmental Protection (EP2)

Zoning

Floodlines/Regulation Limit

- 100 Year Flood Line
- 30 Metre Setback
- Conservation Authority Regulation Limit
- Regulatory Flood And Fill Lines
- Zoning (Displays 1:16000 to)

Notes



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. This is not a plan of survey



Legend

- Official Plan Amendment
 - Subdivision
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- Property Boundary
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Notes



0 34 68 Meters

NAD_1983_UTM_Zone_17N



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July 27, 2016

To: Mayor and Members of Ingersoll Council

From: Andrea Hächler, Development Planner, Community and Strategic Planning

Application for Zone Change ZN 6-16-08 – Leonard Reeves & Reeves Land Corporation

REPORT HIGHLIGHTS

- The purpose of the zone change application is to rezone the subject lands (being the lot to be severed resulting from Consent File B16-29-6) from 'Development Zone (D)' to 'Residential Type 1 Zone (R1)' to facilitate the development of the lot for a single detached dwelling and to fulfill a condition of severance.
- The proposed zone change application is consistent with the Provincial Policy Statement and is in keeping with the policies contained in the Official Plan.
- Agency circulation resulted in no concerns with the proposed development.

DISCUSSION

Background

OWNER: Leonard Reeves
95 Young Street, Woodstock, ON N4S 3L6

LOCATION:

The subject lands are described as Part Lot 21, Concession 2, in the Town of Ingersoll. The lands are located on the south side of Clark Road E., east of Culloden Road and north of Highway 401 and are municipally known to as 62 Clark Road.

COUNTY OF OXFORD OFFICIAL PLAN:

Schedule "I-1"	Town of Ingersoll Land Use Plan	Residential
Schedule "I-2"	Town of Ingersoll Residential Density Plan	Low Density Residential

TOWN OF INGERSOLL ZONING BY-LAW NO. 04-4160:

Existing Zoning: Development Zone (D)
Proposed Zoning: Residential Type 1 Zone (R1)

PROPOSAL:

The purpose of the subject application is to rezone the subject lands from 'Development Zone (D)' to 'Residential Type 1 Zone (R1)' to facilitate the development of the lot for a single detached dwelling.

For Council's information, the subject lands are the severed parcel resulting from the severance application (B16-29-6) which was granted by the Land Division Committee on September 1st, 2016. The subject zone change application will satisfy a condition of severance that the lands be appropriately zoned for the proposed use.

The subject lands comprise approximately 1,584.2 m² (17,053.2 ft²) and are currently vacant. The retained lands resulting from the above-noted consent application comprise approximately 6.9 ha (17 ac), are vacant and are currently used for agricultural purposes. The applicant has indicated that the said retained lands will be developed for residential use via a plan of subdivision in the future. Surrounding uses include the Ingersoll Golf Course with low density residential uses to the immediate north and the Samnah Business Park to the west.

Plate 1, Existing Zoning & Location Map, shows the location of the subject property, as well as the existing zoning in the immediate vicinity.

Plate 2, Aerial Map (2015), provides an aerial view of the subject lands and the surrounding uses.

Plate 3, Applicant's Sketch, provides the dimensions of the lot to be severed and retained.

Comments

PROVINCIAL POLICY STATEMENT:

The Provincial Policy Statement (PPS) directs that Ontario's long-term prosperity, environmental health and social well-being depend on wisely managing change and promoting efficient land use and development patterns. Efficient land use and development patterns support strong, liveable and healthy communities, protect the environment as well as public health and safety, and facilitate economic growth. In support of these provincial interests and goals, settlement areas shall be the focus of growth and their vitality and regeneration shall be promoted.

Section 1.1.3.3 of the PPS directs that planning authorities shall identify appropriate locations and promote opportunities for intensification and redevelopment where this can be accommodated taking into account existing building stock or areas, including brownfield sites, and the availability of suitable existing or planned infrastructure and public service facilities required to accommodate projected needs.

Section 1.4.3 directs that planning authorities shall provide for an appropriate range of housing types and densities to meet projected requirements of current and future residents of the regional market area by:

- permitting and facilitating all forms of residential intensification and redevelopment and all forms of housing required to meet the social, health and well-being requirements of current and future residents;

- promoting densities for new housing which efficiently use land, resources, infrastructure and public service facilities and support the use of alternative transportation modes;
- establishing development standards for residential intensification, redevelopment and new residential development which minimize the cost of housing and facilitate compact form while maintaining appropriate levels of public health and safety.

OFFICIAL PLAN:

The subject lands are located within the 'Low Density Residential' designation. Low Density Residential Areas include those lands that are primarily developed or planned for a variety of low-rise, low density housing forms including: single detached, semi-detached, duplex, converted dwellings, quadraplexes (4 units), townhouses, and low density cluster development.

Section 9.2.3.1 – OBJECTIVES FOR ALL RESIDENTIAL DESIGNATIONS, supports a broad range of housing forms throughout the Town. Orderly development throughout the Town is to be accomplished by directing expansion of residential development into appropriately serviced areas that can be integrated with established land use patterns. These objectives also intend that efficient use of underutilized parcels is to be facilitated in order to accommodate future demand for housing and to reduce energy consumption while efficiently using municipal services. New housing is to be well integrated and compatible with existing housing. Proposals involving *residential intensification* are to take into consideration the location, public services, infrastructure, environmental features, other development constraints and ensure that the minimum 15% target for residential intensification is achieved throughout the Town.

The policies of Section 9.2.4.1 – INFILL HOUSING also apply to this proposal. Infill housing is defined as “the placement of new residential development into established built-up areas on vacant or underutilized sites.” For street-oriented infill, as is proposed in this application, such development will only be permitted if the proposal is deemed to be consistent with the characteristics of existing development on both sides of the same street. In order that such development is sensitive to the continuity of the existing residential streetscape, Town Council and the Land Division Committee will ensure that such proposals are consistent with the street frontage, lot area, setbacks and spacing of existing development within the immediate area. The following criteria are to be evaluated for all infill development proposals:

- Adequacy of municipal services;
- Controls for storm water run-off are not to negatively affect adjacent properties;
- Adequate off-street parking and outdoor amenity areas are provided;
- Acceptable impacts of vehicular accesses on local streets and surrounding properties;
- Retention of desirable vegetation or natural features that contribute to the visual character of the surrounding area;
- Appropriate mitigation of the effect(s) of the development on environmental resources and the effect of environmental constraints on the proposed development;
- Consideration of the potential effect of the development on natural and heritage resources; and,
- Compliance with the provisions of the Town of Ingersoll Zoning By-law.

ZONING BY-LAW:

The subject lands are currently zoned 'Development Zone (D)' according to the Town of Ingersoll Zoning By-law No. 04-4160

To facilitate the proposed severance of the lands, the owner proposes to rezone the lot to be severed to 'Residential Type 1 Zone (R1)'. The proposed lot to be severed meets all of the relevant zoning provisions for the 'R1' zone.

AGENCY REVIEW:

The application was circulated in conjunction with the previously noted consent application to those agencies that were considered to have an interest in the proposal. The comments that were received have been addressed through the consent application.

PUBLIC CONSULTATION:

Notice of the zone change application was provided to the public and surrounding property owners on two (2) occasions, July 21, 2016 and August 18, 2016. As of the date of this report, no concerns or objections have been received regarding the subject application.

Planning Analysis

An application for zone change has been submitted to rezone the subject lands from 'Development Zone (D)' to 'Residential Type 1 Zone (R1)' to facilitate the development of a single detached dwelling on the subject lands as well as satisfy a condition of severance application B16-29-6.

The proposed rezoning of the subject lands promotes residential intensification and redevelopment and will result in an efficient use of municipal services on residentially designated lands. In this respect, the development proposal is consistent with the 2014 Provincial Policy Statement regarding intensification and redevelopment within a settlement area.

With regard to the relevant Official Plan policies for Low Density Residential areas, an analysis of the existing characteristics of residential development within the immediate area was completed by Planning staff. The subject lands being the proposed lot to be severed appears to be consistent with the frontage, configuration and characteristics of the existing development in the immediate residential area.

The proposed lot will also provide sufficient space for parking and amenity space and should not have an adverse impact on traffic. Planning staff is satisfied that the proposal maintains the general intent and purpose of the Official Plan as it pertains to street-oriented infilling.

The subject lands meet the minimum lot area, frontage and depth requirements of the 'R1' zone.

In light of the foregoing, it is the opinion of this Office that the proposal is consistent with the policies of the PPS and maintains the general intent and purpose of the County Official Plan. As such, Planning staff is satisfied that the proposal can be given favourable consideration.

It is recommended that the application be approved-in-principle at this time and the necessary Zoning By-law amendment will be prepared and forwarded to Council for approval once the appeal period for the related severance application has passed.

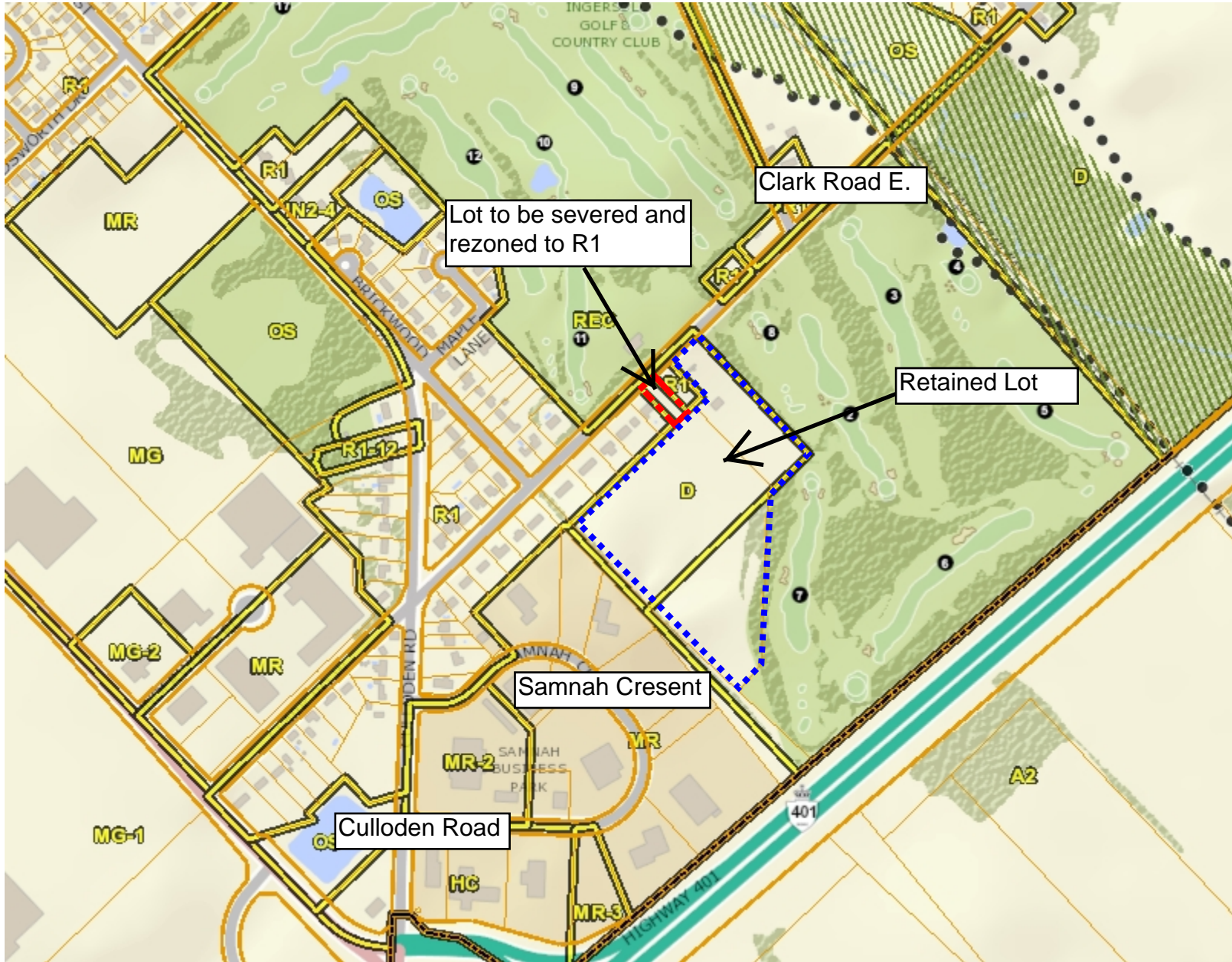
RECOMMENDATION

It recommended that the Council of the Town of Ingersoll approve-in-principle the proposed Zoning By-law amendment (File ZN 6-16-08) for lands comprising Part Lot 21, Concession 2 in the Town of Ingersoll, to rezone the subject lands from 'Development Zone (D)' to 'Residential Type 1 Zone (R1)' to facilitate the development of a single detached dwelling on the subject lands.

SIGNATURES

Authored by: Original signed by Andrea Hächler, Development Planner

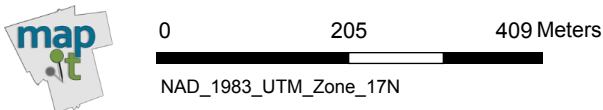
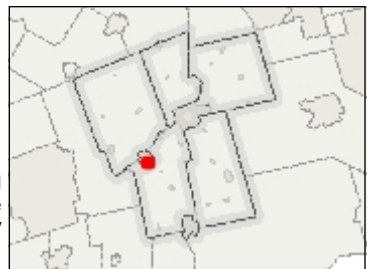
Approved for submission:Original signed by Gordon K. Hough, RPP, Director



Legend

- Parcel Lines**
 - Property Boundary
 - Assessment Boundary
 - Unit
 - Road
 - Municipal Boundary
- Environmental Protection/Flood Overlay**
 - Flood Fringe
 - Floodway
 - Environmental Protection (EP1)
 - Environmental Protection (EP2)
- Zoning Floodlines/Regulation Limit**
 - 100 Year Flood Line
 - 30 Metre Setback
 - Conservation Authority Regulation Limit
 - Regulatory Flood And Fill Lines
- Zoning (Displays 1:16000 to 1:500)

Notes



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July 8, 2016



Legend

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- Property Boundary
 - Assessment Boundary
 - Unit
 - Road
 - Municipal Boundary

Notes



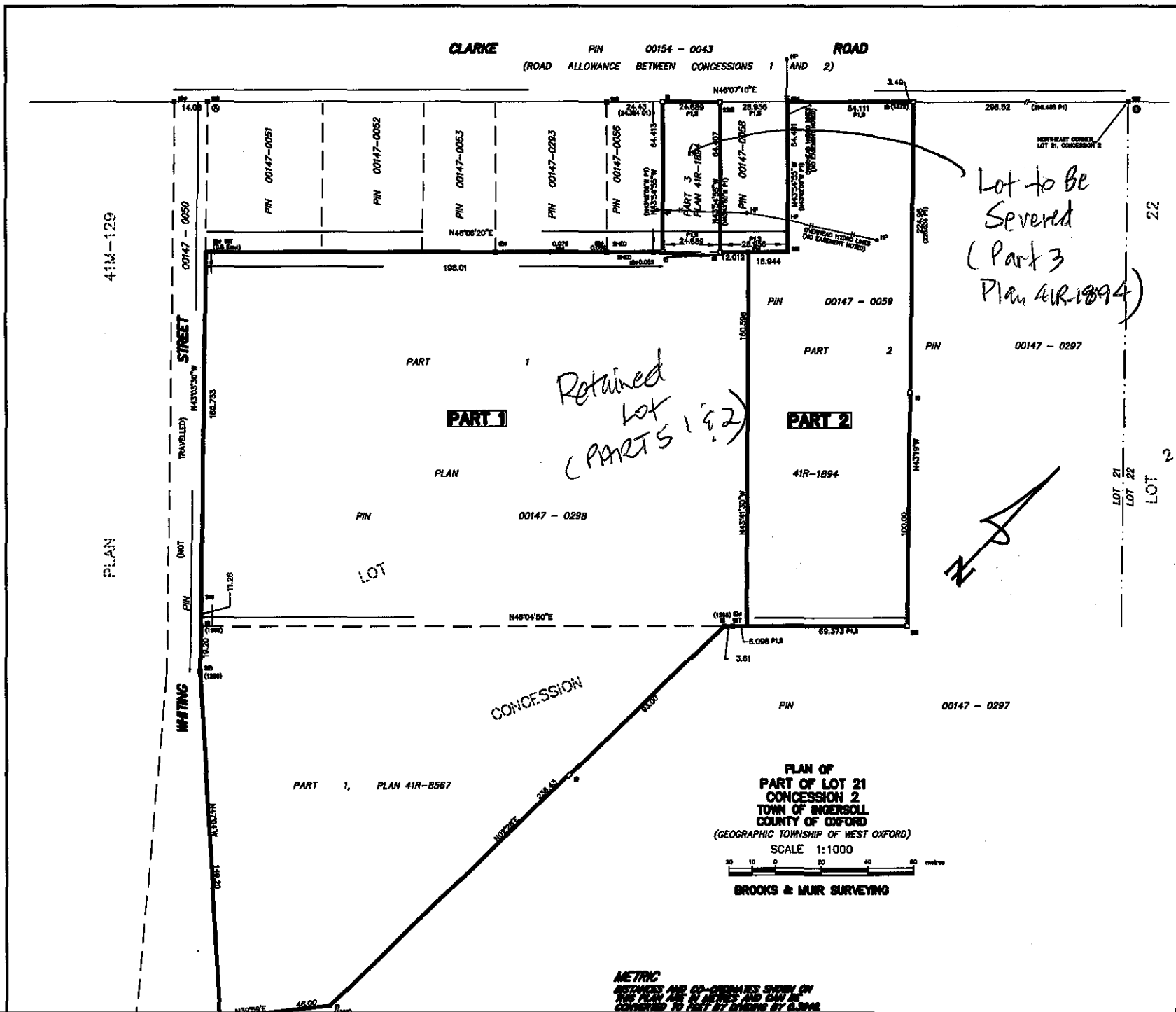


Plate 3: Applicant's Sketch
 B16-29-6; ZN 6-16-08 - Leonard Reeves & Reeves Land Corporation - 62 Clark Road, Ingersoll

To: Mayor and Members of Ingersoll Council

From: Andrea Hächler, Development Planner, Community and Strategic Planning

Application for Zone Change ZN 6-16-03 – Sifton Properties Limited

REPORT HIGHLIGHTS

- The purpose of the zone change application is to facilitate the development of 14 townhouse units on a portion of the lands as well as facilitate the creation of a lot for a single detached dwelling.
- The proposed zone change application is consistent with the Provincial Policy Statement and is in keeping with the policies contained in the Official Plan.
- Agency circulation resulted in no concerns with the proposed development.

DISCUSSION

Background

OWNER: Sifton Properties Limited
195 Dufferin Avenue, London, ON N6A 1K7

AGENT: Mark Sinden
195 Dufferin Avenue, London, ON N6A 1K7

LOCATION:

The subject lands are described as Part Lots 1 -5, Block 62, Plan 41M-309, in the Town of Ingersoll. The lands are located on the west side of Harris Street, between Centennial Lane and Chamberlain Avenue and are municipally known to as 35 Chatfield Street.

COUNTY OF OXFORD OFFICIAL PLAN:

Schedule "I-1"	Town of Ingersoll Land Use Plan	Residential
Schedule "I-2"	Town of Ingersoll Residential Density Plan	Low Density Residential

TOWN OF INGERSOLL ZONING BY-LAW NO. 04-4160:

Existing Zoning: Residential Type 3 Zone (R3)
Proposed Zoning: Residential Type 1 Zone (R1) & Special Residential Type 3 Zone (R3-26)

PROPOSAL:

An application for zone change has been received to rezone the severed lands resulting from recently approved Consent Application B16-20-6 from 'Residential Type 3 Zone (R3)' to 'Residential Type 1 Zone (R1)' to facilitate the creation of a lot for a single detached dwelling. The application also proposes to rezone the retained lands resulting from this severance to 'Special Residential Type 3 Zone (R3-26)' to facilitate the development of a 14-unit townhouse development. The special provisions proposed for the retained lands will reduce the minimum front yard depth from 7.5 m (24.6 ft) to 5 m (16.4 ft) and reduce the minimum rear yard depth from 10 m (32.8 ft) to 5.7 m (18.7 ft).

The applicant's zone change application did not request the special provisions to address the deficiencies in the front yard and rear yard depths as noted above, however upon staff review it was identified that relief from the 'R3' zoning provisions would be required to accommodate the proposed townhouse development. Staff are of the opinion that further circulation of this application is not required because the proposal has not changed from what was originally submitted and further, the public notice for this application included reference to the reduced rear and front yard depths.

For Council's information, the related severance application (B16-20-6) was approved by the Land Division Committee on July 7th, 2016. The subject zone change application will also satisfy a condition of the severance.

Both the severed and retained lands are currently vacant. Surrounding uses are predominantly single detached dwellings on a variety of lot sizes. Centennial Park is located a short distance to the north and a trailer dealership is to the immediate east, across Harris Street.

Plate 1, Existing Zoning & Location Map, shows the location of the subject property, as well as the existing zoning in the immediate vicinity.

Plate 2, Aerial Map (2015), provides an aerial view of the subject lands and the surrounding uses.

Plate 3, Applicant's Site Plan, provides the layout of the proposed townhouse development.

Comments

PROVINCIAL POLICY STATEMENT:

The Provincial Policy Statement (PPS) directs that Ontario's long-term prosperity, environmental health and social well-being depend on wisely managing change and promoting efficient land use and development patterns. Efficient land use and development patterns support strong, liveable and healthy communities, protect the environment as well as public health and safety, and facilitate economic growth. In support of these provincial interests and goals, settlement areas shall be the focus of growth and their vitality and regeneration shall be promoted.

Section 1.1.3.3 of the PPS directs that planning authorities shall identify appropriate locations and promote opportunities for intensification and redevelopment where this can be accommodated taking into account existing building stock or areas, including brownfield sites, and the availability of suitable existing or planned infrastructure and public service facilities required to accommodate projected needs.

Section 1.4.3 directs that planning authorities shall provide for an appropriate range of housing types and densities to meet projected requirements of current and future residents of the regional market area by:

- permitting and facilitating all forms of residential intensification and redevelopment and all forms of housing required to meet the social, health and well-being requirements of current and future residents;
- promoting densities for new housing which efficiently use land, resources, infrastructure and public service facilities and support the use of alternative transportation modes;
- establishing development standards for residential intensification, redevelopment and new residential development which minimize the cost of housing and facilitate compact form while maintaining appropriate levels of public health and safety.

OFFICIAL PLAN:

The severed lands are located within the 'Low Density Residential' designation. Low Density Residential Areas include those lands that are primarily developed or planned for a variety of low-rise, low density housing forms including single detached, semi-detached, duplex, converted dwellings, quadraplexes (4 units), townhouses, and low density cluster development.

Section 9.2.3.1 – OBJECTIVES FOR ALL RESIDENTIAL DESIGNATIONS, supports a broad range of housing forms throughout the Town. Orderly development throughout the Town is to be accomplished by directing expansion of residential development into appropriately serviced areas that can be integrated with established land use patterns. These objectives also intend that efficient use of underutilized parcels is to be facilitated in order to accommodate future demand for housing and to reduce energy consumption while efficiently using municipal services. New housing is to be well integrated and compatible with existing housing. Proposals involving *residential intensification* are to take into consideration the location, public services, infrastructure, environmental features, other development constraints and ensure that the minimum 15% target for residential intensification is achieved throughout the Town.

The policies of Section 9.2.4.1 – INFILL HOUSING also apply to this proposal. Infill housing is defined as “the placement of new residential development into established built-up areas on vacant or underutilized sites.” For street-oriented infill, as is proposed in this application, such development will only be permitted if the proposal is deemed to be consistent with the characteristics of existing development on both sides of the same street. In order that such development is sensitive to the continuity of the existing residential streetscape, Town Council and the Land Division Committee will ensure that such proposals are consistent with the street frontage, lot area, setbacks and spacing of existing development within the immediate area.

The following criteria are to be evaluated for all infill development proposals:

- Adequacy of municipal services;
- Controls for storm water run-off are not to negatively affect adjacent properties;
- Adequate off-street parking and outdoor amenity areas are provided;
- Acceptable impacts of vehicular accesses on local streets and surrounding properties;
- Retention of desirable vegetation or natural features that contribute to the visual character of the surrounding area;
- Appropriate mitigation of the effect(s) of the development on environmental resources and the effect of environmental constraints on the proposed development;
- Consideration of the potential effect of the development on natural and heritage resources; and,

- Compliance with the provisions of the Town of Ingersoll Zoning By-law.

ZONING BY-LAW:

The subject lands are currently zoned 'Residential Type 3 Zone (R3)' according to the Town of Ingersoll Zoning By-law No. 04-4160.

The subject application proposes to rezone the lot to be severed by Consent Application B16-20-6 to 'Residential Type 1 Zone (R1)'. The proposed lot to be severed meets all of the relevant zoning provisions for the 'R1' zone.

The application is further proposing to rezone the retained lands from 'Residential Type 3 Zone (R3)' to 'Special Residential Type 3 Zone (R3-26)' to reduce the minimum front yard depth from 7.5 m (24.6 ft) to 5 m (16.4 ft) and reduce the minimum rear yard depth from 10 m (32.8 ft) to 5.7 m (18.7 ft). The front yard, rear yard and side yard provisions contained in the Zoning By-law are generally intended to limit the extent of buildings and structures on a lot to ensure proper sight lines along the road, provide adequate space for drainage, parking, access and maintenance and act as a buffer between buildings.

AGENCY REVIEW:

The application was circulated in conjunction with the previously noted consent application to those agencies that were considered to have an interest in the proposal.

The County of Oxford Public Works Department indicated that there is a registered easement in favour of the County over the watermain and sanitary sewer that traverses the lot to be severed and the lot to be retained. County Public Works is agreeable to allowing the width of the easement to be reduced and the relocation of the watermain and sanitary sewer to accommodate a single detached dwelling on the severed lands. As such, it is requested that as a condition of the subject severance application, the existing easement agreement be amended to the County's satisfaction and the design and relocation of the sanitary sewer and watermain be completed by a Professional Engineer and reviewed by County Public Works. It was further noted that all future construction costs associated with relocating the watermain and sanitary sewer will be paid for by the developer and completed to the County's satisfaction.

County Public Works also indicated that prior to the issuance of building permits, all financial requirements to the Oxford County Public Works Department must be complied with regarding the provision of water and wastewater service connections for the proposed developments. The applicant should be made aware that a new ECA application for sewage works must be submitted to the MOECC. The relocation of the sanitary sewer is proposed to be located within a Well Head Protection Area (WHPA) and as a result, the County is not eligible for processing the ECA application under the transfer review process.

The County of Oxford Risk Management Office indicated that the subject lands are located within Wellhead Protection Area A (WHPA-A or 100 m zone) with a vulnerability score of 10 and WHPA-B (2 year time of travel) with a vulnerability score of 8, for well 5 of the Ingersoll Drinking Water System. The storage and handling of certain hazardous chemicals could be considered a significant drinking water threat activity within the WHPA-A and WHPA-B. This activity would be subject to risk management or education and outreach policies. If chemical handling or storage is planned in the future, it is recommended that the proponent contact the RMO office to discuss implications.

Sanitary sewer and related pipes is a significant drinking water threat activity within the WHPA-A. For these sanitary sewers and related pipes that are governed by Environmental Compliance Approvals (ECAs), the MOECC will require additional design and operational measures to be applied to the ECA to manage the threat. Sewage works, including sanitary sewer and related pipes, that are significant threats to drinking water are not eligible for processing under the Transfer of Review Program.

The Town of Ingersoll Building Department indicated that Harris Street is an arterial road and therefore the front yard setback must be achieved from the centreline of the street. The minimum side yard setback must be met and cannot be constructed over the easement and the developer should verify with the County if fencing is permitted over the easement.

The Upper Thames River Conservation Authority (UTRCA) and Ontario Provincial Police indicated that they have no concerns with the proposal.

PUBLIC CONSULTATION:

Notice of the zone change application was provided to the public and surrounding property owners on two (2) occasions, April 26, 2016 and August 23, 2016. While no correspondence has been received regarding the proposed zone change as of the date of this report, Council should be aware that a neighbouring property owner attended the Land Division Committee meeting on July 7th, 2016 and expressed concerns regarding the access to the proposed townhouse development from Chatfield Street. The original plan for this development included road access from Harris Street at this location and it was anticipated that the access to the townhouse development would not require direct access to Chatfield.

Planning Analysis

An application for zone change has been received to rezone a portion of the subject lands from 'Residential Type 3 Zone (R3)' to 'Residential Type 1 Zone (R1)' to facilitate the creation of a lot for a single detached dwelling and to rezone the remainder of the lands from 'Residential Type 3 Zone (R3)' to 'Special Residential Type 3 Zone (R3-26)' to facilitate the development of a 14-unit townhouse development. Special provisions proposed for the lands to be zoned R3-26 will reduce the minimum front yard depth from 7.5 m (24.6 ft) to 5 m (16.4 ft) and reduce the minimum rear yard depth from 10 m (32.8 ft) to 5.7 m (18.7 ft).

Planning staff is of the opinion that the proposal promotes residential intensification and redevelopment and will result in an efficient use of municipal services on residentially designated lands. In this respect, the development proposal is consistent with the 2014 Provincial Policy Statement regarding intensification and redevelopment within a settlement area.

With regard to the relevant Official Plan policies for Low Density Residential areas, an analysis of the existing characteristics of residential development within the immediate area was completed by Planning staff. In this case, the subject lands are located in an area characterized by low density residential development on a variety of lot sizes. It appears that the severed lot will be consistent with the frontage, configuration and characteristics of the existing development in the immediate residential area.

Further, the severed lot meets the relevant provisions of the 'R1' zone with respect to lot area, frontage and depth. Planning staff is satisfied that the severed lot will provide sufficient space

for setbacks, outdoor amenity space, adequate vehicular access points and should not have an adverse impact on traffic. Planning staff is satisfied that the proposal maintains the general intent and purpose of the Official Plan as it pertains to street-oriented infilling.

With respect to the retained lands, it is the opinion of this Office that the applicant's request to reduce the minimum required front yard and rear yard depths can be considered minor and will not negatively impact neighbouring properties. Based on the distance of the buildings to Chatfield Street, there do not appear to be any issues with sight lines for pedestrian or vehicular traffic and Planning staff is satisfied that the site is able to provide adequate space for drainage, parking, access and maintenance and buffering between buildings.

With regard to the comments that were received through the agency circulation, staff are satisfied that the comments have been addressed through the conditions of the severance approval.

As previously indicated, a neighbouring property owner raised concerns regarding the street access of the townhouse development. The property owner stated to the Land Division Committee that he understood that the development would have direct access to Harris Street through the severed lands. For Council's information, an original draft plan showed Chatfield Street as the primary access from Harris Street for the plan of subdivision, however through a subsequent amendment to the plan Chamberlain Avenue became the main access. Planning staff are of the opinion that the 14-unit townhouse development will not have a significant impact on the traffic in the area.

In light of the foregoing, it is the opinion of this Office that the proposal is consistent with the policies of the PPS and maintains the general intent and purpose of the County Official Plan. As such, Planning staff is satisfied that the proposal can be given favourable consideration.

RECOMMENDATION

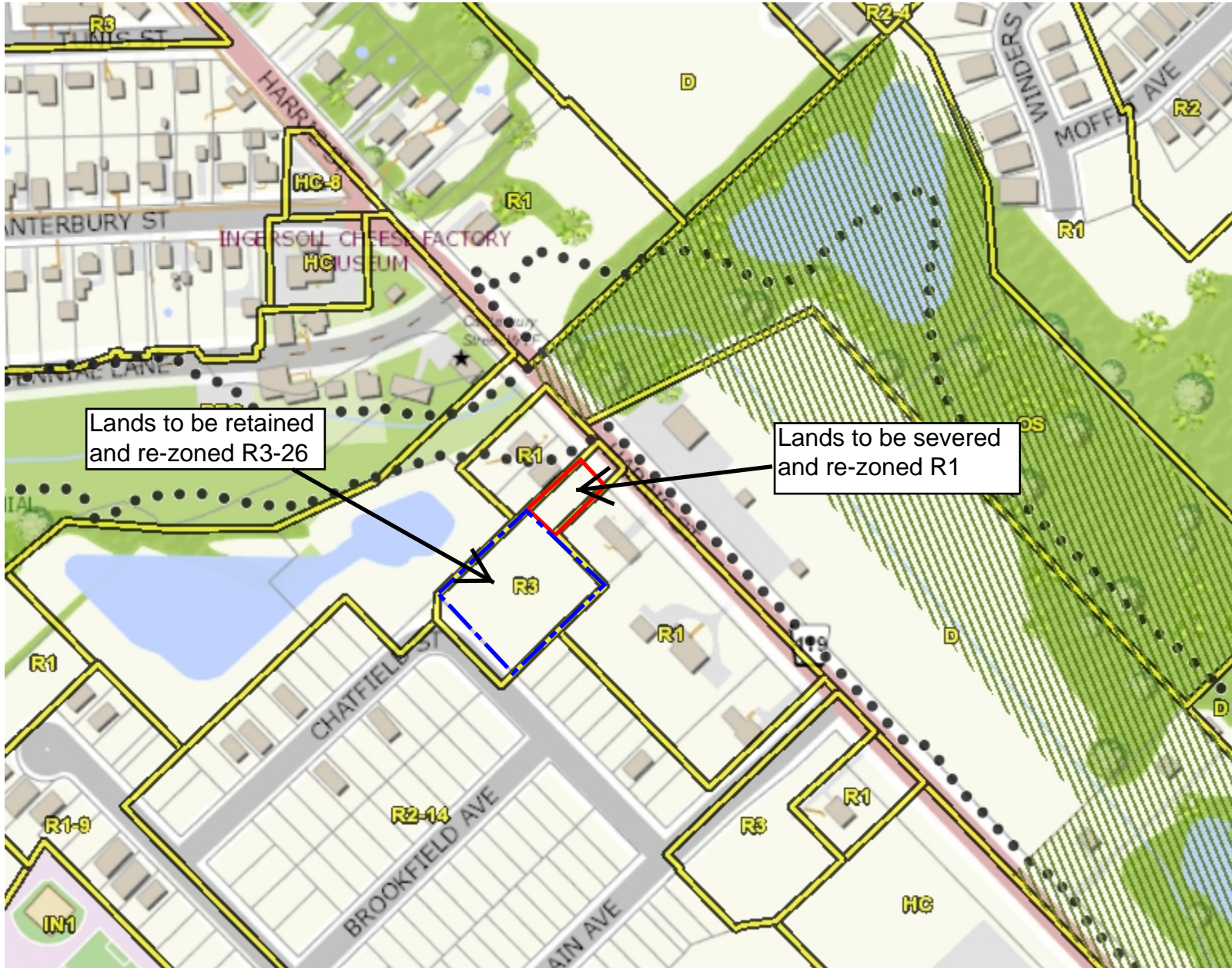
It is recommended that the Council of the Town of Ingersoll approve the proposed Zoning By-law amendment (File ZN 6-16-03) for lands comprising Part Lots 1 -5, Block 62, Plan 41M-309 in the Town of Ingersoll, to rezone the subject lands from 'Residential Type 3 Zone (R3)' to 'Residential Type 1 Zone (R1)' and 'Special Residential Type 3 Zone (R3-26)' to facilitate the development of a single detached dwelling on the recently severed lands and a 14-unit townhouse development on the retained lands.

SIGNATURES

Authored by: Original signed by

Andrea Hächler, Development Planner

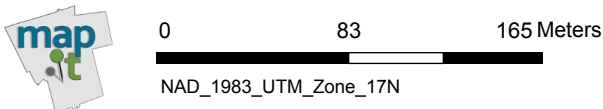
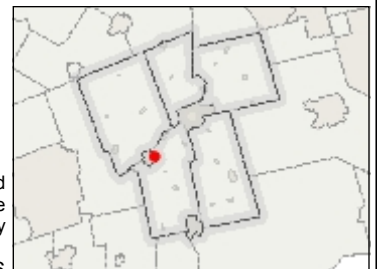
Approved for submission: Original signed by Gordon K. Hough, RPP, Director



Legend

- Environmental Protection/Flood Overlay
 - Flood Fringe
 - Floodway
 - Environmental Protection (EP1)
 - Environmental Protection (EP2)
- Zoning
- Floodlines/Regulation Limit
 - 100 Year Flood Line
 - 30 Metre Setback
 - Conservation Authority Regulation Limit
 - Regulatory Flood And Fill Lines
- Zoning (Displays 1:16000 to 1:500)

Notes



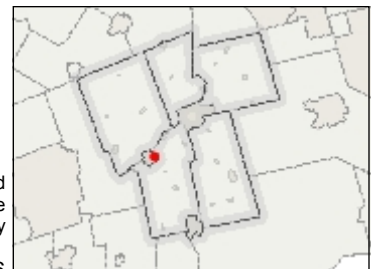
This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. This is not a plan of survey



Legend

- Parcel Lines
 - Property Boundary
 - Assessment Boundary
 - Unit
 - Road
 - Municipal Boundary

Notes



0 41 83 Meters

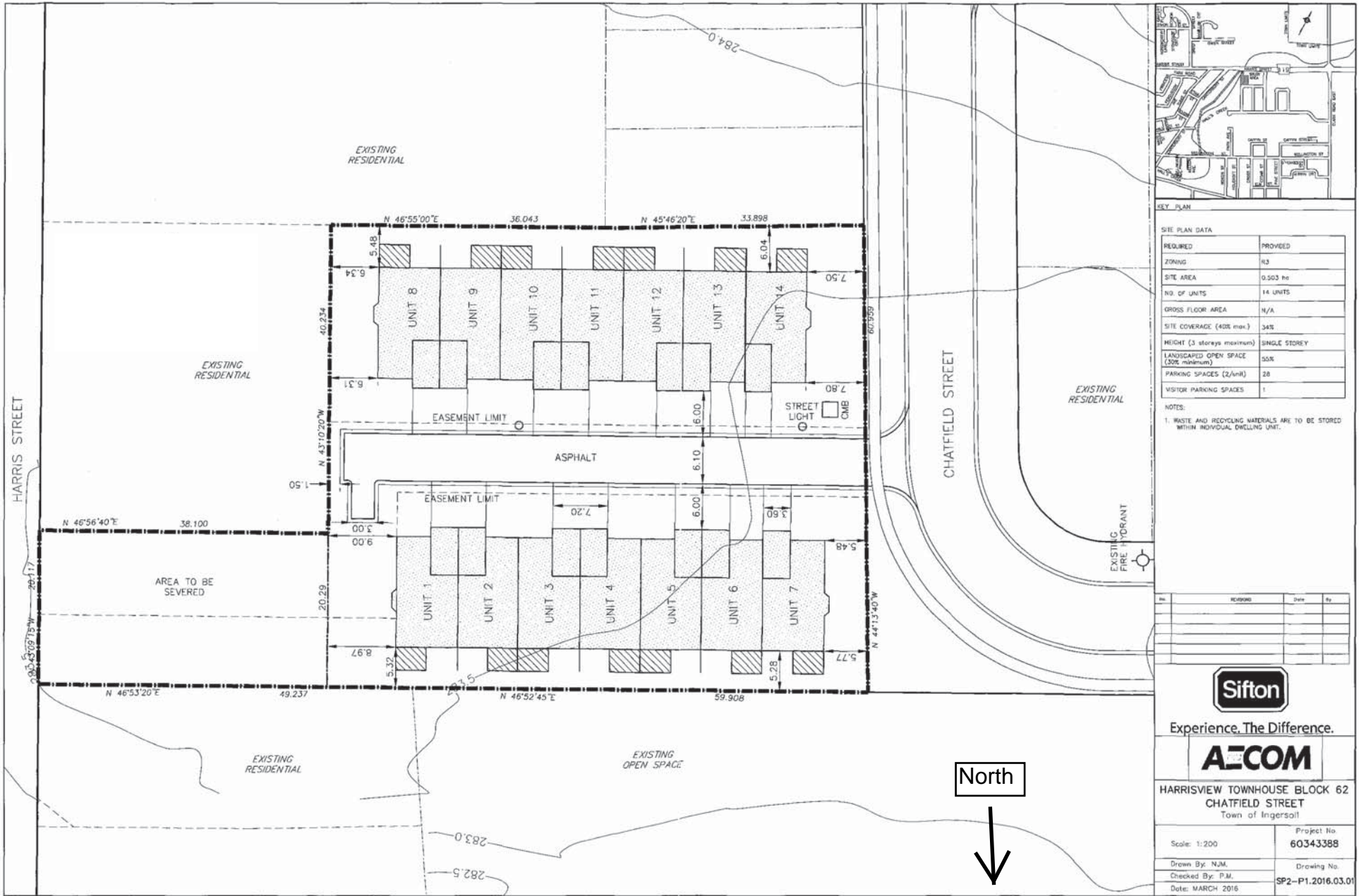
NAD_1983_UTM_Zone_17N



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April 21, 2016

Plate 3: Applicant's Site Plan
B16-20-6 & ZN 6-16-03 - Sifton Properties Ltd. - 35 Chatfield Street, Ingersoll



KEY PLAN

SITE PLAN DATA

REQUIRED	PROVIDED
ZONING	R3
SITE AREA	0.503 ha
NO. OF UNITS	14 UNITS
GROSS FLOOR AREA	N/A
SITE COVERAGE (40% max.)	34%
HEIGHT (3 storeys maximum)	SINGLE STOREY
LANDSCAPED OPEN SPACE (50% minimum)	50%
PARKING SPACES (2/Unit)	28
VISITOR PARKING SPACES	1

NOTES:
 1. WASTE AND RECYCLING MATERIALS ARE TO BE STORED WITHIN INDIVIDUAL DWELLING UNIT.

REV.	REVISIONS	DATE	BY

Sifton
 Experience The Difference.

AZCOM

HARRISVIEW TOWNHOUSE BLOCK 62
 CHATFIELD STREET
 Town of Ingersoll

Scale: 1:200	Project No: 60343388
Drawn By: N.J.M.	Drawing No:
Checked By: P.M.	SP2-P1.2016.03.01
Date: MARCH 2016	



To: Mayor and Members of Ingersoll Council

From: Andrea Hächler, Development Planner, Community and Strategic Planning

Application for Zone Change ZN 6-16-04 – Sifton Properties Limited

REPORT HIGHLIGHTS

- The purpose of the zone change application is to facilitate the development of 11 townhouse units on a portion of the lands as well as facilitate the creation of a lot for a single detached dwelling.
- The proposed zone change application is consistent with the Provincial Policy Statement and is in keeping with the policies contained in the Official Plan.
- Agency circulation resulted in no concerns with the proposed development.

DISCUSSION

Background

OWNER: Sifton Properties Limited
195 Dufferin Avenue, London, ON N6A 1K7

AGENT: Mark Sinden
195 Dufferin Avenue, London, ON N6A 1K7

LOCATION:

The subject lands are described as Block 63, Plan 41M-309, in the Town of Ingersoll. The lands are located on the south side of Chamberlain Avenue, between Chatfield Street and Harris Street and are municipally known to as 1 Chamberlain Avenue.

COUNTY OF OXFORD OFFICIAL PLAN:

Schedule "I-1"	Town of Ingersoll Land Use Plan	Residential
Schedule "I-2"	Town of Ingersoll Residential Density Plan	Low Density Residential

TOWN OF INGERSOLL ZONING BY-LAW NO. 04-4160:

Existing Zoning: Residential Type 3 Zone (R3)

Proposed Zoning: Special Residential Type 2 Zone (R2-20) &
Special Residential Type 3 Zone (R3-27)

PROPOSAL:

An application for zone change has been received to rezone the severed lands resulting from recently approved Consent Application B16-21-6 from 'Residential Type 3 Zone (R3)' to 'Special Residential Type 2 Zone (R2-20)' to facilitate the creation of a lot for a single detached dwelling. The application also proposes to rezone the retained lands resulting from this severance to 'Special Residential Type 3 Zone (R3-27)' to facilitate the development of an 11-unit townhouse development. The special provisions proposed for the severed lands will reduce the minimum frontage for a corner lot from 15 m (49.2 ft) to 14.7 m (48.2 ft). The special provisions for the retained lands will reduce the front yard depth from 7.5 m (24.6 ft) to 4.6 m (15 ft) and reduce the minimum rear yard depth from 10 m (32.8 ft) to 4 m (13 ft).

The applicant's zone change application did not request the special provisions to address the deficiencies in the front yard and rear yard depths as noted above, however upon staff review it was identified that relief from the 'R3' zoning provisions would be required to accommodate the proposed townhouse development. Staff are of the opinion that further circulation of this application is not required because the proposal has not changed from what was originally submitted and further, the public notice for this application included reference to the reduced rear and front yard depths.

For Council's information, the related severance application (B16-21-6) was approved by the Land Division Committee on July 7th, 2016. The subject zone change application will also satisfy a condition of the severance.

Both the severed and retained lands are currently vacant. Surrounding uses are predominantly single detached dwellings with a car dealership to the south and a trailer dealership to the east.

Plate 1, Existing Zoning & Location Map, shows the location of the subject property, as well as the existing zoning in the immediate vicinity.

Plate 2, Aerial Map (2015), provides an aerial view of the subject lands and the surrounding uses.

Plate 3, Applicant's Site Plan, provides the layout of the proposed townhouse development.

Comments

PROVINCIAL POLICY STATEMENT:

The Provincial Policy Statement (PPS) directs that Ontario's long-term prosperity, environmental health and social well-being depend on wisely managing change and promoting efficient land use and development patterns. Efficient land use and development patterns support strong, liveable and healthy communities, protect the environment as well as public health and safety,

and facilitate economic growth. In support of these provincial interests and goals, settlement areas shall be the focus of growth and their vitality and regeneration shall be promoted.

Section 1.1.3.3 of the PPS directs that planning authorities shall identify appropriate locations and promote opportunities for intensification and redevelopment where this can be accommodated taking into account existing building stock or areas, including brownfield sites, and the availability of suitable existing or planned infrastructure and public service facilities required to accommodate projected needs.

Section 1.4.3 directs that planning authorities shall provide for an appropriate range of housing types and densities to meet projected requirements of current and future residents of the regional market area by:

- permitting and facilitating all forms of residential intensification and redevelopment and all forms of housing required to meet the social, health and well-being requirements of current and future residents;
- promoting densities for new housing which efficiently use land, resources, infrastructure and public service facilities and support the use of alternative transportation modes;
- establishing development standards for residential intensification, redevelopment and new residential development which minimize the cost of housing and facilitate compact form while maintaining appropriate levels of public health and safety.

OFFICIAL PLAN:

The severed lands are located within the 'Low Density Residential' designation. Low Density Residential Areas include those lands that are primarily developed or planned for a variety of low-rise, low density housing forms including single detached, semi-detached, duplex, converted dwellings, quadplexes (4 units), townhouses, and low density cluster development.

Section 9.2.3.1 – OBJECTIVES FOR ALL RESIDENTIAL DESIGNATIONS, supports a broad range of housing forms throughout the Town. Orderly development throughout the Town is to be accomplished by directing expansion of residential development into appropriately serviced areas that can be integrated with established land use patterns. These objectives also intend that efficient use of underutilized parcels is to be facilitated in order to accommodate future demand for housing and to reduce energy consumption while efficiently using municipal services. New housing is to be well integrated and compatible with existing housing. Proposals involving *residential intensification* are to take into consideration the location, public services, infrastructure, environmental features, other development constraints and ensure that the minimum 15% target for residential intensification is achieved throughout the Town.

The policies of Section 9.2.4.1 – INFILL HOUSING also apply to this proposal. Infill housing is defined as “the placement of new residential development into established built-up areas on vacant or underutilized sites.” For street-oriented infill, as is proposed in this application, such development will only be permitted if the proposal is deemed to be consistent with the characteristics of existing development on both sides of the same street. In order that such development is sensitive to the continuity of the existing residential streetscape, Town Council and the Land Division Committee will ensure that such proposals are consistent with the street frontage, lot area, setbacks and spacing of existing development within the immediate area.

The following criteria are to be evaluated for all infill development proposals:

- Adequacy of municipal services;
- Controls for storm water run-off are not to negatively affect adjacent properties;

- Adequate off-street parking and outdoor amenity areas are provided;
- Acceptable impacts of vehicular accesses on local streets and surrounding properties;
- Retention of desirable vegetation or natural features that contribute to the visual character of the surrounding area;
- Appropriate mitigation of the effect(s) of the development on environmental resources and the effect of environmental constraints on the proposed development;
- Consideration of the potential effect of the development on natural and heritage resources; and,
- Compliance with the provisions of the Town of Ingersoll Zoning By-law.

ZONING BY-LAW:

The subject lands are currently zoned 'Residential Type 3 Zone (R3)' according to the Town of Ingersoll Zoning By-law No. 04-4160.

The subject application proposes to rezone the lot to be severed by Consent Application B16-21-6 to 'Special Residential Type 2 Zone (R2-20)'. The proposed lot to be severed meets all of the relevant zoning provisions for the 'R2' zone with the exception of the lot frontage. The special provisions will recognize the reduced lot frontage for a corner lot from 15 m (49.2 ft) to 14.7 m (48.2 ft).

The application is further proposing to rezone the retained lands from 'Residential Type 3 Zone (R3)' to 'Special Residential Type 3 Zone (R3-27)' to reduce the minimum front yard depth from 7.5 m (24.6 ft) to 4.6 m (15 ft) and reduce the minimum rear yard depth from 10 m (32.8 ft) to 4 m (13 ft). The front yard, rear yard and side yard provisions contained in the Zoning By-law are generally intended to limit the extent of buildings and structures on a lot to ensure proper sight lines along the road, provide adequate space for drainage, parking, access and maintenance and act as a buffer between buildings.

AGENCY REVIEW:

The application was circulated in conjunction with the previously noted consent application to those agencies that were considered to have an interest in the proposal.

The County of Oxford Public Works Department indicated that road access will not be permitted on Harris Street from the lot to be severed. A 0.3 m (1 ft) reserve along Harris Street will be required from the lot to be severed in favour of the County.

Additionally, all financial requirements to the Oxford County Public Works Department must be complied with regarding the water and wastewater service connections for the proposed development.

The Town of Ingersoll Engineering Department indicated that a Road Allowance Excavation Permit will be required for the entrance. The driveway entrance will need to be located as far west of the intersection of Harris Street as possible, adjacent to the west property line. Additionally, a grading plan will be required to show how overland drainage is going to be handled.

The Upper Thames River Conservation Authority (UTRCA) and Ontario Provincial Police indicated that they have no concerns with the proposal.

PUBLIC CONSULTATION:

Notice of the zone change application was provided to the public and surrounding property owners on two (2) occasions, May 16, 2016 and August 23, 2016. As of the date of this report, no concerns or objections have been received regarding the subject applications.

Planning Analysis

An application for zone change has been received to rezone the severed lands resulting from recently approved Consent Application B16-21-6 from 'Residential Type 3 Zone (R3)' to 'Special Residential Type 2 Zone (R2-20)' to facilitate the creation of a lot for a single detached dwelling. The application also proposes to rezone the retained lands resulting from this severance to 'Special Residential Type 3 Zone (R3-27)' to facilitate the development of an 11-unit townhouse development. The special provisions proposed for the severed lands will reduce the minimum frontage for a corner lot from 15 m (49.2 ft) to 14.7 m (48.2 ft). The special provisions for the retained lands will reduce the front yard depth from 7.5 m (24.6 ft) to 4.6 m (15 ft) and reduce the minimum rear yard depth from 10 m (32.8 ft) to 4 m (13 ft).

Planning staff is of the opinion that the proposal promotes residential intensification and redevelopment and will result in an efficient use of municipal services on residentially designated lands. In this respect, the development proposal is consistent with the 2014 Provincial Policy Statement regarding intensification and redevelopment within a settlement area.

With regard to the relevant Official Plan policies for Low Density Residential areas, an analysis of the existing characteristics of residential development within the immediate area was completed by Planning staff. In this case, the subject lands are located in an area characterized by low density residential development on a variety of lot sizes. It appears that the severed lot will be consistent with the frontage, configuration and characteristics of the existing development in the immediate residential area.

Further, the severed lot meets the relevant provisions of the 'R2' zone with the exception of lot frontage. Planning staff is satisfied that the reduced frontage for of the severed lot can be considered minor in nature as adequate space for parking can be provided and setbacks can be maintained. Planning staff is satisfied that the proposal maintains the general intent and purpose of the Official Plan as it pertains to street-oriented infilling.

With respect to the retained lands, it is the opinion of this Office that the applicant's request to reduce the minimum required front yard and rear yard depths can be considered minor and will not negatively impact neighbouring properties. Based on the distance of the buildings to Chamberlain Avenue, there do not appear to be any issues with sight lines for pedestrian or vehicular traffic and Planning staff is satisfied that the site is able to provide adequate space for drainage, parking, access and maintenance and buffering between buildings.

With regard to the comments that were received through the agency circulation, staff are satisfied that the comments have been addressed through the conditions of the severance approval with the exception of the Town Engineer's comment regarding the requirement for a grading plan for the severed lands. The applicant has no immediate plans to build a single detached dwelling on the severed lands and therefore requested that the requirement for a grading plan not be included as a condition and that a holding provision be placed on the zoning for the severed lands until the property is developed. Staff are supportive of this request as the lot will not be developed without a grading plan.



Legend

- Environmental Protection/Flood Overlay
 - Flood Fringe
 - Floodway
 - Environmental Protection (EP1)
 - Environmental Protection (EP2)
- Zoning
- Floodlines/Regulation Limit
 - 100 Year Flood Line
 - 30 Metre Setback
 - Conservation Authority Regulation Limit
 - Regulatory Flood And Fill Lines
- Zoning (Displays 1:16000 to 1:500)

Notes



0 83 165 Meters

NAD_1983_UTM_Zone_17N



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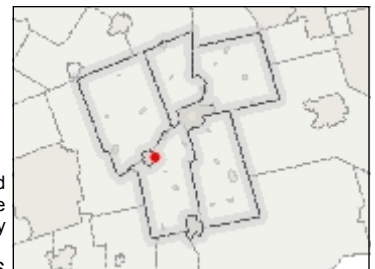
May 6, 2016



Legend

- Parcel Lines
 - Property Boundary
 - Assessment Boundary
 - Unit
 - Road
 - Municipal Boundary

Notes



0 41 83 Meters

NAD_1983_UTM_Zone_17N

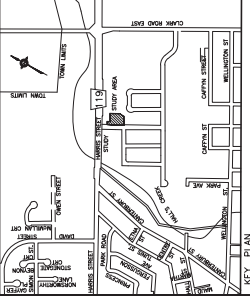
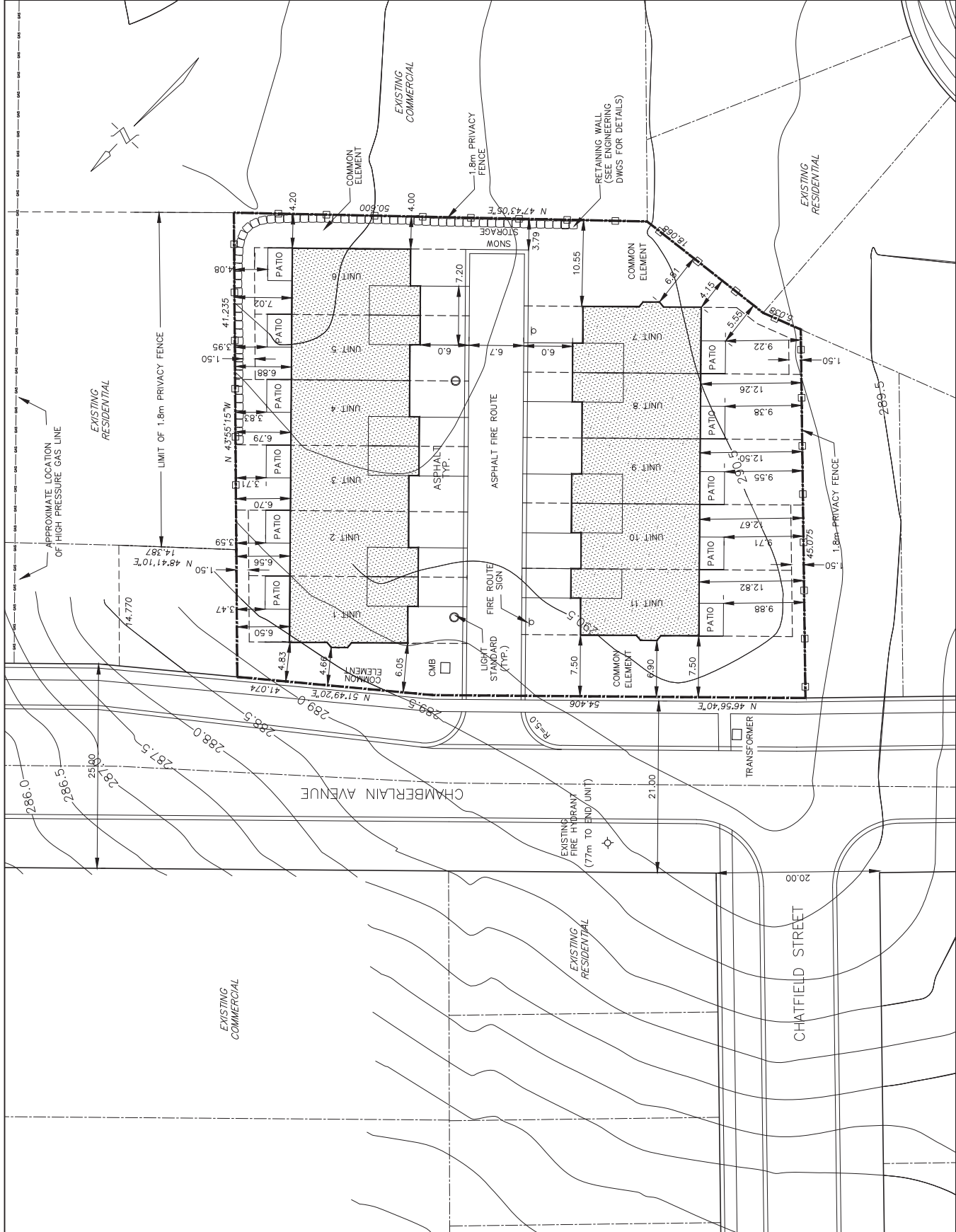


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May 6, 2016

Plate 3: Applicant's Site Plan

B16-21-6; ZN 6-16-04 - Sifton Properties Limited - 1 Chamberlain Avenue, Ingersoll



KEY PLAN

SITE PLAN DATA: MULTI-UNIT DWELLING	
REQUIRED	PROVIDED
ZONING	R3
SITE AREA	0.389 ha
FRONTAGE (20.0m min.)	70.0m
FRONT YARD DEPTH (7.5m)	VARIES (4.7m - 7.5m)
INTERIOR SIDE YARD (4.0m)	VARIES (6.5m - 12.0m)
NO. OF UNITS	11 UNITS
GROSS FLOOR AREA	N/A
SITE COVERAGE (40% max.)	33%
HEIGHT (3 storeys max.)	SINGLE STOREY
UNIT AMENITY AREA (40m ²)	71m ² (min.)
LANDSCAPED OPEN SPACE (20% min.)	4.9%
PARKING SPACES (1.5/veh)	22

- NOTES:
- WASTE & RECYCLING MATERIALS ARE TO BE STORED IN WASTE & RECYCLING REMOVAL BY PRIVATE CONTRACTOR.
 - WASTE & RECYCLING REMOVAL BY PRIVATE CONTRACTOR.
 - LIGHT STANDARDS TO MEET PHASE 2 REQUIREMENTS AND LED.
 - ALL DRIVEWAYS TO BE HARD SURFACE.
 - SNOW REMOVAL BY CONDOMINIUM CORPORATION.
 - NO ACCESSORY STRUCTURES PERMITTED.

LEGEND:

---	PROPERTY LIMIT
- - -	ASPHALT FIRE ROUTE AND PRIVATE FENCE
▭	PATIO (typ.)
▭	3.0m x 4.0m



HARRISVIEW TOWNHOUSE BLOCK 63
1 CHAMBERLAIN STREET
Town of Ingersoll

Scale: 1:200
Project No. 60343388
Drawing No. SP2-P1.2016.07.20
Checked By: P.M.
Date: JULY 2016

Mark L. Dorfman, Planner Inc.

219 - 50 Westmount Road North, Waterloo, ON, N2L 2R5
Telephone: 519-888-6570 ~ Facsimilie: 519-888-6382 ~ E-mail: dmark@mldpi.ca

August 23, 2016

**Mr. David Creery,
Chief Administrative Officer,
City of Woodstock,
500 Dundas Street,
P. O. Box 1539,
WOODSTOCK, ON, N4S 0A7**

**Mr. David Calder,
Chief Administrative Officer,
Town of Tillsonburg,
200 Broadway,
Suite 204,
TILLSONBURG, ON, N4G 5A7**

**Mr. William J. Tigert,
Chief Administrative Officer,
Town of Ingersoll,
130 Oxford Street,
2nd Floor,
INGERSOLL, ON, N5C 2V5**

**Subject: County of Oxford
Application to Amend County of Oxford Official Plan -
Application OP16-04-9**

As requested by the Chief Administrative Officers of the City of Woodstock, the Town of Tillsonburg, and the Town of Ingersoll, I submit my opinion regarding the subject draft amendment.

This submission is divided into three sections.

Section 1 contains my planning opinion

Section 2 is my analysis of the proposed amendment

Section 3 is my assessment of Mr. Hough's statements and opinion in Report CASPO 2016-50

This opinion should be read in its entirety.

I am pleased to submit my opinion.

Yours truly,



Mark L. Dorfman, F.C.I.P., R.P.P.



SECTION 1 - SUMMARY OPINION

On balance, the proposed policy is not consistent with the County's Official Plan and Provincial Policy Statement 2014.

Currently, services are extended where existing development in the "immediate vicinity" of a Settlement Area experiences a water or sewer problem. The proposed policy substantially changes the County's existing approach to providing municipal water and sewer services to areas that are outside the Settlement Areas designated in the County of Oxford Official Plan.

The County's proposal advances the concept that connecting existing development to watermains will not expand growth and development further into the Rural Area, whereas connecting to sewers precipitates rural development. These ideas are misleading and are counter to good planning practice. Although the proposed Schedules indicate that there have been expansions of watermains beyond Settlement Areas, the concern of this proposed policy is that the watermain and sewer expansions will continue further afield into Rural Areas.

The Report raises issues with the existing official plan policy yet, there is no clear, stated planning reason why the existing policy needs to be changed and consequently there is no enunciated planning objective for this proposed approach. The proposed exemptions to water and sewer connections and expansions take the fundamental prohibition too far.

There is no intended approval by County Council with regard to water connections and Woodstock, Tillsonburg and Ingersoll and all other Area Municipal Councils have no role in this proposed approval process. There is no provision that requires County Council to consult with Woodstock, Tillsonburg and Ingersoll before a decision is made extending services.

Notwithstanding the stated planning objectives for this policy, the recommended approach is clearly a revenue generating scheme that trumps good planning practices. In my opinion, an unintended consequence is that growth and development beyond Woodstock, Tillsonburg and Ingersoll may take place by circumventing and prejudicing any comprehensive review of development within these three urban municipalities.

The proposal to allow infill in existing development should not be permitted since it encourages connections to and expansions of municipal services. Infill outside of settlement areas in the Rural Areas is not a planning policy that should be included in this proposed municipal servicing policy.

The proposal intends to allow for connections to County water services not only in the vicinity of a settlement area but anywhere in the County where existing development is "in immediate proximity to" a watermain. The areas that are currently suggested for connections are generally shown on twenty-seven schedules that are to be included in an official plan amendment.

There is no prerequisite that the landowner has a water quantity or water quality problem. The primary criterion is that the owner pays the County for the cost to connect to the watermain.

The proposal intends to allow for connections to County sewer services not only in the vicinity of a settlement area but in any area that is identified on seven schedules that are to be included in an official plan amendment. The prerequisite is that the specific residential property is identified on the schedule and zoned. The one condition is that the owner pays the County for the cost to connect to the sewer.



All of these potential connections are to be approved by the County's Public Works Department.

The proposal to allow for connections of existing development now and in the future to County watermains is discretionary as a proposed delegated authority to County Public Works. In the planning period over the next twenty-years, new development in the form of small clusters may quietly take shape irrespective of the provincial and municipal interests and without amending the County's Official Plan.

The proposal distinguishes extensions of municipal water and sewer services beyond designated Settlement Areas. There must be a water and/or sewer problem in existing development and the existing development must be "in immediate proximity to" the Settlement Areas.

County Council approves the extension of services and the owner pays the cost of extending the services.

The policies and the schedules are to be incorporated into the County Official Plan replacing the existing policies that allow for extending municipal services "in the vicinity of" settlement areas.

The consequence of this approach is that the areas that may be eligible to connect to watermains may expand if the schedules are amended. This may lead to development emerging outside Settlement Areas, although Provincial Policy Statement 2014 and the County Official Plan direct that growth and development are to be focussed in Settlement Areas.

The proposed approach will put pressure on Area Municipalities outside Woodstock, Tillsonburg and Ingersoll to allow disparate and discretionary development outside of these three Settlement Areas and to provide the county with cost recovery sources of revenue.

The approach is open-ended since it also allows for official plan amendments (if allowed under the *Planning Act*) that may create a proliferation of appeals and disputes.



SECTION 2 - ANALYSIS OF PROPOSED OFFICIAL PLAN POLICIES

Attachment No. 2 to the Report CASPO 2016-50 sets out the suggested amendment to the Official Plan and is seen as the Staff response to the Issues raised in the Report. It reflects the discussion regarding PPS2014 and the County Official Plan policies. This draft proposal is intended to be the subject of a discussion with and a response by the municipalities in Oxford County. My responses are in **BOLD** and reflect my reading and understanding of the Report as set out in Section 3 of this opinion.

Framework of the Proposed Amendment

It is not clear from Attachment No. 2 how this draft amendment fits into the scheme of the existing County of Oxford Official Plan. I anticipate that the existing Extension of Services policies in Sections 4.2.2.3.1, 4.2.2.4.2, 4.2.2.4.3, 4.2.2.5.1, 4.2.2.5.2, and 4.2.2.6.3 will be deleted and will be revised in a new Section 4.2.2.6.

Extension of and/or Connection to Municipal Services Outside of a Settlement (4.2.2.6)

The stated Objectives of the proposed planning policy are: ensure that growth and development is focussed on settlements; ensure that development outside settlements does not hinder or prevent expansion of settlements; limit pressure for premature, unjustified uneconomic extension of services; ensure urban-type land uses are not encouraged outside serviced settlements; protect prime agricultural rural areas for agriculture; ensure development outside settlements is compatible with and does not negatively impact agricultural areas.

These planning objectives reflect the directions to the County of Oxford under Provincial Policy Statement 2014. Simply, Settlement Areas are the focus of growth; any development outside Settlement Areas should not hinder or prevent the expansion of Settlement Area; extending municipal services should not encourage development outside Settlement Areas; and protect prime agricultural areas for agriculture.

These are standard planning and development objectives in Ontario that are self evident. There is no objective in the Report that explains the reason why the extension of and connection to municipal services is necessary and appropriate. What the "objectives" should be stating is that when municipal services are extended, and connections are allowed, don't do it to allow further development outside of Settlement Areas.

It is important that the objective of these proposed policies should be simply stated as mitigating existing servicing issues in existing development outside of designated Settlement Areas.

The proposed new policies are divided into the following sections:

- Extension or Connection to Services Within the County Boundary
- Connection to Municipal Water Services and/or Municipal Sewage Services
- Extension of Municipal Water Services and/or Municipal Sewage Services
- Other Considerations



Extension or Connection to Services Within the County Boundary (4.2.2.6.1)

- (i) The proposed policies prohibit servicing development beyond the Large Urban Centres, the Serviced Villages and the Unserviced Villages, and allow for municipal servicing from Large Urban Centres into the Future Urban Growth designations.
 - (a) **The first principle is that municipal services will not be allowed to extend beyond Settlement Area boundaries, and development beyond Settlement Area boundaries are not allowed to connect to municipal services. This reflects the fundamental planning principle that growth and development is to be concentrated in designated Settlement Areas. The policy should state that the prohibition applies within and beyond the County of Oxford.**
 - (b) **This is an acceptable policy.**
- (ii) There are exceptions to this fundamental policy that are divided into "connections to" and "expansions of" municipal services, and that are differentiated to give meaning to this purpose.

In summary, this is the proposal by the County:

Existing development that is located "in immediate proximity to" municipal water services may connect to the water infrastructure without the need to physically extend the infrastructure.

Existing residential development in certain locations may connect to sewage infrastructure and existing non-residential development that does not need municipal water may also connect to sewage infrastructure.

If a connection to municipal services is not possible, then a physical extension of municipal infrastructure to any development is possible.

- (a) **The consequence is that if there is existing development anywhere in the County that is "in immediate proximity to" a watermain, the development may connect to that infrastructure.**
- (b) **This means that the County may extend the infrastructure to existing or new development anywhere in the County and allow connections.**
- (c) **In principle, "connections to" and "extensions of" are a significantly new approach to municipal servicing development outside Settlement Areas. I characterize that this is 'carte blanche' approach that depends upon the criteria stated in the proposed amendment.**
- (d) **This policy implies that wherever the County builds water and sewer infrastructure in the future, existing development at that time will be able to connect to the new infrastructure or the County extends its infrastructure to allow connections to existing or new development.**



- (e) **This approach completely changes the current policy that allows for mitigating water and sewer problems for development that exists on the fringe of designated Settlement Areas.**
- (g) **In principle, this approach should not be acceptable as Rural Area planning policy.**

Connection to Municipal Water Services and/or Municipal Sewage Services (4.2.2.6.1.1)

- (i) This section sets out the criteria to be satisfied when considering connections to municipal infrastructure.
- (ii) With respect to connecting to **municipal water services**, there are twenty-seven schedules in the proposed amendment that identify the existing water lines where existing residential, commercial, industrial and commercial development may be permitted to connect.
- (iii) The properties eligible to connect need to be zoned for these permitted land uses. They are "in immediate proximity" to the municipal water infrastructure.
- iv) The policy allows for limited residential infilling in these areas.
- (v) The Schedules that are to be incorporated into the County Official Plan identify the existing watermains and existing properties and their zoning.
 - (a) **In practice, the Schedules may be amended in the future to allow additional areas that could connect to services.**
 - (b) **As well, rural municipalities may decide to amend their zoning bylaws to allow additional development or to change the existing land uses. It is implied that this will require an amendment to the County Official Plan for any change in the Schedules.**
 - (c) **In this municipal servicing policy, infill and any form of intensification outside of settlement areas in the Rural Area is not consistent with PPS2014.**
 - (d) **Connecting to a watermain is discretionary and presumably the landowner will make this choice. I assume that the County will not mandate a connection to a watermain when these schedules are in the Official Plan.**
 - (e) **The word "existing" is flexible. The proposed policy does not state that the development is existing at the time when this amendment comes into effect. The Schedules could be amended by the County when new existing development occurs in the future.**



- (f) **There is the possibility that existing residential and industrial land uses in an agricultural zone could qualify to connect to a watermain. This may not be the intent, but it should be clarified, if the policy is acceptable.**
- (g) **There is no meaning of the phrase "in proximity to." I assume that the distance from a watermain will be determined by the zoning of the property either now or in the future. The phrase "in proximity to" is different from "in the vicinity of." I suggest that the determination should mimic the phrase used in PPS2014 as "adjacent or close to." (See Note)**
 - Note: "proximity" means 'nearness in space, time or relationship'.
 - "vicinity" means 'the area within a limited distance of a place'.
 - "adjacent" means 'lying near or adjoining'.
 - "close" means 'situated at a short distance'.
- (vi) With respect to connecting to **municipal sewer services**, there are seven schedules that identify the existing sanitary sewers where existing residential may be permitted to connect. The Schedules identify the specific residential properties that may be permitted to connect to the sanitary sewer. The policy allows for limited residential infilling.
- (vii) There is an exception that allows existing non-residential development (industrial, commercial and institutional) that is "dry" or doesn't use significant amounts of water for operations, is not a major employer, and doesn't produce significant amounts of effluent. These lands are to be rezoned to restrict the land use.
 - (a) **I raise similar concerns and issues as above regarding the policy and the use of the seven Schedules particularly with respect to infill outside settlement areas. The difference in approach is that the properties that may connect are specifically designated on the Schedules and there is no need to use the term "in proximity to."**
- (viii) With respect to connecting existing non-residential development located in a **Future Urban Growth Area** to municipal sewer services, the connection will be considered where there is a failing septic system. The failing septic system must be considered a moderate or significant drinking water threat, or poses an immediate risk to human health, or the natural environment and/or fish and wildlife habitat, and is "the only reasonable and effective alternative to remediate the problem."
- (ix) There is a specific provision that County Council will be the approval authority for the connection in consultation with the Area Municipality.
- (x) The proposed policies allowing the connection of existing residential and non-residential development to connect to the municipal sewer service apply to properties in Future Urban growth Areas as well.
 - (a) **I understand the need to have a special policy for failing septic systems. This is a common sense approach to mitigating a problem.**



- (b) **The policy should specifically state that Woodstock, Tillsonburg and Ingersoll must be consulted when connections are proposed in abutting Future Urban Growth Areas.**
 - (c) **I raise similar concerns and issues regarding the policy and the use of the seven Schedules.**
- (xi) The policy sets out common criteria for all situations where connections to municipal services are intended.
 - (xii) Only development within the County is eligible.
 - (a) **This is an appropriate policy. This clarifies the issue that no connections are allowed outside the County.**
 - (xii) The owner of the property that wants to connect to municipal services must agree to "pay connection fees based on the County's cost recovery policy." The owner must agree to decommission and disconnect the existing private services.
 - (a) **This is a reasonable approach. The County's cost recovery policy includes a share of the cost to construct the infrastructure whether the location of the infrastructure was or was not planned to service the specific property. The cost attributable to the property will vary throughout the County.**
 - (xiii) The County Public Works Department approves the proposed connection to the municipal water services and the municipal sewage services. Only where the proposed connection is to the municipal sewage services will Public Works consult with the County's Community and Strategic Planning Office and Public Health and Emergency Services Department.
 - (a) **This is a decision of Council whether to delegate this approval authority to Public Works.**
 - (b) **Although the Schedules are incorporated into the Official Plan, the issues raised by this approach also allow for discretion and flexibility of Public Works. This assumes that County Council agrees to all proposed connections when it adopts the official plan amendment and allows Public Works to determine how far afield it is appropriate to connect.**
 - (c) **A significant gap in this approach is that the Area Municipal Councils will not be consulted and will not have the opportunity to determine whether the proposed connection and the planning and development implications in their municipality are in the public interest.**
 - (d) **Woodstock, Tillsonburg and Ingersoll have no role and responsibility in this approach. This is an inappropriate approach.**



Extension of Municipal Water Services and/or Municipal Sewage Services (4.2.2.6.1.2)

- (i) With respect to the extension of **municipal water services**, the policy proposes that watermains will be extended only to existing residential, commercial, industrial, or institutional development.
- (ii) The basis for considering a watermain extension is that there are a water quality and/or quantity problem and that this is "the most reasonable and effective alternative to remediate the problem."
 - (a) **This approach is in keeping with the existing service extension policies.**
- (iii) Limited residential infilling is allowed in existing development.
 - (a) **Infill outside settlement areas in Rural Areas should not be permitted in this municipal servicing policy.**
- (iv) With respect to the extension of **municipal sewage services**, the policy proposes the connection will be considered where there is a failing septic system. The failing septic system must be considered a moderate or significant drinking water threat, or poses an immediate risk to human health, or the natural environment and/or fish and wildlife habitat and is "the only reasonable and effective alternative to remediate the problem."
 - (a) **This is a reasonable policy approach to a problem.**
- (v) Limited residential infilling is allowed in existing development.
 - (a) **Infill outside settlement areas in Rural Areas should not be permitted in this municipal servicing policy.**
- (vi) The policy sets out common criteria for all situations where extensions of all municipal services are intended.
- (vii) The existing development must be within the County of Oxford and "in immediate proximity" to the boundaries of the Large Urban Centres, Serviced Villages, and Villages.
 - (a) **Again, the meaning of "in immediate proximity to" is an issue and should be changed to "adjacent or close to".**
- (viii) The owner of the property that wants to connect to extended municipal services must agree to "pay connection fees based on the County's cost recovery policy." The owner must agree to decommission and disconnect the existing private services.
 - (a) **This is a reasonable approach. The cost of extending municipal services may vary throughout the County depending upon the services already existing in the Settlement Areas.**
- (ix) Each request for an extension of municipal services will be approved by County Council in consultation with the Area Municipality affected by the extension.



- (a) **This is a reasonable approach.**
- (b) **The policy should specify that where the municipal extension is from Woodstock, Tillsonburg or Ingersoll, these Area Municipalities must be consulted.**

Other Considerations (4.2.2.6.1.3)

- (i) This is a policy that allows for the consideration of situations other than those described above. This captures the circumstances where there is a potential for further connections, or for the limited servicing of development "in the immediate vicinity" of the approved service extension resulting in additional properties being connected to municipal services. The policy requires a scoped Class Environmental Assessment or an amendment to the Official Plan.
 - (a) **This seems to address the discretion and flexibility issues that I have addressed above. This policy will apply where there is "the potential for further connections" or there is development "in the immediate vicinity" of a service extension.**
 - (b) **The concern is that the phrase "the potential for further connections" implies that if there are properties that are not "in proximity to" the municipal watermain then a class environment assessment or an official plan amendment is required. This is an open-ended criterion that also needs to determine where the "immediate vicinity of a municipal service extension" is located .**
- (ii) The policy requires that the Area Municipality will be consulted with regard to a Class Environmental Assessment and an official plan amendment.
 - (a) **This is a required standard approach.**



SECTION 3 - UNDERSTANDING REPORT CASPO 2016-50

A. The Existing Policy Approach in the County's Official Plan

Section 4, Growth Management Policies deals with the approach to extending municipal services to lands beyond Settlement Areas. Policies 4.2.2.3.1, 4.2.2.4.2, and 4.2.2.5.1 state that extending centralized services (water and sewer) beyond Large Urban Centres, Serviced Villages and Villages, is prohibited. (See Note) However, if **all** of the following criteria are satisfied, County Council may allow an extension of municipal services to existing development in Rural Clusters designated on Schedule C-3. (*Report Paragraph 1*) (Policy 4.2.2) and in the Rural Area.

- existing development is within the immediate vicinity of the Settlement Area boundary.
- existing development is located within the County.
- extension is for existing development only, although infilling within built area is allowed.
- existing development experiences a water quality or quantity problem and extension of services solve the problem.
- a class environment assessment indicates the extension is preferred solution if existing development cannot access communal water supply.
- owners of existing development pay connection fees.

The County's planning policy is to consider physical extensions of water and sewage municipal services rather than just connecting properties to existing municipal services. This is a fundamental difference in approach.

NOTE: The County Official Plan designates the following categories of Settlement Areas: Large Urban Centres include Woodstock, Tillsonburg, Ingersoll; Serviced Villages include Drumbo, Embro, Innerkip, Mount Elgin, Norwich, Plattsville, Tavistock, Thamesford; Unserviced Villages include Beachville, Bright, Burgessville, Harrington, Otterville, Oxford Centre, Princeton, Springford, Sweaburg, Hickson.



B. Consistency with Provincial Policy Statement 2014 (PPS2014)

The report provides an explanation of the provincial interest in PPS2014 and how this is reflected in the County Official Plan.

- (a) "efficient development patterns optimize the use of land, resources and public investment in infrastructure and public service facilities." (*Report Paragraph 2*)

This statement is taken from the 'Vision for Ontario's Land Use Planning System'. (*PPS2014 Paragraph 5*)

- (b) "efficient land use and development patterns support sustainability by providing strong, liveable, healthy and resilient communities, protecting the environment and public health and safety, and facilitating economic growth." (*Report Paragraph 2*)

This statement is in the Preamble to PPS2014 Policy Section 1 - Building Strong Healthy Communities.

- (c) "the PPS supports resilient development and land use patterns by recognizing that healthy, livable and safe communities are sustained by, among other matters, avoiding development and land use patterns that would prevent the efficient expansion of settlement areas in those areas which are adjacent or close to settlement areas and, promoting cost-effective development patterns and standards to minimize land consumption and servicing costs." (*Report Paragraph 3*)

This statement is adapted from Policy Section 1.1 'Managing and Directing Land Use to Achieve Efficient and Resilient Development and Land Use Patterns' and Policies 1.1.1 (d) and (e). These policies are enabling and supportive. They do not direct, limit or prohibit planning authorities.

- (d) "PPS also recognizes that the vitality of settlement areas is critical to the long-term economic prosperity of Ontario's communities and that it is in the interests of all communities to use land and resources wisely, promote efficient development patterns and ensure the effective use of infrastructure and public service facilities." (*Report Paragraph 4*)

This statement is within the Preamble to PPS2014 Policy Section 1.1.3 - Settlement Areas.

- (e) "the PPS directs that settlement areas are the focus of growth and development and that the vitality and regeneration of settlements shall be promoted." (*Report Paragraph 4*)

This is a positive direction stated in PPS2014 Policy 1.1.3. The provincial interest is to require planning authorities to focus growth and development to within designated Settlement Areas. PPS2014 very clearly states that "the expansion of a settlement area boundary" is allowed by a planning authority "only at the time of a comprehensive review." (*PPS2014 Policy 1.1.3.8*)



In Rural Areas, growth and development are also directed to Rural Settlement Areas. Outside Rural Settlement Areas, Policy 1.1.5.2 (c) allows for "limited residential development" and directs in Policy 1.1.5.4 that "development shall be appropriate to the infrastructure which is planned or available, and avoid the need for the unjustified and/or uneconomical expansion of this infrastructure."

- (f) "With respect to water and sewage facilities, the PPS directs that planning for such facilities shall accommodate growth and development in a manner that promotes the efficient use and optimization of existing infrastructure and ensures that such systems can be sustained both environmentally and financially." (*Report Paragraph 5*)

This statement is adapted from Policies 1.6.6.1 (a) and (b). This policy clearly refers to how water and sewer services accommodate growth and development within designated Settlement Areas. The policies in PPS2014 Section 1.6.6 do not refer to the extension of municipal services outside Settlement Areas. Policy 1.6.6.2 enables that municipal services are preferred within Settlement Areas, however, Policies 1.6.6.3, 1.6.6.4, 1.6.6.5 allow for alternatives such as private communal services, individual private services, and partial services in Settlement Areas and Rural Settlement Areas.

- (g) "In keeping with the 2014 PPS, the policies of the Official Plan regarding the extension of municipal services outside of serviced settlement boundaries are generally intended to limit pressure for the premature, unjustified or uneconomical extension of services and to ensure that urban-type land uses are not encouraged to establish outside of serviced settlement areas with the benefit of full urban-level services that may hinder or prevent the efficient expansion of settlement boundaries in the future and/or create (or exacerbate) compatibility concerns in prime agricultural areas." (*Report Paragraph 6*)

There is no doubt that the extension of municipal services outside designated Settlement Areas to accommodate growth and development is not in the provincial interest or the County's interest and is not directed or supported by PPS2014.

The Report concludes that the "current policies contained in the Official Plan regarding service extensions have generally been effective with respect to the matters identified above." (*Report Paragraph 7*)

This means that the County's existing Official Plan does not allow the extension of municipal services to areas beyond the boundary of the Settlement Areas in order to accommodate growth and development unless certain criteria are satisfactory to County Council.



C. What is the Issue?

The Report presents an Issue that arises from the current policies regarding the extension of services.

"Issues have been identified with respect to distinguishing between **extending** services via placement of new infrastructure and the **connection** of properties to existing services where no physical extension of municipal services is required, including matters related to both process and justification for connecting to water vs. sewage facilities and considerations related to servicing larger areas once the need for a service extension has been identified." (*Report Paragraph 7*) (emphasis added)

This means that:

- there is a distinction between physically extending existing services and only allowing the connection of properties to existing services without physically extending services.
- there is a distinction between the process and justification for connecting properties to existing water service or sewer services, and extending services to properties.
- there is a distinction between considerations of extending services to larger areas once the need has been justified.

D. Addressing the Issues

The Report begins a discussion of the options to address the Issues. (*Report Paragraph 8 to 11*)

The Report reaffirms the efficacy of the existing official plan policies.

"The current policies of the Official Plan regarding water and sewage service extensions have been effective with respect to maintaining the planned function of the County's settlement boundaries from a land use planning perspective, while allowing for extensions to existing properties in the vicinity of serviced settlements where such extensions are necessary to address failures to private services that cannot be reasonably remediated through other means." (*Report paragraph 9*)

The Report then raises the real issue of concern where an 'extension' is a request "to connect to existing infrastructure immediately adjacent to the affected properties." (*Report Paragraph 10*)

Specific Issue 1 Maintain Current Policies and Criteria (*Paragraphs 12 to 15*)

- There needs to be clarification that the extension criteria only apply to existing development, yet limited infill is allowed.



- The policy allows for extension of water and/or sewer services, yet the criteria are relevant only to the extension of water services.
- There needs to be clarification of the circumstances where only municipal sewer services can be extended instead of water and sewer services.

I interpret the existing policy including the criteria for the exemption differently. The existing policy is not clear whether a water and/or sewer service issue pertains to one property or that it pertains to existing development in an area. If, for example, one property located in a cluster or is isolated, has a servicing problem, is the intent of the current policy to extend the service for that one property. There is no explanation whether the intent is to extend the service to all properties in an area even though the problem may not exist for all existing development.

In my interpretation, the criteria limit the extension to existing development that means the external limits of the area of existing development cannot be expanded. This intent is clear.

What is seemingly contradictory is that "intensification" of existing uses is not permitted yet "limited infilling" is permitted. Both the Official Plan and PPS2014 include infill as a characterization of intensification. There are other types of "intensification" such as redevelopment, development of vacant and underutilized lots in the developed area and the expansion or conversion of existing buildings.

I suggest that any type of intensification in Rural Areas should not be permitted in this municipal servicing policy, since it encourages development and "connections to" and "extensions of" municipal services. Intensification including infill is intended for urban and rural settlement areas.

One of the criteria is to deal with a problem of deficient water quality or quantity. If that is the case, then only municipal water service needs to be extended.

Another criterion is where communal water services are no longer available and a class environmental assessment recommends the extension of municipal water and sewer services.

I agree that there may be situations where individual sewage services are deficient and that only a sewer extension is required. It is possible to add "sewer" to the latter criterion.

Specific Issue 2 Criteria for Water Extensions and Sewer Extensions (Report Paragraphs 16 to 19)

The Report suggests that the County should avoid "providing full municipal services (or 'urban level' services) outside of settlements." The Report suggests that clarification is needed to distinguish policies and criteria for "connection" or "extension" of municipal services.

The Report concludes that there should be a clearer distinction between "connections to municipal services" and "extensions of municipal services" and that criteria should be revised to implement each of these actions separately. Consequently, the confusion needs to be resolved.



E. Revising Official Plan Policies

The report prefaces this discussion by stating that amendments to the Official Plan “must be considered in the context of the broad principles and strategic initiatives of both the Official Plan and the PPS, including the planned function of settlements and compatibility with agricultural land uses.” (*Report Paragraph 20*)

The Report then sets out the considerations for distinguishing between “connections” and “extensions” in official plan policy. (*Report Paragraphs 22 to 40*)

(a) Connections

- The Report raises the question that where municipal services are located within a road right-of-way, should County staff be delegated the authority to approve a connection subject to pre-determined criteria and the property owner pays the connection fee according to a cost recovery policy?
- The Report raises the question that connecting to municipal water addresses water quality and quantity issues. Connecting to municipal sewer opens the door to development outside the Settlement Area. But, the Report sees the opportunity to allow connections to both municipal water and sewer in order to “assist in off-setting the costs of maintaining that infrastructure over the longer-term.”
- The Report raises the question that existing development outside Settlement Areas is residential. This existing development should not be encouraged. Hence, the report posits that “it may be prudent to limit connections to non-residential development to water service only.”
- The Report questions whether connections should be permitted to properties in the “immediate vicinity” of the Settlement Area or permitted “for all properties adjacent to the existing service” and not necessarily in the vicinity of a Settlement Area. The Report raises the question that “limited connections (i.e. residential uses) to existing infrastructure may assist in spreading the costs of the service among more users in certain circumstances.”

(b) Extensions

- The Report explains that extensions should not apply for non-residential development. It is best to allow for municipal water extensions to resolve a problem. The Report raises that extensions of both municipal water and sewer “increases the potential to further intensify or expand the development without the need to comply with other development standards, fees and costs associated with development within a settlement.”



- The Report raises the question that extensions of municipal sewer service should be allowed where there is “a higher standard for the extension of municipal sewers, including risk to health, the environment, wildlife habitat and/or the municipal drinking water supply.”
- The Report raises that the test for where the extension of municipal water is allowed is “where it is identified as being the most reasonable and effective means to correct the problem” of distressed properties.
- The Report raises that where municipal services are extended, “the extension may create opportunities for other properties along (or in the vicinity of) the service ‘route’ to be connected.” All this is subject to considering the Official Plan and PPS2014, even though “such connections may serve to off-set costs associated with the service.”

In the report, these questions are not answered in the proposed official plan amendment.





DEPARTMENT: Chief Administrative Officer

REPORT NO: A-022-16

COUNCIL DATE: September 12, 2016

TITLE: Response to County Proposed OP16-04-9

OBJECTIVE: To provide information to support a response on behalf of Ingersoll Council concerning application for Official Plan amendment OP16-04-9.

BACKGROUND: The County has initiated an application to make amendments to the County Official Plan as it pertains to the connection and/or extension of municipal water and sewer services outside of settlement boundaries.

The deadline to make comment on the proposed policies was extended to the end of September.

Council authorized staff to work with the Town of Tillsonburg and the City of Woodstock, to jointly prepare and submit comments from an urban perspective in response to proposed changes.

The three CAOs met and agreed to retain the services of Mark Dorfman a professional planner to provide a detailed review of the proposed OPA and to make recommendations.

ANALYSIS:

The Official Plan currently prohibits the extension of services beyond the boundary of a designated settlement area. Extensions beyond a settlement boundary are permitted only if six criteria are met including:

- The existing development is within the immediate vicinity of the limit of the large urban centre,
- The existing development is within the municipal boundaries of the County of Oxford,

- The extension of services is required for existing development only and that no additions or intensification of existing uses are proposed with the exception of limited infilling in accordance with the policies of this Plan,
- The existing development is experiencing a water quantity or quality problem that has been verified by the Oxford County Board of Health and the Board agrees that the extension of services are required to remediate the problem,
- The existing development is no longer able to access existing communal water facilities and the Class EA process has indicated that the extension of centralized waste water and water supply facilities is the preferred servicing alternative,
- The owners of the existing development have agreed to pay connection fees based on the County's cost recovery policy.

A site specific Official Plan Amendment is required in the event that any of these criteria are not satisfied.

The proposed amendment to the Official Plan introduces a distinction between a connection and an extension for existing development beyond the settlement boundary. The prohibition of a connection and extension is continued; however the policy contradicts this with an exception that gives an "as of right" (without meeting the aforementioned criteria) connection for any existing development and infill new residential development.

From a Staff perspective such a shift in policy direction will have significant and long lasting impacts on the settlement areas in the County. The proposed policy will make it much easier for properties on the fringe of the settlement boundary to access sewer and water services. The infill rights for these newly connected properties create opportunity for new development through intensification.

This type of intensification has the potential to make settlement area expansions more difficult and costly. In the opinion of Staff, the proposed policy amendment does not represent good planning and does not conform to the PPS. The fact that the policy suggests that the decision to connect services be left up to County staff is also concerning as it should be viewed as a significant policy decision, not an administrative exercise.

Woodstock, Tillsonburg and Ingersoll agreed that a coordinated response is the best course of action and retained Mr. Mark Dorfman, Planner Inc. F.C.I.P, R.P.P to provide the respective Councils with an informed and comprehensive opinion. Mr. Dorfman will present his opinion to Council at the Council meeting scheduled for September 12th 2016.

INTERDEPARTMENTAL IMPLICATIONS: N/A

FINANCIAL IMPLICATIONS: Depending on the decision at County Council there could be financial implications on appealing the decision should the Amendment be adopted.

RECOMMENDATION:

THAT the Council of the Town of Ingersoll receives this report and the presentation of Mr. Mark Dorfman as information.

AND FURTHER THAT Council advises the County Oxford Council that it does not support the application for Official Plan Amendment OP16-04-9 as it does not represent good planning, as it encourages new infill development outside of settlement areas contrary to the PPS and will prejudice settlement area extensions in the future.

Prepared by: William J. Tigert, Chief Administrative Officer



**Corporation of the Town of Ingersoll
By-Law 16-4899**

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

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

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

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

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

READ a first and second time this 12th day of September, 2016.

READ a third time and passed this 12th day of September, 2016.

Edward (Ted) Comiskey, Mayor

Michael Graves, Clerk

AGREEMENT made in triplicate this day of _____, 2016.

B E T W E E N:

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

OF THE FIRST PART

-and-

Silvia Ellen Mayberry
Hereinafter called the "Owner",

OF THE SECOND PART

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

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

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

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

IN WITNESS WHEREOF the Party of the First Part has hereunto set its corporate seal, duly attested by the hands of its Mayor and Clerk, authorized on its behalf at the Town of Ingersoll, in the County of Oxford this _____ day of _____, 2016.

SIGNED, SEALED AND DELIVERED
In the presence of:

**THE CORPORATION OF THE
TOWN OF INGERSOLL**

Per: _____
Edward (Ted) Comiskey, Mayor

Michael Graves, Clerk

OWNER

Per: _____

Witness

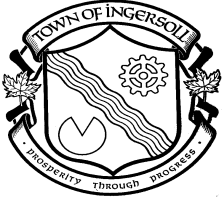
SCHEDULE 'A'

TO

ENCROACHMENT AGREEMENT

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

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



**CORPORATION OF THE TOWN OF INGERSOLL
BY-LAW NO.16-4900**

**A by-law to authorize the execution of a Lease Agreement for Town owned
Agricultural lands between Dave Crane and the Town of Ingersoll
(Part of Lot 19 and 20, Concession 2 in the Town of Ingersoll)**

WHEREAS it is deemed necessary and advisable to enter into a Lease Agreement with Dave Crane for the Town owned lands at Part of Lot 19 and 20, Concession 2 in the Town of Ingersoll;

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

- (1) That a Lease Agreement between a Dave Crane and the Town of Ingersoll is hereby approved;
- (2) That the Mayor and Clerk are hereby authorized and directed to execute the said agreement and the Clerk is hereby directed to affix the corporate seal thereto; and
- (3) That a copy of the said agreement, in substantially the same form shall be attached is a part of this by-law.

READ a first and second time in Open Council this 12th day of September 2016.

READ a third time and passed in Open Council this 12th day of September 2016.

Edward (Ted) Comiskey, Mayor

Michael Graves, Clerk

THIS INDENTURE made (in quadruplicate) the _____ day of September, 2016.
IN PURSUANCE OF *THE SHORT FORMS OF LEASES ACT.*

BETWEEN: **THE CORPORATION OF THE TOWN OF INGERSOLL**
 herein called "the Lessor",

- and -

Dave Crane
 herein called "the Lessee,"

WITNESSETH that, in consideration of the rents, covenants, and agreements hereinafter reserved and contained on the part of the Lessee, the Lessor doth demise and lease unto the Lessee, for the purpose of growing farm crops only, all that parcel or tract of the land situate, lying and being in the Town of Ingersoll, in the County of Oxford, being part of Lot 19 and 20, Concession 2 in the geographic Township of West Oxford formerly in the Township of Southwest Oxford, now in the Town of Ingersoll, comprising of approximately 75 acres of farmable acres, as shown in schedule 1.

TO HAVE AND TO HOLD the said demised premises for the term of 12 months, to be computed from the 15th day of September, Two Thousand and Sixteen, and yielding and paying therefore during the said term, unto the Lessor, the sum of twenty two thousand eight hundred and twenty four dollars (\$22,824) plus HST or three hundred and seventeen dollars (\$317) per acre plus HST for a total of twenty five thousand seven hundred ninety one dollars and twelve cents (\$25,791.12).

Such sum to be payable on the following days and times that is to say:

- a) \$ 12,895.56 as a deposit at the time of signing.
- b) \$ 12,895.56 on June 1, 2017.

A. THE LESSEE COVENANTS AND AGREES WITH THE LESSOR AS FOLLOWS:

1. to pay rent,
2. to provide proof of a valid Farm Business Registration Number (OFA or CFFO) or proof of exemption,
3. provide proof of a minimum 5 million dollars in liability insurance, with the Town named as additional insured,
4. not to alter any existing system of drainage,
5. not to cut down timber,
6. not to assign or sublet without consent which consent may be unreasonably withheld,
7. not to use any herbicides, fungicides or insecticides except on the parts of the leased land under actual cultivation and such use shall be in quantities and method of application approved by the Ontario Ministry of Agriculture and Food, and
8. not to do anything or permit to be done on the said premises anything which may be deemed to be a nuisance on the said premises or by which the cost of insurance of the Lessor may be increased.
9. that the Lessee control weeds on the site from the date of execution of this agreement until such time of planting.

B. THE LESSEE AND THE LESSOR MUTUALLY AGREE THAT:

1. This lease may be terminated by the Lessor at any time in respect of the whole or any part of the said lands which may be required for the purposes of the Lessor on giving the Lessee a least 60 days written notice of termination by registered letter post addressed to the Lessee at:

404494 Union Rd.
RR#2
Ingersoll, ON N0L 3J8

2. Where this lease in respect of the whole or any part of the above mentioned lands is terminated by the Lessor, the Lessor shall compensate the Lessee as follows:
 - a) reimburse the Lessee for any rent prepaid and
 - b) reimburse the Lessee for any work done to the land at the specified work value, plus his costs of seed, fertilizer and herbicides used up to the time of the forced termination.
3. If the rent hereby reserved or any part thereof shall be unpaid for fifteen days after any of the days on which the same ought to have been made, the crops then remaining upon the said lands or in storage on or off the said lands may be seized or taken in execution or attachment by the Lessor and this Lease shall be terminated.
4. If the term hereby granted shall be at any time seized or taken in execution or attachment by any creditor of the Lessee or if the Lessee shall make an assignment for the benefit of creditors or, becoming bankrupt or insolvent, shall take the benefit of any Act that may be in force for bankrupt or insolvent debtors, the balance of the unpaid rent shall immediately become due and payable in full.
5. The acceptance by the Lessor of arrears of rent or compensation for use or occupation of the premises after notice of termination of the lease has been given shall not operate as a waiver of the notice or as a reinstatement of the lease or as a creation of a new lease unless the parties so agree.
6. The Lessee hereby guarantees the performance of all of the obligations of the Lessee contained herein.

C. Proviso for re-entry by the said Lessor on non-payment of rent or non-performance of covenants.

D. No Release

No neglect or forbearance of the Lessor in endeavouring to obtain payment of the rent reserved herein or other payments required to be made under the provisions of this Lease as and when they become due, no delay of the Lessor in taking any steps to enforce performance or observance of the several covenants, provisos or conditions contained in this Lease to be performed or observed by the Lessee, no extension or extensions of time which may be given by the Lessor from time to time to the Lessee, and no other act or failure to act of or by the

Lessor shall release, discharge or in any way reduce the obligations of the Guarantor under its covenants contained herein.

It is agreed between the parties hereto that every covenant, proviso and agreement herein contained shall enure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, administrators, successors and assigns, and that all covenants herein contained shall be construed as being joint and several and that, when the context so requires or permits, the singular number shall read as if the plural were expressed and the masculine gender as if the feminine or neuter, as the case may be, were expressed.

IN WITNESS WHEREOF the said parties hereto have hereunto set their hands and seals.

THE CORPORATION OF THE TOWN OF INGERSOLL

Edward J. Comiskey, Mayor

Michael Graves, Clerk
We have the authority to bind the Corporation.

LESSEE

Dave Crane

SCHEDULE 1



Legend

- Parcel Lines (Displays 1:16 00)
- Boundary
 - Lot Line
 - Assessment Line
 - Road

Notes

0.3 0 0.14 0.3 Kilometers
NAD_1983_UTM_Zone_17N
© County of Oxford

September 25, 2012

1: 5,500



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.
NOTE: THIS IS NOT A PLAN OF SURVEY



**Corporation of the Town of Ingersoll
By-Law 16-4901**

A by-law to authorize the execution of a Loan Agreement between the Town and property owners participating in the Signage Revitalization Loan (Dawna Peat, Target Zone, 109 Thames St. S.)

WHEREAS the Town wishes to enter into a Loan agreement with the Dawna Peat, 109 Thames St. S., Ingersoll, Ontario, for the Façade/Signage Revitalization Program Funding;

AND WHEREAS the parties acknowledge the mutual advantage of the Revitalization Program;

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

- 1) That the Mayor and the Clerk are hereby authorized to execute a Loan agreement between:

Dawna Peat, 109 Thames St. S. and the Town of Ingersoll, in the amount of \$500.00 and to affix the seal of the Corporation of the Town of Ingersoll hereto.

- 2) That a copy of the said agreements shall be annexed in substantially the same form, to this by-law.

READ a first and second time this 12th day of September, 2016.

READ a third time and finally passed this 12th day of September, 2016.

Ted Comiskey, Mayor

Michael Graves, Clerk

LOAN AGREEMENT

This loan agreement made this day of , 2016.

BETWEEN:

The Corporation of the Town of Ingersoll (the "TOWN")

AND

Dawn Peat (the "OWNER") of Target Zone

WHEREAS the Owner has applied to the TOWN for a Signage Revitalization Loan for eligible exterior improvements to the property located at 109 Thames Street South, Ingersoll, (the "PROPERTY") and the TOWN has agreed to make such a loan under By-Law 16-4901.

AND WHEREAS the Owner will be making improvements to the PROPERTY including the OWNER's approved matching-share improvements; and eligible exterior improvement.

LOAN AND REPAYMENT

IN CONSIDERATION of the TOWN making this loan to the OWNER, the OWNER and the TOWN hereby agree:

1. The TOWN will lend (with funds payable to the OWNER and the Owner's Contractors) and the Owner will repay in accordance with the Repayment Plan as described below:
2. Amount Borrowed: **\$500.00**
3. Interest Rate: **0%**
4. Term: **4 years** See Schedule "A" affixed hereto
5. Repayment Terms: On the annual anniversary date of the loan the OWNER agrees to repay the TOWN an amount equal to twenty five percent (25%) of the amount borrowed.
6. Forgiveness / Grant: If the OWNER(s) is not in default at the time of the final payment, the final payment will be forgiven.

USE OF PROCEEDS

1. The OWNER will use all of the proceeds of the loan to pay for eligible exterior improvements as approved on the Property (but not the OWNERS portion) as indicated on the approved loan application and the approved application, both on file with the Director of Economic Development for the TOWN.

MAINTENANCE AND DEFAULT OF MAINTENANCE

1. The OWNER agrees to maintain in good repair the improvements described herein and as indicated in the approved application. In the event that the OWNER fails to maintain in good repair the improvements (as determined by the BIA Board of Management or the Director of Economic Development) the TOWN may;

2. Serve on the OWNER a written Notice to Repair detailing the particulars of failure to maintain and the particulars of needs repairs; and,
3. Provide the OWNER not less than 30 days within which to effect such repairs.

INDEBTEDNESS FULLY DUE AND PAYABLE

1. The OWNER agrees that the entire amount owing to the TOWN shall be fully due and payable in the event that:
2. The OWNER sells transfers or otherwise disposes of the Property and the TOWN declines to approve the assumption of the loan by the new Owner;
3. The OWNER becomes bankrupt or insolvent;
4. The buildings on the PROPERTY is demolished;
5. The buildings on the PROPERTY are damaged by fire or otherwise and report of reconstruction is not commenced within 90 days;
6. The OWNER is in arrears on Realty Taxes or BIA levy with respect to the Property for more than 90 days;
7. The OWNER does not maintain the improvements as required in this Agreement, as determined by the BIA Board of Management or the Director of Economic Development;
8. The OWNER fails to pay for the eligible improvements or the approved OWNER's matching-share improvements and a Claim for Lien or other proceedings is commenced against the OWNER for payment of such claims;
9. Default occurs in payment required herein; and
10. Unauthorized alterations to the improvements are made.

AMENDMENTS TO APPLICATION

1. The approved application may be amended by the OWNER and the TOWN from time to time as they may agree.

DEMAND UPON DEFAULT OF PAYMENT OR MAINTENANCE

1. If any payment is not made as required or there is failure to comply with a Notice to Repair, the TOWN may, after 15 days default, demand payment in full of the entire amount owing as determined herein.

NOTICES

1. Any notice required to be given by either party to the other shall be deemed to be adequately given if:
 - a. In writing and signed by the party giving notice;
 - b. Served personally upon the other part or mailed by prepaid first class post (deemed delivered the 5th day after mailing to:

IN THE CASE OF THE TOWN TO:

Director of Economic Development
Town of Ingersoll
130 Oxford Street, 2nd Floor
Ingersoll, Ontario, N5C 2V5

IN THE CASE OF THE OWNER TO:

Dawna Peat
109 Thames St. S
Ingersoll, ON N5C 2T3

BINDING ON OTHERS

This agreement shall be binding upon the parties and their heirs' executors, successors and assigns.

IN WITNESS WHEREOF, the Parties hereto have hereunto affixed their corporate seals, attested to by the hands of their proper officers in that behalf fully authorized.

DATED at Ingersoll, Ontario this day of , 2016.

DAWNA PEAT

Dawna Peat

THE CORPORATION OF THE TOWN OF INGERSOLL

Ted Comiskey, Mayor

Michael Graves, Clerk

LOAN AND REPAYMENT AMORTIZATION TABLE

The Owner:

Target Zone
Dawna Peat
109 Thames St. S.
Ingersoll, ON N5C 2T3

Signage Loan Amount Total: \$500.00

Payments Due:

- 1) First Payment – September 12, 2017 \$125.00
- 2) Second Payment – September 12 \$125.00
- 3) Third Payment – September 12 \$125.00
- 4) Fourth Payment – September 12 \$125.00



**Corporation of the Town of Ingersoll
By-Law 16-4902**

A by-law to authorize the execution of a Loan Agreement between the Town and property owners participating in the Signage Revitalization Loan (Sue Reinjtes, 120 Thames St. S.)

WHEREAS the Town wishes to enter into a Loan agreement with the Sue Reinjtes, 120 Thames St. S., Ingersoll, Ontario, for the Façade/Signage Revitalization Program Funding;

AND WHEREAS the parties acknowledge the mutual advantage of the Revitalization Program;

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

- 1) That the Mayor and the Clerk are hereby authorized to execute a Loan agreement between:

Sue Reinjtes, 120 Thames St. S. and the Town of Ingersoll, in the amount of \$500.00 and to affix the seal of the Corporation of the Town of Ingersoll hereto.
- 2) That a copy of the said agreements shall be annexed in substantially the same form, to this by-law.

READ a first and second time this 12th day of September, 2016.

READ a third time and finally passed this 12th day of September, 2016.

Ted Comiskey, Mayor

Michael Graves, Clerk

LOAN AGREEMENT

This loan agreement made this day of , 2016.

BETWEEN:

The Corporation of the Town of Ingersoll (the "TOWN")

AND

Sue Reinjtes (the "OWNER")

WHEREAS the Owner has applied to the TOWN for a Signage Revitalization Loan for eligible exterior improvements to the property located at 120 Thames Street South, Ingersoll, (the "PROPERTY") and the TOWN has agreed to make such a loan under By-Law 16-4902.

AND WHEREAS the Owner will be making improvements to the PROPERTY including the OWNER's approved matching-share improvements; and eligible exterior improvement.

LOAN AND REPAYMENT

IN CONSIDERATION of the TOWN making this loan to the OWNER, the OWNER and the TOWN hereby agree:

1. The TOWN will lend (with funds payable to the OWNER and the Owner's Contractors) and the Owner will repay in accordance with the Repayment Plan as described below:
2. Amount Borrowed: **\$500.00**
3. Interest Rate: **0%**
4. Term: **4 years** See Schedule "A" affixed hereto
5. Repayment Terms: On the annual anniversary date of the loan the OWNER agrees to repay the TOWN an amount equal to twenty five percent (25%) of the amount borrowed.
6. Forgiveness / Grant: If the OWNER(s) is not in default at the time of the final payment, the final payment will be forgiven.

USE OF PROCEEDS

1. The OWNER will use all of the proceeds of the loan to pay for eligible exterior improvements as approved on the Property (but not the OWNERS portion) as indicated on the approved loan application and the approved application, both on file with the Director of Economic Development for the TOWN.

MAINTENANCE AND DEFAULT OF MAINTENANCE

1. The OWNER agrees to maintain in good repair the improvements described herein and as indicated in the approved application. In the event that the OWNER fails to maintain in good repair the improvements (as determined by the BIA Board of Management or the Director of Economic Development) the TOWN may;

2. Serve on the OWNER a written Notice to Repair detailing the particulars of failure to maintain and the particulars of needs repairs; and,
3. Provide the OWNER not less than 30 days within which to effect such repairs.

INDEBTEDNESS FULLY DUE AND PAYABLE

1. The OWNER agrees that the entire amount owing to the TOWN shall be fully due and payable in the event that:
2. The OWNER sells transfers or otherwise disposes of the Property and the TOWN declines to approve the assumption of the loan by the new Owner;
3. The OWNER becomes bankrupt or insolvent;
4. The buildings on the PROPERTY is demolished;
5. The buildings on the PROPERTY are damaged by fire or otherwise and report of reconstruction is not commenced within 90 days;
6. The OWNER is in arrears on Realty Taxes or BIA levy with respect to the Property for more than 90 days;
7. The OWNER does not maintain the improvements as required in this Agreement, as determined by the BIA Board of Management or the Director of Economic Development;
8. The OWNER fails to pay for the eligible improvements or the approved OWNER's matching-share improvements and a Claim for Lien or other proceedings is commenced against the OWNER for payment of such claims;
9. Default occurs in payment required herein; and
10. Unauthorized alterations to the improvements are made.

AMENDMENTS TO APPLICATION

1. The approved application may be amended by the OWNER and the TOWN from time to time as they may agree.

DEMAND UPON DEFAULT OF PAYMENT OR MAINTENANCE

1. If any payment is not made as required or there is failure to comply with a Notice to Repair, the TOWN may, after 15 days default, demand payment in full of the entire amount owing as determined herein.

NOTICES

1. Any notice required to be given by either party to the other shall be deemed to be adequately given if:
 - a. In writing and signed by the party giving notice;
 - b. Served personally upon the other part or mailed by prepaid first class post (deemed delivered the 5th day after mailing to:

IN THE CASE OF THE TOWN TO:

Director of Economic Development
Town of Ingersoll
130 Oxford Street, 2nd Floor
Ingersoll, Ontario, N5C 2V5

IN THE CASE OF THE OWNER TO:

Sue Reintjes
Old bakery Cafe
120 Thames St. S
Ingersoll, ON N5C 2T3

BINDING ON OTHERS

This agreement shall be binding upon the parties and their heirs' executors, successors and assigns.

IN WITNESS WHEREOF, the Parties hereto have hereunto affixed their corporate seals, attested to by the hands of their proper officers in that behalf fully authorized.

DATED at Ingersoll, Ontario this day of , 2016.

SUE REINTJES

Sue Reintjes

THE CORPORATION OF THE TOWN OF INGERSOLL

Ted Comiskey, Mayor

Michael Graves, Clerk

LOAN AND REPAYMENT AMORTIZATION TABLE

The Owner:

Old Bakery Café
Sue Reintjes
120 Thames St. S.
Ingersoll, ON N5C 2T3

Signage Loan Amount Total: \$500.00

Payments Due:

- 1) First Payment – September 12, 2017 \$125.00
- 2) Second Payment – September 12 \$125.00
- 3) Third Payment – September 12 \$125.00
- 4) Fourth Payment – September 12 \$125.00



**Corporation of the Town of Ingersoll
By-Law 16-4903**

A by-law to amend by-law 15-4805 to appoint members of Council, citizens and certain employees to committees, local boards and to other positions.

WHEREAS Council desires to make certain appointments to various committees, local boards and other positions;

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

- (1) That the following individuals be added to Schedule "A" of by-law 15-4805 under *Ingersoll Business Improvement Association (B.I.A.) Board of Management*.
 - Pat Frey
 - Cheryl Cole
 - Dom Ricciuto
 - Amanda Evely
- (2) That all appointments shall be effective for the period to November 30, 2018 or until such time as appointees are reappointed or replaced subject to Statutory Authority.

READ a first and second time in Open Council this 12th day of September, 2016.

READ a third time in Open Council and passed this 12th day of September, 2016.

Edward (Ted) Comiskey, Mayor

Michael Graves, Clerk

8.3.26.2.2 REAR YARD DEPTH

Minimum 8.3 m (27.2 ft) for building abutting the northerly lot line
5.7 m (18.7 ft) for building abutting the southerly lot line

8.3.26.2.3 That all provisions of the R3-26 Zone in Section 8.2 of this By-Law, as amended, shall apply, and further that all other provisions of this By-Law, as amended, that are consistent with the provisions herein contained shall continue to apply mutatis mutandis.”

3) This By-Law comes into force in accordance with Sections 34(21) and (30) of the Planning Act, R.S.O. 1990, as amended.

READ a first and second time in Open Council this 12th day of September, 2016.

READ a third time in Open Council and passed this 12th day of September, 2016.

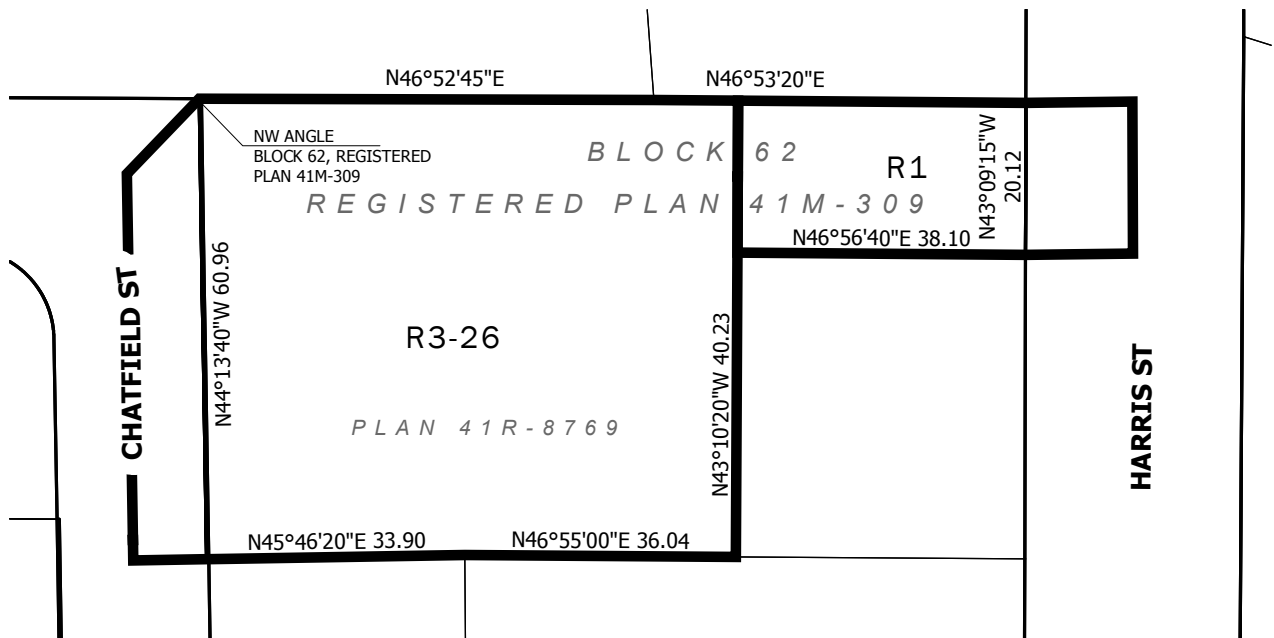
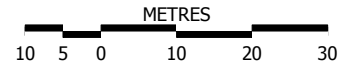
Edward (Ted) Comiskey, Mayor

Michael Graves, Clerk

SCHEDULE "A"

TO BY-LAW No. 16-4904

BLOCK 62, REGISTERED PLAN 41M-309
PARTS 1 TO 5, REFERENCE PLAN 41R-8769
TOWN OF INGERSOLL



R1

AREA OF ZONE CHANGE TO R1

R3-26

AREA OF ZONE CHANGE TO R3-26

NOTE: ALL DIMENSIONS IN METRES

THIS IS SCHEDULE "A"

TO BY-LAW No. 16-4904, PASSED

THE 12th DAY OF September, 2016

MAYOR

CLERK

- 3) That Section 8.3 of By-Law Number 04-4160, as amended, is hereby amended by adding the following subsection at the end thereof.

“8.3.27 LOCATION: BLOCK 63, PLAN 41M-309 (CHAMBERLAIN AVENUE), R3-27 (Key Map 9)

8.3.27.1 Notwithstanding any provision of this By-law to the contrary, no *person* shall within any R3-27 Zone *use any lot, or erect, alter or use any building or structure* for any purpose except the following:

all uses permitted in Section 8.1 to this By-law.

8.3.27.2 Notwithstanding any provisions of this By-law to the contrary, no *person* shall within any R3-27 Zone *use any lot, or erect, alter or use any building or structure* except in accordance with the following provisions:

8.3.27.2.1 FRONT YARD DEPTH

Minimum 4.6 m (15 ft) for building abutting the easterly lot line
 6.9 m (22.6 ft) for building abutting the westerly lot line

8.3.27.2.2 REAR YARD DEPTH

Minimum 4 m (13.1 ft) for building abutting the easterly lot line

8.3.27.2.3 That all provisions of the R3-27 Zone in Section 8.2 of this By-Law, as amended, shall apply, and further that all other provisions of this By-Law, as amended, that are consistent with the provisions herein contained shall continue to apply *mutatis mutandis*.”

- 4) This By-Law comes into force in accordance with Sections 34(21) and (30) of the Planning Act, R.S.O. 1990, as amended.

READ a first and second time in Open Council this 12th day of September, 2016.

READ a third time in Open Council and passed this 12th day of September, 2016.

Edward (Ted) Comiskey, Mayor

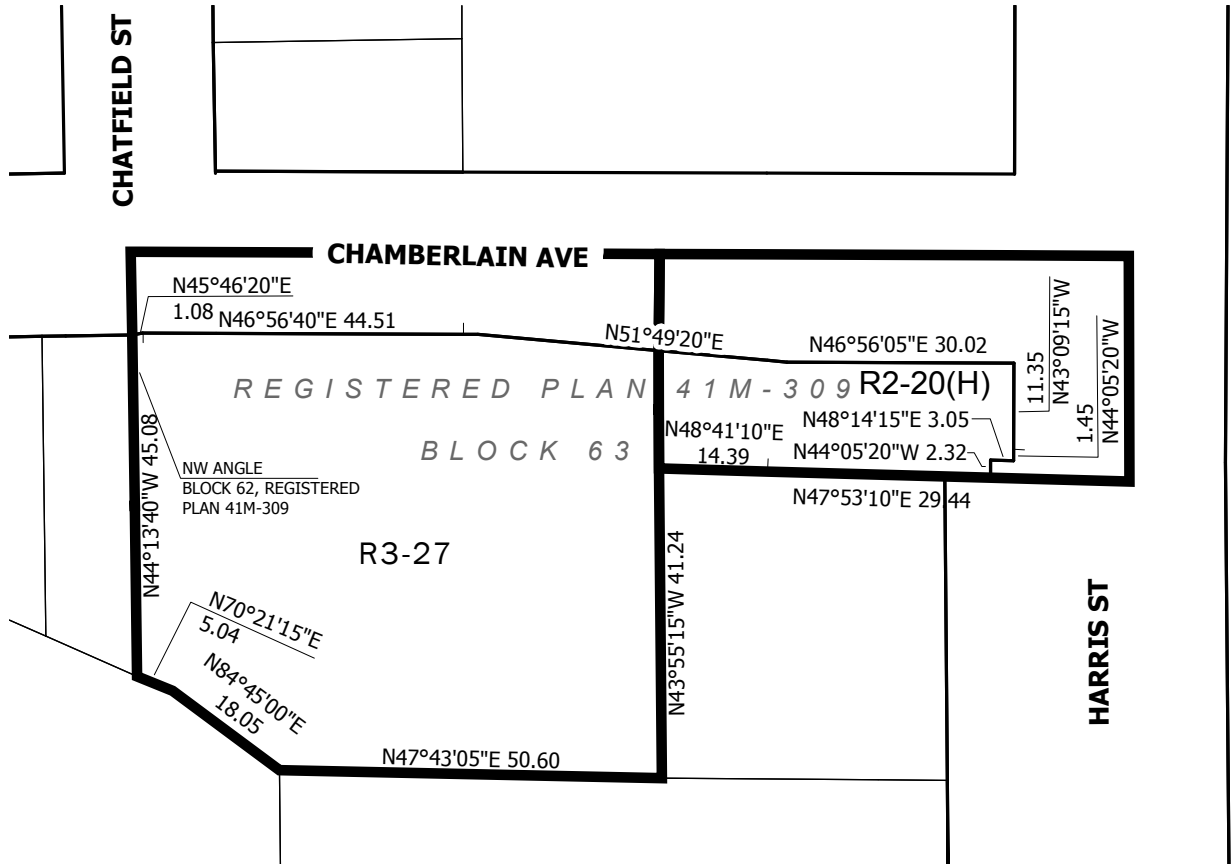
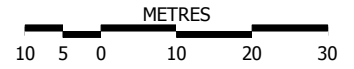
Michael Graves, Clerk

SCHEDULE "A"

TO BY-LAW No. 16-4905

BLOCK 63, REGISTERED PLAN 41M-309

TOWN OF INGERSOLL



- R2 AREA OF ZONE CHANGE TO R2-20(H)
- R3-27 AREA OF ZONE CHANGE TO R3-27

NOTE: ALL DIMENSIONS IN METRES

THIS IS SCHEDULE "A"

TO BY-LAW No. 16-4905, PASSED

THE 12th DAY OF September, 2016

MAYOR

CLERK



**Corporation of the Town of Ingersoll
By-Law 16-4906**

**A bylaw to adopt and confirm all actions and proceedings of the Council of the
Town of Ingersoll at the Council meeting held on September 12, 2016**

WHEREAS Section 5 (3) of The Municipal Act, Chapter, S.O. 2001, c. M.25 as amended, states that a municipal power, including a municipality's capacity, rights, powers and privileges under section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS in many cases, action which is taken or authorized to be taken by Council or Committee of Council does not lend itself to or require an individual by-law

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

1. **THAT** all actions and proceedings of the Council of The Corporation of the Town of Ingersoll at the meeting held on September 12, 2016 are hereby adopted.
2. **THAT** the taking of any action authorized in or by the Council of The Corporation of the Town of Ingersoll are hereby adopted, ratified and confirmed.
3. **THAT** where no individual by-law has been or is passed with respect to the taking of any action authorized in or by the Council of The Corporation of the Town of Ingersoll, then this by-law shall be deemed for all purposes to be the by-law required for approving and authorizing the taking of the action.
4. **THAT** the Mayor and Officers of The Corporation of the Town of Ingersoll are hereby authorized and directed to do all things necessary to give effect to the recommendations, motions, resolutions, reports, action and other decisions of the Council and the Mayor and Clerk are hereby authorized and directed to execute all necessary documents in the name of The Corporation of the Town of Ingersoll and to affix the seal of the Corporation thereto.
5. **AND FURTHER THAT** this by-law shall become effective and shall come into force after third reading of the by-law.

READ a first and second time in Open Council this 12th day of September, 2016.

READ a third time in Open Council and passed this 12th day of September, 2016.

Edward (Ted) Comiskey, Mayor

Michael Graves, Clerk