



**Corporation of the Town of Ingersoll  
Council Agenda  
Regular Meeting of Council  
Town Centre, Council Chambers  
Monday, February 12, 2018, 6:00 p.m.**

**Call to Order**

**Disclosures of Pecuniary Interest**

**Minutes of Council Meetings**

- 1) Minutes of Regular Council Meeting on [January 8, 2018](#)
- 2) Minutes of the Special Council Meeting on [January 5, 2018](#)
- 3) Minutes of the Special Council Meeting on [January 18, 2018](#)
- 4) Minutes of the Special Council Meeting on [January 30, 2018](#)

**Minutes of Council Committee Meetings**

- 1) Minutes of the Safe Cycling Committee meeting on [January 11, 2018](#)
- 2) Minutes of the Recreational Trails Committee meeting on [January 17, 2017](#)
- 3) Minutes of the Police Service Board meeting on [November 27, 2018](#)
- 4) Minutes of the Police Service Board meeting on [December 10, 2018](#)
- 5) Minutes of the UTRCA meeting on [November 28, 2018](#)

**Correspondence – Note and File**

- 1) [Town of Ingersoll](#) Letter to Ministry of Environment RE: Carmeuse Lime (Canada) Limited Alternative Low-Carbon Fuel (ALCF) Demonstration Project; EBR Registry Number: 013-1075
- 2) [Ministry of Finance](#) – Preparation for Federal Legalization of cannabis - Retail and Distribution
- 3) [County of Oxford](#) – Correspondence re: County Council Alternate
- 4) [Town of Lakeshore](#) – RE: Marijuana Tax Revenue
- 5) [Town of Lakeshore](#) – RE: Population Growth Projections

**Accounts**

[Monthly Cheque Disbursements – January 2018](#)

**Resolution – Committee of the Whole (Councillor Petrie)****Monthly Staff Reports**

- 1) Building Report [B-002-18](#)
- 2) Clerk's Report [C-005-18](#)
- 3) Community Services Report [CS-002-18](#)
- 4) Fire Services Report [F-002-18](#)
- 5) Operations Report [OP-005-18](#)
- 6) Treasury Report [T-003-18](#)

**Special Staff Reports**

- 1) EA Process update [A-003-18](#)
  - a. Peter Klaassen, TetraTech & Fred Bernard, Arcadis Canada - Update on the EA Process and Peer Review [Presentation](#)
- 2) SOMA/Asia Report [A-004-18](#)
- 3) Carr's Walkway [A-005-18](#)
- 4) Development Charge Report [A-006-18](#)
- 5) Update of Boundary Negotiations with SWOX [A-007-18](#)
- 6) 99 North Town Line Update [A-008-18](#)
- 7) West Nile Virus Program [C-006-18](#)
- 8) Carnegie Library and Possible Heritage Designation [C-007-18](#)
- 9) Update on "We Demand the Right" Activities at the ROMA [C-008-18](#)
- 10) Noise By-law [C-009-18](#)
- 11) VPCC Facility Condition Assessment [CS-003-18](#)
- 12) Traffic Bylaw Amendment [F-003-18](#)
- 13) Update on Possible Sale of Town Lands [OP-006-18](#)
- 14) 2018 Operating Budget Report [T-006-18](#)

**Minor Variance Application 7:00 p.m.**

- 1) Minor Variance A-001-18 -157 Margaret Street, Brian Elliot, Habitat for Humanity
  - a. [Community and Strategic Planning Report 2018-36](#)

**Delegations & Presentations**

- 1) Jay Heaman, Manager of Strategic Initiatives, Oxford County - [Smart Cities Challenge Presentation](#) – Joint Application requests and formation of an ad-hoc steering Committee, [WebEx Information Session](#), [County Report](#)
- 2) Dan Borthwick, President, Unifor Local 88 – National Pharmacare Program Resolution

- 3) Mike Connor, Ingersoll Lions Club – Annual Car Show Swap Meet Presentation

### Correspondence & Resolution

- 1) [Ontario Good Roads Association](#) – Reforms to the Municipal Class Environmental Assessment process - Resolution

### Consideration of By-Laws

- 1) [By-Law 18-4982](#) – Parking Amendment (Fire Lanes)
- 2) [By-Law 18-4983](#) – To adopt and confirm all actions and proceedings of the Council for the Town of Ingersoll at the Council meetings held on January 18, January 30, February 8, and February 12, 2018

### Notice of Motions

### Upcoming Council Meetings

**Regular Meeting of Council**  
Monday, March 5, 2018, 6:00 p.m.  
Town Centre, Council Chambers

### Council Committee Meetings

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

#### Harvest Festival

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

#### Museum Committee

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

#### Ingersoll BIA

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

#### Recreational Trails Committee

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

#### Safe Cycling Committee

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

#### Police Services Board

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

#### Youth Committee

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

#### Joint Boundary Adjustment Meeting

February 20, 2018  
SWOX Municipal Office  
312915 Dereham Line., Mt. Elgin  
4:00 p.m.

#### Transportation Committee

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

### Closed Session

- 1) Minutes of the Closed Session Meetings on January 5, January 8, January 18, and January 30, 2018
- 2) Section 239. (2) (c) proposed or pending disposition of land by the municipality – Industrial Lands, Clark Road

- 3) Section 239. (2) (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose - Southside Group - 400 Harris St.

## Adjournment





**Corporation of the Town of Ingersoll  
Regular Council Meeting Minutes  
Town Centre, Council Chambers  
Monday, January 8, 2018, 6:00 p.m.**

**Council Members Present:**

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

**Staff Present:**

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

**Media Present:**

Rogers TV

Warrant Officer Warren McDonald and Sergeant Sierra St Onge along with Lieutenant Brandon Momney of Cadets Canada usher in the first 2018 Regular Council Meeting

**Call to Order**

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

**Disclosures of Pecuniary Interest**

None disclosed

**Minutes of Council Meeting**

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

**C18-01-390 THAT** the minutes of the Regular Council meeting held on December 11, 2017 and the Special Council meeting held on December 12, 2017 be adopted.

**CARRIED**

### Minutes of Council Committee Meetings

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

**C18-01-391 THAT** the Council Committee minutes 1 and 2 be received as information.

- 1) Minutes of the Safe Cycling Committee meeting on December 14, 2017
- 2) Minutes of the Recreational Trails Committee on December 12, 2017

**CARRIED**

### Correspondence – Note & File

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

**C18-01-392 THAT** the Note and File Correspondence items 1 through 6 be received as information.

**CARRIED**

### Accounts - Resolution

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

**C18-01-393 THAT** the Cheque Disbursement Sheets for the month of December 2017, be received as information.

**CARRIED**

### Monthly Staff Reports

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

**C18-01-394 THAT** Council do now go into Committee of the Whole, Council in Committee of the Whole, Deputy Mayor Freeman in the Chair.

**CARRIED**

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

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

**C18-01-395 THAT** the monthly staff reports be received as information.

**CARRIED**

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

**VERBAL RESOLUTION THAT** staff be directed to request an apology and a retraction in Village Voice from Zorra Township in regard to the statement made that Ingersoll went over the agreed budget exceeding \$600,000 on the North Town Line project.

**CARRIED**

### Special Staff Reports

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

**C18-01-396 THAT** the Council for the Town of Ingersoll receive report A-002-18 as information;

**AND FURTHER THAT** the mural incorporate the Town's logo and show the history and future of Ingersoll as did the previous mural that was on the building on the North side of Heritage Court as an example.

**CARRIED**

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

**C18-01-397 THAT** the Council for the Town of Ingersoll receive report C-002-18 as information;

**AND FURTHER THAT** Council appoints the Deputy-Mayor of the Town of Ingersoll to be the alternate at County of Oxford Council in the absence of the Mayor until the end of this term of Council being November 30, 2018.

**CARRIED**

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

**C18-01-398 THAT** the Council for the Town of Ingersoll receive report C-003-18 as information;

**AND FURTHER THAT** Council directs staff to prepare a designation report in conjunction with the prospective purchaser for Council consideration.

**CARRIED**

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

**C18-01-399 THAT** the Council for the Town of Ingersoll receive report C-004-18 as information;

**AND FURTHER THAT** staff be directed to arrange possible meetings with the Minister of Tourism, Sport and Culture, the Minister of Infrastructure, and the Minister of Municipal Affairs.

**CARRIED**

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

**C18-01-400 THAT** the Council for the Town of Ingersoll receives staff report T-002-17 as information;

**AND FURTHER THAT** Council delegate authority to initiate and file notices of assessment appeal, for any property in the Town of Ingersoll, with the Assessment Review Board ("the ARB"), to the Treasurer or his/her designate;

**AND FURTHER THAT** Council delegate authority to withdraw any appeal filed by the Town of Ingersoll, should it be determined that it is not in the Town's best interest to proceed, to the Treasurer or his/her designate;

**AND FURTHER THAT** Council delegate authority to attend any Mediation or Settlement Conferences on property tax or assessment matter as a party to all appeals whether filed by the Town of Ingersoll or another person, entity or agent, to the Treasurer or his/her designate;

**AND FURTHER THAT** Council delegate authority to attend before the Assessment Review Board on property tax or assessment matters as a party to all appeals whether filed by the Town of Ingersoll or another person, entity or agent, to the Treasurer or his/her designate;

**AND FURTHER THAT** Council delegate authority to execute settlement agreements, on behalf of the Town of Ingersoll, reached in the course of a taxation or property assessment appeal, mediation or settlement conference to the Treasurer or his/her designate;

**AND THAT** the by-law 18-4978 be adopted to reflect these items of delegated authority.

**CARRIED**

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

**C18-01-401 THAT** the Committee do now rise out of Committee of the Whole.

**CARRIED**

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

**C18-01-402** 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**

### **Delegations & Presentations**

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

**C18-01-403** THAT the Council for the Town of Ingersoll receives the presentation from Lieutenant Brandon Momney along with Warrant Officer Warren McDonald and Sergeant Sierra St Onge of Cadets Canada as information.

**CARRIED**

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

**C18-01-404** THAT the Council for the Town of Ingersoll receives the presentation from Sandy Jansen, Integrated President/Chief Executive Officer and Dr. Joel Wohlgemut, Chief of Staff of Alexandra Hospital as information;

**AND FURTHER** directs staff to work with the Hospital Administration as to how to express our concerns to the LINN regarding Long Term Care Beds.

**CARRIED**

### **Consideration By-Laws**

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

**C18-01-405** THAT the mover have leave to introduce and go into Committee of the Whole on the following by- laws:

- 1) By-Law 18-4976 – Temporary Borrowing By-Law
- 2) By-Law 18-4977 – to provide for a 2018 interim tax levy for all taxation classes and to provide for the payment of taxes and penalty and interest charges of 1.25 percent per month
- 3) By-Law 18-4978 – to authorize the Treasurer or his/her designate, to file complaints to the Assessment Review Board relating to requests for reconsideration of assessment, and to settle assessment appeals and requests for reconsideration of assessment
- 4) By-Law 18-4979 – to govern the proceedings of the Council of the Corporation of the Town of Ingersoll and the appointed Committee thereof

- 5) By-Law 18-4980 - To authorize the execution of a transfer payment agreement for the Ontario municipal commuter cycling program with her majesty the queen in the right of Ontario as represented by the minister of transportation for the province of Ontario
- 6) By-Law 18-4981 – To adopt and confirm all actions and proceedings of the Council for the Town of Ingersoll at the Council meetings held on December 12, 2017, January 5, 2018 and January 8, 2018

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

**CARRIED**

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

**C18-01-406 THAT** the Committee do now rise out of Committee of the Whole.

**CARRIED**

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

**C18-01-407 THAT** By-laws 18-4976 through to 18-4981 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  
2018 Operating Budget Review**  
Thursday, January 18, 2018, 6:00 p.m.  
Town Centre, Council Chambers

**Regular Meeting of Council**  
Monday, February 12, 2018, 6:00 p.m.  
Town Centre, Council Chambers

### Closed Session

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

**C18-01-408 THAT** Council do now go into Committee of the Whole at 8:46 p.m. for a Closed Meeting pursuant to Section 239 (2) of the Municipal Act, 2001, as amended to discuss the following matters:

- 1) Minutes of the Closed Session Meetings on December 11, 2017
- 2) Section 239. (2) (b) personal matters about identifiable individuals, including municipal or local board employees (2)

- 3) ~~Section 239. (2) (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose was not discussed at this meeting (This matter was not discussed)~~

**CARRIED**

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

**C18-01-409 THAT** Council do now rise out of the Committee of the Whole from a Closed Session meeting at 9:08 p.m.

**CARRIED**

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

**C18-01-410 THAT** the Closed Session Council meeting minutes from December 11, 2018 be adopted as presented.

**CARRIED**

## Adjournment

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

**C18-01-411 THAT** the Council for the Town of Ingersoll adjourns the January 8, 2018, Regular Meeting of Council at 9:09 p.m.

**CARRIED**

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Edward (Ted) Comiskey, Mayor

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Ann Wright, Deputy Clerk



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

**Council Members Present:**

Councillors: Comiskey (left the meeting at 8:22 p.m.), Bowman, Franklin, Lesser, Petrie and Van Kooten-Bossence

**Staff Present:**

William Tigert, Chief Administrative Officer  
Ann Wright, Deputy Clerk  
Iryna Koval, Director of Finance/ Treasurer  
John Holmes, Fire Chief  
Sandra Lawson, Town Engineer  
Kyle Stefanovic, Director of Parks and Recreation

**Call to Order**

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

**Disclosures of Pecuniary Interest**

None disclosed

**Closed Session**

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

**C18-01-387 THAT** Council do now go into Committee of the Whole at 5:35 p.m. for a Closed Meeting pursuant to Section 239 (2) of the Municipal Act, 2001, as amended to discuss the following matter:

- 1) Section 239. (3.1) Educational session regarding historical planning applications on a particular property - 400 Harris St. – now subject to legal proceeding

**CARRIED**



**Moved by Councillor Bowman; seconded by Councillor Lesser**

**C18-01-388 THAT** Council do now rise out of the Committee of the Whole from a Closed Session meeting at 6:03 p.m.

**CARRIED**

## **2018 Budget**

### **1) 2018 Operational Budget Consideration**

2018 Budget –Draft January 5, 2018

#### **Departmental Budgets Review:**

Council

Chief Administrative Officer

IT and Treasury

Fire

Police

Engineering

Public Works

## **Upcoming Council Meetings**

### **Regular Meeting of Council**

Monday, January 8, 2018, 6:00 p.m.  
Town Centre, Council Chambers

### **Special Meeting of Council**

#### **2018 Operating Budget Review**

Thursday, January 18, 2018, 6:00 p.m.  
Town Centre, Council Chambers

### **Regular Meeting of Council**

Monday, February 12, 2018, 6:00 p.m.  
Town Centre, Council Chambers

**Adjournment**

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

**C18-01-389 THAT** the Council for the Town of Ingersoll adjourns the January 5, 2018, Special Meeting of Council at 9:08 p.m.

**CARRIED**

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Edward (Ted) Comiskey, Mayor

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Ann Wright, Deputy Clerk



**Corporation of the Town of Ingersoll  
Special Council Meeting Minutes  
Town Centre, Council Chambers  
Wednesday, January 18, 2018, 6:00 p.m.**

**Council Members Present:**

Mayor Comiskey

Deputy Mayor Fred Freeman

Councillors: Van Kooten-Bossence, Lesser, Petrie, Bowman (6:39) and Franklin (6:15)

**Staff Present:**

William Tigert, Chief Administrative Officer

Michael Graves, Clerk

Iryna Koval, Director of Finance/Treasurer

John Holmes, Fire Chief

Kyle Stefanovic, Director of Parks and Recreation

Sandra Lawson, Town Engineer

Shannon Vanderydt, Chief Building Official

Curtis Tighe, Economic Development Officer

**Call to Order**

Mayor Comiskey opens this meeting of Council at 6:10 p.m.

**Disclosures of Pecuniary Interest**

None Declared

**Special Reports**

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

**C18-01-412 THAT** Council do now go into Committee of the Whole, Council in Committee of the Whole, Deputy Mayor Freeman in the Chair.

**CARRIED**

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

**C18-01-413 THAT** the Council for the Town of Ingersoll receives report OP-002-18 as information.

**AND FURTHER THAT** staff doesn't proceed with the safety audits for the twelve railway crossings of CP.

**CARRIED**

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

**C18-01-414 THAT** the Council for the Town of Ingersoll receives report OP-003-18 as information.

**AND FURTHER THAT** Council approve Option 1 of Report OP-003-18 - Proceed with the reconstruction of Centre Street in 2018 and take the \$55,000 from the Engineering Reserves.

**CARRIED**

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

**C18-01-415 THAT** the Council for the Town of Ingersoll receives report OP-004-18 as information.

**AND THAT** staff proceed to replace the survey monuments;

**AND THAT** staff develop a policy to replace them during construction project so that there is a cost recovery process for Council consideration.

**CARRIED**

## **2018 Budget**

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

**C18-01-016 THAT** the Committee do now rise out of Committee of the Whole.

**CARRIED**

## **Upcoming Council Meetings**

### **Regular Meeting of Council**

Monday, February 8, 2016, 6:00 p.m.  
Town Centre, Council Chambers

### **Budget – Special Council Meetings**

January 18, 2016, January 25, 2016  
Town Centre, Council Chambers, 6:00 p.m.

**Strategic Planning Meeting**  
Saturday, January 23, 2016, 9:00 a.m.  
Town Centre, Council Chambers

**Closed Session**

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

**C18-01-017 THAT** Council do now go into Committee of the Whole at 9:37 p.m. for a Closed Meeting pursuant to Section 239 (2) of the Municipal Act, 2001, as amended to discuss the following matters:

- 1) Section 239. (2) (c) a proposed or pending disposition of land by the municipality

**CARRIED**

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

**C18-01-018 THAT** Council do now rise out of the Committee of the Whole from a Closed Session meeting at 9:42 pm.

**CARRIED**

**Adjournment**

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

**C18-01-019 THAT** the Council for the Town of Ingersoll adjourns the January 18, 2018 Special Meeting of Council at 9:43 p.m.

**CARRIED**

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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  
Tuesday, January 30, 2018, 6:00 p.m.**

**Council Members Present:**

Mayor Comiskey, Van Kooten-Bossence, Petrie and Bowman

**Regrets:**

Councillors Franklin, Lesser, and Deputy Mayor Freeman

**Staff Present:**

William Tigert, Chief Administrative Officer  
Michael Graves, Clerk  
Curtis Tighe, Economic Development Officer

**Call to Order**

Mayor Comiskey opens this meeting of Council at 6:10 p.m.

**Disclosures of Pecuniary Interest**

None Declared

**Closed Session**

**Moved by Councillor Bowman; seconded by Councillor Lesser**

**C18-01-020 THAT** Council do now go into Committee of the Whole at 6:04 p.m. for a Closed Meeting pursuant to Section 239 (2) of the Municipal Act, 2001, as amended to discuss the following matters:

- 1) Section 239 (2)(b) personal matter about an identifiable individual, including municipal or local board employees.
- 2) Section 239 (2)(c) proposed or pending disposition of land by the municipality – Industrial Lands Clark Road

**CARRIED**

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

**C18-01-021 THAT** Council do now rise out of the Committee of the Whole from a Closed Session meeting at 7:10 pm.

**CARRIED**

### Upcoming Council Meetings

**Regular Meeting of Council**

Monday, February 8, 2016, 6:00 p.m.  
Town Centre, Council Chambers

**Budget – Special Council Meetings**

January 18, 2016, January 25, 2016  
Town Centre, Council Chambers, 6:00 p.m.

**Strategic Planning Meeting**

Saturday, January 23, 2016, 9:00 a.m.  
Town Centre, Council Chambers

### Adjournment

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

**C18-01-022 THAT** the Council for the Town of Ingersoll adjourns the January 30, 2018 Special Meeting of Council at 7:11 p.m.

**CARRIED**

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Edward (Ted) Comiskey, Mayor

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Michael Graves, Clerk

**Town of Ingersoll**  
**Ingersoll Safe Cycling Committee Minutes**  
**Town Hall - JC Herbert Room**  
**Thursday, January 11th, 2018, 6:30 pm**

**Present:** Randy Lewis- Chair Meagan Lichti  
Kyle Stefanovic Jordan Sangers  
Sam Horton Sandra Lawson  
Fred Freeman Angela Peters

**Regrets:** Brian Petrie

1. Call to Order - Chair Randy Lewis - 6:34 pm
2. Approval of previous meeting minutes- Moved by Jordan Sangers; seconded by Sam Horton. CARRIED
3. Approval of Agenda – Moved by Sandra Lawson; seconded by Sam Horton. CARRIED
4. Oxford Update
  - i. Sat Sept 8<sup>th</sup>- Medics for Mental Health event – Sam to arrange volunteers. Last year was in Independent’s parking lot. Sam motions ISSC set up table. Carried
  - ii. CanBike – Next date early April. Luc La Pierre to continue with training.
  - iii. Huron Park- George Fressen Grade 9 pilot program. Hands on experience as opposed to classroom work, George found it was very beneficial to them. They cycled to each of the locations. Possible program for IDCI, Sam to have discussion with IDCI Principal and George. Key is to make connection and have IDCI take on program that worked in Woodstock.
    - Randy motions to commence procedure to open dialogue with IDCI principal re: Huron Park student program Carried
  - iv. Meagan- Mission zero ~ gathering more info. Safe cycling share the road program planned for the spring.
    - Angela- Will be attending meetings to get material. Will explore what has been posted previously.
    - What’s On website.
    - Will do bike safety posts.



- Will need to track views, shares, etc. to see benefits of promotion.
  - Promote volunteers to join group.
  - Pull info from County of Oxford safe cycling page.
  - Jim Law. MTO's website etc. E-laws.
  - Posts will revolve around relevant research.
  - Promotion of helmets. Coroner's Inquest from 2012. Lots of information to pull.
  - Cross promote and share across all pages.
- v. Ingersoll commuter trail roll out.
- Tendering to close by the end of March.
  - Minister, County, MTO, Town Rep, all present for shovel in the ground.
  - May for official roll out. Shovel in ground ceremony.
  - Check naming policy just approved by council.
- Would like to do naming contest to promote trail. Contest to open in May and close the month prior to trail completion. Reveal name at ribbon cutting opening of trail in the fall.
- Apply again this year for last piece to get from Thomas to King. Look for possible donors to help complete.
- vi. Table bike helmet discussion for next meeting.
- vii. Business financial post article re: ripping out bike lanes.
- viii. Bike summit April 17th & 18th
- ix. Sam motions to send Luc & Kyle Carried
- x. Direction going forward
- Multi Use Trail Connection to King
  - New members
  - Safe schools route

- IDCI student program
- xi. Feb 12<sup>th</sup> council meeting presentation.
- Sam to come @ 7pm to give overview of ISSC strategic plan which was provided to council at January Meeting.
5. Next Meeting - February 8th, 2018 @ 8:30pm.
6. Motion to Adjourn – Randy Lewis

**Town of Ingersoll**  
**Ingersoll Recreational Trails Ad Hoc Committee Minutes**  
**Town Hall – JC Herbert Room**  
**Wednesday January 17<sup>th</sup> 2018, 6:30 pm**

Present: Steve McSwiggan- Chair      Fred Freeman  
          Jordon Sangers                      Mike Hawkins  
          Mayor Comiskey                    Kyle Stefanovic

Regrets: Reagan Franklin                Natasha Wreford

1. Call to Order – Chair – Steve McSwiggan – 6:35 pm
2. Approval of Agenda  
Moved by Fred Freeman; seconded by Jordan Sangers - CARRIED
3. Approval of Minutes  
Moved by Jordan Sangers; seconded by Mike Hawkins - CARRIED
4. Trail Signage
  - Identify where and what signs
    - 1) Summary sign
    - 2) Trail head signs
    - 3) Directional signs
  - Rotary logo to be incorporated on all signs
    - 1) Summary Signs – Overall map, legend and rules of it with trails combined with trail head.
      - a. Museum – Cheese
      - b. Smith’s Pond/VPCC
      - c. Gazebo
      - d. Garnet Elliot
      - e. Soccer field/SRIS
    - 2) Trail head Signs
  - accessibility standards

- a. Length
- b. Type of surface
- c. Average and minimum trail width
- d. The average and maximum running slope and cross sign
- e. Location of amenities where provided
- f. Text must be Sans Serif

Where:

- a) John Lawson (with summary @ dog park)
- b) Thomas Ingersoll (captured with Summary)
- c) North Meadows (3 - One at each entrance)

Future:

- d) Butternut Woods
- e) Ingersoll St Multi Use Trail
- f) North Thomas River Trail

Directional

- a) Directional signs along the ring route at bends and to break up long straight sections  
  
-total of approx. 36 directional signs to do ring route.
- b) Directional signs at each trail at bends as per inventory list. North Meadows to be updated with established trail

5. Bridges Update- Waiting for Report from Frank Cowman Insurance
6. Next Meetings - February 21<sup>st</sup>, 2018 ?
7. Motion to Adjourn – Mike Hawkins

To do before next meeting:

- Get preliminary costing for signs for next meeting
- Get sizing from company
- Ask insurance if directional signs are also required to say recreational trail or just trail head map



## INGERSOLL POLICE SERVICES BOARD

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

### MINUTES OF GENERAL BOARD MEETING

OF

**November 27, 2017**

Minutes of the General Board Meeting of Ingersoll Police Services Board held on Monday October 30, 2017 at 5:00 pm in the Board room at 110 Mutual Street.

#### **Present:**

Rick Eus, Chair  
Mhairi Kersel, Vice Chair  
Fred Freeman, Member  
Reagan Franklin, Member  
Darell Parker, Member  
Sherri Wiebe, Secretary

#### **Also Present:**

A. Hymers, Inspector Oxford OPP

**Meeting called to order at 5:02 pm, welcome everyone.**

**0 Delegation declared-0 conflicts declared**

Motion: Moved by MK, seconded by RF to accept agenda as presented and some amendments.  
**CARRIED**

MOTION: Moved by RF, seconded by MK to accept and approve the minutes of October 30, 2017.  
**CARRIED**

**Business arising:** brochures for online reporting was dropped off at ERTH for December mailing of PUC bills to notify the residence.

*"Dedicated to Excellence"*

MOTION: Moved by DP, seconded by RF, that the Detachment Commanders reports be accepted:

- O.P.P. Contract Policing hours =670 reported and 655 actual; 91.06% clearance
- Crime Statistics reports= hours foot patrol 51.75
- Tickets written=48 PON 1 bylaw
- Cruiser patrol hours 363.25/ school patrol hours 55/ crime abatement 6/ motor vehicle collisions 9/ 7 ride programs, seat belt enforcement/ 2 sexual assaults/ 5 assaults/2 theft over/ 16 theft under/ 6 fraud/ 1 possession
- Crime Stoppers 28 reports with 10 OPP
- High School resource –invite to our next meeting
- Auxiliary hours 70 hours ( 21 community policing/ 3 patrol/ 34.75 training)
- Appreciation BBQ, done November 22/17 with great response.
- **CARRIED.**

MOTION: Moved by FF, seconded by MK the police board accepts and pays the expenses for the secretary and board members in the amount of \$431.13 as presented. **CARRIED.**

MOTION: Moved by RF, seconded by FF the police board accepts and sends to town council for approval the 2018 budget. **CARRIED**

Miscellaneous discussions and follow up items: web site training with Sherri for uploading and she will be able to unlock doors to board room as well as security. Setting up time with Shane to get trained. Grant discussion regarding a Mental Health worker trained and on any mental health calls they would visit with officer. Questions were asked about the high school resource officer and the budget numbers. Reminder our dinner at Elm Hurst Dec 10 at 5pm. Meetings will be held at the same time at town hall board meeting room. Fred mentioned he cannot make next meeting.

Motion to adjourn meeting and moved by DP at 6:20pm.

**Dates of upcoming meetings: Jan 22, Feb 26, Mar 26, April 23, May 28, June 25, July and Aug (one meeting, which month?) Sept 24, Oct 22, Nov 26, usually off Dec.**

Respectfully submitted by:

Rick Eus, Chair

Sherri Wiebe, Secretary



## INGERSOLL POLICE SERVICES BOARD

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

### MINUTES OF SPECIAL BOARD MEETING

OF

December 10, 2017

Minutes of the Special Board Meeting of Ingersoll Police Services Board held on Sunday December 10, 2015 at 5:00 pm at The Elm Hurst Inn, Plank Line, Ingersoll.

#### Present:

Fred Freeman, Member,  
Reagan Franklin, Member  
Rick Eus, Chair  
Mhairi Kersel, Vice Chair  
Darell Parker, Member  
Sherri Wiebe, Secretary

**Meeting called to order at 5:22 pm, welcome everyone.**

**0 Delegation declared 0 conflicts declared**

MOTION: Moved by RF, seconded by MK to accept and pay the expenses for board members (dinner expense up to \$650.00) paid by SW of \$608.11 and secretary of December internet \$71.13 for approved of total of \$679.24. **CARRIED**

Next meeting 5:00 Jan 22, 2018 and send email reminder

**Moved by MK meeting adjourned at 5:32pm, submitted by Rick Eus and Sherri Wiebe**

*“Dedicated to Excellence”*

November 28, 2017

**NOTICE OF  
BOARD OF DIRECTORS' MEETING \*AMENDED\***

**DATE:** TUESDAY, November 28, 2017

**TIME:** 9:30 A.M. – 11:10 A.M.

**LOCATION:** WATERSHED CONSERVATION CENTRE  
BOARDROOM

<b>AGENDA:</b>	<b>TIME</b>
1. Approval of Agenda	9:30am
2. Declaration of Conflicts of Interest	
3. Confirmation of Payment as Required Through Statutory Obligations	
4. Minutes of the Previous Meeting: Tuesday October 24, 2017	
5. Business Arising from the Minutes (a) Levy Error Disclosure (Verbal) (C.Saracino/I.Wilcox)	
6. Business for Approval	9:35am
(a) Conservation Area 2018 Proposed Fee Schedule (J.Howley)(Report attached) (Doc: CA #3713)(5 minutes)	
(b) Finance & Audit Committee Update and Approvals (S.Levin)(Report attached) (Doc: FIN # 686)(10 minutes)	
(c) 2018 Board of Directors Meeting Dates (I.Wilcox)(Report attached) (Doc: Admin #2607)(5 minutes)	
(d) City Hall Invitation (I.Wilcox)(Letter attached)	
7. Closed Session – In Camera	9:55am
(a) Summary of Statement of Claim	



- (A.Shivas/J.Howley) (Report attached)  
(Doc: L&F #3703)(5 minutes)
- (b) A Property Manner pertaining to Pittock CA  
(J.Howley/I Wilcox) (Report attached)  
(Doc: CA #3749)(20 minutes)
- (c) Glengowan Update  
(I.Wilcox)(Verbal)(5 minutes)
- (d) PenEquity Update  
(M.Snowsell)(Report attached)  
(Doc: ENVP #5232)(15 minutes)
- (e) Landlord Tennant Board Update  
(J.Howley)(Verbal)
8. Business for Information 10:40am
- (a) Administration and Enforcement - Section 28  
(T. Annett) (Doc: ENVP #5222)  
(Report attached)(5 minutes)
- (b) Fanshawe Pioneer Village Update  
(S.Dunlop)(Report attached)(5 minutes)
- (c) January Election Preparations  
(I.Wilcox)(Report attached)  
(Doc: #118835 )(5 minutes)
9. Communications 10:55am
- (a) Letter from the Harrington and Area  
Community Association  
(Letter attached)(5 minutes)
10. November FYI 11:00am
11. Other Business (Including Chair and General  
Manager's Comments) 11:05am
12. Adjournment 11:10am




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Ian Wilcox, General Manager

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

I.Wilcox	T.Hollingsworth	J.Howley	C.Ramsey	S. Musclow
C.Saracino	A.Shivas	C.Tasker	B.Mackie	P. Switzer
G.Inglis	B.Glasman	M.Snowsell	K.Winfield	B. Verscheure
T.Annett	M.Viglianti	C.Harrington	J.Skrypnyk	S. Dunlop

MINUTES  
BOARD OF DIRECTORS' MEETING  
TUESDAY, NOVEMBER 28, 2017

Members Present:	M.Blackie M.Blosh A.Hopkins T.Jackson S.Levin N.Manning	H.McDermid A.Murray B.Petrie M.Ryan J.Salter G.Way
Regrets:	T.Birtch R.Chowen	S.McCall-Hanlon
Solicitor:	G.Inglis	
Staff:	S.Dunlop C.Harrington S.Musclow C.Saracino A.Shivas J.Skrypnyk	M.Snowsell P.Switzer C.Tasker I.Wilcox T.Annett J.Howley

M.Blackie called the meeting to order and asked the Board to review the proposed additions to the agenda.

1. Approval of Agenda

G.Way moved – A.Hopkins seconded:-

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

CARRIED.

2. Declaration of Conflicts of Interest

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

3. Confirmation of Payment as Required Through Statutory Obligations

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

4. Minutes of the Previous Meeting  
October 24, 2017

N.Manning moved – G.Way seconded:-

“RESOLVED that the UTRCA Board of Directors approve the Board of Directors’ minutes dated October 24, 2017 as posted on the Members’ web-site.”

CARRIED.

5. Business Arising from the Minutes

(a) Levy Error Disclosure

C.Saracino notified the Board that a couple of errors in the draft Budget levy distribution sheet were found by the City of London and Perth South. I.Wilcox apologized for the errors and ensured the Board that staff are working to correct them and the errors will be disclosed to the Municipalities and a revised Levy sheet provided. The draft Budget will be revisited again in January by the Board.

6. Business for Approval

(a) Conservation Area 2018 Proposed Fee Schedule  
(Reports attached)

J.Howley introduced the three park Superintendents to the Board. Conservation Areas staff are trying to simplify the fee schedule and take into account customers’ comments. The biggest change this year is the proposed one seasonal pass for both bikes and cars. There was a discussion around promoting and encouraging customers to bike in to the parks, possibly by imposing a parking fee and going to the City regarding bike lanes on Clarke Road.

Upon request, J.Howley reviewed some of the park’s statistics with the Board. There was a suggestion to compare the number of passes sold at the end of 2018 to the number of passes sold in 2017 to determine the change’s impact.

I.Wilcox advised the Board that the rest of the fees will be brought forward for approval at the January meeting. The suggestions to consider a long term fee schedule plan will be discussed by the Managers.

Board members raised concerns around bikers who do not pay to use the trails at Wildwood. Staff clarified that there is enforcement on the trails and the majority do enter through the front gates. There was a discussion around the negative impact bikes have on the trails. Staff acknowledged that there is wear and tear to the trails, particularly at Fanshawe, but the paths are monitored for erosion hazards and for safety, and there are no immediate concerns.

There was a suggestion to create an educational piece to inform people what their fees go towards.

S.Levin moved – T.Jackson seconded:

“RESOLVED that the Board of Directors accept the 2018 proposed fee schedule for the Conservation Areas.”

CARRIED.

- (b) Finance & Audit Committee Update and Approvals  
(Report attached)

S.Levin, Chair of the Finance & Audit Committee, introduced the recommendations presented in the report and updated the Board on the status of the long term investment investigations.

T.Jackson moved – M.Ryan seconded:

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

CARRIED.

B.Petrie moved – T.Jackson seconded:

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

CARRIED.

Concerns were raised by Board members about the money being invested in long term investments instead of using it to lower the levy. I.Wilcox explained where the money being invested is coming from, that long term investments are being pursued based on a recommendation from the Board, and that any returns on investments could be used towards lowering the levy.

The Committee has met with the Auditors regarding the audit plan. The Auditors will be presenting to the Board in April.

- (c) 2018 Board of Directors Meeting Dates  
(Report attached)

The dates in the report will be corrected to read 2018. Members disclosed conflicts with two proposed meeting dates but no action was taken.

H.McDermid moved – G.Way seconded:

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

CARRIED.

(d) City Hall Invitation

A.Hopkins explained the reasoning behind the invitation to the UTRCA to host Board meetings at City Hall. The Board agreed that this was not a viable option for the UTRCA, but it opened a discussion around the accessibility and transparency of Board meetings. Staff will consider options for a new room layout for Board meetings and investigate live streaming Board meetings. There was discussion regarding advertising Board meetings.

S.Levin moved – B.Petrie seconded:-

“RESOLVED that the Board of Directors direct staff to decline the invitation from the City of London, but to inform them the Board has taken their suggestions for increased transparency. Staff are directed to investigate options for recording Board meetings, and to extend invitations to member Municipal Councils to attend UTRCA Board meetings.”

CARRIED.

7. Closed Session – In Camera

There being property and legal matters to discuss,

T.Jackson moved – H.McDermid seconded:-

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

CARRIED.

Progress Reported

- (a) Summary of Statement of Claim  
(Report attached)

Legal matters relating to statements of claim were discussed.

A.Murray moved – B.Petrie seconded:-

“RESOLVED that the Board of Directors receive the report as detailed in the Closed Session minutes.”

CARRIED.

- (b) A Property Matter pertaining to Pittock CA  
(Report attached)

Property matters relating to Pittock Conservation Area were discussed.

B.Petrie moved – A.Hopkins seconded:-

“RESOLVED that the Board of Directors approve Recommendation one as outlined in the Closed Session Report.”

CARRIED.

S.Levin moved – G.Way seconded:-

“RESOLVED that the Board of Directors approve Recommendation two as outlined in the Closed Session Report.”

CARRIED.

S.Levin moved – N.Manning seconded:-

“RESOLVED that the Board of Directors approve Recommendation three as outlined in the Closed Session Report.”

CARRIED.

- (c) Glengowan Update  
(Verbal update)

Property matters relating to the Glengowan lands were discussed.

- (d) PenEquity Update  
(Report attached)

Legal matters relating to PenEquity were discussed.

B.Petrie moved – G.Way seconded:-

“RESOLVED that the Board of Directors receive the report as detailed in the Closed Session minutes.”

CARRIED.

(e) Landlord Tennant Board Update

Legal and property matters related to the Pittock Cottages Landlord Tennant Board hearing were discussed.

8. Business for Information

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

T.Jackson moved – M.Ryan seconded:-

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

CARRIED.

(b) Fanshawe Pioneer Village Update  
(Report attached)

T.Jackson moved – H.McDermid seconded:-

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

CARRIED.

Board members who attended recent events at the Fanshawe Pioneer village shared their experiences and congratulated S.Dunlop on the excellent events.

(c) January Election Preparations  
(Report attached)

M.Blackie and N.Manning declared that they will both let their names stand for the positions of Chair and Vice-Chair respectively. I.Wilcox asked that anyone who has an interest in any elected position contact himself or M.Viglianti, and talk to the other Board members to secure nominations.

T.Jackson moved – A.Hopkins seconded:-

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

CARRIED.

9. Communications

(a) Letter from the Harrington and Area Community Association



T.Jackson moved – B.Petrie seconded:-

“RESOLVED that the Board of Directors receive the letter.”

CARRIED.

10. November FYI  
(Attached)

The attached report was presented to the members for their information.

11. Other Business

M.Snowsell shared photos of the Blackfriar’s bridge removal with the Board, gave an overview of the project, and outlined the UTRCA’s involvement.

The Board was reminded there is no December meeting.

The webinar that I.Wilcox and C.Harrington hosted through Conservation Ontario regarding the Targets was one of the best received webinars Conservation Ontario has hosted, with sixty three Conservation Authority staff members across the province participating.

I.Wilcox reported that the Conservation Authorities (CA) Act update received 3<sup>rd</sup> reading with very little debate. Any changes brought by the new CA Act would most likely impact the next Board more than the current one.

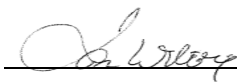
The UTRCA draft Budget was presented to the City of London yesterday. There were nothing but positive comments and the proposed budget was passed unanimously.

M.Blackie and N.Manning shared the highlights of the 2017 Latornell conference where the theme was succession.

Murray reminded Board members to send regrets to M.Viglianti if they are not able to attend a meeting.

12. Adjournment

There being no further business the meeting was adjourned at 11:32 a.m. on a motion by B.Petrie.



Ian Wilcox  
General Manager  
Att.

  
M.Blackie, Authority Chair



TOWN OF INGERSOLL  
Town Centre

January 8, 2018

Attention: Shareen Han  
Program Support Coordinator  
Ministry of the Environment and Climate Change, Operations Division  
Environmental Approvals Access and Service Integration Branch  
135 St. Clair Avenue West, 1<sup>st</sup> Floor  
Toronto, Ontario, M4V1P5

Attention: District Manager  
Ministry of the Environment and Climate Change  
London District Office  
733 Exeter Road  
London, Ontario, N6E 1L3

**Re: Carmeuse Lime (Canada) Limited Alternative Low-Carbon Fuel (ALCF) Demonstration Project; EBR  
Registry Number: 013-1075**

I am the Chief Administrative Officer for the Town of Ingersoll.

The above-captioned EBR Registry notice has been brought to our attention. According to the notice, it concerns an Environmental Compliance Approval (Air) application from Carmeuse Lime (Canada) Limited (Carmeuse Lime) for a time limited alternative low-carbon fuel (ALCF) demonstration project at its Beachville Facility in the County of Oxford under the provisions of Ontario Regulation 79/15- Alternative Low-Carbon Fuels.

With the simultaneous application by Walker Environmental Group (WEG) for approval pursuant to the *Environmental Assessment Act* to locate a landfill on the current Carmeuse property, our consultants have a significant concerns about the cumulative effects which could arise from the approval of the ALCF project in combination with existing Carmeuse Lime operations, and any landfill operation.

The Town would like to be fully consulted concerning the content of the pilot application and any plans for expanded use of the ALCF project if the pilot study progresses to a full application.

In both cases the Town requests that the cumulative effects of the use of ALCF project be fully studied in combination with the potential impacts of the existing Carmeuse Lime operation and the proposed WEG landfill. The Town's position is that no ECA should be granted to Carmeuse Lime until adequate cumulative effects studies are completed and proven to be acceptable.



TOWN OF INGERSOLL  
Town Centre

These cumulative effects would include air quality, odour, noise, health and safety and the effect on flora and fauna.

Yours very truly,

William Tigert  
CAO, Town of Ingersoll

- c. Kathleen O'Neill, Director  
Environmental Assessment and Permissions Branch  
1st Floor, 135 St. Clair Ave. W., Toronto, ON M4V 1P5  
[kathleen.oneill@ontario.ca](mailto:kathleen.oneill@ontario.ca)



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7<sup>th</sup> Floor, Frost Building South  
7 Queen's Park Crescent  
Toronto ON M7A 1Y7  
Telephone: 416-325-0400  
Facsimile: 416-325-0374

7<sup>e</sup> étage, Édifice Frost Sud  
7 Queen's Park Crescent  
Toronto ON M7A 1Y7  
Téléphone: 416-325-0400  
Télécopieur: 416-325-0374

Dear Heads of Municipal Councils:

Ontario continues to prepare for federal legalization of cannabis by moving ahead with its safe and sensible framework to govern the lawful use and retail distribution of cannabis as a carefully controlled substance within the province. On December 12, 2017, Ontario passed legislation that will regulate the lawful use, sale and distribution of recreational cannabis by the federal government's July 2018 deadline.

I am writing to provide you with an update on the provincial work underway to establish a retail and distribution channel for legal cannabis. I would also like to confirm the Province's commitment to engaging with municipalities on funding to help address the incremental costs associated with the implementation of cannabis legalization in Ontario.

Our objectives in the establishment of the retail and distribution system for legal cannabis are to protect youth and eliminate the illegal market. Municipalities are essential partners in the efforts to achieve these goals.

As noted in my October 27 letter, the various engagements the province has had with municipalities have been beneficial. Over the course of November and December, staff from the Ministry of Finance and the Liquor Control Board of Ontario (LCBO) met with staff of the municipalities identified for the initial cannabis retail stores for July 2018. These meetings provided valuable insights on provincial guidelines and areas of local interests that will inform store siting. I would like to thank the staff of these municipalities for their thoughtful feedback.

With the conclusion of the federal government's consultation with provinces and territories on the tax framework, we now have a better understanding of the revenue share to address the costs of legalization. During those discussions, we negotiated for a greater share of revenue on the basis that both the province and municipalities bear incremental costs. We now look forward to engagement with municipalities on a reasonable distribution of the province's share of the federal excise tax revenue. Given the federal government's forecasts of modest revenue and the Federation of Canadian Municipalities' estimated cost projections, our engagement will need to acknowledge that it appears unlikely there will be enough revenue to fully cover the incremental municipal and provincial costs associated with legalization.

.../cont'd

In January 2018, the Ministry of Finance will work with the Association of Municipalities of Ontario and the City of Toronto to launch an engagement process with municipalities on cannabis-related funding. This process will consider what is known about incremental municipal and provincial costs and set out a proposed approach to funding for municipalities that supports our shared policy objectives.

To help guide this engagement, I would like to propose the following principles:

- Address Implementation Costs – An approach to funding should acknowledge that the province and municipalities will incur upfront incremental costs as a result of the federal government’s decision to legalize cannabis and that a funding approach should focus on helping to address these costs.
- Respect the Role of Municipalities – An approach to funding should recognize the efforts of municipalities in their areas of jurisdiction associated with the legalization of cannabis.
- Align with the Term of the Federal Tax Framework – An approach to funding should align with the two-year term agreed to between the federal, provincial and territorial governments on the federal excise tax.

As we conclude the holiday season and reflect on the past year, I would like to thank you again for your meaningful engagement with the province as we all prepare for the legalization of cannabis in July 2018. Please accept my best wishes for the New Year.

Sincerely,



Charles Sousa  
Minister

- c: The Honourable Yasir Naqvi, Attorney General of Ontario  
The Honourable Bill Mauro, Minister of Municipal Affairs  
Ali Ghiassi, Chief of Staff, Minister’s Office, Ministry of Finance  
Scott Thompson, Deputy Minister, Ministry of Finance  
Nicole Stewart, Executive Lead, Cannabis Retail Implementation Project,  
Ministry of Finance  
Lynn Dollin, President, Association of Municipalities of Ontario  
Pat Vanini, Executive Director, Association of Municipalities of Ontario  
Municipal CAOs and City Managers



**FROM THE OFFICE OF THE CLERK**

**Brenda J. Tabor**

P. O. Box 1614, 21 Reeve Street, Woodstock, ON N4S 7Y3

519.539.9800, ext. 3002 | 1.800.755.0394

Website: [www.oxfordcounty.ca](http://www.oxfordcounty.ca)

Letter Sent Via Email

February 5, 2018

Ms. Ann Wright, Deputy Clerk  
Town of Ingersoll  
Town Centre  
130 Oxford Street  
Ingersoll, Ontario  
N5C 2V5

Dear Ms. Wright:

Please be advised that Oxford County Council, at its meeting held on January 24, 2018, adopted the following resolution:

“That the resolution from the Town of Ingersoll, dated January 8, 2018, appointing the Deputy Mayor as their County Council alternate, be received and that direction be given to staff to report on the necessary County Procedure By-law amendments for enacting alternate member participation in meetings.”

At the same meeting, Council deliberated on Report No. CAO 2018-02 and subsequently passed the following resolution:

“That the recommendation contained in Report No. CAO 2018-02, titled “Notice of Intent to Consider Procedure By-law Amendments – Bill 68 Updates”, be adopted.”

The above noted recommendation was:

“That County Council hereby serves notice that it will consider, at its March 14, 2018 meeting, proposed amendments to Procedure By-law No. 5852-2016.”

[Report No. CAO 2018-02 is linked](#) for your reference and for that of the Area Clerks copied below.

Yours very truly,

Brenda J. Tabor,  
Clerk

Copy to: Area Municipal Clerks  
Peter Crockett, CAO



## TOWN OF LAKESHORE

419 Notre Dame St.  
Belle River, ON N0R 1A0

January 22, 2018

Right Honourable Justin Trudeau,  
Prime Minister of Canada  
Office of the Prime Minister  
80 Wellington Street  
Ottawa, ON K1A 0A2

Dear Prime Minister Trudeau:

### **RE: MARIJUANA TAX REVENUE**

---

At their meeting of January 16, 2018 the Council of the Town of Lakeshore duly passed the following resolution.

577-01-2018 Councillor Wilder moved and Councillor McKinlay seconded:

**It is recommended that:**

**WHEREAS** marijuana will soon be available for purchase through retail outlets in Canada;

**WHEREAS** the sale of marijuana will generate new tax revenues;

**WHEREAS** the Government of Canada and the Government of Ontario have been actively discussing how to distribute the new tax revenues generated by the sale of marijuana;

**WHEREAS** the Government of Canada and the Government of Ontario have thus far not agreed to distribute any of the new tax revenues generated by the sale of marijuana to municipalities directly;

**WHEREAS** municipalities are responsible for critical infrastructure projects, such as roads, bridges, water treatment and delivery of potable water;

**WHEREAS** municipalities face a significant challenge in funding critical infrastructure projects and have limited options for increasing revenues, aside from raising property taxes, which negatively impacts all taxpayers; and

**WHEREAS** the new tax revenues generated from the sale of marijuana, could be used to help offset infrastructure costs for municipalities.

**NOW THEREFORE BE IT RESOLVED** that the Government of Canada and the Government of Ontario be urged to allocate a proportionate share of the new tax revenues generated from the sale of marijuana, to municipalities directly;

**BE IT FURTHER RESOLVED** that the Government of Canada and the Government of Ontario be urged to create a fund, similar to the Gas Tax Fund and the Clean Water and Wastewater Fund, from the new tax revenues generated by the sale of marijuana, to provide funding to municipalities for infrastructure projects;

**BE IT FURTHER RESOLVED** that a copy of this motion be sent to the Right Honourable Justin Trudeau, Prime Minister of Canada, Mr. Andrew Scheer, Leader of the Conservative Party of Canada, Mr. Jagmeet Singh, Leader of the New Democratic Party of Canada, Ms. Elizabeth May, Leader of the Green Party of Canada, all Members of Parliament, the Honourable Kathleen Wynne, Premier of Ontario, Mr. Patrick Brown, Leader of the Progressive Conservative Party of Ontario, Ms. Andrea Horwath, Leader of the New Democratic Party of Ontario, and all Members of Provincial Parliament in Ontario; and

**BE IT FURTHER RESOLVED THAT** a copy of this Motion be sent to the Federation of Canadian Municipalities (FCM), and the Association of Municipalities of Ontario (AMO) for their consideration.

**Motion Carried Unanimously**

Should you require any additional information with respect to the above matter, please contact the undersigned.

Yours truly,



Mary Masse  
Clerk

/cl

cc: Honourable Kathleen Wynne, Premier of Ontario  
cc: Mr. Andrew Scheer, Leader of the Conservative Party of Canada  
cc: Mr. Jagmeet Singh, Leader of the New Democratic Party of Canada  
cc: Ms. Elizabeth May, Leader of the Green Party of Canada  
cc: Hon. Patrick Brown, Leader of Progressive Conservative Party  
cc: Hon. Andrea Horwath, Leader of New Democratic Party  
cc: Members of Provincial Parliament in Ontario  
cc: Federation of Canadian Municipalities (FCM)  
cc: Association of Municipalities Ontario (AMO)  
cc: Via Email - All Ontario Municipalities





## TOWN OF LAKESHORE

---

419 Notre Dame St.  
Belle River, ON N0R 1A0

January 22, 2018

Honourable Kathleen Wynne, Premier  
Legislative Building, Room 281  
Queen's Park  
Toronto, ON M7A 1A1

Dear Premier Wynne:

### **RE: POPULATION GROWTH PROJECTIONS**

---

At their meeting of January 16, 2018 the Council of the Town of Lakeshore duly passed the following resolution.

576-01-2018

Councillor Wilder moved and Deputy Mayor Fazio seconded:

**That:**

**WHEREAS** municipalities are required to create and implement master plans and asset management plans, as part of prudent financial planning;

**WHEREAS** population growth projections and estimates are a key foundational component, relied upon in creating master plans and asset management plans, as part of prudent financial planning;

**WHEREAS** population growth projections and estimates are simply estimates of future events, often several years into the future, and are highly susceptible to ultimately being inaccurate, due to changes in circumstances, such as economic conditions and housing patterns;

**WHEREAS** both upper-tier municipalities and lower-tier municipalities often prepare their own growth projections and estimates, which can result in a significant discrepancy between their respective, anticipated population numbers in future years;

**WHEREAS** lower-tier municipalities are essentially forced to accept and rely upon upper-tier municipalities growth projections and estimates, regardless of whether those projections and estimates reflect reality; and

**WHEREAS** inaccurate growth projections and estimates, negatively impacts municipal financial planning, resulting in significant financial difficulties for municipalities.

**NOW THEREFORE BE IT RESOLVED** that the Government of Ontario be urged to grant more autonomy to lower-tier municipalities, to adopt and rely upon their own growth projections and estimates, especially for financial planning purposes;

**BE IT FURTHER RESOLVED** that the Government of Ontario be urged to create a mechanism, whereby lower-tier municipalities can more easily dispute growth projections and estimates of upper-tier municipalities;

**BE IT FURTHER RESOLVED** that the Government of Ontario be urged to require upper-tier municipalities to update growth projections and estimates, when reality indicates that the previous projections and estimates are inaccurate and unreliable;

**BE IT FURTHER RESOLVED** that a copy of this motion be sent to the Honourable Kathleen Wynne, Premier of Ontario, the Honourable Patrick Brown, Leader of the Progressive Conservative Party, the Honourable Andrea Horwath, Leader of the New Democratic Party, and all MPPs in the Province of Ontario; and

**BE IT FURTHER RESOLVED THAT** a copy of this Motion be sent to the Association of Municipalities of Ontario (AMO) and all Ontario municipalities for their consideration.

**Motion Carried Unanimously**

Should you require any additional information with respect to the above matter, please contact the undersigned.

Yours truly,



Mary Masse  
Clerk

/cl

cc: Hon. Patrick Brown, Leader of Progressive Conservative Party  
cc: Hon. Andrea Horwath, Leader of New Democratic Party  
cc: Members of Provincial Parliament in Ontario  
cc: Association of Municipalities Ontario (AMO)  
cc: Via Email - All Ontario Municipalities

Town of Ingersoll  
 Monthly Cheque Disbursements  
 January 2018

PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$ 34,224.94

<u>VENDOR NAME</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
ASSOC. OF MUNICIPAL.ONTARIO						
	86,260	50927 01-0100-4000-40600	MEMBERSHIP FEES	2018 AMO MEMBERSHIP	\$3,952.13	
	86,260	50927 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	2018 AMO MEMBERSHIP	\$436.54	
	86,260	50927 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	2018 AMO MEMBERSHIP	\$0.00	\$4,388.67
BENEDICT RAITHBY						
	86,221	50928 01-4000-4000-40810	STUDIES & SURVEYS	NOV LAND SURVEY	\$19,177.36	
	86,221	50928 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	NOV LAND SURVEY	\$2,102.99	
	86,221	50928 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	NOV LAND SURVEY	\$0.00	\$21,280.35
CONTRACTED CLEANER						
	86,218	50929 01-2000-4020-41750	LOT SNOW REMOVAL	DEC SALT & SNOW SHOVELING	\$228.96	
	86,218	50929 01-2000-4025-41750	LOT SNOW REMOVAL & SANDING	DEC SALT & SNOW SHOVELING	\$228.96	
	86,218	50929 01-2000-4015-41750	LOT SNOW REMOVAL & SANDING	DEC SALT & SNOW SHOVELING	\$225.00	
	86,218	50929 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	DEC SALT & SNOW SHOVELING	\$25.29	
	86,218	50929 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	DEC SALT & SNOW SHOVELING	\$25.29	
	86,218	50929 01-0000-0200-00325	HST RECEIVABLE100%	DEC SALT & SNOW SHOVELING	\$29.25	
	86,218	50929 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DEC SALT & SNOW SHOVELING	\$0.00	\$762.75
	86,219	50929 01-2000-4025-41550	MAINTENANCE CONTRACTS	DEC RELIEF CLEANING	\$188.26	
	86,219	50929 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	DEC RELIEF CLEANING	\$20.79	
	86,219	50929 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DEC RELIEF CLEANING	\$0.00	\$209.05
PAUL BROWN & SONS EXCAVATING L						
	86,222	50930 01-4500-4151-80000	MATERIALS-WINTER CONTROL, SNOW REMOVAL	DOWNTOWN SNOW REMOVAL	\$464.53	
	86,222	50930 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	DOWNTOWN SNOW REMOVAL	\$51.32	
	86,222	50930 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DOWNTOWN SNOW REMOVAL	\$0.00	\$515.85
CAMPBELL STRATEGIES						
	86,249	50931 01-0900-4000-40710	LEGAL FEES	DEC RETAINER+TRAVEL EXP	\$14,246.41	
	86,249	50931 01-0900-4000-40710	LEGAL FEES	DEC RETAINER+TRAVEL EXP	\$761.90	
	86,249	50931 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	DEC RETAINER+TRAVEL EXP	\$1,573.59	
	86,249	50931 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DEC RETAINER+TRAVEL EXP	\$0.00	\$16,581.90
CANADIAN ASSOC OF FIRE CHIEFS						
	86,259	50932 01-3000-4000-40600	MEMBERSHIP FEES	2018 FIRE CHIEF MEMBERSHIP	\$284.93	
	86,259	50932 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	2018 FIRE CHIEF MEMBERSHIP	\$31.47	
	86,259	50932 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	2018 FIRE CHIEF MEMBERSHIP	\$0.00	\$316.40
CANSEL - TORONTO*****						
	86,240	50933 01-4000-4000-40220	TELEPHONE	GPS SERVICES	\$264.58	
	86,240	50933 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GPS SERVICES	\$29.22	

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PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$ 34,224.94

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	86,240	50933 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GPS SERVICES	\$0.00	\$293.80
CARLETON UNIFORMS INC.						
	86,252	50934 01-3000-4000-40290	UNIFORMS & CLOTHING	FIRE DEPT UNIFORMS	\$564.72	
	86,252	50934 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT UNIFORMS	\$62.37	
	86,252	50934 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT UNIFORMS	\$0.00	\$627.09
	86,253	50934 01-3000-4000-40290	UNIFORMS & CLOTHING	FIRE DEPT UNIFORMS	\$1,056.52	
	86,253	50934 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT UNIFORMS	\$116.70	
	86,253	50934 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT UNIFORMS	\$0.00	\$1,173.22
COMMISSIONAIRES						
	86,257	50935 01-1000-4240-41505	PARKING ENFORCEMENT CONTRACT	PARKING ENFORCE 11/19-12/02	\$910.80	
	86,257	50935 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PARKING ENFORCE 11/19-12/02	\$100.61	
	86,257	50935 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PARKING ENFORCE 11/19-12/02	\$0.00	\$1,011.41
DANCE SEWER CLEANING INC.						
	86,220	50936 01-0000-0250-61214	GC16-1066-OXF ST N-DESIGN/INSP	SEWER INSPECTION	\$486.41	
	86,220	50936 10-0000-3281-80000	MATERIALS	SEWER INSPECTION	\$138.39	
	86,220	50936 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SEWER INSPECTION	\$53.73	
	86,220	50936 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SEWER INSPECTION	\$15.29	
	86,220	50936 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SEWER INSPECTION	\$0.00	\$693.82
	86,239	50936 01-4000-4000-40810	STUDIES & SURVEYS	STORM CLEAN&VIDEO	\$6,912.05	
	86,239	50936 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	STORM CLEAN&VIDEO	\$763.48	
	86,239	50936 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	STORM CLEAN&VIDEO	\$0.00	\$7,675.53
DIRECTOR OF FAMILY RESPONSIBIL						
	86,243	50937 01-0000-2100-00718	FAMILY SERVICES	FAMILY SUPPORT CASE 1005697	\$2,061.00	
	86,243	50937 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FAMILY SUPPORT CASE 1005697	\$0.00	\$2,061.00
ECONOMIC DEVELOPER ASSOCIATION						
	86,261	50938 01-7000-4000-40600	MEMBERSHIP FEES	2018 EDAC MEMBERSHIP	\$457.31	
	86,261	50938 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	2018 EDAC MEMBERSHIP	\$50.51	
	86,261	50938 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	2018 EDAC MEMBERSHIP	\$0.00	\$507.82
ERTH HOLDINGS INC.						
	86,238	50939 01-4000-4400-41530	EQUIPMENT REPAIRS & MAINT	NOV ST LIT MAINT.	\$540.44	
	86,238	50939 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	NOV ST LIT MAINT.	\$59.69	
	86,238	50939 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	NOV ST LIT MAINT.	\$0.00	\$600.13
COUNCILLOR REIMBURSEMENT						
	86,263	50940 01-0100-4000-40220	TELEPHONE	INTERNET + CELLPHONE	\$80.45	
	86,263	50940 01-0100-4000-40220	TELEPHONE	INTERNET + CELLPHONE	\$31.52	
	86,263	50940 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	INTERNET + CELLPHONE	\$3.48	

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	86,263	50940 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	INTERNET + CELLPHONE	\$0.00	\$115.45
	86,264	50940 01-0100-4000-40220	TELEPHONE	INTERNET + CELLPHONE	\$73.95	
	86,264	50940 01-0100-4000-40220	TELEPHONE	INTERNET + CELLPHONE	\$31.52	
	86,264	50940 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	INTERNET + CELLPHONE	\$3.48	
	86,264	50940 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	INTERNET + CELLPHONE	\$0.00	\$108.95
	86,265	50940 01-0100-4000-40220	TELEPHONE	INTERNET + CELLPHONE	\$73.95	
	86,265	50940 01-0100-4000-40220	TELEPHONE	INTERNET + CELLPHONE	\$31.52	
	86,265	50940 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	INTERNET + CELLPHONE	\$3.48	
	86,265	50940 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	INTERNET + CELLPHONE	\$0.00	\$108.95
	86,266	50940 01-0100-4000-40220	TELEPHONE	INTERNET + CELLPHONE	\$73.95	
	86,266	50940 01-0100-4000-40220	TELEPHONE	INTERNET + CELLPHONE	\$31.52	
	86,266	50940 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	INTERNET + CELLPHONE	\$3.48	
	86,266	50940 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	INTERNET + CELLPHONE	\$0.00	\$108.95
	86,267	50940 01-0100-4000-40220	TELEPHONE	INTERNET + CELLPHONE	\$73.95	
	86,267	50940 01-0100-4000-40220	TELEPHONE	INTERNET + CELLPHONE	\$31.52	
	86,267	50940 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	INTERNET + CELLPHONE	\$3.48	
	86,267	50940 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	INTERNET + CELLPHONE	\$0.00	\$108.95
GRA - HAM ENERGY						
	86,227	50941 01-3000-4000-41470	VEHICLE FUEL	FIRE DEPT FUEL	\$66.35	
	86,227	50941 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT FUEL	\$7.33	
	86,227	50941 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT FUEL	\$0.00	\$73.68
GREEN LEA						
	86,229	50942 01-4500-4230-46386	938603 T6-11 FREIGH TRUCK	FLOW METER	\$745.81	
	86,229	50942 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FLOW METER	\$82.38	
	86,229	50942 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FLOW METER	\$0.00	\$828.19
	86,230	50942 01-4500-4230-46386	938603 T6-11 FREIGH TRUCK	SENSOR	\$201.24	
	86,230	50942 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SENSOR	\$22.23	
	86,230	50942 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SENSOR	\$0.00	\$223.47
EMPLOYEE REIMBURSEMENT						
	86,223	50943 01-3400-4000-40290	UNIFORMS & CLOTHING	BLDG INSPECT SAFETY BOOTS	\$149.42	
	86,223	50943 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BLDG INSPECT SAFETY BOOTS	\$16.51	
	86,223	50943 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BLDG INSPECT SAFETY BOOTS	\$0.00	\$165.93
PETTY CASH - FIRE DEPT						
	86,251	50944 01-3000-4000-41205	FIRE PREVENTION	PETTY CASH-FIRE DEPT	\$50.00	
	86,251	50944 01-3000-4000-41020	PROMOTION & MEALS	PETTY CASH-FIRE DEPT	\$9.14	
	86,251	50944 01-3000-4000-40290	UNIFORMS & CLOTHING	PETTY CASH-FIRE DEPT	\$15.00	

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	86,251	50944 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PETTY CASH-FIRE DEPT	\$1.01	
	86,251	50944 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PETTY CASH-FIRE DEPT	\$0.00	\$75.15
LONDON CIVIC EMPLOY,LOCAL 107						
	86,244	50945 01-0000-2100-00707	CUPE 107 UNION DUES (12100)	DECEMBER UNION DUES	\$1,354.29	
	86,244	50945 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DECEMBER UNION DUES	\$0.00	\$1,354.29
EMPLOYEE REIMBURSEMENT						
	86,226	50946 01-1002-4000-40620	MILEAGE	MILEAGE-IT	\$66.03	
	86,226	50946 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-IT	\$7.30	
	86,226	50946 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-IT	\$0.00	\$73.33
MILLCREEK PRINTING INC						
	86,241	50947 01-0100-4000-41010	GRAPHICS & PRINTING	ANTI-DAMP RALLY SIGNS	\$329.80	
	86,241	50947 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ANTI-DAMP RALLY SIGNS	\$36.43	
	86,241	50947 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ANTI-DAMP RALLY SIGNS	\$0.00	\$366.23
MINISTRY OF FINANCE - M.T.O. *						
	86,236	50948 01-1000-4240-01627	VIOLATIONS - M.O.T.	NOV COURT COST	\$49.50	
	86,236	50948 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	NOV COURT COST	\$0.00	\$49.50
MINISTRY OF FINANCE (OPP)***						
	86,247	50949 01-3200-4000-40450	OPP CONTRACTED SERVICES	DEC OPP SERVICES	\$199,468.00	
	86,247	50949 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DEC OPP SERVICES	\$0.00	\$199,468.00
NOVEXCO						
	86,216	50950 01-1000-4000-40200	OFFICE SUPPLIES	TOWN HALL OFFICE SUPPLIES	\$143.18	
	86,216	50950 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TOWN HALL OFFICE SUPPLIES	\$15.81	
	86,216	50950 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOWN HALL OFFICE SUPPLIES	\$0.00	\$158.99
	86,217	50950 01-0100-4000-41020	PROMOTION & MEALS	TOWN HALL OFFICE SUPPLIES	\$57.44	
	86,217	50950 01-1002-4000-40270	NEW EQUIPMENT	TOWN HALL OFFICE SUPPLIES	\$44.31	
	86,217	50950 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TOWN HALL OFFICE SUPPLIES	\$4.89	
	86,217	50950 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOWN HALL OFFICE SUPPLIES	\$0.00	\$106.64
O.M.E.R.S. ***						
	86,246	50951 01-0000-2100-00704	OMERS (15000)	DECEMBER PREMIUM	\$69,072.70	
	86,246	50951 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DECEMBER PREMIUM	\$0.00	\$69,072.70
OXFORD COUNTY ***						
	86,233	50952 01-4500-4161-80000	MATERIALS-SAFETY DEVICES, RR CROSSING	2017 PAINT & BEADS	\$2,222.65	
	86,233	50952 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	2017 PAINT & BEADS	\$0.00	\$2,222.65
	86,234	50952 01-4500-4150-80000	MATERIALS-WINTER CONTROL, PLOWING, SANDING,	AMEC WEATHER FORECASTING	\$555.57	
	86,234	50952 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	AMEC WEATHER FORECASTING	\$0.00	\$555.57
	86,258	50952 10-0000-3258-80000	MATERIALS	MARKET LANE+N TWN LN W REVIEW	\$1,100.00	

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 Monthly Cheque Disbursements  
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	86,258	50952 10-0000-3277-80000	MATERIALS	MARKET LANE+N TWN LN W REVIEW	\$1,100.00	
	86,258	50952 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MARKET LANE+N TWN LN W REVIEW	\$0.00	\$2,200.00
P M HYDRAULICS ***						
	86,232	50953 01-4500-4230-46388	938800 T8-18 INTERNATIONAL TRUCK	PW TRUCKS PARTS	\$28.24	
	86,232	50953 01-4500-4150-80000	MATERIALS-WINTER CONTROL, PLOWING, SANDING,	PW TRUCKS PARTS	\$274.10	
	86,232	50953 01-4500-4230-46392	939200 2012 BACKHOE LOADER	PW TRUCKS PARTS	\$129.64	
	86,232	50953 01-4500-4230-46386	938603 T6-11 FREIGH TRUCK	PW TRUCKS PARTS	\$120.52	
	86,232	50953 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PW TRUCKS PARTS	\$3.11	
	86,232	50953 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PW TRUCKS PARTS	\$30.28	
	86,232	50953 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PW TRUCKS PARTS	\$14.32	
	86,232	50953 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PW TRUCKS PARTS	\$13.32	
	86,232	50953 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PW TRUCKS PARTS	\$0.00	\$613.53
PUROLATOR COURIER LTD						
	86,228	50954 01-4500-4150-80000	MATERIALS-WINTER CONTROL, PLOWING, SANDING,	ROADWATCH BULLET COURIER	\$23.20	
	86,228	50954 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ROADWATCH BULLET COURIER	\$2.57	
	86,228	50954 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ROADWATCH BULLET COURIER	\$0.00	\$25.77
	86,256	50954 01-3000-4000-40290	UNIFORMS & CLOTHING	FIRE DEPT UNIFORMS COURIER CHR	\$5.24	
	86,256	50954 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT UNIFORMS COURIER CHR	\$0.58	
	86,256	50954 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT UNIFORMS COURIER CHR	\$0.00	\$5.82
RELiance HOME COMFORT						
	86,237	50955 01-3200-4100-40340	WATER AND SEWAGE	OPP TANK RENT12/15/17-3/14/18	\$8.74	
	86,237	50955 01-0000-0400-00280	PREPAID EXPENSES	OPP TANK RENT12/15/17-3/14/18	\$43.73	
	86,237	50955 01-0000-0200-00325	HST RECEIVABLE100%	OPP TANK RENT12/15/17-3/14/18	\$1.14	
	86,237	50955 01-0000-0200-00325	HST RECEIVABLE100%	OPP TANK RENT12/15/17-3/14/18	\$5.68	
	86,237	50955 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OPP TANK RENT12/15/17-3/14/18	\$0.00	\$59.29
RPC						
	86,254	50956 01-3000-4000-41530	EQUIP REPAIRS & MAINTENANCE	FIRE DEPT AIR SAMPLE TEST	\$280.58	
	86,254	50956 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT AIR SAMPLE TEST	\$35.67	
	86,254	50956 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT AIR SAMPLE TEST	\$0.00	\$316.25
SHAW DIRECT						
	86,255	50957 01-3000-4000-40300	UTILITIES	SATELLITE	\$116.01	
	86,255	50957 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SATELLITE	\$12.81	
	86,255	50957 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SATELLITE	\$0.00	\$128.82
SOAK IT UP INC						
	86,224	50958 01-2000-4025-41540	RENTAL	TOWN HALL MAT RENTAL	\$29.00	
	86,224	50958 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TOWN HALL MAT RENTAL	\$3.21	

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PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$ 34,224.94

<u>VENDOR NAME</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
	86,224	50958 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOWN HALL MAT RENTAL	\$0.00	\$32.21
	86,225	50958 01-2000-4015-41540	RENTAL	CARRS WLKWHY MAT RENTAL	\$11.00	
	86,225	50958 01-0000-0200-00325	HST RECEIVABLE100%	CARRS WLKWHY MAT RENTAL	\$1.43	
	86,225	50958 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CARRS WLKWHY MAT RENTAL	\$0.00	\$12.43
SOMA - SOUTHWESTERN ONT. MKT *						
	86,262	50959 01-7000-4000-40600	MEMBERSHIP FEES	2018 SOMA MEMBERSHIP	\$10,000.00	
	86,262	50959 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	2018 SOMA MEMBERSHIP	\$0.00	\$10,000.00
STONETOWN SUPPLY SERVICES(ING)						
	86,231	50960 01-4500-4100-40210	JANITORIAL SUPPLIES	PW SUPPLIES	\$112.44	
	86,231	50960 01-4500-4160-80000	MATERIALS-SAFETY DEVICES, SIGNS, GUIDE RAIL	PW SUPPLIES	\$87.19	
	86,231	50960 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PW SUPPLIES	\$12.42	
	86,231	50960 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PW SUPPLIES	\$9.63	
	86,231	50960 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PW SUPPLIES	\$0.00	\$221.68
TETRA TECH CANADA INC.						
	86,250	50961 01-0900-4000-40710	LEGAL FEES	WEG APPLICATION REVIEW	\$4,267.56	
	86,250	50961 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	WEG APPLICATION REVIEW	\$471.38	
	86,250	50961 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WEG APPLICATION REVIEW	\$0.00	\$4,738.94
UNITED WAY OF OXFORD						
	86,245	50962 01-0000-2100-00706	UNITED WAY DONATIONS	2017 UNITED WAY EMPLOYEE CONTRIBL	\$775.08	
	86,245	50962 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	2017 UNITED WAY EMPLOYEE CONTRIBL	\$0.00	\$775.08
WHOLE TIRE SERVICE LTD.						
	86,235	50963 01-4500-4230-46390	939000 T10-09 DODGE 2500	TRUCK #10 NEW TIRE	\$441.64	
	86,235	50963 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TRUCK #10 NEW TIRE	\$48.78	
	86,235	50963 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRUCK #10 NEW TIRE	\$0.00	\$490.42
WORKPLACE SAFETY & INS. BOARD						
	86,242	50964 01-0000-2100-00708	WSIB PAYABLE	DECEMBER PREMIUM	\$12,613.09	
	86,242	50964 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DECEMBER PREMIUM	\$0.00	\$12,613.09
XEROX CANADA LTD.						
	86,248	50965 01-3000-4000-40250	PHOTOCOPIER	Q4 COPIES LEASE	\$241.17	
	86,248	50965 01-4000-4000-40250	PHOTOCOPIER	Q4 COPIES LEASE	\$69.94	
	86,248	50965 01-3400-4000-40250	PHOTOCOPIER	Q4 COPIES LEASE	\$91.64	
	86,248	50965 01-4500-4000-40250	PHOTOCOPIER	Q4 COPIES LEASE	\$79.59	
	86,248	50965 01-6200-4000-40250	PHOTOCOPIER	Q4 COPIES LEASE	\$66.00	
	86,248	50965 01-5000-6020-40250	PHOTOCOPIER	Q4 COPIES LEASE	\$66.00	
	86,248	50965 01-5200-6170-40250	PHOTOCOPIER	Q4 COPIES LEASE	\$66.00	
	86,248	50965 01-5100-4000-40250	PHOTOCOPIER	Q4 COPIES LEASE	\$66.00	



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	86,248	50965 01-4500-4000-40250	PHOTOCOPIER	Q4 COPIES LEASE	\$67.16	
	86,248	50965 01-5200-6090-40250	PHOTOCOPIER	Q4 COPIES LEASE	\$450.00	
	86,248	50965 01-5100-4000-40250	PHOTOCOPIER	Q4 COPIES LEASE	\$411.00	
	86,248	50965 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	Q4 COPIES LEASE	\$26.64	
	86,248	50965 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	Q4 COPIES LEASE	\$7.72	
	86,248	50965 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	Q4 COPIES LEASE	\$10.13	
	86,248	50965 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	Q4 COPIES LEASE	\$8.79	
	86,248	50965 01-0000-0200-00325	HST RECEIVABLE100%	Q4 COPIES LEASE	\$8.58	
	86,248	50965 01-0000-0200-00325	HST RECEIVABLE100%	Q4 COPIES LEASE	\$8.58	
	86,248	50965 01-0000-0200-00325	HST RECEIVABLE100%	Q4 COPIES LEASE	\$8.58	
	86,248	50965 01-0000-0200-00325	HST RECEIVABLE100%	Q4 COPIES LEASE	\$8.58	
	86,248	50965 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	Q4 COPIES LEASE	\$7.42	
	86,248	50965 01-0000-0200-00325	HST RECEIVABLE100%	Q4 COPIES LEASE	\$58.50	
	86,248	50965 01-0000-0200-00325	HST RECEIVABLE100%	Q4 COPIES LEASE	\$53.43	
	86,248	50965 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	Q4 COPIES LEASE	\$0.00	\$1,881.45
MINISTER OF FINANCE - EHT ***						
	86,268	50966 01-0000-2100-00720	EMPLOYER HEALTH TAX (13135)	DECEMBER PREMIUM	\$9,156.93	
	86,268	50966 01-0000-0100-00100	BANK	DECEMBER PREMIUM	\$0.00	\$9,156.93
AAROC AGGREGATES LTD.						
	86,320	50968 01-4500-4123-80000	MATERIALS-ROADSIDE MAINT, CATCHBASINS	CRUSHED STONE	\$135.70	
	86,320	50968 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CRUSHED STONE	\$14.99	
	86,320	50968 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CRUSHED STONE	\$0.00	\$150.69
ACAPULCO ***						
	86,285	50969 01-5100-4100-41710	CHEMICALS	VPCC POOL CHEMICALS	\$423.16	
	86,285	50969 01-0000-0200-00325	HST RECEIVABLE100%	VPCC POOL CHEMICALS	\$55.01	
	86,285	50969 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC POOL CHEMICALS	\$0.00	\$478.17
AFFORDABLE PORTABLES						
	86,277	50970 01-5000-6100-41500	CONTRACTED SERVICES	SANTA VILLAGE PORTABLE TOILET	\$125.00	
	86,277	50970 01-0000-0200-00325	HST RECEIVABLE100%	SANTA VILLAGE PORTABLE TOILET	\$16.25	
	86,277	50970 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SANTA VILLAGE PORTABLE TOILET	\$0.00	\$141.25
AKIRA STUDIO LTD						
	86,375	50971 01-5200-6090-41000	ADVERTISING	FUSION WEBSITE MAINT.	\$95.00	
	86,375	50971 01-0000-0200-00325	HST RECEIVABLE100%	FUSION WEBSITE MAINT.	\$12.35	
	86,375	50971 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION WEBSITE MAINT.	\$0.00	\$107.35
	86,441	50971 01-0000-2375-00740	BUILD INGERSOLL GROUP "BIG" DEPOSIT	MOVETOINGERSOLL.CA MAINT.	\$610.56	
	86,441	50971 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MOVETOINGERSOLL.CA MAINT.	\$67.44	

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	86,441	50971 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MOVETOINGERSOLL.CA MAINT.	\$0.00	\$678.00
	86,442	50971 01-1002-4000-41550	MAINTENANCE CONTRACTS	INGERSOLL.CA Q1 MAINT.	\$305.28	
	86,442	50971 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	INGERSOLL.CA Q1 MAINT.	\$33.72	
	86,442	50971 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	INGERSOLL.CA Q1 MAINT.	\$0.00	\$339.00
AL'S TIRE INGERSOLL						
	86,380	50972 01-5000-6050-41530	EQUIP REPAIRS & MAINT	TRACTOR TIRE CHANGE	\$194.79	
	86,380	50972 01-0000-0200-00325	HST RECEIVABLE100%	TRACTOR TIRE CHANGE	\$25.32	
	86,380	50972 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRACTOR TIRE CHANGE	\$0.00	\$220.11
VOLUNTEER REIMBURSEMENT						
	86,455	50973 01-6200-4000-41020	PROMOTION & MEALS	VOLUNTEER APPRECIATION SUPPLIE	\$76.54	
	86,455	50973 01-0000-0200-00325	HST RECEIVABLE100%	VOLUNTEER APPRECIATION SUPPLIE	\$0.98	
	86,455	50973 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VOLUNTEER APPRECIATION SUPPLIE	\$0.00	\$77.52
BELL CANADA ***						
	86,419	50974 10-0000-3258-80000	MATERIALS	RELOCATE EXIST BELL PLANT	\$34,373.59	
	86,419	50974 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	RELOCATE EXIST BELL PLANT	\$3,796.75	
	86,419	50974 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	RELOCATE EXIST BELL PLANT	\$0.00	\$38,170.34
BELL CANADA ***						
	86,453	50975 01-1000-4000-40220	TELEPHONE	JAN PHONE CHRGS	\$697.07	
	86,453	50975 01-2000-4025-40220	TELEPHONE	JAN PHONE CHRGS	\$141.54	
	86,453	50975 01-1001-4000-40220	TELEPHONE	JAN PHONE CHRGS	\$74.91	
	86,453	50975 01-1002-4000-40220	TELEPHONE	JAN PHONE CHRGS	\$212.20	
	86,453	50975 01-3000-4000-40220	TELEPHONE	JAN PHONE CHRGS	\$229.39	
	86,453	50975 01-4500-4100-40220	TELEPHONE	JAN PHONE CHRGS	\$245.57	
	86,453	50975 01-5000-6020-40220	TELEPHONE	JAN PHONE CHRGS	\$202.39	
	86,453	50975 01-5000-6050-40220	TELEPHONE	JAN PHONE CHRGS	\$70.13	
	86,453	50975 01-5100-4000-40220	TELEPHONE	JAN PHONE CHRGS	\$697.99	
	86,453	50975 01-5100-4000-40220	TELEPHONE	JAN PHONE CHRGS	\$238.74	
	86,453	50975 01-5200-6090-40220	TELEPHONE	JAN PHONE CHRGS	\$493.23	
	86,453	50975 01-6200-4000-40220	TELEPHONE	JAN PHONE CHRGS	\$52.90	
	86,453	50975 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	JAN PHONE CHRGS	\$176.85	
	86,453	50975 01-0000-0200-00325	HST RECEIVABLE100%	JAN PHONE CHRGS	\$228.26	
	86,453	50975 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JAN PHONE CHRGS	\$0.00	\$3,761.17
BENEDICT RAITHY						
	86,305	50976 10-0000-3277-80000	MATERIALS	OXFORD ST ALLEY SRV DEC 2016	\$540.60	
	86,305	50976 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OXFORD ST ALLEY SRV DEC 2016	\$59.71	
	86,305	50976 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OXFORD ST ALLEY SRV DEC 2016	\$0.00	\$600.31

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BINNENDYK ORCHARDS						
	86,273	50977 01-5000-6051-40420	PROGRAM SUPPLIES	GARDEN FRESH VEGGIES	\$75.00	
	86,273	50977 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GARDEN FRESH VEGGIES	\$0.00	\$75.00
CONTRACTED CLEANER						
	86,420	50978 01-2000-4015-41550	MAINTENANCE CONTRACTS	JAN CARR WLKWy CLEANING	\$600.00	
	86,420	50978 01-0000-0200-00325	HST RECEIVABLE100%	JAN CARR WLKWy CLEANING	\$78.00	
	86,420	50978 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JAN CARR WLKWy CLEANING	\$0.00	\$678.00
PAUL BROWN & SONS EXCAVATING L						
	86,322	50979 01-4500-4151-80000	MATERIALS-WINTER CONTROL, SNOW REMOVAL	SNOW REMOVAL DT CORE	\$253.38	
	86,322	50979 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SNOW REMOVAL DT CORE	\$27.99	
	86,322	50979 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SNOW REMOVAL DT CORE	\$0.00	\$281.37
BYRNES COMMUNICATIONS						
	86,456	50980 40-8000-6900-40990	ADVERTISING - RADIO	XMAS SHOP LOCAL AD	\$381.60	
	86,456	50980 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	XMAS SHOP LOCAL AD	\$42.15	
	86,456	50980 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	XMAS SHOP LOCAL AD	\$0.00	\$423.75
	86,457	50980 40-8000-6900-40990	ADVERTISING - RADIO	MOONLIT MADNESS AD	\$534.24	
	86,457	50980 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MOONLIT MADNESS AD	\$59.01	
	86,457	50980 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MOONLIT MADNESS AD	\$0.00	\$593.25
CANADIAN NATIONAL RAILWAYS						
	86,465	50981 01-4500-4161-80000	MATERIALS-SAFETY DEVICES, RR CROSSING	DEC SIGNAL W. GATES MAINT.	\$697.50	
	86,465	50981 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DEC SIGNAL W. GATES MAINT.	\$0.00	\$697.50
CDN AQUAFITNESS LEADERS ALLIAN						
	86,299	50982 01-5100-6060-40600	MEMBERSHIP FEES	2018 CALA MEMBERSHIP	\$300.00	
	86,299	50982 01-0000-0200-00325	HST RECEIVABLE100%	2018 CALA MEMBERSHIP	\$39.00	
	86,299	50982 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	2018 CALA MEMBERSHIP	\$0.00	\$339.00
CANADA'S FINEST COFFEE						
	86,450	50983 01-0100-4000-41020	PROMOTION & MEALS	TOWN HALL COFFEE SUPPLIES	\$88.65	
	86,450	50983 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TOWN HALL COFFEE SUPPLIES	\$0.96	
	86,450	50983 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOWN HALL COFFEE SUPPLIES	\$0.00	\$89.61
CANSEL - TORONTO*****						
	86,302	50984 01-4000-4000-40220	TELEPHONE	GPS SERVICES	\$264.58	
	86,302	50984 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GPS SERVICES	\$29.22	
	86,302	50984 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GPS SERVICES	\$0.00	\$293.80
PETTY CASH - ENG						
	86,301	50985 01-4500-4000-41020	MEALS	PETTY CASH-ENG,PW,BLDG INSPECT	\$12.40	
	86,301	50985 01-3400-4000-40200	OFFICE SUPPLIES	PETTY CASH-ENG,PW,BLDG INSPECT	\$10.17	

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	86,301	50985 01-4000-4000-42900	MISCELLANEOUS EXPENSE	PETTY CASH-ENG,PW,BLDG INSPECT	\$1.80	
	86,301	50985 01-3400-4000-40240	COURIER CHARGES	PETTY CASH-ENG,PW,BLDG INSPECT	\$10.99	
	86,301	50985 01-4500-4000-42900	MISCELLANEOUS EXPENSE	PETTY CASH-ENG,PW,BLDG INSPECT	\$4.51	
	86,301	50985 01-3400-4000-40240	COURIER CHARGES	PETTY CASH-ENG,PW,BLDG INSPECT	\$40.70	
	86,301	50985 01-3400-4000-40290	UNIFORMS & CLOTHING	PETTY CASH-ENG,PW,BLDG INSPECT	\$20.35	
	86,301	50985 01-4500-4000-41020	MEALS	PETTY CASH-ENG,PW,BLDG INSPECT	\$6.57	
	86,301	50985 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PETTY CASH-ENG,PW,BLDG INSPECT	\$1.15	
	86,301	50985 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PETTY CASH-ENG,PW,BLDG INSPECT	\$1.12	
	86,301	50985 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PETTY CASH-ENG,PW,BLDG INSPECT	\$0.20	
	86,301	50985 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PETTY CASH-ENG,PW,BLDG INSPECT	\$1.21	
	86,301	50985 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PETTY CASH-ENG,PW,BLDG INSPECT	\$0.49	
	86,301	50985 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PETTY CASH-ENG,PW,BLDG INSPECT	\$4.50	
	86,301	50985 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PETTY CASH-ENG,PW,BLDG INSPECT	\$2.25	
	86,301	50985 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PETTY CASH-ENG,PW,BLDG INSPECT	\$0.73	
	86,301	50985 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PETTY CASH-ENG,PW,BLDG INSPECT	\$0.00	\$119.14
CAREY'S PRODUCE						
	86,272	50986 01-5000-6051-40420	PROGRAM SUPPLIES	GARDEN FRESH VEGGIES	\$822.50	
	86,272	50986 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GARDEN FRESH VEGGIES	\$0.00	\$822.50
CHAMPION INDUSTRIAL EQUIPMENT						
	86,316	50987 01-4500-4000-40270	NEW EQUIPMENT	TRUCK #6 GPS	\$3,709.15	
	86,316	50987 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TRUCK #6 GPS	\$409.70	
	86,316	50987 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRUCK #6 GPS	\$0.00	\$4,118.85
COCA-COLA BOTTLING COMPANY						
	86,284	50988 01-5000-6020-40430	CANTEEN SUPPLIES	ARENA COKE ORDER	\$320.85	
	86,284	50988 01-0000-0200-00325	HST RECEIVABLE100%	ARENA COKE ORDER	\$20.36	
	86,284	50988 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ARENA COKE ORDER	\$0.00	\$341.21
CODE 4 FIRE & RESCUE						
	86,349	50989 01-3000-4000-41610	FIRE FIGHTING EQUIPMENT	FIRE DEPT RESCUE TOOLS	\$16,067.91	
	86,349	50989 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT RESCUE TOOLS	\$1,774.79	
	86,349	50989 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT RESCUE TOOLS	\$0.00	\$17,842.70
COMPASS MINERALS						
	86,326	50990 01-4500-4150-80000	MATERIALS-WINTER CONTROL, PLOWING, SANDING,	ROAD SALT	\$5,514.13	
	86,326	50990 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ROAD SALT	\$609.07	
	86,326	50990 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ROAD SALT	\$0.00	\$6,123.20
	86,327	50990 01-4500-4150-80000	MATERIALS-WINTER CONTROL, PLOWING, SANDING,	ROAD SALT	\$2,816.59	
	86,327	50990 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ROAD SALT	\$311.10	

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	86,327	50990 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ROAD SALT	\$0.00	\$3,127.69
	86,328	50990 01-4500-4150-80000	MATERIALS-WINTER CONTROL, PLOWING, SANDING,	ROAD SALT	\$5,530.84	
	86,328	50990 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ROAD SALT	\$610.91	
	86,328	50990 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ROAD SALT	\$0.00	\$6,141.75
CULLIGAN						
	86,339	50991 01-0100-4000-41020	PROMOTION & MEALS	WATER ON COOLER	\$90.03	
	86,339	50991 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	WATER ON COOLER	\$0.29	
	86,339	50991 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WATER ON COOLER	\$0.00	\$90.32
DELTA MACHINE & DESIGN LTD.						
	86,461	50992 10-0000-3569-80000	MATERIALS	PARK SHOP RACKING	\$2,230.00	
	86,461	50992 01-0000-0200-00325	HST RECEIVABLE100%	PARK SHOP RACKING	\$289.90	
	86,461	50992 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PARK SHOP RACKING	\$0.00	\$2,519.90
EMPLOYEE REIMBURSEMENT						
	86,370	50993 01-5100-6070-40620	MILEAGE	MILEAGE-VPCC STAFF	\$167.73	
	86,370	50993 01-0000-0200-00325	HST RECEIVABLE100%	MILEAGE-VPCC STAFF	\$21.81	
	86,370	50993 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-VPCC STAFF	\$0.00	\$189.54
	86,371	50993 01-5100-6070-40620	MILEAGE	MILEAGE-VPCC STAFF	\$6.69	
	86,371	50993 01-0000-0200-00325	HST RECEIVABLE100%	MILEAGE-VPCC STAFF	\$0.87	
	86,371	50993 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-VPCC STAFF	\$0.00	\$7.56
EASY WAY CLEANING PRODUCTS LIM						
	86,283	50994 01-5000-6020-40210	JANITORIAL SUPPLIES	ARENA JANITORIAL SUPPLIES	\$140.18	
	86,283	50994 01-0000-0200-00325	HST RECEIVABLE100%	ARENA JANITORIAL SUPPLIES	\$18.22	
	86,283	50994 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ARENA JANITORIAL SUPPLIES	\$0.00	\$158.40
	86,363	50994 01-5100-4100-40210	JANITORIAL SUPPLIES	VPCC JANITORIAL SUPPLIES	\$451.78	
	86,363	50994 01-0000-0200-00325	HST RECEIVABLE100%	VPCC JANITORIAL SUPPLIES	\$58.73	
	86,363	50994 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC JANITORIAL SUPPLIES	\$0.00	\$510.51
	86,382	50994 01-5200-4100-40210	JANITORIAL SUPPLIES	FUSION JANITORIAL SUPPLIES	\$200.02	
	86,382	50994 01-0000-0200-00325	HST RECEIVABLE100%	FUSION JANITORIAL SUPPLIES	\$26.00	
	86,382	50994 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION JANITORIAL SUPPLIES	\$0.00	\$226.02
	86,383	50994 01-5000-6020-40210	JANITORIAL SUPPLIES	ARENA JANITORIAL SUPPLIES	\$231.88	
	86,383	50994 01-0000-0200-00325	HST RECEIVABLE100%	ARENA JANITORIAL SUPPLIES	\$30.14	
	86,383	50994 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ARENA JANITORIAL SUPPLIES	\$0.00	\$262.02
ECO SOLUTIONS						
	86,431	50995 01-4500-4150-80000	MATERIALS-WINTER CONTROL, PLOWING, SANDING,	DE-ICER X 22,000	\$3,470.02	
	86,431	50995 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	DE-ICER X 22,000	\$383.28	
	86,431	50995 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DE-ICER X 22,000	\$0.00	\$3,853.30

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<u>VENDOR NAME</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
EDPRO ENERGY GROUP INC ***						
	86,291	50996 01-5000-6020-41590	EQUIPMENT FUEL	CYLINDER CABINET Q1 RENTAL	\$87.93	
	86,291	50996 01-0000-0200-00325	HST RECEIVABLE100%	CYLINDER CABINET Q1 RENTAL	\$11.43	
	86,291	50996 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CYLINDER CABINET Q1 RENTAL	\$0.00	\$99.36
	86,350	50996 01-5000-6020-41590	EQUIPMENT FUEL	PROPANE	\$47.28	
	86,350	50996 01-0000-0200-00325	HST RECEIVABLE100%	PROPANE	\$6.15	
	86,350	50996 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PROPANE	\$0.00	\$53.43
	86,351	50996 01-5000-6020-41590	EQUIPMENT FUEL	PROPANE	\$70.92	
	86,351	50996 01-0000-0200-00325	HST RECEIVABLE100%	PROPANE	\$9.22	
	86,351	50996 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PROPANE	\$0.00	\$80.14
	86,352	50996 01-5000-6020-41590	EQUIPMENT FUEL	PROPANE	\$70.11	
	86,352	50996 01-0000-0200-00325	HST RECEIVABLE100%	PROPANE	\$9.11	
	86,352	50996 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PROPANE	\$0.00	\$79.22
	86,353	50996 01-5000-6020-41590	EQUIPMENT FUEL	PROPANE	\$72.69	
	86,353	50996 01-0000-0200-00325	HST RECEIVABLE100%	PROPANE	\$9.45	
	86,353	50996 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PROPANE	\$0.00	\$82.14
	86,354	50996 01-5000-6020-41590	EQUIPMENT FUEL	PROPANE	\$96.44	
	86,354	50996 01-0000-0200-00325	HST RECEIVABLE100%	PROPANE	\$12.54	
	86,354	50996 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PROPANE	\$0.00	\$108.98
	86,355	50996 01-5000-6020-41590	EQUIPMENT FUEL	PROPANE	\$73.74	
	86,355	50996 01-0000-0200-00325	HST RECEIVABLE100%	PROPANE	\$9.59	
	86,355	50996 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PROPANE	\$0.00	\$83.33
	86,356	50996 01-5000-6020-41590	EQUIPMENT FUEL	PROPANE	\$99.40	
	86,356	50996 01-0000-0200-00325	HST RECEIVABLE100%	PROPANE	\$12.92	
	86,356	50996 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PROPANE	\$0.00	\$112.32
FASTENAL CANADA ***						
	86,279	50997 01-5000-6110-40420	PROGRAM SUPPLIES	CABLE TIES	\$32.00	
	86,279	50997 01-0000-0200-00325	HST RECEIVABLE100%	CABLE TIES	\$4.16	
	86,279	50997 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CABLE TIES	\$0.00	\$36.16
	86,325	50997 01-4500-4150-80000	MATERIALS-WINTER CONTROL, PLOWING, SANDING,	HEX NUTS	\$4.32	
	86,325	50997 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	HEX NUTS	\$0.48	
	86,325	50997 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HEX NUTS	\$0.00	\$4.80
	86,366	50997 01-5000-6110-40420	PROGRAM SUPPLIES	CABLE TIES	\$30.00	
	86,366	50997 01-0000-0200-00325	HST RECEIVABLE100%	CABLE TIES	\$3.90	
	86,366	50997 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CABLE TIES	\$0.00	\$33.90
GLASSFORD MOTORS LTD						

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	86,323	50998 01-4500-4230-46388	938800 T8-18 INTERNATIONAL TRUCK	TRUCK#8 OIL SPRAY	\$152.07	
	86,323	50998 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TRUCK#8 OIL SPRAY	\$16.80	
	86,323	50998 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRUCK#8 OIL SPRAY	\$0.00	\$168.87
GOLDEN TRIANGLE HUMAN RESOURCE						
	86,448	50999 01-1000-4008-40600	MEMBERSHIP FEE	MEMBERSHIP-DANIELLE RICHARD	\$25.00	
	86,448	50999 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MEMBERSHIP-DANIELLE RICHARD	\$0.00	\$25.00
GRA - HAM ENERGY						
	86,276	51000 01-5000-6050-41470	VEHICLE FUEL	PARKS FUEL	\$279.36	
	86,276	51000 01-0000-0200-00325	HST RECEIVABLE100%	PARKS FUEL	\$36.32	
	86,276	51000 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PARKS FUEL	\$0.00	\$315.68
	86,278	51000 01-5000-6050-41470	VEHICLE FUEL	PARKS FUEL	\$89.88	
	86,278	51000 01-0000-0200-00325	HST RECEIVABLE100%	PARKS FUEL	\$11.68	
	86,278	51000 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PARKS FUEL	\$0.00	\$101.56
	86,342	51000 01-3000-4000-41470	VEHICLE FUEL	FIRE DEPT VEHICLE FUEL	\$67.03	
	86,342	51000 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT VEHICLE FUEL	\$7.40	
	86,342	51000 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT VEHICLE FUEL	\$0.00	\$74.43
	86,425	51000 01-4500-4230-46431	VEHICLE MAINTENANCE	DIESEL EXHAUST FLUID	\$183.12	
	86,425	51000 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	DIESEL EXHAUST FLUID	\$20.22	
	86,425	51000 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DIESEL EXHAUST FLUID	\$0.00	\$203.34
	86,426	51000 01-4500-4230-41460	DIESEL FUEL CLRED - UNLIC VEH	COLORRED DIESEL	\$853.23	
	86,426	51000 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	COLORRED DIESEL	\$94.24	
	86,426	51000 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COLORRED DIESEL	\$0.00	\$947.47
	86,427	51000 01-4500-4230-41440	DIESEL FUEL CLR - LIC VEH	CLEAR DIESEL	\$1,275.67	
	86,427	51000 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CLEAR DIESEL	\$140.91	
	86,427	51000 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CLEAR DIESEL	\$0.00	\$1,416.58
	86,428	51000 01-4500-4230-41420	FUEL- GASOLINE	REGULAR GAS	\$92.90	
	86,428	51000 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REGULAR GAS	\$10.26	
	86,428	51000 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REGULAR GAS	\$0.00	\$103.16
	86,429	51000 01-4500-4230-41440	DIESEL FUEL CLR - LIC VEH	CLEAR DIESEL	\$1,777.83	
	86,429	51000 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CLEAR DIESEL	\$196.37	
	86,429	51000 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CLEAR DIESEL	\$0.00	\$1,974.20
	86,430	51000 01-4500-4230-41460	DIESEL FUEL CLRED - UNLIC VEH	COLORRED DIESEL	\$822.92	
	86,430	51000 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	COLORRED DIESEL	\$90.90	
	86,430	51000 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COLORRED DIESEL	\$0.00	\$913.82
GROWNRIGHT INC.						
	86,274	51001 01-5000-6051-40420	PROGRAM SUPPLIES	GARDEN FRESH VEGGIES	\$210.00	

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	86,274	51001 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GARDEN FRESH VEGGIES	\$0.00	\$210.00
EMPLOYEE REIMBURSEMENT						
	86,433	51002 01-4500-4000-40290	UNIFORMS & CLOTHING	WORK BOOTS	\$161.03	
	86,433	51002 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	WORK BOOTS	\$6.92	
	86,433	51002 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WORK BOOTS	\$0.00	\$167.95
HILLSIDE KENNELS						
	86,336	51003 01-3600-4000-41560	CONTRACTS	DEC ANIMAL CONTROL	\$712.32	
	86,336	51003 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	DEC ANIMAL CONTROL	\$78.68	
	86,336	51003 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DEC ANIMAL CONTROL	\$0.00	\$791.00
HOT,COLD & FREEZING						
	86,286	51004 01-5100-4100-41530	EQUIP REPAIRS & MAINT	VPCC BLOWER MOUNTING BKT FIX	\$120.00	
	86,286	51004 01-0000-0200-00325	HST RECEIVABLE100%	VPCC BLOWER MOUNTING BKT FIX	\$15.60	
	86,286	51004 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC BLOWER MOUNTING BKT FIX	\$0.00	\$135.60
	86,287	51004 01-5200-4100-41530	EQUIP REPAIRS & MAINT	FUSION VON HEAT SERVICE CALL	\$1,387.49	
	86,287	51004 01-0000-0200-00325	HST RECEIVABLE100%	FUSION VON HEAT SERVICE CALL	\$180.37	
	86,287	51004 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION VON HEAT SERVICE CALL	\$0.00	\$1,567.86
	86,360	51004 01-5000-6040-41530	EQUIPMENT REPAIRS & MAINT	SENIOR CENTRE DINNING RM HEAT	\$120.00	
	86,360	51004 01-0000-0200-00325	HST RECEIVABLE100%	SENIOR CENTRE DINNING RM HEAT	\$15.60	
	86,360	51004 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SENIOR CENTRE DINNING RM HEAT	\$0.00	\$135.60
	86,361	51004 01-5100-4100-41530	EQUIP REPAIRS & MAINT	VPCC DRYTRON REPAIR	\$120.00	
	86,361	51004 01-0000-0200-00325	HST RECEIVABLE100%	VPCC DRYTRON REPAIR	\$15.60	
	86,361	51004 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC DRYTRON REPAIR	\$0.00	\$135.60
	86,376	51004 01-5200-4100-41530	EQUIP REPAIRS & MAINT	FUSION BOILER REPAIR	\$160.00	
	86,376	51004 01-0000-0200-00325	HST RECEIVABLE100%	FUSION BOILER REPAIR	\$20.80	
	86,376	51004 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION BOILER REPAIR	\$0.00	\$180.80
INCLUSIVE HOUSING CORPORATION						
	86,386	51005 01-0000-0090-99910	TAXES - CLEARING	REFUND EXEMPT STATUS CHANGE	\$2,198.75	
	86,386	51005 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REFUND EXEMPT STATUS CHANGE	\$0.00	\$2,198.75
INFORMATION NETWORK SYSTEMS						
	86,340	51006 01-1000-4000-40230	POSTAGE	POST MACHINE SEALING KIT	\$78.09	
	86,340	51006 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	POST MACHINE SEALING KIT	\$8.63	
	86,340	51006 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	POST MACHINE SEALING KIT	\$0.00	\$86.72
INGERSOLL DISTRICT CHAMBER ***						
	86,435	51007 01-7000-4000-40600	MEMBERSHIP FEES	IDCC MEMBERSHIP	\$208.61	
	86,435	51007 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	IDCC MEMBERSHIP	\$23.04	
	86,435	51007 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	IDCC MEMBERSHIP	\$0.00	\$231.65



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INGERSOLL GLASS & MIRROR ***						
	86,359	51008 01-5000-6020-41700	BLDG REPAIRS & MAINT	ARENA DOOR GLASS REPLACE	\$199.80	
	86,359	51008 01-0000-0200-00325	HST RECEIVABLE100%	ARENA DOOR GLASS REPLACE	\$25.97	
	86,359	51008 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ARENA DOOR GLASS REPLACE	\$0.00	\$225.77
INGERSOLL RENT-ALL ***						
	86,288	51009 01-5200-6090-40550	FUND RAISING	HAUNTED HOUSE SCISSOR LIFT	\$80.00	
	86,288	51009 01-0000-0200-00325	HST RECEIVABLE100%	HAUNTED HOUSE SCISSOR LIFT	\$10.40	
	86,288	51009 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HAUNTED HOUSE SCISSOR LIFT	\$0.00	\$90.40
	86,289	51009 01-5200-6090-40550	FUND RAISING	HAUNTED HOUSE SCISSOR LIFT	\$80.00	
	86,289	51009 01-0000-0200-00325	HST RECEIVABLE100%	HAUNTED HOUSE SCISSOR LIFT	\$10.40	
	86,289	51009 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HAUNTED HOUSE SCISSOR LIFT	\$0.00	\$90.40
	86,317	51009 01-4500-4151-80000	MATERIALS-WINTER CONTROL, SNOW REMOVAL	SKIDSTEER RENTAL 12/28	\$212.68	
	86,317	51009 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SKIDSTEER RENTAL 12/28	\$23.49	
	86,317	51009 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SKIDSTEER RENTAL 12/28	\$0.00	\$236.17
	86,318	51009 01-4500-4151-80000	MATERIALS-WINTER CONTROL, SNOW REMOVAL	SKIDSTEER RENTAL 12/15	\$212.68	
	86,318	51009 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SKIDSTEER RENTAL 12/15	\$23.49	
	86,318	51009 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SKIDSTEER RENTAL 12/15	\$0.00	\$236.17
	86,381	51009 01-5000-6020-41750	LOT SNOW REMOVAL & SANDING	EMERG EXIT SNOW REMOVAL	\$80.00	
	86,381	51009 01-0000-0200-00325	HST RECEIVABLE100%	EMERG EXIT SNOW REMOVAL	\$10.40	
	86,381	51009 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	EMERG EXIT SNOW REMOVAL	\$0.00	\$90.40
	86,432	51009 01-4500-4151-80000	MATERIALS-WINTER CONTROL, SNOW REMOVAL	SKIDSTEER RENTAL 1/09	\$212.68	
	86,432	51009 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SKIDSTEER RENTAL 1/09	\$23.49	
	86,432	51009 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SKIDSTEER RENTAL 1/09	\$0.00	\$236.17
J/E BEARING & MACHINE LTD.						
	86,464	51010 01-4500-5013-80000	MATERIALS - LEAF COLLECTION	BEARINGS	\$230.08	
	86,464	51010 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BEARINGS	\$25.41	
	86,464	51010 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BEARINGS	\$0.00	\$255.49
TOWN RESIDENT						
	86,443	51011 01-0000-0090-99910	TAXES - CLEARING	REFUND DOUBLE TAX PMT	\$853.00	
	86,443	51011 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REFUND DOUBLE TAX PMT	\$0.00	\$853.00
EMPLOYEE REIMBURSEMENT						
	86,454	51012 01-6200-4000-41020	PROMOTION & MEALS	MUSEUM VOLUNTEER APPRECIATION	\$75.75	
	86,454	51012 01-0000-0200-00325	HST RECEIVABLE100%	MUSEUM VOLUNTEER APPRECIATION	\$8.42	
	86,454	51012 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSEUM VOLUNTEER APPRECIATION	\$0.00	\$84.17
JOE JOHNSON EQUIPMENT INC						
	86,311	51013 01-4500-4230-46395	939500 ELGIN SWEEPER	SWEEPER	\$106.01	

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	86,311	51013 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SWEEPER	\$11.71	
	86,311	51013 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SWEEPER	\$0.00	\$117.72
D.H. JUTZI LIMITED						
	86,280	51014 01-5000-6020-41550	MAINTENANCE CONTRACTS	DEC WATER TREATMENT	\$375.00	
	86,280	51014 01-0000-0200-00325	HST RECEIVABLE100%	DEC WATER TREATMENT	\$48.75	
	86,280	51014 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DEC WATER TREATMENT	\$0.00	\$423.75
KROWN RUST CONTROL CENTRE						
	86,329	51015 01-4500-4000-41650	SMALL TOOLS & SAFETY EQUIP	2 CASES OF T-40	\$164.85	
	86,329	51015 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	2 CASES OF T-40	\$18.21	
	86,329	51015 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	2 CASES OF T-40	\$0.00	\$183.06
LIFESAVING SOCIETY						
	86,373	51016 01-5100-6060-41450	LEADERSHIP	1ST AID CERT	\$263.20	
	86,373	51016 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	1ST AID CERT	\$0.00	\$263.20
	86,374	51016 01-5100-6060-41450	LEADERSHIP	BRONZE MEDALLION CERT	\$151.50	
	86,374	51016 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BRONZE MEDALLION CERT	\$0.00	\$151.50
LWR AUTOMOTIVE						
	86,331	51017 01-4500-4230-46386	938603 T6-11 FREIGH TRUCK	TRUCK#6 PARTS	\$37.42	
	86,331	51017 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TRUCK#6 PARTS	\$4.13	
	86,331	51017 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRUCK#6 PARTS	\$0.00	\$41.55
	86,332	51017 01-4500-4230-46388	938800 T8-18 INTERNATIONAL TRUCK	TRUCK#8 PARTS	\$34.13	
	86,332	51017 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TRUCK#8 PARTS	\$3.77	
	86,332	51017 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRUCK#8 PARTS	\$0.00	\$37.90
	86,333	51017 01-4500-4230-46384	938400 T4-15 INTERNATIONAL TRUCK	PW TRUCK PARTS	\$34.13	
	86,333	51017 01-4500-4230-46383	938300 T3-17 INTERNATIONAL TRUCK	PW TRUCK PARTS	\$34.13	
	86,333	51017 01-4500-4230-46385	938500 T5-07 INTERNATIONAL D TRUCK	PW TRUCK PARTS	\$34.13	
	86,333	51017 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PW TRUCK PARTS	\$3.77	
	86,333	51017 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PW TRUCK PARTS	\$3.77	
	86,333	51017 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PW TRUCK PARTS	\$3.77	
	86,333	51017 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PW TRUCK PARTS	\$0.00	\$113.70
	86,334	51017 01-4500-4230-46395	939500 ELGIN SWEEPER	SWEEPER PARTS	\$7.46	
	86,334	51017 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SWEEPER PARTS	\$0.82	
	86,334	51017 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SWEEPER PARTS	\$0.00	\$8.28
MINISTER OF FINANCE						
	86,421	51018 01-3400-4000-40600	MEMBERSHIP FEES	2018 MEMBERSHIP FEES	\$222.00	
	86,421	51018 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	2018 MEMBERSHIP FEES	\$0.00	\$222.00
MOHAWK COLLEGE ENTERPRISE						

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<u>VENDOR NAME</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
	86,424	51019 01-1300-4000-40630	STAFF TRAINING	LEADERSHIP PROG DAY 5	\$432.48	
	86,424	51019 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	LEADERSHIP PROG DAY 5	\$47.77	
	86,424	51019 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LEADERSHIP PROG DAY 5	\$0.00	\$480.25
NELLA CUTLERY (HAMILTON) INC						
	86,357	51020 01-5000-6020-41530	EQUIPMENT REPAIRS & MAINTENANCE	ARENA BLADE SHARPENING	\$60.00	
	86,357	51020 01-0000-0200-00325	HST RECEIVABLE100%	ARENA BLADE SHARPENING	\$7.80	
	86,357	51020 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ARENA BLADE SHARPENING	\$0.00	\$67.80
NETHERCOTT PRESS INC						
	86,378	51021 01-5100-4000-40200	OFFICE SUPPLIES	ADAULT SWIM PASSES	\$72.00	
	86,378	51021 01-0000-0200-00325	HST RECEIVABLE100%	ADAULT SWIM PASSES	\$9.36	
	86,378	51021 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ADAULT SWIM PASSES	\$0.00	\$81.36
NEW ERA GRAFIX INC						
	86,369	51022 01-5200-6090-40290	UNIFORMS AND CLOTHING	FUSION UNIFORM CHANGE OVER	\$1,689.49	
	86,369	51022 01-0000-0200-00325	HST RECEIVABLE100%	FUSION UNIFORM CHANGE OVER	\$219.63	
	86,369	51022 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION UNIFORM CHANGE OVER	\$0.00	\$1,909.12
NIAGARA FALLS, CITY OF						
	86,423	51023 01-0100-4000-40610	MEETINGS & CONFERENCES	OSUM REGISTRATION	\$2,143.70	
	86,423	51023 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OSUM REGISTRATION	\$236.78	
	86,423	51023 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OSUM REGISTRATION	\$0.00	\$2,380.48
NORTH PERTH, MUNICIPALITY OF						
	86,358	51024 01-5000-6020-40630	STAFF TRAINING	STAFF CIT RECERT	\$200.00	
	86,358	51024 01-0000-0200-00325	HST RECEIVABLE100%	STAFF CIT RECERT	\$26.00	
	86,358	51024 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	STAFF CIT RECERT	\$0.00	\$226.00
NOVEXCO						
	86,446	51025 01-1000-4000-40200	OFFICE SUPPLIES	TOWN HALL OFFICE SUPPLIES	\$60.25	
	86,446	51025 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TOWN HALL OFFICE SUPPLIES	\$6.66	
	86,446	51025 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOWN HALL OFFICE SUPPLIES	\$0.00	\$66.91
	86,447	51025 01-1000-4000-40200	OFFICE SUPPLIES	ENVELOPES	\$599.77	
	86,447	51025 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ENVELOPES	\$66.25	
	86,447	51025 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ENVELOPES	\$0.00	\$666.02
OLDE BAKERY CAFE						
	86,372	51026 01-5000-6100-40420	PROGRAM SUPPLIES	SANTA VILLAGE COOKIES	\$60.00	
	86,372	51026 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SANTA VILLAGE COOKIES	\$0.00	\$60.00
	86,377	51026 01-5100-6060-40420	PROGRAM SUPPLIES	VPCC BIRTHDAY PARTY CAKES	\$51.00	
	86,377	51026 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC BIRTHDAY PARTY CAKES	\$0.00	\$51.00
OLDE TYME TAXI						

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	86,344	51027 01-1001-4000-41560	CONTRACTS	DEC PARA TAXI	\$3,768.89	
	86,344	51027 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	DEC PARA TAXI	\$416.29	
	86,344	51027 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DEC PARA TAXI	\$0.00	\$4,185.18
ONTARIO BIA ASSOCIATION						
	86,434	51028 40-8000-4000-40600	MEMBERSHIP FEES	GBIAA MEMBERSHIP	\$220.30	
	86,434	51028 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GBIAA MEMBERSHIP	\$24.33	
	86,434	51028 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GBIAA MEMBERSHIP	\$0.00	\$244.63
ONTARIO SOUTHLAND RAILWAY INC.						
	86,315	51029 01-4500-4161-80000	MATERIALS-SAFETY DEVICES, RR CROSSING	DECEMBER MAINT	\$2,970.90	
	86,315	51029 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DECEMBER MAINT	\$0.00	\$2,970.90
ONTARIO ONE CALL LTD.						
	86,304	51030 01-4000-5020-41500	CONTRACTED SERVICES	DEC LOCATES	\$25.19	
	86,304	51030 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	DEC LOCATES	\$2.78	
	86,304	51030 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DEC LOCATES	\$0.00	\$27.97
OXFORD COUNTY ***						
	86,306	51031 01-0000-2020-00635	DUE TO COUNTY - DEVEL. CHGS.	Q4 COUNTY DEVEL FEES	\$274,932.00	
	86,306	51031 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	Q4 COUNTY DEVEL FEES	\$0.00	\$274,932.00
PARKS & RECREATION ONTARIO ***						
	86,298	51032 01-5100-6090-40600	MEMBERSHIP FEES	2018 HIGH FIVE REG ORG FEES	\$233.34	
	86,298	51032 01-5100-6060-40600	MEMBERSHIP FEES	2018 HIGH FIVE REG ORG FEES	\$233.34	
	86,298	51032 01-5200-6090-40600	MEMBERSHIP FEES	2018 HIGH FIVE REG ORG FEES	\$233.32	
	86,298	51032 01-0000-0200-00325	HST RECEIVABLE100%	2018 HIGH FIVE REG ORG FEES	\$30.33	
	86,298	51032 01-0000-0200-00325	HST RECEIVABLE100%	2018 HIGH FIVE REG ORG FEES	\$30.33	
	86,298	51032 01-0000-0200-00325	HST RECEIVABLE100%	2018 HIGH FIVE REG ORG FEES	\$30.34	
	86,298	51032 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	2018 HIGH FIVE REG ORG FEES	\$0.00	\$791.00
P M HYDRAULICS ***						
	86,324	51033 01-4500-4230-46386	938603 T6-11 FREIGH TRUCK	TRUCK#6 ADAPTER	\$57.09	
	86,324	51033 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TRUCK#6 ADAPTER	\$6.30	
	86,324	51033 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRUCK#6 ADAPTER	\$0.00	\$63.39
PRODUCE EXPRESS						
	86,271	51034 01-5000-6051-40420	PROGRAM SUPPLIES	GARDEN FRESH VEGGIES	\$309.00	
	86,271	51034 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GARDEN FRESH VEGGIES	\$0.00	\$309.00
PUBLIC SERVICES HEALTH & SAFET						
	86,330	51035 01-3400-4000-40630	STAFF TRAINING	ERGONOMICS ASSESSMENT	\$169.59	
	86,330	51035 01-4000-4000-40630	STAFF TRAINING	ERGONOMICS ASSESSMENT	\$169.59	
	86,330	51035 01-4500-4000-40630	STAFF TRAINING	ERGONOMICS ASSESSMENT	\$169.61	

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	86,330	51035 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ERGONOMICS ASSESSMENT	\$18.74	
	86,330	51035 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ERGONOMICS ASSESSMENT	\$18.74	
	86,330	51035 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ERGONOMICS ASSESSMENT	\$18.73	
	86,330	51035 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ERGONOMICS ASSESSMENT	\$0.00	\$565.00
PUROLATOR COURIER LTD						
	86,319	51036 01-4500-4230-46386	938603 T6-11 FREIGH TRUCK	TRUCK#6 GPS UNIT COURIER	\$30.80	
	86,319	51036 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TRUCK#6 GPS UNIT COURIER	\$3.41	
	86,319	51036 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRUCK#6 GPS UNIT COURIER	\$0.00	\$34.21
REALTAX INC						
	86,387	51037 01-0000-0090-99910	TAXES - CLEARING	TAX FEES	\$356.16	
	86,387	51037 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TAX FEES	\$39.34	
	86,387	51037 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAX FEES	\$0.00	\$395.50
	86,388	51037 01-0000-0090-99910	TAXES - CLEARING	TAX FEES	\$315.46	
	86,388	51037 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TAX FEES	\$34.84	
	86,388	51037 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAX FEES	\$0.00	\$350.30
	86,389	51037 01-0000-0090-99910	TAXES - CLEARING	TAX FEES	\$396.86	
	86,389	51037 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TAX FEES	\$43.84	
	86,389	51037 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAX FEES	\$0.00	\$440.70
	86,390	51037 01-0000-0090-99910	TAXES - CLEARING	TAX FEES	\$457.92	
	86,390	51037 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TAX FEES	\$50.58	
	86,390	51037 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAX FEES	\$0.00	\$508.50
	86,391	51037 01-0000-0090-99910	TAXES - CLEARING	TAX FEES	\$457.92	
	86,391	51037 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TAX FEES	\$50.58	
	86,391	51037 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAX FEES	\$0.00	\$508.50
	86,392	51037 01-0000-0090-99910	TAXES - CLEARING	TAX FEES	\$457.92	
	86,392	51037 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TAX FEES	\$50.58	
	86,392	51037 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAX FEES	\$0.00	\$508.50
	86,393	51037 01-0000-0090-99910	TAXES - CLEARING	TAX FEES	\$457.92	
	86,393	51037 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TAX FEES	\$50.58	
	86,393	51037 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAX FEES	\$0.00	\$508.50
	86,394	51037 01-0000-0090-99910	TAXES - CLEARING	TAX FEES	\$457.92	
	86,394	51037 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TAX FEES	\$50.58	
	86,394	51037 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAX FEES	\$0.00	\$508.50
	86,395	51037 01-0000-0090-99910	TAXES - CLEARING	TAX FEES	\$457.92	
	86,395	51037 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TAX FEES	\$50.58	
	86,395	51037 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAX FEES	\$0.00	\$508.50

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86,396	51037	01-0000-0090-99910	TAXES - CLEARING	TAX FEES	\$457.92	
86,396	51037	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TAX FEES	\$50.58	
86,396	51037	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAX FEES	\$0.00	\$508.50
86,397	51037	01-0000-0090-99910	TAXES - CLEARING	TAX FEES	\$508.80	
86,397	51037	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TAX FEES	\$56.20	
86,397	51037	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAX FEES	\$0.00	\$565.00
86,398	51037	01-0000-0090-99910	TAXES - CLEARING	TAX FEES	\$457.92	
86,398	51037	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TAX FEES	\$50.58	
86,398	51037	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAX FEES	\$0.00	\$508.50
86,399	51037	01-0000-0090-99910	TAXES - CLEARING	TAX FEES	\$457.92	
86,399	51037	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TAX FEES	\$50.58	
86,399	51037	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAX FEES	\$0.00	\$508.50
86,400	51037	01-0000-0090-99910	TAXES - CLEARING	TAX FEES	\$457.92	
86,400	51037	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TAX FEES	\$50.58	
86,400	51037	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAX FEES	\$0.00	\$508.50
86,401	51037	01-0000-0090-99910	TAXES - CLEARING	TAX FEES	\$457.92	
86,401	51037	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TAX FEES	\$50.58	
86,401	51037	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAX FEES	\$0.00	\$508.50
86,402	51037	01-0000-0090-99910	TAXES - CLEARING	TAX FEES	\$457.92	
86,402	51037	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TAX FEES	\$50.58	
86,402	51037	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAX FEES	\$0.00	\$508.50
86,403	51037	01-0000-0090-99910	TAXES - CLEARING	TAX FEES	\$457.92	
86,403	51037	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TAX FEES	\$50.58	
86,403	51037	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAX FEES	\$0.00	\$508.50
86,404	51037	01-0000-0090-99910	TAXES - CLEARING	TAX FEES	\$457.92	
86,404	51037	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TAX FEES	\$50.58	
86,404	51037	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAX FEES	\$0.00	\$508.50
86,405	51037	01-0000-0090-99910	TAXES - CLEARING	TAX FEES	\$457.92	
86,405	51037	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TAX FEES	\$50.58	
86,405	51037	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAX FEES	\$0.00	\$508.50
86,406	51037	01-0000-0090-99910	TAXES - CLEARING	TAX FEES	\$457.92	
86,406	51037	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TAX FEES	\$50.58	
86,406	51037	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAX FEES	\$0.00	\$508.50
86,407	51037	01-0000-0090-99910	TAXES - CLEARING	TAX FEES	\$457.92	
86,407	51037	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TAX FEES	\$50.58	
86,407	51037	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAX FEES	\$0.00	\$508.50

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86,408	51037	01-0000-0090-99910	TAXES - CLEARING	TAX FEES	\$457.92	
86,408	51037	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TAX FEES	\$50.58	
86,408	51037	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAX FEES	\$0.00	\$508.50
86,409	51037	01-0000-0090-99910	TAXES - CLEARING	TAX FEES	\$457.92	
86,409	51037	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TAX FEES	\$50.58	
86,409	51037	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAX FEES	\$0.00	\$508.50
86,410	51037	01-0000-0090-99910	TAXES - CLEARING	TAX FEES	\$457.92	
86,410	51037	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TAX FEES	\$50.58	
86,410	51037	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAX FEES	\$0.00	\$508.50
86,411	51037	01-0000-0090-99910	TAXES - CLEARING	TAX FEES	\$457.92	
86,411	51037	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TAX FEES	\$50.58	
86,411	51037	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAX FEES	\$0.00	\$508.50
86,412	51037	01-0000-0090-99910	TAXES - CLEARING	TAX FEES	\$457.92	
86,412	51037	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TAX FEES	\$50.58	
86,412	51037	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAX FEES	\$0.00	\$508.50
86,413	51037	01-0000-0090-99910	TAXES - CLEARING	TAX FEES	\$457.92	
86,413	51037	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TAX FEES	\$50.58	
86,413	51037	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAX FEES	\$0.00	\$508.50
86,414	51037	01-0000-0090-99910	TAXES - CLEARING	TAX FEES	\$457.92	
86,414	51037	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TAX FEES	\$50.58	
86,414	51037	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAX FEES	\$0.00	\$508.50
86,415	51037	01-0000-0090-99910	TAXES - CLEARING	TAX FEES	\$457.92	
86,415	51037	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TAX FEES	\$50.58	
86,415	51037	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAX FEES	\$0.00	\$508.50
86,416	51037	01-0000-0090-99910	TAXES - CLEARING	TAX FEES	\$457.92	
86,416	51037	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TAX FEES	\$50.58	
86,416	51037	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAX FEES	\$0.00	\$508.50
86,417	51037	01-0000-0090-99910	TAXES - CLEARING	TAX FEES	\$457.92	
86,417	51037	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TAX FEES	\$50.58	
86,417	51037	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAX FEES	\$0.00	\$508.50
86,418	51037	01-0000-0090-99910	TAXES - CLEARING	TAX FEES	\$457.92	
86,418	51037	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TAX FEES	\$50.58	
86,418	51037	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAX FEES	\$0.00	\$508.50
REGIS AUTO PARTS						
86,348	51038	01-3000-4000-41510	VEHICLE REPAIRS & MAINTENANCE	FIRE DEPT DIESEL EXHAUST FLUID	\$15.20	
86,348	51038	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT DIESEL EXHAUST FLUID	\$1.68	

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<u>VENDOR NAME</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
	86,348	51038 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT DIESEL EXHAUST FLUID	\$0.00	\$16.88
	86,445	51038 01-3000-4000-41510	VEHICLE REPAIRS & MAINTENANCE	FIRE DEPT VEHICLE BATTERY	\$186.17	
	86,445	51038 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT VEHICLE BATTERY	\$20.56	
	86,445	51038 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT VEHICLE BATTERY	\$0.00	\$206.73
RELIANCE HOME COMFORT						
	86,362	51039 01-5100-4100-41550	MAINTENANCE CONTRACTS	VPCC WATER TANK RENT	\$384.93	
	86,362	51039 01-0000-0200-00325	HST RECEIVABLE100%	VPCC WATER TANK RENT	\$50.05	
	86,362	51039 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC WATER TANK RENT	\$0.00	\$434.98
ROCK SOLID DESIGNS						
	86,303	51040 01-4500-4200-41750	SNOW REMOVAL	DEC PARKING LOT SNOW REMOVAL	\$10,506.73	
	86,303	51040 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	DEC PARKING LOT SNOW REMOVAL	\$1,160.52	
	86,303	51040 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DEC PARKING LOT SNOW REMOVAL	\$0.00	\$11,667.25
	86,321	51040 01-4500-4151-80000	MATERIALS-WINTER CONTROL, SNOW REMOVAL	SNOW REMOVAL 12/28	\$259.49	
	86,321	51040 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SNOW REMOVAL 12/28	\$28.66	
	86,321	51040 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SNOW REMOVAL 12/28	\$0.00	\$288.15
	86,459	51040 01-6200-4100-41750	LOT SNOW REMOVAL AND SANDING	MUSEUM NOV SAND/SALT	\$70.00	
	86,459	51040 01-0000-0200-00325	HST RECEIVABLE100%	MUSEUM NOV SAND/SALT	\$9.10	
	86,459	51040 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSEUM NOV SAND/SALT	\$0.00	\$79.10
ROGERS (WIRELESS)						
	86,343	51041 01-4000-4000-40220	TELEPHONE	DEC CELLPHONE CHRGS	\$15.52	
	86,343	51041 01-4000-4000-40220	TELEPHONE	DEC CELLPHONE CHRGS	\$15.52	
	86,343	51041 01-1300-4000-40220	TELEPHONE EXPENSE	DEC CELLPHONE CHRGS	\$21.18	
	86,343	51041 01-4500-4000-40220	TELEPHONE	DEC CELLPHONE CHRGS	\$20.61	
	86,343	51041 01-5000-6020-40220	TELEPHONE	DEC CELLPHONE CHRGS	\$61.21	
	86,343	51041 01-4000-4000-40220	TELEPHONE	DEC CELLPHONE CHRGS	\$318.84	
	86,343	51041 01-1002-4000-40220	TELEPHONE	DEC CELLPHONE CHRGS	\$51.69	
	86,343	51041 01-0100-4000-40220	TELEPHONE	DEC CELLPHONE CHRGS	\$188.22	
	86,343	51041 01-5200-6090-40220	TELEPHONE	DEC CELLPHONE CHRGS	\$42.50	
	86,343	51041 01-0900-4000-40220	TELEPHONE	DEC CELLPHONE CHRGS	\$39.57	
	86,343	51041 01-5100-4100-40220	TELEPHONE	DEC CELLPHONE CHRGS	\$5.00	
	86,343	51041 01-5200-4100-40220	TELEPHONE	DEC CELLPHONE CHRGS	\$5.00	
	86,343	51041 01-5000-6050-40220	TELEPHONE	DEC CELLPHONE CHRGS	\$5.00	
	86,343	51041 01-5000-6050-40220	TELEPHONE	DEC CELLPHONE CHRGS	\$67.04	
	86,343	51041 01-5000-6020-40220	TELEPHONE	DEC CELLPHONE CHRGS	\$35.00	
	86,343	51041 01-5000-6050-40220	TELEPHONE	DEC CELLPHONE CHRGS	\$5.24	
	86,343	51041 01-5000-6050-40220	TELEPHONE	DEC CELLPHONE CHRGS	\$5.00	



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	86,343	51041 01-5000-6050-40220	TELEPHONE	DEC CELLPHONE CHRGS	\$5.00	
	86,343	51041 01-5000-6050-40220	TELEPHONE	DEC CELLPHONE CHRGS	\$5.00	
	86,343	51041 01-5000-6050-40220	TELEPHONE	DEC CELLPHONE CHRGS	\$5.00	
	86,343	51041 01-5000-6050-40220	TELEPHONE	DEC CELLPHONE CHRGS	\$5.00	
	86,343	51041 01-5000-6050-40220	TELEPHONE	DEC CELLPHONE CHRGS	\$5.00	
	86,343	51041 01-4500-4150-80000	MATERIALS-WINTER CONTROL, PLOWING, SANDING,	DEC CELLPHONE CHRGS	\$5.09	
	86,343	51041 01-0100-4000-40220	TELEPHONE	DEC CELLPHONE CHRGS	\$20.60	
	86,343	51041 01-4500-4000-40220	TELEPHONE	DEC CELLPHONE CHRGS	\$50.96	
	86,343	51041 01-0100-4000-40220	TELEPHONE	DEC CELLPHONE CHRGS	\$21.65	
	86,343	51041 01-4500-4150-80000	MATERIALS-WINTER CONTROL, PLOWING, SANDING,	DEC CELLPHONE CHRGS	\$5.09	
	86,343	51041 01-1002-4000-40220	TELEPHONE	DEC CELLPHONE CHRGS	\$53.00	
	86,343	51041 01-1000-4000-40220	TELEPHONE	DEC CELLPHONE CHRGS	\$46.28	
	86,343	51041 01-3000-4000-40220	TELEPHONE	DEC CELLPHONE CHRGS	\$5.09	
	86,343	51041 01-3000-4000-40220	TELEPHONE	DEC CELLPHONE CHRGS	\$48.86	
	86,343	51041 01-4000-4000-40220	TELEPHONE	DEC CELLPHONE CHRGS	\$334.46	
	86,343	51041 01-4000-4000-40220	TELEPHONE	DEC CELLPHONE CHRGS	\$344.70	
	86,343	51041 01-7000-4000-40220	TELEPHONE	DEC CELLPHONE CHRGS	\$175.94	
	86,343	51041 01-3400-4000-40310	FAX OPERATIONS	DEC CELLPHONE CHRGS	\$38.57	
	86,343	51041 01-4000-4000-40220	TELEPHONE	DEC CELLPHONE CHRGS	\$317.50	
	86,343	51041 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	DEC CELLPHONE CHRGS	\$235.69	
	86,343	51041 01-0000-0200-00325	HST RECEIVABLE100%	DEC CELLPHONE CHRGS	\$33.29	
	86,343	51041 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DEC CELLPHONE CHRGS	\$0.00	\$2,663.91
SAVARIA SALES						
	86,296	51042 01-5000-6020-41550	MAINTENANCE CONTRACTS	ARENA 2018 ELEVATOR MAINT	\$835.00	
	86,296	51042 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ARENA 2018 ELEVATOR MAINT	\$0.00	\$835.00
SHAW DIRECT						
	86,449	51043 01-3000-4000-40300	UTILITIES	FIRE DEPT SATELLITE	\$116.01	
	86,449	51043 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT SATELLITE	\$12.81	
	86,449	51043 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT SATELLITE	\$0.00	\$128.82
BALLOON IN A BOX						
	86,270	51044 01-5100-6060-40420	PROGRAM SUPPLIES	VPCC BIRTHDAY BALLOON	\$105.00	
	86,270	51044 01-0000-0200-00325	HST RECEIVABLE100%	VPCC BIRTHDAY BALLOON	\$13.65	
	86,270	51044 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC BIRTHDAY BALLOON	\$0.00	\$118.65
SHOPPERS DRUG MART						
	86,290	51045 01-5200-6090-40460	NUTRITION PURCHASES	FUSION NUTRITION SUPPLIES	\$16.36	
	86,290	51045 01-0000-0200-00325	HST RECEIVABLE100%	FUSION NUTRITION SUPPLIES	\$0.56	

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	86,290	51045 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION NUTRITION SUPPLIES	\$0.00	\$16.92
	86,367	51045 01-5200-6090-40420	PROGRAM SUPPLIES	FUSION PROG SUPPLIES	\$27.64	
	86,367	51045 01-0000-0200-00325	HST RECEIVABLE100%	FUSION PROG SUPPLIES	\$1.04	
	86,367	51045 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION PROG SUPPLIES	\$0.00	\$28.68
EMPLOYEE REIMBURSEMENT						
	86,309	51046 01-4500-4151-80000	MATERIALS-WINTER CONTROL, SNOW REMOVAL	DEC CELLPHONE	\$31.52	
	86,309	51046 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	DEC CELLPHONE	\$3.48	
	86,309	51046 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DEC CELLPHONE	\$0.00	\$35.00
SMITH-PEAT ROOFING & METAL LTD						
	86,307	51047 10-0000-3126-80000	MATERIALS	PMT#1 TOWN HALL ROOF REPLACE	\$240,866.39	
	86,307	51047 01-0000-2020-00650	ACCOUNTS PAYABLE-HOLDBACKS	PMT#1 TOWN HALL ROOF REPLACE	\$0.00	\$24,086.64
	86,307	51047 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PMT#1 TOWN HALL ROOF REPLACE	\$23,944.15	
	86,307	51047 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PMT#1 TOWN HALL ROOF REPLACE	\$0.00	\$240,723.90
SOAK IT UP INC						
	86,437	51048 01-2000-4025-41540	RENTAL	TOWN HALL MAT RENTAL	\$36.12	
	86,437	51048 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TOWN HALL MAT RENTAL	\$4.00	
	86,437	51048 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOWN HALL MAT RENTAL	\$0.00	\$40.12
	86,438	51048 01-2000-4015-41540	RENTAL	CARRS WLKWKY MAT RENTAL	\$18.00	
	86,438	51048 01-0000-0200-00325	HST RECEIVABLE100%	CARRS WLKWKY MAT RENTAL	\$2.34	
	86,438	51048 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CARRS WLKWKY MAT RENTAL	\$0.00	\$20.34
	86,458	51048 01-6200-4100-41700	BLDG REPAIRS & MAINTENANCE	MUSEUM MAT RENTAL	\$18.00	
	86,458	51048 01-0000-0200-00325	HST RECEIVABLE100%	MUSEUM MAT RENTAL	\$2.34	
	86,458	51048 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSEUM MAT RENTAL	\$0.00	\$20.34
EMPLOYEE REIMBURSEMENT						
	86,308	51049 01-4500-4151-80000	MATERIALS-WINTER CONTROL, SNOW REMOVAL	DEC CELLPHONE	\$31.52	
	86,308	51049 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	DEC CELLPHONE	\$3.48	
	86,308	51049 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DEC CELLPHONE	\$0.00	\$35.00
SPORTS TURF ASSOCIATION						
	86,379	51050 01-5000-6050-40600	MEMBERSHIP FEES	2018 SPORTS TURF MEMBERSHIP	\$200.00	
	86,379	51050 01-0000-0200-00325	HST RECEIVABLE100%	2018 SPORTS TURF MEMBERSHIP	\$26.00	
	86,379	51050 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	2018 SPORTS TURF MEMBERSHIP	\$0.00	\$226.00
STAPLES ADVANTAGE						
	86,337	51051 01-0100-4000-40200	OFFICE SUPPLIES	TOWN HALL OFFICE SUPPLIES	\$34.38	
	86,337	51051 01-1000-4000-40200	OFFICE SUPPLIES	TOWN HALL OFFICE SUPPLIES	\$18.56	
	86,337	51051 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TOWN HALL OFFICE SUPPLIES	\$3.80	
	86,337	51051 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TOWN HALL OFFICE SUPPLIES	\$2.05	

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	86,337	51051 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOWN HALL OFFICE SUPPLIES	\$0.00	\$58.79
	86,338	51051 01-1000-4000-40270	NEW EQUIPMENT	TOWN HALL OFFICE SUPPLIES	\$171.92	
	86,338	51051 01-1000-4000-40200	OFFICE SUPPLIES	TOWN HALL OFFICE SUPPLIES	\$20.62	
	86,338	51051 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TOWN HALL OFFICE SUPPLIES	\$18.99	
	86,338	51051 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TOWN HALL OFFICE SUPPLIES	\$2.28	
	86,338	51051 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOWN HALL OFFICE SUPPLIES	\$0.00	\$213.81
	86,341	51051 01-1000-4000-40200	OFFICE SUPPLIES	BINDERS	\$84.39	
	86,341	51051 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BINDERS	\$9.32	
	86,341	51051 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BINDERS	\$0.00	\$93.71
STONETOWN SUPPLY SERVICES(ING)						
	86,444	51052 01-3000-4100-40210	JANITORIAL SUPPLIES	FIRE DEPT JANITORIAL SUPPLIES	\$191.38	
	86,444	51052 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT JANITORIAL SUPPLIES	\$21.14	
	86,444	51052 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT JANITORIAL SUPPLIES	\$0.00	\$212.52
SUNBELT RENTALS OF CANADA INC.						
	86,364	51053 01-5000-6100-41500	CONTRACTED SERVICES	FENCE RENTAL 11/10-12/07	\$55.20	
	86,364	51053 01-0000-0200-00325	HST RECEIVABLE100%	FENCE RENTAL 11/10-12/07	\$7.17	
	86,364	51053 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FENCE RENTAL 11/10-12/07	\$0.00	\$62.37
	86,365	51053 01-5000-6100-41500	CONTRACTED SERVICES	FENCE RENTAL 12/08-12/15	\$24.15	
	86,365	51053 01-0000-0200-00325	HST RECEIVABLE100%	FENCE RENTAL 12/08-12/15	\$3.14	
	86,365	51053 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FENCE RENTAL 12/08-12/15	\$0.00	\$27.29
SUN LIFE OF CANADA						
	86,440	51054 01-0000-2100-00716	HEALTH CARE PAYABLE	JANUARY PREMIUM	\$55,896.12	
	86,440	51054 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JANUARY PREMIUM	\$0.00	\$55,896.12
POSTMEDIA NETWORK INC.						
	86,335	51055 01-1000-4000-41000	ADVERTISING	SEASON'S GREETING AD	\$147.55	
	86,335	51055 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SEASON'S GREETING AD	\$16.30	
	86,335	51055 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SEASON'S GREETING AD	\$0.00	\$163.85
THAMESFORD PIZZA						
	86,368	51056 01-5200-6090-40420	PROGRAM SUPPLIES	FUSION MOVIE NITE PIZZA	\$47.62	
	86,368	51056 01-0000-0200-00325	HST RECEIVABLE100%	FUSION MOVIE NITE PIZZA	\$2.38	
	86,368	51056 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION MOVIE NITE PIZZA	\$0.00	\$50.00
THYSSENKRUPP ELEVATOR LTD.						
	86,422	51057 01-2000-4025-41550	MAINTENANCE CONTRACTS	2018 ELEVATOR MAINT	\$3,749.33	
	86,422	51057 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	2018 ELEVATOR MAINT	\$414.13	
	86,422	51057 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	2018 ELEVATOR MAINT	\$0.00	\$4,163.46
TILLSONBURG FIRE & SAFETY EQUI						

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	86,452	51058 01-3000-4000-41530	EQUIP REPAIRS & MAINTENANCE	RECHRG FIRE EXTINGUISHER	\$55.36	
	86,452	51058 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	RECHRG FIRE EXTINGUISHER	\$6.11	
	86,452	51058 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	RECHRG FIRE EXTINGUISHER	\$0.00	\$61.47
TILLSONBURG FIRE & RESCUE SERV						
	86,345	51059 01-3000-4000-41520	COMMUNICATION	Q4 DISPATCH	\$11,070.00	
	86,345	51059 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	Q4 DISPATCH	\$0.00	\$11,070.00
TOROMONT INDUSTRIES LTD						
	86,462	51060 01-4500-4230-46393	939300 2011 CAT FRONT END LOADER	TRUCK #13 PARTS	\$520.87	
	86,462	51060 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TRUCK #13 PARTS	\$57.53	
	86,462	51060 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRUCK #13 PARTS	\$0.00	\$578.40
	86,463	51060 01-4500-4230-46392	939200 2012 BACKHOE LOADER	LOADER PARTS	\$244.85	
	86,463	51060 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	LOADER PARTS	\$27.05	
	86,463	51060 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LOADER PARTS	\$0.00	\$271.90
TRANSPORTATION ASSOC OF CANADA						
	86,439	51061 01-4000-4000-40600	MEMBERSHIP FEES	TAC MEMBERSHIP	\$392.79	
	86,439	51061 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TAC MEMBERSHIP	\$43.39	
	86,439	51061 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAC MEMBERSHIP	\$0.00	\$436.18
TYCO INTEGRATED FIRE & SECURIT						
	86,292	51062 01-5200-4100-41550	MAINTENANCE CONTRACTS	2018 ANNUAL ALARM SRV CHRGS	\$780.00	
	86,292	51062 01-0000-0200-00325	HST RECEIVABLE100%	2018 ANNUAL ALARM SRV CHRGS	\$101.40	
	86,292	51062 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	2018 ANNUAL ALARM SRV CHRGS	\$0.00	\$881.40
	86,293	51062 01-5000-6040-41550	MAINTENANCE CONTRACTS	2018 ANNUAL ALARM SRV CHRGS	\$780.00	
	86,293	51062 01-0000-0200-00325	HST RECEIVABLE100%	2018 ANNUAL ALARM SRV CHRGS	\$101.40	
	86,293	51062 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	2018 ANNUAL ALARM SRV CHRGS	\$0.00	\$881.40
	86,294	51062 01-5100-4100-41550	MAINTENANCE CONTRACTS	2018 ANNUAL ALARM SRV CHRGS	\$780.00	
	86,294	51062 01-0000-0200-00325	HST RECEIVABLE100%	2018 ANNUAL ALARM SRV CHRGS	\$101.40	
	86,294	51062 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	2018 ANNUAL ALARM SRV CHRGS	\$0.00	\$881.40
	86,295	51062 01-5000-6020-41550	MAINTENANCE CONTRACTS	2018 ANNUAL ALARM SRV CHRGS	\$780.00	
	86,295	51062 01-0000-0200-00325	HST RECEIVABLE100%	2018 ANNUAL ALARM SRV CHRGS	\$101.40	
	86,295	51062 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	2018 ANNUAL ALARM SRV CHRGS	\$0.00	\$881.40
	86,384	51062 01-5000-6050-41550	MAINTENANCE CONTRACTS	PARKS ANNUAL ALARM SRV CHRGS	\$780.00	
	86,384	51062 01-0000-0200-00325	HST RECEIVABLE100%	PARKS ANNUAL ALARM SRV CHRGS	\$101.40	
	86,384	51062 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PARKS ANNUAL ALARM SRV CHRGS	\$0.00	\$881.40
UPPER THAMES RIVER CON.AUTH.						
	86,451	51063 10-0000-3161-80000	MATERIALS	FIRE SAFETY HOUE PERMIT FEES	\$450.00	
	86,451	51063 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE SAFETY HOUE PERMIT FEES	\$0.00	\$450.00

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VERTICOMM NETWORK						
	86,300	51064 01-2000-4025-41530	EQUIPMENT REPAIRS & MAINTENANCE	RE-WIRING IT CABLE ON ROOF	\$1,536.58	
	86,300	51064 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	RE-WIRING IT CABLE ON ROOF	\$169.72	
	86,300	51064 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	RE-WIRING IT CABLE ON ROOF	\$0.00	\$1,706.30
VIEWCON CONSTRUCTION LTD.						
	86,436	51065 01-0000-2020-00650	ACCOUNTS PAYABLE-HOLDBACKS	N TWN LN E STORM SEWER,8%HLDBK	\$61,875.74	
	86,436	51065 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	N TWN LN E STORM SEWER,8%HLDBK	\$6,834.41	
	86,436	51065 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	N TWN LN E STORM SEWER,8%HLDBK	\$0.00	\$68,710.15
TOWN RESIDENT						
	86,385	51066 01-0000-0090-99910	TAXES - CLEARING	REFUND JAN PAP	\$294.98	
	86,385	51066 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REFUND JAN PAP	\$0.00	\$294.98
WASTE MANAGEMENT						
	86,310	51067 01-4500-4100-41550	MAINTENANCE CONTRACTS	DEC GARBAGE COLLECTION	\$853.53	
	86,310	51067 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	DEC GARBAGE COLLECTION	\$94.27	
	86,310	51067 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DEC GARBAGE COLLECTION	\$0.00	\$947.80
WASTE CONNECTIONS OF CANADA						
	86,346	51068 01-3000-4100-41550	MAINTENANCE CONTRACTS	DEC GARBAGE SERVICES	\$209.32	
	86,346	51068 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	DEC GARBAGE SERVICES	\$23.12	
	86,346	51068 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DEC GARBAGE SERVICES	\$0.00	\$232.44
	86,347	51068 01-5000-6020-41550	MAINTENANCE CONTRACTS	DEC GARBAGE SERVICES	\$284.30	
	86,347	51068 01-5200-4100-41550	MAINTENANCE CONTRACTS	DEC GARBAGE SERVICES	\$278.30	
	86,347	51068 01-5100-4100-41550	MAINTENANCE CONTRACTS	DEC GARBAGE SERVICES	\$278.30	
	86,347	51068 01-5000-6040-41550	MAINTENANCE CONTRACTS	DEC GARBAGE SERVICES	\$278.30	
	86,347	51068 01-5000-6050-41550	MAINTENANCE CONTRACTS	DEC GARBAGE SERVICES	\$278.30	
	86,347	51068 01-0000-0200-00325	HST RECEIVABLE100%	DEC GARBAGE SERVICES	\$36.96	
	86,347	51068 01-0000-0200-00325	HST RECEIVABLE100%	DEC GARBAGE SERVICES	\$36.18	
	86,347	51068 01-0000-0200-00325	HST RECEIVABLE100%	DEC GARBAGE SERVICES	\$36.18	
	86,347	51068 01-0000-0200-00325	HST RECEIVABLE100%	DEC GARBAGE SERVICES	\$36.18	
	86,347	51068 01-0000-0200-00325	HST RECEIVABLE100%	DEC GARBAGE SERVICES	\$36.18	
	86,347	51068 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DEC GARBAGE SERVICES	\$0.00	\$1,579.18
WGD ARCHITECTS INC.						
	86,460	51069 10-0000-3552-40880	CONSULTING FEES	VPCC FACILITY COND-FINAL INV	\$2,200.00	
	86,460	51069 01-0000-0200-00325	HST RECEIVABLE100%	VPCC FACILITY COND-FINAL INV	\$286.00	
	86,460	51069 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC FACILITY COND-FINAL INV	\$0.00	\$2,486.00
EMPLOYEE REIMBURSEMENT						
	86,275	51070 01-1000-4000-41160	HONOURS & AWARDS	UNITED WAY EMPLOYEE INCENTIVE	\$270.00	

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PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$ 34,224.94

<u>VENDOR NAME</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
	86,275	51070 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	UNITED WAY EMPLOYEE INCENTIVE	\$0.00	\$270.00
PETTY CASH - FUSION						
	86,269	51071 01-5200-6090-40270	NEW EQUIPMENT	FUSION PETTY CASH	\$80.00	
	86,269	51071 01-5200-6090-40420	PROGRAM SUPPLIES	FUSION PETTY CASH	\$138.20	
	86,269	51071 01-5200-6090-40500	SPECIAL EVENTS	FUSION PETTY CASH	\$33.23	
	86,269	51071 01-5200-6185-40420	PROGRAM SUPPLIES	FUSION PETTY CASH	\$29.91	
	86,269	51071 01-0000-0200-00325	HST RECEIVABLE100%	FUSION PETTY CASH	\$10.40	
	86,269	51071 01-0000-0200-00325	HST RECEIVABLE100%	FUSION PETTY CASH	\$12.25	
	86,269	51071 01-0000-0200-00325	HST RECEIVABLE100%	FUSION PETTY CASH	\$4.32	
	86,269	51071 01-0000-0200-00325	HST RECEIVABLE100%	FUSION PETTY CASH	\$3.79	
	86,269	51071 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION PETTY CASH	\$0.00	\$312.10
XEROX CANADA LTD.						
	86,281	51072 01-5000-6020-40250	PHOTOCOPIER	ARENA COPIES 7/26-10/30	\$61.07	
	86,281	51072 01-0000-0200-00325	HST RECEIVABLE100%	ARENA COPIES 7/26-10/30	\$7.94	
	86,281	51072 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ARENA COPIES 7/26-10/30	\$0.00	\$69.01
	86,282	51072 01-5100-4000-40250	PHOTOCOPIER	VPCC COPIES 7/26-10/30	\$4.98	
	86,282	51072 01-0000-0200-00325	HST RECEIVABLE100%	VPCC COPIES 7/26-10/30	\$0.65	
	86,282	51072 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC COPIES 7/26-10/30	\$0.00	\$5.63
THOMAS TREE REMOVAL						
	86,466	51073 01-5000-6050-41740	LAND MAINTENANCE & IMPROVEMENTS	BUTTERNUT PARK TREE REMOVAL	\$2,000.00	
	86,466	51073 01-0000-0200-00325	HST RECEIVABLE100%	BUTTERNUT PARK TREE REMOVAL	\$260.00	
	86,466	51073 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BUTTERNUT PARK TREE REMOVAL	\$0.00	\$2,260.00
EMPLOYEE REIMBURSEMENT						
	86,468	51074 01-1000-4000-40620	MILEAGE	ROMA HOSPITALITY SUPPLIES	\$86.76	
	86,468	51074 01-0900-4000-41020	PROMOTION & MEALS	ROMA HOSPITALITY SUPPLIES	\$366.91	
	86,468	51074 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ROMA HOSPITALITY SUPPLIES	\$9.58	
	86,468	51074 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ROMA HOSPITALITY SUPPLIES	\$22.46	
	86,468	51074 01-0000-0100-00100	BANK	ROMA HOSPITALITY SUPPLIES	\$0.00	\$485.71
NEOPOST - DPOC						
	86,469	51075 01-1000-4000-40230	POSTAGE	POSTAGE RELOAD #9042321009	\$9,905.84	
	86,469	51075 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	POSTAGE RELOAD #9042321009	\$1,094.16	
	86,469	51075 01-0000-0100-00100	BANK	POSTAGE RELOAD #9042321009	\$0.00	\$11,000.00
UNION GAS						
	86,467 EFT	01-5000-6020-40350	NATURAL GAS	GAS NOV-DEC	\$1,856.64	
	86,467 EFT	01-3200-4100-40350	NATURAL GAS	GAS NOV-DEC	\$291.23	
	86,467 EFT	01-3000-4000-40350	NATURAL GAS	GAS NOV-DEC	\$412.17	

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<u>VENDOR NAME</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
	86,467 EFT	01-5000-6050-40350	NATURAL GAS	GAS NOV-DEC	\$1,092.19	
	86,467 EFT	01-4500-4100-40350	NATURAL GAS	GAS NOV-DEC	\$568.24	
	86,467 EFT	01-5000-6040-40350	NATURAL GAS	GAS NOV-DEC	\$601.15	
	86,467 EFT	01-5000-6040-40350	NATURAL GAS	GAS NOV-DEC	\$57.56	
	86,467 EFT	01-5100-4100-40350	NATURAL GAS	GAS NOV-DEC	\$4,601.17	
	86,467 EFT	01-5200-4100-40350	NATURAL GAS	GAS NOV-DEC	\$891.76	
	86,467 EFT	01-6200-4100-40350	NATURAL GAS	GAS NOV-DEC	\$141.84	
	86,467 EFT	01-6200-4100-40350	NATURAL GAS	GAS NOV-DEC	\$21.00	
	86,467 EFT	01-2000-4020-40350	NATURAL GAS	GAS NOV-DEC	\$229.57	
	86,467 EFT	01-2000-4025-40350	NATURAL GAS	GAS NOV-DEC	\$1,246.89	
	86,467 EFT	01-2000-4015-40350	NATURAL GAS	GAS NOV-DEC	\$268.72	
	86,467 EFT	01-2000-4015-40350	NATURAL GAS	GAS NOV-DEC	\$115.00	
	86,467 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GAS NOV-DEC	\$246.01	
	86,467 EFT	01-0000-0200-00325	HST RECEIVABLE100%	GAS NOV-DEC	\$1,321.77	
	86,467 EFT	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GAS NOV-DEC	\$0.00	\$13,962.91
ROYAL BANK VISA						
	86,663 EFT	01-5100-4000-40435	PRO SHOP SUPPLIES	VISA DEC 2017-VPCC	\$157.94	
	86,663 EFT	01-1000-4000-41160	HONOURS & AWARDS	VISA DEC 2017-VPCC	\$40.00	
	86,663 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA DEC 2017-VPCC	\$7.90	
	86,663 EFT	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VISA DEC 2017-VPCC	\$0.00	\$205.84
ROYAL BANK VISA						
	86,470 EFT	01-3000-4000-41520	COMMUNICATION	VISA DEC 2017-FIRE DEPT	\$20.41	
	86,470 EFT	01-3000-4000-41205	FIRE PREVENTION	VISA DEC 2017-FIRE DEPT	\$238.85	
	86,470 EFT	01-3000-4000-41020	PROMOTION & MEALS	VISA DEC 2017-FIRE DEPT	\$118.07	
	86,470 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA DEC 2017-FIRE DEPT	\$2.26	
	86,470 EFT	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VISA DEC 2017-FIRE DEPT	\$0.00	\$379.59
ROYAL BANK VISA						
	86,471 EFT	01-3400-4000-40290	UNIFORMS & CLOTHING	VISA DEC 2017-BLDG INSPECT	\$38.16	
	86,471 EFT	01-2000-4030-41700	BLDG REPAIRS & MAINTENANCE	VISA DEC 2017-BLDG INSPECT	\$400.00	
	86,471 EFT	01-3400-4000-42900	MISCELLANEOUS EXPENSE	VISA DEC 2017-BLDG INSPECT	\$29.00	
	86,471 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA DEC 2017-BLDG INSPECT	\$4.22	
	86,471 EFT	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VISA DEC 2017-BLDG INSPECT	\$0.00	\$471.38
ROYAL BANK VISA						
	86,473 EFT	01-6200-4000-40420	PROGRAM SUPPLIES	VISA DEC 2017-MUSEUM	\$28.96	
	86,473 EFT	01-6200-4000-40540	CONSERVATION SUPPLIES	VISA DEC 2017-MUSEUM	\$522.05	
	86,473 EFT	01-6200-4000-41020	PROMOTION & MEALS	VISA DEC 2017-MUSEUM	\$47.70	

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	86,473 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA DEC 2017-MUSEUM	\$1.68	
	86,473 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA DEC 2017-MUSEUM	\$67.86	
	86,473 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA DEC 2017-MUSEUM	\$5.16	
	86,473 EFT	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VISA DEC 2017-MUSEUM	\$0.00	\$673.41
ROYAL BANK VISA						
	86,664 EFT	01-0000-0400-00280	PREPAID EXPENSES	VISA DEC 2017-CLERK	\$361.25	
	86,664 EFT	01-1000-4000-41000	ADVERTISING	VISA DEC 2017-CLERK	\$261.16	
	86,664 EFT	01-1000-4000-40710	LEGAL FEES	VISA DEC 2017-CLERK	\$34.31	
	86,664 EFT	01-1000-4000-42900	MISCELLANEOUS EXPENSE	VISA DEC 2017-CLERK	\$12.00	
	86,664 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA DEC 2017-CLERK	\$39.90	
	86,664 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA DEC 2017-CLERK	\$28.84	
	86,664 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA DEC 2017-CLERK	\$2.62	
	86,664 EFT	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VISA DEC 2017-CLERK	\$0.00	\$740.08
ROYAL BANK VISA						
	86,472 EFT	01-4500-4000-40200	OFFICE SUPPLIES	VISA DEC 2017-PUBLIC WORKS	\$59.43	
	86,472 EFT	01-4500-4151-80000	MATERIALS-WINTER CONTROL, SNOW REMOVAL	VISA DEC 2017-PUBLIC WORKS	\$360.17	
	86,472 EFT	01-4500-4230-46397	939700 SIDEWALK TRACTOR	VISA DEC 2017-PUBLIC WORKS	\$47.82	
	86,472 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA DEC 2017-PUBLIC WORKS	\$6.56	
	86,472 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA DEC 2017-PUBLIC WORKS	\$5.28	
	86,472 EFT	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VISA DEC 2017-PUBLIC WORKS	\$0.00	\$479.26
ROYAL BANK VISA						
	86,474 EFT	01-1002-4000-40410	LICENCES, TAGS, ETC.	VISA DEC 2017-IT	\$741.33	
	86,474 EFT	01-1002-4000-41530	EQUIPMENT REPAIRS & MAINTENANCE	VISA DEC 2017-IT	\$142.45	
	86,474 EFT	01-1002-4000-41530	EQUIPMENT REPAIRS & MAINTENANCE	VISA DEC 2017-IT	\$149.60	
	86,474 EFT	01-1002-4000-41530	EQUIPMENT REPAIRS & MAINTENANCE	VISA DEC 2017-IT	\$55.23	
	86,474 EFT	01-1002-4000-41530	EQUIPMENT REPAIRS & MAINTENANCE	VISA DEC 2017-IT	\$95.81	
	86,474 EFT	01-1002-4000-41530	EQUIPMENT REPAIRS & MAINTENANCE	VISA DEC 2017-IT	\$333.23	
	86,474 EFT	01-1002-4000-41020	PROMOTION & MEALS	VISA DEC 2017-IT	\$150.92	
	86,474 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA DEC 2017-IT	\$15.74	
	86,474 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA DEC 2017-IT	\$6.10	
	86,474 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA DEC 2017-IT	\$10.58	
	86,474 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA DEC 2017-IT	\$36.81	
	86,474 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA DEC 2017-IT	\$16.19	
	86,474 EFT	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VISA DEC 2017-IT	\$0.00	\$1,753.99
ROYAL BANK VISA						
	86,475 EFT	01-5200-6090-41500	CONTRACTED SERVICES	VISA DEC 2017-FUSION	\$10.99	



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	86,475 EFT	01-5200-6090-40270	NEW EQUIPMENT	VISA DEC 2017-FUSION	\$229.99	
	86,475 EFT	01-5200-6090-41530	EQUIP REPAIRS & MAINT	VISA DEC 2017-FUSION	\$270.31	
	86,475 EFT	01-5200-6090-40270	NEW EQUIPMENT	VISA DEC 2017-FUSION	\$1,138.00	
	86,475 EFT	01-5200-6090-42900	MISCELLANEOUS EXPENSE	VISA DEC 2017-FUSION	\$29.00	
	86,475 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA DEC 2017-FUSION	\$29.90	
	86,475 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA DEC 2017-FUSION	\$35.14	
	86,475 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA DEC 2017-FUSION	\$147.94	
	86,475 EFT	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VISA DEC 2017-FUSION	\$0.00	\$1,891.27
ROYAL BANK VISA						
	86,476 EFT	01-1002-4000-41550	MAINTENANCE CONTRACTS	VISA DEC 2017-TREASURY	\$1,187.78	
	86,476 EFT	01-1002-4000-41530	EQUIPMENT REPAIRS & MAINTENANCE	VISA DEC 2017-TREASURY	\$219.29	
	86,476 EFT	01-1002-4000-41530	EQUIPMENT REPAIRS & MAINTENANCE	VISA DEC 2017-TREASURY	\$345.03	
	86,476 EFT	01-1002-4000-41530	EQUIPMENT REPAIRS & MAINTENANCE	VISA DEC 2017-TREASURY	\$34.59	
	86,476 EFT	01-1002-4000-41530	EQUIPMENT REPAIRS & MAINTENANCE	VISA DEC 2017-TREASURY	\$174.10	
	86,476 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA DEC 2017-TREASURY	\$38.10	
	86,476 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA DEC 2017-TREASURY	\$3.81	
	86,476 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA DEC 2017-TREASURY	\$19.23	
	86,476 EFT	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VISA DEC 2017-TREASURY	\$0.00	\$2,021.93
ROYAL BANK VISA						
	86,477 EFT	01-0900-4000-41020	PROMOTION & MEALS	VISA DEC 2017-CAO	\$2,645.76	
	86,477 EFT	01-0000-0400-00280	PREPAID EXPENSES	VISA DEC 2017-CAO	\$326.96	
	86,477 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA DEC 2017-CAO	\$292.24	
	86,477 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA DEC 2017-CAO	\$36.12	
	86,477 EFT	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VISA DEC 2017-CAO	\$0.00	\$3,301.08
ROYAL BANK VISA						
	86,665 EFT	01-0000-0400-00280	PREPAID EXPENSES	VISA DEC 2017-ECON DEVEL	\$207.88	
	86,665 EFT	01-7000-4000-40270	NEW EQUIPMENT	VISA DEC 2017-ECON DEVEL	\$244.18	
	86,665 EFT	01-7000-4000-41300	TRADE SHOWS	VISA DEC 2017-ECON DEVEL	\$5,378.70	
	86,665 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA DEC 2017-ECON DEVEL	\$22.96	
	86,665 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA DEC 2017-ECON DEVEL	\$26.97	
	86,665 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA DEC 2017-ECON DEVEL	\$6.80	
	86,665 EFT	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VISA DEC 2017-ECON DEVEL	\$0.00	\$5,887.49
					=====	
					DISTRIBUTION TOTALS:	\$1,276,904.62 \$1,276,904.62
					=====	

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Voucher Number</u>	<u>Document Type</u>	<u>Document Date</u>
BRAGG00003	BRAGG, JEFF	042758	Payment	1/4/2018
BROWN00003	PAUL BROWN & SOI	042759	Payment	1/4/2018
ERTHH00001	ERTH HOLDINGS INC	042768	Payment	1/4/2018
FRANK00003	FRANKLIN REAGAN \	042769	Payment	1/4/2018
HAMMO00005	HAMMOND, KELSEY	042772	Payment	1/4/2018
HOLME00004	HOLMES, JOHN - PE	042773	Payment	1/4/2018
MILLC00001	MILLCREEK PRINTINC	042776	Payment	1/4/2018
PMHYD00001	P M HYDRAULICS ***	042782	Payment	1/4/2018
SOAKI00001	SOAK IT UP INC	042787	Payment	1/4/2018
STONE00003	STONETOWN SUPPL	042789	Payment	1/4/2018
WHOLE00001	WHOLE TIRE SERVICE	042792	Payment	1/4/2018
ALSTI00001	AL'S TIRE INGERSOLL	042800	Payment	1/18/2018
BEAUC00001	BEAUCHAMP, JENNIF	042801	Payment	1/18/2018
BRAGG00003	BRAGG, JEFF	042806	Payment	1/18/2018
BROWN00003	PAUL BROWN & SOI	042807	Payment	1/18/2018
CAPER00003	LENORE CAPERN, PE	042813	Payment	1/18/2018
DELTA00001	DELTA MACHINE & I	042820	Payment	1/18/2018
DYKXH00001	DYKXHOORN, CHRIS	042821	Payment	1/18/2018
GLASS00001	GLASSFORD MOTOR	042826	Payment	1/18/2018
HENHA00001	HENHAWKE, TYLER	042830	Payment	1/18/2018
INCLU00001	INCLUSIVE HOUSING	042833	Payment	1/18/2018
INGER00008	INGERSOLL DISTRICT	042835	Payment	1/18/2018
INGER00022	INGERSOLL GLASS &	042836	Payment	1/18/2018
INGER00043	INGERSOLL RENT-AL	042837	Payment	1/18/2018
JELLY00002	JELLY, DEBORAH	042839	Payment	1/18/2018
LWRAU00001	LWR AUTOMOTIVE	042845	Payment	1/18/2018
OLDEB00001	OLDE BAKERY CAFE	042854	Payment	1/18/2018
OLDET00001	OLDE TYME TAXI	042855	Payment	1/18/2018
PMHYD00001	P M HYDRAULICS ***	042861	Payment	1/18/2018
REGIS00001	REGIS AUTO PARTS	042866	Payment	1/18/2018
ROCKS00001	ROCK SOLID DESIGN	042868	Payment	1/18/2018
SHERK00001	SHERK, MELISSA	042872	Payment	1/18/2018
SHOPP00001	SHOPPERS DRUG M/	042873	Payment	1/18/2018
SKEVI00001	SKEVINGTON, SCOTT	042874	Payment	1/18/2018
SOAKI00001	SOAK IT UP INC	042876	Payment	1/18/2018
STONE00003	STONETOWN SUPPL	042880	Payment	1/18/2018
THAME00008	THAMESFORD PIZZA	042884	Payment	1/18/2018
WOLFE00001	WOLFE SUSAN	042898	Payment	1/18/2018
WOLFE00002	SUSAN WOLFE - PET	042899	Payment	1/18/2018
THOMA00004	THOMAS TREE REMC	042901	Payment	1/22/2018
WRIGH00004	WRIGHT, ANN	042902	Payment	1/23/2018

<u>Document Number</u>	<u>City</u>	<u>Document Amount</u>	<u>Current Trx Amount</u>
050929	INGERSOLL	971.80	-
050930	INGERSOLL	515.85	-
050939	INGERSOLL	600.13	-
050940	INGERSOLL	551.25	-
050943	INGERSOLL	165.93	-
050944	INGERSOLL	75.15	-
050947	INGERSOLL	366.23	-
050953	INGERSOLL	613.53	-
050958	INGERSOLL	44.64	-
050960	INGERSOLL	221.68	-
050963	INGERSOLL	490.42	-
050972	INGERSOLL	220.11	-
050973	INGERSOLL	77.52	-
050978	INGERSOLL	678.00	-
050979	INGERSOLL	281.37	-
050985	INGERSOLL	119.14	-
050992	INGERSOLL	2,519.90	-
050993	INGERSOLL	197.10	-
050998	INGERSOLL	168.87	-
051002	INGERSOLL	167.95	-
051005	INGERSOLL	2,198.75	-
051007	INGERSOLL	231.65	-
051008	INGERSOLL	225.77	-
051009	INGERSOLL	979.71	-
051011	INGERSOLL	853.00	-
051017	INGERSOLL	201.43	-
051026	INGERSOLL	111.00	-
051027	INGERSOLL	4,185.18	-
051033	INGERSOLL	63.39	-
051038	INGERSOLL	223.61	-
051040	INGERSOLL	12,034.50	-
051044	INGERSOLL	118.65	-
051045	INGERSOLL	45.60	-
051046	INGERSOLL	35.00	-
051048	INGERSOLL	80.80	-
051052	INGERSOLL	212.52	-
051056	INGERSOLL	50.00	-
051070	INGERSOLL	270.00	-
051071	INGERSOLL	312.10	-
051073	INGERSOLL	2,260.00	-
051074	INGERSOLL	485.71	-
	INGERSOLL Total	34,224.94	
	INGERSOLL total - Chq Distribution		0



**DEPARTMENT:** Building

**REPORT NO:** B-002-18

**COUNCIL MEETING DATE:** February 12, 2018

**TITLE:** January 2018 Building and By-Law Report

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**A. Chief Building Official and Facilities Manager**

**Facilities Management**

The roof project is about 80% completed. Currently staff are working with the consultants on preparing the tender for the front entrance canopy and curbing around the perimeter at Town hall as part of 2018 capital repairs.

**By-Law Enforcement – January 2018**

Total Complaints for 2018	1
Total # of letters sent	1
Total # closed to date, completed	0
Waiting for Compliance/Under Investigation	1
To be investigated	0

**Complaint Summary**

Total Complaints to Date (2018)	
Property Standards/Lot Maintenance	1
Building without permit	0
Zoning	0
Parking	0
Fencing	0
Swimming Pool	0
January 2018 Complaints	
Total # of Complaints	1
Property Standards/Lot Maintenance	1

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

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

**Building Department**

January 2018 **Permits** – 11 building permits for construction valued at \$1,697,699.00 were issued for the month of January.

- a. Total permits fees collected \$17,260.50
- b. Single and Multi-Unit for January - 5 single family dwellings & 0 Multi-Units (0 units) & 0 Semi-Detached Dwelling (0 units) & 0 Apartment dwellings
- c. Total Single & Multi units permits over year to date (2018);
  - 5 Single Family Dwelling permits
  - 0 Semi-detached Dwelling permits- 0 units
  - 0 Multi-Unit permits – 0 Units
  - 0 Apartments
- d. Total January Sewer and Water Permits – 0
- e. January Permit Comparison Summary and Permit Reports as follows:

**Permit Comparison Summary from 1/1/2018 to 1/31/2018**

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	1	\$159.00	\$0.00	\$0.00	\$0.00	\$32,000
Commercial	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0
Agricultural	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0
Institutional	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0	2	\$1,948.00	\$0.00	\$0.00	\$0.00	\$78,000
Industrial	1	\$2,100.00	\$0.00	\$0.00	\$0.00	\$30,000	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0
Residential	18	\$41,961.23	\$66,325.00	\$0.00	\$277,210.00	\$3,873,739	8	\$15,153.50	\$18,390.00	\$0.00	\$77,040.00	\$1,587,699

	Previous Year	Current Year
Total Permits Issued	19	11
Total Dwelling Units Created	7	5
Total Permit Value	\$3,903,739.00	\$1,697,699.00
Total Permit Fees	\$44,061.23	\$17,260.50

**TOWN OF INGERSOLL Permit Summary From 1/1/2018 to 1/31/2018**

Building Code Category	Total		New Structures		Add/Reno/UseCh		Demolitions		Signs		Other	
	Value	#	Value	#	Value	#	Value	#	Value	#	Value	#
Accessory Residential	\$32,000	1	\$32,000	1	\$0	0	\$0	0	\$0	0	\$0	0
Residential	\$1,587,699	8	\$1,507,699	5	\$80,000	3	\$0	0	\$0	0	\$0	0
Agricultural	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
Commercial	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
Industrial	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
Institutional	\$78,000	2	\$0	0	\$78,000	2	\$0	0	\$0	0	\$0	0
<b>TOTALS</b>	<b>\$1,697,699</b>	<b>11</b>	<b>\$1,539,699</b>	<b>6</b>	<b>\$158,000</b>	<b>5</b>	<b>\$0</b>	<b>0</b>	<b>\$0</b>	<b>0</b>	<b>\$0</b>	<b>0</b>

Respectfully Submitted: Shannon Vanderydt  
 Chief Building Official/By-Law Enforcement Officer/Property Manager  
 Approved: William Tigert, Chief Administrative Officer



**DEPARTMENT:** Clerk's Department

**REPORT NO:** C-005-18

**COUNCIL MEETING DATE:** February 12, 2018

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

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### 1. **Closed Session Reporting**

Council went into closed session on January 5, 2018 under Section 239. (3.1) Educational session regarding historical planning applications on a particular property - 400 Harris St. – now subject to legal proceeding

Council went into closed session on January 8, 2018 under Section 239 (2) (b) to discuss personal matters about two identifiable individuals. Council also received advice from that is subject to solicitor-client privilege including communications necessary for that purpose under Section 239 (2) (f).

Council also went into closed session on January 30, 2018 under Section 239. (2) (c) proposed or pending disposition of land by the municipality – Industrial Lands, Clark Road and under Section 239. (2) (b) personal matter about an identifiable individual, including municipal or local board employees

### 2. **Upcoming Legislation**

Nothing to report at this time

### 3. **Museum**

**SUMMARY:** On the heels of 2017 the museum has begun the New Year with a full slate of activities and bookings for coming events and group tours. The month of January was taken up with several research requests, the installation of a new exhibit, a school presentation, a public presentation, and issues with our security system.

**Buildings & Grounds:** The museum experienced a number of alarms triggered by faulty batteries. Staff were getting calls from the monitoring station at all hours of the day and night. Staff also discovered that our call list was vastly out of date but that has been rectified, for the time being.

**Group Tours & Programming:** The museum has been contacted for 4 different group tour bookings; 3 in April and 1 in September. The curator was invited to be the guest speaker and talk about cheese at the January meeting of the Ingersoll Horticultural Society, and was asked to speak to the Grade 4/5 class at St. Jude's School on the subject of Ingersoll's Black history.

Because February is Black History Month, Staff have installed a new exhibit called "North To Freedom" which examines some of our Black history. This display will continue in the front gallery until the end of March. It will then be moved into the local history gallery. This effort helps us to meet one of our CMOG expectations by upgrading our displays.

The curator also been invited to speak about cheese at the March meeting of the South Dumfries Historical Society meeting in St. George.

**Research:** Besides the background research on Black History, the curator has also done some research on the late Howard Stanley Wright and William Verne Walker. Both Ingersoll men were killed in action while serving with the RAF Ferry Command. Wright was lost somewhere between Goose Bay and Greenland, while Walker crashed in Iceland.

Staff were also contacted by Marty Gebel of Modern Hipster Antiques. He was looking for information on W. H. Sutherland. William Henry Sutherland grew up on a farm near Embro. For a while he farmed and taught school but made his fortune selling insurance, first in Embro and then after moving to Ingersoll. He had an office on Thames Street and lived with his maiden sister on the southeast corner of Ann and Oxford Streets.

Someone else contacted the museum for information about movie projectionist Percy Carter.

The most unique request for information came from Belgium where a collector of militaria discovered a photograph of John Nisbet of Ingersoll. The curator was able to determine that Nisbet had been born in Scotland, immigrated to Canada, worked at the St. Charles Condensing Plant, married Emily Skinner and had 5 children before 1915 when, at the age of 45, he enlisted with the 34<sup>th</sup> Regiment based out of Guelph. He was shipped overseas and served 8 months in France before being discharged as medically unfit due to exhaustion and rheumatism. He returned to Ingersoll and found work as the custodian of the Post Office.

**Visitors:** The museum ended 2017 with a total number of 11,363. In 2016 the museum had 13,108 but that included 2200 people who attended Halls Creek Festival of Creativity that year. With that number subtracted from the 2016 total, the 2017 totals show another year of growth.

**Social Media:** the number of our Facebook followers continues to grow. Currently the museum facebook page has 1,177 followers. That number is up by some 20 new people since the beginning of the year, and up 237 over the same time last



year (816 in January 1, 2017 vs 1,153 January 1, 2018). One remarkable statistic is connected a single photograph of the Maude Wilson Memorial Pool which was originally posted on our Facebook page on September 1, 2016. As of February 5, 2018 some 22,198 people have seen that single photo. The story of the pool will have to figure largely in our upcoming exhibit on Small Town Memories coming this summer.

**Miscellaneous:** The Oxford County Cheese Trail was highly successful in 2017 and plans are already underway to improve the offering this year. The museum will be participating in the 5 Big Cheese Days on each Saturday in May and will once again be the home base location for Tourism Oxford staff. Food and travel writers who came to the museum have shared positive reviews of the Trail and the museum in recent weeks.

The Ingersoll Community Foundation has once again agreed to co-sponsor the WW1 event and education day happening in June.

Applications for summer students have been submitted to Young Canada Works and to Summer Canada Jobs.

Data entry continues with Past Perfect. Anne Miller has been able to transcribe all the handwritten records so everything which has been catalogued since 1977 has been entered into the system. Staff are now going through the collection, shelf by shelf, to find, photograph and enter locations of every artifact on the museum grounds and then in Town Hall.

#### 4. **Human Resources**

Human Resources highlights and initiatives for January 2018:

##### **a. Recruitment**

- Three offers of employment were presented in January, two with the Fusion Youth Centre and one with the Crossing Guard division.
- Summer student recruitment has been underway for the entire month, with interviews set to occur in February. HR thanks, all students who have applied thus far; as always the Town is incredibly fortunate for the amount of interest shown in its employment opportunities.

##### **b. Policy Development/Implementation**

- HR is currently working on updating and developing a number of policies for internal use across all divisions.

##### **c. Senior Management Support**

- Human Resources continues to provide ongoing HR support to the Senior Management team; from contract development and administration to the

handling of personnel matters and the provision of general HR guidance; daily aid is provided as requested.

**5. Crossing Guard Program**

Submitted by: Ann Wright, Deputy Clerk/Crossing Guard Supervisor

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

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

**ATTACHMENTS:** Monthly Statistics

Prepared by: Michael Graves, Clerk

Approved by: William Tigert, Chief Administrative Officer

### Clerk's Department Monthly Statistics - January 2018

	Current Month	Prior Yr. Month	Percentage	Year-to-date	Prior-Year-to-date	Percentage
<b>MARRIAGE LICENCES</b>	<b>8</b>	<b>4</b>	<b>200%</b>	<b>8</b>	<b>4</b>	<b>200%</b>
In Town Marriage Licences	3	2	150%	3	3	100%
Out-of-Town Marriage Licences	5	2	250%	5	2	250%
<b>CIVIL WEDDINGS</b>			<b>0%</b>			<b>0%</b>
Ceremonies Held	2	2	100%	2	2	100%
Ceremonies Booked	3	3	100%	3	3	100%
Burial Permits	<b>18</b>	<b>11</b>	<b>164%</b>	<b>18</b>	<b>11</b>	<b>164%</b>
In Town Burial Permits	12	6	200%	12	6	200%
Out-of-Town Burial Permits	6	5	120%	6	5	120%
Commissioners of Oaths	<b>9</b>	<b>12</b>	<b>75%</b>	<b>9</b>	<b>12</b>	<b>75%</b>
Paratransit Tickets	<b>367</b>	<b>194</b>	<b>189%</b>	<b>367</b>	<b>194</b>	<b>189%</b>
Parking Passes	<b>5</b>	<b>6</b>	<b>83%</b>	<b>5</b>	<b>6</b>	<b>83%</b>
Day Parking Passes	3	1.0	300%	3	1.0	300%
Evening Parking Passes	2	0	0%	2	0	0%
24-Hour Parking Passes	0	5	0%	0	5	0%
Plaques Ordered	<b>0</b>	<b>1</b>	<b>0%</b>	<b>0</b>	<b>1</b>	<b>0%</b>
Commemorative Plaques	0	1	0%	0	1	0%
Certificates Ordered	0	0	0%	0	0	0%
Transient Traders Licenses	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0</b>	<b>0%</b>
Lottery Licenses	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0</b>	<b>0%</b>
Lunch Wagon Permits	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0</b>	<b>0%</b>



**DEPARTMENT:** Community Services

**REPORT NO:** CS-002-12

**COUNCIL MEETING DATE:** February 12, 2018

**TITLE:** 2018 February Monthly Report

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### **Facility Operation Highlights**

- LED lights installed over ice surface in arena by staff. Have received positive response from all user groups. Rebates will be applied for through Erie Thames. Total cost came in under budgeted amount.
- CSS Contract (Electrical Safety Authority) has been implemented for all Town facilities and parks. First inspections have taken place in The Ingersoll Memorial Arena, Fusion and VPCC. Defects were found, with the majority of those in the minor category. Medium risk defects have been dealt with through the electrical contractor Installations.
- Fire Inspection in conjunction with Ingersoll Fire Department was conducted at The CAMI/Suzuki Building.
- Met with local paint Supply Company to pick out colours to paint the gym at VPCC, sought quoting on LED Lights for the gym. Plan to complete work in February-March.
- Will be to switching to CIMCO Refrigeration for the Arena refrigeration contract after receiving pricing from Refrigeration contractors.
- Attended SWORFA (South Western Ontario Recreation Facilities Association) meeting at new Listowel Arena. A great deal of discussion on the Fernie B.C. Arena fatal accident.
- VPCC Dry Tron inspection to be completed on Feb. 6 2018
- Facilities Meeting to discuss ongoing facility issues at all town facilities.

### **Parks Department Highlights**

- Wreaths were taken down by Erie Thames, staff picked them up and brought back to Park's shop for storage
- Staff helped put new lights up on arena ice surface

- Tree removed by Arena that fell across creek
- Plants in greenhouse being watered and dead headed
- Winter baskets removed from downtown, took apart, took decorations out of them and given back to Floral Occasions
- Cords from lights being brought back, wrapped and stored at shop
- Light decorations are being brought back to the shop from the parks
- Worked on budget and staffing for the upcoming season
- Riding mowers are out for annual service
- New Hi Vis clothing for all staff
- New street light was put up at entrance to Smith's pond to replace flood light that was put up
- Meeting with ball diamond user groups to discuss the upcoming season
- Working on RFP for riding mower, windows and doors for shop

### **Programming Highlights**

- A bit of a slow start to the new year with regards to fitness and Personal training
- Preschool programs only a few spots left
- Getting ready for March Break Camp—will not have to hire new staff as current staff will work the week. Kids will be ice skating, bowling, swimming, clay art, movie
- Summer student postings have been up and will be reviewing and hiring sometime in the next month
- Looking into the cost of leasing fitness equipment vs replacement
- Conducting membership and fee's assessment. Evaluating ways in which we could better serve the community through restructured memberships.

### **Aquatics Highlights**

- Upon opening Victoria Park Community Centre, the Town has been a Training Partner with both The Canadian Red Cross as it's provider for swimming lessons and LifeSaving Society as its provider for Lifeguarding/leadership courses. Our provider contract with Red Cross expires on March 1, 2018 and our pricing agreement contract with Red Cross expires on June 1, 2018. Going forward the Lifesaving Society will become the sole Authorized providers for all Aquatic Programs so that the Town only pays provider fees to one organization. The Lifesaving Society is the only organization in Canada that provides a nationally recognized curriculum of swimming, Lifeguard and instructor

courses that cover the complete range from non-swimmer to professional lifeguarding certifications. They are able to provide and support all aquatic programs from Lifesaving swim (swimming lessons) to Lifesaving Leadership including National Lifeguard, Swim Instructors, and First Aid programs.

- The \$5000 donation to the pool has been spent on 1 lane reel, 1 tot slide and foam lane dividers. All purchases have been well received.
- This year's Pirates Cove (held Jan. 27) was a great success with over 100 children in attendance. We received some very positive comments from parents. Most said "It is a great event and the children look forward to it every year."
- Swimming lessons are moving along smoothly.

### **Fusion Highlights**

- The Art staff and Female Fitness staff positions have been filled
- The Pool table is lounge was refurbished.
- Nutrition Breaks visits started back up at the elementary schools in Ingersoll. Visits began during the 3<sup>rd</sup> week of January
- As part of our Recruitment strategy. Assembly presentations have been scheduled at Royal Roads, Harrisfield and St. Jude's and Fusion is waiting for confirmation at Laurie Hawkins.
- A Valentine's Dance has been scheduled for February 9th 7-9pm
- Fusion's winter schedule is in effect as of January 22<sup>nd</sup>. There will be some additions in February with a new Art program and with the Technology programs starting again (staff member has been on parental leave)
- Provided a tour to a group from Lang's Youth/Teen Centre on January 19<sup>th</sup>
- The Manager attended an Oxford Child and Youth Network Planning Table meeting on January 11<sup>th</sup>
- The Manager attended the Kiwanis Club of Ingersoll Open House event on January 21 where a cheque presentation took place for the \$3500 raised for the Chip in Fore Kids Golf Tournament that took place in October.
- The Manager attended the Youth Entrepreneurship Partnership committee meeting on January 30<sup>th</sup>
- As of January 29<sup>th</sup> there have been 11 new memberships for the month
- As of January 29<sup>th</sup> there have been a total of 1200 youth visits
- As of January 29<sup>th</sup> there have been 136 participants in the school outreach visits

- The STEM program is going to the Jet Air Museum on Feb 10<sup>th</sup>.
- Female Fitness is going Tubing on Feb 16<sup>th</sup> and Curling on Feb 24<sup>th</sup>
- 2017 Stat report included in this report which can be attached to the Council report. Of note in 2017 the following trends were identified:
  - The number of visits and number of new memberships have both increased from the prior year
  - 702 unique individuals attended Fusion in 2017
  - 86% of new members are Ingersoll residents, 14% are non-residents. Comparatively, in 2016 76% of new members were from Ingersoll and 24% were from out of Town.
  - 12-14 year olds are consistently attending Fusion more than the other age groups, however the demographics of allowing 10-11 year olds at the Centre just changed in November, so this will be an area for continued monitoring.
- Canada Summer Jobs grant has been applied for. Fusion requested 2 summer camp counsellors and 2 behaviour/inclusion counsellors
- Requested \$15,000 from the Ingersoll Community Foundation in order to upgrade Fusion's outdoor community space. The request was approved and the \$15,000 grant will be used to purchase new sand for the beach volleyball court, new basketball nets and painted lines, new bike/scooter racks and possibly new signage.
- Quotes received for new gaming computers, the Town of Ingersoll IT department will be moving forwarding with ordering new computers and parts in order to maximize the capital dollars.

### **Administration Highlights**

- Uniform RFP for both regular uniform items and High Vis items completed
- Requested pricing to print Parks and Recreation guide and quotes have been received.
- Successfully submitted Canada Summer Jobs grants for the Town of Ingersoll Parks and Rec Department. Parks and Recreation applied for 20 subsidies totaling a requested contribution of \$55,720.
- Recreation Software- have completed three demonstrations to date. Hope to have new software in place by September.
- Town of Ingersoll Special Events Form to be revised and updated.

Prepared by: Kyle Stefanovic, Director of Parks & Recreation  
 Approved by: William Tigert, Chief Administrative Officer

## Fusion Youth Centre Stat Report

2017

Participation Number	
Visits by Age Demographic	
Ages	# of Youth
9	324
10	409
11	433
12	3786
13	4932
14	3174
15	1696
16	1696
17	1148
18	454
<b>Total</b>	<b>18,052</b>

New Memberships January-November			
Month	2016	2017	Increase/decrease
Jan	25	18	-7
Feb	25	24	-1
March	20	19	-1
April	24	18	-6
May	10	15	+5
June	24	10	-14
July	12	17	+5
August	24	23	-1
September	26	28	+2
October	17	39	+22
November	18	33	+15
December	6	9	+3
<b>Total</b>	<b>231</b>	<b>253</b>	<b>+22</b>



Geographical Area served Of New Youth Membership 2016	Total # clients
Ingersoll	171
Zorra	10
Norwich	1
Beachville	5
Tillsonburg	6
Princeton	1
Woodstock	26
Other	6
<b>Total</b>	<b>226</b>

Geographical Area served Of New Youth Membership 2017	Total # clients
Ingersoll	195
Zorra	11
Norwich	2
Beachville	9
Tillsonburg	3
Blanford-Blenhiem	1
Woodstock	17
Thames Centre	7
Other	8
<b>Total</b>	<b>253</b>

### Fusion youth Centre Monthly Program Visits made by Youth

Month	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
January	1532	1681	1889	1821	1453	1501	1301	1320	1326	1169
February	1602	1601	1760	1708	1714	1360	1580	1116	1501	1604
March	1828	1808	2146	2008	1440	1999	1960	1383	1538	1660
April	2182	1739	2026	1902	1469	1801	2001	1382	1567	1673
May	1960	1866	1845	1845	1654	1667	1898	1254	1443	1476
June	1895	1747	1628	1674	1620	1916	1593	1262	1357	1505
July	1917	1424	1907	1405	1822	1766	1468	1188	1507	1550
August	1913	1422	1821	1619	1780	1726	1258	1150	1386	1567
September	2076	1875	2040	1818	1757	1872	1690	1234	1516	1700
October	1571	1782	1483	1397	1563	1332	1511	1115	1194	1519
November	1575	1799	1557	1288	1600	1759	1321	1112	1489	1621
December	1409	1525	1345	1310	996	1130	983	975	925	998
<b>Total</b>	<b>21,460</b>	<b>20,269</b>	<b>22,447</b>	<b>19,795</b>	<b>18,868</b>	<b>19,829</b>	<b>18,564</b>	<b>14,491</b>	<b>16,749</b>	<b>18,052</b>

Year	Total Number of New Members	Number of New Male Members	Number of New Female Members	Total Number of Members
2006	448	270	178	448
2007	190	97	93	638
2008	218	137	81	856
2009	212	137	75	1068
2010	221	133	78	1289
2011	175	93	82	1464
2012	187	127	60	1651
2013	146	66	80	1797
2014	187	106	81	1984
2015	138	105	33	2122
2016	226	131	95	2348
2017	253	150	103	2601
total	2601	1552	1039	

Program Visits Made By Youth			
Month	2016	2017	Increase/Decrease
January	1326	1169	-157
February	1501	1604	+103
March	1538	1660	+122
April	1567	1673	+106
May	1443	1476	+33
June	1357	1505	+148
July	1507	1550	+43
August	1386	1567	+181
September	1516	1700	+184
October	1194	1519	+325
November	1489	1621	+132
December	925	998	+73
<b>Total</b>	<b>16,749</b>	<b>18042</b>	<b>+1293</b>

**Total Number of individuals who attended programs from Jan 1 – Dec 23, 2017**

424 Males = 60%

278 Females =40%

Total = 702 individuals





**DEPARTMENT:** Ingersoll Fire & Emergency Services

**REPORT NO:** F-004-18

**COUNCIL MEETING DATE:** February 12, 2018

**TITLE:** Month End Report

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### **FIRE CALLS**

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

2 – Institutional

12 – Residential

1 – Industrial

2 – Vehicles / M.V.C.

12 – Medical Assist

2 – Carbon Monoxide

There was a \$0 loss due to fire during the month of November.

### **TRAINING**

The first training session of January covered various health and safety topics related to fire ground and training activities. SCBA operation and maintenance were also covered.

The second training session of January was spent reviewing the movement of fire through a building and fire behavior in general.

### **TRAFFIC ACTIVITY**

Traffic Infractions for the month are as follows:

154 – Total tickets issued

109 – Fully paid totaling \$ 1519.00

## **FIRE PREVENTION INSPECTIONS**

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

3 – Residential

6 – Business and Personal

3 – Institutional

3 – Industrial

## **BY-LAW ENFORCEMENT**

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

1 – Regulating Dogs – Bylaw # 01-3989

There was 1 by-law investigation during the month of November that was referred to the OPP.

Prepared by: John Holmes, Fire Chief/CEMC

Approved by: William Tigert, Chief Administrative Officer



**DEPARTMENT:** Operations

**REPORT NO:** OP-005-18

**COUNCIL MEETING DATE:** February 12, 2018

**TITLE:** January 2018 Operations Report

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

Staff had several pre-consultation meetings with potential developers looking at development in different locations in Town.

Staff met with the BIA regarding the Oxford Street Parking Lot and also held the first of two PIC Meetings for this project. Many of the businesses affected by the project attended the meeting with numerous suggestions for scheduling that can be incorporated into the tender documents.

Staff is working on design and tender documents for the upcoming 2018 Capital Program.

As part of the Management team met with the UTRCA to discuss possible expansion of the Fire Hall as well as a pending subdivision, requests for development in the flood plain, 2018 capital projects and the potential for a rail spur to the Town's Industrial lands.

Engineering Services responded to 30 requests for locates or re-locates during January. This included emergency locates.

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

#### **A. Public Works Manager**

#### **MAINTENANCE**

Winter Control

<b>Events for December</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
Roads	13	11	15
Sidewalks	10	5	12
Snow Loading	3	0	1

## Equipment Repairs

- Leaf machines repairs are complete from the past autumn's use. The street sweeper is undergoing its annual scheduled maintenance. Many fatigue cracks will be welded and the main suction impeller will be hard surface welded and balanced. Routine vehicle maintenance will continue as required.

## Road Maintenance

- Potholes are being patched on a regular basis. Relatively warm weather and rain has caused new holes to develop. Any new or previously repaired holes that need attention should be reported to the Works Department at 519-485-2931.

## Core Benches

- Benches are being brought into the shop for repair and repainting.

## Tree Trimming and Removal Tender

- The annual tree removal and trimming tender closed January 31, 2018. Tabor's Tree Service was the only bidder.
- Crews have been cutting dead trees and trimming various spots around Town by bridges and culverts as well as problem areas that hit the tractor during road allowance cutting.

## Signs

- Crews have been replacing signs and posts that have been damaged.

## Truck Tenders

- The truck tenders have been sent out on the town website and bidding for the patrol truck #9 and the plow truck #5.

Rich Fleming, Acting Manager: Public Works Department

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

Approved by: William Tigert, Chief Administrative Officer



**DEPARTMENT:** Treasury Department

**REPORT NO:** T-005-18

**COUNCIL MEETING DATE:** February 12, 2018

**TITLE:** Treasury Department Monthly Report

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**Mayor Comiskey and Members of Council:**

**Department Activities and Information for the month of January 2018:**

**Treasury**

1. Held two special budget meetings. The 2018 Capital and Operating Budget has been completed with final approval scheduled for February 8<sup>th</sup>, 2018.
2. In process of finalizing 2017 yearend financial results and preparing 2017 financial statements, FIR and reconciling capital assets transactions.
3. Finance and Property Tax Statistics:

55	<b>2018 PROPERTY TAX TITLE CHANGES YTD</b>
0	Properties registered for tax sales (2 plus years in arrears)
12	Extension Agreements
3	Properties to be sold by tax sale in 2018
\$0.00	Taxes on Supplemental / Omitted Assessments YTD
\$833,022	Property Taxes O/S January 31, 2018
\$2,176	Revenue – Treasurer Certificates, Title Changes, Other
\$16,553	Interest Earned
\$21,045	Interest on Overdue Taxes

**Information Technology**

1. Implemented a new Remote Desktop Server (RDS) allowing staff to run Town’s software remotely.



2. Setup workstation for the Museum to read data from various old storage devices.

#### Monthly Statistics

Closed Tickets - 84

Opened Tickets -78

Still Outstanding - 7

#### Website Stats

Users – 5,927

Page Views – 18,834

#### Most Viewed Pages

Employment (1625 views)

VPCC Pool Schedule (749 views)

Bids and Tenders (730 views)

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



**DEPARTMENT:** Chief Administrative Officer

**REPORT NO:** A-003-18

**COUNCIL DATE:** February 12, 2018

**TITLE:** Status report from the Town's Peer Review of the Proposed Landfill

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**OBJECTIVE:** To provide information for Council on the status of the peer review that has been undertaken by the Town of Ingersoll on the proposed landfill.

**BACKGROUND:** In 2016, with the assistance of the Town's Environmental Lawyers, the Town sourced and retained a peer review team of specialist to review Walker's environmental assessment process. The purpose of the peer review was to insure that the proponent followed the Terms of Reference established with the approval by the Minister of Environment and Climate Change.

This was to augment the Walker funded peer review team established as part of the Joint Municipal Management Committee.

The overarching purpose was to ensure a comprehensive and complete EA study that would address the needs of the community, ensure the long term safety of the proposal and keep the proponent accountable to the concerns of the Town.

Two well respected and experienced firms were hired, Tetra Tech and Arcadis. Both firms have extensive experience and skilled staff that are familiar with the EA process in Ontario.

Two of the principals of the firms will be in Council this evening to provide a comprehensive update on the EA. Mr. Peter Klaassen of Tetra Tech and Mr. Fred Bernard of Arcadis.

It will encompass, where we are currently in the EA process, what has been done to date, what remains to be done and when is the expected time frame for the completion of the studies with submission to the Minister for considered approval.

**INTERDEPARTMENTAL IMPLICATIONS:** N/A

**FINANCIAL IMPLICATIONS:** The costs for the Peer Review has been and is incorporated in the Town's Operating Budget.

**RECOMMENDATION:**

**THAT** Council receives special report A-003-18 as information.

**AND FURTHER THAT** Council now hears the update as presented by Mr. Peter Klaassen and Mr. Fred Bernard

Prepared by: William Tigert, Chief Administrative Officer

# TECHNICAL REVIEW OF WALKER ENVIRONMENTAL GROUP PROPOSED SOUTHWEST LANDFILL

PRESENTATION TO: INGERSOLL TOWN COUNCIL

February 12, 2018

Presented By:

**Peter Klaassen**  
Vice President Solid Waste  
Tetra Tech Canada Inc.

**Fred Bernard, M.A.**  
Principal Environmental Consultant  
Arcadis Canada Inc.

# TECHNICAL REVIEW FIRMS

## Tetra Tech Canada Inc.

**52 Years in Business**

**3500 Employees in Canada  
(18,000 worldwide)**

**All Engineering Disciplines**

**60 employees dedicated to  
waste management in Canada**

### Solid Waste Planning

- Planning and Permitting
- Sustainability Planning

### Infrastructure Design

### Site Investigation / Management

- Historic Sites
- Proposed Sites
- LFG
- Operations Support

### Construction Management

### Operations (LFG, Leachate)



# TECHNICAL REVIEW FIRMS (Cont'd)

## Arcadis Canada Inc.

Over 100 Years in Business

280 Employees in Canada  
(27,000 worldwide)

All Engineering Disciplines

### Solid Waste Planning

- Planning and Permitting
- ESIA
- Stakeholder Consultation
- Waste to Energy Feasibility
- Financial Analysis
- Public Private Partnership (PPP)
- Institutional Strengthening



# KEY REVIEW TEAM MEMBERS

## Tetra Tech Canada Ltd.

Peter Klaassen, P.Eng., MBA  
John Muller, MBA, P.Eng.  
Dominique Grenier, P.Eng.  
Brian Adeney, P.Eng.  
Michel Lefebvre, M.Sc., P.Eng.  
Paul Steel, M.Eng., P.Eng.  
Doug McLaren, P.Eng.

Project Management, Financial Impact  
Overall Landfill D&O, Financial Assurance  
Landfill Leachate Treatment  
Surface Water Management  
Landfill Gas  
Traffic  
Air Quality and Odour

## Arcadis Canada Inc.

Frederick D. Bernard, MA  
Jennifer Kirk, Ph.D.  
Barbara Hard, Ph.D.  
Thomas Franz, M.Sc., P.Geo.

EA Planning  
Risk Assessment (Human Health)  
Risk Assessment (Ecological)  
Hydrogeology

## University of Waterloo

Walter Illman, Ph.D.

Hydrogeology

## AirZone One Ltd.

Franco DiGionvanni Ph.D.

Air Quality and Health Assessment

# REGULATORY CONTEXT

- The Ontario *Environmental Assessment Act*, 1990, as amended, is intended to provide for the protection, conservation and wise management of the province's environment.
- “Environment” is applied in a broad sense and includes the natural, social, cultural, built and economic environments.



# REGULATORY CONTEXT (Cont'd)

- The *Act* sets out an environmental planning process, commonly referred to as an environmental assessment (EA) to ensure that that potential environmental effects of a project are considered **before the project is allowed to begin**.
- Environmental Assessments are required for large projects in the **waste management**, mining, electricity, transportation, infrastructure, and forestry sectors, among others.

# REGULATORY CONTEXT (Cont'd)

- The *EA Act* promotes responsible environmental decision-making and **ensures that interested persons/stakeholders have an opportunity to comment** on proposed projects that may affect them.
- The potential environmental effects of Walker's proposed Southwest Landfill are to be assessed in accordance with the *EA Act*.

# REGULATORY CONTEXT (Cont'd)

## Other Key Legislation

- The landfill will be designed, operated, closed, and maintained in accordance with the requirements of *Ontario Regulation 232/98* (Landfilling Sites) under the *Environmental Protection Act*.

# PROPOSED SOUTHWEST LANDFILL LOCATION



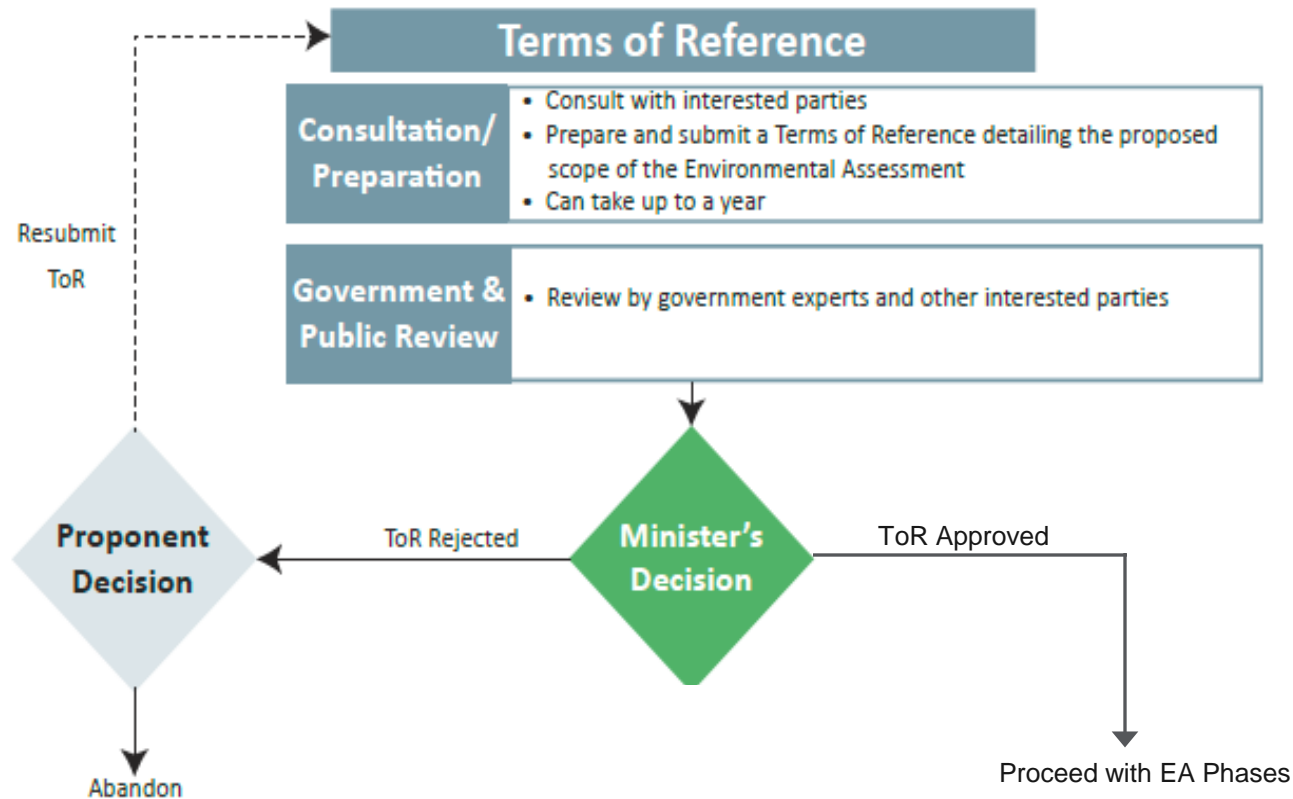
# THE SOUTHWEST LANDFILL PROJECT

- Intended to provide future landfill capacity at the Carmeuse Lime (Canada) Ltd. (Carmeuse) site.
- Will handle solid, non-hazardous waste generated in the Province of Ontario.
- The site would accept up to 850,000 tonnes of waste per year (plus daily cover), a total of approximately 17 million tonnes over a 20 year operating period.

# PREPARATION OF THE TERMS OF REFERENCE

- An important step in the Environment Assessment process is the preparation of the Terms of Reference.
- The “Code of Practice for preparing Environmental Assessments in Ontario” states that the Terms of Reference *is the proponent’s work plan for what is going to be studied. **The environmental assessment must be prepared in accordance with the approved Terms of Reference.***

# TERMS OF REFERENCE PROCESS



Source: 1. Code of Practice Preparing and Reviewing Environmental Assessments in Ontario  
2. Walker Environmental Group

# PREPARATION OF THE TERMS OF REFERENCE (Cont'd)

Following are the key milestone dates associated with the Terms of Reference:

1. March 28, 2012 – Notice of Commencement, Terms of Reference
2. August 29, 2013 – Submission of Terms of Reference
3. May 26, 2014 – Submission of Addendum/Additional Commitments
4. March 17, 2016 – Approval of Terms of Reference as Amended by the Minister
5. May 11, 2016 – Notice of Commencement, Environmental Assessment



# PHASE OF THE ENVIRONMENTAL ASSESSMENT

The following four key environmental assessment phases are identified by Walker:

# KEY PHASES OF THE ENVIRONMENTAL ASSESSMENT

## Phase 1: Evaluation of Alternatives and Identification of Preferred Alternatives

'Alternative Methods' Candidates	Description	Preferred Alternative
Landfill Footprint	Different locations or configurations on the Carmeuse Lime (Canada) site where the landfill could be located and developed.	Active Quarry Area
Landfill Design Alternatives	Different landfill configurations (above ground, below ground or a combination) along with compatible liner designs (generic or site-specific, as per the Landfill Standards).	Deep Landfill Design
Leachate Treatment Alternatives	Different ways of treating and disposing of landfill leachate, including sewer discharge and/or on-site treatment.	On-site Treatment Plant
Landfill Gas Management Alternatives	Different ways of managing the landfill gas, including flaring, industrial fuel, and/or power generation.	Flaring and Gas Collection
Haul Route/Site Entrance Alternatives	Different ways for the waste to be transported to the site, including road routes/entrances from Highway 401 and/or rail haulage.	Highway 401 to County Road 6, then north to a new private road running west and then south across the quarry operator's future quarry lands, to a landfill site entrance in the northwestern corner of the proposed landfill site.

# KEY PHASES OF THE ENVIRONMENTAL ASSESSMENT (Cont'd)

## Phase 2: Finalization of Technical Work Plans

- Among the amendments to the Terms of Reference, the Minister stipulated that Walker finalize Technical Work Plans.
- Technical Work Plans are an integral part of the Environmental Assessment process. They provide a guide for the technical studies carried out by experts/specialists.

# KEY PHASES OF THE ENVIRONMENTAL ASSESSMENT (Cont'd)

## Phase 2: Finalization of Technical Work Plans (Cont'd)

- The Town of Ingersoll retained the services of Tetra Tech and Arcadis to peer review Walker's Technical Work Plans on:
  - Alternative Methods Assessment
  - Cumulative Effects Assessment
  - Ecological Assessment
  - Economic Assessment
  - Ground and Surface Water Assessment
  - Traffic Assessment
  - Human Health Assessment
  - Air Quality Assessment

# PEER REVIEW TEAM ACTIVITIES

- Site visit – windshield survey outside property boundary.
- Meeting attendance – Joint Municipal Coordinating Committee (JMCC), Community Liaison Committee (CLC).
- Communication with Walker.
- Peer review of Technical Work Plans and submitted comments to Walker.
- Participation in round-table review sessions with MOECC and Walker (surface and groundwater, air quality, and HHRA).
- Respond to Walker’s comments on peer review.
- Ongoing liaison with the Town of Ingersoll.

# KEY POINTS ARISING FROM PEER REVIEW OF WALKER'S TECHNICAL WORK PLANS

- Comments on the work plan attained from experts in the respective disciplines
  - Surface and Ground Water
  - Air and Noise
  - Health and Safety
  - Risk Assessment
  - Ecology
  - Landfill Design and Operations
  - Leachate System Design and Operations
  - Landfill Gas System Design and Operations
  - Financial Impact of Landfills

# KEY POINTS ARISING FROM PEER REVIEW OF WALKER'S TECHNICAL WORK PLANS (Cont'd)

## Environmental Assessment and Government Policy

- Current Government has touted “Waste Free Ontario” to reduce amount of waste going to landfills.
- Emphasis is now on increasing recycling and potentially banning organics from landfills.
- Carbon Reduction initiatives may incentivize not building a landfill.

# KEY POINTS ARISING FROM PEER REVIEW OF WALKER'S TECHNICAL WORK PLANS (Cont'd)

## Ground and Surface Water

- Sub-surface composition is complex and may not be easily defined.
- Landfill design (yet to be detailed) may not account for the sub-surface complexity and ultimately may allow leachate to migrate to surrounding wells.

## Air and noise

- Not all potential air contaminants appear in the work plan.
- WEG does not account for accumulated odour that can be additive from non landfill sources.



# KEY POINTS ARISING FROM PEER REVIEW OF WALKER'S TECHNICAL WORK PLANS (Cont'd)

## Traffic Planning

- More details needed to assess impact of traffic on Town of Ingersoll.

## Financial Impact

- WEG needs to assess impact of landfill on the whole town of Ingersoll, not immediate surrounding residences.

# KEY POINTS ARISING FROM PEER REVIEW OF WALKER'S TECHNICAL WORK PLANS (Cont'd)

## Cumulative Effects (Risk) Assessment

- WEG needs to include the cumulative impact of all surrounding sources (including Carmeuse).

## Health and Ecology Assessment

- More details of sampling protocol and preliminary analysis needed to assess risk.

# KEY PHASES OF THE ENVIRONMENTAL ASSESSMENT (Cont'd)

## Phase 2: Next Steps

- The Ministry of Environment and Climate Change must approve the Technical Work Plans before the environmental assessment can proceed.
- If the Technical Work Plans are approved, then Walker can proceed with the preparation of the environmental assessment report.

# KEY PHASES OF THE ENVIRONMENTAL ASSESSMENT (Cont'd)

## Phase 3: Preparation of Technical Studies

- Walker is to undertake technical studies supported by field work, as necessary, which will form the basis for preparing the Environmental Assessment Report.
- These will include at least the studies covered by the Technical Work Plans.

# KEY PHASES OF THE ENVIRONMENTAL ASSESSMENT (Cont'd)

## Phase 4: Preparation of the Environmental Assessment Report

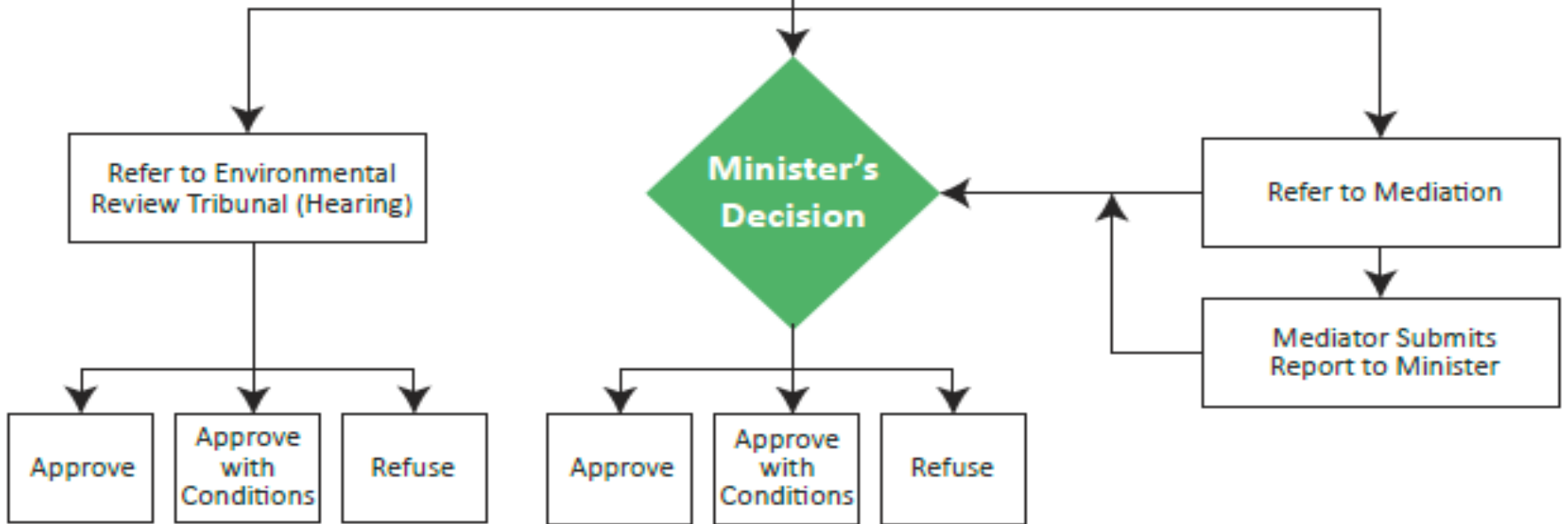
- Walker is responsible for completing an Environmental Assessment Report that meets the requirements of the Approved Amended Terms of Reference signed by the Minister of Environment and Climate Change.

# Environmental Assessment

<b>Consultation/ Preparation</b>	<ul style="list-style-type: none"> <li>▪ Prepare and submit Environmental Assessment Report, in consultation with interested parties</li> <li>▪ Typically requires at least a year of scientific studies (all seasons)</li> </ul>
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<b>Government &amp; Public Review</b>	<ul style="list-style-type: none"> <li>• Review by government experts and other interested parties</li> <li>• Notice of completion of Ministry's review</li> <li>• Government posts its expert review for public inspection</li> </ul>
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## Minister's Options



Source: 1. Code of Practice Preparing and Reviewing Environmental Assessments in Ontario  
2. Walker Environmental Group

# Activities of Ingersoll Technical Review Team During Environmental Assessment Preparation

- Field observations of Walker's fieldwork program.
- Review and comment on Walker's draft environmental assessment documents.
- Attend and participate in public consultation meetings with JMCC, CLC, etc.
- Participate in external Technical Review Meetings on Walker's environmental assessment.
- Hold internal Technical Review Team meetings to discuss technical issue of concern.
- Participate in ongoing liaison and strategic planning with the Town.



# 2017 SOMA Asia Mission

Mayors & Economic Development Staff From:

Ingersoll, Woodstock, Tillsonburg, St. Thomas, Stratford

**SOMA**  
SOUTHWESTERN ONTARIO  
MARKETING ALLIANCE

  
our heritage, your future



# SOUTHWESTERN ONTARIO MARKETING ALLIANCE

INGERSOLL, TILLSONBURG, WOODSTOCK,  
ST. THOMAS, NORTH MIDDLESEX, STRATFORD,  
PERTH COUNTY

A regional partnership built on trust of member communities, SOMA is aimed at attracting foreign direct investment to Canada's Industrial Heartland, Southwestern Ontario. The partnership has grown out of natural economic ties. SOMA directors participate in numerous trade shows and events throughout the year, in several countries, to attract investment, and raise the profile of the region. Key sectors include automotive, advanced manufacturing, composites, food processing, and green technology. Member communities share a large, dedicated workforce, and a global vision for growth.



# CHINA

SHANGHAI, NANJING, MA'ANSHAAN, BEIJING

China is the world's second largest economy by GDP, and the world's largest economy by purchasing power. It is one of the world's fastest growing major economies with growth rates averaging 10% over 30 years.

Many Chinese companies are interested in expansion into the North American market. SOMA included China as a destination to explore opportunities for promotion of the region and to determine interest of Chinese investment in the SOMA region.

Relationships are very important in Asian business culture. Building a successful relationship takes a great deal of time. The 2017 mission marks the second SOMA visit to China, and it was stressed that continued missions will be important to building and further strengthening our relationships with potential investors and government officials.



## ▼ Shanghai Highlights



Mayor Comiskey & Mayor Birch at the Canadian Consulate in Shanghai

SOMA met with Philip Wong, Senior Economic Officer with the Ontario Ministry of International Trade, along with his team, to discuss the market potential. Mr. Wong's office assists Ontario companies interested in doing business in China and assists Chinese companies interested in doing business in Ontario. SOMA used every opportunity to meet with Ontario and Canadian trade officials to raise the profile of the SOMA region and to develop positive relationships. Mr. Wong stressed the importance of trade missions and their frequency in developing relationships with Chinese companies and officials.

SOMA also had the opportunity to meet with staff from Export Development Canada (EDC) while in Shanghai. EDC works with Exporters to and from Canada.

## ▼ Nanjing Highlights



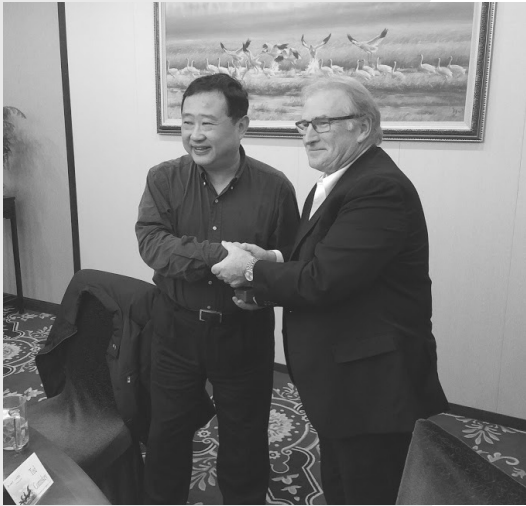
SOMA signs Memorandum of understanding with Nanjing Federation of Industry and Commerce

SOMA members had the opportunity to tour Nanjing. Highlights of the tour included a tour of a laser museum and a new economic development district where more than \$1Billion (USD) of investment has already taken place.

SOMA signed a memorandum of understanding with the China Nanjing Federation of Industry and Commerce, a regional economic development organization similar to SOMA where each party agrees to promote the other to companies interested in international expansion, and developing a positive relationship between the two organizations.

*"I am proud to have been the delegate lead as we mark the beginning of a promising new relationship with the China Nanjing Federation of Industry & Commerce. We can learn from each other in building stronger economic regions and adopting best practices to become more globally competitive." - Stephen Molnar, Mayor of the Town of Tillsonburg*

## ▼ Ma'anshaan Highlights



SOMA signs Memorandum of understanding with Nanjing Federation of Industry and Commerce

SOMA members had the opportunity to tour Ma'anshaan. Highlights of the tour included the Ma'anshaan Urban Planning Exhibition Hall and a dairy factory where yogurt is produced.

Ma'anshaan is a city founded on the production of steel. It was founded in 1956, covers 4,049 square kilometres, and has a population of 2.3 million. It is based on the Yangtze River a major transportation corridor in China.

SOMA members met with several government officials to discuss opportunities for collaboration and promotion. A foundation of friendship was developed and opportunities should follow in the future.

*"Our visit to Ma'anshaan was both educational and inspiring. China's development is occurring at a rapid pace and it was exciting to see the passion they have to grow their business opportunities in the rest of the world. We look forward to identifying more opportunities for trade and investment." - Mayor Comiskey*

## ▼ Beijing Highlights



Mayors Comiskey, Birtch and Molnar in Beijing

Premier Kathleen Wynne and Government of Ontario staff were leading a trade mission to Asia at the same time as SOMA's trade mission. SOMA had the opportunity to join the Premier in Beijing where over \$800 Million in trade deals were signed between Chinese and Canadian companies.

SOMA also had the opportunity to join Premier Wynne as she and staff toured the Temple of Heaven. Members had the opportunity to raise the profile of SOMA with the Premier and her staff.

SOMA members also had the opportunity to meet with a venture capitalist who works with hundreds of Chinese businesses. SOMA members had a follow up meeting with him in Stratford in December.

*"I look forward to working with Ontario delegates as they connect with international partners to help grow their business, create good jobs and seek new opportunities that benefit people across the province." - Kathleen Wynne, Premier of Ontario*

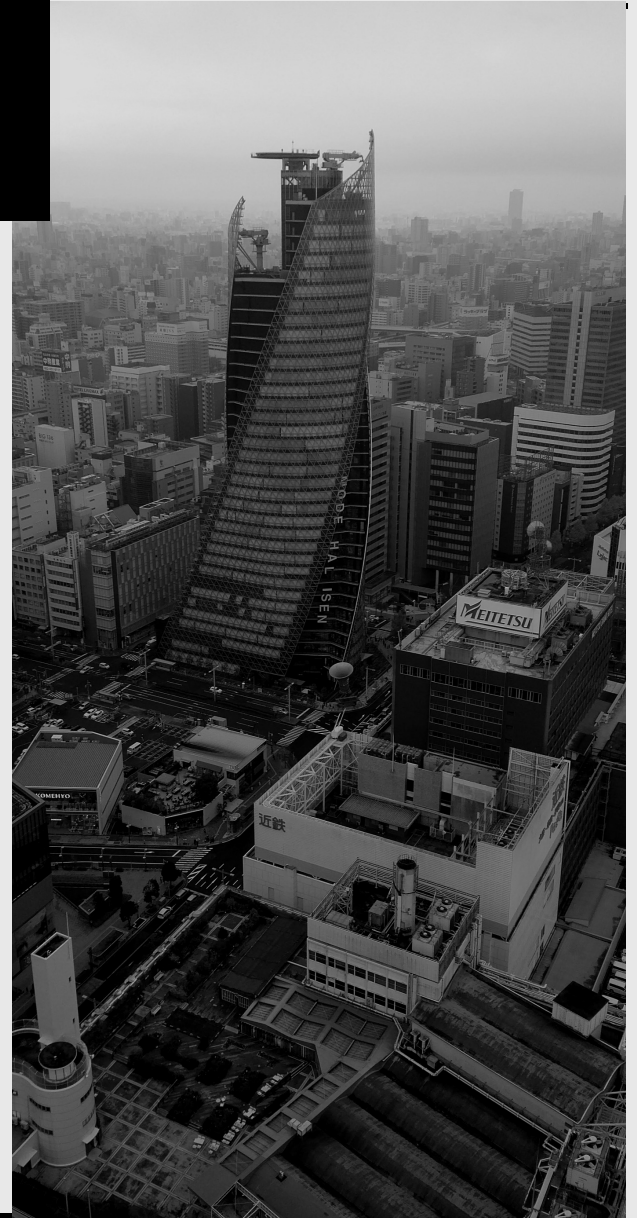
# JAPAN

TOKYO, NAGOYA, OSAKA

Japan has been a major focus of SOMA's international missions as a result of increased Japanese investment in the SOMA region. A study performed by FDI Monitor in 2015 showed that Japanese investment in the SOMA region has totaled \$2.05 Billion and resulted in the creation of 2,485 jobs. The SOMA region, as a result, is the top investment destination for Japanese companies at this time.

Japanese investment in Ingersoll is significant. Ingersoll was the first in the SOMA region to receive Japanese investment with the original CAMI partnership between Suzuki and General Motors in the 1980s. To this day, Ingersoll has tier 1 suppliers to CAMI with Japanese ties and parent corporations.

SOMA has held 9 trade missions to Japan since its inception.



# Tokyo Highlights



SOMA/Markham Reception at the Canadian Consulate in Tokyo

▼ The SOMA delegation had the opportunity to partner with the City of Markham during their Asian trade mission. The Mayor of Markham joined the SOMA Mayors at a meeting at the Consulate General's Residence where they learned more about the Japanese market and potential.

SOMA met with a Human Resources firm that represents a number of Japanese firms eyeing North American expansion.

SOMA and Markham hosted a reception at the Canadian Embassy with over 40 businesses and more than 130 people attending. Staff and Mayors were able to connect with these businesses and raise the profile of SOMA.

SOMA also was able to discuss opportunities with David Purdue and his staff. David is a Senior Economic Development Officer with the Ontario Ministry of International Trade.

▲ SOMA Directors had the opportunity to meet with a consultant in Toronto early in 2018 as a follow up from contact made during the reception at the Canadian Embassy.



## ▼ Nagoya Highlights



Chenier La Salle - Canadian Consulate General in Nagoya

SOMA had the opportunity to meet with Chenier La Salle the Canadian Consulate General in Nagoya and his staff. Generally the Consulate is the first point of contact for companies interested in investing in a foreign company. Delegates discussed the SOMA region, the benefits, and opportunities. Mr. La Salle and his staff gave an overview of the Nagoya area and highlighted some opportunities for promotion and collaboration.

Mr. La Salle opened his home and allowed SOMA to host an event with the Mayor of Nagoya attending. Over 25 businesses attended the event. One of these businesses are visiting the SOMA region early in 2018 with plans of investing in the region.

## ▼ Osaka Highlights



Lion made of tires at a head office in Osaka

SOMA took the opportunity to meet directly with 7 companies that have expressed an interest in investing in the SOMA region. SOMA hired a consulting company to set up the meetings. The meetings were held in the Osaka area. Due to confidentiality, the companies will not be named; however SOMA directors continue to have the conversations with these companies with the hope of investment in the future.

SOMA's target sectors are automotive, advanced manufacturing, composites, food processing, and green technology.

*"Japanese companies continue to invest in Canada's Industrial Heartland and our communities have benefited from the stable management and long term outlook from companies like Takagi and others. Without these past investments, it would have been more difficult to grow our communities over the past 10 years." - Heather Jackson, Mayor -*

*St. Thomas*

# SOJITZ CORPORATION

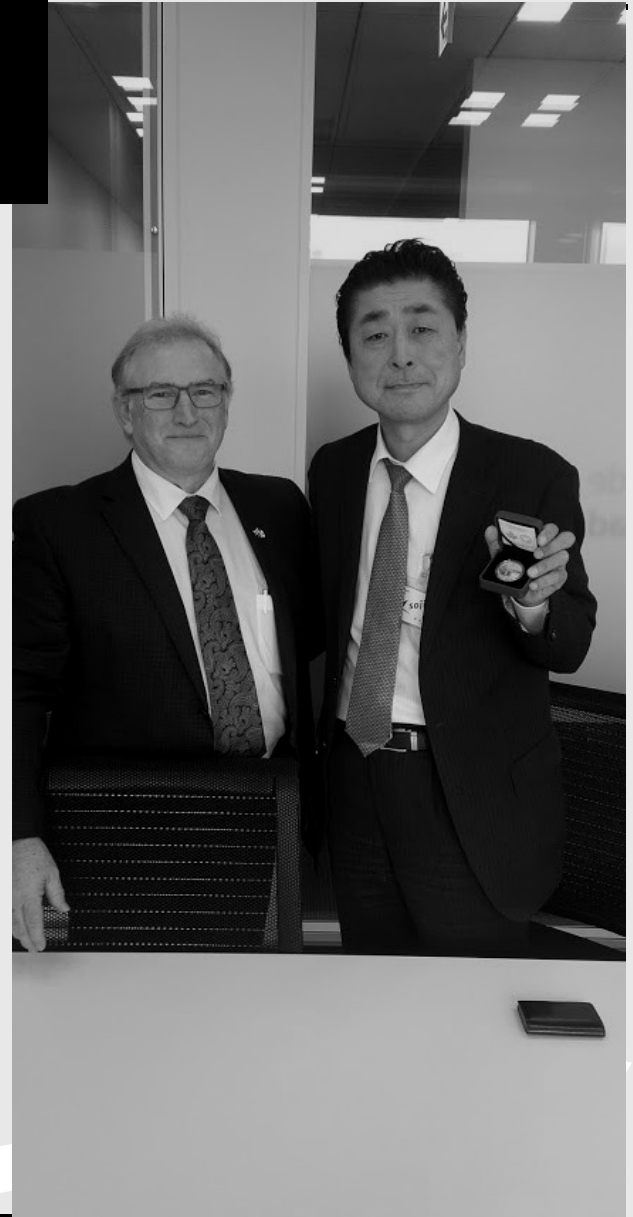
## MEETING WITH MR. KENICHI TAZUMI

Mayor Comiskey and Staff took the opportunity to meet with Mr. Kenichi Tazumi of Sojitz Corporation the parent company of Autrans. Autrans is a tier 1 supplier of CAMI. Discussions at the meeting included the recent strike at CAMI, the rising minimum wage, and the uncertainty of NAFTA.

Autrans completed an expansion in 2016 of 25,000 square feet to their existing 125,000 square foot facility. Autrans has a workforce of over 400.

Mayor Comiskey and Staff thanked Mr. Tazumi for Sojitz's investment in our Town, offered their support, and reiterated the value of operating in Ingersoll.

*"To promote future growth and investment is vital to maintain strong, cordial relationships with the senior management of corporations that have already invested in Canada's Industrial Heartland. By working cooperatively we can strive to bring additional investment and jobs to our communities!" - Trevor Birtch, Mayor - City of Woodstock*





## VALUE OF CONTINUED MISSIONS

### DAVID PURDUE-ONTARIO SENIOR ECONOMIC OFFICER IN JAPAN

"Those municipalities that are committed over the long term to build relationships, coming back year after year even in the absence of immediate transactions, tend to be the ones that eventually reap the benefits."

"Especially with Japan, it takes time to form the necessary relationships. What's important is not to carry out a one-off initiative and then expect immediate results, but rather engage consistently over the long term, while fostering important relationships along the way and spreading the word at every opportunity about what our communities have to offer

# Media Coverage

Mr. Tanahashi of Motor Business magazine attended the SOMA/Markham reception at the Canadian Embassy and wrote two articles on the mission. The first article, with the headline "Business mission from Markham City and SOMA, Ontario, Canada", highlights the City of Markham, and the SOMA region. It outlines some of the Japanese investment in both areas.

The second article, with the headline "Ontario, Canada investing 7.2 billion yen to develop next-generation cars", highlights the Autonomous Vehicle Innovation Network (AVIN) that was recently announced for Stratford.

Both articles appeared in the January 2018 issue of the Motor Business magazine a quarterly publication in Japan.

5万3000人を超える、グレートオンタリオ地域における最も文  
 明な、また急速に発展しつ  
 市の一つ。マーカム市にお  
 ける企業のうち、400社以  
 上がある。IBM、Aviva 保  
 険、ホールステート、ミラ  
 ージュ パーソンズ、ファ  
 ーウェイ、ループ、レノ  
 ボ、GE エナ

ジー、中国銀行、東芝、  
 ジョンソン & ジョンソン、  
 ヒュンダイおよびホンダ  
 などの企業がこれに含ま  
 れる。マーカム市のビジ  
 ネスコミュニティは、グ  
 ローバル競争力をもつ  
 銀行や金融機関、エン  
 ジニアリング、デザイン、  
 技術および商業化サー  
 ビスにおいて卓越した  
 企業や組織から構成さ  
 れる。

## ■ウッドストック市

ビジネスの推移および拡大、新規

ビジネスの開発、投資誘致  
 マーケットリサーチにフォ  
 ーカスしている。ウッド  
 ストック経済構はビジ  
 ネス向けに推奨され、  
 企業規模にかかわらず  
 企業をサポートする。  
 ウッドストック工場  
 で、新たなプレス加  
 工を設け、高品質鉄  
 鋼、軽量の生産能力  
 の倍増と生産性向上  
 図っている。



・ウッドストック日野自動車



・マーカムホンダ



・ウッドストックトヨタ



## オンタリオ州

### 車開発へ向けて72億円投資

テッドカーや自動運転など  
 自動車開発をさらに促進す  
 る。「自動運転イノベーション・  
 ネットワーク」を立ち上げ、自動  
 運転実証実験を行う実験区域を  
 ストランドビル市に開設した。

AVIN デモンストレーション・  
 ネットワークは、カナダ初の試  
 みで、自動

運転関連メーカーや中小の  
 メーカー、大学の研究所が、多  
 様な現場を想定して、自動  
 車のさらなる向上と実用化を  
 実証実験をすることができ

「自動運転イノベーション・  
 ネットワーク」は、「デモンスト  
 レーションゾーン」「研究開発  
 パートナーシップ基金」「人  
 材開発プログラム」などで  
 構成。

## VALUE OF CONTINUED MISSIONS

ROBERT ULMER - FORMER  
REPRESENTATIVE OF ONTARIO IN JAPAN

"SOMA's consistent and careful approach to maintaining your Japanese relationships as well as seeking new investment opportunities is much appreciated by the Ontario office in Japan."



## VALUE OF CONTINUED MAYORAL PARTICIPATION

Culturally, especially in Asia, Mayors are highly regarded and respected as the heads of their communities. SOMA Directors sincerely appreciate the opportunity to have Mayors of member communities join them on their Missions to Asia. Without Mayors joining the delegation, many of the important meetings being held would not be permitted. Mayors provide a sense of legitimacy and assist in the attraction of companies and individuals to events held by SOMA while in Asia. Many companies and government officials consider it insulting for mayors to not be present for meetings and on missions in general. Staff would like to take the opportunity to thank Mayor Comiskey for joining the delegation and Council for their continued support of these missions.



SOMA Mayors with Premier Wynne



**BEIJING**

**VENTURE CAPITALIST**

Introductions & meeting in Beijing. Follow up meeting in Stratford. Firm represents hundreds of Chinese businesses.

**TOKYO**

**CONSULTANT**

Introductions at SOMA's reception at the Embassy. Follow up meeting in Toronto to discuss opportunities to work together.

**NAGOYA**

**POTENTIAL INVESTMENT**

Introductions to a company ready to invest in Ontario. Follow up in early 2018 with a tour of the SOMA region including Ingersoll.





## SUMMARY

### 300 NEW CONTACTS

The 2017 Mission was successful with over 300 new contacts formed, new connections with businesses and groups and the opportunity to build and strengthen relationships with Embassy and Consulate officials.

### EXISTING BUSINESSES

The opportunity to thank our companies for their investment in our Town, listen to their concerns, and act on opportunities is always valuable and appreciated.

### THE FUTURE IS BRIGHT

It's impossible to know if investments will come as a direct result of this mission, but this is another positive step forward both for SOMA and Ingersoll. Staff continue to follow up on opportunities from this mission to ensure its success.

SOMA 2017 ASIA MISSION

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# QUESTIONS?

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CHINA & JAPAN



**DEPARTMENT:** Economic Development

**REPORT NO:** A-005-18

**COUNCIL MEETING DATE:** February 12, 2018

**TITLE:** Carr's Walkway

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**OBJECTIVE:**

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

**BACKGROUND**

This is a follow up report to OP-41-15.

The Town has owned the building at 132 Thames Street South since 1994. 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. The lift was decommissioned and locked out by the regulating safety authority (TSSA). Recent improvements consist mainly of roof repairs.

For the last several years the ground floor has been leased to the Ministry of Community, Safety and Correctional Services, and recently the front unit has been leased to a local entrepreneur. The Ministry of Community, Safety and Correctional Services has vacated the building as of December 31, 2017.

The second floor has been used as both a residential apartment as well as a suite for business/personal services related uses. Most recently, the 2<sup>nd</sup> floor unit has been rented by Spot Marketing, and is being vacated by March 2018.

The third 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.

A building conditions report was created in 2015 which has identified work that would need to be completed in the future.

## **ANALYSIS**

There are three options that Council can consider for Carr's Walkway.

### **Option 1 – Market Rent**

Council would retain ownership of the building and rent the building at market rent. Mainfloor front unit: \$500/month + HST inclusive of utilities. The rear mainfloor unit has been rented at \$578.03/month + HST inclusive of utilities. The 2<sup>nd</sup> Floor Unit has been rented at \$663.72/month + HST inclusive of utilities. The current walkway connecting Thames Street to Market Lane and the Oxford Street parking lot would be retained, and public washrooms that are open from 8:30 to 4:30 Monday to Friday would be available.

### **Option 2 – Creative Marketing**

Staff would develop a program with partners that would market the space as an incubator style building to assist startup businesses, market a unit, or several units, through a "Win this space" competition, or a combination of both. Staff estimate that incomes and expenses would be similar to the current market rent model that the building has been operating as. This would require a great deal of staff time to organize the partners, programs, apply for grants and source other funding. The current walkway connecting Thames Street to Market Lane and the Oxford Street parking lot would be retained, and public washrooms that are open from 8:30 to 4:30 Monday to Friday would be available.

### **Option 3 – Declare the Building Surplus and Sell It**

An appraisal report was completed in 2015 by Otto and Company indicating the appraised value of the building is \$190,000. If Council directs staff to proceed with this option, staff would like to get an opinion of value from a real estate agent to ensure the appraisal is realistic in today's marketplace.

The current walkway could potentially be closed by the purchaser, however other businesses (and potentially the new owner of the building) may wish to maintain rear entrances to the Oxford Street parking lot and Market Lane. Therefore access would be available.

Public washrooms are located in the Oxford County Library as well as Town Hall, just a short distance from Carr's walkway. The Library is open Monday to Thursday 10:00 am to 8:30 pm, Friday and Saturday from 10:00 am to 5:30pm and Sunday 1:00pm to 4:00pm.

## FINANCIAL IMPLICATIONS

Here are the financials for the building. As it shows, it has been operating at a loss for quite some time.

	2013	2014	2015	2016	2017		2018
					<i>Actuals</i>	<i>Budget</i>	<i>Budget</i>
PROPERTY RENTAL INCOME	0	0	0	-19,514	-18,526	-9,904	-13,710
<b>Total Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-19,514</b>	<b>-18,526</b>	<b>-9,904</b>	<b>-13,710.00</b>
HYDRO	5,093	5,749	4,469	9,634	7,491	7,950	7,900
WATER & SEWAGE	937	834	807	1,032	1,214	1,000	1,100
NATURAL GAS	2,308	2,675	2,994	2,376	2,273	2,700	2,700
PROPERTY TAX EXPENSE	5,978	5,896	5,853	0	5,214	6,100	5,500
EQUIP REPAIRS & MAINTENANCE	374	498	131	801	879	1,000	1,000
RENTAL	346	275	277	286	286	300	300
MAINTENANCE CONTRACTS	9,098	8,069	8,568	7,700	8,229	8,238	8,238
BLDG REPAIRS & MAINTENANCE	2,036	2,434	2,265	4,855	3,371	2,000	2,000
LAND MAINT & IMPROVEMENT	233	0	0	0	0	0	0
LOT SNOW REMOVAL & SANDING	0	105	584	517	533	400	400
<b>Total Expense</b>	<b>26,404</b>	<b>26,535</b>	<b>25,947</b>	<b>27,202</b>	<b>28,173</b>	<b>29,688</b>	<b>29,138</b>
<b>Total for 132 Thames St S (4015)</b>	<b>26,404</b>	<b>26,535</b>	<b>25,947</b>	<b>7,688</b>	<b>9,647</b>	<b>19,784</b>	<b>15,428</b>

According to report OP-41-15 future expenses that are anticipated:

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)	

## **RECOMMENDATIONS**

That this report 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 and market the vacant units for rent.

And that if Council wishes to choose Option 2 that staff be directed develop a maintenance plan for the building and budget for the capital works, to apply for grants and source partners in the venture.

And that if Council wishes to choose Option 3 that 132 Thames Street S be declared surplus, staff be directed to source an opinion of value, and that staff be directed to market the building for sale.

Prepared by: Curtis Tighe, Economic Development Officer

Approved by: William Tigert, Chief Administrative Officer



**DEPARTMENT:** Chief Administrative Officer

**REPORT NO:** A-006-18

**COUNCIL DATE:** February 12 , 2018

**TITLE:** Development Charges Rebate Program

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**OBJECTIVE:** To provide Council information and seek direction.

**BACKGROUND:** The following information is provided from the program guidelines supplied by the province.

#### **Fair Housing Plan and Development Charges Rebate Program**

On April 20, 2017, the government announced its Fair Housing Plan, a comprehensive package of 16 measures to improve housing affordability, address demand, protect renters and buyers, increase the supply of housing, and improve information sharing.

The Development Charges Rebate Program (the “Program”) is one of the measures to increase supply of housing, specifically purpose-built market rental development. The Program provides rebates for development charges and aims to reduce the construction costs of building market rental housing, particularly in those communities that are most in need of new purpose-built rental housing.

The Program is in addition to two other initiatives aimed at increasing the supply of purpose-built rental housing:

- A mandatory new multi-residential property tax class, which ensures that municipalities tax new rental apartments at a similar rate as other residential properties. The mandatory new multi-residential property tax class applies to all new rental housing for which building permits have been issued on or after April 20, 2017.
- A Provincial Affordable Housing Lands Program that leverages surplus provincial land to develop a mix of market housing and new, sustainable affordable housing. Four sites in Toronto have been already announced under the program.

### **Program Funding**

Under the Program, up to a total of \$125 million over five years is available as rebates for development charges, starting with 2018-19. Notional allocations for fiscal years 2018-19, 2019-20, and 2020-21 (\$25 million each year for a total of \$75 million) will be announced in spring 2018 in accordance with provincial accounting and budgetary practices.

Program funding, if approved, will be provided according to the terms and conditions of a Transfer Payment Agreement (TPA) between the Province and the municipality.

### **Funding for Program Administration**

Participating municipalities or their designates such as their Service Managers that administer the program may use up to 5% of allocations to cover administration costs, if needed, as indicated in a municipal take-up plan.

### **Municipal Contribution**

There are no requirements for municipalities to contribute to the Program. However, municipalities are encouraged to consider providing municipal incentives, where possible, to purpose-built market rental developments eligible to receive provincial rebates under the program.

The Program cannot be used by municipalities to replace any existing housing programs and incentives that municipalities may already have with respect to affordable (below-market) rental housing. For greater clarity, this Program cannot be used by municipalities to replace or support a municipal program or any municipal decision relating to deferrals or rebates or exemptions of development charges.

### **Role of Municipalities**

Participating municipalities will administer the Program based on local need, changing rental market conditions, and demand for rental housing in their community.

Under the Program, municipalities have the flexibility to determine:

- The built-form of rental housing developments eligible to receive a development charges rebate (e.g., high-rises, mid-rises, town homes), based on local housing need;
- Unit size configurations in the development, based on local need;



- The amount of development charges rebate provided for eligible rental housing developments and units (e.g., full or partial rebates); and
- The timing of the rebate (e.g., at what point after the development charges are collected would a rebate be made available), within program parameters.

As program administrator, a municipality will:

- Enter into a TPA with the Ministry of Housing (MHO);
- Administer the Program in compliance with the TPA and the Program Guidelines;
- Plan activities related to program delivery, which may include assessing local housing needs and planning processes;
- Identify rental housing developments and units eligible to receive a rebate under the program;
- Determine the amount rebates on a project by project basis;
- Determine key milestones for payment of the rebate;
- Develop and enter into required agreements with developers of rental housing developments and units receiving provincial rebates to set out a procedure to receive provincial rebates and monitor progress;
- Flow provincial rebates to eligible rental housing developments and units;
- Complete and submit take-up plans to MHO, as indicated in the TPA; and
- Monitor progress and provide annual reports to MHO, as indicated in the TPA.

In administering the Program, municipalities are encouraged to work with their housing Service Manager and/or the upper-tier municipality (in case of a two-tier system) to ensure alignment with local planning and housing policies, and coordinate municipal incentives, if provided.

Municipalities have an option to designate their housing Service Manager as the administrator of the Program, and also submit an EOI on their behalf

### **Starting Rents and Long-Term Affordability Criteria**

Proposed starting market rents for developments or units receiving development charges rebates cannot exceed 175% of Average Market Rents (AMRs), as published by CMHC, for a given year. In cases, where CMHC does not publish AMRs, municipalities should use AMRs based on local evidence and research (e.g., survey of market rents in the community or municipality), and inform the Ministry of Housing (MHO) accordingly.

Municipalities have the flexibility to target rebates for proposed market rental housing developments or units with starting rents at a percentage of AMR lower than 175%, without any further provincial restrictions. Municipalities also have the flexibility to use AMRs as the neighbourhood level, if available from CMHC.

There are no long-term affordability requirements for units receiving provincial rebates under the program beyond the threshold for starting market rents, subject to the provisions under the Residential Tenancies Act, 2006.

### **Stacking With Other Housing Supply Programs**

Stacking or combining rebate funding under the Program with MHO's other housing supply programs is permitted only if some additional public good is created (e.g., construction of market-rent family-sized units or have market rental units that were not previously planned).

If a municipal council designates the housing Service Manager as the program administrator:

- The municipality must submit a copy of the municipal council's decision designating the housing Service Manager as program administrator, directing the Service Manager to submit an EOI to MHO, and authorizing the Service Manager to enter into a Transfer Payment Agreement with MHO on the municipality's behalf.
- The housing Service Manager must provide written confirmation from a person of appropriate authority of its willingness to act as program administrator.

In such cases, the Service Manager should work with the designating lower or single-tier municipality in determining rental housing developments and units that are eligible to receive rebate funding under the program, planning approval timelines, and any municipal incentives that may be available.

### **Rental Housing Developments and Units Eligible to Receive Provincial Rebate Funding**

Under the Program, municipalities have the flexibility to determine the rental housing developments and units that will receive funding through this program based on local need, but within broad provincial program criteria:

- Developments must be consistent with the PPS and conform with the Growth Plan;
- Developments must align with other provincial priorities and lead to net new additional public good (rental housing, family-sized units, senior-friendly, close to transit and transit hubs);
- Developments and units receiving provincial rebates remain rental for a minimum of 20 years;
- Non-luxury rental units, where starting rents do not exceed 175% of AMR as published by Canada Mortgage and Housing Corporation (CMHC). Municipalities have the ability to set a lower threshold based on local circumstances and housing policies.
- The following types of developments and units are not eligible under the Program:
  - Single and semi-detached homes, duplexes/triplexes, and retirement homes;
  - Units already receiving provincial capital subsidies under housing supply programs (e.g., under IAH – Rental Component);
  - Luxury market rental units, where starting rents exceed 175% of Average Market Rents, as published by CMHC; and
  - Market rental developments receiving a deferral of or exemption from the payment of development charges.

## **Program Accountability and Reporting**

- Accountability for provincial actions, decisions, and policies with regard to the use of public funds for programs and services is important. The Province has an obligation to demonstrate value for money, and to ensure that funds have been spent appropriately and in a timely manner.

## **Transfer Payment Agreement (TPA)**

- The TPA sets out an accountability requirements between the Province (through MHO) and the municipality, and outlines the roles and responsibilities of both parties, as required by the Province's Transfer Payment Accountability Directive.
- In case a housing Service Manager has been designated as program administrator, the Province would enter into a TPA with the Service Manager subject to council's authorization.
- The TPA will require the municipality to develop formal contribution agreements with any developers who receive provincial rebates for the purpose of meeting program objectives and/or addressing obligations.

## **Bi-annual Take-up Plans**

- Based on their notional allocations, participating municipalities will be required to submit a take-up plan in the first quarter of each fiscal year for all years in the program to MHO for approvals.
- The take-up plan for a particular fiscal year will be informed by rental housing developments that have come forward for planning approvals and meet program eligibility criteria. A municipality's take-up plan should:
  - Provide details of the proposed market rental housing developments and units that meet program and eligibility criteria as laid out in the Program Guidelines;
  - Indicate if municipality has set an AMR threshold for non-luxury market rental units that is lower than from provincial threshold of 175% AMR, and what that threshold would be;
  - Indicate timing of when the rebate would flow towards the eligible market rental developments after the collection of the development charges;
  - Indicate how much of the fiscal year's notional allocation the municipality would need on a quarterly basis, to facilitate transfer of provincial rebates from MHO to municipality;
  - Indicate timelines around expected planning approvals and issuance of building permits for the proposed market rental developments specified in the plan;
  - Indicate details of any municipal incentives provided; and
  - Identify legal mechanisms that would keep proposed developments and units as rental for a minimum of 20 years.

**ANALYSIS:** Council is aware of the need for rental accommodation in the Town. It also understands the challenges in attracting private sector investment in rental accommodation.

The program as staff understands, will be on a competitive basis. Eighty two (82) municipalities were identified by the province and have been invited to submit Expressions of Interest.

The province has indicated that not every municipality will receive an allocation, nor will it be likely that every municipality will receive all that it requests under the EOI submitted.

Staff have spoken to their counter parts in Woodstock and Tillsonburg, and understand that each municipality will be submitting EOI independently. There appears no significant advantage to requesting the Service Manager (County Social Services) to act as the administrator on the program for the lower tiers. As such Ingersoll will apply independently should Council wish to participate and submit an application EOI.

The timeline for submitting EOI's is also short with a deadline of February 16<sup>th</sup>, 2018.

The challenge will be finding the human resource capacity to deal with the requirements of the program.

Currently, development charges are not charged at either the Town or County level for residential in the Central Commercial area. Additionally they are waived for the Entrepreneurial Commercial (EC) zoning surrounding the CC area, but residential is not identified as a permitted use. Should Council wish to expand the use to the EC zoning a bylaw amendment would be required either site specifically or as a general amendment encompassing all of the EC area.

At this point there are a number of unknowns, however Staff believe that submitting a EOI is advisable and will keep Council apprised of issues and process as it proceeds.

**INTERDEPARTMENTAL IMPLICATIONS:** There may be requirements for staffing from various departments, building, administration and Treasury to coordinate in both the application process and the administration of the actual program.

**FINANCIAL IMPLICATIONS:** There will be a significant allocation of time required to complete the EOI and administer the program should Ingersoll receive allocation. The province does provide 5 percent of the allocation to be used to offset administration cost, however this is not likely sufficient to cover the costs that will be incurred in dealing with the program.

**RECOMMENDATION:** **THAT** Council receive report Numbered A-006-18 as information.

**AND FURTHER THAT** Council authorize staff to submit an Expression of Interest in participating in the Provincial Rebate of Development Charges Rebate Program.

Prepared by: William Tigert, Chief Administrative Officer

2017

# Development Charges Rebate Program

## Program Guidelines

Ontario Ministry of Housing  
December 2017





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## Introduction

It is a provincial interest to have an appropriate mix and range of housing options, including purpose-built rental housing that caters to diverse needs of all ages and incomes.

There are two types of rental housing in Ontario: purpose-built rental housing (which includes market rentals, and social or affordable housing) and the secondary rental market (consisting primarily of individually rented condominiums, singles/semis and basement apartments).

While the secondary rental market is an important part of the overall rental stock, these units may be available in the rental pool one year and not the next. The availability of units in the secondary rental market in any community depends on the owner's decision, which is affected by prevailing economic and real estate conditions, among other factors.

There are many advantages in increasing the supply of purpose-built market rental housing, as it:

- Addresses the need for stable rental housing and better security of tenure for tenants with diverse needs, compared to individually rented homes and condos.
- Caters to older demographics within communities, by offering options for seniors looking to downsize, while enabling them to stay in their communities and age in place.
- Supports and aligns with provincial priorities and goals with respect to growth planning, intensification and the need for more missing middle housing.
- Attracts and retains skilled workers to Ontario and high growth urban areas.
- Increases the province's economic competitiveness and allows for increased mobility of residents, both geographically and within the housing market.

## Fair Housing Plan and Development Charges Rebate Program

On April 20, 2017, the government announced its Fair Housing Plan, a comprehensive package of 16 measures to improve housing affordability, address demand, protect renters and buyers, increase the supply of housing, and improve information sharing.

The Development Charges Rebate Program (the "Program") is one of the measures to increase supply of housing, specifically purpose-built market rental development. The Program provides rebates for development charges and aims to reduce the construction costs of building market rental housing, particularly in those communities that are most in need of new purpose-built rental housing.

The Program is in addition to two other initiatives aimed at increasing the supply of purpose-built rental housing:

- A mandatory new multi-residential property tax class, which ensures that municipalities tax new rental apartments at a similar rate as other residential properties. The mandatory new multi-residential property tax class applies to all new rental housing for



- which building permits have been issued on or after April 20, 2017.
- A Provincial Affordable Housing Lands Program that leverages surplus provincial land to develop a mix of market housing and new, sustainable affordable housing. Four sites in Toronto have been already announced under the program.

## **Program Funding**

Under the Program, up to a total of \$125 million over five years is available as rebates for development charges, starting with 2018-19. Notional allocations for fiscal years 2018-19, 2019-20, and 2020-21 (\$25 million each year for a total of \$75 million) will be announced in spring 2018 in accordance with provincial accounting and budgetary practices.

Program funding, if approved, will be provided according to the terms and conditions of a Transfer Payment Agreement (TPA) between the Province and the municipality.

## **Funding for Program Administration**

Participating municipalities or their designates such as their Service Managers that administer the program may use up to 5% of allocations to cover administration costs, if needed, as indicated in a municipal take-up plan.

## **Scope of the Guidelines**

The Program Guidelines describe the various program requirements for the Program, including the role of municipalities, long-term affordability requirements for rental developments receiving provincial rebates, rental housing developments and units eligible to receive funding under the program, and accountability and reporting requirements.

Please note that the Program Guidelines may be updated on an as-needed basis and changes will be communicated to municipalities.

## **Municipal Contribution**

There are no requirements for municipalities to contribute to the Program. However, municipalities are encouraged to consider providing municipal incentives, where possible, to purpose-built market rental developments eligible to receive provincial rebates under the program.

The Program cannot be used by municipalities to replace any existing housing programs and incentives that municipalities may already have with respect to affordable (below-market) rental housing. For greater clarity, this Program cannot be used by municipalities to replace or

support a municipal program or any municipal decision relating to deferrals or rebates or exemptions of development charges.

## **Role of Municipalities**

Participating municipalities will administer the Program based on local need, changing rental market conditions, and demand for rental housing in their community.

Under the Program, municipalities have the flexibility to determine:

- The built-form of rental housing developments eligible to receive a development charges rebate (e.g., high-rises, mid-rises, town homes), based on local housing need;
- Unit size configurations in the development, based on local need;
- The amount of development charges rebate provided for eligible rental housing developments and units (e.g., full or partial rebates); and
- The timing of the rebate (e.g., at what point after the development charges are collected would a rebate be made available), within program parameters.

As program administrator, a municipality will:

- Enter into a TPA with the Ministry of Housing (MHO);
- Administer the Program in compliance with the TPA and the Program Guidelines;
- Plan activities related to program delivery, which may include assessing local housing needs and planning processes;
- Identify rental housing developments and units eligible to receive a rebate under the program;
- Determine the amount rebates on a project by project basis;
- Determine key milestones for payment of the rebate;
- Develop and enter into required agreements with developers of rental housing developments and units receiving provincial rebates to set out a procedure to receive provincial rebates and monitor progress;
- Flow provincial rebates to eligible rental housing developments and units;
- Complete and submit take-up plans to MHO, as indicated in the TPA; and
- Monitor progress and provide annual reports to MHO, as indicated in the TPA.

In administering the Program, municipalities are encouraged to work with their housing Service Manager and/or the upper-tier municipality (in case of a two-tier system) to ensure alignment with local planning and housing policies, and coordinate municipal incentives, if provided.

Municipalities have an option to designate their housing Service Manager as the administrator of the Program, and also submit an EOI on their behalf.

If a municipal council designates the housing Service Manager as the program administrator:

- The municipality must submit a copy of the municipal council's decision designating the housing Service Manager as program administrator, directing the Service Manager to submit an EOI to MHO, and authorizing the Service Manager to enter into a Transfer Payment Agreement with MHO on the municipality's behalf.
- The housing Service Manager must provide written confirmation from a person of appropriate authority of its willingness to act as program administrator.

In such cases, the Service Manager should work with the designating lower or single-tier municipality in determining rental housing developments and units that are eligible to receive rebate funding under the program, planning approval timelines, and any municipal incentives that may be available.

## **Rental Housing Developments and Units Eligible to Receive Provincial Rebate Funding**

Under the Program, municipalities have the flexibility to determine the rental housing developments and units that will receive funding through this program based on local need, but within broad provincial program criteria:

- Developments must be consistent with the PPS and conform with the [Growth Plan](#);
- Developments must align with other provincial priorities and lead to net new additional public good (rental housing, family-sized units, senior-friendly, close to transit and transit hubs);
- Developments and units receiving provincial rebates remain rental for a minimum of 20 years;
- Non-luxury rental units, where starting rents do not exceed 175% of AMR as published by Canada Mortgage and Housing Corporation (CMHC). Municipalities have the ability to set a lower threshold based on local circumstances and housing policies.

The following types of developments and units are not eligible under the Program:

- Single and semi-detached homes, duplexes/triplexes, and retirement homes;
- Units already receiving provincial capital subsidies under housing supply programs (e.g., under IAH – Rental Component);
- Luxury market rental units, where starting rents exceed 175% of Average Market Rents, as published by CMHC; and
- Market rental developments receiving a deferral of or exemption from the payment of development charges.

## Starting Rents and Long-Term Affordability Criteria

Proposed starting market rents for developments or units receiving development charges rebates cannot exceed 175% of Average Market Rents (AMRs), as published by CMHC, for a given year. In cases, where CMHC does not publish AMRs, municipalities should use AMRs based on local evidence and research (e.g., survey of market rents in the community or municipality), and inform the Ministry of Housing (MHO) accordingly.

Municipalities have the flexibility to target rebates for proposed market rental housing developments or units with starting rents at a percentage of AMR lower than 175%, without any further provincial restrictions. Municipalities also have the flexibility to use AMRs as the neighbourhood level, if available from CMHC.

There are no long-term affordability requirements for units receiving provincial rebates under the program beyond the threshold for starting market rents, subject to the provisions under the Residential Tenancies Act, 2006.

## Stacking With Other Housing Supply Programs

Stacking or combining rebate funding under the Program with MHO's other housing supply programs is permitted only if some additional public good is created (e.g., construction of market-rent family-sized units or have market rental units that were not previously planned).

### Examples of Stacking

To illustrate potential developments eligible under the program, please see the following examples:

<b>Example #1</b>	<b>Eligibility</b>
The developer would like to add six market rental units to an affordable rental housing development already approved to receive provincial funding under Investment in Affordable Housing – Rental Component to create a mixed-income rental development. Starting rents are at 150% AMR.	Yes. The six market rental units are not receiving provincial funding under Investment in Affordable Housing would be eligible to receive the development charge rebate under the program.
<b>Example #2</b>	<b>Eligibility</b>
The developer would like to add five market rental units to an affordable rental housing development already approved to receive provincial funding under Investment in Affordable Housing – Rental Component to create a mixed-income rental development. Starting rents are at 185% AMR.	No. The five units would not be eligible as they would be considered luxury units as they exceed this programs threshold of 175% of AMR.

## **Program Accountability and Reporting**

Accountability for provincial actions, decisions, and policies with regard to the use of public funds for programs and services is important. The Province has an obligation to demonstrate value for money, and to ensure that funds have been spent appropriately and in a timely manner.

### **Transfer Payment Agreement (TPA)**

The TPA sets out an accountability requirements between the Province (through MHO) and the municipality, and outlines the roles and responsibilities of both parties, as required by the Province's Transfer Payment Accountability Directive.

In case a housing Service Manager has been designated as program administrator, the Province would enter into a TPA with the Service Manager subject to council's authorization.

The TPA will require the municipality to develop formal contribution agreements with any developers who receive provincial rebates for the purpose of meeting program objectives and/or addressing obligations.

### **Bi-annual Take-up Plans**

Based on their notional allocations, participating municipalities will be required to submit a take-up plan in the first quarter of each fiscal year for all years in the program to MHO for approvals.

The take-up plan for a particular fiscal year will be informed by rental housing developments that have come forward for planning approvals and meet program eligibility criteria. A municipality's take-up plan should:

- Provide details of the proposed market rental housing developments and units that meet program and eligibility criteria as laid out in the Program Guidelines;
- Indicate if municipality has set an AMR threshold for non-luxury market rental units that is lower than from provincial threshold of 175% AMR, and what that threshold would be;
- Indicate timing of when the rebate would flow towards the eligible market rental developments after the collection of the development charges;
- Indicate how much of the fiscal year's notional allocation the municipality would need on a quarterly basis, to facilitate transfer of provincial rebates from MHO to municipality;
- Indicate timelines around expected planning approvals and issuance of building permits for the proposed market rental developments specified in the plan;
- Indicate details of any municipal incentives provided; and
- Identify legal mechanisms that would keep proposed developments and units as rental for a minimum of 20 years.

The Province recognizes that the planning approval processes around market rental housing developments can sometimes take few years before a building permit is issued. To accommodate for any delays in the planning approval processes for developments and units proposed in the initial take-up plans, municipalities will have two years to rebate eligible developments. The two years start at the beginning of each fiscal year, when municipalities receive MHO approval on their initial (first quarter) spending plans. For example, for allocations made in fiscal year 2018-19, municipalities will have up until March 31, 2020 to make the rebates.

## **Payment Process and Schedule**

### **Payment Process**

The Ministry will advance funding directly to municipalities (or designated Service Managers), who will be responsible for rebating development charges for eligible developments and units. Municipalities (or designated housing Service Managers) will provide rebates for eligible developments based on a schedule as determined by the municipality, and in compliance with the program requirements.

### **Payment Schedule**

MHO will provide quarterly funding to municipalities, based on MHO approved first quarter take-up plans.

### **Recovery and Reconciliations**

MHO will also undertake reconciliations through adjusted municipal take-up plans submitted every six months to assess if the provincial rebates are being provided in accordance with program criteria and initial first quarter take-up plan.

If a municipality reports back that it is unable to rebate its allocation for that fiscal year, MHO would either reconcile unspent funding or re-allocate the funding to another municipality. Reallocation would be based on capacity of other municipalities to rebate development charges as reflected in their take-up plans. This would be determined through discussions between MHO and municipalities around proposed rental developments and units that would be eligible to receive provincial development charges rebates, and anticipated timelines these developments/units would be in a position to receive a building permit and make development charges payments within the given time frames.

### **Indemnification and Repayment**

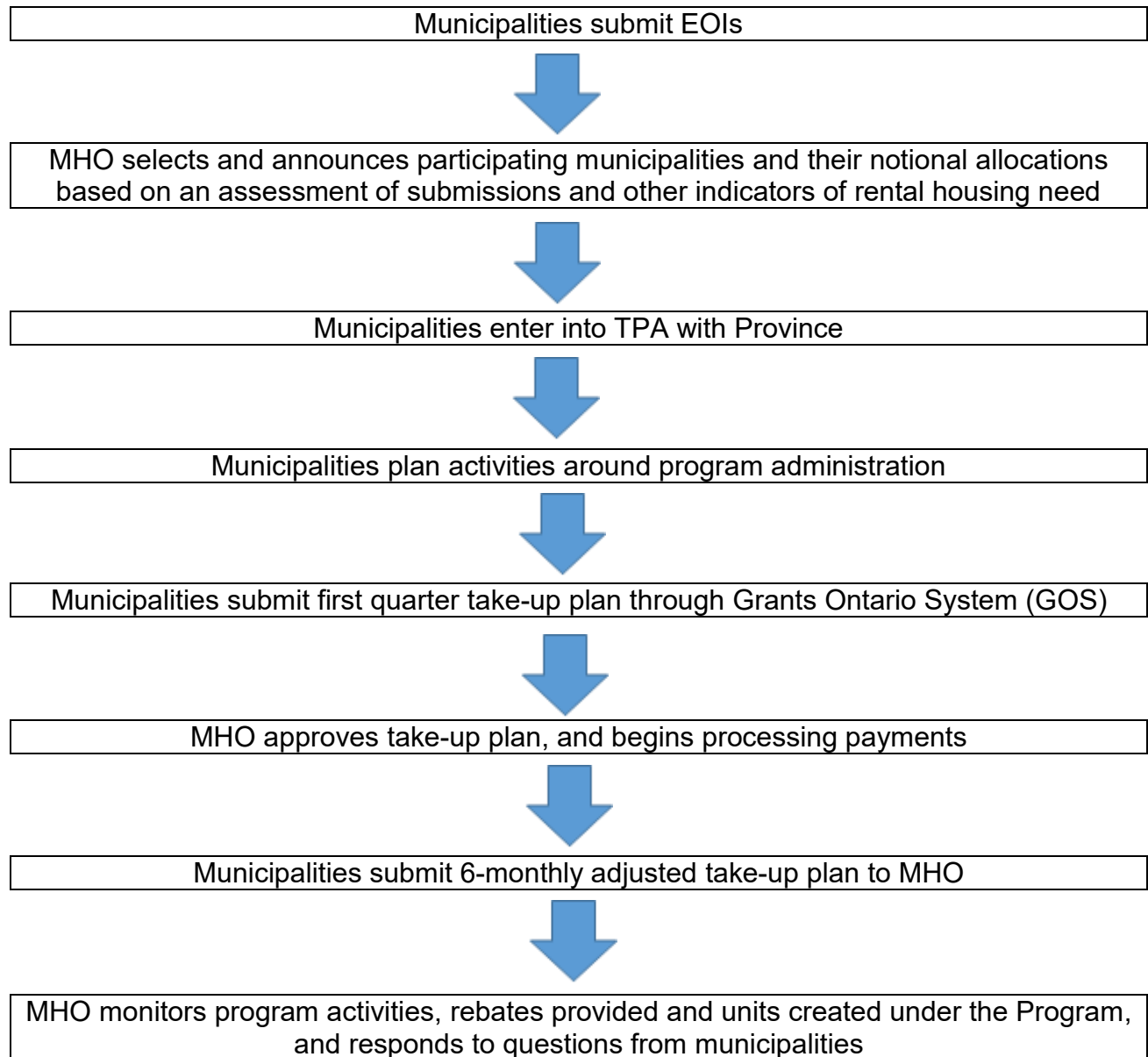
There are obligations for all Program recipients with regard to the indemnification and recovery of provincial government funding. The TPAs will contain specific obligations and provisions relating to indemnification and recovery of provincial funding.

## Other Reporting Requirements

Through their adjusted spending plans, municipalities will report back on a bi-annual basis on the following:

- Adjusted forecasted and actual rebates made to date;
- Details of the developments receiving rebates (address of site, total number of units in the development, if there are units in the development receiving capital subsidies through another provincial program such as IAH);
- Total and per unit provincial rebates provided to eligible developments or units on a site-by-site basis (until fully transferred);
- Details of any municipal incentives provided to the eligible developments or units on a site-by-site basis;
- Total number of market rental units receiving rebates by bedroom type and unit size;
- Expected or actual starting market rents by bedroom type and comparison against AMR threshold; and
- Expected or actual occupancy date for the development/units.

## Appendix A: Program Implementation Flow Chart





## Appendix B: Ministry of Housing Contacts

### Municipal Services Office – Central

777 Bay Street 13<sup>th</sup> Floor  
 Toronto, ON, M5G 2E5  
 General Inquiry: 416-585-6226  
 Toll Free: 1-800-668-0230  
 Fax: 416-585-6882

Contact: Ian Russell, Team Lead, Regional Housing Services  
 Tel: 416-585-6965  
 Email: [ian.russell@ontario.ca](mailto:ian.russell@ontario.ca)  
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### Municipal Services Office – Eastern

8 Estate Lane, Rockwood House  
 Kingston, ON, K7M 9A8  
 General Inquiry: 613-545-2100  
 Toll Free: 1-800-267-9438  
 Fax: 613-548-6822

Contact: Mila Kolokolnikova, Team Lead, Regional Housing Services  
 Tel: 613-545-2123  
 Email: [mila.kolokolnikova@ontario.ca](mailto:mila.kolokolnikova@ontario.ca)  
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 London, ON, N6E 1L3  
 General Inquiry: 519-873-4020  
 Toll Free: 1-800-265-4736  
 Fax: 519-873-4018

Contact: Pearl Dougall, Senior Housing Advisor,  
 Tel: 519-873-4521  
 Email: [pearl.dougall@ontario.ca](mailto:pearl.dougall@ontario.ca)  
  
 Cynthia Cabral, Senior Housing Advisor,  
 Tel: 519-873-4520  
 Email: [cynthia.cabral@ontario.ca](mailto:cynthia.cabral@ontario.ca)

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Sudbury, ON, P3E 6A5  
General Inquiry: 705-564-0120  
Toll Free: 1-800-461-1193  
Fax: 705-564-6863

Contact: Cindy Couillard, Team Lead, Regional Housing Services  
Tel: 705-564-6808  
Email: [cindy.couillard@ontario.ca](mailto:cindy.couillard@ontario.ca)

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General Inquiry: 807-475-1651  
Toll Free: 1-800-465-5027  
Fax: 807-475-1196

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Tel: 807-473-3017  
Email: [peter.boban@ontario.ca](mailto:peter.boban@ontario.ca)

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Fax: 416-585-7003

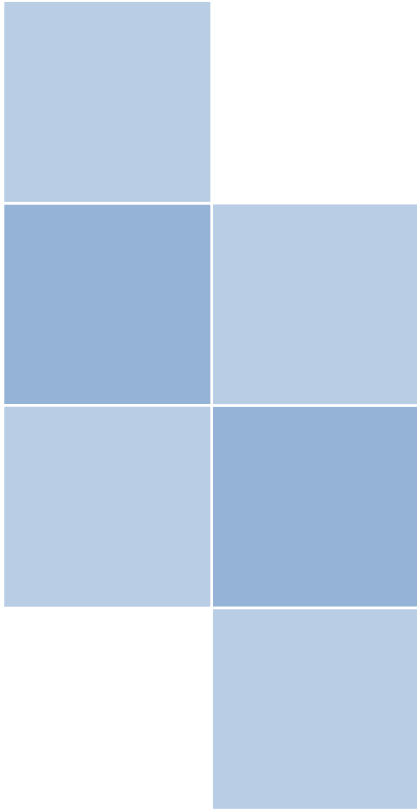
Contact: Walter Battello, Account Manager, Regional Services Delivery Unit  
Tel: 416-585-6480  
Email: [walter.battello@ontario.ca](mailto:walter.battello@ontario.ca)

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2017

# Development Charges Rebate Program

Expression of Interest  
Ontario Ministry of Housing  
December 2017





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## **Purpose**

The purpose of this Expression of Interest (EOI), issued by the Ministry of Housing (MHO), is to invite municipalities to indicate their interest in participating in the Development Charges Rebate Program.

## **About the Development Charges Rebate Program**

The Ontario Development Charges Rebate Program is one of the initiatives under the Fair Housing Plan to increase supply of housing – specifically of purpose-built market rental housing. Under the program, eligible market rental housing developments would receive a rebate of development charges collected by municipalities. The program would be administered by municipalities and target priority projects in those communities that are most in need of new purpose-built rental housing.

## **Program Design**

Further details on the program design can be found in the Program Guidelines accompanying this Expression of Interest (EOI). Municipalities are strongly encouraged to review the Program Guidelines prior to submitting an EOI, to ensure that their submissions comply with the Program Guidelines and criteria.

The Program Guidelines outline the policy context for the program, provincial criteria on types of market rental housing developments and units eligible for funding under the program, reporting requirements, and other required information for municipalities.

Municipalities approved for program funding will have the final decision-making authority for eligible developments and are accountable to MHO under a Transfer Payment Agreement for all monies, project components and completion, and reporting requirements.

## **Program Funding**

Under the Development Charges Rebate Program, up to a total of \$125 million over five years is available to municipalities, starting with \$25 million in 2018-19.

MHO cannot guarantee funding to all municipalities that make a submission expressing interest or allocate all funding requested by municipalities through the EOI process. Both successful and unsuccessful municipalities will be notified by MHO.

Program funding, if approved, will be provided subject to the terms and conditions of a Transfer Payment Agreement between the Province and the municipality.

MHO, at its sole discretion, reserves the right to reallocate funds to another municipality in instances where allocations may not be fully used within a fiscal year.

## **Municipalities Selected to Participate in the Program**

The Development Charges Rebate Program has a one-stage selection process. MHO is inviting municipalities identified as being most in need of rental housing to express their interest in participating in the program, through an EOI process.

MHO will assess the municipal submissions, using consistent criteria, to ensure alignment with the provincial requirements under the Development Charges Rebate Program. Selection of municipalities will be based on this assessment, as well as rental housing need in the municipality.

Notional allocations will be announced in spring 2018 in accordance with provincial accounting and budgetary practices, starting with fiscal years 2018-19, 2019-20, and 2020-21.

## **Municipalities Invited to Participate in the EOI Process**

To participate in the Development Charges Program, MHO is inviting municipalities who charge multi-unit development charges<sup>1</sup> and have been identified as being in need of new purpose-built market rental housing to submit an EOI. This includes municipalities that have:

- A vacancy rate of 3% or less<sup>2</sup>, or
- High tenant population<sup>3</sup> (i.e. 20% or more of all households are rental households).

Additionally, municipalities with opportunities to approve rental housing developments within an approximate 500-800 metre radius of a major transit station area (MTSA) are also being invited to participate in the program. For the purposes of the program, MTSA includes commuter rail (i.e. GO Transit), subway, light rail or bus rapid transit.

See Appendix A for a list of municipalities being invited to submit an EOI.

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<sup>1</sup> Based on 2015 Financial information Return as submitted to the Ministry of Municipal Affairs

<sup>2</sup> Based on Canada Mortgage and Housing Corporation's 2017 Rental Market Housing

<sup>3</sup> Based on 2016 Census

## Submitting an Expression of Interest and Important Timelines

In their EOI submissions, municipalities will identify, and provide information on, the following:

- Need and vision for market rental housing in their communities, and any alignment with municipality's land use planning and housing policies;
- How the Development Charges Rebate Program will help increase rental housing in their communities and/or what public good will be created;
- Capacity to administer the program, along with ongoing monitoring and reporting, and whether there is an intention to designate program administration to a housing Service Manager, to submit an EOI and administer the program on the municipality's behalf;
- Any current incentives the municipality provides to encourage construction of market rental housing in their communities;
- Incentives the municipality is willing to apply to market rental developments and units receiving provincial rebates under the program;
- Examples of potential purpose-built market rental developments or units expected to qualify for funding over the five years, if possible;
- Indicate if the municipality would be setting a lower AMR threshold for non-luxury market rental units different from provincial threshold of 175% AMR
- Whether the municipality plans to use the funding to provide rebates covering the full amount of the development charges they collect or partial rebates, as well if these would vary on a on a site-by-site basis;
- Current and proposed mechanisms (e.g., bylaws restricting conversions) that the municipality would use to ensure that a development receiving rebate funding under the program remains rental; and
- How much funding municipalities anticipate would be needed for this program on an annual basis for each of the five fiscal years, starting in 2018-19 (municipalities can choose to identify funding requirements only for certain years).

Municipalities must submit their completed Expression of Interest through the Grants Ontario System (GOS) **no later than 1:00 p.m. Eastern Standard Time (EST) on March 2, 2018** to be considered for funding under the Development Charges Rebate Program. Municipalities will receive an acknowledgement of their submission, via an electronic receipt.

Municipalities intending to submit an Expression of Interest must begin to draft their submission through the Grants Ontario System (GOS) on or before **February 16, 2018 at 5:00 p.m. Eastern Standard Time (EST)**. This will confirm their intention to submit an Expression of Interest before the deadline.

Submissions received after March 2, 2018 will not be accepted as part of the Expression of Interest process. Further, incomplete submissions will not be assessed or considered in selecting municipalities to participate in the program.

Municipalities are encouraged to make use of the EOI period to review the form and Program Guidelines, draft responses, and use the EOI supports available through MHO.



## **MHO Supports during EOI Process**

To assist municipalities, and respond to questions about the Development Charges Rebate Program and EOI process, MHO will host two half-hour informational teleconferences with municipalities in mid-January, 2018. Details about the teleconferences will be distributed through the Ministry's Municipal Services Offices (MSO) Regional Housing Team Leads.

Additionally, municipal staff are also encouraged to reach out to MHO staff and/or their respective MSO Regional Housing Team Leads with specific questions about the Development Charges Rebate Program or the EOI submission process. Contact information is included in Appendix C.

For assistance or questions regarding GOS, please contact the Grants Ontario Customer Service at 416-325-6691 or toll free at 1-855-216-3090 or email: [GrantsOntarioCS@Ontario.ca](mailto:GrantsOntarioCS@Ontario.ca) Monday to Friday from 8:30 a.m. to 5:00 p.m. Eastern Standard Time. TTY/Teletypewriter (for the hearing impaired): 416-325-3408 / Toll-free: 1-800-268-7095.

## **Acknowledgement**

In submitting an EOI, the municipality is deemed to have acknowledged that MHO may, at its discretion:

- Communicate directly with any municipality;
- Verify with any municipality any information set out in an EOI;
- Adjust criteria for the selection of municipalities based on take up and interest.
- Cancel this EOI process or evaluation process; and
- Reject any or all EOIs.

The municipality is deemed to have further acknowledged that MHO shall not be responsible for any costs or expenses incurred by any municipality associated with preparing and submitting responses to this EOI.

## Important Timelines

Activity	Date
Invite select municipalities to EOI process	December 20, 2017
Municipalities intending to submit an EOI must begin to draft their submission through GOS	By 5 p.m. EST February 16, 2018
EOI submissions due to MHO	By 1 p.m. EST March 2, 2018
MHO reviews municipal submissions, selects municipalities, and develops allocation model	March-April, 2018
MHO announces participating municipalities and their notional allocations	Early-Spring 2018
MHO and municipalities sign Transfer Payment Agreements	Early Spring 2018
Municipalities submit 2018-19 initial Spending Plan	Late Spring or Summer 2018

## Appendix A: List of Municipalities Invited to Express Interest

Municipality	Has a GOS Account	Housing Service Manager
Town of Saugeen Shores	✓	Bruce County
Municipality of Kincardine	✓	Bruce County
City of Brantford	✓	City of Brantford
City of Greater Sudbury	✓	City of Greater Sudbury
City of Hamilton	✓	City of Hamilton
City of Kingston	✓	City of Kingston
City of London	✓	City of London
Municipality of Strathroy-Caradoc	✓	City of London
City of Ottawa	✓	City of Ottawa
City of Peterborough	✓	City of Peterborough
City of St. Thomas	✓	City of St. Thomas
City of Stratford	✓	City of Stratford
Municipality of North Perth	✓	City of Stratford
City of Toronto	✓	City of Toronto
City of Windsor	✓	City of Windsor
Municipality of Leamington	✓	City of Windsor
Town of Lakeshore	✓	City of Windsor
Town of Tecumseh	✓	City of Windsor
Town of Amherstburg	✓	City of Windsor
Town of Orangeville	✓	County of Dufferin
City of Owen Sound	✓	County of Grey
Municipality of Meaford	✓	County of Grey
City of Belleville	✓	County of Hastings
City of Quinte West	✓	County of Hastings
City of Sarnia	✓	County of Lambton
Town of Carleton Place	✓	County of Lanark
Norfolk County	✓	County of Norfolk
Haldimand County	✓	County of Norfolk
Town of Cobourg	✓	County of Northumberland
Municipality of Port Hope	✓	County of Northumberland
City of Woodstock	✓	County of Oxford
Town of Ingersoll	✓	County of Oxford
Town of Tillsonburg	✓	County of Oxford
Town of Petawawa	✓	County of Renfrew
City of Barrie	✓	County of Simcoe
Town of Innisfil	✓	County of Simcoe
Town of Bradford-West Gwillimbury	✓	County of Simcoe
City of Orillia	✓	County of Simcoe

<b>Municipality</b>	<b>Has a GOS Account</b>	<b>Housing Service Manager</b>
Town of Collingwood	✓	County of Simcoe
Town of Midland	✓	County of Simcoe
City of Guelph	✓	County of Wellington
Township of Centre Wellington	✓	County of Wellington
Township of Wellington North	✓	County of Wellington
Town of Huntsville	✓	District Municipality of Muskoka
Town of Bracebridge	✓	District Municipality of Muskoka
Town of Gravenhurst	✓	District Municipality of Muskoka
City of Kawartha Lakes	✓	City of Kawartha Lakes
Town of Greater Napanee	✓	Counties of Lennox and Addington
City of North Bay	✓	Nipissing DSSAB
City of Oshawa	✓	Regional Municipality of Durham
Town of Whitby	✓	Regional Municipality of Durham
Town of Ajax	✓	Regional Municipality of Durham
Municipality of Clarington	✓	Regional Municipality of Durham
City of Pickering	✓	Regional Municipality of Durham
Township of Uxbridge	✓	Regional Municipality of Durham
Town of Oakville	✓	Regional Municipality of Halton
City of Burlington	✓	Regional Municipality of Halton
Town of Milton	✓	Regional Municipality of Halton
Town of Halton Hills	✓	Regional Municipality of Halton
City of St. Catharines	✓	Regional Municipality of Niagara
Town of Fort Erie	✓	Regional Municipality of Niagara
City of Niagara Falls	✓	Regional Municipality of Niagara
City of Welland	✓	Regional Municipality of Niagara
City of Port Colborne	✓	Regional Municipality of Niagara
Town of Grimsby	✓	Regional Municipality of Niagara
Town of Lincoln	✓	Regional Municipality of Niagara
City of Thorold	✓	Regional Municipality of Niagara
City of Mississauga	✓	Regional Municipality of Peel
City of Brampton	✓	Regional Municipality of Peel
City of Kitchener	✓	Regional Municipality of Waterloo
City of Cambridge	✓	Regional Municipality of Waterloo
City of Waterloo	✓	Regional Municipality of Waterloo
Township of Woolwich	✓	Regional Municipality of Waterloo
Township of Wilmot	✓	Regional Municipality of Waterloo
City of Markham	✓	Regional Municipality of York
City of Vaughan	✓	Regional Municipality of York
Town of Richmond Hill	✓	Regional Municipality of York
Town of Whitchurch-Stouffville	✓	Regional Municipality of York
Town of Newmarket	✓	Regional Municipality of York

<b>Municipality</b>	<b>Has a GOS Account</b>	<b>Housing Service Manager</b>
Town of Aurora	✓	Regional Municipality of York
Township of King	✓	Regional Municipality of York
Town of East Gwillimbury	✓	Regional Municipality of York
City of Brockville	✓	United Counties of Leeds and Grenville

## Appendix B: Ministry of Housing Contacts

### Municipal Services Office – Central

777 Bay Street 13<sup>th</sup> Floor  
 Toronto, ON, M5G 2E5  
 General Inquiry: 416-585-6226  
 Toll Free: 1-800-668-0230  
 Fax: 416-585-6882

Contact: Ian Russell, Team Lead, Regional Housing Services  
 Tel: 416-585-6965  
 Email: [ian.russell@ontario.ca](mailto:ian.russell@ontario.ca)

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 Toll Free: 1-800-267-9438  
 Fax: 613-548-6822

Contact: Mila Kolokolnikova, Team Lead, Regional Housing Services  
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 London, ON, N6E 1L3  
 General Inquiry: 519-873-4020  
 Toll Free: 1-800-265-4736  
 Fax: 519-873-4018

Contact: Pearl Dougall, Senior Housing Advisor,  
 Tel: 519-873-4521  
 Email: [pearl.dougall@ontario.ca](mailto:pearl.dougall@ontario.ca)

Cynthia Cabral, Senior Housing Advisor,  
 Tel: 519-873-4520  
 Email: [cynthia.cabral@ontario.ca](mailto:cynthia.cabral@ontario.ca)

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Sudbury, ON, P3E 6A5  
General Inquiry: 705-564-0120  
Toll Free: 1-800-461-1193  
Fax: 705-564-6863

Contact: Cindy Couillard, Team Lead, Regional Housing Services  
Tel: 705-564-6808  
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**Housing Programs Branch - Toronto**

777 Bay Street, 14<sup>th</sup> Floor  
Toronto, ON, M5G 2E5  
Fax: 416-585-7003

Contact: Walter Battello, Account Manager, Regional Services Delivery Unit  
Tel: 416-585-6480  
Email: [walter.battello@ontario.ca](mailto:walter.battello@ontario.ca)

Serving: Toronto

**Market Housing Branch**

777 Bay Street 14<sup>th</sup> Floor

Toronto, ON, M5G 2E5

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Fax: 416-585-7607

Contact: Madhavi Patel  
Tel: 416-585-6838  
Email: [madhavi.patel@ontario.ca](mailto:madhavi.patel@ontario.ca)

Carly Steinman  
Tel: 416-585-7638  
Email: [carly.steinman@ontario.ca](mailto:carly.steinman@ontario.ca)



## Appendix C: Applying Through Grants Ontario - Step-By-Step Instructions

All applications must be submitted electronically through Grants Ontario at [www.grants.gov.on.ca](http://www.grants.gov.on.ca).

If your municipality has a Grants Ontario account, please request the administrator of the account in your municipality to provide access to your municipality's account. You can contact Grants Ontario Customer Service at 416-325-6691 or toll free at 1-855-216-3090 or email: [GrantsOntarioCS@Ontario.ca](mailto:GrantsOntarioCS@Ontario.ca) to obtain your municipality's GOS administrator contact information.

If your municipality does not have a Grants Ontario account, you can create one by following these steps:

- **Create a ONE-key account** at <https://www.iaa.gov.on.ca/iaalogin/IAALogin.jsp>. ONE-key provides secure access to Ontario government programs and services, including the Transfer Payment Common Registration (TPCR) system.
- **Access the TPCR system to register.** For instructions, please refer to the user guides at <http://www.grants.gov.on.ca/GrantsPortal/en/TransferPaymentCommonRegistration/HowtoRegister/index.htm>.
- **Request enrollment to the Grants Ontario System (GOS).** For assistance, please refer to "How to Access Grants Ontario from the Transfer Payment Common Registration System" at <http://www.grants.gov.on.ca/GrantsPortal/en/OntarioGrants/HowtoApply/index.htm>. Please allow sufficient time as confirmation of GOS access may take up to two business days. The grant application form can only be accessed once GOS confirmation is complete.



**DEPARTMENT:** Chief Administrative Officer

**REPORT NO:** A-007-18

**COUNCIL DATE:** February 12, 2018

**TITLE:** Update of Boundary Negotiations with SWOX

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**OBJECTIVE:** To provide information and seek direction on remaining issues.

**BACKGROUND:** Below is a table of proposals and counter proposals that the committees from both SWOX and Ingersoll have been discussing.

The framework of the discussions have followed the guidelines established by Ingersoll to its committee, in November 2017.

South-West Oxford and Ingersoll Boundary Discussions			
	SWOX – October 3, 2017 Proposal	Ingersoll	Results of January 29, 2018 Discussion
Area	Expanded area to include lands West, East & South of Ingersoll	Agrees to expanded area	Ingersoll and South-West Oxford agree on boundary adjustment area to be considered. <b>Lands to be included are agreed to.</b>
Phase-in Taxation	5-year for commercial & industrial 10-year phase in for residential and farm	Residential 8 year Commercial & Industrial 5 year. Farming 5 year.	Ingersoll team will take South-West Oxford request for Phase-In of taxation back to Ingersoll Council for consideration as follows: <ul style="list-style-type: none"> <li>• Residential and Farm Phase in 8 years</li> <li>• Industrial and Commercial Phase in 5 years</li> </ul> <b>Ingersoll Staff and Committee support the proposed phase in as suggested</b>
Compensation for residential & farm properties.	Ingersoll to pay a sum equaling the Township tax levy at the time of boundary adjustment on residential and farm properties (in the annexation area) indexed by Ontario CPI for the month of January each year. Payment is to be made to the Township in the same manner as taxes (Interim 50% of previous year in April; final balance owing after CPI applied...due in Oct.) in perpetuity.		Ingersoll suggested that we agree to use the average inflation rate in Canada for the previous year; noting that the Canada CPI was 1.6% for 2017. This would better represent the average Consumer Price Index (CPI) for Canada. Ingersoll agreed to take back whether we should look at the CPI for Ontario vs. Canada. <u>Ingersoll staff will prepare a report to be shared with South-West Oxford.</u>  Ingersoll suggested that payments to be made to South-West Oxford for taxes within the annexation area be paid quarterly using the same dates used for School Board and Upper Tier payments. South-West Oxford committee agreed to consider this.  <b>Ingersoll staff have reviewed the indexing provision and are now comfortable with the indexing provision as suggested by SWOX. That is the Ontario CPI adjusted annually for January each year.</b>  <b>Ingersoll Staff are supportive of the payments being made on the same schedule as payments to the County and the School Boards.</b>
Compensation for existing industrial & commercial.	Ingersoll to pay a sum equaling the Township tax levy at the time of annexation on <u>fully implemented assessments</u> in the annexation area indexed by the Ontario CPI for the month of January each year. Payments are to be made in the same manner as taxes (interim 50% of previous year in April; final balance owing after CPI applied payment in	SWOX's existing taxes on the day before boundary adjustment be paid in perpetuity, indexed annually by the CPI from the previous year.	Ingersoll Committee suggested that the effective date for taxes be the day before the boundary adjustment occurs. (I.e. in the case of a January 1, 2020 boundary adjustment date the existing valuation tax date would be December 31, 2019).  Valuation Adjustments would take place based on when that assessment comes on line.  <b>Ingersoll staff have reviewed the indexing provision and are now comfortable with the indexing provision as suggested by SWOX. That is the Ontario CPI adjusted annually for January each year.</b>  <b>Ingersoll Staff are supportive of the payments being made on the same schedule as payments to the County and the School Boards.</b>

	October) in perpetuity		
Identified industrial properties  (decrease in assessment due to downsizing or closure)		Taxes on identified industrial properties, including CAMI & Bell Camp along with any others identified at the time of the agreement shall have taxes adjusted accordingly for any reductions caused by downsizing or close or the cessation of operations	Ingersoll Committee suggested that the effective date for taxes be the day before the boundary adjustment occurs. (I.e. in the case of a January 1, 2020 boundary adjustment date the existing valuation tax date would be December 31, 2019).  In the event CAMI ceased operations; whatever new assessment is would be calculated pre-amalgamated. Only reimburse SWOX for assessment then. Calculation could be done at the time. Senior staff will discuss it and bring it back a joint recommendation. Legacy appeals. Questions of fairness. Flag assessments so that we can know.
Future Compensation for new commercial and industrial development + expansion of existing commercial & Industrial	Ingersoll to pay the Township 24% of Ingersoll annual taxes collected on all new commercial and industrial development in the amalgamation area; in the same manner as taxes (Interim 50% previous year; final balance owing in October.	Compensation for Industrial and Commercial lands be at 24% of Ingersoll's rates when developed	Staff will sit down and agree how many properties we are going to flag...expansion shared at 24%. Identifying what properties are the most important. Identify existing properties that would be flagged. All new is at 24%.  Quarterly and discussed earlier for payments.  The primary issue is the implications of dealing with the CAMI site. Staff from both municipalities will meet to try and establish a fair, comprehensive, easily administered and long term proposal for consideration of the committees and ultimately.
Future - New Residential Development	Eleven (11) homes per net acre. \$250.00 per res unit on 11 units per net acre for all residential lands. A lump sum payment is to be paid up front (within a fiscal year) with additional monies paid should unit per net acre rise above 11.	Provision for upfront payment at \$250.00 per unit, based on lands proposed for residential development calculated at an average of 11 units per acre.	Ingersoll agreed to a calculation based on 558 residential unit at \$250.00 per unit...one-time upfront payment of \$139,500.00. Ingersoll will identify the lands north half of Pye Farm...identify through this in the agreement these are the properties identified...in future should some of the lands identified commercial and industrial be identified as res a future payment could be made.  South-West Oxford anticipates: <ul style="list-style-type: none"> <li>• commercial and industrial development on the lands south of the #401</li> <li>• 50% of Pye farm in the west boundary area with commercial/industrial development</li> <li>• 50% of the Pye farm with residential development</li> <li>• Majority of land east of Ingersoll as residential</li> <li>• Small portion of land east of Ingersoll as commercial/industrial</li> <li>• Additional \$250.00 (indexed annually by Ontario CPI) per unit (based on 11 per net acre calculation) if residential development land is expanded in the future.</li> </ul> Ingersoll Staff are comfortable with this approach and will provide SWOX with estimates for consideration at next joint meeting.  Ingersoll understands the concern from SWOX on lands being initially identified as commercial or industrial subsequently being changed to residential. To safe guard their financial interests, SWOX has asked that any agreement contain provisions that would allow for payments of \$250.00 indexed, for future residential lots established from lands originally envisioned for Commercial or Industrial.
Boundary Roads	Town of Ingersoll to assume ownership of both	Boundary roads remain a shared cost between	Ingersoll and South-West Oxford Committee agreed that regular maintenance will be split on a 50/50 basis between the municipalities. A boundary service sharing contract would be negotiated between the municipalities

	<p>sides of:</p> <ul style="list-style-type: none"> <li>- Clarke Road from Harris Street (#19 Highway) to the eastern boundary of the Groot barn.</li> <li>- Curry Road from Union Road to Plank Line (Highway #19)</li> <li>- Union Road west of Culloden Line</li> <li>- Wallace Line from Thames River to Thompson Road</li> <li>- Thomas Road from the west boundary of Pye Farm (where tracks cross Thomas Road) to existing Town Boundary</li> </ul> <p>Town of Ingersoll and SWOX will share ownership of Robinson Road and would enter into a boundary agreement.</p> <p>Unopened road allowance will be discussed separately.</p>	<p>Ingersoll/SWOX/Successors. The cost will be calculated as follows:</p> <ul style="list-style-type: none"> <li>- Until lands are developed maintenance shall be shared on a 50/50 basis;</li> <li>- As the lands are developed capital costs shall be shared on a 76/24 Ingersoll/Swox basis. (reflects the revenue sharing component);</li> <li>- After development of the lands operating/maintenance costs shall be shared on a 76/24 basis.</li> </ul>	<p>to work out the details of maintenance. Every effort will be made to ensure that we don't redo work.</p> <p>Ingersoll Council believes that the construction of new roads for commercial/industrial purpose should be split on the same basis as the taxation is shared (24/76). Ingersoll and the County of Oxford do not charge development charges for commercial/industrial development.</p> <p>South-West Oxford Works Superintendent will confirm that standard of the existing Township owned roadways near CAMI.</p> <p>South-West Oxford Committee will take back Ingersoll suggestion of 76/24 capital split for new commercial/industrial shared roadways back to council.</p> <p><u>Unopened road allowances</u> Ingersoll suggested that all unopened road allowances in boundary adjustment area to transferred to Town ownership as part of the boundary adjustment agreement.</p> <p>South-West Oxford noted that the unopened road allowances have a cash value and as such money should be paid to the Township for the transfer of ownership.</p> <p>Ingersoll does not agree with paying for unopened road allowances, they were conveyed to the Township when the lands were originally established. They should be conveyed to the Town at no cost the same as the open road allowances will be.</p>
<p>Mutual Aid &amp; automatic aid agreements</p>	<p>The Township will enter into a fire service agreement with the Town of Ingersoll for servicing the 401 corridor.</p>	<p>SWOX Agree to mutual, as well as automatic aid agreement for the provision of fire suppression as determined necessary by the Fire Chief of the Town of Ingersoll.</p>	<p>Ingersoll Committee noted that Ingersoll Fire Services will take over 401 area becomes part of the Town of Ingersoll. An Automatic Aid Agreement would be negotiated with SWOX for tankers to respond to that area until such time as hydrants are available.</p> <p>Ingersoll Fire Chief will meet with South-West Oxford Fire Chief to discuss servicing and bring information back.</p>
<p>Energy Efficiency</p>	<p>Solar ready rooftops as well as garages with conduit for EV charging units.</p>	<p>Ingersoll will enforce the requirements of the OBC at the time of construction, which hopefully include capacity for electrical charging capabilities in 2018 and solar roof capabilities in 2019.</p>	<p>Ingersoll will use its' best efforts to build this into subdivision agreements.</p> <p>Ingersoll Staff agree that a best efforts will be used when negotiating subdivision agreements to achieve energy efficiency targets as discussed.</p>

MDS	<p>All agricultural properties within the annexation area maintain their ability to expand livestock operations in the future.</p> <p>Protection of expansion of agricultural properties outside of annexation area to allow for future expansion.</p>	Livestock expansions within the settlement area would have to comply with provincial requirements under MDS and County Policies.	<p>South-West Oxford expressed concerns regarding the ability of agricultural operations to expand:</p> <ul style="list-style-type: none"> <li>• Inside the newly established Ingersoll boundary; and</li> <li>• Outside the newly established Ingersoll boundary.</li> </ul> <p>South-West Oxford requested an agreement which would allow the farming operations inside the proposed boundary to expand their operations by 50%. A similar request was made for the farming operations outside of the annexation areas; that would be impacted by the new settlement boundary.</p> <p>Ingersoll noted that any application made to expand an agricultural operation would need to comply with provincial requirements under MDS and County Policies. It could not prejudice the application.</p> <p>South-West Oxford noted that if the Groot farm was removed from the boundary adjustment discussions it could sterilize the majority of development in the area East of Ingersoll.</p> <p><b>Ingersoll noted it would be willing to discuss the matter further once it has run the MDS scenarios.</b></p> <p>South-West Oxford agreed to send a copy of the East-Zorra Tavistock/Woodstock information regarding a similar discussion during their boundary adjustment discussions.</p>
Municipal water & water servicing.	Farm properties awaiting development and farm residences shall not be forced to hook up to a municipal water or sewer for supply prior to development/rezoning.		<p>South-West Oxford Council noted that there are 2 or 3 farm properties with livestock that have existing wells and are heavy water users. Hooking up to Town water/sewer services for the existing operation would have a significant financial impact. South-West Oxford noted that it didn't have an issue with residential properties being hooked onto new water/sewer services as they become available.</p> <p>Ingersoll noted that the County sets the parameters for hooking up to water and sewer. In addition, the Town of Ingersoll Zoning By-Law has water/sewer as a mandatory requirement. Discussion would need to take place at the County regarding forced connection by-laws. Ingersoll is willing to consider changes to its zoning by-law for the properties identified by the Township. (Groots, Bright Horizon Farms and VanManen).</p> <p><b>Ingersoll is supportive of this approach of site specific zoning provisions, with the understanding that the County is the tier of local government responsible for sewer and water and can override with a force connection bylaw.</b></p>

**ANALYSIS:** From Staff's perspective this is as close to an agreement that the committees have reached in almost four years of negotiations.

**INTERDEPARTMENTAL IMPLICATIONS:** Boundary adjustments will have significant implications for all aspects of the Town for the next 20 years.

**FINANCIAL IMPLICATIONS:** Financial implications have been presented within the text of the report.

**RECOMMENDATION:**

**THAT** Council receive this report numbered A-007-18 as information.

**AND FURTHER THAT** Council provides the committee with direction on the outstanding issues.

Prepared by: William J. Tigert, Chief Administrative Officer





**DEPARTMENT:** Chief Administrative Officer

**REPORT NO:** A-008-18

**COUNCIL DATE:** February 12<sup>th</sup>, 2018

**TITLE:** Multi Use Recreation Facility – 99 North Town Line next steps

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**OBJECTIVE:** To provide Council with information and seek direction on the issue of reviewing 99 North Town Line as a site for the future Multi Use Recreation Facility.

**BACKGROUND:** Council has identified 99 North Town Line as a potential site for consideration of a future multi use recreational facility which could consolidate playing fields and facilities in one geographic location.

Council had entered into an option to purchase the lands, the option has now expired and either needs to be renewed or abandoned.

Staff have met with the owner and she has indicated that she is willing to extend the offer provided the Town actively pursues the location as home for the facility. Should the Town not wish to pursue the site at this time then the option will not be renewed.

In mid-2017 Deputy Mayor Fred Freeman and Mayor Ted Comiskey as members of the boundary adjustment committee, attended Zorra Township Council and made a formal request for a standalone boundary adjustment for the lands. The request was to permit the site to come into Ingersoll's settlement area and thereby facilitate the planning and servicing steps required to move the site ahead in the evaluation as a site for the development of the recreation facility.

In July 2017 the Mayor and Deputy Mayor met with Mayor Margaret Lupton and Councillor Ron Forbes of Zorra Township to again discuss the issue. At that meeting there was a lot of discussion where the Ingersoll members tried to clarify the need and rationale for the request, while Zorra representatives articulated their concerns and reservations of any boundary adjustment for any purpose.

Ingersoll members asked that Zorra consider the request, to provide a definitive answer to whether a boundary adjustment could be agreed to. It was Ingersoll understanding that a response would be forthcoming sometime in October.



To date a response, either in the positive or the negative, has not been conveyed from Zorra to the Town. Council fully understands that unless two willing municipalities agree to a boundary adjustment, there remains no mechanism in Ontario to require an unwilling municipality to participate in boundary adjustment. Should Zorra refuse to participate there is no process for Ingersoll to seek mediation, arbitration or any third party to require participation on their part.

Discussions have taken place between Staff of Zorra and Ingersoll, where the understanding has been conveyed that Zorra is reluctant to agree to any boundary adjustment at this time.

**ANAYLSIS:** Ingersoll Council must now make a determination of next steps in trying to determine a location for the Multi Use Recreation Facility, and whether 99 North Town line be pursued or abandoned.

#### Options

1. Abandon consideration of North Town Line as a potential site for the future Recreation Facility.
2. Request confirmation from Zorra Township of its willingness to enter into a boundary adjustment for this one property or not.
3. Evaluate the potential of North Town Line being developed as a Recreational facility while remaining in Zorra Township

**Option 1:** Council could abandon any hopes at this time of consideration of 99 North Town line as a potential site for its future recreation facility and continue its search for viable sites elsewhere. The Owner of 99 North Town Line would be so advised and the option to purchase would not be renewed.

**Option 2:** Council could press Zorra on the issue and request an answer of whether Zorra Township is interested in discussing a boundary adjustment for this stated purpose. If so what requirements would Zorra expect in any type of boundary adjustment agreement.

If this is the option selected, then Council should direct its Boundary Adjustment Committee to reengage in discussions with Zorra to get a definitive answer. Council may wish to appoint an alternate to Councillor Lesser, to join the Mayor and the Deputy Mayor, since Councillor Lesser cannot participate due to his declared conflict of interest.

Obviously, a boundary adjustment would be the best solution, since it would bring the land into the Ingersoll settlement area. It would remove any challenges around site servicing and it would lessen potential impacts in changing the current land use designation from agricultural to the proposed use.

**Option 3:** Should Zorra not be interested in a boundary adjustment, Ingersoll could evaluate the feasibility of developing the site as its recreational facility, while the land

remains in Zorra Township. This will be an exercise with significant costs with no guarantee of success.

This type of consideration is allowable under the Municipal Act as noted:

**CULTURE, PARKS, RECREATION AND HERITAGE**

**Power exercised outside municipality re culture, parks, etc.**

**94 Despite section 19, a municipality may, if one of the purposes for so acting is for its own purposes, exercise its powers under subsection 10 (1) or 11 (1), paragraph 7 of subsection 10 (2), paragraph 7 of subsection 11 (2) or paragraph 5 of subsection 11 (3) in relation to culture, parks, recreation and heritage in the municipality, in another municipality or in unorganized territory. 2006, c. 32, Sched. A, s. 36.**

Staff did meet with Gord Hough, Director of Planning for the County of Oxford, Ron Versteegen, Senior Planner County of Oxford and Don McLeod CAO of Zorra Township as part of a pre-consultation, as approved by Council, to consider the steps required to move forward with such an application.

In Mr. Hough's opinion an Official Plan Amendment (OPA) would be required as well as a rezoning for the property to facilitate the change in use.

An application would have to be supported with planning justification of need, which would include but not necessarily be limited to a land needs assessment, a traffic study, and noise implications for surrounding properties.

In all likelihood these studies would also be required should the property come into Ingersoll through a boundary adjustment.

A second OPA would also be needed for site servicing, since in Mr. Hough's opinion the application would not meet the tests for the provision of cross border servicing. As a note the property has been serviced for water in the past, so in staff's opinion only sewer services would be an issue for discussion.

However should that OPA not be ultimately successful, onsite servicing could be pursued as Zorra has hundreds if not thousands of private sewer systems that are allowed for in Zorra's Zoning Bylaw.

Should Council wish to consider option 3, staff would suggest that it do so with the following caveats:

1. That Ingersoll exhaust all possible avenues of working with Zorra to achieve a boundary adjustment, however failing that;

2. That Council retain the services of an independent, reputable, experienced Planning Consultant to review the County Official Plan, the Provincial Policy Statements and Zorra's Zoning bylaw and provide a feasibility report to Council on the likely outcomes of the two OPA application and zoning amendment needed should Council wish to proceed to develop the site in Zorra Township.

**INTERDEPARTMENTAL IMPLICATIONS:** Council currently has identified only two sites that could adequately house the proposed future recreation facility. Both the North Town Line site and the current industrial lands offer possibilities but also challenges. Should the North Town Line site be abandoned, the industrial lands become the only current site that could accommodate the facility.

The use of the industrial lands does negatively impact the opportunities for Council to attract new investment and jobs to the community. Currently, as of the 2014 land inventory study completed by the County, the Town is deficient in employment lands (industrial and commercial) to meet its twenty year supply by approximately 165 acres.

Removal of lands for recreational needs only exacerbates this problem.

**FINANCIAL IMPLICATIONS:** The North Town Line lands would have a net cost to the municipality of approximately \$9,000 per acre, while the industrial lands would have an opportunity cost of ten times that as the lands are currently being marketed for \$90,000 to \$100,000 per acre.

It would be significantly financially beneficial to be able to utilize the North Town Line lands for the recreational needs rather than to use the industrial lands designed for attracting investment to the community.

**RECOMMENDATION:**

**THAT** Council receive this report numbered A-008-18 for information;

**AND FURTHER THAT** Council determines which Option it would like to pursue in determining whether 99 North Town Line remain being considered as a potential site for the future Multi Use Recreational Facility.

Prepared by: William Tigert, Chief Administrative Officer



**DEPARTMENT:** Clerk's Department

**REPORT NO:** C-006-18

**COUNCIL MEETING DATE:** February 12, 2018

**TITLE:** West Nile Virus Program

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**OBJECTIVE:** To consider providing authorization to Oxford County Public Health for to use larvicide on public catch basins in the Town of Ingersoll should the conditions warrant protection of a high-risk population.

## **BACKGROUND**

Oxford County Public Health and Emergency Services delivers the West Nile Virus program through a modified contingency plan based on local and provincial historical data and active surveillance. The modified contingency plan includes establishing a standby system with a service provider for the purpose of larviciding when a risk area has been identified through mosquito surveillance. This would only be done if, through surveillance, it was identified that an outbreak of WNV in mosquitoes had occurred in an immediate area of a high-risk population.

Oxford County Public Health requires the Town of Ingersoll to complete an authorization letter, similar to the one attached and sent in 2017, to allow for the larviciding of either surface water or catch basins that outflow into storm drain systems managed or owned by the municipality.

## **ANALYSIS**

This authorization has been given by the Town of Ingersoll since the first establishment of the West Nile Virus Program was undertaken by Oxford County Public Health which is several years ago now.

Staff are suggesting that if the program remains the same in future years to come that staff be directed to sign the authorization letter without returning to Council for approval.

If the program is modified staff will bring back a report for Council consideration.

## **INTERDEPARTMENTAL IMPLICATIONS**

N/A

## **FINANCIAL IMPLICATIONS**

N/A

## **RECOMMENDATION**

**THAT** staff report C-006-18 be received as information.

**AND THAT** Council direct the Clerk to complete the letter of authorization to allow the Oxford County Public Health to implement its West Nile Virus Program including its standby larviciding program.

**AND FURTHER THAT** the Clerk be directed to complete the letter of authorization in future years should the program remain the same as the approval in 2018.

Prepared by: Michael Graves, Clerk

Approved by: William Tigert, Chief Administrative Officer



Michael Graves &lt;mgraves@ingersoll.ca&gt;

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## West Nile Virus Letter of Authorization

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Peter Heywood &lt;pheywood@oxfordcounty.ca&gt;

Tue, Jan 9, 2018 at 11:18 AM

To: Amy Humphries <ahumphries@cityofwoodstock.ca>, Donna Wilson <dewilson@tillsonburg.ca>, Karen Martin <kmartin@zorra.on.ca>, Kyle Kruger <kkruger@norwich.ca>, Michael Graves <mgraves@ingersoll.ca>, Will Jaques <wjaques@ezt.ca>, Rodger Mordue <rmordue@blandfordblenheim.ca>, Clerk <clerk@swox.org>  
Cc: Serena Roberts <sroberts@oxfordcounty.ca>

Dear Sir/Madam:

Oxford County Public Health and Emergency Services will deliver the West Nile Virus (WNV) program through a modified contingency plan in 2018 based on local and provincial historical data and active surveillance. The modified contingency plan includes establishing a **standby system** with a service provider for the purpose of larviciding when a risk area has been identified through adult mosquito surveillance. A contingency for larviciding is based on an identified risk area that includes positive WNV in mosquitoes in the immediate area of a high-risk population. **This means that larviciding will not be initiated until the conditions suggest the necessity for it.**

To facilitate the larviciding of public catch basins within your area municipality, a letter of authorization is required from your municipality. This includes a copy of a written statement from an official representative of the area municipality authorizing the use of a larvicide in either surface water or catch basins that outflow into storm drain systems managed or owned by the municipality. I have attached the authorization letter template for your convenience and completion. I request that all letters of authorization be completed and forwarded to me by **February 22, 2018**. I will be submitting the entire package, including the letters of authorization to the Ministry of the Environment and Climate Change for their review and processing in March.

Thank you in advance for your assistance. Please do not hesitate to call me if you have any questions.

Regards,

Peter

**PETER HEYWOOD MPA, B.A.Sc., CPHI(C) | MANAGER, HEALTH PROTECTION**

Chief Building Official (Part VIII)

Oxford County Public Health &amp; Emergency Services

410 Buller Street, Woodstock, N4S 4N2

519 539-9800, ext 3502 | 1 800 755-0394

Fax 519 539-6206 | [www.oxfordcounty.ca/publichealth](http://www.oxfordcounty.ca/publichealth)

Immediate Past President

Canadian Institute of Public Health Inspectors (ON Br.)

[www.ciphi.on.ca](http://www.ciphi.on.ca)

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**þ Think about our Environment. Print only if necessary.**

**Template 3. Jurisdictional Authorization – to be removed prior to sending**

Insert date, 2018

Dr. D. Neal  
Acting Medical Officer of Health  
Oxford County Public Health & Emergency Services  
410 Buller Street  
Woodstock, ON, N4S 4N2

Dear Dr. Neal:

The [name of town, city or municipality within the MOH's jurisdiction] supports local action by Oxford County Public Health & Emergency Services to reduce the risk of West Nile Virus (WNV). Our decision to authorize this action is based on the Health Unit's risk assessment using WNV data from 2002 to 2017 plus future data compiled from the 2018 mosquito surveillance and monitoring program.

As a result, [name of town, city or municipality] within Oxford County authorizes any permit application for WNV control submitted to the Ministry of the Environment from an appropriately licensed exterminator, to apply a larvicide into catch basins or surface waters:

- Located within and [owned/ managed] by [name of town, city or municipality within Oxford County]; and
- Located on private land that drain into the storm drain system or water ways located within [name of town, city or municipality within Oxford County].

In addition, the [name of town, city or municipality] requests that Oxford County Public Health and Emergency Services provide in writing, to Mr. Cowan, Regional Pesticides Specialist, Ministry of the Environment and Climate Change, an update on which areas have had larviciding completed during the 2018 season.

Sincerely,

[Signed by an official representative of the town, city, municipality etc.]

Cc: Tom Cowan  
Regional Pesticides Specialist  
Ministry of the Environment  
Southwestern Region  
733 Exeter Rd  
London, ON N6E 1L3



TOWN OF INGERSOLL  
Town Centre

February 14, 2017

Dr. D. Neal  
Acting Medical Officer of Health  
Oxford County Public Health & Emergency Services  
410 Buller Street  
Woodstock, ON, N4S 4N2

Dear Dr. Neal:

The Town of Ingersoll supports local action by Oxford County Public Health & Emergency Services to reduce the risk of West Nile Virus (WNV). Our decision to authorize this action is based on the Health Unit's risk assessment using WNV data from 2002 to 2016 plus future data compiled from the 2017 mosquito surveillance and monitoring program.

As a result, The Town of Ingersoll within Oxford County authorizes any permit application for WNV control submitted to the Ministry of the Environment from an appropriately licensed exterminator, to apply a larvicide into catch basins or surface waters:

- Located within and owned/managed by the Town of Ingersoll; and
- Located on private land that drain into the storm drain system or water ways located within The Town of Ingersoll.

In addition, the Town of Ingersoll requests that Oxford County Public Health and Emergency Services provide in writing, to Mr. Cowan, Regional Pesticides Specialist, Ministry of the Environment and Climate Change, an update on which areas have had larviciding completed during the 2017 season.

Sincerely,

Michael Graves  
Clerk

Cc: Tom Cowan Regional Pesticides Specialist, Ministry of the Environment, Southwestern Region 733 Exeter Rd, London, ON N6E 1L3





**DEPARTMENT:** Clerk's Department

**REPORT NO:** C-007-18

**COUNCIL MEETING DATE:** February 12, 2018

**TITLE:** Update on Carnegie Library and Possible Heritage Designation

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## **OBJECTIVE**

To provide an update to Council regarding the sale of the Carnegie Library and the possible Heritage Designation under Part IV of the Ontario Heritage Act.

## **BACKGROUND**

Council recently closed on the sale of the Carnegie Library to EMVE Properties Inc. The sale price of the property was \$50,000 and the transaction closed on February 1, 2018. Council agreed to this sale since this company had recently undertaken a restoration project in downtown Ingersoll (the Norsworthy Building) and had done a fantastic job of maintaining the heritage features. Council also made it a condition of the sale that the exterior façade of the Carnegie building be designated under Part IV of the Ontario Heritage Act and the purchasers agreed to this as a condition of the sale.

## **ANALYSIS**

Designation Under the Ontario Heritage Act

Council does not yet have a Heritage Committee but Council itself may designate under the Ontario Heritage Act.

Staff have prepared a designation report and have attached it to this report. The intended designation is to designate the exterior façade and its unique features. If Council decides to proceed with the designation they must send an intention to designate notice to the current owners, to Ontario Heritage Trust and publish it in a local newspaper. All of whom are allowed 30 days to object. Once the objection period has passed, Council may pass a designation by-law and inform all the parties again of the passing of the designation by-law and the property becomes a designated property.

## **INTERDEPARTMENTAL IMPLICATIONS**

N/A

**FINANCIAL IMPLICATIONS:** There are some costs associated with the notices including advertising costs. These costs will have to come out of the Clerk's department budget for planning advertising.

**RECOMMENDATION:**

**THAT** Council for the Corporation of The Town of Ingersoll receives report numbered C-007-18 as information;

**AND FURTHER THAT** Council proceeds to designate the property at 1 Charles Street East (The Carnegie Library) under Part IV of the Ontario Heritage Act;

**AND FURTHER THAT** staff be directed to proceed with the proper notices to effect such designation.

Prepared by: Michael Graves, Clerk

Approved by: William Tigert, Chief Administrative Officer

# Heritage Designation Report



## **Carnegie Building**

**1 Charles Street East**

**Town of Ingersoll Council**

February 2018

## HERITAGE DESIGNATION STATUS SHEET

Street Address: 1 Charles Street East

Roll Number: 3218 020 030 02900

PIN Number: 00169-0078

Short Legal Description: Part of Lot 10, Block 37, Plan 279  
Ingersoll.

Names of Owners: EMVE Properties Inc.

Owners' Mailing Address: 1 Charles Street East,  
Ingersoll, ON

Owners' Concurrence: Yes

PACAC Application Review Date:

On Site Evaluation Date:

Evaluation Category: A

Heritage Type: Built Structure

Designation Type: Ontario Heritage Act – Part IV

Designation Brief Completion Date: February 2018

Designation Brief Completed by: Michael Graves

Submission Date:

Objections Noted: N/A

*"The short statement of the reason for the designation, including a description of the heritage attributes along with all other components of the Heritage Designation Report constitute the "Reasons for the Designation" required under the Ontario Heritage Act. The Heritage Designation Report is available for viewing in the Town Clerk's office during regular business hours."*

## **SHORT STATEMENT OF REASONS FOR HERITAGE DESIGNATION**

### **Heritage Evaluation Criteria Note:**

*Category A: The properties in this category are individually outstanding and have the broadest heritage significance in the Town by virtue of architectural, historical, and environmental criteria along with overall integrity of design and construction. "Category A" properties generally hold provincial and/or national significance.*

Built in 1910, the former Carnegie Library Building has excellent cultural and heritage value as one of only 125 Carnegie Libraries in Canada. Constructed using funds from the Andrew Carnegie Foundation, Ingersoll's Carnegie Library was built during in 1910 and once housed Canada's first adult art class in the basement.



The building represents a growing public awareness of the importance of libraries as educational institutions, and has value as a monument to public education and the increasing importance of literacy.

The building style of the Carnegie building closely resembles other educational institutions built in Ontario in the same period. Stratford architect, James S. Russell, designed the structure in the Beaux Arts style, with an eclectic mix of Renaissance and Classical features.

**CURRENT OWNER:** EMVE Properties Inc.

**ARCHITECT:** James S.  
Russell

**DATE OF CONSTRUCTION:** 1910

**BUILDER:** Unknown

**CONTEXT- SITE AND SETTING:**

For several years the building was used as the Upper Deck Youth Centre but the current owners now have plans to revitalize this building .



**SUMMARY OF HERITAGE ATTRIBUTES TO BE DESIGNATED**

The reasons for Designation include the following heritage attributes and apply to all elevations and the roof including all facades, windows, and trim, together with construction materials of wood, brick, stone, plaster parging, metal and glazing, their related building techniques and landscape features:

**Exterior Elements:**

- Red brick walls with on limestone foundation
- Cornice line and brackets
- Semi-circle arched Cornice
- Parapet
- Round Arched Windows
- Brick pilasters with capitals and bases
- Decorative Keystone
- Decorative Corbels



**DEPARTMENT:** Clerk's Department

**REPORT NO:** C-008-18

**COUNCIL MEETING DATE:** February 12, 2018

**TITLE:** Update on "We Demand the Right" Activities at the ROMA Conference

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## **OBJECTIVE**

To provide an update to Council regarding Council and staff activities at the Rural Ontario Municipal Association Conference.

## **BACKGROUND**

This year the annual ROMA conference was held in Toronto at the Sheraton Conference Centre from January 21<sup>st</sup> until Tuesday, January 23<sup>rd</sup>.

## **ANALYSIS**

### Trade Show Booth

Staff, Council and representatives of Campbell Strategies worked at the "We Demand the Right" booth from Sunday 1 pm until 5 pm and Monday from 7:30 am to 4 pm. Many representatives of municipalities, provincial ministries and even some Federal representatives visited our booth.

Many seemed surprised to realize that they had no say in the locating of a private landfill in their municipality. Many seemed concerned that Toronto garbage may be coming to their municipality next and that, currently, there is nothing they can do about it. A few suggested they had a desire to have a private landfill for Toronto garbage in their municipality but they realized that having the right to choose was worthwhile for everyone.

Staff, Council and representatives of Campbell Strategies asked visitors to pass the resolution that we provided them.

### Targeted Email to Attendees

After the conference staff gathered the contact information of the visitors that came to our booth and the resolution was forwarded to them asking them to champion the cause

at their municipality and pass the resolution demanding the right to choose whether a private landfill be located in their municipality.

This resulted in the resolution being forwarded to 85 municipalities.

Staff heard positive feedback regarding their information at the conference. Some representatives informed us that the resolution was already included on their agenda. Staff also received feedback from representatives of Frank Cowan company, who also had a booth at the trade show that advised they had heard about “We Demand the Right Booth” from other attendees of the conference and had heard positive feedback from other municipalities.

### **INTERDEPARTMENTAL IMPLICATIONS**

N/A

**FINANCIAL IMPLICATIONS:** N/A.

### **RECOMMENDATION:**

**THAT** Council for the Corporation of The Town of Ingersoll receives report numbered C-008-18 as information;

Prepared by: Michael Graves, Clerk

Approved by: William Tigert, Chief Administrative Officer





**DEPARTMENT:** Clerk's Department

**REPORT NO:** C-009-18

**COUNCIL MEETING DATE:** February 12, 2018

**TITLE:** Noise By-law

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## **OBJECTIVE**

To obtain feedback from Council regarding the draft noise by-law and the comments received regarding the noise by-law.

## **BACKGROUND**

In November of 2017 staff posted a draft of a new noise by-law and asked for input. Since that time the Town has received a lot of input. This report is here to summarize the input received and to comment on some of it and provide Council with options regarding the noise by-law.

## **ANALYSIS**

### Train Whistles

Several comments came in regarding Train Whistles. Unfortunately our noise by-law (or any other municipal by-law) cannot regulate train whistles as this is governed by Transport Canada. In Canada municipal laws cannot override provincial or federal laws as it is their jurisdiction, so the Town cannot pass a by-law restricting train whistles. I understand Council recently considered another report regarding train whistles and staff will leave it up to that process.

The Town also received several comments regarding fireworks. Fireworks are actually covered by a separate by-law being By-law 00-3024. This by-law regulates that commercially sold fireworks are only allowed to be sold 10 days prior to Victoria Day and Canada Day. The fireworks can only be discharged 3 days prior to and the day of Victoria Day and Canada Day. Large scale displays of fireworks for events require a permit that is processed by the Fire Department. This by-law has fines associated with it and short form wording allowing for ticketing for contravention of the by-law of \$200. If an individual sees someone contravening the by-law they may call the OPP who can lay a fine. Residents may also contact Town by-law enforcement during working hours.

The same can be said of any noise infraction.

One comment received raised concerns about enforcement. To that staff would advise residents that they may always report noise incidents to the OPP. It may be difficult to track down the source of the noise but it doesn't mean residents shouldn't call it in. The OPP definitely can't track it down if they have not received a call about an issue.

Several comments spoke about vehicles with loud mufflers and loud stereos.

These issues would be covered by the new noise by-law. Specifically:

The by-law says:

- 1.1. Noise— shall mean sound that is of such a volume or nature that it is likely to disturb one or more persons.

And

- 2.5 The operation of a combustion engine without an effective exhaust muffling device in proper working order.

The by-law says:

- 3 The operation of a radio television, stereo or other electronic device including any amplification device, or any musical or other sound producing instrument

These clauses restrict these noises and again, residents should call the OPP when they encounter individuals not complying with the noise by-law.

Nathan Goetz and David Sheard provided some specific and detailed comments.

The first comment is the list of holidays. Staff have referenced the Retail Business Holidays Act in the definition of Holidays. This is done so that future holidays or special holidays proclaimed by the lieutenant governor are included without an update to the by-law. Mr. Goetz suggests listing the holidays but this does not account for the changes to holidays that may happen over time. Also he includes Family Day but family day is not a holiday under *the Retail Business Holidays Act*. Many businesses are open on that day and many companies work that day so staff have specifically not included it.

The next thing is the schedule. Mr. Goetz is proposing that work site hours be limited to between 7 am to 6 pm Mondays to Fridays and 9 am to 5 pm on Saturdays. The noise by-law as drafted focuses on construction equipment being operated between 7 am to 7 pm Monday to Fridays and 9 am to 7 pm on Saturdays. Staff felt that this was a balance. Many municipalities follow this schedule. If an individual is working on repairing or replacing their roof (either with a contractor or on their own) they need to have some time to perform the work. Either they be allowed to start earlier or end slightly later. Residents require some time to do the work.

The next comment referred to the hours on a Saturday. Staff will take the comment and add the ending time to Saturday being 7 pm unless Council directs otherwise.

Then next comment is related to construction Mr. Goetz is suggesting that all construction be prohibited after hours and completely on Sundays and holidays. His proposal states:

**”Erection, Alteration, Repair, Relocation, Dismantling, Demolition, & Removal of a Building, Structural Maintenance, Painting, Land Clearing, Earth Moving, Grading, Excavating, The laying of Pipe & conduit (Above & below Ground), Street Building, Concrete Forming, Mixers, Bricklaying, Electrical, Plumbing, Carpentry (Saws, Nail Gun, Hammer, Drill, Staple Gun) Roofing, Heating /AC, HVAC Installs, constructing driveways, Jackhammer, drywall (Taping) and the structural installation of construction components and materials in any form for any purpose and includes any work in connection therewith.”**

In staff’s opinion this is way too restrictive. This would limit repairing, electrical work, plumbing work, painting, drywall, earth moving. Sometimes things break on people’s houses and they have to fix it. It often occurs at the worst times. People have to be allowed to repair their houses.

Staff’s suggestion has been to focus on equipment that causes noise such as:

bulldozer, excavator, trencher, jackhammer, crane, loader, scraper, paver, compactor, roller, grader, concrete mixer and all like equipment

Staff stand by their recommendation.

He next proposes changing the definition of sound to a point of reception. Staff find the definition cumbersome, hard to understand and problematic. In this scenario the noise requires a complainant. Whereas in the staff version of the noise by-law the Police can enforce the by-law if the noise created is “likely to disturb one or more persons.” They are not required to have a point of reception. A point of reception is also problematic in court proceedings because it requires proof of a point of reception (or a person to swear to the courts that they were disturbed by the noise). In the staff version of the by-law the enforcement officer merely has to submit to the court that the noise produced was “likely to disturb one or more persons.” Which is a lower test in the eyes of the court.

The next comment is to suggest an escalating scale of penalties. This type of sliding scale is not allowed for short form wording and therefore is not available to officers for ticketing. The officers can, however, issue a \$125 fine every day or every part of every day. However, several comments came in regarding having a maximum fine and staff have considered that and recommend including it. This would allow us to take an individual or a business who was a repeat offender to court instead of a fine and ask for a higher penalty.

Mr. Sheard’s comments are virtually identical to Mr. Goetz. However, there are a number of Mr. Sheard’s comments related to the work of developers and developer’s contractors. They are as follows:

**“The developer, builder or trades or sub-trades of a construction site must inform the Town and residents in writing if there is to be any vibration or caused by construction equipment of any type that may be within 25 meters of occupied residences and adjacent to this area and**

number of days or weeks it will continue within the times of construction laid out in the noise bylaw. Also (schools, hospitals, nursing or retirement homes) that are adjacent to any construction site and must be given written notice before work commences.

Must get permission to enter occupied inhabited property (private property) when adjacent to construction of any type.

All building materials and construction equipment (vehicles) must be cleared of town streets and no double parking on corners of vehicles on streets of any type on the construction site.

Place portable toilets WELL AWAY from Inhabited areas of the construction site.

Protect adjacent private properties (Inhabited) – Trees, Plants, grass, driveways & the structures.

Clean construction materials, debris garbage and coffee cups in the containers provided.

Don't leave construction equipment & dangerous materials on site unattended.

All workers, trades, sub trades & visitors must comply with the Ministry of Labour & the Health & Safety Act (Protective footwear, Safety Harness, Safety Glasses & Hard Hats.)

All Exits & Entrances be signed unassumed road "USE ROAD AT OWN RISK" and an emergency exit and entrance must be provided by the developer for (Residents, fire, police and ambulance).

Respect the parking needs of the inhabitants (don't block driveways) don't double park. Don't park on corners.

The developer must have a signed information board at all exits and entrances to the site provide who the developer is the builders (times hours of construction laid out by the town noise bylaw, a phone number and email address and postal address of a supervisor contact person with the developer. (Also contact number for the town, the police, fire and ambulance (911)."

None of these issues can be addressed by the noise by-law. These issues have been referred to the Town Engineer who has been working with the developer to resolve resident's concerns.

Unifor submitted the following Comments:

"The operation of a radio television, stereo, or other electronic device including any amplification device, or any musical or other sound producing instrument, this prohibition as stated is extreme. This will affect our ability to rent our hall for certain events, including weddings, charity concerts, etc. and our ability to hold such events as our Labour Day BBQ and Soap Box Derby."

Staff understand this concern and as such propose the addition of the following exemption:

Public events, celebratory events and charity events held on the property of a properly zoned assembly hall.

Their next comment:

**“4.1.4.2 Parades should include any public procession and needs to include all walks, marches or displays which would in September of each year Take Back the Night March.”**

Staff agree and will add the necessary wording under this clause.

Their next comment:

**“4.1.4.7 Special neighbourhood social activities should include any protests and or demonstrations which may include December 6 - National Day of Remembrance and Action on Violence Against Women, April 28 – International Day of Mourning for Workers Killed and Injured on the Job, Unifor Local 88 Labour Day BBQ & Soup Box Derby.”**

Again staff agree and are willing to add this wording.

Their last comment relates to the penalty and expresses the need for a maximum penalty. Staff have received this comment a few times and staff agree so that will be amended to include a maximum penalty.

Jeff Heinbuck submitted the following comments:

**“I would like to see that construction work and noise created from this work be limited on Saturday as well to 8am to 1pm over and above what is already being asked for in the new revision of the noise by law.**

**I also don't find our fines carry any significant deterrence to them at \$125. I believe we should have a progressive system and businesses should be punished harder than individuals. I believe if the fines are more in line with London etc are doing you need to spend less money enforcing them as most people will not bother trying to work outside the rules because the cost is just far too high.”**

Staff have already commented on the timing suggested for work on Saturdays and staff stand by our recommended time.

It is difficult to punish businesses more than individuals because it is difficult to prove when a business has been hired. What if an individual has a relative that owns a contracting business and asks for assistance on his home repair? Should they be charged more? What if a home owner owns a business do they get penalized more?

Again staff feel the \$125 fine that can be issued more than once a day is a good deterrent. Staff also have to be cognizant of the courts. If the fines are set to high the amounts can be overturned by the courts and this amount has been used by a number

of municipalities so it has a better chance of surviving a court challenge. Staff also have amended the penalty clause to include a maximum so that now if an individual or a business was a repeat offender they could be taken to court instead of a fine and ask for a higher penalty.

The Town also received comments from Emily McGuire who said:

**“I was made aware that the “rules” for noise by-laws is going under review. I would love it if you would consider adding snow blowers and plows in residential areas between the hours of 11pm -6 am. I am aware that during certain circumstances city trucks need to plow the roads as we prepare for heavy snow, what I don’t think appropriate is in community living or private residence plowing and snow blowing at 2 am. I have for this past week, since we began to see snow, have been awoken anywhere from 1:30 to 4 am as private companies are snow-blowing sidewalks and plowing laneways. This plowing is not happening at corporate locations but private residence. Upon speaking at town hall I was informed that community housing (shared homes for assisted living) are also getting their sidewalks and laneways plowed in the very early morning hours. These houses are usually located in subdivisions so I’m sure the neighbours are on the same page as myself.”**

Currently our drafted noise by-law includes an exemption for snowblowers. Staff are sympathetic to this individual’s concern but also understand that some residents have to work shift work and may need to clean their driveways at different times than others. At this time staff would recommend leaving in the snowblower exemption.

#### **INTERDEPARTMENTAL IMPLICATIONS**

N/A

**FINANCIAL IMPLICATIONS:** N/A.

#### **RECOMMENDATION:**

**THAT** Council for the Corporation of The Town of Ingersoll receives report numbered C-005-18 as information;

**AND FURTHER THAT** the draft noise by-law be brought forward for Council consideration.

Prepared by: Michael Graves, Clerk

Approved by: William Tigert, Chief Administrative Officer

**Town Of Ingersoll Noise Bylaw (1994)**  
**Items to be included with New Draft**  
**Proposal for 2017 Noise Bylaw**

The policy of the Town of Ingersoll & Council to Reduce & Control Noise or vibrations which degrade the quality & tranquillity of the lives of the inhabitants of the Town of Ingersoll or cause a nuisance.

**It is in everyone's interests to identify & deal with noise problems early & maintain your quality of life.**

After our meeting October 17, 2017 (in relation to staff report OP-024-17 with the Ingersoll OPP detachment which was very productive and informative and issues were discussed that the Town of Ingersoll deemed to be of police nature.

The two words that arose many times in our discussions were: **Ambiguous & Evolve.**

**Dictionary Meanings:**

**Ambiguous:** Interpretation, Uncertain, Understand in two or more ways, not descriptive enough, vague.

**Evolve:** to Develop, to achieve gradually, to arise or transform.

The OPP who enforces the law and the noise bylaws described it as it reads now before the new proposal is open to interpretation and needs to evolve. We certainly agree with them and it's time for some changes. Most municipalities' noise bylaws are very descriptive and well defined (we looked at examples from their websites: (City of Toronto, Woodstock, City Of London, Ontario, City of Windsor, City of Vancouver, City of Edmonton, City of Mississauga Norwich, Tillsonburg, City of Stratford and some of their wording of their noise bylaws have been demonstrated to be very descriptive and defined and offer penalties and deterrents.

Most of these examples include most of the items listed below that would pertain to **Construction Noise Bylaw.**

**The Largest Number of complaints in most municipalities are:**

- Loud Music (Car Stereos, Mufflers)
- Animal Noise (Barking Dogs)
- Construction
- **Continuous noise (more than 3 minutes)**
- ***Vibration (if within 25 meters of an inhabited area written notice must be given to the town & Residents.)***

**Include in the Noise Control Bylaw: To coincide with Worksite Hours: with regards to Construction portion of the bylaw.**

**Statutory Holidays:** New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, Labour Day, Thanksgiving Day, Christmas Day & Boxing Day.

**TOWNS DEFINITION**

1.7. Holiday—shall mean any holiday set out as a holiday in the *Retail Business Holidays Act*, R.S.O. 1990, c. R. 30, or any successor thereof.

**Monday to Friday:** 7:00 a.m. to 6:00 p.m. (No Exceptions)

**Saturday:** 8:00 a.m. to 1 p.m.

**Sunday & Statutory Holidays:** **NONE** (no construction work of any kind to include **ALL** of the items listed below) **Page 2**

**TOWN SCHEDULE "A"**

10. The operation of construction equipment.	7:00 p.m. to 7:00 a.m. (to 9:00 A.m. on Saturdays) and at all times on Sundays and holidays. There is no Finish Time???? This needs to be clarified.	Residential, Commercial
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**Special Exemptions for Special Events within the Town Of Ingersoll: These are : EXAMPLES**

:Victoria Day (Fireworks), Canada Day Celebrations & Fireworks, Harvest Fest, Canterbury Folk Festival, Gospel Music in the Park, Santa Claus Parade or any event that that has a permit from the Town of Ingersoll.

The Developer or Builder (trades or sub-trades) or construction contractor of the below listed except in an emergency which is departmental to the wellbeing of the residents.( Hydro, Water mains, Sewers, and Sweeping and cleaning of town streets or by the construction developer at least once a week by (and who is causing the disruption and the constant debris ,dirt, mud in a new construction site by the developer whether they are unassumed or assumed until all building and construction is completed and the town is satisfied that it is inspected as complete and no further construction is necessary to cause any further disruptions in these areas.

Erection, Alteration, Repair, Relocation, Dismantling, Demolition, & Removal of a Building, Structural Maintenance, Painting, Land Clearing, Earth Moving, Grading, Excavating, the laying of Pipe & conduit (Above & below Ground), Street Building, Concrete Forming, Mixers, Bricklaying, Electrical, Plumbing, Carpentry (Saws, Nail Gun, Hammer, Drill, Staple Gun) Roofing,(Shingling) Heating /AC, HVAC Installs, constructing driveways, Jackhammer, drywall (Taping) and the structural installation of construction components and materials in any form for any purpose and includes any work in connection therewith.



Also includes Construction equipment means any equipment or device designed and intended for use in construction or material handling, including but not limited to air compressors, pile drivers, pneumatic or hydraulic tools, bulldozers, tractors, excavators, trenchers, cranes, derricks, loaders (Fork Lift), scrapers, pavers, generators, off- highway haulers or trucks ditchers, compactors, rollers, pumps, concrete mixers, graders, Construction Material Delivery vehicles, waste collectors (dumpsters) or other handling equipment related to construction.

### **TOWN'S DEFINITION**

1.3. Construction equipment—shall include a bulldozer, excavator, trencher, jackhammer, crane, loader, scraper, paver, compactor, roller, grader, concrete mixer and all like equipment.

**Point Of Reception & Noise:** Means unwanted Sound.

### **TOWN'S DEFINITION**

1.14. Source of Sound—shall mean an activity, matter, thing, or tangible personal property or real property, from which a noise is emitted;

**Point of Reception:** Means any point on the premises where sound originating from other than those premises is received.

### **TOWN'S DEFINITION**

1.10. Noise— shall mean sound that is of such a volume or nature that it is likely to disturb one or more persons.

The developer, builder or trades or sub-trades of a construction site must inform the Town and residents in writing if there is to be any vibration or caused by construction equipment of any type that may be within 25 meters of occupied residences and adjacent to this area and number of days or weeks it will continue within the times of construction laid out in the noise bylaw. Also (schools, hospitals, nursing or retirement homes) that are adjacent to any construction site and must be given written notice before work commences.

### **DETERRENTS**

**Penalty: Any Person Convicted under this bylaw is liable First Conviction Minimum \$175 and Maximum \$5000.**

**Upon a Subsequent Conviction Minimum Fine \$500 & Maximum \$10,000.**

**If a Corporation is convicted the Corporation is liable First conviction Minimum \$175 & maximum \$10,000.**

**Upon a Subsequent Conviction Minimum \$1000 & Maximum \$25,000.**

### **TOWN'S DEFINITION**

#### **7. PENALTY**

**Every person who is convicted of an offence shall be liable to a penalty as set out in Section 61 of the Provincial Offences Act, R.S.O. 1990, c. P.33, as amended, or any successor thereof, with a**

**minimum penalty of one hundred and twenty-five dollars (\$125.00), for each day or part of a day on which an offence occurs and continues.**

Must get permission to enter occupied inhabited property (private property) when adjacent to construction of any type.

All building materials and construction equipment (vehicles) must be cleared of town streets and no double parking on corners of vehicles on streets of any type on the construction site.

Place portable toilets WELL AWAY from Inhabited areas of the construction site.

Protect adjacent private properties (Inhabited) – Trees, Plants, grass, driveways & the structures.

Clean construction materials, debris garbage and coffee cups in the containers provided.

Don't leave construction equipment & dangerous materials on site unattended.

All workers, trades, sub trades & visitors must comply with the Ministry of Labour & the Health & Safety Act (Protective footwear, Safety Harness, Safety Glasses & Hard Hats.)

All Exits & Entrances be signed unassumed road "USE ROAD AT OWN RISK" and an emergency exit and entrance must be provided by the developer for (Residents, fire, police and ambulance).

Respect the parking needs of the inhabitants (don't block driveways) don't double park. Don't park on corners.

The developer must have a signed information board at all exits and entrances to the site provide who the developer is the builders (times hours of construction laid out by the town noise bylaw, a phone number and email address and postal address of a supervisor contact person with the developer. (Also contact number for the town, the police, fire and ambulance (911).

As some residents in this subdivision have been here for a period of time under the current Noise Control By-Law and have tried to deal with the developer and builders under the existing one for construction it is ambiguous and hasn't evolved to meet the needs of residents nor the entire town.

We all understand that they all have a job to do but by circumventing the rules and not addressing concerns and issues that residents or inhabitants within or around any **construction** area or site when noise bylaws related to the construction portion of the town bylaw are continually disregarded.

We hope that the Town of Ingersoll can **EVOLVE** with a more descriptive and defined noise control bylaw in the construction portion of the new noise control bylaw

As the OPP stated if you give us the "TOOLS TO WORK" with we can help to enforce the law and bylaws.

**In closing may I quote: (Peel Regional Police?)**

"The quality of life in our communities is most often affected by" minor" things and is often taken for granted. Yet experience has shown that minor problems, left unaddressed, can quickly escalate to the point where our quality of life suffers and the well-being of our community is put at risk".

**Please find my proposals for the New Noise Control Bylaw. As the majority is related to "The Construction Portion" of the new proposals.**

**Anything in the colour black are our proposals and anything in RED is in the new noise by law proposals posted on line "Town of Ingersoll" website.**

**David Sheard & Janice Sheard  
42 Hollingshead Road  
Ingersoll, Ontario  
N5C 0B5**

## Town Of Ingersoll Noise Bylaw (1994)

### Items to be included with New Draft Proposal for 2017 Noise Bylaw

The policy of the Town of Ingersoll & Council to Reduce & Control Noise or vibrations which degrade the quality & tranquillity of the lives of the inhabitants of the Town of Ingersoll or cause a nuisance.

It is in everyone's interests to identify & deal with noise problems early & maintain your quality of life.

After our meeting October 17, 2017 with Officer Doug Brittan OPP Ingersoll which was very productive and informative and issues were discussed that the Town of Ingersoll deemed to be of police nature.

The two words that arose many times in our discussions were: **Ambiguous & Evolve.**

**Dictionary Meanings:**

**Ambiguous:** Interpretation, Uncertain, Understand in two or more ways, not descriptive enough, vague.

**Evolve:** to Develop, to achieve gradually, to arise or transform.

As an OPP officer and who enforces the law and bylaws it sounds like Mr. Brittan put his point across very well and the town noise bylaw is open to interpretation and needs to evolve. We certainly agree with him and it's time for some changes. Most municipalities' noise bylaws are very descriptive and well defined (we have examples from their websites (City of Toronto, Woodstock, City Of London, Ontario, City of Windsor, City of Vancouver, City of Edmonton, City of Mississauga Norwich, Tillsonburg.

Most of these examples include most of the items listed below that would pertain to Construction Noise.

As Ingersoll evolves and transforms as do most municipalities bylaws must be kept up to date to meet the needs of the community.

\*\*\*PLEASE NOTE MY COMMENTS ARE IN BLACK AND THE TOWN OF INGERSOLL PROPOSED NOISE BYLAW ARE IN RED.\*\*\*

The Largest Number of complaints in most municipalities are:

- Loud Music
- Animal Noise (Barking Dogs)
- Construction
- Continuous noise (more than 3 minutes)
- Vibration (if within 25 meters of an inhabited area written notice must be given to the town & Residents.)

**Include in Noise Bylaw: To coincide with Worksite Hours**

**Statutory Holidays:** New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, Labour Day, Thanksgiving Day, Christmas Day & Boxing Day.

**TOWNS DEFINITION**

1.7. Holiday—shall mean any holiday set out as a holiday in the *Retail Business Holidays Act*, R.S.O. 1990, c. R. 30, or any successor thereof.

**Under the Noise Bylaw: Work Site Hours:**

**Monday to Friday: 7:00 a.m. to 6:00 p.m. (No Exceptions)**

**Saturday: 9:00 a.m. to 5 p.m.**

**Sunday & Statutory Holidays: NONE (no construction work of any kind)**

**TOWN SCHEDULE "A"**

10. The operation of construction equipment.

7:00 p.m. to 7:00 a.m. (to 9:00 a.m. on Saturdays) and at all times on Sundays and holidays. There is no Finish Time ????

Residential, Commercial

**Special Exemptions for Special Events within the Town Of Ingersoll:** Victoria Day (Fireworks), Canada Day Celebrations & Fireworks, Harvest Fest, Canterbury Folk Festival, Gospel Music in the Park, Santa Claus Parade or any event that that has a permit from the Town of Ingersoll.

**Construction Definitions:** This is the most important part of the new noise bylaw that needs to include the following definitions below or as the OPP stated it will not be enforceable.

Erection, Alteration, Repair, Relocation, Dismantling, Demolition, & Removal of a Building, Structural Maintenance, Painting, Land Clearing, Earth Moving, Grading, Excavating, The laying of Pipe & conduit (Above & below Ground), Street Building, Concrete Forming, Mixers, Bricklaying, Electrical, Plumbing, Carpentry (Saws, Nail Gun, Hammer, Drill, Staple Gun) Roofing, Heating /AC, HVAC Installs, constructing driveways, Jackhammer, drywall (Taping) and the structural installation of construction components and materials in any form for any purpose and includes any work in connection therewith.

Also includes Construction equipment means any equipment or device designed and intended for use in construction or material handling, including but not limited to air compressors, pile drivers, pneumatic or hydraulic tools, bulldozers, tractors, excavators, trenchers, cranes, derricks, loaders( Fork Lift), scrapers, pavers, generators, off- highway haulers or trucks ditchers, compactors, rollers, pumps, concrete mixers, graders, Construction Material Delivery vehicles, waste collectors(dumpsters) or other handling equipment.

#### **TOWN'S DEFINITION**

1.3. Construction equipment—shall include a bulldozer, excavator, trencher, jackhammer, crane, loader, scraper, paver, compactor, roller, grader, concrete mixer and all like equipment.

**Point Of Reception & Noise: Means unwanted Sound.**

#### **TOWN'S DEFINITION**

1.14. Source of Sound—shall mean an activity, matter, thing, or tangible personal property or real property, from which a noise is emitted;

**Point of Reception: Means any point on the premises where sound originating from other than those premises is received.**

#### **TOWN'S DEFINITION**

1.10. Noise— shall mean sound that is of such a volume or nature that it is likely to disturb one or more persons.

The developer, builder or trades or sub-trades must inform the Town and residents in writing if there is to be any vibration or caused by construction equipment of any type that may be within 25 meters of occupied residences and adjacent to this area and number of days or weeks it will continue within the times of construction laid out in the noise bylaw.

**Penalty: Any Person Convicted under this bylaw is liable First Conviction Minimum \$175 and Maximum \$5000.**

**Upon a Subsequent Conviction Minimum Fine \$500 & Maximum \$10,000.**

**If a Corporation is convicted the Corporation is liable First conviction Minimum \$175 & maximum \$10,000.**

**Upon a Subsequent Conviction Minimum \$1000 & Maximum \$25,000.**

## **TOWN'S DEFINITION**

### **7. PENALTY**

Every person who is convicted of an offence shall be liable to a penalty as set out in Section 61 of the Provincial Offences Act, R.S.O. 1990, c. P.33, as amended, or any successor thereof, with a minimum penalty of one hundred and twenty-five dollars (\$125.00), for each day or part of a day on which an offence occurs and continues.

**Closing:** I hope that the Town of Ingersoll can EVOLVE with noise bylaw changes to meet today's needs and requirements. As the OPP stated if you give us the TOOLS TO WORK with we can help to enforce the law and bylaws.

Thank you,

**Nathan Goetz**  
**40 Hollingshead Road**  
**Ingersoll, Ontario**  
[nathangoetz@hotmail.com](mailto:nathangoetz@hotmail.com)  
**Cell: 519-314-3257**



Dan Borthwick  
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Linda Leyten  
Financial Secretary

Kim DeGraaf  
Recording Secretary

November 14, 2017

Clerk's Department  
Town Hall Office  
130 Oxford Street,  
2<sup>nd</sup> Floor,  
Ingersoll, ON  
N5C 2V5

Email- [clerks@ingersoll.ca](mailto:clerks@ingersoll.ca)

Re: Town of Ingersoll Public Input on the Proposed Noise Control By-Law

Dear Ingersoll Town Council,

Unifor Local 88 appreciates the opportunity to provide input in the Noise Control By-Law proposal. We believe it is important to have a meaningful consultation process with the residents to ensure any and all changes addresses the concerns and needs of the community.

Unifor Local 88 has reviewed "The Town is Seeking Public Input on the Proposed Noise Control By-Law" and have provided the following input for each section of the proposed by-law.

1. Definitions-No input
2. General Prohibition-No input
3. Prohibitions By Time and Place (Schedule "A")



1. The operation of a radio television, stereo, or other electronic device including any amplification device, or any musical or other sound producing instrument, this prohibition as stated is extreme. This will affect our ability to rent our hall for certain events, including weddings, charity concerts, etc. and our ability to hold such events as our Labour Day BBQ and Soap Box Derby.
4. Exemptions
  - 4.1.4.2-Parades should include any public procession and needs to include all walks, marches or displays which would include in September of each year Take Back The Night March
  - 4.1.4.7-Special neighbourhood social activities should include any protests and or demonstrations which may include December 6- National Day of Remembrance and Action on Violence Against Women, April 28- International Day of Mourning For Workers Killed and Injured On The Job, Unifor Local 88 Labour Day BBQ & Soap Box Derby
5. Enforcement-No input
6. Offence-No input
7. Penalty
  - The penalty is open ended with no maximum. Under the previous by-law the maximum fine was \$1,000. The Town of Ingersoll needs to set a maximum penalty.
8. Severability-No input
9. Schedule "A"
  1. The operation of a radio television, stereo, or other electronic device including any amplification device, or any musical or other sound producing instrument, this prohibition as stated is extreme. This will affect our ability to rent our hall for certain events, including weddings, charity concerts, etc. and our ability to hold such events as our Labour Day BBQ and Soap Box Derby.

#### Schedule "B"

Same issue as raised in # 7 above. The Town of Ingersoll needs to set a maximum penalty.

- 10.Repeal-No input

11.Short Title-No input

12.Effective Date-No input

General-

- Unifor Local 88 believes a noise by-law is necessary but questions the extreme nature and content of the proposed by-law.
- As citizens we are afforded the freedom, rights and protections under the laws of Canada and Ontario to convene in a public or private place to express a point of view, to hold a legal strike, to demonstrate, to march and to celebrate or commemorate certain days of the year.
- In the present context of the proposed by-law we believe these values may be challenged. We are hoping that is not the case.
- As a business owner that provides rentals for various groups and persons for a wide range of rentals/activities we believe the present context of the proposed by-law will place an extra and more onerous burden on all involved in a rental situation.

Unifor Local 88 thanks the Town of Ingersoll for the opportunity to provide input.

Respectfully Submitted By,

A handwritten signature in black ink, appearing to read 'D Borthwick', with a stylized flourish at the end.

Dan Borthwick

President, Unifor Local 88

Cc Unifor 88 Executive Board

## Comments on Noise By-law

### Steve McMann

If you look at any other village, town or city by law I do think the hours will read noise is permitted from 7 am till 11 pm.

Construction sites usually start at 7 am.

Please take this in to consideration.

### Todd Goyette

I enjoy fireworks but do we have to have them every weekend in the summer and everyday of a long weekend? Wouldn't mind seeing this activity controlled a little more.

### Tommy Jackson

As a resident of the town I think it's about time to pass a by law on these performance cars with noisy mufflers more so on late Fri night and sat sun late at night around the Harris street area

The by-law says:

- 1.1. Noise— shall mean sound that is of such a volume or nature that it is likely to disturb one or more persons.

And

- 2.5 The operation of a combustion engine without an effective exhaust muffling device in proper working order.

Christina

There should be times for fines for vehicles playing music tvs etc. I can see bass thats shaking windows etc but thats just reduiculas otherwise So u cant even listen to it at any given time while driving in ingersoll with windows down!?!?

The by-law says:

The operation of a radio television, stereo or other electronic device including any amplification device, or any musical or other sound producing instrument

Lani

I am all in favour of a noise bylaw but am worried about how it will be enforced. There is a neighbour of mine who lets his dog out every morning before 6am and it barks and barks. I have no idea which house it belongs to but it's on Thames Street. I am sure there is no way a bylaw officer would get to the house in time before the dog is brought back in.

Likewise the person who roars up Thames Street South in a car without a muffler, squealing his tires. By the time the bylaw officer got there the car would be long gone. Again, I can't see the car because it's usually dark and/or the trees block my view.

Is there any way to deal with these nuisances?

Lani Ashenhurst  
50 Wellington Avenue  
Ingersoll, ON. N5C 1C3

David Sheard

Hi Michael,

The construction portion of the noise bylaw is still very weak and this is where our concerns, issues and problems are not being addressed. Nathan and I searched many municipalities noise by-law websites from large city and towns to smaller centres and they have much stronger wording more defined and very precise and much larger fines.

Even the OPP told us that everything has to be very well defined, detailed and precise and in know way can it be ambiguous in nature or they can't help us without the tools in place.

If this construction noise bylaw was passed the way it reads to day our community would be no better off than we are now.

Thank you  
Dave Sheard

P.s. If you would like to meet with Nathan and myself we will be happy to meet with you. We both understand this is a proposal but it must be strengthened and I sure hope our suggestions are taken seriously in our proposals.

Rob Belore

I absolutely support any changes to an existing bylaw regarding noise/ unnecessary noise that could potentially encompass the excessive noise generated from train traffic, which seems to have become more and more frequent in recent months or even years. In fact as I type this there is excessive train whistles going off in the background that I can clearly hear even with the windows closed.

In addition I also support the time restrictions placed on lawn maintenance equipment etc particularly during weekends and long weekends, fireworks excluded of course for celebratory weekends. We are a relatively small community and as such there is absolutely no need for anyone to tolerate unwanted or unwarranted noise.

Cathy Hamel  
11 Cedar Street  
Ingersoll, Ontario  
N5C 1A8

Train traffic has increased since I moved to this town 20 years ago. Ingersoll is situated right on the main corridor of the train 'highway' from Toronto westward. Couple that with the train traffic originating at CAMI and you've got a community that is sorely in need of becoming a Quiet Zone. It's quite common to have train whistles blaring steadily for over a half hour at a time, as various trains make their way right through residential Ingersoll. The noise has a detrimental effect on people both psychologically and physiologically, as well as hitting them in their pocketbooks due to decreased housing values.

There is much information available on the results of various studies concerning the effects of train noise on human health. For example, From ScienceDirect:

*"Excessive noise can increase stress and blood pressure ([Babisch, 2000](#)) in addition to causing hearing impairment ([McBride, 2004](#)). Exposure to airport noise ([Haines et al., 2002](#)) and train noise ([Bronzaft and McCarthy, 1975](#); [Bronzaft, 1981](#)) is also a contributing factor in learning difficulties for children.*

*Children in noisy environments have poor school performance which leads to stress and behavior issues (Lercher et al. 2002). They also have decreased learning, lower reading comprehension, and concentration deficits (Stansfeld et al. 2005).*

From the American Psychological Association:

*"... living in a noisy neighborhood — particularly one plagued by train horns blaring or airplanes overhead — is more than exasperating. It might actually be deadly, according to a report released in April by the World Health Organization and the European Commission's Joint Research Centre.*

*A steady exposure to "noise pollution," the report concludes, may lead to higher blood pressure and fatal heart attacks.*

*The report also confirmed what several psychologists have known for decades: Chronic noise impairs a child's development and may have a lifelong effect on educational attainment and overall health. Numerous studies now show that children exposed to households or classrooms near airplane flight paths, railways or highways are slower in their development of cognitive and language skills and have lower reading scores."*

Many easily-obtained studies have also indicated that the difference of accidents between crossings using train whistles and bell-equipped crossings in quiet zones is minimal.

This is a real issue for the well-being of our town's citizens. It is by far the most pressing issue concerning high levels of noise in Ingersoll, and should be addressed in any noise control bylaw we may develop, so that something can be done about obtaining Quiet Zone status in future.

Jeff Heinbuck

I would like to see that construction work and noise created from this work be limited on Saturday as well to 8am to 1pm over and above what is already being asked for in the new revision of the noise by law. I also don't find our fines carry any significant deterrence to them at \$125. I believe we should have a progressive system and businesses should be punished harder than individuals. I believe if the fines are more inline with London etc are doing you need to spend less money enforcing them as most people will not bother trying to work outside the rules because the cost is just far to high.

Bill White

As discussed the train issue has raised it's ugly head once again! It is our understanding that the train traffic behind Alder Road was to cease at 10:30 p.m. Recently they are going by at midnight with Dec. 4, 2017 being at 1:00 a.m. Obviously they don't give a damn. Please have Ted give me a call for discussion purposes. Thank you.

Emily McGuire and I reside at 275 George St in Ingersoll, I was advised you are the person I should sent my request to. I was made aware that the "rules" for noise by-laws is going under review. I would love it if you would consider adding snow blowers and plows in residential areas between the hours of 11pm -6 am. I am aware that during certain circumstances city trucks need to plow the roads as we prepare for heavy snow, what I don't think appropriate is in community living or private residence plowing and snow blowing at 2 am. I have for this past week, since we began to see snow, have been awoken anywhere from 1:30 to 4 am as private companies are snow-blowing sidewalks and plowing laneways. This plowing is not happening at corporate locations but private residence. Upon speaking at town hall I was informed that

community housing (shared homes for assisted living) are also getting their sidewalks and laneways plowed in the very early morning hours. These houses are usually located in subdivisions so I'm sure the neighbours are on the same page as myself.  
For your consideration sir,



**DEPARTMENT:** Community Services

**REPORT NO:** CS-003-18

**COUNCIL DATE:** February 12th 2018

**TITLE:** VPCC Facility Condition Assessment

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**OBJECTIVE:** To provide information to Council in regards to the building condition assessment that was conducted on the Victoria Park Community Centre in November of 2017.

**BACKGROUND:** During the 2017 budget process, \$15,000 was allocated to do facility condition assessment on the Fusion Youth Centre and \$10,000 approved to repaint Arena façade. With all of the issues that have recently been identified at the Victoria Park Community Centre, Staff recommend and council approved that the funding for the above two projects be reallocated to complete a facility condition assessment on VPCC so that we could have a complete picture of what needs to be addressed.

**ANALYSIS:** The building condition assessment report identifies the roof and the exterior walls around the pool area as the two major areas of concern.

Before recommending next steps to council as Staff noted at the January council meeting the manufacturer of the Dyrton unit will be on site in February to determine if that dehumidification unit is functioning properly and if it is not they will identify what work needs to be done so that we can address the underlying cause of this buildings issues.

Further investigation on whether the exterior walls were properly constructed was conducted on Thursday February 1<sup>st</sup> 2018. It was determined that the exterior walls were properly constructed and that an air space gap does exist between the interior and exterior bricks.

While it was determined that an air space gap does exists in some sections the air space gap is blocked by excess mortar, this blockage does not allow air to move in those areas and as a result moisture is then forced out through the brick, which is where some damage can be observed. As a result a request has been sent into POW



engineering to determine if it is possible for us to add weepers in these sections to allow them to dry out.

Staff hope to have a detailed report for the March council meeting once the assessment of the drytron is complete and we have heard back from POW engineering re weepers.

**INTERDEPARTMENTAL IMPLICATIONS:** None

**FINANCIAL IMPLICATIONS:** The continued repair and replacement of the roof was approved as part of the 2018 capital budget process. Staff will have more detailed financial reports on the weepers and drytron for the next council meeting.

**RECOMMENDATION:**

**THAT** the Council of the Corporation of the Town of Ingersoll accepts report No.CS-003-18 as information.

**ATTACHMENTS:** VPCC Building Condition Assessment Report.

**Prepared by:** Kyle Stefanovic, Director of Community Services

**Approved by:** William Tigert, Chief Administrative Officer



November 29, 2017

**Victoria Park Community Centre, 355 Wellington St., Ingersoll –  
Facility Assessment**



Prepared by: WGD Architects and M&E Engineering



## Executive Summary

A visual non-invasive review of 355 Wellington Street was conducted by WGD Architects and M&E Engineering to determine the general state of repair.

The 27 year old building is undergoing a major roofing replacement due to the saturation and failure of the insulation. At the same time the block walls surrounding the pool are saturated and are at risk of failure should they blocks be subject to freezing.

Recladding the pool area is recommended and is identified in our cost break down.

The cause of both of these issues is in our opinion the result of excessive build up of humidity, and likely improper construction techniques for a pool environment.

The pool dehumidification unit, while itself is in good condition being only 7 years old, maybe improperly sized and further engineering investigation into it's capacity should be investigated.

Further evidence of improper construction techniques and excessive humidity is the extent of ceiling tile damage on the 2<sup>nd</sup> floor. Moisture from the pool has most likely since the facility was built, migrated into the ceiling cavity, condensing when it hits cooler air. This is especially evident at areas that directly interface with the pool environment and where the structural block walls may create thermal bridging between the inside and outside.

Other architectural components such as flooring are original for the most part, and are probably due to be refreshed.

Overall the mechanical and electrical systems are in fair condition, with most of the equipment being original. Original equipment is reaching the end of it's expected life span and budgeting for replacement is included in our cost break down.

## Site Information

<b>Owner</b>	<b>Town of Ingersoll</b>	
<b>Address</b>	<b>355 Wellington St, Ingersoll, Ontario, N5C 1T2</b>	
<b>Building Type</b>	<b>A3 / Assembly - Community Recreation</b>	
<b>Area</b>	<b>28,200 sf - 2 storey</b>	
<b>Date of Construction</b>	<b>1990</b>	

### Methodology

The building condition assessment shall address the overall condition of the facility and that of the individual components. The building condition assessment will include a facility profile and utilization assessment in addition to a review of the specific building components.

The assessments shall be initially visual in nature. We have allowed for some invasive testing in our scope, relating largely to roofing. Should other penetrative invasive testing be warranted as an outcome of the visual examination, a separate fee and scope would be prepared.

### COMPONENTS RATING

Rating for Building Systems and Components		DEFINITION
<b>A</b>	Excellent	Functioning as intended; as new condition; limited (if any) deterioration observed.
<b>B</b>	Good	Functioning as intended; normal deterioration observed; for most infrastructure assets, this implies that no repairs are anticipated within the next five years.
<b>C</b>	Fair	Functioning as intended; normal deterioration and minor distress observed; minor repairs will be required within next five years to maintain functionality.
<b>D</b>	Poor	Not functioning as intended; significant deterioration and distress observed; significant repairs required, within the next year to restore functionality.
<b>E</b>	Expired	Not functioning as intended; significant deterioration and major distress; major repair or replacement required to restore function.

**Building Condition Review**

<b>A Substructure</b>			
	A 10 Foundations	No structural drawings or architectural drawings were available for review, however it is assumed that the building is probably constructed on strip footings. On reviewing the exterior and interior walls there was no indication of there being any shifting or failure. Failing foundations would be evident through cracks on walls, and again there are no signs of any issues.	A
	A 20 Basement	There is no basement or undercroft for the pool mechanical which instead off to the side.	
	B 10 Superstructure	<p>The structure appears to be sound, as there is no evidence of cracks that would suggest any form of failure. The structure consists of block bearing walls and OWSJ floor and roof framing. While there is no evidence of failure, the block around the pool is saturated and should it freeze, degradation could occur, which would eventually lead to structural failure.</p> <p>The structural block wall separating the pool area from the multi- purpose room on the second floor, above the second floor roof, appears to be acting as a thermal bridge. Condensation in the second floor ceiling is occurring as moist warm air hits the dew point, resulting in ceiling tile damage.</p> <p>The wood beams in the pool area appear to be saturated and there is a form of growth on the surface. This growth may be mold and should be tested for what exactly it consists of. The existence of mold can cause respiratory problems if consistently exposed to it.</p>	D/B/C



Fig. 1 – Wood beams in pool area appear to have some mold on the surface.

Fig. – 2 Wood beams and decking appear to be water damaged.

<b>B Shell</b>			
	<b>B 10 Exterior Enclosure</b>		
	<b>Exterior Walls</b>	<p>The block walls around the pool are saturated. This appears to be a long standing issue and has the potential failure of the masonry units due to the freeze thaw cycle. There are some small areas of block failure caused by the humidity and freezing. However in this case for most of the wall it appears that the surface never freezes due to the heat emanating from the pool area itself.</p> <p>The saturation of the block walls surrounding the pool is likely due to excessive humidity in the pool reaching the dew point within the wall assembly. As no architectural drawings are available for review it is impossible, without opening up the wall, to determine how it was constructed, and if there is any vapour barrier, insulation, and air space for drainage.</p> <p>Other block walls not in the pool area appear to be in good condition. EIFS requires regular review and repair of caulking.</p>	D/B/C
	<b>Exterior Windows</b>	<p>Exterior windows are aluminum framed units. They appear to be in good condition with no evidence of seal failure. The caulking around the windows however appears to be failing in a few instances. And there appears to be a few locations where re-caulking has already been performed.</p> <p>Caulking in general needs to be monitored and redone on an annual basis as required. Caulking is a flexible material when first installed but hardens over time reducing its air barrier properties. A proper air barrier is required so that condensation in the wall assembly does not occur. Moisture in the wall assembly that is subject to freezing may cause material failure. The lack of a proper seal could also affect user comfort due to drafts.</p>	C
	<b>Exterior Doors</b>	<p>Exterior doors are aluminum at the main entrance and painted steel at other locations. They appear to be in good condition.</p>	C
	<b>B30 Roofing</b>		
	<b>Roof Coverings</b>	<p>An extensive thermographic and visual roof inspection was performed by Garland in June of 2017, and it showed that vast areas of the roofing assembly was saturated. This means that the roofing system had lost its thermal qualities and heat transfer would be extreme. The roofing is at present being replaced with a new 3-ply system. It is assumed that the new roofing system will have a proper air barrier preventing moist air from penetrating into the layers of insulation and condensing when it reached the dew point.</p>	A/D



		<p>The repairs are taking place in stages.</p> <p>Even with a new roofing system and properly installed air barrier, the excessive humidity in the pool area could cause a reoccurrence of the problem.</p>	
	Roof Openings	Roof openings are being re-flashed as roof repairs take place.	A/D

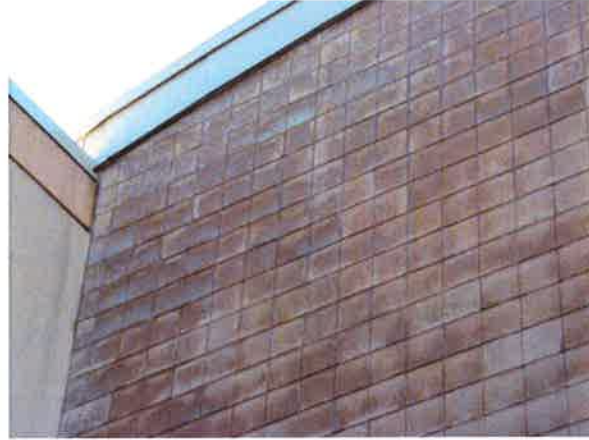


Fig. 3 – Architectural block is saturated

Fig. 4 – Architectural block is saturated



Fig. 5 – Architectural block is saturated

Fig. 6 – Outsulation (EIFS) poor caulking installation



Fig. 7 – parging is damaged and requires repair

Fig 8 – flashing is damaged and requires repair

<b>C Interiors</b>			
C10 Interior Construction	Interior construction consists of block walls, concrete slab on grade on the ground floor and concrete on top of decking on the second floor. There is extensive water damage to ceiling tiles on the second floor however. While a leaky roof could be blamed for water getting in, it is just as likely that there is no air barrier between the pool and other areas, allowing for moist air to penetrate the ceiling cavity and condense when it reaches it's dew point. This especially evident in one corner where it appears that the block structure is acting as a thermal bridge to the outside, resulting in sever water damage to the immediate ceiling tiles As there are no architectural drawings available it is difficult to determine the construction without some invasive testing.		B
C20 Stairs	Exit stairs are steel with a concrete topping. Stairs appear to be functioning as required with no immediate issues.		C
C30 Interior Finishes	Ceilings tiles on the 2 <sup>nd</sup> floor are in generally poor condition due to water damage and should be replaced as around 25% of the tiles are affected. Due to the age of tiles which are original, replacing only the badly damaged tiles with new ones would result in a patchy look to the ceilings.  Flooring is a combination of ceramic tile in the entrance lobby / washrooms, and vinyl flooring in other areas. The ceramic tile is generally in good condition but looks dated.  Vinyl flooring, which is also original with the possible exception of the fitness room, is worn but still serviceable, however should be budgeted for replacement within 5 years. The walls are a combination of painted block and / or painted drywall in office areas. The paint looks in fair shape but should		D/B/C



be budgeted for repainting within 5 years.



Figure 9 - Damaged ceiling tiles

Figure 10 - Damaged ceiling tiles



Fig 11 – Metal sliding doors and ceramic tiles

Fig 12 – Metal doors and frames



Figure 13 – Painted block requires painting



Figure 14 – Drinking fountain is not considered accessible



Figure 15 - Accessible shower



Figure 16 - Locker room drywall ceiling



Figure 17 – Locker room ceramic tiles



Figure 18 – Reception counter and ceramic tiles



Figure 19 – Meeting room sheet flooring

Figure 20 – Hydraulic elevator



Figure 21 - Hydraulic elevator finishes

Figure 22 - Interior metal windows and caulking



Figure 23 – Multi-purpose room sheet flooring

Figure 24 - Multi-purpose room cabinets, not accessible

<b>D Services</b>			
	D10 Conveying	There is one hydraulic elevator to provide service between floors. It has an up to date inspection certificate and appears to be in working order.	C
	D20 Plumbing		
	Plumbing	There is a domestic water service located in the Kinsmen room side closet. There are domestic hot water heaters and a domestic hot water storage tank located in the ground floor pool mechanical room.	C
	Domestic Water Service	There is a ~3" incoming line in the Kinsmen room side. We noted a 3" 'Apollo' back flow preventer (BFP) (model: RPLF4-A) located on the main water service. We did not note an inspection tag on the premises isolation BFP. We recommend annual inspections of the BFP to comply with the Safe Drinking Water Act and local municipal by-law. We were informed that the BFP was installed in June 2017.	C
	Domestic Hot Water System	Domestic hot water is generated by two gas-fired 'A.O. Smith' domestic hot water heaters (model: BTRC199 118) that are each rated at 199,000 Btu/hr of input heating and 76 US gallons of storage capacity. The domestic hot water (DHW) heaters also supplies an A.O. Smith glass lined storage tank (model: TJV120M) that is rated at 119 US gallons of storage capacity. The heaters and hot water tank appear to have been installed circa 2013, are rented, and are in fair to good condition. The DHW system has a 'Symmon's' blending valve (model: Temptrol) that tempers DHW to the showers. We were informed that this valve had recently been replaced.	C
	Drainage	Storm drainage consists of uncontrolled flow roof drains. The roof drains drain the rain water leaders that flow to the storm water drain. There is a plug-	C



		in 'Typesump' pump located in the elevator machine room. We noted that there is a pipe that crossed the entrance to the sump pit and may present an obstacle to proper maintenance of the sump pump system. Further investigation may be required.	
	Pool Equipment	There is a heating boiler located in the pool mechanical room that heats the pool water. There are two large sand filters that filter the pool water. There is a large pump that circulates the pool water. There is a chemical treatment system that serves the pool water.	C
	Pool Boiler	There is a 'Laars' atmospheric heating boiler located in the pool mechanical room that heats the pool water. This boiler (model: AP143IN11C1QCUH) is rated at 1,430,000 Btu/hr of input heating capacity. The boiler has a ½ hp circulation pump. This boiler was installed in 2017; however, it has several scorch marks present on its surface. This is a sign that the boiler may be overheating. In addition, we were informed that there are periodic leaks at the boiler inlet and outlet ports. We noted plastic piping in this area. According to the boiler manufacturer's representative, the boiler is not plumbed properly, and it does not appear that the boiler water can be monitored properly. It appears that due to the low temperature of the boiler water condensation is forming on the heat exchanger. This creates problems heating and combustion problems. We recommend budgeting for the piping connection replacement with the manufacturer's recommended by-pass configuration and the inspection and cleaning of the boiler's heat exchanger and refractory.	D
	Pool Sand Filters	There are two 'Astral' pool sand filters (model: 06632) with a design flow rate of 216 to 432 gpm, and a filtration rate of 1- to 20 gpm/ft <sup>2</sup> . We were informed that the sand was last replaced some time in the last 5 years. These filters appear to be original (circa 1991) and in fair condition. We	C

		recommend budgeting for replacement during the term of this report.	
	Pool Pump	There is a 'Grundfos' pool pump (type:CR90-1A-G-A-E-H00E) that is rated at 20 hp, 475 gpm at 169 ft of head located in a sump area within the pool mechanical room.	B
	Whirlpool Pump	There is a base mounted whirlpool pump located in the east equipment room off the pool deck. This pump is rated at 7.5 hp and appears to be original equipment. We recommend budgeting to replace the pump during the term of this report.	C
	D30 HVAC		
	Heating/Cooling	Space heating and cooling is provided mainly by rooftop packaged air handling units. Additional heating is provided by electric baseboard and force flow units in perimeter areas and near windows.	C
	Packaged Air Handling Units	There are 3 packaged air handling units located on the roof of the building manufactured by Carrier. These units have a combined cooling capacity of 36 tons and range in capacity from 6 to 15 tons. There are 2 units (model: 48TJF016 series: 570QA) each rated at 15 nominal tons of cooling and 300,000 Btu/hr of input heating capacity. One unit located near the north east section of that roof serves the upper corridor, multipurpose room(s), gym, and some downstairs rooms. The other unit located near the south west section of that roof serves the upstairs rooms. There is one unit (model: 48TJE007---5218E) that is rated at 6 nominal tons of cooling and 115,000 Btu/hr of input heating capacity. This unit serves the lobby and the downstairs offices. These units were installed circa 2000 and will reach the end of their lifecycle during the term of this report. These units are in fair condition. We recommend budgeting for the replacement of these units as indicated in the Budget Sheet. We noted that sections of the gas	C

		<p>pipings on the roof that serve these units are getting rusty. We recommend removing the rust and recoating the piping with a rust inhibiting paint at a cost below the threshold value.</p>	
	Electric Heaters	<p>There are electric baseboard and force flow units in perimeter areas and near windows. No problems were noted or reported. Individual electric heaters can be replaced at a cost below the threshold value.</p>	C
	Pool Dehumidifying and Air Handling System	<p>There is an 'Engineered Air' air handling unit (model: PD1502) rated at 16,000 cfm with a 15 hp blower that appears to provide dehumidification to the pool deck. In addition, there is a gas-fired Engineered Air unit (model: DJ-100) that is rated at 1,000,000 Btu/hr of input heating capacity and 16,000 cfm of air flow. One of these units appears to connect to an Engineered air fluid cooler (model: AF61210) located on the roof above. These units were installed circa 2010.</p> <p>We were informed that there is a build-up of humidity inside the pool deck space noted by some deterioration of the walls and ceilings. We recommend further investigation of the pool air handling system including an air balance with air stream humidity readings, investigation of the economizer system and outdoor intake air during economizer cycles, and a drawing review to verify proper system installation. A preliminary investigation (visual only) can be completed at a cost below the threshold value. Once a solution is found, a cost for repair or replacement can be determined.</p>	B
	Fans	<p>There is a mushroom type (down blast) fan located on the upper roof that serves the upstairs exhaust. There is a down blast fan on the lower roof that serves the downstairs exhaust. In addition, there is a cabinet fan in the upstairs pool air handling unit room that serves the pool deck. There is a wall mounted propeller fan and a cabinet fan that serves</p>	C

		the ground floor pool mechanical room and the pool deck respectively. Individually, these fans can be replaced at a cost below the threshold value for this report.	
	<b>D40 Fire Protection</b>		
	<b>Fire Suppression – System</b>	There are fire extinguisher closets located in corridors. Each fire extinguisher cabinet has a 5 or 10 lb. ABC type fire extinguisher. The extinguishers were last inspected by London Fire Equipment. No problems were noted or reported.	<b>C</b>
	<b>D50 Electrical</b>		
		Power is fed to the building via a pad mounted transformer. The main switchboard feeds distribution panels. There are distribution panels located in the main electrical room and selected rooms throughout the building. The building is bulk metered.	<b>C</b>
	<b>Electrical Service</b>	The 'Westinghouse' main switchboard is rated at 1,200 A, 120/208 Volts and located in the ground floor main electrical room. The main switchboard is original to the building and in fair condition.	<b>C</b>
	<b>Distribution</b>	The main switchboard feeds various distribution panels. The local distribution panels L.P. "B", LP. "A", LP. "C" are manufactured by Westinghouse and rated at 225 Amps, 120/208 Volts each. The pool mechanical room has a 'Siemens' disconnect that is rated at 600 A, 120/208 V. This disconnect feeds a splitter box. This splitter feeds approximately 9 disconnects rated at 200, 100, 60, 30 A. The distribution within the building is original. Due to age, we recommend budgeting for a periodic allowance for on-going replacement of electrical equipment such as panels, splitters, and	<b>C</b>



		disconnects. We noted open breaker slots on the main switchboard in the main electrical room. We were informed that the breaker slot will be covered. The open breaker slots can be covered as part of regular maintenance.	
	Lighting	The typical lighting located in corridors and common areas is 2 lamp, 4 foot-T8 either surface or flush mounted with prismatic lenses. Stairwell lighting is surface mounted 2 lamp, 4 ft.-T8/12 fluorescent and was noted to be above the average minimum lighting level according to the OBC. However, there are dark spots. We were informed that an extra lighting fixture is to be installed in the stairwell to help mitigate a dark spot. The gym, meeting room, and office areas have T12 linear fluorescent fixtures. We were informed that the building linear fluorescent lighting consist of approximately 70% T8/5 type leaving approximately 30% T12 remaining. In addition, the pool deck has 6 lamp, 4 foot-T5 at high level over the pool, 2 lamp, 4 ft.-T5 over the whirlpool, and 2 lamp, 4 ft.-T8 over the pool deck surfaces. The T12 fluorescent fixtures are not considered energy efficient by today's standards. We recommend a lighting retrofit to upgrade the existing T12 lighting to more energy efficient fixtures. We were informed that there is a plan to budget for T12 lighting replacement in 2018. Exterior lighting consists of a wall mounted HID fixture and canopy mounted HID fixtures.	C
	Emergency Lighting	Emergency Lighting is performed by local battery pack emergency light sets with local or remote light fixtures. No problems were noted or reported. Individual sets can be replaced at a cost below the threshold value.	B
	Fire Alarm	There is a 'Mircom' fire alarm panel located in the main vestibule. We have estimated that the fire	C



		alarm panel was installed circa 2005. According to the inspection sticker on the front of the panel cover the last inspection was August 2017 by Forest City Fire Protection Services.	
	Security	There is a CCTV system installed in the building with approximately 10 CCTV cameras, a digital video recorder (DVR), and a monitor. We noted that 9 of the 10 CCTV cameras were black and white. The majority of the CCTV system appears to be approximately 10 years old (circa 2007). We recommend budgeting for the replacement/upgrade of the CCTV system.	C
	Site Lighting	Site lighting consists of two 25 foot 4 head pole mounted LED, two 25 foot 2 head pole mounted LED, and one 10 foot pole mounted HID lighting fixtures located primarily in the parking lot area. We do not anticipate significant replacement within the term of this report; however, individual fixture head replacement can be completed out of the operating budget.	C



Fig. 25 - Carrier Packaged Air Handling Unit (15 ton)

Fig. 26 - Engineered Air Pool Handling Unit (Heating Unit)



Fig.27 - Roof Mounted Down Blast Exhaust Fan | Fig. 28 - Pool Boiler (Scorch Marks on Surface)



Fig. 29 - Pool Sand Filters | Fig. 30 - Whirlpool Pump



Fig. 31 - Domestic Hot Water Heaters and Storage Tank | Fig. 32 - Fire Alarm Panel

<b>Overall Condition</b>	<p>The 27 year old building is undergoing a major roofing replacement due to the saturation and failure of the insulation. At the same time the block walls surrounding the pool are saturated and are at risk of failure should they blocks be subject to freezing.</p> <p>Recladding the pool area is recommended and is identified in our cost break down.</p> <p>The cause of both of these issues has in our opinion the result of excessive build up of humidity, and likely improper construction techniques for a pool environment.</p> <p>The pool dehumidification unit, while itself is in good condition being only 7 years old, maybe improperly sized and further engineering investigation into it's capacity should be investigated.</p> <p>Further evidence of improper construction techniques and excessive humidity is the extent of ceiling tile damage on the 2<sup>nd</sup> floor. Moisture from the pool has most likely since the facility was built, migrated into the ceiling cavity, condensing when it hits cooler air. This is especially evident at areas that directly interface with the pool environment and where the structural block walls may create thermal bridging between the inside and outside.</p> <p>Other architectural components such as flooring are original for the most part, and are probably due to be refreshed.</p> <p>Overall the mechanical and electrical systems are in fair condition, with most of the equipment being original. Original equipment is reaching the end of it's expected life span and budgeting for replacement is included in our cost break down.</p>	<b>C</b>
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**DEPARTMENT:** Fire Services

**REPORT NO:** F-003-18

**COUNCIL MEETING DATE:** February 12, 2018

**TITLE:** Traffic Bylaw Amendment

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**OBJECTIVE:** To seek Councils direction on an amendment to a Traffic bylaw item.

## **BACKGROUND**

In the parking bylaw # 06-4327 there are three levels of set fines applied to various infractions. The lowest and most common set fine for a contravention to part III of the parking bylaw is \$15 with the provision that if it is paid within 7 days it is reduced to \$10. These fines have been in place for many years and to date are below the amount of the fines set by other municipalities in the County with similar amounts of traffic in their downtown areas.

## **ANALYSIS**

In order to maintain a consistent traffic flow to the downtown parking areas the Town of Ingersoll has a contract with the Commissionaires security firm to enforce the sections of the parking bylaw that pertain to that area. It is a constant process whereby the parking enforcement officer issues tickets and fines are paid but there continues to be cars that are parked past the allotted amount of time which restricts the number of spaces that are available on a daily basis. It is possible that the set fine amount for most of the infractions is low enough that it does not stop people from parking in contravention to the bylaw.

After an analysis of set fines in other municipalities in Oxford County it has been established that the range of fines is generally between \$15 and \$30. The municipalities in Oxford County that are similar to Ingersoll with a mix of parking spaces in both on-street parking and parking lots are Tillsonburg and Woodstock. The fines in the parking bylaws or rates and fees schedule of these two municipalities are between \$20 and \$30 for the majority of the infractions in their respective parking bylaws.

It is staff's recommendation that the parking fines be increased and that the fines currently set at \$15 with an early payment of \$10 should be raised to \$25 with an early

payment of \$20. This would hopefully make receiving a parking ticket more of a deterrent and allow for better traffic flow resulting in more open parking spaces for the patrons of the downtown business area.

### **INTERDEPARTMENTAL IMPLICATIONS**

The Clerks department was consulted and a change to the traffic bylaw would be needed. Also an increase to the set fines would need to be applied for.

### **FINANCIAL IMPLICATIONS**

Parking tickets would need to be purchased that reflect the changes to the set fines at a cost of approximately \$1000. During the last two budget years approximately the same amount has been spent on tickets so the purchase of replacement tickets would not be an abnormal expense and is within the current budget estimates.

### **RECOMMENDATION**

**THAT** Council provides direction to staff in regards to increasing the set fine for infractions in part 3 of the traffic bylaw # 06-4327.

Prepared by: John Holmes, Fire Chief

Approved by: William Tigert, CAO





**DEPARTMENT:** Operations

**REPORT NO:** OP-006-18

**COUNCIL MEETING DATE:** February 12, 2018

**TITLE:** Update on Possible Sale of Town Lands

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## **OBJECTIVE**

To update Council on the possible sale of the closed Helen Street road allowance to the abutting property owner.

## **BACKGROUND**

In December Council approved the motion that directed staff to get an appraisal for the closed Helen Street road allowance that abuts 152 Mutual Street and bring a report back showing all current costs. An appraisal was done on the property based on whether it was fully serviced or "as-is value". The "as-is value" was determined by the reduction of the fully serviced value by the cost of the installation of a septic system.

## **ANALYSIS**

The appraiser has determined that the current market value of the lot is \$86,000 if it is serviced and \$55,000 as an "as-is value". This as-is value was determined by reducing the serviced value of the lot by the cost of installing a septic system.

Since the lot presently does not have sanitary sewers servicing it and both the County and the Zoning By-law will not support the installation of a septic system within the Town boundaries and with the milling and paving of Mutual Street this summer, staff feel that the Town should install the sanitary sewer plus sanitary and water laterals before the paving of the road. If the Town does not service the lot the Town would be required to rezone the property (place a holding designation on it) and possibly incur the premature aging of the pavement if the lot is serviced after the paving of Mutual Street. Since the lot would support a semi-detached dwelling the cost of providing services to the lot is estimated at \$55,000. Therefore staff is recommending that the lot be put up for sale at \$100,000.

## **FINANCIAL IMPLICATIONS**

The cost to do the appraisal was \$1630. The cost to do the servicing of the lot would be approximately \$65,000. There would also be legal fees of approximately \$1000. The appraisal identified that the properties current market value is \$86,000 if it is serviced and \$55,000 as an "as-is value".

## **RECOMMENDATION**

**THAT** the Council for the Town of Ingersoll receives staff report OP-006-18 as information;

**AND FURTHER THAT** Council approves the servicing of the lot and direct staff to put the lot up for sale for \$125,000.

Prepared by: Sandra Lawson P.Eng., Town Engineer  
Approved by: William Tigert, Chief Administrative Officer



**DEPARTMENT:** Treasury Department

**REPORT NO:** T-006-18

**COUNCIL MEETING DATE:** February 12, 2018

**TITLE:** 2018 Operating Budget

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## **OBJECTIVE**

The purpose of this report is to present the final 2018 Operating Budget to Council for approval and adoption of the 2018 budget resolution.

## **BACKGROUND**

The 2018 Budget-Final (Appendix 1) contains information about the Town's 2018 Operating budget and departmental details. It also contains the reserves and reserve funds continuity schedules as well as the outstanding debt and debt repayment schedules.

## **ANALYSIS**

Consistent with Council's directions, the final 2018 Budget maintains the current level of services, requires no new debenture financing, and is aligned with Council's strategic priorities. The proposed 2017 Operating budget incorporates a \$393,773 or 2.85% rise in the levy as presented in Appendix 1. The proposed 2.85% increase reflects a 0.62% or \$12 increase for the median residential rate payer. It should be noted that the final change in property taxes for individual taxpayers will not be known until Oxford County Council has made its' decision as it relates to the 2018 tax policies.

Approval of the 2018 Operating Budget is occurring prior to the finalization of the 2018 Property Tax Policy which is determined by the upper –tier jurisdiction in the two –tier municipal structure. The Town of Ingersoll's 2018 Budget and Tax Rates By-Law to collect the tax levy as outlined in the 2018 Final Budget document will be presented for Council's approval once the County completed the annual review and approval of the Property Tax Policy.

## **INTERDEPARTMENTAL IMPLICATIONS**

None.

## **FINANCIAL IMPLICATIONS**

Outlined in the 2018 Final Budget – Appendix 1

## **RECOMMENDATION**

THAT Council approve the 2018 Final Operating Budget as outlined in Appendix 1, the Town of Ingersoll 2018 Budget- Final, with a property tax levy of \$14,193,943 an increase of 2.85% or \$393,773.

THAT Council approve the required transfers to and from reserves and reserve funds as outlined in Appendix 1, the Town of Ingersoll 2018 Budget- Final.

THAT a by-law establishing the appropriate tax rates to effect the 2018 Budget approval will be brought forward for Council consideration.

## **ATTACHEMENTS**

2018 Final Budget – Appendix 1.

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

**THE CORPORATION OF THE  
TOWN OF INGERSOLL**

**2018 BUDGET - FINAL**

February 8, 2018

**Town of Ingersoll  
2018 Budget - Final  
February 8, 2018**

**Introduction**

**Operating Budget**

The 2018 recommended budget maintains the current level of services, requires no new debenture financing, and is aligned with Council's strategic priorities. The proposed 2018 operating budget incorporates a \$393,773 or 2.85% rise in the levy.

The proposed 2.85% increase reflects a 0.62 % or \$12 increase for a median residential rate payer.

Since the last budget submission presented on January 18th, 2018 staff has made the following adjustments:

2018 Budget Adjustments	Increase/ (Decrease), \$	Tax Levy Increase %
<b>Tax Levy Starting Point - January 5th, 2018</b>	<b>\$ (14,185,598)</b>	<b>2.79%</b>
Parks and Recreation - Wages and Benefits	\$ (5,055)	
Seniors Centre - Donation Request	\$ 10,400	
Safe Cycling and Trails Committees - Brought funding to the 2017 level	\$ 3,000	
<b>Tax Levy Increase from last submission</b>	<b>\$ 8,345</b>	
<b>Tax Levy Ending Point - January 18, 2018</b>	<b>\$ (14,193,943)</b>	<b>2.85%</b>

**2018 Operating Budget Highlights**

Provides \$3.4 million in public safety (police, fire and bylaw).

Provides \$2.0 million for road safety, street lights, maintenance and environmental services.

Supports local non profits, community groups and young athletes.

Continues to focus on economic development supporting innovation, attracting and retaining businesses and includes a new \$50,000 provision for community improvement grants and incentives.

Grows reserves and reserve funds to support future infrastructure needs.

Provides \$250 thousand in continued funding for the Multi Use Recreational Facility.

Provides \$500 thousand to address growing infrastructure gap.

Continues the Town's effort to stop landfill through a communication strategy, technical expert advise and continuous support to other landfill opponents.

**2018 Net Budget Key Drivers**

2018 Net Budget Key Drivers	Increase/ (Decrease)\\$
1. Reduction in OPP Contract as a result of prior years reconciliations	\$ (40,582)
2. Decrease transfers to reserves based on the 10 year capital plan	\$ (160,485)
3. Increase in supplementary tax revenue	\$ (49,022)
1. Wages and Benefits	\$ 278,985
2. Increase property tax refunds due to large industrial appeals	\$ 20,000
3. Special projects (Pay Equity study, Development Charges Study, Asset Management Plan update, new survey monuments, storm sewers camera, additional training, new software initial costs)	\$ 133,000
4. Further cuts to the OMPF	\$ 58,300
5. Decline in non-taxation revenue (user fees, donations, licensing, interest)	\$ 46,277
6. Provision for Community Improvement grants and incentives	\$ 51,000
7. Other (utilities, contracted services, building repair & maintenance)	\$ 56,300
<b>Tax Levy Increase</b>	<b>\$ 393,773</b>

**Town of Ingersoll  
2018 Budget - Final  
February 8, 2018**

**Summary All Departments by Revenue/Expense Grouping**

	Actual	YTD Actual	Budget		Projection	Change
	2016	2017	2017	2018	2019	2017 to 2018 (fav) unfav
<b>REVENUE</b>						
SALE OF GOODS OR SERVICES	(130,171)	(131,059)	(139,235)	(100,955)	(100,925)	38,280 (1)
PERMITS/LICENSES	(423,466)	(397,065)	(199,550)	(206,300)	(193,250)	(6,750)
ICE RENTAL	(231,663)	(226,367)	(260,332)	(231,343)	(230,000)	28,989 (2)
RENT / LEASES	(254,918)	(217,607)	(180,821)	(197,867)	(196,939)	(17,046)
USER FEES	(253,740)	(270,629)	(237,219)	(247,760)	(243,074)	(10,541)
MEMBERSHIPS	(122,504)	(124,350)	(129,100)	(130,614)	(129,274)	(1,514)
RECOVERIES	(175,522)	(82,542)	(154,850)	(120,650)	(116,850)	34,200 (3)
COUNTY RECOVERY	(319,519)	(265,034)	(323,242)	(329,278)	(325,752)	(6,036)
TAXATION - LEVY	(13,435,344)	(13,765,555)	(13,800,170)	(14,193,943)	(14,531,617)	(393,773) (4)
TAXATION - SUPPLEMENTARIES & OTHER	(365,805)	(512,356)	(335,812)	(384,834)	(384,834)	(49,022) (5)
INTEREST / DIVIDENDS	(631,653)	(646,060)	(617,600)	(599,600)	(599,600)	18,000
GRANTS / SUBSIDIES / REBATES	(183,874)	(163,243)	(149,842)	(156,475)	(108,876)	(6,633)
LAND SALES	(13,399)	(132,703)	0	0	0	--
PROGRAM REVENUES	(267,496)	(251,118)	(281,497)	(287,395)	(287,589)	(5,898)
DONATIONS / FUNDRAISING	(144,714)	(184,950)	(141,050)	(159,824)	(132,450)	(18,774)
	(16,953,788)	(17,370,638)	(16,950,320)	(17,346,838)	(17,572,601)	(396,518)
<b>EXPENSE</b>						
SALARIES, WAGES & BENEFITS	6,533,149	6,437,206	6,533,226	6,812,211	6,921,749	278,985 (6)
ADMINISTRATIVE EXPENSE	76,433	70,049	82,168	126,233	84,226	44,065 (7)
OPERATING EXPENSE	167,126	164,300	164,561	188,035	181,965	23,474
COMMUNICATIONS	113,924	111,119	115,537	117,776	117,323	2,239
INSURANCE EXPENSE	229,118	202,598	216,566	222,430	228,650	5,864
UTILITIES - HEAT, HYDRO, WATER	914,696	758,921	870,693	889,884	915,360	19,191
SUPPLIES	60,720	48,331	59,672	63,200	55,775	3,528
PROGRAM EXPENSES	131,188	143,612	167,886	144,927	136,802	(22,959) (8)
MEETINGS, CONFERENCES, TRAINING	93,044	91,752	107,707	126,655	120,465	18,948
FUEL / TRANSPORTATION COSTS	88,441	87,350	102,595	107,510	106,910	4,915
PROFESSIONAL FEES	276,329	595,639	181,700	463,100	202,700	281,400 (9)
CONTRACTED SERVICES	119,974	115,713	155,060	178,230	170,080	23,170
PROPERTY TAX REFUNDS & ADJUSTMENTS	457,995	599,535	620,000	640,000	640,000	20,000 (10)
MARKETING & PROMOTION	90,582	124,932	118,660	153,135	149,647	34,475 (11)
GRANTS TO VOLUNTEER ORGANIZATIONS	91,007	88,969	89,675	100,075	100,075	10,400
LAND MAINTENANCE & IMPROVEMENT	32,715	44,530	50,100	50,700	31,200	600
EQUIP REPAIRS & MAINTENANCE	176,055	201,867	311,412	301,142	296,052	(10,270)
BLDG REPAIRS & MAINTENANCE	100,479	97,637	110,825	125,000	128,347	14,175
SNOW REMOVAL AND SANDING	44,845	36,484	45,950	45,700	45,920	(250)
MAINTENANCE CONTRACTS	129,022	140,537	148,255	148,048	147,803	(207)
LAND SALE EXPENSES	0	3,487	0	0	0	0
MATERIALS	383,914	379,172	383,636	422,108	390,300	38,472 (12)
EQUIPMENT USAGE	49,661	31,542	200	0	0	(200)
TRANSFER TO BIA	73,193	77,937	77,780	78,000	78,000	220
TRANSFERS TO CEMETERY BOARD	104,402	117,077	117,077	133,194	133,194	16,117
	10,538,014	10,770,297	10,830,941	11,637,293	11,382,543	806,352
<b>NET OPERATING (REVENUE) EXPENSE</b>	<b>(6,415,774)</b>	<b>(6,600,341)</b>	<b>(6,119,379)</b>	<b>(5,709,545)</b>	<b>(6,190,057)</b>	<b>409,834</b>
<b>OTHER</b>						
O.P.P. CONTRACT	2,539,976	2,382,692	2,384,963	2,344,381	2,344,381	(40,582) (13)
OMPF - ONT MUN PARTNER GRANT	(457,300)	(388,800)	(388,800)	(330,500)	(280,925)	58,300 (14)
CAPITAL TAX LEVY REQUIREMENT	90,342	0	0	0	0	0
TRANSFER FROM RESERVES & RES FUNDS	(33,324)	(26,028)	(74,803)	(328,449)	(55,963)	(253,646) (15)
TRANSFER TO RESERVES & RES FUNDS	3,163,491	3,588,315	3,278,480	3,117,995	3,386,135	(160,485) (16)
DEBENTURE PAYMENT	928,681	882,640	919,539	906,118	796,430	(13,421)
	6,231,866	6,438,819	6,119,379	5,709,545	6,190,058	(409,834)
	(183,908)	(161,522)	--	--	0	--

**Town of Ingersoll**  
**2018 Budget - Final**  
**February 8, 2018**

**Summary All Departments by Revenue/Expense Grouping**

**Variance Explanation:**

- (1) Declining sales for multi media production and termination of the e-waste collection program at the Fusion Youth Center; the closure of the canteen at the arena.
- (2) Ice rental projections are based on anticipated ice time allocations.
- (3) The Town charges a 2.5% admin fee on the total cost of capital projects managed by the Town Engineering department for the County of Oxford. Based on proposed 2018 County capital projects the Town will recover less in administration fees.
- (4) Levy required to balance the budget.
- (5) Increase in supplementary taxes directly attributed to the volume of building permits issued in 2017.
- (6) Significant increase in the cost of health benefits and long term disability premiums for active and retired employees. The cost of health benefits is projected to increase by +9.5% or \$73,000. The payroll budget is also being impacted by the increase of the minimum wage and other provisions of Bill 148 including equal pay for equal work, enhanced vacation entitlements and public holiday calculations for part-time and seasonal employees.
- (7) Directly attributed to the projected cost of the 2018 municipal elections. The election cost is funded from the dedicated Elections Reserve.
- (8) Funding no longer required for the Canada 150th celebration.
- (9) Attributed to the opposition to the proposed landfill through legal and technical assistance and Town's continuous support to other landfill opponents. These costs are being funded from the dedicated reserve as per Council approval.
- (10) Further increase in refunds for large multi- year property tax appeals.
- (11) Directly attributed to the proposed underground storm sewer inspections at an estimated cost of \$30,000.
- (12) Attributed to a \$50,000 allowance for future community improvement grants as identified in the Community Improvement Plan.
- (13) A one time reduction in the cost of the OPP contract arising from prior years budget to actual reconciliation credits.
- (14) Further provincial reduction in OMPF, 2018 funding represents 85% of the 2017 allocation.
- (15) Funding required for legal and professional fees to oppose the proposed landfill for which a reserve has been established.
- (16) Decrease in transfers to reserves including funding for capital projects based on ten year capital projections.



**Town of Ingersoll  
2018 Budget - Final  
February 8, 2018**

**Tax Impact**

**Overall Impact**

	Total Assessment		Change	
	2017	2018	\$	%
Tax Levy Requirement	\$13,800,170	\$14,193,943	\$393,773	2.85%
Weighted Assessment	1,488,452,649	1,538,468,559	50,015,910	3.36%
<b>Ingersoll Residential Tax Rate</b>	<b>0.00930275</b>	<b>0.00922863</b>	<b>(0.000074)</b>	<b>-0.80%</b>

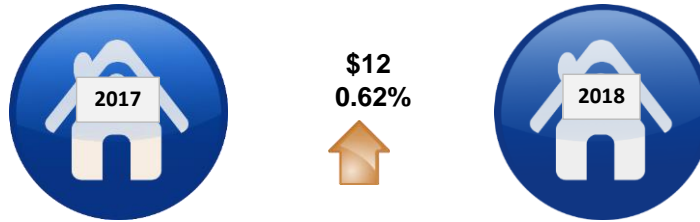
**Weighted Assessment Change**

Growth	\$31,079,676	62%
Value/Equity (Phase-in)	\$18,936,234	38%
	\$50,015,910	

**Tax Levy Requirements**

Growth	\$244,689
Value/Equity (Phase-in)	\$149,084
	\$393,773

**Impact on Median Single Family Home**



	Assessment		Assessment Change	
	2017	2018	\$	%
Median Single Family Home	\$212,000	\$215,000	\$3,000	1.42%
Residential Condominium Unit	\$157,000	\$159,000	\$2,000	1.27%
Small Office Building	\$150,000	\$150,000	\$0	0.00%
Standard Industrial Property	\$458,750	\$474,500	\$15,750	3.43%

	Tax Rates		2017 Taxes	2018 Taxes	Change	
	2017	2018			\$	%
<b>Median Single Family Home</b>	<b>0.00930275</b>	<b>0.00922863</b>	<b>\$1,972</b>	<b>\$1,984</b>	<b>\$12</b>	<b>0.62%</b>
<b>Residential Condominium Unit</b>	<b>0.00930275</b>	<b>0.00922863</b>	<b>\$1,461</b>	<b>\$1,467</b>	<b>\$6</b>	<b>0.43%</b>
<b>Small Office Building</b>	<b>0.01769197</b>	<b>0.01755101</b>	<b>\$2,654</b>	<b>\$2,633</b>	<b>(\$21)</b>	<b>-0.80%</b>
<b>Standard Industrial Property</b>	<b>0.02446623</b>	<b>0.02427129</b>	<b>\$11,224</b>	<b>\$11,517</b>	<b>\$293</b>	<b>2.61%</b>

\* The above is strictly Town of Ingersoll municipal taxation and excludes County and Education portion. In 2017 the Town share of the final tax bill was 61% with the County and Education accounting for the remaining 27% and 12% respectfully.

	2017 CVA	2018 CVA	2018 vs 2017
Residential	962,530,309	1,002,632,200	4.17%
Multi-residential	24,327,200	23,893,100	-1.78%
Farmland	670,525	781,950	16.62%
Commercial	121,866,251	130,944,989	7.45%
Industrial	89,706,700	91,000,700	1.44%
<b>Total Taxable</b>	<b>1,199,100,985</b>	<b>1,249,252,939</b>	<b>4.18%</b>

**Town of Ingersoll  
2018 Budget - Final  
February 8, 2018**

**Budget Allocation for Municipal Services Based on the Average Residential Tax bill**

A breakdown of the costs of services that make up the median residential property tax bill of \$1,984/yr or \$165 /month. This tax bill represent the Town portion of property tax only and excludes the County and Education taxes.

	Average Tax Bill	
	Annual \$1,984	Monthly \$165
<b>CAPITAL &amp; RESERVES</b>	\$ 422	\$ 35.1
<b>POLICE</b>	\$ 319	\$ 26.6
<b>PUBLIC WORKS</b>	\$ 212	\$ 17.7
<b>PARKS AND ARENA</b>	\$ 142	\$ 11.8
<b>DEBT REPAYMENT</b>	\$ 124	\$ 10.3
<b>VICTORIA PARK COMMUNITY CENTRE</b>	\$ 119	\$ 9.9
<b>FIRE</b>	\$ 114	\$ 9.5
<b>ENGINEERING</b>	\$ 96	\$ 8.0
<b>YOUTH CENTRE - FUSION</b>	\$ 75	\$ 6.3
<b>CLERKS</b>	\$ 73	\$ 6.1
<b>TREASURY</b>	\$ 55	\$ 4.6
<b>ADMINISTRATION</b>	\$ 41	\$ 3.4
<b>INFORMATION TECHNOLOGY</b>	\$ 36	\$ 3.0
<b>ECONOMIC DEVELOPMENT</b>	\$ 35	\$ 3.0
<b>TAX REFUNDS &amp; SUPPS</b>	\$ 35	\$ 2.9
<b>COUNCIL</b>	\$ 29	\$ 2.4
<b>MUSEUMS</b>	\$ 26	\$ 2.2
<b>PUBLIC BUILDINGS</b>	\$ 19	\$ 1.6
<b>PARA TRANSIT</b>	\$ 6	\$ 0.5
<b>PARKING</b>	\$ 3	\$ 0.3
<b>PROPERTY STANDARDS</b>	\$ 3	\$ 0.2
<b>BUILDING INSPECTION</b>	\$ -	\$ -

**Town of Ingersoll  
2018 Budget - Final  
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**Summary All Departments by Revenue/Expense Grouping**

	Actual	YTD Actual	Budget		Projection	Change	
	2016	2017	2017	2018	2019	2017 to 2018 (fav) unfav	2017 to 2018 %
<b>COUNCIL</b>	200,294	205,943	209,968	<b>209,025</b>	224,510	(943)	0%
<b>CHIEF ADMINISTRATIVE OFFICER</b>	386,592	696,165	287,880	<b>296,590</b>	304,700	8,710	3%
<b>CLERKS</b>							
ADMINISTRATION	477,724	454,650	491,650	<b>538,025</b>	529,825	46,375	9%
PARATRANSIT	62,729	61,236	71,620	<b>45,910</b>	45,925	(25,710)	-36%
<b>PARKING</b>	23,921	21,837	24,000	<b>23,000</b>	23,550	(1,000)	-4%
<b>INFORMATION TECHNOLOGY</b>	283,752	301,441	313,490	<b>286,635</b>	295,775	(26,855)	-9%
<b>TREASURY</b>							
ADMINISTRATION	851,990	870,334	970,758	<b>1,102,127</b>	1,084,321	131,369	14%
SUPPLEMENTARIES LESS ADJUSTMENTS	92,190	87,179	284,188	<b>255,166</b>	255,166	(29,022)	-10%
TAX LEVY	(13,435,344)	(13,765,555)	(13,800,170)	<b>(14,193,943)</b>	(14,531,617)	(393,773)	2.85%
<b>BUILDING INSPECTION</b>							
INSPECTION	1,908	(0)	0	<b>0</b>	0	0	0%
PROPERTY STANDARDS	29,445	30,192	34,140	<b>20,050</b>	20,460	(14,090)	-41%
TOWN CENTRE	154,988	164,148	189,024	<b>185,633</b>	183,874	(3,391)	-2%
PUBLIC BUILDINGS - OTHER	54,580	66,242	73,935	<b>39,910</b>	58,498	(34,025)	-46%
<b>FIRE</b>							
ADMINISTRATION	971,180	962,612	977,338	<b>1,017,348</b>	1,031,403	40,010	4%
FACILITY	14,438	11,403	18,516	<b>16,488</b>	20,080	(2,028)	-11%
<b>POLICE</b>							
ADMINISTRATION	2,533,233	2,361,588	2,383,112	<b>2,345,049</b>	2,347,001	(38,063)	-2%
FACILITY	8,962	13,271	18,404	<b>3,752</b>	12,305	(14,652)	-80%
<b>ENGINEERING</b>							
ADMINISTRATION	1,925,366	2,254,719	2,188,845	<b>1,921,405</b>	2,551,465	(267,440)	-12%
STREET LIGHTING & TRAFFIC SIGNALS	288,276	244,040	272,200	<b>287,000</b>	298,200	14,800	5%
<b>PUBLIC WORKS</b>							
ADMINISTRATION & EQUIPMENT	307,265	357,803	340,457	<b>353,870</b>	364,017	13,413	4%
BRIDGES & CULVERTS	10,359	12,365	11,700	<b>12,960</b>	14,550	1,260	11%
ROADSIDE MAINTENANCE	201,452	276,632	219,300	<b>270,790</b>	243,700	51,490	23%
SURFACE MAINTENANCE	335,929	293,335	301,000	<b>297,670</b>	300,950	(3,330)	-1%
ROADS, SIDEWALKS & PARKING LOTS	250,713	255,366	261,620	<b>263,220</b>	266,470	1,600	1%
WINTER CONTROL	439,950	342,678	465,296	<b>442,330</b>	446,080	(22,966)	-5%
ENVIRONMENTAL SERVICES	118,968	114,911	99,371	<b>121,042</b>	124,937	21,671	22%
<b>PARKS AND ARENA</b>							
ADMINISTRATION	123,499	175,384	193,935	<b>151,635</b>	159,325	(42,300)	-22%
ARENA	575,813	467,368	452,204	<b>422,794</b>	428,091	(29,410)	-7%
PARKS	525,226	546,543	578,183	<b>667,730</b>	669,925	89,547	15%
PARKS PROGRAMS	23,418	14,320	27,390	<b>75,460</b>	53,684	48,070	176%
CAMI PARKS / SUZUKI HOUSE	173,012	154,809	170,979	<b>157,004</b>	160,054	(13,975)	-8%
<b>VICTORIA PARK COMMUNITY CENTRE</b>							
ADMINISTRATION	159,334	226,889	212,585	<b>91,845</b>	93,755	(120,740)	-57%
AQUATICS	101,599	108,103	101,645	<b>136,887</b>	142,258	35,242	35%
FITNESS	6,446	(1,549)	5,092	<b>28,303</b>	33,953	23,211	456%
GENERAL PROGRAMS	34,200	46,905	28,198	<b>58,188</b>	65,410	29,990	106%
FACILITY	551,643	583,816	571,580	<b>1,025,387</b>	628,840	453,807	79%
<b>YOUTH CENTRE</b>							
FACILITY	100,126	103,827	106,432	<b>101,906</b>	120,007	(4,526)	-4%
GENERAL PROGRAMS	451,295	368,290	432,213	<b>449,790</b>	479,570	17,577	4%
CAREER & SKILLS PROGRAM	4,493	0	--	--	--	--	--
<b>MUSEUMS</b>							
FACILITY	29,944	20,726	32,950	<b>33,050</b>	33,390	100	0%
PROGRAMS	131,333	143,412	160,787	<b>169,294</b>	167,274	8,507	5%
<b>ECONOMIC DEVELOPMENT</b>	233,851	185,101	218,185	<b>269,675</b>	248,320	51,490	24%
	<u>(183,908)</u>	<u>(161,522)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	

**Town of Ingersoll  
Council  
2018 Budget - Final  
February 8, 2018**

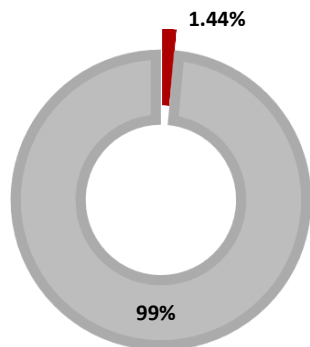
**What We Do**

The role of Council is:

- to represent the public and to consider the well-being and interests of the municipality;
- to develop and evaluate the policies and programs of the municipality;
- to determine which services the municipality provides;
- to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of council;
- to ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality;
- to maintain the financial integrity of the municipality;
- to carry out the duties of council under this (the Municipal Act) or any other Act.

**Special Operating Projects / Memos/ Enhancements /Challenges**

**COUNCIL PORTION OF TOWN'S LEVY**



**Savings**

Reduced allowance for conferences, marketing and promotion based on expected conference attendance in 2018.

Median residential property valued at \$215,000 will pay \$28/year or \$2.3/month for this service.

**Town of Ingersoll  
COUNCIL  
2018 Budget - Final  
February 8, 2018**

DEPARTMENT: COUNCIL	Actual 2016	YTD Actual 2017	Budget		Projection 2019	Change 2017 to 2018		
			2017	2018		(fav) unfav	% if > \$2,500 & +/- 5%	ref
<b>REVENUE</b>								
USER FEES	(879)	(850)	--	--	--	--		
RECOVERIES	(4,070)	(3,800)	(3,800)	<b>(3,800)</b>	--	--		
	<u>(4,949)</u>	<u>(4,650)</u>	<u>(3,800)</u>	<u><b>(3,800)</b></u>	<u>0</u>	<u>--</u>		
<b>EXPENSE</b>								
SALARIES, WAGES & BENEFITS	156,881	164,105	163,958	<b>170,515</b>	176,200	6,557		
ADMINISTRATIVE EXPENSE	202	269	550	<b>550</b>	550	--		
COMMUNICATIONS	3,904	3,083	5,500	<b>4,500</b>	4,500	(1,000)		
PROGRAM EXPENSES	4,949	4,794	5,200	<b>5,200</b>	5,200	--		
MEETINGS, CONFERENCES, TRAINING	16,399	17,016	17,660	<b>19,660</b>	19,660	2,000		
FUEL / TRANSPORTATION COSTS	1,858	639	1,800	<b>1,800</b>	1,800	--		
MARKETING & PROMOTION	8,551	20,688	19,100	<b>10,600</b>	16,600	(8,500)	-45%	(1)
	<u>192,743</u>	<u>210,593</u>	<u>213,768</u>	<u><b>212,825</b></u>	<u>224,510</u>	<u>(943)</u>		
<b>NET OPERATING (REVENUE) EXPENSE</b>	<u>187,794</u>	<u>205,943</u>	<u>209,968</u>	<u><b>209,025</b></u>	<u>224,510</u>	<u>(943)</u>		
<b>OTHER</b>								
	<u>200,294</u>	<u>205,943</u>	<u>209,968</u>	<u><b>209,025</b></u>	<u>224,510</u>	<u>(943)</u>	-0.45%	

**EXPLANATION OF CHANGES:**

Revenue No significant changes projected

**Expenses**

(1) Based on anticipated community events and promotion efforts.

**INCLUDES DEPARTMENTS:**

0100-4000 Administration

**Town of Ingersoll  
Chief Administrative Officer  
2018 Budget - Final  
February 8, 2018**

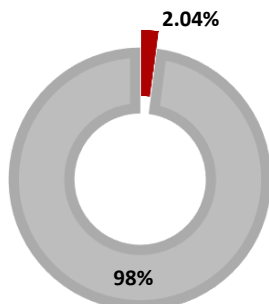
**What We Do**

The role of the CAO is :

- to lead, direct and supervise the implementation of the policies and programs approved by Town Council;
- to provide strategic guidance and advice to Town Council for the effective delivery of programs and services;
- to provide leadership and direction to all departments;
- to develop and maintain communication linkages with officials, groups, agencies, and other stakeholders;
- to provide strategic planning and implementation of economic development goals and objectives;
- to provide emergency management.

**Special Operating Projects / Memos/ Enhancements /Challenges**

**CAO PORTION OF TOWN'S LEVY**



**Special Projects / Challenges**

Continue the opposition to the proposed landfill through legal and technical assistance and Town's continuous support to other landfill opponents.

The Town has established significant reserves to fund the opposition to the proposed landfill. With the reserves already established and the proposed budget for 2018, the Town will have sufficient funds to see this process through to the submission by Walker to the Minister of the Environment and Climate Change.

Median residential property valued at \$215,000 will pay \$41/year or \$3.4/month for this service.

**Town of Ingersoll  
CHIEF ADMINISTRATIVE OFFICER  
2018 Budget - Final  
February 8, 2018**

DEPARTMENT: CHIEF ADMINISTRATIVE OFFICER	Actual	YTD Actual	Budget		Projection	Change 2017 to 2018		
	2016	2017	2017	2018	2019	(fav) unfav	% if > \$2,500 & +/- 5%	ref
<b>REVENUE</b>	--	--	--	--	--	--		
<b>EXPENSE</b>								
SALARIES, WAGES & BENEFITS	177,424	175,630	177,880	<b>181,090</b>	184,450	3,210		
ADMINISTRATIVE EXPENSE	57	--	150	<b>150</b>	150	--		
OPERATING EXPENSE	99	--	250	<b>250</b>	--	--		
COMMUNICATIONS	763	531	850	<b>850</b>	850	--		
PROGRAM EXPENSES	1,576	807	1,500	<b>1,500</b>	1,500	--		
MEETINGS, CONFERENCES, TRAINING	2,873	2,401	4,000	<b>4,500</b>	4,500	500		
FUEL / TRANSPORTATION COSTS	256	--	250	<b>250</b>	250	--		
PROFESSIONAL FEES	197,085	505,670	96,000	<b>331,000</b>	96,000	235,000	245%	(1)
MARKETING & PROMOTION	6,460	11,126	7,000	<b>27,000</b>	17,000	20,000	286%	(2)
	<u>386,592</u>	<u>696,165</u>	<u>287,880</u>	<u><b>546,590</b></u>	<u>304,700</u>	<u>258,710</u>		
<b>NET OPERATING (REVENUE) EXPENSE</b>	<u>386,592</u>	<u>696,165</u>	<u>287,880</u>	<u><b>546,590</b></u>	<u>304,700</u>	<u>258,710</u>		
<b>OTHER</b>								
TRANSFER FROM RESERVES & RES FUNDS	--	--	--	<b>(250,000)</b>	--	(250,000)		(3)
	--	--	--	<b>(250,000)</b>	--	(250,000)		
	<u>386,592</u>	<u>696,165</u>	<u>287,880</u>	<u><b>296,590</b></u>	<u>304,700</u>	<u>8,710</u>	3%	

**EXPLANATION OF CHANGES:**

**Revenue** No significant changes projected

**INCLUDES DEPARTMENTS:**

0900-4000 Administration

**Expenses**

- (1) Anticipated cost to continue the opposition of the proposed landfill.
- (2) Transfer from the dedicated reserve to fund proposed landfill opposition costs.
- (3) Transfer from the dedicated reserve to fund proposed landfill opposition costs.

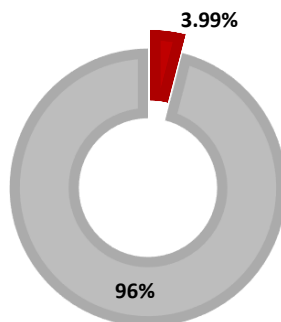
**Town of Ingersoll  
Clerk, Human Resources and Paratransit  
2018 Budget - Final  
February 8, 2018**

**What We Do**

The Clerk's Department is responsible for: Births, Deaths, Lottery, Marriage, Transient Traders licences, legal agreements, including site plan, subdivision and encroachment agreements. All legal transactions and coordination of legal advice. Title searches. Election administration. Coordination of Council including meeting scheduling, conference scheduling, closed meeting investigator services and Integrity Commissioner Services. Coordination of OMB Hearings, Committee of Adjustment, Grants to organizations, Records Management, Wedding Ceremonies, Human Resources.

**Special Operating Projects / Memos/ Enhancements /Challenges**

**CLERKS PORTION OF TOWN'S LEVY**



**Special Projects**

The Clerks Department (Human Resources) is intending to begin a pay equity study in 2018. The study will ensure equity in pay of staff comparative to each other, externally compared to other municipalities as well as to ensure compliance with legislation.

Health and Safety of our patrons, visitors and staff have become more and more complex and the requirement to ensure our staff are well trained is increasing all the time. The proposed 2018 budget provides enhanced funding for health and safety training, supplies and programs.

The 2018 budget provides funding for the 2018 Municipal elections. The cost of the elections will be fully funded form the dedicated reserve.

Median residential property valued at \$215,000 will pay \$79/year or \$6.59/month for this service.



**Town of Ingersoll  
CLERKS  
2018 Budget - Final  
February 8, 2018**

DEPARTMENT: CLERKS ACTIVITY: ADMINISTRATION	Actual		YTD Actual		Budget		Projection	Change 2017 to 2018		
	2016	2017	2017	2018	2019	(fav)	% if > \$2,500	unfav	& +/-	ref
<b>REVENUE</b>										
SALE OF GOODS OR SERVICES	(78)	(42)	(25)	(25)	(25)	--				
PERMITS/LICENSES	(35,836)	(33,632)	(32,800)	(32,600)	(32,100)	200				
RENT / LEASES	(11,412)	(21,601)	--	--	--	--				
USER FEES	(38,371)	(43,307)	(26,350)	(27,050)	(27,050)	(700)				
LAND SALES	(13,399)	(132,703)	--	--	--	--				
	<u>(108,000)</u>	<u>(231,285)</u>	<u>(59,175)</u>	<u>(59,675)</u>	<u>(59,175)</u>	<u>(500)</u>				
<b>EXPENSE</b>										
SALARIES, WAGES & BENEFITS	334,716	360,350	367,960	397,900	408,000	29,940	8%		(1)	
ADMINISTRATIVE EXPENSE	30,899	23,732	23,800	71,155	27,355	47,355	199%		(2)	
OPERATING EXPENSE	15,385	10,546	12,500	12,500	12,500	--				
COMMUNICATIONS	8,715	8,667	8,500	8,500	8,500	--				
PROGRAM EXPENSES	22,006	13,931	15,570	27,800	27,800	12,230	79%		(3)	
MEETINGS, CONFERENCES, TRAINING	5,197	7,430	6,720	8,170	8,170	1,450				
FUEL / TRANSPORTATION COSTS	868	785	1,200	1,200	1,200	--				
PROFESSIONAL FEES	4,167	14,687	4,000	4,000	4,000	--				
CONTRACTED SERVICES	15,783	18,354	36,100	36,800	21,800	700				
MARKETING & PROMOTION	6,736	5,782	5,800	6,000	6,000	200				
GRANTS TO VOLUNTEER ORGANIZATIONS	55,007	52,969	53,675	53,675	53,675	--				
LAND SALE EXPENSES	--	3,487	--	--	--	--				
	<u>499,478</u>	<u>520,719</u>	<u>535,825</u>	<u>627,700</u>	<u>579,000</u>	<u>91,875</u>				
<b>NET OPERATING (REVENUE) EXPENSE</b>	<u>391,478</u>	<u>289,434</u>	<u>476,650</u>	<u>568,025</u>	<u>519,825</u>	<u>91,375</u>				
<b>OTHER</b>										
TRANSFER FROM RESERVES & RES FUNDS	--	--	--	(35,000)	--	(35,000)	-100%		(4)	
TRANSFER TO RESERVES & RES FUNDS	40,898	165,216	15,000	5,000	10,000	(10,000)				
	<u>86,246</u>	<u>165,216</u>	<u>15,000</u>	<u>(30,000)</u>	<u>10,000</u>	<u>(45,000)</u>				
	<u>477,724</u>	<u>454,650</u>	<u>491,650</u>	<u>538,025</u>	<u>529,825</u>	<u>46,375</u>			9%	
<b>EXPLANATION OF CHANGE:</b>					<b>INCLUDES DEPARTMENTS:</b>					
Revenue No significant changes projected					1000-4000	Administration				
					1000-4005	Committee of Adjustment				
					1000-4007	Wedding Ceremonies				
					1000-4008	Human Resources				
					3600-4000	Animal Control				
<b>Expenses</b>										
(1) Attributed to the increase of the extended health benefits premium (+9.5%).										
(2)   2018 Municipal Elections										
(4)										
(3) Added a provision to fund Town's staff health and safety programs.										

**Town of Ingersoll  
PARATRANSIT  
2018 Budget - Final  
February 8, 2018**

DEPARTMENT: CLERKS ACTIVITY: PARATRANSIT	Actual		Budget		Projection	Change 2017 to 2018		
	2016	YTD Actual 2017	2017	2018	2019	(fav) unfav	% if > \$2,500 & +/- 5%	ref
<b>REVENUE</b>								
SALE OF GOODS OR SERVICES	(11,415)	(12,759)	(13,000)	<b>(13,000)</b>	(13,000)	--		
	<u>(11,415)</u>	<u>(12,759)</u>	<u>(13,000)</u>	<u><b>(13,000)</b></u>	<u>(13,000)</u>	<u>--</u>		
<b>EXPENSE</b>								
SALARIES, WAGES & BENEFITS	30,467	27,781	32,690	<b>9,480</b>	9,495	(23,210)	-71%	(1)
COMMUNICATIONS	1,580	1,184	1,400	<b>1,400</b>	1,400	--		
CONTRACTED SERVICES	35,264	40,036	42,530	<b>47,530</b>	47,530	5,000	12%	(2)
MARKETING & PROMOTION	--	174	500	<b>500</b>	500	--		
MAINTENANCE CONTRACTS	6,832	4,818	7,500	--	--	(7,500)	-100%	(3)
	<u>74,144</u>	<u>73,995</u>	<u>84,620</u>	<u><b>58,910</b></u>	<u>58,925</u>	<u>(25,710)</u>		
<b>NET OPERATING (REVENUE) EXPENSE</b>	<u>62,729</u>	<u>61,236</u>	<u>71,620</u>	<u><b>45,910</b></u>	<u>45,925</u>	<u>(25,710)</u>		
<b>OTHER</b>								
	--	--	--	--	--	--		
	<u>62,729</u>	<u>61,236</u>	<u>71,620</u>	<u><b>45,910</b></u>	<u>45,925</u>	<u>(25,710)</u>	-36%	

**EXPLANATION OF CHANGE:**

**Revenue** No significant changes projected

**INCLUDES DEPARTMENTS:**

1001-4000 Administration

**Expenses**

- (1) The taxi company now accepts calls and schedules rides directly with residents. For that reason staff time allocation to the paratransit service has been significantly reduced.
- (2) The new scheduling arrangement with the taxi provider combined with contract price increases resulted in added costs of contracted services.
- (3) Due to the new scheduling process the Town no longer requires software to schedule rides. The software contract was cancelled resulting in savings that offset the added contracted services costs.

**Town of Ingersoll  
Information Technology  
2018 Budget - Final  
February 8, 2018**

**What We Do**

The IT Department is responsible for planning, operations and support of the Town's information technology infrastructure.

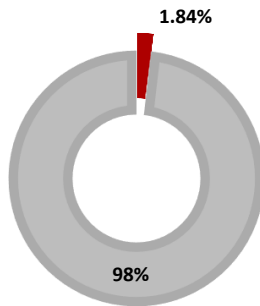
The IT team maintains corporate communication through developing and operation of effective network. One of the most important IT function is managing information security against attacks from viruses, cybercriminals and other threats.

The IT team also develops and maintains tools to collect, store, manage, secure and distribute data to employees.

The IT team provides various forms of user support for various town locations.

**Special Operating Projects / Memos/ Enhancements /Challenges**

**IT PORTION OF TOWN'S LEVY**



**Special Projects**

Information Technologies department has been working with the Public Works and Engineering departments on sourcing out a software solution to replace the discontinued Road Patrol software. This work will continue in 2018 to ensure smooth and timely implementation. For that reason, the IT 2018 budget increased by the cost of the maintenance contract for that new software.

Median residential property valued at \$215,000 will pay \$36/year or \$3/month for this service.

**Town of Ingersoll**  
**INFORMATION TECHNOLOGY**  
**2018 Budget - Final**  
**February 8, 2018**

DEPARTMENT: IT ACTIVITY: INFORMATION TECHNOLOGY	Actual	YTD Actual	Budget		Projection	Change 2017 to 2018		
	2016	2017	2017	2018	2019	(fav)	% if > \$2,500 & +/- 5%	ref
<b>REVENUE</b>	--	--	--	--	--	--		
<b>EXPENSE</b>								
SALARIES, WAGES & BENEFITS	169,952	159,238	167,830	<b>162,060</b>	166,200	(5,770)		
ADMINISTRATIVE EXPENSE	822	--	840	<b>100</b>	100	(740)		
OPERATING EXPENSE	25,842	24,763	25,500	<b>25,500</b>	25,500	--		
COMMUNICATIONS	4,475	4,154	4,000	<b>4,200</b>	4,200	200		
PROGRAM EXPENSES	209	183	220	<b>225</b>	225	5		
MEETINGS, CONFERENCES, TRAINING	10,261	7,955	8,500	<b>8,500</b>	8,500	--		
FUEL / TRANSPORTATION COSTS	461	848	1,500	<b>1,100</b>	1,100	(400)		
MARKETING & PROMOTION	--	151	150	<b>100</b>	100	(50)		
EQUIP REPAIRS & MAINTENANCE	827	2,760	2,500	<b>2,500</b>	2,500	--		
MAINTENANCE CONTRACTS	43,904	54,388	55,450	<b>62,350</b>	62,350	6,900	12%	(1)
	<u>256,752</u>	<u>254,441</u>	<u>266,490</u>	<u><b>266,635</b></u>	<u>270,775</u>	<u>145</u>		
<b>NET OPERATING (REVENUE) EXPENSE</b>	256,752	254,441	266,490	<b>266,635</b>	270,775	145		
<b>OTHER</b>								
TRANSFER TO RESERVES & RES FUNDS	27,000	47,000	47,000	<b>20,000</b>	25,000	(27,000)	-57%	(2)
	<u>27,000</u>	<u>47,000</u>	<u>47,000</u>	<u><b>20,000</b></u>	<u>25,000</u>	<u>(27,000)</u>		
	<u>283,752</u>	<u>301,441</u>	<u>313,490</u>	<u><b>286,635</b></u>	<u>295,775</u>	<u>(26,855)</u>	-9%	

**EXPLANATION OF CHANGE:**

**Revenue** No significant changes projected

**INCLUDES DI INCLUDES DEPARTMENTS:**

1002-4000 Administration

**Expenses**

- (1) Annual maintenance contract for new Road Patrol Software that is required for road and sidewalks patrol.
- (2) Based on anticipated capital spending in 2018.

**Town of Ingersoll  
Treasury and Debt Payments  
2018 Budget - Final  
February 8, 2018**

**What We Do**

The Treasury Department provides following services:

Managing all Financial matters of the Town as directed by the Town Council;

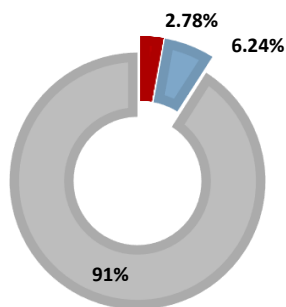
Preparation of Annual Capital and Operating Budgets and Financial Statements;

Property Tax, Billing and Collection, Taxation Policy and advice to Council, related boards and staff;

Financial Services including financial planning and risk management to ensure long-term financial sustainability.

**Special Operating Projects / Memos/ Enhancements /Challenges**

**TREASURY PORTION OF TOWN'S  
LEVY**



Treasury - 2.78%

**Challenges**

Further reduction of the OMPF, 15% or \$58K reduction compare to the 2017 funding.

Significant increase in the cost of retiree benefits due to new retirements happened in 2017. The cost of health benefits is also on the rise with a projected increase of 9.5% in 2018.

Growing risk of the loss of Town's industrial and commercial assessment base due to increasing number of appeals and changing economic conditions.

**Enhancements**

We anticipate an increase in supplemental taxes because of the high volume of building permits issued in 2017.

**Special Projects**

In late 2018 we will begin updating the Town's Development Charges Study with the goal to complete the implementation in early 2019.

Median residential property valued at \$215,000 will pay \$55/year or \$4.6/month for this service and \$124/year or \$10.30/month for debt payments.

**Town of Ingersoll  
TREASURY  
2018 Budget - Final  
February 8, 2018**

DEPARTMENT: <b>TREASURY</b> ACTIVITY: <b>ADMINISTRATION</b>	Actual		Budget		Projection	Change 2017 to 2018		
	2016	YTD Actual 2017	2017	2018	2019	(fav) unfav	% if > \$2,500 & +/- 5%	ref
<b>REVENUE</b>								
SALE OF GOODS OR SERVICES	(14,695)	(17,250)	(14,000)	<b>(14,500)</b>	(14,500)	(500)		
USER FEES	(21,769)	(21,716)	(18,500)	<b>(18,500)</b>	(18,500)	--		
RECOVERIES	(4,200)	(4,200)	(4,200)	<b>(4,200)</b>	(4,200)	--		
INTEREST / DIVIDENDS	(631,653)	(646,060)	(617,600)	<b>(599,600)</b>	(599,600)	18,000		
	<u>(674,253)</u>	<u>(689,226)</u>	<u>(654,300)</u>	<u><b>(636,800)</b></u>	<u>(636,800)</u>	<u>17,500</u>		
<b>EXPENSE</b>								
SALARIES, WAGES & BENEFITS	482,463	500,402	509,070	<b>546,260</b>	568,300	37,190	7%	(1)
ADMINISTRATIVE EXPENSE	9,366	9,619	9,400	<b>10,200</b>	10,200	800		
OPERATING EXPENSE	1,307	--	200	<b>100</b>	100	(100)		
COMMUNICATIONS	605	382	780	<b>585</b>	585	(195)		
INSURANCE EXPENSE	228,562	202,050	215,516	<b>221,380</b>	227,400	5,864		
PROGRAM EXPENSES	3,112	3,009	3,674	<b>3,415</b>	3,415	(259)		
MEETINGS, CONFERENCES, TRAINING	2,315	5,513	4,350	<b>6,100</b>	6,100	1,750		
FUEL / TRANSPORTATION COSTS	414	959	500	<b>650</b>	650	150		
PROFESSIONAL FEES	22,616	22,616	30,000	<b>28,000</b>	28,000	(2,000)		
CONTRACTED SERVICES	1,213	1,068	1,000	<b>11,100</b>	26,000	10,100	1010%	(2)
MARKETING & PROMOTION	308	1,086	400	<b>550</b>	550	150		
EQUIP REPAIRS & MAINTENANCE	382	--	570	<b>400</b>	400	(170)		
TRANSFER TO BIA	73,193	77,937	77,780	<b>78,000</b>	78,000	220		
TRANSFERS TO CEMETERY BOARD	104,402	117,077	117,077	<b>133,194</b>	133,194	16,117	14%	(3)
	<u>930,258</u>	<u>941,718</u>	<u>970,317</u>	<u><b>1,039,934</b></u>	<u>1,082,894</u>	<u>69,617</u>		
<b>NET OPERATING (REVENUE) EXPENSE</b>	<b>256,005</b>	<b>252,492</b>	<b>316,017</b>	<b>403,134</b>	<b>446,094</b>	<b>87,117</b>		
<b>OTHER</b>								
OMPF - ONT MUN PARTNER GRANT	(457,300)	(388,800)	(388,800)	<b>(330,500)</b>	(280,925)	58,300	15%	(4)
TRANSFER FROM RESERVES & RES FUNDS	(25,396)	(25,998)	(25,998)	<b>(26,625)</b>	(27,278)	(627)		
TRANSFER TO RESERVES & RES FUNDS	150,000	150,000	150,000	<b>150,000</b>	150,000	--		
DEBENTURE PAYMENT	928,681	882,640	919,539	<b>906,118</b>	796,430	(13,421)		
	<u>595,985</u>	<u>617,842</u>	<u>654,741</u>	<u><b>698,993</b></u>	<u>638,227</u>	<u>44,252</u>		
	<u>851,990</u>	<u>870,334</u>	<u>970,758</u>	<u><b>1,102,127</b></u>	<u>1,084,321</u>	<u>131,369</u>	14%	

**EXPLANATION OF CHANGE:**

**Revenue** No significant changes projected

**Expenses**

(1) Increased cost of retiree benefits due to 3 new retirements in 2017 combined with the projected rise in extended benefits premiums of 9.5%.

(2) One time increase in contracted services due to new projects that include the Developments Study (must be done every four years) and an upgrade to the Town payroll system (must be done to ensure compliance).

(3) As submitted by the Cemetery Board

**Other**

(4) Further reduction of the OMPF, 15% reduction from 2017.

**INCLUDES DEPARTMENTS:**

1300-4000 Administration  
1300-4001 Retiree Benefits  
1500-4000 Transfers to Local Boards  
1600-40\*\* Debt Repayment  
1600-60\*\* Debt Repayment

**Town of Ingersoll  
TAXATION  
2018 Budget - Final  
February 8, 2018**

DEPARTMENT: TREASURY ACTIVITY: TAXATION	Actual	YTD Actual	Budget		Projection	Change 2017 to 2018		
	2016	2017	2017	2018	2019	(fav)	% if > \$2,500	ref
						unfav	& +/- 5%	
<b>REVENUE</b>								
TAXATION - LEVY	(13,435,344)	(13,765,555)	(13,800,170)	<b>(14,193,943)</b>	(14,531,617)	(393,773)	-2.85%	(1)
TAXATION - SUPPLEMENTARIES & OTHER	(365,805)	(512,356)	(335,812)	<b>(384,834)</b>	(384,834)	(49,022)	-15%	(2)
	<u>(13,801,149)</u>	<u>(14,277,911)</u>	<u>(14,135,982)</u>	<u><b>(14,578,777)</b></u>	<u>(14,916,451)</u>	<u>(442,795)</u>		
<b>EXPENSE</b>								
PROPERTY TAX REFUNDS & ADJUSTMENTS	457,995	599,535	620,000	<b>640,000</b>	640,000	20,000		(3)
	<u>457,995</u>	<u>599,535</u>	<u>620,000</u>	<u><b>640,000</b></u>	<u>640,000</u>	<u>20,000</u>		
<b>NET OPERATING (REVENUE) EXPENSE</b>	<u>(13,343,154)</u>	<u>(13,678,376)</u>	<u>(13,515,982)</u>	<u><b>(13,938,777)</b></u>	<u>(14,276,451)</u>	<u>(422,795)</u>		
	<u>(13,343,154)</u>	<u>(13,678,376)</u>	<u>(13,515,982)</u>	<u><b>(13,938,777)</b></u>	<u>(14,276,451)</u>	<u>(422,795)</u>	-3.13%	
<b>EXPLANATION OF CHANGE:</b>						<b>INCLUDES DEPARTMENTS:</b>		
<b>Revenue</b>						1400-99**	County and Education Tax	
(1) Required levy increase to balance the budget.						1401-99**	Municipal Taxation	
(2) Anticipated increase in supplemental taxes based on the volume of building permits issued in 2017.								
<b>Expenses</b>								
(3) Increase in property tax refunds based on the number of open appeals at the end of 2017.								

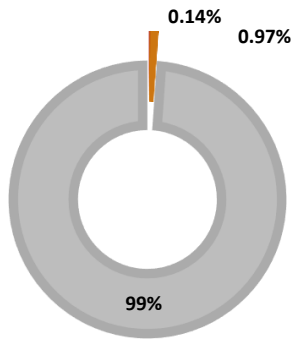
**Town of Ingersoll  
Public Buildings and Building Inspection  
2018 Budget - Final  
February 8, 2018**

**What We Do**

The Building Department is responsible for:  
Building Permits/Inspection/Enforcement, Plumbing and Sewer Permits, Property Standards/By-law Enforcement, Planning (Zoning/Development/Site Plans) and Facilities (Town Centre, and Carr's Walking).

**Special Operating Projects / Memos/ Enhancements /Challenges**

**PUBLIC BUILDINGS PORTION OF  
TOWN'S LEVY**



Property Standards - 0.14%  
Public Blds- 0.97%

**Challenges**

Aging buildings and very few grants available, as well as the challenge of keeping renters at Carr's Walkway.

Changes to the Building Code regarding energy efficiently requirements for both residential & large buildings.

**Special Projects**

Implementation of a new building permit software chosen by the County of Oxford.

Median residential property valued at \$215,000 will pay \$19/year or \$1.6/month for this service.



**Town of Ingersoll**  
**BUILDING INSPECTION & MUNICIPAL BUILDINGS**  
**2018 Budget - Final**  
**February 8, 2018**

DEPARTMENT: BUILDING ACTIVITY: TOTAL ALL ACTIVITIES	Actual	YTD Actual	Budget		Projection	Change 2017 to 2018		
	2016	2017	2017	2018	2019	(fav) unfav	% if > \$2,500 & +/- 5%	ref
<b>REVENUE</b>								
PERMITS/LICENSES	(373,530)	(351,333)	(158,100)	<b>(163,500)</b>	(150,950)	(5,400)		
RENT / LEASES	(37,104)	(28,941)	(23,772)	<b>(27,578)</b>	(27,900)	(3,806)	-16%	
USER FEES	(2,730)	(2,240)	(2,500)	<b>(2,000)</b>	(2,300)	500		
COUNTY RECOVERY	(113,970)	(115,529)	(124,224)	<b>(120,840)</b>	(117,114)	3,384		
	<u>(527,334)</u>	<u>(498,106)</u>	<u>(308,596)</u>	<u><b>(313,918)</b></u>	<u>(298,264)</u>	<u>(5,322)</u>		
<b>EXPENSE</b>								
SALARIES, WAGES & BENEFITS	300,988	310,852	323,295	<b>283,120</b>	289,380	(40,175)	-12%	
ADMINISTRATIVE EXPENSE	1,243	913	1,120	<b>1,320</b>	1,440	200		
OPERATING EXPENSE	3,249	8,838	9,500	<b>9,100</b>	9,200	(400)		
COMMUNICATIONS	2,040	2,725	2,198	<b>2,198</b>	2,198	--		
UTILITIES - HEAT, HYDRO, WATER	111,340	84,688	110,659	<b>106,800</b>	110,460	(3,859)		
PROGRAM EXPENSES	972	961	1,000	<b>1,050</b>	1,050	50		
MEETINGS, CONFERENCES, TRAINING	6,979	3,708	8,550	<b>8,550</b>	8,600	--		
FUEL / TRANSPORTATION COSTS	4,737	4,007	4,500	<b>4,500</b>	4,500	--		
CONTRACTED SERVICES	1,200	1,240	2,300	<b>2,300</b>	1,200	--		
MARKETING & PROMOTION	--	117	375	<b>375</b>	375	--		
LAND MAINTENANCE & IMPROVEMENT	340	480	650	<b>650</b>	650	--		
EQUIP REPAIRS & MAINTENANCE	4,197	22,439	23,120	<b>23,120</b>	13,610	--		
BLDG REPAIRS & MAINTENANCE	13,551	20,273	21,300	<b>21,300</b>	22,800	--		
SNOW REMOVAL AND SANDING	1,568	1,619	2,700	<b>2,700</b>	2,920	--		
MAINTENANCE CONTRACTS	16,981	17,957	18,733	<b>18,943</b>	18,698	210		
	<u>480,273</u>	<u>481,429</u>	<u>530,000</u>	<u><b>487,026</b></u>	<u>487,081</u>	<u>(42,974)</u>		
<b>NET OPERATING (REVENUE) EXPENSE</b>	<u>(47,061)</u>	<u>(16,677)</u>	<u>221,404</u>	<u><b>173,108</b></u>	<u>188,817</u>	<u>(48,296)</u>		
<b>OTHER</b>								
TRANSFER FROM RESERVES & RES FUNDS	--	--	(34,305)	<b>(12,515)</b>	(25,985)	21,790	64%	
TRANSFER TO RESERVES & RES FUNDS	287,982	277,259	110,000	<b>85,000</b>	100,000	(25,000)	-23%	
	<u>287,982</u>	<u>277,259</u>	<u>75,695</u>	<u><b>72,485</b></u>	<u>74,015</u>	<u>(3,210)</u>		
	<u>240,921</u>	<u>260,582</u>	<u>297,099</u>	<u><b>245,593</b></u>	<u>262,832</u>	<u>(51,506)</u>	-17%	
<b>SUMMARY OF ALL BUILDING ACTIVITIES:</b>								
INSPECTION			--	--	--	--		
TOWN CENTRE			189,024	<b>185,633</b>	183,874	(3,391)		
PUBLIC BUILDINGS - OTHER			73,935	<b>39,910</b>	58,498	(34,025)		
			<u>262,959</u>	<u><b>225,543</b></u>	<u>242,372</u>	<u>(37,416)</u>		

**Town of Ingersoll  
BUILDING INSPECTION  
2018 Budget - Final  
February 8, 2018**

DEPARTMENT: BUILDING ACTIVITY: INSPECTION	Actual	YTD Actual	Budget		Projection	Change 2017 to 2018			
	2016	2017	2017	2018	2019	(fav)	% if > \$2,500 & +/- 5%	ref	
<b>REVENUE</b>									
PERMITS/LICENSES	(373,530)	(351,333)	(158,100)	<b>(163,500)</b>	(150,950)	(5,400)			
USER FEES	(2,730)	(2,240)	(2,500)	<b>(2,000)</b>	(2,300)	500			
	<u>(376,260)</u>	<u>(353,573)</u>	<u>(160,600)</u>	<u><b>(165,500)</b></u>	<u>(153,250)</u>	<u>(4,900)</u>			
<b>EXPENSE</b>									
SALARIES, WAGES & BENEFITS	169,357	173,858	176,860	<b>158,920</b>	162,230	(17,940)	-10%	(1)	
ADMINISTRATIVE EXPENSE	1,243	913	1,120	<b>1,020</b>	1,130	(100)			
OPERATING EXPENSE	669	1,112	900	<b>1,000</b>	850	100			
COMMUNICATIONS	341	1,026	500	<b>500</b>	500	--			
PROGRAM EXPENSES	972	961	1,000	<b>1,050</b>	1,050	50			
MEETINGS, CONFERENCES, TRAINING	6,979	3,708	8,550	<b>8,550</b>	8,600	--			
FUEL / TRANSPORTATION COSTS	4,737	4,007	4,500	<b>4,500</b>	4,500	--			
PROFESSIONAL FEES	10,888	611	--	<b>1,000</b>	--	1,000			
CONTRACTED SERVICES	--	--	1,100	<b>1,100</b>	--	--			
MARKETING & PROMOTION	--	117	375	<b>375</b>	375	--			
	<u>195,185</u>	<u>186,313</u>	<u>194,905</u>	<u><b>178,015</b></u>	<u>179,235</u>	<u>(16,890)</u>			
<b>NET OPERATING (REVENUE) EXPENSE</b>	<u>(181,074)</u>	<u>(167,259)</u>	<u>34,305</u>	<u><b>12,515</b></u>	<u>25,985</u>	<u>(21,790)</u>			
<b>OTHER</b>									
TRANSFER FROM RESERVES & RES FUNDS	--	--	(34,305)	<b>(12,515)</b>	(25,985)	21,790	64%	(2)	
	<u>182,982</u>	<u>167,259</u>	<u>(34,305)</u>	<u><b>(12,515)</b></u>	<u>(25,985)</u>	<u>21,790</u>			
	<u>1,908</u>	<u>(0)</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>			0%
<b>EXPLANATION OF CHANGE:</b>					<b>INCLUDES DEPARTMENTS:</b>				
Revenue No significant changes projected					3400-4000 Administration				
<b>Expenses</b>									
(1) Change of the building department organizational structure.									
(2) Required transfer from reserves to balance the building inspection budget.									

Town of Ingersoll  
**PROPERTY STANDARDS**  
 2018 Budget - Final  
 February 8, 2018

DEPARTMENT: BUILDING ACTIVITY: PROPERTY STANDARDS	Actual	YTD Actual	Budget		Projection	Change 2017 to 2018		
	2016	2017	2017	2018	2019	(fav)	% if > \$2,500	ref
						unfav	& +/- 5%	
<b>REVENUE</b>	--	(63)	--	--	--	--		
<b>EXPENSE</b>								
SALARIES, WAGES & BENEFITS	29,445	30,255	34,140	19,750	20,150	(14,390)	-42%	(1)
	29,445	30,255	34,140	20,050	20,460	(14,090)		
<b>NET OPERATING (REVENUE) EXPENSE</b>	29,445	30,192	34,140	20,050	20,460	(14,090)		
<b>OTHER</b>	--	--	--	--	--	--		
	29,445	30,192	34,140	20,050	20,460	(14,090)		-41%

**EXPLANATION OF CHANGE:**

**Revenue** No significant changes projected

**INCLUDES DEPARTMENTS:**

3400-4006 Administration

**Expenses**

(1) Change of the building department organizational structure.

**Town of Ingersoll  
TOWN CENTRE  
2018 Budget - Final  
February 8, 2018**

DEPARTMENT: BUILDING ACTIVITY: TOWN CENTRE	Actual	YTD Actual	Budget		Projection	Change 2017 to 2018		
	2016	2017	2017	2018	2019	(fav)	% if > \$2,500	ref
						unfav	& +/- 5%	
<b>REVENUE</b>								
COUNTY RECOVERY	(113,970)	(115,529)	(124,224)	<b>(120,840)</b>	(117,114)	3,384		
	<u>(113,970)</u>	<u>(115,529)</u>	<u>(124,224)</u>	<u><b>(120,840)</b></u>	<u>(117,114)</u>	<u>3,384</u>		
<b>EXPENSE</b>								
SALARIES, WAGES & BENEFITS	81,875	94,472	100,350	<b>94,500</b>	96,800	(5,850)	-6%	(1)
OPERATING EXPENSE	2,580	2,512	2,500	<b>2,600</b>	2,750	100		
COMMUNICATIONS	1,698	1,698	1,698	<b>1,698</b>	1,698	--		
UTILITIES - HEAT, HYDRO, WATER	94,653	71,031	94,535	<b>93,300</b>	94,120	(1,235)		
CONTRACTED SERVICES	1,200	1,240	1,200	<b>1,200</b>	1,200	--		
LAND MAINTENANCE & IMPROVEMENT	340	480	650	<b>650</b>	650	--		
EQUIP REPAIRS & MAINTENANCE	3,110	21,274	21,820	<b>21,820</b>	12,310	--		
BLDG REPAIRS & MAINTENANCE	8,696	16,699	19,000	<b>19,000</b>	20,000	--		
SNOW REMOVAL AND SANDING	526	543	1,000	<b>1,000</b>	1,000	--		
MAINTENANCE CONTRACTS	9,281	9,728	10,495	<b>10,705</b>	10,460	210		
	<u>203,958</u>	<u>219,677</u>	<u>253,248</u>	<u><b>246,473</b></u>	<u>240,988</u>	<u>(6,775)</u>		
<b>NET OPERATING (REVENUE) EXPENSE</b>	<u>89,988</u>	<u>104,148</u>	<u>129,024</u>	<u><b>125,633</b></u>	<u>123,874</u>	<u>(3,391)</u>		
<b>OTHER</b>								
TRANSFER TO RESERVES & RES FUNDS	65,000	60,000	60,000	<b>60,000</b>	60,000	--		
	<u>65,000</u>	<u>60,000</u>	<u>60,000</u>	<u><b>60,000</b></u>	<u>60,000</u>	<u>--</u>		
	<u>154,988</u>	<u>164,148</u>	<u>189,024</u>	<u><b>185,633</b></u>	<u>183,874</u>	<u>(3,391)</u>	-2%	
<b>EXPLANATION OF CHANGE:</b>					<b>INCLUDES DEPARTMENTS:</b>			
<b>Revenue</b> No significant changes projected					2000-4025	Town Hall - Shared Cost		
					2000-4030	Town Hall - Non Shared Cost		
<b>Expenses</b>								
(1) Change of the building department organizational structure.								

**Town of Ingersoll  
PUBLIC BUILDINGS - OTHER  
2018 Budget - Final  
February 8, 2018**

DEPARTMENT: BUILDING ACTIVITY: PUBLIC BUILDINGS - OTHER	Actual	YTD Actual	Budget		Projection	Change 2017 to 2018		
	2016	2017	2017	2018	2019	(fav) unfav	% if > \$2,500 & +/- 5%	ref
<b>REVENUE</b>								
RENT / LEASES	(37,104)	(28,941)	(23,772)	<b>(27,578)</b>	(27,900)	(3,806)	-16%	(1)
	<u>(37,104)</u>	<u>(28,941)</u>	<u>(23,772)</u>	<u><b>(27,578)</b></u>	<u>(27,900)</u>	<u>(3,806)</u>		
<b>EXPENSE</b>								
SALARIES, WAGES & BENEFITS	20,311	12,267	11,945	<b>9,950</b>	10,200	(1,995)		
OPERATING EXPENSE	--	5,214	6,100	<b>5,500</b>	5,600	(600)		
UTILITIES - HEAT, HYDRO, WATER	16,687	13,657	16,124	<b>13,500</b>	16,340	(2,624)		
EQUIP REPAIRS & MAINTENANCE	1,087	1,165	1,300	<b>1,300</b>	1,300	--		
BLDG REPAIRS & MAINTENANCE	4,855	3,575	2,300	<b>2,300</b>	2,800	--		
SNOW REMOVAL AND SANDING	1,042	1,076	1,700	<b>1,700</b>	1,920	--		
MAINTENANCE CONTRACTS	7,700	8,229	8,238	<b>8,238</b>	8,238	--		
	<u>51,684</u>	<u>45,183</u>	<u>47,707</u>	<u><b>42,488</b></u>	<u>46,398</u>	<u>(5,219)</u>		
<b>NET OPERATING (REVENUE) EXPENSE</b>	<u>14,580</u>	<u>16,242</u>	<u>23,935</u>	<u><b>14,910</b></u>	<u>18,498</u>	<u>(9,025)</u>		
<b>OTHER</b>								
TRANSFER TO RESERVES & RES FUNDS	40,000	50,000	50,000	<b>25,000</b>	40,000	(25,000)	-50%	(2)
	<u>40,000</u>	<u>50,000</u>	<u>50,000</u>	<u><b>25,000</b></u>	<u>40,000</u>	<u>(25,000)</u>		
	<u>54,580</u>	<u>66,242</u>	<u>73,935</u>	<u><b>39,910</b></u>	<u>58,498</u>	<u>(34,025)</u>	-46%	
<b>EXPLANATION OF CHANGE:</b>					<b>INCLUDES DEPARTMENTS:</b>			
<b>Revenue</b>					2000-4015	132 Thames St S		
(1) Based on 2018 lease commitments.					2000-4020	Other Misc. Public Buildings		
<b>Other</b>								
(2) Based on 2018 capital projects.								

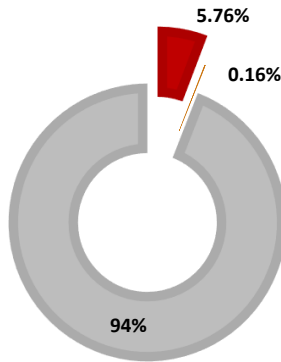
**Town of Ingersoll  
Fire and Parking  
2018 Budget - Final  
February 8, 2018**

**What We Do**

The Ingersoll Fire & Emergency Services is responsible for providing fire protection services to the Town of Ingersoll and areas outside Ingersoll that are covered by fire protection agreements. These services include fire suppression, public education, and fire prevention programs. The Fire Chief is also tasked with the management of downtown parking enforcement, bylaw enforcement, and facilities management of the fire and police buildings.

**Special Operating Projects / Memos/ Enhancements /Challenges**

**FIRE & PARKING PORTION OF TOWN'S LEVY**



Parking- 0.16%  
Fire Services - 5.78%

**Challenges**

Aging fire facility and its building components. The need to expand the apparatus bay area has been identified when the aerial is replaced in 2022. The fire station is located in the flood area which presents an issue with the proposed expansion of the existing facility as the Upper Thames Conservation Authority will most likely challenge Town's application. If the application is declined it is uncertain whether The Town will have to build a new facility and deal with the challenge to find the location for the new station, or the Town will have to explore other options including making customizations to the new aerial to have it fit the existing space.

Median residential property valued at \$215,000 will pay \$117/year or \$9.75/month for this service.

**Town of Ingersoll  
FIRE-TOTAL ACTIVITIES  
2018 Budget - Final  
February 8, 2018**

DEPARTMENT: FIRE ACTIVITY: TOTAL ALL ACTIVITIES	Actual	YTD Actual	Budget		Projection	Change 2017 to 2018	
	2016	2017	2017	2018	2019	(fav) unfav	% if > \$2,500 & +/- 5% ref
<b>REVENUE</b>							
SALE OF GOODS OR SERVICES	(18,261)	(18,796)	(18,450)	<b>(19,250)</b>	(18,950)	(800)	
USER FEES	(7,325)	(12,186)	(8,000)	<b>(11,300)</b>	(8,950)	(3,300)	-41%
RECOVERIES	(2,378)	(60)	(2,500)	<b>(2,500)</b>	(2,500)	--	
INTERNAL (REVENUE) EXPENSE	(64,788)	(74,064)	(74,064)	<b>(65,952)</b>	(65,000)	8,112	11%
	<u>(92,752)</u>	<u>(105,106)</u>	<u>(103,014)</u>	<u><b>(99,002)</b></u>	<u>(95,400)</u>	<u>4,012</u>	
<b>EXPENSE</b>							
SALARIES, WAGES & BENEFITS	750,000	729,873	744,695	<b>750,400</b>	768,735	5,705	
ADMINISTRATIVE EXPENSE	1,321	1,435	1,658	<b>1,658</b>	2,055	--	
OPERATING EXPENSE	27,751	45,114	45,585	<b>47,900</b>	33,270	2,315	
COMMUNICATIONS	45,304	45,511	47,020	<b>48,020</b>	47,396	1,000	
UTILITIES - HEAT, HYDRO, WATER	24,718	18,571	24,750	<b>24,850</b>	25,050	100	
PROGRAM EXPENSES	1,802	2,902	4,755	<b>4,555</b>	1,550	(200)	
MEETINGS, CONFERENCES, TRAINING	15,723	7,536	10,000	<b>10,000</b>	11,200	--	
FUEL / TRANSPORTATION COSTS	4,201	5,785	6,000	<b>6,000</b>	6,100	--	
CONTRACTED SERVICES	26,983	29,932	28,000	<b>30,300</b>	28,500	2,300	
MARKETING & PROMOTION	4,712	3,748	6,035	<b>6,535</b>	6,537	500	
LAND MAINTENANCE & IMPROVEMENT	--	--	50	<b>50</b>	50	--	
EQUIP REPAIRS & MAINTENANCE	16,967	25,365	18,000	<b>19,500</b>	18,920	1,500	
BLDG REPAIRS & MAINTENANCE	4,174	3,270	4,000	<b>4,000</b>	4,000	--	
SNOW REMOVAL AND SANDING	--	--	250	--	--	(250)	
MAINTENANCE CONTRACTS	2,635	2,917	3,070	<b>3,070</b>	3,070	--	
	<u>926,290</u>	<u>921,958</u>	<u>943,868</u>	<u><b>956,838</b></u>	<u>956,433</u>	<u>12,970</u>	
<b>NET OPERATING (REVENUE) EXPENSE</b>	<u>833,538</u>	<u>816,852</u>	<u>840,854</u>	<u><b>857,836</b></u>	<u>861,033</u>	<u>16,982</u>	
<b>OTHER</b>							
TRANSFER TO RESERVES & RES FUNDS	176,000	179,000	179,000	<b>199,000</b>	214,000	20,000	11%
	<u>176,000</u>	<u>179,000</u>	<u>179,000</u>	<u><b>199,000</b></u>	<u>214,000</u>	<u>20,000</u>	
	<u>1,009,538</u>	<u>995,852</u>	<u>1,019,854</u>	<u><b>1,056,836</b></u>	<u>1,075,033</u>	<u>36,982</u>	4%
<b>SUMMARY OF ALL FIRE ACTIVITIES:</b>							
ADMINISTRATION			977,338	1,017,348		40,010	
FACILITY			18,516	16,488		(2,028)	
PARKING			24,000	23,000		(1,000)	
			<u>1,019,854</u>	<u><b>1,056,836</b></u>		<u>36,982</u>	

**Town of Ingersoll  
FIRE - ADMINISTRATION  
2018 Budget - Final  
February 8, 2018**

DEPARTMENT: FIRE ACTIVITY: ADMINISTRATION	Actual	YTD Actual	Budget		Projection	Change 2017 to 2018		
	2016	2017	2017	2018	2019	(fav)	% if > \$2,500	ref
						unfav	& +/- 5%	
<b>REVENUE</b>								
SALE OF GOODS OR SERVICES	(18,261)	(18,796)	(18,450)	<b>(19,250)</b>	(18,950)	(800)		
USER FEES	(4,263)	(4,090)	(4,000)	<b>(4,000)</b>	(4,000)	--		
RECOVERIES	(2,378)	(60)	(2,500)	<b>(2,500)</b>	(2,500)	--		
	<u>(24,902)</u>	<u>(22,946)</u>	<u>(24,950)</u>	<u><b>(25,750)</b></u>	<u>(25,450)</u>	<u>(800)</u>		
<b>EXPENSE</b>								
SALARIES, WAGES & BENEFITS	677,207	654,547	662,750	<b>678,660</b>	694,975	15,910		
ADMINISTRATIVE EXPENSE	1,321	1,435	1,658	<b>1,658</b>	2,055	--		
OPERATING EXPENSE	24,661	40,148	41,750	<b>43,750</b>	28,750	2,000		
COMMUNICATIONS	45,304	45,511	47,020	<b>48,020</b>	47,396	1,000		
UTILITIES - HEAT, HYDRO, WATER	24,718	18,571	24,750	<b>24,850</b>	25,050	100		
PROGRAM EXPENSES	1,802	2,902	4,755	<b>4,555</b>	1,300	(200)		
MEETINGS, CONFERENCES, TRAINING	15,723	7,536	10,000	<b>10,000</b>	11,200	--		
FUEL / TRANSPORTATION COSTS	4,201	5,785	6,000	<b>6,000</b>	6,100	--		
MARKETING & PROMOTION	4,712	3,748	6,035	<b>6,535</b>	6,537	500		
EQUIP REPAIRS & MAINTENANCE	15,460	25,019	17,500	<b>19,000</b>	18,420	1,500		
BLDG REPAIRS & MAINTENANCE	4,174	792	--	--	--	--		
MAINTENANCE CONTRACTS	799	565	1,070	<b>1,070</b>	1,070	--		
	<u>820,082</u>	<u>806,559</u>	<u>823,288</u>	<u><b>844,098</b></u>	<u>842,853</u>	<u>20,810</u>		
<b>NET OPERATING (REVENUE) EXPENSE</b>	<u>795,180</u>	<u>783,612</u>	<u>798,338</u>	<u><b>818,348</b></u>	<u>817,403</u>	<u>20,010</u>		
<b>OTHER</b>								
TRANSFER TO RESERVES & RES FUNDS	176,000	179,000	179,000	<b>199,000</b>	214,000	20,000	11%	(1)
	<u>176,000</u>	<u>179,000</u>	<u>179,000</u>	<u><b>199,000</b></u>	<u>214,000</u>	<u>20,000</u>		
	<u>971,180</u>	<u>962,612</u>	<u>977,338</u>	<u><b>1,017,348</b></u>	<u>1,031,403</u>	<u>40,010</u>	4.09%	

**EXPLANATION OF CHANGE:**

**Revenue** No significant changes projected

**INCLUDES DEPARTMENTS:**

3000-4000 Administration

**Other**

(1) Transfer to the Fire Facility Building Reserve to fund future capital costs related to the Fire Hall facility.



**Town of Ingersoll  
FIRE FACILITY  
2018 Budget - Final  
February 8, 2018**

DEPARTMENT: FIRE ACTIVITY: FACILITY	Actual	YTD Actual	Budget		Projection	Change 2017 to 2018		
	2016	2017	2017	2018	2019	(fav) unfav	% if > \$2,500 & +/- 5%	(1) ref
<b>REVENUE</b>								
INTERNAL (REVENUE) EXPENSE	(64,788)	(74,064)	(74,064)	(65,952)	(65,000)	8,112	11%	(1)
	<u>(64,788)</u>	<u>(74,064)</u>	<u>(74,064)</u>	<u>(65,952)</u>	<u>(65,000)</u>	<u>8,112</u>		
<b>EXPENSE</b>								
SALARIES, WAGES & BENEFITS	72,793	75,326	81,945	71,740	73,760	(10,205)	-12%	(2)
OPERATING EXPENSE	3,089	4,966	3,835	4,150	4,520	315		
PROGRAM EXPENSES	--	--	--	--	250	--		
LAND MAINTENANCE & IMPROVEMENT	--	--	50	50	50	--		
EQUIP REPAIRS & MAINTENANCE	1,507	346	500	500	500	--		
BLDG REPAIRS & MAINTENANCE	--	2,478	4,000	4,000	4,000	--		
SNOW REMOVAL AND SANDING	--	--	250	--	--	(250)		
MAINTENANCE CONTRACTS	1,836	2,353	2,000	2,000	2,000	--		
	<u>79,226</u>	<u>85,467</u>	<u>92,580</u>	<u>82,440</u>	<u>85,080</u>	<u>(10,140)</u>		
<b>NET OPERATING (REVENUE) EXPENSE</b>	<u>14,438</u>	<u>11,403</u>	<u>18,516</u>	<u>16,488</u>	<u>20,080</u>	<u>(2,028)</u>		
<b>OTHER</b>								
	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>		
	<u>14,438</u>	<u>11,403</u>	<u>18,516</u>	<u>16,488</u>	<u>20,080</u>	<u>(2,028)</u>		-11%

**EXPLANATION OF CHANGE:**

**Revenue**

(1) Reduced labour cost due to the reduction of staff wages.

**Expenses**

(2) The 2017 budget was higher due to the timing of hiring of the new facility maintenance staff to replace the retiring employee. The new employee started 4 weeks earlier to receive proper training and allow for smooth transition.

**INCLUDES DEPARTMENTS:**

3000-4100 Facility

**Town of Ingersoll  
PARKING ENFORCEMENT  
2018 Budget - Final  
February 8, 2018**

DEPARTMENT: FIRE ACTIVITY: PARKING ENFORCEMENT	Actual 2016	YTD Actual 2017	Budget		Projection 2019	Change 2017 to 2018		
			2017	2018		(fav) unfav	% if > \$2,500 & +/- 5%	ref
<b>REVENUE</b>								
USER FEES	(3,062)	(8,096)	(4,000)	<b>(7,300)</b>	(4,950)	(3,300)		
	(3,062)	(8,096)	(4,000)	<b>(7,300)</b>	(4,950)	(3,300)		
<b>EXPENSE</b>								
CONTRACTED SERVICES	26,983	29,932	28,000	<b>30,300</b>	28,500	2,300		
	26,983	29,932	28,000	<b>30,300</b>	28,500	2,300		
<b>NET OPERATING (REVENUE) EXPENSE</b>	<u>23,921</u>	<u>21,837</u>	<u>24,000</u>	<u><b>23,000</b></u>	<u>23,550</u>	<u>(1,000)</u>		
<b>OTHER</b>								
	--	--	--	--	--	--		
	<u>23,921</u>	<u>21,837</u>	<u>24,000</u>	<u><b>23,000</b></u>	<u>23,550</u>	<u>(1,000)</u>		-4%

**EXPLANATION OF CHANGE:**

**Revenue** No significant changes projected

**Expenses** No significant changes projected

**INCLUDES DEPARTMENTS:**

1000-4240 Parking

**Town of Ingersoll  
Police  
2018 Budget - Final  
February 8, 2018**

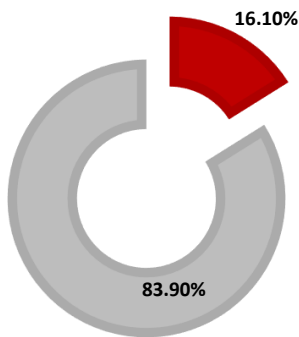
**What We Do**

The Town has entered into a contract with the Ontario Provincial Police (OPP) to provide policing services on a cost recovery basis. Under the contract the Town receives proactive policing services such as routine patrols, RIDE, crime prevention and also services that are reactive in nature based on calls for service specific to the Town.

The Town has a Police Services Board that serves as an advisory body to the OPP as required by the Police Services Act.

**Special Operating Projects / Memos/ Enhancements /Challenges**

**POLICE PORTION OF TOWN'S LEVY**



Median residential property valued at \$215,000 will pay \$319/year or \$26.6/month for this service.

**Town of Ingersoll  
POLICE  
2018 Budget - Final  
February 8, 2018**

DEPARTMENT: POLICE ACTIVITY: ADMINISTRATION	Actual	YTD Actual	Budget		Projection	Change 2017 to 2018		
	2016	2017	2017	2018	2019	(fav)	% if > \$2,500	ref
						unfav	& +/- 5%	
<b>REVENUE</b>								
SALE OF GOODS OR SERVICES	(10,711)	(14,415)	(12,200)	<b>(11,800)</b>	(11,800)	400		
PERMITS/LICENSES	(350)	--	(650)	--	--	650		
USER FEES	(2,997)	(5,599)	(2,500)	<b>(3,000)</b>	(3,000)	(500)		
GRANTS / SUBSIDIES / REBATES	(77,918)	(81,310)	(82,000)	<b>(81,880)</b>	(82,000)	120		
	<u>(91,977)</u>	<u>(101,324)</u>	<u>(97,350)</u>	<u><b>(96,680)</b></u>	<u>(96,800)</u>	<u>670</u>		
<b>EXPENSE</b>								
SALARIES, WAGES & BENEFITS	69,734	68,994	72,549	<b>75,248</b>	76,240	2,699		
ADMINISTRATIVE EXPENSE	--	--	100	<b>100</b>	100	--		
OPERATING EXPENSE	221	239	550	<b>900</b>	960	350		
COMMUNICATIONS	705	765	800	<b>800</b>	800	--		
INSURANCE EXPENSE	212	212	400	<b>400</b>	600	--		
PROGRAM EXPENSES	10,411	5,159	10,900	<b>10,800</b>	10,800	(100)		
MEETINGS, CONFERENCES, TRAINING	2,393	2,684	7,000	<b>5,600</b>	6,910	(1,400)		
FUEL / TRANSPORTATION COSTS	265	377	800	<b>800</b>	800	--		
MARKETING & PROMOTION	1,293	1,789	2,400	<b>2,700</b>	2,210	300		
	<u>85,233</u>	<u>80,219</u>	<u>95,499</u>	<u><b>97,348</b></u>	<u>99,420</u>	<u>1,849</u>		
<b>NET OPERATING (REVENUE) EXPENSE</b>	<u>(6,744)</u>	<u>(21,104)</u>	<u>(1,851)</u>	<u><b>668</b></u>	<u>2,620</u>	<u>2,519</u>		
<b>OTHER</b>								
O.P.P. CONTRACT	2,539,976	2,382,692	2,384,963	<b>2,344,381</b>	2,344,381	(40,582)		(1)
	<u>2,539,976</u>	<u>2,382,692</u>	<u>2,384,963</u>	<u><b>2,344,381</b></u>	<u>2,344,381</u>	<u>(40,582)</u>		
	<u>2,533,233</u>	<u>2,361,588</u>	<u>2,383,112</u>	<u><b>2,345,049</b></u>	<u>2,347,001</u>	<u>(38,063)</u>		-2%

**EXPLANATION OF CHANGE:**

Revenue No significant changes projected

**INCLUDES DEPARTMENTS:**

3220-4000 Police Admin  
3230-4000 Police Services Board

**Other**

(1) OPP Contract reduction as a result of prior years budget to actual reconciliations that have been identified as credits on the 2018 OPP billing statement. This is a one time adjustment.

**Town of Ingersoll  
POLICE FACILITY  
2018 Budget - Final  
February 8, 2018**

DEPARTMENT: POLICE ACTIVITY: FACILITY	Actual	YTD Actual	Budget		Projection	Change 2017 to 2018		
	2016	2017	2017	2018	2019	(fav) unfav	% if > \$2,500 & +/- 5%	ref
<b>REVENUE</b>								
RENT / LEASES	(105,000)	(105,000)	(105,000)	<b>(105,000)</b>	(106,575)	--		
INTERNAL (REVENUE) EXPENSE	64,788	74,064	74,064	<b>65,952</b>	73,430	(8,112)	-11%	(1)
	<u>(40,212)</u>	<u>(30,936)</u>	<u>(30,936)</u>	<u><b>(39,048)</b></u>	<u>(33,145)</u>	<u>(8,112)</u>		
<b>EXPENSE</b>								
INSURANCE EXPENSE	345	336	650	<b>650</b>	650	--		
UTILITIES - HEAT, HYDRO, WATER	28,854	21,415	27,840	<b>26,650</b>	27,300	(1,190)		
BLDG REPAIRS & MAINTENANCE	4,146	6,906	5,000	<b>5,000</b>	5,000	--		
MAINTENANCE CONTRACTS	479	200	500	<b>500</b>	500	--		
	<u>33,824</u>	<u>28,857</u>	<u>33,990</u>	<u><b>32,800</b></u>	<u>33,450</u>	<u>(1,190)</u>		
<b>NET OPERATING (REVENUE) EXPENSE</b>	<u>(6,388)</u>	<u>(2,079)</u>	<u>3,054</u>	<u><b>(6,248)</b></u>	<u>305</u>	<u>(9,302)</u>		
<b>OTHER</b>								
TRANSFER TO RESERVES & RES FUNDS	15,350	15,350	15,350	<b>10,000</b>	12,000	(5,350)	-35%	(2)
	<u>15,350</u>	<u>15,350</u>	<u>15,350</u>	<u><b>10,000</b></u>	<u>12,000</u>	<u>(5,350)</u>		
	<u>8,962</u>	<u>13,271</u>	<u>18,404</u>	<u><b>3,752</b></u>	<u>12,305</u>	<u>(14,652)</u>	-80%	

**EXPLANATION OF CHANGE:**

**Revenue**

(1) Reduced labour cost due to savings in maintenance staff wages.

**Expenses**

(2) Based on the requirements to fund future capital projects.

**INCLUDES DEPARTMENTS:**

3200-4100 Facility

**Town of Ingersoll  
Engineering and Street Lights  
2018 Budget - Final  
February 8, 2018**

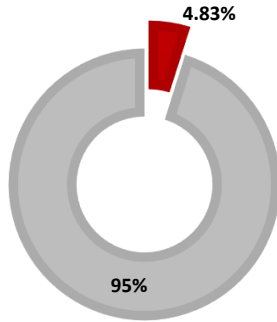
**What We Do**

The Engineering Department is responsible for the following areas:

Engineering Services, Capital Construction, Asset Management, Planning, Traffic and Street Lights, Active Transportation, Surveying, Drainage, Traffic and Speed Studies, Locates, and Waste Management Services

**Special Operating Projects / Memos/ Enhancements /Challenges**

**ENGINEERING PORTION OF TOWN'S  
LEVY**



**Challenges**

Difficulty obtaining funding for Infrastructure and applying for OCIF application based funding.

New Asset Management planning regulation. The Town will be required to update the Asset Management Plan with lifecycle policies, financial strategies and levels of service.

**Special Projects**

Asset Management Plan updates, policies and financing strategy to ensure compliance with the proposed regulation.

Installation of new survey monuments.

Median residential property valued at \$215,000 will pay \$96/year or \$8/month for this service.

**Town of Ingersoll  
ENGINEERING  
2018 Budget - Final  
February 8, 2018**

DEPARTMENT: ENGINEERING ACTIVITY: ADMINISTRATION	Actual	YTD Actual	Budget		Projection	Change 2017 to 2018		
	2016	2017	2017	2018	2019	(fav) unfav	% if > \$2,500 & +/- 5%	ref
<b>REVENUE</b>								
PERMITS/LICENSES	(650)	(100)	(500)	<b>(200)</b>	(200)	300		
USER FEES	(1,434)	(1,376)	(1,500)	<b>(1,500)</b>	(1,500)	--		
RECOVERIES	(117,409)	(35,047)	(115,200)	<b>(80,200)</b>	(80,200)	35,000	30%	(1)
	<u>(119,493)</u>	<u>(36,523)</u>	<u>(117,200)</u>	<u><b>(81,900)</b></u>	<u>(81,900)</u>	<u>35,300</u>		
<b>EXPENSE</b>								
SALARIES, WAGES & BENEFITS	348,509	338,188	348,260	<b>375,980</b>	383,555	27,720	8%	(2)
ADMINISTRATIVE EXPENSE	7,855	9,431	18,350	<b>15,850</b>	15,850	(2,500)		
OPERATING EXPENSE	11,597	2,203	2,970	<b>3,970</b>	3,020	1,000		
COMMUNICATIONS	10,508	10,254	11,000	<b>11,000</b>	11,000	--		
PROGRAM EXPENSES	1,230	1,269	2,565	<b>2,855</b>	2,565	290		
MEETINGS, CONFERENCES, TRAINING	10,606	13,735	15,700	<b>17,650</b>	16,300	1,950		
FUEL / TRANSPORTATION COSTS	3,349	3,135	3,100	<b>3,100</b>	2,600	--		
PROFESSIONAL FEES	13,695	42,033	26,200	<b>66,500</b>	69,700	40,300	154%	(3)
CONTRACTED SERVICES	1,180	1,061	2,500	<b>2,500</b>	100	--		
MARKETING & PROMOTION	711	370	1,000	<b>500</b>	1,275	(500)		
EQUIP REPAIRS & MAINTENANCE	(10,098)	(7,907)	(2,800)	<b>(3,800)</b>	(4,800)	(1,000)		
EQUIPMENT USAGE	2,075	471	200	<b>200</b>	200	--		
	<u>401,217</u>	<u>414,242</u>	<u>429,045</u>	<u><b>496,305</b></u>	<u>501,365</u>	<u>67,260</u>		
<b>NET OPERATING (REVENUE) EXPENSE</b>	<u>281,724</u>	<u>377,719</u>	<u>311,845</u>	<u><b>414,405</b></u>	<u>419,465</u>	<u>102,560</u>		
<b>OTHER</b>								
TRANSFER TO RESERVES & RES FUNDS	1,643,642	1,877,000	1,877,000	<b>1,507,000</b>	2,132,000	(370,000)	-20%	(4)
	<u>1,643,642</u>	<u>1,877,000</u>	<u>1,877,000</u>	<u><b>1,507,000</b></u>	<u>2,132,000</u>	<u>(370,000)</u>		
	<u><u>1,925,366</u></u>	<u><u>2,254,719</u></u>	<u><u>2,188,845</u></u>	<u><u><b>1,921,405</b></u></u>	<u><u>2,551,465</u></u>	<u><u>(267,440)</u></u>	<u>-12%</u>	

**EXPLANATION OF CHANGE:**

**Revenue**

- (1) Based on 2018 capital projects performed and managed by Town's engineering staff on behalf of the County. The Town currently charges a 2.5% admin fee on the total cost of the projects.

**INCLUDES DEPARTMENTS:**

4000-4000 Administration  
4000-5020 Locates

**Expenses**

- (2) Anticipated increase in wages and benefits including an annual index, step increases and group health premiums.  
(3) Based on special operating projects including consulting work to amend the Asset Management Plan to ensure compliance with the new government requirements (+\$20K), and the installation of new survey monuments (+30K).  
(4) Based on the requirements to fund future capital projects.

Town of Ingersoll  
**STREET LIGHTING & TRAFFIC SIGNALS**  
 2018 Budget - Final  
 February 8, 2018

DEPARTMENT: ENGINEERING	Actual	YTD Actual	Budget		Projection	Change 2017 to 2018			
			2016	2017		2017	2018	2019	(fav)
ACTIVITY: STREET LIGHTING & TRAFFIC SIGNALS							unfav	& +/- 5%	
<b>REVENUE</b>	--	--	--	--	--	--			
<b>EXPENSE</b>									
UTILITIES - HEAT, HYDRO, WATER	265,663	228,233	250,200	<b>265,000</b>	272,800	14,800		6%	(1)
EQUIP REPAIRS & MAINTENANCE	22,613	15,807	22,000	<b>22,000</b>	25,400	--			
	<u>288,276</u>	<u>244,040</u>	<u>272,200</u>	<b><u>287,000</u></b>	<u>298,200</u>	<u>14,800</u>			
<b>NET OPERATING (REVENUE) EXPENSE</b>	<u>288,276</u>	<u>244,040</u>	<u>272,200</u>	<b><u>287,000</u></b>	<u>298,200</u>	<u>14,800</u>			
<b>OTHER</b>	--	--	--	--	--	--			
	<u>288,276</u>	<u>244,040</u>	<u>272,200</u>	<b><u>287,000</u></b>	<u>298,200</u>	<u>14,800</u>			5%

**EXPLANATION OF CHANGE:**

**Revenue** No significant changes projected

**INCLUDES DEPARTMENTS:**

- 4000-4400 Street Lights
- 4000-4410 Traffic Signals

**Expenses**

(1) Based on additions to the Town street lights inventory (new subdivisions) and hydro rate increases at the rate of inflations of 2%.



**Town of Ingersoll  
Public Works  
2018 Budget - Final  
February 8, 2018**

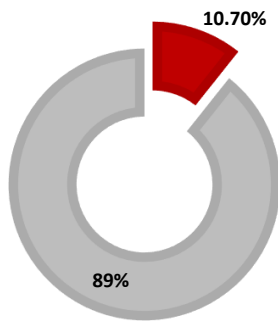
**What We Do**

The Public Works Department is responsible for:

Maintenance of Bridges and Culverts, Roadsides, Sidewalks, Trees, Catch basins/Storm Sewers and Road Top Street Sweeping, Winter Control, Signs, Guiderail, Railway Crossings, Detours, Brush/Yard Waste/Leaf Pick up and Litter Pick up.

**Special Operating Projects / Memos/ Enhancements /Challenges**

**PUBLIC WORKS PORTION OF  
TOWN'S LEVY**



**Special Projects**

Implementation of a new web based patrolling and inspection software for better risk management, reporting and road safety. The software will be used to patrol roads, sidewalks, trails, and for winter patrol.

Underground storm sewer inspections that must be done once every five (5) years.

Median residential property valued at \$215,000 will pay \$212/year or \$17.70/month for this service.

**Town of Ingersoll**  
**PUBLIC WORKS-TOTAL ALL ACTIVITIES**  
**2018 Budget - Final**  
**February 8, 2018**

DEPARTMENT: PUBLIC WORKS ACTIVITY: TOTAL ALL ACTIVITIES	Actual	YTD Actual	Budget		Projection	Change 2017 to 2018	
	2016	2017	2017	2018	2019	(fav) unfav	% if > \$2,500 & +/- 5% ref
<b>REVENUE</b>							
SALE OF GOODS OR SERVICES	(8,803)	(9,409)	(7,060)	<b>(8,180)</b>	(7,950)	(1,120)	
PERMITS/LICENSES	(13,100)	(12,000)	(7,500)	<b>(10,000)</b>	(10,000)	(2,500)	
USER FEES	(435)	--	(300)	<b>(300)</b>	(300)	--	
RECOVERIES	(22,255)	(29,160)	(18,000)	<b>(20,000)</b>	(20,000)	(2,000)	
COUNTY RECOVERY	(205,549)	(149,505)	(199,018)	<b>(208,438)</b>	(208,638)	(9,420)	
GRANTS / SUBSIDIES / REBATES	(4,731)	--	(4,730)	--	--	4,730	
	<u>(254,874)</u>	<u>(200,074)</u>	<u>(236,608)</u>	<u><b>(246,918)</b></u>	<u>(246,888)</u>	<u>(10,310)</u>	
<b>EXPENSE</b>							
SALARIES, WAGES & BENEFITS	1,013,065	1,037,772	1,022,259	<b>1,086,874</b>	1,111,120	64,615	6%
ADMINISTRATIVE EXPENSE	969	1,696	1,175	<b>1,275</b>	1,485	100	
OPERATING EXPENSE	18,977	20,566	20,350	<b>20,450</b>	24,000	100	
COMMUNICATIONS	7,516	6,883	7,989	<b>8,969</b>	8,999	980	
UTILITIES - HEAT, HYDRO, WATER	20,641	17,124	20,840	<b>20,950</b>	21,200	110	
PROGRAM EXPENSES	770	223	786	<b>886</b>	1,076	100	
MEETINGS, CONFERENCES, TRAINING	10,199	7,629	9,405	<b>8,105</b>	8,105	(1,300)	
FUEL / TRANSPORTATION COSTS	50,762	51,309	57,710	<b>59,275</b>	60,475	1,565	
CONTRACTED SERVICES	26,559	13,041	28,500	<b>31,250</b>	28,500	2,750	
MARKETING & PROMOTION	1,997	8,016	5,500	<b>5,500</b>	6,725	--	
LAND MAINTENANCE & IMPROVEMENT	--	--	1,000	<b>1,000</b>	1,200	--	
EQUIP REPAIRS & MAINTENANCE	3,246	4,408	95,252	<b>95,252</b>	96,252	--	
BLDG REPAIRS & MAINTENANCE	12,715	7,655	9,000	<b>9,000</b>	9,000	--	
SNOW REMOVAL AND SANDING	22,743	21,740	18,000	<b>18,000</b>	18,000	--	
MAINTENANCE CONTRACTS	7,344	8,179	12,130	<b>12,130</b>	12,130	--	
MATERIALS	383,914	379,172	383,636	<b>422,108</b>	390,300	38,472	10%
EQUIPMENT USAGE	47,586	31,071	--	<b>(200)</b>	(200)	(200)	
	<u>1,629,005</u>	<u>1,616,485</u>	<u>1,693,532</u>	<u><b>1,800,824</b></u>	<u>1,798,367</u>	<u>107,292</u>	
<b>NET OPERATING (REVENUE) EXPENSE</b>	<u>1,374,131</u>	<u>1,416,410</u>	<u>1,456,924</u>	<u><b>1,553,906</b></u>	<u>1,551,479</u>	<u>96,982</u>	
<b>OTHER</b>							
TRANSFER FROM RESERVES & RES FUNDS	(2,898)	--	(2,500)	<b>(4,309)</b>	(2,700)	(1,809)	
TRANSFER TO RESERVES & RES FUNDS	248,409	236,680	244,320	<b>212,285</b>	211,925	(32,035)	-13%
	<u>290,505</u>	<u>236,680</u>	<u>241,820</u>	<u><b>207,976</b></u>	<u>209,225</u>	<u>(33,844)</u>	
	<u>1,664,636</u>	<u>1,653,090</u>	<u>1,698,744</u>	<u><b>1,761,882</b></u>	<u>1,760,704</u>	<u>63,138</u>	3.7%
<b>SUMMARY OF ALL PUBLIC WORKS ACTIVITIES:</b>							
ADMINISTRATION & EQUIPMENT			340,457	<b>353,870</b>		13,413	
BRIDGES & CULVERTS			11,700	<b>12,960</b>		1,260	
ROADSIDE MAINTENANCE			219,300	<b>270,790</b>		51,490	
SURFACE MAINTENANCE			301,000	<b>297,670</b>		(3,330)	
ROADS, SIDEWALKS & PARKING LOTS			261,620	<b>263,220</b>		1,600	
WINTER CONTROL			465,296	<b>442,330</b>		(22,966)	
ENVIRONMENTAL SERVICES			99,371	<b>121,042</b>		21,671	
			<u>1,698,744</u>	<u><b>1,761,882</b></u>		<u>63,138</u>	

**Town of Ingersoll**  
**PUBLIC WORKS-ADMINISTRATION & EQUIPMENT**  
**2018 Budget - Final**  
**February 8, 2018**

DEPARTMENT: PUBLIC WORKS						Change 2017 to 2018			
ACTIVITY:	ADMINISTRATION & EQUIPMENT	Actual	YTD Actual	Budget		Projection	(fav)	% if > \$2,500	
		2016	2017	2017	2018	2019	unfav	& +/- 5% ref	
<b>REVENUE</b>									
SALE OF GOODS OR SERVICES		(1,956)	(1,239)	(1,500)	(1,000)	(1,500)	500		
PERMITS/LICENSES		(13,100)	(12,000)	(7,500)	(10,000)	(10,000)	(2,500)		
USER FEES		(435)	--	(300)	(300)	(300)	--		
RECOVERIES		(22,255)	(29,160)	(18,000)	(20,000)	(20,000)	(2,000)		
COUNTY RECOVERY		(177,518)	(127,415)	(172,000)	(180,000)	(180,000)	(8,000)		
GRANTS / SUBSIDIES / REBATES		(4,731)	--	(4,730)	--	--	4,730	100% (1)	
		<u>(219,996)</u>	<u>(169,814)</u>	<u>(204,030)</u>	<u>(211,300)</u>	<u>(211,800)</u>	<u>(7,270)</u>		
<b>EXPENSE</b>									
SALARIES, WAGES & BENEFITS		438,012	474,453	437,040	460,083	468,800	23,043	5% (2)	
ADMINISTRATIVE EXPENSE		969	1,696	1,175	1,275	1,485	100		
OPERATING EXPENSE		17,717	19,071	17,850	17,950	21,500	100		
COMMUNICATIONS		7,516	6,883	7,989	8,969	8,999	980		
UTILITIES - HEAT, HYDRO, WATER		19,886	16,492	20,190	20,200	20,200	10		
PROGRAM EXPENSES		720	223	786	886	1,076	100		
MEETINGS, CONFERENCES, TRAINING		10,199	7,629	9,405	8,105	8,105	(1,300)		
FUEL / TRANSPORTATION COSTS		50,762	51,309	57,710	59,275	60,475	1,565		
MARKETING & PROMOTION		57	256	300	300	1,000	--		
EQUIP REPAIRS & MAINTENANCE		3,246	4,408	95,252	95,252	96,252	--		
BLDG REPAIRS & MAINTENANCE		12,715	7,655	9,000	9,000	9,000	--		
MAINTENANCE CONTRACTS		7,344	8,179	12,130	12,130	12,130	--		
EQUIPMENT USAGE		(287,394)	(307,317)	(368,660)	(343,290)	(345,130)	25,370	7% (3)	
		<u>281,750</u>	<u>290,937</u>	<u>300,167</u>	<u>352,885</u>	<u>363,892</u>	<u>52,718</u>		
<b>NET OPERATING (REVENUE) EXPENSE</b>		<u>61,755</u>	<u>121,123</u>	<u>96,137</u>	<u>141,585</u>	<u>152,092</u>	<u>45,448</u>		
<b>OTHER</b>									
TRANSFER TO RESERVES & RES FUNDS		248,409	236,680	244,320	212,285	211,925	(32,035)	-13% (4)	
		<u>245,511</u>	<u>236,680</u>	<u>244,320</u>	<u>212,285</u>	<u>211,925</u>	<u>(32,035)</u>		
		<u>307,265</u>	<u>357,803</u>	<u>340,457</u>	<u>353,870</u>	<u>364,017</u>	<u>13,413</u>	4%	

**EXPLANATION OF CHANGE:**

**Revenue**

(1) The summer students grant was eliminated from the budget given the uncertainty of the funding.

**INCLUDES DEPARTMENTS:**

- 4500-4000 Administration
- 4500-4100 Facility
- 4500-4190 Supervisory
- 4500-4230 Equipment Usage

**Expenses**

(2) Supervisory and admin wages increased due to the changes in the interdepartmental allocation of management wages. Also includes increases to the employee health benefit plan (+9.5%)

(3) To bring in line with 2016 and 2017 actual expenditures.

**Other**

(4) Directly attributed to the equipment usage estimates.

Town of Ingersoll  
BRIDGES & CULVERTS  
2018 Budget - Final  
February 8, 2018

DEPARTMENT: PUBLIC WORKS ACTIVITY: BRIDGES & CULVERTS	Actual	YTD Actual	Budget		Projection	Change 2017 to 2018		
	2016	2017	2017	2018	2019	(fav)	% if > \$2,500	ref
						unfav	& +/- 5%	
<b>REVENUE</b>								
	--	--	--	--	--	--		
<b>EXPENSE</b>								
SALARIES, WAGES & BENEFITS	6,110	9,966	7,550	<b>9,760</b>	9,900	2,210		
MATERIALS	3,560	534	2,500	<b>2,500</b>	3,000	--		
EQUIPMENT USAGE	689	1,864	1,650	<b>700</b>	1,650	(950)		
	<u>10,359</u>	<u>12,365</u>	<u>11,700</u>	<u><b>12,960</b></u>	<u>14,550</u>	<u>1,260</u>		
<b>NET OPERATING (REVENUE) EXPENSE</b>	<u>10,359</u>	<u>12,365</u>	<u>11,700</u>	<u><b>12,960</b></u>	<u>14,550</u>	<u>1,260</u>		
<b>OTHER</b>								
	--	--	--	--	--	--		
	<u>10,359</u>	<u>12,365</u>	<u>11,700</u>	<u><b>12,960</b></u>	<u>14,550</u>	<u>1,260</u>		11%

**EXPLANATION OF CHANGE:**

**Revenue** No significant changes projected

**Expenses** No significant changes projected

**INCLUDES DEPARTMENTS:**

4500-4110 Bridges and Culverts

Town of Ingersoll  
**ROADSIDE MAINTENANCE**  
 2018 Budget - Final  
 February 8, 2018

DEPARTMENT: PUBLIC WORKS ACTIVITY: ROADSIDE MAINTENANCE	Actual	YTD Actual	Budget		Projection	Change 2017 to 2018		
	2016	2017	2017	2018	2019	(fav)	% if > \$2,500	ref
						unfav	& +/- 5%	
<b>REVENUE</b>								
	--	--	--	--	--	--		
<b>EXPENSE</b>								
SALARIES, WAGES & BENEFITS	106,195	141,068	113,950	<b>129,590</b>	132,500	15,640	14%	(1)
MATERIALS	34,113	52,189	37,700	<b>72,700</b>	42,700	35,000	93%	(2)
EQUIPMENT USAGE	61,144	83,376	67,650	<b>68,500</b>	68,500	850		
	<u>201,452</u>	<u>276,632</u>	<u>219,300</u>	<u><b>270,790</b></u>	<u>243,700</u>	<u>51,490</u>		
<b>NET OPERATING (REVENUE) EXPENSE</b>	201,452	276,632	219,300	<b>270,790</b>	243,700	51,490		
<b>OTHER</b>								
	--	--	--	--	--	--		
	<u>201,452</u>	<u>276,632</u>	<u>219,300</u>	<u><b>270,790</b></u>	<u>243,700</u>	<u>51,490</u>		23%

**EXPLANATION OF CHANGE:**

**Revenue** No significant changes projected

**Expenses**

- (1) To bring in line with 2017 actual hours.  
Includes projected increases to employee health benefit plan (+9.5%)

- (2) Due to the added cost to camera Town's storm sewer infrastructure (+\$30K) and an increase for the municipal tree trimming program (increased number of trees identified for trimming or removal).

**INCLUDES DEPARTMENTS:**

- 4500-4120 Mowing, Weed and Spray
- 4500-4121 Tree Trimming
- 4500-4122 Ditching
- 4500-4123 Catch Basins

Town of Ingersoll  
SURFACE MAINTENANCE  
2018 Budget - Final  
February 8, 2018

DEPARTMENT: PUBLIC WORKS ACTIVITY: SURFACE MAINTENANCE	Actual	YTD Actual	Budget		Projection	Change 2017 to 2018		
	2016	2017	2017	2018	2019	(fav)	% if > \$2,500	ref
						unfav	& +/- 5%	
<b>REVENUE</b>								
	--	--	--	--	--	--		
<b>EXPENSE</b>								
SALARIES, WAGES & BENEFITS	126,562	109,757	122,850	<b>119,720</b>	122,700	(3,130)		
MATERIALS	111,412	117,365	114,400	<b>114,200</b>	113,700	(200)		
EQUIPMENT USAGE	52,960	66,214	63,750	<b>63,750</b>	64,550	--		
	<u>290,934</u>	<u>293,335</u>	<u>301,000</u>	<b><u>297,670</u></b>	<u>300,950</u>	<u>(3,330)</u>		
<b>NET OPERATING (REVENUE) EXPENSE</b>	290,934	293,335	301,000	<b>297,670</b>	300,950	(3,330)		
<b>OTHER</b>								
	44,994	--	--	--	--	--		
	<u>335,929</u>	<u>293,335</u>	<u>301,000</u>	<b><u>297,670</u></b>	<u>300,950</u>	<u>(3,330)</u>		-1%
<b>EXPLANATION OF CHANGE:</b>					<b>INCLUDES DEPARTMENTS:</b>			
<b>Revenue</b> No significant changes projected					4500-4130	Patching & Spray		
					4500-4131	Sweep, Flush, Clean		
					4500-4132	Shoulder		
					4500-4141	Dust Control		
<b>Expenses</b> No significant changes projected								

**Town of Ingersoll**  
**ROADS, SIDEWALKS & PARKING LOTS**  
**2018 Budget - Final**  
**February 8, 2018**

DEPARTMENT: PUBLIC WORKS	Actual	YTD Actual	Budget		Projection	Change 2017 to 2018		
ACTIVITY: ROADS, SIDEWALKS & PARKING LOTS	2016	2017	2017	2018	2019	(fav)	% if > \$2,500	
						unfav	& +/- 5%	ref
<b>REVENUE</b>	--	--	--	--	--	--		
<b>EXPENSE</b>								
SALARIES, WAGES & BENEFITS	101,660	109,489	109,440	<b>111,000</b>	113,800	1,560		
UTILITIES - HEAT, HYDRO, WATER	755	632	650	<b>750</b>	1,000	100		
LAND MAINTENANCE & IMPROVEMENT	--	--	1,000	<b>1,000</b>	1,200	--		
SNOW REMOVAL AND SANDING	22,743	21,740	18,000	<b>18,000</b>	18,000	--		
MATERIALS	106,205	96,117	107,300	<b>109,300</b>	109,300	2,000		
EQUIPMENT USAGE	19,350	27,388	25,230	<b>23,170</b>	23,170	(2,060)		
	<u>250,713</u>	<u>255,366</u>	<u>261,620</u>	<b><u>263,220</u></b>	<u>266,470</u>	<u>1,600</u>		
<b>NET OPERATING (REVENUE) EXPENSE</b>	<u>250,713</u>	<u>255,366</u>	<u>261,620</u>	<b><u>263,220</u></b>	<u>266,470</u>	<u>1,600</u>		
<b>OTHER</b>	--	--	--	--	--	--		
	<u>250,713</u>	<u>255,366</u>	<u>261,620</u>	<b><u>263,220</u></b>	<u>266,470</u>	<u>1,600</u>		1%
<b>EXPLANATION OF CHANGE:</b>						<b>INCLUDES DEPARTMENTS:</b>		
<b>Revenue</b> No significant changes projected						4500-4160	Signs & Guide Rails	
						4500-4161	Crossing Signals	
<b>Expenses</b> No significant changes projected						4500-4200	Parking Lots	
						4500-4205	Detours	
						4500-4220	Sidewalk Repairs	

Town of Ingersoll  
WINTER CONTROL  
2018 Budget - Final  
February 8, 2018

DEPARTMENT: PUBLIC WORKS	ACTIVITY: WINTER CONTROL	Actual		YTD Actual		Budget		Projection	Change 2017 to 2018			
		2016	2017	2017	2018	2019	(fav)	% if > \$2,500	unfav	& +/- 5%	ref	
<b>REVENUE</b>		--	--	--	--	--	--	--	--			
<b>EXPENSE</b>												
	SALARIES, WAGES & BENEFITS	142,475	108,546	150,100	<b>150,370</b>	154,120	270					
	CONTRACTED SERVICES	26,559	13,041	28,500	<b>28,500</b>	28,500	--					
	MATERIALS	124,373	109,059	116,936	<b>116,900</b>	116,900	(36)					
	EQUIPMENT USAGE	146,542	112,033	169,760	<b>146,560</b>	146,560	(23,200)	-14%	(1)			
		<u>439,950</u>	<u>342,678</u>	<u>465,296</u>	<b><u>442,330</u></b>	<u>446,080</u>	<u>(22,966)</u>					
	<b>NET OPERATING (REVENUE) EXPENSE</b>	<u>439,950</u>	<u>342,678</u>	<u>465,296</u>	<b><u>442,330</u></b>	<u>446,080</u>	<u>(22,966)</u>					
<b>OTHER</b>		--	--	--	--	--	--					
		<u>439,950</u>	<u>342,678</u>	<u>465,296</u>	<b><u>442,330</u></b>	<u>446,080</u>	<u>(22,966)</u>	-5%				
<b>EXPLANATION OF CHANGE:</b>							<b>INCLUDES DEPARTMENTS:</b>					
<b>Revenue</b> No significant changes projected							4500-4150	Plowing, Sand and Salting				
							4500-4151	Snow Removal				
							4500-4152	Snow Fence				
							4500-4153	Winter Standby				
							4500-4221	Sidewalk Winter Control				
<b>Expenses</b>												
(1) To bring in line with actuals.												



**Town of Ingersoll  
ENVIRONMENTAL SERVICES  
2018 Budget - Final  
February 8, 2018**

DEPARTMENT:	PUBLIC WORKS	Actual	YTD Actual	Budget		Projection	Change 2017 to 2018		
ACTIVITY:	ENVIRONMENTAL SERVICES	2016	2017	2017	2018	2019	(fav)	% if > \$2,500	
							unfav	& +/- 5%	ref
<b>REVENUE</b>									
	SALE OF GOODS OR SERVICES	(6,847)	(8,170)	(5,560)	<b>(7,180)</b>	(6,450)		(1,620)	
	COUNTY RECOVERY	(28,031)	(22,090)	(27,018)	<b>(28,438)</b>	(28,638)		(1,420)	
		<u>(34,878)</u>	<u>(30,260)</u>	<u>(32,578)</u>	<u><b>(35,618)</b></u>	<u>(35,088)</u>		<u>(3,040)</u>	
<b>EXPENSE</b>									
	SALARIES, WAGES & BENEFITS	92,051	84,493	81,329	<b>106,351</b>	109,300	25,022	31%	(1)
	OPERATING EXPENSE	1,260	1,495	2,500	<b>2,500</b>	2,500		--	
	MARKETING & PROMOTION	1,940	7,760	5,200	<b>5,200</b>	5,725		--	
	MATERIALS	4,249	3,909	4,800	<b>6,508</b>	4,700	1,708		
	EQUIPMENT USAGE	54,296	47,514	40,620	<b>40,410</b>	40,500	(210)		
		<u>153,846</u>	<u>145,171</u>	<u>134,449</u>	<u><b>160,969</b></u>	<u>162,725</u>		<u>26,520</u>	
	<b>NET OPERATING (REVENUE) EXPENSE</b>	<u>118,968</u>	<u>114,911</u>	<u>101,871</u>	<u><b>125,351</b></u>	<u>127,637</u>		<u>23,480</u>	
<b>OTHER</b>									
	TRANSFER FROM RESERVES & RES FUNDS	--	--	(2,500)	<b>(4,309)</b>	(2,700)	(1,809)		
		<u>--</u>	<u>--</u>	<u>(2,500)</u>	<u><b>(4,309)</b></u>	<u>(2,700)</u>	<u>(1,809)</u>		
		<u>118,968</u>	<u>114,911</u>	<u>99,371</u>	<u><b>121,042</b></u>	<u>124,937</u>		<u>21,671</u>	22%
<b>EXPLANATION OF CHANGE:</b>						<b>INCLUDES DEPARTMENTS:</b>			
Revenue No significant changes projected						4500-4203	Promo Trees		
						4500-5000	Garbage & Recycling Admin		
						4500-5010	Waste Depot		
						4500-5012	Debris & Litter Pickup		
						4500-5013	Leaf Collection		
						4500-5015	Christmas Trees Pick up		
<b>Expenses</b>									
(2) Salaries increased due to the changes in the interdepartmental allocation of management wages.									
Also includes increases to the employee health benefit plan (+9.5%)									

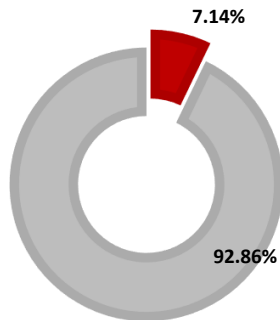
**Town of Ingersoll  
Parks, Arena & Seniors Centre  
2018 Budget - Final  
February 8, 2018**

**What We Do**

The Park and Arena is responsible for maintaining over 130 acres of parkland, trails, sports fields (baseball & soccer), tennis/basketball courts, playground structures, outdoor washrooms, flower beds, floral hanging baskets etc. Maintaining and operating a single pad arena/auditorium for youth and adult user groups & public skating for all ages.

**Special Operating Projects / Memos/ Enhancements /Challenges**

**PARKS, ARENA & SENIORS  
CENTRE PORTION OF TOWN'S  
LEVY**



**Challenges**

Aging Parks Shop and Senior Centre facilities. Both buildings require substantial investments. It has been decided to repair the Seniors Center on "as needed" basis in the anticipation of relocating the Center to the new Multi Use Recreational Facility. The Parks Shop deficiencies will be addressed in 2018 and 2019 .

The Parks department payroll budget is being impacted by the increase of the minimum wage and other provisions of Bill 148 including equal pay for equal work, increased vacation entitlements and public holiday calculations for part-time and seasonal employees .

**Special Projects**

Cross train full time maintenance staff to ensure they are properly trained, comfortable and safe to work at all Town's recreational facilities.

Continue the Multi Use Rec Facility project. The 2018 budget contains a \$100K to complete the drawings and specifications and \$50K to start fundraising campaign.

Median residential property valued at \$215,000 will pay \$141/year or \$11.80/month for this service.

**Town of Ingersoll**  
**PARKS AND ARENA TOTAL ACTIVITIES**  
**2018 Budget - Final**  
**February 8, 2018**

DEPARTMENT: PARKS AND ARENA ACTIVITY: TOTAL ALL ACTIVITIES	Actual	YTD Actual	Budget		Projection	Change 2017 to 2018	
	2016	2017	2017	2018	2019	(fav) unfav	% if > \$2,500 & +/- 5% ref
<b>REVENUE</b>							
SALE OF GOODS OR SERVICES	(42,008)	(39,435)	(42,500)	<b>(25,700)</b>	(25,700)	16,800	40%
ICE RENTAL	(231,663)	(226,367)	(260,332)	<b>(231,343)</b>	(230,000)	28,989	11%
RENT / LEASES	(12,258)	(7,263)	(2,200)	<b>(16,240)</b>	(13,340)	(14,040)	-638%
USER FEES	(59,925)	(58,016)	(58,619)	<b>(58,619)</b>	(58,560)	--	
RECOVERIES	(9,751)	(8,700)	(8,700)	<b>(8,700)</b>	(8,700)	--	
GRANTS / SUBSIDIES / REBATES	(7,885)	--	(7,882)	--	--	7,882	100%
DONATIONS / FUNDRAISING	(6,617)	(12,020)	--	--	--	--	
	<u>(370,107)</u>	<u>(351,800)</u>	<u>(380,233)</u>	<u><b>(340,602)</b></u>	<u>(336,300)</u>	<u>39,631</u>	
<b>EXPENSE</b>							
SALARIES, WAGES & BENEFITS	702,646	675,310	710,140	<b>779,320</b>	773,684	69,180	10%
ADMINISTRATIVE EXPENSE	479	525	625	<b>625</b>	775	--	
OPERATING EXPENSE	19,318	17,463	14,876	<b>15,561</b>	19,501	685	
COMMUNICATIONS	7,952	6,179	6,300	<b>6,860</b>	6,950	560	
UTILITIES - HEAT, HYDRO, WATER	248,533	200,306	232,970	<b>233,800</b>	237,570	830	
SUPPLIES	37,788	27,815	34,100	<b>23,600</b>	23,600	(10,500)	-31%
PROGRAM EXPENSES	18,066	52,774	48,700	<b>18,800</b>	18,800	(29,900)	-61%
MEETINGS, CONFERENCES, TRAINING	2,342	2,058	3,200	<b>9,650</b>	4,450	6,450	202%
FUEL / TRANSPORTATION COSTS	16,533	14,675	18,900	<b>19,050</b>	19,800	150	
PROFESSIONAL FEES	--	4,038	--	<b>5,000</b>	5,000	5,000	
CONTRACTED SERVICES	7,840	7,861	8,860	<b>8,860</b>	8,860	--	
MARKETING & PROMOTION	31,646	31,124	39,800	<b>8,000</b>	8,500	(31,800)	-80%
GRANTS TO VOLUNTEER ORGANIZATIONS	36,000	36,000	36,000	<b>46,400</b>	46,400	10,400	29%
LAND MAINTENANCE & IMPROVEMENT	32,256	44,021	46,900	<b>47,500</b>	27,800	600	
EQUIP REPAIRS & MAINTENANCE	88,931	71,099	84,620	<b>83,220</b>	84,120	(1,400)	
BLDG REPAIRS & MAINTENANCE	35,538	26,044	32,675	<b>32,600</b>	33,690	(75)	
SNOW REMOVAL AND SANDING	8,794	5,097	11,500	<b>11,500</b>	11,500	--	
MAINTENANCE CONTRACTS	26,230	28,555	25,448	<b>26,669</b>	26,669	1,221	
	<u>1,320,895</u>	<u>1,250,944</u>	<u>1,355,614</u>	<u><b>1,377,015</b></u>	<u>1,357,669</u>	<u>21,401</u>	
<b>NET OPERATING (REVENUE) EXPENSE</b>	<b>950,788</b>	<b>899,144</b>	<b>975,381</b>	<b>1,036,413</b>	<b>1,021,369</b>	<b>61,032</b>	
<b>OTHER</b>							
TRANSFER FROM RESERVES & RES FUNDS	(5,030)	(30)	(12,000)	--	--	12,000	100%
TRANSFER TO RESERVES & RES FUNDS	475,210	459,310	459,310	<b>438,210</b>	449,710	(21,100)	
	<u>470,180</u>	<u>459,280</u>	<u>447,310</u>	<u><b>438,210</b></u>	<u>449,710</u>	<u>(9,100)</u>	
	<u>1,420,968</u>	<u>1,358,424</u>	<u>1,422,691</u>	<u><b>1,474,623</b></u>	<u>1,471,079</u>	<u>51,932</u>	4%
<b>SUMMARY OF ALL PARKS ACTIVITIES:</b>							
ADMINISTRATION			193,935	<b>151,635</b>		(42,300)	
ARENA			452,204	<b>422,794</b>		(29,410)	
PARKS			578,183	<b>667,730</b>		89,547	
PARKS PROGRAMS			27,390	<b>75,460</b>		48,070	
CAMI PARKS / SUZUKI HOUSE			170,979	<b>157,004</b>		(13,975)	
			<u>1,422,691</u>	<u><b>1,474,623</b></u>		<u>51,932</u>	

**Town of Ingersoll  
PARKS - ADMINISTRATION  
2018 Budget - Final  
February 8, 2018**

DEPARTMENT: PARKS AND ARENA ACTIVITY: ADMINISTRATION	Actual	YTD Actual	Budget		Projection	Change 2017 to 2018		
	2016	2017	2017	2018	2019	(fav) unfav	% if > \$2,500 & +/- 5%	ref
<b>REVENUE</b>								
DONATIONS / FUNDRAISING	(5,367)	(12,020)	--	--	--	--		
	(5,367)	(12,020)	--	--	--	--		
<b>EXPENSE</b>								
SALARIES, WAGES & BENEFITS	69,920	93,343	116,610	<b>120,790</b>	122,700	4,180		
ADMINISTRATIVE EXPENSE	139	133	75	<b>75</b>	75	--		
OPERATING EXPENSE	5,400	--	100	<b>100</b>	100	--		
COMMUNICATIONS	784	527	500	<b>420</b>	450	(80)		
PROGRAM EXPENSES	8,023	44,244	39,100	<b>9,200</b>	9,200	(29,900)	-76%	(1)
MEETINGS, CONFERENCES, TRAINING	1,469	1,578	1,700	<b>1,700</b>	1,700	--		
FUEL / TRANSPORTATION COSTS	778	1,446	1,250	<b>1,250</b>	1,500	--		
PROFESSIONAL FEES	--	4,038	--	<b>5,000</b>	5,000	5,000		(2)
MARKETING & PROMOTION	26,853	26,596	31,000	<b>3,000</b>	3,000	(28,000)		-90% (3)
EQUIP REPAIRS & MAINTENANCE	--	--	100	<b>100</b>	100	--		
	<u>113,367</u>	<u>171,904</u>	<u>190,435</u>	<u><b>141,635</b></u>	<u>143,825</u>	<u>(48,800)</u>		
<b>NET OPERATING (REVENUE) EXPENSE</b>	<u>107,999</u>	<u>159,884</u>	<u>190,435</u>	<u><b>141,635</b></u>	<u>143,825</u>	<u>(48,800)</u>		
<b>OTHER</b>								
TRANSFER FROM RESERVES & RES FUNDS	--	--	(12,000)	--	--	12,000	100%	(4)
TRANSFER TO RESERVES & RES FUNDS	15,500	15,500	15,500	<b>10,000</b>	15,500	(5,500)	-35%	(5)
	<u>15,500</u>	<u>15,500</u>	<u>3,500</u>	<u><b>10,000</b></u>	<u>15,500</u>	<u>6,500</u>		
	<u>123,499</u>	<u>175,384</u>	<u>193,935</u>	<u><b>151,635</b></u>	<u>159,325</u>	<u>(42,300)</u>		-22%

**EXPLANATION OF CHANGE:**

**Revenue** No significant changes projected

**INCLUDES DEPARTMENTS:**

5000-4000 Administration

**Expenses**

- (1) 2017 was higher due to the Canada 150th celebration.
- (2) Employment and labour law related matters, legal advice and legal assistance specific to the Parks & Recreation.
- (3) Program guide printing agreement was cancelled in 2017 resulting in a saving of \$28,000.
- (4) \$12,000 transfer from reserve was directly attributed to the Canada 150th celebration.
- (5) Based on anticipated capital projects.

**Town of Ingersoll  
ARENA  
2018 Budget - Final  
February 8, 2018**

DEPARTMENT: PARKS AND ARENA ACTIVITY: ARENA	Actual	YTD Actual	Budget		Projection	Change 2017 to 2018		
	2016	2017	2017	2018	2019	(fav) unfav	% if > \$2,500 & +/- 5%	ref
<b>REVENUE</b>								
SALE OF GOODS OR SERVICES	(23,599)	(16,390)	(26,000)	<b>(9,200)</b>	(9,200)	16,800	65%	(1)
ICE RENTAL	(231,663)	(226,367)	(260,332)	<b>(231,343)</b>	(230,000)	28,989	11%	(2)
RENT / LEASES	(2,218)	(7,263)	(2,200)	<b>(6,200)</b>	(3,200)	(4,000)	-182%	(3)
USER FEES	(8,878)	(8,234)	(8,059)	<b>(8,059)</b>	(8,000)	--		
	<u>(266,358)</u>	<u>(258,253)</u>	<u>(296,591)</u>	<u><b>(254,802)</b></u>	<u>(250,400)</u>	<u>41,789</u>		
<b>EXPENSE</b>								
SALARIES, WAGES & BENEFITS	270,430	247,431	236,170	<b>211,210</b>	216,200	(24,960)	-11%	(4)
ADMINISTRATIVE EXPENSE	306	366	350	<b>350</b>	500	--		
OPERATING EXPENSE	6,622	6,872	6,121	<b>6,371</b>	6,471	250		
COMMUNICATIONS	3,572	3,502	2,500	<b>3,140</b>	3,150	640		
UTILITIES - HEAT, HYDRO, WATER	107,408	89,189	100,570	<b>102,500</b>	102,845	1,930		
SUPPLIES	13,883	5,713	13,100	<b>2,600</b>	2,600	(10,500)	-80%	(5)
MEETINGS, CONFERENCES, TRAINING	--	340	500	<b>6,950</b>	1,750	6,450	1290%	(6)
FUEL / TRANSPORTATION COSTS	2,251	2,832	2,650	<b>2,800</b>	3,300	150		
MARKETING & PROMOTION	188	25	--	--	--	--		
EQUIP REPAIRS & MAINTENANCE	30,985	11,871	26,000	<b>24,300</b>	24,300	(1,700)		
BLDG REPAIRS & MAINTENANCE	18,471	13,998	15,575	<b>16,500</b>	16,500	925		
SNOW REMOVAL AND SANDING	3,959	2,027	5,400	<b>5,400</b>	5,400	--		
MAINTENANCE CONTRACTS	14,322	17,272	16,049	<b>16,265</b>	16,265	216		
	<u>472,461</u>	<u>401,811</u>	<u>424,985</u>	<u><b>398,386</b></u>	<u>399,281</u>	<u>(26,599)</u>		
<b>NET OPERATING (REVENUE) EXPENSE</b>	<u>206,103</u>	<u>143,558</u>	<u>128,394</u>	<u><b>143,584</b></u>	<u>148,881</u>	<u>15,190</u>		
<b>OTHER</b>								
TRANSFER TO RESERVES & RES FUNDS	369,710	323,810	323,810	<b>279,210</b>	279,210	(44,600)	-14%	(7)
	<u>369,710</u>	<u>323,810</u>	<u>323,810</u>	<u><b>279,210</b></u>	<u>279,210</u>	<u>(44,600)</u>		
	<u>575,813</u>	<u>467,368</u>	<u>452,204</u>	<u><b>422,794</b></u>	<u>428,091</u>	<u>(29,410)</u>	-7%	

**EXPLANATION OF CHANGE:**

**Revenue**

- (1) Loss of revenue is directly attributed to the canteen closure. The revenue loss is offset by the savings of canteen staff wages and canteen supplies.
- (2) Ice rental projections have been brought in line with prior year actuals.
- (3) To bring in line with prior year actuals.

**Expenses**

- (4) The reduction is directly attributed to the canteen closure.
- (5) The reduction is directly attributed to the canteen closure.
- (6) Based on the proposed training schedule to ensure maintenance staff is properly trained and cross trained to support the operations of all parks and recreational facilities and locations.

**Other**

- (7) Based on proposed capital projects in 2018.

**INCLUDES DEPARTMENTS:**

5000-6020 Arena

**Town of Ingersoll  
PARKS  
2018 Budget - Final  
February 8, 2018**

DEPARTMENT: PARKS AND ARENA ACTIVITY: PARKS	Actual	YTD Actual	Budget		Projection	Change 2017 to 2018		
	2016	2017	2017	2018	2019	(fav)	% if > \$2,500	ref
						unfav	& +/- 5%	
<b>REVENUE</b>								
USER FEES	(26,351)	(25,979)	(24,000)	<b>(24,000)</b>	(24,000)	--		
RECOVERIES	(9,751)	(8,700)	(8,700)	<b>(8,700)</b>	(8,700)	--		
GRANTS / SUBSIDIES / REBATES	(7,885)	--	(7,882)	--	--	7,882	100%	(1)
	<u>(43,987)</u>	<u>(34,679)</u>	<u>(40,582)</u>	<u><b>(32,700)</b></u>	<u>(32,700)</u>	<u>7,882</u>		
<b>EXPENSE</b>								
SALARIES, WAGES & BENEFITS	323,149	304,174	321,560	<b>377,220</b>	386,200	55,660	17%	(2)
ADMINISTRATIVE EXPENSE	35	26	200	<b>200</b>	200	--		
OPERATING EXPENSE	7,296	10,591	7,605	<b>8,040</b>	11,830	435		
COMMUNICATIONS	3,596	2,150	3,250	<b>3,250</b>	3,250	--		
UTILITIES - HEAT, HYDRO, WATER	44,529	36,470	42,700	<b>41,600</b>	43,325	(1,100)		
PROGRAM EXPENSES	5,613	5,868	5,600	<b>5,600</b>	5,600	--		
MEETINGS, CONFERENCES, TRAINING	873	140	1,000	<b>1,000</b>	1,000	--		
FUEL / TRANSPORTATION COSTS	13,504	10,397	15,000	<b>15,000</b>	15,000	--		
MARKETING & PROMOTION	1,974	2,223	5,300	<b>1,500</b>	2,000	(3,800)	-72%	(3)
LAND MAINTENANCE & IMPROVEMENT	31,304	42,116	45,500	<b>45,500</b>	25,800	--		
EQUIP REPAIRS & MAINTENANCE	36,738	36,434	35,300	<b>35,300</b>	36,200	--		
BLDG REPAIRS & MAINTENANCE	10,475	6,625	11,100	<b>11,100</b>	11,100	--		
SNOW REMOVAL AND SANDING	1,080	--	1,100	<b>1,100</b>	1,100	--		
MAINTENANCE CONTRACTS	4,048	4,008	3,550	<b>5,020</b>	5,020	1,470		
	<u>484,213</u>	<u>461,222</u>	<u>498,765</u>	<u><b>551,430</b></u>	<u>547,625</u>	<u>52,665</u>		
<b>NET OPERATING (REVENUE) EXPENSE</b>	<u>440,226</u>	<u>426,543</u>	<u>458,183</u>	<u><b>518,730</b></u>	<u>514,925</u>	<u>60,547</u>		
<b>OTHER</b>								
TRANSFER TO RESERVES & RES FUNDS	90,000	120,000	120,000	<b>149,000</b>	155,000	29,000	24%	(4)
	<u>85,000</u>	<u>120,000</u>	<u>120,000</u>	<u><b>149,000</b></u>	<u>155,000</u>	<u>29,000</u>		
	<u>525,226</u>	<u>546,543</u>	<u>578,183</u>	<u><b>667,730</b></u>	<u>669,925</u>	<u>89,547</u>	15%	

**EXPLANATION OF CHANGE:**

**Revenue**

(1) Loss of provincial funding for summer students.

**INCLUDES DEPARTMENTS:**

5000-6050 Parks

**Expenses**

(2) Anticipated increase in wages as a result of increases of the minimum wage for various part time and seasonal employees, an annual wage index and step increases. This also includes the increase of the extended health benefit plan of 9.5%.

(3) The 2017 promotion budget includes a one time cost to purchase signs for Butternut Woods parkland.

**Other**

(4) Based on capital projects proposed in 2018.

**Town of Ingersoll  
PARKS PROGRAMS  
2018 Budget - Final  
February 8, 2018**

DEPARTMENT: PARKS AND ARENA ACTIVITY: PARKS PROGRAMS	Actual	YTD Actual	Budget		Projection	Change 2017 to 2018		
	2016	2017	2017	2018	2019	(fav)	% if > \$2,500 unfav	& +/- 5% ref
<b>REVENUE</b>								
SALE OF GOODS OR SERVICES	(18,409)	(23,045)	(16,500)	<b>(16,500)</b>	(16,500)	--		
USER FEES	(4,696)	(6,104)	(6,560)	<b>(6,560)</b>	(6,560)	--		
	<u>(24,355)</u>	<u>(29,149)</u>	<u>(23,060)</u>	<b><u>(23,060)</u></b>	<u>(23,060)</u>	--		
<b>EXPENSE</b>								
SALARIES, WAGES & BENEFITS	9,059	8,968	11,990	<b>60,060</b>	38,184	48,070	401%	(1)
OPERATING EXPENSE	--	--	1,050	<b>1,050</b>	1,100	--		
COMMUNICATIONS	--	--	50	<b>50</b>	100	--		
SUPPLIES	23,905	22,102	21,000	<b>21,000</b>	21,000	--		
PROGRAM EXPENSES	4,430	2,662	4,000	<b>4,000</b>	4,000	--		
CONTRACTED SERVICES	7,778	7,486	8,860	<b>8,860</b>	8,860	--		
MARKETING & PROMOTION	2,631	2,281	3,500	<b>3,500</b>	3,500	--		
	<u>47,803</u>	<u>43,499</u>	<u>50,450</u>	<b><u>98,520</u></b>	<u>76,744</u>	<u>48,070</u>		
<b>NET OPERATING (REVENUE) EXPENSE</b>	<u>23,448</u>	<u>14,350</u>	<u>27,390</u>	<b><u>75,460</u></b>	<u>53,684</u>	<u>48,070</u>		
<b>OTHER</b>								
	<u>(30)</u>	<u>(30)</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>		
	<u>23,418</u>	<u>14,320</u>	<u>27,390</u>	<b><u>75,460</u></b>	<u>53,684</u>	<u>48,070</u>	176%	
<b>EXPLANATION OF CHANGE:</b>					<b>INCLUDES DEPARTMENTS:</b>			
Revenue No significant changes					5000-6051 Garden Fresh Box			
					5000-6100 Winter Lights & Santa Village			
Expenses					5000-6110 Festival of Lights			
(1) Directly attributed to new allocation of full time and seasonal staff time to the Festival Lights program.								

**Town of Ingersoll  
CAMI PARKS / SUZUKI HOUSE  
2018 Budget - Final  
February 8, 2018**

DEPARTMENT: PARKS AND ARENA ACTIVITY: CAMI PARKS / SUZUKI HOUSE	Actual	YTD Actual	Budget		Projection	Change 2017 to 2018		
	2016	2017	2017	2018	2019	(fav) unfav	% if > \$2,500 & +/- 5%	ref
<b>REVENUE</b>								
RENT / LEASES	(10,040)	--	--	<b>(10,040)</b>	(10,140)	(10,040)		(1)
USER FEES	(20,000)	(17,699)	(20,000)	<b>(20,000)</b>	(20,000)	--		
	<u>(30,040)</u>	<u>(17,699)</u>	<u>(20,000)</u>	<u><b>(30,040)</b></u>	<u>(30,140)</u>	<u>(10,040)</u>		
<b>EXPENSE</b>								
SALARIES, WAGES & BENEFITS	30,089	21,395	23,810	<b>10,040</b>	10,400	(13,770)	-58%	(2)
UTILITIES - HEAT, HYDRO, WATER	96,596	74,647	89,700	<b>89,700</b>	91,400	--		
GRANTS TO VOLUNTEER ORGANIZATIONS	36,000	36,000	36,000	<b>46,400</b>	46,400	10,400	29%	(3)
LAND MAINTENANCE & IMPROVEMENT	953	1,905	1,400	<b>2,000</b>	2,000	600		
EQUIP REPAIRS & MAINTENANCE	21,207	22,794	23,220	<b>23,520</b>	23,520	300		
BLDG REPAIRS & MAINTENANCE	6,592	5,421	6,000	<b>5,000</b>	6,090	(1,000)		
SNOW REMOVAL AND SANDING	3,755	3,070	5,000	<b>5,000</b>	5,000	--		
MAINTENANCE CONTRACTS	7,860	7,274	5,849	<b>5,384</b>	5,384	(465)		
	<u>203,052</u>	<u>172,508</u>	<u>190,979</u>	<u><b>187,044</b></u>	<u>190,194</u>	<u>(3,935)</u>		
<b>NET OPERATING (REVENUE) EXPENSE</b>	<u>173,012</u>	<u>154,809</u>	<u>170,979</u>	<u><b>157,004</b></u>	<u>160,054</u>	<u>(13,975)</u>		
<b>OTHER</b>								
	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>		
	<u>173,012</u>	<u>154,809</u>	<u>170,979</u>	<u><b>157,004</b></u>	<u>160,054</u>	<u>(13,975)</u>		-8%

**EXPLANATION OF CHANGE:**

**Revenue**

(1) In 2017 Council waived the annual lease payment in an effort to help the center to overcome financial difficulties due to the loss of government assistance. The lease payments will be resumed in 2018.

**Expenses**

(2) The variance is due to changes in the allocation of wages between various parks activities.  
(3) The grant to the Senior Centre has been increased by \$10,400 as requested.

**INCLUDES DEPARTMENTS:**

5000-6030 CAMI Soccer Park  
5000-6040 Suzuki House



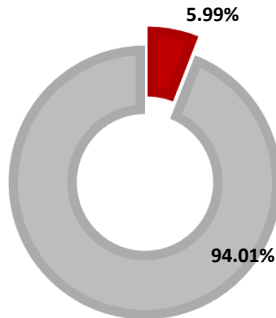
**Town of Ingersoll  
Victoria Park Community Centre  
2018 Budget - Final  
February 8, 2018**

**What We Do**

The Victoria Park Community Centre offers following services: VPCC provides recreation, fitness and aquatic programs and leisure activities for all ages i.e. Pre-School Programs (Kinder Kids, Time for Tot's), School Aged Programs (Day Camps, After School Programs), Adult/Youth Fitness (Fitness Memberships, Fitness Classes), Aquatic Programs (Learn to Swim Lessons, Leadership Courses, Aquatic Fitness Classes & Public Swimming).

**Special Operating Projects / Memos/ Enhancements /Challenges**

**VPCC PORTION OF TOWN'S  
LEVY**



**Challenges**

Aging facility that requires significant investments in repair and maintenance.

The VPCC payroll budget is being impacted by the increase of the minimum wage and other provisions of Bill 148 including equal pay for equal work, increased vacation entitlements and public holiday calculations for part-time and seasonal employees .

To ensure that recreational programs offered at VPCC meet needs of the community and keep members engaged and coming back.

**Special Projects**

Replacement of the program registration, membership, facility booking and point of sale software.

Extensive renovations of the VPCC facility.

Median residential property valued at \$215,000 will pay \$119/year or \$9.90/month for this service.

**Town of Ingersoll**  
**VICTORIA PARK COMMUNITY CENTRE**  
**2018 Budget - Final**  
**February 8, 2018**

DEPARTMENT: VICTORIA PARK COMMUNITY CENTRE ACTIVITY: TOTAL ALL ACTIVITIES	Actual	YTD Actual	Budget		Projection	Change 2017 to 2018	
	2016	2017	2017	2018	2019	(fav) unfav	% if > \$2,500 & +/- 5% ref
<b>REVENUE</b>							
SALE OF GOODS OR SERVICES	(3,705)	(2,899)	(3,500)	<b>(3,500)</b>	(4,000)	--	
RENT / LEASES	(33,552)	(23,228)	(17,673)	<b>(17,373)</b>	(17,448)	300	
USER FEES	(114,370)	(99,723)	(99,800)	<b>(103,956)</b>	(101,614)	(4,156)	
MEMBERSHIPS	(121,215)	(123,024)	(128,100)	<b>(129,614)</b>	(128,274)	(1,514)	
RECOVERIES	(1,699)	(1,287)	--	--	--	--	
GRANTS / SUBSIDIES / REBATES	(5,321)	(12,312)	(6,000)	<b>(6,000)</b>	(6,000)	--	
PROGRAM REVENUES	(257,018)	(233,552)	(273,397)	<b>(269,595)</b>	(269,789)	3,802	
DONATIONS / FUNDRAISING	(50)	(100)	--	--	(900)	--	
	<u>(536,930)</u>	<u>(496,125)</u>	<u>(528,470)</u>	<u><b>(530,038)</b></u>	<u>(528,025)</u>	<u>(1,568)</u>	
<b>EXPENSE</b>							
SALARIES, WAGES & BENEFITS	1,006,769	973,390	946,350	<b>1,055,630</b>	1,079,930	109,280	12%
ADMINISTRATIVE EXPENSE	16,873	16,546	16,075	<b>16,075</b>	16,685	--	
OPERATING EXPENSE	20,031	16,999	17,175	<b>20,210</b>	19,535	3,035	18%
COMMUNICATIONS	10,153	11,196	10,000	<b>10,072</b>	10,073	72	
UTILITIES - HEAT, HYDRO, WATER	172,743	157,470	161,200	<b>169,500</b>	176,900	8,300	5%
SUPPLIES	13,403	11,758	14,172	<b>14,005</b>	14,005	(167)	
PROGRAM EXPENSES	13,668	14,132	14,941	<b>14,801</b>	14,901	(140)	
MEETINGS, CONFERENCES, TRAINING	2,155	3,675	4,772	<b>5,370</b>	3,970	598	
FUEL / TRANSPORTATION COSTS	702	764	1,435	<b>1,185</b>	1,185	(250)	
CONTRACTED SERVICES	2,053	1,615	1,500	<b>1,500</b>	1,500	--	
MARKETING & PROMOTION	174	--	1,000	<b>1,300</b>	1,300	300	
EQUIP REPAIRS & MAINTENANCE	42,802	47,874	53,700	<b>46,500</b>	47,000	(7,200)	-13%
BLDG REPAIRS & MAINTENANCE	15,294	23,959	20,750	<b>20,000</b>	20,757	(750)	
SNOW REMOVAL AND SANDING	5,310	3,707	6,500	<b>6,500</b>	6,500	--	
MAINTENANCE CONTRACTS	18,022	17,204	18,000	<b>18,000</b>	18,000	--	
	<u>1,340,152</u>	<u>1,300,289</u>	<u>1,287,570</u>	<u><b>1,400,648</b></u>	<u>1,432,241</u>	<u>113,078</u>	
<b>NET OPERATING (REVENUE) EXPENSE</b>	<u>803,222</u>	<u>804,164</u>	<u>759,100</u>	<u><b>870,610</b></u>	<u>904,216</u>	<u>111,510</u>	
<b>OTHER</b>							
TRANSFER TO RESERVES & RES FUNDS	50,000	160,000	160,000	<b>470,000</b>	60,000	310,000	194%
	<u>50,000</u>	<u>160,000</u>	<u>160,000</u>	<u><b>470,000</b></u>	<u>60,000</u>	<u>310,000</u>	<u>194%</u>
	<u>853,222</u>	<u>964,164</u>	<u>919,100</u>	<u><b>1,340,610</b></u>	<u>964,216</u>	<u>421,510</u>	<u>46%</u>
<b>SUMMARY OF ALL VICTORIA PARK COMMUNITY CENTRE ACTIVITIES:</b>							
ADMINISTRATION			212,585	<b>91,845</b>		(120,740)	
AQUATICS			101,645	<b>136,887</b>		35,242	
FITNESS			5,092	<b>28,303</b>		23,211	
PROGRAMS			28,198	<b>58,188</b>		29,990	
FACILITY			571,580	<b>1,025,387</b>		453,807	
			<u>919,100</u>	<u><b>1,340,610</b></u>		<u>421,510</u>	

**Town of Ingersoll  
VPCC - ADMINISTRATION  
2018 Budget - Final  
February 8, 2018**

DEPARTMENT: VICTORIA PARK COMMUNITY CENTRE ACTIVITY: ADMINISTRATION	Actual	YTD Actual	Budget		Projection	Change 2017 to 2018		
	2016	2017	2017	2018	2019	(fav) unfav	% if > \$2,500 & +/- 5%	ref
<b>REVENUE</b>								
SALE OF GOODS OR SERVICES	(1,671)	(1,465)	--	--	--	--		
USER FEES	(470)	(461)	(500)	(500)	(500)	--		
RECOVERIES	(1,485)	(1,287)	--	--	--	--		
	<u>(3,625)</u>	<u>(3,213)</u>	<u>(500)</u>	<u>(500)</u>	<u>(500)</u>	<u>--</u>		
<b>EXPENSE</b>								
SALARIES, WAGES & BENEFITS	132,957	139,365	126,110	<b>64,670</b>	65,970	(61,440)	-49%	(1)
ADMINISTRATIVE EXPENSE	16,873	16,546	16,075	<b>16,075</b>	16,685	--		
OPERATING EXPENSE	516	1,200	600	<b>1,300</b>	1,300	700		
COMMUNICATIONS	10,153	11,044	10,000	<b>10,000</b>	10,000	--		
SUPPLIES	2,375	1,892	--	--	--	--		
PROGRAM EXPENSES	85	54	100	<b>100</b>	100	--		
MARKETING & PROMOTION	--	--	200	<b>200</b>	200	--		
	<u>162,959</u>	<u>170,102</u>	<u>153,085</u>	<u><b>92,345</b></u>	<u>94,255</u>	<u>(60,740)</u>		
<b>NET OPERATING (REVENUE) EXPENSE</b>	<u>159,334</u>	<u>166,889</u>	<u>152,585</u>	<u><b>91,845</b></u>	<u>93,755</u>	<u>(60,740)</u>		
<b>OTHER</b>								
TRANSFER TO RESERVES & RES FUNDS	--	60,000	60,000	--	--	(60,000)	-100%	(2)
	<u>--</u>	<u>60,000</u>	<u>60,000</u>	<u>--</u>	<u>--</u>	<u>(60,000)</u>		
	<u>159,334</u>	<u>226,889</u>	<u>212,585</u>	<u><b>91,845</b></u>	<u>93,755</u>	<u>(120,740)</u>	-57%	

**EXPLANATION OF CHANGE:**

**Revenue** No significant changes

**INCLUDES DEPARTMENTS:**

5100-4000 Administration

**Expenses**

(1) Changed allocation of the admin assistant salary and benefits. Starting 2018 the salary will be allocated between three main activities -aquatics, fitness and general programs.

**Other**

(2) In 2017 we budgeted a one time transfer to reserve of \$60K to fund the implementation of a new recreational software. This project is budgeted for completion in 2018.

**Town of Ingersoll  
AQUATICS  
2018 Budget - Final  
February 8, 2018**

DEPARTMENT: VICTORIA PARK COMMUNITY CENTRE ACTIVITY: AQUATICS	Actual 2016	YTD Actual 2017	Budget		Projection 2019	Change 2017 to 2018			
			2017	2018		(fav) unfav	% if > \$2,500 & +/- 5%	ref	
<b>REVENUE</b>									
SALE OF GOODS OR SERVICES	--	--	(1,000)	<b>(1,000)</b>	(1,000)	--			
RENT / LEASES	(25,446)	(21,087)	(16,748)	<b>(16,448)</b>	(16,448)	300			
USER FEES	(31,134)	(30,300)	(30,000)	<b>(25,500)</b>	(25,500)	4,500	15%	(1)	
MEMBERSHIPS	(23,843)	(22,375)	(23,700)	<b>(24,174)</b>	(24,174)	(474)			
PROGRAM REVENUES	(154,664)	(134,681)	(149,815)	<b>(151,557)</b>	(151,751)	(1,742)			
DONATIONS / FUNDRAISING	--	--	--	--	(900)	--			
	<u>(235,301)</u>	<u>(208,444)</u>	<u>(221,263)</u>	<u><b>(218,679)</b></u>	<u>(219,773)</u>	<u>2,584</u>			
<b>EXPENSE</b>									
SALARIES, WAGES & BENEFITS	320,308	302,419	308,050	<b>340,860</b>	347,400	32,810	11%	(2)	
OPERATING EXPENSE	5,303	2,205	3,860	<b>4,350</b>	4,275	490			
SUPPLIES	4,544	4,212	4,000	<b>4,000</b>	4,000	--			
PROGRAM EXPENSES	5,590	5,603	4,921	<b>4,981</b>	4,981	60			
MEETINGS, CONFERENCES, TRAINING	1,020	1,682	1,692	<b>990</b>	990	(702)			
FUEL / TRANSPORTATION COSTS	136	426	385	<b>385</b>	385	--			
	<u>336,900</u>	<u>316,547</u>	<u>322,908</u>	<u><b>355,566</b></u>	<u>362,031</u>	<u>32,658</u>			
<b>NET OPERATING (REVENUE) EXPENSE</b>	<u>101,599</u>	<u>108,103</u>	<u>101,645</u>	<u><b>136,887</b></u>	<u>142,258</u>	<u>35,242</u>			
<b>OTHER</b>									
	--	--	--	--	--	--			
	<u>101,599</u>	<u>108,103</u>	<u>101,645</u>	<u><b>136,887</b></u>	<u>142,258</u>	<u>35,242</u>			35%

**EXPLANATION OF CHANGE:**

**Revenue**

(1) Based on projected participation in aquatic programs.

**Expenses**

(2) Mainly due to the new allocation of the VPCC admin assistant salary and benefits - a third of the total compensation has been allocated to the aquatics programs. The increase of the minimum wage has also resulted in added staff cost for various programs.

**INCLUDES DEPARTMENTS:**

5100-6060 Aquatics

**Town of Ingersoll  
FITNESS  
2018 Budget - Final  
February 8, 2018**

DEPARTMENT: VICTORIA PARK COMMUNITY CENTRE ACTIVITY: FITNESS	Actual 2016	YTD Actual 2017	Budget		Projection 2019	Change 2017 to 2018		
			2017	2018		(fav) unfav	% if > \$2,500 & +/- 5%	ref
<b>REVENUE</b>								
USER FEES	(14,427)	(16,191)	(17,228)	<b>(17,057)</b>	(17,057)	171		
MEMBERSHIPS	(97,372)	(100,649)	(104,400)	<b>(105,440)</b>	(104,100)	(1,040)		
PROGRAM REVENUES	(4,497)	(6,980)	(4,000)	<b>(7,630)</b>	(7,630)	(3,630)	-91%	(1)
DONATIONS / FUNDRAISING	(50)	(100)	--	--	--	--		
	<u>(116,346)</u>	<u>(123,919)</u>	<u>(125,628)</u>	<b><u>(130,127)</u></b>	<u>(128,787)</u>	<u>(4,499)</u>		
<b>EXPENSE</b>								
SALARIES, WAGES & BENEFITS	103,379	107,272	111,740	<b>138,850</b>	142,430	27,110	24%	(2)
OPERATING EXPENSE	1,015	957	1,150	<b>2,150</b>	2,180	1,000		
SUPPLIES	1,200	196	850	<b>550</b>	550	(300)		
PROGRAM EXPENSES	289	454	250	<b>400</b>	500	150		
MEETINGS, CONFERENCES, TRAINING	874	833	1,380	<b>1,380</b>	1,480	--		
FUEL / TRANSPORTATION COSTS	291	265	550	<b>300</b>	300	(250)		
CONTRACTED SERVICES	1,673	1,615	1,500	<b>1,500</b>	1,500	--		
MARKETING & PROMOTION	54	--	300	<b>300</b>	300	--		
EQUIP REPAIRS & MAINTENANCE	4,018	777	3,000	<b>3,000</b>	3,500	--		
	<u>112,792</u>	<u>112,371</u>	<u>120,720</u>	<b><u>148,430</u></b>	<u>152,740</u>	<u>27,710</u>		
<b>NET OPERATING (REVENUE) EXPENSE</b>	<u>(3,554)</u>	<u>(11,549)</u>	<u>(4,908)</u>	<b><u>18,303</u></b>	<u>23,953</u>	<u>23,211</u>		
<b>OTHER</b>								
TRANSFER TO RESERVES & RES FUNDS	10,000	10,000	10,000	<b>10,000</b>	10,000	--		
	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<b><u>10,000</u></b>	<u>10,000</u>	<u>--</u>		
	<u>6,446</u>	<u>(1,549)</u>	<u>5,092</u>	<b><u>28,303</u></b>	<u>33,953</u>	<u>23,211</u>	456%	

**EXPLANATION OF CHANGE:**

**Revenue**

(1) Based on projected participation in fitness programs.

**Expenses**

(2) Mainly due to the new allocation of the VPCC admin assistant salary and benefits - a third of the total compensation has been allocated to the fitness programs. The increase of the minimum wage has also resulted in added cost of various fitness program staff.

**INCLUDES DEPARTMENTS:**

5100-6070 Fitness Programs

**Town of Ingersoll  
VPCC - PROGRAMS  
2018 Budget - Final  
February 8, 2018**

DEPARTMENT: VICTORIA PARK COMMUNITY CENTRE ACTIVITY: PROGRAMS	Actual	YTD Actual	Budget		Projection	Change 2017 to 2018		
	2016	2017	2017	2018	2019	(fav)	% if > \$2,500	ref
						unfav	& +/- 5%	
<b>REVENUE</b>								
USER FEES	(68,339)	(52,771)	(52,072)	<b>(60,899)</b>	(58,557)	(8,827)		
GRANTS / SUBSIDIES / REBATES	(5,321)	(12,312)	(6,000)	<b>(6,000)</b>	(6,000)	--		
PROGRAM REVENUES	(97,857)	(91,891)	(119,582)	<b>(110,408)</b>	(110,408)	9,174		
	<u>(171,517)</u>	<u>(156,974)</u>	<u>(177,654)</u>	<u><b>(177,307)</b></u>	<u>(174,965)</u>	<u>347</u>		
<b>EXPENSE</b>								
SALARIES, WAGES & BENEFITS	191,063	187,898	184,410	<b>214,670</b>	219,550	30,260	16%	(1)
OPERATING EXPENSE	793	1,419	1,550	<b>1,550</b>	1,550	--		
SUPPLIES	5,172	5,308	7,822	<b>7,955</b>	7,955	133		
PROGRAM EXPENSES	7,704	8,021	9,670	<b>9,320</b>	9,320	(350)		
MEETINGS, CONFERENCES, TRAINING	261	1,160	1,400	<b>1,200</b>	1,200	(200)		
FUEL / TRANSPORTATION COSTS	276	73	500	<b>500</b>	500	--		
MARKETING & PROMOTION	68	--	500	<b>300</b>	300	(200)		
	<u>205,717</u>	<u>203,879</u>	<u>205,852</u>	<u><b>235,495</b></u>	<u>240,375</u>	<u>29,643</u>		
<b>NET OPERATING (REVENUE) EXPENSE</b>	<u>34,200</u>	<u>46,905</u>	<u>28,198</u>	<u><b>58,188</b></u>	<u>65,410</u>	<u>29,990</u>		
<b>OTHER</b>								
	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>		
	<u>34,200</u>	<u>46,905</u>	<u>28,198</u>	<u><b>58,188</b></u>	<u>65,410</u>	<u>29,990</u>		106%

**EXPLANATION OF CHANGE:**  
Revenue No significant changes

**INCLUDES DEPARTMENTS:**  
5100-6090 Programs

**Expenses**

(1) Mainly due to the new allocation of the VPCC admin assistant salary and benefits - a third of the total compensation has been allocated to the general programs. The increase of the minimum wage has also resulted in added cost of various program staff.

**Town of Ingersoll  
VPCC - FACILITY  
2018 Budget - Final  
February 8, 2018**

DEPARTMENT: VICTORIA PARK COMMUNITY CENTRE ACTIVITY: FACILITY	Actual	YTD Actual	Budget		Projection	Change 2017 to 2018		
	2016	2017	2017	2018	2019	(fav) unfav	% if > \$2,500 & +/- 5%	ref
<b>REVENUE</b>								
SALE OF GOODS OR SERVICES	(2,034)	(1,434)	(2,500)	<b>(2,500)</b>	(3,000)	--		
RENT / LEASES	(8,107)	(2,141)	(925)	<b>(925)</b>	(1,000)	--		
	<u>(10,141)</u>	<u>(3,575)</u>	<u>(3,425)</u>	<u><b>(3,425)</b></u>	<u>(4,000)</u>	--		
<b>EXPENSE</b>								
SALARIES, WAGES & BENEFITS	259,062	236,435	216,040	<b>296,580</b>	304,580	80,540	37%	(1)
OPERATING EXPENSE	12,405	11,217	10,015	<b>10,860</b>	10,230	845		
COMMUNICATIONS	--	152	--	<b>72</b>	73	72		
UTILITIES - HEAT, HYDRO, WATER	172,743	157,470	161,200	<b>169,500</b>	176,900	8,300		
SUPPLIES	112	150	1,500	<b>1,500</b>	1,500	--		
MEETINGS, CONFERENCES, TRAINING	--	--	300	<b>1,800</b>	300	1,500		
MARKETING & PROMOTION	52	--	--	<b>500</b>	500	500		
EQUIP REPAIRS & MAINTENANCE	38,784	47,097	50,700	<b>43,500</b>	43,500	(7,200)		
BLDG REPAIRS & MAINTENANCE	15,294	23,959	20,750	<b>20,000</b>	20,757	(750)		
SNOW REMOVAL AND SANDING	5,310	3,707	6,500	<b>6,500</b>	6,500	--		
MAINTENANCE CONTRACTS	18,022	17,204	18,000	<b>18,000</b>	18,000	--		
	<u>521,784</u>	<u>497,391</u>	<u>485,005</u>	<u><b>568,812</b></u>	<u>582,840</u>	<u>83,807</u>		
<b>NET OPERATING (REVENUE) EXPENSE</b>	<u>511,643</u>	<u>493,816</u>	<u>481,580</u>	<u><b>565,387</b></u>	<u>578,840</u>	<u>83,807</u>		
<b>OTHER</b>								
TRANSFER TO RESERVES & RES FUNDS	40,000	90,000	90,000	<b>460,000</b>	50,000	370,000	411%	(2)
	<u>40,000</u>	<u>90,000</u>	<u>90,000</u>	<u><b>460,000</b></u>	<u>50,000</u>	<u>370,000</u>		
	<u>551,643</u>	<u>583,816</u>	<u>571,580</u>	<u><b>1,025,387</b></u>	<u>628,840</u>	<u>453,807</u>	79%	

**EXPLANATION OF CHANGE:**  
Revenue No significant changes

**INCLUDES DEPARTMENTS:**  
5100-4100 Facility

**Expenses**

(1) Distribution of maintenance staff hours between various recreational facilities and parks has been changed to reflect actual hours. The distribution was determined and confirmed by tracking the actual hours spent by staff at each facility. This also includes the increase of the minimum wage, an annual wage index and step increases as well as an increase of the extended health benefit plan of 9.5%.

**Other**

(2) This is a one time transfer to fund the new roof at the VPCC.

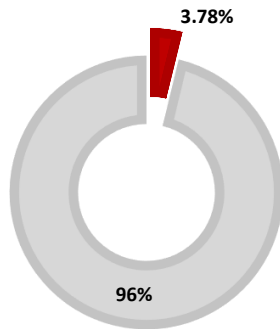
**Town of Ingersoll  
Fusion Youth Centre  
2018 Budget - Final  
February 8, 2018**

**What We Do**

The Youth Centre provides affordable, accessible and safe recreation, fitness, cultural, skill development and social programs and activities for youth between the ages of 11 and 18.

**Special Operating Projects / Memos/ Enhancements /Challenges**

**FUSION PORTION OF TOWN'S  
LEVY**



**Challenges**

Loss of the Loblaw Healthy Kids Grant and RBC After School Grant.

Declining art room sales and multi media room rental. Rent of Sure Start meeting room has been declining also. Loss of tenants and difficulty finding new tenants.

The Fusion payroll budget is being impacted by the increase of the minimum wage and other provisions of Bill 148 including equal pay for equal work, increased vacation entitlements and public holiday calculations for part-time and seasonal employees .

**Special Projects**

Facility condition assessment review.

Purchase new equipment for the recording studio with the money kindly donated through A Pause for Love event.

Median residential property valued at \$215,000 will pay \$75/year or \$6.25/month for this service.



**Town of Ingersoll**  
**YOUTH CENTRE - TOTAL ACTIVITIES**  
**2018 Budget - Final**  
**February 8, 2018**

DEPARTMENT: YOUTH CENTRE ACTIVITY: TOTAL ALL ACTIVITIES	Actual	YTD Actual	Budget		Projection	Change 2017 to 2018	
	2016	2017	2017	2018	2019	(fav) unfav	% if > \$2,500 & +/- 5% ref
<b>REVENUE</b>							
SALE OF GOODS OR SERVICES	(15,497)	(10,745)	(23,500)	--	--	23,500	100%
RENT / LEASES	(55,507)	(31,436)	(32,076)	<b>(31,576)</b>	(31,576)	500	
USER FEES	(1,700)	(23,778)	(17,450)	<b>(19,835)</b>	(19,500)	(2,385)	
MEMBERSHIPS	(1,289)	(1,326)	(1,000)	<b>(1,000)</b>	(1,000)	--	
RECOVERIES	(4,855)	(225)	(2,450)	<b>(1,250)</b>	(1,250)	1,200	
GRANTS / SUBSIDIES / REBATES	(71,054)	(42,950)	(31,477)	<b>(53,219)</b>	(5,500)	(21,742)	-69%
PROGRAM REVENUES	(534)	(1,157)	(500)	<b>(9,300)</b>	(9,300)	(8,800)	-1760%
DONATIONS / FUNDRAISING	(130,717)	(167,597)	(136,500)	<b>(155,274)</b>	(127,000)	(18,774)	-14%
	<u>(281,153)</u>	<u>(279,214)</u>	<u>(244,953)</u>	<u><b>(271,454)</b></u>	<u>(195,126)</u>	<u>(26,501)</u>	
<b>EXPENSE</b>							
SALARIES, WAGES & BENEFITS	674,883	641,772	652,590	<b>644,664</b>	631,960	(7,926)	
ADMINISTRATIVE EXPENSE	5,284	4,566	6,725	<b>5,675</b>	5,681	(1,050)	
OPERATING EXPENSE	22,868	17,126	13,155	<b>29,144</b>	31,929	15,989	122%
COMMUNICATIONS	7,226	7,339	6,950	<b>7,572</b>	7,572	622	
UTILITIES - HEAT, HYDRO, WATER	34,004	25,214	33,934	<b>33,934</b>	35,340	--	
SUPPLIES	5,505	4,013	7,400	<b>21,595</b>	14,170	14,195	192%
PROGRAM EXPENSES	28,189	11,053	21,300	<b>15,615</b>	10,400	(5,685)	-27%
MEETINGS, CONFERENCES, TRAINING	896	1,934	2,300	<b>3,850</b>	3,300	1,550	
FUEL / TRANSPORTATION COSTS	1,308	1,225	1,600	<b>4,800</b>	2,050	3,200	200%
PROFESSIONAL FEES	22,145	--	--	<b>2,100</b>	--	2,100	
CONTRACTED SERVICES	1,698	1,034	3,470	<b>5,790</b>	5,790	2,320	
MARKETING & PROMOTION	9,887	1,298	850	<b>3,925</b>	1,825	3,075	362%
EQUIP REPAIRS & MAINTENANCE	5,050	17,364	11,950	<b>9,450</b>	9,650	(2,500)	
BLDG REPAIRS & MAINTENANCE	5,107	6,577	6,900	<b>21,900</b>	21,900	15,000	217%
SNOW REMOVAL AND SANDING	4,184	2,017	5,000	<b>5,000</b>	5,000	--	
MAINTENANCE CONTRACTS	6,334	6,299	6,974	<b>5,636</b>	5,636	(1,338)	
	<u>834,567</u>	<u>748,831</u>	<u>781,098</u>	<u><b>820,650</b></u>	<u>792,203</u>	<u>39,552</u>	
<b>NET OPERATING (REVENUE) EXPENSE</b>	<u>553,414</u>	<u>469,617</u>	<u>536,145</u>	<u><b>549,196</b></u>	<u>597,077</u>	<u>13,051</u>	
<b>OTHER</b>							
TRANSFER TO RESERVES & RES FUNDS	2,500	2,500	2,500	<b>2,500</b>	2,500	--	
	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>	<u><b>2,500</b></u>	<u>2,500</u>	<u>--</u>	
	<u>555,914</u>	<u>472,117</u>	<u>538,645</u>	<u><b>551,696</b></u>	<u>599,577</u>	<u>13,051</u>	2%
<b>SUMMARY OF ALL YOUTH CENTRE ACTIVITIES:</b>							
FACILITY			106,432	<b>101,906</b>	(4,526)		
GENERAL PROGRAMS			432,213	<b>449,790</b>	17,577		
			<u>538,645</u>	<u><b>551,696</b></u>	<u>13,051</u>		

**Town of Ingersoll  
YOUTH CENTRE - FACILITY  
2018 Budget - Final  
February 8, 2018**

DEPARTMENT: YOUTH CENTRE ACTIVITY: FACILITY	Actual	YTD Actual	Budget		Projection	Change 2017 to 2018		
	2016	2017	2017	2018	2019	(fav)	% if > \$2,500 & +/- 5%	ref
<b>REVENUE</b>								
RENT / LEASES	(38,216)	(31,204)	(31,376)	<b>(31,376)</b>	(31,376)	--		
RECOVERIES	(1,046)	(225)	(1,250)	<b>(1,250)</b>	(1,250)	--		
DONATIONS / FUNDRAISING	(20)	--	--	<b>(15,000)</b>	--	(15,000)		(1)
	<u>(39,282)</u>	<u>(31,429)</u>	<u>(32,626)</u>	<u><b>(47,626)</b></u>	<u>(32,626)</u>	<u>(15,000)</u>		
<b>EXPENSE</b>								
SALARIES, WAGES & BENEFITS	81,297	70,692	70,250	<b>62,720</b>	64,200	(7,530)	-11%	
OPERATING EXPENSE	3,280	6,923	5,150	<b>6,920</b>	6,935	1,770		
COMMUNICATIONS	--	153	--	<b>72</b>	72	72		
UTILITIES - HEAT, HYDRO, WATER	34,004	25,214	33,934	<b>33,934</b>	35,340	--		
FUEL / TRANSPORTATION COSTS	320	229	400	<b>400</b>	400	--		
CONTRACTED SERVICES	27	325	--	<b>5,000</b>	5,000	5,000		
EQUIP REPAIRS & MAINTENANCE	4,856	16,827	10,450	<b>7,950</b>	8,150	(2,500)		
BLDG REPAIRS & MAINTENANCE	5,107	6,577	6,900	<b>21,900</b>	21,900	15,000	217%	(2)
SNOW REMOVAL AND SANDING	4,184	2,017	5,000	<b>5,000</b>	5,000	--		
MAINTENANCE CONTRACTS	6,334	6,299	6,974	<b>5,636</b>	5,636	(1,338)		
	<u>139,408</u>	<u>135,255</u>	<u>139,058</u>	<u><b>149,532</b></u>	<u>152,633</u>	<u>10,474</u>		
<b>NET OPERATING (REVENUE) EXPENSE</b>	<u>100,126</u>	<u>103,827</u>	<u>106,432</u>	<u><b>101,906</b></u>	<u>120,007</u>	<u>(4,526)</u>		
<b>OTHER</b>								
	--	--	--	--	--	--		
	<u>100,126</u>	<u>103,827</u>	<u>106,432</u>	<u><b>101,906</b></u>	<u>120,007</u>	<u>(4,526)</u>		4%

**EXPLANATION OF CHANGE:**

**Revenue**

(1) Donation from the Community Foundation to upgrade outdoor space and structures.

**Expenses**

(2) To upgrade outdoor space and structures. Improvements will paid by the \$15,000 donation from the Community Foundation.

**INCLUDES DEPARTMENTS:**

5200-4100 Facility

**Town of Ingersoll**  
**YOUTH CENTRE - GENERAL PROGRAMS**  
**2018 Budget - Final**  
**February 8, 2018**

DEPARTMENT: YOUTH CENTRE ACTIVITY: GENERAL PROGRAMS	Actual	YTD Actual	Budget		Projection	Change 2017 to 2018		
	2016	2017	2017	2018	2019	(fav)	% if > \$2,500	ref
<b>REVENUE</b>								
SALE OF GOODS OR SERVICES	(15,497)	(10,745)	(23,500)	--	--	23,500	100%	(1)
RENT / LEASES	(17,290)	(233)	(700)	(200)	(200)	500		
USER FEES	(1,700)	(23,778)	(17,450)	(19,835)	(19,500)	(2,385)		
MEMBERSHIPS	(1,289)	(1,326)	(1,000)	(1,000)	(1,000)	--		
RECOVERIES	(3,809)	--	(1,200)	--	--	1,200		
GRANTS / SUBSIDIES / REBATES	(50,162)	(42,950)	(31,477)	(53,219)	(5,500)	(21,742)	-69%	(2)
PROGRAM REVENUES	(534)	(1,157)	(500)	(9,300)	(9,300)	(8,800)	-1760%	(3)
DONATIONS / FUNDRAISING	(130,697)	(167,597)	(136,500)	(140,274)	(127,000)	(3,774)		
	<u>(220,978)</u>	<u>(247,785)</u>	<u>(212,327)</u>	<u>(223,828)</u>	<u>(162,500)</u>	<u>(11,501)</u>		
<b>EXPENSE</b>								
SALARIES, WAGES & BENEFITS	593,586	571,080	582,340	581,944	567,760	(396)		
ADMINISTRATIVE EXPENSE	4,807	4,566	6,725	5,675	5,681	(1,050)		
OPERATING EXPENSE	16,457	10,203	8,005	22,224	24,994	14,219	178%	(4)
COMMUNICATIONS	7,226	7,186	6,950	7,500	7,500	550		
SUPPLIES	4,535	4,013	7,400	21,595	14,170	14,195	192%	(5)
PROGRAM EXPENSES	16,786	11,053	21,300	15,615	10,400	(5,685)		
MEETINGS, CONFERENCES, TRAINING	253	1,934	2,300	3,850	3,300	1,550		
FUEL / TRANSPORTATION COSTS	838	996	1,200	4,400	1,650	3,200	267%	(6)
PROFESSIONAL FEES	22,145	--	--	2,100	--	2,100		
CONTRACTED SERVICES	1,671	709	3,470	790	790	(2,680)		
MARKETING & PROMOTION	1,275	1,298	850	3,925	1,825	3,075	362%	(7)
EQUIP REPAIRS & MAINTENANCE	194	537	1,500	1,500	1,500	--		
	<u>669,773</u>	<u>613,576</u>	<u>642,040</u>	<u>671,118</u>	<u>639,570</u>	<u>29,078</u>		
<b>NET OPERATING (REVENUE) EXPENSE</b>	<b>448,795</b>	<b>365,790</b>	<b>429,713</b>	<b>447,290</b>	<b>477,070</b>	<b>17,577</b>		
<b>OTHER</b>								
TRANSFER TO RESERVES & RES FUNDS	2,500	2,500	2,500	2,500	2,500	--		
	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>	<u>--</u>		
	<u>451,295</u>	<u>368,290</u>	<u>432,213</u>	<u>449,790</u>	<u>479,570</u>	<u>17,577</u>	4%	
<b>EXPLANATION OF CHANGE:</b>					<b>INCLUDES DEPARTMENTS:</b>			
<b>Revenue</b>					5200-6090	General Programs		
(1) Discontinued e-waste program and declining multi-media production revenue.					5200-6115	Run Ingersoll Program		
(2) Directly attributed to the loss of two grants from RBC (\$20K) and Loblaw Foundation (\$5K) offset by new funding for Female Programs (\$47K).					5200-6116	Haunted House		
(3) Directly attributed to sponsorship revenue from special events such Run Ingersoll and Haunted House and other (BBQs, Santa's Village photo taking, etc.). Previously budgeted under Fundraising.								
<b>Expenses</b>								
(4) Directly attributed to the purchase of new studio equipment. The new equipment will be 100% paid by the Pause for Love donation.								
(5) Increase in the cost of supplies for cooking classes, art program and day camp (\$7K). Also includes supplies for the new female programs commenced in 2017 which are fully funded by the Province.								
(6) Directly attributed to the cost of transportation for the female programs. This cost is fully funded by the Province and does not impact the levy.								
(7) Directly attributed to the cost of advertising and promotion of the new female programs. This cost is fully funded by the Province and does not impact the levy.								

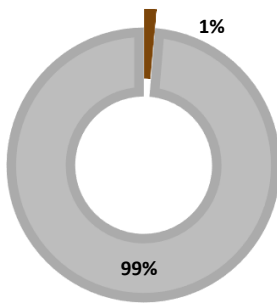
**Town of Ingersoll  
Museum  
2018 Budget - Final  
February 8, 2018**

**What We Do**

The Museum is responsible for: The museum brings the history of Ingersoll to life through engaging displays and demonstrations. Group tours, educational programs, workshops, special events and hands-on activities are offered throughout the year.

**Special Operating Projects / Memos/ Enhancements /Challenges**

**MUSEUM PORTION OF TOWN'S  
LEVY**



**Special Projects**

Facility Condition Assessment. The outcome of the assessment will be used to develop a facility repair and maintenance plan and to update the Town's Asset Management Plan.

Median residential property valued at \$215,000 will pay \$26/year or \$2.20/month for this service.

Town of Ingersoll  
MUSEUM - FACILITY  
2018 Budget - Final  
February 8, 2018

DEPARTMENT: MUSEUMS FACILITY	Actual	YTD Actual	Budget		Projection	Change 2017 to 2018		
	2016	2017	2017	2018	2019	(fav)	% if > \$2,500 & +/- 5%	ref
<b>REVENUE</b>	--	--	--	--	--	--		
<b>EXPENSE</b>								
OPERATING EXPENSE	148	65	200	<b>200</b>	200	--		
UTILITIES - HEAT, HYDRO, WATER	8,200	5,901	8,300	<b>8,400</b>	8,740	100		
LAND MAINTENANCE & IMPROVEMENT	119	28	1,500	<b>1,500</b>	1,500	--		
EQUIP REPAIRS & MAINTENANCE	38	438	500	<b>500</b>	500	--		
BLDG REPAIRS & MAINTENANCE	9,952	2,952	11,200	<b>11,200</b>	11,200	--		
SNOW REMOVAL AND SANDING	2,245	2,305	2,000	<b>2,000</b>	2,000	--		
MAINTENANCE CONTRACTS	243	19	250	<b>250</b>	250	--		
	<u>20,944</u>	<u>11,726</u>	<u>23,950</u>	<u><b>24,050</b></u>	<u>24,390</u>	<u>100</u>		
<b>NET OPERATING (REVENUE) EXPENSE</b>	<u>20,944</u>	<u>11,726</u>	<u>23,950</u>	<u><b>24,050</b></u>	<u>24,390</u>	<u>100</u>		
<b>OTHER</b>								
TRANSFER TO RESERVES & RES FUNDS	9,000	9,000	9,000	<b>9,000</b>	9,000	--		
	<u>9,000</u>	<u>9,000</u>	<u>9,000</u>	<u><b>9,000</b></u>	<u>9,000</u>	<u>--</u>		
	<u>29,944</u>	<u>20,726</u>	<u>32,950</u>	<u><b>33,050</b></u>	<u>33,390</u>	<u>100</u>		0%

**EXPLANATION OF CHANGE:**  
**Revenue** No significant changes  
  
**Expenses** No significant changes

**INCLUDES DEPARTMENTS:**  
6200-4100 Facility

**Town of Ingersoll  
MUSEUMS  
2018 Budget - Final  
February 8, 2018**

DEPARTMENT: MUSEUMS PROGRAMS	Actual	YTD Actual	Budget		Projection	Change 2017 to 2018		
	2016	2017	2017	2018	2019	(fav)	% if > \$2,500	ref
						unfav	& +/- 5%	
<b>REVENUE</b>								
SALE OF GOODS OR SERVICES	(4,998)	(5,310)	(5,000)	<b>(5,000)</b>	(5,000)	--		
RENT / LEASES	(85)	(137)	(100)	<b>(100)</b>	(100)	--		
USER FEES	(1,807)	(1,839)	(1,700)	<b>(1,700)</b>	(1,800)	--		
GRANTS / SUBSIDIES / REBATES	(14,023)	(12,548)	(12,753)	<b>(10,376)</b>	(10,376)	2,377		
PROGRAM REVENUES	(9,945)	(16,409)	(7,600)	<b>(8,500)</b>	(8,500)	(900)		
DONATIONS / FUNDRAISING	(7,329)	(5,234)	(4,550)	<b>(4,550)</b>	(4,550)	--		
	<u>(38,187)</u>	<u>(41,475)</u>	<u>(31,703)</u>	<u><b>(30,226)</b></u>	<u>(30,326)</u>	<u>1,477</u>		
<b>EXPENSE</b>								
SALARIES, WAGES & BENEFITS	139,024	147,879	149,880	<b>156,360</b>	153,800	6,480		
ADMINISTRATIVE EXPENSE	738	1,027	1,050	<b>1,450</b>	1,750	400		
OPERATING EXPENSE	335	133	1,550	<b>1,550</b>	1,550	--		
COMMUNICATIONS	711	727	750	<b>750</b>	800	--		
SUPPLIES	4,025	4,745	4,000	<b>4,000</b>	4,000	--		
PROGRAM EXPENSES	13,395	21,433	24,410	<b>25,060</b>	25,150	650		
MEETINGS, CONFERENCES, TRAINING	995	1,957	1,300	<b>1,700</b>	1,700	400		
FUEL / TRANSPORTATION COSTS	211	31	300	<b>300</b>	400	--		
CONTRACTED SERVICES	200	450	300	<b>300</b>	300	--		
MARKETING & PROMOTION	8,767	4,284	6,750	<b>5,050</b>	5,150	(1,700)		
EQUIP REPAIRS & MAINTENANCE	1,101	2,222	2,000	<b>2,500</b>	2,500	500		
MAINTENANCE CONTRACTS	19	--	200	<b>500</b>	500	300		
	<u>169,520</u>	<u>184,887</u>	<u>192,490</u>	<u><b>199,520</b></u>	<u>197,600</u>	<u>7,030</u>		
<b>NET OPERATING (REVENUE) EXPENSE</b>	<u>131,333</u>	<u>143,412</u>	<u>160,787</u>	<u><b>169,294</b></u>	<u>167,274</u>	<u>8,507</u>		
<b>OTHER</b>								
	--	--	--	--	--	--		
	<u>131,333</u>	<u>143,412</u>	<u>160,787</u>	<u><b>169,294</b></u>	<u>167,274</u>	<u>8,507</u>		5%
<b>EXPLANATION OF CHANGE:</b>						<b>INCLUDES DEPARTMENTS:</b>		
<b>Revenue</b> No significant changes						6200-4000	Administration	
						6200-6810	Harvest Festival	
<b>Expenses</b> No significant changes								

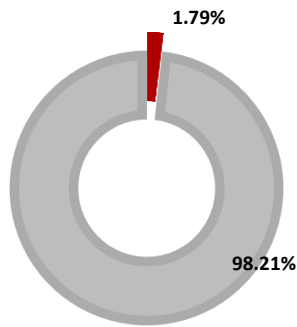
**Town of Ingersoll  
Economic Development  
2018 Budget - Final  
February 8, 2018**

**What We Do**

The Economic Development delivers a full range of services to promote, support and sustained overall economic prosperity of the Town. It provides support and guidance for companies and individuals interested in growing or starting a business in Ingersoll.

**Special Operating Projects / Memos/ Enhancements /Challenges**

**ECONOMIC DEVELOPMENT  
PORTION OF TOWN'S LEVY**



**Special Projects**

The 2018 budget includes a \$50K provision for Community Improvement grants and incentives as per the Community Improvement Plan recommendations.

Median residential property valued at \$215,000 will pay \$35/year or \$2.96/month for this service.

**Town of Ingersoll  
ECONOMIC DEVELOPMENT  
2018 Budget - Final  
February 8, 2018**

DEPARTMENT: ECONOMIC DEVELOPMENT	Actual	YTD Actual	Budget		Projection	Change 2017 to 2018		
	2016	2017	2017	2018	2019	(fav)	% if > \$2,500	ref
						unfav	& +/- 5%	
<b>REVENUE</b>								
GRANTS / SUBSIDIES / REBATES	(1,005)	(14,123)	(5,000)	<b>(5,000)</b>	(5,000)	--		
	<u>(1,005)</u>	<u>(14,123)</u>	<u>(5,000)</u>	<u><b>(5,000)</b></u>	<u>(5,000)</u>	<u>--</u>		
<b>EXPENSE</b>								
SALARIES, WAGES & BENEFITS	175,629	125,670	143,820	<b>137,310</b>	140,700	(6,510)		
ADMINISTRATIVE EXPENSE	325	290	550	<b>50</b>	50	(500)		
OPERATING EXPENSE	--	244	200	<b>700</b>	700	500		
COMMUNICATIONS	1,766	1,540	1,500	<b>1,500</b>	1,500	--		
PROGRAM EXPENSES	10,834	10,983	12,365	<b>12,365</b>	12,370	--		
MEETINGS, CONFERENCES, TRAINING	3,712	6,522	4,250	<b>9,250</b>	9,000	5,000	118%	(1)
FUEL / TRANSPORTATION COSTS	2,516	2,810	3,000	<b>3,500</b>	4,000	500		
PROFESSIONAL FEES	5,733	5,985	25,500	<b>25,500</b>	--	--		
MARKETING & PROMOTION	9,339	35,180	22,000	<b>74,500</b>	75,000	52,500	239%	(2)
	<u>209,856</u>	<u>189,224</u>	<u>213,185</u>	<u><b>264,675</b></u>	<u>243,320</u>	<u>51,490</u>		
<b>NET OPERATING (REVENUE) EXPENSE</b>	<b>208,851</b>	<b>175,101</b>	<b>208,185</b>	<b>259,675</b>	<b>238,320</b>	<b>51,490</b>		
<b>OTHER</b>								
TRANSFER TO RESERVES & RES FUNDS	25,000	10,000	10,000	<b>10,000</b>	10,000	--		
	<u>25,000</u>	<u>10,000</u>	<u>10,000</u>	<u><b>10,000</b></u>	<u>10,000</u>	<u>--</u>		
	<u>233,851</u>	<u>185,101</u>	<u>218,185</u>	<u><b>269,675</b></u>	<u>248,320</u>	<u>51,490</u>	24%	

**EXPLANATION OF CHANGE:**

**Revenue** No significant changes

**INCLUDES DEPARTMENTS:**

7000-4000 Administration

**Expenses**

(1) Based on planned tradeshow and conferences.

(2) Includes a \$50K community improvement grants provision. Based on the proposed community improvement plan.



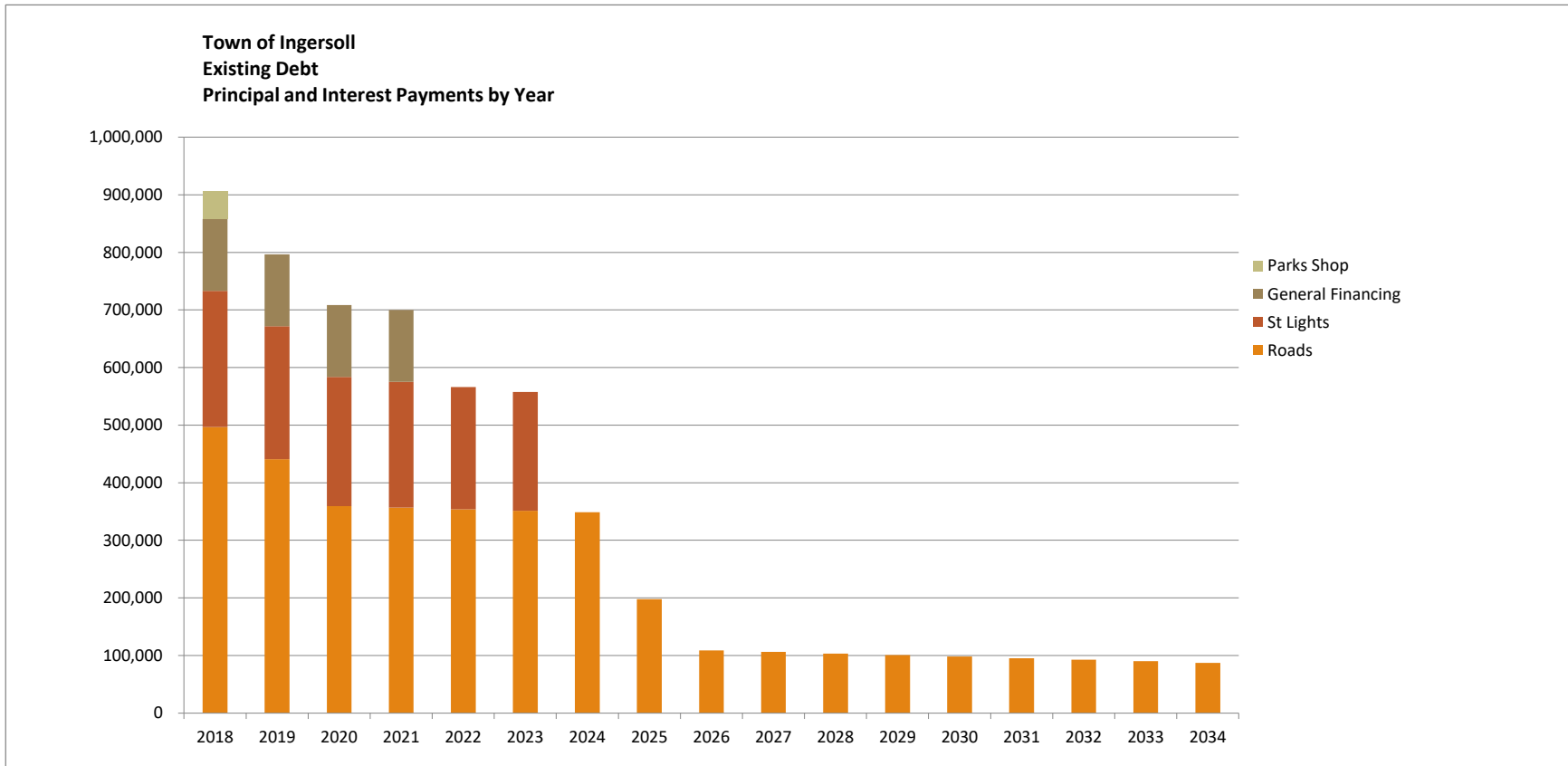
**Town of Ingersoll  
2018 Budget - Final  
Reserve and Reserve Fund Continuity  
February 8, 2018**

	2015	2016	2017	2018			2018	2017 / 2018
	Ending Balance	Ending Balance	Ending Balance	Transfer In	Transfer Out	Income	Ending Balance	Change fav/(unfav)
<b>RESERVES</b>								
WORKING FUNDS	192,278	192,278	192,278				192,278	--
CURRENT PURPOSES	350,815	1,474,184	1,690,542	155,000	301,824		1,543,717.97	(146,824)
CAPITAL PURPOSES	4,372,382	5,032,991	6,676,872	2,957,995	3,818,000		5,816,867	(860,005)
	<b>4,915,475</b>	<b>6,699,453</b>	<b>8,559,692</b>	<b>3,112,995</b>	<b>4,119,824</b>	<b>--</b>	<b>7,552,863</b>	<b>(1,006,829)</b>
<b>RESERVE FUNDS</b>								
DISCRETIONARY	409,119	410,312	419,412	5,000	--	5,242	429,654	10,242
OBLIGATORY	1,888,601	2,278,476	2,507,725		922,625	681,898	2,266,998	(240,727)
	<b>2,297,720</b>	<b>2,688,788</b>	<b>2,927,137</b>	<b>5,000</b>	<b>922,625</b>	<b>687,140</b>	<b>2,696,652</b>	<b>(230,485)</b>
<b>TOTAL</b>	<b>7,213,195</b>	<b>9,388,241</b>	<b>11,486,829</b>	<b>3,117,995</b>	<b>5,042,449</b>	<b>687,140</b>	<b>10,249,515</b>	<b>(1,237,314)</b>

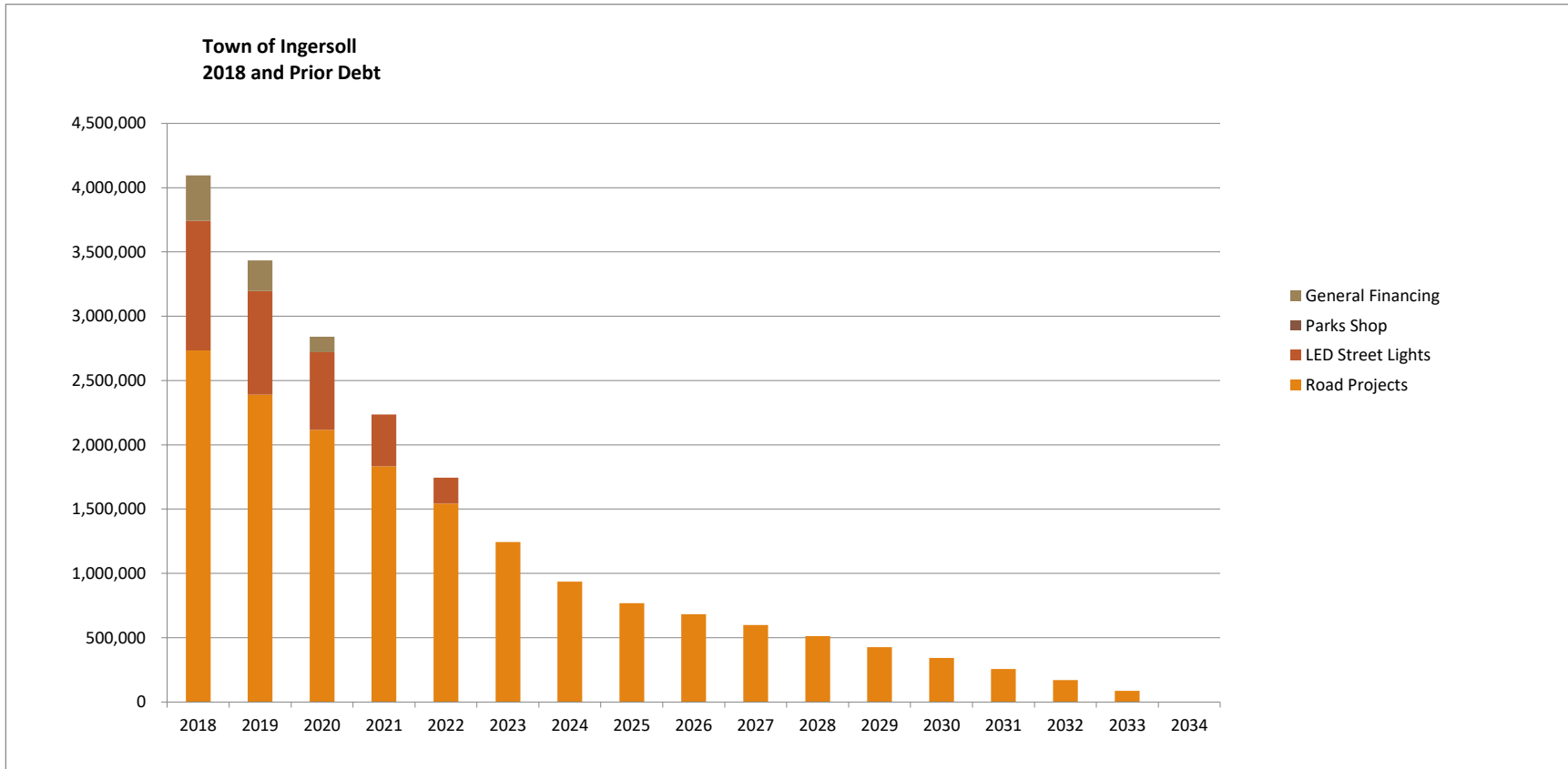
**SOURCE OF TRANSACTIONS**

OPERATING	3,117,995	328,449
CAPITAL		4,714,000
	<b>3,117,995</b>	<b>5,042,449</b>

Town of Ingersoll  
 Budget 2018 - Final  
 February 8, 2018



Town of Ingersoll  
Budget 2018 - Final  
February 8, 2018



**Town of Ingersoll  
2018 Budget - Final  
Budget Restated in PSAB Format  
February 8, 2018**

	<u>As Budget</u>	<u>PSAB Financials</u>
Net revenue prior to following amounts	(4,833,106)	(4,833,106)
Items included in Budget that are not PSAB Revenues or Expenses		
Debenture Principal Repayment	742,935	
Capital Expenditures	5,097,000	
Contributions from Reserves		
Operating	(301,824)	
Capital	(3,818,000)	
Transfer to Reserves	3,112,995	
PSAB items not in Budget		
Increase in Post Employment Liability		67,069
Amortization		2,715,000
Loss on Disposal of Assets		200,000
Annual Surplus	<u>          --</u>	<u>          (1,851,037)</u>



# Town of Ingersoll

## 2018 Public Budget Presentation

March 5, 2018

- **2018 Budget Process**
- **Budget Priorities**
- **Operating Budget Highlights**
- **Reserves and Debt**
- **Questions & Answers**

# 2018 Budget Process

Fall  
2017

- Departmental Budget Submissions and Reviews

Nov 15  
2017

- Presentation of 2018 Draft Operating and Capital Budget to Council

Dec  
2017

- Review and Approval of 2018 Capital Budget (December 5<sup>th</sup> and 12<sup>th</sup> meetings)

Jan  
2018

- Review of 2018 Operating Budget (January 5<sup>th</sup> and 18<sup>th</sup> meetings)

Feb 8  
2018

- Approval of 2018 Operating Budget and Tax Rate By-law



# Budget Highlights

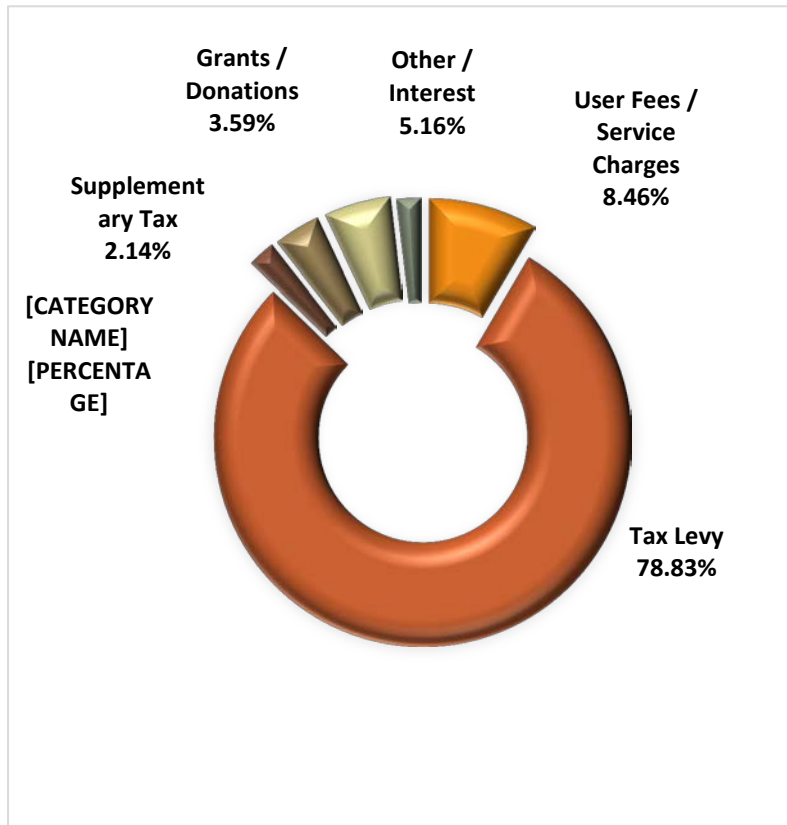
- **No Reduction in Services**
- **Minimize Tax Rate Impact**
- **Aligned with Council Strategic Priorities**
- **Requires No New Debt**
- **Grows Reserves**
- **Invests in Infrastructure**
- **Risk Mitigation** (large tax appeals, loss of assessment)





# Operating Budget

## Sources of Revenue - \$18,005,787



### 2018 OPERATING BUDGET

	2017	2018		Change
	'\$	'\$	%	2017 to 2018
				fav (unfav)
User Fees / Service Charges	\$ 1,582,604	\$ 1,522,884	8.5%	\$ (59,720)
Tax Levy	13,800,170	14,193,943	78.8%	\$ 393,773
Supplementary Tax	335,812	384,834	2.1%	\$ 49,022
Grants / Donations	679,692	646,799	3.6%	\$ (32,893)
Other / Interest	940,842	928,878	5.2%	\$ (11,964)
Reserves	74,803	328,449	1.8%	\$ 253,646
<b>TOTAL</b>	<b>\$ 17,413,923</b>	<b>\$ 18,005,787</b>	<b>100.0%</b>	<b>\$ 591,864</b>



# Operating Budget

**2016 Tax Levy**                      **\$13,800K**

**2017 Tax Levy**                      **\$14,194K**

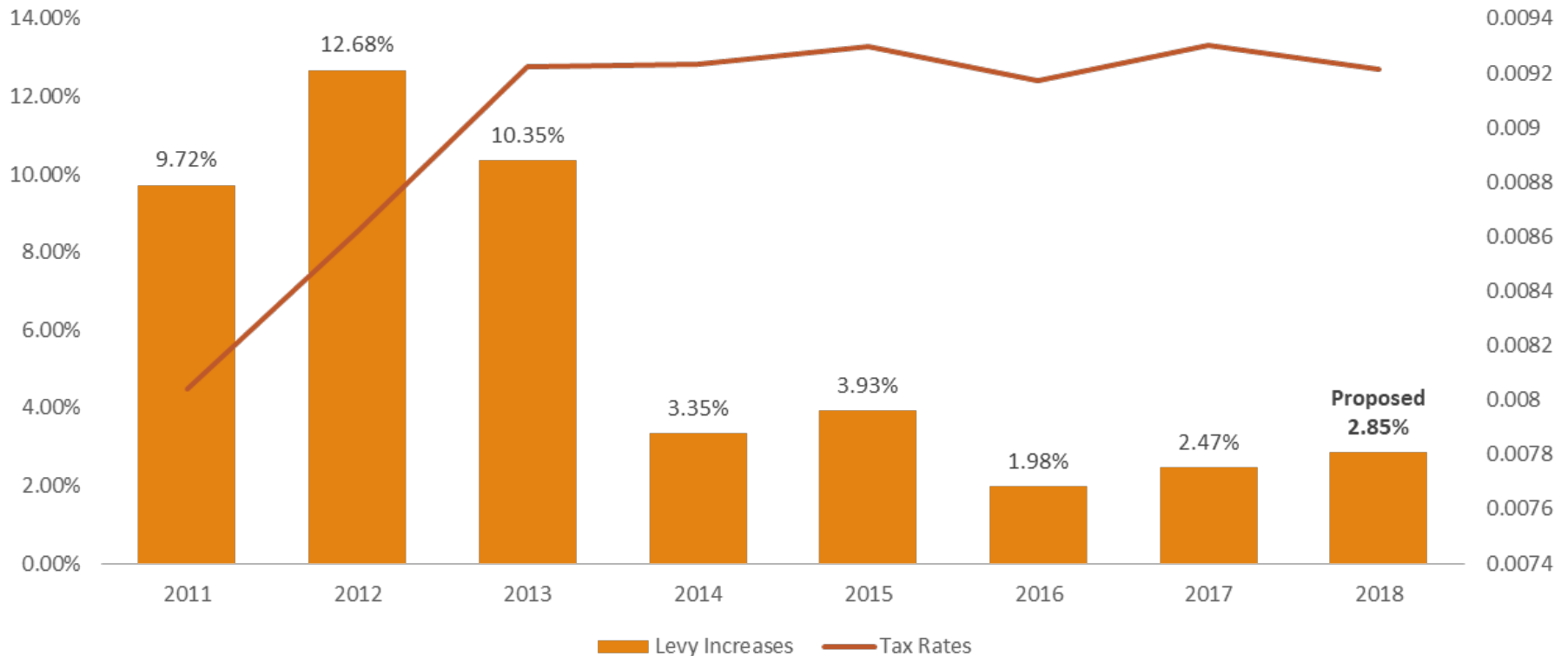
**\$394K or 2.85%**

2018 Net Budget Key Drivers	Increase/ (Decrease)\\$
1. Reduction in OPP Contract as a result of prior years reconciliations	\$ (40,582)
2. Decrease transfers to reserves based on the 10 year capital plan	\$ (160,485)
3. Increase in supplementary tax revenue	\$ (49,022)
<hr/>	
1. Wages and Benefits	\$ 278,985
2. Increase property tax refunds due to large industrial appeals	\$ 20,000
3. Special projects (Pay Equity study, Development Charges Study, Asset Management Plan update, new survey monuments, storm sewers camera, additional training, new software initial costs)	\$ 133,000
4. Further cuts to the OMPF	\$ 58,300
5. Decline in non-taxation revenue (user fees, donations, licensing, interest)	\$ 46,277
6. Provision for Community Improvement grants and incentives	\$ 51,000
7. Other (utilities, contracted services, building repair & maintenance)	\$ 56,300
<b>Tax Levy Increase</b>	<b>\$ 393,773</b>



# Levy Increase – How Do We Compare?

## Tax Levy Increases 2011-2018



<b>Ingersoll Residential Tax Rate</b>	<b>0.00930275</b>	<b>0.00922863</b>	<b>(0.000074)</b>	<b>-0.80%</b>
---------------------------------------	-------------------	-------------------	-------------------	---------------

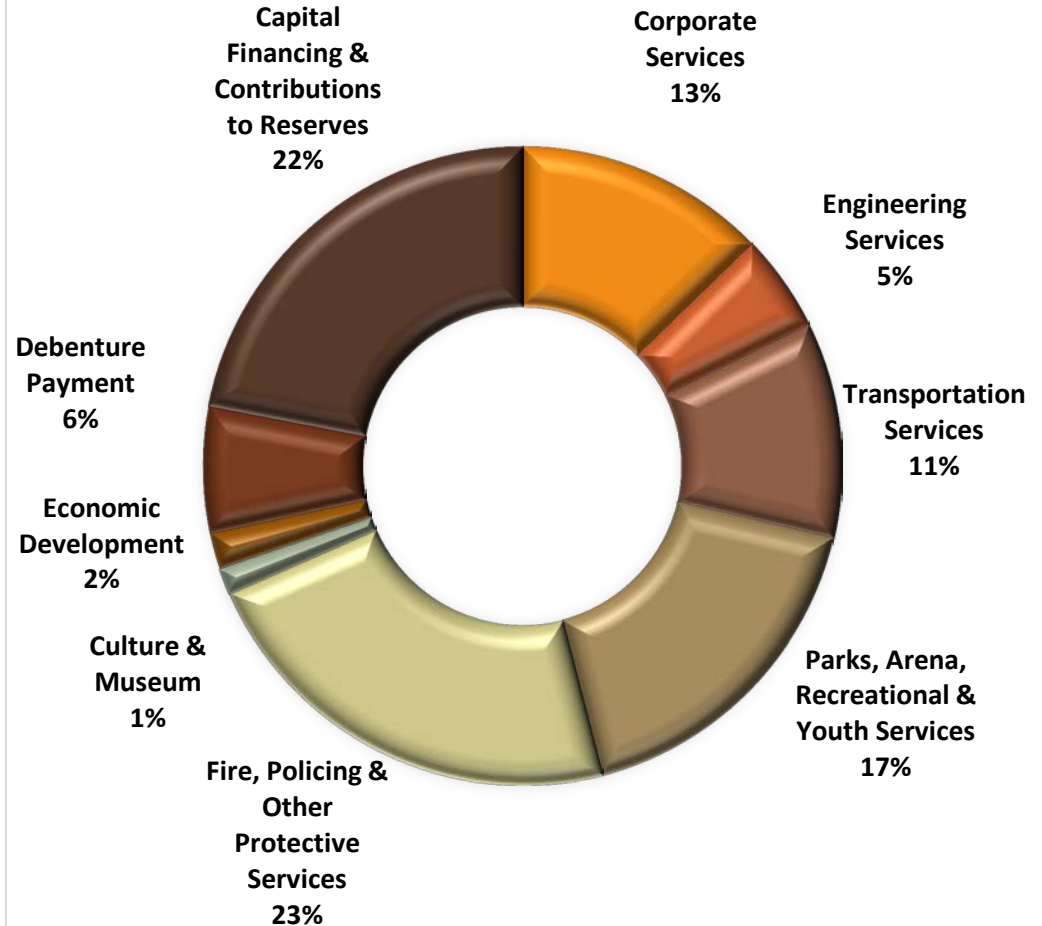
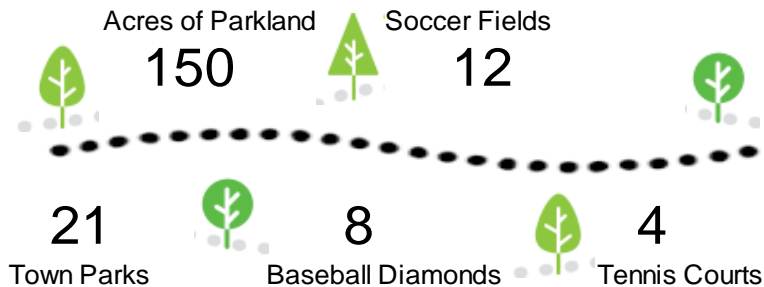


# Where Tax Dollars Are Spent?

Did you know...

Town Provides Over 50 services?

And Maintains



## Impact on Median Single Family Home



\$212,000



\$215,250

	Tax Rates		2017 Taxes	2018 Taxes	Change	
	2017	2018			\$	%
Median Single Family Home	0.00930275	0.00922863	\$1,972	\$1,984	\$12	0.62%
Residential Condominium Unit	0.00930275	0.00922863	\$1,461	\$1,467	\$6	0.43%
Small Office Building	0.01769197	0.01755101	\$2,654	\$2,633	(\$21)	-0.80%
Standard Industrial Property	0.02446623	0.02427129	\$11,224	\$11,517	\$293	2.61%



# Where My Tax Dollars Spent?

	Average Tax Bill		
	Annual \$1,984		Monthly \$165
CAPITAL & RESERVES	\$ 422	21%	\$ 35.1
POLICE	\$ 319	16%	\$ 26.6
PUBLIC WORKS	\$ 212	11%	\$ 17.7
PARKS AND ARENA	\$ 142	7%	\$ 11.8
DEBT REPAYMENT	\$ 124	6%	\$ 10.3
VICTORIA PARK COMMUNITY CENTRE	\$ 119	6%	\$ 9.9
FIRE	\$ 114	6%	\$ 9.5
ENGINEERING	\$ 96	5%	\$ 8.0
YOUTH CENTRE - FUSION	\$ 75	4%	\$ 6.3
CLERKS	\$ 73	4%	\$ 6.1
TREASURY	\$ 55	3%	\$ 4.6
ADMINISTRATION	\$ 41	2%	\$ 3.4
INFORMATION TECHNOLOGY	\$ 36	2%	\$ 3.0
ECONOMIC DEVELOPMENT	\$ 35	2%	\$ 3.0
TAX REFUNDS & SUPPS	\$ 35	2%	\$ 2.9
COUNCIL	\$ 29	1%	\$ 2.4
MUSEUMS	\$ 26	1%	\$ 2.2
PUBLIC BUILDINGS	\$ 19	1%	\$ 1.6
PARA TRANSIT	\$ 6	0%	\$ 0.5
PARKING	\$ 3	0%	\$ 0.3
PROPERTY STANDARDS	\$ 3	0%	\$ 0.2
BUILDING INSPECTION	\$ -	0%	\$ -

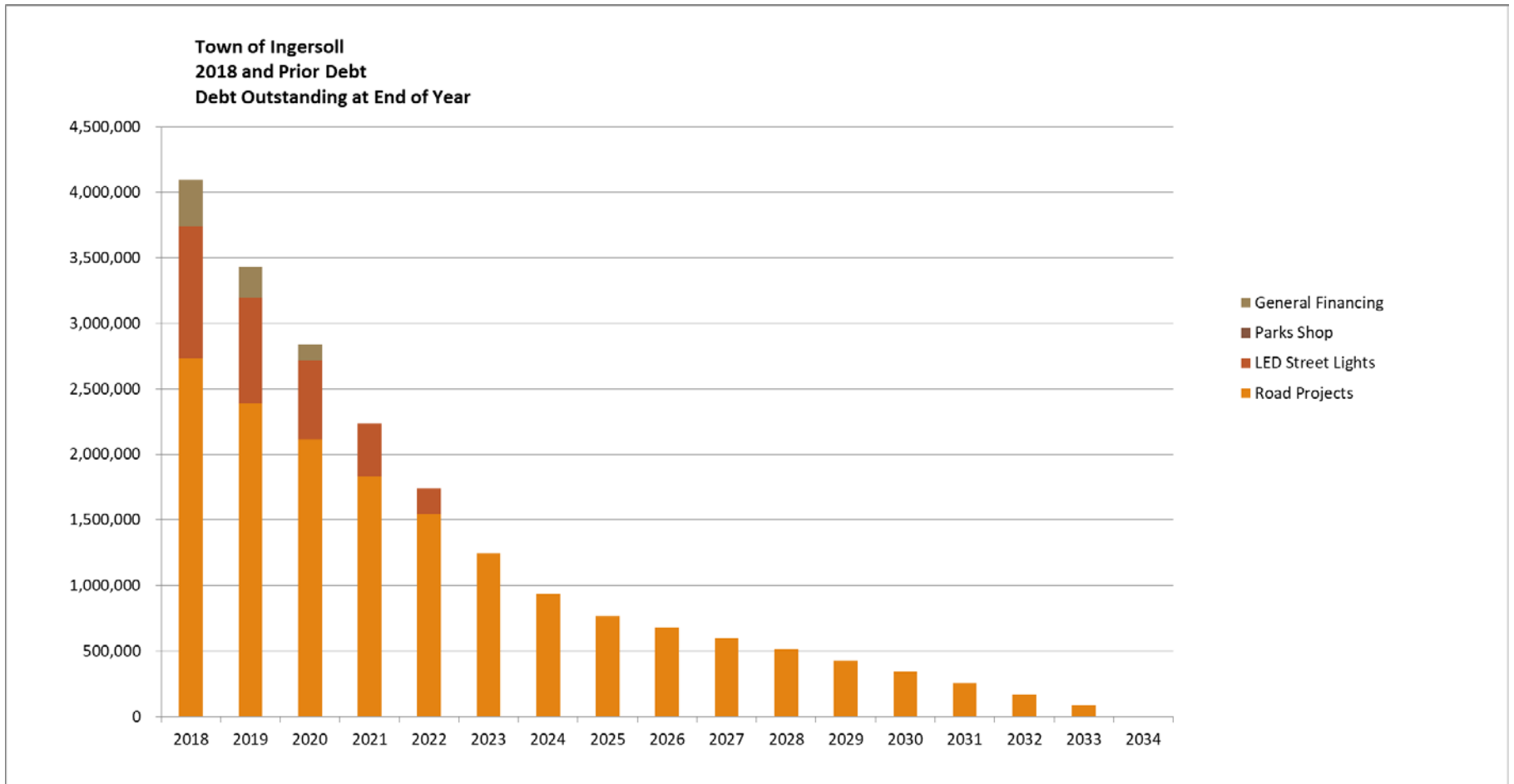


# Reserves & Reserve Funds

	2015 Actual	2016 Actual	2017 Projections	2018 Projections	Change Fav/(Unfav)
<b><u>RESERVES</u></b>					
WORKING FUNDS	192,278	192,278	192,278	192,278	--
CURRENT PURPOSES	350,815	1,474,184	1,690,542	1,543,718	(146,824)
CAPITAL PURPOSES	4,372,382	5,032,991	6,676,872	5,816,867	(860,005)
	<u>4,915,475</u>	<u>6,699,453</u>	<u>8,559,692</u>	<u>7,552,863</u>	<u>(1,006,829)</u>
<b><u>RESERVE FUNDS</u></b>					
DISCRETIONARY	409,119	410,312	419,412	429,654	10,242
OBLIGATORY	1,888,601	2,278,476	2,507,725	2,266,998	(240,727)
	<u>2,297,720</u>	<u>2,688,788</u>	<u>2,927,137</u>	<u>2,696,652</u>	<u>(230,485)</u>
<b>TOTAL</b>	<b><u>7,213,195</u></b>	<b><u>9,388,241</u></b>	<b><u>11,486,829</u></b>	<b><u>10,249,515</u></b>	<b><u>(1,237,314)</u></b>



# Outstanding Debt

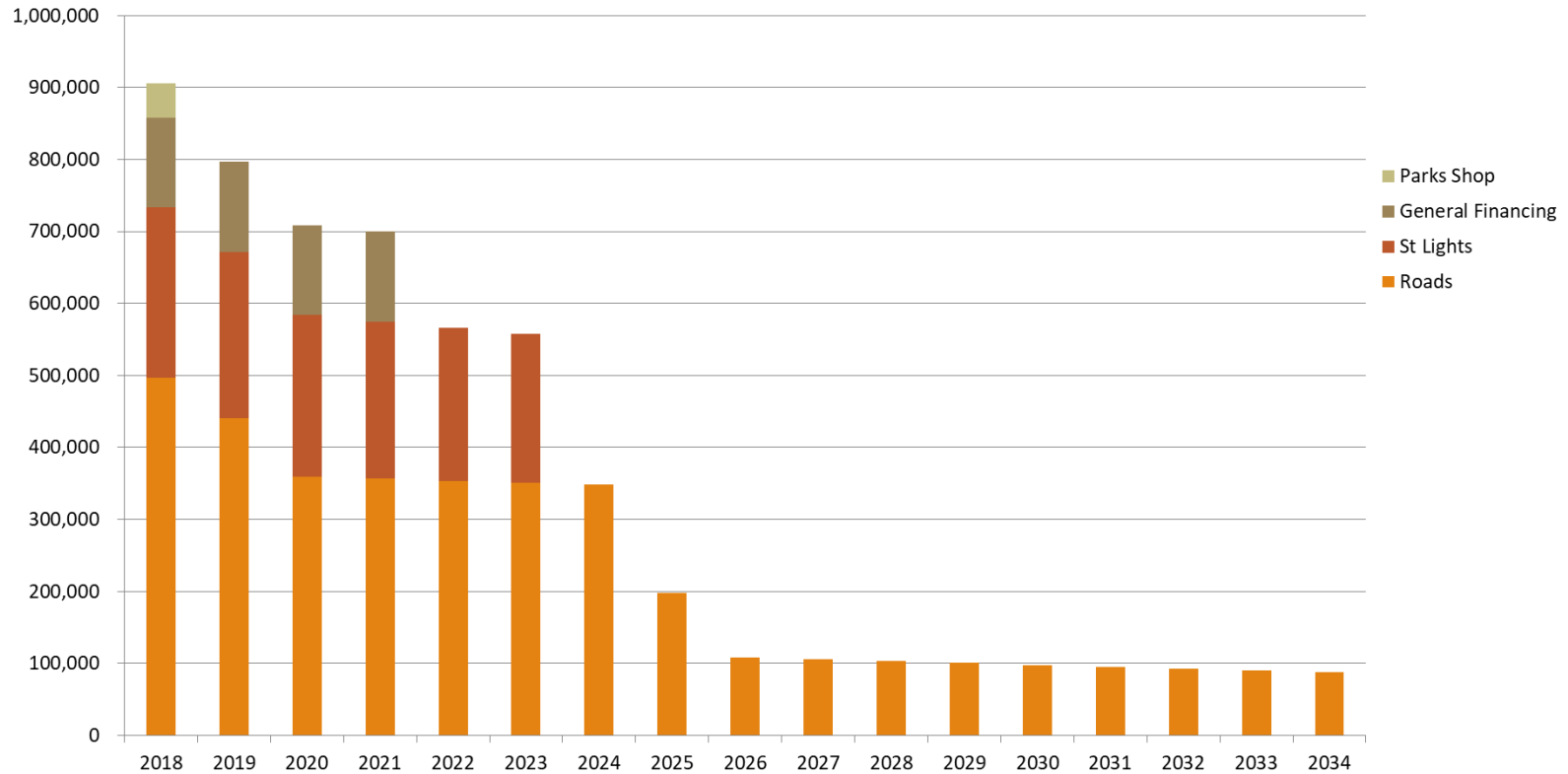






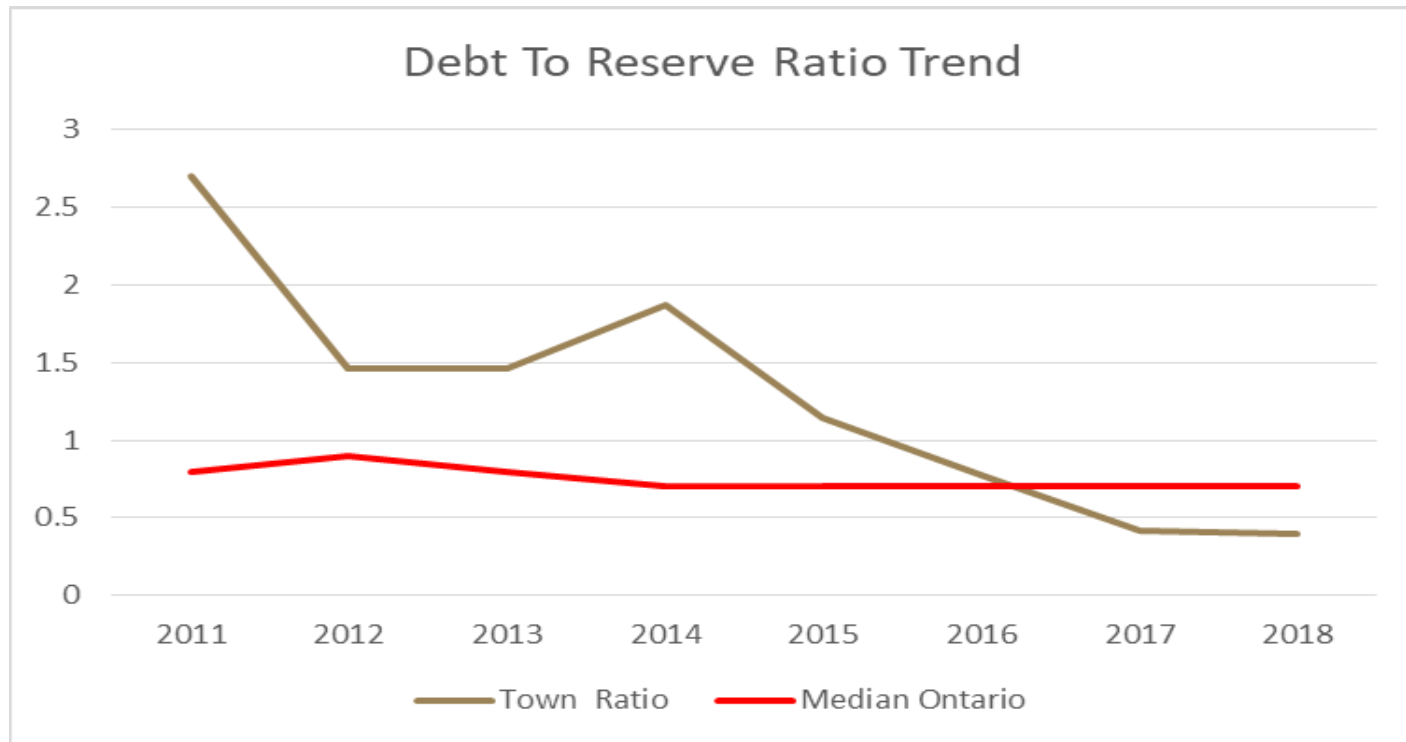
# Debt Repayment Schedule

**Town of Ingersoll  
Existing Debt  
Principal and Interest Payments by Year**





# Debt to Reserve Ratio



Projected

Addresses Town's Vulnerability to external sources of funding and its exposure to risk

Formula:  $(Reserves + Discretionary Reserve Funds) / Total Outstanding Debt$



**Community Planning**

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

Our File: **A-01-18**

**APPLICATION FOR MINOR VARIANCE**

**TO:** Town of Ingersoll Committee of Adjustment  
**MEETING:** February 12, 2018  
**REPORT NUMBER:** 2018-36

**OWNER:** Brian Elliot, CEO Habitat for Humanity Heartland Ontario Inc.  
2-40 Pacific Court, London, N5V 3K4

**APPLICANT:** Paul Benedict, OLS NA Geomatics Inc.  
871 Dundas Street, Woodstock, N4S 1G8

**VARIANCES REQUESTED:**

1. Relief from the provisions of **Section 7.2 - Zone Provisions – Exterior Side Yard, Minimum Width**; to reduce the minimum required exterior side yard width from 6.0 m (19.7 ft.) to 3.25m (10.7 ft.);
2. Relief from the provisions of **Section 7.2 - Zone Provisions – Setback, Minimum Distance from the Centreline of an Arterial Road**; to reduce the minimum required setback from the centerline of an arterial road from 19.0m (62.3 ft.) to 13.25m (43.5 ft.) to facilitate the placement of an existing single detached dwelling to the subject lands.

**LOCATION:**

The subject lands are described as Part of Lots 1 & 2, Plan 279, Town of Ingersoll. The lands are located at the northwest corner of Bell Street and Margaret Street, and are municipally known as 157 Margaret Street.

**BACKGROUND INFORMATION:**

COUNTY OF OXFORD OFFICIAL PLAN:

Schedule "I-1"	Town of Ingersoll Land Use Plan	Residential
Schedule "I-2"	Town of Ingersoll Residential Density Plan	Low Density Residential

TOWN OF INGERSOLL ZONING BY-LAW: Residential Type 2 Zone (R2)

SURROUNDING USES: surrounding uses are predominantly low density residential uses with commercial uses directly south.

**COMMENTS:**

(a) Purpose of the Application:

The applicant proposes to obtain relief from the Town's Zoning By-law to accommodate a 128.7 m<sup>2</sup> (1385.3 ft<sup>2</sup>) single detached dwelling. The applicant has indicated that it is not possible to comply with the provisions of the Zoning By-law based on the configuration of the lot, and that the dwelling currently exists and is being physically relocated to the subject property from another site. The relief requested by the applicant has been submitted after consideration of several placement options and proposal selected represents the least amount of relief required from the Town's zoning by-law to accommodate the dwelling on the subject lands.

The subject property is currently vacant.

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

Plate 2, Aerial Map (2015), shows the location of the subject lands and surrounding properties.

Plate 3, Applicant's Sketch, illustrates the proposed location of the single detached dwelling on the subject lands.

(b) Agency Comments

The application was circulated to relevant agencies considered that have an interest in the proposal and the following comments were received:

The Town of Ingersoll Chief Building Official indicated that the Building department does not have any comment or concern with the application.

The Town of Ingersoll Fire Department indicated that they have no comments.

The County of Oxford Public Works Department indicated that they have no comments or concerns. However, Public Works has advised that the applicant will be required to obtain an oversized load permit as well as a police escort to physically move the single detached dwelling to the site.

(c) Intent and Purpose of the Official Plan:

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

(d) Intent and Purpose of the Zoning By-law:

The subject property is zoned Residential Type 2 Zone in the Town's Zoning By-Law. The R2 zone permits single detached dwellings.

The side yard and street setback provisions contained in the Town's Zoning By-law are generally intended to limit the extent of buildings and structures on a lot to ensure proper sight lines along the road, provide adequate space for drainage, parking, access and maintenance, and act as a buffer between buildings.

(e) Desirable Development/Use:

It is the opinion of this Office that the applicant's proposal to obtain relief from the Town's Zoning By-law to permit a reduced exterior side yard width and reduce the minimum setback from the centerline of a County road beyond what is required can be considered minor in nature and desirable for the development of the lands. Planning staff is of the opinion that the requested relief will not negatively impact the neighbouring property owners as there is an established building line along Bell Street (a County road) that represents a similar setback as what is proposed. In addition, staff are also of the opinion that the proposal will continue to provide adequate space to maintain proper sight lines along the road, maintenance and access to the property. The proposed dwelling complies with all other relevant provisions in the R2 zone.

In light of the foregoing, it is the opinion of this Office that the requested relief maintains the general intent of the Official Plan and Zoning By-law, is minor in nature and can be given favourable consideration.

**RECOMMENDATION:**

That the Town of Ingersoll Committee of Adjustment **approve** Application File A01-18, submitted by Paul Benedict for lands described as Part of Lots 1 & 2, Plan 279 in the Town of Ingersoll as it relates to:

1. Relief from the provisions of **Section 7.2 - Zone Provisions – Exterior Side Yard, Minimum Width**; to reduce the minimum required exterior side yard width from 6.0 m (19.7 ft.) to 3.25m (10.7 ft.);
2. Relief from the provisions of **Section 7.2 - Zone Provisions – Setback, Minimum Distance from the Centreline of an Arterial Road**; to reduce the minimum required setback from the centerline of an arterial road from 19.0m (62.3 ft.) to 13.25m (43.5 ft.) to facilitate the placement of an existing single detached dwelling to the subject lands.

The proposed relief meets the four tests of a minor variance as set out in Section 45(1) of the Planning Act as follows:

The proposed relief are minor variances from the provisions of the Town of Ingersoll Zoning By-law in that the relief is not anticipated to affect neighbouring properties and adequate space is available to ensure proper sight lines, maintenance, drainage, grading, parking, and access;

The proposed relief are desirable for the use of the land as the said relief will allow for a single detached dwelling that is permitted by the Zoning By-law and is compatible with surrounding uses;

The proposed relief maintains the general intent and purpose of the Town of Ingersoll Zoning By-law as the development generally maintains the provisions in the R2 zone and is in-keeping with similar development in the immediate area; and

The relief maintains the intent and purpose of the Official Plan as the proposed relocation of an existing single detached dwelling is complimentary to the low density residential development contemplated by the Official Plan.

Authored by: *Original Signed by*

Adam Ager, Development Planner

Approved by: *Original Signed by*

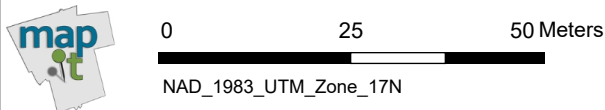
Gordon K. Hough, RPP, Director



**Legend**

- Environmental Protection/Flood Overlay
  - Flood Fringe
  - Floodway
  - Environmental Protection (EP1)
  - Environmental Protection (EP2)
- Zoning
- Floodlines/Regulation Limit
  - 100 Year Flood Line
  - 30 Metre Setback
  - Conservation Authority Regulation Limit
  - Regulatory Flood And Fill Lines
- Zoning (Displays 1:16000 to 1:500)

**Notes**



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

December 21, 2017





**Legend**

- Parcel Lines**
  - Property Boundary
  - Assessment Boundary
  - Unit
  - Road
  - Municipal Boundary
- Environmental Protection/Flood Overlay**
  - Flood Fringe
  - Floodway
  - Environmental Protection (EP1)
  - Environmental Protection (EP2)
- Zoning Floodlines/Regulation Limit**
  - ◆ 100 Year Flood Line
  - ▲ 30 Metre Setback
  - Conservation Authority Regulation Limit
  - Regulatory Flood And Fill Lines
- Zoning (Displays 1:16000 to 1:500)

**Notes**



0 13 26 Meters

NAD\_1983\_UTM\_Zone\_17N



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

February 5, 2018





# SMART CITIES CHALLENGE



## INFRASTRUCTURE CANADA'S SMART CITIES CHALLENGE

Jay Heaman, Strategic Initiatives, Oxford County  
January-February 2018 Partner Municipal Council Presentations

# THE CHALLENGE

SMART CITIES  
CHALLENGE

#smartcitiesCanada

*“I am challenging leaders to be bold and **think outside-the-box**. I want you to approach the Challenge through a lens of transparency, experimentation, inclusiveness, empowerment, and knowledge-sharing.... And above all, I want you to think about what will have the biggest impact on the people who call your communities home.”*



The Honourable  
Amarjeet Sohi



# REQUIREMENTS



REALIZE OUTCOMES  
FOR RESIDENTS



EMPOWER COMMUNITIES  
TO INNOVATE



FORGE NEW PARTNERSHIPS  
& NETWORKS



SPREAD THE BENEFIT TO ALL  
CANADIANS



- Establish a Challenge Statement  
*“A vibrant, prosperous, and responsible Oxford for all.”*
- Deliver meaningful outcomes for community residents through the use of **connected technology and data**

# EVALUATING OUR PROPOSAL

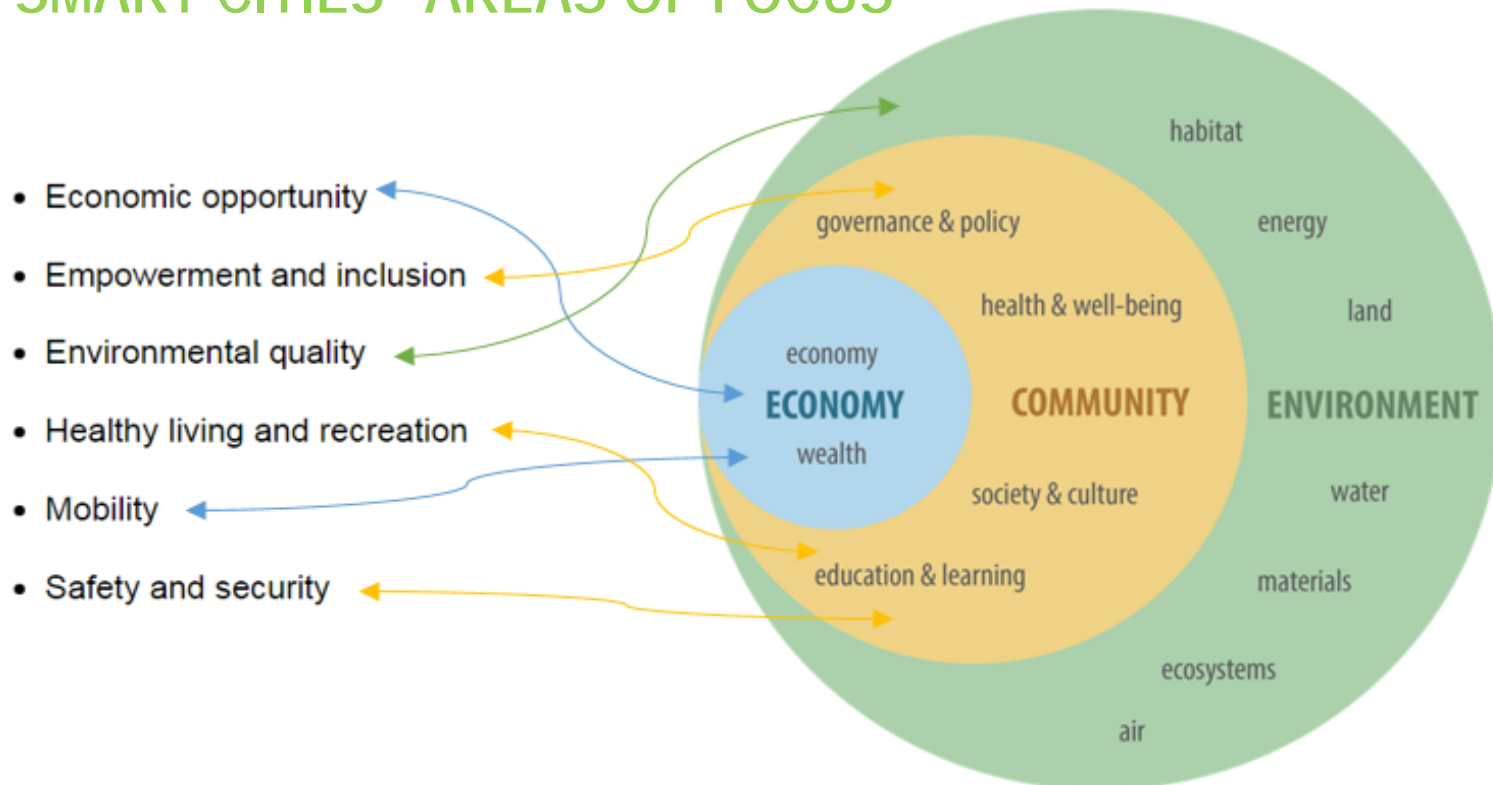
- Preliminary proposal qualifies as a “smart city” proposal: it achieves positive outcomes for residents by leveraging connected technology and data
- Preliminary proposal has the potential to achieve the outcome (or outcomes) through the smart city approach
- Implementation is feasible given its scope and size
- Scope and size are suited to achieving the expected outcome:
  - > Proposal is, or will be, open, interoperable, scalable, and replicable



## Our strengths

- *Readiness to Implement*
- *Partnerships*

## LINKING OUR SUSTAINABILITY PILLARS TO THE "SMART CITIES" AREAS OF FOCUS



## AN OPPORTUNITY TO FURTHER OUR SUSTAINABILITY INITIATIVES...

- 20 finalists will receive \$250,000 to implement plans
- 5 winners will receive prizes between \$5 and \$50 million
- All participants will benefit through the sharing of ideas and best practices



one prize of up to **\$50 million** open to all communities, regardless of population



two prizes of up to **\$10 million** open to all communities with populations under 500,000 people



one prize of up to **\$5 million** open to all communities with populations under 30,000 people



## TIMELINE OF THE SMART CITIES CHALLENGE PROCESS

First-round applications to be received by Infrastructure Canada by April 24, 2018





# OXFORD'S SUBMISSION





## BUILDING TRANSFORMATION FOR ZERO CARBON FOOTPRINT

- Passive House standard for municipal housing
- New Oxford County Waste Management Facility







# SUSTAINABILITY CLUSTER

- A hub for research, education and innovation
  - Partners include CUTRIC, York University SEI
- 







## 100% RE BY 2050

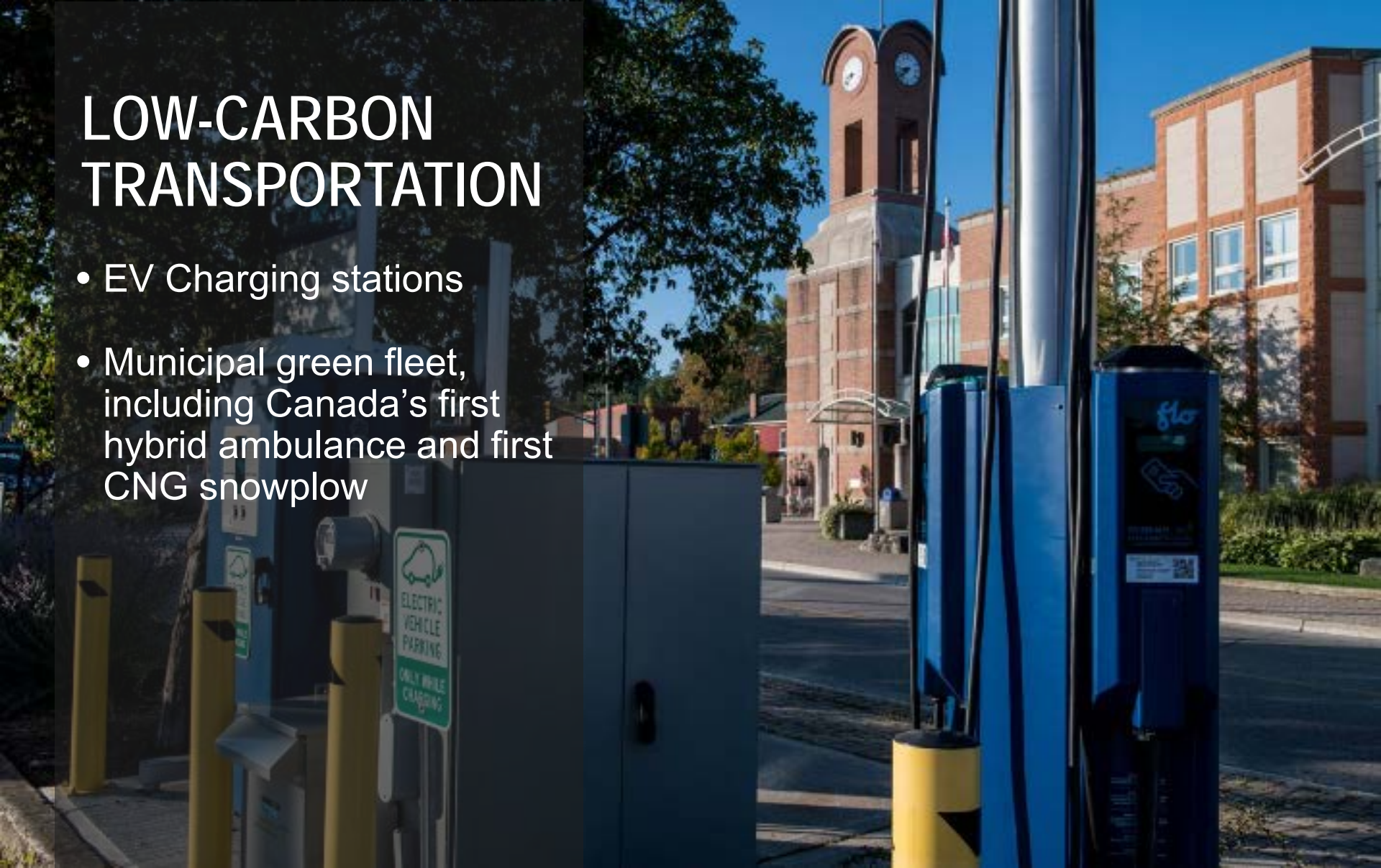
- First municipality in Ontario to commit to achieving 100% renewable energy
- 100% RE Plan (2016)





# LOW-CARBON TRANSPORTATION

- EV Charging stations
- Municipal green fleet, including Canada's first hybrid ambulance and first CNG snowplow







# ACHIEVING ZERO WASTE

- Zero Waste Plan (2016)
- Extending lifespan of current landfill to 2100 from 2043
- Exploring options in waste reduction and recovery technologies





# ACHIEVING ZERO POVERTY

- County Council resolution (Nov 2017)
- Achievable... wellbeing for all... “the right thing to do”



# REGIONAL TRANSPORTATION

- Strategy for Southwestern Ontario
- New Directions (2016)
- Empowering Ontario's Short Line Railways (2017)
- High-performance rail advocacy





# COMMUNITY SUSTAINABILITY PLAN

The Community Sustainability Plan aims to improve quality of life for Oxford's current and future generations and to balance Oxford's collective economic, community, and environmental interests.

- What is sustainability?
- Implementing the plan

[Print version with further details](#)

### Vision

A vibrant, prosperous, and responsible Oxford for all.

### Mission

To achieve community sustainability throughout Oxford.

Community goals

Economy goals

Environment goals



# SMART CITIES CHALLENGE



# QUESTIONS?

Canada



# SMART CITIES CHALLENGE

WebEx Information Session  
December 15<sup>th</sup>, 2017



# OVERVIEW

- This new, innovative Challenge is calling on communities across the country to bring forward their best ideas for improving the lives of their residents through innovation, data and connected technology
- We expect innovative and big thinking from all communities – small towns, large urban centres, and Indigenous communities
- The Smart Cities Challenge is the first program delivered on the new Impact Canada Initiative platform
- All of the information required to participate in the Smart Cities Challenge can be found on the platform, which is now live, at:

**<http://impact.canada.ca>**

# CREATING A PLATFORM FOR BOLD IDEAS

The competition is now open



one prize of up to **\$50 million** open to all communities, regardless of population



two prizes of up to **\$10 million** open to all communities with populations under 500,000 people

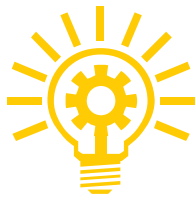


one prize of up to **\$5 million** open to all communities with populations under 30,000 people

# ...TO ACHIEVE MEANINGFUL IMPACT



REALIZE OUTCOMES  
FOR RESIDENTS



EMPOWER COMMUNITIES  
TO INNOVATE



FORGE NEW PARTNERSHIPS  
& NETWORKS

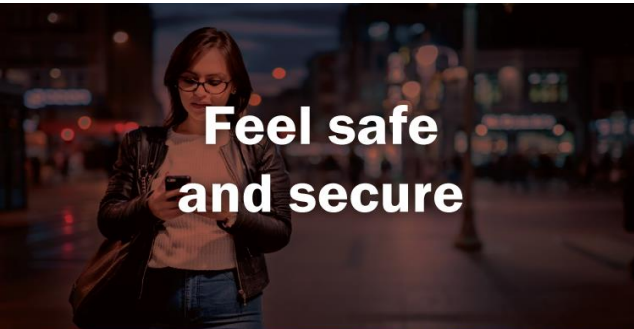


SPREAD THE BENEFIT TO ALL  
CANADIANS

# LETTING COMMUNITIES LEAD THE WAY...

A smart city approach is one that delivers meaningful **outcomes for community residents** through the use of **connected technology and data**.

**Each community will define its own “Challenge Statement,” which can touch any aspect of community life so that residents:**



# ...BY HARNESSING THE INHERENT POTENTIAL OF DATA AND CONNECTED TECHNOLOGY

## Openness

Providing direct visibility on how decisions are made, empowering residents and enhancing how they interact with public institutions

## Integration

Breaking down silos, coordinating systems and getting “all hands on deck” to tackle issues from the resident’s perspective

## Transferability

Scaling up solutions that work, transferring them to other communities to address similar challenges

## Collaboration

Sharing information, enabling new forms of collaboration between traditional and non-traditional partners





# STEP 1: APPLICATION

**Engagement within the community:** Applications are submitted by community leadership (e.g. municipality, regional government, Indigenous community) that works across diverse actors in the community to identify issues

**Creation of “Challenge Statement”:** A compelling, measurable goal that frames every Smart Cities Challenge application by describing the meaningful outcome or outcomes to be achieved through data and connected technology

**Development of applications:** Communities prepare their applications using the applicant guide and submit them through an online application form.

**Applications are due on April 24, 2018.**

**Communicating with Infrastructure Canada (INFC):** Communities contact INFC with questions about eligibility as they invest time and effort in preparing their applications

APPLICATION

SELECTION  
OF FINALISTS

FINAL  
PROPOSAL

SELECTION  
OF WINNERS

IMPLEMENTATION



# STEP 2: SELECTION OF FINALISTS

**Posting of online applications:** Summaries of eligible applications are posted on the Challenge website; full applications are posted online to generate discussions at the community levels

**Review by experts:** Every application undergoes a review by experts from inside and outside government

**Review by independent Jury:** An independent Jury will review all applications and recommend up to 5 finalists per prize to the Minister of Infrastructure and Communities

**Justification of Challenge Statement:** The merit and justification of the Challenge Statement carries the largest weighting in the evaluation

**Announcement of finalists in early summer 2018**

**Selection of up to 5 finalists per prize:** Finalists who are selected receive a \$250,000 grant to develop a final proposal





# STEP 3: FINAL PROPOSAL

**Development of detailed plan and business case:** Finalists submit fully-implementable plans that outline all design, planning and project management details

**Development of milestones toward outcomes:** Finalists establish milestones that lay out the plan for implementation and guide progress toward achieving their Challenge Statement

**Establishing partnerships:** Finalists establish project governance, formalize roles, and advance partnerships and contracts with the private sector and civil society groups

**Submission of final proposals:** Final proposals are due in Winter 2019





# STEP 4: SELECTION OF WINNERS

**Review by experts:** Final proposals are reviewed by experts from inside and outside government and include detailed review of project feasibility

**Assessment of readiness to implement:** Final proposals are evaluated on project feasibility, strength of business case, and the clear links to proposed outcome or outcomes established in the Challenge Statement

**Review by independent Jury:** Jury reviews all final proposals and recommends winners to the Minister of Infrastructure and Communities

**Selection of winners:** Winners in each category receive a prize through outcomes-based contribution agreements with Infrastructure Canada

**Announcement of winners in spring 2019**





# STEP 5: IMPLEMENTATION

**Monitoring of progress:** Infrastructure Canada works closely with winners to monitor progress towards established outcome or outcomes

**Course Corrections:** Approaches are adjusted to refocus progress towards achieving desired outcome or outcomes if necessary

**Dissemination of lessons learned:** Evidence is gathered from participant experiences and shared with Canadian communities

**Implementation** of projects over 2-5 year timelines



# SUMMARY AND KEY POINTS



**Community leadership is key.** Bringing residents together to engage on issues that are rooted in the community



**Solutions are driven by achieving meaningful outcomes,** by leveraging smart use of technology solutions, not just pushing technology



**INFC welcomes early engagement** from communities that have questions about eligibility or application process



Updates and news on the Challenge will posted on:

<http://impact.Canada.ca>

[www.infrastructure.gc.ca](http://www.infrastructure.gc.ca)

#smartcitiesCanada



The Smart Cities Challenge Office is available to help with enquiries at [infc.sc-vi.infc@canada.ca](mailto:infc.sc-vi.infc@canada.ca)

**To: Warden and Members of County Council**

**From: Chief Administrative Officer**

## Infrastructure Canada's Smart Cities Challenge

### RECOMMENDATIONS

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1. That County Council authorize the Chief Administrative Officer to submit appropriate applications to Infrastructure Canada's Smart Cities Challenge as outlined in Report No. CAO 2018-01;
2. And further, that County Council requests a supporting resolution from the eight Area Municipal Councils for the development of an Oxford Municipal Partners submission to the Smart Cities Challenge, to be received by March 2, 2018;
3. And further, that County Council establish the Smart Cities Challenge AdHoc Committee to be comprised of the Warden (Chair and SWOX representative) and one non-County Councillor member to be appointed by each of the remaining Area Municipal Councils by March 2, 2018;
4. And further, that staff establish an Oxford Municipal Partners working committee, as outlined in Report CAO 2018-01, to coordinate the development of the Oxford Municipal Partners Smart Cities Challenge submission.

### REPORT HIGHLIGHTS

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- On November 23, 2017, Infrastructure Canada (IC) released the Smart Cities Challenge with the objective of empowering communities across the country to address local issues their residents face through new partnerships, using a Smart Cities approach.
- According to IC, a Smart Cities approach means achieving meaningful outcomes for residents through the use of data and connected technology. This approach can be adopted by any community, big or small.
- Applicants are encouraged to prepare a Challenge Statement and overview based on a 20 question summary by April 24, 2018. Finalists will be announced in summer 2018 and will receive support (up to \$250,000) to develop their Smart Cities proposals.
- Oxford County is ideally suited to participate in this Canada-wide challenge based on experience in the development of sustainability planning and stakeholder engagement.
- Four prizes are available ranging from \$5 - \$50 million dollars, however the real value of participation lies in the opportunity to share experiences and improve outcomes based on best practices and innovative ideas derived from other municipal challenge participants.

This report seeks Council approval, and requests our Area Municipal support and participation in an Oxford Municipal Partners submission to the Smart Cities Challenge.

## Implementation Points

With adoption of this report, staff will seek participation of the Area Municipal Chief Administrative Officers on the submission working committee as outlined in this report. With the support of the Area Municipal CAOs, staff will also present to each of the Area Municipal Councils at the first opportunity seeking support for their submission participation and appointments to the Smart Cities Challenge Ad Hoc Committee as outlined in this report. The work will culminate in a submission to the Smart Cities Challenge process on or immediately prior to the April 24, 2018 deadline.

## Financial Impact

The Smart Cities Challenge is a nation-wide competition that will only lead to financial support for 20 selected finalists and 4 final prize winners. Since our application will be based on existing initiatives associated with sustainability planning in Oxford County, the cost to participate will be limited to the gathering of data into the required format of the program application.

While there is no direct compensation for municipalities who prepare and submit applications to participate in the Challenge, there is the possibility of funding support to further develop the program (\$250,000 allotted to 20 finalists), followed by the chance to be recognized with one of four final prizes ranging from \$5 to \$50 million dollars.

## Risks/Implications

There is no known risk to participation. Participation in this Challenge will allow Oxford County and partners to raise the profile of sustainability leadership and planning already in process, while opening the door to review and monitoring of new ideas and innovative thinking from across Canada.

## Strategic Plan (2015-2018)

County Council adopted the County of Oxford Strategic Plan (2015-2018) at its regular meeting held May 27, 2015. The initiative contained within this report supports the Values and Strategic Directions as set out in the Strategic Plan as it pertains to the following Strategic Directions:

3. *iii. A County that Thinks Ahead and Wisely Shapes the Future* - Demonstrated commitment to sustainability by:
  - *Ensuring that all significant decisions are informed by assessing all options with regard to the community, economic and environmental implications including:*
    - o *Responsible environmental leadership and stewardship*
    - o *Supporting the community implementation of the Community Sustainability Plan*



## DISCUSSION

### Background

In 2015, County Council adopted resolutions endorsing the **Future Oxford Community Sustainability Plan**, subsequently leading to a wide range of social and technology initiatives that will further lead to innovation across many sectors of municipal and community services.

In late 2017, Infrastructure Canada announced the Smart Cities Challenge and issued a Canada-wide challenge to municipalities to “bring forward their best ideas for improving the lives of their residents through innovation, data and connected technology”. The Smart Cities submission deadline is April 24, 2018.

### Comments

The Smart Cities Challenge was announced in the summer of 2017 and included basic program details via a single Internet page hosted by Infrastructure Canada. The basic outline of this program suggests a close alignment with the Future Oxford Sustainability Plan and echoes much of the municipal leadership presently demonstrated by all municipal partners within Oxford County.

Over the past four years, Oxford County and partners have created several community driven initiatives that essentially challenge our own community to reach beyond status quo.

Participation in Infrastructure Canada’s Smart Cities Challenge is a logical next step and will enable further shaping of our own planning processes. This Challenge will attract a diverse mix of municipalities from across Canada that will raise the profile of Oxford County and allow for the sharing of best practices among all municipal participants.



In the program announcement, Minister of Infrastructure and Communities, Amarjeet Sohi issued a message to all Canadian municipalities, challenging us to “be bold and to think outside-the-box”. In the same letter, Minister Sohi frames his challenge:

***“I am challenging leaders to be bold and think outside-the-box. I want you to approach the Challenge through a lens of transparency, experimentation, inclusiveness, empowerment, and knowledge-sharing. And above all, I want you to think about what will have the biggest impact on the people who call your communities home.”***

Over the past four years, Oxford has worked together as municipal and community leaders for the purpose of forging new relationships, establishing a diverse set of initiatives and goals, creating measurable outcomes and establishing new social and technology innovations with an objective to make them repeatable and scalable.

These initiatives align directly with the guiding principles found in the Smart Cities Challenge criteria and will continue to serve as the foundation for continued development of our plans.

The true value of our participation in the Smart Cities Challenge lies not in the promise of receiving a prize, or even becoming a finalist. Rather, the most compelling reason to participate is the very process of reframing our existing initiatives within the structure of a nation-wide leadership challenge that will ultimately lead to the sharing of new ideas, the formation of new partnerships and the acceleration of improvements within or own community right here in Oxford County.



## Program and Application Overview

The Challenge application process involves the completion of 20 questions designed to help guide the applicant through the process of shaping an initial proposal. This proposal will be the initial document used to enter the first stage of the competition and will be reviewed by an independent jury of up to 15 members from across Canada. Access to an overview presentation slide deck (Attachment 1) and the [Smart Cities Challenge Application Guide](#) have been provided for ease of reference.

### Preliminary Proposal

#### Challenge Statement

The Challenge Statement is an important first step in the application process. With a limit of 50 words, each applicant must provide a short description of their proposal that meets the criteria of being “ambitious, measurable, and achievable through the proposed use of data and connected technology”.

As an example, we can refer to our existing Future Oxford vision statement **“A vibrant, prosperous, and responsible Oxford for all.”**

This statement may need to be modified to recognize the use of data and connected technology, however the important message here is the fact that Oxford County has clearly committed to the spirit and intent of the Smart Cities Challenge.

## Outcomes & Community Participation

A common theme throughout the Smart Cities Challenge is the demonstration of how data and connected technology can achieve a meaningful and measurable outcome for residents. An important aspect of our proposal is to illustrate how data and connected technology is the 'glue that binds' the many outcomes of our existing sustainability planning processes.

As an example, our community wellness, renewable energy and zero waste objectives are among the most aggressive in Canada. During initial planning processes it quickly became apparent that evidence of baseline data (where are we now?) is a prerequisite to effective planning and project implementation going forward (where do we need to be?).

While data and connected technology are critical, it is important that we demonstrate the environmental, social and economic goals and outcomes upon which the technology is based.

Finally, the importance of community participation must be explained, and the principles of transparency, experimentation, inclusiveness, empowerment and knowledge-sharing as highlighted by Minister Sohi must be integrated into every aspect of our project application.

Once again, an example of extensive public and stakeholder engagement is evident in the ongoing process inherent in the development of our sustainability plan.

## Preliminary Proposal Details

### Project Detail & Alignment with Smart Cities Vision

Assembling a series of projects into a single application that is both measurable and feasible will be no simple task. In several places throughout the guideline, the Ministry notes the importance of multiple outcomes being acceptable, assuming they are measurable, logical and achievable.

From the perspective of our existing projects, one would be hard-pressed to identify a project that does NOT touch multiple systems and services throughout our region. However, we have not yet made a conscious effort to document the cross-service value of each program.

Our application will be evaluated on the following criteria:

- Preliminary proposal qualifies as a Smart City proposal: it achieves positive outcomes for residents by leveraging connected technology and data
- Preliminary proposal has the potential to achieve the outcome (or outcomes) through the Smart City approach
- Implementation is feasible given its scope and size
- Scope and size are suited to achieving the expected outcome
- Proposal is, or will be, open, interoperable, scalable, and replicable.

Existing and planned community engagement is again a critical part of the evaluation process and recognizes that Oxford County and its partners value public and stakeholder engagement.

## Readiness to Implement

Another strength we bring to this competition is our history of planning and implementing complex projects across many sectors and services. Creating the vision, engaging the public and stakeholders, establishing measurable outcomes, implementing cross-sector public committee work and integrating data and technology into new programs defines our experience with Future Oxford and partners.

## Partnerships

Another often-repeated theme is the importance of effective partnerships. Once again, our experience to date in the ongoing development of our sustainability plan points to the importance of, and our success in, the development of relationships across many sectors.

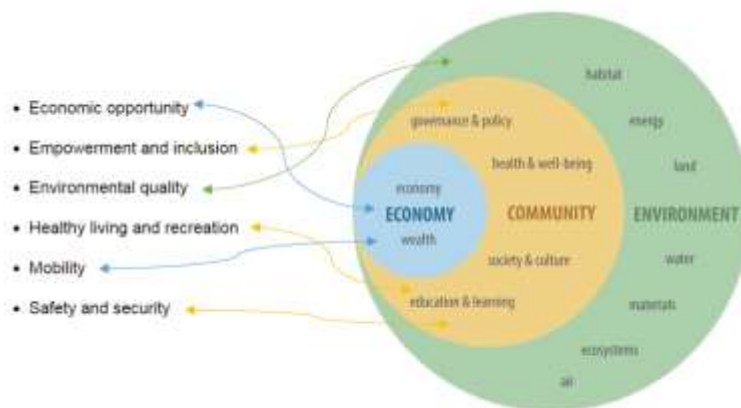
We can point to Future Oxford and the many outcomes of this initiative as evidence of our success in this regard, however the importance placed by the Ministry should add a certain level of confidence in our own approach to date in the establishing of multi-stakeholder relations and outreach.

## Areas of Focus

### Outcomes

Infrastructure Canada seeks to better understand the priorities of participating communities and as such, are asking participants to select no more than two areas of focus:

The list of focus areas provides a compelling bridge back to the pillars of our Future Oxford Sustainability plan. The illustration associates each area of focus noted within the Challenge and links it back to at least one of our three pillars. As demonstrated within our own graphic, the premise of our sustainability plan is the fact that a vibrant community and economy can only be achieved within the confines of a limited environment. By creating this bridge and associating outcomes with sustainability plan pillars, we establish a natural flow of priorities. Environment becomes our priority and we must then choose a second priority based on one of empowerment and inclusion, healthy living and recreation or safety and security.



As further evidence of the value our sustainability plan brings to this challenge is the fact that all areas of focus can (and must) be part of the overall shape of our outcomes. While we are required to choose only two areas of focus, we are encouraged to illustrate how the remaining areas of focus will be supported and developed as part of the overall application and projects.

Again, the planning and activities already in play within our sustainability plan are already establishing the foundation for our Smart Cities application.

## Community Systems and Services

Infrastructure Canada provides a list of suggested systems and services for consideration and encourages participants to reference and even expand on the suggested list:

- Arts and culture
- Economic development
- Education and training
- Emergency services and enforcement
- Environment
- Land use planning and development
- Public health
- Recreation and parks
- Roads and transportation
- Social services
- Waste
- Water and wastewater

Participants are encouraged to “mobilize and connect different community systems and services to achieve your outcome”, something that we are embracing on several fronts. As an example, our exploration into high-performance building is linking energy, occupant comfort, affordability, GHG reduction, renewable energy and several other areas. This one example of sustainable building technology will represent multiple areas of focus with a planned outcome of being repeatable and scalable across our own community and beyond our own borders.

Participation alongside other Canadian cohorts will assist us in our own development exercise as we continually gauge our own design and progress against the metric of scalability across sectors and across municipal borders.

## Technologies

Once again, an encouraging pattern is emerging when considering identified technologies and innovation planning within Oxford County to that of the Smart Cities Challenge.

A significant aspect of our sustainability plan involves awareness of new and emerging technologies and identifying ways to lever new technologies into our systems and service provision to our community.

Every technology noted by Infrastructure Canada in this list has been raised in our project planning exercises, or otherwise included within programs to some extent:

- Artificial Intelligence (AI)
- Assistive technology
- Augmented reality (AR) or Virtual reality (VR)
- Autonomous and connected vehicles
- Big data analytics
- Cloud computing
- Enterprise solutions
- Environmental monitoring
- Geospatial
- Health or Medical technology
- Internet of Things (IoT)
- Mobile applications
- Networks
- Open data platforms
- Payment platforms
- Sensors
- Video analytics
- Wearables

From a community facing perspective, our sustainability cluster concept is an example of an initiative in Oxford County of our desire to establish multiple partnerships across all sectors of our community for the purpose of inclusion, brainstorming, design and ultimately implementation of new and yet-to-be-thought-of solutions in the development of a Smart Community.

### **Developing an Oxford Municipal Partners Submission**

The Smart Cities Challenge process requires community consultation and further encourages partnerships with industry and academia. Moreover, the application rules specifically encourage municipal partnerships within Regions and/or multi-tiered municipal governing structures in that the process allows only a single application within any geographic boundary. As such, while any one of Oxford's municipal partners may apply independently, the geographic boundary of the individual application cannot be duplicated in a second application. The application process specifically requires a supporting resolution from each of the local governments within the geographic boundary of the submission. In reviewing the application process, staff believe our best collective opportunity rests within a joint submission supported by all Area Municipal Councils and County Council. Staff are confident that a plan which advances the broader Future Oxford Community Sustainability Plan through specific initiatives within each of the area municipalities will result in a compelling submission.

To guide the submission process, staff propose that County Council establish the Smart Cities Challenge Ad Hoc Committee as the submission Steering Committee. The Smart Cities Challenge Ad Hoc Committee, to be chaired by the Warden would be comprised of an appointed member from each of the remaining seven Area Municipalities (Warden Mayberry being SWOX representative). However, to ensure that the Ad Hoc Committee does not represent quorum of County Council, area municipal representatives cannot be members of County Council. A working committee, comprised of appropriate County and Area Municipal staff, will be established to coordinate the development of the detailed submission with guidance from the Ad Hoc Committee.

Given the April 24, 2018 submission deadline, the timeframe for developing a submission will be extremely short. As such, staff will immediately seek participation of the Area Municipal Chief Administrative Officers on the submission working committee as outlined in this report. Further, and with the support of the Area Municipal CAOs, staff will also present to each of the Area Municipal Councils at the first opportunity seeking support for their submission participation and appointments to the Smart Cities Challenge Ad Hoc Committee as outlined in this report.

## **Conclusions**

The Smart Cities Challenge affords Oxford County, its Area Municipal partners, business, community and academic partners with a tremendous opportunity to leverage the strategic value, community commitment and efforts surrounding the Future Oxford Community Sustainability Plan initiative to date. A comprehensive coordinated submission to the challenge provides the Oxford Municipal Partners unmatched opportunity to advance the plan's implementation and accelerate Oxford's achievements in community wellbeing, economic vitality and environmental stewardship.

## **SIGNATURES**

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### **Report Author:**

Original signed by

---

Jay Heaman  
Manager, Strategic Initiatives

### **Approved for submission:**

Original signed by

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Peter M. Crockett, P. Eng.  
Chief Administrative Officer

## **ATTACHMENTS**

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Attachment 1      ENG Deck Presentation INFC 2017 11 29





# SMART CITIES CHALLENGE

WebEx Information Session  
December 15<sup>th</sup>, 2017



# OVERVIEW

- This new, innovative Challenge is calling on communities across the country to bring forward their best ideas for improving the lives of their residents through innovation, data and connected technology
- We expect innovative and big thinking from all communities – small towns, large urban centres, and Indigenous communities
- The Smart Cities Challenge is the first program delivered on the new Impact Canada Initiative platform
- All of the information required to participate in the Smart Cities Challenge can be found on the platform, which is now live, at:

**<http://impact.canada.ca>**

# CREATING A PLATFORM FOR BOLD IDEAS

The competition is now open



one prize of up to **\$50 million** open to all communities, regardless of population



two prizes of up to **\$10 million** open to all communities with populations under 500,000 people

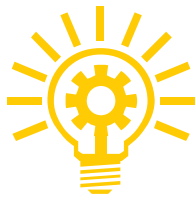


one prize of up to **\$5 million** open to all communities with populations under 30,000 people

# ...TO ACHIEVE MEANINGFUL IMPACT



REALIZE OUTCOMES  
FOR RESIDENTS



EMPOWER COMMUNITIES  
TO INNOVATE



FORGE NEW PARTNERSHIPS  
& NETWORKS

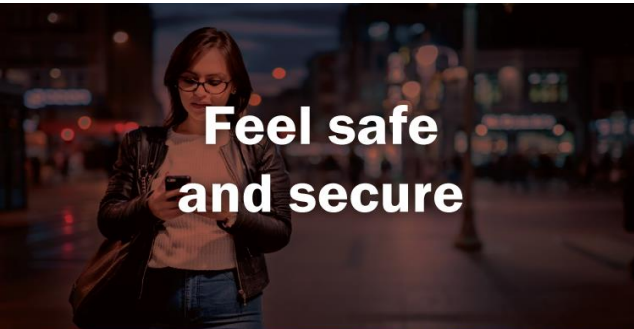


SPREAD THE BENEFIT TO ALL  
CANADIANS

# LETTING COMMUNITIES LEAD THE WAY...

A smart city approach is one that delivers meaningful **outcomes for community residents** through the use of **connected technology and data**.

**Each community will define its own “Challenge Statement,” which can touch any aspect of community life so that residents:**



# ...BY HARNESSING THE INHERENT POTENTIAL OF DATA AND CONNECTED TECHNOLOGY

## Openness

Providing direct visibility on how decisions are made, empowering residents and enhancing how they interact with public institutions

## Integration

Breaking down silos, coordinating systems and getting “all hands on deck” to tackle issues from the resident’s perspective

## Transferability

Scaling up solutions that work, transferring them to other communities to address similar challenges

## Collaboration

Sharing information, enabling new forms of collaboration between traditional and non-traditional partners



# STEP 1: APPLICATION

**Engagement within the community:** Applications are submitted by community leadership (e.g. municipality, regional government, Indigenous community) that works across diverse actors in the community to identify issues

**Creation of “Challenge Statement”:** A compelling, measurable goal that frames every Smart Cities Challenge application by describing the meaningful outcome or outcomes to be achieved through data and connected technology

**Development of applications:** Communities prepare their applications using the applicant guide and submit them through an online application form.

**Applications are due on April 24, 2018.**

**Communicating with Infrastructure Canada (INFC):** Communities contact INFC with questions about eligibility as they invest time and effort in preparing their applications



# STEP 2: SELECTION OF FINALISTS

**Posting of online applications:** Summaries of eligible applications are posted on the Challenge website; full applications are posted online to generate discussions at the community levels

**Review by experts:** Every application undergoes a review by experts from inside and outside government

**Review by independent Jury:** An independent Jury will review all applications and recommend up to 5 finalists per prize to the Minister of Infrastructure and Communities

**Justification of Challenge Statement:** The merit and justification of the Challenge Statement carries the largest weighting in the evaluation

**Announcement of finalists in early summer 2018**

**Selection of up to 5 finalists per prize:** Finalists who are selected receive a \$250,000 grant to develop a final proposal





# STEP 3: FINAL PROPOSAL

**Development of detailed plan and business case:** Finalists submit fully-implementable plans that outline all design, planning and project management details

**Development of milestones toward outcomes:** Finalists establish milestones that lay out the plan for implementation and guide progress toward achieving their Challenge Statement

**Establishing partnerships:** Finalists establish project governance, formalize roles, and advance partnerships and contracts with the private sector and civil society groups

**Submission of final proposals:** Final proposals are due in Winter 2019







# STEP 4: SELECTION OF WINNERS

**Review by experts:** Final proposals are reviewed by experts from inside and outside government and include detailed review of project feasibility

**Assessment of readiness to implement:** Final proposals are evaluated on project feasibility, strength of business case, and the clear links to proposed outcome or outcomes established in the Challenge Statement

**Review by independent Jury:** Jury reviews all final proposals and recommends winners to the Minister of Infrastructure and Communities

**Selection of winners:** Winners in each category receive a prize through outcomes-based contribution agreements with Infrastructure Canada

**Announcement of winners in spring 2019**





# STEP 5: IMPLEMENTATION

**Monitoring of progress:** Infrastructure Canada works closely with winners to monitor progress towards established outcome or outcomes

**Course Corrections:** Approaches are adjusted to refocus progress towards achieving desired outcome or outcomes if necessary

**Dissemination of lessons learned:** Evidence is gathered from participant experiences and shared with Canadian communities

**Implementation** of projects over 2-5 year timelines



# SUMMARY AND KEY POINTS



**Community leadership is key.** Bringing residents together to engage on issues that are rooted in the community



**Solutions are driven by achieving meaningful outcomes,** by leveraging smart use of technology solutions, not just pushing technology



**INFC welcomes early engagement** from communities that have questions about eligibility or application process



Updates and news on the Challenge will posted on:

<http://impact.Canada.ca>

[www.infrastructure.gc.ca](http://www.infrastructure.gc.ca)

#smartcitiesCanada



The Smart Cities Challenge Office is available to help with enquiries at [infc.sc-vi.infc@canada.ca](mailto:infc.sc-vi.infc@canada.ca)



**ONTARIO  
GOOD ROADS  
ASSOCIATION**

1525 Cornwall Road, Unit 22  
Oakville, Ontario  
L6J 0B2  
Telephone 289-291-6472  
Fax 289-291-6477

Wednesday, January 17, 2018

«Contacts\_\_First\_Name» «Contacts\_\_Last\_Name»  
«Contacts\_\_Title»  
«Companies\_\_Company\_Name»

The Ontario Good Roads Association is seeking reforms to the Municipal Class Environmental Assessment (MCEA) process. In its current form the MCEA process has made municipal infrastructure projects longer in duration and more costly. The OGRA Board of Directors encourages all municipalities in Ontario to adopt the following resolution that calls on the Minister of the Environment and Climate Change to accelerate the Application for Review of the MCEA process.

Links to further background information about the Municipal Class Environmental Assessment process can be found below the resolution.

**DRAFT RESOLUTION**

**Whereas** a coalition of the Municipal Engineers Association (MEA) and the Residential and Civil Construction Alliance of Ontario have successfully applied to have a review of the Municipal Class Environmental Assessment process conducted under Part IV (Section 61) of the *Environmental Bill of Rights Act, 1993* (EBR Act);

**And whereas** impact studies and public meetings required by the MCEA process often take two years or more to complete before construction can commence;

**And whereas** the MCEA requirements to evaluate alternatives are often not well aligned with prior or municipal land use planning decisions;

**And whereas** analysis by the Residential and Civil Construction Alliance of Ontario (RCCAO) has demonstrated that the time to complete an EA rose from 19 months to 26.7 months and costs went from an average of \$113,300 to \$386,500;

**And whereas** the Auditor General of Ontario has tabled recommendations for modernizing the MCEA process;

**And whereas** in spite of written commitments made by the Ministry of the Environment between 2013-2015, no action has been taken;

**And whereas** local projects that do not have the necessary approvals could lose out on the next intake of Build Canada funding;

**Therefore be it resolved** that «Companies\_\_Company\_Name» requests that the Minister of the Environment and Climate Change take immediate steps to expedite the response process for Part II Orders or Bump-Up requests, as part of the s.61 review to improve MCEA process times and reduce study costs;

**And further** that the Minister of the Environment and Climate Change support changes to better integrate and harmonize the MCEA process with processes defined under the *Planning Act*,

**And further** that the Minister of the Environment and Climate Change amend the scope of MCEA reports and studies to reduce duplication with existing public processes and decisions made under municipal Official Plans and provincial legislation.

## **BACKGROUND INFORMATION**

The following links provide a comprehensive background of the work that the Municipal Engineers Association and the Residential and Civil Construction Alliance of Ontario have done to advance this issue of MCEA reform.

- [October 2017 Correspondence from the Municipal Engineers Association and the Residential and Civil Construction Alliance of Ontario to the Hon. Chris Ballard, Minister of the Environment and Climate Change.](#)
- [ReNew Magazine editorial examining the need to review the Municipal Class Environmental Assessment process](#)
- [The Development Approval Roundtable Action Plan, November 2017](#)
- [Meeting Notes from the November 29, 2017 Evolution of the MCEA Workshop.](#)
- [The MEA Companion Guide for the Municipal Class Environmental Assessment Manual](#)
- [Are Ontario's Municipal Class Environmental Assessments Worth the Added Time and Costs? The 2014 Edition](#)

If you have any questions or concerns, please contact Scott Butler, OGRA's Manager of Policy and Research at 289-291-6472 ext. 24 or via email at [scott@ogra.org](mailto:scott@ogra.org).

Regards,

A handwritten signature in black ink, consisting of a large, stylized 'S' followed by a horizontal line that curves upwards at the end.

**Scott R. Butler**

OGRA, Policy and Research

22 - 1525 Cornwall Road, Oakville, Ontario L6J 0B2

T: 289-291-6472 Ext. 24 C: 416-564-4319 [www.ogra.org](http://www.ogra.org)



**Corporation of the Town of Ingersoll  
By-Law 18-4982**

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**Being a by-law to amend By-law 06-4327, being a by-law to provide for the governing and regulation of traffic and parking in the Town of Ingersoll (Fire Lanes)**

**WHEREAS** Council adopted By-Law 06-4327 on the 16th day of October, 2006 for the governing and regulation of traffic and parking;

**AND WHEREAS** Council is desirous of amending the by-law;

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

1) **THAT Schedule “J” EMERGENCY – FIRE LANES** be amended to include:

- (xxxix) 210 Thames Street South. Fire Lane 1 from Thames Street to the north entrance of the building. Fire Lane 2 from the entrance on Ann Street across the entire south side of the building as indicated in Site Plan SP 6-16-01-1.
- (xl) 265 Ingersoll Street. Fire Lane 1 from the North entrance off Ingersoll Street to the entire West side of the building. Fire Lane 2 from the North entrance off Ingersoll Street to the entire east side of the building as indicated in Site Plan SP 6-16-04.
- (xli) 1 Chamberlain as indicated in Site Plan Drawing SP2-P1. 2017.07.05 prepared by AECOM dated July 5, 2017
- (xlii) 35 Chatfield as indicated in Site Plan Drawing SP2-P1 2016.07.20 prepared by AECOM dated July, 2016

**READ** a first and second time in Open Council this 12<sup>th</sup> day of February, 2018.

**READ** a third time in Open Council and passed this 12<sup>th</sup> day of February, 2018.

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**Ted Comiskey, Mayor**

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**Michael Graves, Clerk**



**Corporation of the Town of Ingersoll  
By-Law 18-4983**

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**A bylaw to adopt and confirm all actions and proceedings of the Council of the Town of Ingersoll at the Council meeting held on January 18, January 30, February 8, and February 12, 2018**

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

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

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

**THAT** all actions and proceedings of the Council of The Corporation of the Town of Ingersoll at the meetings held on January 18, January 30, February 8, and February 12, 2018 hereby be adopted.

- 1) **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.
- 2) **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.
- 3) **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.
- 4) **AND FURTHER THAT** this by-law shall become effective and shall come into force after third reading of the by-law.

**READ** a first and second time in Open Council this 12th day of February, 2018.

**READ** a third time in Open Council and passed this 12th day of February, 2018.

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**Edward (Ted) Comiskey, Mayor**

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**Michael Graves, Clerk**