



**Corporation of the Town of Ingersoll  
Council Agenda  
Regular Meeting of Council  
Town Centre, Council Chambers  
Monday, April 13, 2015, 6:00 p.m.**

**Call to Order**

**Disclosures of Pecuniary Interest**

**Minutes of Council Meetings**

- 1) [Minutes of Regular Council Meeting on March 9, 2015](#)
- 2) [Minutes of Special Council Meeting on March 12, 2015](#)

**Correspondence Note and File**

- 1) [Canada Post](#) – Response Letter RE: Community Mailboxes
- 2) [Val Rita-Harty](#) – Letter of Endorsement RE: Elimination of Home Delivery Service
- 3) [Upper Thames River Conservation Authority](#) – 2015 Approved Budget
- 4) [Ministry of Agriculture, Food and Rural Affairs](#) – Letter of Appreciation and Follow-up
- 5) [County of Oxford](#) – Notice of Watermain Flushing
- 6) [IDCI, 2015 OFSAA Girls Volleyball Championships](#) – Letter of Appreciation
- 7) [Township of Southgate](#) – Resolution re: Bill 52, Protection of Public Participation Act
- 8) [Madawaska Valley](#) – Resolution re: Hydro Rates

**Accounts**

[Disbursement Sheets – March 2015](#)

**Resolution Committee of the Whole (Councillor Franklin)**

**Monthly Staff Reports**

- |                                  |                           |
|----------------------------------|---------------------------|
| 1) Administration Report         | <a href="#">A-040-15</a>  |
| 2) Clerk's Report                | <a href="#">C-040-15</a>  |
| 3) Economic Development Report   | <a href="#">D-039-15</a>  |
| 4) Fire Services Report          | <a href="#">F-039-15</a>  |
| 5) Operations Report             | <a href="#">OP-045-15</a> |
| 6) Parks & Recreation Report     | <a href="#">R-041-15</a>  |
| 7) Treasury Report               | <a href="#">T-042-15</a>  |
| 8) Planning Status Tables Report | <a href="#">P-039-15</a>  |

**Special Staff Reports**

- |   |                          |
|---|--------------------------|
| 1) Landfill Opposition – Ownership and Cemetery                           | <a href="#">A-041-15</a> |
| 2) Carnegie Building  | <a href="#">A-042-15</a> |
| 3) Proposed 2015 Town Hall Holiday Closure                                | <a href="#">C-041-15</a> |
| 4) Proposed Revisions to the Procedural By-law                            | <a href="#">C-042-15</a> |
| 5) Request for Funding assistance for Athlete competing at National Level | <a href="#">C-043-15</a> |

- |  |                           |
|--|---------------------------|
| 6) Inactive/Unclosed (Stale) Permits – Update Report                           | <a href="#">OP-039-15</a> |
| 7) Carr’s Walkway  | <a href="#">OP-041-15</a> |
| 8) Carnegie  | <a href="#">OP-046-15</a> |
| 9) Transportation Management Committee – Traffic & Parking Changes             | <a href="#">OP-047-15</a> |
| 10) Ingersoll Safe Cycling Committee – 2 <sup>nd</sup> Annual Family Bike Ride | <a href="#">R-042-15</a>  |
| 11) Sure Start Program   | <a href="#">R-043-15</a>  |
| 12) Procurement of Goods and Services Policy                                   | <a href="#">T-043-15</a>  |
| 13) Continuation of Council’s One-Third Tax Allowance                          | <a href="#">T-044-15</a>  |
| 14) Sale of Land Due to Tax Arrears  | <a href="#">T-045-15</a>  |

### Petitions, Delegations and Presentations

- 1) Upper Thames River Conservation Authority – Presentation on UTRCA roles & responsibilities and their role in regard to the Carmeuse Landfill proposal
- 2) Rick Eus – Carnegie Library Group - Presentation
- 3) Tim Lobzun- Tax Rate By-law & Water and Sewer Rates
- 4) [Ingersoll Girls Hockey Association](#) – Growth of the IGHA and the current Ice Allocation to User Groups

### Correspondence & Resolutions

- 1) [Ernie Hardeman](#) – Request for resolution in support of the *Housing Services Corporation Accountability Act*
- 2) [Canadian Cancer Society](#) – Request for exemption from the Noise By-law
- 3) [Oxford Right to Life](#) – Request for permission to walk on town roads for their Annual Right to Life Walk
- 4) [Canterbury Folk Festival](#) – Request for Permissions
- 5) [Ingersoll Cheese Museum](#) - Request for road closure
- 6) [Mary Cooper](#) – Letter re: Right to live in a healthy environment

### Consideration of By Laws

- 1) [By-Law 15-4799](#) – For the adoption of 2015 estimated current and capital expenditures for the Corporation of the Town of Ingersoll and the establishment of rates of taxation and collection of taxes for all assessment classes.
- 2) [By-Law 15-4800](#) – To authorize execution of an Agreement between the Minister of Community Safety and Correctional Services of Ontario and the Corporation of the Town of Ingersoll for the Provision of Police Services
- 3) [By-Law 15-4801](#) – To adopt and confirm all actions and proceedings of the Council of the Town of Ingersoll at the Council meetings held on March 9, 2015, March 12, 2015, April 11, 2015 and April 13, 2015.

### Notice of Motion

- 1) Councillor Petrie – [ERTH Corporations Council Remuneration](#)

### Upcoming Council Meeting

**Regular Meeting of Council**  
Monday, May 11, 2015, 6:00 p.m.  
Town Centre, Council Chambers

### Closed Session

- 1) Minutes of March 9, 2015 and March 12, 2015 Closed Session
- 2) Section 239 (2) (b) personal matters about an identifiable individual, including municipal or local board employees;
- 3) Section 239 (2) (d) labour relations or employee negotiations;

- 4) Section 239 (2) (c) a proposed or pending acquisition or disposition of land by the municipality;
- 5) Section 239 (2) (c) a proposed or pending acquisition of land by the municipality;
- 6) Section 239 (2) (d) labour relations or employee negotiations

**Adjournment**



**Corporation of the Town of Ingersoll  
Regular Council Meeting Minutes  
Town Centre, Council Chambers  
Monday, March 9, 2015, 5:30 p.m.**

**PRESENT:**

**Council Members:**

Mayor Ted Comiskey

Deputy Mayor Fred Freeman

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

**Staff:**

William Tigert, CAO

Michael Graves, Clerk

Ann Wright, Deputy Clerk

Jim Brown, Director of Finance/Treasurer

John Holmes, Fire Chief

Kale Brown, Director of Economic Development

Sandra Lawson, Town Engineer

Bonnie Ward, Director of Parks and Recreation

John Brown, I.T. Manager

**Media:**

John Tapley, Reporter, Ingersoll Times

John Payne, Associate Producer, Rogers TV

Megan McPhaden, 104.7 Heart FM

**Call to Order**

Mayor Comiskey welcomes the general public and opens this meeting of Council at 5:30 p.m.

**Disclosures of Pecuniary Interest**

Councillor Bowman declares a Conflict of Interest with Special Report R-039-15



**Closed Session**

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

**C15-03-071** THAT Council do now go into Committee of the Whole at 5:30 p.m. for a Closed Meeting pursuant to Section 239 (2) of the Municipal Act, 2001, as amended to discuss the following matters:

- 1) Legal Advice Solicitor-Client Privilege

**CARRIED**

**Consideration of Closed Session**

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

**C15-03-072** THAT Council do now rise out of Committee of the Whole at 6:32 p.m. from Closed Session.

**CARRIED**

**Petitions, Delegations & Presentations (1)**

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

**C15-03-073** THAT the Council for the Town of Ingersoll receives the presentation from Elizabeth Cormier of Patton Cormier & Associates regarding Oak County Homes and the Construction and Completion of Walker Road as information;

**AND FURTHER THAT** Option B: Council provide the undertaking to Oak Country Homes and 1879784 Ontario Inc. regarding reimbursement of legal fees and if signed and returned staff be directed to prepare the necessary agreements to allow a further 20 lots to be developed with a commitment being registered on title restricting any future development to lands abutting Walker Road and any lands south of Moffat Ave.

Councillor Petrie calls for a recorded vote:

<b>YEAS</b>	<b>RECORDED VOTE 2015</b>	<b>NAYS</b>
✓	Councillor Michael Bowman	
✓	Councillor Reagan Franklin	
✓	Deputy Mayor Fred Freeman	
	Councillor Gordon Lesser	✓
	Councillor Brian Petrie	✓
✓	Councillor Kristy Van Kooten-Bossence	
✓	Mayor Ted Comiskey	
5	<b>TOTALS</b>	2

**CARRIED 5:2**

**Minutes of Council Meeting**

**Moved by Councillor Franklin; seconded by Councillor Petrie**

**C15-03-074 THAT** the minutes of the Regular Council meeting held on February 9, 2015 and the minutes of the Special Council meetings held on February 18, March 3, and March 5, 2015 be adopted.

**CARRIED**

**Correspondence Note & File**

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

**C15-03-075 THAT** the Note and File Correspondence items 1 through 5 be received as information.

**CARRIED**

**Accounts Resolution**

**Moved by Councillor Petrie; seconded by Councillor Bowman**

**C15-03-076 THAT** the Disbursement Sheets for the month of February 2015 be received as information.

**CARRIED**

**Petitions, Delegations & Presentations**

**Moved by Councillor Petrie; seconded by Councillor Bowman**

**C15-03-077 THAT** the Council for the Town of Ingersoll receives the presentation from Paul Michiels and Gord Hough regarding Vacant Lands be received as information.

**CARRIED**

**Monthly Staff Reports**

**Moved by Councillor Franklin; seconded by Councillor Petrie**

**C15-03-078 THAT** Council do now go into Committee of the Whole.

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

**CARRIED**

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

Warden Mayberry is in attendance and shares greetings.

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

**C15-03-079 THAT** the monthly staff reports be received as information.

**CARRIED**

### **Special Staff Reports**

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

**C15-03-080 THAT** the Council for the Town of Ingersoll receives Special Report OP-040-15 as Information;

**AND FURTHER THAT** staff be directed to arrange a public meeting with the agenda as identified in this report.

**CARRIED**

**Moved by Councillor Franklin; seconded by Councillor Petrie**

**C15-03-081 THAT** the Council for the Town of Ingersoll receives Special Report OP-042-15 as information.

**CARRIED**

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

**C15-03-082 THAT** the Council for the Town of Ingersoll received Special Report OP-043-15 as information;

**AND FURTHER THAT** Council approves the list of proposed Street Names;

**AND FURTHER THAT** the procedure for determining street names in new developments as identified in this report be approved.

**CARRIED**

**Councillor Bowman leaves the chair and Deputy Mayor Freeman takes over as Chair of Committee of the Whole**

**Moved by Councillor Petrie; seconded by Councillor Franklin**

**C15-03-083 THAT** the Council for the Town of Ingersoll receives report R-039-15 as information;

**AND FURTHER THAT** Council direct staff to proceed with option 3 and Call for Proposal to see if there is a private publisher who is interested in producing a community publication that is similar to the former Here in Ingersoll magazine.

**CARRIED**

**Councillor Bowman returns to the Chair for Committee of the Whole**

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

**C15-03-084 THAT** the Council for the Town of Ingersoll receives report number R-040-15 as information;

**AND FURTHER THAT** Council approve the continuation of the SureStart program at the Fusion Youth Centre, with 100% of program related costs coming from outside sources;

**AND FURTHER** directs staff to report back to Council with all funding applications and/or funding opportunities for approval prior to securing any additional funding to continue the program.

**CARRIED**

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

**C15-03-085 THAT** the Council for the Town of Ingersoll receives Special Report T-040-15 as information.

**AND FURTHER THAT** Council Approves the Development Charge indexing of 1.9% effective April 1, 2015 in accordance with the Development Charges By-law 14-4760.

**CARRIED**

**Moved by Councillor Franklin; seconded by Councillor Petrie**

**C15-03-086 THAT** the Council for the Town of Ingersoll receives Special Report T-041-15 as information.

**CARRIED**

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

**VERBAL RESOLUTION THAT** the Council for the Town of Ingersoll directs staff to seek a legal opinion regarding whether Erie Thames Power Council remuneration should be included in the annual Council Remuneration & Expense report.

**CARRIED**

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

**C15-03-087 THAT** Council do now rise out of Committee of the Whole.

**CARRIED**

**Moved by Mayor Comiskey; seconded by Councillor Franklin**

**C15-03-088** THAT Council do hereby adopt, ratify and confirm all resolutions passed in the Committee of the Whole save and except report number R-039-15 as if each resolution was adopted, ratified and confirmed by separate resolution of Council.

**CARRIED**

**Councillor Bowman leaves his chair.**

**Moved by Mayor Comiskey; seconded by Councillor Franklin**

**C15-03-089** THAT Council do hereby adopt, ratify and confirm the resolution passed in the Committee of the Whole for report number R-039-15 as if the said resolution was adopted, ratified and confirmed by separate resolution of Council.

**CARRIED**

**Councillor Bowman returns to his chair.**

### **Consideration By Laws**

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

**C15-03-090** That the mover have leave to introduce and go into Committee of the Whole on the following by-laws:

- By-Law 15-4792
- By-Law 15-4793
- By-Law 15-4794
- By-Law 15-4795
- By-Law 15-4796
- By-Law 15-4797
- By-Law 15-4798

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

**CARRIED**

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

**C15-03-091** THAT the Committee do now rise out of Committee of the Whole.

**CARRIED**

**Moved by Councillor Franklin; seconded by Councillor Petrie**

**C15-03-092** THAT By-laws 15-4792 through to By-law 15-4798 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

#### Special Meeting of Council

Thursday, March 12, 2015, 6:00 p.m.  
Public Meeting for 2015 Budget Begins at 7:00 p.m.  
Town Centre, Council Chambers

We will be following our regular procedures for delegation status for the Public Meeting. We welcome residents who wish to ask questions or make comments regarding the 2015 Budget, to submit in writing by Tuesday, March 10, 2015 by noon to the Clerk's Department detailing your questions and comments so that staff and Council have time to properly respond. Questions and/or comments in writing can be submitted at the Town Hall Office or via email to [clerks@ingersoll.ca](mailto:clerks@ingersoll.ca). Delegations will be limited to a maximum time of 5 minutes.

#### Regular Meeting of Council

Monday, April 13, 2015, 6:00 p.m.  
Town Centre, Council Chambers

### Closed Session

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

**C15-03-093** THAT Council do now go into Committee of the Whole at 9:17 p.m. for a Closed Meeting pursuant to Section 239 (2) of the Municipal Act, 2001, as amended to discuss the following matters:

- 1) Minutes of February 9, 2015 Closed Session
- 2) Proposed or Pending Disposition of Land

**CARRIED**

### Consideration of Closed Session

**Moved by Councillor Petrie; seconded by Councillor Franklin**

**C15-03-095** THAT Council do now rise out of Committee of the Whole at 9:30 p.m. from Closed Session.

**CARRIED**

Moved by Councillor Bowman; seconded by Deputy Mayor Freeman

**C15-03-096** THAT the Closed Session Minutes of February 9, 2015 be adopted.

**CARRIED**

**Adjournment**

On motion Council adjourned at 9:33 p.m.

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Edward (Ted) Comiskey, Mayor

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Michael Graves, Clerk



**Corporation of the Town of Ingersoll  
Special Council Meeting Minutes  
Town Centre, Council Chambers  
Thursday, March 12, 2015, 6:00 p.m.**

**PRESENT:**

**Council Members:**

Mayor Ted Comiskey

Deputy Mayor Fred Freeman

Councillors: Bowman, Franklin, Lesser, and Van Kooten-Bossence

**Staff:**

William Tigert, CAO

Ann Wright, Deputy Clerk

Jim Brown, Director of Finance/Treasurer

Bonnie Ward, Director of Parks & Recreation

John Holmes, Fire Chief

Kale Brown, Director of Economic Development

Sandra Lawson, Town Engineer

**Media:**

John Tapley, Reporter, Ingersoll Times

**Call to Order**

Mayor Comiskey welcomes the general public and opens this meeting of Council at 6:00 p.m.

**Disclosures of Pecuniary Interest**

None declared

**2015 Budget Deliberations**

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

**C15-03-097 THAT** the Council for the Town of Ingersoll approve an amendment to the Conventions & Seminars Policy. Section 5(c) is to be amended to read:

Daily allowance of \$150.00 to cover the cost of meals, tips and incidental expenses.

**CARRIED**



**Special Staff Reports**

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

**C15-03-098 THAT** Council do now go into Committee of the Whole.

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

**CARRIED**

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

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

**C15-03-099 THAT** the council for the Town of Ingersoll received report OP-044-15 as information;

**AND FURTHER THAT** Council approves moving the Junior Engineering Technologist and Asset Management Assistant from a contract position to a full time position effective July 1, 2015.

**CARRIED**

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

**C15-03-100 THAT** the Committee do now rise out of Committee of the Whole.

**CARRIED**

**Budget Delegations 7:00 p.m.**

**Moved by Councillor Lesser; seconded by Councillor Franklin**

**C15-03-101 THAT** the Council for the Town of Ingersoll receives the delegations from Rick Eus, Tim Lobzun and Darren Pinter regarding the 2015 Budget as information.

**CARRIED**

**Special Staff Reports**

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

**C15-03-102 THAT** Council do now go into Committee of the Whole.

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

**CARRIED**

While in Committee of the Whole Council continued to discuss the Special Staff Reports

**Moved by Councillor Lesser; seconded by Councillor Franklin**

**C15-03-103 THAT** the Council for the Town of Ingersoll receives report A-039-15 as information;

**AND FURTHER THAT** Council provides direction for the creation of a two year contract position of a human resource coordinator, granting authorization for the posting and hiring of an individual to fill this role for the Town.

**CARRIED**

**Moved by Councillor Franklin; seconded by Councillor Lesser**

**C15-03-104 THAT** the Committee do now rise out of Committee of the Whole.

**CARRIED**

**Moved by Mayor Comiskey; seconded by Councillor Franklin**

**C15-03-105 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**

### **2015 Budget Deliberations**

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

**C15-03-106 THAT** the Council for the Town of Ingersoll approves a 1-1-1.5 % wage increase for non-union staff starting in 2015 to reflect the increase already approved for unionized staff.

**DEFEATED**

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

**C15-03-107 THAT** the Council for the Town of Ingersoll approves a 1% wage increase for non-union staff for 2015.

**CARRIED**

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

**C15-03-108 THAT** the Council for the Town of Ingersoll approves the 2015 Operating Budget and that a by-law be brought forward for Council consideration at the April 13th Council meeting.

Mayor Comiskey requests a recorded vote:

YEAS	RECORDED VOTE 2015	NAYS
✓	Councillor Michael Bowman	
✓	Councillor Reagan Franklin	
✓	Deputy Mayor Fred Freeman	
✓	Councillor Gordon Lesser	
✓	Councillor Brian Petrie - absent	
✓	Councillor Kristy Van Kooten-Bossence	
	Mayor Ted Comiskey	✓
5	TOTALS	1

**CARRIED 5:1**

### Upcoming Council Meetings

**Regular Meeting of Council**  
Monday, April 13, 2015, 6:00 p.m.  
Town Centre, Council Chambers

### Consideration of Closed Session

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

**C15-03-109** THAT Council do now go into Committee of the Whole at 9:05 p.m. for a Closed Meeting pursuant to Section 239 (2) of the Municipal Act, 2001, as amended to discuss the following matters:

- 1) Proposed Disposition of Land

**CARRIED**

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

**C15-03-110** THAT Council do now rise out of Committee of the Whole at 9:21 p.m. from Closed Session.

**CARRIED**

Adjournment

On motion Council adjourned at 9:21 p.m.

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Edward (Ted) Comiskey, Mayor

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Michael Graves, Clerk

Susan Margles

Vice-President  
Government Relations  
and Policy  
CANADA POST  
2701 RIVERSIDE DR SUITE N1200  
OTTAWA ON K1A 0B1Vice-présidente  
Relations gouvernementales  
et politique  
POSTES CANADA  
2701 PROM RIVERSIDE BUREAU N1200  
OTTAWA ON K1A 0B1

MAR 24 2015

RECEIVED

MAR 30 2015

MR. MICHAEL GRAVES  
CLERK  
TOWN OF INGERSOLL  
130 OXFORD ST  
INGERSOLL ON N5C 2V5TOWN OF INGERSOLL  
CLERK/TREASURER

Dear Mr. Graves:

Thank you for sending a copy of your letter regarding the upcoming conversion to community mailboxes (CMBs) to Mr. Deepak Chopra, President and Chief Executive Officer. Mr. Chopra has asked me to reply. We appreciate your views and those shared on behalf of residents in the Town of Ingersoll.

As you know, we are at a turning point in the history of Canada Post. Digital alternatives are replacing traditional mail, and that trend will accelerate. We have to transform our business in the face of rapidly declining mail volumes that have put the national postal service at risk. The conversion to CMBs is the cornerstone of our plan to evolve our business, and we know that the success of this endeavour rests with our ability to communicate, collaborate, and consult with affected municipalities. For more than 30 years, Canada Post has worked with municipal leaders and their staff as we have introduced CMBs across the country, and we certainly value the opportunity to maintain an open dialogue. As part of this effort, Andy Paterson of our Municipal Engagement team has been communicating closely with your office throughout each step of the conversion process. Andy remains available to address any questions at 519-457-5247. As we move forward with the transition in Ingersoll, we wish to continue working with you and your colleagues. Your input will help us ensure that we are addressing any potential issues as we work to serve all Canadians in your community and across the country.

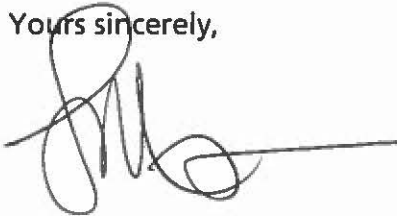
While we collaborate with municipal staff, we are also dedicated to communicating with each affected customer individually and directly to provide information, seek feedback, and guide them as the transition progresses. As you may know, we sent information packages with surveys to all affected residents by which they could express their priorities and preferences. The surveys gave residents the opportunity to tell us which issues matter most to them, and this feedback has been shared with local leaders and planning departments to assist in collectively determining solutions. Our comprehensive process for implementing the delivery conversion is based on solid consultation, and we will continue to keep your office and any affected residents informed during the remaining stages of the transition.

.../2

We also understand that some customers may have concerns about accessing their CMB. The issue of accessibility has been the subject of a great deal of consideration, and we have developed a program to accommodate individuals who may have difficulty accessing a CMB. After consultation with various organizations, Canada Post has developed a process to help ensure that all Canadians continue to have access to their mail after they transition to a CMB. We know that this is an important program for residents in your community, and we want to ensure that all Canadians continue to have access to their mail. Residents who need special accommodation to access a CMB are encouraged to call us directly at 1-844-454-3009.

Thank you again for writing on behalf of the Town of Ingersoll. Please be assured of our dedication to providing your community with the highest level of postal service.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'SM', with a long horizontal line extending to the right.

Susan Margles

c.c. Mr. Dave MacKenzie, M.P.



**CORPORATION**  
de la municipalité de  
of the township of  
**VAL RITA - HARTY**

RECEIVED

MAR 25 2015

TOWN OF INGERSOLL  
CLERK/TREASURER

Téléphone (705) 555-6146 • Fax (705) 557-6292 • 2 Avenue de l'Église • C.P. 100 • VAL RITA, Ont. P0L 2G0  
administration@valharty.ca

March 19<sup>th</sup>, 2015

Michael Graves  
Clerk  
130 Oxford Street  
Ingersoll, ON  
N5C 2V5

This is to advise you that municipal council of Val Rita-Harty at their regular council meeting Of March 17<sup>th</sup>, 2015 endorsed the enclosed resolution.

Sincerely,

Christiane Potvin  
Clerk

c.c. Lisa Raitt, Minister of Transport  
Gilles Bisson, MPP Timmins James Bay  
Carol Hughes, MP Algoma Manitoulin Kapuskasing  
Deepak Chopra, Canada Post President, CEO  
Andy Paterson, Manager of Municipal Engagement Canada Post



F (4)



TOWN OF INGERSOLL  
Town Centre

February 12, 2015

Association of Municipalities of Ontario  
#801-200 University Avenue  
Toronto, ON M5H 3C6

**RE: Proposal to Eliminate Home Delivery Service by Canada Post Corporation**

To All Ontario Municipalities:

The Council for the Town of Ingersoll on February 9, 2015 passed the following resolution:

**THAT** the Council for the Town of Ingersoll approves the following motion at the February 9, 2015 Regular Meeting of Council;

**AND WHEREAS** Canada Post has proposed a plan to end residential home delivery in Canada;

**AND WHEREAS** the lack of home delivery will disadvantage many seniors and people with mobility problems and will be compounded during inclement weather;

**THEREFORE BE IT RESOLVED THAT** the Town of Ingersoll does not support the proposed plan to eliminate residential home to home delivery and herein petition Canada Post to reconsider this plan immediately and retain this valuable service for communities;

**AND FURTHER THAT** a copy of this resolution be forwarded to the Association of Municipalities of Ontario (AMO), Federation of Canadian Municipalities (FCM), municipalities in Ontario, as well to our local MP, MPP and representatives of Canada Post and its unions to encourage others to speak up against this plan.

**DISCLAIMER**

This material is provided under contract as a paid service by the originating organization and does not necessarily reflect the view or positions of the Association of Municipalities of Ontario (AMO), its subsidiary companies, officers, directors or agents.





**TOWN OF INGERSOLL**  
Town Centre

The Ingersoll Town Council respectfully requests and encourages all municipalities in Ontario and across Canada to speak up against the proposed plan to eliminate home delivery service by Canada Post Corporation and to forward resolutions of opposition to your local MP and MPP, the Honourable Lisa Raitt, Minister of Transport, Deepak Chopra, President of Canada Post, Andy Paterson, Manager of Municipal Engagement Canada Post, the Canadian Union of Postal Workers and the Federation of Canadian Municipalities.

Sincerely,

Michael Graves  
Clerk

- c Lisa Raitt, Minister of Transport
- Dave McKenzie, MP
- Ernie Hardeman, MPP
- Deepak Chopra, Canada Post President, CEO
- Andy Paterson, Manager of Municipal Engagement Canada Post
- Canadian Union of Postal Workers (CUPW)
- Federation of Canadian Municipalities

**DISCLAIMER**

This material is provided under contract as a paid service by the originating organization and does not necessarily reflect the view or positions of the Association of Municipalities of Ontario (AMO), its subsidiary companies, officers, directors or agents.

March 10, 2015

County of Oxford  
21 Reeve Street, PO Box 1614  
Woodstock, Ontario  
N4S 7Y3

Attention: Brenda Tabor, Clerk

Dear Ms. Tabor:

The Upper Thames River Conservation Authority (UTRCA) hosted its Annual General Meeting on February 19, 2015. As part of this meeting the Board of Directors approved the 2015 Budget which includes revenue generated from municipal levy as authorized under the *Conservation Authorities Act*. This notice is being provided via registered mail to the Clerk of each member municipality and stipulates the amount of levy owing for 2015 along with the basis for levy apportionment.

Conservation Authority levies are apportioned to their member municipalities based on relative benefits received. Apportionment of the municipal levy for 2015 has been established in accordance with the formula set forth in Ontario Regulation 670/00 which assesses benefit pursuant to the modified current value assessment of each municipality. A second method of apportionment is used for much of the flood control section of the levy which considers benefits received from the flood control structure itself (e.g., Wildwood Dam) rather than using current value assessment. Apportionment values are detailed in the *Municipal Funding Summary* fold-out page at the back of the budget document.

The 2015 municipal levy is consistent with the draft budget circulated to your Municipality during the Fall of 2014. Please note the overall municipal levy increase approved by the Board of Directors is set at 5.9%. Any variation from this value for your municipality is due to the Ministry of Natural Resources current value assessment based apportionment formula, which varies levy values according to changes in municipal assessment. The Resolution of the UTRCA Board of Directors with respect to this component of the Budget is as follows:

**That the UTRCA Board of Directors approve the 2015 Draft Budget under Section 27 of the *Conservation Authorities Act* in the amount of \$11,956,237 and that staff be directed to circulate the Approved Budget to member municipalities as part of the required 30 day review period. Please note the levy component of the Operating Budget will be apportioned to member municipalities based on the 2014 General Levy Formula as developed by the Ontario Ministry of Natural Resources using Current Value Assessment data from the Municipal Property Assessment Corporation.**

A Flood Control Capital Levy was also approved at the 2015 Annual General Meeting. The Resolution of the UTRCA Board of Directors with respect to this component of the Budget is as follows:

**That the UTRCA Board of Directors approve the 2015 Flood Control Capital Levy under Section 26 of the *Conservation Authorities Act* in the amount of \$1,165,000 to support the Authority's 20 year Flood Control Capital Plan. Apportionment of this levy is based on Special Benefiting Percentages, by structure, as presented in the 2015 Draft Budget. It is noted this levy amount has been set based on cooperative discussions with**



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MAR 17 2015

TOWN OF INGERSOLL  
CLERK/TREASURER

**participating municipalities and assumes that the majority of the works will receive a matching funding contribution through the provincial Water and Erosion Control Infrastructure Program (WECI).**

The flood control capital levy is detailed on page 38 of the attached Approved Budget. It is noted that the total Flood Control Capital Levy of \$1,165,000 consists of \$125,000 for Oxford County and \$1,040,000 for the City of London.

A bound copy of the 2015 Approved Budget is attached for your reference.

This letter and attachments have been forwarded to your municipal clerk by registered mail as required by the *Conservation Authorities Act* and triggers the beginning of the thirty day notice period, during which time municipalities have the right to consider an appeal of the levy.

Should you have any questions regarding the UTRCA's Approved Budget please contact the undersigned.

Yours truly

UPPER THAMES RIVER CONSERVATION AUTHORITY



Ian Wilcox

General Manager/ Secretary Treasurer

Attachments:

1. UTRCA 2015 Approved Operating Budget
  2. Levy Invoice to the County of Oxford
- cc: Peter Crockett, P.Eng., Chief Administrative Officer  
cc: Lynn Buchner, Director of Corporate Services  
cc: Township of Blandford-Blenheim  
cc: Township of East Zorra-Tavistock  
cc: Township of Norwich  
cc: City of Woodstock  
cc: Town of Ingersoll  
cc: Township of Zorra  
cc: Township of South-West Oxford



**Ministry of Agriculture,  
Food and Rural Affairs**

**Ministère de l'Agriculture,  
de l'Alimentation et  
des Affaires rurales**



Office of the Minister

77 Grenville Street, 11<sup>th</sup> Floor  
Toronto, Ontario M7A 1B3  
Tel: (416) 326-3074  
Fax: (416) 326-3083

Bureau du ministre

77, rue Grenville, 11<sup>e</sup> étage  
Toronto (Ontario) M7A 1B3  
Tél. : (416) 326-3074  
Télec. : (416) 326-3083

**MAR 23 2015**

His Worship Ted Comiskey  
Mayor  
Town of Ingersoll  
130 Oxford Street  
Ingersoll, Ontario  
N5C 2V5

**Mayor's Office  
MAR 23 2015  
RECEIVED**

Dear Mayor Comiskey:

A handwritten signature in black ink, appearing to read "Ted", written over the salutation.

It was a pleasure to meet with you and your delegation during the Rural Ontario Municipal Association/Ontario Good Roads Association Conference. I am pleased to follow up on the matters we discussed.

I appreciate the insights you provided regarding the proposed landfill in the Township of Zorro and potential long-term impacts on the Town of Ingersoll. As I committed, I will raise your concerns at my earliest opportunity with both the Honourable Glen R. Murray, Minister of the Environment and Climate Change, and the Honourable Kathleen Wynne, Premier of Ontario.

Again, thank you for meeting with me. Please accept my best wishes.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeff Leal", written over the name and title.

Jeff Leal  
Minister of Agriculture, Food and Rural Affairs



**INGERSOLL**  
Municipal Water System

**NOTICE OF WATERMAIN FLUSHING**

The County of Oxford will be flushing water mains in the Ingersoll water system from **Sunday, April 26<sup>th</sup>, 2015, through to Friday, May 1<sup>st</sup>, 2015**. We will be flushing continuously (24 hours/day) to remove discoloured water or sediment (caused by iron settling out), which has accumulated in the mains since the last flushing in **October 2014**.

Flushing will begin in the southwest corner of town at **11:00 p.m. on Sunday April 26<sup>th</sup>, 2015** and will progress northeast towards the river. Once the south portion of the town has been completed we will begin flushing on the north side of the river, moving from east to west. The flushing is expected to be completed by **Friday, May 1<sup>st</sup>, 2015 at 11:00 p.m.**

When water mains are flushed customers may experience discoloured water or sediment in the areas being flushed. It is virtually impossible to determine exactly what areas will be affected, if any.

If you avoid water use during the flushing, it will help prevent dirty water being drawn into the household lines. **The iron in the water is an aesthetic problem and is not a health concern.**

If you get discoloured water, an outside tap or a laundry faucet not connected to a water softener or filter should be turned on after the work is completed, in order to flush the household lines. Please allow sufficient time for the water to clear.

If you continue to have problems with the water please notify Erie Thames Services at 519-485-1820/1-877-850-3128 for appropriate action to be taken by the County of Oxford, Public Works. **We regret any inconvenience** caused by the flushing program.



2015 OFSAA 'AAA'  
GIRLS VOLLEYBALL CHAMPIONSHIPS  
INGERSOLL DISTRICT COLLEGIATE INSTITUTE  
37 Alma St., Ingersoll ON PH: 519-485-1200 FX: 519-425-0142



Convenor: Mr. S. Pellow ([s.pellow@tvdsb.on.ca](mailto:s.pellow@tvdsb.on.ca))

Sponsorship: Mr. E. MacKintosh ([e.mackintosh@tvdsb.on.ca](mailto:e.mackintosh@tvdsb.on.ca))

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

Dear Mayor Comiskey:

On behalf of the OFSAA 'AAA' Girls' Volleyball Championship committee, we would like to thank you for your assistance in allowing the closure of Alma Street for parking during the Championship. Your commitment in assisting with this venture is sincerely appreciated.

The OFSAA Girls' Volleyball Championship was a huge success and would not have been possible without the support of the IDCI, Ingersoll, and surrounding communities.

Once again, thank you for your support as your contribution played a vital part in the success of OFSAA. The athletes who attended this provincial high school championship will have memories to cherish for a life time.

Sincerely,

Mr. Mike Moore,  
Principal, IDCI

Mrs. Sandra Hooper  
Secretary-Treasurer  
OFSAA Girls' 'AAA' Volleyball Championship Committee



Municipal Clerk  
Raylene Martell  
519-923-2110 ext. 230  
rmartell@southgate.ca

Township of Southgate  
185667 Grey County Road 9, RR 1  
Dundalk, ON N0C 1B0

March 23, 2015

**Delivered by e-mail**

All Ontario Municipalities

Re: Resolution – Bill 52, Protection of Public Participation Act, 2014

Please be advised that this matter was considered by Council at its Council meeting held on March 4, 2015. In this regards, Council adopted the following resolution:

**Moved by Mayor Fosbrooke, seconded by Councillor Gordon;**  
**Whereas** the Provincial Government has recently introduced “Bill 52, Protection of Public Participation Act, 2014”; and  
**Whereas** Bill 52 seeks to amend the Courts of Justice Act, the Libel and Slander Act and the Statutory Powers Procedure Act in order to protect expression on matters of public interest; and  
**Whereas** Bill 52 is commonly referred to as Anti-SLAPP legislation and is intended to enact many of the recommendations put forward by the Anti-SLAPP Advisory Panel of 2010; and  
**Whereas** SLAPP litigation, an acronym for Strategic Lawsuits Against Public Participation, is a tactic which is often viewed as a means to silence, intimidate and deter people from participating in discussions on matters of public interest; and  
**Whereas** the Province has stated that the ability to freely participate in public discussion about matters of public interest, without fear of retribution, is fundamental to a fair and democratic society;  
**Now therefor be it hereby resolved that** the Township of Southgate express its support for Bill 52 which should help protect and encourage freedom of expression on matters of the public interest and discourage the use of the courts in ways that unduly limit that freedom; and  
**Be it further resolved that** the Mayor be requested to write a letter and forward this resolution to the Honourable Kathleen Wynne, Premier of Ontario, Bill Walker, MPP for Bruce-Grey-Owen Sound, and to the Association of Municipalities of Ontario (AMO); and  
**Be it further resolved that** the Clerk be requested to circulate this resolution to all other municipalities in Ontario to request endorsement of this resolution be sent directly to the Government of Ontario.  
**Carried.** No. 156-15



Southgate Council hereby requests that other Municipalities endorse this resolution and send notice of endorsement directly to the Government of Ontario.

Should you have any questions, please feel free to contact our office.

Kind regards,

A handwritten signature in black ink that reads "Raylene Martell". The signature is written in a cursive, flowing style.

Raylene Martell  
Municipal Clerk





## THE CORPORATION OF THE TOWNSHIP OF MADAWASKA VALLEY

85 Bay Street, P.O. Box 1000, Barry's Bay, Ontario K0J 1B0

TEL: (613) 756-2747 ☎ FAX: (613) 756-0553

E-MAIL: - info@madawaskavalley.ca.

Tuesday, April 7, 2015

Dear Municipal Leader,

The Township of Madawaska Valley recognizes the struggle that many of its ratepayers in our rural area are experiencing with rising hydro rates and feels that, as a collective of municipalities, we must let our voices be heard to the Province. Similar to many municipalities across Ontario, we have an aging community, many on a fixed income, who have a decreasing ability to make ends meet. Similarly, industrial and commercial growth in rural Ontario is becoming increasingly difficult because of rising hydro rates; it is preventing younger families from relocating to our communities to help them grow. To that end, the Council of the Township of Madawaska Valley, at their March 23, 2015 regular meeting of council, passed the following resolution:

Moved by: Councillor Bromwich

14-2303-15

Seconded by: Councillor Archer

23 March 2015

### BE IT RESOLVED:

**WHEREAS** the cost of hydro has doubled and in some cases more than doubled in the past five years; and

**WHEREAS** the costs of electricity in the Province of Ontario is forcing businesses to consider leaving the area; and

**WHEREAS** many families are having difficulty keeping up with their monthly payments; and

**WHEREAS** the Province's Long Term Energy Plan anticipates that consumers will face hydro rates that will rise by 42% over the next five (5) years; and

**WHEREAS** it is essential that the residents and businesses of the Madawaska Valley to have access to affordable hydro to thrive and prosper; and

**WHEREAS** Council urges Provincial relief to Ontario Hydro One Customers to reflect the means of rural residents to reasonably access hydro through a review of Provincial policies and their agencies that set Ontario rates for electricity, distribution charges, debt retirement, global adjustments costs and carbon taxes. Council requests, that this review would include consultation with rural and urban municipalities; and

**WHEREAS** Council reminds Rural municipalities to advocate the investigation by the Ontario Ombudsman regarding the major systemic issues identified by complaints involving overcharging of hydro, an explanation of line items on billing and, resolve of related matters; and

**WHEREAS** it is imperative that the Province of Ontario review their energy policies and utilize The Rural and Northern Lens advocated by the Rural Ontario Municipal Association to evaluate and assess the needs of rural municipalities so that they can succeed and thrive. Many rural municipalities have a population of 50% or more seniors on fixed incomes who are struggling to keep warm in low population density communities with colder temperatures that do not benefit from the heat retention in



condominium residences and whom are challenged by geography and climate scales. Our core sectors of economic development in our region, lumber mills and farming, are often under-employed and are subject to rates that are higher than other provinces due to impact of high delivery charges and global adjustment fees (that can be up to 2.5 times higher than the actual hydro used) and threaten the sustainability of families and agro-food sectors in rural Ontario; and

**WHEREAS** all municipalities that have a significant amount of citizens moving into the seasonal residences, that they are encouraged to inform those residents to seek relief from seasonal hydro rates through direct communication of such to their electrical utility provider;

**WHEREAS** all municipalities should be encouraged to monitor, through specific data categories, smart meter electrical fires and/or smart meter malfunctions that have resulted in explosions, and further to better assess their impact and the potential need of CSA approved meters employing codes and standards used globally by regulators and industry to facilitate safer and more sustainable products.

**NOW THEREFORE BE IT RESOLVED THAT** the Township of Madawaska Valley CALL ON Premier Wynne and the Province of Ontario to take immediate action to prevent these and any other rate increase from being implemented; and

**THAT** Premier Wynne and the Province of Ontario be encouraged to do something to bring these rates down to a reasonable level and to do so as quickly as possible; and

**THAT** this motion be circulated to all Ontario municipalities for support.

The Township of Madawaska Valley is a smaller municipality, in the western quadrant of Renfrew County with approximately 4300 permanent residents, with a larger summer population. For more information on our municipality, please visit us online at [www.madawaskavalley.ca](http://www.madawaskavalley.ca).

Like many rural Ontario municipalities, we are faced with increasing adversity to growth. It is the Council's desire to show support for the Township's homeowners by passing this resolution and asking for immediate relief from the Province.

On behalf of the Council of the Township of Madawaska Valley, please endorse our resolution and send it to the appropriate representatives at Queen's Park.

Sincerely,



Kim Love

Mayor, Township of Madawaska Valley

cc.

Honourable Kathleen Wynne, Province of Ontario

MPP John Yakabuski, Renfrew-Nipissing-Pembroke

Peter Emon, Warden, County of Renfrew

**Town of Ingersoll  
Monthly Cheque Disbursements  
March 2015**

<u>VENDOR NAME / VOUCHER</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>DESCRIPTION OF PURCHASE</u>	<u>DEBITS</u>	<u>CREDITS</u>
COUNCIL MEMBER REIMBURSEMENT						
	73,563	43767 01-0000-0090-99999	SUSPENSE - CLEARING	ADVANCE ON EXPENSES	\$7,000.00	
	73,563	43767 01-0000-0100-00100	BANK	ADVANCE ON EXPENSES	\$0.00	\$7,000.00
A & M TRUCK PARTS LTD.						
	73,585	43768 01-4500-4230-46388	938800 T8-09 PETERBILT D TRUCK	AIR DRYER FOR TRUCK #8	\$506.76	
	73,585	43768 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	AIR DRYER FOR TRUCK #8	\$55.98	
	73,585	43768 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	AIR DRYER FOR TRUCK #8	\$0.00	\$562.74
	73,586	43768 01-4500-4230-46383	938300 T3-09 PETERBILT D TRUCK	AIR DRYERS FOR TRUCK #3	\$452.83	
	73,586	43768 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	AIR DRYERS FOR TRUCK #3	\$50.02	
	73,586	43768 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	AIR DRYERS FOR TRUCK #3	\$0.00	\$502.85
ABELL PEST CONTROL INC						
	73,627	43769 01-5200-4100-41550	MAINTENANCE CONTRACTS	PEST CONTROL MAR15 - FEB16	\$805.92	
	73,627	43769 01-0000-0200-00325	HST RECEIVABLE100%	PEST CONTROL MAR15 - FEB16	\$104.77	
	73,627	43769 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PEST CONTROL MAR15 - FEB16	\$0.00	\$910.69
	73,647	43769 01-5100-4100-41550	MAINTENANCE CONTRACTS	PEST CONTROL APR15-MAY16	\$552.36	
	73,647	43769 01-0000-0200-00325	HST RECEIVABLE100%	PEST CONTROL APR15-MAY16	\$71.81	
	73,647	43769 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PEST CONTROL APR15-MAY16	\$0.00	\$624.17
	73,648	43769 01-5000-6040-41550	MAINTENANCE CONTRACTS	PEST CONTROL APR15-MAR16	\$483.24	
	73,648	43769 01-0000-0200-00325	HST RECEIVABLE100%	PEST CONTROL APR15-MAR16	\$62.82	
	73,648	43769 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PEST CONTROL APR15-MAR16	\$0.00	\$546.06
	73,649	43769 01-5000-6020-41550	MAINTENANCE CONTRACTS	PEST CONTROL - APR-SEP2015	\$268.92	
	73,649	43769 01-0000-0200-00325	HST RECEIVABLE100%	PEST CONTROL - APR-SEP2015	\$34.96	
	73,649	43769 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PEST CONTROL - APR-SEP2015	\$0.00	\$303.88
ANDERSON APPLIANCES ***						
	73,612	43770 01-5100-4100-41700	BLDG REPAIRS AND MAINT	REMOVE FREON	\$35.00	
	73,612	43770 01-0000-0200-00325	HST RECEIVABLE100%	REMOVE FREON	\$4.55	
	73,612	43770 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REMOVE FREON	\$0.00	\$39.55
ANNEX PUBLISHING BOOK DIVISION						
	73,638	43771 01-3000-4000-40630	STAFF TRAINING	TRAINING BOOKS	\$133.18	
	73,638	43771 01-3000-4000-40630	STAFF TRAINING	TRAINING BOOKS	\$15.77	
	73,638	43771 01-0000-0200-00310	G.S.T. REBATE RECEIVABLE	TRAINING BOOKS	\$6.66	
	73,638	43771 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TRAINING BOOKS	\$1.75	
	73,638	43771 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRAINING BOOKS	\$0.00	\$157.36
AQUAM						
	73,547	43772 01-5100-4000-40435	PRO SHOP SUPPLIES	FINGER PADDLES	\$132.76	
	73,547	43772 01-0000-0200-00325	HST RECEIVABLE100%	FINGER PADDLES	\$17.26	
	73,547	43772 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FINGER PADDLES	\$0.00	\$150.02
BICKLE'S ORCHARD PARK FARMS						
	73,662	43773 01-5000-6051-40420	PROGRAM SUPPLIES	EMPIRE APPLES	\$162.00	
	73,662	43773 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	EMPIRE APPLES	\$0.00	\$162.00
BLYTHE DALE SAND & GRAVEL						
	73,598	43774 01-4500-4150-80000	MATERIALS-WINTER CONTROL, PLOWING, SANDI	WINTER ROAD SAND	\$1,934.02	
	73,598	43774 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	WINTER ROAD SAND	\$213.62	
	73,598	43774 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WINTER ROAD SAND	\$0.00	\$2,147.64
COUNCIL MEMBER REIMBURSEMENT						
	73,646	43775 01-0100-4000-40610	MEETINGS & CONFERENCES	OGRA/ROMA CONFERENCE	\$703.02	
	73,646	43775 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OGRA/ROMA CONFERENCE	\$77.65	
	73,646	43775 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OGRA/ROMA CONFERENCE	\$0.00	\$780.67
EMPLOYEE REIMBURSEMENT						
	73,633	43776 01-4000-4000-40290	UNIFORMS & CLOTHING	SAFETY BOOTS & WORK GLOVES	\$203.50	
	73,633	43776 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SAFETY BOOTS & WORK GLOVES	\$22.48	
	73,633	43776 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SAFETY BOOTS & WORK GLOVES	\$0.00	\$225.98
R.J.BURNSIDE & ASSOCIATES						
	73,559	43777 10-0000-3259-80000	MATERIALS-BRIDGE HENDERSON @ CATHERINE	HENDERSON CRK, CATH CULVERT	\$2,366.05	
	73,559	43777 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	HENDERSON CRK, CATH CULVERT	\$261.35	
	73,559	43777 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HENDERSON CRK, CATH CULVERT	\$0.00	\$2,627.40
BUTTERWORTH'S SERVICE CENTRE						
	73,528	43778 01-5000-6020-41530	EQUIPMENT REPAIRS & MAINTENANCE	CASE OF GREASE OIL	\$88.81	
	73,528	43778 01-0000-0200-00325	HST RECEIVABLE100%	CASE OF GREASE OIL	\$11.54	
	73,528	43778 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CASE OF GREASE OIL	\$0.00	\$100.35
CAMPBELL'S						
	73,600	43779 01-4500-4000-40200	OFFICE SUPPLIES	MEMO PADS, NOTE PADS	\$23.24	
	73,600	43779 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MEMO PADS, NOTE PADS	\$2.57	
	73,600	43779 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MEMO PADS, NOTE PADS	\$0.00	\$25.81
	73,629	43779 01-5200-6090-40200	OFFICE SUPPLIES	ENVELOPES	\$11.29	
	73,629	43779 01-0000-0200-00325	HST RECEIVABLE100%	ENVELOPES	\$1.47	
	73,629	43779 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ENVELOPES	\$0.00	\$12.76
CANPAR TRANSPORT L.P.						
	73,520	43780 01-0100-4000-40790	ELECTION EXPENSES	SOFTWARE CARDS RETURNED	\$6.61	
	73,520	43780 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SOFTWARE CARDS RETURNED	\$0.74	
	73,520	43780 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SOFTWARE CARDS RETURNED	\$0.00	\$7.35
	73,521	43780 01-0100-4000-40790	ELECTION EXPENSES	SOFTWARE CARDS RETURNED	\$10.10	
	73,521	43780 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SOFTWARE CARDS RETURNED	\$1.12	
	73,521	43780 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SOFTWARE CARDS RETURNED	\$0.00	\$11.22
CANSEL - TORONTO*****						

	73,561	43781	01-4000-4000-40220	TELEPHONE	SURVEY FEES	\$264.58	
	73,561	43781	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SURVEY FEES	\$29.22	
	73,561	43781	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SURVEY FEES	\$0.00	\$293.80
LENORE CAPERN, PETTY CASH							
	73,575	43782	01-4500-4000-41020	MEALS	PETTY CASH JAN/FEB 2015	\$3.27	
	73,575	43782	01-4500-4000-41020	MEALS	PETTY CASH JAN/FEB 2015	\$5.22	
	73,575	43782	01-4500-4000-41020	MEALS	PETTY CASH JAN/FEB 2015	\$18.01	
	73,575	43782	01-4500-4000-41020	MEALS	PETTY CASH JAN/FEB 2015	\$3.77	
	73,575	43782	01-4500-4000-41020	MEALS	PETTY CASH JAN/FEB 2015	\$9.01	
	73,575	43782	01-4500-4000-41020	MEALS	PETTY CASH JAN/FEB 2015	\$8.84	
	73,575	43782	01-4500-4000-41020	MEALS	PETTY CASH JAN/FEB 2015	\$2.91	
	73,575	43782	01-4500-4000-41020	MEALS	PETTY CASH JAN/FEB 2015	\$2.81	
	73,575	43782	01-4500-4000-41020	MEALS	PETTY CASH JAN/FEB 2015	\$9.01	
	73,575	43782	01-4000-4000-42900	MISCELLANEOUS EXPENSE	PETTY CASH JAN/FEB 2015	\$14.00	
	73,575	43782	01-4000-4000-42900	MISCELLANEOUS EXPENSE	PETTY CASH JAN/FEB 2015	\$16.03	
	73,575	43782	01-4000-4000-42900	MISCELLANEOUS EXPENSE	PETTY CASH JAN/FEB 2015	\$12.48	
	73,575	43782	01-4000-4000-42900	MISCELLANEOUS EXPENSE	PETTY CASH JAN/FEB 2015	\$3.00	
	73,575	43782	01-0000-0200-00310	G.S.T. REBATE RECEIVABLE	PETTY CASH JAN/FEB 2015	\$0.16	
	73,575	43782	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PETTY CASH JAN/FEB 2015	\$0.58	
	73,575	43782	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PETTY CASH JAN/FEB 2015	\$1.99	
	73,575	43782	01-0000-0200-00310	G.S.T. REBATE RECEIVABLE	PETTY CASH JAN/FEB 2015	\$0.19	
	73,575	43782	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PETTY CASH JAN/FEB 2015	\$0.99	
	73,575	43782	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PETTY CASH JAN/FEB 2015	\$0.98	
	73,575	43782	01-0000-0200-00310	G.S.T. REBATE RECEIVABLE	PETTY CASH JAN/FEB 2015	\$0.15	
	73,575	43782	01-0000-0200-00310	G.S.T. REBATE RECEIVABLE	PETTY CASH JAN/FEB 2015	\$0.14	
	73,575	43782	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PETTY CASH JAN/FEB 2015	\$0.99	
	73,575	43782	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PETTY CASH JAN/FEB 2015	\$1.77	
	73,575	43782	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PETTY CASH JAN/FEB 2015	\$0.00	\$116.30
CAREY'S PRODUCE							
	73,661	43783	01-5000-6051-40420	PROGRAM SUPPLIES	ONIONS,SLAW,SW POTATO,CARROT!	\$834.75	
	73,661	43783	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ONIONS,SLAW,SW POTATO,CARROT!	\$0.00	\$834.75
CARGILL LIMITED							
	73,591	43784	01-4500-4150-80000	MATERIALS-WINTER CONTROL, PLOWING, SANDI	ROAD SALT	\$13,005.13	
	73,591	43784	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ROAD SALT	\$1,436.49	
	73,591	43784	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ROAD SALT	\$0.00	\$14,441.62
	73,592	43784	01-4500-4150-80000	MATERIALS-WINTER CONTROL, PLOWING, SANDI	ROAD SALT	\$11,900.47	
	73,592	43784	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ROAD SALT	\$1,314.47	
	73,592	43784	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ROAD SALT	\$0.00	\$13,214.94
CERVUS EQUIPMENT PETERBILT WOO							
	73,602	43785	01-4500-4230-46388	938800 T8-09 PETERBILT D TRUCK	STARTER, PARTS FOR TR#8	\$275.45	
	73,602	43785	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	STARTER, PARTS FOR TR#8	\$30.42	
	73,602	43785	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	STARTER, PARTS FOR TR#8	\$0.00	\$305.87
CHECKERS CLEANING SUPPLY							
	73,650	43786	01-5000-6020-40210	JANITORIAL SUPPLIES	CLEANER, FLOOR DISINFECTANT	\$967.04	
	73,650	43786	01-0000-0200-00325	HST RECEIVABLE100%	CLEANER, FLOOR DISINFECTANT	\$125.72	
	73,650	43786	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CLEANER, FLOOR DISINFECTANT	\$0.00	\$1,092.76
COCA-COLA BOTTLING COMPANY							
	73,611	43787	01-5000-6020-40430	CANTEEN SUPPLIES	POP, WATER, POWERADE	\$75.00	
	73,611	43787	01-5100-4100-40430	CANTEEN SUPPLIES	POP, WATER, POWERADE	\$170.10	
	73,611	43787	01-0000-0200-00325	HST RECEIVABLE100%	POP, WATER, POWERADE	\$10.65	
	73,611	43787	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	POP, WATER, POWERADE	\$0.00	\$255.75
COUNCIL MEMBER REIMBURSEMENT							
	73,571	43788	01-0100-4000-41020	PROMOTION & MEALS	OCTOBER 2014 EXPENSES	\$54.08	
	73,571	43788	01-0100-4000-41020	PROMOTION & MEALS	OCTOBER 2014 EXPENSES	\$3.06	
	73,571	43788	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OCTOBER 2014 EXPENSES	\$5.97	
	73,571	43788	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OCTOBER 2014 EXPENSES	\$0.00	\$63.11
	73,572	43788	01-0100-4000-40620	MILEAGE	NOVEMBER 2014 EXPENSES	\$81.69	
	73,572	43788	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	NOVEMBER 2014 EXPENSES	\$9.03	
	73,572	43788	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	NOVEMBER 2014 EXPENSES	\$0.00	\$90.72
	73,573	43788	01-0100-4000-40610	MEETINGS & CONFERENCES	DECEMBER 2014 EXPENSES	\$260.51	
	73,573	43788	01-0100-4000-41160	HONOURS & AWARDS	DECEMBER 2014 EXPENSES	\$35.62	
	73,573	43788	01-0100-4000-40620	MILEAGE	DECEMBER 2014 EXPENSES	\$35.98	
	73,573	43788	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	DECEMBER 2014 EXPENSES	\$28.77	
	73,573	43788	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	DECEMBER 2014 EXPENSES	\$3.93	
	73,573	43788	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	DECEMBER 2014 EXPENSES	\$3.98	
	73,573	43788	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DECEMBER 2014 EXPENSES	\$0.00	\$368.79
COMMERCIAL AQUATIC SUPPLIES							
	73,550	43789	01-5100-6060-40270	NEW EQUIPMENT	LANE CABLES & GOGGLES	\$387.81	
	73,550	43789	01-5100-4000-40435	PRO SHOP SUPPLIES	LANE CABLES & GOGGLES	\$380.50	
	73,550	43789	01-0000-0200-00325	HST RECEIVABLE100%	LANE CABLES & GOGGLES	\$50.41	
	73,550	43789	01-0000-0200-00325	HST RECEIVABLE100%	LANE CABLES & GOGGLES	\$49.46	
	73,550	43789	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LANE CABLES & GOGGLES	\$0.00	\$868.18
COMMISSIONAIRES							
	73,518	43790	01-1000-4240-41505	PARKING ENFORCEMENT CONTRACT	PKG ENFORCEMENT JAN18-31	\$751.80	
	73,518	43790	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PKG ENFORCEMENT JAN18-31	\$83.04	
	73,518	43790	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PKG ENFORCEMENT JAN18-31	\$0.00	\$834.84
FRANK COWAN COMPANY LTD							
	73,557	43791	01-1300-4000-40283	INS DEDUCTIBLE-ADJUSTOR FEES	CLAIM P1410953	\$6,320.82	
	73,557	43791	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CLAIM P1410953	\$0.00	\$6,320.82
CULLIGAN							
	73,536	43792	01-0100-4000-41020	PROMOTION & MEALS	WATER FOR OFFICE	\$53.84	

	73,536	43792	01-0100-4000-41020	PROMOTION & MEALS	WATER FOR OFFICE	\$2.54	
	73,536	43792	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	WATER FOR OFFICE	\$0.29	
	73,536	43792	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WATER FOR OFFICE	\$0.00	\$56.67
DIAMOND SOFTWARE INC.							
	73,666	43793	01-1300-4000-41500	CONTRACTED SERVICES	INSTALLMENT PAP BATCH HELP	\$96.67	
	73,666	43793	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	INSTALLMENT PAP BATCH HELP	\$10.68	
	73,666	43793	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	INSTALLMENT PAP BATCH HELP	\$0.00	\$107.35
DOMINION EQUIPMENT & CHEMICAL							
	73,619	43794	01-5200-4100-41530	EQUIP REPAIRS & MAINT	REPAIR FLOOR MACHINE	\$292.60	
	73,619	43794	01-0000-0200-00325	HST RECEIVABLE100%	REPAIR FLOOR MACHINE	\$38.04	
	73,619	43794	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REPAIR FLOOR MACHINE	\$0.00	\$330.64
	73,620	43794	01-5200-4100-41530	EQUIP REPAIRS & MAINT	REPAIR TO FLOOR MACHINE	\$195.00	
	73,620	43794	01-0000-0200-00325	HST RECEIVABLE100%	REPAIR TO FLOOR MACHINE	\$25.35	
	73,620	43794	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REPAIR TO FLOOR MACHINE	\$0.00	\$220.35
DRENNAN REFRIGERATION INC.							
	73,665	43795	01-5000-6020-41530	EQUIPMENT REPAIRS & MAINTENANCE	REPAIR CONDENSER, NEW BELT	\$791.20	
	73,665	43795	01-0000-0200-00325	HST RECEIVABLE100%	REPAIR CONDENSER, NEW BELT	\$102.86	
	73,665	43795	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REPAIR CONDENSER, NEW BELT	\$0.00	\$894.06
EMPLOYEE REIMBURSEMENT							
	73,616	43796	01-5100-6090-40620	MILEAGE	MILEAGE - JAN 2015	\$26.76	
	73,616	43796	01-0000-0200-00325	HST RECEIVABLE100%	MILEAGE - JAN 2015	\$3.48	
	73,616	43796	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE - JAN 2015	\$0.00	\$30.24
	73,617	43796	01-5100-6090-40620	MILEAGE	MILEAGE - FEB 2015	\$26.76	
	73,617	43796	01-0000-0200-00325	HST RECEIVABLE100%	MILEAGE - FEB 2015	\$3.48	
	73,617	43796	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE - FEB 2015	\$0.00	\$30.24
FASTENAL CANADA ***							
	73,519	43797	01-3000-4000-41700	BLDG REPAIRS & MAINTENANCE	LIGHT BULBS	\$191.43	
	73,519	43797	01-3200-4100-41700	BLDG REPAIRS & MAINTENANCE	LIGHT BULBS	\$191.43	
	73,519	43797	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	LIGHT BULBS	\$21.15	
	73,519	43797	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	LIGHT BULBS	\$21.15	
	73,519	43797	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LIGHT BULBS	\$0.00	\$425.15
	73,545	43797	01-5000-6020-41700	BLDG REPAIRS & MAINT	ICE MELT	\$162.58	
	73,545	43797	01-5100-4100-41700	BLDG REPAIRS AND MAINT	ICE MELT	\$162.57	
	73,545	43797	01-5200-4100-41700	BLDG REPAIRS AND MAINT	ICE MELT	\$132.74	
	73,545	43797	01-5000-6050-41700	BLDG REPAIRS AND MAINT	ICE MELT	\$44.25	
	73,545	43797	01-5000-6040-41700	BLDG REPAIRS & MAINT	ICE MELT	\$88.50	
	73,545	43797	01-0000-0200-00325	HST RECEIVABLE100%	ICE MELT	\$21.13	
	73,545	43797	01-0000-0200-00325	HST RECEIVABLE100%	ICE MELT	\$21.13	
	73,545	43797	01-0000-0200-00325	HST RECEIVABLE100%	ICE MELT	\$17.26	
	73,545	43797	01-0000-0200-00325	HST RECEIVABLE100%	ICE MELT	\$5.75	
	73,545	43797	01-0000-0200-00325	HST RECEIVABLE100%	ICE MELT	\$11.50	
	73,545	43797	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ICE MELT	\$0.00	\$667.41
	73,577	43797	01-4500-4150-80000	MATERIALS-WINTER CONTROL, PLOWING, SAND	NUTS & BOLTS	\$13.27	
	73,577	43797	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	NUTS & BOLTS	\$1.47	
	73,577	43797	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	NUTS & BOLTS	\$0.00	\$14.74
	73,578	43797	01-4500-4150-80000	MATERIALS-WINTER CONTROL, PLOWING, SAND	HITCH PIN FOR PLOWS	\$38.43	
	73,578	43797	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	HITCH PIN FOR PLOWS	\$4.25	
	73,578	43797	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HITCH PIN FOR PLOWS	\$0.00	\$42.68
	73,580	43797	01-4500-4221-80000	MATERIALS-SIDEWALK, SNOW, SALT, SAND	NYLON LOCK NUTS	\$40.62	
	73,580	43797	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	NYLON LOCK NUTS	\$4.49	
	73,580	43797	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	NYLON LOCK NUTS	\$0.00	\$45.11
	73,581	43797	01-4500-4221-80000	MATERIALS-SIDEWALK, SNOW, SALT, SAND	NYLON LOCK NUTS	\$26.08	
	73,581	43797	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	NYLON LOCK NUTS	\$2.88	
	73,581	43797	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	NYLON LOCK NUTS	\$0.00	\$28.96
FIRESTAR SERVICES INC.							
	73,517	43798	01-3000-4000-40630	STAFF TRAINING	FIRE BEHAVIOUR TRAINING	\$178.08	
	73,517	43798	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE BEHAVIOUR TRAINING	\$19.67	
	73,517	43798	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE BEHAVIOUR TRAINING	\$0.00	\$197.75
GIANT TIGER							
	73,632	43799	01-5200-6090-40420	PROGRAM SUPPLIES	SNACK SHACK FOOD	\$26.99	
	73,632	43799	01-0000-0200-00325	HST RECEIVABLE100%	SNACK SHACK FOOD	\$0.80	
	73,632	43799	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SNACK SHACK FOOD	\$0.00	\$27.79
GLASSFORD MOTORS LTD							
	73,562	43800	01-4000-4000-41510	VEHICLE REPAIRS	SAFETY & E-TEST - ENG VAN	\$178.83	
	73,562	43800	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SAFETY & E-TEST - ENG VAN	\$19.76	
	73,562	43800	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SAFETY & E-TEST - ENG VAN	\$0.00	\$198.59
	73,597	43800	01-4500-4230-46387	938700 T7-08 DODGE 3500	REPAIR HEAT CONTROL TR#7	\$128.21	
	73,597	43800	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REPAIR HEAT CONTROL TR#7	\$14.16	
	73,597	43800	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REPAIR HEAT CONTROL TR#7	\$0.00	\$142.37
	73,609	43800	01-5000-6050-41510	VEHICLE REPAIRS & MAINT	MAINT - 1999 DODGE PICK UP	\$689.65	
	73,609	43800	01-0000-0200-00325	HST RECEIVABLE100%	MAINT - 1999 DODGE PICK UP	\$89.65	
	73,609	43800	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MAINT - 1999 DODGE PICK UP	\$0.00	\$779.30
	73,657	43800	01-5000-6050-41510	VEHICLE REPAIRS & MAINT	01 DAKOTA MAINTENANCE	\$329.10	
	73,657	43800	01-0000-0200-00325	HST RECEIVABLE100%	01 DAKOTA MAINTENANCE	\$42.78	
	73,657	43800	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	01 DAKOTA MAINTENANCE	\$0.00	\$371.88
GRA - HAM ENERGY							
	73,582	43801	01-4500-4230-41420	FUEL- GASOLINE	UNLEADED FUEL - 444.3L	\$406.46	
	73,582	43801	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	UNLEADED FUEL - 444.3L	\$44.90	
	73,582	43801	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	UNLEADED FUEL - 444.3L	\$0.00	\$451.36
	73,583	43801	01-4500-4230-41460	DIESEL FUEL CLRED - UNLIC VEH	COLOURED DIESEL - 2131.4L	\$2,036.61	
	73,583	43801	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	COLOURED DIESEL - 2131.4L	\$224.95	

	73,583	43801	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COLOURED DIESEL - 2131.4L	\$0.00	\$2,261.56
	73,584	43801	01-4500-4230-41440	DIESEL FUEL CLR - LIC VEH	CLEAR DIESEL - 2290.6L	\$2,351.90	
	73,584	43801	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CLEAR DIESEL - 2290.6L	\$259.78	
	73,584	43801	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CLEAR DIESEL - 2290.6L	\$0.00	\$2,611.68
	73,659	43801	01-5000-6050-41470	VEHICLE FUEL	DIESEL FUEL - 56.0L	\$52.58	
	73,659	43801	01-0000-0200-00325	HST RECEIVABLE100%	DIESEL FUEL - 56.0L	\$6.84	
	73,659	43801	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DIESEL FUEL - 56.0L	\$0.00	\$59.42
EMPLOYEE REIMBURSEMENT							
	73,635	43802	01-3400-4000-40620	MILEAGE	MILEAGE - FEBRUARY	\$62.25	
	73,635	43802	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE - FEBRUARY	\$6.87	
	73,635	43802	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE - FEBRUARY	\$0.00	\$69.12
HARRY'S SPRING SERVICE LIMITED							
	73,589	43803	01-4500-4230-46385	938500 T5-07 INTERNATIONAL D TRUCK	SPRINGS, NUTS, WASHER - TR#5	\$267.00	
	73,589	43803	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SPRINGS, NUTS, WASHER - TR#5	\$29.49	
	73,589	43803	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SPRINGS, NUTS, WASHER - TR#5	\$0.00	\$296.49
IMPERIAL COFFEE & SERVICES INC							
	73,532	43804	01-0100-4000-41110	COMMITTEE & COUNCL MEETINGS	COFFEE, SUGAR, STIR STIX	\$9.11	
	73,532	43804	01-0100-4000-41110	COMMITTEE & COUNCL MEETINGS	COFFEE, SUGAR, STIR STIX	\$148.25	
	73,532	43804	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	COFFEE, SUGAR, STIR STIX	\$1.00	
	73,532	43804	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COFFEE, SUGAR, STIR STIX	\$0.00	\$158.36
INGERSOLL HOME CENTRE LTD							
	73,551	43805	01-5100-4100-41700	BLDG REPAIRS AND MAINT	PIPE HANGERS	\$16.16	
	73,551	43805	01-0000-0200-00325	HST RECEIVABLE100%	PIPE HANGERS	\$2.10	
	73,551	43805	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PIPE HANGERS	\$0.00	\$18.26
	73,552	43805	01-5100-4100-41700	BLDG REPAIRS AND MAINT	SHOWER HANDLE	\$15.99	
	73,552	43805	01-0000-0200-00325	HST RECEIVABLE100%	SHOWER HANDLE	\$2.08	
	73,552	43805	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SHOWER HANDLE	\$0.00	\$18.07
LAMPKIN, BEN ***							
	73,653	43806	01-5100-6090-41500	CONTRACTED SERVICES	DJ FOR JAN & FEB DANCES	\$900.00	
	73,653	43806	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DJ FOR JAN & FEB DANCES	\$0.00	\$900.00
EMPLOYEE REIMBURSEMENT							
	73,636	43807	01-4000-4000-40620	MILEAGE	MILEAGE - FEBRUARY	\$139.08	
	73,636	43807	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE - FEBRUARY	\$15.36	
	73,636	43807	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE - FEBRUARY	\$0.00	\$154.44
COUNCIL MEMBER REIMBURSEMENT							
	73,555	43808	01-0100-4000-40610	MEETINGS & CONFERENCES	ROMA / OGRA CONF EXPENSES	\$721.33	
	73,555	43808	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ROMA / OGRA CONF EXPENSES	\$79.67	
	73,555	43808	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ROMA / OGRA CONF EXPENSES	\$0.00	\$801.00
LETTUCE ALIVE							
	73,655	43809	01-5000-6051-40420	PROGRAM SUPPLIES	115 HEADS - BOSTON LETTUCE	\$123.50	
	73,655	43809	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	115 HEADS - BOSTON LETTUCE	\$0.00	\$123.50
LIFESAVING SOCIETY							
	73,660	43810	01-5100-6060-41450	LEADERSHIP	NLS - 1ST AID	\$253.88	
	73,660	43810	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	NLS - 1ST AID	\$0.00	\$253.88
LONG & McQUADE							
	73,630	43811	01-5200-6090-40420	PROGRAM SUPPLIES	LTS FOR VALENTINE'S DANCE	\$43.60	
	73,630	43811	01-0000-0200-00325	HST RECEIVABLE100%	LTS FOR VALENTINE'S DANCE	\$5.67	
	73,630	43811	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LTS FOR VALENTINE'S DANCE	\$0.00	\$49.27
	73,631	43811	01-5200-6090-40420	PROGRAM SUPPLIES	LTS FOR VALENTINE'S DANCE	\$19.00	
	73,631	43811	01-0000-0200-00325	HST RECEIVABLE100%	LTS FOR VALENTINE'S DANCE	\$2.47	
	73,631	43811	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LTS FOR VALENTINE'S DANCE	\$0.00	\$21.47
LPL PLUMBING							
	73,651	43812	01-5000-6040-41700	BLDG REPAIRS & MAINT	REPAIR LEAKS	\$550.10	
	73,651	43812	01-0000-0200-00325	HST RECEIVABLE100%	REPAIR LEAKS	\$71.51	
	73,651	43812	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REPAIR LEAKS	\$0.00	\$621.61
	73,652	43812	01-5000-6020-41700	BLDG REPAIRS & MAINT	REPAIR LEAK IN HOT WATER LINE	\$125.11	
	73,652	43812	01-0000-0200-00325	HST RECEIVABLE100%	REPAIR LEAK IN HOT WATER LINE	\$16.26	
	73,652	43812	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REPAIR LEAK IN HOT WATER LINE	\$0.00	\$141.37
MCKIM HARDWARE							
	73,639	43813	01-3000-4000-41700	BLDG REPAIRS & MAINTENANCE	PAINT, LIGHT BULBS	\$24.20	
	73,639	43813	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PAINT, LIGHT BULBS	\$2.67	
	73,639	43813	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PAINT, LIGHT BULBS	\$0.00	\$26.87
	73,640	43813	01-6200-4100-41700	BLDG REPAIRS & MAINTENANCE	WEATHER STRIPPING - FRNT DOOR	\$38.99	
	73,640	43813	01-0000-0200-00325	HST RECEIVABLE100%	WEATHER STRIPPING - FRNT DOOR	\$5.07	
	73,640	43813	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WEATHER STRIPPING - FRNT DOOR	\$0.00	\$44.06
	73,641	43813	01-3200-4100-41700	BLDG REPAIRS & MAINTENANCE	LAMPS, AIR FRESHENER, VAC BAGS	\$22.94	
	73,641	43813	01-0000-0200-00325	HST RECEIVABLE100%	LAMPS, AIR FRESHENER, VAC BAGS	\$2.98	
	73,641	43813	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LAMPS, AIR FRESHENER, VAC BAGS	\$0.00	\$25.92
	73,642	43813	01-4500-4221-80000	MATERIALS-SIDEWALK, SNOW, SALT, SAND	SLOW MOVNG VEHICLE SIGN	\$26.80	
	73,642	43813	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SLOW MOVNG VEHICLE SIGN	\$2.96	
	73,642	43813	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SLOW MOVNG VEHICLE SIGN	\$0.00	\$29.76
	73,643	43813	01-4500-4000-41700	BLDG REPAIRS & MAINTENANCE	WALL CLOCK	\$10.17	
	73,643	43813	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	WALL CLOCK	\$1.12	
	73,643	43813	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WALL CLOCK	\$0.00	\$11.29
	73,644	43813	01-4500-4000-41700	BLDG REPAIRS & MAINTENANCE	RUST REMOVER PELLETS	\$42.18	
	73,644	43813	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	RUST REMOVER PELLETS	\$4.66	
	73,644	43813	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	RUST REMOVER PELLETS	\$0.00	\$46.84
	73,645	43813	01-4500-4000-41650	SMALL TOOLS & SAFETY EQUIP	SHOVELS	\$39.77	
	73,645	43813	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SHOVELS	\$4.39	
	73,645	43813	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SHOVELS	\$0.00	\$44.16
MILLCREEK PRINTING INC							

	73,522	43814	01-7000-4000-41000	ADVERTISING	TANKARD PROMOTIONAL FLYER	\$282.26	
	73,522	43814	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TANKARD PROMOTIONAL FLYER	\$31.18	
	73,522	43814	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TANKARD PROMOTIONAL FLYER	\$0.00	\$313.44
	73,523	43814	01-7000-4000-41010	GRAPHICS & PRINTING	BELGIUM PKG, SNAPSHOT 2015	\$430.76	
	73,523	43814	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BELGIUM PKG, SNAPSHOT 2015	\$47.58	
	73,523	43814	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BELGIUM PKG, SNAPSHOT 2015	\$0.00	\$478.34
MINISTRY OF FINANCE (OPP)***							
	73,516	43815	01-3000-4000-40630	STAFF TRAINING	TRAINING - LEGISLATION	\$1,235.00	
	73,516	43815	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRAINING - LEGISLATION	\$0.00	\$1,235.00
	73,533	43815	01-3200-4000-40450	OPP CONTRACTED SERVICES	O.P.P. SERVICES - FEBRUARY	\$234,711.00	
	73,533	43815	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	O.P.P. SERVICES - FEBRUARY	\$0.00	\$234,711.00
	73,535	43815	01-3200-4000-41070	R.I.D.E. EXPENSES	RIDE PROGRAM - JAN 29	\$620.64	
	73,535	43815	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	RIDE PROGRAM - JAN 29	\$0.00	\$620.64
MISTER SAFETY SHOES (FORMERLY							
	73,658	43816	01-5000-6050-40290	UNIFORMS & CLOTHING	WORK BOOTS - FT EMPL	\$221.24	
	73,658	43816	01-0000-0200-00325	HST RECEIVABLE100%	WORK BOOTS - FT EMPL	\$28.76	
	73,658	43816	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WORK BOOTS - FT EMPL	\$0.00	\$250.00
MOTION INDUSTRIES (CANADA) INC							
	73,590	43817	01-4500-4230-46402	940200 LEAF MACHINE	BEARING FOR LEAF MACHINE	\$76.10	
	73,590	43817	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BEARING FOR LEAF MACHINE	\$8.40	
	73,590	43817	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BEARING FOR LEAF MACHINE	\$0.00	\$84.50
NEWELL, RYAN							
	73,621	43818	01-5200-6195-41000	ADVERTISING	VIOLENCE AGAINST WOMEN VIDEO	\$60.00	
	73,621	43818	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VIOLENCE AGAINST WOMEN VIDEO	\$0.00	\$60.00
OLDE BAKERY CAFE							
	73,546	43819	01-5100-6060-40420	PROGRAM SUPPLIES	BIRTHDAY CAKE	\$15.00	
	73,546	43819	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BIRTHDAY CAKE	\$0.00	\$15.00
	73,614	43819	01-5100-6060-40420	PROGRAM SUPPLIES	BIRTHDAY CAKE	\$15.00	
	73,614	43819	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BIRTHDAY CAKE	\$0.00	\$15.00
ONTARIO SOUTHLAND RAILWAY INC.							
	73,594	43820	01-4500-4161-80000	MATERIALS-SAFETY DEVICES, RR CROSSING	FLASHING LT MAINT - FEB	\$2,970.90	
	73,594	43820	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FLASHING LT MAINT - FEB	\$0.00	\$2,970.90
ORCO SIGNS							
	73,605	43821	01-4500-4230-46384	938400 T4-02 STERLING D TRUCK	TOWN CRESTS FOR TRUCK#4	\$34.60	
	73,605	43821	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TOWN CRESTS FOR TRUCK#4	\$3.82	
	73,605	43821	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOWN CRESTS FOR TRUCK#4	\$0.00	\$38.42
OXFORD HONEY AND SUPPLIES							
	73,656	43822	01-5000-6051-40420	PROGRAM SUPPLIES	HONEY	\$303.42	
	73,656	43822	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HONEY	\$0.00	\$303.42
PUROLATOR COURIER LTD							
	73,606	43823	01-3000-4000-40630	STAFF TRAINING	RETURN TRAINING VIDEOS	\$3.92	
	73,606	43823	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	RETURN TRAINING VIDEOS	\$0.43	
	73,606	43823	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	RETURN TRAINING VIDEOS	\$0.00	\$4.35
RECEIVER GENERAL FOR CANADA **							
	73,515	43824	01-3000-4000-40410	LICENCES, TAGS, ETC.	RADIO LICENCE	\$1,082.00	
	73,515	43824	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	RADIO LICENCE	\$0.00	\$1,082.00
RIETTA'S DECOR & DESIGN CENTRE							
	73,599	43825	01-4500-4000-41700	BLDG REPAIRS & MAINTENANCE	ROLLER REFILLS	\$6.09	
	73,599	43825	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ROLLER REFILLS	\$0.67	
	73,599	43825	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ROLLER REFILLS	\$0.00	\$6.76
	73,625	43825	01-5200-4100-41700	BLDG REPAIRS AND MAINT	PAINT	\$23.19	
	73,625	43825	01-0000-0200-00325	HST RECEIVABLE100%	PAINT	\$3.01	
	73,625	43825	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PAINT	\$0.00	\$26.20
	73,626	43825	01-5200-4100-41700	BLDG REPAIRS AND MAINT	PAINTING	\$41.69	
	73,626	43825	01-0000-0200-00325	HST RECEIVABLE100%	PAINTING	\$5.42	
	73,626	43825	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PAINTING	\$0.00	\$47.11
ROCK SOLID DESIGNS							
	73,664	43826	01-5000-6040-41750	LOT SNOW REMOVAL & SANDING	LOT SALT & SAND - DECEMBER	\$200.00	
	73,664	43826	01-5000-6020-41750	LOT SNOW REMOVAL & SANDING	LOT SALT & SAND - DECEMBER	\$220.00	
	73,664	43826	01-5100-4100-41750	LOT SNOW REMOVAL & SANDING	LOT SALT & SAND - DECEMBER	\$200.00	
	73,664	43826	01-5200-4100-41750	LOT SNOW REMOVAL & SANDING	LOT SALT & SAND - DECEMBER	\$190.00	
	73,664	43826	01-0000-0200-00325	HST RECEIVABLE100%	LOT SALT & SAND - DECEMBER	\$26.00	
	73,664	43826	01-0000-0200-00325	HST RECEIVABLE100%	LOT SALT & SAND - DECEMBER	\$28.60	
	73,664	43826	01-0000-0200-00325	HST RECEIVABLE100%	LOT SALT & SAND - DECEMBER	\$26.00	
	73,664	43826	01-0000-0200-00325	HST RECEIVABLE100%	LOT SALT & SAND - DECEMBER	\$24.70	
	73,664	43826	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LOT SALT & SAND - DECEMBER	\$0.00	\$915.30
ROGERS (WIRELESS)							
	73,560	43827	01-4000-4000-40220	TELEPHONE	DATA FOR ENG GPS UNITS	\$52.91	
	73,560	43827	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	DATA FOR ENG GPS UNITS	\$5.85	
	73,560	43827	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DATA FOR ENG GPS UNITS	\$0.00	\$58.76
	73,604	43827	01-4500-4150-80000	MATERIALS-WINTER CONTROL, PLOWING, SANDI	PW - ON CALL PHONES	\$39.79	
	73,604	43827	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PW - ON CALL PHONES	\$4.39	
	73,604	43827	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PW - ON CALL PHONES	\$0.00	\$44.18
ROSCO ELECTRIC							
	73,593	43828	01-4500-4000-41700	BLDG REPAIRS & MAINTENANCE	REPAIR TO SALT SHED	\$291.60	
	73,593	43828	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REPAIR TO SALT SHED	\$32.21	
	73,593	43828	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REPAIR TO SALT SHED	\$0.00	\$323.81
SAFETY MEDIA INC.							
	73,615	43829	01-5000-6020-41530	EQUIPMENT REPAIRS & MAINTENANCE	FIRE SAFETY PLAN - BOXES	\$116.59	
	73,615	43829	01-5000-6020-41530	EQUIPMENT REPAIRS & MAINTENANCE	FIRE SAFETY PLAN - BOXES	\$116.60	
	73,615	43829	01-5100-4100-41530	EQUIP REPAIRS & MAINT	FIRE SAFETY PLAN - BOXES	\$116.60	



	73,615	43829	01-5200-4100-41530	EQUIP REPAIRS & MAINT	FIRE SAFETY PLAN - BOXES	\$116.60	
	73,615	43829	01-0000-0200-00325	HST RECEIVABLE100%	FIRE SAFETY PLAN - BOXES	\$15.16	
	73,615	43829	01-0000-0200-00325	HST RECEIVABLE100%	FIRE SAFETY PLAN - BOXES	\$15.16	
	73,615	43829	01-0000-0200-00325	HST RECEIVABLE100%	FIRE SAFETY PLAN - BOXES	\$15.16	
	73,615	43829	01-0000-0200-00325	HST RECEIVABLE100%	FIRE SAFETY PLAN - BOXES	\$15.16	
	73,615	43829	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE SAFETY PLAN - BOXES	\$0.00	\$527.03
SHOPPERS DRUG MART							
	73,601	43830	01-4500-4000-42900	MISCELLANEOUS EXPENSE	MEDICAL SUPPLIES	\$17.80	
	73,601	43830	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MEDICAL SUPPLIES	\$1.96	
	73,601	43830	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MEDICAL SUPPLIES	\$0.00	\$19.76
EMPLOYEE REIMBURSEMENT							
	73,634	43831	01-3400-4000-40620	MILEAGE	MILEAGE - FEBRUARY	\$15.56	
	73,634	43831	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE - FEBRUARY	\$1.72	
	73,634	43831	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE - FEBRUARY	\$0.00	\$17.28
SOAK IT UP INC							
	73,526	43832	01-5000-6020-41550	MAINTENANCE CONTRACTS	MAT SERVICE	\$122.00	
	73,526	43832	01-0000-0200-00325	HST RECEIVABLE100%	MAT SERVICE	\$15.86	
	73,526	43832	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MAT SERVICE	\$0.00	\$137.86
	73,527	43832	01-5000-6020-40210	JANITORIAL SUPPLIES	TLT PPR, PPR TWL, SOAP	\$282.00	
	73,527	43832	01-0000-0200-00325	HST RECEIVABLE100%	TLT PPR, PPR TWL, SOAP	\$36.66	
	73,527	43832	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TLT PPR, PPR TWL, SOAP	\$0.00	\$318.66
	73,531	43832	01-6200-4100-41700	BLDG REPAIRS & MAINTENANCE	MUSEUM MAT	\$18.00	
	73,531	43832	01-0000-0200-00325	HST RECEIVABLE100%	MUSEUM MAT	\$2.34	
	73,531	43832	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSEUM MAT	\$0.00	\$20.34
	73,623	43832	01-5200-4100-41550	MAINTENANCE CONTRACTS	MAT & MOP CLEANING	\$32.00	
	73,623	43832	01-0000-0200-00325	HST RECEIVABLE100%	MAT & MOP CLEANING	\$4.16	
	73,623	43832	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MAT & MOP CLEANING	\$0.00	\$36.16
STEVE'S ELECTRIC ***							
	73,529	43833	01-5000-6020-41700	BLDG REPAIRS & MAINT	REPAIR LIGHT	\$81.66	
	73,529	43833	01-0000-0200-00325	HST RECEIVABLE100%	REPAIR LIGHT	\$10.62	
	73,529	43833	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REPAIR LIGHT	\$0.00	\$92.28
STONETOWN SUPPLY SERVICES(ING)							
	73,524	43834	01-5000-6020-40210	JANITORIAL SUPPLIES	WINTER GLOVES	\$41.82	
	73,524	43834	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	WINTER GLOVES	\$4.62	
	73,524	43834	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WINTER GLOVES	\$0.00	\$46.44
	73,525	43834	01-5000-6020-40210	JANITORIAL SUPPLIES	CLEAR GARBAGE BAGS	\$38.15	
	73,525	43834	01-0000-0200-00325	HST RECEIVABLE100%	CLEAR GARBAGE BAGS	\$4.96	
	73,525	43834	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CLEAR GARBAGE BAGS	\$0.00	\$43.11
	73,548	43834	01-5100-4100-40210	JANITORIAL SUPPLIES	MOP HEADS, KLEENEX	\$77.51	
	73,548	43834	01-0000-0200-00325	HST RECEIVABLE100%	MOP HEADS, KLEENEX	\$10.08	
	73,548	43834	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MOP HEADS, KLEENEX	\$0.00	\$87.59
	73,549	43834	01-5000-6020-40210	JANITORIAL SUPPLIES	NEUTRAL CLEANER, SALT RINSE	\$133.35	
	73,549	43834	01-0000-0200-00325	HST RECEIVABLE100%	NEUTRAL CLEANER, SALT RINSE	\$17.34	
	73,549	43834	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	NEUTRAL CLEANER, SALT RINSE	\$0.00	\$150.69
	73,554	43834	01-3000-4100-40210	JANITORIAL SUPPLIES	PPR TWL, HND SOAP, URNL SCRNS	\$63.15	
	73,554	43834	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PPR TWL, HND SOAP, URNL SCRNS	\$6.98	
	73,554	43834	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PPR TWL, HND SOAP, URNL SCRNS	\$0.00	\$70.13
	73,588	43834	01-4500-4230-46431	VEHICLE MAINTENANCE	ROLL TWL, WINDOW & CAR CLNR	\$206.44	
	73,588	43834	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ROLL TWL, WINDOW & CAR CLNR	\$22.80	
	73,588	43834	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ROLL TWL, WINDOW & CAR CLNR	\$0.00	\$229.24
	73,607	43834	01-3000-4100-40210	JANITORIAL SUPPLIES	LYSOL, HAND CLNR, RM DEODRNT	\$69.24	
	73,607	43834	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	LYSOL, HAND CLNR, RM DEODRNT	\$7.65	
	73,607	43834	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LYSOL, HAND CLNR, RM DEODRNT	\$0.00	\$76.89
	73,622	43834	01-5200-4100-40210	JANITORIAL SUPPLIES	KNEE COVERS, CLOTHS, SOAP	\$219.22	
	73,622	43834	01-0000-0200-00325	HST RECEIVABLE100%	KNEE COVERS, CLOTHS, SOAP	\$28.50	
	73,622	43834	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	KNEE COVERS, CLOTHS, SOAP	\$0.00	\$247.72
	73,624	43834	01-5200-4100-40210	JANITORIAL SUPPLIES	STRIPPER, SCRAPER, BROOM	\$52.96	
	73,624	43834	01-0000-0200-00325	HST RECEIVABLE100%	STRIPPER, SCRAPER, BROOM	\$6.88	
	73,624	43834	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	STRIPPER, SCRAPER, BROOM	\$0.00	\$59.84
SUN LIFE OF CANADA							
	73,637	43835	01-0000-2100-00716	HEALTH CARE PAYABLE	BENEFITS - MARCH	\$35,292.37	
	73,637	43835	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BENEFITS - MARCH	\$0.00	\$35,292.37
SUN MEDIA - CALGARY SUN							
	73,618	43836	01-5100-6090-41000	ADVERTISING	MARCH BREAK EMPLMNT AD	\$215.00	
	73,618	43836	01-0000-0200-00325	HST RECEIVABLE100%	MARCH BREAK EMPLMNT AD	\$27.95	
	73,618	43836	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MARCH BREAK EMPLMNT AD	\$0.00	\$242.95
TAPLAY FIRE PROTECTION							
	73,558	43837	01-2000-4010-41700	BLDG REPAIRS & MAINTENANCE	FIRE EXTINGSHER, RPR EXIT SIGN	\$145.95	
	73,558	43837	01-0000-0200-00325	HST RECEIVABLE100%	FIRE EXTINGSHER, RPR EXIT SIGN	\$18.97	
	73,558	43837	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE EXTINGSHER, RPR EXIT SIGN	\$0.00	\$164.92
TECH.STANDARDS & SAFETY AUTH *							
	73,553	43838	01-5100-4100-40410	LICENCES, TAGS ETC	ELEVATOR LICENCE	\$400.00	
	73,553	43838	01-0000-0200-00325	HST RECEIVABLE100%	ELEVATOR LICENCE	\$52.00	
	73,553	43838	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ELEVATOR LICENCE	\$0.00	\$452.00
TETRA-CHEM INDUSTRIES LTD.							
	73,576	43839	01-4500-4150-80000	MATERIALS-WINTER CONTROL, PLOWING, SANDI	BRUSHLESS TRAILER CLEANER	\$159.76	
	73,576	43839	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BRUSHLESS TRAILER CLEANER	\$17.65	
	73,576	43839	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BRUSHLESS TRAILER CLEANER	\$0.00	\$177.41
THE COFFEE MAN SALES & SERVICE							
	73,530	43840	01-5000-6020-40430	CANTEEN SUPPLIES	COFFEE, HOT CHOCOLATE	\$112.00	
	73,530	43840	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COFFEE, HOT CHOCOLATE	\$0.00	\$112.00



TILLSONBURG FIRE & SAFETY EQUI							
	73,628	43841	01-5200-4100-41700	BLDG REPAIRS AND MAINT	HOOK KITCHEN TO FIRE ALARM	\$350.95	
	73,628	43841	01-0000-0200-00325	HST RECEIVABLE100%	HOOK KITCHEN TO FIRE ALARM	\$45.62	
	73,628	43841	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HOOK KITCHEN TO FIRE ALARM	\$0.00	\$396.57
TOROMONT INDUSTRIES LTD							
	73,595	43842	01-4500-4230-46393	939300 2011 CAT FRONT END LOADER	OIL FOR TRUCK #13	\$98.55	
	73,595	43842	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OIL FOR TRUCK #13	\$10.89	
	73,595	43842	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OIL FOR TRUCK #13	\$0.00	\$109.44
WEITZEL, CHRIS							
	73,663	43843	01-5000-6051-40420	PROGRAM SUPPLIES	BEETS	\$136.50	
	73,663	43843	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BEETS	\$0.00	\$136.50
WHITECREST MUSHROOMS							
	73,654	43844	01-5000-6051-40420	PROGRAM SUPPLIES	CANNERY ITEMS	\$75.00	
	73,654	43844	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CANNERY ITEMS	\$0.00	\$75.00
WOODSTOCK, CITY OF ***							
	73,596	43845	01-4500-4000-41520	COMMUNICATION	DISPATCH FEES - JAN - MAR 2015	\$558.00	
	73,596	43845	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DISPATCH FEES - JAN - MAR 2015	\$0.00	\$558.00
XEROX CANADA LTD.							
	73,556	43846	01-1002-4000-40250	PHOTOCOPIER	MUSEUM COPIER USAGE	\$8.97	
	73,556	43846	01-0000-0200-00325	HST RECEIVABLE100%	MUSEUM COPIER USAGE	\$1.17	
	73,556	43846	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSEUM COPIER USAGE	\$0.00	\$10.14
ZOGICS							
	73,613	43847	01-5100-4100-40210	JANITORIAL SUPPLIES	DISINFECTANT WIPES	\$724.09	
	73,613	43847	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DISINFECTANT WIPES	\$0.00	\$724.09
MINISTER OF FINANCE - EHT ***							
	73,667	43848	01-0000-2100-00720	EMPLOYER HEALTH TAX (13135)	EHT - FEBRUARY PREMIUMS	\$7,336.93	
	73,667	43848	01-0000-0100-00100	BANK	EHT - FEBRUARY PREMIUMS	\$0.00	\$7,336.93
CON. SCOLAIRE VIAMONDE							
	73,690	43849	01-1400-9962-75010	PUBLIC SCHOOL BD FR - RES & COMM	1ST TAX REQUISITION	\$4,100.02	
	73,690	43849	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	1ST TAX REQUISITION	\$0.00	\$4,100.02
CONSEIL SCOLAIRE CATHOLIQUE PR							
	73,689	43850	01-1400-9963-75010	SEPARATE SCHOOL BD FR - RES & COMM	1ST TAX REQUISITION	\$11,815.30	
	73,689	43850	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	1ST TAX REQUISITION	\$0.00	\$11,815.30
LONDON DIST. CATH. SCHOOL BD.							
	73,691	43851	01-1400-9961-75010	SEP SCHOOL BD - ENG. - RES & COMM	1ST TAX REQUISITION	\$207,083.11	
	73,691	43851	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	1ST TAX REQUISITION	\$0.00	\$207,083.11
OXFORD COUNTY ***							
	73,693	43852	01-1400-9950-75010	COUNTY OF OXFORD - GENERAL	1ST TAX REQUISITION	\$1,477,746.00	
	73,693	43852	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	1ST TAX REQUISITION	\$0.00	\$1,477,746.00
THAMES VALLEY DIST. SCHOOL BD.							
	73,692	43853	01-1400-9960-75010	PUBLIC SCHOOL BD ENG - RES & COMM	1ST TAX REQUISITION	\$963,572.65	
	73,692	43853	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	1ST TAX REQUISITION	\$0.00	\$963,572.65
EMPLOYEE REIMBURSEMENT							
	73,731	43854	01-0000-0090-99930	PAYROLL - CLEARING ACCT	MARCH 12 PAYROLL CORRECTION	\$302.37	
	73,731	43854	01-0000-0100-00100	BANK	MARCH 12 PAYROLL CORRECTION	\$0.00	\$302.37
ACAPULCO ***							
	73,704	43855	01-5100-4100-41710	CHEMICALS	CHLORINE, MURIATIC ACID	\$1,760.67	
	73,704	43855	01-0000-0200-00325	HST RECEIVABLE100%	CHLORINE, MURIATIC ACID	\$228.89	
	73,704	43855	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CHLORINE, MURIATIC ACID	\$0.00	\$1,989.56
ADS PUBLISHING INC.							
	73,714	43856	01-6200-4000-41000	ADVERTISING	AD IN COMFORT INN GUIDE	\$200.00	
	73,714	43856	01-0000-0200-00325	HST RECEIVABLE100%	AD IN COMFORT INN GUIDE	\$26.00	
	73,714	43856	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	AD IN COMFORT INN GUIDE	\$0.00	\$226.00
AKIRA STUDIO LTD							
	73,709	43857	01-0000-2375-00740	BUILD INGERSOLL GROUP "BIG" DEPOSIT	WEBSITE DESIGN UPDATES	\$3,052.80	
	73,709	43857	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	WEBSITE DESIGN UPDATES	\$337.20	
	73,709	43857	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WEBSITE DESIGN UPDATES	\$0.00	\$3,390.00
	73,745	43857	01-5200-6195-41000	ADVERTISING	WEBSITE SUPPORT	\$95.00	
	73,745	43857	01-0000-0200-00325	HST RECEIVABLE100%	WEBSITE SUPPORT	\$12.35	
	73,745	43857	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WEBSITE SUPPORT	\$0.00	\$107.35
ATTACHE GROUP INC.							
	73,716	43858	01-1002-4000-40410	LICENCES, TAGS, ETC.	WEB FILTER - 3 YEARS	\$1,521.31	
	73,716	43858	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	WEB FILTER - 3 YEARS	\$168.04	
	73,716	43858	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WEB FILTER - 3 YEARS	\$0.00	\$1,689.35
ATTRACTIONS ONTARIO							
	73,848	43859	01-6200-4000-40600	MEMBERSHIP FEES	MEMBERSHIP - ATTRACTIONS ONT	\$125.00	
	73,848	43859	01-0000-0200-00325	HST RECEIVABLE100%	MEMBERSHIP - ATTRACTIONS ONT	\$16.25	
	73,848	43859	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MEMBERSHIP - ATTRACTIONS ONT	\$0.00	\$141.25
BFI CANADA							
	73,718	43860	01-5200-4100-41550	MAINTENANCE CONTRACTS	GARBAGE SERVICE - MARCH	\$191.00	
	73,718	43860	01-5000-6020-41550	MAINTENANCE CONTRACTS	GARBAGE SERVICE - MARCH	\$219.30	
	73,718	43860	01-5100-4100-41550	MAINTENANCE CONTRACTS	GARBAGE SERVICE - MARCH	\$219.30	
	73,718	43860	01-5000-6050-41550	MAINTENANCE CONTRACTS	GARBAGE SERVICE - MARCH	\$219.30	
	73,718	43860	01-5000-6040-41550	MAINTENANCE CONTRACTS	GARBAGE SERVICE - MARCH	\$219.30	
	73,718	43860	01-0000-0200-00325	HST RECEIVABLE100%	GARBAGE SERVICE - MARCH	\$24.83	
	73,718	43860	01-0000-0200-00325	HST RECEIVABLE100%	GARBAGE SERVICE - MARCH	\$28.51	
	73,718	43860	01-0000-0200-00325	HST RECEIVABLE100%	GARBAGE SERVICE - MARCH	\$28.51	
	73,718	43860	01-0000-0200-00325	HST RECEIVABLE100%	GARBAGE SERVICE - MARCH	\$28.51	
	73,718	43860	01-0000-0200-00325	HST RECEIVABLE100%	GARBAGE SERVICE - MARCH	\$28.51	
	73,718	43860	01-0000-0200-00325	HST RECEIVABLE100%	GARBAGE SERVICE - MARCH	\$28.51	
	73,718	43860	01-0000-0200-00325	HST RECEIVABLE100%	GARBAGE SERVICE - MARCH	\$28.51	
	73,718	43860	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GARBAGE SERVICE - MARCH	\$0.00	\$1,207.07
	73,729	43860	01-3000-4100-41550	MAINTENANCE CONTRACTS	GARBAGE PICK UP - MARCH	\$145.01	

	73,729	43860	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GARBAGE PICK UP - MARCH	\$16.02	
	73,729	43860	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GARBAGE PICK UP - MARCH	\$0.00	\$161.03
BLYTHE DALE SAND & GRAVEL							
	73,780	43861	01-4500-4150-80000	MATERIALS-WINTER CONTROL, PLOWING, SANDI	ROAD SAND	\$1,546.19	
	73,780	43861	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ROAD SAND	\$170.79	
	73,780	43861	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ROAD SAND	\$0.00	\$1,716.98
BRAGG, JEFF							
	73,817	43862	01-2000-4015-41550	MAINTENANCE CONTRACTS	CARR'S WLKWY CLEANING - MAR	\$600.00	
	73,817	43862	01-0000-0200-00325	HST RECEIVABLE100%	CARR'S WLKWY CLEANING - MAR	\$78.00	
	73,817	43862	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CARR'S WLKWY CLEANING - MAR	\$0.00	\$678.00
	73,818	43862	01-2000-4025-41750	LOT SNOW REMOVAL & SANDING	SNOW SHOVELING - FEB	\$313.77	
	73,818	43862	01-2000-4035-41750	LOT SNOW REMOVAL & SANDING--DOWNTOWN	SNOW SHOVELING - FEB	\$313.76	
	73,818	43862	01-2000-4015-41750	LOT SNOW REMOVAL & SANDING	SNOW SHOVELING - FEB	\$308.34	
	73,818	43862	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SNOW SHOVELING - FEB	\$34.65	
	73,818	43862	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SNOW SHOVELING - FEB	\$34.65	
	73,818	43862	01-0000-0200-00325	HST RECEIVABLE100%	SNOW SHOVELING - FEB	\$40.08	
	73,818	43862	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SNOW SHOVELING - FEB	\$0.00	\$1,045.25
	73,819	43862	01-2000-4025-41550	MAINTENANCE CONTRACTS	TC CLEANING - FEB 25 & 27	\$172.99	
	73,819	43862	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TC CLEANING - FEB 25 & 27	\$19.11	
	73,819	43862	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TC CLEANING - FEB 25 & 27	\$0.00	\$192.10
EMPLOYEE REIMBURSEMENT							
	73,827	43863	01-7000-4000-40620	MILEAGE	MILEAGE - JAN 1 - MAR 16	\$565.06	
	73,827	43863	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE - JAN 1 - MAR 16	\$62.42	
	73,827	43863	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE - JAN 1 - MAR 16	\$0.00	\$627.48
CAMPBELL'S							
	73,759	43864	01-0100-4000-41100	RECEPTIONS & PUBLIC MEETINGS	PAPER FOR POETRY CONTEST	\$8.13	
	73,759	43864	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PAPER FOR POETRY CONTEST	\$0.90	
	73,759	43864	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PAPER FOR POETRY CONTEST	\$0.00	\$9.03
	73,760	43864	01-0100-4000-40200	OFFICE SUPPLIES	PENS, ERASER	\$43.11	
	73,760	43864	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PENS, ERASER	\$4.76	
	73,760	43864	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PENS, ERASER	\$0.00	\$47.87
CANADIAN ASSOC OF FIRE CHIEFS							
	73,681	43865	01-3000-4000-40600	MEMBERSHIP FEES	2015 ASSOCIATION DUES	\$266.61	
	73,681	43865	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	2015 ASSOCIATION DUES	\$29.45	
	73,681	43865	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	2015 ASSOCIATION DUES	\$0.00	\$296.06
CANADIAN NATIONAL RAILWAYS							
	73,777	43866	01-4500-4161-80000	MATERIALS-SAFETY DEVICES, RR CROSSING	SIGNAL & GATE MAINT - FEB	\$770.00	
	73,777	43866	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SIGNAL & GATE MAINT - FEB	\$0.00	\$770.00
CANADIAN TIRE ASSOCIATE STORE							
	73,695	43868	01-5100-6090-40420	PROGRAM SUPPLIES	GYM FLOORING TILES	\$37.58	
	73,695	43868	01-0000-0200-00325	HST RECEIVABLE100%	GYM FLOORING TILES	\$4.89	
	73,695	43868	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GYM FLOORING TILES	\$0.00	\$42.47
	73,696	43868	01-5000-6020-41530	EQUIPMENT REPAIRS & MAINTENANCE	OIL CHANGE	\$41.93	
	73,696	43868	01-0000-0200-00325	HST RECEIVABLE100%	OIL CHANGE	\$5.45	
	73,696	43868	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OIL CHANGE	\$0.00	\$47.38
	73,697	43868	01-5200-4100-40270	NEW EQUIPMENT	NEW HAND DOLLY	\$23.99	
	73,697	43868	01-0000-0200-00325	HST RECEIVABLE100%	NEW HAND DOLLY	\$3.12	
	73,697	43868	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	NEW HAND DOLLY	\$0.00	\$27.11
	73,698	43868	01-5100-4100-41700	BLDG REPAIRS AND MAINT	TAPE, GLUE	\$18.98	
	73,698	43868	01-0000-0200-00325	HST RECEIVABLE100%	TAPE, GLUE	\$2.47	
	73,698	43868	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAPE, GLUE	\$0.00	\$21.45
CANSEL - TORONTO*****							
	73,739	43869	01-4000-4000-40220	TELEPHONE	ENG GPS SERVIC - FEB 2015	\$264.58	
	73,739	43869	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ENG GPS SERVIC - FEB 2015	\$29.22	
	73,739	43869	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ENG GPS SERVIC - FEB 2015	\$0.00	\$293.80
	73,740	43869	01-4000-4000-40220	TELEPHONE	ENG GPS SERVICE - FEB 2015	\$264.58	
	73,740	43869	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ENG GPS SERVICE - FEB 2015	\$29.22	
	73,740	43869	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ENG GPS SERVICE - FEB 2015	\$0.00	\$293.80
CEDAR SIGNS							
	73,779	43870	01-4500-4160-80000	MATERIALS-SAFETY DEVICES, SIGNS, GUIDE RAIL	SAFETY CONES & REFLECTIVE TAPE	\$703.53	
	73,779	43870	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SAFETY CONES & REFLECTIVE TAPE	\$77.71	
	73,779	43870	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SAFETY CONES & REFLECTIVE TAPE	\$0.00	\$781.24
CERVUS EQUIPMENT PETERBILT WOO							
	73,775	43871	01-4500-4230-46388	938800 T8-09 PETERBILT D TRUCK	REPAIR TO TRUCK #8	\$2,310.45	
	73,775	43871	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REPAIR TO TRUCK #8	\$255.20	
	73,775	43871	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REPAIR TO TRUCK #8	\$0.00	\$2,565.65
COUNCIL MEMBER REIMBURSEMENT							
	73,808	43872	01-0100-4000-40610	MEETINGS & CONFERENCES	ROMA/OGRA EXPENSES	\$535.21	
	73,808	43872	01-0100-4000-40610	MEETINGS & CONFERENCES	ROMA/OGRA EXPENSES	\$175.21	
	73,808	43872	01-0100-4000-40610	MEETINGS & CONFERENCES	ROMA/OGRA EXPENSES	\$102.74	
	73,808	43872	01-0100-4000-40610	MEETINGS & CONFERENCES	ROMA/OGRA EXPENSES	\$46.29	
	73,808	43872	01-0100-4000-40610	MEETINGS & CONFERENCES	ROMA/OGRA EXPENSES	\$9.15	
	73,808	43872	01-0100-4000-40620	MILEAGE	ROMA/OGRA EXPENSES	\$40.85	
	73,808	43872	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ROMA/OGRA EXPENSES	\$59.11	
	73,808	43872	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ROMA/OGRA EXPENSES	\$19.35	
	73,808	43872	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ROMA/OGRA EXPENSES	\$11.34	
	73,808	43872	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ROMA/OGRA EXPENSES	\$1.01	
	73,808	43872	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ROMA/OGRA EXPENSES	\$4.51	
	73,808	43872	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ROMA/OGRA EXPENSES	\$0.00	\$1,004.77
COMMERCIAL AQUATIC SUPPLIES							
	73,720	43873	01-5100-6060-40270	NEW EQUIPMENT	TENSION REEL	\$131.56	

	73,720	43873	01-0000-0200-00325	HST RECEIVABLE100%	TENSION REEL	\$17.10	
	73,720	43873	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TENSION REEL	\$0.00	\$148.66
COMMISSIONAIRES							
	73,679	43874	01-1000-4240-41505	PARKING ENFORCEMENT CONTRACT	PKG ENFORCEMENT FEB 1-14	\$751.80	
	73,679	43874	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PKG ENFORCEMENT FEB 1-14	\$83.04	
	73,679	43874	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PKG ENFORCEMENT FEB 1-14	\$0.00	\$834.84
COMPAIR CANADA							
	73,706	43875	01-3000-4000-41530	EQUIP REPAIRS & MAINTENANCE	AIR REPAIRS	\$1,309.53	
	73,706	43875	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	AIR REPAIRS	\$144.64	
	73,706	43875	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	AIR REPAIRS	\$0.00	\$1,454.17
	73,707	43875	01-3000-4000-41530	EQUIP REPAIRS & MAINTENANCE	AIR REPAIRS	\$372.08	
	73,707	43875	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	AIR REPAIRS	\$41.10	
	73,707	43875	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	AIR REPAIRS	\$0.00	\$413.18
CORE-MARK INTERNATIONAL, INC.							
	73,675	43876	01-5000-6020-40430	CANTEEN SUPPLIES	CANDY, FRENCH FRIES, CHOC BARS	\$415.75	
	73,675	43876	01-0000-0200-00325	HST RECEIVABLE100%	CANDY, FRENCH FRIES, CHOC BARS	\$45.12	
	73,675	43876	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CANDY, FRENCH FRIES, CHOC BARS	\$0.00	\$460.87
D&D COMMERCIAL PROPERTY MAINT							
	73,771	43877	01-4500-4221-80000	MATERIALS-SIDEWALK, SNOW, SALT, SAND	SIDEWALK SNOW RMVL - N - FEB	\$11,977.16	
	73,771	43877	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SIDEWALK SNOW RMVL - N - FEB	\$1,322.94	
	73,771	43877	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SIDEWALK SNOW RMVL - N - FEB	\$0.00	\$13,300.10
DAYTRIPPING IN SOUTHERN ONTARI							
	73,708	43878	01-6200-4000-41000	ADVERTISING	AD ON MAP PULLOUT SECTION	\$100.00	
	73,708	43878	01-0000-0200-00325	HST RECEIVABLE100%	AD ON MAP PULLOUT SECTION	\$13.00	
	73,708	43878	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	AD ON MAP PULLOUT SECTION	\$0.00	\$113.00
DIRECTOR OF FAMILY RESPONSIBIL							
	73,851	43879	01-0000-2100-00718	FAMILY SERVICES	CASE 648113 - MARCH	\$192.00	
	73,851	43879	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CASE 648113 - MARCH	\$0.00	\$192.00
	73,852	43879	01-0000-2100-00718	FAMILY SERVICES	CASE 1005697 - MARCH	\$2,255.92	
	73,852	43879	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CASE 1005697 - MARCH	\$0.00	\$2,255.92
DJ DESIGN							
	73,757	43880	10-0000-3536-80100	PRIME CONTRACT	ARCHITECT FINAL REVIEW	\$250.00	
	73,757	43880	01-0000-0200-00325	HST RECEIVABLE100%	ARCHITECT FINAL REVIEW	\$32.50	
	73,757	43880	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ARCHITECT FINAL REVIEW	\$0.00	\$282.50
EASY WAY CLEANING PRODUCTS LIM							
	73,812	43881	01-2000-4025-40210	JANITORIAL SUPPLIES	VAC BELT, PAPER PRODUCTS	\$62.02	
	73,812	43881	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VAC BELT, PAPER PRODUCTS	\$6.85	
	73,812	43881	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VAC BELT, PAPER PRODUCTS	\$0.00	\$68.87
ECONOMIC DEVELOPERS COUNCIL OF							
	73,688	43882	01-7000-4000-40600	MEMBERSHIP FEES	2015 MEMBERSHIP DUES	\$534.24	
	73,688	43882	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	2015 MEMBERSHIP DUES	\$59.01	
	73,688	43882	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	2015 MEMBERSHIP DUES	\$0.00	\$593.25
EDPRO ENERGY GROUP INC ***							
	73,671	43883	01-5000-6020-41590	EQUIPMENT FUEL	PROPANE - 4 CYL	\$76.20	
	73,671	43883	01-0000-0200-00325	HST RECEIVABLE100%	PROPANE - 4 CYL	\$9.91	
	73,671	43883	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PROPANE - 4 CYL	\$0.00	\$86.11
	73,672	43883	01-5000-6020-41590	EQUIPMENT FUEL	PROPANE - 4 CYL	\$77.04	
	73,672	43883	01-0000-0200-00325	HST RECEIVABLE100%	PROPANE - 4 CYL	\$10.02	
	73,672	43883	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PROPANE - 4 CYL	\$0.00	\$87.06
	73,673	43883	01-5000-6020-41590	EQUIPMENT FUEL	PROPANE - 3 CYL	\$58.32	
	73,673	43883	01-0000-0200-00325	HST RECEIVABLE100%	PROPANE - 3 CYL	\$7.58	
	73,673	43883	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PROPANE - 3 CYL	\$0.00	\$65.90
	73,674	43883	01-5000-6020-41590	EQUIPMENT FUEL	PROPANE - 4 CYL	\$76.20	
	73,674	43883	01-0000-0200-00325	HST RECEIVABLE100%	PROPANE - 4 CYL	\$9.91	
	73,674	43883	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PROPANE - 4 CYL	\$0.00	\$86.11
	73,836	43883	01-5000-6020-41590	EQUIPMENT FUEL	PROPANE CYLINDER RENTAL	\$87.93	
	73,836	43883	01-0000-0200-00325	HST RECEIVABLE100%	PROPANE CYLINDER RENTAL	\$11.43	
	73,836	43883	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PROPANE CYLINDER RENTAL	\$0.00	\$99.36
E.O.N. ASSOCIATION							
	73,715	43884	01-6200-4000-40600	MEMBERSHIP FEES	EON MEMBERSHIP	\$50.00	
	73,715	43884	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	EON MEMBERSHIP	\$0.00	\$50.00
ERTH HOLDINGS INC.							
	73,743	43885	01-4000-4400-41530	EQUIPMENT REPAIRS & MAINT	STREET LIGHT MAINT - FEB	\$763.23	
	73,743	43885	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	STREET LIGHT MAINT - FEB	\$84.30	
	73,743	43885	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	STREET LIGHT MAINT - FEB	\$0.00	\$847.53
	73,744	43885	01-4000-4410-41530	EQUIP REPAIRS & MAINTENANCE	CMU TESTING TRAFFIC LIGHTS	\$1,170.24	
	73,744	43885	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CMU TESTING TRAFFIC LIGHTS	\$129.26	
	73,744	43885	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CMU TESTING TRAFFIC LIGHTS	\$0.00	\$1,299.50
	73,811	43885	01-4000-4400-41530	EQUIPMENT REPAIRS & MAINT	REPL ST LT POLE - 58 MASON	\$3,224.48	
	73,811	43885	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REPL ST LT POLE - 58 MASON	\$356.16	
	73,811	43885	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REPL ST LT POLE - 58 MASON	\$0.00	\$3,580.64
ESRI CANADA							
	73,733	43886	01-1002-4000-41550	MAINTENANCE CONTRACTS	ESRI SOFTWARE	\$2,198.02	
	73,733	43886	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ESRI SOFTWARE	\$242.78	
	73,733	43886	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ESRI SOFTWARE	\$0.00	\$2,440.80
FASTENAL CANADA ***							
	73,764	43887	01-4500-4221-80000	MATERIALS-SIDEWALK, SNOW, SALT, SAND	BOLTS - 50	\$32.94	
	73,764	43887	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BOLTS - 50	\$3.64	
	73,764	43887	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BOLTS - 50	\$0.00	\$36.58
	73,766	43887	01-4500-4221-80000	MATERIALS-SIDEWALK, SNOW, SALT, SAND	LYNCH PINS	\$1.65	
	73,766	43887	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	LYNCH PINS	\$0.18	

	73,766	43887	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LYNCH PINS	\$0.00	\$1.83
	73,781	43887	01-4500-4150-80000	MATERIALS-WINTER CONTROL, PLOWING, SANDI	LYNCH PINS	\$26.44	
	73,781	43887	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	LYNCH PINS	\$2.92	
	73,781	43887	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LYNCH PINS	\$0.00	\$29.36
	73,792	43887	01-5000-6050-41700	BLDG REPAIRS AND MAINT	NUTS & BOLTS	\$59.05	
	73,792	43887	01-0000-0200-00325	HST RECEIVABLE100%	NUTS & BOLTS	\$7.68	
	73,792	43887	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	NUTS & BOLTS	\$0.00	\$66.73
COUNCIL MEMBER REIMBURSEMENT							
	72,144	43888	01-0000-2000-00745	REFUNDABLE ELECTION DEPOSIT	NOMINATION FEE REFUND	\$100.00	
	72,144	43888	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	NOMINATION FEE REFUND	\$0.00	\$100.00
G & L PRINTING SERVICES							
	73,703	43889	01-5000-4000-41000	ADVERTISING	2015 SPRING/SUMMER GUIDE	\$6,077.00	
	73,703	43889	01-0000-0200-00325	HST RECEIVABLE100%	2015 SPRING/SUMMER GUIDE	\$790.01	
	73,703	43889	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	2015 SPRING/SUMMER GUIDE	\$0.00	\$6,867.01
GRA - HAM ENERGY							
	73,735	43890	01-5000-6050-41470	VEHICLE FUEL	FUEL - 247.6L	\$214.32	
	73,735	43890	01-0000-0200-00325	HST RECEIVABLE100%	FUEL - 247.6L	\$27.86	
	73,735	43890	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUEL - 247.6L	\$0.00	\$242.18
	73,785	43890	01-4500-4230-41420	FUEL- GASOLINE	UNLEADED FUEL - 937.6L	\$886.36	
	73,785	43890	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	UNLEADED FUEL - 937.6L	\$97.90	
	73,785	43890	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	UNLEADED FUEL - 937.6L	\$0.00	\$984.26
	73,786	43890	01-4500-4230-41440	DIESEL FUEL CLR - LIC VEH	CLEAR DIESEL - 1892.9L	\$1,982.07	
	73,786	43890	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CLEAR DIESEL - 1892.9L	\$218.93	
	73,786	43890	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CLEAR DIESEL - 1892.9L	\$0.00	\$2,201.00
	73,787	43890	01-4500-4230-41460	DIESEL FUEL CLRED - UNLIC VEH	COLOURED DIESEL - 1274.1L	\$1,243.36	
	73,787	43890	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	COLOURED DIESEL - 1274.1L	\$137.34	
	73,787	43890	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COLOURED DIESEL - 1274.1L	\$0.00	\$1,380.70
	73,789	43890	01-4500-4230-46431	VEHICLE MAINTENANCE	MOTOR OIL & DRUM DEPOSIT	\$693.39	
	73,789	43890	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MOTOR OIL & DRUM DEPOSIT	\$76.59	
	73,789	43890	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MOTOR OIL & DRUM DEPOSIT	\$0.00	\$769.98
	73,826	43890	01-5000-6050-41470	VEHICLE FUEL	UNLEADED FUEL - 174.7L	\$154.43	
	73,826	43890	01-0000-0200-00325	HST RECEIVABLE100%	UNLEADED FUEL - 174.7L	\$20.08	
	73,826	43890	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	UNLEADED FUEL - 174.7L	\$0.00	\$174.51
GREEN LEA							
	73,776	43891	01-4500-4150-80000	MATERIALS-WINTER CONTROL, PLOWING, SANDI	PUMP REPAIR KIT & BEARING	\$99.14	
	73,776	43891	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PUMP REPAIR KIT & BEARING	\$10.96	
	73,776	43891	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PUMP REPAIR KIT & BEARING	\$0.00	\$110.10
EMPLOYEE REIMBURSEMENT							
	73,752	43892	01-5200-6195-40620	MILEAGE	MILEAGE - FEB	\$189.24	
	73,752	43892	01-0000-0200-00325	HST RECEIVABLE100%	MILEAGE - FEB	\$24.60	
	73,752	43892	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE - FEB	\$0.00	\$213.84
EMPLOYEE REIMBURSEMENT							
	73,751	43893	01-5200-4100-40620	MILEAGE	MILEAGE - FEB	\$57.35	
	73,751	43893	01-0000-0200-00325	HST RECEIVABLE100%	MILEAGE - FEB	\$7.45	
	73,751	43893	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE - FEB	\$0.00	\$64.80
HILLSIDE KENNELS							
	73,723	43894	01-3600-4000-41560	CONTRACTS	ANIMAL CONTROL - FEBRUARY	\$1,124.45	
	73,723	43894	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ANIMAL CONTROL - FEBRUARY	\$124.20	
	73,723	43894	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ANIMAL CONTROL - FEBRUARY	\$0.00	\$1,248.65
HOT,COLD & FREEZING							
	73,710	43895	01-6200-4100-41700	BLDG REPAIRS & MAINTENANCE	MUSEUM FURNACE REPAIRS	\$528.21	
	73,710	43895	01-0000-0200-00325	HST RECEIVABLE100%	MUSEUM FURNACE REPAIRS	\$68.67	
	73,710	43895	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSEUM FURNACE REPAIRS	\$0.00	\$596.88
	73,840	43895	01-5100-4100-41530	EQUIP REPAIRS & MAINT	REPAIR BOILER	\$628.61	
	73,840	43895	01-0000-0200-00325	HST RECEIVABLE100%	REPAIR BOILER	\$81.72	
	73,840	43895	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REPAIR BOILER	\$0.00	\$710.33
	73,841	43895	01-5000-6040-41530	EQUIPMENT REPAIRS & MAINT	REPAIR HEATER	\$160.00	
	73,841	43895	01-0000-0200-00325	HST RECEIVABLE100%	REPAIR HEATER	\$20.80	
	73,841	43895	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REPAIR HEATER	\$0.00	\$180.80
IMPERIAL COFFEE & SERVICES INC							
	73,725	43896	01-0100-4000-41110	COMMITTEE & COUNCL MEETINGS	DECAF COFFEE	\$49.50	
	73,725	43896	01-0100-4000-41110	COMMITTEE & COUNCL MEETINGS	DECAF COFFEE	\$4.02	
	73,725	43896	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	DECAF COFFEE	\$0.44	
	73,725	43896	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DECAF COFFEE	\$0.00	\$53.96
INGERSOLL GLASS & MIRROR ***							
	73,700	43897	01-5000-6020-41700	BLDG REPAIRS & MAINT	REPLACE GLASS	\$166.50	
	73,700	43897	01-0000-0200-00325	HST RECEIVABLE100%	REPLACE GLASS	\$21.65	
	73,700	43897	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REPLACE GLASS	\$0.00	\$188.15
INGERSOLL HOME CENTRE LTD							
	73,685	43898	01-6200-4000-42900	MISCELLANEOUS EXPENSE	SUPPLIES FOR CONSTRUCTION	\$35.48	
	73,685	43898	01-0000-0200-00325	HST RECEIVABLE100%	SUPPLIES FOR CONSTRUCTION	\$4.61	
	73,685	43898	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SUPPLIES FOR CONSTRUCTION	\$0.00	\$40.09
	73,686	43898	01-5000-6040-41700	BLDG REPAIRS & MAINT	DRYWALL MATERIAL	\$149.00	
	73,686	43898	01-0000-0200-00325	HST RECEIVABLE100%	DRYWALL MATERIAL	\$19.37	
	73,686	43898	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DRYWALL MATERIAL	\$0.00	\$168.37
	73,687	43898	01-5000-6050-41720	HORTICULTURAL SUPPLIES	WIPES, GLUE, INSECTICIDAL SOAP	\$31.99	
	73,687	43898	01-5000-6050-41700	BLDG REPAIRS AND MAINT	WIPES, GLUE, INSECTICIDAL SOAP	\$4.29	
	73,687	43898	01-5000-6050-41510	VEHICLE REPAIRS & MAINT	WIPES, GLUE, INSECTICIDAL SOAP	\$9.49	
	73,687	43898	01-0000-0200-00325	HST RECEIVABLE100%	WIPES, GLUE, INSECTICIDAL SOAP	\$4.16	
	73,687	43898	01-0000-0200-00325	HST RECEIVABLE100%	WIPES, GLUE, INSECTICIDAL SOAP	\$0.56	
	73,687	43898	01-0000-0200-00325	HST RECEIVABLE100%	WIPES, GLUE, INSECTICIDAL SOAP	\$1.23	

INGERSOLL RENT-ALL ***	73,687	43898	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WIPES, GLUE, INSECTICIDAL SOAP	\$0.00	\$51.72
	73,782	43899	01-4500-4151-80000	MATERIALS-WINTER CONTROL, SNOW REMOVAL	RENTAL SKID STEER	\$207.08	
	73,782	43899	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	RENTAL SKID STEER	\$22.87	
	73,782	43899	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	RENTAL SKID STEER	\$0.00	\$229.95
	73,783	43899	01-4500-4151-80000	MATERIALS-WINTER CONTROL, SNOW REMOVAL	SKID STEER RENTAL	\$207.08	
	73,783	43899	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SKID STEER RENTAL	\$22.87	
	73,783	43899	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SKID STEER RENTAL	\$0.00	\$229.95
	73,784	43899	01-4500-4000-41650	SMALL TOOLS & SAFETY EQUIP	V-BELT & AIR FILTER	\$38.08	
	73,784	43899	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	V-BELT & AIR FILTER	\$4.20	
	73,784	43899	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	V-BELT & AIR FILTER	\$0.00	\$42.28
	73,804	43899	01-4500-4000-41650	SMALL TOOLS & SAFETY EQUIP	REPAIR CHAIN SAW	\$213.85	
	73,804	43899	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REPAIR CHAIN SAW	\$23.62	
	73,804	43899	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REPAIR CHAIN SAW	\$0.00	\$237.47
	73,805	43899	01-4500-4121-80000	MATERIALS-ROADSIDE MAINT, BRUSH, TREE TRIM	PICK UP BODY	\$22.99	
	73,805	43899	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PICK UP BODY	\$2.54	
	73,805	43899	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PICK UP BODY	\$0.00	\$25.53
	73,806	43899	01-4500-4151-80000	MATERIALS-WINTER CONTROL, SNOW REMOVAL	SKID STEER RENTAL	\$207.08	
	73,806	43899	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SKID STEER RENTAL	\$22.87	
	73,806	43899	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SKID STEER RENTAL	\$0.00	\$229.95
INGERSOLL RURAL CEMETERY BOARD							
	73,807	43900	01-1500-4000-98200	TRANSFERS TO CEMETERY BOARD	25% OF ANNUAL BUDGET	\$23,847.00	
	73,807	43900	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	25% OF ANNUAL BUDGET	\$0.00	\$23,847.00
INGERSOLL SERVICES FOR SENIORS							
	73,668	43901	01-5000-6040-41700	BLDG REPAIRS & MAINT	REPAIR KITCHEN STORE ROOM	\$150.00	
	73,668	43901	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REPAIR KITCHEN STORE ROOM	\$0.00	\$150.00
INSIGHT CANADA							
	73,734	43902	01-1002-4000-40270	NEW EQUIPMENT	BUILDING DEPT LAPTOP	\$1,206.53	
	73,734	43902	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BUILDING DEPT LAPTOP	\$133.27	
	73,734	43902	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BUILDING DEPT LAPTOP	\$0.00	\$1,339.80
	73,791	43902	01-1002-4000-41530	EQUIPMENT REPAIRS & MAINTENANCE	SERVER MEMORY	\$461.82	
	73,791	43902	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SERVER MEMORY	\$51.01	
	73,791	43902	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SERVER MEMORY	\$0.00	\$512.83
ISLE TECHNICAL SERVICES INC							
	73,699	43903	01-1002-4000-41550	MAINTENANCE CONTRACTS	REMOTE BACKUP SERVICES	\$1,831.68	
	73,699	43903	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REMOTE BACKUP SERVICES	\$202.32	
	73,699	43903	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REMOTE BACKUP SERVICES	\$0.00	\$2,034.00
D.H. JUTZI LIMITED							
	73,669	43904	01-5000-6020-41550	MAINTENANCE CONTRACTS	WATER CONDITIONING	\$375.00	
	73,669	43904	01-0000-0200-00325	HST RECEIVABLE 100%	WATER CONDITIONING	\$48.75	
	73,669	43904	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WATER CONDITIONING	\$0.00	\$423.75
LEVACS							
	73,761	43905	01-0100-4000-41160	HONOURS & AWARDS	60TH ANNIV PLAQUE	\$76.32	
	73,761	43905	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	60TH ANNIV PLAQUE	\$8.43	
	73,761	43905	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	60TH ANNIV PLAQUE	\$0.00	\$84.75
LIFESAVING SOCIETY							
	73,721	43906	01-5100-6060-41450	LEADERSHIP	NLS RECERT	\$120.80	
	73,721	43906	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	NLS RECERT	\$0.00	\$120.80
LONDON CIVIC EMPLOY, LOCAL 107							
	73,850	43907	01-0000-2100-00707	CUPE 107 UNION DUES (12100)	UNION DUES - MARCH	\$1,374.03	
	73,850	43907	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	UNION DUES - MARCH	\$0.00	\$1,374.03
LWR AUTOMOTIVE							
	73,795	43908	01-4500-4230-46388	938800 T8-09 PETERBILT D TRUCK	PARTS FOR TRUCK #8	\$31.80	
	73,795	43908	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PARTS FOR TRUCK #8	\$3.51	
	73,795	43908	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PARTS FOR TRUCK #8	\$0.00	\$35.31
	73,796	43908	01-4500-4000-41650	SMALL TOOLS & SAFETY EQUIP	OIL	\$62.67	
	73,796	43908	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OIL	\$6.93	
	73,796	43908	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OIL	\$0.00	\$69.60
	73,797	43908	01-4500-4000-41650	SMALL TOOLS & SAFETY EQUIP	PART FOR FUEL PUMP	\$4.02	
	73,797	43908	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PART FOR FUEL PUMP	\$0.44	
	73,797	43908	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PART FOR FUEL PUMP	\$0.00	\$4.46
	73,798	43908	01-4500-4000-41650	SMALL TOOLS & SAFETY EQUIP	SAFE - T - BRAKE AIR BRAKE	\$11.82	
	73,798	43908	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SAFE - T - BRAKE AIR BRAKE	\$1.31	
	73,798	43908	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SAFE - T - BRAKE AIR BRAKE	\$0.00	\$13.13
	73,799	43908	01-4500-4230-46388	938800 T8-09 PETERBILT D TRUCK	PARTS FOR TRUCK #8	\$33.00	
	73,799	43908	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PARTS FOR TRUCK #8	\$3.65	
	73,799	43908	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PARTS FOR TRUCK #8	\$0.00	\$36.65
	73,800	43908	01-4500-4000-41650	SMALL TOOLS & SAFETY EQUIP	TORX KIT	\$19.32	
	73,800	43908	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TORX KIT	\$2.14	
	73,800	43908	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TORX KIT	\$0.00	\$21.46
	73,801	43908	01-4500-4000-41650	SMALL TOOLS & SAFETY EQUIP	MULTI PURPOSE GREASE	\$66.96	
	73,801	43908	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MULTI PURPOSE GREASE	\$7.39	
	73,801	43908	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MULTI PURPOSE GREASE	\$0.00	\$74.35
	73,802	43908	01-4500-4230-46391	939100 1987 Champion Grader	STEERING WHEEL SPINNER #11	\$8.48	
	73,802	43908	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	STEERING WHEEL SPINNER #11	\$0.93	
	73,802	43908	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	STEERING WHEEL SPINNER #11	\$0.00	\$9.41
M & M MEAT SHOPS ***							
	73,748	43909	01-5200-6090-40420	PROGRAM SUPPLIES	CHICKEN - TRACY'S DINER	\$11.69	
	73,748	43909	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CHICKEN - TRACY'S DINER	\$0.00	\$11.69
MINISTRY OF FINANCE (OPP)***							
	73,682	43910	01-3200-4000-41070	R.I.D.E. EXPENSES	RIDE PROGRAM FEB 19	\$260.52	

MISTER SAFETY SHOES (FORMERLY	73,682	43910	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	RIDE PROGRAM FEB 19	\$0.00	\$260.52
	73,838	43911	01-5100-4100-40290	UNIFORMS AND CLOTHING	WORK BOOTS	\$134.95	
	73,838	43911	01-0000-0200-00325	HST RECEIVABLE100%	WORK BOOTS	\$17.54	
M.V.H. METAL PRODUCTS INC.	73,838	43911	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WORK BOOTS	\$0.00	\$152.49
	73,788	43912	01-4500-4130-80000	MATERIALS-HARDTOP MAINT, PATCHING & SPRA	ASPHALT	\$264.58	
	73,788	43912	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ASPHALT	\$29.22	
EMPLOYEE REIMBURSEMENT	73,788	43912	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ASPHALT	\$0.00	\$293.80
	73,810	43913	01-5100-6090-40420	PROGRAM SUPPLIES	MARCH BREAK CAMP SUPPLIES	\$99.46	
	73,810	43913	01-0000-0200-00325	HST RECEIVABLE100%	MARCH BREAK CAMP SUPPLIES	\$12.93	
OAKWOOD TRANSPORT	73,810	43913	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MARCH BREAK CAMP SUPPLIES	\$0.00	\$112.39
	73,773	43914	01-4500-4230-46383	938300 T3-09 PETERBILT D TRUCK	REPAIRS TO TRUCK #3	\$466.37	
	73,773	43914	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REPAIRS TO TRUCK #3	\$51.51	
OLDE BAKERY CAFE	73,773	43914	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REPAIRS TO TRUCK #3	\$0.00	\$517.88
	73,702	43915	01-5100-6060-40420	PROGRAM SUPPLIES	BIRTHDAY CAKE	\$15.00	
	73,702	43915	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BIRTHDAY CAKE	\$0.00	\$15.00
	73,809	43915	01-5100-6060-40420	PROGRAM SUPPLIES	BIRTHDAY CAKE	\$15.00	
	73,809	43915	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BIRTHDAY CAKE	\$0.00	\$15.00
	73,828	43915	01-5100-6090-40420	PROGRAM SUPPLIES	SHAMROCK COOKIES	\$36.00	
OLDE TYME TAXI	73,828	43915	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SHAMROCK COOKIES	\$0.00	\$36.00
	73,683	43916	01-1001-4000-41560	CONTRACTS	PARA CONTRACT - FEBRUARY	\$3,039.62	
	73,683	43916	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PARA CONTRACT - FEBRUARY	\$335.75	
O.M.E.R.S. ***	73,683	43916	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PARA CONTRACT - FEBRUARY	\$0.00	\$3,375.37
	73,853	43917	01-0000-2100-00704	OMERS (15000)	OMERS - MARCH CONTRIBUTIONS	\$56,060.62	
ORCO SIGNS	73,853	43917	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OMERS - MARCH CONTRIBUTIONS	\$0.00	\$56,060.62
	73,844	43918	01-6200-6810-41010	GRAPHICS & PRINTING	HARVEST FESTIVAL SIGNS	\$155.00	
	73,844	43918	01-0000-0200-00325	HST RECEIVABLE100%	HARVEST FESTIVAL SIGNS	\$20.15	
OXFORD BASKETBALL OFFICIALS AS	73,844	43918	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HARVEST FESTIVAL SIGNS	\$0.00	\$175.15
	73,701	43919	01-5100-6090-41555	MENS RECREATIONAL BASKETBALL	BASKETBALL OFFICIALS	\$1,260.00	
	73,701	43919	01-5100-6090-41555	MENS RECREATIONAL BASKETBALL	BASKETBALL OFFICIALS	\$119.47	
	73,701	43919	01-0000-0200-00325	HST RECEIVABLE100%	BASKETBALL OFFICIALS	\$15.53	
OXFORD COUNTY ***	73,701	43919	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BASKETBALL OFFICIALS	\$0.00	\$1,395.00
	73,822	43920	01-1600-4000-42400	PRINCIPLE - DEBT REPAYMENT	DEBENTURE PYMT 5301-2011	\$49,093.83	
	73,822	43920	01-1600-4000-42500	INTEREST - DEBT REPAYMENT	DEBENTURE PYMT 5301-2011	\$13,324.70	
	73,822	43920	01-0000-2550-00941	COUNTY LOAN - CAMI RFND 01-08	DEBENTURE PYMT 5301-2011	\$49,093.83	
	73,822	43920	01-0000-0200-00275	AMOUNTS TO BE RECOVERED IN FUTURE YRS	DEBENTURE PYMT 5301-2011	\$0.00	\$49,093.83
P M HYDRAULICS ***	73,822	43920	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DEBENTURE PYMT 5301-2011	\$0.00	\$62,418.53
	73,770	43921	01-4500-4230-46391	939100 1987 Champion Grader	PARTS FOR TRUCKS 8 & 11	\$23.81	
	73,770	43921	01-4500-4230-46388	938800 T8-09 PETERBILT D TRUCK	PARTS FOR TRUCKS 8 & 11	\$355.94	
	73,770	43921	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PARTS FOR TRUCKS 8 & 11	\$2.63	
	73,770	43921	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PARTS FOR TRUCKS 8 & 11	\$39.31	
PUROLATOR COURIER LTD	73,770	43921	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PARTS FOR TRUCKS 8 & 11	\$0.00	\$421.69
	73,724	43922	01-1000-4000-40240	COURIER CHARGES	COURIER - PD BY EMPLOYEE	\$12.69	
	73,724	43922	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	COURIER - PD BY EMPLOYEE	\$1.40	
RAINFOREST LIGHTHOUSE	73,724	43922	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COURIER - PD BY EMPLOYEE	\$0.00	\$14.09
	73,823	43923	01-5000-6050-41740	LAND MAINTENANCE & IMPROVEMENTS	IRRIGATION AGRMT - DEWAN	\$231.80	
	73,823	43923	01-0000-0200-00325	HST RECEIVABLE100%	IRRIGATION AGRMT - DEWAN	\$30.13	
	73,823	43923	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	IRRIGATION AGRMT - DEWAN	\$0.00	\$261.93
	73,824	43923	01-5000-6030-41530	EQUIP REPAIRS & MAINT	IRRIGATION AGRMT - SOCCER	\$364.80	
	73,824	43923	01-0000-0200-00325	HST RECEIVABLE100%	IRRIGATION AGRMT - SOCCER	\$47.42	
	73,824	43923	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	IRRIGATION AGRMT - SOCCER	\$0.00	\$412.22
	73,825	43923	01-5000-6050-41530	EQUIP REPAIRS & MAINT	IRRIGATION AGRMT - SPLASH PAD	\$84.55	
	73,825	43923	01-0000-0200-00325	HST RECEIVABLE100%	IRRIGATION AGRMT - SPLASH PAD	\$10.99	
REALTAX INC	73,825	43923	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	IRRIGATION AGRMT - SPLASH PAD	\$0.00	\$95.54
	73,726	43924	01-0000-0090-99910	TAXES - CLEARING	TAX REGISTRATION FEES	\$432.48	
	73,726	43924	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TAX REGISTRATION FEES	\$47.77	
	73,726	43924	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAX REGISTRATION FEES	\$0.00	\$480.25
	73,727	43924	01-0000-0090-99910	TAXES - CLEARING	TAX REGISTRATION FEES	\$432.48	
	73,727	43924	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TAX REGISTRATION FEES	\$47.77	
RECEIVER GENERAL FOR CANADA **	73,727	43924	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAX REGISTRATION FEES	\$0.00	\$480.25
	73,756	43925	01-5200-6170-40260	SUBSCRIP AND PUBLICATIONS	RADIO LICENCES 2015	\$205.00	
REGIS AUTO PARTS	73,756	43925	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	RADIO LICENCES 2015	\$0.00	\$205.00
	73,680	43926	01-3000-4000-41510	VEHICLE REPAIRS & MAINTENANCE	WNDSHLD WASHER, DIESEL FLUID	\$22.80	
	73,680	43926	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	WNDSHLD WASHER, DIESEL FLUID	\$2.52	
	73,680	43926	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WNDSHLD WASHER, DIESEL FLUID	\$0.00	\$25.32
	73,767	43926	01-4500-4230-46391	939100 1987 Champion Grader	FUSE - LOADER #11	\$91.56	

	73,767	43926	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FUSE - LOADER #11	\$10.12	
	73,767	43926	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSE - LOADER #11	\$0.00	\$101.68
	73,768	43926	01-4500-4230-46397	939700 SIDEWALK TRACTOR	LED LIGHTS	\$59.02	
	73,768	43926	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	LED LIGHTS	\$6.52	
	73,768	43926	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LED LIGHTS	\$0.00	\$65.54
	73,769	43926	01-4500-4230-46385	938500 T5-07 INTERNATIONAL D TRUCK	OIL & FUEL FILTER	\$88.96	
	73,769	43926	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OIL & FUEL FILTER	\$9.82	
	73,769	43926	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OIL & FUEL FILTER	\$0.00	\$98.78
RELIANCE HOME COMFORT							
	73,670	43927	01-5100-4100-41550	MAINTENANCE CONTRACTS	HOT WATER RENTAL	\$384.94	
	73,670	43927	01-0000-0200-00325	HST RECEIVABLE100%	HOT WATER RENTAL	\$50.04	
	73,670	43927	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HOT WATER RENTAL	\$0.00	\$434.98
RESURFICE CORP ***							
	73,837	43928	01-5000-6020-41530	EQUIPMENT REPAIRS & MAINTENANCE	BLADE SHARPENING	\$192.50	
	73,837	43928	01-0000-0200-00325	HST RECEIVABLE100%	BLADE SHARPENING	\$25.03	
	73,837	43928	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BLADE SHARPENING	\$0.00	\$217.53
RIETTA'S DECOR & DESIGN CENTRE							
	73,749	43929	01-5200-4100-41700	BLDG REPAIRS AND MAINT	PAINT	\$49.82	
	73,749	43929	01-0000-0200-00325	HST RECEIVABLE100%	PAINT	\$6.48	
	73,749	43929	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PAINT	\$0.00	\$56.30
RIGHT RENO							
	72,017	43930	01-5200-4100-41700	BLDG REPAIRS AND MAINT	MEN WASHROOM REPAIR	\$165.00	
	72,017	43930	01-0000-0200-00325	HST RECEIVABLE100%	MEN WASHROOM REPAIR	\$21.45	
	72,017	43930	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MEN WASHROOM REPAIR	\$0.00	\$186.45
ROCK SOLID DESIGNS							
	73,711	43931	01-6200-4100-41740	LAND MAINTENANCE & IMPROVEMENTS	PLOW/SAND/SALT LOTS - FEB	\$995.00	
	73,711	43931	01-0000-0200-00325	HST RECEIVABLE100%	PLOW/SAND/SALT LOTS - FEB	\$129.35	
	73,711	43931	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PLOW/SAND/SALT LOTS - FEB	\$0.00	\$1,124.35
	73,712	43931	01-6200-4100-41740	LAND MAINTENANCE & IMPROVEMENTS	PLOW/SAND/SALT - DEC	\$140.00	
	73,712	43931	01-0000-0200-00325	HST RECEIVABLE100%	PLOW/SAND/SALT - DEC	\$18.20	
	73,712	43931	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PLOW/SAND/SALT - DEC	\$0.00	\$158.20
	73,728	43931	01-3000-4000-41700	BLDG REPAIRS & MAINTENANCE	SALTING LOTS & SIDEWALKS - FEB	\$71.23	
	73,728	43931	01-3200-4100-41700	BLDG REPAIRS & MAINTENANCE	SALTING LOTS & SIDEWALKS - FEB	\$70.00	
	73,728	43931	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SALTING LOTS & SIDEWALKS - FEB	\$7.87	
	73,728	43931	01-0000-0200-00325	HST RECEIVABLE100%	SALTING LOTS & SIDEWALKS - FEB	\$9.10	
	73,728	43931	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SALTING LOTS & SIDEWALKS - FEB	\$0.00	\$158.20
	73,742	43931	01-4500-4200-41750	SNOW REMOVAL	PLOW/SAND PKG LOTS - FEB	\$8,776.81	
	73,742	43931	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PLOW/SAND PKG LOTS - FEB	\$969.44	
	73,742	43931	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PLOW/SAND PKG LOTS - FEB	\$0.00	\$9,746.25
	73,746	43931	01-5000-6020-41750	LOT SNOW REMOVAL & SANDING	PLOW/SALT PARKS LOTS - FEB	\$1,589.86	
	73,746	43931	01-5100-4100-41750	LOT SNOW REMOVAL & SANDING	PLOW/SALT PARKS LOTS - FEB	\$1,785.00	
	73,746	43931	01-5000-6040-41750	LOT SNOW REMOVAL & SANDING	PLOW/SALT PARKS LOTS - FEB	\$1,840.18	
	73,746	43931	01-5200-4100-41750	LOT SNOW REMOVAL & SANDING	PLOW/SALT PARKS LOTS - FEB	\$1,819.96	
	73,746	43931	01-0000-0200-00325	HST RECEIVABLE100%	PLOW/SALT PARKS LOTS - FEB	\$206.68	
	73,746	43931	01-0000-0200-00325	HST RECEIVABLE100%	PLOW/SALT PARKS LOTS - FEB	\$232.05	
	73,746	43931	01-0000-0200-00325	HST RECEIVABLE100%	PLOW/SALT PARKS LOTS - FEB	\$239.22	
	73,746	43931	01-0000-0200-00325	HST RECEIVABLE100%	PLOW/SALT PARKS LOTS - FEB	\$236.60	
	73,746	43931	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PLOW/SALT PARKS LOTS - FEB	\$0.00	\$7,949.55
ROGERS (WIRELESS)							
	73,732	43932	01-4500-4000-40220	TELEPHONE	ROGERS WIRELESS BILLING	\$57.34	
	73,732	43932	01-5200-6090-40220	TELEPHONE	ROGERS WIRELESS BILLING	\$52.05	
	73,732	43932	01-5000-6020-40220	TELEPHONE	ROGERS WIRELESS BILLING	\$55.65	
	73,732	43932	01-5200-6090-40220	TELEPHONE	ROGERS WIRELESS BILLING	\$53.55	
	73,732	43932	01-1002-4000-40220	TELEPHONE	ROGERS WIRELESS BILLING	\$53.07	
	73,732	43932	01-0100-4000-40220	TELEPHONE	ROGERS WIRELESS BILLING	\$333.05	
	73,732	43932	01-5200-6090-40220	TELEPHONE	ROGERS WIRELESS BILLING	\$58.45	
	73,732	43932	01-0900-4000-40220	TELEPHONE	ROGERS WIRELESS BILLING	\$53.68	
	73,732	43932	01-5000-6050-40220	TELEPHONE	ROGERS WIRELESS BILLING	\$19.55	
	73,732	43932	01-5000-6050-40220	TELEPHONE	ROGERS WIRELESS BILLING	\$52.25	
	73,732	43932	01-5000-6020-40220	TELEPHONE	ROGERS WIRELESS BILLING	\$52.45	
	73,732	43932	01-5000-6050-40220	TELEPHONE	ROGERS WIRELESS BILLING	\$19.55	
	73,732	43932	01-5000-6050-40220	TELEPHONE	ROGERS WIRELESS BILLING	\$19.55	
	73,732	43932	01-5000-6050-40220	TELEPHONE	ROGERS WIRELESS BILLING	\$19.55	
	73,732	43932	01-5000-6050-40220	TELEPHONE	ROGERS WIRELESS BILLING	\$19.55	
	73,732	43932	01-5000-6050-40220	TELEPHONE	ROGERS WIRELESS BILLING	\$19.55	
	73,732	43932	01-5000-6050-40220	TELEPHONE	ROGERS WIRELESS BILLING	\$19.55	
	73,732	43932	01-5000-4000-40220	TELEPHONE	ROGERS WIRELESS BILLING	\$54.95	
	73,732	43932	01-0100-4000-40220	TELEPHONE	ROGERS WIRELESS BILLING	\$52.97	
	73,732	43932	01-4500-4000-40220	TELEPHONE	ROGERS WIRELESS BILLING	\$56.32	
	73,732	43932	01-0100-4000-40220	TELEPHONE	ROGERS WIRELESS BILLING	\$56.73	
	73,732	43932	01-1002-4000-40220	TELEPHONE	ROGERS WIRELESS BILLING	\$67.42	
	73,732	43932	01-1000-4000-40220	TELEPHONE	ROGERS WIRELESS BILLING	\$54.49	
	73,732	43932	01-3000-4000-40220	TELEPHONE	ROGERS WIRELESS BILLING	\$19.89	
	73,732	43932	01-3000-4000-40220	TELEPHONE	ROGERS WIRELESS BILLING	\$52.97	
	73,732	43932	01-4000-4000-40220	TELEPHONE	ROGERS WIRELESS BILLING	\$53.78	
	73,732	43932	01-4000-4000-40220	TELEPHONE	ROGERS WIRELESS BILLING	\$53.88	
	73,732	43932	01-4000-4000-40220	TELEPHONE	ROGERS WIRELESS BILLING	\$53.58	
	73,732	43932	01-7000-4000-40220	TELEPHONE	ROGERS WIRELESS BILLING	\$61.72	
	73,732	43932	01-4000-4000-40220	TELEPHONE	ROGERS WIRELESS BILLING	\$87.36	
	73,732	43932	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ROGERS WIRELESS BILLING	\$129.09	



	73,732	43932	01-0000-0200-00325	HST RECEIVABLE100%	ROGERS WIRELESS BILLING	\$69.67	
	73,732	43932	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ROGERS WIRELESS BILLING	\$0.00	\$1,902.76
SACRED HEART CHURCH, INGERSOLL	73,684	43933	01-0100-4000-41100	RECEPTIONS & PUBLIC MEETINGS	HENDERSON HALL RENTAL DEPOSIT	\$150.00	
	73,684	43933	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HENDERSON HALL RENTAL DEPOSIT	\$0.00	\$150.00
SALFORD COMMUNITY CENTRE	73,843	43934	01-6200-6810-42900	MISCELLANEOUS EXPENSE	JOHN WAY MEMORIAL DONATION	\$50.00	
	73,843	43934	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JOHN WAY MEMORIAL DONATION	\$0.00	\$50.00
SCANDIA ISP INTERNET INC	73,845	43935	01-7000-4000-40810	STUDIES & SURVEYS	WEDDING GROUP WEBSITE	\$60.75	
	73,845	43935	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	WEDDING GROUP WEBSITE	\$6.71	
	73,845	43935	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WEDDING GROUP WEBSITE	\$0.00	\$67.46
SIMPLEX GRINNELL	73,774	43936	01-4500-4000-41550	MAINTENANCE CONTRACTS	ANNUAL INSP - FIRE ALARM & EXT	\$385.67	
	73,774	43936	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ANNUAL INSP - FIRE ALARM & EXT	\$42.60	
	73,774	43936	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ANNUAL INSP - FIRE ALARM & EXT	\$0.00	\$428.27
SLUSH PUPPIE CANADA	73,705	43937	01-5000-6020-40430	CANTEEN SUPPLIES	SLUSH PUPPIE CANADA	\$159.50	
	73,705	43937	01-0000-0200-00325	HST RECEIVABLE100%	SLUSH PUPPIE CANADA	\$20.74	
	73,705	43937	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SLUSH PUPPIE CANADA	\$0.00	\$180.24
EMPLOYEE REIMBURSEMENT	73,753	43938	01-5200-6090-40620	MILEAGE	MILEAGE - FEB	\$142.41	
	73,753	43938	01-0000-0200-00325	HST RECEIVABLE100%	MILEAGE - FEB	\$18.51	
	73,753	43938	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE - FEB	\$0.00	\$160.92
COMMITTEE MEMBER REIMBURSEMENT	73,842	43939	01-6200-6810-41160	HONOURS & AWARDS	TRANSPORTATION & FUEL COSTS	\$150.00	
	73,842	43939	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRANSPORTATION & FUEL COSTS	\$0.00	\$150.00
SOAK IT UP INC	73,713	43940	01-6200-4100-41700	BLDG REPAIRS & MAINTENANCE	MUSEUM MAT RENTAL	\$18.00	
	73,713	43940	01-0000-0200-00325	HST RECEIVABLE100%	MUSEUM MAT RENTAL	\$2.34	
	73,713	43940	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSEUM MAT RENTAL	\$0.00	\$20.34
	73,754	43940	01-5200-4100-41550	MAINTENANCE CONTRACTS	MAT & MOP RENTAL	\$32.00	
	73,754	43940	01-0000-0200-00325	HST RECEIVABLE100%	MAT & MOP RENTAL	\$4.16	
	73,754	43940	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MAT & MOP RENTAL	\$0.00	\$36.16
	73,813	43940	01-2000-4015-41540	RENTAL	MAT RENTAL - CARR'S WLKWKY	\$11.00	
	73,813	43940	01-0000-0200-00325	HST RECEIVABLE100%	MAT RENTAL - CARR'S WLKWKY	\$1.43	
	73,813	43940	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MAT RENTAL - CARR'S WLKWKY	\$0.00	\$12.43
	73,814	43940	01-2000-4015-41540	RENTAL	MAT RENTAL - CARR'S WLKWKY	\$11.00	
	73,814	43940	01-0000-0200-00325	HST RECEIVABLE100%	MAT RENTAL - CARR'S WLKWKY	\$1.43	
	73,814	43940	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MAT RENTAL - CARR'S WLKWKY	\$0.00	\$12.43
	73,815	43940	01-2000-4025-41540	RENTAL	TOWN CENTRE MAT RENTAL	\$29.00	
	73,815	43940	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TOWN CENTRE MAT RENTAL	\$3.21	
	73,815	43940	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOWN CENTRE MAT RENTAL	\$0.00	\$32.21
	73,816	43940	01-2000-4025-41540	RENTAL	TOWN CENTRE MAT RENTAL	\$29.00	
	73,816	43940	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TOWN CENTRE MAT RENTAL	\$3.21	
	73,816	43940	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOWN CENTRE MAT RENTAL	\$0.00	\$32.21
	73,839	43940	01-5000-6020-41550	MAINTENANCE CONTRACTS	MAT CLEANING SERVICE	\$122.00	
	73,839	43940	01-0000-0200-00325	HST RECEIVABLE100%	MAT CLEANING SERVICE	\$15.86	
	73,839	43940	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MAT CLEANING SERVICE	\$0.00	\$137.86
	73,847	43940	01-6200-4100-41700	BLDG REPAIRS & MAINTENANCE	CARPET CLEANING	\$18.00	
	73,847	43940	01-0000-0200-00325	HST RECEIVABLE100%	CARPET CLEANING	\$2.34	
	73,847	43940	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CARPET CLEANING	\$0.00	\$20.34
SOUTHWESTERN CHAPTER O.B.O.A.	73,820	43941	01-3400-4000-40610	MEETINGS & CONFERENCES	HVAC, ACCESSIBILITY & RADON	\$75.00	
	73,820	43941	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HVAC, ACCESSIBILITY & RADON	\$0.00	\$75.00
	73,821	43941	01-3400-4000-40600	MEMBERSHIP FEES	2015 MEMBERSHIP - 2	\$60.00	
	73,821	43941	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	2015 MEMBERSHIP - 2	\$0.00	\$60.00
SOMA - SOUTHWESTERN ONT. MKT *	73,741	43942	01-7000-4000-40600	MEMBERSHIP FEES	2015 PARTNERSHIP CONTRIBUTION	\$10,000.00	
	73,741	43942	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	2015 PARTNERSHIP CONTRIBUTION	\$0.00	\$10,000.00
STAPLES ***	73,747	43943	01-5100-4000-40200	OFFICE SUPPLIES	NOTEBOOKS, FIG PADS, PENS, ETC	\$60.03	
	73,747	43943	01-0000-0200-00325	HST RECEIVABLE100%	NOTEBOOKS, FIG PADS, PENS, ETC	\$7.80	
	73,747	43943	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	NOTEBOOKS, FIG PADS, PENS, ETC	\$0.00	\$67.83
STEVE'S ELECTRIC ***	73,719	43944	01-5000-6020-41700	BLDG REPAIRS & MAINT	REPAIR LIGHT OVER ICE RINK	\$74.00	
	73,719	43944	01-0000-0200-00325	HST RECEIVABLE100%	REPAIR LIGHT OVER ICE RINK	\$9.62	
	73,719	43944	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REPAIR LIGHT OVER ICE RINK	\$0.00	\$83.62
STEWART OVERHEAD DOOR CO. LTD	73,778	43945	01-4500-4000-41700	BLDG REPAIRS & MAINTENANCE	REPAIRS TO OVERHEAD DOOR	\$488.96	
	73,778	43945	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REPAIRS TO OVERHEAD DOOR	\$54.01	
	73,778	43945	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REPAIRS TO OVERHEAD DOOR	\$0.00	\$542.97
STONETOWN SUPPLY SERVICES(ING)	73,677	43946	01-5100-4100-40210	JANITORIAL SUPPLIES	GARBAGE BAGS, PAPER PRODUCTS	\$241.21	
	73,677	43946	01-5000-6020-40210	JANITORIAL SUPPLIES	GARBAGE BAGS, PAPER PRODUCTS	\$35.40	
	73,677	43946	01-0000-0200-00325	HST RECEIVABLE100%	GARBAGE BAGS, PAPER PRODUCTS	\$31.36	
	73,677	43946	01-0000-0200-00325	HST RECEIVABLE100%	GARBAGE BAGS, PAPER PRODUCTS	\$4.60	
	73,677	43946	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GARBAGE BAGS, PAPER PRODUCTS	\$0.00	\$312.57
	73,678	43946	01-3000-4100-40210	JANITORIAL SUPPLIES	GARBAGE BAGS, LYSOL, PPR PROD	\$128.67	
	73,678	43946	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GARBAGE BAGS, LYSOL, PPR PROD	\$14.21	
	73,678	43946	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GARBAGE BAGS, LYSOL, PPR PROD	\$0.00	\$142.88

	73,717	43946	01-5000-6020-40210	JANITORIAL SUPPLIES	CLEANERS	\$106.32	
	73,717	43946	01-0000-0200-00325	HST RECEIVABLE100%	CLEANERS	\$13.82	
	73,717	43946	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CLEANERS	\$0.00	\$120.14
	73,750	43946	01-5200-4100-41550	MAINTENANCE CONTRACTS	WASTE CONTAINER, GLOVES	\$47.15	
	73,750	43946	01-0000-0200-00325	HST RECEIVABLE100%	WASTE CONTAINER, GLOVES	\$6.13	
	73,750	43946	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WASTE CONTAINER, GLOVES	\$0.00	\$53.28
	73,755	43946	01-5200-4100-40210	JANITORIAL SUPPLIES	BATTERIES FOR SINK, TLT PPR	\$57.45	
	73,755	43946	01-0000-0200-00325	HST RECEIVABLE100%	BATTERIES FOR SINK, TLT PPR	\$7.47	
	73,755	43946	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BATTERIES FOR SINK, TLT PPR	\$0.00	\$64.92
SWOTC							
	73,849	43947	01-6200-4000-40630	STAFF TRAINING	OCTA/FEO SEMINAR 3/4/15	\$125.00	
	73,849	43947	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OCTA/FEO SEMINAR 3/4/15	\$0.00	\$125.00
THE COFFEE MAN SALES & SERVICE							
	73,694	43948	01-5000-6020-40430	CANTEEN SUPPLIES	COFFEE	\$40.00	
	73,694	43948	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COFFEE	\$0.00	\$40.00
TREMBLETT'S YOUR INDEPENDENT G							
	73,736	43949	01-5000-6020-40430	CANTEEN SUPPLIES	IND'T - FEB 2015 - ARENA	\$16.07	
	73,736	43949	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	IND'T - FEB 2015 - ARENA	\$0.00	\$16.07
	73,737	43949	01-5100-4000-42900	MISCELLANEOUS EXPENSE	IND'T - FEB 2015 - VPCC	\$6.78	
	73,737	43949	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	IND'T - FEB 2015 - VPCC	\$0.00	\$6.78
	73,738	43949	01-5200-6090-40420	PROGRAM SUPPLIES	IND'T - FEB 2015 - FUSION	\$104.20	
	73,738	43949	01-5200-6090-40460	NUTRITION PURCHASES	IND'T - FEB 2015 - FUSION	\$58.89	
	73,738	43949	01-5200-6090-40610	MEETINGS & CONFERENCES	IND'T - FEB 2015 - FUSION	\$9.58	
	73,738	43949	01-0000-0200-00325	HST RECEIVABLE100%	IND'T - FEB 2015 - FUSION	\$0.34	
	73,738	43949	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	IND'T - FEB 2015 - FUSION	\$0.00	\$173.01
VALLEY BLADES LIMITED							
	73,763	43950	01-4500-4150-80000	MATERIALS-WINTER CONTROL, PLOWING, SANDI	PLOW BLADES	\$1,599.67	
	73,763	43950	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PLOW BLADES	\$176.69	
	73,763	43950	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PLOW BLADES	\$0.00	\$1,776.36
WASTE MANAGEMENT							
	73,772	43951	01-4500-4000-41550	MAINTENANCE CONTRACTS	GARBAGE PICK UP - MARCH	\$485.69	
	73,772	43951	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GARBAGE PICK UP - MARCH	\$53.65	
	73,772	43951	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GARBAGE PICK UP - MARCH	\$0.00	\$539.34
SUSAN WOLFE - PETTY CASH							
	73,758	43952	01-5200-4100-40210	JANITORIAL SUPPLIES	PETTY CASH JAN 14 - MAR 11	\$146.24	
	73,758	43952	01-5200-4100-41530	EQUIP REPAIRS & MAINT	PETTY CASH JAN 14 - MAR 11	\$11.99	
	73,758	43952	01-5200-6090-40200	OFFICE SUPPLIES	PETTY CASH JAN 14 - MAR 11	\$3.98	
	73,758	43952	01-5200-6090-40420	PROGRAM SUPPLIES	PETTY CASH JAN 14 - MAR 11	\$165.49	
	73,758	43952	01-5200-6090-40460	NUTRITION PURCHASES	PETTY CASH JAN 14 - MAR 11	\$6.80	
	73,758	43952	01-5200-6090-40500	SPECIAL EVENTS	PETTY CASH JAN 14 - MAR 11	\$27.52	
	73,758	43952	01-5200-6090-41530	EQUIP REPAIRS & MAINT	PETTY CASH JAN 14 - MAR 11	\$29.42	
	73,758	43952	01-0000-0200-00325	HST RECEIVABLE100%	PETTY CASH JAN 14 - MAR 11	\$19.01	
	73,758	43952	01-0000-0200-00325	HST RECEIVABLE100%	PETTY CASH JAN 14 - MAR 11	\$1.56	
	73,758	43952	01-0000-0200-00325	HST RECEIVABLE100%	PETTY CASH JAN 14 - MAR 11	\$0.52	
	73,758	43952	01-0000-0200-00325	HST RECEIVABLE100%	PETTY CASH JAN 14 - MAR 11	\$21.51	
	73,758	43952	01-0000-0200-00325	HST RECEIVABLE100%	PETTY CASH JAN 14 - MAR 11	\$3.58	
	73,758	43952	01-0000-0200-00325	HST RECEIVABLE100%	PETTY CASH JAN 14 - MAR 11	\$3.83	
	73,758	43952	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PETTY CASH JAN 14 - MAR 11	\$0.00	\$441.45
WOOD WYANT INC.							
	73,793	43953	01-5100-4100-41530	EQUIP REPAIRS & MAINT	REPAIR FLOOR MACHINE	\$407.89	
	73,793	43953	01-0000-0200-00325	HST RECEIVABLE100%	REPAIR FLOOR MACHINE	\$53.03	
	73,793	43953	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REPAIR FLOOR MACHINE	\$0.00	\$460.92
WORKPLACE SAFETY & INS. BOARD							
	73,676	43954	01-0000-2100-00708	WSIB PAYABLE	WSIB - FEBRUARY PREMIUM	\$10,498.12	
	73,676	43954	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WSIB - FEBRUARY PREMIUM	\$0.00	\$10,498.12
ZORRA, TOWNSHIP OF ***							
	73,846	43955	01-6200-6810-41000	ADVERTISING	1/4 PG HARVEST FEST AD	\$150.00	
	73,846	43955	01-0000-0200-00325	HST RECEIVABLE100%	1/4 PG HARVEST FEST AD	\$19.50	
	73,846	43955	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	1/4 PG HARVEST FEST AD	\$0.00	\$169.50
BELL CANADA ***							
	73,883	43956	01-1000-4000-40220	TELEPHONE	BELL PHONE LINES	\$743.03	
	73,883	43956	01-2000-4025-40220	TELEPHONE	BELL PHONE LINES	\$141.54	
	73,883	43956	01-1001-4000-40220	TELEPHONE	BELL PHONE LINES	\$66.53	
	73,883	43956	01-1001-4000-40220	TELEPHONE	BELL PHONE LINES	\$57.17	
	73,883	43956	01-1002-4000-40220	TELEPHONE	BELL PHONE LINES	\$188.31	
	73,883	43956	01-3000-4000-40220	TELEPHONE	BELL PHONE LINES	\$210.73	
	73,883	43956	01-4500-4000-40220	TELEPHONE	BELL PHONE LINES	\$226.45	
	73,883	43956	01-5000-6020-40220	TELEPHONE	BELL PHONE LINES	\$180.99	
	73,883	43956	01-5000-6050-40220	TELEPHONE	BELL PHONE LINES	\$70.15	
	73,883	43956	01-5100-4000-40220	TELEPHONE	BELL PHONE LINES	\$571.33	
	73,883	43956	01-5100-4000-40220	TELEPHONE	BELL PHONE LINES	\$178.00	
	73,883	43956	01-5200-6090-40220	TELEPHONE	BELL PHONE LINES	\$428.61	
	73,883	43956	01-6200-4000-40220	TELEPHONE	BELL PHONE LINES	\$54.41	
	73,883	43956	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BELL PHONE LINES	\$180.43	
	73,883	43956	01-0000-0200-00325	HST RECEIVABLE100%	BELL PHONE LINES	\$192.83	
	73,883	43956	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BELL PHONE LINES	\$0.00	\$3,490.51
MINISTER OF FINANCE							
	73,882	43957	10-0000-3259-80000	MATERIALS-BRIDGE HENDERSON @ CATHERINE	PERMIT TO TAKE WATER	\$3,000.00	
	73,882	43957	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PERMIT TO TAKE WATER	\$0.00	\$3,000.00
ROYAL BANK VISA							
	73,855	EFT0000	01-3000-4000-42900	MISCELLANEOUS EXPENSE	VISA - FEB 2015 - HOLMES	\$12.00	

ROYAL BANK VISA	73,855	EFT0000	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VISA - FEB 2015 - HOLMES	\$0.00	\$12.00
	73,854	EFT0000	01-6200-4000-41400	DISPLAYS	VISA - FEB 2015 - GILLIES	\$30.94	
	73,854	EFT0000	01-6200-4000-40420	PROGRAM SUPPLIES	VISA - FEB 2015 - GILLIES	\$12.98	
	73,854	EFT0000	01-0000-0200-00325	HST RECEIVABLE100%	VISA - FEB 2015 - GILLIES	\$4.02	
	73,854	EFT0000	01-0000-0200-00325	HST RECEIVABLE100%	VISA - FEB 2015 - GILLIES	\$1.69	
	73,854	EFT0000	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VISA - FEB 2015 - GILLIES	\$0.00	\$49.63
ROYAL BANK VISA	73,835	EFT0000	01-1002-4000-40240	COURIER CHARGES	VISA - FEB 2015 - MCANDREW	\$27.03	
	73,835	EFT0000	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA - FEB 2015 - MCANDREW	\$108.72	
	73,835	EFT0000	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VISA - FEB 2015 - MCANDREW	\$0.00	\$135.75
ROYAL BANK VISA	73,888	EFT0000	01-4000-4000-40610	MEETINGS & CONFERENCES	VISA - FEB 2015 - LAWSON	\$575.97	
	73,888	EFT0000	01-4500-4000-40610	MEETINGS & CONFERENCES	VISA - FEB 2015 - LAWSON	\$201.48	
	73,888	EFT0000	01-4000-4000-40610	MEETINGS & CONFERENCES	VISA - FEB 2015 - LAWSON	\$201.48	
	73,888	EFT0000	01-4000-4000-40610	MEETINGS & CONFERENCES	VISA - FEB 2015 - LAWSON	\$23.41	
	73,888	EFT0000	01-4000-4000-40610	MEETINGS & CONFERENCES	VISA - FEB 2015 - LAWSON	\$5.20	
	73,888	EFT0000	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA - FEB 2015 - LAWSON	\$63.62	
	73,888	EFT0000	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA - FEB 2015 - LAWSON	\$22.26	
	73,888	EFT0000	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA - FEB 2015 - LAWSON	\$22.26	
	73,888	EFT0000	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA - FEB 2015 - LAWSON	\$2.59	
	73,888	EFT0000	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VISA - FEB 2015 - LAWSON	\$0.00	\$1,118.27
ROYAL BANK VISA	73,830	EFT0000	01-0900-4000-40880	CONSULTING FEES	VISA - FEB 2015 - TIGERT	\$26.11	
	73,830	EFT0000	01-0100-4000-41020	PROMOTION & MEALS	VISA - FEB 2015 - TIGERT	\$91.21	
	73,830	EFT0000	01-0100-4000-41020	PROMOTION & MEALS	VISA - FEB 2015 - TIGERT	\$8.78	
	73,830	EFT0000	01-0100-4000-41020	PROMOTION & MEALS	VISA - FEB 2015 - TIGERT	\$35.54	
	73,830	EFT0000	01-0100-4000-41020	PROMOTION & MEALS	VISA - FEB 2015 - TIGERT	\$16.03	
	73,830	EFT0000	01-0100-4000-41020	PROMOTION & MEALS	VISA - FEB 2015 - TIGERT	\$11.69	
	73,830	EFT0000	01-0900-4000-40710	LEGAL FEES	VISA - FEB 2015 - TIGERT	\$76.32	
	73,830	EFT0000	01-0900-4000-40710	LEGAL FEES	VISA - FEB 2015 - TIGERT	\$13.50	
	73,830	EFT0000	01-0100-4000-41020	PROMOTION & MEALS	VISA - FEB 2015 - TIGERT	\$79.58	
	73,830	EFT0000	01-0100-4000-41020	PROMOTION & MEALS	VISA - FEB 2015 - TIGERT	\$231.91	
	73,830	EFT0000	01-0100-4000-41020	PROMOTION & MEALS	VISA - FEB 2015 - TIGERT	\$47.00	
	73,830	EFT0000	01-0900-4000-40610	MEETINGS & CONFERENCES	VISA - FEB 2015 - TIGERT	\$41.98	
	73,830	EFT0000	01-0900-4000-40610	MEETINGS & CONFERENCES	VISA - FEB 2015 - TIGERT	\$7.50	
	73,830	EFT0000	01-0900-4000-41020	PROMOTION & MEALS	VISA - FEB 2015 - TIGERT	\$42.69	
	73,830	EFT0000	01-0900-4000-41020	PROMOTION & MEALS	VISA - FEB 2015 - TIGERT	\$7.00	
	73,830	EFT0000	01-0900-4000-40610	MEETINGS & CONFERENCES	VISA - FEB 2015 - TIGERT	\$355.18	
	73,830	EFT0000	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA - FEB 2015 - TIGERT	\$2.89	
	73,830	EFT0000	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA - FEB 2015 - TIGERT	\$10.07	
	73,830	EFT0000	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA - FEB 2015 - TIGERT	\$3.93	
	73,830	EFT0000	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA - FEB 2015 - TIGERT	\$1.77	
	73,830	EFT0000	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA - FEB 2015 - TIGERT	\$8.43	
	73,830	EFT0000	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA - FEB 2015 - TIGERT	\$8.79	
	73,830	EFT0000	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA - FEB 2015 - TIGERT	\$25.62	
	73,830	EFT0000	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA - FEB 2015 - TIGERT	\$4.63	
	73,830	EFT0000	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA - FEB 2015 - TIGERT	\$4.71	
	73,830	EFT0000	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA - FEB 2015 - TIGERT	\$39.24	
	73,830	EFT0000	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VISA - FEB 2015 - TIGERT	\$0.00	\$1,202.10
ROYAL BANK VISA	73,831	EFT0000	01-4500-4230-46384	938400 T4-02 STERLING D TRUCK	VISA - FEB 2015 - WITUIK	\$204.00	
	73,831	EFT0000	01-4500-4150-80000	MATERIALS-WINTER CONTROL, PLOWING, SAND	VISA - FEB 2015 - WITUIK	\$268.56	
	73,831	EFT0000	01-4500-4230-46383	938300 T3-09 PETERBILT D TRUCK	VISA - FEB 2015 - WITUIK	\$54.18	
	73,831	EFT0000	01-4500-4000-40610	MEETINGS & CONFERENCES	VISA - FEB 2015 - WITUIK	\$20.36	
	73,831	EFT0000	01-4500-4000-40610	MEETINGS & CONFERENCES	VISA - FEB 2015 - WITUIK	\$13.49	
	73,831	EFT0000	01-4500-4000-40610	MEETINGS & CONFERENCES	VISA - FEB 2015 - WITUIK	\$41.92	
	73,831	EFT0000	01-4500-4000-40610	MEETINGS & CONFERENCES	VISA - FEB 2015 - WITUIK	\$120.08	
	73,831	EFT0000	01-4500-4000-40610	MEETINGS & CONFERENCES	VISA - FEB 2015 - WITUIK	\$500.39	
	73,831	EFT0000	01-4500-4000-40610	MEETINGS & CONFERENCES	VISA - FEB 2015 - WITUIK	\$12.48	
	73,831	EFT0000	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA - FEB 2015 - WITUIK	\$29.67	
	73,831	EFT0000	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA - FEB 2015 - WITUIK	\$5.98	
	73,831	EFT0000	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA - FEB 2015 - WITUIK	\$2.25	
	73,831	EFT0000	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA - FEB 2015 - WITUIK	\$1.49	
	73,831	EFT0000	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA - FEB 2015 - WITUIK	\$4.63	
	73,831	EFT0000	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA - FEB 2015 - WITUIK	\$13.26	
	73,831	EFT0000	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA - FEB 2015 - WITUIK	\$55.28	
	73,831	EFT0000	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VISA - FEB 2015 - WITUIK	\$0.00	\$1,348.02
ROYAL BANK VISA	73,894	EFT0000	01-4500-4230-46431	VEHICLE MAINTENANCE	VISA - FEB 2015 - GRAVES	\$250.00	
	73,894	EFT0000	01-1000-4000-40710	LEGAL FEES	VISA - FEB 2015 - GRAVES	\$86.51	
	73,894	EFT0000	01-1000-4000-40710	LEGAL FEES	VISA - FEB 2015 - GRAVES	\$3.05	
	73,894	EFT0000	01-1000-4000-40610	MEETINGS AND CONFERENCES	VISA - FEB 2015 - GRAVES	\$250.58	
	73,894	EFT0000	01-1000-4000-40610	MEETINGS AND CONFERENCES	VISA - FEB 2015 - GRAVES	\$250.58	
	73,894	EFT0000	01-1000-4000-40630	STAFF TRAINING	VISA - FEB 2015 - GRAVES	\$401.95	
	73,894	EFT0000	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA - FEB 2015 - GRAVES	\$9.55	
	73,894	EFT0000	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA - FEB 2015 - GRAVES	\$0.34	
	73,894	EFT0000	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA - FEB 2015 - GRAVES	\$27.68	
	73,894	EFT0000	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA - FEB 2015 - GRAVES	\$27.68	
	73,894	EFT0000	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA - FEB 2015 - GRAVES	\$44.40	
	73,894	EFT0000	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VISA - FEB 2015 - GRAVES	\$0.00	\$1,352.32

ROYAL BANK VISA	73,833	EFT0000	01-1002-4000-40270	NEW EQUIPMENT	VISA - FEB 2015 - J BROWN	\$52.44	
	73,833	EFT0000	01-6200-4000-40270	NEW EQUIPMENT	VISA - FEB 2015 - J BROWN	\$350.22	
	73,833	EFT0000	01-1002-4000-40270	NEW EQUIPMENT	VISA - FEB 2015 - J BROWN	\$360.11	
	73,833	EFT0000	01-1002-4000-40270	NEW EQUIPMENT	VISA - FEB 2015 - J BROWN	\$0.00	\$2.96
	73,833	EFT0000	01-1001-4000-41550	MAINTENANCE CONTRACTS	VISA - FEB 2015 - J BROWN	\$646.76	
	73,833	EFT0000	01-6200-4000-40270	NEW EQUIPMENT	VISA - FEB 2015 - J BROWN	\$379.98	
	73,833	EFT0000	01-1002-4000-41020	PROMOTION & MEALS	VISA - FEB 2015 - J BROWN	\$28.97	
	73,833	EFT0000	01-1002-4000-41020	PROMOTION & MEALS	VISA - FEB 2015 - J BROWN	\$6.00	
	73,833	EFT0000	01-0000-0200-00325	HST RECEIVABLE100%	VISA - FEB 2015 - J BROWN	\$45.53	
	73,833	EFT0000	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA - FEB 2015 - J BROWN	\$39.77	
	73,833	EFT0000	01-0000-0200-00325	HST RECEIVABLE100%	VISA - FEB 2015 - J BROWN	\$49.40	
	73,833	EFT0000	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA - FEB 2015 - J BROWN	\$3.20	
	73,833	EFT0000	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VISA - FEB 2015 - J BROWN	\$0.00	\$1,959.42
ROYAL BANK VISA	73,834	EFT0000	01-7000-4000-41010	GRAPHICS & PRINTING	VISA - FEB 2015 - K BROWN	\$925.61	
	73,834	EFT0000	01-7000-4000-42900	MISCELLANEOUS EXPENSE	VISA - FEB 2015 - K BROWN	\$12.71	
	73,834	EFT0000	01-7000-4000-41020	PROMOTION & MEALS	VISA - FEB 2015 - K BROWN	\$9.12	
	73,834	EFT0000	01-7000-4000-41020	PROMOTION & MEALS	VISA - FEB 2015 - K BROWN	\$8.00	
	73,834	EFT0000	01-7000-4000-41020	PROMOTION & MEALS	VISA - FEB 2015 - K BROWN	\$115.00	
	73,834	EFT0000	01-7000-4000-40270	NEW EQUIPMENT	VISA - FEB 2015 - K BROWN	\$80.90	
	73,834	EFT0000	01-7000-4000-41020	PROMOTION & MEALS	VISA - FEB 2015 - K BROWN	\$6.57	
	73,834	EFT0000	01-7000-4000-41300	TRADE SHOWS	VISA - FEB 2015 - K BROWN	\$430.31	
	73,834	EFT0000	01-7000-4000-41020	PROMOTION & MEALS	VISA - FEB 2015 - K BROWN	\$38.30	
	73,834	EFT0000	01-7000-4000-41020	PROMOTION & MEALS	VISA - FEB 2015 - K BROWN	\$20.31	
	73,834	EFT0000	01-7000-4000-41020	PROMOTION & MEALS	VISA - FEB 2015 - K BROWN	\$7.36	
	73,834	EFT0000	01-7000-4000-41300	TRADE SHOWS	VISA - FEB 2015 - K BROWN	\$1,460.15	
	73,834	EFT0000	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA - FEB 2015 - K BROWN	\$102.24	
	73,834	EFT0000	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA - FEB 2015 - K BROWN	\$1.40	
	73,834	EFT0000	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA - FEB 2015 - K BROWN	\$1.00	
	73,834	EFT0000	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA - FEB 2015 - K BROWN	\$0.88	
	73,834	EFT0000	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA - FEB 2015 - K BROWN	\$8.94	
	73,834	EFT0000	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA - FEB 2015 - K BROWN	\$0.73	
	73,834	EFT0000	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA - FEB 2015 - K BROWN	\$4.23	
	73,834	EFT0000	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA - FEB 2015 - K BROWN	\$2.25	
	73,834	EFT0000	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VISA - FEB 2015 - K BROWN	\$0.00	\$3,236.01
ROYAL BANK VISA	73,832	EFT0000	01-5100-6070-40270	NEW EQUIPMENT	VISA - FEB 2015 - WARD	\$321.60	
	73,832	EFT0000	01-5000-4000-42900	MISCELLANEOUS EXPENSE	VISA - FEB 2015 - WARD	\$369.46	
	73,832	EFT0000	01-5100-6060-40420	PROGRAM SUPPLIES	VISA - FEB 2015 - WARD	\$151.83	
	73,832	EFT0000	01-5100-4000-01498	MISCELLANEOUS-RECOVERIES	VISA - FEB 2015 - WARD	\$137.03	
	73,832	EFT0000	01-0000-0200-00325	HST RECEIVABLE100%	VISA - FEB 2015 - WARD	\$8.00	
	73,832	EFT0000	01-5000-4000-40610	MEETINGS AND CONFERENCES	VISA - FEB 2015 - WARD	\$162.18	
	73,832	EFT0000	01-5100-6070-40630	STAFF TRAINING	VISA - FEB 2015 - WARD	\$260.00	
	73,832	EFT0000	01-5000-4000-40610	MEETINGS AND CONFERENCES	VISA - FEB 2015 - WARD	\$669.00	
	73,832	EFT0000	01-0000-0200-00325	HST RECEIVABLE100%	VISA - FEB 2015 - WARD	\$41.81	
	73,832	EFT0000	01-0000-0200-00325	HST RECEIVABLE100%	VISA - FEB 2015 - WARD	\$48.03	
	73,832	EFT0000	01-0000-0200-00325	HST RECEIVABLE100%	VISA - FEB 2015 - WARD	\$19.74	
	73,832	EFT0000	01-0000-0200-00325	HST RECEIVABLE100%	VISA - FEB 2015 - WARD	\$21.08	
	73,832	EFT0000	01-0000-0200-00325	HST RECEIVABLE100%	VISA - FEB 2015 - WARD	\$86.97	
	73,832	EFT0000	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VISA - FEB 2015 - WARD	\$0.00	\$2,296.73
ROYAL BANK VISA	73,829	EFT0000	01-5200-6170-40270	NEW EQUIPMENT	VISA - FEB 2015 - J SMITH	\$89.12	
	73,829	EFT0000	01-5200-6195-41036	PARTICIPANT INCENTIVES	VISA - FEB 2015 - J SMITH	\$60.00	
	73,829	EFT0000	01-5200-6170-40270	NEW EQUIPMENT	VISA - FEB 2015 - J SMITH	\$121.11	
	73,829	EFT0000	01-5200-6170-40270	NEW EQUIPMENT	VISA - FEB 2015 - J SMITH	\$0.00	\$83.29
	73,829	EFT0000	01-5200-6090-40610	MEETINGS & CONFERENCES	VISA - FEB 2015 - J SMITH	\$224.99	
	73,829	EFT0000	01-5200-6090-40610	MEETINGS & CONFERENCES	VISA - FEB 2015 - J SMITH	\$0.00	\$71.90
	73,829	EFT0000	01-5200-6090-41500	CONTRACTED SERVICES	VISA - FEB 2015 - J SMITH	\$7.99	
	73,829	EFT0000	01-0000-0090-99999	SUSPENSE - CLEARING	VISA - FEB 2015 - J SMITH	\$83.29	
	73,829	EFT0000	01-0000-0200-00325	HST RECEIVABLE100%	VISA - FEB 2015 - J SMITH	\$29.25	
	73,829	EFT0000	01-0000-0200-00325	HST RECEIVABLE100%	VISA - FEB 2015 - J SMITH	\$0.00	\$9.35
	73,829	EFT0000	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VISA - FEB 2015 - J SMITH	\$0.00	\$451.21

DISTRIBUTION TOTALS:

\$3,367,415.66 \$3,367,415.66



**DEPARTMENT: Chief Administrative Officer**

**REPORT NO: A-040-15**

**COUNCIL MEETING DATE: April 13<sup>th</sup> 2015**

**SUBJECT: Monthly Report – April 2015**

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### **Meetings and Functions**

The month of March was a busy month, predominately with the three budget meetings that were held in the first half of the month and Community Strategic Priority setting exercise during the second half of the month.

### **Budget**

Council met on the Third, Fifth and Twelfth of March to finalize the annual budget.

The meeting of the Twelfth was primarily to hear from interested community members on their thoughts around the proposed budget. Although there were only three members of the community that addressed council with their thoughts and concerns a number of issues were raised that staff and Council acknowledged that they would want to give further consideration.

As part of the budget process, Council approved a two year contract position for a Human Resource Coordinator.

### **Development**

Staff had numerous conversations with the proponent of Oak County Estates Ltd. and the proposed undertaking that was required by Council to consider engaging the Municipal Solicitor to work on binding agreements with two developers. The agreements would set the stage for what triggering events would require the completion of Walker Road. Early in the discussions there were communication errors and glitches with email transmissions, once cleared the issue was soon resolved.

Sifton Properties have resubmitted a new lot configuration and zoning request for their lands north of Clark Road. Staff will review the proposed changes and provide technical comments to the County. The appropriate staff will arrange for the necessary meetings.

## **Human Resources**

As an ongoing requirement under the Provincial Pay Equity program the Town must have a plan in place to ensure that the pay equity realized by the plan, is maintained. The plan for the non-union staff is comprised of six members, three representing management and three representing staff. There was a pay equity request brought forward by an employee, as per their right, have asked for their job to be reevaluated. At the same time there was a resignation from one of the managers on the committee, so a new member had to be found.

With the changeover taking place, I determined it might be advisable to provide training to the committee. It had been some time since any pay equity had been conducted, so I have arranged for a trainer to update the committee on their role and methodology of completing their task.

I have begun to draft the job description for the Human Resource Coordinator, which when finalized will determine the rate for this posting.

As Council is aware the Treasurer has posted his resignation with the Town so that he might return to the Town of St Marys as their Director of Finance. This was an organization that he had worked for previously as the Treasurer and has decided to return to resume these responsibilities.

The Chief Building Official has also tendered his resignation to accept a position with the municipality he currently resides in.

With these open competitions it is a busy time for recruitment of key individuals in the organization.

## **Strategic Priorities Exercise**

Staff arranged and observed at the community Town Hall Meeting which was held on March 24<sup>th</sup>, 2015 in the Council Chambers.

The purpose of the meeting was to gather community feedback on the draft priorities suggested by Council, and to solicit any that the community felt had been over looked.

There were approximately 15 citizens in the room, each being provided an opportunity to speak and expressed their thoughts.

## **Other Meetings**

1. The CAO along with the Mayor, met with representatives of Habitat for Humanity. The representatives explained how their organization has undergone a number of changes in recent times. They also advised of the proposed build that will be taking place in Ingersoll this year.



2. The CAO met with the CBO and the Town Engineer to discuss the progress being made on the stale building permit issue. Discussions also took place around an outstanding litigation issue before the courts the Town is involved with.

## **Landfill**

As Council is aware The Minister of Environment and Climate Change has not made a decision on the Terms of Reference. The CAO in reviewing the legislation and the regulations found two issues that needed attending; one was ownership of the proposed landfill and proximity to a cemetery. Two letters were sent under the CAO's signature and a separate report asking for Council's endorsement is also on the agenda.

Submitted by: William Tigert, Chief Administrative Officer



**DEPARTMENT:** Clerk's Department

**REPORT NO:** C-040-15

**COUNCIL MEETING DATE:** April 13, 2015

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

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### **CLOSED SESSION**

At this time we have nothing to report.

### **UPCOMING LEGISLATION**

**Bill 73** the *Smart Growth for Our Communities Act*, introduced at the beginning of March, would amend the *Development Charges Act* and the *Planning Act* to help municipalities recover more of the costs of development, and give local communities a greater role in the planning process.

### **By-laws**

On the agenda this evening you will see the by-law for the OPP contract. The term on the by-law is set at five years (ending December 31, 2019). If Council wishes a change to this term they need to pass a resolution prior to the passing of the by-law.

### **ATTACHMENTS**

Monthly Statistics

Prepared by: Michael Graves, Clerk

Approved by: William Tigert, Chief Administrative Officer

## **Attachment A: Monthly Statistics**

### **A. Marriage Licenses**

Total – 11 (Total Revenue: \$1100.00)

In-Town - 2

Out-of-Town – 9

### **B. Civil Weddings**

Ceremonies Held in March: 2

Ceremony Booked in March: 1

Ceremonies Booked To Date in 2015: 8

### **C. Burial Permits**

Total: 19 (Total Revenue: \$75.00)

In-Town: 4 (currently no cost)

Out-of-Town: 15 (\$5.00/permit)

### **D. Commissioners Oaths**

Total – 15 (Total Revenue: \$225.00) (\$15.00/commission)

### **E. Paratransit Tickets**

Total – 292 (Revenue: \$876.00) (\$3.00/ticket)

### **F. Parking Passes**

Total – 5.5 (Revenue: \$165.00)

Day Parking Permits: 2.5 (\$30.00/month)

Evening Parking Permits: 3 (\$30.00/month) – Winter Ban in Effect

24-Hour Parking Permits: 0 (\$45.00/month)

### **G. Plaques Ordered**

Commemorative Plaques: 1 (Total Cost: \$60.00 each) = \$60.00

Certificates Ordered: 0

**H. Transient Traders Licenses**

Total: 0 (Revenue: \$0.00)

**I. Lottery Licences**

Total: 1 (Revenue: \$24.00)

**J. Lunch Wagon Permits**

Total: 0 (Revenue: \$0.00)



**DEPARTMENT: Economic Development**

**REPORT NO: D-039-15**

**COUNCIL MEETING DATE: April 13, 2015**

**TITLE: Economic Development Monthly Staff Update**

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**Department Activities:**

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

- 1. Economic Development** – In March the EDO attended the NPE trade show in Orlando as part of the SOMA delegation at the event. The show is held every three years and features 65,000 professionals from the plastics industry with over 1.1m sq ft of exhibits. SOMA arranged meetings with 25 exhibitors who were pre-screened as interested in expanding their operations in Ontario. Feedback indicated that this is the pre-eminent event in the plastics industry and is a major focus for the industry as it is held once every three years. Meeting notes and follow up has already begun.

In addition, SOMA was represented by Stratford EDC staff at the MPIM property show in France in March as part of and Ontario contingent that staffed a booth at the show. SOMA partner group, the Ontario Clean Tech Alliance, also attended Distributech in Orlando earlier this year.

- 2. Information Technology** – A 40 inch television with a stand was purchased by IT for the Museum with a mobile stand for installation as the new virtual sports hall of fame. In addition, the modems were replaced to help connectivity issues within the community museum building.

Network monitoring continued for the month looking for other side effects in regards to the previous Sticky Keys Exploit. All YTLC Machines had their security tightened. No further incidents have occurred.

Made e-alerts more prominent on the website to promote the use of our e-alert system and have more residents sign up for this service. At the bottom of every page there is a link to the e-alert service and there is another icon on the front page for residents and other interested parties to receive our notification.

Crypto Locker Infection was detected on a machine on the network. Any files that were of a local nature on the infected machine were lost. Roughly 20 files were restored from backup before the date the infection took place. There has not been any other reported activity in this virus but we are still monitoring the situation.

#### **Help Desk Statistics**

Opened Calls: 126

Closed Calls: 146

Total Calls Still Open: 19

#### **Website Statistics - February**

Unique Visits: 6483

Pages Viewed: 25168

- 3. Museum** – In March, the Museum completed the installation of an accessible washroom and it has already been put to the test by two different motor coach tours; these tours came from Toronto (44 visitors) and from Hanover (54 visitors). As part of the renovation, a number of items from the collection were able to be organized and catalogued as part of the required moving of inventory to allow for the renovation. The Curator has done an excellent job in making progress with updating the collection records and this will serve the museum well as it moves into the busy summer season.

The museum participated in the global #MuseumWeek event, and as a result, the curator was interviewed on CBC Radio Ontario Morning. The curator was the guest speaker at the monthly meeting of the Oxford County branch of the Ontario Genealogical Society and also attended a one day seminar on Culinary Tourism and how it relates to festivals and events.

Prepared by: Kale Brown, Director of Economic Development

Approved by: William Tigert, Chief Administrative Officer

# INGERSOLL FIRE & EMERGENCY SERVICES



**MARCH  
2015**

**REPORT #F-039/15  
APPROVAL DATE: April 13, 2015**



# MONTH END STATISTICAL REPORT

MARCH 2015

ALARM TYPE		YEAR TO DATE	RESPONSE CLASSIFICATION	YEAR TO DATE
911	6	23	ASSEMBLY OCCUPANCY	1
TELEPHONE TO DISPATCH		0	INSTITUTIONAL	2
MONITOR CO.	4	11	RESIDENTIAL	4
ADMINISTRATION OFFICE	6	12	PROFESSIONAL BUSINESS	0
VERBAL REPORT TO HALL		1	COMMERCIAL	0
RADIO		0	INDUSTRIAL	1
C.A.C.C., O.P.P., O.C.P.S.	4	22	VEHICLES/M.V.A.	2
			RUBBISH / DUMPSTER etc.	0
			MEDICAL	2
			CARBON MONOXIDE	2
			MISC. PROPERTY	1
			RESCUE	0
			PUBLIC HAZARD	2
			MUTUAL AID	0
			PUBLIC ASSIST	3
<b>TOTAL</b>	<b>20</b>	<b>69</b>	<b>TOTAL</b>	<b>20</b>

MONTHLY STATISTICS	2015	2014
DOLLAR LOSS TO BUILDINGS (EST.)	\$105,000	\$0
DOLLAR LOSS TO CONTENTS (EST.)	\$75,000	\$0
DOLLAR LOSS TO VEHICLES (EST.)	\$0	\$0

YEAR TO DATE STATISTICS	2015	2014
DOLLAR LOSS TO BUILDINGS (EST.)	\$105,000	\$30,000
DOLLAR LOSS TO CONTENTS (EST.)	\$75,500	\$15,000
DOLLAR LOSS TO VEHICLES (EST.)	\$3,000	\$0

	2015	2014
NUMBER OF CALLS THIS MONTH	20	16
NUMBER OF CALLS YEAR TO DATE	69	49
TOTAL MAN-HOURS THIS MONTH	187	158
TOTAL YEAR TO DATE MAN-HOURS	476	464

**INGERSOLL FIRE & EMERGENCY SERVICES**  
**STAFF PRACTICE**  
2015

DATE	TIME	ATTENDANCE
March 4, 2015	19:00 HRS - 22:00 HRS	
<b>SUBJECT:</b>	Red Cross First Aid/CPR Recertification.	
<b>OBJECTIVES:</b>		
<b>TRAINERS:</b>	Shane Johnson	

DATE	TIME	ATTENDANCE
March 11, 2015	19:00 HRS – 22:00 HRS	
<b>SUBJECT:</b>	Rope Rescue	
<b>OBJECTIVES:</b>	Practiced single anchor system. Couple of variations. Did 3-1 haul and switched it over to a lowering system.	
<b>TRAINERS:</b>	Ryan Baker	

DATE	TIME	ATTENDANCE
March 18, 2015	19:00 HRS – 22:00 HRS	
<b>SUBJECT:</b>	Red Cross First Aid/CPR Recertification.	
<b>OBJECTIVES:</b>		
<b>TRAINERS:</b>	Shane Johnson, Ryan Baker	

**TRAFFIC ACTIVITY REPORT (MARCH)**

	Number	Amount
<b>Fully Paid</b>	<b>19</b>	<b>\$255.00</b>
<b>Partially Paid</b>	<b>1</b>	<b>\$15.00</b>
<b>Not Paid</b>	<b>0</b>	-----
<b>Service Fees</b>	-----	<b>\$48.00</b>
<b>Total</b>	<b>20</b>	<b>\$318.00</b>

**INGERSOLL FIRE & EMERGENCY SERVICES  
FIRE PREVENTION INSPECTION ACTIVITIES**

**MARCH  
2015**

<b>INSPECTIONS</b>		<b>FOLLOW UP-INSPECTIONS</b>		<b>THIS MONTHS TOTALS</b>	<b>YEAR TO DATE</b>
RESIDENTIAL	7	RESIDENTIAL	4	11	34
ASSEMBLY	1	ASSEMBLY		1	9
INSTITUTIONAL		INSTITUTIONAL		0	0
BUSINESS & PERSONAL SERVICES	2	BUSINESS & PERSONAL SERVICES		2	6
MERCANTILE	1	MERCANTILE		1	4
INDUSTRIAL		INDUSTRIAL		0	3
<b>TOTAL</b>	<b>11</b>	<b>TOTAL</b>	<b>4</b>	<b>15</b>	<b>56</b>

**PUBLIC EDUCATION ACTIVITIES**

<b>GROUP</b>	<b>DEMO/TRAINING</b>	<b>TOUR</b>	<b>TALK</b>	<b>VIDEO</b>	<b>GUEST</b>
<b>EDUCATION THIS MONTH</b>					0
<b>EDUCATION YEAR TO DATE</b>					79

**PUBLIC ACTIVITY INFORMATION**

<b>PROMOTIONS/ACTIVITIES</b>	<b>CURRENT MONTH</b>	<b>TOTAL YEAR TO DATE</b>
Fire Safety Information Distributed		32
Promotions in the Community		0
Emergency Preparedness Pamphlets		0

## BY-LAW ENFORCEMENT

2015

By-Law #	By-Law	Investigations this Month	Year to Date
#09-3989	Regulating & Restricting Dogs		0
#01-3990	Animal Control	1	1
#00-3924	Prohibit & Regulate the Sale & Setting off of Fireworks		0
#08-4432	No Permit Sign		0
#09-4510	Building Numbering		0
#04-4160	Zoning		0
#08-4431	Parking		0
#06-4327	Traffic By-Law		2
#01-3986	Property Standard		0
	Highway Traffic Act		0
#09-4495	Large Article Waste Disposal		0
#09-3633	Noise By-Law (Regulate or Prohibit)		0
#99-3874	Transient Traders (Hawkers & Peddlers By-Law)		0
#13-4726	Open Air Burn		0
#10-4550	Smoking By-Law		0
#03-4105	Standing Water		0
	<b>TOTAL</b>	<b>1</b>	<b>3</b>

	Total for Month	Total Year to Date
<b>Complaints Reported by Town Staff</b>		0
<b>Complaints Reported by Concerned Citizens</b>	1	2
<b># of Notice of Violation Letters Sent</b>		0
<b>Tickets Issued</b>		1

## OTHER ACTIVITIES

- Hosted a Thermal Imaging Camera demonstration for all County Chief's.
- Three fire fighters have retired and I would like to thank them for their years of dedicated service.
- Applications for new fire fighters have been received and the hiring process has begun.



**OPERATIONS**  
REGULAR MEETING OF COUNCIL  
March Report # OP-045-15

*Approval Date April 13, 2015*

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Mayor Comiskey and Members of Council

**A. Town Engineer**

Continue to work on a number of site plan applications and subdivision agreements, as well as I met with a couple of developers, engineers and agents to discuss pending and future applications.

Continued to work on gathering information for the Fees Study for the consultant.

The public meeting to deal with train whistling has been set for April 28, 2015 from 6:30 – 8 pm in the Town's Council Chambers.

**B. Engineering**

The Engineering department has spent the month working on upcoming capital projects for 2015. Tenders were issued on April 7<sup>th</sup> for the Catherine Street project, top coat asphalt, the Mutual Street and Park Avenue sanitary sewer projects and the next phase of the South Ingersoll services project.

The public meeting for the Catherine Street Bridge and Reconstruction project is scheduled for April 15, 2015 from 4 – 7 pm. The County and the Town are hosting a public meeting April 21<sup>st</sup>, 2015 for the residents of South Ingersoll whose sewer and water services were installed in 2013. This meeting will be held in the Town's Council Chambers from 5:30 – 7 pm to discuss the billing for these services.

Engineering Services responded to 86 requests for locates or re-locates during March. This included emergency locates.

Respectfully Submitted  
Sandra Lawson, P.Eng.  
Town Engineer

## CHIEF BUILDING OFFICIAL AND FACILITIES MANAGER

### Facilities Management

**Carnegie Building – Designated Substance Report (DSR) evaluation** – preliminary reporting has confirmed the presence of designated hazardous substances present in the building including asbestos, lead and mercury. Quantities and the effective abatement measures have not yet been recommended.

### Building Department

**Building Permit Fees Study** – Draft Report was submitted for staff review and comment. Final draft of the report should be completed and ready for presentation to Council by next meeting.

**Stale Permit Project – investigation progressing** - (see Special Report OP-39-15)

**March 2015 Permits** – 11 building permits for construction valued at **\$1,212,800.00** were issued for the month of March.

- a. Total permits fees collected **\$13,744.50**
- b. Single and Multi-Unit for March– 2 single family dwellings & 1 Multi-Units (5 units)
- c. **Total Single & Multi units permits over year to date (2015);**  
- 7 Single Family Dwelling permits  
- 1 Multi-Unit permits (5 Units)
- d. Total March Sewer Permits – 3
- e. March Permit Comparison Summary and Permit Reports as follows:

#### **Permit Comparison Summary from 3/1/2015 to 3/30/2015**

Category	Previous Year						Current Year					
	#	Building	Muni Dev.	Muni Levy	County	Value	#	Building	Muni Dev.	Muni Levy	County	Value
Accessory (Residential)	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0	2	\$160.00	\$0.00	\$0.00	\$0.00	\$15,000
Commercial	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0	3	\$608.50	\$0.00	\$0.00	\$2,479.70	\$49,000
Agricultural	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0
Institutional	1	\$120.00	\$0.00	\$0.00	\$0.00	\$15,000	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0
Industrial	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0
Residential	4	\$3,648.60	\$6,434.00	\$0.00	\$24,132.00	\$472,006	6	\$12,976.00	\$24,568.00	\$0.00	\$101,294.00	\$1,148,800

	Previous Year	Current Year
Total Permits Issued	5	11
Total Dwelling Units Created	2	2
Total Permit Value	\$487,006.00	\$1,212,800.00
Total Permit Fees	\$3,768.60	\$13,744.50

**TOWN OF INGERSOLL Permit Summary From 3/1/2015 to 3/30/2015**

Building Code Category	Total		New Structures		Add/Reno/UseCh		Demolitions		Signs		Other	
	Value	#	Value	#	Value	#	Value	#	Value	#	Value	#
Accessory Residential	\$15,000	2	\$10,000	1	\$0	0	\$5,000	1	\$0	0	\$0	0
Residential	\$1,148,800	6	\$1,118,800	5	\$30,000	1	\$0	0	\$0	0	\$0	0
Agricultural	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
Commercial	\$49,000	3	\$35,000	1	\$14,000	2	\$0	0	\$0	0	\$0	0
Industrial	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
Institutional	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
<b>TOTALS</b>	<b>\$1,212,800</b>	<b>11</b>	<b>\$1,163,800</b>	<b>7</b>	<b>\$44,000</b>	<b>3</b>	<b>\$5,000</b>	<b>1</b>	<b>\$0</b>	<b>0</b>	<b>\$0</b>	<b>0</b>

Respectfully Submitted,  
 Brad Smale,  
 Chief Building Official/Facilities Manager



## MAINTENANCE

### Winter Control

Events for	2012	2013	2014	2015
March				
Roads	11	4	10	4
Sidewalks	10	3	9	9
Snow Loading	1	0	1	0

### Tree Removal

- Tabor Tree Service completed the annual tree trimming and removal tender. Replacement trees have been offered to homeowners that had trees removed in front of their residences. There are still free trees available for Ingersoll residents.

### Equipment Repairs

- Plows will be taken out of service for the year as weather continues to improve.

### Road Repairs

- Pot holes continue to develop as the weather warms and are being patched regularly.

### Large Article Pick Up

- Just a reminder, as of this spring each home in Ingersoll will have their large article items collected **ONE TIME**. The Works Department will **NOT** be returning to do additional collection. Once each street has been completed the time will be recorded to avoid missed pile claims. Print ads will be in local papers as well as the County waste guide book regarding collection dates. Collection dates and information has also been placed on the Towns website.

### Operasoft Software

- The department continues to use and explore additional uses for the Operasoft system provided by Frank Cowan Insurance at no cost for three years. The system has had a gentle learning curve and information gained has had an invaluable impact in finding efficiencies in our winter control operations. We will be able to use the system throughout the year for inspections and work orders.

Respectfully Submitted By: Doug Wituik, Public Works Manager

**TOWN OF INGERSOLL  
PARKS & RECREATION  
2015 APRIL MONTHLY REPORT**

*Report No. R- 041-15*

*Approval Date: April 13<sup>th</sup>, 2015*

**Members of Council:**

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

**Oxford Trails Council Meeting**

Monday, April 13, 2015 – 12 noon – County Building

**Ingersoll Safe Cycling Committee**

Committee Meeting - Wednesday, May 13, 2015 – 7 pm – Town Hall

Family Bike Ride – 5 km, 10 km & 20 km

Sunday, May 24, 2015 - Registration Starts at 12:30 pm – Free (Donations)

- Bike Ride Starts at 1:30 pm
- Location: Victoria Park

**Town Wide, Thames River Clean Up Day**

Saturday, April 18, 2015 – 9 am to 1 pm – Fire Hall

Free BBQ – 12 noon to 1 pm

Rain Date – Saturday, April 25<sup>th</sup>, 2015

**Off Leash Dog Park Committee Meeting**

Tuesday, May 19<sup>th</sup>, 2015 – 6:30 pm – VPCC

**Ice Allocation Meeting**

Tuesday, April 21<sup>st</sup>, 2015 – 5 pm – Arena

2. 2015 April Additional Work Projects:

- 2015-2016 Ice Allocation Requests;
- Coordination and planning of Town Wide, Thames River Clean Up Day;
- Coordination of Pitch In Week – Local Schools – Clean Up of Parks;
- Ingersoll PlayRight – Assistance with special events – Giver Program Premier, Movie Night & Community Play Day;
- Safe Cycling Committee – Planning of the Family Bike Ride and attendance at the Ontario Bike Summit – March 31 & April 1<sup>st</sup>, 2015;
- Planning of the Pan Am Games Torch Relay Celebration – Thursday, June 18, 2015;
- Health & Safety Training – HR Downloads Training;

- Off Leash Dog Park Committee – Working with committee to develop criteria to evaluate proposed sites, conduct site reviews of public/private lands and plan future public meeting;
- Ingersoll PlayRight – Working with committee to develop strategic plan and working relationship in the development of a new multi-use recreation centre.

### 3. VPCC/Arena Highlights:

- March Break activities were very successful with over 1,000 people attending our “Family & Community” Public Swims and over 400 people attending the public skates. Our March Break Day Camp was also full with 50 participants per day;
- Registration for the spring aquatic and recreation programs started on March 2<sup>nd</sup>, 2015 and spring programs began the week of March 23<sup>rd</sup>, 2015.
- The Spring 2 session of Learn to Swim has over 530 participate registrations;
- Letters have been sent out to all current arena user groups requesting their 2015-2016 ice requests. Ice time requests are due Friday, April 17<sup>th</sup>, 2015. The Ice Allocation meeting is scheduled for Tuesday, April 21, 2015 at 5 pm at the Arena. The draft 2015-2016 Master Ice Schedule will be presented to Council for approval at the May 11<sup>th</sup>, 2015 Council meeting. Staff is requesting a member of Council to serve on the Ice Allocation Committee to review the requests from user groups.

### 4. Parks

- All summer staff have been hired and will be starting work April 27<sup>th</sup>, 2015;
- Staff has been busy preparing equipment for the spring and ordering supplies and plant material.

### 5. Fusion Highlights

- The month of March had a total of 1258 youth visits;
- On March 27<sup>th</sup>, a total of 41 members from Advanced Agricultural Leadership Program (AALP) toured Fusion Youth Centre;
- On March 30<sup>th</sup> 38 representatives from the Town of Hanover toured Fusion and met with Fusion staff and members of the Youth Advisory council, including a number of Mayors and Council members;
- A total of 5 Fanshawe College students from the Child Youth Worker program were interviewed and accepted. The co-op placements run from Sept-December 2015;
- As of March 31, 2015 there is a total 22 youth registered in the VIVO music program;
- On March 10<sup>th</sup> Google completed the virtual tours for Fusion’s website;

Prepared by: Bonnie Ward, Director of Parks and Recreation  
 Approved by: William Tigert, CAO



**DEPARTMENT: Treasury Department**

**REPORT NO: T-042-15**

**COUNCIL MEETING DATE: April 13th, 2015**

**TITLE: Treasury Department Monthly Report**

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Mayor Comiskey and Members of Council:

**Department Activities and Information for the month of February**

1. During March two budget meetings were held with the 2015 budget being approved.
2. The OPP 2014 reconciliation of contract costs has been received. The refund adjustment for the semi-annual period ending December is \$112,009. On an annual basis the Town's 2014 refund amounts to \$188,295.
3. In the process of converting the online banking property tax payment system from a faxed list of payments manually processed to a direct import of a banking file. This will significantly reduce manual entry.
4. In the process of finalizing the 2014 financial statements and financial information return (FIR). The auditors will be on site in April to complete their review of the Town books. The completion of the statements which are consolidated requires the financials of ERTH Corporation and the Ingersoll Rural Cemetery Board. These are typically received in late April or May.
5. Finance and Property Tax Statistics:

78	2015 Property Tax Title Changes YTD
2	Properties registered for tax sales (3 plus years in arrears, potential sale by tender in 2016)
1	Properties to be sold by tax sale in 2015
\$897,596	Property Taxes Outstanding February 28, 2015
\$3,240	Revenue - Treasurer Certificates, Title Changes, Other
\$16,679	Interest Earned
\$43,034	Interest on Overdue Taxes

Prepared by: Jim Brown, Director of Finance, Treasurer

# TOWN of INGERSOLL - Development Applications Status

## SITE PLAN CONTROL

File	Owner/Applicant	Address	Purpose	Appln. Received	Agency Circulation	Revised Dwgs Received	Decision	Agreement Registered on Title	Building Permit Issued	STATUS
SPA 002/13	Ontario Refrigeraton Services Inc.	450 Thomas St	Amend site plan (c. 2008) to enable expanded warehouse operation & recognize 1 new building, 1 bldg expansion & other works not prevoiusly approved	June 26/13	July 3/13	pending...	pending ...			Pending re-submission of revised drawings & addt'l SWM info
SPA-004/14	Universal Vedic Ashram Inc.	37 William St	Convert former Princess Elizabeth Elem. School into Long Term Care Facility (19 beds) & Place of Worship w/ Assembly Hall	June 30/14	July 29/14	pending...	pending ...			Agency circulation under way; awaiting new information re Storm water issues

# TOWN of INGERSOLL - Development Applications Status

## DRAFT PLANS of SUBDIVISION and CONDOMINIUM

FILE No. (Related Files)	Owner/Applicant	Legal Description / Address	Purpose	Appln. Received	Agency Circulation	Town Public Meeting(s)	County Public Mtg	County Council Decision	Draft Plan Lapsing Date	Phases & (Regstn. Dates)	STATUS	Comments
SB 12-02-6 (ZN 6-12-02)	Schout Group Inc.	Kirwin Drive at Clark Rd East	Create 45 SFD Residential lots and 1 Open Space block (SWM)	May 9/12	May 17/12	Nov 12/12	Nov 28/12	Approved with conditions	Dec 12/15		Pending Final Approval	No appeals; draft plan includes 2+ lots owned by Town but subject to P&S Agmt (not completed). Aug 2014 - Servicing drawings submitted for review...
SB 12-03-6 (OP 12-06-6 & ZN 6-12-03)	ATSA Corporation Inc.	228 Whiting St	Create 21 SF Residential Lots & 1 Open Spcae block	June 26/12	June 28/12	Dec 10/12	Jan 9/13	Approved with conditions	Jan 23/16		Pending Final Approval	No appeals; awaiting clearance of conditions...
SB 13-01-6 (OP13-06-6 & ZN6-13-01)	ATSA Corporation Inc.	38 Glenn Ave	Create 14 SF Residential lots & 5 part lots	June 27/13	July 5/13	Oct 15/13	Oct 23/13	Approved with conditions	Oct 23/16		Pending Final Approval	Related to SB 12-03-6 (both sites to match up with roads and lots)
SB 12-03-6-1 (Amendment)	ATSA Corporation Inc.	228 Whiting St	Red line amendments to reconfigure plan to match with SB13-01-6	June 27/13	July 5/13	Oct 15/13	Oct 23/13	Approved with modified conditions	Oct 23/16		Pending Final Approval	Red Line amendments to match this site with SB 13-01-6
SB14-02-6 (ZN6-14-03)	Sifton Properties Ltd.	n/s Clarke Rd East - west of Harris St	Create 132 SF Resid. Lots, 3 TH Blocks, 2 Comm Blocks, 1 Park Block, 4 walkway blocks	Apr 11/14	Apr 17/14 and Oct 18/14	Nov 10/14 (Pending 2nd Pub mtg in 2015...)	pending	Deferred			Pending Council decision(s)	Harrisview - Phase 2; May 2014 - Agency circ determined Traffic Impact Study (T.I.S.) required revisions. Sept 4/14 - Revised Traffic Impact Study received. Sept 25/14 - Town staff met with developer to discuss parkland issues. Oct 8/14 - Owner submits revised parkland proposal. Oct 17/14 - Owner submits revised Draft Plan; Oct 18/14 - 2nd Agency circulation Nov 10/14 - Town Council decision to "defer" to allow developer to address Env't Impact Study issues for woodland
32T-87004 (amendment)	Oak Country Homes Ltd.	Fuller Dr / Walker Rd	Amend DA Conditions to allow next 2 phases to proceed w/o Walker Rd southerly extension from David St	June 5/14	June 9/14	Aug 11/14	Aug 13/14	Denied		Dev. Agmt. for Phase 2 - pending Final Approval	Amendment File Closed	May 6/14 - Initial inquiry by Agent. June 5/14 - Agent advises Town Dev. Agmt is not satisfactory to Owner and wants changes to D.A. conditions.



# TOWN of INGERSOLL - Development Applications Status

## ZONE CHANGE

Application File No. (Related Files)	Owner/Applicant	Legal Description / Address	Purpose of Application		Appln. Received	Public Meeting(s)	Council Decision date	Council Decision	STATUS	Comments
			From Zone	To Zone						
ZN6-14-03 (SB14-02-6)	Sifton Properties Ltd.	n/s Clark Rd East at w/s HARRIS St	Development (D * D-1), Residential Type 1 (R1) and Residential Type 3 (R3-16)	Residential Type 2 (R2), Residential Type 3 (R3) and Open Space (OS)	Apr 11/14	Nov 10/14	cancelled	Deferred	Pending new Public Meeting....	Related to Draft Plan of Subdivision - Harrisview Phase 2 (SB14-02-6). Nov 10/14 - Town Council decision to "defer" in order to allow developer to address Env't Impact Study issues related to woodland feature within draft plan.

# TOWN of INGERSOLL - Development Applications Status

## Minor Variances / Permission

File (related files)	Owner/Applicant	Address	Purpose	Appl. Received	Public Meeting(s)	Committee Decision	Notice of Decision	Final Notice	STATUS	Comments
No active applications										



**DEPARTMENT: Chief Administrative Officer**

**REPORT NO: A-041-15**

**COUNCIL DATE: April 13<sup>th</sup>, 2015**

**TITLE: Landfill opposition – Ownership and Cemetery**

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## **OBJECTIVE**

To provide information and seek Council's endorsement of staff correspondence, authored by the Chief Administrative Officer and sent to the Honourable Glen Murray, Minister of the Environment and Climate Change.

## **BACKGROUND**

As Council is aware, a decision by the Minister is pending on the proposed Terms of Reference submitted by Walker Industries in support of its application for a Landfill on the Carmeuse Quarry.

The CAO has been reviewing the relevant legislation and regulations and found two areas that were not consistent with the rules and regulations. Here is an excerpt from the first letter sent March 24<sup>th</sup>, 2015:

*"in respect of Walker Environmental Group's ("**WEG**") proposed landfill within the Township of Zorra. It has come to the Town of Ingersoll's (the "**Town**") attention that WEG's proposed landfill operations will not comply with the Landfilling Sites Regulation of the Environmental Protection Act (O.Reg. 232/98) (the "**Landfilling Sites Regulation**").*

*As you know, in order to establish, use and operate the proposed Southwestern landfill, WEG will need to obtain an environmental compliance approval from the Ministry of the Environment and Climate Change. **The Landfilling Sites Regulation requires that the holder of an environmental compliance approval "own the entire site in fee simple, unless the site is on Crown land"** (section 3 of O.Reg. 232/98). The ownership must include the waste fill area and the buffer area.*

The Southwestern landfill site is currently owned by Carmeuse Lime (Canada) Ltd. ("**Carmeuse**"). Carmeuse has advised the Town that WEG will not be purchasing the Southwestern landfill site, and that WEG only intends to enter into a long term lease with Carmeuse. WEG also made similar statements in its Terms of Reference from August 29, 2014 (the "**ToR**") (see: sections 5.1 and 6.1). **This confirms that WEG does not intend to comply with Landfilling Sites Regulation of the Environmental Protection Act (O.Reg. 232/98).**

The second letter was drafted and sent on March 27<sup>th</sup>, 2015 and deals with the fact that landfills must be located a reasonable distance from any cemetery. Here is an excerpt from that letter:

*“ in respect of Walker Environmental Group's ("**WEG**") proposed landfill within the Township of Zorra. It has come to the Town of Ingersoll's (the "**Town**") attention that WEG's proposed landfill operations will not comply with the Regulation of the Environmental Protection Act (O.Reg. 347, last amended 302/14, the "General – Waste Management").*

*As you know, in order to establish, use and operate the proposed Southwestern landfill, WEG will need to obtain an environmental compliance approval from the Ministry of the Environment and Climate Change. **The Landfilling Sites Regulation requires that the site shall be located a reasonable distance from any cemetery. (O.Reg 347, Standards for Waste Disposal sites, section 11 paragraph 8)***

*The proposed Southwestern landfill site is currently owned by Carmeuse Lime (Canada) Ltd. ("**Carmeuse**"). Carmeuse. The site lies immediately adjacent and abuts Ingersoll Rural Cemetery Company. The proposed landfilling area will be only a few metres away from occupied grave sites. By any fair assessment this could not be described as a reasonable distance, as required by the Act and its regulations. The Cemetery is home to many generations of Ingersoll and area pioneers, and includes a cenotaph to local fallen war dead.*

*The Minister cannot approve a ToR that proposes to do something that will breach a regulatory requirement. Such requirements are implemented for public policy reasons, including ensuring that upon probable grounds, that the establishment, use and operations of the waste management disposal site may create a nuisance and is not in the public interest.”*

## **ANALYSIS**

The noted issues were discussed with our partners at the JMCC staff level and they did not have any concerns with the forwarding of the letters to the Ministers attention.

Ingersoll solicitor dealing with the Landfill issue was consulted and assisted in the drafting of the correspondence.

As to the ownership issue, it is a technical one that could be addressed by Walker and Carmeuse either through a land sale, which would require a severance, which would require public review and input.

Alternatively, Carmeuse might end up being the Licensed Operator to address the ownership question. Ultimately, this is a technical debate and can be addressed, however Carmeuse has never indicated that it would hold the Environmental Compliance Approval Certificate from the Ministry.

Regardless of the end result the community should have to right to know who will be ultimately responsible for the landfill and long term monitoring and maintenance if approved.

The cemetery issue may seem to be less impactful, but staff would argue the opposite. The Regulation is very clear that a landfill must be a reasonable distance from **any** cemetery. Although the regulation does not specify what constitutes a reasonable distance, staff would suggest that when the properties border one and other, when they physically abut one and other, it could not be deemed a reasonable distance.

This might even provide an avenue for a legal challenge should the ToR be approved in some form to proceed.

At the present time the letter have only been sent to the Minister, staff would suggest a much broader circulation with Council's approval.

## **INTERDEPARTMENTAL IMPLICATIONS**

As in any issue with the Landfill proposal, it affects the entire Town community.

## **FINANCIAL IMPLICATIONS**

Currently there is was only the legal costs associated with the Solicitor consultation and assistance in drafting the correspondence.

## **ATTACHMENTS**

Correspondence Dated March 24<sup>th</sup>, 2015 and March 27<sup>th</sup>, 2015 to the Honourable Glen Murray Minister of the Environment and Climate Change

## **RECOMMENDATION**

**THAT** the Council of the Corporation of the Town of Ingersoll receive for information and endorse the attached correspondence that has been forwarded to the Minister of Environment and Climate Change.

**AND FURTHER THAT** the Council instruct staff to forward copies of the attached correspondence to the following Provincial representatives;

The Honourable Kathleen Winn, Premier

Agatha Garcia-Wright, MOECC – Director, Ministry of the Environment

Michelle Whitmore – MOECC – Special Projects Officer, Ministry of the Environment

The Honourable David Oraziotti – Minister of Government and Consumer Services

**AND FURTHER THAT** the Council instruct staff to circulate the correspondence with a request for support in our opposition to the Landfill due to the proximity of the Ingersoll Rural Cemetery, to the following bodies and agencies:

The Royal Canadian Legion

Veteran Affairs Canada

Army, Navy & Air Force Veterans in Canada

Ontario Heritage Trust

Ontario Association of Cemetery and Funeral Professional

Prepared by: William J. Tigert, Chief Administrative Officer



TOWN OF INGERSOLL  
Town Centre

March 24, 2015

VIA COURIER AND EMAIL [gmurray.mpp@liberal.ola.org ]

Honourable Minister Glen Murray  
Minister of the Environment and  
Climate Change  
11th Floor, Ferguson Block  
77 Wellesley Street West  
Toronto ON M7A 2T5

Dear Honourable Minister Glen Murray:

**Re: Walker Environmental Group – Southwestern Landfill, Township of Zorra, County of Oxford –Terms of Reference, Ministry Reference Number 11143 – Landfilling Sites Regulation**

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We write this letter in respect of Walker Environmental Group's ("WEG") proposed landfill within the Township of Zorra. It has come to the Town of Ingersoll's (the "Town") attention that WEG's proposed landfill operations will not comply with the Landfilling Sites Regulation of the *Environmental Protection Act* (O.Reg. 232/98) (the "Landfilling Sites Regulation").

As you know, in order to establish, use and operate the proposed Southwestern landfill, WEG will need to obtain an environmental compliance approval from the Ministry of the Environment and Climate Change. The Landfilling Sites Regulation requires that the holder of an environmental compliance approval "own the entire site in fee simple, unless the site is on Crown land" (section 3 of O.Reg. 232/98). The ownership must include the waste fill area and the buffer area.

The Southwestern landfill site is currently owned by Carmeuse Lime (Canada) Ltd. ("Carmeuse"). Carmeuse has advised the Town that WEG will not be purchasing the Southwestern landfill site, and that WEG only intends to enter into a long term lease with Carmeuse. WEG also made similar statements in its Terms of Reference from August 29, 2014 (the "ToR") (see: sections 5.1 and 6.1). This confirms that WEG does not intend to comply with Landfilling Sites Regulation of the *Environmental Protection Act* (O.Reg. 232/98).

Throughout the ToR process, the Town made repeated requests for a copy of the legal arrangement between WEG and Carmeuse in respect of WEG's legal rights to the Southwestern landfill site. WEG refused to disclose this information.

In its ToR comments dated October 29, 2013 ("ToR Comments"), the Town made the following comment:

"[...] the ToR does not provide the details of the legal arrangements that it has in place with Carmeuse to carry out the EA and the Undertaking."





TOWN OF INGERSOLL  
Town Centre

In response to ToR Comments, WEG refused to disclose the agreement and noted:

"WEG will not disclose any agreements with Carmeuse Lime (Canada) related to the property. These arrangements are commercially confidential matters between two companies and are not relevant to the environmental assessment".

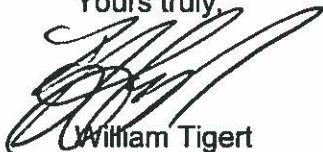
In further comments to the ToR Amendments dated May 12, 2014, the Town raised the issue again. The Town stated:

- a) The recent Amendments to the ToR do not resolve the Town's original comments on the TOR dated October 15, 2013.
- b) Without limiting the general concerns expressed in (a), the Town expressly disagrees with the following:
  - i. [...]
  - ii. WEG's refusal to disclose its agreement with Carmeuse and its analysis that such an agreement is not relevant to the environmental assessment process. [...]

Contrary to WEG's responses, the legal arrangement regarding WEG's rights to the proposed landfill property are relevant to the environmental assessment process and the public interest, as there is a legal requirement that the holder of the environmental compliance approval own the landfill site in fee simple. WEG should be required to disclose its legal agreement with Carmeuse regarding the use of the landfill site.

The Minister cannot approve a ToR that proposes to do something that will breach a regulatory requirement. Such requirements are implemented for public policy reasons, including ensuring that the holder of the environmental compliance approval has sufficient control over the site to implement monitoring, maintenance, environmental control and remedial activities. A ToR that proposes to breach a regulatory requirement must be considered to be contrary to the public interest. Therefore, in addition to its previous objections, the Town requests that WEG's ToR be rejected on this basis.

Yours truly,



William Tigert  
CAO



TOWN OF INGERSOLL  
Town Centre

March 27, 2015

**VIA COURIER AND EMAIL [gmurray.mpp@liberal.ola.org ]**

Honourable Minister Glen Murray  
Minister of the Environment and  
Climate Change  
11th Floor, Ferguson Block  
77 Wellesley Street West  
Toronto ON M7A 2T5

**Re: Walker Environmental Group – Southwestern Landfill, Township of Zorra,  
County of Oxford –Terms of Reference, Ministry Reference Number 11143 –  
Environmental Protection Act, General - Waste Management Regulation 347**

Dear Honourable Minister Glen Murray:

We write this letter in respect of Walker Environmental Group's ("WEG") proposed landfill within the Township of Zorra. It has come to the Town of Ingersoll's (the "Town") attention that WEG's proposed landfill operations will not comply with the Regulation of the *Environmental Protection Act* (O.Reg. 347, last amended 302/14, the "General – Waste Management").

As you know, in order to establish, use and operate the proposed Southwestern landfill, WEG will need to obtain an environmental compliance approval from the Ministry of the Environment and Climate Change. The Landfilling Sites Regulation requires that the site shall be located a reasonable distance from any cemetery. (O.Reg 347, Standards for Waste Disposal sites, section 11 paragraph 8)

The proposed Southwestern landfill site is currently owned by Carmeuse Lime (Canada) Ltd. ("Carmeuse"). The site lies immediately adjacent and abuts Ingersoll Rural Cemetery Company. The proposed landfilling area will be only a few metres away from occupied grave sites. By any fair assessment this could not be described as a reasonable distance, as required by the Act and its regulations. The Cemetery is home to many generations of Ingersoll and area pioneers, and includes a cenotaph to local fallen war dead.



TOWN OF INGERSOLL  
Town Centre

The Minister cannot approve a ToR that proposes to do something that will breach a regulatory requirement. Such requirements are implemented for public policy reasons, including ensuring that upon probable grounds, that the establishment, use and operations of the waste management disposal site may create a nuisance and is not in the public interest.

A ToR that proposes to breach a regulatory requirement must be considered to be contrary to the public interest. Therefore, in addition to its previous objections, the Town requests that WEG's ToR be rejected on this basis.

Sincerely

William Tigert  
CAO





**DEPARTMENT:** Chief Administrative Officer

**REPORT NO:** A-042-15

**COUNCIL DATE:** April 13<sup>th</sup>, 2015

**TITLE:** Carneige Building Transfer Conditions April 2015

**OBJECTIVE:** To provide information and make recommendations to Council on the terms and conditions of conveying ownership of the Carneige Building to another organization for rehabilitation and preservation.

**BACKGROUND:** As Council is aware a building condition assessment was completed by an independent consultant in 2014. The conclusion of that assessment was that the building was suffering from a number of serious maintenance issues with significant financial impacts. The recommendation from the Consultant was to either sell the building immediately or to demolish the structure if it could not be sold. This was to avoid the need to invest the necessary funding that would be required to bring the building into a safe, usable and secure facility.

With this information staff then conducted its own inspections to determine if the structure should be supporting a public occupancy. After the inspections by both Fire and CBO it was determined that the building should not be used in its current state, and the tenants were given notice to vacate.

A group of interested citizens have come forward and have expressed an interest in taking on the responsibility of repairing and preserving this facility due to its historical value to the community. Council has directed staff to secure the building and allow time for the community to organize to take on this task.

**ANALYSIS:** The issue is that although there is a small interested group of people that would like the opportunity to save the building and have it designated, time is off the essence.

There are some significant issues that need to be addressed in the short term that are not insignificant in cost. First and foremost is the exterior of the building needs to be

stabilized to prevent falling bricks exposing the Town to liability. Secondly the Boiler system has exceeded its useful operating lifespan and will not likely be functional going into next winter. Those estimated costs as per the Town Engineers report is approximately 80,000 to 100,000 dollars.

The Council did offer a window for the community to organize in order to be able to find a long term solution. However, with the impending costs that window is closing if Council wishes to avoid bearing the anticipated costs.

### **Requirements for Property Conveyance**

From Staffs' perspective there should be criteria required for Council to consider conveying ownership to a third party;

1. The interested group needs to incorporate, preferably as a registered non-profit, so that they can assume legal liability for the building and property with insurance and be able to fund raise to finance the capital and operational needs of the facility. The property could be conveyed to an individual, who could, if willing, assume the liability but lose opportunity for charitable status and Council grants, as it would be deemed bonusing.
2. They need to be able to demonstrate an ability to raise funds within a specified time period, so that the conveyance can take place giving Council reasonable assurance that they can manage ownership responsibly.
3. Finally, Council needs to determine if it is willing to provide a grant at conveyance of one time funding to help with the retention of the building as part of Ingersoll's history and heritage.

As noted above, the group has already had approximately four months to begin the process of establishing themselves as a legal entity. Staff would suggest that they be provided another six months. If they cannot organize and incorporate within that time, Council would have to look at the other options, sale or demolition.

Secondly, Council should establish a level of fund raising to be completed within that six months, so that they can demonstrate that they have the financial capacity to undertake the necessary work to maintain the facility. Council should set an acceptable level, Staff would suggest a minimum of \$50,000.

Since the process of incorporating is easier and less time consuming than registering and being approved as a non-profit eligible to fundraise and provide tax receipts, Council could authorize Staff to accept donations and issue receipts towards the facility until such time as they are able to achieve their charitable status.

**INTERDEPARTMENTAL IMPLICATIONS:** This impacts all departments, some to a greater extent than other. Principally, the funding needed for capital repair and

maintenance on this facility would be an opportunity cost of funding that could be used elsewhere within the Town.

Staff will have to take the necessary steps to maintain the facility and work to manage the risk associated with the building in its current condition and requirements.

As noted without a viable use for the Town operations it would become a cost liability without a municipal purpose.

**FINANCIAL IMPLICATIONS:** As noted in the Town Engineers report, there are some pending costs on the near horizon to maintain the facility and limit the Town's exposure to liability.

**RECOMMENDATION:** That the Council of the Corporation of the Town of Ingersoll accept report A-042-15 for information.

And further that Council set a time limit of six (6) months for the establishment of a corporation that can demonstrate a financial viability by fund raising \$50,000 within that same six (6) month time frame, allowing a conveyance of the Carneige building.

And further that Council authorize Staff, to issue tax receipts for donations to the preservation and maintenance of the Carneige building, to be utilized by the Town for the anticipated 2015 costs noted in the Engineer report numbered OP-046-15. And any surplus funds held for future costs or conveyance to the said corporation should it achieve registration and non-profit status.

Prepared by: William Tigert, Chief Administrative Officer



**DEPARTMENT:** Clerk's Department

**REPORT NO:** C-041-15

**COUNCIL MEETING DATE:** April 13, 2015

**TITLE:** Proposed 2015 Town Hall Holiday Closure

---

**OBJECTIVE:** To approve the 2015 Town Hall Holiday Closure.

## **BACKGROUND**

Every year Council approves the Town Hall Holiday Closure. The 2014 Holiday Closure was approved by Council in October of 2013; the office was closed Wednesday, December 24 up to and including Friday, January 2, 2015 with the office reopening on Monday, January 5, 2015. Staff was required to use 3 in lieu days, over time days, or receive no pay to offset the 3 days that the office was closed during this time that were not Statutory Holidays.

## **ANALYSIS**

As per the Town's policy the statutory holidays for full-time non-union staff are as follows:

- New Year's Day
- Family Day – legislated in 2008
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- Civic Holiday
- Labour Day
- Thanksgiving Day
- Remembrance Day
- Christmas Eve Day
- Christmas Day
- Boxing Day
- New Year's Eve Day

This year staff is recommending that the Municipal Office be closed December 24<sup>rd</sup>, 2015 and reopen on January 4, 2016 at 8:30am. This would require staff to use 2 in lieu days, over time days, or receive no pay to offset the 2 days that fall on December 29<sup>th</sup> and 30<sup>th</sup> that the office would be closed during these times which are not Statutory Holidays.

## **SUMMARY**

Upon Council's approval of the 2015 Holiday Closure, the 2015 Regular Council Meeting Schedule, as approved on November 10, 2014 and the 2015 Town Hall Holiday Closure Calendar as presented in this Report will be combined and posted on the Town's website and distributed to staff for information.

## **INTERDEPARTMENTAL IMPLICATIONS**

None

## **FINANCIAL IMPLICATIONS**

None

## **RECOMMENDATION**

**THAT** the Council for the Town of Ingersoll receives the Clerk's Department Report C-041-15 entitled Proposed 2015 Town Hall Holiday Closure as information;

**AND FURTHER THAT** Council approves the recommended dates for 2015 Holiday Closures as outlined in this report.

## **ATTACHMENTS**

2015 Holiday Closure & Regular Council Meeting Schedule Calendar

Prepared by: Ann Wright, Deputy Clerk

Approved by: Michael Graves, Clerk

Approved by: William Tigert, CAO



~ January 2015 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
Notes:				1 New Year's Eve Town Hall Closed	2 New Year's Day Town Hall Closed	3
4	5	6	7	8	9	10
11	12 Regular Council Meeting 6pm	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31



~ February 2015 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9 Regular Council Meeting 6pm	10	11	12	13	14
15	16 Family Day Town Hall Closed	17	18	19	20	21
22	23	24	25	26	27	28

Notes:

~ March 2015 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9 Regular Council Meeting 5:30pm	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	Notes:			

~ April 2015 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3 Good Friday Town Hall Closed	4
5 Easter Sunday	6 Easter Monday Town Hall Closed	7	8	9	10	11
12	13 Regular Council Meeting 6pm	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	Notes:	

~ May 2015 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10 Mother's Day	11 Regular Council Meeting 6pm	12	13	14	15	16
17	18 Victoria Day Town Hall Closed	19	20	21	22	23
24	25	26	27	28	29	30
31	Notes:					

~ June 2015 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15 Regular Council Meeting 6pm	16	17	18	19	20
21 Father's Day	22	23	24	25	26	27
28	29	30	Notes:			

~ July 2015 ~						
		Tue	Wed	Thu	Fri	Sat
Notes:			1 Canada Day Town Hall Closed	2	3	4
5	6	7	8	9	10	11
12	13 Regular Council Meeting 6pm	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	



~ August 2015 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 Civic Holiday Town Hall Closed	4	5	6	7	8
9	10 Regular Council Meeting 6pm	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	Notes:				



~ September 2015 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7 Labour Day Town Hall Closed	8	9	10	11	12
13	14 Regular Council Meeting 6pm	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	Notes:		



~ October 2015 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Notes:				1	2	3
4	5	6	7	8	9	10
11	12 Thanksgiving Town Hall Closed	13 Regular Council Meeting 6pm	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

~ November 2015 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9 Regular Council Meeting 6pm	10	11 Remembrance Day Town Hall Closed	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	Notes:				

~ December 2015 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14 Regular Council Meeting 6pm	15	16	17	18	19
20	21	22	23	24 Christmas Eve Town Hall Closed	25 Christmas Day Town Hall Closed	26 Boxing Day Town Hall Closed
27	28 Town Hall Closed	29 Town Hall Closed	30 Town Hall Closed	31 New Year's Eve Town Hall Closed	Notes:	



~ January 2016 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 New Year's Day Town Hall Closed	2
3	4	5	6	7	8	9
10	11 Regular Council Meeting 6pm	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	Notes:					



**DEPARTMENT:** Clerk's Department

**REPORT NO:** C-042-15

**COUNCIL MEETING DATE:** April 13, 2015

**TITLE:** Proposed Revisions to the Procedural By-law

---

**OBJECTIVE:** To review and update the Town's Procedural By-law for this term of Council.

## **BACKGROUND**

Section 238 (2) of the *Municipal Act* provides for the establishment of the procedure by-law for a municipality and requires that the procedure by-law provide for governing the calling, place and proceedings of meetings and for the public notice of meetings.

At the beginning of each new term of Council staff and Council reviews and makes any updates as seen necessary.

## **ANALYSIS**

The Clerk's Department has done a review of the current Procedural By-law and deems it to be in relatively good order and recommends only a number of minor changes be made.

- Change the name of the by-law to Procedure By-law to reflect the *Municipal Act*.
- Minor formatting changes
- Changed the title **Closed Session** to **Closed Meeting** to reflect the *Municipal Act*.
- Within section 1.0 Deleted duplicate definition of **Recorded Vote**
- Section 6.0 expanded the title **Notice** to **Public Notice**
- Section 6.4 added the words **Regular Council Meeting** for clarification and delineation
- Section 6.5 added wording regarding minimum timing for the posting of a special council meeting agendas
- Section 7.1.1 deleted the headings: **Consideration of Follow-Up Reports** and **Other Business**; and added the heading **Notice of Motions**
- Section 7.1.6 added the word **Regular** for clarification and delineation

- Section 8.2 more clearly outlined what shall be recorded in the minutes as requires by the *Municipal Act*
- Section 9.4 added the word **Regular** for clarification and delineation
- Added section 10.1.8
- Section 15.5 regarding an recorded vote was amended
- Section 16.9.3 was amended to read: **A Motion to Adjourn a meeting of Council shall be duly seconded, without debate and put to vote.** Please note this is a change in our procedure to reflect what is required in the Act.
- Section 19.1 changed the wording to direct readers to the Act if and when the Act should amended this section
- Section 20.3 added the words **Regular Council Meeting** for clarification and delineation

## **SUMMARY**

The Clerk's Department has done an extensive review of the current Procedural By-law and recommends some minor changes be made. Should Council approve the recommended changes this report shall be considered as notice as per Section 25 of the Town's current Procedural By-law and a by-law will be brought forward at the May Regular Council meeting for consideration.

## **INTERDEPARTMENTAL IMPLICATIONS**

None

## **FINANCIAL IMPLICATIONS**

None

## **RECOMMENDATION**

**THAT** the Council for the Town of Ingersoll receives report C-042-15 as information;

**AND FURTHER** approves the recommended amendments to the Town's Procedure By-law and directs the Clerk to bring forward the by-law at the May Regular Council Meeting.

## **ATTACHMENTS**

Proposed Amended Procedural By-law

Prepared by: Ann Wright, Deputy Clerk  
 Approved by: Michael Graves, Clerk  
 Approved by: William Tigert, CAO



**Corporation of the Town of Ingersoll  
By-Law 15-48xx**

---

**A by-law to govern the proceedings of the Council of the Corporation of the Town of Ingersoll and the appointed Committee thereof and repeal By-law No. 11-4645**

**WHEREAS** Section 238 of the Municipal Act, 2001, S.O. c. 25, as amended, provides that every municipality shall pass a procedure by-law for governing the calling, place and proceedings of meetings.

**WHEREAS** Council of the Corporation of the Town of Ingersoll is desirous of changing Procedural By-law No. 11-4645 to reflect the changes in the composition of Council, the Committees of Council and to establish revised rules of order and procedures governing Council, its members and the calling of meetings;

**AND WHEREAS** Section 130 of the Municipal Act, 2001, S.O. c. 25, as amended, provides that a municipality may regulate matters not specifically provided for by this Act or any other Act for purposes related to the health, safety and well-being of the inhabitants of the municipality;

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

1. That the proceedings of the Council and its Committees, the conduct of the members and the calling of meetings shall be governed by the provisions and regulations contained in this By-law and as attached as Schedule 'A'.
2. Schedule 'A' attached hereto shall form part of this By-law. This By-law may be cited and referred to as "The Procedure By-law".
3. That By-law No. 11-4645, as amended, is hereby repealed.
4. That this By-law shall come into force and be effective on the date of the third and final reading thereof.

**READ** a first and second time in Open Council this 11<sup>th</sup> day of May, 2015.

**READ** a third time and finally passed in Open Council this 11<sup>th</sup> day of May, 2015.

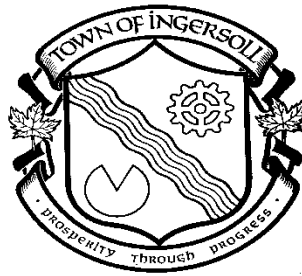
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**Edward (Ted) Comiskey, Mayor**

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**Michael Graves, Clerk**





**The Procedure By-Law**  
**By-Law No. 15-Xxx**

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## 1.0 Definitions

- 1.1 **'Act'** means the *Municipal Act, 2001 S.O. 2001 c. 25*, as amended from time to time.
- 1.2 **'Ad Hoc Committee'** means a committee established by Council for a specified purpose.
- 1.3 **'Advisory Committee'** means a committee established by Council with an on-going mandate or purpose.
- 1.4 **'Chair'** means the position of the person appointed to preside, or presiding at, a meeting, whether that person is the regular presiding officer or not.
- 1.5 **'Clerk'** means the position of the person appointed, by By-law pursuant to Section 228 of the Act, as the Clerk of the Corporation of the Town of Ingersoll.
- 1.6 **'Closed Meeting'** means a meeting of the Council or Committee that is not open to the public, pursuant to Section 239 of the Municipal Act, 2001 (the Act).
- 1.7 **'Committee'** means any advisory, ad-hoc or other committee, subcommittee or Special Committee of Council of which all members shall be appointed by by-law.
- 1.8 **'Committee of the Whole'** means all members present sitting in Council. The purpose of this committee is to enable the Council to give detailed consideration to a matter under conditions of freedom approximating that of a committee. When sitting as Committee of the Whole, the results of votes taken are not final decisions of the Council, but have the status of recommendations which the Council is given the opportunity to consider further and which it votes on finally under its regular rules.
- 1.9 **'Council'** means the elected members of the Town when they sit in deliberative assembly.
- 1.10 **'Defer', 'Deferred' or 'Deferral'**, when used in connection with matter or item before the Council or a committee, means that the said matter or item is to be dealt with at the next or specified meeting of the same body.
- 1.11 **'Deputy Mayor'** means the member of Council elected to act in the place of the head of Council (Mayor) when the head of Council is absent or refuses

Schedule 'A' to By-law 15-xxxx The Town of Ingersoll Procedure By-law

to act or, when the office of the head of Council is vacant, and while so acting such member has all the power and duties of the head of Council.

- 1.12 **'Local Board'** includes any person performing any public function prescribed by regulation but does not include a police services board.
- 1.13 **'Mayor'** means the Mayor or, in absence of the Mayor, the Deputy Mayor, or Acting Mayor and may be referred to as the Head of Council.
- 1.14 **'Meeting'** means an event wherein business is transacted for any regular, special, committee or sub-committee of the Council or local board, as the case may be.
- 1.15 **'Member'** means a member of Council or a committee.
- 1.16 **'Motion'** means a proposal by a member to resolve and effect a decision.
- 1.17 **'Motion for Division of the Assembly'** means a motion made after the Chair has stated the *Question*, requiring a vote, either about to be taken on a *Question*, or any other motion under consideration, or a vote previously taken and the results announced by the Chair, to be taken again by rising of each member present, and does not include a vote by show of hands.
- 1.18 **'Open Meeting'** means all meetings of Council or committee excluding "Closed Meetings" as defined in this section.
- 1.19 **'Personal Privilege'** means a motion to *Raise a Question of Privilege*, of an urgent nature that affects a right of privilege of the council, Committee or of an individual member.
- 1.20 **'Point of Order'** means a statement made by a member during a meeting, drawing to the attention of the Chair a breach of the rules of procedure.
- 1.21 **'Presiding Officer'** means the Mayor or Chair while presiding at a meeting or such other person as may be authorized to do so in his/her absence.
- 1.22 **'Privileged Motion'** means a motion that does not relate to pending business, but that does relate to special matters of immediate and overriding importance which, without debate, should be allowed to interrupt the consideration of anything else. a Privileged Motion involves one of the five following motions, listed in ascending order of precedence: *Call for the Orders of the Day, Raise a Question of Privilege, Recess, Adjourn, and Fix the Time to Which to Adjourn.*

Schedule 'A' to By-law 15-xxxx The Town of Ingersoll Procedure By-law

- 1.23 **'Question'** means a motion that has been placed before the Council or Committee by the statement of the Chair. Only once duly stated by the Chair and 'on the floor' can a motion be debated and put to a question of the members for proper resolution (*Question On the Floor*).
- 1.24 **'Quorum'** means a majority of the members of a municipal council or committee.
- 1.25 **'Refer', 'Referred' or 'Referral'**, when used in connection with a matter or item before the Council or committee, means that the said matter or item is referred to the body or person named in the motion specified for further consideration or action, prior to reporting back to Council or committee.
- 1.26 **'Resolution'** means a decision of Council on any motion or committee recommendation.
- 1.27 **'Rules of Procedure'** means the rules and regulations provided in this by-law and, where necessary, *Robert's Rules of Order (Newly Revised)*.
- 1.28 **'Recorded Vote'** means that if a member present at a meeting at the time of a vote requests immediately before or after the taking of the vote that the vote be recorded, each member present, except a member who is disqualified from voting by any Act, shall announce his or her vote openly and the clerk shall record each vote. Section 246 (2) specifically notes that a failure to vote under subsection (1) by a member who is present at the meeting at the time of the vote and who is qualified to vote shall be deemed to be a negative vote.
- 1.29 **'Substantive Motion'** means any original main motion that introduces a substantive question as a new subject for the consideration of the Council, except one of the following:
- i) to refer;
  - ii) to amend
  - iii) to lay on the table
  - iv) to postpone indefinitely or to another day certain; or,
  - v) to adjourn.
- 1.30 **'Statutory Committee'** means a committee required by legislation to be established by Council with an on-going mandate or purpose.
- 1.31 **'Town'** means the Corporation of the Town of Ingersoll

## **2.0 General Provisions**

### **Rules of Procedure**

- 2.1 The short title of this By-law is the 'Procedure By-law'.
- 2.2 The rules and regulations contained in this by-law shall be observed in all proceedings of the Council and Committees appointed by Council.
- 2.3 In respect to questions or concerns regarding these rules and regulations, the decision of the Chair presiding shall be final, subject to only an appeal to the Council. In the case of a conflict concerning the application of these rules, 'Robert's Rules of Order (Newly Revised)' may be consulted as an interpretative aid.
- 2.4 All meetings of the Council of the Town of Ingersoll and all meetings of the Committees of Council shall be open for attendance by the public, except in the case of a Closed Session, as noted in Section 19.1.
- 2.5 This by-law shall not apply to boards and statutory committees that are incorporated and have their own by-laws or procedural by-law.
- 2.6 Except where it is provided otherwise, any one or more of these rules may be temporarily suspended on a two-thirds (2/3) majority vote of the members of Council, except where such suspension may be contrary to the *Municipal Act, 2001*.

## **3.0 Meetings**

### **3.1 Place**

- 3.1.1 The meetings of the Council of the Town of Ingersoll shall be held at the Council Chambers, the Town Centre, 130 Oxford St. in Ingersoll or at such other place as Council may approve except as otherwise provided by this by-law.
- 3.1.2 The Clerk may provide for a meeting to be held at such other place where the Council Chambers may not be able to accommodate the number of anticipated participants.
- 3.1.3 When a Closed Meeting matter is listed on a Council Agenda, Council may open a meeting in the JC Herbert Room for the purpose of convening into a Closed Meeting or may reconvene for a Closed Meeting when the Closed Meeting is listed on the agenda.



## Schedule 'A' to By-law 15-xxxx The Town of Ingersoll Procedure By-law

3.1.4 A Council education and training session, held in accordance with the *Municipal Act*, 2001, may be held at other facilities in the Town.

3.1.5 In the case of an emergency, Council may hold its meetings and keep its public offices at any convenient location within or outside the municipality pursuant to Section 236 (1) of the *Act*.

### **3.2 Inaugural or First Council Meeting**

3.2.1 The Inaugural or First Meeting of the Council of the Corporation of the Town of Ingersoll, being the meeting after a regular election held pursuant to Sections 3, 4 and 5 of the *Municipal Elections Act*, S. O. 1996 c. 32, as amended, shall be held on the first Monday of December at 7:00 o'clock in the evening. The Inaugural Meeting will be only for the Declarations of Office and Oaths of Allegiance.

### **3.3 Regular Council Meetings**

3.3.1 After the Inaugural meeting, the regular meetings of Council shall be held on the second Monday of each month at 6:00 p.m. local time, unless otherwise approved through a resolution of the Council or at the direction of the Mayor and upon two-thirds (2/3) majority support through a phone or e-mail polling of Council.

3.3.2 Notwithstanding any other provisions of this by-law the scheduling of Council meetings may be altered by Council or the Clerk when deemed necessary to provide for public participation with respect to a specific issue of public interest.

3.3.3 Council shall approve at or before the Regular Meeting in November of each year, the schedule of Council meetings for the following calendar year.

### **3.4 Special Council Meetings**

3.4.1 In addition to Regular Meetings, Special Meetings of the Council shall be held upon a petition of Council or upon direction of the Mayor at any time. The purpose of the special meeting can be to inquire or report on any matter considered of interest to the Council.

3.4.2 Upon receipt of a written petition of the majority of the members of Council or direction of the Mayor, the Clerk shall summon a Special Meeting for the purpose and at the time set out in the petition. Notice shall be given through the Clerk and the notice shall set out the date, time, place and the item(s) to be considered at the Special Meeting.

## Schedule 'A' to By-law 15-xxxx The Town of Ingersoll Procedure By-law

- 3.4.3 A minimum of forty-eight (48) hours' notice must be given prior to the holding of a Special Meeting.
- 3.4.4 Notwithstanding any other provisions this by-law, a Special Council Meeting called to deal with an emergency or a matter that impacts on the welfare, health and well-being of the residents or of staff, the notice of provision may be waived by the Mayor.
- 3.4.5 No business other than that stated in the notice shall be considered at such Special Meeting, except with the unanimous vote of the members present.

### **4.0 Calling a Meeting to Order**

- 4.1 As soon after the hour fixed for the holding of the meeting of Council or Committee as a quorum is present, the Mayor or Chair shall call the meeting to order.
- 4.2 If no quorum is present ten (10) minutes after the time appointed for a meeting of the Council or Committee, the Clerk or Chair shall record the names of the members present and the meeting shall stand adjourned until the date of the next Regular Meeting.
- 4.3 If a member is unable to attend a meeting, they are to inform the Clerk or Chair as to the nature of the absence in order that it is recorded as personal business, other municipal business or illness.
- 4.4 In the event that the Mayor or Chair does not attend within fifteen (15) minutes after the time appointed for a meeting of the Council or committee, the Acting Mayor or Vice-Chair shall preside until the arrival of the Mayor or Chair, and while presiding, shall have all the powers of the Mayor or Chair.
- 4.5 In the case the Mayor or Deputy Mayor is unable to attend the meeting, the members will, by resolution duly motioned and seconded, appoint a Chair. While so presiding, the Chair shall have all the powers of the head of Council.
- 4.6 Should the Mayor or Deputy Mayor, as the case may be, arrive after the meeting has been called to order, the presiding officer shall relinquish the position of the Chair to the Mayor or Deputy Mayor, as the case may be, immediately after the current item of business on the Council Orders of the Day is considered or otherwise disposed.
- 4.7 The seat of a member of Council shall be declared vacant if the member is absent from a meeting of Council for three (3) consecutive months without

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being authorized so to do by a resolution of council pursuant to Section 259 (1) of the *Act*.

- 4.8 Except where unavoidable due to circumstances of extreme emergency, no member shall absent himself/herself from any regular meeting of Council without having provided reasonable notice of such absence to the Head of Council or the Clerk prior to the commencement of the meeting from which the member shall be absent.

### **5.0 Duties of the Presiding Officer**

#### **5.1 Roles and Responsibilities**

- 5.1.1 It shall be the duty of the Mayor or other duly appointed presiding officer at a meeting to:

- a) open the meeting by taking the chair and calling the members to order;
- b) announce the business in the order in which it is to be acted upon;
- c) receive, in the proper manner, all motions presented by the members of Council and to submit these motions as questions for proper debate;
- d) put to a vote all questions which are duly moved and seconded, when necessary or motions that arise in the course of proceedings and to announce the results;
- e) decline to put to a vote motions which infringe upon the Rules of Procedure;
- f) restrain the members, within the Rules of Procedure, when engaged in debate;
- g) enforce on all occasions the observance of order and decorum among the members;
- h) call by name any member persisting in breach of the Rules of Procedure, thereby ordering the member to vacate the member place;
- i) do all matters to permit the meetings to proceed in an orderly and efficient manner;
- j) authenticate by his or her signature, when necessary, all by-laws and Minutes of Council;

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- o) inform the member of the Council, when necessary or when referred to for the purpose, on any point of order;
  - p) represent and support the Council, declaring its will and implicitly obeying its decisions in all matters;
  - q) ensure that the decisions of the Council are in conformity with the laws and by-laws governing the activities of the Council;
  - r) receive all messages of goodwill and other similar communications and announce them;
  - s) adjourn the meeting without question in the case of grave disorder arising during the meeting, or suspend the sitting of Council, until a time to be named by the Mayor, and,
  - t) adjourn the meeting when the business of Council is concluded.
- 5.1.2 The Mayor may, without leaving the Chair, speak to any question under consideration and prior to the question being disposed of by Council.
- 5.1.3 When the Mayor is called upon to decide a point of order or procedure, the Mayor shall state the rule or authority applicable to the case, and make a ruling, if necessary in consultation with the Clerk; and, if an objection is made to the ruling by at least two members, the Mayor shall submit said ruling to a vote of council, without debate, in the following words:
- “SHALL THE RULING OF THE CHAIR BE SUSTAINED?”
- and the decision of the Council shall be final.
- 5.1.4 When two or more members concurrently request to speak on an issue, the Mayor shall name the member who is first to be heard and the other member(s) shall have the privilege of speaking thereafter in the order named by the Mayor.
- 5.1.5 The Mayor, except when disqualified to vote by reason of pecuniary interest or any other Statute of the Province, may vote on consideration of a motion for Division of the Assembly, and may vote with the other members on all questions.
- 5.1.6 When the Mayor sees fit to exercise the right to vote on any question before the Council, the Mayor may explain the vote.

## **5.2 Deputy Mayor or Acting Mayor**

- 5.2.1 When the Mayor is unable to carry out his duties through illness or otherwise, when the Mayor is absent from the office in the course of their duties or on vacation or an approved leave or refuses to act or his office is vacant, the Deputy Mayor or Acting Mayor shall have all of the powers and duties of the Mayor and shall chair all meetings, but can only be exercised, pursuant to the Act or any other Statute of the Province.
- 5.2.2 The duties of the Deputy Mayor may include other duties as defined by Council.

## **6.0 Public Notice**

- 6.1 The Clerk shall provide the public with notice of the Council meeting schedule by annually posting a calendar of the meetings on the Town of Ingersoll website. Any amendments to or cancellations of the meeting dates shall be posted as required.
- 6.2 The meeting agenda shall constitute notice of each meeting. The agenda shall include the time, location of the meeting and all relevant material on a matter to be considered by Council.
- 6.3 Notice shall be provided as per the Public Notice By-law and policy.
- 6.4 Posting of the Regular Council Meeting agenda will occur, unless due to unforeseen circumstances, at the latest by 5 p.m. on the Friday prior to the Council meeting and subsequent to the agenda being forwarded to the members of Council, the Chief Administrative Officer and to the Department Heads.
- 6.5 Notice of a Special Meeting of Council shall be provided by posting the agenda on the Town's website a minimum of 48 hours before the commencement of the meeting. and subsequent to the agenda being forwarded to the members of Council, the Chief Administrative Officer and to the Department Heads.

## **7.0 Council Meeting Agenda**

### **7.1 Order of Business**

- 7.1.1 The order of business for the regular meetings of Council shall be as follows:

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1. Call to Order
2. Disclosures of Pecuniary Interest
3. Adoption of Meeting Minutes
  - (a) Regular Council
  - (b) Special Council
  - (c) Committees of Council
  - (d) Other
4. Correspondence – Note and File
5. Consideration of Accounts
6. Consideration of Staff Monthly Reports
7. Consideration of Staff Special Reports
8. Consideration of Correspondence & Resolutions
9. Public Meetings
10. Consideration of Petitions, Delegations & Presentations
11. Consideration of By-laws
12. Notice of Motions
13. Upcoming Council Meeting
14. Closed Meeting
15. Consideration of Matters Arising from Closed Session
16. Adjournment

- 7.1.1 An agenda for a Special Meeting, Council workshop or committee meeting is not required to include all agenda headings listed above.
- 7.1.2 Business shall be considered in the order set forth on the agenda, unless otherwise determined by Council or the committee.
- 7.1.3 A change in the order of items listed on the agenda for the consideration of the regular business items may be permitted on a majority approval of the members.
- 7.1.4 The items on the agenda not dealt with before the meeting is adjourned shall be noted and repeated on the next agenda. This includes items of business not tabled due to lack of time.
- 7.1.5 Any person, member of Council, or member of staff, at any time prior to the preparation of the agenda, may file in writing with the Clerk, an item for inclusion on the Council agenda. Agenda preparation takes place on the Wednesday preceding a Regular Meeting of Council.
- 7.1.6 Not less than forty-eight (48) hours, including weekends and holidays, before the time appointed for the holding of a Regular Meeting of Council, the Clerk shall deliver to each member an agenda and all related materials.

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7.1.7 An agenda for a Special Council Meeting shall be provided prior to at the Special Meeting. If materials are available, it will be the intent of the Clerk to deliver, an agenda and all related materials for a Special Council Meeting, forty-eight (48) hours prior to the time of the Special Council Meeting.

7.1.8 It shall be the duty of the Clerk to ensure that the minutes of the last Regular Meeting and any and all special and committee meetings held more than seven (7) days prior to a Regular Meeting are included on the next Regular Meeting agenda for approval.

### **7.2 Disclosure of Pecuniary Interest**

7.2.1 Any member having a pecuniary interest shall disclose the interest and the general nature thereof prior to any consideration of the matter at the Meeting in accordance with the *Conflict of Interest Act*.

### **7.3 Monthly and Special Staff Reports**

7.3.1 Staff Reports shall be considered by the Council sitting in Committee by resolution.

7.3.2 Staff Reports shall be reviewed by Council and appropriate questions directed to the staff person through the Presiding Officer or Chair.

7.3.3 Staff Reports shall be accepted in Open Council by resolution.

## **8.0 Minutes**

8.1 The Clerk shall prepare minutes for all Council, Committee of the Whole and Closed Meetings and shall receive minutes from all other committees.

8.2 The minutes of a meeting shall record, without note or comment, all resolutions, decisions and other proceedings of the council which shall include the place, date and time of the meeting.

8.3 Such minutes as referred to in 8.1 may be received or received and adopted by Council without having been read at the meeting considering the question of their adoption.

8.4 The Clerk may audio record, to supplement the handwritten notes of the Clerk, the open meeting proceedings of Council or a Council workshop by audio tape, digital recording or other means of recording.

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- 8.5 The audio taped or digital recording of proceedings are not intended to, and do not, replace the written minutes of the proceedings of Council as adopted by resolution by Council.
- 8.6 Any recording of the proceedings will be destroyed upon adoption of the written minutes of the proceedings of Council.
- 8.7 When the minutes have been adopted by Council they shall be signed by the Mayor and the Clerk. All minutes shall be bound in suitable volumes and indexed and filed in accordance with the Record Retention By-law.

### **9.0 Correspondence and Petitions**

- 9.1 All petitions shall be on a form supplied by the Town and/or submitted in accordance with the Town's policy on petitions.
- 9.2 All correspondence or every petition to be presented to the Council shall be legibly written or printed, dated and contain a brief description of the subject matter and shall not contain any obscene or improper matter or language and shall be signed by at least one person and filed with the Clerk.
- 9.3 If, in the opinion of the Mayor or presiding officer, the correspondence or petition contains any obscene or improper matter or language, the Mayor or presiding officer shall decide whether it should be included in the agenda for a Council meeting.
- 9.4 To be placed on the upcoming Regular Meeting agenda, any correspondence or petition must be submitted to the Clerk no later than 4:00 p.m. on the Wednesday of the week preceding the Regular Council Meeting.
- 9.5 Upon the decision of the Mayor or presiding officer, subject to the provisions of this by-law, the Clerk shall provide a copy of the correspondence or petition to Council, but may be required to read part or all thereof by any member during the meeting.

### **10.0 Delegations and Presentations**

#### **10.1 Delegations**

- 10.1.1 Persons desiring to appear before Council as a delegation or to present a petition or make a presentation shall submit a request, in writing, to the Clerk no later than 4:00 p.m. on the Wednesday preceding the day of the Council meeting, stating the person's complete name, address, telephone number, reasons for their appearance and if applicable, the name, address,



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and telephone number of any person, corporation or organization which they are representing. Persons addressing Council shall confine their remarks to the stated business.

10.1.2 If a staff report is required to provide further information as a result of a delegation, the matter shall be referred to the appropriate department to report back to Council at the next appropriate meeting.

10.1.3 Any person or persons, not being members of Council, desiring to address the Council, shall be permitted to do so on a motion to that effect being carried by a majority vote of the members present.

10.1.4 A delegation shall be permitted to speak for a maximum of ten (10) minutes and possibly another ten (10) minutes for any questions of clarification.

10.1.5 Notwithstanding 10.1.4, a delegation consisting of two or more persons, shall be permitted to have two speakers only with each speaker being limited to speaking for a maximum of ten (10) minutes and ten (10) minutes for any questions of clarification.

10.1.6 Persons who, subsequent to the preparation of the agenda and prior to the commencement of a meeting, request to be heard and apply in writing to the Clerk may be heard upon majority approval of Council at the time of discussion, if it is considered either (a) urgent business; or, (b) matters listed on the agenda.

10.1.7 The priority in which delegations are heard shall be in accordance with the following:

- a) Known and listed delegations;
- b) Delegations who, subsequent to the preparation of the agenda and prior to the commencement of a meeting, apply in writing to the Clerk by 12:00 p.m. the date of the meeting, to be heard on a particular matter, if the matter is scheduled agenda business or if the matter is as defined under urgent business; and,
- c) Delegations that are heard in accordance with the application of the section regarding the suspension of the rules.

10.1.8 No person(s) shall be permitted to have delegation status to speak to the same subject more than one time unless otherwise requested by Council.

## **10.2 Presentations**

10.2.1 Members of staff, consultants or agencies may be asked to present an oral or written briefing report at the appropriate time during the meeting dealing with a specific item of business. Such information is not classified as a delegation.

10.2.2 Notwithstanding 10.1.4, the Clerk may schedule presentations by staff, staff retained consultants and other government bodies or agencies for the purpose of presenting information to Council which exceed the maximum time limit of ten (10) minutes.

## **11.0 Committee of the Whole**

11.1 Council may, by motion, move into Committee of the Whole, at any time.

11.2 The rules governing the procedure of Council and the conduct of members, shall be observed in Committee of the Whole, so far as they are applicable except that:

(a) Motions may be moved orally;

(b) Motions do not require a seconder;

(c) More discussion may be allowed, as determined by the committee;

(d) Committee of the Whole proceedings shall be ratified by Council prior to action being taken as a result of the proceedings.

11.3 Chairs of the Committee of the Whole, as listed on Regular Meeting agendas, are alternated through the members of Council on a monthly basis.

11.4 A member may by motion to move into the Committee of the Whole to consider Staff Reports.

11.5 The proceedings of the Committee of the Whole shall not be entered into the minutes.

11.6 A motion to "rise and report" shall be decided without debate.

## **12.0 Committees**

12.1 A committee may be established by Council at any time as is deemed necessary for consideration of matters within its jurisdiction.

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- 12.2 The Mayor shall be an ex-officio member of all committees and shall be entitled to all the rights of membership in a committee.
- 12.3 Membership on a sub-committee shall be from among the members of the committee to which the sub-committee shall report.
- 12.4 Membership on a committee may be extended to non-members from Council.
- 12.5 The Clerk or an employee of the corporation as recognized as a staff liaison shall provide support to a committee.
- 12.6 No committee shall meet while Council is in session.

### **12.7 *Advisory and Ad Hoc Committees***

- 12.7.1 Advisory and Ad Hoc Committees of Council shall be governed by the rules of this by-law as they are applicable.
- 12.7.2 Advisory and Ad Hoc Committees shall be appointed by by-law and such appointment shall be for the term of Council.
- 12.7.3 Advisory and Ad Hoc Committees shall consist of a number of members as set out in their Terms of Reference.
- 12.7.4 Ad Hoc Committees may be appointed for some special purpose, on a motion of a member, duly seconded and carried by the majority of the Council.
- 12.7.5 When an Ad Hoc Committee has completed its mandate with a final report to Council, it dissolves automatically.
- 12.7.6 Unless otherwise named by a motion of Council, a Committee shall, at its first meeting, appoint a Chairperson of such Committee from among the members.
- 12.7.8 A majority of all members of a Committee shall constitute a quorum.
- 12.7.9 Members of Council may attend meetings of any Advisory or Ad Hoc Committees to which they are not appointed members. They shall not be allowed to vote nor take part in discussion or debate, except by the permission of the majority of the members of the committee.

12.7.10 No order or authority to do any matter or thing shall be recognized as emanating from any Committee, unless it is in writing to the Council and approved by Council resolution.

### **13.0 Rules of Conduct of Members and Other Attendees**

13.1 A member or other attendees shall not:

1. Speak disrespectfully of the Reigning Sovereign, of any member of the Royal Family, of the Governor-General of Canada, of the Lieutenant-Governor of any Province, of any member of the Senate, of any member of the House of Commons of Canada, or any member of the Legislative Assembly of the Province of Ontario;
2. Speak on any subject other than the subject under debate;
3. Criticize any decision of the Council or Committee, except for the purpose of moving in accordance with the provision of the applicable section requesting reconsideration of that question;
4. Disturb the Council or Committee by any disorderly deportment or conduct;
5. Use profane or offensive words or insulting expressions;
6. Disobey the rules of the Council or Committee or a decision of the Chair or the Council or Committee on points of order or on the interpretation of the Rules of Procedures;
7. Leave their seat or make any noise or disturbance while a vote is being taken or until the result is declared.

13.2 A member shall:

1. Obtain the permission of the Chair to speak, prior to speaking to a question or motion;
2. Have the right to speak first in debate, if he or she is the author of the Question on the Floor or other motion under consideration;
3. When intending to introduce a motion, do so immediately, but may preface the motion with a few words of explanation, of which such words must not become a speech;

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4. When more than one member addresses the Chair at the same time, allow the Chair to name the member entitled to speak first, but may make a motion to change the priority of the speakers;
5. When they are called to order by the Chair, immediately cease speaking unless allowed to explain;
6. Obey the ruling of the Chair, subject to appeal to the Council or Committee in accordance with Section 5.1.3.

13.3 If the Chair desires to leave the position of the presiding officer before adjournment and fail to call some member to the position of the presiding officer, the Council or Committee may appoint a member to preside over the meeting until the business of the meeting is finished.

### **14.0 Rules of Conduct of Staff**

14.1 All staff will act in accordance with the Staff Code of Conduct.

#### **14.2 Clerk**

14.2.1 The Clerk shall, in addition to those duties prescribed by law, or by any by-law or resolution of the Council, perform the following duties:

- a) Supply all information relative to his/her office as the Council may require;
- b) Conform with all directions of the Council consistent with the by-laws of the Town and perform those duties prescribed elsewhere in this by-law;
- c) Notify the members of a committee of any meeting of the committee, when notified by the Head of Council or the Chair of a Committee, a minimum of forty-eight (48) hours in advance of the meeting;
- d) Attend or have a designate attend all meetings of Council and to record the minutes, orders, and requests of all such meetings as required by the Act; and,
- e) Provide, at the request of the chair, points of clarification arising from the interpretation of this by-law.

### **14.3 Staff Members**

- 14.3.1 Each staff member shall act in accordance with all statutory duties and shall act in a professional and respectful manner when addressing Council.

### **15.0 Rules of the Debate in Council**

- 15.1 Every member previous to speaking to any question or motion, shall address the Chair.
- 15.2 Every member present at a meeting of the Council when a question is put to vote (*Putting the Question*), shall vote thereon unless prohibited by any Statute of the Province, in which case the Clerk shall so record in the minutes.
- 15.3 If any member present at a meeting of the Council when a question is put to a vote and a recorded vote is taken, does not vote, he or she shall be deemed as voting in the negative except where he or she is prohibited from voting by any Statute of the Province, pursuant to Section 246(2) of the *Act*.
- 15.4 If a member disagrees with the announcement of the Chair that a question is carried or lost the member may, but only immediately after the declaration of the result by the Chair, object to the Chair's declaration and request a recorded vote to be taken or make a motion for *Division of the Assembly*.
- 15.5 When a recorded vote is requested, either before or after the vote but before proceeding with the next item of business, the Clerk shall call the names of each member starting with the name of the member so requesting, then proceed to the member sitting on the immediate right of the requesting Council Member then continue to move clockwise until each member of Council has voted and the Clerk shall record the name and vote of every member on any matter or question.
- 15.6 When the Chair calls for the vote on a question, each member shall occupy his or her seat and shall remain in his or her seat and shall remain in his or her place until the result of the vote has been declared by the Chair, and during such time no member shall speak to any other member or make any noise or disturbance.
- 15.7 When a member is speaking no other member shall pass between the speaker and the Chair, or interrupt the speaker except to raise a point of order.

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- 15.8 Any member may require the *Question on the Floor* motion under discussion to be read at any time during the debate but no so as to interrupt a member while speaking.
- 15.9 No member shall speak more than once to the same question without leave of the Council, except that a reply shall be allowed to be made only by a member who has presented the motion to the Council, but not by any member who has moved an amendment or a procedural motion.
- 15.10 No member shall speak to the same question, or in reply, for longer than four (4) minutes, without the leave of Council.
- 15.11 A member may ask a question only for the purpose of obtaining information relating to the matter under discussion and such question must be stated concisely and asked only through the Chair.
- 15.12 Notwithstanding the applicable section, when a member has been recognized as the next speaker, then immediately before speaking, such member may ask a question of or through the Chair on the *Question on the Floor* or matter under discussion but only for the purpose of obtaining information, following which the member may speak.
- 15.13 The following matters and motions with respect thereto may be introduced orally without written notice and without leave, except as otherwise provide by these Rules of Procedure:
1. a point of order;
  2. a privileged question;
  3. presentation of a petition;
  4. to adjourn;
  5. to lay on the table;
  6. to put the *Question on the Floor* to a vote.
- 15.14 The following matters and motions with respect thereto may be introduced without notice and without leave, but such motions shall be in writing signed by the mover and seconder, except as otherwise provided by these Rules of Procedure:
1. to amend;
  2. to suspend the Rules of Procedure;
  3. to postpone indefinitely;
  4. to postpone to a certain time;
  5. to go into the Committee of the Whole.

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- 15.15 During the proceedings of the Council or in the Committee of the Whole, the matter or motion shall be decided by the Chair who may, if necessary, consult with the Clerk, subject to an appeal to the Council upon a point or order, in accordance with Section 5.1.3.

### **16.0 Motions and Amendments**

#### **16.1 Notice(s) of Motion**

- 16.1.1 Notice of all new motions, except motions listed in Sections 15.13 and 15.14, shall be given in writing and duly signed at a meeting of Council or Committee, but shall not be debated until the next regular meeting of Council or Committee unless if such motion is delivered to the Clerk at least six (6) full business days preceding the date of the meeting at which such motion is to be introduced; and such motion shall be printed in full in the Agenda for that meeting of the Council or Committee and each succeeding meeting until the motion is considered or otherwise disposed.
- 16.1.2 When a member's *Notice of Motion* has been called from the Chair for two (2) successive meetings and not duly considered or otherwise disposed, it shall be dropped from the Agenda unless the Council or Committee otherwise decides.
- 16.1.3 If, at the third meeting, such notice of motion is put to a question by the Chair and not considered or otherwise disposed, it shall be deemed to have been withdrawn.
- 16.1.4 Any motion may be introduced without notice if the Council, without debate, dispenses with the notice requirements of Section 16.1.1, on the affirmative vote of at least two-thirds of the members present and voting.

#### **16.2 Motion to be Seconded**

- 16.2.1 A motion must be formally seconded before the Chair *States the Question* and can put the *Question* to a vote, or before the Clerk can record the motion and its result in the minutes.

#### **16.3 Stating the Question**

- 16.3.1 When a motion is presented in Council in writing, it shall be read aloud by the Chair.
- 16.3.2 When a motion is presented in Council orally, it shall be stated by the Chair and recorded by the Clerk before debate can occur.



#### **16.4 Motion Ultra Vires**

16.4.1 A motion in respect of a matter which is beyond the jurisdiction of the Council or Committee shall not be in order.

#### **16.5 Question on the Floor**

16.5.1. After a motion is stated by the Chair it shall be deemed to be in the possession of the Council or Committee but the motion may, with the permission of the Council, be withdrawn by the mover and seconder at any time before the Question is put or any amendment(s) made thereto.

16.5.2 A *Question on the Floor* for a decision must duly be considered or otherwise disposed before any other motion can be received, except other matters as listed in the applicable section.

16.5.3 A motion to refer a *Question on the Floor* to Committee of the Whole, a Committee of Council or an Advisory Body shall preclude all amendments of the main question until the motion to refer is duly considered or otherwise disposed.

#### **16.6 Previous Question**

16.6.1 A motion for the *Previous Question* is the motion used to bring the Council to an immediate vote on one or more pending *Questions*. It has the effect of closing debate and preventing any further amendment of the *Question On the Floor*. It does not prevent the making of any *Privileged Question*, nor does it prevent a special order set for a particular hour from interrupting the pending business.

16.6.2 A motion for the Previous Question only can be moved using the following words: "THAT THE QUESTION NOW BE PUT."

16.6.3 A motion for the *Previous Question* cannot be proposed when an amendment, pursuant to Section 16.7, is under consideration.

16.6.4 A motion for the *Previous Question* is not allowed in Committees.

#### **16.7 Amendments**

16.7.1 A motion to *Amend* shall adhere to the following rules:

1. be presented in writing (*Primary Amendment*) and duly seconded;

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2. be relevant or germane to the *Question On the Floor*;
3. not be used to amend something previously adopted;
4. not be worded such as to propose a direct negative of the *Question On the Floor*;
5. be duly considered or otherwise disposed of by Council or Committee before a previous amendment of the same question;
6. be amended only once (Secondary Amendment), and any further amendment must be to the main question;
7. be put to a vote in the reverse order to that in which it is so moved; and,
8. may be used to separate and dispose of distinct parts of a question.

**16.8 Privileged Motion**

16.8.1 A *Privileged Motion* shall receive the immediate consideration of the Chair and when resolved the *Question On the Floor*, so interrupted, shall be resumed at the point where it was suspended.

**16.9 Motion to Adjourn**

16.9.1 A *Motion to Adjourn* shall always be in order, except as provided in Section 16.9.2.

16.9.2 A *Motion to Adjourn* is not in order when:

1. a member is speaking to the *Question on the Floor*;
2. a member has already indicated to the Chair that he or she desires to speak to the *Question on the Floor*;
3. proposed during a vote or during the verification of a vote; or,
4. proposed immediately following the affirmative resolution for the *Previous Question*.

16.9.3 A *Motion to Adjourn* a meeting of Council shall be duly seconded, without debate and put to vote.

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- 16.9.4 A *Motion to Adjourn* the final regular meeting of Council's term, wherein unfinished business remains at the time of adjournment, has the effect of causing said unfinished business to fall to the ground. Such business may be introduced at the next session of Council, however, the same as if it had never been brought up.
- 16.9.5 A *Motion to Adjourn*, when resolved in the negative, cannot be made again until after some intermediate proceedings have been considered and disposed of by Council.
- 16.9.6 Immediately after a *Motion to Adjourn* has been put to a vote, and resolved in the affirmative, the Chair will declare the meeting adjourned, but not before allowing the members the time to motion for *Division of the Assembly*.

### **16.10 Reconsideration**

- 16.10.1 The purpose of reconsidering a vote is to permit correction of hasty, ill-advised, or erroneous action, or to take into account added information or a changed situation that has developed since the taking of a vote.
- 16.10.2 No discussion of a main question, once resolved, shall be allowed unless reconsidered.
- 16.10.3 After any question has been resolved, except a motion not subject to debate or one of indefinite postponement, any member who voted in the majority may, at the same or the subsequent meeting, make a motion for *Reconsideration* thereof.
- 16.10.4 A motion for Reconsideration shall include a statement by the mover of at least one valid reason why the main Question, so previously decided, must be reconsidered by Council.
- 16.10.5 No motion for Reconsideration shall be introduced, unless it is moved and seconded by two members from among those who voted with the majority that carried the main motion or Report.
- 16.10.6 No motion shall be reconsidered more than once.

### **17.0 Voting on Motions**

- 17.1 Immediately preceding the taking of the vote, the Chair shall state the *Question On the Floor* in the form introduced, in the precise form in which it will be recorded in the minutes.

## Schedule 'A' to By-law 15-xxxx The Town of Ingersoll Procedure By-law

- 17.2 After a *Question On the Floor* is stated by the Chair, no member shall speak to the question nor shall any other motion be made until after the vote is taken and the result has been declared.
- 17.3 Only members present when the Question On the Floor is stated by the Chair shall be entitled to vote on the question.
- 17.4 The manner of determining the decision of the Council or Committee on a Question On the Floor shall be decided prior to the vote being taken and at the discretion of the Chair, unless otherwise decided by Council
- 17.5 Whenever the vote regarding the Question On the Floor results in a tie, the questions shall be deemed to have been resolved in the negative.

### 18.0 By-Laws

- 18.1 Every By-law, previous to its being adopted by council, shall receive three readings.
- 18.2 Following approval by resolution of the introduction of the by-law(s) and the first and second reading, the by-law(s) shall be referred to the Committee of the Whole by resolution for discussion and amendment.
- 18.3 On the first and second reading following introduction, amendment or debate shall not be permitted. All amendments and debate on the context of the by-law(s) shall be restricted to Committee of the Whole.
- 18.4 The Committee shall rise, by written resolution, to report the by-law(s) passed in Committee with or without amendments. A vote to defeat the by-law(s) shall be taken at this stage.
- 18.5 By resolution, the by-law(s) shall be read a third time as presented or amended.
- 18.6 Every by-law passed by the Council shall:
  - (a) be numbered and dated on which the three readings were given and shall be entered thereupon by the Clerk; and,
  - (b) be under the seal of the Corporation and shall be signed by the Mayor and by the Clerk.

## 19.0 Closed Meeting

- 19.1 Except as provided in the *Municipal Act* s. 239 (2) and (3) all meetings shall be open to the public.
- 19.2 Meetings closed to the public must be closed by a motion to "Proceed into a *Closed Meeting*" with the said motion, duly seconded and passed, stating the general nature of the matter(s) to be considered at the *Closed Meeting*.
- 19.3 Where the public is excluded from a meeting, or portion thereof, no vote may be taken except a vote on a procedural matter or for the giving of directions or instructions to officers, employees or agents of the Town or persons retained by or under contract with the Town.
- 19.4 A meeting held for the purpose of educating or training the members of Council, local board or a committee may be closed to the public, provided that no member discusses or otherwise deals with any matter in any way that materially advances the business or decision-making of the Council, local board or committee.
- 19.5 For an education or training session, the resolution must state the reason it is to be closed under Section 239, subsection 3.1 of the *Municipal Act*, 2001.
- 19.6 The number of times a member may speak to any question shall not be limited during a *Closed Meeting*, provided that no member shall speak more than once until every member who desires to do so shall have spoken.
- 19.7 A member present at a *Closed Meeting* shall, prior to consideration of any matter, declare any pecuniary interest, direct or indirect, and the general nature thereof; and said member shall leave the *Closed Meeting*, or part thereof, during which the matter is under consideration. Said declaration shall be recorded in the minutes.
- 19.8 Any matter raised by a member, while in a *Closed Meeting* that was not listed on the resolution to "Proceed into "*Closed Meeting*", shall not be considered.
- 19.9 A motion to adjourn a *Closed Meeting* shall always be in order and be decided without debate, except when a member is in possession of the floor.

## Schedule 'A' to By-law 15-xxxx The Town of Ingersoll Procedure By-law

- 19.10 A copy of any report or document circulated as part of an agenda regarding a confidential matter shall be returned to the Clerk at the end of the meeting for destruction.
- 19.11 On reconvening in public session, the Chair shall accept a motion to resolve the matter publicly, or alternatively advise that direction had been given to staff during the closed meeting in accordance with the Municipal Act, 2001.

### **20.0 Adjournment**

- 20.1 The Council may adjourn its meeting from time to time.
- 20.2 The Council shall adjourn at the hour of 11:00 p.m. local time, if in session at that hour, unless a motion to continue receives at least two-thirds (2/3) vote of the majority of members present.
- 20.3 A Regular Council Meeting shall not be adjourned until a by-law confirming the proceedings of that meeting to the time of adjournment has been presented to and dealt with by the Council.

### **21.0 Use of Mobile Devices**

- 21.1 With the exception of the Fire Chief, all other cell phones, pagers, radios, etc. shall be switched to "off", silent or non-audible mode upon entry to the Council Chamber or meeting room.

### **22.0 Press Releases**

- 22.1 No individual member of Council or staff shall undertake to issue press releases or claim to speak on behalf of the Council without permission granted by motion in Council or municipal by-law or other direction of Council or the CAO.

### **23.0 Taping and/or Recording of Meetings (by other than the Clerk)**

- 23.1 Council or committee meetings, not held in closed, may be taped, televised or otherwise electronically or mechanically recorded by a cable television company, by any other licensed telecommunications company or by any other media at the back of the Council Chambers or meeting room and in such a manner as not to interfere with the proceedings of the meeting.
- 23.2 Should the recording interfere with the proceedings of the meeting, the recording privileges may be withdrawn. The ruling of the Presiding Officer

## Schedule 'A' to By-law 15-xxxx The Town of Ingersoll Procedure By-law

or Chair shall be final unless by appeal to the Council which shall decide upon the question without debate.

- 23.2 All media are to advise the Clerk at the beginning of the meeting of their intention to record.

### **24.0 Public Meetings under the *Planning Act***

- 24.1 Public meetings held pursuant to the *Planning Act* shall be held, whenever practical and in accordance with Notice Requirements, at 7:00 pm on the second Monday of every month during a Regular Council Meeting.

### **25.0 Repeal or Amendment of This By-Law**

- 25.1 This By-law is not to be amended or repealed except by a majority of all members of Council present.
- 25.2 No amendment or repeal of this By-law is to be considered at any meeting of the Council unless notice of the proposed amendment or repeal has been given at a previous regular meeting of the Council.

### **26.0 Miscellaneous**

- 26.1 For the purposes of this By-law, words used in the present tense include the future tense; words in singular number include the plural and words in the plural include the singular number; and the word "shall" is mandatory.



**DEPARTMENT:** Clerk's Department

**REPORT NO:** C-043-15

**COUNCIL MEETING DATE:** April 13, 2015

**TITLE:** Request for funding assistance for Athlete competing at National Level

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## **OBJECTIVE**

To discuss the possibility of granting funds to an athlete competing at the National level.

## **BACKGROUND**

Previously Council has made grants to individual athletes that have been successful enough to compete at the National level. The most recent grant was for an athlete competing at the World Games and that athlete was granted \$200.

Staff have received a request from Pauline Todd (see request attached) for her son Brayden Todd who is a wrestler and has just won gold OFSSA in Grade 9. He is intending to go to Nationals in Fredericton NB.

## **ANALYSIS**

Ideally these requests would come up during the grant process but from time to time they come up mid-year. In those cases it has been common for Council to still grant an amount to athletes that are competing at a National level.

## **INTERDEPARTMENTAL IMPLICATIONS**

N/A

## **FINANCIAL IMPLICATIONS**

This will be a minor financial impact to the Clerk's budget.



## **RECOMMENDATION**

**THAT** Council of the Town of Ingersoll grants \$\_\_\_\_\_ to Braydon Todd to assist in him competing at the National wrestling competition in Fredericton, New Brunswick.

Prepared by: Michael Graves, Clerk

Approved by: William Tigert, Chief Administrative Officer



Ann Wright &lt;awright@ingersoll.ca&gt;

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**Fwd: Inquiry**

1 message

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**Denise Zalewski** <dzalewski@ingersoll.ca>  
To: Ann Wright <awright@ingersoll.ca>

Thu, Mar 19, 2015 at 10:27 AM

Finance received this e-mail from someone looking for sponsorship, so I'm passing it on to you.

Denise Zalewski  
A/P / Accounting Clerk  
Town of Ingersoll  
(519)485-0120 ext 2262

----- Forwarded message -----

From: **Pauline Todd** <ptodd@peopleschoicewarranty.com>  
Date: Thu, Mar 19, 2015 at 10:20 AM  
Subject: Inquiry  
To: [finance@ingersoll.ca](mailto:finance@ingersoll.ca)

Good Morning my name is Pauline Todd, I have been a resident in Ingersoll all my life and reside here with my husband and 2 children. I have a 15 year old son named Brayden Todd he is a superb wrestler he has just won ofssa in grade 9 this year, He won Gold in Cadet provincials this year and many many more medals. We would like to send him to the upcoming Nationals in Fredericton NB but have realized that we are in need of financial assistance perhaps sponsorship does the Town of Ingersoll have anything like this in the budget? I'd love the opportunity to share his full story with you to see if he would be an eligible candidate. Please let me know if I'm speaking to the right dept or if there is a fit for us to further discuss. Thank you for all your time.

Sincerely

Pauline Todd



**DEPARTMENT: Operations (Building Department)**

**REPORT NO: OP-39-15**

**COUNCIL MEETING DATE: March 9, 2015**

**TITLE: Inactive/Unclosed (Stale) Permits – Update Report**

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## **OBJECTIVE**

To advise Council of progress in addressing inactive (stale) building permits, specifically new Single Family Dwellings, and to seek direction with respect to legal issues arising from pending action.

## **BACKGROUND**

This report is an update to Special Report OP-095-14 - presented at the regular scheduled Council meeting July 14, 2014 – which addressed the general status of all the inactive/unclosed (stale) permits. It was reported that the total number of unclosed building permits was 153 and that departmental personnel would begin a summary evaluation of all unclosed permits before undertaking any enforcement measures.

Since that time the Building Department personnel have taken account of all inactive/unclosed building permits, compiled an electronic inventory of all inactive/unclosed building permits from 2005 up to July of 2013, and have begun to reinvestigate properties with stale open permits in an effort to begin to reduce the unclosed/stale permit inventory. The reported number of stale/inactive permits grew by 3, to a new total of **156 outstanding permits**. This total includes permits issued for all construction types and all types of occupancies.

## **ANALYSIS**

Department personnel chose to begin the reinvestigation process by concentrating on building permits pertaining to residential new home construction. In particular, permits for the construction of single family dwellings, semis & row housing were evaluated.

### Difficulties Encountered

In the process of closing/eliminating these stale residential building permits, department personnel encountered a variety of issues which prevented the quick closure of these new residential construction permits. Issues preventing closure included:

- missing stages of inspections,
- missing or improper documentation,
- incomplete construction or construction still in progress, and
- the absence of a request for reinspection, by the permit holder or builder.

### Homes Occupied without Inspection

For occupancy to be established in a new residential unit certain finishes, and items pertaining to life safety systems must be in place, operable and inspected in accordance with **Div C. 1.3.3 of The Ontario Building Code**. Where a new house is occupied without an occupancy inspection or permit this lack of confirmation of the work done in accordance with the Act and Code can cause long-term financial and legal problems for the home owner as well as the Building Department and the Town.

Below is a summary of the status of these stale outstanding building permits to date as related to the total residential **Single Family Dwellings (SFD)**, and of that total how many are currently missing a major component (regulatory prescribed) of the requirements to grant an Occupancy Permit ;

<b>Total Stale Permits (2005-2013)</b>	<b>Total Stale (SFD) Permits (2005-2013)</b>	<b>Total Stale SFD Permits missing major component(s) for Occupancy (2005-2013)</b>
<b>156</b>	<b>20</b>	<b>4</b>

### **INTERDEPARTMENTAL IMPLICATIONS**

As described in the July 2014 report, stale permits can impact the Town at large and individual departments - examples range from:

- **(Health Unit, Fire/EMS Dept. & OPP)** Public health and safety hazards due to an increased risk of fire or other building emergencies where inspections were not complete and potentially not up to minimum Building Code. Inaccurate or incomplete information on properties buildings puts emergency services personnel at risk when/if called to attend an emergency at that property.
- **(Town and County Engineering and Public Works Depts.)** Increased risk of liability to the Town in relation to unresolved work which may affect the municipal Sewer and Potable Water servicing of private properties. These risks are due to potential for severe property damage and potential public health and safety concerns due to water and sewer contamination issues and/or potential source water protection problems where buildings are not completed in compliance with the Ontario Building Code.

## **FINANCIAL/LEGAL IMPLICATIONS**

### Tort due to Non-Compliance

When an occupancy permit is not obtained by the permit holder before the new homeowner moves in or takes possession of the house there is a potential risk of liability incurred by the builder and the Town as the regulatory authority having jurisdiction in relation to regulatory non-compliance – this may cause the Town to be in-tort against the new owner. The new owner of a home is also financially at risk where occupancy permits have not been issued or were the permit has not been closed as it can have reoccurring repercussions on the potential to sell their property.

### Solicitors Opinion

For the above reasons a legal opinion by the Town Solicitor may be necessary in order to limit the risk of financial and legal liability to the Town and the Building Official prior to proceeding with Final reinspections of permits issued for new residential construction but where no occupancy permit was issued and occupancy has since been established.

## **RECOMMENDATION**

1. **THAT** report Number OP-39-15 be received as information, and further that staff be directed to update the report on the progress of this project in another 6 to 12 months.
2. **AND FURTHER THAT** staff be directed to obtain an opinion from the municipal solicitor with respect to a best practice enforcement policy for inspections to establish readiness for occupancy and final completion of construction of a house were occupancy may have or established in a way not prescribed by the Ontario Building Code.

**Prepared by:** Brad Smale, CBO

**Review by:** Sandra Lawson, Town Engineer

**Approved by:** William Tigert, CAO



**DEPARTMENT: OPERATIONS**

**REPORT NO: OP-041-15**

**COUNCIL MEETING DATE: March 9, 2015**

**TITLE: Carr's Walkway**

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**OBJECTIVE:**

For Council to review the options of dealing with the building at 132 Thames Street South known as Carr's Walkway.

**BACKGROUND**

The Building at Carr's walkway is a 3 storey street facing mixed occupancy building. The construction appears to be masonry 3-whithe brick partitioning fire walls with in-fill wood frame floor and interior load bearing post and beam structure.

The Town has owned the building at 132 Thames Street South since 1994. In the fall of 1994 the Engineering Department was moved into the second floor of the building until the completion of Town Centre in 1996. In 1995 as part of a connection from Town Centre to the park, renovations were done to the ground floor to create the Carr's Walkway, public washrooms, and the lift and tower were added to the building.

For the last four to five years the ground floor has been leased to the Ingersoll Chamber of Commerce and the Ministry of Community, Safety and Correctional Services.

The 2<sup>nd</sup> floor has been used as both a residential apartment as well as a suite for business/personal services related uses, it was most recently leased to a consulting business/partnership (COMPASS Group). Presently, the second floor suite remains vacant.

The 3<sup>rd</sup> floor (penthouse level) is vacant and inaccessible without the use of ladders and fall-arrest equipment. As such no further information is available with respect to this area of the internal areas of the building, however it can be assumed that the suite is

approximately 30' x 24' in area, and is currently unheated. It is also assumed that the interior finishes and contents of the penthouse remain untouched and unmaintained since at least 1994.

## **ANALYSIS**

There are two options that Council can review for dealing with the Building.

### **Option 1 – Retaining the Building**

For the purpose of anticipating future operational costs and capital expenditures related to the operation and maintenance of Carr's walkway, a Building Condition Overview has been created and a synopsis of the buildings existing systems, the current condition of the systems and an estimate of their anticipated repair or replacement as well as an estimate of when these repairs or replacement may become necessary.

In addition to the Overview a summary of the existing additional issues for consideration with the building is identified, which have either a financial or regulatory implication to the Town and therefore need to be addressed regardless of the outcome of this report.

#### Building Condition Overview

##### Exterior Envelope and Roof

The structural and veneer brick elements are in good condition. Minor exterior repointing and repair of masonry elements exposed to freeze/thaw is needed.

Windows and Doors serving the 1<sup>st</sup> and 2<sup>nd</sup> floor are double glazed, aluminum-framed and are approximately 25 years old and appear to be in generally good condition.

The lower roof (over the 2<sup>nd</sup> floor) is a single-ply vinyl membrane system age approximately 6-8 years old. Other than the repairs required at the transition flashing for the RTU plenum penetrations, the lower roof is in good condition. The upper roof (over the 3<sup>rd</sup> floor/penthouse) appears to be a bituminous membrane system, age is approximately 40 years and though the upper roof has not leaked to date, it is due for immediate replacement based upon it's age and exposure.

##### Foundation

The building's foundation and buttressing system was repaired approximately 25 years ago and appears in good condition.

##### Electrical

The Electrical service appears to have been upgraded as recently as 20 years ago and is in generally good repair. The circuitry and hardwired fixtures and appliances all appear to be in generally good condition. Some existing light fixtures, receptacles and switches on the second floor are in need of repair or replacement.

## Plumbing

The drain wastes, and venting system have not been reviewed to date.

The buildings potable water service between the water meter and the underside of the 1<sup>st</sup> floor was replaced in 2014 due to a leak in a fitting.

The fixtures in the 2<sup>nd</sup> floor washrooms are approximately 20 years old or greater. Many of the fixtures are worn out and require replacement. Currently only one washroom on the 2<sup>nd</sup> floor is operational.

It can be assumed that the age of much of the potable plumbing throughout the building is approximately 20 years old or greater. Substantial replacement of the water lines should be considered within the next five years for preventative maintenance purposes.

## Fire Alarm System

The Fire alarm system is not currently in service/operation due to the current occupancy configuration of the building. The system is out of date and in need of substantial upgrades and repair prior to being commissioned for a future use (if the need were to arise).

## HVAC

The existing Heating, Ventilation, and Air Conditioning systems (HVAC) serving the building are two (2) gas-fueled central forced air Roof Top Unit (RTU) appliances. The units serve central forced air ductwork on the ground floor and second floor. The approximate age of both RTU's is 10-12 years. The approximate age of the ductwork is 30 years.

Immediate repairs necessary:

- roof mount flashing
- 1<sup>st</sup> flr. duct repair
- thermostat replacement

## Lift Device (Elevator)

The lift device is not in service as its operating license by the regulatory authority (TSSA) has been discontinued and the system "locked out" by the TSSA until the required repairs to the shaft, the hydraulics, and ancillary equipment are completed. The TSSA inspection deficiency list has been attached to this report for reference.

## **Additional Issues for Consideration**

### Lack of ladder access to Upper and Lower roofs

At the current time there is no fixed mounted roof access ladder or stair access to either roof area of the building. The lack of this access is a concern from a workplace health and safety stand point, due to the need to use extension ladders in excess of 10' in order to access and maintain the roof mounted HVAC equipment. This condition is



made worse by the lack of adequate tie-off cleats and anchorage system which creates an unsafe work condition for any personal attempting to maintain the equipment while on the roof.

It is recommended that a permanent exterior access ladder, fall arrest tie-offs and an exterior access to the 3<sup>rd</sup> floor/penthouse be installed to provide conditions conducive to Workplace Health and Safety requirements.

#### HVAC attenuation in ground floor suites

Due to the improper orientation and sizing of the duct work and the HVAC control systems, the occupants of the two ground floor suites are unable to adequately adjust the temperature of their work spaces. This has caused significant problems for both the occupant staff and Town staff, as the occupants are subjected to uncomfortable working conditions and are forced to repeatedly request Town maintenance staff to address the problem. Town maintenance staff often has to address this problem multiple times per week during spring and fall when variations in day time to nighttime temperatures are more extreme.

It is recommended that modifications to update the ductwork and the control systems for the Ground floor suites to automate temperature control in these areas be completed to ensure that our tenants remain satisfied with the suite.

#### Fire Alarm Decommissioning or Recommissioning

As mentioned the alarm system is not required at the current time in the buildings current occupant configuration; however the current occupancy configuration severely limits the permitted uses of the remaining 2<sup>nd</sup> and 3<sup>rd</sup> floor areas. Further, since the system was not physically decommissioned (only service discontinued for the central monitoring service contract) the system remains showing “operational” at the panel – this creates a risk of misrepresenting a sense of false security to the occupants of the building who might naturally assume that the building is protected by an operational fire alarm system.

It is recommended that the system either be decommission in accordance with regulatory requirements or repaired and recommissioned to operational status for at least the occupied areas of the ground floor and the areas of the building service equipment still operating

#### Lift Device/ Building Maintenance

As noted above the Lift Device serving the 2<sup>nd</sup> floor area has been “locked out” by the regulatory authority having jurisdiction over the operation of the device (TSSA) however, the derelict apparatus still constitutes a risk to the Town in that it is physically connected to the building at the foundation and at the 2<sup>nd</sup> floor cat walk and therefore needs to be maintained accordingly. If the lift is left in a non-operable “locked out” condition for too long it is likely that costs to repair the device will increase due to further deterioration of the shaft and housing and the hydraulic system serving the lift.

It is recommended that the device either be repaired and maintained in service of the 2<sup>nd</sup> floor and ground floor areas of the building, or that the device be decommissioned and that part of the building demolished and removed, to prevent further costs due to improper maintenance and lack of use.

## **Option 2 – Declare the Building Surplus and Sell It**

Staff has determined the potential selling price of the property but to discuss the disposition of land, Council should go into Closed Session.

## **FINANCIAL IMPLICATIONS**

Please find below a summary of Revenue/Expense attributable to Carr's Walkway. Revenue information is provided based on the actuals from the 2014 Operations Report and assumes no occupancy of the 2<sup>nd</sup> floor suite in 2015.

The expense table is broken down by the building system subcomponents summarized in the analysis and provides further analysis on:

- A basic operational service and utility cost per year by building system (Hydro, Gas, Water, and any contracted annual maintenance) and the 2014 taxes payable including the deducted municipal portion of the levy,
- Estimated cost of replacement of the sub-categorized operational building systems present within the building. It should be noted that these are very rough speculative estimates for which no quotation was obtained in support of the actual amounts. Real values may vary in price by tens of thousands of dollars, more or less.
- Estimated Costs of repairs proposed above as immediately necessary. Immediate necessary repairs are categorized as repairs that should be completed within the next 5 years,
- Determination of whether or not Capital Funds should be allocated in consideration of the proposed repairs, or whether they may be accommodated by way of the operational budget as maintenance repair expenditures.

### **Rental (Revenue):**

**1<sup>st</sup> Floor / year - \$13,067**  
**2<sup>nd</sup> Floor / year - \$0 (\$8400 in 2014)**

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**Total /year = \$13,067** (add 740/mo. if 2<sup>nd</sup> flr. is rented)

**Expenses (and proposed expenditures)**

Item	Operational Cost/Yr.	Est. Replacement/Major Repair Cost	Est. Cost of Repairs Proposed (Immediate to 5yrs)	Capital Project
Exterior Envelope/Roof	nil	\$85,000	\$15,000	Yes
Foundation	nil	\$150,000	none	No
Electrical	\$5,500	\$85,000	none	No
Gas	\$3,000	nil	none	No
Plumbing	\$1,545	\$75,000	\$5,000	No
Alarm System	\$0 (\$700)	\$60,000	\$10,000	Yes
HVAC	\$2,575	\$85,000	\$15,000	Yes
Maintenance	\$7,200	nil	none	No
Insurance	\$3,500	nil	none	No
Lift/Elevator	\$0 (\$1350)	\$175,000	\$10,000 (repair lift) \$30,000 (demo lift)	Yes Yes
		<b>\$715,000</b>	<b>\$55,000</b> (repair lift) <b>\$75,000</b> (demo lift)	

<b>Totals Utilities/yr:</b>	<b>\$23,320/yr</b> (+\$2,050/yr. lift and alarm)
<b>Taxes/yr. (Mun. Portion):</b>	<b>\$5,896.48</b> (\$2565.65)
<b>Subtotal Operational Costs</b> (incl. Utilities and Taxes):	<b>\$29,216.48</b>

**RECOMMENDATION**

That report Number OP-41-15 be received as information.

And that if Council wishes to choose Option 1 that staff develop a maintenance plan for the building and budget for the capital works in 2016 and 2017.

And that if Council wishes to choose Option 2 that staff schedule a closed session to discuss the disposal of the property.

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



**DEPARTMENT: OPERATIONS**

**REPORT NO: OP-046-15**

**COUNCIL MEETING DATE: April 13, 2015**

**TITLE: Carnegie Building**

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## **OBJECTIVE**

To advise Council on the status of the Carnegie Building

## **BACKGROUND**

Council was informed in December 2014, on the issues concerning the building condition.

The options identified at that time were;

- A) Repair the building and bring it back to a safe occupancy standard.
- B) Sell the building as is
- C) Demolish the building

At January 12<sup>th</sup> Council meeting, Council received a delegation from a group of citizens who were interested in saving the Carnegie Building. Staff suggested that if there were sufficient individuals that were willing to formally incorporate as a legal entity, with liability provisions, the potential for conveyance under certain conditions might be an option for consideration.

## **ANALYSIS**

### **Building Condition Overview**

Since the time of the **Property Maintenance and Life Safety Field Inspection Report** staff has proceeded to undertake further evaluation of the condition and status of the Carnegie Building.

## Designated Substances Report

A component of the evaluation was the completion of a Designated Substances Report (DSR) by OH Solutions – the DSR provides information on substances and material which are identified as hazardous to the occupants of a building and under what circumstances these substances might pose an immediate risk to the health and safety of the occupants of the building or the public at large. The DSR was conducted so as to better apprise Council of what (if any) difficulties might arise out of a decision to either renovate to return the building to a condition in which occupancy might be reestablished or to demolish the building.

The report is attached as a Schedule to this Report for Councils consideration, however in summary, the DSR:

- Has concluded that certain designated substances including lead, asbestos, pcb's, mold and mercury are present within the building
- These substances are in sufficient quantity and are oriented such that disturbing them via any renovation or demolition process would pose a risk to the occupants of the Building
- A minimum of Category 2 remediation methods are required in any future work proposed which might disturb these materials

### **Items requiring Immediate Attention**

#### **Boiler system**

The boiler serving the existing hydronic radiant heating system is in need of immediate replacement. Since undertaking this replacement would necessitate disturbing the asbestos-wrapped piping, the cost of the work will be considerably more expensive. Within the next couple of months, staff will be investigating the following three possible solutions for a heating system for the building;

- Boiler replacement and repair of hydronic distribution system (radiators),
- Installation of a replacement heating system (ie. gas-fired Forced air furnace and ductwork), or
- Strategically placed space-heating equipment (to attempt to preserve all heat-sensitive systems and services within the building)

#### **Secure and Repair Parapets and the Roofing System**

The condition of the parapet above the level of the roof membrane is deteriorated to the point where portions of the parapet may become mobile and could possibly topple when exposed to extreme wind or frost conditions.

In addition a follow up inspection of the roofs structural framing was completed in March by Town staff and it was determined that presently the existing roof structure is still serviceable and in generally good condition, however the existing roofing membrane is showing signs of leakage around the perimeter.

Due to the uncertainty of the soundness of the parapet under extreme environmental conditions (freeze thaw and/or wind) it is recommended that the repairs to both the roof membrane as well as the parapet be undertaken before this winter season.

### INTERDEPARTMENTAL IMPLICATIONS

In consultation with the Fire Department the standards for minimum fire safety have been addressed for an unoccupied building. Staff is continuing to inspect the building on a regular basis to ensure no servicing or maintenance related problems arise going forward.

### FINANCIAL IMPLICATIONS

Based on the Building Condition Assessment, and upon staff understanding of the necessary repairs, the following table shows the costs that have already been expended to address immediate risks to public health and safety as related to the building, the anticipated costs to continue to maintain the building in a safe but an unoccupied state into the immediate future and the minimum costs to renovate the building to a state of readiness for reestablishing occupancy within parts of the building.

	<b>Expense to Date</b>	<b>To Maintain Building to Minimum Serviceability</b>	<b>Renovation to Reoccupy Building</b>
Fire Safety	\$200		
Designated Substance Report	\$1800		
Services (Heating & Plumbing)		\$8-\$20,000	
Shell		\$80,000	\$147,000
Interiors			\$61,000
<b>Total</b>	<b>\$2000</b>	<b>\$88,000-\$100,000</b>	<b>\$208,000</b>

### RECOMMENDATION

That report Number OP-046-15 be received as information.

### ATTACHMENTS

Hazardous Materials Report

Prepared by: Brad Smale, CBO  
 Reviewed by: Sandra Lawson P.Eng., Town Engineer  
 Approved by: William Tigert, CAO



## HAZARDOUS BUILDING MATERIALS ASSESSMENT

1 Charles Street East  
Ingersoll, Ontario

Prepared for:

Town of Ingersoll  
130 Oxford St., 2nd Floor  
Ingersoll, ON N5C 2V5

March 31<sup>st</sup>, 2015

Project No.: 15-0420

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**APPENDICES**

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APPENDIX II Ontario Regulation 278/05  
Lead on Construction Projects Guideline  
Silica on Construction Projects Guideline  
EACO Mould Abatement Guidelines

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## 1.0 INTRODUCTION

OH Solutions Inc. (OHS) was retained by the Town of Ingersoll to conduct a Hazardous Building Materials Assessment within their facility located at 1 Charles Street East in Ingersoll, Ontario (the Site). The assessment included all accessible areas of the building.

This report was prepared to fulfil an Owner's requirements under Section 30 of the Ontario Occupational Health and Safety Act (as amended). Prior to tendering project work in buildings, the building owner or owner's agent must provide this report to constructors. The successful constructor must then provide this document to all future subcontractors prior to accepting bids.

"Designated Substance" as defined by the Ontario *Occupational Health & Safety Act* (OHSA) means "a biological, chemical or physical agent or combination thereof prescribed as a Designated Substance to which the exposure of a worker is prohibited, regulated, restricted, limited or controlled." Designated Substances include the following; asbestos, acrylonitrile, arsenic, benzene, coke oven emissions, ethylene oxide, isocyanates, lead, mercury, silica and vinyl chloride.

Based on the estimated construction date and the reported use of the building, the assessment also included Polychlorinated biphenyl's (PCBs), mould and ozone-depleting substances which, in our experience, are most likely to be present on-site.

The sections below explain our survey methodology and summarize the Designated Substances/Hazardous Building Materials found at the Site.

## 2.0 SURVEY METHODOLOGY

Unless otherwise noted, a thorough room by room inspection of all areas of the facility suspected of containing designated substances or hazardous building materials was conducted. Materials suspected of containing designated substances were visually identified, based on the surveyor's knowledge of the historic composition of building products. Mr. Andrew Whitman of OHS performed the fieldwork for this report on February 25, 2015. While on site OHS personnel conducted the following:

- Characterization the existing building data;
- Determined the approximate quantities, location and condition of accessible Designated Substances or Hazardous Building Materials. and;
- Conducted sampling of representative building materials and finishes

OHS targeted the following Designated Substances: asbestos, lead, mercury, and silica along with additional hazardous materials which are not classified as Designated Substances, PCBs, mould and ozone-depleting substances.

Concealed locations within the building, such as areas above drywall ceilings, chases and bulkheads were not included as part of the assessment.

Sampling for suspected asbestos-containing materials was conducted in accordance with Ontario Regulation 278/05. The regulation outlines the minimum requirement to determine if a homogeneous building material does not contain asbestos (i.e. 1, 3, 5 or 7).

The surveyor based the sampling strategy on the buildings age of construction, the buildings phases of construction and renovation information (if any) provided by the client.

Several samples of suspected asbestos-containing materials were collected and subsequently submitted for analysis. Preliminary identification was made using Polarized Light Microscopy (PLM), with confirmation of presence and type of asbestos made by dispersion staining optical microscopy following the U.S. Environmental Protection Agency's Test Method 600. This analytical procedure conforms to the requirements outlined in Ontario Regulation 278/05.

Samples were submitted to Crisp Analytical Laboratories, in Carrollton, Texas, USA. This laboratory is accredited under the National Voluntary Laboratory Accreditation Program (NVLAP) to perform asbestos analysis.

OHS collected samples of visually distinct painted finishes for determination of lead content. Where possible, OHS removed all layers of paint down to the buildings components unpainted surface. Samples of suspected lead-containing paint samples were collected and subsequently submitted for analysis. The suspected lead-containing paints were analyzed using flame atomic absorption spectroscopy (F.A.A.S.).

OHS submitted samples of suspected lead paint to Crisp Analytical Laboratories, in Carrollton, Texas, USA.

In addition to Designated Substances, OHS scope of work included the identification of PCBs in florescent light fixtures. OHS visually inspected random fixtures/ballasts and compared model numbers, serial numbers and date codes to Environment Canada Report EPS 2/CC/2 (revised) August 1991 - Identification of Lamp Ballasts Containing PCB's.

All other Designated Substances/Hazardous Building Materials were identified based on visual assessment and historical usage.

### **3.0 REGULATORY REQUIREMENTS**

As outlined above, under Section 30 of the Occupational Health and Safety Act, the intent of this assessment is to fulfil the owner requirements to determine whether any Designated Substances are present at a project site during tendering and/or before beginning construction.

Designated Substances are regulated under Ontario Regulation 490/09. This regulation outlines the occupational exposure limits (OELs) for each Designated Substance. While construction projects are generally exempt, the OELs establish an Ontario standard for worker protection.

In addition to Ontario Regulation 490/09, Asbestos is regulated under O. Reg. 278/05, Asbestos on Construction Projects and in Buildings and Repair Operation, as amended. Disposal of asbestos waste is subject to waste management regulations under Ontario Regulation 347/90, as amended. As outlined in the regulation, materials containing 0.5% or more asbestos (by dry weight) are considered asbestos-containing material and must follow the appropriate removal procedures as outlined in the regulation. The regulation classifies all disturbance of asbestos as Type 1, Type 2 or Type 3, each of which is associated with defined work practices.

The Ministry of Labour has issued drafted guidelines for control of lead and silica exposures on construction projects. The Guideline for Lead on Construction Projects and the Guideline for Silica on Construction Projects should be adhered to during construction projects in order to protect the health and safety of workers.

Unlike asbestos-containing materials, the MOL does not have a standard to state what percentage of lead or silica a material must have to be considered lead or silica-containing. Procedures that provide an equivalent level of protection should, therefore, be implemented on construction projects where exposure to lead and silica is possible.

It should be noted that The Environmental Abatement Council of Ontario has published a guideline (Lead Guideline for Construction, Renovation, Maintenance or Repair, 2014) that establishes a de minimis (i.e. virtually safe) level of lead in paint or surface coatings where a hazard would not likely be present. This guideline recommends procedures to protect against lead exposure when concentrations of lead in paint exceed 0.1% by weight, but suggests that finishes with concentrations below 0.1% by weight do not require lead specific precautions provided the material is not disturbed in an aggressive manner (e.g. grinding or sandblasting) and that general dust control is adequate.

Polychlorinated biphenyl's (PCBs) in equipment are regulated under Federal Regulation SOR/2008-273. This regulation replaces all previously existing PCB regulations and imposes deadlines for the elimination of all PCBs and PCB-containing materials currently in storage, and requires all other PCB equipment to be phased out.

There are currently no regulations specifically covering exposure to mould or outlining mould remediation practices. In addition, there are no occupational exposure limits stating acceptable levels of exposure without adverse health effects. However, sections 25 and 27 of the Ontario *Occupational Health and Safety Act* states that an employer must take every reasonable precaution to ensure the health and safety of their workers. This includes exposure to moulds. The EACO Mould Abatement Guideline's provide reasonable work procedures in order to protect the health and safety of workers with respect to mould.

#### **4.0 RESULTS**

The building is a one story structure with basement. The age of construction of the building was unknown at time of assessment. The size of the building footprint is approximately 1000 ft<sup>2</sup> per floor.

A summary of the Hazardous Building Materials identified at the facility is provided below:

##### **4.1 Asbestos-Containing Materials**

The following is a summary of the asbestos-containing materials that were encountered during the survey of the building.

###### **4.1.1 Sprayed Fireproofing and Blown-in Insulation**

Neither fireproofing nor blown-in insulation suspected to contain asbestos was observed during the assessment.

###### **4.1.2 Texture Finishes**

Texture coat finishes was not observed during the assessment of the buildings.

###### **4.1.3 Mechanical Insulation**

The mechanical insulation within the building is present on piping systems (in isolated areas) etc.

The following types of insulation were observed:

"Aircell", is white corrugated asbestos paper insulation. The aircell present in this building containing 58% chrysotile asbestos (Sample Group 04). Approximately 4 lft of aircell is present and in good condition and 1 lft of aircell is in fair condition.

"Asbestos parging cement", a mixture of cement and asbestos fibre has been applied to elbows, tees, valves (fittings). The parging cement contains 22% chrysotile asbestos (Sample Groups 03). Approximately 9 fittings are present and are in fair condition.

Asbestos mechanical insulation is found in the basement mechanical room. Asbestos mechanical insulation is possible in concealed locations in the building.

Within the building, the majority of piping was not insulated or insulated with non-asbestos fibreglass and PVC.

#### **4.1.4 Acoustic Ceiling Tiles**

Acoustic ceiling tile (2' x 4') suspected to contain asbestos were noted during the assessment of the building. Representative samples of these materials were collected and subsequently submitted for analysis. Asbestos was not detected in ceiling tiles samples submitted for analysis (Sample Groups 06, 08 and 09).

Cellulose tiles (1' x 1') and cellulose boards are present throughout the building. These materials were visually determined to not contain asbestos.

#### **4.1.5 Plaster and Drywall**

Rough plaster finishes were noted during the assessment of the building. Representative samples of these materials were collected and subsequently submitted for analysis. Asbestos was not detected in the plaster samples submitted for analysis (Sample Group 01).

Smooth plaster finishes were noted during the assessment of the building. Representative samples were collected and were subsequently submitted for analysis. Asbestos was not detected in the majority of samples submitted for analysis (Sample Group 07) however 1% chrysotile asbestos was detected in one of the samples.

Upon further review of the laboratory results and sample description, it appears the materials is a yellow finishing compound rather than white and therefore not consistent with the remainder of the sample group. The description and concentration of asbestos provided by the laboratory suggests that the material is a patch of drywall joint compound used during subsequent repairs in the building.

Drywall and associated drywall compound is present in various locations within the building. Representative samples of this material were submitted for analysis and do not contain asbestos (Sample Group 02).

#### **4.1.6 Asbestos Cement Products**

Asbestos cement products or "Transite" products were not observed during the assessment of the building.

#### **4.1.7 Vinyl Floor Tiles**

Historically, 9"x9" floor tiles have contained asbestos. Where observed, these floor tiles have been assumed to contain asbestos. 9" x 9" floor tiles are present on the main floor entrance and basement office under the carpet at the front of the building. Approximately 150 ft<sup>2</sup> of floor tile is present within the building and is currently in good condition.

Vinyl floor tiles (12"x12") were observed during this assessment of the building. Representative samples were collected and submitted for analysis. Asbestos was not detected in any of the samples submitted for analysis (Sample Group 05).

#### **4.1.8 Vinyl Sheet Flooring**

Vinyl sheet flooring suspected to contain asbestos was observed during this assessment of the building on the main floor of the library in the storage room. Representative samples were collected and submitted for analysis. Asbestos was detected at 24% chrysotile asbestos in the vinyl sheet flooring (Sample Group 10). Approximately 25 ft<sup>2</sup> of vinyl sheet flooring is present within the building and is currently in good condition.

#### **4.1.9 Asbestos Paper Products**

Asbestos paper products were not observed during the assessment of the building.

#### **4.1.10 Caulking and Sealants**

Exterior caulking suspected to contain asbestos was observed on exterior doors and windows of the building. Representative samples of this material were collected and submitted for analysis. Asbestos was not detected in any of the samples submitted for analysis (Sample Group 11).

#### **4.1.11 Roofing Materials**

During the assessment of this building asbestos-suspect roofing material was noted. Samples of this material were not collected as it would compromise the integrity of the roof system.

#### **4.1.12 Vermiculite**

Vermiculite was not observed within the accessible areas of the facility but may be present within inaccessible areas such as the cores of concrete block walls (where present).

#### 4.2 Lead

Several paint samples were collected and subsequently submitted for laboratory analysis. Lead concentrations ranged from none detected to 56.3836%. A summary of the current sampling is outlined below:

Sample #	Location	% Lead
P1	Light Cream Paint On Wall	<0.0110
P2	Light Blue Paint On Wall	<0.0108
P3	White Paint On Window Trim	36.9898
P4	Light Brown Paint On Wall	0.0320
P5	Dark Blue Paint On Wall	0.0353
P6	Exterior Brown Paint On Trim	56.3836

Lead is also suspected to be a component of the following:

- Solder on copper plumbing fixtures
- Mortar at brick veneer
- Lead wool or caulking in bell/spigot fittings on cast iron piping systems
- Lead-acid batteries

Sampling of the above was not conducted.

#### 4.3 Mercury

Mercury is present within fluorescent light tubes, thermostats and is suspected within building equipment utilizing mercury switches.

#### 4.4 Silica

Common construction sand contains free crystalline silica and is present in concrete products, mortar, brick, etc. These construction products are typically found throughout building structures.

#### 4.5 Acrylonitrile, Benzene, Isocyanates, Arsenic, Ethylene Oxide, Vinyl Chloride and Coke Oven Emissions

The presence of acrylonitrile, benzene, isocyanates, arsenic, ethylene oxide, vinyl chloride monomer or coke oven emissions are not expected at the Site.

#### 4.6 Ozone-Depleting Substances (ODS)

ODS may be present within the buildings cooling and refrigeration equipment.



#### 4.7 Mould and Water Damage

Visual evidence of water damage and mould growth was observed during the assessment. A summary is provided in the Table below.

Location	Mould
Basement Office	6 ft <sup>2</sup> of water stained 1 x 1 ceiling tile.
Basement Meeting Room	5 water stained 2 x 4 ceiling tiles. 8 ft <sup>2</sup> of mould on wood on exterior walls. 5 ft <sup>2</sup> of mould on wood storage units with an additional 3ft <sup>2</sup> of mould on wood wall.
Storage Room Under Front Entrance	Water leaking from above. 3-5 ft <sup>2</sup> of water staining/mould growth on wood beam and deck.
Basement Corridor	3 ft <sup>2</sup> of water staining to ceiling.
Entrance	5 ft <sup>2</sup> of water damage/mould to building materials.

#### 4.8 Polychlorinated Biphenyls (PCB)

Florescent light ballasts are present in various locations within the facility. Of the fixtures inspected, the majority of ballasts were new, however the fixtures within the library (GE 17A240N) are PCB containing. There are approximately 40 fixtures within the Library.

## 5.0 RECOMMENDATIONS

### 5.1 *Asbestos*

#### 5.1.1 **Asbestos Management Plan**

Asbestos-containing materials have been identified within the facility and therefore the building is subject to the requirement for an Asbestos Management Program, as specified under Ontario Regulation 278/05.

Where an owner knows that asbestos-containing materials has been used in the building, the owner shall,

- (a) Prepare and maintain on the premises a record of the location of the material,
- (b) Give any other person who is an occupier of the building written notice of any information in the record that relates to the area occupied by the person,
- (c) Give any employer with whom the owner arranges or contracts for work written notice of the information in the record, if the work,
  - (i) may involve material mentioned in the record, or
  - (ii) may be carried on in close proximity to such material and may disturb it;
- (d) Advise the workers employed by the owner who work in the building of the information in the record, if the workers may do work that,
  - (i) involves material mentioned in the record, or
  - (ii) is to be carried on in close proximity to such material and may disturb it;
- (e) Establish and maintain, for the training and instruction of every worker employed by the owner who works in the building and may do work;
- (f) Inspect the material mentioned and update the survey at reasonable intervals (annually) or whenever the owner becomes aware of new information relating to the matters within the survey.

### **5.1.2 Specific Recommendations**

A summary of recommendations regarding individual building material which contain asbestos is provided below. All asbestos-containing materials must be removed and disposed of in accordance with Ontario Regulation 278/05 and Ontario Regulation 347 (as amended) prior to building demolition or renovation activities which may disturb the material.

#### **5.1.2.1 Mechanical Insulations**

Asbestos-containing aircell and parging cement is present on piping in the basement. The majority of aircell insulation is in good condition however the bulk of the parging cement is in fair condition. It is recommended that all damaged asbestos-containing mechanical insulation be repaired or removed.

Any activity, which will disturb asbestos-containing mechanical insulation is governed by the procedures outlined in Ontario Regulation 278/05. The disturbance of less than one (1) square metre of asbestos-containing mechanical insulation may be performed as a Type 2 operation, while any greater disturbance requires Type 3 precautions.

#### **5.1.2.2 Plaster Finishes**

Asbestos was not detected in the rough plaster finishes however; asbestos was detected in one of the smooth plaster samples submitted for analysis. It is possible that the material analyzed may be a patch of drywall joint compound used during building repairs following initial construction.

Based on the above results, the smooth plaster would be considered an asbestos-containing material. Additional sampling of the smooth plaster may help confirm and potentially delineate the extent on asbestos within this material.

Any activity, which will disturb asbestos-containing plaster, is governed by the procedures outlined in Ontario Regulation 278/05. The disturbance of less than one (1) square metre of asbestos-containing plaster may be performed as a Type 2 operation, while any greater disturbance requires Type 3 precautions.

#### **5.1.2.3 Vinyl Floor Tile**

The 9"x9" floor tiles and associated mastic are in good condition and do not require remediation at this time.

Vinyl floor tiles and/or mastic are considered non-friable products and therefore may be removed, with manually powered tools, following the Type 1 procedures as outlined in Ontario Regulation 278/05. The use of powered equipment on non-friable asbestos materials, an activity which could result in the release of airborne fibres, must be performed under Type 3 precautions.

#### **5.1.2.1 Vinyl Sheet Flooring**

The asbestos-containing vinyl sheet flooring is currently in good condition and does not require remediation.

OHS recommends that asbestos-containing vinyl sheet flooring products be treated as friable materials and therefore any activity, which will disturb asbestos-containing vinyl sheet flooring, is governed by the procedures outlined in Ontario Regulation 278/05. The disturbance of less than one (1) square metre may be performed as a Type 2 operation, while any greater disturbance requires Type 3 precautions.

#### **5.1.3 Roofing Materials**

Roofing materials were not collected during the assessment. OHS recommends that these materials be assumed to contain asbestos unless sampling of the material proves otherwise.

Roofing materials are considered non-friable products. Non-friable materials may be removed, with manually powered tools, following Type 1 procedures outlined in Ontario Regulation 278/05. The use of powered equipment on non-friable asbestos materials, an activity which could result in the release of airborne fibres, must be performed under Type 3 precautions.

#### **5.1.4 Vermiculite**

OHS did not observe vermiculite during the assessment however based on the buildings age, may be present within the core of concrete block walls (where present). If vermiculite is discovered the material should be tested for asbestos content prior to its disturbance.

Vermiculite is considered a friable product. The disturbance of less than one (1) square metre of asbestos-containing mechanical insulation may be performed as a Type 2 operation, while any greater disturbance requires Type 3 precautions.

#### **5.2 Lead**

Lead is present within painted surfaces and suspected to be a component of solder on copper plumbing fixtures, mortar at brick veneer, wool or caulking in bell/spigot fittings on cast iron piping systems and within lead-acid batteries.

The majority of paint samples submitted for analysis were below 0.1% lead with the exception of the exterior and window trim paint. Lead concentrations within these paints were above 0.5% and are currently in good condition. Based on the 2014 EACO Guideline, these paints should be considered lead-containing paints and therefore should follow the appropriate classifications of Work Operations and corresponding procedures set forth in the Guideline.

Elevated airborne lead levels can result when uncontrolled work procedures such as drilling, cutting, removing, grinding, etc. are used on lead-based materials. The control of dust levels during the demolition of the buildings can be accomplished through proper work practices to reduce overall dust levels and providing workers with proper personal protective equipment.

OHS recommends the work procedures and personal protective equipment outlined within the MOL document 'Guideline – Lead on Construction Projects' (2004) be utilized during the disturbance or handling of the material.

### **5.3 Mercury**

Mercury is present in florescent light tubes, thermostats and suspected within building equipment utilizing mercury switches.

Exposure to airborne mercury is regulated under the Designated Substances regulation titled, *Ontario Regulation 490/09, Designated Substances*. Mercury waste must be handled and disposed of according to Ontario Regulation 347, as amended, and may be subject to Leachate Criteria (Schedule 4) of this regulation.

### **5.4 Silica**

Disturbance of materials containing silica will occur during demolition activities. Elevated airborne silica levels can result when uncontrolled work procedures such as drilling, cutting, removing, grinding, etc. are used on silica-containing materials.

OHS recommends the work procedures and personal protective equipment outlined within the MOL document 'Guideline – Silica on Construction Projects' (2004) be utilized during the disturbance or handling of the material.

### **5.5 Ozone-Depleting Substances (ODS)**

ODS are suspected in the refrigeration equipment within each restaurant. Servicing the above noted equipment must be conducted by a certified technician holding the appropriate trade qualifications. Similarly, air conditioning or refrigeration equipment that contains ODS must not be discarded unless the refrigerant is removed by a certified technician prior to disposal.

## 5.6 Polychlorinated Biphenyls (PCB)

PCB are present within the ballasts located within the Library. OHS recommends that all handling, storage and disposal be conducted in accordance with the Federal Chlorobiphenyls Regulation SOR/2008-273.

As outlined in the regulation, the end of use deadline for light ballasts and pole-mounted transformers containing greater than 50 mg/kg PCB's is December 31, 2025.

The Regulation sets forth specific deadlines for ending the use of liquids containing PCB's in concentrations at or above 50 mg/kg, eliminating all PCB's and PCB-containing equipment currently in storage and limiting the period of time PCB's can be stored before being eliminated.

The proposed regulation outlines the following deadlines;

- End-of-use deadline of December 31, 2009 for equipment containing greater than 500 mg/kg PCBs, or 50 mg/kg for equipment at or within 100 m of sensitive locations (schools, hospitals, water treatment plants, seniors residences, day cares, etc);
- The end-of-use deadline for this equipment may be extended to December 31, 2014, on a case-by-case basis;
- Elimination of all existing PCB storage sites by December 31, 2009, and prescribing a maximum storage time of one year for new sites close to sensitive locations; and,
- Labelling and reporting obligations for in-use and stored equipment, including preparation and submission to the Minister of an annual written report for PCB's in use and in storage.

## 5.7 Mould and Water Damage

Small amounts (<10ft<sup>2</sup>) of mould growth and water damage is present within sporadic locations within the building.

OHS recommends these materials be remediated using Level 1 (for areas with less than 10ft<sup>2</sup>) abatement procedures as outlined in the Environmental Abatement Council of Ontario's document titled "*Mould Abatement Guidelines*".

It should be noted that the the underlying cause of water accumulation must be rectified prior to remediation or the problem will reoccur. The most effective way to prevent mould contamination within a building is the prompt removal of any suspected

contaminated material and repairing the structural components of the building that lead to the water infiltration.

#### **6.0 LIMITATIONS AND WARRANTY**

OHS has prepared this report for the exclusive use of the Client in evaluating the Site at the time of OHS's assessment. OHS will not be responsible for the use of this report by any third party, or reliance on or any decision to be made based on it without the prior written consent of OHS. OHS accepts no responsibility for damages, if any, by any third party because of decisions or actions based on this report.

The findings contained in this report are based upon conditions as they were observed at the time of investigation. No assurance is made regarding changes in conditions subsequent to the time of investigation.

If new information is developed in future work, OHS should be contacted to re-evaluate the conclusions of this report and to provide amendments as required.

Respectfully submitted,

**OH Solutions Inc.**



Jeff Doherty, BSc  
Senior Occupational Hygienist

**APPENDIX I**  
**ASBESTOS AND LEAD SAMPLING RESULTS**



**CA Labs**Dedicated to  
Quality**Crisp Analytical, L.L.C.**1929 Old Denton Road  
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Phone 225-751-5632  
Fax 225-751-5634**Materials Characterization - Bulk Asbestos Analysis****Laboratory Analysis Report - Polarized Light****OH Solutions**119 Thames St S  
Ingersoll, ON N5C 2T3

Attn: Jeff Doherty

Customer Project: 15-0420, 1 Charles Street

Reference #: CAL15021449JE

Date: 03/04/15

**Analysis and Method**

Summary of polarizing light microscopy (PLM / Stereomicroscopy bulk asbestos analysis) using the methods described in 40CFR Part 763 Appendix E to Subpart E (Interim and EPA 600 / R-93 / 116 (Improved). The sample is first viewed with the aid of stereomicroscopy. Numerous liquid slide preparations are created for analysis under the polarized microscope where identifications and quantifications are performed. Calibrated liquid refractive oils are used as liquid mounting medium. These oils are used for identification (dispersion staining). A calibrated visual estimation is reported, should any asbestiform mineral be present. Other techniques such as acid washing are used in conjunction with refractive oils for detection of smaller quantities of asbestos. All asbestos percentages are based on calibrated visual estimation traceable to NIST standards for regulated of asbestos. Traceability to measurement and calibration is achieved by using known amounts and types of asbestos from standards where analyst and laboratory accuracy are measured. As little as 0.001% asbestos can be detected in favorable samples, while detection in unfavorable samples may approach the detection limit of 0.50% (well above the laboratory definition of trace).

**Discussion**

Vermiculite containing samples may have trace amounts of actinolite-tremolite, where not found by PLM should be analyzed using TEM methods and / or water separation techniques. Suspected actinolite/vermiculite presence will be indicated through the sample comment section of this report.

Fibrous talc containing samples may even contain a related asbestos fiber known as anthophyllite. Under certain conditions the same fiber may actually contain both talc and anthophyllite (a phenomenon called intergrowth). Again, TEM detection methods are recommended. CA Labs PLM report comments will denote suspected amounts of asbestiform anthophyllite with talc, where further analysis is recommended.

Some samples (floor tiles, surfacings, etc.) may contain fibers too small to be detectable by PLM analysis and should be analyzed by TEM bulk protocols.

A "trace asbestos" will be reported if the analyst observes far less than 1% asbestos. CA Labs defines "trace asbestos" as a few fibers detected by the analyst in several preparations and will indicate as such under these circumstances.

Quantification of <1% will actually be reported as <=1% (allowable variance close to 1% is high). Such results are ideal for point counting, and the technique is mandatory for friable samples (NESHAP, Nov. 1990 and clarification letter 8 May 1991) under 1% percent asbestos and the "trace asbestos". **In order to make all initial PLM reports issued from CA Labs NESHAP compliant, all <1% asbestos results (except floor tiles) will be point counted at no additional charge.**

**Qualifications**

CA Labs is accredited by the National Voluntary Accreditation Program (NVLAP) for selected test methods for airborne fiber analysis (TEM), and for bulk asbestos fiber analysis (PLM). CA Labs is also accredited by AIHA LAP, LLC. in the PLM asbestos field of testing for Industrial Hygiene. All analysts have a college degree in a natural science (geology, biology, or environmental science) or are recognized by a state professional board in one these disciplines. Extensive in-house training programs are used to augment education background of the analyst. The group leader of polarized light has received supplemental McCrone Research training for asbestos identification. Analysis performed at Crisp Analytical Labs, LLC 1929 Old Denton Road Carrollton, TX 75006

Dallas NVLAP Lab Code 200349-0 TEM/PLM EPA H20 TX 01402 TDH 30-0235  
AIHA LAP, LLC Laboratory #102929

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Quality

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Overview of Project Sample Material Containing Asbestos

<b>Customer Project:</b> 15-0420, 1 Charles Street		<b>CA Labs Project #:</b> CAL15021449JE	
Sample #	Layer Analysts Physical Description of Subsample	Asbestos type / calibrated visual estimate percent	List of Affected Building Material Types
03-01	03-01- <i>Parging Cement - Location 01 - Boiler Room/</i> tan insulation 1	<b>22% Chrysotile</b>	<i>tan insulation</i> <i>white surfaced tan layered insulation</i>
04-01	04-01- <i>Aircell - Location 01 - Boiler Room/</i> white surfaced tan layered insulation 1	<b>58% Chrysotile</b>	<i>tan surfaced tan finishing compound</i> <i>tan linoleum</i>
07-02	07-02- <i>Smooth Plaster - Wall - Location 07 - Corridor/</i> tan surfaced tan finishing compound 1	<b>1% Chrysotile</b>	
10-01	10-01- <i>Vinyl Sheet Flooring - Location 08 - Library/</i> tan linoleum 1	<b>24% Chrysotile</b>	

Dallas NVLAP Lab Code 200349-0 TEM/PLM EPA H20 TX 01402 TDH 30-0235  
**AIHA LAP, LLC Laboratory #102929**

**Glossary of abbreviations (non-asbestos fibers and non-fibrous minerals):**

ca - carbonate	pe - perlite	fg - fiberglass	pa - palygorskite (clay)
gypsum - gypsum	qu - quartz	mw - mineral wool	
bi - binder		wo - wollastinite	
or - organic		ta - talc	
ma - matrix		sy - synthetic	
mi - mica		ce - cellulose	
ve - vermiculite		br - brucite	
ot - other		ka - kaolin (clay)	

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**Crisp Analytical, L.L.C.**  
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Baton Rouge, LA 70809  
Phone 225-751-5632  
Fax 225-751-5634

**Polarized Light Asbestiform Materials Characterization**

**Customer Info:** Attn: Jeff Doherty  
**OH Solutions**  
119 Thames St S  
Ingersoll, ON N5C 2T3  
Phone # (519) 268 - 2200  
Fax # (866) 700 - 4975

**Customer Project:** 15-0420, 1 Charles Street  
**Turnaround Time:** 3 Days

**CA Labs Project #:** CAL15021449JE  
**Date:** 03/04/15  
**Samples Received:** 2/27/15 11:30am  
**Date Of Sampling:** 02/13/15  
**Purchase Order #:**

Sample #	Com ment	Layer #	Analyst Subsample	Description of Sample	Homogeneous (Y/N)	Asbestos type / calibrated visual estimate percent	Non-asbestos fiber type / percent	Non-fibrous type / percent
01-01		1		01-01- <b>Rough Plaster - Wall - Location 01 - Boiler Room/</b> gray plaster	y	<b>None Detected</b>		100% qu,ca
01-02		1		01-02- <b>Rough Plaster - Wall - Location 01 - Boiler Room/</b> gray plaster	y	<b>None Detected</b>		100% qu,ca
01-03		1		01-03- <b>Rough Plaster - Ceiling - Location 05 - Meeting Room/</b> tan surfaced gray plaster	n	<b>None Detected</b>		100% qu,bi,ca
01-04		1		01-04- <b>Rough Plaster - Wall - Location 05 - Meeting Room/</b> tan surfaced off-white finishing plaster	n	<b>None Detected</b>		100% mi,bi,ca
		2		01-04- gray plaster	y	<b>None Detected</b>		100% qu,ca
01-05		1		01-05- <b>Rough Plaster - Wall - Location 05 - Meeting Room/</b> tan surfaced off-white finishing plaster	n	<b>None Detected</b>		100% qu,bi,ca
		2		01-05- gray plaster	y	<b>None Detected</b>		100% qu,ca


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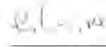
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Analysis Method: Interim (40CFR Part 763 Appendix E to Subpart E) / Improved (EPA-600 / R-93/116)  
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bi - binder	ot - other	wo - wollastinite	ka - kaolin (clay)
or - organic	pe - perlite	ta - talc	pa - palygorskite (clay)
ma - matrix	qu - quartz	sy - synthetic	

Approved Signatories:

  
Julio Robles  
Analyst

  
QAC  
Leslie Crisp, P.G.  
Technical Manager  
Chad Lytle

1. Fire Damage significant fiber damage - reported percentages reflect unfiltered fibers  
2. Fire Damage no significant fiber damage affecting fibrous percentages  
3. Actinolite in association with Vermiculite  
4. Layer not analyzed - attached to previous positive layer and contamination is suspected  
5. Not enough sample to analyze

6. Anthrophyllite in association with Fibrous Talc  
7. Contamination suspected from other building materials  
8. Favorable scenario for water separation on vermiculite for possible analysis by another method  
9. = 1% Result point counted positive  
10. TEM analysis suggested

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02-01		1		02-01- Drywall Compound - Wall 0 Location 01 - Boiler Room/ white compound	y	None Detected		100% mi.ca
02-02		1		02-02- Drywall Compound - Wall - Location 03 - Office/ white compound	y	None Detected		100% mi.ca
02-03		1		02-03- Drywall Compound - Wall - Location 05 - Meeting Room/ white compound	y	None Detected		100% mi.ca
02-04		1		Drywall Compound - Ceiling - Location 02-04- 07 - Corridor/ white surfaced white compound	n	None Detected		100% mi,bi,ca
02-05		1		Drywall Compound - Wall - Location 08 02-05- - Library/ green surfaced white compound	n	None Detected		100% mi,bi,ca
03-01		1		03-01- Parging Cement - Location 01 - Boiler Room/ tan insulation	y	22% Chrysotile	6% fg	72% qu,ca,ma
03-02		1		03-02- Parging Cement - Location 01 - Boiler Room/ tan insulation		Positive Stop		


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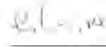
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or - organic	pe - perlite	ta - talc	pa - palygorskite (clay)
ma - matrix	qu - quartz	sy - synthetic	

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Sample #	Com ment	Layer #	Analysts Subsample	Physical Description of	Homo- geneo us (Y/N)	Asbestos type / calibrated visual estimate percent	Non-asbestos fiber type / percent	Non-fibrous type / percent
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03-03		1		03-03- <b>Parging Cement - Location 01 - Boiler Room/ tan insulation</b>		<b>Positive Stop</b>		
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04-01		1		04-01- <b>Aircell - Location 01 - Boiler Room/ white surfaced tan layered insulation</b>	n	<b>58% Chrysotile</b>	10% ce	32% qu,ca,ma
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04-02		1		04-02- <b>Aircell - Location 01 - Boiler Room/ tan layered insulation</b>		<b>Positive Stop</b>		
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04-03		1		04-03- <b>Aircell - Location 01 - Boiler Room/ tan layered insulation</b>		<b>Positive Stop</b>		
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05-01		1		05-01- <b>Vinyl Floor Tile - Location 02 - Washroom/ brown floor tile</b>	y	<b>None Detected</b>		100% qu,ca
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		2		05-01- <b>black mastic</b>	y	<b>None Detected</b>		100% gy,bi
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05-02		1		05-02- <b>Vinyl Floor Tile - Location 04 - Office/ brown floor tile</b>	y	<b>None Detected</b>		100% qu,ca
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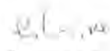
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or - organic	pe - perlite	ta - talc	pa - palygorskite (day)
ma - matrix	qu - quartz	sy - synthetic	

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Analyst



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Technical Manager  
Chad Lytle

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5. Not enough sample to analyze

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7. Contamination suspected from other building materials  
8. Favorable scenario for water separation on vermiculite for possible analysis by electron microbed  
9. < 1% Result point counted positive  
10. TEM analysis suggested

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05-02-		2		black mastic	y	None Detected		100% gy,bi
05-03		1		Vinyl Floor Tile - Location 05 - Meeting Room/ brown floor tile	y	None Detected		100% qu,ca
05-03-		2		black mastic	y	None Detected		100% gy,bi
06-01		1		Acoustic Ceiling Tile #1 - 2x4 - Location 03 - Office/ white surfacing	y	None Detected		100% qu,bi
06-01-		2		tan ceiling tile	y	None Detected	66% ce 34% fg	
06-02		1		Acoustic Ceiling Tile #1 - 2x4 - Location 04 - Office/ white surfacing	y	None Detected		100% qu,bi
06-02-		2		tan ceiling tile	y	None Detected	64% ce 36% fg	

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or - organic	pe - perlite	ta - talc	pa - palygorskite (clay)
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Julio Robles  
Analyst



QAC  
Leslie Crisp, P.G.

Technical Manager  
Chad Lytle

1. Fine Damage significant fiber damage - reported percentages reflect unaltered fibers  
2. Fine Damage no significant fiber damage affecting fibrous percentages  
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7. Contamination suspected from other building materials  
8. Favorable scenario for water separation on vermiculite for possible analysis by another method  
9. = 1% Result point counted positive  
10. TEM analysis suggested

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06-03		1	<b>Acoustic Ceiling Tile #1 - 2x4 - Location 05 - Meeting Room/ white surfacing</b>	y	<b>None Detected</b>		100% qu,bi
		2	tan ceiling tile	y	<b>None Detected</b>	65% ce 35% fg	
07-01		1	<b>Smooth Plaster - Ceiling - Location 04 - Office/ white finishing compound</b>	y	<b>None Detected</b>		100% qu,ca
		2	gray plaster	y	<b>None Detected</b>		100% qu,ma
07-02		1	<b>Smooth Plaster - Wall - Location 07 - Corridor/ tan surfaced tan finishing compound</b>	n	<b>1% Chrysotile</b>		99% mi,bi,ca
		2	white finishing compound	y	<b>None Detected</b>		100% qu,ca
		3	gray plaster	y	<b>None Detected</b>		100% qu,ca

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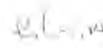
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<b>Smooth Plaster - Wall - Location 08 -</b>								
07-03		1		Library/ tan surfaced white finishing compound	n	<b>None Detected</b>		100% qu.bi.ca
		2		gray plaster	y	<b>None Detected</b>		100% qu.ca
<b>Smooth Plaster - Wall - Location 08 -</b>								
07-04		1		Library/ tan surfaced white finishing compound	n	<b>None Detected</b>		100% qu.bi.ca
		2		gray plaster	y	<b>None Detected</b>		100% qu.ca
<b>Smooth Plaster - Wall - Location 08 -</b>								
07-05		1		Library/ tan surfaced white finishing compound	n	<b>None Detected</b>		100% qu.bi.ca
		2		gray plaster	y	<b>None Detected</b>		100% qu.ca
<b>Acoustic Ceiling Tile #2 - 2x4 -</b>								
08-01		1		Location 05 - Meeting Room/ white surfacing	y	<b>None Detected</b>		100% qu.bi

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08-01-2	gray plaster			y	None Detected	66% ce 34% fg	
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08-02-1	Acoustic Ceiling Tile #2 - 2x4 - Location 05 - Meeting Room/ white surfacing			y	None Detected		100% qu,bi
---------	--	--	--	---	---------------	--	------------

08-02-2	tan ceiling tile			y	None Detected	64% ce 36% fg	
---------	------------------	--	--	---	---------------	------------------	--

08-03-1	Acoustic Ceiling Tile #2 - 2x4 - Location 05 - Meeting Room/ white surfacing			y	None Detected		100% qu,bi
---------	--	--	--	---	---------------	--	------------

08-03-2	tan ceiling tile			y	None Detected	65% ce 35% fg	
---------	------------------	--	--	---	---------------	------------------	--

09-01-1	Acoustic Ceiling Tile #2 - 2x4 - Location 08 - Library/ white surfacing			y	None Detected		100% qu,bi
---------	---	--	--	---	---------------	--	------------

09-01-2	tan ceiling tile			y	None Detected	36% ce 64% fg	
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Dallas NVLAP Lab Code 200349-0 TEM/PLM EPA H20 TX 01402 TDH 30-0235

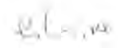
**AIHA LAP, LLC Laboratory #102929**

Analysis Method: Interim (40CFR Part 763 Appendix E to Subpart E) / Improved (EPA-600 / R-93/116)  
Preparation Method: HCL acid washing for carbonate based samples, chemical reduction for organically bound components, oil immersion for identification of asbestos types by dispersion attaining / becke line method.

ca - carbonate	mi - mica	fg - fiberglass	ce - cellulose
gypsum - gypsum	ve - vermiculite	nw - mineral wool	br - brucite
bi - binder	ol - other	wo - wollastonite	ka - kaolin (clay)
or - organic	pe - perlite	ta - talc	pa - palygorskite (clay)
ma - matrix	qu - quartz	sy - synthetic	

Approved Signatories:

  
Julio Robles  
Analyst

  
QAC  
Leslie Crisp, P.G.  
Technical Manager  
Chad Lytle

- 1. Fire Damage significant fiber damage - reported percentages reflect unaltered fibers
- 2. Fire Damage no significant fiber damage affecting fibrous percentages
- 3. Actinolite in association with Vermiculite
- 4. Layer not analyzed - attached to previous positive layer and contamination is suspected
- 5. Not enough sample to analyze

- 6. Anthrophyllite in association with Fibrous Talc
- 7. Contamination suspected from other building materials
- 8. Favorable scenario for water separation on vermiculite for possible analysis by another method
- 9. = 1% Result point counted positive
- 10. TEM analysis suggested

**CA Labs**  
Dedicated to  
Quality

**Crisp Analytical, L.L.C.**  
1929 Old Denton Road  
Carrollton, TX 75006  
Phone 972-242-2754  
Fax 972-242-2798

**CA Labs, L.L.C.**  
12232 Industriplex, Suite 32  
Baton Rouge, LA 70809  
Phone 225-751-5632  
Fax 225-751-5634

**Polarized Light Asbestiform Materials Characterization**

**Customer Info:** Attn: Jeff Doherty  
**OH Solutions**  
119 Thames St S  
Ingersoll, ON N5C 2T3  
Phone # (519) 268 - 2200  
Fax # (866) 700 - 4975

**Customer Project:** 15-0420, 1 Charles Street  
**Turnaround Time:** 3 Days

**CA Labs Project #:** CAL15021449JE  
**Date:** 03/04/15  
**Samples Received:** 2/27/15 11:30am  
**Date Of Sampling:** 02/13/15  
**Purchase Order #:**

Sample #	Com ment	Layer #	Analysts Physical Subsample	Description of	Homo- geneo us (Y/N)	Asbestos type / calibrated visual estimate percent	Non-asbestos fiber type / percent	Non-fibrous type / percent
09-02		1		09-02- Acoustic Ceiling Tile #2 - 2x4 - Location 08 - Library/ white surfacing	y	None Detected		100% qu,bi
		2		09-02- tan ceiling tile	y	None Detected	33% ce 67% fg	
09-03		1		09-03- Acoustic Ceiling Tile #2 - 2x4 - Location 08 - Library/ white surfacing	y	None Detected		100% qu,bi
		2		09-03- tan ceiling tile	y	None Detected	35% ce 65% fg	
10-01		1		10-01- Vinyl Sheet Flooring - Location 08 - Library/ tan linoleum	y	24% Chrysotile		76% gy,ma
		2		10-01- tan mastic				
10-02		1		10-02- Vinyl Sheet Flooring - Location 08 - Library/ tan linoleum		Positive Stop		

Dallas NVLAP Lab Code 200349-0 TEM/PLM EPA H20 TX 01402 TDH 30-0235

**AIHA LAP, LLC Laboratory #102929**

Analysis Method: Interim (40CFR Part 763 Appendix E to Subpart E) / Improved (EPA-600 / R-93/116)  
Preparation Method: HCL acid washing for carbonate based samples, chemical reduction for organically bound components, oil immersion for identification of asbestos types by dispersion attaining / becke line method.

ca - carbonate	mi - mica	fg - fiberglass	ce - cellulose
gypsum - gypsum	ve - vermiculite	mw - mineral wool	br - brucite
bi - binder	ot - other	wo - wollastinite	ka - kaolin (clay)
or - organic	pe - perlite	ta - talc	pa - palygorskite (clay)
ma - matrix	qu - quartz	sy - synthetic	

Approved Signatories:



Julio Robles  
Analyst



QAC  
Leslie Crisp, P.G.

Technical Manager  
Chad Lytle

- 1. Fire Damage significant fiber damage - reported percentages reflect unaltered fibers
- 2. Fire Damage no significant fiber damage affecting fibrous percentages
- 3. Actinolite in association with Vermiculite
- 4. Layer not analyzed - attached to previous positive layer and contamination is suspected
- 5. Not enough sample to analyze

- 6. Anthrophyllite in association with Fibrous Talc
- 7. Contamination suspected from other building materials
- 8. Favorable scenario for water separation on vermiculite for possible analysis by another method
- 9. = 1% Result point counted positive
- 10. TEM analysis suggested

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Quality

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Baton Rouge, LA 70809  
Phone 225-751-5632  
Fax 225-751-5634

**Polarized Light Asbestiform Materials Characterization**

**Customer Info:** Attn: Jeff Doherty  
**OH Solutions**  
119 Thames St S  
Ingersoll, ON N5C 2T3

**Customer Project:**  
15-0420, 1 Charles Street  
**Turnaround Time:**  
3 Days

**CA Labs Project #:**  
CAL15021449JE  
**Date:** 03/04/15  
**Samples Received:** 2/27/15 11:30am  
**Date Of Sampling:** 02/13/15  
**Purchase Order #:**

**Phone #** (519) 268 - 2200  
**Fax #** (866) 700 - 4975

Sample #	Com ment	Layer #	Analysts Physical Description of Subsample	Homo-geneo us (Y/N)	Asbestos type / calibrated visual estimate percent	Non-asbestos fiber type / percent	Non-fibrous type / percent
----------	----------	---------	--	---------------------	--	-----------------------------------	----------------------------

4		10-02-2	tan mastic				
10-03		10-03-1	Vinyl Sheet Flooring - Location 08 - Library/ tan linoleum		Positive Stop		
4		10-03-2	tan mastic				
11-01		11-01-1	Caulk - Exterior/ white surfaced gray sealant	n	None Detected		100% qu.gy.bi
11-02		11-02-1	Caulk - Exterior/ white surfaced gray sealant	n	None Detected		100% qu.gy.bi
11-03		11-03-1	Caulk - Exterior/ white surfaced gray sealant	n	None Detected		100% qu.gy.bi

Dallas NVLAP Lab Code 200349-0 TEM/PLM EPA H20 TX 01402 TDH 30-0235

**AIHA LAP, LLC Laboratory #102929**

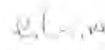
Analysis Method: Interim (40CFR Part 763 Appendix E to Subpart E) / Improved (EPA-600 / R-93/116)  
Preparation Method: HCL acid washing for carbonate based samples, chemical reduction for organically bound components, oil immersion for identification of asbestos types by dispersion attaining / becke line method.

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gypsum - gypsum	ve - vermiculite	mw - mineral wool	br - brucite
bi - binder	ol - other	wo - wollastonite	ka - kaolin (clay)
or - organic	pe - perlite	ta - talc	pa - palygorskite (clay)
ma - matrix	qu - quartz	sy - synthetic	

Approved Signatories:



Julio Robles  
Analyst



QAC  
Leslie Crisp, P.G.

Technical Manager  
Chad Lytle

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- 6. Anthrophyllite in association with Fibrous Talc
- 7. Contamination suspected from other building materials
- 8. Favorable scenario for water separation on vermiculite for possible analysis by another method
- 9. < 1% Result point counted positive
- 10. TEM analysis suggested

**CA Labs**  
Dedicated to Quality

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Baton Rouge, LA 70809  
Phone 225-751-5632  
Fax 225-751-5634

## Atomic Absorption Lead Report

Analysis Method: Lead in Paint analyzed by Atomic Absorption (AA)/SW-846-7420;  
This analysis is not covered by the scope of accreditation by NVLAP or AIHA.

Sample Prep Method: Samples are dissolved in nitric acid, extracted, and analyzed on a properly calibrated AA; Absorbency curve was calculated, bandwidth corrected, and wavelength at the time of the analysis was measured and recorded.

**Client Information:**  
OH Solutions  
119 Thames St S  
Ingersoll, ON N5C 2T3

**Phone:** 519-268-2200  
**Fax:** 866-700-4975

**Client Project:**  
15-0420, 1 Charles Street

**Turnaround Time:** 3 Days  
**Attn:** Jeff Doherty

**CA Labs Project #:**  
CAL15021450CB

**Date of Sampling:** None Given  
**Report Date:** 3/4/15  
**Samples Received:** 2/27/15 11:30am  
**Purchase Order #:**


Sample#	Sample Concentration: parts per million (ppm)	Weight Percent:
P1 Light Cream Paint on Wall – Location 03 – Office	<109.65	<0.0110
P2 Light Blue Paint on Wall – Location 04 – Office	<107.99	<0.0108
P3 White Paint on Window Trim – Location 04 – Office	369,897.95	36.9898
P4 Light Brown Paint on Wall above Ceiling on Plaster Wall – Location 05 – Meeting Room	319.50	0.0320
P5 Dark Blue Paint on Wall – Location 08 – Library	352.54	0.0353
P6 Exterior White Paint on Window Trim	563,835.93	56.3836
Lab Blank	< 1.00	---

**Quality Control:**


**Duplicate:** 1.0 RPD  
**Spike:** 98.4 % Recovery

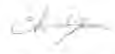
NVLAP # 200349-0

Approved Signatories:

  
Robert Olivarez  
Analyst

TDH # 30-0235  
Page 1 of 1

  
Leslie Crisp  
Laboratory Director

  
Chad Lytle  
Senior Analyst

**Notes:**

The current guidelines for lead in paint from the Consumer Products Safety Council (CPSC) is 0.06% by weight; the Housing and Urban Development (HUD) guideline is 0.5% by weight.

CA Labs is participating in ELPAT rounds sponsored by American Industrial Hygiene Association (AIHA) and National Lead Laboratory Program (NLLAP). This test reports relates only to the items tested. Neither AIHA, NVLAP nor EPA accreditation implies endorsement by any US Government agency. CA Labs is accredited by the American Industrial Hygiene Association (AIHA L.A.P., L.L.C.) in the TEM, PLM, and PCM asbestos fields of testing for Industrial Hygiene and in the culturable fungi field of testing for Environmental Microbiology. This report may not be reproduced except in full without written permission from CA Labs. This Method is not covered by the AIHA accreditation for Environmental Hygiene.

These results are submitted pursuant to CA Labs' current terms and condition of sale, including the company's standard warranty and limitation of liability provisions and no responsibility or liability is assumed for the manner in which the results are used or interpreted. Unless notified in writing to return the samples covered by this report, CA Labs will store the samples for a period of ninety (90) days before discarding. A shipping and handling fee may be assessed for the return of any samples.

Analysis performed at Crisp Analytical Labs, LLC 1929 Old Denton Road Carrollton, TX 75006; phone (972) 242-2754, fax (972) 242-2798.

**CA Labs**  
Dedicated to Quality

**Crisp Analytical, L.L.C.**  
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Carrollton, TX 75006  
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Fax 972-242-2798



**CA Labs, L.L.C.**  
12232 Industriplex, Suite 32  
Baton Rouge, LA 70809  
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**ATOMIC ABSORPTION  
LEAD ANALYSIS  
LABORATORY ANALYSIS REPORT**

**OH Solutions**  
119 Thames St S  
Ingersoll, ON N5C 2T3

Reference number: CAL15021450CB

**LABORATORY ANALYSIS:**

Summary of lead analysis by atomic absorption in all relevant media using the method described in SW-846-7420. All analysts have received the necessary in-house and extramural training to perform analysis of samples for the presence of lead. A duplicate analysis is performed on greater than ten percent of all samples. A spiked concentration sample is analyzed with each sample group for instrument calibration. All analysts are required to participate in quality control analysis rounds. Instrument calibrations are performed on a daily, weekly, and monthly basis.

CA Labs is accredited by the National Voluntary Laboratory Accreditation Program (NVLAP) for selected test methods for airborne fiber analysis (TEM) and by the USEPA for analysis of asbestos in drinking water. CA Labs is accredited by the American Industrial Hygiene Association (AIHA LAP, LLC) PLM, TEM and PCM Asbestos fields of testing for industrial hygiene. This analysis is not covered by the scope of accreditation by NVLAP. This method is not covered by the AIHA accreditation for Industrial Hygiene.

This report must not be used to claim product endorsement by AIHA or any agency of the U.S. Government. This test relates only to the items described and tested herein. This report may not be reproduced except in full, without written permission by CA Labs.

**METHOD:**

The procedure for paint chip analysis follows AOAC5.009(974.02) and SW-846-7420. The analysis of soil, wipes, and wastewater for the presence of lead is also referenced by SW-846-7420. Methodology for the analysis of lead in air samples follows NIOSH Method 7082.

Analysis performed at Crisp Analytical Labs, L.L.C. 1929 Old Denton Road Carrollton, TX 75006: phone (972) 242-2754; fax (972) 242-2798.

Dallas NVLAP 200349-0 TEM / PLM EPA H<sub>2</sub>O TX 01402 TDH 30-0235 AIHA LAP, LLC Laboratory #102929

**APPENDIX II**

**ASBESTOS REGULATION 278/05, LEAD ON CONSTRUCTION PROJECTS  
GUIDELINES, SILICA ON CONSTRUCTION PROJECTS GUIDELINES AND 2010  
EACO GUIDELINES**



**DEPARTMENT:** Operations

**REPORT NO:** OP-047-15

**COUNCIL MEETING DATE:** April 13, 2015

**TITLE:** Transportation Management Committee – Traffic & Parking Changes

---

### **OBJECTIVE**

For Council approval of traffic changes to the Traffic and Parking By-law.

### **BACKGROUND**

The Transportation Management Committee meets on a quarterly basis to discuss transportation and parking issues in the Town. The Committee met on March 25, 2015 and discussed a number of parking and traffic issues.

### **ANALYSIS**

The Town received a request from TVSB staff and the Principal of Laurie Hawkins Public School about vehicle speeds around the school. They were asking the Town to consider posting a 40 km/hr school zone on the streets around the school. Staff and the OPP investigated the situation and agree with the Principal that in order to protect the safety of the school children a lower speed limit should be by-lawed around the school. As well, Town Council recently posted 40 km/hr school zones around three other elementary schools in the Town.

Therefore the Transportation Management Committee is recommending that 40 km/hr speed signs be posted on Wonham Street from Bell Street north to the end and Innes Street from Cashel Street to Margaret Street.

### **FINANCIAL IMPLICATIONS**

The cost to install the speed limit signage will be approximately \$400.00 and will come from the Public Works Operating Budget.

## **RECOMMENDATION**

**THAT** report Number OP-047-15 be received as information

**AND THAT** staff be directed to make the changes noted in this report to the Traffic and Parking By-law and further that the changes be completed as soon as possible.

**AND FURTHER THAT** the Clerk provide notice of the changes in an appropriate manner.

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

Approved by: William Tigert, CAO





**DEPARTMENT: Parks & Recreation**

**REPORT NO: R-042-15**

**COUNCIL MEETING DATE: April 13, 2015**

**TITLE: Ingersoll Safe Cycling Committee – 2<sup>nd</sup> Annual Family Bike Ride**

---

## **OBJECTIVE**

The purpose of this report is to obtain Council's approval to allow the Ingersoll Safe Cycling Committee to run the 2<sup>nd</sup> Annual Family Bike Ride on Sunday, May 24, 2015 (Rain Date – May 31, 2015) from 12:30 om to 3:30 pm on various streets in the Town of Ingersoll.

## **BACKGROUND**

In 2013 the Town established an Ad Hoc Committee to enhance the safety and viability of cycling in the Town of Ingersoll. The Ingersoll Safe Cycling Committee is to act as an advocate for the growth of cycling as a form of recreation and transportation, while promoting safety and fitness for people of all ages and abilities.

The Executive of the Ingersoll Safe Cycling Committee is comprised of:

Chair - Randy Lewis

Secretary - Denise Does

Treasurer - Carol Dimmers

Town Council Representatives - Deputy Mayor Freeman, Councillor Brian Petrie

Engineering Department Representatives - Sandra Lawson, Jordan Sangers

Parks & Recreation Department - Bonnie Ward

County of Oxford Representative – Lorna Borratto

Ingersoll OPP Detachment - Community Sergeant Sam Horton

Community Members At Large

## **ANALYSIS**

ISCC has been planning and organizing the 2<sup>nd</sup> Annual Family Bike Ride (5km, 10km & 20km) to raise awareness of the Safe Cycling Committee, Safe Cycling Routes and the Share the Road Program.

The Family Bike Ride is scheduled for:

Date: Sunday, May 24, 2015, Rain Date – Sunday, May 31, 2015

Location: Victoria Park

Time: 12:30 pm – Registration

1:00 pm – Bike & Helmet Safety Checks

1:30 pm to 2:30 pm – Bike Ride

Other activities planned during the Bike Ride included:

Biking Demonstrations -Bike Polo, Unicyclist, Kid's Bike Decorating Contest, Free Donated Used Bike Exchange, Free Bike Repairs.

ISCC has been working with the Ingersoll OPP to develop the Family Bike Ride Routes and a Bike Ride Safety Plan. The Safety Plan includes: Training of Route Marshals, Route Signage, First Aid, Bike Safety Vehicles and Communications etc.

The Family Bike Ride starts and finishes at Victoria Park. There are two routes – 5km, 10km. The 10km route will be used twice for the 20km ride. The Committee has also planned a 1km bike ride for the younger kids around the track in Victoria Park.

The ISCC is an Ad Hoc Committee of Council therefore the Family Bike Ride and all the Ingersoll Safe Cycling Committee Members and Volunteers would be covered under the Town of Ingersoll's liability insurance coverage.

## **INTERDEPARTMENTAL IMPLICATIONS**

None

## **FINANCIAL IMPLICATIONS**

The Town of Ingersoll approved \$5,000 in the 2015 Operating Budget for the Ingersoll Safe Cycling Committee. These funds are to be used for special events/programs, such as the Family Bike Ride. ISCC is also seeking community sponsorships to help fund this event.

## **RECOMMENDATION**

**THAT** Council gives permission to the Ingersoll Safe Cycling Committee to host the 2<sup>nd</sup> Annual Family Bike Ride on Sunday, May 24, 2015, Rain Date – May 31, 2015 from 12:30 pm to 3:30pm;

**AND FURTHER THAT** Council authorizes ISCC to utilize various streets in the Town of Ingersoll for the Family Bike Ride (Family Bike Ride Routes – Appendix A).

## **ATTACHMENTS**

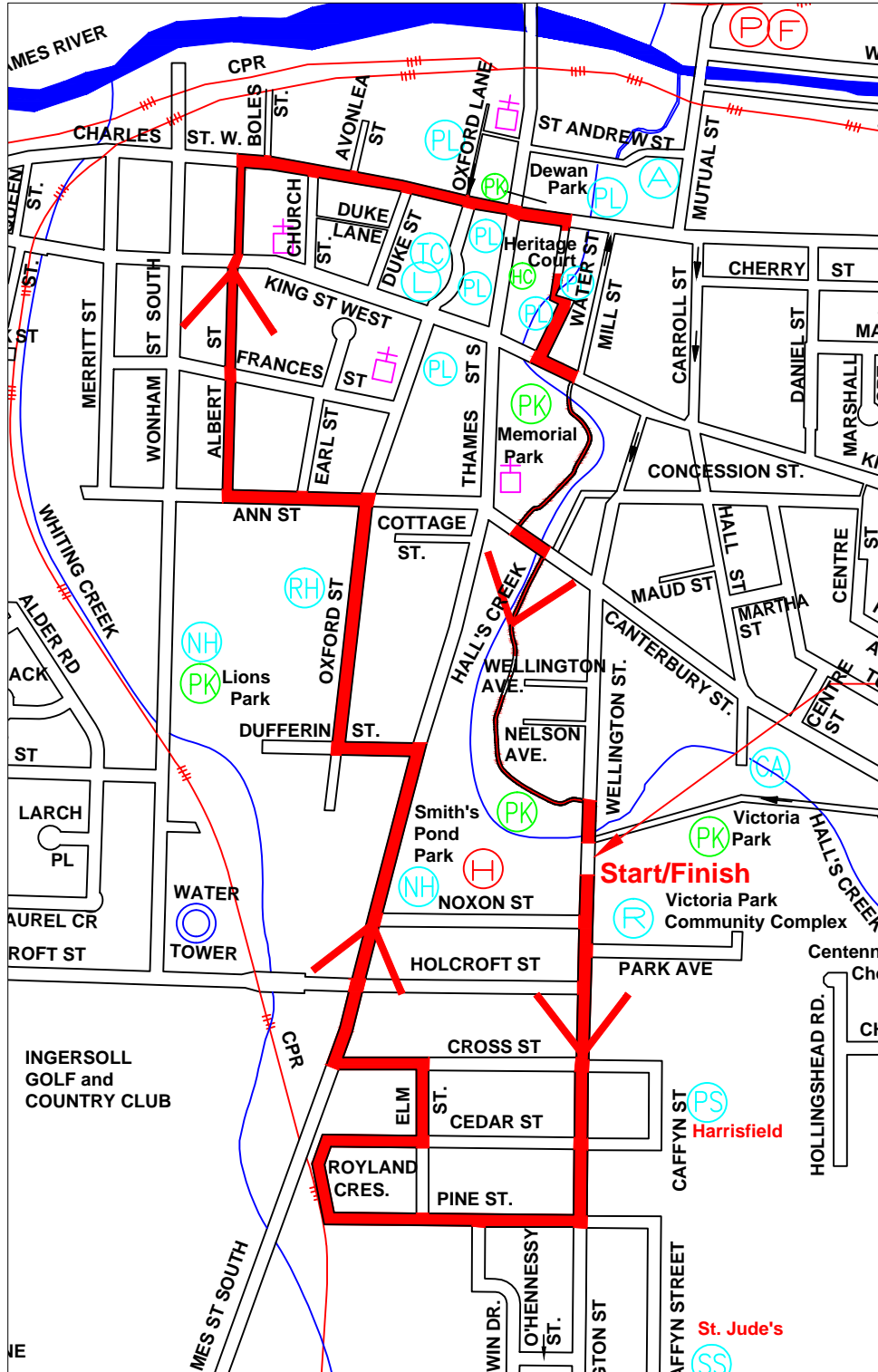
Appendix A – Bike Ride Routes

Prepared by: Bonnie Ward, Director of Parks and Recreation

Approved by: William Tigert, CAO

# Family Bike Day

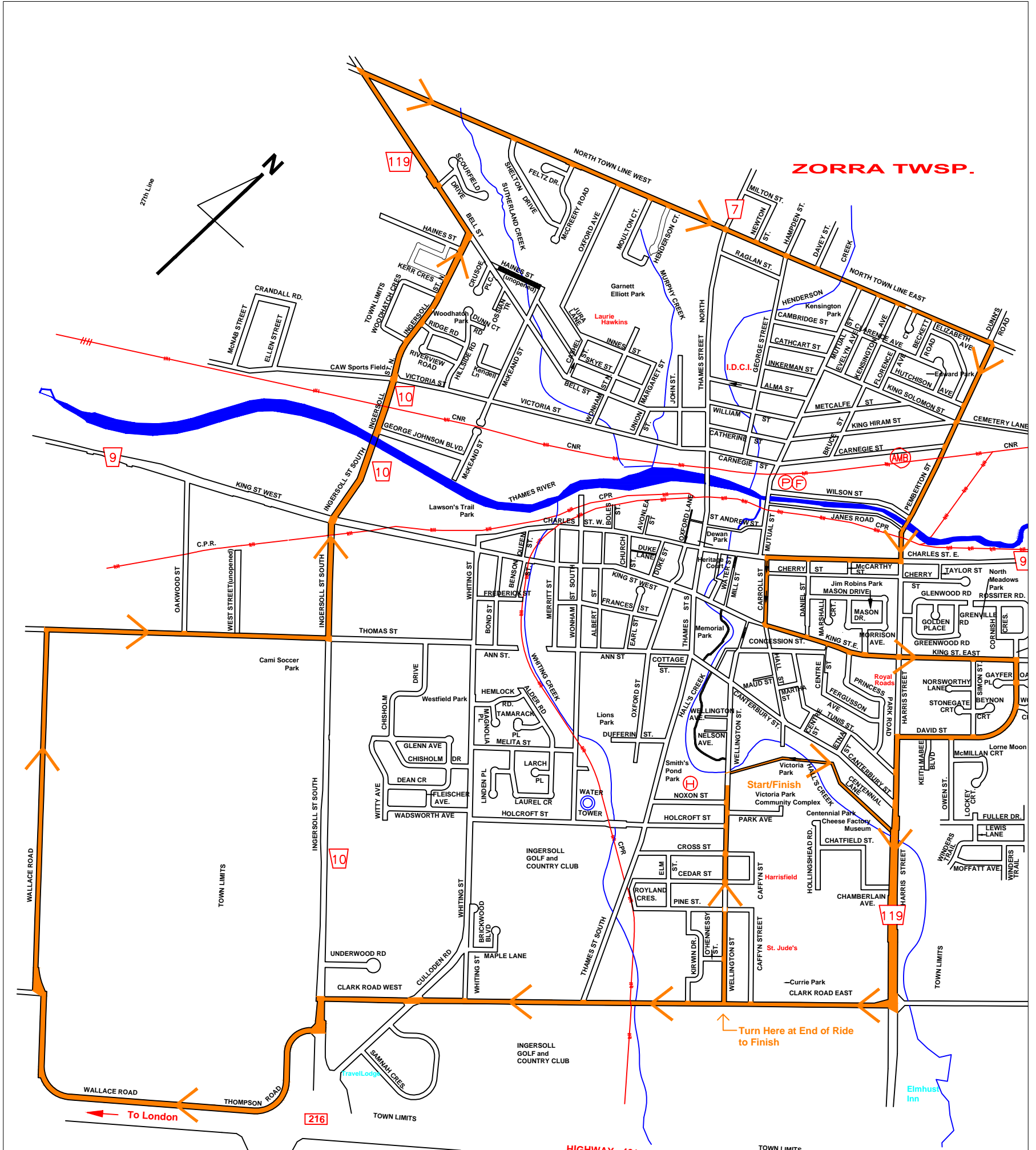
## 5 km & 10 km Route



10 km ride continues for another lap

# Family Bike Day

## 20 km Family Bike Ride





**DEPARTMENT:** Parks and Recreation

**REPORT NO:** R-043-15

**COUNCIL MEETING DATE:** Monday, April 13, 2015

**TITLE:** Fusion Youth Centre's SureStart MOU with Woodstock and Area Small Business Enterprise Centre

---

## **OBJECTIVE**

The objective of this report is to seek Council's permission to authorize the Mayor and Clerk of the Town of Ingersoll to sign a Memorandum of Understanding (MOU) with the Woodstock and Area Small Business Enterprise Centre (WASBEC) as it relates to the Fusion Youth Centre SureStart training program.

## **BACKGROUND**

The Fusion Youth Centre's SureStart program supports young entrepreneurs age 14 to 29 on their entrepreneurial journey via entrepreneurship exploration, business concept refinement and business planning. The SureStart program acts as a liaison to the broader business community, ensuring youth are appropriately connected to mentors and financing, and are well positioned for a successful launch.

WASBEC is focused on providing support to start-up and small enterprises during their first through fifth years of operation throughout Oxford County. Entrepreneurs are provided with easy access to business counselling services and information covering management, marketing, technology and financing.

The Starter Company program provides Ontario's youth with training, business skills development, mentoring from local business leaders and capital to start, grow or buy a small business. Part of Ontario's [Youth Jobs Strategy](#)<sup>1</sup>, the program will support 18 to 29-year-old entrepreneurs across the province by partnering them with experts to help

---

<sup>1</sup> Ontario Youth Jobs Strategy <http://www.ontario.ca/jobs-and-employment/hiring-incentives-employers>

develop the skills needed to launch successful businesses. The program will include outreach to those facing multiple barriers or living in high-needs communities (including rural).

WASBEC has requested the assistance of the Fusion Youth Centre's SureStart program in delivering part of the Provincial Starter Company program objectives and training. This training aligns perfectly with the SureStart Entrepreneurial program training without any required adjustments to its operations.

## **ANALYSIS**

At the March 9, 2015 Council meeting report R-040-15 was provided to council and a motion was made to grant permission to extend the SureStart program based on 100% funding and that staff would report back to council on any funding applications and opportunities.

Essentially this report is to inform council that we have an opportunity to sign a MOU with WASBEC effective March 31, 2015 to March 31, 2016 to deliver the training component of the Start Company program with funding coming from the WASBEC.

### *WASBEC Responsibilities:*

WABEC will be fully responsible for the administration of the Starter Company Program including the following:

- 80% of client recruitment.
- Ensuring that all clients meet the selection criteria, as indicated by Ontario's Youth Job Strategy.
- Manage the volunteer mentor's, including recruitment, scheduling, criminal reference checks, and all participant scheduling needs.
- Coordination of mentor interviews, meetings and grant review submissions.
- Provide business concept refinement support prior to SureStart business training.
- Meeting the targets (11 clients over 1 year), and any other benchmarks set out by Ontario Youth Jobs Strategy and Starter Company.
- Promote the SureStart program on its website and other social media platforms.
- Submitting and approving of all reports, statistical information and communication to the Province on the Starter Company.

### *Fusion Youth Centre's SureStart program Responsibilities:*

- Will assume the role of development, facilitation and delivery of the business planning modules to youth age 18 to 29 (excluding business concept refinement) to Starter Company participants referred to the SureStart program training program.
- Provide pre-training intake appointments.
- General recruitment to the SureStart program but will, in their normal recruitment efforts promote Starter Company.
- Promote Starter Company on its website and other social media platforms as well as at each scheduled Entrepreneurship Exploration session.

- Provide post reports of program activities and outcomes to Starter Company program.
- Provide adequate space for program delivery.
- Support Starter Company participants in the completion of a business plan (including 2 years cash flow) following successful completion of training
- Provide monthly attendance records and session feedback to WASBEC

*Joint Responsibilities:*

- WASBEC and SureStart will work together to ensure that each Starter Company participant is connected and mentored by his or her local business community. However, formal mentorship relationships as offered by the Starter Company program will be screened, established and monitored by WASBEC.
- WASBEC and SureStart will adhere to the Entrepreneurship Exploration model, agreed upon by all stakeholders, which ensures every participant an opportunity to consider self employment and connect to the business training supports that best fill their personal needs.
- WASBEC and SureStart will work together to develop and execute a Starter Company marketing plan.

Funding is currently in place until September 28, 2015 from the Ontario Trillium Foundation to carry out the SureStart program in a full time capacity. If council authorizes staff to enter into a MOU with WASBEC we would have the ability to carry out training for WASBEC until March 31, 2016 in a part time capacity. This aligns with the lifespan of the MOU which would end March 31, 2016.

The training that we currently deliver through the SureStart program would not change or be modified, we are simply continuing to deliver the training that we have over the last 4 years but specifically to WASBEC. WASBEC recognized that creating their own specific training would be costly and it was more effective to partner with an organization in Oxford County that was already delivering the training they required. WASBEC approached the Fusion Youth Centre and we began to look at the potential to partner. Context of the MOU (see above) was drafted to highlight the expectations between the Town of Ingersoll and WASBEC, which align well with the SureStart Program.

**INTERDEPARTMENTAL IMPLICATIONS**

We would explore potential opportunities to collaborate with the Town's Economic Development Department.



## FINANCIAL IMPLICATIONS

### Funding Budget (April 1, 2015 to March 31, 2016)

Account	Apr 2015-Mar 2016 Budget	Notes
Staff wages	\$30,450	Project management
Marketing	\$2000	Print, social media, website
Mileage	\$2000	Staff mileage
Transportation	\$2000	Program participants
Program materials	\$1000	Printing, copying, resources
Office supplies	\$350	General supplies
<b>Totals</b>	<b>\$37,800</b>	

Woodstock and Area Small Business Enterprise Centre will provide funding in the amount of \$37,500 which will allow us to deliver the SureStart training to WASBEC until March 31, 2016. We currently have funding in place from the Ontario Trillium Foundation until September 28, 2015. The WASBEC funding will allow us to deliver the SureStart training to WASBEC referrals until March 31, 2016. We would transition the program to part time at the end of September 2015 to accommodate the shift in funding sources.

There would be no financial impact as all costs associated to delivering the SureStart program training beyond September 2015 would be funded in full by WASBEC.

## RECOMMENDATION

**THAT** Council authorize the Mayor and Clerk of the Town of Ingersoll to sign the MOU with the Woodstock and Area Small Business Enterprise Centre.

**AND FURTHER THAT** Council grant permission for the SureStart program to be extended from September 28, 2015 until March 31, 2016 on a part time basis with 100% of funding from WASBEC.

## ATTACHMENTS

None

Prepared by: Bonnie Ward, Director of Parks and Recreation  
Jason Smith, Manager of Fusion Youth Centre

Approved by: William Tigert, CAO



**DEPARTMENT:** Treasury

**REPORT NO:** T-043-15

**COUNCIL MEETING DATE:** April 13, 2015

**TITLE:** Procurement of Goods and Services Policy

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## **OBJECTIVE**

To present to Council for comment a revised Procurement of Goods and Services Policy. A revised policy, if required, will be presented at the following Council meeting for By-law adoption.

## **BACKGROUND**

The legislative requirement for such a policy is prescribed in the *Municipal Act*, Section 270, that states a municipality shall adopt policies with respect to its procurement of goods and services.

The purpose of the policy is to set out updated guidelines for the municipality to ensure that all purchases of materials, supplies and services provide the lowest costs consistent with the required quality and service. An open and honest process shall be maintained that is fair and impartial. The procurement policy will promote and maintain the integrity of the purchasing process and protect Council, staff and vendors involved in the process by providing clear direction and accountability.

## **ANALYSIS**

The policy contains a number of clauses which are consistent with other municipalities. Likewise there are municipal specific clauses that warrant highlighting and are as follows:

<u>Reference</u>	<u>Description</u>
3.3	The purchasing process will continue to be decentralized Purchasing from a business that is owned/related to a Town employee
9.2	Documented poor performance will result in vendor being ineligibility for awards for 2 years
10.0	Vendor input may result in ineligibility for award
12.0	Local vendors <sup>1</sup>
29.1	Purchasing thresholds Council approval of awards not required
35.0	Sole source purchases
36.0	CAO exception basis

### **INTERDEPARTMENTAL IMPLICATIONS**

As the purchasing process is decentralized it is the departments' responsibility to adhere to the policy.

### **FINANCIAL IMPLICATIONS**

The process will result in lower costs and more efficient operations.

### **RECOMMENDATION**

**THAT** the Council of the Corporation of the Town of Ingersoll receives the report on the Procurement of Goods and Services Policy.

### **ATTACHMENTS**

Procurement of Goods and Services Policy

Prepared by: Jim Brown, Director of Finance, Treasurer

Approved by: William Tigert, CAO



**Policy Title:** Procurement of Goods and Services

**Effective Date:** *Draft*

**Review Date(s):**

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#### Schedule "A" BID IRREGULARITIES

### **1.0 LEGISLATIVE AUTHORITY**

- 1.1 The *Municipal Act, 2001* Part VI, Section 270, as amended states that a municipality and a local board shall adopt policies with respect to its procurement of goods and services.
- 1.2 As per the Integrated Accessibility Standard Regulation under the Accessibility for Ontarians with Disabilities Act 2005, all municipal and local board procurement of goods and services will incorporate accessibility criteria and features where it is practical to do so. If it is determined that it is not practical to do so, an explanation as to why it is not practical to do so will be noted where it can be shared as necessary.

### **2.0 PURPOSE OF PURCHASING POLICY**

- 2.1 The purpose of this policy is to set out guidelines for the municipality to ensure that all purchases of materials, supplies and services provide the lowest costs consistent with the required quality and service.
- 2.2 An open and honest process shall be maintained that is fair and impartial.
- 2.3 The purchasing policy will promote and maintain the integrity of the purchasing process and protect Council, staff and vendors involved in the process, by providing clear direction and accountabilities.

### **3.0 GENERAL PROVISIONS**

- 3.1 No contract or purchase shall be divided to avoid any requirements of this policy.

- 3.2 The Department Head shall be responsible for the preparation of specifications. Such specifications are to be generic or “as equivalent”.
- 3.3 No employee of the Town of Ingersoll will have any interest directly or indirectly, as a contracting party, partner, shareholder, surety or otherwise in any contract for goods or services or in any of the monies to be derived there from, unless by resolution of Council prior to award.
- 3.4 If any staff has a direct or indirect interest and is responsible for the quote or tender, the process shall be undertaken by a designate appointed by the Chief Administration Officer (CAO).
- 3.5 No purchase of goods and services shall be authorized unless it is in compliance with the Purchasing Policy. Goods and services that are obtained without following the provisions of the aforementioned will not be accepted and any invoices received will not be processed for payment.
- 3.6 The Town does not accept bids made by a Department submitted in response to a bid solicitation where the provision of the goods or services will be provided entirely by the employees of the Town otherwise known as In House Bids.
- 3.7 The Town may participate with other entities in co-operative purchase ventures when the best interests of the Town will be served.
- 3.8 No tender, proposal or quotation will be accepted from any company inclusive of its subcontractor, which has a claim or instituted a legal proceeding against the Town without prior approval by Council.
- 3.9 All departments shall review their contracts and tender specifications for goods and services, to ensure that wherever possible and economical as determined by the Department Head, specifications are amended to provide for expanded use of products and services that contain post-consumer recyclable waste and/or recyclable content to the maximum level allowable, without significantly affecting the intended use or performance of the product or service. It is also recognized that a cost analysis may be required in order to ensure that the products are made available at competitive prices in order to increase the development and awareness of Environmentally Sound Products.
- 3.10 Any recommendation to award will be in favour of a bidder meeting specifications, terms and conditions of the tender and whose tender offers the lowest ultimate cost to the Town for the goods or services being tendered with due consideration of the importance of quality, service and price.
- 3.11 All bids submitted become the property of the Town. They will be received and held in confidence by the Town subject to the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*. To assist in maintaining

the integrity of the bid process, persons participating in a procurement process shall in addition to all other provisions of this Purchasing Policy, handle information and bids submitted in confidence, in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*.

- 3.12 Information pertaining to the Town obtained by the proponent as a result of participation in a project is confidential and must not be disclosed without written authorization of the Town.
- 3.13 Notwithstanding section 3.10 of this Purchasing Policy, after the deadline for receipt of bids has passed, for all purchases made in accordance with this Purchasing Policy, the names of bidders and the total prices offered, but not unit prices or information which could reveal unit prices, except in cases where the Town requested unit prices in place of total prices are to be released. Further, where total prices have been requested by the Town and submitted with the bid, then unit prices and information which could reveal them, shall not be disclosed or made public, except in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*.

#### **4.0 APPLICATION**

The following committees, local boards and Towns are bound by this Policy:

Ingersoll Business Improvement Area

#### **5.0 DIRECTOR OF FINANCE RESPONSIBILITIES**

The Director of Finance is responsible for the management, organization and administration of a town-wide, municipal purchasing function, as well as developing policies and procedures for the Purchasing function.

#### **6.0 EMPLOYEE RESPONSIBILITIES**

Each employee empowered to create, authorize and issue Purchase Orders in the name of the Town, is to understand that these steps constitute a commitment by the Town to honour the purchase of goods and services from vendors, for which the employee is to be held accountable.

#### **7.0 CONSULTING FIRM RESPONSIBILITIES**

- 7.1 Should it be deemed advantageous to engage the services of a consultant in the bidding process, the Department Head must ensure the consultant is aware of and follows the Town's purchasing policies and procedures.
- 7.2 Consultants are to provide a copy of any documentation being issued in the Town's name, to the department prior to issuance.

## **8.0 FINANCIAL ACCOUNTABILITY**

- 8.1 Prior to the adoption of annual budget, operating supplies and service purchases shall continue at the level set out in the prior year. Capital purchases shall not be made until the current year budget is approved or Council approval is obtained. Where this policy prescribes dollar limits, the contract amount shall be the estimated total acquisition cost less recoverable HST.

## **9.0 CONTRACT ADMINISTRATION**

- 9.1 It shall be the responsibility of the Department Head to enforce the contract terms, conditions and specifications.
- 9.2 The Department Head of the requisitioning department may make the vendor ineligible for award for a period of up to two years on the basis of documented poor performance, non-performance or conflict of interest. This could include but is not limited to failure to meet completion dates, follow instructions, non-compliance with the *Occupational Health and Safety Act*, R.S.O. 1990 c.01 as amended, failure to comply with the terms and conditions of the contract. A written notice of the decision will be provided to the vendor.

## **10.0 REQUESTS FOR VENDOR INPUT**

- 10.1 Vendors or potential vendors should not be requested to expend time, money or effort on design or in developing specifications or otherwise help define a requirement beyond the normal level of service expected from vendors.
- 10.2 When such services are required:
- 1) the contracted vendor will be considered as a consultant and unable to make an offer for the supply of goods and services,
  - 2) shall be paid a fee,
  - 3) and the detailed specifications shall become the property of the Town for use in obtaining competitive bids.

## **11.0 GRATUITIES**

Employees are not to receive any gifts and benefits from suppliers.



## **12.0 LOCAL VENDOR/SUPPLIER**

Town of Ingersoll supplies must be included in all purchasing solicitations where possible. Local vendors will be evaluated the same as any other vendor who responds to the procurement requirements as outlined in this policy.

## **13.0 ISSUING/AUTHORIZATION OF PURCHASES**

Purchases can be issued and/or authorized only by:

- a) Department Head
- b) Staff designated by the Department Head.

## **14.0 ADVERTISING**

Bids shall be advertised on the Town's website and where effective in the opinion of the Department Head in local newspapers and applicable publications or where necessary to comply with all existing statutory regulations.

## **15.0 BID ADDENDUM**

In no instance shall anyone issue any verbal or written changes on a bid. All changes must be done through addendum issued.

## **16.0 BID DEPOSITS**

16.1 Bid deposits of no less than 5% of the estimated value of the work shall be required to accompany bid submissions for all bids for municipal construction projects in excess of \$100,000 or where deemed necessary by the Department Head.

16.2 A bid deposit shall be provided in one of the following formats:

- 1) Bid bonds or an agreement to bond issued by a bonding agency licensed to operate in the Province of Ontario naming the Town as the obliged.
- 2) A certified cheque made payable to the Town.
- 3) An irrevocable letter of credit naming the Town as the beneficiary.
- 4) Money orders made payable to the Town.
- 5) Bank draft made payable to the Town.

16.3 The Town does not pay interest on any bid deposits.

16.4 The Town reserves the right to turn the bid deposit of the successful bidder into a financial guarantee if specified in the bid documents.

## **17.0 BONDING REQUIREMENTS**

17.1 Performance, labour and material, and/or maintenance bonds are required for all construction projects exceeding \$100,000 for a minimum of 50% of the bid amount. The cost for bonding is to be included in the submission price.

17.2 All bonds must be originals, signed and sealed. No facsimile or photocopies will be accepted.

17.3 Where performance, labour and material and/or maintenance bonding is required, an agreement to bond must be included with the bid submission.

17.4 For some smaller construction projects under \$250,000, an irrevocable letter of credit for 100% of the bid amount may be accepted in lieu of bonding if specified in the bid documents. Such irrevocable letter of credit must include terms and conditions acceptable to the Town as specified in the bid documents.

## **18.0 INSURANCE**

18.1 The standard insurance minimums are as follows:

\$5 million – commercial general liability policy

\$2 million – owned and non-owned automotive liability policy

\$2 million – homeowners (e.g. for rental of facilities)

\$2 million – professional errors and omissions liability (as applicable)

\$2 million – environmental impairment liability (as applicable)

The amount of the project cost - Builders Risk (as applicable)

Maximum property Damage/Bodily Injury Deductible \$2,500 for which the Contractor assumes full responsibility

18.2 The successful bidder must provide the Town at their cost a certified copy of a liability insurance policy covering public liability and property damage for no less than the minimum amounts stated above to the satisfaction of the Town and in force for the entire contract period. The policy must contain:

- 1) the owner, its employees and consultants as insureds. The Town and such entities as directed shall be added as additional insureds.
- 2) a Blanket Contractual Liability and Cross Liability endorsements;
- 3) an endorsement certifying that the Town as an additional named insured;

- 4) an endorsement to the effect that the policy will not be altered, cancelled or allowed to lapse without thirty days prior written notice to the Town.

## **19.0 RISK MANAGEMENT**

- 19.1 The Director of Finance shall from time to time, as required, review Risk Management Clauses, and develop new Clauses as needed.
- 19.2 The Town is to ensure that any vendors engaged to carry out work for the Town shall comply with any and all applicable Municipal, Provincial and Federal legislation.

## **20.0 RECEIPT OF BIDS**

All sealed Tenders, and Request for Proposals, must be received at the location identified by the department issuing the request. The number of bids issued, number of bids received and the name of the bidders is confidential and must not be divulged prior to the tender opening, except in the case of construction requests for tenders where sub-trades may need to know what general contractors are considering submitting tenders.

## **21.0 BID ANALYSIS**

Bid submissions shall be analyzed by the initiating Department staff and a recommendation made. The dollar amount will determine which level of approval is required. Prior to the undertaking of the work the Department Head is to ensure all the required documentation such as insurance certificates, bonding and CCDC contracts are in place.

## **22.0 BID IRREGULARITIES**

Bid irregularities are defined in Schedule A.

## **23.0 BIDS WITH EQUAL TOTAL PRICES OR GREATER THAN BUDGET**

- 23.1 If two low Bids are found to be equal in price, quality and service, the successful bidder shall be determined by coin toss. The coin toss shall be performed by the Department Head in the presence of the tied bidders should they wish to attend.
- 23.2 In the event that a project is over budget but meets all of the other criteria, the CAO is authorized to approve the transfer of unspent funds from like projects which form part of the approved budget.

## **24.0 PROCESS FOR REDUCING COST OF OVERBUDGET BID SUBMISSIONS**

- 24.1 If the lowest tender is within 10% of the budget amount the Town has the right to reject all bids or negotiate with the low bidder.
- 24.2 If the lowest bid is more than 10% higher than the budget amount the Town has the right to reject all bids, negotiate with the lowest bidder or request potential cost savings from the three lowest bidders and any other bidders who prices are within 10% of the lowest received. All requests and submissions shall be made in writing. Listed sub trades may not be substituted in this process.
- 24.3 Once potential cost savings have been identified the Town has the right to request a final revised bid submission of the bidders.
- 24.4 Requests for potential cost savings shall be limited to deletions from the scope of work and associated changes or changes of materials and finishes. The Town shall not request pricing of significant design modifications without the approval of the bidder(s).

## **25.0 BID WITHDRAWAL**

- 25.1 Requests for withdrawal of a quotation or tender shall be allowed if the request is made before the closing time. Requests must be directed to the Department Head by a Senior Official of the company with a signed withdrawal confirming the details. Telephone requests will not be considered. The withdrawal of a tender does not disqualify a bidder from submitting another tender on the same contract.
- 25.2 Should a bidder wish to withdraw their bid subsequent to the closing time or fails to proceed with the contract, the Town shall first obtain legal advice. At a minimum the bidder may forfeit their bid security and be prohibited from bidding on future opportunities for a period of one year.
- 28.3 The Town reserves the right to withdraw any posted tenders, quotations and Requests for Proposal prior to closing. Such withdrawal will be posted as an Addendum. The Town also reserves the right to accept or reject any bids.

## **26.0 DISPUTE RESOLUTION**

- 26.1 Disputes shall be resolved as follows:
- a) Meeting between the bidder, department representative making the purchase and the Director of Finance.
  - b) If (a) does not lead to a resolution the decision may be appealed to the Chief Administrative Officer.

c) If (b) does not lead to a resolution, the decision may be appealed to Council.

## **27.0 DISPOSAL OF SURPLUS GOODS**

27.1 The Department Heads shall, from time to time, dispose of any surplus goods not required by the Town by way of:

- a) sealed bid,
- b) sale by auction or consignment,
- c) direct negotiation with buyers,
- d) donation to a charitable organization.

27.2 No employee, member of Council or the public shall be allowed to purchase any surplus goods directly from the Town.

27.3 Surplus goods and/or products, at the discretion of the Department Head involved, may become the property of the Contractor, to be disposed of at their discretion.

## **28.0 SOURCE SELECTION CRITERIA**

28.1 The Town uses the following criteria for the selection of the method for the acquisition of goods/services:

- a) total dollar value as estimated for the product/project
- b) availability of vendors capable of supplying product.
- c) pre-determined qualification of vendors/suppliers.
- d) nature of need of product, such as an emergency situation which requires immediate attention.

## **29.0 SOURCE SELECTION METHODS AND APPROVAL AUTHORITY**

29.1 The Town uses the following methods of purchasing Goods and Services:

- 1) Small Purchases (Up to \$1,000)
- 2) Informal Quotation (\$1,000 to \$5,000)
- 3) Formal Quotation (\$5,000 to \$25,000)
- 4) Sealed Tender (Greater than \$25,000)
- 5) Request for Proposal
- 6) Sole Source Purchases
- 7) Purchase at Public Auction
- 8) Emergency Purchases

Dollar Amount	Authorization Required	Process
Up to \$1,000	Any employee authorized by the Department Head	Comparison shopping
\$1,000 up to \$5,000	Department Head or designate	Minimum 3 written prices
\$5,000 to \$25,000	Department Head	Minimum 3 quotations
Greater than \$25,000	Department Head, award approved by CAO and Clerk, tender award to be disclosed in monthly Department Report to Council	Issue of tender document, advertised and sealed bids

Where and whenever possible and practical, local quotes will be sought from Town of Ingersoll businesses and suppliers.

### **30.0 SMALL PURCHASES (Up to \$1,000)**

30.1 A Small Purchase is one in the amount up to \$1,000 and is for relatively low value and low risk purchases. Comparison pricing should be done where practical. Purchases of a small value, under \$100 may be made via a petty cash fund.

### **31.0 INFORMAL QUOTATION (\$1,000 up to \$5,000)**

31.1 For purchases greater than \$1,000 but less than \$5,000, the Department Head is first to obtain at least three (3) prices in writing (emails are acceptable) whenever possible.

### **32.0 FORMAL QUOTATIONS (\$5,000 up to \$25,000)**

32.1 For purchases greater than \$5,000 but less than \$25,000, the Department Head is first to obtain at least three (3) written quotations whenever possible.

Quotation documents and specifications can be issued and received by e-mail or fax transmission at the Department location.

### **33.0 SEALED TENDERS (\$25,000 and up)**

33.1 For purchases exceeding \$25,000 the competitive sealed tender bidding will be the source selection used.

### **34.0 REQUEST FOR PROPOSAL**

34.1 A Request for Proposal is used when the goods/services are of a highly specialized or flexible nature, such as telecommunications or computer equipment. This allows the Town to generalize the description of the project and this in turn has the vendors provide their bids on the latest and best products in their line.

34.2 Proposals shall be received in a public opening and securities confirmed, where applicable, but bid prices shall not be read out.

### **35.0 SOLE SOURCE PURCHASES**

35.1 A sole source supplier shall be the only acceptable vendor who is able to furnish a certain product or service. In all cases, sole source purchases will not be permitted because there is a preference for a particular brand. The Department Head, in discussion with the Director of Finance, will be responsible for making all sole source determinations. In doing so, the following must be considered:

- a) Is there a lack of responsible competition for a product or service that is vital to the operation of the Town?
- b) Does the supplier possess exclusive capabilities?
- c) Is the product or service unique and easily established as one of a kind?
- d) Can program requirements be modified so that competitive products or services may be used?
- e) Are there patented or proprietary rights that fully demonstrate:
  - 1. A feature providing a superior utility not obtainable from similar products?
  - 2. A product is available from only one prime source, and not merchandized through wholesalers, jobbers or retailers where competition could be encouraged.
  - 3. What would the user department do if the product or service were discontinued?

### **36.0 EXCEPTION BASIS**

The CAO has authority to award to a business as a result of a negotiation with selected vendors on an exception basis up to an annual amount of \$25,000, or higher with Council approval, under the following circumstances:

- a) Where prior open competitive processes have clearly pointed to one or a few suppliers and the CAO is confident that the issuance of a public tender would return similar results.
- b) Where the cost of a public tender process is felt to outweigh any cost savings that may be enjoyed as a result of the process.

- c) Where the extension of an existing contract is in the best financial/operational interest of the Municipality
- d) Where the number of potential vendors who could provide the good/service are limited such that it is more efficient to selectively invite bids rather than issue an open tender document
- e) Where goods or consulting services regarding matters of a confidential or privileged nature are to be purchased and the disclosure of those matters through an open tendering process could reasonably be expected to compromise confidentiality, cause economic disruption or otherwise be contrary to the public interest.
- f) Where time is of the essence

### **37.0 EQUIPMENT REPAIRS**

In the case of equipment repairs for amounts not exceeding \$10,000, the Department Head shall be authorized to select from various vendors not solely on the basis of cost, but also on ability, quality of workmanship, service availability, overall performance and experience without first obtaining quotations.

### **38.0 PURCHASE AT PUBLIC AUCTION**

In instances where a department wishes to purchase through public auction in an amount in excess of \$5,000, on an approved budgeted expenditure the Department Head shall first obtain approval from the Director of Finance.

### **39.0 EMERGENCY PURCHASES**

Emergencies shall exist when there is a threat to health, welfare, or safety of people/or property, or when the operation of a portion of the Town is in jeopardy and the immediate procurement of goods or services is required. The Department Head or designate may purchase such goods and services but may, at the discretion of the CAO, be required to forward a complete record of the emergency purchase.

### **40.0 LONG-TERM TENDERS/QUOTATIONS**

Long-term tenders and quotations may be entered into for everyday goods and services when the following conditions apply:

- a) To obtain satisfactory pricing.
- b) To provide uniformity within the Town.



- c) To maintain departmental inventories as required.
- d) To reduce the amount of paperwork by eliminating day to day issuing of Purchase Orders and invoicing.

#### **41.0 PURCHASING PROCESS REVIEW**

The Director of Finance may randomly review departmental purchasing related files on an on-going basis to review the effectiveness and integrity of the processes and policy adherence. Every five (5) years this policy will be reviewed with a report being made to Council.

#### **42.0 PURCHASING PROCEDURES**

Purchasing procedures as determined by the Director of Finance are to be used as a guideline and for information on purchasing goods and services in compliance with this policy.

#### **43.0 EXEMPTION BY COUNCIL**

A Department Head may request exemption from any or all the purchasing methods outlined in this policy by submission of a report requesting the same to Council. Such exemption may be granted by resolution.

#### **44.0 TECHNOLOGY SOLUTIONS**

All technology solutions that will be connected to a Town system or network including but not limited to computer equipment and peripherals, software solutions, telephone and cellular equipment, PDA's and portable computing devices, must consult with IT prior to issuing the request.

#### **45.0 NO LOBBYING**

- a) No bidder shall contact any member of Council, local board or any employee of the Town to attempt to influence the award of the contract. Any activity designed to influence the decision process, including but not limited to contacting any member of Council, local board or employee of the Town for such purposes as meetings of introduction, social events, meals or meetings related to the selection process, will result in disqualification of the bidder for the project to which the influential activity is deemed to be directed. Notwithstanding the above, this prohibition does not apply to meetings specifically scheduled by the Town for presentations or negotiations, or to questions of staff for clarification of the Town's requirements.

- b) In addition, no bidder who has been awarded the contract shall engage in any contract or activities in an attempt to influence any member of Council, local board or any employee of the Town with respect to the purchase of additional enhancements, options or modules. However, a contractor may communicate with staff, for purposes of administration of the contract during the term of the contract.
- c) The determination of what constitutes influential activity is in the sole discretion of the Town acting reasonably, and not subject to appeal.
- d) In addition, no member of Council, local board or any employee of the Town shall contact bidders in an attempt to influence the award of a contract. Parts a) through c) of this clause shall apply in reverse for Council Members, local boards and employees of the Town.

### **Bid Irregularities**

A bid irregularity is a deviation between the requirements (terms, conditions, specifications, special instructions) of a bid request and the information provided in a bid response. For the purposes of this policy, bid irregularities are further classified as “major irregularities” or “minor irregularities”

A “**major irregularity**” is a deviation from the bid request that effects the price, quality, quantity or delivery, and is material to the award. If the deviation is permitted, the bidder could gain an unfair advantage over competitors. A bid with major deviations must be rejected.

A “**minor deviation**” is a deviation from the bid request, which affects form, rather than substance. The effect on the price, quality, quantity or delivery is not material to the award. If the deviation is permitted or corrected, the bidder would not gain an unfair advantage over competitors. The bidder will be permitted to correct a minor irregularity.

### **Mathematical Errors – Corrections by Staff**

Errors in mathematical extensions and/or taxes and unit prices will be corrected by the Town and the bidder will be notified of the correction.

### **Vendor Withdrawal**

In the event that the vendor withdraws their bid due to the identification of a major irregularity, the vendor will forfeit their bid deposit and the Town has the right to disqualify such vendor from participating in future bid opportunities for a period of up to one year.

## Schedule "A"

### BID IRREGULARITIES

ITEM	DESCRIPTION	MAJOR	MINOR	ACTION
1.	late bids	X		automatic rejection
2.	bids completed in pencil	X		automatic rejection
3.	bid surety not submitted with the bid when the bid request indicated that such surety is required	X		automatic rejection
4.	EXECUTION OF AGREEMENT TO BOND: a. Bond company corporate seal or equivalent proof of authority to bind company or signature missing b. surety company not licensed to do business in Ontario	X		automatic rejection
		X		automatic rejection
5.	EXECUTION OF BID BONDS: a. corporate seal or equivalent proof of authority to bind company or signature of the BIDDER or both missing b. corporate seal or equivalent proof of authority to bind company or signature of BONDING COMPANY missing	X		automatic rejection
		X		automatic rejection
6.	OTHER BID SECURITY: Cheque which has not been certified	X		automatic rejection
7.	pricing, specifications page or signature pages missing or unsigned	X		automatic rejection
8.	insufficient financial security (ie: no deposit or bid bond or insufficient deposit)	X		where security is required and amount of security is specified in request, automatic rejection
9.	bid received on documents other than those provided in request	X		not acceptable unless specified otherwise in the request
10.	bid document does not acknowledge addendums issued	X		automatic rejection
11.	EXECUTION OF BID DOCUMENT proof of authority to bind is missing	X		automatic rejection
12.	part bids (all items not bid)	X or	X	acceptable unless complete bid has been specified in the request
13.	bids containing minor clerical errors		X	2 working days to correct initial errors
14.	uninitialed changes to the request documents which are minor		X	2 working days to correct initial errors
15.	alternate items bid in whole or in part		X	available for further consideration unless specified otherwise in request
16.	unit prices in the schedule of prices have been changed but not initialed		X	2 working days to correct initial errors

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>MAJOR</b>	<b>MINOR</b>	<b>ACTION</b>
17.	other mathematical errors which are not consistent with the unit prices		X	2 working days to correct initial corrections
18.	pages requiring completion of information by vendor are missing or incomplete	X		automatic rejection
19.	bid documents which suggest that the bidder has made a major mistake in calculations or bid	X or	X	consultation with a Solicitor on a case-by-case basis
20.	Bid qualified or restricted by a statement or alteration added to any part of the documents	X		automatic rejection



**DEPARTMENT:** Treasury

**REPORT NO:** T-044-15

**COUNCIL MEETING DATE:** April 13, 2015

**TITLE:** Continuation of Council's One-Third Tax Allowance

---

### **OBJECTIVE**

To obtain Council's direction on the continuation of the one-third tax exempt allowance.

### **BACKGROUND**

At the January 12<sup>th</sup> Council meeting report T-008-15 Continuation of Council's One-Third Allowance and OMERS Participation was presented. The purpose of the report was to make Council aware of the options available regarding the tax exempt allowance as well as OMERS. This was done in advance of report C-033-15 Council Remuneration Comparison which was presented at the February council meeting. The direction resulting from this report was to continue with the current compensation structure.

### **ANALYSIS**

The one-third tax exempt status is a provision permitted and deemed by the Municipal Act, 2001 (the "Act") to be expenses incidental to the discharge of the member's duties as a Member of Council and therefore not subject to the statutory deduction of income tax. Under subsections 283 (5) and 283 (7) of the Act each term Council is to pass a resolution to maintain the tax free status or convert their remuneration to 100% taxable. Once the provision is eliminated it is permanent and not reversible.

A resolution is requested to confirm Council's direction in regards to this provision.

### **INTERDEPARTMENTAL IMPLICATIONS**

None

### **FINANCIAL IMPLICATIONS**

None

## **RECOMMENDATION**

**THAT** the Council of the Corporation of the Town of Ingersoll receives the report on the continuation of Council's one-third tax exempt allowance.

**AND FURTHER THAT** The Council adopts the continuation of the one-third tax exempt allowance.

Prepared by: Jim Brown, Director of Finance, Treasurer

Approved by: William Tigert, CAO



**DEPARTMENT:** Treasury

**REPORT NO:** T-045-15

**COUNCIL MEETING DATE:** April 13, 2015

**TITLE:** Sale of Land Due to Tax Arrears

---

### **OBJECTIVE**

To provide Council with information of a property within the Town of Ingersoll that has now reached Final Notice Status.

### **BACKGROUND**

The property became 3 years in arrears on January 1, 2014 and after numerous phone calls and letters by staff the property owner has yet to resolve the outstanding balance. To ensure the Town abides by all the legislative requirements involve in a land sale the services of a municipal tax recovery firm are employed. All the costs associated with the recovery are added to the property taxes. The tax arrears certificate was registered on the property April 28, 2014 and first notices sent to all parties with an interest on the property. All methods of collections have been followed in accordance with the Municipal Act, 2001, Part.

In accordance with subsection 379(1) of the Municipal Act 2001, *"If the cancellation price remains unpaid 280 days after the day the tax arrears certificate is registered, the Treasurer, within 30 days after the expiry of the 280 day period, shall send to the person(s) entitled to receive notice under section 374, a final notice that the land will be advertised for public sale unless the cancellation price is paid before the end of the one year period following the date of the registration of the tax arrears certificate, 2001, c.25, s 379(1).*

### **ANALYSIS**

Final Notice was mailed to all parties on February 11, 2015. Staff also made contact with property owner on March 12<sup>th</sup>, 2015 to set up a meeting to avoid public sale. Without any resolve, on April 29<sup>th</sup>, 2015 advertisement of the Public Sale by Tender will commence once in the Ontario Gazette and for four weeks in the local newspaper.

**INTERDEPARTMENTAL IMPLICATIONS**

None

**FINANCIAL IMPLICATIONS**

If the public sale is successful the total amount of all outstanding taxes and tax sale fees will be collected on Roll # 3218-030-065-46500-0000, File # 14-14.

**RECOMMENDATION**

**THAT** Report No. T-045-15 regarding Sale of Land Due to Tax Sale Arrears be received for information.

**ATTACHMENTS**

None

Prepared by: Jim Brown, Director of Finance, Treasurer

Approved by: William Tigert, CAO





**ARCHITECTURAL  
CONSERVANCY  
ONTARIO**



**INGERSOLL**

**OUR HERITAGE**

**IS OUR FUTURE**

A historical black and white photograph of a street scene. On the left, a building has a vertical sign that reads "CUMMINGS". In the center, a tall church with a steeple is visible. The street is lined with utility poles and has several vintage cars parked or driving. The overall scene depicts a small town or city from the early 20th century.

**Ingersoll**



ARCHITECTURAL  
CONSERVANCY  
ONTARIO

## **MISSION – WHY WE EXIST**

**Through education, advocacy and action, ACO Ingersoll celebrates the built, cultural and natural heritage of Ingersoll and encourages the conservation and re-use of structures, districts and landscapes of architectural, historic and cultural significance for the benefit of all.**



ARCHITECTURAL  
CONSERVANCY  
ONTARIO

## **VISION – THE IMPACT WE STRIVE FOR**

**Thoughtful and considered celebration, preservation and re-use of Ingersoll's built, cultural and natural heritage will:**

- **Create a beautiful and welcoming place to live, work and play;**
- **Instill a sense of pride in the community; and**
- **Protect our heritage assets for future generations to enjoy.**





ARCHITECTURAL  
CONSERVANCY  
ONTARIO

## WHAT WE DON'T WANT

*Post Office*  
*circa 1898*



**Demolition and Landfill Waste**

*Niagara  
District Bank*  
*circa 1871*



**Insensitive Repairs**





ARCHITECTURAL  
CONSERVANCY  
ONTARIO

## WHAT WE DON'T WANT

*Ingersoll Train  
Station 1889*



**Neglect**



**Vacancy**





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CONSERVANCY  
ONTARIO

# WHAT WE DO WANT



INGERSOLL PACKING CO.'S OFFICE

INGERSOLL, ONT.

Published for J. R. Capron, Ingersoll, Ont. 1926

**Appropriate Adaptive Reuse**



*Judith Coleman School of Dance*

© 2011 Mowbray



**ARCHITECTURAL  
CONSERVANCY  
ONTARIO**

## **WHAT WE DO WANT**



**Sensitive Restoration**



*Sentinel Review: Centreville  
volunteers pitch in for the  
Oxford at War 1814*

**People Engaged with Heritage**





ARCHITECTURAL  
CONSERVANCY  
ONTARIO

# WHAT WE DO WANT



**A Lively Downtown**



*Elm Hurst Inn blog*

**A Beautiful Place to Live, Work  
and Visit**



ARCHITECTURAL  
CONSERVANCY  
ONTARIO

## **MANDATE – WHAT WE WILL DO**

**ACO Ingersoll will:**

- **Celebrate and promote the many facets of Ingersoll's heritage;**
- **Advocate for the protection and preservation of Ingersoll's heritage assets; and**
- **Encourage and support individuals, organizations and institutions to conserve, restore and re-use Ingersoll's built, cultural and natural heritage assets.**



**ARCHITECTURAL  
CONSERVANCY  
ONTARIO**

# **VALUES – PRINCIPALS THAT WILL GUIDE DECISION-MAKING**

## **UNDERSTANDING**

**Heritage assets are a sensitive and finite resource. With little room for error, we will help to ensure that all decisions are based on a sound understanding of the heritage asset.**

## **CONSTRUCTIVE CONSERVATION**

**Heritage assets are best conserved when they are in use. We will encourage uses are appropriate for the heritage asset and continue to provide value in the community.**

## **COMMUNITY ORIENTED**

**People only care for what they love and they only value what they understand. We will share our knowledge and enthusiasm for our heritage by involving the community wherever possible.**





ARCHITECTURAL  
CONSERVANCY  
ONTARIO

# VALUES – PRINCIPALS THAT WILL GUIDE DECISION-MAKING

## ACTION

We are an action oriented group who will have the courage to step forward and act as the champion for heritage issues.

## COLLABORATION

Like many others, we have a goal of making Ingersoll a great place to live. We understand that working in partnership will strengthen our ability to achieve our goals faster and more successfully.

## SUSTAINABILITY

We will strive to ensure that all of our decisions and actions are taken with the long-term in mind. Economic, environmental, social and cultural sustainability will be central to all things.

*Ingersoll  
Carnegie  
Library  
circa 1909*

**OUR FIRST**

**ASSIGNMENT**



ARCHITECTURAL  
CONSERVANCY  
ONTARIO

# INGERSOLL CARNEGIE LIBRARY

## – THE PLAN

- **Secure the building from further deterioration**
- **Create public interest and support**
- **Find a suitable and viable new use**
- **Restore the building**
- **Designate the building under Ontario Heritage Act**
- **Operate/ manage the building**



# ACHIEVEMENTS

# TO-DATE

Since December 2014 we have...





ARCHITECTURAL  
CONSERVANCY  
ONTARIO



**OFFICIAL**  
**MAY 3, 2015**

## **BEEN ACCEPTED AS AN ACO BRANCH**

**Joining Architectural Conservancy of Ontario (est. 1933) provides a wide range of benefits including:**

- **Membership in a province-wide organization which allows us to manage affairs locally**
- **Immediate charitable status and incorporation**
- **Group-rate insurance for board members, general liability and events**
- **Use of the credit card accounts for membership and donations**
- **Access to professional expertise through the Preservation Works! program and mentorship from 24 other branches**





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CONSERVANCY  
ONTARIO

## GOTTEN RESEARCH **UNDERWAY**

- Reviewed building survey
- Historical research
- Made a site visit
- Consulted with experts and MTC

FOR LIBRARY  
PURPOSES ONLY  
Says Mr. Carnegie—Committee  
Will Have to Change Plans  
of Proposed Building.

THURSDAY, APRIL 8, 1909

WILL MERCHANTS BANK ACCEPT \$1  
FOR LOT FOR LIBRARY SITE?

Renovation In '67

*ROM visits Ingersoll*



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## **STARTED DEVELOPING THE PROJECT**

- **Outlined a plan of action – the critical steps**
- **Began investigating potential funding sources**
- **Discussed possible fundraising events**
- **Started brainstorming potential new use options**



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## BEGUN OUTREACH **ACTIVITIES**

- **Had the Library recognized on the MTC website**
- **Established a social media profile**
- **Generated community interest and discussions around heritage**



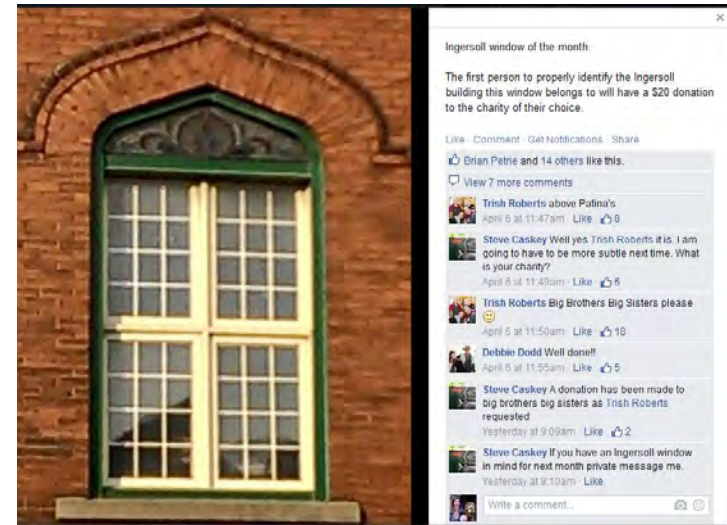
**Debbie Dodd** It is indeed a sad thing to look back and think of all the heritage buildings that have already been obliterated in the name of progress. Lets hope this generation has the good sense to preserve .and document what is left of our town.

April 6 at 9:53am · Like · 2



**Paul Weeks** So true. I think a community that can hold on to some of it's heritage becomes a community with some "character". Unfortunately you can't necessarily put a price tag or a value on that... so buildings get sold and knocked down in the name of "progress"

April 6 at 10:01am · Like · 1







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CONSERVANCY  
ONTARIO

# SUPPORTED OUR FUTURE HERITAGE PROFESSIONALS

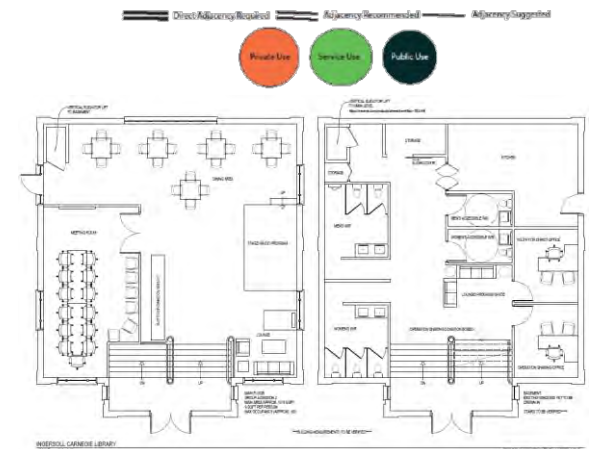
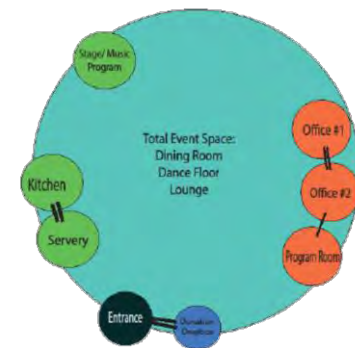
The Carnegie Library also has become the inspiration for a Fanshawe College Interior Design Project for one of our members.

## PROGRAMMING DOCUMENT

*The Carnegie Library*  
*1 Charles Street East*  
*Ingersoll, Ontario*



Submitted by: Christina Eus  
DIT36 - DESG-5008-02-16W  
Submitted for: Coleman Jordan  
Due: February 18, 2015





HARVEY  
PUBLIC LIBRARY

UPPER DEER  
Health Centre

UPPER DEER  
COLLEGE

**EARLY THOUGHTS ON  
POTENTIAL NEW USES**



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CONSERVANCY  
ONTARIO

## EARLY THOUGHTS ON **NEW USES**

**Rather than trying to find a suitable building to fit an idea, we are trying to find an idea for a building - the possibilities for which is limitless. The new use chosen will require research and must be:**

- **Appropriate for the heritage building**
- **Affordable to deliver**
- **Viable to ensure sustainability**
- **Make the greatest contribution to the community**





ARCHITECTURAL  
CONSERVANCY  
ONTARIO

## EARLY THOUGHTS ON **NEW USES**

**The optimal new use for the Carnegie Library should:**

- **Require minimal intervention and fit within the existing footprint of the building**
- **Meet community needs and be accessible**
- **Be financially viable to ensure sustainable operations and a budget for regular maintenance**
- **Have multiple functions to ensure the building is regularly used**

A black and white historical photograph of a street scene. The street is lined with multi-story brick buildings. A prominent sign on the right side of the building reads "INGERSOLL INN". Several vintage cars from the early 20th century are parked along the street. A street lamp is visible on the left side of the frame. The overall scene depicts a bustling urban environment from a past era.

# THANK YOU





<http://www.ingersollgirlshockey.ca>

4 Keith Mabee Blvd  
Ingersoll, On  
N5C 4G6



Dear Mayor and Council,

The Ingersoll Girls Hockey Association, Executive, would like to request a delegation status for the Monday April 13, 2015, council meeting.

We would like to make a presentation about the growth of girls' hockey in the Town of Ingersoll and would like to request that the Mayor and council reconsider the current method used to allocate ice to current user groups. We would like to see registration numbers taken into consideration and the input of the employees who are at the arena on a regular basis to determine if all user groups are using the ice wisely.

Thank you for your Consideration,

Ingersoll Girls Hockey Association Executive

Robyn Shapton, President



Ontario  
LEGISLATIVE ASSEMBLY

## Mayor's Office

MAR 10 2015

RECEIVED

**ERNIE HARDEMAN, M.P.P.**  
Oxford

Mayor Ted Comiskey  
Town of Ingersoll  
130 Oxford St., 2nd Flr  
Ingersoll, ON N5C 2V5

Queen's Park Office:  
Room 413, Legislative Bldg.  
Toronto, Ontario  
M7A 1A8

Tel. (416) 325-1239  
Fax (416) 325-1259

Constituency Office:  
12 Perry Street  
Woodstock, Ontario  
N4S 3C2

Tel. (519) 537-5222  
Fax (519) 537-3577

Dear Mayor Comiskey,

I understand the fiscal challenges that municipalities are facing and that your tax dollars have to be used effectively. That's one of the reasons I was so disappointed to learn that some social housing providers are being forced to pay more than they should for services.

As you know, provincial legislation makes it mandatory for affordable housing providers to purchase gas and insurance through the Housing Services Corporation (HSC). A number of municipalities have found that they are paying more for gas than if they were to purchase it through other sources. As well, many providers are paying HSC an opt out fee (2.5% of the premium) in order to be allowed to purchase less expensive insurance that provides equal or better coverage.

I believe that affordable housing providers should be allowed to purchase these items at the best possible price – whether it is directly, jointly with the municipality, through Local Authority Services, or through HSC. I also have concerns about recent spending at the HSC, including frequent international travel and money transferred to subsidiaries and other for-profit companies.

To save municipalities money and ensure affordable housing dollars are used effectively I recently introduced the *Housing Services Corporation Accountability Act*. If passed, this Act will:

- Save affordable housing providers money on natural gas and insurance by removing the mandatory requirement to purchase them through the Housing Service Corporation;
- Restore accountability by requiring HSC to report salaries over \$100,000 as municipalities and government agencies do; and
- Give the Provincial Auditor the authority to audit the HSC without requiring a Minister's request.

I ask for your support for this bill to ensure that affordable housing dollars can provide the maximum benefit to help those who need it most. In case it is helpful I have enclosed a sample resolution of support.

If you have any questions regarding the *Housing Services Corporation Accountability Act*, or if I can be of assistance on any other matter please contact me at [ernie.hardeman@pc.ola.org](mailto:ernie.hardeman@pc.ola.org) or 416-325-1239.

Sincerely,

Ernie Hardeman, MPP Oxford  
PC Critic for Municipal Affairs and Housing



## **Housing Services Corporation Accountability Act, 2015**

### **EXPLANATORY NOTE**

The Bill amends the *Housing Services Act, 2011* in the following ways:

1. Section 150 is amended to permit the Auditor General to audit the accounts of the Housing Services Corporation and of each of its subsidiaries.
2. Section 151 is amended so that members of the Housing Services Corporation such as service managers and local housing corporations are not required to participate in any of the Corporation's programs or activities.

The Bill also amends the *Public Sector Salary Disclosure Act, 1996* to specify that the Housing Services Corporation and each of its subsidiaries are employers for the purposes of the Act.

## **An Act to amend the Housing Services Act, 2011 and the Public Sector Salary Disclosure Act, 1996**

Her Majesty, by and with the advice and consent of the Legislative Assembly of the Province of Ontario, enacts as follows:

### **HOUSING SERVICES ACT, 2011**

**1. (1) Section 150 of the *Housing Services Act, 2011* is amended by adding the following subsections:**

#### **Auditor General**

(2) The Auditor General appointed under the *Auditor General Act* may audit the accounts of the Corporation and of each of its subsidiaries.

#### **Access to records and information**

(3) When the Auditor General conducts an audit under subsection (2), the Corporation and its subsidiaries shall give the Auditor General and employees of the Auditor General access to all records and other information required to conduct the audit.

**(2) Section 151 of the Act is repealed and the following substituted:**

**Member participation not required**

**151.** Members of the Corporation such as service managers and local housing corporations are not required to participate in any of the Corporation's programs or activities described in section 124.

**PUBLIC SECTOR SALARY DISCLOSURE ACT, 1996**

**2. (1) The definition of “employer” in subsection 2 (1) of the *Public Sector Salary Disclosure Act, 1996* is amended by striking out “and” at the end of clause (b), by adding “and” at the end of clause (c) and by adding the following clause:**

(d) the Housing Services Corporation and each of its subsidiaries;

**(2) Subsection 2 (1) of the Act is amended by adding the following definition:**

“Housing Services Corporation” has the same meaning as in the *Housing Services Act, 2011*;

**COMMENCEMENT AND SHORT TITLE**

**Commencement**

**3. This Act comes into force on the day it receives Royal Assent.**

**Short title**

**4. The short title of this Act is the *Housing Services Corporation Accountability Act, 2015*.**

## Sample resolution for Municipal Council

WHEREAS social housing providers in Ontario are currently required to purchase natural gas and insurance through the Housing Services Corporation (HSC) or pay a fee to purchase elsewhere; and

WHEREAS social housing providers should have the right to obtain natural gas and insurance at the lowest cost to provide value to those in need of affordable housing and all taxpayers; and

WHEREAS the HSC should be subject the same level of accountability and oversight as government agencies;

THEREFORE BE IT resolved that the Council of (name of municipality) supports the *Housing Services Corporation Accountability Act* introduced by Oxford MPP Ernie Hardeman which would remove the mandatory requirement for social housing providers to purchase gas and insurance through the HSC, require HSC to report salaries over \$100,000, and give the Provincial Auditor General the authority to audit HSC.





Canadian Cancer Society  
Société canadienne du cancer

Mayor's Office  
APR 01 2015  
RECEIVED

March 20, 2015

Mayor Ted Comiskey and  
Town of Ingersoll Members of Council  
130 Oxford Street (2nd Floor)  
Ingersoll, ON  
N5C 2V5

Dear Mayor Comiskey and Town of Ingersoll Members of Council:

The Canadian Cancer Society is hosting its thirteenth annual Relay For Life in Ingersoll on Friday, June 19, 2015 at Ingersoll District Collegiate Institute. We are adjusting the time of the event this year to encourage even more participation. Relay will be held on Friday, June 19<sup>th</sup> from 6:00 p.m. until midnight, enabling more families to become involved.

We would like to request a noise by-law extension. This event offers participants entertainment throughout the night, and our committee would like to request extended permission to use the sound system from 11:00 p.m. to 12:00 a.m.

With support from you and the Ingersoll community, we will fund Canada's best researchers – researchers who work tirelessly towards the next breakthrough in cancer prevention, diagnosis and treatment to save more lives in the future. For those battling cancer today, you are enabling our Information Specialists to provide the information and support they urgently need to fight their cancer.

**This work could not happen without you.**

Thanks to your support, more lives will be saved. We encourage you and your staff to join us at the Relay For Life in Ingersoll. Visit [www.relayforlife.ca/ingersoll](http://www.relayforlife.ca/ingersoll) to learn more. If you would like more information about our work in the fight against cancer and other ways for you to get involved in Ingersoll and Oxford County, please contact the Canadian Cancer Society Oxford County Office at (519) 537-5592.

Thank you very much for considering our request. A reply would be appreciated by May 15, 2015.

In all we do, we fight for life.

Sincerely,

  
Janis Cunningham  
Manager



# Oxford County Right to Life

Woodstock Branch  
P.O. Box 926  
Woodstock, Ontario  
N4S 8A3  
(519) 421-0029

Ingersoll Branch  
73 Charles Street E.  
Ingersoll, Ontario  
N5C 1J5  
(519) 485-2679

Tillsonburg Branch  
P.O. Box 154  
Tillsonburg, Ontario  
N4G 4H3  
(519) 842-9734

Mar.12, 2015

RECEIVED

MAR 16 2015

TOWN OF INGERSOLL  
CLERK/TREASURER

Town of Ingersoll  
130 Oxford St  
Ingersoll, ON  
N5C 2V5

Town Clerk: Michael Graves

Re: Right to Life Walk

We are planning to hold our Annual Right to Life Walk on May <sup>23</sup>~~30~~, 2015.

We are requesting permission to walk from Memorial Park to Henderson Hall

The walk will proceed from Memorial Park at 10:30 A.M. along Thames St. through town, turning left unto Bell St. and left unto John arriving at Henderson Hall.

The OPP will be asked to provide an escort with permission from the Town for the walk.

Proof of Liability Insurance will be made available upon permission granted.

Yours truly

Ruth Bragg  
Ingersoll Right to Life  
519-485-0605



Canterbury Folk Festival  
109 Francis Street,  
Ingersoll, Ontario  
N5C 2H2  
519-485-2062  
[canterburyfolkfestival@ingersoll.ca](mailto:canterburyfolkfestival@ingersoll.ca)

March 31, 2015

This summer the Canterbury Folk Festival will be holding its 16<sup>th</sup> annual festival.

Towards this end, we request Council's permission to:

- 1) Use Yvonne Holmes Mott Memorial Park – including the area east of the creek and west of Wellington Street – on Thursday, July 9 (for set up); Friday, July 10 & Saturday, July 11 (for festival); and Sunday July 12 (for festival and tear-down). It has been confirmed that this fits the park's schedule;
- 2) Have an exemption from the town's noise by-law for late Friday and Saturday evenings (our concerts are scheduled to end at 11 p.m., but they can run overtime);
- 3) Hold a beer garden in the park from 3 p.m. Friday up to and including Sunday afternoon, during times specified by Town and AGCO guidelines. We will purchase the appropriate AGCO licence;
- 4) Close the south side parking lane on King St. East from Thames St. to Mill St. starting at 6:00 p.m. Thursday until midnight (Thursday 11:59 p.m.) for carnival amusement parking;
- 5) Close King Street East from Water to Mill Street from 6:00 p.m. Thursday July 9 until 8 p.m. Sunday July 12 for the amusement rides;
- 6) Close King Street East from Thames Street South to Water Street from 6 a.m. to 5 p.m. Saturday July 11 for our Dance Stage;
- 7) Close Thames Street South from Charles Street to King Street from 6 a.m. to 5 p.m. Saturday July 11 for the Open Stage, displays, and BIA Sidewalk Sale;
- 8) Use Heritage Court from 6 a.m. to 5 p.m. on Saturday July 11 for the Gazebo Stage;
- 9) Have the Public Works Department supply the appropriate barricades for these street closures;
- 10) Have the Parks & Recreation Department provide chairs and picnic tables.

A map with the affected roads circled is attached to this letter.

Sincerely,

Cathy Mott, Secretary  
Canterbury Folk Festival



# Canterbury Folk Festival Location Map

## Downtown - Thames & King St

- 1 - Open Stage
- 2 - BIA Sidewalk Sales
- 3 - Horse Taxi Depot
- 4 - Chalk Walk Registration
- 5 - Gazebo Stage
- 6 - Dance Performance Stage - Made poss by a grant from the Ontario Trillium Foun
- 7 - Display Area
- 8 - Amusement Rides

→ N

# before a number  
correlates to  
requests to  
Council



## Memorial Park

- 9 - West Stage
- 10 - Yo Olda Boor Garden
- 11 - East Stage
- 12 - Seniors Tea Garden
- 13 - Big Bounce/Pig Roast Area
- 14 - Children's Stage
- 15 - Playground Equipment
- 16 - Food Vendors
- 17 - Yvonne Hunt Memorial Stage
- 18 - CFF Store & Volunteer Booth
- 3 - Horse Taxi Depot

- Road Closed
- Washrooms
- Parking

Vendors are scattered throughout Memorial Park

April 8, 2015

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

**RE: Ingersoll Cheese & Agricultural Museum May Day Event**

Dear Members of Council,

This year's May Day event is scheduled for Sunday, May 3, 2015. Entertainment and activities will be taking place on the museum grounds from 1:00 PM until approximately 4:00 PM.

On behalf of the staff and volunteers of the Ingersoll Cheese & Agricultural Museum, I am requesting permission to close Centennial Lane through the museum grounds for the duration of the event.

**Road Closure:** Centennial Lane

**Date:** Sunday, May 3, 2015

**Time:** Road closed from 12:00 PM to 4:00 PM

**Purpose:** Ingersoll Cheese & Agricultural Museum May Day Event

Thank you in advance for this consideration.

Sincerely,



Chelsea Jibb  
Economic Development & Tourism Assistant  
Town of Ingersoll

**Mayor and Council  
Town of Ingersoll**

April 8, 2015

**Request: To have Ingersoll Council pass a declaration or equivalent measure recognizing the right to live in a healthy environment.**

Dear Mayor and Council

*All human beings have the fundamental right to an environment adequate for their health and well-being.* – World Commission on Environment and Development, Our Common Future

Across Canada, people are coming together to guarantee the right to a healthy environment — with fresh air, clean water, safe food and a say in the decisions that affect our health and well-being. Town residents, businesses and groups have long been committed to protecting our environment and that concern has only intensified with the announcement of the Southwestern Landfill Proposal.

Around the world over 110 nations recognize their citizen's right to live in a healthy environment. Unfortunately this is not the case in Canada. You may be aware of the national Blue Dot Tour <http://bluedot.ca/> and concurrent campaign that has been organised by the David Suzuki Foundation and Ecojustice. The aim of this campaign is simple, to have Canadian citizens right to a healthy environment reflected in the Charter of Rights. The approach is to create momentum from the ground up, with the people asking municipalities to make declarations of environmental rights on behalf of its constituents.

At the time of writing this letter, 69,929 Canadians have joined their local movement and 32 municipal governments have passed declarations recognizing the right to fresh air, clean water, and healthy food. A municipal declaration is a commitment to principles that will protect, fulfill and promote the right to a healthy environment while sending a message not only to the community, but to Provincial and Federal lawmakers that this is an issue of importance to us.

I am proposing that the Town of Ingersoll:

- Officially recognize the Right to a Healthy Environment, through a municipal declaration or equivalent measure;
- Respect, protect and fulfill the right to a healthy environment within municipal boundaries; and
- Encourage provincial and federal action to protect the right to a healthy environment for all Canadians.

I thank you for your consideration

Mary Cooper



**Corporation of the Town of Ingersoll  
By-Law 15-4799**

---

**A By-law for the adoption of 2015 estimated current and capital expenditures for the Corporation of the Town of Ingersoll and the establishment of rates of taxation and collection of taxes for all assessment classes.**

**WHEREAS** pursuant to Section 290 of the Municipal Act, 2001, S. O. 2001, c. 25, as amended (hereinafter referred to as the "Act") Town Council is required to prepare and adopt estimates of all sums required during the year;

**AND WHEREAS** all property assessment rolls on which 2015 taxes are to be levied have been returned and revised pursuant to the provisions of the Assessment Act;

**AND WHEREAS** it is necessary for the Council of the Corporation of the Town of Ingersoll pursuant to Section 312 of the Act, as amended, after the adoption of estimates for the year, pass a by-law to levy a separate tax rate on the assessment in each property class;

**AND WHEREAS** an interim levy was made upon all real property before the adoption of the estimates for the current year in accordance with By-law No. 15 - 4784;

**AND WHEREAS** certain regulations require reductions in certain tax rates for certain classes or subclasses of property;

**AND WHEREAS** the Council of the Corporation of the Town of Ingersoll had provided public notice of its intention to adopt the budget and provided public input at the March 12, 2015 special meeting of Council;

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

- (1) That the statement of estimated revenue and expenditures, Schedule "A" attached, in the amount \$32,088,819 including taxation levy of \$13,206,442 be adopted.
- (2) That the tax levy requirement of \$13,206,442 to be raised in accordance with the tax rates shown on Schedule "B".
- (3) Further to By-law No. 15 - 4784, the prescribed final tax notices for 2015 shall be due in two approximately equal installments on the 31st day of August and the 30th day of October.
- (4) That pursuant to Section 345(2) of the Act, as amended, a penalty of 1 ¼ percent shall be made on the first day of default. Such penalty charges shall be levied and collected in the same manner as if it had been originally imposed.
- (5) That pursuant to Section 345 (3) of the Act, as amended, interest shall be add to the amount of taxes due and unpaid, at the rate of 1 ¼ percent per month at the first of each month for each month or fraction thereof until the taxes are paid. Such interest charges shall be levied and collected in the same manner as if it had been originally imposed.

- (6) That payment of taxes shall be made into the office of the Director of Finance/Treasurer at 130 Oxford Street, 2<sup>nd</sup> Floor, Ingersoll Ontario or at various financial institutions or designated agents in the Town of Ingersoll as ratified by written agreement from time to time.
- (7) That the Director of Finance/Treasurer is not authorized to revise, reduce or cancel amounts billed and/or interest/penalty charges without the authorization of Council.
- (8) If any section or portion of this By-law and/or Schedule is found by a Court of competent jurisdiction to be invalid, it is the intent of the Council of the Corporation of the Town of Ingersoll that all remaining sections and portions of the By-law and all Schedules continue in force and effect.
- (9) Schedules attached hereto shall be and form a part of this By-law.

**READ** a first and second time in Open Council this 13th day of April, 2015.

**READ** a third time in Open Council and passed this 13th day of April, 2015.

**THE CORPORATION OF THE TOWN OF INGERSOLL**

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**Edward (Ted) Comiskey, Mayor**

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**Michael Graves, Clerk**

"SCHEDULE A"

BY-LAW NO. 15 - 4799  
CORPORATION OF THE TOWM OF INGERSOLL  
2015 BUDGET

	<u>Revenue</u>	<u>Expenditure</u>	<u>Net Levy Requirement</u>
4000 - ADMINISTRATION	3,600	199,129	195,529
<b>0100 - COUNCIL</b>	<b>3,600</b>	<b>199,129</b>	<b>195,529</b>
4000 - ADMINISTRATION	-	350,125	350,125
<b>0900 - CHIEF ADMINISTRATIVE OFFICER</b>	<b>-</b>	<b>350,125</b>	<b>350,125</b>
4000 - ADMINISTRATION	27,175	455,420	428,245
4005 - COMMITTEE OF ADJUSTMENT	2,000	3,425	1,425
4007 - WEDDING CEREMONIES	2,000	1,100	(900)
4240 - PARKING ENFORCEMENT	7,200	29,350	22,150
<b>1000 - CLERKS</b>	<b>38,375</b>	<b>489,295</b>	<b>450,920</b>
4000 - ADMINISTRATION	17,000	86,240	69,240
<b>1001 - PARATRANSIT</b>	<b>17,000</b>	<b>86,240</b>	<b>69,240</b>
4000 - ADMINISTRATION	-	290,890	290,890
<b>1002 - INFORMATION TECHNOLOGY</b>	<b>-</b>	<b>290,890</b>	<b>290,890</b>
4000 - ADMINISTRATION	1,128,300	810,597	(317,703)
4001 - OTHER	-	100,580	100,580
<b>1300 - TREASURY</b>	<b>1,128,300</b>	<b>911,177</b>	<b>(217,123)</b>
9950 - COUNTY OF OXFORD	-	6,038,348	6,038,348
9960 - ENG PUBLIC EDUCATION	-	3,882,755	3,882,755
9961 - ENG CATHOLIC EDUCATION	-	832,851	832,851
9962 - FRENCH PUBLIC EDUCATION	-	16,587	16,587
9963 - FRENCH CATHOLIC EDUCATION	-	47,810	47,810
<b>1400 - TAX REQUISITIONS</b>	<b>-</b>	<b>10,818,351</b>	<b>10,818,351</b>
9940 - MUNICIPAL - TOWN OF INGERS	252,644	440,000	187,356
9950 - COUNTY OF OXFORD	6,038,348	-	(6,038,348)
9960 - ENG PUBLIC EDUCATION	3,882,755	-	(3,882,755)
9961 - ENG CATHOLIC EDUCATION	832,851	-	(832,851)
9962 - FRENCH PUBLIC EDUCATION	16,587	-	(16,587)
9963 - FRENCH CATHOLIC EDUCATION	47,810	-	(47,810)
<b>1401 - TAXATION</b>	<b>11,070,995</b>	<b>440,000</b>	<b>(10,630,995)</b>
4000 - ADMINISTRATION	-	171,681	171,681
<b>1500 - TRANSFERS TO LOCAL BOARDS</b>	<b>-</b>	<b>171,681</b>	<b>171,681</b>
4000 - ADMINISTRATION	24,848	124,837	99,989
4090 - ENGINEERING DEBT CHARGES	-	766,768	766,768
6050 - PARKS	-	54,781	54,781
<b>1600 - DEBT CHARGES</b>	<b>24,848</b>	<b>946,386</b>	<b>921,538</b>
4010 - OLD LIBRARY (1 CHARLES)	-	1,000	1,000
4015 - 132 THAMES ST S	-	27,363	27,363
4020 - MISC PUBLIC BUILDINGS	21,967	64,720	42,753
4025 - 130 OXFORD ST-SHARED EXPEN	97,129	195,707	98,578
4030 - 130 OXFORD ST-NONSHARED E	-	37,617	37,617
4035 - DOWNTOWN GAZEBO	-	3,720	3,720
<b>2000 - PUBLIC BUILDINGS</b>	<b>119,096</b>	<b>330,127</b>	<b>211,031</b>
4000 - ADMINISTRATION	20,300	980,191	959,891
4100 - FACILITY	64,937	83,762	18,825
<b>3000 - FIRE</b>	<b>85,237</b>	<b>1,063,953</b>	<b>978,716</b>
4000 - ADMINISTRATION	109,725	2,827,736	2,718,011
4100 - FACILITY	105,000	113,587	8,587
<b>3200 - POLICE</b>	<b>214,725</b>	<b>2,941,323</b>	<b>2,726,598</b>
4000 - ADMINISTRATION	-	44,200	44,200

**CORPORATION OF THE TOWM OF INGERSOLL  
2015 BUDGET**

	<u>Revenue</u>	<u>Expenditure</u>	<u>Net Levy Requirement</u>
<b>3220 - CROSSING GUARDS</b>	-	44,200	44,200
4000 - ADMINISTRATION	-	37,040	37,040
<b>3230 - POLICE SERVICE BOARD</b>	-	37,040	37,040
4000 - ADMINISTRATION	129,900	187,335	57,435
4006 - PROPERTY STDS & BY-LAW ENF	-	23,970	23,970
<b>3400 - BUILDING INSPECTION</b>	129,900	211,305	81,405
4000 - ADMINISTRATION	12,000	12,850	850
<b>3600 - ANIMAL CONTROL</b>	12,000	12,850	850
4000 - ADMINISTRATION	100,800	1,870,201	1,769,401
4230 - EQUIPMENT	5,000	5,000	-
4400 - STREET LIGHTING	-	239,000	239,000
4410 - TRAFFIC SIGNAL MAINTENANCE	-	20,000	20,000
5020 - STORM SEWER LOCATES	-	13,530	13,530
<b>4000 - ENGINEERING</b>	105,800	2,147,731	2,041,931
4000 - ADMINISTRATION	185,780	390,721	204,941
4110 - BRIDGES & CULVERTS	-	32,450	32,450
4120 - ROADSIDE M/A-MOWING WEEI	-	39,300	39,300
4121 - ROADSIDE M/A-BRUSH TREE TR	-	59,650	59,650
4122 - ROADSIDE M/A-DITCHING	-	4,460	4,460
4123 - ROADSIDE M/A-CATCHBASINS	-	98,825	98,825
4130 - HARDTOP M/A-PATCHING & SP	95,000	363,190	268,190
4131 - HARDTOP M/A-SWEEP FLUSH C	-	57,820	57,820
4132 - HARDTOP M/A-SHOULDER ETC	-	5,860	5,860
4140 - LOOSETOP M/A-GRADING SCAF	-	1,960	1,960
4141 - LOOSETOP M/A-DUST LAYER	-	400	400
4150 - W CONTROL-PLOWING SAND S.	-	307,460	307,460
4151 - W CONTROL-SNOW REMOVAL	-	26,470	26,470
4152 - W CONTROL-SNOW FENCE CUL	-	4,420	4,420
4153 - W CONTROL-WINTER STANDBY	-	8,006	8,006
4160 - SAFETY DEV.-SIGNS, GUIDE RAIL	-	76,170	76,170
4161 - SAFETY DEV. RR CROSSING SIGN	-	39,660	39,660
4190 - SUPERVISORY COSTS	-	195,490	195,490
4200 - PAINT PARKING STALLS	-	22,350	22,350
4203 - PROMOTIONAL TREES	3,000	3,598	598
4205 - DETOURS	-	1,470	1,470
4220 - SIDEWALK REPAIRS	-	101,390	101,390
4221 - SIDEWALK SNOW, SAND, SALT	-	62,690	62,690
4222 - SIDEWALK SWEEPING	-	10,530	10,530
4230 - EQUIPMENT	427,258	427,258	-
5000 - ENVIRONMENTAL SERVICES	25,903	20,950	(4,953)
5010 - BRUSH/YARD WASTE DEPOT	13,018	13,800	782
5011 - TOWN EXPANDED COLLECTION	-	6,880	6,880
5012 - DEBRIS & LITTER PICK UP	-	23,990	23,990
5013 - LEAF COLLECTION	-	64,390	64,390
5014 - RUBBISH PICK UP	72,790	74,260	1,470
5015 - CHRISTMAS TREE PICK UP	-	2,850	2,850
<b>4500 - PUBLIC WORKS</b>	822,749	2,548,718	1,725,969
4000 - ADMINISTRATION	-	159,075	159,075
6020 - ARENA	268,103	707,168	439,065
6030 - CAMI FLYER SOCCER PARK	20,000	22,600	2,600
6040 - CAMI/SUZUKI HOUSE	9,300	168,802	159,502
6050 - PARKS	31,800	504,805	473,005

**CORPORATION OF THE TOWM OF INGERSOLL  
2015 BUDGET**

	<u>Revenue</u>	<u>Expenditure</u>	<u>Net Levy Requirement</u>
6051 - GARDEN FRESH BOX	15,000	15,000	-
6100 - WINTER LIGHTS (SANTA VILLAG	3,000	24,201	21,201
6110 - FESTIVAL OF LIGHTS	6,060	6,060	-
<b>5000 - PARKS AND ARENA</b>	<b>353,263</b>	<b>1,607,711</b>	<b>1,254,448</b>
4000 - ADMINISTRATION	500	147,296	146,796
4100 - FACILITY	3,600	501,850	498,250
6060 - AQUATICS	207,628	307,348	99,720
6070 - FITNESS	127,836	130,200	2,364
6090 - GENERAL PROGRAMS	172,304	199,615	27,311
<b>5100 - VICTORIA PARK COMMUNITY CENTRE</b>	<b>511,868</b>	<b>1,286,309</b>	<b>774,441</b>
4100 - FACILITY	37,126	134,370	97,244
6090 - GENERAL PROGRAMS	142,100	476,556	334,456
6170 - YOUTH TECHNOLOGY PROGRAI	49,550	160,002	110,452
6195 - CAREER & SKILLS DEVELOPMEN	110,615	110,615	-
6210 - DIGITAL RECORDING AND AUDI	8,000	6,063	(1,937)
6270 - COMPUTER SERVICES PROGRAI	28,000	4,500	(23,500)
6290 - MULTI-MEDIA PRODUCTIONS	15,000	6,880	(8,120)
<b>5200 - YOUTH CENTRE</b>	<b>390,391</b>	<b>898,986</b>	<b>508,595</b>
4000 - ADMINISTRATION	25,180	139,960	114,780
4100 - FACILITY	-	19,100	19,100
6810 - HARVESTFEST	1,550	12,850	11,300
<b>6200 - MUSEUMS</b>	<b>26,730</b>	<b>171,910</b>	<b>145,180</b>
4000 - ADMINISTRATION	1,500	257,382	255,882
<b>7000 - ECONOMIC DEVELOPMENT</b>	<b>1,500</b>	<b>257,382</b>	<b>255,882</b>
<b>TOTAL - OPERATIONS</b>	<b>15,056,377</b>	<b>28,262,819</b>	<b>13,206,442</b>
<b>TOTAL - CAPITAL</b>	<b>3,826,000</b>	<b>3,826,000</b>	<b>-</b>
<b>GRAND TOTAL</b>	<b>18,882,377</b>	<b>32,088,819</b>	<b>13,206,442</b>



**"SCHEDULE A"**

**BY-LAW NO. 15 - 4799  
CORPORATION OF THE TOWM OF INGERSOLL  
2015 CAPITAL BUDGET**

PROJECT	Funding Source	2015
<b>GENERAL GOVERNMENT</b>		
3066 Carnegie Library	Public Bldg Reserve	50
<b>TOTAL - GENERAL GOVERNMENT</b>		<b>50</b>

<b>PROTECTION TO PERSONS &amp; PROPERTY</b>		
3159 Fire Burn Building	Donation	10
<b>PUBLIC BUILDINGS</b>		
3110 Retrofit Measure Upgrade	Public Bldg Reserve	5
3113 Carr's Wlkwy Repairs	Public Bldg Reserve	16
3118 Town Centre Building Automation System Replacement	Gas Tax	40
	Oxford County	40
3119 Town Centre Water Boiler Replacement	Gas Tax	12
	Public Bldg Reserve	13
	Oxford County	25
3120 Town Centre Backflow Preventer Installation	Public Bldg Reserve	8
	Oxford County	8
3117 OPP Fire Panel Upgrade and Damper Replacement	Police Reserve	20
3121 Town Centre Window Replacement	Public Bldg Reserve	16
	Oxford County	16
<b>TOTAL - PROTECTION TO PERSONS</b>		<b>228</b>

<b>TRANSPORTATION</b>		
<b>CONSTRUCTION - ROADS &amp; BRIDGES</b>		
3269 Bridge Rehab	Eng Misc Projects	13
	Eng Misc Projects	87
3242 Sidewalk Restoration Program	Eng Misc Projects	50
3244 Royland/Elm/Cedar/Pine Topcoat	Eng Misc Projects	39
	Cfwd	183
3232 Charles St W Sidewalks	Eng Misc Projects	157
3265 Pavement Preservation Program		
Daniel St MP (Charles St E to King St E)	Gas Tax	55
Victoria St MP (Wonham to McKeand)	OCIF Grant	70
	Gas Tax	11
Wellington St MP (Canturbury St to Centennial Lane)	Gas Tax	60
3264 Brickwood Boulevard and Maple Lane Reconst	Eng Misc Projects	326
3266 Clark Road West Reconstruction	Eng Misc Projects	390
3267 Old Whiting Reconstruction	Eng Misc Projects	105
3268 Culloden Road Reconstruction (297 Whiting to Clark)	Eng Misc Projects	358
	Eng Misc Projects	94
3259 Replace Henderson Creek Culvert at Catherine	Eng Misc Projects	56
	OCIF Grant One Time	504
3261 Catherine Street Reconstruction(less culvert)	Eng Misc Projects	55
	OCIF Grant One Time	491
3270 Park Avenue	Eng Misc Projects	50
3228 Tunis St Reconstruction	Eng Misc Projects	10
3255 Etna/Centre St Reconstruction	Eng Misc Projects	5
3271 Concession St. (Wellington to Centre)	Eng Misc Projects	5
3257 William St Reconstruction	Eng Misc Projects	25
<b>SUB-TOTAL - ROADS &amp; BRIDGES</b>		<b>3,199</b>
<b>STREET LIGHTING</b>		
3249 STREET LIGHT REPLACEMENT	Eng Misc Projects	10
<b>SUB TOTAL - STREET LIGHTING</b>		<b>10</b>

"SCHEDULE A"

BY-LAW NO. 15 - 4799  
CORPORATION OF THE TOWM OF INGERSOLL  
2015 CAPITAL BUDGET

PROJECT		Funding Source	2015
<b>TOTAL - TRANSPORTATION</b>			<b>3,209</b>
<b>ENGINEERING</b>			
3263	Printer/Plotter/Scanner	Eng Misc Projects	20
<b>TOTAL - ENGINEERING</b>			<b>20</b>
<b>PUBLIC WORKS</b>			
3412	REPLACE RADIO SYSTEM	PW Equip	12
3413	REPLACE TRUCK #2	PW Equip	52
<b>TOTAL - PUBLIC WORKS</b>			<b>64</b>
<b>PARKS AND RECREATION</b>			
<b>ARENA</b>			
3545	Sprinkler System Replacement - Phase 2	Parks Fac Reserve	30
		Parks Fac Reserve	20
3546	Grading/Drainage - New Rear Property	Parks Fac Reserve	10
3547	Resurface Ice Pit	Parks Fac Reserve	12
<b>SUB TOTAL - ARENA</b>			<b>72</b>
<b>PARKS</b>			
3549	Replace 2001 Dodge Flatbed - PW Trade-In	Parks Equip	7
3550	Reconstruction of Sports Fields	Parks Fac Reserve	30
3551	Victoria Park Accessible Playground - PlayRight	Park Land Reserve Fund	40
<b>SUB TOTAL - PARKS</b>			<b>77</b>
<b>VPCC Facility</b>			
3552	Facility Condtion Assessments - VPCC & Fusion	VPCC Fac	8
<b>SUB TOTAL - VPCC FACILITY</b>			<b>8</b>
<b>Cami - Suzuki Senior Centre</b>			
3553	Replace Fire Panel	Parks Fac Reserve	7
		Parks Fac Reserve	8
<b>SUB TOTAL - CAMI-SUZUKI SENIOR CENTRE</b>			<b>15</b>
<b>MUSEUM</b>			
3610	Relocation of Kirwin Barn	Museum Reserve	50
3611	Accessible Washroom	Museum Reserve	3
		Grant	5
<b>SUB TOTAL - MUSEUM</b>			<b>58</b>
<b>TOTAL - PARKS AND RECREATION</b>			<b>230</b>
<b>ECONOMIC &amp; DEVELOPMENT</b>			
3657	Town Entrance Signs (401)	Ec Dev	25
<b>TOTAL - ECONOMIC DEVELOPMENT</b>			<b>25</b>
<b>CAPITAL GRAND TOTAL</b>			<b>3,826</b>

**"SCHEDULE B"**

**CORPORATION OF THE TOWN OF INGERSOLL  
2015 BUDGET  
TAX RATES**

		<u>GENERAL RATE</u>
RESIDENTIAL	RT	0.00929729
RESIDENTIAL ONE	R1	0.00418378
FARMLAND	FT	0.00232432
MULTI RESIDENTIAL	MT	0.02547457
COMMERCIAL	CT	0.01768159
NEW COMMERCIAL	XT	0.01768159
COMMERCIAL VACANT	CU	0.01237711
NEW COMMERCIAL VACANT	XU	0.01237711
COMMERCIAL EXCESS	CX	0.01237711
SHOPPING CENTER	ST	0.01768159
SHOPPING VACANT	SU	0.01229266
INDUSTRIAL	IT	0.02445187
NEW INDUSTRIAL	JT	0.02445187
INDUSTRIAL VACANT	IU	0.01589372
INDUSTRIAL EXCESS	IX	0.01589372
LARGE INDUSTRIAL	LT	0.02445187
LARGE INDUSTRIAL VACANT	LU	0.01589372
PIPELINE	PT	0.01170808
COMMERICAL SHARED HYDRO	CH	0.01768159
INDUSTRIAL PIL	IH	0.02445187
COMM PIL FULL	CF	0.01768159

Town of Ingersoll 2015 Levy			
		<u>2015 CVA</u>	<u>* Levy</u>
RES TAXABLE	RT	902,896,762	8,394,488
RESIDENTIAL ONE	R1	75,219	315
FARMLAND TAXABLE	FT	842,460	1,958
MULTI RES TAXABLE	MT	22,937,769	584,330
COMMERCIAL	CT	89,403,107	1,580,789
NEW COMMERCIAL	XT	18,383,863	325,056
COMMERCIAL VACANT	CU	1,097,549	13,584
NEW COMMERCIAL VACANT	XU	175,899	2,177
COMMERCIAL EXCESS	CX	1,231,352	15,241
SHOPPING CENTER	ST	2,201,551	38,927
SHOPPING VACANT	SU	14,418	177
INDUSTRIAL	IT	17,633,295	431,167
NEW INDUSTRIAL	JT	961,250	23,504
INDUSTRIAL VACANT	IU	85,475	1,359
INDUSTRIAL EXCESS	IX	1,855,710	29,494
LARGE INDUSTRIAL	LT	66,867,262	1,635,030
LARGE INDUSTRIAL VACANT	LU	2,416,531	38,408
PIPELINE	PT	3,822,153	44,750
COMMERICAL SHARED HYDRO	CH	553,000	9,778
INDUSTRIAL PIL	IH	163,000	3,986
COMM PIL FULL	CF	1,805,500	31,924
		<u>1,135,423,125</u>	<u>13,206,442</u>

\* Levy = 2015 CVA X General Tax Rates



**Corporation of the Town of Ingersoll  
By-Law 15-4800**

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**A By-Law to authorize execution of an Agreement between the Minister of Community Safety and Correctional Services of Ontario and the Corporation of the Town of Ingersoll for the Provision of Police Services Under Section 10 of the *Police Services Act*, R.S.O. 1990, C.P.15**

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

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

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

**AND WHEREAS** the Council of the Town of Ingersoll deems it necessary and expedient to enter into an Agreement with the Minister of Community Safety and Correctional Services pursuant to the said Police Services Act;

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

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

**READ** a first and second time in Open Council this 13th day of April, 2015.

**READ** a third time in Open Council and passed this 13th day of April, 2015.

**THE CORPORATION OF THE TOWN OF INGERSOLL**

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**Edward (Ted) Comiskey, Mayor**

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**Michael Graves, Clerk**

The term of this Agreement, made in 4 originally executed copies, is from the 1st day of January 2015, to the 31st day of December, 2019.

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

**BETWEEN:**

**HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO AS REPRESENTED BY THE  
MINISTER OF COMMUNITY SAFETY AND CORRECTIONAL SERVICES**

("Ontario")

**OF THE FIRST PART**

**AND:**

**THE CORPORATION OF THE TOWN OF INGERSOLL  
(the "Municipality")**

**OF THE SECOND PART**

**RECITALS:**

- (a) Under s. 4(1) of the *Police Services Act*, R.S.O. 1990, c. P.15, as am., the Municipality is required to provide adequate and effective police services in accordance with its needs;
- (b) Under s. 5 of the *Police Services Act*, the Municipality's responsibility for providing police services may be discharged by entering into an Agreement with the Solicitor General under s. 10 of the Act;
- (c) Pursuant to Order-in-Council 497/2004, the powers assigned to the Solicitor General in law, including those set out in the *Police Services Act*, have been transferred to the Minister of Community Safety and Correctional Services; therefore, all references to the Minister of Community Safety and Correctional Services shall be deemed to include the powers previously exercised by the Solicitor General;
- (d) The Municipality has expressed its intent to provide police services, in pursuance of its responsibilities under s. 5 of the *Police Services Act*, by means of this Agreement, as evidenced by by-law number \_\_\_\_\_, dated \_\_\_\_\_ (a copy of which is attached as Schedule "A");
- (e) This Agreement reflects the intent of the parties to provide an adequate and effective level of police services for the Municipality as set out in the "Contract Policing Proposal," dated January 16, 2015 (attached as Schedule "B");

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

1. The parties warrant that the recitals are true.

### **Definitions**

2. In this Agreement:
  - (a) “Annual Billing Statement” means a statement prepared by Ontario and submitted to the Board for review and to the Municipality for review and approval which contains:
    - (i) the Municipality’s police costs for the year following the year in which the statement is prepared, based on, among other items, an estimate of salary and benefit costs; and
    - (ii) a reconciliation of actual salary and benefit costs to those billed for the preceding year.
  - (b) “Board” means Town of Ingersoll Police Services Board.
  - (c) “Commissioner” means the Commissioner of the O.P.P.
  - (d) “Detachment Commander” means the O.P.P. officer in charge of the Oxford Detachment.

### **General Provisions**

3. Ontario shall provide adequate and effective police services in accordance with the needs of the Municipality in compliance with the terms and conditions of the Agreement. The Municipality shall pay Ontario for the police services provided under this Agreement in accordance with this Agreement.
4. The Commissioner shall ensure that the Detachment Commander responds appropriately to the Board's objectives and priorities for police services, developed after consultation with the Detachment Commander, pursuant to s. 10(9)(b) of the *Police Services Act*.
5. The Commissioner shall cause the Detachment Commander or his or her designate to report to the Board at mutually agreed upon intervals in accordance with the *Police Services Act* regarding the provision of police services in and for the Municipality. The O.P.P. will, determine the information to be contained in the reports and the format in which they will be provided.
6. (a) For the purposes of s. 10(6) of the *Police Services Act*, the O.P.P. shall provide police services to the Municipality, including the enforcement of mutually agreed upon by-laws. The parties shall annually review this part of the Agreement with a view to revising or updating the list of by-laws requiring O.P.P. enforcement.

- (b) Municipal Building Code violations overseen by the Municipality's building code inspector and those by-laws related to animal control will not form part of this Agreement.

### **Service Levels**

- 7. (a) Ontario shall cause the Commissioner to assign police officers and other persons to duties relating to the police services in and for the Municipality so as to provide the municipality adequate and effective policing services.
- (b) In the event that the Municipality requests services dedicated specifically to the municipality, it shall be responsible for all costs associated with those dedicated resources.

### **Liability of Ontario**

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

### **Provincial Services Usage**

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

### **Equipment and Facilities**

- 10. Ontario shall supply or cause to be supplied at Ontario's cost all vehicles and equipment reasonably necessary and appropriate for the use of the O.P.P. in providing police services under this Agreement.
- 11. The parties will enter into negotiations concerning the provision and payment of appropriate buildings and rental agreements, including, but not limited to, location, leasehold improvements, and capital costs.

### **Adequacy Standards Regulation**

- 12. The O.P.P. shall undertake and be responsible for ensuring that all mandatory standards of adequate and effective police services as required by *Ontario Regulation 3/99* under the *Police Services Act* are met and maintained.

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

### **Cost of Police Services**

15. (a) On or before October 1<sup>st</sup> in each year, Ontario shall prepare and deliver to the Board for review and to the Municipality for review and approval, the Annual Billing Statement for the following year (Schedule "C"), together with sufficient documentation and information reasonably necessary to explain and support the billing.
  - (b) The Municipality shall review the Annual Billing Statement upon receipt and, within 90 days of such receipt, shall approve the Annual Billing Statement or deliver to Ontario a request to review the Annual Billing Statement.
16. (a) In the event that the Municipality fails to approve or request a review of the Annual Billing Statement within 90 days of receipt, the Municipality shall be deemed to have approved the Annual Billing Statement.
  - (b) In the event that the Municipality requests a review of the Annual Billing Statement as provided in this paragraph, the Annual Billing Statement shall be approved or amended and approved in accordance with Section 17.
17. Where the Municipality has delivered to Ontario a request to review the Annual Billing Statement, the Municipality shall carry it out expeditiously, and Ontario shall cooperate to permit such a review to be carried out. If the parties are unable to agree on the Annual Billing Statement, either party may submit the matter to the dispute resolution mechanisms set out in paragraphs 22 and 23. In the event that the Municipality delivers a request to review to Ontario, the Annual Billing Statement shall be deemed to apply during the period of review.
18. The Municipality shall make monthly installment payments to Ontario no later than the end of the month following the month for which payment is being made, each one being one twelfth of the Annual Billing Statement for that year. Any amounts which have become due and owing shall bear interest at the rate set by the Minister of Finance from time to time.
19. Ontario shall keep all records, statements of account, invoices and any other such documents necessary to support the Annual Billing Statement, and all such records shall be kept for a period of seven years. Ontario shall permit the Municipality, upon notice to Ontario, to examine all such records and books of account and conduct a review of the Annual Billing Statement.



20. Upon the approval or deemed approval of the Annual Billing Statement, as provided in this Agreement, adjustments shall be made in the amounts paid by the Municipality by installment so that (i) the total amount paid in respect of the preceding year is equal to the amount shown on the approved Annual Billing Statement and (ii) the installments for the year following the year in which the statement is prepared are each equal to one twelfth of the approved Annual Billing Statement. Any amounts payable by one party to the other shall be paid by means of a credit for the appropriate party in the remaining monthly billings for the year following the year in which the statement is prepared.
21. The parties agree that sections 132 and 133 of the *Police Services Act* will be applied as if the Oxford County Detachment of the O.P.P. was a municipal police force, and as if the Detachment Commander was a Chief of Police.

### **Dispute Resolution Mechanisms**

22. (a) The provisions of this paragraph apply in the event of a dispute between the Municipality and Ontario concerning financial and related issues arising out of the interpretation, application, administration, or alleged violation of this Agreement (“Financial Disputes”) or between the Board and the O.P.P. concerning policing issues arising out of the interpretation, application, administration, or alleged violation of this Agreement (“Policing Disputes”).
  - (b) In the event that a dispute arises, the Detachment Commander, or representative, and the Municipality or the Board, as the case may be, or their representative, shall meet within 30 days of such dispute arising and use all best good faith efforts to resolve the dispute.
  - (c) If the dispute remains unresolved, the Regional Commander, or representative, and the Municipality or the Board, as the case may be, or representative, shall meet and use all best good faith efforts to resolve the dispute.
  - (d) If the dispute remains unresolved, the Commissioner, or Deputy Commissioner, and the Municipality or the Board, as the case may be, or representative, shall meet and use all best good faith efforts to resolve the dispute.
  - (e) If a Financial Dispute remains unresolved, the issue may be referred to mediation by either party, and each party shall use all best good faith efforts to resolve the dispute.
23. (a) Financial Disputes that cannot be resolved through any of the methods described within paragraph 22, may be referred to and settled by binding arbitration. The provisions of the *Arbitration Act, 1991* shall apply to any such arbitration, unless otherwise indicated below:
  - i) The language of the arbitration shall be English.
  - ii) The place of the arbitration shall be at the Town of Ingersoll.

- iii) Each party agrees that the arbitration shall be conducted in a summary manner to ensure a full hearing in a cost effective and efficient manner.
  - iv) Each party shall make prompt full disclosure to the other and, subject to the availability of an arbitrator the arbitration shall be commenced within 30 days of the conclusion of the meeting with the Commissioner, or the mediator, if applicable.
  - v) Each party shall be responsible for its own legal expenses and for an equal share of the fees and expenses of the arbitration and any other related expenses. Section 54 of the *Arbitration Act* shall not apply; the arbitrator shall have no right to make an award relating to costs.
  - vi) The parties shall have no right of appeal to a final decision of an arbitrator.
- (b) Policing Disputes shall not be subject to mediation or arbitration.
- (c) Neither party shall be entitled to proceed to mediation or arbitration until all of the meetings referred to in paragraphs 22 have been held, and each party undertakes to exert all best good faith efforts to resolve the dispute in those meetings.
- (d) Mediations or arbitrations of disputes conducted under this Agreement shall remain closed to the public. All parties to any dispute shall keep all details, admissions or communications made in the course of the dispute resolution process strictly confidential, nor shall such information be admissible in any legal proceeding, except as follows:
- i) on consent of all parties;
  - ii) as may be ordered by a court of competent jurisdiction;
  - iii) the final decision of the arbitrator may be released.
- (e) Each of the meetings outlined in paragraph 22 shall be commenced no earlier than 15 days, and concluded no more than 30 days, from the conclusion of the prior stage unless the parties otherwise agree.
- (f) Notwithstanding any of the above provisions, nothing in this Agreement shall be construed so as to give the Municipality or the Board the right to alter any policy of the O.P.P. or the Ministry. Nothing in this Agreement shall be construed so as to give the Municipality or the Board, the right to supercede or vary the duties and obligations of the Solicitor General pursuant to s. 3(2) of the *Police Services Act*, or of the Commissioner pursuant to s. 17 and s. 41 of the *Police Services Act*, and further, the rights of the Municipality and the Board pursuant to the Agreement are subject to the Municipality's obligations under s. 4 of the *Police Services Act*.

### **Detachment Commander Selection**

24. The Detachment Commander shall be selected from a short-listed pool of candidates as determined by the O.P.P. in accordance with its relevant provincial policies. Following the formulation of the short-list, a joint committee consisting of Board members and

persons nominated by the Commissioner, shall select the successful candidate in accordance with the process set out in the OPP's provincial policies.

### **Notice**

25. Any notice, statement, invoice or account to be delivered or given by any of the below listed groups to any other of them shall be delivered to all other groups in writing and sent by mail addressed to those groups at their respective address as listed below, or sent by fax transmission to the fax number listed below. Any notice, statement, invoice or account sent by mail shall be deemed to be received on the third day following the date of mailing unless shown to the contrary and if sent by fax shall be deemed to be received on the date of transmission. Any group may change its address and fax number by giving notice provided herein:
- i) to Ontario addressed to: The Minister of Community Safety and Correctional Services, 25 Grosvenor Street, 11<sup>th</sup> Floor, Toronto, Ontario, M7A 1Y6, FAX number (416) 325-6067.
  - ii) to the Commissioner addressed to: The Commissioner, Ontario Provincial Police, 777 Memorial Avenue, Orillia, Ontario, L3V 7V3, to the attention of the Manager, Municipal Policing Bureau, FAX number (705) 330-4191.
  - iii) to the Municipality addressed to: The Mayor, Town of Ingersoll, 130 Oxford Street, 2<sup>nd</sup> floor, Ingersoll, Ontario, N5C 2V5, FAX number (519) 485-3543.
  - iv) to the Board addressed to: The Chair, Ingersoll Police Services Board, 130 Oxford Street, 2<sup>nd</sup> floor, Ingersoll, Ontario, N5C 2V5, FAX number (519) 485-3543.

### **Commencement and Termination of Agreement**

26. Notwithstanding the date upon which this Agreement is signed, the term of this Agreement shall commence on the 1st day of January 2015, and shall conclude on the 31st day of December 2019.
27. Either party to this Agreement may terminate this Agreement upon one year written notice of termination to the other party, in which case this Agreement shall terminate one year following the delivery of such notice. Should a notice to terminate be given, the Municipality shall continue to be obligated to pay for the cost of providing police services under this contract to and including the date of such termination and Ontario shall continue to be responsible to provide the services outlined in this Agreement.

- 28. Should the Municipality’s designated responsibility to provide policing under the *Police Services Act* be changed, either by statute or government interpretation, the Municipality maintains its right upon being so informed to give written notice of its intention to terminate this Agreement forthwith.

**Entire Agreement**

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

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

**FOR ONTARIO**

\_\_\_\_\_  
The Minister of Community Safety and Correctional Services

**FOR THE MUNICIPALITY**

\_\_\_\_\_  
Mayor, Reeve, etc. (as appropriate)

\_\_\_\_\_  
Chief Administrative Officer, or Clerk (as appropriate)

Date signed by the Municipality: \_\_\_\_\_

**SCHEDULE “A”**

**BY-LAW OF THE MUNICIPAL COUNCIL**

**SCHEDULE “B”**

**PROPOSAL FOR POLICE SERVICES**



***The Town of  
Ingersoll***

***Contract Policing Proposal***

***Prepared by:  
Ontario Provincial Police  
Municipal Policing Bureau***

***January 16, 2015***

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## **Executive Summary**

The Ontario Provincial Police (OPP) has over 100 years of experience in providing effective community-based policing and protection throughout Ontario. The OPP has provided municipal police services under contract for over 60 years and currently maintains contracts with over 140 communities across Ontario.

The Town of Ingersoll requested a costing for OPP municipal policing. This proposal is based on the Town of Ingersoll paying an amount equal to the sum of the Town of Ingersoll's allocated portion of the OPP's total municipal policing base and calls for service costs and the costs for overtime, cleaning/caretaker, accommodation, court security and offender transport as applicable. Where a municipality chooses to receive police services from the OPP pursuant to a contract, the OPP will provide the level of police services required to provide adequate and effective policing, including providing the services set out in *Regulation 3/99, Adequacy and Effectiveness of Police Services* under the *Police Services Act*. If the Town of Ingersoll chooses to enhance the level of police services by adding dedicated positions, the Town of Ingersoll will be responsible for the costs associated with establishing and maintaining the enhanced level of police services.

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

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

In order to provide a location for the police and public to interact, and to facilitate the delivery of police services in a community, the OPP encourages the establishment of Community Policing Offices (CPOs). Where such offices exist they are usually equipped with telephone and computer capabilities for use by officers assigned to the municipality. Any decision on the establishment of a CPO in the Town of Ingersoll rests entirely with Town council and any associated costs will be the responsibility of the Town. It is recommended that any CPO located within the Town be maintained.

In consultation with the Ingersoll Police Services Board it is the intent that all existing community service programs and community policing committees will be maintained.

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

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

from within the Oxford OPP Detachment as well as neighboring detachments and regions, should the need arise.

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

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

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

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

#### **Value for the Town of Ingersoll;**

- Assurance of adequacy and effectiveness of police services;
- Dedication to resolving community issues through local involvement and community policing committees;
- Availability of additional staffing support from neighboring detachments, regional headquarters and general headquarters;
- Seamless access to a comprehensive infrastructure and specialized services; and
- Assists the Detachment Commander in determining the local policing priorities and objectives through the Ingersoll Police Services Board.

**Based on, among other things, an estimate of salary and benefit costs, the policing cost for 2015 associated with this proposal is \$2,816,536. This includes the related initial costs for the enhancements if applicable. The annual billing statement and the costs associated with the enhanced positions are set out in the attachments to this proposal.**

**Please Note:**

**Not included in this proposal are:**

- **The cost of maintaining the Police Services Board**
- **The costs associated with establishing and maintaining Community Policing Office(s)**
- **Any applicable revenues accruing to the municipality as a result of police activity**

(\*Note – This proposal expires six months from the date of presentation to Council. At that time the costs identified in the proposal will be subject to review and revision where necessary.)

## Proposed Dedicated Enhancement Positions

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

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

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

Your proposed contract enhancements are listed below:

Proposed FTE* Enhancements	Classification	Position Description
1	<i>Sergeant</i>	<i>Community Sergeant</i>
1	<i>Constable</i>	<i>High School Resource Officer</i>

*\*A Uniform FTE is a unit of hours of police services per annum. The number of hours for an FTE will reflect the latest availability factor in the deployment model, currently at 1467 hours per year.*

# OPP Annual Billing Statement

Ingersoll T

Estimated costs for the period January 1 to December 31, 2015

Including Enhancements

(see notes)

			Cost per Property	\$
<b>Base Service</b>				
	<u>Property Counts</u>			
	Household	5,048		
	Commercial and Industrial	<u>262</u>		
	Total properties	<u>5,310</u>	\$200.51	\$1,064,708
<b>Calls for Service</b>				
	Total all municipalities	\$138,122,392		
	Total municipal portion	0.7581%	\$197.18	\$1,047,043
<b>Overtime</b>			\$13.39	\$71,119
<b>Contract Enhancements</b>	(see summary)		\$61.04	\$324,146
<b>Court Security</b>				
<b>Prisoner Transportation</b>	(per property cost)		\$2.41	\$12,797
<b>Accommodation</b>	(per property cost)			
<b>Cleaning Services</b>	(per property cost)			
<b>Total 2015 Calculated Cost before Phase-In Adjustment</b>			<b>\$474.54</b>	<b>\$2,519,813</b>
<b>2015 Phase-In Adjustment Billing Summary</b>				
<b>2014 Forecasted cost</b>	Total	\$2,975,855	\$560.42	
<b>2015 Calculated Cost per Property (see above)</b>			\$474.54	
<b>Cost per Property Variance</b>		(Decrease)	\$85.88	
<b>2015 Adjustment (Maximum per property)</b>		(Decrease)	\$30.00	
<b>Actual 2015 Phase-In Adjustment</b>			\$55.88	\$296,723
<b>Total Billing for 2015</b>			<b>\$530.42</b>	<b>\$2,816,536</b>

# OPP Annual Billing Statement

O.P.P. CONTRACT ENHANCEMENT COST SUMMARY  
 Billed Policing Costs for the period  
 January 01, 2015 to December 31, 2015

Ingersoll T

2014 Cost-Recovery Formula  
 Costs Adjusted on an Annual Basis

## Salaries and Benefits

(Note 1)

### Uniform Members

	<u>Positions</u>	<u>\$</u>	
Inspector .....	-	-	
Staff Sergeant-Detachment Commander .....	-	-	
Staff Sergeant .....	-	-	
Sergeant .....	1.00	109,512	
Constables..... (Note 2)	1.00	92,158	
<b>Total Uniform Salaries</b>			201,670
Contractual Payout (Vacation & Statutory Holidays) .....			7,496
Shift Premiums .....			1,356
Benefits (27.34% of Salaries) .....			55,137
<i>Total Uniform Salaries &amp; Benefits</i>			265,659

### Detachment Civilian Members

	<u>Positions</u>	<u>\$</u>	
Court Officer .....	Full-time	-	
Court Officer .....	Part-time	-	
Detachment Administrative Clerk .....	Full-time	-	
Detachment Administrative Clerk .....	Part-time	-	
Garage Attendant .....	Part-time	-	
<b>Total Detachment Civilian Salaries</b>			-
Benefits (26.51% of Salaries; 21.53% Part-time) .....			-
<i>Total Civilian Salaries &amp; Benefits</i>			-

### Support Costs - Salaries and Benefits

Communication Operators .....	11,404	
Prisoner Guards Salaries & Benefits .....	2,704	
Office Automation Support Salaries & Benefits .....	860	
Telephone Support Salaries & Benefits .....	256	
Operational Support Salaries & Benefits .....	8,522	
<i>Total Support Staff Salaries and Benefits Costs</i>		23,746

## Total Salaries & Benefits

**289,405**

## Other Direct Operating Expenses

Communication Centre .....	500
Operational Support .....	1,500
RHQ Municipal Support .....	4,388
Vehicle Usage .....	16,458
Telephone .....	2,400
Detachment Supplies & Equipment .....	1,006
Uniform & Equipment .....	2,446
Mobile Radio Equipment Repairs & Maintenance .....	1,608
Office Automation - Uniform .....	2,802
Office Automation - Civilian .....	1,633
<i>Total Other Direct Operating Expenses</i>	34,741

<b>TOTAL BILLED POLICING COST</b>	<b>\$ 324,146</b>
<b>TOTAL OPP-POLICED PROPERTIES</b>	<b>5,310</b>
<b>COST PER PROPERTY</b>	<b>\$ 61.04</b>

- 1) Uniform salaries are estimated 2015 provincial average salary rates. The civilian salaries are estimated 2015 salary rates. Overtime is included in the Annual Billing Statement line item.
- 2) The one (1) Constable under the 1000 Officers Program has been deemed to be an enhancement. Uniform salaries are estimated 2015 provincial average salary rates.
- 3) Office Automation - Civilian is calculated at \$1,633 per civilian member and has been calculated for the one (1) Civilian Court Officer.

## **Additional Notes to the “OPP Annual Billing Statement”:**

- The Annual Billing Statement is determined based on the new OPP billing model effective January 1, 2015.
- The Annual Billing Statement is a statement of 2015 costs based on an estimate of salary and benefit costs. Salary and benefit costs are estimates and are subject to a final year end adjustment.
- As a result of the implementation of the new OPP billing model municipal policing costs are subject to Phase-in Adjustments for the calendar years 2015 to 2019. The 2015 phase-in adjustment is dependent on the final 2014 cost. Phase-in adjustments are subject to change and are based on an annual determination:
  - If the municipality is subject to an increase between the final 2014 cost and the 2015 cost, the increase will be capped to a maximum of \$40 increase per property. The capped increase of \$40 plus the growth factor per property cost will be applicable for each subsequent year until the full cost is realized.
  - The growth factor is a set per property cost for all municipalities dependent upon general increases in salary, benefits, support costs and other direct operating expenditures.
  - If the municipality is subject to a decrease between the final 2014 cost and the 2015 cost it will be limited to the per property reduction limit applicable to the year.
  - The per property reduction limit is an annual per property amount determined for all municipalities. The per property reduction limit is subject to change each year based upon the determination of the funding required to offset the capped increases for all municipalities.
- **Dedicated Enhancement Reconciliation - Uniform Positions:**
  - Total hours of service provided by all dedicated enhancement positions will be reconciled annually.
  - It is currently estimated, in accordance with the OPP deployment model, that each dedicated enhanced position will provide 1467 hours of service per year in order to fulfill the requirements of their respective positions. If this number of hours is not met, the total cost of all dedicated enhancement positions will be reduced accordingly.
  - Total hours of service for dedicated enhancement positions include hours of work performed in a municipality by all officers assigned to enhancement positions. Total hours will not include:
    - overtime hours
    - hours recorded for duties accounted for in the deployment model such as court attendance, training and specific administrative duties
    - hours calculated for billable calls for service by officers assigned to dedicated enhancement positions unless the officer’s position is general law enforcement
- **Dedicated Enhancement Reconciliation - Civilian Positions:**

- Dedicated civilian enhancement positions will be reconciled annually based on the actual staffing of the position. For example, municipalities will receive a credit for periods when the position is vacant, excluding short-term vacancies such as sick time, vacation, stat holiday, bereavement leave, etc.



## **O.P.P. Contacts**

**Please forward any questions or concerns to Inspector Tim Clark, Detachment Commander, Oxford OPP Detachment or Sergeant Kevin Hummel, Contract Policing Analyst, Municipal Policing Bureau, OPP General Headquarters**

<b>Inspector Tim Clark</b>	<b>(519) 485-6554</b>
<b>Sergeant Kevin Hummel</b>	<b>(519) 441-3697</b>

**SCHEDULE “C”**

**ANNUAL BILLING STATEMENT**

# OPP Annual Billing Statement

Ingersoll T

Estimated costs for the period January 1 to December 31, 2015

Including Enhancements

(see notes)

			Cost per Property	\$
<b>Base Service</b>				
	<u>Property Counts</u>			
	Household	5,048		
	Commercial and Industrial	<u>262</u>		
	Total properties	<u>5,310</u>	\$200.51	\$1,064,708
<b>Calls for Service</b>				
	Total all municipalities	\$138,122,392		
	Total municipal portion	0.7581%	\$197.18	\$1,047,043
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<b>Court Security</b>				
<b>Prisoner Transportation</b>	(per property cost)		\$2.41	\$12,797
<b>Accommodation</b>	(per property cost)			
<b>Cleaning Services</b>	(per property cost)			
<b>Total 2015 Calculated Cost before Phase-In Adjustment</b>			<b>\$474.54</b>	<b>\$2,519,813</b>
<b>2015 Phase-In Adjustment Billing Summary</b>				
<b>2014 Forecasted cost</b>	Total	\$2,975,855	\$560.42	
<b>2015 Calculated Cost per Property (see above)</b>			\$474.54	
<b>Cost per Property Variance</b>		(Decrease)	\$85.88	
<b>2015 Adjustment (Maximum per property)</b>		(Decrease)	\$30.00	
<b>Actual 2015 Phase-In Adjustment</b>			\$55.88	\$296,723
<b>Total Billing for 2015</b>			<b>\$530.42</b>	<b>\$2,816,536</b>

# OPP Annual Billing Statement

O.P.P. CONTRACT ENHANCEMENT COST SUMMARY  
 Billed Policing Costs for the period  
 January 01, 2015 to December 31, 2015

Ingersoll T

2014 Cost-Recovery Formula  
 Costs Adjusted on an Annual Basis

## Salaries and Benefits

(Note 1)

Uniform Members	<u>Positions</u>	<u>\$</u>	
Inspector .....	-	-	
Staff Sergeant-Detachment Commander .....	-	-	
Staff Sergeant .....	-	-	
Sergeant .....	1.00	109,512	
Constables..... (Note 2)	1.00	92,158	
Total Uniform Salaries			201,670
Contractual Payout (Vacation & Statutory Holidays) .....			7,496
Shift Premiums .....			1,356
Benefits (27.34% of Salaries) .....			55,137
<i>Total Uniform Salaries &amp; Benefits</i>			265,659

## Detachment Civilian Members

	<u>Positions</u>	<u>\$</u>	
Court Officer .....	Full-time	-	
Court Officer .....	Part-time	-	
Detachment Administrative Clerk .....	Full-time	-	
Detachment Administrative Clerk .....	Part-time	-	
Garage Attendant .....	Part-time	-	
Total Detachment Civilian Salaries .....			-
Benefits (26.51% of Salaries; 21.53% Part-time) .....			-
<i>Total Civilian Salaries &amp; Benefits</i>			-

## Support Costs - Salaries and Benefits

Communication Operators .....	11,404	
Prisoner Guards Salaries & Benefits .....	2,704	
Office Automation Support Salaries & Benefits .....	860	
Telephone Support Salaries & Benefits .....	256	
Operational Support Salaries & Benefits .....	8,522	
<i>Total Support Staff Salaries and Benefits Costs</i>		23,746

## Total Salaries & Benefits

**289,405**

## Other Direct Operating Expenses

Communication Centre .....	500
Operational Support .....	1,500
RHQ Municipal Support .....	4,388
Vehicle Usage .....	16,458
Telephone .....	2,400
Detachment Supplies & Equipment .....	1,006
Uniform & Equipment .....	2,446
Mobile Radio Equipment Repairs & Maintenance .....	1,608
Office Automation - Uniform .....	2,802
Office Automation - Civilian .....	1,633
<i>Total Other Direct Operating Expenses</i>	34,741

<b>TOTAL BILLED POLICING COST</b>	<b>\$ 324,146</b>
<b>TOTAL OPP-POLICED PROPERTIES</b>	<b>5,310</b>
<b>COST PER PROPERTY</b>	<b>\$ 61.04</b>

- 1) Uniform salaries are estimated 2015 provincial average salary rates. The civilian salaries are estimated 2015 salary rates. Overtime is included in the Annual Billing Statement line item.
- 2) The one (1) Constable under the 1000 Officers Program has been deemed to be an enhancement. Uniform salaries are estimated 2015 provincial average salary rates.
- 3) Office Automation - Civilian is calculated at \$1,633 per civilian member and has been calculated for the one (1) Civilian Court Officer.

## **Additional Notes to the “OPP Annual Billing Statement”:**

- The Annual Billing Statement is determined based on the new OPP billing model effective January 1, 2015.
- The Annual Billing Statement is a statement of 2015 costs based on an estimate of salary and benefit costs. Salary and benefit costs are estimates and are subject to a final year end adjustment.
- As a result of the implementation of the new OPP billing model municipal policing costs are subject to Phase-in Adjustments for the calendar years 2015 to 2019. The 2015 phase-in adjustment is dependent on the final 2014 cost. Phase-in adjustments are subject to change and are based on an annual determination:
  - If the municipality is subject to an increase between the final 2014 cost and the 2015 cost, the increase will be capped to a maximum of \$40 increase per property. The capped increase of \$40 plus the growth factor per property cost will be applicable for each subsequent year until the full cost is realized.
  - The growth factor is a set per property cost for all municipalities dependent upon general increases in salary, benefits, support costs and other direct operating expenditures.
  - If the municipality is subject to a decrease between the final 2014 cost and the 2015 cost it will be limited to the per property reduction limit applicable to the year.
  - The per property reduction limit is an annual per property amount determined for all municipalities. The per property reduction limit is subject to change each year based upon the determination of the funding required to offset the capped increases for all municipalities.
- **Dedicated Enhancement Reconciliation - Uniform Positions:**
  - Total hours of service provided by all dedicated enhancement positions will be reconciled annually.
  - It is currently estimated, in accordance with the OPP deployment model, that each dedicated enhanced position will provide 1467 hours of service per year in order to fulfill the requirements of their respective positions. If this number of hours is not met, the total cost of all dedicated enhancement positions will be reduced accordingly.
  - Total hours of service for dedicated enhancement positions include hours of work performed in a municipality by all officers assigned to enhancement positions. Total hours will not include:
    - overtime hours
    - hours recorded for duties accounted for in the deployment model such as court attendance, training and specific administrative duties
    - hours calculated for billable calls for service by officers assigned to dedicated enhancement positions unless the officer's position is general law enforcement
- **Dedicated Enhancement Reconciliation - Civilian Positions:**

- Dedicated civilian enhancement positions will be reconciled annually based on the actual staffing of the position. For example, municipalities will receive a credit for periods when the position is vacant, excluding short-term vacancies such as sick time, vacation, stat holiday, bereavement leave, etc.



**Corporation of the Town of Ingersoll  
By-Law 15-4801**

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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 meetings held on March 9, 2015, March 12, 2015, April 11, 2015 and April 13, 2015.**

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

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

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

1. **THAT** all actions and proceedings of the Council of The Corporation of the Town of Ingersoll at the meetings held on March 9, 2015, March 12, 2015, April 11, 2015 and April 13, 2015 are hereby adopted.
2. **THAT** the taking of any action authorized in or by the Council of The Corporation of the Town of Ingersoll are hereby adopted, ratified and confirmed.
3. **THAT** where no individual by-law has been or is passed with respect to the taking of any action authorized in or by the Council of The Corporation of the Town of Ingersoll, then this by-law shall be deemed for all purposes to be the by-law required for approving and authorizing the taking of the action.
4. **THAT** the Mayor and Officers of The Corporation of the Town of Ingersoll are hereby authorized and directed to do all things necessary to give effect to the recommendations, motions, resolutions, reports, action and other decisions of the Council and the Mayor and Clerk are hereby authorized and directed to execute all necessary documents in the name of The Corporation of the Town of Ingersoll and to affix the seal of the Corporation thereto.
5. **AND FURTHER THAT** this by-law shall become effective and shall come into force after third reading of the by-law.

**READ** a first and second time in Open Council this 13<sup>th</sup> day of April, 2015.

**READ** a third time in Open Council and passed this 13<sup>th</sup> day of April, 2015.

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**Edward (Ted) Comiskey, Mayor**

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**Michael Graves, Clerk**

I councilor Brian Petrie move that Council for the Town of Ingersoll approve the following motion

**WHEREAS** ERTH Corporation's Board of Directors is made of members appointed by its shareholders

**AND WHEREAS** ERTH Corporation's shareholders are made up of a group of municipalities including the Town of Ingersoll

**AND WHEREAS** the Town of Ingersoll strives to be transparent in the remuneration of its board of directors

**AND WHEREAS** the Town of Ingersoll recognizes that ERTH Corporation is not required to report the remuneration of its Board of directors under the legislation and rules governing it

**THEREFORE BE IT RESOLVED** that the Town of Ingersoll here by request that ERTH Corporation voluntarily report the remuneration of its board of directors on a yearly basis in the same manner as its shareholders

**AND FURTHER THAT** a copy of this resolution be forwarded to the other shareholder municipalities and ERTH Corporation's Board of Directors