



**Corporation of the Town of Ingersoll
Council Agenda
Regular Meeting of Council
Town Centre, Council Chambers
Monday, February 10, 2020, 6:00 p.m.**

Call to Order

Disclosures of Pecuniary Interest

Closed Session - 5:00pm

Section 239 (3.1) educational or training sessions – Update from Tetrattech and Arcadis on EA process, and commenting period.

Closed Session Reporting

Council went into closed session on January 13, 2019 under Section 239 (2) (h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them.

Staff received direction.

Consent Agenda

Items listed under the Consent Agenda are considered for information or are not expected to require Council direction and are enacted in one motion. The exception to this rule is that a Council Member may request that one or more items be removed from the Consent Agenda for separate discussion and vote.

February 10, 2020 – [Consent Agenda](#)

Resolution – Committee of the Whole (Councillor Bowman)

Minutes of Council Meetings

- 1) Minutes of Regular Council Meeting on [January 13, 2020](#)
- 2) Minutes of Special Council Meeting (Budget) on [January 23, 2020](#)

Special Staff Reports

- 1) Carnival in Downtown Ingersoll [A-005-20](#)
- 2) GM Soccer fields and Suzuki House Lands [A-006-20](#)
- 3) 164 Clark Road Mutual Release [A-007-20](#)
- 4) Councilor Appointment to Development Coordinating Committee [C-005-20](#)
- 5) OPAL Request for funding [C-006-20](#)
- 6) Ingersoll Off Leash Dog Park [CS-003-20](#)
- 7) Fees By-Law [T-003-20](#)

Committee of Adjustment, Public Meeting

- 1) Minor Variance A-01-20, Donald Henderson, Part Lot 6 and Block 57 & Part of Martha Street, Plan 279 and Part 2, Reference Plan 41R-8397, Town of Ingersoll.
 - a. [Report Number 2020-32](#)

Delegations & Presentations

- 1) [Alex Piggott, Transit Coordinator for the Town of Tillsonburg – Inter-Community Transit Project](#)
- 2) Dick and Linda Huntley, Sports Hall of Fame - Future plans

Correspondence & Resolution

[Letter from Peter Pickfield of Garrod Pickfield Lawyers to The Joint Municipal Coordinating Committee Re -The Southwestern Landfill - Environmental Assessment Process](#)

Consideration of By-Laws

- 1) [By-Law 20-5082](#) – To authorize the execution of an agreement for the provision of Police Services under Section 10 of the Police Services Act
- 2) [By-Law 20-5083](#) - Fees By-Law
- 3) [By-Law 20-5084](#) – Code of Conduct for CBO and Inspectors
- 4) [By-Law 20-5085](#) – February Confirmation By-Law

Notice of Motion

Introduced By Mayor Comiskey

Whereas in 2003 the Corporation of the Town of Ingersoll contracted with the Ontario Provincial Police to provide law enforcement, replacing the Town's municipal force; And whereas the Town at that time was in agreement that no services would be lost and the level of service would not be compromised;

And whereas over the last 17 or so years through many contracts, the level of service has proven to be adequate on paper but not the level of service originally negotiated; And whereas the Province is currently considering the elimination of the Town of Ingersoll Police Services Board and creating a single board for the entire detachment thus expanding even further the distance between the Town's needs and the implementing of service;

And whereas to keep our cost down the town has had to reduce the level of service;

And whereas the Town would like to maintain control over local policing;

And whereas the Town would like to have more input into community safety and local needs;

And whereas the Town would like to provide a service which would be more reactive to local needs;

And whereas since the contract renewal is upon us it would be prudent to review alternative policing options from a cost perspective;

And whereas the Town would like to have the Police of Ingersoll have a stronger sense of community and community visibility;

Therefore, a request be put forward to have up to \$30,000.00 taken from reserves in 2020 to implement a study in researching the best policing option for the Town of Ingersoll.

Upcoming Council Meetings

Regular Meeting of Council
Monday, March 9, 2020, 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

Ingersoll / SWOX Boundary Adjustment Public Meeting

Tuesday February 25, 2020, 7pm - 9pm
Salford Community Centre
383908 Salford Road

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
6:30 p.m.

Recreational Trails Committee

3rd Wednesday of the Month
Town Centre, JC Herbert Room
6:30 p.m.

Municipal Heritage Committee

3rd Monday of the Month
Town Centre, JC Herbert Room
2:30 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.

Accessibility Advisory Committee

4th Monday, every other month
Town Centre, JC Herbert Room
2:30 p.m.

Closed Session

- 1) Minutes of Closed Session on January 13, 2020
- 2) Section 239 (2) (f) Advice that is subject to solicitor-client Privilege, including communications necessary for that purpose.
- 3) Section 239 (3.1) educational or training sessions

Adjournment



**Corporation of the Town of Ingersoll
Council Consent Agenda
Regular Meeting of Council
Town Centre, Council Chambers
Monday February 10, 2020, 6:00 p.m.**

For the purpose of convenience and for expediting meetings, matters of business that are for information or not expected to require Council direction are included in the Consent Agenda, and all such matters of business contained in the Consent Agenda are voted on collectively. A particular matter of business may be singled out from the Consent Agenda for debate or for a separate vote upon the request of any Councillor. In the case of a separate vote, the excluded matter of business is severed from the Consent Agenda, and only the remaining matters of business contained in the Consent Agenda are voted on collectively.

Minutes of Council Committee Meetings

- 1) Ingersoll BIA Minutes – [November 5, 2019](#)

Correspondence – Note and File

- 1) Ontario Energy Board – [Notice to Enbridge Gas Customers](#)
- 2) Ontario Provincial Police – [News Bulletin, January 2020](#)

Accounts

Monthly Cheque Disbursements – [December 2019](#)

Monthly Staff Reports

- 1) Administration [A-004-20](#)
- 2) Building Report [B-002-20](#)
- 3) Clerk's Report [C-004-20](#)
- 4) Community Services Report [CS-002-20](#)
- 5) Fire Services Report [F-002-20](#)
- 6) Treasury Report [T-002-20](#)

Upcoming Council Meetings

Special Meeting of Council – Budget 2020

Thursday February 6, 2020, 6:00 p.m.
Town Centre, Council Chambers

Regular Meeting of Council

Monday February 10, 2020, 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

Municipal Heritage Committee

3rd Monday of the Month
Town Centre, JC Herbert Room
2:30 p.m.

Accessability Advisory Committee

4th Monday Bi-monthly
Town Centre, JC Herbert Room
2:30 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.



Ingersoll Business Improvement Area (BIA)
Meeting Minutes
Monthly Board Meeting
Tuesday November 5, 2019
6:30 PM – Council Chambers – Town Hall

Board Member	Attendance
Kathleen Young – Chair	Present
Mike Bowman	Regrets
Cheryl Cole	Present
Amanda Evely	Present
Lisa Janssen	Present
Andrea Mulder	Present
Christopher Radford	Present
Sue Reintjes	Present
Dom Riccuito	Present
Steve Walker	Present
Gord Lesser - Councillor	Present
Curtis Tighe – Staff	Regrets
Lauryn Ostermaier – Staff	Present

1. Welcome/Introductions – Dom Riccuito, Chair

Meeting called to order at 6:30pm.

2. Disclosure of Pecuniary Interest

Amanda Evely disclosed a pecuniary interest regarding the Town's Winter Urns display.

3. Approval of BIA Agenda of November 5, 2019

Moved by Amanda Evely, Seconded by Cheryl Cole – Carried.

4. Approval of BIA Minutes from October 8, 2019

- Previous minutes to be circulated and posted to the website upon approval

Moved by Chris Radford, Seconded by Kathleen Young – Carried.

5. Business arising from BIA Minutes – October 8, 2019

(To be added as required)

- **BIA Call List**
 - In progress
- **Laura Secord and Thomas Ingersoll Plaques**
 - In progress



Ingersoll Business Improvement Area (BIA)

Meeting Minutes

Monthly Board Meeting

Tuesday November 5, 2019

6:30 PM – Council Chambers – Town Hall

6. Financial Statements and Report from November 5, 2019

Financial statements were distributed to the Board of Management. Invoices included costs associated with the Bike Repair Station, radio advertising for the End of Summer Bash/Harvest Fest, Chamber of Commerce event sponsorship, dessert and refreshments for various BIA events and Moonlight Madness.

7. Correspondence

Mark Erhardt resigned from the BIA Board of Management via email. BIA Board to determine how to move forward with filling this vacant seat.

8. Ingersoll Festivals and Special Events

- **Send Us Your Photos Contest**

- No photos were received during the month of October
- Staff suggest the focus shift from the Send Us Your Photo contest to the Shop Ingersoll Draw and relook at the contest in January to determine how it can be modified to gain more traction – Board is in agreement

- **Winter Calendar**

- Calendar has been mailed and should be on everyone's doorstep by Friday November 8th
- Staff will be delivering extra copies of the calendar to BIA businesses in the coming days

- **Moonlight Madness / Lighting of the Lights**

- Event created on Social Media
- The Hub Magazine – 1 page ad sent to Kathy Eller for print
- Radio ad will run from Thursday November 14 to Wednesday November 20th on Easy 101.3

9. Any Other Business

- **Electing a new BIA Board Member**

- Board has suggested to distribute an email to the BIA Membership informing of the available position on the Board of Management

A: Staff to distribute an email notifying the membership of this new opportunity



Ingersoll Business Improvement Area (BIA)
Meeting Minutes
Monthly Board Meeting
Tuesday November 5, 2019
6:30 PM – Council Chambers – Town Hall

- **Bob Mott Tribute**

- ON HOLD – further discussion will occur in the new year

- **Family Day Skate 2020**

Motion to sponsor the Family Day BIA Skate on February 17th, 2020 at the Ingersoll Arena
Moved by Gord Lesser, Seconded by Chris Radford – Carried.

- **Winter Urns**

- Floral Occasions to move forward with creating winter urns for the downtown core
- Amanda Evely asked the Board if there would be any interest in having the BIA help fund the cost of the winter garland that is installed on the storefronts for the Christmas season
- Board agreed this is a large project that should be further discussed for the 2020 Christmas Season – Amanda Evely did not vote on this discussion item

A: Staff is to send an email to the BIA Membership asking those businesses interested in having garland installed on the outside of their storefront to contact Floral Occasions

- **Brainstorming Session – Follow Up Discussion**

- BIA discussed various beautification ideas that included flowers on the bridges, new hanging baskets and flower pots in front of stores.
- Further discussion is required with Parks & Rec to determine logistics, cost, etc. for these projects.

Motion for Gord Lesser to discuss project details with Parks and Rec Department.

Moved by Chris Radford, Seconded by Amanda Evely – Carried.

NEXT MEETING – Tuesday January 14, 2020

10. Adjournment

Meeting adjourned at 7:37pm

Moved by Kathleen Young.

ONTARIO ENERGY BOARD NOTICE TO CUSTOMERS OF ENBRIDGE GAS INC.

Enbridge Gas Inc. has applied to raise its natural gas rates effective April 1, 2020, to recover costs associated with the federal government's *Greenhouse Gas Pollution Pricing Act*, and to recover certain related account balances.

Learn more. Have your say.

Enbridge Gas Inc. (Enbridge Gas) has applied to the Ontario Energy Board for approval to increase its rates effective April 1, 2020, to recover the costs associated with meeting its obligations under the federal government's *Greenhouse Gas Pollution Pricing Act*. Enbridge Gas has also applied to recover from customers the balances in the related deferral and variance accounts.

The *Greenhouse Gas Pollution Pricing Act* establishes a carbon pricing program under which a natural gas utility in Ontario, such as Enbridge Gas, is required to pay a carbon charge for the natural gas that it delivers to its customers. The carbon charge came into effect on April 1, 2019, and will increase on April 1, 2020. The costs related to emissions from the operation of Enbridge Gas' natural gas distribution system are also increasing.

Enbridge Gas says that if its application is approved as filed, it will have the following bill impacts:

- A typical residential customer in the EGD rate zone (former customers of Enbridge Gas Distribution Inc.) will see a bill increase of \$68.75. This is composed of a \$47.16 yearly bill increase arising from the 2020 carbon charges, plus a one-time charge of \$21.59, to recover the balances in the related deferral and variance accounts.
- A typical residential customer in the Union South rate zone (former customers of Union Gas Limited), will see a bill increase of \$61.32. This is composed of a \$43.15 yearly bill increase from the 2020 carbon charges, plus a one-time charge of \$18.17, to recover the balances in the related deferral and variance accounts.
- A typical residential customer in the Union North rate zone (former customers of Union Gas Limited), will see a bill increase of \$61.97. This is composed of a \$43.15 yearly bill increase arising from the 2020 carbon charges, plus a one-time charge of \$18.82, to recover the balances in the related deferral and variance accounts.

Other customers, including businesses, will also be affected. It is important to review the application carefully to determine whether you will be affected by the changes.

THE ONTARIO ENERGY BOARD IS HOLDING A PUBLIC HEARING

The Ontario Energy Board (OEB) will hold a public hearing to consider the application filed by Enbridge Gas. During the hearing, the OEB will question Enbridge Gas on its application and will hear questions and arguments from participants (called intervenors) that have registered to actively participate in the hearing.

The OEB is an independent and impartial public agency. We make decisions that serve the public interest. Our goal is to promote a financially viable and efficient energy sector that provides you with reliable energy services at a reasonable cost.

BE INFORMED AND HAVE YOUR SAY

You have the right to information regarding this application and to be involved in the process.

- You can review the application filed by Enbridge Gas on the OEB's website now.
- You can file a letter with your comments, which will be considered during the hearing.
- You can become an active participant (called an intervenor). As an intervenor, you can ask questions and make arguments about Enbridge Gas' application. Apply by **January 27, 2020** or the hearing will go ahead without you and you will not receive any further notice of the proceeding.
- At the end of the process, you can review the OEB's decision and its reasons on our website.

LEARN MORE

Our file number for this case is **EB-2019-0247**. To learn more about this hearing, find instructions on how to file letters or become an intervenor, or to access any document related to this case, please enter the file number **EB-2019-0247** on the OEB website: www.oeb.ca/notice. You can also phone our Consumer Relations Centre at 1-877-632-2727 with any questions.

ORAL VS. WRITTEN HEARINGS

There are two types of OEB hearings – oral and written. Enbridge Gas has applied for a written hearing. The OEB is considering this request. If you think an oral hearing is needed, you can write to the OEB to explain why by **January 27, 2020**.

PRIVACY

If you write a letter of comment, your name and the content of your letter will be put on the public record and the OEB website. However, your personal telephone number, home address and e-mail address will be removed. If you are a business, all your information will remain public. If you apply to become an intervenor, all information will be public.

This rate hearing will be held under section 36 of the Ontario Energy Board Act, S.O. 1998 c.15 (Schedule B).





New Year — New OPP Efficiency

Greetings from OPP Municipal Policing Bureau! May 2020 bring us more opportunities to strengthen the relationship with your municipality and make our communities safer!



We all know, in an emergency every second counts! Accidental and non-urgent calls to 9-1-1 like pocket dials tie up emergency lines, communicators and officers and can result in the slower response to a real emergency, risking the safety of people

who may need urgent help.

The OPP recently updated its 9-1-1 call handling work flow and policies to allow its emergency communicators more discretion to divert certain 9-1-1 calls and ensure more frontline OPP members are available for actual emergencies.

OPP communicators are well trained to recognize indicators of an emergency that warrant officers being dispatched.

Changing our 9-1-1 response process aligns with those of other major and medium police services while exceeding North America industry standards. The changes further help optimize our resources and support the pending implementation of ‘next generation’ 9-1-1 infrastructure, including the future handling of calls for service via social media.

There may be some reduction in the billable calls for service costs in the Annual Billing Statements for OPP-policed municipalities as frontline officers are dispatched to fewer calls. Any reduction to the overall billing is expected to be negligible as officers are still on duty working in communities and available 24/7 to respond to calls for service

If municipal leaders require further information, please contact your local Detachment Commander or visit the OPP booth (#414) at the annual Rural Ontario Municipalities Association (ROMA) Conference.

NEED MORE INFO / HAVE QUESTIONS?

Visit www.opp.ca/municipalpolicing / www.opp.ca/billingmodel

Contact us OPP.MunicipalPolicing@opp.ca or (705) 329 6200

Town of Ingersoll
 Monthly Cheque Disbursements
 December 2019

PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$ 108,995.92

VENDOR/VOUCHER #	CHEQUE #	ACCOUNT	ACCOUNT DESCRIPTION	TRANSACTION DESCRIPTION	DEBITS	CREDITS
407 ETR						
	94,259	54350 01-4000-4000-40205	SURVEY SUPPLIES	OCT TOLL	\$59.58	
	94,259	54350 01-3000-4000-40630	STAFF TRAINING	OCT TOLL	\$27.76	
	94,259	54350 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OCT TOLL	\$0.00	\$87.34
A.J. BRAUN MFG. LIMITED						
	94,364	54351 01-0000-0250-61708	GC18-396-MUTUAL-BRIDGE ACCIDENT	MUTUAL ST BRIDGE REPAIR	\$7,565.14	
	94,364	54351 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MUTUAL ST BRIDGE REPAIR	\$835.61	
	94,364	54351 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUTUAL ST BRIDGE REPAIR	\$0.00	\$8,400.75
ASPIRIA						
	94,288	54352 01-1000-4000-40860	EMPLOYEE ASSISTANCE PROGRAM	2019 EAP FEES+COUNSEL HRS	\$2,915.43	
	94,288	54352 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	2019 EAP FEES+COUNSEL HRS	\$322.02	
	94,288	54352 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	2019 EAP FEES+COUNSEL HRS	\$0.00	\$3,237.45
BLYTHE DALE SAND & GRAVEL						
	94,390	54353 01-4500-4150-80000	MATERIALS-WINTER CONTROL, PLOWING, SANDING,	ROAD SAND	\$1,188.54	
	94,390	54353 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ROAD SAND	\$131.28	
	94,390	54353 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ROAD SAND	\$0.00	\$1,319.82
CONTRACTED CLEANER						
	94,271	54354 01-2000-4020-41750	LOT SNOW REMOVAL	TOWN HALL GAZEBO SNOW REMOVAL	\$190.80	
	94,271	54354 01-2000-4025-41750	LOT SNOW REMOVAL & SANDING	TOWN HALL GAZEBO SNOW REMOVAL	\$190.80	
	94,271	54354 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TOWN HALL GAZEBO SNOW REMOVAL	\$21.07	
	94,271	54354 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TOWN HALL GAZEBO SNOW REMOVAL	\$21.08	
	94,271	54354 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOWN HALL GAZEBO SNOW REMOVAL	\$0.00	\$423.75
	94,272	54354 01-2000-4030-41500	CONTRACTED SERVICES	TOWN HALL BLDG NOV CLEANING	\$1,221.12	
	94,272	54354 01-2000-4025-41500	CONTRACTED SERVICES	TOWN HALL BLDG NOV CLEANING	\$407.04	
	94,272	54354 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TOWN HALL BLDG NOV CLEANING	\$134.88	
	94,272	54354 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TOWN HALL BLDG NOV CLEANING	\$44.96	
	94,272	54354 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOWN HALL BLDG NOV CLEANING	\$0.00	\$1,808.00
CANADIAN TIRE ASSOCIATE STORE						
	94,307	54355 01-5000-6020-41700	BLDG REPAIRS & MAINT	BATTERIES	\$13.59	
	94,307	54355 01-0000-0200-00325	HST RECEIVABLE100%	BATTERIES	\$1.77	
	94,307	54355 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BATTERIES	\$0.00	\$15.36
	94,308	54355 01-5000-6020-41700	BLDG REPAIRS & MAINT	RAKE & CAULKING	\$17.77	
	94,308	54355 01-0000-0200-00325	HST RECEIVABLE100%	RAKE & CAULKING	\$2.31	
	94,308	54355 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	RAKE & CAULKING	\$0.00	\$20.08
	94,309	54355 01-5000-6020-41700	BLDG REPAIRS & MAINT	SHOVEL	\$38.99	
	94,309	54355 01-0000-0200-00325	HST RECEIVABLE100%	SHOVEL	\$5.07	
	94,309	54355 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SHOVEL	\$0.00	\$44.06
	94,310	54355 01-5000-6110-40420	PROGRAM SUPPLIES	EXT. CORDS	\$99.80	
	94,310	54355 01-0000-0200-00325	HST RECEIVABLE100%	EXT. CORDS	\$12.97	
	94,310	54355 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	EXT. CORDS	\$0.00	\$112.77

Town of Ingersoll
 Monthly Cheque Disbursements
 December 2019

PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$ 108,995.92

<u>VENDOR/VOUCHER #</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
94,311	54355	01-5200-4100-40270	NEW EQUIPMENT	FUSION NEW EQUIP	\$18.67	
94,311	54355	01-0000-0200-00325	HST RECEIVABLE100%	FUSION NEW EQUIP	\$2.43	
94,311	54355	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION NEW EQUIP	\$0.00	\$21.10
94,312	54355	01-5000-6110-40420	PROGRAM SUPPLIES	EXT CORDS	\$199.96	
94,312	54355	01-0000-0200-00325	HST RECEIVABLE100%	EXT CORDS	\$25.99	
94,312	54355	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	EXT CORDS	\$0.00	\$225.95
94,313	54355	01-5000-6110-40420	PROGRAM SUPPLIES	TIMERS	\$23.98	
94,313	54355	01-0000-0200-00325	HST RECEIVABLE100%	TIMERS	\$3.12	
94,313	54355	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TIMERS	\$0.00	\$27.10
94,314	54355	01-5000-6050-41700	BLDG REPAIRS AND MAINT	KEYS CUT	\$23.94	
94,314	54355	01-0000-0200-00325	HST RECEIVABLE100%	KEYS CUT	\$3.11	
94,314	54355	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	KEYS CUT	\$0.00	\$27.05
94,315	54355	01-5000-6110-40420	PROGRAM SUPPLIES	EXT CORDS	\$49.90	
94,315	54355	01-0000-0200-00325	HST RECEIVABLE100%	EXT CORDS	\$6.49	
94,315	54355	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	EXT CORDS	\$0.00	\$56.39
94,316	54355	01-5000-6110-40420	PROGRAM SUPPLIES	EXT CORDS	\$99.80	
94,316	54355	01-0000-0200-00325	HST RECEIVABLE100%	EXT CORDS	\$12.97	
94,316	54355	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	EXT CORDS	\$0.00	\$112.77
94,317	54355	01-5000-6020-41530	EQUIPMENT REPAIRS & MAINTENANCE	ARENA EQUIP SUPPLIES	\$31.52	
94,317	54355	01-0000-0200-00325	HST RECEIVABLE100%	ARENA EQUIP SUPPLIES	\$4.10	
94,317	54355	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ARENA EQUIP SUPPLIES	\$0.00	\$35.62
94,318	54355	01-5000-6050-40270	NEW EQUIPMENT	PRESSURE WASHER	\$399.99	
94,318	54355	01-0000-0200-00325	HST RECEIVABLE100%	PRESSURE WASHER	\$52.00	
94,318	54355	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PRESSURE WASHER	\$0.00	\$451.99
PETTY CASH-ENG & BLDG						
94,360	54356	01-4500-4000-40630	STAFF TRAINING	PETTY CASH-ENG & BLDG	\$6.89	
94,360	54356	01-4000-4000-42900	MISCELLANEOUS EXPENSE	PETTY CASH-ENG & BLDG	\$17.82	
94,360	54356	01-4000-4000-42900	MISCELLANEOUS EXPENSE	PETTY CASH-ENG & BLDG	\$26.00	
94,360	54356	01-4000-4000-42900	MISCELLANEOUS EXPENSE	PETTY CASH-ENG & BLDG	\$21.54	
94,360	54356	01-4000-4000-42900	MISCELLANEOUS EXPENSE	PETTY CASH-ENG & BLDG	\$8.14	
94,360	54356	01-4000-4000-42900	MISCELLANEOUS EXPENSE	PETTY CASH-ENG & BLDG	\$29.57	
94,360	54356	01-4000-4000-42900	MISCELLANEOUS EXPENSE	PETTY CASH-ENG & BLDG	\$4.07	
94,360	54356	01-3400-4000-41510	VEHICLE REPAIR	PETTY CASH-ENG & BLDG	\$10.17	
94,360	54356	01-3400-4000-41510	VEHICLE REPAIR	PETTY CASH-ENG & BLDG	\$16.92	
94,360	54356	01-4000-4000-42900	MISCELLANEOUS EXPENSE	PETTY CASH-ENG & BLDG	\$22.59	
94,360	54356	01-1300-4000-40755	PENNY SHORT/OVER	PETTY CASH-ENG & BLDG	\$9.24	
94,360	54356	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PETTY CASH-ENG & BLDG	\$0.31	
94,360	54356	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PETTY CASH-ENG & BLDG	\$0.33	
94,360	54356	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PETTY CASH-ENG & BLDG	\$2.87	
94,360	54356	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PETTY CASH-ENG & BLDG	\$0.90	

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<u>VENDOR/VOUCHER #</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
	94,360	54356 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PETTY CASH-ENG & BLDG	\$3.27	
	94,360	54356 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PETTY CASH-ENG & BLDG	\$0.45	
	94,360	54356 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PETTY CASH-ENG & BLDG	\$1.12	
	94,360	54356 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PETTY CASH-ENG & BLDG	\$0.00	\$182.20
CAPITAL HOMES						
	94,396	54357 01-0000-2000-00755	BUILDING PERMITS - DEPOSIT	DAMDP REFUND 2018-7	\$1,000.00	
	94,396	54357 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DAMDP REFUND 2018-7	\$0.00	\$1,000.00
	94,397	54357 01-0000-2000-00755	BUILDING PERMITS - DEPOSIT	DAMDP REFUND 2017-78	\$1,000.00	
	94,397	54357 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DAMDP REFUND 2017-78	\$0.00	\$1,000.00
	94,398	54357 01-0000-2000-00755	BUILDING PERMITS - DEPOSIT	DAMDP REFUND 2017-231	\$1,000.00	
	94,398	54357 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DAMDP REFUND 2017-231	\$0.00	\$1,000.00
CARLETON UNIFORMS INC.						
	94,295	54358 01-3000-4000-40290	UNIFORMS & CLOTHING	FIRE DEPT UNIFORM	\$46.30	
	94,295	54358 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT UNIFORM	\$5.12	
	94,295	54358 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT UNIFORM	\$0.00	\$51.42
	94,357	54358 01-3000-4000-40290	UNIFORMS & CLOTHING	FIRE DEPT UNIFORMS	\$1,171.77	
	94,357	54358 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT UNIFORMS	\$129.43	
	94,357	54358 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT UNIFORMS	\$0.00	\$1,301.20
CEDAR SIGNS						
	94,371	54359 01-4500-4160-80000	MATERIALS-SAFETY DEVICES, SIGNS, GUIDE RAIL	SIGNS	\$729.99	
	94,371	54359 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SIGNS	\$80.63	
	94,371	54359 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SIGNS	\$0.00	\$810.62
CIHR-FM						
	94,332	54360 01-5000-6100-41000	ADVERTISING	SANTA VILLAGE RADIO AD	\$300.00	
	94,332	54360 01-0000-0200-00325	HST RECEIVABLE100%	SANTA VILLAGE RADIO AD	\$39.00	
	94,332	54360 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SANTA VILLAGE RADIO AD	\$0.00	\$339.00
COMPASS MINERALS						
	94,374	54361 01-4500-4150-80000	MATERIALS-WINTER CONTROL, PLOWING, SANDING,	ROAD SALT	\$9,582.01	
	94,374	54361 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ROAD SALT	\$1,058.38	
	94,374	54361 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ROAD SALT	\$0.00	\$10,640.39
ERTH POWER CORPORATION						
	94,279	54362 10-0000-3257-80000	MATERIALS	WILLIAM ST&GEORGE ST POLES REL	\$27,033.73	
	94,279	54362 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	WILLIAM ST&GEORGE ST POLES REL	\$2,986.02	
	94,279	54362 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WILLIAM ST&GEORGE ST POLES REL	\$0.00	\$30,019.75
FLOORS XTRA						
	94,262	54363 01-5000-6100-41500	CONTRACTED SERVICES	SANTA VILLAGE CARPET	\$1,769.91	
	94,262	54363 01-0000-0200-00325	HST RECEIVABLE100%	SANTA VILLAGE CARPET	\$230.09	
	94,262	54363 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SANTA VILLAGE CARPET	\$0.00	\$2,000.00
PROPERTY OWNER						
	94,399	54364 01-0000-2000-00755	BUILDING PERMITS - DEPOSIT	DAMDP REFUND 2019-0206	\$1,000.00	

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MUSEUM VOLUNTEER	94,399	54364 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DAMDP REFUND 2019-0206	\$0.00	\$1,000.00
	94,266	54365 01-6200-4000-40620	MILEAGE	GAS-HALL OF FAME DISPLAY PICKU	\$64.16	
	94,266	54365 01-6200-4000-40620	MILEAGE	GAS-HALL OF FAME DISPLAY PICKU	\$58.42	
	94,266	54365 01-0000-0200-00325	HST RECEIVABLE100%	GAS-HALL OF FAME DISPLAY PICKU	\$8.34	
	94,266	54365 01-0000-0200-00325	HST RECEIVABLE100%	GAS-HALL OF FAME DISPLAY PICKU	\$7.59	
	94,266	54365 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GAS-HALL OF FAME DISPLAY PICKU	\$0.00	\$138.51
INGERSOLL DISTRICT CHAMBER ***						
	94,241	54366 01-7000-4000-41020	PROMOTION & MEALS	AWARDS OF EXCELLENCE TICKETS	\$81.05	
	94,241	54366 01-0900-4000-41020	PROMOTION & MEALS	AWARDS OF EXCELLENCE TICKETS	\$243.14	
	94,241	54366 01-0000-0090-99999	SUSPENSE - CLEARING	AWARDS OF EXCELLENCE TICKETS	\$90.00	
	94,241	54366 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	AWARDS OF EXCELLENCE TICKETS	\$8.95	
	94,241	54366 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	AWARDS OF EXCELLENCE TICKETS	\$26.86	
	94,241	54366 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	AWARDS OF EXCELLENCE TICKETS	\$0.00	\$450.00
INGERSOLL HOME CENTRE LTD						
	94,253	54367 10-0000-3272-80000	MATERIALS	VIC ST CONSTRUCTION SUPPLIES	\$17.96	
	94,253	54367 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VIC ST CONSTRUCTION SUPPLIES	\$1.98	
	94,253	54367 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VIC ST CONSTRUCTION SUPPLIES	\$0.00	\$19.94
	94,254	54367 01-3000-4000-41610	FIRE FIGHTING EQUIPMENT	FIREFIGHTER EQUIP	\$102.33	
	94,254	54367 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIREFIGHTER EQUIP	\$11.30	
	94,254	54367 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIREFIGHTER EQUIP	\$0.00	\$113.63
KNILL FABRICATION LTD.						
	94,263	54368 01-6200-6810-42900	MISCELLANEOUS EXPENSE	MUSEUM BIKE RACKS	\$3,000.00	
	94,263	54368 01-0000-0200-00325	HST RECEIVABLE100%	MUSEUM BIKE RACKS	\$390.00	
	94,263	54368 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSEUM BIKE RACKS	\$0.00	\$3,390.00
LIND LUMBER LIMITED						
	94,386	54369 01-4500-4150-80000	MATERIALS-WINTER CONTROL, PLOWING, SANDING,	WOOD STACKS	\$116.01	
	94,386	54369 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	WOOD STACKS	\$12.81	
	94,386	54369 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WOOD STACKS	\$0.00	\$128.82
LINK+CORPORATION-LONDON						
	94,322	54370 01-5000-6110-40420	PROGRAM SUPPLIES	LIGHTING BROKERAGE FEES	\$36.00	
	94,322	54370 01-0000-0200-00325	HST RECEIVABLE100%	LIGHTING BROKERAGE FEES	\$20.45	
	94,322	54370 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LIGHTING BROKERAGE FEES	\$0.00	\$56.45
THE LONDON REVIEW						
	94,367	54371 01-6200-4000-40500	SPECIAL EVENTS	PUMPKIN FEST AD	\$125.00	
	94,367	54371 01-0000-0200-00325	HST RECEIVABLE100%	PUMPKIN FEST AD	\$16.25	
	94,367	54371 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PUMPKIN FEST AD	\$0.00	\$141.25
LONG & McQUADE						
	94,331	54372 01-5100-6090-40270	NEW EQUIPMENT	INSTRUMENT CABLE	\$21.99	
	94,331	54372 01-0000-0200-00325	HST RECEIVABLE100%	INSTRUMENT CABLE	\$2.86	

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94,331	54372	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	INSTRUMENT CABLE	\$0.00	\$24.85
MCKIM HARDWARE						
94,245	54373	01-2000-4025-41700	BLDG REPAIRS & MAINT	BATTERIES	\$13.83	
94,245	54373	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BATTERIES	\$1.53	
94,245	54373	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BATTERIES	\$0.00	\$15.36
94,246	54373	01-3000-4000-42900	MISCELLANEOUS EXPENSE	SPACE HEATER	\$45.78	
94,246	54373	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SPACE HEATER	\$5.06	
94,246	54373	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SPACE HEATER	\$0.00	\$50.84
94,247	54373	01-3000-4100-40210	JANITORIAL SUPPLIES	FIRE DEPT CLEANING SUPPLIES	\$38.63	
94,247	54373	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT CLEANING SUPPLIES	\$4.26	
94,247	54373	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT CLEANING SUPPLIES	\$0.00	\$42.89
94,248	54373	01-3000-4100-40210	JANITORIAL SUPPLIES	FIRE DEPT CLEANING SUPPLIES	\$31.99	
94,248	54373	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT CLEANING SUPPLIES	\$3.54	
94,248	54373	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT CLEANING SUPPLIES	\$0.00	\$35.53
94,249	54373	01-3000-4000-42900	MISCELLANEOUS EXPENSE	NEW FLAG	\$40.64	
94,249	54373	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	NEW FLAG	\$4.49	
94,249	54373	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	NEW FLAG	\$0.00	\$45.13
94,250	54373	01-6200-4100-41700	BLDG REPAIRS & MAINTENANCE	MUSEUM BLDG REPAIR SUPPLIES	\$18.45	
94,250	54373	01-0000-0200-00325	HST RECEIVABLE100%	MUSEUM BLDG REPAIR SUPPLIES	\$2.40	
94,250	54373	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSEUM BLDG REPAIR SUPPLIES	\$0.00	\$20.85
94,251	54373	01-6200-4000-41400	DISPLAYS	MUSEUM DISPLAY HOOK	\$4.84	
94,251	54373	01-0000-0200-00325	HST RECEIVABLE100%	MUSEUM DISPLAY HOOK	\$0.63	
94,251	54373	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSEUM DISPLAY HOOK	\$0.00	\$5.47
94,252	54373	01-4500-4100-41700	BLDG REPAIRS & MAINTENANCE	CANADIAN FLAG	\$22.48	
94,252	54373	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CANADIAN FLAG	\$2.48	
94,252	54373	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CANADIAN FLAG	\$0.00	\$24.96
94,323	54373	01-5000-6050-40320	FIRST AID SAFETY SUPPLIES	GLOVES	\$40.75	
94,323	54373	01-0000-0200-00325	HST RECEIVABLE100%	GLOVES	\$5.30	
94,323	54373	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GLOVES	\$0.00	\$46.05
94,324	54373	01-5000-6110-40420	PROGRAM SUPPLIES	ELECTRICAL TAPE	\$21.94	
94,324	54373	01-0000-0200-00325	HST RECEIVABLE100%	ELECTRICAL TAPE	\$2.85	
94,324	54373	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ELECTRICAL TAPE	\$0.00	\$24.79
94,325	54373	01-5000-6110-40420	PROGRAM SUPPLIES	TIMER	\$12.57	
94,325	54373	01-0000-0200-00325	HST RECEIVABLE100%	TIMER	\$1.63	
94,325	54373	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TIMER	\$0.00	\$14.20
94,326	54373	01-5000-6110-40420	PROGRAM SUPPLIES	ELECTRICAL TAPE	\$10.97	
94,326	54373	01-0000-0200-00325	HST RECEIVABLE100%	ELECTRICAL TAPE	\$1.43	
94,326	54373	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ELECTRICAL TAPE	\$0.00	\$12.40
MCQ HANDLING INC.						
94,382	54374	01-4500-4100-41550	MAINTENANCE CONTRACTS	NOV GARBAGE SERVICES	\$424.14	

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	94,382	54374 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	NOV GARBAGE SERVICES	\$46.85	
	94,382	54374 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	NOV GARBAGE SERVICES	\$0.00	\$470.99
MIDDLESEX CONCRETE FORMING LTD						
	94,280	54375 01-0000-0250-61708	GC18-396-MUTUAL-BRIDGE ACCIDENT	MUTUAL ST BRIDGE CONCRETE	\$2,687.48	
	94,280	54375 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MUTUAL ST BRIDGE CONCRETE	\$296.85	
	94,280	54375 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUTUAL ST BRIDGE CONCRETE	\$0.00	\$2,984.33
MIKE'S ELECTRONIC LTD.						
	94,356	54376 10-0000-3140-80000	MATERIALS	OPP STN INTERIOR LIGHTING	\$17,894.80	
	94,356	54376 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OPP STN INTERIOR LIGHTING	\$1,976.58	
	94,356	54376 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OPP STN INTERIOR LIGHTING	\$0.00	\$19,871.38
MINISTRY OF FINANCE - M.T.O. *						
	94,264	54377 01-1000-4240-01627	VIOLATIONS - M.O.T.	NOV COURT COSTS	\$16.50	
	94,264	54377 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	NOV COURT COSTS	\$0.00	\$16.50
MRS. SARAH FACE PAINTING						
	94,351	54378 01-5000-6100-41500	CONTRACTED SERVICES	SANTA VILLAGE FACE PAINT	\$1,020.00	
	94,351	54378 01-0000-0200-00325	HST RECEIVABLE100%	SANTA VILLAGE FACE PAINT	\$132.60	
	94,351	54378 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SANTA VILLAGE FACE PAINT	\$0.00	\$1,152.60
OLDE BAKERY CAFE						
	94,346	54379 01-5100-6090-40420	PROGRAM SUPPLIES	BIRTHDAY PARTY CAKE	\$18.00	
	94,346	54379 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BIRTHDAY PARTY CAKE	\$0.00	\$18.00
	94,347	54379 01-5100-6090-40420	PROGRAM SUPPLIES	BIRTHDAY PARTY CAKE+COOKIES	\$38.40	
	94,347	54379 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BIRTHDAY PARTY CAKE+COOKIES	\$0.00	\$38.40
	94,348	54379 01-5100-6090-40420	PROGRAM SUPPLIES	PROGRAM COOKIES	\$51.00	
	94,348	54379 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PROGRAM COOKIES	\$0.00	\$51.00
	94,349	54379 01-5100-6090-40420	PROGRAM SUPPLIES	PROGRAM COOKIES	\$16.80	
	94,349	54379 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PROGRAM COOKIES	\$0.00	\$16.80
ORKIN CANADA CORP.						
	94,244	54380 01-6200-4100-41700	BLDG REPAIRS & MAINTENANCE	MUSEUM PEST CONTROL	\$156.50	
	94,244	54380 01-0000-0200-00325	HST RECEIVABLE100%	MUSEUM PEST CONTROL	\$20.35	
	94,244	54380 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSEUM PEST CONTROL	\$0.00	\$176.85
P M HYDRAULICS ***						
	94,255	54381 01-3000-4000-41530	EQUIP REPAIRS & MAINTENANCE	HOSE TESTER REPAIR	\$174.25	
	94,255	54381 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	HOSE TESTER REPAIR	\$19.25	
	94,255	54381 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HOSE TESTER REPAIR	\$0.00	\$193.50
	94,389	54381 01-4500-4230-46393	939300 2011 CAT FRONT END LOADER	LOADER PARTS	\$47.06	
	94,389	54381 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	LOADER PARTS	\$5.20	
	94,389	54381 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LOADER PARTS	\$0.00	\$52.26
ROGERS COMMUNICATIONS INC.						
	94,282	54382 10-0000-3275-80000	MATERIALS	RELOC-DUFFERIN ST CONSTRUCTION	\$3,463.01	
	94,282	54382 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	RELOC-DUFFERIN ST CONSTRUCTION	\$382.50	

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	94,282	54382 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	RELOC-DUFFERIN ST CONSTRUCTION	\$0.00	\$3,845.51
SANTARELLI ENGINEERING SERVICE						
	94,392	54383 01-3400-4006-41500	CONTRACTED SERVICES	65 BELL ST-ENG REVIEW	\$516.41	
	94,392	54383 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	65 BELL ST-ENG REVIEW	\$57.04	
	94,392	54383 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	65 BELL ST-ENG REVIEW	\$0.00	\$573.45
SHOPPERS DRUG MART						
	94,330	54384 01-5200-6090-40420	PROGRAM SUPPLIES	FUSION PROGRAM SUPPLIES	\$9.75	
	94,330	54384 01-0000-0200-00325	HST RECEIVABLE100%	FUSION PROGRAM SUPPLIES	\$1.27	
	94,330	54384 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION PROGRAM SUPPLIES	\$0.00	\$11.02
ARTIST						
	94,352	54385 01-5000-6100-41500	CONTRACTED SERVICES	WINTER URN X 5	\$100.00	
	94,352	54385 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WINTER URN X 5	\$0.00	\$100.00
TOWN RESIDENT						
	94,240	54386 10-0000-3228-80000	MATERIALS	DRIVEWAY RAILING	\$3,831.27	
	94,240	54386 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	DRIVEWAY RAILING	\$423.18	
	94,240	54386 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DRIVEWAY RAILING	\$0.00	\$4,254.45
AJ STONE COMPANY LTD						
	94,353	54387 01-3000-4000-41610	FIRE FIGHTING EQUIPMENT	FIRE DEPT EQUIP	\$270.27	
	94,353	54387 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT EQUIP	\$29.86	
	94,353	54387 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT EQUIP	\$0.00	\$300.13
CITY OF STRATFORD						
	94,391	54388 01-7000-4000-41300	TRADE SHOWS	SOMA ASIA MISSION-JP TRAIN TIC	\$237.98	
	94,391	54388 01-0100-4000-41020	PROMOTION & MEALS	SOMA ASIA MISSION-JP TRAIN TIC	\$237.97	
	94,391	54388 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SOMA ASIA MISSION-JP TRAIN TIC	\$0.00	\$475.95
TREMBLETT'S YOUR INDEPENDENT G						
	94,300	54389 01-5200-6090-40420	PROGRAM SUPPLIES	PROGRAM SUPPLIES	\$18.73	
	94,300	54389 01-0000-0200-00325	HST RECEIVABLE100%	PROGRAM SUPPLIES	\$0.01	
	94,300	54389 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PROGRAM SUPPLIES	\$0.00	\$18.74
	94,301	54389 01-5200-6090-40420	PROGRAM SUPPLIES	PROGRAM SUPPLIES	\$20.74	
	94,301	54389 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PROGRAM SUPPLIES	\$0.00	\$20.74
	94,302	54389 01-5200-6090-40420	PROGRAM SUPPLIES	PROGRAM SUPPLIES	\$37.51	
	94,302	54389 01-0000-0200-00325	HST RECEIVABLE100%	PROGRAM SUPPLIES	\$0.22	
	94,302	54389 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PROGRAM SUPPLIES	\$0.00	\$37.73
	94,303	54389 01-5200-6090-40420	PROGRAM SUPPLIES	PROGRAM SUPPLIES	\$38.17	
	94,303	54389 01-0000-0200-00325	HST RECEIVABLE100%	PROGRAM SUPPLIES	\$0.37	
	94,303	54389 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PROGRAM SUPPLIES	\$0.00	\$38.54
	94,304	54389 01-5200-6090-40420	PROGRAM SUPPLIES	PROGRAM SUPPLIES	\$14.27	
	94,304	54389 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PROGRAM SUPPLIES	\$0.00	\$14.27
	94,305	54389 01-5100-6090-40420	PROGRAM SUPPLIES	PROGRAM SUPPLIES	\$47.39	
	94,305	54389 01-0000-0200-00325	HST RECEIVABLE100%	PROGRAM SUPPLIES	\$5.51	

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<u>VENDOR/VOUCHER #</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
	94,305	54389 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PROGRAM SUPPLIES	\$0.00	\$52.90
	94,306	54389 01-5100-6090-40420	PROGRAM SUPPLIES	PROGRAM SUPPLIES	\$38.09	
	94,306	54389 01-0000-0200-00325	HST RECEIVABLE100%	PROGRAM SUPPLIES	\$2.74	
	94,306	54389 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PROGRAM SUPPLIES	\$0.00	\$40.83
	94,365	54389 01-5100-6090-40420	PROGRAM SUPPLIES	PROGRAM SUPPLIES	\$9.78	
	94,365	54389 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PROGRAM SUPPLIES	\$0.00	\$9.78
AFFORDABLE PORTABLES						
	94,488	54390 01-5000-6100-41500	CONTRACTED SERVICES	SANTA VILLAGE PORTABLE TOILET	\$125.00	
	94,488	54390 01-0000-0200-00325	HST RECEIVABLE100%	SANTA VILLAGE PORTABLE TOILET	\$16.25	
	94,488	54390 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SANTA VILLAGE PORTABLE TOILET	\$0.00	\$141.25
BLYTHE DALE SAND & GRAVEL						
	94,448	54391 01-4500-4150-80000	MATERIALS-WINTER CONTROL, PLOWING, SANDING,	WINTER SAND	\$525.52	
	94,448	54391 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	WINTER SAND	\$58.04	
	94,448	54391 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WINTER SAND	\$0.00	\$583.56
CONTRACTED CLEANER						
	94,423	54392 01-2000-4030-40210	JANITORIAL SUPPLIES	DEC CLEANING	\$1,099.01	
	94,423	54392 01-2000-4025-41550	MAINTENANCE CONTRACTS	DEC CLEANING	\$366.34	
	94,423	54392 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	DEC CLEANING	\$121.39	
	94,423	54392 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	DEC CLEANING	\$40.46	
	94,423	54392 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DEC CLEANING	\$0.00	\$1,627.20
MRS. CLAUSS						
	94,467	54393 40-8000-6900-40570	MIDNIGHT MADNESS	MOONLIT MADNESS SANTA	\$100.00	
	94,467	54393 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MOONLIT MADNESS SANTA	\$0.00	\$100.00
CANADIAN MENTAL HEALTH ASSOCIA						
	94,432	54394 01-1000-4000-40860	EMPLOYEE ASSISTANCE PROGRAM	EMPLOYEE SUPPORT	\$1,000.00	
	94,432	54394 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	EMPLOYEE SUPPORT	\$0.00	\$1,000.00
CAPITAL HOMES						
	94,417	54395 01-0000-2000-00755	BUILDING PERMITS - DEPOSIT	DAMDP REFUND 2017-138	\$1,000.00	
	94,417	54395 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DAMDP REFUND 2017-138	\$0.00	\$1,000.00
CDW CANADA INC						
	94,464	54396 01-5100-4000-40250	PHOTOCOPIER	VPCC ID CARDS	\$38.42	
	94,464	54396 01-0000-0200-00325	HST RECEIVABLE100%	VPCC ID CARDS	\$4.99	
	94,464	54396 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC ID CARDS	\$0.00	\$43.41
	94,465	54396 10-0000-3524-80000	MATERIALS-REPL TELEPHONE SYS	NEW PHONE SYS PHONES	\$1,728.39	
	94,465	54396 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	NEW PHONE SYS PHONES	\$190.92	
	94,465	54396 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	NEW PHONE SYS PHONES	\$0.00	\$1,919.31
CHRISSY'S CATERING						
	94,480	54397 01-0900-4000-41030	STAFF CHRISTMAS PARTY	XMAS STAFF POTLUCK HAM&POTATO	\$203.52	
	94,480	54397 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	XMAS STAFF POTLUCK HAM&POTATO	\$22.48	
	94,480	54397 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	XMAS STAFF POTLUCK HAM&POTATO	\$0.00	\$226.00

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DIRECTOR OF FAMILY RESPONSIBIL						
94,463	54398	01-0000-2100-00718	FAMILY SERVICES	FAMILY SUP #1005697 & 1096776	\$2,277.00	
94,463	54398	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FAMILY SUP #1005697 & 1096776	\$0.00	\$2,277.00
DUFFERIN CONSTRUCTION COMPANY						
94,419	54399	01-0000-0250-61905	GC19-592-35 DEAN-WTRMN	ASPHALT	\$290.71	
94,419	54399	01-0000-0250-61900	GC19-587-133 OAKWOOD-WTRMN	ASPHALT	\$204.91	
94,419	54399	01-0000-0250-61899	GC19-586-284 WHITING-WTRMN	ASPHALT	\$204.92	
94,419	54399	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ASPHALT	\$32.11	
94,419	54399	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ASPHALT	\$22.64	
94,419	54399	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ASPHALT	\$22.64	
94,419	54399	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ASPHALT	\$0.00	\$777.93
FLORAL OCCASIONS ***						
94,473	54400	01-1000-4007-42900	MISCELLANEOUS EXPENSE	CEREMONIES TABLE DECOR	\$45.79	
94,473	54400	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CEREMONIES TABLE DECOR	\$5.06	
94,473	54400	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CEREMONIES TABLE DECOR	\$0.00	\$50.85
GRAMPA'S ATTIC						
94,460	54401	01-7000-4000-41180	COMMUNITY IMPOVEMENT GRANTS	COMMUNITY IMPROVEMENT GRANT	\$743.00	
94,460	54401	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COMMUNITY IMPROVEMENT GRANT	\$0.00	\$743.00
REGISTRATION REFUND						
94,425	54402	01-5100-6060-01634	LEADERSHIP PROG REVENUES	FIRST AID COURSE	\$125.00	
94,425	54402	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRST AID COURSE	\$0.00	\$125.00
LIND LUMBER LIMITED						
94,427	54403	01-4500-4150-80000	MATERIALS-WINTER CONTROL, PLOWING, SANDING,	WOOD STAKES	\$95.25	
94,427	54403	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	WOOD STAKES	\$10.52	
94,427	54403	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WOOD STAKES	\$0.00	\$105.77
94,428	54403	01-4500-4150-80000	MATERIALS-WINTER CONTROL, PLOWING, SANDING,	WOOD STAKES	\$190.49	
94,428	54403	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	WOOD STAKES	\$21.05	
94,428	54403	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WOOD STAKES	\$0.00	\$211.54
LPL PLUMBING						
94,498	54404	01-5000-6020-41700	BLDG REPAIRS & MAINT	ARENA BOILER REPAIR	\$280.00	
94,498	54404	01-0000-0200-00325	HST RECEIVABLE100%	ARENA BOILER REPAIR	\$36.40	
94,498	54404	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ARENA BOILER REPAIR	\$0.00	\$316.40
TOWN RESIDENT						
94,435	54405	10-0000-3275-80000	MATERIALS	FLUORESCENT LIGHT REPLACEMENT	\$158.94	
94,435	54405	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FLUORESCENT LIGHT REPLACEMENT	\$17.55	
94,435	54405	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FLUORESCENT LIGHT REPLACEMENT	\$0.00	\$176.49
MINISTRY OF FINANCE (OPP)***						
94,468	54406	01-3200-4000-40450	OPP CONTRACTED SERVICES	DEC OPP SERVICES	\$200,527.00	
94,468	54406	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DEC OPP SERVICES	\$0.00	\$200,527.00
94,469	54406	01-3200-4000-41070	R.I.D.E. EXPENSES	RIDE NOV 16	\$2,021.88	

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94,469	54406	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	RIDE NOV 16	\$0.00	\$2,021.88
OTIS CANADA INC.						
94,482	54407	01-5100-4100-41550	MAINTENANCE CONTRACTS	ELEVATOR MAINT. DEC'19-NOV'20	\$507.26	
94,482	54407	01-0000-0400-00280	PREPAID EXPENSES	ELEVATOR MAINT. DEC'19-NOV'20	\$5,579.91	
94,482	54407	01-0000-0200-00325	HST RECEIVABLE100%	ELEVATOR MAINT. DEC'19-NOV'20	\$65.94	
94,482	54407	01-0000-0200-00325	HST RECEIVABLE100%	ELEVATOR MAINT. DEC'19-NOV'20	\$725.39	
94,482	54407	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ELEVATOR MAINT. DEC'19-NOV'20	\$0.00	\$6,878.50
OXFORD BASKETBALL OFFICIALS AS						
94,502	54408	01-5100-6090-41555	MENS RECREATIONAL BASKETBALL	MEN'S BASKETBALL REFS	\$1,750.00	
94,502	54408	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MEN'S BASKETBALL REFS	\$0.00	\$1,750.00
OXFORD FEED SUPPLY LTD						
94,503	54409	01-5000-6020-41700	BLDG REPAIRS & MAINT	ARENA WATER SOFTNER SALT	\$504.00	
94,503	54409	01-0000-0200-00325	HST RECEIVABLE100%	ARENA WATER SOFTNER SALT	\$65.52	
94,503	54409	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ARENA WATER SOFTNER SALT	\$0.00	\$569.52
OXFORD MOBILE FLEET SERVICE						
94,457	54410	01-3000-4000-41510	VEHICLE REPAIRS & MAINTENANCE	PUMP#1 OIL LEAK REPAIR	\$351.64	
94,457	54410	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PUMP#1 OIL LEAK REPAIR	\$38.85	
94,457	54410	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PUMP#1 OIL LEAK REPAIR	\$0.00	\$390.49
ROGERS COMMUNICATIONS INC.						
94,283	54411	10-0000-3298-80000	MATERIALS	CHARLES ST W RELOCATION	\$1,307.04	
94,283	54411	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CHARLES ST W RELOCATION	\$144.37	
94,283	54411	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CHARLES ST W RELOCATION	\$0.00	\$1,451.41
VOLUNTEER FIREFIGHTER REIMBURSEMENT						
94,466	54412	01-3000-4000-41020	PROMOTION & MEALS	RETIREMENT+COOP STUDENT GIFTS	\$140.00	
94,466	54412	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	RETIREMENT+COOP STUDENT GIFTS	\$0.00	\$140.00
SAFETY KLEEN						
94,446	54413	01-4500-4150-80000	MATERIALS-WINTER CONTROL, PLOWING, SANDING,	OIL PICKUP	\$2,956.48	
94,446	54413	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OIL PICKUP	\$326.56	
94,446	54413	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OIL PICKUP	\$0.00	\$3,283.04
STRONGCO LIMITED PARTNERSHIP						
94,447	54414	01-4500-4230-46395	939500 ELGIN SWEEPER	SWEEPER AIR FILTER	\$286.55	
94,447	54414	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SWEEPER AIR FILTER	\$31.65	
94,447	54414	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SWEEPER AIR FILTER	\$0.00	\$318.20
TILLSONBURG FIRE & SAFETY EQUIPMENT						
94,456	54415	01-3000-4000-41530	EQUIP REPAIRS & MAINTENANCE	FIRE DEPT EQUIP REPAIR	\$138.14	
94,456	54415	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT EQUIP REPAIR	\$15.25	
94,456	54415	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT EQUIP REPAIR	\$0.00	\$153.39
94,476	54415	01-6200-4100-41700	BLDG REPAIRS & MAINTENANCE	MUSEUM EMERG LIT BATTERY REPLC	\$77.45	
94,476	54415	01-0000-0200-00325	HST RECEIVABLE100%	MUSEUM EMERG LIT BATTERY REPLC	\$10.07	
94,476	54415	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSEUM EMERG LIT BATTERY REPLC	\$0.00	\$87.52

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UNITED WAY OF OXFORD						
94,461	54416	01-0000-2100-00706	UNITED WAY DONATIONS	2019 EMPLOYEE CONTRIBUTION	\$635.12	
94,461	54416	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	2019 EMPLOYEE CONTRIBUTION	\$0.00	\$635.12
PROPERTY OWNER						
94,416	54417	01-0000-2000-00755	BUILDING PERMITS - DEPOSIT	DAMDP REFUND 2018-98	\$1,000.00	
94,416	54417	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DAMDP REFUND 2018-98	\$0.00	\$1,000.00
UNION GAS						
94,403	EFT	01-5000-6020-40350	NATURAL GAS	GAS OCT-NOV	\$1,757.00	
94,403	EFT	01-3200-4100-40350	NATURAL GAS	GAS OCT-NOV	\$184.92	
94,403	EFT	01-3000-4000-40350	NATURAL GAS	GAS OCT-NOV	\$424.84	
94,403	EFT	01-5000-6050-40350	NATURAL GAS	GAS OCT-NOV	\$1,133.61	
94,403	EFT	01-4500-4100-40350	NATURAL GAS	GAS OCT-NOV	\$878.74	
94,403	EFT	01-5000-6040-40350	NATURAL GAS	GAS OCT-NOV	\$346.46	
94,403	EFT	01-5000-6040-40350	NATURAL GAS	GAS OCT-NOV	\$70.60	
94,403	EFT	01-5100-4100-40350	NATURAL GAS	GAS OCT-NOV	\$2,557.13	
94,403	EFT	01-5200-4100-40350	NATURAL GAS	GAS OCT-NOV	\$697.03	
94,403	EFT	01-6200-4100-40350	NATURAL GAS	GAS OCT-NOV	\$127.41	
94,403	EFT	01-6200-4100-40350	NATURAL GAS	GAS OCT-NOV	\$73.39	
94,403	EFT	01-2000-4025-40350	NATURAL GAS	GAS OCT-NOV	\$1,375.35	
94,403	EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GAS OCT-NOV	\$295.90	
94,403	EFT	01-0000-0200-00325	HST RECEIVABLE100%	GAS OCT-NOV	\$903.15	
94,403	EFT	01-0000-0100-00100	BANK	GAS OCT-NOV	\$0.00	\$10,825.53
ROYAL BANK VISA						
94,404	EFT	01-6200-4000-40420	PROGRAM SUPPLIES	VISA NOV 2019-MUSEUM	\$14.42	
94,404	EFT	01-6200-4000-41020	PROMOTION & MEALS	VISA NOV 2019-MUSEUM	\$127.00	
94,404	EFT	01-6200-4000-41020	PROMOTION & MEALS	VISA NOV 2019-MUSEUM	\$7.00	
94,404	EFT	01-6200-4000-40540	CONSERVATION SUPPLIES	VISA NOV 2019-MUSEUM	\$14.00	
94,404	EFT	01-6200-4000-40270	NEW EQUIPMENT	VISA NOV 2019-MUSEUM	\$374.90	
94,404	EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA NOV 2019-MUSEUM	\$1.30	
94,404	EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA NOV 2019-MUSEUM	\$16.51	
94,404	EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA NOV 2019-MUSEUM	\$0.91	
94,404	EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA NOV 2019-MUSEUM	\$1.82	
94,404	EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA NOV 2019-MUSEUM	\$48.74	
94,404	EFT	01-0000-0100-00100	BANK	VISA NOV 2019-MUSEUM	\$0.00	\$606.60
ROYAL BANK VISA						
94,405	EFT	01-2000-4025-41550	MAINTENANCE CONTRACTS	VISA NOV 2019-BLDG INSPECT	\$889.11	
94,405	EFT	01-2000-4025-41530	EQUIPMENT REPAIRS & MAINTENANCE	VISA NOV 2019-BLDG INSPECT	\$132.24	
94,405	EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA NOV 2019-BLDG INSPECT	\$14.60	
94,405	EFT	01-0000-0100-00100	BANK	VISA NOV 2019-BLDG INSPECT	\$0.00	\$1,035.95
ROYAL BANK VISA						

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	94,406 EFT	01-5200-6090-40270	NEW EQUIPMENT	VISA NOV 2019-FUSION	\$199.00	
	94,406 EFT	01-5200-6090-40270	NEW EQUIPMENT	VISA NOV 2019-FUSION	\$148.89	
	94,406 EFT	01-5200-6090-40420	PROGRAM SUPPLIES	VISA NOV 2019-FUSION	\$68.55	
	94,406 EFT	01-5200-6090-40500	SPECIAL EVENTS	VISA NOV 2019-FUSION	\$99.98	
	94,406 EFT	01-5200-6090-40500	SPECIAL EVENTS	VISA NOV 2019-FUSION	\$32.80	
	94,406 EFT	01-5200-6090-40500	SPECIAL EVENTS	VISA NOV 2019-FUSION	\$48.83	
	94,406 EFT	01-1000-4000-40850	HEALTH & SAFETY COMMITTEE E	VISA NOV 2019-FUSION	\$457.92	
	94,406 EFT	01-5200-6090-40420	PROGRAM SUPPLIES	VISA NOV 2019-FUSION	\$18.75	
	94,406 EFT	01-5200-6090-40420	PROGRAM SUPPLIES	VISA NOV 2019-FUSION	\$15.98	
	94,406 EFT	01-5200-6090-40270	NEW EQUIPMENT	VISA NOV 2019-FUSION	\$15.99	
	94,406 EFT	01-0000-0090-99999	SUSPENSE - CLEARING	VISA NOV 2019-FUSION	\$0.00	\$32.76
	94,406 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA NOV 2019-FUSION	\$25.87	
	94,406 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA NOV 2019-FUSION	\$19.35	
	94,406 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA NOV 2019-FUSION	\$8.91	
	94,406 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA NOV 2019-FUSION	\$13.00	
	94,406 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA NOV 2019-FUSION	\$4.26	
	94,406 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA NOV 2019-FUSION	\$5.14	
	94,406 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA NOV 2019-FUSION	\$50.58	
	94,406 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA NOV 2019-FUSION	\$2.44	
	94,406 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA NOV 2019-FUSION	\$2.08	
	94,406 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA NOV 2019-FUSION	\$2.08	
	94,406 EFT	01-0000-0100-00100	BANK	VISA NOV 2019-FUSION	\$0.00	\$1,207.64
ROYAL BANK VISA						
	94,407 EFT	01-3000-4000-41470	VEHICLE FUEL	VISA NOV 2019-FIRE DEPT	\$62.43	
	94,407 EFT	01-3000-4000-40240	COURIER CHARGES	VISA NOV 2019-FIRE DEPT	\$5.36	
	94,407 EFT	01-3000-4000-40630	STAFF TRAINING	VISA NOV 2019-FIRE DEPT	\$770.90	
	94,407 EFT	01-3000-4000-40300	UTILITIES	VISA NOV 2019-FIRE DEPT	\$124.15	
	94,407 EFT	01-3000-4000-41205	FIRE PREVENTION	VISA NOV 2019-FIRE DEPT	\$249.97	
	94,407 EFT	01-3000-4000-41470	VEHICLE FUEL	VISA NOV 2019-FIRE DEPT	\$50.70	
	94,407 EFT	01-3000-4000-41205	FIRE PREVENTION	VISA NOV 2019-FIRE DEPT	\$21.35	
	94,407 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA NOV 2019-FIRE DEPT	\$6.89	
	94,407 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA NOV 2019-FIRE DEPT	\$0.60	
	94,407 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA NOV 2019-FIRE DEPT	\$13.71	
	94,407 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA NOV 2019-FIRE DEPT	\$27.61	
	94,407 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA NOV 2019-FIRE DEPT	\$5.60	
	94,407 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA NOV 2019-FIRE DEPT	\$2.36	
	94,407 EFT	01-0000-0100-00100	BANK	VISA NOV 2019-FIRE DEPT	\$0.00	\$1,341.63
ROYAL BANK VISA						
	94,409 EFT	01-4000-4000-40220	TELEPHONE	VISA NOV 2019-IT	\$14.55	
	94,409 EFT	01-4000-4000-40220	TELEPHONE	VISA NOV 2019-IT	\$14.55	

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<u>VENDOR/VOUCHER #</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
94,409	EFT	01-1300-4000-40220	TELEPHONE EXPENSE	VISA NOV 2019-IT	\$19.47	
94,409	EFT	01-4500-4000-40220	TELEPHONE	VISA NOV 2019-IT	\$19.43	
94,409	EFT	01-5000-6020-40220	TELEPHONE	VISA NOV 2019-IT	\$19.08	
94,409	EFT	01-4000-4000-40220	TELEPHONE	VISA NOV 2019-IT	\$21.37	
94,409	EFT	01-1002-4000-40220	TELEPHONE	VISA NOV 2019-IT	\$19.39	
94,409	EFT	01-0100-4000-40220	TELEPHONE	VISA NOV 2019-IT	\$23.26	
94,409	EFT	01-5200-6090-40220	TELEPHONE	VISA NOV 2019-IT	\$19.33	
94,409	EFT	01-0900-4000-40220	TELEPHONE	VISA NOV 2019-IT	\$20.07	
94,409	EFT	01-4500-4000-41520	COMMUNICATION	VISA NOV 2019-IT	\$14.55	
94,409	EFT	01-4500-4000-41520	COMMUNICATION	VISA NOV 2019-IT	\$14.55	
94,409	EFT	01-5100-4100-40220	TELEPHONE	VISA NOV 2019-IT	\$19.05	
94,409	EFT	01-5100-4100-40220	TELEPHONE	VISA NOV 2019-IT	\$19.10	
94,409	EFT	01-5000-6050-40220	TELEPHONE	VISA NOV 2019-IT	\$49.79	
94,409	EFT	01-5000-6050-40220	TELEPHONE	VISA NOV 2019-IT	\$19.05	
94,409	EFT	01-5000-4000-40220	TELEPHONE	VISA NOV 2019-IT	\$31.05	
94,409	EFT	01-4500-4150-80000	MATERIALS-WINTER CONTROL, PLOWING, SANDING,	VISA NOV 2019-IT	\$19.39	
94,409	EFT	01-4500-4000-40220	TELEPHONE	VISA NOV 2019-IT	\$20.29	
94,409	EFT	01-0100-4000-40220	TELEPHONE	VISA NOV 2019-IT	\$20.04	
94,409	EFT	01-1002-4000-40220	TELEPHONE	VISA NOV 2019-IT	\$51.10	
94,409	EFT	01-1000-4000-40220	TELEPHONE	VISA NOV 2019-IT	\$19.44	
94,409	EFT	01-3000-4000-40220	TELEPHONE	VISA NOV 2019-IT	\$19.39	
94,409	EFT	01-3000-4000-40220	TELEPHONE	VISA NOV 2019-IT	\$19.39	
94,409	EFT	01-4000-4000-40220	TELEPHONE	VISA NOV 2019-IT	\$20.94	
94,409	EFT	01-4000-4000-40220	TELEPHONE	VISA NOV 2019-IT	\$50.70	
94,409	EFT	01-7000-4000-40220	TELEPHONE	VISA NOV 2019-IT	\$115.05	
94,409	EFT	01-3400-4000-40310	FAX OPERATIONS	VISA NOV 2019-IT	\$19.39	
94,409	EFT	01-4000-4000-40220	TELEPHONE	VISA NOV 2019-IT	\$19.45	
94,409	EFT	01-5200-6090-40220	TELEPHONE	VISA NOV 2019-IT	\$19.05	
94,409	EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA NOV 2019-IT	\$63.66	
94,409	EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA NOV 2019-IT	\$25.44	
94,409	EFT	01-1002-4000-40410	LICENCES, TAGS, ETC.	VISA NOV 2019-IT	\$1,027.02	
94,409	EFT	01-1002-4000-40270	NEW EQUIPMENT	VISA NOV 2019-IT	\$7.93	
94,409	EFT	01-5100-4000-40250	PHOTOCOPIER	VISA NOV 2019-IT	\$71.76	
94,409	EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA NOV 2019-IT	\$0.87	
94,409	EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA NOV 2019-IT	\$9.33	
94,409	EFT	01-0000-0100-00100	BANK	VISA NOV 2019-IT	\$0.00	\$1,977.27
ROYAL BANK VISA						
94,410	EFT	01-0000-0090-99999	SUSPENSE - CLEARING	VISA NOV 2019-PUBLIC WORKS	\$773.79	
94,410	EFT	01-0000-0100-00100	BANK	VISA NOV 2019-PUBLIC WORKS	\$0.00	\$773.79
ROYAL BANK VISA						

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<u>VENDOR/VOUCHER #</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
	94,411 EFT	01-0000-0090-99999	SUSPENSE - CLEARING	VISA NOV 2019-ECON DEVEL	\$2,995.87	
	94,411 EFT	01-0000-0100-00100	BANK	VISA NOV 2019-ECON DEVEL	\$0.00	\$2,995.87
ROYAL BANK VISA						
	94,412 EFT	01-5200-6090-41500	CONTRACTED SERVICES	VISA NOV 2019-PARKS & REC	\$13.99	
	94,412 EFT	01-0100-4000-41020	PROMOTION & MEALS	VISA NOV 2019-PARKS & REC	\$126.47	
	94,412 EFT	01-5000-6020-40430	CANTEEN SUPPLIES	VISA NOV 2019-PARKS & REC	\$32.45	
	94,412 EFT	01-5200-6090-40420	PROGRAM SUPPLIES	VISA NOV 2019-PARKS & REC	\$18.45	
	94,412 EFT	01-5100-4100-40430	CANTEEN SUPPLIES	VISA NOV 2019-PARKS & REC	\$88.95	
	94,412 EFT	01-5100-6070-41500	CONTRACTED SERVICES	VISA NOV 2019-PARKS & REC	\$260.77	
	94,412 EFT	01-5000-6020-41550	MAINTENANCE CONTRACTS	VISA NOV 2019-PARKS & REC	\$1,075.00	
	94,412 EFT	01-5100-4100-41550	MAINTENANCE CONTRACTS	VISA NOV 2019-PARKS & REC	\$384.93	
	94,412 EFT	01-5000-6020-41590	EQUIPMENT FUEL	VISA NOV 2019-PARKS & REC	\$402.35	
	94,412 EFT	01-5000-4000-41000	ADVERTISING	VISA NOV 2019-PARKS & REC	\$15.00	
	94,412 EFT	01-5000-6020-41700	BLDG REPAIRS & MAINT	VISA NOV 2019-PARKS & REC	\$130.00	
	94,412 EFT	01-5100-6090-40500	SPECIAL EVENTS	VISA NOV 2019-PARKS & REC	\$110.65	
	94,412 EFT	01-5100-6060-40320	FIRST AID SAFETY SUPPLIES	VISA NOV 2019-PARKS & REC	\$304.68	
	94,412 EFT	01-5000-6020-41700	BLDG REPAIRS & MAINT	VISA NOV 2019-PARKS & REC	\$354.94	
	94,412 EFT	01-5000-6020-41700	BLDG REPAIRS & MAINT	VISA NOV 2019-PARKS & REC	\$180.00	
	94,412 EFT	01-5100-4000-40435	PRO SHOP SUPPLIES	VISA NOV 2019-PARKS & REC	\$35.00	
	94,412 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA NOV 2019-PARKS & REC	\$0.40	
	94,412 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA NOV 2019-PARKS & REC	\$1.49	
	94,412 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA NOV 2019-PARKS & REC	\$1.49	
	94,412 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA NOV 2019-PARKS & REC	\$1.95	
	94,412 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA NOV 2019-PARKS & REC	\$33.90	
	94,412 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA NOV 2019-PARKS & REC	\$139.75	
	94,412 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA NOV 2019-PARKS & REC	\$50.05	
	94,412 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA NOV 2019-PARKS & REC	\$52.31	
	94,412 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA NOV 2019-PARKS & REC	\$16.90	
	94,412 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA NOV 2019-PARKS & REC	\$14.35	
	94,412 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA NOV 2019-PARKS & REC	\$46.14	
	94,412 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA NOV 2019-PARKS & REC	\$23.40	
	94,412 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA NOV 2019-PARKS & REC	\$1.75	
	94,412 EFT	01-0000-0100-00100	BANK	VISA NOV 2019-PARKS & REC	\$0.00	\$3,917.51
ROYAL BANK VISA						
	94,413 EFT	01-1000-4000-40220	TELEPHONE	VISA NOV 2019-TREASURY	\$771.15	
	94,413 EFT	01-2000-4025-40220	TELEPHONE	VISA NOV 2019-TREASURY	\$141.54	
	94,413 EFT	01-1001-4000-40220	TELEPHONE	VISA NOV 2019-TREASURY	\$82.20	
	94,413 EFT	01-1002-4000-40220	TELEPHONE	VISA NOV 2019-TREASURY	\$246.51	
	94,413 EFT	01-3000-4000-40220	TELEPHONE	VISA NOV 2019-TREASURY	\$264.01	
	94,413 EFT	01-4500-4100-40220	TELEPHONE	VISA NOV 2019-TREASURY	\$254.07	

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	94,413 EFT	01-5000-6020-40220	TELEPHONE	VISA NOV 2019-TREASURY	\$202.84	
	94,413 EFT	01-5000-6020-40220	TELEPHONE	VISA NOV 2019-TREASURY	\$60.87	
	94,413 EFT	01-5000-6050-40220	TELEPHONE	VISA NOV 2019-TREASURY	\$70.82	
	94,413 EFT	01-5100-4000-40220	TELEPHONE	VISA NOV 2019-TREASURY	\$740.18	
	94,413 EFT	01-5100-4000-40220	TELEPHONE	VISA NOV 2019-TREASURY	\$131.26	
	94,413 EFT	01-5200-6090-40220	TELEPHONE	VISA NOV 2019-TREASURY	\$513.27	
	94,413 EFT	01-6200-4000-40220	TELEPHONE	VISA NOV 2019-TREASURY	\$58.00	
	94,413 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA NOV 2019-TREASURY	\$194.36	
	94,413 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA NOV 2019-TREASURY	\$231.09	
	94,413 EFT	01-0000-0400-00280	PREPAID EXPENSES	VISA NOV 2019-TREASURY	\$4,863.36	
	94,413 EFT	01-1300-4000-42900	MISCELLANEOUS EXPENSE	VISA NOV 2019-TREASURY	\$29.00	
	94,413 EFT	40-8000-6900-40570	MIDNIGHT MADNESS	VISA NOV 2019-TREASURY	\$146.53	
	94,413 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA NOV 2019-TREASURY	\$16.19	
	94,413 EFT	01-0000-0100-00100	BANK	VISA NOV 2019-TREASURY	\$0.00	\$9,017.25
ROYAL BANK VISA						
	94,408 EFT	01-1000-4000-40710	LEGAL FEES	VISA NOV 2019-CLERK	\$30.43	
	94,408 EFT	01-0900-4000-40880	CONSULTING FEES	VISA NOV 2019-CLERK	\$134.31	
	94,408 EFT	01-0900-4000-40880	CONSULTING FEES	VISA NOV 2019-CLERK	\$10.95	
	94,408 EFT	01-0900-4000-40880	CONSULTING FEES	VISA NOV 2019-CLERK	\$9.65	
	94,408 EFT	01-1000-4000-41020	PROMOTION & MEALS	VISA NOV 2019-CLERK	\$16.17	
	94,408 EFT	01-1000-4000-40710	LEGAL FEES	VISA NOV 2019-CLERK	\$30.78	
	94,408 EFT	01-1000-4000-40710	LEGAL FEES	VISA NOV 2019-CLERK	\$30.78	
	94,408 EFT	01-0900-4000-40880	CONSULTING FEES	VISA NOV 2019-CLERK	\$159.84	
	94,408 EFT	01-0900-4000-40880	CONSULTING FEES	VISA NOV 2019-CLERK	\$43.53	
	94,408 EFT	01-0000-0400-00280	PREPAID EXPENSES	VISA NOV 2019-CLERK	\$1,298.60	
	94,408 EFT	01-1000-4000-40610	MEETINGS AND CONFERENCES	VISA NOV 2019-CLERK	\$13.50	
	94,408 EFT	01-1000-4000-40710	LEGAL FEES	VISA NOV 2019-CLERK	\$33.00	
	94,408 EFT	01-1000-4000-40710	LEGAL FEES	VISA NOV 2019-CLERK	\$33.00	
	94,408 EFT	01-0900-4000-41030	STAFF CHRISTMAS PARTY	VISA NOV 2019-CLERK	\$50.00	
	94,408 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA NOV 2019-CLERK	\$2.41	
	94,408 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA NOV 2019-CLERK	\$12.36	
	94,408 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA NOV 2019-CLERK	\$1.05	
	94,408 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA NOV 2019-CLERK	\$0.85	
	94,408 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA NOV 2019-CLERK	\$1.49	
	94,408 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA NOV 2019-CLERK	\$2.44	
	94,408 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA NOV 2019-CLERK	\$2.44	
	94,408 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA NOV 2019-CLERK	\$17.66	
	94,408 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA NOV 2019-CLERK	\$4.81	
	94,408 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA NOV 2019-CLERK	\$1.50	
	94,408 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA NOV 2019-CLERK	\$2.56	

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	94,408 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA NOV 2019-CLERK	\$2.56	
	94,408 EFT	01-0000-0100-00100	BANK	VISA NOV 2019-CLERK	\$0.00	\$1,946.67
ACAPULCO ***						
	94,338 EFT000000001181	01-5100-4100-41710	CHEMICALS	VPCC POOL CHEMICAL	\$958.50	
	94,338 EFT000000001181	01-0000-0200-00325	HST RECEIVABLE100%	VPCC POOL CHEMICAL	\$124.61	
	94,338 EFT000000001181	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC POOL CHEMICAL	\$0.00	\$1,083.11
ART BLAKE REGRIGERATION LTD						
	94,327 EFT000000001182	01-5100-4100-41700	BLDG REPAIRS AND MAINT	VPCC HEATER REPAIR	\$1,642.50	
	94,327 EFT000000001182	01-0000-0200-00325	HST RECEIVABLE100%	VPCC HEATER REPAIR	\$213.53	
	94,327 EFT000000001182	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC HEATER REPAIR	\$0.00	\$1,856.03
	94,328 EFT000000001182	01-5100-4100-41530	EQUIP REPAIRS & MAINT	REPLACE HEAT EXCHANGER	\$8,050.00	
	94,328 EFT000000001182	01-0000-0200-00325	HST RECEIVABLE100%	REPLACE HEAT EXCHANGER	\$1,046.50	
	94,328 EFT000000001182	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REPLACE HEAT EXCHANGER	\$0.00	\$9,096.50
B & D LANDSCAPING						
	94,320 EFT000000001183	01-5000-6020-41750	LOT SNOW REMOVAL & SANDING	PARKS NOV SNOW PLOW	\$270.00	
	94,320 EFT000000001183	01-5100-4100-41750	LOT SNOW REMOVAL & SANDING	PARKS NOV SNOW PLOW	\$330.00	
	94,320 EFT000000001183	01-5000-6040-41750	LOT SNOW REMOVAL & SANDING	PARKS NOV SNOW PLOW	\$360.00	
	94,320 EFT000000001183	01-5200-4100-41750	LOT SNOW REMOVAL & SANDING	PARKS NOV SNOW PLOW	\$270.00	
	94,320 EFT000000001183	01-0000-0200-00325	HST RECEIVABLE100%	PARKS NOV SNOW PLOW	\$35.10	
	94,320 EFT000000001183	01-0000-0200-00325	HST RECEIVABLE100%	PARKS NOV SNOW PLOW	\$42.90	
	94,320 EFT000000001183	01-0000-0200-00325	HST RECEIVABLE100%	PARKS NOV SNOW PLOW	\$46.80	
	94,320 EFT000000001183	01-0000-0200-00325	HST RECEIVABLE100%	PARKS NOV SNOW PLOW	\$35.10	
	94,320 EFT000000001183	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PARKS NOV SNOW PLOW	\$0.00	\$1,389.90
	94,363 EFT000000001183	01-4500-4200-41750	SNOW REMOVAL	NOV PARKING LOT SNOW PLOW	\$1,831.68	
	94,363 EFT000000001183	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	NOV PARKING LOT SNOW PLOW	\$202.32	
	94,363 EFT000000001183	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	NOV PARKING LOT SNOW PLOW	\$0.00	\$2,034.00
CANADIAN NATIONAL RAILWAYS						
	94,369 EFT000000001184	01-4500-4161-80000	MATERIALS-SAFETY DEVICES, RR CROSSING	NOV SIGNAL W. GATE MAINT.	\$816.25	
	94,369 EFT000000001184	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	NOV SIGNAL W. GATE MAINT.	\$0.00	\$816.25
CANSEL - TORONTO*****						
	94,275 EFT000000001185	01-4000-4000-40220	TELEPHONE	GPS SERVICES	\$284.93	
	94,275 EFT000000001185	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GPS SERVICES	\$31.47	
	94,275 EFT000000001185	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GPS SERVICES	\$0.00	\$316.40
EMPLOYEE REIMBURSEMENT						
	94,321 EFT000000001186	01-5000-6110-40420	PROGRAM SUPPLIES	LED ROPE LIGHT	\$212.32	
	94,321 EFT000000001186	01-0000-0200-00325	HST RECEIVABLE100%	LED ROPE LIGHT	\$27.36	
	94,321 EFT000000001186	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LED ROPE LIGHT	\$0.00	\$239.68
CIMCO REFRIGERATION						
	94,341 EFT000000001187	01-5000-6020-41531	REFRIGERATION PLANT REPAIRS & MAINTENANCE--	SR1 GLYCOL	\$236.84	
	94,341 EFT000000001187	01-0000-0200-00325	HST RECEIVABLE100%	SR1 GLYCOL	\$30.79	

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	94,341	EFT000000001187	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SR1 GLYCOL	\$0.00	\$267.63
	94,342	EFT000000001187	01-5000-6020-41531	REFRIGERATION PLANT REPAIRS & MAINTENANCE--	ADD GLYCOL TO COLD FLOOR SYS	\$322.00	
	94,342	EFT000000001187	01-0000-0200-00325	HST RECEIVABLE100%	ADD GLYCOL TO COLD FLOOR SYS	\$41.86	
	94,342	EFT000000001187	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ADD GLYCOL TO COLD FLOOR SYS	\$0.00	\$363.86
MAYOR REIMBURSEMENT							
	94,366	EFT000000001188	01-0100-4000-41020	PROMOTION & MEALS	ASIAN TRIP EXP	\$5,375.20	
	94,366	EFT000000001188	01-0100-4000-40620	MILEAGE	ASIAN TRIP EXP	\$79.25	
	94,366	EFT000000001188	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ASIAN TRIP EXP	\$8.75	
	94,366	EFT000000001188	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ASIAN TRIP EXP	\$0.00	\$5,463.20
COMMISSIONAIRES							
	94,258	EFT000000001189	01-1000-4240-41505	PARKING ENFORCEMENT CONTRACT	PARKING ENFORCE 11/03-11/16	\$1,104.38	
	94,258	EFT000000001189	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PARKING ENFORCE 11/03-11/16	\$121.99	
	94,258	EFT000000001189	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PARKING ENFORCE 11/03-11/16	\$0.00	\$1,226.37
CON. SCOLAIRE VIAMONDE							
	94,292	EFT000000001190	01-1400-9962-75010	PUBLIC SCHOOL BD FR - RES & COMM	FORTH PAYMENT 2019	\$6,963.96	
	94,292	EFT000000001190	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FORTH PAYMENT 2019	\$0.00	\$6,963.96
CONSEIL SCOLAIRE CATHOLIQUE PR							
	94,293	EFT000000001191	01-1400-9963-75010	SEPARATE SCHOOL BD FR - RES & COMM	FORTH PAYMENT 2019	\$10,999.84	
	94,293	EFT000000001191	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FORTH PAYMENT 2019	\$0.00	\$10,999.84
FRANK COWAN COMPANY LTD							
	94,243	EFT000000001192	01-1300-4000-40283	INS DEDUCTIBLE-ADJUSTOR FEES	IN000011042	\$212.50	
	94,243	EFT000000001192	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	IN000011042	\$0.00	\$212.50
DANCE SEWER CLEANING INC.							
	94,281	EFT000000001193	01-4500-4123-80000	MATERIALS-ROADSIDE MAINT, CATCHBASINS	STORM SEWER VIDEO	\$10,325.64	
	94,281	EFT000000001193	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	STORM SEWER VIDEO	\$1,140.52	
	94,281	EFT000000001193	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	STORM SEWER VIDEO	\$0.00	\$11,466.16
DIAMOND SOFTWARE INC.							
	94,269	EFT000000001194	01-1300-4000-41570	COMPUTER CONSULTING & SOFTWARE	AP EFT SETUP	\$765.74	
	94,269	EFT000000001194	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	AP EFT SETUP	\$84.59	
	94,269	EFT000000001194	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	AP EFT SETUP	\$0.00	\$850.33
EASY WAY CLEANING PRODUCTS LIM							
	94,334	EFT000000001195	01-5000-6020-40210	JANITORIAL SUPPLIES	JANITORIAL SUPPLIES	\$325.34	
	94,334	EFT000000001195	01-0000-0200-00325	HST RECEIVABLE100%	JANITORIAL SUPPLIES	\$42.29	
	94,334	EFT000000001195	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JANITORIAL SUPPLIES	\$0.00	\$367.63
	94,335	EFT000000001195	01-5100-4100-40210	JANITORIAL SUPPLIES	JANITORIAL SUPPLIES	\$29.95	
	94,335	EFT000000001195	01-0000-0200-00325	HST RECEIVABLE100%	JANITORIAL SUPPLIES	\$3.89	
	94,335	EFT000000001195	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JANITORIAL SUPPLIES	\$0.00	\$33.84
	94,336	EFT000000001195	01-5100-4100-40210	JANITORIAL SUPPLIES	JANITORIAL SUPPLIES	\$548.78	
	94,336	EFT000000001195	01-0000-0200-00325	HST RECEIVABLE100%	JANITORIAL SUPPLIES	\$71.34	
	94,336	EFT000000001195	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JANITORIAL SUPPLIES	\$0.00	\$620.12

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PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$ 108,995.92

VENDOR/VOUCHER #	CHEQUE #	ACCOUNT	ACCOUNT DESCRIPTION	TRANSACTION DESCRIPTION	DEBITS	CREDITS	
	94,337	EFT000000001195	01-5100-4100-41530	EQUIP REPAIRS & MAINT	VPCC EQUIP SUPPLIES	\$79.01	
	94,337	EFT000000001195	01-0000-0200-00325	HST RECEIVABLE100%	VPCC EQUIP SUPPLIES	\$10.27	
	94,337	EFT000000001195	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC EQUIP SUPPLIES	\$0.00	\$89.28
ECO SOLUTIONS							
	94,377	EFT000000001196	01-4500-4150-80000	MATERIALS-WINTER CONTROL, PLOWING, SANDING,	LIQUID DE-ICER	\$3,042.63	
	94,377	EFT000000001196	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	LIQUID DE-ICER	\$336.07	
	94,377	EFT000000001196	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LIQUID DE-ICER	\$0.00	\$3,378.70
ERTH HOLDINGS INC.							
	94,277	EFT000000001197	01-0000-0250-61902	GC19-589-195 THAMES S-ACCIDENT	THAMES ST S POLE REPAIR	\$7,683.10	
	94,277	EFT000000001197	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	THAMES ST S POLE REPAIR	\$848.64	
	94,277	EFT000000001197	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	THAMES ST S POLE REPAIR	\$0.00	\$8,531.74
	94,278	EFT000000001197	01-4000-4400-41530	EQUIPMENT REPAIRS & MAINT	OCT ST LIT MAINT.	\$1,445.80	
	94,278	EFT000000001197	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OCT ST LIT MAINT.	\$159.69	
	94,278	EFT000000001197	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OCT ST LIT MAINT.	\$0.00	\$1,605.49
	94,362	EFT000000001197	01-4000-4400-41530	EQUIPMENT REPAIRS & MAINT	DECORATIVE CONCRETE POLE	\$22,286.07	
	94,362	EFT000000001197	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	DECORATIVE CONCRETE POLE	\$2,461.61	
	94,362	EFT000000001197	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DECORATIVE CONCRETE POLE	\$0.00	\$24,747.68
FASTENAL CANADA ***							
	94,339	EFT000000001198	01-5100-4100-41530	EQUIP REPAIRS & MAINT	VPCC EQUIP SUPPLIES	\$169.59	
	94,339	EFT000000001198	01-0000-0200-00325	HST RECEIVABLE100%	VPCC EQUIP SUPPLIES	\$22.05	
	94,339	EFT000000001198	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC EQUIP SUPPLIES	\$0.00	\$191.64
	94,370	EFT000000001198	01-4500-4230-46402	940200 LEAF MACHINE	LEAF MACHINE PARTS	\$12.02	
	94,370	EFT000000001198	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	LEAF MACHINE PARTS	\$1.33	
	94,370	EFT000000001198	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LEAF MACHINE PARTS	\$0.00	\$13.35
FORM & BUILD SUPPLY ***							
	94,344	EFT000000001199	01-5000-6020-41700	BLDG REPAIRS & MAINT	CAULKING	\$47.00	
	94,344	EFT000000001199	01-0000-0200-00325	HST RECEIVABLE100%	CAULKING	\$6.11	
	94,344	EFT000000001199	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CAULKING	\$0.00	\$53.11
GRA - HAM ENERGY							
	94,238	EFT000000001200	01-3000-4000-41470	VEHICLE FUEL	FUEL	\$93.09	
	94,238	EFT000000001200	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FUEL	\$10.28	
	94,238	EFT000000001200	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUEL	\$0.00	\$103.37
	94,319	EFT000000001200	01-5000-6050-41470	VEHICLE FUEL	PARKS FUEL	\$233.66	
	94,319	EFT000000001200	01-0000-0200-00325	HST RECEIVABLE100%	PARKS FUEL	\$30.38	
	94,319	EFT000000001200	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PARKS FUEL	\$0.00	\$264.04
	94,378	EFT000000001200	01-4500-4230-41420	FUEL- GASOLINE	REGULAR GAS	\$497.76	
	94,378	EFT000000001200	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REGULAR GAS	\$54.98	
	94,378	EFT000000001200	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REGULAR GAS	\$0.00	\$552.74
	94,379	EFT000000001200	01-4500-4230-41460	DIESEL FUEL CLRED - UNLIC VEH	COLORLED DIESEL	\$745.96	
	94,379	EFT000000001200	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	COLORLED DIESEL	\$82.40	

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<u>VENDOR/VOUCHER #</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
	94,379	EFT000000001200	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COLORED DIESEL	\$0.00 \$828.36
	94,380	EFT000000001200	01-4500-4230-41440	DIESEL FUEL CLR - LIC VEH	CLEAR DIESEL	\$1,345.14
	94,380	EFT000000001200	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CLEAR DIESEL	\$148.58
	94,380	EFT000000001200	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CLEAR DIESEL	\$0.00 \$1,493.72
GUNN'S HILL ARTISAN CHEESE LTD						
	94,268	EFT000000001201	01-6200-4000-40440	GIFT SHOP SUPPLIES	MUSEUM GIFT SHOP SUPPLIES	\$190.21
	94,268	EFT000000001201	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSEUM GIFT SHOP SUPPLIES	\$0.00 \$190.21
EMPLOYEE REIMBURSEMENT						
	94,267	EFT000000001202	01-4000-4000-40620	MILEAGE	MILEAGE-ENG	\$109.16
	94,267	EFT000000001202	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-ENG	\$12.06
	94,267	EFT000000001202	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-ENG	\$0.00 \$121.22
INGERSOLL RENT-ALL ***						
	94,383	EFT000000001203	01-4500-4130-80000	MATERIALS-HARDTOP MAINT, PATCHING & SPRAYIN	PAINT	\$161.65
	94,383	EFT000000001203	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PAINT	\$17.85
	94,383	EFT000000001203	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PAINT	\$0.00 \$179.50
INGERSOLL PHARMASAVE						
	94,381	EFT000000001204	01-4500-4000-41650	SMALL TOOLS & SAFETY EQUIP	FIRST AID SUPPLIES	\$13.35
	94,381	EFT000000001204	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRST AID SUPPLIES	\$1.49
	94,381	EFT000000001204	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRST AID SUPPLIES	\$0.00 \$14.84
LIFESAVING SOCIETY						
	94,329	EFT000000001205	01-5100-6060-40420	PROGRAM SUPPLIES	AQUATIC PROG SUPPLIES	\$373.40
	94,329	EFT000000001205	01-0000-0200-00325	HST RECEIVABLE100%	AQUATIC PROG SUPPLIES	\$26.71
	94,329	EFT000000001205	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	AQUATIC PROG SUPPLIES	\$0.00 \$400.11
LONDON DIST. CATH. SCHOOL BD.						
	94,291	EFT000000001206	01-1400-9961-75010	SEP SCHOOL BD - ENG. - RES & COMM	FORTH PAYMENT 2019	\$185,286.02
	94,291	EFT000000001206	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FORTH PAYMENT 2019	\$0.00 \$185,286.02
LONDON FIRE EQUIPMENT LTD ***						
	94,343	EFT000000001207	01-5000-6040-41550	MAINTENANCE CONTRACTS	KITCHEN SEMI-ANNUAL MAINT.	\$1,575.80
	94,343	EFT000000001207	01-0000-0200-00325	HST RECEIVABLE100%	KITCHEN SEMI-ANNUAL MAINT.	\$204.85
	94,343	EFT000000001207	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	KITCHEN SEMI-ANNUAL MAINT.	\$0.00 \$1,780.65
TIM LOVETT INSTALLATIONS INC.						
	94,394	EFT000000001208	01-2000-4025-41700	BLDG REPAIRS & MAINT	DOOR MAG LOCK POWER REPAIR	\$180.42
	94,394	EFT000000001208	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	DOOR MAG LOCK POWER REPAIR	\$19.93
	94,394	EFT000000001208	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DOOR MAG LOCK POWER REPAIR	\$0.00 \$200.35
LWR AUTOMOTIVE						
	94,372	EFT000000001209	01-4500-4230-46381	938100 T1-14 DODGE RAM	TRUCK #1 PARTS	\$24.40
	94,372	EFT000000001209	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TRUCK #1 PARTS	\$2.70
	94,372	EFT000000001209	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRUCK #1 PARTS	\$0.00 \$27.10
	94,373	EFT000000001209	01-4500-4150-80000	MATERIALS-WINTER CONTROL, PLOWING, SANDING,	LIGHT	\$25.87
	94,373	EFT000000001209	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	LIGHT	\$2.85

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<u>VENDOR/VOUCHER #</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>	
	94,373	EFT000000001209	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LIGHT	\$0.00	\$28.72
EMPLOYEE REIMBURSEMENT							
	94,285	EFT000000001210	01-1002-4000-40620	MILEAGE	MILEAGE-IT	\$49.93	
	94,285	EFT000000001210	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-IT	\$5.52	
	94,285	EFT000000001210	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-IT	\$0.00	\$55.45
MILLCREEK PRINTING INC							
	94,294	EFT000000001211	01-1000-4240-41505	PARKING ENFORCEMENT CONTRACT	NEW PARKING TICKETS	\$246.91	
	94,294	EFT000000001211	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	NEW PARKING TICKETS	\$27.27	
	94,294	EFT000000001211	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	NEW PARKING TICKETS	\$0.00	\$274.18
MISTER SAFETY SHOES (FORMERLY							
	94,340	EFT000000001212	01-5000-6020-40290	UNIFORMS & CLOTHING	SAFETY BOOTS	\$164.95	
	94,340	EFT000000001212	01-0000-0200-00325	HST RECEIVABLE100%	SAFETY BOOTS	\$21.44	
	94,340	EFT000000001212	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SAFETY BOOTS	\$0.00	\$186.39
EMPLOYEE REIMBURSEMENT							
	94,270	EFT000000001213	01-4000-4000-40620	MILEAGE	MILEAGE-ENG	\$10.45	
	94,270	EFT000000001213	01-4000-5020-40620	MILEAGE	MILEAGE-ENG	\$21.94	
	94,270	EFT000000001213	10-0000-3272-80010	LABOUR & BURDON	MILEAGE-ENG	\$62.67	
	94,270	EFT000000001213	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-ENG	\$1.15	
	94,270	EFT000000001213	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-ENG	\$2.42	
	94,270	EFT000000001213	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-ENG	\$6.93	
	94,270	EFT000000001213	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-ENG	\$0.00	\$105.56
EMPLOYEE REIMBURSEMENT							
	94,345	EFT000000001214	01-5100-6070-40290	UNIFORMS AND CLOTHING	FITNESS UNIFORM	\$129.97	
	94,345	EFT000000001214	01-0000-0200-00325	HST RECEIVABLE100%	FITNESS UNIFORM	\$16.90	
	94,345	EFT000000001214	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FITNESS UNIFORM	\$0.00	\$146.87
NEOPOST CANADA LTD ***							
	94,260	EFT000000001215	01-1000-4000-40230	POSTAGE	POSTAGE RENT 12/15/'19-3/14/20	\$73.78	
	94,260	EFT000000001215	01-0000-0400-00280	PREPAID EXPENSES	POSTAGE RENT 12/15/'19-3/14/20	\$368.88	
	94,260	EFT000000001215	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	POSTAGE RENT 12/15/'19-3/14/20	\$8.15	
	94,260	EFT000000001215	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	POSTAGE RENT 12/15/'19-3/14/20	\$40.74	
	94,260	EFT000000001215	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	POSTAGE RENT 12/15/'19-3/14/20	\$0.00	\$491.55
NOVEXCO							
	94,261	EFT000000001216	01-1000-4000-40200	OFFICE SUPPLIES	OFFICE SUPPLIES	\$50.40	
	94,261	EFT000000001216	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OFFICE SUPPLIES	\$5.57	
	94,261	EFT000000001216	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OFFICE SUPPLIES	\$0.00	\$55.97
OLDE TYME TAXI							
	94,265	EFT000000001217	01-1001-4000-41560	CONTRACTS	NOV PARA TAXI	\$5,374.96	
	94,265	EFT000000001217	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	NOV PARA TAXI	\$593.69	
	94,265	EFT000000001217	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	NOV PARA TAXI	\$0.00	\$5,968.65
ONTARIO SOUTHLAND RAILWAY INC.							

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VENDOR/VOUCHER #	CHEQUE #	ACCOUNT	ACCOUNT DESCRIPTION	TRANSACTION DESCRIPTION	DEBITS	CREDITS	
	94,368	EFT000000001218	01-4500-4161-80000	MATERIALS-SAFETY DEVICES, RR CROSSING	NOV FLASHING LIT MAINT	\$3,267.99	
	94,368	EFT000000001218	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	NOV FLASHING LIT MAINT	\$0.00	\$3,267.99
ONTARIO ONE CALL LTD.							
	94,361	EFT000000001219	01-4000-5020-41500	CONTRACTED SERVICES	NOV LOCATES	\$165.61	
	94,361	EFT000000001219	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	NOV LOCATES	\$18.30	
	94,361	EFT000000001219	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	NOV LOCATES	\$0.00	\$183.91
OXFORD COUNTY ***							
	94,286	EFT000000001220	01-1600-4090-42400	PRINCIPLE - DEBT REPAYMENT	DB PMT 5516-2013	\$100,750.00	
	94,286	EFT000000001220	01-1600-4090-42500	INTEREST - DEBT REPAYMENT	DB PMT 5516-2013	\$13,820.36	
	94,286	EFT000000001220	01-0000-2550-00942	DEBT PAYABLE - LED STREETLIGHTS	DB PMT 5516-2013	\$100,750.00	
	94,286	EFT000000001220	01-0000-0200-00275	AMOUNTS TO BE RECOVERED IN FUTURE YRS	DB PMT 5516-2013	\$0.00	\$100,750.00
	94,286	EFT000000001220	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DB PMT 5516-2013	\$0.00	\$114,570.36
	94,287	EFT000000001220	01-1600-4090-42400	PRINCIPLE - DEBT REPAYMENT	DB PMT 5637-2014	\$42,650.00	
	94,287	EFT000000001220	01-1600-4090-42500	INTEREST - DEBT REPAYMENT	DB PMT 5637-2014	\$20,748.34	
	94,287	EFT000000001220	01-0000-2550-00945	DEBENTRUE PAYABLE - ROYLAND ETC/HOLCROFT	DB PMT 5637-2014	\$42,650.00	
	94,287	EFT000000001220	01-0000-0200-00275	AMOUNTS TO BE RECOVERED IN FUTURE YRS	DB PMT 5637-2014	\$0.00	\$42,650.00
	94,287	EFT000000001220	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DB PMT 5637-2014	\$0.00	\$63,398.34
	94,289	EFT000000001220	01-1400-9950-75010	COUNTY OF OXFORD - GENERAL	FORTH PAYMENT 2019	\$1,805,250.43	
	94,289	EFT000000001220	01-0000-0200-00235	A/R-COUNTY TAX ADDITIONS	FORTH PAYMENT 2019	\$4,002.59	
	94,289	EFT000000001220	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FORTH PAYMENT 2019	\$0.00	\$1,809,253.02
PARKSMART INC.							
	94,359	EFT000000001221	01-1000-4240-41505	PARKING ENFORCEMENT CONTRACT	NOV PARKING SYS FEES	\$599.88	
	94,359	EFT000000001221	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	NOV PARKING SYS FEES	\$66.26	
	94,359	EFT000000001221	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	NOV PARKING SYS FEES	\$0.00	\$666.14
PUTNAM TRUCK & EQUIPMENT SERVI							
	94,375	EFT000000001222	01-4500-4230-46387	938700 T7-09 DODGE 3500	TRUCK#7 ANNUAL INSPECTION	\$241.68	
	94,375	EFT000000001222	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TRUCK#7 ANNUAL INSPECTION	\$26.70	
	94,375	EFT000000001222	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRUCK#7 ANNUAL INSPECTION	\$0.00	\$268.38
REGIS AUTO PARTS							
	94,284	EFT000000001223	01-3000-4100-41700	BLDG REPAIRS & MAINTENANCE	GENERAL REPAIRS	\$99.55	
	94,284	EFT000000001223	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GENERAL REPAIRS	\$11.00	
	94,284	EFT000000001223	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GENERAL REPAIRS	\$0.00	\$110.55
	94,355	EFT000000001223	01-3000-4100-41700	BLDG REPAIRS & MAINTENANCE	FIRE DEPT REPAIR SUPPLIES	\$25.39	
	94,355	EFT000000001223	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT REPAIR SUPPLIES	\$2.80	
	94,355	EFT000000001223	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT REPAIR SUPPLIES	\$0.00	\$28.19
	94,388	EFT000000001223	01-4500-4230-46397	939700 SIDEWALK TRACTOR	BATTERY	\$179.13	
	94,388	EFT000000001223	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BATTERY	\$19.78	
	94,388	EFT000000001223	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BATTERY	\$0.00	\$198.91
ROCK SOLID DESIGNS							
	94,242	EFT000000001224	01-0000-2020-00650	ACCOUNTS PAYABLE-HOLDBACKS	% HOLDBACK RELEASE	\$341.66	

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VENDOR/VOUCHER #	CHEQUE #	ACCOUNT	ACCOUNT DESCRIPTION	TRANSACTION DESCRIPTION	DEBITS	CREDITS	
	94,242	EFT000000001224	01-0000-0200-00325	HST RECEIVABLE100%	% HOLDBACK RELEASE	\$44.42	
	94,242	EFT000000001224	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	% HOLDBACK RELEASE	\$0.00	\$386.08
	94,387	EFT000000001224	01-4500-4221-41500	CONTRACTED SERVICES	NOV SIDEWALK SNOW REMOVAL	\$3,297.03	
	94,387	EFT000000001224	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	NOV SIDEWALK SNOW REMOVAL	\$364.17	
	94,387	EFT000000001224	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	NOV SIDEWALK SNOW REMOVAL	\$0.00	\$3,661.20
ROMA							
	94,296	EFT000000001225	01-0000-0400-00280	PREPAID EXPENSES	2020 ROMA CONF REGISTRATION	\$3,129.12	
	94,296	EFT000000001225	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	2020 ROMA CONF REGISTRATION	\$345.63	
	94,296	EFT000000001225	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	2020 ROMA CONF REGISTRATION	\$0.00	\$3,474.75
EMPLOYEE REIMBURSEMENT							
	94,350	EFT000000001226	01-5000-6100-40420	PROGRAM SUPPLIES	SANTA VILLAGE PROG SUPPLIES	\$425.08	
	94,350	EFT000000001226	01-0000-0200-00325	HST RECEIVABLE100%	SANTA VILLAGE PROG SUPPLIES	\$29.26	
	94,350	EFT000000001226	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SANTA VILLAGE PROG SUPPLIES	\$0.00	\$454.34
RPC							
	94,274	EFT000000001227	01-3000-4000-41530	EQUIP REPAIRS & MAINTENANCE	BREATHING AIR ANALYSIS	\$280.58	
	94,274	EFT000000001227	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BREATHING AIR ANALYSIS	\$35.67	
	94,274	EFT000000001227	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BREATHING AIR ANALYSIS	\$0.00	\$316.25
SAFEDESIGN APPAREL LTD							
	94,358	EFT000000001228	01-3000-4000-40290	UNIFORMS & CLOTHING	FIRE DEPT UNIFORM TAGS	\$234.83	
	94,358	EFT000000001228	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT UNIFORM TAGS	\$25.94	
	94,358	EFT000000001228	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT UNIFORM TAGS	\$0.00	\$260.77
EMPLOYEE REIMBURSEMENT							
	94,393	EFT000000001229	01-3400-4006-41500	CONTRACTED SERVICES	REGISTERED MAIL+OFFICE SUPPLIE	\$21.47	
	94,393	EFT000000001229	01-3400-4000-40200	OFFICE SUPPLIES	REGISTERED MAIL+OFFICE SUPPLIE	\$4.57	
	94,393	EFT000000001229	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REGISTERED MAIL+OFFICE SUPPLIE	\$2.37	
	94,393	EFT000000001229	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REGISTERED MAIL+OFFICE SUPPLIE	\$0.50	
	94,393	EFT000000001229	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REGISTERED MAIL+OFFICE SUPPLIE	\$0.00	\$28.91
SIMPLY LINEN INC.							
	94,273	EFT000000001230	01-2000-4025-41540	RENTAL	MAT RENTAL	\$41.72	
	94,273	EFT000000001230	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MAT RENTAL	\$4.62	
	94,273	EFT000000001230	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MAT RENTAL	\$0.00	\$46.34
STAPLES ADVANTAGE							
	94,276	EFT000000001231	01-3400-4000-40200	OFFICE SUPPLIES	OFFICE SUPPLIES	\$33.41	
	94,276	EFT000000001231	01-4500-4000-40200	OFFICE SUPPLIES	OFFICE SUPPLIES	\$103.91	
	94,276	EFT000000001231	01-4000-4000-40200	OFFICE SUPPLIES	OFFICE SUPPLIES	\$48.44	
	94,276	EFT000000001231	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OFFICE SUPPLIES	\$3.69	
	94,276	EFT000000001231	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OFFICE SUPPLIES	\$11.47	
	94,276	EFT000000001231	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OFFICE SUPPLIES	\$5.35	
	94,276	EFT000000001231	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OFFICE SUPPLIES	\$0.00	\$206.27
	94,297	EFT000000001231	01-5000-6050-40200	OFFICE SUPPLIES	OFFICE SUPPLIES	\$80.05	

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<u>VENDOR/VOUCHER #</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>	
	94,297	EFT000000001231	01-0000-0200-00325	HST RECEIVABLE100%	OFFICE SUPPLIES	\$10.40	
	94,297	EFT000000001231	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OFFICE SUPPLIES	\$0.00	\$90.45
	94,298	EFT000000001231	01-5100-4000-40200	OFFICE SUPPLIES	OFFICE SUPPLIES	\$52.06	
	94,298	EFT000000001231	01-0000-0200-00325	HST RECEIVABLE100%	OFFICE SUPPLIES	\$6.76	
	94,298	EFT000000001231	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OFFICE SUPPLIES	\$0.00	\$58.82
	94,299	EFT000000001231	01-5100-4000-40200	OFFICE SUPPLIES	OFFICE SUPPLIES	\$71.98	
	94,299	EFT000000001231	01-0000-0200-00325	HST RECEIVABLE100%	OFFICE SUPPLIES	\$9.36	
	94,299	EFT000000001231	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OFFICE SUPPLIES	\$0.00	\$81.34
STONETOWN SUPPLY SERVICES(ING)							
	94,256	EFT000000001232	01-3000-4100-40210	JANITORIAL SUPPLIES	FIRE DEPT JANITORIAL SUPPLIES	\$73.03	
	94,256	EFT000000001232	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT JANITORIAL SUPPLIES	\$8.07	
	94,256	EFT000000001232	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT JANITORIAL SUPPLIES	\$0.00	\$81.10
	94,257	EFT000000001232	01-3000-4100-40210	JANITORIAL SUPPLIES	FIRE DEPT JANITORIAL SUPPLIES	\$82.70	
	94,257	EFT000000001232	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT JANITORIAL SUPPLIES	\$9.14	
	94,257	EFT000000001232	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT JANITORIAL SUPPLIES	\$0.00	\$91.84
	94,354	EFT000000001232	01-3000-4100-40210	JANITORIAL SUPPLIES	FIRE DEPT JANITORIAL SUPPLIES	\$85.50	
	94,354	EFT000000001232	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT JANITORIAL SUPPLIES	\$9.44	
	94,354	EFT000000001232	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT JANITORIAL SUPPLIES	\$0.00	\$94.94
	94,385	EFT000000001232	01-4500-4100-40210	JANITORIAL SUPPLIES	JANITORIAL SUPPLIES	\$113.94	
	94,385	EFT000000001232	01-4500-4150-80000	MATERIALS-WINTER CONTROL, PLOWING, SANDING,	JANITORIAL SUPPLIES	\$90.87	
	94,385	EFT000000001232	01-4500-5012-80000	MATERIALS - DEBRIS & LITTER PICK UP	JANITORIAL SUPPLIES	\$34.11	
	94,385	EFT000000001232	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	JANITORIAL SUPPLIES	\$12.59	
	94,385	EFT000000001232	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	JANITORIAL SUPPLIES	\$10.03	
	94,385	EFT000000001232	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	JANITORIAL SUPPLIES	\$3.77	
	94,385	EFT000000001232	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JANITORIAL SUPPLIES	\$0.00	\$265.31
TABOR BROS & SONS LTD ***							
	94,384	EFT000000001233	01-4500-4121-80000	MATERIALS-ROADSIDE MAINT, BRUSH, TREE TRIM,	CHARLES ST TREE REMOVAL	\$1,343.23	
	94,384	EFT000000001233	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CHARLES ST TREE REMOVAL	\$148.37	
	94,384	EFT000000001233	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CHARLES ST TREE REMOVAL	\$0.00	\$1,491.60
THAMES VALLEY DIST. SCHOOL BD.							
	94,290	EFT000000001234	01-1400-9960-75010	PUBLIC SCHOOL BD ENG - RES & COMM	FORTH PAYMENT 2019	\$930,083.08	
	94,290	EFT000000001234	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FORTH PAYMENT 2019	\$0.00	\$930,083.08
EMPLOYEE REIMBURSEMENT							
	94,395	EFT000000001235	01-3400-4000-40290	UNIFORMS & CLOTHING	CLOTHING ALLOWANCE	\$187.23	
	94,395	EFT000000001235	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CLOTHING ALLOWANCE	\$20.68	
	94,395	EFT000000001235	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CLOTHING ALLOWANCE	\$0.00	\$207.91
WASTE CONNECTIONS OF CANADA							
	94,333	EFT000000001236	01-5000-6040-41550	MAINTENANCE CONTRACTS	DEC GARBAGE SERVICES	\$276.46	
	94,333	EFT000000001236	01-5000-6050-41550	MAINTENANCE CONTRACTS	DEC GARBAGE SERVICES	\$276.46	
	94,333	EFT000000001236	01-3000-4100-41550	MAINTENANCE CONTRACTS	DEC GARBAGE SERVICES	\$134.40	

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VENDOR/VOUCHER #	CHEQUE #	ACCOUNT	ACCOUNT DESCRIPTION	TRANSACTION DESCRIPTION	DEBITS	CREDITS	
	94,333	EFT000000001236	01-5000-6020-41550	MAINTENANCE CONTRACTS	DEC GARBAGE SERVICES	\$282.51	
	94,333	EFT000000001236	01-5200-4100-41550	MAINTENANCE CONTRACTS	DEC GARBAGE SERVICES	\$276.46	
	94,333	EFT000000001236	01-5100-4100-41550	MAINTENANCE CONTRACTS	DEC GARBAGE SERVICES	\$276.46	
	94,333	EFT000000001236	01-0000-0200-00325	HST RECEIVABLE100%	DEC GARBAGE SERVICES	\$35.94	
	94,333	EFT000000001236	01-0000-0200-00325	HST RECEIVABLE100%	DEC GARBAGE SERVICES	\$35.94	
	94,333	EFT000000001236	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	DEC GARBAGE SERVICES	\$14.85	
	94,333	EFT000000001236	01-0000-0200-00325	HST RECEIVABLE100%	DEC GARBAGE SERVICES	\$36.73	
	94,333	EFT000000001236	01-0000-0200-00325	HST RECEIVABLE100%	DEC GARBAGE SERVICES	\$35.94	
	94,333	EFT000000001236	01-0000-0200-00325	HST RECEIVABLE100%	DEC GARBAGE SERVICES	\$35.94	
	94,333	EFT000000001236	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DEC GARBAGE SERVICES	\$0.00	\$1,718.09
WHOLE TIRE SERVICE LTD.							
	94,376	EFT000000001237	01-4500-4230-46382	938200 T2-16 FORD 1 TONNE	TRUCK#2 NEW TIRES	\$1,127.50	
	94,376	EFT000000001237	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TRUCK#2 NEW TIRES	\$124.54	
	94,376	EFT000000001237	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRUCK#2 NEW TIRES	\$0.00	\$1,252.04
PSB REIMBURSEMENT							
	94,239	EFT000000001238	01-3230-4000-41520	COMMUNICATION	PSB NOV INTERNET	\$50.87	
	94,239	EFT000000001238	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PSB NOV INTERNET	\$5.62	
	94,239	EFT000000001238	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PSB NOV INTERNET	\$0.00	\$56.49
ACAPULCO ***							
	94,499	EFT000000001239	01-5100-4100-41530	EQUIP REPAIRS & MAINT	VPCC POOL CHEMICAL	\$292.11	
	94,499	EFT000000001239	01-0000-0200-00325	HST RECEIVABLE100%	VPCC POOL CHEMICAL	\$37.97	
	94,499	EFT000000001239	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC POOL CHEMICAL	\$0.00	\$330.08
ART BLAKE REGRIGERATION LTD							
	94,418	EFT000000001240	01-2000-4025-41700	BLDG REPAIRS & MAINT	TOWN HALL HVAC REPAIR	\$684.34	
	94,418	EFT000000001240	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TOWN HALL HVAC REPAIR	\$75.59	
	94,418	EFT000000001240	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOWN HALL HVAC REPAIR	\$0.00	\$759.93
B & D LANDSCAPING							
	94,474	EFT000000001241	01-6200-4100-41750	LOT SNOW REMOVAL AND SANDING	NOV MUSEUM SNOW PLOW	\$210.00	
	94,474	EFT000000001241	01-0000-0200-00325	HST RECEIVABLE100%	NOV MUSEUM SNOW PLOW	\$27.30	
	94,474	EFT000000001241	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	NOV MUSEUM SNOW PLOW	\$0.00	\$237.30
BIRNAM EXCAVATING LTD.							
	94,470	EFT000000001242	10-0000-3272-80100	PRIME CONTRACT	VIC ST CULVERT REPLACE	\$173,946.28	
	94,470	EFT000000001242	01-0000-0250-61501	C18-189-VICTORIA-WRTMAIN	VIC ST CULVERT REPLACE	\$64,626.10	
	94,470	EFT000000001242	01-0000-2020-00650	ACCOUNTS PAYABLE-HOLDBACKS	VIC ST CULVERT REPLACE	\$0.00	\$23,857.24
	94,470	EFT000000001242	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VIC ST CULVERT REPLACE	\$23,716.10	
	94,470	EFT000000001242	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VIC ST CULVERT REPLACE	\$0.00	\$238,431.24
R.J.BURNSIDE & ASSOCIATES							
	94,439	EFT000000001243	10-0000-3272-80000	MATERIALS	VIC ST CULVERT	\$1,621.06	
	94,439	EFT000000001243	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VIC ST CULVERT	\$179.05	
	94,439	EFT000000001243	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VIC ST CULVERT	\$0.00	\$1,800.11

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CAMPBELL STRATEGIES							
	94,415	EFT000000001244	01-0900-4000-40710	LEGAL FEES	DEC RETAINER	\$14,246.41	
	94,415	EFT000000001244	01-0900-4000-40710	LEGAL FEES	DEC RETAINER	\$250.00	
	94,415	EFT000000001244	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	DEC RETAINER	\$1,573.59	
	94,415	EFT000000001244	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DEC RETAINER	\$0.00	\$16,070.00
CANADA'S FINEST COFFEE							
	94,414	EFT000000001245	01-0100-4000-41020	PROMOTION & MEALS	COFFEE SUPPLIES	\$175.97	
	94,414	EFT000000001245	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	COFFEE SUPPLIES	\$1.44	
	94,414	EFT000000001245	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COFFEE SUPPLIES	\$0.00	\$177.41
CANSEL - TORONTO*****							
	94,436	EFT000000001246	01-4000-4000-40220	TELEPHONE	GPS SERVICE	\$284.93	
	94,436	EFT000000001246	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GPS SERVICE	\$31.47	
	94,436	EFT000000001246	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GPS SERVICE	\$0.00	\$316.40
EMPLOYEE REIMBURSEMENT							
	94,493	EFT000000001247	01-5000-6110-40420	PROGRAM SUPPLIES	ROPE LIGHT	\$151.49	
	94,493	EFT000000001247	01-0000-0200-00325	HST RECEIVABLE100%	ROPE LIGHT	\$19.50	
	94,493	EFT000000001247	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ROPE LIGHT	\$0.00	\$170.99
CIMCO REFRIGERATION							
	94,483	EFT000000001248	01-5000-6020-41531	REFRIGERATION PLANT REPAIRS & MAINTENANCE--	ARENA EMERGENCY REPAIR	\$252.25	
	94,483	EFT000000001248	01-0000-0200-00325	HST RECEIVABLE100%	ARENA EMERGENCY REPAIR	\$32.79	
	94,483	EFT000000001248	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ARENA EMERGENCY REPAIR	\$0.00	\$285.04
	94,484	EFT000000001248	01-5000-6020-41531	REFRIGERATION PLANT REPAIRS & MAINTENANCE--	ARENA ETHYLENE GLYCOL	\$963.99	
	94,484	EFT000000001248	01-0000-0200-00325	HST RECEIVABLE100%	ARENA ETHYLENE GLYCOL	\$125.32	
	94,484	EFT000000001248	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ARENA ETHYLENE GLYCOL	\$0.00	\$1,089.31
	94,485	EFT000000001248	01-5000-6020-41531	REFRIGERATION PLANT REPAIRS & MAINTENANCE--	ARENA GYLCOL LEAK REPAIR	\$927.00	
	94,485	EFT000000001248	01-0000-0200-00325	HST RECEIVABLE100%	ARENA GYLCOL LEAK REPAIR	\$120.51	
	94,485	EFT000000001248	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ARENA GYLCOL LEAK REPAIR	\$0.00	\$1,047.51
COMMISSIONAIRES							
	94,477	EFT000000001249	01-1000-4240-41505	PARKING ENFORCEMENT CONTRACT	PARKING ENFORCE 11/17-11/30	\$1,069.87	
	94,477	EFT000000001249	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PARKING ENFORCE 11/17-11/30	\$118.18	
	94,477	EFT000000001249	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PARKING ENFORCE 11/17-11/30	\$0.00	\$1,188.05
EASY WAY CLEANING PRODUCTS LIM							
	94,422	EFT000000001250	01-2000-4025-40210	JANITORIAL SUPPLIES	JANITORIAL SUPPLIES	\$70.02	
	94,422	EFT000000001250	01-2000-4030-40210	JANITORIAL SUPPLIES	JANITORIAL SUPPLIES	\$41.93	
	94,422	EFT000000001250	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	JANITORIAL SUPPLIES	\$7.74	
	94,422	EFT000000001250	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	JANITORIAL SUPPLIES	\$4.63	
	94,422	EFT000000001250	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JANITORIAL SUPPLIES	\$0.00	\$124.32
	94,486	EFT000000001250	01-5200-4100-40210	JANITORIAL SUPPLIES	DISHSOAP	\$25.02	
	94,486	EFT000000001250	01-0000-0200-00325	HST RECEIVABLE100%	DISHSOAP	\$3.25	
	94,486	EFT000000001250	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DISHSOAP	\$0.00	\$28.27

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ENLOBE CORP.						
94,434	EFT000000001251	10-0000-3272-80000	MATERIALS	VIC ST CULVERT	\$5,055.69	
94,434	EFT000000001251	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VIC ST CULVERT	\$558.43	
94,434	EFT000000001251	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VIC ST CULVERT	\$0.00	\$5,614.12
94,438	EFT000000001251	10-0000-3272-80000	MATERIALS	VIC ST CULVERT	\$1,344.15	
94,438	EFT000000001251	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VIC ST CULVERT	\$148.47	
94,438	EFT000000001251	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VIC ST CULVERT	\$0.00	\$1,492.62
ERTH HOLDINGS INC.						
94,441	EFT000000001252	01-4000-4400-41530	EQUIPMENT REPAIRS & MAINT	NOV ST LIGHT MAINT.	\$167.14	
94,441	EFT000000001252	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	NOV ST LIGHT MAINT.	\$18.46	
94,441	EFT000000001252	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	NOV ST LIGHT MAINT.	\$0.00	\$185.60
EXP SERVICES INC.						
94,500	EFT000000001253	01-5200-4100-41500	CONTRACTED SERVICES	FUSION BLDG ASSESSMENT	\$3,450.00	
94,500	EFT000000001253	01-0000-0200-00325	HST RECEIVABLE100%	FUSION BLDG ASSESSMENT	\$448.50	
94,500	EFT000000001253	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION BLDG ASSESSMENT	\$0.00	\$3,898.50
FASTENAL CANADA ***						
94,449	EFT000000001254	01-4500-4000-41650	SMALL TOOLS & SAFETY EQUIP	LITHIUM BATTERY	\$16.31	
94,449	EFT000000001254	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	LITHIUM BATTERY	\$1.80	
94,449	EFT000000001254	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LITHIUM BATTERY	\$0.00	\$18.11
94,450	EFT000000001254	01-4500-4000-41650	SMALL TOOLS & SAFETY EQUIP	STOCK	\$56.14	
94,450	EFT000000001254	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	STOCK	\$6.20	
94,450	EFT000000001254	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	STOCK	\$0.00	\$62.34
94,451	EFT000000001254	01-4500-4230-46401	940100 SNOW BLOWER	STOCK	\$18.09	
94,451	EFT000000001254	01-4500-4000-41650	SMALL TOOLS & SAFETY EQUIP	STOCK	\$25.81	
94,451	EFT000000001254	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	STOCK	\$2.00	
94,451	EFT000000001254	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	STOCK	\$2.85	
94,451	EFT000000001254	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	STOCK	\$0.00	\$48.75
GRA - HAM ENERGY						
94,431	EFT000000001255	01-4500-4230-41460	DIESEL FUEL CLRED - UNLIC VEH	COLORED DIESEL	\$553.51	
94,431	EFT000000001255	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	COLORED DIESEL	\$61.14	
94,431	EFT000000001255	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COLORED DIESEL	\$0.00	\$614.65
94,444	EFT000000001255	01-4500-4230-41420	FUEL- GASOLINE	REGULAR GAS	\$1,080.86	
94,444	EFT000000001255	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REGULAR GAS	\$119.39	
94,444	EFT000000001255	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REGULAR GAS	\$0.00	\$1,200.25
94,445	EFT000000001255	01-4500-4230-41440	DIESEL FUEL CLR - LIC VEH	CLEAR DIESEL	\$1,397.06	
94,445	EFT000000001255	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CLEAR DIESEL	\$154.32	
94,445	EFT000000001255	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CLEAR DIESEL	\$0.00	\$1,551.38
94,459	EFT000000001255	01-3000-4000-41470	VEHICLE FUEL	FUEL	\$149.66	
94,459	EFT000000001255	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FUEL	\$16.53	
94,459	EFT000000001255	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUEL	\$0.00	\$166.19

Town of Ingersoll
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PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$ 108,995.92

<u>VENDOR/VOUCHER #</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>	
	94,490	EFT000000001255	01-5000-6050-41470	VEHICLE FUEL	FUEL	\$137.80	
	94,490	EFT000000001255	01-0000-0200-00325	HST RECEIVABLE100%	FUEL	\$17.91	
	94,490	EFT000000001255	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUEL	\$0.00	\$155.71
	94,491	EFT000000001255	01-5000-6050-41470	VEHICLE FUEL	FUEL	\$154.35	
	94,491	EFT000000001255	01-0000-0200-00325	HST RECEIVABLE100%	FUEL	\$20.07	
	94,491	EFT000000001255	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUEL	\$0.00	\$174.42
EMPLOYEE REIMBURSEMENT							
	94,433	EFT000000001256	01-1000-4000-40850	HEALTH & SAFETY COMMITTEE E	H&S TRAINING+MILEAGE	\$26.19	
	94,433	EFT000000001256	01-1000-4000-40850	HEALTH & SAFETY COMMITTEE E	H&S TRAINING+MILEAGE	\$98.30	
	94,433	EFT000000001256	01-1000-4000-40620	MILEAGE	H&S TRAINING+MILEAGE	\$94.02	
	94,433	EFT000000001256	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	H&S TRAINING+MILEAGE	\$2.90	
	94,433	EFT000000001256	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	H&S TRAINING+MILEAGE	\$10.86	
	94,433	EFT000000001256	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	H&S TRAINING+MILEAGE	\$10.38	
	94,433	EFT000000001256	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	H&S TRAINING+MILEAGE	\$0.00	\$242.65
HM PIPE PRODUCTS INC							
	94,424	EFT000000001257	01-4500-4123-80000	MATERIALS-ROADSIDE MAINT, CATCHBASINS	STORM DRAIN PIPE	\$15,480.92	
	94,424	EFT000000001257	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	STORM DRAIN PIPE	\$1,709.95	
	94,424	EFT000000001257	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	STORM DRAIN PIPE	\$0.00	\$17,190.87
	94,426	EFT000000001257	01-4500-4123-80000	MATERIALS-ROADSIDE MAINT, CATCHBASINS	PIPE COUPLER	\$153.15	
	94,426	EFT000000001257	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PIPE COUPLER	\$16.92	
	94,426	EFT000000001257	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PIPE COUPLER	\$0.00	\$170.07
HUNTER STEEL SALES							
	94,429	EFT000000001258	01-4500-4120-80000	MATERIALS-ROADSIDE MAINT, MOWING, WEED SPRA	ANGLE IRON	\$82.88	
	94,429	EFT000000001258	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ANGLE IRON	\$9.16	
	94,429	EFT000000001258	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ANGLE IRON	\$0.00	\$92.04
IMAGES PUPPET PRODUCTIONS INC.							
	94,481	EFT000000001259	01-5000-6100-41500	CONTRACTED SERVICES	SANTA VILLAGE PUPPET SHOW	\$950.00	
	94,481	EFT000000001259	01-0000-0200-00325	HST RECEIVABLE100%	SANTA VILLAGE PUPPET SHOW	\$123.50	
	94,481	EFT000000001259	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SANTA VILLAGE PUPPET SHOW	\$0.00	\$1,073.50
INGERSOLL RENT-ALL ***							
	94,455	EFT000000001260	01-3000-4000-41530	EQUIP REPAIRS & MAINTENANCE	CHAIN SAW CHAIN	\$41.67	
	94,455	EFT000000001260	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CHAIN SAW CHAIN	\$4.60	
	94,455	EFT000000001260	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CHAIN SAW CHAIN	\$0.00	\$46.27
	94,494	EFT000000001260	01-5000-6050-41530	EQUIP REPAIRS & MAINT	CHAINSAW SHARPENING+NEW CHAIN	\$52.85	
	94,494	EFT000000001260	01-0000-0200-00325	HST RECEIVABLE100%	CHAINSAW SHARPENING+NEW CHAIN	\$6.87	
	94,494	EFT000000001260	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CHAINSAW SHARPENING+NEW CHAIN	\$0.00	\$59.72
EMPLOYEE REIMBURSEMENT							
	94,442	EFT000000001261	01-4000-4000-40620	MILEAGE	MILEAGE-ENG	\$18.28	
	94,442	EFT000000001261	10-0000-3272-80010	LABOUR & BURDON	MILEAGE-ENG	\$20.89	
	94,442	EFT000000001261	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-ENG	\$2.02	

Town of Ingersoll
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VENDOR/VOUCHER #	CHEQUE #	ACCOUNT	ACCOUNT DESCRIPTION	TRANSACTION DESCRIPTION	DEBITS	CREDITS	
	94,442	EFT000000001261	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-ENG	\$2.31	
	94,442	EFT000000001261	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-ENG	\$0.00	\$43.50
TIM LOVETT INSTALLATIONS INC.							
	94,496	EFT000000001262	01-5000-6040-41700	BLDG REPAIRS & MAINT	ELECTRICAL REPAIRS	\$882.33	
	94,496	EFT000000001262	01-0000-0200-00325	HST RECEIVABLE100%	ELECTRICAL REPAIRS	\$114.70	
	94,496	EFT000000001262	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ELECTRICAL REPAIRS	\$0.00	\$997.03
MILLCREEK PRINTING INC							
	94,421	EFT000000001263	01-3400-4000-40200	OFFICE SUPPLIES	PRINTING BLDG CODE UPDATES	\$145.87	
	94,421	EFT000000001263	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PRINTING BLDG CODE UPDATES	\$16.12	
	94,421	EFT000000001263	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PRINTING BLDG CODE UPDATES	\$0.00	\$161.99
	94,454	EFT000000001263	01-3000-4000-41205	FIRE PREVENTION	FIRE PREVENTION	\$119.50	
	94,454	EFT000000001263	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE PREVENTION	\$13.20	
	94,454	EFT000000001263	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE PREVENTION	\$0.00	\$132.70
	94,471	EFT000000001263	40-8000-6900-41000	ADVERTISING	WINTER CALENDER	\$2,991.96	
	94,471	EFT000000001263	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	WINTER CALENDER	\$330.48	
	94,471	EFT000000001263	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WINTER CALENDER	\$0.00	\$3,322.44
NELLA CUTLERY (HAMILTON) INC							
	94,501	EFT000000001264	01-5000-6020-41700	BLDG REPAIRS & MAINT	BLADE SHARPENING	\$90.00	
	94,501	EFT000000001264	01-0000-0200-00325	HST RECEIVABLE100%	BLADE SHARPENING	\$11.70	
	94,501	EFT000000001264	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BLADE SHARPENING	\$0.00	\$101.70
O.M.E.R.S. ***							
	94,462	EFT000000001265	01-0000-2100-00704	OMERS (15000)	DEC PREMIUM	\$77,562.26	
	94,462	EFT000000001265	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DEC PREMIUM	\$0.00	\$77,562.26
ONTARIO SOUTHLAND RAILWAY INC.							
	94,443	EFT000000001266	01-4500-4161-80000	MATERIALS-SAFETY DEVICES, RR CROSSING	DEC FLASHING LIT MAINT.	\$3,267.99	
	94,443	EFT000000001266	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DEC FLASHING LIT MAINT.	\$0.00	\$3,267.99
REGIS AUTO PARTS							
	94,453	EFT000000001267	01-3000-4000-41530	EQUIP REPAIRS & MAINTENANCE	FIRE DEPT EQUIP REPAIR	\$12.17	
	94,453	EFT000000001267	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT EQUIP REPAIR	\$1.34	
	94,453	EFT000000001267	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT EQUIP REPAIR	\$0.00	\$13.51
RESURFICE CORP ***							
	94,495	EFT000000001268	01-5000-6020-41530	EQUIPMENT REPAIRS & MAINTENANCE	ICE RESURFACER PARTS	\$435.50	
	94,495	EFT000000001268	01-0000-0200-00325	HST RECEIVABLE100%	ICE RESURFACER PARTS	\$56.62	
	94,495	EFT000000001268	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ICE RESURFACER PARTS	\$0.00	\$492.12
SIMPLY LINEN INC.							
	94,420	EFT000000001269	01-2000-4025-41540	RENTAL	TOWN HALL MAT RENTAL	\$41.72	
	94,420	EFT000000001269	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TOWN HALL MAT RENTAL	\$4.62	
	94,420	EFT000000001269	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOWN HALL MAT RENTAL	\$0.00	\$46.34
	94,475	EFT000000001269	01-6200-4100-41700	BLDG REPAIRS & MAINTENANCE	MUSEUM MAT RENTAL	\$30.00	
	94,475	EFT000000001269	01-0000-0200-00325	HST RECEIVABLE100%	MUSEUM MAT RENTAL	\$3.90	

Town of Ingersoll
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<u>VENDOR/VOUCHER #</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>	
SIROSKI DOOR AND HARDWARE	94,475	EFT000000001269	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSEUM MAT RENTAL	\$0.00	\$33.90
	94,497	EFT000000001270	01-5000-6040-41530	EQUIPMENT REPAIRS & MAINT	SR/HANDICAP DOORS	\$4,533.65	
	94,497	EFT000000001270	01-0000-0200-00325	HST RECEIVABLE100%	SR/HANDICAP DOORS	\$589.37	
	94,497	EFT000000001270	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SR/HANDICAP DOORS	\$0.00	\$5,123.02
STAPLES ADVANTAGE	94,437	EFT000000001271	01-1000-4000-40200	OFFICE SUPPLIES	OFFICE SUPPLIES	\$3.36	
	94,437	EFT000000001271	01-4000-4000-40200	OFFICE SUPPLIES	OFFICE SUPPLIES	\$63.79	
	94,437	EFT000000001271	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OFFICE SUPPLIES	\$0.37	
	94,437	EFT000000001271	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OFFICE SUPPLIES	\$7.05	
	94,437	EFT000000001271	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OFFICE SUPPLIES	\$0.00	\$74.57
	94,472	EFT000000001271	01-1000-4000-40200	OFFICE SUPPLIES	OFFICE SUPPLIES	\$126.27	
	94,472	EFT000000001271	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OFFICE SUPPLIES	\$13.95	
	94,472	EFT000000001271	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OFFICE SUPPLIES	\$0.00	\$140.22
	94,489	EFT000000001271	01-1000-4000-40200	OFFICE SUPPLIES	OFFICE SUPPLIES	\$12.91	
	94,489	EFT000000001271	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OFFICE SUPPLIES	\$1.43	
	94,489	EFT000000001271	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OFFICE SUPPLIES	\$0.00	\$14.34
STEWART OVERHEAD DOOR CO. LTD	94,487	EFT000000001272	01-5000-6020-41700	BLDG REPAIRS & MAINT	ARENA DOOR REPAIR	\$893.00	
	94,487	EFT000000001272	01-0000-0200-00325	HST RECEIVABLE100%	ARENA DOOR REPAIR	\$116.09	
	94,487	EFT000000001272	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ARENA DOOR REPAIR	\$0.00	\$1,009.09
STONETOWN SUPPLY SERVICES(ING)	94,458	EFT000000001273	01-3000-4100-40210	JANITORIAL SUPPLIES	JANITORIAL SUPPLIES	\$142.74	
	94,458	EFT000000001273	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	JANITORIAL SUPPLIES	\$15.77	
	94,458	EFT000000001273	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JANITORIAL SUPPLIES	\$0.00	\$158.51
TABOR BROS & SONS LTD ***	94,492	EFT000000001274	01-5000-6050-41740	LAND MAINTENANCE & IMPROVEMENTS	GARNET ELLOIT BALL NETS DOWN	\$720.00	
	94,492	EFT000000001274	01-0000-0200-00325	HST RECEIVABLE100%	GARNET ELLOIT BALL NETS DOWN	\$93.60	
	94,492	EFT000000001274	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GARNET ELLOIT BALL NETS DOWN	\$0.00	\$813.60
EMPLOYEE REIMBURSEMENT	94,478	EFT000000001275	01-7000-4000-40620	MILEAGE	NOV MILEAGE	\$313.91	
	94,478	EFT000000001275	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	NOV MILEAGE	\$34.67	
	94,478	EFT000000001275	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	NOV MILEAGE	\$0.00	\$348.58
	94,479	EFT000000001275	01-7000-4000-41300	TRADE SHOWS	SOMA ASIAN TRIP TRAIN TICKET	\$1,112.60	
	94,479	EFT000000001275	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SOMA ASIAN TRIP TRAIN TICKET	\$0.00	\$1,112.60
PSB REIMBURSEMENT	94,452	EFT000000001276	01-3230-4000-41020	PROMOTION & MEALS	PSB XMAS MEAL	\$446.69	
	94,452	EFT000000001276	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PSB XMAS MEAL	\$42.71	
	94,452	EFT000000001276	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PSB XMAS MEAL	\$0.00	\$489.40
WOOD ENVIRONMENT &							

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94,440	EFT000000001277	01-4000-4000-40810	STUDIES & SURVEYS	BRIDGE & CULVERT INSPECTION	\$5,602.91	
94,440	EFT000000001277	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BRIDGE & CULVERT INSPECTION	\$618.87	
94,440	EFT000000001277	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BRIDGE & CULVERT INSPECTION	\$0.00	\$6,221.78
CITY OF WOODSTOCK						
94,430	EFT000000001278	01-4500-4100-41520	COMMUNICATION	Q2 DISPATCH	\$558.50	
94,430	EFT000000001278	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	Q2 DISPATCH	\$0.00	\$558.50
					=====	
DISTRIBUTION TOTALS:					\$4,166,717.98	\$4,166,717.98
					=====	



Department: Administration – Economic Development

Report Number: A-004-20

Council Meeting Date: February 10, 2020

Title: Economic Development Monthly Report

Town/Chamber of Commerce/BIA

The Town Economic Development Department, Chamber and BIA are planning events for 2020. The group plans to continue with the Ingersoll Talks Business Speakers' series, and are going to try breakfast and lunch meetings rather than evenings. Topics planned include accounting, human resources, and more.

Oxford Connections

Staff and Economic Development Staff from across Oxford County continue to partner on events and activities. Staff and members attended the Best Defence show in London in the fall. 2020 plans include the SIAL Food Show in Montreal, the biennial FAM Tour, and sponsoring the Canadian FDI Forum as well as the Woodstock and Area Small Business Centre's Bridges to Better Business Event. The group is also updating marketing material and the tradeshow booth.

Southwestern Ontario Marketing Alliance (SOMA)

SOMA Directors and Mayors had a very successful mission to Asia this fall. A full special report will be provided to Council. Staff attended the EMove 360 electrified vehicle show with an Ontario Manufacturing Cluster Association member. Follow up with companies continues. Staff will be attending ConExpo this spring with other SOMA directors.

200 Clark Road Site

Staff continue to work with Engineering staff and consultants through the subdivision process, storm water management, road construction, and servicing of the site. Town staff continue to work with the purchaser of one site through the site plan process. Staff have hired a consultant to complete a traffic impact study to satisfy the requirements of

the subdivision plan process. Staff hired the consultant in compliance with the Town's purchasing policy. Once the traffic impact study is complete, County planning staff will be able to deem the application complete and a public meeting will be scheduled. Once the subdivision plan is approved staff will be able to begin the process for road construction on the site.

Partnership with St. Thomas Economic Development Corporation

Staff have partnered with St. Thomas Economic Development Corporation (EDC) staff once again this year to promote both communities. On behalf of the partnership, St. Thomas EDC applied for and received funding from Invest Canada Community Initiatives to assist with lead generation consultants, pay for 50% of flights and provide a per diem to assist with meal and hotel expenses. Staff will be attending the Hannover Messe, one of the world's largest trade fairs with over 6,500 exhibitors and 250,000 visitors, and are working on another trade show as part of the alliance.

Business Expansions

Staff are currently working with many companies that are expanding, three of which are large employers in Town. Staff are also assisting many other companies with plans of expansion. Staff work with various departments, other levels of government and various groups throughout the County to assist with expansions. Staff also assist with workforce, training, funding sourcing, and a wide variety of other tools to assist with company expansions.

Prepared by: Curtis Tighe, Economic Development Officer
Approved by: William Tigert, CAO



Department: Building

Report Number: B-002-20

Council Meeting Date: February 6, 2020

Title: December Building/By-law/Facilities Report

Objective

To provide council with information and statics from the building, by-law and facilities department for the month of December 2019.

Background

Our building permit numbers continue to be strong, in total 7 permits were issued in December 2019 compared to 9 issued December 2018. 2 Single detached dwellings issued December 2019 compared to 4 single detached dwellings and 1 semi-detached dwelling in December 2018.

The colder weather has seen less long grass by-law complaints, however, we are still receiving a high number of complaints regarding lot maintenance and derelict/unlicensed vehicles. 3 new by-law complaints received, 1 building without permit found, 2 orders were issued for construction without permits.

The fire alarm replacement is well underway and is scheduled to be completed by end of January.

Analysis

December 2019 Permits – 7 building permits for construction valued at \$717,900.00 were issued for the month of December 2019.

The average wait time for a completed building permit in the month of December was 7.5 business days.

- a. Total permits fees collected **\$34,047.59**
Total Single & Multi unit's permits over year to date (2019);
 - **58 Single Family Dwelling permits**
 - **2 Multi-Unit permits - 8 Units**
 - **4 Semi-detached - 8 Units**
- b. Total December Sewer and Water Permits –3

Financial Implications

None

Recommendation

THAT report B-002-20 be received as information

Attachments

None

Prepared by: Shannon Vanderydt, CBO/By-law Enforcement Officer/Property Manager
Approved by: William Tigert, CAO



Department: Clerks

Report Number: C-004-20

Council Meeting Date: February 10, 2020

Title: Clerk's Department Monthly Report

Closed Session Reporting

Council went into closed session on January 13, 2019 under Section 239 (2) (h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them.

Staff received direction.

Museum

SUMMARY: The Museum hosted 1157 people inside the main museum building during Santa's Village this year. This number is up by 285 from last year. By the last day the Museum was open – December 21st -- our total attendance numbers for the year reached 12,259 people who have participated in a museum function! That annual number is up by 1,153 from the previous year. Plans and activities are now underway for new exhibitions and events in 2020. From a collections standpoint, every artifact on display in the main gallery has now been photographed and documented in PastPerfect

Buildings & Grounds: Staff will be preparing the tender for the additional roof work needing to be done this year. This includes the Blacksmith Shop and the Museum School building.

Staff are beginning to discuss the steps necessary to construct the new entrance to the museum school. Staff will review the preliminary drawings and discuss the logistics of the new build.

Group Tours & Programming:

The Curator has given the presentation on Black History to the Oxford County branch of the Ontario Genealogical Society on January 13th, and has been booked to give it again at the Ingersoll Seniors Centre on February 28.

The Curator will be the guest speaker at the Oxford County Historical Society annual meeting on January 29, presenting on the history of cheese making in the county.

There have been inquiries about additional group tours and school programming in May.

Tourism Oxford is organizing Big Cheese Days for the first 4 Saturdays in May. The final Saturday will be the mammoth of all cheese days with the Ingersoll Museum co-hosting the Dairy Capital Cheese Festival.

Exhibitions:

The Curator is currently working on the installation of a new exhibit to mark the 110th anniversary of the Ingersoll Pipe Band. "A Piper's Salute" will open on February 1st and continue until June 1st.

The travelling exhibit produced by the Canadigm Group based on carvings created by WW1 soldiers who were bivouacked in a cave in France prior to the battle of Vimy Ridge, will be opening here on March 7th.

Doors Open: Members of the public will be invited to DO INGERSOLL IN 2020 on Saturday June 27th.

New Partnership: Board members of the Creative Arts Centre have approached us about being available for bus tours, and about the idea of developing a joint exhibition in 2021.

Collections: A grand total of 10,214 artifact records were entered into Past Perfect in 2019. A little more than 8200 of those records represent artifacts in the Museum School collection. These still have to be found in the Town Hall storage room, photographed, catalogued and assigned permanent locations. Special thanks are due to Anne Miller and our collections volunteers Len Dineen and Don Rumble.

Miscellaneous:

The Curator has completed and submitted the application for a summer student through Young Canada Works to hire a Museum Assistant for 16 weeks this year. It is also planned to apply for a grant from Summer Canada Jobs for one other student.

Human Resources

Human Resources highlights and initiatives for January 2020

1. Recruitment

- The following recruits were opened (or continued) in January
 - Contract Records Project Coordinator – 2 years
 - Contract Records Coordinator – 1 year
 - Full Time Facility Maintenance – VPCC
 - 2020 Summer Student Recruitment
 - The following have started in December
 - 1x part time lifeguard
- 2. Policy Development/Implementation**
- Working on Safe Work Procedures
 - Developing New Hire Manual and Health and Safety Manual
 - Prepare roll out of Mental Health awareness campaign for roll out in late January/early February
- 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.
 - Working on updating Job Descriptions for the Pay Equity project.
 - Assist with employee relations concerns
- 4. Training and Development**
- Follow-up with outstanding WHMIS training
 - Prepare for Mental Health Awareness campaign in conjunction with JHSC

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 eight crossing locations throughout the Town.

Staff accept applications throughout the year for Crossing Guards and hire on an as-needed basis. There is continued 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, Deputy Clerk at the Town Hall Office or through danielle.richard@ingersoll.ca

Attachments

Clerks Department Monthly Stats - December 2019

	Current	Prior Yr.	%	Year-	Prior-	%
	Month	Month		to-	Year-	
				Date	to-date	
MARRIAGE LICENCES						
In Town Marriage Licences	1	2	50%	55	68	81%
Out-of-Town Marriage Licences	2	3	67%	60	85	71%
CIVIL WEDDINGS						
Ceremonies Held	2	0	0%	16	16	100%
Ceremonies Booked	1	1	100%	16	24	67%
Burial Permits						
In Town Burial Permits	6	3	200%	70	58	121%
Out-of-Town Burial Permits	9	2	450%	71	58	122%
Commissioners of Oaths	9	10	90%	174	191	91%
Paratransit Tickets	583	473	123%	6833	6927	99%
Parking Passes						
Day Parking Passes		0.0	0%	43	51.0	84%
Evening Parking Passes			0%	0	3	0%
24-Hour Parking Passes	21	1	2100%	48	5	960%
Plaques Ordered						
Commemorative Plaques	0	0	0%	6	6	100%
Certificates Ordered	1	0	0%	4	2	200%
Freedom of Information Requests	2	0	0%	12		0%
Transient Traders Licenses	0	0	0%	2	0	0%
Lottery Licenses	2	1	200%	14	16	88%
Lunch Wagon Permits	0	0	0%	3	2	150%

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



Department: Community Services

Report Number: CS-002-20

Council Meeting Date: February 10th 2020

Title: January Monthly Report

Administrative Highlights

- Session 1 begins February 3 until April 19th. Registration opens January 27th for Members and January 28th for Non Members. Session 1 schedules will be released on January 20th. Hardcopies will be available at all locations, as well as online copies through our registration portal (<https://app.booking.ca/ingersollcspub/>), Facebook Page @Ingersoll Community Services Dept and our website <https://www.ingersoll.ca/ingersoll-community-services/>

Facility Operations Highlights

- Looking into facility contracts, including: fire system, waste removal, elevator and pest control.

Arena

- Public Skates have been well attended through the season. We're averaging approx. 40 people per skate
- Throughout the season we've been monitoring glycol loss in the refrigeration system. We've been losing a small amount on a daily basis although we haven't been able to determine the source of the leak or if it's another issue. As of January we still haven't been able to identify the source of the leak
- Working on getting quotes to purchase a new edger

VPCC

- Still waiting on doors to be replaced as per the fire inspection. New doors were ordered through our supplier but ended up being the wrong size
- Several leaks have recently been found in the pool filter room. One on the pool heater feed line and one on the main line. Both leaks have been repaired by our plumber. Another leak was found on the pressure relief valve. A new valve had to be ordered and will be replaced as soon as it comes in
- We have some moisture coming into the gym from the wall separation between the gym and the pool. Working with engineers to figure out the best way to make these repairs
- We've had several leaks noticed on both the pool and flat roof over the past months. Working with roofing company and engineers to make these repairs

Fusion

- Building assessment was completed and we've received a draft copy for review. Still waiting for the official copy

Seniors Centre

- Annual fire inspection was completed by the fire department. Some repairs need to be made throughout the building

Parks Department Highlights

- Staff spent time delivering and picking up tables, chairs
- Repairs to picnic tables will be ongoing throughout the winter
- Staff have been spending time in greenhouse transplanting, pruning and planting plant material to allow it to grow
- Staff have been checking garbage and recycling cans in the parks on a regular basis
- Regular maintenance on equipment was performed by staff
- The regular maintenance of Winter light displays was on going in December, staff spent time checking displays and making necessary repairs throughout December
- Regular light checks happened every night
- Displays are being brought back to be fixed or changed over to LED
- Working on Memorial tree planting policy
- Staff received several compliments from residents about the Christmas light displays this year.
- Capital Project Updates:
- Edward Park playground replacement awarded to PlayPower has been delayed by weather
- Fencing replacement at Garnet Elliot park ball diamond #1 has been delayed by weather
-

Programming Highlights

- Holiday day camp had 34 kids over 3 days.
- Working on finishing Session 1 2020 inputting to Book King. Going to be working with staff to add new programs as we move forward.
- Gearing up for March Break Day camp and will be posting for seasonal staff for March break and summer day camps.
- Going to a free morning seminar with staff on January 27th in London on Fit Cites.
- Waiting to hear back from RBC on our sponsored family day activities. (sponsored swim and pizza)
- Next PD Day January 24th, babysitting course January 19

Aquatic Highlights

- Session 1 planned and it will be a very busy schedule.
- The pool was very well attended over the two week break, seeing high numbers in deep water Aquafit, various open swims, and even our lengths swims on the holiday schedule days were well attended!
- We are in talks with Synchro London to take over/expand our Synchro programming.
- We will be running a day-time Aqua Zumba class and an evening Aqua yoga class to our schedule and will be introducing a combo deep/shallow class in the evenings and possible the morning all for Session 1.
- Due to more trained fitness staff we are able to add Deep Water Aquafit back to the later mornings twice per week for the Spring 1 session.
- Day-time schedule sorted for Session 1 and 2.
- Continue to train and foster Fitness staff group.
- Aquatic Staff indicated they wanted to do pirates cove this year. Awaiting more information regarding structure of the event, day to run it, and staff interested.

Fusion Highlights

- As of Dec 31 , 2019 – 14 new memberships,
- 2019 ended up with 296 memberships.
Staffing Updates:
- Fanshawe Placement student Stacey Tugwood completed her 4 month placement on December 18th.
Programming Updates:
- The Youth movie “Gone” is in its final few scenes. The final product will be approximately 30 minutes long.
- The Art Program had a total of 110 youth visits
- The Culinary had had a total of 50
- The Multi-Media Programs had a total of 80 youth visits.

- The Leisure Programs had a total of 105 youth visits.
- Sports & Rec Programs had a total of 190 youth visits.
- Guys Group had a total of 60 youth visits.
- December 5th – Fusion hosted its annual Christmas Dinner – a total of 62 youth were fed a delicious turkey & ham dinner.
- On Dec 2 & 4th, the United Way of Oxford “Seeing is Believing” tours came through Fusion for tours.
- On December 11th – Accompanied by Fusion staff James Groulx & Tyler Chute, 5 youth toured the Cami Assembly plant. Their purpose of the tour was to interview employees, and gather some video footage for the PSA video that Fusion youth are creating for Cami.
- On December 20th, 18 youth went to the Woodstock theatre to watch the new Stars Wars movie. The youth had a great time and got their picture with some Storm Troopers
- On every Saturday in the month of December. Youth had the opportunity to participate in a number of Christmas activities. Some of those activities
- Met with IDCI Vice Principal and discussed going recruitment strategies & partnerships
- Staff went to Laurie Hawkins, Royal Roads & Harrisfield and made presentations to grades 5-8 classes (recruitment strategy)
- Goals Completed This Month:
 - United Way funding application was completed & submitted on December 4th.
 - RBC Future Launch proposal was submitted. Requested for \$15 000 to enhance the Technology Programs.
- Goals for Next Month:
 - Recruit youth for the New Robotics Program that is launching on Monday February 3rd.
 - Increase youth participation & marketing strategy
 - Paint the TV studio
 - Increase online presence – (more updates on Facebook, Instagram etc.
 - Plan & organize – United Way Fundraiser

Prepared by: Kyle Stefanovic, Director of Community Services

Approved by: William Tigert, CAO



Department: Fire Services

Report Number: F-002-20

Council Meeting Date: February 10, 2020

Title: Fire Services Month End Report

Objective

Month end report for Council's information.

Background

This will be the December 2019 month end report from Fire Services.

Analysis

This report will break down the monthly activities of the fire services.

FIRE CALLS

The following represents the breakdown of fire responses by type:

- 3 – Residential
- 2 – Industrial
- 1 – Institutional
- 4 – Carbon Monoxide
- 2 – Rescue/MVC
- 2 – Medical Assist
- 0 – Open Air Burning

There was \$0 loss to properties this month.

TRAINING

Training for the month of December saw your firefighters reviewing skills for forcible entry.

TRAFFIC ACTIVITY

Traffic Infractions for the month are as follows:

196 – Tickets Issued totaling \$4000.00

117 – Late Fee totaling \$585.00

91 – Fully paid totaling \$2027.00

FIRE PREVENTION INSPECTIONS

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

3– Institutional

3 - Residential

2 – Commercial

2 – Industrial

BY-LAW ENFORCEMENT

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

1 – Traffic Control - Bylaw # 06-4327

There was 1 Bylaw investigation this month that was resolved.

Financial Implications

None

Recommendation

THAT Report Number F-001-20 be received by Council as information.

Attachments

None

Prepared by: John Holmes, Fire Chief

Approved by: William Tigert, CAO



Department: Treasury Department

Report Number: T-002-20

Council Meeting Date: February 10, 2020

Title: Treasury Department Monthly Report

Department Activities and Information for the month of December 2019:

Treasury

1. The 2020 capital budget was approved on December 18, 2019. The operating budget is set to be approved in February 2020.
2. Commenced 2019 year- end close process.

Information Technology

1. Patched and upgraded Great Plains, Canadian Payroll and Diamond Software for year-end closing. Completing this procedure internally saved approximately \$4,500 in service fees.

Monthly Statistics

Finance and Property Tax Statistics:

Number	ITEM
636	2019 Property Tax Title Changes YTD
1	Properties registered for tax sale (2 plus years in arrears)
7	Payment Agreements
\$504,420	Taxes on Supplemental / Omitted Assessments YTD
\$926,780	Property Taxes Outstanding as at December 31, 2019
\$46,757	Revenue – Treasurer Certificates, Title Changes, Other
\$398,318	Interest Earned
\$129,745	Interest on Overdue Taxes

Information Technology Monthly Statistics:

Helpdesk Statistics

Standard Operation Procedure / Request Tickets – 62
Maintenance Tickets –6
Incident Tickets – 6

Website Stats

Visitors – 5391
Page Views –16209

Public Wi-Fi

Arena – 1298 Connections
VPCC – 691 Connections
Fusion – 529 Connections

Most Viewed Pages

Community Services – 2142 views
Employment - 1026 views
Calendar Events - 897 views

Customer Calls

Total # of Incoming Calls – 712
Total # of Outgoing Calls – 496

Attachments

None

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



**Corporation of the Town of Ingersoll
Regular Council Meeting Minutes
Town Centre, Council Chambers
Monday, January 13, 2020
Open Session, 6:00 p.m.**

Council Members Present:

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

Council Member Regrets:

Bowman (personal business)

Staff Present:

William Tigert, Chief Administrative Officer

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

John Holmes, Fire Chief

Iryna Koval, Director of Finance/Treasurer

Kyle Stefanovic, Director of Community Services

Shannon Vanderydt, Chief Building Official

Staff Member Regrets:

Ramesh Ummat, Town Engineer and Director of Operations

Media Present:

Rogers TV

Call to Order

Mayor Comiskey is in the chair and opens this meeting of Council at 6:04 p.m.

Disclosures of Pecuniary Interest

1. Councillor Lesser declares a pecuniary interest on special staff report A-001-20, the general nature of the pecuniary interest being “that my business and Unifor do business together.”

Closed Session Reporting

Council did not go into Closed Session on December 9, 2019.

Consent Agenda

Moved by Councillor Eus; seconded by Deputy Mayor Freeman

C20-01-001 THAT the items contained in the January 13, 2020 Consent Agenda be adopted.

CARRIED

Resolution – Committee of the Whole

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

C20-01-002 THAT Council do now go into Committee of the Whole.

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

CARRIED

Council Minutes

Moved by Councillor Lesser; seconded by Councillor Petrie

C20-01-003 THAT the minutes from the December 9, 2019 Regular Meeting of Council be adopted as presented.

CARRIED

Moved by Councillor Petrie; seconded by Councillor Lesser

C20-01-004 THAT the minutes from the December 12, 2019 Special Meeting of Council be adopted as presented.

CARRIED

Moved by Councillor Eus; seconded by Deputy Mayor Freeman

C20-01-005 THAT the minutes from the December 18, 2019 Special Meeting of Council be adopted as presented.

CARRIED

Special Staff Reports

Councillor Lesser declaring a pecuniary interest on Special Staff Report, A-001-20 left the meeting prior to consideration of the report.

- 1) Unifor Site Plan Security Issue Sidewalk Repair, A-001-20

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

C20-01-006 THAT Staff report A-001-20 be received by the Council of the Corporation of the Town of Ingersoll as information.

CARRIED

Councillor Lesser returns to the meeting.

- 2) Digital LED Signage for Dewan Park, A-002-20

Moved by Councillor Lesser; seconded by Councillor Petrie

C20-01-007 THAT Staff report A-002-20 be received by the Council of the Corporation of the Town of Ingersoll as information;

AND THAT Council approves proposal B, a sign with a 3' 6" x 7' LED viewing area at a cost of \$34,458.76 from Banner Promotions for the Digital LED Signage for Dewan Park.

CARRIED

3) Encroachment, 180 Whiting Street, C-002-20

Moved by Councillor Petrie; seconded by Councillor Lesser

C20-01-008 THAT Staff report C-002-20 be received by the Council of the Corporation of the Town of Ingersoll as information;

AND THAT Council approves the sale of 661 square feet as outlined in report C-002-20 to EARTH Corporation for \$1,000 with EARTH Corporation paying for the legal and surveying costs of the transaction.

CARRIED

4) Encroachment, 4 Henderson Court, C-003-20

Moved by Councillor Eus; seconded by Deputy Mayor Freeman

C20-01-009 THAT Staff report C-003-20 be received by the Council of the Corporation of the Town of Ingersoll as information.

AND THAT Council approves an encroachment for 4 Henderson Court as outlined in report C-003-20 and that an encroachment agreement covering the conditions be brought forward for Council consideration.

CARRIED

5) Public Works Water Heater Replacement, OP-002-20

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

C20-01-010 THAT Staff Report OP-002-20 be received by the Council of the Corporation of the Town of Ingersoll as information.

AND THAT Council approve the purchase of a new 100-gallon water heater to replace the old leaking water heater at the Public Works Building at a cost of approximately \$20,000, to be funded from the Public Works Equipment Reserve.

AND FURTHER THAT the project be tendered through the Town's Purchasing Policy.

CARRIED

Moved by Councillor Lesser; seconded by Councillor Petrie

C20-01-011 THAT the Committee now do rise out of Committee of the Whole.

CARRIED

Moved by Mayor Comiskey; seconded by Councillor Van Kooten-Bossence

C20-01-012 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

Consideration By-Laws

Moved by Councillor Petrie; seconded by Councillor Lesser

C20-01-012 THAT the mover have leave to introduce and go into Committee of the Whole on the following by-laws:

- 20-5080, 2020 Interim Tax Levy
- 20-5081, January Confirmation By-Law

Council in Committee of the Whole, Mayor Comiskey in the Chair. On motion the by-laws are accepted as circulated. That constitutes the first and second reading of the by-laws.

CARRIED

Moved by Councillor Eus; seconded by Deputy Mayor Freeman

C20-01-013 THAT the Committee do now rise out of Committee of the Whole.

CARRIED

Moved by Deputy Mayor Freeman; seconded by Councillor Eus

C20-01-014 THAT by-laws 20-5080 and 20-5081 be now read a third time, passed, signed and sealed and that this constitutes the third reading of the by-laws.

CARRIED

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

C20-01-015 THAT Council do now go into a Closed Meeting at 6:33 p.m. pursuant to Section 239 (2) of the *Municipal Act, 2001*, as amended to discuss the following matters:

- 1) Minutes of a Closed Session on November 12, 2019
- 2) Section 239 (2) (h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them.

Upcoming Council Meetings

Special Meeting of Council, Budget 2020

Thursday, January 23, 2020, 6:00 p.m.
Town Centre, Council Chambers

Special Meeting of Council, Budget 2020

Thursday, February 6, 2020, 6:00 p.m.
Town Centre, Council Chambers

Regular Meeting of Council

Monday, February 10, 2020, 6:00 p.m.
Town Centre, Council Chambers

Closed Session

Moved by Councillor Lesser; seconded by Councillor Petrie

C20-01-016 THAT the minutes from the closed session meeting on November 12, 2019 be adopted as presented.

CARRIED

Moved by Councillor Petrie; seconded by Councillor Lesser

C20-01-017 THAT Council do now rise out of a Closed Session meeting at 6:48 p.m.

CARRIED

Adjournment

Moved by Councillor Eus; seconded by Deputy Mayor Freeman

C20-01-018 THAT the Council for the Town of Ingersoll adjourns the January 13, 2020 Regular meeting of Council at 6:49 p.m.

CARRIED

Edward (Ted) Comiskey, Mayor

Michael Graves, Clerk



**Corporation of the Town of Ingersoll
Special Council Meeting Minutes
Town Centre, Council Chambers
Thursday, January, 23 2020
Open Session, 6:00 p.m.**

Council Members Present:

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

Staff Present:

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

Staff Member Regrets:

Ramesh Ummat, Town Engineer and Director of Operations

Media Present:

None

Call to Order

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

Disclosures of Pecuniary Interest

None declared.

Budget Consideration

Moved by Mayor Comiskey; Seconded by Councillor Eus

C20-01-19 THAT annually a report breaking down insurance claims will be prepared for Council.

CARRIED

Moved by Councillor Petrie; Seconded by Deputy Mayor Freeman

C20-01-20 THAT the Grant application request for Ingersoll Creative Arts Centre be removed from the 2020 Budget.

CARRIED

Moved by Councillor Eus; Seconded by Councillor Van Kooten Bossence

C20-01-21 THAT the Grant application request for Social Planning Council be removed from the 2020 Budget.

CARRIED

Moved by Councillor Lesser; Seconded by Councillor Van Kooten Bossence

C20-01-22 THAT The 2020 Operating Budget be received by the Council of the Corporation of the Town of Ingersoll as information

CARRIED

Upcoming Council Meetings

Special Meeting of Council, 2020 Budget

Thursday, February 6, 2020, 6:00 p.m.
Town Centre, Council Chambers

Regular Meeting of Council

Monday, February 10, 2020, 6:00 p.m.
Town Centre, Council Chambers

Closed Session

Adjournment

Moved by Councillor Petrie; seconded by Councillor Lesser

C20-01-23 THAT the Council of the Corporation of the Town of Ingersoll adjourns the January 23, 2020 Special meeting of Council at 7:52p.m.

CARRIED

Edward (Ted) Comiskey, Mayor

Michael Graves, Clerk



Department: Administration-Economic Development

Report Number: A-005-20

Council Meeting Date: February 10, 2019

Title: Carnival in Downtown Ingersoll

Objective

To seek Council's approval allowing the BIA to host a Downtown Carnival in 2020.

To seek and receive Council's permission to close the majority of Oxford Street between King St. W and Charles St. W, King Street W between Oxford St. and Thames St for the carnival.

To seek permission to allow permit housing/parking for the operators on Municipal property in the Municipal lots off Charles St. E/St. Andrews St Municipal lot.

Background

This is an update from report A-015-19. In order to promote the Downtown and enhance visitor foot traffic to the Downtown core, staff and the BIA would like to hold a 4 day summer carnival on Oxford St and King St W including a midway with rides, games, and food.

Staff have been in contact with several midway operators and have received interest from D.A. Campbell Amusements. In order to accommodate setup, operation, and tear down of the rides, streets and parking lots would need to be closed from 7am Tuesday July 14th until 7am Monday July 20th with the carnival operating from approximately noon on Thursday July 16th to the evening of Sunday July 19th.

Market Lane will remain open as an emergency route at all times.

Housing for the midway staff would need to be permitted in the Municipal parking lots identified from Sunday July 12 to Monday July 20th.

Campbell Amusements has agreed to name the Town and BIA indemnified and will provide all the necessary insurance, clearances, et cetera.

Analysis

Staff and the BIA see this as an opportunity to bring hundreds, if not thousands, of people into Ingersoll, having a large positive financial impact on the BIA businesses as well as the rest of the Town.

Staff feel that with the Canterbury Folk Festival not returning next year, the community will be looking for a big summer event to attend. Furthermore, staff feel this would be a great opportunity to promote the Town.

The BIA will be promoting the event through a wide variety of advertisements from radio to print and social media.

Closing sections of Oxford St and King St W for the majority of a week will be burdensome on some businesses however staff feel that there will be a positive impact from the carnival that will more than compensate for the inconvenience caused by the street being closed.

Staff see this as an opportunity for service clubs and other not for profit organizations to get involved and hold fundraisers and other activities. Staff will be reaching out to various clubs and organizations to garner support and encourage participation.

Some staff resources for setting up and removing the barriers as well as garbage collection et cetera will be required.

Financial Implications

Campbell Amusements has agreed to name the Town and BIA indemnified and will provide all of the necessary insurance, clearances, et cetera.

Campbell Amusements will be responsible for their costs associated with the event. The BIA will be responsible for advertising the event and has budgeted \$9,000 for the event.

Staff resources such as setting up and removing the barriers for the road closure as well as garbage collection et cetera will be the Town's contribution to the event.

Recommendation

THAT THE COUNCIL OF THE CORPORATION OF THE TOWN OF INGERSOLL receives report numbered A-05-20 as information:

AND FURTHER THAT Council supports the BIA's Downtown Carnival to take place from July 16 to July 19th, 2020.

AND FURTHER THAT Council approves the closure of Oxford Street from Charles Street W to King Street W, and King Street W from Oxford Street to Thames Street S from 7am Tuesday July 14th until 7am Monday July 20th, 2020.

AND FURTHER THAT Council permits camping by D.A. Campbell Amusements staff in the Municipal parking lot at 31 Charles St E (near the arena) from Sunday July 12 to Monday July 20th, 2020.

Attachments

Map of area.

Prepared by: Curtis Tighe, Economic Development Officer

Approved by: William J. Tigert, Chief Administrative Officer





Department: Administration - Economic Development

Report Number: A-006-20

Council Meeting Date: February 10, 2020

Title: GM Soccer Fields and Suzuki House lands

Objective

To update Council on discussions with General Motors regarding the soccer fields and Suzuki House lands.

Background

Staff have been in discussions with General Motors regarding the soccer fields and Suzuki House lands. Staff have had discussions regarding purchasing the lands however, it is General Motors preference to continue with a long term lease at this time.

The Town was granted the Suzuki House for its use and has had a lease on the lands since 2001. The current lease on the property expires in 2030.

Staff are working with Management at the plant to explore a lease or grant of the former gymnasium and an extension of the lease of the lands that the soccer fields and Suzuki House are on.

Analysis

General Motors has been very generous in granting the Town Suzuki House as well as leasing its land for almost 20 years and deserve a great deal of thanks from the Town and users of the land.

Purchasing the lands would have been a great solution for the Town however since GM is not interested in selling, and for valid reasons, staff will not be pursuing this option any further. The intention of the lease has always been as a short term solution for the Town which has extended into long term.

A more permanent solution will need to be sought for these facilities, however an extension to the lease will provide some further security until a permanent solution is found.

Financial Implications

Operating costs of the facilities should remain consistent during the lease. Alternate locations for these uses has not been costed.

Recommendation

THAT The Council of the Corporation of the Town of Ingersoll receives this report numbered as A-06-20, as information

Attachments

None

Prepared by: Curtis Tighe, Economic Development Officer
Approved by: William Tigert, Chief Administrative Officer



Department: Administration- Economic Development

Report Number: A-007-20

Council Meeting Date: February 10th, 2020

Title: 164 Clark Road, 2591355 Ontario Inc. Mutual Release

Objective

To receive direction from Council regarding the requested mutual release from 2591355 Ontario Inc.

Background

At the June 2019 Council meeting, Council authorized the sale of 18.49 acres of Industrial land at 164 Clark Road to 2591355 Ontario Inc. with some conditions. All conditions were cleared except site plan agreement.

Staff held multiple meetings with the engineering firm hired by 2591355 Ontario Inc. over this time to work towards a site plan agreement. No site plan application was filed by the company and on February 3, 2020 the agent representing the sale forwarded a mutual release to staff.

The agent indicated that the company no longer wanted to pursue the purchase of these lands and the agent thanked staff for their time and effort. Staff reached out to the agent for more information and to see if there was an opportunity to save the deal, but did not receive a response as of writing this report.

Analysis

Currently this property is the only significant opportunity for Industrial development within the Town of Ingersoll. As Council is aware staff are working with two other similar companies towards the sale of a combined 20 acres of land on the 200 Clark Road site. Staff continue to market the land and receive multiple inquiries per month on the land.

Servicing the land will lead to sales and staff are working towards the land being serviced in 2020-2021.

Financial Implications

The agreement of purchase and sale was \$100,000 per acre or \$1,849,000. Staff are currently marketing the land at \$150,000 per acre.

Recommendation

THAT Council authorize the Mayor and Clerk to sign the mutual release agreement of purchase and sale with 2591355 Ontario Inc. and direct staff to return the deposit to 2591355 Ontario Inc.

Attachments

Mutual Release Agreement of Purchase and Sale.

Prepared by: Curtis Tighe, Economic Development Officer
Approved by: William Tigert, CAO



Department: Clerks

Report Number: C-005-20

Council Meeting Date: February 10, 2020

Title: Appoint a Council Representative for the Development Coordinating Committee

Objective

To appoint a Council representative to the Development Coordinating Committee.

Background

Site Plan Control By-law 99-3881 at Schedule "B" outlines that the Development Coordinating Committee shall consist of the people holding the following positions:

Mayor
Town Councillor
Town Clerk/Deputy Administrator
Town Engineering Services Coordinator
Town Chief Building Official
Erie Thames Power Operations Manager
Town Planner
Chief Administrative Officer
Economic Development Officer
Superintendent of Public Works
Count of Oxford – Water and Wastewater Services Manager.

Analysis

Due to the above schedule in the Site Plan Control By-law it is necessary for Council to appoint a representative to the Development Coordinating Committee.

It is pertinent to point out that meetings of the Development Coordinating Committee take place during the daytime and meetings must be held in a timely manner so that site plans

may progress smoothly. Representation from members is requested but should all members not be able to attend the meetings will be held with absences.

Financial Implications

N/A

Recommendation

THAT the Council of the Corporation of the Town of Ingersoll receive staff report C-005-20 as information;

AND THAT Council appoints _____ to the Development Coordinating Committee.

Attachments

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



Department: Clerks

Report Number: C-006-20

Council Meeting Date: February 10, 2020

Title: Funding request from OPAL for Scientific Advisory Services, Community Engagement, and Public Education

Objective

To consider the funding request from the OPAL Alliance for Scientific Advisory Services, Community Engagement, and Public Education.

Background

Council will see the attached request for funding from the OPAL Alliance. This funding request is similar to the one granted to OPAL in 2014 for \$25,000 for community education. Those funds were used up over a couple of years.

Analysis

Council is aware that the OPAL Alliance has been one its greatest allies in fighting the proposed landfill at the Carmeuse quarry. Previously OPAL handled the funds provided to them responsibly and within the parameters established by Council at the time.

Staff would again suggest that these funds could be provided from the legal reserve set aside for the landfill fight.

Financial Implications

This would reduce the legal reserve established for the landfill fight by \$25,000 but there is sufficient funds in that reserve to cover this request.

Recommendation

THAT the Council of the Corporation of the Town of Ingersoll receive staff report C-006-20 as information;

AND THAT Council grants \$25,000 to the OPAL Alliance for Scientific Advisory Services, Community Engagement, and Public Education purposes with the funds coming from the landfill legal reserve

Attachments

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

Attachment: Correspondence from Bryan Smith and Dan Vida or OPAL Alliance



Department: Clerks

Report Number: C-006-20

Council Meeting Date: February 10, 2020

Title: Funding request from OPAL for Scientific Advisory Services, Community Engagement, and Public Education

Objective

To consider the funding request from the OPAL Alliance for Scientific Advisory Services, Community Engagement, and Public Education.

Background

Council will see the attached request for funding from the OPAL Alliance. This funding request is similar to the one granted to OPAL in 2014 for \$25,000 for community education. Those funds were used up over a couple of years.

Analysis

Council is aware that the OPAL Alliance has been one its greatest allies in fighting the proposed landfill at the Carmeuse quarry. Previously OPAL handled the funds provided to them responsibly and within the parameters established by Council at the time.

Staff would again suggest that these funds could be provided from the legal reserve set aside for the landfill fight.

Financial Implications

This would reduce the legal reserve established for the landfill fight by \$25,000 but there is sufficient funds in that reserve to cover this request.

Recommendation

THAT the Council of the Corporation of the Town of Ingersoll receive staff report C-006-20 as information;

AND THAT Council grants \$25,000 to the OPAL Alliance for Scientific Advisory Services, Community Engagement, and Public Education purposes with the funds coming from the landfill legal reserve

Attachments

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

Attachment: Correspondence from Bryan Smith and Dan Vida or OPAL Alliance



February 6, 2020

EMAILED TO MICHAEL GRAVES, CLERK, mgraves@ingersoll.ca

To Mayor & Council
Corporation of the Town of Ingersoll
130 Oxford Street
2nd Floor
Ingersoll, ON
N5C 2V5

Dear Mayor and Members of Council,

Re: Funding Request for Scientific Advisory Services, Community Engagement, and Public Education

The pending release of Walker Environmental's Draft Environmental Assessment (EA) has created an urgent need for our organization, Oxford People Against the Landfill (OPAL Alliance), to better understand the scientific information contained in the EA – specifically as it relates to the risk to the local watershed. To that end, we have been fundraising to retain the advisory services of a hydrologist to provide us with independent analysis of the Walker EA. While our members and the public have been very generous in their donations, we still are in need of some additional funding to secure these important services in a matter timely to the release of the EA.

Through our role as an independent environmental advocacy group, we also need to increase community engagement on the contents of the EA and provide important public education services. To that end, we are planning to expand our website site and social media services, as well as prepare and distribute education materials on the information related to the proposed landfill and hold community events.

We therefore are making a funding request to the Town of Ingersoll in the hope that Town Council will support two specific efforts of our organization.

- | | | |
|----|--|-------------|
| 1. | Funding to support the retaining of scientific advisory services | \$10,000.00 |
| 2. | Funding to support community engagement and public education | \$15,000.00 |

Our total funding request is for \$25,000.00 (twenty-five thousand dollars) – funds which OPAL Alliance will use during the calendar year 2020.

Thank you for your consideration of our request.

Bryan Smith, President, OPAL
Dan Vida, Treasurer, OPAL



Department: Community Services

Report Number: CS-003-20

Council Meeting Date: February 10th 2020

Title: Ingersoll Off-Leash Dog Park

Objective

To provide Council with an update on the Ingersoll Off-Leash Dog Park and recommend a long term solution for dealing with dog waste generated in the park.

Background

Recently The Community Services Department was contacted by patrons of the Dog Park to advise that their pets required medical attention after attending the dog park.

Upon investigation staff uncovered unauthorized leftover food refuse was being added to the compost bins and being stored under a tarp as the likely source of the dog's illness.

As most dog owners will know, mixing food with dog waste is a very unhealthy combination. Additionally this type of storage will undoubtedly attract other less than desirable creatures to the park, such as rats, skunk, raccoons and coyotes. Which could lead to conflict or sharing of disease like distemper, rabies or other pathogens.

As a result all compost bins and the cache located under the tarp have been removed from the park and in the interim additional waste containers have been placed at the entrances to the park.

Signage was also be placed in the park which states. "Placing or dumping dog waste, food scraps or any other form of garbage or refuse in The Ingersoll Off leash Dog Park anywhere other than in the garbage cans provided is strictly prohibited by the Town of

Ingersoll. Failure to obey this sign is an offence contrary to the *Trespass to Property Act* and fines up to \$10 000.00 may be levied."

Analysis

The Community Services Department was aware that compost bins and green cones were installed in the park in an effort to deal with the dog waste generated in the park.

The Community Services Department was not aware that unauthorized food waste was being added to these compost bins. Once it was discovered that food waste was being added to the bins and as a result dogs were becoming ill the Community Services Department had no choice but to take immediate action to remedy the issue to protect the health and safety of the patrons which use the park.

It is important to note that the issue is not with the compost bins themselves rather the issue is the addition of the unauthorized food waste to the compost containers.

To that point last year staff attended a session at the Parks and Recreation Ontario Conference titled "The Dog Waste Dilemma" where municipalities discussed various techniques they were using to deal with dog waste. The use of green cones and compost bins were discussed as some options that had been tried with little to no success as dog waste did not breakdown or decompose like other materials would in a composter.

It was also discussed in this session that using garbage containers were not an appropriate solution either as the containers would become too heavy for staff to be able to empty and specialty equipment would have to be brought in just to change the garbage. As a result municipalities started to look at alternatives to deal with dog waste.

One of those alternatives was the installation of Moloks. Moloks are essentially a large capacity garbage can that is installed underground which accepts both garbage and dog waste. When the container fills up a lift truck comes and hauls the garbage and dog waste to the landfill.

Another alternative that was discussed at length was the installation of Sutera Bins. Similar to Moloks, Sutera Bins are an underground container with a receptacle located above ground.

The main difference between the two systems is that Moloks accept both garbage and dog waste which is hauled to landfill, while Sutera Bins are specifically designed to deal with dog waste only and the dog waste is not hauled away to the landfill site rather it is collected and converted into waste energy power.

With the added benefits of reducing the amount of waste hauled to the landfill and in turn converting it to power, Staff pursued looking into Sutera Bins further as a way to deal with the dog waste generated in our dog park. Staff emailed the Ingersoll off Leash Dog Park volunteer committee to outline what was learned from attending this session and provided

them with a quote on what it would cost to install a Sutera Bin in our park as a better way to deal with the dog waste generated from the park. This was done in the spring of 2019, no formal response was received by Community Services.

Once the issue of the unauthorized food waste being added to the compost bins and stored in an open pile was identified, staff resumed efforts to investigate long term solution to better deal with the waste generated from the park.

Staff received quotes for both Moloks and Sutera Bins which are attached to this report. Both companies noted potential install dates to be in the spring, late March or early April depending on weather conditions.

The Molok Quote does not include installation and also does not include price to haul away waste to the landfill so if staff were to proceed with a Molok quote a third party contractor would have to be hired to haul away the waste to the landfill.

Sutera's price includes installation and dog waste is hauled away by Sutera approximately every 8 weeks at a cost of \$155 per trip. As a result it is staff recommendation to proceed with the Sutera Bin quote as when all cost factors are considered not only is it the cheaper option it also best deals with the dog waste generated in the park and directs away from the landfill and converts it into energy.

Financial Implications

Staff are able to the reallocation of monies in the operating budget to cover the installation. An additional \$155 collection fee every 8 weeks can also be absorbed in the budget.

Recommendation

That the Council for the Corporation of the Town of Ingersoll receives report CS-003-20 as information

And further that the Council for the Town of Ingersoll approves the installation of a Sutera Bin at a cost of \$5565+HST, and approves the allocation of \$930 per year from the Operating Budget to collection fee's to clean out the bin approximately every 8 weeks.

Attachments

Sutera Quote and Diagram
Moloks Quote

Prepared by: Kyle Stefanovic, Director of Community Services
Approved by: William Tigert, Chief Administrative Officer.



SUTERA Canada Inc.


700 Rupert Street, Waterloo, ON N2V 2B5
 Phone (864) 627-0302 Fax (864) 627-0804
 E-mail: service@suteracdn.com www.suteracdn.com
 HST # 74978 2710 RT 0001

Customer Proposal

Proposal Date: 01/28/2020 Sales Representative: Bill Higgins Phone Number: Email: bill.higgins@suteracdn.com	Proposal: 2292203000011082045 Valid Until: 03/31/2020 Proposed Install / Delivery Date: 03/31/2020
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Contact Information Name: Town of Ingersoll Address: 130 Oxford Street (2nd Floor), Ingersoll, Ontario, Contact: Darryl Capern Telephone: 519-485-3774 Cell: Email: dcapern@ingersoll.ca	Reference Project or Site Name: Ingersoll Dog Park Address: , Ingersoll, ON, Contact: Telephone:
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Pricing Quoted In: CDN Dollars	Payment Terms: Net 30 F.O.B. Ingersoll, ON
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Product Details	Qty	Unit Price	Extended
 SUTERA Dog Waste Steel Vertical Lift DS-1c CDN	1	\$ 3,290.00	\$ 3,290.00
Installation subject to site inspection and locates	1	\$ 2,025.00	\$ 2,025.00
Shipping (precast)	1	\$ 250.00	\$ 250.00
Dog Waste Service Cost per service call is \$155.00 which includes disposal of waste at a waste to energy facility	1	\$ 0.00	\$ 0.00
		Sub Total	\$ 5,565.00
		Tax	\$ 723.45
		Total Price	\$ 6,288.45

Acceptance

Authorized Customer Signature Date

Acceptance is in accordance with the Customer Terms & Conditions (attached hereto or available upon request).
 Questions should be directed to the Sales Representative.



SUTERA Canada Inc.

700 Rupert Street, Waterloo, ON N2V 2B5
Phone (864) 627-0302 Fax (864) 627-0804
E-mail: service@suteracdn.com www.suteracdn.com

CUSTOMER TERMS AND CONDITIONS

Unless otherwise provided by separate written contract duly signed by the customer ("Customer") and Sutera Canada Inc. or its applicable subsidiary or affiliate ("Sutera") (collectively, the "Parties"), the terms and conditions specified below shall apply to any shipment of products or commencement of related services (collectively, "Products") by Sutera to or for Customer. ANY ADDITIONAL OR DIFFERENT TERMS IN FORMS PROVIDED BY CUSTOMER WILL BE DEEMED OBJECTED TO AND REJECTED BY SUTERA AND SHALL BE OF NO EFFECT. Customer will be deemed to have accepted these terms and conditions unless Customer notifies Sutera in writing of any specific objection(s) no later than five (5) days after receipt of the document or other communication incorporating or referencing these terms and conditions. Such notice must be separate from any other communication or document provided by Customer to Sutera.

1. Unless otherwise stated on quotes provided by Sutera, prices shall be in United States currency and delivery of Products will be FOB Sutera's manufacturing facility. Prices are subject to change without notice. Customer shall be responsible for all taxes, duties, or other charges imposed by any governmental authority with respect to the manufacture, sale, transportation, delivery and/or use of the Products. Unless specified otherwise by Sutera, all delivery dates are Sutera's good faith estimates of shipping and are not guaranteed. Installation is by Customer unless specifically described and incorporated as part of this agreement.
2. Payment terms shall be as indicated on the Sutera Customer Proposal. Customer shall not be entitled to withhold payment or deduct from any invoice the amount of any claim asserted against Sutera or any affiliate of Sutera. Should the financial responsibility of the Customer at any time appear unsatisfactory to Sutera, Sutera reserves the right to require payment for any shipment hereunder in advance, or require satisfactory security. Sutera reserves a purchase money security interest in all products delivered until Sutera receives the full purchase price. Customer agrees to execute any documents at Sutera's request with respect to creation and perfection of a security interest in the products sold.
3. Specifications are as stated in Sutera's written proposal. No other specifications may be deemed part of the contract between Sutera and Customer unless specifically identified as such in a writing made part of the contract and signed by Sutera.
4. Sutera warrants that the products sold are free from defects in material and workmanship when used in accordance with all directions for installation, operation and maintenance furnished by Sutera, for a period of one year from receipt at Customer's designated delivery point, subject to the following conditions:
 - (a) Customer shall notify Sutera in writing promptly upon discovery of facts giving rise to any claim under this warranty, stating specifically the nature of the claim, the date of discovery of same, and identifying the product involved. Failure to so notify Sutera within ninety days after discovery of facts giving rise to the claim shall fully and completely relieve Sutera from any obligation under this warranty.
 - (b) This warranty applies only to products properly used and maintained and is expressly non-applicable to any products or components which have been repaired, altered or changed other than in accordance with instructions and directions furnished by Sutera, or to any product which has not been operated or utilized in accordance with instructions or directions furnished by Sutera, or which has been operated or treated in any manner which, in the reasonable judgment of Sutera, adversely effects its reliability and performance.
 - (c) This warranty does not apply to normal wear and tear. This warranty does not apply to any product or component not manufactured or supplied by Sutera, and Customer's sole warranty with respect to such items shall be that of the manufacturer, if any.
 - (d) Sutera's entire liability and exclusive remedy to Customer or any third party Customer of any Product is expressly limited to the repair and replacement, at Sutera's sole discretion, of any Product that is determined by Sutera to be defective under the terms of this warranty.
 - (e) THE WARRANTIES SET FORTH HEREIN ARE IN LIEU OF ALL OTHER WARRANTIES, WHETHER EXPRESS, IMPLIED OR STATUTORY, INCLUDING BUT NOT LIMITED TO IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

5. Customer's exclusive remedy for any claim arising in connection with Products supplied hereunder, including, without limitation, any claim arising out of the design, manufacture, sale, delivery, use or resale of Products, whether based on warranty, contract, negligence, strict liability or otherwise, will be to notify Sutera in writing of the claim within thirty (30) days of delivery of the Products and Sutera will, upon confirmation of its breach or other fault, at its option, replace or repair the Products or refund

the purchase price.

LIMITATION ON DAMAGES: SUTERA SHALL NOT BE LIABLE UNDER ANY CIRCUMSTANCES FOR ANY INDIRECT, INCIDENTAL, SPECIAL, CONSEQUENTIAL, OR PUNITIVE DAMAGES, INCLUDING WITHOUT LIMITATION ANY LOSS, DAMAGES, OR EXPENSES DIRECTLY OR INDIRECTLY ARISING FROM THE USE OF GOODS, WAREHOUSING OR MANUFACTURING COSTS, LOST PROFITS OR GOODWILL, LABOR, HANDLING AND SERVICE CHARGES, RECALL OR LOST PRODUCT COSTS OR DIE, EQUIPMENT, OR MACHINE BREAKAGE. THIS LIMITATION ON DAMAGES IS INTENDED TO HAVE THE BROADEST POSSIBLE APPLICATION AND IS INTENDED TO APPLY TO ALL DISPUTES BETWEEN CUSTOMER AND SUTERA THAT ARE DIRECTLY OR INDIRECTLY RELATED TO THE CONTRACT BETWEEN THE PARTIES AND/OR THE PRODUCTS TO BE SUPPLIED TO CUSTOMER BY SUTERA, REGARDLESS OF WHETHER OR NOT THE PRODUCTS ARE ACTUALLY MANUFACTURED AND/OR SHIPPED TO THE CUSTOMER.

6. Except for the exercise by Customer of its exclusive remedy described above, Customer agrees to indemnify, hold harmless and defend (including, without limitation, reimbursement for reasonable attorney's fees and expenses of litigation) Sutera, its agents, servants, representatives or employees, against any and all claims, by whomsoever made, arising in connection with Products sold hereunder, including, without limitation, any claim arising out of the design, manufacture, sale, delivery, use or resale of Products, whether based on warranty, contract, negligence, strict liability or otherwise, for loss, damage or injury to property or person (including injuries resulting in death) allegedly caused by or arising out of the use of Products sold hereunder. The term "claims" wherever used in this paragraph shall include, without limitation, any claims in which Sutera, its agents, servants, representatives or employees, have or are alleged to have been negligent or otherwise to have contributed to the loss, damage or injury.
7. The use of all guards, interlocks, and other safety devices and features on the products, and the operation of the products in accordance with Sutera's operating instructions are essential to the safe use of the Products and therefore, Customer agrees that it will keep in legible condition all warnings or operating instructions affixed to the products by Sutera. Customer agrees that it will not remove, render inoperable, or modify, any guards, interlocks, electrical devices, or other safety devices that are part of the products, or the software controlling such devices, and that it will not add any devices or modify the products in any way that will render the Products unsafe. Customer agrees that it will operate the products in accordance with Sutera's operating instructions. Customer agrees to indemnify and hold harmless Sutera from all actions, claims, demands and damages, including all reasonable attorneys' fees and legal expenses incurred by Sutera, arising out of claims made by third parties for personal injury allegedly resulting from actions by Customer taken inconsistent with Customer's obligations stated in this paragraph.
8. Sutera may, with respect to Products supplied hereunder, provide Customer with confidential or proprietary information, including, without limitation, descriptions, specifications, pricing information, drawings, manufacturing methods, marketing information, and/or formulae or compositions. Customer agrees to take precautions to protect such information and not to disclose, in whole or in part, any such information or the relationship between the Parties, without the prior written consent of Sutera, and to bind its employees, officers and agents to this same obligation. This obligation shall not extend to information that is generally published or lawfully available from other sources or that was known to Customer prior to disclosure thereof by Sutera. Customer recognizes that the Products have been designed and built through expenditure of substantial time and money by Sutera, and Customer agrees not to make drawings of the products or any portions thereof, or permit others to do so, and will not duplicate or conspire in the duplications of the products. If software is used to run the Products, it is licensed, not sold, to Customer. Sutera hereby grants and Customer accepts a license to use the software in connection with the equipment and for the purposes set out in the contract documents. Customer shall not copy, download, disassemble, decompile, or modify software in any fashion.
9. Sutera will not be liable for default or delays in delivery of Products supplied hereunder if such default or delay is caused by fire, strike, riot, war, act of God, governmental order or regulation, complete or partial shutdown of plant by reason of inability to obtain sufficient raw materials or power, and/or any similar or different contingencies beyond Sutera's reasonable control.
10. Customer shall not delegate any duties or liabilities nor assign any rights or claims hereunder without the prior written consent of Sutera. Any such attempted delegation or assignment shall be void. Except as provided in this provision, the terms set forth herein shall be binding upon and inure to the benefit of the successors and assigns of the Parties.
11. The Parties' respective obligations hereunder are governed by and construed in accordance with the laws of the State of South Carolina. Any judicial proceeding arising out of or relating to this order or the Products shall be instituted and maintained in the federal or state courts for Greenville County, South Carolina, and each party submits to the exclusive jurisdiction of such courts. The Parties exclude the application of the United Nations Convention on Contracts for the International Sale of Goods.
12. Failure by either party to require strict performance hereunder will not be deemed a waiver of that party's right to subsequently require strict performance. Except as provided expressly herein, these terms and conditions constitute the entire agreement of the Parties with respect to the Products, all prior and contemporaneous agreements being merged herein, and may not be modified except by written instrument executed by duly authorized officers of each party hereto.

QUOTATION

Delivery	21 Days	Quote Date	29/01/2020
F.O.B.	Mount Forest, ON	Valid Until	28/02/2020
Late Payments	2% monthly interest	Salesperson	John Acheson
Payment Terms	Net 30 days		

Billing & Shipping Information

Bill To Name	The Town of Ingersoll	Ship To Name	The Town of Ingersoll
Bill To	130 Oxford St 2nd floor Ingersoll Ontario N5C 2V5 Canada	Ship To	Parks Ingersoll Ontario

Quantity	Container Sign	Description	Line Item Description	Unit Price	Total Price
1.00	Garbage or Recycling	M-1300 Basic Eon: M-1300 Basic Lid, reg lifting bag, Eon® framing	Mahogany	\$2,455.76	\$2,455.76
1.00		M-1300 Disp: M-1300 Disposable Bags (pkg 20)		\$125.12	\$125.12
1.00	Garbage or Recycling	M-3000 Basic Eon®: M-3000 Basic Lid, reg lifting bag, Eon® framing	Mahogany	\$3,522.71	\$3,522.71
1.00		M-3000 Disposable Bags: M-3000 Disposable Bags (pkg 20)		\$213.52	\$213.52

Supply only, shipping not included.

Subtotal	\$6,317.11
Taxes	\$821.22
Total Due	\$7,138.33
HST #	872046677





Department: Treasury

Report Number: T-003-20

Council Meeting Date: February 10, 2020

Title: 2020 Fees or Charges By-Law

Objective

This report recommends changes to Town's Fees or Charges By-Law 18-5001.

Background

User fees are a critical element of the Town's revenue mix and represent a significant portion of the Town's revenue stream. The objective of the fees is to recover costs for services and programs provided by the Town or local boards and help to mitigate future property tax increases while continuing to provide high levels of service to our customers.

Section 391(1) of the Municipal Act, 2001, S.O.2001, c. 25 authorizes a municipality to pass by-laws to impose fees or charges on persons. The Fees or Charges Schedule identifies the rates and fees proposed for certain municipal services and programs provided. With approval from Council, the Fees or Charges Schedule is used as the basis for the Fees or Charges By-law.

The Town established rates and fees for various service categories provided by the Town including administrative, planning, licensing, fire, engineering, recreation and other miscellaneous fees.

Annually, the rates and fees are reviewed by Staff and adjusted in accordance with inflation and market conditions. Staff have been proactive in ensuring that the fees for the services and activities reflect full cost recovery to the extent possible.

Analysis

Proposed changes to the Fees or Charges include new fees recommended by the Community Services Department for implementation in 2020.

No changes are proposed for **Administrative Services, Planning, Treasury Services, Engineering and Public Works, Fire Services and Museum.**

Community Services. As Council is aware over the past year the Community Services Department has been transitioning over to the new software program and to the new Council approved membership structure. Throughout the implementation process, the Community Service Department has been updating rates and fees to align with the new direction. Most recently, in August of 2019, some rates and fees were updated via Council resolution. A further review was conducted by Staff and the following additional areas have been identified to aid in the transition process:

- 1) Staff are recommending to add new membership fees for auto renewing memberships. One month memberships are more onerous for Staff to manage and process. There is also no commitment from the patrons beyond the month they are purchasing. As a result, Staff are proposing that one month membership fees be increased to be \$5.00 more per person per month than auto renewing memberships which require greater commitment and are automatically processed with little to no staff time. It is Staff's recommendation to make this change as an incentive for the patrons to purchase auto renewing memberships. Proposed membership fee changes would be as follows:

Auto Renewing Memberships remain the same:

Family Rates:

\$ 42.50 per month for 1 person household membership
\$ 60.00 per month for 2 person household membership
\$ 70.00 per month for 3 person household membership
\$ 80.00 per month for 4 person household membership
5+ person household memberships are \$20.00 per person per month.

Senior (60+)/ Child and Youth (0-13)

\$32.50 per month for 1 senior/0-13 year old
\$55.00 per month for 2 senior/0-13 year old.

One Month Memberships increase by \$5 per person per month to be:

Family Rates:

\$ 47.50 per month for 1 person household membership
\$ 70.00 per month for 2 person household membership
\$ 85.00 per month for 3 person household membership
\$ 100.00 per month for 4 person household membership
5+ person household memberships are \$25.00 per person per month.

Senior (60+)/ Child and Youth (0-13)

\$ 37.50 per month for 1 senior/0-13 year old
\$ 65.00 per month for 2 senior/0-13 year old.

- 2) Add a new “Child Minding” program fee of \$4.00. This program is included with memberships and \$4.00 for non-members.
- 3) Change wording from Fitness Room to Fitness Studio.
- 4) For all public skates and swims Staff are proposing to remove the family rate and as an alternative to introduce a single flat fee across all age groups. Proposed flat fee would be \$3.00 per person. Current rates are \$3.50 Youth (3-12), \$4.00 Teens/Seniors (13-18), Adults (18-59) \$4.50, Family \$10.00 (2 adults and 4 Kids). Public skating and swimming are free for the members. The proposed rate of \$3.00 is based on an assumption is that a family of 4 under the current system pays the \$10.00 family rate, using the new fee they would pay \$12.00.
- 5) Staff are proposing that all free pass cards that were issued over the years expire as of December 31st 2020. On a weekly basis various types of free passes are brought in with no way of verifying if they are still valid or when they were issued. By giving patrons until December 31st 2020, the Town will allow them sufficient time to use up any passes that they may still have and renew their memberships under the new fee structure.
- 6) Update the Minor Ball rate to a per hour ball diamond rental rate in an effort to bring the Minor Ball user groups in line with all other users groups who have already moved from a per team fee to a per hour rental fee. This is not a rate increase rather it is a change in how their rates are calculated. Previously Minor Ball payed \$7.50 per registrant and rented diamond times according to their needs. There was no fee associated with their ball diamond rentals, they could book as much or as little as they wanted. In discussion with the user groups, it was determined it would be best to convert fees to a per hour basis much like it is done at the Arena. Converting to this system also allows us to credit user groups back for cancellations or rainouts so that they are only invoiced for what they actually use. This system allows us to better determine usage of the fields and identify any openings that may become available for rent. At the request of the Community Services Department Minor Ball provided their per hour needs for the 2020 season and Staff were able to calculate the rate to be \$8.00 per hour used.

The attached schedule represents recommended fees and charges, any new fees as well as increased fees are highlighted.

Financial Implications

Recommended fees are based on achieving full cost recovery where possible. While the impact to Town revenues is depended on activity volumes, the recommended changes to the fees are expected to generate additional membership revenues without incurring additional costs.

Recommendation

THAT the Council for the Town of Ingersoll receives as information Report T-003-20.

AND THAT the attached Schedule 'A' named as the Town of Ingersoll 2020 Fees and Charges be approved and come to effect as of February 10, 2020.

Attachments

Schedule 'A' the Town of Ingersoll 2020 Fees and Charges

Prepared by: Iryna Koval, Director of Finance, Treasurer
Kyle Stefanovic, Director of Community Services

Approved by: William Tigert, CAO

SCHEDULE "A"
The Corporation of the Town of Ingersoll
2020 Fees and Charges
By-law 20-5082

Approved by Council
Effective Date

February 10, 2020
February 10, 2020

* Rates may be adjusted annually based on the CPI

** If no effective date is provided than this fee is effective on the day this by-law is passed

*** Applicable taxes apply. The Town reserves the right to review HST applicability for any regulatory changes.

Description of Service	Unit of Measure	2019 Fee Before Taxes	2020 Fee Before Taxes	Subject to HST	Increase
Administrative					
Freedom of Information Request					
Application	each	\$5.00	\$5.00	No	0.00%
Photo Copies	per page	\$0.22	\$0.22	No	0.00%
Manually Searching Records	per hour	\$30.00	\$30.00	No	0.00%
Preparation of Record of Disclosure	per hour	\$30.00	\$30.00	No	0.00%
Photocopying & Printing					
8 ½ x 11 & 8 ½ x 14	per page	\$0.22	\$0.22	Yes	0.00%
11 x17	per page	\$0.44	\$0.44	Yes	0.00%
Cut Sheets 2'x3'	per sheet	\$3.67	\$3.67	Yes	0.00%
Rolled Stock 24' or 36'	per sq. ft.	\$0.84	\$0.84	Yes	0.00%
Rolled Stock 24' or 36'	per sq. m.	\$8.76	\$8.76	Yes	0.00%
Paratransit Ticket	each	\$3.00	\$3.00	No	0.00%
Commissioner of Oaths					
Residents of Ingersoll	per document	\$15.00	\$15.00	No	0.00%
Non-Residents		\$20.00	\$20.00	No	0.00%
Certified True Copy (Residents)		\$15.00	\$15.00	No	0.00%
Certified True Copy (Non-Residents)		\$20.00	\$20.00	No	0.00%
Lottery Licenses					
Bingo	each	\$3.00	\$3.00	No	0.00%
Raffles	of prize value	3%	3%	No	0.00%
Nevada (Break Open)	of prize value	3%	3%	No	0.00%
Marriages					
Marriage License	each	\$110.00	\$110.00	No	0.00%
Marriage Ceremony	per service	\$250.00	\$250.00	Yes	0.00%
Staff Witness	per staff	\$20.00	\$20.00	Yes	0.00%
Cancellation after consultation		\$50.00	\$50.00	Yes	0.00%
Burial Permit					
In Town	each	\$5.00	\$5.00	No	0.00%
Out of Town	each	\$5.00	\$5.00	No	0.00%

Description of Service	Unit of Measure	2019 Fee Before Taxes	2020 Fee Before Taxes	Subject to HST	Increase
Parking Permits					
24 Hour Permit	Monthly	\$35.00	\$35.00	Yes	0.00%
Transient Trader License					
(annual renewal)	per resident	\$50.00	\$50.00	No	0.00%
By-law #99-3874	per non resident	\$200.00	\$200.00	No	0.00%
Lunch Wagon (annual renewal)					
By-law #95-3668	per resident	\$300.00	\$300.00	No	0.00%
	per non resident	\$500.00	\$500.00	No	0.00%
Lunch Cart					
By-law #95-3668	resident per 6 months	\$75.00	\$75.00	No	0.00%
	resident per 1 year	\$125.00	\$125.00	No	0.00%
	non-resident per 6 months	\$125.00	\$125.00	No	0.00%
	non-resident per 1 year	\$250.00	\$250.00	No	0.00%
Planning					
Minor Variances/Permission	each	\$1,431.00	\$1,431.00	No	0.00%
Plan of Subdivision	each	\$1,022.00	\$1,022.00	No	0.00%
Condominium Development	per application	\$761.00	\$761.00	No	0.00%
Subdivision Agreement	each	\$756.00	\$756.00	No	0.00%
Application for Consent	per application	\$511.00	\$511.00	No	0.00%
Development Agreement		\$276.00	\$276.00	No	0.00%
Site Plan Control	+ Cost of registration of Site Plan & Cost of Peer Reviews, if required	\$1,631.00	\$1,631.00	No	0.00%
Site Plan Control Amendment		\$409.00	\$409.00	No	0.00%
Part Lot Control Amendment		\$358.00	\$358.00	No	0.00%
Zoning By-Law Amendment –Basic Amendment, Temporary Use, Interim Control		\$2,555.00	\$2,555.00	No	0.00%
Zoning By-law Amendment –Remove Holding Symbol, By-law renewal		\$1,533.00	\$1,533.00	No	0.00%
Lawyers Clearance Letters		\$72.00	\$72.00	Yes	0.00%
Property Standards Clearance Letters		\$153.00	\$153.00	Yes	0.00%
Treasury					
Property Tax Fees					
Title Change	each	\$20.00	\$20.00	No	0.00%
New Account	per account	\$25.00	\$25.00	No	0.00%
Additions to Roll	each	\$20.00	\$20.00	No	0.00%
Tax Sale Collection Processing Fee	per account	\$25.00	\$25.00	No	0.00%
Tax Certificate	each	\$50.00	\$50.00	No	0.00%
Reprint of Tax Bill	each	\$10.00	\$10.00	No	0.00%
Tax Letter	each	\$25.00	\$25.00	No	0.00%

Description of Service	Unit of Measure	2019 Fee Before Taxes	2020 Fee Before Taxes	Subject to HST	Increase
Dog Licences - Valid January 1 st - December 31 st					
Kennel License Fee	per license	\$100.00	\$100.00	No	0.00%
Non Spayed/Non Neutered		\$25.00	\$25.00	No	0.00%
Spayed/ Neutered		\$20.00	\$20.00	No	0.00%
Replacement Tag		\$5.00	\$5.00	No	0.00%
Guide Dogs		No Charge	No Charge	No	0.00%
Late Fee - After February 1st		\$5.00	\$5.00	No	0.00%
Engineering/Public Works					
Blue Box	per paper box	\$4.50	\$4.50	No	0.00%
	per container box	\$5.50	\$5.50	No	0.00%
Composter	each	\$10.00	\$10.00	No	0.00%
Garbage Bag Tags	per tag	\$2.00	\$2.00	No	0.00%
Firewood	per cord	\$55.00	\$55.00	Yes	0.00%
	per cord delivered within 1 km in Town	\$65.00	\$65.00	Yes	0.00%
Road Allowance Excavation Fee (applies to Town assumed roads only)	per application	\$100.00	\$100.00	Yes	0.00%
Release of Easement					
If Reference Plan Required	per application	\$1,100.00	\$1,100.00	Yes	0.00%
Legal Fees Only	per application	\$260.00	\$260.00	Yes	0.00%
Subdivision Inspection	per service	\$1,000.00	\$1,000.00	Yes	0.00%
Site Plan Inspection	per service	\$650.00	\$650.00	Yes	0.00%
Cost recovery for damages to public property caused during a collision	per incident	actual cost		Yes	0.00%
Entrance permits/ culverts/ signs	per permit	\$75.00	\$75.00	Yes	0.00%
Traffic Counts	per service	\$100.00	\$100.00	Yes	0.00%
Construction Tender Documents:					
\$500,000 or less		\$40.00	\$40.00	Yes	0.00%
Over \$500,000		\$75.00	\$75.00	Yes	0.00%
Refundable Deposit:					
Grading – Certificate Clearance		\$1,000	\$1,000	No	0.00%
Damage to Roads					

Description of Service	Unit of Measure	2019 Fee Before Taxes	2020 Fee Before Taxes	Subject to HST	Increase
Fire Services					
Training Room Rental	Evening per hr.	\$15.00	\$15.00	Yes	0.00%
Outside use of Training Room will be at the discretion of the Chief	Daytime per hr.	\$60.00	\$60.00	Yes	0.00%
Training Grounds	per hour	\$100.00	\$100.00	Yes	0.00%
	flat rate per day	\$500.00	\$500.00	Yes	0.00%
Home Inspections (Business Purposes)	per home	\$75.00	\$75.00	Yes	0.00%
Commercial Inspection	per unit	\$100.00	\$100.00	Yes	0.00%
Industrial Inspection	per unit	\$200.00	\$200.00	Yes	0.00%
File Search/Letters for Outstanding Work Orders etc.	flat fee	\$50.00	\$50.00	Yes	0.00%
Fire Service Reports	per report	\$50.00	\$50.00	Yes	0.00%
Liquor License Letter (including inspection)	per letter	\$100.00	\$100.00	Yes	0.00%
Residential Inspections					
Duplex/Semi		\$125.00	\$125.00	Yes	0.00%
Multiple Dwellings/3 & 4 units		\$200.00	\$200.00	Yes	0.00%
Multiple Dwellings/ 5 & 6 units		\$250.00	\$250.00	Yes	0.00%
Multiple Dwellings 7 units +		\$300.00	\$300.00	Yes	0.00%
Fire Department Services Or the Ministry of Transportation (MTO) current rates.					
1 st apparatus – first hour	first hour	\$459.45	\$459.45	No	0.00%
Each additional apparatus – first hour	first hour	\$459.45	\$459.45	No	0.00%
Each additional half hour or part thereof	per 1/2 hour	\$229.73	\$229.73	No	0.00%
Flat rate per hour where equipment is dispatched but not used (King's Hwy., non-residents, repeated false alarms in excess of 3 per year)	flat rate per hour	\$459.45	\$459.45	No	0.00%
Flat rate per half hour where equipment is dispatched but not used (King's Hwy., non-residents, repeated false alarms in excess of 3 per year)	flat rate per 1/2 hour	\$229.73	\$229.73	No	0.00%
Air Fill – 2216 PSI (non-fire department)		\$8.00	\$8.00	Yes	0.00%
Air Fill – 4500 PSI		\$12.00	\$12.00	Yes	0.00%
Cylinders over 45 cu. ft.		\$30.00	\$30.00	Yes	0.00%
Fire Department only yearly air fills flat rate if over \$300		\$300.00	\$300.00	Yes	0.00%
Small Fuel Spills – less than 50 L. (i.e. leaking vehicle gas tank – fuel pump spills, etc.)	per service + cost of material	\$275.00	\$275.00	No	0.00%
Large Spills – greater than 50L.	per vehicle/per hour + cost of materials	\$410.00	\$410.00	No	0.00%
Fire Watch as per SOG#29 – minimum 2 fire fighters	per hr./per fighter	\$45.00	\$45.00	No	0.00%

Description of Service	Unit of Measure	2019 Fee Before Taxes	2020 Fee Before Taxes	Subject to HST	Increase
Museum					
Day Camp	per day per child	\$15.00	\$15.00	No	0.00%
Guided Museum Tours	per person	\$3.00	\$3.00	Yes	0.00%
Student Programs	per child, adults free	\$3.00	\$3.00	No	0.00%
Bus Tours	per person, escort and driver free	\$5.00	\$5.00	Yes	0.00%
Parks & Recreation					
Facility Rentals					
Arena					
Ice Rental *					
Prime Time – Adult	per hour	\$163.72	\$163.72	Yes	0.00%
Non-Prime Time – Adult	per hour	\$110.62	\$110.62	Yes	0.00%
Minor Sports Prime Time	per hour	\$125.66	\$125.66	Yes	0.00%
Minor Sports Non-Prime Time	per hour	\$84.07	\$84.07	Yes	0.00%
Arena Floor - Summer Months *					
Sunday to Thursday	per date	\$508.85	\$508.85	Yes	0.00%
Friday and Saturday	per date	\$752.21	\$752.21	Yes	0.00%
Hourly	per hour	\$48.67	\$48.67	Yes	0.00%
Auditorium *					
Daily Rate					
Sunday to Thursday	daily rate	\$234.51	\$234.51	Yes	0.00%
Friday and Saturday	daily rate	\$442.48	\$442.48	Yes	0.00%
After 2am additional charge	flat rate, 1 time fee	\$35.40	\$35.40	Yes	0.00%
Hourly rate	per hour	\$44.25	\$44.25	Yes	0.00%
Hourly rate - User Group/Service Club	per hour	\$22.12	\$22.12	Yes	0.00%
Dryland Training Auditorium *					
Minor Sports and Service Clubs eligible for 50% reduction for arena floor, auditorium (where Liquor Permit not attached) Rate reduction not eligible for ice rentals, dryland training or any town programs					
Minor Hockey	per ice season	\$530.97	\$530.97	Yes	0.00%
West Oxford Inferno	per ice season	\$221.24	\$221.24	Yes	0.00%
Admissions					
Public Skate per person	per visit	Effective April 1, 2020	\$2.65	Yes	New
Other Skates *					
Shinny	per visit	\$6.19	\$6.19	Yes	0.00%
Huff and Puff	per visit	\$4.42	\$4.42	Yes	0.00%

Description of Service	Unit of Measure	2019 Fee Before Taxes	2020 Fee Before Taxes	Subject to HST	Increase
VPCC Memberships & Other Fees					
Fitness Studio *					
Per hour	per day	\$130.97	\$130.97	Yes	0%
Per day	per hour	\$26.55	\$26.55	Yes	0%
VPCC Meeting Room *					
Per hour	per hour	\$26.55	\$26.55	Yes	0.00%
Per day	per day	\$130.97	\$130.97	Yes	0.00%
VPCC Board Room *					
Weekday or evening	per day	\$66.37	\$66.37	Yes	0.00%
Weekday or evening	per hour	\$13.27	\$13.27	Yes	0.00%
Weekend	per day	\$132.74	\$132.74	Yes	0.00%
Weekend	per hour	\$26.55	\$26.55	Yes	0.00%
Staff Time Charge	per one staff	\$26.55	\$26.55	Yes	0.00%
Projector Rental	per hour	\$30.09	\$30.09	Yes	0.00%
Pool Rental *					
Private (1 guard included)	per hour	\$110.00	\$110.00	Yes	0.00%
Private (2 guards included)	per hour	\$133.00	\$133.00	Yes	0.00%
Private (3 guards included)	per hour	\$155.00	\$155.00	Yes	0.00%
User Group/Service Club (1 guard)	per hour	\$61.98	\$61.98	Yes	0.00%
Swim Team - Full Pool	per hour	\$58.41	\$58.41	Yes	0.00%
Swim Team - Per Lane	per hour	\$14.60	\$14.60	Yes	0.00%
All rentals extra guard	per hour	\$18.20	\$18.20	Yes	0.00%
Schools (up to 38 students)(2 guards) per student		To be negotiated as per reciprocal agreement	To be negotiated as per reciprocal agreement	No	0.00%
Pool Admissions per person	per visit	Effective April 1, 2020	\$2.65	Yes	New
Pool Admissions Kids 2 and under	per visit	FREE	FREE		
Drop In Programs *					
Visit Pass	per visit	\$7.08	\$7.08	Yes	0.00%
Visit Pass Senior	per visit	\$6.19	\$6.19	Yes	0.00%
Visit Pass Youth	per visit	\$6.00	\$6.00	No	0.00%
Drop in Youth Programs *					
Friday Night Fun - Member	per visit	\$4.00	\$4.00	No	0.00%
Friday Night Fun - Non Member	per visit	\$6.00	\$6.00	No	0.00%

Description of Service	Unit of Measure	2019 Fee Before Taxes	2020 Fee Before Taxes	Subject to HST	Increase
Programs *					
1 hr. youth or preschool	per class	\$5.50	\$5.50	No	0.00%
1 Hr Youth or Preschool Member	per class	\$2.25	\$2.25	No	0.00%
1 Hr Youth or Preschool Non Member	per class	\$5.50	\$5.50	No	0.00%
Adult Seasonal programs	per class	\$5.75	\$5.75	Yes	0.00%
Child Minding - Non Members	per class		\$4.00	No New	
Time for Tot's	per class	\$13.00	\$13.00	No	0.00%
Time for Tots Non Members	per class	\$13.00	\$13.00	No	0.00%
Time for Tots - Member	per class	\$6.50	\$6.50	No	0.00%
KinderKids Non Member	per class	\$11.00	\$11.00	No	0.00%
KinderKids - Members	per class	\$5.50	\$5.50	No	0.00%
Kinder Prep Non Member	per class	\$13.00	\$13.00	No	0.00%
Kinder Prep Members	per class	\$6.50	\$6.50	No	0.00%
Babysitting Course Book	per book	\$9.50	\$9.50	Yes	0.00%
Stranger Smarts - Member	per course	\$15.00	\$15.00	No	0.00%
Stranger Smarts - Non Member	per course	\$20.00	\$20.00	No	0.00%
Stranger Smarts book	per book	\$5.00	\$5.00	Yes	0.00%
Home Alone Course - Member	per course	\$35.00	\$35.00	No	0.00%
Home Alone Course - Non Member	per course	\$40.00	\$40.00	No	0.00%
Home Alone Course Book	per book	\$7.75	\$7.75	Yes	0.00%
Day Camp - Member	per day	\$35.00	\$35.00	No	0.00%
Day Camp - Member	per week	\$140.00	\$140.00	No	0.00%
Day Camp - Non Member	per day	\$40.00	\$40.00	No	0.00%
Day Camp - Non Member	per week	\$150.00	\$150.00	No	0.00%
Extended Care AM	per week	\$15.00	\$15.00	No	0.00%
Extended Care AM	per day	\$2.00	\$2.00	No	0.00%
Extended Care PM	per week	\$10.00	\$10.00	No	0.00%
Extended Care PM	per day	\$3.00	\$3.00	No	0.00%
Day Camp trips	per trip	\$20.00	\$20.00	No	0.00%
Tennis Lessons 1/2 hr lesson	per lesson	\$5.00	\$5.00	No	0.00%
Tennis Lessons 1 hr lesson	per lesson	\$10.00	\$10.00	No	0.00%
Tennis Camp	per day	\$110.00	\$110.00	No	0.00%
Coed Ball	per team	\$450.00	\$398.30	Yes	0.00%
Ladies Basketball	per season	\$26.55	\$26.55	Yes	0.00%
Men's Basketball	per season	\$130.00	\$130.00	Yes	0.00%
Drop in Volleyball (recreational & competitive)	per season	\$26.55	\$26.55	Yes	0.00%
Swim Lessons - 1/2 hr lesson	per lesson	\$6.19	\$6.19	No	0.00%
Swim Lessons - 1 hr. lesson	per lesson	\$7.25	\$7.25	No	0.00%
Swimming Lessons Members	per lesson	\$3.13	\$3.13	No	0.00%
Swimming Lessons Non Members	per lesson	\$6.25	\$6.25	No	0.00%
Adult swim lessons	per lesson	\$6.19	\$6.19	Yes	0.00%
Private Lessons	per lesson	\$20.00	\$20.00	No	0.00%
Bronze Star	per course	\$74.00	\$74.00	No	0.00%
Bronze Medallion	per course	\$128.32	\$128.32	Yes	0.00%
Bronze Cross	per course	\$137.17	\$137.17	Yes	0.00%
Lifesaving Assistant instructor	per course	\$100.00	\$100.00	Yes	0.00%

Description of Service	Unit of Measure	2019 Fee Before Taxes	2020 Fee Before Taxes	Subject to HST	Increase
Lifesaving instructor plus swim instructor	per course	\$150.00	\$150.00	Yes	0.00%
Lifesaving Instructor	per course	\$150.00	\$150.00	Yes	0.00%
Instructor Recertification	per course	\$49.56	\$49.56	Yes	0.00%
National Lifeguard Service	per course	\$221.24	\$221.24	Yes	0.00%
NLS Recertification	per course	\$49.56	\$49.56	Yes	0.00%
Lifesaving First Aid Course	per course	\$110.61	\$110.61	Yes	0.00%
Lifesaving First Aid Recert	per course	\$75.22	\$75.22	Yes	0.00%
Synchro Club	per lesson	\$7.25	\$7.25	No	0.00%
Pool Parties					
Zumba Party	per party	\$170.00	\$170.00	Yes	0.00%
Group Games	per party	\$170.00	\$170.00	Yes	0.00%
Pool Party	per party	\$170.00	\$170.00	Yes	0.00%
Miscellaneous Fees					
Program Cancellation	per cancellation	\$20.00	\$20.00	No	0.00%
N.S.F. cheque	per cheque	\$25.00	\$25.00	No	0.00%
Post-dated cheques	per cheque	\$20.00	\$20.00	No	0.00%
Community Services Memberships*ONE MONTH*					
			Effective Date April 1, 2020		
1 person household	per month	\$37.61	\$42.03	Yes	11.76%
2 person household	per month	\$53.10	\$61.95	Yes	16.66%
3 person household	per month	\$61.95	\$75.22	Yes	21.42%
4 person household	per month	\$70.80	\$88.50	Yes	24.99%
5+ person household	per person/per month	\$17.70	\$22.12	Yes	24.99%
Senior/Student 1 person household	per month	\$28.76	\$33.19	Yes	15.39%
Senior/Student 2 person household	per month	\$48.67	\$57.52	Yes	18.19%
Community Services Memberships*AUTO RENEWAL*					
1 person household	per month	\$37.61	\$37.61	Yes	0.00%
2 person household	per month	\$53.10	\$53.10	Yes	0.00%
3 person household	per month	\$61.95	\$61.95	Yes	0.00%
4 person household	per month	\$70.80	\$70.80	Yes	0.00%
5+ person household	per person/per month	\$17.70	\$17.70	Yes	0.00%
Senior/Student 1 person household	per month	\$28.76	\$28.76	Yes	0.00%
Senior/Student 2 person household	per month	\$48.67	\$48.67	Yes	0.00%
Personal Training – Member *					
1/2 hour session	per session	\$26.55	\$26.55	Yes	0.00%
5- ½ hour sessions	per package	\$132.75	\$132.75	Yes	0.00%
1 hr. session	per session	\$35.40	\$35.40	Yes	0.00%
5 -1hr. sessions	per package	\$177.00	\$177.00	Yes	0.00%
10 -1 hr. sessions	per package	\$283.20	\$283.20	Yes	0.00%
Personal Training - Non-Member *					
1 hr. Session	per session	\$44.25	\$44.25	Yes	0.00%
5 - 1hr. Sessions	per package	\$221.00	\$221.00	Yes	0.00%
10 - 1 hr. Sessions	per package	\$442.50	\$442.50	Yes	0.00%

Description of Service	Unit of Measure	2019 Fee Before Taxes	2020 Fee Before Taxes	Subject to HST	Increase
Advertising *					
Arena – rink boards	per year	\$398.23	\$398.23	Yes	0.00%
Arena – 4 x 8 wall ads	per year	\$243.36	\$243.36	Yes	0.00%
Arena – 4 x 4 wall ads	per year	\$132.74	\$132.74	Yes	0.00%
VPCC 2 x 2 wall ads	per year	\$221.24	\$221.24	Yes	0.00%
Main Vic 2 sided sign, visible from ball diamond & parking lot	per year	\$243.36	\$243.36	Yes	0.00%
Fusion Skate park 4 x 8	per year	\$243.36	\$243.36	Yes	0.00%
GE #1 Only sold once Main Vic is sold out 4 x 8	per year	\$132.74	132.74	Yes	0.00%
Parks					
One time diamond rental with lights	per HOUR	\$48.67	\$48.67	Yes	0.00%
One time diamond rental without lights	per HOUR	\$39.82	\$39.82	Yes	0.00%
Minor Ball - One time diamond rental	per HOUR		\$8.00	Yes	New
Extra Diamond Dragging	per rental	\$50.00	\$50.00	Yes	0.00%
Minor Soccer	per player	\$5.00	\$5.00	Yes	0.00%
Centennial Park – Camping	per day	\$14.60	\$14.60	Yes	0.00%
Festival of Lights	per SEASON	\$26.55	\$26.55	Yes	0.00%
Picnic tables – non-profit *	per table	\$5.31	\$5.31	Yes	0.00%
Picnic tables – private*	per table	\$8.85	\$8.85	Yes	0.00%
Tables/chairs & portable fencing – non-profit *	Flat Delivery Fee	\$40.00	\$40.00	Yes	0.00%
Parks Staff Service Time	per hour	\$20.00	\$20.00	Yes	0.00%
Tables/chairs & portable fencing – private*	Flat Delivery Fee	\$100.00	\$100.00	Yes	0.00%
Fusion Technology Centre					
Gym Rental *					
Weekday or Evening	per day	\$361.04	\$361.04	Yes	0.00%
Weekday or Evening	per hour	\$45.13	\$45.13	Yes	0.00%
Lounge Rental *					
Weekday, evening and weekend	per day	\$244.26	\$244.26	Yes	0.00%
Weekday, evening and weekend	per hour	\$40.71	\$40.71	Yes	0.00%
Art Room Rental *					
Weekday, evening and weekend	per day	\$90.24	\$90.24	Yes	0.00%
Weekday, evening and weekend	per hour	\$15.04	\$15.04	Yes	0.00%
Conference Room A					
Weekday, evening and weekend	per day	\$180.54	\$180.54	Yes	0.00%
Weekday, evening and weekend	per hour	\$30.09	\$30.09	Yes	0.00%
Youth Technology Centre (The "YTLC")*					
Weekday, evening and weekend	per day	\$180.54	\$180.54	Yes	0.00%
Weekday, evening and weekend	per hour	\$30.09	\$30.09	Yes	0.00%
I Mac Lab *					
Weekday, evening and weekend	per day	\$180.54	\$180.54	Yes	0.00%
Weekday, evening and weekend	per hour	\$30.09	\$30.09	Yes	0.00%
Conference Room B					
Weekday or Evening	per day	\$66.37	\$66.37	Yes	0.00%
Weekday or Evening	per hour	\$13.27	\$13.27	Yes	0.00%
Weekend	per day	\$186.73	\$186.73	Yes	0.00%
Weekend	per hour	\$28.32	\$28.32	Yes	0.00%

Description of Service	Unit of Measure	2019 Fee Before Taxes	2020 Fee Before Taxes	Subject to HST	Increase
Kitchen *					
Weekday, evening and weekend	per day	\$150.44	\$150.44	Yes	0.00%
Weekday, evening and weekend	per hour	\$35.40	\$35.40	Yes	0.00%
PROGRAMS *					
Yearly Membership fee age 12-14	per child	\$5.00	\$5.00	No	0.00%
Yearly Membership fee age 15-18	per child	\$4.42	\$4.42	Yes	0.00%
Replacement Card	per card	\$2.50	\$2.50	Yes	0.00%
Fee for Service Programs Member	per class	\$2.25	\$2.25	No	0.00%
Fee for Service Programs Non Member	per class	\$5.50	\$5.50	No	0.00%
Cooking / baking Class	per class	\$7.00	\$7.00	No	0.00%
Staff prep time	per hour	\$26.55	\$26.55	Yes	0.00%
Staff program time	per hour	\$26.55	\$26.55	Yes	0.00%
Birthday Parties – based on 10 participants, birthday cake, chips, and balloons included					
Art Birthday party – includes art activity and 1 staff member, plus time in party room.	per party	\$170.00	\$170.00	No	0.00%
Gym Birthday party – includes sports activities and 1 staff member, plus time in party room.	per party	\$170.00	\$170.00	No	0.00%
Technology Birthday party – includes technology activity (multimedia, gaming tournaments, etc.) and 1 staff member, plus time in party room.	per party	\$170.00	\$170.00	No	0.00%
Cooking Birthday party – includes cooking activities and 1 staff member, plus time in party room.	per party	\$170.00	\$170.00	No	0.00%
Multi Media Services *					
AV Equipment External Rental *					
Sound System Rental: One 12-channel compact mixer, two speakers, and one wired microphone are included in the rental package					
1 Day	1 day rate	\$200.00	\$200.00	Yes	0.00%
Sound technician - hourly	per hour	\$40.71	\$40.71	Yes	0.00%
Staff Hours - Additional to service	per hour	\$26.55	\$26.55	Yes	0.00%
Photographer (4 hour)	per rental	\$80.00	\$80.00	Yes	0.00%
Videographer (4 hours)	per rental	\$80.00	\$80.00	Yes	0.00%
Editing Service	per hour	\$26.55	\$26.55	Yes	0.00%
Set up, delivery and take down	per hour	\$40.71	\$40.71	Yes	0.00%
Microphone, Sennheiser freeport *wireless handheld microphone					
1 Day	1 day rate	\$30.09	\$30.09	Yes	0.00%
Microphone, Sennheiser freeport *wireless lapel microphone					
1 Day	1 day rate	\$30.09	\$30.09	Yes	0.00%

Description of Service	Unit of Measure	2019 Fee Before Taxes	2020 Fee Before Taxes	Subject to HST	Increase
Optoma EP758 DLP Projector *					
1 Day	1 day rate	\$85.84	\$85.84	Yes	0.00%
Set up, delivery and take down fee applies to rentals without sound technician each way	flat rate	\$40.71	\$40.71	Yes	0.00%
Digital Recording & Audio Recording *					
Recording					
Five hours or less	per hour	\$40.00	\$40.00	Yes	0.00%
Six - Fifteen hours	per hour	\$35.00	\$35.00	Yes	0.00%
16 - 31 hours	per hour	\$30.00	\$30.00	Yes	0.00%
32 + mores	per hour	\$25.00	\$25.00	Yes	0.00%
Conference Room C					
Weekday or Evening	per hour	\$13.27	\$13.27	Yes	0.00%
Weekday or Evening	per day	\$66.37	\$66.37	Yes	0.00%
Weekend	per hour	\$28.32	\$28.32	Yes	0.00%
Weekend	per day	\$186.73	\$186.73	Yes	0.00%
Fusion Program Space					
Weekday or Evening	per hour	\$13.27	\$13.27	Yes	0.00%
Weekday or Evening	per day	\$66.37	\$66.37	Yes	0.00%
Weekend	per hour	\$28.32	\$28.32	Yes	0.00%
Weekend	per day	\$186.73	\$186.73	Yes	0.00%

Community Planning

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

Our File: **A-01-20**

APPLICATION FOR MINOR VARIANCE

TO: Town of Ingersoll Committee of Adjustment
MEETING: February 10, 2020
REPORT NUMBER: CP 2020-32

OWNER: Donald Henderson
334319 Rossland Line, Ingersoll ON N5C 3J8

VARIANCE REQUESTED:

Relief from the provisions of **Section 6.2 – Zone Provisions, Rear Yard**, Minimum Depth; to reduce the minimum required rear yard depth from 7.5 m (24.6 ft.) to 1.67 m (5.5 ft.) to accommodate the construction of an approximately 101.7 m² (1,095 ft²) single storey, single detached dwelling with an attached garage on the subject property.

LOCATION:

The subject lands are described as Part Lot 6 and Block 57 & Part of Martha Street, Plan 279 and Part 2, Reference Plan 41R-8397, Town of Ingersoll. The lands are located on the north side of Tunis Street, opposite of Martha Street.

BACKGROUND INFORMATION:

COUNTY OF OXFORD OFFICIAL PLAN:

Schedule "I-1"	Town of Ingersoll Land Use Plan	Low Density Residential
----------------	------------------------------------	-------------------------

TOWN OF INGERSOLL ZONING BY-LAW: Residential Type 1 Zone (R1)

SURROUNDING USES: surrounding uses are primarily low density residential uses (single detached dwellings).

COMMENTS:**BACKGROUND**

The purpose of this report is to provide preliminary information on the application for minor variance and to solicit comments from the community. The report consists of three parts, a summary of the application in addition to an overview of the applicable policies in the Official Plan and relevant provisions of the Town's Zoning By-law.

(a) Purpose of the Application:

The owner is requesting relief from the above noted provision of the Town's Zoning By-law to reduce the rear yard depth requirement to accommodate the construction of a single detached dwelling on the subject property.

The subject property is approximately 617.72 m² (6,649.1 ft²) in area and is currently vacant. Surrounding property uses are predominately single detached residential dwellings.

For the Committee's information, the subject property was created through consent application B-61/08 in 2008 whereby the owner severed the lot from the adjacent residential lot to the immediate north (257 Tunis Street). The County of Oxford Land Division Committee approved the application on December 4, 2008.

At the time the application for consent was considered, it was noted that some form of variance may be required to accommodate a dwelling on the subject property, however, as no specific building plans were submitted as part of the said consent, the nature and extent of potential variances was unknown. No application for minor variance (or zoning by-law amendment) to address any future building envelop on the lands was submitted to the Town for consideration.

Plate 1, Location & Existing Zoning Map, shows the location of the subject lands and the zoning in the immediate vicinity.

Plate 2, Air Photo (2015), shows the subject property and existing uses surrounding property as of April, 2015.

Plate 3, Applicant's Sketch, illustrates the location of the proposed dwelling on the subject lands along with the proposed setbacks. Planning staff note that the rear yard depth (from the proposed dwelling) as shown on the sketch is 1.83 m (6 ft.), whereas the owner has applied for a variance to reduce the rear yard setback to 1.67 m (5.5. ft.). Staff note that the sketch was provided to staff after the application was submitted.

Plate 4, Elevation Plan, provides a concept of the elevation of the proposed dwelling.

(b) County of Oxford Official Plan:

The subject property is located within the 'Low Density Residential' designation according to the Residential Density Plan for the Town of Ingersoll, as contained in the Official Plan. Low Density Residential Areas include those lands that are primarily developed or planned for a variety of low-rise, low density housing forms including single detached, semi-detached, duplex, converted dwellings, quadraplexes (4 units), townhouses and low density cluster development. The use of the lands for a single detached dwelling and accessory uses thereto conform to the 'Low Density Residential' policies of the Official Plan.

(c) Town of Ingersoll Zoning By-law:

The subject property is zoned Residential Type 1 Zone (R1) in the Town's Zoning By-Law. The R1 zone permits a single detached dwelling.

The R1 zone requires a minimum rear yard depth of 7.5 m (24.9 ft.) for the main dwelling on a residential property. This requirement is intended to ensure that adequate rear yard amenity space is provided on the subject lands while also attempting to avoid adverse impacts on the normal use and enjoyment of abutting properties. In addition, the rear yard depth provision of the By-law assists in providing adequate separation from buildings on adjacent properties and access to allow for proper lot grading and drainage.

CONCLUSION

The above-noted information is provided for Committee's information. A subsequent report, including comments received via agency circulation, public input and a Planning staff recommendation, will be provided for Committee's consideration at a future scheduled meeting of the Committee of Adjustment.

RECOMMENDATION

It is recommended that the Town of Ingersoll Committee of Adjustment receive Report No. CP 2020-32, dated January 30, 2020 as information.

SIGNATURES

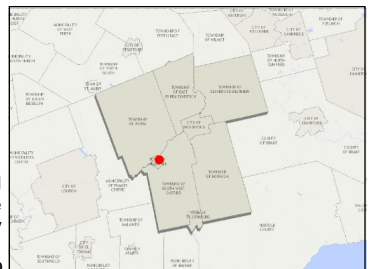
Authored by:*"Original signed by"*Ron Versteegen, MCIP, RPP
Senior Planner**Approved for Submission:***"Original signed by"*Gordon K. Hough, RPP
DirectorRV/rv
Jan 30/20



Legend

- Parcel Lines**
 - Property Boundary
 - - - Assessment Boundary
 - Unit
 - Road
 - - - Municipal Boundary
- Zoning Floodlines Regulation Limit**
 - ◆ 100 Year Flood Line
 - ▲ 30 Metre Setback
 - Conservation Authority Regulation Limit
 - Regulatory Flood And Fill Lines
- Land Use Zoning (Displays 1:16000 to 1:500)

Notes



0 33 65 Meters

NAD_1983_UTM_Zone_17N



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. This is not a plan of survey

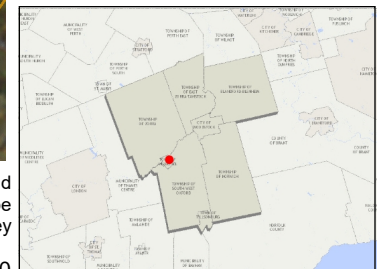
January 22, 2020



Legend

- Parcel Lines**
- Property Boundary
 - Assessment Boundary
 - Unit
 - Road
 - Municipal Boundary

Notes



0 16 33 Meters

NAD_1983_UTM_Zone_17N



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. This is not a plan of survey

January 27, 2020

Plate 3 - Applicant's Sketch

File No.: A-01-20, Donald Henderson, Part Lot 6, Block 57 & Part of Martha Street, Plan 279, Town of Ingersoll

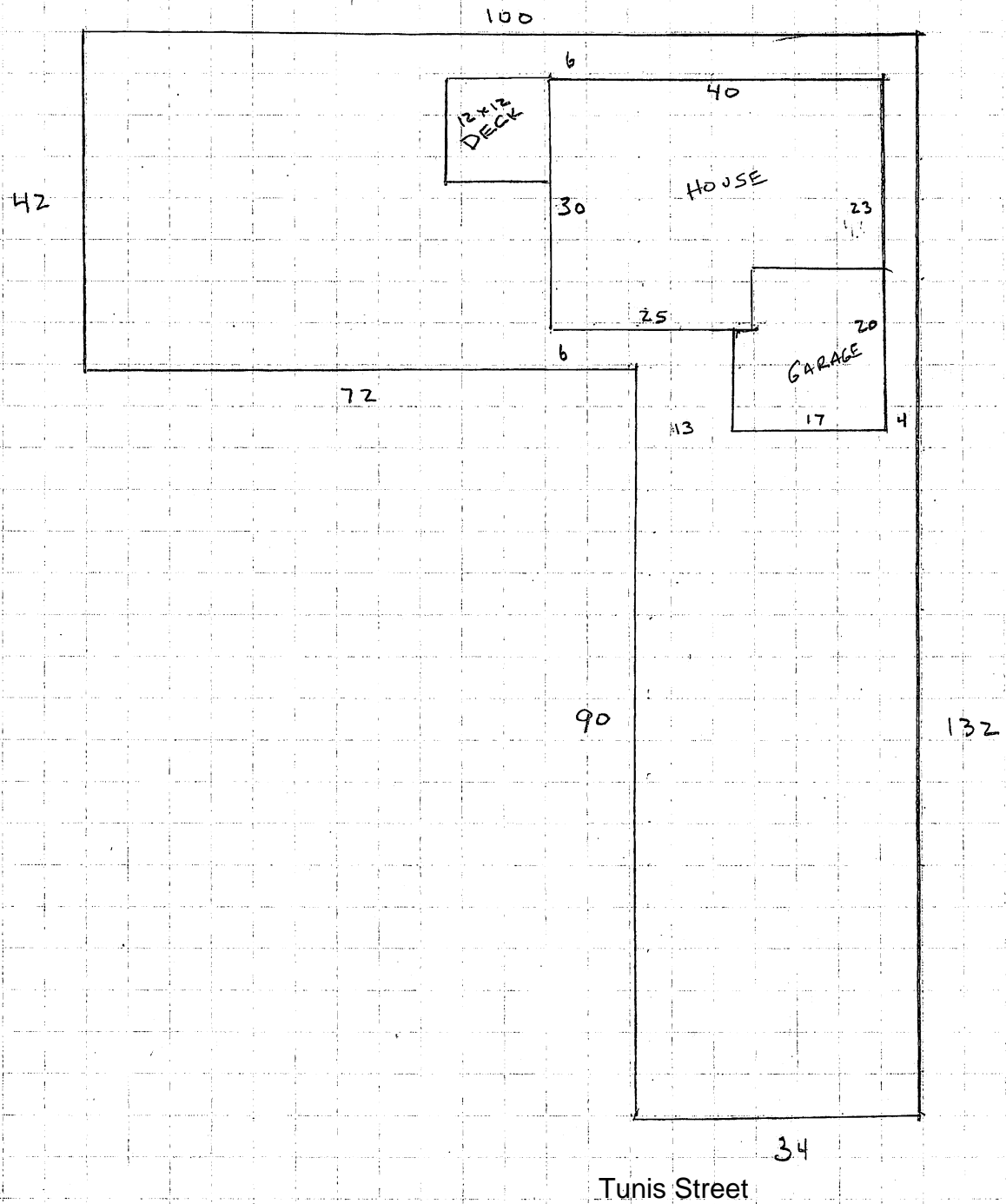
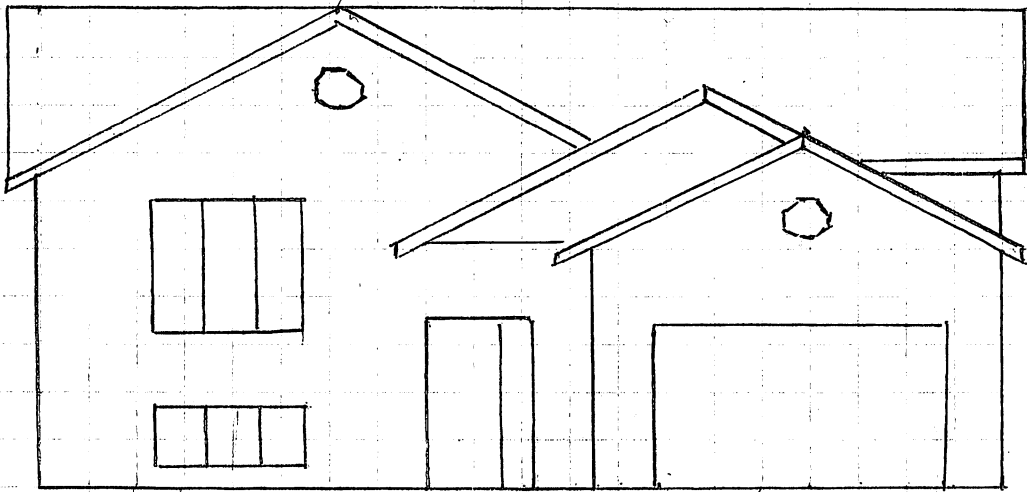


Plate 4 - Elevation Plan

File No.: A-01-20, Donald Henderson, Part Lot 6, Block 57 & Part of Martha Street, Plan 279, Town of Ingersoll



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



File No: _____
Date Received: _____
Date Considered Complete: _____

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

1. Submission Information

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

1st Meeting

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

2nd Meeting

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

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

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

2. Applicant / Owner / Agent Information

a) Applicant Information

Applicant's Name:	DONALD J. Henderson
Applicant's Address:	334319 Rossland Line, Ingersoll, ON N5C 3S8
Telephone Number:	519-872-1599
Alternate Phone Number:	0
Email Address:	inlander@sympatico.ca

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

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

3. Minor Variance Information

1. Name and extent of relief applied for: To be completed by the applicant (include by-law section if known):

Section 6.2 - Rear Yard Minimum Depth - From 7.5 meters to 1.67 meters

2. Why is it not possible to comply with the provisions of the by-law?

Design of lot makes it impossible to provide sufficient building envelope

4. Site Information

Lot Number(s): <u>Part Lot 6, Part Martha St.</u>	Plan No. or Concession: <u>279</u>
Part Number(s):	Reference Plan:
Street Address (if any):	
The subject land is located on the <u>north</u> side of the street lying between <u>Concession</u> Street and <u>tanis</u> Street.	
P.I.N.:	

Dimensions of land affected:

Frontage: _____ Depth: _____

Area: _____ Width of Street: _____

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

Existing: N/A

Proposed: - residential dwelling

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

Existing: N/A

Proposed: - residential dwelling

3. Date of acquisition of subject land: 2008

4. Date of construction of all buildings and structures on the subject land(s) (if known):

5. Existing uses of the subject property: N/A

6. Existing uses of abutting properties: N/A

7. Length of time the existing uses of the subject property have continued: N/A

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

9. Present Official Plan Provisions applying to the land: _____

10. Present Zoning By-law provisions applying to the land: R-1

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

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

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

5. Authorization

Note: The property owner or the authorized agent must complete the application. When an agent is making the application, the written authorization of the owner must be completed below. If the application is being made under an agreement of purchase and sale, a copy of the agreement must be attached and will remain confidential.

a) Authorization of Owner(s) for Applicant/Agent to Make the Application (where applicable)

I/We, Donald John Henderson, of _____, of _____
 (name of owner/signing authority) (company, if applicable)

am/are the owner(s) of the land that is the subject of this application, and I/We authorize
Bonnie June Ward, of _____ to make this
 (name of applicant) (company, if applicable)

application on my/our behalf.

January 3/2020 Date [Signature] Signature of Owner(s)/Signing Authority _____ Signature of Owner(s)

b) Affidavit

I/We, Donald John Henderson of the _____ of _____
 Owners Name(s) Town/City

Ingersoll in the Oxford of _____
 Name of Town/City County Name of County

DO SOLEMNLY DECLARE THAT:

All of the statements contained in this application are true and I/We make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under Oath and by virtue of the Canada Evidence Act.

Date JANUARY 3/2020, 20 _____
[Signature] Signature of Owner/Applicant

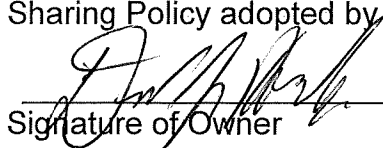
DECLARED before me at the Town of Ingersoll
 in the County of Oxford

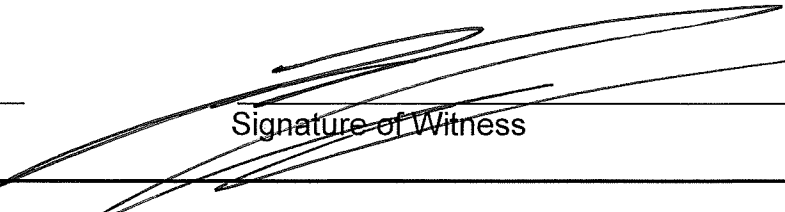
this 17th day of January, 20 20

[Signature]
 Commissioner for Taking Affidavits, etc.

To be completed by owner:

I Donald John Henderson ^{JK}, hereby agree to support the application, if appealed by a third party and provide assistance in the preparation and presentation of the application before the Local Planning Appeal Tribunal and pay all fees as set out in the Local Planning Appeal Tribunal Cost Sharing Policy adopted by Council:


Signature of Owner


Signature of Witness

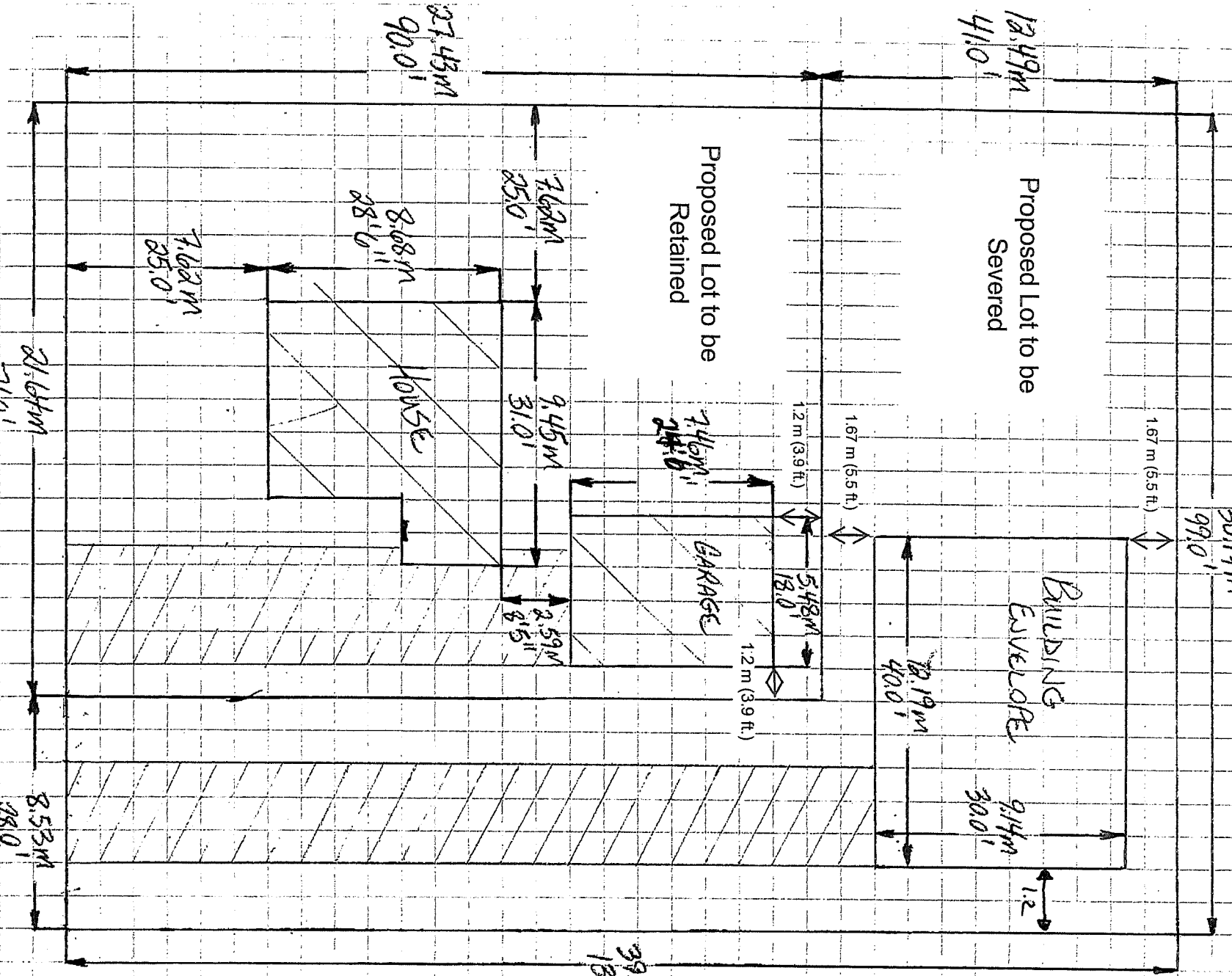
Submission Checklist:

- *Complete application
- Commissioner of Oaths/Affidavits signature
- Drawings of the subject lands to the satisfaction of the Chief Building Official, including at a minimum a sketch, drawn to scale, showing the following:
 - a) The boundaries and dimensions of the subject land;
 - b) The location, size and type of all existing and proposed buildings and structures on the subject lands, indicating the distance of the buildings or structures from the front yard lot line, rear yard lot line and the side yard lot lines;
 - c) The approximate location of all natural and artificial features on the subject land that, in the opinion of the applicant, may affect the application. Examples of features include buildings, railways, drainage ditches, river or stream banks, wetlands, wooded area, well and septic tanks/tile fields;
 - d) The current uses on the land that is adjacent to the subject land;
 - e) The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road, or right of way; and
 - f) The location and nature of any easement affecting the subject land.
- Application fee paid

* Please note: further drawings/reports including a survey prepared by an Ontario Land Surveyor may be required at the discretion of Town Staff for an application to be considered complete.

LOT 1 - 593.58 m²
6390.0 Ft²

LOT 2 - 610.80 m²
6579.0 Ft²



TUNIS ST. Plate 3 - Applicant's Sketch

MIKE CUCINATO 425-0023
DON HENDERSON 485-4372

Town of Ingersoll

130 Oxford Street
2nd Floor
Ingersoll, ON N5C 2V5

Receipt #: 165968

Tax Number: 108127267450001

Date: January 3, 2020

Initials: PT

257 TUNIS B-61/08 A-17/08

Account / Ref. #	Amount Paid
------------------	-------------

General MV	
Minor Variances	
Qty: 1	\$1,431.00
Remaining: N/A	

Subtotal:	\$1,431.00
Taxes:	\$0.00
Total Receipt:	<u>\$1,431.00</u>
Cash:	\$1,440.00

Total Amount Received:	<u>\$1,440.00</u>
Rounding:	\$0.00
Amount Returned:	<u><u>\$9.00</u></u>

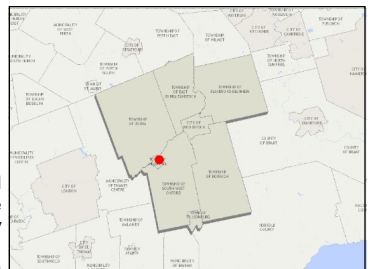


Subject Property

Legend

- Parcel Lines**
 - Property Boundary
 - - - Assessment Boundary
 - Unit
 - Road
 - - - Municipal Boundary
- Zoning Floodlines Regulation Limit**
 - ◆ 100 Year Flood Line
 - ▲ 30 Metre Setback
 - Conservation Authority Regulation Limit
 - Regulatory Flood And Fill Lines
- Land Use Zoning (Displays 1:16000 to 1:500)

Notes



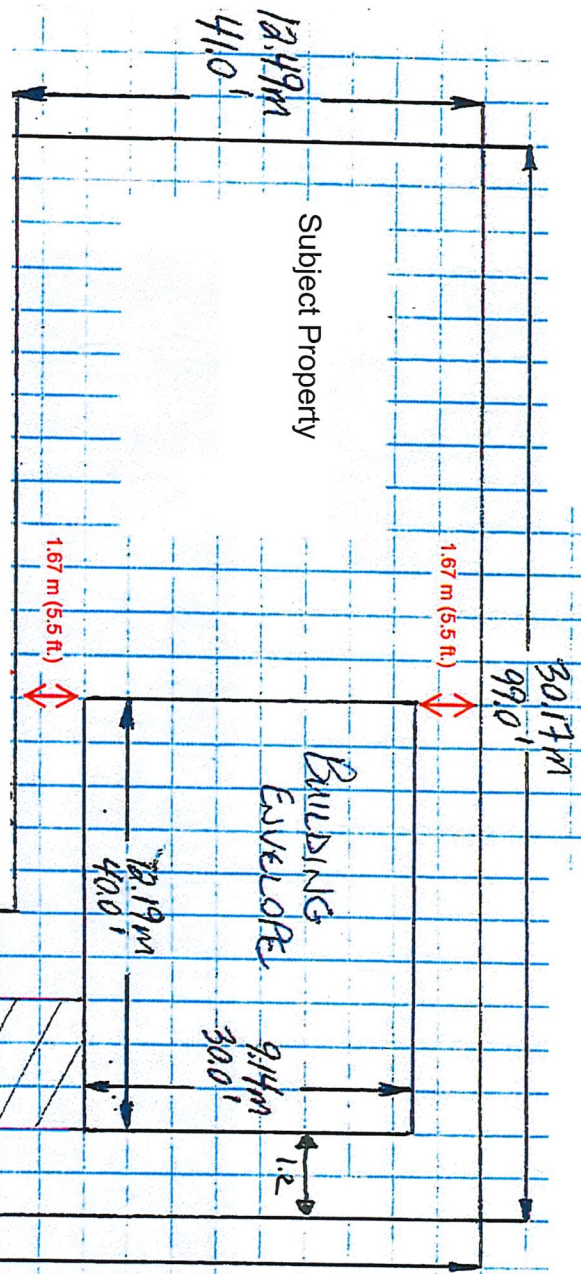
0 33 65 Meters

NAD_1983_UTM_Zone_17N



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. This is not a plan of survey

January 22, 2020



TANIS ST.



MIKE CUCINATO 425-0023
 DON HENDERSON 485-4372

8.53m
28.0'

39.93m
131.0'

1.67m (5.5 ft.)

1.67m (5.5 ft.)

30.17m
99.0'

12.49m
41.0'

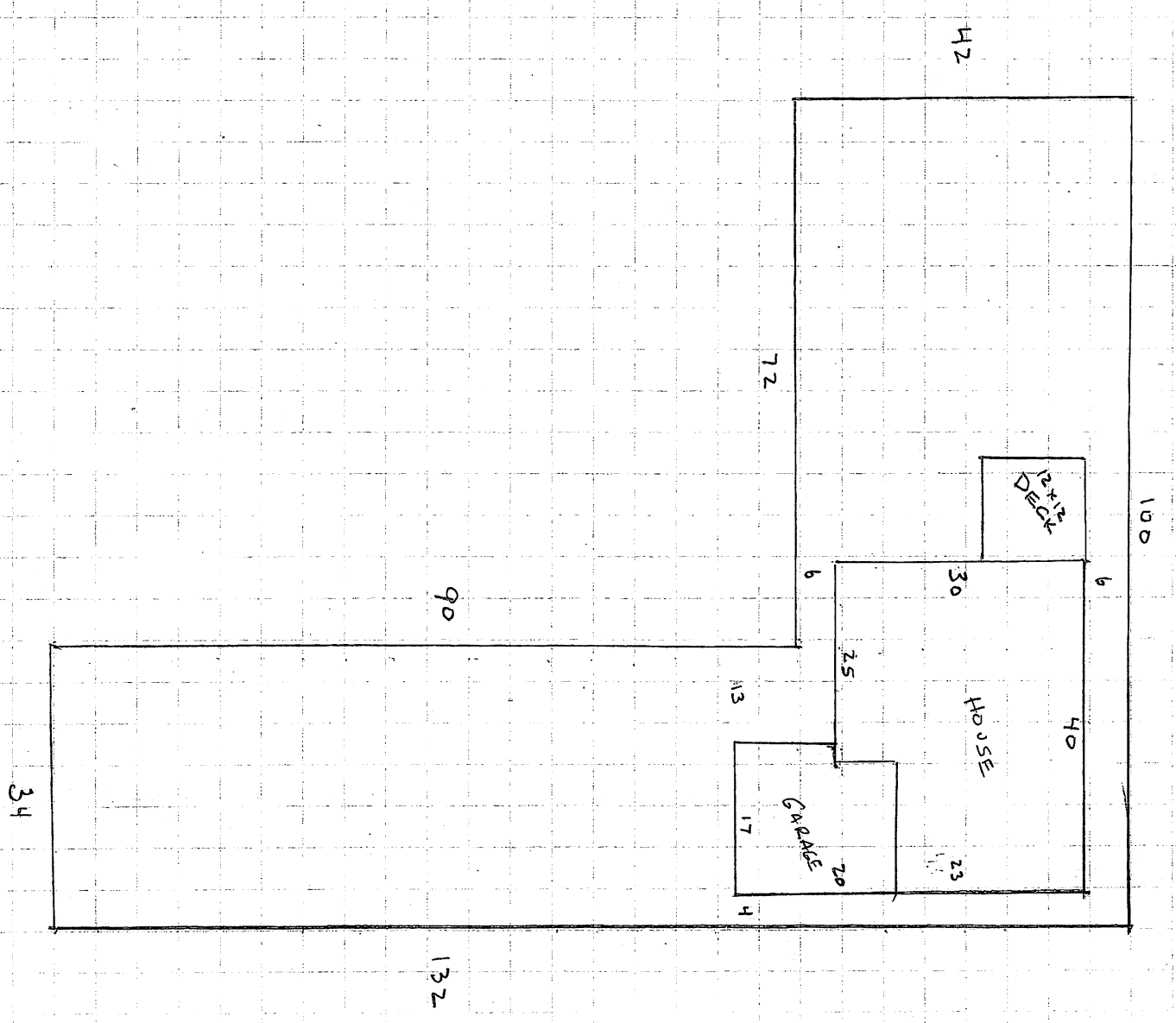
Subject Property

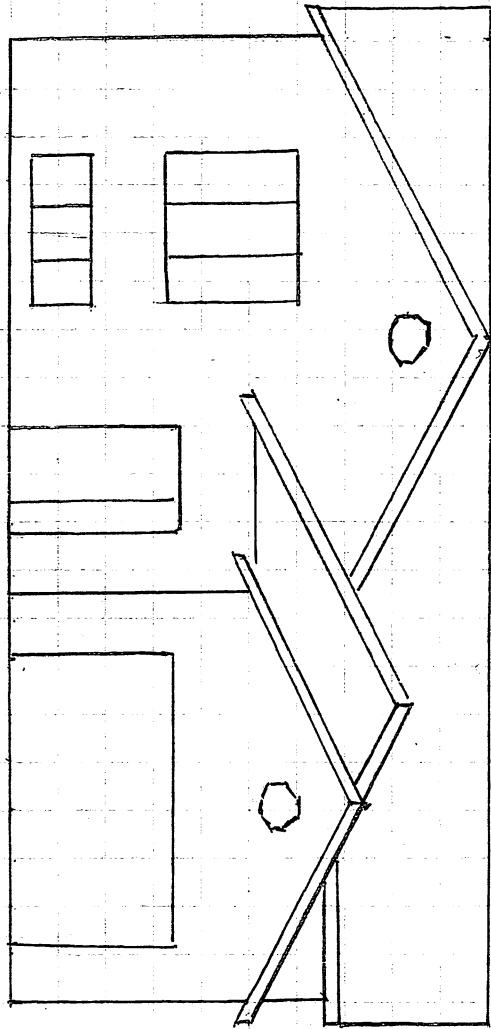
BUILDING
ENVELOPE

12.19m
40.0'

9.14m
30.0'

1.2'



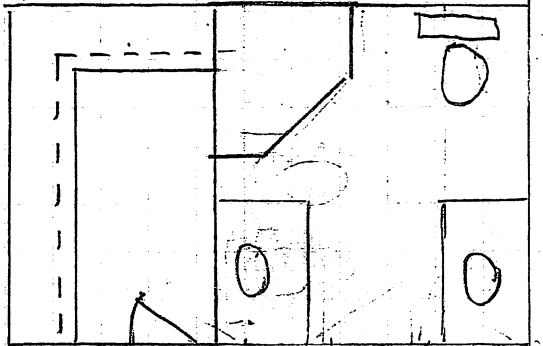
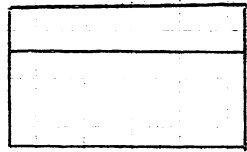


12x12 DECK

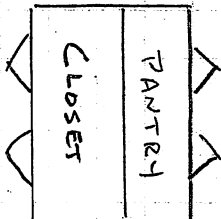
10x12
DINING
Room

10x11
KITCHEN

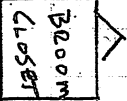
16x18
LIVING
Room



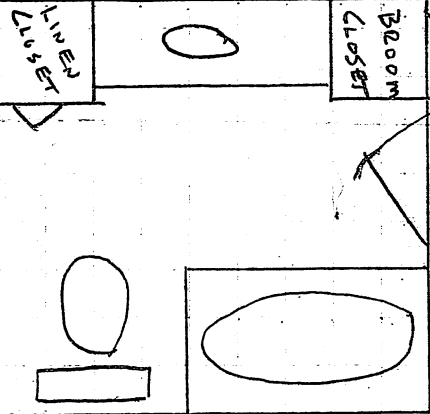
13x11
MASTER
BEDROOM



PANTRY
CLOSET



BEDROOM
CLOSET



LIVING
AREA

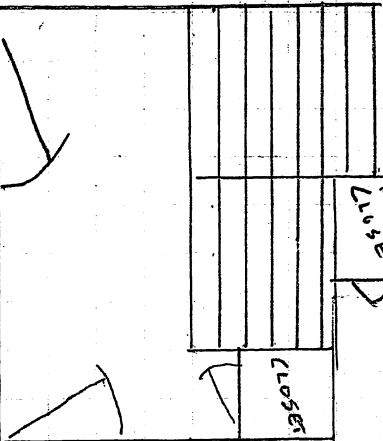
CLOSET

LINEN
CLOSET
LAUNDRY
STACKS

12x9
BEDROOM

MAIN
FLOOR

17x20
GARAGE



FIRE PLACE

16 x 16
FAMILY
Room

16 x 14
UNFINISHED

LAU
TUB WASHING DRYER

CLOSET

FURNACE

WWT

BUILT IN
SHOWER

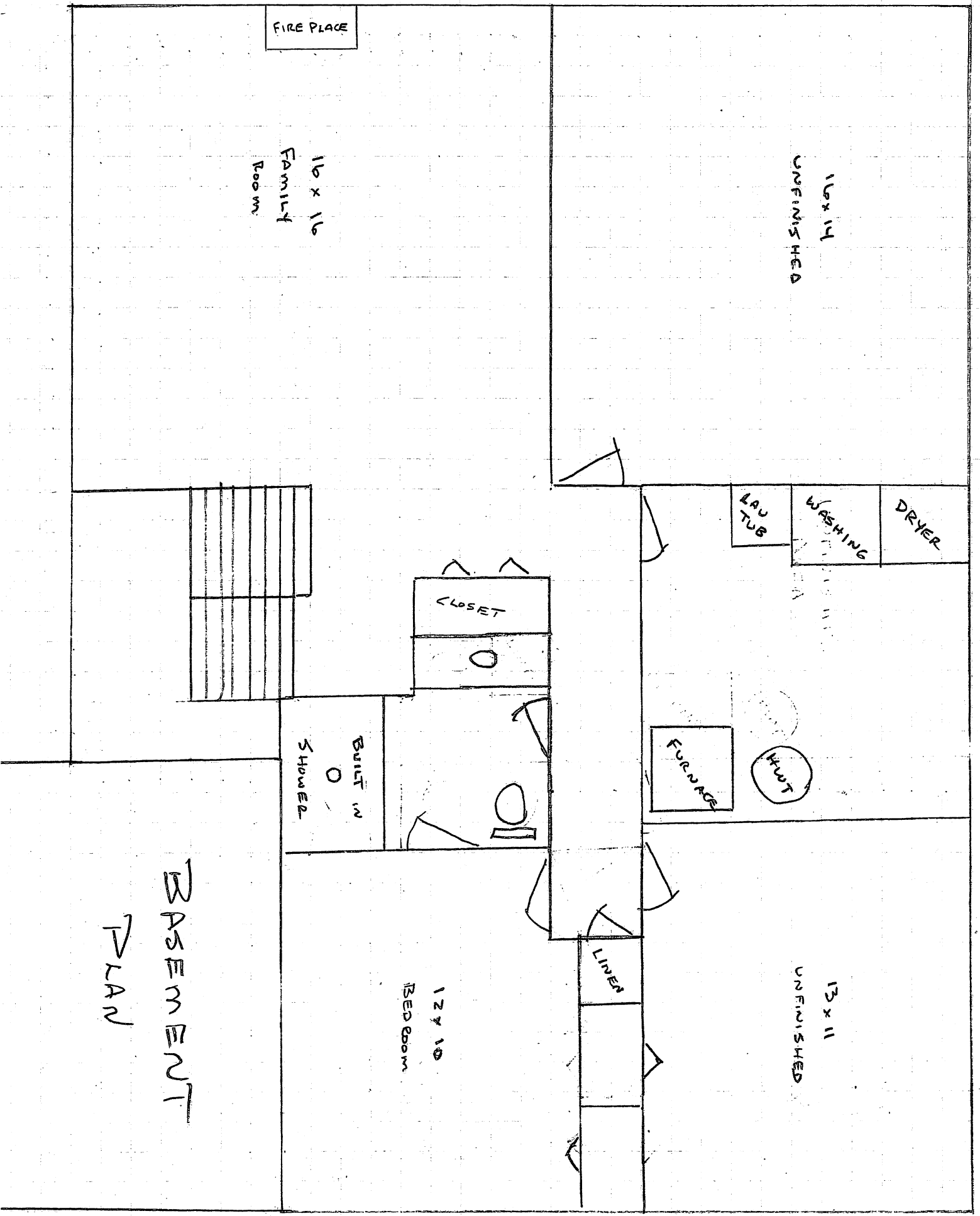
LINEA

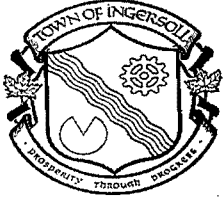
12 x 10
BED ROOM

13 x 11
UNFINISHED

BASEMENT

PLAN





NOTICE OF PUBLIC HEARING APPLICATION FOR MINOR VARIANCE

COMMITTEE OF ADJUSTMENT FOR THE TOWN OF INGERSOLL
Address of Committee of Adjustment: 130 Oxford Street, Town Centre, Council Chambers, Ingersoll, ON N5C 2V5
Name of Applicant: Donald J. Henderson
Location of Property: Part Lot 6, Block 57 & Part of Martha St. Plan 279, Ingersoll Legal Description: PT Martha St. PL 279, Closed By 316288, PT LT 6 N/S Tunis ST BLK 57 PL 279, PT 2 41R-8397 Town of; Ingersoll
Nature of application: Applicant is seeking relief from the provisions of Section 6.2 - Zone Provisions, Rear Yard, Minimum Depth ; to reduce the minimum required rear yard setback from 7.5 m (24.6 ft.) to 1.67 m (5.5 ft.) to accommodate the construction of a single detached dwelling on the subject property.

Take notice that the Committee of Adjustment will convene to hear the application under the above file number on the date and at the time and place shown below under the authority of Section 45 of the *Planning Act*.

DATE: February 10, 2020	TIME: 7:00 P.M.
PLACE: COUNCIL CHAMBERS	
ADDRESS: 130 OXFORD STREET, 2nd Floor	
TOWN CENTRE	
INGERSOLL, ONTARIO N5C 2V5	

PUBLIC HEARING: Members of the public are entitled to attend this public hearing in person or represented by counsel to give evidence about this application. Signed, written submissions that relate to an application shall be accepted by the Secretary-Treasurer before or during the hearing of the application at the address above and shall be available to any interested person for inspection at the Town Offices.

The public meeting will be the opportunity for the Committee to obtain information regarding the application from the owner/applicant as well as comments from the public. **At a subsequent meeting the Committee may render a decision on the application.**

FAILURE TO ATTEND HEARING: If you do not attend this public hearing, it may proceed in your absence and, except as otherwise provided in the *Planning Act*, you will not be entitled to any further notice in the proceeding.

NOTICE OF DECISION: A copy of the Decision, together with a notice of the last day for appealing to the Local Planning Appeal Tribunal (LPAT) shall be sent, not later than 10 days from making of the decision, to the applicant and to each person who appeared in person or by counsel at the hearing and who filed with the Secretary-Treasurer a written request for Notice of the Decision.

Further information may be obtained from the Office of the Clerk at 485-0120.

Jan. 23, 2020
Date of Notice



Michael Graves, Town Clerk
Secretary-Treasurer

Good afternoon,

The Town Orangeville passed the following resolution at its January 13, 2020 Council meeting:

13.1 Councillor Peters – Environmental Awareness and Action

Resolution 2020-14

Moved by Councillor Peters
Seconded by Councillor Post

That the Town of Orangeville supports continuation of the programs and services of the CVC, both mandatory and non-mandatory, and that no programs or services of the CVC or other CAs in Ontario be “wound down” at this time; and

That the Minister of the Environment, Conservation, and Parks give clear direction as to what programs and services are considered mandatory and non-mandatory and how those programs will be funded in the future; and

That the Minister of the Environment, Conservation, and Parks recognizes the strong and positive Provincial role Conservation Authorities (CAs) play in flood risk reduction programs and reinstates funding to the CAs of Ontario; and

That this resolution be forwarded to the Minister of the Environment, Conservation, and Parks, Premier Doug Ford, MPP Sylvia Jones, the Association of Municipalities of Ontario, the Credit Valley Conservation Authority, Conservation Ontario, and all Ontario municipalities.

Carried.



T:GO

Inter-Community Transit Service

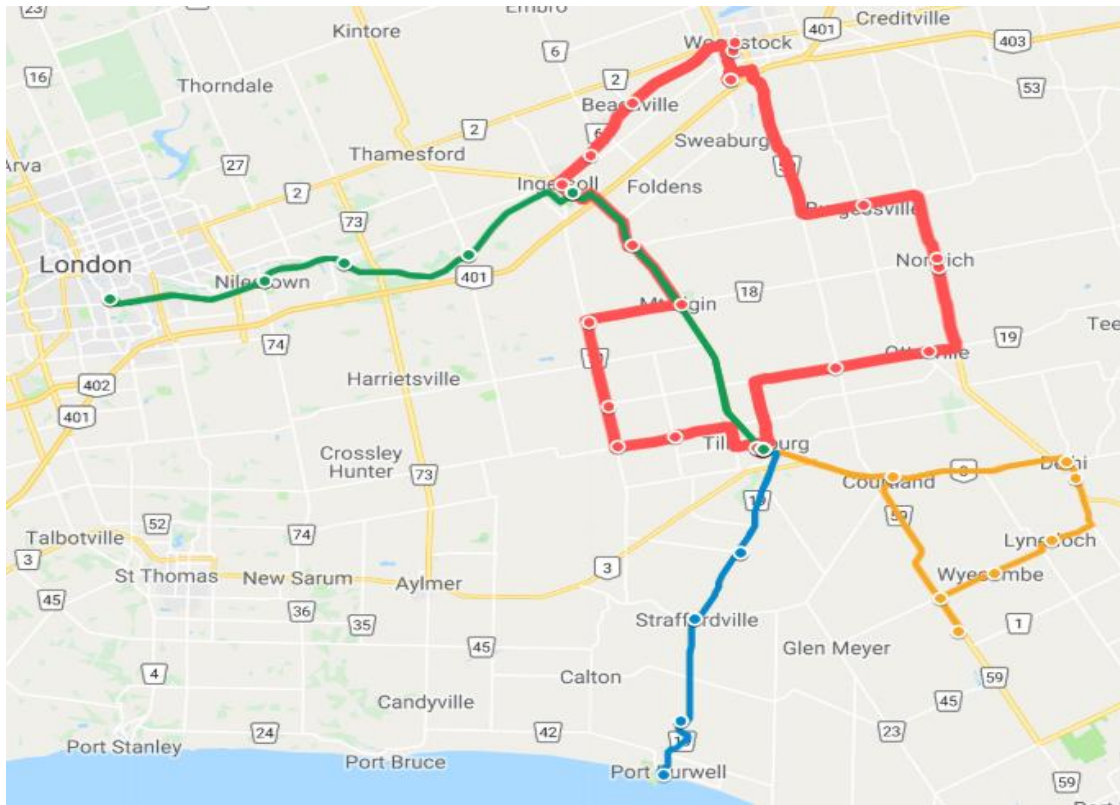
Monday February 10, 2020


CONNECTED. ENRICHED. INSPIRED.

Background

- Tillsonburg Transit Committee submitted an application to the Province in February 2018 for a Inter-Community Transit service for Tillsonburg
- Province approved the application April 2018
- Public announcement of funding occurred January 2019 after the Provincial election
- Town started working on the project in July of 2019 with the assistance of a consultant
- Province signed the funding agreement in September 2019
- Working in collaboration with Municipal representatives to ensure coordination within the service area
- Tillsonburg Town Council awarded the service contract to Voyago December 9, 2019

Coming April 1, 2020 Inter-Community Transit Routes



Route 1 Oxford Loop

Monday to Friday



Stop

- Tillsonburg Town Centre
- Tillsonburg Hospital
- Springford
- Otterville
- Norwich - CC
- Norwich - DT
- Burgessville
- Woodstock Hospital
- Woodstock VIA
- Woodstock Transit Terminal
- Beachville
- Centreville
- Ingersoll Downtown
- Ingersoll Hospital
- Salford
- Mount Elgin
- Verschoyle
- Culloden
- Brownsville
- Delmer
- Tillsonburg Hospital
- Tillsonburg Town Centre

Route 1 Oxford Loop

- Schedule

Route 1 - Monday to Friday 6:30am to 7:25pm

Timepoint	Travel Time	Trip 1 ↓	Trip 2 ↑	Trip 3 ↓	Trip 4 ↓	Trip 5 ↑
Tillsonburg Town Centre		6:30	11:25	11:30	14:30	19:25
Tillsonburg Hospital	0:03	6:33	11:22	11:33	14:33	19:22
Norwich DT	0:30	7:03	10:52	12:03	15:03	18:52
Woodstock Hospital	0:29	7:32	10:23	12:32	15:32	18:23
Woodstock VIA	0:08	7:40	10:15	12:40	15:40	18:15
Woodstock Transit Terminal	0:04	7:44	10:11	12:44	15:44	18:11
Ingersoll Hospital	0:23	8:07	9:48	13:07	16:07	17:48
Mount Elgin	0:15	8:22	9:33	13:22	16:22	17:33
Tillsonburg Hospital	0:30	8:52	9:03	13:52	16:52	17:03
Tillsonburg Town Centre	0:03	8:55	9:00	13:55	16:55	17:00

- Yellow indicates a connection to another service
- Blue indicates a connection from another service

Routes 2 & 3 Norfolk & Port Burwell

Tuesday and Friday

Route 2 Stops

Stop

- Tillsonburg Town Centre
- Courtland
- Langton
- Andy's Corners
- Wyecomb
- Lynedoch
- Delhi - Retirement Residence
- Delhi - DT
- Courtland
- Tillsonburg Town Centre

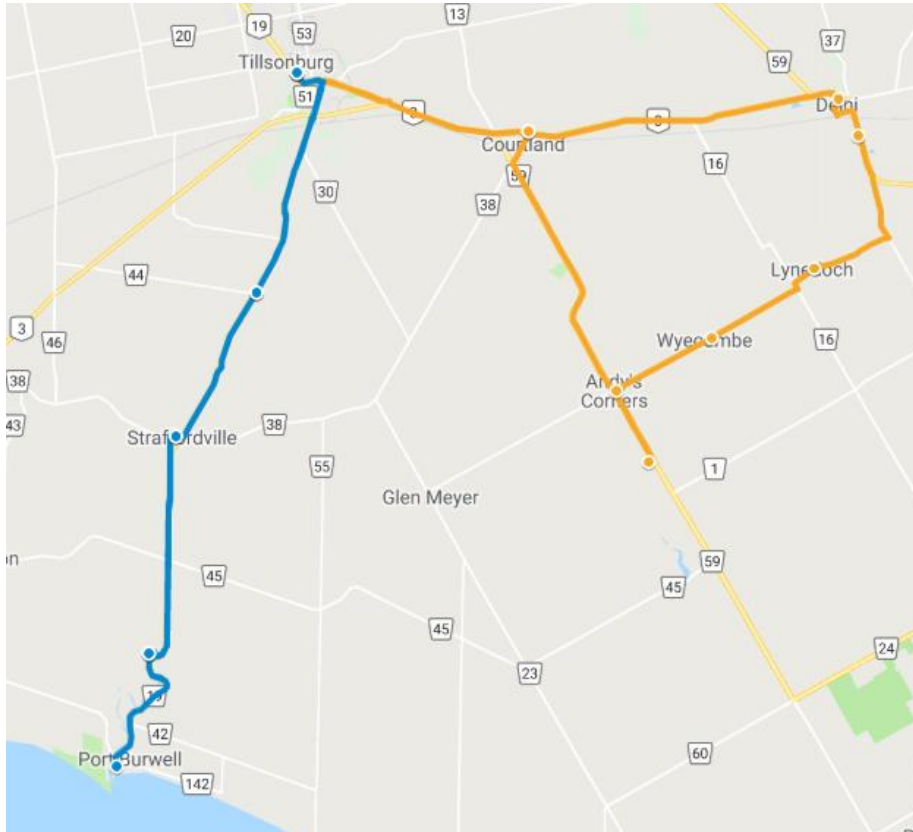
Total

Note: Stops have assumed average dwell

Route 3 Stops

Stop

- Tillsonburg Town Centre
- Eden
- Straffordville
- Vienna
- Port Burwell
- Vienna
- Straffordville
- Eden
- Tillsonburg Town Centre



Routes 2 & 3 Norfolk & Port Burwell

Route 2 & 3 - Tuesday and Friday

Timepoint	Travel Time	Trip 1 ↓	Trip 2 ↓	Trip 3 ↓
Tillsonburg Town Centre		9:00	11:30	14:30
Langton	0:25	9:25	11:55	14:55
Delhi DT	0:30	9:55	12:25	15:25
Tillsonburg Town Centre	0:20	10:15	12:45	15:45
Port Burwell	0:35	10:50	13:20	16:20
Tillsonburg Town Centre	0:35	11:25	13:55	16:55

- Yellow indicates a connection to another service
- Blue indicates a connection from another service

Route 4 Tillsonburg to London

Monday and Wednesday



Route 4 Tillsonburg to London

Route 4 Stops

Stop

- Tillsonburg Town Centre
- Ingersoll Hospital
- Putnam
- Dorchester
- Nilestown
- London Hospital
- Nilestown
- Dorchester
- Putnam
- Ingersoll Hospital
- Tillsonburg Town Centre

Route 4 - Monday and Wednesday

Stop	Travel Time	Trip 1 ↓	Trip 2 ↓
Tillsonburg Town Centre		8:00	15:45
Ingersoll Hospital	0:25	8:25	16:10
London Hospital	0:40	9:05	16:50
Ingersoll Hospital	0:40	9:45	17:30
Tillsonburg Town Centre	0:25	10:10	17:55

- Yellow indicates a connection to another service
- Blue indicates a connection from another service

Coordination of Services

- Working with Middlesex County and Norfolk County transit services to ensure routes coming into Oxford are coordinated with the T:GO service
- Working with all of the Community Transit Project coordinators in Southern Ontario to ensure:
 - Routes and schedules align,
 - Similar fare structures and transfer policies
 - Similar use of technology for the service
 - Coordinated marketing and promotions

Service starts April 1, 2020

- Work to be completed:
 - Marketing and promotions campaign
 - Continue working with Voyago to ensure the requirements of the service contract are met
 - Establish Fares and methods of payment
 - Determine Retail Locations
 - Install Bus stops signs
 - Continue coordination with Middlesex County

The future of the service?

- Funding for Inter-Community Transit projects end March 2023
- Projects are required to submit a sustainability plan to the Province prior to March 2023
- Connecting the Southwest, MTO Draft Transportation Plan for Southern Ontario has suggested many more opportunities for public transit



Questions?

Alex Piggott, Transit Coordinator

Town of Tillsonburg

apiggott@tillsonburg.ca

www.tillsonburg.ca/TGO

519-842-4TGO (4846)

T:GO Starting April 2020 www.tillsonburg.ca/TGO 519.842.4TGO (4846)

Inter-Community Transit

Major Destinations

- Tillsonburg:** Town Centre Mall, connection to In-Town T:GO
- London:** Victoria Hospital
- Woodstock:** Transit Terminal, Hospital, VIA Station, connection to Toronto
- Ingersoll:** Downtown, Hospital
- Norwich:** Downtown, Community Centre
- Delhi:** Downtown, Delrose Retirement Residence
- Port Burwell:** Marine Museum
- Dorchester:** Community Centre

Route 1: Monday to Friday
5 Trips Per Day starting and ending at Tillsonburg Town Centre
Counter-Clockwise: 6:30am, 11:30am, 2:30pm
Clockwise: 9:00am, 5:00pm
Connections To:
 - T:GO In-Town Service
 - Woodstock Transit
 - VIA Rail to Toronto
 - Route 4 to London

Route 2: Tuesday and Friday
3 Trips Per Day starting and ending at Tillsonburg Town Centre at: 9:00am, 11:30am, 2:30pm

Route 3: Tuesday and Friday
3 Round Trips Per Day starting and ending at Tillsonburg Town Centre at: 10:15am, 12:45pm, 3:45pm

Route 4: Monday and Wednesday
2 Round Trips Per Day starting and ending at Tillsonburg Town Centre at: 8:00am, 3:45pm
Connections To:
 - Route 1
 - London Transit Route -6

T:GO Inter-Community Transit is funded by the Government of Ontario

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Guelph, ON N1H 2G8
Telephone: (519) 837-0500
Fax: (519) 763-2204
Emails: pickfield@garrodpickfield.ca
aciccone@garrodpickfield.ca
File No. 11651

January 16, 2020

TO: Joint Municipal Coordinating Committee
FROM: Garrod Pickfield LLP
RE: Southwestern Landfill - Environmental Assessment Process

1. Introduction

Walker Environmental Group has recently advised that it will soon be releasing its draft environmental assessment and associated supporting studies as part of its application under the *Environmental Assessment Act* for the Walker Environmental Group (“WEG”) Southwestern Landfill proposal (the “WEG Landfill Proposal”). This signals commencement of the most important stage in the work of the Oxford Joint Municipal Coordinating Committee (“JMCC”) in its role in overseeing the independent peer review process of the WEG Landfill Proposal.

The purpose of this memorandum is to provide a resource document to assist JMCC members as it resumes its activities. Specifically the memorandum will provide:

- A refresher/briefing on the landfill approval process pursuant to the *Environmental Assessment Act* as well as other approval requirements (**section 2**);
- A summary description and chronology of the environmental assessment process to date for the WEG proposal including the work that has been carried out under the JMCC peer review process in co-ordination with Oxford Public Health, now Southwestern Public Health, (**section 3 and Appendix 1**); and
- A summary of the next steps to be carried out under the JMCC peer review process (**section 4 and Appendix 2**).

A current list of PRT members and their contact information is also provided for the JMCC’s reference (**Appendix 3**).

2. Review of Ontario's Landfill Approval Process

Overview: The Southwestern Landfill proposal cannot proceed without multiple environmental and planning approvals. These includes a critically important “approval in principle” through the extensive study and public consultation process required under the *Environmental Assessment Act*, RSO 1990 c E18 (the “**EA Act**”). This approval decision is made by the Minister of the Environment, Conservation and Parks (the “**Minister**”).

In addition to the approval under the EA Act, approval is required under a number of other statutes including the *Planning Act* and *Environmental Protection Act*. It is important to note that, pursuant to section 12.2(2) of the EA Act, no other required approvals can be issued until approval to proceed under the EA Act is obtained. For this reason, WEG has not yet submitted applications for other required landfill approvals.

Below is a breakdown and summary of the key steps required to obtain landfill approvals in Ontario.

2.1. Environmental Assessment Approval Process

a) Approval Decision under the EAA

The Act establishes a two-part approval process, with both approval decisions made by the Minister:

- 1) Approval of the Terms of Reference for the Environmental Assessment; and
- 2) Approval of the Application which involves a two-part decision by the Minister: (1) approval of a document called an environmental assessment (the “**EA**”), and (2) approval to proceed with the undertaking itself.

Approval of Terms of Reference: The Terms of Reference is a critically important document that sets the parameters of the environmental assessment study process that the proponent must carry out. This document determines the range of alternatives that must be considered during the EA study process as well as the methodology and approach to assessing the impacts, and advantages and disadvantages, of the alternatives and the preferred undertaking. As the JMCC is aware, the Terms of Reference for the WEG Landfill Proposal EA was approved on March 17, 2016. As discussed below, this document will be an important point of reference for both the JMCC peer review and the Minister's decision on the EA.

Approval of the Application: The approval decision on the Application, which, as noted, includes approval of an Environmental Assessment for the proposal and permission to proceed with the undertaking, occurs at the end of the study process for the EA, and following extensive mandatory public consultation and government review. The factors to be considered by the Minister in making this approval decision are discussed below.

b) Preparing and Submitting the EA

As noted above, the Terms of Reference set out the study requirements of the EA, which typically includes a multidisciplinary review of the draft EA and additional public consultation before the draft EA is submitted to the Minister. This is the stage that we are about to enter into with respect to the Southwestern Landfill. This stage comprises many steps, outlined in greater detail in Section 4 and Appendix 2 to this letter. WEG currently anticipates releasing its pre-submission draft EA to the JMCC in the first quarter of 2020.

Once any multidisciplinary review and/or public consultation (if either are required by the Terms of Reference) are completed, a draft EA is prepared considering this review and documenting the comments received and the proponent's responses addressing them. The proponent will then submit its draft EA and must provide public notice¹ that it has submitted the EA to the Ministry of Environment, Conservation and Parks ("MECP") within two weeks.

c) Formal Ministry and Public Review of EA

The MECP is then tasked with coordinating a review of the document. The MECP consults with government experts, indigenous communities and the public. It should be noted that the proponent may amend or withdraw the EA at any time before the deadline for the MECP review of the EA, but only upon such conditions as the Minister may impose on the withdrawal or amendment.²

Public Comment: During this Ministry Review, the public will have 7 weeks to provide comments on the as-submitted EA once public notice has been given that the EA has been submitted.³

Ministry Consideration of Comments: Following the conclusion of this 7 week period, the MECP conducts its own review where it reviews all comments from the public, indigenous communities, and government agencies along with the proponent's responses to these comments (the "**Ministry Review**").⁴ Additionally, the Ministry Review will include discussion on whether the proponent is in compliance with the approved terms of reference and whether it has met the requirements of the EA Act. The MECP has 5 weeks⁵ to draft and publish the Ministry Review from the conclusion of public comments, though the MECP may extend this deadline if there is a compelling reason.⁶

If the MECP notes any deficiencies in the EA, it must notify the proponent of these deficiencies at least 14 days before the deadline for the Ministry Review.⁷ In this event, the proponent would have 7 days to remedy these deficiencies.⁸

¹ EA Act, section 6.3(1)

² EA Act, section 6.2(3)

³ EA Act, section 6.4 and O Reg 616/98, Table Item 3

⁴ EA Act, section 7

⁵ O Reg 616/98: Deadlines, Table Item 4

⁶ EA Act, section 7(3)

⁷ EA Act, section 7(4)

⁸ EA Act, section 7(5)

Note that the proponent or any other interested persons may request that the Minister refer the matter to mediation.⁹ If that request is made, the Minister shall notify prescribed persons of the Minister's decision regarding the request for mediation and provide written reasons for their decision.¹⁰

The MECP must issue a Notice of Completion when the Ministry Review has been completed

d) Final Public Review Period and Request for Hearing

Following the Notice of Completion of the Ministry Review, the public, other government agencies, and indigenous communities have a further 5 weeks to provide additional comments to the MECP on the project, the EA or the Ministry Review.¹¹ During this time anyone can provide written comments to the MECP to identify any outstanding issues and provide suggestions as to how/whether these can be resolved.

Anyone can also request a hearing during this 5 week period - the only period during which a hearing may be requested.¹² If a hearing is requested, the Minister must refer all or part of the application to the Tribunal unless the Minister opines that the request is frivolous, a hearing is unnecessary, or the hearing may cause undue delay.¹³ It should be noted that the Minister has "absolute discretion" over this decision.

e) Decision on the Application

Once this final 5 week period for public comment on the Ministry Review has concluded, the Minister has 13 weeks to decide whether to approve the Application. The Minister's options at this stage are to

- Approve the Application with or without conditions
- refuse the EA;¹⁴
- refer the Application to mediation;¹⁵ or
- refer the decision on the Application, or some part of the Application, to the Environmental Review Tribunal (the "ERT" or "Tribunal") for a hearing on the merits of the Application¹⁶.

⁹ EA Act, section 8(1)

¹⁰ EA Act, section 8(3)

¹¹ EA Act, section 7.2(2) and O Reg 616/98: Deadlines, Table Item 5

¹² EA Act, section 7.2(3)

¹³ EA Act, section 9.3(2)

¹⁴ EA Act, section 9(1)

¹⁵ EA Act, section 8

¹⁶ EA Act, section 9.1

In deciding on the approval of the Application, the Minister, or if referred to a hearing, the Tribunal, must consider the following factors¹⁷:

- The purpose of the Act;
- The approved terms of reference;
- The EA;
- The Ministry review of the EA;
- Comments submitted;
- Mediator's report (if the matter was mediated); and
- Any other matters that the Minister considers to be relevant to the application.

f) Review/Reconsideration of Decision on EA Application

There are no statutory rights of appeal of a decision by the Minister or the Tribunal on an EA Application. There is however the potential for two types of reviews of this decision.

First, if the Minister refers the matter to the Tribunal, the Minister may decide to review and vary any decision of the Tribunal within 28 days of receiving a copy of the decision, which timeframe can be extended by the Minister. Any decision by the Minister to vary a Tribunal decision is subject to the approval of the Lieutenant Governor in Council (Cabinet).¹⁸

Second, like any statutory decision, the decision to approve or reject the project by the Minister or the Tribunal is subject to review by the courts through an application for judicial review, subject to the procedures of the *Judicial Review Procedure Act*, RSO 1990, c J1. Anyone impacted by the decision of an administrative body, which includes a decision on an EA, can make this application to the courts. Depending on the nature of the decision, the standard of review is either correctness or reasonableness. Generally if the Minister's decision is considered to engage primarily with policy or is otherwise afforded discretion by the authorizing statute, the standard of reasonableness will apply.

Also, the Act provides for the "reconsideration" of an EA Approval in the case where "there is a change in circumstances or new information concerning an application and if the Minister considers it appropriate to do so...". The Minister may also engage the Tribunal in undertaking such reconsideration.¹⁹

2.2. Other Required Approvals

In addition to the EA Approval, landfill proposals require a number of other municipal and provincial approvals pursuant to other legislation. Key amongst these are approvals under the *Environmental Protection Act*, the *Planning Act*, and the *Ontario Water Resources Act*. Each of these approvals can establish further restrictions and conditions on landfill operations. Each of these three critical approvals carries potential opportunities for further hearings regarding the proposal.

¹⁷ EA Act, section 9(3)

¹⁸ EA Act, section 11.2

¹⁹ EA Act, section 11.4

In particular, under the *Planning Act*, there are broad public rights of appeal for decisions to approve or refuse the official plan amendment and zoning by-law amendments that will be required before the landfill can proceed.

Each of these approvals can establish further restrictions and conditions on landfill operations. For example the Waste Site environmental compliance approval will establish a lengthy catalogue of operational requirements including compliance with monitoring and impact standards. These combined with the requirements in the approved EA and the conditions of EA Approval establish the working rules that would govern the landfill.

2.3. Community Impact Management and Compensation Requirement

Landfills of this scale and magnitude typically require proponents to develop and obtain host municipality agreements, community commitment agreements and other impact management programs such as property value protection for neighbouring property owners. These requirements are typically incorporated into the approved EA and the conditions of EA approval.

Host municipality agreements can impose a range of financial and other obligations on landfill operators including: payment of royalties and other benefits to impacted municipalities, commitments to community building and local economic development and employment of local businesses, establishment of a permanent multi-disciplinary peer review team to independently audit and make recommendations on the environmental performance of the landfill.

3. Summary of Environmental Assessment Process to Date

Overview: Below is a summary of the key events that have taken place over the past seven years since the announcement by WEG of the commencement of the EA process for the proposed Southwestern Landfill. JMCC Members are also encouraged to review **Appendix 1** to this letter which provides a chronology of key events in tabular form.

3.1. Commencement of EA Application Process

In 2013, Niagara Waste Systems Ltd, now WEG, announced that it was commencing an environmental assessment study process to obtain approval pursuant to the EA Act from the Minister for the “Southwestern Landfill”, a proposed landfill facility to be located at the Carmeuse Beachville Quarry.

3.2. Municipal Coordination Efforts – Independent Peer Review

The municipalities that would be potentially impacted by this proposed landfill, the Township of Zora, Town of Ingersoll, Township of Southwest Oxford and the County of Oxford (collectively the “**Municipalities**”) sought to conduct an independent peer review of the Terms of Reference and the EA. In 2013 the Municipalities and WEG entered into a memorandum of understanding that established the JMCC which would accomplish this peer review.

Under the memorandum of understanding, WEG agreed to fund a multidisciplinary team of experts (the “**Peer Review Team**” or “**PRT**”) which is overseen by the JMCC. The JMCC is comprised of a maximum of two representatives from each of the Municipalities, presently composed of the chief administrative officer and mayor of each of the four participating municipalities. The Peer Review Team’s role is to review and provide independent comment on the Terms of Reference and the EA and to report its findings, conclusions and recommendations to the JMCC. The JMCC then reviews these reports and releases them to both the Municipalities and WEG.

The PRT is comprised of experts in distinct fields who peer review documents produced throughout the EA process. A list of all PRT experts and their area of expertise is provided in Appendix 3 to this document.

In addition to the JMCC/PRT review, Oxford Public Health has also independently reviewed and provided comments on the Terms of Reference and the EA process from the perspective of the potential impacts on community public health issues within its mandate. Given that Oxford Public Health has now been amalgamated to become part of Southwestern Public Health, these review responsibilities fall to Southwestern Public Health.

3.3. JMCC Involvement in Terms of Reference Approval Process

The draft Terms of Reference (“**TOR**”) was released May 9, 2013. The draft TOR was extensively reviewed by the JMCC through the PRT, and considered by each of the Councils for the Townships of Zorra and South-West Oxford, the Town of Ingersoll and the County of Oxford.

This review resulted in numerous comments which can be summarized as requesting more detail from WEG and requesting that WEG consider additional studies. One of the most significant missing studies was a Health Impact Assessment, which WEG eventually agreed to include in the TOR.

Before the Ministry could make a decision on the TOR, WEG applied for a suspension of the decision-making timeline in order to allow WEG to amend its draft TOR further. Following this hiatus, WEG agreed to some of the PRT’s previous recommendations regarding additional studies, consultation and transparency.

On March 17, 2016, the Minister issued the Notice of Approval to WEG for the Terms of Reference, with amendments. The amended Terms of Reference set the parameters for the EA Study process.

3.4. JMCC Review of Draft Study Work Plans/EA Methodology Documents

In accordance with the amended Terms of Reference, WEG prepared more detailed draft work plans for each discipline. The work plans provide for 12 technical studies aimed at identifying any potential impacts.

The JMCC/PRT peer reviewed the work plans and provided recommendations to WEG in May 2017. The JMCC also requested that WEG set up meetings with the PRT to resolve outstanding issues raised by the PRT review. Through this process, WEG agreed to fund an expanded scope of review which would include review of the alternative methods report, stating that the baseline conditions would be an integral part of the draft EA document.

In 2017 and 2018, the JMCC/ PRT provided four other sets of comments related to drafts of key WEG documents that were to govern the EA Study process:

- Alternative Methods Evaluation: In March 2017, the PRT provided comments and recommended changes to a draft report entitled *Alternative Methods Interim Report* (WEG, January 3, 2017) which set out WEG's proposed approach to assessing alternative methods of carrying out landfilling as required under the ToR. WEG accepted some but not all of the PRT's recommended changes to this document.
- Human Health Risk Assessment: In the fall of 2017, as required under the amendments made by the Minister in approving the ToR, WEG consulted the JMCC/PRT, the Oxford Acting Medical Officer of Health and others regarding the WEG-proposed work plans for the Human Health Risk Assessment and supplementary Health Review required by the Minister's ToR approval. Again, this process led to WEG making some but not all of the recommended changes to these workplans proposed by the PRT and Acting Medical Officer of Health.
- Land Use Planning Forecasts: In February, 2018, the JMCC/PRT provided to WEG peer review comments on the WEG draft *Land Use Planning Forecast* (WEG, October 2017), a key document to be used during the EA study process as the basis for the study of land use impacts of the landfill proposal and its alternatives. WEG provided responses to these comments. In December 2018 the PRT peer reviewer then provided a summary response indicating areas where WEG had not addressed PRT comments or concerns. Over all it appears that WEG chose to agree to some but not all of the PRT comments and recommendations provided with respect to this document.
- Areas of Discrepancy in Final WEG Workplans: In March/April 2018, the PRT carried out a brief review of the final technical work plans to confirm that all PRT recommended changes that had been agreed to by WEG were made. This review identified some specific discrepancies between agreed upon commitments and the final workplans in three areas: archeology, economic impact, and visual impacts. A satisfactory response to PRT comments on the Archaeology Workplan was received. The PRT comments on the Economics and Visual workplans were limited and will be addressed in the Draft EA review.

In summary, extensive comments were provided by the JMCC and the PRT on draft workplans and methodology documents prepared by WEG to govern the study process. While some changes were made to these draft documents by WEG, WEG did not accept a number of key comments and recommendations.

3.5. JMCC and Municipal Involvement during EA Study Process

Overview: The JMCC and its municipal members have had some limited input during the EA study process in two areas as described below.

a. WEG Interview Requests

In January of 2019, WEG sent a series of letters to the Municipalities to request interviews with municipal staff and elected officials as part of its public consultation. The municipal representatives of the JMCC discussed the best approach to responding to these interview requests.

In response to these letters, the Municipalities wrote back to WEG to:

- Request a written list of questions that WEG proposed to ask municipal staff or elected officials,
- State that staff would put together written responses to these questions in order to effectively answer them,
- Suggest that WEG review these responses to determine whether they sufficiently answer WEG's questions or whether WEG still wishes to conduct interviews, and
- Indicate they think it is improper to coordinate interview requests with elected officials. The Municipalities suggested that if WEG wanted to interview elected officials it should contact those individuals directly.

Following receipt of these letters, WEG provided the Municipalities with a list of written questions. This written list included questions directed to elected officials.

The Municipalities provided responses to the majority of these specific questions by WEG. These responses referenced public documents already in existence, as many of the questions posed by WEG could be addressed by referring to these public documents.

The Municipalities were unable to respond to some questions posed by WEG as a meaningful response could not be provided until the municipality has had an opportunity to review the draft EA and associated supporting studies as well as the JMCC peer review of the Draft EA.

In response to WEG's questions directed to elected officials, given that municipal councils speak only through resolutions and by-laws, the Municipalities again indicated that it would be inappropriate for staff to facilitate meetings aimed at soliciting the individual views of Council members, and that WEG may wish to contact elected official directly if it wishes to solicit their opinion.

b. JMCC Proposal for Peer Review and Comments on draft EA

In anticipation of the commencement of the JMCC peer review of the draft EA and its supporting studies, the JMCC directed the PRT to prepare a step-by-step process description and timeline for the JMCC review of the draft EA. This was provided to WEG in April of 2019.

WEG responded by generally agreeing with the process for review, but proposed significantly shorter timelines for review of the draft EA. The JMCC responded by indicating that the timeframes outlined in its letter of April 25 remain best estimates and that the JMCC has no reason to accept shorter timeframes for review. We have received no further response from WEG on this issue.

Appendix 2 to this memorandum is a table summarizing the key activities and timeline for the JMCC Peer Review Process.

4. Next Steps: JMCC Peer Review Process

WEG is currently completing its interdisciplinary studies on the landfill proposal and drafting the EA. According to WEG, it expects to release a draft EA in the first quarter of 2020 for public review. Following release of this document, the PRT and JMCC will undertake a peer review of the draft EA. Southwestern Public Health will also have an opportunity to review the draft EA and provide comments. The timeframe for completion of the JMCC review is anticipated to be three to four months.

In summary, here are the key anticipated steps:

- Once the draft EA is provided to the JMCC, the JMCC will work with the PRT to prepare a budget for WEG's approval.
- Following approval of this budget, the PRT will prepare a draft report on the EA. As part of this process, PRT members will consult with Southwestern Public Health in order to coordinate and synchronize findings.
- The PRT will then present the report to the JMCC and be available to address questions and comments.
- Following input from the JMCC, the PRT will amend and submit a final PRT report (the "**final PRT report**") to the JMCC. The JMCC will approve the final PRT report and release this report to WEG, the public and the JMCC municipal councils.
- Once the final PRT report has been submitted to WEG, the PRT will present the report to Southwestern Public Health for its final review and response.

- The PRT will then present the final PRT report to JMCC municipal councils. The municipal councils will receive, review and respond to the final PRT report along with any comments received on the report.

Here are the key anticipated steps following completion of the JMCC's pre-submission peer review process for the draft EA:

- WEG will revise the EA document based on comments received and submit its Final EA to the MECP for approval.
- The MECP will commence the Ministry and public review process for the EA as described in section 2 of this memo above, starting with a 7 week window for public comment on the EA, before the Ministry conducts its own review of the EA.

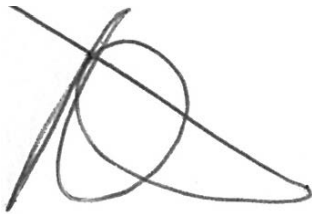
For a detailed summary of the steps required by the JMCC prior to WEG's submission of its draft EA to the MECP and the timeline for these steps, please see **Appendix 3** to this letter.

We will be in attendance at the JMCC meeting scheduled for January 16, 2020 in order to present this memorandum, and answer any questions that the JMCC may have. If you have any further questions regarding the EA process or the JMCC's role in advance of the release of the pre-submission draft EA, please do not hesitate to contact us.

Yours Truly,

Garrod Pickfield LLP

Per:



Peter C. Pickfield

Cc: Peter Crockett, Chief Administrative Officer, County of Oxford
Don MacLeod, Chief Administrative Officer, Township of Zorra
Dr. Joyce Lock, Medical Officer of Health, Southwestern Public Health
Chris Haussmann, PRT Manager, Haussmann Consulting Inc.

Appendix 1 –Chronology – Southwest Landfill EA Process

This chronology lists the date, title and description of key documents, along with any key comments provided by the Medical Officer of Health (“MOH”) at the time, Dr. Douglas Neal and comments by the JMCC or PRT.

January 9, 2013	MOU between Municipalities and WEG
Description	This memorandum of understanding formed the basis of the JMCC. It stipulates that the JMCC will be funded by WEG. The purpose of the JMCC is to implement an independent multidisciplinary peer review of the EA process through the PRT. The JMCC will also report its findings, conclusions and recommendations to the Municipalities and to WEG. The JMCC has the power to enter onto the subject lands with notice to WEG.

May 9, 2013	Draft Terms of Reference
Description	The draft Terms of Reference receive comments from stakeholders before being submitted to the Ministry of the Environment for review and approval.
PRT Comments	<p>The PRT provided a report on the draft TOR on July 5, 2013 with the following key findings and recommendations:</p> <ol style="list-style-type: none"> 1. The draft TOR contained insufficient information to support this site. WEG should provide more detailed information regarding alternative sites for the landfill and how this site was chosen and should identify ancillary facilities that may be associated with the landfill so that their impacts can be considered 2. WEG should provide detailed, discipline specific work plans, a baseline report, and a more detailed description of the undertaking for all disciplines. 3. WEG should provide further details regarding the relationship between WEG and Carmeuse Lime for impacts assessments. 4. WEG should consider groundwater and surface water treatment alternatives in the alternative methods assessment. 5. WEG should correct incorrect criteria references. 6. The TOR should reflect a more interdisciplinary approach. 7. WEG should fully incorporate public comments into the assessment criteria. 8. TOR should consider cumulative effects. 9. TOR should require reporting of monitoring results. 10. TOR should include a health impact risk assessment. 11. TOR should include a detailed consultation plan.
MOH Comments	- In a May 24, 2013 letter, requested that WEG include a Health Impact Assessment as part of the TOR to ensure a study of the cumulative impacts to human health.

May 24, 2013	Letter from MOH to WEG
Description	This letter requested that WEG “include a Health Impact Assessment as part of the Southwestern Landfill Environmental Assessment Terms of Reference”.

Aug 29, 2013	Revised Draft Terms of Reference
Description	WEG revised its TOR and submitted these TOR to the Ministry of Environment after integrating most of the JMCC’s recommendations. The public and the JMCC had 60 days to review these revised TOR and provide further comments on the revised TOR.
PRT Comments	<p>The PRT provided a report on October 8, 2013 with five key findings and associated recommendations:</p> <ol style="list-style-type: none"> 1. WEG should provide for technical consultations in advance of alternative methods evaluation in order to address: the appropriate level of detail in this evaluation; databases and monitoring programs used for this assessment; criteria used to evaluate air quality, odour, noise and vibration and how these metrics will be measured considering the Carmeuse quarry operations; how to integrate net effects for aquatic, terrestrial, surface and groundwater into the ecological effects assessment; how to integrate net effects related to socioeconomic effects assessment; and methodology for human health risk assessment. 2. Include reference to basic ancillary facilities such as recycling and composting. 3. WEG should address net impacts on gross economic output, vibration of trucks on haul routes, and visual impacts from construction, operation and landfill gas activities. 4. Key recommendations from the report regarding: the agricultural work plan; haul routes; health care facilities costs, the terrestrial ecology work plan; concerns about litter, vermin, traffic, water contamination should be cross referenced between multiple work plans; cultural heritage resource assessment and collecting baseline data for the human health risk assessment work plan. 5. Overall that WEG review and address specific recommendations in the PRT report
MOH Comments	- Notably, WEG added a Human Health Risk Assessment expert to its technical team and edited its work plan in consultation with the MOH.

January 2014	Decision Suspension
Description	In January, WEG applied to the MOECC to ask the Minister to suspend a decision on the TOR to allow WEG to make amendments to the TOR.

	<p>The JMCC expressed concerns with this request outlined in a letter dated January 28, 2014, requesting clearer communication from WEG and increased transparency.</p> <p>The Ministry granted the request to suspend the decision-making timeline for the TOR.</p>
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May 2, 2014	Letter from Haussmann Consulting to JMCC
Description	<p>This letter addressed an amendment issued April 2, 2014 to the draft terms of reference by WEG. In this amendment WEG agreed to a number of changes suggested by the JMCC including:</p> <ul style="list-style-type: none"> • Consulting PRT on evaluation methodology for alternative methods; • Consulting PRT in developing workplans; • Providing for PRT observation of field work; • Increased groundwater and surface water assessment; • Addressing requirements of Aggregate Resources Act and Endangered Species Act; • Working with MTO to assess transportation; • Conducting a screening level review of the socio-economic effects assessment; and • Document and support the carcinogenic and non-carcinogenic toxicological reference values used in the Health Risk Assessment. <p>In response, the PRT recommended a cumulative impact assessment and recommended specific areas in which the PRT would like to be consulted with respect to the development of the work plans.</p>

March 17, 2016	Approval of Terms of Reference
Description	<p>MOECC (as it then was) accepted the TOR, allowing WEG to conduct the EA. This involves WEG undertaking studies and completing technical work plans to draft an EA and to determine if the proposed landfill can be constructed and operated safely.</p>

March 18, 2016	Letter from JMCC to WEG re TOR
Description	<p>The day following MOECC's approval of the TOR, Margaret Lupton, chair of the JMCC and Mayor of Zorra Township issued a formal statement expressing disappointment with the MOECC's decision to approve the TOR.</p>

April 19, 2016	Meeting between WEG and the JMCC
Description	<p>WEG met with the JMCC to review and discuss the Minister's decision to</p>

	approve its TOR and WEG's intent to proceed to the EA phase. WEG committed to providing the JMCC with milestones at which the JMCC would have opportunities to review the EA work products.
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May 23, 2016	Letter from JMCC to WEG
Description	The PRT peer reviewed WEG's Draft Environmental Assessment Updated Work Plans. The JMCC requested that WEG address the recommendations in the PRT report and specifically set up technical meetings with the PRT, MOECC and other stakeholders to resolve Air and Noise work plan issues; groundwater and surface water work plan issues; and a meeting with the MOH to address health risks and effects from the socio-economic effects assessment.

August 2, 2016	JMCC Letter to WEG re Approach to PRT Review
Description	The JMCC requested a more comprehensive review of the following documents, with the ability to prepare budgets based on its best judgment: <ul style="list-style-type: none"> • The preferred alternative methods report; • The draft technical work plans prior to commencement of studies; • The draft baseline conditions reports; and • The draft EA.
WEG Response	WEG responded on August 24, 2016 indicating that it agreed to fund an expanded scope of review to address the concerns raised by the JMCC.

Jan 3, 2017	Alternative Methods Interim Report
Description	The Alternative Methods Interim Report was produced by WEG pursuant to the TOR.
PRT Comments	Provided comments on March 10, 2017 <ul style="list-style-type: none"> - WEG should adequately compare the impacts on groundwater serving as a municipal water supply in two scenarios: first, where the landfill proceeds and second, where the landfill does not proceed and the quarrying continues.

February and March, 2017	Review of Updated Work Plans
Description	WEG issued updated work plans to the PRT for review in February and March of 2017. Upon receipt, the PRT reviewed the work plans and provided recommendations to WEG for amendments.

March 2017	Human Health Risk Assessment (“HHRA”) and Supplementary Health Review Work Plan
Description	In March of 2017 WEG provided the JMCC with a HHRA and Supplementary Health Review Work Plan. This document was prepared to address the human health risk assessment component of the EA.
PRT Comments	<p>Comments provided via a report done by NovaTox May 2, 2017. In general, NovaTox found the HHRA Work Plan to be sufficient.</p> <ul style="list-style-type: none"> - Majority of comments and recommendations for the original 2015 HHRA Work Plan have been accepted and agreed upon by WEG but are not yet in this document as of March 2017. - Chemicals of potential concern should be included in the HHRA workplan. - Reference should also be made to future conditions and chemicals of potential concern. - Should include summary of how the chemicals of potential concern for air and groundwater and surface water quality will be selected for inclusion within the HHRA. - Operational and post-closure conditions should be considered assuming leakage. - Suggested alternative wordings to increase clarity - Provincial policy should be given priority over federal policy. Other jurisdictions should only be considered if there is a gap in provincial or federal policy.
MOH Comments	There is potential for health-related effects extending beyond those addressed through the HHRA such as indirect health impacts stemming from the social and economic impacts of the proposed landfill and a supplementary health review was requested.

March 20, 2017	Letter from JMCC to WEG re Alternative Methods Interim Report
Description	The JMCC sent a letter to WEG outlining that the PRT review of the Alternative Methods Interim Report identified significant deficiencies, and failed to analyze a number of important disciplines. The JMCC indicated disappointment that WEG refused to fund a full multidisciplinary review of its assessment of alternative methods. WEG accepted some but not all of the PRT’s recommended changes to this document.

May 23, 2017	JMCC Letter to WEG re Outstanding Issues
Description	<p>The JMCC requested a meeting with WEG to address four outstanding issues relating to funding shortfalls:</p> <ol style="list-style-type: none"> 1. WEG has not agreed to fund a comprehensive peer review of the alternative methods report. 2. WEG should fund a peer review of the baseline conditions reports. 3. WEG should fund the peer review of the draft land use forecast

	<p>released by WEG in April 2017.</p> <p>4. How to address future legal fees.</p>
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September, 2017	Letter from MOH/JMCC to WEG
Description	The JMCC sent a letter to WEG attaching a letter from the MOH.
MOH Letter	<ul style="list-style-type: none"> - Requests a meeting between the JMCC, WEG and Public Health to review the Work Plans. - Questions to be addressed include: - Evidence of long-term effectiveness, durability and mitigation in case of failure of the liner system - How to address leachate disposal - Concerns regarding air quality and gases produced by the landfill - Socio-psychological effects of imposing a landfill on a community that does not want it and will derive little benefit from it - Cumulative Effects Assessment was conducted with insufficient interdisciplinary analysis - Impacts on air, noise, water and traffic are relevant to human health and should be included in the Supplementary Health Review Work Plan.
JMCC Letter	<ul style="list-style-type: none"> - JMCC endorses MOH's request for a meeting with WEG to discuss concerns with the HHRA work plan.

Nov 28, 2017	HHRA Final Work Plan Meeting Notes
Description	This meeting was intended to discuss the content of the HHRA Work Plan with stakeholders including consultants, the JMCC, the Ministry of Environment and Climate Change and Oxford County MOH. This process resulted in WEG making some but not all of the recommended changes to these workplans proposed by the PRT and MOH.
PRT Comments	<ul style="list-style-type: none"> - Climate change brings more water and greater variability in weather, which may impact the landfill engineering. - It would be helpful to have a description of what upset conditions (as opposed to normal operating conditions) are anticipated and what contingency plans would be in place (at a high level). - Questioned whether the most stringent standard will be used if there are multiple. WEG answered that it depends on recommendations from their toxicologists who will provide a rationale.
MOH Comments	<ul style="list-style-type: none"> - The community is sensitive to water-related topics. Expressed concern that the landfill liner might fail - Expressed concern that hydrogeological models may not be able to account for contingencies in a vulnerable quarry setting - WEG should consider the impacts of the changing climate on its landfill

February, 2018	Land Use Planning Forecast
Description	JMCC/PRT provided peer review comments on the WEG draft Land Use Planning Forecast (WEG, October 2017), a key document to be used during the EA study process as the basis for the study of land use impacts of the landfill proposal and its alternatives. WEG provided responses to these comments. The PRT peer reviewer then provided a summary response indicating areas where WEG had not addressed PRT comments or concerns in December 2018. WEG chose to agree to some but not all of the PRT comments and recommendations provided with respect to this document.

April 13, 2018	Chris Haussmann Email to WEG re Work Plans
Description	Chris Haussmann emailed WEG regarding the final EA technical work plans with the following key comments: <ul style="list-style-type: none"> • The PRT's comments regarding the archaeology work plan were not given proper consideration, including: stating that stage 3 assessments must be done prior to construction if recommended by stages 1 or 2 assessments; draft development plans should be given to the archaeological consultant prior to stage 1 assessment; insufficient engagement with indigenous communities; and the need for a follow-up archaeological Risk Management Plan. • Inconsistencies in the economics work plan. • Inconsistencies in what is included in the study area for the visual work plan.

May 2, 2018	ARA Memo forwarded to PRT by WEG
Description	Memorandum from WEG Archaeological consultant responds satisfactorily to PRT comments on archaeology workplan.

January 2019	WEG Interview Requests
Description	WEG sent a series of letters to the Municipalities to request interviews with staff and elected officials. The Municipalities responded by asking for a written list of questions, which WEG provided. The Municipalities provided responses to the written questions, but noted that they would not direct questions to elected officials, who only speak through resolutions and by-laws.

April 25, 2019	JMCC Letter to WEG re PRT Process
Description	The JMCC provided WEG with a detailed table of its review process of the draft EA and associate timeline for this review. A modified version is attached to this memo as Appendix 2.

August 21, 2019	WEG Letter to JMCC re PRT Process
Description	<p>WEG generally agreed to the timeline for reviewing the pre-submission draft EA but proposed the following reduced timelines:</p> <ul style="list-style-type: none"> • PRT budget preparation from 30 to 15 days; • Draft EA Review from 90 to 45-60 days; and, • JMCC finalization of final PRT report from 90 days to 30 days. <p>While the PRT estimated 210 days for total review, WEG is proposing 105 days.</p> <p>In addition, WEG opined that the MOH review should not form a part of the PRT process as per its interpretation of the TOR.</p>

September 13, 2019	JMCC Letter to WEG re PRT Process
Description	The JMCC responded to WEG's letter to indicate that the time estimates provided April 25, 2019 remain the best estimates and that the JMCC has no basis for agreeing to a shorter timeframe.
MOH	The MOH also responded to this letter on September 18, 2019 to confirm the timeframe proposed by the JMCC and to indicate that it would be working with Public Health Ontario and the PRT to review the draft EA.

Appendix 2 – JMCC Peer Review Process – Key Activities and Timeframe

<u>Activity</u>	<u>Timing</u>
<p>1. Receipt of WEG Pre-submission Draft EA Documents and PRT Budget Approval</p> <p>1.1. PRT reviews pre-submission draft EA documents, identifies any additional information needs and prepares budget estimates</p> <p>1.2. WEG Approval of Budget</p>	<p>Estimated 30 Days</p>
<p>2. Preparation of Draft PRT Report</p> <p>2.1. PRT Information/Clarifications Request to WEG</p> <p>2.2. PRT Consultation with pre-submission draft EA report authors</p> <p>2.3. PRT consultation with municipal representatives, Southwestern Public Health (“SWPH”) as required</p> <p>2.4. PRT members prepare and circulate draft review comments</p> <p>2.5. Coordination and synchronization of preliminary findings</p> <p>2.5.1. Coordination of surface water, groundwater and ecology reviews</p> <p>2.5.2. Team input to Social Impact and Health Impact reviews</p> <p>2.5.3. Coordination with/input from SWPH staff</p> <p>2.6. PRT members finalize review comments</p> <p>2.7. PRT Manager prepares overview report with disciplinary comments as appendices (“Draft PRT Report”)</p> <p>2.8. PRT members review Draft PRT Report</p> <p>2.9. PRT Manager finalizes Draft PRT Report and circulates to JMCC</p>	<p>Estimated 90 days</p>
<p>3. JMCC Approval of Draft PRT Report</p> <p>3.1. Presentation of Draft PRT Report to JMCC</p> <p>3.2. PRT receives and addresses comments/questions from JMCC on draft report</p> <p>3.3. PRT submits final PRT report to JMCC</p> <p>3.4. JMCC Approves final PRT report for release to WEG, public and JMCC municipal councils</p>	<p>Estimated 30 days</p>

<p>4. SWPH and Municipal Council Reviews</p> <p>4.1. PRT presentation of final PRT report to SWPH</p> <p>4.2. SWPH receives, reviews and responds to final PRT report</p> <p>4.3. PRT presentation of final PRT report to JMCC Municipal Councils</p> <p>4.4. Municipal Councils receive, review and respond to final PRT report and SWPH comments, if any</p>	<p>Estimated</p> <p>60 days</p>
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WEG Submits draft EA to the MECP

The PRT, the public and all interested parties will have 7 weeks to provide comments from the date that public notice has been given by WEG that the EA has been submitted.

Note: With the exception of the PRT Manager and possibly a few key team members, the PRT will complete its work in 150 days.

Appendix 3 - Peer Review Team Members

Contact	Discipline	Firm
Chris Haussmann	Peer Review Manager and Public Consultation and Interdisciplinary Coordination	Haussmann Consulting Inc.
Barbara O'Connor	Economic/Municipal Finance	Watson & Associates Economists Ltd.
Dave Hardy	Social Impacts	Hardy Stevenson and Associates Limited
Allan Ramsay	Land Use Planning	Allan Ramsay Planning Associates
Mark Schollen	Visual Impacts	Schollen & Company Inc.
Tony van der Vooren	Air Quality and Air Emissions	Vooren Air Quality Management Service Inc.
John Coulter	Noise and Vibration Assessment	JE Coulter and Associates
Chuck Smith	Landfill Design, Geotechnical Issues, Surface Water Management, Landfill Gas and Proposed Gas Utilization	Jacobs Engineering Group Inc.
Paul Bowen	Landfill Design, Geotechnical Issues, Surface Water Management, Landfill Gas and Proposed Gas Utilization	
Jason Balsdon,	Groundwater Impact Issues	ResEnv Consulting
Mirek Sharp	Ecosystems and Terrestrial	North-South Environmental Inc.
Brian Fraser	Aquatic	EcoMetrix Incorporated
John Hemingway	Traffic	Hatch Mott MacDonald
David Hodgson	Agriculture	DBH Soil Services Inc.
Mark Chappel	Human Health Risk Assessment	NovaTox Inc.
Christienne Uchiyama	Cultural Heritage	LHC Letourneau Heritage Consulting Inc.
Dr. Shaun Austin	Archaeology	Wood Group PLC
Mike Bricks	EA Process	Morrison Hershfield
Peter Pickfield	Legal	Garrod Pickfield LLP



**Corporation of the Town of Ingersoll
By-Law 20-5082**

**BEING A BY-LAW TO AUTHORIZE EXECUTION OF AN AGREEMENT BETWEEN
HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO AS REPRESENTED BY THE
SOLICITOR GENERAL AND THE CORPORATION OF THE TOWN OF INGERSOLL
FOR THE PROVISION OF POLICE SERVICES UNDER SECTION 10 OF THE
POLICE SERVICES ACT, R.S.O. 1990, c.P.15**

WHEREAS Section 4(1) of the Police Services Act, R.S.O. 1990, Chapter P.15, as amended states that “Every municipality to which this subsection applies shall provide adequate and effective police services in accordance with its needs”;

AND WHEREAS paragraph 5 of Section 5(1) of the said Police Services Act states that “A municipality’s responsibility to provide police services shall be discharged in one of the following ways: The council may enter into an agreement under section 10, alone or jointly with one or more other councils, to have police services provided by the Ontario Provincial Police”;

AND WHEREAS Section 10 (1) of the said Police Services Act provides that the Solicitor General may enter into an agreement with the council of a municipality or jointly with the councils of two or more municipalities for the provision of police services for the municipality or municipalities by the Ontario Provincial Police;

AND WHEREAS the Council of the Town of Ingersoll deems it necessary and expedient to enter into an Agreement with the Solicitor General pursuant to the said Police Services Act;

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

- (1) the Mayor and Clerk are hereby authorized and directed to execute on behalf of the Municipality, the Agreement between Her Majesty the Queen in Right of Ontario, as represented by the Solicitor General and the Corporation of The Town of Ingersoll, as attached hereto as Schedule “A”, for the provision of Police Services pursuant to Section 10 of the Police Services Act, R.S.O. 1990, Chapter P.15, as amended.
- (2) That this by-law shall be effective upon the passing thereof.

READ a first and second time in Open Council this 10th day of February, 2020.

READ a third time in Open Council and passed this 10th day of February, 2020.

Edward (Ted) Comiskey, Mayor

Michael Graves, Clerk

The term of this Agreement is effective as of the 01st day of January 2020.

**AGREEMENT FOR THE PROVISION OF POLICE SERVICES
UNDER SECTION 10 OF THE *POLICE SERVICES ACT*, R.S.O. 1990, c. P.15, as am.**

BETWEEN:

**HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO AS REPRESENTED BY THE
SOLICITOR GENERAL**

(“Ontario”)

OF THE FIRST PART

AND:

THE CORPORATION OF THE TOWN OF INGERSOLL

(the “Municipality”)

OF THE SECOND PART

RECITALS:

- (a) Under s. 4(1) of the *Police Services Act*, R.S.O. 1990, c. P.15, as am., the Municipality is required to provide adequate and effective police services in accordance with its needs;
- (b) Under s. 5 of the *Police Services Act*, the Municipality's responsibility for providing police services may be discharged by entering into an Agreement with the Solicitor General under s. 10 of the Act;
- (c) The Municipality has expressed its intent to provide police services, in pursuance of its responsibilities under s. 5 of the *Police Services Act*, by means of this Agreement, as evidenced by by-law number 20-5082, dated February 10, 2020 (attached as Schedule “A”);
- (d) This Agreement reflects the intent of the parties to provide an adequate and effective level of police services for the Municipality as set out in the "Contract Policing Proposal," dated October 07, 2019 (attached as Schedule “B”);

NOW THEREFORE, in consideration of the premises and covenants herein, the parties agree as follows:

1. The parties warrant that the recitals are true.

Definitions

2. In this Agreement:

- (a)** “Annual Billing Statement” means a statement prepared by Ontario and submitted to the Municipality for review and approval which contains:
 - (i) the Municipality's policing costs for the year following the year in which the statement is prepared, based on an estimate of salary, benefits, overtime, shift premium, statutory holiday payouts, prisoner transportation, court security (if applicable), and accommodation/cleaning (if applicable); and
 - (ii) a year-end adjustment reconciling salary, benefits, overtime, shift premium, statutory holiday payouts, prisoner transportation, court security (if applicable), and accommodation/cleaning (if applicable) costs to those billed for the preceding year. Uniform Enhancement position hours are also reconciled to ensure the minimum number of contractual hours was met.
- (b)** “Board” means Town of Ingersoll Police Services Board.
- (c)** ”Commissioner” means the Commissioner of the O.P.P.
- (d)** “Detachment Commander” means the O.P.P. officer in charge of Oxford Detachment.
- (e)** “Full-Time Equivalent” (FTE) means a unit of at least 1,417 hours of policing services delivered to the municipality by enhancement officer(s) each year.

General Provisions

- 3.** Ontario shall provide adequate and effective police services in accordance with the needs of the Municipality in compliance with the terms and conditions of the Agreement. The Municipality shall pay Ontario for the police services provided under this Agreement in accordance with this Agreement.
- 4.** The Commissioner shall ensure that the Detachment Commander responds appropriately to the Board's objectives and priorities for police services, developed after consultation with the Detachment Commander, pursuant to s. 10(9)(b) of the *Police Services Act*.
- 5.** The Commissioner shall cause the Detachment Commander or his or her designate to report to the Board at mutually agreed upon intervals in accordance with the *Police Services Act* regarding the provision of police services in and for the Municipality. The O.P.P. will determine the information to be contained in the reports and the format in which they will be provided.

6. (a) For the purposes of s. 10(6) of the *Police Services Act*, the O.P.P. shall provide police services to the Municipality, including the enforcement of mutually agreed upon by-laws. The parties shall review this part of the agreement annually, with a view to revising or updating the list of by-laws requiring O.P.P. enforcement.
- (b) Municipal Building Code violations overseen by the Municipality's Building Code inspector and those by-laws related to animal control will not form part of this Agreement.
7. The parties agree that sections 132 and 133 of the *Police Services Act* will be applied as if the Oxford Detachment of the O.P.P. was a municipal police force, and as if the Detachment Commander was a Chief of Police.

Service Levels

8. (a) Ontario shall cause the Commissioner to assign police officers and other persons to duties relating to the police services in and for the Municipality so as to provide the municipality adequate and effective policing services.
- (b) Where the Municipality receives dedicated enhancement positions, it shall be responsible for all costs associated with those dedicated resources. In the event that the Municipality decides to reduce the number of enhancement positions, it shall provide Ontario with at least one year's prior written notice and shall be responsible for all costs associated with such reduction.

Liability of Ontario

9. The O.P.P. shall be liable for any damages that may arise as a result of any negligent acts or omissions of its members in the performance of this Agreement.

Provincial Services Usage

10. The O.P.P. as legislated by the *Police Services Act*, must be capable of providing provincial level response that can be mobilized for emergencies, disaster or specialized needs. The O.P.P. may meet this requirement by deploying resources that normally would be assigned to the Detachment that serves the Municipality. The O.P.P. shall ensure that in the event resources are deployed to a situation requiring provincial level response, appropriate resources remain available to the Detachment to provide adequate and effective policing to the Municipality. The use of O.P.P. officers in cases where there is a provincial obligation to respond will be accounted for as part of the billing model.

Equipment and Facilities

11. Ontario shall supply or cause to be supplied all vehicles and equipment reasonably necessary and appropriate for the use of the O.P.P. in providing police services under this Agreement.

12. The parties will enter into negotiations concerning the provision and payment of appropriate buildings and rental agreements, including, but not limited to, location, leasehold improvements, and capital costs, where applicable.

Adequacy Standards Regulation

13. The O.P.P. shall undertake and be responsible for ensuring that all mandatory standards of adequate and effective police services as required by *Ontario Regulation 3/99* under the *Police Services Act* are met and maintained.
14. The Detachment Commander shall provide the Board with reasonable documentation, as agreed upon between the Board and the O.P.P., to allow the Board to evaluate the services and satisfy itself that adequate and effective standards and policies are in place.
15. It shall be the responsibility of the Board to monitor the delivery of police services to ensure that the provisions of the *Ontario Regulation 3/99* under the *Police Services Act* are satisfied on an ongoing basis.

Cost of Police Services

16. (a) On or before October 01st in each year, Ontario shall prepare and deliver to the Municipality for review and approval, the Annual Billing Statement for the following year, together with sufficient documentation and information reasonably necessary to explain and support the billing.

(b) The Municipality shall review the Annual Billing Statement upon receipt and, within 90 days of such receipt, shall approve the Annual Billing Statement or deliver to Ontario a request to review the Annual Billing Statement.
17. (a) In the event that the Municipality fails to approve or request a review of the Annual Billing Statement within 90 days of receipt, the Municipality shall be deemed to have approved the Annual Billing Statement.

(b) In the event that the Municipality requests a review of the Annual Billing Statement as provided in this paragraph, the Annual Billing Statement shall be approved, or amended and approved in accordance with Section 18.
18. Where the Municipality has delivered to Ontario a request to review the Annual Billing Statement, Ontario shall carry it out expeditiously, and Ontario shall cooperate to permit such a review to be carried out. If the parties are unable to agree on the Annual Billing Statement, either party may submit the matter to the dispute resolution mechanisms set out in paragraphs 22 and 23. In the event that the Municipality delivers a request to review to Ontario, the Annual Billing Statement shall be deemed to apply during the period of review.

19. The Municipality shall make monthly installment payments to Ontario due no later than 30 days following receipt by the Municipality of each monthly invoice, each one being one twelfth of the Annual Billing Statement for that year. Any amounts which have become due and owing shall bear interest at the rate set by the Minister of Finance from time to time.
20. Ontario shall keep all records, statements of account, invoices and any other such documents necessary to support the Annual Billing Statement, and all such records shall be kept for a period of seven years. Ontario shall permit the Municipality, upon notice to Ontario, to examine all such records and books of account and conduct a review of the Annual Billing Statement.
21. Upon the approval or deemed approval of the Annual Billing Statement, as provided in this Agreement, adjustments shall be made in the amounts paid by the Municipality by installment so that (i) the total amount paid in respect of the preceding year is equal to the amount shown on the approved Annual Billing Statement and (ii) the installments for the year following the year in which the statement is prepared are each equal to one twelfth of the approved Annual Billing Statement. Any amounts payable by one party to the other shall be paid to the appropriate party in the remaining monthly billings for the year following the year in which the statement is prepared.

Dispute Resolution Mechanisms

22.
 - (a) The provisions of this paragraph apply in the event of a dispute between the Municipality and Ontario concerning financial and related issues arising out of the interpretation, application, administration, or alleged violation of this Agreement (“Financial Disputes”) or between the Board and the O.P.P. concerning policing issues arising out of the interpretation, application, administration, or alleged violation of this Agreement (“Policing Disputes”).
 - (b) In the event that a dispute arises, the Detachment Commander, or representative, and the Municipality or the Board, as the case may be, or their representative, shall meet within 30 days of such dispute arising, and use all best good faith efforts to resolve the dispute.
 - (c) If the dispute remains unresolved, the Regional Commander, or representative, and the Municipality or the Board, as the case may be, or representative, shall meet and use all best good faith efforts to resolve the dispute.
 - (d) If the dispute remains unresolved, the Commissioner, or Deputy Commissioner, and the Municipality or the Board, as the case may be, or representative, shall meet and use all best good faith efforts to resolve the dispute.
 - (e) If a Financial Dispute remains unresolved, the issue may be referred to mediation by either party, and each party shall use all good faith efforts to resolve the dispute.

23. (a) Financial Disputes that cannot be resolved through any of the methods described within paragraph 22, may be referred to and settled by binding arbitration. The provisions of the *Arbitration Act, 1991* shall apply to any such arbitration, unless otherwise indicated below:
- (i) The language of the arbitration shall be English.
 - (ii) The place of the arbitration shall be the Town of Ingersoll.
 - (iii) Each party agrees that the arbitration shall be conducted in a summary manner to ensure a full hearing in a cost effective and efficient manner.
 - (iv) Each party shall make prompt full disclosure to the other and, subject to the availability of an arbitrator the arbitration shall be commenced within 30 days of the conclusion of the meeting with the Commissioner, or the mediator, if applicable.
 - (v) Each party shall be responsible for its own legal expenses and for an equal share of the fees and expenses of the arbitration and any other related expenses. Section 54 of the *Arbitration Act* shall not apply; the arbitrator shall have no right to make an award relating to costs.
 - (vi) The parties shall have no right of appeal to a final decision of an arbitrator.
- (b) Policing Disputes shall not be subject to mediation or arbitration.
- (c) Neither party shall be entitled to proceed to mediation or arbitration until all of the meetings referred to in paragraphs 22 have been held, and each party undertakes to exert all best good faith efforts to resolve the dispute in those meetings.
- (d) Mediations or arbitrations of disputes conducted under this Agreement shall remain closed to the public. All parties to any dispute shall keep all details, admissions or communications made in the course of the dispute resolution process strictly confidential, nor shall such information be admissible in any legal proceeding, except as follows:
- (i) on consent of all parties;
 - (ii) as may be ordered by a court of competent jurisdiction;
 - (iii) the final decision of the arbitrator may be released.
- (e) Each of the meetings outlined in paragraph 22 shall be commenced no earlier than 15 days, and concluded no more than 30 days, from the conclusion of the prior stage unless the parties otherwise agree.

- (f) Notwithstanding any of the above provisions, nothing in this Agreement shall be construed so as to give the Municipality or the Board the right to alter any policy of the O.P.P. or the Ministry. Nothing in this Agreement shall be construed so as to give the Municipality or the Board, the right to supercede or vary the duties and obligations of the Solicitor General pursuant to s. 3(2) of the *Police Services Act*, or of the Commissioner pursuant to s. 17 and s. 41 of the *Police Services Act*, and further, the rights of the Municipality and the Board pursuant to the Agreement are subject to the Municipality's obligations under s. 4 of the *Police Services Act*.

Detachment Commander Selection

24. The Detachment Commander shall be selected from a short-listed pool of candidates as determined by the OPP in accordance with its relevant provincial policies. Following the formulation of the short-list, a joint committee consisting of Board members and persons nominated by the Commissioner, shall select the successful candidate in accordance with the process set out in the OPP's provincial policies.

Notice

25. Any notice, statement, invoice or account to be delivered or given by any of the below listed groups to any other of them shall be delivered to such groups using the delivery methods as listed below. Any notice, statement, invoice or account sent by mail shall be deemed to be received on the third day following the date of mailing unless shown to the contrary, and if sent by fax or by email, it shall be deemed to be received on the date it was sent. Any group may change its contact information by giving notice provided herein:
- (a) by mail to Ontario addressed to: The Solicitor General, 25 Grosvenor Street, 11th Floor, Toronto, Ontario, M7A 1Y6, or by fax to (416) 325-6067
 - (b) by mail to the Commissioner addressed to: The Commissioner, Ontario Provincial Police, 777 Memorial Avenue, Orillia, Ontario, L3V 7V3, to the attention of the Manager, Municipal Policing Bureau, by fax to (705) 330-4191, or by email to opp.municipalpolicing@opp.ca
 - (c) by mail to the Municipality addressed to: The Mayor, Town of Ingersoll, 130 Oxford Street, 2nd Floor, Ingersoll, Ontario, N5C 2V5, or by fax to (519) 485-3543
 - (d) by mail to the Board addressed to: The Town of Ingersoll Police Services Board, 130 Oxford Street, 2nd Floor, Ingersoll, Ontario, N5C 2V5, or by fax to (519) 485-3543

Commencement and Termination of Agreement

- 26. Notwithstanding the date upon which this Agreement is signed, the term of this Agreement shall commence on the 01st day of January 2020, and shall conclude on the earlier of (i) December 31, 2024 or (ii) the date that the *Community Safety and Policing Act, 2019* comes into force.
- 27. Either party to this Agreement may terminate this Agreement upon one year written notice of termination to the other party, in which case this Agreement shall terminate one year following the delivery of such notice. Should a notice to terminate be given, the Municipality shall continue to be obligated to pay for the cost of providing police services under this contract to, and including the date of such termination and Ontario shall continue to be responsible to provide the services outlined in this Agreement.
- 28. Should the Municipality's designated responsibility to provide policing under the *Police Services Act* be changed, either by statute or government interpretation, the Municipality maintains its right upon being so informed to give written notice of its intention to terminate this Agreement forthwith.

Entire Agreement

- 29. This Agreement and the schedules attached constitute the entire Agreement between the parties, and there are no representations, warranties, collateral agreements or conditions affecting this Agreement or the relationship of the parties or supported hereby other than as expressed herein in writing. Any amendment to this Agreement must be in writing, duly executed by the parties.

IN WITNESS WHEREOF, the Municipality has affixed its Corporate Seal attested by the signature of its duly authorized signing officers, and the Deputy Solicitor General, Community Safety has personally signed this Agreement to be effective as of the date set out herein.

FOR ONTARIO

Deputy Solicitor General, Community Safety

FOR THE MUNICIPALITY

Town of Ingersoll

Mayor

Clerk

Date signed by the Municipality _____

SCHEDULE “A”

BY-LAW OF THE MUNICIPAL COUNCIL

SCHEDULE “B”

PROPOSAL FOR POLICE SERVICES



The Town of Ingersoll

Contract Policing Proposal

Prepared by: Sergeant Peter Marshall
Ontario Provincial Police
Municipal Policing Bureau

Date: October 07, 2019

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Executive Summary

The Ontario Provincial Police (OPP) has over 100 years of experience in providing effective community-based policing and protection throughout Ontario. The OPP has provided municipal police services under contract for over 70 years and currently maintains contracts with over 140 communities across Ontario.

The Town of Ingersoll requested a contract proposal for OPP municipal policing. This proposal is based on the OPP Billing Model, with the Town paying an amount equal to the sum of its allocated portion of the OPP's total municipal policing Base and Calls for Service costs, as well as the costs for Overtime, Prisoner Transportation, Court Security, and Accommodation/Cleaning Services as applicable. Where a municipality chooses to receive police services from the OPP pursuant to a contract, the OPP will provide the level of police services required to provide adequate and effective policing, including providing the services set out in Regulation 3/99, Adequacy and Effectiveness of Police Services under the *Police Services Act*.

This proposal reflects the integrated policing concept, incorporating a police services contract for the Town of Ingersoll with OPP highway patrol services and provincial responsibilities under one administration. The Oxford OPP Detachment will remain as the Administration/Operations Centre. The resources will be deployed to the municipality from the Ingersoll Satellite Detachment, as well as from the Oxford Detachment.

The Oxford OPP Detachment Commander will be responsible to oversee all aspects of service delivery. The detachment management including Staff Sergeant(s) and Sergeant / Platoon Leaders as applicable will provide assistance and supervision to members of the Oxford Detachment.

It is the intent to maintain all existing community service programs and community policing committees, in consultation with the Police Services Board.

Any new community service program considered may be implemented after consultation with the Town of Ingersoll Council, the Town's Police Services Board and the Oxford OPP Detachment Commander.

When a municipality chooses to receive police services from the OPP under contract, the OPP will ensure that the municipality receives adequate and effective police services in accordance with the *Police Services Act* and Regulations. The shared infrastructure of the OPP broadens local access to resources, expertise, solutions, training and management without duplicating services. The Town of Ingersoll will continue to benefit as additional staff are readily available from within the Oxford OPP Detachment as well as neighboring detachments and regions, should the need arise.

The Town of Ingersoll will be required to maintain a Police Services Board, as mandated by Section 10 of the *Police Services Act* that will generally determine objectives and priorities for police services within the community, after consultation with the Detachment Commander. The Commissioner is committed to ensuring that the Detachment Commander of the Oxford OPP Detachment responds appropriately to the Board's advice and priorities in a manner consistent with the Board's identified concerns, expectations and needs.

It is long-standing OPP policy and practice to be accountable to the communities we serve. The Commander of the Oxford OPP Detachment, or designee, will report to the Police Services Board on a regular basis, as per the direction of the Board. The OPP is experienced in being accountable to the municipalities we serve. With over 100 contracts currently in place and future contracts pending, there is great emphasis placed on OPP accountability to Police Services Boards.

The OPP is required to provide provincial level emergency response that can be mobilized in times of emergency, disaster or a specialized investigative need. The OPP meets such emergent needs, on an on-call, as-needed basis, by deploying small numbers of officers from multiple locations and assignments, both provincial and municipal. During such times, the OPP is responsible to ensure that appropriate resources remain in place to make certain the municipality receives adequate and effective police services in accordance with the *Police Services Act* and Regulations. The use of OPP officers in cases where there is a provincial obligation to respond will be accounted for as part of the billing model.

If the Town of Ingersoll chooses to accept an OPP contract for its policing service, the Oxford OPP Detachment Commander will assign resources, focusing on meeting the Town's unique policing needs.

Value for the Town of Ingersoll:

- Assurance of adequacy and effectiveness of police services;
- Dedication to resolving community issues through local involvement and community policing committees;
- Availability of additional staffing support from neighbouring detachments, regional headquarters and general headquarters;
- Work with the Detachment Commander in determining the local policing priorities and objectives through the Town's Police Services Board; and
- Access to a comprehensive infrastructure and specialized services

The estimated policing cost for 2020 associated to this proposal as presented in the Annual Billing Statement is **\$2,596,476**. It also includes the cost of enhancement(s) requested by the municipality. This amount is reflective of the most current cost estimates under the OPP Billing Model, exclusive of the year-end adjustments.

The year-end adjustment for the year 2018 totalling **\$11,270** is listed separately from the 2020 estimated cost, but forms part of the Grand Total Billing as shown near the bottom of the Annual Billing Statement.

Not included in this proposal are:

- The cost of maintaining the Police Services Board
- Any applicable revenues accruing to the municipality as a result of police activity

Dedicated Enhancement Positions

Municipalities entering into a contract under Section 10 of the *Police Services Act* may choose to receive dedicated enhanced positions.

Municipalities will be billed for the cost of dedicated enhanced positions using actual salaries, wages, overtime and benefits and the latest approved municipal cost-recovery formula. Any additional unique costs associated with the dedicated enhanced positions will be detailed on the Annual Billing Statement and the municipality will be billed accordingly.

The service delivered by these positions will be tracked and reconciled on an annual basis.

Your contract enhancements are listed below:

FTE* Enhancements	Classification	Position Description
1.00	Constable	High School Resource Officer

*Uniform FTE enhancement means a unit of at least 1,417 hours of policing services delivered to the municipality by enhancement officer(s) each year.

Note:

- **Dedicated Enhancement Reconciliation - Uniform Positions:**
 - Total hours of service provided by all dedicated enhancement positions will be reconciled annually.
 - In accordance with the officer availability factor calculations, it is currently estimated that each uniform dedicated enhancement position will provide 1,417 hours of service per year in order to fulfill the requirements of their respective positions. If this number of hours is not met, the total cost of all uniform dedicated enhancement positions will be reduced accordingly.
 - Total hours of service for dedicated enhancement positions include hours of work performed in a municipality by all officers assigned to enhancement positions.

Total hours do not include:

- overtime hours
- hours recorded for duties accounted for in the availability factor such as court attendance, training and specific administrative duties
- hours calculated for billable calls for service by officers assigned to dedicated enhancement positions unless the officer's position is general law enforcement.

OPP 2020 Annual Billing Statement

Ingersoll T

Estimated costs for the period January 1 to December 31, 2020

Please refer to www.opp.ca for 2020 Municipal Policing Billing General Information summary for further details.

			Cost per Property \$	Total Cost \$
Base Service	Property Counts			
	Household	5,496		
	Commercial and Industrial	253		
	Total Properties	<u>5,749</u>	183.23	1,053,397
Calls for Service				
	Total all municipalities	162,805,510		
	Municipal portion	0.8032%	227.46	1,307,665
Overtime			9.12	52,446
Contract Enhancements	(see summary)		29.84	171,528
Prisoner Transportation	(per property cost)		1.99	11,441
Total 2020 Estimated Cost			<u>451.64</u>	<u>2,596,476</u>
2018 Year-End Adjustment				11,270
Grand Total Billing for 2020				<u>2,607,746</u>
2020 Monthly Billing Amount				217,312

OPP 2020 Contract Enhancement Cost Summary

Ingersoll T

Estimated cost for the period January 1 to December 31, 2020

2019 Cost-Recovery Formula

Salaries and Benefits

	(Note 1)	Positions	\$/FTE	Total
Uniform Members				
Constable		1.00	103,094	103,094
Total Uniform Salaries		1.00		103,094
Statutory Holiday Payout			3,841	3,841
Shift Premiums			1,037	1,037
Uniform Benefits - Full-Time Salaries.			29.25%	30,155
Total Uniform Salaries & Benefits				138,127
Support Costs - Salaries and Benefits				
Communication Operators			6,635	6,635
Prisoner Guards			1,764	1,764
Operational Support			5,037	5,037
RHQ Municipal Support			2,488	2,488
Telephone Support			120	120
Office Automation Support			644	644
Mobile and Portable Radio Support			200	200
Total Support Staff Salaries and Benefits Costs				16,888
Total Salaries & Benefits				155,015
Other Direct Operating Expenses				
Communication Centre			167	167
Operational Support			830	830
RHQ Municipal Support			249	249
Telephone			1,462	1,462
Mobile Radio Equipment Repairs & Maintenance			102	102
Office Automation - Uniform			2,390	2,390
Vehicle Usage			8,805	8,805
Detachment Supplies & Equipment			534	534
Uniform & Equipment			1,974	1,974
Total Other Direct Operating Expenses				16,513
Total Estimated Enhancement Cost				\$ 171,528
Total OPP-Policed Properties				5,749
Cost Per Property				\$ 29.84

OPP 2020 Contract Enhancement Cost Summary

Ingersoll T

Estimated cost for the period January 1 to December 31, 2020

Notes:

- 1) Salary rates are based on weighted average rates for municipal detachment staffing by rank, level and classification. The 2020 salaries incorporate the January 1, 2020 general salary rate increases set in the 2019 to 2022 OPPA Uniform and Civilian Collective Agreements, (2.15% for uniform staff and 1.25% for civilian staff). The benefit rates are based on the most recent rates set by the Treasury Board Secretariat, (2019-20). Statutory Holiday Payouts, Shift Premiums, and Benefit costs are subject to reconciliation.

OPP Contacts

Please forward any questions or concerns to Inspector Anthony Hymers, Detachment Commander, Oxford Detachment, or Sergeant Peter Marshall, Municipal Policing Specialist, Municipal Policing Bureau, OPP General Headquarters.

Inspector Anthony Hymers

519-688-6540

Sergeant Peter Marshall

(705) 329-6857



**Corporation of the Town of Ingersoll
By-law 20-5083**

A by-law to establish fees or charges for certain Town services

WHEREAS Section 391 (1) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, authorizes a municipality of local board to pass by-laws impose fees or charges on persons;

AND WHEREAS Section 398(1) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, allows for the fees and charges imposed on a person to be constituted as a debt of the person to the municipality;

NOW THEREFORE the Municipal Council of The Corporation of the Town of Ingersoll enacts as follows:

- (1) That attached fees and charges as set out in Schedule "A" to this by-law shall apply and may be amended from time to time as deemed necessary by Council.
- (2) That the fees and charges as set out in the Schedule "A" to this by-law will be subject to the Harmonized Sales Tax (H.S.T.), where applicable.
- (3) That fees and charges may be adjusted annually on January 1 of each year, without amendment to this by-law, in accordance with the Statistics Canada Consumer Price Index of the third quarter of the prior year, where feasible.
- (4) That in those instances where the fee is not adjusted by the Consumer Price Index in one year, the cumulative adjustment for past years may be made in future years, as approved by Council.
- (5) That by-laws 18-5001 and other by-laws not consistent with this by-law are hereby rescinded in their entirety.
- (6) That this by-law be effective on the date of passing and that the fees be effective as indicated in Schedule "A".

READ a first and second time in Open Council this 10th day of February 2020.

READ a third time and passed in Open Council this 10th day of February 2020.

Edward (Ted) Comiskey, Mayor

Michael Graves, Clerk

SCHEDULE "A"
THE CORPORATION OF THE TOWN OF INGERSOLL
BY-LAW 18-5082

* Rates may be adjusted annually based on the CPI

** If no effective date is provided than this fee is effective on the day this by-law is passed

*** Applicable taxes apply. The Town reserves the right to review HST applicability for any regulatory or legislative changes.

Description of Service	Unit of Measure	2020 Fee Before Taxes	Subject to HST
Administrative			
Freedom of Information Request			
Application	each	\$5.00	No
Photo Copies	per page	\$0.22	No
Manually Searching Records	per hour	\$30.00	No
Preparation of Record of Disclosure	per hour	\$30.00	No
Photocopying & Printing			
8 ½ x 11 & 8 ½ x 14	per page	\$0.22	Yes
11 x17	per page	\$0.44	Yes
Cut Sheets 2'x3'	per sheet	\$3.67	Yes
Rolled Stock 24' or 36'	per sq. ft.	\$0.84	Yes
Rolled Stock 24' or 36'	per sq. m.	\$8.76	Yes
Paratransit Ticket	each	\$3.00	No
Commissioner of Oaths			
Residents of Ingersoll	per document	\$15.00	No
Non-Residents		\$20.00	No
Certified True Copy (Residents)		\$15.00	No
Certified True Copy (Non-Residents)		\$20.00	No
Lottery Licenses			
Bingo	each	\$3.00	No
Raffles	of prize value	3%	No
Nevada (Break Open)	of prize value	3%	No
Marriages			
Marriage License	each	\$110.00	No
Marriage Ceremony	per service	\$250.00	Yes
Staff Witness	per staff	\$20.00	Yes
Cancellation after consultation		\$50.00	Yes
Burial Permit			
In Town	each	\$5.00	No
Out of Town	each	\$5.00	No
Parking Permits			
24 Hour Parking Permit	Monthly	\$35.00	Yes
Transient Trader License (annual renewal) By-law #99-3874	per resident	\$50.00	No
	per non resident	\$200.00	No
Lunch Wagon (annual renewal) By-law #95-3668	per resident	\$300.00	No
	per non resident	\$500.00	No
Lunch Cart By-law #95-3668	resident per 6 months	\$75.00	No
	resident per 1 year	\$125.00	No
	non-resident per 6 months	\$125.00	No
	non-resident per 1 year	\$250.00	No

Description of Service	Unit of Measure	2020 Fee Before Taxes	Subject to HST
Planning			
Minor Variances/Permission	each	\$1,431.00	No
Plan of Subdivision	each	\$1,022.00	No
Condominium Development	per application	\$761.00	No
Subdivision Agreement	each	\$756.00	No
Application for Consent	per application	\$511.00	No
Development Agreement		\$276.00	No
Site Plan Control	+ Cost of registration of Site Plan & Cost of Peer Reviews, if required	\$1,631.00	No
Site Plan Control Amendment		\$409.00	No
Part Lot Control Amendment		\$358.00	No
Zoning By-Law Amendment –Basic Amendment, Temporary Use, Interim Control		\$2,555.00	No
Zoning By-law Amendment –Remove Holding Symbol, By-law renewal		\$1,533.00	No
Lawyers Clearance Letters		\$72.00	Yes
Property Standards Clearance Letters		\$153.00	Yes
Treasury			
Property Tax Fees			
Title Change	each	\$20.00	No
New Account	per account	\$25.00	No
Additions to Roll	each	\$20.00	No
Tax Sale Collection Processing Fee	per account	\$25.00	No
Tax Certificate	each	\$50.00	No
Reprint of Tax Bill	each	\$10.00	No
Tax Letter	each	\$25.00	No
Dog Licences - Valid January 1 st - December 31 st			
Kennel License Fee	per license	\$100.00	No
Non Spayed/Non Neutered		\$25.00	No
Spayed/ Neutered		\$20.00	No
Replacement Tag		\$5.00	No
Guide Dogs		No Charge	No
Late Fee - After February 1st		\$5.00	No
Engineering/Public Works			
Blue Box	per paper box	\$4.50	No
	per container box	\$5.50	No
Composter	each	\$10.00	No
Garbage Bag Tags	per tag	\$2.00	No
Firewood	per cord	\$55.00	Yes
	per cord delivered within 1 km in Town	\$65.00	Yes
Road Allowance Excavation Fee (applies to Town assumed roads only)	per application	\$100.00	Yes
Release of Easement			
If Reference Plan Required	per application	\$1,100.00	Yes
Legal Fees Only	per application	\$260.00	Yes
Subdivision Inspection	per service	\$1,000.00	Yes

Description of Service	Unit of Measure	2020 Fee Before Taxes	Subject to HST
Site Plan Inspection	per service	\$650.00	Yes
Cost recovery for damages to public property caused during a collision	per incident		Yes
Entrance permits/ culverts/ signs	per permit	\$75.00	Yes
Traffic Counts	per service	\$100.00	Yes
Construction Tender Documents:			
\$500,000 or less		\$40.00	Yes
Over \$500,000		\$75.00	Yes
Refundable Deposit:			
Grading – Certificate Clearance		\$1,000	No
Damage to Roads			
Fire Services			
Training Room Rental	Evening per hr.	\$15.00	Yes
Outside use of Training Room will be at the discretion of the Chief	Daytime per hr.	\$60.00	Yes
Training Grounds	per hour	\$100.00	Yes
	flat rate per day	\$500.00	Yes
Home Inspections (Business Purposes)	per home	\$75.00	Yes
Commercial Inspection	per unit	\$100.00	Yes
Industrial Inspection	per unit	\$200.00	Yes
File Search/Letters for Outstanding Work Orders etc.	flat fee	\$50.00	Yes
Fire Service Reports	per report	\$50.00	Yes
Liquor License Letter (including inspection)	per letter	\$100.00	Yes
Residential Inspections			
Duplex/Semi		\$125.00	Yes
Multiple Dwellings/3 & 4 units		\$200.00	Yes
Multiple Dwellings/ 5 & 6 units		\$250.00	Yes
Multiple Dwellings 7 units +		\$300.00	Yes
Fire Department Services Or the Ministry of Transportation (MTO) current rates.			
1 st apparatus – first hour	first hour	\$459.45	No
Each additional apparatus – first hour	first hour	\$459.45	No
Each additional half hour or part thereof	per 1/2 hour	\$229.73	No
Flat rate per hour where equipment is dispatched but not used (King's Hwy., non-residents, repeated false alarms in excess of 3 per year)	flat rate per hour	\$459.45	No
Flat rate per half hour where equipment is dispatched but not used (King's Hwy., non-residents, repeated false alarms in excess of 3 per year)	flat rate per 1/2 hour	\$229.73	No
Air Fill – 2216 PSI (non-fire department)		\$8.00	Yes
Air Fill – 4500 PSI		\$12.00	Yes
Cylinders over 45 cu. ft.		\$30.00	Yes
Fire Department only yearly air fills flat rate if over \$300		\$300.00	Yes
Small Fuel Spills – less than 50 L. (i.e. leaking vehicle gas tank – fuel pump spills, etc.)	per service + cost of material	\$275.00	No

Description of Service	Unit of Measure	2020 Fee Before Taxes	Subject to HST
Large Spills – greater than 50L.	per vehicle/per hour + cost of materials	\$410.00	No
Fire Watch as per SOG#29 – minimum 2 fire fighters	per hr./per fighter	\$45.00	No
Museum			
Day Camp	per day per child	\$15.00	No
Guided Museum Tours	per person	\$3.00	Yes
Student Programs	per child, adults free	\$3.00	No
Bus Tours	per person, escort and driver free	\$5.00	Yes
Parks & Recreation			
Facility Rentals			
Arena			
Ice Rental *			
Prime Time – Adult	per hour	\$163.72	Yes
Non-Prime Time – Adult	per hour	\$110.62	Yes
Minor Sports Prime Time	per hour	\$125.66	Yes
Minor Sports Non-Prime Time	per hour	\$84.07	Yes
Arena Floor - Summer Months *			
Sunday to Thursday	per date	\$508.85	Yes
Friday and Saturday	per date	\$752.21	Yes
Hourly	per hour	\$48.67	Yes
Auditorium *			
<u>Daily Rate</u>			
Sunday to Thursday	daily rate	\$234.51	Yes
Friday and Saturday	daily rate	\$442.48	Yes
After 2am additional charge	flat rate, 1 time fee	\$35.40	Yes
Hourly rate	per hour	\$44.25	Yes
Hourly rate - User Group/Service Club	per hour	\$22.12	Yes
Dryland Training Auditorium *			
Minor Sports and Service Clubs eligible for 50% reduction for arena floor, auditorium (where Liquor Permit not attached) Rate reduction not eligible for ice rentals, dryland training or any town programs			
Minor Hockey	per ice season	\$530.97	Yes
West Oxford Inferno	per ice season	\$221.24	Yes
Admissions			
Public Skate per person	per visit	\$2.65	Yes
Other Skates *			
Shinny	per visit	\$6.19	Yes
Huff and Puff	per visit	\$4.42	Yes
VPCC Memberships & Other Fees			
Fitness Studio *			
Per hour	per day	\$130.97	Yes
Per day	per hour	\$26.55	Yes
VPCC Meeting Room *			
Per hour	per hour	\$26.55	Yes
Per day	per day	\$130.97	Yes
VPCC Board Room *			
Weekday or evening	per day	\$66.37	Yes
Weekday or evening	per hour	\$13.27	Yes
Weekend	per day	\$132.74	Yes
Weekend	per hour	\$26.55	Yes

Description of Service	Unit of Measure	2020 Fee Before Taxes	Subject to HST
Staff Time Charge	per one staff	\$26.55	Yes
Projector Rental	per hour	\$30.09	Yes
Pool Rental *			
Private (1 guard included)	per hour	\$110.00	Yes
Private (2 guards included)	per hour	\$133.00	Yes
Private (3 guards included)	per hour	\$155.00	Yes
User Group/Service Club (1 guard)	per hour	\$61.98	Yes
Swim Team - Full Pool	per hour	\$58.41	Yes
Swim Team - Per Lane	per hour	\$14.60	Yes
All rentals extra guard	per hour	\$18.20	Yes
Schools (up to 38 students)(2 guards) per student		To be negotiated as per reciprocal agreement	No
Pool Admissions per person	per visit	\$2.65	Yes
Pool Admissions Kids 2 and under	per visit	FREE	
Drop In Programs *			
Visit Pass	per visit	\$7.08	Yes
Visit Pass Senior	per visit	\$6.19	Yes
Visit Pass Youth	per visit	\$6.00	No
Drop in Youth Programs *			
Friday Night Fun - Member	per visit	\$4.00	No
Friday Night Fun - Non Member	per visit	\$6.00	No
Programs *			
1 hr. youth or preschool	per class	\$5.50	No
1 Hr Youth or Preschool Member	per class	\$2.25	No
1 Hr Youth or Preschool Non Member	per class	\$5.50	No
Adult Seasonal programs	per class	\$5.75	Yes
Child Minding - Non Members	per class	\$4.00	No
Time for Tot's	per class	\$13.00	No
Time for Tots Non Members	per class	\$13.00	No
Time for Tots - Member	per class	\$6.50	No
KinderKids Non Member	per class	\$11.00	No
KinderKids - Members	per class	\$5.50	No
Kinder Prep Non Member	per class	\$13.00	No
Kinder Prep Members	per class	\$6.50	No
Babysitting Course Book	per book	\$9.50	Yes
Stranger Smarts - Member	per course	\$15.00	No
Stranger Smarts - Non Member	per course	\$20.00	No
Stranger Smarts book	per book	\$5.00	Yes
Home Alone Course - Member	per course	\$35.00	No
Home Alone Course - Non Member	per course	\$40.00	No
Home Alone Course Book	per book	\$7.75	Yes
Day Camp - Member	per day	\$35.00	No
Day Camp - Member	per week	\$140.00	No
Day Camp - Non Member	per day	\$40.00	No
Day Camp - Non Member	per week	\$150.00	No
Extended Care AM	per week	\$15.00	No
Extended Care AM	per day	\$2.00	No
Extended Care PM	per week	\$10.00	No
Extended Care PM	per day	\$3.00	No
Day Camp trips	per trip	\$20.00	No
Tennis Lessons 1/2 hr lesson	per lesson	\$5.00	No
Tennis Lessons 1 hr lesson	per lesson	\$10.00	No
Tennis Camp	per day	\$110.00	No

Description of Service	Unit of Measure	2020 Fee Before Taxes	Subject to HST
Coed Ball	per team	\$398.30	Yes
Ladies Basketball	per season	\$26.55	Yes
Men's Basketball	per season	\$130.00	Yes
Drop in Volleyball (recreational & competitive)	per season	\$26.55	Yes
Swim Lessons - 1/2 hr lesson	per lesson	\$6.19	No
Swim Lessons - 1 hr. lesson	per lesson	\$7.25	No
Swimming Lessons Members	per lesson	\$3.13	No
Swimming Lessons Non Members	per lesson	\$6.25	No
Adult swim lessons	per lesson	\$6.19	Yes
Private Lessons	per lesson	\$20.00	No
Bronze Star	per course	\$74.00	No
Bronze Medallion	per course	\$128.32	Yes
Bronze Cross	per course	\$137.17	Yes
Lifesaving Assistant instructor	per course	\$100.00	Yes
Lifesaving instructor plus swim instructor	per course	\$150.00	Yes
Lifesaving Instructor	per course	\$150.00	Yes
Instructor Recertification	per course	\$49.56	Yes
National Lifeguard Service	per course	\$221.24	Yes
NLS Recertification	per course	\$49.56	Yes
Lifesaving First Aid Course	per course	\$110.61	Yes
Lifesaving First Aid Recert	per course	\$75.22	Yes
Synchro Club	per lesson	\$7.25	No
Pool Parties			
Zumba Party	per party	\$170.00	Yes
Group Games	per party	\$170.00	Yes
Pool Party	per party	\$170.00	Yes
Miscellaneous Fees			
Program Cancellation	per cancellation	\$20.00	No
N.S.F. cheque	per cheque	\$25.00	No
Post-dated cheques	per cheque	\$20.00	No
Community Services Memberships*ONE MONTH*		Effective Date April 1, 2020	
1 person household	per month	\$42.03	Yes
2 person household	per month	\$61.95	Yes
3 person household	per month	\$75.22	Yes
4 person household	per month	\$88.50	Yes
5+ person household	per person/per month	\$22.12	Yes
Senior/Student 1 person household	per month	\$33.19	Yes
Senior/Student 2 person household	per month	\$57.52	Yes
Community Services Memberships*AUTO RENEWAL*			
1 person household	per month	\$37.61	Yes
2 person household	per month	\$53.10	Yes
3 person household	per month	\$61.95	Yes
4 person household	per month	\$70.80	Yes
5+ person household	per person/per month	\$17.70	Yes
Senior/Student 1 person household	per month	\$28.76	Yes
Senior/Student 2 person household	per month	\$48.67	Yes
Personal Training – Member *			
1/2 hour session	per session	\$26.55	Yes
5- 1/2 hour sessions	per package	\$132.75	Yes
1 hr. session	per session	\$35.40	Yes

Description of Service	Unit of Measure	2020 Fee Before Taxes	Subject to HST
5 -1hr. sessions	per package	\$177.00	Yes
10 -1 hr. sessions	per package	\$283.20	Yes
Personal Training - Non-Member *			
1 hr. Session	per session	\$44.25	Yes
5 - 1hr. Sessions	per package	\$221.00	Yes
10 - 1 hr. Sessions	per package	\$442.50	Yes
Advertising *			
Arena – rink boards	per year	\$398.23	Yes
Arena – 4 x 8 wall ads	per year	\$243.36	Yes
Arena – 4 x 4 wall ads	per year	\$132.74	Yes
VPCC 2 x 2 wall ads	per year	\$221.24	Yes
Main Vic 2 sided sign, visible from ball diamond & parking lot	per year	\$243.36	Yes
Fusion Skate park 4 x 8	per year	\$243.36	Yes
GE #1 Only sold once Main Vic is sold out 4 x 8	per year	132.74	Yes
Parks			
One time diamond rental with lights	per HOUR	\$48.67	Yes
One time diamond rental without lights	per HOUR	\$39.82	Yes
Minor Ball - One time diamond rental	per HOUR	\$8.00	Yes
Extra Diamond Dragging	per rental	\$50.00	Yes
Minor Soccer	per player	\$5.00	Yes
Centennial Park – Camping	per day	\$14.60	Yes
Festival of Lights	per SEASON	\$26.55	Yes
Picnic tables – non-profit *	per table	\$5.31	Yes
Picnic tables – private*	per table	\$8.85	Yes
Tables/chairs & portable fencing – non-profit *	Flat Delivery Fee	\$40.00	Yes
Parks Staff Service Time	per hour	\$20.00	Yes
Tables/chairs & portable fencing – private*	Flat Delivery Fee	\$100.00	Yes
Fusion Technology Centre			
Gym Rental *			
Weekday or Evening	per day	\$361.04	Yes
Weekday or Evening	per hour	\$45.13	Yes
Lounge Rental *			
Weekday, evening and weekend	per day	\$244.26	Yes
Weekday, evening and weekend	per hour	\$40.71	Yes
Art Room Rental *			
Weekday, evening and weekend	per day	\$90.24	Yes
Weekday, evening and weekend	per hour	\$15.04	Yes
Conference Room A			
Weekday, evening and weekend	per day	\$180.54	Yes
Weekday, evening and weekend	per hour	\$30.09	Yes
Youth Technology Centre (The "YTLC")*			
Weekday, evening and weekend	per day	\$180.54	Yes
Weekday, evening and weekend	per hour	\$30.09	Yes
Imac Lab *			
Weekday, evening and weekend	per day	\$180.54	Yes
Weekday, evening and weekend	per hour	\$30.09	Yes
Conference Room B			
Weekday or Evening	per day	\$66.37	Yes
Weekday or Evening	per hour	\$13.27	Yes
Weekend	per day	\$186.73	Yes

Description of Service	Unit of Measure	2020 Fee Before Taxes	Subject to HST
Weekend	per hour	\$28.32	Yes
Kitchen *			
Weekday, evening and weekend	per day	\$150.44	Yes
Weekday, evening and weekend	per hour	\$35.40	Yes
PROGRAMS *			
Yearly Membership fee age 12-14	per child	\$5.00	No
Yearly Membership fee age 15-18	per child	\$4.42	Yes
Replacement Card	per card	\$2.50	Yes
Fee for Service Programs Member	per class	\$2.25	No
Fee for Service Programs Non Member	per class	\$5.50	No
Cooking / baking Class	per class	\$7.00	No
Staff prep time	per hour	\$26.55	Yes
Staff program time	per hour	\$26.55	Yes
Birthday Parties – based on 10 participants, birthday cake, chips, and balloons included			
<u>Art Birthday party</u> – includes art activity and 1 staff member, plus time in party room.	per party	\$170.00	No
<u>Gym Birthday party</u> – includes sports activities and 1 staff member, plus time in party room.	per party	\$170.00	No
<u>Technology Birthday party</u> – includes technology activity (multimedia, gaming tournaments, etc.) and 1 staff member, plus time in party room.	per party	\$170.00	No
<u>Cooking Birthday party</u> – includes cooking activities and 1 staff member, plus time in party room.	per party	\$170.00	No
Multi Media Services *			
AV Equipment External Rental *			
Sound System Rental: One 12-channel compact mixer, two speakers, and one wired microphone are included in the rental package			
1 Day	1 day rate	\$200.00	Yes
Sound technician - hourly	per hour	\$40.71	Yes
Staff Hours - Additional to service	per hour	\$26.55	Yes
Photographer (4 hour)	per rental	\$80.00	Yes
Videographer (4 hours)	per rental	\$80.00	Yes
Editing Service	per hour	\$26.55	Yes
Set up, delivery and take down	per hour	\$40.71	Yes
Microphone, Sennheiser freeport			
*wireless handheld microphone			
1 Day	1 day rate	\$30.09	Yes
Microphone, Sennheiser freeport			
*wireless lapel microphone			
1 Day	1 day rate	\$30.09	Yes
Optoma EP758 DLP Projector *			
1 Day	1 day rate	\$85.84	Yes
Set up, delivery and take down fee applies to rentals without sound technician each way	flat rate	\$40.71	Yes
Digital Recording & Audio Recording *			
Recording			
Five hours or less	per hour	\$40.00	Yes
Six - Fifteen hours	per hour	\$35.00	Yes

Description of Service	Unit of Measure	2020 Fee Before Taxes	Subject to HST
16 - 31 hours	per hour	\$30.00	Yes
32 + mores	per hour	\$25.00	Yes
Conference Room C			
Weekday or Evening	per hour	\$13.27	Yes
Weekday or Evening	per day	\$66.37	Yes
Weekend	per hour	\$28.32	Yes
Weekend	per day	\$186.73	Yes
Fusion Program Space			
Weekday or Evening	per hour	\$13.27	Yes
Weekday or Evening	per day	\$66.37	Yes
Weekend	per hour	\$28.32	Yes
Weekend	per day	\$186.73	Yes



**Corporation of the Town of Ingersoll
By-Law 20-5084**

A by-law to Adopt an Updated Code of Conduct for the Chief Building Official and Building Inspectors for the Town of Ingersoll

WHEREAS Clause 7.1 (1) of the *Building Code Act, 1992*, as amended requires municipalities to establish and enforce a Code of Conduct for Chief Building Officials and inspectors

AND WHEREAS the Council of the Corporation of the Town of Ingersoll considers it desirable and expedient to adopt a Code of Conduct;

AND WHEREAS the Code of Conduct will be available for public viewing on the Town's website or by attending at the Town Centre and requesting a copy of the Code of Conduct;

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

- 1.0 That Council hereby adopts the Code of Conduct for the Building Official and Inspectors attached hereto as Appendix 'A' and forming part of this by-law.
- 2.0 That By-Law 05-4246 is hereby repealed.
- 3.0 This by-law shall come into full force and take effect on the day of the final passing thereof.

READ a first and second time in Open Council this 10th day of February, 2020.

READ a third time in Open Council and passed this 10th day of February 2020.

Edward (Ted) Comiskey, Mayor

Michael Graves, Clerk



Appendix 'A'
To By-Law 20-5082

**Code of Conduct for Building Official
and Inspectors**

1. Introduction

The Town of Ingersoll maintains this code of conduct in accordance with the provisions of The *Building Code Act*. Building Officials undertake building certification functions that ensure the quality, structural integrity and safety of buildings. Building Officials are exposed to potential conflicts of interest because of the special powers conferred on them. The conduct and behaviour of the Town of Ingersoll's Building Officials reflects on the Building Department's commitment to the highest standards of professionalism, technical competence, skill, honesty, fairness and independence. Building Officials observe both the letter and the spirit of this code as it pertains to situations that bear on their responsibilities.

2. Purpose

The purposes of this code of conduct are to:

- Promote appropriate standards of behavior and enforcement actions by the Chief Building Official and inspectors in the exercise of a power or the performance of a duty under the *Building Code Act* or the Ontario Building Code;
- Prevent practices which may constitute an abuse of power, including unethical or illegal practices, by the Chief Building Official and inspectors in the exercise of a power or the performance of a duty under the *Building Code Act* or the Ontario Building Code;
- Promote appropriate standards of honesty and integrity in the exercise of a power or the performance of a duty under the *Building Code Act* or the Ontario Building Code by a Chief Building Official and inspectors.

3. Standards of Conduct and Professionalism

Town of Ingersoll Building Officials shall at all times:

1. Act in the public interest, particularly with regard to the safety of building works and structures;
2. Maintain their knowledge and understanding of the best current building practices, the building laws and regulations relevant to their building certifying functions;
3. Commit themselves to a process of continuous education;
4. Comply with the provisions of the *Building Code Act*, the Building Code and any other Act or Law that regulates or governs Building Officials or their functions;
5. Act in a professional manner to avoid conflict;
6. Not act beyond their level of competence or outside their area of expertise;
7. Apply all relevant building laws, regulations and standards strictly and without favour and independent of the influence of interested parties;
8. Perform their inspections and certifying duties impartially;
9. Not divulge any confidential or sensitive information or material, except in accordance with laws governing freedom of information and protection of privacy;
10. Act in a manner so as not to adversely impact on the Building Officials or the Town of Ingersoll;
11. Act in a professional manner;
12. Accept responsibility for the conduct of their subordinate employees;
13. Exemplify compliance with all regulations and standards that govern building construction, health & safety or other matters related to their status as a building official.



4. Guideline for responding to misconduct allegations

The *Building Code Act* provides that the performance of Building Officials will be measured against this code of conduct. If an allegation of a breach of this code is reported, the Chief Building Official shall direct an investigation and where appropriate, recommend disciplinary action against any Building Official who fails to comply with this code of conduct. If the allegation is made against the Chief Building Official, the Chief Administrative Officer will direct the investigation.

In determining the appropriate discipline, the Chief Building Official or Chief Administrative Officer will have regard to the relevance of the conduct to the official's powers and responsibilities as well as the severity of the misconduct.

Disciplinary action arising from violations of this code of conduct is the responsibility of the Chief Administrative Officer (or designate) and is subject to relevant employment laws and standards.

5. Public Notice

The *Building Code Act* requires that this Code of Conduct be brought to the attention of the public. As such, the Town of Ingersoll shall post this By-law and Code to the Town's website and will make copies available at the Town office upon request.



**Corporation of the Town of Ingersoll
By-Law 20-5085**

**A bylaw to adopt and confirm all actions and proceedings of the Council of the
Town of Ingersoll at the Council meeting held on January 23, and February 10,
2020**

WHEREAS Section 5 (3) of The Municipal Act, Chapter, S.O. 2001, c. M.25 as amended, states that a municipal power, including a municipality's capacity, rights, powers and privileges under section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS in many cases, action which is taken or authorized to be taken by Council or Committee of Council does not lend itself to or require an individual by-law

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

1. **THAT** all actions and proceedings of the Council of The Corporation of the Town of Ingersoll at the meeting held on January 23, 2020, are hereby adopted.
2. **THAT** all actions and proceedings of the Council of The Corporation of the Town of Ingersoll at the meeting held on February 10, 2020, are hereby adopted.
3. **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.
4. **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.
5. **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.
6. **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 10th day of February, 2020.

READ a third time in Open Council and passed this 10th day of February 2020.

Edward (Ted) Comiskey, Mayor

Michael Graves, Clerk