



**Corporation of the Town of Ingersoll  
Council Agenda  
Regular Meeting of Council  
Town Centre, Council Chambers  
Monday, March 9, 2020, 6:00 p.m.**

**Call to Order**

**Disclosures of Pecuniary Interest**

**Closed Session Reporting**

Council went into closed session on February 10, 2019 regarding:-

- 1) Section 239 (3.1) educational or training sessions – Update from Tetrattech and Arcadis on EA process, and commenting period. Council received information
- 2) Section 239 (2) (f) Advice that is subject to solicitor-client Privilege, including communications necessary for that purpose. Council received information
- 3) Section 239 (3.1) educational or training sessions. Council received information.

**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.

March 9, 2020 – [Consent Agenda](#)

**Resolution – Committee of the Whole (Councillor Van Kooten Bossence)**

**Minutes of Council Meetings**

- 1) Minutes of Special Council Meeting (Budget on [February 6, 2020](#))
- 2) Minutes of Regular Council Meeting on [February 10, 2020](#)

### Special Staff Reports

- 1) Code of Conduct Updates –  
Presented by Mr. Gregory Stewart – Integrity Commissioner [C-012-20](#)
- 2) BIA - Carnival in Downtown Ingersoll [A-009-20](#)
- 3) Community Based Strategic Planning Report [A-010-20](#)
- 4) Appointments to Municipal Heritage Committee [C-008-20](#)
- 5) Request for Variance to Dog By-Law - Final [C-009-20](#)
- 6) Fees for inter-Community Transit Services [C-010-20](#)
- 7) Animal Control Contract Extension [C-011-20](#)
- 8) EV Charging Stations Incentives [CS-005-20](#)
- 9) Harrisview Phase II Assumptions [OP-004-20](#)
- 10) 2019 Transfer of Funds to Reserves [T-006-20](#)
- 11) Development Charges Indexing [T-007-20](#)
- 12) 2019 Council Remuneration Report [T-008-20](#)

### Committee of Adjustment,

- 1) Consideration of Planners Report for 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. [Planners Report for A-01-20](#)

### Correspondence and Information

[Letter from Walker Environmental](#)

### Consideration of By-Laws

- 1) [By-Law 20-5086](#) – Appointments to Municipal Heritage Committee
- 2) [By-Law 20-5087](#) - Harrisview Phase II- Assumptions
- 3) [By-Law 20-5088](#) – March Confirmation By-Law

## Notice of Motion

**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**  
**Tuesday** April 14, 2020, 6:00 p.m.  
Town Centre, Council Chambers

## Council Committee Meetings

Please check the events calendar at [www.ingersoll.ca](http://www.ingersoll.ca) in the event of changes to Committee meeting dates and times

### Harvest Festival

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

### Ingersoll BIA

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

### Safe Cycling Committee

2<sup>nd</sup> Thursday of the Month  
Town Centre, JC Herbert Room  
6:30 p.m.

### Recreational Trails Committee

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

### Municipal Heritage Committee

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

### Transportation Committee

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

### Museum Committee

3<sup>rd</sup> Thursday of the Month  
Cheese Museum  
6:30 p.m.

### Police Services Board

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

### Accessibility Advisory Committee

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

## Closed Session

- 1) Minutes of Closed Session on February 10, 2020
- 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.
- 3) (f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

## Adjournment





**Corporation of the Town of Ingersoll  
Council Consent Agenda  
Regular Meeting of Council  
Town Centre, Council Chambers  
Monday March 9, 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) UTRCA – [November 26, 2019](#) & [January 28, 2020](#)
- 2) BIA – [January 14, 2020](#)
- 3) Police Services Board – [January 2020](#)

**Correspondence – Note and File**

- 1) Ministry of Children & Social Services – [Poverty Reduction Strategy Survey](#)

**Accounts**

Monthly Cheque Disbursements – [January 2020](#)

**Monthly Staff Reports**

- 1) Administration [A-008-20](#)
- 2) Building Report [B-003-20](#)
- 3) Clerk's Report [C-007-20](#)
- 4) Community Services Report [CS-004-20](#)
- 5) Fire Services Report [F-003-20](#)
- 6) Operations [OP-003-20](#)

7) Treasury Report

[T-005-20](#)

### Upcoming Council Meetings

**Regular Meeting of Council**  
**Tuesday** April 14, 2020, 6:00 p.m.  
Town Centre, Council Chambers

### Council Committee Meetings

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**Harvest Festival**

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

**Ingersoll BIA**

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

**Safe Cycling Committee**

2<sup>nd</sup> Thursday of the Month  
Town Centre, JC Herbert Room  
6.30pm

**Municipal Heritage Committee**

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

**Accessibility Advisory Committee**

4<sup>th</sup> Monday Bi-monthly  
Town Centre, JC Herbert Room  
2:30 p.m.

**Recreational Trails Committee**

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

**Transportation Committee**

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

**Museum Committee**

3<sup>rd</sup> Thursday of the Month  
Cheese Museum  
6:30 p.m.

**Police Services Board**

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

MINUTES  
BOARD OF DIRECTORS' MEETING  
TUESDAY, JANUARY 28, 2020

Members Present:	M.Blosh A.Dale A.Hopkins T.Jackson S.Levin N.Manning H.McDermid	P.Mitchell A.Murray B.Petrie J.Reffle J.Salter M.Schadenberg A.Westman
Regrets:	D.Edmiston	
Solicitor:	G.Inglis	
Staff:	T.Annett D.Charles B.Glasman E.Heagy T.Hollingsworth B.Mackie S.McDonald S.Pratt	C.Quinlan A.Shivas C.Saracino C.Tasker M.Viglianti – Recorder I.Wilcox K.Winfield

1. Approval of Agenda

S.Levin informed the Board that T.Jackson has been re-appointed by the Municipalities of St. Marys, Perth South, and South Huron to be their representative on the UTRCA Board of Directors for the remainder of this term of Council.

MOVED BY: B.Petrie

SECONDED BY: A.Westman

THAT that the UTRCA Board of Directors approve the agenda as posted.

CARRIED

2. Declaration of Conflicts of Interest

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

3. Minutes of the Previous Meeting  
November 26, 2019

MOVED BY: T.Jackson

SECONDED BY: P.Mitchell

THAT that the UTRCA Board of Directors approve the Board of Directors' minutes dated November 26, 2019 as posted on the Members' web-site.

CARRIED

4. Business Arising from the Minutes

There was no business arising from the Minutes.

5. Delegation – Motherwell Heritage Group

S.Levin gave introductory remarks and the history of UTRCA property ownership in Motherwell. He introduced the Mayor of West Perth, Walter McKenzie, the CAO of West Perth, Jeff Brick, the Motherwell Heritage Committee, and their presenter, Ross McIntosh.

Mr. McIntosh gave his presentation, giving a brief history of Motherwell, outlining the Group's immediate goal of stopping the deterioration of the blacksmith's shop, the long term goal of working with the UTRCA to restore and repurpose the blacksmith's shop, and the overall goal to work with the UTRCA to preserve and maintain the heritage buildings of Motherwell.

Mr. McIntosh expressed the wishes of the Motherwell Heritage Group that a second engineer's opinion and report be acquired as they felt repairs could be done cheaper, and that some of the proposed actions could compromise the structure. He also clarified that the current plan for the restored building would be for storage of antique equipment.

Mr. McIntosh explained the only UTRCA owned building with services is the white house, and in his opinion the general store is compromised, but structurally sound. After suggestions from the Board, staff confirmed that a follow up report will be provided to the Board, which will be a discussion paper that will include: the engineer's report, zoning options, limitations, opportunities to work with the Motherwell Heritage Group, tree cover, and natural heritage features.

The Chair thanked Mr. McIntosh and Motherwell Heritage Group for their presentation.

MOVED BY: T.Jackson

SECONDED BY: A.Murray

THAT that the UTRCA Board of Directors ask staff to report back on the situation, including the engineers report, zoning, and regulation limits.

CARRIED

6. Business for Approval

There was no business for approval.

7. Closed Session – In Camera

There being security and legal matters to discuss, the Board adjourned to Closed Session.

MOVED BY: N.Manning

SECONDED BY: A.Westman

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

CARRIED

Progress Reported

(a) Summary of Existing Statements of Claim

The Board discussed legal matters.

MOVED BY: B.Petrie

SECONDED BY: H.McDermid

THAT the Board of Directors receives the report as presented.

CARRIED

(b) Cyber Security Report

The Board discussed matters related to the security of the organization.

MOVED BY: B.Petrie

SECONDED BY: H.McDermid

THAT the Board of Directors receives the report as presented.

CARRIED

8. Business for Information

(a) Ontario Flood Advisor Report Summary  
(Report attached)

S.Levin introduced the report and noted that it is unclear what the Province will do with the recommendations. Members noted that in some of the items listed, the UTRCA is ahead of the

curve, specifically with the recent and ongoing floodplain mapping updates as part of the Targets work. While the UTRCA supports the recommendations in this report and should require no new staff or money to meet the recommendations, the challenge will be to find revenue to maintain the staff capacity if long term maintenance is the objective.

MOVED BY: B.Petrie

SECONDED BY: A.Westman

THAT the Board of Directors receives the report as presented.

CARRIED

- (b) UTRCA Consultation with MECP Minister Jeff Yurek – Summary  
(Report attached)

The report was presented for discussion. Concerns were raised in the use of the argument that the UTRCA pays the Municipalities back through property tax. It was clarified that in this case, property tax was used as an example of how the UTRCA is a rate payer and a member of it's member Municipalities.

There was a discussion regarding the volume of permit applications. Staff noted that the number of applications is a measure of activity, but doesn't accurately represent the complexity of some applications.

There was a discussion regarding Great Lakes shoreline erosion.

Members who attended the most recent Rural Ontario Municipal Association (ROMA) meeting discussed the conservations had regarding Conservation Authorities.

MOVED BY: A.Hopkins

SECONDED BY: J.Salter

THAT the Board of Directors receives the report as presented.

CARRIED

- (c) 2020 Draft Budget: Municipal Input Summary  
(Report attached)

I.Wilcox presented the Municipal Input Summary and added that staff are expecting more feedback between now and the Annual General Meeting. A resolution from the Municipality of Perth South opposing the proposed levy increase was received by staff, and an excerpt was read out loud for the Board members.

One member felt a reason for pushback against the budget increases was a lack of financial relief between the conclusion of payments for the construction of the Watershed Conservation Centre and the beginning of the Targets implementation. It was noted WCC payments were finalized in 2010 and Environmental Targets funding was not introduced until 2017.

Board members discussed the proportional effects of decreasing the levy for one Municipality and the significant impact it would have on the budget. Staff will review options should a Municipality not pay their levy.

Concerns were raised regarding the lack of clear direction from Bill 108 and the Province.

There was a discussion around the costs associated with the severance of a contract employee and a Board member asked for a future discussion to review and follow up on this matter.

Members highlighted the Municipal support voiced in favour of the 2020 draft budget, and the silent majority of Municipalities who passed resolutions to support the UTRCA and continue to be supportive of the budget.

Staff confirmed that due to Bill 108 and the uncertainty following, the planned budget input session was not feasible this year. It was felt that the offer of staff to present at Municipal Councils gave the Municipalities the opportunity to ask questions and voice opinions.

MOVED BY: P.Mitchell

SECONDED BY: A.Dale

THAT the Board of Directors receives the report as presented.

CARRIED

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

There was a suggestion from a Board member to have staff include application fees in the monthly Section 28 report, or create a separate report to outline the past year's application fees to be presented with the yearly fees schedule. This was raised as a matter for future consideration, to begin a discussion on possible tracking mechanisms and how to measure performance.

MOVED BY: A.Hopkins

SECONDED BY: N.Manning

THAT the Board of Directors receives the report as presented.

CARRIED

- (e) BOD Correspondence – Summary of Municipal and CA Policy & Practice  
(Report attached)

The Board discussed the report and how, if, and when the Board should be consulted on communications to the public, Municipalities, or Province. The Board asked that, in the future, if a situation arises where the position of the Authority is contrary to the direction of the Minister of the Environment, Conservation & Parks, or outside of the standard position of the Board, and there is time, they be notified and given a chance to review letters or planned responses.

MOVED BY: N.Manning

SECONDED BY: M.Blosh

THAT the Board of Directors receives the report as presented.

CARRIED

- (f) Alternative Meeting Options  
(Report attached)

The Board members felt that at this point in time the status quo was working well and should be kept. The By-Law addressing electronic participation in meetings was reviewed and staff asked that if a member wishes to teleconference into a meeting, that staff be notified 24 hours in advance.

MOVED BY: B.Petrie

SECONDED BY: A.Westman

THAT the Board of Directors receives the report as presented.

CARRIED

- (g) 2019 Sick Time Usage Summary  
(Report attached)

MOVED BY: N.Manning

SECONDED BY: M.Schadenberg

THAT the Board of Directors receives the report as presented.

CARRIED

9. January For Your Information  
(FYI attached)

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



10. 2020 Election

S.Levin requested a motion to nominate Grant Inglis as Acting Chair for the purpose of conducting the 2020 elections.

MOVED BY: N.Manning

SECONDED BY: B.Petrie

THAT G.Inglis be nominated as Acting Chair for the purpose of conducting the 2020 elections.

CARRIED

G.Inglis outlined the procedures for electing all available positions as specified in the Conservation Authorities Act and the UTRCA Board of Directors' Administrative By-Law.

(a) Chair

G.Inglis called for nominations for the position of Chair of the UTRCA Board of Directors for 2020.

Brian Petrie nominated Sandy Levin for the position of Chair of the UTRCA Board of Directors for 2020.

G.Inglis called twice more for further nominations.

MOVED BY: A.Hopkins

SECONDED BY: A.Westman

THAT nominations for the position of Chair be closed.

CARRIED

G.Inglis inquired if the nominee would allow his name to stand and if he would like to speak to the nomination. Sandy Levin stated he would allow his name to stand.

G.Inglis declared Sandy Levin as Authority Chair for 2020.

(b) Vice-Chair

G.Inglis called for nominations for the position of Vice-Chair of the UTRCA Board of Directors for 2020.

Paul Mitchell nominated Alan Dale for the position of Vice-Chair of the UTRCA Board of Directors for 2020.

G.Inglis called twice more for further nominations.

MOVED BY: B.Petrie

SECONDED BY: M.Blosh

THAT nominations for the position of Vice-Chair be closed.

CARRIED

G.Inglis inquired if the nominee would allow his name to stand and if he would like to speak to the nomination. Alan Dale stated he would allow his name to stand.

G.Inglis declared Alan Dale as Authority Vice-Chair for 2020.

(c) Hearings Committee

G.Inglis noted that traditionally the Hearing Committee consists of the Authority Chair, Vice-Chair, past Chair and two additional Authority members, but as there is no past Chair, the 2020 Hearings Committee will consist of S.Levin, A.Dale and three additional Board members.

G.Inglis called three times for nominations for three positions on the Hearings Committee.

Sandy Levin nominated Brian Petrie to be a member of the Hearing Committee for 2020.

Hugh McDermid nominated Tony Jackson to be a member of the Hearing Committee for 2020.

Anna Hopkins nominated Marie Blosh to be a member of the Hearing Committee for 2020.

All three nominees agreed to let their names stand for the positions on the Hearing Committee for 2020.

MOVED BY: A.Westman

SECONDED BY: A.Hopkins

THAT nominations for the positions on the Hearing Committee be closed.

CARRIED

G.Inglis confirmed the 2020 Hearings Committee will consist of Sandy Levin, Alan Dale, Brian Petrie, Tony Jackson, and Marie Blosh.

(d) Finance & Audit Committee

G.Inglis noted that the Finance & Audit Committee consists of the Authority Chair, and two to four additional Authority members.

The Chair called three times for nominations for the positions on the Finance & Audit Committee.

Hugh McDermid nominated Tony Jackson to be a member of the Finance & Audit Committee for 2020.

Joe Salter nominated Jim Reffle to be a member of the Finance & Audit Committee for 2020.

Sandy Levin nominated Annamarie Murray to be a member of the Finance & Audit Committee for 2020.

Anna Hopkins nominated Alan Dale to be a member of the Finance & Audit Committee for 2020.

All four nominees agreed to let their names stand for the positions on the Finance & Audit Committee for 2020.

MOVED BY: P.Mitchell

SECONDED BY: S.Levin

THAT nominations for the positions on the Finance & Audit Committee be closed.

CARRIED

G.Inglis confirmed the 2020 Finance & Audit Committee will consist of Sandy Levin, Alan Dale, Tony Jackson, Jim Reffle, and Annamarie Murray.

(e) Source Protection Striking Committee/Committee Liaison

The Chair called three times for nominations for the position on the Source Protection Striking Committee and Committee Liaison.

Jim Reffle nominated Joe Salter to be the Source Protection Striking Committee Member and Committee Liaison.

Joe Salter agreed to let his name stand to be the Source Protection Striking Committee Member and Committee Liaison.

MOVED BY: T.Jackson

SECONDED BY: A.Westman

THAT nominations for the position of Source Protection Striking Committee Member and Committee Liaison be closed.

CARRIED

S.Levin confirmed Joe Salter as the Source Protection Striking Committee Member & Committee Liaison.

With the conclusion of the 2020 Elections, G.Inglis relinquished the Chair to S.Levin.

11. Other Business

I.Wilcox informed the Board of the Provincial announcement of broader Bill 108 consultations, which will take place in three locations around the Province with one in London on February 14<sup>th</sup> from 9:00am – 1:00pm. A.Dale, S.Levin and I.Wilcox will attend on behalf of the UTRCA. The invitation was sent to Member Municipalities.

I.Wilcox reminded Board members that the Annual General meeting will be on Thursday February 20<sup>th</sup>.

B.Petrie recommended the book Overrun: Dispatches from the Asian Carp Crisis.

M.Schadenberg informed the Board that the City of Woodstock has given permission to Phil Holst to rehabilitate the Hodges Pond wetland.

T.Jackson noted in March there is an Ontario Federation of Anglers and Hunters conference, with a focus on Lymes disease and deer ticks. He suggested sending a staff member to attend and noted that Lymes disease and tick borne illnesses are now a liability for property owners.

T.Jackson found a report around neonicotinoids and their impact on the recruitment of white tailed deer, which he will circulate to staff.

12. Adjournment

There being no further business, the meeting was adjourned at 11:56 am on a motion by A.Westman.



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Ian Wilcox  
General Manager  
Att.

MINUTES  
BOARD OF DIRECTORS' MEETING  
TUESDAY, NOVEMBER 26, 2019

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

1. Approval of Agenda

B.Petrie requested cyber security be discussed in closed session (item 6).

B.Petrie moved – seconded by T.Jackson:-

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

CARRIED.

2. Declaration of Conflicts of Interest

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

3. Minutes of the Previous Meeting  
October 22, 2019

N.Manning moved – seconded by A.Hopkins:-

“RESOLVED that the UTRCA Board of Directors approve the Board of Directors’ minutes dated October 22, 2019 as posted on the Members’ web-site.”

CARRIED.

4. Business Arising from the Minutes

There was no business arising from the Minutes.

5. Business for Approval

(a) 2020 Revised Draft Budget

(Report attached)

C.Saracino and I.Wilcox gave an overview presentation of the draft 2020 Budget. The Board asked that when comparing the UTRCA levy to other Conservation Authority levies, levy cost per capita be used as the comparison. I.Wilcox gave an overview of the Current Value Assessment (CVA) and how it affects the levy apportionment.

Staff confirmed that the Disaster Mitigation and Adaptation Funding (DMAF) for 2020 capital projects has been secured. The National Disaster Mitigation Program (NDMP) funding ends in March 2020 and while there has been discussion on replacement programs, nothing has been announced. Staff reported that while the UTRCA has applied for assessment growth funding through the City of London to support Planning and Regulations staff capacity, applications will not be considered until March. If successful, this funding would not affect the 2020 Levy.

There was discussion regarding the request from the City of London to all Boards and Commissions to revisit their budgets and look for reductions. Staff noted the UTRCA budget increase released by the City of London was not based on the most recent, lower, approved proposed Levy increase.

It was noted that the proposed increases to the 2020 Fee Schedule (agenda item 5b) were not yet reflected in the draft 2020 Budget. When asked, staff estimated the financial impact of the proposed increases to be approximately \$130,000.

T.Jackson moved – seconded by A.Hopkins:-

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

CARRIED.

(b) UTRCA Fee Schedule

(Report attached)

There was a discussion around the proposed Planning and Regulations Fees increases. Staff clarified that if passed, the new fee schedule would be in effect January 1<sup>st</sup>, 2020. Some members felt that due to the large proposed increases to the Planning and Regulations Fees there should be Municipal consultation before approval by the Board. Consultation and notice would also give Municipalities time to budget accordingly for any planned infrastructure improvements. Members suggested that the Fees Schedule be presented and considered together with the Budget, providing time and opportunity for Municipal review. There were concerns around the fees increase having a potential negative impact on development.

Others felt that the proposed increases were no different than Municipal fees increases, which have no consultation process. They were comfortable that these increases are in line or lower than the fees of the neighbouring Conservation Authorities fees. Some also felt that the UTRCA should be aiming for full cost recovery through Planning and Regulations fees.

Staff clarified that the current goal is to have fees cover fifty percent of staff time. The proposed increases consider the current market, and neighbouring Conservation Authorities fees. Staff confirmed there is an appeal process for fees. Staff noted that there are also new categories due to an effort by Conservation Ontario to have consistency amongst Conservation Authorities.

There were no questions or concerns raised around Schedules two to five of the proposed Fee Schedule.

H.McDermid moved – seconded by A.Hopkins:-

“RESOLVED that the Board of Directors approve Schedules two to five of the UTRCA Fees Policy.”

CARRIED.

T.Jackson moved – seconded by H.McDermid:-

“RESOLVED that the Board of Directors defer the approval of Schedule One to the January Board of Directors meeting.”

DEFEATED.

A recorded vote was requested on the motion to defer Schedule One.

For: A.Hopkins, D.Edmiston, T.Jackson, A.Murray, B.Petrie, H.McDermid

Against: M.Schadenberg, P.Mitchell, A.Dale, J.Salter, N.Manning, A.Westman, M.Blosh

N.Manning moved – seconded by P.Mitchell:-

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

CARRIED.

A recorded vote was requested on the motion to approve all recommendations as presented.  
For: N.Manning, J.Salter, M.Schadenberg, P.Mitchell, A.Westman, M.Blosh, S.Levin, A.Dale  
Against: B.Petrie, D.Edmiston, A.Murray, T.Jackson, H.McDermid, A.Hopkins

- (c) 2020 Board of Directors Meeting Dates  
(Report attached)

There was a request from the Board for staff to look into options for alternatives to in person meetings, in an effort to be more environmentally responsible and to reduce administrative costs. Suggestions included fewer but longer meetings and electronic meetings. Staff will report back in January with possible alternative meeting options.

B.Petrie moved – seconded by A.Hopkins:-

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

CARRIED.

6. Closed Session – In Camera

There being security matters to discuss,

A.Dale moved – B.Petrie seconded:-

“RESOLVED that the Board of Directors adjourn to Closed Session – In Camera.”

CARRIED.

Progress Reported

7. Business for Information

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

B.Petrie moved – seconded by T.Jackson:-

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

CARRIED.

- (b) January Election Procedure  
(Report attached)



A.Murray moved – seconded by A.Hopkins :-

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

CARRIED.

- (c) 2020 Biennial Tour  
(Report attached)

B.Petrie moved – seconded by M.Schadenberg:-

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

CARRIED.

8. November For Your Information  
(FYI attached)

The November FYI was presented for the Member’s information.

9. Other Business

The UTRCA’s meeting with the Minister to discuss Bill 108 and the changes to the Conservation Authorities Act was cancelled. UTRCA staff are waiting for the meeting to be re-scheduled. The Minister is scheduled to attend the December Conservation Ontario meeting.

I.Wilcox notified the Board of the passing of the first General Manager of the UTRCA, Russ Powell.

10. Adjournment

There being no further business, the meeting was adjourned at 10:19 am on a motion by N.Manning.



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Ian Wilcox  
General Manager  
Att.



**Ingersoll Business Improvement Area (BIA)**  
**Meeting Minutes**  
 Monthly Board Meeting  
 Tuesday January 14, 2020  
 6:30 PM – Council Chambers – Town Hall

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

**1. Welcome/Introductions**

Motion for Gord Lesser to Chair the January 14<sup>th</sup>, 2020 BIA Meeting in Kathleen Young's absence.  
 Moved by Steve Walker, Seconded by Dom Riccuito – Carried.  
 Meeting called to order at 6:33pm.

**2. Disclosure of Pecuniary Interest**

None.

**3. Approval of BIA Agenda of January 14, 2020**

Moved by Dom Riccuito, Seconded by Lisa Janssen – Carried.

**4. Approval of BIA Minutes from November 5, 2019**

- Previous minutes to be circulated and posted to the website upon approval
- Moved by Steve Walker, Seconded by Sue Reintjes – Carried.

**5. Business arising from BIA Minutes – November 5, 2019**

(To be added as required)

- Laura Secord and Thomas Ingersoll Plaques – ON HOLD
- Electing Board Members
  - Board has suggested to Staff resend an email to the BIA Membership informing of the available seats on the Board of Management



## **Ingersoll Business Improvement Area (BIA)**

### **Meeting Minutes**

Monthly Board Meeting

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- Staff to distribute an email notifying the membership of this new opportunity
- HR Downloads
  - Staff reminded Board Members to complete all necessary HR Downloads training
- 6. Financial Statements and Report from January 14, 2020**

Financial statements were distributed to the Board of Management. Invoices included costs associated with the winter urns, advertising for Moonlight Madness in the Village Voice, invoice for Santa Clause, Winter Calendar, The Hub Magazine and the BIA Façade Grant for Grampa's Attic.
- 7. Correspondence**

Cheryl Cole resigned from the BIA Board of Management via email.
- 8. Ingersoll Festivals and Special Events**
  - **Moonlight Madness/Lighting of the Lights/Shop Ingersoll Draw**
    - Weather was terrible
    - Attendance during the event was down – but turn out for the lighting of the lights was good
    - Shop Ingersoll Draw winners have been contacted and announced on social media
    - Happy to see a significant amount of ballots submitted – quite a few ballots submitted were from the Winter Calendar
  - **Family Day Skate**
    - Scheduled for Monday February 17<sup>th</sup> from 11am to 1pm at the Ingersoll Memorial Arena
    - Snow Queen and Snow Princess have been booked – Snow Queen to skate for the duration of the event, Snow Princess to remain in the lobby to interact with patrons
    - Cookies and hot chocolate have been ordered
    - Volunteers for this event include: Kathleen, Gord, Andrea and Mike
  - **Spring Calendar**
    - A call for advertising will be sent out, by email, to the BIA membership in the coming days
    - The Board is in agreement to offer a discount to businesses willing to commit to advertising in all 3 calendars for 2020/2021 – discount would be \$45.00 per single a



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**9. Any Other Business**

• **2020 Meeting Schedule**

- Staff distributed the 2020 BIA meeting schedule and noted conflicts with two future meetings on Tuesday April 14<sup>th</sup> and Tuesday October 13<sup>th</sup>
  - Meetings conflict with pre-scheduled Council Meetings
- Board agreed to reschedule April's meeting to occur on Tuesday April 7<sup>th</sup> as well as, reschedule October's meeting to occur on Tuesday October 6<sup>th</sup>
- Meeting location and time will not change

• **BIA Committee Handbook**

Motion to adopt the BIA Committee Handbook as the policy & procedure guideline.  
Moved by Dom Riccuito, Seconded by Steve Walker – Carried.

• **Advertising with Bell Media**

- Staff presented materials based on a conversation had with a representative from Bell Media regarding radio and television advertising to be used for larger town events.
- Staff noted working with Bell Media would cover a larger demographic, would reach more listeners and viewers with the objective to bring more people to the downtown core.
- Staff mentioned the budget would allow the BIA to work with not only Bell Media but to continue working with local Oxford County radio stations – Heart FM and Easy 101.3.

Motion for Staff to move forward with Bell Media to expand our advertising network for larger town events.

Moved by Dom Riccuito, Seconded by Sue Reintjes – Carried.

• **Carnival**

- Staff provided an update to the Board with regards to location of the proposed Carnival – location is Oxford Street (between the intersections of Charles St W and King St W), King Street W (between the intersections of Oxford St and Thames St) and a section of the large public parking lot (located off of Oxford St).
- Roads will be closed from Monday July 13<sup>th</sup> to Monday July 20<sup>th</sup> with the carnival open to the public from Thursday July 16<sup>th</sup> to Sunday July 19<sup>th</sup> – additional days required for set up and tear down
- Campbell's Amusements will be running the carnival



## **Ingersoll Business Improvement Area (BIA)**

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- The objective of hosting a carnival in the downtown core is to draw people to our town allowing for additional foot traffic to businesses, etc., and to fill the void of no longer having Canterbury Folk Festival.
- Board requested the Carnival does not directly compete with local restaurants. Staff has been asked to provide the Board with a list of food vendors for this event.
- **Beautification Project – update**
  - Gord met with Kyle and Darryl from Parks and Rec Department
  - A report will be provided to the BIA outlining associated costs, timeline to complete project, etc., during February's meeting.
- **Petition of Public Washroom**
  - A concern was raised over the lack of public washrooms available to the community
  - Gord provided feedback from the December Council Meeting noting Council is not in favour of moving forward with a public washroom project
  - Staff made it known that patrons have access to public washrooms at Town Hall/Ingersoll Public Library, 130 Oxford Street. Hours of the library are Mon-Thurs. 10am to 8:30pm, Fri-Sat 10am-5:30pm and Sun 1pm-4pm. Hours of Town Hall are Mon-Fri 8:30am-4:30pm.
  - As a means to assist the downtown BIA businesses, Staff have suggested the following:
    - Adding public washrooms to the wayfinding signage
    - Staff to send an email to BIA members reminding them of the location of public washrooms and corresponding hours
    - BIA fund stickers to post in the windows of businesses notifying patrons of the location and hours of public washrooms - \*this will require further discussion
- **2020 Operating Budget**
  - Staff provided the Board with a draft copy of the 2020 Operating Budget
  - Staff reviewed the following changes and adjustments:
    - Meetings & Conferences: increased to \$5000 (OBIAA Conference)
    - Community Improvement Grant: decreased to \$25000
    - Summer Events: increased to \$12000 (Town Fair, August event)
    - Radio Advertising: increased to \$5000



## **Ingersoll Business Improvement Area (BIA)**

### **Meeting Minutes**

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- Beautification Project: added to budget and to account for \$45000 (incl: garland sponsorship, beautification project, winter Christmas baskets)
- Transfer from Reserves: increased to \$159,000 (incl: Christmas Candy Cane, Signage, Dewan Park LED Electric Sign, CIP Grant)
- Staff requested an increase to the Entertainment budget (used as back up for additional events/festivals) from \$500 to \$1500. This increase will cover costs of the Family Day Skate as well as, all for additional funds to be available throughout the year, if needed. Board was in agreement. Staff to update budget to show this change.
- Staff to remove the money allocated for a Public Washroom and put this money towards a downtown signage project.
- Staff to make necessary changes as discussed and provide an updated copy to the Board for review during February's meeting.

### **NEXT MEETING – Tuesday February 11, 2020**

#### **10. Adjournment**

Meeting adjourned at 8:20pm

Moved by Steve Walker



## INGERSOLL POLICE SERVICES BOARD

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

### MINUTES OF GENERAL BOARD MEETING

OF

January 27 2020

Minutes of the General Board Meeting of Ingersoll Police Services Board held on Monday January 27, 2020 at 5:00 pm in the J.C. Herbert room, 130 Oxford Street (Town Hall).

#### Present:

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

#### Also Present:

Inspector Tony Hymers, OPP Oxford

#### 1. CALL TO ORDER

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

#### 2. ELECTION OF OFFICERS

**Moved by: T. Comiskey**

**Seconded by: D. Parker**

**That the nomination for Chair for 2020 is accepted by M. Kersel. CARRIED.**

**Moved by: T.Comiskey**

**Seconded by: M.Kersel**

**That the nomination for Vice Chair for 2020 is accepted by D. Parker. CARRIED.**

*“Dedicated to Excellence”*

### 3. ADOPTION OF AGENDA

January 27, 2020 Police Services Board Meeting.

**Moved by: S. Horton**

**Seconded by: D. Parker**

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

4. **DELEGATIONS DECLARED** – There were none.

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

### 6. ADOPTION OF MINUTES

a) November 25, 2019 Police Services Board meeting minutes.

The Board reviewed the minutes of November 25, 2019 meeting.

**Moved by: T. Comiskey**

**Seconded by: S. Horton**

**That the November 25, 2019 Police Services Board Meeting Minutes be approved as printed and circulated. CARRIED**

### 7. BUSINESS ARISING FROM THE MINUTES

### 8. DETACHMENT REPORTS

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

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

Inspector T. Hymers provided a comprehensive review of the Police Services report for November and December 2019. Inspector commented that the operation number 2 is for 911 hang ups/dropped calls and false alarms and were up from 519 in 2018 to 694 in 2019. In 2019 in Oxford County there were a total of 3000 hang ups or dropped 911 calls reported. (this minuses out the Woodstock Police numbers)

*“Dedicated to Excellence”*



Focused patrol was made in December due to increased property crime numbers and did the Lock it and Loose it and Safe Guard programs. Inspector notified the board of the action list items: 1. Speak to Auxilliary liaison about the new year being able to offer a blitz for businesses in downtown core for the new safeguard program, very good response and viable for Businesses. 2. Email was sent regarding the High School Resourse Officer details and forwarded. 3. Look into an answer on how to share false alarms to municipalities. Legal council advised that if the municipality has a bylaw registered for false alarms, then this information can be shared via FIPA. (council has been advised and working on bylaw) 4. Review of school bus complaints/incidents in town of Ingersoll. In past 5 years only 27 school bus complaints in town. 5. Update on number of calls for service in October (79?) new report has been given and reported on web site for 305. 6. Look into 2 presentations for community safety in Ingersoll for 2019. Still looking into this request and organizing help. The board discussed with Inspector the service complaint listed in November report.

**Moved by: R. Eus**

**Seconded by: D. Parker**

**That the Town of Ingersoll Police Services Board Report for November and December have been received.**

**CARRIED.**

**9. POLICE BUSINESS**

A) The board members reviewed the Town of Ingersoll Committee Financial Analysis Report for December 2019

B) The board members reviewed the expenses for secretary and board members in the amount of \$56.49 (secretary's internet for January \$56.49)

**Moved by: T. Comiskey**

**Seconded by: R. Eus**

**The Town of Ingersoll Police Services Board accepts and approves to pay the expenses for the secretary and board members in the amount up to \$56.49 for internet for secretary.**

**CARRIED.**

**Moved by: T. Comiskey**

**Seconded by: D. Parker**

**The Town of Ingersoll Police Services Board accepts and approves to pay the OAPSB membership and conference fees (OAPSB membership fee paid online \$1321.87, OAPSB conference registering 2 board members \$452.00 paid online, OAPSB Zone 4 membership fees \$50.00) CARRIED.**

**10. OTHER BUSINESS**

A) next OAPSB meeting in 2020 is Feb 18, May 12 in Hamilton, September 29 in Norfolk. Please ensure that the old dates have been removed from your calenders and no minutes of last meeting to date.

B) Sherri will email Paula to ensure the next 2020 meetings are correct on calenders and updated. Post on our web site the updated October calls for service report. Advise Joyce of the election of officers.

C) Inspector asked secretary to give him an action listing with each meeting as to things the board wishes for him to follow up on. January action listing: 1. Ask why police board didn't get notified as the Mayor office regarding 911 changes. 2. Press release details to comment on our web site regarding 911 hang ups.

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

**12. NEXT MEETING**

The next meeting of the Police Services Board will take place on Monday Febuary 24, 2020 in the Town of Ingersoll JC Herbert room or at the call of the Chair.

**13. ADJOURNMENT**

**Moved by: D. Parker**

**That the meeting of the Ingersoll Police Service Board held Monday January 27, 2020 be adjourned at 7:32p.m.**

**CARRIED.**

MINUTES APPROVED February 24/20

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Vice-Chair

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Secretary

**Ministry of Children,  
Community and Social  
Services**

Minister's Office

438 University Avenue  
7<sup>th</sup> Floor  
Toronto, Ontario  
M7A 1N3

Tel.: (416) 325-5225  
Fax: (416) 325-5240

**Ministère des Services à  
l'enfance et des Services  
sociaux et communautaires**

Bureau du Ministre

438, avenue University  
7<sup>e</sup> étage  
Toronto, Ontario  
M7A 1N3

Tél. : (416) 325-5225  
Télééc. : (416) 325-5240



127-2020-968

January 30, 2020

Dear Municipal Partner:

First, I want to take the opportunity to wish you a Happy New Year.

Further to the letter I sent you on December 16, 2019, I am pleased to notify you that our survey to inform the development of Ontario's next Poverty Reduction Strategy is now live on [Ontario.ca/povertysurvey](https://ontario.ca/povertysurvey) and will be available online until March 30, 2020.

Our government believes that the people of Ontario are the province's greatest asset and when the people of Ontario succeed, our economy and province succeed. It is our shared responsibility to create the best conditions for people to reach their potential. We need and we want to listen to municipalities, Indigenous partners, members of the community, service providers, employers, and local partners to find new and innovative ways to support people during challenging times and create the conditions that will help them build a better life.

To support the development of our new Poverty Reduction Strategy, we are asking residents of Ontario to take 30 minutes and answer our survey as we seek new ideas on how we can:

- Encourage job creation and connect people to employment
- Provide people with the right supports and services
- Lower the cost of living and make life more affordable.

As part of a new strategy, we will set a target for poverty reduction and identify indicators to measure progress to ensure we are achieving results.

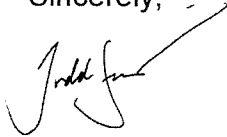
The survey can be accessed at [Ontario.ca/povertysurvey](https://ontario.ca/povertysurvey). Please feel free to share the survey link with your community members and colleagues.

.../cont'd

In addition, we are also welcoming written submissions that can be sent by e-mail to [prso@ontario.ca](mailto:prso@ontario.ca) or by mail to Poverty Reduction Strategy, 3rd Floor, 315 Front Street West, Toronto ON, M7A 0B8. If there are any questions on how any personal information such as names and addresses that are included with a submission will be used, please contact: Manager, Strategic Policy Unit, MCCSS by e-mail at [prso@ontario.ca](mailto:prso@ontario.ca) or by telephone at (647) 308-9963.

I encourage you to share information about this consultation, including the survey link, with service providers, Indigenous partners and businesses in your community. I look forward to receiving input from Ontario residents as we work together to make a difference in reducing poverty in the province.

Sincerely,

A handwritten signature in black ink, appearing to read "Todd Smith", with a long, sweeping horizontal stroke extending to the right.

Todd Smith  
Minister

**Town of Ingersoll  
 Monthly Cheque Disbursements  
 January 2020**

**PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$ 44,194.37**

<u>VENDOR/VOUCHI</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
<b>AL'S TIRECRAFT BURGESSVILLE</b>						
94,558	54418	01-5000-6050-41530	EQUIP REPAIRS & MAINT	WINTER TIRE SWITCH	\$266.48	
94,558	54418	01-0000-0200-00325	HST RECEIVABLE100%	WINTER TIRE SWITCH	\$34.64	
94,558	54418	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WINTER TIRE SWITCH	\$0.00	\$301.12
<b>AVONDALE RESTAURANT EQUIPMENT</b>						
94,560	54419	01-5200-6090-40270	NEW EQUIPMENT	CADDY COVER	\$322.78	
94,560	54419	01-0000-0200-00325	HST RECEIVABLE100%	CADDY COVER	\$41.96	
94,560	54419	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CADDY COVER	\$0.00	\$364.74
<b>BLANDFORD-BLENHEIM , THE TOWNS</b>						
94,572	54420	01-4500-4000-40600	MEMBERSHIP FEES	2020 OXFORD COUNTY SUPERINT	\$400.00	
94,572	54420	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	2020 OXFORD COUNTY SUPERINT	\$0.00	\$400.00
<b>CONTRACTED CLEANER</b>						
94,546	54421	01-2000-4020-41750	LOT SNOW REMOVAL	DEC TOWN HALL SNOW REMOVAL	\$254.40	
94,546	54421	01-2000-4025-41750	LOT SNOW REMOVAL & SANDING	DEC TOWN HALL SNOW REMOVAL	\$254.40	
94,546	54421	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	DEC TOWN HALL SNOW REMOVAL	\$28.10	
94,546	54421	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	DEC TOWN HALL SNOW REMOVAL	\$28.10	
94,546	54421	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DEC TOWN HALL SNOW REMOVAL	\$0.00	\$565.00
<b>CAMPAIGN COACHES</b>						
94,549	54422	10-0000-3701-40880	CONSULTING	FUNDRAISING FEASIBILITY STUDY	\$10,000.00	
94,549	54422	01-0000-0200-00325	HST RECEIVABLE100%	FUNDRAISING FEASIBILITY STUDY	\$1,300.00	
94,549	54422	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUNDRAISING FEASIBILITY STUDY	\$0.00	\$11,300.00
<b>CANADIAN TODS LIMITED</b>						
94,634	54423	01-6200-4000-41000	ADVERTISING	401 ROADSIGNS-2020 RENEWAL	\$1,500.00	
94,634	54423	01-0000-0200-00325	HST RECEIVABLE100%	401 ROADSIGNS-2020 RENEWAL	\$195.00	
94,634	54423	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	401 ROADSIGNS-2020 RENEWAL	\$0.00	\$1,695.00
<b>COMMUNITY HERITAGE ONTARIO</b>						
94,588	54424	01-1000-4000-40851	HERITAGE COMMITTEE EXPENSES	2020 MEMBERSHIP	\$75.00	
94,588	54424	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	2020 MEMBERSHIP	\$0.00	\$75.00
<b>GOLDEN TRIANGLE HUMAN RESOURCE</b>						
94,633	54425	01-1000-4008-40600	MEMBERSHIP FEE	2020 MEMBERSHIP-BRIDGET KIRWIN	\$60.00	
94,633	54425	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	2020 MEMBERSHIP-BRIDGET KIRWIN	\$0.00	\$60.00
<b>INGERSOLL HOME CENTRE LTD</b>						
94,523	54426	01-6200-4000-40270	NEW EQUIPMENT	MUSEUM DISPLAY HARDWARE	\$210.88	
94,523	54426	01-0000-0200-00325	HST RECEIVABLE100%	MUSEUM DISPLAY HARDWARE	\$27.41	
94,523	54426	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSEUM DISPLAY HARDWARE	\$0.00	\$238.29
94,524	54426	01-6200-4000-40270	NEW EQUIPMENT	MUSEUM DISPLAY HARDWARE	\$20.29	
94,524	54426	01-0000-0200-00325	HST RECEIVABLE100%	MUSEUM DISPLAY HARDWARE	\$2.64	

Town of Ingersoll  
 Monthly Cheque Disbursements  
 January 2020

PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$ 44,194.37

<u>VENDOR/VOUCHI</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
94,524	54426	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSEUM DISPLAY HARDWARE	\$0.00	\$22.93
94,525	54426	01-3000-4100-41700	BLDG REPAIRS & MAINTENANCE	FIRE DEPT MISC. REPAIR	\$60.55	
94,525	54426	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT MISC. REPAIR	\$6.69	
94,525	54426	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT MISC. REPAIR	\$0.00	\$67.24
94,526	54426	01-3000-4000-40630	STAFF TRAINING	FIRE DEPT TRAINING SUPPLIES	\$27.90	
94,526	54426	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT TRAINING SUPPLIES	\$3.08	
94,526	54426	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT TRAINING SUPPLIES	\$0.00	\$30.98
JMC DISTRIBUTION						
94,556	54427	01-5100-4000-40435	PRO SHOP SUPPLIES	PRO SHOP SUPPLIES	\$269.83	
94,556	54427	01-0000-0200-00325	HST RECEIVABLE100%	PRO SHOP SUPPLIES	\$35.08	
94,556	54427	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PRO SHOP SUPPLIES	\$0.00	\$304.91
KENDALL CAB COMPANY LTD.						
94,559	54428	01-5200-6090-40500	SPECIAL EVENTS	CAB TO WOODSTOCK THEATRE	\$162.00	
94,559	54428	01-0000-0200-00325	HST RECEIVABLE100%	CAB TO WOODSTOCK THEATRE	\$21.06	
94,559	54428	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CAB TO WOODSTOCK THEATRE	\$0.00	\$183.06
LONG & McQUADE						
94,561	54429	01-5200-6090-40270	NEW EQUIPMENT	EVOLUTION DRUM KIT	\$1,066.00	
94,561	54429	01-0000-0200-00325	HST RECEIVABLE100%	EVOLUTION DRUM KIT	\$138.58	
94,561	54429	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	EVOLUTION DRUM KIT	\$0.00	\$1,204.58
MCKIM HARDWARE						
94,596	54430	01-5000-6020-41700	BLDG REPAIRS & MAINT	ARENA BLDG SUPPLIES	\$10.61	
94,596	54430	01-0000-0200-00325	HST RECEIVABLE100%	ARENA BLDG SUPPLIES	\$1.38	
94,596	54430	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ARENA BLDG SUPPLIES	\$0.00	\$11.99
94,597	54430	01-5000-6110-40420	PROGRAM SUPPLIES	TIMER	\$17.84	
94,597	54430	01-0000-0200-00325	HST RECEIVABLE100%	TIMER	\$2.32	
94,597	54430	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TIMER	\$0.00	\$20.16
94,598	54430	01-5000-6110-40420	PROGRAM SUPPLIES	TAPE	\$10.97	
94,598	54430	01-0000-0200-00325	HST RECEIVABLE100%	TAPE	\$1.43	
94,598	54430	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAPE	\$0.00	\$12.40
94,599	54430	01-5000-6050-41700	BLDG REPAIRS AND MAINT	ELECTRICAL TAPE	\$10.97	
94,599	54430	01-0000-0200-00325	HST RECEIVABLE100%	ELECTRICAL TAPE	\$1.43	
94,599	54430	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ELECTRICAL TAPE	\$0.00	\$12.40
94,600	54430	01-6200-4100-41700	BLDG REPAIRS & MAINTENANCE	LIGHT BULBS	\$16.94	
94,600	54430	01-0000-0200-00325	HST RECEIVABLE100%	LIGHT BULBS	\$2.20	
94,600	54430	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LIGHT BULBS	\$0.00	\$19.14
94,601	54430	01-4500-4000-41650	SMALL TOOLS & SAFETY EQUIP	PRIMER	\$40.64	
94,601	54430	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PRIMER	\$4.49	

Town of Ingersoll  
 Monthly Cheque Disbursements  
 January 2020

PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$ 44,194.37

<u>VENDOR/VOUCHI</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
94,601	54430	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PRIMER	\$0.00	\$45.13
94,602	54430	01-4500-4000-41650	SMALL TOOLS & SAFETY EQUIP	SUPPLIES	\$20.30	
94,602	54430	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SUPPLIES	\$2.24	
94,602	54430	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SUPPLIES	\$0.00	\$22.54
94,603	54430	01-4500-4000-41650	SMALL TOOLS & SAFETY EQUIP	PAINT ROLLER REFILLS	\$14.49	
94,603	54430	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PAINT ROLLER REFILLS	\$1.60	
94,603	54430	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PAINT ROLLER REFILLS	\$0.00	\$16.09
MINISTRY OF FINANCE - M.T.O. *						
94,640	54431	01-1000-4240-01627	VIOLATIONS - M.O.T.	DEC COURT COST	\$33.00	
94,640	54431	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DEC COURT COST	\$0.00	\$33.00
MINISTRY OF FINANCE (OPP)***						
94,593	54432	01-3200-4000-41070	R.I.D.E. EXPENSES	RIDE 12/19	\$2,021.88	
94,593	54432	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	RIDE 12/19	\$0.00	\$2,021.88
MUNICIPAL FINANCE OFFICERS						
94,590	54433	01-1300-4000-40600	MEMBERSHIP FEES	MFOA MEMBERSHIP	\$320.54	
94,590	54433	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MFOA MEMBERSHIP	\$35.41	
94,590	54433	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MFOA MEMBERSHIP	\$0.00	\$355.95
MUNICIPAL WORLD INC.						
94,586	54434	01-0100-4000-40260	SUBSCRIPTIONS AND PUBLICATIONS	MUNICIPAL WORLD SUBSCRIPTION	\$576.52	
94,586	54434	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MUNICIPAL WORLD SUBSCRIPTION	\$63.68	
94,586	54434	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUNICIPAL WORLD SUBSCRIPTION	\$0.00	\$640.20
MUNICIPAL EQUIPMENT						
94,532	54435	01-3000-4000-41610	FIRE FIGHTING EQUIPMENT	FIRE DEPT HOSE	\$1,472.38	
94,532	54435	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT HOSE	\$162.62	
94,532	54435	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT HOSE	\$0.00	\$1,635.00
ONTARIO BIA ASSOCIATION						
94,589	54436	40-8000-4000-40600	MEMBERSHIP FEES	BIA MEMBERSHIP FEES	\$229.20	
94,589	54436	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BIA MEMBERSHIP FEES	\$25.32	
94,589	54436	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BIA MEMBERSHIP FEES	\$0.00	\$254.52
ONTARIO GOOD ROADS ASSOCIAT **						
94,592	54437	01-0100-4000-40600	MEMBERSHIP FEES	2020 OGRA MEMBERSHIP FEES	\$1,067.10	
94,592	54437	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	2020 OGRA MEMBERSHIP FEES	\$117.86	
94,592	54437	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	2020 OGRA MEMBERSHIP FEES	\$0.00	\$1,184.96
ONTARIO PARKS ASSOCIATION						
94,578	54438	01-5000-6050-40630	STAFF TRAINING	ANNUAL PARKS EDU FORUM	\$170.00	
94,578	54438	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ANNUAL PARKS EDU FORUM	\$0.00	\$170.00
OWS RAILROAD CONSTRUCTION						

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94,568	54439	01-0000-2020-00650	ACCOUNTS PAYABLE-HOLDBACKS	THAMES ST S RAILWAY CROSS	\$3,999.30	
94,568	54439	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	THAMES ST S RAILWAY CROSS	\$441.75	
94,568	54439	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	THAMES ST S RAILWAY CROSS	\$0.00	\$4,441.05
PBS BUSINESS SYSTEMS						
94,584	54440	01-1300-4000-41010	GRAPHICS & PRINTING	TAX BILL X 7,500	\$373.97	
94,584	54440	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TAX BILL X 7,500	\$41.31	
94,584	54440	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAX BILL X 7,500	\$0.00	\$415.28
RESQTECH SYSTEMS INC ***						
94,529	54441	01-3000-4000-41530	EQUIP REPAIRS & MAINTENANCE	FIRE DEPT LIGHT REPAIR	\$863.94	
94,529	54441	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT LIGHT REPAIR	\$95.43	
94,529	54441	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT LIGHT REPAIR	\$0.00	\$959.37
ROULSTON, BOB						
94,550	54442	01-5000-6100-41500	CONTRACTED SERVICES	SANTA VILLAGE SANTA	\$150.00	
94,550	54442	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SANTA VILLAGE SANTA	\$0.00	\$150.00
ROYAL CANADIAN LEGION						
94,587	54443	01-1000-4000-41000	ADVERTISING	2020 MILITARY SRV RECOG BOOKAD	\$261.16	
94,587	54443	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	2020 MILITARY SRV RECOG BOOKAD	\$28.84	
94,587	54443	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	2020 MILITARY SRV RECOG BOOKAD	\$0.00	\$290.00
SAVARIA SALES						
94,577	54444	01-5000-6020-41550	MAINTENANCE CONTRACTS	2020 ARENA ELEVATOR MAINT.	\$961.00	
94,577	54444	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	2020 ARENA ELEVATOR MAINT.	\$0.00	\$961.00
SHOPPERS DRUG MART						
94,562	54445	01-5200-6090-40420	PROGRAM SUPPLIES	FUSION NOV SUPPLIES	\$43.73	
94,562	54445	01-0000-0200-00325	HST RECEIVABLE100%	FUSION NOV SUPPLIES	\$5.69	
94,562	54445	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION NOV SUPPLIES	\$0.00	\$49.42
STEVE'S ELECTRIC ***						
94,528	54446	10-0000-3161-80000	MATERIALS	WIRE NEW DEMONSTRATION UNIT	\$3,504.37	
94,528	54446	01-3000-4000-40630	STAFF TRAINING	WIRE NEW DEMONSTRATION UNIT	\$1,530.90	
94,528	54446	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	WIRE NEW DEMONSTRATION UNIT	\$387.07	
94,528	54446	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	WIRE NEW DEMONSTRATION UNIT	\$169.10	
94,528	54446	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WIRE NEW DEMONSTRATION UNIT	\$0.00	\$5,591.44
TAPLAY FIRE PROTECTION						
94,531	54447	01-3200-4100-41700	BLDG REPAIRS & MAINTENANCE	OPP ANNUAL ALARM TEST	\$625.00	
94,531	54447	01-0000-0200-00325	HST RECEIVABLE100%	OPP ANNUAL ALARM TEST	\$81.25	
94,531	54447	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OPP ANNUAL ALARM TEST	\$0.00	\$706.25
THYSSENKRUPP ELEVATOR LTD.						
94,570	54448	01-2000-4025-41550	MAINTENANCE CONTRACTS	ELEVATOR MAINT.	\$3,977.68	



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	94,570	54448 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ELEVATOR MAINT.	\$439.35	
	94,570	54448 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ELEVATOR MAINT.	\$0.00	\$4,417.03
A&K ROOFING COMPANY LTD.						
	94,769	54449 01-5100-4100-41700	BLDG REPAIRS AND MAINT	ROOF REPAIRS	\$750.00	
	94,769	54449 01-0000-0200-00325	HST RECEIVABLE100%	ROOF REPAIRS	\$97.50	
	94,769	54449 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ROOF REPAIRS	\$0.00	\$847.50
AFFORDABLE PORTABLES						
	94,768	54450 01-5000-6100-41500	CONTRACTED SERVICES	SANTA VILLAGE TOILET12/19-1/07	\$52.42	
	94,768	54450 01-0000-0400-00280	PREPAID EXPENSES	SANTA VILLAGE TOILET12/19-1/07	\$28.23	
	94,768	54450 01-0000-0200-00325	HST RECEIVABLE100%	SANTA VILLAGE TOILET12/19-1/07	\$6.81	
	94,768	54450 01-0000-0200-00325	HST RECEIVABLE100%	SANTA VILLAGE TOILET12/19-1/07	\$3.67	
	94,768	54450 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SANTA VILLAGE TOILET12/19-1/07	\$0.00	\$91.13
AM FLAT ROOFING&SHEET METAL						
	94,703	54451 01-0000-2000-00755	BUILDING PERMITS - DEPOSIT	DAMDP REFUND GC17-170	\$1,000.00	
	94,703	54451 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DAMDP REFUND GC17-170	\$0.00	\$1,000.00
ARTS CRUSHING & RECYCLING INC.						
	94,705	54452 01-0000-2000-00755	BUILDING PERMITS - DEPOSIT	DAMDP REFUND 2015-63	\$1,000.00	
	94,705	54452 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DAMDP REFUND 2015-63	\$0.00	\$1,000.00
ASPIRIA						
	94,790	54453 01-5000-4000-40610	MEETINGS AND CONFERENCES	CRITICAL INCIDENT DEBRIEFING	\$1,050.00	
	94,790	54453 01-0000-0200-00325	HST RECEIVABLE100%	CRITICAL INCIDENT DEBRIEFING	\$136.50	
	94,790	54453 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CRITICAL INCIDENT DEBRIEFING	\$0.00	\$1,186.50
PROPERTY OWNER						
	94,708	54454 01-0000-2000-00755	BUILDING PERMITS - DEPOSIT	DAMDP REFUND 2011-185	\$1,000.00	
	94,708	54454 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DAMDP REFUND 2011-185	\$0.00	\$1,000.00
BUILT BY ENGINEERS INC.						
	94,713	54455 01-0000-2000-00756	COND. BLDG. PERMIT - DEPOSIT	DAMDP REFUND 2019-0200	\$3,000.00	
	94,713	54455 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DAMDP REFUND 2019-0200	\$0.00	\$3,000.00
	94,714	54455 01-0000-2000-00755	BUILDING PERMITS - DEPOSIT	DAMDP REFUND 2019-39	\$1,000.00	
	94,714	54455 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DAMDP REFUND 2019-39	\$0.00	\$1,000.00
BW CONN LTD						
	94,702	54456 01-0000-2000-00755	BUILDING PERMITS - DEPOSIT	DAMDP REFUND 2017-48	\$1,000.00	
	94,702	54456 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DAMDP REFUND 2017-48	\$0.00	\$1,000.00
CANADIAN TIRE ASSOCIATE STORE						
	94,604	54457 01-5000-6020-41700	BLDG REPAIRS & MAINT	KEYS	\$3.99	
	94,604	54457 01-0000-0200-00325	HST RECEIVABLE100%	KEYS	\$0.52	
	94,604	54457 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	KEYS	\$0.00	\$4.51

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94,605	54457	01-5200-6090-40200	OFFICE SUPPLIES	FUSION OFFICE SUPPLIES	\$13.48	
94,605	54457	01-0000-0200-00325	HST RECEIVABLE100%	FUSION OFFICE SUPPLIES	\$1.75	
94,605	54457	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION OFFICE SUPPLIES	\$0.00	\$15.23
94,606	54457	01-5000-6110-40420	PROGRAM SUPPLIES	EXT CORDS	\$129.79	
94,606	54457	01-0000-0200-00325	HST RECEIVABLE100%	EXT CORDS	\$16.87	
94,606	54457	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	EXT CORDS	\$0.00	\$146.66
94,607	54457	01-5000-6110-40420	PROGRAM SUPPLIES	TIMER	\$26.99	
94,607	54457	01-0000-0200-00325	HST RECEIVABLE100%	TIMER	\$3.51	
94,607	54457	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TIMER	\$0.00	\$30.50
94,608	54457	01-5000-6110-40420	PROGRAM SUPPLIES	TIMER	\$26.99	
94,608	54457	01-0000-0200-00325	HST RECEIVABLE100%	TIMER	\$3.51	
94,608	54457	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TIMER	\$0.00	\$30.50
94,609	54457	01-5100-4100-41700	BLDG REPAIRS AND MAINT	ANCHORS	\$3.19	
94,609	54457	01-0000-0200-00325	HST RECEIVABLE100%	ANCHORS	\$0.41	
94,609	54457	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ANCHORS	\$0.00	\$3.60
94,610	54457	01-5100-4100-41700	BLDG REPAIRS AND MAINT	ANCHORS	\$3.19	
94,610	54457	01-0000-0200-00325	HST RECEIVABLE100%	ANCHORS	\$0.41	
94,610	54457	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ANCHORS	\$0.00	\$3.60
94,611	54457	01-5000-6020-41700	BLDG REPAIRS & MAINT	BULBS	\$4.99	
94,611	54457	01-0000-0200-00325	HST RECEIVABLE100%	BULBS	\$0.65	
94,611	54457	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BULBS	\$0.00	\$5.64
94,612	54457	01-5000-6020-41700	BLDG REPAIRS & MAINT	EMERG LIT BATTERIES	\$57.98	
94,612	54457	01-0000-0200-00325	HST RECEIVABLE100%	EMERG LIT BATTERIES	\$7.54	
94,612	54457	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	EMERG LIT BATTERIES	\$0.00	\$65.52
94,613	54457	01-5000-6110-40420	PROGRAM SUPPLIES	LIGHTS, CORDS	\$41.94	
94,613	54457	01-0000-0200-00325	HST RECEIVABLE100%	LIGHTS, CORDS	\$5.45	
94,613	54457	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LIGHTS, CORDS	\$0.00	\$47.39
94,614	54457	01-5100-4100-41700	BLDG REPAIRS AND MAINT	SHOWER HEADS	\$13.98	
94,614	54457	01-0000-0200-00325	HST RECEIVABLE100%	SHOWER HEADS	\$1.82	
94,614	54457	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SHOWER HEADS	\$0.00	\$15.80
94,615	54457	01-5000-6110-40420	PROGRAM SUPPLIES	TIMER	\$26.99	
94,615	54457	01-0000-0200-00325	HST RECEIVABLE100%	TIMER	\$3.51	
94,615	54457	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TIMER	\$0.00	\$30.50
94,616	54457	01-5000-6110-40420	PROGRAM SUPPLIES	EXT CORD	\$29.94	
94,616	54457	01-0000-0200-00325	HST RECEIVABLE100%	EXT CORD	\$3.89	
94,616	54457	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	EXT CORD	\$0.00	\$33.83
94,617	54457	01-5000-6020-41700	BLDG REPAIRS & MAINT	TAPE	\$12.99	

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94,617	54457	01-0000-0200-00325	HST RECEIVABLE100%	TAPE	\$1.69	
94,617	54457	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAPE	\$0.00	\$14.68
94,618	54457	01-5000-6020-41700	BLDG REPAIRS & MAINT	SANDPAPER	\$4.99	
94,618	54457	01-0000-0200-00325	HST RECEIVABLE100%	SANDPAPER	\$0.65	
94,618	54457	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SANDPAPER	\$0.00	\$5.64
94,619	54457	01-5000-6020-41700	BLDG REPAIRS & MAINT	LIGHTERS	\$6.99	
94,619	54457	01-0000-0200-00325	HST RECEIVABLE100%	LIGHTERS	\$0.91	
94,619	54457	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LIGHTERS	\$0.00	\$7.90
94,620	54457	01-5000-6110-40420	PROGRAM SUPPLIES	LIGHTS	\$25.98	
94,620	54457	01-0000-0200-00325	HST RECEIVABLE100%	LIGHTS	\$3.38	
94,620	54457	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LIGHTS	\$0.00	\$29.36
94,621	54457	01-5000-6020-41700	BLDG REPAIRS & MAINT	TOILET AUGER	\$14.99	
94,621	54457	01-0000-0200-00325	HST RECEIVABLE100%	TOILET AUGER	\$1.95	
94,621	54457	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOILET AUGER	\$0.00	\$16.94
94,622	54457	01-5000-6050-41700	BLDG REPAIRS AND MAINT	CAUTION TAPE	\$12.99	
94,622	54457	01-0000-0200-00325	HST RECEIVABLE100%	CAUTION TAPE	\$1.69	
94,622	54457	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CAUTION TAPE	\$0.00	\$14.68
94,775	54457	01-5200-4100-40210	JANITORIAL SUPPLIES	FUSION JANITORIAL SUPPLIES	\$24.08	
94,775	54457	01-0000-0200-00325	HST RECEIVABLE100%	FUSION JANITORIAL SUPPLIES	\$3.13	
94,775	54457	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION JANITORIAL SUPPLIES	\$0.00	\$27.21
CHUBB SECURITY SYSTEMS						
94,701	54458	01-2000-4025-41700	BLDG REPAIRS & MAINT	NEW & REPLACED FIRE EXTINGUISH	\$426.32	
94,701	54458	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	NEW & REPLACED FIRE EXTINGUISH	\$47.09	
94,701	54458	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	NEW & REPLACED FIRE EXTINGUISH	\$0.00	\$473.41
CIHR-FM						
94,643	54459	40-8000-6900-40990	ADVERTISING - RADIO	BIA RADIO AD	\$381.60	
94,643	54459	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BIA RADIO AD	\$42.15	
94,643	54459	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BIA RADIO AD	\$0.00	\$423.75
94,781	54459	01-5000-6100-41000	ADVERTISING	SANTA VILLAGE AD	\$200.00	
94,781	54459	01-0000-0200-00325	HST RECEIVABLE100%	SANTA VILLAGE AD	\$26.00	
94,781	54459	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SANTA VILLAGE AD	\$0.00	\$226.00
COMPASS MINERALS						
94,692	54460	01-4500-4150-80000	MATERIALS-WINTER CONTROL, PLOWING, SANDING,	ROAD SALT	\$6,186.22	
94,692	54460	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ROAD SALT	\$683.30	
94,692	54460	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ROAD SALT	\$0.00	\$6,869.52
94,693	54460	01-4500-4150-80000	MATERIALS-WINTER CONTROL, PLOWING, SANDING,	ROAD SALT	\$6,260.50	
94,693	54460	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ROAD SALT	\$691.50	

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94,693	54460	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ROAD SALT	\$0.00	\$6,952.00
94,694	54460	01-4500-4150-80000	MATERIALS-WINTER CONTROL, PLOWING, SANDING,	ROAD SALT	\$3,319.13	
94,694	54460	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ROAD SALT	\$366.61	
94,694	54460	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ROAD SALT	\$0.00	\$3,685.74
CORNER FARM MARKET						
94,700	54461	01-4500-4220-80000	MATERIALS-SIDEWALK REPAIRS	SNOW FENCE	\$538.97	
94,700	54461	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SNOW FENCE	\$59.53	
94,700	54461	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SNOW FENCE	\$0.00	\$598.50
EGAN CONTRACTING & PAINTING						
94,709	54462	01-0000-2000-00755	BUILDING PERMITS - DEPOSIT	DAMDP REFUND 2007-215	\$500.00	
94,709	54462	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DAMDP REFUND 2007-215	\$0.00	\$500.00
PROPERTY OWNER						
94,704	54463	01-0000-2000-00755	BUILDING PERMITS - DEPOSIT	DAMDP REFUND 2018-29	\$1,000.00	
94,704	54463	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DAMDP REFUND 2018-29	\$0.00	\$1,000.00
TOM'S SMALL ENGINE REPAIR						
94,719	54464	01-5100-4100-41530	EQUIP REPAIRS & MAINT	SNOWBLOWER TUNE UP	\$204.00	
94,719	54464	01-0000-0200-00325	HST RECEIVABLE100%	SNOWBLOWER TUNE UP	\$26.52	
94,719	54464	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SNOWBLOWER TUNE UP	\$0.00	\$230.52
EMPLOYEE REIMBURSEMENT						
94,780	54465	01-1000-4000-40850	HEALTH & SAFETY COMMITTEE E	H&S TRAINING MILEAGE	\$108.64	
94,780	54465	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	H&S TRAINING MILEAGE	\$12.00	
94,780	54465	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	H&S TRAINING MILEAGE	\$0.00	\$120.64
INGERSOLL DISTRICT CHAMBER ***						
94,644	54466	01-7000-4000-41020	PROMOTION & MEALS	IDCC GOLF TOURNAMENT	\$252.15	
94,644	54466	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	IDCC GOLF TOURNAMENT	\$27.85	
94,644	54466	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	IDCC GOLF TOURNAMENT	\$0.00	\$280.00
94,645	54466	01-7000-4000-41000	ADVERTISING	AWARD OF EXCELLENCE SPONSOR	\$2,000.00	
94,645	54466	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	AWARD OF EXCELLENCE SPONSOR	\$0.00	\$2,000.00
INTER CHURCH COMMITTEE						
94,783	54467	01-5000-6100-01499	MISCELLANEOUS REVENUE	SANTA VILLAGE PROCEEDS	\$570.13	
94,783	54467	01-5000-6100-01650	DONATIONS	SANTA VILLAGE PROCEEDS	\$134.25	
94,783	54467	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SANTA VILLAGE PROCEEDS	\$0.00	\$704.38
KNOWLEDGESURGE LEARNING SOLUTION						
94,657	54468	01-3000-4000-40630	STAFF TRAINING	FIRE DEPT TRAINING EXP	\$138.39	
94,657	54468	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT TRAINING EXP	\$15.29	
94,657	54468	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT TRAINING EXP	\$0.00	\$153.68
LIND LUMBER LIMITED						

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94,695	54469	01-4500-4120-80000	MATERIALS-ROADSIDE MAINT, MOWING, WEED SPRA	WOOD	\$219.58	
94,695	54469	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	WOOD	\$24.25	
94,695	54469	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WOOD	\$0.00	\$243.83
MCKENZIE HOMES						
94,752	54470	01-0000-2000-00755	BUILDING PERMITS - DEPOSIT	DAMDP REFUND 2018-21	\$1,000.00	
94,752	54470	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DAMDP REFUND 2018-21	\$0.00	\$1,000.00
94,753	54470	01-0000-2000-00755	BUILDING PERMITS - DEPOSIT	DAMDP REFUND 2016-119	\$1,000.00	
94,753	54470	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DAMDP REFUND 2016-119	\$0.00	\$1,000.00
94,754	54470	01-0000-2000-00755	BUILDING PERMITS - DEPOSIT	DAMDP REFUND 2018-57	\$1,000.00	
94,754	54470	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DAMDP REFUND 2018-57	\$0.00	\$1,000.00
94,755	54470	01-0000-2000-00755	BUILDING PERMITS - DEPOSIT	DAMDP REFUND 2019-34	\$1,000.00	
94,755	54470	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DAMDP REFUND 2019-34	\$0.00	\$1,000.00
94,756	54470	01-0000-2000-00755	BUILDING PERMITS - DEPOSIT	DAMDP REFUND 2017-118	\$1,000.00	
94,756	54470	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DAMDP REFUND 2017-118	\$0.00	\$1,000.00
94,757	54470	01-0000-2000-00755	BUILDING PERMITS - DEPOSIT	DAMDP REFUND 2017-3	\$1,000.00	
94,757	54470	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DAMDP REFUND 2017-3	\$0.00	\$1,000.00
94,758	54470	01-0000-2000-00755	BUILDING PERMITS - DEPOSIT	DAMDP REFUND 2017-54	\$1,000.00	
94,758	54470	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DAMDP REFUND 2017-54	\$0.00	\$1,000.00
94,759	54470	01-0000-2000-00755	BUILDING PERMITS - DEPOSIT	DAMDP REFUND 2016-202	\$1,000.00	
94,759	54470	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DAMDP REFUND 2016-202	\$0.00	\$1,000.00
94,760	54470	01-0000-2000-00755	BUILDING PERMITS - DEPOSIT	DAMDP REFUND 2017-117	\$1,000.00	
94,760	54470	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DAMDP REFUND 2017-117	\$0.00	\$1,000.00
94,761	54470	01-0000-2000-00755	BUILDING PERMITS - DEPOSIT	DAMDP REFUND 2016-203	\$1,000.00	
94,761	54470	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DAMDP REFUND 2016-203	\$0.00	\$1,000.00
MCQ HANDLING INC.						
94,696	54471	01-4500-4100-41550	MAINTENANCE CONTRACTS	DEC GARBAGE SERVICES	\$826.29	
94,696	54471	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	DEC GARBAGE SERVICES	\$91.28	
94,696	54471	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DEC GARBAGE SERVICES	\$0.00	\$917.57
MINISTER OF FINANCE						
94,751	54472	01-3400-4000-40600	MEMBERSHIP FEES	BLDG OFFICERS RENEWAL FEES	\$232.00	
94,751	54472	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BLDG OFFICERS RENEWAL FEES	\$0.00	\$232.00
MINISTRY OF FINANCE (OPP)***						
94,685	54473	01-3200-4000-40450	OPP CONTRACTED SERVICES	JAN OPP SERVICE	\$217,312.00	
94,685	54473	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JAN OPP SERVICE	\$0.00	\$217,312.00
OBSIDIAN GROUP INC.						
94,712	54474	01-0000-2000-00755	BUILDING PERMITS - DEPOSIT	DAMDP REFUND 2011-10	\$1,000.00	
94,712	54474	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DAMDP REFUND 2011-10	\$0.00	\$1,000.00

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OLDE BAKERY CAFE						
94,784	54475	01-5100-6090-40420	PROGRAM SUPPLIES	BIRTHDAY PARTY CAKE	\$18.00	
94,784	54475	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BIRTHDAY PARTY CAKE	\$0.00	\$18.00
ONTARIO PARKS ASSOCIATION						
94,730	54476	01-5000-6050-40600	MEMBERSHIP FEES	OPA GROUP MEMBERSHIP	\$170.00	
94,730	54476	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OPA GROUP MEMBERSHIP	\$0.00	\$170.00
OXFORD TROPHIES						
94,651	54477	01-3000-4000-41020	PROMOTION & MEALS	FIRE DEPT RETIREMENT GIFTS	\$12.36	
94,651	54477	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT RETIREMENT GIFTS	\$1.37	
94,651	54477	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT RETIREMENT GIFTS	\$0.00	\$13.73
C.L. ROUTENBURG & SON LTD.						
94,710	54478	01-0000-2000-00755	BUILDING PERMITS - DEPOSIT	DAMDP REFUND 2018-36	\$1,000.00	
94,710	54478	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DAMDP REFUND 2018-36	\$0.00	\$1,000.00
SALVATION ARMY (FOOD BANK)						
94,782	54479	01-5000-6100-01499	MISCELLANEOUS REVENUE	SANTA VILLAGE PROCEEDS	\$570.13	
94,782	54479	01-5000-6100-01650	DONATIONS	SANTA VILLAGE PROCEEDS	\$134.25	
94,782	54479	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SANTA VILLAGE PROCEEDS	\$0.00	\$704.38
SERVICE MASTER						
94,706	54480	01-0000-2000-00755	BUILDING PERMITS - DEPOSIT	DAMDP REFUND 2015-165	\$1,000.00	
94,706	54480	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DAMDP REFUND 2015-165	\$0.00	\$1,000.00
SHOPPERS DRUG MART						
94,778	54481	01-5200-6090-40420	PROGRAM SUPPLIES	FUSION PROG SUPPLIES	\$15.96	
94,778	54481	01-0000-0200-00325	HST RECEIVABLE100%	FUSION PROG SUPPLIES	\$0.84	
94,778	54481	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION PROG SUPPLIES	\$0.00	\$16.80
SIFTON PROPERTIES LTD						
94,707	54482	01-0000-2000-00755	BUILDING PERMITS - DEPOSIT	DAMDP REFUND 2013-141	\$1,000.00	
94,707	54482	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DAMDP REFUND 2013-141	\$0.00	\$1,000.00
SPORTS TURF ASSOCIATION						
94,717	54483	01-5000-6050-40600	MEMBERSHIP FEES	SPORTS TURF MEMBERSHIP	\$200.00	
94,717	54483	01-0000-0200-00325	HST RECEIVABLE100%	SPORTS TURF MEMBERSHIP	\$26.00	
94,717	54483	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SPORTS TURF MEMBERSHIP	\$0.00	\$226.00
STRONGCO LIMITED PARTNERSHIP						
94,687	54484	01-4500-4230-46393	939300 2011 CAT FRONT END LOADER	LOADER FILTER ELEMENT	\$301.14	
94,687	54484	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	LOADER FILTER ELEMENT	\$33.26	
94,687	54484	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LOADER FILTER ELEMENT	\$0.00	\$334.40
94,688	54484	01-4500-4230-46393	939300 2011 CAT FRONT END LOADER	LOADER AIR FILTER	\$88.17	
94,688	54484	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	LOADER AIR FILTER	\$9.74	

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94,688	54484	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LOADER AIR FILTER	\$0.00	\$97.91
THAMESFORD PIZZA						
94,776	54485	01-5100-6090-40420	PROGRAM SUPPLIES	VPCC PROGRAM PIZZA	\$155.25	
94,776	54485	01-0000-0200-00325	HST RECEIVABLE100%	VPCC PROGRAM PIZZA	\$12.55	
94,776	54485	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC PROGRAM PIZZA	\$0.00	\$167.80
THERMAL SAFETY SUPPLY LTD						
94,689	54486	01-4500-4123-80000	MATERIALS-ROADSIDE MAINT, CATCHBASINS	GAS CALIBRATE UNIT	\$167.90	
94,689	54486	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GAS CALIBRATE UNIT	\$18.55	
94,689	54486	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GAS CALIBRATE UNIT	\$0.00	\$186.45
THINKDOX INC.						
94,791	54487	01-1000-4000-41500	CONTRACTED SERVICES	LASERFICHE SOFTWARE+LSAP	\$24,210.76	
94,791	54487	01-0000-0400-00280	PREPAID EXPENSES	LASERFICHE SOFTWARE+LSAP	\$14,882.41	
94,791	54487	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	LASERFICHE SOFTWARE+LSAP	\$2,674.20	
94,791	54487	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	LASERFICHE SOFTWARE+LSAP	\$1,643.84	
94,791	54487	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LASERFICHE SOFTWARE+LSAP	\$0.00	\$43,411.21
VALLEY BLADES LIMITED						
94,744	54488	01-4500-4150-80000	MATERIALS-WINTER CONTROL, PLOWING, SANDING,	VIC ST WTR SHUT OFF-PLOW PARTS	\$1,236.38	
94,744	54488	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VIC ST WTR SHUT OFF-PLOW PARTS	\$136.57	
94,744	54488	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VIC ST WTR SHUT OFF-PLOW PARTS	\$0.00	\$1,372.95
94,745	54488	01-4500-4150-80000	MATERIALS-WINTER CONTROL, PLOWING, SANDING,	VIC ST WTR SHUT OFF-PLOW PARTS	\$699.60	
94,745	54488	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VIC ST WTR SHUT OFF-PLOW PARTS	\$77.28	
94,745	54488	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VIC ST WTR SHUT OFF-PLOW PARTS	\$0.00	\$776.88
AKIRA STUDIO LTD						
94,565	EFT000000001279	01-1002-4000-41550	MAINTENANCE CONTRACTS	Q1 WEBSITE MAINT.	\$305.28	
94,565	EFT000000001279	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	Q1 WEBSITE MAINT.	\$33.72	
94,565	EFT000000001279	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	Q1 WEBSITE MAINT.	\$0.00	\$339.00
A.M.C.T.O. ***						
94,591	EFT000000001280	01-0900-4000-40600	MEMBERSHIP FEES	2020 MEMBERSHIP	\$412.13	
94,591	EFT000000001280	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	2020 MEMBERSHIP	\$45.52	
94,591	EFT000000001280	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	2020 MEMBERSHIP	\$0.00	\$457.65
ASSOC. OF MUNICIPAL.ONTARIO						
94,564	EFT000000001281	01-0100-4000-40600	MEMBERSHIP FEES	2020 LOWER TIER MEMBERSHIP	\$4,304.31	
94,564	EFT000000001281	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	2020 LOWER TIER MEMBERSHIP	\$475.43	
94,564	EFT000000001281	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	2020 LOWER TIER MEMBERSHIP	\$0.00	\$4,779.74
R.J.BURNSIDE & ASSOCIATES						
94,535	EFT000000001282	10-0000-3272-80000	MATERIALS	VIC ST CULVERT	\$1,414.46	
94,535	EFT000000001282	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VIC ST CULVERT	\$156.24	

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94,535	EFT000000001282	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VIC ST CULVERT	\$0.00	\$1,570.70
94,571	EFT000000001282	01-4500-4130-80000	MATERIALS-HARDTOP MAINT, PATCHING & SPRAYIN	2020 MOBILE SUBSCRIPTION FEES	\$5,342.40	
94,571	EFT000000001282	01-4500-4150-80000	MATERIALS-WINTER CONTROL, PLOWING, SANDING,	2020 MOBILE SUBSCRIPTION FEES	\$5,342.40	
94,571	EFT000000001282	01-4500-4220-80000	MATERIALS-SIDEWALK REPAIRS	2020 MOBILE SUBSCRIPTION FEES	\$5,342.40	
94,571	EFT000000001282	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	2020 MOBILE SUBSCRIPTION FEES	\$590.10	
94,571	EFT000000001282	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	2020 MOBILE SUBSCRIPTION FEES	\$590.10	
94,571	EFT000000001282	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	2020 MOBILE SUBSCRIPTION FEES	\$590.10	
94,571	EFT000000001282	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	2020 MOBILE SUBSCRIPTION FEES	\$0.00	\$17,797.50
EMPLOYEE REIMBURSEMENT						
94,557	EFT000000001283	01-5000-6110-40420	PROGRAM SUPPLIES	CHRISTMAS LIGHTS	\$754.59	
94,557	EFT000000001283	01-0000-0200-00325	HST RECEIVABLE100%	CHRISTMAS LIGHTS	\$98.10	
94,557	EFT000000001283	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CHRISTMAS LIGHTS	\$0.00	\$852.69
CARRIER TRUCK CENTERS INC.						
94,540	EFT000000001284	01-4500-4230-46388	938800 T8-18 INTERNATIONAL TRUCK	TRUCK#8 REPAIR	\$426.86	
94,540	EFT000000001284	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TRUCK#8 REPAIR	\$47.15	
94,540	EFT000000001284	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRUCK#8 REPAIR	\$0.00	\$474.01
COMMISSIONAIRES						
94,530	EFT000000001285	01-1000-4240-41505	PARKING ENFORCEMENT CONTRACT	PARKING ENFORCE 12/01-12/14	\$1,190.66	
94,530	EFT000000001285	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PARKING ENFORCE 12/01-12/14	\$131.52	
94,530	EFT000000001285	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PARKING ENFORCE 12/01-12/14	\$0.00	\$1,322.18
FRANK COWAN COMPANY LTD						
94,594	EFT000000001286	01-1300-4000-40283	INS DEDUCTIBLE-ADJUSTOR FEES	IN000011278, IN000011279	\$982.60	
94,594	EFT000000001286	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	IN000011278, IN000011279	\$0.00	\$982.60
EMPLOYEE REIMBURSEMENT						
94,534	EFT000000001287	01-4500-4000-41020	MEALS	FOOD ALLOWANCE ON CALL 12/01	\$11.25	
94,534	EFT000000001287	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FOOD ALLOWANCE ON CALL 12/01	\$1.25	
94,534	EFT000000001287	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FOOD ALLOWANCE ON CALL 12/01	\$0.00	\$12.50
EMPLOYEE REIMBURSEMENT						
94,533	EFT000000001288	01-4500-4000-41020	MEALS	FOOD ALLOWANCE ON CALL 12/01	\$13.32	
94,533	EFT000000001288	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FOOD ALLOWANCE ON CALL 12/01	\$1.47	
94,533	EFT000000001288	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FOOD ALLOWANCE ON CALL 12/01	\$0.00	\$14.79
GRA - HAM ENERGY						
94,504	EFT000000001289	01-4500-4230-41420	FUEL- GASOLINE	REGULAR GAS	\$249.31	
94,504	EFT000000001289	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REGULAR GAS	\$27.54	
94,504	EFT000000001289	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REGULAR GAS	\$0.00	\$276.85
94,505	EFT000000001289	01-4500-4230-41440	DIESEL FUEL CLR - LIC VEH	CLEAR DIESEL	\$1,507.88	
94,505	EFT000000001289	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CLEAR DIESEL	\$166.55	



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94,505	EFT000000001289	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CLEAR DIESEL	\$0.00	\$1,674.43
94,506	EFT000000001289	01-4500-4230-41460	DIESEL FUEL CLRED - UNLIC VEH	COLORED DIESEL	\$467.24	
94,506	EFT000000001289	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	COLORED DIESEL	\$51.61	
94,506	EFT000000001289	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COLORED DIESEL	\$0.00	\$518.85
94,507	EFT000000001289	01-3000-4000-41470	VEHICLE FUEL	FIRE DEPT FUEL	\$67.65	
94,507	EFT000000001289	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT FUEL	\$7.47	
94,507	EFT000000001289	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT FUEL	\$0.00	\$75.12
94,553	EFT000000001289	01-5000-6050-41470	VEHICLE FUEL	PARKS FUEL	\$82.92	
94,553	EFT000000001289	01-0000-0200-00325	HST RECEIVABLE100%	PARKS FUEL	\$10.78	
94,553	EFT000000001289	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PARKS FUEL	\$0.00	\$93.70
94,567	EFT000000001289	01-3000-4000-41470	VEHICLE FUEL	FIRE DEPT FUEL	\$70.39	
94,567	EFT000000001289	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT FUEL	\$7.77	
94,567	EFT000000001289	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT FUEL	\$0.00	\$78.16
94,574	EFT000000001289	01-4500-4230-41420	FUEL- GASOLINE	REGULAR GAS	\$250.77	
94,574	EFT000000001289	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REGULAR GAS	\$27.70	
94,574	EFT000000001289	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REGULAR GAS	\$0.00	\$278.47
94,575	EFT000000001289	01-4500-4230-41460	DIESEL FUEL CLRED - UNLIC VEH	COLORED DIESEL	\$100.45	
94,575	EFT000000001289	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	COLORED DIESEL	\$11.09	
94,575	EFT000000001289	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COLORED DIESEL	\$0.00	\$111.54
94,576	EFT000000001289	01-4500-4230-41440	DIESEL FUEL CLR - LIC VEH	CLEAR DIESEL	\$499.55	
94,576	EFT000000001289	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CLEAR DIESEL	\$55.18	
94,576	EFT000000001289	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CLEAR DIESEL	\$0.00	\$554.73
HILLSIDE KENNELS						
94,639	EFT000000001290	01-3600-4000-41560	CONTRACTS	DEC ANIMAL CONTROL	\$712.32	
94,639	EFT000000001290	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	DEC ANIMAL CONTROL	\$78.68	
94,639	EFT000000001290	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DEC ANIMAL CONTROL	\$0.00	\$791.00
INGERSOLL RENT-ALL ***						
94,544	EFT000000001291	01-4500-4220-80000	MATERIALS-SIDEWALK REPAIRS	RAKES	\$209.52	
94,544	EFT000000001291	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	RAKES	\$23.15	
94,544	EFT000000001291	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	RAKES	\$0.00	\$232.67
94,545	EFT000000001291	01-4500-4220-80000	MATERIALS-SIDEWALK REPAIRS	SKIDSTEER RENTAL	\$552.40	
94,545	EFT000000001291	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SKIDSTEER RENTAL	\$61.02	
94,545	EFT000000001291	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SKIDSTEER RENTAL	\$0.00	\$613.42
EMPLOYEE REIMBURSEMENT						
94,630	EFT000000001292	01-1300-4000-40620	MILEAGE	MILEAGE-TREASURY	\$79.91	
94,630	EFT000000001292	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-TREASURY	\$8.83	
94,630	EFT000000001292	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-TREASURY	\$0.00	\$88.74

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LONDON FIRE EQUIPMENT LTD ***						
94,554	EFT000000001293	01-5100-4100-41550	MAINTENANCE CONTRACTS	VPCC FIRE EXT..ALARM MAINT.	\$915.00	
94,554	EFT000000001293	01-0000-0200-00325	HST RECEIVABLE100%	VPCC FIRE EXT..ALARM MAINT.	\$118.95	
94,554	EFT000000001293	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC FIRE EXT..ALARM MAINT.	\$0.00	\$1,033.95
LWR AUTOMOTIVE						
94,508	EFT000000001294	01-4500-4000-41650	SMALL TOOLS & SAFETY EQUIP	VINYL DIP	\$9.25	
94,508	EFT000000001294	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VINYL DIP	\$1.02	
94,508	EFT000000001294	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VINYL DIP	\$0.00	\$10.27
94,509	EFT000000001294	01-4500-4000-41650	SMALL TOOLS & SAFETY EQUIP	LED LIGHTS	\$70.40	
94,509	EFT000000001294	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	LED LIGHTS	\$7.77	
94,509	EFT000000001294	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LED LIGHTS	\$0.00	\$78.17
94,510	EFT000000001294	01-4500-4230-46386	938603 T6-11 FREIGH TRUCK	ANTI-FREEZE	\$66.35	
94,510	EFT000000001294	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ANTI-FREEZE	\$7.33	
94,510	EFT000000001294	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ANTI-FREEZE	\$0.00	\$73.68
EMPLOYEE REIMBURSEMENT						
94,595	EFT000000001295	01-1002-4000-40620	MILEAGE	MILEAGE-IT	\$121.59	
94,595	EFT000000001295	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-IT	\$13.43	
94,595	EFT000000001295	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-IT	\$0.00	\$135.02
AL McCULLOCH'S LOCK SERVICE						
94,521	EFT000000001296	01-4500-4100-41700	BLDG REPAIRS & MAINTENANCE	PW FRONT DOOR REPAIR	\$122.11	
94,521	EFT000000001296	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PW FRONT DOOR REPAIR	\$13.49	
94,521	EFT000000001296	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PW FRONT DOOR REPAIR	\$0.00	\$135.60
MISTER SAFETY SHOES (FORMERLY						
94,527	EFT000000001297	01-3000-4100-40290	UNIFORMS AND CLOTHING	FIRE DEPT MAINT. OUTERWEAR	\$59.44	
94,527	EFT000000001297	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT MAINT. OUTERWEAR	\$6.56	
94,527	EFT000000001297	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT MAINT. OUTERWEAR	\$0.00	\$66.00
94,555	EFT000000001297	01-5000-6020-40290	UNIFORMS & CLOTHING	WORK BOOTS	\$154.95	
94,555	EFT000000001297	01-0000-0200-00325	HST RECEIVABLE100%	WORK BOOTS	\$20.14	
94,555	EFT000000001297	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WORK BOOTS	\$0.00	\$175.09
EMPLOYEE REIMBURSEMENT						
94,536	EFT000000001298	01-4000-5020-40620	MILEAGE	MILEAGE-ENG	\$33.43	
94,536	EFT000000001298	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-ENG	\$3.69	
94,536	EFT000000001298	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-ENG	\$0.00	\$37.12
NELLA CUTLERY (HAMILTON) INC						
94,552	EFT000000001299	01-5000-6020-41530	EQUIPMENT REPAIRS & MAINTENANCE	BLADE SHARPENING	\$60.00	
94,552	EFT000000001299	01-0000-0200-00325	HST RECEIVABLE100%	BLADE SHARPENING	\$7.80	
94,552	EFT000000001299	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BLADE SHARPENING	\$0.00	\$67.80

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OLDE TYME TAXI							
	94,638	EFT000000001300	01-1001-4000-41560	CONTRACTS	DEC PARA TAXI	\$5,501.74	
	94,638	EFT000000001300	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	DEC PARA TAXI	\$607.70	
	94,638	EFT000000001300	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DEC PARA TAXI	\$0.00	\$6,109.44
ONTARIO ASSOC. OF FIRE CHIEFS							
	94,585	EFT000000001301	01-3000-4000-40600	MEMBERSHIP FEES	2020 OAFM MEMBERSHIP	\$259.49	
	94,585	EFT000000001301	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	2020 OAFM MEMBERSHIP	\$28.66	
	94,585	EFT000000001301	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	2020 OAFM MEMBERSHIP	\$0.00	\$288.15
ONTARIO ONE CALL LTD.							
	94,548	EFT000000001302	01-4000-5020-41500	CONTRACTED SERVICES	DEC LOCATES	\$162.82	
	94,548	EFT000000001302	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	DEC LOCATES	\$17.98	
	94,548	EFT000000001302	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DEC LOCATES	\$0.00	\$180.80
OXFORD COUNTY ***							
	94,541	EFT000000001303	01-4500-4130-80000	MATERIALS-HARDTOP MAINT, PATCHING & SPRAYIN	CRACK SEALING HST	\$114.40	
	94,541	EFT000000001303	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CRACK SEALING HST	\$0.00	\$114.40
	94,547	EFT000000001303	01-0000-2020-00635	DUE TO COUNTY - DEVEL. CHGS.	Q4 COUNTY DEVEL CHRGS	\$185,803.00	
	94,547	EFT000000001303	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	Q4 COUNTY DEVEL CHRGS	\$0.00	\$185,803.00
REGIS AUTO PARTS							
	94,511	EFT000000001304	01-4500-4230-46381	938100 T1-14 DODGE RAM	AIR FILTERS + OIL FILTERS	\$23.72	
	94,511	EFT000000001304	01-4500-4230-46390	939000 T10-09 DODGE 2500	AIR FILTERS + OIL FILTERS	\$43.96	
	94,511	EFT000000001304	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	AIR FILTERS + OIL FILTERS	\$2.62	
	94,511	EFT000000001304	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	AIR FILTERS + OIL FILTERS	\$4.86	
	94,511	EFT000000001304	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	AIR FILTERS + OIL FILTERS	\$0.00	\$75.16
	94,512	EFT000000001304	01-4500-4230-46383	938300 T3-17 INTERNATIONAL TRUCK	FUEL FILTERS	\$39.66	
	94,512	EFT000000001304	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FUEL FILTERS	\$4.38	
	94,512	EFT000000001304	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUEL FILTERS	\$0.00	\$44.04
	94,513	EFT000000001304	01-4500-4230-46397	939700 SIDEWALK TRACTOR	FILTER	\$18.99	
	94,513	EFT000000001304	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FILTER	\$2.10	
	94,513	EFT000000001304	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FILTER	\$0.00	\$21.09
	94,514	EFT000000001304	01-4500-4230-46402	940200 LEAF MACHINE	FUEL FILTER	\$83.02	
	94,514	EFT000000001304	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FUEL FILTER	\$9.17	
	94,514	EFT000000001304	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUEL FILTER	\$0.00	\$92.19
	94,515	EFT000000001304	01-4500-4230-46382	938200 T2-16 FORD 1 TONNE	FUEL FILTER	\$33.81	
	94,515	EFT000000001304	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FUEL FILTER	\$3.74	
	94,515	EFT000000001304	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUEL FILTER	\$0.00	\$37.55
	94,516	EFT000000001304	01-4500-4230-46397	939700 SIDEWALK TRACTOR	FOG LIGHT	\$3.38	
	94,516	EFT000000001304	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FOG LIGHT	\$0.37	

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94,516	EFT000000001304	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FOG LIGHT	\$0.00	\$3.75
94,517	EFT000000001304	01-4500-4230-46388	938800 T8-18 INTERNATIONAL TRUCK	AIR FILTER	\$138.96	
94,517	EFT000000001304	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	AIR FILTER	\$15.35	
94,517	EFT000000001304	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	AIR FILTER	\$0.00	\$154.31
94,518	EFT000000001304	01-4500-4230-46402	940200 LEAF MACHINE	AIR FILTER	\$57.92	
94,518	EFT000000001304	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	AIR FILTER	\$6.40	
94,518	EFT000000001304	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	AIR FILTER	\$0.00	\$64.32
94,519	EFT000000001304	01-4500-4230-46386	938603 T6-11 FREIGH TRUCK	OIL FILTER	\$42.27	
94,519	EFT000000001304	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OIL FILTER	\$4.67	
94,519	EFT000000001304	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OIL FILTER	\$0.00	\$46.94
94,520	EFT000000001304	01-4500-4230-46383	938300 T3-17 INTERNATIONAL TRUCK	OIL FILTER	\$58.96	
94,520	EFT000000001304	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OIL FILTER	\$6.51	
94,520	EFT000000001304	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OIL FILTER	\$0.00	\$65.47
ROCK SOLID DESIGNS						
94,539	EFT000000001305	01-4500-4221-41500	CONTRACTED SERVICES	DEC SIDEWALK SNOW REMOVAL	\$5,495.04	
94,539	EFT000000001305	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	DEC SIDEWALK SNOW REMOVAL	\$606.96	
94,539	EFT000000001305	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DEC SIDEWALK SNOW REMOVAL	\$0.00	\$6,102.00
EMPLOYEE REIMBURSEMENT						
94,551	EFT000000001306	01-5000-6100-40270	NEW EQUIPMENT	SANTA VILLAGE CARLAND+LIGHTS	\$66.87	
94,551	EFT000000001306	01-5000-6100-40270	NEW EQUIPMENT	SANTA VILLAGE CARLAND+LIGHTS	\$64.94	
94,551	EFT000000001306	01-0000-0200-00325	HST RECEIVABLE100%	SANTA VILLAGE CARLAND+LIGHTS	\$8.69	
94,551	EFT000000001306	01-0000-0200-00325	HST RECEIVABLE100%	SANTA VILLAGE CARLAND+LIGHTS	\$8.44	
94,551	EFT000000001306	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SANTA VILLAGE CARLAND+LIGHTS	\$0.00	\$148.94
EMPLOYEE REIMBURSEMENT						
94,635	EFT000000001307	01-1002-4000-40620	MILEAGE	MILEAGE-IT	\$58.70	
94,635	EFT000000001307	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-IT	\$6.49	
94,635	EFT000000001307	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-IT	\$0.00	\$65.19
94,636	EFT000000001307	01-1002-4000-40620	MILEAGE	MILEAGE-IT	\$19.64	
94,636	EFT000000001307	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-IT	\$2.17	
94,636	EFT000000001307	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-IT	\$0.00	\$21.81
STAPLES ADVANTAGE						
94,537	EFT000000001308	01-4000-4000-40200	OFFICE SUPPLIES	OFFICE BOOT TRAY	\$10.17	
94,537	EFT000000001308	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OFFICE BOOT TRAY	\$1.12	
94,537	EFT000000001308	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OFFICE BOOT TRAY	\$0.00	\$11.29
94,538	EFT000000001308	01-4000-4000-40200	OFFICE SUPPLIES	OFFICE SUPPLIES	\$15.05	
94,538	EFT000000001308	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OFFICE SUPPLIES	\$1.66	
94,538	EFT000000001308	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OFFICE SUPPLIES	\$0.00	\$16.71

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	94,563	EFT000000001308	01-3000-4000-40200	OFFICE SUPPLIES	FIRE DEPT OFFICE SUPPLIES	\$53.25	
	94,563	EFT000000001308	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT OFFICE SUPPLIES	\$5.89	
	94,563	EFT000000001308	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT OFFICE SUPPLIES	\$0.00	\$59.14
	94,631	EFT000000001308	01-0100-4000-41020	PROMOTION & MEALS	SUPPLIES	\$72.63	
	94,631	EFT000000001308	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SUPPLIES	\$8.02	
	94,631	EFT000000001308	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SUPPLIES	\$0.00	\$80.65
	94,632	EFT000000001308	01-1000-4000-40200	OFFICE SUPPLIES	OFFICE SUPPLIES	\$27.05	
	94,632	EFT000000001308	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OFFICE SUPPLIES	\$2.99	
	94,632	EFT000000001308	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OFFICE SUPPLIES	\$0.00	\$30.04
STONETOWN SUPPLY SERVICES(ING)							
	94,566	EFT000000001309	01-3000-4100-40210	JANITORIAL SUPPLIES	FIRE DEPT JANITORIAL SUPPLIES	\$248.95	
	94,566	EFT000000001309	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT JANITORIAL SUPPLIES	\$27.50	
	94,566	EFT000000001309	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT JANITORIAL SUPPLIES	\$0.00	\$276.45
ST. THOMAS ECONOMIC DEVELOPMEN							
	94,522	EFT000000001310	01-7000-4000-41300	TRADE SHOWS	SOMA ASIAN TRIP DINNER MEETING	\$410.00	
	94,522	EFT000000001310	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SOMA ASIAN TRIP DINNER MEETING	\$0.00	\$410.00
SUN LIFE OF CANADA							
	94,543	EFT000000001311	01-0000-2100-00716	HEALTH CARE PAYABLE	DECEMBER PREMIUM	\$58,079.64	
	94,543	EFT000000001311	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DECEMBER PREMIUM	\$0.00	\$58,079.64
	94,573	EFT000000001311	01-0000-2100-00716	HEALTH CARE PAYABLE	JANUARY PREMIUM	\$57,462.35	
	94,573	EFT000000001311	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JANUARY PREMIUM	\$0.00	\$57,462.35
EMPLOYEE REIMBURSEMENT							
	94,637	EFT000000001312	01-1000-4000-40630	STAFF TRAINING	MAP UNIT 4-50% @ COMPLETION	\$183.17	
	94,637	EFT000000001312	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MAP UNIT 4-50% @ COMPLETION	\$20.23	
	94,637	EFT000000001312	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MAP UNIT 4-50% @ COMPLETION	\$0.00	\$203.40
TYCO INTEGRATED FIRE & SECURIT							
	94,579	EFT000000001313	01-5000-6020-41550	MAINTENANCE CONTRACTS	2020 ARENA ALARM MONITOR	\$820.00	
	94,579	EFT000000001313	01-0000-0200-00325	HST RECEIVABLE100%	2020 ARENA ALARM MONITOR	\$106.60	
	94,579	EFT000000001313	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	2020 ARENA ALARM MONITOR	\$0.00	\$926.60
	94,580	EFT000000001313	01-5100-4100-41550	MAINTENANCE CONTRACTS	2020 VPCC ALARM MONITOR	\$820.00	
	94,580	EFT000000001313	01-0000-0200-00325	HST RECEIVABLE100%	2020 VPCC ALARM MONITOR	\$106.60	
	94,580	EFT000000001313	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	2020 VPCC ALARM MONITOR	\$0.00	\$926.60
	94,581	EFT000000001313	01-5000-6040-41550	MAINTENANCE CONTRACTS	SENIOR CENTRE ALARM MONITOR	\$820.00	
	94,581	EFT000000001313	01-0000-0200-00325	HST RECEIVABLE100%	SENIOR CENTRE ALARM MONITOR	\$106.60	
	94,581	EFT000000001313	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SENIOR CENTRE ALARM MONITOR	\$0.00	\$926.60
	94,582	EFT000000001313	01-5200-4100-41550	MAINTENANCE CONTRACTS	FUSION ALARM MONITOR	\$820.00	
	94,582	EFT000000001313	01-0000-0200-00325	HST RECEIVABLE100%	FUSION ALARM MONITOR	\$106.60	

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94,582	EFT000000001313	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION ALARM MONITOR	\$0.00	\$926.60
94,583	EFT000000001313	01-5000-6050-41550	MAINTENANCE CONTRACTS	PARKS ALARM MONITOR	\$820.00	
94,583	EFT000000001313	01-0000-0200-00325	HST RECEIVABLE100%	PARKS ALARM MONITOR	\$106.60	
94,583	EFT000000001313	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PARKS ALARM MONITOR	\$0.00	\$926.60
WASTE CONNECTIONS OF CANADA						
94,569	EFT000000001314	01-5000-6020-41550	MAINTENANCE CONTRACTS	JAN WASTE MGMT	\$282.51	
94,569	EFT000000001314	01-5100-4100-41550	MAINTENANCE CONTRACTS	JAN WASTE MGMT	\$276.46	
94,569	EFT000000001314	01-5200-4100-41550	MAINTENANCE CONTRACTS	JAN WASTE MGMT	\$276.46	
94,569	EFT000000001314	01-5000-6040-41550	MAINTENANCE CONTRACTS	JAN WASTE MGMT	\$276.46	
94,569	EFT000000001314	01-5000-6050-41550	MAINTENANCE CONTRACTS	JAN WASTE MGMT	\$276.46	
94,569	EFT000000001314	01-3000-4100-41550	MAINTENANCE CONTRACTS	JAN WASTE MGMT	\$134.40	
94,569	EFT000000001314	01-0000-0200-00325	HST RECEIVABLE100%	JAN WASTE MGMT	\$36.73	
94,569	EFT000000001314	01-0000-0200-00325	HST RECEIVABLE100%	JAN WASTE MGMT	\$35.94	
94,569	EFT000000001314	01-0000-0200-00325	HST RECEIVABLE100%	JAN WASTE MGMT	\$35.94	
94,569	EFT000000001314	01-0000-0200-00325	HST RECEIVABLE100%	JAN WASTE MGMT	\$35.94	
94,569	EFT000000001314	01-0000-0200-00325	HST RECEIVABLE100%	JAN WASTE MGMT	\$35.94	
94,569	EFT000000001314	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	JAN WASTE MGMT	\$14.85	
94,569	EFT000000001314	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JAN WASTE MGMT	\$0.00	\$1,718.09
WORK EQUIPMENT LTD.						
94,542	EFT000000001315	01-4500-4230-46397	939700 SIDEWALK TRACTOR	SIDEWALK TRACTOR PARTS	\$261.35	
94,542	EFT000000001315	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SIDEWALK TRACTOR PARTS	\$28.87	
94,542	EFT000000001315	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SIDEWALK TRACTOR PARTS	\$0.00	\$290.22
LONDON CIVIC EMPLOY,LOCAL 107						
94,641	EFT000000001316	01-0000-2100-00707	CUPE 107 UNION DUES (12100)	DEC UNION DUES	\$1,242.72	
94,641	EFT000000001316	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DEC UNION DUES	\$0.00	\$1,242.72
ACAPULCO ***						
94,770	EFT000000001317	01-5100-4100-41710	CHEMICALS	VPCC POOL CHEMICALS	\$469.40	
94,770	EFT000000001317	01-0000-0200-00325	HST RECEIVABLE100%	VPCC POOL CHEMICALS	\$61.02	
94,770	EFT000000001317	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC POOL CHEMICALS	\$0.00	\$530.42
ART BLAKE REGRIGERATION LTD						
94,690	EFT000000001318	01-4500-4100-41550	MAINTENANCE CONTRACTS	PW HEATER INSPECTION	\$1,259.79	
94,690	EFT000000001318	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PW HEATER INSPECTION	\$139.15	
94,690	EFT000000001318	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PW HEATER INSPECTION	\$0.00	\$1,398.94
94,741	EFT000000001318	01-4500-4100-41700	BLDG REPAIRS & MAINTENANCE	REPLACE DOOR SWITCH	\$343.44	
94,741	EFT000000001318	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REPLACE DOOR SWITCH	\$37.94	
94,741	EFT000000001318	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REPLACE DOOR SWITCH	\$0.00	\$381.38
94,771	EFT000000001318	01-5200-4100-41530	EQUIP REPAIRS & MAINT	FUSION HVAC REPAIR	\$1,746.35	

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	94,771	EFT000000001318	01-0000-0200-00325	HST RECEIVABLE100%	FUSION HVAC REPAIR	\$227.03
	94,771	EFT000000001318	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION HVAC REPAIR	\$0.00 \$1,973.38
EMPLOYEE REIMBURSEMENT						
	94,732	EFT000000001319	01-5100-6070-40630	STAFF TRAINING	FIS CERTIFICATE	\$607.00
	94,732	EFT000000001319	01-0000-0200-00325	HST RECEIVABLE100%	FIS CERTIFICATE	\$78.91
	94,732	EFT000000001319	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIS CERTIFICATE	\$0.00 \$685.91
B & D LANDSCAPING						
	94,766	EFT000000001320	01-4500-4200-41750	SNOW REMOVAL	DEC SNOW REMOVAL	\$4,121.28
	94,766	EFT000000001320	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	DEC SNOW REMOVAL	\$455.22
	94,766	EFT000000001320	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DEC SNOW REMOVAL	\$0.00 \$4,576.50
	94,789	EFT000000001320	01-5000-6020-41750	LOT SNOW REMOVAL & SANDING	DEC PARKS SNOW REMOVAL	\$585.00
	94,789	EFT000000001320	01-5100-4100-41750	LOT SNOW REMOVAL & SANDING	DEC PARKS SNOW REMOVAL	\$715.00
	94,789	EFT000000001320	01-5000-6040-41750	LOT SNOW REMOVAL & SANDING	DEC PARKS SNOW REMOVAL	\$780.00
	94,789	EFT000000001320	01-5200-4100-41750	LOT SNOW REMOVAL & SANDING	DEC PARKS SNOW REMOVAL	\$585.00
	94,789	EFT000000001320	01-0000-0200-00325	HST RECEIVABLE100%	DEC PARKS SNOW REMOVAL	\$76.05
	94,789	EFT000000001320	01-0000-0200-00325	HST RECEIVABLE100%	DEC PARKS SNOW REMOVAL	\$92.95
	94,789	EFT000000001320	01-0000-0200-00325	HST RECEIVABLE100%	DEC PARKS SNOW REMOVAL	\$101.40
	94,789	EFT000000001320	01-0000-0200-00325	HST RECEIVABLE100%	DEC PARKS SNOW REMOVAL	\$76.05
	94,789	EFT000000001320	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DEC PARKS SNOW REMOVAL	\$0.00 \$3,011.45
BIRNAM EXCAVATING LTD.						
	94,656	EFT000000001321	10-0000-3272-80100	PRIME CONTRACT	VIC ST CULVERT REPLACE	\$149,452.92
	94,656	EFT000000001321	01-0000-2020-00650	ACCOUNTS PAYABLE-HOLDBACKS	VIC ST CULVERT REPLACE	\$0.00 \$14,945.29
	94,656	EFT000000001321	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VIC ST CULVERT REPLACE	\$14,856.88
	94,656	EFT000000001321	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VIC ST CULVERT REPLACE	\$0.00 \$149,364.51
CANADIAN NATIONAL RAILWAYS						
	94,697	EFT000000001322	01-4500-4161-80000	MATERIALS-SAFETY DEVICES, RR CROSSING	DEC SIGNAL W. GATES MAINT.	\$816.25
	94,697	EFT000000001322	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DEC SIGNAL W. GATES MAINT.	\$0.00 \$816.25
CANSEL - TORONTO*****						
	94,715	EFT000000001323	01-4000-4000-40220	TELEPHONE	GPS SERVICE	\$284.93
	94,715	EFT000000001323	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GPS SERVICE	\$31.47
	94,715	EFT000000001323	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GPS SERVICE	\$0.00 \$316.40
EMPLOYEE REIMBURSEMENT						
	94,772	EFT000000001324	01-5000-6110-40420	PROGRAM SUPPLIES	LIGHTS	\$13.85
	94,772	EFT000000001324	01-0000-0200-00325	HST RECEIVABLE100%	LIGHTS	\$1.80
	94,772	EFT000000001324	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LIGHTS	\$0.00 \$15.65
COMMISSIONAIRES						
	94,649	EFT000000001325	01-1000-4240-41505	PARKING ENFORCEMENT CONTRACT	PARKING ENFORCE 12/15-12/28	\$828.29

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	94,649	EFT000000001325	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PARKING ENFORCE 12/15-12/28	\$91.48	
	94,649	EFT000000001325	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PARKING ENFORCE 12/15-12/28	\$0.00	\$919.77
EASY WAY CLEANING PRODUCTS LIM							
	94,720	EFT000000001326	01-5100-4100-40210	JANITORIAL SUPPLIES	VPCC JANITORIAL SUPPLIES	\$1,154.98	
	94,720	EFT000000001326	01-0000-0200-00325	HST RECEIVABLE100%	VPCC JANITORIAL SUPPLIES	\$150.15	
	94,720	EFT000000001326	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC JANITORIAL SUPPLIES	\$0.00	\$1,305.13
	94,721	EFT000000001326	01-5000-6020-40210	JANITORIAL SUPPLIES	ARENA JANITORIAL SUPPLIES	\$165.66	
	94,721	EFT000000001326	01-0000-0200-00325	HST RECEIVABLE100%	ARENA JANITORIAL SUPPLIES	\$21.54	
	94,721	EFT000000001326	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ARENA JANITORIAL SUPPLIES	\$0.00	\$187.20
ENGLOBE CORP.							
	94,767	EFT000000001327	10-0000-3258-80000	MATERIALS	N TWN LN GEOTECH	\$1,365.06	
	94,767	EFT000000001327	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	N TWN LN GEOTECH	\$150.78	
	94,767	EFT000000001327	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	N TWN LN GEOTECH	\$0.00	\$1,515.84
ERTH HOLDINGS INC.							
	94,764	EFT000000001328	01-4000-4410-41530	EQUIP REPAIRS & MAINTENANCE	VEHICLE DETECT LOOP REPAIR	\$370.15	
	94,764	EFT000000001328	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VEHICLE DETECT LOOP REPAIR	\$40.89	
	94,764	EFT000000001328	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VEHICLE DETECT LOOP REPAIR	\$0.00	\$411.04
	94,765	EFT000000001328	01-4000-4410-41530	EQUIP REPAIRS & MAINTENANCE	CHARLES&MUTUAL TRAFFIC LIT	\$246.77	
	94,765	EFT000000001328	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CHARLES&MUTUAL TRAFFIC LIT	\$27.26	
	94,765	EFT000000001328	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CHARLES&MUTUAL TRAFFIC LIT	\$0.00	\$274.03
FASTENAL CANADA ***							
	94,686	EFT000000001329	01-4500-4000-41650	SMALL TOOLS & SAFETY EQUIP	DRILL BITS	\$11.51	
	94,686	EFT000000001329	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	DRILL BITS	\$1.27	
	94,686	EFT000000001329	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DRILL BITS	\$0.00	\$12.78
	94,735	EFT000000001329	01-4500-4150-80000	MATERIALS-WINTER CONTROL, PLOWING, SANDING,	PLOW BOLTS	\$18.29	
	94,735	EFT000000001329	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PLOW BOLTS	\$2.02	
	94,735	EFT000000001329	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PLOW BOLTS	\$0.00	\$20.31
	94,736	EFT000000001329	01-4500-4220-80000	MATERIALS-SIDEWALK REPAIRS	SIDEWALK REPAIR SUPPLIES	\$392.27	
	94,736	EFT000000001329	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SIDEWALK REPAIR SUPPLIES	\$43.33	
	94,736	EFT000000001329	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SIDEWALK REPAIR SUPPLIES	\$0.00	\$435.60
	94,740	EFT000000001329	01-4500-4160-80000	MATERIALS-SAFETY DEVICES, SIGNS, GUIDE RAIL	STOCK	\$14.27	
	94,740	EFT000000001329	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	STOCK	\$1.57	
	94,740	EFT000000001329	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	STOCK	\$0.00	\$15.84
COUNCILLOR REIMBURSEMENT							
	94,646	EFT000000001330	01-0100-4000-40610	MEETINGS & CONFERENCES	AMO EXP+MAY~DEC DATA	\$1,105.65	
	94,646	EFT000000001330	01-0100-4000-40610	MEETINGS & CONFERENCES	AMO EXP+MAY~DEC DATA	\$45.03	
	94,646	EFT000000001330	01-0100-4000-40610	MEETINGS & CONFERENCES	AMO EXP+MAY~DEC DATA	\$14.52	



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94,646	EFT000000001330	01-0100-4000-40610	MEETINGS & CONFERENCES	AMO EXP+MAY~DEC DATA	\$139.83	
94,646	EFT000000001330	01-0100-4000-40610	MEETINGS & CONFERENCES	AMO EXP+MAY~DEC DATA	\$41.30	
94,646	EFT000000001330	01-0100-4000-40220	TELEPHONE	AMO EXP+MAY~DEC DATA	\$252.15	
94,646	EFT000000001330	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	AMO EXP+MAY~DEC DATA	\$122.13	
94,646	EFT000000001330	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	AMO EXP+MAY~DEC DATA	\$4.97	
94,646	EFT000000001330	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	AMO EXP+MAY~DEC DATA	\$1.61	
94,646	EFT000000001330	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	AMO EXP+MAY~DEC DATA	\$15.44	
94,646	EFT000000001330	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	AMO EXP+MAY~DEC DATA	\$4.57	
94,646	EFT000000001330	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	AMO EXP+MAY~DEC DATA	\$27.85	
94,646	EFT000000001330	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	AMO EXP+MAY~DEC DATA	\$0.00	\$1,775.05
94,647	EFT000000001330	01-0100-4000-40610	MEETINGS & CONFERENCES	OSUM EXP	\$461.99	
94,647	EFT000000001330	01-0100-4000-40610	MEETINGS & CONFERENCES	OSUM EXP	\$122.11	
94,647	EFT000000001330	01-0100-4000-40610	MEETINGS & CONFERENCES	OSUM EXP	\$168.51	
94,647	EFT000000001330	01-0100-4000-40610	MEETINGS & CONFERENCES	OSUM EXP	\$34.19	
94,647	EFT000000001330	01-0100-4000-40610	MEETINGS & CONFERENCES	OSUM EXP	\$6.21	
94,647	EFT000000001330	01-0100-4000-40610	MEETINGS & CONFERENCES	OSUM EXP	\$9.33	
94,647	EFT000000001330	01-0100-4000-40610	MEETINGS & CONFERENCES	OSUM EXP	\$572.45	
94,647	EFT000000001330	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OSUM EXP	\$51.03	
94,647	EFT000000001330	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OSUM EXP	\$13.49	
94,647	EFT000000001330	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OSUM EXP	\$18.62	
94,647	EFT000000001330	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OSUM EXP	\$3.78	
94,647	EFT000000001330	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OSUM EXP	\$0.68	
94,647	EFT000000001330	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OSUM EXP	\$1.03	
94,647	EFT000000001330	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OSUM EXP	\$63.23	
94,647	EFT000000001330	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OSUM EXP	\$0.00	\$1,526.65
GRA - HAM ENERGY						
94,726	EFT000000001331	01-5000-6050-41470	VEHICLE FUEL	FUEL	\$72.87	
94,726	EFT000000001331	01-0000-0200-00325	HST RECEIVABLE100%	FUEL	\$9.47	
94,726	EFT000000001331	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUEL	\$0.00	\$82.34
94,747	EFT000000001331	01-4500-4230-41440	DIESEL FUEL CLR - LIC VEH	CLEAR DIESEL	\$1,329.51	
94,747	EFT000000001331	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CLEAR DIESEL	\$146.85	
94,747	EFT000000001331	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CLEAR DIESEL	\$0.00	\$1,476.36
94,748	EFT000000001331	01-4500-4230-41420	FUEL- GASOLINE	REGULAR GAS	\$142.62	
94,748	EFT000000001331	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REGULAR GAS	\$15.75	
94,748	EFT000000001331	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REGULAR GAS	\$0.00	\$158.37
94,749	EFT000000001331	01-4500-4230-41460	DIESEL FUEL CLRED - UNLIC VEH	COLORLED DIESEL	\$258.30	
94,749	EFT000000001331	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	COLORLED DIESEL	\$28.53	

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HURON TRACTOR LTD	94,749	EFT000000001331	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COLORED DIESEL	\$0.00 \$286.83
	94,729	EFT000000001332	01-5000-6050-41530	EQUIP REPAIRS & MAINT	RIDING MOWER ANNUAL MAINT.	\$3,418.15
	94,729	EFT000000001332	01-0000-0200-00325	HST RECEIVABLE100%	RIDING MOWER ANNUAL MAINT.	\$444.39
	94,729	EFT000000001332	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	RIDING MOWER ANNUAL MAINT.	\$0.00 \$3,862.54
INGERSOLL RENT-ALL ***						
	94,743	EFT000000001333	01-4500-4230-46407	940700 WATER PUMPS	AIR FILTER	\$26.14
	94,743	EFT000000001333	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	AIR FILTER	\$2.89
	94,743	EFT000000001333	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	AIR FILTER	\$0.00 \$29.03
	94,762	EFT000000001333	01-4500-4000-40270	NEW EQUIPMENT	CHAINSAW	\$1,219.55
	94,762	EFT000000001333	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CHAINSAW	\$134.71
	94,762	EFT000000001333	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CHAINSAW	\$0.00 \$1,354.26
EMPLOYEE REIMBURSEMENT						
	94,737	EFT000000001334	01-4500-4000-41020	MEALS	FOOD ALLOWANCE 1/12	\$13.50
	94,737	EFT000000001334	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FOOD ALLOWANCE 1/12	\$1.50
	94,737	EFT000000001334	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FOOD ALLOWANCE 1/12	\$0.00 \$15.00
	94,738	EFT000000001334	01-4500-4000-41020	MEALS	FOOD ALLOWANCE 1/19	\$13.50
	94,738	EFT000000001334	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FOOD ALLOWANCE 1/19	\$1.50
	94,738	EFT000000001334	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FOOD ALLOWANCE 1/19	\$0.00 \$15.00
LIFESAVING SOCIETY						
	94,785	EFT000000001335	01-5100-6060-41450	LEADERSHIP	LEADERSHIP AWARDS	\$410.15
	94,785	EFT000000001335	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LEADERSHIP AWARDS	\$0.00 \$410.15
	94,786	EFT000000001335	01-5100-6060-41450	LEADERSHIP	AQUATIC MANUAL	\$76.20
	94,786	EFT000000001335	01-0000-0200-00300	G.S.T. INPUT RECEIVABLE	AQUATIC MANUAL	\$3.81
	94,786	EFT000000001335	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	AQUATIC MANUAL	\$0.00 \$80.01
	94,787	EFT000000001335	01-5100-6060-41450	LEADERSHIP	EXAM FEES	\$58.70
	94,787	EFT000000001335	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	EXAM FEES	\$0.00 \$58.70
	94,788	EFT000000001335	01-5100-6060-40320	FIRST AID SAFETY SUPPLIES	BRONZE AWARDS	\$20.70
	94,788	EFT000000001335	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BRONZE AWARDS	\$0.00 \$20.70
LONDON FIRE EQUIPMENT LTD ***						
	94,724	EFT000000001336	01-5000-6040-41530	EQUIPMENT REPAIRS & MAINT	SENIOR CENTRE VALVE REPAIR	\$429.00
	94,724	EFT000000001336	01-0000-0200-00325	HST RECEIVABLE100%	SENIOR CENTRE VALVE REPAIR	\$55.77
	94,724	EFT000000001336	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SENIOR CENTRE VALVE REPAIR	\$0.00 \$484.77
AL McCULLOCH'S LOCK SERVICE						
	94,718	EFT000000001337	01-5100-4100-41700	BLDG REPAIRS AND MAINT	KEY CUTTING	\$48.00
	94,718	EFT000000001337	01-5000-6040-41700	BLDG REPAIRS & MAINT	KEY CUTTING	\$16.00
	94,718	EFT000000001337	01-0000-0200-00325	HST RECEIVABLE100%	KEY CUTTING	\$6.24

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<u>VENDOR/VOUCHI</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>	
	94,718	EFT000000001337	01-0000-0200-00325	HST RECEIVABLE100%	KEY CUTTING	\$2.08	
	94,718	EFT000000001337	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	KEY CUTTING	\$0.00	\$72.32
MILLCREEK PRINTING INC							
	94,779	EFT000000001338	01-5100-4000-40200	OFFICE SUPPLIES	AQUA MGER BUZ CARDS	\$30.52	
	94,779	EFT000000001338	01-0000-0200-00325	HST RECEIVABLE100%	AQUA MGER BUZ CARDS	\$3.97	
	94,779	EFT000000001338	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	AQUA MGER BUZ CARDS	\$0.00	\$34.49
M.V.H. METAL PRODUCTS INC.							
	94,742	EFT000000001339	01-4500-4130-80000	MATERIALS-HARDTOP MAINT, PATCHING & SPRAYIN	COLD PATCH	\$71.23	
	94,742	EFT000000001339	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	COLD PATCH	\$7.87	
	94,742	EFT000000001339	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COLD PATCH	\$0.00	\$79.10
NELLA CUTLERY (HAMILTON) INC							
	94,725	EFT000000001340	01-5000-6020-41530	EQUIPMENT REPAIRS & MAINTENANCE	BLADE SHARPENED	\$60.00	
	94,725	EFT000000001340	01-0000-0200-00325	HST RECEIVABLE100%	BLADE SHARPENED	\$7.80	
	94,725	EFT000000001340	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BLADE SHARPENED	\$0.00	\$67.80
NOVEXCO							
	94,653	EFT000000001341	01-1000-4000-40200	OFFICE SUPPLIES	OFFICE SUPPLIES	\$551.35	
	94,653	EFT000000001341	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OFFICE SUPPLIES	\$60.90	
	94,653	EFT000000001341	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OFFICE SUPPLIES	\$0.00	\$612.25
OLDE TYME TAXI							
	94,777	EFT000000001342	01-5200-6090-40500	SPECIAL EVENTS	FUSION TAXI 12/12	\$16.00	
	94,777	EFT000000001342	01-0000-0200-00325	HST RECEIVABLE100%	FUSION TAXI 12/12	\$2.08	
	94,777	EFT000000001342	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION TAXI 12/12	\$0.00	\$18.08
OXFORD COUNTY ***							
	94,655	EFT000000001343	01-3000-4000-40630	STAFF TRAINING	FIRE DEPT DEFIB TRAINING	\$684.00	
	94,655	EFT000000001343	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT DEFIB TRAINING	\$0.00	\$684.00
	94,691	EFT000000001343	01-4500-5000-41010	GRAPHICS & PRINTING	GARBAGE TAGS	\$3,880.00	
	94,691	EFT000000001343	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GARBAGE TAGS	\$0.00	\$3,880.00
PARKSMART INC.							
	94,650	EFT000000001344	01-1000-4240-41505	PARKING ENFORCEMENT CONTRACT	DEC PARKING SYS FEES	\$849.44	
	94,650	EFT000000001344	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	DEC PARKING SYS FEES	\$93.83	
	94,650	EFT000000001344	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DEC PARKING SYS FEES	\$0.00	\$943.27
EMPLOYEE REIMBURSEMENT							
	94,731	EFT000000001345	01-5100-6070-40420	PROGRAM SUPPLIES	WT ROOM CLEANING SUPPLIES	\$25.00	
	94,731	EFT000000001345	01-5100-6070-40420	PROGRAM SUPPLIES	WT ROOM CLEANING SUPPLIES	\$10.49	
	94,731	EFT000000001345	01-0000-0200-00325	HST RECEIVABLE100%	WT ROOM CLEANING SUPPLIES	\$3.25	
	94,731	EFT000000001345	01-0000-0200-00325	HST RECEIVABLE100%	WT ROOM CLEANING SUPPLIES	\$1.36	
	94,731	EFT000000001345	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WT ROOM CLEANING SUPPLIES	\$0.00	\$40.10

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PRACTICA LTD						
94,734	EFT000000001346	01-5000-6050-40210	JANITORIAL SUPPLIES	PICKUP BAGS	\$281.77	
94,734	EFT000000001346	01-0000-0200-00325	HST RECEIVABLE100%	PICKUP BAGS	\$36.63	
94,734	EFT000000001346	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PICKUP BAGS	\$0.00	\$318.40
PUROLATOR COURIER LTD						
94,658	EFT000000001347	01-1000-4000-40240	COURIER CHARGES	COURIER CHRGS	\$4.08	
94,658	EFT000000001347	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	COURIER CHRGS	\$0.45	
94,658	EFT000000001347	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COURIER CHRGS	\$0.00	\$4.53
REALTAX INC						
94,659	EFT000000001348	01-0000-0090-99910	TAXES - CLEARING	TAX SALES REG FEES	\$457.92	
94,659	EFT000000001348	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TAX SALES REG FEES	\$50.58	
94,659	EFT000000001348	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAX SALES REG FEES	\$0.00	\$508.50
94,660	EFT000000001348	01-0000-0090-99910	TAXES - CLEARING	TAX SALES REG FEES	\$457.92	
94,660	EFT000000001348	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TAX SALES REG FEES	\$50.58	
94,660	EFT000000001348	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAX SALES REG FEES	\$0.00	\$508.50
94,661	EFT000000001348	01-0000-0090-99910	TAXES - CLEARING	TAX SALES REG FEES	\$457.92	
94,661	EFT000000001348	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TAX SALES REG FEES	\$50.58	
94,661	EFT000000001348	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAX SALES REG FEES	\$0.00	\$508.50
94,662	EFT000000001348	01-0000-0090-99910	TAXES - CLEARING	TAX SALES REG FEES	\$457.92	
94,662	EFT000000001348	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TAX SALES REG FEES	\$50.58	
94,662	EFT000000001348	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAX SALES REG FEES	\$0.00	\$508.50
94,663	EFT000000001348	01-0000-0090-99910	TAXES - CLEARING	TAX SALES REG FEES	\$508.80	
94,663	EFT000000001348	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TAX SALES REG FEES	\$56.20	
94,663	EFT000000001348	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAX SALES REG FEES	\$0.00	\$565.00
94,664	EFT000000001348	01-0000-0090-99910	TAXES - CLEARING	TAX SALES REG FEES	\$508.80	
94,664	EFT000000001348	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TAX SALES REG FEES	\$56.20	
94,664	EFT000000001348	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAX SALES REG FEES	\$0.00	\$565.00
94,665	EFT000000001348	01-0000-0090-99910	TAXES - CLEARING	TAX SALES REG FEES	\$508.80	
94,665	EFT000000001348	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TAX SALES REG FEES	\$56.20	
94,665	EFT000000001348	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAX SALES REG FEES	\$0.00	\$565.00
94,666	EFT000000001348	01-0000-0090-99910	TAXES - CLEARING	TAX SALES REG FEES	\$508.80	
94,666	EFT000000001348	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TAX SALES REG FEES	\$56.20	
94,666	EFT000000001348	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAX SALES REG FEES	\$0.00	\$565.00
94,667	EFT000000001348	01-0000-0090-99910	TAXES - CLEARING	TAX SALES REG FEES	\$457.92	
94,667	EFT000000001348	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TAX SALES REG FEES	\$50.58	
94,667	EFT000000001348	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAX SALES REG FEES	\$0.00	\$508.50
94,668	EFT000000001348	01-0000-0090-99910	TAXES - CLEARING	TAX SALES REG FEES	\$457.92	

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94,668	EFT000000001348	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TAX SALES REG FEES	\$50.58	
94,668	EFT000000001348	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAX SALES REG FEES	\$0.00	\$508.50
94,669	EFT000000001348	01-0000-0090-99910	TAXES - CLEARING	TAX SALES REG FEES	\$457.92	
94,669	EFT000000001348	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TAX SALES REG FEES	\$50.58	
94,669	EFT000000001348	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAX SALES REG FEES	\$0.00	\$508.50
94,670	EFT000000001348	01-0000-0090-99910	TAXES - CLEARING	TAX SALES REG FEES	\$457.92	
94,670	EFT000000001348	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TAX SALES REG FEES	\$50.58	
94,670	EFT000000001348	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAX SALES REG FEES	\$0.00	\$508.50
94,671	EFT000000001348	01-0000-0090-99910	TAXES - CLEARING	TAX SALES REG FEES	\$457.92	
94,671	EFT000000001348	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TAX SALES REG FEES	\$50.58	
94,671	EFT000000001348	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAX SALES REG FEES	\$0.00	\$508.50
94,672	EFT000000001348	01-0000-0090-99910	TAXES - CLEARING	TAX SALES REG FEES	\$457.92	
94,672	EFT000000001348	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TAX SALES REG FEES	\$50.58	
94,672	EFT000000001348	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAX SALES REG FEES	\$0.00	\$508.50
94,673	EFT000000001348	01-0000-0090-99910	TAXES - CLEARING	TAX SALES REG FEES	\$508.80	
94,673	EFT000000001348	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TAX SALES REG FEES	\$56.20	
94,673	EFT000000001348	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAX SALES REG FEES	\$0.00	\$565.00
94,674	EFT000000001348	01-0000-0090-99910	TAXES - CLEARING	TAX SALES REG FEES	\$457.92	
94,674	EFT000000001348	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TAX SALES REG FEES	\$50.58	
94,674	EFT000000001348	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAX SALES REG FEES	\$0.00	\$508.50
94,675	EFT000000001348	01-0000-0090-99910	TAXES - CLEARING	TAX SALES REG FEES	\$508.80	
94,675	EFT000000001348	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TAX SALES REG FEES	\$56.20	
94,675	EFT000000001348	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAX SALES REG FEES	\$0.00	\$565.00
94,676	EFT000000001348	01-0000-0090-99910	TAXES - CLEARING	TAX SALES REG FEES	\$457.92	
94,676	EFT000000001348	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TAX SALES REG FEES	\$50.58	
94,676	EFT000000001348	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAX SALES REG FEES	\$0.00	\$508.50
94,677	EFT000000001348	01-0000-0090-99910	TAXES - CLEARING	TAX SALES REG FEES	\$508.80	
94,677	EFT000000001348	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TAX SALES REG FEES	\$56.20	
94,677	EFT000000001348	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAX SALES REG FEES	\$0.00	\$565.00
94,678	EFT000000001348	01-0000-0090-99910	TAXES - CLEARING	TAX SALES REG FEES	\$457.92	
94,678	EFT000000001348	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TAX SALES REG FEES	\$50.58	
94,678	EFT000000001348	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAX SALES REG FEES	\$0.00	\$508.50
94,679	EFT000000001348	01-0000-0090-99910	TAXES - CLEARING	TAX SALES REG FEES	\$457.92	
94,679	EFT000000001348	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TAX SALES REG FEES	\$50.58	
94,679	EFT000000001348	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAX SALES REG FEES	\$0.00	\$508.50
94,680	EFT000000001348	01-0000-0090-99910	TAXES - CLEARING	TAX SALES REG FEES	\$457.92	
94,680	EFT000000001348	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TAX SALES REG FEES	\$50.58	

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94,680	EFT000000001348	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAX SALES REG FEES	\$0.00	\$508.50
94,681	EFT000000001348	01-0000-0090-99910	TAXES - CLEARING	TAX SALES REG FEES	\$457.92	
94,681	EFT000000001348	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TAX SALES REG FEES	\$50.58	
94,681	EFT000000001348	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAX SALES REG FEES	\$0.00	\$508.50
94,682	EFT000000001348	01-0000-0090-99910	TAXES - CLEARING	TAX SALES REG FEES	\$508.80	
94,682	EFT000000001348	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TAX SALES REG FEES	\$56.20	
94,682	EFT000000001348	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAX SALES REG FEES	\$0.00	\$565.00
94,683	EFT000000001348	01-0000-0090-99910	TAXES - CLEARING	TAX SALES REG FEES	\$457.92	
94,683	EFT000000001348	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TAX SALES REG FEES	\$50.58	
94,683	EFT000000001348	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAX SALES REG FEES	\$0.00	\$508.50
94,684	EFT000000001348	01-0000-0090-99910	TAXES - CLEARING	TAX SALES REG FEES	\$508.80	
94,684	EFT000000001348	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TAX SALES REG FEES	\$56.20	
94,684	EFT000000001348	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAX SALES REG FEES	\$0.00	\$565.00
REGIS AUTO PARTS						
94,727	EFT000000001349	01-5000-6050-41510	VEHICLE REPAIRS & MAINT	BATTERY CONNECTOR	\$5.52	
94,727	EFT000000001349	01-0000-0200-00325	HST RECEIVABLE100%	BATTERY CONNECTOR	\$0.72	
94,727	EFT000000001349	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BATTERY CONNECTOR	\$0.00	\$6.24
94,728	EFT000000001349	01-5000-6050-41510	VEHICLE REPAIRS & MAINT	BATTERY DISCONNECT	\$19.33	
94,728	EFT000000001349	01-0000-0200-00325	HST RECEIVABLE100%	BATTERY DISCONNECT	\$2.51	
94,728	EFT000000001349	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BATTERY DISCONNECT	\$0.00	\$21.84
EMPLOYEE REIMBURSEMENT						
94,642	EFT000000001350	01-1000-4000-40630	STAFF TRAINING	MLP UNIT 2	\$45.49	
94,642	EFT000000001350	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MLP UNIT 2	\$5.02	
94,642	EFT000000001350	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MLP UNIT 2	\$0.00	\$50.51
RILEY MANUFACTURING						
94,722	EFT000000001351	01-5000-6020-41530	EQUIPMENT REPAIRS & MAINTENANCE	CLIPPER & BUMPER PADS	\$230.00	
94,722	EFT000000001351	01-0000-0200-00325	HST RECEIVABLE100%	CLIPPER & BUMPER PADS	\$29.90	
94,722	EFT000000001351	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CLIPPER & BUMPER PADS	\$0.00	\$259.90
ROCK SOLID DESIGNS						
94,711	EFT000000001352	01-0000-2000-00755	BUILDING PERMITS - DEPOSIT	DAMDP REFUND 2018-25	\$1,000.00	
94,711	EFT000000001352	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DAMDP REFUND 2018-25	\$0.00	\$1,000.00
SIMPLY LINEN INC.						
94,750	EFT000000001353	01-2000-4025-41540	RENTAL	TOWN HALL MAT RENTAL	\$41.72	
94,750	EFT000000001353	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TOWN HALL MAT RENTAL	\$4.62	
94,750	EFT000000001353	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOWN HALL MAT RENTAL	\$0.00	\$46.34
STAPLES ADVANTAGE						
94,654	EFT000000001354	01-1300-4000-40270	NEW EQUIPMENT	CALCULATOR PRINTER	\$205.14	

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	94,654	EFT000000001354	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CALCULATOR PRINTER	\$22.66	
	94,654	EFT000000001354	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CALCULATOR PRINTER	\$0.00	\$227.80
	94,763	EFT000000001354	01-0100-4000-41020	PROMOTION & MEALS	OFFICE SUPPLIES	\$21.32	
	94,763	EFT000000001354	01-1000-4000-40200	OFFICE SUPPLIES	OFFICE SUPPLIES	\$66.60	
	94,763	EFT000000001354	01-4000-4000-40200	OFFICE SUPPLIES	OFFICE SUPPLIES	\$48.80	
	94,763	EFT000000001354	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OFFICE SUPPLIES	\$2.35	
	94,763	EFT000000001354	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OFFICE SUPPLIES	\$7.36	
	94,763	EFT000000001354	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OFFICE SUPPLIES	\$5.40	
	94,763	EFT000000001354	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OFFICE SUPPLIES	\$0.00	\$151.83
STEWART OVERHEAD DOOR CO. LTD							
	94,746	EFT000000001355	01-4500-4100-41700	BLDG REPAIRS & MAINTENANCE	OVERHEAD DOOR REPAIR	\$553.57	
	94,746	EFT000000001355	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OVERHEAD DOOR REPAIR	\$61.15	
	94,746	EFT000000001355	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OVERHEAD DOOR REPAIR	\$0.00	\$614.72
STONETOWN SUPPLY SERVICES(ING)							
	94,698	EFT000000001356	01-4500-4100-40210	JANITORIAL SUPPLIES	PAPER TOWEL	\$25.98	
	94,698	EFT000000001356	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PAPER TOWEL	\$2.87	
	94,698	EFT000000001356	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PAPER TOWEL	\$0.00	\$28.85
ST. THOMAS ECONOMIC DEVELOPMEN							
	94,652	EFT000000001357	01-7000-4000-41300	TRADE SHOWS	FDI SHOW+TRADE MISSION	\$8,395.21	
	94,652	EFT000000001357	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FDI SHOW+TRADE MISSION	\$927.29	
	94,652	EFT000000001357	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FDI SHOW+TRADE MISSION	\$0.00	\$9,322.50
EMPLOYEE REIMBURSEMENT							
	94,733	EFT000000001358	01-5000-4000-40600	MEMBERSHIP FEES	ORFA MEMBERSHIP	\$160.00	
	94,733	EFT000000001358	01-0000-0200-00325	HST RECEIVABLE100%	ORFA MEMBERSHIP	\$20.80	
	94,733	EFT000000001358	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ORFA MEMBERSHIP	\$0.00	\$180.80
EMPLOYEE REIMBURSEMENT							
	94,739	EFT000000001359	01-4500-4000-41020	MEALS	FOOD ALLOWANCE 1/18 & 1/19	\$13.50	
	94,739	EFT000000001359	01-4500-4000-41020	MEALS	FOOD ALLOWANCE 1/18 & 1/19	\$13.19	
	94,739	EFT000000001359	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FOOD ALLOWANCE 1/18 & 1/19	\$1.50	
	94,739	EFT000000001359	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FOOD ALLOWANCE 1/18 & 1/19	\$1.46	
	94,739	EFT000000001359	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FOOD ALLOWANCE 1/18 & 1/19	\$0.00	\$29.65
PSB MEMBER REIMBURSEMENT							
	94,648	EFT000000001360	01-3230-4000-41520	COMMUNICATION	DEC INTERNET	\$50.87	
	94,648	EFT000000001360	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	DEC INTERNET	\$5.62	
	94,648	EFT000000001360	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DEC INTERNET	\$0.00	\$56.49
ROYAL BANK VISA							
	94,802	EFT000000001361	01-3400-4000-40270	NEW EQUIPMENT	VISA DEC 2019-BLDG DEPT	\$55.97	

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	94,802	EFT000000001361	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA DEC 2019-BLDG DEPT	\$6.18	
	94,802	EFT000000001361	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VISA DEC 2019-BLDG DEPT	\$0.00	\$62.15
ROYAL BANK VISA							
	94,812	EFT000000001362	01-0000-0090-99999	SUSPENSE - CLEARING	VISA DEC 2019-CAO	\$426.34	
	94,812	EFT000000001362	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VISA DEC 2019-CAO	\$0.00	\$426.34
ROYAL BANK VISA							
	94,809	EFT000000001363	01-4500-4220-80000	MATERIALS-SIDEWALK REPAIRS	VISA DEC 2019-PUBLIC WORKS	\$793.12	
	94,809	EFT000000001363	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA DEC 2019-PUBLIC WORKS	\$87.60	
	94,809	EFT000000001363	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VISA DEC 2019-PUBLIC WORKS	\$0.00	\$880.72
ROYAL BANK VISA							
	94,813	EFT000000001364	01-0000-0090-99999	SUSPENSE - CLEARING	VISA DEC 2019-CLERK	\$992.39	
	94,813	EFT000000001364	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VISA DEC 2019-CLERK	\$0.00	\$992.39
ROYAL BANK VISA							
	94,814	EFT0000000038986	01-7000-4000-41300	TRADE SHOWS	VISA DEC 2019-ECON DEVEL	\$5,853.01	
	94,814	EFT0000000038986	01-7000-4000-41020	PROMOTION & MEALS	VISA DEC 2019-ECON DEVEL	\$26.10	
	94,814	EFT0000000038986	01-7000-4000-41300	TRADE SHOWS	VISA DEC 2019-ECON DEVEL	\$310.68	
	94,814	EFT0000000038986	01-7000-4000-40270	NEW EQUIPMENT	VISA DEC 2019-ECON DEVEL	\$19.80	
	94,814	EFT0000000038986	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA DEC 2019-ECON DEVEL	\$2.47	
	94,814	EFT0000000038986	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA DEC 2019-ECON DEVEL	\$34.32	
	94,814	EFT0000000038986	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA DEC 2019-ECON DEVEL	\$2.19	
	94,814	EFT0000000038986	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VISA DEC 2019-ECON DEVEL	\$0.00	\$6,248.57
ROYAL BANK VISA							
	94,810	EFT000000001365	01-0000-0400-00280	PREPAID EXPENSES	VISA DEC 2019-PUBLIC WORKS	\$343.95	
	94,810	EFT000000001365	01-4500-4000-41650	SMALL TOOLS & SAFETY EQUIP	VISA DEC 2019-PUBLIC WORKS	\$345.96	
	94,810	EFT000000001365	01-4500-4152-80000	MATERIALS-WINTER, SNOW FENCE, CULVERT THAWI	VISA DEC 2019-PUBLIC WORKS	\$289.86	
	94,810	EFT000000001365	01-4500-4000-41650	SMALL TOOLS & SAFETY EQUIP	VISA DEC 2019-PUBLIC WORKS	\$211.06	
	94,810	EFT000000001365	01-4500-4000-41650	SMALL TOOLS & SAFETY EQUIP	VISA DEC 2019-PUBLIC WORKS	\$161.00	
	94,810	EFT000000001365	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA DEC 2019-PUBLIC WORKS	\$37.99	
	94,810	EFT000000001365	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA DEC 2019-PUBLIC WORKS	\$38.22	
	94,810	EFT000000001365	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA DEC 2019-PUBLIC WORKS	\$32.02	
	94,810	EFT000000001365	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA DEC 2019-PUBLIC WORKS	\$23.31	
	94,810	EFT000000001365	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA DEC 2019-PUBLIC WORKS	\$5.64	
	94,810	EFT000000001365	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VISA DEC 2019-PUBLIC WORKS	\$0.00	\$1,489.01
ROYAL BANK VISA							
	94,806	EFT000000001366	01-0000-0090-99910	TAXES - CLEARING	VISA DEC 2019-FUSION	\$32.76	
	94,806	EFT000000001366	01-5200-6090-40200	OFFICE SUPPLIES	VISA DEC 2019-FUSION	\$309.00	
	94,806	EFT000000001366	01-5200-6090-40200	OFFICE SUPPLIES	VISA DEC 2019-FUSION	\$67.98	



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94,806	EFT000000001366	01-5200-6090-40500	SPECIAL EVENTS	VISA DEC 2019-FUSION	\$25.50	
94,806	EFT000000001366	01-5200-6090-40500	SPECIAL EVENTS	VISA DEC 2019-FUSION	\$19.94	
94,806	EFT000000001366	01-5200-6090-40500	SPECIAL EVENTS	VISA DEC 2019-FUSION	\$5.00	
94,806	EFT000000001366	01-5200-6090-40270	NEW EQUIPMENT	VISA DEC 2019-FUSION	\$299.99	
94,806	EFT000000001366	01-5200-6090-40270	NEW EQUIPMENT	VISA DEC 2019-FUSION	\$349.99	
94,806	EFT000000001366	01-5200-6090-40500	SPECIAL EVENTS	VISA DEC 2019-FUSION	\$21.98	
94,806	EFT000000001366	01-5200-6090-40270	NEW EQUIPMENT	VISA DEC 2019-FUSION	\$172.69	
94,806	EFT000000001366	01-5200-6090-40420	PROGRAM SUPPLIES	VISA DEC 2019-FUSION	\$40.00	
94,806	EFT000000001366	01-5200-6090-40550	FUND RAISING	VISA DEC 2019-FUSION	\$9.00	
94,806	EFT000000001366	01-5200-6090-40500	SPECIAL EVENTS	VISA DEC 2019-FUSION	\$152.97	
94,806	EFT000000001366	01-5200-6090-40500	SPECIAL EVENTS	VISA DEC 2019-FUSION	\$36.00	
94,806	EFT000000001366	01-0000-0200-00325	HST RECEIVABLE100%	VISA DEC 2019-FUSION	\$40.17	
94,806	EFT000000001366	01-0000-0200-00325	HST RECEIVABLE100%	VISA DEC 2019-FUSION	\$3.32	
94,806	EFT000000001366	01-0000-0200-00325	HST RECEIVABLE100%	VISA DEC 2019-FUSION	\$2.59	
94,806	EFT000000001366	01-0000-0200-00325	HST RECEIVABLE100%	VISA DEC 2019-FUSION	\$0.65	
94,806	EFT000000001366	01-0000-0200-00325	HST RECEIVABLE100%	VISA DEC 2019-FUSION	\$39.00	
94,806	EFT000000001366	01-0000-0200-00325	HST RECEIVABLE100%	VISA DEC 2019-FUSION	\$45.50	
94,806	EFT000000001366	01-0000-0200-00325	HST RECEIVABLE100%	VISA DEC 2019-FUSION	\$22.45	
94,806	EFT000000001366	01-0000-0200-00325	HST RECEIVABLE100%	VISA DEC 2019-FUSION	\$1.17	
94,806	EFT000000001366	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VISA DEC 2019-FUSION	\$0.00	\$1,697.65
ROYAL BANK VISA						
94,807	EFT000000001367	01-4000-4000-40220	TELEPHONE	VISA DEC 2019-IT	\$14.55	
94,807	EFT000000001367	01-4000-4000-40220	TELEPHONE	VISA DEC 2019-IT	\$14.55	
94,807	EFT000000001367	01-1300-4000-40220	TELEPHONE EXPENSE	VISA DEC 2019-IT	\$19.52	
94,807	EFT000000001367	01-4500-4000-40220	TELEPHONE	VISA DEC 2019-IT	\$19.41	
94,807	EFT000000001367	01-5000-6020-40220	TELEPHONE	VISA DEC 2019-IT	\$19.05	
94,807	EFT000000001367	01-4000-4000-40220	TELEPHONE	VISA DEC 2019-IT	\$21.82	
94,807	EFT000000001367	01-1002-4000-40220	TELEPHONE	VISA DEC 2019-IT	\$19.39	
94,807	EFT000000001367	01-0100-4000-40220	TELEPHONE	VISA DEC 2019-IT	\$312.78	
94,807	EFT000000001367	01-5200-6090-40220	TELEPHONE	VISA DEC 2019-IT	\$19.21	
94,807	EFT000000001367	01-0900-4000-40220	TELEPHONE	VISA DEC 2019-IT	\$19.43	
94,807	EFT000000001367	01-4500-4000-41520	COMMUNICATION	VISA DEC 2019-IT	\$14.55	
94,807	EFT000000001367	01-4500-4000-41520	COMMUNICATION	VISA DEC 2019-IT	\$14.55	
94,807	EFT000000001367	01-5100-4100-40220	TELEPHONE	VISA DEC 2019-IT	\$19.20	
94,807	EFT000000001367	01-5100-4100-40220	TELEPHONE	VISA DEC 2019-IT	\$19.18	
94,807	EFT000000001367	01-5000-6050-40220	TELEPHONE	VISA DEC 2019-IT	\$50.05	
94,807	EFT000000001367	01-5000-6050-40220	TELEPHONE	VISA DEC 2019-IT	\$19.05	

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94,807	EFT000000001367	01-5000-4000-40220	TELEPHONE	VISA DEC 2019-IT	\$31.08	
94,807	EFT000000001367	01-4500-4150-80000	MATERIALS-WINTER CONTROL, PLOWING, SANDING,	VISA DEC 2019-IT	\$19.39	
94,807	EFT000000001367	01-4500-4000-40220	TELEPHONE	VISA DEC 2019-IT	\$20.18	
94,807	EFT000000001367	01-0100-4000-40220	TELEPHONE	VISA DEC 2019-IT	\$19.47	
94,807	EFT000000001367	01-1002-4000-40220	TELEPHONE	VISA DEC 2019-IT	\$50.60	
94,807	EFT000000001367	01-1000-4000-40220	TELEPHONE	VISA DEC 2019-IT	\$21.31	
94,807	EFT000000001367	01-3000-4000-40220	TELEPHONE	VISA DEC 2019-IT	\$19.39	
94,807	EFT000000001367	01-3000-4000-40220	TELEPHONE	VISA DEC 2019-IT	\$19.39	
94,807	EFT000000001367	01-4000-4000-40220	TELEPHONE	VISA DEC 2019-IT	\$19.48	
94,807	EFT000000001367	01-4000-4000-40220	TELEPHONE	VISA DEC 2019-IT	\$113.53	
94,807	EFT000000001367	01-7000-4000-40220	TELEPHONE	VISA DEC 2019-IT	\$325.39	
94,807	EFT000000001367	01-3400-4000-40310	FAX OPERATIONS	VISA DEC 2019-IT	\$19.40	
94,807	EFT000000001367	01-4000-4000-40220	TELEPHONE	VISA DEC 2019-IT	\$19.45	
94,807	EFT000000001367	01-5200-6090-40220	TELEPHONE	VISA DEC 2019-IT	\$19.05	
94,807	EFT000000001367	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA DEC 2019-IT	\$125.70	
94,807	EFT000000001367	01-0000-0200-00325	HST RECEIVABLE100%	VISA DEC 2019-IT	\$25.50	
94,807	EFT000000001367	01-1002-4000-40410	LICENCES, TAGS, ETC.	VISA DEC 2019-IT	\$1,034.28	
94,807	EFT000000001367	01-5100-4000-40250	PHOTOCOPIER	VISA DEC 2019-IT	\$61.41	
94,807	EFT000000001367	01-0000-0200-00325	HST RECEIVABLE100%	VISA DEC 2019-IT	\$7.98	
94,807	EFT000000001367	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VISA DEC 2019-IT	\$0.00	\$2,588.27
ROYAL BANK VISA						
94,805	EFT000000001368	01-3000-4000-40240	COURIER CHARGES	VISA DEC 2019-FIRE DEPT	\$15.19	
94,805	EFT000000001368	01-3000-4000-41610	FIRE FIGHTING EQUIPMENT	VISA DEC 2019-FIRE DEPT	\$116.99	
94,805	EFT000000001368	01-3000-4000-40240	COURIER CHARGES	VISA DEC 2019-FIRE DEPT	\$7.26	
94,805	EFT000000001368	01-1000-4000-40850	HEALTH & SAFETY COMMITTEE E	VISA DEC 2019-FIRE DEPT	\$243.21	
94,805	EFT000000001368	01-3000-4000-41020	PROMOTION & MEALS	VISA DEC 2019-FIRE DEPT	\$138.53	
94,805	EFT000000001368	01-3000-4000-40300	UTILITIES	VISA DEC 2019-FIRE DEPT	\$124.15	
94,805	EFT000000001368	01-3000-4000-41205	FIRE PREVENTION	VISA DEC 2019-FIRE DEPT	\$2,019.47	
94,805	EFT000000001368	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA DEC 2019-FIRE DEPT	\$1.85	
94,805	EFT000000001368	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA DEC 2019-FIRE DEPT	\$0.80	
94,805	EFT000000001368	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA DEC 2019-FIRE DEPT	\$26.86	
94,805	EFT000000001368	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA DEC 2019-FIRE DEPT	\$13.71	
94,805	EFT000000001368	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VISA DEC 2019-FIRE DEPT	\$0.00	\$2,708.02
ROYAL BANK VISA						
94,811	EFT000000001369	01-1000-4000-40220	TELEPHONE	VISA DEC 2019-TREASURY	\$764.43	
94,811	EFT000000001369	01-2000-4025-40220	TELEPHONE	VISA DEC 2019-TREASURY	\$141.54	
94,811	EFT000000001369	01-1001-4000-40220	TELEPHONE	VISA DEC 2019-TREASURY	\$82.20	

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94,811	EFT000000001369	01-1002-4000-40220	TELEPHONE	VISA DEC 2019-TREASURY	\$246.51	
94,811	EFT000000001369	01-3000-4000-40220	TELEPHONE	VISA DEC 2019-TREASURY	\$264.00	
94,811	EFT000000001369	01-4500-4100-40220	TELEPHONE	VISA DEC 2019-TREASURY	\$255.33	
94,811	EFT000000001369	01-5000-6020-40220	TELEPHONE	VISA DEC 2019-TREASURY	\$200.39	
94,811	EFT000000001369	01-5000-6020-40220	TELEPHONE	VISA DEC 2019-TREASURY	\$60.87	
94,811	EFT000000001369	01-5000-6050-40220	TELEPHONE	VISA DEC 2019-TREASURY	\$70.82	
94,811	EFT000000001369	01-5100-4000-40220	TELEPHONE	VISA DEC 2019-TREASURY	\$740.18	
94,811	EFT000000001369	01-5100-4000-40220	TELEPHONE	VISA DEC 2019-TREASURY	\$131.26	
94,811	EFT000000001369	01-5200-6090-40220	TELEPHONE	VISA DEC 2019-TREASURY	\$514.35	
94,811	EFT000000001369	01-6200-4000-40220	TELEPHONE	VISA DEC 2019-TREASURY	\$55.13	
94,811	EFT000000001369	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA DEC 2019-TREASURY	\$193.77	
94,811	EFT000000001369	01-0000-0200-00325	HST RECEIVABLE100%	VISA DEC 2019-TREASURY	\$230.55	
94,811	EFT000000001369	01-5100-4100-40220	TELEPHONE	VISA DEC 2019-TREASURY	\$164.99	
94,811	EFT000000001369	01-0000-0200-00325	HST RECEIVABLE100%	VISA DEC 2019-TREASURY	\$21.45	
94,811	EFT000000001369	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VISA DEC 2019-TREASURY	\$0.00	\$4,137.77
ROYAL BANK VISA						
94,808	EFT000000001370	01-5100-6090-40420	PROGRAM SUPPLIES	VISA DEC 2019-PARKS & REC	\$25.50	
94,808	EFT000000001370	01-5200-6090-41500	CONTRACTED SERVICES	VISA DEC 2019-PARKS & REC	\$13.99	
94,808	EFT000000001370	01-5000-4000-41000	ADVERTISING	VISA DEC 2019-PARKS & REC	\$30.00	
94,808	EFT000000001370	01-0100-4000-41020	PROMOTION & MEALS	VISA DEC 2019-PARKS & REC	\$104.78	
94,808	EFT000000001370	01-5000-6020-40430	CANTEEN SUPPLIES	VISA DEC 2019-PARKS & REC	\$35.45	
94,808	EFT000000001370	01-5200-6090-40420	PROGRAM SUPPLIES	VISA DEC 2019-PARKS & REC	\$8.45	
94,808	EFT000000001370	01-5100-4100-40430	CANTEEN SUPPLIES	VISA DEC 2019-PARKS & REC	\$68.95	
94,808	EFT000000001370	01-5000-6020-40630	STAFF TRAINING	VISA DEC 2019-PARKS & REC	\$175.00	
94,808	EFT000000001370	01-5100-6070-41500	CONTRACTED SERVICES	VISA DEC 2019-PARKS & REC	\$260.77	
94,808	EFT000000001370	01-5100-4000-40435	PRO SHOP SUPPLIES	VISA DEC 2019-PARKS & REC	\$41.00	
94,808	EFT000000001370	01-5000-4000-41000	ADVERTISING	VISA DEC 2019-PARKS & REC	\$2.78	
94,808	EFT000000001370	01-5100-6090-40420	PROGRAM SUPPLIES	VISA DEC 2019-PARKS & REC	\$27.94	
94,808	EFT000000001370	01-5000-6020-40630	STAFF TRAINING	VISA DEC 2019-PARKS & REC	\$175.00	
94,808	EFT000000001370	01-5000-6020-41550	MAINTENANCE CONTRACTS	VISA DEC 2019-PARKS & REC	\$2,375.00	
94,808	EFT000000001370	01-5100-4100-41550	MAINTENANCE CONTRACTS	VISA DEC 2019-PARKS & REC	\$384.93	
94,808	EFT000000001370	01-5100-4100-41700	BLDG REPAIRS AND MAINT	VISA DEC 2019-PARKS & REC	\$29.99	
94,808	EFT000000001370	01-0000-0400-00280	PREPAID EXPENSES	VISA DEC 2019-PARKS & REC	\$750.00	
94,808	EFT000000001370	01-5000-4000-41000	ADVERTISING	VISA DEC 2019-PARKS & REC	\$23.78	
94,808	EFT000000001370	01-5000-6020-41590	EQUIPMENT FUEL	VISA DEC 2019-PARKS & REC	\$141.62	
94,808	EFT000000001370	01-5100-4000-42900	MISCELLANEOUS EXPENSE	VISA DEC 2019-PARKS & REC	\$29.00	
94,808	EFT000000001370	01-0000-0200-00325	HST RECEIVABLE100%	VISA DEC 2019-PARKS & REC	\$3.32	

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94,808	EFT000000001370	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA DEC 2019-PARKS & REC	\$0.40	
94,808	EFT000000001370	01-0000-0200-00325	HST RECEIVABLE100%	VISA DEC 2019-PARKS & REC	\$1.49	
94,808	EFT000000001370	01-0000-0200-00325	HST RECEIVABLE100%	VISA DEC 2019-PARKS & REC	\$1.49	
94,808	EFT000000001370	01-0000-0200-00325	HST RECEIVABLE100%	VISA DEC 2019-PARKS & REC	\$1.95	
94,808	EFT000000001370	01-0000-0200-00325	HST RECEIVABLE100%	VISA DEC 2019-PARKS & REC	\$22.75	
94,808	EFT000000001370	01-0000-0200-00325	HST RECEIVABLE100%	VISA DEC 2019-PARKS & REC	\$33.90	
94,808	EFT000000001370	01-0000-0200-00300	G.S.T. INPUT RECEIVABLE	VISA DEC 2019-PARKS & REC	\$2.05	
94,808	EFT000000001370	01-0000-0200-00325	HST RECEIVABLE100%	VISA DEC 2019-PARKS & REC	\$3.63	
94,808	EFT000000001370	01-0000-0200-00325	HST RECEIVABLE100%	VISA DEC 2019-PARKS & REC	\$22.75	
94,808	EFT000000001370	01-0000-0200-00325	HST RECEIVABLE100%	VISA DEC 2019-PARKS & REC	\$308.75	
94,808	EFT000000001370	01-0000-0200-00325	HST RECEIVABLE100%	VISA DEC 2019-PARKS & REC	\$50.05	
94,808	EFT000000001370	01-0000-0200-00325	HST RECEIVABLE100%	VISA DEC 2019-PARKS & REC	\$3.90	
94,808	EFT000000001370	01-0000-0200-00325	HST RECEIVABLE100%	VISA DEC 2019-PARKS & REC	\$97.50	
94,808	EFT000000001370	01-0000-0200-00325	HST RECEIVABLE100%	VISA DEC 2019-PARKS & REC	\$18.41	
94,808	EFT000000001370	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VISA DEC 2019-PARKS & REC	\$0.00	\$5,276.27
UNION GAS						
94,799	EFT000000001371	01-5000-6020-40350	NATURAL GAS	NOV - DEC GAS	\$2,170.54	
94,799	EFT000000001371	01-3200-4100-40350	NATURAL GAS	NOV - DEC GAS	\$273.14	
94,799	EFT000000001371	01-3000-4000-40350	NATURAL GAS	NOV - DEC GAS	\$559.98	
94,799	EFT000000001371	01-5000-6050-40350	NATURAL GAS	NOV - DEC GAS	\$1,219.94	
94,799	EFT000000001371	01-4500-4100-40350	NATURAL GAS	NOV - DEC GAS	\$904.97	
94,799	EFT000000001371	01-5000-6040-40350	NATURAL GAS	NOV - DEC GAS	\$400.42	
94,799	EFT000000001371	01-5000-6040-40350	NATURAL GAS	NOV - DEC GAS	\$66.46	
94,799	EFT000000001371	01-5100-4100-40350	NATURAL GAS	NOV - DEC GAS	\$3,804.17	
94,799	EFT000000001371	01-5200-4100-40350	NATURAL GAS	NOV - DEC GAS	\$992.26	
94,799	EFT000000001371	01-6200-4100-40350	NATURAL GAS	NOV - DEC GAS	\$155.11	
94,799	EFT000000001371	01-6200-4100-40350	NATURAL GAS	NOV - DEC GAS	\$114.57	
94,799	EFT000000001371	01-2000-4025-40350	NATURAL GAS	NOV - DEC GAS	\$1,508.34	
94,799	EFT000000001371	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	NOV - DEC GAS	\$328.41	
94,799	EFT000000001371	01-0000-0200-00325	HST RECEIVABLE100%	NOV - DEC GAS	\$1,195.58	
94,799	EFT000000001371	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	NOV - DEC GAS	\$0.00	\$13,693.89
DISTRIBUTION TOTALS:					\$983,531.65	\$983,531.65



**Department:** Administration – Economic Development

**Report Number:** A-008-20

**Council Meeting Date:** March 9, 2020

**Title:** Economic Development Monthly Report

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### **EDCO Conference**

Staff attended the 2019 Economic Developers Council of Ontario (EDCO) Annual Conference. These conferences provide a great deal of professional and organizational development opportunities and also provide great networking opportunities to learn best practices from others in the profession as well as vendors and consultants that provide products and services to economic developers. Staff attended sessions that will assist to improve productivity, competitiveness and enhance skills to better assist in the economic development of the Town.

### **Oxford Connections**

Oxford Connections received \$50,000 of funding from Oxford County Council to promote the County and area Municipalities in Economic Development efforts in 2020. The County also funds South Central Ontario Region (SCOR) Economic Development Corporation, Woodstock & Area Small Business Enterprise and the Tillsonburg Regional Airport. This year, County Council passed a resolution for all of these groups to meet quarterly to discuss common and complementary goals, initiatives, opportunities for collaboration and activities. County Council also requested that Oxford Connections report quarterly to Council on these discussions and activities. The City of Woodstock handles the expenses for Oxford Connections and will be reimbursed for funding its activities with any residual amount being paid out to Ingersoll, Tillsonburg, and Woodstock prorated based on their respective SOMA membership fees to assist in offsetting those costs. Funding for Oxford Connections is subject to the quarterly meetings and reports with the other organizations funded by Oxford County. Staff will be attending these meetings.

In the past, Oxford Connections requested the funding and its activities were funded without conditions.

## **Southwestern Ontario Marketing Alliance (SOMA)**

SOMA Directors met with London Economic Development Corporation (LEDC) to discuss a potential joint regional funding application for an agri-food/agri-tech sector initiative. Several partners are involved including Western University, Fanshawe College, and the Western Fair District. The application would be in the range of \$10 Million over 5 years from FedDev Ontario to fund a commercial production facility that would help companies scale up. The board will be writing a letter of support for the application.

North Middlesex has decided to not renew their SOMA membership for 2020. Current members of SOMA are Ingersoll, Perth County, Stratford, St. Thomas, Tillsonburg, and Woodstock.

## **APMA NAFTA 2.0**

Staff attended an information session where Flavio Volpe of the Automotive Parts Manufacturers Association spoke about the new North American Free Trade Agreement. Mr. Volpe indicated that there should be little or no impact to current original equipment manufacturers (OEMs) and parts suppliers. Mr. Volpe did however indicate that due to new North American content requirements he expects to see approximately \$6.5-8 Billion of investment into Ontario in the auto sector over the next 3-8 years. Currently under NAFTA rules automakers are required to use 62.5% of North American made parts in their cars to be imported duty free. Due to a number of factors, Mr. Volpe anticipates this is in practice only 50% currently. New NAFTA rules will require an increase to 75% and the loopholes will be closed so it will actually be 75%. Due to this, a large number of suppliers will need to move operations to North America, so Mr. Volpe anticipates a large amount of foreign direct investment as a result.

## **LED Sign in Dewan Park**

Staff continue to work with Banner Promotions for the LED sign for Dewan Park. A location has been chosen and Banner Promotions has begun production of the sign. Staff will update Council as the project proceeds.

## **Business Expansions**

Staff and Ministry of Economic Development, Job Creation and Trade (MEDJCT) staff held meetings with two companies that are currently expanding or have immediate expansion plans. MEDJCT currently offers funding through the South Western Ontario Development Fund and are assisting one company with an application to this program to assist with their expansion plans. Staff and MEDJCT staff also met with one company that is seeking financing and investment in their company.

## **Inter Community Transit**

Staff continue to work with Middlesex County and the Town of Tillsonburg on their inter-community transit projects to ensure that Ingersoll is a destination on their routes.

Tillsonburg has finalized their routes and will begin on April 1. Staff will be attending a regional meeting in Stratford to discuss various inter-community transit projects, linkages etc. and will ensure that Ingersoll becomes/remains a destination on their routes.

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



**Department:** BUILDING

**Report Number:** B-003-20

**Council Meeting Date:** March 9, 2020

**Title:** January Building/By-law/Facilities Report

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### Objective

To provide council with information and statics from the building, by-law and facilities department for the month of January 2020

### Background

Our building permit numbers continue to be strong, in total 15 permits were issued in January 2020 compared to 16 issued January 2019. 5 Single detached dwellings and 2 semi-detached dwellings issued January 2020 compared to 9 single detached dwellings and 1 multi-unit dwelling.

One build without permit was found, no new by-law complaints have been received.

### Analysis

January 2020 Permits – 15 building permits for construction valued at \$4,184,412.00 were issued for the month of January 2020.

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

- a. Total permits fees collected **\$137,236.55**  
**Total Single & Multi unit's permits over year to date (2020);**
  - 5 Single Family Dwelling permits
  - 0 Multi-Unit permits - 0 Units
  - 2 Semi-detached - 4 Units
- b. Total January Sewer and Water Permits – 0



**Financial Implications**

None

**Recommendation**

**THAT** report B-003-20 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-007-20

**Council Meeting Date:** March 9, 2020

**Title:** Clerk's Department Monthly Report

### **Closed Session Reporting**

Council went into closed session on February 10, 2019 at 5:00 pm Section 239 (3.1) educational or training sessions – Update from Tetrattech and Arcadis on EA process, and commenting period.

Council received information.

Council went into closed session on February 10, 2019 at 8:33 pm under Section 239 (2) (f) Advice that is subject to solicitor-client Privilege, including communications necessary for that purpose and under Section 239 (3.1) educational or training sessions.

Staff received direction for the first item and Council received information for the second item.

### **Museum**

**SUMMARY:** January and February might normally be quiet months, but the Museum tends to be neither normal, nor quiet. There have been several research requests, including one from Scotland. There are many new group tour bookings for the year. Staff have installed the new exhibition on the pipe band. Work on the Museum School collection has shifted to Town Hall.

**Buildings & Grounds:** The tender for the roof work on the Blacksmith Shop and the Museum School has been posted.

**Group Tours & Programming:**

There was a small group tour of the museum last week and there are new bus tours booked for later in the year, including the return of Moostash Joe from Nebraska. Board members from the Ingersoll Creative Arts Centre have met with me to discuss how they can become more involved in group tours. They will be participating in the American group tour, as will some downtown merchants and restaurants.

The Curator has given the presentation on Black History to the Oxford County branch of the Ontario Genealogical Society on January 13<sup>th</sup>, and since then staff have been blessed with the opportunity to learn more about local Black families. Greg Johnson has graciously allowed the Curator to scan dozens of family photographs for the museum. The Curator used some of them for a Grade 5 presentation I did last week at St. Jude School.

The Curator is also giving similar talks on Black History to the residents of Canterbury Place Condos, the residents of Woodingford Lodge in Tillsonburg this week, and at the Ingersoll Seniors Centre on February 28.

The Curator was the guest speaker at the Oxford Historical Society AGM on January 29, presenting on the history of cheese making in the county.

Members of the Thamesford 4-H Club are coming for an evening program in the Museum School on Monday February 24<sup>th</sup> and a group of Japanese nutrition students from Brescia University will be coming in March.

Short-Trips, the tour operator from Toronto, will be coming again, during the Dairy Capital Cheese Festival.

The Ingersoll Public Library is planning a Local History Fair during the week of April 18 to 25, with a focus on the last Saturday. There will be various groups setting up exhibits in the library. Staff have been asked to have displays about the cheese museum and the school museum. Jennifer will coordinate our displays. Some volunteers have agreed to staff our history booth that day. The Curator will be giving an evening presentation on Tuesday April 21<sup>st</sup> about the topic of the Lost Architecture of Ingersoll.

The museum was open for Family Day, featuring members of the Ingersoll Pipe Band offering to teach piping and drumming for visitors.

### **Exhibitions:**

“A Piper’s Salute” opened on February 1<sup>st</sup> and continue until June 1st.

A small component of the travelling exhibit about WW1 underground carvings by Canadian troops produced by the Canadigm Group will be opening here on March 7<sup>th</sup>, with the Executive Director giving a talk about their multi-year project.

The Curator met with staff from the other museums in Oxford County to discuss ideas for a joint exhibition.

**Doors Open:** Work is continuing in preparation for Doors Open Ingersoll on Saturday June 27<sup>th</sup>.

**Collections:** Anne Miller and collections volunteer Len Dineen are now working one day a week with the School collection stored at Town Hall. Additional paper records have been uncovered so Anne will be uploading that new content onto Past Perfect.

This will be a monumental task because there are over 100 boxes of school records for public schools in Oxford County, not to mention thousands of 35mm slides, hundreds of books, loose photographs, framed photographs and documents, vertical files, and objects of all shape and size. The majority of these items have not been photographed, catalogued, or assigned a permanent location.

### **Miscellaneous:**

Staff are now working on the Summer Canada Jobs grant application to hire one other student.

Staff were contacted by a professional genealogist in Scotland who has been hired to compile biographies of all the airmen buried in the Barmby Moor Cemetery in Yorkshire England. This is significant to us because that is where John Burton "Bud" Gayfer is buried. Gayfer was the first man in Ingersoll to enlist when war was declared in 1939; he was also the first to pay the ultimate sacrifice when he was killed in a plane crash in January of 1942. Each year students of the nearby school place flowers and wreaths on each grave in the cemetery. The priest of the church has asked that this genealogist do more research on each man so she reached out to us for more details about young Bud's life in Ingersoll.

George Emery is working on a new project, compiling information on civic events in Oxford County from the 1870s through to the 1920s. He has offered to send us various articles and items of interest to the museum which he may come across in his research.

### 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
  - Full Time Facility Maintenance – VPCC
  - 2020 Summer Student Recruitment
  
- The following have started in January
  - Contract Records Coordinator

#### **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
- Ongoing development and updates of current policies including Social Media policy

### **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.
- Finalized Job Descriptions for the Pay Equity project working through analysis with consultant
- Assist with employee relations concerns as needed

### **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 Paula Toft, Deputy Clerk at the Town Hall Office or through [paula.toft@ingersoll.ca](mailto:paula.toft@ingersoll.ca)

## Attachments

### Clerks Department Monthly Stats - January 2020

	Current Month	Prior Yr. Month	%	Year- to- Date	Prior- Year- to-date	%
<b>MARRIAGE LICENCES</b>						
In Town Marriage Licences	7	3	<b>233%</b>	7	3	<b>233%</b>
Out-of-Town Marriage Licences	3	1	<b>300%</b>	3	1	<b>300%</b>
<b>CIVIL WEDDINGS</b>						
Ceremonies Held	2	1	<b>200%</b>	2	1	<b>200%</b>
Ceremonies Booked	3	1	<b>300%</b>	3	1	<b>300%</b>
<b>Burial Permits</b>						
In Town Burial Permits	4	5	<b>80%</b>	4	5	<b>80%</b>
Out-of-Town Burial Permits	5	1	<b>500%</b>	5	1	<b>500%</b>
Commissioners of Oaths	15	15	<b>100%</b>	15	15	<b>100%</b>
Paratransit Tickets	571	575	<b>99%</b>	571	575	<b>99%</b>
<b>Parking Passes</b>						
Day Parking Passes			<b>0%</b>			<b>0%</b>
Evening Parking Passes			<b>0%</b>			<b>0%</b>
24-Hour Parking Passes	18	1	<b>1800%</b>	18	1	<b>1800%</b>
<b>Plaques Ordered</b>						
Commemorative Plaques	0	0	<b>0%</b>	0	0	<b>0%</b>
Certificates Ordered	0	0	<b>0%</b>	0	0	<b>0%</b>
Freedom of Information Requests	1	0	<b>0%</b>	1	0	<b>0%</b>
Transient Traders Licenses	0	0	<b>0%</b>	0	0	<b>0%</b>
Lottery Licenses	1	0	<b>0%</b>	1	0	<b>0%</b>
Lunch Wagon Permits	0	0	<b>0%</b>	0	0	<b>0%</b>

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



**Department:** Community Services

**Report Number:** CS-004-20

**Council Meeting Date:** March 9<sup>th</sup> 2020

**Title:** February 2020 Monthly Report

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### Facility Operations Highlights

- New full time maintenance staff at Fusion
- Offer pending to replace the full time position at VPCC
- Annual ESA inspections were completed in all facilities. The arena & VPCC had minimal deficiencies, repairs were made right away. Still working on completing Seniors & Fusion
- Implementing a Work Order system for all facilities to have projects completed on a timely basis

### Arena

- No update on glycol issues. We will need to wait until the ice is out to investigate further
- 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
- Purchased a spare pool pump motor to have on hand. Our pump motor is an older model, if it were to fail without a spare we would have to close the pool until it was replaced. Now that we have a spare motor and pump on hand, if either unit fails our down time will be minimal
- Working on quotes for lobby upgrades
- Installed door alarms on exit doors. Public were using these doors on a regular basis instead of the main exits. It was just a matter of time before someone was injured leaving the building this way so we had the alarms installed to stop people from leaving through these doors

- Installed a mirror on the pool deck so lifeguards have a better visual range over the whirlpool area
- Exterior sign had multiple bulbs burnt out. Upon investigation it was noted that the sign contained T12 bulbs and ballasts that we can no longer get. LED bulbs have been ordered and will be installed when they come in

## **Fusion**

- Working on getting the tender out for roof replacement

## **Seniors Centre**

- We had multiple issues on our annual external fire inspection. Those repairs will be made on Feb 18th
- Working on getting quotes for all capital projects (lighting, flooring, handicap access)
- We've had a few new leaks pop up on the roof. These are being repaired for this year; however the roof is in need of a full replacement in 2021
- We've had multiple issues with the boiler (water lines leaking, boiler wouldn't fire) and heat throughout the building. We've had two failed thermostats, one heater that wouldn't fire and one that wouldn't turn off. All repairs have been made. This equipment has all reached or is beyond its life expectancy and will need to be replaced in the future

## **Parks Department Highlights**

- 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
- All Light Displays were brought back to the shop to be stored and are checked for any repairs that need to be done
- Wreaths were taken down and staff brought them back to shop to store
- Extension cords were brought in, wrapped up and put away
- Decorations from Santa's Village were brought back to the shop by staff
- Big tree from Heritage was taken down with the help of EARTH and staff brought it back to the shop, staff did some repairs to it when they brought it back
- Working on Memorial tree planting policy
- Staff did some clean up at Dog park and put signs up
- Staff have been plowing snow and salting around shop and in Centennial park on roadway
- Posting for summer students closed on Feb. 5 and we will interview students towards end of February
- Darryl will be attending the OPA Parks Forum on Feb. 27
- 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



- Tender for Riding mower replacement was awarded to Huron Tractor.
- Working on tender for replacement of 2007 Chevy Flatbed

### **Programming Highlights**

- New full time fitness/general programmer has started.
- Cycling classes doing well with numbers. Many of the classes are full with 10 bikes used.
- Managing Jump Start requests for the department.
- Personal training appointments 29 and 7 building tours by fitness staff.
- Session 1 2020 starting February 3rd New programs include Explore and Go for pre schoolers, Parent and Me Yoga, Kid zone now childminding and time change to 4:15 to 8pm to cover off extra fitness classes. Co ed ball is open for registration and shuffle board as well.
- RBC will be sponsoring the Family Day open swim from 1-3pm. Thanks to manager Mathew Freelen for this support.
- Pre-teen orientations for 12-13 yr. olds are now going to be a registered program and we are going to run them 2 x's month on Saturday mornings
- Preparing to send out the letter to the Community Foundation to request summer staff funding
- March Break camp flyer is ready and we are working on side 2.
- We have a co-op student from Fanshawe College going to be with us full time from March 9 to April 27th. She will be helping with day camp, kids programming, etc.
- We have been asked to become an ACT-i-Pass partner. Information is attached.
- Attached is the end of season Santa's Village report from Andrea Roulston Santa's Village Coordinator
- Summer staff and March Break camp applications have begun
- Have submitted facility use permit applications for summer to use school space.
- Safe Cycling Family Day June 7 (Sunday) this year. We had a meeting Feb 4<sup>th</sup>
- Summer Experience Program grant applications for staff out now and due by February 27, 2020.
- Gym renovation grant was audited and I submitted the one piece of information the auditor required and it is now closed.

### **Aquatic Highlights**

- Session 1 is one week underway. Added extra classes where possible and with staff available to accommodate the waitlists. As of today still 18 people we are unable to add classes to accommodate.
- There are 415 people registered in our swimming lessons and private lessons.
- We have 2 people registered in the Assistant Apprentice program and 2 so far in the Swim Instructor Apprenticeship with phone calls for interest from more.

- One of our staff returned early from school and has picked up numerous shifts for other staff and added classes to accommodate waitlist. A huge help at this time due to a very busy session.
- We have four volunteers assisting with swimming lessons, all those that recently completed their Assistant and/or Swim Instructor apprenticeship with us in the Fall and Winter.
- A co-op student from Lord Dorchester will be joining us Feb. 18 for this semester and helping in the Aquatics Department.
- Aqua Zumba demo class Monday Feb. 10 brought 45 people out! I have heard plenty of interest on Facebook and expect the remaining classes to be well attended. Due to this I will be looking to add an evening class to the schedule next session and I have already added two classes in the evenings over March Break.
- We are also starting small and adding an Aqua Yoga in the whirlpool on Thursday evenings. Due to the small space the numbers are capped at 6. If the program runs regularly and warrants we will be looking to have the class run in the larger pool in the next session.
- We will be losing a number of staff to post-secondary education and will need to cultivate and tap our Apprenticeship program to ensure we have staff ready to take their place.
- March Break – lots of Open Swims planned, full water fitness schedule running with two evening Zumba classes on the lit.
- Applying for Canada Summer Jobs Grant in conjunction with other Community Service departments for summer student positions.

### **Fusion Highlights**

- The month of January had the highest amount of new memberships & renewals for any January month since 2012. There was a total of 43 purchased memberships. 15 renewals & 28 new memberships
- Of the 43, 25 Male members – 18 female members
- On January 6<sup>th</sup> three Fanshawe placement students started co-op placements at Fusion. The students are doing extremely well and are providing us with opportunity to keep program areas open longer and more frequently.
- January was a very busy month for programs. We saw a significant increase of high school youth come back to Fusion, renewed their memberships and participated in programs. The majority of youth those youth were male youth and participate in the sports & recreation programs.
- For the past 6 weeks – we have been submitting short promo videos to IDCI. They are playing during the Friday morning video announcements, which has helped us reach out to high school students.
- “Fusion Games” launched on January 17th. Fusion Games is a “Survivor” based game that was created by two 12 year old youth. Youth participate in a number of different challenges. Fusion Games runs on Friday’s and is hosted, filmed and edited by youth. The first episode was finally fully edited and was released on Fusion’s You Tube channel.
- The production team that is creating the Distracted Driving PSA has met on a weekly basis. The team has completed a full story board, and has established a concept for the video. Filming production will begin in February.

- The second half of the PS4 NHL20 has begun. League games take place on Thursday evenings and the standings are getting pretty tight.
- The Art Program saw a significant increase in youth visits, which had over 230 youth visits. Youth have been working a number of different projects in the art focuses on wellbeing and loving yourself.
- School Visits at Laurie Hawkins, Royal Roads and Harrisfield started up again during the week of January 8th.
- On January 27th the Guy's Group program went bowling at Ingersoll Lanes – At total of 12 male youth's attended.
- Fusion staff just confirmed that on March 7<sup>th</sup> Fusion will be hosting its first ever 2vs2 high school basketball tournament. Since there has been a significant increase in male youth playing basketball it was decided that a basketball tournament would be planned. A total of 16 youth have already signed up to play in the tournament.
- January was a very busy month for facility rentals. The kitchen was rented out 5 times which brought in \$673.00 in revenue
- On January 11<sup>th</sup> the gym was rented for a family Christmas party - \$318.59 of revenue
- On January 18<sup>th</sup> – Hosted a “Kids In the Kitchen Birthday party - \$170.00 of revenue
- On January 27<sup>th</sup> - I met with Breann Van Moerkerke. Breann is a Speech –Language Pathologist and is with Oxford Speech Plus. Breann is interested in running a three week speech therapy summer camp at Fusion. This camp potentially will run in August and would not interfere with the Community Services Senior Day camp that runs out of Fusion. A quote for the space has been given to Oxford Speech Plus.

Prepared by: Kyle Stefanovic, Director of Community Services  
 Approved by: William Tigert, CAO

## **Report on the 2019 Santa's Village**

Attendance and Survey Analysis

Visitor Comments, Feedback, and Suggestions

Written by

*Andrea Roulston*

Coordinator, 2019 Santa's Village  
Town of Ingersoll

## **2019 Attendance Numbers**

<b>Week</b>	<b>Date</b>	<b>Children</b>	<b>Adults</b>	<b>Total</b>	<b>Percentage</b>
Week 1	Fri Nov 22	282	271	553	
	Sat Nov 23	82	106	188	
				741	27.6%
Week 2	Fri Nov 29	60	65	125	
	Sat Nov 30	104	122	226	
				351	13.1%
Week 3	Fri Dec 6	109	118	227	
	Sat Dec 7	187	184	371	
				598	22.3%
Week 4	Fri Dec 13	135	143	278	
	Sat Dec 14	107	133	240	
				518	19.3%
Week 5	Fri Dec 20	77	98	175	
	Sat Dec 21	145	156	301	
				476	17.7%
Total		1288	1396	2684*	

\*Attendance in 2019 was up 4.7% from 2018.

## Relevant Observations of 2019 Attendance Numbers:

- a) More than one-quarter of visitors came during the first weekend.
- b) Despite such an overwhelming number of Opening Night visitors, the number of children visiting on Friday vs. Saturday was almost even – 51.5% on Fridays vs. 48.5% on Saturdays.
- c) Although Santa’s Village is an event designed for children, more adults attended than children (52.0% vs. 48.0% respectively). Only two nights (out of ten) did children slightly outnumber adults.

**Recommendation** – During the 2018 report on Santa’s Village, the coordinator mentioned that Santa’s Village should consider opening some weekday afternoons to attract bus tours from local senior centres and retirement homes. The coordinator would suggest that this idea be revisited with some modifications.

The coordinator was approached during the 2019 Santa’s Village about having a tour from a Woodstock retirement home. However, due to various reasons, the home’s event coordinator wanted the tour to be held on a Wednesday evening. She explained that she could have an early dinner arranged for the seniors who wanted to attend Santa’s Village, so that they could come to the Village and then drive through the park to see the Festival of Lights. They could then drive throughout Woodstock to see Christmas lights display before returning home.

However, arrangements could not be made with so little notice and the idea was put aside. But with some advance planning, local senior groups could be invited to attend on a particular evening. Volunteers and entertainment would need to be arranged, along with a Santa Claus and a photographer. To ensure the safety of elderly visitors, additional lighting outside the barn would be required as well as volunteers to assist visitors from the bus/van into the barn.

If coordination can be made with the Ingersoll Cheese and Agricultural Museum, it would be ideal if museum volunteers and/or staff could board each bus/van as it leaves Santa’s Village to tour the Festival of Lights to give some local history. Museum curator, Scott Gillies, has done such tours in the past, and has indicated that he would be willing to do so again.

- d) As is 2018, the additional fifth weekend was well attended in 2019, at almost 18% of the total number of visitors. It is highly recommended that the event continue to be five weeks in length.
- e) Out of the ten evenings of the event, only one or two nights had any significant visitor numbers after 8 pm. The other eight evenings were sparsely attended after that time (perhaps 5-6 people).

**Recommendation** -- Serious consideration should be given to ending each evening at 8 pm to save money (wages, electricity, etc.).

- f) The highest numbers of children attending Santa’s Village in 2019 were for ages 8, 5 and 7 (11.5%, 10.1% and 9.9% respectively).

In 2019, the number of children attending aged 9 and older was 30%, up from 24% in 2018.

**Age of Children – Based on 606 Raffle Ballots (47% of the visiting children)**

<b>Age of Child</b>	<b>Number</b>	<b>Percentage</b>
<1 year	3	0.5
1 year	14	2.3
2 years	38	6.3
3 years	48	7.9
4 years	57	9.4
5 years	61	<b>10.1</b>
6 years	52	8.6
7 years	60	<b>9.9</b>
8 years	70	<b>11.5</b>
9 years	57	9.4
10 years	55	9.1
11 years	31	5.1
12 years	33	5.4
13 years	8	1.3
>13 years	4	0.7
Unknown	15	2.5
	606	100.0

**Recommendation** – Although the attendance of older children increased during 2019, the coordinator would still recommend developing another market for Santa’s Village for older children, tweens, and younger teenagers, possibly with the Fusion Youth Centre.

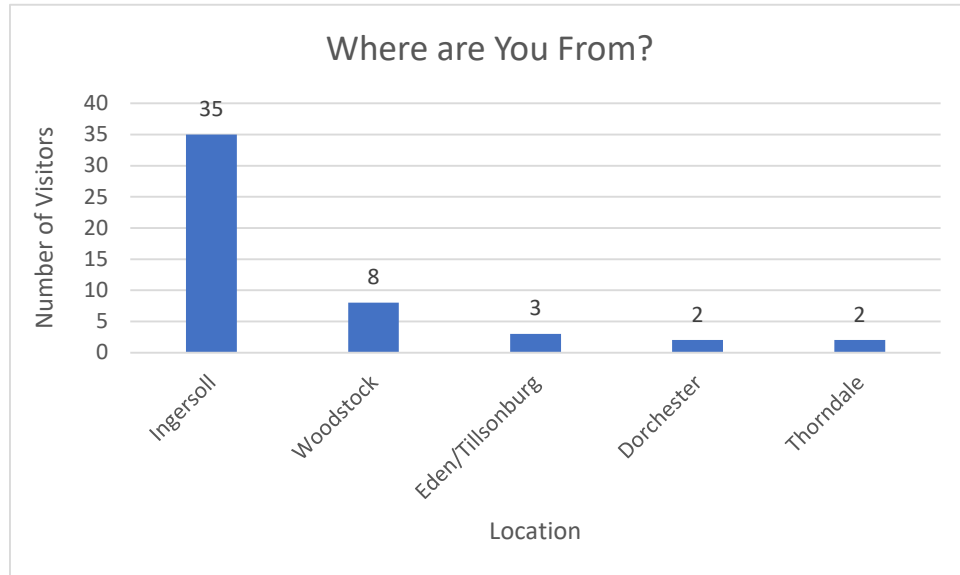
- g) The children’s raffle ballots show that 52% of the visiting children live in Ingersoll and 48% live outside of town limits. This is very close to the same numbers last year.

## Survey Analysis

Number of Surveys Completed – 61 (4.39% of adult visitors)

### Question 1 – Where are you from?

61 Answers

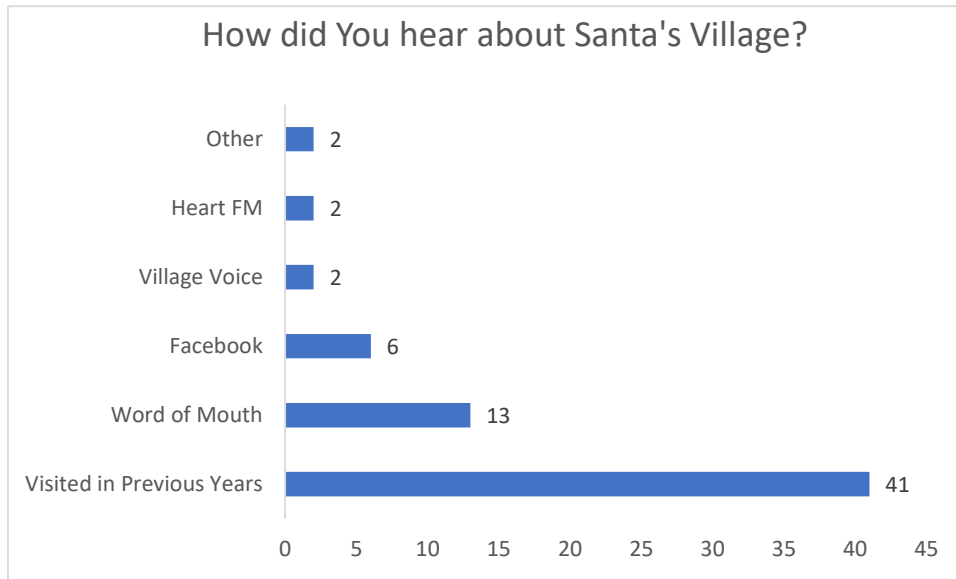


\*Locations with 1 response include: Kitchener, London, Vienna (Ontario), the Philippines, Oshawa, Mossley, Cambridge, Hamilton, Mount Elgin, Sweaburg, and Springfield.

As with the children's raffle ballots, the locations listed in the chart above will help influence the decisions of where to direct advertising dollars for the most efficient and economical results.



**Question 2 – How did you hear about Santa’s Village? (check all that apply)**  
66 Answers



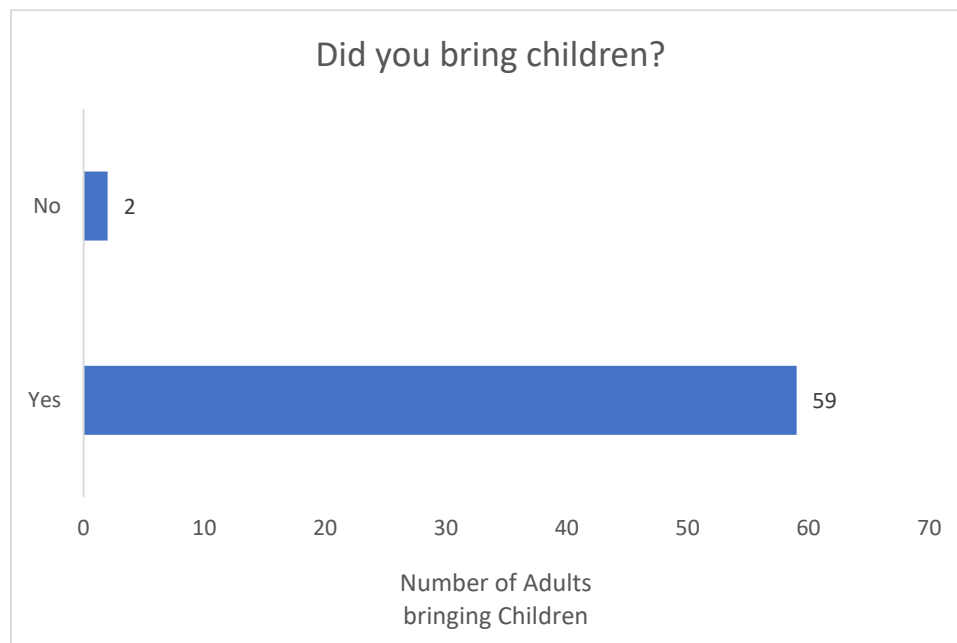
\*"Other" includes: Live down the street; and Used to Live in Ingersoll.

The information gathered from last year’s children’s ballots helped in the marketing and advertising decision making. For the first time, advertising for Santa’s Village was done on Facebook, with a perimeter of 30 kms surrounding Ingersoll.

As well, the decision was made to continue the event’s partnership with Heart FM. Their yearly sponsorship includes a discounted advertng package that reaches a significant audience throughout the local area. This is important because, as mentioned earlier, almost half of the visitors come from outside of Ingersoll.

### Question 3 – Did you bring children?

61 Answers

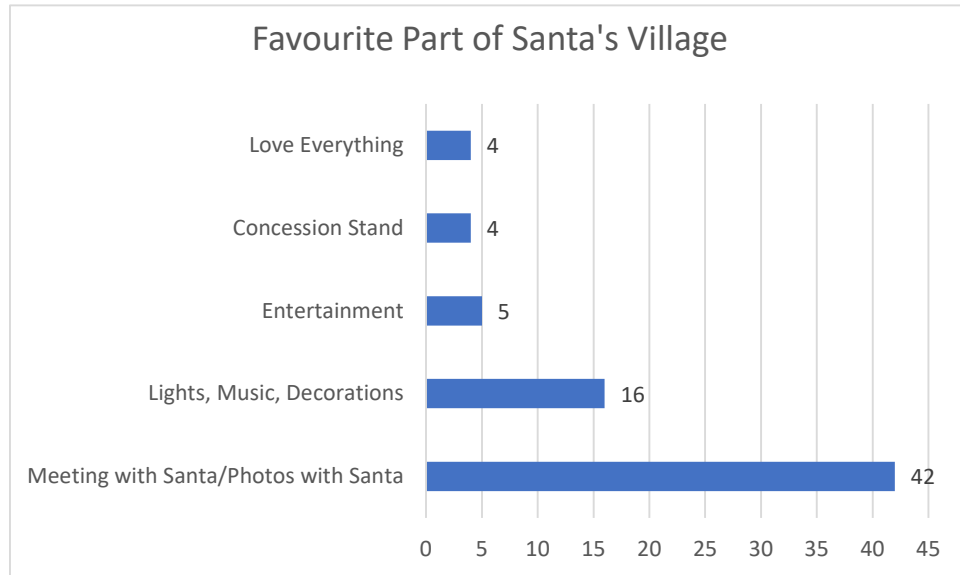


\*The 59 visitors who attended with children brought a total of 127 children.

This question is a paradox to the attendance numbers. While most adults visit Santa's Village with children, the overall number of adults who visited outnumbered the total number of children.

**Recommendation** – This question demonstrates that Santa's Village should continue to be advertised as a family event. While adults may come to Santa's Village to see the decorations or have their photo taken with Santa, children should remain the primary focus.

#### Question 4 – What is your favourite part of Santa’s Village?



\*Specific entertainment mentioned in the survey comments included the puppet show and the ventriloquist.

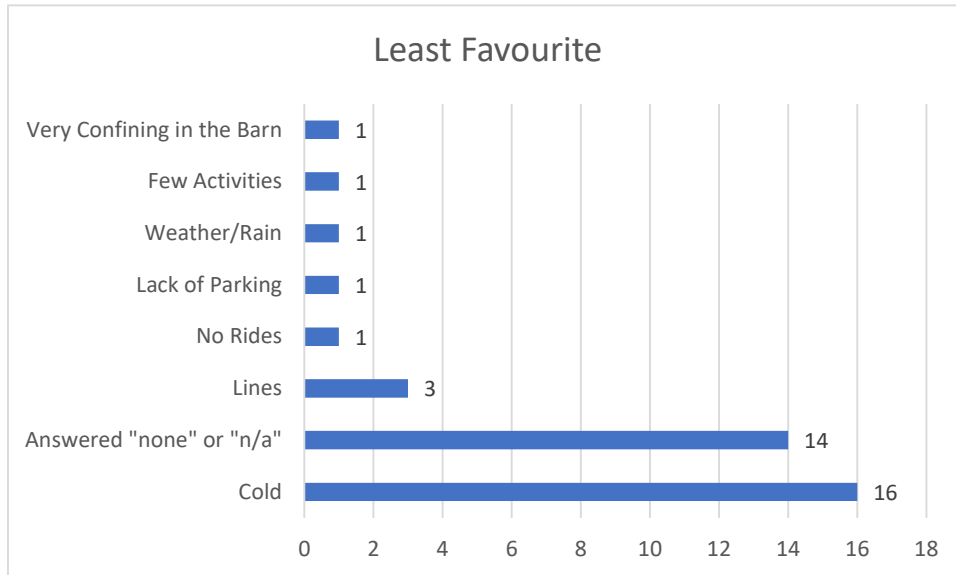
\*\*Other Responses include: the booklet (that was handed out to the children), volunteers, the atmosphere, and that it’s a family-friendly, community event.

- a) As was recommended last year, a Santa Claus should be booked by the end of September to ensure that the event is not left without a Santa. Fewer men are playing Santa Claus and those who do, are booked weeks (if not months) in advance.
- b) The concession stand proved to be even more popular than in 2018. During its first year, many visitors stated that they wished they had brought money with them in order to make a purchase. The Coordinator believes that visitors have begun to expect the concession stand to be on site so that they can purchase hot drinks (coffee, hot chocolate, and apple cider), candy, and cookies.

Along with a small marketplace which allowed visitors to take home a “souvenir” of the event, the concession stand had more than \$1100 in net sales. Combined with public donations, \$1400 was divided between Ingersoll and District Inter-church and The Salvation Army Food Bank.

The concession stand also allows small local businesses to participate in the event with an in-kind sponsorship. Many small businesses cannot sponsor an event with hundreds of dollars; however, they can sponsor Santa’s Village with a donation of hot chocolate, marshmallows, coffee, cookies, hot beverage cups, etc. While they may seem small, these in-kind donations allow the coordinator to stretch the budget further.

**Question 5 – What is your least favourite part of Santa’s Village?**



- a) Not surprisingly, the cold temperatures in the barn were mentioned most often. This complaint was heard several times each evening, in addition to being mentioned on our surveys.

**Recommendation** – Town Council should consider making a one-time investment in portable propane heaters can be used during Santa’s Village. If necessary, the heaters can be used by other departments when not in use at Santa’s Village.

- b) Similar to the 2018 Santa’s Village, additional face painters and balloon twisters were hired to prevent long lines (the number hired depended on the expected number of visitors). They were also located in the centre of the barn so that children waiting in line to see Santa Claus were occupied while they waited.

Other entertainment, such as story time, the puppet show, and the ventriloquist, were located in the museum schoolhouse. This not only allowed parents and children to stay warm during the longer shows, it meant that visitors who only wanted to see Santa

**Question 6 – Comments/Feedback/Suggestions (with notes by Coordinator)**

a) Add heaters to the barn (3)

b) More activities for adults

Note: As mentioned earlier, more adults attend Santa's Village than children. In future, the coordinator might consider more activities geared toward adults.

c) Free Crafts for the children

Note: This was done in previous years. Previous volunteers and Community Services staff explained that craft supplies were set out on a table for the children to make something with no staff supervision or instruction. However, this resulted in a great deal of wasted supplies and mess as many parents did not provide close supervision.

To prevent a waste of money and additional resources required for clean-up, ornament craft kits could be purchased for a nominal amount and taken home.

d) Improve parking situation

Note: Unsure of how this can be done. There must be consultations between the Coordinator, the Parks department, and the museum curator.

e) Want the horse-drawn wagon rides back

Note: This was also a comment on several surveys last year. However, this remains a safety concern for both humans and horses because the narrow roadway that makes it difficult for vehicles to pass the horses and wagon. In order to bring back the horse-drawn wagon rides, changes will need to be made to the route.

f) Free hot chocolate

Note: Giving away free hot chocolate to almost every visitor would not be economically feasible for Santa's Village. Even if only 50% of visitors want a free drink, you would be giving away more than 1300 drinks. This would be expensive in terms of supplies, including hot chocolate, cream (to cool it down for children), marshmallows, and hot beverage cups and lids. This would be in addition to the staff required to prepare the hot water, mix the hot chocolate and hand the drinks out to visitors.

Instead, Santa's Village used the sale of hot chocolate, coffee, and apple cider to raise money for local charities. Prices were kept very reasonable (\$1.00 each) so that all visitors could afford a treat.

Additional Comments:

“Thank you to everyone who puts this on year after year.”

“Everything was well done.”

“Great! We come back every year.”

“It’s great! Love it!”

“We love this Santa better than Woodstock.”

“We make it a tradition to bring our granddaughters every year. Love it. Great job!”

“Like the new set-up. ...well done.”

“Great family activity. Much enjoyed.”

“Great layout. Friendly workers. No changes.”



**Department:** Fire Services

**Report Number:** F-003-20

**Council Meeting Date:** March 9, 2020

**Title:** Fire Services Month End Report

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### **Objective**

Month end report for Council's information.

### **Background**

This will be the January 2020 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:

- 5 – Residential
- 3 – Industrial
- 1 – Institutional
- 5 – Carbon Monoxide
- 1 – 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 and search and rescue.

## **TRAFFIC ACTIVITY**

Traffic Infractions for the month are as follows:

267 – Tickets Issued totaling \$6340.00

147 – Late Fee totaling \$735.00

198 – Fully paid totaling \$5074.00

## **FIRE PREVENTION INSPECTIONS**

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

2– Institutional

2 - Residential

3 – Commercial

## **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:

2 – Traffic Control - Bylaw # 06-4327

2 – Regulating and Restricting Dogs - Bylaw # 01-3989

1 – Open Air Burning – Bylaw # 13-4726

There was 5 Bylaw investigations this month that were resolved.



**Financial Implications**

None

**Recommendation**

**THAT** Report Number F-003-20 be received by Council as information.

**Attachments**

None

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



**Department:** ENGINEERING AND OPERATIONS  
**Report Number:** OP-003-20  
**Council Meeting Date:** March 9, 2020  
**Title:** Operations and Engineering Report

## ENGINEERING

Engineering staff is working to design and prepare drawings for the Town of Ingersoll Capital projects approved for 2020 construction. Staff is also working to develop tender documents and specifications for those projects. The projects identified are as under:

- Reconstruction of William Street from Thames Street to Mutual Street
- Reconstruction of George Street from William Street to Cathcart Street
- Reconstruction of George Street from Carnegie Street to Catherine Street
- Reconstruction of Alma Street from Thames Street to George Street
- Reconstruction of Ann Street from Thames Street (S) to Oxford Street

In addition, projects commenced in 2019 will continue towards completion:

- Reconstruction of Bell Street (County Project) will continue in 2020
- Reconstruction of Victoria Street and culvert will continue in 2020

Engineering staff is currently developing engineering drawings and specifications for the projects in consultation with Oxford County where the project involves replacement or relocation of water/sanitary infrastructure.

I attended a meeting of the Elgin-Middlesex-Oxford Purchasing Cooperative in St. Thomas. This Cooperative provides for sharing of procurement resources for common municipal commodities and services with the objective of getting a better pricing or services through bulk purchasing.

## **PUBLIC WORKS**

<b>Snow Events for 2020</b>	<b>January</b>	<b>February</b>
Roads	13	9
Sidewalks	8	10
Snow Loading	1	1

- Annual tree trim removal tender prepared after the trees for 2020 trimming and removal season were identified and marked
- Preventative equipment maintenance - ongoing
- Core benches repaired and are being refinished in between snow events
- Extensive preventative maintenance to the street sweeper ongoing
- Pothole repairs ongoing as temperatures fluctuate and will continue to spring
- Asphalt spreader disassembled, repaired and reassembled
- Leaf machines and boxes were disassembled and repaired for the upcoming 2020 leaf season

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Prepared by: Public Works and Engineering Staff  
Prepared by: Ramesh Ummat  
Approved by: William Tigert, CAO



**DEPARTMENT:** Treasury Department

**REPORT NO:** T-005-20

**COUNCIL MEETING DATE:** March 9th, 2020

**TITLE:** Treasury Department Monthly Report

### **Department Activities and Information for the month of January 2020:**

#### **Treasury**

1. The 2020 operating budget was presented before Council at a special Council meeting held on January 23<sup>rd</sup>. The operating budget was set for approval in February 2020.
2. Continue with 2019 year end close and the preparation of the 2019 consolidated financial statements. In the process of finalizing year end reporting for various government funding agencies.
3. Assisted various departments with the preparation and review of tender documents for the capital projects scheduled for completion in 2020.
4. Participated in a working meeting with the Tax Ratio Advisory Committee to assist the Committee in their review of current tax policy and to bring local prospective on setting tax policy in 2020.

#### **Information Technology**

1. Deployed new auto-updated policy for all machines to require no user interactions.
2. In the process of implementing new automated phone system.

## Monthly Statistics

### Finance and Property Tax Statistics:

40	2020 Property Tax Title Changes YTD
1	Properties registered for tax sale (2 plus years in arrears)
10	Payment Agreements
\$0.00	Taxes on Supplemental / Omitted Assessments YTD
\$879,900	Property Taxes Outstanding as at January 31, 2020
\$4,038	Revenue – Treasurer Certificates, Title Changes, Other
\$36,240	Interest Earned
\$11,883	Interest on Overdue Taxes

### Information Technology Monthly Statistics:

#### Helpdesk Statistics

Standard Operation Procedure / Request Tickets – 75  
Maintenance Tickets – 7  
Incident Tickets – 4

#### Public Wi-Fi

Arena – 1464 Connections  
VPCC – 812 Connections  
Fusion – 668 Connections

#### Customer Calls

Total # of Incoming Calls – 587  
Total # of Outgoing Calls – 433

#### Website Stats

Visitors – 6532  
Page Views – 22973

#### Most Viewed Pages

Community Services – 4676 views  
Employment - 1771 views  
Calendar Events - 968 views

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



**Corporation of the Town of Ingersoll  
Special Council Meeting Minutes  
Town Centre, Council Chambers  
Thursday, February 6, 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  
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 Councillor Lesser; Seconded by Councillor Van Kooten Bossence**

**C20-02-25 THAT** Council approve the 2020 Final Operating Budget with a property tax levy of \$14,902,400, an increase of 2.6% or \$377,889.

**THAT** Council approve the required transfers to and from reserves and reserve funds as outlined in the Town of Ingersoll 2020 Operating Budget.

**THAT** a by-law to establish the appropriate tax rates to effect the 2020 Budget approval will be brought forward for Council consideration in April 2020.

**CARRIED**

**Upcoming Council Meetings**

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

**Closed Session**

**Adjournment**

**Moved by Councillor Eus; Seconded by Councillor Lesser**

**C20-02-26 THAT** the Council for the Town of Ingersoll adjourns the February 6, 2020 Special Meeting of Council at 6:22 p.m.

**CARRIED**

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

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



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

**Council Members Present:**

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

**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  
Ramesh Ummat, Town Engineer and Director of Operations

**Staff Member Regrets:**

Shannon Vanderydt, Chief Building Official

**Media Present:**

Rogers TV

**Call to Order**

Mayor Comiskey is in the chair and opens this meeting of Council at 5:00 p.m.

**Disclosures of Pecuniary Interest**

Deputy Mayor Freeman declares a pecuniary interest planning Report no: 2020-32 the general nature of the pecuniary interest being "I am the realtor working on behalf of the property owner/ applicant."

**Closed Session**

**Moved by Councillor Bowman; seconded by Councillor Eus**

**C20-02-027 THAT** Council do now go into a Closed Meeting at 5:00p.m. pursuant to Section 239 (2) of the *Municipal Act, 2001*, as amended to discuss the following matters:

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



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

**C20-02-028 THAT** Council do now rise out of the Closed Session meeting at 6:00 p.m

### 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

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

**C20-02-029 THAT** the items contained in the February 10, 2020 Consent Agenda be adopted.

**CARRIED**

### Resolution – Committee of the Whole

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

**C20-02-030 THAT** Council do now go into Committee of the Whole.

Council in Committee of the Whole, Councillor Bowman in the Chair.

**CARRIED**

### Council Minutes

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

**C20-02-031 THAT** the minutes from the January 13, 2020 Regular Meeting of Council be adopted as presented.

**CARRIED**

**Moved by Councillor Eus; seconded by Councillor Bowman**

**C20-02-032 THAT** the minutes from the January 23, 2020 Special Meeting of Council be adopted as presented.

**CARRIED**

### Special Staff Reports

1) Carnival in Downtown Ingersoll – A-005-20

**Moved by Deputy Mayor Freeman; seconded by Mayor Comiskey**

**C20-02-033 THAT** The Council for the Corporation of the Town of Ingersoll receives report numbered A-005-20 as information:

**AND FURTHER THAT** Council supports the BIA's Downtown Carnival to take place from July 16 to July 19<sup>th</sup>, 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 14<sup>th</sup> until 7am Monday July 20<sup>th</sup>, 2020.

**CARRIED**

**2) GM Soccer Fields and Suzuki House Lands – A006-20**

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

**C20-02-034 THAT** Staff report A-006-20 be received by the Council of the Corporation of the Town of Ingersoll as information;

**CARRIED**

**3) 164 Clark Road Mutual Release – A-007-20**

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

**C20-02-035 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.

**CARRIED**

**4) Councillor appointment to Development coordinating committee – C-005-20**

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

**C20-02-036 THAT** the Council of the Corporation of the Town of Ingersoll receive staff report C-005-20 as information;

**AND THAT** Council appoints Deputy Mayor Freeman to the Development Coordinating Committee.

**CARRIED**

**5) OPAL Request for funding – C-006-20**

**Moved by Councillor Eus; seconded by Councillor Bowman**

**C20-02-037 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

**CARRIED**

6) Ingersoll Off Leash Dog Park – CS-003-20

**Moved by Deputy Mayor Freeman; seconded by Mayor Comiskey**

**C20-02-038 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

**CARRIED**

7) Fees By-Law – T-003-20

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

**C20-02-039 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.

**CARRIED**

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

**C20-02-40 THAT** the Committee do now rise out of Committee of the Whole.

**CARRIED**

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

**C20-02-41 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**

### **Committee of Adjustment – Public Meeting**

Deputy Mayor Freeman declaring a pecuniary interest on Committee of adjustment Planners Report No: 2020-32, left the meeting prior to the public meeting.

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

**C20-02-42 THAT** the Council of the Town of Ingersoll adjourns the February 10, 2020 Regular Meeting of Council at 7:05 p.m. to go into a Committee of Adjustment meeting to consider the following Minor Variance application:

- A-01-20, Don Henderson, Martha Street

**CARRIED**

**Moved by Councillor Eus; seconded by Councillor Bowman**

**C20-02-43 THAT** the public meeting for application A-01-20 be hereby closed

**CARRIED**

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

**C20-02-44 THAT** February 10, 2020 Regular Council meeting come back into order.

**CARRIED**

Deputy Mayor Freeman returned to the meeting.

### Delegations and Presentations

1) Alex Piggott, Transit coordinator for Town of Tillsonburg re: Inter Community Transit Project.

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

**C20-02-45 THAT** the Council for the Town of Ingersoll receives The presentation from Alex Piggott, Transit Coordinator for the Town of Tillsonburg – Inter-Community Transit project as information.

**CARRIED**

2) Dick Huntley & Scott Gillies – Sports Hall of Fame

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

**C20-02-46 THAT** the presentation regarding the Sports Hall of Fame be received by the Council of the Town of Ingersoll as information

**CARRIED**

### Correspondence and Resolution

Letter from Peter Pickfield of Garrod Pickfield Lawyers to the JMCC re; Southwestern Landfill EA Process

**Moved by Councillor Eus; seconded by Councillor Bowman**

**C20-02-047 THAT** the Council of the Corporation of The Town of **Ingersoll** receives the Correspondence from Peter Pickfield dated January 13<sup>th</sup> 2020, to the Joint Municipal Coordinating Committee on the Walker Environmental Group Environmental Assessment process as information.

**And further that** the Council of the Town of Ingersoll request that Walker Environmental Group host a public information meeting with the proposed release of the draft EA, so as to provide information and answer questions on the process, timing and the public consultation opportunity.

**And further that** the Town of Ingersoll asks its partners in the JMCC, namely the Township of Zorra, the Township of South West Oxford and the County of Oxford to make supporting requests for a public meeting hosted by Walker for the benefit of the community.

**CARRIED**

### Consideration By-Laws

**Moved by Councillor Bowman; seconded by Councillor Eus**

**C20-02-048 THAT** the mover have leave to introduce and go into Committee of the Whole on the following 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

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

**CARRIED**

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

**C20-02-049 THAT** the Committee do now rise out of Committee of the Whole.

**CARRIED**

**Moved by Deputy Mayor Freeman; seconded by Mayor Comiskey**

**C20-02-050 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**

### Upcoming Council Meetings

**Regular Meeting of Council**  
Monday, March 9, 2020, 6:00 p.m.  
Town Centre, Council Chambers

**Closed Session**

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

**C20-02-051 THAT** Council do now go into a Closed Meeting at 8:27p.m. pursuant to Section 239 (2) of the *Municipal Act, 2001*, as amended to discuss the following matters:

- 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

**CARRIED**

**Moved by Councillor Eus; seconded by Councillor Bowman**

**C20-02-052 THAT** the minutes from the closed session meeting on January 13, 2020 be adopted as presented

**CARRIED**

**Moved by Councillor Bowman; seconded by Councillor Eus**

**C20-02-053 THAT** Council do now rise out of the Closed Session meeting at 8:52 p.m.

**Adjournment**

**Moved by Deputy Mayor Freeman; seconded by Mayor Comiskey**

**C20-02-054 THAT** the Council for the Corporation of the Town of Ingersoll adjourns the February 10, 2020 Regular Meeting of Council at 8:53 p.m.

**CARRIED**

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Edward (Ted) Comiskey, Mayor

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Michael Graves, Clerk



**Department:** Clerk's Department

**Report Number:** C-012-20

**Council Meeting Date:** March 9, 2020

**Title:** Code of Conduct

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### Objective

To present Council with an updated Code of Conduct.

### Background

In every term of Council, the Code of Conduct is reviewed and updated to reflect current legislative requirements and best practices.

### Analysis

Staff have reviewed the Code of Conduct in conjunction with Integrity Commissioner Gregory Stewart. Staff are presenting the attached draft Code of Conduct for Council consideration

### Interdepartmental Implications

None

### Financial Implications

None

### Recommendation

**THAT** staff report C-012-20 be received by the Council for the Town of Ingersoll as information.

**AND THAT** Council brings forward the Code of Conduct update as a by-law for consideration.

## Attachments

- 1) Draft 2020 Council Code of Conduct.

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

Approved by: William Tigert, Chief Administrative Officer





**Corporation of the Town of Ingersoll  
By-Law 20-50??**

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**Being A By-Law to Establish A Code of Conduct for Members of Council, Local Boards and Advisory Committees**

**WHEREAS** Section 223.2(1) of the Municipal Act, 2001, C. 25, as amended, directs municipalities to establish codes of conduct for members of the council of the municipality and of local boards of the municipality; and,

**AND WHEREAS** Section 223.4(5) of the Municipal Act, 2001, C. 25, as amended, authorizes penalties if the Integrity Commissioner reports to the municipality that, in his or her opinion, the member has contravened the code;

**AND WHEREAS** the Council for the Corporation of the Town of Ingersoll deems it desirable to maintain a Code of Conduct;

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

1. That the Council does hereby adopt the Code of Conduct and shall be governed by the provisions and regulations contained in this By-law and as attached as Schedule 'A.'
2. Schedule 'A' attached hereto, in substantially the same form, shall form part of this By-law.
3. That this By-law shall come into force and be effective on the date of the third and final reading thereof.
4. That By-Law 11-4646 is hereby repealed.

**READ** a first and second time in Open Council this 14th day of April, 2020.

**READ** a third time in Open Council and passed this 14th day of April, 2020.

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**Edward (Ted) Comiskey, Mayor**

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**Michael Graves, Clerk**

## TOWN OF INGERSOLL POLICIES AND PROCEDURES

<b>Policy:</b>	Code of Conduct for Members of Council and Members of Council's Boards and Advisory Committees
<b>Previous Approval Date:</b>	September 8, 2008 (Resolution C08-09-245)
<b>Revision Dates:</b>	April 14, 2020
<b>Effective Date</b>	Upon Council Approval

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### INTRODUCTION

A written Code of Conduct helps to ensure that members of Ingersoll's municipal Council, advisory committees and local boards (as defined in the *Municipal Act, 2001*) share a common understanding of acceptable conduct. This policy and its standards are designed to supplement the legislative parameters within which members must operate. Such standards should serve to enhance public confidence that Ingersoll's elected and appointed representatives operate from a base of integrity, justice, and courtesy; avoiding improper use/influence of their office and conflicts of interest, be they real or perceived.

Six pieces of provincial legislation govern the conduct of elected officials and include:

1. The *Municipal Act* as amended, and the Council Procedural By-law passed under section 238 of that Act;
2. The *Municipal Conflict of Interest Act* as amended;
3. The *Municipal Elections Act*, 1996 as amended;
4. The *Municipal Freedom of Information and Protection of Privacy Act*;
5. The *Occupational Health and Safety Act*, as amended (violence and harassment in the workplace); and
6. The *Ontario Human Rights Code*, as amended.

The Criminal Code of Canada also governs the conduct of members of Council.

### PURPOSE

The purpose of this Code of Conduct is to identify the Town's expectations of its members and to set guidelines for appropriate behaviours so as to:

- a) Protect the public interest;
- b) Encourage the highest of ethical standards among members;
- c) Provide an understanding of the fundamental rights, privileges and obligations;
- d) Offer a procedure for determining the appropriateness of conduct; and,
- e) Identify a means of correcting inappropriate conduct.

The following key principles provide the foundation for the Code:

- Members shall serve and be seen to serve constituents in a conscientious and diligent manner;
- Members shall be committed to performing their functions with integrity, honesty, and accountability;
- Members shall affect decisions in an open, transparent and equitable manner through the

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- proper processes;
- Members shall show respect and fairness for differences of opinion;
- Members shall work together for the common good of the community and its residents;
- Members shall demonstrate an understanding of the fundamental rights, privileges, and obligations of their elected position; and
- Members shall perform their duties to promote public confidence and bear close public scrutiny.

The Code of Conduct is meant to identify standards to:

- Ensure equitable treatment of citizens and employees;
- Communicate corporate and community priorities;
- Ensure compliance with statutory requirements;
- Minimize liability risks;
- Ensure accountability by elected officials;
- Ensure optimal use of available resources;
- Implement corporate and community strategic plans;
- Set limits on governance and operational matters; and
- Set out the means of correcting unethical conduct.

The Town of Ingersoll's Code of Conduct is a general standard that augments the provincial laws and municipal policies and by-laws that govern their conduct. It is not intended to replace personal ethics. This revised Code of Conduct is consistent with the existing statutes governing the conduct of members.

## POLICY

### 1. Definitions

**"Child"** means a child born within or outside marriage and includes an adopted child or a person who a parent has demonstrated a settled intention to treat as a child within his or her family.

**"Confidential Information"** includes any information that is of a personal nature to Town employees, clients or information in the custody or under the control of the Town that is not available to the public and that, if disclosed, could result in loss or damage to the Town or could give the person to whom it is disclosed an advantage.

**"Corporate Resource"** includes but is not limited to Town equipment, supplies, services, tools, property (both physical and intellectual), systems, software systems, website, domain name, logo, handheld mobile devices, cell phone, phone, address, voice-mail, e-mail, facility and staff while undertaking duties on behalf of the Town.

**"Immediate Relative"** shall be defined as a parent, spouse, child, sister, brother, sister-in-law, brother-in-law, father-in-law, mother-in-law as well as step-relationships.

**"Parent"** means a person who has demonstrated a settled intention to treat a child as a member of his or her family whether or not that person is the natural parent of the child.

**"Spouse"** shall mean the person to whom a person is married or with whom the person is living

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in a conjugal relationship outside of marriage.

## **2. Roles and Responsibilities**

The Code of Conduct shall apply to all members of Council, advisory committees and of local boards of the municipality (as defined in the *Municipal Act*).

It is the responsibility of the Members to ensure that they, as individuals or as a Member of Council or Committee, adhere to and uphold the Code.

Members must recognize their responsibility to:

- Represent the diversity of community views in a fair and equitable manner, while developing an overall strategy for the future of the Town;
- Perform their duties in an impartial manner;
- Endeavour to demonstrate sound financial management, planning, and accountability; and
- Be aware of and understand statutory obligations imposed upon individual members and Council as a statutory body regarding, but not limited to conflicts of interest and confidentiality.

## **3. Benefits, Gifts or Hospitality**

The Town recognizes that moderate hospitality is an accepted courtesy of a business relationship. However, members shall not accept a fee, advance, gift, benefit, service, entertainment, etc. that is directly or indirectly connected with the performance of his/her duties of Office, and that could be perceived to compromise their decision on a matter or create an obligation or special consideration by a group/organization or individual, unless permitted by the exceptions listed below.

For these purposes, a fee or advance paid to a Member, or a gift or benefit provided with the Member's knowledge to his or her spouse, child or parent or to a Member's staff that is directly or indirectly connected to the performance of his/her duties is deemed to be a gift to that Member.

With respect to benefits, gifts or hospitality, the following are recognized as exceptions:

- a) Compensation authorized by by-law;
- b) Gifts or benefits that normally accompany the responsibilities of office and that are received as an incident of protocol or social obligation;
- c) A political contribution otherwise reported by law;
- d) Services provided without compensation by persons volunteering their time;
- e) A suitable memento of a function honouring the Member;
- f) Food, lodging, transportation and entertainment provided by provincial, regional and local governments or political subdivisions of them, by the Federal government or by a foreign country;
- g) Food and beverages consumed at banquets, receptions or similar events, if:
  - Attendance serves a legitimate purpose;
  - The person extending the invitation or a representative of the organization is in attendance; and
  - The value is reasonable, and the invitations infrequent.

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- h) Communication to the offices of a member, including subscriptions to newspapers and periodicals.

In the case of categories (b) (e) (f) (g) and (h), if the value of the gift or benefit exceeds \$300, or if the total value received from any one source during the calendar year exceeds \$300, the Member shall, within 30 days of receipt of the gift or reaching the annual limit, file a disclosure statement with the Chief Administrative Officer.

The disclosure statement must indicate:

1. The nature of the gift or benefit;
2. Its source and date of receipt;
3. The circumstances under which it was given or received;
4. The estimated value;
5. What the recipient intends to do with the gift; and
6. Whether any gift will at any point be left with the Town.

Any disclosure statements will be a matter of public record.

On receiving a disclosure statement, the Chief Administrative Officer shall ascertain whether the receipt of the gift or benefit might, in her or his opinion, create a conflict between a private interest and the public duty of the Member. If the Chief Administrative Officer makes a preliminary determination that a potential conflict exists, he or she shall call upon the Member to justify receipt of the gift or benefit.

Should the Chief Administrative Officer determine that receipt was inappropriate, a written report shall be presented to Council in closed session whereby Council may:

- Direct the Member to return the gift;
- Reimburse the donor for the value of any gift or benefit already consumed;
- Forfeit the gift; or
- Remit the value of the gift or its benefit if already consumed, to the Town.

A Member shall not seek or obtain by reason of his or her office, any personal privilege or advantage with respect to Town services that are not otherwise available to the general public and not consequent to his or her official duties.

#### **4. Business Relations**

A Member shall not borrow money from any person who regularly does business with the Town unless such person is an institution or company whose shares are publicly traded and who is regularly in the business of lending money.

No Member shall act as a paid agent before Council or a committee of Council or any agency, board, or committee of the Town.

#### **5. Communications / Media Relations**

Members shall show respect for the decision-making process of Council. Information concerning adopting policies, procedures, and decisions of the Council shall be conveyed openly and

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accurately even if Members disagree with the decision of Council.

Confidential information may be communicated only when and upon determination by Council (see section 6 below).

Members shall not use their office to promote or sponsor commercial products or events other than Town-sponsored products or events.

## **6. Confidentiality**

All information, documentation or deliberation received, reviewed or taken in closed session of Council and its committees is confidential.

Members shall not disclose or release by any means to any member of the public in either verbal or written form any confidential information acquired by virtue of their office, in either oral or written form, except when required by law or authorized by Council.

Under the Procedural By-law and as authorized under s. 239 of the *Municipal Act*, where a matter that has been discussed at closed meeting remains confidential, no Member shall disclose the content of the matter, or the substance of deliberations, of the closed meeting.

Members shall not permit any persons other than those who are entitled thereto to have access to information that is confidential.

Particular care should be exercised in ensuring confidentiality of the following types of information:

- The security of the property of the municipality or local board;
- Personnel matters about an identifiable individual, including municipal or local body employees;
- A proposed or pending acquisition or disposition of land by the municipality or local board;
- Labour relations or employee negotiations;
- Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- A matter in respect of which a council board, committee or other body may hold a closed meeting under another Act;
- Items under litigation, negotiation, or personnel matters;
- Information that infringes on the rights of others (e.g., sources of complaints where the identity of a complainant is given in confidence);
- Price schedules in contract tender or Request For Proposal submissions if so specified;
- Information deemed to be "personal information" under the Municipal Freedom of Information and Protection of Privacy Act;
- Statistical data required by law not to be released (e.g., certain census or assessment data);
- Information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency if any of them; and
- A trade secret or scientific, technical, commercial, financial or labour relations

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information, supplied in confidence to the municipality or local board, which if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons or organizations.

This list is provided as an example and is not exclusive. Requests for information should be referred to the appropriate staff member to be addressed either as an informal request for access to municipal records or as a formal request under the *Municipal Freedom of Information and Protection of Privacy Act*.

Members shall not access or attempt to gain access to confidential information in possession of the Town unless it is necessary for the performance of their duties and not prohibited by law or Council policy.

The obligation to keep information confidential is a continuing obligation even after the individual ceases to be a Member.

### **7. Conduct at Meetings**

During Council, committee or any other advisory committee meeting or a working group meeting, Members shall conduct themselves with decorum in accordance with the provisions of the Town's Procedural By-law. Respect for delegations and fellow Members, staff, and the public, requires that all Members show courtesy and not distract from the business of Council during presentations and when other Members have the floor.

Further to the provisions contained in the Town's Procedural By-law, cell phones, handheld mobile devices, or similar equipment shall:

- a) Remain on vibrate or silent while in open session;
- b) Not be used by a member during open session, unless under extenuating emergency circumstances; and
- c) Turned off while in closed session.

### **8. Conflict of Interest**

Members will recognize their obligations to follow and respect the provisions of the *Municipal Conflict of Interest Act* and in doing so shall:

- Not use their office in any way to attempt to influence any decision or recommendation that results from consideration of a matter to which the Member acting on his or her behalf or while acting for, by, with or through another, has a pecuniary interest, direct or indirect;
- Publicly Disclose a direct or indirect pecuniary interest and the general nature thereof prior to any consideration of the matter;
- Withdraw from direct involvement of any matter of pecuniary interest by vacating the Council table when the matter is debated and by refraining from making any comment that might influence decisions on the issue;
- Vacate the Council Chamber, or the room in which Council is gathered, when the matter to which the Member has disclosed an interest is discussed in closed session.
- Be deemed ineligible to vote on the matter to which they have declared an interest.

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The Clerk or the Secretary of the Committee or Local Board shall record every declaration of interest and the general nature thereof for all matters considered in a meeting open to the public in the minutes of the meeting. Where the meeting is not open to the public, the declaration of interest and the general nature thereof will be recorded in the minutes of the next meeting that is open to the public.

If the matter is of a confidential nature, the Member shall retire from the meeting room.

## **9. Current and Prospective Employment**

Members shall not allow the prospect of his or her future employment by a person or entity to detrimentally affect the performance of his or her duties to the Town.

## **10. Elections - Campaign Material / Promotion**

Members shall not use a corporate resource for any election-related purpose.

Members shall not campaign, distribute or display any election-related material at any Town facility, Town-hosted meeting or event.

Upon registration as a candidate or on June 30<sup>th</sup> in an election year, the following Town services will be unavailable to Members:

- a) All forms of advertising, including advertising in Town owned or distributed publications (both in print and on-line); **OR**,
- b) Preparation, printing or distribution of any newsletters and pamphlets (either hard copy or electronic).

Subject to the approval of the CAO, Members may continue to use corporate resources as part of the performance of their regular duties, (including the preparation, printing, and distribution of a flyer or notice), provided that the content of the communication is for:

- a) Communicating and conducting a community meeting; or
- b) Communicating to the community on a single specific issue.

Contact information for Members routinely contained in a Town publication or on the Town's website is permitted including a Member's profile information.

Members are responsible for ensuring that the content of any communication material funded or resourced by the Town does not contain, or allude to any election-related material including the name, photograph or identity of a registered Candidate, in any level of government.

Nothing contained in this section of the Code is intended to prohibit members from continuing to fulfil regular duties as a member.

## **11. Expenses**

Members shall comply with the provisions of the Town of Ingersoll Mileage Allowance, and Expense Allowance - Conferences, Conventions, Seminars, Training Courses, and Workshops.

## **12. Harassment**



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Harassment of another Member, staff, or any Member of the public is misconduct. It is the policy of the Town of Ingersoll that all persons be treated fairly in the workplace in an environment free of discrimination and personal and sexual harassment.

Harassment may be defined as any behaviour by any person that is directed at or is offensive to another person on the grounds of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, age, handicap, sexual orientation, marital status, or family status and any other grounds under the provisions of the Ontario Human Rights Code.

With regards to harassment, all Members are responsible for complying with the *Ontario Human Rights Code*, the *Occupational Health and Safety Act*, the Town's Harassment and Violence Policy, and the Council-Staff Relations Policy.

### **13. Influence on Staff**

Members shall comport themselves in compliance with By-law 19-5037, a By-law to establish a Council-Staff Relations Policy for the Town of Ingersoll. Compliance requires that Members shall remain respectful of the fact that staff work for the Town as a body corporate and are charged with making recommendations that reflect their professional expertise and corporate perspective, without undue influence from any individual Member or group of Members of Council.

In addition, Members shall be respectful of the fact that staff carry out directions of Council and administer the policies of the municipality, and are required to do so without any undue influence from any individual Member or group of members of Council.

### **14. Public Meetings**

At a public meeting, Members will not pressure staff to respond to questions that do not support Council's decision.

### **15. Representing the Town**

Members shall make every effort to participate diligently in the activities of the agencies, boards, and commissions to which they are appointed.

### **16. Respect for the Town and its By-laws and Policies**

Members shall encourage public respect for the Town and its by-laws and policies as approved by Council.

### **17. Use of Town Property, Services, and Other Resources**

No Member shall use any Town property, equipment, services, supplies or services of consequence for personal purposes other than for reasons connected to the discharge of Town duties or associated community activities of which Town Council has been advised.

No Member shall obtain financial gain from the use of Town-developed intellectual property, computer programs, technological innovations or other patentable items, while an elected official or thereafter. All such property remains the exclusive property of the Town of Ingersoll.

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No Member shall use information gained in the execution of his or her duties that is not available to the general public for any purposes other than his or her official duties.

## **18. Use of Town Technology Resources**

Members shall comply with the provisions of the Town of Ingersoll Computer User Policy.

## **APPLICATION**

### **19. Role of the Integrity Commissioner**

The Integrity Commissioner is an independent and impartial position that is appointed by and reports directly to the Council of the Corporation of the Town of Ingersoll. The Integrity Commissioner is a Statutory Officer under the *Municipal Act, 2001* whose powers and functions are set out under the same and include, but are not limited to:

1. Advising Members on the application of the Code of Conduct and any procedures, rules, by-laws and policies of the Town governing ethical behaviour, including review and investigation of formal complaints of contraventions where deemed appropriate.
2. Advising Members on the application of sections 5, 5.1, and 5.2 of the *Municipal Conflict of Interest Act*, including review and investigation of formal complaints of contraventions where deemed appropriate.
3. Providing advice to Members on obligations under the Code of Conduct, any rules, by-laws and policies of the Town governing ethical behavior and on obligations under sections 5, 5.1 and 5.2 of the *Municipal Conflict of Interest Act*.
4. Ensuring a fair, unbiased and appropriate process is undertaken to consider complaints regarding contraventions and recommending decisions and penalties; and
5. Providing educational information to Members of Council, local boards, and the public on the provisions of the Code of Conduct and the *Municipal Conflict of Interest Act*.

### **20. Integrity Commissioner – Advice**

As noted in section 19 of this policy, Members may seek the advice of the Integrity Commissioner for items related to the following matters:

- Obligations under the Code of Conduct applicable to the member.
- Obligations under a procedure, rule or policy of the municipality or local board, as the case may be, governing the ethical behavior of members.
- Obligations under sections 5, 5.1 and 5.2 of the *Municipal Conflict of Interest Act*.

Requests for advice by Members shall be governed by the following:

- All requests for advice by Members to the Integrity Commissioner shall be in writing.
- Advice provided to a Member by the Integrity Commissioner shall be in writing.
- A Member may consent, in writing, to the disclosure of any advice received from the Integrity Commissioner. However, per section 223.5 (2.2) of the *Municipal Act*, if a Member releases only part of the advice provided to him/her, the Integrity Commissioner may release all or part of the advice without obtaining the Member's consent.
- Any advice given by the Integrity Commissioner to a Member binds him or her in any subsequent consideration of the conduct of that Member in the same matter as long as

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- all the relevant facts known to the member were disclosed to the Integrity Commissioner.
- The Integrity Commissioner may provide educational advice information to Members of Council, Local Boards, Staff and the public about Code(s) and/or the *Municipal Conflict of Interest Act*.
- Any educational information provided by the Integrity Commissioner to the public may be summarized and disclosed, but shall not disclose any confidential information that could identify the person concerned.

### **21. Protocol for Complaint Process**

Members, staff, or the public, who have reasonable grounds to believe that a Member has contravened the Code of Conduct or sections 5, 5.1 or 5.2 of the *Municipal Conflict of Interest Act* may initiate a complaint via the informal or formal processes detailed in this policy.

#### 1) Informal Complaint Process

- Advise the Member that his/her behaviour or activity does not comply with the Code and request that the prohibited behavior be discontinued.
- Maintain a written record of the incident including the date, time, location, other persons present and any other relevant information.
- If applicable, advise the Member of your satisfaction with the response; or if applicable, advise the Member of your dissatisfaction.
- If dissatisfied, consider pursuing the matter further through the formal complaint procedure or in accordance with applicable judicial processes.

Although Complainants are encouraged to initially attempt to stop or remedy Code-prohibited behavior through the informal complaint process, nothing in this policy precludes an individual from immediately pursuing a resolution via the formal complaint process.

#### 2) Formal Complaint Process

- The complaint is to be made in writing (using the prescribed form) setting out the grounds for the belief that there is an alleged contravention and signed by an identifiable individual and accompanied by a sworn affidavit.
- If the provided complaint form is not used, written details of the complaint must contain all of the information required on the Town's Form and include a sworn affidavit.
- At a minimum, the complaint must include the name of the alleged violator, the provision(s) of the Code that have allegedly been contravened, background details including date(s), time(s), location on the prohibited activity/behavior, the names of any witnesses, and of all those persons involved.
- The complaint shall be filed through the Clerk or designate.
- In the event that a complaint is sent to or left at the Town's municipal offices, the Clerk shall ensure that the document is delivered, unopened (or if left unsealed, placed in a sealed envelope) to the Integrity Commissioner.

### **22. Integrity Commissioner's Complaint Classification & Decision to Investigate**

Upon receipt of a Formal Complaint, the Integrity Commissioner shall make an initial classification of the complaint to determine if the matter is, on its face, a complaint with respect to a contravention of the Code and not a matter covered under other legislation or policies of

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Council.

1. If the complaint received by the Integrity Commissioner is deemed not to be a complaint with respect to the Code of Conduct, the Integrity Commissioner shall advise the Complainant in writing as follows:
  - a. Criminal Matter – if the complaint is an allegation of a criminal nature consistent with the Criminal Code, that pursuit of such an allegation must be made through appropriate police service;
  - b. Municipal Freedom of Information and Protection of Privacy – if the complaint is more appropriately addressed under the *Municipal Freedom of Information and Protection of Privacy Act*, then the matter will be referred to the Clerk for review under statute.
2. A formal complaint of a contravention of section 5, 5.1 or 5.2 of the *Municipal Conflict of Interest Act* will be reviewed and investigated in accordance with section 24 of this policy. All other alleged contraventions of the Act should be pursued by the Complainant in accordance with the Act through a court application.
3. Upon review, if the Integrity Commissioner is of the opinion that the complaint is frivolous, vexatious, not made in good faith, or if there are insufficient grounds for an investigation, he/she will not conduct an investigation and shall communicate this determination in writing to the Complainant and the Member identified in the complaint form.
4. Efforts will may be made to achieve a resolution through informal means if at any time, following the receipt of a formal complaint or during the investigation process, the Integrity Commissioner believes there is an opportunity to resolve the matter without formal investigation, and both the Complainant and the Member agree to the informal approach.

### **23. Review and Investigation Process – Code of Conduct Contraventions**

If the Integrity Commissioner determines that a formal investigation is required, he/she shall proceed in the following manner, subject to the his/her ability to elect to exercise the powers of a Commissioner under ss. 33 and 34 of the *Public Inquiries Act, 2009*, as contemplated by subsection 223.4(2) of the *Municipal Act, 2001*, at which time the identity of the person filing the complaint is no longer considered confidential:

1. The Integrity Commissioner shall provide a copy of the complaint, and any supporting materials to the Member whose conduct is in question, with a request that a written response to the allegation be provided to the Integrity Commissioner within fourteen (14) days.
2. The Integrity Commissioner shall give a copy of the Member's response to the Complainant, with a request for a written reply within fourteen (14) days.
3. If necessary, after reviewing the submitted materials, the Integrity Commissioner may speak to anyone, access and examine any other documents or electronic materials, and may enter any Town or Local Board work location relevant to the complaint for the purpose of investigation and potential resolution.
4. The Integrity Commissioner may make interim reports to Council where necessary and as required to address any issues of interference, obstruction, delay or retaliation encountered during the investigation.

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5. At any time, the Complainant may abandon the request for an investigation, and the Integrity Commissioner will cease his/her investigation.
6. If the Integrity Commissioner receives a complaint between nomination day and voting day, as defined in the *Municipal Elections Act*, 1996, in any year in which a regular municipal election would be held:
  - a. There shall be no requests for an inquiry about whether a Member of Council or a local board has contravened the Code of Conduct applicable to the Member;
  - b. The Integrity Commissioner shall not report to the municipality or local board about whether, in his or her opinion, a Member of Council or local board has contravened the Code of Conduct applicable to the Member; and
  - c. The Town or local board shall not consider whether to impose the applicable penalties related to a Member of Council or of a local board.
7. If the Integrity Commissioner has not completed an inquiry before nomination day, as defined in the *Municipal Elections Act*, 1996, in any year in which a regular municipal election will be held, the Integrity Commissioner shall terminate the inquiry on that day. If an inquiry is terminated in such a manner, the Commissioner shall not commence another inquiry in respect of the matter unless within six (6) weeks of voting day, as defined in the *Municipal Elections Act*, 1996, in any year in which a regular municipal election will be held, the person or entity that made the request or the Member or former Member whose conduct is concerned, makes a written request to the Commissioner that the inquiry be commenced.
8. The Integrity Commissioner and every person acting under his or her instructions shall preserve the confidentiality of all documents, material or other information, whether belonging to the Town or not, that come into their possession or to their knowledge during the course of their duties as required by section 223.5(3) of the *Municipal Act*, 2001 (duty of Confidentiality).
9. When the Integrity Commissioner reports to the Council on an investigation into an alleged breach of the Code of Conduct, the report shall only disclose such information that in the Integrity Commissioner's opinion is required for the purposes of the report.
10. When the Integrity Commissioner issues an annual or other periodic report to Council on his or her activities, they shall summarize the advice they have given but shall not disclose confidential information that could identify persons concerned with informal complaints or the identity of those concerned with formal complaints that have been dismissed.

#### **24. Review and Investigation Process – Municipal Conflict of Interest Inquiry**

This section applies to inquiries by the Integrity Commissioner under section 5, 5.1 or 5.2 of the *Municipal Conflict of Interest Act*.

1. An elector, as defined in the *Municipal Conflict of Interest Act*, or a person demonstrably acting in the public interest, may apply in writing to the Integrity Commissioner for an inquiry to be carried out concerning an alleged contravention of section 5, 5.1, or 5.2 of the *Municipal Conflict of Interest Act*.
2. The application shall set out the reasons for believing that the Member has contravened

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section 5, 5.1 or 5.2 of the *Municipal Conflict of Interest Act*.

3. The application shall include a statutory declaration attesting to the fact that the applicant became aware of the contravention not more than six (6) weeks before the date of the application.
4. No application for an inquiry shall be made during the period of time between nomination day and voting day, as defined in the *Municipal Elections Act*, 1995, in any year in which a regular municipal election will be held, or more than six (6) weeks after the applicant became aware of the alleged contravention, unless the following is satisfied:
  - a. The applicant became aware of the alleged contravention within the period of time starting six (6) weeks before nomination day and ending on voting day as defined in the *Municipal Elections Act*, 1996 in any year in which a regular municipal election will be held.
  - b. The applicant applies within six (6) weeks after the day after voting day, as defined in the *Municipal Elections Act*, 1996 in any year in which a result municipal election will be held.
5. The Integrity Commissioner may conduct such inquiry as he or she considers necessary.
6. If the Integrity Commissioner decides to conduct an inquiry, he or she may have a public meeting to discuss the inquiry.
7. The Town and its local boards and committees shall give the Integrity Commissioner such information, as the Integrity Commissioner believes to be necessary for an inquiry.
8. If necessary, after reviewing the submitted materials, the Integrity Commissioner may speak to anyone, access and examine any other documents or electronic materials, and may enter any Town, local board or committee work location relevant to the complaint for the purpose of investigation and potential resolution.
9. If the Integrity Commissioner has not completed an inquiry before nomination day, as defined in the *Municipal Elections Act*, 1996, in any year in which a regular municipal election will be held, he or she shall terminate the inquiry on that day.
10. If an inquiry is terminated in such a manner, the Commissioner shall not commence another inquiry in respect of the matter unless within six (6) weeks of voting day, as defined in the *Municipal Elections Act*, 1996, in any year in which a regular election will be held, the person or entity that made the request or the member or former member whose conduct is concerned makes a written request to the Commissioner that the inquiry be commenced.
11. The Integrity Commissioner and every person acting under his or her instruction shall preserve secrecy with respect to all matters that come to his or her knowledge in the course of his or her duties, except where information may be disclosed in a criminal proceeding, as required.
12. If during the course of an inquiry, the Commissioner determines that there are reasonable grounds to believe that there has been a contravention of any Act, other than the *Municipal Conflict of Interest Act*, or the *Criminal Code*, he/she shall immediately refer the

## Schedule 'A' to By-Law 20-508??

matter to the appropriate authorities and suspend the inquiry until any resulting police investigation and charge(s) have been disposed of. Any such suspension shall be reported to Council.

13. The integrity Commissioner shall complete the inquiry within 180 days after receiving the completed application unless otherwise terminated under the provisions of the Municipal Conflict of Interest Act.
14. Upon completion of the inquiry and if deemed appropriate, the Integrity Commissioner may apply to a judge under the provisions of the *Municipal Conflict of Interest Act* for a determination as to whether the member has contravened section 5, 5.1, or 5.2 of that Act. The Integrity Commissioner shall advise the applicant if he or she will not be making an application to the judge. After deciding whether to apply to a judge, the Integrity Commissioner shall publish written reasons for the decision.

### **25. Reporting and Recommendations**

Upon completion of an investigation, the Integrity Commissioner may report to the Complainant and the Member on the results of his or her review within ninety (90) days of receiving a complete Complaint package. If the investigation process is going to take more than ninety (90) days, the Integrity Commissioner shall provide an interim report to the Complainant and the Member indicating when the complete report will be available. If upon completion of the investigation, the Integrity Commissioner finds that a breach of the Code of Conduct has occurred, the Integrity Commissioner shall report his or her findings to Council including a recommendation as to the imposition of a penalty, as set out in subsection 223.4(5) of the *Municipal Act*, 2001.

The Integrity Commissioner shall provide the Member who is the subject of the complaint with notice in writing of the proposed finding, and any recommended sanction at least ten (10) days prior to the report being provided to the Municipal Clerk. An opportunity to comment shall be provided to the Member on the proposed finding and any recommended sanction prior to the report being published.

### **26. Penalty – Non-Compliance with the Code of Conduct**

Upon receipt of a final report and the recommendations of the Integrity Commissioner, Council may, where the Commissioner has determined there was a violation; impose either of the following penalties on a Member:

- a) Reprimand the Member;
- b) Suspend the remuneration of the Member in respect of their services as a Member of Council or local board, for a period of up to ninety (90) days.

The Integrity Commissioner may also recommend that Council take any of the following actions:

- a) Removal from membership of a Committee, Local Board or Adjudicative Board;
- b) Removal as Chair of a Committee, Local Board, or Adjudicative Board;
- c) Request for repayment or reimbursement of moneys received;
- d) Request for a return of property or reimbursement of its value; and
- e) Request for an apology to Council, a Local Board or Adjudicative Board, the Complainant, or both.

Schedule 'A' to By-Law 20-50??

## **27. Implementation**

Members seeking clarification of any part of this Policy should consult with the Chief Administrative Officer or the Integrity Commissioner

At the beginning of each term of Council, the Clerk will:

- a) Provide each Member with a copy of the Code of Conduct;
- b) Provide each Member with a copy of the Municipal Conflict of Interest legislation;
- c) Undertake a review of the Code as part of the Council orientation process; and,
- d) Have each Member sign an "Acknowledgement of Code form" indicating that the Code has been read and understood.

Members are expected to formally and informally review the Code on regular basis, as- needed or when so requested by Council.

## **28. Policy Review**

This policy shall be reviewed once during each term of Council.





## Town of Ingersoll Council Code of Conduct Complaint Form and Affidavit

### Filing a Code of Conduct Complaint

1. The Code of Conduct applies to all Members of Council, advisory committees and member of local boards of the municipality (as defined in the *Municipal Act*).
2. A complaint that a Member has contravened a Code of Conduct must be submitted to the Clerk of the Town of Ingersoll to be filed with the Integrity Commissioner for investigation.
3. In accordance with subsection 2234(9) of the Municipal Act, no complaint that a Member has contravened the Code of Conduct may be submitted by any person during the Election period, which starts on Nomination Day and ends on Voting Day in a regular election year.
4. This complaint form must be submitted with a sworn affidavit (section 3) attesting to the facts that the Complainant is alleging. An affidavit must be signed and sworn or affirmed before the Town Clerk, a Deputy Clerk, a Notary Public or a Commissioner for Taking Affidavits.

### Section 1: Complainant Contact Information

Full Legal Name:			
Address:			
Primary Phone Number:		Alternate Phone Number	
Email Address (optional):			

### Section 2: Code of Conduct Contravention Details

Name(s) of Member(s) who you believe have contravened provisions of the Council Code of Conduct: \_\_\_\_\_

\_\_\_\_\_

Using the space below, clearly outline all of the reasons why you believe the Member has contravened the Council Code of Conduct and **include applicable dates, times and locations as well as specific provisions of the Code you believe that have been breached**. Any supporting documents or evidence that you wish to provide should be listed and attached to this Form.

Date of alleged contravention:	
--------------------------------	--

Provision(s) of Code of Conduct allegedly contravened:

The personal information collected on this form is collected under the authority of sections 223.1 to 223.8 of the Municipal Act, 2001, as amended. The information will be provided to enforce the Code of Conduct and shall be shared with the Integrity Commissioner and any persons the Integrity Commissioner deems necessary as part of his/her investigation.

Facts constituting the alleged contravention (use separate page if required):

Names and contact information of any witnesses:

### Section 3 - Affidavit of Complainant

I, \_\_\_\_\_ of the \_\_\_\_\_ of  
Complainant Name Town/City  
\_\_\_\_\_ in the \_\_\_\_\_ of \_\_\_\_\_  
Name of Town/City County Name of County

DO SOLEMNLY DECLARE THAT:

All of the statements contained in this Complaint Form are true and I 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 \_\_\_\_\_, 20\_\_\_\_\_  
Signature of Complainant

DECLARED before me at the \_\_\_\_\_ of \_\_\_\_\_

in the \_\_\_\_\_ of \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Name of Commissioner or Clerk

\_\_\_\_\_  
Signature of Commissioner or Clerk



**Department:** Administration-Economic Development

**Report Number:** A-009-20

**Council Meeting Date:** March 9, 2020

**Title:** BIA Carnival in Downtown Ingersoll

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### Objective

The BIA is seeking the following:

- Council's approval to host a Downtown Carnival in 2020.
- Permission to close St. Andrew Street from Mutual Street to the bridge near the Ingersoll District Memorial Centre.
- Permission to allow permit housing/parking for the midway operators on Municipal property in the Municipal lot at 31 Charles Street E.
- To permit parking on streets that allow Sunday parking for the duration of the Carnival.
- To permit parking on both sides of Janes Road for the duration of the Carnival.

### Background

This is an update from report A-05-20. In order to promote the Downtown and enhance visitor foot traffic to the Downtown core, the BIA would like to hold a 4 day summer carnival on St. Andrew Street and in the Municipal Parking lot at 31 Charles Street E. and host a midway with rides, games, and food.

The BIA hosts multiple events each year in order to promote the Downtown and draw visitors to experience all that the Downtown has to offer.

In August 2019 staff, on behalf of the BIA, reached out to several midway operators to gauge interest in participating in a downtown carnival. August and the fall are busy times for operators and all indicated an interest in discussing it further later in the fall.

Staff were able to receive interest from D.A. Campbell Amusements in December. The item was discussed at the January BIA meeting with request to staff to take a report to Council regarding the Oxford St./King St. location.

In order to accommodate setup, operation, and tear down of the rides, streets and parking lots would need to be closed from 7am Sunday July 12<sup>th</sup> until 7am Monday July 20<sup>th</sup> with the carnival operating from approximately noon on Thursday July 16<sup>th</sup> to the evening of Sunday July 19<sup>th</sup>.

Housing for the midway staff would need to be permitted in the Municipal parking lot identified from Sunday July 12 to Monday July 20<sup>th</sup>.

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

## **Analysis**

At the February 10<sup>th</sup>, 2020 Council meeting Council granted permission to close King Street and Oxford Street for the Carnival, without parking lots being closed. However the midway operator's needs would not be met, mainly the minimum space required for the midway.

The BIA listened to the concerns of Council as well as businesses and have looked at alternative locations. The BIA discussed/reviewed the proposed location of King and Oxford, Thames Street, Victoria Park, Memorial Park, and the arena area and decided that the arena would be the best location for the Carnival and would mitigate most if not all of the concerns raised.

The midway operator was not interested in holding the midway in Victoria Park and Memorial Park for a number of reasons, lack of parking, potential damage to the parks, and obstacles (baseball diamonds in Victoria Park, trees in Memorial Park).

Staff originally proposed the arena area to the midway operator and he was not interested in the area as he wanted to hold it somewhere with more visibility and closer to the core of the Downtown to have the greatest benefit/impact to the Downtown businesses. Following the February BIA meeting, staff discussed the arena location with the operator and he agreed that the arena area would suit their needs.

The Fire Chief indicated no concerns with the new location provided a site plan and emergency route is filed with the fire department.

The Director of Community Services has indicated that Parks and Recreation staff would be available to assist with garbage collection during the event. There aren't any events at the arena during the time of the carnival and could be used for events organized by community groups and service clubs.

The Town Engineer indicated that Public Works staff would set up and remove barriers to close the streets.

The BIA sees 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 created an Economic Impact report using the Tourism Regional Impact Model through the Ministry of Heritage, Sport, Tourism and Culture Industries (attached).

Staff assumed 3000 day visitors (500 on Thursday, 750 on Friday and Sunday and 1000 on Saturday). According to the report based on 3000 attendees' total visitor spending would be \$223,122 with the greatest impacts to Food and beverage services, arts, entertainment and recreation as well as retail trade.

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 to attract tourists to the area with the hopes that they will not only support local businesses during the event but also return.

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

There will no doubt be parking issues. Staff have identified streets that permit parking along them as well as municipal lots and will use this information in their promotion of the event.

Staff have reached out to owners of private parking lots to see if they would permit parking during the event and they have. Conversations will continue with private parking lot owners leading up to the event.

The BIA will discuss further a shuttle bus to move people from parking lots to the carnival area during the event. The Town of Tillsonburg, Middlesex County and Voyago have indicated an interest in providing a shuttle bus for the event in order to promote the new inter-community Transit Route.

For perspective the Canterbury Folk Festival saw thousands of attendees, and SollGood social market sees hundreds of attendees in the downtown core. Staff are requesting that Council permit parking on streets that currently allow Sunday parking for the duration of the Carnival, as well as to permit parking on both sides of Janes Road for the duration of the Carnival.

Council will need to determine if the perceived benefits outweigh the perceived drawbacks for this event and either permit this event or deny it.

### **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.

As discussed above, this event (based on 3000 day visitors) will see \$223,122 of total visitor spending.

## Recommendation

**THAT THE COUNCIL OF THE CORPORATION OF THE TOWN OF INGERSOLL** receives report numbered A-009-20 as information:

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

**AND FURTHER THAT** Council approves the closure of St. Andrew Street from Mutual Street to the bridge near the Ingersoll District Memorial Centre.

**AND FURTHER THAT** Council permits housing/parking 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 20<sup>th</sup>, 2020.

**AND FURTHER THAT** Council permits parking on streets that allow Sunday parking for the duration of the Carnival.

**AND FURTHER THAT** Council permits parking on both sides of Janes Road for the duration of the Carnival.

## Attachments

Map of area.

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Prepared by: Curtis Tighe, Economic Development Officer

Approved by: William Tigert, Chief Administrative Officer







**Department:** Administration

**Report Number:** A-010-20

**Council Meeting Date:** March 9th, 2020

**Title:** 2019 Community Strategic Plan RFP draft for review.

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### Objective

To provide Council will the opportunity to review and modify the proposed Request for Proposals on a Community Strategic Plan.

### Background

Council will recall that as part of the 2020 budget process it allocated funding for a community based strategic plan.

Staff have prepared, in a draft form, a RFP for Council's approval.

### Analysis

Council needs to advise staff, of any changes or requirements needed in the RFP before it is distributed.

Staff would suggest that Council establish a committee made up members of Council or council as a committee of the whole to review submissions and make recommendations for Council's formal award of a proposal.

### Interdepartmental Implications

A Community based Strategic Plan will undoubtedly have implications across the corporation over the 10 year proposed planning period.



### **Financial Implications**

Dependant on what ultimately is approved in the Strategic Plan, there will be significant cost considerations for subsequent budget years over the next 10 year planning period.

### **Recommendation**

**That the Council of the Corporation of the Town of Ingersoll receives report numbered A-010- 20 as information;**

**And Further Council direct staff to make any changes it deems necessary in the actual RFP document and ensure adequate circulation to interested parties;**

**And further that Council establish a committee of Council to review the submissions received with recommendations to Council as a whole for award.**

### **Attachments**

Draft Strategic Plan Request for Proposals

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Prepared by and Approved by: William Tigert, Chief Administrative Officer

# **THE CORPORATION OF THE TOWN OF INGERSOLL**

## **RFP- CORPORATE STRATEGIC PLAN**

### **1.0 PURPOSE**

The Town of Ingersoll is seeking the services of a consultant to assist in the development of a Corporate Strategic Plan. The purpose of the Corporate Strategic Plan is to:

Clearly articulate a vision for the municipality that will define the priorities of Council for the remainder of this term of Council, as well as setting longer term goals.

Council is looking for an innovative, priority-oriented Corporate Strategic Plan that addresses both internal organizational capacity including the maintenance of existing service levels across all departments, and considers external challenges and opportunities. This plan should support growth, fiscal responsibility and a clear path to achieving goals identified within it.

The plan must focus on identifying high and mid-level priorities to address challenges identified in existing reports, studies, and documents provided by staff as well as new research and consultation conducted as part of this strategic planning process. It must include input contributed through Council, staff and community stakeholder consultations.

### **2.0 SCOPE AND REQUIREMENTS**

The Consultant's scope of work is to facilitate and conduct the entire strategic planning process for the Town of Ingersoll with assistance of the Council and Senior Staff. Unless otherwise directed by The Town of Ingersoll the Consultant's key deliverables are as follows:

- Establish an updated Strategic Vision, Mission and Values
- Develop a plan for implementation during the current term of Council, as well as a long-term vision that encapsulates where the municipality and community need to go in the next 10 years in a manner that is sensitive to our residents' quality of life and quality of place.
- A priority-oriented strategic plan that will illustrate how to transform conceptual goals of the visioning process into realistic, achievable targets which encompass all departments within the Town.
- The final product should serve as a way to organize and prioritize Town initiatives and resources to achieve specific goals within a specific time period and align with annual business plans and budgets.
- The plan should build on current successful initiatives across all departments, and prioritize maintaining current service levels.
- Strategic planning orientation workshops for Council, Senior Staff and other employee groups are to be conducted as part of the plan development.
- As part of the public consultation process, at least two sessions will be

## RFP- Ingersoll Community Strategic Plan 2020

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arranged for community stakeholders within the Town.

- Identify broad indicators for measuring outcomes and progress towards the strategic priorities.

A strategic plan is a “living document” and should undergo periodic review and adjustments to reflect progress toward achievement of goals. For this reason, flexibility should be an important aspect of the Plan.

### 3.0 ADDITIONAL REQUIREMENTS

#### i) Conditions

The Town reserves the right to discuss any and all proposals, to request additional information from proponents and to accept or reject any and all proposals made; **the lowest cost proposal will not necessarily be accepted.**

An award will be made to the proponent which, in the opinion of the Town, is best qualified to meet the Town's requirements. The Town will not be required to justify its decision to those firms not selected. The Town will not be liable for any costs incurred by the proposers in the preparation of their response to this proposal.

#### ii) Confidentiality/Conflict of Interest

The successful proponent shall not at any time before, during or after the completion of the engagement divulge any confidential information communicated to or acquired by the process or disclosed by the Town in the course of carrying out the engagement. No such information shall be used by the successful proponent on any other project without prior written approval of the Town.

#### iii) Schedule

The work shall commence prior to June 1st, 2020 and the final report shall be submitted prior to November 1st, 2020; or as otherwise mutually agreed by The Town of Ingersoll and the successful proponent.

### 4.0 BACKGROUND

The Town of Ingersoll is one of the eight municipalities in County of Oxford.

The Town is governed by a Council of seven elected officials, the Mayor a deputy Mayor and five Councillors all elected at large. The Mayor also represents the Town of Ingersoll at Oxford County Council.

For further information on the Town, please visit [www.ingersoll.ca](http://www.ingersoll.ca)

Located in the heartland of Ontario's southwest, in beautiful Oxford County, the Town of Ingersoll offers its residents and visitors a unique mixture of leisure and recreational activities set against a backdrop of rich history, culture and nature.

From a small farming community on the banks of the historic Thames River to a warm and vibrant community of over 12,000 people, Ingersoll embodies its tagline of “our heritage, your future”. Today Ingersoll is a centre for manufacturing and is home to several industrial leaders including GM’s CAMI Assembly Plant, one of Ontario’s large auto assembly plants.

Positioned along Highway 401 with quick access to Ontario’s larger urban centres, Ingersoll offers all of the conveniences of urban living while enjoying the serenity of country life. The Town is a complete community with great education including a satellite college campus, hospital, staffed fire department, police detachment, seniors centre, arena, pool, youth centre, golf course and much more. The vibrant downtown features a great mix of restaurants, services, and retail options to suit everyone’s needs.

## **5.0 SCHEDULE OF INSURANCE**

The Proponent shall provide the following:

- i)** Commercial General Liability Insurance, written on IBC Form 2100 or its equivalent, including but not limited to bodily and personal injury liability, property damage, products liability, completed operations liability, owners & contractors, protective liability, blanket contractual liability, premises liability, and contingent employer’s liability coverage;
- ii)** having an inclusive limit of not less than \$5,000,000 per occurrence and in the aggregate;
- iii)** Standard Form Automobile Liability Insurance that complies with all requirements of the current legislation of the Province of Ontario, having an inclusive limit of not less than \$5,000,000 per occurrence; for Third Party Liability, in respect of the use or operation of vehicles owned, operated or leased by the Contractor for the provision of services;
- iv)** Non-Owned Automobile Liability Insurance in standard form having an inclusive limit of not less than \$1,000,000 per occurrence, in respect of vehicles not owned by the Contractor, that are used or operated on its behalf for the provision of services under the Contract;
- v)** Professional Liability insurance in an amount of not less than \$2,000,000 per occurrence and in the aggregate insuring against audit and related services for any errors or omissions;
- vi)** Property Insurance with respect to loss or damage for all risks including theft of its own property and property in its care, custody or control including computer equipment and data contained therein.

## **RFP- Ingersoll Community Strategic Plan 2020**

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All policies of insurance referred to above shall contain provisions or endorsements respecting completed operations coverage, such coverage shall be expressed to be in effect continuously for a period of at least one year after the acceptance by the Town of Ingersoll of the completed services; be placed with Ontario licensed insurers; include the Town of Ingersoll as additional insured (exceptions are the automobile and professional liability insurance policies).

Any policy applicable to this Project must not contain a deductible amount that is not satisfactory to the Town of Ingersoll and preclude subrogation claims against the Town.

Any insurance called for under this Project shall be endorsed in such a manner that coverage will not be altered or amended in any material way nor cancelled or terminated without 30 days prior written notice being given to the Town of Ingersoll.

Evidence of proof of such insurance in the form of Certificates of Insurance shall be filed with the Town of Ingersoll as part of the Proponent's Proposal submission.

### **6.0 CONTENT OF SUBMISSION**

The proposal should, as a minimum, cover the following terms:

#### **Profile of the Consultant or Consulting team:**

- Demonstrate a thorough knowledge and understanding of corporate strategic planning and the development of municipal strategic plans.
- Expertise and capacity to perform the necessary public consultations.
- Several years of experience in working with municipalities in Ontario and demonstrated ability to conduct research and write strategic plans and deliver plans on time and on budget.
- Curriculum vitae, including relevant job experience and education, for the consultant, or consultants, that would be involved in the project.
- List of previous projects and clients with at least three references that the Town may contact.

#### **Approach and Methodology**

Proposed methodology and approach to the various tasks considered essential by the consultant and/or referenced in this RFP.

This should include an explanation of how each of the work components will be undertaken and the length of time required to complete each component.

A schedule for the completion of work, including a work plan, decision-making points and responsibilities of the municipality, specifically referencing the proposed timing of the public consultation process should be included.

## RFP- Ingersoll Community Strategic Plan 2020

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Proponent may be asked to present to and/or be interviewed by a selection committee as part of this review.

### **Fees and Expenses**

Prices proposed must include all incidental costs and the proponent must be satisfied as to the full requirements of the RFP. No claims for extra work or services will be entertained and any additional services must be authorized in writing prior to commencement. Should the proponent require more information or clarification on any point, it must be obtained prior to the submission of the proposal.

## **7.0 INTERPRETATION OF DOCUMENTS – REQUEST FOR CLARIFICATION**

Each proponent will review all RFP documents and may request clarification of any discrepancy, deficiency, ambiguity, error, inconsistency or omission contained therein. Any such request must be submitted to:

William Tigert, Chief Administrative Officer  
[wtigert@ingersoll.ca](mailto:wtigert@ingersoll.ca)

Where such request(s) result in a change or a clarification to the requirements of the RFP, the Town will prepare and issue an Addendum to this RFP. The Town will distribute copies of all questions and responses to all Proponents who have obtained a copy of the RFP.

Proponents may not make verbal inquiries of Town staff or elected officials. Information given verbally by Town staff or elected officials will not be binding on the Town and will not be considered in any form or manner in the evaluation of the submission.

## **8.0 PROCESS**

Proponents are to make their submission by the closing date and time outlined below. Please submit **6 (six)** copies of the complete proposal. The lowest cost proposal may not necessarily be selected.

All proposals are to be submitted on letterhead clearly identifying the proponents name, address, and telephone number and be duly signed by an authorized official of the firm.

### **Closing Time and Date**

Submissions must be delivered by Date to be determined to:

**Michael Graves, Clerk**

**Town of Ingersoll  
130 Oxford Street, 2<sup>nd</sup> Floor  
Ingersoll Ontario  
N5C 2V5**

Proposals shall be sealed and clearly identified on the envelope as:

**“RFP- Admin – Ingersoll Corporate Strategic Plan”**

Submissions received after this date will not be considered. Submissions **will not be accepted by e-mail or fax.** All late submissions, regardless of the reason, will be returned unopened.

## **9.0 REVIEW OF SUBMISSIONS:**

The Corporation of the Town of Ingersoll reserves the right to discuss any and all proposals, to request additional information from proponents and to accept or reject any or all proposals or to accept any proposal or combination of proposals whichever is in the best interest of the Town.

The lowest total quoted price for the proposed service arrangements will not necessarily be accepted, and will be subject to an evaluation process which may include interviews with a short list of potential proponents for selection purposes.

An award will be made to the firm which, in the opinion of the Town, is best qualified to meet the Town’s requirements. The Town will not be required to justify its decision to those firms not selected. The Town will not be liable for any costs incurred by the proposers in the preparation of their response to this proposal.

The scoring matrix for evaluation of the proposal will be as follows:

Understanding of Objectives	10%
Experience & Qualifications of consultant/team	30%
Appropriateness of approach and proposed methodology (Including community engagement)	30%
Proposed Fees	30%
<hr/>	
	<b>100%</b>

## **10.0 Timelines**

The proponent acknowledges that offers contained in their proposal shall remain open for acceptance by the Town for a period not less than ninety (90) days from the closing date specified for receipt of all proposals.



**Department:** Clerk's Department

**Report Number:** C-008-20

**Council Meeting Date:** March 9, 2020

**Title:** Consideration of Council Appointments to Boards and Committees for the 2018 -2022 Term of Council – Municipal Heritage Committee

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### **Objective**

To consider new applications received for appointment to the Municipal Heritage Committee for the 2018 - 2022 Term of Council.

### **Background**

The Town introduced a Municipal Heritage committee to its designated Boards and Committees for the 2018-2022 term of Council. Introductory meetings of the committee were held, however the number of appointed/attending members from the community is currently only 2 members.

The existing committee members feel that it would be most beneficial for this number to be increased. More members would allow more scope for quorum at meetings, breadth of perspective and sufficient back up to the chair or at events where required.

### **Analysis**

Advertising for new applicants was placed online on the Town's social media mediums, at Town facilities, and also The Ingersoll Cheese Museum and BIA were contacted for any suggestions for new members to the committee. The existing committee members were also asked to promote the recruitment drive for new suitable committee members.



The result of this being two new applications were received from Tom Mayberry and Sylvia Mayberry for committee appointment. These applications are attached. Both applicants provide strong summaries of their interest in Historical preservation of the Town and other credentials making them suitable to sit on the committee.

**Interdepartmental Implications**

None

**Financial Implications**

These appointments taking place will not incur any financial implications other than those budgeted for accordingly.

**Recommendation**

**THAT** report C-008-20 be received as information.

**AND THAT** Council of the Town of Ingersoll bring forward a by-law for consideration to make the following appointments for the 2018 to 2022 term of Council:

Ingersoll Municipal Heritage Committee: Tom Mayberry and Sylvia Mayberry

**AND FURTHER THAT** the existing members of various boards and committees continue as appointees to the boards and committees until such time as new appointments are made.

**Attachments**

Applications for Committee appointment from Tom Mayberry and Sylvia Mayberry

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Prepared by: Michael Graves, Clerk  
Approved by: William Tigert, Chief Administrative Officer

# Application for Committee Appointment

This form will be made available in alternate formats upon request

## Contact Information

Name: <u>Sylvia Mayberry</u>	
Address: _____	
Primary Phone: _____	Email: _____
I am a: <input checked="" type="checkbox"/> Resident or property owner <input type="checkbox"/> Business owner or employed within the Town	

## Committee / Board of Interest

Please indicate which Committee(s) / Board(s) you are interested in serving on in order of preference:

- 1) Heritage
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

## Disability Disclosure

In accordance with the Accessibility for Ontarians with Disabilities Act, a majority of the members of an Accessibility Advisory Committee shall be persons with disabilities. If you are interested in serving on this committee, please indicate if you are an individual with a disability

If you choose to confidentially disclose your disability, please do so below:

## Explain why you would like to serve on the Committee(s) you listed above

If you require more space feel free to include an additional page.

*I have become quite interested in historical buildings in Ingersoll since we moved into town. I have begun by researching our present home, and have an interest in preserving what is possible in town, as well as having it well documented for all town residents. I am eager to help in any way I can.*

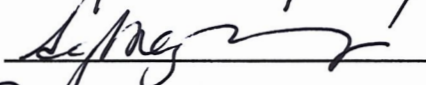
### Special Skills or Qualifications

Summarize the skills and qualifications you have acquired from employment, previous volunteer work, or through other activities that relate to the committees or board(s) to which you have applied. If you require additional space feel free to attach another page to your application and where relevant, a current resume.

I have been actively involved in the Ontario Genealogical Society (Oxford Branch) and have done some beginning research on various historic buildings. I have lived in SWO for 45 years and Ingersoll has been our local community. I have watched with interest (and some dismay) as buildings continue to be lost. We moved into Ingersoll 18 mos. ago and I have been researching our present location. Volunteer experience - current board member on ISSI. Past board member of Ingersoll Family Homes, local historical Church & T.V.

### Agreement and Signature

By submitting this application, I affirm that the facts set forth herein are true and complete to the best of my knowledge. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal from the appointment. I further agree to serve on the above-noted board or committee(s) if appointed and have reviewed the committee(s)' description and terms of reference and am able to regularly attend meetings.

Print Name: Sylvia Mayberry  
 Signature:   
 Date: Jan. 28, 2020

### Submission Instructions

The information contained in your application submission is being collected pursuant to the *Municipal Act S.O. 2001, ch.25*. Any personal information contained in this form will be used solely to assess applicants' qualifications for appointment to one of the Town's Committees/Boards, in accordance with the requirements of the *Municipal Freedom of Information and Privacy Act*.

Please submit your completed application to in person or via email by 11:59 pm on ~~May 5, 2019~~, to the attention of:

Michael Graves, Director of Corporate Services/Clerk-Deputy CAO  
 130 Oxford St., 2<sup>nd</sup> Floor  
 Ingersoll, ON N5C 2V5  
[clerks@ingersoll.ca](mailto:clerks@ingersoll.ca)  
 519-485-0120

# Application for Committee Appointment

This form will be made available in alternate formats upon request

## Contact Information

Name: TOM MAIBERRY

Address:

Primary Phone:

Email:

I am a:  Resident or property owner  Business owner or employed within the Town

## Committee / Board of Interest

Please indicate which Committee(s) / Board(s) you are interested in serving on in order of preference:

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

## Disability Disclosure

In accordance with the Accessibility for Ontarians with Disabilities Act, a majority of the members of an Accessibility Advisory Committee shall be persons with disabilities. If you are interested in serving on this committee, please indicate if you are an individual with a disability

If you choose to confidentially disclose your disability, please do so below:

## Explain why you would like to serve on the Committee(s) you listed above

If you require more space feel free to include an additional page.

I've seen enough of the world to appreciate the value of history and heritage in allowing people to feel rooted and take part of their identity. Also as I reflect on the fate of the old Tom Hall, and the loss of buildings by fire, and the neglect of the railway station, there always needs to be a constituency supportive of built history. I am no architect or builder but appreciate their skills and work. While my spouse Sylvia is more valuable on a committee when organizing is called for, Harold suggested we both might apply if there is some way we might be helpful,



## Special Skills or Qualifications

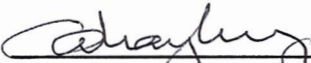
Summarize the skills and qualifications you have acquired from employment, previous volunteer work, or through other activities that relate to the committees or board(s) to which you have applied. If you require additional space feel free to attach another page to your application and where relevant, a current resume.

I have been with the local soccer club for over 30 years, and have had a few shorter-term involvements over the years. Occupationally, I appreciate the value of team-work - I could not have been as usefully productive as I was without the skills & dedication of those working *for* with me. Also medicine by definition is an occupation requiring team skills.

## Agreement and Signature

By submitting this application, I affirm that the facts set forth herein are true and complete to the best of my knowledge. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal from the appointment. I further agree to serve on the above-noted board or committee(s) if appointed and have reviewed the committee(s)' description and terms of reference and am able to regularly attend meetings.

Print Name: TOM MAUBERRY

Signature: 

Date: Jan 28, 2020

## Submission Instructions

The information contained in your application submission is being collected pursuant to the *Municipal Act S.O. 2001, ch.25*. Any personal information contained in this form will be used solely to assess applicants' qualifications for appointment to one of the Town's Committees/Boards, in accordance with the requirements of the *Municipal Freedom of Information and Privacy Act*.

Please submit your completed application to in person or via email by 11:59 pm on May 5, 2019, to the attention of:

Michael Graves, Director of Corporate Services/Clerk-Deputy CAO  
130 Oxford St., 2<sup>nd</sup> Floor  
Ingersoll, ON N5C 2V5  
[clerks@ingersoll.ca](mailto:clerks@ingersoll.ca)  
519-485-0120



**Department:** Clerk's Department

**Report Number:** C-009-20

**Council Meeting Date:** March 9, 2020

**Title:** Application for a variance to By-law 01-3989 (Maximum number of dogs)

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### **Objective**

To present Council with the necessary information to decide on a request for an exemption to By-law 01-3989 concerning the maximum number of dogs permitted to reside in any one dwelling unit or on any premises.

### **Background**

Council has received a request from Teresa Parsons (attached), requesting permission to allow an additional dog to reside on the property located at 13 Mason Drive. Council will note that this individual was previously granted an exemption and did not comply with the condition that "that as each dog in excess of the two dog limit passes away no new dog shall be acquired."

### **Analysis**

By-law 01-3989 at clause 3.1 states: "no person shall keep more than two dogs in any one dwelling unit or on any premises."

From time to time Council has approved exemption requests to clause 3.1 so long as the applicant agrees to enter into an agreement with the Town with the following conditions:

- That as each dog in excess of the two dog limit passes away no new dog shall be acquired and kept at the location;
- That in time there will be no more than two (2) dogs kept at this premise or any other premise in the Town of Ingersoll without permission of Council;
- That all other conditions of By-law No. 01-3989 be adhered to at all times.

Despite the fact that the applicant previously did not comply with one of the conditions of the granted exemption staff would recommend approval of a new exemption given the age of one of the dogs and it being made clear to the applicant that any subsequent exemption request WILL NOT be supported by staff. The applicant still must enter into an agreement.

#### **Interdepartmental Implications**

None

#### **Financial Implications**

None

#### **Recommendation**

**THAT** staff report C-009-20 be received by the Council for the Town of Ingersoll as information.

**AND THAT** Council approves the exemption to By-law No. 01-3989 to allow three dogs temporarily on the premise of 13 Mason Drive, subject to the applicants, Teresa Parsons entering into an agreement including the conditions detailed in this report.

#### **Attachments**

- 1) Request for Exemption Teresa Parsons

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

Town of Ingersoll  
130 Oxford St  
Ingersoll  
ON, N5C 2V5  
Re: By-Law 01-3989

Feb. 11, 2020

Dear Mayor Comiskey,

I am applying for an exemption to By-Law 01-3989. Firstly, I must apologise for being in breach of the By-Law. I had previously applied for an exemption and complied with its rules when we had Cinder, Sabre and Zeeza. As my shepherd's passed away, we were left only with our Bassett Hound Zeeza. She was devastated by her mate's death and we thought we would lose her. She was born Nov 11, 2005 so will be 15 this Nov. This is why I got another puppy for company for her. Around the same time my daughter moved back home with her dog. Last year we applied for dog tags as we did this year noting two dogs were mine and one was hers. Last year we received tags, there appeared to be no issue. This year when I applied, I received notice that I was in breach of the by-law. I have always been honest, notifying you when each dog passed and requesting tags for my 1 old exemption dog and 1 new dog as well as my daughter's. I, nor my vet expected Zeeza to live this long and I actually didn't remember the terms of the previous exemption I had signed as it was in 2011. I apologize for that. It was my assumption that the previous exemption would stand until Zeeza's death. In addition, we didn't know how long my daughter would be staying.

I am requesting an exemption just until Zeeza's passing, or until my daughter moves out, whichever comes first. I hope you can understand my mistake and grant my request.

Thank you for your time, sorry for the trouble

Teresa Parsons  
13 Mason Drive  
Ingersoll  
ON, N5C3Z8





**Department:** Clerk's Department

**Report Number:** C-010-20

**Council Meeting Date:** March 9, 2020

**Title:** Consent for Tillsonburg's Intercommunity Transit System

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### **Objective**

To present Council with the information necessary to recommend the passing a resolution to allow Tillsonburg to provide an inter community transit system within the boundaries of the Town of Ingersoll and to charge a fee for said service.

### **Background**

Council will recall that Alex Piggot, Transit Coordinator for the Town of Tillsonburg appeared at the February 10, 2020 Council meeting to explain the intercommunity transit project. As a part of that project Council will need to authorize the service and thereby allow Tillsonburg operate the service and charge the appropriate fees.

### **Analysis**

The Municipal Act says:

#### **GEOGRAPHIC APPLICATION**

##### **Limited to municipal boundaries**

**19 (1) By-laws and resolutions of a municipality apply only within its boundaries, except as provided in subsection (2) or in any other provisions of this or any other Act. 2001, c. 25, s. 19 (1).**

### Exception, services

(2) A municipality may exercise its powers, other than its power to impose taxes, to provide a municipal system to provide a service or thing in an area in another municipality or in unorganized territory if one of the purposes for so acting is for its own purposes and if one of the following conditions applies:

3. The other municipality is a lower-tier municipality and the service or thing is provided with the consent of,

- i. the lower-tier municipality, if it has jurisdiction to provide the service or thing in the area,
- ii. its upper-tier municipality, if it has that jurisdiction, or
- iii. both the lower-tier municipality and its upper-tier municipality, if they both have that jurisdiction.

In this case, since transportation systems can be provided by either the upper-tier or the lower-tier then the Town of Ingersoll should provide a resolution to provide the Town of Tillsonburg with the consent to operate the transit service in the Town of Ingersoll.

### Interdepartmental Implications

None

### Financial Implications

None

### Recommendation

**THAT** staff report C-010-20 be received by the Council for the Town of Ingersoll as information.

**AND THAT** Council hereby consents that the Town of Tillsonburg operates an inter-community transit service with the boundary of the Town of Ingersoll and charges the appropriate fees for the said service as per the Town of TGo Fare Policy.

### Attachments

- 1) TGo Fare Policy

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

Approved by: William Tigert, Chief Administrative Officer

**TRANSPORTATION****Policy 11-005: T:GO Service Fare Policy**

Approval Date: Month, DD, YYYY  
Approval Authority: Council, By-Law #####  
Effective Date: April 1, 2020

Next Scheduled Review Year: 2025  
Department: Operations Services  
Last reviewed: Month, n/a  
Revision Date/s: n/a  
Schedules: n/a

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**POLICY STATEMENT**

The T:GO Service Fare Policy is based on providing a fare structure that contributes to and supports ridership growth while ensuring people can be **Connected** throughout the community, in obtaining access to an **Enriched** experience within Tillsonburg and surrounding area.

The following principles will guide the Fare Policy:

- **Balanced:** Fares will recover a portion of operating costs recognizing both the individual and public benefits of the transit service while ensuring a sustainable service to the public.
- **Equitable:** Fares will be consistent for trips of similar nature, reflect the cost of service and encourage ridership compared to the cost of alternative transportation.
- **Affordable:** Transit service will be affordable to the public, regardless of age, financial need or other potential barriers.
- **Rewarding:** Frequent use of transit will be promoted through discounted fares for individuals that choose transit as a primary means of transportation.

**SCOPE**

This policy applies to the operation of T:GO Transit for both the Intown service and the Inter-Community Pilot Project Service.

## DEFINITIONS

**Adult** is defined as a person having reached the age of eighteen (18) and under the age of sixty (60) years, including any person between the ages of thirteen (13) to seventeen (17) not attending full time classes as a student.

**Student** is defined a person over the age of five (5) attending regular and full time classes in a grade school, secondary school, post-secondary school, institution or adult education.

**Senior** is defined as a person having reached the age of sixty (60) years or over.

**Child** is defined as any person having reached the age of five (5) years and under.

**Veteran** is defined as Canadian service veteran as verified by the local Legion.

**Support Person** is defined in the *Integrated Accessibility Standards Regulation* under the *Accessibility for Ontarians with Disabilities Act, 2005*. Support person” means, in relation to a person with a disability, another person who accompanies the person with a disability in order to help with communication, mobility, personal care or medical needs or with access to goods, services or facilities; (“personne de soutien”).

**Fare** is defined as a fee paid by a customer for the use of the public transit system.

**Fare Product** is defined as the medium that allows a customer to take either a certain number of pre-purchased trips or unlimited trips within a fixed period of time.

**Fare Structure** is defined as the system setup to determine how much is to be paid by various customers using the transit service at any given time.

**Rates and Fees Bylaw** is defined as the bylaw passed by Tillsonburg Town Council to impose fees or charges on persons under the *Municipal Act*.

**Service Area** is defined as the Communities served with transit stops including the Town of Tillsonburg.

**Transfer** is defined as changing from one Inter-Community Service bus to another Inter-Community Service bus or the In-Town T:GO service bus at a transfer point.

**Transfer Point** is defined as a bus stop where two or more bus routes converge.

**IMPLEMENTATION PROCEDURE**

**1. Fares:**

Fares and methods of payment will be established by Tillsonburg Town Council and set through the adoption of the Rates and Fees Bylaw. The current fare structure is:

Category	Rate
Adults	100%
Students	80% of Adult Fare
Seniors (60+)	80% of Adult Fare
Children (5 and under) accompanied by an Adult, Senior or Student	Free
Veterans	Free
Support Persons	Free, when accommodating a paying customer requiring support

All passengers boarding a T:GO Transit Service bus will be required to pay the appropriate fare. Passengers without appropriate fare will be denied service.

**2. Fare Products:**

The following fare products will be used on the transit service:

- Exact cash fare
- Unlimited Monthly Pass for Adult, Senior and Student
- Free Unlimited Pass for Veterans
- Ten ride discount cards for Adult, Senior and Student
- Day pass for Adult, Senior and Student
- Single Ride tickets for Adult, Senior and Student

Monthly passes, ten ride discount cards, day passes and single ride tickets will be made available at retail locations throughout the service area. Retailers will be offered 5% commission on all transit passes sold at their facility, upon entering a Retail Sales Agreement with the Town of Tillsonburg.

### 3. **Monthly Pass Statement:**

The following statement will be included on all monthly passes and enforced by the operator:

“This monthly pass provides unlimited ridership privileges on T:GO Transit for the period of the calendar MONTH and YEAR as punched on the face of this pass. Photo ID card (any valid Government issued identification or TVDSB/any recognized College/University) must accompany the user of this pass to be valid. A pass must also bear the printed name of the user inscribed in ink. Passes will be confiscated if presented by a person other than its owner and the pass and the ID card must be presented to the driver in an open and unrestricted manner. Valid passes must be punched twice (one “year” punch, one “month” punch) and are only valid for that period. Passes with more or less than two punches will be VOID and confiscated by the driver. Reproduction of this pass in any manner is strictly prohibited. T:GO Transit is not responsible for any pass or ID card that has been stolen or lost. Passes are not refundable.”

### 4. **Service Disruptions:**

T:GO Transit operates on the same roads and in the same weather conditions as the motoring public. Although best efforts are made to be on time, there are situations that are beyond T:GO transit service control that may result in delays such as traffic congestion, poor visibility, mechanical breakdowns, snowy and icy road conditions, etc. In the event of a delay or loss of service, best efforts will be made to provide this information to passengers through available media sources and when the service is expected to return to regular schedule, if available. A refund will not be provided under these circumstances.

Customer service complaints regarding missed pickups or other concerns will be investigated by Town staff. To maintain the integrity of the service, Town staff will work with the customer to support their needs by offering clarifications of the service and provide additional travel training or supports if requested.

### 5. **Refunds:**

Refunds will not be provided for lost or stolen passes.

Refunds will not be provided for service disruptions due to weather or mechanical failures as described in Service Disruptions.

Refunds will only be provided for any unused tickets purchased by the customer.

### 6. **Transfers:**

Transfers will be accepted from other Inter-Community transit service providers and on the In-Town T:GO service at a transfer point. Transfers will only be valid for a half hour from the time of issuing from the driver. Passengers requiring a transfer shall request a transfer slip from the driver and show the transfer slip when boarding the next bus. Altered or damaged transfers will not be accepted.

Passengers with a day pass or a monthly pass do not need a transfer slip. The passenger needs to inform the bus operator of their intention to transfer buses to ensure the transfer is made.

Transfers will not be accepted from the In-Town Service to the Inter-Community transit service. Passengers transferring from the In-Town Service to the Inter-Community service will have to pay the fare for that service.

Passengers transferring to Woodstock Transit, Ingersoll Paratransit and London Transit will have to pay the respective transit agencies fares.



**Department:** Clerk's

**Report Number:** C-011-20

**Council Meeting Date:** March 9, 2020

**Title:** Extension of Animal Control Agreement

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### Objective

To consider extending the animal control contract.

### Background

The Town of Ingersoll entered into a contract with Hillside Kennels in 2012 to provide animal control. The contract has been extended several times. Hillside provides services to a number of municipalities in the area and has for several years. Hillside has approached the town and offered to extend the contract for an additional three years for a modest sum.

### Analysis

The contract is set to expire but Hillside is offering to extend the contract for an additional three years with only an increase in the callout fees from \$115 to \$120. This would result in additional costs of approximately \$300 per year.

Staff do not suggest going to tender as there are a very limited number of service providers in the area. As well our costs of tendering would obviously exceed the increase in contract costs proposed by Hillside. Lastly, we have been very satisfied with the service provided by Hillside and therefore recommend Council proceed to extend the contract for a further three years.

### Interdepartmental Implications

N/A



**Financial Implications**

Minimal financial impact.

**Recommendation**

**THAT** Council of the Town of Ingersoll agrees to extend the contract with Hillside Kennels Animal Control Ltd. for the provision of Animal Control in the Town of Ingersoll for a further three years until December 31, 2022 with the only increase being in the callout fee going from \$115 to \$120.

**Attachments**

Town of Ingersoll 2020/2021 Animal Control Services Proposal

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Prepared by: Michael Graves, Director of Corporate Services/Clerk – Deputy CAO

Approved by: William Tigert, Chief Administrative Officer

# Town of Ingersoll 2020/2021 Animal Control Services Proposal

Proposal for “CANINE CONTROL OFFICER” “POUNDS KEEPER”  
And “ANIMAL CONTROL SERVICE”

February 19, 2020

## PROPOSED FEE SCHEDULE

**Call Out Fee:** Canine, Sick & Injured Wildlife & Cats \$120.00

**Boarding** @ \$25.00 per day maximum of three days with the exception of Quarantine \$ 75.00  
1<sup>st</sup> day of pick up board included in call out fee.

**Veterinary administered euthanasia** when required per animal \$ 30.00

**Disposal** by cremation and as per OMAFRA regulations \$ 60.00 for canine  
Cats and Small Wildlife \$ 40.00

**Patrols** @ Call Out Fee \$ 120.00 or \$ 40.00 for each hour of patrol plus \$ .50 per km.  
Travel time plus patrol time dictates a minimum of two hours charged for patrols.

**Monthly Retainer** A minimum monthly billing of \$750. Will be inclusive of the total billing for each month.

**If the owner claims the animal all fees are billed to them as a user fee and the municipality is not charged.**

Hillside Kennels Animal Control is prepared to perform other services as requested by the Municipality at a rate Of \$ 40.00 per hr. and \$.50 per kilometre. e.g: Patrols, Bylaw Enforcement. Both operators have Provincial Offenses Officer Status in Other areas but will establish the position, on request, in any other contracted area.

Hillside will hold the above rates without increase for the duration of the contract to a **maximum of two years**.

Hillside will do canine control, feline control, and any other control as requested by the Municipality.

In an emergency call out, where Veterinary services are needed, the Municipality will cover the cost of stabilizing an injured animal until the owner can be located. **If the owner claims the animal, he is then responsible for All costs, Veterinary and Animal Control.** If the animal is not claimed, cost will be at the municipality’s expense but only for the mandatory four days as prescribed by OMAFRA. The number of animals that require veterinary services area a very small percentage, **less than 1 % in most cases.**

If an animal is injured severely or diseased, it will be the Animal Control Officer and the attending Veterinarian who decide if euthanasia is needed. Where a sick animal is suspected of having a highly contagious life threatening to other animal’s disease, (e.g. Parvo Virus or Rabies) it may be destroyed to prevent further infection.

All prices are subject to G.S.T.

**Hillside Kennels has provided animal control services for the Town of Ingersoll for many years. Even though energy costs continue to rise, Hillside has only applied a minimal increase over the next two years of Service. We look forward to serving you in the future.**

**Tracey Gibson, Hillside Kennels**



**Department:** Community Services

**Report Number:** CS-005-20

**Council Meeting Date:** March 9th 2020

**Title:** EV Charging Stations Incentives

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### **Objective**

To provide council with the information on an opportunity to install electronic vehicle charging stations throughout Town at a reduced cost.

### **Background**

The Federal Government, through Natural Resources Canada has launched an E Car Incentive program. The program will pay up to 50% of the cost of the charging station and installation to a maximum of \$5000 per unit. There is a 20 unit minimum purchase required of each application. The incentive program requires that the charging units be placed in publicly accessible areas. Oxford County municipalities have discussed putting together a joint application for this program to meet the 20 unit minimum.

### **Analysis**

By partnering with fellow Oxford County Municipalities we have the opportunity to address an issue we will likely face in the future, at significantly reduced cost. The total actual cost per unit with installations, labour, monitoring software, etc. is approximately \$8,000.00. With the 50% coverage from the incentive program, the approximate cost to the municipality will be \$4,000 per unit, installed.

If this program is something that council is interested in pursuing, staff have identified some possible locations where charging stations could be installed:

- 1) VPCC
- 2) Fusion
- 3) Seniors Centre
- 4) Municipal Parking Lot behind the Arena
- 5) Any other locations suggested by Council

Important to note that between the Oxford County Municipalities the minimum 20 units must be achieved for us to be eligible to receive the funding for these units. If the minimum 20 units is not achieved then staff would recommend we not pursue the charging units at full cost.

### **Financial Implications**

Approximately \$4,000 per unit installed.

### **Recommendation**

That the council for the Town of Ingersoll receives report CS-005-20 as information and That the Council for the Town of Ingersoll approves the purchase and installation \_\_\_\_\_ EV charge stations on the condition THAT the minimum 20 units is achieved with fellow Oxford County Municipalities.

### **Attachments**

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Prepared by: Kyle Stefanovic, Director of Community Services  
Approved by: William Tigert, CAO.



**DEPARTMENT:** Operations

**REPORT NO:** OP-004-20

**COUNCIL MEETING DATE:** March 9, 2020

**TITLE:** Assumption of Sifton Properties Harrisview Subdivision (Phase II)

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## OBJECTIVE

For Council to assume the Sifton Properties Harrisview Subdivision (Phase-II).

## BACKGROUND

The Subdivision Agreement for Sifton Properties – Harrisview Subdivision (Phase – II) states in order to assume streets in the sub-division, the following conditions have to be met:

The Owner shall have its Consulting Engineer provide on-site inspection by a qualified inspector approved by the Town Engineer, of all works and services required by this Agreement that are to be assumed for maintenance by the Town.

When all matters, works, services and things required to be constructed, installed or done by the Owner except as herein before specified, in the opinion of the Town Engineer or on certification of an independent registered Consulting Engineer in accordance with the form of certification shown in Schedule "G" attached hereto have been accomplished strictly in accordance with this Agreement and Schedule "C" and to the specifications and satisfaction of the Town Engineer, the Town Engineer shall issue to the parties hereto a *Certificate of Substantial Completion* to that effect (Herein called an assumption certificate). The Town will not issue an assumption certificate until the Owner has provided the Town Engineer with:

- a) Final "as-constructed" drawings on paper and electronically on AutoCad, geo-referenced to the current standards of the Town Engineer; and,
- b) A copy of all project diaries of the Consulting Engineer with field measurements / elevations.
- c) A copy of all geotechnical diaries and all technical reports.

The above conditions have been met and a final Certificate of Assumption can now be issued to the developer.

## **ANALYSIS**

Properties have completed their obligation with regard to the subdivision agreement signed between them the Town and the County in respect of Phase-II of their Harrisview Development. The streets included in this phase of the subdivision are Hollingshead Road, Brookfield Avenue and Chamberlain Avenue.

The storm-water management of this phase of the development will utilize the storm-water pond constructed as phase-I of the development. Securities have been retained to ensure the pond is maintained and operated as per required conditions till all lands that use the facility are developed and storm-water system serviced.

## **FINANCIAL IMPLICATIONS**

The Town will assume the financial costs of the two subdivision phases.

## **RECOMMENDATION**

That report Number OP-004-20 be received for information; and

Further that Council assumes the subdivision known as Harrisview Phase II of Silfton Properties, effective March 9, 2020 and that Engineering Services notify all parties involved with the subdivision agreement.

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Prepared By: Ramesh Ummat M.Eng. MPA P.Eng., Town Engineer  
Approved by: William Tigert, Chief Administrative Officer



**Department:** Treasury

**Report Number:** T-006-20

**Council Meeting Date:** March 9, 2020

**Title:** 2019 Transfer of funds to reserves

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### Objective

This report recommends to allocate a part of 2019 operating surplus funds into the Town's designated reserves to the extent that Town wide operations is not an overall deficit.

### Background

Council has the ability to allocate unused funds from operations in addition to the budgeted transfers to reserve and reserve funds. As part of the finalization of 2019 operations Staff reviewed the status of operating revenue and expenditures and identified funds that need to be carried forward to a future year. The funds will be used for future initiatives including unanticipated emergencies and opportunities as needed and upon Council's approval.

This practice is in compliance with the Municipal Act and PSAB standards.

### Analysis

During the 2019 year-end review of the Town operations Staff identified the following:

- The 2019 revenue for the lease of the industrial lands on Clarke Road totaled \$14,716. Staff is recommending to transfer this amount into the Unfinanced Industrial Land Reserve to reduce the unfinanced portion of the industrial lands.
- The Town was able to recover a portion of its 2018 legal expenses in the amount \$20,981. Staff is recommending to transfer this amount into the Legal Reserve to fund any future legal costs that may be launched against the Town.

- Clerk's 2019 legal budget was not fully utilized. Staff is recommending to transfer the unspent legal budget in the amount of \$8,819 into the Legal Reserve.
- Staff are recommending to establish a Heritage Designation Reserve. The 2019 budget of \$8,000 for the Heritage Committee was not spent. Staff are recommending to transfer \$8,000 into the new Heritage Designation Reserve to fund future expenditures related to the management of Ingersoll heritage conservation efforts.
- Staff are recommending to create a new Modernization Reserve and transfer the remainder of the \$622,976 onetime modernization grant in the amount of \$602,976 into this reserve to support Town's future initiatives to become more efficient and modernize service delivery.
- The 2019 Building Permit Fees revenue exceeded the direct costs of providing the associated services by \$134,461. Staff is recommending to transfer this surplus into the Building Inspection Reserve to supplement projected or actual revenue shortfalls of the Building permit fees in any future years.
- Staff are recommending to transfer the \$40,903 donation received from Oxford County Museum School into the Museum Reserve.
- The 2019 budget in the amount of \$35,000 for the Community Improvement Plan was only partially spent. Staff is recommending to transfer the remaining \$34,250 into the Community Improvement Reserve.

Once the 2019 year end process has been completed and the annual operating surplus has been finalized Staff will recommend further allocation of the 2019 surplus into the Town's designated reserves.

### Financial Implications

No impact on the 2020 operating budget.

### Recommendation

**THAT** the Council for the Town of Ingersoll receives as information Report T-006-20.

**AND THAT** Council approve allocation of the part of the 2019 operating surplus as follows:

- a) A transfer of \$14,716.00 into the Unfinanced Industrial Lands Reserve
- b) A transfer of \$ 29,800.00 into the Legal Reserve
- c) A transfer of \$8,000.00 into the Heritage Designation Reserve
- d) A transfer of \$602,976.00 into the Modernization Reserve
- e) A transfer of \$134,461.00 into the Building Inspection Reserve
- f) A transfer of \$40,903.00 into the Museum Reserve
- g) A transfer of \$34,250.00 into the Community Improvement Reserve



Transfers total: \$865,106.00

<b>Attachments</b>
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None

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



**Department:** Treasury

**Report Number:** T-007-20

**Council Meeting Date:** March 9, 2020

**Title:** Development Charges Indexing

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### Objective

To adjust the Town's Development Charges for inflation as prescribed in the Development Charges By-law 19-5057.

### Background

The Development Charges By-law #19-5057 section 13 states that the development charges may be adjusted annually on April 1st of each year, without amendment to the by-law, in accordance with the most recent twelve month change in the Statistics Canada Quarterly, *Construction Price Statistics*. The index is a measure of the building construction price increases and by applying the index to development charges is a means to ensure the funds collected reflect the cost to construct future capital assets.

### Analysis

The 2019 4<sup>th</sup> quarter annual index in the *Construction Price Statistics* has increased by 2.9%. The following are the Town's current and the proposed rates with the indexing applied.

Development Type	Current Rate (per unit)	Indexed Rate (per unit)	Increase
Singles & Semis	\$3,227	\$3,321	\$94
Large Apartment (2 or more bedrooms)	\$1,720	\$1,770	\$50
Small Apartment (Bachelor & 1 bedroom)	\$1,164	\$1,198	\$34
Rows & other multiples	\$2,028	\$2,086	\$58

## **Financial Implications**

Indexing the Town's development charges helps to mitigate the impact of inflationary increases on future growth-related costs. It is not new money to fund any additional needs.

## **Recommendation**

**THAT** the Council for the Town of Ingersoll approve the Development Charge indexing of 2.9% effective April 1, 2020 in accordance with the Development Charges By-law #19-5057.

## **Attachments**

None

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



**Department:** Treasury

**Report Number:** T-008-20

**Council Meeting Date:** March 9, 2020

**Title:** 2019 Council Remuneration & Expense Report

---

### Objective

To provide Council with the 2019 Council Remuneration and Expenses Report for the year ended December 31, 2019 as required under the *Municipal Act 2001*.

### Background

In accordance with subsection 284(1) of the *Municipal Act 2001*, "*The Treasurer of a municipality shall in each year on or before March 31 provide to the council of the municipality an itemized statement on remuneration and expenses paid in the previous year to,*

*(a) each member of council in respect of his or her services as a member of council or any other body, including a local board, to which the member has been appointed by council or on which the member holds office by virtue of being a member of council;*

*(b) each member of council in respect of his or her services as an officer or employee of the municipality or other body described in clause (a); and*

*(c) each person, other than a member of council, appointed by the municipality to serve as a member of any body, including a local board, in respect of his or her services as a member of the body."*

### Analysis

The total remuneration and expenses paid to or on behalf of members of Council and others by the Town of Ingersoll and other bodies and local boards for 2019 was \$229,273.

A summarized statement reflecting these expenses is provided as Appendix "A" to this report.

**Financial Implications**

No impact on the 2020 operating budget.

**Recommendation**

**THAT** Report No. T-008-20 Council Remuneration and Expenses for the year ended December 31, 2019 be received as information.

**Attachments**

2019 Council Remuneration and Expense Report.

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

**Town of Ingersoll**  
**Statement of Council and Local Boards Remuneration and Expenses**  
**For the period ending December 31, 2019**  
**(in accordance with Section 284(1) of the *Municipal Act*)**

	Town of Ingersoll				Police Services Board			Cemetery Board	Total	2019 Total Remuneration	
	Salary	Benefits	Travel & Expenses	Conferences & Seminars	Honourariums & Wages	Benefits	Conferences, Seminars & Exp			Salaries & Wages	Benefits & Expenses
	(1)	(2)	(2)	(2)	(1)	(2)	(2)	(1)	(1)	(1)	(2)
<b>Members of Council</b>											
Ted Comiskey - Mayor	\$33,136	\$6,419	\$4,228	\$15,743	\$3,001	-	\$492	-	<b>\$63,020</b>	\$36,138	\$26,883
Fred Freeman - Deputy	\$24,261	\$7,286	\$1,220	\$8,328	-	-	-	-	<b>\$41,094</b>	\$24,261	\$16,834
Gordon Lesser	\$14,220	\$6,441	\$934	\$1,486	-	-	-	-	<b>\$23,082</b>	\$14,220	\$8,862
Kristine VanKooten-Bossence	\$13,036	\$7,091	\$0	\$0	-	-	-	-	<b>\$20,127</b>	\$13,036	\$7,091
Michael Bowman	\$14,220	\$6,441	\$504	\$1,486	-	-	-	-	<b>\$22,652</b>	\$14,220	\$8,431
Rick Eus	\$14,224	\$0	-	\$5368	\$3,001	-	-	-	<b>\$22,593</b>	\$17,495	\$7,792
Brian Petrie	\$14,220	\$6441	-	\$1351	-	-	-	\$270	<b>\$22,282</b>	\$14,220	\$5,368
<b>Police Services Board</b>											
Reagan Franklin	-	-	-	-	\$247	-	-	-	<b>\$247</b>	\$247	\$0
Mhari Kersel					4,632.06	-	-	-	<b>\$4,632</b>	\$4,632	\$0
Darell Parker					4,319.21	-	\$1,575	-	<b>\$5,895</b>	\$4,319	\$1,575
Sherri Dayman					1,975.17	879.20	\$795	-	<b>\$3,650</b>	\$1,975	\$1,674
	<b>\$127,317</b>	<b>\$40,118</b>	<b>\$6,887</b>	<b>\$33,763</b>	<b>\$17,176</b>	<b>\$879</b>	<b>\$2,863</b>	<b>\$270</b>	<b>\$229,273</b>	<b>\$144,763</b>	<b>\$84,510</b>



Our File: A-01-20

**APPLICATION FOR MINOR VARIANCE**  
**(SUPPLEMENTARY REPORT)**

**TO:** Town of Ingersoll Committee of Adjustment  
**MEETING:** March 9, 2020  
**REPORT NUMBER:** CP 2020-57

**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 m<sup>2</sup> (1,095 ft<sup>2</sup>) single storey, single detached dwelling with an attached garage on the subject property.

**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)

**COMMENTS:**

**BACKGROUND**

(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 m<sup>2</sup> (6,649.1 ft<sup>2</sup>) in area and is currently vacant. Surrounding property uses are predominately single detached residential dwellings.

For 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 depth to 1.67 m (5.5 ft.). The noted 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) Agency Comments:

The application was circulated to those agencies considered to have an interest in the proposal and the following comments were received:

The Town of Ingersoll Chief Building Official commented that a \$5000 grading deposit is required which will be held until the proposed grading plan submitted with permit is finalized after construction. The neighbouring driveway from the property to the south (263 Tunis Street) is to be removed from the subject lands to ensure proper drainage for the new driveway. Additionally, the Building Department does not have concerns with the reduction of the setback requirement, any issues that may arise will be dealt with under the Ontario Building Code during permit review/issuance.

The Town of Ingersoll Engineering Department advised that there was no objection to the proposal and noted that in light of the configuration of the subject property it will not permit a reasonable sized home to be constructed. As a result, the dwelling will need to be designed to ensure proper drainage and avoiding impacts on neighbouring properties.

The owner/builder would need to design and provide adequate perimeter collection of runoff and drainage of the same to ensure any rainwater from the property does not flow on to the neighboring property at any time.

The Town of Ingersoll Fire Department indicated that the municipal address must be clearly marked by the street.



(c) Public Consultation:

Public Notice was provided to surrounding property owners in accordance with the requirements of the Planning Act.

The public meeting was held by the Committee of Adjustment on February 10, 2020. A number of comments and concerns were raised by neighbouring residents at the meeting that included that the subject property is too small to accommodate proposed dwelling, that the proposed dwelling was too large for the property, concerns of increased fire threats, impacts on privacy on adjacent properties, increased noise, chances of flooding on neighbouring properties, impacts on the existing driveway to the south and that the elevation of the lands were too high to accommodate proposed dwelling.

For Committee's information, comments received from a neighbouring landowner after the public meeting are also attached.

(d) Intent and Purpose of the 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.

Further, Section 10.3.6 [MINOR VARIANCES] of the Official Plan provides direction to the Committee of Adjustment when determining whether a variance is desirable:

- whether constraints and/or restrictions to meeting the requirements of the zoning by-law due to the physical or inherent conditions of the site are involved;
- whether alternative designs of the proposal which would be in conformity with the relevant by-law are clearly not feasible or appropriate for the site;
- the concerns of the effect on adjacent owners, residents and community in general have been considered;
- the approval of the minor variance would not create an undesirable precedent;
- that compliance with the standards of the relevant by-law would be unreasonable or impossible and would impose an undue hardship on the applicant.

(e) Intent and Purpose of the 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 while ensuring that structures do not overwhelm abutting properties due to their proximity to adjacent lot lines.

Additionally, the rear yard depth provision assists in providing adequate separation from buildings on adjacent properties and access to allow for proper lot grading and drainage.

(f) Desirable Development/Use:

Planning staff note that adequate private amenity space is provided on the subject lands to the north of the proposed dwelling. The Town's Building Department has also noted there is no concerns with respect to the placement of the proposed dwelling relative to property boundaries or the location of buildings on adjacent properties.

In determining whether variances are minor in nature it is important to note that variances are to be considered in a contextual analysis when considering the impact of the proposal. As detailed above, policies in the Official Plan also provide direction to the Committee of Adjustment when assessing whether a variance is desirable.

Using those policies, Planning staff note that the applicant is proposing to construct a dwelling that is appropriately sized given the configuration and size of the subject property. Having said this, the proposed dwelling still requires a reduction in the rear yard setback.

In light of the configuration of the subject lands, it is the opinion of Planning staff that approval of the rear yard setback to accommodate the proposed dwelling would not create an undesirable precedent.

With respect to compliance with the standards of the relevant by-law placing undue hardship on the applicant, Planning staff are of the opinion that if the rear yard requirement was maintained it would render the subject lands as virtually undevelopable. Further, the subject property was created through a consent in 2008 and was considered to be consistent with the Provincial Policy Statement as well as being in-keeping with the backyard infill policies contained in the Official Plan.

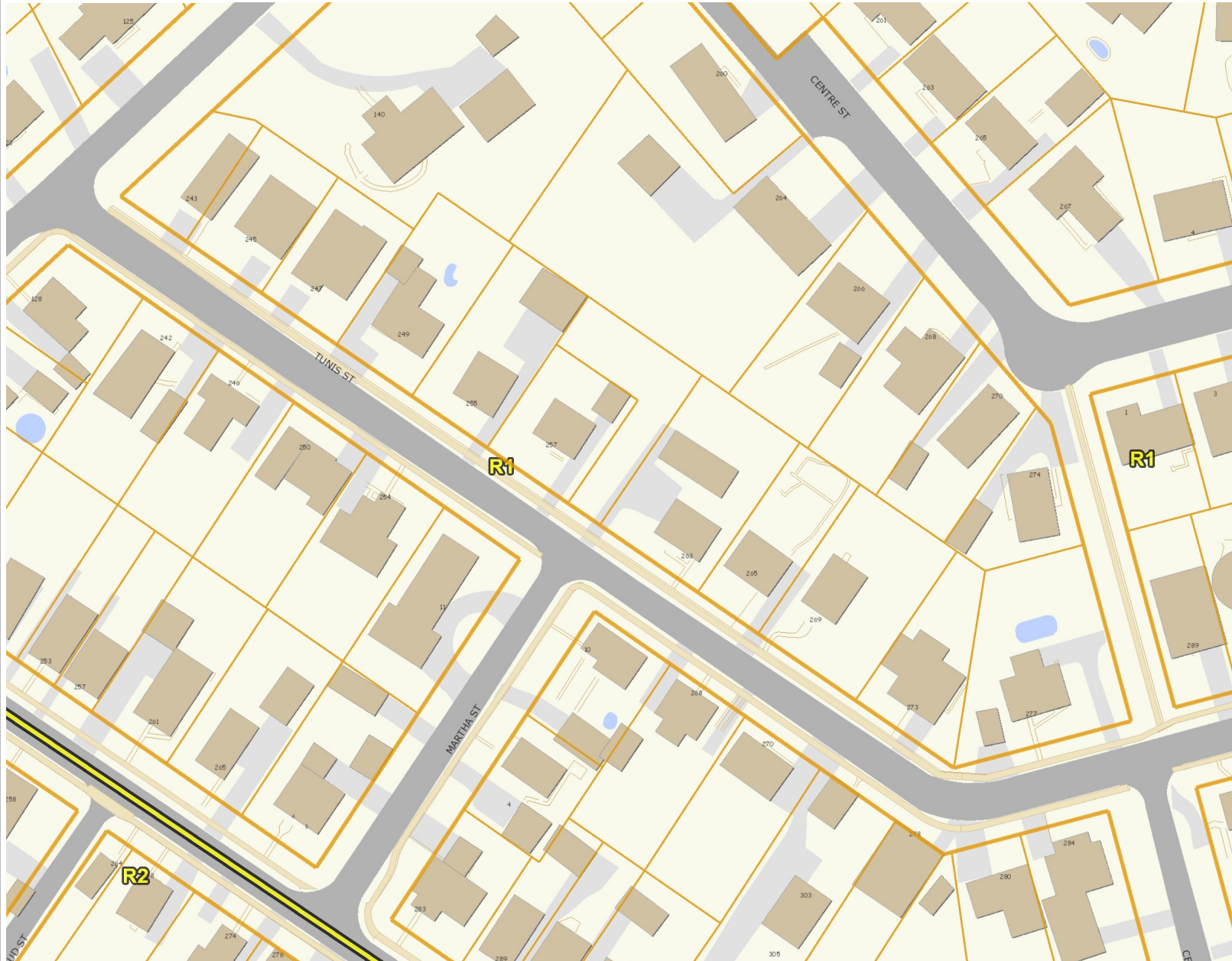
Regarding concerns raised by adjacent landowners as noted above, it is the opinion of Planning staff that appropriate conditions can be imposed with the application's approval that would address those concerns. Specifically, the Town's Building Department have noted that a \$5000 grading deposit is required which will be held until the proposed grading plan is finalized after construction to ensure there is no drainage impacts on neighbouring properties. This would address concerns on the potential of drainage impacts on neighbouring properties.

In terms of potential impacts of privacy, Planning staff are of the opinion that the orientation of the proposed dwelling as shown on Plate 3 should minimize impacts on adjacent properties. Further, the applicant has indicated the intent of constructing a single storey dwelling. As such, Planning staff would recommend that a condition be included that limits the height of the dwelling to one-storey as shown on plans provided by the applicant. This would address concerns on the potential of impacts of privacy.

Finally, as noted above, the sketch (Plate 3) provided to staff after the application was submitted shows a rear yard setback of 1.83 m (6 ft.), whereas the owner applied for a variance to reduce the rear yard setback to 1.67 m (5.5. ft.). As a result, it is recommended that if approved, the Committee approve a reduction in the rear yard setback to 1.83 m (6 ft.) as opposed to 1.67 m (5.5. ft.) as originally requested.

In light of the above comments, it is the opinion of this Office that the requested minor variance can be considered minor and represents desirable development of the subject property.

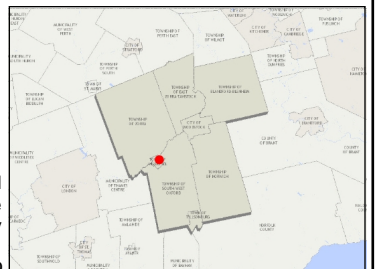




**Legend**

- 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

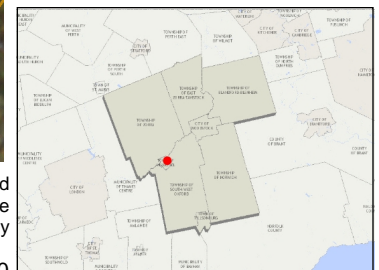




### Legend

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

### Notes



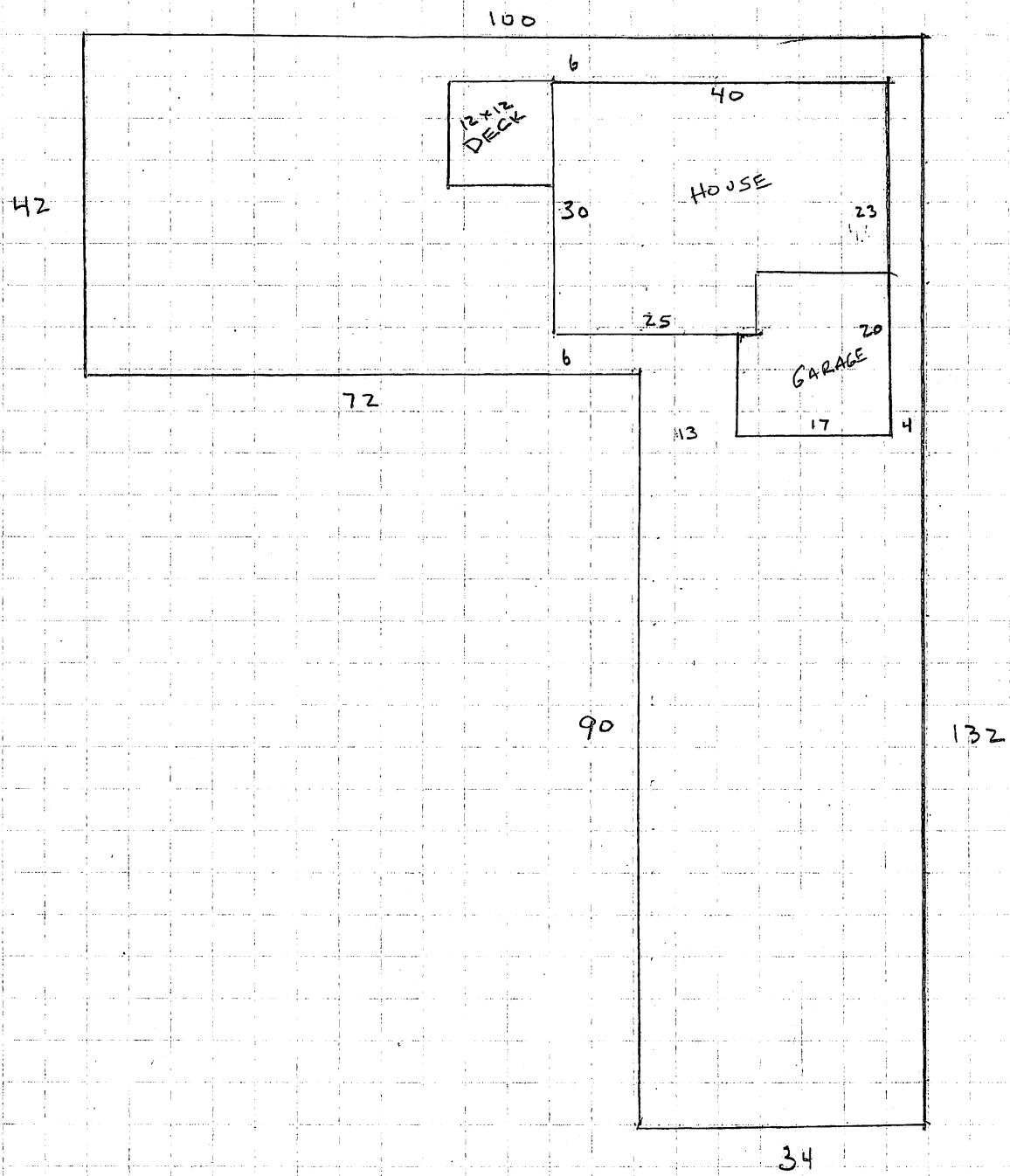
0 16 33 Meters

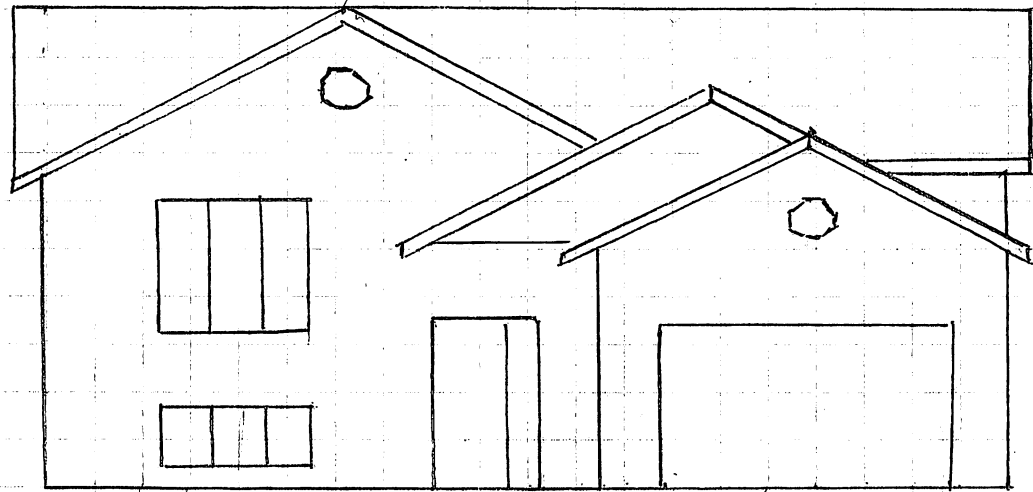
NAD\_1983\_UTM\_Zone\_17N



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





## Ron Versteegen

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**From:** Paula Toft <paula.toft@ingersoll.ca>  
**Sent:** February 14, 2020 3:37 PM  
**To:** Ron Versteegen  
**Subject:** Fwd: Minor variance for Tunis St.

Good afternoon Ron

I attach the email for your information received providing comment on the Proposed Minor Variance A-01-20.

Take care

Kind Regards  
Paula Toft

Deputy Clerk  
Wedding Officiant  
Town of Ingersoll  
[519-485-0120 ext. 2260](tel:519-485-0120)

----- Forwarded message -----

**From:** Ted Comiskey <[mayor@ingersoll.ca](mailto:mayor@ingersoll.ca)>  
**Date:** Fri, Feb 14, 2020 at 3:33 PM  
**Subject:** Fwd: Minor variance for Tunis St.  
**To:** Paula Toft <[paula.toft@ingersoll.ca](mailto:paula.toft@ingersoll.ca)>

**Ted Comiskey**  
**Mayor of Ingersoll**

----- Forwarded message -----

**From:** Keith Silcox <[keith.silcox@gmail.com](mailto:keith.silcox@gmail.com)>  
**Date:** Thu, Feb 13, 2020 at 10:29 AM  
**Subject:** Minor variance for Tunis St.  
**To:** Ted Comiskey <[mayor@ingersoll.ca](mailto:mayor@ingersoll.ca)>

After the council meeting on Monday, I feel I should make a few comments. First, I realize the property in question was severed as a potential building lot. As I mentioned at the meeting I did not and still do not feel that this was a wise decision.



Part of the reason for this was revealed by the necessity for the minor variance. The required setback of about 25 feet covers almost the entire rear portion of the property where a house is supposed to be built. This area is about 34 feet deep.

Reducing the setback to only 5 feet is more than a "minor" variance in my opinion.

Apart from the question of whether the property even has the required frontage for a building lot in this area, reducing the setback by this much effectively means any future building lots in Ingersoll could successfully also ignore setback requirements.

Finally, I feel it would be a good idea for council to actually view the property in question before making a decision.

Perhaps infill is desirable, but surely this is taking the concept to the extreme. I think that the fact the property has been unsold for about 10 years should make that point.

Keith Silcox  
263 Tunis St., Ingersoll

February 26, 2020

Mayor & Council  
Town of Ingersoll  
130 Oxford Street  
Ingersoll, Ontario  
N5C 2V5

Mayor & Council,

I am writing to confirm receipt of the Town of Ingersoll's letter dated February 14, 2020, regarding the resolution passed at the Town Council meeting dated February 10, 2020. In the resolution, the Council of the Town of Ingersoll requested that *"Walker Environmental Group host a public information meeting with the proposed release of the draft EA, so as to provide information and answer questions on the process, timing and the public consultation opportunity."*

Walker remains committed to openness and transparency. With this in mind, we have developed a community engagement and consultation program that allows for multiple opportunities for the public, government agencies and Indigenous Communities to provide input, ask questions and stay informed.

Specifically, Walker will be providing the following opportunities for community members to participate in the review of the Draft Environmental Assessment Report:

- A public information session soon after the release of the Draft Environmental Assessment Report
- Additional public events/information sessions
- An online "open house" component
- A project website at [www.walkerea.com](http://www.walkerea.com)
- A Facebook page at *Walker Environmental – Southwestern Landfill*
- Availability during regular business hours, five day/week at our Ingersoll Office

Please let us know if Council has any additional recommendations on engagement activities to help facilitate community input. More details on upcoming public events, such as location and timing, will be communicated once the Draft EA Report is released.

Kind Regards,



Darren Fry  
Project Director, Southwestern Landfill



**Corporation of the Town of Ingersoll  
By-Law 20-5086**

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**A by-law to amend by-law 19-5051 and to appoint citizen members to the  
Town of Ingersoll's Municipal Heritage Committee of Council**

**WHEREAS** the Corporation of the Town of Ingersoll is desirous of amending By-law 19-5051 being a by-law to appoint members of Council and citizens to committees, local boards and to other positions;

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

1. That the following individual's name be added to Schedule 'A' of By-law 19-5051 under *Municipal Heritage Committee as a citizen member*.
  - Tom Mayberry
  - Sylvia Mayberry
2. That all appointments shall be effective for the period to November 15, 2022 or until such time as appointees are reappointed or replaced subject to Statutory Authority.
3. That this By-Law shall become effective and shall come into force after its third reading amending by-law 19-5051 upon its enactment.

**READ** a first and second time in Open Council this 9<sup>th</sup> day March, 2020.

**READ** a third time in Open Council and passed this 9<sup>th</sup> day of March, 2020.

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**Edward (Ted) Comiskey, Mayor**

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**Michael Graves, Clerk**

**Schedule "A"**  
**By-Law 19-5051**  
**Amended by by law's 19-5072 & 20-xxxx**

**Council, Agency, Board and Committee Appointments**

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**Accessibility Advisory Committee**

- 1) Shawn Carter
- 2) Tom Lefley
- 3) Sarah Zerversenuke

**Ingersoll Cheese and Agricultural Museum Advisory Committee**

- 1) Michaela Bartram
- 2) Charity Beecham
- 3) Chris Beecham
- 4) Jon Bowman
- 5) Michael Bowman
- 6) Ted Hunt
- 7) James Richard (Dick) Huntley
- 8) Peter Krats
- 9) Gord Lesser
- 10) Ian McClintock
- 11) David McKenzie
- 12) Hugh Montgomery
- 13) Brian Petrie
- 14) Brenda Seaton
- 15) Carol Sharpe
- 16) Ken Riehl
- 17) Bill Woodcock
- 18) Kathleen Young

**Ingersoll Municipal Heritage Committee**

- 1) ~~Denise Connor~~
- 2) Peter Krats
- 3) Harold Matthews
- 4) Tom Mayberry
- 5) Sylvia Mayberry

**Ingersoll Recreational Trails Committee**

- 1) Denise Connor
- 2) Mike Hawkins
- 3) Steve McSwiggen

**Ingersoll Safe Cycling Committee**

- 1) John Bell
- 2) Sam Horton
- 3) Annette Riley

**Upper Thames River Conservation Authority**

Council Member(s): Brian Petrie – two year term

**Ingersoll Police Services Board**

Council Member(s):

- Ted Comiskey - term: 2018-2022
- Rick Eus - term: 2018-2020
- Fred Freeman - term: 2020-2022

Citizen Appointee:

- Sam Horton
- Daryl Parker

**Ingersoll Services for Seniors**

Council Member(s):

- Kristy Van Kooten-Bossence – term: 2018-2020
- Fred Freeman- term: 2020-2022

### **Ingersoll Cemetery Board**

Council Member(s):

- Brian Petrie – term: 2018-2020
- Rick Eus – term: 2020-2022

### **Ingersoll Boundary Adjustment Committee**

Councillor Member(s):

- Ted Comiskey term: 2018-2022
- Fred Freeman - term: 2018-2022,
- Gord Lesser - term: 2018-2022



**The Corporation of the Town of Ingersoll  
By-Law 20-5087**

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**A by-law to designate and assume Hollingshead Road, Chamberlain Avenue and Chatfield Street as a highway**

**WHEREAS** Section 31 (2) and (4) of the Municipal Act, S. O. 2001, c. 25 authorizes Council to designate land and assume land as a highway for public use by by-law;

**AND WHEREAS** the Council of the Corporation of the Town of Ingersoll desires to designate and assume Parts of Hollingshead Road, Brookfield Avenue and Chamberlain Avenue as a highway for public use in accordance with Sections 31 (2) and (4) of the Municipal Act S. O. 2001, c. 25;

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

- 1) That part of Hollingshead Road, Brookfield Avenue and Chamberlain Avenue in the Town of Ingersoll, County of Oxford, as further identified on Registered Plan 41M-309 be designated and assumed as a highway for public use in accordance with Sections 31 (2) and (4) of the Municipal Act, S. O. 2001, c.25;
- 2) This By-law shall come into force and take effect upon final passage thereof.

**READ** a first and second time in Open Council this 9<sup>th</sup> day of March, 2020.

**READ** a third time in Open Council and passed this 9<sup>th</sup> day of April, 2020.

---

**Ted Comiskey, Mayor**

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**Michael Graves, Clerk**



**Corporation of the Town of Ingersoll  
By-Law 20-5088**

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**A bylaw to adopt and confirm all actions and proceedings of the Council of the  
Town of Ingersoll at the Council meeting held on March 9, 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 March 9, 2020, are hereby adopted.
2. **THAT** the taking of any action authorized in or by the Council of The Corporation of the Town of Ingersoll are hereby adopted, ratified and confirmed.
3. **THAT** where no individual by-law has been or is passed with respect to the taking of any action authorized in or by the Council of The Corporation of the Town of Ingersoll, then this by-law shall be deemed for all purposes to be the by-law required for approving and authorizing the taking of the action.
4. **THAT** the Mayor and Officers of The Corporation of the Town of Ingersoll are hereby authorized and directed to do all things necessary to give effect to the recommendations, motions, resolutions, reports, action and other decisions of the Council and the Mayor and Clerk are hereby authorized and directed to execute all necessary documents in the name of The Corporation of the Town of Ingersoll and to affix the seal of the Corporation thereto.
5. **AND FURTHER THAT** this by-law shall become effective and shall come into force after third reading of the by-law.

**READ** a first and second time in Open Council this 9<sup>th</sup> day of March, 2020.

**READ** a third time in Open Council and passed this 9<sup>th</sup> day of March, 2020.

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**Edward (Ted) Comiskey, Mayor**

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**Michael Graves, Clerk**