



**Corporation of the Town of Ingersoll
Council Agenda
Regular Meeting of Council
Town Centre, Council Chambers
Monday, May 14, 2018, 5:30 p.m.**

Call to Order

Disclosures of Pecuniary Interest

Closed Session 5:30 p.m.

- 1) Section 239 (2) (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose

Minutes of Council Meetings

- 1) Minutes of Regular Council Meeting on [April 9, 2018](#)

Minutes of Council Committee Meetings

Correspondence – Note and File

- 1) [Province of Ontario: Housing Division](#) – Development Charges Rebate Program, Expression of Interest Response

Accounts

[Monthly Cheque Disbursements – April 2018](#)

Resolution – Committee of the Whole (Councillor Bowman)

Monthly Staff Reports

- 1) Economic Development [A-015-18](#)
- 2) Building Report [B-009-18](#)
- 3) Clerk's Report [C-022-18](#)
- 4) Community Services Report [CS-010-18](#)
- 5) Fire Services Report [F-009-18](#)
- 6) Operations Report [OP-014-18](#)
- 7) Treasury Report [T-011-18](#)

Special Staff Reports

- 1) Pilot Program to Target Dog Waste on Public/Private Property [A-016-18](#)
- 2) Update on 99 North Town Line [A-017-18](#)
- 3) Minor Variance to By-law 13-4720 (Fence By-Law) [B-010-18](#)
- 4) Residential Tenancies Act, 2006 and Current Property Standards By-law [B-011-18](#)
- 5) Pavilion Project Update [C-014-18](#)
- 6) Written Declarations of Pecuniary Interest [C-015-18](#)
- 7) Sign By-law – Election Sign By-law Update [C-016-18](#)
- 8) Joint Compliance Audit Committee [C-017-18](#)
- 9) Noise By-law Exemption request and request for a beer tent in Victoria Park [C-018-18](#)
- 10) Request for Funding [C-019-18](#)
- 11) Noise By-law Exemption Request [C-020-18](#)
- 12) Adoption of Sick Time/Short-Term Disability Policy [C-021-18](#)
- 13) Agreement with Unifor for Unifor Local 88/Town of Ingersoll Sports Field [C-023-18](#)
- 14) Ice Allocation Policy [CS-009-18](#)
- 15) Community Services Advertising Policy [CS-011-18](#)
- 16) Off Leash Dog Park [CS-012-18](#)

- | | |
|--|---------------------------|
| 17) Run Ingersoll 2018 | CS-013-18 |
| 18) Arena Concession Update | CS-014-18 |
| 19) Reallocation of Fitness/ Gym Equipment Funds | CS-015-18 |
| 20) External Personal Trainers | CS-016-18 |
| 21) Lions Club Pavilion | CS-017-18 |
| 22) Railway Safety Improvement Program – Transport Canada | OP-015-18 |
| 23) North Town Line Sidewalk Replacement | OP-016-18 |
| 24) Operating Budget Variance Report for 12 months ended December 31, 2017 | T-012-18 |
| 25) Operating Budget Variance Report for the 1 st Quarter of 2018 | T-013-18 |

Delegations & Presentations

- 1) Ingersoll Goju Ryu Karate Club – Karate Demonstration
- 2) Sam Horton - Ingersoll Safe Cycling Committee, June Bike Month Presentation
- 3) [ERTH Corporation](#) – Delegation Re: Solar Lease on Public Works Building
- 4) [Chris Holz and Ted Griffith](#) – Landfill update

Correspondence & Resolution

- 1) [ERTH Corporation](#) – Annual Meeting of Shareholders, Appointment of Voting Delegates
- 2) [Oxford County Pride](#) – Request to raise the Pride Flag for the month of June
- 3) [Town of Ingersoll Report A-014-18](#) – Peer Review Team Response to Walker Environmental Work Plans, brought forward from the April 9, 2018 agenda
- 4) [Ministry of Municipal Affairs and Ministry of Housing](#) – AMO Delegation Request

Consideration of By-Laws

- 1) [By-Law 18-4993](#) - for the adoption of 2018 estimated current and capital expenditures and the establishment of rates of taxation and collection of taxes for all assessment classes

- 2) [By-Law 18-4994](#) - to provide for the levy and collection of special charges in respect of the Business Improvement Area through taxation for the year 2018
- 3) [By-Law 18-4995](#) – 1,000 Officers Agreement
- 4) [By-Law 18-4996](#) – to amend Traffic By-Law 06-4327 (Set Fine Approval)
- 5) [By-Law 18-4997](#)– to authorize the Clerk, Deputy Clerk and Records Coordinator to perform the Civil Marriage Solemnization
- 6) [By-Law 18-4998](#) - to adopt and confirm all actions and proceedings of the Council of the Town of Ingersoll at the Council meeting held on May 14, 2018

Notice of Motions

Upcoming Council Meetings

Regular Meeting of Council
Monday, June 11, 2018, 6:00 p.m.
Town Centre, Council Chambers

Council Committee Meetings

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

Harvest Festival

4th Wednesday of the Month
Cheese and Agricultural Museum
6:30 p.m.

Ingersoll BIA

2nd Tuesday of the Month
Town Centre, JC Herbert Room
6:30 p.m.

Safe Cycling Committee

2nd Thursday of the Month
Town Centre, JC Herbert Room
6.30pm

Youth Committee

1st Tuesday of the Month
Town Centre, JC Herbert Room
4:30 p.m.

Recreational Trails Committee

3rd Wednesday of the Month
Town Centre, JC Herbert Room

6:30 p.m.

Transportation Committee

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

Museum Committee

3rd Thursday of the Month
Cheese Museum
6:30 p.m.

Police Services Board

4th Monday of the Month
Town Centre, JC Herbert Room
6:00 p.m.

**South-West Oxford/Ingersoll
Boundary Discussion Committee**

May 15, 2018
Township of South-West Oxford Council
Chambers
4:30 p.m.

Closed Session

- 1) Section 239 (2) (b) personal matters about an identifiable individual, including municipal or local board employees (two separate matters)
- 2) Section 239 (2) (c) a proposed or pending acquisition or disposition of land by the municipality or local board

Adjournment



**Corporation of the Town of Ingersoll
Regular Council Meeting Minutes
Town Centre, Council Chambers
Monday, April 9, 2018, 5:30 p.m.**

Council Members Present:

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

Staff Present:

William Tigert, Chief Administrative Officer
Michael Graves, Town Clerk
Iryna Koval, Director of Finance/ Treasurer
John Holmes, Fire Chief
Kyle Stefanovic, Director of Community Services
Sandra Lawson, Town Engineer
Shannon Vanderydt, Chief Building Official

Media Present:

Rogers TV

Call to Order

Mayor Comiskey is in the chair and opens this meeting of Council at 5:30 p.m.

Disclosures of Pecuniary Interest

Councillor Lesser declared a pecuniary interest for item 1 under special reports and item 3 under correspondence and resolution.

Councillor Franklin declared an interest in item 15 under special reports.

Deputy-Mayor Fred Freeman indicated that at the previous Council meeting he had declared a pecuniary interest in the planning item being Minor Variance A-011-17 - 37 William Street, Universal Vedic Ashram Inc.

Closed Session

Moved by Councillor Petrie; seconded by Councillor Franklin

C18-04-089 THAT Council do now go into Committee of the Whole at 5:31 p.m. for a Closed Meeting pursuant to Section 239 (2) of the Municipal Act, 2001, as amended to discuss the following matters:

- 1) Section 239 (2) (d) labour relations or employee negotiations

CARRIED

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

C18-04-090 THAT Council do now rise out of the Committee of the Whole from a Closed Session meeting at 5:45 p.m.

CARRIED

Minutes of Council Meeting

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

C18-04-091 THAT the minutes of the Regular Council meeting held on March 5, 2018 be adopted.

CARRIED

Minutes of Council Committee Meetings

Moved by Deputy Mayor Freeman; seconded by Councillor Bowman

C18-04-092 THAT the Council Committee minutes 1 through 4 be received as information.

- 1) Minutes of Ingersoll Police Services Board on January 29, 2018
- 2) Minutes of the Safe Cycling Committee meeting on March 8, 2018
- 3) Minutes of Ingersoll Recreational Trails Committee on March 21, 2018
- 4) Minutes of the Boundary Adjustment Committee Meeting on March 27, 2018

CARRIED

Correspondence – Note & File

Moved by Councillor Franklin; seconded by Councillor Petrie

C18-04-093 THAT the Note and File Correspondence items 1 through 2 be received as information.

CARRIED

Accounts - Resolution

Moved by Councillor Lesser; seconded by Councillor Franklin

C18-04-094 THAT the Cheque Disbursement Sheets for the month of March 2018 be received as information.

CARRIED

Monthly Staff Reports

Moved by Councillor Petrie; seconded by Councillor Franklin

C18-04-095 THAT Council do now go into Committee of the Whole, Council in Committee of the Whole Councillor Lesser in the Chair.

CARRIED

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

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

C18-04-096 THAT the monthly staff reports be received as information.

CARRIED

Special Staff Reports

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

C18-04-097 THAT the Council for the Town of Ingersoll receives report A-009-18 as information.

AND FURTHER THAT it requests a definitive answer from the Township of Zorra on whether it is willing to begin negotiations on a boundary adjustment by June 1st, 2018.

AND FURTHER THAT the Mayor and Deputy Mayor as members of the boundary adjustment committee ask for delegation status and present the resolution with background information to Zorra Township Council.

CARRIED

Moved by Deputy Mayor Freeman; seconded by Councillor Bowman

C18-04-098 THAT staff report A-012-18 be received as information.

AND FURTHER hereby designates the CAO as primary contact with signing authority for the OTF capital grant for the VPCC roof project.

CARRIED

Moved by Councillor Franklin; seconded by Councillor Petrie

C18-04-099 THAT the Council for the Town of Ingersoll receives report A-013-18 as information, and permits Curtis Tighe to attend the Canadian Youth Leaders Visit to Taiwan if chosen from the nominees.

CARRIED

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

C18-04-101 THAT report B-004-18 be received as information.

CARRIED

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

C18-04-102 THAT report B-006-18 be received as information.

AND FURTHER Council approves the sign variance requested by the owner of 129 Thames St. S.

CARRIED

Moved by Deputy Mayor Freeman; seconded by Councillor Bowman

C18-04-102 THAT report B-007-18 be received as information.

CARRIED

Moved by Councillor Franklin; seconded by Councillor Petrie

C18-04-103 THAT report B-008-18 be received as information and council authorize administration to notify the Oxford County Public Health that the Town will resume care and control of septic systems within the Town's boundary.

CARRIED

Moved by Councillor Petrie; seconded by Councillor Franklin

C18-04-104 THAT the Council for The Town of Ingersoll receives report CS-006-18 as information.

CARRIED

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

C18-04-105 THAT the Council for The Town of Ingersoll receives report CS-007-18 as information.

CARRIED

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

C18-04-106 THAT the Council for The Town of Ingersoll Report CS-008-18 as information.

CARRIED

Moved by Deputy Mayor Freeman; seconded by Councillor Bowman

C18-04-107 THAT Council receives report number F-008-18 as information.

CARRIED

Moved by Councillor Franklin; seconded by Councillor Petrie

C18-04-108 THAT the Council for the Town of Ingersoll receives staff report OP-009-18 as information.

AND FURTHER THAT Council discontinues the Christmas Tree Pick-up Program for 2019 and advertise this decision.

CARRIED

Moved by Councillor Petrie; seconded by Councillor Franklin

C18-04-109 THAT the Council for the Town of Ingersoll receives staff report OP-010-18 as information.

AND FURTHER THAT Council approves the 70.25 m2 parcel of land to the owner of 160 Clark Road East for the cost of legal and survey fees.

CARRIED

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

C18-04-110 THAT the Council for the Town of Ingersoll receives staff report OP-011-18 as information.

AND FURTHER THAT Council approves the estimated payment of \$40,700 from Oak Country Homes Ltd for the restoration of Westfield Ball Diamond as a result of the construction of the stormwater retention system and sanitary sewer through the ball diamond.

AND FURTHER THAT staff include the necessary clauses within the Subdivision agreement that allows for the servicing to cross municipal parkland in return for the payment to the restoration and improvement of the park facilities.

CARRIED

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

C18-04-111 THAT the Council for the Town of Ingersoll receives staff report OP-012-18 as information.

AND FURTHER THAT Council direct staff to proceed with servicing of the lot as estimated.

CARRIED

Moved by Deputy Mayor Freeman; seconded by Councillor Bowman

C18-04-112 THAT the Council for the Town of Ingersoll receives staff report OP-013-18 as information.

CARRIED

Moved by Councillor Franklin; seconded by Councillor Petrie

C18-04-113 THAT Council receive the Development Charge Statement as of December 31, 2017 as information, and

THAT the statement to be made available to the public.

CARRIED

Moved by Councillor Petrie; seconded by Councillor Franklin

C18-04-114 THAT the Committee do now rise out of Committee of the Whole.

CARRIED

Moved by Mayor Comiskey; seconded by Councillor Franklin

C18-04-115 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

Planning Report

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

C18-04-116 THAT that the Council of the Town of Ingersoll advise the County that the Town supports the modifications to the approved draft plan of subdivision (File No. SB 14-02-6), as submitted by Sifton Properties Limited, for lands described as Part Lot 19, Concession 1 (West Oxford), in the Town of Ingersoll as reflected on Plate 3 of Planning Report 2018-83.

CARRIED

Delegations & Presentations

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

C18-04-117 THAT the Council for the Town of Ingersoll receives the presentation from Brian Donlevy regarding the 2018 Canadian Cancer Society's Relay for Life as information.

CARRIED

Correspondence & Resolution

Moved by Deputy Mayor Freeman; seconded by Councillor Bowman

C18-04-118 THAT the Council for the Town of Ingersoll supports the resolution passed by the Township of Zorra at its February 13, 2018 meeting.

AND THAT high speed rail is only one viable option to improve transportation in Southwestern Ontario;

THAT the Environmental Awareness Assessment must also include other viable options to improve transportation in Southwestern Ontario;

THAT all committees created for the purpose of HSR also have representation from the Councils and community members/organizations directly affected by this proposed HSR plan;

AND THAT the resolution of this motion be forwarded to the Premier of Ontario, Minister of Transportation, Minister of Agriculture, Food and Rural Affairs, as well as the Association of Municipalities of Ontario, Concerned Citizens of HSR and Ministry of Community Safety and Correctional Services.

CARRIED

Moved by Councillor Franklin; seconded by Councillor Petrie

C18-04-119 THAT the Council for the Town of Ingersoll confirm their support for Oxford County's position that undertaking an HSR EA Terms of Reference, as required by the Environmental Assessment Act of Ontario includes a full and comparative assessment of alternatives, including the optimization of existing rail corridors such as the High Performance (HRP) alternative by adopting the following resolution:

AND THAT Council request the Province of Ontario to commit to a High Speed Rail Environmental Assessment Terms of Reference that, as required under the Environmental Assessment Act, explicitly include the full and comparative assessment of alternatives to HSR including the optimization of existing rail corridors such as the High performance Rail (HPR) alternative;

AND FURTHER THAT the Premier of Ontario, Minister of Transportation, the Minister of Environment and Climate Change and the Executive Director, High Speed Rail Programs, MTO be so advised.

CARRIED

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

C18-04-120 THAT the Council for the Town of Ingersoll adopt the following resolution:

Whereas The Corporation of the Town of Ingersoll has embarked on a process to identify the components, location and timeframe for the construction of a new Multi-Use Recreation Facility for the needs of the Town and surrounding community.

And whereas a comprehensive community survey has been undertaken to identify the components desired by the stakeholders.

And whereas, preliminary cost estimates have been developed for three potential sites under consideration by the Town, those being, 99 North Town Line East, 200 Clark Road and the current arena site on Mutual Street.

And whereas the Mutual Street option has been eliminated due to size restrictions, actual development costs along with Conservation Flood Plain issues.

And whereas the site at 99 North Town Line East, is of the size and configuration that would lend itself to development of a comprehensive and complete Multi-Use Recreational Facility.

And whereas, the Town has entered into an economically advantageous option to purchase with the current owner in consideration of future naming privileges.

And whereas 99 North Town Line East currently is located in the Township of Zorra.

And whereas the Town's priority and preference is to develop its Multi-Use Recreation Facility within its own corporate Boundaries, for the practicality of servicing requirements.

And whereas the Town attended Zorra Township in June 2017, then met with representatives of Zorra Township in August of 2017, and has asked that the Township provide an answer on whether it is open and agreeable to the concept of allowing for a boundary adjustment of this particular site and only for the Town's Multi-Use Recreation Facility.

And whereas the Town of Ingersoll believes the Township of Zorra has not provided an answer to this request as of this date.

And whereas the Town is desirous to have a definitive answer, so as to enable it to make decisions on the suitability of the site, in comparison to the Clark Road site, which will vary on whether the site remains in the Township or is brought into the Town.

And whereas servicing options of the site will differ greatly should it remain in the Township rather than come into the Town.

Now, therefore, be it resolved that the Corporation of the Town of Ingersoll respectfully requests that the Corporation of the Township of Zorra consider the request and provide a definitive answer on whether it is willing and open to discuss the boundary adjustment for 99 North Town Line East for the Town's Multi-Use Recreation Facility.

And Further that, the Town of Ingersoll respectfully request the Township of Zorra respond and provide a definitive answer by June 1st, 2018 as to their willingness to enter into a boundary adjustment discussion.

And Further that, Mayor Comiskey and Deputy Mayor Freeman present the resolution as a delegation before Zorra Council at the earliest opportunity.

CARRIED

Consideration By-Laws

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

C18-04-121 THAT the mover have leave to introduce and go into Committee of the Whole on the following by- laws:

18-4987 through 18-4992

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 Deputy Mayor Freeman; seconded by Councillor Bowman

C18-04-121 THAT the Committee do now rise out of Committee of the Whole.

CARRIED

Moved by Councillor Lesser; seconded by Councillor Franklin

C18-04-123 THAT By-laws 18-4987 through 18-4992 be now read a third time, passed, signed and sealed and that this constitutes the third reading of the by-laws.

CARRIED

Upcoming Council Meetings

Regular Meeting of Council
Monday, May 14, 2018, 6:00 p.m.
Town Centre, Council Chambers

Closed Session

Moved by Councillor Petrie; seconded by Councillor Franklin

C18-04-124 THAT Council do now go into Committee of the Whole at 8:27 p.m. for a Closed Meeting pursuant to Section 239 (2) of the Municipal Act, 2001, as amended to discuss the following matters:

- 1) Minutes of the Closed Session Meetings on March 5, 2018

- 2) Section 239 (2) (b) personal matters about an identifiable individual, including municipal or local board employees
- 3) Section 239 (2) (c) a proposed or pending acquisition or disposition of land by the municipality or local board (three properties)

CARRIED

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

C18-04-125 THAT Council do now rise out of the Committee of the Whole from a Closed Session meeting at 9:22 p.m.

CARRIED

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

C18-04-126 THAT the Closed Session Council meeting minutes from March 5, 2018 be adopted as presented

CARRIED

Adjournment

Moved by Deputy Mayor Freeman; seconded by Councillor Bowman

C18-04-127 THAT the Council for the Town of Ingersoll adjourns the April 9, 2018 Regular Meeting of Council at 9:23 p.m.

CARRIED

Edward (Ted) Comiskey, Mayor

Michael Graves, Clerk

Ministry of Housing

Ministère du Logement

Assistant Deputy Minister's Office

Bureau du sous-ministre adjoint

Housing Division
777 Bay St 14th Flr
Toronto ON M5G 2E5
Telephone: (416) 585-6738
Fax: (416) 585-6800

Division du Logement
777, rue Bay 14^e étage
Toronto ON M5G 2E5
Téléphone: (416) 585-6738
Télécopieur: (416) 585-6800



April 27, 2018

Mr. William Tigert
Chief Administrative Officer
Town of Ingersoll
130 Oxford Street
2nd floor
Ingersoll ON N5C 2V5

Dear Mr. Tigert:

Thank you for your municipality's Expression of Interest to participate in the Province's Development Charges Rebate Program. Through the program the province will provide funding of up to \$125 million over five years so that municipalities can provide development charge rebates to incent the creation of eligible purpose-built rental housing. The province is funding selected municipalities with low vacancy rates and/or high tenant populations, where affordable rentals are hard to find.

The ministry invited 84 single and lower-tier municipalities across Ontario, which were identified as being in need of rental housing, to submit an Expression of Interest to participate in the program. The ministry received 71 submissions in total, including many strong submissions. All submissions were assessed using consistent criteria.

The total funding request through the submissions was approximately \$618 million – well above the total amount of funding available. Due to limited funding, the Town of Ingersoll's submission was not approved for funding.

I appreciate the time and effort you took to submit an Expression of Interest, and encourage you to consider participating in future housing programs.

If desired, ministry staff would be pleased to provide a debrief to you or your staff regarding the evaluation of your submission over the summer months. Please contact Sonya Rolfe, Manager of the Market Initiatives Unit in the Market Housing Branch, if you would like to arrange a debrief. Ms. Rolfe can be contacted by phone at (416) 585-6513, and by e-mail at sonya.rolfe@ontario.ca.

Sincerely,

A handwritten signature in black ink, appearing to read "Janet Hope".

Janet Hope
Assistant Deputy Minister

c: Sandra Lawson, Town Engineer, Town of Ingersoll
Cynthia Cabral, Regional Housing Services Team Lead, MSO-Western

Town of Ingersoll
 Monthly Cheque Disbursements
 April 2018

PURCHASED FROM VENDORS LOCATED IN INGERSOLL 175,046.90

<u>VENDOR NAME</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
2HANDS						
	87,346	51419 01-5100-6090-40500	SPECIAL EVENTS	MARCH BREAK CLAY ART	572.00	
	87,346	51419 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MARCH BREAK CLAY ART	-	572.00
ABELL PEST CONTROL INC						
	87,185	51420 01-5000-6020-41550	MAINTENANCE CONTRACTS	ARENA PEST CNTRL APR-SEP	303.96	
	87,185	51420 01-0000-0200-00325	HST RECEIVABLE100%	ARENA PEST CNTRL APR-SEP	39.51	
	87,185	51420 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ARENA PEST CNTRL APR-SEP	-	343.47
	87,186	51420 01-5000-6050-41550	MAINTENANCE CONTRACTS	PARKS PEST CNTRL APR'18-MAR'19	409.68	
	87,186	51420 01-0000-0400-00280	PREPAID EXPENSES	PARKS PEST CNTRL APR'18-MAR'19	136.56	
	87,186	51420 01-0000-0200-00325	HST RECEIVABLE100%	PARKS PEST CNTRL APR'18-MAR'19	53.26	
	87,186	51420 01-0000-0200-00325	HST RECEIVABLE100%	PARKS PEST CNTRL APR'18-MAR'19	17.75	
	87,186	51420 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PARKS PEST CNTRL APR'18-MAR'19	-	617.25
	87,187	51420 01-5100-4100-41550	MAINTENANCE CONTRACTS	VPCC PEST CNTRL APR'18-MAR'19	416.16	
	87,187	51420 01-0000-0400-00280	PREPAID EXPENSES	VPCC PEST CNTRL APR'18-MAR'19	208.08	
	87,187	51420 01-0000-0200-00325	HST RECEIVABLE100%	VPCC PEST CNTRL APR'18-MAR'19	54.10	
	87,187	51420 01-0000-0200-00325	HST RECEIVABLE100%	VPCC PEST CNTRL APR'18-MAR'19	27.05	
	87,187	51420 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC PEST CNTRL APR'18-MAR'19	-	705.39
ACAPULCO ***						
	87,259	51421 01-5100-4100-41530	EQUIP REPAIRS & MAINT	VPCC POOL VACUUM REPAIR	445.04	
	87,259	51421 01-0000-0200-00325	HST RECEIVABLE100%	VPCC POOL VACUUM REPAIR	57.86	
	87,259	51421 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC POOL VACUUM REPAIR	-	502.90
AL'S TIRE INGERSOLL						
	87,360	51422 01-5000-6050-41510	VEHICLE REPAIRS & MAINT	PARKS VEHICLE MAINT	29.00	
	87,360	51422 01-0000-0200-00325	HST RECEIVABLE100%	PARKS VEHICLE MAINT	3.77	
	87,360	51422 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PARKS VEHICLE MAINT	-	32.77
ART BLAKE REGRIGERATION LTD						
	87,296	51423 10-0000-3510-80000	MATERIALS	VPCC DRYTRON REPAIR	2,692.26	
	87,296	51423 01-0000-0200-00325	HST RECEIVABLE100%	VPCC DRYTRON REPAIR	349.99	
	87,296	51423 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC DRYTRON REPAIR	-	3,042.25
BELL CANADA ***						
	87,206	51424 01-1000-4000-40220	TELEPHONE	MAR PHONE CHRGS	730.66	
	87,206	51424 01-2000-4025-40220	TELEPHONE	MAR PHONE CHRGS	141.54	
	87,206	51424 01-1001-4000-40220	TELEPHONE	MAR PHONE CHRGS	74.91	
	87,206	51424 01-1002-4000-40220	TELEPHONE	MAR PHONE CHRGS	212.20	
	87,206	51424 01-3000-4000-40220	TELEPHONE	MAR PHONE CHRGS	248.12	
	87,206	51424 01-4500-4100-40220	TELEPHONE	MAR PHONE CHRGS	240.31	
	87,206	51424 01-5000-6020-40220	TELEPHONE	MAR PHONE CHRGS	185.44	
	87,206	51424 01-5000-6050-40220	TELEPHONE	MAR PHONE CHRGS	70.13	

Town of Ingersoll
 Monthly Cheque Disbursements
 April 2018

PURCHASED FROM VENDORS LOCATED IN INGERSOLL 175,046.90

<u>VENDOR NAME</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
	87,206	51424 01-5100-4000-40220	TELEPHONE	MAR PHONE CHRGS	716.59	
	87,206	51424 01-5100-4000-40220	TELEPHONE	MAR PHONE CHRGS	238.74	
	87,206	51424 01-5200-6090-40220	TELEPHONE	MAR PHONE CHRGS	498.09	
	87,206	51424 01-6200-4000-40220	TELEPHONE	MAR PHONE CHRGS	70.35	
	87,206	51424 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MAR PHONE CHRGS	182.04	
	87,206	51424 01-0000-0200-00325	HST RECEIVABLE100%	MAR PHONE CHRGS	231.38	
	87,206	51424 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MAR PHONE CHRGS	-	3,840.50
BENEDICT RAITHBY						
	87,301	51425 01-4000-4000-40810	STUDIES & SURVEYS	COFFEE CORNER PROPERTY BARS	348.78	
	87,301	51425 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	COFFEE CORNER PROPERTY BARS	38.53	
	87,301	51425 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COFFEE CORNER PROPERTY BARS	-	387.31
BES-OXFORD UPHOLSTERY LTD.						
	87,332	51426 01-5100-6070-41530	EQUIP REPAIRS & MAINT	FITNESS EQUIP REPAIR	295.00	
	87,332	51426 01-0000-0200-00325	HST RECEIVABLE100%	FITNESS EQUIP REPAIR	38.35	
	87,332	51426 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FITNESS EQUIP REPAIR	-	333.35
BINNENDYK ORCHARDS						
	87,282	51427 01-5000-6051-40420	PROGRAM SUPPLIES	GARDEN FRESH VEGGIES SUPPLIES	75.00	
	87,282	51427 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GARDEN FRESH VEGGIES SUPPLIES	-	75.00
BOBCAT OF BRANTFORD INC.						
	87,148	51428 01-3000-4000-41530	EQUIP REPAIRS & MAINTENANCE	FIRE DEPT BOBCAT REPAIR	113.11	
	87,148	51428 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT BOBCAT REPAIR	12.49	
	87,148	51428 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT BOBCAT REPAIR	-	125.60
COUNCILLOR REIMBURSEMENT						
	87,171	51429 01-0100-4000-40610	MEETINGS & CONFERENCES	OGRA CONF EXP	576.24	
	87,171	51429 01-0100-4000-40610	MEETINGS & CONFERENCES	OGRA CONF EXP	405.24	
	87,171	51429 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OGRA CONF EXP	63.64	
	87,171	51429 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OGRA CONF EXP	44.76	
	87,171	51429 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OGRA CONF EXP	-	1,089.88
CONTRACTED CLEANER						
	87,306	51430 01-2000-4025-41700	BLDG REPAIRS & MAINT	MAR TOWN HALL CLEANING	101.76	
	87,306	51430 01-2000-4030-40210	JANITORIAL SUPPLIES	MAR TOWN HALL CLEANING	610.56	
	87,306	51430 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MAR TOWN HALL CLEANING	11.24	
	87,306	51430 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MAR TOWN HALL CLEANING	67.44	
	87,306	51430 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MAR TOWN HALL CLEANING	-	791.00
	87,390	51430 01-2000-4015-41550	MAINTENANCE CONTRACTS	MAR CARRS WLKWy CLEANING	600.00	
	87,390	51430 01-0000-0200-00325	HST RECEIVABLE100%	MAR CARRS WLKWy CLEANING	78.00	
	87,390	51430 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MAR CARRS WLKWy CLEANING	-	678.00
	87,391	51430 01-2000-4015-41750	LOT SNOW REMOVAL & SANDING	SNOW REMOVAL 3/01-3/10	150.00	

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	87,391	51430 01-2000-4020-41750	LOT SNOW REMOVAL	SNOW REMOVAL 3/01-3/10	152.64	
	87,391	51430 01-2000-4025-41750	LOT SNOW REMOVAL & SANDING	SNOW REMOVAL 3/01-3/10	152.64	
	87,391	51430 01-0000-0200-00325	HST RECEIVABLE100%	SNOW REMOVAL 3/01-3/10	19.50	
	87,391	51430 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SNOW REMOVAL 3/01-3/10	16.86	
	87,391	51430 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SNOW REMOVAL 3/01-3/10	16.86	
	87,391	51430 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SNOW REMOVAL 3/01-3/10	-	508.50
	87,392	51430 01-2000-4025-41550	MAINTENANCE CONTRACTS	TOWN HALL CLEANING 3/01-3/15	1,511.14	
	87,392	51430 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TOWN HALL CLEANING 3/01-3/15	166.91	
	87,392	51430 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOWN HALL CLEANING 3/01-3/15	-	1,678.05
EMPLOYEE REIMBURSEMENT						
	87,342	51431 01-5200-6185-40625	PRGM PARTICIPANT TRANSPORTATION	MILEAGE-FUSION STAFF	15.29	
	87,342	51431 01-0000-0200-00325	HST RECEIVABLE100%	MILEAGE-FUSION STAFF	1.99	
	87,342	51431 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-FUSION STAFF	-	17.28
BYRNES COMMUNICATIONS						
	87,333	51432 01-5000-6100-41000	ADVERTISING	SANTA VILLAGE RADIO AD NOV	220.59	
	87,333	51432 01-0000-0200-00325	HST RECEIVABLE100%	SANTA VILLAGE RADIO AD NOV	28.68	
	87,333	51432 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SANTA VILLAGE RADIO AD NOV	-	249.27
CAMPBELL STRATEGIES						
	87,211	51433 01-0900-4000-40710	LEGAL FEES	MARCH RETAINER	14,246.41	
	87,211	51433 01-0900-4000-40710	LEGAL FEES	MARCH RETAINER	156.20	
	87,211	51433 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MARCH RETAINER	1,573.59	
	87,211	51433 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MARCH RETAINER	-	15,976.20
CANADIAN NATIONAL RAILWAYS						
	87,329	51434 01-4500-4161-80000	MATERIALS-SAFETY DEVICES, RR CROSSING	MAR SIGNAL W. GATES MAINT.	697.50	
	87,329	51434 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MAR SIGNAL W. GATES MAINT.	-	697.50
CANADA BROKERLINK (ONTARIO)						
	87,407	51435 01-1300-4000-40280	INSURANCE	FIRE DEPT VFIS INS. MAR'18-FEB	1,858.50	
	87,407	51435 01-0000-0400-00280	PREPAID EXPENSES	FIRE DEPT VFIS INS. MAR'18-FEB	371.70	
	87,407	51435 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT VFIS INS. MAR'18-FEB	-	2,230.20
CANADA'S FINEST COFFEE						
	87,154	51436 01-0100-4000-41020	PROMOTION & MEALS	COFFEE SUPPLIES	48.00	
	87,154	51436 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COFFEE SUPPLIES	-	48.00
CANADA COMPUTERS						
	87,212	51437 01-1002-4000-41530	EQUIPMENT REPAIRS & MAINTENANCE	FIRE HALL COMPUTER REPAIR	1,472.71	
	87,212	51437 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE HALL COMPUTER REPAIR	162.67	
	87,212	51437 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE HALL COMPUTER REPAIR	-	1,635.38
CANSEL - TORONTO*****						
	87,387	51438 01-4000-4000-40220	TELEPHONE	GPS SERVICES	284.93	

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	87,387	51438 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GPS SERVICES	31.47	
	87,387	51438 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GPS SERVICES	-	316.40
	87,388	51438 01-4500-4000-40220	TELEPHONE	GPS SERVICES	284.93	
	87,388	51438 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GPS SERVICES	31.47	
	87,388	51438 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GPS SERVICES	-	316.40
EMPLOYEE REIMBURSEMENT						
	87,347	51439 01-5000-6050-41700	BLDG REPAIRS AND MAINT	PARKS SHOP CABINET	89.91	
	87,347	51439 01-0000-0200-00325	HST RECEIVABLE100%	PARKS SHOP CABINET	11.69	
	87,347	51439 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PARKS SHOP CABINET	-	101.60
PETTY CASH - PW, ENG & BLDG INSPECT						
	87,405	51440 01-4000-4000-42900	MISCELLANEOUS EXPENSE	PW, ENG, BLDG - PETTY CASH	1.80	
	87,405	51440 01-3400-4000-40240	COURIER CHARGES	PW, ENG, BLDG - PETTY CASH	26.70	
	87,405	51440 01-4500-4000-40240	COURIER CHARGES	PW, ENG, BLDG - PETTY CASH	10.99	
	87,405	51440 01-4500-4000-41020	MEALS	PW, ENG, BLDG - PETTY CASH	72.02	
	87,405	51440 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PW, ENG, BLDG - PETTY CASH	0.20	
	87,405	51440 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PW, ENG, BLDG - PETTY CASH	1.21	
	87,405	51440 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PW, ENG, BLDG - PETTY CASH	7.08	
	87,405	51440 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PW, ENG, BLDG - PETTY CASH	-	120.00
CAREY'S PRODUCE						
	87,283	51441 01-5000-6051-40420	PROGRAM SUPPLIES	GARDEN FRESH VEGGIES SUPPLIES	306.00	
	87,283	51441 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GARDEN FRESH VEGGIES SUPPLIES	-	306.00
CEDAR SIGNS						
	87,311	51442 01-4500-4160-80000	MATERIALS-SAFETY DEVICES, SIGNS, GUIDE RAIL	STREET SIGNS	1,528.89	
	87,311	51442 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	STREET SIGNS	168.87	
	87,311	51442 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	STREET SIGNS	-	1,697.76
	87,364	51442 01-4500-4000-41650	SMALL TOOLS & SAFETY EQUIP	SOLAR LIGHTS	468.10	
	87,364	51442 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SOLAR LIGHTS	51.70	
	87,364	51442 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SOLAR LIGHTS	-	519.80
MAYOR REIMBURSEMENT						
	87,409	51443 01-0100-4000-40620	MILEAGE	OGRA CONF EXP	284.97	
	87,409	51443 01-0100-4000-40610	MEETINGS & CONFERENCES	OGRA CONF EXP	675.40	
	87,409	51443 01-0100-4000-40610	MEETINGS & CONFERENCES	OGRA CONF EXP	968.41	
	87,409	51443 01-0100-4000-40610	MEETINGS & CONFERENCES	OGRA CONF EXP	375.93	
	87,409	51443 01-0100-4000-40610	MEETINGS & CONFERENCES	OGRA CONF EXP	306.36	
	87,409	51443 01-0100-4000-40610	MEETINGS & CONFERENCES	OGRA CONF EXP	135.08	
	87,409	51443 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OGRA CONF EXP	31.47	
	87,409	51443 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OGRA CONF EXP	74.60	
	87,409	51443 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OGRA CONF EXP	106.97	

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	87,409	51443 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OGRA CONF EXP	41.53	
	87,409	51443 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OGRA CONF EXP	33.84	
	87,409	51443 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OGRA CONF EXP	14.92	
	87,409	51443 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OGRA CONF EXP	-	3,049.48
COMMISSIONAIRES						
	87,290	51444 01-1000-4240-41505	PARKING ENFORCEMENT CONTRACT	PKG ENFORCE 2/25-3/10	950.84	
	87,290	51444 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PKG ENFORCE 2/25-3/10	105.02	
	87,290	51444 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PKG ENFORCE 2/25-3/10	-	1,055.86
CULLIGAN						
	87,153	51445 01-0100-4000-41020	PROMOTION & MEALS	WATER ON COOLER	110.22	
	87,153	51445 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	WATER ON COOLER	0.29	
	87,153	51445 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WATER ON COOLER	-	110.51
CURRY'S ART STORE						
	87,351	51446 01-5200-6090-40420	PROGRAM SUPPLIES	FUSION PROGRAM SUPPLIES	194.82	
	87,351	51446 01-0000-0200-00325	HST RECEIVABLE100%	FUSION PROGRAM SUPPLIES	25.33	
	87,351	51446 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION PROGRAM SUPPLIES	-	220.15
DANCE SEWER CLEANING INC.						
	87,398	51447 01-4500-4123-80000	MATERIALS-ROADSIDE MAINT, CATCHBASINS	STORM VIDEO INSPECTION	5,476.73	
	87,398	51447 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	STORM VIDEO INSPECTION	604.93	
	87,398	51447 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	STORM VIDEO INSPECTION	-	6,081.66
	87,399	51447 10-0000-3265-80000	MATERIALS	STORM SEWER VIDEO	1,869.84	
	87,399	51447 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	STORM SEWER VIDEO	206.54	
	87,399	51447 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	STORM SEWER VIDEO	-	2,076.38
DAYTRIPPING IN SOUTHERN ONTARI						
	87,430	51448 01-6200-4000-41000	ADVERTISING	MUSEUM DAY TRIPPING AD	100.00	
	87,430	51448 01-0000-0200-00325	HST RECEIVABLE100%	MUSEUM DAY TRIPPING AD	13.00	
	87,430	51448 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSEUM DAY TRIPPING AD	-	113.00
DELTA MACHINE & DESIGN LTD.						
	87,349	51449 01-5200-6090-40270	NEW EQUIPMENT	PARTS	147.00	
	87,349	51449 01-0000-0200-00325	HST RECEIVABLE100%	PARTS	19.11	
	87,349	51449 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PARTS	-	166.11
DIGITELLE CREATIVE						
	87,357	51450 01-5000-4000-40856	SAFE CYCLINING COMMITTEE EXPENSES	MAR SOCIAL MEDIA UPDATES	99.00	
	87,357	51450 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MAR SOCIAL MEDIA UPDATES	-	99.00
DIRECTOR OF FAMILY RESPONSIBILITY						
	87,207	51451 01-0000-2100-00718	FAMILY SERVICES	FAMILY SUPPORT CASE 1005697	1,994.00	
	87,207	51451 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FAMILY SUPPORT CASE 1005697	-	1,994.00
EASY WAY CLEANING PRODUCTS LTD						

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	87,179	51452 01-5000-6020-41530	EQUIPMENT REPAIRS & MAINTENANCE	SPEED SCRUB REPAIR	830.40	
	87,179	51452 01-0000-0200-00325	HST RECEIVABLE100%	SPEED SCRUB REPAIR	107.95	
	87,179	51452 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SPEED SCRUB REPAIR	-	938.35
	87,189	51452 01-5100-4100-40210	JANITORIAL SUPPLIES	VPCC JANITORIAL SUPPLIES	794.53	
	87,189	51452 01-0000-0200-00325	HST RECEIVABLE100%	VPCC JANITORIAL SUPPLIES	103.29	
	87,189	51452 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC JANITORIAL SUPPLIES	-	897.82
	87,190	51452 01-5000-6020-40210	JANITORIAL SUPPLIES	JANITORIAL SUPPLIES	250.50	
	87,190	51452 01-0000-0200-00325	HST RECEIVABLE100%	JANITORIAL SUPPLIES	32.57	
	87,190	51452 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JANITORIAL SUPPLIES	-	283.07
	87,192	51452 01-5200-4100-40210	JANITORIAL SUPPLIES	JANITORIAL SUPPLIES	132.99	
	87,192	51452 01-0000-0200-00325	HST RECEIVABLE100%	JANITORIAL SUPPLIES	17.29	
	87,192	51452 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JANITORIAL SUPPLIES	-	150.28
	87,274	51452 01-5000-6020-40210	JANITORIAL SUPPLIES	ARENA JANITORIAL SUPPLIES	32.13	
	87,274	51452 01-0000-0200-00325	HST RECEIVABLE100%	ARENA JANITORIAL SUPPLIES	4.18	
	87,274	51452 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ARENA JANITORIAL SUPPLIES	-	36.31
	87,275	51452 01-5100-4100-40210	JANITORIAL SUPPLIES	VPCC JANITORIAL SUPPLIES	542.66	
	87,275	51452 01-0000-0200-00325	HST RECEIVABLE100%	VPCC JANITORIAL SUPPLIES	70.55	
	87,275	51452 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC JANITORIAL SUPPLIES	-	613.21
	87,276	51452 01-5100-4100-40210	JANITORIAL SUPPLIES	VPCC JANITORIAL SUPPLIES	213.12	
	87,276	51452 01-0000-0200-00325	HST RECEIVABLE100%	VPCC JANITORIAL SUPPLIES	27.71	
	87,276	51452 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC JANITORIAL SUPPLIES	-	240.83
	87,277	51452 01-5100-4100-40210	JANITORIAL SUPPLIES	VPCC JANITORIAL SUPPLIES	245.34	
	87,277	51452 01-0000-0200-00325	HST RECEIVABLE100%	VPCC JANITORIAL SUPPLIES	31.89	
	87,277	51452 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC JANITORIAL SUPPLIES	-	277.23
EDPRO ENERGY GROUP INC ***						
	87,181	51453 01-5000-6020-41590	EQUIPMENT FUEL	PROPANE	74.73	
	87,181	51453 01-0000-0200-00325	HST RECEIVABLE100%	PROPANE	9.71	
	87,181	51453 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PROPANE	-	84.44
	87,182	51453 01-5000-6020-41590	EQUIPMENT FUEL	PROPANE	74.46	
	87,182	51453 01-0000-0200-00325	HST RECEIVABLE100%	PROPANE	9.68	
	87,182	51453 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PROPANE	-	84.14
	87,183	51453 01-5000-6020-41590	EQUIPMENT FUEL	PROPANE	123.20	
	87,183	51453 01-0000-0200-00325	HST RECEIVABLE100%	PROPANE	16.02	
	87,183	51453 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PROPANE	-	139.22
	87,294	51453 01-5000-6020-41590	EQUIPMENT FUEL	PROPANE CYLINDER RENTAL	87.93	
	87,294	51453 01-0000-0200-00325	HST RECEIVABLE100%	PROPANE CYLINDER RENTAL	11.43	
	87,294	51453 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PROPANE CYLINDER RENTAL	-	99.36
EMPLOYEE REIMBURSEMENT						

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	87,303	51454 01-4000-4000-40620	MILEAGE	MILEAGE-ENG	9.73	
	87,303	51454 01-4000-4000-40620	MILEAGE	MILEAGE-ENG	114.28	
	87,303	51454 10-0000-3258-80010	LABOUR & BURDEN	MILEAGE-ENG	31.61	
	87,303	51454 10-0000-3283-80010	LABOUR & BURDEN	MILEAGE-ENG	1.94	
	87,303	51454 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-ENG	1.07	
	87,303	51454 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-ENG	12.62	
	87,303	51454 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-ENG	3.49	
	87,303	51454 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-ENG	0.22	
	87,303	51454 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-ENG	-	174.96
E.O.N. ASSOCIATION						
	87,431	51455 01-6200-4000-40600	MEMBERSHIP FEES	EON MEMBERSHIP RENEWAL	50.00	
	87,431	51455 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	EON MEMBERSHIP RENEWAL	-	50.00
ERTH HOLDINGS INC.						
	87,401	51456 01-4000-4400-41530	EQUIPMENT REPAIRS & MAINT	JAN ST LIT MAINT	2,517.06	
	87,401	51456 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	JAN ST LIT MAINT	278.02	
	87,401	51456 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JAN ST LIT MAINT	-	2,795.08
	87,402	51456 01-4000-4400-41530	EQUIPMENT REPAIRS & MAINT	FEB ST LIT MAINT	413.91	
	87,402	51456 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FEB ST LIT MAINT	45.72	
	87,402	51456 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FEB ST LIT MAINT	-	459.63
	87,403	51456 01-4000-4410-41530	EQUIP REPAIRS & MAINTENANCE	TRAFFIC INTERSECTION CMU TEST	2,619.66	
	87,403	51456 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TRAFFIC INTERSECTION CMU TEST	289.36	
	87,403	51456 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRAFFIC INTERSECTION CMU TEST	-	2,909.02
FASTENAL CANADA ***						
	87,269	51457 01-4500-4000-41650	SMALL TOOLS & SAFETY EQUIP	HARD HAT	579.78	
	87,269	51457 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	HARD HAT	64.04	
	87,269	51457 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HARD HAT	-	643.82
	87,270	51457 01-5200-6090-40270	NEW EQUIPMENT	FUSION SUPPLIES	8.77	
	87,270	51457 01-0000-0200-00325	HST RECEIVABLE100%	FUSION SUPPLIES	1.14	
	87,270	51457 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION SUPPLIES	-	9.91
	87,309	51457 01-4500-4230-46382	938200 T2-16 FORD 1 TONNE	CAP SCREWS	6.15	
	87,309	51457 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CAP SCREWS	0.68	
	87,309	51457 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CAP SCREWS	-	6.83
COUNCILLOR REIMBURSEMENT						
	87,334	51458 01-0100-4000-40610	MEETINGS & CONFERENCES	ROMA+OGRA EXP,SEP-MAR DATA	445.03	
	87,334	51458 01-0000-0400-00280	PREPAID EXPENSES	ROMA+OGRA EXP,SEP-MAR DATA	-	222.52
	87,334	51458 01-0100-4000-40610	MEETINGS & CONFERENCES	ROMA+OGRA EXP,SEP-MAR DATA	405.24	
	87,334	51458 01-0100-4000-40610	MEETINGS & CONFERENCES	ROMA+OGRA EXP,SEP-MAR DATA	12.70	
	87,334	51458 01-0100-4000-40610	MEETINGS & CONFERENCES	ROMA+OGRA EXP,SEP-MAR DATA	767.84	

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	87,334	51458 01-0900-4000-41020	PROMOTION & MEALS	ROMA+OGRA EXP,SEP-MAR DATA	1,499.72	
	87,334	51458 01-0100-4000-40610	MEETINGS & CONFERENCES	ROMA+OGRA EXP,SEP-MAR DATA	540.32	
	87,334	51458 01-0100-4000-40220	TELEPHONE	ROMA+OGRA EXP,SEP-MAR DATA	220.63	
	87,334	51458 01-0100-4000-40620	MILEAGE	ROMA+OGRA EXP,SEP-MAR DATA	172.15	
	87,334	51458 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ROMA+OGRA EXP,SEP-MAR DATA	49.13	
	87,334	51458 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ROMA+OGRA EXP,SEP-MAR DATA	-	24.56
	87,334	51458 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ROMA+OGRA EXP,SEP-MAR DATA	44.76	
	87,334	51458 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ROMA+OGRA EXP,SEP-MAR DATA	1.40	
	87,334	51458 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ROMA+OGRA EXP,SEP-MAR DATA	84.82	
	87,334	51458 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ROMA+OGRA EXP,SEP-MAR DATA	165.65	
	87,334	51458 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ROMA+OGRA EXP,SEP-MAR DATA	59.68	
	87,334	51458 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ROMA+OGRA EXP,SEP-MAR DATA	24.37	
	87,334	51458 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ROMA+OGRA EXP,SEP-MAR DATA	19.01	
	87,334	51458 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ROMA+OGRA EXP,SEP-MAR DATA	-	4,265.37
GARDNER DENVER CANADA CORP.						
	87,289	51459 01-3000-4000-41530	EQUIP REPAIRS & MAINTENANCE	FIRE DEPT TRUCK AIR FILTER	364.12	
	87,289	51459 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT TRUCK AIR FILTER	40.22	
	87,289	51459 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT TRUCK AIR FILTER	-	404.34
GRA - HAM ENERGY						
	87,204	51460 01-3000-4000-41470	VEHICLE FUEL	FIRE DEPT VEHICLE FUEL	69.54	
	87,204	51460 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT VEHICLE FUEL	7.68	
	87,204	51460 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT VEHICLE FUEL	-	77.22
	87,263	51460 01-4500-4230-41420	FUEL- GASOLINE	REGULAR GAS	443.38	
	87,263	51460 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REGULAR GAS	48.97	
	87,263	51460 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REGULAR GAS	-	492.35
	87,264	51460 01-4500-4230-41440	DIESEL FUEL CLR - LIC VEH	CLEAR DIESEL	543.91	
	87,264	51460 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CLEAR DIESEL	60.08	
	87,264	51460 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CLEAR DIESEL	-	603.99
	87,265	51460 01-4500-4230-41460	DIESEL FUEL CLRED - UNLIC VEH	COLORLED DIESEL	305.38	
	87,265	51460 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	COLORLED DIESEL	33.73	
	87,265	51460 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COLORLED DIESEL	-	339.11
	87,266	51460 01-5000-6050-41470	VEHICLE FUEL	PARKS FUEL	115.12	
	87,266	51460 01-0000-0200-00325	HST RECEIVABLE100%	PARKS FUEL	14.97	
	87,266	51460 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PARKS FUEL	-	130.09
	87,267	51460 01-5000-6050-41470	VEHICLE FUEL	PARKS FUEL	267.32	
	87,267	51460 01-0000-0200-00325	HST RECEIVABLE100%	PARKS FUEL	34.75	
	87,267	51460 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PARKS FUEL	-	302.07
	87,268	51460 01-5000-6050-41470	VEHICLE FUEL	PARKS FUEL	79.59	

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	87,268	51460 01-0000-0200-00325	HST RECEIVABLE100%	PARKS FUEL	10.35	
	87,268	51460 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PARKS FUEL	-	89.94
EMPLOYEE REIMBURSEMENT						
	87,408	51461 01-0900-4000-41020	PROMOTION & MEALS	OGRA SUPPLIES+JAN-MAR MILEAGE	90.35	
	87,408	51461 01-1000-4000-40620	MILEAGE	OGRA SUPPLIES+JAN-MAR MILEAGE	1.80	
	87,408	51461 01-1000-4000-40620	MILEAGE	OGRA SUPPLIES+JAN-MAR MILEAGE	176.38	
	87,408	51461 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OGRA SUPPLIES+JAN-MAR MILEAGE	0.20	
	87,408	51461 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OGRA SUPPLIES+JAN-MAR MILEAGE	19.48	
	87,408	51461 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OGRA SUPPLIES+JAN-MAR MILEAGE	-	288.21
GUNN'S HILL ARTISAN CHEESE LTD						
	87,428	51462 01-6200-4000-40440	GIFT SHOP SUPPLIES	MUSEUM GIFT SHOP SUPPLIES	236.82	
	87,428	51462 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSEUM GIFT SHOP SUPPLIES	-	236.82
EMPLOYEE REIMBURSEMENT						
	87,307	51463 01-3400-4000-40620	MILEAGE	MILEAGE-BLDG INSPECT	183.82	
	87,307	51463 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-BLDG INSPECT	20.30	
	87,307	51463 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-BLDG INSPECT	-	204.12
HANSFORD TREE SERVICE						
	87,353	51464 01-5000-6050-41740	LAND MAINTENANCE & IMPROVEMENTS	TREE REMOVAL	800.00	
	87,353	51464 01-0000-0200-00325	HST RECEIVABLE100%	TREE REMOVAL	104.00	
	87,353	51464 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TREE REMOVAL	-	904.00
HAZEN MASONRY & RESTORATION IN						
	87,299	51465 01-5100-4100-41700	BLDG REPAIRS AND MAINT	VPCC BRICK REPAIR	8,526.00	
	87,299	51465 01-0000-0200-00325	HST RECEIVABLE100%	VPCC BRICK REPAIR	1,108.38	
	87,299	51465 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC BRICK REPAIR	-	9,634.38
EMPLOYEE REIMBURSEMENT						
	87,173	51466 01-5200-4100-40290	UNIFORMS AND CLOTHING	CLOTHING ALLOWANCE	60.20	
	87,173	51466 01-0000-0200-00325	HST RECEIVABLE100%	CLOTHING ALLOWANCE	7.80	
	87,173	51466 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CLOTHING ALLOWANCE	-	68.00
	87,193	51466 01-5200-4100-40620	MILEAGE	MILEAGE-FUSION STAFF	23.89	
	87,193	51466 01-0000-0200-00325	HST RECEIVABLE100%	MILEAGE-FUSION STAFF	3.11	
	87,193	51466 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-FUSION STAFF	-	27.00
EMPLOYEE REIMBURSEMENT						
	87,344	51467 01-5100-6070-40420	PROGRAM SUPPLIES	ROLL OF EXERBAND	57.88	
	87,344	51467 01-0000-0200-00325	HST RECEIVABLE100%	ROLL OF EXERBAND	7.52	
	87,344	51467 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ROLL OF EXERBAND	-	65.40
HOMEWOOD HEALTH INC.						
	87,156	51468 01-1000-4000-40860	EMPLOYEE ASSISTANCE PROGRAM	FIRE DEPT EMPLOYEE ASSIST PROG	447.74	
	87,156	51468 01-0000-0400-00280	PREPAID EXPENSES	FIRE DEPT EMPLOYEE ASSIST PROG	89.55	

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	87,156	51468 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT EMPLOYEE ASSIST PROG	49.46	
	87,156	51468 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT EMPLOYEE ASSIST PROG	9.89	
	87,156	51468 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT EMPLOYEE ASSIST PROG	-	596.64
HOT,COLD & FREEZING						
	87,191	51469 01-5000-6040-41530	EQUIPMENT REPAIRS & MAINT	SENIOR CENTRE HEATING REPAIR	1,050.70	
	87,191	51469 01-0000-0200-00325	HST RECEIVABLE100%	SENIOR CENTRE HEATING REPAIR	136.59	
	87,191	51469 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SENIOR CENTRE HEATING REPAIR	-	1,187.29
	87,352	51469 01-5000-6050-41700	BLDG REPAIRS AND MAINT	PARKS SHOP FURNANCE REPAIR	135.00	
	87,352	51469 01-0000-0200-00325	HST RECEIVABLE100%	PARKS SHOP FURNANCE REPAIR	17.55	
	87,352	51469 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PARKS SHOP FURNANCE REPAIR	-	152.55
EMPLOYEE REIMBURSEMENT						
	87,331	51470 01-5000-4000-40620	MILEAGE	MILEAGE-PARKS & REC	38.23	
	87,331	51470 01-0000-0200-00325	HST RECEIVABLE100%	MILEAGE-PARKS & REC	4.97	
	87,331	51470 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-PARKS & REC	-	43.20
	87,343	51470 01-5000-4000-40620	MILEAGE	MILEAGE-PARKS & REC	19.12	
	87,343	51470 01-0000-0200-00325	HST RECEIVABLE100%	MILEAGE-PARKS & REC	2.48	
	87,343	51470 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-PARKS & REC	-	21.60
HURON TRACTOR LTD						
	87,174	51471 01-5000-6050-41530	EQUIP REPAIRS & MAINT	EQUIP REPAIR	538.00	
	87,174	51471 01-0000-0200-00325	HST RECEIVABLE100%	EQUIP REPAIR	69.93	
	87,174	51471 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	EQUIP REPAIR	-	607.93
	87,354	51471 01-5000-6050-41510	VEHICLE REPAIRS & MAINT	TRACTOR SERVICES	820.43	
	87,354	51471 01-0000-0200-00325	HST RECEIVABLE100%	TRACTOR SERVICES	106.65	
	87,354	51471 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRACTOR SERVICES	-	927.08
	87,355	51471 01-5000-6050-41530	EQUIP REPAIRS & MAINT	PARKS EQUIP REPAIR	2,025.64	
	87,355	51471 01-0000-0200-00325	HST RECEIVABLE100%	PARKS EQUIP REPAIR	263.33	
	87,355	51471 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PARKS EQUIP REPAIR	-	2,288.97
	87,356	51471 01-5000-6050-41530	EQUIP REPAIRS & MAINT	PARKS EQUIP REPAIR	3,236.99	
	87,356	51471 01-0000-0200-00325	HST RECEIVABLE100%	PARKS EQUIP REPAIR	420.77	
	87,356	51471 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PARKS EQUIP REPAIR	-	3,657.76
INGERSOLL GLASS & MIRROR ***						
	87,293	51472 01-5000-6020-41700	BLDG REPAIRS & MAINT	ARENA GLASS REPAIR	171.00	
	87,293	51472 01-0000-0200-00325	HST RECEIVABLE100%	ARENA GLASS REPAIR	22.23	
	87,293	51472 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ARENA GLASS REPAIR	-	193.23
INGERSOLL LANES						
	87,345	51473 01-5100-6090-40500	SPECIAL EVENTS	MARCH BREAK BOWLING	283.19	
	87,345	51473 01-0000-0200-00325	HST RECEIVABLE100%	MARCH BREAK BOWLING	36.81	
	87,345	51473 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MARCH BREAK BOWLING	-	320.00

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INGERSOLL RENT-ALL ***						
	87,318	51474 01-4500-4132-80000	MATERIALS-HARDTOP MAINT, SHOULDERS, ETC.	BACKPACK BLOWER AIRFILTER	51.56	
	87,318	51474 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BACKPACK BLOWER AIRFILTER	5.70	
	87,318	51474 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BACKPACK BLOWER AIRFILTER	-	57.26
	87,327	51474 01-4500-4000-41650	SMALL TOOLS & SAFETY EQUIP	AIR FILTER	80.57	
	87,327	51474 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	AIR FILTER	8.90	
	87,327	51474 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	AIR FILTER	-	89.47
	87,367	51474 01-4500-4230-46408	940800 CHAINSAWS	CHAINSAW CHAIN	130.24	
	87,367	51474 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CHAINSAW CHAIN	14.39	
	87,367	51474 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CHAINSAW CHAIN	-	144.63
	87,368	51474 01-4500-4000-41650	SMALL TOOLS & SAFETY EQUIP	SAFETY CHAINSAW CHAPS	144.69	
	87,368	51474 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SAFETY CHAINSAW CHAPS	15.98	
	87,368	51474 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SAFETY CHAINSAW CHAPS	-	160.67
INGERSOLL RURAL CEMETERY BOARD						
	87,166	51475 01-1500-4000-98200	TRANSFERS TO CEMETERY BOARD	1ST ADVANCE DRAW	75,000.00	
	87,166	51475 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	1ST ADVANCE DRAW	-	75,000.00
INGERSOLL TIMES, THE						
	87,363	51476 01-0100-4000-40260	SUBSCRIPTIONS AND PUBLICATIONS	INGERSOLL TIMES RENEWAL	57.53	
	87,363	51476 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	INGERSOLL TIMES RENEWAL	2.47	
	87,363	51476 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	INGERSOLL TIMES RENEWAL	-	60.00
INSIGHT CANADA						
	87,213	51477 01-1002-4000-40270	NEW EQUIPMENT	FIRE HALL IMS	4,277.38	
	87,213	51477 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE HALL IMS	472.46	
	87,213	51477 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE HALL IMS	-	4,749.84
	87,214	51477 01-1002-4000-41500	CONTRACTED SERVICES	FIRE TRUCK TABLET REPAIR	209.65	
	87,214	51477 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE TRUCK TABLET REPAIR	23.15	
	87,214	51477 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE TRUCK TABLET REPAIR	-	232.80
A. M. JENSEN LIMITED						
	87,429	51478 01-6200-4000-40440	GIFT SHOP SUPPLIES	MUSEUM GIFT SHOP SUPPLIES	167.30	
	87,429	51478 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSEUM GIFT SHOP SUPPLIES	-	167.30
JOE JOHNSON EQUIPMENT INC						
	87,310	51479 01-4500-4230-46395	939500 ELGIN SWEEPER	SWEEPER PARTS	245.47	
	87,310	51479 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SWEEPER PARTS	27.11	
	87,310	51479 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SWEEPER PARTS	-	272.58
D.H. JUTZI LIMITED						
	87,292	51480 01-5000-6020-41550	MAINTENANCE CONTRACTS	FEB WATER TREATMENT	375.00	
	87,292	51480 01-0000-0200-00325	HST RECEIVABLE100%	FEB WATER TREATMENT	48.75	
	87,292	51480 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FEB WATER TREATMENT	-	423.75

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KEN'S SMALL ENGINE						
	87,319	51481 01-4500-4230-46409	940900 LAWN MOWER/WEED CUTTERS	PARTS	59.83	
	87,319	51481 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PARTS	6.61	
	87,319	51481 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PARTS	-	66.44
	87,369	51481 01-4500-4230-46409	940900 LAWN MOWER/WEED CUTTERS	THROTTLE CABLE	21.78	
	87,369	51481 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	THROTTLE CABLE	2.40	
	87,369	51481 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	THROTTLE CABLE	-	24.18
	87,370	51481 01-4500-4230-46409	940900 LAWN MOWER/WEED CUTTERS	LAWNMOWER STARTER	61.57	
	87,370	51481 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	LAWNMOWER STARTER	6.80	
	87,370	51481 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LAWNMOWER STARTER	-	68.37
EMPLOYEE REIMBURSEMENT						
	87,304	51482 01-4000-4000-40620	MILEAGE	MILEAGE-ENG	73.43	
	87,304	51482 01-4000-5020-40620	MILEAGE	MILEAGE-ENG	4.86	
	87,304	51482 10-0000-3258-80010	LABOUR & BURDEN	MILEAGE-ENG	4.86	
	87,304	51482 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-ENG	8.11	
	87,304	51482 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-ENG	0.54	
	87,304	51482 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-ENG	0.54	
	87,304	51482 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-ENG	-	92.34
	87,397	51482 01-4000-4000-40600	MEMBERSHIP FEES	OACETT MEMBERSHIP	219.94	
	87,397	51482 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OACETT MEMBERSHIP	24.30	
	87,397	51482 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OACETT MEMBERSHIP	-	244.24
EMPLOYEE REIMBURSEMENT						
	87,300	51483 01-4000-4000-40620	MILEAGE	MILEAGE-ENG	324.84	
	87,300	51483 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-ENG	35.88	
	87,300	51483 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-ENG	-	360.72
LIFESAVING SOCIETY						
	87,198	51484 01-5100-6060-41450	LEADERSHIP	FIRST AID	234.60	
	87,198	51484 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRST AID	-	234.60
	87,199	51484 01-5100-6060-40600	MEMBERSHIP FEES	2018 AFFILIATION FEES	98.00	
	87,199	51484 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	2018 AFFILIATION FEES	-	98.00
	87,200	51484 01-5100-6060-41450	LEADERSHIP	LIFESAVING INSTRUCTOR	57.00	
	87,200	51484 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LIFESAVING INSTRUCTOR	-	57.00
LONDON CIVIC EMPLOY,LOCAL 107						
	87,208	51485 01-0000-2100-00707	CUPE 107 UNION DUES (12100)	MARCH UNION DUES	1,275.57	
	87,208	51485 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MARCH UNION DUES	-	1,275.57
LONDON FIRE EQUIPMENT LTD ***						
	87,297	51486 01-5000-6040-41530	EQUIPMENT REPAIRS & MAINT	SR CENTRE SEMI-ANNUAL FIRE MAI	141.00	
	87,297	51486 01-0000-0200-00325	HST RECEIVABLE100%	SR CENTRE SEMI-ANNUAL FIRE MAI	18.33	

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	87,297	51486 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SR CENTRE SEMI-ANNUAL FIRE MAI	-	159.33
LONG & McQUADE						
	87,257	51487 01-5200-6090-40420	PROGRAM SUPPLIES	FUSION MUSIC PROG SUPPLIES REN	38.00	
	87,257	51487 01-0000-0200-00325	HST RECEIVABLE100%	FUSION MUSIC PROG SUPPLIES REN	4.94	
	87,257	51487 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION MUSIC PROG SUPPLIES REN	-	42.94
	87,258	51487 01-5200-6090-40500	SPECIAL EVENTS	FUSION EQUIP RENT	34.30	
	87,258	51487 01-0000-0200-00325	HST RECEIVABLE100%	FUSION EQUIP RENT	4.46	
	87,258	51487 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION EQUIP RENT	-	38.76
LWR AUTOMOTIVE						
	87,313	51488 01-4500-4000-41650	SMALL TOOLS & SAFETY EQUIP	OIL	30.00	
	87,313	51488 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OIL	3.31	
	87,313	51488 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OIL	-	33.31
	87,314	51488 01-4500-4000-41650	SMALL TOOLS & SAFETY EQUIP	BEARING	133.47	
	87,314	51488 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BEARING	14.74	
	87,314	51488 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BEARING	-	148.21
	87,315	51488 01-4500-4230-46431	VEHICLE MAINTENANCE	ANTIFREEZE	140.32	
	87,315	51488 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ANTIFREEZE	15.50	
	87,315	51488 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ANTIFREEZE	-	155.82
	87,316	51488 01-4500-4230-46384	938400 T4-15 INTERNATIONAL TRUCK	HEATER	7.92	
	87,316	51488 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	HEATER	0.87	
	87,316	51488 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HEATER	-	8.79
	87,317	51488 01-4500-4230-46388	938800 T8-18 INTERNATIONAL TRUCK	SNAP RINGS	4.38	
	87,317	51488 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SNAP RINGS	0.48	
	87,317	51488 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SNAP RINGS	-	4.86
	87,372	51488 01-4500-4230-46395	939500 ELGIN SWEEPER	LIGHT BULB	2.33	
	87,372	51488 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	LIGHT BULB	0.26	
	87,372	51488 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LIGHT BULB	-	2.59
	87,373	51488 01-4500-4230-46388	938800 T8-18 INTERNATIONAL TRUCK	SEAL CLEARVU WINDOW	86.89	
	87,373	51488 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SEAL CLEARVU WINDOW	9.60	
	87,373	51488 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SEAL CLEARVU WINDOW	-	96.49
	87,374	51488 01-4500-4230-46382	938200 T2-16 FORD 1 TONNE	DRAIN PLUG	2.01	
	87,374	51488 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	DRAIN PLUG	0.23	
	87,374	51488 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DRAIN PLUG	-	2.24
	87,375	51488 01-4500-4230-46397	939700 SIDEWALK TRACTOR	LIGHT	4.86	
	87,375	51488 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	LIGHT	0.54	
	87,375	51488 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LIGHT	-	5.40
	87,376	51488 01-4500-4230-46384	938400 T4-15 INTERNATIONAL TRUCK	WIPER BLADE	42.72	
	87,376	51488 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	WIPER BLADE	4.72	

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	87,376	51488 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WIPER BLADE	-	47.44
	87,377	51488 01-4500-4230-46385	938500 T5-07 INTERNATIONAL D TRUCK	OIL	36.61	
	87,377	51488 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OIL	4.05	
	87,377	51488 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OIL	-	40.66
	87,378	51488 01-4500-4230-46385	938500 T5-07 INTERNATIONAL D TRUCK	LIGHT	25.87	
	87,378	51488 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	LIGHT	2.85	
	87,378	51488 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LIGHT	-	28.72
	87,379	51488 01-4500-4230-46431	VEHICLE MAINTENANCE	GREASE	38.77	
	87,379	51488 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GREASE	4.28	
	87,379	51488 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GREASE	-	43.05
	87,380	51488 01-4500-4230-46397	939700 SIDEWALK TRACTOR	MARKER SEAL	20.74	
	87,380	51488 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MARKER SEAL	2.29	
	87,380	51488 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MARKER SEAL	-	23.03
	87,381	51488 01-4500-4130-80000	MATERIALS-HARDTOP MAINT, PATCHING & SPRAYIN	PW SUPPLIES	19.52	
	87,381	51488 01-4500-4100-41700	BLDG REPAIRS & MAINTENANCE	PW SUPPLIES	42.84	
	87,381	51488 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PW SUPPLIES	2.15	
	87,381	51488 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PW SUPPLIES	4.73	
	87,381	51488 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PW SUPPLIES	-	69.24
	87,382	51488 01-4500-4230-46387	938700 T7-09 DODGE 3500	WIPER BLADES	44.75	
	87,382	51488 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	WIPER BLADES	4.95	
	87,382	51488 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WIPER BLADES	-	49.70
	87,383	51488 01-4500-4230-46395	939500 ELGIN SWEEPER	CABLE TIES	8.21	
	87,383	51488 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CABLE TIES	0.91	
	87,383	51488 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CABLE TIES	-	9.12
	87,385	51488 01-4500-4230-46395	939500 ELGIN SWEEPER	MINIATURE LAMP	0.72	
	87,385	51488 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MINIATURE LAMP	0.08	
	87,385	51488 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MINIATURE LAMP	-	0.80
EMPLOYEE REIMBURSEMENT						
	87,151	51489 01-1002-4000-40620	MILEAGE	MILEAGE-IT STAFF	34.43	
	87,151	51489 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-IT STAFF	3.80	
	87,151	51489 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-IT STAFF	-	38.23
	87,152	51489 01-1002-4000-40620	MILEAGE	MILEAGE-IT STAFF	24.90	
	87,152	51489 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-IT STAFF	2.75	
	87,152	51489 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-IT STAFF	-	27.65
MASTERMIND HYPNOSIS						
	87,165	51490 01-0900-4000-41030	STAFF CHRISTMAS PARTY	STAFF XMAS PARTY ENTERTAIN. DP	508.80	
	87,165	51490 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	STAFF XMAS PARTY ENTERTAIN. DP	56.20	
	87,165	51490 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	STAFF XMAS PARTY ENTERTAIN. DP	-	565.00

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EMPLOYEE REIMBURSEMENT						
	87,197	51491 01-5100-6070-40600	MEMBERSHIP FEES	CANFIT PRO+YOGA ALIANCE MEMBER	65.00	
	87,197	51491 01-5100-6070-40600	MEMBERSHIP FEES	CANFIT PRO+YOGA ALIANCE MEMBER	78.00	
	87,197	51491 01-0000-0200-00325	HST RECEIVABLE100%	CANFIT PRO+YOGA ALIANCE MEMBER	10.14	
	87,197	51491 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CANFIT PRO+YOGA ALIANCE MEMBER	-	153.14
MCKIM HARDWARE						
	87,217	51492 01-5200-4100-41700	BLDG REPAIRS AND MAINT	FUSION BUILDING SUPPLIES	48.54	
	87,217	51492 01-0000-0200-00325	HST RECEIVABLE100%	FUSION BUILDING SUPPLIES	6.31	
	87,217	51492 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION BUILDING SUPPLIES	-	54.85
	87,218	51492 01-2000-4025-41740	LAND MAINT & IMPROVEMENTS	BATTERIES	10.67	
	87,218	51492 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BATTERIES	1.18	
	87,218	51492 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BATTERIES	-	11.85
	87,219	51492 01-4500-4230-46395	939500 ELGIN SWEEPER	SPRING	17.69	
	87,219	51492 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SPRING	1.95	
	87,219	51492 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SPRING	-	19.64
	87,220	51492 01-4500-4150-80000	MATERIALS-WINTER CONTROL, PLOWING, SANDING,	CLEVIS	12.10	
	87,220	51492 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CLEVIS	1.34	
	87,220	51492 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CLEVIS	-	13.44
	87,221	51492 01-4500-4100-41700	BLDG REPAIRS & MAINTENANCE	PW BUILDING SUPPLIES	15.01	
	87,221	51492 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PW BUILDING SUPPLIES	1.66	
	87,221	51492 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PW BUILDING SUPPLIES	-	16.67
	87,222	51492 01-4500-4100-40210	JANITORIAL SUPPLIES	PW SUPPLIES	37.44	
	87,222	51492 01-4500-4100-41700	BLDG REPAIRS & MAINTENANCE	PW SUPPLIES	14.65	
	87,222	51492 01-4500-4000-41650	SMALL TOOLS & SAFETY EQUIP	PW SUPPLIES	22.09	
	87,222	51492 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PW SUPPLIES	4.13	
	87,222	51492 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PW SUPPLIES	1.62	
	87,222	51492 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PW SUPPLIES	2.44	
	87,222	51492 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PW SUPPLIES	-	82.37
	87,223	51492 01-4500-4100-40210	JANITORIAL SUPPLIES	JANITORIAL SUPPLIES	7.66	
	87,223	51492 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	JANITORIAL SUPPLIES	0.85	
	87,223	51492 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JANITORIAL SUPPLIES	-	8.51
	87,224	51492 01-4500-4230-46413	941300 CARRIER TRAILER	PAINT	47.55	
	87,224	51492 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PAINT	5.25	
	87,224	51492 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PAINT	-	52.80
MINISTRY OF FINANCE - M.T.O. *						
	87,150	51493 01-1000-4240-01627	VIOLATIONS - M.O.T.	FEB COURT COST	82.50	
	87,150	51493 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FEB COURT COST	-	82.50
MINISTRY OF FINANCE (OPP)***						

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	87,216	51494 01-3200-4000-40450	OPP CONTRACTED SERVICES	MARCH OPP SERVICES	191,396.83	
	87,216	51494 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MARCH OPP SERVICES	-	191,396.83
	87,248	51494 01-3200-4000-41070	R.I.D.E. EXPENSES	RIDE JAN 1	565.44	
	87,248	51494 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	RIDE JAN 1	-	565.44
	87,249	51494 01-3200-4000-41070	R.I.D.E. EXPENSES	RIDE FEB 15	1,060.20	
	87,249	51494 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	RIDE FEB 15	-	1,060.20
	87,250	51494 01-3200-4000-41070	R.I.D.E. EXPENSES	RIDE FEB 22	848.16	
	87,250	51494 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	RIDE FEB 22	-	848.16
	87,251	51494 01-3200-4000-41070	R.I.D.E. EXPENSES	RIDE FEB 24	848.16	
	87,251	51494 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	RIDE FEB 24	-	848.16
MISTER SAFETY SHOES						
	87,291	51495 01-5200-4100-40290	UNIFORMS AND CLOTHING	CLOTHING ALLOWANCE	49.98	
	87,291	51495 01-0000-0200-00325	HST RECEIVABLE100%	CLOTHING ALLOWANCE	6.50	
	87,291	51495 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CLOTHING ALLOWANCE	-	56.48
MOHAWK COLLEGE ENTERPRISE						
	87,172	51496 01-1300-4000-40630	STAFF TRAINING	LEADERSHIP PROG DAY 7	432.48	
	87,172	51496 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	LEADERSHIP PROG DAY 7	47.77	
	87,172	51496 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LEADERSHIP PROG DAY 7	-	480.25
M.V.H. METAL PRODUCTS INC.						
	87,366	51497 01-4500-4130-80000	MATERIALS-HARDTOP MAINT, PATCHING & SPRAYIN	COLD MIX ASPHALT	66.14	
	87,366	51497 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	COLD MIX ASPHALT	7.31	
	87,366	51497 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COLD MIX ASPHALT	-	73.45
NELLA CUTLERY (HAMILTON) INC						
	87,184	51498 01-5000-6020-41530	EQUIPMENT REPAIRS & MAINTENANCE	ICE RESURFACING+BLADE SHARPEN	60.00	
	87,184	51498 01-0000-0200-00325	HST RECEIVABLE100%	ICE RESURFACING+BLADE SHARPEN	7.80	
	87,184	51498 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ICE RESURFACING+BLADE SHARPEN	-	67.80
	87,287	51498 01-5000-6020-41530	EQUIPMENT REPAIRS & MAINTENANCE	BLADES SHARPENING	60.00	
	87,287	51498 01-0000-0200-00325	HST RECEIVABLE100%	BLADES SHARPENING	7.80	
	87,287	51498 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BLADES SHARPENING	-	67.80
NITEHAWK SECURITY						
	87,340	51499 01-5200-4100-41530	EQUIP REPAIRS & MAINT	FUSION ALARM CAMERA REPAIR	90.00	
	87,340	51499 01-0000-0200-00325	HST RECEIVABLE100%	FUSION ALARM CAMERA REPAIR	11.70	
	87,340	51499 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION ALARM CAMERA REPAIR	-	101.70
MUNICIPALITY OF NORTH PERTH						
	87,188	51500 01-5000-4000-40600	MEMBERSHIP FEES	SWORFA 2018 MEMBERSHIP	25.00	
	87,188	51500 01-0000-0200-00325	HST RECEIVABLE100%	SWORFA 2018 MEMBERSHIP	3.25	
	87,188	51500 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SWORFA 2018 MEMBERSHIP	-	28.25
OLDE BAKERY CAFE						

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	87,194	51501 01-5100-6060-40420	PROGRAM SUPPLIES	VPCC BIRTHDAY PARTY CAKE	34.00	
	87,194	51501 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC BIRTHDAY PARTY CAKE	-	34.00
	87,195	51501 01-5100-6060-40420	PROGRAM SUPPLIES	VPCC BIRTHDAY PARTY CAKE	17.00	
	87,195	51501 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC BIRTHDAY PARTY CAKE	-	17.00
	87,196	51501 01-5100-6060-40420	PROGRAM SUPPLIES	VPCC BIRTHDAY PARTY CAKE	17.00	
	87,196	51501 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC BIRTHDAY PARTY CAKE	-	17.00
	87,260	51501 40-8000-4000-41020	PROMOTION & MEALS	BIA FAMILY SKATE COOKIES	101.76	
	87,260	51501 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BIA FAMILY SKATE COOKIES	11.24	
	87,260	51501 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BIA FAMILY SKATE COOKIES	-	113.00
	87,261	51501 01-7000-4000-41020	PROMOTION & MEALS	SOMA BASKET COOKIES	19.13	
	87,261	51501 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SOMA BASKET COOKIES	2.11	
	87,261	51501 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SOMA BASKET COOKIES	-	21.24
	87,262	51501 01-5100-6060-40420	PROGRAM SUPPLIES	VPCC BIRTHDAY PARTY CAKES	17.00	
	87,262	51501 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC BIRTHDAY PARTY CAKES	-	17.00
OLDE TYME TAXI						
	87,338	51502 01-5200-6185-40625	PRGM PARTICIPANT TRANSPORTATION	FUSION FEB TAXI	32.00	
	87,338	51502 01-0000-0200-00325	HST RECEIVABLE100%	FUSION FEB TAXI	4.16	
	87,338	51502 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION FEB TAXI	-	36.16
O.M.E.R.S. ***						
	87,210	51503 01-0000-2100-00704	OMERS (15000)	MARCH PREMIUM	56,488.84	
	87,210	51503 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MARCH PREMIUM	-	56,488.84
ONTARIO SOUTHLAND RAILWAY INC.						
	87,371	51504 01-4500-4161-80000	MATERIALS-SAFETY DEVICES, RR CROSSING	MAR FLASHING LIT MAINT	3,267.99	
	87,371	51504 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MAR FLASHING LIT MAINT	-	3,267.99
OXFORD COUNTY ***						
	87,215	51505 01-1600-4000-42400	PRINCIPLE - DEBT REPAYMENT	DB PMT 2301-2011	54,415.32	
	87,215	51505 01-1600-4000-42500	INTEREST - DEBT REPAYMENT	DB PMT 2301-2011	8,003.21	
	87,215	51505 01-0000-2550-00941	COUNTY LOAN - CAMI RFND 01-08	DB PMT 2301-2011	54,415.32	
	87,215	51505 01-0000-0200-00275	AMOUNTS TO BE RECOVERED IN FUTURE YRS	DB PMT 2301-2011	-	54,415.32
	87,215	51505 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DB PMT 2301-2011	-	62,418.53
	87,426	51505 01-6200-6810-41000	ADVERTISING	MUSEUM CHEESE TRAIL BROCHURE	300.00	
	87,426	51505 01-0000-0200-00325	HST RECEIVABLE100%	MUSEUM CHEESE TRAIL BROCHURE	39.00	
	87,426	51505 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSEUM CHEESE TRAIL BROCHURE	-	339.00
	87,427	51505 01-7000-4000-41000	ADVERTISING	INGERSOLL TOURISM AD	686.88	
	87,427	51505 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	INGERSOLL TOURISM AD	75.87	
	87,427	51505 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	INGERSOLL TOURISM AD	-	762.75
OXFORD FEED SUPPLY LTD						
	87,330	51506 01-4500-4000-41650	SMALL TOOLS & SAFETY EQUIP	BROOM	179.06	

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	87,330	51506 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BROOM	19.78	
	87,330	51506 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BROOM	-	198.84
OXFORD CTY MUTUAL AID ASSOCIAT						
	87,288	51507 01-3000-4000-40600	MEMBERSHIP FEES	2018 ASSOCIATION MEMBERSHIP	120.00	
	87,288	51507 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	2018 ASSOCIATION MEMBERSHIP	-	120.00
PARKSMART INC.						
	87,144	51508 01-1000-4240-41505	PARKING ENFORCEMENT CONTRACT	FEB PARKING SYS FEES	686.88	
	87,144	51508 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FEB PARKING SYS FEES	75.87	
	87,144	51508 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FEB PARKING SYS FEES	-	762.75
	87,146	51508 01-1000-4240-41505	PARKING ENFORCEMENT CONTRACT	PARKSMART TRAINING	407.04	
	87,146	51508 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PARKSMART TRAINING	44.96	
	87,146	51508 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PARKSMART TRAINING	-	452.00
P M HYDRAULICS ***						
	87,320	51509 01-4500-4230-46426	942600 PRESSURE WASHER	PARTS	724.51	
	87,320	51509 01-4500-4230-46385	938500 T5-07 INTERNATIONAL D TRUCK	PARTS	481.73	
	87,320	51509 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PARTS	80.03	
	87,320	51509 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PARTS	53.21	
	87,320	51509 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PARTS	-	1,339.48
	87,326	51509 01-4500-4230-46397	939700 SIDEWALK TRACTOR	PW TRUCK PARTS	77.29	
	87,326	51509 01-4500-4230-46392	939200 2012 BACKHOE LOADER	PW TRUCK PARTS	406.44	
	87,326	51509 01-4500-4230-46392	939200 2012 BACKHOE LOADER	PW TRUCK PARTS	8.65	
	87,326	51509 01-4500-4230-46404	940400 PAINT SPRAYER	PW TRUCK PARTS	33.67	
	87,326	51509 01-4500-4230-46386	938603 T6-11 FREIGH TRUCK	PW TRUCK PARTS	2.42	
	87,326	51509 01-4500-4230-46382	938200 T2-16 FORD 1 TONNE	PW TRUCK PARTS	41.41	
	87,326	51509 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PW TRUCK PARTS	8.53	
	87,326	51509 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PW TRUCK PARTS	44.89	
	87,326	51509 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PW TRUCK PARTS	0.95	
	87,326	51509 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PW TRUCK PARTS	3.72	
	87,326	51509 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PW TRUCK PARTS	0.28	
	87,326	51509 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PW TRUCK PARTS	4.57	
	87,326	51509 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PW TRUCK PARTS	-	632.82
PRODUCE EXPRESS						
	87,336	51510 01-5000-6051-40420	PROGRAM SUPPLIES	GARDEN FRESH VEGGIES SUPPLIES	598.00	
	87,336	51510 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GARDEN FRESH VEGGIES SUPPLIES	-	598.00
PUROLATOR COURIER LTD						
	87,348	51511 01-5100-4000-40240	COURIER CHARGES	VPCC COURIER CHRGS	48.10	
	87,348	51511 01-0000-0200-00325	HST RECEIVABLE100%	VPCC COURIER CHRGS	6.26	
	87,348	51511 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC COURIER CHRGS	-	54.36

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REALTAX INC						
87,411	51512	01-0000-0090-99910	TAXES - CLEARING	TAX SALE FEES	381.60	
87,411	51512	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TAX SALE FEES	42.15	
87,411	51512	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAX SALE FEES	-	423.75
87,412	51512	01-0000-0090-99910	TAXES - CLEARING	TAX SALE FEES	422.30	
87,412	51512	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TAX SALE FEES	46.65	
87,412	51512	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAX SALE FEES	-	468.95
87,413	51512	01-0000-0090-99910	TAXES - CLEARING	TAX SALE FEES	707.23	
87,413	51512	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TAX SALE FEES	78.12	
87,413	51512	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAX SALE FEES	-	785.35
87,414	51512	01-0000-0090-99910	TAXES - CLEARING	TAX SALE FEES	524.06	
87,414	51512	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TAX SALE FEES	57.89	
87,414	51512	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAX SALE FEES	-	581.95
87,415	51512	01-0000-0090-99910	TAXES - CLEARING	TAX SALE FEES	524.06	
87,415	51512	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TAX SALE FEES	57.89	
87,415	51512	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAX SALE FEES	-	581.95
87,416	51512	01-0000-0090-99910	TAXES - CLEARING	TAX SALE FEES	401.95	
87,416	51512	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TAX SALE FEES	44.40	
87,416	51512	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAX SALE FEES	-	446.35
87,417	51512	01-0000-0090-99910	TAXES - CLEARING	TAX SALE FEES	422.30	
87,417	51512	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TAX SALE FEES	46.65	
87,417	51512	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAX SALE FEES	-	468.95
87,418	51512	01-0000-0090-99910	TAXES - CLEARING	TAX SALE FEES	422.30	
87,418	51512	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TAX SALE FEES	46.65	
87,418	51512	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAX SALE FEES	-	468.95
87,419	51512	01-0000-0090-99910	TAXES - CLEARING	TAX SALE FEES	463.01	
87,419	51512	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TAX SALE FEES	51.14	
87,419	51512	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAX SALE FEES	-	514.15
87,420	51512	01-0000-0090-99910	TAXES - CLEARING	TAX SALE FEES	544.42	
87,420	51512	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TAX SALE FEES	60.13	
87,420	51512	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAX SALE FEES	-	604.55
87,421	51512	01-0000-0090-99910	TAXES - CLEARING	TAX SALE FEES	595.30	
87,421	51512	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TAX SALE FEES	65.75	
87,421	51512	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAX SALE FEES	-	661.05
87,422	51512	01-0000-0090-99910	TAXES - CLEARING	TAX SALE FEES	381.60	
87,422	51512	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TAX SALE FEES	42.15	
87,422	51512	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAX SALE FEES	-	423.75
87,423	51512	01-0000-0090-99910	TAXES - CLEARING	TAX SALE FEES	463.01	

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	87,423	51512 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TAX SALE FEES	51.14	
	87,423	51512 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAX SALE FEES	-	514.15
	87,424	51512 01-0000-0090-99910	TAXES - CLEARING	TAX SALE FEES	463.01	
	87,424	51512 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TAX SALE FEES	51.14	
	87,424	51512 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAX SALE FEES	-	514.15
	87,425	51512 01-0000-0090-99910	TAXES - CLEARING	TAX SALE FEES	452.83	
	87,425	51512 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TAX SALE FEES	50.02	
	87,425	51512 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAX SALE FEES	-	502.85
RECEIVER GENERAL FOR CANADA **						
	87,339	51513 01-5200-6090-40260	SUBSCRIP AND PUBLICATIONS	FUSION RADIO LIC RENEWAL	328.00	
	87,339	51513 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION RADIO LIC RENEWAL	-	328.00
REGIS AUTO PARTS						
	87,147	51514 01-3000-4000-41510	VEHICLE REPAIRS & MAINTENANCE	FIRE DEPT ANTIFREEZE	28.07	
	87,147	51514 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT ANTIFREEZE	3.10	
	87,147	51514 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT ANTIFREEZE	-	31.17
	87,321	51514 01-4500-4230-46424	942400 ERIE THAMES CHIPPER	AIR FILETER+FUEL FILTER	108.77	
	87,321	51514 01-4500-4230-46382	938200 T2-16 FORD 1 TONNE	AIR FILETER+FUEL FILTER	103.74	
	87,321	51514 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	AIR FILETER+FUEL FILTER	12.02	
	87,321	51514 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	AIR FILETER+FUEL FILTER	11.46	
	87,321	51514 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	AIR FILETER+FUEL FILTER	-	235.99
	87,322	51514 01-4500-4230-46389	938900 T9-13 DODGE 1500	OIL FILTER	8.50	
	87,322	51514 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OIL FILTER	0.94	
	87,322	51514 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OIL FILTER	-	9.44
	87,323	51514 01-4500-4230-46384	938400 T4-15 INTERNATIONAL TRUCK	TRUCK#4 PARTS	119.00	
	87,323	51514 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TRUCK#4 PARTS	13.14	
	87,323	51514 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRUCK#4 PARTS	-	132.14
	87,324	51514 01-4500-4230-46384	938400 T4-15 INTERNATIONAL TRUCK	TRUCK#4 PARTS	40.01	
	87,324	51514 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TRUCK#4 PARTS	4.42	
	87,324	51514 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRUCK#4 PARTS	-	44.43
	87,325	51514 01-4500-4230-46414	941400 TRAFFIC TRAILER	TIRE REPAIR KIT	8.80	
	87,325	51514 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TIRE REPAIR KIT	0.97	
	87,325	51514 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TIRE REPAIR KIT	-	9.77
RELIANCE HOME COMFORT						
	87,178	51515 01-5100-4100-41550	MAINTENANCE CONTRACTS	VPCC WATER TANK RENT	384.93	
	87,178	51515 01-0000-0200-00325	HST RECEIVABLE100%	VPCC WATER TANK RENT	50.05	
	87,178	51515 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC WATER TANK RENT	-	434.98
	87,295	51515 01-5100-4100-41550	MAINTENANCE CONTRACTS	VPCC WATER TANK RENT	391.46	
	87,295	51515 01-0000-0200-00325	HST RECEIVABLE100%	VPCC WATER TANK RENT	50.05	

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RE/MAX A-B REALTY LTD.	87,295	51515 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC WATER TANK RENT	-	441.51
	87,162	51516 01-7000-4000-40810	STUDIES & SURVEYS	CARRS WLKWY OPINION	203.52	
	87,162	51516 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CARRS WLKWY OPINION	22.48	
	87,162	51516 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CARRS WLKWY OPINION	-	226.00
EMPLOYEE REIMBURSEMENT						
	87,155	51517 01-1000-4000-40630	STAFF TRAINING	HRPA TRAINING+REG MAIL	55.97	
	87,155	51517 01-5000-4000-40240	COURIER CHARGES	HRPA TRAINING+REG MAIL	10.00	
	87,155	51517 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	HRPA TRAINING+REG MAIL	6.18	
	87,155	51517 01-0000-0200-00325	HST RECEIVABLE100%	HRPA TRAINING+REG MAIL	1.30	
	87,155	51517 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HRPA TRAINING+REG MAIL	-	73.45
RIETTA'S DECOR & DESIGN CENTRE						
	87,271	51518 01-5000-6050-41700	BLDG REPAIRS AND MAINT	PARKS PAINT	55.99	
	87,271	51518 01-0000-0200-00325	HST RECEIVABLE100%	PARKS PAINT	7.28	
	87,271	51518 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PARKS PAINT	-	63.27
	87,272	51518 01-5000-6050-41700	BLDG REPAIRS AND MAINT	PARKS PAINT	55.20	
	87,272	51518 01-0000-0200-00325	HST RECEIVABLE100%	PARKS PAINT	7.18	
	87,272	51518 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PARKS PAINT	-	62.38
	87,273	51518 01-5000-6050-41700	BLDG REPAIRS AND MAINT	PARKS PAINT	58.60	
	87,273	51518 01-0000-0200-00325	HST RECEIVABLE100%	PARKS PAINT	7.62	
	87,273	51518 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PARKS PAINT	-	66.22
ROCK SOLID DESIGNS						
	87,284	51519 01-4500-4200-41750	SNOW REMOVAL	FEB PARKING LOT SNOW REMOVAL	6,553.35	
	87,284	51519 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FEB PARKING LOT SNOW REMOVAL	723.85	
	87,284	51519 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FEB PARKING LOT SNOW REMOVAL	-	7,277.20
	87,285	51519 01-6200-4100-41750	LOT SNOW REMOVAL AND SANDING	FEB MUSEUM SNOW REMOVAL	1,140.00	
	87,285	51519 01-0000-0200-00325	HST RECEIVABLE100%	FEB MUSEUM SNOW REMOVAL	148.20	
	87,285	51519 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FEB MUSEUM SNOW REMOVAL	-	1,288.20
	87,286	51519 01-5000-6020-41750	LOT SNOW REMOVAL & SANDING	FEB SNOW REMOVAL	1,225.00	
	87,286	51519 01-5100-4100-41750	LOT SNOW REMOVAL & SANDING	FEB SNOW REMOVAL	2,430.00	
	87,286	51519 01-5000-6040-41750	LOT SNOW REMOVAL & SANDING	FEB SNOW REMOVAL	1,565.00	
	87,286	51519 01-5200-4100-41750	LOT SNOW REMOVAL & SANDING	FEB SNOW REMOVAL	1,170.00	
	87,286	51519 01-0000-0200-00325	HST RECEIVABLE100%	FEB SNOW REMOVAL	159.25	
	87,286	51519 01-0000-0200-00325	HST RECEIVABLE100%	FEB SNOW REMOVAL	315.90	
	87,286	51519 01-0000-0200-00325	HST RECEIVABLE100%	FEB SNOW REMOVAL	203.45	
	87,286	51519 01-0000-0200-00325	HST RECEIVABLE100%	FEB SNOW REMOVAL	152.10	
	87,286	51519 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FEB SNOW REMOVAL	-	7,220.70
	87,308	51519 01-4500-4200-41750	SNOW REMOVAL	MAR SIDEWALK SNOW REMOVAL	3,180.00	

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	87,308	51519 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MAR SIDEWALK SNOW REMOVAL	351.25	
	87,308	51519 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MAR SIDEWALK SNOW REMOVAL	-	3,531.25
	87,312	51519 01-4500-4221-41500	CONTRACTED SERVICES	MAR SIDEWALK SNOW REMOVAL	3,297.03	
	87,312	51519 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MAR SIDEWALK SNOW REMOVAL	364.17	
	87,312	51519 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MAR SIDEWALK SNOW REMOVAL	-	3,661.20
ROGERS (WIRELESS)						
	87,205	51520 01-4000-4000-40220	TELEPHONE	MAR CELLPHONE CHRGS	15.52	
	87,205	51520 01-4000-4000-40220	TELEPHONE	MAR CELLPHONE CHRGS	15.52	
	87,205	51520 01-1300-4000-40220	TELEPHONE EXPENSE	MAR CELLPHONE CHRGS	35.90	
	87,205	51520 01-4500-4000-40220	TELEPHONE	MAR CELLPHONE CHRGS	27.20	
	87,205	51520 01-5000-6020-40220	TELEPHONE	MAR CELLPHONE CHRGS	131.54	
	87,205	51520 01-4000-4000-40220	TELEPHONE	MAR CELLPHONE CHRGS	38.73	
	87,205	51520 01-1002-4000-40220	TELEPHONE	MAR CELLPHONE CHRGS	51.83	
	87,205	51520 01-0100-4000-40220	TELEPHONE	MAR CELLPHONE CHRGS	439.98	
	87,205	51520 01-5200-6090-40220	TELEPHONE	MAR CELLPHONE CHRGS	20.25	
	87,205	51520 01-0900-4000-40220	TELEPHONE	MAR CELLPHONE CHRGS	37.16	
	87,205	51520 01-5100-4100-40220	TELEPHONE	MAR CELLPHONE CHRGS	5.00	
	87,205	51520 01-5200-4100-40220	TELEPHONE	MAR CELLPHONE CHRGS	5.00	
	87,205	51520 01-5000-6050-40220	TELEPHONE	MAR CELLPHONE CHRGS	5.00	
	87,205	51520 01-5000-6050-40220	TELEPHONE	MAR CELLPHONE CHRGS	65.50	
	87,205	51520 01-5000-6020-40220	TELEPHONE	MAR CELLPHONE CHRGS	36.00	
	87,205	51520 01-5000-6050-40220	TELEPHONE	MAR CELLPHONE CHRGS	5.26	
	87,205	51520 01-5000-6050-40220	TELEPHONE	MAR CELLPHONE CHRGS	5.00	
	87,205	51520 01-5000-6050-40220	TELEPHONE	MAR CELLPHONE CHRGS	5.00	
	87,205	51520 01-5000-6050-40220	TELEPHONE	MAR CELLPHONE CHRGS	5.00	
	87,205	51520 01-5000-6050-40220	TELEPHONE	MAR CELLPHONE CHRGS	5.00	
	87,205	51520 01-5000-6050-40220	TELEPHONE	MAR CELLPHONE CHRGS	5.00	
	87,205	51520 01-5000-6050-40220	TELEPHONE	MAR CELLPHONE CHRGS	5.00	
	87,205	51520 01-4500-4150-80000	MATERIALS-WINTER CONTROL, PLOWING, SANDING,	MAR CELLPHONE CHRGS	5.09	
	87,205	51520 01-0100-4000-40220	TELEPHONE	MAR CELLPHONE CHRGS	20.61	
	87,205	51520 01-4500-4000-40220	TELEPHONE	MAR CELLPHONE CHRGS	38.26	
	87,205	51520 01-0100-4000-40220	TELEPHONE	MAR CELLPHONE CHRGS	21.18	
	87,205	51520 01-4500-4150-80000	MATERIALS-WINTER CONTROL, PLOWING, SANDING,	MAR CELLPHONE CHRGS	5.09	
	87,205	51520 01-1002-4000-40220	TELEPHONE	MAR CELLPHONE CHRGS	50.90	
	87,205	51520 01-1000-4000-40220	TELEPHONE	MAR CELLPHONE CHRGS	49.03	
	87,205	51520 01-3000-4000-40220	TELEPHONE	MAR CELLPHONE CHRGS	5.09	
	87,205	51520 01-3000-4000-40220	TELEPHONE	MAR CELLPHONE CHRGS	32.43	
	87,205	51520 01-4000-4000-40220	TELEPHONE	MAR CELLPHONE CHRGS	60.27	

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<u>VENDOR NAME</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
	87,205	51520 01-4000-4000-40220	TELEPHONE	MAR CELLPHONE CHRGS	153.75	
	87,205	51520 01-7000-4000-40220	TELEPHONE	MAR CELLPHONE CHRGS	31.69	
	87,205	51520 01-3400-4000-40310	FAX OPERATIONS	MAR CELLPHONE CHRGS	35.84	
	87,205	51520 01-4000-4000-40220	TELEPHONE	MAR CELLPHONE CHRGS	72.50	
	87,205	51520 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MAR CELLPHONE CHRGS	155.28	
	87,205	51520 01-0000-0200-00325	HST RECEIVABLE100%	MAR CELLPHONE CHRGS	39.46	
	87,205	51520 01-1300-4000-40730	BANK SERVICE CHARGES	MAR CELLPHONE CHRGS	0.24	
	87,205	51520 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MAR CELLPHONE CHRGS	-	1,742.10
EMPLOYEE REIMBURSEMENT						
	87,341	51521 01-5000-6020-40620	MILEAGE	MILEAGE- ARENA STAFF	111.82	
	87,341	51521 01-0000-0200-00325	HST RECEIVABLE100%	MILEAGE- ARENA STAFF	14.54	
	87,341	51521 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE- ARENA STAFF	-	126.36
RUSSELL FOOD EQUIPMENT LTD						
	87,298	51522 01-5200-4100-41530	EQUIP REPAIRS & MAINT	FUSION FRIDGE REPAIR	637.90	
	87,298	51522 01-0000-0200-00325	HST RECEIVABLE100%	FUSION FRIDGE REPAIR	82.93	
	87,298	51522 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION FRIDGE REPAIR	-	720.83
SAFEDESIGN APPAREL LTD						
	87,202	51523 01-3000-4000-41610	FIRE FIGHTING EQUIPMENT	FIREFIGHTERS HELMET+GLOVES	2,045.90	
	87,202	51523 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIREFIGHTERS HELMET+GLOVES	225.98	
	87,202	51523 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIREFIGHTERS HELMET+GLOVES	-	2,271.88
SHARE THE ROAD CYCLING COALITI						
	87,400	51524 10-0000-3574-80000	MATERIALS	BIKE LIGHTS	4,321.49	
	87,400	51524 01-0000-0200-00325	HST RECEIVABLE100%	BIKE LIGHTS	561.79	
	87,400	51524 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BIKE LIGHTS	-	4,883.28
PETTY CASH - VPCC						
	87,143	51525 01-5100-6090-40420	PROGRAM SUPPLIES	VPCC PETTY CASH	178.28	
	87,143	51525 01-5100-4000-40200	OFFICE SUPPLIES	VPCC PETTY CASH	4.58	
	87,143	51525 01-5000-4000-42900	MISCELLANEOUS EXPENSE	VPCC PETTY CASH	38.98	
	87,143	51525 01-0000-0200-00325	HST RECEIVABLE100%	VPCC PETTY CASH	15.65	
	87,143	51525 01-0000-0200-00325	HST RECEIVABLE100%	VPCC PETTY CASH	0.60	
	87,143	51525 01-0000-0200-00325	HST RECEIVABLE100%	VPCC PETTY CASH	5.07	
	87,143	51525 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC PETTY CASH	-	243.16
SHAW DIRECT						
	87,149	51526 01-3000-4000-40300	UTILITIES	FIRE DEPT SATELLITE	116.01	
	87,149	51526 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT SATELLITE	12.81	
	87,149	51526 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT SATELLITE	-	128.82
SHOPPERS DRUG MART						
	87,278	51527 01-5200-6090-40420	PROGRAM SUPPLIES	FUSION PROG SUPPLIES	31.15	

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	87,278	51527 01-0000-0200-00325	HST RECEIVABLE100%	FUSION PROG SUPPLIES	3.45	
	87,278	51527 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION PROG SUPPLIES	-	34.60
SIROSKI DOOR AND HARDWARE						
	87,180	51528 01-5100-4100-41530	EQUIP REPAIRS & MAINT	VPCC FRONT DOOR REPAIR	1,925.50	
	87,180	51528 01-0000-0200-00325	HST RECEIVABLE100%	VPCC FRONT DOOR REPAIR	250.32	
	87,180	51528 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC FRONT DOOR REPAIR	-	2,175.82
THE EAVE DOCTOR						
	87,432	51529 01-6200-4100-41700	BLDG REPAIRS & MAINTENANCE	MUSEUM EAVE REPAIR	302.23	
	87,432	51529 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MUSEUM EAVE REPAIR	33.38	
	87,432	51529 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSEUM EAVE REPAIR	-	335.61
SOAK IT UP INC						
	87,393	51530 01-2000-4015-41540	RENTAL	CARRS WLKWHY MAT RENTAL	18.00	
	87,393	51530 01-0000-0200-00325	HST RECEIVABLE100%	CARRS WLKWHY MAT RENTAL	2.34	
	87,393	51530 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CARRS WLKWHY MAT RENTAL	-	20.34
	87,394	51530 01-2000-4025-41540	RENTAL	TOWN HALL MAT RENTAL	36.12	
	87,394	51530 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TOWN HALL MAT RENTAL	4.00	
	87,394	51530 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOWN HALL MAT RENTAL	-	40.12
	87,395	51530 01-6200-4100-41700	BLDG REPAIRS & MAINTENANCE	MUSEUM MAT RENTAL	25.00	
	87,395	51530 01-0000-0200-00325	HST RECEIVABLE100%	MUSEUM MAT RENTAL	3.25	
	87,395	51530 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSEUM MAT RENTAL	-	28.25
	87,396	51530 01-6200-4100-41700	BLDG REPAIRS & MAINTENANCE	MUSEUM MAT RENTAL	25.00	
	87,396	51530 01-0000-0200-00325	HST RECEIVABLE100%	MUSEUM MAT RENTAL	3.25	
	87,396	51530 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSEUM MAT RENTAL	-	28.25
SOC. OF COMPOSERS,AUTHORS						
	87,158	51531 01-5200-6090-40260	SUBSCRIP AND PUBLICATIONS	FUSION BACKGROUP MUSIC FEES	343.80	
	87,158	51531 01-0000-0200-00325	HST RECEIVABLE100%	FUSION BACKGROUP MUSIC FEES	44.69	
	87,158	51531 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION BACKGROUP MUSIC FEES	-	388.49
	87,159	51531 01-5100-4100-41550	MAINTENANCE CONTRACTS	VPCC MUSIC LICENSES	94.51	
	87,159	51531 01-0000-0200-00325	HST RECEIVABLE100%	VPCC MUSIC LICENSES	12.29	
	87,159	51531 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC MUSIC LICENSES	-	106.80
	87,160	51531 01-5000-6020-41550	MAINTENANCE CONTRACTS	ARENA MUSIC LICENSE	111.92	
	87,160	51531 01-0000-0200-00325	HST RECEIVABLE100%	ARENA MUSIC LICENSE	14.55	
	87,160	51531 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ARENA MUSIC LICENSE	-	126.47
	87,161	51531 01-5100-4100-41550	MAINTENANCE CONTRACTS	VPCC MUSIC LICENSES	150.00	
	87,161	51531 01-0000-0200-00325	HST RECEIVABLE100%	VPCC MUSIC LICENSES	19.50	
	87,161	51531 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC MUSIC LICENSES	-	169.50
SPECTRUM COMMUNICATIONS LTD.						
	87,350	51532 01-5200-6090-41530	EQUIP REPAIRS & MAINT	ANTENNA FOR FUSION RADIO	86.48	

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	87,350	51532 01-0000-0200-00325	HST RECEIVABLE100%	ANTENNA FOR FUSION RADIO	11.24	
	87,350	51532 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ANTENNA FOR FUSION RADIO	-	97.72
STAPLES ADVANTAGE						
	87,175	51533 01-5100-4000-40200	OFFICE SUPPLIES	VPCC OFFICE SUPPLIES	56.81	
	87,175	51533 01-0000-0200-00325	HST RECEIVABLE100%	VPCC OFFICE SUPPLIES	7.38	
	87,175	51533 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC OFFICE SUPPLIES	-	64.19
	87,176	51533 01-5100-4000-40200	OFFICE SUPPLIES	VPCC OFFICE SUPPLIES	79.09	
	87,176	51533 01-0000-0200-00325	HST RECEIVABLE100%	VPCC OFFICE SUPPLIES	10.28	
	87,176	51533 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC OFFICE SUPPLIES	-	89.37
	87,177	51533 01-5100-4000-40200	OFFICE SUPPLIES	VPCC OFFICE SUPPLIES	28.44	
	87,177	51533 01-0000-0200-00325	HST RECEIVABLE100%	VPCC OFFICE SUPPLIES	3.70	
	87,177	51533 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC OFFICE SUPPLIES	-	32.14
	87,358	51533 01-5100-4000-40200	OFFICE SUPPLIES	OFFICE SUPPLIES	106.02	
	87,358	51533 01-0000-0200-00325	HST RECEIVABLE100%	OFFICE SUPPLIES	13.78	
	87,358	51533 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OFFICE SUPPLIES	-	119.80
	87,359	51533 01-5100-4000-40200	OFFICE SUPPLIES	OFFICE SUPPLIES	380.78	
	87,359	51533 01-0000-0200-00325	HST RECEIVABLE100%	OFFICE SUPPLIES	49.50	
	87,359	51533 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OFFICE SUPPLIES	-	430.28
SUN LIFE OF CANADA						
	87,247	51534 01-0000-2100-00716	HEALTH CARE PAYABLE	APRIL PREMIUM	53,143.92	
	87,247	51534 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	APRIL PREMIUM	-	53,143.92
POSTMEDIA NETWORK INC.						
	87,302	51535 10-0000-3272-80000	MATERIALS	OXFORD REVIEW ADS	398.39	
	87,302	51535 40-8000-6900-41000	ADVERTISING	OXFORD REVIEW ADS	406.02	
	87,302	51535 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OXFORD REVIEW ADS	44.01	
	87,302	51535 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OXFORD REVIEW ADS	44.85	
	87,302	51535 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OXFORD REVIEW ADS	-	893.27
TABOR BROS & SONS LTD ***						
	87,335	51536 01-5000-6050-41740	LAND MAINTENANCE & IMPROVEMENTS	GARNETT ELLIOTT PK NETTING	5,420.00	
	87,335	51536 01-0000-0200-00325	HST RECEIVABLE100%	GARNETT ELLIOTT PK NETTING	704.60	
	87,335	51536 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GARNETT ELLIOTT PK NETTING	-	6,124.60
TETRA-CHEM INDUSTRIES LTD.						
	87,386	51537 01-4500-4100-40210	JANITORIAL SUPPLIES	DE-GREASER	159.56	
	87,386	51537 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	DE-GREASER	17.62	
	87,386	51537 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DE-GREASER	-	177.18
THAMESFORD PIZZA						
	87,280	51538 01-5200-6090-40420	PROGRAM SUPPLIES	FUSION EVENT PIZZA	47.62	
	87,280	51538 01-0000-0200-00325	HST RECEIVABLE100%	FUSION EVENT PIZZA	2.38	

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	87,280	51538 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION EVENT PIZZA	-	50.00
	87,281	51538 01-5200-6090-40420	PROGRAM SUPPLIES	FUSION EVENT PIZZA	47.62	
	87,281	51538 01-0000-0200-00325	HST RECEIVABLE100%	FUSION EVENT PIZZA	2.38	
	87,281	51538 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION EVENT PIZZA	-	50.00
TIERCEL TECHNOLOGY CORP						
	87,157	51539 40-8000-6900-40810	STUDIES & SURVEYS	PICNIC TABLES	2,772.96	
	87,157	51539 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PICNIC TABLES	306.29	
	87,157	51539 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PICNIC TABLES	-	3,079.25
EMPLOYEE REIMBURSEMENT						
	87,163	51540 01-7000-4000-40620	MILEAGE	MILEAGE-ECON DEVEL	571.38	
	87,163	51540 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-ECON DEVEL	63.12	
	87,163	51540 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-ECON DEVEL	-	634.50
	87,164	51540 01-0900-4000-41020	PROMOTION & MEALS	ORGA CONF HOTEL+MILEAGE	889.89	
	87,164	51540 01-7000-4000-40620	MILEAGE	ORGA CONF HOTEL+MILEAGE	184.79	
	87,164	51540 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ORGA CONF HOTEL+MILEAGE	98.28	
	87,164	51540 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ORGA CONF HOTEL+MILEAGE	20.41	
	87,164	51540 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ORGA CONF HOTEL+MILEAGE	-	1,193.37
	87,167	51540 01-7000-4000-41300	TRADE SHOWS	ASIAN TRIP TRAVEL EXP	194.65	
	87,167	51540 01-7000-4000-40620	MILEAGE	ASIAN TRIP TRAVEL EXP	57.38	
	87,167	51540 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ASIAN TRIP TRAVEL EXP	6.34	
	87,167	51540 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ASIAN TRIP TRAVEL EXP	-	258.37
	87,168	51540 01-7000-4000-41300	TRADE SHOWS	ASIAN TRIP TRAVEL EXP	1,581.60	
	87,168	51540 01-7000-4000-40620	MILEAGE	ASIAN TRIP TRAVEL EXP	92.40	
	87,168	51540 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ASIAN TRIP TRAVEL EXP	10.20	
	87,168	51540 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ASIAN TRIP TRAVEL EXP	-	1,684.20
	87,169	51540 01-7000-4000-40620	MILEAGE	MILEAGE-ECON DEVEL	81.69	
	87,169	51540 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-ECON DEVEL	9.03	
	87,169	51540 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-ECON DEVEL	-	90.72
TOROMONT INDUSTRIES LTD						
	87,328	51541 01-4500-4230-46392	939200 2012 BACKHOE LOADER	LOADER PARTS	120.52	
	87,328	51541 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	LOADER PARTS	13.32	
	87,328	51541 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LOADER PARTS	-	133.84
TREMBLETT'S YOUR INDEPENDENT G						
	87,252	51542 01-5200-6090-40420	PROGRAM SUPPLIES	FUSION NUTRITION PROG SUPPLIES	36.72	
	87,252	51542 01-0000-0200-00325	HST RECEIVABLE100%	FUSION NUTRITION PROG SUPPLIES	0.01	
	87,252	51542 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION NUTRITION PROG SUPPLIES	-	36.73
	87,253	51542 01-5200-6090-40420	PROGRAM SUPPLIES	FUSION PROG SUPPLIES	60.19	
	87,253	51542 01-0000-0200-00325	HST RECEIVABLE100%	FUSION PROG SUPPLIES	0.01	

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	87,253	51542 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION PROG SUPPLIES	-	60.20
	87,254	51542 01-5200-6090-40420	PROGRAM SUPPLIES	FUSION PROG SUPPLIES	46.12	
	87,254	51542 01-0000-0200-00325	HST RECEIVABLE100%	FUSION PROG SUPPLIES	0.01	
	87,254	51542 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION PROG SUPPLIES	-	46.13
	87,255	51542 01-5200-6090-40420	PROGRAM SUPPLIES	FUSION PROG SUPPLIES	7.59	
	87,255	51542 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION PROG SUPPLIES	-	7.59
	87,256	51542 01-5100-6060-40420	PROGRAM SUPPLIES	VPCC BIRTHDAY CHIPS	11.94	
	87,256	51542 01-0000-0200-00325	HST RECEIVABLE100%	VPCC BIRTHDAY CHIPS	1.55	
	87,256	51542 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC BIRTHDAY CHIPS	-	13.49
TYCO INTEGRATED FIRE & SECURIT						
	87,389	51543 01-4500-4100-41550	MAINTENANCE CONTRACTS	PW FIRE ALARM APR'18-MAR'19	775.15	
	87,389	51543 01-0000-0400-00280	PREPAID EXPENSES	PW FIRE ALARM APR'18-MAR'19	258.39	
	87,389	51543 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PW FIRE ALARM APR'18-MAR'19	84.46	
	87,389	51543 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PW FIRE ALARM APR'18-MAR'19	28.15	
	87,389	51543 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PW FIRE ALARM APR'18-MAR'19	-	1,146.15
EMPLOYEE REIMBURSEMENT						
	87,305	51544 01-3400-4000-40620	MILEAGE	MILEAGE-BLDG INSPECT	237.30	
	87,305	51544 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-BLDG INSPECT	26.22	
	87,305	51544 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-BLDG INSPECT	-	263.52
WASTE CONNECTIONS OF CANADA						
	87,203	51545 01-3000-4100-41550	MAINTENANCE CONTRACTS	FIRE DEPT GARBAGE SERVICES	209.32	
	87,203	51545 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT GARBAGE SERVICES	23.12	
	87,203	51545 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT GARBAGE SERVICES	-	232.44
	87,279	51545 01-5000-6020-41550	MAINTENANCE CONTRACTS	MAR GARBAGE SERVICES	284.30	
	87,279	51545 01-5100-4100-41550	MAINTENANCE CONTRACTS	MAR GARBAGE SERVICES	278.30	
	87,279	51545 01-5000-6050-41550	MAINTENANCE CONTRACTS	MAR GARBAGE SERVICES	278.30	
	87,279	51545 01-5200-4100-41550	MAINTENANCE CONTRACTS	MAR GARBAGE SERVICES	278.30	
	87,279	51545 01-5000-6040-41550	MAINTENANCE CONTRACTS	MAR GARBAGE SERVICES	278.30	
	87,279	51545 01-0000-0200-00325	HST RECEIVABLE100%	MAR GARBAGE SERVICES	36.96	
	87,279	51545 01-0000-0200-00325	HST RECEIVABLE100%	MAR GARBAGE SERVICES	36.18	
	87,279	51545 01-0000-0200-00325	HST RECEIVABLE100%	MAR GARBAGE SERVICES	36.18	
	87,279	51545 01-0000-0200-00325	HST RECEIVABLE100%	MAR GARBAGE SERVICES	36.18	
	87,279	51545 01-0000-0200-00325	HST RECEIVABLE100%	MAR GARBAGE SERVICES	36.18	
	87,279	51545 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MAR GARBAGE SERVICES	-	1,579.18
JOE WEBB HOME IMPROVEMENT LTD						
	87,406	51546 01-2000-4025-41700	BLDG REPAIRS & MAINT	TOWN HALL 2ND FLOOR CEILING	1,882.56	
	87,406	51546 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TOWN HALL 2ND FLOOR CEILING	207.94	
	87,406	51546 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOWN HALL 2ND FLOOR CEILING	-	2,090.50

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PSB REIMBURSEMENT						
	87,361	51547 01-3230-4000-41520	COMMUNICATION	FEB INTERNET	55.92	
	87,361	51547 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FEB INTERNET	6.17	
	87,361	51547 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FEB INTERNET	-	62.09
	87,362	51547 01-3230-4000-41520	COMMUNICATION	MAR INTERNET	55.92	
	87,362	51547 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MAR INTERNET	6.17	
	87,362	51547 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MAR INTERNET	-	62.09
WOODSTOCK & AREA SMALL BUSINES						
	87,201	51548 01-7000-4000-41000	ADVERTISING	BRIDGE TO BUS SPONSORSHIP	500.00	
	87,201	51548 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BRIDGE TO BUS SPONSORSHIP	-	500.00
WORKPLACE SAFETY & INS. BOARD						
	87,209	51549 01-0000-2100-00708	WSIB PAYABLE	MARCH PREMIUM 2018	11,794.61	
	87,209	51549 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MARCH PREMIUM 2018	-	11,794.61
XEROX CANADA LTD.						
	87,337	51550 01-5200-6090-40250	PHOTOCOPIER	FUSION COPIES OCT'17-JAN'18	25.83	
	87,337	51550 01-0000-0200-00325	HST RECEIVABLE100%	FUSION COPIES OCT'17-JAN'18	3.36	
	87,337	51550 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION COPIES OCT'17-JAN'18	-	29.19
	87,410	51550 01-3000-4000-40250	PHOTOCOPIER	PHOTOCOPY LEASE	241.17	
	87,410	51550 01-4000-4000-40250	PHOTOCOPIER	PHOTOCOPY LEASE	69.94	
	87,410	51550 01-3400-4000-40250	PHOTOCOPIER	PHOTOCOPY LEASE	91.64	
	87,410	51550 01-4500-4000-40250	PHOTOCOPIER	PHOTOCOPY LEASE	79.59	
	87,410	51550 01-6200-4000-40250	PHOTOCOPIER	PHOTOCOPY LEASE	66.00	
	87,410	51550 01-5000-6020-40250	PHOTOCOPIER	PHOTOCOPY LEASE	66.00	
	87,410	51550 01-5200-6170-40250	PHOTOCOPIER	PHOTOCOPY LEASE	66.00	
	87,410	51550 01-5100-4000-40250	PHOTOCOPIER	PHOTOCOPY LEASE	66.00	
	87,410	51550 01-4500-4000-40250	PHOTOCOPIER	PHOTOCOPY LEASE	67.16	
	87,410	51550 01-5200-6090-40250	PHOTOCOPIER	PHOTOCOPY LEASE	450.00	
	87,410	51550 01-5100-4000-40250	PHOTOCOPIER	PHOTOCOPY LEASE	411.00	
	87,410	51550 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PHOTOCOPY LEASE	26.64	
	87,410	51550 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PHOTOCOPY LEASE	7.72	
	87,410	51550 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PHOTOCOPY LEASE	10.13	
	87,410	51550 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PHOTOCOPY LEASE	8.79	
	87,410	51550 01-0000-0200-00325	HST RECEIVABLE100%	PHOTOCOPY LEASE	8.58	
	87,410	51550 01-0000-0200-00325	HST RECEIVABLE100%	PHOTOCOPY LEASE	8.58	
	87,410	51550 01-0000-0200-00325	HST RECEIVABLE100%	PHOTOCOPY LEASE	8.58	
	87,410	51550 01-0000-0200-00325	HST RECEIVABLE100%	PHOTOCOPY LEASE	8.58	
	87,410	51550 01-0000-0200-00325	HST RECEIVABLE100%	PHOTOCOPY LEASE	8.58	
	87,410	51550 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PHOTOCOPY LEASE	7.42	
	87,410	51550 01-0000-0200-00325	HST RECEIVABLE100%	PHOTOCOPY LEASE	58.50	

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	87,410	51550 01-0000-0200-00325	HST RECEIVABLE100%	PHOTOCOPY LEASE	53.43	
	87,410	51550 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PHOTOCOPY LEASE	-	1,881.45
TOWN RESIDENT						
	87,434	51551 01-0000-0090-99910	TAXES - CLEARING	RETURN TX PAYMENT- TAX SALE	25,000.00	
	87,434	51551 01-0000-0100-00100	BANK	RETURN TX PAYMENT- TAX SALE	-	25,000.00
MINISTER OF FINANCE - EHT ***						
	87,435	51552 01-0000-2100-00720	EMPLOYER HEALTH TAX (13135)	MARCH PREMIUM	7,250.91	
	87,435	51552 01-0000-0100-00100	BANK	MARCH PREMIUM	-	7,250.91
ACAPULCO ***						
	87,524	51553 01-5100-4100-41710	CHEMICALS	VPCC POOL CHEMICALS	752.98	
	87,524	51553 01-0000-0200-00325	HST RECEIVABLE100%	VPCC POOL CHEMICALS	97.89	
	87,524	51553 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC POOL CHEMICALS	-	850.87
AIR LIQUIDE						
	87,586	51554 01-4500-4230-46431	VEHICLE MAINTENANCE	COMPRESSED GAS	33.74	
	87,586	51554 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	COMPRESSED GAS	3.73	
	87,586	51554 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COMPRESSED GAS	-	37.47
	87,587	51554 01-4500-4230-46431	VEHICLE MAINTENANCE	COMPRESSED GAS	60.24	
	87,587	51554 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	COMPRESSED GAS	6.66	
	87,587	51554 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COMPRESSED GAS	-	66.90
AKIRA STUDIO LTD						
	87,509	51555 01-1002-4000-41550	MAINTENANCE CONTRACTS	INGERSOLL.CA Q2 MAINT.	305.28	
	87,509	51555 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	INGERSOLL.CA Q2 MAINT.	33.72	
	87,509	51555 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	INGERSOLL.CA Q2 MAINT.	-	339.00
ALEXANDRA HOSPITAL FOUNDATION						
	87,572	51556 01-0100-4000-41020	PROMOTION & MEALS	PUTTIN ON RITS TICKET X2	200.00	
	87,572	51556 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PUTTIN ON RITS TICKET X2	-	200.00
ANDERSON APPLIANCES ***						
	87,529	51557 01-5000-6020-41530	EQUIPMENT REPAIRS & MAINTENANCE	USED FRIDGE	349.00	
	87,529	51557 01-0000-0200-00325	HST RECEIVABLE100%	USED FRIDGE	45.37	
	87,529	51557 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	USED FRIDGE	-	394.37
	87,559	51557 01-3000-4000-42900	MISCELLANEOUS EXPENSE	FIRE DEPT FURNITURES	2,329.28	
	87,559	51557 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT FURNITURES	257.28	
	87,559	51557 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT FURNITURES	-	2,586.56
ART BLAKE REGRIGERATION LTD						
	87,528	51558 01-5200-4100-41530	EQUIP REPAIRS & MAINT	FUSION BOILER REPAIR	312.50	
	87,528	51558 01-0000-0200-00325	HST RECEIVABLE100%	FUSION BOILER REPAIR	40.63	
	87,528	51558 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION BOILER REPAIR	-	353.13
JAMES BAIN PLUMBING						

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	87,485	51559 01-3200-4100-41700	BLDG REPAIRS & MAINTENANCE	OPP STN CELL TOILET REPAIR	1,764.65	
	87,485	51559 01-0000-0200-00325	HST RECEIVABLE100%	OPP STN CELL TOILET REPAIR	229.40	
	87,485	51559 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OPP STN CELL TOILET REPAIR	-	1,994.05
BATTLEFIELD EQUIPMENT RENTALS						
	87,574	51560 01-4500-4130-80000	MATERIALS-HARDTOP MAINT, PATCHING & SPRAYIN	EQUIP RENTAL	1,225.94	
	87,574	51560 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	EQUIP RENTAL	135.42	
	87,574	51560 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	EQUIP RENTAL	-	1,361.36
BELL CANADA ***						
	87,437	51561 01-1000-4000-40220	TELEPHONE	APR PHONE CHRGS	733.00	
	87,437	51561 01-2000-4025-40220	TELEPHONE	APR PHONE CHRGS	141.54	
	87,437	51561 01-1001-4000-40220	TELEPHONE	APR PHONE CHRGS	74.91	
	87,437	51561 01-1002-4000-40220	TELEPHONE	APR PHONE CHRGS	212.20	
	87,437	51561 01-3000-4000-40220	TELEPHONE	APR PHONE CHRGS	248.12	
	87,437	51561 01-4500-4100-40220	TELEPHONE	APR PHONE CHRGS	234.69	
	87,437	51561 01-5000-6020-40220	TELEPHONE	APR PHONE CHRGS	203.18	
	87,437	51561 01-5000-6050-40220	TELEPHONE	APR PHONE CHRGS	70.13	
	87,437	51561 01-5100-4000-40220	TELEPHONE	APR PHONE CHRGS	762.89	
	87,437	51561 01-5100-4000-40220	TELEPHONE	APR PHONE CHRGS	238.74	
	87,437	51561 01-5200-6090-40220	TELEPHONE	APR PHONE CHRGS	496.85	
	87,437	51561 01-6200-4000-40220	TELEPHONE	APR PHONE CHRGS	55.81	
	87,437	51561 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	APR PHONE CHRGS	181.69	
	87,437	51561 01-0000-0200-00325	HST RECEIVABLE100%	APR PHONE CHRGS	235.39	
	87,437	51561 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	APR PHONE CHRGS	-	3,889.14
BENEDICT RAITHEY						
	87,497	51562 01-7000-4000-40810	STUDIES & SURVEYS	CLARK RD SURVEY	7,612.36	
	87,497	51562 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CLARK RD SURVEY	840.83	
	87,497	51562 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CLARK RD SURVEY	-	8,453.19
	87,498	51562 01-7000-4000-40810	STUDIES & SURVEYS	CLARK RD SURVEY	5,527.61	
	87,498	51562 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CLARK RD SURVEY	610.55	
	87,498	51562 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CLARK RD SURVEY	-	6,138.16
CONTRACTED CLEANER						
	87,453	51563 01-2000-4015-41550	MAINTENANCE CONTRACTS	APR CARRS WLKWKY CLEANING	600.00	
	87,453	51563 01-0000-0200-00325	HST RECEIVABLE100%	APR CARRS WLKWKY CLEANING	78.00	
	87,453	51563 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	APR CARRS WLKWKY CLEANING	-	678.00
	87,454	51563 01-2000-4025-41550	MAINTENANCE CONTRACTS	MARCH LIBRARY CLEANING	1,577.28	
	87,454	51563 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MARCH LIBRARY CLEANING	174.22	
	87,454	51563 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MARCH LIBRARY CLEANING	-	1,751.50
EMPLOYEE REIMBURSEMENT						

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	87,514	51564 01-5100-6060-40620	MILEAGE	MILEAGE-VPCC STAFF	55.05	
	87,514	51564 01-0000-0200-00325	HST RECEIVABLE100%	MILEAGE-VPCC STAFF	7.16	
	87,514	51564 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-VPCC STAFF	-	62.21
R.J.BURNSIDE & ASSOCIATES						
	87,469	51565 10-0000-3272-80000	MATERIALS	VICTORIA ST CULVERT	16,474.95	
	87,469	51565 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VICTORIA ST CULVERT	1,819.75	
	87,469	51565 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VICTORIA ST CULVERT	-	18,294.70
CAMPBELL STRATEGIES						
	87,511	51566 01-0900-4000-40710	LEGAL FEES	APRIL RETAINER	14,246.41	
	87,511	51566 01-0900-4000-40710	LEGAL FEES	APRIL RETAINER	1,417.01	
	87,511	51566 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	APRIL RETAINER	1,573.59	
	87,511	51566 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	APRIL RETAINER	-	17,237.01
CANADA'S FINEST COFFEE						
	87,439	51567 01-0100-4000-41020	PROMOTION & MEALS	COFFEE SUPPLIES	65.30	
	87,439	51567 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	COFFEE SUPPLIES	1.91	
	87,439	51567 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COFFEE SUPPLIES	-	67.21
	87,443	51567 01-0100-4000-41020	PROMOTION & MEALS	COFFEE SUPPLIES	64.00	
	87,443	51567 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COFFEE SUPPLIES	-	64.00
CANSEL - TORONTO*****						
	87,470	51568 01-4000-4000-40220	TELEPHONE	GPS UNIT	284.93	
	87,470	51568 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GPS UNIT	31.47	
	87,470	51568 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GPS UNIT	-	316.40
	87,471	51568 01-4000-4000-41010	GRAPHICS & PRINTING	PLOTTER PAPER ROLLS	166.99	
	87,471	51568 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PLOTTER PAPER ROLLS	18.44	
	87,471	51568 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PLOTTER PAPER ROLLS	-	185.43
CARRIER TRUCK CENTERS						
	87,571	51569 01-4500-4230-46383	938300 T3-17 INTERNATIONAL TRUCK	TRUCK#3 REPAIRS	573.42	
	87,571	51569 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TRUCK#3 REPAIRS	63.34	
	87,571	51569 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRUCK#3 REPAIRS	-	636.76
	87,588	51569 01-4500-4230-46388	938800 T8-18 INTERNATIONAL TRUCK	SEALS	171.16	
	87,588	51569 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SEALS	18.91	
	87,588	51569 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SEALS	-	190.07
COLEMAN EQUIPMENT INC.						
	87,570	51570 01-4500-4230-46394	939400 NEW HOLLAND TRACTOR	TRACTOR PARTS	544.42	
	87,570	51570 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TRACTOR PARTS	60.13	
	87,570	51570 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRACTOR PARTS	-	604.55
MAYOR REIMBURSEMENT						
	87,595	51571 01-0100-4000-40620	MILEAGE	MILEAGE-MAYOR	166.31	

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	87,595	51571 01-0100-4000-40620	MILEAGE	MILEAGE-MAYOR	96.77	
	87,595	51571 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-MAYOR	18.37	
	87,595	51571 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-MAYOR	10.69	
	87,595	51571 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-MAYOR	-	292.14
COMMISSIONAIRES						
	87,479	51572 01-1000-4240-41505	PARKING ENFORCEMENT CONTRACT	PARKING ENFORCE 2/11-2/24	939.78	
	87,479	51572 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PARKING ENFORCE 2/11-2/24	103.81	
	87,479	51572 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PARKING ENFORCE 2/11-2/24	-	1,043.59
	87,481	51572 01-1000-4240-41505	PARKING ENFORCEMENT CONTRACT	PARKING ENFORCE 3/25-3/31	508.59	
	87,481	51572 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PARKING ENFORCE 3/25-3/31	56.17	
	87,481	51572 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PARKING ENFORCE 3/25-3/31	-	564.76
	87,482	51572 01-1000-4240-41505	PARKING ENFORCEMENT CONTRACT	PARKING ENFORCE 3/11-3/24	1,006.12	
	87,482	51572 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PARKING ENFORCE 3/11-3/24	111.13	
	87,482	51572 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PARKING ENFORCE 3/11-3/24	-	1,117.25
FRANK COWAN COMPANY LTD						
	87,503	51573 01-1300-4000-40283	INS DEDUCTIBLE-ADJUSTOR FEES	P1810033 INS DEDUCT	1,490.50	
	87,503	51573 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	P1810033 INS DEDUCT	-	1,490.50
CULLIGAN						
	87,445	51574 01-0100-4000-41020	PROMOTION & MEALS	WATER ON COOLER	103.49	
	87,445	51574 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	WATER ON COOLER	0.29	
	87,445	51574 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WATER ON COOLER	-	103.78
EMPLOYEE REIMBURSEMENT						
	87,556	51575 01-4500-4000-40290	UNIFORMS & CLOTHING	PW CLOTHING ALLOWANCE	279.80	
	87,556	51575 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PW CLOTHING ALLOWANCE	30.91	
	87,556	51575 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PW CLOTHING ALLOWANCE	-	310.71
DARCH FIRE						
	87,478	51576 01-3000-4000-41610	FIRE FIGHTING EQUIPMENT	THERMAL CAM KITS	3,740.70	
	87,478	51576 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	THERMAL CAM KITS	413.18	
	87,478	51576 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	THERMAL CAM KITS	-	4,153.88
DIRECTOR OF FAMILY RESPONSIBIL						
	87,449	51577 01-0000-2100-00718	FAMILY SERVICES	FAMILY SUPPORT CASE 1005697	1,994.00	
	87,449	51577 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FAMILY SUPPORT CASE 1005697	-	1,994.00
EMPLOYEE REIMBURSEMENT						
	87,517	51578 01-5100-6070-40620	MILEAGE	MILEAGE-VPCC STAFF	10.22	
	87,517	51578 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-VPCC STAFF	1.12	
	87,517	51578 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-VPCC STAFF	-	11.34
	87,518	51578 01-5100-6070-40620	MILEAGE	MILEAGE-VPCC STAFF	10.22	
	87,518	51578 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-VPCC STAFF	1.12	

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	87,518	51578 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-VPCC STAFF	-	11.34
EASY WAY CLEANING PRODUCTS LIM						
	87,543	51579 01-5000-6020-40210	JANITORIAL SUPPLIES	ARENA JANITORIAL SUPPLIES	370.55	
	87,543	51579 01-0000-0200-00325	HST RECEIVABLE100%	ARENA JANITORIAL SUPPLIES	48.17	
	87,543	51579 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ARENA JANITORIAL SUPPLIES	-	418.72
	87,544	51579 01-5100-4100-40210	JANITORIAL SUPPLIES	VPCC JANITORIAL SUPPLIES	8.51	
	87,544	51579 01-0000-0200-00325	HST RECEIVABLE100%	VPCC JANITORIAL SUPPLIES	1.11	
	87,544	51579 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC JANITORIAL SUPPLIES	-	9.62
EDPRO ENERGY GROUP INC ***						
	87,534	51580 01-5000-6020-41590	EQUIPMENT FUEL	PROPANE	77.04	
	87,534	51580 01-0000-0200-00325	HST RECEIVABLE100%	PROPANE	10.02	
	87,534	51580 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PROPANE	-	87.06
	87,535	51580 01-5000-6020-41590	EQUIPMENT FUEL	PROPANE	101.76	
	87,535	51580 01-0000-0200-00325	HST RECEIVABLE100%	PROPANE	13.23	
	87,535	51580 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PROPANE	-	114.99
	87,536	51580 01-5000-6020-41590	EQUIPMENT FUEL	PROPANE	77.40	
	87,536	51580 01-0000-0200-00325	HST RECEIVABLE100%	PROPANE	10.06	
	87,536	51580 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PROPANE	-	87.46
	87,537	51580 01-5000-6020-41590	EQUIPMENT FUEL	PROPANE	76.41	
	87,537	51580 01-0000-0200-00325	HST RECEIVABLE100%	PROPANE	9.93	
	87,537	51580 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PROPANE	-	86.34
	87,538	51580 01-5000-6020-41590	EQUIPMENT FUEL	PROPANE	101.88	
	87,538	51580 01-0000-0200-00325	HST RECEIVABLE100%	PROPANE	13.24	
	87,538	51580 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PROPANE	-	115.12
	87,539	51580 01-5000-6020-41590	EQUIPMENT FUEL	PROPANE	71.16	
	87,539	51580 01-0000-0200-00325	HST RECEIVABLE100%	PROPANE	9.25	
	87,539	51580 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PROPANE	-	80.41
	87,540	51580 01-5000-6020-41590	EQUIPMENT FUEL	PROPANE	65.40	
	87,540	51580 01-0000-0200-00325	HST RECEIVABLE100%	PROPANE	8.50	
	87,540	51580 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PROPANE	-	73.90
	87,541	51580 01-5000-6020-41590	EQUIPMENT FUEL	PROPANE	88.40	
	87,541	51580 01-0000-0200-00325	HST RECEIVABLE100%	PROPANE	11.49	
	87,541	51580 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PROPANE	-	99.89
	87,542	51580 01-5000-6020-41590	EQUIPMENT FUEL	PROPANE	44.60	
	87,542	51580 01-0000-0200-00325	HST RECEIVABLE100%	PROPANE	5.80	
	87,542	51580 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PROPANE	-	50.40
EMPLOYEE REIMBURSEMENT						
	87,455	51581 01-4000-4000-40290	UNIFORMS & CLOTHING	ENG CLOTHING ALLOWANCE	84.14	

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	87,455	51581 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ENG CLOTHING ALLOWANCE	-	84.14
ERIE THAMES POWERLINES CORP						
	87,473	51582 10-0000-3574-80000	MATERIALS	INGERSOLL ST S HYDRO POLE RELO	11,674.46	
	87,473	51582 01-0000-0200-00325	HST RECEIVABLE100%	INGERSOLL ST S HYDRO POLE RELO	1,517.68	
	87,473	51582 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	INGERSOLL ST S HYDRO POLE RELO	-	13,192.14
ERTH HOLDINGS INC.						
	87,474	51583 01-4000-4400-41530	EQUIPMENT REPAIRS & MAINT	MAR STREET LIGHT MAINT	665.28	
	87,474	51583 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MAR STREET LIGHT MAINT	73.48	
	87,474	51583 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MAR STREET LIGHT MAINT	-	738.76
	87,553	51583 01-4000-4400-41530	EQUIPMENT REPAIRS & MAINT	NTL WEST ST LIT ARM REPLACE	864.96	
	87,553	51583 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	NTL WEST ST LIT ARM REPLACE	95.54	
	87,553	51583 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	NTL WEST ST LIT ARM REPLACE	-	960.50
FASTENAL CANADA ***						
	87,548	51584 01-5000-6050-41700	BLDG REPAIRS AND MAINT	PICNIC TABLE BOLTS	5.78	
	87,548	51584 01-0000-0200-00325	HST RECEIVABLE100%	PICNIC TABLE BOLTS	0.75	
	87,548	51584 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PICNIC TABLE BOLTS	-	6.53
	87,590	51584 01-4500-4150-80000	MATERIALS-WINTER CONTROL, PLOWING, SANDING,	SCREWS	19.57	
	87,590	51584 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SCREWS	2.16	
	87,590	51584 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SCREWS	-	21.73
FIREFIGHTER SERVICES OF ONTARI						
	87,486	51585 01-3000-4000-40630	STAFF TRAINING	FIREFIGHTER PHYSICAL TEST	513.30	
	87,486	51585 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIREFIGHTER PHYSICAL TEST	56.70	
	87,486	51585 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIREFIGHTER PHYSICAL TEST	-	570.00
FIRESERVICE MANAGEMENT LTD						
	87,506	51586 01-3000-4000-41530	EQUIP REPAIRS & MAINTENANCE	FIRE DEPT TORN OUT GEAR REPAIR	115.29	
	87,506	51586 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT TORN OUT GEAR REPAIR	12.74	
	87,506	51586 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT TORN OUT GEAR REPAIR	-	128.03
GENCARE SERVICES LIMITED						
	87,458	51587 01-2000-4030-41535	GENERATOR MAINTENANCE	2018 ANNUAL INSPECTION	534.24	
	87,458	51587 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	2018 ANNUAL INSPECTION	59.01	
	87,458	51587 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	2018 ANNUAL INSPECTION	-	593.25
	87,563	51587 01-3000-4000-41550	MAINTENANCE CONTRACTS	FIRE DEPT GEN SYS ANNUAL INSPE	488.45	
	87,563	51587 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT GEN SYS ANNUAL INSPE	53.95	
	87,563	51587 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT GEN SYS ANNUAL INSPE	-	542.40
EMPLOYEE REIMBURSEMENT						
	87,555	51588 01-4500-4000-40290	UNIFORMS & CLOTHING	PW CLOTHING ALLOWANCE	331.60	
	87,555	51588 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PW CLOTHING ALLOWANCE	36.63	
	87,555	51588 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PW CLOTHING ALLOWANCE	-	368.23

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GRA - HAM ENERGY						
	87,493	51589 01-3000-4000-41470	VEHICLE FUEL	FIRE DEPT VEHICLE FUEL	66.09	
	87,493	51589 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT VEHICLE FUEL	7.30	
	87,493	51589 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT VEHICLE FUEL	-	73.39
	87,494	51589 01-3000-4000-41470	VEHICLE FUEL	FIRE DEPT VEHICLE FUEL	243.53	
	87,494	51589 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT VEHICLE FUEL	26.90	
	87,494	51589 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT VEHICLE FUEL	-	270.43
	87,545	51589 01-5000-6050-41470	VEHICLE FUEL	PARKS FUEL	94.81	
	87,545	51589 01-0000-0200-00325	HST RECEIVABLE100%	PARKS FUEL	12.33	
	87,545	51589 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PARKS FUEL	-	107.14
	87,575	51589 01-4500-4230-41440	DIESEL FUEL CLR - LIC VEH	CLEAR DIESEL	1,859.28	
	87,575	51589 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CLEAR DIESEL	205.37	
	87,575	51589 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CLEAR DIESEL	-	2,064.65
	87,576	51589 01-4500-4230-41420	FUEL- GASOLINE	REGULAR GAS	964.73	
	87,576	51589 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REGULAR GAS	106.56	
	87,576	51589 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REGULAR GAS	-	1,071.29
	87,577	51589 01-4500-4230-41460	DIESEL FUEL CLRED - UNLIC VEH	COLORED DIESEL	657.31	
	87,577	51589 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	COLORED DIESEL	72.60	
	87,577	51589 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COLORED DIESEL	-	729.91
	87,581	51589 01-4500-4230-41440	DIESEL FUEL CLR - LIC VEH	CLEAR DIESEL	565.61	
	87,581	51589 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CLEAR DIESEL	62.48	
	87,581	51589 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CLEAR DIESEL	-	628.09
	87,582	51589 01-4500-4230-41420	FUEL- GASOLINE	REGULAR GAS	230.01	
	87,582	51589 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REGULAR GAS	25.40	
	87,582	51589 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REGULAR GAS	-	255.41
	87,583	51589 01-4500-4230-41460	DIESEL FUEL CLRED - UNLIC VEH	COLORED DIESEL	528.64	
	87,583	51589 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	COLORED DIESEL	58.40	
	87,583	51589 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COLORED DIESEL	-	587.04
GROOVE IDENTIFICATION SOLUTION						
	87,508	51590 01-3000-4000-40410	LICENCES, TAGS, ETC.	ACCOUNTABILITY HARDWARE UPGRAD	273.68	
	87,508	51590 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ACCOUNTABILITY HARDWARE UPGRAD	30.23	
	87,508	51590 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ACCOUNTABILITY HARDWARE UPGRAD	-	303.91
EMPLOYEE REIMBURSEMENT						
	87,558	51591 01-4500-4000-40290	UNIFORMS & CLOTHING	PW CLOTHING ALLOWANCE	263.19	
	87,558	51591 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PW CLOTHING ALLOWANCE	14.79	
	87,558	51591 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PW CLOTHING ALLOWANCE	-	277.98
HILLSIDE KENNELS						
	87,442	51592 01-3600-4000-41560	CONTRACTS	MAR ANIMAL CONTROL	712.32	

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	87,442	51592 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MAR ANIMAL CONTROL	78.68	
	87,442	51592 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MAR ANIMAL CONTROL	-	791.00
IDEAL SUPPLY COMPANY LTD						
	87,530	51593 01-5200-4100-41700	BLDG REPAIRS AND MAINT	LIGHT BULBS	166.78	
	87,530	51593 01-5000-6020-41700	BLDG REPAIRS & MAINT	LIGHT BULBS	72.60	
	87,530	51593 01-0000-0200-00325	HST RECEIVABLE100%	LIGHT BULBS	21.68	
	87,530	51593 01-0000-0200-00325	HST RECEIVABLE100%	LIGHT BULBS	9.44	
	87,530	51593 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LIGHT BULBS	-	270.50
INFORMATION NETWORK SYSTEMS						
	87,504	51594 01-1000-4000-40230	POSTAGE	POSTAGE MACHINE INK	208.61	
	87,504	51594 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	POSTAGE MACHINE INK	23.04	
	87,504	51594 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	POSTAGE MACHINE INK	-	231.65
INGERSOLL RENT-ALL ***						
	87,510	51595 01-3000-4000-41610	FIRE FIGHTING EQUIPMENT	FIRE DEPT CHAINSAW	650.85	
	87,510	51595 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT CHAINSAW	71.89	
	87,510	51595 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT CHAINSAW	-	722.74
	87,547	51595 01-5000-6050-41530	EQUIP REPAIRS & MAINT	CHAINSAW CHAINS	43.20	
	87,547	51595 01-0000-0200-00325	HST RECEIVABLE100%	CHAINSAW CHAINS	5.62	
	87,547	51595 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CHAINSAW CHAINS	-	48.82
	87,591	51595 10-0000-3258-80000	MATERIALS	QUIK-MARK PAINT	53.88	
	87,591	51595 01-0000-0250-00016	GC17-16-NTL-THAMES	QUIK-MARK PAINT	53.88	
	87,591	51595 10-0000-3277-80000	MATERIALS	QUIK-MARK PAINT	53.88	
	87,591	51595 01-4000-4000-40205	SURVEY SUPPLIES	QUIK-MARK PAINT	53.88	
	87,591	51595 10-0000-3281-80000	MATERIALS	QUIK-MARK PAINT	53.88	
	87,591	51595 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	QUIK-MARK PAINT	5.96	
	87,591	51595 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	QUIK-MARK PAINT	5.95	
	87,591	51595 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	QUIK-MARK PAINT	5.96	
	87,591	51595 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	QUIK-MARK PAINT	5.95	
	87,591	51595 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	QUIK-MARK PAINT	5.95	
	87,591	51595 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	QUIK-MARK PAINT	-	299.17
INTEGRATED ENGINEERING						
	87,457	51596 10-0000-3118-80000	MATERIALS	BAS SYS UPGRADE+BOILER REPLACE	1,091.62	
	87,457	51596 10-0000-3119-80000	MATERIALS	BAS SYS UPGRADE+BOILER REPLACE	689.18	
	87,457	51596 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BAS SYS UPGRADE+BOILER REPLACE	120.58	
	87,457	51596 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BAS SYS UPGRADE+BOILER REPLACE	76.12	
	87,457	51596 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BAS SYS UPGRADE+BOILER REPLACE	-	1,977.50
EMPLOYEE REIMBURSEMENT						
	87,505	51597 01-1300-4000-40600	MEMBERSHIP FEES	MEMBERSHIP+MILEAGE	997.25	

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	87,505	51597 01-1300-4000-40620	MILEAGE	MEMBERSHIP+MILEAGE	173.11	
	87,505	51597 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MEMBERSHIP+MILEAGE	110.15	
	87,505	51597 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MEMBERSHIP+MILEAGE	19.13	
	87,505	51597 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MEMBERSHIP+MILEAGE	-	1,299.64
EMPLOYEE REIMBURSEMENT						
	87,557	51598 01-4500-4000-40290	UNIFORMS & CLOTHING	PW CLOTHING ALLOWANCE	343.31	
	87,557	51598 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PW CLOTHING ALLOWANCE	37.92	
	87,557	51598 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PW CLOTHING ALLOWANCE	-	381.23
LECLAIR & ASSOCIATES						
	87,513	51599 01-0900-4000-40710	LEGAL FEES	MAR LEGAL FEES	686.88	
	87,513	51599 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MAR LEGAL FEES	75.87	
	87,513	51599 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MAR LEGAL FEES	-	762.75
	87,561	51599 01-0900-4000-40710	LEGAL FEES	FEB LEGAL FEES	343.44	
	87,561	51599 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FEB LEGAL FEES	37.94	
	87,561	51599 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FEB LEGAL FEES	-	381.38
LIFESAVING SOCIETY						
	87,549	51600 01-5100-6060-41450	LEADERSHIP	1ST AID CERT	78.20	
	87,549	51600 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	1ST AID CERT	-	78.20
	87,550	51600 01-5100-6060-41450	LEADERSHIP	BRONZE MEDALLION CERT	105.20	
	87,550	51600 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BRONZE MEDALLION CERT	-	105.20
	87,551	51600 01-5100-6060-41450	LEADERSHIP	1ST AID CERT	97.75	
	87,551	51600 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	1ST AID CERT	-	97.75
LIND LUMBER LIMITED						
	87,579	51601 10-0000-3258-80000	MATERIALS	WOOD STAKES	299.17	
	87,579	51601 01-0000-0250-00016	GC17-16-NTL-THAMES	WOOD STAKES	299.17	
	87,579	51601 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	WOOD STAKES	33.05	
	87,579	51601 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	WOOD STAKES	33.05	
	87,579	51601 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WOOD STAKES	-	664.44
	87,580	51601 01-4500-4110-80000	MATERIALS-BRIDGES & CULVERTS	WOOD	703.77	
	87,580	51601 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	WOOD	77.74	
	87,580	51601 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WOOD	-	781.51
LONDON CIVIC EMPLOY,LOCAL 107						
	87,448	51602 01-0000-2100-00707	CUPE 107 UNION DUES (12100)	APRIL UNION DUES	1,196.85	
	87,448	51602 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	APRIL UNION DUES	-	1,196.85
LONG & McQUADE						
	87,533	51603 01-5200-6090-40420	PROGRAM SUPPLIES	FUSION MUSIC PROG SUPPLIES	190.29	
	87,533	51603 01-0000-0200-00325	HST RECEIVABLE100%	FUSION MUSIC PROG SUPPLIES	24.73	
	87,533	51603 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION MUSIC PROG SUPPLIES	-	215.02

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TIM LOVETT INSTALLATIONS INC.						
	87,464	51604 10-0000-3131-80000	MATERIALS	PANIC BUTTONS	987.07	
	87,464	51604 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PANIC BUTTONS	109.03	
	87,464	51604 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PANIC BUTTONS	-	1,096.10
	87,465	51604 01-2000-4015-41700	BLDG REPARIS & MAINTENANCE	CARRS WLKWY LIGHT FIXTURE	93.57	
	87,465	51604 01-0000-0200-00325	HST RECEIVABLE100%	CARRS WLKWY LIGHT FIXTURE	12.16	
	87,465	51604 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CARRS WLKWY LIGHT FIXTURE	-	105.73
	87,566	51604 01-3000-4100-41700	BLDG REPAIRS & MAINTENANCE	FIRE DEPT NEW RECEPTACLE	912.00	
	87,566	51604 01-0000-0200-00325	HST RECEIVABLE100%	FIRE DEPT NEW RECEPTACLE	118.56	
	87,566	51604 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT NEW RECEPTACLE	-	1,030.56
	87,567	51604 01-3000-4100-41700	BLDG REPAIRS & MAINTENANCE	FIRE DEPT ELECTRICAL REPAIRS	664.75	
	87,567	51604 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT ELECTRICAL REPAIRS	73.42	
	87,567	51604 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT ELECTRICAL REPAIRS	-	738.17
LPL PLUMBING						
	87,461	51605 01-2000-4015-41700	BLDG REPARIS & MAINTENANCE	CARRS WLKWY TOILET REPAIR	80.00	
	87,461	51605 01-0000-0200-00325	HST RECEIVABLE100%	CARRS WLKWY TOILET REPAIR	10.40	
	87,461	51605 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CARRS WLKWY TOILET REPAIR	-	90.40
	87,462	51605 01-2000-4025-41700	BLDG REPAIRS & MAINT	BASEMENT SINK LEAK REPAIR	162.82	
	87,462	51605 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BASEMENT SINK LEAK REPAIR	17.98	
	87,462	51605 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BASEMENT SINK LEAK REPAIR	-	180.80
EMPLOYEE REIMBURSEMENT						
	87,565	51606 01-1300-4000-40600	MEMBERSHIP FEES	2018 CPA MEMBERSHIP	997.25	
	87,565	51606 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	2018 CPA MEMBERSHIP	110.15	
	87,565	51606 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	2018 CPA MEMBERSHIP	-	1,107.40
M & L SUPPLY						
	87,441	51607 01-3000-4000-41610	FIRE FIGHTING EQUIPMENT	BREATHING APPARATUS MASKS	727.19	
	87,441	51607 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BREATHING APPARATUS MASKS	80.32	
	87,441	51607 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BREATHING APPARATUS MASKS	-	807.51
EMPLOYEE REIMBURSEMENT						
	87,468	51608 01-1300-4000-40620	MILEAGE	OMERS WORKSHOP MILEAGE	34.91	
	87,468	51608 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OMERS WORKSHOP MILEAGE	3.86	
	87,468	51608 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OMERS WORKSHOP MILEAGE	-	38.77
EMPLOYEE REIMBURSEMENT						
	87,515	51609 01-5100-6060-40620	MILEAGE	MILEAGE-VPCC STAFF	42.15	
	87,515	51609 01-0000-0200-00325	HST RECEIVABLE100%	MILEAGE-VPCC STAFF	5.48	
	87,515	51609 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-VPCC STAFF	-	47.63
	87,516	51609 01-5100-6060-40620	MILEAGE	MILEAGE-VPCC STAFF	12.42	
	87,516	51609 01-0000-0200-00325	HST RECEIVABLE100%	MILEAGE-VPCC STAFF	1.62	

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MILLCREEK PRINTING INC	87,516	51609 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-VPCC STAFF	-	14.04
	87,459	51610 01-3400-4000-40200	OFFICE SUPPLIES	OCCUPANCY FORMS	177.48	
	87,459	51610 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OCCUPANCY FORMS	19.60	
	87,459	51610 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OCCUPANCY FORMS	-	197.08
MINISTER OF FINANCE						
	87,446	51611 01-0000-2100-00717	GARNISHEE-606166	GARNISHMENT: SC-18-262	60.95	
	87,446	51611 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GARNISHMENT: SC-18-262	-	60.95
MINISTRY OF FINANCE - M.T.O. *						
	87,499	51612 01-1000-4240-01627	VIOLATIONS - M.O.T.	MARCH COURT COST	132.00	
	87,499	51612 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MARCH COURT COST	-	132.00
MINISTRY OF FINANCE (OPP)***						
	87,467	51613 01-3200-4000-40450	OPP CONTRACTED SERVICES	APRIL OPP SERVICES	195,365.00	
	87,467	51613 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	APRIL OPP SERVICES	-	195,365.00
MINUTEMAN PRESS						
	87,519	51614 01-5000-4000-40250	PHOTOCOPIER	DAYCAMP AD	480.50	
	87,519	51614 01-0000-0200-00325	HST RECEIVABLE100%	DAYCAMP AD	62.46	
	87,519	51614 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DAYCAMP AD	-	542.96
MOHAWK COLLEGE ENTERPRISE						
	87,502	51615 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	LEADERSHIP PROG DAY 8 HST	47.77	
	87,502	51615 01-1300-4000-40630	STAFF TRAINING	LEADERSHIP PROG DAY 8 HST	7.48	
	87,502	51615 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LEADERSHIP PROG DAY 8 HST	-	55.25
M.V.H. METAL PRODUCTS INC.						
	87,578	51616 01-4500-4130-80000	MATERIALS-HARDTOP MAINT, PATCHING & SPRAYIN	COLD PATCH	66.14	
	87,578	51616 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	COLD PATCH	7.31	
	87,578	51616 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COLD PATCH	-	73.45
NELLA CUTLERY (HAMILTON) INC						
	87,532	51617 01-5000-6020-41530	EQUIPMENT REPAIRS & MAINTENANCE	ICE RESURFACING	60.00	
	87,532	51617 01-0000-0200-00325	HST RECEIVABLE100%	ICE RESURFACING	7.80	
	87,532	51617 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ICE RESURFACING	-	67.80
OLDE BAKERY CAFE						
	87,520	51618 01-5100-6060-40420	PROGRAM SUPPLIES	VPCC BIRTHDAY PARTY CAKES	17.00	
	87,520	51618 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC BIRTHDAY PARTY CAKES	-	17.00
	87,521	51618 01-5100-6060-40420	PROGRAM SUPPLIES	VPCC BIRTHDAY PARTY CAKES	34.00	
	87,521	51618 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC BIRTHDAY PARTY CAKES	-	34.00
	87,522	51618 01-5100-6060-40420	PROGRAM SUPPLIES	VPCC BIRTHDAY PARTY CAKES	34.00	
	87,522	51618 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC BIRTHDAY PARTY CAKES	-	34.00
OLDE TYME TAXI						

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	87,444	51619 01-1001-4000-41560	CONTRACTS	MAR PARA TAXI	5,771.95	
	87,444	51619 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MAR PARA TAXI	637.55	
	87,444	51619 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MAR PARA TAXI	-	6,409.50
O.M.E.R.S. ***						
	87,450	51620 01-0000-2100-00704	OMERS (15000)	APRIL CONTRIBUTION	62,212.24	
	87,450	51620 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	APRIL CONTRIBUTION	-	62,212.24
OXFORD COUNTY ***						
	87,466	51621 01-0000-2020-00635	DUE TO COUNTY - DEVEL. CHGS.	Q1 DEVEL FEES	274,932.00	
	87,466	51621 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	Q1 DEVEL FEES	-	274,932.00
	87,475	51621 01-4500-5000-40270	NEW EQUIPMENT	LARGE RECYCLE CART	60.00	
	87,475	51621 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LARGE RECYCLE CART	-	60.00
	87,476	51621 01-4500-5000-40270	NEW EQUIPMENT	RECYCLE CONTAINERS,COMPOSTERS	720.00	
	87,476	51621 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	RECYCLE CONTAINERS,COMPOSTERS	-	720.00
OXFORD TROPHIES						
	87,560	51622 01-3000-4000-41020	PROMOTION & MEALS	RETIREMENT GIFT	15.26	
	87,560	51622 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	RETIREMENT GIFT	1.69	
	87,560	51622 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	RETIREMENT GIFT	-	16.95
PARKSMART INC.						
	87,483	51623 01-1000-4240-41505	PARKING ENFORCEMENT CONTRACT	MAR PARKING SYSTEM FEES	702.91	
	87,483	51623 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MAR PARKING SYSTEM FEES	77.64	
	87,483	51623 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MAR PARKING SYSTEM FEES	-	780.55
POW PETERMAN						
	87,564	51624 10-0000-3577-40880	CONSULTING FEES	SHOP COLUMN DAMAGE REVIEW	1,000.00	
	87,564	51624 01-0000-0200-00325	HST RECEIVABLE100%	SHOP COLUMN DAMAGE REVIEW	130.00	
	87,564	51624 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SHOP COLUMN DAMAGE REVIEW	-	1,130.00
	87,569	51624 01-4500-4100-41700	BLDG REPAIRS & MAINTENANCE	ANNUAL FORK LIFT REVIEW	549.50	
	87,569	51624 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ANNUAL FORK LIFT REVIEW	60.70	
	87,569	51624 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ANNUAL FORK LIFT REVIEW	-	610.20
PUBLIC SECTOR DIGEST INC.						
	87,501	51625 01-1002-4000-41550	MAINTENANCE CONTRACTS	CITYWIDE LIC APR 2018-MAR 2019	6,131.70	
	87,501	51625 01-0000-0400-00280	PREPAID EXPENSES	CITYWIDE LIC APR 2018-MAR 2019	2,043.89	
	87,501	51625 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CITYWIDE LIC APR 2018-MAR 2019	677.28	
	87,501	51625 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CITYWIDE LIC APR 2018-MAR 2019	225.77	
	87,501	51625 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CITYWIDE LIC APR 2018-MAR 2019	-	9,078.64
PUROLATOR COURIER LTD						
	87,507	51626 01-3000-4000-40240	COURIER CHARGES	FIRE DEPT COURIER CHRGS	3.99	
	87,507	51626 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT COURIER CHRGS	0.44	
	87,507	51626 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT COURIER CHRGS	-	4.43

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REGIS AUTO PARTS						
87,487	51627	01-3000-4000-41510	VEHICLE REPAIRS & MAINTENANCE	AERIAL#1 RADIATOR CAP	5.38	
87,487	51627	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	AERIAL#1 RADIATOR CAP	0.60	
87,487	51627	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	AERIAL#1 RADIATOR CAP	-	5.98
RELIANCE HOME COMFORT						
87,440	51628	01-3200-4100-40340	WATER AND SEWAGE	OPP WATER TANK RENT MAR-JUN	54.54	
87,440	51628	01-0000-0200-00325	HST RECEIVABLE100%	OPP WATER TANK RENT MAR-JUN	7.09	
87,440	51628	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OPP WATER TANK RENT MAR-JUN	-	61.63
RIETTA'S DECOR & DESIGN CENTRE						
87,546	51629	01-5000-6050-41700	BLDG REPAIRS AND MAINT	PARKS SHOP PAINT	24.19	
87,546	51629	01-0000-0200-00325	HST RECEIVABLE100%	PARKS SHOP PAINT	3.14	
87,546	51629	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PARKS SHOP PAINT	-	27.33
ROAD SERVICES INTERNATIONAL						
87,589	51630	01-4500-4230-46404	940400 PAINT SPRAYER	PAINT SPRAYER WIND DEFLECTORS	95.21	
87,589	51630	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PAINT SPRAYER WIND DEFLECTORS	10.51	
87,589	51630	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PAINT SPRAYER WIND DEFLECTORS	-	105.72
ROCK SOLID DESIGNS						
87,531	51631	01-5000-6020-41750	LOT SNOW REMOVAL & SANDING	MAR SNOW REMOVAL & SAND	580.00	
87,531	51631	01-5100-4100-41750	LOT SNOW REMOVAL & SANDING	MAR SNOW REMOVAL & SAND	660.00	
87,531	51631	01-5000-6040-41750	LOT SNOW REMOVAL & SANDING	MAR SNOW REMOVAL & SAND	660.00	
87,531	51631	01-5200-4100-41750	LOT SNOW REMOVAL & SANDING	MAR SNOW REMOVAL & SAND	525.00	
87,531	51631	01-0000-0200-00325	HST RECEIVABLE100%	MAR SNOW REMOVAL & SAND	75.40	
87,531	51631	01-0000-0200-00325	HST RECEIVABLE100%	MAR SNOW REMOVAL & SAND	85.80	
87,531	51631	01-0000-0200-00325	HST RECEIVABLE100%	MAR SNOW REMOVAL & SAND	85.80	
87,531	51631	01-0000-0200-00325	HST RECEIVABLE100%	MAR SNOW REMOVAL & SAND	68.25	
87,531	51631	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MAR SNOW REMOVAL & SAND	-	2,740.25
87,552	51631	01-4500-4200-41750	SNOW REMOVAL	APRIL PKG LOT SNOW REMOVAL	2,610.15	
87,552	51631	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	APRIL PKG LOT SNOW REMOVAL	288.30	
87,552	51631	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	APRIL PKG LOT SNOW REMOVAL	-	2,898.45
87,568	51631	01-4500-4221-41500	CONTRACTED SERVICES	APRIL SIDEWALK SNOW REMOVAL	3,724.42	
87,568	51631	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	APRIL SIDEWALK SNOW REMOVAL	411.38	
87,568	51631	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	APRIL SIDEWALK SNOW REMOVAL	-	4,135.80
ROGERS (WIRELESS)						
87,436	51632	01-4000-4000-40220	TELEPHONE	APR CELLPHONE CHRGS	15.52	
87,436	51632	01-4000-4000-40220	TELEPHONE	APR CELLPHONE CHRGS	15.52	
87,436	51632	01-1300-4000-40220	TELEPHONE EXPENSE	APR CELLPHONE CHRGS	35.78	
87,436	51632	01-4500-4000-40220	TELEPHONE	APR CELLPHONE CHRGS	40.07	
87,436	51632	01-5000-6020-40220	TELEPHONE	APR CELLPHONE CHRGS	56.30	

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87,436	51632	01-4000-4000-40220	TELEPHONE	APR CELLPHONE CHRGS	56.64	
87,436	51632	01-1002-4000-40220	TELEPHONE	APR CELLPHONE CHRGS	50.92	
87,436	51632	01-0100-4000-40220	TELEPHONE	APR CELLPHONE CHRGS	54.01	
87,436	51632	01-5200-6090-40220	TELEPHONE	APR CELLPHONE CHRGS	20.25	
87,436	51632	01-0900-4000-40220	TELEPHONE	APR CELLPHONE CHRGS	36.13	
87,436	51632	01-5100-4100-40220	TELEPHONE	APR CELLPHONE CHRGS	5.00	
87,436	51632	01-5200-4100-40220	TELEPHONE	APR CELLPHONE CHRGS	5.00	
87,436	51632	01-5000-6050-40220	TELEPHONE	APR CELLPHONE CHRGS	5.00	
87,436	51632	01-5000-6050-40220	TELEPHONE	APR CELLPHONE CHRGS	63.50	
87,436	51632	01-5000-6020-40220	TELEPHONE	APR CELLPHONE CHRGS	38.50	
87,436	51632	01-5000-6050-40220	TELEPHONE	APR CELLPHONE CHRGS	8.26	
87,436	51632	01-5000-6050-40220	TELEPHONE	APR CELLPHONE CHRGS	5.00	
87,436	51632	01-5000-6050-40220	TELEPHONE	APR CELLPHONE CHRGS	5.00	
87,436	51632	01-5000-6050-40220	TELEPHONE	APR CELLPHONE CHRGS	5.00	
87,436	51632	01-5000-6050-40220	TELEPHONE	APR CELLPHONE CHRGS	5.00	
87,436	51632	01-5000-6050-40220	TELEPHONE	APR CELLPHONE CHRGS	5.00	
87,436	51632	01-5000-6050-40220	TELEPHONE	APR CELLPHONE CHRGS	5.00	
87,436	51632	01-5000-6050-40220	TELEPHONE	APR CELLPHONE CHRGS	5.00	
87,436	51632	01-5000-6050-40220	TELEPHONE	APR CELLPHONE CHRGS	5.00	
87,436	51632	01-4500-4150-80000	MATERIALS-WINTER CONTROL, PLOWING, SANDING,	APR CELLPHONE CHRGS	5.09	
87,436	51632	01-0100-4000-40220	TELEPHONE	APR CELLPHONE CHRGS	20.61	
87,436	51632	01-4500-4000-40220	TELEPHONE	APR CELLPHONE CHRGS	38.69	
87,436	51632	01-0100-4000-40220	TELEPHONE	APR CELLPHONE CHRGS	20.61	
87,436	51632	01-4500-4150-80000	MATERIALS-WINTER CONTROL, PLOWING, SANDING,	APR CELLPHONE CHRGS	5.09	
87,436	51632	01-1002-4000-40220	TELEPHONE	APR CELLPHONE CHRGS	58.19	
87,436	51632	01-1000-4000-40220	TELEPHONE	APR CELLPHONE CHRGS	48.84	
87,436	51632	01-3000-4000-40220	TELEPHONE	APR CELLPHONE CHRGS	5.09	
87,436	51632	01-3000-4000-40220	TELEPHONE	APR CELLPHONE CHRGS	40.96	
87,436	51632	01-4000-4000-40220	TELEPHONE	APR CELLPHONE CHRGS	100.89	
87,436	51632	01-4000-4000-40220	TELEPHONE	APR CELLPHONE CHRGS	53.00	
87,436	51632	01-7000-4000-40220	TELEPHONE	APR CELLPHONE CHRGS	48.28	
87,436	51632	01-3400-4000-40310	FAX OPERATIONS	APR CELLPHONE CHRGS	24.20	
87,436	51632	01-4000-4000-40220	TELEPHONE	APR CELLPHONE CHRGS	54.34	
87,436	51632	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	APR CELLPHONE CHRGS	91.27	
87,436	51632	01-0000-0200-00325	HST RECEIVABLE100%	APR CELLPHONE CHRGS	30.14	
87,436	51632	01-1300-4000-40730	BANK SERVICE CHARGES	APR CELLPHONE CHRGS	0.34	
87,436	51632	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	APR CELLPHONE CHRGS	-	1,182.03
SAFEDESIGN APPAREL LTD						
87,492	51633	01-3000-4000-41610	FIRE FIGHTING EQUIPMENT	FIRE DEPT BARRIAIRE GOLD HOOD	2,953.90	
87,492	51633	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT BARRIAIRE GOLD HOOD	326.28	

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	87,492	51633 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT BARRIAIRE GOLD HOOD	-	3,280.18
SANTARELLI ENGINEERING SERVICE						
	87,594	51634 01-3400-4000-42900	MISCELLANEOUS EXPENSE	ENG REVIEW THAMES ST N	497.10	
	87,594	51634 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ENG REVIEW THAMES ST N	54.91	
	87,594	51634 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ENG REVIEW THAMES ST N	-	552.01
SHAW DIRECT						
	87,484	51635 01-3000-4000-40300	UTILITIES	FIRE DEPT SATELLITE	116.01	
	87,484	51635 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT SATELLITE	12.81	
	87,484	51635 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT SATELLITE	-	128.82
BALLOON IN A BOX						
	87,523	51636 01-5100-6060-40420	PROGRAM SUPPLIES	VPCC BIRTHDAY BALLOONS	70.00	
	87,523	51636 01-0000-0200-00325	HST RECEIVABLE100%	VPCC BIRTHDAY BALLOONS	9.10	
	87,523	51636 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC BIRTHDAY BALLOONS	-	79.10
SIROSKI DOOR AND HARDWARE						
	87,460	51637 01-2000-4025-41700	BLDG REPAIRS & MAINT	TOWN HALL EXTERIOR DOORS	2,261.25	
	87,460	51637 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TOWN HALL EXTERIOR DOORS	249.77	
	87,460	51637 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOWN HALL EXTERIOR DOORS	-	2,511.02
	87,525	51637 01-5000-6040-41530	EQUIPMENT REPAIRS & MAINT	SENIOR CENTRE DOOR REPAIR	1,830.81	
	87,525	51637 01-0000-0200-00325	HST RECEIVABLE100%	SENIOR CENTRE DOOR REPAIR	238.01	
	87,525	51637 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SENIOR CENTRE DOOR REPAIR	-	2,068.82
	87,526	51637 01-5000-6040-41530	EQUIPMENT REPAIRS & MAINT	SENIOR CENTRE DOOR REPAIR	1,370.21	
	87,526	51637 01-0000-0200-00325	HST RECEIVABLE100%	SENIOR CENTRE DOOR REPAIR	178.13	
	87,526	51637 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SENIOR CENTRE DOOR REPAIR	-	1,548.34
	87,527	51637 01-5200-4100-41530	EQUIP REPAIRS & MAINT	FUSION DOOR REPAIR	165.00	
	87,527	51637 01-0000-0200-00325	HST RECEIVABLE100%	FUSION DOOR REPAIR	21.45	
	87,527	51637 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION DOOR REPAIR	-	186.45
SOAK IT UP INC						
	87,451	51638 01-2000-4015-41540	RENTAL	CARRS WLKWKY MAT RENTAL	18.00	
	87,451	51638 01-0000-0200-00325	HST RECEIVABLE100%	CARRS WLKWKY MAT RENTAL	2.34	
	87,451	51638 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CARRS WLKWKY MAT RENTAL	-	20.34
	87,452	51638 01-2000-4025-41540	RENTAL	TOWN HALL MAT RENTAL	36.12	
	87,452	51638 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TOWN HALL MAT RENTAL	4.00	
	87,452	51638 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOWN HALL MAT RENTAL	-	40.12
	87,592	51638 01-2000-4025-41540	RENTAL	TOWN HALL MAT RENTAL	36.12	
	87,592	51638 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TOWN HALL MAT RENTAL	4.00	
	87,592	51638 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOWN HALL MAT RENTAL	-	40.12
	87,593	51638 01-2000-4015-41540	RENTAL	CARRS WLKWKY MAT RENTAL	18.00	
	87,593	51638 01-0000-0200-00325	HST RECEIVABLE100%	CARRS WLKWKY MAT RENTAL	2.34	

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	87,593	51638 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CARRS WLKWKY MAT RENTAL	-	20.34
WINTER PATROL						
	87,456	51639 01-4500-4151-80000	MATERIALS-WINTER CONTROL, SNOW REMOVAL	SEASON PATROL MAR CELLPHONE	31.52	
	87,456	51639 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SEASON PATROL MAR CELLPHONE	3.48	
	87,456	51639 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SEASON PATROL MAR CELLPHONE	-	35.00
STAPLES ADVANTAGE						
	87,477	51640 01-0100-4000-41020	PROMOTION & MEALS	OFFICE SUPPLIES	49.68	
	87,477	51640 01-1000-4000-40200	OFFICE SUPPLIES	OFFICE SUPPLIES	66.40	
	87,477	51640 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OFFICE SUPPLIES	7.33	
	87,477	51640 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OFFICE SUPPLIES	-	123.41
STONETOWN SUPPLY SERVICES(ING)						
	87,488	51641 01-3000-4100-40210	JANITORIAL SUPPLIES	FIRE DEPT JANITORIAL SUPPLIES	82.70	
	87,488	51641 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT JANITORIAL SUPPLIES	9.14	
	87,488	51641 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT JANITORIAL SUPPLIES	-	91.84
	87,489	51641 01-3000-4100-40210	JANITORIAL SUPPLIES	FIRE DEPT JANITORIAL SUPPLIES	97.58	
	87,489	51641 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT JANITORIAL SUPPLIES	10.78	
	87,489	51641 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT JANITORIAL SUPPLIES	-	108.36
	87,491	51641 01-3000-4100-40210	JANITORIAL SUPPLIES	FIRE DEPT JANITORIAL SUPPLIES	155.83	
	87,491	51641 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT JANITORIAL SUPPLIES	17.21	
	87,491	51641 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT JANITORIAL SUPPLIES	-	173.04
	87,585	51641 01-4500-4100-40210	JANITORIAL SUPPLIES	PW JANITORIAL SUPPLIES	224.88	
	87,585	51641 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PW JANITORIAL SUPPLIES	24.84	
	87,585	51641 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PW JANITORIAL SUPPLIES	-	249.72
AJ STONE COMPANY LTD						
	87,495	51642 01-3000-4000-41610	FIRE FIGHTING EQUIPMENT	FIRE DEPT FLASH LIGHTS	97.99	
	87,495	51642 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT FLASH LIGHTS	10.83	
	87,495	51642 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT FLASH LIGHTS	-	108.82
	87,562	51642 01-3000-4000-41530	EQUIP REPAIRS & MAINTENANCE	GAS METER CALIBRATION	323.83	
	87,562	51642 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GAS METER CALIBRATION	35.77	
	87,562	51642 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GAS METER CALIBRATION	-	359.60
STRONG MACDOUGALL OUDEKERK PRO						
	87,596	51643 01-3400-4000-40710	LEGAL FEES	LEGAL FEES	114.48	
	87,596	51643 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	LEGAL FEES	12.65	
	87,596	51643 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LEGAL FEES	-	127.13
	87,597	51643 01-0900-4000-40710	LEGAL FEES	MAR LEGAL FEE-GENERAL MATTER	297.65	
	87,597	51643 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MAR LEGAL FEE-GENERAL MATTER	32.88	
	87,597	51643 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MAR LEGAL FEE-GENERAL MATTER	-	330.53
	87,598	51643 01-0900-4000-40710	LEGAL FEES	SIDEWLK PLOW CONTRACT CONSULT	2,401.54	

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	87,598	51643 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SIDEWLK PLOW CONTRACT CONSULT	265.26	
	87,598	51643 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SIDEWLK PLOW CONTRACT CONSULT	-	2,666.80
	87,599	51643 01-0900-4000-40710	LEGAL FEES	DRAFT ENCROACHMENT AGREEMENT	1,780.80	
	87,599	51643 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	DRAFT ENCROACHMENT AGREEMENT	196.70	
	87,599	51643 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DRAFT ENCROACHMENT AGREEMENT	-	1,977.50
	87,600	51643 01-0900-4000-40710	LEGAL FEES	BY-LAW ENFORCEMENT CONSULT	1,867.30	
	87,600	51643 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BY-LAW ENFORCEMENT CONSULT	206.25	
	87,600	51643 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BY-LAW ENFORCEMENT CONSULT	-	2,073.55
	87,601	51643 01-0900-4000-40710	LEGAL FEES	MCSCS LEASE AGREEMENT REVIEW	1,032.86	
	87,601	51643 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MCSCS LEASE AGREEMENT REVIEW	114.09	
	87,601	51643 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MCSCS LEASE AGREEMENT REVIEW	-	1,146.95
	87,602	51643 01-0900-4000-40710	LEGAL FEES	WHITING ST BLDG CODE COMPLIANC	310.37	
	87,602	51643 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	WHITING ST BLDG CODE COMPLIANC	34.28	
	87,602	51643 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WHITING ST BLDG CODE COMPLIANC	-	344.65
	87,603	51643 01-0900-4000-40710	LEGAL FEES	INDUSTRIAL LAND ROAD ACCESS	152.64	
	87,603	51643 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	INDUSTRIAL LAND ROAD ACCESS	16.86	
	87,603	51643 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	INDUSTRIAL LAND ROAD ACCESS	-	169.50
	87,604	51643 01-0900-4000-40710	LEGAL FEES	ZONING APPLICATION CONSULT	3,134.21	
	87,604	51643 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ZONING APPLICATION CONSULT	346.19	
	87,604	51643 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ZONING APPLICATION CONSULT	-	3,480.40
POSTMEDIA NETWORK INC.						
	87,463	51644 01-3400-4000-41000	ADVERTISING	REQUEST FOR QUOTATION AD	418.84	
	87,463	51644 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REQUEST FOR QUOTATION AD	46.27	
	87,463	51644 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REQUEST FOR QUOTATION AD	-	465.11
TETRA TECH CANADA INC.						
	87,512	51645 01-0900-4000-40710	LEGAL FEES	WEG APPLICATION REVIEW	7,046.88	
	87,512	51645 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	WEG APPLICATION REVIEW	778.37	
	87,512	51645 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WEG APPLICATION REVIEW	-	7,825.25
EMPLOYEE REIMBURSEMENT						
	87,500	51646 01-7000-4000-40630	STAFF TRAINING	ECON DEVEL COURSE+MILEAGE	585.12	
	87,500	51646 01-7000-4000-40620	MILEAGE	ECON DEVEL COURSE+MILEAGE	102.60	
	87,500	51646 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ECON DEVEL COURSE+MILEAGE	64.63	
	87,500	51646 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ECON DEVEL COURSE+MILEAGE	11.34	
	87,500	51646 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ECON DEVEL COURSE+MILEAGE	-	763.69
TILLSONBURG FIRE & RESCUE SERV						
	87,496	51647 01-3000-4000-41520	COMMUNICATION	Q1 DISPATCHES	11,970.00	
	87,496	51647 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	Q1 DISPATCHES	-	11,970.00
EMPLOYEE REIMBURSEMENT						

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	87,438	51648 01-1000-4000-40620	MILEAGE	MILEAGE-CLERK	23.05	
	87,438	51648 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-CLERK	2.55	
	87,438	51648 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-CLERK	-	25.60
EMPLOYEE REIMBURSEMENT						
	87,554	51649 01-4500-4000-40290	UNIFORMS & CLOTHING	PW CLOTHING ALLOWANCE	150.26	
	87,554	51649 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PW CLOTHING ALLOWANCE	16.60	
	87,554	51649 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PW CLOTHING ALLOWANCE	-	166.86
WASTE MANAGEMENT						
	87,573	51650 01-4500-4100-41550	MAINTENANCE CONTRACTS	MARCH GARBAGE COLLECTION	566.83	
	87,573	51650 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MARCH GARBAGE COLLECTION	62.62	
	87,573	51650 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MARCH GARBAGE COLLECTION	-	629.45
JOE WEBB HOME IMPROVEMENT LTD						
	87,480	51651 01-0000-2000-00755	BUILDING PERMITS - DEPOSIT	DAMDP REFUND 2017-46	1,000.00	
	87,480	51651 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DAMDP REFUND 2017-46	-	1,000.00
WHOLE TIRE SERVICE LTD.						
	87,584	51652 01-4500-4230-46414	941400 TRAFFIC TRAILER	TRAFFIC TRAILER REPAIR	28.49	
	87,584	51652 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TRAFFIC TRAILER REPAIR	3.15	
	87,584	51652 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRAFFIC TRAILER REPAIR	-	31.64
WORKPLACE SAFETY & INS. BOARD						
	87,447	51653 01-0000-2100-00708	WSIB PAYABLE	APRIL PREMIUM	12,878.10	
	87,447	51653 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	APRIL PREMIUM	-	12,878.10
ROYAL BANK VISA						
	87,605 EFT	01-0000-0090-99999	SUSPENSE - CLEARING	VISA MAR 2018-MUSEUM	-	413.68
	87,605 EFT	01-6200-4000-41400	DISPLAYS	VISA MAR 2018-MUSEUM	37.33	
	87,605 EFT	01-6200-4000-41400	DISPLAYS	VISA MAR 2018-MUSEUM	70.96	
	87,605 EFT	01-6200-4000-40540	CONSERVATION SUPPLIES	VISA MAR 2018-MUSEUM	64.90	
	87,605 EFT	01-6200-4100-40210	JANITORIAL SUPPLIES	VISA MAR 2018-MUSEUM	25.33	
	87,605 EFT	01-6200-4000-42900	MISCELLANEOUS EXPENSE	VISA MAR 2018-MUSEUM	30.00	
	87,605 EFT	01-6200-4000-40540	CONSERVATION SUPPLIES	VISA MAR 2018-MUSEUM	133.23	
	87,605 EFT	01-6200-4000-40610	MEETINGS & CONFERENCES	VISA MAR 2018-MUSEUM	14.42	
	87,605 EFT	01-6200-4000-41020	PROMOTION & MEALS	VISA MAR 2018-MUSEUM	12.02	
	87,605 EFT	01-6200-4000-40270	NEW EQUIPMENT	VISA MAR 2018-MUSEUM	22.90	
	87,605 EFT	01-6200-4000-42900	MISCELLANEOUS EXPENSE	VISA MAR 2018-MUSEUM	0.59	
	87,605 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA MAR 2018-MUSEUM	4.85	
	87,605 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA MAR 2018-MUSEUM	9.22	
	87,605 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA MAR 2018-MUSEUM	8.44	
	87,605 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA MAR 2018-MUSEUM	3.29	
	87,605 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA MAR 2018-MUSEUM	17.32	

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	87,605 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA MAR 2018-MUSEUM	1.87	
	87,605 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA MAR 2018-MUSEUM	0.66	
	87,605 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA MAR 2018-MUSEUM	2.98	
	87,605 EFT	01-0000-0100-00100	BANK	VISA MAR 2018-MUSEUM	-	46.63
ROYAL BANK VISA						
	87,607 EFT	01-0000-0090-99999	SUSPENSE - CLEARING	VISA MAR 2018-FIRE DEPT	-	259.90
	87,607 EFT	01-0000-0090-99999	SUSPENSE - CLEARING	VISA MAR 2018-FIRE DEPT	-	35.45
	87,607 EFT	01-3000-4000-41510	VEHICLE REPAIRS & MAINTENANCE	VISA MAR 2018-FIRE DEPT	31.92	
	87,607 EFT	01-3000-4000-41520	COMMUNICATION	VISA MAR 2018-FIRE DEPT	234.05	
	87,607 EFT	01-3000-4000-40630	STAFF TRAINING	VISA MAR 2018-FIRE DEPT	167.90	
	87,607 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA MAR 2018-FIRE DEPT	3.53	
	87,607 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA MAR 2018-FIRE DEPT	25.85	
	87,607 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA MAR 2018-FIRE DEPT	18.55	
	87,607 EFT	01-0000-0100-00100	BANK	VISA MAR 2018-FIRE DEPT	-	186.45
ROYAL BANK VISA						
	87,608 EFT	01-0000-0090-99999	SUSPENSE - CLEARING	VISA MAR 2018-IT	-	745.44
	87,608 EFT	01-1002-4000-40410	LICENCES, TAGS, ETC.	VISA MAR 2018-IT	747.85	
	87,608 EFT	01-1002-4000-41550	MAINTENANCE CONTRACTS	VISA MAR 2018-IT	17.29	
	87,608 EFT	01-1002-4000-42900	MISCELLANEOUS EXPENSE	VISA MAR 2018-IT	-	21.61
	87,608 EFT	01-1002-4000-40270	NEW EQUIPMENT	VISA MAR 2018-IT	155.68	
	87,608 EFT	01-1002-4000-40270	NEW EQUIPMENT	VISA MAR 2018-IT	27.46	
	87,608 EFT	01-1002-4000-42900	MISCELLANEOUS EXPENSE	VISA MAR 2018-IT	1.79	
	87,608 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA MAR 2018-IT	1.91	
	87,608 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA MAR 2018-IT	3.04	
	87,608 EFT	01-0000-0100-00100	BANK	VISA MAR 2018-IT	-	187.97
ROYAL BANK VISA						
	87,609 EFT	01-0000-0090-99999	SUSPENSE - CLEARING	VISA MAR 2018-ECON DEVEL	-	345.22
	87,609 EFT	01-0900-4000-41020	PROMOTION & MEALS	VISA MAR 2018-ECON DEVEL	54.04	
	87,609 EFT	01-0900-4000-41020	PROMOTION & MEALS	VISA MAR 2018-ECON DEVEL	260.82	
	87,609 EFT	01-0000-0090-99999	SUSPENSE - CLEARING	VISA MAR 2018-ECON DEVEL	-	2,318.59
	87,609 EFT	40-8000-4000-40610	MEETINGS & CONFERENCES	VISA MAR 2018-ECON DEVEL	1,235.53	
	87,609 EFT	01-0100-4000-40610	MEETINGS & CONFERENCES	VISA MAR 2018-ECON DEVEL	617.76	
	87,609 EFT	01-0100-4000-40610	MEETINGS & CONFERENCES	VISA MAR 2018-ECON DEVEL	440.92	
	87,609 EFT	01-0900-4000-41020	PROMOTION & MEALS	VISA MAR 2018-ECON DEVEL	464.60	
	87,609 EFT	01-7000-4000-42900	MISCELLANEOUS EXPENSE	VISA MAR 2018-ECON DEVEL	-	40.39
	87,609 EFT	01-7000-4000-42900	MISCELLANEOUS EXPENSE	VISA MAR 2018-ECON DEVEL	2.50	
	87,609 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA MAR 2018-ECON DEVEL	5.97	
	87,609 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA MAR 2018-ECON DEVEL	24.39	

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	87,609 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA MAR 2018-ECON DEVEL	136.47	
	87,609 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA MAR 2018-ECON DEVEL	68.24	
	87,609 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA MAR 2018-ECON DEVEL	56.99	
	87,609 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA MAR 2018-ECON DEVEL	51.32	
	87,609 EFT	01-0000-0100-00100	BANK	VISA MAR 2018-ECON DEVEL	-	715.35
ROYAL BANK VISA						
	87,610 EFT	01-0000-0090-99999	SUSPENSE - CLEARING	VISA MAR 2018-CAO	-	264.98
	87,610 EFT	01-0900-4000-41020	PROMOTION & MEALS	VISA MAR 2018-CAO	82.80	
	87,610 EFT	01-0900-4000-41020	PROMOTION & MEALS	VISA MAR 2018-CAO	3.05	
	87,610 EFT	01-0900-4000-41020	PROMOTION & MEALS	VISA MAR 2018-CAO	20.35	
	87,610 EFT	01-0900-4000-41020	PROMOTION & MEALS	VISA MAR 2018-CAO	4.58	
	87,610 EFT	01-0900-4000-41020	PROMOTION & MEALS	VISA MAR 2018-CAO	69.75	
	87,610 EFT	01-0900-4000-41020	PROMOTION & MEALS	VISA MAR 2018-CAO	56.77	
	87,610 EFT	01-0900-4000-41020	PROMOTION & MEALS	VISA MAR 2018-CAO	4.99	
	87,610 EFT	01-0000-0090-99999	SUSPENSE - CLEARING	VISA MAR 2018-CAO	-	1,074.72
	87,610 EFT	01-0900-4000-41020	PROMOTION & MEALS	VISA MAR 2018-CAO	1,030.97	
	87,610 EFT	01-0900-4000-42900	MISCELLANEOUS EXPENSE	VISA MAR 2018-CAO	-	70.11
	87,610 EFT	01-0900-4000-41020	PROMOTION & MEALS	VISA MAR 2018-CAO	97.35	
	87,610 EFT	01-0900-4000-41020	PROMOTION & MEALS	VISA MAR 2018-CAO	57.80	
	87,610 EFT	01-0900-4000-40610	MEETINGS & CONFERENCES	VISA MAR 2018-CAO	544.42	
	87,610 EFT	01-0900-4000-42900	MISCELLANEOUS EXPENSE	VISA MAR 2018-CAO	6.11	
	87,610 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA MAR 2018-CAO	7.49	
	87,610 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA MAR 2018-CAO	0.34	
	87,610 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA MAR 2018-CAO	2.25	
	87,610 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA MAR 2018-CAO	0.51	
	87,610 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA MAR 2018-CAO	6.38	
	87,610 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA MAR 2018-CAO	5.17	
	87,610 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA MAR 2018-CAO	0.55	
	87,610 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA MAR 2018-CAO	113.86	
	87,610 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA MAR 2018-CAO	10.76	
	87,610 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA MAR 2018-CAO	5.28	
	87,610 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA MAR 2018-CAO	60.13	
	87,610 EFT	01-0000-0100-00100	BANK	VISA MAR 2018-CAO	-	781.85
ROYAL BANK VISA						
	87,611 EFT	01-0000-0090-99999	SUSPENSE - CLEARING	VISA MAR 2018-ENG	-	77.57
	87,611 EFT	01-4000-4000-40630	STAFF TRAINING	VISA MAR 2018-ENG	76.32	
	87,611 EFT	01-4000-4000-42900	MISCELLANEOUS EXPENSE	VISA MAR 2018-ENG	-	7.18
	87,611 EFT	01-4000-4000-40630	STAFF TRAINING	VISA MAR 2018-ENG	778.46	

Town of Ingersoll
 Monthly Cheque Disbursements
 April 2018

PURCHASED FROM VENDORS LOCATED IN INGERSOLL 175,046.90

<u>VENDOR NAME</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
	87,611 EFT	01-4000-4000-42900	MISCELLANEOUS EXPENSE	VISA MAR 2018-ENG	1.39	
	87,611 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA MAR 2018-ENG	8.43	
	87,611 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA MAR 2018-ENG	85.99	
	87,611 EFT	01-0000-0100-00100	BANK	VISA MAR 2018-ENG	-	865.84
ROYAL BANK VISA						
	87,612 EFT	01-0000-0090-99999	SUSPENSE - CLEARING	VISA MAR 2018-PARKS & REC	-	226.00
	87,612 EFT	01-5100-6070-40630	STAFF TRAINING	VISA MAR 2018-PARKS & REC	200.00	
	87,612 EFT	01-0000-0090-99999	SUSPENSE - CLEARING	VISA MAR 2018-PARKS & REC	-	660.51
	87,612 EFT	01-5000-4000-42900	MISCELLANEOUS EXPENSE	VISA MAR 2018-PARKS & REC	-	11.73
	87,612 EFT	01-5100-6060-40630	STAFF TRAINING	VISA MAR 2018-PARKS & REC	402.97	
	87,612 EFT	01-5100-6090-40320	FIRST AID SAFETY SUPPLIES	VISA MAR 2018-PARKS & REC	99.90	
	87,612 EFT	01-5100-6060-40630	STAFF TRAINING	VISA MAR 2018-PARKS & REC	99.00	
	87,612 EFT	01-5100-6070-40270	NEW EQUIPMENT	VISA MAR 2018-PARKS & REC	902.13	
	87,612 EFT	01-5100-6060-40320	FIRST AID SAFETY SUPPLIES	VISA MAR 2018-PARKS & REC	223.20	
	87,612 EFT	01-5100-6070-40270	NEW EQUIPMENT	VISA MAR 2018-PARKS & REC	165.78	
	87,612 EFT	01-5100-6060-40270	NEW EQUIPMENT	VISA MAR 2018-PARKS & REC	75.50	
	87,612 EFT	01-5000-4000-42900	MISCELLANEOUS EXPENSE	VISA MAR 2018-PARKS & REC	1.82	
	87,612 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA MAR 2018-PARKS & REC	26.00	
	87,612 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA MAR 2018-PARKS & REC	44.51	
	87,612 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA MAR 2018-PARKS & REC	12.99	
	87,612 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA MAR 2018-PARKS & REC	12.87	
	87,612 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA MAR 2018-PARKS & REC	117.28	
	87,612 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA MAR 2018-PARKS & REC	29.02	
	87,612 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA MAR 2018-PARKS & REC	9.82	
	87,612 EFT	01-0000-0100-00100	BANK	VISA MAR 2018-PARKS & REC	-	1,524.55
ROYAL BANK VISA						
	87,613 EFT	01-0000-0090-99999	SUSPENSE - CLEARING	VISA MAR 2018-PUBLIC WORKS	-	42.93
	87,613 EFT	01-4500-4000-41650	SMALL TOOLS & SAFETY EQUIP	VISA MAR 2018-PUBLIC WORKS	38.66	
	87,613 EFT	01-4500-4000-41650	SMALL TOOLS & SAFETY EQUIP	VISA MAR 2018-PUBLIC WORKS	196.40	
	87,613 EFT	01-4500-4000-42900	MISCELLANEOUS EXPENSE	VISA MAR 2018-PUBLIC WORKS	20.00	
	87,613 EFT	01-4500-4230-46414	941400 TRAFFIC TRAILER	VISA MAR 2018-PUBLIC WORKS	36.59	
	87,613 EFT	01-4500-4000-40630	STAFF TRAINING	VISA MAR 2018-PUBLIC WORKS	808.99	
	87,613 EFT	01-4500-4000-41650	SMALL TOOLS & SAFETY EQUIP	VISA MAR 2018-PUBLIC WORKS	61.05	
	87,613 EFT	01-4500-4000-40630	STAFF TRAINING	VISA MAR 2018-PUBLIC WORKS	96.00	
	87,613 EFT	01-4500-4230-46431	VEHICLE MAINTENANCE	VISA MAR 2018-PUBLIC WORKS	11.29	
	87,613 EFT	01-4500-4100-41700	BLDG REPAIRS & MAINTENANCE	VISA MAR 2018-PUBLIC WORKS	170.96	
	87,613 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA MAR 2018-PUBLIC WORKS	4.27	
	87,613 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA MAR 2018-PUBLIC WORKS	21.69	

Town of Ingersoll
 Monthly Cheque Disbursements
 April 2018

PURCHASED FROM VENDORS LOCATED IN INGERSOLL 175,046.90

<u>VENDOR NAME</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
	87,613 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA MAR 2018-PUBLIC WORKS	4.05	
	87,613 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA MAR 2018-PUBLIC WORKS	89.36	
	87,613 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA MAR 2018-PUBLIC WORKS	6.74	
	87,613 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA MAR 2018-PUBLIC WORKS	18.88	
	87,613 EFT	01-0000-0100-00100	BANK	VISA MAR 2018-PUBLIC WORKS	-	1,542.00
ROYAL BANK VISA						
	87,614 EFT	01-0000-0090-99999	SUSPENSE - CLEARING	VISA MAR 2018-CLERK	-	242.95
	87,614 EFT	01-0900-4000-41020	PROMOTION & MEALS	VISA MAR 2018-CLERK	117.20	
	87,614 EFT	01-0900-4000-41020	PROMOTION & MEALS	VISA MAR 2018-CLERK	12.75	
	87,614 EFT	01-1000-4000-40630	STAFF TRAINING	VISA MAR 2018-CLERK	76.32	
	87,614 EFT	01-1000-4000-40630	STAFF TRAINING	VISA MAR 2018-CLERK	25.44	
	87,614 EFT	01-0900-4000-42900	MISCELLANEOUS EXPENSE	VISA MAR 2018-CLERK	-	50.48
	87,614 EFT	01-1000-4000-40710	LEGAL FEES	VISA MAR 2018-CLERK	29.23	
	87,614 EFT	01-1000-4000-40710	LEGAL FEES	VISA MAR 2018-CLERK	31.25	
	87,614 EFT	01-1000-4000-41020	PROMOTION & MEALS	VISA MAR 2018-CLERK	39.38	
	87,614 EFT	01-1000-4000-40400	MARRIAGE LICENSES	VISA MAR 2018-CLERK	4,800.00	
	87,614 EFT	01-1000-4000-42900	MISCELLANEOUS EXPENSE	VISA MAR 2018-CLERK	4.12	
	87,614 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA MAR 2018-CLERK	8.43	
	87,614 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA MAR 2018-CLERK	2.81	
	87,614 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA MAR 2018-CLERK	3.23	
	87,614 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA MAR 2018-CLERK	3.45	
	87,614 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA MAR 2018-CLERK	4.35	
	87,614 EFT	01-0000-0100-00100	BANK	VISA MAR 2018-CLERK	-	4,864.53
ROYAL BANK VISA						
	87,615 EFT	01-5200-6090-40420	PROGRAM SUPPLIES	VISA MAR 2018-FUSION	66.17	
	87,615 EFT	01-5200-6185-40630	STAFF TRAINING	VISA MAR 2018-FUSION	20.00	
	87,615 EFT	01-5200-6185-40630	STAFF TRAINING	VISA MAR 2018-FUSION	150.00	
	87,615 EFT	01-5200-6185-40420	PROGRAM SUPPLIES	VISA MAR 2018-FUSION	231.76	
	87,615 EFT	01-5200-6185-40420	PROGRAM SUPPLIES	VISA MAR 2018-FUSION	82.99	
	87,615 EFT	01-5200-6185-40420	PROGRAM SUPPLIES	VISA MAR 2018-FUSION	109.83	
	87,615 EFT	01-5200-6090-40270	NEW EQUIPMENT	VISA MAR 2018-FUSION	1,460.12	
	87,615 EFT	01-5200-6185-41039	FIELD TRIPS	VISA MAR 2018-FUSION	131.25	
	87,615 EFT	01-5000-4000-42900	MISCELLANEOUS EXPENSE	VISA MAR 2018-FUSION	-	127.02
	87,615 EFT	01-5200-6090-42900	MISCELLANEOUS EXPENSE	VISA MAR 2018-FUSION	6.78	
	87,615 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA MAR 2018-FUSION	10.79	
	87,615 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA MAR 2018-FUSION	10.13	
	87,615 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA MAR 2018-FUSION	384.82	
	87,615 EFT	01-0000-0100-00100	BANK	VISA MAR 2018-FUSION	-	2,537.62

Town of Ingersoll
 Monthly Cheque Disbursements
 April 2018

PURCHASED FROM VENDORS LOCATED IN INGERSOLL 175,046.90

<u>VENDOR NAME</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
UNION GAS						
	87,616 EFT	01-5000-6020-40350	NATURAL GAS	GAS MAR-APR	1,981.57	
	87,616 EFT	01-3200-4100-40350	NATURAL GAS	GAS MAR-APR	253.06	
	87,616 EFT	01-3000-4000-40350	NATURAL GAS	GAS MAR-APR	398.27	
	87,616 EFT	01-5000-6050-40350	NATURAL GAS	GAS MAR-APR	1,278.21	
	87,616 EFT	01-4500-4100-40350	NATURAL GAS	GAS MAR-APR	830.02	
	87,616 EFT	01-5000-6040-40350	NATURAL GAS	GAS MAR-APR	468.58	
	87,616 EFT	01-5000-6040-40350	NATURAL GAS	GAS MAR-APR	59.87	
	87,616 EFT	01-5100-4100-40350	NATURAL GAS	GAS MAR-APR	4,340.32	
	87,616 EFT	01-5200-4100-40350	NATURAL GAS	GAS MAR-APR	920.71	
	87,616 EFT	01-6200-4100-40350	NATURAL GAS	GAS MAR-APR	147.39	
	87,616 EFT	01-6200-4100-40350	NATURAL GAS	GAS MAR-APR	51.93	
	87,616 EFT	01-2000-4020-40350	NATURAL GAS	GAS MAR-APR	248.39	
	87,616 EFT	01-2000-4025-40350	NATURAL GAS	GAS MAR-APR	1,471.88	
	87,616 EFT	01-2000-4015-40350	NATURAL GAS	GAS MAR-APR	276.21	
	87,616 EFT	01-2000-4015-40350	NATURAL GAS	GAS MAR-APR	50.60	
	87,616 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GAS MAR-APR	298.24	
	87,616 EFT	01-0000-0200-00325	HST RECEIVABLE100%	GAS MAR-APR	1,309.98	
	87,616 EFT	01-0000-0100-00100	BANK	GAS MAR-APR	-	14,385.23
					=====	
DISTRIBUTION TOTALS:					\$1,500,950.22	\$ 1,500,950.22
					=====	



DEPARTMENT: Economic Development

REPORT NO: A-015-18

COUNCIL MEETING DATE: May 14, 2018

TITLE: Economic Development Monthly Staff Report

Department Activities:

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

- 1. Community Improvement Plan (CIP)** – Staff and County Planning staff have scheduled a public open house on Wednesday May 30, 2018 in Ingersoll Council Chambers. The Community Improvement Plan will be brought to the June Council meeting for adoption.
- 2. 200 Clark Road** – Staff continue to work with Provincial staff to finalize site certification. The survey has been completed and been deposited to the registry office. Staff continue to field multiple inquiries on the property.
- 3. Business Retention and Expansion (BR+E) Plan** – Staff have completed several interviews and surveys in the Downtown and Central Commercial area. Feedback to the program has been positive. The main goal in staff's opinion is to work with existing businesses, establish and improve relationships with existing businesses, act on opportunities, and identify strengths and weaknesses to enhance the business environment. Staff also take the opportunity to promote the Community Improvement Plan and other programs/opportunities.
- 4. Carr's Walkway** – Staff have been marketing the building for sale and have shown over ten interested parties through the building. Several have indicated continued interest.
- 5. Partnerships and Associations**

Oxford Connections: The Oxford Connections group recently attended the SIAL (Salon International de l'alimentation) show in Montreal and had several productive days of

showcasing what Oxford County has to offer and raised the profile of the area. Staff and the Oxford Connections group are attending the Land & Development show in Toronto to raise the profile of the opportunities in the County. Staff and the group are working on the Oxford County FAM (Familiarization) Tour.

Southwestern Ontario Marketing Alliance (SOMA): SOMA members have attended MIPIM (Marche International des Professionels d'Immobilier (a real estate show) in cooperation with a real estate alliance made up of partners across Ontario, the Site Selectors Guild where members had the opportunity to meet and network with Site Selectors from across North America, Hanover Fair which is an advanced manufacturing show in cooperation with the Ontario Manufacturing Communities Alliance, and the National Hardware Show which focuses on building materials. Staff and other Directors recently attended the National Plastics Expo which focuses on the plastics industry which Ingersoll has an existing base of manufacturers. At each opportunity staff and Directors hold meetings with companies interested in expanding into the SOMA region in the near or distant future. Staff continue to converse with many of these leads. Staff continue to work on leads from shows as well as the Asian mission in hopes of further positive outcomes.

Oxford Workforce Development Partnership (OWDP): There is a steadily increasing need for more employees at a high number of employers in Ingersoll. Staff work with employers, OWDP staff, and Community Employment Services to address these concerns. OWDP is recognized regionally, provincially and nationally as exceeding the standard in addressing workforce issues. Staff and members continue to work through planning to build a stronger workforce and grow economic prosperity in Oxford.

Ingersoll District Chamber of Commerce: Staff, BIA leadership, and Chamber leadership have been meeting to discuss opportunities to strengthen relationships and collaborate on projects. June 10th is Ingersoll Day at the Rogers Centre with a bus trip and tickets to the Jays game. The 36th annual Chamber Golf Tournament will take place on June 18th at Tamarack Ridge golf club.

- 6. Business Inquiries** – Town staff continue to work with several companies that are inquiring about purchasing portions or the entirety of the Town's Industrial Lands, as well as new leads and inquiries that continue to be received. Staff are assisting the companies with logistical solutions, to secure financing, planning/zoning, and potential staffing. Staff continue to work with companies that have inquired including health care, food/beverage related businesses, small manufacturing businesses. Staff have been working with the businesses, various levels of government, partner associations/organizations, various Town staff as well as planning staff to assist these businesses in locating in Ingersoll. Staff continue assisting several businesses located in Ingersoll with plans for expansion.

Prepared by: Curtis Tighe, Economic Development Officer

Approved by: William Tigert, Chief Administrative Officer



DEPARTMENT: BUILDING

REPORT NO: B-009-18

COUNCIL MEETING DATE May 14, 2018

TITLE: April 2018 Building and By-Law Report

A. Chief Building Official and Facilities Manager

Facilities Management

Building automation system has been completed.

Roof is being completed this month.

By-Law Enforcement – April 2018

Total Complaints for 2018	13
Total # of letters sent	10
Total # closed to date, completed	6
Waiting for Compliance/Under Investigation	6
To be investigated	1

Note: During the month of April large article collection program was carried out throughout the Town. Large article collection items that were remaining out for collection that were tagged by Oxford County as unacceptable items, or items that were put out after the Oxford County collection truck had been by were given notice to remove the items by the date specified or the items would be picked up and charges would be put back to the owner of the property in a manner such as municipal taxes. These notices were handed out by the By-Law Enforcement officer during the first week of May.

Complaint Summary

Total Complaints to Date (2018)	
Property Standards/Lot Maintenance	11
Building without permit	0
Zoning	3
Parking	0
Fencing	0
Swimming Pool	0
April 2018 Complaints	
Total # of Complaints	7
Property Standards/Lot Maintenance	6
Zoning	2

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

Under April 2018 Complaints the indented topics (weeds, trees etc) is a breakdown of what type of Property Standards complaint we have received.

Building Department Building Department

April 2018 Permits – 20 building permits for construction valued at \$1,474,373.00 were issued for the month of April.

- a. Total permits fees collected **\$13,971.25**
- b. Single and Multi-Unit for April - 4 single family dwellings & 0 Multi-Units (0 units) & 0 Semi-Detached Dwelling (4 units) & 0 Apartment dwellings
- c. **Total Single & Multi units permits over year to date (2018);**
 - **15 Single Family Dwelling permits**
 - **2 Semi-detached Dwelling permits- 4 units**
 - **0 Multi-Unit permits – 0 Units**
 - **0 Apartments**
- d. Total April Sewer and Water Permits – 1
- e. April Permit Comparison Summary and Permit Reports as follows:

Permit Comparison Summary from 4/1/2018 to 4/30/2018

Category	Previous Year						Current Year					
	#	Building	Muni Dev.	Muni Levy	County	Value	#	Building	Muni Dev.	Muni Levy	County	Value
Accessory (Residential)	11	\$2,488.06	\$0.00	\$0.00	\$0.00	\$80,700	10	\$2,915.10	\$0.00	\$0.00	\$0.00	\$129,523
Commercial	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0	1	\$159.00	\$0.00	\$0.00	\$0.00	\$3,000
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	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0
Industrial	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0
Residential	14	\$37,006.16	\$52,320.00	\$0.00	\$218,582.00	\$2,826,560	9	\$10,897.15	\$14,912.00	\$0.00	\$63,255.00	\$1,341,850

	Previous Year	Current Year
Total Permits Issued	25	20
Total Dwelling Units Created	8	4
Total Permit Value	\$2,907,260.00	\$1,474,373.00
Total Permit Fees	\$39,494.22	\$13,971.25

TOWN OF INGERSOLL Permit Summary From 4/1/2018 to 4/30/2018

Building Code Category	Total		New Structures		Add/Reno/UseCh		Demolitions		Signs		Other	
	Value	#	Value	#	Value	#	Value	#	Value	#	Value	#
Accessory Residential	\$129,523	10	\$129,523	10	\$0	0	\$0	0	\$0	0	\$0	0
Residential	\$1,341,850	9	\$1,250,000	4	\$80,850	3	\$10,000	1	\$0	0	\$1,000	1
Agricultural	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
Commercial	\$3,000	1	\$0	0	\$0	0	\$0	0	\$3,000	1	\$0	0
Industrial	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
Institutional	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
TOTALS	\$1,474,373	20	\$1,379,523	14	\$80,850	3	\$10,000	1	\$3,000	1	\$1,000	1

Respectfully Submitted,
 Shannon Vanderydt
 Chief Building Official/By-Law Enforcement Officer/Property Manager



DEPARTMENT: Clerk's Department

REPORT NO: C-022-18

COUNCIL MEETING DATE: May 14, 2018

SUBJECT: Clerk's Department Monthly Report

1. Closed Session Reporting

Council went into closed session on April 9, 2018 for four items under Section 239; (Section 239 (2) (d) labour relations or employee negotiations regarding union negotiations and later under Section 239 (2) (b) personal matters about an identifiable individual, including municipal or local board employees and Section 239 (2) (c) regarding a proposed or pending acquisition or disposition of land by the municipality or local board regarding two properties.

2. Upcoming Legislation

Nothing to report at this time.

3. Museum

SUMMARY: The Museum has had a number of group tours this month, several more inquiries for assistance on research topics and with the assistance of a new volunteer, been able to provide answers to many lingering questions. Work on improvements to our collection database and storage areas continues thanks to Anne and Chelsea.

Buildings & Grounds: In direct response to the lost time caused by the faulty phone lines and internet connection, the Town's IT Department is moving ahead with getting a radio link for us. This will connect us quicker with the network by way of a transmission tower installed at the back of our building with a satellite dish that will bounce to the water tower and then to town hall.

Group Tours & Programming: The Curator will be speaking at a volunteer appreciation event in Courtland on April 23rd and at the Dairy Capital Cheese Festival on April 28.

The Museum has had bus tours from Toronto, Richmond Hill and Scarborough as well as a group tour from Tillsonburg. Another group is coming later this month from Burlington. There are more tours booked for May, and the Museum is participating in the Shunpiker Tour on May 13th and Big Cheese Days every Saturday next month.

Research: Pat Adam has done some stellar research on various families including Harris-Ranney-Farrington connections, the Noes, the Loves, the Gibsons, and the Paines. I have given her a new task to track down the missing story of Martha Tunis Hall, wife of Captain Ichabod Hall who came here along with Thomas Ingersoll in the 1790s. Museum staff were contacted by a family descendant from Hamilton and met them today. They are descended from Ichabod Nelson Hall, a son of Elisha Hall Sr., who became a “photographic artist” in Ingersoll before practicing his business in Arkansas, in Texas and in Bath Ontario.

Additional time this month has been spent in researching the old casket company, tracing its roots back to the Hault/Ellis/Cole furniture company.

Ingersoll Mystery Cycling Tour: The Curator has done research and is developing a route for the Safe Cycling Committee Mystery Tour in June.

“Not For Fame” research and planning has taken up some additional time this month. The Curator has discovered who the sculptor was that created the life-size likeness of Major Edward C. Norsworthy. This puts us on the same map with Ottawa, Quebec City, Halifax, Brantford, Brockville and other towns and cities in Canada with works of art fashioned by Hamilton Plantagenet MacCarthy.

The event will take place in the cemetery on April 22nd. The request from Veterans Affairs Canada for some additional information and better quality photographs has been fulfilled thanks to photographer Bruce Hartley.

Collections: Anne, Chelsea and Don Rumble continue to go through the storage rooms on site and at Town Hall, recording, photographing and documenting the locations of each artifact in our system. Meanwhile Len Dineen is going through the pile of recent donations not yet catalogued.

Miscellaneous:

Ron Armstrong is coordinating a 50 year reunion of the IDCI champion Blue Bombers football team and has started coming in to do some background research and remembering.

The Curator met Shirley Hickey, co-owner of Norleigh, the Norsworthy home on King Street East. She graciously loaned us items for the “Not for Fame” event. The Curator has also been in contact with Anne Brooks in New Brunswick. She maintains the family website and has put the Curator in touch with the former United States Defense Attache Michael Norsworthy.

4. Human Resources

Human Resources highlights and initiatives for March 2018:

1. Recruitment

- Three new employee requisitions were received in April.
- Interviews for all three roles (HR Coordinator, Administrative Coordinator, and Secretary/Receptionist) have been completed and preferred candidates identified.

2. Policy Development/Implementation

- A new Sick Time/Short-Term Disability Policy for full-time non-union staff has been developed and reviewed by Department Heads. The policy is intended to be adopted following the regular meeting of Council on May 14.

- Updates to the Town's Anti-Violence, Harassment, and Discrimination Policy have been affected and is scheduled to be circulated to all staff.

3. Senior Management Support

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

4. Training and Development

- All existing Town staff have have been assigned WHMIS 2015 training through the Town's online training provider. All staff are expected to have completed the module no later than June 30th in advance of the provincial adoption timeline.

5. Crossing Guard Program

Management of the School Crossing Guard Program moved from the Ontario Provincial Police to the Town's Clerks Department in November of 2016. The Town of Ingersoll employs 12 dedicated adult Crossing Guards to ensure the safe crossing of students as they travel to and from school. The crossing guards work different hours depending on which schools are crossing at their station. There are currently 8 crossing locations throughout the Town.

Staff accept applications throughout the year for Crossing Guards and hire on an as-needed basis. Staff have been busy going through resumes and did conduct a couple of interviews in the month of January and are happy to have had an offer of employment accepted, however the Town is in need of 2-3 additional Reserve Crossing Guards. If anyone is interested or knows of someone that may be interested they can contact the Clerk's department directly and staff would be happy to provide information or resumes and a brief cover letter may be sent to Danielle Richard, Human Resource Coordinator at the Town Hall Office or through danielle.richard@ingersoll.ca

ATTACHMENTS

Clerk's Department Monthly Statistics - April 2018

	Current Month	Prior Yr. Month	Percentage	Year-to-date	Prior-Year-to-date	Percentage
MARRIAGE LICENCES						
In Town Marriage Licences	7	1	700%	17	7	243%
Out-of-Town Marriage Licences	7	18	39%	20	32	63%
CIVIL WEDDINGS						
Ceremonies Held	2	0	0%	5	6	83%
Ceremonies Booked	0	4	0%	5	6	83%
Burial Permits						
In Town Burial Permits	6	6	100%	22	27	81%
Out-of-Town Burial Permits	6	7	86%	20	23	87%
Commissioners of Oaths	11	8	138%	60	55	109%
Paratransit Tickets	339	211	161%	2066	999	207%
Parking Passes						
Day Parking Passes	7	1.0	700%	12	5.0	240%
Evening Parking Passes	0	0	0%	2	3	67%
24-Hour Parking Passes	0	0	0%	3	7	43%
Plaques Ordered						
Commemorative Plaques	0	2	0%	2	4	50%
Certificates Ordered	0	0	0%	1	1	100%
Transient Traders Licenses	0	0	0%	0	0	0%
Lottery Licenses	0	0	0%	2	0	0%
Lunch Wagon Permits	0	0	0%	1	0	0%

Prepared by: Michael Graves, Clerk

Approved by: William Tigert, Chief Administrative Officer



DEPARTMENT: Community Services

REPORT NO: CS-010-18

COUNCIL MEETING DATE: May 14th 2018

TITLE: 2018 May Monthly Report

Currently the department is working on following projects:

- R Zone Behavior Policy
- Negotiating Reciprocal Use Agreement with Thames Valley School Board.
- **Updating Leases for:** Seniors Centre, Ingersoll Minor Soccer.
- Have hired new Administrative Coordinator for the department.
- Also new hired new secretary receptionists for VPCC front desk.
- Fee's assessment report completed and given to the treasury department for review. It is anticipated to have new fee's bylaw for council review at June meeting.

Facility Operation Highlights

Arena:

- The ice came out on April 3 2018, with Cimco Refrigeration doing the shutdown of our compressor room
- Staff spent the week of April 3-6 cleaning the arena, dressing rooms, arena floor, glass and generally getting arena ready for spring and summer events
- Shuffleboard was in to put there courts onto the arena floor and will start on May 7 2018
- Telephone line was run to the compressor room, so alarm system can be updated
- At arena, fusion and VPCC the signs were changed to "Humboldt Strong" to honour the victims of the bus accident in Saskatchewan

- The full service Coke machines arrived on Feb. 2 2018 and we received a commission cheque for \$528 for the months of February and March
- For the year the commission cheque from ABC Vending will be app. \$550
- Canadian National Shuffleboard Tournament on May 28-30 at Arena.

VPCC:

- Work continued on Engineered Air unit at the pool. Initial estimates were app. \$20000 to get the unit running properly. As the work continued more issues were found including a small leak in one of the compressors, and a control unit that would not communicate with the system. With these newly identified issues, we will be closer to \$30000. What staff have found with the repairs done to date is a notable difference in the air quality in the pool area and we have also noticed the bricks on the exterior of the building have begun to dry out. Staff now have full confidence that once the remainder of the repairs are addressed there will be much better control on the air quality in the building. Also there should be a noticeable difference in the energy bills, as the system was running 24 hours a day 7 days a week. With the new controls the system will only run when called for
- One new part time staff that has started on the weekend rotation
- Director's office is almost complete and he will move over in the near future. Director's old office has been converted in a board room which has already been used for various meetings, interviews etc.

Seniors Centre:

- CSS inspection completed, with Tim Lovett Installations given the go ahead to work on the infractions. Most of this work was completed within 1st week of the inspection
- Walked through with the Fire Department for follow up to initial inspection. Most of the infractions were completed to satisfaction with a few minor ones to be completed
- Siroski Doors was brought in to replace 13 door handles on the doors on the second floor of soccer wing. Town absorbed the cost of app. \$2200
- POW Engineering examining building drawings to see if gym can be supported on 2nd floor

Fusion:

- Got 2nd opinion on boiler and it confirmed the 1st opinion on doing a descale on the one boiler Working with Jutzi Petroleum to see when this can happen
- Working on options for the beach volleyball courts
- Snoozlyn room was inspected, with some further work to be done to get the equipment up to standards

Parks Department Highlights

- Arena staff started out in Parks this month
- Students have started-, The department is still one short and staff are in the process of looking for another student
- clean up of gardens has started

- Met with home owner over concerns with trees from Butternut Woods falling in their backyard
- Watering and transplanting in greenhouse ongoing
- Washrooms have had plumbing hooked up, water is not on yet
- Irrigation system in Dewan and Cami soccer have had their start up inspection
- Weather has delayed the start to our spring maintenance to the sport's fields which delayed user groups from getting out. Notices were sent out to groups and put on Facebook as to the status of the fields. We have been able to Aerate and work up infields. Over-seeding and fertilizing will start soon
- Picnic tables have been repaired and painted
- 50 new trees have been planted by Rotary club at the Splash pad, Kensington, GE, Woodhatch and Memorial
- Tennis Nets are up and courts are open, some minor repairs to surface was done, will need to look at redoing surface next year at Westfield

Programming Highlights

- Day Camp numbers are about half full for each camp
- Stay safe 1 spot left. Babysitting course is half full
- Have reposted for camp staff as 3 offers backed out (have 3 resumes so far)
- Tennis lessons starting in a couple of weeks, classes are filling
- PD day April 27 was full
- Three staff are going to Thamesford Public School for their Family Fitness night on Thursday, May 3rd.
 - Staff will be promoting our programs/memberships
 - I will be doing Yoga demonstrations
 - Staff will be doing Drumfit demonstrations
 - Staff will be handing out information
- 5 volunteers so far have come forward for the Little Cheese Ride on June 2nd

Aquatics Highlights

- Both swim meets on April 8 and 29 went off great
- On April 13 we asked the Board of Health to come in and review our guarding ratios, pool admission requirements, deck access. In order to ensure Board of Health Provincial Standards are met we are enforcing new requirements that will come into effect July 1, 2018
 - These requirements will have an effect on all of our programs. The requirements include; admission standards, deck access
 - Pool staff were trained in the new policies May 22 and front desk on May 23
- We have also updated our guarding ratios policy
- Tim Hortons will once again be sponsoring 9 weeks of Free Swims, Wed 6:00-7:00pm in the summer
- We are launching our new Lifesaving Swim for Life on July 1, 2018. Letters to the public will go out beginning May 7, 2018. They will be available at front desk, to all children receiving swimming lessons, Facebook and web site
- We have a full NLS school coming up May 25, 26, 27 June 1, 2, 3

- We still have lots of room in our first aid course Wed. June 13, 20.
- Spring 1 session will finish the week of May 14 – 20. A short 5 week spring 2 will begin May 22

Fusion Highlights

- April 4th - managers went to the TVDSB 2018 Pride Conference
- April 9th - assistant manager made a presentation about Fusion at the Ingersoll Resource Network
- April 10th - manager met with rep from YouthREX. YouthREX has agreed to conduct the program evaluation for the Female Fitness program
- April 11th - managers attended the United Way Communities of Practice for funded youth organizations
- April 12th - manager attended the Oxford Child and Youth Planning Table (to be renamed Activate Oxford)
- April 13th – 6 of the new gaming computers were installed. By the end of the month we are expecting that 6 more gaming computers are arriving. This will give the Tech Centre a total of 12 new Gaming Computers
- As of April 30 a total of 40 music lessons were provided to youth
- Technology staff at Fusion has been in collaboration with the Ontario Drug Awareness Committee to make a Cannabis Awareness video. That was completely produced by 8 Fusion youth members. The PSA will be showed at the ODAC Film Festival in May
- The Female Fitness program was scheduled to go to Sky Zone on April 14th, but had to be rescheduled to May 5th because of the Ice Storm. A total of 35 female youth are signed up to attend the trip
- On April 27th a Gaming Tournament took place as the new gaming computers are now operational. 24 youth participated in the “Fortnite” Tournament
- As of April 30th there have been 26 new memberships for the month
- As of April 30th there have been a total of 1563 youth visits
- As of April 30th there have been 551 participants in the school outreach visits
- Youth Art Exhibition – May 27 – June 17
- Bike Safety Day – June 2
- Need to host a recognition event for OTF for the Skatepark Grant – the event has to be after June 7th. Would like to have the basketball nets installed, rink boards installed and volleyball court sand replaced (or alternative option) in order to hold an event that also recognized the Community Foundation

Prepared by: Kyle Stefanovic, Director of Community Services

Approved by: William Tigert, CAO



DEPARTMENT: Ingersoll Fire & Emergency Services

REPORT NO: F-009-18

COUNCIL MEETING DATE: May 14, 2018

TITLE: Month End Report

FIRE CALLS

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

- 2 – Institutional
- 3 – Residential
- 1 – Vehicles / M.V.C.
- 1 – Carbon Monoxide
- 3 – Burn Complaint
- 2 – Other
- 2 – Medical Assist

TRAINING

During the month of April your Firefighters completed their annual medical recertification and upgraded their skills in interior fire attack.

TRAFFIC ACTIVITY

Traffic Infractions for the month are as follows:

- 84 – Tickets Issued
- 81 – Fully Paid Tickets
- 3 – Service Fees Added

FIRE PREVENTION INSPECTIONS

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

5 – Residential

1 – Assembly

1 – Business & Personal

PUBLIC EDUCATION

Staff provided fire extinguisher training for employees at All Treat and the Fusion Youth Centre.

Staff attended the Race Against Drugs event and provided fire prevention information to youth.

Staff attended the Royal Roads Public School community helper fair.

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:

3 – Open Air Burn – Bylaw #13-4726

There were 3 by-law investigation during the month of November that were resolved.

Prepared by: John Holmes, Fire Chief/CEMC

Approved by: William Tigert, Chief Administrative Officer



DEPARTMENT: OPERATIONS

REPORT NO: OP-014-18

COUNCIL MEETING DATE: May 14, 2018

TITLE: April Operations Report

I worked on a number of Site Plans, Subdivision Agreements, Consents, Minor Variances and Zoning applications.

I participated in a conference call with the MTO to discuss access to the MTO ARIS Collision Database. This database will allow the Town access to all the Motor Vehicle Collisions in the Town. Since the OPP went to electronic data entry for all collision reports, the Town does not receive this data but will be able to access it once approved for the MTO ARIS database.

I met with the UTRCA along with the consultant for the Victoria Street Culvert project. Discussions centered on the Environmental Assessment and the proposed alignment of the culvert.

I met with representatives from Sifton and their consultants to discuss Block 65 of the Harrisview Subdivisions. Discussions centered on the requirements for a retirement home/residential block.

I attended a pre-consultation meeting for the site plan for the addition to Harrisview Public School. The School Board is looking to add a Child Care Centre to the school along with additional parking for the school.

The PIC for the Oxford Street Parking Lot was held on April 25, 2018 with the contractor present to how the construction work was to be scheduled in the parking lot. Construction started on April 30th. The project is progressing as planned and is still scheduled for completion by the end of June. The Contractor has placed approximately

120 meters of main line sewer out of 180 meters, and is expected to start on sewer services to each building on May 11th.

The underground work for the Mutual Street sanitary sewer extension is complete, including the servicing of the unopened road allowance. Curbs and base coat asphalt are expected to be completed on May 2nd, followed by landscaping.

North Town Line road construction is expected to commence on May 22nd. Presently, the utilities are being relocated and the trees necessary for the road widening and sidewalk are being removed.

The RFP for the Survey Monuments were received on April 26, 2018. Staff will review the proposals over the next three weeks.

Engineering Services responded to 125 requests for locates or re-locates during April. This included emergency locates.

Respectfully Submitted
Sandra Lawson, P.Eng.
Town Engineer

A. Public Works Manager

MAINTENANCE

Winter Control

- Poor weather in April have delayed most of our spring operations.
- Crews have removed all snow fence and sand barrels.
- Sod damage repair along roads and sidewalks is ongoing.

Road Maintenance

- Crews continue to fill potholes until permanent repairs can be made this summer.
- Installed guide rails on Royland Cres.

Tree Trimming Removal

The annual tree trimming removal contract continues, weather has delayed the completion of the contract. Stumps will be ground out and repaired mid to late May. An additional 8 trees had to be added for removal after the ice storm damaged them.

Core area

- All the benches have been installed.

Sweeping

- Street sweeping has begun. Again poor April weather has delayed this operation.

Retaining Walls

- Several retaining walls were damaged by frost heaving this winter season. Staff has made them safe until they can be reconstructed.

Free Trees

- Fifty sugar maples were distributed to homeowners on April 20th. Fifty maples were delivered for planting in Town parks by the Rotary Club. Two and a half trees were planted for every one removed this year

Staff Training

- Staff took a chainsaw safety refresher and traffic control course.

Doug Wituik, Manager
Public Works Department

Prepared by: Sandra Lawson P.Eng., Town Engineer
Approved by: William Tigert, CAO



DEPARTMENT: TREASURY DEPARTMENT

REPORT NO: T-011-18

COUNCIL MEETING DATE: May 14th, 2018

TITLE: TREASURY DEPARTMENT MONTHLY REPORT

Mayor Comiskey and Members of Council:

Department Activities and Information for the month of April 2018:

Treasury

1. In process of finalizing 2017 yearend financial results and preparing the 2017 financial statements, FIR and reconciling capital assets transactions.
2. In the process of developing a strategic asset management policy to ensure compliance with the requirements of Regulation 588/17.
3. Finance and Property Tax Statistics:

169	2018 Property Tax Title Changes YTD
8	Properties registered for tax sales (2 plus years in arrears)
12	Extension Agreements
1	Properties to be sold by tax sale in 2018
\$0.00	Taxes on Supplemental / Omitted Assessments YTD
\$555,858	Property Taxes O/S March 31, 2018
\$7,161	Revenue – Treasurer Certificates, Title Changes, Other
\$69,969	Interest Earned
\$55,517	Interest on Overdue Taxes

Information Technology

1. Completed installation of new gaming computer lab at Fusion Youth Centre.
2. Setup online registration and payment system for Ingersoll Safe Cycling events.

Monthly Statistics

Closed Tickets - 66
Opened Tickets -70
Still Outstanding - 4

Website Stats

Users – 6,200
Page Views – 20,575

Most Viewed Pages

Employment (1,388 views)
Large Article Collection (1,174 views)
Pool Schedule (739 views)

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



DEPARTMENT: Chief Administrative Officer

REPORT NO: A-016-18

COUNCIL DATE: May 14th 2018

TITLE: Pilot Program to target dog waste on public/private property

OBJECTIVE: The objective of the report is to provide information and seek support from Council on a pilot program aimed at reducing if not eliminating dog waste on public and private property.

BACKGROUND:

Goals

- 1- To inform the risks of dog waste - presentation
- 2- To ask for permission for staff to implement a small program

With dogs providing many benefits to people it's no surprise that their numbers continue to rise (7.6million dogs in Canada as of 2016).However with more dogs generates more waste, on average 1 kilogram every three days.

Dog waste contain high levels of nitrogen and phosphorus, which is harmful to both lawns and the environment but also contains very high levels of bacteria (such as e coli, viruses and parasites) which are harmful to people and their pets.

Most people would agree that this type of thing is not something we want laying around our urban environment and so it's no wonder that Ingersoll has a bylaw to regulate the removal of dog waste

CORPORATION OF THE TOWN OF INGERSOLL BY-LAW NO. 01-3989 Being a by-law to provide for the Regulation, Restriction and Prohibition of the Keeping and the Running at Large of Dogs in the Town of Ingersoll

3.5 Excrement - removal - disposal - sanitary - immediate every owner of a dog shall remove forthwith and sanitarily dispose of excrement left by the dog anywhere in the Municipality, including the owner's yard and premises.

That being said some dog owners fail to follow this regulation, either from lack of knowledge (of bylaw or risks from waste), or lack of means (bags)

Some municipalities are implementing various strategies that has led to improve the situation. That is educating the residents through signage and through ensuring waste removal bags are available for those who forget theirs.

Staff believe that there are some areas that could benefit from the installation of both signage and bag dispensers. A number of complaints around dog waste have been generated from the Harrisview Subdivision.

The main areas where dog waste is being left in the Harrisview subdivision is around the community mail boxes and near the storm water management area.

Staff would like to suggest that a total of four signs and two bag dispensers be installed as pilot project to see if they have a positive impact on the situation. The mail boxes would receive signage and the entrance to the storm water management area would receive signage and bag dispensers.

It is hoped that the responsible owners would then look after their own animal waste and not leave it to impede the enjoyment of the public.

ANALYSIS:

With the adoption of the complete streets policy, the expansion of the trails system and the overall wish to see the population be more active, ensuring pleasant experiences for those using public facilities would be logical.

Therefore a low cost pilot program to determine if signage and supply of waste bags could reduce the amount of uncared for waste in these public areas may be beneficial.

INTERDEPARTMENTAL IMPLICATIONS: N/A

FINANCIAL IMPLICATIONS:

It is anticipated that the signage and bags could be accommodated for this limited pilot project from within the municipal budget. The signage and bags would be estimated to be not be more than \$1,000 for the trial.

RECOMMENDATION:

THAT the Council of the Corporation of the Town of Ingersoll receives report numbered A-016-18 as information.

AND FURTHER THAT Council authorize staff to proceed with a pilot program as described in the report, whereby signage and waste bags are utilized in the Harrisview Subdivision and Storm water Management Area, at a cost not to exceed \$1,000.00.

AND FURTHER That Staff report back as part of the 2019 Budget process as to the effectiveness of the pilot with recommendations.

Prepared by: William J. Tigert, Chief Administrative Officer



DEPARTMENT: Chief Administrative Officer

REPORT NO: A-017-18

COUNCIL DATE: May 14th, 2018

TITLE: Update on 99 North Town Line

OBJECTIVE: To provide Council information and make recommendations on next steps.

BACKGROUND: As Council members are fully aware, Ingersoll has been requesting that Zorra Township enter into discussions on a boundary adjustment for almost one year. The Town's committee made a presentation to the Township in June of 2017.

On May 1st 2018, Deputy Mayor Freeman (Chair) and Mayor Comiskey (member) attended Zorra Township Council and made the presentation that is attached here too.

There was some discussion and at the end of the discussion Zorra Council, by unanimous and recorded vote advised the Town that they were not willing to enter into boundary discussions on 99 North Town Line.

That leaves Ingersoll Council to make some more difficult decisions on next steps.

ANALYSIS: Council has identified and analyzed three sites, 99 North Town Line, the current arena site and the Town owned industrial lands on Clark Road.

Council has eliminated the current arena site for a number of reasons, the main ones being, cost of development, limitations on size of the site and the impacts of the regional flood lines.

Additionally, there are significant opportunity costs associated with using the Clark Industrial lands.

First being the Town is deficient on its twenty year land supply for Industrial lands. According to the study commissioned by the County in 2014, the town is 165 acres short on employment lands to meet the goals and objectives of the Provincial Policy Statement

and the County Official Plan. Removing 22 – 25 acres of prime land on the 401 corridor would only exacerbate that situation.

Secondly, in its 2007 study, it was identified that the optimal parcel of land to develop a new multi-use recreational facility should be between 40 and 50 acres. This size is necessary to allow for the growth of the town and the needs of its citizens over the next 20-50 years. It would allow the consolidation of all sports fields to one location, giving operational efficiencies to maintenance and operations. It would allow for the future twinning of the arena when population numbers warranted and could financially support the expansion.

Third it would allow for the orderly transition from the leased facility at GM CAMI which has a term of eleven years remaining.

Third, comparable industrial lands on the 401 corridor are selling for **\$100,000 to \$125,000 per acre**. Utilizing the lands for recreation would essentially negate a potential revenue of **\$2,200,000 to \$2,750,000** which is needed to offset the servicing costs of the balance of the lands. Utilizing 40 – 50 acres as deemed optimal would negate potential revenues of **\$4,000,000 to \$6,250,000**.

From a fiscally responsible position, it is far more advantageous to continue to look at the lands at 99 North Town line.

First because the cost to the municipality in a net amount is approximately \$500,000 or \$9000 per acre.

Second, the parcel is 56 acres, which is more than adequate to meet the Town's needs for the next century. It would allow for the consolidation of the all playing fields, freeing up Victoria Park and other facilities for more family or passive park utilization.

Third, very little of the lands fall under regulation of the Upper Thames River Conservation Authority, which can be a challenge to development.

Fourth it falls on an arterial road, connected by three other arterial/collector roads allowing free flow of traffic to and from the site. It would encourage visitors to the town to traverse through the commercial district and potential increase consumerism in the core.

Options:

1. Council could abandon the 99 North Town Line site due to Zorra unwillingness to even come to the table to have fulsome discussions on the merits of the site and the potential benefit to both communities.
2. Council could wait to revisit Zorra Township Council after the Municipal election that will be held in October of this year.
3. Council could proceed with the potential development of the site as permitted by the Municipal Act, giving municipal authorities to develop recreational facilities in

adjoining municipalities due to land constraints. This certainly is the reality in the Town's situation.

Recommendations:

1. That Council, having exhausted the hope of having the lands brought into town for this use, proceed as permitted by the Municipal Act to develop the site in the adjacent municipality.
2. That Council, through Staff, work with the owner to finalize the purchase of the property, for recreational purposes putting in place any agreements necessary to provide assurances that the lands will only be used for recreational purposes or they will be returned to the seller at the same value as they were acquired. Subject to the lands being approved by an official plan and rezoning amendment for recreational purposes.
3. If successful with the purchase of the property, the Town work with its Planners to file the necessary Official Plan Amendment and Rezoning applications to permit the development of the site for recreational purposes.

INTERDEPARTMENTAL IMPLICATIONS: As a key strategic priority identified by the Community and the Council at the beginning of the term, it is very important that the Town move forward, accepting the limitations imposed by others, and plan and implement the vision necessary for the Town to meet the needs of its citizens, present and future.

It is only through forward thinking, planning and building necessary community infrastructure that the Town can facilitate growth, investment and a vibrant economy that provides benefits to the Town and its neighbours. This includes but is not limited to commercial, educational and medical facilities which benefits beyond the Town's borders.

FINANCIAL IMPLICATIONS:

Purchase of the property will be budgeted for in 2019 as that is the anticipated earliest closing date.

Likewise Official Plan and Zoning application costs are incorporated within the 2018 budget with additional budgeting to be included in the 2019 budget.

RECOMMENDATION: THAT the Council of the Corporation of the Town of Ingersoll receives report numbered A-017-18 as information.

AND FURTHER THAT Council instruct staff to proceed with the finalizing of the purchase of the property with the terms and conditions satisfactory to the owner that the Lands will be for use as recreational uses, with the naming rights as required, conditional on OP and rezoning.

AND FURTHER THAT staff with the owner's consent, file the necessary applications with the County and The Township for Official Plan and Rezoning, allowing for the recreational uses proposed on the lands.

Prepared by: William J. Tigert, Chief Administrative Officer

ATTACHMENTS: Boundary Adjustment Presentation to Zorra Council May 1st 2018



Request for Boundary Adjustment Discussion for Ingersoll's Multi-Use Recreational Centre

Chair of Boundary Adjustment Committee /
Deputy Mayor Fred Freeman

&

Mayor Ted Comiskey



Why are we here?

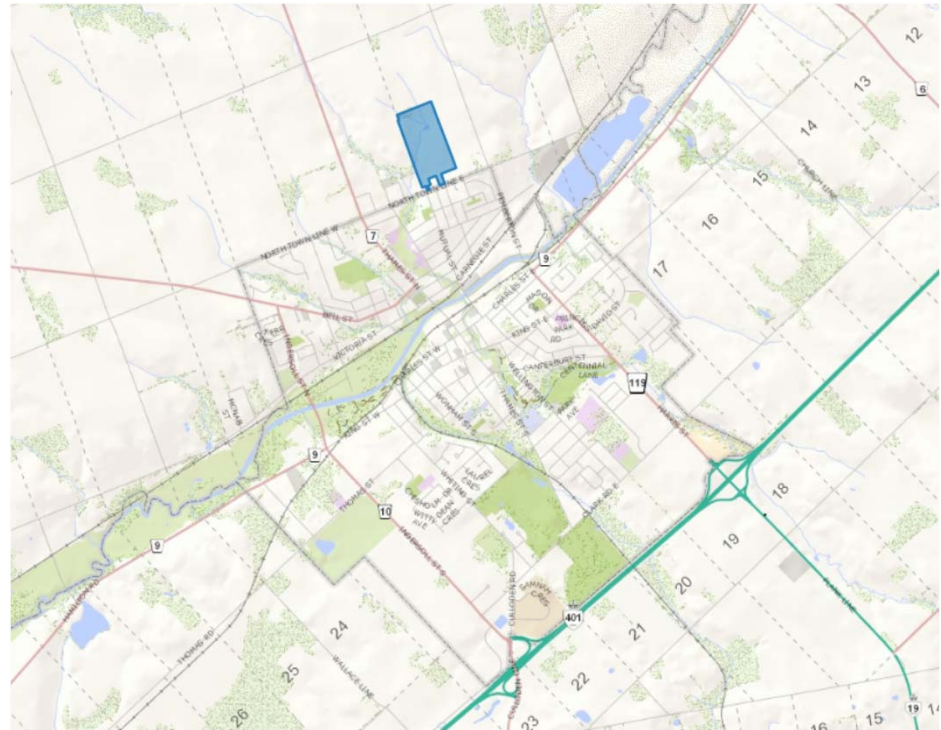
To request an opportunity for Ingersoll and Zorra's boundary adjustment committees to meet to discuss the incorporation of the property located at 99 North Town Line into the Town of Ingersoll for recreational purposes.

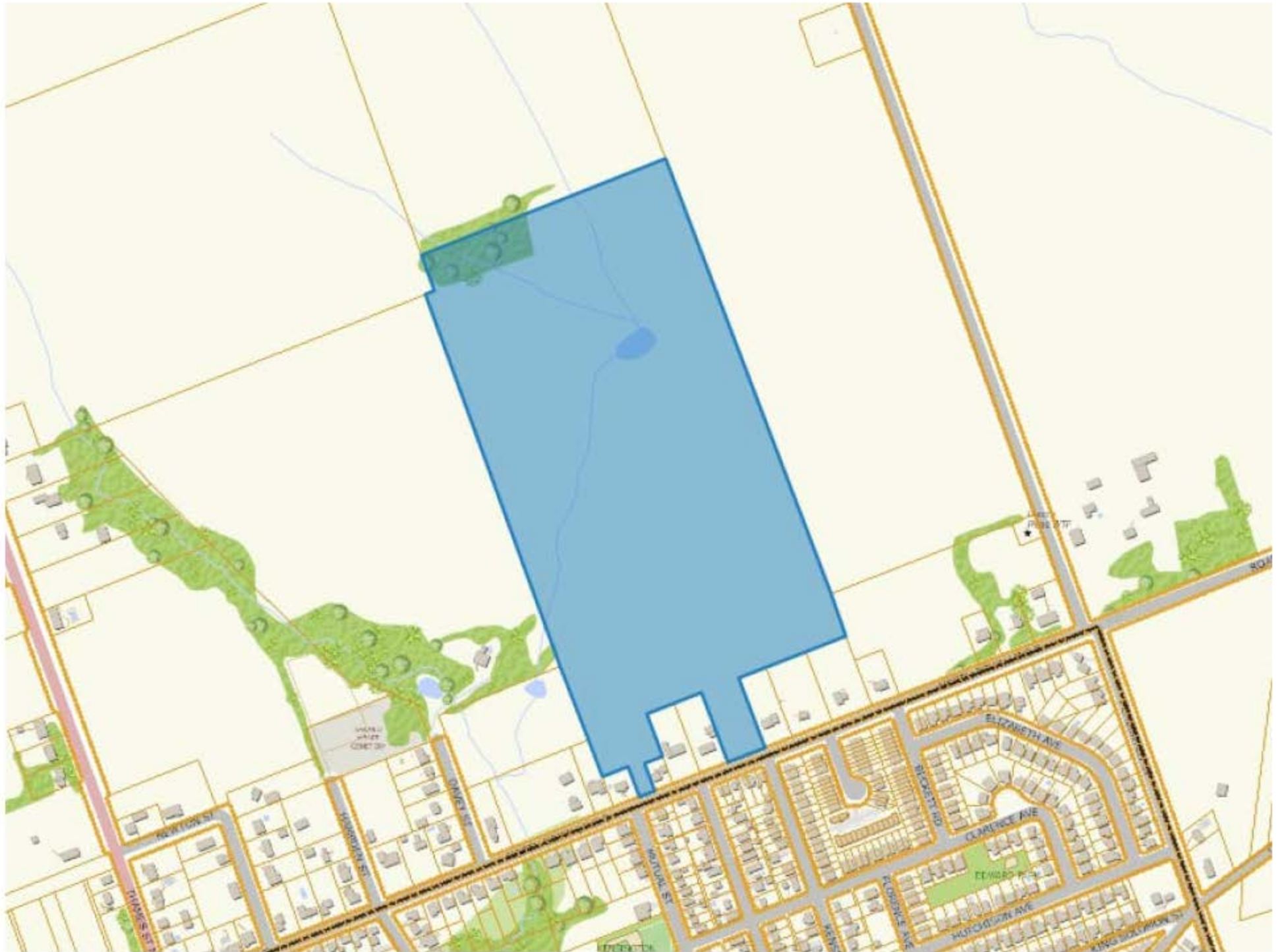
The Town of Ingersoll has an option to purchase the property and would potentially develop the site to accommodate a new multi-use recreational centre on the property that could include an arena, soccer fields, baseball diamonds and more.



About the property

- 99 North Town Line, Zorra
- Approximately 56 acres
- Ingersoll's option to purchase stipulates land will only be for recreational purposes if purchased by Town
- Few, if any, environmental constraints to the development of the site
- Currently zoned A2 – General Agriculture









Why a new Multi-Use Recreation Centre

- Ingersoll's current arena is at the end of its useful lifespan according to its asset management plan
- A Multi-Use Recreation Centre was identified as a high priority in Council's strategic priority setting exercise
- Current lease with General Motors for Town soccer fields expires in 12 years
- Playing fields are scattered throughout Town, opportunity to consolidate them on one site for efficiencies
- Opportunity to attract new investment and improve the quality life of Ingersoll and area residents
- Opportunity to promote healthy active living



Why 99 North Town Line?

- Studies identify a 40-50 acre parcel as being ideal to house complex
- Water service already at site, sewers are available to service site
- Free of regulatory flood restrictions
- Current owners approached the Town to sell the property for recreational use
- Opportunity to draw people through Ingersoll's downtown
- Other sites within Town limit not ideal:
 - Current Arena site too small, within regulatory flood plain,
 - Victoria Park is too small and not acceptable to the public
 - Clark Road industrial land more than 10 times the price of North Town Line property, and needed for inventory
 - Town is already deficient in inventory of residential, commercial and industrial lands



What we are asking

- ❑ Zorra and Ingersoll's Boundary Adjustment Committees to meet to discuss the potential for a mutually beneficial boundary adjustment agreement to incorporate the property at 99 North Town Line into the Town of Ingersoll for recreational purposes
- ❑ The Town is willing to discuss partnerships, and other opportunities to work together to improve the quality of life of Ingersoll and area residents
- ❑ Ingersoll believes in the Oxford County tagline "Stronger Together"



Thank you!

our heritage, your future



DEPARTMENT: BUILDING

REPORT NO: B-010-18

COUNCIL MEETING DATE: May 14, 2018

TITLE: Minor Variance to By-law 13-4720 (Fence By-Law)

OBJECTIVE

To provide Council with the information regarding a requested variance to the Town of Ingersoll Fence by-law 14-4720 for 121-123 Thames St S.

BACKGROUND

The Owner of 121-123 Thames Street South is intending to install a six foot high chain link fence surrounding his property as indicated in the attached letter and plan for security purposes. He still would like vehicular access to his property from Water Street so he is intending to install a gate at the rear of his property abutting Water Street.

ANALYSIS

Section 7.1 (b) of the by-law states: no gates are included in the fence to access Town property is permitted;

In speaking with the Town Engineering department it was noted that there is a sanitary lateral that crosses the rear property line on a diagonal to service the properties on Thames St. The Manager of Public Works also indicated that the fence be setback from the property line to accommodate for snow plowing the street and sidewalk along Water Street.

FINANCIAL IMPLICATIONS

None

RECOMMENDATION

THAT report B-010-18 be received as information and council provide staff with direction on the variance.

ATTACHMENT

Letter requesting variance and plan

Prepared by: Shannon Vanderydt, CBO

Approved by: William Tigert, CAO

Ashok & Mala Sondhi
60 King Street East
Ingersoll, Ontario
N5C 1G4
519-485-4999
519-537-1785

121-123- Thames St. S
Plan 279 PTLot 6, 7, 34, 35
BLK 41 RP 41 R 2527 (last)

April 12, 2018

Town of Ingersoll
130 Oxford Street
2nd Floor
Ingersoll, Ontario
N5C 2V5

ATTENTION: Michael Graves

Re: 121-123 Thames Street South, Ingersoll (rear lot)

I intend to install a fence around the rear of my property for security and would like access to the property for vehicles. I would like a 10'-12' sliding gate for access. I have attached with my letter a sketch of the property outlining the fence and gate in question.

I understand that the fence by-law does not allow a gated access to Town property and staff have advised me that I need a variance to the fence by-law.

Due to the conditions of the property and access to Water Street, the Town does not need to spend any money to allow me to have access and I hereby request a variance to the fence by-law to provide me gated access to Water Street.

May I please hear from you with respect to same.

Yours truly



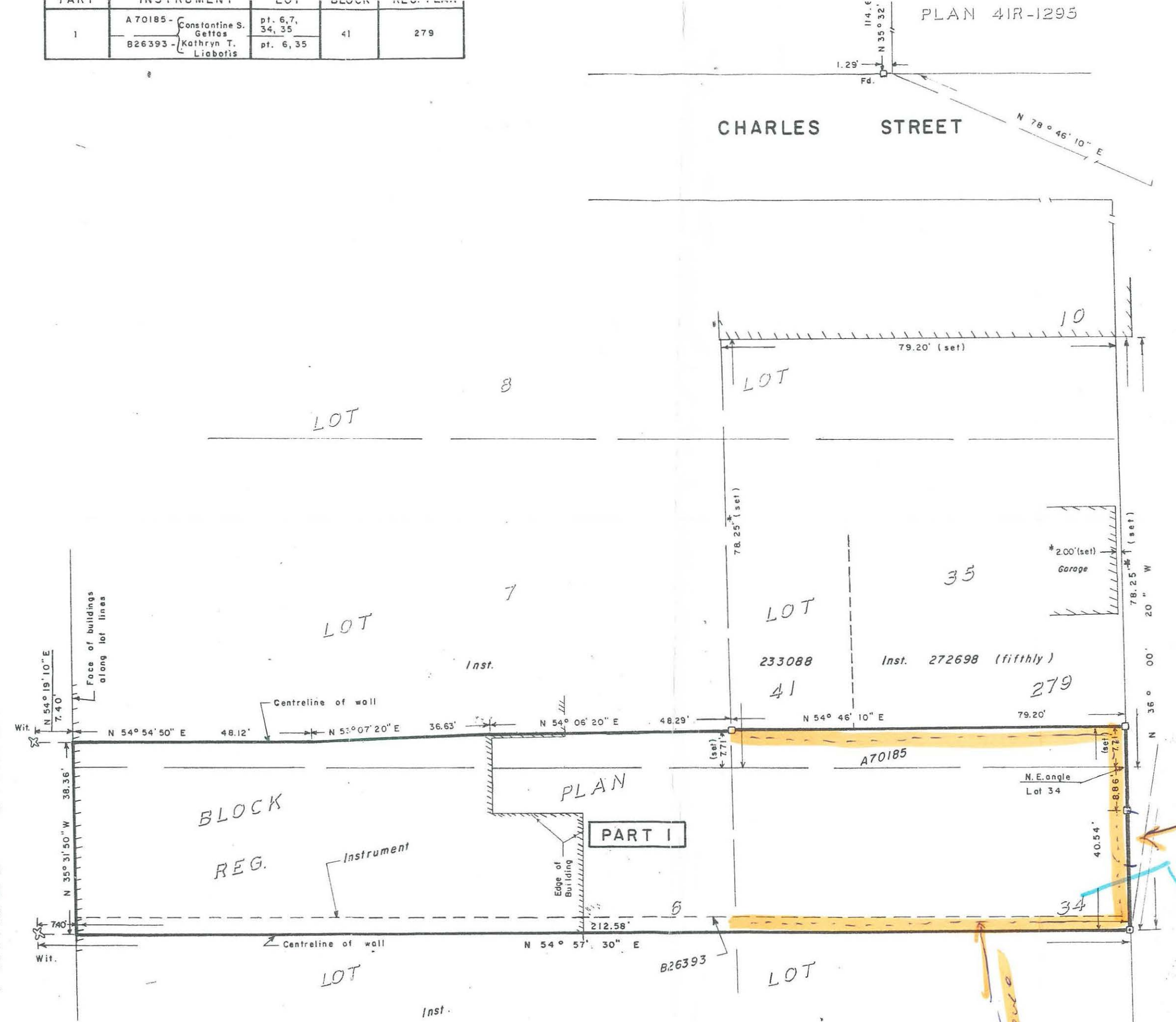
Ashok Sondhi

PART	INSTRUMENT	LOT	BLOCK	REG. TERM.
1	A 70185 - Constantine S. Gettas	pt. 6, 7, 34, 35	41	279
	B 26393 - Kathryn T. Liabofis	pt. 6, 35		

PLAN 41R-1295

CHARLES STREET

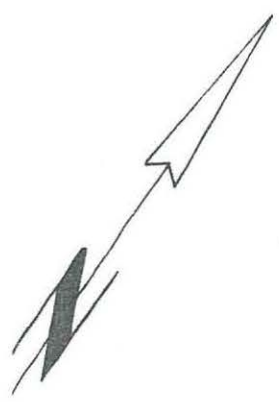
THAMES STREET



approx Sanitary (su) lateral (su)

Gate 10' x 12'

Face





DEPARTMENT: BUILDING

REPORT NO: B-011-18

COUNCIL MEETING DATE: May 14, 2018

TITLE: Residential Tenancies Act, 2006 and current Property Standards By-law

OBJECTIVE

To provide Council with the information regarding changes for residential rental maintenance standards and the Town's current Property Standards By-Law 01-3986

BACKGROUND

Receiving Royal Assent on December 8, 2016 the Promoting Affordable Housing Act, 2016, amends sections of the Residential Tenancies Act to end the province's role in enforcing residential rental maintenance standards and placing it in municipal hands effective July 1, 2018. This is another example of an unfunded Provincial mandate being downloaded to the municipalities. This might be less onerous on large municipalities, but will put additional pressure on small municipalities with limited numbers of staff.

The Residential Tenancies Act (RTA) is only applicable to residential rental properties and the review process differs from a property standards by-law appeals process under the Building Code Act, 1992 (BCA).

The BCA requires that a local Property Standards Committee be formed to hear appeals of an order. The RTA does not require or allow a local committee to hear appeals to the RTA, instead they are dealt with through the Landlord Tenant Board.

ANALYSIS

The Town of Ingersoll's current property standards by-law came into effect in 2001, numerous legislative and policy changes have occurred since its implantation, in addition to the requirement for municipalities to enforce the Residential Tenancies Act effective July 1, 2018, leaving our by-law due to be updated.

In order for staff to gather the required information to update the Town's property standards by-law, provide training for council as the property standards committee,

research the option of imposing an administrative monetary penalty and allowing for an appropriate budget in 2019, it would be beneficial to utilize what we currently have in place while enforcing the RTA, until a revised property standards by-law can be brought forward for councils approval.

Staff are hopeful that during the initial period larger municipalities will develop policies and procedures that can then be duplicated and utilized by smaller communities with smaller resource bases. Staff have consulted with surrounding municipalities and find that they are being consistent with this approach.

FINANCIAL IMPLICATIONS

At this time cannot quantify the financial impact that the requirement to enforce the RTA will have on the Town.

Undoubtedly any enforcement of this new requirement will draw staff away from their current duties of building code enforcement, property standards and facilities maintenance. Future budgets may have to specifically allocate funding to deal with this new responsibility based on demands by the rental community.

RECOMMENDATION

THAT The Council of the Corporation of the Town of Ingersoll receive report B-011-18 as information

AND FURTHER THAT Council approve the staff recommendation with the enforcement of the Residential Tenancies Act as discussed in the report.

AND FURTHER THAT Council provide staff with direction to proceed on the updating of the current Property Standards By-law, looking to other sources and jurisdictions to adopt best practices for the requirements of the new legislation.

ATTACHMENT

None

Prepared by: Shannon Vanderydt, CBO
Approved by: William Tigert, CAO



DEPARTMENT: Clerk's Department

REPORT NO: C-014-18

COUNCIL MEETING DATE: May 14, 2018

TITLE: Pavilion Project

OBJECTIVE: To update the Council on the status of the Museum Capital Project being the Pavilion Project.

BACKGROUND

The Museum Board has been progressing through the process of getting a timber framed pavilion built on museum lands on the West side of the Museum.

A design has been completed. Upper Thames River Conservation Authority (UTRCA) has issued a permit and the Building Department has issued a permit.

Staff have drafted the concrete tender and it will soon go out.

Council will recall that the project had previously been tendered but only received one tender.

Staff then proceeded to work with a contractor that has experience in building timber frame construction buildings and have negotiated a price in budget under the exception clause of the procurement policy. The Contractor is Mr. Yoder and he is highly sought after for his abilities to construct timber frame structures.

ANALYSIS

After discussions with Mr. Yoder he has many of his projects booked for the entire year. Therefore he won't be able to start until late in the January or February of 2019.

The permit for UTRCA is in place until March 2019 and probably could be extended further. The building permit could be extended further as well.

If the pavilion is constructed in early 2019, staff could in the interim proceed to tender the concrete pad which then could be built in late summer. The project requires additional wood to be milled for the structure and that could be milled during the summer and inspected by the designing engineer in the late summer or early fall.

The project would then be ready to go when Mr. Yoder is available.

The only other options would be to go back out to tender for a new contractor or to redesign the building using regular wood and using cladding to make it look old.

After evaluating both options staff feel they have similar timelines to the current option.

That is why staff and the Museum board recommend the project proceed with Mr. Yoder constructing the pavilion in 2019 and proceed with the concrete pad and the milling in 2018.

Mr. Yoder's costs have slightly risen from his original quote due to inflation. Staff do not anticipate this to be a major impact to the budget. Once the concrete pad and milling work is done staff will be able to better assess the remaining budget and budget in 2019 accordingly.

The costs of the other two options above are probably similar to the proposed option. Retendering is not any guarantee of a better price as the last tender only solicited one response that was more than double Mr. Yoder's proposal. Redesigning the pavilion may create a better opportunity to tender the project (Norwich's pavilion cost approximately \$55,000 to build in 2014) but it would also require a redesign by an architect which will push that price up.

In the end staff feel the costs are similar for all the options.

That is why staff and the Museum Board recommend the current option.

INTERDEPARTMENTAL IMPLICATIONS

N/A

FINANCIAL IMPLICATIONS

N/A

RECOMMENDATION

THAT staff report C-014-18 be received as information.

AND THAT Council directs the Staff to proceed to contract Mr. Yoder to construct the pavilion on the Museum grounds in January 2019.

AND FURTHER THAT The Concrete pad be tendered and installed in summer 2018.

AND FURTHER THAT The wood be milled and inspected in the summer 2018.

Prepared by: Michael Graves, Clerk

Approved by: William Tigert, Chief Administrative Officer



DEPARTMENT: Clerk's Department

REPORT NO: C-0015-18

COUNCIL MEETING DATE: May 14, 2018

TITLE: Written Declarations of Pecuniary Interest

OBJECTIVE: To provide Council with a process to complete written Declarations of Pecuniary Interest.

BACKGROUND

Bill 68 has amended the Municipal Act and the Municipal Conflict of Interest Act.

For the most part the Town of Ingersoll is well ahead of the curve and has met most of the requirements of Bill 68 that need to be completed by March 19, 2019 including having a code of conduct and having an integrity commissioner.

A couple of other provisions are coming into place by March 19, 2019 and they are as follows:

Note: On March 1, 2019, the day named by proclamation of the Lieutenant Governor, the Act is amended by adding the following sections before the heading "Record of Disclosure": (See: 2017, c. 10, Sched. 3, s. 4)

Written statement re disclosure

5.1 At a meeting at which a member discloses an interest under section 5, or as soon as possible afterwards, the member shall file a written statement of the interest and its general nature with the clerk of the municipality or the secretary of the committee or local board, as the case may be. 2017, c. 10, Sched. 3, s. 4.

Note: On March 1, 2019, the day named by proclamation of the Lieutenant Governor, the Act is amended by adding the following section: (See: 2017, c. 10, Sched. 3, s. 5)

Requirement to establish registry

6.1 (1) Every municipality and local board shall establish and maintain a registry in which shall be kept,

Clerk's Department Report No. C- 015-18
Regular Meeting of Council
May 14, 2018

- (a) a copy of each statement filed under section 5.1; and
(b) **a copy of each declaration recorded** under section 6. 2017, c. 10, Sched. 3, s. 5.

Access to registry

- (2) *The registry shall be available for public inspection in the manner and during the time that the municipality or local board, as the case may be, may determine. 2017, c. 10, Sched. 3, s. 5.*

ANALYSIS

In an effort to continue to be ahead of requirements for open and transparent municipal government staff recommend the implementation of a system of written declarations of pecuniary interest and a registry system now, well ahead of the March 19, 2019 deadline.

As such staff have drafted the attached form for written declarations of pecuniary interest and recommend Council begin using them.

As well, staff will be beginning to keep a register of the declarations that are provided by Council from this day forth and make the registry available to the public should they request to review it.

This will ensure compliance with the requirements of the Act prior to the March 19, 2019 deadline.

INTERDEPARTMENTAL IMPLICATIONS

N/A

FINANCIAL IMPLICATIONS

N/A

RECOMMENDATION

THAT staff report C-015-18 be received as information.

AND THAT Council proceed to the use the written declaration of pecuniary interest.

AND FURTHER THAT The staff be directed to create a registry of written declarations of pecuniary interest and that it be available for viewing at the Clerk's office.

Prepared by: Michael Graves, Clerk

Approved by: William Tigert, Chief Administrative Officer



**The Corporation of the Town of Ingersoll
Declaration of Pecuniary Interest**

_____, 2018

THAT I wish to declare that I have a pecuniary interest related to the following matters:

And the general nature is:

Councillor



DEPARTMENT: Clerk's Department

REPORT NO: C-016-18

COUNCIL MEETING DATE: May 14, 2018

TITLE: Sign By-law – Election Sign By-law Update

OBJECTIVE: To provide Council with some recommended updates to the Sign By-law specifically as it relates to Election Signs.

BACKGROUND

The Sign By-law has been in existence since 2008.

During the last election, there were some issues with the election portion of the sign by-law.

There were some concerns regarding timing. Signs under the current by-law are only allowed to go out during 28 days prior to voting day.

In the Municipal Election, this can be problematic as The Town of Ingersoll conducts a vote-by-mail election and ballots are sent out to residents approximately 28 days before Election Day. Some residents return them early which limits the amount of time signs can be effective.

The other issue is the placement of signs. The by-law states that election signs must be located on private property (with permission of the property owner). This posed a problem for signs placed on boulevards (which is common location for election signs to be placed) as boulevards are owned by the Town of Ingersoll.

In addition to the above-noted issues, definitions regarding 3rd party advertisers in municipal elections also need to be added to the by-law.

ANALYSIS

Staff understand that in order to be effective signs need to be in place for a period of time. At the same time, this clause was developed with the intent to not leave signs up for a

long period of time. Signs for the provincial and federal elections are allowed to go up after the writ has been filed. The average of the last 5 provincial elections and the last 5 federal elections is 36.7 days. As such, staff are proposing that municipal election signs be allowed to be posted for 36 days. This would allow signs to be posted at least 8 days prior to ballots be distributed.

Staff are also proposing that signs be allowed to be placed in the boulevards in front of residential properties of owners of the residential property that grant permission for the placement of such sign.

The placement of signs in boulevards is allowed in most other municipalities and is also allowed on County roads which creates great confusion throughout the town during the election. Staff are not proposing to allow signs in boulevards in front institutional, commercial or industrial properties. All other provisions of sign placement including not causing visibility issues or placing in site triangles would still have to be met.

INTERDEPARTMENTAL IMPLICATIONS

N/A

FINANCIAL IMPLICATIONS

N/A

RECOMMENDATION

THAT staff report C-016-18 be received as information.

AND THAT Council directs staff to bring forward a by-law to effect the staff recommendations of report C-016-18.

Prepared by: Michael Graves, Clerk

Approved by: William Tigert, Chief Administrative Officer



DEPARTMENT: Clerk's Department

REPORT NO: C-017-18

COUNCIL MEETING DATE: May 14, 2018

TITLE: Joint Compliance Audit Committee

OBJECTIVE: To Establish a Joint Compliance Audit Committee

BACKGROUND

The Municipal Elections Act, 1996 requires that municipalities appoint a Compliance Audit Committee prior to October 1st in an election year. The Clerks/Deputy-Clerks from the municipalities within Oxford met to discuss the possibility of continuing to utilize a Joint Compliance Audit Committee as was used for the 2010-2014 term and the 2014-2018 term. It was agreed that staff would like to continue with a Joint Committee. It was also agreed that it would be best to continue with as many of the same committee membership as possible as they have a good range of background including municipal, accounting, legal and audit and have previously been involved in training. Most of the existing members are willing to continue, and staff are suggesting the addition of a couple of new members.

ANALYSIS

All candidates are now required to file detailed financial statements of contributions received and expenses for their campaign (those who exceed \$10,000 require audited statements).

Any elector can request an audit of those financial statements if they reasonably believe an individual has contravened the Election Act. The audit is to be received by the Clerk and within 10 days, sent to a compliance audit committee. That committee is required to respond in 30 days if they agree that an audit request should be granted or rejected. The decision of the committee may be appealed to the Ontario Court of Justice within 15 days.

If the committee orders an audit (the costs of which must be paid by the municipality) then an outside auditor is appointed, an audit is conducted, and a report prepared. The completed report is provided to the candidate, council, and the Clerk. The Clerk has 10 days to supply the report to the compliance audit committee, and the committee has 30 days to consider it. If the report finds that the candidate contravened the Elections Act, then the committee must decide whether or not to commence a legal proceeding against a contributor for an apparent contravention. If the report finds that the candidate did not contravene the Act, then the committee must determine if the applicant had reasonable grounds to request the audit, and if not, may attribute the costs of the audit to the applicant.

Given the judicial nature of this committee, exceptional candidates with a legal, accounting, municipal or academic background are the first choice.

Committee Composition

The Municipal Elections Act, specifically states at Section 88.37:

Compliance audit committee

- (1) A council or local board shall establish a compliance audit committee before October 1 of an election year for the purposes of this Act.

Composition

- (2) The committee shall be composed of not fewer than three and not more than seven members and shall not include:
 - (a) employees or officers of the municipality or local board;
 - (b) members of the council or local board; or
 - (c) any persons who are candidates in the election for which the committee is established.
 - (d) any persons who are registered third parties in the municipality in the election for which the committee is established.

Nothing in the legislation prohibits different municipalities from appointing the same committee members. In the past, some municipalities in the County of Oxford have had some difficulty soliciting members to join a possible committee. As such, the Returning Officers (Clerks) of the County of Oxford have proposed that all municipalities within Oxford appoint the same members to their respective committees as has been done for the last two terms of Council. This would essentially create a joint compliance audit committee.

Mandate

The mandate of the Municipal Election Compliance Audit Committee is to hear and determine all applications filed in accordance with section 88.33 of the *MEA*, in accordance with the procedures established by the Municipal Clerk under the provisions of the *MEA*.

Any application which does not meet the legislative deadline for submission will not be presented to the committee for review (being 90 days after the filing of the financial statements).

The committee is required by legislation to meet the requirements of the Act including responding to requests for audit and making determinations regarding the reasonableness of the request as outlined above. The Act specifically points out the role of the clerk as follows:

Role of Clerk or Secretary

“The Clerk of the municipality or the secretary of the local board, as the case may be, shall establish administrative practices and procedures for the committee and shall carry out any other duties required under the MEA to implement the committee’s decisions.”

New for this election is the review of contributions. The Act says:

Review of contributions to candidates

88.34 (1) “The clerk shall review the contributions reported on the financial statements submitted by a candidate under section 88.25 to determine whether any contributor appears to have exceeded any of the contribution limits under section 88.9. 2016, c. 15, s. 64.”

Review of contributions to registered third parties

88.36 (1) The clerk shall review the contributions reported on the financial statements submitted by a registered third party under section 88.29 to determine whether any contributor appears to have exceeded any of the contribution limits under section 88.13. 2016, c. 15, s. 65.

Sections 88.34 (1) and 88.36(1) have the potential to increase the amount of reviews but doesn’t necessarily mean there will be more work for the committee.

In the case of our joint committee, the Clerk for the municipality that receives a request for audit will act as the secretary to the compliance audit committee.

Staff have developed administrative policies for the committee.

Term

The committee shall be established before October 1 of an election year. The term of appointment is the same as the new Council. The purpose is to deal with applications from each regular election and any by-elections during the term of the municipal council. The committee will meet as needed with meetings to be scheduled when a compliance audit application is received. The Act specifically says:

Term of office

“The term of office of the committee is the same as the term of office of the council or local board that takes office following the next regular election, and the term of office of the members of the committee is the same as the term of the committee to which they have been appointed.”

Membership and Roles and Responsibilities

Staff is suggesting that the joint committee shall be appointed by each Council and shall be composed of five (5) members.

Staff is suggesting that the only residency requirement will be that committee members must reside in Oxford County as was done for the last term of the Compliance Audit Committee.

Qualifications

Given the judicial nature of the committee, staff is suggesting members have accounting and audit experience, academic qualifications (college or university professors with expertise in political science or local government administration), legal professionals, municipal experience and those with knowledge of campaign financing rules under the MEA, 1996. The suggested members are as follows:

David Hodgson – Previous member – Ingersoll resident

David Morris – Previous member – Tillsonburg resident

Keith Reibling - Previous member – Innerkip resident

Brenda Junker – New member – former municipal employee – resident of EZT

Carol Symons – New member – Previous member of Woodstock grant committee

This committee membership provides a good background for dealing with compliance audits and has a widespread representation across the County.

Meeting Schedule

The committee shall meet as required to consider any applications for an audit that have been filed in accordance with the legislation.

Reporting Requirements and Method

Meetings of the committee will be conducted in accordance with the open meeting provisions of the *Municipal Act, 2001*. Meeting notices, agendas and minutes shall be posted on the website of all participating municipalities.

INTERDEPARTMENTAL IMPLICATIONS

N/A

FINANCIAL IMPLICATIONS

The Oxford Clerks are proposing to revise the payment of committee members and to cease the retainer and raise the per diem to \$150. This will mean that members will be paid more for the work they actually perform. The committee would be required to meet at least once to participate in an orientation session. Thereafter the committee would only meet if a request for audit is received.

It is suggested that the training costs of the committee be split evenly between the municipalities. It is suggested that the per diem costs will be paid by the municipality that receives the compliance audit request. Also, any costs incurred due to the decisions of the committee will be paid by the respective municipality that receives the request.

The Act specifically says:

Costs

88.37 (7) The council or local board, as the case may be, shall pay all costs in relation to the committee's operation and activities.

RECOMMENDATION

That Council approve the formation of a Joint Compliance Audit Committee with other Oxford County municipalities, as outlined within Report C017-18 and that a by-law be brought forward to appoint the members of the Committee for Council consideration.

ATTACHMENTS

N/A

Prepared by: Michael Graves, Clerk

Approved by: William Tigert, CAO



DEPARTMENT: Clerk's Department

REPORT NO: C- 018-18

COUNCIL MEETING DATE: May 14, 2018

TITLE: Noise By-law Exemption request and request for a beer tent in Victoria Park

OBJECTIVE: To receive Council approval for Noise By-law Exemptions for various summer events in the Town of Ingersoll and to receive approval for a beer tent in Victoria Park for the Ladies Slo-Pitch annual Coed Tournament.

BACKGROUND

In an effort to streamline processes, the Delegation By-law (16-4859) delegated authority to staff to approve the use of parks in the community and road closures for events.

However, under current noise by-law 94-3633 still requires Council approval for noise by-law exemptions.

As such staff are bringing forward 2 events that require noise by-law exemptions.

ANALYSIS

The two events that require Council approval for noise by-law exemptions are as follows:

Canterbury Folk Festival July 13th & 14th

Slo-pitch tournament August 10th & 11th (possibly 12th if rain)

Ingersoll Ladies Slo-Pitch are requesting that they be given permission to set up a beer tent at the Victoria Park Site, between the splash pad and main diamond, which will operate Friday, August 10th from 6:00 pm to 11:00 pm and Saturday, August 11th from

11:00 am to 10:00 pm. There is a possible rain date of Sunday, August 12th. This is the same location and timing as the request last year that was approved by Council.

INTERDEPARTMENTAL IMPLICATIONS

N/A

FINANCIAL IMPLICATIONS

N/A

RECOMMENDATION

THAT staff report C-018-18 be received as information.

AND THAT exemptions to the noise by-law 94-3633 be approved for the following events:

Canterbury Folk Festival July 13th & 14th

Slo-pitch tournament August 10th & 11th (possibly 12th if rain)

AND THAT the Ingersoll ladies slo-pitch be allowed to set up a beer tent at the Victoria Park Site, between the splash pad and main diamond, which will operate Friday, August 10th from 6:00 pm to 11:00 pm and Saturday, August 11th from 11:00 am to 10:00 pm with a possible rain date of Sunday, August 12th.

Prepared by: Michael Graves, Clerk

Approved by: William Tigert, Chief Administrative Officer



Creek

Canterbury Folk Festival

109 Francis Street,

Ingersoll, Ontario

N5C 2H2

519-485-2062

canterburyfolkfestival@ingersoll.ca

This summer the Canterbury Folk Festival will be holding its 19th annual festival.

Towards this end, we request Town Council and Administration Staff's permission to

- 1) Use Yvonne Holmes Mott Memorial Park – including the area east of the creek and west of Wellington Street on Thursday July 12 (for set up); Friday July 13, Saturday July 14 and Sunday July 15 (for the festival); and Sunday July 15th again for the tear-down. This has been booked already with the Parks Department.
- 2) Have an exemption from the Town's noise by-law for late Friday the 13th and Saturday the 14th. Our concerts are scheduled to end at 11pm, but they can run overtime.
- 3) Hold a beer garden in Memorial Park from 3pm Friday up to and including 5pm Sunday afternoon. We will purchase the appropriate AGCO licence.

Sincerely,

Cathy Mott
CFF Secretary

Caroline Durston
3 Witty Ave
Ingersoll, ON N5C 3N9

April 1, 2018

The Corporation of the Town of Ingersoll
130 Oxford Street – 2nd Floor
Ingersoll, ON N5C 2V5

Attention: Mayor Ted Comiskey and Members of Council:

Please consider this letter as a request for the use of Victoria Park and Garnett Elliott Park for the Annual Ingersoll Ladies Slo-Pitch Invitational Co-Ed Tournament. The tournament will be held on Friday, August 10th and Saturday August 11th, 2018 (rain date August 12th). We are requesting permission to set up a beer tent on the Victoria Park site which will operate from 6:00pm to 11:00pm Friday night and from 11:00am to 10:00pm Saturday. The beer tent will be situated between the splash pad and main diamond at Victoria Park the same as last year.

Our league itself will be operating this beer tent and realize the requirements as far as the presence of S.I.P personnel is concerned. We are arranging for S.I.P. servers to be present at all operating times. Our Slo-Pitch Ontario insurance is being applied for at this time and I will forward a copy of the certificate once it is received.

We expect approximately 24 teams to participate in the tournament.

If you have any questions or require additional information, please do not hesitate to contact me.

Sincerely,

Caroline Durston
League Vice President
Ingersoll Ladies Slo-Pitch
519-535-7797

RECEIVED

APR 17 2018

TOWN OF INGERSOLL
CLERK/TREASURER

Caroline Durston
3 Witty Ave
Ingersoll, ON
N5C 3N9

April 1, 2018

The Corporation of the Town of Ingersoll
130 Oxford Street-2nd Floor
Ingersoll, ON
N5C 2V5

Attention: Mayor Ted Cominsky and Members of Council:

Please consider this letter as a request for a noise bylaw exemption for the weekend of Friday August 10th and Saturday August 11th 2018 for the Ingersoll Ladies Slo Pitch annual Coed Tournament. Because our beer tent will be open from 6pm-11pm on Friday and from 11am-10pm on Saturday we are requesting and exemption of one hour on Friday night. The beer tent will be located at Victoria Park.

Thank you for your consideration and if any further information is need please don't hesitate to contact me.

Sincerely,

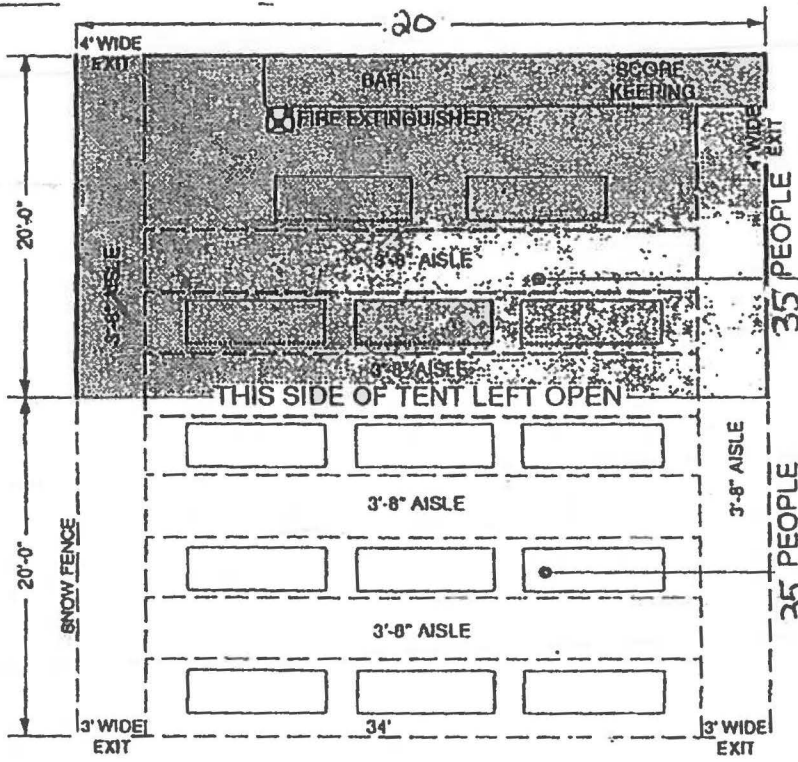
Caroline Durston
League Vice President
Ingersoll Ladies Slo Pitch
519-535-7797

EMERGENCY PLAN IN THE EVENT OF A FIRE

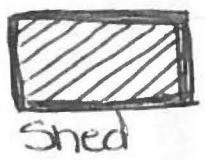
- CLEAR THE AREA OF ALL PEOPLE
- NOTIFY FIRE DEPARTMENT WITH FIRE LOCATION
- CONTROL FIRE IF POSSIBLE

** EVEN IF THE FIRE HAS BEEN EXTINGUISHED, NOTIFY THE FIRE DEPARTMENT
** THE [REDACTED] WILL BE RESPONSIBLE FOR ACTIVATING THE EMERGENCY EVACUATION PLAN

Splash Pad



10ft min.
←



TENT

main Diamond

OPEN SPACE

Park Entrance



Parking Lot



DEPARTMENT: Clerk's Department

REPORT NO: C- 019-18

COUNCIL MEETING DATE: May 14, 2018

TITLE: Request for Funding

OBJECTIVE: To receive Council direction regarding funding requests from Bowl for Kids Sake and Habitat for Humanity.

BACKGROUND

We have received two requests for funding. One from Bowl for Kids Sake sponsorship and one from Habitat for Humanity to sponsor the move the house on Margaret Street.

Council has a budget for athlete grants that come up during the year but currently that budget stands at \$1,500.

ANALYSIS

The Bowl For Kids Sake sponsorship is something that has been done for the last several years in the amount of \$250.

The Habitat for Humanity sponsorship is a unique item that has not been done before. There are sponsorship opportunities for \$500, \$1,000 and \$2,500.

INTERDEPARTMENTAL IMPLICATIONS

N/A

FINANCIAL IMPLICATIONS

Approving these grants will affect Council's budget.

RECOMMENDATION

THAT staff report C-019-18 be received as information.

AND THAT Council provides staff direction regarding the funding requests.

Prepared by: Michael Graves, Clerk

Approved by: William Tigert, Chief Administrative Officer

BIG BROTHERS BIG SISTERS



Rock n Bowl for Kids Sake

Tim Hortons

Diamond Sponsor

April 27 - 28, 2018
Sammy Krenshaw's



May 3 - 5, 2018
Ingersoll Lanes

Dear Michael and Friends at the Town of Ingersoll,

Each and every child in our community is facing more and more difficult challenges everyday. Is there a way to be sure that those children all get the chance to reach their **full potential** and do great things? The simple fact is that youth who are supported by a caring, positive role model can do amazing things. We want **YOU** to be part of that possibility.

At Big Brothers Big Sisters, servicing the needs of children and their families within Ingersoll, Tillsonburg and Area communities is how we achieve a strong community. We provide programs and services that match responsible adult volunteers with children who would benefit from a positive role model, a **mentor**. All volunteers are screened, trained and monitored by our qualified staff, providing support and guidance as they **Start Something** BIG in the life of a young child, aged 6-18. There are many children waiting for that special someone to empower and inspire them to reach their full potential. It is through the impact of **YOUR** support that we can continue to promote our agency, recruit more volunteers and create the **Start of Something BIG** with the gift of a friendship for the children in your community. Over the past year our programs have reached out to approximately 250 children in your area that now benefit from having the positive impact of our mentors.

She makes my
heart smile!
- Little Sister

Our **34TH Annual Bowl for Kids Sake** sponsored by **Tim Hortons** is just around the corner and our goal this year is to raise **\$40,000**. Participants are supportive members of the community who collect pledges and enter their team for a fun-filled day of bowling and friendship. Supporting our Bowl for Kids Sake event by **sponsoring our event** is your way to make it possible for a child to reach their full potential and for us to reach our goal. We rely on your involvement to sustain our agency's presence. A child's possibilities are endless; their ability to reach **their full potential rests with you!** Help us make a difference....one child at a time!

Thank you for your consideration and we look forward to your support of this event.

Yours in Friendship,

Deb Landon, Executive Director



Big Brothers Big Sisters

Head Office: 58 Thames St. S, Ingersoll ON N5C 2T1 Phone: 519-485-1801
Fax: 519-485-1805 ingtburg@bigbrothersbigsisters.ca www.sharethefun.org

Satellite Office: 96 Tillson Ave, Tillsonburg ON N4G 3A1 Phone: 519-842-9000



start something

CN: 118968478RR001



BOWL FOR KIDS SAKE SPONSORSHIP AGREEMENT FORM

TILLSONBURG: April 27-28, 2018—Sammy Krenshaw's
INGERSOLL: May 3-5, 2018—Ingersoll Lanes

Sponsor's Name: _____
Contact Name: _____
Address: _____
Telephone No: _____ Fax No: _____
Email Address: _____

DEADLINES To participate FULLY in the sponsorship opportunities, receipt of agreement is required by:
Mar 15, 2018 — Platinum, Gold April 20, 2018 — Silver, Bronze, Lane & Incentive
After these dates benefits still available will be completed posters and some promotional materials will already have been produced. Your Logo will be added going forward the date this agreement is received.

Sponsorship Level:

- Platinum \$2,000
- Silver \$500
- Lane \$200 Tillsonburg
- Incentive \$50—\$200
- Gold \$1000
- Bronze \$250
- Lane \$250 Ingersoll
(New Sponsor—one time signage charge \$65)

Signature: _____ Date: _____

- Receipt Requested
(receipt will be non-taxable and issued after the event is completed)

Thank you for your continued support & friendship. -

Habitat Build Day Sponsor \$2,500

*Limited Number Available

You will receive:

- Bring 10 people to work on site
- Hearty lunch and snacks
- Team Photo
- Habitat T-shirts
- Invitation to ceremony
- VIP coffee/muffins
- Media release recognition
- Name listed in e-newsletter
- Name listed in Annual Report
- Social Media thank you





DEPARTMENT: Clerk's Department

REPORT NO: C- 020-18

COUNCIL MEETING DATE: May 14, 2018

TITLE: Noise By-law Exemption Request

OBJECTIVE: To receive Council direction regarding a Noise By-law Exemption for a resident at 10 Stonegate Court in Ingersoll.

BACKGROUND

Staff received the following request for a noise by-law exemption on May 5, 2018.

Good Day

We would like to know if we can have a variance to the noise bylaw on May 26th

[10 Stonegate Crt](#)
[Ingersoll ON](#)
[N5C4G3](#)

From 2pm to 9pm
Back yard music and family gathering.
Immediate neighbors will also be attending.

Gunther Mally
Susannah Mally

ANALYSIS

Unfortunately given the timing of this request we have no way of notifying the neighbouring residents of the request or to request comment. May 26 is a Saturday and given that the requested exemption is to end at 9 pm that may not be a significant exemption and may be something Council is willing to consider.

INTERDEPARTMENTAL IMPLICATIONS

N/A

Clerk's Department Report No. C- 020-18
Regular Meeting of Council
May 14, 2018

FINANCIAL IMPLICATIONS

N/A

RECOMMENDATION

THAT staff report C-020-18 be received as information.

AND THAT Council provide staff direction regarding this noise by-law exemption request.

Prepared by: Michael Graves, Clerk

Approved by: William Tigert, Chief Administrative Officer



DEPARTMENT: Clerk's Department

REPORT NO: C-021-18

COUNCIL MEETING DATE: May 14, 2018

TITLE: Adoption of Sick Time/Short-Term Disability Policy

OBJECTIVE: To seek Council's approval for the adoption and subsequent implementation of a Sick, Personal Leave and Short-Term Disability Benefits Policy for Full-Time, Non-Union Staff.

BACKGROUND: Currently the Town does not have a formal policy governing the use of sick time and short-term disability benefits for full-time, non-union staff. Historically, this group of employees have been entitled to sick and short-term disability entitlements that mirror those provided for under the Parks and Recreation Collective Agreement.

In the absence of policy guidelines, these benefits have been managed inconsistently across divisions which has led to employee and management confusion concerning enforcement, expectations, responsibilities and appropriate use. The introduction of personal emergency leave days under the *Employment Standards Act, 2000* has led to further confusion regarding the interaction of this entitlement with preexisting benefits.

The proposed policy was developed referencing similar municipal documents in neighbouring municipalities, the *Employment Standards Act* includes Department Head feedback and incorporates pre-existing sick day and short-term disability entitlements.

ANALYSIS: The primary objective of adopting this policy is to achieve consistency across all departments in how these benefits are managed. Given the sometimes complex nature of sick time and short-term disability, a policy is recommended for guidance and to establish expectations.

Due to the long-standing practice of aligning non-union sick and STD benefits to parks and rec. union employees and in the interest of employee morale, staff decided against

affecting changes to existing entitlements with the adoption of the policy. Change was also not recommended as there appears to be no abuse of the benefits as provided.

INTERDEPARTMENTAL IMPLICATIONS:

Training and education on the new policy to all full-time non-union employees is recommended with a focus on department head and management-level training to establish expectations and to communicate accountabilities.

FINANCIAL IMPLICATIONS:

The policy is recommended to be adopted on a one year trial period to allow staff to collect and assess usage data to determine the overall impact. As it stands, the adoption of this policy is not anticipated to have a significant financial impact on the Town; however, the use of personal days are expected to increase slightly.

RECOMMENDATION:

THAT Council receives Report # C-021-18 as information and further that Council approve the Sick, Personal Leave and Short-Term Disability Benefits Policy as attached and further that this policy shall take effect May 15, 2018.

Prepared by: Danielle Richard, Deputy Clerk

Reviewed by: Michael Graves, Clerk

Approved by: William Tigert, Chief Administrative Officer



Policy Title: Sick, Personal Leave and Short-Term Disability Benefits – Full-Time, Non-Union Staff

Effective Date: To be approved by Council

Review Date(s):

Intent

To define and communicate the Town's policy governing sick time, personal emergency leave and short-term disability.

Scope

This policy applies to all full-time, permanent, non-union employees of the Town of Ingersoll.

Definitions

Family – For the purposes of this policy and in accordance with the *Employment Standards Act, 2000*, "Family" includes the following individuals:

- The employee's spouse.
- A parent, step-parent or foster parent of the employee or the employee's spouse.
- A child, step-child, or foster child of the employee or the employee's spouse.
- A grandparent, step-grandparent, grandchild or step-grandchild of the employee or the employee's spouse.
- The spouse of a child of the employee.
- The employee's brother or sister.
- A relative of the employee who is dependent on the employee for care or assistance.

Personal Emergency Leave – As per the *Employment Standards Act, 2000*, employees are entitled to two paid and eight unpaid personal emergency leave days to be taken for the following reasons:

- A personal illness, injury, or medical emergency;
- The death, illness, injury or medical emergency of an individual described under the definition of "family" (above); and
- An urgent matter that concerns an individual described in the definition of family. Examples of an "urgent matter" as provided by the Ministry of Labour include:
 - The employee's babysitter calling in sick;
 - The house of the employee's elderly parent is broken into, and the parent is very upset and needs the employee's help to deal with the situation; and

- The employee has an appointment to meet with their child's counsellor to discuss behavioural problems at school. The appointment could not be scheduled outside of the employee's working hours.

Examples of events that do not qualify as an urgent matter as provided by the Ministry of Labour:

- An employee wants to leave work early to watch his daughter's soccer game;
- An employee wants the day off to attend her sister's wedding as a bridesmaid.

Policy

Paid sick/personal emergency leave days and short-term disability benefits (also known as Income Protection) are provided for the sole purpose of protecting employees against loss of income in the event of non-occupational illness or injury and to allow for paid time off in the event of a family emergency requiring immediate attention.

Abuse of these benefits is considered serious misconduct and will be subject to disciplinary action up to and including termination of employment.

1. Sick / Personal Emergency Leave Day Entitlement

- 1.1. All permanent full-time employees, including probationary employees, are entitled to eighteen (18) paid sick days per calendar year; prorated for the first year of employment, five (5) of which may be taken for personal day purposes as defined in this policy.
- 1.2. Employees may take up to five additional unpaid days off for personal emergency leave purposes, so long as they have not exhausted their ten personal emergency leave (PEL) day credits. Note, sick days are double-counted against an employee's (PEL) day entitlement, therefore, if an employee has taken five or more sick days plus five personal days in a year, they are considered to have exhausted their annual entitlement.
- 1.3. Employees are advised that taking an unpaid leave for personal emergency leave purposes will result in a break in service with OMERS.

2. Usage Guidelines

2.1. Sick Time for Personal Illness / Medical Appointments

- Sick days are to be used for employee illness/injury and medical appointments for which the employee is not entitled to compensation under the *Workplace Safety and Insurance Act*.
- Absences of three (3) or more consecutive work days due to illness or injury must be substantiated by an accompanying physician's note and will be managed under the Town's Short-Term Disability Plan, provided that eligibility criteria are met.
- Medical/dental appointments that cannot be scheduled outside of work hours should, where possible, be scheduled at the beginning or end of the workday.
- Employees must provide their supervisor/manager with advance notice of a scheduled appointment and have the request approved through the same.
- Employees may not circumnavigate using sick time to attend an appointment by working through their lunch break.

- Sick time will be calculated in hour-long increments.

2.2. Personal Leave Days

- It is expressly understood that personal leave days are intended for emergency purposes as defined in this policy and that “Emergency” means an unforeseen incident that requires immediate action.
- Personal leave will be calculated in hour-long increments.

3. **Medical Notes / Supporting Evidence**

3.1. Personal Illness / Sick Time

Employees who are absent two or more time in a calendar year due to illness/injury may be requested to submit a note from a qualified practitioner to substantiate the absence.

3.2. Personal Leave

Employees may be requested to submit any evidence reasonable in the circumstance to substantiate an absence for personal leave purposes. This note should include a return to work date if applicable.

4. **Providing Notification / Call-In Procedures**

- 4.1. Employees are to provide their direct supervisor with advance notice of any unforeseen absence or tardiness. Where such notice is not possible (i.e., in the event of an emergency), the employee must provide notification as soon as practicable.
- 4.2. For tracking purposes, employees must provide their manager with the reason for their absence and if taking a personal leave day, specifics concerning the urgent matter that is preventing their presence at work.
- 4.3. Notification is to be provided via the supervisor’s preferred method of contact, including text, email, or voicemail.
- 4.4. Employees are to provide notification on each day of their continued absence unless otherwise approved by their manager/supervisor. Exceptions to this rule include employee absence due to surgery or short-term disability with a known projected return-to-work date.
- 4.5. Failure to provide proper notification may result in disciplinary action and forfeiture of payment for the absence.

5. **Managing Absenteeism**

- 5.1. Supervisors/Managers are responsible for monitoring employee absenteeism and for identifying trends/concerns.
- 5.2. If absenteeism concerns and/or patterns (such as ongoing tardiness) persist, the employee’s supervisor may schedule a meeting with the employee to discuss concerns, establish expectations and offer support. If problematic attendance (culpable absenteeism) is not resolved following the initial meeting with the employee, disciplinary steps will be taken, up to and including termination of employment.

6. **Short-Term Disability (Income Protection Plan)**

6.1. Short-Term Disability benefits (also known as Income Protection) will commence following an absence of three (3) consecutive work days of non-occupational illness/injury, or the first day of an absence due to hospitalization, and will be payable on the fourth day of the disability. Short-Term Disability benefits are paid in accordance with the following schedule, so long as the employee satisfies eligibility requirements.

Length of Service	Full Salary	75% of Salary
3 months but less than 1 year	1	16
1 year but less than 2 years	2	15
2 years but less than 3 years	3	14
3 years but less than 4 years	4	13
4 years but less than 5 years	5	12
5 years but less than 6 years	7	10
6 years but less than 7 years	9	8
7 years but less than 8 years	11	6
8 years but less than 9 years	13	4
Over 9 years	17	0

6.2. Short-Term Disability – Eligibility Requirements:

- An employee is considered eligible to receive Short-Term Disability benefits when:
 - a) A bonafide non-occupational illness or injury prevents the employee from attending work;
 - b) The employee receives regular and ongoing care from a qualified medical practitioner for the duration of the absence; and
 - c) The employee provides satisfactory medical certification prior to and throughout the absence, as requested by the Employer.

6.3. The maximum income protection period is seventeen (17) weeks from the date of the disability.

6.4. If an employee is receiving Short-Term Disability benefits on December 31st of any year, he/she will not revert to full pay as of January 1st but will continue to receive STD benefits at the current rate of pay until the 17-week entitlement is exhausted.

6.5. If there is a recurrence of the same or related illness or injury during the first four (4) weeks following an employee's return to work on a full-time basis, the employee is entitled to the unused portion of the original period of Short-Term Disability leave.

6.6. An employee who experiences an illness exceeding three (3) days' duration during a scheduled vacation and who meets eligibility requirements will have the period of illness considered under Short-Term Disability.

6.7. An employee who anticipates being disabled at the end of the 17 weeks of STD benefits must apply for Long-Term Disability through the Town's benefits provider at the nine-week mark of the disability.

6.8. Short-term disability benefits may not be applied to any personal emergency leave-related absence except for that of personal illness/injury.

7. Short-Term Disability - Medical Documentation and Return to Work

- The Town of Ingersoll reserves the right to require satisfactory proof of illness before any STD benefits are granted. Although each case will be handled individually, all provided documentation should include:

- An anticipated return to work date, or if none is known, the date the employee is scheduled for reassessment;
 - Known restrictions and their expected duration; and
 - A projection for when the employee may resume all essential duties of the position.
 - In the absence of such information, the Town may request that the employee produce updated medical documentation to the employer's satisfaction and/or may request that the employee have his/her physician complete a Functional Abilities Form.
- The Town reserves the right to request an employee return to work on a modified schedule or to perform modified duties with direction and consent from their attending physician.
 - The Town has the right to require and pay for a medical certificate, if the cost is not covered by Ontario's health plan, to establish the fitness of an employee to return to modified or regular duties.
 - The Town has the right to request that an employee submit to an Independent Medical Exam paid for by the Town where deemed necessary. In such cases, the basis for the required medical examination will be fully disclosed to the employee.
 - Consistent with its obligations under the *Ontario Human Rights Code*, the Town of Ingersoll shall not abuse its right to request medical verification of illness by making unnecessary requests for medical documents.

8. Earned Credits and Benefits Continuation

- 8.1. When an employee is covered under Short-Term Disability, all benefits shall be continuous and deducted, if applicable, in the usual manner so that the employee retains all benefits.
- 8.2. Benefits shall include regular vacations and paid holidays.
- 8.3. While on Short-Term Disability, the employee will retain the right to earn credits towards the length of his/her employment and service.
- 8.4. OMERS premiums are subject to OMERS' regulations.

9. Short-Term Disability Exclusions

- 9.1. The Town of Ingersoll reserves the right to refuse Short-Term Disability benefits under the following circumstances:
 - For any illness, injury or accident that occurs during any period of leave granted under the Town's Leaves of Absences including leaves under the Employment Standards Act (i.e., Pregnancy/Parental, Family Caregiver, Family Medical, etc.).
 - Where the employee is determined to be working or engaged in unauthorized outside employment during the STD absence.
 - Refusal or failure to promptly produce satisfactory medical documentation.
 - For any period of absence in which a physician is not attending to and providing treatment to the employee and/or where the employee fails to provide satisfactory proof of disability.
 - On or after the date of independent medical examination arranged by the Town's third party adjudicator, if the employee fails to undergo such examination without reasonable cause.
 - Failure to comply with proposed treatment.
 - Failure to comply with a suitable return to work plan, developed in consultation with the treating physician.

- The employment relationship is terminated.
- If the employee's illness or injury is determined to have resulted from committing or attempting to commit a criminal act.

10. Trial Period

- Once approved, this policy will come into effect on a one-year trial basis to allow for usage statistics to be gathered and reviewed.



DEPARTMENT: Clerk's Department

REPORT NO: C- 023-18

COUNCIL MEETING DATE: May 14, 2018

TITLE: Agreement with Unifor for Unifor Local 88/Town of Ingersoll Sports Field

OBJECTIVE: To receive Council direction to bring forward a by-law regarding the Unifor Local 88/Town of Ingersoll Sports Field.

BACKGROUND

The Town of Ingersoll and Unifor entered into this agreement 20 years ago. It has served both the Town and Unifor well.

Unifor has approached Staff requesting this lease to be continued.

ANALYSIS

Staff and Unifor have reviewed the agreement and have made some minor modifications. Staff are satisfied and recommend Council continue with this agreement.

INTERDEPARTMENTAL IMPLICATIONS

N/A

FINANCIAL IMPLICATIONS

N/A

RECOMMENDATION

THAT staff report C-023-18 be received as information.

AND THAT a by-law be brought forward for Council consideration.

Prepared by: Michael Graves, Clerk

Approved by: William Tigert, Chief Administrative Officer

Clerk's Department Report No. C- 023-18

Regular Meeting of Council

May 14, 2018

BETWEEN:

UNIFOR Local 88 Building Corporation
hereinafter called “UNIFOR”

OF THE FIRST PART

- and -

The Corporation of the Town of Ingersoll
hereinafter called the “Town”

OF THE SECOND PART

WHEREAS UNIFOR is the owner of the lands at 364 Victoria Street in the Town of Ingersoll in the County of Oxford, Province of Ontario, more particularly described in Schedule “A” attached hereto;

AND WHEREAS UNIFOR has granted permission to the Town to use and develop a certain portion of UNIFOR’s lands described in Schedule ‘A’ and shown by way of a Plan attached as Schedule ‘B’ as a Sports field to be used by both parties;

AND WHEREAS it is deemed advisable by the parties hereto that the relationship between them be defined as to the joint use and development of the said lands by the Town and other users;

NOW THEREFORE the parties hereby covenant and agree as follows:

- (1) The town will, at its expense, grade, topsoil and seed the Sports Field as shown on Schedule ‘B’.
- (2) The Town will, at its expense, install and maintain the following on the Sports Field:
 - (a) A soccer pitch with the necessary goal posts and accessories
 - (b) Ball diamond with back stop, necessary accessories and perimeter fencing but excluding lights.
- (3) UNIFOR will provide space within their Hall facility for two washrooms with accessible outside doors for use by authorized patrons of the Sports Field.
- (4) UNIFOR will, at its expense, pay for the hydro and water usage associated with the washrooms described in Clause 3.
- (5) The Town’s Parks and Recreation Department will be the principal user of the Sports Field and will have sole responsibility for scheduling all Sports Field activities and programs including the use by UNIFOR.
- (6) The Town will, at its expense, cut the grass and maintain the Sports Field described in Schedule ‘B’ in a tidy and safe condition.
- (7) The Town, will at its expense, maintain the interior of the washrooms including cleaning, supplies and maintenance.
- (8) UNIFOR will, at its expense, maintain the exterior of the washrooms as part of the existing Hall facility.
- (9) UNIFOR will, at its expense, provide and maintain a parking area for use by patrons of the Sports Field except when there is a booked function in the Hall facility.

- (10) During the term of this Agreement, the Town will, at its expense, maintain in force at all times, public liability insurance coverage in the amount of \$10 Million Dollars covering the Sports Field and washrooms as shown on Schedule 'B' with respect to any activity carried on under the auspices of the Town and will provide UNIFOR with proof of said coverage.
- (11) THE Town will save harmless UNIFOR from all claims and demands for injury or loss of life or damage to property or otherwise occurring on the property described in Schedule 'B' arising out of the use by the Town.
- (12) UNIFOR will pay the municipal realty taxes levied against the property described in Schedules 'A' and 'B'.
- (13) If the project requires major capital improvements and the Agreement is terminated by UNIFOR for any reason within ten (10) years of the date of capital improvements then UNIFOR will pay to the Town, with respect to the capital improvements made to the property based on the following formula:

$$\frac{\text{Improvement Capital Cost}}{10 \text{ years}} \times \text{Unexpired Years} = \text{payment to Town}$$

Notwithstanding Capital Improvements will be agreed upon by both parties.

- (14) The term of this Agreement will be for ten (10) years commencing on the date of signing by all parties and will automatically be renewed at the conclusion of the 10 year term unless either party gives to the other six (6) months written notice to terminate this Agreement subject to the condition set out in clause (13).
- (15) At the end of the 10 year term of the Agreement and cancellation by mutual consent, all improvement and accessory equipment completed or installed by the Town will belong to UNIFOR and become its sole property free of any claims by the Town.
- (16) Both parties agree to use the name "UNIFOR Local 88/Town of Ingersoll Sports Field".
- (17) Any notice which either of the parties is required to give pursuant to this Agreement will be given in writing by registered mail at the following addresses:

UNIFOR Local 88 Building Corporation
P. O. Box 158
Ingersoll, Ontario N5C 3K5
Attention: The President

The Corporation of the Town of Ingersoll
130 Oxford St. 2nd Floor
Ingersoll, Ontario N5C 2V5
Attention: Clerk

and such notice will be deemed to have been given at the time it was delivered and in the case of a notice sent by mail, on the third day following the date of mailing.

- (18) This Agreement will be binding on the parties hereto and their respective successors and assigns.

Dated at Ingersoll, Ontario this day of , 2018.

SIGNED, SEALED AND DELIVERED
in the presence of:

.

UNIFOR LOCAL 88 BUILDING CORPORATION

President

Financial Secretary

THE CORPORATION OF THE TOWN OF INGERSOLL

Edward (Ted) Comiskey, Mayor

Michael Graves, Clerk

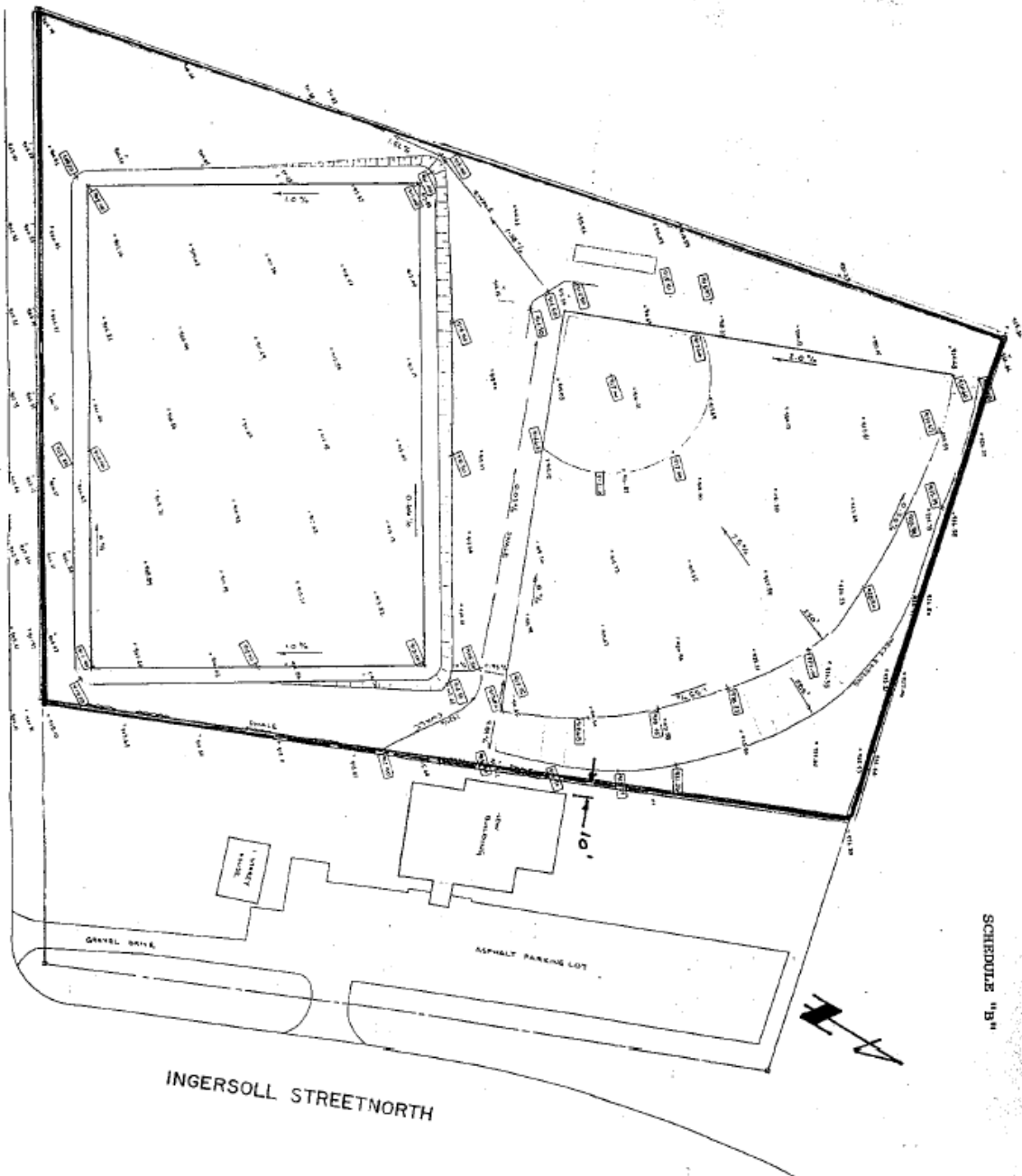
SCHEDULE 'A'

PROPERTY DESCRIPTION
Local 88 UNIFOR Building Corporation

Premises known as 364 Victoria Street, in the Town of Ingersoll in the County of Oxford, and legally described as Part Lot 248, Block 86, Plan 279, situated on the north side of Victoria Street west of Ingersoll Street North.

SCHEDULE 'B'

NOTE:
Property covered by the
terms of this Agreement are
outlined in red.



SCHEDULE "B"



DEPARTMENT: Community Services

REPORT NO: CS-009-18

COUNCIL MEETING DATE: May 14 2018

TITLE: Ice Allocation Policy

OBJECTIVE: To update Council on the proposed Community Services ice allocation policy.

BACKGROUND: The ice allocation policy for the Town of Ingersoll has not been updated since 2001. It was identified by current staff that this policy was outdated and needed to be addressed.

ANALYSIS: To best be able to work with the user groups, staff have put together an updated ice allocation policy.

The policy will ensure that all user groups have a clear understanding their fees and the process of booking ice.

User groups were informed at last year's ice allocation meeting that the policy was being updated and there has been ongoing discussions in regards to the updates. With that said, once approved by council, the policy will be circulated to user groups to provide them with another opportunity to provide feedback.

INTERDEPARTMENTAL IMPLICATIONS

None

FINANCIAL IMPLICATIONS

Additional revenue for the Community Services Department.

DEPARTMENT REPORT NO. CS-009-18
REGULAR MEETING OF COUNCIL
Date Monday, May 14 2018

RECOMMENDATION

THAT the Council for Corporation of The Council Town of Ingersoll receives this report numbered CS-009-18 as information.

AND FURTHER THAT, the Council approves the revised policy for ice allocation and directs staff to provide the information to the user groups accordingly.

ATTACHMENTS

Ingersoll Ice Allocation Policy

Prepared by: Danny Roth, Manager of Facility Operations
 Kyle Stefanovic, Director of Community Services

Approved by: William Tigert, CAO

Updated May 2018

“SCHEDULE A”
TOWN OF INGERSOLL
Policies and Procedures

Policy: Ice Allocation Policy

Approval Date: 1998

Revised: May 14, 2001

Purpose

The Town of Ingersoll Parks and Recreation department wishes to promote maximum facility usage for the effective and efficient operations of the Ingersoll Memorial Arena.

The purpose of this policy is to:

- a) Clearly define and communicate how ice will be managed, allocated and distributed
- b) Serve as a guide for the ice allocation process
- c) Promote and encourage participation in ice sports to the overall benefit of the community
- d) Guide user groups through the process of booking ice time

The policies identified in this document establish and clarify the Town’s responsibility for ice allocation, facility administration and its commitment to the management of:

- a) Fair and equitable ice allocation that maximizes use of the facility
- b) Fiscally responsible ice facility operations
- c) Processing of tournament, special event and season ice rentals
- d) Safe and accessible services for all
- e) Enhancement of the quality of life of all citizens.

Ice Allocation

Request for ice time for upcoming season must be received by the Manager in writing by the 3rd Tuesday in May of each year. Such requests will include regular weekly use, tournaments and special events.

A notice, regarding allocation of ice time requests, will be sent to each **regular seasonal user group** at least two weeks prior to the deadline for submitting requests.

Requests are reviewed in relationship to the availability to maximize group requests with priority given to:

1. Town of Ingersoll Public Skating, Special Events and Programs
2. Minor Sports Groups
3. Adult Sports Groups
4. Occasional Groups

Allocated ice can only be used for intended purpose-i.e ice allocation for minor hockey can only be used for minor hockey games or practices. Ice time allocated to a user group must be returned if it is not going to be used by the user group. Switching of times, days, etc. with other users or sub-contracting ice **will not be permitted**.

Valid request for change from any regular user group may not always be accommodated as requested. It is recognized that it is advantageous to maintain a reasonable amount of consistency in ice time schedule from year to year and therefore due consideration will be given to the allocation of ice according to previous years. With that said just because a regular user may have historically had particular ice times does not mean that they own that ice time. Changes to ice allocations shall be based on significant changes to registration levels and composition or other emerging trends and needs.

Definitions:

- 1) **Minor Sports Group**: child and youth minor groups organizations primarily for children less than 19 years of age
- 2) **Adult Sports Group**: members over the age of 19 years of age which participate in adult sport leagues.
- 3) **Regular User Group**: All groups/organizations/individuals renting ice on a weekly basis.
- 4) **Occasional User Group**: Rental groups which book ice occasionally. I.e not on a regular weekly schedule.
- 5) **Town** means the Corporation of the Town of Ingersoll
- 6) **Arena** means the Ingersoll and District Memorial Centre
- 7) **Manager** means the person(s) in charge of Recreation either by contract or Town employee.

Ice Allocation Committee

All regular season user groups are required to have a contact person, who will be deemed to be their Ice Convener. It is the responsibility of the convener to communicate schedule changes, cancellations, special requests or other pertinent information on behalf their group to Manager of Facility Operations. Information regarding name, address, email and phone number(s) of the group's convener must be submitted with ice requirements. Include the name, address, email and phone number(s) for billing contact if different.

1. An Ice Allocation Committee will be formed for the upcoming ice season consisting of the following representatives:
 - i) One member from each regular minor sport and adult sports group (Ice Convener)
 - ii) One member of Council
 - iii) Two Town Staff - Director and Manager of Facility Operations

The purpose of the Committee will be to review all ices time requests and prepare a draft Master Schedule based on the Ice Allocation Policy. The representatives on the Committee will be expected not only to represent the needs of their organization, but also to represent the needs and the best interests of the entire community.

2. Upon completion of the draft Ice Allocation Schedule, by the Committee the Community

Services Department will hold a meeting of all regular user groups to review the schedule and to trade ice time if necessary.

3. A Master Schedule of ice allocation will be confirmed and approved by first week of June each year, by the Manager. The Master Schedule will be sent to all Ice Conveners to share with their user groups. A copy will be left at the Arena and Victoria Park Community Centre.
4. It is recognized that changes to the Master Schedule may be required from time to time. Any changes will be submitted in writing or emailed to the Manager outlining the changes and the valid reason for the change. Approval of any changes will be at the sole discretion of the Manager. Temporary changes may also be necessary from time to time due to unforeseen circumstances. (I.e. Mechanical breakdown).

Facility Contracts

All regular user groups will be issued facility contracts for all ice time booked. Read through the dates and times on your contract carefully- if ice time is not on your contract it is not booked. In the event changes are made, an amendment to the contract will be made. We require a signed contract returned to the Ingersoll Arena at the start of each season.

Cancellation of Ice Time

Regular user groups must provide at least one week (7 days) email written cancellation notice. Cancellation notice must be emailed to the Manager of Facility Operations (Daniel.roth@ingersoll.ca) by each user group's ice convener. Notice of less than 7 days will result in charges being levied for ice not re-booked at its resale value.

Facility Cancellations:

The Manager may in cancel any contracts or portions of contracts where:

1. The contract was transferred without approval of the department
2. The facility is not being used for the purposes set out in the request
3. There has been a breach of the regulations posted in the facility or set out herein
4. If account for ice rental is in arrears more than thirty (30) days. Any user group or individual whose account with the Arena remains past due at the time the Master Ice Schedule is confirmed for the following season, will not receive any ice allocation time for the upcoming season.
5. The facility requires technical or emergency repairs which cannot be performed at any other time.

* If the manager uses the power to cancel any contracts or portion of contracts, he/she will give notice to the ice convener as soon as possible by whatever means may be available to him/her
*

Public Skating

A minimum of three (3) public skating times of one or more hours will be scheduled each week of ice in the arena. Public Skating times will be posted in the arena and circulated to the

general public.

Shinny

Tuesday Mornings from 8-10am is reserved for Shinny Hockey

Huff and Puff

Wednesday Mornings from 9 to 10am is reserved for Huff and Puff Hockey

Adult Skate

Wednesday Afternoon from 2-3:30 is reserved for Adult Skate

Rotary Rink Mates

Friday Mornings from 9:30 to 10:30am is reserved for Rotary Rink Mates

School Groups

Must negotiate ice contract prior to start of each season which will include scheduling of games and practices around master schedule.

Tournaments and Special Events

Tournament/ Event Schedules are required at least 1 week prior to the event. The deadline to cancellation of booked tournament/event ice is 1 week. The contract holder will be responsible for payment of ice which cannot be re booked. If times are not cancelled prior to the deadline charges will be levied for ice at its resale value. Cancelled ice will first be offered to the seasonal user of that time.

New Organization or Emerging Sport

When reasonable, the town will recognize a new ice organization or emerging ice sport and will make reasonable effort to allocate ice time to enable it to establish its programs and services in the Town. Recognition and ice allocation will occur once the conditions and criteria outlined in this policy are met and if existing users will not be adversely impacted. New organizations/programs will be accommodated only to provide unmet community needs. Where possible, the development of new programs or the expansion of groups should be encouraged to be extensions of organizations already established. (i.e creating umbrella organizations)

Rental Rates

2018-2019 Season. All rates include HST

1) Ice Rental Rate

Prime Time hours are 4pm to 11pm Monday to Friday. Weekends and Holidays are 7am to

11pm

a) Adults Sports

Prime Time- \$185.00 per hour

Non-Prime Time- \$ 125.00 per hour

b) Minor Sports

Prime Time- \$142.00 per hour

Non-Prime Time- \$95.00 per hour

Each Rental Hour Includes (10) minutes for preparation and cleaning of ice

2) Auditorium Rental Rate

- \$50 dollar an hour.
- \$500 per day Friday-Saturday
- \$265 per day Sunday-Thursday

* Minor & Adult Nonprofit community groups- 50% discount of current rate.

3) Arena Floor(Summer)

- \$850 per day Friday to Saturday
- \$575 per day Sunday to Thursday

Payment

a) Regular Users- will be invoiced monthly for their scheduled ice time. Invoices are mailed after each month. I.E Invoice for September's Ice will be mailed out in October etc.

b) Occasional Users- booking must be made in person, by phone or email. Payment is due to the arena office prior to going on the ice. If ice is not paid in full permission to go on the ice will not be granted.

Standard Hours of Operation/Season

a) Season- Last week of August to the end of March. (subject to change based on usage)

b) Hours- 7 days a week from 6:30am to Midnight

The opening of the arena on statutory holidays when they are normally closed or beyond the established operating hours and season will be considered only if the applicant agrees to pay for the full operations costs for such an opening and pending the availability of staff. Application does not guarantee approval. All ice will be billed at prime time rate.

Dressing Rooms

Dressing rooms will be assigned by the operator on duty and will be posted on monitor as you enter rink. Keys for each room are given out by the operator and duty and the key must be returned promptly after use. Dressing rooms may be accessed 30 minutes prior to your ice time

and they must be vacated 30 mins after your ice time. In the event dressing rooms are left in an unacceptable state, charges will be applied to the contract.

Repair or replacement for any and all damages will be the responsibility of the contract holder.

The Town of Ingersoll is not responsible for any lost or stolen goods or money whether from a dressing or elsewhere in the facility. It is the responsibility of the groups/organizations/individuals to get a key for their assigned room and ensure that the dressing room door is locked or supervised while they are on the ice.

Ice Flood Schedules

All ice booked consists of a 50minute hour with the remaining 10 minutes for ice resurfacing. The Town requires that all regular user groups supply ice use and flood requirements to the Manager before the start of each season.

Curfew Ice

It is the responsibility of the time keeper to buzz off curfew games as listed on the game sheet. Failure to buzz off curfew games will not be tolerated and will result in contract holder being charged for extra ice. If curfew games are not buzzed off accordingly, operator on duty will blow the game dead to maintain effective and efficient operations of the ice schedule.

Warm-ups and Training Rooms

To ensure the safety of patrons, warm-ups and off-ice training must not be performed in hallways, stairwells or corridors. Minor Sports groups will be given the option of renting the auditorium on a regular basis at a pre negotiated price. This rate will be solely used for warm up time, and not for team meetings, meals, parties etc.

Alcohol and Smoking

Alcoholic beverages are not permitted on the premises without a special occasion permit. The Town of Ingersoll has a Municipal Alcohol Policy with a zero tolerance for alcohol consumption without proper permits. Non- compliance will result in police being notified, ice time being suspended and immediate loss of the dressing room.

Effective May 31st 2006, The Smoke Free Ontario Act was enacted. Smoking is prohibited around the entrances and in the arena.

Insurance

All user groups must provide proof of insurance (min \$5 million dollar liability) or pay for Facility User Group Insurance provided and administered through Frank Cowan Insurance, The Town of Ingersoll's insurance provider. This facility user group insurance is an added cost in addition to the ice rental fee.

Safety

- Contract holder shall be responsible for the conduct and supervision of all persons using the facility while occupied in the designated dates/times

- All exits, fire extinguishers, and pull stations shall be kept free from obstruction at all times
- Regulations posted through the facility are in addition to the conditions set out herein and shall be complied with in the same manner
- The operators of this recreation facility strongly recommend that CSA approved safety equipment including head, eye and face protection are worn by all participants
- No objects or individuals are to be on the ice when the Olympia is resurfacing the ice. Individuals are not allowed on the ice until all doors are closed by the operator.
- User groups/organizations/ or individuals participating in illegal activities or behavior not permitted in the facility shall receive a warning letter for the first infraction; have their ice time suspended for 2 weeks for the second infraction and have their ice time suspended for one year for a third infraction. All levels of discipline will be kept on file for one year from the date of the infraction. Continuing infractions will lead to the refusal of further contract applications.

Failure to comply with directives may jeopardize future ice privileges. Compliance of these terms and conditions is expected of all persons using the facility.

Conclusion

1. This policy will be reviewed annually by the Manager, and Ice Allocation Committee. Any changes will be forwarded to user groups and to Town Council for approval.
2. Any user groups may request changes to the policy which will be discussed at a user group meeting, then forwarded onto council for amendment.
3. Any items unresolved will be brought forward to the Town Council for final decision.



DEPARTMENT: Community Services

REPORT NO: CS-011-18

COUNCIL MEETING DATE: May 14 2018

TITLE: Community Services Advertising Policy

OBJECTIVE: To update council on the proposed community services Advertising Policy

BACKGROUND: The Ingersoll Memorial Arena has been selling rink board ads & wall ads for many years but there has been no established Town Policy that sets the parameters as to where ads can be sold and for what cost. The Director of Community Services requested that a policy be put in place to streamline the advertising process.

ANALYSIS: Through conducting an assessment of what other municipalities are doing in regards to advertising, it was determined that are some additional advertising possibilities in our Recreation Facilities and in our Parks.

Ads have been being sold at the Ingersoll Arena in the past but the new policy proposes also selling advertising at the Victoria Park Community Centre, Fusion Youth Centre Skate Park and the outfield ball fences at main Vic diamond as well as Garnett Elliot diamond 1. GE 1.

Ads would only be sold once main Vic is sold to capacity. Prices for these ads were put together to come in line with the current pricing for what they are selling for at the Arena. The following price structure and size of ads structure was put together by Town staff.

Arena- Ice Resurfacers- \$1500

Arena – rink boards \$450 per year

Arena 4 x 8 wall ads \$275 per year

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Arena 4 x 4 wall ads \$150 per year

VPCC app. 2 x 2 wall ads \$250 per year.

Main Vic 2 sided sign, visible from ball diamond and parking lot 4 x 8 sign \$275 per year

Fusion Skate Park 2 sided signs, visible from Skate Park and from Thames Street. 4 x 8 sign \$275 per year

GE #1 only sold once Main Vic is sold out 4 x 8 \$150 per year

The initial cost and maintenance of the signs will be at the expense of the advertiser. Town staff will install the signs in the appropriate facilities. The Manager of Facility Operations and or the Park Manager will be required to approve any sign before it is installed.

INTERDEPARTMENTAL IMPLICATIONS

None

FINANCIAL IMPLICATIONS

Additional revenue for the Community Services Department.

RECOMMENDATION

THAT the Council for Corporation receives report numbered CS-011-18 as information.

AND FURTHER that The Council adopts the recommendations enclosed herein.

AND FURTHER, that Council direct staff to proceed with marketing the advertising space at the locations and fees hereby adopted.

ATTACHMENTS

Prepared by: Danny Roth, Manager of Facility Operations
Kyle Stefanovic, Director of Community Services

Approved by: William Tigert, CAO



DEPARTMENT: Community Services

REPORT NO: CS-012-18

COUNCIL MEETING DATE: May 14th 2018

TITLE: Off Leash Dog Park

OBJECTIVE: To provide council information and seek direction on a proposed change to the layout of the Ingersoll Dog Park

BACKGROUND: The Ingersoll off Leash Dog Park Community Group has requested a layout change on the current off leash dog park due to comments and concerns received from patrons in regards to needing a separate space for large dogs and small dogs.

ANALYSIS: Phase one of the proposal involves constructing a fence dividing the current dog park area into two pieces with two separate entrances(see attached), essentially creating two separate areas, one for small dogs and an area for large dogs.

Phase two of the proposal is to expand the large dog area to the west to make up for the space that is lost to the small dog area.

The Ingersoll Off Leash Dog Park Community Group has stated that this project would be fully funded though their committee. The Ingersoll Community Services Department would take the lead on construction to ensure the project adheres to the Town's policies and procedures and risk management.

It is staff recommendation to proceed with the proposed plan funded by the Ingersoll Dog Park Community Group and The Ingersoll community services department will ensure that all proper regulations are met.

INTERDEPARTMENTAL IMPLICATIONS

None

DEPARTMENT REPORT NO. CS-012-18
REGULAR MEETING OF COUNCIL
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FINANCIAL IMPLICATIONS

None

RECOMMENDATION

THAT the Council for Corporation of The Town of Ingersoll receives this report numbered CS-012-18 as information.

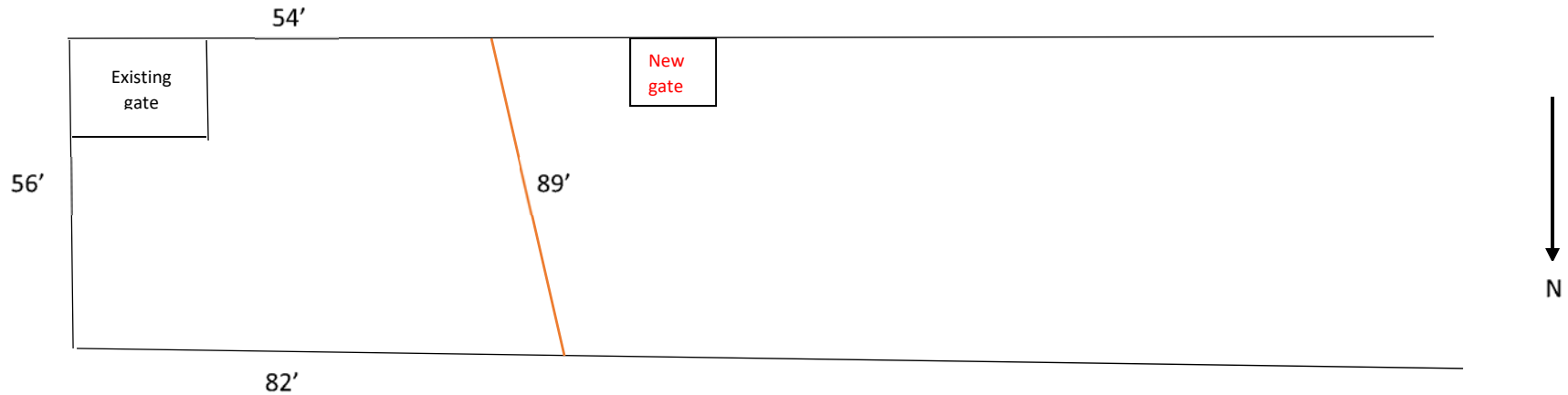
AND FURTHER Council approves the Community Services department to proceed with Phase One and Phase Two of this project at the expense of the Ingersoll Off Lease Dog Park community group.

ATTACHMENTS: Proposed plan from the Ingersoll Off Leash Dog Committee

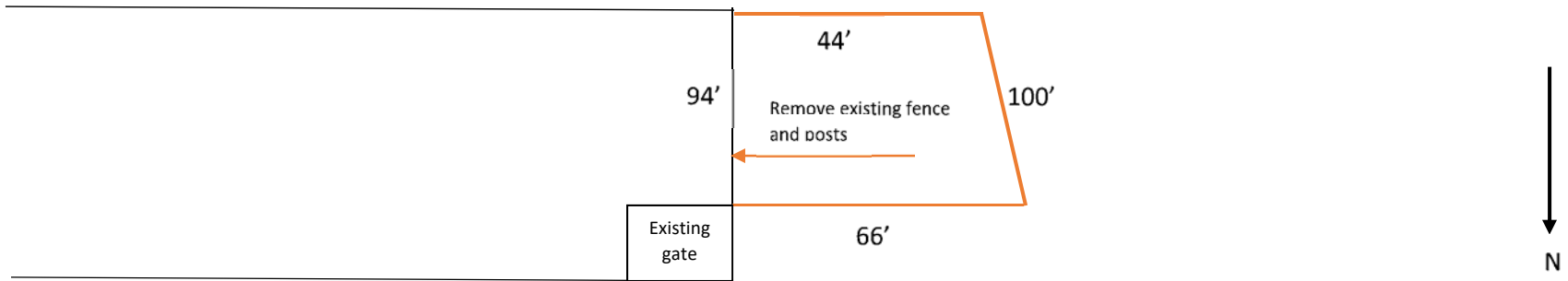
Prepared by: Kyle Stefanovic, Director of Community Services

Approved by: William Tigert, CAO

Phase One To be commissioned this spring, create small dog area by expropriating area from existing dog park. No clearing trees involved. 89 feet of farm fencing required; we have posts. New enclosure (entranceway) with two small gates will need to be installed; we propose chain link fence for both gates and enclosure. Enclosure to be ten feet square. We have enough funds to be able to go ahead with this now.



Phase Two Regular dog park area to be extended to the west to compensate for area on east side expropriated to small dog area. This is land that was originally gifted to the dog park but not used. No gate needed; three sides of farm fencing needed and probably more posts. Tree removal to be done by volunteers in fall, and stump removal done in fall. Possibly fence installation done in late fall, depending on tree removal progress. Fundraising to continue through spring/summer to cover fence and installation expense.





DEPARTMENT: Community Services

REPORT NO: CS-013-18

COUNCIL MEETING DATE: Monday, May 14, 2018

TITLE: Run Ingersoll 2018

OBJECTIVE: To provide Council with an update on 2018 Run Ingersoll Event

BACKGROUND

Fusion assumed all of the logistics of "Run Ingersoll" in 2015. The Run was formerly called "Ingersoll Harvest Run". The Harvest Run was an annual 5 & 10 km run that took place at the end of August during Ingersoll's Harvest Fest. Harvest Run ran for 9 years and during those 9 years of operation all money raised was donated to Fusion.

In 2015 the organizers approached former Fusion manager and asked if Fusion could take over the run as they could no longer lead the event. In 2015 The Ingersoll Harvest Run was renamed to "Run Ingersoll". A Run Ingersoll committee was formed of a number of community and local business owners. The committee was engaged and the community stepped up with a number different sponsors.

In 2018 there have been several challenges related to Run Ingersoll and the possibility of it being a successful fundraiser has been impacted.

ANALYSIS

Fusion has run into the following issues for Run Ingersoll 2018:

- The Community Services Administrative Coordinator was responsible for event logistics. She resigned in January and there has been a gap in filling the position which has meant there is no administrative support for the event.
- Due to the Ingersoll Safe Cycling Day that is scheduled for June 2nd, it has become very difficult to secure volunteers for Run Ingersoll on June 10th since volunteers have committed to being a part of a Town event the weekend prior to the run. Staff have heard from Ingersoll service clubs that they have decided to support Ingersoll Safe Cycling day with volunteers and the events are back to back and that makes it difficult to support both.

- With a lack of volunteers to run the event, Fusion would need to rely on having paid staff support the event, which would reduce any revenue from the event significantly.
- There is a run taking place in London on the same day as Run Ingersoll and they already have 506 participants registered. Run Ingersoll only has 10 participants registered, which is significantly lower than compared to this time last year.
- Due to competing events, sponsorship for Run Ingersoll has declined.

It is recommended that Fusion cancel Run Ingersoll for 2018 due to the concerns identified above. Cancelling the run will provide staff with the opportunity to review the options for 2019, such as the date, volunteer availability, new committee members, and community interest.

INTERDEPARTMENTAL IMPLICATIONS

None

FINANCIAL IMPLICATIONS

Run Ingersoll is budgeted to generate \$5000 in revenue so Fusion staff would look to run another fundraiser or apply for a grant that has the potential to generate at least \$5000 to make up for the cancelled event. Staff feel that there will be opportunities to find the budgeted revenues in 2018.

RECOMMENDATION

That the Council of the Corporation of the Town of Ingersoll receives report numbered CS-013-18 as information.

AND THAT Run Ingersoll 2018 is cancelled providing staff the opportunity to review the options for 2019, such as the date, volunteer availability, new committee members, community interest etc.

AND FURTHER THAT Fusion will run an alternative fundraiser or apply for a grant in order to recover the lost revenue that had been identified in the 2018 budget.

ATTACHMENTS

Prepared by: Andrea Brown, Manager of Fusion Youth Centre
Kyle Stefanovic, Director of Community Services

Approved by: William Tigert, CAO



DEPARTMENT: Parks and Recreation

REPORT NO: CS-014-18

COUNCIL MEETING DATE: May 14 2018

TITLE: Arena Concession Update

OBJECTIVE: To provide council with an update on the arena concession.

BACKGROUND: In September 2017 a report went to council with the recommendation to close the concession booth at the Ingersoll Memorial Arena.

In that report it was also stated that Five Star Vending would provide traditional vending as well as a fresh vending option. In that report it was stated that Coca Cola owned the drink vending machines and the town bought the product and received the profit from selling the product.

This changed in February 2018 when the Town went to a full service contract with Coca Cola and receive a commission for the product sold.

ANALYSIS: In the early part of the season there was some negative feedback from the community in regards to our closing the concession.

As the year went on that feedback became a non-issue. The fresh vending machine was not well received initially but as the year went on it sold enough to sustain itself. The traditional vending machine saw an increase in sales over the previous season of approximately \$1500. The Town's commission on vending will be approximately \$550.

With Coca Cola the new machines were installed in February 2018 and the Town has received a commission cheque of \$538 for 2 months. A noticeable increase was found in all vending machines this ice season. In previous years the canteen operated at a significant deficit and through the transition to vending machines the Town has been able to turn that deficit into a small source of revenue.

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Staff have had one party reach out to the town in regards to leasing the concession space to run another recreation based business.

The skate sharpening business, located in a trailer on the arena property has enquired about moving the business into the arena in the old concession area. Staff felt that this would be advantageous and easily accommodated.

INTERDEPARTMENTAL IMPLICATIONS

None

FINANCIAL IMPLICATIONS

In previous years the canteen operated at a deficit and through transition to vending machines the Town has been able to turn that deficit into a source of revenue.

RECOMMENDATION

That the Council of the Corporation of the Town of Ingersoll receives this report numbered CS-014-18 as information.

AND THAT the Council grants The Community Services Department permission to investigate other contract leasing avenues for the space of the former concession stand in the Ingersoll Memorial Arena.

AND FURTHER THAT the Town continues to offer refreshment goods, at the Arena, through the use vending machine services.

ATTACHMENTS

Prepared by: Danny Roth, Manager of Facility Operations
Kyle Stefanovic, Director of Community Services

Approved by: William Tigert, CAO.



DEPARTMENT: Community Services

REPORT NO: CS-015-18

COUNCIL MEETING DATE: May 14th 2018

TITLE: Reallocation of Fitness/ Gym Equipment Funds

OBJECTIVE: To provide information to Council on reallocating funds to replace old fitness/gym equipment from acquisition to lease.

BACKGROUND: Upon the opening of the Victoria Park Community Centre 27 years ago the Parks and Recreation Department has provided fitness services, personal training and recreational fitness programs/classes.

The original weight room is approximately 1,224 sq. ft. Expansion into the adjacent squash court was completed in the late 90's to add an additional 144 sq. Ft. Both spaces do not have any natural light.

In order to keep up with fitness trends and upkeep of equipment the Town has replaced most of the cardio pieces over the 27 years. The replacement schedule has been sporadic (determined by annual budget reviews) and overall has been done with long gaps of time in between. This has resulted in equipment that has been historically repaired or replaced "reactively".

All weight equipment was replaced in the late 90's. Only 4 stations were replaced in 2014 which finally saw the removal of an aging 30+ year old Nautilus multi station (which was not supported by Nautilus Canada.)

As the 20+ year old weight pieces age they are becoming non sustainable and obsolete due to age, worn and/or rusted out. With that said it does not make financial sense to continue to spend significant dollars repairing 20+ year old equipment that has long exceed its lifespan.

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The current multipurpose room located on the second floor has been the location for all fitness classes, general programming, meetings etc. The room is approximately 2,184 sq. Ft.

Over the last few years there has been a decline in fitness memberships. With new fitness centres in town with updated equipment, trending programs and energizing decor many of our past clientele have not renewed their memberships in search of the tech savvy cardio equipment, new and changing fitness programs and a visually pleasing work out space.

Patrons and staff are also finding space is limited in the current weight room for mat work, stretching etc. As a result space is sought for use in the main floor hallway which may be seen as a safety concern.

Current staff is in support and excited of a “new vision” for the Victoria Park Community Centre. As talk circulates externally about a potential change the feedback from the community has been received as positive

ANALYSIS: The new 2nd floor gym space has a larger floor space (approximately 2,184 sq. Ft.), which will create more space in the fitness centre will also support the inclusion of clientele with limited abilities. POW Engineering has approved that building construction would be able to support the load.

Existing programs and classes currently using the second floor multipurpose room will be run effectively in the current wt. /fitness room with minor changes to the existing space.

By updating old equipment to current standards and moving the Gym/Fitness centre to a bigger space with natural light will result in a significant increase in use of the space and also in turn a significant increase in the amount of memberships sold.

Staff are recommending that the funds that were established in the 2018 budget for equipment repairs be better utilized by purchasing and or leasing equipment to ensure that the facility remains attractive and relevant to fitness clients.

Staff believe that keeping the equipment will not only enhance the experience for users of the facility, but may also maintain the current membership and potentially attract new interest from non-members.

INTERDEPARTMENTAL IMPLICATIONS

None

FINANCIAL IMPLICATIONS

Reallocation of current funds spent each year will not add to the cost and may result in an increase in VPCC membership enjoyment, satisfaction and potentially revenues.

RECOMMENDATION

THAT The Council of the Corporation of the Town of Ingersoll receives the report numbered CS-015-18 as information.

AND THAT the Council approves transferring \$14,000 from the 2018 budget year (\$10,000 from the gym equipment reserve and \$4000 from the gym equipment maintenance account) into purchasing or leasing new gym equipment through an RFP Process.

ATTACHMENTS

Prepared by: Nancy Nadalin, Program Manager.
Kyle Stefanovic, Director of Community Services

Approved by: William Tigert, CAO



DEPARTMENT: Community Services

REPORT NO: CS-016-18

COUNCIL MEETING DATE: May 14 2018

TITLE: External Personal Trainers

OBJECTIVE: To provide information to Council on *External Trainers* (personal trainers, therapists or support workers) interested in using the Victoria Park Community Center with their clients.

BACKGROUND: Upon the opening of the Victoria Park Community Centre 27 years ago the Parks and Recreation department has provided fitness services and personal training by certified full and part time fitness staff. All staff must maintain a current standard level C first aid/CPR and a recognizable personal training certification.

VPCC staff is covered under the Town of Ingersoll's insurance. Clients purchase memberships and receive an orientation to the weight room. Personal Training packages are available for clients to purchase above their membership in increments of single, 5 or 10 package visits.

Support workers (is defined as someone paid or unpaid that attends the facility to provide support for a client who is unable to attend on their own.)

Therapists (can include a social worker, physiotherapist, or occupational therapist paid by an outside company that brings clients to the facility that the VPCC trainers are not trained to work with) have been allowed to accompany their clients during visits at no cost. Clients have been requested to purchase a membership or a day use pass.

External personal trainers/conditioning coaches (may include a qualified trainers hired directly by an individual) that use the VPCC facility as a for-profit business not related to the Town of Ingersoll have been required to purchase a day use

pass or membership to work with their clients. Clients must also purchase or membership or a day use pass.

All support workers, outside personal trainers and therapists to date have not been required to provide credentials, personal ID, liability insurance, or updated first aid CPR.

ANALYSIS:

VPCC acknowledges the important role external trainers may play in serving the needs of the diverse community using the facility.

Investigation of other municipalities and organizations has produced a varied outcome of policies and procedures with regards to External Trainers using their facilities. They range from:

- * Full use of the facility, no proof of requirements and payment of a day pass for trainer and/or client
- * No outside external trainers allowed
- * Only Physiotherapists who rent space in the facility, have use to the organizations weight room.
- * External trainers are to complete *an application form* for approval which would include valid copies of certifications/qualifications, be given an information letter, orientation to the facility, proof of liability, and valid “Approved Trainer” status to be renewed annually by the manager. As well of the following:
- * Approved support workers do not pay an admission/membership but the client does.
- * Approved Therapists must pay an admission (on site or invoiced) and the client must pay admission /membership
- * Approved Personal Trainers and clients must pay an admission/membership

Based on this assessment staff are recommending the following.

1. Standard

External Trainers (*therapists and support workers*) wanting to use the facility to support a client or to train individuals must adhere to the approval and registration procedure below in order to become an “**Approved Trainer**” will be required to adhere to the safety standards and expectations set by the VPCC. Any external Trainers acting in this capacity who have not been approved will be asked to immediately discontinue the training until approval is obtained.

It is also staff’s recommendation that *external personal trainers* not be permitted to train clients due to that it is deemed in direct competition with the personal training service that the VPCC offers.

2. Procedure

Approval Process:

The VPCC requires all External Trainers to complete the following approval process before using the facility in a training capacity.

DEPARTMENT REPORT NO. CS-016-18
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- a) Complete an application form AND
- b) Provide copies of valid certifications and qualifications where applicable; AND
- c) Receive and sign a hard copy of a External Trainer information letter; AND
- d) Book an orientation to the facility prior to the first visit with client(s); AND
- e) Valid “Approved Trainer” status must be renewed annually by the Recreation Program Manager.

Applications will be approved based on attainment of each of the following:

- a) Professional designation or registration (i.e. physiotherapist) or valid qualification (i.e. personal trainer credential); AND
- b) First aid/CPR Level C; AND
- c) Facility determined needs; AND
- d) Company information and insurance including \$5 million in coverage with the Town of Ingersoll named 3rd party liability.
- e) “Approved Trainers” are responsible for providing updated copies of their certifications upon expiry.

Registration Process:

All “Approved Trainers” must register the client/support/therapy company that they will be working with. The addition of new clients/support/therapy clients must be communicated to the VPCC prior to training sessions.

Associated fees:

Approved Support Workers: If an approved support worker plans to participate in class, swim or work out in the weight room with their client, the clients pay admission/membership and the support worker is admitted free (with a valid identification from their organization or place of work) They must remain with their client at all times.

Approved Therapists: If an approved therapist is bringing in a registered client they **both** must pay for an admission or both have current memberships.

INTERDEPARTMENTAL IMPLICATIONS

None

FINANCIAL IMPLICATIONS

The changes should not result in any significant financial impact on the Town.

RECOMMENDATION

THAT the Council for the Corporation of the Town of Ingersoll receives this report numbered CS-016-18 as information.

AND FURTHER THAT Council directs staff to implement the changes as outlined within the report.

Prepared by: Nancy Nadalin, Program Manager.
Kyle Stefanovic, Director of Community Services

Approved by: William Tigert, CAO



DEPARTMENT: Community Services

REPORT NO: CS-017-18

COUNCIL MEETING DATE: May 14th 2018

TITLE: Lions Club Pavilion

OBJECTIVE: To provide council information on a request from the local Lions Club

BACKGROUND: The local Ingersoll Lions Club has approached the Community Services Department in the past month about what the process required to arrange for the constructing a covered pavilion at Victoria Park.

Through meeting with the Ingersoll Lions Club Staff informed them that the first step in the process would be that they would require council approval to be able to construct the pavilion which should include details about construction, size and location. Beyond that they would also have to identify how the project would be paid for and how the pavilion would be maintained and managed once constructed.

ANALYSIS: The Ingersoll Lions Club has proposed the pavilion being constructed between the Main Vic Diamond, The Splash Pad and the playground structure at one hundred percent at their cost including all fee's and permits.

The pavilion would require a building permit which would have to be funded by the Ingersoll Lions Club.

Since the project is to be built on Municipal property, the community services department would take the lead on this project in terms of construction of the pavilion and the Ingersoll Lions Club would provide the design and funding.

The department would be responsible for overseeing construction including hiring the contractors and paying for the works being completed. The Lions would be responsible

to provide the funding to the Municipality before the tender was let and the construction began.

Once construction is completed booking of the pavilion for family reunions outdoor events etc. would be handled by the community services department.

The Lions Club only request is that they are able to put the lion's club logo on the pavilion and that they would have exclusive use of the pavilion for lions club events held in Victoria Park, as scheduled in advance with the department.

Staff believe a shaded covered area in Victoria Park would be an asset to the municipality and as a result staff are in favor of granting this request.

INTERDEPARTMENTAL IMPLICATIONS

None

FINANCIAL IMPLICATIONS

Additional source of rental income.

RECOMMENDATION

THAT The Council of the Corporation of the Town of Ingersoll receives report numbered CS-017-18 as information.

AND FURTHER THAT Council approves the construction on Victoria Park of a pavilion funded in whole by the Ingersoll Lions Club, granting authority to staff to oversee the construction of the facility as a municipal project.

ATTACHMENTS

Prepared by: Kyle Stefanovic, Director of Community Services

Approved by: William Tigert, CAO



DEPARTMENT: OPERATIONS

REPORT NO: OP-015-18

COUNCIL MEETING DATE: May 14, 2018

TITLE: Railway Safety Improvement Program – Transport Canada

OBJECTIVE

To obtain Council approval to apply to the Transport Canada Rail Safety Improvement Program for the installation of signals and bells at the Oakwood Street railway crossing.

BACKGROUND

Presently the Oakwood Street South railway crossing is controlled by stop signs which the Town has concerns about drivers complying with the stop control and it is the last remaining crossing in Town without signals and bells. The Transport Canada Rail Safety Improvement program is still receiving grant applications for funding of uncontrolled railway crossings.

ANALYSIS

This is the last remaining crossing in the Town without controlled crossing systems. The Town would be able to receive up to 50% federal funding for the installation of signals and bells at this railway crossing and this program is scheduled to end March 31, 2020.

In order to improve the safety of the crossing, staff is requesting Council approval to apply for grant funding for the 2019 Capital Budget.

FINANCIAL IMPLICATIONS

Staff has obtained a quote for the installation of the signal and bells at this crossing for \$185,000. The grant would cover 50% of the cost of the installation and would be brought forward as part of the 2019 Capital Budget.

RECOMMENDATION

THAT staff report OP-015-18 be received as information

AND THAT staff applies to the Transport Canada Railway Safety Improvement Program for funding of the signals and bells at the Oakwood Street railway crossing for the 2019 Capital Budget.

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

Approved by: William Tigert, CAO



DEPARTMENT: OPERATIONS

REPORT NO: OP-016-18

COUNCIL MEETING DATE: May 14, 2018

TITLE: North Town Line Sidewalk Replacement

OBJECTIVE

To obtain Council approval to replace the sidewalk along North Town Line between Thames Street N and Oxford Avenue.

BACKGROUND

North Town Line from Thames Street N to Hwy 119 has been tendered and is scheduled for construction starting May 22, 2018. As part of that construction the existing sidewalk between Thames Street N to Oxford Ave was tendered to take out select panels as part of the work.

ANALYSIS

Prior to construction staff do a final sidewalk inspection. As a result of the past winter and the replacement of the Union Gas line, the majority of the sidewalk has deteriorated to the point that staff is recommending the entire section of sidewalk be replaced instead of select panels.

There are several advantages to replacing the sidewalk now.

- Presently the existing sidewalk does not meet the new accessibility criteria for width and any repairs or replacement of panels would only return it to the existing width. Replacing the sidewalk would allow the widening of the sidewalk to the new standard and be consistent with the sidewalk built on the section of North Town Line last summer.
- The Town received an exceptional low price in the tender contract for the construction of new sidewalk which the contractor would honour for this section of

sidewalk. If Public Works was to replace the remaining panels in future years they would pay twice the cost and would still have a sidewalk that didn't meet the accessibility requirements

- There is the potential for less damage to the boulevard and lawns by the sidewalk plow due to the increased width of the sidewalk.

FINANCIAL IMPLICATIONS

As part of the tender 140 linear metres of sidewalk were contracted to be removed at a cost of \$8,775. Replacing the entire 484 linear metres of accessible sidewalk plus the installation of the tactile (crossing accessibility) plates will be \$38,775 or an additional \$30,000. This could be funded either from the Engineering Reserve or Gas Tax.

RECOMMENDATION

THAT the Council for the Town of Ingersoll receives staff report OP-016-18 as information

AND FURTHER THAT Council approves the replacement of the existing sidewalk along North Town Line from Thames Street North to Oxford Avenue at an additional cost of \$30,000 as part of the existing construction contract.

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

Approved by: William Tigert, CAO



DEPARTMENT: Treasury

REPORT NO: T-012-18

COUNCIL MEETING DATE: May 14th, 2018

TITLE: Operating Budget Variance Report for 12 months ended December 31, 2017

OBJECTIVE

To provide Council with a financial review of operations for the year ended December 31, 2017. The report analyses preliminary 2017 year-end results that will be finalized and presented to Council upon completion of the audit of the 2017 Consolidated Financial Statements.

BACKGROUND

A review of the Town's financial operations for the twelve-month period ended December 31, 2017 was completed as part of financial management best practices and budgetary control. Operating variance reports are submitted to Council quarterly and provide information on how the funds are being spent and to identify issues that require direction from Council.

ANALYSIS

The Corporation ended the 2017 fiscal year with an operating surplus of \$5,883. These results are preliminary and subject to the annual external audit. The surplus will be available for distribution after the audit of the Consolidated Financial Statements has been finalized.

Appendix A provides detailed comments and explanations of the departments variances. The comments are based on departmental input as well as a review from the Finance Department.

The following is a summary of major operating variances:

- Higher than projected professional fees (\$415K). As part of the 2017 budget process the decision was made to budget modestly for legal expenses for the opposition to the landfill, and funding could be drawn from the reserves as needed. In the fall, Staff reported that there was a significant deficit between budget and actual expenditures due to the additional costs associated with the peer review of the landfill application. At year end Staff made the determination that there was sufficient funds available from the general municipal surplus to absorb the legal fees, without creating a deficit for the year 2017. This would allow for maintaining a significant reserve to offset future costs associated with the landfill without having a significant impact on the 2018 budget.

Finally all legal expenses for the municipality, with the exception of building code topics, flow through the CAO budget. There were more issues that required legal assistance in 2017 than what is normally seen in a year based on previous year's activities. Some of these issues revolved around the collective agreements renewals, enhanced policies under the Ontario Health and Safety Act and the general increase in legal actions involving the Town.

- The Building operations reported a surplus of \$166,141. Consistent with the Building Code Act, the net operating favourable variance of \$166,141 for the Town Building operations was closed out to the Building Reserve. The intent of the legislation is for permit revenue to only fund expenditures related to issuing permits. The reserve is intended to receive surpluses and fund deficits in order to smooth out fluctuations in volumes of permits year over year. This transfer does not impact the 2017 levy-supported budget.
- Higher than budgeted net revenue from Supplementary taxes (\$142K) as a result of supplementary rolls being higher than forecasted; stronger than forecast planning, zoning and minor variances fees and parking ticket fees (\$21K), as well as one –time unbudgeted donation and fundraising revenues (\$44K).
- Surplus municipal land was sold for \$132K. Consistent with the Town past practices the net proceeds were transferred to the Industrial Land Reserve Fund. It should be noted that the transfer of \$129K is net of land sale related costs. This transfer does not impact the 2017 levy-supported budget.
- Lower than projected recoveries (\$69K) from the County was a result of slower than budgeted construction activity and a lower number of construction projects managed by Town Staff on behalf of the County.
- Higher than anticipated cost of hydro (\$20K) mainly due to the unpredictable global adjustment (GA) fee and hourly wholesale prices that the Town pays as a large consumer of hydro. It is difficult to forecast the GA fee and whole sale pricing as they change frequently depending on trends in the real-time market. VPCC and Arena

facilities fall under the large consumer classification and reported a \$19K unfavourable variance.

INTERDEPARTMENTAL IMPLICATIONS

The report was circulated to all departments for review and comments.

FINANCIAL IMPLICATIONS

Discussed throughout the report.

RECOMMENDATION

That Council receive the Operating Budget Variance Report for 12 months ended December 31, 2017 as information.

ATTACHMENTS

Appendix A: Operating Budget Variance Report for 12 months ended December 31, 2017.

Prepared by: Iryna Koval, Director of Finance, Treasurer

Approved by: William Tigert, CAO

Appendix A

**THE CORPORATION OF THE TOWN OF
INGERSOLL**

**Operating Budget Variance Report for 12 Months Ended
December 31, 2017**

Town of Ingersoll
12 Months Ended December 31, 2017

Summary All Departments by Revenue/Expense Grouping

	YTD Actual		YTD Budget	Variance YTD 2017 Budget vs Actual
	2016	2017	2017	fav (unfav)
	1	2	3	4=3-2
CLERKS ADMIN & COUNCIL	200,294	205,935	209,968	4,033
CHIEF ADMINISTRATIVE OFFICER	386,592	677,498	287,880	(389,618)
CLERKS				
ADMINISTRATION	474,037	465,455	485,850	20,395
ANIMAL CONTROL	3,687	4,982	5,800	818
PARKING	23,921	21,606	24,000	2,394
PARATRANSIT	62,729	61,236	71,620	10,384
DOWNTOWN IMPROVEMENT	--	--	--	--
TREASURY				
ADMINISTRATION	851,990	896,464	970,758	74,293
TAXATION	(13,343,154)	(13,678,597)	(13,515,982)	162,616
INFORMATION TECHNOLOGY	283,752	301,441	313,490	12,049
BUILDING INSPECTION				
INSPECTION	1,908	595	0	(595)
PROPERTY STANDARDS	29,445	30,192	34,140	3,948
TOWN CENTRE	154,988	173,930	189,024	15,094
PUBLIC BUILDINGS - OTHER	54,580	67,512	73,935	6,423
FIRE				
ADMINISTRATION	971,180	967,597	977,338	9,741
FACILITY	14,438	11,403	18,516	7,113
POLICE				
ADMINISTRATION	2,533,233	2,362,618	2,383,112	20,494
FACILITY	8,962	12,598	18,404	5,806
ENGINEERING				
ADMINISTRATION	1,925,366	2,258,115	2,188,845	(69,270)
EQUIPMENT	0	0	0	0
STREET LIGHTING	278,623	271,651	257,200	(14,451)
TRAFFIC SIGNALS	9,653	11,449	15,000	3,551
PUBLIC WORKS				
ADMINISTRATION & EQUIPMENT	253,160	297,005	278,571	(18,434)
FACILITY	54,106	49,418	61,886	12,468
BRIDGES & CULVERTS	10,359	12,374	11,700	(674)
ROADSIDE MAINTENANCE	201,452	277,163	219,300	(57,863)
SURFACE MAINTENANCE	335,929	293,335	301,000	7,665
ROADS, SIDEWALKS & PARKING LOTS	250,713	255,463	261,620	6,157
WINTER CONTROL	439,950	347,933	465,296	117,363
ENVIRONMENTAL SERVICES	118,968	104,850	99,371	(5,479)
PARKS AND ARENA				
ADMINISTRATION	123,499	163,384	193,935	30,551
ARENA	575,813	484,412	452,204	(32,208)
PARKS	525,226	559,171	578,183	19,012
PARKS PROGRAMS	23,418	17,393	27,390	9,997
CAMI PARKS / SUZUKI HOUSE	173,012	166,787	170,979	4,192
VICTORIA PARK COMMUNITY CENTRE				
ADMINISTRATION	159,334	228,441	212,585	(15,856)
AQUATICS	101,599	114,167	101,645	(12,523)
FITNESS	6,446	(1,441)	5,092	6,533
GENERAL PROGRAMS	34,200	51,944	28,198	(23,746)
FACILITY	551,643	600,022	571,580	(28,442)
YOUTH CENTRE				
FACILITY	100,126	105,990	106,432	442
TECHNOLOGY PROGRAMS	74,713	5,243	45,230	39,987
GENERAL PROGRAMS	376,582	387,519	386,983	(536)
CAREER & SKILLS PROGRAM	4,493	0	--	0
YOUTH ENTREPRENEURSHIP PARTNERSHIP	--	--	--	0
MUSEUMS				
FACILITY	29,944	21,348	32,950	11,602
PROGRAMS	131,333	143,416	160,787	17,371
ECONOMIC DEVELOPMENT	233,851	185,101	218,185	33,084
CAPITAL FUND REQUIREMENT				0
	<u>(183,908)</u>	<u>(5,883)</u>	<u>(0)</u>	<u>5,883</u>

Town of Ingersoll
12 Months Ended December 31, 2017

Summary All Departments by Revenue/Expense Grouping

	YTD Actual		YTD Budget	Variance YTD 2017 Budget vs Actual
	2016	2017	2017	fav (unfav)
	1	2	3	4=3-2
REVENUE				
SALE OF GOODS OR SERVICES	(130,171)	(129,874)	(139,235)	(9,361)
PERMITS/LICENSES	(423,466)	(397,065)	(199,550)	197,515
ICE RENTAL	(231,663)	(227,163)	(260,332)	(33,169)
RENT / LEASES	(254,918)	(217,659)	(180,821)	36,838
USER FEES	(253,740)	(273,236)	(237,219)	36,017
MEMBERSHIPS	(122,504)	(124,350)	(129,100)	(4,750)
RECOVERIES	(175,266)	(85,521)	(154,850)	(69,329)
COUNTY RECOVERY	(319,519)	(315,754)	(323,242)	(7,488)
TAXATION	(13,801,149)	(14,278,132)	(14,135,982)	142,150
INTEREST / DIVIDENDS	(631,653)	(650,132)	(617,600)	32,532
GRANTS / SUBSIDIES / REBATES	(183,874)	(141,967)	(149,842)	(7,875)
LAND SALES	(13,399)	(132,703)	0	132,703
PROGRAM REVENUES	(267,496)	(246,078)	(281,497)	(35,419)
DONATIONS / FUNDRAISING	(144,714)	(184,950)	(141,050)	43,900
INTERNAL (REVENUE) EXPENSE	(256)	0	0	0
	<u>(16,953,788)</u>	<u>(17,404,585)</u>	<u>(16,950,320)</u>	<u>454,265</u>
EXPENSE				
SALARIES, WAGES & BENEFITS	6,533,149	6,460,019	6,533,226	73,207
ADMINISTRATIVE EXPENSE	76,433	72,203	82,168	9,965
OPERATING EXPENSE	167,126	164,300	164,561	261
COMMUNICATIONS	113,924	111,245	115,537	4,292
INSURANCE EXPENSE	229,118	202,598	216,566	13,967
UTILITIES - HYDRO	710,661	675,846	655,733	(20,113)
UTILITIES - NATURAL GAS	90,971	92,614	108,640	16,026
UTILITIES - WATER	113,064	98,230	106,320	8,090
SUPPLIES	60,720	48,331	59,672	11,341
PROGRAM EXPENSES	131,188	145,422	167,886	22,464
MEETINGS, CONFERENCES, TRAINING	93,044	92,402	107,707	15,305
FUEL / TRANSPORTATION COSTS	88,441	90,910	102,595	11,685
PROFESSIONAL FEES	276,329	596,730	181,700	(415,030)
CONTRACTED SERVICES	119,974	120,968	155,060	34,092
PROPERTY TAX REFUNDS & ADJUSTMENTS	457,995	599,535	620,000	20,465
MARKETING & PROMOTION	90,582	125,137	118,660	(6,477)
GRANTS TO VOLUNTEER ORGANIZATIONS	91,007	88,969	89,675	706
REPAIRS & MAINTENANCE	50,826	39,752	56,087	16,335
LAND MAINTENANCE & IMPROVEMENT	32,715	44,530	50,100	5,570
EQUIP REPAIRS & MAINTENANCE	122,265	158,638	160,670	2,032
BLDG REPAIRS & MAINTENANCE	100,479	97,667	110,825	13,158
SNOW REMOVAL AND SANDING	44,845	36,484	45,950	9,466
MAINTENANCE CONTRACTS	129,022	140,537	148,255	7,718
LAND SALE EXPENSES	0	3,487	0	(3,487)
MATERIALS - PUBLIC WORKS	383,914	379,703	383,636	3,933
PW EQUIP CHARGEOUT NET OF COSTS	(301,596)	(320,232)	(290,455)	29,777
EQUIPMENT USAGE	354,222	355,642	385,310	29,668
TRANSFER TO BIA	73,193	77,937	77,780	(157)
TRANSFERS TO CEMETERY BOARD	104,402	117,077	117,077	0
	<u>10,538,014</u>	<u>10,916,682</u>	<u>10,830,941</u>	<u>(85,741)</u>
NET OPERATING REVENUE	<u>(6,415,774)</u>	<u>(6,487,903)</u>	<u>(6,119,379)</u>	<u>368,524</u>
OTHER				
O.P.P. CONTRACT	2,539,976	2,382,692	2,384,963	2,271
OMPF - ONT MUN PARTNER GRANT	(457,300)	(388,800)	(388,800)	0
TRANSFER FROM RESERVES & RES FUNDS	(33,324)	(62,801)	(74,803)	(12,002)
TRANSFER TO RESERVES & RES FUNDS	3,163,491	3,636,124	3,278,480	(357,644)
DEBENTURE PAYMENT	928,681	914,805	919,539	4,735
CAPITAL TAX LEVY REQUIREMENT	90,342	0	0	0
	<u>6,231,866</u>	<u>6,482,020</u>	<u>6,119,379</u>	<u>(362,641)</u>
	<u>(183,908)</u>	<u>(5,883)</u>	<u>--</u>	<u>5,883</u>

Town of Ingersoll
12 Months Ended December 31, 2017

DEPARTMENT: MAYOR & COUNCIL	YTD Actual		YTD Budget	Variance YTD
	2016	2017	2017	2017 Budget
	1	2	3	vs Actual
				fav (unfav)
				4=3-2
REVENUE				
USER FEES	(879)	(850)	--	850
RECOVERIES	(3,814)	(3,934)	(3,800)	134
	<u>(4,949)</u>	<u>(4,784)</u>	<u>(3,800)</u>	<u>984</u>
EXPENSE				
SALARIES, WAGES & BENEFITS	156,881	164,105	163,958	(147)
ADMINISTRATIVE EXPENSE	202	269	550	281
COMMUNICATIONS	3,904	3,209	5,500	2,291
PROGRAM EXPENSES	4,949	4,794	5,200	406
MEETINGS, CONFERENCES, TRAINING	16,399	17,016	17,660	644
FUEL / TRANSPORTATION COSTS	1,858	639	1,800	1,161
MARKETING & PROMOTION	8,551	20,688	19,100	(1,588)
	<u>192,743</u>	<u>210,719</u>	<u>213,768</u>	<u>3,049</u>
NET OPERATING (REVENUE) EXPENSE	<u>187,794</u>	<u>205,935</u>	<u>209,968</u>	<u>4,033</u>
OTHER				
	<u>12,500</u>	<u>--</u>	<u>0</u>	<u>0</u>
	<u>200,294</u>	<u>205,935</u>	<u>209,968</u>	<u>4,033</u>

NOTES

Slight unfavourable variance in marketing and promotion due to increased participation in trade shows and activities related to the opposition to the landfill. Savings in communication and transportation costs offset the over-spending in marketing and promotion.

Town of Ingersoll
12 Months Ended December 31, 2017

DEPARTMENT: CHIEF ADMINISTRATIVE OFFICER	YTD Actual		YTD Budget	Variance YTD 2017 Budget vs Actual
	2016	2017	2017	fav (unfav)
	1	2	3	4=3-2
REVENUE				
EXPENSE				
SALARIES, WAGES & BENEFITS	177,424	175,630	177,880	2,250
ADMINISTRATIVE EXPENSE	57	--	150	150
OPERATING EXPENSE	99	--	250	250
COMMUNICATIONS	763	531	850	319
PROGRAM EXPENSES	1,576	807	1,500	693
MEETINGS, CONFERENCES, TRAINING	2,873	2,401	4,000	1,599
FUEL / TRANSPORTATION COSTS	256	--	250	250
PROFESSIONAL FEES	197,085	505,670	96,000	(1) (409,670)
MARKETING & PROMOTION	6,460	11,144	7,000	(2) (4,144)
	<u>386,592</u>	<u>696,183</u>	<u>287,880</u>	<u>(408,303)</u>
NET OPERATING (REVENUE) EXPENSE	<u>386,592</u>	<u>696,183</u>	<u>287,880</u>	<u>(408,303)</u>
OTHER				
TRANSFER FROM RESERVES & RES FUNDS	--	(18,685)	--	18,685
	<u>--</u>	<u>(18,685)</u>	<u>--</u>	<u>18,685</u>
	<u>386,592</u>	<u>677,498</u>	<u>287,880</u>	<u>(389,618)</u>

NOTES

As part of the 2017 budget process the decision was made to budget modestly for legal expenses for the opposition to the landfill, and funding could be drawn from the reserves as needed.

In the fall, Staff reported that there was a significant deficit between budget and actual expenditures due to the additional costs associated with the peer review of the landfill application.

At year end Staff made the determination that there was sufficient funds available from the general municipal surplus to absorb the legal fees, without creating a deficit for the year 2017. This would allow for maintaining a significant reserve to offset future costs associated with the landfill without having a significant impact on the 2018 budget.

Finally all legal expenses for the municipality, with the exception of building code topics, flow through the CAO budget. There were more issues that required legal assistance in 2017 than what is normally seen in a year based on previous years activities. Some of these issues revolved around the collective agreements renewals, enhanced policies under the Ontario Health and Safety Act and the general increase in legal actions involving the Town.

Town of Ingersoll
12 Months Ended December 31, 2017

DEPARTMENT: CLERKS	YTD Actual		YTD Budget	Variance YTD
	2016	2017	2017	2017 Budget vs Actual
	1	2	3	4=3-2
ACTIVITY: ADMINISTRATION				
REVENUE				
SALE OF GOODS OR SERVICES	(78)	(42)	(25)	17
PERMITS/LICENSES	(26,641)	(24,737)	(23,600)	1,137
RENT / LEASES	(11,412)	(21,601)	--	21,601
USER FEES	(38,371)	(43,307)	(26,350)	16,957
LAND SALES	(13,399)	(132,703)	--	132,703
	<u>(98,805)</u>	<u>(222,390)</u>	<u>(49,975)</u>	<u>172,415</u>
EXPENSE				
SALARIES, WAGES & BENEFITS	334,716	360,350	367,960	7,610
ADMINISTRATIVE EXPENSE	30,899	23,732	23,600	(132)
OPERATING EXPENSE	15,385	10,546	12,500	1,954
COMMUNICATIONS	8,715	8,667	8,500	(167)
PROGRAM EXPENSES	22,006	13,931	15,570	1,639
MEETINGS, CONFERENCES, TRAINING	5,197	7,430	6,720	(710)
FUEL / TRANSPORTATION COSTS	868	785	1,200	415
PROFESSIONAL FEES	4,167	14,687	4,000	(10,687)
CONTRACTED SERVICES	3,069	4,663	21,500	16,837
MARKETING & PROMOTION	6,568	5,782	5,600	(182)
GRANTS TO VOLUNTEER ORGANIZATIONS	55,007	52,969	53,675	706
LAND SALE EXPENSES	--	3,487	--	(3,487)
	<u>486,596</u>	<u>507,028</u>	<u>520,825</u>	<u>13,797</u>
NET OPERATING (REVENUE) EXPENSE	<u>387,791</u>	<u>284,638</u>	<u>470,850</u>	<u>186,212</u>
OTHER				
TRANSFER TO RESERVES & RES FUNDS	40,898	180,817	15,000	(165,817)
	<u>86,246</u>	<u>180,817</u>	<u>15,000</u>	<u>(165,817)</u>
	<u>474,037</u>	<u>465,455</u>	<u>485,850</u>	<u>20,395</u>

NOTES

User fees surpassed the budget due to a higher than anticipated number of planning and zoning applications.

Rent revenue was transferred to the Unfinanced Industrial Land Reserve as directed and approved by Council.

Two parcels of land were sold in 2017 generating a \$132K surplus in revenues. We don't budget for sale of land as it is difficult to forecast. Our practice has been to transfer the net proceeds from sale to reserves.

Same applies to budgeting for land sale expenses. The proceeds from the sale of two parcels had been adjusted for the sale expenses and transferred to the Industrial Land Reserve Fund.

A deficit in professional fees due to a higher number of zoning applications (minor variances, etc.) that require legal services. These costs were recovered through user fees.

\$15,000 budgeted for the Pay Equity Study was not utilized. This surplus was transferred to the Clerk's Reserve.

Town of Ingersoll
12 Months Ended December 31, 2017

DEPARTMENT: CLERKS	YTD Actual		YTD Budget	Variance YTD 2017 Budget vs Actual
ACTIVITY: ANIMAL CONTROL	2016	2017	2017	fav (unfav)
REVENUE	1	2	3	4=3-2
PERMITS/LICENSES	(9,195)	(8,895)	(9,200)	(305)
	(9,195)	(8,895)	(9,200)	(305)
EXPENSE				
CONTRACTED SERVICES	12,714	13,691	14,600	909
	12,882	13,877	15,000	1,123
NET OPERATING (REVENUE) EXPENSE	3,687	4,982	5,800	818
OTHER				
	--	--	--	--
	3,687	4,982	5,800	818

NOTES

No significant variances

Town of Ingersoll
12 Months Ended December 31, 2017

DEPARTMENT: CLERKS	YTD Actual		YTD Budget	Variance YTD
	2016	2017	2017	2017 Budget vs Actual
ACTIVITY: PARKING	1	2	3	4=3-2
REVENUE				
USER FEES	(3,062)	(8,327)	(4,000)	4,327
	(3,062)	(8,327)	(4,000)	4,327
EXPENSE				
CONTRACTED SERVICES	26,983	29,932	28,000	(1,932)
	26,983	29,932	28,000	(1,932)
NET OPERATING (REVENUE) EXPENSE	23,921	21,606	24,000	2,394
OTHER				
	--	--	--	--
	23,921	21,606	24,000	2,394

NOTES

No significant variances

Town of Ingersoll
12 Months Ended December 31, 2017

DEPARTMENT: CLERKS	YTD Actual		YTD Budget	Variance YTD
	2016	2017	2017	2017 Budget vs Actual
ACTIVITY: PARATRANSIT	1	2	3	4=3-2
REVENUE				
SALE OF GOODS OR SERVICES	(11,415)	(12,759)	(13,000)	(241)
	(11,415)	(12,759)	(13,000)	(241)
EXPENSE				
SALARIES, WAGES & BENEFITS	30,467	27,781	32,690	4,909
COMMUNICATIONS	1,580	1,184	1,400	216
CONTRACTED SERVICES	35,264	40,036	42,530	2,494
MARKETING & PROMOTION	--	174	500	326
MAINTENANCE CONTRACTS	6,832	4,818	7,500	2,682
	74,144	73,995	84,620	10,625
NET OPERATING (REVENUE) EXPENSE	62,729	61,236	71,620	10,384
	62,729	61,236	71,620	10,384

NOTES

No significant variances

Town of Ingersoll
12 Months Ended December 31, 2017

DEPARTMENT: TREASURY		YTD Actual		YTD Budget	Variance YTD
		2016	2017	2017	2017 Budget vs Actual
ACTIVITY:	INFORMATION TECHNOLOGY	1	2	3	4=3-2
REVENUE		-----		-----	-----
EXPENSE		-----		-----	-----
	SALARIES, WAGES & BENEFITS	169,952	159,238	167,830	8,592
	ADMINISTRATIVE EXPENSE	822	--	840	840
	OPERATING EXPENSE	25,842	24,763	25,500	737
	COMMUNICATIONS	4,475	4,154	4,000	(154)
	PROGRAM EXPENSES	209	183	220	37
	MEETINGS, CONFERENCES, TRAINING	10,261	7,955	8,500	545
	FUEL / TRANSPORTATION COSTS	461	848	1,500	652
	MARKETING & PROMOTION	--	151	150	(1)
	EQUIP REPAIRS & MAINTENANCE	827	2,760	2,500	(260)
	MAINTENANCE CONTRACTS	43,904	54,388	55,450	1,062
		<u>256,752</u>	<u>254,441</u>	<u>266,490</u>	<u>12,049</u>
	NET OPERATING (REVENUE) EXPENSE	<u>256,752</u>	<u>254,441</u>	<u>266,490</u>	<u>12,049</u>
OTHER					
	TRANSFER TO RESERVES & RES FUNDS	27,000	47,000	47,000	--
		<u>27,000</u>	<u>47,000</u>	<u>47,000</u>	<u>0</u>
		<u>283,752</u>	<u>301,441</u>	<u>313,490</u>	<u>12,049</u>

NOTES

Positive variance in salaries and benefits due to a delay in filling a fulltime vacancy.

Town of Ingersoll
12 Months Ended December 31, 2017

DEPARTMENT: TREASURY	YTD Actual		YTD Budget	Variance YTD 2017 Budget vs Actual
	2016	2017	2017	fav (unfav)
	1	2	3	4=3-2
ACTIVITY: ADMINISTRATION				
REVENUE				
SALE OF GOODS OR SERVICES	(14,695)	(17,250)	(14,000)	3,250
USER FEES	(21,769)	(21,716)	(18,500)	3,216
RECOVERIES	(4,200)	(4,200)	(4,200)	--
INTEREST / DIVIDENDS	(631,653)	(650,132)	(617,600)	32,532
GRANTS / SUBSIDIES / REBATES	(1,937)	(2,456)	--	2,456
	<u>(674,253)</u>	<u>(695,755)</u>	<u>(654,300)</u>	<u>41,455</u>
EXPENSE				
SALARIES, WAGES & BENEFITS	482,463	500,402	509,070	8,668
ADMINISTRATIVE EXPENSE	9,366	10,112	9,400	(712)
OPERATING EXPENSE	1,307	--	200	200
COMMUNICATIONS	605	382	780	398
INSURANCE EXPENSE	228,562	202,050	215,516	13,465
PROGRAM EXPENSES	3,112	3,009	3,674	665
MEETINGS, CONFERENCES, TRAINING	2,315	5,513	4,350	(1,163)
FUEL / TRANSPORTATION COSTS	414	959	500	(459)
PROFESSIONAL FEES	22,616	22,616	30,000	7,384
CONTRACTED SERVICES	1,213	1,068	1,000	(68)
MARKETING & PROMOTION	308	1,086	400	(686)
EQUIP REPAIRS & MAINTENANCE	382	--	570	570
TRANSFER TO BIA	73,193	77,937	77,780	(157)
TRANSFERS TO CEMETERY BOARD	104,402	117,077	117,077	--
	<u>930,258</u>	<u>942,212</u>	<u>970,317</u>	<u>28,104</u>
NET OPERATING (REVENUE) EXPENSE	<u>256,005</u>	<u>246,458</u>	<u>316,017</u>	<u>69,559</u>
OTHER				
OMPF - ONT MUN PARTNER GRANT	(457,300)	(388,800)	(388,800)	--
TRANSFER FROM RESERVES & RES FUNDS	(25,396)	(25,998)	(25,998)	(0)
TRANSFER TO RESERVES & RES FUNDS	150,000	150,000	150,000	--
DEBENTURE PAYMENT	928,681	914,805	919,539	4,735
	<u>595,985</u>	<u>650,007</u>	<u>654,741</u>	<u>4,734</u>
	<u>851,990</u>	<u>896,464</u>	<u>970,758</u>	<u>74,293</u>

NOTES

Interest income surpassed the budget due to higher than projected cash balances in the general bank account and a higher interest rate.

Insurance expenses below the budget due to a lower than projected number of claims / deductibles.

Town of Ingersoll
12 Months Ended December 31, 2017

DEPARTMENT: TREASURY		YTD Actual		YTD Budget	Variance YTD 2017 Budget vs Actual
		2016	2017	2017	fav (unfav)
ACTIVITY:	TAXATION	1	2	3	4=3-2
REVENUE					
	TAXATION	(13,801,149)	(14,278,132)	(14,135,982)	142,150
		<u>(13,801,149)</u>	<u>(14,278,132)</u>	<u>(14,135,982)</u>	<u>142,150</u>
EXPENSE					
	PROPERTY TAX REFUNDS & ADJUSTMENTS	457,995	599,535	620,000	20,465
		<u>457,995</u>	<u>599,535</u>	<u>620,000</u>	<u>20,465</u>
NET OPERATING (REVENUE) EXPENSE		<u>(13,343,154)</u>	<u>(13,678,597)</u>	<u>(13,515,982)</u>	<u>162,616</u>
OTHER					
		<u> --</u>	<u> --</u>	<u> --</u>	<u> --</u>
		<u><u>(13,343,154)</u></u>	<u><u>(13,678,597)</u></u>	<u><u>(13,515,982)</u></u>	<u><u>162,616</u></u>

NOTES

Higher than projected supplementary taxation.

Town of Ingersoll
12 Months Ended December 31, 2017

DEPARTMENT: BUILDING	YTD Actual		YTD Budget	Variance YTD 2017 Budget vs Actual
	2016	2017	2017	fav (unfav)
	1	2	3	4=3-2
ACTIVITY: INSPECTION				
REVENUE				
PERMITS/LICENSES	(373,530)	(351,333)	(158,100)	193,233
USER FEES	(2,730)	(2,240)	(2,500)	(260)
	<u>(376,260)</u>	<u>(353,573)</u>	<u>(160,600)</u>	<u>192,973</u>
EXPENSE				
SALARIES, WAGES & BENEFITS	169,357	174,453	176,860	2,407
ADMINISTRATIVE EXPENSE	1,243	940	1,120	180
OPERATING EXPENSE	669	1,112	900	(212)
COMMUNICATIONS	341	1,026	500	(526)
PROGRAM EXPENSES	972	961	1,000	39
MEETINGS, CONFERENCES, TRAINING	6,979	3,708	8,550	4,842
FUEL / TRANSPORTATION COSTS	4,737	4,007	4,500	493
PROFESSIONAL FEES	10,888	1,702	--	(1,702)
CONTRACTED SERVICES	--	--	1,100	1,100
MARKETING & PROMOTION	--	117	375	258
	<u>195,185</u>	<u>188,027</u>	<u>194,905</u>	<u>6,878</u>
NET OPERATING (REVENUE) EXPENSE	<u>(181,074)</u>	<u>(165,546)</u>	<u>34,305</u>	<u>199,851</u>
OTHER				
TRANSFER FROM RESERVES & RES FUNDS	--	--	(34,305)	(34,305)
TRANSFER TO RESERVES & RES FUNDS	182,982	166,141	--	(166,141)
	<u>182,982</u>	<u>166,141</u>	<u>(34,305)</u>	<u>(200,446)</u>
	<u>1,908</u>	<u>595</u>	<u>--</u>	<u>(595)</u>

NOTES

Surplus in permit fees is due to a higher than projected number of building permits. The surplus was transferred into the Building Permit Reserve at year end.

Town of Ingersoll
12 Months Ended December 31, 2017

DEPARTMENT: BUILDING	YTD Actual		YTD Budget	Variance YTD 2017 Budget vs Actual
ACTIVITY: PROPERTY STANDARDS	2016	2017	2017	fav (unfav)
	1	2	3	4=3-2
REVENUE				
EXPENSE				
SALARIES, WAGES & BENEFITS	29,445	30,255	34,140	3,885
	29,445	30,255	34,140	3,885
NET OPERATING (REVENUE) EXPENSE	29,445	30,192	34,140	3,948
OTHER				
	--	--	0	0
	29,445	30,192	34,140	3,948

NOTES

No significant variances

Town of Ingersoll
12 Months Ended December 31, 2017

DEPARTMENT: BUILDING	YTD Actual		YTD Budget	Variance YTD 2017 Budget vs Actual
	2016	2017	2017	fav (unfav)
	1	2	3	4=3-2
ACTIVITY: TOWN CENTRE				
REVENUE				
COUNTY RECOVERY	(113,970)	(112,869)	(124,224)	(11,355)
	<u>(113,970)</u>	<u>(112,869)</u>	<u>(124,224)</u>	<u>(11,355)</u>
EXPENSE				
SALARIES, WAGES & BENEFITS	81,875	94,472	100,350	5,878
OPERATING EXPENSE	2,580	2,512	2,500	(12)
COMMUNICATIONS	1,698	1,698	1,698	(0)
UTILITIES - HYDRO	74,691	59,438	70,835	11,397
UTILITIES - NATURAL GAS	9,712	8,590	14,200	5,610
UTILITIES - WATER	10,251	10,125	9,500	(625)
CONTRACTED SERVICES	1,200	1,240	1,200	(40)
REPAIRS & MAINTENANCE	754	754	820	66
LAND MAINTENANCE & IMPROVEMENT	340	480	650	170
EQUIP REPAIRS & MAINTENANCE	2,357	20,520	21,000	480
BLDG REPAIRS & MAINTENANCE	8,696	16,699	19,000	2,301
SNOW REMOVAL AND SANDING	526	543	1,000	457
MAINTENANCE CONTRACTS	9,281	9,728	10,495	767
	<u>203,958</u>	<u>226,799</u>	<u>253,248</u>	<u>26,449</u>
NET OPERATING (REVENUE) EXPENSE	<u>89,988</u>	<u>113,930</u>	<u>129,024</u>	<u>15,094</u>
OTHER				
TRANSFER TO RESERVES & RES FUNDS	65,000	60,000	60,000	--
	<u>65,000</u>	<u>60,000</u>	<u>60,000</u>	<u>0</u>
	<u>154,988</u>	<u>173,930</u>	<u>189,024</u>	<u>15,094</u>

NOTES

No significant variances

Town of Ingersoll
12 Months Ended December 31, 2017

DEPARTMENT: BUILDING	YTD Actual		YTD Budget	Variance YTD 2017 Budget vs Actual
	2016	2017	2017	fav (unfav)
	1	2	3	4=3-2
ACTIVITY: PUBLIC BUILDINGS - OTHER				
REVENUE				
RENT / LEASES	(37,104)	(28,941)	(23,772)	5,169
	<u>(37,104)</u>	<u>(28,941)</u>	<u>(23,772)</u>	<u>5,169</u>
EXPENSE				
SALARIES, WAGES & BENEFITS	20,311	12,267	11,945	(322)
OPERATING EXPENSE	--	5,214	6,100	886
UTILITIES - HYDRO	10,893	8,541	9,604	1,064
UTILITIES - NATURAL GAS	3,827	4,001	4,700	699
UTILITIES - WATER	1,967	2,386	1,820	(566)
REPAIRS & MAINTENANCE	286	286	300	14
EQUIP REPAIRS & MAINTENANCE	801	879	1,000	121
BLDG REPAIRS & MAINTENANCE	4,855	3,575	2,300	(1,275)
SNOW REMOVAL AND SANDING	1,042	1,076	1,700	624
MAINTENANCE CONTRACTS	7,700	8,229	8,238	9
	<u>51,684</u>	<u>46,454</u>	<u>47,707</u>	<u>1,254</u>
NET OPERATING (REVENUE) EXPENSE	<u>14,580</u>	<u>17,512</u>	<u>23,935</u>	<u>6,423</u>
OTHER				
TRANSFER TO RESERVES & RES FUNDS	40,000	50,000	50,000	--
	<u>40,000</u>	<u>50,000</u>	<u>50,000</u>	<u>0</u>
	<u>54,580</u>	<u>67,512</u>	<u>73,935</u>	<u>6,423</u>

NOTES

No significant variances

Town of Ingersoll
12 Months Ended December 31, 2017

DEPARTMENT: FIRE	YTD Actual		YTD Budget	Variance YTD 2017 Budget vs Actual
	2016	2017	2017	fav (unfav)
	1	2	3	4=3-2
ACTIVITY: ADMINISTRATION				
REVENUE				
SALE OF GOODS OR SERVICES	(18,261)	(18,796)	(18,450)	346
USER FEES	(4,263)	(4,090)	(4,000)	90
RECOVERIES	(2,378)	(2,402)	(2,500)	(98)
	<u>(24,902)</u>	<u>(25,288)</u>	<u>(24,950)</u>	<u>338</u>
EXPENSE				
SALARIES, WAGES & BENEFITS	677,207	658,530	662,750	4,220
ADMINISTRATIVE EXPENSE	1,321	1,450	1,658	208
OPERATING EXPENSE	24,661	40,148	41,750	1,602
COMMUNICATIONS	45,304	45,511	47,020	1,509
UTILITIES - HYDRO	19,829	16,688	18,950	2,262
UTILITIES - NATURAL GAS	2,333	2,041	3,300	1,259
UTILITIES - WATER	2,556	2,520	2,500	(20)
PROGRAM EXPENSES	1,802	2,902	4,755	1,853
MEETINGS, CONFERENCES, TRAINING	15,723	8,186	10,000	1,814
FUEL / TRANSPORTATION COSTS	4,201	5,785	6,000	215
MARKETING & PROMOTION	4,712	3,748	6,035	2,287
EQUIP REPAIRS & MAINTENANCE	15,460	25,019	17,500	(7,519)
BLDG REPAIRS & MAINTENANCE	4,174	792	--	(792)
MAINTENANCE CONTRACTS	799	565	1,070	505
	<u>820,082</u>	<u>813,885</u>	<u>823,288</u>	<u>9,403</u>
NET OPERATING (REVENUE) EXPENSE	<u>795,180</u>	<u>788,597</u>	<u>798,338</u>	<u>9,741</u>
OTHER				
TRANSFER TO RESERVES & RES FUNDS	176,000	179,000	179,000	--
	<u>176,000</u>	<u>179,000</u>	<u>179,000</u>	<u>0</u>
	<u>971,180</u>	<u>967,597</u>	<u>977,338</u>	<u>9,741</u>

NOTES

Budgeted for NFPA (National Fire Protection Association) membership but due to the rising membership fee did not purchase as it would have gone over budget.

Equipment repair and maintenance is over budget mostly due to unexpected breakdowns of the Areal including suspension and exhaust repairs. One of the pumpers had it's compressor rebuilt for \$2,300.

Town of Ingersoll
12 Months Ended December 31, 2017

DEPARTMENT: FIRE		YTD Actual		YTD Budget	Variance YTD 2017 Budget vs Actual
		2016	2017	2017	fav (unfav)
ACTIVITY:	FACILITY	1	2	3	4=3-2
REVENUE					
		(64,788)	(74,064)	(74,064)	0
EXPENSE					
	SALARIES, WAGES & BENEFITS	72,793	75,326	81,945	6,619
	OPERATING EXPENSE	3,089	4,966	3,835	(1,131)
	LAND MAINTENANCE & IMPROVEMENT	--	--	50	50
	EQUIP REPAIRS & MAINTENANCE	1,507	346	500	154
	BLDG REPAIRS & MAINTENANCE	--	2,478	4,000	1,522
	SNOW REMOVAL AND SANDING	--	--	250	250
	MAINTENANCE CONTRACTS	1,836	2,353	2,000	(353)
		<u>79,226</u>	<u>85,467</u>	<u>92,580</u>	<u>7,113</u>
NET OPERATING (REVENUE) EXPENSE		<u>14,438</u>	<u>11,403</u>	<u>18,516</u>	<u>7,113</u>
OTHER					
		<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>
		<u>14,438</u>	<u>11,403</u>	<u>18,516</u>	<u>7,113</u>

NOTES

No significant variances

Town of Ingersoll
12 Months Ended December 31, 2017

DEPARTMENT: POLICE	YTD Actual		YTD Budget	Variance YTD 2017 Budget vs Actual
	2016	2017	2017	fav (unfav)
	1	2	3	4=3-2
ACTIVITY: ADMINISTRATION				
REVENUE				
SALE OF GOODS OR SERVICES	(10,711)	(14,415)	(12,200)	2,215
USER FEES	(2,997)	(5,674)	(2,500)	3,174
GRANTS / SUBSIDIES / REBATES	(77,918)	(81,873)	(82,000)	(127)
	<u>(91,977)</u>	<u>(101,961)</u>	<u>(97,350)</u>	<u>4,611</u>
EXPENSE				
SALARIES, WAGES & BENEFITS	69,734	68,994	72,549	3,555
ADMINISTRATIVE EXPENSE	--	--	100	100
OPERATING EXPENSE	221	239	550	311
COMMUNICATIONS	705	765	800	35
PROGRAM EXPENSES	10,411	6,827	10,900	4,073
MEETINGS, CONFERENCES, TRAINING	2,393	2,684	7,000	4,316
FUEL / TRANSPORTATION COSTS	265	377	800	423
MARKETING & PROMOTION	1,293	1,789	2,400	611
	<u>85,233</u>	<u>81,887</u>	<u>95,499</u>	<u>13,612</u>
NET OPERATING (REVENUE) EXPENSE	<u>(6,744)</u>	<u>(20,075)</u>	<u>(1,851)</u>	<u>18,224</u>
OTHER				
O.P.P. CONTRACT	2,539,976	2,382,692	2,384,963	2,271
	<u>2,539,976</u>	<u>2,382,692</u>	<u>2,384,963</u>	<u>2,271</u>
	<u>2,533,233</u>	<u>2,362,618</u>	<u>2,383,112</u>	<u>20,494</u>

NOTES

Positive variances in program expenses and meetings /conferences due to underutilized budget allowances for the Police Service Board and under-spending in R.I.D.E expenses.

Town of Ingersoll
12 Months Ended December 31, 2017

DEPARTMENT: POLICE		YTD Actual		YTD Budget	Variance YTD 2017 Budget vs Actual
		2016	2017	2017	fav (unfav)
ACTIVITY:	FACILITY	1	2	3	4=3-2
REVENUE					
	RENT / LEASES	(105,000)	(105,000)	(105,000)	--
	INTERNAL (REVENUE) EXPENSE	64,788	74,064	74,064	--
		<u>(40,212)</u>	<u>(30,936)</u>	<u>(30,936)</u>	<u>0</u>
EXPENSE					
	INSURANCE EXPENSE	345	336	650	314
	UTILITIES - HYDRO	24,558	20,281	23,000	2,719
	UTILITIES - NATURAL GAS	1,248	1,211	1,840	629
	UTILITIES - WATER	3,048	2,950	3,000	50
	BLDG REPAIRS & MAINTENANCE	4,146	6,906	5,000	(1,906)
	MAINTENANCE CONTRACTS	479	200	500	300
		<u>33,824</u>	<u>31,884</u>	<u>33,990</u>	<u>2,106</u>
NET OPERATING (REVENUE) EXPENSE		<u>(6,388)</u>	<u>948</u>	<u>3,054</u>	<u>2,106</u>
OTHER					
	TRANSFER FROM RESERVES & RES FUNDS	--	(3,700)	--	3,700
	TRANSFER TO RESERVES & RES FUNDS	15,350	15,350	15,350	--
		<u>15,350</u>	<u>11,650</u>	<u>15,350</u>	<u>3,700</u>
		<u>8,962</u>	<u>12,598</u>	<u>18,404</u>	<u>5,806</u>

NOTES

Replaced a compressor in the rooftop HVAC unit resulting in an unfavourable variance in building repair and maintenance. A transfer of \$3,700 from the Police Building reserves was made to fund the overage.

Town of Ingersoll
12 Months Ended December 31, 2017

DEPARTMENT: ENGINEERING		YTD Actual		YTD Budget	Variance YTD 2017 Budget vs Actual
		2016	2017	2017	fav (unfav)
ACTIVITY:	ADMINISTRATION	1	2	3	4=3-2
REVENUE					
	PERMITS/LICENSES	(650)	(100)	(500)	(400)
	USER FEES	(1,434)	(1,376)	(1,500)	(124)
	RECOVERIES	(117,409)	(35,047)	(115,200)	(80,153)
		<u>(119,493)</u>	<u>(36,523)</u>	<u>(117,200)</u>	<u>(80,677)</u>
EXPENSE					
	SALARIES, WAGES & BENEFITS	348,509	338,188	348,260	10,072
	ADMINISTRATIVE EXPENSE	7,855	9,446	18,350	8,904
	OPERATING EXPENSE	11,597	2,203	2,970	767
	COMMUNICATIONS	10,508	10,254	11,000	746
	PROGRAM EXPENSES	1,230	1,269	2,565	1,296
	MEETINGS, CONFERENCES, TRAINING	10,606	13,735	15,700	1,965
	FUEL / TRANSPORTATION COSTS	3,349	3,135	3,100	(35)
	PROFESSIONAL FEES	13,695	42,033	26,200	(15,833)
	CONTRACTED SERVICES	1,180	1,061	2,500	1,439
	MARKETING & PROMOTION	711	370	1,000	630
	EQUIP REPAIRS & MAINTENANCE	1,544	474	2,200	1,726
	EQUIPMENT USAGE	2,075	471	200	(271)
		<u>412,859</u>	<u>422,638</u>	<u>434,045</u>	<u>11,407</u>
	NET OPERATING (REVENUE) EXPENSE	<u>293,366</u>	<u>386,115</u>	<u>316,845</u>	<u>(69,270)</u>
OTHER					
	TRANSFER TO RESERVES & RES FUNDS	1,632,000	1,872,000	1,872,000	--
		<u>1,632,000</u>	<u>1,872,000</u>	<u>1,872,000</u>	<u>0</u>
		<u>1,925,366</u>	<u>2,258,115</u>	<u>2,188,845</u>	<u>(69,270)</u>

NOTES

Recoveries came under budget as a result of a lower than projected number of construction projects performed by Town employees on behalf of the County. The County pays the Town for engineering and construction supervision services a 2.5% admin fee as a percentage of total construction. The low number of projects resulted in a significant deficit between budgeted and actual revenues.

Deficit in professional fees is due to the undertaking of Oxford st parking lot survey that was not included in the 2017 budget.

Town of Ingersoll
12 Months Ended December 31, 2017

DEPARTMENT: ENGINEERING	YTD Actual		YTD Budget	Variance YTD 2017 Budget vs Actual
	2016	2017	2017	fav (unfav)
ACTIVITY: EQUIPMENT	1	2	3	4=3-2
REVENUE				
EXPENSE				
EQUIP REPAIRS & MAINTENANCE	(11,642)	(8,381)	(5,000)	3,381
	<u>(11,642)</u>	<u>(8,381)</u>	<u>(5,000)</u>	<u>3,381</u>
NET OPERATING (REVENUE) EXPENSE	<u>(11,642)</u>	<u>(8,381)</u>	<u>(5,000)</u>	<u>3,381</u>
OTHER				
	<u>11,642</u>	<u>8,381</u>	<u>5,000</u>	<u>(3,381)</u>
	<u> --</u>	<u> --</u>	<u> --</u>	<u> --</u>

NOTES

No significant variances

Town of Ingersoll
12 Months Ended December 31, 2017

DEPARTMENT: ENGINEERING	YTD Actual		YTD Budget	Variance YTD 2017 Budget vs Actual
ACTIVITY: STREET LIGHTING	2016	2017	2017	fav (unfav)
	1	2	3	4=3-2
REVENUE				
EXPENSE				
UTILITIES - HYDRO	260,609	262,433	245,200	(17,233)
EQUIP REPAIRS & MAINTENANCE	18,014	9,219	12,000	2,781
	278,623	271,651	257,200	(14,451)
NET OPERATING (REVENUE) EXPENSE	278,623	271,651	257,200	(14,451)
OTHER				
	--	--	--	--
	278,623	271,651	257,200	(14,451)

NOTES

Higher than projected electricity cost due to an unanticipated increase in the number of street lights assumed by the Town.

Town of Ingersoll
12 Months Ended December 31, 2017

DEPARTMENT: ENGINEERING	YTD Actual		YTD Budget	Variance YTD 2017 Budget vs Actual
	2016 1	2017 2	2017 3	fav (unfav) 4=3-2
ACTIVITY: TRAFFIC SIGNALS				
REVENUE				
EXPENSE				
UTILITIES - HYDRO	5,054	4,490	5,000	510
EQUIP REPAIRS & MAINTENANCE	4,599	6,958	10,000	3,042
	<u>9,653</u>	<u>11,449</u>	<u>15,000</u>	<u>3,551</u>
NET OPERATING (REVENUE) EXPENSE	<u>9,653</u>	<u>11,449</u>	<u>15,000</u>	<u>3,551</u>
OTHER				
	<u> --</u>	<u> --</u>	<u> --</u>	<u> --</u>
	<u>9,653</u>	<u>11,449</u>	<u>15,000</u>	<u>3,551</u>

NOTES

No significant variances

Town of Ingersoll
12 Months Ended December 31, 2017

DEPARTMENT: PUBLIC WORKS		YTD Actual		YTD Budget	Variance YTD 2017 Budget vs Actual
		2016	2017	2017	fav (unfav)
ACTIVITY:	PUBLIC WORKS	1	2	3	4=3-2
REVENUE					
	SALE OF GOODS OR SERVICES	(8,803)	(11,296)	(7,060)	4,236
	PERMITS/LICENSES	(13,100)	(12,000)	(7,500)	4,500
	USER FEES	(435)	--	(300)	(300)
	RECOVERIES	(22,255)	(29,160)	(18,000)	11,160
	COUNTY RECOVERY	(205,549)	(202,885)	(199,018)	3,867
	GRANTS / SUBSIDIES / REBATES	(4,731)	--	(4,730)	(4,730)
		<u>(254,874)</u>	<u>(255,342)</u>	<u>(236,608)</u>	<u>18,734</u>
EXPENSE					
	SALARIES, WAGES & BENEFITS	1,013,065	1,039,138	1,022,259	(16,879)
	ADMINISTRATIVE EXPENSE	969	1,734	1,175	(559)
	OPERATING EXPENSE	18,977	20,566	20,350	(216)
	COMMUNICATIONS	7,516	6,883	7,989	1,107
	UTILITIES - HYDRO	12,316	11,012	11,140	128
	UTILITIES - NATURAL GAS	6,758	6,088	8,100	2,012
	UTILITIES - WATER	1,567	1,636	1,600	(36)
	PROGRAM EXPENSES	770	223	786	563
	MEETINGS, CONFERENCES, TRAINING	10,199	7,629	9,405	1,776
	FUEL / TRANSPORTATION COSTS	50,762	54,669	57,710	3,041
	CONTRACTED SERVICES	26,559	18,295	28,500	10,205
	MARKETING & PROMOTION	1,997	8,016	5,500	(2,516)
	REPAIRS & MAINTENANCE	282	--	597	597
	LAND MAINTENANCE & IMPROVEMENT	--	--	1,000	1,000
	EQUIP REPAIRS & MAINTENANCE	--	540	--	(540)
	BLDG REPAIRS & MAINTENANCE	12,715	7,655	9,000	1,345
	SNOW REMOVAL AND SANDING	22,743	21,740	18,000	(3,740)
	MAINTENANCE CONTRACTS	7,344	8,179	12,130	3,951
	MATERIALS - PUBLIC WORKS	383,914	379,703	383,636	3,933
	PW EQUIP CHARGEOUT NET OF COSTS	(301,596)	(320,232)	(290,455)	29,777
	EQUIPMENT USAGE	352,147	355,171	385,110	29,939
		<u>1,629,005</u>	<u>1,628,644</u>	<u>1,693,532</u>	<u>64,888</u>
	NET OPERATING (REVENUE) EXPENSE	<u>1,374,131</u>	<u>1,373,303</u>	<u>1,456,924</u>	<u>83,621</u>
OTHER					
	TRANSFER FROM RESERVES & RES FUNDS	(2,898)	(2,388)	(2,500)	(112)
	TRANSFER TO RESERVES & RES FUNDS	248,409	266,626	244,320	(22,306)
		<u>290,505</u>	<u>264,238</u>	<u>241,820</u>	<u>(22,418)</u>
		<u>1,664,636</u>	<u>1,637,541</u>	<u>1,698,744</u>	<u>61,203</u>

NOTES

Over achieved in recoveries due to extra time spent on County capital projects.

Grants and subsidies variance due to the loss of grants from Canada Summer Jobs program.

Unfavourable variance in salaries and benefits due to a rise in overtime and resulted payroll deductions; as well as increases in group health benefits and other provisions as per the renewed collective agreements.

The overage is partially offset through recoveries for the time spent on County capital projects.

Town of Ingersoll
12 Months Ended December 31, 2017

DEPARTMENT: PUBLIC WORKS		YTD Actual		YTD Budget	Variance YTD 2017 Budget vs Actual
		2016	2017	2017	fav (unfav)
ACTIVITY:	ADMINISTRATION & EQUIPMENT	1	2	3	4=3-2
REVENUE					
	SALE OF GOODS OR SERVICES	(1,956)	(3,127)	(1,500)	1,627
	PERMITS/LICENSES	(13,100)	(12,000)	(7,500)	4,500
	USER FEES	(435)	--	(300)	(300)
	RECOVERIES	(22,255)	(29,160)	(18,000)	11,160
	COUNTY RECOVERY	(177,518)	(173,083)	(172,000)	1,083
	GRANTS / SUBSIDIES / REBATES	(4,731)	--	(4,730)	(4,730)
		<u>(219,996)</u>	<u>(217,370)</u>	<u>(204,030)</u>	<u>13,340</u>
EXPENSE					
	SALARIES, WAGES & BENEFITS	428,558	467,189	422,491	(44,698)
	ADMINISTRATIVE EXPENSE	969	1,734	1,175	(559)
	OPERATING EXPENSE	16,232	18,443	16,350	(2,093)
	COMMUNICATIONS	4,577	1,055	4,069	3,014
	PROGRAM EXPENSES	720	223	786	563
	MEETINGS, CONFERENCES, TRAINING	10,199	7,629	9,405	1,776
	FUEL / TRANSPORTATION COSTS	50,762	54,669	57,710	3,041
	MARKETING & PROMOTION	57	256	300	44
	PW EQUIP CHARGEOUT NET OF COSTS	(301,596)	(320,232)	(290,455)	29,777
	EQUIPMENT USAGE	17,166	16,782	16,450	(332)
		<u>227,644</u>	<u>247,749</u>	<u>238,281</u>	<u>(9,468)</u>
	NET OPERATING (REVENUE) EXPENSE	<u>7,649</u>	<u>30,379</u>	<u>34,251</u>	<u>3,872</u>
OTHER					
	TRANSFER TO RESERVES & RES FUNDS	248,409	266,626	244,320	(22,306)
		<u>245,511</u>	<u>266,626</u>	<u>244,320</u>	<u>(22,306)</u>
		<u>253,160</u>	<u>297,005</u>	<u>278,571</u>	<u>(18,434)</u>

NOTES

A deficit in administrative salaries and wages due to a number of factors. 1) As part of the 2017 year end process the decision was made to accrue all union wage increases under a single department and did not allocate among various activities This resulted in operating variances between budgeted and actual salary expenditures among all PW activities with the Admin put in a deficit position. 2) Banked overtime and vacation time were also accrued to the Admin department. 3) Other staff related matters that can't be disclosed due to confidentiality.

Town of Ingersoll
12 Months Ended December 31, 2017

DEPARTMENT: PUBLIC WORKS		YTD Actual		YTD Budget	Variance YTD 2017 Budget vs Actual
		2016	2017	2017	fav (unfav)
ACTIVITY:	FACILITY	1	2	3	4=3-2
REVENUE					
EXPENSE					
	SALARIES, WAGES & BENEFITS	9,454	8,583	14,549	5,966
	COMMUNICATIONS	2,939	5,828	3,920	(1,908)
	UTILITIES - HYDRO	11,561	10,282	10,490	208
	UTILITIES - NATURAL GAS	6,758	6,088	8,100	2,012
	UTILITIES - WATER	1,567	1,636	1,600	(36)
	BLDG REPAIRS & MAINTENANCE	12,715	7,655	9,000	1,345
	MAINTENANCE CONTRACTS	7,344	8,179	12,130	3,951
		<u>54,106</u>	<u>49,418</u>	<u>61,886</u>	<u>12,468</u>
NET OPERATING (REVENUE) EXPENSE		<u>54,106</u>	<u>49,418</u>	<u>61,886</u>	<u>12,468</u>
OTHER					
		<u>--</u>	<u>--</u>	<u>0</u>	<u>0</u>
		<u>54,106</u>	<u>49,418</u>	<u>61,886</u>	<u>12,468</u>

NOTES

No significant variances

Town of Ingersoll
12 Months Ended December 31, 2017

DEPARTMENT: PUBLIC WORKS	YTD Actual		YTD Budget	Variance YTD 2017 Budget vs Actual
ACTIVITY: BRIDGES & CULVERTS	2016	2017	2017	fav (unfav)
	1	2	3	4=3-2
REVENUE				
EXPENSE				
SALARIES, WAGES & BENEFITS	6,110	9,976	7,550	(2,426)
EQUIPMENT USAGE	689	1,864	1,650	(214)
	10,359	12,374	11,700	(674)
NET OPERATING (REVENUE) EXPENSE	10,359	12,374	11,700	(674)
OTHER				
	--	--	0	0
	10,359	12,374	11,700	(674)

NOTES

No significant variances

Town of Ingersoll
12 Months Ended December 31, 2017

DEPARTMENT: PUBLIC WORKS	YTD Actual		YTD Budget	Variance YTD 2017 Budget vs Actual
	2016	2017	2017	fav (unfav)
	1	2	3	4=3-2
ACTIVITY: ROADSIDE MAINTENANCE				
EXPENSE				
SALARIES, WAGES & BENEFITS	106,195	141,068	113,950	(27,118)
MATERIALS - PUBLIC WORKS	34,113	52,719	37,700	(15,019)
EQUIPMENT USAGE	61,144	83,376	67,650	(15,726)
	<u>201,452</u>	<u>277,163</u>	<u>219,300</u>	<u>(57,863)</u>
NET OPERATING (REVENUE) EXPENSE	<u>201,452</u>	<u>277,163</u>	<u>219,300</u>	<u>(57,863)</u>
OTHER				
	<u> --</u>	<u> --</u>	<u> --</u>	<u> --</u>
	<u>201,452</u>	<u>277,163</u>	<u>219,300</u>	<u>(57,863)</u>

NOTES

Year end deficits due to an increase in the number of catch basins assumed by the Town that needed to be cleaned and an increase in the number of trees taken down or trimmed due to the age of trees.

Town of Ingersoll
12 Months Ended December 31, 2017

DEPARTMENT: PUBLIC WORKS	YTD Actual		YTD Budget	Variance YTD 2017 Budget vs Actual
	2016	2017	2017	fav (unfav)
ACTIVITY: SURFACE MAINTENANCE	1	2	3	4=3-2
REVENUE				
EXPENSE				
SALARIES, WAGES & BENEFITS	126,562	109,757	122,850	13,093
MATERIALS - PUBLIC WORKS	111,412	117,365	114,400	(2,965)
EQUIPMENT USAGE	52,960	66,214	63,750	(2,464)
	<u>290,934</u>	<u>293,335</u>	<u>301,000</u>	<u>7,665</u>
NET OPERATING (REVENUE) EXPENSE	<u>290,934</u>	<u>293,335</u>	<u>301,000</u>	<u>7,665</u>
OTHER				
	<u>44,994</u>	<u>--</u>	<u>0</u>	<u>0</u>
	<u><u>335,929</u></u>	<u><u>293,335</u></u>	<u><u>301,000</u></u>	<u><u>7,665</u></u>

NOTES

No significant variances

Town of Ingersoll
12 Months Ended December 31, 2017

DEPARTMENT: PUBLIC WORKS	YTD Actual		YTD Budget	Variance YTD 2017 Budget vs Actual
	2016	2017	2017	fav (unfav)
	1	2	3	4=3-2
ACTIVITY: ROADS, SIDEWALKS & PARKING LOTS				
REVENUE				
EXPENSE				
SALARIES, WAGES & BENEFITS	101,660	109,489	109,440	(49)
UTILITIES - HYDRO	755	729	650	(79)
LAND MAINTENANCE & IMPROVEMENT	--	--	1,000	1,000
SNOW REMOVAL AND SANDING	22,743	21,740	18,000	(3,740)
MATERIALS - PUBLIC WORKS	106,205	96,117	107,300	11,183
EQUIPMENT USAGE	19,350	27,388	25,230	(2,158)
	<u>250,713</u>	<u>255,463</u>	<u>261,620</u>	<u>6,157</u>
NET OPERATING (REVENUE) EXPENSE	<u>250,713</u>	<u>255,463</u>	<u>261,620</u>	<u>6,157</u>
OTHER				
	<u>--</u>	<u>--</u>	<u>0</u>	<u>0</u>
	<u>250,713</u>	<u>255,463</u>	<u>261,620</u>	<u>6,157</u>

NOTES

No significant variances

Town of Ingersoll
12 Months Ended December 31, 2017

DEPARTMENT: PUBLIC WORKS	YTD Actual		YTD Budget	Variance YTD 2017 Budget vs Actual
	2016	2017	2017	fav (unfav)
ACTIVITY: WINTER CONTROL	1	2	3	4=3-2
REVENUE				
EXPENSE				
SALARIES, WAGES & BENEFITS	142,475	108,546	150,100	41,554
CONTRACTED SERVICES	26,559	18,295	28,500	10,205
MATERIALS - PUBLIC WORKS	124,373	109,059	116,936	7,877
EQUIPMENT USAGE	146,542	112,033	169,760	57,727
	<u>439,950</u>	<u>347,933</u>	<u>465,296</u>	<u>117,363</u>
NET OPERATING (REVENUE) EXPENSE	<u>439,950</u>	<u>347,933</u>	<u>465,296</u>	<u>117,363</u>
OTHER				
	<u> --</u>	<u> --</u>	<u> --</u>	<u> --</u>
	<u><u>439,950</u></u>	<u><u>347,933</u></u>	<u><u>465,296</u></u>	<u><u>117,363</u></u>

NOTES

Warm November and December decreased the need for Winter Control resulting in favourable budget to actual variances.

Town of Ingersoll
12 Months Ended December 31, 2017

DEPARTMENT: PUBLIC WORKS	YTD Actual		YTD Budget	Variance YTD 2017 Budget vs Actual
	2016	2017	2017	fav (unfav)
	1	2	3	4=3-2
ACTIVITY: ENVIRONMENTAL SERVICES				
REVENUE				
SALE OF GOODS OR SERVICES	(6,847)	(8,170)	(5,560)	2,610
COUNTY RECOVERY	(28,031)	(29,802)	(27,018)	2,784
	<u>(34,878)</u>	<u>(37,972)</u>	<u>(32,578)</u>	<u>5,394</u>
EXPENSE				
SALARIES, WAGES & BENEFITS	92,051	84,531	81,329	(3,202)
OPERATING EXPENSE	1,260	1,495	2,500	1,005
MARKETING & PROMOTION	1,940	7,760	5,200	(2,560)
MATERIALS - PUBLIC WORKS	4,249	3,909	4,800	891
EQUIPMENT USAGE	54,296	47,514	40,620	(6,894)
	<u>153,846</u>	<u>145,209</u>	<u>134,449</u>	<u>(10,760)</u>
NET OPERATING (REVENUE) EXPENSE	<u>118,968</u>	<u>107,237</u>	<u>101,871</u>	<u>(5,366)</u>
OTHER				
	<u>--</u>	<u>(2,388)</u>	<u>(2,500)</u>	<u>(112)</u>
	<u>118,968</u>	<u>104,850</u>	<u>99,371</u>	<u>(5,479)</u>

NOTES

No significant variances

Town of Ingersoll
12 Months Ended December 31, 2017

DEPARTMENT: PARKS AND ARENA	YTD Actual		YTD Budget	Variance YTD 2017 Budget vs Actual
	2016	2017	2017	fav (unfav)
	1	2	3	4=3-2
ACTIVITY: ADMINISTRATION				
REVENUE				
DONATIONS / FUNDRAISING	(5,367)	(12,020)	--	12,020
	<u>(5,367)</u>	<u>(12,020)</u>	<u>--</u>	<u>12,020</u>
EXPENSE				
SALARIES, WAGES & BENEFITS	69,920	93,343	116,610	23,267
ADMINISTRATIVE EXPENSE	139	133	75	(58)
OPERATING EXPENSE	5,400	--	100	100
COMMUNICATIONS	784	527	500	(27)
PROGRAM EXPENSES	8,023	44,244	39,100	(5,144)
MEETINGS, CONFERENCES, TRAINING	1,469	1,578	1,700	122
FUEL / TRANSPORTATION COSTS	778	1,446	1,250	(196)
PROFESSIONAL FEES	--	4,038	--	(4,038)
MARKETING & PROMOTION	26,853	26,596	31,000	4,404
EQUIP REPAIRS & MAINTENANCE	--	--	100	100
	<u>113,367</u>	<u>171,904</u>	<u>190,435</u>	<u>18,531</u>
NET OPERATING (REVENUE) EXPENSE	<u>107,999</u>	<u>159,884</u>	<u>190,435</u>	<u>30,551</u>
OTHER				
TRANSFER TO RESERVES & RES FUNDS	15,500	15,500	15,500	--
	<u>15,500</u>	<u>3,500</u>	<u>3,500</u>	<u>0</u>
	<u>123,499</u>	<u>163,384</u>	<u>193,935</u>	<u>30,551</u>

NOTES

A favourable variance in donations due to unanticipated donations for the Canada 150th event.

Favourable variance in wages as a result of staff vacancies. One part time position was eliminated sooner than budgeted.

Program expenses and professional fees are over budget due to higher than anticipated expenses for the Canada 150th celebration . The over-spending has been offset by the donations.

Town of Ingersoll
12 Months Ended December 31, 2017

DEPARTMENT: PARKS AND ARENA	YTD Actual		YTD Budget	Variance YTD 2017 Budget vs Actual
	2016	2017	2017	fav (unfav)
	1	2	3	4=3-2
ACTIVITY: ARENA				
REVENUE				
SALE OF GOODS OR SERVICES	(23,599)	(16,390)	(26,000)	(9,610)
ICE RENTAL	(231,663)	(227,163)	(260,332)	(33,169)
RENT / LEASES	(2,218)	(7,263)	(2,200)	5,063
USER FEES	(8,878)	(8,234)	(8,059)	175
	<u>(266,358)</u>	<u>(259,050)</u>	<u>(296,591)</u>	<u>(37,541)</u>
EXPENSE				
SALARIES, WAGES & BENEFITS	270,430	247,609	236,170	(11,439)
ADMINISTRATIVE EXPENSE	306	383	350	(33)
OPERATING EXPENSE	6,622	6,872	6,121	(751)
COMMUNICATIONS	3,572	3,502	2,500	(1,002)
UTILITIES - HYDRO	86,909	85,746	78,970	(6,776)
UTILITIES - NATURAL GAS	9,036	10,340	12,000	1,660
UTILITIES - WATER	11,463	10,554	9,600	(954)
SUPPLIES	13,883	5,713	13,100	7,387
MEETINGS, CONFERENCES, TRAINING	--	340	500	160
FUEL / TRANSPORTATION COSTS	2,251	3,004	2,650	(354)
CONTRACTED SERVICES	62	375	--	(375)
REPAIRS & MAINTENANCE	903	1,084	1,500	416
EQUIP REPAIRS & MAINTENANCE	30,083	10,807	24,500	13,693
BLDG REPAIRS & MAINTENANCE	18,471	14,001	15,575	1,574
SNOW REMOVAL AND SANDING	3,959	2,027	5,400	3,373
MAINTENANCE CONTRACTS	14,322	17,272	16,049	(1,223)
	<u>472,461</u>	<u>419,652</u>	<u>424,985</u>	<u>5,333</u>
NET OPERATING (REVENUE) EXPENSE	<u>206,103</u>	<u>160,602</u>	<u>128,394</u>	<u>(32,208)</u>
OTHER				
TRANSFER TO RESERVES & RES FUNDS	369,710	323,810	323,810	--
	<u>369,710</u>	<u>323,810</u>	<u>323,810</u>	<u>0</u>
	<u>575,813</u>	<u>484,412</u>	<u>452,204</u>	<u>(32,208)</u>

NOTES

The 2017 budget for ice rental included an extra month of ice rental. This error was corrected for the 2018 budget year.

Unfavourable variance in wages and benefits due to higher than projected sick and vacation coverage. Vacation carry over brought in line with the collective agreement.

Higher than budgeted hydro cost. The installation of LED lights over the arena ice surface was approved in the 2018 budget. This initiative should reduce hydro consumption in the future.

Supplies and Building/Equipment Repairs- generated surplus based upon streamlining of janitorial supplies procurement and facilities maintenance.

Town of Ingersoll
12 Months Ended December 31, 2017

DEPARTMENT: PARKS AND ARENA		YTD Actual		YTD Budget	Variance YTD 2017 Budget vs Actual
		2016	2017	2017	fav (unfav)
ACTIVITY:	PARKS	1	2	3	4=3-2
REVENUE					
	USER FEES	(26,351)	(25,979)	(24,000)	1,979
	RECOVERIES	(9,751)	(8,700)	(8,700)	--
	GRANTS / SUBSIDIES / REBATES	(7,885)	--	(7,882)	(7,882)
		<u>(43,987)</u>	<u>(34,679)</u>	<u>(40,582)</u>	<u>(5,903)</u>
EXPENSE					
	SALARIES, WAGES & BENEFITS	323,149	314,239	321,560	7,321
	ADMINISTRATIVE EXPENSE	35	26	200	174
	OPERATING EXPENSE	7,296	10,591	7,605	(2,986)
	COMMUNICATIONS	3,596	2,150	3,250	1,100
	UTILITIES - HYDRO	22,659	18,573	21,500	2,927
	UTILITIES - NATURAL GAS	8,136	7,456	8,700	1,244
	UTILITIES - WATER	13,734	12,975	12,500	(475)
	PROGRAM EXPENSES	5,613	5,868	5,600	(268)
	MEETINGS, CONFERENCES, TRAINING	873	140	1,000	860
	FUEL / TRANSPORTATION COSTS	13,504	10,397	15,000	4,603
	MARKETING & PROMOTION	1,974	2,223	5,300	3,077
	REPAIRS & MAINTENANCE	13,038	7,795	10,300	2,505
	LAND MAINTENANCE & IMPROVEMENT	31,304	42,116	45,500	3,384
	EQUIP REPAIRS & MAINTENANCE	23,700	28,639	25,000	(3,639)
	BLDG REPAIRS & MAINTENANCE	10,475	6,652	11,100	4,448
	SNOW REMOVAL AND SANDING	1,080	--	1,100	1,100
	MAINTENANCE CONTRACTS	4,048	4,008	3,550	(458)
		<u>484,213</u>	<u>473,849</u>	<u>498,765</u>	<u>24,916</u>
NET OPERATING (REVENUE) EXPENSE		<u>440,226</u>	<u>439,171</u>	<u>458,183</u>	<u>19,012</u>
OTHER					
	TRANSFER TO RESERVES & RES FUNDS	90,000	120,000	120,000	--
		<u>85,000</u>	<u>120,000</u>	<u>120,000</u>	<u>0</u>
		<u>525,226</u>	<u>559,171</u>	<u>578,183</u>	<u>19,012</u>

NOTES

Grants and subsidies variance due to the loss of grants from Canada Summer Jobs program.

Town of Ingersoll
12 Months Ended December 31, 2017

DEPARTMENT: PARKS AND ARENA	YTD Actual		YTD Budget	Variance YTD 2017 Budget vs Actual
	2016	2017	2017	fav (unfav)
	1	2	3	4=3-2
ACTIVITY: PARKS PROGRAMS				
REVENUE				
SALE OF GOODS OR SERVICES	(18,409)	(19,972)	(16,500)	3,472
USER FEES	(4,696)	(6,104)	(6,560)	(456)
	<u>(24,355)</u>	<u>(26,076)</u>	<u>(23,060)</u>	<u>3,016</u>
EXPENSE				
SALARIES, WAGES & BENEFITS	9,059	8,968	11,990	3,022
SUPPLIES	23,905	22,102	21,000	(1,102)
PROGRAM EXPENSES	4,430	2,662	4,000	1,338
CONTRACTED SERVICES	7,778	7,486	8,860	1,374
MARKETING & PROMOTION	2,631	2,281	3,500	1,220
	<u>47,803</u>	<u>43,499</u>	<u>50,450</u>	<u>6,951</u>
NET OPERATING (REVENUE) EXPENSE	<u>23,448</u>	<u>17,423</u>	<u>27,390</u>	<u>9,967</u>
OTHER				
	<u>(30)</u>	<u>(30)</u>	<u>--</u>	<u>30</u>
	<u>23,418</u>	<u>17,393</u>	<u>27,390</u>	<u>9,997</u>

NOTES

No significant variances

Town of Ingersoll
12 Months Ended December 31, 2017

DEPARTMENT: PARKS AND ARENA	YTD Actual		YTD Budget	Variance YTD 2017 Budget vs Actual
	2016	2017	2017	fav (unfav)
	1	2	3	4=3-2
ACTIVITY: CAMI PARKS / SUZUKI HOUSE				
REVENUE				
USER FEES	(20,000)	(20,000)	(20,000)	--
	<u>(30,040)</u>	<u>(20,000)</u>	<u>(20,000)</u>	<u>0</u>
EXPENSE				
SALARIES, WAGES & BENEFITS	30,089	21,395	23,810	2,415
UTILITIES - HYDRO	57,289	60,040	50,000	(10,040)
UTILITIES - NATURAL GAS	4,306	4,546	5,700	1,154
UTILITIES - WATER	35,002	24,341	34,000	9,659
REPAIRS & MAINTENANCE	13,430	12,479	13,520	1,041
LAND MAINTENANCE & IMPROVEMENT	953	1,905	1,400	(505)
EQUIP REPAIRS & MAINTENANCE	7,778	10,316	9,700	(616)
BLDG REPAIRS & MAINTENANCE	6,592	5,421	6,000	579
SNOW REMOVAL AND SANDING	3,755	3,070	5,000	1,930
MAINTENANCE CONTRACTS	7,860	7,274	5,849	(1,425)
	<u>203,052</u>	<u>186,787</u>	<u>190,979</u>	<u>4,192</u>
NET OPERATING (REVENUE) EXPENSE	<u>173,012</u>	<u>166,787</u>	<u>170,979</u>	<u>4,192</u>
OTHER				
	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>
	<u>173,012</u>	<u>166,787</u>	<u>170,979</u>	<u>4,192</u>

NOTES

Higher than budgeted hydro costs due to the fact that baseboard heaters in storage wings were set higher than needed to avoid possible freezing. The heating and cooling system will be managed more closely in the future to minimize hydro consumption.

Town of Ingersoll
12 Months Ended December 31, 2017

DEPARTMENT: VICTORIA PARK COMMUNITY CENTRE		YTD Actual		YTD Budget	Variance YTD 2017 Budget vs Actual
		2016	2017	2017	fav (unfav)
ACTIVITY:	ADMINISTRATION	1	2	3	4=3-2
REVENUE					
	SALE OF GOODS OR SERVICES	(1,671)	(1,465)	--	1,465
	USER FEES	(470)	(461)	(500)	(39)
	RECOVERIES	(1,485)	(1,287)	--	1,287
		<u>(3,625)</u>	<u>(3,213)</u>	<u>(500)</u>	<u>2,713</u>
EXPENSE					
	SALARIES, WAGES & BENEFITS	132,957	139,473	126,110	(13,363)
	ADMINISTRATIVE EXPENSE	16,873	17,990	16,075	(1,915)
	OPERATING EXPENSE	516	1,200	600	(600)
	COMMUNICATIONS	10,153	11,044	10,000	(1,044)
	SUPPLIES	2,375	1,892	--	(1,892)
	PROGRAM EXPENSES	85	54	100	46
	MARKETING & PROMOTION	--	--	200	200
		<u>162,959</u>	<u>171,654</u>	<u>153,085</u>	<u>(18,569)</u>
NET OPERATING (REVENUE) EXPENSE		<u>159,334</u>	<u>168,441</u>	<u>152,585</u>	<u>(15,856)</u>
OTHER					
	TRANSFER TO RESERVES & RES FUNDS	--	60,000	60,000	--
		<u>--</u>	<u>60,000</u>	<u>60,000</u>	<u>0</u>
		<u>159,334</u>	<u>228,441</u>	<u>212,585</u>	<u>(15,856)</u>

NOTES

Unfavourable variance in wages and benefits due to unexpected staff sick leaves for which full coverage was provided.

Administrative expenses over budget due to increased photocopier costs. This variance was offset in full by marketing and promotion savings related to the discontinuation of user guide production.

Town of Ingersoll
12 Months Ended December 31, 2017

DEPARTMENT: VICTORIA PARK COMMUNITY CENTRE		YTD Actual		YTD Budget	Variance YTD 2017 Budget vs Actual
		2016	2017	2017	fav (unfav)
ACTIVITY:	AQUATICS	1	2	3	4=3-2
REVENUE					
	SALE OF GOODS OR SERVICES	--	--	(1,000)	--
	RENT / LEASES	(25,446)	(21,139)	(16,748)	4,391
	USER FEES	(31,134)	(30,300)	(30,000)	300
	MEMBERSHIPS	(23,843)	(22,375)	(23,700)	(1,325)
	PROGRAM REVENUES	(154,664)	(134,681)	(149,815)	(15,134)
		<u>(235,301)</u>	<u>(208,496)</u>	<u>(221,263)</u>	<u>(11,767)</u>
EXPENSE					
	SALARIES, WAGES & BENEFITS	320,308	308,394	308,050	(344)
	OPERATING EXPENSE	5,303	2,205	3,860	1,655
	SUPPLIES	4,544	4,212	4,000	(212)
	PROGRAM EXPENSES	5,590	5,745	4,921	(824)
	MEETINGS, CONFERENCES, TRAINING	1,020	1,682	1,692	10
	FUEL / TRANSPORTATION COSTS	136	426	385	(41)
		<u>336,900</u>	<u>322,664</u>	<u>322,908</u>	<u>244</u>
	NET OPERATING (REVENUE) EXPENSE	<u>101,599</u>	<u>114,167</u>	<u>101,645</u>	<u>(11,523)</u>
OTHER					
		--	--	--	--
		<u>101,599</u>	<u>114,167</u>	<u>101,645</u>	<u>(11,523)</u>

NOTES

The pool was closed for urgent repairs from January 11th to February 13th. We had to cancel our Winter swimming lesson program and move all the participants to the 2017 Spring Session. We normally run a Spring 1 & Spring 2 lesson program but had to cancel Spring 2 because there wasn't enough weeks left to run both sessions.

Town of Ingersoll
12 Months Ended December 31, 2017

DEPARTMENT: VICTORIA PARK COMMUNITY CENTRE		YTD Actual		YTD Budget	Variance YTD 2017 Budget vs Actual
ACTIVITY:	FITNESS	2016	2017	2017	fav (unfav)
		1	2	3	4=3-2
REVENUE					
	USER FEES	(14,427)	(16,191)	(17,228)	(1,037)
	MEMBERSHIPS	(97,372)	(100,649)	(104,400)	(3,752)
	PROGRAM REVENUES	(4,497)	(6,980)	(4,000)	2,980
	DONATIONS / FUNDRAISING	(50)	(100)	--	100
		<u>(116,346)</u>	<u>(123,919)</u>	<u>(125,628)</u>	<u>(1,709)</u>
EXPENSE					
	SALARIES, WAGES & BENEFITS	103,379	107,381	111,740	4,359
	OPERATING EXPENSE	1,015	957	1,150	193
	SUPPLIES	1,200	196	850	654
	PROGRAM EXPENSES	289	454	250	(204)
	MEETINGS, CONFERENCES, TRAINING	874	833	1,380	547
	FUEL / TRANSPORTATION COSTS	291	265	550	285
	CONTRACTED SERVICES	1,673	1,615	1,500	(115)
	MARKETING & PROMOTION	54	--	300	300
	EQUIP REPAIRS & MAINTENANCE	4,018	777	3,000	2,223
		<u>112,792</u>	<u>112,479</u>	<u>120,720</u>	<u>8,241</u>
	NET OPERATING (REVENUE) EXPENSE	<u>(3,554)</u>	<u>(11,441)</u>	<u>(4,908)</u>	<u>6,533</u>
OTHER					
	TRANSFER TO RESERVES & RES FUNDS	10,000	10,000	10,000	--
		<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>--</u>
		<u>6,446</u>	<u>(1,441)</u>	<u>5,092</u>	<u>6,533</u>

NOTES

No significant variances

Town of Ingersoll
12 Months Ended December 31, 2017

DEPARTMENT: VICTORIA PARK COMMUNITY CENTRE		YTD Actual		YTD Budget	Variance YTD 2017 Budget vs Actual
		2016	2017	2017	fav (unfav)
ACTIVITY:	PROGRAMS	1	2	3	4=3-2
REVENUE					
	USER FEES	(68,339)	(52,771)	(52,072)	699
	GRANTS / SUBSIDIES / REBATES	(5,321)	(12,312)	(6,000)	6,312
	PROGRAM REVENUES	(97,857)	(86,852)	(119,582)	(32,730)
		<u>(171,517)</u>	<u>(151,935)</u>	<u>(177,654)</u>	<u>(25,719)</u>
EXPENSE					
	SALARIES, WAGES & BENEFITS	191,063	187,898	184,410	(3,488)
	OPERATING EXPENSE	793	1,419	1,550	131
	SUPPLIES	5,172	5,308	7,822	2,514
	PROGRAM EXPENSES	7,704	8,021	9,670	1,649
	MEETINGS, CONFERENCES, TRAINING	261	1,160	1,400	240
	FUEL / TRANSPORTATION COSTS	276	73	500	427
	MARKETING & PROMOTION	68	--	500	500
		<u>205,717</u>	<u>203,879</u>	<u>205,852</u>	<u>1,973</u>
NET OPERATING (REVENUE) EXPENSE		<u>34,200</u>	<u>51,944</u>	<u>28,198</u>	<u>(23,746)</u>
OTHER					
		<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>
		<u>34,200</u>	<u>51,944</u>	<u>28,198</u>	<u>(23,746)</u>

NOTES

Declining participation in adult and youth programs (yoga, karate, Pilates) due to the shortage of instructors and overall decrease in memberships.

Town of Ingersoll
12 Months Ended December 31, 2017

DEPARTMENT: VICTORIA PARK COMMUNITY CENTRE		YTD Actual		YTD Budget	Variance YTD 2017 Budget vs Actual
		2016	2017	2017	fav (unfav)
ACTIVITY:	FACILITY	1	2	3	4=3-2
REVENUE					
	SALE OF GOODS OR SERVICES	(2,034)	(1,434)	(2,500)	(1,066)
	RENT / LEASES	(8,107)	(2,141)	(925)	1,216
		<u>(10,141)</u>	<u>(3,575)</u>	<u>(3,425)</u>	<u>150</u>
EXPENSE					
	SALARIES, WAGES & BENEFITS	259,062	236,759	216,040	(20,719)
	OPERATING EXPENSE	12,405	11,217	10,015	(1,202)
	COMMUNICATIONS	--	152	--	(152)
	UTILITIES - HYDRO	105,635	105,742	93,200	(12,542)
	UTILITIES - NATURAL GAS	38,589	41,446	41,500	54
	UTILITIES - WATER	28,519	26,164	26,500	336
	SUPPLIES	112	150	1,500	1,350
	MEETINGS, CONFERENCES, TRAINING	--	--	300	300
	REPAIRS & MAINTENANCE	19,861	11,738	23,600	11,862
	EQUIP REPAIRS & MAINTENANCE	18,922	35,358	27,100	(8,258)
	BLDG REPAIRS & MAINTENANCE	15,294	23,959	20,750	(3,209)
	SNOW REMOVAL AND SANDING	5,310	3,707	6,500	2,793
	MAINTENANCE CONTRACTS	18,022	17,204	18,000	796
		<u>521,784</u>	<u>513,596</u>	<u>485,005</u>	<u>(28,591)</u>
	NET OPERATING (REVENUE) EXPENSE	<u>511,643</u>	<u>510,022</u>	<u>481,580</u>	<u>(28,442)</u>
OTHER					
	TRANSFER TO RESERVES & RES FUNDS	40,000	90,000	90,000	--
		<u>40,000</u>	<u>90,000</u>	<u>90,000</u>	<u>--</u>
		<u>551,643</u>	<u>600,022</u>	<u>571,580</u>	<u>(28,442)</u>

NOTES

Unfavourable variance in wages and benefits is a result of extended sick leave of a maintenance staff member. Part time staff was employed during the sick leave period to perform facility maintenance.

Higher than projected hydro costs driven by unanticipated increases in usage. The dryton unit was running 100% of the time driving the usage up. A new control system is being installed in 2018 that should significantly reduce hydro consumption.

Unfavourable variance in equipment and building repair and maintenance mainly due to unforeseen failure of various pool and facility equipment.

Town of Ingersoll
12 Months Ended December 31, 2017

DEPARTMENT: YOUTH CENTRE		YTD Actual		YTD Budget	Variance YTD 2017 Budget vs Actual
		2016	2017	2017	fav (unfav)
ACTIVITY:	FACILITY	1	2	3	4=3-2
REVENUE					
	RENT / LEASES	(38,216)	(31,204)	(31,376)	(172)
	RECOVERIES	(1,046)	(729)	(1,250)	(521)
		<u>(39,282)</u>	<u>(31,933)</u>	<u>(32,626)</u>	<u>(693)</u>
EXPENSE					
	SALARIES, WAGES & BENEFITS	81,297	70,727	70,250	(477)
	OPERATING EXPENSE	3,280	6,923	5,150	(1,773)
	COMMUNICATIONS	--	153	--	(153)
	UTILITIES - HYDRO	25,812	20,118	24,134	4,016
	UTILITIES - NATURAL GAS	5,718	5,590	7,000	1,410
	UTILITIES - WATER	2,474	2,109	2,800	691
	FUEL / TRANSPORTATION COSTS	320	258	400	142
	CONTRACTED SERVICES	27	325	--	(325)
	REPAIRS & MAINTENANCE	1,763	4,111	4,450	340
	EQUIP REPAIRS & MAINTENANCE	3,093	12,716	6,000	(6,716)
	BLDG REPAIRS & MAINTENANCE	5,107	6,577	6,900	323
	SNOW REMOVAL AND SANDING	4,184	2,017	5,000	2,983
	MAINTENANCE CONTRACTS	6,334	6,299	6,974	675
		<u>139,408</u>	<u>137,922</u>	<u>139,058</u>	<u>1,136</u>
NET OPERATING (REVENUE) EXPENSE		<u>100,126</u>	<u>105,990</u>	<u>106,432</u>	<u>442</u>
OTHER					
		<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>
		<u>100,126</u>	<u>105,990</u>	<u>106,432</u>	<u>442</u>

NOTES

Unfavourable variance in equipment repair and maintenance mainly due to various issues with the boiler.

Town of Ingersoll
12 Months Ended December 31, 2017

DEPARTMENT: YOUTH CENTRE	YTD Actual		YTD Budget	Variance YTD 2017 Budget vs Actual
	2016	2017	2017	fav (unfav)
	1	2	3	4=3-2
ACTIVITY: TECHNOLOGY PROGRAMS				
REVENUE				
SALE OF GOODS OR SERVICES	(12,271)	(10,710)	(20,000)	(9,290)
RENT / LEASES	(17,100)	--	(500)	(500)
USER FEES	(1,675)	(1,380)	(1,200)	180
RECOVERIES	(2,213)	--	(1,200)	(1,200)
DONATIONS / FUNDRAISING	(50,163)	(43,625)	(42,600)	1,025
	<u>(83,422)</u>	<u>(55,715)</u>	<u>(65,500)</u>	<u>(9,785)</u>
EXPENSE				
SALARIES, WAGES & BENEFITS	142,082	55,127	98,330	43,203
ADMINISTRATIVE EXPENSE	1,099	599	1,750	1,151
OPERATING EXPENSE	9,788	1,646	3,500	1,854
SUPPLIES	1,043	446	1,400	954
CONTRACTED SERVICES	1,571	587	2,500	1,913
EQUIP REPAIRS & MAINTENANCE	52	53	750	697
	<u>155,635</u>	<u>58,458</u>	<u>108,230</u>	<u>49,772</u>
NET OPERATING (REVENUE) EXPENSE	<u>72,213</u>	<u>2,743</u>	<u>42,730</u>	<u>39,987</u>
OTHER				
TRANSFER TO RESERVES & RES FUNDS	2,500	2,500	2,500	--
	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>	<u>--</u>
	<u>74,713</u>	<u>5,243</u>	<u>45,230</u>	<u>39,987</u>

NOTES

Deficit in Sale of goods and services is directly attributed to the discontinuation of E-Waste program.

Deficits in lease and recoveries revenues due to the discontinuation of Thames Valley School Board lease as they were directly tied to the use of the photocopy machine.

Town of Ingersoll
12 Months Ended December 31, 2017

DEPARTMENT: YOUTH CENTRE

ACTIVITY: GENERAL PROGRAMS

REVENUE

	YTD Actual		YTD Budget	Variance YTD 2017 Budget vs Actual
	2016	2017	2017	fav (unfav)
	1	2	3	4=3-2
SALE OF GOODS OR SERVICES	(3,226)	(35)	(3,500)	(3,465)
RENT / LEASES	(190)	(233)	(200)	33
USER FEES	(25)	(22,398)	(16,250)	6,148
MEMBERSHIPS	(1,289)	(1,326)	(1,000)	326
GRANTS / SUBSIDIES / REBATES	(50,162)	(18,656)	(31,477)	(12,821)
PROGRAM REVENUES	(534)	(1,157)	(500)	657
DONATIONS / FUNDRAISING	(80,535)	(123,972)	(93,900)	30,072
	<u>(137,557)</u>	<u>(167,776)</u>	<u>(146,827)</u>	<u>20,949</u>

EXPENSE

SALARIES, WAGES & BENEFITS	451,504	516,029	484,010	(32,019)
ADMINISTRATIVE EXPENSE	3,709	4,068	4,975	907
OPERATING EXPENSE	6,669	8,557	4,505	(4,052)
COMMUNICATIONS	7,226	7,186	6,950	(236)
SUPPLIES	3,492	3,567	6,000	2,433
PROGRAM EXPENSES	16,786	11,053	21,300	10,247
MEETINGS, CONFERENCES, TRAINING	253	1,934	2,300	366
FUEL / TRANSPORTATION COSTS	838	996	1,200	204
CONTRACTED SERVICES	100	122	970	848
MARKETING & PROMOTION	1,275	1,298	850	(448)
REPAIRS & MAINTENANCE	--	15	--	(15)
EQUIP REPAIRS & MAINTENANCE	142	469	750	281
	<u>514,139</u>	<u>555,294</u>	<u>533,810</u>	<u>(21,484)</u>

NET OPERATING (REVENUE) EXPENSE

<u>376,582</u>	<u>387,519</u>	<u>386,983</u>	<u>(536)</u>
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OTHER

<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>
<u>376,582</u>	<u>387,519</u>	<u>386,983</u>	<u>(536)</u>

NOTES

Town of Ingersoll
12 Months Ended December 31, 2017

DEPARTMENT: MUSEUMS		YTD Actual		YTD Budget	Variance YTD 2017 Budget vs Actual
		2016	2017	2017	fav (unfav)
ACTIVITY:	FACILITY	1	2	3	4=3-2
REVENUE					
EXPENSE					
	UTILITIES - HYDRO	4,407	2,747	4,200	1,453
	UTILITIES - NATURAL GAS	1,309	1,306	1,600	294
	UTILITIES - WATER	2,483	2,469	2,500	31
	LAND MAINTENANCE & IMPROVEMENT	119	28	1,500	1,472
	BLDG REPAIRS & MAINTENANCE	9,952	2,952	11,200	8,248
	SNOW REMOVAL AND SANDING	2,245	2,305	2,000	(305)
		<u>20,944</u>	<u>12,348</u>	<u>23,950</u>	<u>11,602</u>
NET OPERATING (REVENUE) EXPENSE		<u>20,944</u>	<u>12,348</u>	<u>23,950</u>	<u>11,602</u>
OTHER					
		<u>9,000</u>	<u>9,000</u>	<u>9,000</u>	<u>--</u>
		<u>29,944</u>	<u>21,348</u>	<u>32,950</u>	<u>11,602</u>

NOTES

Under-spending in building repair and maintenance due to the postponing of painting, HVAC and electrical upgrades until building condition assessment results are available.

Town of Ingersoll
12 Months Ended December 31, 2017

DEPARTMENT: MUSEUMS		YTD Actual		YTD Budget	Variance YTD 2017 Budget vs Actual
		2016	2017	2017	fav (unfav)
ACTIVITY:	PROGRAMS	1	2	3	4=3-2
REVENUE					
	SALE OF GOODS OR SERVICES	(4,998)	(5,310)	(5,000)	310
	RENT / LEASES	(85)	(137)	(100)	37
	USER FEES	(1,807)	(1,839)	(1,700)	139
	GRANTS / SUBSIDIES / REBATES	(14,023)	(12,548)	(12,753)	(205)
	PROGRAM REVENUES	(9,945)	(16,409)	(7,600)	8,809
	DONATIONS / FUNDRAISING	(7,329)	(5,234)	(4,550)	684
		<u>(38,187)</u>	<u>(41,475)</u>	<u>(31,703)</u>	<u>9,772</u>
EXPENSE					
	SALARIES, WAGES & BENEFITS	139,024	147,879	149,880	2,001
	ADMINISTRATIVE EXPENSE	738	1,031	1,050	19
	OPERATING EXPENSE	335	133	1,550	1,417
	COMMUNICATIONS	711	727	750	23
	SUPPLIES	4,025	4,745	4,000	(745)
	PROGRAM EXPENSES	13,395	21,433	24,410	2,977
	MEETINGS, CONFERENCES, TRAINING	995	1,957	1,300	(657)
	FUEL / TRANSPORTATION COSTS	211	31	300	269
	CONTRACTED SERVICES	200	450	300	(150)
	MARKETING & PROMOTION	8,767	4,284	6,750	2,466
	REPAIRS & MAINTENANCE	510	1,489	1,000	(489)
	EQUIP REPAIRS & MAINTENANCE	591	732	1,000	268
	MAINTENANCE CONTRACTS	19	--	200	200
		<u>169,520</u>	<u>184,891</u>	<u>192,490</u>	<u>7,599</u>
	NET OPERATING (REVENUE) EXPENSE	<u>131,333</u>	<u>143,416</u>	<u>160,787</u>	<u>17,371</u>
OTHER					
		<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>
		<u>131,333</u>	<u>143,416</u>	<u>160,787</u>	<u>17,371</u>

NOTES

Over-achieved program revenues mainly due to higher special event proceeds (Harvest fest, Pumpkin fest, children activity days).

Town of Ingersoll
12 Months Ended December 31, 2017

DEPARTMENT: ECONOMIC DEVELOPMENT	YTD Actual		YTD Budget	Variance YTD 2017 Budget vs Actual fav (unfav)
	2016	2017	2017	
	1	2	3	4=3-2
REVENUE				
GRANTS / SUBSIDIES / REBATES	(1,005)	(14,123)	(5,000)	9,123
	(1,005)	(14,123)	(5,000)	9,123
EXPENSE				
SALARIES, WAGES & BENEFITS	175,629	125,670	143,820	18,150
ADMINISTRATIVE EXPENSE	325	290	550	260
OPERATING EXPENSE	--	244	200	(44)
COMMUNICATIONS	1,766	1,540	1,500	(40)
PROGRAM EXPENSES	10,834	10,983	12,365	1,382
MEETINGS, CONFERENCES, TRAINING	3,712	6,522	4,250	(2,272)
FUEL / TRANSPORTATION COSTS	2,516	2,810	3,000	190
PROFESSIONAL FEES	5,733	5,985	25,500	19,515
MARKETING & PROMOTION	9,339	35,180	22,000	(13,180)
	209,856	189,224	213,185	23,961
NET OPERATING (REVENUE) EXPENSE	208,851	175,101	208,185	33,084
OTHER				
TRANSFER TO RESERVES & RES FUNDS	25,000	10,000	10,000	--
	25,000	10,000	10,000	--
	233,851	185,101	218,185	33,084

NOTES

Higher than budgeted subsidy revenue from SOMA (Southwestern Ontario Marketing Alliance) to cover marketing and promotion over-expenditures due to a trade mission to China and Japan.

Positive variance in salaries and benefits due to delays in filling a vacancy combined with savings as a result of staff time allocation to the BIA.



DEPARTMENT: Treasury

REPORT NO: T-013-18

COUNCIL MEETING DATE: May 14th, 2018

TITLE: Operating Budget Variance Report for the 1st Quarter of 2018

OBJECTIVE

To provide Council with a financial review of operations for the 1st Quarter of 2018.

BACKGROUND

A review of the Town's financial operations for the three months ended March 31, 2018 was completed to ensure that actuals are within budget. Staff monitors the operating budget on an ongoing basis. It should be noted that the 1st Quarter variance analysis is based on only a few months of data. The analysis and year end projections will become more accurate as the year unfolds.

ANALYSIS

Departments are currently projecting to be on budget by year end with no significant identified risks. The attached report is intended to provide details on the interim operating results for each department. The report was reviewed and variances were investigated. As detailed in the comments, reported variances reflect either timing differences or the seasonal nature of some operations and appear to be reasonable at this time.

Some of the more significant variances include the following:

Revenues

Unfavourable variances in interest revenues (\$32K) and grants (\$23K) due to the timing of payments and projected to balance at the end of the year.

Favourable variance in land sale revenues of \$43K is a result of the sale of the Carnegie library. The net proceeds will be transferred into a reserve at year end.

Expenses

Favourable \$50K variance in salaries, wages and benefits for various departments. The attached report reflects activities on a cash basis. The budget salary and wages comparison figures do not reflect the seasonal nature of part time wages for Parks, Recreation and Youth Centre programs.

Other variances including utilities, professional fees, marketing and promotion, buildings repair and maintenance, and debenture payments are due to the timing and confirmed to be reasonable at this time.

Detailed comments have been provided for each department in the attached report. The comments are based on departmental input and Treasury review.

INTERDEPARTMENTAL IMPLICATIONS

The report was circulated to all departments for review and comments.

FINANCIAL IMPLICATIONS

Outlined in the attached report.

RECOMMENDATION

That Council receive for information the Operating Budget Variance Report for 1st Quarter of 2018.

ATTACHMENTS

Operating Budget Variance Report for the 3 months Ended March 31, 2018

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 3 Months Ended
March 31, 2018**

Town of Ingersoll
3 Months Ended March 31, 2018

Summary All Departments by Revenue/Expense Grouping

	YTD Actual		YTD Budget	Variance YTD 2018 Budget vs Actual	Annual Budget	Remaining Budget
	2017	2018	2018	fav (unfav)	2018	2018
	1	2	3	4=3-2	5	6=5-2
CLERKS ADMIN & COUNCIL	55,484	57,064	57,319	255	209,025	151,961
CHIEF ADMINISTRATIVE OFFICER	106,352	117,051	104,908	(12,143)	296,590	179,539
CLERKS						
ADMINISTRATION	128,862	59,430	100,841	41,411	531,325	471,895
ANIMAL CONTROL	(2,088)	(2,433)	(1,637)	796	6,700	9,133
PARKING	4,868	899	5,041	4,142	23,000	22,101
PARATRANSIT	11,559	5,289	5,895	606	45,910	40,621
DOWNTOWN IMPROVEMENT	--	--	--	--	--	0
TREASURY						
ADMINISTRATION	(120,653)	33,752	45,571	11,819	1,102,127	1,068,375
TAXATION	(9,651,001)	(9,794,247)	(9,785,940)	8,307	(13,938,777)	(4,144,530)
INFORMATION TECHNOLOGY	43,488	58,673	56,731	(1,942)	286,635	227,962
BUILDING INSPECTION						
INSPECTION	(38,149)	(18,228)	406	18,634	0	18,228
PROPERTY STANDARDS	7,336	4,001	4,852	851	20,050	16,049
TOWN CENTRE	7,163	(1,969)	10,304	12,273	185,633	187,602
PUBLIC BUILDINGS - OTHER	1,730	6,035	2,951	(3,084)	39,910	33,875
FIRE						
ADMINISTRATION	148,434	151,291	166,179	14,888	1,017,348	866,057
FACILITY	18,495	18,226	16,724	(1,502)	16,488	(1,738)
POLICE						
ADMINISTRATION	581,344	574,448	554,915	(19,533)	2,345,049	1,770,601
FACILITY	(21,045)	(21,752)	(20,654)	1,098	3,752	25,504
ENGINEERING						
ADMINISTRATION	58,783	66,344	66,737	393	1,921,405	1,855,061
EQUIPMENT	(556)	(52)	(487)	(435)	0	52
STREET LIGHTING	37,048	31,992	37,624	5,632	272,000	240,008
TRAFFIC SIGNALS	2,361	498	3,221	2,723	15,000	14,502
PUBLIC WORKS						
ADMINISTRATION & EQUIPMENT	(8,809)	10,654	53,542	42,888	288,123	277,469
FACILITY	10,567	11,985	15,679	3,694	65,747	53,762
BRIDGES & CULVERTS	899	0	1,158	1,158	12,960	12,960
ROADSIDE MAINTENANCE	61,897	8,388	61,609	53,221	270,790	262,402
SURFACE MAINTENANCE	17,369	23,602	18,229	(5,373)	297,670	274,068
ROADS, SIDEWALKS & PARKING LOTS	40,837	23,148	34,787	11,639	263,220	240,072
WINTER CONTROL	216,117	265,589	268,550	2,961	442,330	176,741
ENVIRONMENTAL SERVICES	15,669	15,672	19,729	4,057	121,042	105,370
PARKS AND ARENA						
ADMINISTRATION	25,212	30,876	25,114	(5,762)	151,635	120,759
ARENA	7,458	1,753	12,653	10,900	422,794	421,041
PARKS	60,579	62,160	80,412	18,252	667,730	605,570
PARKS PROGRAMS	1,744	559	11,618	11,059	75,460	74,901
CAMI PARKS / SUZUKI HOUSE	23,797	23,681	23,184	(497)	157,004	133,323
VICTORIA PARK COMMUNITY CENTRE						
ADMINISTRATION	32,736	18,630	18,173	(457)	91,845	73,215
AQUATICS	759	5,260	4,276	(984)	136,887	131,627
FITNESS	(9,760)	(5,236)	1,100	6,336	28,303	33,539
GENERAL PROGRAMS	(4,471)	1,154	(3,885)	(5,039)	58,188	57,034
FACILITY	87,123	84,557	123,299	38,742	1,025,387	940,830
YOUTH CENTRE						
FACILITY	15,338	15,031	18,762	3,731	101,906	86,875
GENERAL PROGRAMS	80,097	67,185	108,412	41,227	449,790	382,605
MUSEUMS						
FACILITY	2,248	3,078	3,557	479	33,050	29,972
PROGRAMS	20,580	26,749	27,609	860	169,294	142,545
ECONOMIC DEVELOPMENT	47,547	41,757	79,787	38,030	269,675	227,918
CAPITAL FUND REQUIREMENT				0	0	0
	<u>(7,874,653)</u>	<u>(7,917,457)</u>	<u>(7,561,145)</u>	<u>356,312</u>	<u>--</u>	<u>7,917,457</u>

Town of Ingersoll
3 Months Ended March 31, 2018

Summary All Departments by Revenue/Expense Grouping

	YTD Actual		YTD Budget	Variance YTD	Annual	Remaining
	2017	2018	2018	2018 Budget vs Actual	Budget	Budget
	1	2	3	4=3-2 fav (unfav)	2018 5	2018 6=5-2
REVENUE						
SALE OF GOODS OR SERVICES	(24,959)	(22,628)	(15,483)	7,145	(100,955)	(78,327)
PERMITS/LICENSES	(85,689)	(66,537)	(43,856)	22,681	(206,300)	(139,763)
ICE RENTAL	(67,242)	(67,031)	(68,480)	(1,449)	(231,343)	(164,312)
RENT / LEASES	(42,585)	(44,765)	(42,928)	1,837	(197,867)	(153,102)
USER FEES	(52,752)	(45,171)	(44,957)	214	(247,760)	(202,589)
MEMBERSHIPS	(31,081)	(31,527)	(28,706)	2,821	(130,614)	(99,087)
RECOVERIES	(10,740)	(8,966)	(13,987)	(5,021)	(120,650)	(111,684)
COUNTY RECOVERY	(38,510)	(40,277)	(40,280)	(3)	(329,278)	(289,001)
TAXATION	(9,665,713)	(9,795,765)	(9,786,740)	9,025	(14,578,777)	(4,783,012)
INTEREST / DIVIDENDS	(128,134)	(86,717)	(118,663)	(31,946)	(599,600)	(512,883)
GRANTS / SUBSIDIES / REBATES	(26,043)	(25,425)	(48,843)	(23,418)	(156,475)	(131,050)
LAND SALES	0	(43,280)	0	43,280	0	43,280
PROGRAM REVENUES	(71,360)	(66,136)	(76,124)	(9,988)	(280,995)	(214,859)
DONATIONS / FUNDRAISING	(28,303)	(65,907)	(26,641)	39,266	(166,224)	(100,317)
INTERNAL (REVENUE) EXPENSE	0	0	0	0	0	0
	<u>(10,273,111)</u>	<u>(10,410,132)</u>	<u>(10,355,688)</u>	<u>54,444</u>	<u>(17,346,838)</u>	<u>(6,936,706)</u>
EXPENSE						
SALARIES, WAGES & BENEFITS	1,236,968	1,298,698	1,348,773	50,075	6,812,211	5,513,513
ADMINISTRATIVE EXPENSE	20,258	20,711	24,503	3,792	126,233	105,522
OPERATING EXPENSE	20,210	51,488	47,492	(3,996)	188,035	136,547
COMMUNICATIONS	17,429	17,442	18,734	1,292	117,776	100,334
INSURANCE EXPENSE	1,859	832	1,925	1,093	222,430	221,598
UTILITIES - HYDRO	91,806	79,999	92,334	12,335	673,134	593,135
UTILITIES - NATURAL GAS	23,536	37,772	37,120	(652)	105,050	67,278
UTILITIES - WATER	8,420	11,091	13,493	2,402	111,700	100,609
SUPPLIES	13,138	8,541	14,641	6,100	63,200	54,659
PROGRAM EXPENSES	32,745	27,424	42,260	14,836	144,927	117,503
MEETINGS, CONFERENCES, TRAINING	22,731	23,083	27,206	4,123	126,655	103,572
FUEL / TRANSPORTATION COSTS	18,585	25,493	21,500	(3,993)	107,510	82,017
PROFESSIONAL FEES	44,658	38,748	77,805	39,057	463,100	424,352
CONTRACTED SERVICES	23,952	32,354	39,107	6,753	178,230	145,876
PROPERTY TAX REFUNDS & ADJUSTMENTS	14,713	1,517	800	(717)	640,000	638,483
MARKETING & PROMOTION	13,481	22,646	21,221	(1,425)	153,135	130,489
GRANTS TO VOLUNTEER ORGANIZATIONS	44,500	0	0	0	100,075	100,075
REPAIRS & MAINTENANCE	3,694	2,611	4,960	2,349	44,787	42,176
LAND MAINTENANCE & IMPROVEMENT	2,467	3,040	2,916	(124)	50,700	47,660
EQUIP REPAIRS & MAINTENANCE	34,821	11,772	36,354	24,582	161,700	149,928
BLDG REPAIRS & MAINTENANCE	29,071	16,668	34,293	17,625	125,000	108,332
SNOW REMOVAL AND SANDING	17,994	24,666	24,317	(349)	45,700	21,034
MAINTENANCE CONTRACTS	23,905	22,895	23,651	756	148,048	125,153
LAND SALE EXPENSES	0	2,895	0	(2,895)	0	(2,895)
MATERIALS - PUBLIC WORKS	106,201	91,320	111,180	19,860	422,108	330,788
PW EQUIP CHARGEOUT NET OF COSTS	(108,271)	(78,181)	20,874	99,055	94,655	172,836
EQUIPMENT USAGE	117,304	89,810	70,558	(19,252)	0	(89,810)
TRANSFER TO BIA	--	0	0	0	78,000	78,000
TRANSFERS TO CEMETERY BOARD	0	75,000	75,000	0	133,194	58,194
	<u>1,876,174</u>	<u>1,960,337</u>	<u>2,233,017</u>	<u>272,680</u>	<u>11,637,293</u>	<u>9,676,956</u>
NET OPERATING REVENUE	<u>(8,396,937)</u>	<u>(8,449,796)</u>	<u>(8,122,671)</u>	<u>327,125</u>	<u>(5,709,545)</u>	<u>2,740,251</u>
OTHER						
O.P.P. CONTRACT	593,966	584,710	584,415	(295)	2,344,381	1,759,671
OMPF - ONT MUN PARTNER GRANT	(97,200)	(82,625)	(82,626)	(1)	(330,500)	(247,875)
TRANSFER FROM RESERVES & RES FUNDS	0	0	0	0	(328,449)	(328,449)
TRANSFER TO RESERVES & RES FUNDS	0	0	0	0	3,117,995	3,117,995
DEBENTURE PAYMENT	25,517	30,254	59,737	29,483	906,118	875,864
CAPITAL TAX LEVY REQUIREMENT	0	0	0	0	0	0
	<u>522,284</u>	<u>532,339</u>	<u>561,526</u>	<u>29,187</u>	<u>5,709,545</u>	<u>5,177,206</u>
	<u>(7,874,653)</u>	<u>(7,917,457)</u>	<u>(7,561,145)</u>	<u>356,312</u>	<u>--</u>	<u>7,917,457</u>

Town of Ingersoll
3 Months Ended March 31, 2018

DEPARTMENT: MAYOR & COUNCIL	YTD Actual		YTD Budget	Variance YTD	Annual Budget	Remaining Budget
	2017	2018	2018	2018 Budget vs Actual	2018	2018
	1	2	3	fav (unfav) 4=3-2	5	6=5-2
REVENUE						
EXPENSE						
SALARIES, WAGES & BENEFITS	41,009	42,265	42,610	345	170,515	128,250
ADMINISTRATIVE EXPENSE	1,260	104	300	196	550	446
COMMUNICATIONS	276	864	403	(461)	4,500	3,636
PROGRAM EXPENSES	3,818	3,952	4,030	78	5,200	1,248
MEETINGS, CONFERENCES, TRAINING	7,772	9,291	8,869	(422)	19,660	10,369
MARKETING & PROMOTION	1,349	587	1,107	520	10,600	10,013
	<u>55,484</u>	<u>57,064</u>	<u>57,319</u>	<u>255</u>	<u>212,825</u>	<u>155,761</u>
NET OPERATING (REVENUE) EXPENSE	<u>55,484</u>	<u>57,064</u>	<u>57,319</u>	<u>255</u>	<u>209,025</u>	<u>151,961</u>
OTHER						
	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>
	<u>55,484</u>	<u>57,064</u>	<u>57,319</u>	<u>255</u>	<u>209,025</u>	<u>151,961</u>

NOTES

No significant variances

**Town of Ingersoll
3 Months Ended March 31, 2018**

DEPARTMENT: CHIEF ADMINISTRATIVE OFFICER	YTD Actual		YTD Budget	Variance YTD 2018 Budget vs Actual		Annual	Remaining
	2017	2018	2018	fav (unfav)		2018	2018
	1	2	3	4=3-2		5	6=5-2
REVENUE							
EXPENSE							
SALARIES, WAGES & BENEFITS	39,631	42,681	40,927	(1,754)		181,090	138,409
ADMINISTRATIVE EXPENSE	--	--	36	36		150	150
OPERATING EXPENSE	--	--	60	60		250	250
COMMUNICATIONS	96	114	154	40		850	736
PROGRAM EXPENSES	795	943	1,276	333		1,500	557
MEETINGS, CONFERENCES, TRAINING	561	--	1,051	1,051		4,500	4,500
FUEL / TRANSPORTATION COSTS	--	--	60	60		250	250
PROFESSIONAL FEES	65,147	58,546	60,660	2,114		331,000	272,454
MARKETING & PROMOTION	121	14,767	684	(14,083)	(1)	27,000	12,233
	<u>106,352</u>	<u>117,051</u>	<u>104,908</u>	<u>(12,143)</u>		<u>546,590</u>	<u>429,539</u>
NET OPERATING (REVENUE) EXPENSE	<u>106,352</u>	<u>117,051</u>	<u>104,908</u>	<u>(12,143)</u>		<u>546,590</u>	<u>429,539</u>
OTHER							
	<u>106,352</u>	<u>117,051</u>	<u>104,908</u>	<u>(12,143)</u>		<u>296,590</u>	<u>179,539</u>

NOTES

(1) Variance in marketing and promotion due to timing and will balance at year end.

Town of Ingersoll
3 Months Ended March 31, 2018

DEPARTMENT: CLERKS	YTD Actual		YTD Budget	Variance YTD 2018 Budget vs Actual	Annual Budget	
	2017	2018	2018	fav (unfav)	2018	Remaining Budget
	1	2	3	4=3-2	5	6=5-2
ACTIVITY: ADMINISTRATION						
REVENUE						
SALE OF GOODS OR SERVICES	(18)	(4)	(10)	(6)	(25)	(21)
PERMITS/LICENSES	(2,000)	(3,028)	(1,922)	1,106	(23,600)	(20,572)
USER FEES	(8,190)	(1,930)	(5,174)	(3,244)	(27,050)	(25,120)
LAND SALES	--	(43,280)	--	43,280	--	43,280
	<u>(10,208)</u>	<u>(48,242)</u>	<u>(7,106)</u>	<u>41,136</u>	<u>(50,675)</u>	<u>(2,433)</u>
EXPENSE						
SALARIES, WAGES & BENEFITS	75,250	82,095	79,988	(2,107)	397,900	315,805
ADMINISTRATIVE EXPENSE	11,751	13,616	15,221	1,605	70,955	57,339
OPERATING EXPENSE	56	609	90	(519)	12,500	11,891
COMMUNICATIONS	2,250	2,310	2,208	(102)	8,500	6,190
PROGRAM EXPENSES	2,250	1,495	7,610	6,115	27,800	26,305
MEETINGS, CONFERENCES, TRAINING	1,980	987	1,813	826	8,170	7,183
FUEL / TRANSPORTATION COSTS	--	87	--	(87)	1,200	1,113
PROFESSIONAL FEES	--	2,615	--	(2,615)	4,000	1,385
MARKETING & PROMOTION	1,033	963	1,017	54	5,800	4,837
LAND SALE EXPENSES	--	2,895	--	(2,895)	--	(2,895)
	<u>139,070</u>	<u>107,672</u>	<u>107,947</u>	<u>275</u>	<u>612,000</u>	<u>504,328</u>
NET OPERATING (REVENUE) EXPENSE	<u>128,862</u>	<u>59,430</u>	<u>100,841</u>	<u>41,411</u>	<u>561,325</u>	<u>501,895</u>
OTHER						
	--	--	--	--	(30,000)	(30,000)
	<u>128,862</u>	<u>59,430</u>	<u>100,841</u>	<u>41,411</u>	<u>531,325</u>	<u>471,895</u>

NOTES

- (1) Proceeds from sale of the Carnegie library. We don't budget for either the sale of surplus assets or the costs associated with the sale. The net proceeds will be transferred into a reserve at year end.

Town of Ingersoll
3 Months Ended March 31, 2018

DEPARTMENT: CLERKS	YTD Actual		YTD Budget	Variance YTD 2018 Budget vs Actual fav (unfav)	Annual	Remaining
	2017	2018	2018		Budget	Budget
	1	2	3	4=3-2	2018	2018
ACTIVITY: ANIMAL CONTROL					5	6=5-2
REVENUE						
PERMITS/LICENSES	(3,985)	(4,265)	(4,031)	234	(9,000)	(4,735)
	<u>(3,985)</u>	<u>(4,265)</u>	<u>(4,031)</u>	<u>234</u>	<u>(9,000)</u>	<u>(4,735)</u>
EXPENSE						
CONTRACTED SERVICES	1,897	1,832	2,298	466	15,300	13,468
	<u>1,897</u>	<u>1,832</u>	<u>2,394</u>	<u>562</u>	<u>15,700</u>	<u>13,868</u>
NET OPERATING (REVENUE) EXPENSE	<u>(2,088)</u>	<u>(2,433)</u>	<u>(1,637)</u>	<u>796</u>	<u>6,700</u>	<u>9,133</u>
OTHER						
	--	--	--	--	--	--
	<u>(2,088)</u>	<u>(2,433)</u>	<u>(1,637)</u>	<u>796</u>	<u>6,700</u>	<u>9,133</u>

NOTES

No significant variances

**Town of Ingersoll
3 Months Ended March 31, 2018**

DEPARTMENT: CLERKS	YTD Actual		YTD Budget	Variance YTD 2018 Budget vs Actual	Annual Budget	Remaining Budget
	2017	2018	2018	fav (unfav)	2018	2018
	1	2	3	4=3-2	5	6=5-2
ACTIVITY: PARKING						
REVENUE						
USER FEES	(1,366)	(3,206)	(1,269)	1,937	(7,300)	(4,094)
	(1,366)	(3,206)	(1,269)	1,937	(7,300)	(4,094)
EXPENSE						
CONTRACTED SERVICES	6,234	4,105	6,310	2,205	30,300	26,195
	6,234	4,105	6,310	2,205	30,300	26,195
NET OPERATING (REVENUE) EXPENSE	4,868	899	5,041	4,142	23,000	22,101
OTHER						
	--	--	--	--	--	--
	4,868	899	5,041	4,142	23,000	22,101

NOTES

No significant variances

**Town of Ingersoll
3 Months Ended March 31, 2018**

DEPARTMENT: CLERKS	YTD Actual		YTD Budget	Variance YTD 2018 Budget vs Actual	Annual Budget		Remaining Budget	
	2017	2018	2018	fav (unfav)	2018	2018	2018	2018
	1	2	3	4=3-2	5	6=5-2		
ACTIVITY: PARATRANSIT								
REVENUE								
SALE OF GOODS OR SERVICES	(2,364)	(4,890)	(2,409)	2,481	(13,000)	(8,110)		
	(2,364)	(4,890)	(2,409)	2,481	(13,000)	(8,110)		
EXPENSE								
SALARIES, WAGES & BENEFITS	6,691	1,467	2,146	679	9,480	8,013		
COMMUNICATIONS	393	225	464	239	1,400	1,175		
CONTRACTED SERVICES	4,796	8,487	5,694	(2,793) (1)	47,530	39,043		
	13,923	10,179	8,304	(1,875)	58,910	48,731		
NET OPERATING (REVENUE) EXPENSE	11,559	5,289	5,895	606	45,910	40,621		
	11,559	5,289	5,895	606	45,910	40,621		

NOTES

(1) Variance due to timing and will balance at year end.

Town of Ingersoll
3 Months Ended March 31, 2018

DEPARTMENT: TREASURY	YTD Actual		YTD Budget	Variance YTD 2018 Budget vs Actual	Annual Budget	Remaining Budget
	2017	2018	2018	fav (unfav)	2018	2018
	1	2	3	4=3-2	5	6=5-2
ACTIVITY: INFORMATION TECHNOLOGY						
REVENUE						
EXPENSE						
SALARIES, WAGES & BENEFITS	35,324	35,837	35,714	(123)	162,060	126,223
ADMINISTRATIVE EXPENSE	--	--	24	24	100	100
OPERATING EXPENSE	1,698	16,398	13,746	(2,652)	25,500	9,102
COMMUNICATIONS	1,161	948	1,173	225	4,200	3,252
PROGRAM EXPENSES	171	223	176	(47)	225	2
FUEL / TRANSPORTATION COSTS	94	59	122	63	1,100	1,041
CONTRACTED SERVICES	--	210	--	(210)	--	(210)
EQUIP REPAIRS & MAINTENANCE	--	1,897	--	(1,897)	2,500	603
MAINTENANCE CONTRACTS	5,039	3,101	5,776	2,675	62,350	59,249
	<u>43,488</u>	<u>58,673</u>	<u>56,731</u>	<u>(1,942)</u>	<u>266,635</u>	<u>207,962</u>
NET OPERATING (REVENUE) EXPENSE	<u>43,488</u>	<u>58,673</u>	<u>56,731</u>	<u>(1,942)</u>	<u>266,635</u>	<u>207,962</u>
OTHER						
	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>20,000</u>	<u>20,000</u>
	<u>43,488</u>	<u>58,673</u>	<u>56,731</u>	<u>(1,942)</u>	<u>286,635</u>	<u>227,962</u>

NOTES

Variations due to timing and will balance at year end.

Town of Ingersoll
3 Months Ended March 31, 2018

DEPARTMENT: TREASURY	YTD Actual		YTD Budget	Variance YTD 2018 Budget vs Actual	Annual Budget	Remaining Budget
	2017	2018	2018	fav (unfav)	2018	2018
	1	2	3	4=3-2	5	6=5-2
ACTIVITY: ADMINISTRATION						
REVENUE						
SALE OF GOODS OR SERVICES	(2,805)	(2,550)	(2,358)	192	(14,500)	(11,950)
USER FEES	(3,220)	(3,446)	(2,801)	645	(18,500)	(15,054)
INTEREST / DIVIDENDS	(128,134)	(86,717)	(118,663)	(31,946)	(599,600)	(512,883)
	<u>(134,159)</u>	<u>(92,714)</u>	<u>(123,822)</u>	<u>(31,108)</u>	<u>(636,800)</u>	<u>(544,086)</u>
EXPENSE						
SALARIES, WAGES & BENEFITS	102,779	120,600	112,267	(8,333)	546,260	425,660
ADMINISTRATIVE EXPENSE	2,038	2,462	2,076	(386)	10,200	7,738
OPERATING EXPENSE	--	304	24	(280)	100	(204)
COMMUNICATIONS	62	92	95	3	585	493
INSURANCE EXPENSE	1,859	832	1,925	1,093	221,380	220,548
PROGRAM EXPENSES	214	498	232	(266)	3,415	2,917
MEETINGS, CONFERENCES, TRAINING	580	1,297	438	(859)	6,100	4,803
PROFESSIONAL FEES	(22,616)	(22,616)	--	22,616	28,000	50,616
MARKETING & PROMOTION	272	368	128	(240)	550	182
EQUIP REPAIRS & MAINTENANCE	--	--	97	97	400	400
TRANSFERS TO CEMETERY BOARD	--	75,000	75,000	--	133,194	58,194
	<u>85,188</u>	<u>178,837</u>	<u>192,282</u>	<u>13,445</u>	<u>1,039,934</u>	<u>861,097</u>
NET OPERATING (REVENUE) EXPENSE	<u>(48,970)</u>	<u>86,124</u>	<u>68,460</u>	<u>(17,664)</u>	<u>403,134</u>	<u>317,010</u>
OTHER						
OMPF - ONT MUN PARTNER GRANT	(97,200)	(82,625)	(82,626)	(1)	(330,500)	(247,875)
DEBENTURE PAYMENT	25,517	30,254	59,737	29,483	906,118	875,864
	<u>(71,683)</u>	<u>(52,371)</u>	<u>(22,889)</u>	<u>29,482</u>	<u>698,993</u>	<u>751,364</u>
	<u>(120,653)</u>	<u>33,752</u>	<u>45,571</u>	<u>11,819</u>	<u>1,102,127</u>	<u>1,068,375</u>

NOTES

Variance due to timing and will balance at year end.

Town of Ingersoll
3 Months Ended March 31, 2018

DEPARTMENT: TREASURY	YTD Actual		YTD Budget	Variance YTD 2018 Budget vs Actual	Annual Budget	Remaining Budget
	2017	2018	2018	fav (unfav)	2018	2018
	1	2	3	4=3-2	5	6=5-2
ACTIVITY: TAXATION						
REVENUE						
TAXATION	(9,665,713)	(9,795,765)	(9,786,740)	9,025	(14,578,777)	(4,783,012)
	(9,665,713)	(9,795,765)	(9,786,740)	9,025	(14,578,777)	(4,783,012)
EXPENSE						
PROPERTY TAX REFUNDS & ADJUSTMENTS	14,713	1,517	800	(717)	640,000	638,483
	14,713	1,517	800	(717)	640,000	638,483
NET OPERATING (REVENUE) EXPENSE	(9,651,001)	(9,794,247)	(9,785,940)	8,307	(13,938,777)	(4,144,530)
OTHER						
	--	--	--	--	--	--
	(9,651,001)	(9,794,247)	(9,785,940)	8,307	(13,938,777)	(4,144,530)

NOTES

No significant variances

Town of Ingersoll
3 Months Ended March 31, 2018

DEPARTMENT: BUILDING	YTD Actual		YTD Budget	Variance YTD		Annual	Remaining
	2017	2018	2018	2018 Budget vs Actual		Budget	Budget
	1	2	3	fav (unfav)		2018	2018
ACTIVITY: INSPECTION				4=3-2		5	6=5-2
REVENUE							
PERMITS/LICENSES	(77,404)	(55,844)	(35,987)	19,857	(1)	(163,500)	(107,656)
USER FEES	(350)	(420)	(353)	67		(2,000)	(1,580)
	<u>(77,754)</u>	<u>(56,264)</u>	<u>(36,340)</u>	<u>19,924</u>		<u>(165,500)</u>	<u>(109,236)</u>
EXPENSE							
SALARIES, WAGES & BENEFITS	37,508	34,397	34,325	(72)		158,920	124,523
ADMINISTRATIVE EXPENSE	226	154	267	113		1,020	866
OPERATING EXPENSE	285	31	286	255		1,000	969
COMMUNICATIONS	125	99	61	(38)		500	401
PROGRAM EXPENSES	920	320	1,000	680		1,050	730
MEETINGS, CONFERENCES, TRAINING	122	2,340	318	(2,022)	(1)	8,550	6,210
FUEL / TRANSPORTATION COSTS	420	695	471	(224)		4,500	3,805
MARKETING & PROMOTION	--	--	18	18		375	375
	<u>39,606</u>	<u>38,036</u>	<u>36,746</u>	<u>(1,290)</u>		<u>178,015</u>	<u>139,979</u>
NET OPERATING (REVENUE) EXPENSE	<u>(38,149)</u>	<u>(18,228)</u>	<u>406</u>	<u>18,634</u>		<u>12,515</u>	<u>30,743</u>
OTHER							
	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>		<u>(12,515)</u>	<u>(12,515)</u>
	<u><u>(38,149)</u></u>	<u><u>(18,228)</u></u>	<u><u>406</u></u>	<u><u>18,634</u></u>		<u><u>--</u></u>	<u><u>18,228</u></u>

NOTES

Town of Ingersoll
3 Months Ended March 31, 2018

DEPARTMENT: BUILDING	YTD Actual		YTD Budget	Variance YTD	Annual Budget	Remaining Budget
	2017	2018	2018	2018 Budget vs Actual	2018	2018
	1	2	3	4=3-2	5	6=5-2
ACTIVITY: PROPERTY STANDARDS						
REVENUE						
RECOVERIES	--	(60)	--	60	--	60
	0	(60)	0	60	0	60
EXPENSE						
SALARIES, WAGES & BENEFITS	7,336	4,061	4,779	718	19,750	15,689
ADMINISTRATIVE EXPENSE	--	--	73	73	300	300
	7,336	4,061	4,852	791	20,050	15,989
NET OPERATING (REVENUE) EXPENSE	7,336	4,001	4,852	851	20,050	16,049
OTHER						
	--	--	--	--	--	--
	7,336	4,001	4,852	851	20,050	16,049

NOTES

No significant variances

Town of Ingersoll
3 Months Ended March 31, 2018

DEPARTMENT: BUILDING	YTD Actual		YTD Budget	Variance YTD	Annual Budget	Remaining Budget
	2017	2018	2018	2018 Budget vs Actual	2018	2018
	1	2	3	fav (unfav)	5	6=5-2
ACTIVITY: TOWN CENTRE				4=3-2		
REVENUE						
COUNTY RECOVERY	(38,510)	(40,277)	(40,280)	(3)	(120,840)	(80,563)
	(38,510)	(40,277)	(40,280)	(3)	(120,840)	(80,563)
EXPENSE						
SALARIES, WAGES & BENEFITS	21,523	18,756	21,545	2,789	94,500	75,744
OPERATING EXPENSE	348	206	409	203	2,600	2,394
COMMUNICATIONS	425	425	425	0	1,698	1,273
UTILITIES - HYDRO	5,781	4,876	6,740	1,864	69,300	64,424
UTILITIES - NATURAL GAS	2,476	4,532	4,891	359	13,500	8,968
UTILITIES - WATER	1,537	1,199	1,592	393	10,500	9,301
REPAIRS & MAINTENANCE	145	181	157	(24)	820	639
LAND MAINTENANCE & IMPROVEMENT	--	11	--	(11)	650	639
EQUIP REPAIRS & MAINTENANCE	647	--	870	870	21,000	21,000
BLDG REPAIRS & MAINTENANCE	8,440	840	9,020	8,180	19,000	18,160
SNOW REMOVAL AND SANDING	195	661	359	(302)	1,000	339
MAINTENANCE CONTRACTS	4,158	6,621	4,576	(2,045)	10,705	4,084
	45,672	38,308	50,584	12,276	246,473	208,165
NET OPERATING (REVENUE) EXPENSE	7,163	(1,969)	10,304	12,273	125,633	127,602
OTHER	--	--	--	--	60,000	60,000
	7,163	(1,969)	10,304	12,273	185,633	187,602

NOTES

No significant variances

Town of Ingersoll
3 Months Ended March 31, 2018

DEPARTMENT: BUILDING	YTD Actual		YTD Budget	Variance YTD	Annual Budget	Remaining Budget
	2017	2018	2018	2018 Budget vs Actual	2018	2018
	1	2	3	4=3-2	5	6=5-2
ACTIVITY: PUBLIC BUILDINGS - OTHER						
REVENUE						
RENT / LEASES	(4,855)	(2,532)	(3,687)	(1,155)	(27,578)	(25,046)
	(4,855)	(2,532)	(3,687)	(1,155)	(27,578)	(25,046)
EXPENSE						
SALARIES, WAGES & BENEFITS	3,103	2,062	2,622	560	9,950	7,888
UTILITIES - HYDRO	229	785	777	(8)	9,000	8,215
UTILITIES - NATURAL GAS	1,452	1,902	1,185	(717)	2,800	898
UTILITIES - WATER	109	248	135	(113)	1,700	1,452
REPAIRS & MAINTENANCE	55	90	57	(33)	300	210
EQUIP REPAIRS & MAINTENANCE	--	90	--	(90)	1,000	910
BLDG REPAIRS & MAINTENANCE	--	879	--	(879)	2,300	1,421
SNOW REMOVAL AND SANDING	387	1,311	611	(700)	1,700	389
MAINTENANCE CONTRACTS	1,250	1,200	1,251	51	8,238	7,038
	6,585	8,567	6,638	(1,929)	42,488	33,921
NET OPERATING (REVENUE) EXPENSE	1,730	6,035	2,951	(3,084)	14,910	8,875
OTHER	--	--	--	--	25,000	25,000
	1,730	6,035	2,951	(3,084)	39,910	33,875

NOTES

No significant variances

Town of Ingersoll
3 Months Ended March 31, 2018

DEPARTMENT: FIRE	YTD Actual		YTD Budget	Variance YTD	Annual Budget	Remaining Budget
	2017	2018	2018	2018 Budget vs Actual	2018	2018
	1	2	3	4=3-2	5	6=5-2
ACTIVITY: ADMINISTRATION						
REVENUE						
SALE OF GOODS OR SERVICES	--	(200)	--	200	(19,250)	(19,050)
USER FEES	(240)	(1,155)	(283)	872	(4,000)	(2,845)
RECOVERIES	(60)	(65)	--	65	(2,500)	(2,435)
DONATIONS / FUNDRAISING	--	(2,500)	--	2,500	--	2,500
	<u>(300)</u>	<u>(3,920)</u>	<u>(283)</u>	<u>3,637</u>	<u>(25,750)</u>	<u>(21,830)</u>
EXPENSE						
SALARIES, WAGES & BENEFITS	136,579	141,430	150,581	9,151	678,660	537,230
ADMINISTRATIVE EXPENSE	393	8	551	543	1,658	1,650
OPERATING EXPENSE	(542)	3,250	3,508	258	43,750	40,500
COMMUNICATIONS	925	2,093	981	(1,112)	48,020	45,927
UTILITIES - HYDRO	3,479	2,063	3,946	1,883	18,950	16,887
UTILITIES - NATURAL GAS	792	1,520	1,243	(277)	3,200	1,680
UTILITIES - WATER	397	318	425	107	2,700	2,382
PROGRAM EXPENSES	817	315	926	611	4,555	4,240
MEETINGS, CONFERENCES, TRAINING	144	465	178	(287)	10,000	9,535
FUEL / TRANSPORTATION COSTS	1,371	1,654	1,422	(232)	6,000	4,346
MARKETING & PROMOTION	340	73	385	312	6,535	6,462
EQUIP REPAIRS & MAINTENANCE	3,277	2,022	2,316	294	19,000	16,978
	<u>148,734</u>	<u>155,211</u>	<u>166,462</u>	<u>11,251</u>	<u>844,098</u>	<u>688,887</u>
NET OPERATING (REVENUE) EXPENSE	<u>148,434</u>	<u>151,291</u>	<u>166,179</u>	<u>14,888</u>	<u>818,348</u>	<u>667,057</u>
OTHER						
	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>199,000</u>	<u>199,000</u>
	<u>148,434</u>	<u>151,291</u>	<u>166,179</u>	<u>14,888</u>	<u>1,017,348</u>	<u>866,057</u>

NOTES

No significant variances

Town of Ingersoll
3 Months Ended March 31, 2018

DEPARTMENT: FIRE		YTD Actual		YTD Budget	Variance YTD	Annual Budget	Remaining Budget
		2017	2018	2018	2018 Budget vs Actual	2018	2018
ACTIVITY:	FACILITY	1	2	3	4=3-2	5	6=5-2
REVENUE							
EXPENSE							
	SALARIES, WAGES & BENEFITS	15,765	14,732	15,293	561	71,740	57,008
	OPERATING EXPENSE	2,383	506	1,123	617	4,150	3,644
	LAND MAINTENANCE & IMPROVEMENT	--	--	12	12	50	50
	BLDG REPAIRS & MAINTENANCE	--	2,569	--	(2,569)	4,000	1,431
	MAINTENANCE CONTRACTS	348	419	296	(123)	2,000	1,581
		<u>18,495</u>	<u>18,226</u>	<u>16,724</u>	<u>(1,502)</u>	<u>82,440</u>	<u>64,214</u>
	NET OPERATING (REVENUE) EXPENSE	<u>18,495</u>	<u>18,226</u>	<u>16,724</u>	<u>(1,502)</u>	<u>16,488</u>	<u>(1,738)</u>
	OTHER	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>
		<u>18,495</u>	<u>18,226</u>	<u>16,724</u>	<u>(1,502)</u>	<u>16,488</u>	<u>(1,738)</u>

NOTES

No significant variances

Town of Ingersoll
3 Months Ended March 31, 2018

DEPARTMENT: POLICE	YTD Actual		YTD Budget	Variance YTD	Annual	Remaining
	2017	2018	2018	2018 Budget vs Actual	Budget	Budget
	1	2	3	fav (unfav)	2018	2018
ACTIVITY: ADMINISTRATION				4=3-2	5	6=5-2
REVENUE						
SALE OF GOODS OR SERVICES	(1,279)	(3,188)	(1,130)	2,058	(11,800)	(8,612)
USER FEES	(3,634)	(2,044)	(2,138)	(94)	(3,000)	(956)
GRANTS / SUBSIDIES / REBATES	(26,043)	(24,642)	(48,244)	(23,602)	(81,880)	(57,238)
	<u>(30,956)</u>	<u>(29,874)</u>	<u>(51,512)</u>	<u>(21,638)</u>	<u>(96,680)</u>	<u>(66,806)</u>
EXPENSE						
SALARIES, WAGES & BENEFITS	15,284	16,691	16,515	(176)	75,248	58,557
ADMINISTRATIVE EXPENSE	--	--	24	24	100	100
OPERATING EXPENSE	--	254	48	(206)	900	646
COMMUNICATIONS	125	56	131	75	800	744
PROGRAM EXPENSES	2,723	2,597	4,909	2,312	10,800	8,203
MEETINGS, CONFERENCES, TRAINING	59	--	133	133	5,600	5,600
FUEL / TRANSPORTATION COSTS	90	--	192	192	800	800
MARKETING & PROMOTION	53	14	60	46	2,700	2,686
	<u>18,334</u>	<u>19,612</u>	<u>22,012</u>	<u>2,400</u>	<u>97,348</u>	<u>77,736</u>
NET OPERATING (REVENUE) EXPENSE	<u>(12,622)</u>	<u>(10,262)</u>	<u>(29,500)</u>	<u>(19,238)</u>	<u>668</u>	<u>10,930</u>
OTHER						
O.P.P. CONTRACT	593,966	584,710	584,415	(295)	2,344,381	1,759,671
	<u>593,966</u>	<u>584,710</u>	<u>584,415</u>	<u>(295)</u>	<u>2,344,381</u>	<u>1,759,671</u>
	<u>581,344</u>	<u>574,448</u>	<u>554,915</u>	<u>(19,533)</u>	<u>2,345,049</u>	<u>1,770,601</u>

NOTES

(1) Timing issue. The variance will balance by the end of the year.

Town of Ingersoll
3 Months Ended March 31, 2018

DEPARTMENT: POLICE	YTD Actual		YTD Budget	Variance YTD	Annual Budget	Remaining Budget
	2017	2018	2018	2018 Budget vs Actual	2018	2018
	1	2	3	fav (unfav)	5	6=5-2
ACTIVITY: FACILITY				4=3-2		
REVENUE						
RENT / LEASES	(26,250)	(26,250)	(26,250)	--	(105,000)	(78,750)
	(26,250)	(26,250)	(26,250)	--	(39,048)	(12,798)
EXPENSE						
UTILITIES - HYDRO	3,962	2,243	4,239	1,996	21,700	19,457
UTILITIES - NATURAL GAS	385	844	558	(286)	1,750	906
UTILITIES - WATER	492	363	533	170	3,200	2,837
BLDG REPAIRS & MAINTENANCE	366	1,048	266	(782)	5,000	3,952
	5,205	4,498	5,596	1,098	32,800	28,302
NET OPERATING (REVENUE) EXPENSE	(21,045)	(21,752)	(20,654)	1,098	(6,248)	15,504
OTHER						
	--	--	--	--	10,000	10,000
	(21,045)	(21,752)	(20,654)	1,098	3,752	25,504

NOTES

No significant variances

Town of Ingersoll
3 Months Ended March 31, 2018

DEPARTMENT: ENGINEERING	YTD Actual		YTD Budget	Variance YTD	Annual Budget	Remaining Budget
	2017	2018	2018	2018 Budget vs Actual	2018	2018
	1	2	3	4=3-2 fav (unfav)	5	6=5-2
ACTIVITY: ADMINISTRATION						
REVENUE						
USER FEES	(3,540)	--	(989)	(989)	(1,500)	(1,500)
RECOVERIES	(5,475)	(3,820)	(10,427)	(6,607)	(80,200)	(76,380)
	<u>(9,015)</u>	<u>(3,820)</u>	<u>(11,416)</u>	<u>(7,596)</u>	<u>(81,900)</u>	<u>(78,080)</u>
EXPENSE						
SALARIES, WAGES & BENEFITS	61,700	66,732	69,396	2,664	375,980	309,248
ADMINISTRATIVE EXPENSE	140	52	345	293	15,850	15,798
OPERATING EXPENSE	56	431	236	(195)	3,970	3,539
COMMUNICATIONS	2,166	1,939	2,323	384	11,000	9,061
PROGRAM EXPENSES	148	540	317	(223)	2,855	2,315
MEETINGS, CONFERENCES, TRAINING	2,858	375	3,792	3,417	17,650	17,275
FUEL / TRANSPORTATION COSTS	760	364	747	383	3,100	2,736
PROFESSIONAL FEES	94	--	149	149	66,500	66,500
CONTRACTED SERVICES	(304)	(322)	--	322	2,500	2,822
EQUIP REPAIRS & MAINTENANCE	141	--	838	838	3,200	3,200
EQUIPMENT USAGE	41	52	10	(42)	200	148
	<u>67,798</u>	<u>70,164</u>	<u>78,153</u>	<u>7,989</u>	<u>503,305</u>	<u>433,141</u>
NET OPERATING (REVENUE) EXPENSE	<u>58,783</u>	<u>66,344</u>	<u>66,737</u>	<u>393</u>	<u>421,405</u>	<u>355,061</u>
OTHER						
	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>1,500,000</u>	<u>1,500,000</u>
	<u>58,783</u>	<u>66,344</u>	<u>66,737</u>	<u>393</u>	<u>1,921,405</u>	<u>1,855,061</u>

NOTES

Town of Ingersoll
3 Months Ended March 31, 2018

DEPARTMENT: ENGINEERING	YTD Actual		YTD Budget	Variance YTD 2018 Budget vs Actual	Annual Budget	Remaining Budget
	2017	2018	2018	fav (unfav)	2018	2018
	1	2	3	4=3-2	5	6=5-2
ACTIVITY: EQUIPMENT						
REVENUE						
EXPENSE						
EQUIP REPAIRS & MAINTENANCE	(556)	(52)	(487)	(435)	(7,000)	(6,948)
	(556)	(52)	(487)	(435)	(7,000)	(6,948)
NET OPERATING (REVENUE) EXPENSE	(556)	(52)	(487)	(435)	(7,000)	(6,948)
OTHER						
	--	--	--	--	7,000	7,000
	(556)	(52)	(487)	(435)	--	52

NOTES

No significant variances

Town of Ingersoll
3 Months Ended March 31, 2018

DEPARTMENT: ENGINEERING	YTD Actual		YTD Budget	Variance YTD	Annual Budget	Remaining Budget
	2017	2018	2018	2018 Budget vs Actual	2018	2018
	1	2	3	fav (unfav)	5	6=5-2
				4=3-2		
ACTIVITY: STREET LIGHTING						
REVENUE						
EXPENSE						
UTILITIES - HYDRO	34,091	31,992	33,775	1,783	260,000	228,008
EQUIP REPAIRS & MAINTENANCE	2,957	--	3,849	3,849	12,000	12,000
	<u>37,048</u>	<u>31,992</u>	<u>37,624</u>	<u>5,632</u>	<u>272,000</u>	<u>240,008</u>
NET OPERATING (REVENUE) EXPENSE	<u>37,048</u>	<u>31,992</u>	<u>37,624</u>	<u>5,632</u>	<u>272,000</u>	<u>240,008</u>
OTHER						
	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>
	<u>37,048</u>	<u>31,992</u>	<u>37,624</u>	<u>5,632</u>	<u>272,000</u>	<u>240,008</u>

NOTES

No significant variances

Town of Ingersoll
3 Months Ended March 31, 2018

DEPARTMENT: ENGINEERING	YTD Actual		YTD Budget	Variance YTD	Annual Budget	Remaining Budget
	2017	2018	2018	2018 Budget vs Actual	2018	2018
	1	2	3	fav (unfav)	5	6=5-2
ACTIVITY: TRAFFIC SIGNALS				4=3-2		
REVENUE						
EXPENSE						
UTILITIES - HYDRO	896	498	997	499	5,000	4,502
EQUIP REPAIRS & MAINTENANCE	1,465	--	2,224	2,224	10,000	10,000
	<u>2,361</u>	<u>498</u>	<u>3,221</u>	<u>2,723</u>	<u>15,000</u>	<u>14,502</u>
NET OPERATING (REVENUE) EXPENSE	<u>2,361</u>	<u>498</u>	<u>3,221</u>	<u>2,723</u>	<u>15,000</u>	<u>14,502</u>
OTHER						
	--	--	--	--	--	--
	<u>2,361</u>	<u>498</u>	<u>3,221</u>	<u>2,723</u>	<u>15,000</u>	<u>14,502</u>

NOTES

No significant variances

Town of Ingersoll
3 Months Ended March 31, 2018

DEPARTMENT: PUBLIC WORKS		YTD Actual		YTD Budget	Variance YTD	Annual	Remaining	
		2017	2018	2018	2018 Budget vs Actual	Budget	Budget	
ACTIVITY:	PUBLIC WORKS	1	2	3	4=3-2	5	6=5-2	
		REVENUE						
	SALE OF GOODS OR SERVICES	(2,351)	(2,088)	(2,192)	(104)	(8,180)	(6,092)	
	PERMITS/LICENSES	(2,300)	(3,400)	(1,916)	1,484	(10,000)	(6,600)	
	USER FEES	--	--	(73)	(73)	(300)	(300)	
	RECOVERIES	(4,468)	(4,817)	(3,060)	1,757	(20,000)	(15,183)	
		<u>(9,118)</u>	<u>(10,305)</u>	<u>(7,241)</u>	<u>3,064</u>	<u>(246,918)</u>	<u>(236,613)</u>	
	EXPENSE							
	SALARIES, WAGES & BENEFITS	191,707	201,152	206,694	5,542	1,086,874	885,722	
	ADMINISTRATIVE EXPENSE	320	189	242	53	1,275	1,086	
	OPERATING EXPENSE	9,050	1,687	6,808	5,121	20,450	18,763	
	COMMUNICATIONS	2,504	1,905	3,413	1,508	8,969	7,064	
	UTILITIES - HYDRO	1,952	1,061	2,013	952	11,350	10,289	
	UTILITIES - NATURAL GAS	2,425	4,126	4,147	21	7,900	3,774	
	UTILITIES - WATER	117	253	122	(131)	1,700	1,447	
	PROGRAM EXPENSES	533	635	640	5	886	251	
	MEETINGS, CONFERENCES, TRAINING	1,589	5,960	1,771	(4,189)	(1) 8,105	2,145	
	FUEL / TRANSPORTATION COSTS	14,254	20,359	16,136	(4,223)	(2) 59,275	38,916	
	CONTRACTED SERVICES	10,914	17,632	23,852	6,220	31,250	13,618	
	MARKETING & PROMOTION	1,940	--	1,300	1,300	5,500	5,500	
	LAND MAINTENANCE & IMPROVEMENT	--	--	240	240	1,000	1,000	
	BLDG REPAIRS & MAINTENANCE	198	2,606	233	(2,373)	(1) 9,000	6,394	
	SNOW REMOVAL AND SANDING	9,092	7,388	7,528	140	18,000	10,612	
	MAINTENANCE CONTRACTS	1,876	1,491	2,783	1,292	12,130	10,639	
	MATERIALS - PUBLIC WORKS	106,201	91,320	111,180	19,860	(1) 422,108	330,788	
	PW EQUIP CHARGEOUT NET OF COSTS	(108,271)	(78,181)	20,874	99,055	(1) 94,655	172,836	
	EQUIPMENT USAGE	117,263	89,758	70,548	(19,210)	(1) (200)	(89,958)	
		<u>363,663</u>	<u>369,343</u>	<u>480,524</u>	<u>111,181</u>	<u>1,800,824</u>	<u>1,431,481</u>	
	NET OPERATING (REVENUE) EXPENSE	<u>354,545</u>	<u>359,038</u>	<u>473,283</u>	<u>114,245</u>	<u>1,553,906</u>	<u>1,194,868</u>	
	OTHER	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>207,976</u>	<u>207,976</u>	
		<u>354,545</u>	<u>359,038</u>	<u>473,283</u>	<u>114,245</u>	<u>1,761,882</u>	<u>1,402,844</u>	

NOTES

Town of Ingersoll
3 Months Ended March 31, 2018

DEPARTMENT: PUBLIC WORKS	YTD Actual		YTD Budget	Variance YTD	Annual Budget	Remaining Budget
	2017	2018	2018	2018 Budget vs Actual	2018	2018
	1	2	3	4=3-2 fav (unfav)	5	6=5-2
ACTIVITY: ADMINISTRATION & EQUIPMENT						
REVENUE						
PERMITS/LICENSES	(2,300)	(3,400)	(1,916)	1,484	(10,000)	(6,600)
USER FEES	--	--	(73)	(73)	(300)	(300)
RECOVERIES	(4,468)	(4,817)	(3,060)	1,757	(20,000)	(15,183)
	<u>(6,768)</u>	<u>(8,217)</u>	<u>(5,049)</u>	<u>3,168</u>	<u>(211,300)</u>	<u>(203,083)</u>
EXPENSE						
SALARIES, WAGES & BENEFITS	73,958	64,265	72,789	8,524	443,972	379,707
ADMINISTRATIVE EXPENSE	320	189	242	53	1,275	1,086
OPERATING EXPENSE	9,050	1,458	6,808	5,350	17,450	15,992
COMMUNICATIONS	459	1,176	766	(410)	1,760	584
PROGRAM EXPENSES	533	635	640	5	886	251
MEETINGS, CONFERENCES, TRAINING	1,589	5,960	1,771	(4,189)	8,105	2,145
FUEL / TRANSPORTATION COSTS	14,254	20,359	16,136	(4,223)	59,275	38,916
PW EQUIP CHARGEOUT NET OF COSTS	(108,271)	(78,181)	20,874	99,055	94,655	172,836
EQUIPMENT USAGE	6,068	3,011	(61,435)	(64,446)	(343,290)	(346,301)
	<u>(2,042)</u>	<u>18,872</u>	<u>58,591</u>	<u>39,719</u>	<u>287,138</u>	<u>268,266</u>
NET OPERATING (REVENUE) EXPENSE	<u>(8,809)</u>	<u>10,654</u>	<u>53,542</u>	<u>42,888</u>	<u>75,838</u>	<u>65,184</u>
OTHER						
	<u>--</u>	<u>--</u>	<u>0</u>	<u>0</u>	<u>212,285</u>	<u>212,285</u>
	<u>(8,809)</u>	<u>10,654</u>	<u>53,542</u>	<u>42,888</u>	<u>288,123</u>	<u>277,469</u>

NOTES

Timing differences. Variances will balance at the end of the year.

Town of Ingersoll
3 Months Ended March 31, 2018

DEPARTMENT: PUBLIC WORKS		YTD Actual		YTD Budget	Variance YTD 2018 Budget vs Actual fav (unfav)	Annual	Remaining
		2017	2018	2018		Budget	Budget
ACTIVITY:	FACILITY	1	2	3	4=3-2	2018	2018
		5	6=5-2
REVENUE							
EXPENSE							
	SALARIES, WAGES & BENEFITS	2,025	1,570	3,808	2,238	16,111	14,541
	COMMUNICATIONS	2,046	729	2,647	1,918	7,209	6,480
	UTILITIES - HYDRO	1,880	980	1,939	959	10,600	9,620
	UTILITIES - NATURAL GAS	2,425	4,126	4,147	21	7,900	3,774
	UTILITIES - WATER	117	253	122	(131)	1,700	1,447
	BLDG REPAIRS & MAINTENANCE	198	2,606	233	(2,373)	9,000	6,394
	MAINTENANCE CONTRACTS	1,876	1,491	2,783	1,292	12,130	10,639
		<u>10,567</u>	<u>11,985</u>	<u>15,679</u>	<u>3,694</u>	<u>65,747</u>	<u>53,762</u>
NET OPERATING (REVENUE) EXPENSE		<u>10,567</u>	<u>11,985</u>	<u>15,679</u>	<u>3,694</u>	<u>65,747</u>	<u>53,762</u>
OTHER							
		<u>--</u>	<u>--</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
		<u>10,567</u>	<u>11,985</u>	<u>15,679</u>	<u>3,694</u>	<u>65,747</u>	<u>53,762</u>

NOTES

No significant variances

Town of Ingersoll
3 Months Ended March 31, 2018

DEPARTMENT: PUBLIC WORKS	YTD Actual		YTD Budget	Variance YTD	Annual Budget	Remaining Budget
	2017	2018	2018	2018 Budget vs Actual	2018	2018
	1	2	3	fav (unfav)	5	6=5-2
ACTIVITY: BRIDGES & CULVERTS				4=3-2		
REVENUE						
EXPENSE						
SALARIES, WAGES & BENEFITS	579	--	534	534	9,760	9,760
EQUIPMENT USAGE	203	--	76	76	700	700
	<u>899</u>	<u>0</u>	<u>1,158</u>	<u>1,158</u>	<u>12,960</u>	<u>12,960</u>
NET OPERATING (REVENUE) EXPENSE	<u>899</u>	<u>0</u>	<u>1,158</u>	<u>1,158</u>	<u>12,960</u>	<u>12,960</u>
OTHER						
	<u>--</u>	<u>--</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<u>899</u>	<u>--</u>	<u>1,158</u>	<u>1,158</u>	<u>12,960</u>	<u>12,960</u>

NOTES

No significant variances

Town of Ingersoll
3 Months Ended March 31, 2018

DEPARTMENT: PUBLIC WORKS	YTD Actual		YTD Budget	Variance YTD	Annual Budget	Remaining Budget
	2017	2018	2018	2018 Budget vs Actual	2018	2018
	1	2	3	fav (unfav)	5	6=5-2
ACTIVITY: ROADSIDE MAINTENANCE				4=3-2		
EXPENSE						
SALARIES, WAGES & BENEFITS	25,195	6,953	25,932	18,979	129,590	122,637
MATERIALS - PUBLIC WORKS	19,682	(244)	21,500	21,744	72,700	72,944
EQUIPMENT USAGE	17,019	1,679	14,177	12,498	68,500	66,821
	<u>61,897</u>	<u>8,388</u>	<u>61,609</u>	<u>53,221</u>	<u>270,790</u>	<u>262,402</u>
NET OPERATING (REVENUE) EXPENSE	<u>61,897</u>	<u>8,388</u>	<u>61,609</u>	<u>53,221</u>	<u>270,790</u>	<u>262,402</u>
OTHER						
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
	<u>61,897</u>	<u>8,388</u>	<u>61,609</u>	<u>53,221</u>	<u>270,790</u>	<u>262,402</u>

NOTES

Timing differences. Variances will balance at the end of the year.

Town of Ingersoll
3 Months Ended March 31, 2018

DEPARTMENT: PUBLIC WORKS	YTD Actual		YTD Budget	Variance YTD	Annual Budget	Remaining Budget
	2017	2018	2018	2018 Budget vs Actual	2018	2018
	1	2	3	fav (unfav)	5	6=5-2
ACTIVITY: SURFACE MAINTENANCE				4=3-2		
REVENUE						
EXPENSE						
SALARIES, WAGES & BENEFITS	14,030	18,922	14,780	(4,142)	119,720	100,798
MATERIALS - PUBLIC WORKS	--	1,246	--	(1,246)	114,200	112,954
EQUIPMENT USAGE	3,339	3,435	3,449	14	63,750	60,315
	<u>17,369</u>	<u>23,602</u>	<u>18,229</u>	<u>(5,373)</u>	<u>297,670</u>	<u>274,068</u>
NET OPERATING (REVENUE) EXPENSE	<u>17,369</u>	<u>23,602</u>	<u>18,229</u>	<u>(5,373)</u>	<u>297,670</u>	<u>274,068</u>
OTHER						
	<u>--</u>	<u>--</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<u>17,369</u>	<u>23,602</u>	<u>18,229</u>	<u>(5,373)</u>	<u>297,670</u>	<u>274,068</u>

NOTES

No significant variances

Town of Ingersoll
3 Months Ended March 31, 2018

DEPARTMENT: PUBLIC WORKS		YTD Actual		YTD Budget	Variance YTD	Annual Budget	Remaining Budget
		2017	2018	2018	2018 Budget vs Actual	2018	2018
ACTIVITY:	ROADS, SIDEWALKS & PARKING LOTS	1	2	3	4=3-2	5	6=5-2
		REVENUE					
		EXPENSE					
	SALARIES, WAGES & BENEFITS	15,840	7,131	13,654	6,523	111,000	103,869
	UTILITIES - HYDRO	71	81	74	(7)	750	669
	LAND MAINTENANCE & IMPROVEMENT	--	--	240	240	1,000	1,000
	SNOW REMOVAL AND SANDING	9,092	7,388	7,528	140	18,000	10,612
	MATERIALS - PUBLIC WORKS	12,200	7,935	10,784	2,849	109,300	101,365
	EQUIPMENT USAGE	3,633	613	2,507	1,894	23,170	22,557
		<u>40,837</u>	<u>23,148</u>	<u>34,787</u>	<u>11,639</u>	<u>263,220</u>	<u>240,072</u>
	NET OPERATING (REVENUE) EXPENSE	<u>40,837</u>	<u>23,148</u>	<u>34,787</u>	<u>11,639</u>	<u>263,220</u>	<u>240,072</u>
	OTHER						
		<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>
		<u>40,837</u>	<u>23,148</u>	<u>34,787</u>	<u>11,639</u>	<u>263,220</u>	<u>240,072</u>

NOTES

No significant variances

Town of Ingersoll
3 Months Ended March 31, 2018

DEPARTMENT: PUBLIC WORKS	YTD Actual		YTD Budget	Variance YTD 2018 Budget vs Actual	Annual Budget	Remaining Budget
	2017	2018	2018	fav (unfav)	2018	2018
	1	2	3	4=3-2	5	6=5-2
ACTIVITY: WINTER CONTROL						
REVENUE						
EXPENSE						
SALARIES, WAGES & BENEFITS	46,636	87,158	56,802	(30,356)	150,370	63,212
CONTRACTED SERVICES	10,914	17,632	23,852	6,220	28,500	10,868
MATERIALS - PUBLIC WORKS	73,934	81,235	78,038	(3,197)	116,900	35,665
EQUIPMENT USAGE	84,634	79,563	109,858	30,295	146,560	66,997
	<u>216,117</u>	<u>265,589</u>	<u>268,550</u>	<u>2,961</u>	<u>442,330</u>	<u>176,741</u>
NET OPERATING (REVENUE) EXPENSE	<u>216,117</u>	<u>265,589</u>	<u>268,550</u>	<u>2,961</u>	<u>442,330</u>	<u>176,741</u>
OTHER						
	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>
	<u>216,117</u>	<u>265,589</u>	<u>268,550</u>	<u>2,961</u>	<u>442,330</u>	<u>176,741</u>

NOTES

Longer winter increased the need for Winter Control. Unfavourable variance is projected to the end of the year.

Town of Ingersoll
3 Months Ended March 31, 2018

DEPARTMENT: PUBLIC WORKS	YTD Actual		YTD Budget	Variance YTD	Annual Budget	Remaining Budget
	2017	2018	2018	2018 Budget vs Actual	2018	2018
	1	2	3	fav (unfav)	5	6=5-2
ACTIVITY: ENVIRONMENTAL SERVICES				4=3-2		
REVENUE						
SALE OF GOODS OR SERVICES	(2,351)	(2,088)	(2,192)	(104)	(7,180)	(5,092)
	(2,351)	(2,088)	(2,192)	(104)	(35,618)	(33,530)
EXPENSE						
SALARIES, WAGES & BENEFITS	13,444	15,154	18,395	3,241	106,351	91,197
MARKETING & PROMOTION	1,940	--	1,300	1,300	5,200	5,200
MATERIALS - PUBLIC WORKS	268	1,148	310	(838)	6,508	5,361
EQUIPMENT USAGE	2,367	1,458	1,916	458	40,410	38,952
	18,019	17,759	21,921	4,162	160,969	143,210
NET OPERATING (REVENUE) EXPENSE	15,669	15,672	19,729	4,057	125,351	109,679
OTHER						
	--	--	--	--	(4,309)	(4,309)
	15,669	15,672	19,729	4,057	121,042	105,370

NOTES

No significant variances

Town of Ingersoll
3 Months Ended March 31, 2018

DEPARTMENT: PARKS AND ARENA	YTD Actual		YTD Budget	Variance YTD	Annual Budget	Remaining Budget
	2017	2018	2018	2018 Budget vs Actual	2018	2018
	1	2	3	fav (unfav)	5	6=5-2
ACTIVITY: ADMINISTRATION				4=3-2		
REVENUE						
DONATIONS / FUNDRAISING	(1,000)	(100)	--	100	--	100
	(1,000)	(100)	--	100	--	100
EXPENSE						
SALARIES, WAGES & BENEFITS	16,203	28,771	23,061	(5,710)	120,790	92,019
ADMINISTRATIVE EXPENSE	--	280	18	(262)	75	(205)
OPERATING EXPENSE	--	--	24	24	100	100
COMMUNICATIONS	62	93	49	(44)	420	327
PROGRAM EXPENSES	2,530	1,833	94	(1,739)	9,200	7,367
MEETINGS, CONFERENCES, TRAINING	958	--	1,032	1,032	1,700	1,700
FUEL / TRANSPORTATION COSTS	109	--	96	96	1,250	1,250
MARKETING & PROMOTION	6,349	--	716	716	3,000	3,000
EQUIP REPAIRS & MAINTENANCE	--	--	24	24	100	100
	26,212	30,976	25,114	(5,862)	141,635	110,659
NET OPERATING (REVENUE) EXPENSE	25,212	30,876	25,114	(5,762)	141,635	110,759
OTHER						
	--	--	--	--	10,000	10,000
	25,212	30,876	25,114	(5,762)	151,635	120,759

NOTES

No significant variances

Town of Ingersoll
3 Months Ended March 31, 2018

DEPARTMENT: PARKS AND ARENA		YTD Actual		YTD Budget	Variance YTD	Annual Budget	Remaining Budget
		2017	2018	2018	2018 Budget vs Actual	2018	2018
ACTIVITY:	ARENA	1	2	3	4=3-2	5	6=5-2
REVENUE							
SALE OF GOODS OR SERVICES		(7,531)	(1,098)	(2,329)	(1,231)	(9,200)	(8,102)
ICE RENTAL		(67,242)	(67,031)	(68,480)	(1,449)	(231,343)	(164,312)
RENT / LEASES		(1,098)	(980)	(999)	(19)	(6,200)	(5,220)
USER FEES		(4,329)	(4,196)	(4,236)	(40)	(8,059)	(3,863)
		<u>(80,200)</u>	<u>(73,306)</u>	<u>(76,044)</u>	<u>(2,738)</u>	<u>(254,802)</u>	<u>(181,496)</u>
EXPENSE							
SALARIES, WAGES & BENEFITS		54,275	40,886	52,379	11,493	211,210	170,324
ADMINISTRATIVE EXPENSE		70	9	64	55	350	341
OPERATING EXPENSE		1,888	2,111	1,459	(652)	6,371	4,260
COMMUNICATIONS		942	935	845	(90)	3,140	2,205
UTILITIES - HYDRO		13,563	13,879	12,496	(1,383)	79,000	65,121
UTILITIES - NATURAL GAS		3,038	5,315	5,525	210	12,000	6,685
UTILITIES - WATER		965	2,156	1,052	(1,104)	11,500	9,344
SUPPLIES		3,773	(305)	1,675	1,980	2,600	2,905
FUEL / TRANSPORTATION COSTS		355	360	380	20	2,800	2,440
REPAIRS & MAINTENANCE		523	--	145	145	300	300
EQUIP REPAIRS & MAINTENANCE		1,743	2,082	3,869	1,787	24,000	21,918
BLDG REPAIRS & MAINTENANCE		1,940	1,369	2,286	917	16,500	15,131
SNOW REMOVAL AND SANDING		1,280	3,495	3,411	(84)	5,400	1,905
MAINTENANCE CONTRACTS		3,304	2,767	3,111	344	16,265	13,498
		<u>87,658</u>	<u>75,059</u>	<u>88,697</u>	<u>13,638</u>	<u>398,386</u>	<u>323,327</u>
NET OPERATING (REVENUE) EXPENSE		<u>7,458</u>	<u>1,753</u>	<u>12,653</u>	<u>10,900</u>	<u>143,584</u>	<u>141,831</u>
OTHER		<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>279,210</u>	<u>279,210</u>
		<u>7,458</u>	<u>1,753</u>	<u>12,653</u>	<u>10,900</u>	<u>422,794</u>	<u>421,041</u>

NOTES

No significant variances

Town of Ingersoll
3 Months Ended March 31, 2018

DEPARTMENT: PARKS AND ARENA		YTD Actual		YTD Budget	Variance YTD	Annual Budget	Remaining Budget
		2017	2018	2018	2018 Budget vs Actual	2018	2018
ACTIVITY:	PARKS	1	2	3	4=3-2	5	6=5-2
REVENUE							
	USER FEES	(6,957)	(8,420)	(6,461)	1,959	(24,000)	(15,580)
	RECOVERIES	(500)	--	(500)	(500)	(8,700)	(8,700)
		<u>(7,457)</u>	<u>(8,420)</u>	<u>(6,961)</u>	<u>1,459</u>	<u>(32,700)</u>	<u>(24,280)</u>
EXPENSE							
	SALARIES, WAGES & BENEFITS	45,621	54,008	61,171	7,163	377,220	323,212
	OPERATING EXPENSE	345	1,884	194	(1,690)	8,040	6,156
	COMMUNICATIONS	515	534	777	243	3,250	2,716
	UTILITIES - HYDRO	1,881	1,750	2,077	327	20,500	18,750
	UTILITIES - NATURAL GAS	2,782	3,951	4,208	257	8,600	4,649
	UTILITIES - WATER	789	218	760	542	12,500	12,282
	PROGRAM EXPENSES	200	200	203	3	5,600	5,400
	MEETINGS, CONFERENCES, TRAINING	--	28	--	(28)	1,000	972
	FUEL / TRANSPORTATION COSTS	923	509	1,332	823	15,000	14,491
	REPAIRS & MAINTENANCE	92	--	586	586	10,300	10,300
	LAND MAINTENANCE & IMPROVEMENT	2,467	3,029	2,664	(365)	45,500	42,471
	EQUIP REPAIRS & MAINTENANCE	9,311	1,111	8,260	7,149	25,000	23,889
	BLDG REPAIRS & MAINTENANCE	2,327	1,891	3,897	2,006	11,100	9,209
	SNOW REMOVAL AND SANDING	--	--	264	264	1,100	1,100
	MAINTENANCE CONTRACTS	783	1,468	980	(488)	5,020	3,552
		<u>68,036</u>	<u>70,581</u>	<u>87,373</u>	<u>16,792</u>	<u>551,430</u>	<u>480,849</u>
NET OPERATING (REVENUE) EXPENSE		<u>60,579</u>	<u>62,160</u>	<u>80,412</u>	<u>18,252</u>	<u>518,730</u>	<u>456,570</u>
OTHER							
		--	--	--	--	149,000	149,000
		<u>60,579</u>	<u>62,160</u>	<u>80,412</u>	<u>18,252</u>	<u>667,730</u>	<u>605,570</u>

NOTES

No significant variances

Town of Ingersoll
3 Months Ended March 31, 2018

DEPARTMENT: PARKS AND ARENA	YTD Actual		YTD Budget	Variance YTD	Annual Budget	Remaining Budget
	2017	2018	2018	2018 Budget vs Actual	2018	2018
	1	2	3	fav (unfav)	5	6=5-2
ACTIVITY: PARKS PROGRAMS						
REVENUE						
SALE OF GOODS OR SERVICES	(3,974)	(6,695)	(3,464)	3,231	(16,500)	(9,805)
	(3,974)	(6,695)	(3,464)	3,231	(23,060)	(16,365)
EXPENSE						
SALARIES, WAGES & BENEFITS	9	3,088	9,299	6,211	60,060	56,972
OPERATING EXPENSE	--	--	252	252	1,050	1,050
COMMUNICATIONS	--	--	12	12	50	50
SUPPLIES	5,678	4,166	5,073	907	21,000	16,834
CONTRACTED SERVICES	--	--	446	446	8,860	8,860
	5,719	7,254	15,082	7,828	98,520	91,266
NET OPERATING (REVENUE) EXPENSE	1,744	559	11,618	11,059	75,460	74,901
OTHER						
	--	--	--	--	--	--
	1,744	559	11,618	11,059	75,460	74,901

NOTES

No significant variances projected at this time

Town of Ingersoll
3 Months Ended March 31, 2018

DEPARTMENT: PARKS AND ARENA	YTD Actual		YTD Budget	Variance YTD	Annual Budget	Remaining Budget
	2017	2018	2018	2018 Budget vs Actual	2018	2018
	1	2	3	4=3-2	5	6=5-2
ACTIVITY: CAMI PARKS / SUZUKI HOUSE						
REVENUE						
RENT / LEASES	--	--	(2,407)	(2,407)	(10,040)	(10,040)
USER FEES	--	2,301	--	(2,301)	(20,000)	(22,301)
	<u>0</u>	<u>2,301</u>	<u>(2,407)</u>	<u>(4,708)</u>	<u>(30,040)</u>	<u>(32,341)</u>
EXPENSE						
SALARIES, WAGES & BENEFITS	4,794	2,555	2,297	(258)	10,040	7,485
UTILITIES - HYDRO	11,935	8,109	9,939	1,830	50,000	41,891
UTILITIES - NATURAL GAS	905	1,316	1,136	(180)	5,700	4,384
UTILITIES - WATER	732	1,458	5,215	3,757	34,000	32,542
EQUIP REPAIRS & MAINTENANCE	365	1,715	948	(767)	10,000	8,286
BLDG REPAIRS & MAINTENANCE	1,736	1,100	1,602	502	5,000	3,900
SNOW REMOVAL AND SANDING	2,240	3,750	3,648	(102)	5,000	1,250
MAINTENANCE CONTRACTS	1,090	1,379	806	(573)	5,384	4,005
	<u>23,797</u>	<u>21,380</u>	<u>25,591</u>	<u>4,211</u>	<u>187,044</u>	<u>165,664</u>
NET OPERATING (REVENUE) EXPENSE	<u>23,797</u>	<u>23,681</u>	<u>23,184</u>	<u>(497)</u>	<u>157,004</u>	<u>133,323</u>
OTHER						
	--	--	--	--	--	--
	<u>23,797</u>	<u>23,681</u>	<u>23,184</u>	<u>(497)</u>	<u>157,004</u>	<u>133,323</u>

NOTES

No significant variances projected at this time

Town of Ingersoll
3 Months Ended March 31, 2018

DEPARTMENT: VICTORIA PARK COMMUNITY CENTRE	YTD Actual		YTD Budget	Variance YTD 2018 Budget vs Actual	Annual Budget	Remaining Budget
	2017	2018	2018	fav (unfav)	2018	2018
	1	2	3	4=3-2	5	6=5-2
ACTIVITY: ADMINISTRATION						
REVENUE						
SALE OF GOODS OR SERVICES	(347)	(382)	--	382	--	382
USER FEES	(141)	(155)	(153)	2	(500)	(345)
RECOVERIES	(237)	(203)	--	203	--	203
	<u>(725)</u>	<u>(740)</u>	<u>(153)</u>	<u>587</u>	<u>(500)</u>	<u>240</u>
EXPENSE						
SALARIES, WAGES & BENEFITS	28,034	13,039	13,260	221	64,670	51,631
ADMINISTRATIVE EXPENSE	2,563	3,275	2,515	(760)	16,075	12,800
COMMUNICATIONS	2,764	2,864	2,503	(361)	10,000	7,136
SUPPLIES	100	192	--	(192)	--	(192)
MARKETING & PROMOTION	--	--	48	48	200	200
	<u>33,461</u>	<u>19,370</u>	<u>18,326</u>	<u>(1,044)</u>	<u>92,345</u>	<u>72,975</u>
NET OPERATING (REVENUE) EXPENSE	<u>32,736</u>	<u>18,630</u>	<u>18,173</u>	<u>(457)</u>	<u>91,845</u>	<u>73,215</u>
OTHER						
	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>
	<u>32,736</u>	<u>18,630</u>	<u>18,173</u>	<u>(457)</u>	<u>91,845</u>	<u>73,215</u>

NOTES

No significant variances projected at this time

Town of Ingersoll
3 Months Ended March 31, 2018

DEPARTMENT: VICTORIA PARK COMMUNITY CENTRE		YTD Actual		YTD Budget	Variance YTD 2018 Budget vs Actual	Annual Budget	Remaining Budget
		2017	2018	2018	fav (unfav)	2018	2018
ACTIVITY:	AQUATICS	1	2	3	4=3-2	5	6=5-2
REVENUE							
	SALE OF GOODS OR SERVICES	--	--	(240)	--	(1,000)	(1,000)
	RENT / LEASES	(2,598)	(5,869)	(2,021)	3,848	(16,448)	(10,579)
	USER FEES	(7,890)	(9,821)	(6,640)	3,181	(25,500)	(15,679)
	MEMBERSHIPS	(4,013)	(5,767)	(4,337)	1,430	(24,174)	(18,407)
	PROGRAM REVENUES	(33,697)	(40,301)	(37,565)	2,736	(151,557)	(111,256)
	DONATIONS / FUNDRAISING	--	(5,000)	--	5,000	--	5,000
		<u>(48,198)</u>	<u>(66,758)</u>	<u>(50,803)</u>	<u>16,195</u>	<u>(218,679)</u>	<u>(151,921)</u>
EXPENSE							
	SALARIES, WAGES & BENEFITS	45,754	65,789	52,229	(13,560)	340,860	275,071
	OPERATING EXPENSE	--	4,624	--	(4,624)	4,350	(274)
	SUPPLIES	1,280	378	1,216	838	4,000	3,622
	PROGRAM EXPENSES	1,669	1,211	1,478	267	4,981	3,770
	MEETINGS, CONFERENCES, TRAINING	238	--	140	140	990	990
	FUEL / TRANSPORTATION COSTS	17	17	16	(1)	385	368
		<u>48,958</u>	<u>72,018</u>	<u>55,079</u>	<u>(16,939)</u>	<u>355,566</u>	<u>283,548</u>
	NET OPERATING (REVENUE) EXPENSE	<u>759</u>	<u>5,260</u>	<u>4,276</u>	<u>(744)</u>	<u>136,887</u>	<u>131,627</u>
OTHER							
		--	--	--	--	--	--
		<u>759</u>	<u>5,260</u>	<u>4,276</u>	<u>(744)</u>	<u>136,887</u>	<u>131,627</u>

NOTES

Timing variances should balance by the end of the year.

Town of Ingersoll
3 Months Ended March 31, 2018

DEPARTMENT: VICTORIA PARK COMMUNITY CENTRE		YTD Actual		YTD Budget	Variance YTD	Annual Budget	Remaining Budget
		2017	2018	2018	2018 Budget vs Actual	2018	2018
ACTIVITY:	FITNESS	1	2	3	4=3-2	5	6=5-2
REVENUE							
	USER FEES	(5,066)	(3,730)	(5,353)	(1,623)	(17,057)	(13,327)
	MEMBERSHIPS	(26,730)	(25,460)	(24,114)	1,346	(105,440)	(79,980)
	PROGRAM REVENUES	(1,644)	(1,324)	(1,796)	(472)	(7,630)	(6,306)
		<u>(33,440)</u>	<u>(30,513)</u>	<u>(31,263)</u>	<u>(750)</u>	<u>(130,127)</u>	<u>(99,614)</u>
EXPENSE							
	SALARIES, WAGES & BENEFITS	21,940	24,368	28,395	4,027	138,850	114,482
	OPERATING EXPENSE	519	--	1,153	1,153	2,150	2,150
	SUPPLIES	151	11	424	413	550	539
	PROGRAM EXPENSES	219	143	192	49	400	257
	MEETINGS, CONFERENCES, TRAINING	--	60	--	(60)	1,380	1,320
	CONTRACTED SERVICES	395	410	366	(44)	1,500	1,090
	MARKETING & PROMOTION	--	--	73	73	300	300
	EQUIP REPAIRS & MAINTENANCE	456	285	1,760	1,475	3,000	2,715
		<u>23,680</u>	<u>25,277</u>	<u>32,363</u>	<u>7,086</u>	<u>148,430</u>	<u>123,153</u>
NET OPERATING (REVENUE) EXPENSE		<u>(9,760)</u>	<u>(5,236)</u>	<u>1,100</u>	<u>6,336</u>	<u>18,303</u>	<u>23,539</u>
OTHER							
		<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>10,000</u>	<u>10,000</u>
		<u>(9,760)</u>	<u>(5,236)</u>	<u>1,100</u>	<u>6,336</u>	<u>28,303</u>	<u>33,539</u>

NOTES

No significant variances projected at this time

Town of Ingersoll
3 Months Ended March 31, 2018

DEPARTMENT: VICTORIA PARK COMMUNITY CENTRE		YTD Actual		YTD Budget	Variance YTD	Annual	Remaining
		2017	2018	2018	2018 Budget vs Actual	Budget	Budget
ACTIVITY:	PROGRAMS	1	2	3	4=3-2	5	6=5-2
						2018	2018
REVENUE							
	USER FEES	(7,829)	(7,797)	(9,034)	(1,237)	(60,899)	(53,102)
	PROGRAM REVENUES	(28,224)	(24,312)	(32,408)	(8,096)	(110,408)	(86,096)
		<u>(36,053)</u>	<u>(32,109)</u>	<u>(41,442)</u>	<u>(9,333)</u>	<u>(177,307)</u>	<u>(145,198)</u>
EXPENSE							
	SALARIES, WAGES & BENEFITS	28,261	31,937	33,029	1,092	214,670	182,733
	SUPPLIES	780	1,009	1,168	159	7,955	6,946
	PROGRAM EXPENSES	2,505	233	3,039	2,806	9,320	9,087
	MEETINGS, CONFERENCES, TRAINING	--	84	--	(84)	1,200	1,116
	FUEL / TRANSPORTATION COSTS	36	--	248	248	500	500
	MARKETING & PROMOTION	--	--	73	73	300	300
		<u>31,582</u>	<u>33,263</u>	<u>37,557</u>	<u>4,294</u>	<u>235,495</u>	<u>202,232</u>
NET OPERATING (REVENUE) EXPENSE		<u>(4,471)</u>	<u>1,154</u>	<u>(3,885)</u>	<u>(5,039)</u>	<u>58,188</u>	<u>57,034</u>
OTHER							
		<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>
		<u>(4,471)</u>	<u>1,154</u>	<u>(3,885)</u>	<u>(5,039)</u>	<u>58,188</u>	<u>57,034</u>

NOTES

No significant variances projected at this time

Town of Ingersoll
3 Months Ended March 31, 2018

DEPARTMENT: VICTORIA PARK COMMUNITY CENTRE		YTD Actual		YTD Budget	Variance YTD	Annual Budget	Remaining Budget
		2017	2018	2018	2018 Budget vs Actual	2018	2018
ACTIVITY:	FACILITY	1	2	3	4=3-2	5	6=5-2
REVENUE							
SALE OF GOODS OR SERVICES		(479)	(651)	(834)	(183)	(2,500)	(1,849)
RENT / LEASES		(418)	(185)	(180)	5	(925)	(740)
		<u>(897)</u>	<u>(836)</u>	<u>(1,014)</u>	<u>(178)</u>	<u>(3,425)</u>	<u>(2,589)</u>
EXPENSE							
SALARIES, WAGES & BENEFITS		30,630	44,059	63,857	19,798	296,580	252,521
OPERATING EXPENSE		3,786	2,592	3,221	629	10,860	8,268
COMMUNICATIONS		--	15	--	(15)	72	57
UTILITIES - HYDRO		11,497	10,330	10,872	542	100,000	89,670
UTILITIES - NATURAL GAS		7,171	11,220	11,094	(126)	41,000	29,780
UTILITIES - WATER		2,661	4,138	2,897	(1,241)	28,500	24,362
SUPPLIES		150	--	1,500	1,500	1,500	1,500
MEETINGS, CONFERENCES, TRAINING		--	--	431	431	1,800	1,800
MARKETING & PROMOTION		--	--	119	119	500	500
REPAIRS & MAINTENANCE		2,755	2,341	3,717	1,376	16,000	13,659
EQUIP REPAIRS & MAINTENANCE		13,417	2,462	10,436	7,974	27,500	25,038
BLDG REPAIRS & MAINTENANCE		11,025	2,088	9,203	7,115	20,000	17,912
SNOW REMOVAL AND SANDING		2,560	3,660	4,489	829	6,500	2,840
MAINTENANCE CONTRACTS		2,367	2,489	2,477	(12)	18,000	15,511
		<u>88,019</u>	<u>85,393</u>	<u>124,313</u>	<u>38,920</u>	<u>568,812</u>	<u>483,419</u>
NET OPERATING (REVENUE) EXPENSE		<u>87,123</u>	<u>84,557</u>	<u>123,299</u>	<u>38,742</u>	<u>565,387</u>	<u>480,830</u>
OTHER							
		--	--	--	--	460,000	460,000
		<u>87,123</u>	<u>84,557</u>	<u>123,299</u>	<u>38,742</u>	<u>1,025,387</u>	<u>940,830</u>

NOTES

No significant variances projected at this time

Town of Ingersoll
3 Months Ended March 31, 2018

DEPARTMENT: YOUTH CENTRE		YTD Actual		YTD Budget	Variance YTD	Annual Budget	Remaining Budget
		2017	2018	2018	2018 Budget vs Actual	2018	2018
ACTIVITY:	FACILITY	1	2	3	4=3-2	5	6=5-2
REVENUE							
	RENT / LEASES	(7,208)	(8,857)	(7,258)	1,599	(31,376)	(22,519)
	DONATIONS / FUNDRAISING	--	--	(3,597)	(3,597)	(15,000)	(15,000)
		<u>(7,208)</u>	<u>(8,857)</u>	<u>(10,855)</u>	<u>(1,998)</u>	<u>(47,626)</u>	<u>(38,769)</u>
EXPENSE							
	SALARIES, WAGES & BENEFITS	11,611	10,903	10,284	(619)	62,720	51,817
	OPERATING EXPENSE	219	1,025	250	(775)	6,920	5,895
	COMMUNICATIONS	--	15	--	(15)	72	57
	UTILITIES - HYDRO	2,249	2,017	4,015	1,998	24,134	22,117
	UTILITIES - NATURAL GAS	1,777	2,505	2,724	219	7,000	4,495
	UTILITIES - WATER	387	423	514	91	2,800	2,377
	FUEL / TRANSPORTATION COSTS	--	24	--	(24)	400	376
	REPAIRS & MAINTENANCE	124	--	298	298	1,450	1,450
	EQUIP REPAIRS & MAINTENANCE	1,399	160	715	555	6,500	6,340
	BLDG REPAIRS & MAINTENANCE	1,852	1,691	6,167	4,476	21,900	20,209
	SNOW REMOVAL AND SANDING	1,280	3,165	3,174	9	5,000	1,835
	MAINTENANCE CONTRACTS	1,648	1,961	1,476	(485)	5,636	3,675
		<u>22,546</u>	<u>23,888</u>	<u>29,617</u>	<u>5,729</u>	<u>149,532</u>	<u>125,644</u>
	NET OPERATING (REVENUE) EXPENSE	<u>15,338</u>	<u>15,031</u>	<u>18,762</u>	<u>3,731</u>	<u>101,906</u>	<u>86,875</u>
OTHER							
		<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>
		<u>15,338</u>	<u>15,031</u>	<u>18,762</u>	<u>3,731</u>	<u>101,906</u>	<u>86,875</u>

NOTES

No significant variances projected at this time

Town of Ingersoll
3 Months Ended March 31, 2018

DEPARTMENT: YOUTH CENTRE		YTD Actual		YTD Budget	Variance YTD	Annual	Remaining
		2017	2018	2018	2018 Budget vs Actual	Budget	Budget
ACTIVITY:	GENERAL PROGRAMS	1	2	3	4=3-2	2018	2018
						5	6=5-2
REVENUE							
	SALE OF GOODS OR SERVICES	(3,261)	(381)	--	381	--	381
	RENT / LEASES	(72)	(46)	(62)	(16)	(200)	(154)
	USER FEES	--	(1,059)	--	1,059	(19,835)	(18,776)
	MEMBERSHIPS	(337)	(300)	(255)	45	(1,000)	(700)
	GRANTS / SUBSIDIES / REBATES	--	--	(599)	(599)	(53,219)	(53,219)
	PROGRAM REVENUES	(690)	--	(1,730)	(1,730)	(2,900)	(2,900)
	DONATIONS / FUNDRAISING	(26,798)	(57,998)	(22,591)	35,407	(146,674)	(88,676)
		<u>(31,158)</u>	<u>(59,784)</u>	<u>(25,237)</u>	<u>34,547</u>	<u>(223,828)</u>	<u>(164,044)</u>
EXPENSE							
	SALARIES, WAGES & BENEFITS	105,245	103,441	107,022	3,581	581,944	478,503
	ADMINISTRATIVE EXPENSE	1,292	399	2,109	1,710	5,675	5,276
	OPERATING EXPENSE	120	15,288	14,601	(687)	22,224	6,936
	COMMUNICATIONS	1,966	1,586	2,053	467	7,500	5,914
	SUPPLIES	748	3,090	3,178	88	21,595	18,505
	PROGRAM EXPENSES	1,351	1,257	2,420	1,163	15,615	14,358
	MEETINGS, CONFERENCES, TRAINING	30	1,436	28	(1,408)	3,850	2,414
	FUEL / TRANSPORTATION COSTS	--	377	36	(341)	4,400	4,023
	PROFESSIONAL FEES	--	--	504	504	2,100	2,100
	CONTRACTED SERVICES	20	--	141	141	790	790
	MARKETING & PROMOTION	285	95	922	827	3,925	3,830
	EQUIP REPAIRS & MAINTENANCE	199	--	635	635	1,500	1,500
		<u>111,255</u>	<u>126,969</u>	<u>133,649</u>	<u>6,680</u>	<u>671,118</u>	<u>544,149</u>
NET OPERATING (REVENUE) EXPENSE		<u>80,097</u>	<u>67,185</u>	<u>108,412</u>	<u>41,227</u>	<u>447,290</u>	<u>380,105</u>
OTHER							
		<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>2,500</u>	<u>2,500</u>
		<u>80,097</u>	<u>67,185</u>	<u>108,412</u>	<u>41,227</u>	<u>449,790</u>	<u>382,605</u>

NOTES

(1) Variance due to timing and will balance at year end.

Town of Ingersoll
3 Months Ended March 31, 2018

DEPARTMENT: MUSEUMS		YTD Actual		YTD Budget	Variance YTD	Annual	Remaining
		2017	2018	2018	2018 Budget vs Actual	Budget	Budget
ACTIVITY:	FACILITY	1	2	3	4=3-2	5	6=5-2
REVENUE							
EXPENSE							
	UTILITIES - HYDRO	292	398	448	50	4,200	3,802
	UTILITIES - NATURAL GAS	334	540	409	(131)	1,600	1,060
	UTILITIES - WATER	235	318	248	(70)	2,600	2,282
	BLDG REPAIRS & MAINTENANCE	427	587	1,619	1,032	11,200	10,613
	SNOW REMOVAL AND SANDING	960	1,235	833	(402)	2,000	765
		2,248	3,078	3,557	479	24,050	20,972
NET OPERATING (REVENUE) EXPENSE		2,248	3,078	3,557	479	24,050	20,972
OTHER							
		--	--	--	--	9,000	9,000
		2,248	3,078	3,557	479	33,050	29,972

NOTES

No significant variances projected at this time.

Town of Ingersoll
3 Months Ended March 31, 2018

DEPARTMENT: MUSEUMS		YTD Actual		YTD Budget	Variance YTD 2018 Budget vs Actual	Annual	Remaining
		2017	2018	2018		2018	Budget
ACTIVITY:	PROGRAMS	1	2	3	4=3-2	5	6=5-2
REVENUE							
	SALE OF GOODS OR SERVICES	(549)	(500)	(517)	(17)	(5,000)	(4,500)
	RENT / LEASES	(88)	(47)	(64)	(17)	(100)	(53)
	USER FEES	--	(90)	--	90	(1,700)	(1,610)
	PROGRAM REVENUES	(7,105)	(199)	(2,625)	(2,426)	(8,500)	(8,301)
	DONATIONS / FUNDRAISING	(505)	(309)	(453)	(144)	(4,550)	(4,241)
		<u>(8,247)</u>	<u>(1,146)</u>	<u>(3,659)</u>	<u>(2,513)</u>	<u>(30,226)</u>	<u>(29,080)</u>
EXPENSE							
	SALARIES, WAGES & BENEFITS	25,088	27,140	26,235	(905)	156,360	129,220
	ADMINISTRATIVE EXPENSE	204	164	590	426	1,450	1,286
	OPERATING EXPENSE	--	250	--	(250)	1,550	1,300
	COMMUNICATIONS	171	177	178	1	750	573
	SUPPLIES	478	--	407	407	4,000	4,000
	PROGRAM EXPENSES	967	164	1,602	1,438	25,060	24,896
	MEETINGS, CONFERENCES, TRAINING	1,194	--	1,172	1,172	1,700	1,700
	FUEL / TRANSPORTATION COSTS	--	--	48	48	300	300
	MARKETING & PROMOTION	725	--	917	917	5,050	5,050
	MAINTENANCE CONTRACTS	--	--	119	119	500	500
		<u>28,828</u>	<u>27,895</u>	<u>31,268</u>	<u>3,373</u>	<u>199,520</u>	<u>171,625</u>
	NET OPERATING (REVENUE) EXPENSE	<u>20,580</u>	<u>26,749</u>	<u>27,609</u>	<u>860</u>	<u>169,294</u>	<u>142,545</u>
OTHER							
		<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>
		<u>20,580</u>	<u>26,749</u>	<u>27,609</u>	<u>860</u>	<u>169,294</u>	<u>142,545</u>

NOTES

No significant variances projected at this time

Town of Ingersoll
3 Months Ended March 31, 2018

DEPARTMENT: ECONOMIC DEVELOPMENT	YTD Actual		YTD Budget	Variance YTD	Annual Budget	Remaining Budget
	2017	2018	2018	2018 Budget vs Actual fav (unfav)	2018	2018
	1	2	3	4=3-2	5	6=5-2
REVENUE						
GRANTS / SUBSIDIES / REBATES	--	(784)	--	784	(5,000)	(4,216)
	0	(784)	0	784	(5,000)	(4,216)
EXPENSE						
SALARIES, WAGES & BENEFITS	28,314	23,757	30,853	7,096	137,310	113,553
OPERATING EXPENSE	--	38	--	(38)	700	662
COMMUNICATIONS	500	152	486	334	1,500	1,348
PROGRAM EXPENSES	10,915	10,866	12,116	1,250	12,365	1,499
MEETINGS, CONFERENCES, TRAINING	4,647	759	6,040	5,281	9,250	8,491
FUEL / TRANSPORTATION COSTS	156	988	194	(794)	3,500	2,512
PROFESSIONAL FEES	2,033	204	16,492	16,288	25,500	25,296
MARKETING & PROMOTION	982	5,779	13,606	7,827	74,500	68,721
	47,547	42,541	79,787	37,246	264,675	222,134
NET OPERATING (REVENUE) EXPENSE	47,547	41,757	79,787	38,030	259,675	217,918
OTHER						
	--	--	--	--	10,000	10,000
	47,547	41,757	79,787	38,030	269,675	227,918

NOTES

Variations due to the timing of expenditures and will balance at year end.

Background:

- In September 2015, ERTH approached its municipal shareholders to explore potential sites for solar photovoltaic (PV) projects suitable for Ontario's FIT4 program. Under this program, the Provincial grid operator commits to purchase electricity from successful renewable energy projects under a 20-year power purchase agreement.
- The Public Works building, located at 80 Pemberton Street in Ingersoll was identified as a potential site for 100kW solar PV project, and Ingersoll Town Council supported ERTH's FIT4 application at this site by passing a municipal support resolution and signing an option to lease the rooftop of the Public Works Building for 23-years.
- In September 2016, ERTH was notified that it was awarded a contract to construct the 100kW project on the Public Works building and four other projects.
- In addition to the potential financial returns from the 20-year contract, ERTH's goal in pursuing this project was adding value to Ingersoll in the form of social benefits associated with introducing and promoting clean energy projects that can provide back-up energy supply for the Town in the event of broader outages. Moreover, at the end of the 20-year contract when the project has been paid for, the Town has the opportunity to leverage the energy produced from the system to offset the Town's energy use. The project components have useful life expectancies that span beyond the contract life and the host facilities will benefit from these assets at that time.

Lease Update:

- Via a limited partnership (ERTH Community Power One L.P.) approved at its 2016 AGM, ERTH commenced the development of the five projects, which included finalizing leases with each municipal shareholder. ERTH Corporation and its municipal shareholders (via the limited partnership) own 100% of the renewable generation projects. There are no other investors. Any returns from the projects will be returned to ERTH via dividends from the limited partnership and shared with its municipal shareholders thereafter.
- In August 2017, ERTH attend a Council meeting to speak to the initial draft of the lease. Since that time, the Town's legal council and Town staff have proposed a number of changes to the lease, most of which have been agreed to by ERTH. Of particular note, ERTH is pleased to report that it can offer the Town a non-refundable lease deposit of \$10,000, which was not included in the original draft.

Outstanding Issue:

- The outstanding issue with respect to the lease involves the Town's right to terminate the lease at its discretion. The Town's legal counsel has recommended a clause that allows the Town to terminate at any time which limits ERTH's ability to recover the costs of the project and repay its lender on the project. Accordingly, ERTH is not in a position to finance or proceed with the project unless the Town can commit to a minimum period in which ERTH can recover its costs (i.e. 12 years.)
- ERTH is hopeful that Council is able to agree to the amended lease and the minimum commitment period described above. In the event that Council approves the lease, ERTH will need to move quickly to construct the project. Leases for the other four projects (Tavistock Arena-250kW, Embro Arena-250kW, Thamesford Arena-200kW, and Hickson Park Pavillion-100kW) have been signed and construction of these projects is almost complete.

Memorandum

DATE: May 10, 2018

TO: Council of the Corporation of the Town of Ingersoll

FROM: Chris Holz, Ted Griffith

RE: **REPORT TO COUNCIL ON CAMPAIGN ACTIVITIES**

This memorandum is intended to serve as a Report to Council on our activities on behalf of the Town with respect to the proposed landfill waste facility in Oxford County.

Since our last written report to Council, we have maintained a very active work schedule and made progress in several areas, with the support of the Mayor, Councillors, Town staff, and Ingersoll residents. As per Council's direction, we continue to report directly to both the Town CAO and Clerk of Council on our progress and activities, to obtain information, guidance, and approvals.

Executive Summary

Overall, the campaign has achieved a number of important milestones:

Building broader municipal support outside of Oxford County: Well over 40 municipalities have passed the "Demand the Right" motion, calling on the Province to grant municipalities the right to approve landfill developments. A list of confirmed municipalities that have passed the motion is available at the campaign website: www.demandtheright.ca. The largest regional municipality to support the campaign so far is Peel Region (1.3 million residents), which received a presentation from the Demand the Right Coalition, debated the motion for 30 minutes, and passed it unanimously on May 10, 2018.

This spring, Ingersoll Councillors, the Mayor, and Town Staff, participated in the Ontario Good Roads Association (OGRA) conference as well as the Rural Ontario Municipal Association (ROMA) conference, which was critical to building broader municipal support for the campaign. Several more municipalities are in process of reviewing and approving the motion, including larger regional centres and markets. We are also pleased that the Campaign now includes the support

of Oxford County, which after some delay, has formally approved a motion similar to all the others that have been passed by other Ontario municipalities.

The purpose of the municipal council resolutions is to elevate the issue so that it is *greater* than the concerns of one community. The unfortunate reality is that several major landfill projects will need to be approved in the future, and any municipality outside of the 416 area code could be a potential host.

Media: the campaign has generated a fair amount of media in several regional media markets (beyond Oxford County), as well as Opinion Editorials that have run in news outlets. In most cases, media coverage has been generated by a municipality approving the Demand the Right motion; in other cases, it has picked up on campaign activities (such as the introduction of private member's bills at Queen's Park).

Private Member's Bill: in addition to Bill 139, which had amendments proposed by both the Ontario PCs and Ontario NDP which would address this issue, Oxford MPP Ernie Hardeman introduced a Private Member's Bill that would enshrine the Demand the Right principles in legislation (if it were to pass). The introduction of the Bill included a news conference in the Queen's Park media studio, and the participation of Zorra Councillor Marcus Ryan, Ingersoll Mayor Ted Comiskey, Mr Hardeman, and PC Environment Critic Ted Arnott. The Bill was introduced a second time, and reached Second Reading Debate and a unanimous vote by all three parties. A copy of the Hansard for Second Reading of Mr. Hardeman's Bill is attached (please see pages 1210-1217). The primary purpose of the Bill (from the campaign's perspective) was to use it as a tool to obtain public statements and commitments from all three parties.

Public Opinion Research: we commissioned a poll by Public Square Research on the views of Ontarians on the issue. The poll of 800 Ontario residents found that nearly 80% of Ontarians feel municipalities should have a say in whether they host landfills, contrary to the current legislation. Interestingly, the poll also found that 23% of Ontarians would accept waste from other towns or cities. The polling clearly demonstrates that Ontarians aren't necessarily opposed to landfills (which is helpful in addressing the perception by some that this is simply a NIMBY issue), but at the same time they overwhelmingly support the right of municipalities to say yes or no to landfill development.

Queen's Park Rally: Over 50 Ingersoll Residents (and other residents from Oxford), along with Mayor Comiskey and Deputy Mayor Freeman, attended a rally event on the front lawn of Queen's Park in late April, which was attended by TEN MPPs from both the Ontario PCs and NDP, although no Liberal MPPs attended. In addition to Mr Hardeman and Mayor Comiskey, the following statements were made by speakers from both the Ontario NDP and PCs:



Campbell Strategies

“The reason why I got elected was because we spent a long time fighting a mega dump in a place called Kirkland Lake. So, we know how much effort is put in to this, we know you are doing the right thing. The local municipality should – must – have the right to say yes or no. In our case, we had something called a willing host municipality, but they were 20 km away. That’s also something that you have to make sure that if you get a willing host municipality, that it is actually the municipality that is impacted by the landfill. That’s something you have to be very careful about. So you have our support on this bill. Good legislation is good legislation, no matter what who brings it forward. ... If we can beat it in Kirkland Lake, and make sure its done right, we can for sure do it in Oxford County. You have our support.”

Mr. John Vanthof MPP (NDP - Timiskaming Cochrane, and NDP Agriculture and Rural Affairs Critic)

“This is your property rights. You should have a say on this. We support you 100%. ... As John [Vanthof] has said, this is a non-partisan issue. This is about your property rights, and your values as a community... We are behind you 100%.”

Mr. Percy Hatfield MPP (NDP - Windsor – Tecumseh, and NDP Municipal Affairs Critic)

“A mega dump should not be allowed if a municipality says no.”

Mr. Steve Clark MPP (PC, Leeds – Grenville, Ontario PC Deputy Leader)

Ontario Political Parties: The Ontario PCs and Ontario NDP have been most vocal on this issue, and MPPs in both parties have made several statements, both privately and publicly, that support the campaign and specifically taking action to support the Demand the Right campaign and ensuring municipalities have the right to approve (or reject) landfill projects.

The Ontario Liberals (specifically Ministers’ offices, and Premier’s Office) have been fully briefed on the campaign, the policy proposal and supporting arguments. While the Ontario Liberals supported Ernie Hardeman’s private member’s bill (Bill 16) by voting in favour of the legislation at Second Reading, they were more muted in their public comments (see the attached Hansard), and expressed concern about what a policy change may do to prevent any future landfill from ever being approved in Ontario.

Next Steps

During the writ period, and post the election on June 7th, several campaign activities will be underway:

Municipal Councils: several larger regional municipalities will be debating the motion in the near term, including Thunder Bay, Windsor-Essex, Kitchener-Waterloo, Hamilton, and others. Mayor Comiskey is presenting to several of these municipalities on behalf of the Demand the Right Coalition.

Transition: regardless of the outcome of the Ontario election, there will be a transition with potentially new Ministers, or a whole new government. During the writ period, the Campaign will seek meetings with senior Ministry (Public Service Staff).

AMO Conference in August: the upcoming AMO conference is an important opportunity for the Campaign in several respects. We will evaluate with Town staff the merits of various tactical steps and opportunities at AMO, but participation at the conference will be very useful.

We would be pleased to answer any questions where we can do so in open forum, or if appropriate, address questions that individual councillors may have.

ERTH



CORPORATION

ERTH CORPORATION

180 Whiting Street
Ingersoll, ON N5C 3B5

NOTICE OF ANNUAL MEETING OF SHAREHOLDERS

NOTICE IS HEREBY GIVEN that an annual meeting of the shareholders of ERTH Corporation (the "Company") will be held at the Elm Hurst Inn (Grand Ballroom), 415 Harris Street (Highway 19 at 401), Ingersoll, Ontario, on Thursday the 31st day of May, 2018, at the hour of 7:00 P.M. for the purpose of:

- (a) receiving the Company's audited financial statements for the year ended December 31, 2017, and the report of the auditors thereon;
- (b) appointing auditors for 2018;
- (c) approving the rebranding of Erie Thames Powerlines and
- (d) transacting such further and other business as may properly come before the meeting or any adjournment thereof.

Please complete and forward the attached forms indicating delegates and designated representative who will cast votes on behalf of the shareholder, to the undersigned.

PLEASE NOTE THAT ATTENDANCE AT THE MEETING IS RESTRICTED TO MEMBERS OF COUNCIL AND CLERKS/CAOs/TREASURERS OF EACH SHAREHOLDER AS WELL AS OFFICERS, DIRECTORS OF THE COMPANY AND GUESTS EXPRESSLY INVITED BY THE BOARD.

DATED this 1st day of May, 2018.

BY ORDER OF THE BOARD

David Mayberry

David Mayberry
Vice Chairman

Contact: Eustacia Young
Email: Eustacia.Young@ERTHCorp.com
Phone: (519) 518-6117 x 255
Cell: (519) 521-9065



ERTH



CORPORATION

ERTH CORPORATION

180 Whiting Street
Ingersoll, ON N5C 3B5

ANNUAL GENERAL MEETING

THURSDAY, MAY 31, 2018

DESIGNATED REPRESENTATIVE

NAME OF SHAREHOLDER:

NAME OF DESIGNATED REPRESENTATIVE
FOR PURPOSE OF CASTING VOTE:

Date:

Clerk:

(Signature)

Please complete and E-mail to Eustacia at Eustacia.Young@ERTHCorp.com or before May 21, 2018



ERTH



CORPORATION

ERTH CORPORATION

180 Whiting Street
Ingersoll, ON N5X 3B5

ANNUAL GENERAL MEETING

THURSDAY, MAY 31, 2018

LIST OF ATTENDEES

SHAREHOLDER: _____

NAME OF ATTENDEE: _____ POSITION: _____

NAME OF ATTENDEE: _____ POSITION: _____

NAME OF ATTENDEE: _____ POSITION: _____

NAME OF ATTENDEE: _____ POSITION: _____

NAME OF ATTENDEE: _____ POSITION: _____

NAME OF ATTENDEE: _____ POSITION: _____

NAME OF ATTENDEE: _____ POSITION: _____

Please complete and E-mail to Eustacia at Eustacia.Young@ERTHCorp.com or before May 21, 2018



ERTH



CORPORATION

**EVENT
ITINERARY**
[TENTATIVE]

ANNUAL MEETING OF SHAREHOLDERS
ERTH CORPORATION

May 31, 2018

Elmhurst Inn
415 Harris Street
Ingersoll, ON
N5C 3J8

Grand Ballroom – Lower Level

Main Entrance (1st Entrance) – Take elevator to lower level

6:30 PM – 7:00 PM	Networking • Refreshments
7:00 PM – 9:30 PM	Annual General Meeting
9:30 PM – 10:00 PM	Networking • Social • Refreshments

PLEASE NOTE THAT ATTENDANCE AT THE MEETING IS RESTRICTED TO MEMBERS OF COUNCIL, CLERKS/CAOs/TREASURERS OF EACH SHAREHOLDER AS WELL AS OFFICERS, DIRECTORS OF THE COMPANY AND GUESTS EXPRESSLY INVITED BY THE BOARD.





Oxford County Pride Committee
8 Bernadette PL
Woodstock, Ontario
N4S 8M5

April 5, 2018.

Mayor Ted Comiskey and Town Council
Town Hall 2nd Floor
130 Oxford St.
Ingersoll, Ontario
N5C 2V5
mayor@ingersoll.ca

Re: Oxford Pride 2018 and Raising the Pride Flag

Dear Mayor Comiskey

Oxford County Pride Committee with the support of Oxford County's Rainbow Coalition is once again celebrating Pride with our Lesbian Gay Bisexual Transgender, Queer (LGBTQ+) community and their allies. Oxford Pride Committee is comprised of local LGBTQ+ community members and allies. The objective of this committee is the development of artistic and cultural Pride Day celebrations in Oxford County. Oxford Pride Committee was pleased to have the support of Ingersoll and Woodstock councils with both communities flying the Pride flag for the month of June 2017.

This year, Oxford County Pride Committee and Rainbow Coalition would like to have **all municipalities** join together to show their support of LGBTQ+ populations by celebrating Pride by flying a Pride flag at each municipal office for the month of June. Rainbow Flags are available at no cost to each municipality through the Oxford Pride Committee.

Pride events are planned for throughout the month of June 2018 beginning with a Pride opening dance June 2, 18 at UNIFOR Hall; Drag Queen story time in partnership with the Woodstock Library June 9th, 18; Paint night evening June 10, 18. Our biggest event is the Family Day at Museum Square Woodstock followed by a Pride Party at Riffs featuring Sarah Smith June 16th, 2018. Lastly a LGBTQ movie presentation in cooperation with the Woodstock Art Gallery June 25, 2108 and a closing pride event yet to be confirmed.

The Oxford County Pride events have grown significantly each year demonstrated by our 2017 attendance of 300+ diverse families, children and youth. As citizens of a smaller community, people living in Oxford County who are LGBTQ+ face unique challenges. A flag raising is a public way to support LGBTQ+ inclusion and is a very visible statement that LGBTQ+ people are safe, supported and important members of the broader Oxford County community. Showing support at the municipal level is a statement of solidarity against homophobia while promoting diversity throughout our communities.

We look forward to hearing your response to our request. Please contact Tami Murray, president@oxfordpride.ca should you have any questions, to respond to this request and to order a Rainbow Flag for your municipality. Please preview our events via www.oxfordpride.ca.

Sincerely,

Tami Murray
President, Oxford Pride Committee



DEPARTMENT: Chief Administrative

Officer REPORT NO: A-014-18

COUNCIL DATE: April 9th, 2018

TITLE: Peer Review Team Response to Walker Environmental Work Plans.

OBJECTIVE: To provide information to Council.

BACKGROUND: As Council is aware, it's peer review team headed up by Tetra Tech and Arcadis, have been reviewing the work plans that have been prepared by WEG as part of their responsibility in conducting the EA and meeting the requirements of the Terms of Reference that were approved by the MOECC in 2016.

Peter Klaassen and Fred Bernard presented to Council in February on the status of the review and outlined where the process was in relation to the Environmental Assessment requirements.

ANALYSIS: The team has completed its review and are submitting it now to Council as information.

The document will also be submitted to the MOECC and will be used as a bench mark to hold WEG accountable to both the ToR requirements and the data that comes out of the work plans when they submit their final EA documents for approval.

INTERDEPARTMENTAL IMPLICATIONS: The landfill applications represents a serious concern to the entire municipality and the potential to negatively impact the community as a whole.

FINANCIAL IMPLICATIONS: The work presented with this report is approved as part of the 2018 budget.

Monitoring of the work plan data collection and commenting on future activities by WEG is also part of the 2018 budget.

RECOMMENDATION: That the Council for the Corporation of the Town of Ingersoll receive this report Numbered A-014-18 and accompanying documentation as information.

AND FURTHER direct staff to forward the peer review response to the Ministry of Environment and Climate Change as well as the partners in the JMCC.

Prepared by: William J. Tigert, Chief Administrative Officer

ATTACHMENTS: Peer Review Team Response to Walker Environmental Work Plans

INGERSOLL PEER REVIEW TEAM RESPONSES TO FINAL WEG WORK PLANS



PRESENTED TO
Town of Ingersoll

APRIL 4, 2018
ISSUED USE
FILE: 704-SWM.SWOP03434-01

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EXECUTIVE SUMMARY

The Town of Ingersoll (Town) has retained the services of Tetra Tech Canada Inc. (Tetra Tech) and Arcadis Canada Inc. (Arcadis) to conduct technical reviews of various aspects of Walker Environmental Group (WEG) proposed Southwest Landfill project. In particular, the Town sought technical expertise in the areas of:

- Financial Impact.
- Overall Landfill Design and Operations (D&O), Financial Assurance.
- Landfill Leachate Treatment.
- Surface Water Management.
- Landfill Gas.
- Traffic.
- Air Quality and Odour.
- EA Planning.
- Risk Assessment (Human Health).
- Risk Assessment (Ecological).
- Hydrogeology.
- Air Quality and Health Assessment.

WEG is proposing the construction of the Southwest Landfill Site in the Township of Zorra, Oxford County, Ontario. The proposed location for the landfill is on the lands owned by Carmeuse Lime (Canada), 374681 37th Line (Oxford County Road 6) in the Township of Zorra. The landfill is being proposed on a part of the property that has already been mined for aggregate resources.

The proposed landfill is intended to handle solid, non-hazardous waste generated in the Province of Ontario and would accept up to 850,000 tonnes of waste per year (plus daily cover), a total of approximately 17 million tonnes over a 20-year operating period.

WEG's proposal is subject to Ontario's *Environmental Assessment Act*, 1990, as amended and the project must undergo an environmental assessment (EA) in accordance with the *Act*. The proposed landfill will be designed, operated, closed, and maintained in accordance with the requirements of Ontario Regulation 232/98 (Landfilling Sites) under the province's *Environmental Protection Act*. WEG would need to secure Environmental Compliance Approvals (ECAs) for key operational effects of the proposed landfill such as noise, air emissions, waste water discharges, etc.

The EA process for WEG's proposed Southwest Landfill is well underway. Following are some key milestone dates associated with this process:

1. March 28, 2012 – Notice of Commencement, Terms of Reference.
2. August 29, 2013 – Submission of Terms of Reference.

3. May 26, 2014 – Submission of Addendum/Additional Commitments.
4. March 17, 2016 – Approval of Terms of Reference as Amended by the Minister.
5. May 11, 2016 – Notice of Commencement, Environmental Assessment.

Among the amendments to the Terms of Reference, the Ontario Minister of Environment and Climate Change (MOECC) stipulated that WEG finalize Technical Work Plans. Technical Work Plans are an integral part of the EA process as they provide a guide for the technical studies to be carried out by experts/specialists to assess the potential environmental effects of a proposed project.

Tetra Tech and Arcadis have undertaken technical reviews of the Technical Work Plans prepared by WEG, on behalf of the Town of Ingersoll. To ensure a comprehensive review, the technical review team undertook the following activities:

- Site visits – windshield surveys outside property boundary.
- Meeting attendance – attended Joint Municipal Coordinating Committee (JMCC) and Community Liaison Committee (CLC) meetings to gain a broader understanding of stakeholder issues.
- Communication with WEG – through face-to-face meeting and electronic communications.
- Peer review of WEG’s Draft Technical Work Plans and submitted comments to WEG.
- Participation in round-table review sessions with MOECC and WEG (surface and groundwater, air quality, and Human Health Risk Assessment).
- Responded to WEG’s comments on peer review of Draft Technical Work Plans.
- Peer review of WEG’s Final Technical Work Plans.
- Ongoing liaison with the Town of Ingersoll.

The following Sections is a detailed disposition of comments between the Town of Ingersoll technical review team and WEG, on WEG’s draft and final Technical Work Plans. These comments and responses do not represent the entirety of the comments submitted to WEG by the Town and its technical review team, and the Town reserves the right to continue to provide comment and seek responses to these and other previous and future issues the Town determines to be unresolved.

Following is an index of the comments and responses contained in the following Sections.

- Updated Cumulative Effects Assessment Work Plan
- Updated Ecology Assessment Work Plan
- Updated Economic Assessment Work Plan
- Updated Groundwater and Surface Water Assessment Work Plan
- Updated Traffic Assessment Work Plan
- Updated Human Health Assessment Work and Human Health Risk Assessment Work Plans
- Updated Air Quality Assessment Work Plan

Some of the key highlights extracted from the detailed comments/responses in the following Sections include:

Environmental Assessment and Government Policy

- Current Government has touted “Waste Free Ontario” to reduce amount of waste going to landfills.
- Emphasis is now on increasing recycling and potentially banning organics from landfills.
- Carbon Reduction initiatives may incentivize not building a landfill.

Cumulative Effects

- WEG needs to include the cumulative impact of all surrounding sources (including Carmeuse).

Ecological Assessment

- More details of sampling protocol and preliminary analysis needed to assess risk.

Financial Impact

- WEG needs to assess impact of landfill on the whole Town of Ingersoll, not immediate surrounding residences.

Ground and Surface Water

- Sub-surface composition is complex and may not be easily defined.
- Landfill design (yet to be detailed) may not account for the sub-surface complexity and ultimately may allow leachate to migrate to surrounding wells.

Traffic Planning

- More details needed to assess impact of traffic on the Town of Ingersoll.

Air and Noise

- Not all potential air contaminants appear in the work plan.
- WEG does not account for accumulated odour that can be additive from non-landfill sources.

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LIMITATIONS OF REPORT

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1.0 UPDATED CUMULATIVE EFFECTS ASSESSMENT WORK PLAN

Southwestern Landfill Environmental Assessment, Updated Cumulative Effects Assessment Work Plan

Comments Received From: Frederick Bernard, Arcadis and Peter Klassen, P. Eng., Tetra Tech on behalf of the Town of Ingersoll

Comment	Walker Response	Disposition	Town of Ingersoll Response
It appears that the approach outlined in the WEG Cumulative Effects Work Plan, January 12, 2017, is consistent with the requirements as set out in the Approved Amended Terms of Reference (ToR).	Noted.	-	Noted.
The report correctly acknowledges that cumulative effects assessment is neither explicitly required nor defined under the Ontario Environmental Assessment Act, nor is there any specific procedural guidance provided in the associated Code of Practice. In light of this, Walker has indicated that the guidance provided by the federal government regarding cumulative effects assessment under the former Canadian Environmental Assessment Act (CEAA) and CEAA 2012 is available and was consulted. This seems to be a reasonable approach.	Noted.	-	Noted.
The reviewer agrees that the five-step methodology outlined above is a reasonable approach to take for this EA.	Noted.	-	Noted.
The reviewer agrees, as noted in the Executive Summary, that the Southwestern Landfill EA should be designed from the outset as a cumulative effects assessment; and that it be embedded in the EA methodology rather than a separate study or additional step in the EA process.	Noted.	-	Noted.
Though not a requirement, it is not clear whether stakeholders were consulted specific to the preparation of the cumulative effects assessment work plan. It is acknowledged that Walker had some consultation with government agencies, Aboriginal Communities and interested members of the public on these during the preparation of ToR and other draft technical work plans, but it is not clear whether specific input was sought for this draft. Please clarify.	There was not a preliminary work plan created for cumulative effects during the development of the ToR, as with the other technical studies, since the cumulative effects assessment was integrated into the overall EA methodology expressed directly in the ToR. Subsequently, though, the Minister's amendment to the ToR required a separate work plan for this aspect of the EA which resulted in this draft work plan currently undergoing review by government agencies, municipal peer review, Aboriginal communities and interested members of the public. Face-to-face sessions have also been held with the CLC and at a public Open House.	-	Noted.

Comment	Walker Response	Disposition	Town of Ingersoll Response
<p>In Section 5.1 (Scoping), under “Examining Physical Activities That Will Be Carried Out”, Walker should at least provide a partial list of activities that could potentially interact to cause cumulative effects such as on-Site and in the site vicinity; along the haul routes; and wider area.</p> <ul style="list-style-type: none"> ▪ Walker should confirm if each technical discipline will develop a worst-case scenario for assessing cumulative effects. ▪ How would Walker verify future operations for Carmuse Quarry in order to establish future environmental baseline conditions, from which to extrapolate cumulative effects? 	<p>Until data are reviewed and field inventoried are carried out, any list of potential activities that could result in cumulative effects would be incomplete or, at best, only examples. Nevertheless, during the course of consultation examples have been given regularly such as the various quarry operations in the same vicinity.</p> <p>The EA will not examine “worst case” scenarios in the context of emergency or upset conditions – these will be dealt with through a set of contingency/emergency response procedures. Rather, the EA will be based on the proposed normal or typical operating scenarios, although in most cases within a range to reflect reasonable variations. (As an example, peaking factors will be applied to landfill traffic trips to account for daily or seasonal variability, as appropriate).</p> <p>The future scenarios for Carmeuse, and the other local quarry operators, will be drawn from their approved <i>Aggregate Resources Act</i> site plans, and by consultation directly with these operators.</p>	-	The reference to “worst case” was in the context of Peak or maximum activities under normal operations, not emergency or upset.
<p>As per Section 5.2, the reviewer acknowledges that the methodology will vary from study to study (i.e., either quantitative or qualitative), depending on the nature of the effect. It is recommended, however, that quantitative methodology be used to the greatest extent possible, especially since the proposed landfill would be adjacent to an active and operational Carmeuse Quarry. Walker should make all reasonable efforts to obtain information/data from the quarry owner in order to conduct quantitative cumulative effects analyses</p> <p>Without this information/data, the true cumulative effects of the proposed landfill cannot be known.</p>	Agreed.	-	Noted.
The last two paragraphs in section 5.3 are somewhat confusing and should be rewritten so that they could be clearly understood. The concepts of, and relationships between criteria, indicators and thresholds should be more thoroughly explained.	The indicators are already proposed for each of the EA Criteria, in the corresponding technical work plans to which they are assigned. This approach was taken so that the indicators could be understood in the context of their respective	-	This overall approach is not unreasonable; however, the comment on the unclear text still stands. The Draft EA will be reviewed to ensure that the EA

Comment	Walker Response	Disposition	Town of Ingersoll Response
<p>While it is stated in this section “that many of the indicators were already developed and proposed, and subject to review and comment by government agencies, Aboriginal groups and the public, as part of the preliminary draft work plans for each of the technical studies”, it is apparent the WEG is only going to present these indicators with the EA report. This approach is reasonable, but would require careful peer review of each technical supporting report document to ensure that the appropriate indicators were applied.</p>	<p>technical studies, whereas listing them all in the cumulative effects work plan without any technical context would ultimately prove more confusing than helpful.</p>		<p>criteria are appropriately applied.</p>

2.0 UPDATED ECOLOGY ASSESSMENT WORK PLAN

Southwestern Landfill Environmental Assessment, Updated Ecology Assessment Work Plan

Comments Received From: Barbara Hard, P. Bio., Arcadis on behalf of the Town of Ingersoll

Comment	Walker Response	Disposition	Town of Ingersoll Response
The elements of the Ecological Assessment Work Plan are in line with general requirements of natural resources inventory and environmental impact assessments for EAs. However, review of the Work Plan noted a number of deficiencies with regards to details of the execution of the Work Plan. It appears to be written as a proposed Terms of Reference for the Ecological Assessment rather than a work plan that is ready to be implemented. For example, site reconnaissance and selection of sampling and reference locations should have been made at this stage and should be available for review by stakeholders and agencies.	Noted. Aquatic sampling locations are identified in Section 7.2.1 of the work plan (although Figure 1, which is referenced, was inadvertently omitted from this draft).	Figure 1 to be included in the final work plan.	Figure 1 should be made available for review of sampling and reference locations. Only benthic invertebrate sampling locations have been provided on Figure 2. A figure showing the fish sampling locations (indicating reference and exposure locations) should be provided for review.
The selection of appropriate survey and reference locations is of great importance for natural environment surveys. Therefore, this is considered a significant deficiency that make it impossible to properly assess the work plan.	Aquatic sampling locations are identified in Section 7.2.1 of the work plan (although Figure 1, which is referenced, was inadvertently omitted from this draft).	Figure 1 to be included in the final work plan.	See response above.
The Work Plan does not include provisions for the development of mitigation plans and implementation of mitigation measures, should they be deemed necessary.	It is a requirement of the EAA, part of the EA methodology in Section 8.2 of the approved ToR and listed as a major objective in Section 2(c) of the Ecology work plan.	-	Although it is mentioned in the objectives that environmental impact actions may have to be evaluated it is not included in the work plan and a methodology is not presented. At minimum it should be discussed what constitutes potential impacts or effects, which receptor groups may be impacted and how they are determined.
Page 5: No overview of the study areas was provided. Therefore, an assessment of whether the proposed study areas are appropriate was not possible.	Figure 1, which is referenced, was inadvertently omitted from this draft.	Figure 1 to be included in the final work plan.	Noted. The study area is not marked on Figure 2, presumably, it is the area marked subject property +500m. This should be confirmed.
Page 1, 1st Paragraph: It is mentioned in this paragraph that cumulative effects will be assessed. However, there is no discussion under Section 8, Data Analysis that discusses	The overall methodology for this EA is a cumulative effects assessment; it is not a separate study or activity. Refer to the methodology in	-	Noted.

Comment	Walker Response	Disposition	Town of Ingersoll Response
<p>cumulative effects and how they may be assessed, monitored and possibly mitigated, if needed. This is a deficiency in the report. Cumulative effects may originate from effects of the landfill on the natural environment, including potential failure of the liner and the sudden release of contaminants, the effects of the operational quarry and truck traffic or a combination of both. Details of the methodology should be provided.</p>	<p>Section 8.2 of the approved ToR and the draft Cumulative Effects Assessment Work Plan for further details.</p> <p>Failure of the liner is not a form of cumulative effect (either multi-source or multi-stressor), although ecological effects that could be related to groundwater or surface water contamination is nevertheless a criterion included in this EA (see EA Criterion #36).</p> <p>Cumulative effects related to concurrent quarry operations are, by virtue of the EA methodology, evaluated as part of the environmental baseline.</p>		
<p>Page 3: There is no indication of number of samples proposed, sampling locations and number and location of reference sites for both fish and benthic invertebrate studies. Although a figure is cited that shows proposed sampling location, it was not provided. This should be part of the proposed Work Plan as review of suitability of locations is necessary before sampling commences.</p>	<p>Figure 1, which is referenced, was inadvertently omitted from this draft.</p>	<p>Figure 1 to be included in the final work plan.</p>	<p>Only benthic invertebrate sampling locations have been provided on Figure 2. A figure showing the fish sampling locations (indicating reference and exposure locations) should be provided for review.</p> <p>A number of comments are provided from the review of Figure 2 for benthic invertebrate sampling locations:</p> <ol style="list-style-type: none"> 1. On Figure 2, north west EXP location: It appears that the creek coming off the Site bypasses the EXP location. A rationale should be provided why this was deemed a suitable EXP location. 2. The REF location along the Thames River next to the pond: A rationale should be provided why a location upstream away from the potential influence of quarry and pond was not chosen as reference?

Comment	Walker Response	Disposition	Town of Ingersoll Response
			<p>3. The most southern EXP location along the Thames River: A rationale should be provided why this is thought to be a meaningful EXP location, given that creeks and runoff from the urban areas of Ingersoll are flowing into the river between the suggested REF location and the EXP location downstream? It is unclear how potential impact can be attributed to quarry/landfill and/or other sources of contaminants?</p> <p>4. The REF location on Foldens Creek: A rationale should be provided for using this survey location as reference site, as it is located in a woodlot, after the creek flows through a pond. Private homes and a road are located in the vicinity. It appears that none of the other REF or EXP locations have similar characteristics.</p>
<p>Page 4, 1st Paragraph: The Scope of Work states that fish sampling will occur twice annually, during the spring and fall, but no indication is given for how many years this will be implemented. It is also not clear if this sampling is meant to be part of the long-term effects monitoring.</p>	<p>For the purpose of this EA one year of data is proposed. Any ongoing monitoring will be a recommendation of the EA assessment.</p>	<p>-</p>	<p>Noted.</p>
<p>Benthic Invertebrate Study: Page 4: OBBN Protocol Manual (Jones et al., 2004) - an updated version is available (2007).</p>	<p>The study protocol has been revised following direction from the Ministry of Environmental and Climate Change.</p>	<p>Study protocol revision.</p>	<p>Noted.</p>
<p>It is proposed to use the Hilsenhoff Biotic Index only. However, in order to ensure that differences in samples and sample locations in comparison to reference locations are captured, additional indices and criteria are suggested: Simpson's Evenness, Shannon-Wiener Diversity Index, % EPT (Ephemeroptera, Plecoptera, Trichoptera), % Worms, % Dominants, % Diptera, % Insects, total number of individuals.</p>	<p>Please see above response.</p>		<p>Noted.</p>

Comment	Walker Response	Disposition	Town of Ingersoll Response
Ecological Land Classification (ELC) and Floral Surveys Page 5: The fall survey should be completed in September/October, rather than August/September, as an August survey would be too close to a July summer survey and would potentially not reflect a true fall survey.	Agreed, September has been inserted, October risks an early frost.	Language amended – fall survey to be completed in September.	Noted.
Page 5, last line: The year should be added to the Lee et al. reference.	Corrected.	Reference correction.	Noted.
Page 6, 3rd Paragraph: The floral surveys should not be confined to the property and should include all study areas such as Vicinity Study Area and Haul Roads and should also be included in the description of benthic/fish sampling locations.	The paragraph refers to the “area” not just the proposed landfill site itself. The inventory will include the Site Vicinity (within the limits of private property access).	-	Noted.
Qualitative Surveys for Species at Risk and Rare Species Page 6: Species at Risk Ontario (SARO) lists 32 Species at Risk (SAR) in the Ingersoll area (Oxford County). Since this is a Work Plan and not a proposed Terms of Reference document, the screening for SAR should have already been completed and a work plan to address (include/exclude) each species with justification should have been developed. A location plan for species specific surveys should be shown. None of these tasks have been completed. This is a significant deficiency in the Work Plan.	The screening is a component of the EA studies. The approved ToR required updating and consultation of the work plans in advance of the EA studies.	-	Noted.
Breeding Bird Surveys: Page 6: It is not indicated which protocol is proposed for the breeding bird surveys and how they will be carried out (timing, spacing between locations etc.). The standard breeding bird atlas protocol calls for surveys to be 15 days apart rather than 7 days as proposed in the work plan. Survey locations for breeding bird surveys should be provided on a figure. This has not been done.	The Atlas methodology is scientifically inappropriate for site specific surveys. It is meant to contribute to a large province-wide data set). We use the protocol presented on all our surveys across the province. Set routes are not used and the survey need not be repeatable in the sense of a monitoring program comparing data sets through time.		Response not detailed enough for evaluation. Please provide more details on the methodology. This item remains outstanding (including proposed survey locations).
Amphibian Surveys: Page 7: It is stated that amphibian survey locations have been selected, but no figure, description or rationale for survey location	We cannot pre-judge where amphibians might be. Once the field program commences we will determine where potential sites are.		A survey location figure should be made available for review of sampling and reference locations once locations are chosen. This item is still outstanding.

Comment	Walker Response	Disposition	Town of Ingersoll Response
<p>selection is given. It is also not indicated how many survey locations have been selected. Survey locations for amphibian surveys should be provided on a figure. The above deficiencies are significant.</p>	<p>These will be the survey locations in the spring of 2018.</p>		
<p>Bird Hazards: Page 8: It is proposed to review background information before a field sampling plan is developed. However, as this is a Work Plan and not a proposed Terms of Reference document, the field program should have been developed and should be able for review and comments by stakeholders. This is a significant deficiency.</p>	<p>The data collection and background review is a component of the EA studies. The approved ToR required updating and consultation of the work plans in advance of the EA studies.</p>	-	Noted.
<p>Page 9, 1st Paragraph: It is stated that the Index of Biotic Integrity analyzes fish for 12 possible metrics which will be determined by professional judgment. Only five (5) metrics are listed. It is not clear what the remaining 7 metrics are and, given that this is the Scope of Work, these should have been already established at this point. The absence of this information does not allow for the review of adequacy and suitability of the unnamed metrics for the Index of Biotic Integrity.</p>	<p>The analysis protocol has been revised following direction from the Ministry of Environmental and Climate Change.</p>	Protocol revision.	Noted.
<p>Page 11, Paragraph 4: More information should be provided on the suitability of the benchmarks to assess impact of dust on plants as well as the methodology and implementation. It is unclear if the benchmarks referred to have been accepted by environmental agencies such as Ministry of Environment or US EPA. Further discussion is required.</p>	<p>There is very little information or standards available on ecological effects of dust on plants. We have successfully applied this approach in other EAs. New benchmarks are incorporated as they become available.</p>		The response is in contradiction to Paragraph 4 on Page 11. More details should be provided on the proposed use of the benchmarks.
<p>There are a number of references listed in the reference section that are not cited in the text. References should be cross referenced for ease of review.</p>	Corrected.	Reference correction.	Noted.

3.0 UPDATED ECONOMIC ASSESSMENT WORK PLAN

Southwestern Landfill Environmental Assessment, Updated Economic Assessment Work Plan

Comments Received From: Peter Klassen, P. Eng., Tetra Tech on behalf of the Town of Ingersoll

Comment	Walker Response	Disposition	Town of Ingersoll Response
<p>There are several references within the work plan to specific areas of impact. While physical impacts such as air and noise decrease as distance from the source increases, financial and economic impact may not be solely predicated on distance from the source.</p> <p>The work plan focuses on three impact areas: On Site and in the Site Vicinity, Along the Haul Routes, and Wider Area. The Town has expressed concern with the proximity of the landfill to town. As such the entire town should be included in the area denoted as Site Vicinity since residents may travel and use services throughout the town including close proximity to the proposed site.</p> <p>Similarly, WEG has designated a band of 500 m around the Haul Routes which excludes the potential increased traffic on the emergency haul routes. The haul routes would be used in times of weather issues or accidents along Hwy 401 and should be included in the same category.</p>	<p>In response to requests during consultation, the “Site Vicinity” study area has been extended to include the Town of Ingersoll.</p> <p>The EA is designed to assess the effects of the normal, day-to-day operation of the proposed landfill (although not necessarily just the “average” conditions, but also the range of effects that could result from normal operations, where appropriate). The EA will not include an assessment of emergency or upset conditions – it is not appropriate in an EA to characterize and weigh the advantages and disadvantages to the environment on conditions that are not planned or expected to occur, may never occur, or could occur at some unknown time and frequency.</p> <p>Instead, contingency plans for unexpected or upset conditions are required to be submitted to the Ministry as part of an application for an Environmental Compliance Approval (ECA) for a landfill under the Environmental Protection Act. If the EA is approved, Walker will prepare a Design and Operations Report (D&O) in support of the ECA application based on the facility characteristics that emerge from the EA. Included in the D&O will be a description of the proposed contingency plans that will address emergency detour routes (along with other possible emergency or upset conditions).</p>	<p>“Site Vicinity” has been amended to include the Town of Ingersoll.</p>	<p>Noted.</p>
<p>Future development plans may be impacted by the proximity of either a future or ongoing landfill site. Resultantly, the location of current development may not be reflective of how the Town expands.</p> <p>The work plan should include a comprehensive study of how anticipated</p>	<p>The baseline conditions for this EA will not be based simply on the location of current development, but rather will also account for future growth during the landfill lifespan, with the assumptions drawn from the County OP and related documents (see approved ToR, Section 8.2). In assessing the EA criteria, where</p>	<p>-</p>	<p>Noted.</p>

Comment	Walker Response	Disposition	Town of Ingersoll Response
<p>and constructed waste facilities, including landfills and haulage routes (including emergency routes) have impacted development around the respective locations.</p>	<p>relevant, evidence from development around other landfill sites will be considered.</p>		
<p>There are two recently enacted regulatory initiatives Bill 151 (Waste Free Ontario Act, 2016) and the Cap and Trade Program Regulation and Quantification, Reporting and Verification of Greenhouse Gas Emissions Regulation that may have significant impact on the viability of the proposed WEG landfill. Accompanying Bill 151 the government of Ontario has also outlined its strategy with initiatives with a goal to reduce waste generation, increase diversion (from landfills) and reduce the amount of greenhouse gas generation from waste.</p> <p>The Financial/Economic work plan should include a comprehensive review of the impact of these two regulations, as there may be both regulatory and strategic initiatives to discourage the use of landfills in Ontario.</p>	<p>Walker has carefully reviewed the recent legislation and does not believe that it affects the viability of this undertaking. In fact, the province's <i>Proposed Strategy for a Waste-Free Ontario</i> under Bill 151 actually supports this proposed undertaking: "Ontario will need 16 new or expanded landfills by 2050"; "The size of landfills will also be considered to reduce the need for multiple new landfills and use landfill gas reduction facilities effectively" (i.e., larger regional sites); and "Ontario will continue to be a leading jurisdiction in setting strict landfill standards and requirements. This means continuing to protect drinking water by applying groundwater protection limits and design requirements for leachate collection systems that are unsurpassed by any other jurisdiction in North America" (i.e., the MOECC generic liner designs).</p> <p>Furthermore, Walker has committed in its EA to assess the effects of greenhouse gas emissions.</p>	<p>-</p> <p>-</p>	<p>The financial portion of the EA process should include the impact of relevant regulations on both the proposed landfill and its effect on the town of Ingersoll. This should include the evolving impacts derived from Bill 151 and the Cap and Trade regulations.</p>
<p>Property value may change in different periods of time as the impact of development moves forward. As the Municipal Property Assessment Corporation does evaluations every four years, the actual information related to properties may be out of date in relation to the perception of value in the four different stages of the potential WEG project.</p> <p>In lieu of this, the Financial/Economic Work Plan should incorporate both historic impacts of similar projects and consult with independent real estate</p>	<p>Noted. Real estate information and area real estate reports are included in the data collection listed in Section 7.1 of the work plan. This can be supplemented through contact with local agents if and as necessary (Walker already has made contact with several as part of this project). Previous property value protection studies and programs are also listed among the data collection in Section 7.1.</p>	<p>-</p>	<p>Noted.</p>

Comment	Walker Response	Disposition	Town of Ingersoll Response
agents who understand and can assess the impact within the Town.			
There are several elements that impact the value and cost of disposal within the region. These elements include the cost of diversion, the long term environmental cost of landfilling, the cost of disposal to competitive landfill sites (including the US), the cost of transportation, and the potential loss of revenue to surrounding municipal landfill sites. All these aspects should be considered in the overall value to both regional and surrounding customers to the site.	Noted. These are all factors that are considered to be reflected in the cost of service.	-	Noted.
One-time and ongoing financial compensation has been given to neighbours of other waste processing and disposal sites. The Economic/Financial Assessment should include formulas and examples that have been used in past in both Ontario and outside Ontario. All impacted residents of Ingersoll must be satisfied with an agreed upon formula for compensation prior to an approval under the Environmental Assessment.	It is premature to propose compensation, or even a method for compensation, in this work plan prior to actually determining if there will be impacts, and to what extent. This is a matter that will be addressed in the EA as part of impact management planning (see approved ToR, Section 8.2, Step #5).	-	WEG should indicate how other waste management sites have provided compensation. (i.e., what mechanisms were used) It is understood that the actual compensation proposal will occur at a later date.
Two periods are contemplated (Operational Period, Post-Closure Period) and should be expanded to four and should now include pre-construction phase, and construction phase.	As explained in Section 3 of the work plan, and in Section 6.2 of the approved ToR, the construction period is combined with the operational period in this EA since construction and operation of this type of landfill occur concurrently throughout the landfill lifespan.	-	Varying valuations of properties will most likely be impacted at the design (pre-construction) and initial construction phases. This would be distinct from the ongoing operational post closure phases.
Section 4 Study Areas (Pages 7 and 8) <ul style="list-style-type: none"> ▪ On Site Vicinity should now include the Town of Ingersoll. ▪ Haul Routes should include 500m around Emergency Routes. 	See previous responses, above.	-	Noted.
Section 6.2.2 – (Page 15) Should include potential that the Town will expand into surrounding townships and the work plan should examine the	As noted above, the baseline planning forecast is drawn from the County Official Plan.	-	

Comment	Walker Response	Disposition	Town of Ingersoll Response
possibility that eastward expansion will be discouraged.			
<p>Section 7.1 Ontario Ministry of Environment and Climate Change – (Page 18)</p> <ul style="list-style-type: none"> ▪ Background data should include Bill 151, supportive MOECC strategy and legislation and potential ban to specific materials to disposal. ▪ Paragraph 2 – revised assessment should include annual updates to ensure most recent values are used. ▪ Paragraph 3 – the relationship between the term “zones” and Site Vicinity should be clarified. 	Noted.	-	Noted.
<p>Section 7.2 Field Data Collection – (Page 19)</p> <p>Key Stakeholder Interviews should include residents in Site Vicinity and along Haul Routes.</p>	Residents will be surveyed as part of the social assessment, and these data will be made available to inform the economic assessment as required (see the Social Assessment work plan).	-	Noted.
<p>Section 8 Data Analysis – Property Value Impact Assessment – (Page 20 – 22)</p> <p>Paragraph 1 – property value should be expanded to include all of the Town of Ingersoll.</p>	The initial study area is judged to be adequate based on current knowledge and experience. However, as stated in the same section of the work plan: <i>“It is noted that this area may be adjusted outward if information from other disciplines flags the potential for direct or indirect effects associated with operation and closure of the site beyond the two kilometre line.”</i>	-	Property value may not be specifically related to other disciplines.
<p>List of Recommendations to mitigate and or otherwise manage potential add bullet:</p> <ul style="list-style-type: none"> ▪ Review of Compensation mechanisms at other waste landfill/processing sites. 	As noted above, these are listed as data supporting the assessment in Section 7.1.	-	Comment given above.

4.0 UPDATED GROUNDWATER AND SURFACE WATER ASSESSMENT WORK PLAN

Southwestern Landfill Environmental Assessment, Updated Draft Groundwater and Surface Water Assessment Work Plan

Comments Received From: Thomas Franz, Arcadis; Dr. Walter Illman, Hydro Resources International; and Brian Adeney, Tetra Tech; on behalf of the Town of Ingersoll

Comment	Walker Response	Disposition	Town of Ingersoll Response
p. 1: Title page: revised report. This is a revised report and not a final work plan. A final work plan should include details to the study that will be conducted at the site. It should be noted that many of the comments on Dr. Illman's previous submissions as part of Town of Ingersoll's submissions are not incorporated into the revised report. Please provide a detailed response to Dr. Illman's previous comments.	Walker provided the MOECC with detailed responses to comments from the Town of Ingersoll, including those of Dr. Illman, for consideration by the Minister prior to approving the Terms of Reference, all of which is on file as part of the public record at: http://www.walkerea.com (Documents/EA Documentation).	-	The reviewer was unable to confirm this response, and it will need to be verified later.
p. 4: Study Durations, Operational Period. How long is the operation period expected to last? What are some issues that could affect the operational period?	The operational period has been estimated at approximately 20 years based on maximum filling rates, but could extend somewhat longer depending on market conditions. (See approved ToR, Section 5.2.)	-	Noted.
p. 4: Study Durations, Post-Closure Period. How long is this period estimated to be? The timeframe should be specified.	The full contaminating lifespan of the landfill (i.e., leachate and gas). This will be assessed and presented as part of the EA reporting, in accordance with the requirements of O. Reg. 232/98. The Landfill Standards (s. 4.5) provides the following initial guidance: <i>"For planning post-closure care activities for a site utilizing the single or double composite generic design, the contaminating life span for leachate impact on groundwater (based on the minimum infiltration rate of 0.15 metres per year) is 160 years and 360 years, respectively."</i>	-	Noted.
p. 4: Study Durations, EA Criteria, Effects due to contact with contaminated groundwater or surface water. How about the effect on the natural groundwater flow path when the landfill is constructed? Would this change the flow direction? Will this focus groundwater flows into certain	The proposed modeling program will address groundwater flow relative to baseline (i.e., without the landfill), which will identify the potential for any related implications for contaminant transport. See Section 9 of the work plan.	-	Further review of the modelling (flow and contaminant transport) will be required. We agree that spill/leak controls in non-active cell areas during operations can be prepared should the undertaking be approved and are not

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areas and create stagnant zones where contaminants can accumulate over long periods?			specifically required as part of the EA. We only wanted to be sure that any stormwater management design/grading plans took this issue properly into account.
p. 5: Study Durations, EA Criteria, Loss/displacement of surface water resources. If the groundwater flow path is altered with the construction of the landfill, how will this affect stream flows and flow into/out of wetlands?	Determining the potential effects on stream flows and flow into/out of wetlands is the objective of this criterion. See Section 9 of the work plan.	-	Noted.
p. 5, "Post closure Period"; the comment "and thus have a more limited range of potential effects" is not appropriate, because the most significant effects or impacts, especially in groundwater and surface water may potentially occur in the post closure period.	Noted; however, these are broad definitions for the study areas taken from the approved ToR. As noted directly below in the same section of the work plan, the post-closure period has been identified as significant for several of the groundwater and surface water criteria.	-	We understand the Walker response to mean that the post closure period will be examined.
p. 5; statement "These contaminants have the potential to seep into the groundwater or surface water and could pose a public health concern" should be re-phrased to include environmental health concerns.	In this context, the criterion is specific to public health. Other criteria are included in the EA related to environmental and ecosystem effects which are noted in Section 3 of the work plan.	-	It is unclear to us why environmental health is not included in the context of the hydrogeological evaluation and the consideration of contaminant migration in this part of the study.
p. 6: 5.0 Study Areas. The study area may need to be examined to consider the impacts of regional groundwater flow. How will current and future municipal wells be affected by activities at the proposed landfill?	The initial study areas are intended to be sufficient to characterize the full extent of any effects from the proposed landfill, including those on municipal well supplies, but as noted in the same section of the work plan: <i>"These study areas are not intended to be fixed. Flexibility is available to -expand or focus study areas, depending on the study findings. The boundaries of the study areas will reflect the limits of the groundwater flow domain and/or the limits of any potential effects of the proposed undertaking on groundwater or surface water flow, quantity and/or quality."</i>	-	A flexible approach to setting study boundaries is reasonable. The Ingersoll reviewer understands that the response means that the municipal wells will be included in the study area and concurs with this approach.
p. 6: 5.0 Study Areas, "These study areas are not intended to be fixed". Study areas may not be intended to be fixed, but they should be defined in greater detail. Also,	The table directly below this statement in the work plan provides the rationale for the study areas on a criterion-by-criterion basis.	-	Noted.

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the rationale for selecting the study area should be better explained.			
p. 6: 5.0 Study Areas, "These study areas are not intended to be fixed." The areal extent is mentioned, but what about the vertical extent? Would deeper units be affected by the proposed landfill if leaks develop? Would the leachate be dense and sink causing the plume to migrate downwards? One would also need to know what the expected leachate chemicals will consist of and their concentrations.	The vertical aspect of the assessment is described in terms of the subsurface investigations proposed to be carried out during the EA (see Section 8.2 of the work plan, as well as the accompanying Draft Hydrogeological Technical Work Program (Golder, April 6, 2017)). The expected leachate characterization will be in accordance with O.Reg. 232/98 and the Landfill Standards.	-	It is unclear to the reviewer what vertical extent will be used.
p. 6: 5.0 Study Areas, "...initial estimate of the study areas based on experience with the existing Carmeuse Lime (Canada) Limited site, and other landfills." Is the extent of the study site based on aggregate operations? The area may be too small considering that the impacts from the landfill are anticipated to be potentially more severe (leakage of contaminants and migration of landfill gases).	No, as noted, the initial study area is based on experience with other landfill sites, applied to this particular quarry setting.	-	Noted.
p. 6: 5.0 Study Areas, "...and other landfills". What other landfills are considered to base the experience upon? Are these landfills built in unconsolidated deposits, fractured rocks, and/or karst terrains?	Golder has corporate experience in landfills in a wide variety of settings and terrain. Furthermore, Walker has direct expertise in the permitting, construction, operation, and post-closure care of landfills in comparable quarry settings in Niagara Region.	-	The comment was a specific question, but the response is generic. It remains unclear what the "other landfills" are and whether they are comparable.
p. 6: 5.0 Study Areas, "The boundaries of the study areas will reflect the limits of the groundwater flow domain..." It is not clear how the limits of the groundwater flow domain will be established. How will the impacts of the proposed landfill be anticipated?	The groundwater flow domain will likely be based on regional hydraulic boundaries such as groundwater flow divides and major discharge boundaries. The domain will be refined as physiographic mapping, hydrogeologic data, and previous modelling reports for the area are reviewed. The model will be sufficiently large such that undue "boundary effects" will not	-	The response is not unacceptable and reflects a best practices approach.

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	<p>occur. Interim model simulations will reveal if the boundaries are appropriately proportioned to avoid artificially influencing the potential impacts of the proposed landfill. If boundary effects are observed the model domain will be re-assessed and, if necessary, expanded / altered.</p>		
<p>p. 7: 5.0 Study Areas, EA criteria, Explosive hazard due to combustible gas accumulation in confined spaces. What criteria are used to determine the distance of “500 m” for examining explosive hazard due to combustible gas accumulation in confined spaces? What infrastructure is present (e.g., water mains, sewer lines, tile drains, cables, gas lines, etc.) in the area that could cause the migration and storage of landfill gases that could lead to explosion hazards? The radial focal point is not indicated in the Work Plan (i.e., 500 metres from the limit of waste, or property boundary). The assessment of LFG migration potential does not specifically include the identification all potential receptors within the study area, or evaluation of theoretical gas migration potential within the study area in the event of failure of landfill environmental controls.</p>	<p>See Section 9 of the work plan as it relates to the scope of the assessment for landfill gas migration.</p>	-	<p>Noted, this will be reviewed in more detail as part of the EA.</p>
<p>p.7: 5.0 Study Areas, Loss/Displacement of surface water resources; there are several external watercourses north of the site that will need to be diverted or incorporated into the on-site drainage collection system and controls. Given the potential for increased snowmelt and peak flow runoff over time, this volume will need to be addressed in the site drainage plan and not adversely impact downstream water users or aquatic systems due to lower flows, if any, to the confluence point of the Thames River.</p>	<p>Noted.</p>	-	<p>Potential for accentuated low flows and lower assimilative capacity in the Thames River (in part due to higher evaporation from climate change) is acknowledged. This issue will have to be balanced against effluent treatment levels to meet discharge permits. We will need to see the analysis to comment further.</p>

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<p>p. 8: 5.0 Study Areas, EA criteria, impact on the availability of groundwater supply to wells. The study site to assess this appears to be too small and needs to be rigorously justified. There are municipal wells in surrounding areas (and new wells could also be installed in the future for groundwater extraction for drinking water purposes).</p>	<p>See the previous response re: initial study areas.</p>	<p>-</p>	<p>Based on the reviewer's understanding of the initial study areas, the reviewer believes that the initial study area is too small and should include municipal wells and other important receptors.</p>
<p>p. 8: 5.0 Study Areas, EA criteria, impact on the availability of groundwater supply to wells, "...due to the existing and proposed activities at the Site". Will quarrying be permitted as a proposed activity alongside the construction and operation of the proposed landfill?</p>	<p>Quarrying may continue within the landfill footprint as the landfill is being developed in other, completed sections.</p>	<p>-</p>	<p>The studies and EA need to consider what potential effects could occur on the newly constructed landfill due to quarrying. Monitoring programs should be laid out to detect effects.</p>
<p>p. 9: 6.0 Indicators/Measures, "Effects due to contact with contaminated groundwater or surface water". What is it meant by effects due to contact with contaminated groundwater or surface water? It would be better to specify the potential receptors.</p>	<p>This criterion is in the group "Public Health & Safety", so in this case it is clearly related to human contact or ingestion.</p>	<p>-</p>	<p>Other receptors should include fish and other aquatic life?</p>
<p>pgs. 7, 8, 9: study area. The study area for groundwater should not be constrained to the study area shown in Figure 1. The study area should be extended to natural boundaries of groundwater flow, e.g. groundwater divides, in order avoid that artificial boundary effects are created due to the setting of arbitrary boundaries (e.g. in the modelling). In order to properly define hydrogeological conditions (e.g. to infer groundwater flow directions and natural groundwater flow boundaries), interpretations and interpolations of data from outside of natural boundaries are typically required, and therefore, the area for data collection and monitoring should include areas far outside what is shown in Figure 1, and must be flexible as described in the TOR. A minimum starting point would be the natural surface water divides</p>	<p>See responses to previous comments regarding the study area, and the flexibility concept.</p>	<p>-</p>	<p>The flexibility concept is noted. However, the reviewer believes that the initial study area is too small.</p>

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that are further assessed based on underlying strata and direction.			
p. 10: Indicators/Measures: Reg. 153/04 (as amended) together with its "Rationale" document (including updates) should be included in the table showing the Proposed Indicators/Measures for "Effects due to contact with contaminated groundwater or surface water". Reg. 153/04 and its underlying "Rationale" document are currently the most complete compendium of human health and environmental standards in groundwater and surface water.	Agreed.	Indicators/Measures updated.	Noted.
p. 11: 7.0 Assumption, 7.1 Facility Characteristics, Groundwater Comment: Why is the buffer variable from 30 to 150 m? According to EPA ON reg 232-98, s. 7(2), the buffer area should be at least 100 m wide at every point. Note the exceptions (30m buffer) in s.7(3), however, WEG needs to demonstrate that a 30 m buffer is sufficient.	Noted. Walker has been clear that any areas where the buffer width is less than 30m will require justification.	-	Noted.
p. 11: 7.0 Assumption, 7.1 Facility Characteristics, Groundwater, "The waste fill area will average approximately 32.85 m thick; depth below grade will range between 30 and 40 m and depth below the bedrock/overburden interface will range between 10 and 20 m." Landfill will encompass both the overburden and bedrock, hence the site is heterogeneous which will make groundwater flow more complex. This will cause the design and operation of the proposed landfill to be more technically complex.	Noted.	-	In its response to comments provided regarding the Facility Characteristics Assumptions relating to depth of fill, differential settlement, geomembranes, base preparation, liner construction, and material importation, WEG has indicated that the comments raised can all be effectively addressed in its application for an Environmental Compliance Approval under the Ontario Environmental Protection Act, following approval of the EA. No specific responses to the technical issues raised were put forth. It is acknowledged that this level of detail can be addressed at the ECA approval stage, and that the requirements of O. Reg. 232/98 (which sets out design standards for new landfill sites) will be

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			met. The application of the requirements of O. Reg. 232/98 and the approvals process for the ECA for the waste management site may not be straightforward in this case due to some of the unique aspects of the proposed facility. WEG maintains that its experience with its existing site in Thorold will be applied to this development, but specifics have not been provided nor is it acknowledged that many of the design elements applied at their existing quarry landfill site predates the implementation of the design standard of O. Reg. 232/98.
p. 12: 7.0 Assumption, 7.1 Facility Characteristics, Landfill gas. Will gas pressure be monitored to eliminate positive gas pressure? How will this be accomplished?	The landfill gas control system will be designed to mitigate positive gas pressure. Landfill gas monitoring would include vacuum/pressure measurements. Appropriate landfill gas control system design and monitoring programs will be developed over the course of the EA.	-	Noted.
p. 12: "Groundwater"; states "compacted engineered backfill" – the nature of the material and compaction criteria are unknown and need to be specified. Backfill type and its compaction have a significant effect on differential settlement of the material which can cause deformation of the liner(s) and leachate collections system pipes, and can even cause failure (breaking) of these systems.	Noted. In accordance with O. Reg. 232/98 Walker will be required to submit design specifications for the proposed landfill that must include: <i>"a geotechnical assessment of the suitability of the site for the landfilling of municipal waste that considers bearing capacity, differential settlement and slope stability during construction, operation and after closure, and that addresses the potential effects on any liner or leachate collection system"</i> (s.4.1.1(6)(2)(c)(v))	-	Noted.
p. 12: "Groundwater" and "Surface Water"; it is unclear if dewatering and water management in general will be conducted during the operational life only, or if these activities will be continued in perpetuity. The hydrogeological and hydrological assessments and any modelling of effects and impacts on local groundwater and surface water resources and receptors	Dewatering is currently being carried out as part of the quarry operations, which is expected to continue during and following the landfill operational period. Walker would carry out supplemental dewatering during its operational period only if and as required for landfill construction purposes. The groundwater and surface water	-	Evaluations of for various operational scenarios of the dewatering system will be important to understand the groundwater and surface water flow regimes and contaminant transport.

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(including groundwater / surface water flow and contaminant transport) must take this into account.	assessment will incorporate these assumptions.		
p.11 "Surface Water"; it is stated that the landfill, stormwater and groundwater seepage on the undeveloped portion of the quarry will be managed separately. As the new landfill would be constructed on fill, its base may be significantly higher than the unused and adjacent future quarry floor elevation resulting in a significant groundwater and surface water gradient. It will be important to detail how this will be controlled so that potentially impacted runoff does not affect groundwater quality beneath the site. The monitoring well network will need to be oriented to detect any early issues. Similarly, it will need to be clear how the elevation of the existing waterbody south of the proposed landfill site relates to the landfill area and the potential for contaminants to migrate towards the waterbody and further to the Thames River or groundwater system.	<p>Noted; these matters will be addressed during the EA.</p> <p>It should be noted that any water that comes into contact with waste, more commonly referred to as leachate or contact water, will be contained within lined portion of the site and managed accordingly via the leachate collection and treatment systems.</p>	-	Noted that the EA will address these matters.
P. 11: "Surface Water"; spills management during operations not mentioned. While waste coming to the site will be classified as non-hazardous, there is the possibility of hazardous materials being present at site and vehicle spills/fuel leaks entering the "undeveloped area" drainage system and contaminating a large volume of site runoff. This will need to be addressed in the drainage system design as it could impact water quality for discharge and treatment requirements. The site operations plan should also address the potential for the site runoff to become impacted by operations and include viable contingencies.	The EA is intended to characterize the environmental advantages and disadvantages of the undertaking as planned (i.e., normal or typical operations). If the EA is approved, contingency and emergency response plans will be developed as part of the Design and Operations report for submission under the EPA, and will include spills response.	-	
p. 12: 7.3 Climate Change. Section 7.3 of the draft Work Plan outlines anticipated	Agreed. Additional assumptions may be extracted from the reference document(s),	-	Climate change is still discussed in terms of seasonal average increases

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<p>average annual and seasonal changes in temperature and precipitation from recent climate change projections for Ontario. (McDermid and Hogg, 2015). While these data show changes suitable for long-term water balance calculations, they do not show possible changes due to discrete extreme precipitation events. For example, reductions in summer precipitation could vary from 2.5 to 4.5% over the next 80 years but the intensity of individual short-term events could increase significantly from present levels (e.g. 4 hr, 6 hr, or 24 hr precipitation amounts). This will factor greatly in the design and costs for on-site stormwater management infrastructure and facilities within the base area of the landfill to isolate non-contact water.</p> <p>A similar issue exists with high flow changes in the upper Thames River basin. This extreme flow condition may be compounded by the anticipated higher winter precipitation (snowpack) and higher resultant runoff that could combine with higher short duration rainfall events to create higher peak flows. The resultant flows from higher spring runoff should be assessed in conjunction with the 1:250 year storm event for design purposes for peak flows expected in the Thames River to address potential overflow onto the site.</p>	<p>as required, in order to address climate change resilience in the facility design (including storm water management).</p>		<p>in precipitation and evaporation and not on an extreme storm basis. Golder do note that other data in the climate change reports will be accessed as required. I think the best way forward is to allow the analysis to be done and request that extreme events be tested through our comments/questions if not done.</p>
<p>p.12: 7.3 Climate Change; higher summer temperatures and evaporation have the potential to worsen low flow conditions in the Thames River which already has historically poor assimilative capacity for dilution of treated leachate discharged to the river. This could further affect water quality and associated aquatic health.</p>	<p>Noted.</p>	<p>-</p>	<p>The comment was made to have this situation addressed by the scope of work. It is unclear if this will be done?</p>
<p>p.15: 8.2 Field Data Collection. Because the quarry is currently being dewatered, and during the construction and operation</p>	<p>As noted in previous responses, the design specifications for the engineered liner system and subgrade (backfill) will be set</p>	<p>-</p>	<p>There is no response regarding the characterization of the unsaturated zone.</p>

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<p>of the landfill, this dewatering will continue, a deep unsaturated zone is/will be present. Therefore, the unsaturated zone should also be characterized, but this is not apparent in the work plan. Also, what will WEG do to characterize surface water/groundwater interaction? How will WEG characterize the fluxes of groundwater into and out of the Thames River and other surface water bodies? The work plan should also include some language of the characterization of the engineered barrier system (e.g., lab tests on cover and backfill material, clay liner, etc.).</p>	<p>out as a requirement of O. Reg. 232/98 for the EPA submission.</p> <p>Surface water / groundwater interactions will be characterized by analyzing gradients between surface water and shallow groundwater level data. In addition, an analysis of existing pumping records associated with dewatering of the existing Carmeuse Quarry will be completed. This information will be used to calibrate the groundwater model and quantify flux rates between the Thames River any associated tributaries and the quarry.</p>		<p>The practice of using dewatering information for the calibration of the groundwater flow model is considered best practice (provided that Walker means that the model will be calibrated for both hydraulic head responses and water balance).</p> <p>It would make the model much more reliable if the flux between groundwater and surface water were quantified by field measurements (at least in some representative locations) in order to provide calibration points.</p>
<p>p.15: 8.2 Field Data Collection. Will parameters necessary for conducting contaminant transport simulations obtained during the field studies? This was not apparent in the work plan. For example, parameters such as the diffusion coefficient, longitudinal and transverse dispersivity, degradation and reaction parameters, etc. should be obtained for the overburden, fractured bedrock, backfill, clay liner, and any other material used as part of the engineered barrier system.</p>	<p>At this time we do not feel a contaminant transport model is necessary to meet the objectives of the study. Instead, failure scenarios and associated mitigation measures may be examined by assessing potential contaminant flow pathways using the groundwater flow model assuming a conservative proxy parameter. However, if, in the course of the study, it is decided that the failure scenario should include calculating specific parameter concentrations at various points along the flow path (for example property line, surface water receptor etc.), a contaminant transport model may be employed in a coupled or loosely coupled approach with the groundwater flow model</p>	-	<p>In the opinion of the reviewer, a contaminant transport model will be required. The proposed landfill is in a unique and complex hydrogeological setting, and relying on a flow model alone or a “loosely coupled” model will not suffice. It is unclear/unknown what “loosely coupled” means. In addition, transport parameters for the unconsolidated deposits and fractured rocks should be characterized.</p>
<p>p.16: 8.2 Field Data Collection. Will the MOECC or other parties such as the Town of Ingersoll be consulted to make sure that the characterization and sampling plan is adequate? Such language is included for the surface water characterization and monitoring below.</p>	<p>This detail is provided in the accompanying Draft Hydrogeological Technical Work Program (Golder, April 6, 2017) which has been reviewed with the MOECC.</p>	-	<p>The work plan provided is at a high level, not providing sufficient detail for a technical review. Study reports or results can be reviewed once they are available, but it may be more effective to allow a review of the detailed work plans prior to implementing them.</p>
<p>p. 16: states “Drill boreholes in the bedrock and overburden at representative locations on the site to characterize site geological</p>	<p>Noted.</p>	<p>Language has been updated.</p>	<p>Noted.</p>

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and hydrogeological conditions...”; this should say to “characterize in great detail”.			
p. 16: states “Obtain and review available site specific studies previously undertaken to determine hydraulic conductivity in the bedrock aquifer(s) and assess groundwater flow directions”. This statement is somewhat unclear, as the groundwater flow and contaminant transport would occur through fractured rock. It should be re-phrased to indicate that appropriate hydrogeological studies will be undertaken to appropriately characterize flow through discrete fractures (e.g. vertical fractures) and through more frequently and randomly fractured media (horizontal and vertical).	This is intended to mean that previous studies may have information concerning conductivity and groundwater flow, which would be used to supplement the on-site investigations.	-	It is noted that previous studies will be used only to supplement the on-site investigations.
p. 16 states “Carry out an inventory of private and public water wells in the vicinity of the site, based on MOE water well records, augmented with door-to-door inventories of selected receptor points.” It is unclear what will be done with this information. It should be clear that this information will be used cautiously, as the drillers’ logs of these wells are not always reliable, but it should also be noted that selected wells from this database should be used for groundwater quality monitoring.	Noted. These data are intended to be used judiciously to supplement other types of information.	-	Noted.
p. 16: states “Retain an expert in Karst geology provide input into, and participate in data collection and interpretation regarding Karst features”. This work should also include an evaluation of the effect on the development of Karst due the potential presence of more aggressive landfill leachate within the fractured bedrock.	It is premature at this stage to presume that any leachate will be emitted into the bedrock, but it is an issue that can be examined further if that is found to be the case.	-	It may be too late to consider leakage through karst or other features after it has occurred. Therefore, proper characterization of all potential pathways to receptors should take place during the EA process.
p. 17: states “Groundwater samples will be collected using dedicated sampling equipment and analyzed by an independent accredited laboratory for the	Noted; that is what the work plan states.	-	Noted.

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<p>parameters listed in Section 10 of O. Reg.232/98, as well as for a suite of groundwater quality indicator parameters.” The list of parameters contained in O.Reg. 232/98 is a good starting point, but it is necessary to consider additional chemical parameters in the groundwater quality characterization in order to establish pre-construction (pre- operation) conditions, and during on-going monitoring in order to detect effects.</p>			
<p>p.18: 9.0 Data Analysis, Groundwater. What scenarios will be considered in the groundwater modeling? What conceptual model will be utilized and how will this be decided? Will a 2D or 3D model be constructed? How large will the model be and what features will be built into the model (e.g., 3D extent of the landfill and the buffer materials)? Will surface water/groundwater flow and transport be jointly considered or will they be treated separately? If surface water and groundwater are treated separately, what is the rationale for this? What is the extent of the groundwater model?</p> <p>It should at the minimum consider the critical receptors (municipal wells, etc.) in the area. How will the landfill be treated in the groundwater model and how will the leakage be simulated? How will the groundwater model account for the contaminant attenuation zone? Will biodegradation, sorption, etc. be considered?</p>	<p>At this time the following basic scenarios are being contemplated: 1) Existing Conditions; 2) Operations at Full Build Out; 3) Closure; and 4) Potential Failure. Additional scenarios may be added as the study progresses.</p> <p>The conceptual model will be developed during the early to mid stages of the study and will involve the syntheses of several sources of information including: Walker site data and drawings, regional topographic, physiographic and geologic mapping, publically available databases (for e.g. the MOECC WWIS) background reports, previous models in the area, borehole and/or geophysical logs, water levels, flow packer or slug testing, and water chemistry.</p> <p>We anticipate the groundwater model will be 3D.</p> <p>The model will likely be regional in scale (see prior comment on model domain).</p> <p>At this time it is intended that groundwater and surface water models will be simulated separately to avoid unnecessary computational efforts when pairing</p>	<p>-</p>	<p>The proposed scenarios are reasonable, and the flexibility to add further scenarios, depending on study findings is considered best practice by the reviewer.</p> <p>The data sources are comprehensive.</p> <p>A 3D model is best practice. It makes sense that the model is regional scale to include the full study area and to avoid boundary effects. Based on another study area comment and response, the area can focus into a more detailed area, if appropriate and/or advantageous. The model grid should have similar flexibility for additional refinement either within the regional model or consider separate, more detailed small scale models for local scale issues. The reviewer notes that this approach seems to have been expressed as Walker’s intent in Walker’s responses.</p> <p>The simulation of groundwater and surface water as separate models may be pragmatic, but requires careful implementation to ensure that the model outputs are reflected as model inputs where these systems meet. The</p>

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	<p>potentially incongruous time and temporal scales between the two hydrologic domains. However, as there is clearly interaction between groundwater / surface water, the input / output of each model will be jointly reviewed to ensure that appropriate integration occurs where necessary (for example, shared infiltration rates).</p> <p>A detailed description of how the landfill will be implemented in the model is not possible until a conceptual model has first been established through the study. However, in general terms, the landfill will be modelled based on the hydraulic containment design and include the necessary topographic mapping and engineered structures. Features that require depressurization will likely be modelled via drain- type or pumping well boundary conditions. Areas that act as barriers will likely be modelled using low permeability zones.</p> <p>At this time we do not consider that a contaminant transport model is necessary to meet the objectives of the study. Instead, failure scenarios and associated mitigation measures may be examined by assessing potential contaminant flow pathways using the groundwater flow model assuming a conservative proxy parameter. However, if, in the course of the study, it is decided that the failure scenario should include calculating specific parameter concentrations at various points along the flow path (for example property line, surface water receptor etc.), a contaminant transport model may be employed in a coupled or loosely coupled approach with the groundwater flow model.</p>		<p>reviewer notes that Walker has recognized this in the response to another comment elsewhere. It should be noted that fully integrated models that consider both surface water and groundwater flow and contaminant transport now exist and the implementation of such models should better allow for the seamless exchange between the surface water and groundwater regimes.</p> <p>In the opinion of the reviewer, that a fully coupled groundwater flow and contaminant transport model should be developed for the landfill. It is unclear what a “loosely coupled” approach means.</p>

Comment	Walker Response	Disposition	Town of Ingersoll Response
<p>p.18: 9.0 Data Analysis, Groundwater. The length of the simulation period should also be discussed. How long is the operational period and the closure period? How long would potential hazards need to be considered? Would changes in material properties be considered in the assessment if the closure period is excessively long (e.g., > 1000 years)?</p>	<p>See previous responses re: study durations.</p>	<p>-</p>	<p>The reviewers' comment was made to express concern about the potential for the existence of karst and the effect of landfill leachate on karst. If the contaminating lifespan of the landfill exceed the service life of engineering systems and allow leachate to escape, then such effects can potentially take place. Therefore, it may be appropriate to consider longer simulation time frames, and changes in (i.e., deterioration of) material properties may become relevant.</p>
<p>p.18: 9.0 Data Analysis, Groundwater. What model will be used to conduct the groundwater flow and contaminant transport studies? For the surface water assessment, a model is specified.</p>	<p>A 3D numerical model code will be used to conduct the groundwater flow modeling. It is anticipated the flow code used will be industry standard codes MODFLOW or FEFLOW.</p> <p>At this time we do not feel a contaminant transport model is necessary to meet the objectives of the study. Instead, failure scenarios and associated mitigation measures may be examined by assessing potential contaminant flow pathways using the groundwater flow model assuming a conservative proxy parameter. However, if, in the course of the study, it is decided that the failure scenario should include calculating specific parameter concentrations at various points along the flow path (for example property line, surface water receptor etc.), a contaminant transport model may be employed in a coupled or loosely coupled approach with the groundwater flow model.</p>	<p>Additional detail added for clarity.</p>	<p>MODFLOW or FEFLOW are commonly accepted models and are suitable for the proposed work to assess groundwater impacts for flow in porous media. In fractured rocks, these codes have also been used when the fracture density is high and the fractured rock can be idealized to be an equivalent porous medium. When there are dominant fractures or karst features, there may be a need to consider discrete features.</p> <p>At the minimum, the reviewer is of the opinion that an integrated (coupled) groundwater flow / contaminant transport model should be developed for the site, due to the unusual and complex hydrogeological setting. As mentioned above, it is unclear what a "loosely coupled" approach means. For a more complete assessment, it may be better to consider an integrated surface water/groundwater flow and contaminant transport model given the complex nature of the problem.</p>
<p>p.18: 9.0 Data Analysis, Groundwater, "The degree of potential effects will be compared using the criteria and</p>	<p>See Section 3 of the work plan where the respective EA criteria are described in association with the public issues and</p>	<p>-</p>	<p>Noted. For the purpose of the workplan, this is acceptable.</p>

Comment	Walker Response	Disposition	Town of Ingersoll Response
<p>indicators". This is quite vague. What kinds of potential effects do WEG anticipate and how will this be simulated and assessed?</p>	<p>concerns, and also Section 5 where each criterion is related to its associated regulatory standards.</p>		
<p>p.18: 9.0 Data Analysis, Groundwater, "A groundwater monitoring program will be developed and proposed trigger mechanisms will be set for the implementation of a contingency plan". The groundwater monitoring program will be very critical. Because the tear in the liner may be small, the release of contaminants may be very narrow causing a narrow plume. How will the planned monitoring system detect a narrow plume?</p>	<p>Noted. Appropriate monitoring programs will be developed during the course of the EA once the net effects are analysed.</p>	-	<p>The issue described in the comment is an issue that should be captured by the workplan.</p>
<p>p.18: 9.0 Data Analysis, Groundwater, "The potential for leachate from the landfill impacting adjacent properties will be assessed". Presumably, the monitoring will only take at some horizontal distance away from the landfill. What if there is leakage beneath the landfill? Will there be monitoring systems placed below the engineered barrier system, to what depth, and at what density?</p>	<p>Appropriate monitoring programs will be developed during the course of the EA once the net effects are analysed.</p>	-	<p>It would have been more reassuring to commit to install monitoring systems beneath the landfill footprint. This is not unusual.</p>
<p>p.18: 9.0 Data Analysis, Groundwater, "Prediction of future environmental conditions will be completed using modeling and other methods. This will specifically identify, recognize and determine any potential effects upon the Wellhead Protection Areas (WHPA) associated with the municipal drinking water wells, Highly Vulnerable Aquifers (HVA) and Significant Groundwater Recharge Areas (SGRA) identified in the source water protection studies. Further, the County of Oxford will be consulted with to identify any pre-existing plans for municipal well field expansion, and incorporate those into the evaluation." If the impacts of the proposed landfill are to be identified, recognized, and determined, then the field studies and groundwater</p>	<p>See previous responses re: study areas.</p>	-	<p>If the study area encompasses existing and areas of future water supply potential, then Walker's response is adequate.</p>

Comment	Walker Response	Disposition	Town of Ingersoll Response
models have to encompass these areas. Therefore, the current study areas may be too small.			
p. 18: states “During each sampling event, surface water quantity, in the form of discharge rates, will be established measured at each sampling station using an industry standard flow meter. A cross-section will be measured at of each station, (if not previously determined), will be taken and flow measurements will be collected following standard Provincial flow measurement protocols”. The use of weirs should be considered in smaller streams in order to allow a more accurate measurement of stream flows.	Weirs will be considered if difficult hydraulic conditions are encountered at the flow gauging locations; however, the potential effect of the weirs on fish passage will need to be balanced with the potential increase in accuracy of flow measurements. In most cases, the flow gauging stations are planned to be implemented upstream of culverts, which often provide good hydraulic control for development of stage discharge relationships.	-	Noted.
p. 19: 9.0 Data Analysis, Groundwater, “The Geology and Hydrogeology discipline, in consultation with the EA Management Team and the Design and Operations Team, will provide input...” Would input be obtained and considered from outside experts including MOECC, JMCC, the Town of Ingersoll and other parties? This section implies that the input will only come from the proponent's side.	The proposed mitigation measures would be fully documented in the EA report for review and comment by all stakeholders.	-	Noted.
p. 19: states “A predictive model of landfill performance (contaminant transport model and/or flow model) will be conducted. Requirements to meet groundwater quality criteria will be assessed at the On-Site site property boundary using the results of the contaminant transport model.” It is noted here that a combination of one- and three-dimensional models will likely be required to achieve this goal. Models will need to be calibrated and then will need to appropriately represent the fate and transport of leachate through the liner system, backfill, and natural (fractured	In terms of the engineered liner system, Walker has elected to adopt Generic Design Option II – Double Liner as per O. Reg. 232/98 and the Landfill Standards. Consequently, the contaminating lifespan of the leachate, the service life of the engineering components in the liner system, and the full-term performance of the liner system have been established in O. Reg. 232/98 and the Landfill Standards and are not required to be replicated (s. 6(2)(c)(xix-xx)).	-	<p>The reviewer provided many suggestions about modelling scenarios to identify potential impacts and to allow the mitigation of such impacts.</p> <p>The generic design of a double liner (option II) in O.Reg. 232/98 provides standards for engineering components, but the proposed landfill is proposed in a unique and highly complex hydrogeological setting, and therefore, it is not sufficient, in the</p>

Comment	Walker Response	Disposition	Town of Ingersoll Response
<p>rock) groundwater system, and this will need to be done under various plausible scenarios (base case operation and failure modes). The models have to be capable of predicting groundwater flow and contaminant transport to private and municipal wells and surface water features, and they have to be able to do this during and after the operational phase of the waste disposal site.</p> <p>In general, the Work Plan lacks details on the groundwater modeling given the complexity of the heterogeneous overburden and fractured rock terrain. The groundwater modelling should be used to evaluate the migration of landfill leachate and landfill gas with the fracture rock system. The modelling should consider the lifespan of engineered systems and the strength of the contamination potential of the landfill based on when a potential release of leachate would occur (e.g. due to breach in the liner).</p> <p>Modelling should be conducted for the performance and operation of the engineering systems, taking into account:</p> <ol style="list-style-type: none"> a. Contaminating lifespan of the waste; <ol style="list-style-type: none"> i. Design lifespans of the engineering systems (liners, covers, leachate collection systems, etc.). ii. Groundwater management by dewatering (it is unclear if dewatering is intended to continue during only the operating life of the waste disposal site or is it will continue beyond this time frame); iii. Effect of landfill operation on stream baseflow, including dewatering (and potential discontinuation of dewatering). 	<p>The groundwater assessment will, however, address several of the other matters mentioned here, including:</p> <ul style="list-style-type: none"> ▪ Physical flow alteration (incorporating baseline assumptions regarding ongoing quarrying and quarry dewatering). ▪ Feasible contingency measures that can be employed in the event of a failure in the liner system. ▪ Any effects on stream baseflow. <p>The issue of basal stability and differential settlement is dealt with in previous responses, above.</p> <p>Potential future development scenarios are incorporated into this EA through the characterization of the (future) baseline conditions assessment. Walker has provided a set of common assumptions regarding forecast growth and development within the study area for this purpose, as set out in Section 7.2 of the work plan.</p> <p>In addition, Walker has committed to consultation with the municipality/ municipalities as part of the study, regarding plans for new wells or changes to pumping.</p>		<p>opinion of the reviewer, to solely rely on the designs of O.Reg. 232/98. In the reviewer's opinion, a consideration of the site-specific setting is required, in terms of the characterization and simulation of both the groundwater/surface water flow regimes, the unsaturated zone AND contaminant migration. Once implemented, the engineering systems become part of the overall flow and transport system, and therefore, they will need to be simulated in these models; the scenarios were described in the original comment.</p> <p>Walker's response about consultation with municipalities about water supply wells and pumping changes is reactive, but it seems obvious to the reviewer that a better approach is to look at the population growth projections to gauge the future water needs and to incorporate appropriate modelling scenarios for increased pumping and new water wells as part of the EA.</p>

Comment	Walker Response	Disposition	Town of Ingersoll Response
<p>iv. Continued extraction of rock from existing and future quarries.</p> <p>b. Potential failure scenarios, including, but not limited to:</p> <ul style="list-style-type: none"> i. Differential settlement of material beneath the liner system(s) in order to evaluate the effects of abrupt failure of liner and/or leachate collection system on releases of contaminants into the groundwater flow system. ii. Failure of the leachate collection systems, including timing of such failures which may affect changes in leachate chemistry migrating within the fracture rock system (i.e., the earlier leachate can escape from the landfill, the higher will be the leachate concentrations). iii. Failure of dewatering pumping wells, e.g. to predict effects on contaminant migration on drinking water supplies and streams. <p>c. Potential development scenarios, including, but not limited to:</p> <ul style="list-style-type: none"> i. Increased pumping from municipal wells. ii. Establishment of new municipal wells. iii. Continued extraction of rock from existing and future quarries. 			
<p>p. 19: 9.0 Data Analysis, Landfill gas. Will a model for landfill gas migration be developed for this undertaking? If so, what model will be used?</p>	<p>It is not expected that modeling will be necessary for the assessment of landfill gas migration. Appropriate design elements (liner and landfill gas control system) will mitigate the potential for landfill gas migration.</p>	<p>-</p>	<p>The assumption is that the system (liner and landfill gas control system) will not fail. However, what if one or more of these systems fail? It is recommended that modeling is done to design the landfill gas control and contingency systems.</p>

Comment	Walker Response	Disposition	Town of Ingersoll Response
<p>p. 19: 9.0 Data Analysis, Landfill gas. There is no mention of the unsaturated zone. Will the unsaturated zone be characterized during the EA studies? The extent of the unsaturated zone is unclear. What is the depth to the water table under current conditions, under operational conditions, and during the closure period? The pathway for gas migration may be different depending on the extent of the unsaturated zone (e.g., depending on the amount of dewatering, the extent of the unsaturated zone could be deeper exposing more units and pathways in both the overburden and fractured bedrock to landfill gas migration).</p>	<p>Noted. As mentioned previously in these responses, ongoing quarrying and dewatering will be taken into account in the assessment. As noted in Section 9 of the work plan, the focus in terms of landfill gas will be prevention, backed up with appropriate monitoring and contingency plans.</p>	<p>-</p>	<p>As stated in the previous response, modeling of gas migration should be considered in designing the landfill gas monitoring and contingency systems.</p>
<p>p. 24, Figure 1: Location Plan. The Wellhead Protection Area designated by the source water protection plan should be included on this figure. The study area may have to be made larger to consider the Wellhead Protection Areas of the Town of Ingersoll. While WEG states that the current Wellhead Protection Areas do not intersect the current quarry and the potential landfill, the Wellhead Protection Areas could change with the construction of the landfill and future quarrying operations. In addition, all environmentally sensitive features designated by various agencies should be included in the groundwater/surface water study areas.</p>	<p>As set out in the work plan, the study will assess any potential effects of the proposed landfill on WHPA and environmentally sensitive features. That does not necessarily mean that the study areas must include every WHPA and environmentally sensitive feature. See previous responses re: study area flexibility.</p>	<p>-</p>	<p>The response is not clear to the reviewer. In the reviewer's opinion, all WHPAs within a hydrogeological system that is affected by the proposed landfill should be included. The reviewer is of the opinion that all environmentally sensitive areas and/or receptors potentially affected by the landfill should be identified and therefore need to be included.</p>
<p>p. 24, Figure 1: Location Plan. Will all of these surface water bodies be sampled and monitored during the investigation?</p>	<p>See Section 9 of the work plan: <i>"An assessment of the existing flow regime in the Thames River and local tributaries will be completed using existing flow information from nearby hydrometric stations and measurements collected during the field programme."</i> All tributaries falling within the study area shown in Figure 1 will be assessed.</p>	<p>-</p>	<p>Noted.</p>
<p>p. 24, Figure 1: Location Plan. The boundary of the study area should be</p>	<p>See previous responses re: flexible study area boundaries.</p>	<p>-</p>	<p>Noted.</p>

Comment	Walker Response	Disposition	Town of Ingersoll Response
<p>extended beyond the current one and include all the nearby municipal wells and the Carmeuse property as aggregate resources may be extracted in the future. Cumulative impacts from both the proposed landfill and future quarry operations on adjacent Carmeuse lands need to be considered.</p>			
<p>p. 24, Figure 1: Location Plan. The figure also includes breaks in the study area with arrows indicating that the study area will also include "contributing drainage area". While this is good, the contributing area should also include that for the groundwater. The contributing areas for the surface water and groundwater regimes may be different.</p>	<p>Noted. See previous responses re: flexible study area boundaries.</p>	<p>-</p>	<p>Noted.</p>

5.0 UPDATED TRAFFIC ASSESSMENT WORK PLAN

Southwestern Landfill Environmental Assessment, Updated Traffic Assessment Work Plan

Comments Received From: Paul Steel, P. Eng., Tetra Tech on behalf of the Town of Ingersoll

Comment	Walker Response	Disposition	Town of Ingersoll Response
<p>The Approved Amended Terms of Reference (Page 43) notes that the inclusion of 'the Emergency Detour Routes as a traffic contingency' was also done so in response to input from interested parties and CLC members. The initial Traffic Study Assessment Work Plan noted that 'a contingency plan will be prepared, which will identify feasible alternative route(s) to the site in the event of Highway 401 road closures. Emergency Detour Routes will be considered in the development of the Contingency Plan'. The revised draft for this work plan subsequently removed this statement, but provided no indication as to how this specific item is to be addressed other than information will be obtained from the Ministry of Transportation Ontario (MTO).</p> <p>The work plan should, as a minimum, review the Emergency Detour Routes for Highway 401 as noted in the Terms of Reference to appease the input already received in this regard. The work plan should also identify any special conditions or considerations that should be made in the event that an emergency detour is put in place, i.e., that only the designated routes are to be followed to ensure the integrity of the local road network for other road users.</p>	<p>Contingency plans for unexpected or upset conditions are required to be submitted to the Ministry as part of an application for an Environmental Compliance Approval (ECA) for a landfill under the Environmental Protection Act. If the EA is approved, Walker will prepare a D&O Report in support of the ECA application based on the facility characteristics that emerge from the EA. Included in the D&O Report will be a description of the proposed contingency plans that will address emergency detour routes (along with other possible emergency or upset conditions).</p> <p>However, during background data collection (work plan Section 7.1) information will be obtained from MTO on Emergency Detour Routes including the frequency of closures of Highway 401.</p>	<p>-</p>	<p>While it is understood that the environmental assessment would include a component addressing the Emergency Detour Routes, these routes nonetheless must be compatible with the transportation network and the operating characteristics to ensure effectiveness. It remains unclear as to any role that the traffic study assessment will play in conjunction with the environmental assessment in the establishment of the contingency plan and feasible alternative route(s) other than obtaining information. It is also silent regarding how this information will be used.</p>

Comment	Walker Response	Disposition	Town of Ingersoll Response
<p>As noted in Table 5 of the Approved Amended Terms of Reference (Page 46), one of the comments received from a local interested party relates to the accelerated deterioration of the roads with increased truck use. The revised Traffic Study Assessment Work Plan identifies pavement structure conditions and studies/reports to be collected and observed as part of the field data collection. There appears to be no indication within the work plan as to how this data is to be used and how such concerns will be addressed.</p> <p>The work plan should indicate how the pavement structure data is to be used and whether there is any intension to address concerns related to accelerated pavement deterioration as part of the scope of the assessment. In addition, the minimum acceptable pavement condition should be agreed upon between the appropriate municipality and WEG to ensure that any future rehabilitation is assigned to the appropriate party.</p>	<p>The data are to be collected and reviewed to confirm that the road structure is suitable for heavy vehicle traffic. (However, now with the more recent selection of County Road #6 as the preferred haul route from among the other alternatives, this may be largely unnecessary since CR#6 is already designated by the County as a trucking route.)</p> <p>Maintenance of CR#6 for this purpose is within the authority of the County of Oxford.</p>	<p>Language added for clarity regarding the purpose of obtaining pavement structure conditions information.</p>	<p>The latest work plan and response comments do not appear to address the need to confirm minimum acceptable pavement condition parameters that would assign responsibility for accelerated deterioration to the appropriate party, other than noting that current maintenance is the responsibility of the County of Oxford. If through the course of the assessment, it is determined that the road structure is not suitable for the increases in heavy traffic, identifying an appropriate course of action should be completed.</p>
<p>Re: Updated Draft Technical Work Plan Summary</p> <p>In the section titled Key Updates to Traffic Technical Work Plan in the Updated Draft Technical Work Plan Summary (Page 2 of 4), it is noted that the 'traffic forecasts for the landfill will be based on approximately 163 inbound trucks per day of various sizes...'. There is no other mention of the inclusion of other vehicles and/or outbound movements.</p> <ul style="list-style-type: none"> The forecasts should also include any outbound movements from the landfill as well as address the demands from other vehicles that will access the landfill on a typical day, not just the 163 inbound waste trucks. 	<p>This summary was prepared for the purposes of consultation with the general public about the work plans. Section 6.1 of the updated traffic work plan itself includes a listing of assumed vehicle trips and types related to the landfill operation. Outbound trips are assumed to match inbound.</p>	<p>Language has been added to note that the number of outbound trips are assumed to be the same number as inbound.</p>	<p>The latest work plan appears to satisfy this comment.</p>

Comment	Walker Response	Disposition	Town of Ingersoll Response
<ul style="list-style-type: none"> The actual design vehicle (classification of truck) to which any improvements to the existing road infrastructure will need to accommodate should be defined. 			
<p>Re: Updated Draft Technical Work Plan Summary</p> <p>In the section titled Key Community Input Provided to Technical Experts in the Updated Draft Technical Work Plan Summary (Page 2 of 4), four bullets are listed with key input items raised by various community parties. The work plan is silent regarding whether these items and any others that have been or will be provided are to be specifically addressed within the context of the traffic study, as part of another component of the approval submission, or not at all.</p> <p>Since four specific items are included as part of the work plan summary, it could be interpreted or misconstrued that the traffic study will seek to address these items. The means to address the various key community inputs should be provided that will allow the various parties raising concerns to understand the process to receive an adequate response.</p>	<p>This summary was prepared for the purposes of consultation with the general public about the work plans. The tables in Section 3 of the full traffic work plan are meant to correlate common issues heard from the community to the approved EA Criteria. The evaluation of each of these criteria in the EA conveys an assurance that these community issues will be addressed.</p>		<p>The response to this comment seeks to provide assurances that as part of the environmental assessment process, these items will be addressed. Reference to Section 3 of the latest work plan is cited in the response; however, it is still unclear as to the role of the traffic study assessment in addressing these traffic related issues. Reiterating the point from bullet 1 above, addressing some of these issues involves solutions that must be compatible to the transportation aspects of this project, and hence the interrelationship needs to be better defined.</p>
<p>Re: Updated Draft Technical Work Plan Summary</p> <p>One of the key community input items referenced in Point 5 above relates to the need to 'review existing County traffic studies on County Road 6 (specifically southbound traffic). Since the focus of the study will be on the proposed (or primary) haul route with inbound (loaded) trucks largely travelling north (northwest) along the route, it would seem that there are some concerns that exist for those vehicles travelling outbound (unloaded) from the landfill. The other three</p>	<p>Noted. This summary was prepared for the purposes of consultation with the general public about the work plans. Refer to the full work plan for a complete description of the proposed data collection and assessment, in particular the tables in Section 3 of the full traffic work plan which correlate common issues heard from the community to the approved EA Criteria.</p>	-	<p>It is anticipated that since the response to this comment acknowledges its validity that it will be addressed within the traffic study assessment, although this is not specifically identified in the latest work plan.</p>

Comment	Walker Response	Disposition	Town of Ingersoll Response
<p>bullets provide more context regarding the concerns raised by the community.</p> <p>It would be beneficial to expand upon the concerns related specifically with southbound traffic travelling along the haul route to ensure that such concerns are addressed to the satisfaction of not only those making the observation, but to all parties involved. It is anticipated that this item was raised based on the findings documented in the County of Oxford Transportation Master Plan Study (2009), which noted that the link selected by WEG as its primary haul route (County Road 6) is the only link 'east of Ingersoll, north of Highway 401...where the volume exceeds' the road capacity in the southbound direction. The addition of vehicles using this link from the proposed landfill may only compound such capacity issues.</p>			
<p>Re: Updated Draft Technical Work Plan Summary</p> <p>The proposed methodology in the Updated Draft Technical Work Plan Summary (Page 1 of 4) notes the use of 'traffic impact study guidelines of the County of Oxford and the Ministry of Transportation'. However, within the list of Key Guidance Documents/Standards (Page 3 of 4) to be consulted the only reference made to the County of Oxford relates to their road design criteria.</p> <p>The work plan should reference any applicable documents and/or guidelines published by the County of Oxford that will be consulted beyond the road design criteria already listed. Alternatively, the reference to such guidelines from the County of Oxford should be corrected, if made in error.</p>	<p>Noted. The correct reference is "road design criteria for the Town of Ingersoll and County of Oxford" as is listed in the full work plan.</p>	<p>-</p>	<p>Appears to be satisfied as per the response to this comment.</p>

Comment	Walker Response	Disposition	Town of Ingersoll Response
<p>Re: Updated Draft Technical Work Plan Summary</p> <p>Referring to Page 34 of the County of Oxford Transportation Master Plan Study (2009), and expanding upon Point 6 above, the County's master plan also notes 'the preliminary conclusion of a capacity deficiency on Oxford Road 6 east of Ingersoll should be considered further in an environmental assessment study, which would also examine the needs of both local and through traffic in the urban area as a whole.' There is no reference to either this transportation master plan or any follow up study within the Updated Draft Technical Work Plan Summary that may have been completed to further assess this issue as noted in the County's master plan.</p> <ul style="list-style-type: none"> ▪ Additional sources of information, data and analyses such as those contained in the County of Oxford Transportation Master Plan Study (2009) and any follow up studies would prove to be relevant sources of key guidance that should be cited in the work plan. It may be that no such follow up analyses have been completed; however, this should be confirmed prior to advancing with any analysis for the landfill. ▪ Given the findings noted in the County's master plan, it would appear that any improvements to County Road 6 should be identified as part of a larger study that considers local and through traffic in the urban area as a whole, i.e., not in isolation. Although it is recognized that the traffic study for the proposed landfill needs to focus on a finite corridor, there may be opportunities to improve the surrounding network as a whole that should be addressed prior to a significant development such as the landfill 	<p>Noted. This summary was prepared for the purposes of consultation with the general public about the work plans. Refer to the full work plan for a complete description of the proposed data collection and assessment.</p> <p>Note that this study would be among the documents collected and reviewed during the EA as mentioned in Section 7.1 (Background Data Collection) of the work plan. We agree that any broader transportation assessment for the County or local townships is beyond the reasonable scope of this EA.</p>	<p>-</p>	<p>Appears to be satisfied as per the response to this comment, although it would be prudent to confirm if any follow up analyses have been completed. This may be an area of interest to parties other than WEG to address current infrastructure deficiencies that could be further compounded by this landfill development.</p>

Comment	Walker Response	Disposition	Town of Ingersoll Response
<p>progressing. Some of the capacity pressures noted in the County's master plan specific to southbound traffic may be alleviated elsewhere by enhancing alternative route options. This may present alternative routing scenarios for WEG besides the proposed haul route and/or provide more credence for this route option if existing capacity constraints can be adequately addressed that are not compounded by the proposed landfill. The need to conduct and advance an environmental assessment study would be determined by municipal government(s), not WEG.</p>			
<p>The proposed haul route seeks to establish a private road access from an existing field entrance onto County Road 6. The Traffic Study Assessment Work Plan indicates that 'the study area for the traffic assessment will be based on the preferred haul route, which consists of access from Highway 401 via County Road 6 interchange, north on County Road 6, and then west onto a private road into the landfill.' Beyond this description and other references to the Highway 401 interchange at County Road 6, there are limited details regarding those intersections that will specifically be analyzed as part of the traffic assessment. Page 10 notes the sight distance at the site entrance is a proposed indicator/measure to gauge the potential for traffic collisions. The site entrance is proposed to be located in the northwestern corner of the site at Road 64/35 Line. Similarly, the calculated collision rate 'at all study intersections' is also a proposed indicator/measure to gauge the potential for traffic collisions. In addition there are several references to 'key intersections'. One of the assumed key intersections will be on County Road 6 where the private road access is to be established.</p>	<p>We are aware of the County requirements for new access and will be following their requirements in this regard. We note, though, that this section of CR #6 (near the proposed new haul route access) is <u>not</u> part of the province's Emergency Detour Route (EDR) for Highway 401, as stated by the reviewer.</p>	<p>-</p>	<p>The latest work plan does not specifically address any of these items other than the response noting that WEG is aware of the County's requirements. Whether or not these items will be addressed to the satisfaction required may have to wait until the assessment has been completed.</p>

Comment	Walker Response	Disposition	Town of Ingersoll Response
<ul style="list-style-type: none"> ▪ The work plan should identify the various ‘key intersections’ that will be analyzed to allow interested parties to comment on their applicability as well as to identify other possible intersections that should be included in the assessment. ▪ The County of Oxford defines specific requirements for the management of accesses onto their road network. These requirements are included in Section 4 of the County of Oxford Transportation Master Plan Study (2009), which largely conform to national guidelines published by the Transportation Association of Canada. The traffic assessment should specifically address the appropriateness of the proposed location for the establishment of the private road access into the landfill to ensure that it meets the requirements set out in the County’s policy documents. Specific items of interest are the need to limit the number of accesses onto county roads (arterials) since land access is a secondary consideration, provision of shared access to the adjacent lands from what is being defined as a private access, the driveway alignment in relation to a nearby entrance on the opposing side of County Road 6, and sight distance requirements due to the presence of the backslope along the west ditch of County Road 6. The proposed private road access is also located at the end of an auxiliary lane along northbound County Road 6 that could be impacted by any turning lane requirements. This section of County Road 6 is also part of the Emergency Detour Route for Highway 401 that may introduce additional stipulations for access management that should be addressed. 			

Comment	Walker Response	Disposition	Town of Ingersoll Response
<ul style="list-style-type: none"> Similar considerations should be made, where appropriate, for other key intersections to be assessed. 			
<p>The Traffic Study Assessment Work Plan provides a set of working assumptions regarding future land uses (both community based and industry focused) that are to be used to guide the forecasting of traffic volumes along the proposed haul route. These working assumptions (Page 13 of the work plan) were identified by WEG; however, in the Transcript of Recording for the CLC Meeting No. 24 held on January 25, 2017, part of the discussion recording notes that 'one of the things we are doing, we will meet with Carmeuse, Lafarge and Federal White, to find out what they're plans are for the next 20 years, regarding tonnage, rehabilitation, all those types of things and those will be incorporated in the final Land Use Planning Forecast' (refer to Page 55 of 130).</p> <p>It will be important to document the final land use plans and assumptions as part of finalizing the work plan for the traffic study. All assumptions regarding community and industry growth should be vetted through and agreed upon by the appropriate parties to substantiate the baseline conditions. The traffic forecasting will rely on the accuracy and relevance of these assumptions.</p>	<p>Noted. Walker is in the process of updating and finalizing these assumptions in consultation with the respective parties. The assumptions will be documented in an updated an updated Land Use Planning Forecast. It will also be documented in the EA report for review and comment.</p>	<p>-</p>	<p>The latest work plan does not address this comment; however, WEG's response does indicate that these assumptions are being confirmed with the respective parties and will then be documented in an updated land use forecast. It is understood that this forecast would then be given due consideration within the traffic study assessment.</p>
<p>The Transcript of Recording for the CLC Meeting No. 24 notes that a portion of the discussion related to cumulative impacts associated with additional truck traffic onto County Road 6 and possible impacts from the frequent shunting of rail cars. Concerns were expressed regarding the potential queuing that can occur at the at-grade crossing, which could be compounded by traffic accessing the proposed landfill. Some options were raised regarding possible improvements that could be considered for the intersection</p>	<p>Noted. The need for any further mitigation measures such as these can only be addressed pending completion of the impact assessment during the EA.</p>		<p>No response is required to address this comment within the latest work plan. The response does recognize that the traffic study assessment (and others) may highlight issues that need further consideration as part of the larger environmental assessment process.</p>

Comment	Walker Response	Disposition	Town of Ingersoll Response
<p>between County Road 6 and Beachville Road, as well as grade separation of the railway. The response to the option for grade separation was documented as 'if the assessment points that far, that extreme, then we'll consider it but it's too early, too premature to tell at this time'.</p> <p>The need to provide any kind of grade separation for roads, railway, watercourses etc. can make any project cost prohibitive. One of the options ruled out from the feasibility screening documented in the CLC.</p> <p>Consultation Paper was Route 1; the rationale for such was 'major upgrades to the bridge are cost prohibitive'. With the potential for the proposed haul route to require grade separation of the railway crossing, this may render this route option to also be cost prohibitive and/or bring Route 1 back into the list of those to be re-evaluated against the criteria and indicators.</p>			
<p>The Facility Characteristics Assumptions (Revision 02) notes that 'secondary haul routes for any local deliveries will follow the most appropriate County roads' (Page 3). In addition, the Updated Draft Technical Work Plan Summary (Page 2 of 4) advises of the analysis that will be undertaken 'along the primary haul route (and secondary roads if applicable).'</p> <p>It is recognized that these secondary routes may be subject to change based on the origin of the local deliveries; however, in order to analyze such, WEG must either make some assumptions or already have at its disposal an idea as to these origins. In a similar vain to Point 9, it would be beneficial for the work plan to identify which secondary roads could form a part of the analyses to allow interested</p>	<p>Given the proximity of the site to Highway 401, and the selection of the preferred haul route directly from Highway 401 to the site along CR #6, we anticipate that the majority of short-haul waste, soil import and construction materials will also use the designated haul route. Any local access to the site, expected to be limited to some of the employees in personal vehicles and possibly occasional waste deliveries from local businesses, will be incidental and spread out over a variety of routes as necessary. As a result, at this point, Walker does not intend to designate or assess any secondary haul routes.</p>	<p>Reference to assessment of secondary haul routes has been removed from the work plan.</p>	<p>The response to this comment indicates that any secondary routes will be incidental and spread out over a wide area based on local business needs and employee commuting options. At this time, WEG does not intend to designate or assess any secondary haul routes. This response has not been captured within the latest work plan, which still references the potential for secondary haul routes.</p>

Comment	Walker Response	Disposition	Town of Ingersoll Response
<p>parties to comment on their applicability as well as to identify other possible routes that could be considered in the assessment.</p>			
<p>The Facility Characteristics Assumptions (Revision 02) indicates that subject to approvals, 'construction is projected to commence in 2020, and landfilling to commence in 2023' (Page 10). With this in mind, the horizon years chosen to meet MTO requirements have been identified as 2023, 2028 and 2033 (Updated Draft Technical Work Plan Summary, Page 2 of 4). Volumes have been estimated (noted in Point 4) for the operations phase of the landfill, which are assumed to remain constant throughout the landfill's lifecycle. However, the proposed site development stages noted in the Facility Characteristics Assumptions (Page 2) indicates a five-year cycle from one stage to the next (four stages in total) at maximum filling rates. The assumptions also state that 'additional equipment will be required during construction and closure phases which are expected to occur up to 8 months per year' (Page 13).</p> <p>The work plan should confirm the intent to maintain a consistent number of vehicle trips from the landfill for each of the horizon years being analyzed or identify where any discrepancies could occur. Likewise, the work plan should comment on whether or not an overlap from any construction activities and associated vehicle trips can be expected beyond those specifically listed in the Traffic Study Assessment Work Plan, i.e., additional vehicles are required to access the landfill as part of the closure of one stage and the preparation of the subsequent stage beyond the regular operational requirements. Given the length of time that this can be expected to occur, the traffic volume estimates may need to be revised. It may also be prudent to</p>	<p>Noted. Construction vehicles are incorporated into the traffic estimate, and appropriate peaking factors will be applied to these landfill traffic estimates during the assessment and documented in the EA.</p>	<p>-</p>	<p>The response to this comment confirms that this item will be addressed but it has not been captured in the latest work plan.</p>

Comment	Walker Response	Disposition	Town of Ingersoll Response
<p>consider undertaking a sensitivity analysis that confirms capacity thresholds or triggers for further upgrades and whether any staging can be implemented to delay any major capital expenditures where applicable.</p>			
<p>The Facility Characteristics Assumptions (Revision 02) notes that 'seasonality of traffic assumptions are not considered in the above estimates' (Page 11), referring to the traffic volume estimates and trips per day. One of the points of discussion recorded in the Transcript of Recording for the CLC Meeting No. 24 (Page 54 of 130) raised a concern regarding the seasonal variations in traffic volumes and trip types that can be expected within the study area. County Road 6 serves summer recreational demands with vehicles heading to the lake areas and in wintertime due to vehicles rerouting to avoid Highway 401.</p> <p>To appease the feedback received specific to seasonal fluctuations, it may be prudent to consider a separate analysis beyond the typical peak hour periods. Any variations to the traffic volumes previously estimated that account for seasonal demands should be documented.</p>	<p>Noted. Seasonal variations are to be examined in the existing or new traffic count data and, if they are significant, allowance will be made in the assessment.</p>	-	<p>The response to this comment confirms that this item will be addressed and the latest work plan acknowledges the need to review seasonal fluctuations</p>
<p>The Facility Characteristics Assumptions (Revision 02) provide staffing requirements specific to full-time personnel required for landfill operations (Page 13). It is assumed that the 15 personnel trips per day itemized in the Traffic Study Assessment Work Plan are attributed to this staffing requirement.</p> <p>The documents reviewed appear to be silent on the possibility of part-time or seasonal staffing requirements, which could alter the number of personnel trips per day. Any revisions required to the traffic volume</p>	<p>As noted above, appropriate peaking and/or seasonal factors will be applied to these landfill traffic estimates during the assessment and documented in the EA.</p>	-	<p>The response to this comment confirms that this item will be addressed but it does not appear to be specifically captured in the latest work plan.</p>

Comment	Walker Response	Disposition	Town of Ingersoll Response
<p>estimates to account for staffing demands should be reflected in the work plan.</p>			
<p>There are multiple sources of information provided by WEG in support of their application and approval process; however, interested parties have to pull this information together from the various sources to gain a comprehensive understanding as to how, what and why certain decisions have been made.</p> <p>Whether through completion of the traffic study or by some other means, it would be beneficial to have one document that can be referenced instead of multiple that documents the process from start to finish, specific to traffic related items.</p>	<p>Noted. Currently the EA is in its consultation phase and materials are being issued progressively as “work-in-progress”. The EA report will comprehensively consolidate all of the materials.</p>	-	<p>The response to this comment notes that the environmental assessment report will be the comprehensive source to consolidate all documents. No response is required to address this comment within the latest work plan.</p>
<p>An item that does not appear to be noted in any of the available documentation is the possibility of considering the use of larger trucks to transport the waste from the regional transfer stations to the landfill. Many provinces allow longer combination vehicles to operate on certain corridors in an attempt to increase the efficiency and reduce operating costs associated with goods movement.</p> <p>This possibility should be investigated further to determine whether this may be a valid option to increase efficiencies while reducing the net number of trucks and trips on the surrounding road network. Such a consideration would need to ensure there is no deterioration in the safety performance, level of service, travel delay or other pertinent traffic metrics. This should be done in conjunction with defining the design vehicle for the traffic analyses.</p>	<p>With the exception of small number of Walker owned trucks, the vast majority of trucks hauling materials and waste to the proposed are not owned or controlled by Walker. Therefore, Walker cannot dictate what type of vehicles haulers must use. The truck traffic assumptions being used in the EA represent a conservative estimate which will be used in the effects assessment.</p> <p>Walker can however, seek ways to support and incentivize haulers to use more efficient means of transporting materials which would reduce the net number of trucks accessing the site while reducing carbon emissions.</p> <p>Some recent examples of Walkers support of increasing efficiency, reducing traffic and carbon emissions at our currently operating South Landfill in Niagara include;</p> <ul style="list-style-type: none"> ▪ For Walker owned trucks, when retiring older 48 foot trailers, we replaced them with 53 foot trailers, thereby increasing 	-	<p>The response to this comment provides good examples of WEG intentions to increase operational efficiencies, reducing traffic demands and carbon emissions. No response is required to address this comment within the latest work plan.</p>

Comment	Walker Response	Disposition	Town of Ingersoll Response
	<p>payload and reducing the net number of trucks required to move the same volume of material.</p> <ul style="list-style-type: none"> ▪ For independently owned haulers, we made significant investment in 2 truck tippers. These tippers provide a means of unloading trailers without the requiring walking floor or hydraulic tipping equipment. This in turn allows the haulers to replace their fleet with lighter and larger trailers that carry a higher payload which ultimately meets the objectives noted above. ▪ Feasibility assessments are underway to convert landfill gas into renewable natural gas (RNG) at Niagara. The RNG could then be compressed to vehicle fuel requirements and used as a fuel source for trucks using Walker's Niagara facilities. <p>Walker will continue to invest in and support innovations that reduce truck traffic, improve efficiencies and lower carbon emissions as part of its ongoing operations.</p>		
<p>Point 1 above discussed the Emergency Detour Routes in place for the Highway 401 corridor adjacent to the Town and Point 11 above noted concerns regarding the frequent shunting of rail cars across County Road 6. In the documents reviewed, the topic of establishing an emergency access and an emergency access route specific to the landfill does not seem to be discussed.</p> <ul style="list-style-type: none"> ▪ Given the recent sensitivity regarding a lack of emergency egress from communities within Canada, it may be prudent for WEG to consider specific ingress and egress routes for the landfill beyond the proposed haul route and site entrance documented in the various traffic related documents. It is recognized that 	<p>Contingency plans for unexpected or upset conditions are required to be submitted to the Ministry as part of an application for an Environmental Compliance Approval (ECA) for a landfill under the Environmental Protection Act. If the EA is approved, Walker will prepare a D&O Report in support of the ECA application based on the facility characteristics that emerge from the EA. Included in the D&O will be a description of the proposed contingency plans that will address emergency detour routes (along with other possible emergency or upset conditions). Walker would be amenable to participating in any other emergency response planning</p>	-	<p>The response to this comment confirms that this item will be addressed. It should be recognized that while the environmental assessment will address contingency planning, such plans must be compatible with the adjacent transportation network and should not be developed independent of the traffic study assessment.</p>

Comment	Walker Response	Disposition	Town of Ingersoll Response
<p>this may already be something that WEG is in the process of addressing, but it isn't necessarily something that has been discussed in the available documentation reviewed to date that focus on traffic related items. In addition, with the proposed landfill in close proximity to the Town, WEG should consider development of a transportation plan, for approval by the Town and/or the Ministry, which specifically speaks to the response requirements for emergencies and/or events that can be prone to landfill development.</p> <ul style="list-style-type: none"> Although it may be prudent for WEG to consider specific ingress and egress routes for the landfill beyond the proposed haul route and site entrance documented in the various traffic related documents, it may be appropriate for the Town (and other adjacent municipalities) to work with WEG to establish a transportation plan (in the absence of a current plan) that specifically addresses any emergency response requirements for emergencies and/or events that can be prone to landfill development. For example, large volumes of methane gas and other combustibles can be generated or accumulated through improper disposal of waste, and through improper treatment can lead to nearby residences having to be evacuated. Establishing an emergency plan to identify detour routes for road closures, railway crossing blockages, evacuation needs and maintaining adequate first responder access may be needed. 	<p>exercise that the local municipalities may consider.</p>		
<p>In the Updated Draft Technical Work Plan Summary, a list of Key Guidance Documents/Standards (Page 3 of 4) notes the use of 'road design criteria for the Town of Ingersoll and the County of Oxford'.</p>	<p>Noted.</p>	<p>-</p>	<p>No response is required to address this comment within the latest work plan.</p>

Comment	Walker Response	Disposition	Town of Ingersoll Response
<ul style="list-style-type: none"> ▪ The Town may wish to use this as an opportunity to guide the way in which their road design criteria is applied as part of the traffic study and beyond through to implementation, if applicable. In lieu of such criteria or since the County's network may be impacted greater than the Town's, the Town and County should confirm the minimum acceptable standards that WEG will need to adhere to with respect to road infrastructure improvements and possible triggers to implement such improvements. ▪ WEG should consider whether there any current bylaws or known restrictions that are currently in place or could be put into effect that might improve the situation for neighbouring municipalities, i.e., time restrictions for large/heavy waste vehicles travelling through municipal boundaries, road bans, or alternatively whether the Environmental Assessment Act approval should impose conditions to the same effect. 			
<p>The Traffic Study Assessment Work Plan provides a set of working assumptions regarding future land uses (both community based and industry focused) that are to be used to guide the forecasting of traffic volumes along the proposed haul route. These working assumptions (Page 13 of the work plan) were identified by WEG and provided to the consultant responsible for the traffic study.</p> <p>Supporting documentation of these assumptions as stated by WEG regarding the Lafarge Woodstock Quarry, the Carmeuse operations and the population/employment growth should be confirmed and documented through peer review and/or consultation with the relevant municipalities/parties. Any known variances from the stated</p>	<p>Noted. Walker is in the process of updating and finalizing these assumptions in consultation with the respective parties. The assumptions will be documented in an updated an updated Land Use Planning Forecast. It will also be documented in the EA report for review and comment.</p>	<p>-</p>	<p>The latest work plan does not address this comment; however, WEG's response does indicate that these assumptions are being confirmed with the respective parties and will then be documented in an updated land use forecast.</p>

Comment	Walker Response	Disposition	Town of Ingersoll Response
<p>assumptions could influence the rate at which traffic volumes are expected to grow along the proposed haul route and alter the analysis findings.</p>			
<p>The current traffic control scheme at County Road 6 and Beachville Road is a four-way stop. This may or may not be adequate to address the future traffic volumes from background traffic growth and landfill development, which will be assessed as part of the traffic study. Some improvement to this control scheme is expected as will be defined from the analyses to be completed by WEG.</p> <p>Once specific intersection improvements have been identified through the appropriate analyses, WEG should consult with the adjacent municipalities to confirm whether the proposed improvements are acceptable to these municipalities based on their experience, concerns, and observations with similar improvement implementation elsewhere.</p>	<p>Noted.</p>	<p>-</p>	<p>The latest work plan does not specifically address whether such consultation will occur and if it is to, whether input will be sought during the assessment or once it is complete. Given the consultation program delivered to date by WEG, such consultation would be expected.</p>

6.0 UPDATED HUMAN HEALTH ASSESSMENT WORK AND HUMAN HEALTH RISK ASSESSMENT WORK PLANS

Southwestern Landfill Environmental Assessment, Updated Human Health Assessment Work and Human Health Risk Assessment Work Plans

Comments Received From: Dr. Jennifer Kirk, Arcadis on behalf of the Town of Ingersoll, Arcadis Response to Walker's Response

Comment	Walker Response	Disposition	Town of Ingersoll's Response
The proposed human health risk assessment is in line with a typical risk assessment completed to address exposure to parameters in the environment. There are some additional considerations that have been proposed below, however, the general approach for this type of assessment is acceptable as proposed.	Noted.	--	No response required.
What does not appear to be adequately addressed are the health impacts resulting from the proposed project that are not related directly to chemical exposure. A screening level SHR has been added to the ToR; however, from the information provided in the work program it is not possible to evaluate whether the SHR will be of sufficient depth to adequately address the concerns of the community and stakeholders, or to provide meaningful information into the process. The objective of the SHR should be to improve the knowledge of the potential impacts and to propose adjustments to mitigate the negative and maximize the positive impacts (National Collaborating Centre for Healthy Public Policy, 2010). While the work plan discusses the steps involved in the SHR and the health determinants, it does not adequately provide information on how the results of each of the health determinants are to be evaluated, related back to impacts to human health or how the results will be incorporated into operation and post-closure of the landfill. The steps and the process of the SHR were outlined but it was not clear how the results of the process would be evaluated with respect to impacts to human health.	<i>"The objective of the SHR should be to improve the knowledge of the potential impacts and to propose adjustments to mitigate the negative and maximize the positive impacts."</i> Because this health assessment is integrated within an EA framework, and not a separate health assessment, the potential impacts and any necessary mitigation will have already been assessed in conjunction with a wide array of criteria and disciplines within the EA that have inherent health components (See Table 11-1 in the work plan.). Therefore, the scope of the supplementary review is simply to determine whether there is a potential for any <u>additional</u> indirect health effects that could arise and, if so, whether any further assessment is required.	--	Noted.
The proposed HHRA is following a format that is typical for HHRAs for contaminated sites; however, it does not address the concerns of the public. The main omissions may be covered in	The Supplementary Health Review (SHR) is not intended to address the potential direct effects of the landfill operation (groundwater, surface water, air and soil contamination), which are the subject of	--	Noted.

Comment	Walker Response	Disposition	Town of Ingersoll's Response
<p>the SHR, but it appears that this SHR will be preliminary, hence the word “screening” and will not be comprehensive enough to address the community’s concerns. From my perspective, major shortcomings are:</p>	<p>the Human Health Risk Assessment (HHRA). Rather, as specified by the Minister in Amendment #13 to the ToR, the SHR is required to carry out “a screening-level review of the socio-economic assessment results to determine the potential for related health effects” (Section 11.0).</p>		
<p>1. Addressing the potential for engineering designs to fail and the impacts to groundwater and surface water.</p>	<p>The EA will be based on normal operating conditions of the site, not possible emergency or upset conditions; those will be dealt with through the development of contingency/emergency response plans set out in the Design and Operations Report submitted for approval under the <i>Environmental Protection Act</i>.</p>	--	<p>Some high-level discussion of contingency/emergency response plans should be provided in the EA.</p>
<p>2. How the quality of the Thames River for human use (i.e., recreational use and consumption of fish) is being (or is not being) addressed by WEG.</p>	<p>The HHRA will incorporate information from the Groundwater and Surface Water Assessment conducted by Golder. As part of the work plan, Golder aims to:</p> <p><i>“Grab surface water samples will be collected on a seasonal basis (spring, summer, fall and winter), in addition to data available from the existing annual monitoring program, in an effort to capture the full range of flow conditions present at the Site, in the Thames River, upstream and downstream and in the representative tributary streams. Each sample will be analyzed by a certified laboratory for surface water quality indicator parameters (e.g., metals and hydrocarbons), including target parameters that are routinely tested for the detection of leachate.”</i></p> <p>Data from this assessment will inform the HHRA conducted by Intrinsic.</p>	--	<p>Accepted subject to review in the EA</p>
<p>3. Consideration of contaminants of emerging concerns (i.e., PFAS), how these are being addressed.</p>	<p>The HHRA will assess potential risks to these COPCs predicted by both the Air Quality and Groundwater/Surface water Studies, where data is available. If a particular COPC, for example a contaminant of emerging concern such as PFAS, does not have an existing appropriate health-based regulatory standard or TRV, this COPC will be evaluated qualitatively within the assessment, using information where available from literature or jurisdictional resources, such as the MOECC.</p>	--	<p>Additional rationale should be included. PFAS are known landfill contaminants, and have health based guidelines developed by Federal Agencies for the protection of human health and the environment. Based on the meeting held on November 28, the proposed approach appears acceptable but will be reviewed upon completion of the EA report.</p>

Comment	Walker Response	Disposition	Town of Ingersoll's Response
4. Acknowledgement and consideration of the effects of stress on the residents/communities and how stress affects human health.	The acknowledgement of health effects related to stress will be identified through the health review of the socio-economic assessments, which will assess criteria such as use and enjoyment of property, community character and social cohesion (see Appendix A to the work plan).	--	Accepted subject to review of the EA report.
5. Consideration of collection of rainwater for irrigation.	The Groundwater/Surface Water Assessment does not take into consideration the collection of rainwater for irrigation purposes. As such, this is out of scope of work for the HHRA. The Groundwater/Surface Water Assessment does, however, consider that: <i>"The establishment and operation of the waste disposal facility may affect agricultural crop or livestock production and related agriculture activities."</i>	--	It should be confirmed that people in the community do not use collected rainwater for any purposes as rain water on roofs would be impacted by air particulate emissions and not leachate. Based on the meeting held November 28, it appears that Intrinsik will confirm if any of the properties identified in the air modelling as potentially being affected by deposition collect and use rain water. This approach would be acceptable and is subject to review based on the additional studies. It does not appear that this was addressed in the updated HHRA workplan.
6. Consideration of effects on crop species (HHRA indicates livestock, not crops) for both consumption and yield for cash crops.	Acknowledged. This has been updated in Section 9.3.1 of the latest work plan: "If it is determined that these types of agricultural or small livestock operations exist with the Study Area (i.e., a 5 km radius from the proposed facility), the HHRA will consider this type of exposure scenario."	This has been updated in Section 9.3.1 of the HHRA work plan.	Updates are acceptable but will be subject to review within the EA report.
It appears that the SHR is focusing primarily on dust and soil impacts, with some consideration for potable groundwater. However, there are other exposure pathways, such as vapour intrusion, significant impacts to potable water supplies (municipal and private), impacts to irrigation and livestock water, and extensive impacts to surface water, that have not been considered in the event that the landfill design and treatment system lose efficacy or there is a failure. In addition, chemical concentrations would be expected to be higher than those predicted if loss in efficacy or design failure were to occur.	The EA will be based on normal operating conditions of the site, not possible emergency or upset conditions; those will be dealt with through the development of contingency/emergency response plans set out in the Design and Operations Report submitted for approval under the <i>Environmental Protection Act</i> .	--	Noted. However, the engineered design of the landfill has a design lifespan and would be expected to have reduced efficacy in the future. Consideration for all exposure pathways should be given. The updated workplan has not considered these additional exposure pathways, the concern, therefore still remains.

Comment	Walker Response	Disposition	Town of Ingersoll's Response
Why is the potential impacts on home garden or the agricultural food chain from vehicle deposition not considered?	Particulates along the haul routes due to traffic is being assessed and supplied as input to the HHRA (see Section 5.2 of the Air Quality Assessment work plan).	--	It is assumed then that it is being considered. The approach will be reviewed once presented in the EA report.
Are there people on the haul route that capture rain water for irrigation or livestock water; deposition onto roofs and followed by precipitation could impact the water quality. Is this being considered?	The groundwater assessment will include a water well inventory to confirm the water supplies used in the site vicinity. This information will be available to the HHRA. Refer to the groundwater/surface water assessment work plan. Deposition on captured rain water for irrigation or livestock purposes is not considered a significant pathway for exposure and as such will not be evaluated in the HHRA.	--	The community should be engaged to ensure that potentially impacted receptors are considered, if present. If any receptors along the haul route do capture and use rain water, then it should be considered in the HHRA. Based on the meeting held November 28, it appears that Intrinsic will confirm if any of the properties identified in the air modelling as potentially being affected by deposition collect and use rain water. This approach would be acceptable and is subject to review based on the additional studies. The updated workplan however, does not address this as a potential exposure pathway requiring consideration.
Section 5: The study areas are very loosely defined. At what point will these be determined so that the appropriateness of the study areas and receptors can be evaluated?	The "study areas" for the health assessment are essentially an amalgam of those of the individual studies that will be supplying the input (groundwater, surface water, air, etc.). Furthermore, in some cases there are unique study areas for different criteria within each study. And lastly, this EA reflects a flexible (adaptive) approach to study areas that may evolve as the studies are completed. For all of these reasons, the study areas for the health assessment are not easily defined at this stage of the EA, but will be in the EA reporting, which will be made available for peer review.	--	Noted and accepted subject to review of the EA
Section 6: Effects due to contact with contaminated surface water and groundwater: Is the consumption of fish from the Thames River being considered? Is dermal contact from surface water being considered? Section 5 indicates that impacts to groundwater and surface water would be expected. How will these be evaluated within the HHRA and/or SHR?	The selection of specific exposure groundwater and surface water pathways for consideration in the HHRA will be conducted in collaboration with the Groundwater/Surface Water Assessment conducted by Golder. Where exposure to groundwater and/or drinking water is identified as a complete exposure pathway in the problem formulation step of the HHRA, these pathways will be carried forward for further assessment. Since the wider study area includes the Thames River, this	Section 9.1.3 of the HHRA work plan has been updated in response to the comment.	Accepted subject to review of the final EA. Section 9.1.3 does not indicate that the consumption of fish will be considered but does indicate potential exposure through food and surface water. The inclusion of this specific pathway, or the rationale for its exclusion, will be reviewed upon submission of the EA report.

Comment	Walker Response	Disposition	Town of Ingersoll's Response
	pathway will be considered for inclusion in the HHRA and has been added as a potential pathway in Section 9.1.3.		
Section 6: It is not clear if the proposed indicator of predicted air concentrations (for emissions and for fine particulate) are predicted based on landfill activity only or on the incremental increase resulting from the landfill. Will the indicators consider the additive effects of the landfill to the existing quarry and other local background sources?	This EA is designed to characterize the cumulative effects; therefore, the landfill emissions will be superimposed on the baseline emissions from other local sources (see the air quality assessment work plan).	--	Point clarified. Response is accepted.
Section 6: The proposed provincial and federal groundwater standards to be relied upon should have been provided to allow for appropriate comparison with the measured and modeled predicted contaminant of potential concern (COPC) concentrations.	These standards are published and readily available; they are referenced in the groundwater/surface water assessment work plan. Further information on the selection of COPCs is presented in Section 9.2.2 of the work plan.	--	Transparency would be increased if they were provided in the HHRA. Section 9.2.2 indicates the sources of regulatory standards for groundwater and/or surface water and lists the MOECC Rationale Document and HC drinking water guidelines. It should be noted that neither of these documents contain standards/guidelines for surface water protective of human health. To increase transparency, the workplan should indicate that drinking water guidelines are protective of drinking (and dermal) exposures, regardless of source of water.
It is not clear how COPCs in surface water will be evaluated within the HHRA as only groundwater standards/guidelines have been mentioned.	Section 6.0 of the groundwater/surface water assessment work plan provides a more comprehensive list of the applicable water quality standards. The standards address drinking water quality from both sources.	--	For transparency, this information should be presented in the HHRA workplan and report. Will the consumption of fish be considered in the identification of surface water COPCs?
Section 7.3: It is not clear how climate change is being considered in the HHRA. Please clarify.	Section 7.3 is simply common language included in all work plans to convey Walker's commitment to consider climate change in this EA, where relevant, and to supply the standard reference material. In fact, it is not directly relevant to the health assessment given that the supporting studies supplying the input will have already incorporated climate change into their analyses.	--	Noted.

Comment	Walker Response	Disposition	Town of Ingersoll's Response
Section 8.0: No information was provided regarding the data relied upon or consideration for background, therefore an evaluation of the data being used could not be completed.	Noted; the background data do not exist until the other studies are completed.	--	Noted.
Section 9.1.3: The receptors and exposure pathways have not yet been identified. The Work Plan should have included the receptors and the exposure pathways that the receptors could be exposed to allow evaluation of the comprehensiveness of the study. Since only a list of possible exposure pathways were provided, comments are limited to this and have not been fully evaluated: a. Will consideration of dermal contact from groundwater and surface water be considered? Residual impacts in treated leachate would be expected. b. Will consideration of ingestion of local crops be considered? c. Will consideration of consumption of fish be considered? d. Will consideration of incidental ingestion and dermal contact of surface water and groundwater be considered?	It is noted in the work plan that the receptors, exposure pathways and conceptual model will be established once the associated studies have carried out their assessments. The discussions in Section 9.1.3 are indicated as preliminary based on the currently available study area information and professional judgment, and Figure 9-3 is labeled as an "example" at this time.	--	Review of receptors and exposure pathways will be completed once provided.
Figure 9-3 should also show the potential for landfill leachate to impact groundwater and discharge to surface water. The conceptual site model does not show the source of impacts and the potential for distribution within the environment.	Figure 9-3 does illustrate both groundwater and surface water as potential pathways and links the two together (although the arrow joining them could perhaps be double-ended). Regardless, Figure 9-3 is an example only and the conceptual model will not be fully established until the associated studies are more advanced.	--	Noted. The CSM will be reviewed once developed. Will Walker be providing an opportunity for third party comment on the proposed CSM when completed and prior to completion of the HHRA?
Section 9.2, p. 15: The level of effort should be the same to assess any COPC originating (or predicted to originate) from the landfill. What process is proposed to choose the smaller number of chemicals on which to focus?	The process for selecting the COPCs is described further in Sections 9.2.1 through 9.2.4.	--	A number of COPCs have been identified based on the individual studies. Any comments regarding the appropriate COPC selection will be captured under those workplan reviews.
Section 9.2.2: The standards/guidelines proposed in this Section may not be protective of all operable exposure pathways. For example, how will COPCs relevant for the consumption of	If predicted COPC concentrations in surface water do not exceed the Ontario Drinking Water Standard, one can assume the concentration does not pose a dermal contact risk for recreational swimmers using	--	The approach seems reasonable, however, some potential COPCs, such as PFAS, might not have levels present in the Ontario Sport Fishing

Comment	Walker Response	Disposition	Town of Ingersoll's Response
fish and dermal contact of surface water be identified using MOECC groundwater standards and Canadian Drinking water guidelines?	the surface water body. Assuming concentrations do not exceed appropriate ecological aquatic protection value (APV) benchmarks (as specified in the MOECC MGRA model) or drinking water standards, the only fish consumption risk might be from chemicals that are persistent and/or bioaccumulative in nature, such as PCBs, pesticides, etc. These particular chemicals are also outlined in the annual Ontario Sport Fishing Guide. Should any of these chemicals be predicted within the surface water around or downstream of the landfill, based on emissions from the landfill, risks arising from fish consumption for these COPCs will be formally assessed in the detailed HHRA.		Guide and may need to be considered further.
Section 9.2.3: It appears that the HHRA approach is only considering COPCs through deposition from air; however, the potential for leachate to impact groundwater if the design fails and for groundwater and/or leachate to reach the Thames River does not appear to be considered. This is particularly important given the Arcadis comments on surface and groundwater, relating to the greater potential at this proposed landfill for the sudden failure of the liner and release of contaminants and gas to the groundwater. The HHRA should also account for the potential for exposure to occur via these exposure pathways.	<p>The EA is based on normal or typical operating conditions, so that the environmental advantages and disadvantages of the proposed undertaking are characterized in the way that it is expected to operate day-to-day and year-to-year.</p> <p>Walker will be developing monitoring, contingency and emergency response plans for the landfill (including the liner system) as part of the application for an Environmental Compliance Approval (ECA) under the Environmental Protection Act.</p>	--	Noted. It is expected that the Town will have an opportunity to review emergency response plan to ensure that the Town is protected. Engineered designs have a design lifespan, and therefore should be expected to have a reduced efficacy in time as part of the normal operating conditions, and this should be considered.
Section 9.2.4: How will COPCs be evaluated where an appropriate health-based regulatory air standard or toxicity value CANNOT be identified?	Should COPCs will be identified in the Air Quality or the Groundwater / Surface Water Assessment that do not have an appropriate health-based regulatory standards or TRVs, they will be assessed in the HHRA. In such a case, a qualitative assessment of potential risks will be conducted for that COPC, using information where available from literature or jurisdictional resources, such as the MOECC.	--	It is not clear why a quantitative evaluation would not be conducted if the federal government or another reputable agency has developed guidelines/standards. Please clarify. Based on the discussion in the meeting on November 28, 2017, it appears that other reputable agencies will be considered for TRV or standards. The approach seems reasonable but will be reviewed upon submission of the HHRA.
Section 9.2.4: Any COPC that meets the requirements of persistent or bioaccumulative substance that could be associated with the	Yes, as outlined in the workplan, any COPC that meets the requirements of persistent or	--	The approach is reasonable.

Comment	Walker Response	Disposition	Town of Ingersoll's Response
landfill should be retained and assessed for multi-media exposure, not only those that show an increasing trend or that are already present.	bioaccumulative will be retained and assessed for multi-media exposure.		
Section 9.2.4: How will contaminants of emerging concern be addressed in the HHRA (for example PFAS are associated with landfill leachates, standards do not currently exist at the Provincial level and they typically are not part of a standard routine monitoring)? Please provide an indication of how the HHRA assessment will address contaminants of emerging concern and failure or under performance of the design of the landfill.	The HHRA will assess potential risks to these COPCs predicted by both the Air Quality and Groundwater/Surface water Studies, where data is available. If a particular COPC does not have an existing appropriate health-based regulatory standard or TRV, this COPC will be evaluated qualitatively within the assessment, using information where available from literature or jurisdictional resources, such as the MOECC.	--	Please provide an indication of how PFAS and other contaminants that may in the future be identified as concern will be addressed.
Section 9.2.4: Please clarify how parameters identified in groundwater and/or surface water that have not been flagged previously for the multimedia assessment will be addressed.	Please see responses above.	--	See responses above.
Section 9.3.1: Will the updated Compendium of Canadian Human Exposure Factors for Risk Assessment be considered?	The Compendium of Canadian Exposure Factors for Risk Assessment is listed in Section 9.3.1 as one of the resources to be considered when characterizing receptors in the HHRA. However, those receptor characteristics recommended by the MOECC under O. Reg. 153/04 will be primarily used in the current assessment.	--	Noted.
Section 9.3.1: Since only "potential" human exposure scenarios were provided and not the actual ones that will be considered in the HHRA, a thorough review of the exposure scenarios could not be completed at this time.	Noted.	--	No response required.
Section 11.2: Scoping of the Health Assessment: How will stress from negative impacts of the project be considered with respect to human health effects of the project? While the determinants are listed, it is not clear the approach proposed to be taken to address each of the determinants. Therefore, detailed comments on the work plan for the SHR could not be made at this time.	Any potential effects related to stress will be identified through the health review of the socio-economic assessments, which will assess criteria such as use and enjoyment of property, community character and social cohesion (see Appendix A to the work plan).	--	Noted, will be reviewed when provided.
Appendix A: Would impact to surface water and groundwater not be considered for the wider area? Would impacts to groundwater and	The definition for "Wider Area" in Section 5 of the work plan indicates that it is more regional and intended for "some of the general or indirect effects	--	Noted.

Comment	Walker Response	Disposition	Town of Ingersoll's Response
<p>surface water also not impact ecology, social and land use (future)?</p>	<p>of a landfill that are not resulting from specific physical activities on the site". In this case the groundwater and surface water studies have defined their Site and Site Vicinity study areas as large enough to encompass all of the related effects.</p> <p>Yes, the groundwater, surface water ecology, social and land use effects are interrelated. However, this is not intended to be depicted in the tables in Appendix A (although it is described in the criteria definitions/rationale in these tables). Table A-2 in the approved ToR illustrates many of the key discipline inter- relationships in the EA.</p>		
<p>Appendix A: Would disease transmission via insects and vermin not also be a concern for human health? Please clarify.</p>	<p>Yes, and this information will be conveyed to the health assessment if any evidence is found that there could be disease vectors. (However, it should be noted that these are no longer typically experienced at well-run modern engineered landfills.)</p>	--	Noted.
<p>Appendix A: Stress is an adverse health effect, is there any reason that criteria that could result in stress are not assessed in the SHR? Example: displacement of residents from houses, disruption to use and enjoyment of public facilities, disruption of local traffic networks etc.</p>	<p>Agreed. These issues are within the scope of the social assessment, which will be reviewed by the health expert as part of the SHR, as stated in the work plan.</p>	--	Noted. Will be reviewed once provided.
<p>Additional Comments on the Air Quality Assessment Work Plan</p>			
<p>Section 5.2.1: According to the HHRA, the HHRA is identifying COPCs based on the results of other studies, such as the Air Quality study. This section suggests that based on the results of the HHRA, additional parameters may be considered in the Air Quality study, this appears to be a circular argument. The Air Quality study should identify any and all COPCs associated with vehicular exhaust and include these in their modeling to be incorporated into the HHRA.</p>	<p>This simply reflects the collaborative approach that is being used in this EA; the two studies will work cooperatively on the development of the appropriate parameters.</p>	--	The selection of COPCs will be reviewed once provided.
<p>Section 5.2.1: It is not clear how the list of parameters were identified for vehicle exhaust. Is there a reason that other constituents of automobile exhaust, such as carbon dioxide,</p>	<p>The MOECC has provided a list of compounds they have deemed as applicable for the evaluation of automobile emissions. This list of compounds has been revised to accommodate the MOECC's requested list.</p>	Updated Compound List for Haul Route is provided in Section 5.2.1	Updated list will be reviewed once provided.

Comment	Walker Response	Disposition	Town of Ingersoll's Response
TSP, benzene, acrolein, acetaldehyde, 1,3-butadiene and formaldehyde were not included?			
Table 6.2.2.1: 1,1,2,2-tetrachloroethane does not have criteria, how will this be evaluated within the study?	Information for all compounds will be provided to the HHRA. For compounds without standards/guidelines from the MOECC, additional information from the HHRA Technical Team will be utilized for evaluation.	--	The selection of alternative criteria will be reviewed once received.
Section 5.3: The consideration of an objectionable level for odour of 3 to 5 OU was stated, despite the recommendation by the MOECC of 1 OU. Since complaints at other landfills would be dependent on any number of factors, the assessment should support the rationale that 3 to 5 OU would be appropriate for this landfill given site specific considerations (distance to nearest receptor etc.).	The statement about 3 to 5 OU will be removed and the evaluation criteria will be 1 OU and will also include an evaluation of frequency of occurrence.	Language amended for clarity.	Noted, the revised workplan will be reviewed to ensure the concern was addressed.
Section 7.3.1: Since there appears to be mistrust from the community with respect to the historical monitoring data, it would be advisable for RWDI to complete additional monitoring around the existing Carmeuse site to validate the historical data.	"Community mistrust" is not, of itself, a suitable rationale to disregard existing data. RWDI has proposed to carry out a critical review of the historical data in consultation with the MOECC.	--	It was not suggested to disregard existing data, but rather to validate the historical data with additional monitoring.
Section 7.3.2: To clarify, is it a total of ten receptor locations for both study areas or 10 receptor locations for each study area (dust dispersion).	For clarity, the presentation of the results for 10 receptor areas is only part of the evaluation. In addition, concentration isopleths will be provided as noted in the Air Quality Work Plan	--	Noted.
The modeling for odour and dust indicate a maximum of ten receptors to be modelled. There is no indication of what the minimum number will be. This should be understood so that it can be confirmed that sufficient modelling is completed to address receptors in the vicinity of the landfill site and the haul route.	The receptor locations will be chosen collaboratively among the Walker study team once sufficient background data has been collected, and may be further refined as the analyses progress. The final receptors will be fully documented in the EA.	--	It is recommended that once the receptor locations are selected that third party consultation occur to obtain concurrence from the stakeholders.
Additional Comments on the Visual Assessment Work Plan			
It is not clear how the potential effects to human health (annoyance and stress) are being evaluated or addressed if visual impacts are deemed unacceptable. Once further details for the study design are presented, a review of potential impacts to health can be completed.	Noted. As discussed above, these issues are within the scope of the social assessment, which will be reviewed by the health expert as part of the SHR, as stated in the work plan.	--	Noted, this will be reviewed once complete.

Comment	Walker Response	Disposition	Town of Ingersoll's Response
<p>Section 4.0: Along the Haul Routes: Other work plans have considered properties within a certain distance of the haul route (i.e., 500 m), not just those directly adjacent to these roads. Please explain why the visual assessment is only considering properties directly adjacent to the haul routes?</p>	<p>It is the visual expert's opinion at this time that those most likely to be affected by the visibility of additional trucks along the haul routes are those whose properties have frontage along the haul routes. However, following the initial reconnaissance if there are additional properties fronting on other roads (e.g., side streets) but with similar views, they can also be considered.</p>	<p>--</p>	<p>Noted.</p>
<p>Additional Comments on the Cumulative Effects Assessment Work Plan</p>			
<p>Section 4: It appears that the cumulative effects of the quarry (and other local activities) and the proposed landfill are being considered through the evaluation of baseline conditions. What is not apparent is if "background" conditions are being considered i.e., those without the quarry and/or landfill.</p>	<p>A scenario whereby the quarry is not considered as part of the baseline has no relevance or value. There is no indication that the quarry will be closing within the time frame of the proposed landfill.</p>	<p>--</p>	<p>Noted.</p>
<p>Section 5.2: The report indicates that certain types of impacts will be characterized to the extent possible. The footnote (number 8) indicates that noise, odour and visibility cannot easily be added quantitatively. What is not clear, is if the potential health impacts associated with the above, such as stress caused by the annoyance of noise, odour and visibility will be evaluated within the cumulative effects? Please clarify.</p>	<p>As discussed above, these issues are within the scope of the social assessment, which will be reviewed by the health expert as part of the SHR, as stated in the work plan.</p>	<p>--</p>	<p>Noted.</p>
<p>Additional Comments on the Social Assessment Work Plan</p>			
<p>The Social Assessment Work Plan appears to be inclusive of concerns raised by the community. However, it is not clear how the results of the Social Assessment will be incorporated into an overall evaluation of human health.</p>	<p>As specified by the Minister in Amendment #13 to the ToR, the SHR is required to carry out "a screening-level review of the socio-economic assessment results to determine the potential for related health effects" (Section 11.0).</p> <p>The acknowledgement of health effects related to stress will be identified through the health review of the socio-economic assessments, which will assess criteria such as use and enjoyment of property, community character and social cohesion (see Appendix A to the work plan).</p>	<p>--</p>	<p>Noted, the approach will be reviewed once completed.</p>
<p>Section 7.2.2: What is the expected response rate of the questionnaire? For people in close proximity to the landfill it would be advisable to</p>	<p>A professional polling firm will be retained to ensure that the response rate is statistically suitable. In that same section: "An attempt will be made to sample</p>	<p>--</p>	<p>Noted, the approach seems reasonable.</p>

Comment	Walker Response	Disposition	Town of Ingersoll's Response
provide all residents with the questionnaire, not 1 in 4 households as suggested, so that the sample size of returned questionnaires is suitable to draw meaningful information from.	<i>more households closer to the site and in areas where the greatest potential for impacts are anticipated (i.e., within 500 m of the landfill and along the haul route).</i> " The next section of the work plan (Section 7.2.3) also discusses the use of personal interviews with nearest neighbours.		
Additional Comments on the Groundwater and Surface Water Assessment Work Plan			
It is not clear, based on the human health work plan whether recreational use of surface water bodies has been considered including the consumption of fish.	The presence of, and potential effects on, fish in and around the site will be determined through the ecological assessment, and recreational uses around the site will be documented through the social assessment. See those respective work plans. All of these data will be available as input to the health assessment.	--	The ecological assessment will not consider the protection of humans consuming fish and as it is not an ecological risk assessment being completed, the potential effects of COPCs to ecological health will not be considered. Response to comments above indicate consideration of bioaccumulative substances. Other parameters which are taken up by fish should also be considered.
Suggest that groundwater quality in private drinking wells or wells used for irrigation within the study area be characterized to establish pre-landfill conditions.	Baseline water quality will be established using purpose-built groundwater monitoring installations. It is generally not as useful to rely on private water supplies to characterize baseline groundwater quality since they can be influenced by a variety of factors such as the construction and condition of the well and the piping system, etc.	--	Noted.
Additional Comments on the Agricultural Assessment Work Plan			
It doesn't appear that the work plan is considering the potential loss of yield resulting from impacts to air quality or groundwater impacted by the landfill.	Section 3 of the agricultural work plan indicates the potential linkages, through the EA criteria, between groundwater, surface water, air quality and agriculture. Furthermore, in Section 5 of the same work plan, the indicators for the agricultural assessment include: <ul style="list-style-type: none"> ▪ Area of cropland potentially affected by emissions, fine particulates (dust), flooding or drainage disruption; and ▪ Number of farm operations with potential for loss of water quality or quantity affecting livestock or crop production. 	--	It is still unclear if the potential for reduced yield is being considered as an indicator of impact.

Comment	Walker Response	Disposition	Town of Ingersoll's Response
Additional Comments on the Noise/Vibration Assessment Work Plan			
It is recommended that a review of the final receptor locations be completed prior to completing the studies to allow input from the community and stakeholders.	See previous responses re: receptors.	--	Once the receptor locations are selected, it is recommended that stakeholders are provided an opportunity to review the locations prior to completion of the studies.

7.0 UPDATED AIR QUALITY ASSESSMENT WORK PLAN

Southwestern Landfill Environmental Assessment, Air Quality Assessment Work Plan

Comments Received From: Dr. Lucas Neil, Airzone One Ltd. on behalf of the Town of Ingersoll, Airzone Response to Walker's Response

Item No.	Comment	Walker Response	Disposition	Town of Ingersoll's Response
1	<p>Under "ENVIRONMENTAL ASSESSMENT CRITERIA' (p. 5), RWDI indicate that "Effects due to fine particulate exposure" will consider only the operational period assuming that particulate impacts will be negligible following closure and rehabilitation efforts. However, RWDI do not provide any evidence or rationale for excluding this assessment from the Post-Closure Period assessment. These emissions should be directly assessed based on proposed Post-Closure operations. Any sources considered negligible under any scenarios should be accompanied with appropriate rationale and assessments to allow reviewers to confirm negligibility.</p>	<p>See Section 6.2 and Table A-1 of the approved Terms of Reference; the study duration for this criterion was proposed to be limited to the operational period on the basis that the ongoing operation of the control facilities along with routine monitoring and maintenance were activities that were insignificant in terms of particulate emission.</p>	--	<p>The "Facility Characteristics Assumptions" (March 28, 2017) report indicates that potential post-closure uses could be green space and agriculture, which Walker indicates will be the uses considered for the EA. However, the report also indicates that other potential end uses may be considered. At this point, it is not clear if some of these operations will relate to on-going management of the landfill post-closure emissions (e.g., flaring). Therefore, how can particulate emissions be considered negligible at this stage if not all potential end uses are considered in the EA? Consequently, any potential post-closure uses that may emit particulate matter should be explicitly evaluated, with rationale provided for assuming the insignificance of any operation/source.</p>

Item No.	Comment	Walker Response	Disposition	Town of Ingersoll's Response
2	<p>RWDI indicate a criterion of 25% of the applicable limit as the basis for expanding the corresponding study areas (p. 6). However, this criterion appears to be based solely on contaminant emissions from the subject facility and not a cumulative air quality assessment of each contaminant. RWDI should provide rationale, or clarification, on why this criterion is based on subject source emissions only. Furthermore, RWDI have not provided a basis for the use of 25% as the criterion; rationale, or clarification, is required.</p>	<p>There is no published document from the MOECC regarding applying a percent of criterion to expanding the corresponding study area. The 25% indicator was outlined as a suggestion when to expand the study area. Due to the nature of the sources from the site, it is anticipated that most contaminants will be highest close to the property line and not at the furthest extend of the study area. In the event that concentrations are predicted to be greater than 25% of the limit at the furthest extent of the study area, the study area would be extended. With respect to the cumulative air quality assessment versus subject facility, the verbiage will be updated to reflect the results from the cumulative air quality assessment.</p>	<p>S.4 will be updated to include verbiage regarding cumulative air quality assessment results.</p>	<p>This wording does not appear to be included in the final Work Plan. Item is still open.</p>
3	<p>RWDI provide a generic list of potential receptors in Section 4 (p. 7). As we have previously indicated, allowance must be made for review by all stakeholders of all information used to select receptors, including Town of Ingersoll, and allowance should be made for input into the decision-making process by all stakeholders to choose distinct receptors. It is not clear if RWDI will include all appropriate stakeholders in the determination of distinct receptors.</p>	<p>Receptor locations will be developed collaboratively among our experts as the EA progresses. They have already held some preliminary conferences to discuss possible common receptor points and they will continue to work together to refine these as they collect more data and carry out their analyses throughout the EA studies, for instance, once they have carried out some initial field inventories.</p>	<p>--</p>	<p>Walker has not responded to our comment. Our comment was to ensure that <u>all</u> stakeholders (e.g., the Town, residents, etc.) would have opportunity to provide input on this item prior to the completion of the draft EA, not just RWDI's internal experts..</p>
4	<p>On p.8, RWDI indicate (Tabulated) that contaminants will be compared to certain indicators or measures but do not mention that certain contaminants (e.g., PM2.5 or substances with no Ontario benchmarks) will need to be referred to the human health or ecological assessment.</p>	<p>The health assessment study addresses the input of data from the air quality assessment.</p>	<p>--</p>	<p>Response acceptable. The HHRA references "SUMMARY of STANDARDS and GUIDELINES to support Ontario Regulation 419: Air Pollution – Local Air Quality", dated April 2012. However, this document has been replaced with the MOECC's Air Contaminants Benchmarks (ACB) List, Version 1.0, dated December 13, 2016. The HHRA should be updated to reflect this change.</p>

Item No.	Comment	Walker Response	Disposition	Town of Ingersoll's Response
5	<p>In answer to one of our original critiques of the ToR, RWDI has provided a list of potential contaminants (Table 6.1.1.2) that may be emitted as constituents of dust. However, this list appears to only consider potential waste streams to be received by the site and only metals. While RWDI admit that this list may be altered, they should be sure to give consideration to soil constituents (e.g., crystalline silica) and other constituents (e.g., mineralogical or other materials) that may become airborne during the working of fill material, as well as other soil movement operations. RWDI should also provide references and sources for their complete list of particle constituents in the final assessment and not confine themselves just to metals.</p>	<p>Walker has specific standard operating procedures for waste that may contain controlled substances such as Silica and Asbestos. These operating procedures are developed to contain the waste material and prevent releases to the air of these substances. These substances will continue to be managed through these operational procedures.</p>	--	<p>RWDI have not answered our question. The presence of standard operating procedures does not guarantee that no releases to air will occur. Furthermore, the SOPs for waste handling may not apply to other materials (e.g., any soil cover materials). Consequently, having SOPs does not obviate the need to assess for air emissions. Walker should ensure that <u>all</u> these materials are properly assessed for air emissions.</p>
6	<p>In Section 5.2.1, RWDI make no reference to volatile organic compounds (e.g., Benzene,) nor Total Suspended Particulate Matter (and constituents thereof) as potential contaminants emitted from haul route traffic. These contaminants, and corresponding criteria, should be added to Table 6.2.1.1. This comment has been previously made on the draft ToR and RWDI appear to have still not considered all contaminants from vehicle exhausts. RWDI should also consider emissions of Diesel Particulate Matter, for evaluation by the Human Health Assessment.</p>	<p>Noted - Section 5.2.1 and Section 6.2.11 have been updated</p>	<p>Refer to Section 5.2.1 and 6.2.1.1 of the updated Work Plan</p>	<p>Item still open. The updated Work Plan does not address Diesel Particulate Matter.</p>

Item No.	Comment	Walker Response	Disposition	Town of Ingersoll's Response
7	Again, as with the draft ToR, RWDI appears to have not fully considered all contaminants from landfill gas and its flaring. Tables 6.2.2.1 and 6.2.2.2 are incomplete lists of contaminants that can potentially be emitted, as described in our 5 May 2014 report (and further in our 3 June 2013 report). RWDI have previously indicated that 6.2.2.2 is complete "based on extensive experience with other landfill assessments". RWDI should divulge its "extensive experience with other landfill assessments" and explicitly show how this justifies the abbreviated list provided. Alternatively they should expand the list as suggested in our comment 5.1 (ii) (b) submitted 3 June 2013.	The MOECC has provided comment on the list of compounds to be considered for this study. Table 6.2.2.1 and 6.2.2.2 have been updated to incorporate their comments.	Refer to Table 6.2.2.1 and 6.2.2.2 of the Work Plan.	Item still open. Cannot confirm the inclusion of all contaminants suggested by MOECC, as list was not provided by MOECC or RWDI.
8	Section 5.2.2 of the draft ToR, RWDI discusses 23 compounds associated with landfill gas to be assessed based upon the 1992 Ontario "Interim Guide to Estimate and Assess Landfill Air Impacts". It is noted that the revised ToR identifies only 22 compounds in Table 6.2.2.1. Further, it is noted that due consideration should be given to LFG Constituents listed in Table 2.4-1 of US EPA AP42.	See comment above	Refer to Table 6.2.2.1 and 6.2.2.2 of the Work Plan	Item still open. Contaminants from AP42 list have not been considered.
9	In Section 5.3 RWDI indicate "Through our experience with other landfills in Southern Ontario, we have considered an objectionable level for odour to be generally in the range of 3 to 5 OU. These levels are more closely related to public complaints." They do not, however, provide "our experience" for public review and so their assertion remains uncertain and questionable.	This statement will be removed. There was no intent to only assess levels from the 3 to 5 range but only a comment discussing annoyance versus detection.	Statement deleted	Point clarified. Item closed.

Item No.	Comment	Walker Response	Disposition	Town of Ingersoll's Response
10	<p>In Section 6.3, the Minister's amendment #12 to the Approved Amended Terms of Reference required that "climate change should be considered in this environmental assessment". It is not clearly specified in the work plan how these expected changes to the local weather systems are to be accounted for in the environmental assessment.</p>	<p>Section 6.3 is simply meant to identify the assumptions (along with the associated reference document, for any further assumptions that are necessary) that are being adopted for this assessment. It is self-evident that wherever the assessment methodology makes reference to the use of meteorological data in the modelling or analysis of future scenarios (either baseline and/or landfill) that they would be adjusted to incorporate these climate change assumptions.</p>	--	<p>Walker has not addressed our concern. They should provide a description of the method for adjusting the meteorological data within the Work Plan. Adjusting meteorological data for future changes is not a trivial task; consequently it should be made explicitly clear to all stakeholders how the meteorological data will be manipulated to account for these climate change assumptions before the EA is completed.</p>
11	<p>In Section 7.1, RWDI states that "meteorological data will be requested from the Ontario Ministry of the Environment and Climate Change for a local meteorological station approved by the MOECC." As we have commented before, the response from RWDI does not appear to allow for review of input from all stakeholders. Further it does not discuss the possibility, nor make allowance, that no existing data may be appropriate for the site (i.e., that default MOECC meteorological data is not appropriate for use in this assessment). The dataset typically provided by the MOECC for assessment purposes in the region would include 5 years of data from the London airport for the period from 1996 through 2000. However as this data is already 15 years old, and in the light of increasingly significant climate change, a more recent 5 year meteorological dataset from the nearest local (i.e., < 70km from site) meteorological station should be used to prepare the initial case assessments of air quality and odour related impacts.</p>	<p>The MOECC will require that the project obtain site specific meteorological data from the MOECC and approved by the MOECC for the specific site. RWDI intends to follow this procedure and required site specific data from the MOECC under s.13.1 of O.Reg.419/05 (as amended). See note below:</p> <p>13.1 (3) Local or site-specific meteorological data approved by the Director as an accurate reflection of meteorological conditions.</p>	--	<p>Will the MOECC's rationale for choice of surface and upper air stations be made available for review by stakeholders, prior to use in the EA? Will the meteorological data itself be made available to stakeholders for reviewer, prior to use in the EA?</p>

Item No.	Comment	Walker Response	Disposition	Town of Ingersoll's Response
12	<p>Further to Section 7.1, and further to comments in our 5 May 2014 report, the review of historical ambient air quality data should be open and transparent to all stakeholders and allow input from other stakeholders. It is not clear if RWDI plans to include third party stakeholders in discussions with the MOECC prior to utilizing the data. Concerns stem from the appropriateness of historical data to be representative of the current and future conditions at the site in question. Furthermore, RWDI does not provide criteria against which it will "review and validate the measurements to ensure the data set would be considered valid for this evaluation." These criteria and evaluation processes should be made available to all stakeholders. Lastly, for all ambient air quality data, RWDI should provide all appropriate technical information on how samples were collected, processed and analysed, to allow for proper stakeholder input. This would also apply to soil and road samples that will be collected, as outlined in Section 7.3.2.</p>	<p>Any historical data that are used in the assessment will be documented in the EA report for review by all stakeholders, along with any further details on the sampling and testing methodologies.</p>	--	<p>We are requesting that stakeholders have the opportunity to comment on the use of data <u>prior</u> to Walker completing the EA. This will ensure an open and transparent process. It will also help to ensure that review of the final EA is expedited, as most points of contention will have already been discussed and addressed by that stage.</p>
13	<p>When collecting background data concerning existing ECAs, Section 7.1, we would advise caution on how this data is used and caution RWDI to be careful on their reliance of this data. The process for obtaining an ECA has different requirements than those for completing an environmental assessment. Consequently, ECAs, and any corresponding reports, may not contain all relevant information required to complete an environmental assessment.</p>	<p>Noted. Any data obtained from existing ECAs are only one source of background information to be used in the EA.</p>	--	<p>Item closed.</p>

Item No.	Comment	Walker Response	Disposition	Town of Ingersoll's Response
14	In Section 7.3.2, the use of mitigation measures to adjust dust emissions rates should be accompanied with appropriate proof of efficacy and effectiveness. We have previously recommended that the general mitigation methods intended for use at the site should be described as part of the ToR so that they can be agreed upon before-hand. This, however, has not been done.	It is inappropriate to determine mitigation measures in advance of carrying out the assessment of potential effects (refer to Section 8.2 of the approved ToR for details on the overall EA methodology). Assumptions regarding any mitigation measures that are assessed during the EA will be documented in the EA report.	--	Walker's response contradicts their statement within the Work Plan: "Dust emission rates will be adjusted based on the proposed mitigation measures" (p. 22). This indicates that Walker is already considering potential dust mitigation measures. As previously stated, we have recommended that the mitigation methods intended for use at the site should have been described as part of the ToR. However, since they were not incorporated into the ToR, they should be included in the Work Plan. This would ensure adequate review by all stakeholders.
15	When modelling dust, as outlined in Section 7.3.2, RWDI appears to be ignoring non-subject sources, local traffic and landfill gas flaring, all of which can potentially produce particulate emissions. RWDI needs to include these in the dust dispersion modelling or provide rationale for their exclusion. As we have previously commented in our 5 May 2014 report, it is not clear what guidance Walker Environmental's consultants will be using to decide which non-subject, local pollutant sources to include in the modelling (see, for example, International Association of Impact Assessment "Guiding Principles For Air Quality Assessment Components Of Environmental Impact Assessments").	Local traffic and landfill gas flaring will be included in the particulate evaluation. Section 7.3.2 notes: <i>The future proposed operating scenario(s) for modeling will also include local traffic based on information supplied by the traffic expert.</i> For landfill gas flaring, Section 7.3.2 will be updated to add in landfill gas flaring to be clearer.	Update to Section 7.3.2	Final Work Plan wording not updated as indicated, as there is no mention of landfill gas flaring or other appropriate non-subject sources. Therefore, this item is still open. It should be noted that local traffic and landfill gas flaring were only intended as examples of potential non-subject sources. Walker should ensure that <u>all</u> appropriate non-subject sources are assessed as part of the dust modelling.
16	Section 7.3.2, as in other sections of the report, indicates that results from only ten (10) of the closest discrete receptors will be provided. RWDI needs to provide rationale on why results from only ten (10) discrete receptors will be provided, as opposed to the entire list of discrete receptors that will be assessed as discussed in Section 4.	It is noted in the same paragraph in Section 7.3.2 that contour plots will also be presented in the EA, which will characterize emissions at an infinite number of receptor points within the study area.	--	Point clarified. Item closed.

Item No.	Comment	Walker Response	Disposition	Town of Ingersoll's Response
17	The final paragraph of Section 7.3.2 indicates that only 24-hour concentrations of PM2.5 will be presented; annual PM2.5 should also be provided.	Noted, this has been updated	Update to Section 7.3.2.	Final Work Plan wording not updated as indicated. Therefore, this item is still open.
18	In our 5 May 2014 report, we requested that any intended computer modelling of dust should be provided with and without fall-out. However, it appears that RWDI will not provide the alternate results as requested. In addition, the choice of deposition parameters should be open to all stakeholders to review as part of the development of the final technical work plan.	Deposition parameters and all other relevant modeling assumptions will be documented in the EA report. The use of deposition as well as the choice of deposition parameters will need to be approved by the MOECC.	--	To clarify, we are requesting that airborne particulate matter results be presented with and without the implementation of deposition. Given the potential uncertainty in the model's ability to calculate deposition (resulting from uncertainty in model deposition parameters), reporting particulate matter concentrations without deposition implemented would provide a conservative upper limit of estimated off-property concentrations. However, deposition must be calculated to estimate dust deposition, obviously.
19	Section 7.4 of the ToR indicates 23 landfill gas related compounds of interest. As indicated above, only 22 are presented in Table 6.2.2.1.	See previous response.	--	Contaminants from AP42 list have not been considered. Therefore, item still open.
20	Section 7.4.2 provides a discussion on the ambient monitoring of VOCs; however, no discussion is given to specific methods. RWDI's intended methods to measure background VOCs should be reviewed and agreed to before use in the environmental assessment. Furthermore, RWDI has not clarified how they will define upwind and downwind. Depending on how samples are collected, classification of upwind and downwind may not be straightforward and are subject to the meteorological conditions during sample collection.	A new section is added to the work plan outlining the updated ambient monitoring as requested by the MOECC and the proposed sampling plan. Additional information is provided in this new section regarding how the upwind and downwind locations will be selected.	A new section is added to the Work Plan that discusses sampling strategies as discussed with the MOECC.	Point clarified Item closed.

Item No.	Comment	Walker Response	Disposition	Town of Ingersoll's Response
21	In Section 7.4.3 RWDI have confined themselves to assessing 23 contaminants emitted from landfill gas without providing an explanation of this restriction.	See previous response.	--	Item still open. RWDI have not indicated why the list of measured contaminants (Table 7.4.2.1.1) is shorter than the list of contaminants provided in Table 5.2.2.1. Justification for the exclusion of contaminants must be provided.
22	In Section 7.4.3 RWDI propose to estimate "rates from the proposed waste soil derived from the flux measurement programs for other landfill sites" but do not make it clear that those estimations will be transparent to public reviewers (such as the Town of Ingersoll), which it should.	The EA report will document the sources of data and assumptions used in the assessment.	--	We are requesting that stakeholders have the opportunity to comment on the use of data <u>prior</u> to Walker completing the EA. This will ensure an open and transparent process. It will also help to ensure that review of the final EA is expedited, as most points of contention will have already been discussed and addressed.
23	In Section 7.5 the data "Odour source emission data have been collected for other landfill sites that would be utilized for this evaluation" should be made fully accessible for third-party review.	The EA report will document the sources of data and assumptions used in the assessment.	--	<p>We are requesting that stakeholders have the opportunity to comment on the use of data <u>prior</u> to Walker completing the EA. This will ensure an open and transparent process. It will also help to ensure that review of the final EA is expedited, as most points of contention will have already been discussed and addressed.</p> <p>In response to a similar question from JMCC, Walker indicated that an interim report may be made available. If this is made available before completion of the EA, this would satisfy our concern on accessibility and transparency.</p>

Item No.	Comment	Walker Response	Disposition	Town of Ingersoll's Response
24	<p>In Section 7.5.1, RWDI admit that local agricultural sources may emit odours “related to landfill type odours.” These may add to odours emitted from the landfill and cumulatively cause higher odour levels in the surrounding community. However, Walker Environmental consultants do not intend to take those preexisting odour sources into account. RWDI have previously indicated that odour will not be evaluated cumulatively and, therefore, do not intend to take those pre-existing odour sources into account; no rationale is provided. We recommend that Walkers consultants either include background odour or provide a detailed rationale as to why it is ignored. It is a general and fundamental element of EA air studies that the cumulative (subject source + background) levels of pollutants in the community be fully assessed.</p>	<p>Odours from agricultural operations and landfilling operations are typically distinct and are not additive. We request the Town of Ingersoll consultants provide examples from other EA air studies for landfill sites that have assessed odours from agricultural operations with the landfilling related odours for reference in order to evaluate what was completed.</p>	<p>This may be discussed further at the Sept 20, 2017 meeting.</p>	<p>We have raised this point specifically because of Walker s wording within Section 7.5.1 of the Work Plan. In this section, they indicated that “agricultural odours can be related to landfill type odours”. Now, Walker is arguing that they are “distinct” – why? Walker needs to clarify if these two odour sources are “distinct” or “related” and provide appropriate rationale as to why. Following this, Walker needs to provide rationale as to why these different odour sources are not additive. RWDI’s continued evasiveness on this issue is becoming a significant concern.</p>
25	<p>In Section 7.5.2 landfill gas (containing hydrogen sulphide) is identified as being “offensive to most people all of the time”, indicating that it would be considered objectionable at the detectable level, or 1 Odour Unit (OU)/m3; however, in Section 5.3 the suggested criteria for an objectionable odour, or “annoyance threshold”, is proposed to be set at 3 to 5 OU/m3. Suggesting that off-site impacts in a range from 3 to 5 times the prescribed MOECC odour limit of 1 OU/m3 should be used to assess the potential impacts from the site is inconsistent with the intent of Section 14 of the Environmental Protection Act (R.S.O. 1990, c. E.19). Landfill gas, which is clearly identified as being “offensive to most people all of the time” would be one of the key odourous emissions from the facility and therefore likely to cause an adverse effect at any detectable concentration (i.e. 1 OU/m3 as defined by the MOECC).</p>	<p>Noted. In the same section RWDI proposes to model and characterize the emissions in terms of both the detection and annoyance thresholds.</p>	<p>--</p>	<p>Point clarified. Item closed.</p>

Item No.	Comment	Walker Response	Disposition	Town of Ingersoll's Response
26	<p>Further to Section 7.5.2, RWDI do not indicate what frequency threshold will be used as a basis for acceptability of odour exceedances. RWDI have previously indicated "that 0.5% exceedance frequency of 1 OU limit will be considered acceptable", based on "MOE correspondence". First, this threshold is not referenced in the draft work plan. Second, the only 0.5% criterion we are aware of is applicable to individual contaminants with 10 minute averaging periods and not whole odour assessments (TECHNICAL BULLETIN: METHODOLOGY FOR MODELLING ASSESSMENTS OF CONTAMINANTS WITH 10-MINUTE AVERAGE STANDARDS AND GUIDELINES for Odour under O. Reg. 419/05, MOECC, September 2016). RWDI should provide rationale for the applicability of this criterion to whole odour assessments. It should be noted that the proposed range is not supported by MOECC publications or guidelines. 1 OU/m³ is the prescribed standard; the Ontario Ministry of the Environment Interim Guide to Estimate and Assess Landfill Air Impacts (Air Resources Branch, 1992), Section C.4 Estimating Odour Impacts, Item (iv) specifies a criteria of less than or equal to 1 OU/m³ over 10 minute averaging time, with more stringent criteria to be applied in certain circumstances. There is no mention in any MOECC publication that supports the use of a less stringent criteria.</p>	<p>RWDI will be evaluating odour levels less than 1 OU and greater than 1 OU if predicted to occur. We will also look at frequency of occurrence for levels about 1 OU in order to assess the frequency of time when a receptor or receptors may experience detectable odours. It should be noted that the MOECC has treated odour similar to the Technical Bulletin in determining the potential for causing nuisance. Evaluating the frequency of occurrence is an important evaluation that will remain as part of the study.</p>	--	Point clarified. Item closed.
27	<p>In Section 7.5.2 the odour levels suggested as being annoying are cited as 3 to 7 OU, whereas in Section 5.3 the annoying range is cited as being 3 to 5 OU. This is inconsistent and it is not clear which is the intended proposed standard to be used in the assessment.</p>	<p>These statements will be removed. As noted in the Work Plan, RWDI was always intending to assess levels above 1 OU. The comment about annoyance levels was to provide context around detection versus annoyance. Removing the statements does not change the intended evaluation.</p>	Statement removed from Section 7.5.2.	Point clarified. Item closed.

Item No.	Comment	Walker Response	Disposition	Town of Ingersoll's Response
28	<p>The following statement from Section 7.4.1 requires clarification: Using the U.S. EPA's LandGEM landfill gas emission estimation model is the most direct method to determine first-order emission rates of VOCs from the proposed landfill. It is also recommended by the MOECC; however, it can generate conservative estimates (i.e. overestimate) of VOC emissions. This could result in predicted levels in excess of the MOECC's air quality standards, even with a proposed landfill gas collection system in place. For this assessment U.S. EPA default values for landfill gas constituents will be used.</p> <p>It is unclear from the statement above whether or not the LandGEM landfill gas emission estimation model is to be used to estimate VOC emissions. It is specified as the recommended method, but the statements following suggests that it could be inaccurate and that U.S. EPA default values for landfill gas constituents will be used [as inputs in the LandGEM model?]. This point should be clarified.</p>	<p>As referenced "For this assessment U.S. EPA default values for landfill gas constituents will be used" Therefore, LandGEM will be used with U.S. EPA default values for landfill constituents. The other statement just notes that this is intended to be a conservative evaluation.</p>	--	Point clarified. Item closed.
29	<p>When modelling haul route traffic, as outlined in Section 7.6, RWDI appears to be ignoring non-subject sources, landfill gas flaring and ambient background data. RWDI needs to include these in the dispersion modelling or provide rationale for their exclusion. Also, they appear to be ignoring volatile organic compound emissions (e.g., benzene) from vehicles.</p>	<p>This is not the case. When modeling haul route source emissions, RWDI will also be including all like emissions from other sources on the site. In addition, ambient background data will also be included in the evaluation. S.7.6 will be reviewed to update wording. The list of compounds to be assessed for the vehicular emissions has been updated as per discussions with the MOECC.</p>	s.7.6 and the s. 5.2.1 have been updated.	Point clarified. Item closed.
30	<p>The Glossary contains potentially misleading and inappropriate definitions (s. 12). RWDI insist that the glossary of terms described in the work plan are based on RWDI's experience with similar projects. This response however, does not directly address our concerned raised in our comments submitted 3 June 2013.</p>	<p>The Glossary will be reviewed again with respect to the comments raised in June of 2013.</p>	This may be discussed further at the September 20, 2017 meeting.	No further comments at this time.

8.0 CLOSURE

We trust this document meets your present requirements. If you have any questions or comments, please contact the undersigned.

Respectfully submitted,
Tetra Tech Canada Inc.



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2018 Association of Municipalities of Ontario (AMO) annual conference

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Process for ministers' and parliamentary assistants' delegations

To all AMO delegates

- To meet with a minister or parliamentary assistant, please submit an online form. You can now submit one form to request delegation meetings with up to 3 ministries. To request delegation meetings with more than 3 ministries, please submit a new form.
- Please limit issues for discussion to a maximum of 3 per ministry.
- **We ask that delegates not meet with more than one ministry on a given issue.**
- Include the name of a contact person who is knowledgeable about the issue(s) and available to respond to ministry inquiries within one business day. If staff will be on vacation, please be sure to provide an alternate contact.
- **Note:** Not all ministers and parliamentary assistants are expected to accept delegations.
- To expedite your request, please complete the online form. Please do not contact your MPP or individual Ministers' Offices to request a delegation.
- **The deadline to submit requests: Tuesday, July 3rd, 2018**

Municipalities will be contacted by the respective ministries about their requests and, if applicable, the meeting time and location, approximately **one week** before the conference.

Event details

Sunday, August 19 to Wednesday, August 22, 2018
Shaw Convention Centre and Westin Ottawa Hotel
Ottawa, Ontario

Questions?

Please Contact:

Rhema Maharaj
Municipal Programs & Analytics Branch
Ministry of Municipal Affairs
Ministry of Housing
Telephone: 416-585-6850
Email: rhema.maharaj@Ontario.ca

- **2018 AMO Delegation Request**
2018 Association of Municipalities of Ontario (AMO)
Sunday, August 19 to Wednesday, August 22, 2018
Shaw Convention Centre and Westin Ottawa Hotel
Ottawa, Ontario



**Corporation of the Town of Ingersoll
By-Law 18-4993**

A By-law for the adoption of 2018 estimated current and capital expenditures for the Corporation of the Town of Ingersoll and the establishment of rates of taxation and collection of taxes for all assessment classes.

WHEREAS pursuant to Section 290 of the Municipal Act, 2001, S. O. 2001, c. 25, as amended (hereinafter referred to as the "Act") Town Council is required to prepare and adopt estimates of all sums required during the year;

AND WHEREAS all property assessment rolls on which 2018 taxes are to be levied have been returned and revised pursuant to the provisions of the Assessment Act;

AND WHEREAS it is necessary for the Council of the Corporation of the Town of Ingersoll pursuant to Section 312 of the Act, as amended, after the adoption of estimates for the year, pass a by-law to levy a separate tax rate on the assessment in each property class;

AND WHEREAS an interim levy was made upon all real property before the adoption of the estimates for the current year in accordance with By-law No. 18-4977;

AND WHEREAS certain regulations require reductions in certain tax rates for certain classes or subclasses of property;

AND WHEREAS the Council of the Corporation of the Town of Ingersoll had provided public notice of its intention to adopt the budget and provided public input at the December 12, 2017 and February 8, 2018 special meetings of Council;

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

- (1) That the statement of estimated revenue and expenditures, Schedule "A" attached, in the amount \$34,815,009 including taxation levy of \$14,193,943 be adopted.
- (2) That the tax levy requirement of \$14,193,943 to be raised in accordance with the tax rates shown on Schedule "B".
- (3) Further to By-law No. 18-4977, the prescribed final tax notices for 2018 shall be due in two approximately equal installments on the 31st day of August and the 31st day of October.
- (4) That pursuant to Section 345(2) of the Act, as amended, a penalty of 1 ¼ percent shall be made on the first day of default. Such penalty charges shall be levied and collected in the same manner as if it had been originally imposed.
- (5) That pursuant to Section 345 (3) of the Act, as amended, interest shall be add to the amount of taxes due and unpaid, at the rate of 1 ¼ percent per month at the first of each month for each month or fraction thereof until the taxes are paid. Such interest charges shall be levied and collected in the same manner as if it had been originally imposed.

- (6) That payment of taxes shall be made into the office of the Director of Finance/Treasurer at 130 Oxford Street, 2nd Floor, Ingersoll Ontario or at various financial institutions or designated agents in the Town of Ingersoll as ratified by written agreement from time to time.
- (7) That the Director of Finance/Treasurer is not authorized to revise, reduce or cancel amounts billed and/or interest/penalty charges without the authorization of Council.
- (8) If any section or portion of this By-law and/or Schedule is found by a Court of competent jurisdiction to be invalid, it is the intent of the Council of the Corporation of the Town of Ingersoll that all remaining sections and portions of the By-law and all Schedules continue in force and effect.
- (9) Schedules attached hereto shall be and form a part of this By-law.

READ a first and second time in Open Council this 14th day of May, 2018.

READ a third time in Open Council and passed this 14th day of May, 2018.

Edward (Ted) Comiskey, Mayor

Michael Graves, Clerk

"SCHEDULE A"
BY-LAW 18-4993
CORPORATION OF THE TOWN OF INGERSOLL
2018 BUDGET

	<u>Revenue</u>	<u>Expenditures</u>	<u>Net Levy Requirement</u>
4000 - ADMINISTRATION	3,800	212,825	209,025
0100 MAYOR & COUNCIL	3,800	212,825	209,025
4000 - ADMINISTRATION	0	296,590	296,590
0900 CHIEF ADMINISTRATIVE OFFICER	0	296,590	296,590
4000 - ADMINISTRATION	74,175	613,150	538,975
4005 - COMMITTEE OF ADJUSTMENT	6,000	50	(5,950)
4007 - WEDDING CEREMONIES	5,500	300	(5,200)
4008 - HUMAN RESOURCES	0	3,500	3,500
4240 - PARKING ENFORCEMENT	7,300	30,300	23,000
1000 CLERKS	92,975	647,300	554,325
4000 - ADMINISTRATION	13,000	58,910	45,910
1001 PARATRANSIT	13,000	58,910	45,910
4000 - ADMINISTRATION	0	286,635	286,635
1002 INFORMATION TECHNOLOGY	0	286,635	286,635
4000 - ADMINISTRATION	967,300	832,510	(134,790)
4001 - OTHER	0	146,230	146,230
1300 TREASURY	967,300	978,740	11,440
9950 - COUNTY OF OXFORD	0	6,288,755	6,288,755
9960 - ENG PUBLIC EDUCATION	0	4,431,170	4,431,170
9961 - ENG CATHOLIC EDUCATION	0	807,693	807,693
9962 - FRENCH PUBLIC EDUCATION	0	21,440	21,440
9963 - FRENCH CATHOLIC EDUCATION	0	53,072	53,072
1400 - TAX REQUISITIONS	0	11,602,130	11,602,130
9940 - MUNICIPAL - TOWN OF INGERSOLL	384,834	640,000	255,166
9950 - COUNTY OF OXFORD	6,288,755	0	(6,288,755)
9960 - ENG PUBLIC EDUCATION	4,431,170	0	(4,431,170)
9961 - ENG CATHOLIC EDUCATION	807,693	0	(807,693)
9962 - FRENCH PUBLIC EDUCATION	21,440	0	(21,440)
9963 - FRENCH CATHOLIC EDUCATION	53,072	0	(53,072)
1401 - TAXATION	11,986,964	640,000	(11,346,964)
4000 - ADMINISTRATION	0	211,194	211,194
1500 - TRANSFERS TO LOCAL BOARDS	0	211,194	211,194
4000 - ADMINISTRATION	26,625	124,837	98,212
4090 - ENGINEERING DEBT CHARGES	0	733,126	733,126
6050 - PARKS	0	48,155	48,155
1600 - DEBT CHARGES	26,625	906,118	879,493
4010 - OLD LIBRARY (1 CHARLES)	0	0	0
4015 - 132 THAMES ST S	13,710	29,138	15,428
4020 - MISC PUBLIC BUILDINGS	13,868	38,350	24,482
4025 - 130 OXFORD ST- SHARED EXPENSES	120,840	240,473	119,633
4030 - 130 OXFORD ST- NONSHARED EXP	0	66,000	66,000
2000 - PUBLIC BUILDINGS	148,418	373,961	225,543
4000 - ADMINISTRATION	25,750	1,043,098	1,017,348
4100 - FACILITY	65,952	82,440	16,488
3000 - FIRE	91,702	1,125,538	1,033,836
4000 - ADMINISTRATION	96,680	2,353,581	2,256,901
4100 - FACILITY	105,000	108,752	3,752
3200 - POLICE	201,680	2,462,333	2,260,653
4000 - ADMINISTRATION	0	52,790	52,790
3220 - CROSSING GUARDS	0	52,790	52,790

4000 - ADMINISTRATION	0	35,358	35,358
3230 - POLICE SERVICE BOARD	0	35,358	35,358
4000 - ADMINISTRATION	178,015	178,015	0
4006 - PROPERTY STDS & BY- LAW ENF	0	20,050	20,050
3400 - BUILDING INSPECTION	178,015	198,065	20,050
4000 - ADMINISTRATION	9,000	15,700	6,700
3600 - ANIMAL CONTROL	9,000	15,700	6,700
4000 - ADMINISTRATION	31,900	1,942,735	1,910,835
4230 - EQUIPMENT	0	0	0
4400 - STREET LIGHTING	0	272,000	272,000
4410 - TRAFIC SIGNAL MAINTENANCE	0	15,000	15,000
5020 - STORM SEWER LOCATES	0	10,570	10,570
4000 - ENGINEERING	31,900	2,240,305	2,208,405
4000 - ADMINISTRATION	194,300	321,933	127,633
4100 - FACILITY	0	65,747	65,747
4110 - BRIDGES & CULVERTS	0	12,960	12,960
4120 - ROADSIDE M/A- MOWING WEED SPRAY	0	39,260	39,260
4121 - ROADSIDE M/A- BRUSH TREE TRIM	0	90,030	90,030
4122 - ROADSIDE M/A- DITCHING	0	0	0
4123 - ROADSIDE M/A- CATCHBASINS	0	141,500	141,500
4130 - HARDTOP M/A- PATCHING & SPRAY	0	240,670	240,670
4131 - HARDTOP M/A- SWEEP FLUSH CLEAN	0	49,320	49,320
4132 - HARDTOP M/A- SHOULDER ETC	0	7,680	7,680
4140 - LOOSETOP M/A- GRADING SCARIFYIN	0	0	0
4141 - LOOSETOP M/A- DUST LAYER	0	0	0
4150 - W CONTROL- PLOWING SAND SALT	0	346,010	346,010
4151 - W CONTROL- SNOW REMOVAL	0	22,340	22,340
4152 - W CONTROL- SNOW FENCE CULVERT	0	7,030	7,030
4153 - W CONTROL- WINTER STANDBY	0	6,840	6,840
4160 - SAFETY DEV.- SIGNS, GUIDE RAILS	0	70,890	70,890
4161 - SAFETY DEV. RR CROSSING SIGNAL	0	48,970	48,970
4190 - SUPERVISORY COSTS	0	160,490	160,490
4200 - PAINT PARKING STALLS	0	23,540	23,540
4203 - PROMOTIONAL TREES	4,309	4,309	0
4205 - DETOURS	0	7,160	7,160
4220 - SIDEWALK REPAIRS	0	107,920	107,920
4221 - SIDEWALK SNOW, SAND, SALT	0	60,110	60,110
4222 - SIDEWALK SWEEPING	0	4,740	4,740
4230 - EQUIPMENT	361,140	361,140	0
5000 - ENVIRONMENTAL SERVICES	20,618	36,590	15,972
5010 - BRUSH/YARD WASTE DEPOT	15,000	14,950	(50)
5011 - TOWN EXPANDED COLLECTION SVC	0	0	0
5012 - DEBRIS & LITTER PICK UP	0	21,700	21,700
5013 - LEAF COLLECTION	0	80,660	80,660
5014 - RUBBISH PICK UP	0	0	0
5015 - CHRISTMAS TREE PICK UP	0	2,760	2,760
4500 - PUBLIC WORKS	595,367	2,357,249	1,761,882
4000 - ADMINISTRATION	0	151,635	151,635
6020 - ARENA	254,802	677,596	422,794
6030 - CAMI FLYER SOCCER PARK	20,000	26,600	6,600
6040 - CAMI/SUZUKI HOUSE	10,040	160,444	150,404
6050 - PARKS	32,700	700,430	667,730
6051 - GARDEN FRESH BOX	15,000	15,000	0
6100 - WINTER LIGHTS (SANTA VILLAGE)	2,000	27,910	25,910
6110 - FESTIVAL OF LIGHTS	6,060	55,610	49,550
5000 - PARKS AND ARENA	340,602	1,815,225	1,474,623

4000 - ADMINISTRATION	500	92,345	91,845
4100 - FACILITY	3,425	1,028,812	1,025,387
6060 - AQUATICS	218,679	355,566	136,887
6070 - FITNESS	130,127	158,430	28,303
6090 - GENERAL PROGRAMS	177,307	235,495	58,188
5100 - VICTORIA PARK COMMUNITY CENTRE	530,038	1,870,648	1,340,610
4100 - FACILITY	47,626	149,532	101,906
6090 - GENERAL PROGRAMS	161,809	607,724	445,915
6115 - FUSION RUN INGERSOLL	8,200	3,195	(5,005)
6116 - FUSION HAUNTED HOUSE	6,100	14,980	8,880
6185 - FUSION FEMALE PROGRAMS	47,719	47,719	0
5200 - YOUTH CENTRE	271,454	823,150	551,696
4000 - ADMINISTRATION	28,676	178,420	149,744
4100 - FACILITY	0	33,050	33,050
6810 - HARVESTFEST		0	0
6200 - MUSEUMS	30,226	232,570	202,344
4000 - ADMINISTRATION	5,000	274,675	269,675
7000 - ECONOMIC DEVELOPMENT	5,000	274,675	269,675
TOTAL - OPERATIONS	\$ 15,524,066	\$ 29,718,009	\$14,193,943
TOTAL - CAPITAL	5,097,000	5,097,000	\$0.00
GRANT TOTAL	20,621,066	34,815,009	\$14,193,943

**2018 CAPITAL BUDGET
BY-LAW 18-4993
CORPORATION OF THE TOWN OF INGERSOLL**

Pr #	PROJECT	Funding Source	2018
<u>GENERAL GOVERNMENT</u>			
INFORMATION TECHNOLOGY - IT			
3068	Remote Desktop Server & Office Licensing Upgrades	IT Reserve	20
TOTAL - GENERAL GOVERNMENT			20
<u>PROTECTION TO PERSONS & PROPERTY</u>			
FIRE			
3130	Fire Station Addition (Engineering and Drawings)	Fire Reserve	30
PUBLIC BUILDINGS			
3125	Town Centre Building Curbing	Oxford Fac Reserve Oxford County	21 21
3128	Town Centre basement level - Security System Upgrade	Public Bldg Reserve	25
3131	Town Centre upper levels - Security System Upgrade	Public Bldg Reserve	40
3132	Town Centre clock replacement and tower repairs	Public Bldg Reserve Oxford County	15 15
3133	Town Centre Fire Alarm	Public Bldg Reserve Oxford County	21 21
3134	Town Centre Entrance Canopy	Public Bldg Reserve Oxford County	4 4
TOTAL - PROTECTION TO PERSONS			217
<u>TRANSPORTATION</u>			
CONSTRUCTION - ROADS & BRIDGES			
3265	Pavement Preservation Program		
	Mutual St MP (CNR Tracks to King Solomon)	Gas Tax	160
Topcoat Asphalt			
3255	Tunis St Topcoat	Gas Tax	116
3255	Etna/Centre/Martha St Reconstruction	Gas Tax	40
3271	Concession St. (Wellington to Centre)	Gas Tax	30
3272	Sutherland Creek Flood Mitigation (Victoria St. & Wonham St. Culvert Replacements)	Eng Misc Projects OCIF Grant	1560 187
3283	Retaining Wall Replacements	Eng Misc Projects	60
3284	N Town Line W (Thames to Shelton Drive)	Eng Misc Projects DC Reserve Fund	343 400
3277	Oxford Street Parking Lot/Market Lane	Oxford Parking Lot Gas Tax	35 150
3281	Caffyn St Reconstruction (Clarke to School)	Eng Misc Projects	243
3286	Pemberton St. over Thames River Bridge Rehabilitation	Eng Misc Projects	20
3287	Mutual St over Thames River Bridge Rehabilitation	Eng Misc Projects	15
SUB-TOTAL - ROADS & BRIDGES			3,359
STREET LIGHTING			
3249	Street Lights Replacement	Eng Misc Projects	10
SUB TOTAL - STREET LIGHTING			10

**2018 CAPITAL BUDGET
BY-LAW 18-4993
CORPORATION OF THE TOWN OF INGERSOLL**

Pr #	PROJECT	Funding Source	2018
TOTAL - TRANSPORTATION			3,369
PUBLIC WORKS			
3416	Replace Truck #5	PW Equip	240
3417	Replace Wheel Loader #13	PW Equip	230
3418	Replace Truck #9	PW Equip	36
TOTAL - PUBLIC WORKS			506
PARKS AND RECREATION			
ARENA			
3573	LED Lighting Upgrade	Parks Fac Reserve	10
SUB TOTAL - ARENA			10
PARKS & REC			
Parks & Trails			
3566	Trail Construction, Phase One – North Thames River Recreational	Trail Reserve	40
3574	Cycling MultiUse Trail on Ingersoll st	Eng Misc Projects	25
		Grant	25
		Oxford County	100
		Donation	10
3568	Victoria Park - Exterior Water Line Installation	Parks Fac Reserve	10
3575	Installation of Fibar Systems- Playground Surfaces	Parks Fac Reserve	25
Parks Shop			
3576	Parks Shop - Windows and door replacement	Parks Fac Reserve	10
3577	Parks Shop - Roof Replacement/Repair	Parks Fac Reserve	30
Equipment			
3578	Replace John Deere riding mower #1	Parks Equip	35
3579	Replace 2005 Dodge Pick up (transfer from PW)	Parks Equip	10
SUB TOTAL - PARKS			320
VPCC FACILITY			
3506	Roof Repairs	VPCC Fac	470
		Rec Admin	30
3580	Recreational Software (replace Class)	Rec Admin	60
SUB TOTAL - VPCC FACILITY			560
YOUTH CENTRE FACILITY			
3581	Replace Technology Equipment(Computers/Gaming Equipment)	Fusion Tech	10
SUB TOTAL - YOUTH CENTRE FACILITY			10
MUSEUM			
3610	Pavilion -Relocation of Kirwin Barn	Museum Reserve	65
3613	Facility Condition Assessment Study	Museum Reserve	20
SUB TOTAL - MUSEUM			85

**2018 CAPITAL BUDGET
BY-LAW 18-4993
CORPORATION OF THE TOWN OF INGERSOLL**

	Pr #	PROJECT	Funding Source	2018
<i>TOTAL - PARKS AND RECREATION</i>				985
<i>CAPITAL GRAND TOTAL</i>				5,097

"SCHEDULE B"
BY-LAW 18-4993
CORPORATION OF THE TOWN OF INGERSOLL
2018 BUDGET
TAX RATES

		GENERAL
		2018
RESIDENTIAL	RT	0.00922863
RESIDENTIAL ONE	R1	0.00415288
FARMLAND	FT	0.00230716
MULTI RESIDENTIAL	MT	0.02170391
COMMERCIAL	CT	0.01755101
NEW COMMERCIAL	XT	0.01755101
COMMERCIAL VACANT	CU	0.01228570
NEW COMMERCIAL VACANT	XU	0.01228570
COMMERCIAL EXCESS	CX	0.01228570
SHOPPING CENTER	ST	0.01755101
SHOPPING VACANT	SU	0.01228570
INDUSTRIAL	IT	0.02427129
NEW INDUSTRIAL	JT	0.02427129
INDUSTRIAL VACANT	IU	0.01577634
INDUSTRIAL EXCESS	IX	0.01577634
LARGE INDUSTRIAL	LT	0.02427129
LARGE INDUSTRIAL VACANT	LU	0.01577634
PIPELINE	PT	0.01162161
COMMERICAL SHARED HYDRO	CH	0.01755101
INDUSTRIAL PIL	IH	0.02427129
COMM PIL FULL	CF	0.01755101

Town of Ingersoll 2018 Levy			
		2018 CVA	* Levy, \$
RES TAXABLE	RT	1,002,503,700	9,251,735
RESIDENTIAL ONE	R1	128,500	534
FARMLAND TAXABLE	FT	781,950	1,804
MULTI RES TAXABLE	MT	23,893,100	518,574
COMMERCIAL	CT	94,033,536	1,650,383
NEW COMMERCIAL	XT	24,093,462	422,865
COMMERCIAL VACANT	CU	1,402,900	17,236
NEW COMMERCIAL VACANT	XU	257,250	3,160
COMMERCIAL EXCESS	CX	1,869,000	22,962
SHOPPING CENTER	ST	2,257,225	39,617
SHOPPING VACANT	SU	13,400	165
INDUSTRIAL	IT	21,242,300	515,578
NEW INDUSTRIAL	JT	964,000	23,398
INDUSTRIAL VACANT	IU	47,100	743
INDUSTRIAL EXCESS	IX	2,648,200	41,779
LARGE INDUSTRIAL	LT	63,648,900	1,544,841
LARGE INDUSTRIAL VACANT	LU	2,257,200	35,610
PIPELINE	PT	4,199,500	48,805
COMMERICAL SHARED HYDRO	CH	726,500	12,751
INDUSTRIAL PIL	IH	193,000	4,684
COMM PIL FULL	CF	2,092,216	36,720
		1,249,252,939	14,193,943

* Levy = 2018 CVA X General Tax Rates



**Corporation of the Town of Ingersoll
By-Law 18-4994**

A bylaw to provide for the levy and collection of special charges in respect of the Business Improvement Area through taxation for the year 2018.

WHEREAS Section 208 (1) of the Municipal Act, Chapter, S.O. 2001, c.25 as amended, provides that the council of a municipality shall in each year levy a special charge upon rate-able property in a Business Improvement Area which has been designated under subsection 204 (1): by levy upon rate-able property in the improvement area that is in a prescribed business property class; or by levy upon rate-able property in the improvement area that is in a prescribed class and that, in council's opinion, derives benefit from the improvement area.

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

1. **THAT** for the purpose of the Board of Management of the Ingersoll Business Improvement Area, there be levied and collected the sum of **\$ 77,780**, as per Schedule A, attached on all rate-able Commercial, Shopping Centre and Industrial properties within the area defined B-law No. 87-3314. The above levy is comprised of a fixed, special non-refundable fee of **\$ 100** per annum per property, plus a taxation levy.
2. **THAT** Schedule "A" attached hereto forms part of this By-law.

READ a first and second time in Open Council this 14th day of May, 2018.

READ a third time in Open Council and passed this 14th day of May, 2018.

Edward (Ted) Comiskey, Mayor

Michael Graves, Clerk

"SCHEDULE A"
BY-LAW 18-4994
CORPORATION OF THE TOWN OF INGERSOLL
BUSINESS IMPROVEMENT AREA
2018 BUDGET AND TAX RATES

DESCRIPTION	2018 BUDGET	TAX CLASS	2018 TAX RATE
		CT COMMERCIAL	0.00189022
LUNCH WAGON PERMITS	(100.00)	CU COMMERCIAL EXCESS	0.00132315
MUNICIPAL TAX LEVY	(77,780.00)	CX COMMERCIAL VACANT	0.00132315
MUNICIPAL SUPPLEMENTARY LEVY	(1,000.00)	XT NEW COMMERCIAL	0.00189022
INTEREST EARNED	(300.00)	ST SHOPPING CENTER	0.00189022
TRANSFER FROM FUNDS - RESERVES	(50,000.00)	SU SHOPPING EXCESS	0.00132315
TOTAL REVENUE	<u>(129,180.00)</u>	IT INDUSTRIAL	0.00261399
		IU INDUSTRIAL EXCESS	0.00169909
 ADMINISTRATION COSTS			
SALARIES	6,500.00		
EMPLOYEE BENEFITS	150.00		
CPP	400.00		
OMERS	700.00		
EHT	150.00		
WSIB	240.00		
GROUP BENEFITS	455.00		
OFFICE SUPPLIES	400.00		
TELEPHONE	250.00		
POSTAGE	800.00		
PHOTOCOPIER	400.00		
NEW EQUIPMENT	150.00		
INSURANCE	600.00		
MEMBERSHIP FEES	300.00		
MEETINGS/CONFERENCES	1,500.00		
STAFF TRAINING	300.00		
AUDIT FEES	2,200.00		
TAX REFUNDS/ADJUSTMENTS	5,800.00		
PROMOTIONS/MEALS	400.00		
COMMUNITY IMPROVEMENT GRANT	50,000.00		
EQUIPMENT REPAIRS/MAINTENANCE	75.00		
TRANSFER TO OWN FUNDS - GEN	3,000.00		
CONTRIBUTIONS TO BIA RESERVE	6,900.00		
SUBTOTAL ADMINISTRATION	<u>81,670.00</u>		
 PROMOTIONAL COSTS			
OFFICE SUPPLIES	100.00		
NEW EQUIPMENT	150.00		
ENTERTAINMENT	500.00		
MIDNIGHT MADNESS	4,500.00		
SUMMER EVENTS	6,000.00		
STUDIES AND SURVEYS	1,500.00		
ADVERTISING - RADIO	5,000.00		
ADVERTISING	4,310.00		
GRAPHIC & PRINTING	500.00		
GRANTS TO VOLUNTARY ORG.	4,000.00		
HONOURS & AWARDS	250.00		
CHRISTMAS PARADE	3,000.00		
MISCELLANEOUS EXPENSE	600.00		
SUBTOTAL PROMOTIONAL	<u>30,410.00</u>		
 BEAUTIFICATION COSTS			
MISCELLANEOUS REVENUE	(100.00)		
STREET DECORATIONS	6,000.00		
EQUIPMENT REPAIRS/MAINTENANCE	500.00		
FAÇADE FORGIVABLE LOAN	2,500.00		
TRANSFER TO OWN FUNDS - GENERAL	8,200.00		
SUBTOTAL BEAUTIFICATION COSTS	<u>17,100.00</u>		
 TOTAL COSTS	 <u><u>129,180.00</u></u>		



**Corporation of the Town of Ingersoll
By-Law 18-4995**

A By-law to authorize the execution of an Agreement with the Minister of Community Safety and Correctional Services.

WHEREAS In 2003, the Province of Ontario established the Safer Communities – 1,000 Officers Partnership (1,000 Officers) Program as part of the government’s commitment to make Ontario communities safer by enhancing police visibility;

AND WHEREAS The Province of Ontario wishes to continue to fund the activities of the Board by providing funds to the Town of Ingersoll for the purposes of supporting its contribution to the Board’s budget to maintain the increased number of sworn officers for enhanced police visibility;

AND WHEREAS The of Ingersoll is desirous of entering into an agreement with the Province of Ontario through the Ministry of Community Safety and Correctional Services for the provision of an Ontario Transfer Payment Agreement;

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

1. That the Mayor and Clerk are hereby authorized and directed to execute an agreement with The Minister of Community Safety and Correctional Services for the provision of a funding agreement for the purpose of Ontario Transfer Payment Agreement.
2. That a copy of the said agreement in substantially the same form shall be annexed to and form part of this by-law.

READ a first and second time in Open Council this 14th day of May, 2018.

READ a third time in Open Council and passed this 14th day of May, 2018.

Edward (Ted) Comiskey, Mayor

Michael Graves, Clerk

ONTARIO TRANSFER PAYMENT AGREEMENT

THE AGREEMENT is effective as of the 1st day of April, 2018

BETWEEN :

**Her Majesty the Queen in right of Ontario
as represented by the Minister of Community Safety and
Correctional Services**

(the “Province”)

- and -

Town of Ingersoll

(the “Recipient”)

- and –

Ingersoll Police Services Board

(the “Board”)

BACKGROUND

- A. In 2003, the Province established the Safer Communities – 1,000 Officers Partnership (1,000 Officers) Program (the “Program”) as part of the government’s commitment to make Ontario communities safer by enhancing police visibility.
- B. The Province wishes to continue to fund the activities of the Board by providing funds to the Recipient for the purposes of supporting its contribution to the Board’s budget to maintain the increased number of sworn officers for enhanced police visibility.

CONSIDERATION

In consideration of the mutual covenants and agreements contained in this Agreement and for other good and valuable consideration, the receipt and sufficiency of which are expressly acknowledged, the Province and the Recipient agree as follows:

1.0 ENTIRE AGREEMENT

1.1 The agreement, together with:

Schedule "A" - General Terms and Conditions
Schedule "B" - Project Specific Information and Additional Provisions
Schedule "C" - Project
Schedule "D" - Budget
Schedule "E" - Payment Plan
Schedule "F" - Reports, and
any amending agreement entered into as provided for in section 3.1,

constitutes the entire agreement between the Parties with respect to the subject matter contained in the Agreement and supersedes all prior oral or written representations and agreements.

2.0 CONFLICT OR INCONSISTENCY

2.1 **Conflict or Inconsistency.** In the event of a conflict or inconsistency between the Additional Provisions and the provisions in Schedule "A", the following rules will apply:

- (a) the Parties will interpret any Additional Provisions in so far as possible, in a way that preserves the intention of the Parties as expressed in Schedule "A"; and
- (b) where it is not possible to interpret the Additional Provisions in a way that is consistent with the provisions in Schedule "A", the Additional Provisions will prevail over the provisions in Schedule "A" to the extent of the inconsistency.

3.0 AMENDING THE AGREEMENT

3.1 The Agreement may only be amended by a written agreement duly executed by the Parties.

4.0 ACKNOWLEDGEMENT

4.1 The Recipient acknowledges that:

- (a) by receiving Funds it may become subject to legislation applicable to organizations that receive funding from the Government of Ontario, including the *Broader Public Sector Accountability Act, 2010* (Ontario), the *Public Sector Salary Disclosure Act, 1996* (Ontario), and the *Auditor General Act* (Ontario);
- (b) Her Majesty the Queen in right of Ontario has issued expenses, perquisites, and procurement directives and guidelines pursuant to the *Broader Public Sector Accountability Act, 2010* (Ontario);

- (c) the Funds are:
 - (i) to assist the Recipient to carry out the Project and not to provide goods or services to the Province;
 - (ii) funding for the purposes of the *Public Sector Salary Disclosure Act, 1996* (Ontario);
- (d) the Province is not responsible for carrying out the Project; and
- (e) the Province is bound by the *Freedom of Information and Protection of Privacy Act* (Ontario) and that any information provided to the Province in connection with the Project or otherwise in connection with the Agreement may be subject to disclosure in accordance with that Act.

The Parties have executed the Agreement on the dates set out below.

**HER MAJESTY THE QUEEN IN RIGHT OF
ONTARIO as represented by the Minister of
Community Safety and Correctional Services**

Date

Name: Oscar Mosquera
Title: Manager, Program Development Section

Town of Ingersoll

Date

Name:
Title:

I have authority to bind the Recipient.

Ingersoll Police Services Board

Date

Name:
Title:

I have authority to bind the Board.

SCHEDULE "A"
GENERAL TERMS AND CONDITIONS

A1.0 INTERPRETATION AND DEFINITIONS

A1.1 **Interpretation.** For the purposes of interpretation:

- (a) words in the singular include the plural and vice-versa;
- (b) words in one gender include all genders;
- (c) the headings do not form part of the Agreement; they are for reference only and will not affect the interpretation of the Agreement;
- (d) any reference to dollars or currency will be in Canadian dollars and currency; and
- (e) "include", "includes" and "including" denote that the subsequent list is not exhaustive.

A1.2 **Definitions.** In the Agreement, the following terms will have the following meanings:

"Additional Provisions" means the terms and conditions set out in Schedule "B".

"Agreement" means this agreement entered into between the Province, the Recipient and the Board, all of the schedules listed in section 1.1, and any amending agreement entered into pursuant to section 3.1.

"Budget" means the budget attached to the Agreement as Schedule "D".

"Business Day" means any working day, Monday to Friday inclusive, excluding statutory and other holidays, namely: New Year's Day; Family Day; Good Friday; Easter Monday; Victoria Day; Canada Day; Civic Holiday; Labour Day; Thanksgiving Day; Remembrance Day; Christmas Day; Boxing Day and any other day on which the Province has elected to be closed for business.

"Effective Date" means the date set out at the top of the Agreement.

"Event of Default" has the meaning ascribed to it in section A13.1.

"Expiry Date" means the expiry date set out in Schedule "B".

"Funding Year" means:

- (a) in the case of the first Funding Year, the period commencing on the Effective Date and ending on the following March 31; and

- (b) in the case of Funding Years subsequent to the first Funding Year, the period commencing on April 1 following the end of the previous Funding Year and ending on the following March 31.

“Funds” means the money the Province provides to the Recipient pursuant to the Agreement.

“Indemnified Parties” means Her Majesty the Queen in right of Ontario, Her ministers, agents, appointees, and employees.

“Maximum Funds” means the maximum Funds set out in Schedule “B”.

“Notice” means any communication given or required to be given pursuant to the Agreement.

“Notice Period” means the period of time within which the Recipient is required to remedy an Event of Default pursuant to section A13.3(b), and includes any such period or periods of time by which the Province extends that time in accordance with section A13.4.

“Parties” means the Province, the Recipient and the Board.

“Party” means either the Province, the Recipient or the Board

“Project” means the undertaking described in Schedule “C”.

“Reports” means the reports described in Schedule “F”.

A2.0 REPRESENTATIONS, WARRANTIES, AND COVENANTS

A2.1 General. The Recipient and the Board each represents, warrants, and covenants that:

- (a) it is, and will continue to be, a validly existing legal entity with full power to fulfill its obligations under the Agreement;
- (b) it has, and will continue to have, the experience and expertise necessary to carry out the Project;
- (c) it is in compliance with, and will continue to comply with, all federal and provincial laws and regulations, all municipal by-laws, and any other orders, rules, and by-laws related to any aspect of the Project, the Funds, or both; and
- (d) unless otherwise provided for in the Agreement, any information the Recipient provided to the Province in support of its request for funds (including information relating to any eligibility requirements) was true and complete at the time the Recipient provided it and will continue to be true and complete.

A2.2 **Execution of Agreement.** The Recipient and the Board each represents and warrants that it has:

- (a) the full power and authority to enter into the Agreement; and
- (b) taken all necessary actions to authorize the execution of the Agreement.

A2.3 **Governance.** The Recipient and the Board each represents, warrants, and covenants that it has, will maintain in writing, and will follow:

- (a) a code of conduct and ethical responsibilities for all persons at all levels of the Recipient's or the Board's organization;
- (b) procedures to enable the Recipient's or the Board's ongoing effective functioning;
- (c) decision-making mechanisms for the Recipient or the Board;
- (d) procedures to enable the Recipient or the Board to manage Funds prudently and effectively;
- (e) procedures to enable the Recipient or the Board to complete the Project successfully;
- (f) procedures to enable the Recipient or the Board to identify risks to the completion of the Project and strategies to address the identified risks, all in a timely manner;
- (g) procedures to enable the preparation and submission of all Reports required pursuant to Article A7.0; and
- (h) procedures to enable the Recipient or the Board to address such other matters as the Recipient or the Board considers necessary to enable the Recipient or the Board to carry out its obligations under the Agreement.

A2.4 **Supporting Proof.** Upon the request of the Province, the Recipient, the Board or both will provide the Province with proof of the matters referred to in Article A2.0.

A3.0 TERM OF THE AGREEMENT

A3.1 **Term.** The term of the Agreement will commence on the Effective Date and will expire on the Expiry Date unless terminated earlier pursuant to Article A11.0, Article A12.0, or Article A13.0.

A4.0 FUNDS AND CARRYING OUT THE PROJECT

A4.1 **Funds Provided.** The Province will:

- (a) provide the Recipient up to the Maximum Funds for the purpose of carrying out the Project;
- (b) provide the Funds to the Recipient in accordance with the payment plan attached to the Agreement as Schedule “E”; and
- (c) deposit the Funds into an account designated by the Recipient provided that the account:
 - (i) resides at a Canadian financial institution; and
 - (ii) is in the name of the Recipient.

A4.2 Limitation on Payment of Funds. Despite section A4.1:

- (a) the Province is not obligated to provide any Funds to the Recipient until the Recipient provides the certificates of insurance or other proof as the Province may request pursuant to section A10.2;
- (b) the Province is not obligated to provide instalments of Funds until it is satisfied with the progress of the Project;
- (c) the Province may adjust the amount of Funds it provides to the Recipient in any Funding Year based upon the Province’s assessment of the information the Recipient provides to the Province pursuant to section A7.1; or
- (d) if, pursuant to the *Financial Administration Act* (Ontario), the Province does not receive the necessary appropriation from the Ontario Legislature for payment under the Agreement, the Province is not obligated to make any such payment, and, as a consequence, the Province may:
 - (i) reduce the amount of Funds and, in consultation with the Recipient, change the Project; or
 - (ii) terminate the Agreement pursuant to section A12.1.

A4.3 Use of Funds and Carry Out the Project. The Recipient will do all of the following:

- (a) carry out the Project in accordance with the Agreement;
- (b) use the Funds only for the purpose of carrying out the Project;
- (c) spend the Funds only in accordance with the Budget;
- (d) not use the Funds to cover any cost that has or will be funded or reimbursed by one or more of any third party, ministry, agency, or

organization of the Government of Ontario.

A4.4 **Interest Bearing Account.** If the Province provides Funds before the Recipient's immediate need for the Funds, the Recipient will place the Funds in an interest bearing account in the name of the Recipient at a Canadian financial institution.

A4.5 **Interest.** If the Recipient earns any interest on the Funds, the Province may:

- (a) deduct an amount equal to the interest from any further instalments of Funds; or
- (b) demand from the Recipient the payment of an amount equal to the interest.

A4.6 **Rebates, Credits, and Refunds.** The Ministry will calculate Funds based on the actual costs to the Recipient to carry out the Project, less any costs (including taxes) for which the Recipient has received, will receive, or is eligible to receive, a rebate, credit, or refund.

A5.0 RECIPIENT'S ACQUISITION OF GOODS OR SERVICES, AND DISPOSAL OF ASSETS

A5.1 **Acquisition.** If the Recipient acquires goods, services, or both with the Funds, it will:

- (a) do so through a process that promotes the best value for money; and
- (b) comply with the *Broader Public Sector Accountability Act, 2010* (Ontario), including any procurement directive issued thereunder, to the extent applicable.

A5.2 **Disposal.** The Recipient will not, without the Province's prior written consent, sell, lease, or otherwise dispose of any asset purchased or created with the Funds or for which Funds were provided, the cost of which exceeded the amount as provided for in Schedule "B" at the time of purchase.

A6.0 CONFLICT OF INTEREST

A6.1 **No Conflict of Interest.** The Recipient will carry out the Project and use the Funds without an actual, potential, or perceived conflict of interest.

A6.2 **Conflict of Interest Includes.** For the purposes of Article A6.0, a conflict of interest includes any circumstances where:

- (a) the Recipient; or
- (b) any person who has the capacity to influence the Recipient's decisions,

has outside commitments, relationships, or financial interests that could, or could be seen to, interfere with the Recipient's objective, unbiased, and impartial judgment relating to the Project, the use of the Funds, or both.

A6.3 Disclosure to Province. The Recipient will:

- (a) disclose to the Province, without delay, any situation that a reasonable person would interpret as an actual, potential, or perceived conflict of interest; and
- (b) comply with any terms and conditions that the Province may prescribe as a result of the disclosure.

A7.0 REPORTS, ACCOUNTING, AND REVIEW

A7.1 Preparation and Submission. The Recipient and the Board, as applicable will:

- (a) submit to the Province at the address referred to in section A17.1, all Reports in accordance with the timelines and content requirements as provided for in Schedule "F", or in a form as specified by the Province from time to time;
- (b) submit to the Province at the address referred to in section A17.1, any other reports as may be requested by the Province in accordance with the timelines and content requirements specified by the Province;
- (c) ensure that all Reports and other reports are completed to the satisfaction of the Province; and
- (d) ensure that all Reports and other reports are signed on behalf of the Recipient by an authorized signing officer.

A7.2 Record Maintenance. The Recipient and the Board will keep and maintain:

- (a) all financial records (including invoices) relating to the Funds or otherwise to the Project in a manner consistent with generally accepted accounting principles; and
- (b) all non-financial documents and records relating to the Funds or otherwise to the Project.

A7.3 Inspection. The Province, any authorized representative, or any independent auditor identified by the Province may, at the Province's expense, upon twenty-four hours' Notice to the Recipient or the Board and during normal business hours, enter upon the Recipient's or the Board's premises to review the progress of the Project and the Recipient's and the Board's allocation and expenditure of the Funds and, for these purposes, the Province, any authorized representative, or any independent auditor identified by the Province may take

one or more of the following actions:

- (a) inspect and copy the records and documents referred to in section A7.2;
- (b) remove any copies made pursuant to section A7.3(a) from the Recipient's premises; and
- (c) conduct an audit or investigation of the Recipient or the Board in respect of the expenditure of the Funds, the Project, or both.

A7.4 **Disclosure.** To assist in respect of the rights provided for in section A7.3, the Recipient will disclose any information requested by the Province, any authorized representatives, or any independent auditor identified by the Province, and will do so in the form requested by the Province, any authorized representative, or any independent auditor identified by the Province, as the case may be.

A7.5 **No Control of Records.** No provision of the Agreement will be construed so as to give the Province any control whatsoever over the Recipient's records.

A7.6 **Auditor General.** The Province's rights under Article A7.0 are in addition to any rights provided to the Auditor General pursuant to section 9.1 of the *Auditor General Act* (Ontario).

A8.0 COMMUNICATIONS REQUIREMENTS

A8.1 **Acknowledge Support.** Unless otherwise directed by the Province, the Recipient and the Board will:

- (a) acknowledge the support of the Province for the Project; and
- (b) ensure that the acknowledgement referred to in section A8.1(a) is in a form and manner as directed by the Province.

A8.2 **Publication.** The Recipient and the Board will indicate, in any of its Project-related publications, whether written, oral, or visual, that the views expressed in the publication are the views of the Recipient and do not necessarily reflect those of the Province.

A9.0 INDEMNITY

A9.1 **Indemnification.** The Recipient and the Board will indemnify and hold harmless the Indemnified Parties from and against any and all liability, loss, costs, damages, and expenses (including legal, expert and consultant fees), causes of action, actions, claims, demands, lawsuits, or other proceedings, by whomever made, sustained, incurred, brought, or prosecuted, in any way arising out of or in connection with the Project or otherwise in connection with the Agreement, unless solely caused by the negligence or wilful misconduct of

the Indemnified Parties.

A10.0 INSURANCE

A10.1 Recipient's Insurance. The Recipient represents, warrants, and covenants that it has, and will maintain, at its own cost and expense, with insurers having a secure A.M. Best rating of B+ or greater, or the equivalent, all the necessary and appropriate insurance that a prudent person carrying out a project similar to the Project would maintain, including commercial general liability insurance on an occurrence basis for third party bodily injury, personal injury, and property damage, to an inclusive limit of not less than the amount provided for in Schedule "B" per occurrence. The insurance policy will include the following:

- (a) the Indemnified Parties as additional insureds with respect to liability arising in the course of performance of the Recipient's obligations under, or otherwise in connection with, the Agreement;
- (b) a cross-liability clause;
- (c) contractual liability coverage; and
- (d) a 30-day written notice of cancellation.

A10.2 Proof of Insurance. The Recipient will:

- (a) provide to the Province, either:
 - (i) certificates of insurance that confirm the insurance coverage as provided for in section A10.1; or
 - (ii) other proof that confirms the insurance coverage as provided for in section A10.1; and
- (b) upon the request of the Province, provide to the Province a copy of any insurance policy.

A11.0 TERMINATION ON NOTICE

A11.1 Termination on Notice. The Province may terminate the Agreement at any time without liability, penalty, or costs upon giving at least 30 days' Notice to the Recipient and the Board.

A11.2 Consequences of Termination on Notice by the Province. If the Province terminates the Agreement pursuant to section A11.1, the Province may take one or more of the following actions:

- (a) cancel further instalments of Funds;
- (b) demand from the Recipient the payment of any Funds remaining in the

possession or under the control of the Recipient; and

- (c) determine the reasonable costs for the Recipient to wind down the Project, and do either or both of the following:
 - (i) permit the Recipient to offset such costs against the amount the Recipient owes pursuant to section A11.2(b); and
 - (ii) subject to section A4.1(a), provide Funds to the Recipient to cover such costs.

A12.0 TERMINATION WHERE NO APPROPRIATION

A12.1 Termination Where No Appropriation. If, as provided for in section A4.2(d), the Province does not receive the necessary appropriation from the Ontario Legislature for any payment the Province is to make pursuant to the Agreement, the Province may terminate the Agreement immediately without liability, penalty, or costs by giving Notice to the Recipient.

A12.2 Consequences of Termination Where No Appropriation. If the Province terminates the Agreement pursuant to section A12.1, the Province may take one or more of the following actions:

- (a) cancel further instalments of Funds;
- (b) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient; and
- (c) determine the reasonable costs for the Recipient to wind down the Project and permit the Recipient to offset such costs against the amount owing pursuant to section A12.2(b).

A12.3 No Additional Funds. If, pursuant to section A12.2(c), the Province determines that the costs to wind down the Project exceed the Funds remaining in the possession or under the control of the Recipient, the Province will not provide additional Funds to the Recipient.

A13.0 EVENT OF DEFAULT, CORRECTIVE ACTION, AND TERMINATION FOR DEFAULT

A13.1 Events of Default. Each of the following events will constitute an Event of Default:

- (a) in the opinion of the Province, the Recipient or the Board breaches any representation, warranty, covenant, or other material term of the Agreement, including failing to do any of the following in accordance with the terms and conditions of the Agreement:
 - (i) carry out the Project;

- (ii) use or spend Funds; or
 - (iii) provide, in accordance with section A7.1, Reports or such other reports as may have been requested pursuant to section A7.1(b);
- (b) the Recipient's or the Board's operations, its financial condition, or its organizational structure, changes such that it no longer meets one or more of the eligibility requirements of the program under which the Province provides the Funds;
 - (c) the Recipient makes an assignment, proposal, compromise, or arrangement for the benefit of creditors, or a creditor makes an application for an order adjudging the Recipient bankrupt, or applies for the appointment of a receiver; or
 - (d) the Recipient or the Board ceases to operate.

A13.2 Consequences of Events of Default and Corrective Action. If an Event of Default occurs, the Province may, at any time, take one or more of the following actions:

- (a) initiate any action the Province considers necessary in order to facilitate the successful continuation or completion of the Project;
- (b) provide the Recipient with an opportunity to remedy the Event of Default;
- (c) suspend the payment of Funds for such period as the Province determines appropriate;
- (d) reduce the amount of the Funds;
- (e) cancel further instalments of Funds;
- (f) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient;
- (g) demand from the Recipient the payment of an amount equal to any Funds the Recipient used, but did not use in accordance with the Agreement;
- (h) demand from the Recipient the payment of an amount equal to any Funds the Province provided to the Recipient; and
- (i) terminate the Agreement at any time, including immediately, without liability, penalty or costs to the Province upon giving Notice to the Recipient.

A13.3 Opportunity to Remedy. If, in accordance with section A13.2(b), the Province provides the Recipient with an opportunity to remedy the Event of Default, the

Province will give Notice to the Recipient of:

- (a) the particulars of the Event of Default; and
- (b) the Notice Period.

A13.4 Recipient not Remediating. If the Province provided the Recipient with an opportunity to remedy the Event of Default pursuant to section A13.2(b), and:

- (a) the Recipient does not remedy the Event of Default within the Notice Period;
- (b) it becomes apparent to the Province that the Recipient cannot completely remedy the Event of Default within the Notice Period; or
- (c) the Recipient is not proceeding to remedy the Event of Default in a way that is satisfactory to the Province,

the Province may extend the Notice Period, or initiate any one or more of the actions provided for in sections A13.2(a), (c), (d), (e), (f), (g), (h), and (i).

A13.5 When Termination Effective. Termination under Article will take effect as provided for in the Notice.

A14.0 FUNDS AT THE END OF A FUNDING YEAR

A14.1 Funds at the End of a Funding Year. Without limiting any rights of the Province under Article A13.0, if the Recipient has not spent all of the Funds allocated for the Funding Year as provided for in the Budget, the Province may take one or both of the following actions:

- (a) demand from the Recipient payment of the unspent Funds; and
- (b) adjust the amount of any further instalments of Funds accordingly.

A15.0 FUNDS UPON EXPIRY

A15.1 Funds Upon Expiry. The Recipient will, upon expiry of the Agreement, pay to the Province any Funds remaining in its possession or under its control.

A16.0 DEBT DUE AND PAYMENT

A16.1 Payment of Overpayment. If at any time the Province provides Funds in excess of the amount to which the Recipient is entitled under the Agreement, the Province may:

- (a) deduct an amount equal to the excess Funds from any further instalments of Funds; or

- (b) demand that the Recipient pay an amount equal to the excess Funds to the Province.

A16.2 **Debt Due.** If, pursuant to the Agreement:

- (a) the Province demands from the Recipient the payment of any Funds or an amount equal to any Funds; or
- (b) the Recipient owes any Funds or an amount equal to any Funds to the Province, whether or not the Province has demanded their payment,

such Funds or other amount will be deemed to be a debt due and owing to the Province by the Recipient, and the Recipient will pay the amount to the Province immediately, unless the Province directs otherwise.

A16.3 **Interest Rate.** The Province may charge the Recipient interest on any money owing by the Recipient at the then current interest rate charged by the Province of Ontario on accounts receivable.

A16.4 **Payment of Money to Province.** The Recipient will pay any money owing to the Province by cheque payable to the "Ontario Minister of Finance" and delivered to the Province as provided for in Schedule "B".

A16.5 **Fails to Pay.** Without limiting the application of section 43 of the *Financial Administration Act* (Ontario), if the Recipient fails to pay any amount owing under the Agreement, Her Majesty the Queen in right of Ontario may deduct any unpaid amount from any money payable to the Recipient by Her Majesty the Queen in right of Ontario.

A17.0 NOTICE

A17.1 **Notice in Writing and Addressed.** Notice will be in writing and will be delivered by email, postage-prepaid mail, personal delivery, or fax, and will be addressed to the Province, the Recipient and the Board respectively as provided for Schedule "B", or as either Party later designates to the other by Notice.

A17.2 **Notice Given.** Notice will be deemed to have been given:

- (a) in the case of postage-prepaid mail, five Business Days after the Notice is mailed; or
- (b) in the case of email, personal delivery, or fax, one Business Day after the Notice is delivered.

A17.3 **Postal Disruption.** Despite section A17.2(a), in the event of a postal disruption:

- (a) Notice by postage-prepaid mail will not be deemed to be given; and

- (b) the Party giving Notice will give Notice by email, personal delivery, or fax.

A18.0 CONSENT BY PROVINCE AND COMPLIANCE BY RECIPIENT

- A18.1 **Consent.** When the Province provides its consent pursuant to the Agreement, it may impose any terms and conditions on such consent and the Recipient will comply with such terms and conditions.

A19.0 SEVERABILITY OF PROVISIONS

- A19.1 **Invalidity or Unenforceability of Any Provision.** The invalidity or unenforceability of any provision of the Agreement will not affect the validity or enforceability of any other provision of the Agreement. Any invalid or unenforceable provision will be deemed to be severed.

A20.0 WAIVER

- A20.1 **Waiver Request.** Either Party may, in accordance with the Notice provision set out in Article A17.0, ask the other Party to waive an obligation under the Agreement.

- A20.2 **Waiver Applies.** Any waiver a Party grants in response to a request made pursuant to section A20.1 will:

- (a) be valid only if the Party granting the waiver provides it in writing; and
- (b) apply only to the specific obligation referred to in the waiver.

A21.0 INDEPENDENT PARTIES

- A21.1 **Parties Independent.** The Recipient is not an agent, joint venturer, partner, or employee of the Province, and the Recipient will not represent itself in any way that might be taken by a reasonable person to suggest that it is, or take any actions that could establish or imply such a relationship.

A22.0 ASSIGNMENT OF AGREEMENT OR FUNDS

- A22.1 **No Assignment.** The Recipient will not, without the prior written consent of the Province, assign any of its rights or obligations under the Agreement.

- A22.2 **Agreement Binding.** All rights and obligations contained in the Agreement will extend to and be binding on the Parties' respective heirs, executors, administrators, successors, and permitted assigns.

A23.0 GOVERNING LAW

A23.1 **Governing Law.** The Agreement and the rights, obligations, and relations of the Parties will be governed by and construed in accordance with the laws of the Province of Ontario and the applicable federal laws of Canada. Any actions or proceedings arising in connection with the Agreement will be conducted in the courts of Ontario, which will have exclusive jurisdiction over such proceedings.

A24.0 FURTHER ASSURANCES

A24.1 **Agreement into Effect.** The Recipient and the Board will provide such further assurances as the Province may request from time to time with respect to any matter to which the Agreement pertains, and will otherwise do or cause to be done all acts or things necessary to implement and carry into effect the terms and conditions of the Agreement to their full extent.

A25.0 JOINT AND SEVERAL LIABILITY

A25.1 **Joint and Several Liability.** Where the Recipient is comprised of more than one entity, all such entities will be jointly and severally liable to the Province for the fulfillment of the obligations of the Recipient under the Agreement.

A26.0 RIGHTS AND REMEDIES CUMULATIVE

A26.1 **Rights and Remedies Cumulative.** The rights and remedies of the Province under the Agreement are cumulative and are in addition to, and not in substitution for, any of its rights and remedies provided by law or in equity.

A27.0 FAILURE TO COMPLY WITH OTHER AGREEMENTS

A27.1 **Other Agreements.** If the Recipient or the Board:

- (a) has failed to comply with any term, condition, or obligation under any other agreement with Her Majesty the Queen in right of Ontario or one of Her agencies (a “**Failure**”);
- (b) has been provided with notice of such Failure in accordance with the requirements of such other agreement;
- (c) has, if applicable, failed to rectify such Failure in accordance with the requirements of such other agreement; and
- (d) such Failure is continuing,

the Province may suspend the payment of Funds for such period as the Province determines appropriate.

A28.0 SURVIVAL

A28.1 Survival. The following Articles and sections, and all applicable cross-referenced sections and schedules, will continue in full force and effect for a period of seven years from the date of expiry or termination of the Agreement: Article 1.0, Article A1.0 and any other applicable definitions, section A2.1(a), sections A4.2(d), A4.5, section A5.2, section A7.1 (to the extent that the Board has not provided the Reports or other reports as may have been requested to the satisfaction of the Province), sections A7.2, A7.3, A7.4, A7.5, A7.6, Article A8.0, Article A9.0, section A11.2, sections A12.2, A12.3, sections A13.1, A13.2(d), (e), (f), (g) and (h), Article A15.0, Article A16.0, Article A17.0, Article A19.0, section A22.2, Article A23.0, Article A25.0, Article A26.0, Article A27.0 and Article A28.0.

- END OF GENERAL TERMS AND CONDITIONS -

SCHEDULE “B”
PROJECT SPECIFIC INFORMATION AND ADDITIONAL PROVISIONS

Maximum Funds	\$35,000.00
Expiry Date	March 31, 2019
Amount for the purposes of section A5.2 (Disposal) of Schedule “A”	\$5,000
Insurance	\$ 5,000,000
Contact information for the purposes of Notice to the Province	<p>Position: James Y. Lee Community Safety Analyst Address: 25 Grosvenor Street, 12th Floor, Toronto, ON, M7A 2H4 Fax: Email: james.y.lee@ontario.ca</p>
Contact information for the purposes of Notice to the Recipient	<p>Position: Mayor Address: 130 Oxford Street 2nd Floor, Ingersoll, ON N5C 2V5 Fax: Email: mayor@ingersoll.ca</p>
Contact information for the senior financial person in the Recipient organization (e.g., CFO, CAO) – to respond as required to requests from the Province related to the Agreement	<p>Position: Chief Administrative Officer Address: 130 Oxford Street 2nd Floor, Ingersoll, ON N5C 2V5 Fax: Email: wtigert@ingersoll.ca</p>
Contact information for the purposes of Notice to the Board	<p>Position: Chair Address: 130 Oxford Street , Ingersoll, ON N5C 2V5 Fax: Email: psb@ingersoll.ca</p>
Canada Revenue Agency Business Number of the Recipient	108127267

Additional Provisions:

Article A8 is hereby amended by the addition of the following provision A8.3:

A8.3 **Prior Written Approval.** The Recipient and the Board agree to obtain prior written approval from the Province before using any Government of Ontario or ministry logo or symbol in any communications including press releases, published reports, radio and television programs and public or private meetings, or in any other type of promotional material, relating to the Project or this Agreement.

SCHEDULE "C" PROJECT

C.1 BACKGROUND

- When the 1,000 Officers Program was established, approximately 500 officers were allocated to community policing duties and 500 to the six high priority areas of youth crime, guns and gangs, organized crime and marijuana grow ops, dangerous offenders, domestic violence and protecting children from internet luring.
- Of these 1,000 officers,
 - 60 were allocated to Northern and First Nations police services that are eligible to receive up to \$70,000/officer/ year.
 - For the remaining 940 officers funded under the program, municipalities (including municipal police services and OPP municipal contract locations) are eligible to receive up to \$35,000/officer/year.
- The \$70,000 and \$35,000 amounts noted above include a maximum overtime payment of \$5,000/officer.
- Salary-related costs are eligible for funding, but training and equipment costs are not.

SCHEDULE "D" BUDGET

E.1 MAXIMUM FUNDS

The Maximum Funds to be provided by the Province to the Recipient under this Agreement is set out in Schedule B.

E.2 ALLOCATION

1. The Province will provide the Funds in accordance with the Project, under the terms of which the Board will maintain visible front-line and/or targeted areas/court efficiencies policing activities ("**1,000 Officers Activities**") as outlined in the original grant application.
2. The Funds shall be used by the Board and the Recipient solely for the purposes of maintaining the increased complement of front-line, uniformed police officers and for no other purposes. The Funds shall not be used for purposes related to maintaining the existing complement of front-line police officers, as defined by the October 23, 2003 Benchmark, due to the assignment of front-line police officers to non-1,000 Officers Activities.

October 23, 2003 Benchmark

3. The Project will continue to share the cost of increases to the actual total number of sworn officers above the October 23, 2003 figures submitted to Statistics Canada. The purpose of this benchmark is to ensure that the Province is not paying the salaries of new officers hired to replace officers who have resigned, retired or been terminated. In addition, the Project will not cover civilianization or the hiring of existing officers who increase the complement due to amalgamations. Officers funded through the Program must increase the complement above the combined complement of the amalgamated police service.

E.3 USE OF THE FUNDS

4. The Funds shall be used only to pay the costs of salaries, overtime and payroll benefits to a maximum of \$70,000 per officer per year for the 60 officers allocated to Northern and First Nations police services, and half of the costs of salaries, overtime and payroll benefits to a maximum of \$35,000.00 per officer per year for the remaining 940 officers hired under the 1,000 Officers Program who are engaged in full time 1,000 Officers Activities. The Province's share of overtime will not exceed \$5,000.00 per officer.

SCHEDULE "E"
PAYMENT PLAN

E.1 PAYMENT SCHEDULE

- A. The Province will reimburse the Recipient semi-annually subject to the Province receiving and approving the interim and final 1,000 Officers Program reports. Overtime will be paid annually after the 1,000 Officers Program Final Report, in the form provided in Schedule "F", is received and approved by the Province.
- B. The Recipient and/or the Board may be required to provide such further or additional information as the Province, acting reasonably, deems appropriate in approving the 1,000 Officers Program interim and final reports.
- C. Approval of the interim and final reports is at the sole discretion of the Province.

SCHEDULE "F" REPORTS

F.1 REPORTS AND DEADLINES

1. The Board is required to report on the allocation of officers under the 1,000 Officers Program and how the Funds were used for the purposes set out in Schedule "D" through an Interim and Final Report explained further below. While the Recipient would not be required to submit a separate report, the Recipient's requirement is for the receipt and use of the Funds toward the Board budget.
2. The Board shall, by October 16th 2018, submit the CPP Program Interim Report that reflects the form provided in Schedule "F". Each police service/board will receive an individualized report form to complete, specific to each recipient, from the Ministry in advance of the due date. The Interim Report shall include the following information:
 - (a) update/confirm if all the information in the contact page is up-to-date; and
 - (b) update/confirm the number of sworn officer(s) to date.
 - (c) name of existing front-line police officer(s), overtime rate, total overtime hours (actual), overtime requested.
3. The Board shall, by March 4th 2019, submit the CPP Program Final Report that reflects the form provided in Schedule "F". Each police service/board will receive an individualized report form to complete, specific to each recipient, from the Ministry in advance of the due date. The Final Report shall include the following information:
 - (a) update/confirm if all the information in the contact page is up-to-date;
 - (b) update/confirm the number of sworn officer(s) to date; and
 - (c) name of existing front-line police officer(s), overtime rate, total overtime hours (actual), overtime requested.



**Corporation of the Town of Ingersoll
By-Law 18-4996**

Being a by-law to amend By-law 06-4327, being a by-law to provide for the governing and regulation of traffic and parking in the Town of Ingersoll (Set Fine Approval)

WHEREAS Council adopted By-Law 06-4327 on the 16th day of October, 2006 for the governing and regulation of traffic and parking;

AND WHEREAS Council is desirous of amending the by-law;

NOW THEREFORE the Council of the Town of Ingersoll enacts as follows:

1) **THAT Schedule “S” – Section 4 (c) PART IX SET FINE APPROVAL be amended as follows:**

By-law References	Description	Voluntary Payment	Set Fines
Part III, Section 1 (a)	Parked not parallel to curb	\$20.00	\$25.00
Part III, Section 1 (a)	Parked too far from curb	\$20.00	\$25.00
Part III, Section 1 (b14)	Parked wrong angle	\$20.00	\$25.00
Part III, Section 2 (a) (1)	Parked on/overhanging the Sidewalk	\$20.00	\$25.00
Part III, Section 2 (a) (2)	Parked on boulevard	\$20.00	\$25.00
Part III, Section 2 (a) (3)	Parked in front of driveway	\$20.00	\$25.00
Part III, Section 2 (a) (4)	Parked in intersection	\$20.00	\$25.00
Part III, Section 2 (a) (5)	Parked too close to hydrant	\$100.00	\$100.00
Part III, Section 2 (a) (6)	Parked on crosswalk	\$20.00	\$25.00
Part III, Section 2 (a) (7)	Parked too close to intersection	\$20.00	\$25.00
Part III, Section 2 (a) (8)	Parked too close to signal-light Intersection	\$20.00	\$25.00
Part III, Section 2 (a) (9)	Parked on a bridge	\$20.00	\$25.00
Part III, Section 2 (a) (10)	Parked obstructing traffic	\$20.00	\$25.00
Part III, Section 2 (a) (11)	Parked obstructing other vehicle	\$20.00	\$25.00
Part III, Section 2 (a) (12)	Parked in public lane	\$20.00	\$25.00
Part III, Section 2 (a) (13)	Parked in front of an emergency Exit	\$100.00	\$100.00

By-law References	Description	Voluntary Payment	Set Fines
Part III, Section 2 (a) (14)	Parked more than 24 hours	\$20.00	\$25.00
Part III, Section 2 (a) (15)	Parked vehicle displayed for sale	\$20.00	\$25.00
Part III, Section 2 (a) (16)	Parked near excavation	\$20.00	\$25.00
Part III, Section 2 (a) (17)	Parked to work on Car	\$20.00	\$25.00
Part III, Section 2 (a) (18)	Parked alongside railway	\$20.00	\$25.00
Part III, Section 2 (a) (19)	Parked in front of Hotel	\$20.00	\$25.00
Part III, Section 2 (a) (20)	Parked in front of a Hospital Entrance	\$100.00	\$100.00
Part III, Section 2 (a) (21)	Parked in front of a Fire Hall	\$20.00	\$25.00
Part III, Section 2 (b)	Parked heavy truck in residential zone	\$20.00	\$25.00
Part III, Section 3	Parked in bus stop	\$20.00	\$25.00
Part III, Section 4 (a)	Parked in area prohibited by Sign (Schedule 'A'-No Parking Anytime)	\$20.00	\$25.00
Part III, Section 4 (b)	Parked in area prohibited by Sign (Schedule 'B'- restricted.)	\$20.00	\$25.00
Part III, Section 4(c)	Parked Wrong Angle	\$20.00	\$25.00
Part III, Section 5	Parked in Parking Lot/ on Street 3:00am-6:00am- Winter months	\$20.00	\$25.00
Part III, Section 6	Parked – Authorised Vehicles Parking only	\$20.00	\$25.00
Part III, Section 7	Parked in loading zone	\$20.00	\$25.00
Part III, Section 8	Parked in Emergency Fire Route	\$100.00	\$100.00
Part III, Section 9	Parked in designated Handicapped Space	\$300.00	\$300.00
Part III, Section 10 (a)	Parked in municipal service Area	\$20.00	\$25.00
Part III, Section 10 (b)	Parked in an emergency area	\$100.00	\$100.00
Part III, Section 12	Stopped in area prohibited by Sign	\$20.00	\$25.00

By-law References	Description	Voluntary Payment	Set Fines
Part IV, Section 1 (a)	Parked longer than maximum period allowed for such zone	\$20.00	\$25.00
Part IV, Section 1 (b)	Parked longer than maximum-Permit parking	\$20.00	\$25.00
Part IV, Section 2 (a)	Parked outside designated space	\$20.00	\$25.00
Part IV, Section 2 (b)	Parked vehicle over 6.1 metres	\$20.00	\$25.00
Part IV, Section 2 (c)	No person shall park more than one vehicle, except for motorcycles, in a parking space	\$20.00	\$25.00
Part IV, Section 5	Place/display unauthorized device	\$20.00	\$25.00
Part V, Section 1	Use Rollerblades, rollerskates, any skateboards, sleigh, toy vehicle or any similar device on roadway	\$20.00	\$25.00
Part V, Section 10	Operate/ drive heavy truck	\$20.00	\$25.00
Part V, Section 12(a)	Idling more than 5 consecutive minutes	\$20.00	\$25.00
Part VIII, Section 1	Operate a motorized snow vehicle during prohibited hours	\$20.00	\$25.00
Part VIII, Section 2	Operation of a motorized snow Vehicle on a sidewalk or boulevard	\$20.00	\$25.00
Part VIII, Section 3	Operation of a motorized snow Vehicle in core area	\$20.00	\$25.00
Part VIII, Section 4	Operation of a motorized snow Vehicle in a serviced roadway	\$20.00	\$25.00
Part VIII, Section 5	Operation of a motorized snow Vehicle in a park	\$20.00	\$25.00
Part IX, Section 2 (b)	Ride bicycle not in single file	\$20.00	\$25.00
Part IX, Section 2 (d)	Park bicycle on roadway/sidewalk	\$20.00	\$25.00
Part IX, Section 2 (e)	Ride bicycle on sidewalk with Wheels greater than 35 Centimeters in diameter	\$20.00	\$25.00
Part IX, Section 2 (h)	Ride bicycle on sidewalk in core Area wheels over 35 centimeters In diameter	\$20.00	\$25.00

- 2) **THAT Part IV, Section 2(c) wording be amended as follows:**
No person shall park more than one vehicle, except for motorcycles, in a parking space.
- 3) **THAT Part V, section 1 wording be amended as follows:**
Use rollerblades, rollerskates, any skateboards, sleigh, toy vehicle or similar device on roadway.
- 4) **THAT Part VIII, section 1 wording be amended as follows:**
Operate a motorized snow vehicle during prohibited hours.

READ a first and second time in Open Council this 14th day of May, 2018.

READ a third time in Open Council and passed this 14th day of May, 2018.

Edward (Ted) Comiskey, Mayor

Michael Graves, Clerk



**Corporation of the Town of Ingersoll
By-Law 18-4997**

Being a bylaw to authorize the Clerk, Deputy Clerk and Records Coordinator to perform the Civil Marriage Solemnization Service for the Town for Ingersoll

WHEREAS Ontario Regulation 285/04 provides the Clerk or designate of a local municipality with the authority to solemnize marriages under the authority of a licence;

AND WHEREAS the Council of the Corporation of the Town of Ingersoll considers it desirable to continue to perform civil marriage solemnization services;

NOW THEREFORE the Council of The Corporation of the Town of Ingersoll enacts the following as a By-law:

- 1) THAT the Council for the Corporation of the Town of Ingersoll recognizes that Michael Graves, is authorized to solemnize marriages for as long as he holds the position of Clerk, as set out under Ontario Regulation 285/04 and the *Marriage Act*, R.S.O. 1990, Chapter M. 3 for the Province of Ontario;
- 2) THAT the Council of the Corporation of the Town of Ingersoll does hereby further support the Clerk delegating the authority to perform civil marriage solemnization services to Danielle Richard and Paula Toft as provided for under the *Municipal Act*, 2001, 8.0.2001, c.24 Section 228 (4) & (5);
- 3) THAT Danielle Richard is hereby authorized to continue to solemnize civil marriages as long as she holds the position of Deputy Clerk at the Town of Ingersoll.
- 4) THAT Paula Toft is hereby authorised to continue to solemnise civil marriages as long as she hold the position of Records Coordinator at the Town of Ingersoll.
- 5) AND FURTHER THAT by-law 15-4795 and 17-4957 be rescinded.

READ a first and second time in Open Council this 14th day of May, 2018.

READ a third time in Open Council and passed this 14th day of May, 2018.

Edward (Ted) Comiskey, Mayor

Michael Graves, Clerk



**Corporation of the Town of Ingersoll
By-Law 18-4998**

A bylaw to adopt and confirm all actions and proceedings of the Council of the Town of Ingersoll at the Council meeting held on May 14, 2018

WHEREAS Section 5 (3) of The Municipal Act, Chapter, S.O. 2001, c. M.25 as amended, states that a municipal power, including a municipality's capacity, rights, powers and privileges under section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS in many cases, action which is taken or authorized to be taken by Council or Committee of Council does not lend itself to or require an individual by-law

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

1. **THAT** all actions and proceedings of the Council of The Corporation of the Town of Ingersoll at the meeting held on May 14, 2018, are hereby adopted.
2. **THAT** the taking of any action authorized in or by the Council of The Corporation of the Town of Ingersoll are hereby adopted, ratified and confirmed.
3. **THAT** where no individual by-law has been or is passed with respect to the taking of any action authorized in or by the Council of The Corporation of the Town of Ingersoll, then this by-law shall be deemed for all purposes to be the by-law required for approving and authorizing the taking of the action.
4. **THAT** the Mayor and Officers of The Corporation of the Town of Ingersoll are hereby authorized and directed to do all things necessary to give effect to the recommendations, motions, resolutions, reports, action and other decisions of the Council and the Mayor and Clerk are hereby authorized and directed to execute all necessary documents in the name of The Corporation of the Town of Ingersoll and to affix the seal of the Corporation thereto.
5. **AND FURTHER THAT** this by-law shall become effective and shall come into force after third reading of the by-law.

READ a first and second time in Open Council this 14th day of May, 2018.

READ a third time in Open Council and passed this 14th day of May, 2018.

Edward (Ted) Comiskey, Mayor

Michael Graves, Clerk