



**Corporation of the Town of Ingersoll
Council Agenda
Regular Meeting of Council
Town Centre, Council Chambers
Monday, June 11, 2018, 6:00 p.m.**

Call to Order

Disclosures of Pecuniary Interest

Minutes of Council Meetings

- 1) Minutes of Regular Council Meeting on [May 14, 2018](#)

Minutes of Council Committee Meetings

- 1) Minutes of Ingersoll Police Services Board meeting on [February 26, 2018](#)
- 2) Minutes of Ingersoll Police Services Board meeting on [March 26, 2018](#)
- 3) Minutes of Transportation Management Committee meeting on [January 24, 2018](#)
- 4) Agenda, Minutes, & Reports from the UTRCA Board of Directors Annual General Meeting on [February 22, 2018](#)
- 5) Agenda, Minutes, & Reports from the UTRCA Board of Directors Meeting on [April 24, 2018](#)

Correspondence – Note and File

Accounts

Monthly Cheque Disbursements – [May 2018](#)

Resolution – Committee of the Whole (Councillor Franklin)

Monthly Staff Reports

- 1) Building Report [B-012-18](#)
- 2) Clerk's Report [C-024-18](#)
- 3) Community Services Report [CS-018-18](#)
- 4) Fire Services Report [F-010-18](#)
- 5) Operations Report [OP-017-18](#)
- 6) Treasury Report [T-014-18](#)

Special Staff Reports

- 1) Consideration of Extension to Public Relations Campaign – Landfill [A-020-18](#)
- 2) Request for Holding Tank – 429 King St. W. [B-013-18](#)
- 3) Building Permit Fees- Addition of three fees to by-law [B-014-18](#)
- 4) Request for Transfer of Ownership, 154 Canterbury St. [C-025-18](#)
- 5) Application for a Variance to the Dog By-Law [C-026-18](#)
- 6) Request for Funding [C-027-18](#)
- 7) Pre-Servicing Agreement for Golf Estates Subdivision [C-028-18](#)
- 8) RZone Policy [CS-019-18](#)
- 9) Assistance to the Cemetery Board [OP-018-18](#)
- 10) Transportation Management Committee – Traffic and Parking Issues [OP-019-18](#)
- 11) 2018 Fees or Charges By-law [T-015-18](#)
- 12) Request for Extension of Draft Approved Plan of Subdivision SB 14-02-6 – Sifton Properties Limited (Harrisview) [CP 2018-154](#)

Planning Report 7:00 pm

- 1) Town of Ingersoll Community Improvement Plan [CP 2018-151](#)

Delegations & Presentations

- 2) [Future Oxford Partnership](#) – Progress Presentation (Community Sustainability Plan, Wellbeing, Economic and Zero Poverty Reports)

Correspondence & Resolution**Consideration of By-Laws**

- 1) [By-Law 18-4999](#) - to amend By-law 08-4432 (Sign By-Law)
- 2) [By-Law 18-5000](#) - to appoint a Director of Corporate Services/Clerk-Deputy CAO for the Town of Ingersoll
- 3) [By-Law 18-5001](#) - to establish fees or charges for certain Town services
- 4) [By-Law 18-5002](#) - to amend By-Law 18-4993
- 5) [By-Law 18-5003](#) - to authorize an Agreement with the Unifor Local 88 Building Corporation
- 6) [By-Law 18-5004](#) - to appoint a Joint Compliance Audit Committee
- 7) [By-Law 18-5005](#) - to adopt the Community Improvement Plan and designate a Community Improvement Plan Area (Schedule 'A')
- 8) [By-Law 18-5006](#) - to adopt the Community Improvement Plan and designate a Community Improvement Plan Area (Schedule 'B')
- 9) [By-Law 18-5007](#) - to designate 1 Charles St. East as a property of cultural heritage value or interest

- 10) [By-Law 18-5008](#) - to adopt and confirm all actions and proceedings of the Council of the Town of Ingersoll at the Council meeting held on June 11, 2018

Notice of Motions

Upcoming Council Meetings

Regular Meeting of Council
Monday, July 9, 2018, 6:00 p.m.
Town Centre, Council Chambers

Council Committee Meetings

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

Harvest Festival

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

Transportation Committee

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

Ingersoll BIA

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

Museum Committee

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

Safe Cycling Committee

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

Police Services Board

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

Youth Committee

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

South-West Oxford/Ingersoll Boundary Discussion Committee

(Tentative) June 15, 2018
Township of South-West Oxford Council
Chambers
4:30 p.m.

Recreational Trails Committee

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

Closed Session

- 1) Minutes of Closed Session Meeting on May 14, 2018
- 2) Section 239 (2) (c) a proposed or pending acquisition or disposition of land by the municipality or local board
- 3) Section 239 (2) (d) labour relations or employee negotiations
- 4) Section 239 (2) (j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value (ERTH's financial statements)

Adjournment



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

Council Members Present:

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

Staff Present:

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

Media Present:

Rogers TV

Call to Order

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

Disclosures of Pecuniary Interest

Councillor Lesser declared a pecuniary interest for item 2 under special reports.

Deputy-Mayor Freeman declared an interest in item 15 under special reports.

Closed Session

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

C18-05-128 THAT Council do now go into Committee of the Whole at 5:30 p.m. for a Closed Meeting pursuant to Section 239 (2) of the Municipal Act, 2001, as amended to discuss the following matters:

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

CARRIED

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

C18-05-129 THAT Council do now rise out of the Committee of the Whole from a Closed Session meeting at 6:06 p.m.

CARRIED

Minutes of Council Meeting

Moved by Deputy Mayor Freeman; seconded by Councillor Bowman

C18-05-130 THAT the minutes of the Regular Council meeting held on April 9, 2018 be adopted.

CARRIED

Correspondence – Note & File

Moved by Councillor Franklin; seconded by Councillor Lesser

C18-05-131 THAT the Note and File Correspondence item 1 be received as information.

CARRIED

Accounts - Resolution

Moved by Councillor Lesser; seconded by Councillor Franklin

C18-05-132 THAT the Cheque Disbursement Sheets for the month of April 2018 be received as information.

CARRIED

Monthly Staff Reports

Moved by Councillor Petrie; seconded by Councillor Lesser

C18-05-133 THAT Council do now go into Committee of the Whole, Council in Committee of the Whole Councillor Bowman in the Chair.

CARRIED

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

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

C18-05-134 THAT the monthly staff reports be received as information.

CARRIED

Special Staff Reports

Moved by Deputy Mayor Freeman; seconded by Councillor Bowman

C18-05-135 THAT the Council of the Corporation of the Town of Ingersoll receives report A-016-18 as information.

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

CARRIED

Moved by Councillor Franklin; seconded by Councillor Petrie

C18-05-136 THAT the Council of Town of Ingersoll receives report A-017-18 as information.

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

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

CARRIED

Moved by Councillor Lesser; seconded by Councillor Franklin

C18-05-137 THAT report B-010-18 be received as information and council.

AND FURTHER Council approve the variance to the fence by-law.

CARRIED

Moved by Councillor Petrie; seconded by Councillor Lesser

C18-05-138 THAT the Council of the Corporation of the Town of Ingersoll receive report B-011- 18 as information

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

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

CARRIED

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

C18-05-139 THAT staff report C-014-18 be received as information.

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

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

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

CARRIED

Moved by Deputy Mayor Freeman; seconded by Councillor Bowman

C18-05-140 THAT staff report C-015-18 be received as information.

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

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

CARRIED

Moved by Councillor Franklin; seconded by Councillor Lesser

C18-05-141 THAT staff report C-016-18 be received as information.

AND THAT Council directs staff to bring forward a by-law to effect the staff recommendations of report C-016-18 with an amendment stipulating that signs cannot be allowed on Town boulevards.

CARRIED

Moved by Councillor Lesser; seconded by Councillor Franklin

C18-05-142 THAT Council approve the formation of a Joint Compliance Audit Committee with other Oxford County municipalities, as outlined within Report C-17-18 and that a by-law be brought forward to appoint the members of the Committee for Council consideration.

CARRIED

Moved by Councillor Petrie; seconded by Councillor Lesser

C18-05-143 THAT staff report C-018-18 be received as information.

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

- Canterbury Folk Festival July 13th & 14th

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

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

CARRIED

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

C18-05-144 THAT staff report C-019-18 be received as information.

AND THAT these two grants be denied as Council's budget for grants has been allocated for the year and because organizations should apply for funding when the grant program is open for application.

DEFEATED

Moved by Councillor Petrie; seconded by Councillor Lesser

C18-05-145 THAT staff report C-019-18 be received as information.

AND THAT Big Brothers and Big Sisters request for \$250 in sponsorship funds for their Bowl for Kids Sake fundraiser be approved.

CARRIED

Moved by Deputy Mayor Freeman; seconded by Councillor Bowman

C18-05-146 THAT staff report C-020-18 be received as information.

AND THAT Council agrees to allow the exemption of this by-law.

AND FURTHER THAT as a condition of this exemption, staff circulate a letter to the residents of the neighbouring properties advising of this decision.

CARRIED

Moved by Councillor Franklin; seconded by Councillor Lesser

C18-05-147 THAT Council receives Report C-021-18 as information.

AND FURTHER THAT Council approve the Sick, Personal Leave and Short-Term Disability Benefits Policy as attached and further that this policy shall take effect May 15, 2018.

CARRIED

Moved by Councillor Lesser; seconded by Councillor Franklin

C18-05-148 THAT staff report C-023-18 be received as information.

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

CARRIED

Moved by Councillor Petrie; seconded by Councillor Lesser

C18-05-149 THAT the Council for Corporation of The Council Town of Ingersoll receives this report numbered CS-009-18 as information.

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

CARRIED

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

C18-05-150 THAT the Council for Corporation receives report numbered CS-011-18 as information.

AND FURTHER THAT The Council adopts the recommendations enclosed herein.

AND FURTHER, that Council direct staff to proceed with marketing the advertising space at the locations and fees to be brought forward at next month's meeting.

CARRIED

Moved by Deputy Mayor Freeman; seconded by Councillor Bowman

C18-05-151 THAT the Council for Corporation of The Town of Ingersoll receives this report numbered CS-012-18 as information.

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

CARRIED

Moved by Councillor Franklin; seconded by Councillor Lesser

C18-05-152 THAT the Council of the Corporation of the Town of Ingersoll receives report numbered CS-013-18 as information.

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

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

CARRIED

Moved by Councillor Lesser; seconded by Councillor Franklin

C18-05-153 THAT the Council of the Corporation of the Town of Ingersoll receives this report numbered CS-014-18 as information.

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

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

CARRIED

Moved by Councillor Petrie; seconded by Councillor Lesser

C18-05-154 THAT The Council of the Corporation of the Town of Ingersoll receives the report numbered CS-015-18 as information.

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

CARRIED

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

C18-05-155 THAT the Council for the Corporation of the Town of Ingersoll receives this report numbered CS-016-18 as information.

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

CARRIED

Moved by Deputy Mayor Freeman; seconded by Councillor Bowman

C18-05-156 THAT The Council of the Corporation of the Town of Ingersoll receives report numbered CS-017-18 as information.

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

AND FURTHER THAT it is understood that the project will be brought back to Council for final approval.

CARRIED

Moved by Councillor Franklin; seconded by Councillor Lesser

C18-05-157 THAT staff report OP-015-18 be received as information.

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

CARRIED

Moved by Councillor Lesser; seconded by Councillor Franklin

C18-05-158 THAT the Council for the Town of Ingersoll receives staff report OP-016-18 as information.

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

CARRIED

Moved by Councillor Petrie; seconded by Councillor Lesser

C18-05-159 THAT Council receive the Operating Budget Variance Report T-012-18 for 12 months ended December 31, 2017 as information.

CARRIED

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

C18-05-160 THAT Council receive for information the Operating Budget Variance Report T-013-18 for 1st Quarter of 2018.

CARRIED

Moved by Councillor Freeman; seconded by Councillor Bowman

C18-05-161 THAT the Committee do now rise out of Committee of the Whole.

CARRIED

Moved by Mayor Comiskey; seconded by Councillor Franklin

C18-05-162 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 Franklin; seconded by Councillor Lesser

C18-05-163 THAT the Council for the Town of Ingersoll receives the presentation from the Ingersoll Goju Ryu Karate Club as information.

CARRIED

Moved by Councillor Lesser; seconded by Councillor Franklin

C18-05-164 THAT the Council for the Town of Ingersoll receives the presentation from Sam Horton of the Ingersoll Safe Cycling Committee concerning June Bike Month as information.

CARRIED

Moved by Councillor Lesser; seconded by Councillor Franklin

C18-05-165 THAT the Council for the Town of Ingersoll receives the presentation from EARTH Corporation concerning the Solar Lease on the Public Works Building as information.

CARRIED

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

C18-05-166 THAT the Council for the Town of Ingersoll receives the presentation from Chris Holz and Ted Griffith of Campbell Strategies on campaign activities (landfill update) as information.

CARRIED

Correspondence & Resolution

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

C18-05-167 THAT the Council for the Town of Ingersoll appoint the following one voting delegate to attend EARTH's Annual Meeting of Shareholders with Mayor, Ted Comiskey.

Delegate 1: Councillor Bowman – Designated Representative for Voting

Delegate 2: Councillor Petrie

CARRIED

Moved by Deputy Mayor Freeman; seconded by Councillor Bowman

C18-05-168 THAT the Council for the Town of Ingersoll receives the request from Oxford County Pride to raise the Pride Flag for the month of June as information;

AND THAT Council approve Oxford County Pride's request to raise the Pride Flag on municipal property at the following location: Dewan Gardens.

CARRIED

Moved by Councillor Franklin; seconded by Councillor Lesser

C18-05-169 THAT the Council for the Corporation of the Town of Ingersoll receive this report Numbered A-014-18 and accompanying documentation as information.

AND FURTHER direct staff to forward the peer review response to the Ministry of Environment and Climate Change as well as the partners in the JMCC.

CARRIED

Moved by Councillor Lesser; seconded by Councillor Franklin

C18-05-170 THAT Council directs staff to put together requests for the following delegations at the AMO conference:

1. Minister of Environment
2. Minister of Municipal Affairs
3. Minister of Sport and Leisure
4. Minister of Health and Long-Term Care
5. Minister of Finance

CARRIED

Consideration By-Laws

Moved by Councillor Petrie; seconded by Councillor Lesser

C18-05-171 THAT the mover have leave to introduce and go into Committee of the Whole on the following by- laws:

18-4993 through 18-4998

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

CARRIED

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

C18-05-172 THAT the Committee do now rise out of Committee of the Whole.

CARRIED

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

C18-05-173 THAT by-laws 18-4993 through 18-4998 be now read a third time, passed, signed and sealed and that this constitutes the third reading of the by-laws.

CARRIED

Upcoming Council Meetings

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

Closed Session

Moved by Deputy Mayor Freeman; seconded by Councillor Bowman

C18-05-174 THAT Council do now go into Committee of the Whole at 9:49 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 April 9, 2018
- 2) Section 239 (2) (b) personal matters about an identifiable individual, including municipal or local board employees (two separate matters)
- 3) Section 239 (2) (c) a proposed or pending acquisition or disposition of land by the municipality or local board

CARRIED

Moved by Councillor Franklin; seconded by Councillor Lesser

C18-05-175 THAT Council do now rise out of the Committee of the Whole from a Closed Session meeting at 10:45 p.m.

CARRIED

Moved by Councillor Lesser; seconded by Councillor Franklin

C18-05-176 THAT the Closed Session Council meeting minutes from April 9, 2018 be adopted as presented

CARRIED

Adjournment

Moved by Councillor Petrie; seconded by Councillor Lesser

C18-05-177 THAT the Council for the Town of Ingersoll adjourns the May 14, 2018 Regular Meeting of Council at 10:47 p.m.

CARRIED

Edward (Ted) Comiskey, Mayor

Michael Graves, Clerk



INGERSOLL POLICE SERVICES BOARD

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

MINUTES OF GENERAL BOARD MEETING

OF

February 26, 2018

Minutes of the General Board Meeting of Ingersoll Police Services Board held on Monday February 26, 2018 at 6:00 pm in the J.C. Herbert room, 130 Oxford Street (Town Hall).

Present:

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

Also Present:

Inspector Tony Hymers, OPP Oxford

Meeting called to order at 6:00 pm, welcome everyone.

0 Delegations declared

0 conflicts declared

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

MOTION: Moved by RF, seconded by MK to accept and approve the minutes of Jan 29, 2018.
CARRIED

"Dedicated to Excellence"

No business arising from minutes.

MOTION: Moved by MK, seconded by RF, that the Detachment Commanders and Sergeant reports be accepted:

- O.P.P. Contract Policing hours =Jan 341.25 hours cruiser patrol, 24.75 foot patrol hours, 53.25 school patrol hours, 12 offenders in crime abatment, 14 motor vehicle collisions (property damage)
- Crime Statistics reports= snowmobile patrol/ violent crime 10/property crime 25
- Provincial offences notices, speeding locations, charge locations=Jan=49 and 91 bylaw
- Calls for service=248
- Crimestoppers monthly report=34 with 10 OPP
- IDCI monthly report= oxford situation table, coach bowling with special Olympics, training on how to deal with dementia and Alzheimer's patients.
- Auxiliary hours = admin 4 training 2.5 = 6.5 hours + dec 15 admin/ 70.50 community policing/ patrol 9 / training 5=99.50hours
- **CARRIED.**

MOTION: Moved by DP, seconded by MK the police board accepts and pays the expenses for the secretary and board members in the amount of \$62.09 and accepts the financials as presented. **CARRIED.**

Miscellaneous discussions and follow up items: OAPSB= spring conference upcoming in May 21-24 will look at the information and discuss next meeting to still catch early bird pricing. Next Zone 4 meeting is May 1st in Halton. Tony stated that S.S.gt Dafoe spoke to M. Graves about the by-law. Tony stated it is not for the OPP to provide a legal opinion on by-laws. Tony stated that it is the position of the OPP to enforce the by-laws that we were/are required to enforce and that his officers have the discretion of whether to lay a charge or not. Tony mentioned he will share the approved Noise Bylaw with his department. Under the contract it states bylaws are to be reviewed by town annually which bylaws should be enforced by OPP and what shouldn't. December special meeting was discussed as a comment was received by the Chair. Tony asked me to forward the meeting dates to Lisa Wies as she replaced Megan Raffay. Fred has advised that he will not be able to attend the next March meeting. Information and Privacy statistical report has to be reported by Feb 28/18 electronically.

Motion to adjourn meeting and moved by RF at 7:02pm.

Dates of upcoming meetings: March 26, April 23, May 28, June 25, July 23 or Aug 27(choice by board), Sept 24, Oct 29, Nov 26.

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 GENERAL BOARD MEETING

OF

March 26, 2018

Minutes of the General Board Meeting of Ingersoll Police Services Board held on Monday February 26, 2018 at 6:00 pm in the J.C. Herbert room, 130 Oxford Street (Town Hall).

Present:

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

Also Present: Inspector Tony Hymers, OPP Oxford

Staff Sergeant Dafoe, OPP Oxford

Meeting called to order at 5:58 pm, welcome everyone.

1 Delegations declared, David Sheard and Nathan Goetz= Noise Bylaw

The gentlemen went over their report and voiced their concerns regarding construction starting/ending past/before the allowable hours in their neighborhood. Tony's commitment is to present this message to all the officers if calls come in around this issue. S.Sgt Dafoe gave his business card and they both said to please call the communications centre if they notice an infringement of the noise bylaw. Moved by RF and seconded by MK to accept the presentation.

CARRIED.

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 DP to accept and approve the minutes of Feb 26, 2018.
CARRIED

"Dedicated to Excellence"

No business arising from minutes.

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

- O.P.P. Contract Policing hours =Feb 355, 35 foot patrol hours, 54.50 school patrol hours, 12 offenders in crime abatment, 5 ride programs, 1 drug charge, 17 vehicles with lock it and loose it.
- Crime Statistics reports= 3 violent crime/property crime 21
- Provincial offences notices, speeding locations, charge locations=Feb=61 and 25 bylaw
- Calls for service=233 ytd 481
- Crimestoppers monthly report=23 with 11 OPP
- IDCI monthly report= assisted with Ingersoll calls for service due to inclimate weathers.
- Auxiliary hours = 8.5 community policing, 23 patrol hours =31.50
- **CARRIED.**

MOTION: Moved by RF, seconded by MK the police board accepts and pays the expenses for the secretary and board members in the amount of \$62.09 and accepts the financials as presented. **CARRIED.**

MOTION: Moved by RF and seconded by MK to send two board members to OAPSB Spring Conference in Collingwood and to sponsor the event for \$25.00 **CARRIED.**

Miscellaneous discussions and follow up items: OAPSB= spring conference upcoming in May 21-24 Sherri will register Rick and Darell and book rooms for them. Next Zone 4 meeting is May 1st in Woodstock, who can attend? Reagan brought to Sherri's attention that the police board meetings were not on her calendar and will have to research. Darell was asking about the action plan of the OPP, and Sherri will review and share with everyone.

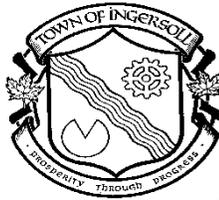
Motion to adjourn meeting and moved by DP at 6:51pm.

Dates of upcoming meetings: April 23, May 28, June 25, July 23 or Aug 27(choice by board), Sept 24, Oct 29, Nov 26.

Respectfully submitted by:

Rick Eus, Chair

Sherri Wiebe, Secretary



TOWN OF INGERSOLL
MINUTES OF TRANSPORTATION MANAGEMENT COMMITTEE

Minutes of the Transportation Management Committee meeting held in the J.C. Herbert Room, Town Centre, 130 Oxford Street on January 24, 2018 at 10:00 am

Present: Sandra Lawson
 Todd Elley
 Rich Fleming
 Greg Dafoe, O.P.P.
 Jordan Sangers
 Anthony Hymers
 Michael Graves

1. Welcome

Everyone is welcomed.

2. Acceptance of Agenda

Moved by Jordan Sangers
Seconded by Anthony Hymers
AND RESOLVED THAT the agenda as presented.
"Carried"

3. Minutes of September 20, 2017

Moved by Sandra Lawson
Seconded by Todd Elley
AND RESOLVED THAT the minutes of September 20, 2017 be adopted as presented.
"Carried"

4. Speed Study on Wellington St – traffic calming concern and results

85th percentile is 53 km/ hour average speed is 38 km. Discussion regarding outliers. Jordan sent it to Amy at the OPP this morning so we will wait until they are analyzed.

We have one resident with concerns of speeding on the street. Sandra will respond and advise that we have done the speed study and we will be determining what to be done. Discussion about asking the individual if it is the same vehicle.

5. Speed Study on Canterbury Street - results

The sign is not working. Staff are reviewing.

6. Speed Study – Bell Street and NTL and Charles - results

The results are in and Amy has reviewed them and there are going to be focused patrols done in these areas with Charles being the first focus. Discussion regarding signage and posting a 50 ahead sign. All three of these are 80 km into town and switching into 50 km.

7. Four Way Stop Request – Kensington & Clarence - results

We put out road tubes but our batteries were not working so we need to redo the counts this spring. From a pedestrian count the traffic was not high so it will not meet the warrants for a four way stop.

8. Ingersoll Police Services Board Request – Speed Study on Carnegie Street

We received a concern from PSB and they were concerned about speeding on Carnegie Street. Discussion about where exactly to place the equipment to monitor the speeds.

9. Intersection of Clark Road and Culloden Road

We have had two requests for this intersection. We have done a lot of work on this intersection to improve the visibility in the area. The individual is asking for a round about, traffic light or a four way stop. Discussion about evaluating the data for this area.

10. Anti-Whistling Council Decision

This is an Information item. The Town has looked at the anti-whistling on the CP rail lines. Council has determined that they would not like to pursue anti-whistling on this line.

11. Other Business

Market Lane parking lot is scheduled to be redone this year. Some of the concerns that were raised at the first meeting is that there is going to be no parking. We are pushing them out to other parking lots. One of the concerns is that McKim's has is that they are carrying water softener salt to vehicles. Double parking could occur. The project will take 6 to 7 weeks.

Discussion regarding parking at Royal Roads school. OPP to speak to the School support officer.

The meeting was adjourned at 10:50 am

Next Meeting April 18, 2017 at 10:00 am

February 22, 2018

UTRCA 71ST ANNUAL GENERAL MEETING *AMENDED

In conformity with the Conservation Authorities Act, RSO, 1990 Chapter 27, Regulation 17(1), the Chair of the Upper Thames River Conservation Authority has designated the 2018 Annual General Meeting to be held as follows:

DATE: THURSDAY, FEBRUARY 22, 2018

TIME: 9:30 A.M. – 12:25 P.M.

**LOCATION: WATERSHED CONSERVATION CENTRE
BOARDROOM**

AGENDA:	TIME
* February 2018 Flood Presentation (T.Hollingsworth)	
1. Approval of Agenda	9:30am
2. Declaration of Conflicts of Interest	
3. Review and Approval of the Factual Certificate (Certificate attached)	
4. Minutes of the Previous Meeting - Tuesday, January 23, 2018	
5. Business Arising from the Previous Minutes	
6. Business for Approval	9:35am
(a) Presentation & Approval of 2018 Draft Budgets (Report attached)(I.Wilcox/C.Saracino) (Doc: # 119404)(20 minutes)	
(b) 2018 Capital Water and Erosion Control Infrastructure (WECI) Projects (Report attached) (C.Tasker/D.Charles)(Doc: FC # 1237)(5 minutes)	
(c) Board of Directors Policy Handbook Updates (Report attached)(Doc: Admin #2769) (I.Wilcox)(5 minutes)	
(d) 2017 Health and Safety Summary (Report attached)(C.Ramsey)	

(Doc: #119364)(5 minutes)

7. Business for Information 10:10am
- (a) Targets Progress Report
(Report attached)(I.Wilcox)
(Doc: #119414)(10 minutes)
- (b) February Your Information Report
8. Other Business 10:20am

The Authority Staff and Guests will be invited to join the meeting.

10:25am

*******15 Minute Break*******

9. Welcome (10 minutes) 10:45am
10. Guest Speaker: Conservation Ontario GM Kim Gavine
Conservation Authorities Act (20 minutes) 10:55am
11. Watershed Report Card Launch (20 minutes)
(C.Quinlan) 11:15am
12. Targets Progress Report
(I.Wilcox)(10 minutes) 11:35am
13. Moyer/Lothian Flats Property Update (20 minutes)
(S.Gillingwater) 11:45am
14. 25th Earth Day Event (5 minutes)
(K.Pugh) 12:05pm
15. Presentation of Service Awards 12:10pm
16. Chair and General Manager's Concluding Remarks 12:20pm
17. Adjournment 12:25pm

LUNCH TO FOLLOW AT 12:40 PM



Ian Wilcox, General Manager

c.c. Chair and Members of the Board of Directors
All UTRCA Staff

MINUTES
BOARD OF DIRECTORS' MEETING
TUESDAY, JANUARY 23, 2018

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

M.Blackie called the meeting to order and informed the Board that Nathalie Des Rosiers was announced last week as the new Minister of Natural Resources and Forestry.

1. Approval of Agenda

G.Way moved – T.Jackson seconded:-

“RESOLVED that the UTRCA Board of Directors
approve the agenda as posted on the Member’s web-site.”

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.

This will be the last time this statement is given at the opening of a Board meeting. As approved by the Board in November 2017, starting in February the Factual Certificate will replace this statement and be reviewed and accepted once a year.

4. Minutes of the Previous Meeting
November 28, 2017

M.Blosh moved – N.Manning seconded:-

“RESOLVED that the UTRCA Board of Directors approve the Board of Directors’ minutes dated November 28, 2017 as posted on the Members’ web-site.”

CARRIED.

5. Business Arising from the Minutes
(a) Response to City of London Meeting Space Invitation
(Letter attached)

S.Levin moved – A.Hopkins seconded:-

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

CARRIED.

6. Business for Approval
(a) Engagement of Investment Management Services from PH&N
(Report attached)

S.Levin presented the recommendation and informed the Board that the Committee received three proposals. The Committee narrowed it down to two and invited both parties to come to the WCC and give presentations. After hearing the presentations and a lengthy discussion, Phillips, Hager & North Investment Funds Ltd. was chosen.

S.Levin added the following to the recommendation; Clause B: Both companies who provided presentation to the Finance & Audit Committee are to be notified of the Board’s decision.

T.Jackson moved – J.Salter seconded:

“RESOLVED that the Board of Directors accept the recommendation as presented in the report and Clause B as outlined in the above minutes.”

CARRIED.

- (b) Tender Award – Wildwood Dam Valve
(Report attached)

Concerns were raised and discussed concerning the large variance between the estimate and the actual cost. It was clarified that there is a Dam specific levy to be used for these types of situations.

C.Tasker clarified that while all three dams have these valve type structures, they are all very different and the other two will not require this type of maintenance. He went on to explain that the cost is high due to the environmental controls needed to deal with the humidity and temperature of the space. While there is no long term guarantee for the work, there will be long term monitoring in place. At this time valve replacement was not considered, as there is still life left in the current valves.

J.Salter moved – A.Murray seconded:

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

CARRIED.

- (c) Fees Policy
(Report attached)

The draft Fees Policy presented is a starting point. It will be brought back when the Minister approves the fees section of the new Conservation Authorities Act. Having a Policy will allow for an annual review of the fees.

An omission was noted on Page 10. Staff will correct the error.

There was a discussion around cost recovery through fees. I.Wilcox reported that, with the UTRCA’s current fees, cost recovered for plan review is most likely less than fifty percent. Staff are hoping to get more Provincial direction on cost recovery in the upcoming fees section of the new CA Act. Compared to the surrounding Conservation Authorities, the UTRCA’s fees are in the middle, but overall there is no consistency across Ontario. Staff are hopeful the direction from the Province will address this ongoing issue.

The Board agreed that the Policy needs more discussion, specifically around partners and exemptions, and asked that it be brought back to this Board before November 2018 for approval, whether Provincial direction has been given or not.

T.Birtch arrived at 9:47am

T.Jackson moved – R.Chowen seconded:

T.Jackson moved – S.Levin seconded:

“RESOLVED that the motion be amended to include the deadline of November 2018 for the final draft to be reviewed by the Board.”

CARRIED.

“RESOLVED that the Board of Directors receive the draft and direct staff to complete a final draft, to be presented to the Board before November 2018.”

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) Matters Pertaining to Pittock Conservation Area
(Report attached)

Property matters relating to Pittock Conservation Area were discussed.

S.Levin moved – H.McDermid seconded:-

“RESOLVED that the Board of Directors receive the report as detailed in the Closed Session minutes, and receive the Minutes of the November 28, 2017 Closed Session meeting, as posted on the Member’s web-site.”

CARRIED.

8. Business for Information

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

M.Blackie drew the Board’s attention to a few items listed in the report. Concerns and questions were raised regarding the length of the requested drain cleanouts. Staff are currently drafting an Enclosures Policy which will be presented to the Board when complete. Based on a request for

further Board education on drain cleanouts, it was suggested that Board members attend the annual Drainage conference in October that UTRCA staff regularly attend.

T.Birtch moved – M.Blosh seconded:-

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

CARRIED.

- (b) Conservation Authorities Act Approval
(Report attached)

The new Conservation Authorities Act was approved in December. I.Wilcox directed attention to the sections identified as ‘not yet enforced’ as outlined in the attached report. The Board was advised that they will be involved with the revision of the Governance Policies, which must be approved by December 12, 2018.

Kim Gavin, General Manager of Conservation Ontario, will be giving a presentation about the changes to Act at the UTRCA Annual General Meeting in February.

G.Way moved – S.McCall-Hanlon seconded:-

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

CARRIED.

- (c) Closure of Ontario Seeds Facility
(Report attached)

J.Enright outlined the events that lead to the attached letters. The decision to close the Ontario Tree Seed Facility was made in August 2017 by the Province, without consultation with user groups. The closure date is set for September 2018, but some efforts to dismantle operations have begun. Numerous parties across the Province have voiced concerns.

J.Enright outlined, clarified, and gave his opinion regarding the letter of response the UTRCA received from the Minister of Natural Resources and Forestry. There is serious concern that this will impact the UTRCA’s Targets if staff do not have access to an adequate supply of appropriate tree seed.

Board members encouraged each other to bring this to the attention of their Communities and respective Municipal Councils. There was discussion around the roles of Conservation Ontario and Forests Ontario in this matter. The Board expressed serious concerns around the closure of this facility and discussed with staff the most appropriate action.

S.Levin moved – R.Chowen seconded:-

“RESOLVED that the Board of Directors direct staff to communicate with Conservation Ontario, and share with them the Board's concerns regarding closure of the Ontario Tree Seed Plant, and request their leadership in contacting and working with the Province and appropriate partners to retain or re-establish the Seed Plant.”

CARRIED.

- (d) Harrington Dam Update
(Report attached)

C.Tasker presented his report to the Board and informed them the Master Plan process could take anywhere from two to five years. Concerns were raised and discussed by the Board around the length of time this new process may take, given the safety issues that prompted the original Environmental Assessment (EA). Staff do not foresee any problems but will not lose sight of the safety issues throughout the process. Once a plan is developed for the Master Plan process, staff will have a more definite idea of the timeline and re-evaluate the dam safety review if necessary. The Master Plan process was chosen because it has fewer constraints than the EA process, and allows three parties to be at the table instead of just two. It also provides more latitude in scope that will allow the concerns raised by the Harrington and Area Community Association to be more fully addressed. The EA process has been paused and will most likely be resumed on the completion of the Master Plan.

H.McDermid moved – N.Manning seconded:-

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

CARRIED.

- (e) Draft Budget Municipal Feedback
(Report attached)

A letter received by the UTRCA from the Township of Perth South was presented to the Board and was discussed as part of the Municipal Feedback report by I.Wilcox. Staff still have one more Council meeting to attend and receive feedback from. This report will be completed and presented to the Board again at the AGM.

The Board discussed the resolution presented in the letter from the Township of Perth South. Staff clarified that while a Council resolution does not overcome the levying powers of the UTRCA, it is a strong statement for the Board to take into consideration.

R.Chowen elaborated on the Thames Centre Council meeting he attended with I.Wilcox.

S.Levin moved – S.McCall-Hanlon seconded:-

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

CARRIED.

9. January FYI
(Attached)

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

10. Other Business

I.Wilcox informed the Board that the UTRCA received a generous and unexpected \$2,000.00 donation from Columbia Sports Wear. The donation has been directed to the Species at Risk program.

I.Wilcox reported that the UTRCA was approached by Ducks Unlimited to host their newest wetland creation staff member in the WCC. Staff accepted the request and the arrangement will be very soon. Board members expressed their support for this arrangement.

The Board was reminded of the 71st UTRCA Annual General Meeting taking place on Thursday, February 22nd. Similar to last year’s format, the meeting will be split, with business and the Budget vote in the first half, followed by presentations from both staff and a guest speaker in the second half. Kim Gavin, General Manager of Conservation Ontario will be the guest speaker and will be discussing the changes to the Conservation Authorities Act. Staff presentations will include the launch of the newest Watershed Report Cards, an update on the Moyer property, and a Targets update.

11. Elections
(Report attached)

M.Blackie requested a motion to nominate Grant Inglis as Interim Chair for the purpose of conducting the elections for Authority Chair and Vice-Chair for 2018.

T.Jackson moved – H.McDermid seconded:-

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

CARRIED.

T.Jackson moved – S.Levin seconded:-

“RESOLVED that G.Inglis be nominated as Interim Chair for the purpose of conducting the elections for the Authority’s Chair and Vice-Chair for 2018.”

CARRIED.

G.Inglis outlined the procedures for electing the Authority’s Chair and Vice-Chair as specified in the Conservation Authorities Act and the UTRCA Board of Directors’ Policy Handbook.

(a) Chair

G.Inglis called for nominations for the position of Chair of the UTRCA Board of Directors for 2018.

T.Jackson nominated M.Blackie for the position of Chair of the UTRCA Board of Directors for 2018.

G.Inglis called twice more for further nominations.

There being no further nominations, nominations were closed.

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

G.Inglis declared M.Blackie as Authority Chair for 2018.

(b) Vice-Chair

G.Inglis called for nominations for the position of Vice- Chair of the UTRCA Board of Directors for 2018.

R.Chowen nominated N.Manning for the position of Vice-Chair of the UTRCA Board of Directors for 2018.

G.Inglis called twice more for further nominations.

There being no further nominations, nominations were closed.

G.Inglis inquired if N.Manning would allow her name to stand. N.Manning stated she would allow her name to stand.

G.Inglis declared N.Maning as the Vice- Chair of the UTRCA Board of Directors for 2018.

G.Inglis congratulated the Chair and Vice-Chair, and relinquished the Chair to M.Blackie.

(c) Hearings Committee

M.Blackie noted that traditionally the Hearings Committee consists of the Authority Chair, Vice-Chair, past Chair and two additional Authority members, but as there is no past Chair, the 2018 Hearings Committee will consist of M.Blackie, N.Manning and three additional Board members.

The Chair called three times for nominations for three positions on the Hearings Committee.

H.McDermid nominated T.Jackson to be a member of the Hearings Committee for 2018.

M.Blosh nominated S.Levin to be a member of the Hearings Committee for 2018.

A.Hopkins nominated M.Blosh to be a member of the Hearings Committee for 2018.

All three nominees agreed to let their names stand for the positions on the Hearings Committee for 2018.

There being no further nominations, nominations were closed.

M.Blackie confirmed the 2018 Hearings Committee will consist of the M.Blackie, N.Manning, M.Blosh, T.Jackson, and S.Levin.

(d) Finance & Audit Committee

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

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

R.Chowen nominated N.Manning to be a member of the Finance & Audit Committee for 2018.

H.McDermid nominated T.Jackson to be a member of the Finance & Audit Committee for 2018.

T.Jackson nominated S.Levin to be a member of the Finance & Audit Committee for 2018.

All three nominees agreed to let their names stand for the positions on the Finance & Audit Committee for 2018.

There being no further nominations, nominations were closed.

M.Blackie confirmed the 2018 Finance & Audit Committee will consist of the M.Blackie, N.Manning, T.Jackson, and S.Levin.

12. Adjournment

T.Jackson congratulated and thanked A.Hopkins and all those involved in the process that lead to the decision to decommission Springbank Dam.

There being no further business, the meeting was adjourned at 11:17 a.m. on a motion by T.Jackson.



Ian Wilcox
General Manager
Att.

M.Blackie, Authority Chair

Upper Thames River Conservation Authority

FACTUAL CERTIFICATE

To: Board of Directors

The undersigned hereby certify that, to the best of their knowledge, information and belief after due inquiry, as at February 14, 2018:

1. The UTRCA is in compliance, as required by law, with all statutes and regulations relating to the withholding and/or payment of governmental remittances, including, without limiting the generality of the foregoing, the following:
 - All payroll deductions at source, including Employment Insurance, Canada Pension Plan and Income Tax;
 - Ontario Employer Health Tax;
 - WSIB premiumsAnd, they believe that all necessary policies and procedures are in place to ensure that all future payments of such amounts will be made in a timely manner.
2. The UTRCA has remitted when due to the Group RRSP carrier, Group Insurance carrier and to OMERS Pension Plan all funds deducted from employees along with all employer contributions for these purposes.
3. The UTRCA is in compliance with all applicable Health and Safety legislation and all applicable Pay Equity legislation.
4. The UTRCA is in compliance, as required by law with remittances and claims for:
 - Federal Harmonized Sales Tax (HST).
5. The UTRCA is in compliance with the requirements of the Charities Act. Corporate information updates are provided through this means.
6. In addition to statutory obligations, the UTRCA, through its internal processes, confirms the payment of supplier transactions so as to support the credit-worthiness of the organization.
7. The UTRCA is providing the prescribed standard of service in the performance of its functions and following the prescribed procedures and practices in accordance with our funding agreements and as reported to the Board of Directors of the UTRCA through the following reports:
 - Quarterly Financial Report to the Board
 - Regular Program Updates from the General Manager and unit Managers

Dated at London, Ontario this 14 February, 2018



Chair, Finance and Audit Committee



General Manager

To: UTRCA Board of Directors
From: Ian Wilcox, General Manager
Christine Saracino, Supervisor, Finance and Accounting
Date: February 8, 2018 **Agenda #:** 6 (a)
Subject: 2018 Draft Budget: For Approval **Filename:** ::ODMA\GRPWISE\UT_MAIN.UT
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404.1

Recommendations:

1. That the UTRCA Board of Directors approve the 2018 Draft Operating Budget under Section 27 of the *Conservation Authorities Act* in the amount of \$14,929,033 and that staff be directed to circulate the Approved Budget to member municipalities as part of the required 30 day review period. Please note the levy component of the operating budget of \$4,988,777 will be apportioned to member municipalities based on a general levy formula as developed by the Ontario Ministry of Natural Resources and Forestry using Current Value Assessment data from the Municipal Property Assessment Corporation.
2. That the UTRCA Board of Directors approve the 2018 Capital Budget under Section 26 of the *Conservation Authorities Act* in two parts:
 - a) The amount of \$5,998,704 to support the Authority's 20 year Flood Control Capital Plan. Apportionment of the flood control portion of the capital levy of \$2,130,933 is based on Special Benefiting Percentages, by structure, as presented in the 2018 Draft Budget. It is noted this levy amount has been set based on cooperative discussions with participating municipalities and assumes that the majority of the works will receive a matching funding contribution through the provincial Water and Erosion Control Infrastructure Program (WECI).
 - b) The amount of \$479,500 to support the Authority's other (non-flood control) capital spending needs. The municipal levy share of this capital amount is \$168,324 and will be apportioned to member municipalities based on a general levy formula as developed by the Ontario Ministry of Natural Resources and Forestry using Current Value Assessment data from the Municipal Property Assessment Corporation.

Context

Attached please find a copy of the Upper Thames River Conservation Authority's 2018 Draft Budget. The total forecast budget is estimated at \$21,407,237 (sum of recommendations 1. and 2. above).

- In an effort to better engage member municipalities, a **budget workshop** was hosted September 7, 2017. The workshop's summary report is attached for your information (previously considered as part of the September 2017 Board of Directors meeting).

- The 2018 Draft Budget was **circulated** to member municipalities November 13, 2017. Written comments were received from Perth South (see attached).
- Budget **presentations** were requested from five municipalities. The General Manager and appropriate Board representative provided presentations and/or attended to answer questions for the following councils: Oxford County, City of London, Perth East, St. Marys and Thames Centre. A summary of municipal feedback received during those sessions is provided below.

The Board should note that while the municipal levy represents only 34% of revenue, it dominates in terms of municipal interest and becomes the principle driver for opposition or support. As such, municipal feedback provided below is primarily based on the levy increase, not the UTRCA's global budget.

Municipal Feedback Updated February 8, 2018

Please find below questions and comments raised during municipal presentations and/ or correspondence with member municipalities. Board members may have received comments directly from their municipality and they are encouraged to share that information with their Board colleagues and staff.

Municipality	Comments and Questions	Position
City of London	<ul style="list-style-type: none"> - Council approved 2018 and 2019 UTRCA increases. - Supportive of UTRCA's programs and efforts regarding the Environmental Targets Strategic Plan. - The City's 2018 Municipal Budget has been approved inclusive of the UTRCA's levy increase. 	Supportive
County of Oxford	<ul style="list-style-type: none"> - Council questions were focused on County forest loss data presented as part of the justification for the Environmental targets Strategic Plan. - No specific budget questions were raised. - The County's 2018 Budget has been approved inclusive of the UTRCA's levy increase. 	Supportive
Perth East	<ul style="list-style-type: none"> - Note: My presentation led off their first 2018 budget development meeting. - Concern our CPI value is different than the municipality's (1.9% vs 1.7%) - A question was asked regarding how long a phase-in period there is for Targets. - Questions regarding forest loss: <ul style="list-style-type: none"> - Should efforts include protection through strengthened by-laws? - How do we ensure permanency when projects are built/ trees planted? 	Unknown
Stratford	<ul style="list-style-type: none"> - Discussion with the City's CAO indicated no Council presentation is needed and the City's 2018 Draft Budget has been received by Council inclusive of the UTRCA's levy increase. 	Presumed Support
St. Marys	<ul style="list-style-type: none"> - Questions regarding: <ul style="list-style-type: none"> o Glengowan status o Flood Wall repair financing 	Presumed Opposition

	<ul style="list-style-type: none"> ○ Forest loss ○ Concern that Targets funding plan is too aggressive 	
Thames Centre	<ul style="list-style-type: none"> - Majority of questions were concerning forest loss data for Middlesex County. - Councillors were surprised at forest loss and Mayor and Deputy asked questions regarding compensation practices, not realizing newly planted areas will not be considered forest until they mature. This relates to their role on County Council in granting approval for removals/ compensation. - One Councilor had concerns regarding the budget and pushed for an amount closer to CPI. 	Presumed Support (one councillor in obvious opposition)
Perth South	<ul style="list-style-type: none"> - Letter received from Council endorsing a maximum 3% levy increase (see attached). 	Opposed

Municipal Levy Summary

The City of London and County of Oxford have approved their 2018 budgets inclusive of the UTRCA’s levy request. Four member municipalities have provided no direct feedback to date (West Perth, Middlesex Centre, Lucan Biddulph, and South Huron).

St. Marys and Perth South continue to express concern and opposition to our proposed levy increase associated with the Environmental Targets Strategic Plan. While neither municipality opposes the intent of the Targets, they argue they have limited ability to fund what they consider an aggressive implementation schedule. The Board will recall both municipalities appeared as a delegation at the 2017 AGM to speak to these concerns. For 2018, Perth South has passed the following resolution:

“That Council for the Township of Perth South holds the levy increase for the Upper Thames River Conservation Authority to 3% per year.”

Voting Procedure

All Conservation Authority budgets are subject to a weighted vote according to the relative value of property assessment in the municipality. Fundamentally, this means those who pay more, have more influence on the budget. Members representing more than one municipality will have multiple votes. The following table provides the relative weighting for the 2018 budget vote.

A budget will be approved if greater than 50% of the weighted vote of those members in attendance is cast in favour of the budget. Please note that if a member is unable to attend the Annual General Meeting, they are not able to vote by proxy and their vote is lost. (Attendance and voting by teleconference is acceptable).

Municipality	2018 Voting Weight (%)
London	50 (12.5% per member)
Oxford County	23.4 (4.68% per member)
Stratford	10.5
Thames Centre	4.5
Middlesex Centre	3.3
St. Marys	2.2
West Perth	2.0
Perth East	1.9
Perth South	1.6
Lucan Biddulph	0.4
South Huron	0.3

If a member is absent, each remaining member’s weighting remains the same but a new 50% value is calculated based on only those members in attendance.

Budget approval is a recorded vote. Each municipality will be announced in turn and the representative of that municipality will be asked to either support or oppose the budget. Those members representing more than one municipality will have to vote separately for each municipality.

Please note two recorded votes will be conducted for approval of the 2018 Draft Budget. The first will be for approval of the Budget under Section 27 of the *Conservation Authorities Act* (Recommendation 1.), the second for the Flood Control Capital Levy under Section 26 of the *Conservation Authorities Act* (Recommendation 2.).

Should you have questions regarding the draft budget or the voting procedure in advance of the AGM, please contact Ian Wilcox directly at (519) 451-2800 ext. 259 or Christine Saracino at ext. 232.

Prepared and Recommended by:



Ian Wilcox



Christine Saracino

To: UTRCA Board of Directors
From: Ian Wilcox, General Manager
Date: October 13, 2017
Subject: 2018 Municipal Budget Workshop Report

Agenda #: 6 (b)
Filename: Admin # 2104

The UTRCA hosted a Municipal Budget Workshop at the WCC on September 7, 2017. A brief summary of the comments received was presented to the Board on September 26th, 2017. The purpose of this report is to communicate to the Board in more detail the opinions and concerns expressed by the Member Municipalities and Board Members. The presentation given during the Workshop has been attached to this report.

In total, 25 people registered for the workshop with 19 attending. Of that total:

- Nine were UTRCA Board Members

- Marcus Ryan
- Murray Blackie
- George Way
- Ray Chowen
- Tony Jackson
- Annamarie Murray
- Shirley McCall-Hanlon
- Nancy Manning
- Marie Blosch

- Ten were politicians/municipal staff representing the following eight municipalities:

- St. Marys
- Middlesex Centre
- Perth South
- West Perth
- Strathroy-Caradoc
- Thames Centre
- Norwich
- Ingersoll

- Representatives from St. Marys raised concerns regarding financial comparisons between the UTRCA's levy and individual municipal budgets. In particular, they felt comparing the levy as a percentage of the total municipal budget was misleading as it does not reflect a municipality's ability to pay or reflect how that money is raised. Their request to staff was to have the UTRCA's levy compared to the municipality's tax levy.
- A question from St. Marys was raised as to whether the UTRCA is sticking to its core mandate, or going too far beyond it with new programs.

- Representatives from St. Marys raised questions and concerns regarding the Targets Strategic Plan funding. Representatives wanted to know if all of the non-levy funding disappears for the Targets work, would the financial burden fall back on the municipalities? I. Wilcox explained that the budget is approved annually, and the Targets will get re-assessed annually. Questions from a Board member were raised about the Target's measurables, a twenty year labour plan, and the cut back plan should the Targets be achieved.
- Representatives from St. Marys and Perth South both commented that their departments have had to stick to very small yearly increases and keep to the status quo because of the financial constraints the Municipalities are going through. Concerns were raised more than once that the UTRCA Targets are too aggressive during a time when some Municipalities are struggling financially.
- A representative from Ingersoll questioned whether the Targets dollars are distributed appropriately. They felt that the Hazard Management Target should be higher and more money and effort should be put in place to better control the Thames River. The Municipality is concerned with the regulatory flood lines limiting their ability to develop lands by the river and effort should be directed at finding ways to increase development opportunities.
- A representative from West Perth commented that the lower Hazard Management Target budget amount is not an indication that Flood Control is being under funded, but rather that it is already under control and the Target money is simply to update and improve existing mapping.
- A representative from Perth South raised concerns regarding the Target aimed at reducing water quality phosphorus levels. They feel that the agricultural community has already done their part in the reduction of phosphorus. They felt that the focus of the UTRCA should be on the urban sewage treatment plants.
- Questions and concerns were raised more than once regarding the variance in budgets and program efforts between the UTRCA and its neighbouring Conservation Authorities. A comment was made suggesting that the UTRCA should limit its efforts to expand programs because neighbouring Conservation Authorities seemed comfortable with the status quo. A Board member expressed concern with that notion and felt that the UTRCA cannot default to the lowest common denominator.
- Representatives from St. Marys asked for more communication tools to help explain the budget increase to their residents.
- A representative from Perth South expressed concerns over the potential Levy increase as they are facing severe cuts to their funding, leading to staff and service cuts. They asked

if the UTRCA had recently cut programs or were prepared to cut programs that are not effective. They also asked what the UTRCA is doing to reduce costs. For their municipality, even a small increase to their Levy is difficult to manage.

- Representatives from St. Marys thanked the UTRCA for listening to the feedback given last year and providing the opportunity to express their concerns to the Board members and Staff in advance of the creation of the 2018 Budget.
- The Chair thanked everyone for their frank and relevant questions.
- A Board Member expressed his appreciation for the questions and reality checks heard at the meeting and that while Municipalities may struggle to pay, the UTRCA offers excellent programs and services and lowering the standards to match those of neighbouring Conservation Authorities is not an option. While most opinions heard were not new ones to the Board, it is always good to re-inforce those points.
- A Board member stated that there is a feeling amongst some Board members that the Targets initiative is too aggressive. He also raised his concerns regarding the City of London's large percentage of the weighted vote.

Recommended by:

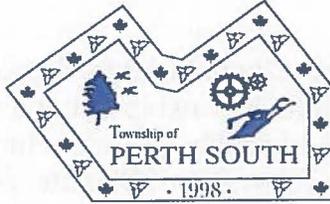


Ian Wilcox,
General Manager

Prepared by:



Michelle Viglianti,
Administrative Assistant



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January 22, 2018

Board of Directors
Upper Thames River Conservation Area
1424 Clarke Road
London, ON N5V 5B9

Re: Budget Resolution

Throughout 2017 Perth South Council has shared its ongoing concerns with the budget increases that the Upper Thames River Conservation Authority (UTRCA) continues to request.

At the regular meeting of November 21, 2017 Council discussed the proposed 2018 budget increase for UTRCA and based on that discussion the following resolution was passed:

#371 Moved by Councillor Jeffrey
Seconded by Councillor Aitcheson
"That Council for the Township of Perth South holds the levy increase for the Upper Thames River Conservation Authority to 3% per year." Carried

As noted previously, with the financial pressures we are facing, we continue to review all of the services we provide and will potentially have to make further reductions in services in order to not burden our ratepayers unnecessarily.

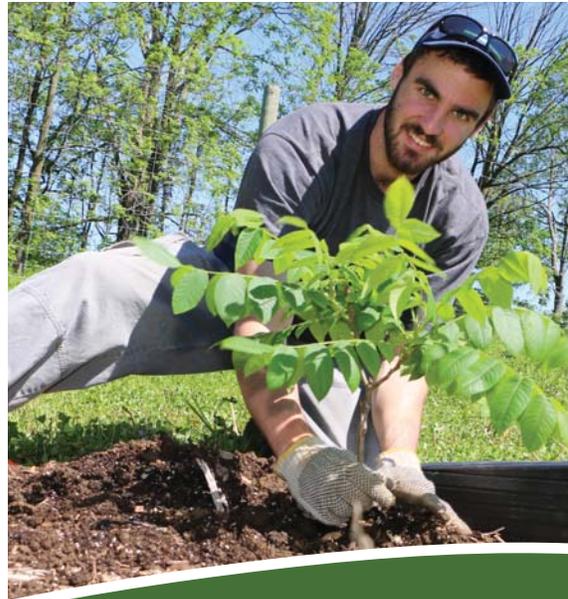
We thank you for your continued service and request that this correspondence be included with your 2018 budget review and discussions.

Regards,

Lizet Scott, Clerk

Cc: UTRCA Municipal Members (City of London, Municipality of Middlesex Centre, Municipality of Thames Centre, Township of Lucan-Biddulph, Township of Perth East, Town of St. Marys, Municipality of South Huron, City of Stratford, Municipality of West Perth, Township of Blandford-Blenheim, Township of East Zorra-Tavistock, Town of Ingersoll, Township of Norwich, Township of South-West Oxford, City of Woodstock, Township of Zorra)

Tony Jackson, UTRCA Board Representative



2018 DRAFT BUDGET

UPPER THAMES RIVER CONSERVATION AUTHORITY

February 2018



Inspiring a healthy environment

1424 Clarke Road, London, ON N5V 5B9

519-451-2800

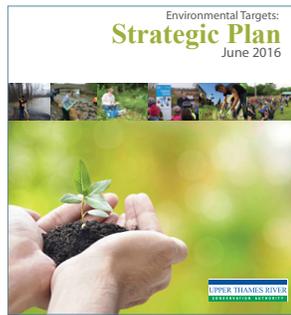
info@thamesriver.on.ca

www.thamesriver.on.ca

The Upper Thames River Conservation Authority (UTRCA) 2018 Draft Budget is forecast at \$21,407,237. This total is split between operating expenses (\$14,929,033) and capital (\$6,478,204). Key influences on the 2018 Budget include:

1. Continued Implementation of the UTRCA's Environmental Targets Strategic Plan

The Board of Directors approved a new Environmental Targets Strategic Plan in June 2016. The Plan proposes the most significant programming change in the UTRCA's nearly 70 year history and is designed to ensure measurable improvements in watershed health by setting Watershed Targets.



These Targets are designed to advance achievement of the UTRCA's Ends:

1. Protecting people and their property from flooding and erosion,
2. Protecting and improving water quality,
3. Managing and expanding natural areas, and
4. Providing outdoor recreation/education opportunities.

Monitoring data has clearly shown that progress in achieving these Ends has plateaued during the past 20 years. That is not to suggest current conservation efforts have been ineffective. In fact, maintaining these measures as status quo, in light of increasing stressors such as development, population growth, climate change and invasive species, is a form of success. However, the UTRCA has a responsibility to do more than simply "maintain." The Environmental Targets represent an organizational commitment to achieve measurable improvements in our watershed's health. This, in turn, supports economic development, human health, and makes the watershed more attractive and resilient. The Environmental Targets are aggressive but realistic. The UTRCA has the tools, experience, expertise and relationships to achieve these Targets. Funding needed to support this work is also significant; however, given partner support and a phased approach to implementation, the plan proposed is practical and achievable.

For 2018, a total of \$270,716 in new levy funding has been included for this second year of the proposed four year funding phase-in. This new revenue is needed to support continued flood control modelling updates as well as investment in enhanced water quality improvement efforts. Note that new funding from senior levels of government as well as user fees are anticipated to help support the plan's implementation.



2. Proposed Minimum Wage Legislation & Wage Adjustment

Bill 148 proposes new minimum wage legislation for Ontario with an implementation date of January 2018. The UTRCA's Draft Budget includes the minimum wage impact of this legislation. It is noted that this legislation has a domino effect on labour costs as the new minimum wage rate of pay also increases higher wage ranges within the UTRCA's salary grid to ensure no overlap. All told, Bill 148 will require an additional \$389,000 in wages for 2018.

An inflationary increase of 1.9% (April 2016 - April 2017 CPI for Ontario) is also being applied to the salary grid.

3. Finance System Modernization

The UTRCA continues to revise its internal systems to improve budgeting accuracy. More comprehensive planning on the part of management, a clear separation of operating and capital expenditures and realistic projections of capital costs have led to much more precise budgeting. Comparisons of the 2018 Draft Budget with past years suggests rapid organizational growth and, while there has certainly been an element of growth, better and more accurate budgeting accounts for a significant portion of what appears to be an increased total budget. As the new system becomes normalized, more accurate comparisons, projections and reporting will become the norm.

Further details including program descriptions, expenditures and revenues are enclosed. This draft budget is being circulated to all member municipalities for comment for 30 days.



- 1 -

Flood & Erosion Hazard Protection

Program Examples

- Operation and maintenance of dams and dykes
- Floodplain and hazard regulations
- Flood forecasting and warning
- Plan review
- River Safety education program
- Fanshawe Dam education program

- 1 - Flood & Erosion Hazard Protection

Flood / Water & Erosion Control (Water & Information Management Unit budget)



What we do:

- Reduce the risk of property damage and loss of lives due to flooding by providing flood forecasting, control and warning programs
- Operate and maintain water control structures to control flood flows and augment stream flow during dry periods
- Operate and maintain recreational water control structures on behalf of municipalities

Examples:

- Providing and maintaining flood situation emergency plans and a flood warning system
- Continually monitoring stream flow, reservoirs and watershed conditions, and forecasting floods
- Collecting and maintaining flood damage information and historical flooding data
- Maintaining and expanding stream gauge network in order to improve stream flow, climatic and water quality monitoring
- Improving and calibrating flood forecasting models
- Coordinating, maintaining, and improving stream flow through flow augmentation reservoirs
- Coordinating the upper Thames River watershed's Low Water Response Team, which is planning for drought response to meet the needs of watershed residents and business, while protecting natural systems and human health
- Operating, inspecting, and maintaining flood control dams, dyke systems and channels, and erosion control structures, constructed in partnership with municipalities
- Operating, inspecting, and maintaining medium sized municipal recreation dams and Conservation Area dams
- Undertaking major maintenance projects on water and erosion control structures, such as initiating major maintenance on dykes, and assessing municipal erosion control works
- Undertaking dam safety studies, and improving public safety around dams
- Updating operation and maintenance manuals
- Securing capital maintenance funding for water and erosion control infrastructure
- Providing technical expertise to identify natural hazards (such as floodplains and steep slopes) with the goal of protecting people and property from these natural hazards
- Providing, interpreting and maintaining floodplain mapping
- Updating hazard modelling and mapping in support of Environmental Planning & Regulations unit
- Securing senior government funding support for flood hazard mitigation

Why:

- Reduce property damage, injury and loss of life
- Comply with legislative requirements and guidelines at the local level
- Maintain public investment in infrastructure to prevent catastrophic loss
- Improve water quality and stream flow
- Key component of a comprehensive floodplain management program
- Provide park land and recreational opportunities

Who benefits/ participates:

- Municipalities
- Watershed residents and businesses potentially affected by flooding or drought
- Conservation area users
- Province (through reduced flood damages)

- 1 - Flood & Erosion Hazard Protection

Environmental Planning & Regulations

(Environmental Planning & Regulations Unit budget)



What we do:

- Conservation Authorities have delegated responsibilities to represent provincial interests regarding natural hazards encompassed by Section 3.1 of the Provincial Policy Statement, 2014 (MMAH, 2014). These delegated responsibilities require CAs to review and provide comments on policy documents (Official Plans and comprehensive zoning by-laws) and applications submitted pursuant to the Planning Act as part of the Provincial One-Window Plan Review Service.
- Perform a planning advisory role to municipalities which may include, but is not limited to, matters related to the assessment or analysis of environmental impacts associated with activities near or in the vicinity of sensitive natural features such as wetlands, river and stream valleys, fish habitat or significant woodlands; hydrogeology and stormwater studies
- Provide technical peer review services
- Administer the Conservation Authorities Act approval process
- Provide inquiry services (legal, real estate, general information)
- Provide municipalities with access to policy and technical experts in various disciplines including hydrology, hydrogeology, ecology and fisheries, bioengineering, stream morphology and land use planning

Examples:

- Providing comments to assist municipalities with processing Official Plan and Zoning By-Law Amendments, severances, variances and plans of subdivision
- Answering questions from the public on the environmental aspects of land use planning
- Responding to property inquiries (legal, real estate, and general information)
- Coordinating subwatershed plan implementation recommendations for area municipalities, including organizing public involvement, updating state of the watershed information, and reporting to stakeholders
- Providing resource mapping as well as technical reviews and clearances
- Administering approvals and investigating violations related to regulations made pursuant to the Conservation Authorities Act
- Screening and commenting on mitigation related to projects requiring Federal Fisheries Act review or approval
- Liaising between municipalities and other government agencies

Why:

- Reduce the risk to life and property from natural hazards such as flooding and unstable slopes
- Promote the maintenance and enhancement of natural heritage areas such as woodlands, wetlands and threatened species
- Protect and promote the wise use of groundwater resources
- Complement other UTRCA mission centres such as Water & Information Management, Watershed Planning, Research & Monitoring, and Conservation Services
- Comply with legislative requirements

Who benefits/ participates:

- Municipal decision makers (planning committee, committee of adjustment and council)
- General public
- Ratepayers associations and other special interest groups
- Landowners, developers, private planning and engineering consultants, lawyers, real estate agents
- Municipal planners, building officials, engineers, parks and recreation services staff
- Provincial ministries, Ontario Municipal Board, Mining and Lands Commissioner
- Academic community



- 2 -

Water Quality Protection & Improvement

Program Examples

- Clean Water Program
- Drinking Water Source Protection Planning
- Provincial Water Quality Monitoring Network
- Provincial Groundwater Monitoring Network
- Benthic monitoring program
- Thames River Clear Water Revival
- Watershed Report Cards
- Watershed Report Card education program
- Developing and implementing community-based watershed strategies
- Environmental education programs for 20,000 students annually at Fanshawe and Wildwood Conservation Areas
- Children's Water Festival

- 2 - Water Quality Protection & Improvement

Environmental Monitoring

(Watershed Planning, Research & Monitoring Unit budget)



What we do:

- Provide watershed scale environmental monitoring to understand current health and emerging trends, as a basis for setting environmental management priorities and tracking progress on environmental targets

Examples:

- Working in partnership with the Ontario Ministry of the Environment & Climate Change (MOECC) and municipal Health Units to collect and analyze surface water samples at 24 sites as part of the Provincial Water Quality Monitoring Network (PWQMN)
- Working in partnership with the MOECC to collect and analyze groundwater samples at 24 sites as part of the Provincial Groundwater Monitoring Information System
- Working in partnership with member municipalities undertake detailed local water quality studies to better understand local water quality issues identified in Watershed Report Cards
- Compiling water quality and aquatic community health data in a comprehensive and standardized time series database that is integrated with water quantity, web enabled and available to watershed partners
- Monitoring aquatic community health including benthic invertebrates at approximately 100 sites annually and fisheries as an indicator of environmental health
- Monitoring aquatic species at risk, including fish, reptiles and freshwater mussels, to identify priority areas for implementation of best management practices and stewardship aimed at improving habitat
- Continuing a monitoring program in Wildwood, Pittock and Fanshawe Reservoirs for parameters such as dissolved oxygen, to ensure operations of the structures do not negatively impact water quality
- Development of UTRCA Watershed Report Cards to summarize and report all monitoring data and trends

Why:

- Changes in environmental health must be monitored and understood to help guide the conservation authority, municipalities, government agencies and community groups in implementing restoration and re dedication programs
- Monitoring can detect problems before serious damage occurs and result in considerable cost saving and improved environmental health in the watershed

Who benefits/ participates:

- Watershed residents
- Municipalities
- Agencies
- Schools, universities

- 2 - Water Quality Protection & Improvement

Watershed Planning (Watershed Planning, Research & Monitoring Unit budget)



What we do:

- Develop and maintain watershed, subwatershed and property specific management plans in cooperation with government agencies, municipalities and community groups

Examples:

- Supporting the development of natural heritage targets for the watershed and participating in property assessment and acquisition projects in partnership with other UTRCA units in order to characterize, protect and rehabilitate natural features and systems
- Participating in the ongoing development of recovery strategies and implementation plans for aquatic and terrestrial species at risk
- Developing and maintaining Geographic Information System (GIS) databases, performing spatial analysis and producing mapping and GIS tools to support watershed planning initiatives, assist in property management and support regulatory activities
- Developing and maintaining Internet-based GIS mapping tools to support UTRCA staff
- Developing land management plans for UTRCA properties, such as the Lowthian Flats and Fullaraton area lands, in partnership with the Conservation Areas and Lands & Facilities units
- Presenting findings on environmental conditions in the watershed's 28 subwatersheds through watershed report cards
- Providing technical support and review for applications related to planning advisory services for the Environmental Planning & Regulations unit
- Facilitating the development of an updated Water Management Plan for the Thames River watershed that serves to refine water management objectives, in collaboration with a broad group of stakeholders
- Participate in senior government working groups related to development of a Domestic Action Plan to reduce phosphorus loads to Lake Erie

Why:

- Solving environmental problems and implementing plans to improve watershed health requires a broad geographic perspective and knowledge of current resources, research and implementation practices
- Private landowners ultimately manage the majority of lands and, therefore, need to help determine the future of these properties; we provide the forum for the community to work collectively toward a common vision for the watershed

Who benefits/ participates:

- Watershed residents
- Community groups
- Municipalities
- Agencies

- 2 - Water Quality Protection & Improvement

Research

(Watershed Planning, Research & Monitoring Unit budget)

What we do:

- Implement research studies to fill resource information gaps and develop innovative methods of protecting and enhancing watershed resources



Examples:

- Developing an assessment of water quality in the Thames River watershed based on analysis of existing data, modeling and long term trends
- Studying threatened and endangered wildlife species and their habitat requirements (such as the spiny softshell turtle, queen snake, black redhorse fish and freshwater mussels) that are indicators of watershed health
- Participating in multi-agency research projects, such as Conservation Ontario's Provincial Information Technology Forum, Conservation Authorities Aquatics Group, Lake St. Clair Management Plan and Lake Erie Lakewide Action & Management Plan
- Providing technical lead in the development of natural heritage studies and models for determining natural heritage system significance (such as the Oxford and Perth County Natural Heritage Studies)

Why:

- New information and solutions are required for existing environmental problems to ensure we can live in healthy communities
- Provide clean water for community use and for the enjoyment of future generations
- Decrease the health risk to humans and animals
- Improve habitat for fish and wildlife

Who benefits/ participates:

- Private landowners, the local community and municipal partners
- Industry gains new technology and products
- Individuals and agencies share new ideas and expertise
- Landowners, community groups and municipalities benefit from funding that they could not access on their own

Soil Conservation

(Conservation Services budget)

What we do:

- Address soil and water quality concerns by providing comprehensive in-field and in-stream conservation planning services

Examples:

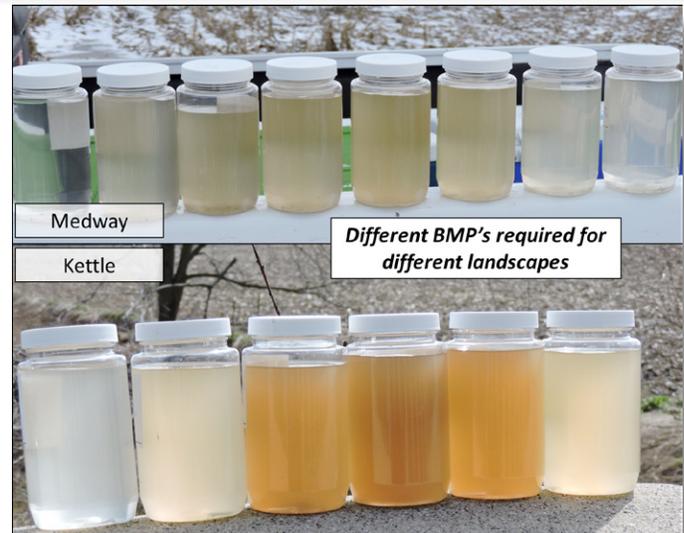
- Working under the auspices of the Ontario Soil & Crop Improvement Association to deliver the Priority Subwatershed Project within the Upper Medway Creek and North Kettle Creek watersheds
- Managing demonstration and research efforts, including: controlled drainage, phosphorus removal from streams through naturalization, engineered vegetated filter strips, biofilters, and surface inlet effectiveness, with the Ontario Ministries of Agriculture, Food and Rural Affairs (OMAFRA), Environment and Climate Change (MOECC), Agriculture and Agri-Food Canada, and the Universities of Guelph, Waterloo and Windsor
- Helping to create and deliver the Great Lakes Agricultural Stewardship Initiative outreach program along with the Ontario Soil & Crop Improvement Association
- Working with landowners to carry out the Thames River Ecosystem Stewardship Initiative in the Fish Creek watershed, to protect endangered mussels and restore their habitat
- Continuing with monitoring of several demonstration projects implemented through the MOECC's Showcasing Water Innovation program, including on-farm stormwater management, the use of slag filters for phosphorus removal in barnyard and silage leachate runoff, wetland restoration, and sub irrigation/ drainage projects
- Working with local communities and agency funders to improve the overall watershed health of the Avon River, as well as Cedar, Halls and Stoney Creeks
- Focusing efforts to restore natural stream flow and structure in Medway Creek in order to improve the stream's aquatic health
- Initiating a Dingman Creek Stewardship Project
- Working with the community to implement a Low Impact Development (LID) program across the watershed
- Working with OMAFRA on the Soil Health Project to determine the state of agricultural soils in Ontario and demonstrate methods for improvement
- Implementing practical, cost-effective alternatives for landowners and other agency staff with water quality concerns, such as bioengineering to control streambank erosion and slope instability, natural channel design in disturbed watercourses and drainage systems, and constructed wetlands to treat industrial, septic and agricultural wastewater

Why:

- Reduce watercourse pollution and maintenance costs by keeping soil on the land
- Stabilize streams experiencing pressure from surrounding land uses
- Improve water quality and habitat for fish and wildlife
- Reestablish natural aquatic linkages
- Protect topsoil for agriculture

Who benefits/ participates:

- Groups and individuals in the participating communities
- Private landowners and the local community can sustain crop yields, avoid costly drain maintenance and keep local water resources clean
- Local contractors carry out much of the work
- Industry gains new technology and products
- Agencies and individuals share new ideas and expertise



- 2 - Water Quality Protection & Improvement

Clean Water Program

(Conservation Services budget)



What we do:

- Provide technical assistance and financial incentives to rural landowners for implementing measures that improve surface water and groundwater quality and contribute to sustainable agriculture operations. CWP is funded by the Counties of Oxford, Middlesex and Perth, the Town of St. Marys and the Cities of Stratford and London. Additional funding is provided by Environment & Climate Change Canada's Habitat Stewardship Program. The program is delivered by the Ausable Bayfield, Catfish Creek, Grand River, Kettle Creek, Long Point Region, Maitland Valley, St. Clair Region, and Upper Thames River Conservation Authorities.
- Provide technical delivery of Agriculture & Agri-Food Canada's Greencover Program
- Deliver the Ontario Drinking Water Stewardship Program to eligible landowners throughout the Thames-Sydenham and Region Source Protection Region

Examples:

- Eligible projects include the following:
 - milkhouse washwater disposal
 - clean water diversion
 - livestock access restriction to watercourses
 - nutrient management plans
 - wellhead protection
 - decommissioning unused wells
 - fertilizer, chemical and fuel storage or handling
 - septic systems
 - erosion control structures
 - fragile land retirement
 - woodlot and wetland enhancement

Why:

- To address locally identified priority water quality impairment issues
- To maintain working relationships between various municipalities, local farm groups, government agencies and interested groups or associations that have a direct stake in the issue of agriculture, water quality and future health of our watersheds
- To protect municipal drinking water sources

Who benefits/ participates:

- Landowners within the Counties of Oxford, Perth and Middlesex, the Cities of Stratford and London and the Town of St. Marys
- Municipalities, by joining together, enjoy environmental programs and services that would otherwise be too costly for individual municipalities
- Everyone benefits from improved environmental health

- 2 - Water Quality Protection & Improvement

Source Water Protection (Environmental Planning & Regulations Unit budget)

What we do:

- Work with our partners to develop and implement a Source Protection Plan that will:
 - protect human health, and
 - protect present and future municipal drinking water sources (quality and quantity)
- The Upper Thames River, Lower Thames Valley, and St. Clair Region Conservation Authorities are working together in a partnership with the Province and our member municipalities
- The UTRCA, as the lead CA, is responsible for the overall project administration

Examples:

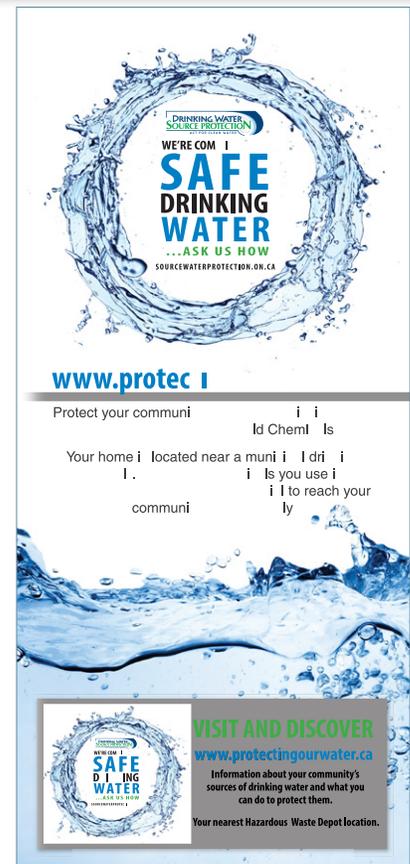
- Provide risk management services to regulate identified risks to drinking water sources
- Support municipalities in the implementation of the Source Protection Plan
- Provide education and outreach related to the Source Protection Plan
- Monitor and report on implementation progress
- Support the Source Protection Committee
- Ensure transparent, multi-stakeholder involvement
- Provide technical information and resources
- Integrate drinking water source protection into other program areas
- Update technical information in Assessment Reports
- Develop a water budget
- Manage and maintain data

Why:

- The Walkerton Inquiry recommended a multi-barrier approach to protecting drinking water, with drinking water source protection as the first barrier
- Protecting our surface water and groundwater from becoming contaminated or overused will ensure that we have a sufficient supply of clean, safe drinking water now and for the future
- Clean and sustainable drinking water sources are critical to healthy and economically sustainable communities
- Protecting drinking water sources is more cost-effective than remediating water quantity and/or quality, if remediation is even possible
- Required by the Clean Water Act

Who benefits/ participates:

- Province
- Conservation authorities
- Municipalities
- Stakeholders
- Water users





- 3 -

Natural Areas Protection & Expansion

Program Examples

- Private land tree planting
- Communities for Nature program
- Tree Power program
- Various management plans (Ellice, Sifton)
- Watershed Report Cards
- Property management
- Wetlands education program
- Developing and implementing community-based watershed strategies
- Creating value for the UTRCA and the environment by linking the Authority and its information with the watershed residents and their ability to take action

- 3 - Natural Areas Protection & Expansion

Forestry

(Conservation Services budget)

What we do:

- Offer a range of tree planting and woodlot management services to improve the health of the local environment and provide a learning experience

Examples:

- Providing a wide range of forestry services including tree planting plans (including technical assistance, planting or supplying appropriate stock, and maintenance assistance), woodlot management, non-native vegetation control (with the EZject system and other herbicide and manual methods), and planning and auditing for the Managed Forest Tax Incentive Program
- Initiating inventories and management plans for UTRCA-owned plantations and other wooded areas
- Carrying out controlled burns to sustain Communities for Nature native grass and wildflower plantings, with the UTRCA's Environmentally Significant Areas team
- Planning and implementing naturalization projects through the Communities for Nature program, which gives 4,000 people each year a hands-on educational experience enhancing their local environment, through community forestry, wildflower and aquatic planting, and provides local businesses with an opportunity to provide lands and/or financial support
- Coordinating the George Furtney, Woodstock, Zorra, Thames Centre, and St. Marys Area Memorial Forests, to improve the local environment while commemorating people or events
- Partnering with the Canadian Forestry Service on Emerald Ash Borer (EAB) parasitoid research for control of EAB
- Partnering with the Forest Gene Conservation Association to establish a Southwest Ontario Butternut Tree Archive site at Pittock Conservation Area, to help preserve the genetics of this endangered species
- Providing tree marking and woodlot management advice for private landowners
- Providing technical assistance to the London airport tree trimming project

Why:

- Improve crop yields and water quality by reducing soil erosion
- Provide habitat for wildlife
- Improve air quality
- Shade and protect buildings, reducing heating and cooling costs
- Reduce snow drifting and snow removal costs
- Provide timber products
- Provide recreational opportunities and aesthetics

Who participates/ benefits:

- Farmers and rural landowners
- Students, non-profit groups, service clubs and community associations
- General public
- Municipalities
- Private tree nurseries
- Funeral homes
- Corporations/ businesses



- 3 - Natural Areas Protection & Expansion

Lands & Facilities

(Lands & Facilities Unit budget)

What we do:

- Work in partnership with the community to ensure the long-term protection of natural areas, such as woodlands and wetlands, and provide a variety of recreational opportunities on UTRCA-owned/ managed lands
- Lease structures and properties to clubs and community groups, individuals and municipalities for activities that complement the UTRCA's programs and services



Examples:

- Providing passive day-use recreational opportunities on 1900 hectares of rural properties, including woodlands, wetlands, agreement forests and 7 rural conservation areas
- Initiating asset management plan as per the UTRCA Strategic Plan
- Initiating or assisting with capital development projects
- Managing UTRCA fleet vehicles and equipment system
- Working with the local community to implement the Ellice and Gads Hill Swamps Management Strategy
- Performing comprehensive risk management and safety inspections on UTRCA-owned properties
- Assessing hunting opportunities on UTRCA-owned properties and, where appropriate, implementing a controlled hunting program
- Responding to infringement and encroachment related issues on UTRCA-owned properties
- Leasing 24 UTRCA-owned agricultural properties totalling approximately 475 hectares
- Leasing 5 residential homes and managing/maintaining 7 storage buildings located throughout the watershed
- Maintaining lease agreements with 7 community-based groups for the management and maintenance of our rural conservation areas
- Maintaining lease agreements with more than 20 clubs for recreational opportunities within Fanshawe, Wildwood and Pittock Conservation Areas
- Maintaining lease agreements for 80 cottages at two locations
- Maintaining leases with groups and individuals for a variety of activities at properties throughout the watershed

Why:

- Natural areas are highly valued by the community
- Wetlands provide storage for flood waters, help reduce the impacts of drought, and improve water quality by trapping sediments and storing nutrients
- Natural areas provide habitat to a variety of plants and animals
- We provide safe access to UTRCA owned/managed lands for permitted activities
- When acquiring lands for the development of the reservoirs, the UTRCA was obliged to purchase entire holdings (farms); some of these lands are not needed to support the flood management and recreational programs of the UTRCA and have been made available to the community

Who benefits/ participates:

- Local communities enjoy access to day-use opportunities in nearby parks and natural areas
- Local economies benefit from tourism
- Tenants, club members, cottagers, outdoor enthusiasts

- 3 - Natural Areas Protection & Expansion

Environmentally Significant Areas (Lands & Facilities Unit budget)



What we do:

- As of January 2017, the UTRCA is in an agreement with the City of London to manage nine Environmentally Significant Areas (ESAs): the Coves, Kains Woods, Kilally Meadows, Lower Dingman, Meadowlily Woods, Medway Valley, Sifton Bog, Warbler Woods, and Westminster Ponds/Pond Mills Conservation Area
- Our management goals are to protect the ESAs, encourage partnership and education, ensure public safety, and promote and enforce proper use

Examples:

- Working with the local community to implement ESA Conservation Master Plans, in partnership with the City of London
- Implementing site planning and trail design, and installing signs and trail markers
- Maintaining and constructing bridges, boardwalks, staircases, railings, barricades and other trail structures
- Working with the City of London to develop and implement an encroachment management strategy
- Implementing management strategies for wildlife (e.g. coyote, beaver, Species at Risk) in partnership with agencies, the City of London and stakeholders
- Undertaking tree risk assessment and hazard tree mitigation on ESA trails and boundaries
- Restricting unofficial access points by installing barricades to protect sensitive vegetation
- Enforcing rules to protect vegetation, wildlife and people under the Provincial Offences Act and the City of London's Parks & Recreation By-law
- Working with local interest groups and schools to build valuable partnerships and provide education
- Implementing invasive species management programs, including inventory, removal and monitoring, using the most current Best Management Practices
- Developing and implementing restoration projects including tree, shrub and wildflower planting, bioengineering and erosion control
- Providing co-op students, volunteers and summer students with placement opportunities where they enhance their skills and knowledge and make career decisions to work in the environmental/ conservation field

Why:

- ESAs provide excellent examples of a variety of natural habitats, including upland forests, wetlands, meadows, ponds and river corridors
- ESAs are highly valued by the community, enhance quality of life and provide educational opportunities for students and the public

Who benefits/ participates:

- All City of London and area residents and visitors



- 4 -

Provide Outdoor Recreation & Education Opportunities

Program Examples

- Camping
- Day use, hiking, biking
- Boating, fishing, hunting
- Pavilion rentals, special events
- Cottages
- Environmental education programs for 20,000 students annually at Fanshawe & Wildwood Conservation Areas

- 4 - Provide Outdoor Recreation & Education Opportunities

Conservation Areas

(Conservation Areas Unit budget)

What we do:

- Provide a variety of recreational and educational opportunities and facilities on 3200 hectares of conservation lands at Fanshawe, Wildwood and Pittock Conservation Areas



Examples:

- Over 1300 seasonal and nightly camping sites, including new back country camp sites
- Over 50 km of trail systems for biking, hiking and nature watching
- Water-based recreational opportunities including rental equipment
- Variety of special events and programs in partnership with local organizations for all ages to enjoy, including:
 - bike workshops and races
 - dragon boat festivals
 - cross country run events
 - reptile shows
 - campfire programs
 - trail days
- Day use opportunities including picnic areas, pavilion rentals, disc golf, geocaching, sand volleyball, yoga classes
- Cottage program
- Hunting program
- Assisting other UTRCA units with a range of activities and programs, including:
 - flood control operations and snow course readings
 - risk management for community education program areas
 - grounds maintenance of the Watershed Conservation Centre
 - tree storage and pick up locations for tree planting programs
 - Memorial Forests and dedication services
- Ensuring compliance with applicable legislations and associations with conservation area lands including but not limited to the Conservation Authorities Act, Safe Drinking Water Act, Electrical Safety Authority, Swimming Pool Safety Act and Occupational Health and Safety Act
- Setting annual goals and implementing strategies to continue to improve the current services and investigate opportunities for new ones

Why:

- Lands that were acquired for the development of flood control reservoirs also serve as multi-purpose recreational facilities
- Create value for the environment by providing outdoor recreational opportunities
- Provide safe access to UTRCA-owned lands and permitted activities

Who benefits/ participates:

- 500,000 people visit Fanshawe, Pittock and Wildwood CAs annually, mostly from local communities
- 22 non-profit organizations are based on UTRCA properties
- Local economies benefit from tourism
- Local communities enjoy access to day use opportunities in nearby parks
- Visitors can step into nature without traveling far
- Opportunity to work in partnership with local businesses and agencies to promote an outdoor experience

- 4 - Provide Outdoor Recreation & Education Opportunities

Community Partnerships (Community Partnerships Unit budget)

What we do:

- Motivate watershed residents to adopt stewardship (behaviours that protect and restore the environment) by facilitating access to environmental and conservation information, and involvement in stewardship activities



Examples:

- Coordinating community involvement in planning and implementing environmental restoration and information sharing and education projects in the Trout, Medway, South Thames, Stoney and Forks watersheds and the Dorchester Mill Pond
- Developing a "Focus on Flooding" awareness and education program to help communities recognize flood prone areas and minimize their risk
- Developing a marketing and communications strategy to influence behaviours to reduce nutrient (phosphorus) loadings to the Thames River
- Continuing to assist communities in learning about and implementing Low Impact Development (LID) for stormwater projects, including the Stream of Dreams (Fish on Fences) community art program
- Working with corporate partners to naturalize industrial properties (GM Canada - Ingersoll, Toyota - Woodstock)
- Facilitating involvement of the community, industry and corporations in environmental clean up events
- Assisting, as a member of the Oxford County Trails Council, with development and promotion of trails throughout Oxford County, and protection and enhancement of natural heritage within trail corridors
- Providing environmental education programs and hands-on resource management opportunities in local natural areas and in class, to students and community groups (e.g., stream health monitoring, stream rehabilitation, Watershed Report Card and Wetlands Education programs)
- Continuing GREEN education program partnership with GM Canada to foster environmental youth leadership
- Developing educational opportunities, such as Mini Water Festivals and student conferences, for students to understand and appreciate the relationship between actions in the watershed and the health of the Great Lakes
- Creating opportunities for Specialist High Skills Major students to obtain environmental and leadership accreditations
- Partnering with TD Friends of the Environment Foundation and Ontario Power Generation to deliver the Watershed Report Card education program and the Sifton Bog Wetland education program
- Introducing student use of and accreditation for new environmental technologies (GPS)
- Working on a feasibility study with Reforest London, the City of London and the Thames Valley District School Board, to explore the idea of a Green Legacy project in the London area
- Coordinating the 2018 Oxford Children's Water Festival

Why:

- Create value for a healthy environment by providing opportunities to experience and learn about conservation
- Accrue future benefits for the environment from citizens with an environmental stewardship ethic
- Provide hands-on learning opportunities to help the environment
- Empower people to take action in their local community
- Help people make informed environmental decisions

Who benefits/ participates:

- 20,000 students from regional boards of education visit our two outdoor education centres each year
- Landowners, community groups and municipalities benefit from funding that they could not otherwise access
- Watershed residents participate in restoration projects in their local communities
- Municipalities benefit by having an involved and informed constituency

Corporate & Support Services

Corporate & Support Services (Service Cost Centres budget)



What we do:

- Support the Conservation Authority's staff, members of the Board of Directors, and programs

Examples:

- Corporate and strategic planning, governance policy development, and implementation
- Financial control support including development of procedures, systems integration and efficiency projects
- Continue efforts to develop the General Ledger to accommodate funder reporting demands
- Adopting new accountings standards
- Developing the treasury function
- Implementing an acquisition policy and automated system
- Human resources administration, benefits administration
- Payroll and health and safety initiatives
- Engaging communities of interest through interactive social media channels
- Assessing community needs and opportunities through communications and marketing
- Administrative, clerical, systems, communications and graphic design support
- Providing information products including printed materials, GIS mapping and Geoportal, and websites to watershed residents, the Board of Directors and staff
- Professional development opportunities
- Coordinating community volunteers

Why:

- Ensure programs are consistent with watershed resources, management needs, community values, and political and financial realities
- Ensure accountability to the community, partners, and municipal and senior government
- Inform staff, members, stakeholders and the public of the UTRCA's programs and policies
- Provide programs that are cost-effective
- Maintain competent, highly trained, safe and motivated staff to implement the UTRCA's programs
- Maintain efficient systems and equipment to support the organization

Who benefits/ participates:

- Municipalities benefit from targeted programs tailored to their specific environmental needs and economic realities
- Taxpayers receive the most value for their dollars
- UTRCA staff and members
- Community volunteers such as students

Who pays:

- All Corporate & Support Services costs are allocated among the programs of the UTRCA

Operating Budget 2018

	2017 Total Budget	2018 Draft V2 Budget Feb 2018	2018 Draft V1 Budget Oct 2017	Versions Difference	Notes
REVENUES:					
Levy Funding					
Municipal General Levy	3,271,214	3,605,251	3,605,255	(4)	
Dam and Flood Control Levy	1,324,926	1,351,126	1,351,126	-	
Operating Reserve Levy	32,400	32,400	32,400	-	
	4,628,540	4,988,777	4,988,781	(4)	
Government Transfer Payments	351,424	351,020	351,020		- Remain at 1995 levels
Contracts					
Municipal within Watershed	1,129,688	812,337	799,097	13,240	
Municipal without Watershed	91,600	75,840	75,840	-	
Provincial - MNRF	893,136	712,311	735,286	(22,975)	
Provincial	208,727	244,600	244,600	-	
Federal	539,575	625,330	613,080	12,250	
All other	1,587,324	1,498,747	1,099,379	399,368	Corporate and non-profit funding expected to increase
	4,450,050	3,969,165	3,567,282	401,883	
User Fees					
Conservation Areas	3,241,149	3,559,859	3,363,490	196,369	Revenues to rise with price and usage
Planning and Permit Fees	172,000	195,000	185,000	10,000	
Education Fees	86,920	102,700	79,720	22,980	
	3,500,069	3,857,559	3,628,210	229,349	
All Other Revenues	1,642,549	1,705,284	1,388,479	316,805	V2 includes all known deferred revenues carried from 2017
Funding from Reserves	503,789	223,400	181,134	42,266	
TOTAL REVENUES	15,076,421	15,095,205	14,104,906	990,299	
OPERATING EXPENDITURES:					
Mission Cost Centres					
Community Partnerships	1,120,441	1,417,652	1,219,305	198,347	Target activity added
Water & Information Management	2,401,750	2,687,074	2,690,370	(3,296)	
Environmental Planning & Regulations	1,627,341	1,858,588	1,768,438	90,150	
Conservation Services	1,785,760	1,559,792	1,390,886	168,906	Target activity added
Watershed Planning, Research & Monitoring	1,154,805	1,036,483	1,035,484	999	
Conservation Areas	4,212,156	4,514,804	4,260,217	254,587	Increase based on known 2017 year end costs
Lands & Facilities Management	1,674,005	1,750,272	1,705,781	44,491	
Service Cost Centres	(40,435)	104,368	(7,633)	112,001	
TOTAL OPERATING EXPENDITURES	13,935,823	14,929,033	14,062,848	866,185	
Desired Transfer to Reserves	434,771	165,407	479,194	(313,787)	Includes reserves to be used for capital spending
Surplus (deficit) in Current Year Operations	705,827	765	(437,136)	437,901	Net operating surplus for 2018
Amortization	827,965	828,446	807,968	20,478	
NET CASH SURPLUS (DEFICIT)	1,533,792	829,211	370,832	458,379	

Capital Budget 2018

Combined Capital Budget

	2017 Total Budget	2018 Draft V2 Budget Feb 2018	2018 Draft V1 Budget Oct 2017	Versions Difference	Notes
Funding	3,788,235	6,171,466	5,826,478	344,988	
Expenditures	5,602,696	6,478,204	6,071,124	407,080	
Surplus (deficit) in Capital Activities	(1,814,461)	(306,738)	(244,646)	(62,092)	

Detailed Capital Budget

	2017 Total Budget	2018 Draft V2 Budget Feb 2018	2018 Draft V1 Budget Oct 2017	Versions Difference	Notes
a) Capital Funding for Flood Control					
Flood Control Capital Levy	1,301,310	2,130,933	1,880,000	250,933	
Federal - NDMP	597,857	1,374,231	1,895,000	(520,769)	
Provincial - WECl	1,576,045	2,219,352	1,685,816	533,536	
Funding from reserves	144,700	278,626	197,338	81,288	Flood control capital needs are often funded through flood control operating surplus
Total Funding	3,619,912	6,003,142	5,658,154	344,988	
Flood Control Capital Expenditures	4,416,147	5,998,704	5,431,124	567,580	
Desired transfer to reserves	329,582	-	225,000	(225,000)	
Total Expenditure	4,745,729	5,998,704	5,656,124	342,580	
Net Flood Control Capital Budget	(1,125,817)	4,438	2,030	2,408	
b) Funding for Other Capital Needs					
Capital Maintenance Reserve Levy	168,323	168,324	168,324	-	
All other Capital Expenditures	856,967	479,500	415,000	64,500	
Net Other Capital Spending	(688,644)	(311,176)	(246,676)	(64,500)	Other capital needs are often funded through operating surplus

Water & Information Management - All Activities Except Capital

	2017 Total Budget	2018 Draft V2 Budget Feb 2018	2018 Draft V1 Budget Oct 2017	Versions Difference	Notes
Revenues					
Municipal Levies	1,392,444	1,624,822	1,773,822	(149,000)	Corrected for double allocation of Targets
Government Transfer Payments	322,472	322,068	322,068	-	
Contracts	401,100	565,700	563,250	2,450	
User Fees	5,500	-	-	-	
All Others	395,810	180,400	179,134	1,266	
Total Revenues	2,517,326	2,692,990	2,838,274	(145,284)	
Operating Expenditures					
Wages, Benefits, Per Diems	1,154,512	1,393,766	1,393,766	-	
Training	29,000	26,350	31,350	(5,000)	
Legal, Audit, Insurance	28,500	32,366	32,366	-	
Services	50,000	55,000	55,000	-	
Computers, Property and Utilities	211,400	210,607	210,607	-	
Supplies	121,450	140,850	126,672	14,178	
Depreciation Expenses	246,567	248,009	246,567	1,442	
Allocated Costs	560,321	580,126	594,042	(13,916)	
Total Operating Expenditures	2,401,750	2,687,074	2,690,370	(3,296)	
Desired Transfers to Reserves	72,348	113,007	112,757	250	
Total Unit Budget	43,228	(107,091)	35,147	(142,238)	

Water & Information Management - Capital Activities Only

	2017 Total Budget	2018 Draft V2 Budget Feb 2018	2018 Draft V1 Budget Oct 2017	Versions Difference	Notes
Revenues					
Municipal Levies	1,301,310	2,130,933	1,880,000	250,933	Flood Control Capital levy increase due to deferring levy revenue from 2017
Contracts	3,299,717	3,593,583	3,580,816	12,767	
All Others	144,700	278,626	197,338	81,288	Unused funding from 2017 carried forward
Total Revenues	4,745,727	6,003,142	5,658,154	344,988	
Operating Expenditures					
Wages, Benefits, Per Diems	150,647	166,370	160,426	5,944	
Services	4,229,500	5,832,334	5,270,698	561,636	Construction contracts refined for fiscal 2018
Computers, Property and Utilities	32,000	-	-	-	
Supplies	4,000	-	-	-	
Total Operating Expenditures	4,416,147	5,998,704	5,431,124	567,580	
Desired Transfers to Reserves	329,582	-	225,000	(225,000)	London and Oxford Cty capital levy to be used for WECL projects
Total Unit Budget	(2)	4,438	2,030	2,408	

Lands & Facilities

	2017 Total Budget	2018 Draft V2 Budget Feb 2018	2018 Draft V1 Budget Oct 2017	Versions Difference	Notes
Revenues					
Municipal Levies	496,935	591,579	641,644	(50,065)	Levy redistributed with phased in approach
Contracts	882,668	902,196	904,256	(2,060)	
User Fees	3,300	2,100	3,300	(1,200)	
All Others	60,308	77,047	55,000	22,047	New budget includes \$31,000 from reserves for costs relating to land sales
Total Revenues	1,443,211	1,572,922	1,604,200	(31,278)	
Operating Expenditures					
Wages, Benefits, Per Diems	925,631	942,748	947,616	(4,868)	
Training	7,450	8,850	8,850	-	
Legal, Audit, Insurance	17,100	32,575	25,575	7,000	Additional legal services required related to land transactions
Services	47,710	78,200	62,200	16,000	Contracted services (e.g., land appraisals and surveys)
Computers, Property and Utilities	84,990	124,986	80,340	44,646	Contracted services (e.g., septic system replacement/ well maintenance)
Supplies	75,700	98,400	93,400	5,000	
Flow Through Expenses	8,168	9,000	9,000	-	
Depreciation Expenses	14,688	17,572	14,688	2,884	
Allocated Costs	492,568	437,941	464,112	(26,171)	
Total Operating Expenditures	1,674,005	1,750,272	1,705,781	44,491	
Total Unit Budget	(230,794)	(177,350)	(101,581)	(75,769)	

Conservation Areas

	2017 Total Budget	2018 Draft V2 Budget Feb 2018	2018 Draft V1 Budget Oct 2017	Versions Difference	Notes
Revenues					
Municipal Levies	107,676	109,830	109,830	-	Exclusively Target funding
Contracts	741,644	703,287	704,892	(1,605)	
User Fees	3,237,849	3,557,759	3,360,190	197,569	2018 fee schedule implemented
All Others	55,737	88,000	-	88,000	
Total Revenues	4,142,906	4,458,876	4,174,912	283,964	
Operating Expenditures					
Wages, Benefits, Per Diems	1,797,604	1,986,878	1,961,795	25,083	Changes to allocation of staff due Target
Training	25,000	17,250	16,000	1,250	
Legal, Audit, Insurance	94,656	107,250	115,000	(7,750)	
Services	261,072	308,111	152,350	155,761	Increase in general operating costs and truer year end estimates
Computers, Property and Utilities	787,467	856,200	871,173	(14,973)	
Supplies	376,552	376,907	321,700	55,207	
Depreciation Expenses	79,380	76,301	66,253	10,048	Capital additions in 2017 draw new depreciation
Allocated Costs	790,425	785,907	755,946	29,961	Allocated costs rise with size of budget
Total Operating Expenditures	4,212,156	4,514,804	4,260,217	254,587	
Capital Expenditures	265,000	215,000	130,000	85,000	Projects from 2017 deferred to 2018
Total Unit Budget	(334,250)	(270,928)	(215,305)	(55,623)	

Environmental Planning & Regulations

	2017 Total Budget	2018 Draft V2 Budget Feb 2018	2018 Draft V1 Budget Oct 2017	Versions Difference	Notes
Revenues					
Municipal Levies	752,440	710,000	683,932	26,068	Additional levy for added staff member
Government Transfer Payments	28,952	28,952	28,952	-	
Contracts	767,505	674,462	659,373	15,089	
User Fees	172,000	195,000	185,000	10,000	Estimated higher levels of permit and planning fees
All Others	-	346,313	221,500	124,813	Carry forward deferred revenues exceeding original expectations
Total Revenues	1,720,897	1,954,727	1,778,757	175,970	
Operating Expenditures					
Wages, Benefits, Per Diems	999,943	1,198,710	1,122,348	76,362	Additional staff member added
Training	12,600	10,600	11,100	(500)	
Legal, Audit, Insurance	25,000	22,000	22,000	-	
Services	184,000	185,975	185,975	-	
Computers, Property and Utilities	28,800	25,400	25,400	-	
Supplies	7,250	7,750	7,750	-	
Allocated Costs	369,748	408,153	393,865	14,288	
Total Operating Expenditures	1,627,341	1,858,588	1,768,438	90,150	
Total Unit Budget	93,556	96,139	10,319	85,820	

Watershed Planning, Research & Monitoring

	2017 Total Budget	2018 Draft V2 Budget Feb 2018	2018 Draft V1 Budget Oct 2017	Versions Difference	Notes
Revenues					
Municipal Levies	762,533	695,408	662,440	32,968	Increased levy distribution to support Targets
Contracts	343,489	175,000	215,000	(40,000)	Anticipated contract revised
All Others	16,941	10,941	10,941	-	
Total Revenues	1,122,963	881,349	888,381	(7,032)	
Operating Expenditures					
Wages, Benefits, Per Diems	707,509	715,363	727,749	(12,386)	Staff reallocated
Training	5,500	5,250	5,250	-	
Services	115,733	23,000	5,000	18,000	
Computers, Property and Utilities	13,500	10,500	11,500	(1,000)	
Supplies	14,250	15,001	14,001	1,000	
Depreciation Expenses	-	2,176	-	2,176	
Allocated Costs	298,313	265,193	271,984	(6,791)	
Total Operating Expenditures	1,154,805	1,036,483	1,035,484	999	
Capital Expenditures	14,585	-	-	-	Purchased microscope in 2017
Total Unit Budget	(46,427)	(155,134)	(147,103)	(8,031)	

Conservation Services

	2017 Total Budget	2018 Draft V2 Budget Feb 2018	2018 Draft V1 Budget Oct 2017	Versions Difference	Notes
Revenues					
Municipal Levies	699,334	614,538	582,792	31,746	Net increase due to size of allocations for both missions
Contracts	770,255	644,040	310,517	333,523	
User Fees	139,600	130,000	130,000	-	
All Others	966,420	773,511	909,338	(135,827)	Revised amount of deferred revenues
Total Revenues	2,575,609	2,162,089	1,932,647	229,442	
Operating Expenditures					
Wages, Benefits, Per Diems	775,424	700,378	727,641	(27,263)	
Training	3,000	1,000	1,000	-	
Services	55,300	52,800	52,800	-	
Computers, Property and Utilities	95,425	40,675	40,675	-	
Supplies	299,102	281,130	270,228	10,902	
Flow Through Expenses	31,100	23,500	23,500	-	
Depreciation Expenses	721	2,403	721	1,682	
Allocated Costs	525,688	457,906	274,321	183,585	Greater distribution of allocated costs due to level of activities
Total Operating Expenditures	1,785,760	1,559,792	1,390,886	168,906	
Desired Transfers to Reserves	150,000	-	150,000	(150,000)	
Total Unit Budget	639,849	602,297	391,761	210,536	Is a normal level of carry forward funding into subsequent year

Community Partnerships

	2017 Total Budget	2018 Draft V2 Budget Feb 2018	2018 Draft V1 Budget Oct 2017	Versions Difference	Notes
Revenues					
Municipal Levies	384,778	610,200	501,921	108,279	Added Targets activity for 2018, reallocated General Levy
Contracts	543,389	346,480	209,994	136,486	Discovered new funding arrangements
User Fees	86,920	102,700	79,720	22,980	
All Others	321,522	197,172	-	197,172	
Total Revenues	1,336,609	1,256,552	791,635	464,917	
Operating Expenditures					
Wages, Benefits, Per Diems	632,264	851,919	802,788	49,131	Added staff to complete Targets
Training	3,000	3,800	-	3,800	
Services	7,930	22,450	-	22,450	
Computers, Property & Utilities	21,580	56,700	-	56,700	
Supplies	119,100	72,100	14,000	58,100	Additional supplies required to complete Targets
Flow Through Expenses	2,480	2,550	-	2,550	
Depreciation Expenses	-	1,442	-	1,442	
Allocated Costs	334,087	406,691	402,517	4,174	
Total Operating Expenditures	1,120,441	1,417,652	1,219,305	198,347	
Total Unit Budget	216,168	(161,100)	(427,670)	266,570	

Service Cost Centres

	2017 Total Budget	2018 Draft V2 Budget Feb 2018	2018 Draft V1 Budget Oct 2017	Versions Difference	Notes
Revenues					
Municipal Levies	200,723	200,724	200,724	-	
User Fees	-	3,300	-	3,300	
All Others	184,500	122,000	63,700	58,300	Increased investment revenues anticipated
Total Revenues	385,223	326,024	264,424	61,600	
Operating Expenditures					
Wages, Benefits, Per Diems	1,973,790	2,066,300	2,072,310	(6,010)	
Training	31,700	40,900	36,350	4,550	
Legal, Audit, Insurance	257,733	205,851	205,851	-	
Services	40,637	32,250	29,250	3,000	
Computers, Property and Utilities	363,950	444,975	388,640	56,335	Utilities, taxes and building and computer maintenance increases
Supplies	176,300	188,500	191,700	(3,200)	
Depreciation Expenses	486,609	480,543	479,739	804	
Allocated Costs	(3,371,154)	(3,354,951)	(3,411,473)	56,522	Allocation reduced due to planned investment strategy
Total Operating Expenditures	(40,435)	104,368	(7,633)	112,001	
Capital Expenditures	577,382	264,500	285,000	(20,500)	
Desired Transfers to Reserves	212,423	52,400	216,437	(164,037)	Includes \$32,400 operating reserve, \$10,000 WCC and \$10,000 Self Indemnity
Total Unit Budget	(364,147)	(95,244)	(229,380)	134,136	

All Units, All Activities

	2017 Total Budget	2018 Draft V2 Budget Feb 2018	% of Draft V2 Budget	2018 Draft V1 Budget Oct 2017	Versions Difference	Notes
Revenues						
Municipal Levies	6,098,173	7,288,034	34.2%	7,037,105	250,929	Flood Control Capital levies for WECl projects
Government Transfer Payments	351,424	351,020	1.6%	351,020	-	
Contracts	7,749,767	7,604,748	35.7%	7,148,098	456,650	WECl 18/19 application
User Fees	3,645,169	3,990,859	18.7%	3,758,210	232,649	
All Others	2,145,938	2,074,010	9.7%	1,636,951	437,059	Increase in deferred revenues carried forward
Total Revenues	19,990,471	21,308,671	100%	19,931,384	1,377,287	
Operating Expenditures						
Wages, Benefits, Per Diems	9,117,324	10,022,432	47.9%	9,916,439	105,993	Refinement of staff needs for 2018
Training	117,250	114,000	0.5%	109,900	4,100	
Legal, Audit, Insurance	422,989	400,042	1.9%	400,792	(750)	
Services	4,991,882	6,590,120	31.5%	5,813,273	776,847	Contracted services related to flood control projects
Computers, Property & Utilities	1,639,112	1,770,043	8.5%	1,628,335	141,708	
Supplies	1,193,704	1,180,638	5.6%	1,039,451	141,187	
Flow Through Expenses	41,748	35,050	0.2%	32,500	2,550	
Depreciation Expenses	827,965	828,446	4.0%	807,968	20,478	
Allocated Costs	(4)	(13,034)	-0.1%	(254,686)	241,652	Change in allocations in cost centres
Total Operating Expenditures	18,351,970	20,927,737	100%	19,493,972	1,433,765	
Capital Expenditures	856,967	479,500		415,000	64,500	
Desired Transfers to Reserves	764,353	165,407		704,194	(538,787)	
Total Budget All Units	17,181	(263,973)		(681,782)	417,809	



The UTRCA operates and manages a number of water and erosion control structures on behalf of its member municipalities. The operation and maintenance costs for these structures are apportioned to municipalities on a beneficiary pays basis. The UTRCA also maintains and operates a number of recreation dams on behalf of member municipalities.

The UTRCA Board of Directors has approved a 20 Year Capital Maintenance Plan for Water and Erosion Control Structures. This long term plan has been developed to coordinate the timing and financing of major capital repairs to the water and erosion control structures. The plan is reviewed and updated annually, to maintain a rolling 20 year estimate for planning and financing purposes.

With the plan in place, the UTRCA is able to leverage the municipal contributions to pursue senior government funding support for

specific projects. The long term cost projections are also used to lobby senior levels of government to continue providing major capital repair grant programs, such as Ontario's Water and Erosion Control Infrastructure program. In 2018, the UTRCA has obtained funding from the National Disaster Mitigation Program for Major Capital Maintenance Projects.

The amounts for the annual fixed contributions from the affected municipalities have been calculated based on long term flood control capital repair estimates. The 20 Year Capital Maintenance Plan includes provisions for reviews and for the adjustment of the municipal contributions, depending on updated studies and cost estimates. The 2018 Draft Flood Control Capital Levy is described in the following table.

Flood Control Capital Levy Summary

Municipality	Structure	Apportionment	2018 FC Capital Levy Total
Oxford County	Wildwood Dam	0.97%	\$124,407
	Pittock Dam	62.07%	
	Ingersoll Channel	100.00%	
City of London	Fanshawe Dam	100.00%	\$1,906,526
	Wildwood Dam	83.96%	
	Pittock Dam	36.86%	
	London Dykes & Erosion Control Structures	100.00%	
	Springbank Dam	100.00%	
St. Marys	St. Marys Floodwall	100.00%	\$100,000
	Wildwood Dam	14.10%	
Total Flood Control Capital Levy			\$2,130,933

2018 UTRCA Draft Budget: Municipal Levy

February 2018

Municipality	Current Year Operations														Capital Investments						2018 TOTALS							
	2017 CVA		2018 CVA		General Levy		Operating Reserve Levy		Dam and Flood Control Levy		Specific Project Funding		Env Targets Yr 2 of 4	Total Municipal Operational Funding		Year over Year Increase		Capital Maintenance		Flood Control Capital Levy		Total Municipal Capital Funding		Total Municipal Funding for Operations & Capital		Year over Year Increase		
	2017	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017	2018	2018	2017	2018	\$	%	2017	2018	Structure	2017	2018	2017	2018	2017	2018	\$	%
Oxford County	16.319	16.373	516,691	528,772	5,287	5,305	190,122	194,300					44,324	712,100	772,701	60,600	8.5%	27,468	27,560		125,000	124,407	152,468	151,967	864,569	924,668	60,099	7.0%
London City	65.195	65.045	2,064,197	2,100,643	21,123	21,075	839,118	854,866	105,000	105,000	176,086	3,029,438	3,257,670	228,232	7.5%	109,737	109,485	Total Structures ¹	1,154,543	1,906,526	1,264,280	2,016,011	4,293,718	5,273,681	979,962	22.8%		
Lucan/Biddulph	0.296	0.309	9,382	9,989	96	100	2,045	2,176			837	11,523	13,103	1,580	13.7%	499	521				499	521	12,022	13,624	1,602	13.3%		
Thames Centre	3.140	3.157	99,433	101,953	1,017	1,023	26,626	27,272			8,546	127,076	138,794	11,718	9.2%	5,286	5,314				5,286	5,314	132,363	144,108	11,746	8.9%		
Middlesex Centre	2.291	2.287	72,545	73,860	742	741	15,780	16,068			6,191	89,067	96,860	7,793	8.7%	3,857	3,850				3,857	3,850	92,924	100,710	7,786	8.4%		
Stratford	7.363	7.322	233,113	236,470	2,385	2,372	123,038	125,219			19,822	358,536	383,883	25,347	7.1%	12,393	12,325	RT Orr Dam & Channel			12,393	12,325	370,929	396,208	25,279	6.8%		
Perth East	1.271	1.326	40,249	42,814	412	430	11,260	11,861			3,589	51,921	58,693	6,773	13.0%	2,140	2,231				2,140	2,231	54,061	60,924	6,864	12.7%		
West Perth	1.314	1.365	41,600	44,074	426	442	46,671	47,956			3,694	88,697	96,167	7,470	8.4%	2,212	2,297	Mitchell Dam	21,768		23,980	2,297	112,676	98,464	(14,212)	-12.6%		
St. Marys	1.579	1.532	49,995	49,483	512	496	41,290	41,792			4,148	91,797	95,920	4,123	4.5%	2,658	2,579	St. Marys Floodwall		100,000	2,658	102,579	94,454	198,499	104,044	110.2%		
Perth South	1.036	1.087	32,789	35,095	336	352	7,126	7,622			2,942	40,251	46,011	5,760	14.3%	1,743	1,829				1,743	1,829	41,994	47,840	5,846	13.9%		
S Huron/Usborne	0.197	0.198	6,225	6,382	64	64	1,350	1,384			535	7,639	8,365	726	9.5%	331	333				331	333	7,970	8,698	728	9.1%		
Zorra Township			-	-	-	-	15,000	15,000			-	15,000	15,000	-	0.0%	-	-				-	-	-	-	15,000	15,000	-	0.0%
SW Oxford			-	-	-	-	5,500	5,610			-	5,500	5,610	110	2.0%	-	-				-	-	-	-	5,500	5,610	110	2.0%
Total	100	100	3,166,219	3,229,535	32,400	32,400	1,324,926	1,351,126	105,000	105,000	270,716	4,628,545	4,988,777	360,232	7.8%	168,323	168,324		1,301,311	2,130,933	1,469,634	2,299,257	6,098,179	7,288,034	1,189,855	19.5%		

2018 UTRCA Draft Budget: Dam & Flood Control Levy

Municipality	2017 CVA	2018 CVA	Flood Forecasting	Plan & Tech Studies	Small Holdings	Wildwood Dam		Pittock Dam		100% Structures		2017	2018	
			\$	\$	\$	%	\$	%	\$	Structure	\$			
			Oxford County	16.319	16.373	99,953	12,105	1,100	0.98	960	62.08			54,859
London City	65.195	65.045	397,080	48,089	4,368	83.91	82,166	36.81	32,529		Total Structures ²	290,634	839,118	854,866
Lucan/Biddulph	0.296	0.309	1,888	229	21	0.02	20	0.02	18				2,045	2,176
Thames Centre	3.140	3.157	19,272	2,334	212	0.19	186	0.19	168		Dorchester Mill Pond & CA Dams (\$2,550 ea)	5,100	26,626	27,272
Middlesex Centre	2.291	2.287	13,962	1,691	154	0.14	137	0.14	124				15,780	16,068
Stratford	7.363	7.322	44,699	5,413	492	0.44	431	0.44	389		RT Orr Dam & Channel	73,795	123,038	125,219
Perth East	1.271	1.326	8,093	980	89	0.08	78	0.08	71		Shakespeare Dam	2,550	11,260	11,861
West Perth	1.314	1.365	8,331	1,009	92	0.08	78	0.08	71		Mitchell Dam (\$35,825) & Fullarton Dam (\$2,550)	38,375	46,671	47,956
St. Marys	1.579	1.532	9,354	1,133	103	14.1	13,807	0.10	88		St. Marys Floodwall	17,307	41,290	41,792
Perth South	1.036	1.087	6,634	803	73	0.06	59	0.06	53				7,126	7,622
South Huron/Usborne	0.197	0.198	1,206	146	13	0.01	10	0.01	9				1,350	1,384
Zorra Township											Harrington & Embro Dams	15,000	15,000	15,000
South West Oxford											Centreville Dam	5,610	5,500	5,610
Total Member Municipalities	100	100	610,472	73,932	6,717	100	97,932	100	88,379			473,694	1,324,926	1,351,126

¹Total Structures (Flood Control Capital Levy)

2018	Oxford Cty	London
Fanshawe Dam		442,309
West London Dykes		1,362,654
Wildwood Dam	38,800	50,803
Pittock Dam	85,607	50,760
Total Structures	124,407	1,906,526

²Total Structures (Dam & Flood Control Levy)

Fanshawe Dam	208,240
Springbank Dam	45,025
London Dykes/Erosion Control	37,369
Total London Structures	290,634

To: UTRCA Board of Directors
From: Chris Tasker, Manager Flood Control
Date: February 14, 2018
Subject: 2018 Water and Erosion Control
Infrastructure (WECI) Project Proposal

Agenda #: 6 (b)
Filename: FC #1237

Recommendation:

That the UTRCA Board of Directors approve the 2018 WECI Project Proposal including 14 Repair Projects and 4 Studies along with the project budget as included with the WECI funding application submitted on February 12, 2018.

Background:

The Water and Erosion Control Infrastructure (WECI) program provides provincial funding for capital repairs of CA infrastructure. This program provides 50% funding for eligible repairs and studies. Each year project submissions are made in February for review by the WECI committee made up of representatives from MNRF, Conservation Ontario and Conservation Authorities. Projects are prioritized to determine which projects are approved for the 5 million dollars of provincial funding available each year. Provincial funding must be matched with local funding which generally come from flood control levy or program reserves.

The proposed projects for the 2018 WECI fiscal year ending March 31, 2019 with cost estimates are summarized in the attached table as part of the application that was due on February 12, 2018. The list of projects is based on the 20 Year Flood Control Capital Repair Plan with some projects that have become a higher priority. The local share of the project costs are supported through structure reserves or 2018 Levy. The total estimated cost of the proposed 2018 WECI projects is \$4,107,500.

Project Proposal Highlights:

- 10 projects submitted were identified for 2018 in the 20 Year Flood Control Capital Repair Plan.
- 3 repair projects are subsequent phases from previously funded WECI projects.
- 3 studies are continuations from previously funded WECI projects.

The total project costs submitted for WECI funding include UTRCA project management and labour costs where applicable as these costs are eligible for WECI funding. Please contact David Charles (x244 charlesd@thamesriver.on.ca) or Chris Tasker (x238 taskerc@thamesriver.on.ca) if you have any questions or require any additional information.

Recommended by:



Chris Tasker, Manager
Flood Control

Prepared by:



David Charles, Supervisor
Water Control Structures

attachment

UTRCA - 2018 WECl Project Proposal (Funding Application submitted Feb 12, 2018) 14 Repair Projects and 4 Studies Project ID, Name & Description	Current Total Project Estimate
R18011 - St. Marys Floodwall Rehabilitation Phase 2 - Continuation of 2017/18 WECl project including repairs to the foundation, wall and earth dyke segments. Project also received NDMP funding in the amount of \$395,000 for a total project value of \$790,000.	\$305,000
R18037 - Dam Ice Safety Signs - Additional safety signs to be installed seasonally to identify hazards related to ice at flood control dams. Signs will target winter recreational users including ice fishing. Authority to design signs, contract for manufacturing, installation by authority mechanics.	\$5,000
R18038 - Wildwood Dam Interior Hand Railing Replacement - Handrails on interior stairs to generator room and tunnel do not meet current building code and are deteriorating requiring replacement. Proposed project to include removal of existing handrails, new handrail parts and materials and installation.	\$45,000
R18039 - Fanshawe Dam Hoist Licensing & Refurbishment - Hoist providing access to dam tunnel was locked out by TSSA due to licensing issue. Proposed project will provide required refurbishments and resolve licensing issues with TSSA.	\$20,000
R18040 - Pittock Dam Gate Heater Design & Replacement - Gate/gain heaters are failing and in need of replacement. Heaters are only functional at 1 of 5 gates. Heaters are required to keep gains free of ice to allow operation of the gates in the winter. Controller is desired to rotate heating between gates to reduce heating costs.	\$200,000
R18041 - Fanshawe Dam Phase 5 Painting and Concrete Repairs - Continuation of 2017/18 WECl project with remaining work in 4 of 6 upstream gate bays and one wingwall. The project includes concrete repairs and painting of gate and stop log gains and pier nose cladding.	\$1,037,750
R18042 - Pittock Dam Embankment Restoration Phase 2 - Construct the detailed design that was completed through the 2017/18 WECl project in order to repair eroded gullies, and prevent further damages.	\$134,000
R18043 - Wildwood Dam Electrical Rewiring - Re-inspection, assess, and recommend wiring and fixture changes in dam (primarily lower levels). Complete conduit, wire and fixture replacements.	\$40,000
R18044 - Wildwood Dam Well Pipe Painting - Well pipe is actively corroding. Requires removal of old paint and new coating to prevent further deterioration. Old paint may contain lead. Brackets and anchors severely deteriorated. Removal of old paint and new coating from dam galley to the ground level of the dam control building. New brackets and anchors also required to hold the well pipe.	\$80,000
R18045 - Mitchell Dam Exterior Hand Railing & Grating Replacement - Railings not to building code which presents hazard as access road on crest is frequently used by pedestrians and cyclists. Grating on dam deck above the dam gates is easily vandalized. Last year grating was removed by vandals, creating an open fall hazard. Design and install new handrails to meet building code. Design and install new grating that is more resistant to vandals and allows for easier operation of the dam gates.	\$30,000
R18046 - Fanshawe Dam Roof Replacement - North Dam Building flat roof has deteriorated resulting in leaks into the building and possible damages underneath. South dam building (which houses a new Motor Control Cabinet) is also in very poor condition. Removal of deteriorated roofs and replacement with new roofs for both dam buildings.	\$30,000
R18062 - Orr Dam Wingwall Repairs Phase 1 - Orr Stability Study indicates that the upstream wingwalls and downstream retaining walls are reaching an unstable condition. Advance the preliminary design of the recommended preventative and remedial actions to preferred design, tender package and detailed estimates of construction costs with a potential for Phase 1 of construction depending on recommendations and urgency as per upcoming final report in March 2018.	\$80,000
R18069 - Wildwood Dam Exhaust Fan & Duct Replacement - Exhaust fan for air circulation through the dam gallery requires replacement. Fan is past useful life and has become a safety hazard as there are no safety guards. Exhaust duct is also required as fan is not effective in current configuration when the man doors are open to the outside.	\$10,000

UTRCA - 2018 WECl Project Proposal (Funding Application submitted Feb 12, 2018) 14 Repair Projects and 4 Studies Project ID, Name & Description	Current Total Project Estimate
R18082 - West London Dyke Phase 4A Reconstruction - The reconstruction of the West London Dyke was identified as part of the Master Repair Plan EA. The Phase 4 design is ongoing as per the 2017/18 WECl Project. Phase 4A reconstruction includes 350 m of replacement dyke upstream of Phase 3 to Blackfriars Bridge and then upstream to the river curve adjacent to Napier St. and Empress Ave. Future proposed Phase 4B reconstruction would extend upstream of Phase 4A towards Oxford Street. The intended total project budget for Phase 4A/B has an order of magnitude of \$5,100,000 including the approved NDMP funding amount of \$1,500,000 with a planned completion date of Fall 2019.	\$1,979,250
S18022 - Riverview EA Part 2 - Continuation of 2017/18 WECl study to determine preferred option following the 2015-17 Feasibility Study of Management Options for London dykes.	\$37,500
S18023 - Broughdale EA Part 2 - Continuation of 2017/18 WECl study to determine preferred option including possible direction to stabilize, upgrade and extend dyke to account for revised flood levels and Climate Change.	\$37,500
S18037 - Harrington Dam Cultural Heritage Evaluation Report (CHER) & Heritage Impact Assessment (HIA) - When the final draft EA project files were discussed with municipal council it was determined that a Cultural Heritage Evaluation Report should be completed prior to posting the notice of completion of the EA. The scope of this project is only limited to the additional work required to complete the CHER and HIA as required to post the notice of completion of the EA.	\$28,500
S18039 - Embro Dam Cultural Heritage Evaluation Report (CHER) - When the final draft EA project files were discussed with municipal council it was determined that a Cultural Heritage Evaluation Report should be completed prior to posting the notice of completion of the EA. This project is intended to complete the CHER and update the EA project file based on the results.	\$8,000
Total	\$4,107,500

To: UTRCA Board of Directors
From: Ian Wilcox, General Manager
Date: February 8, 2018
Subject: Policy Handbook Updates

Agenda #: 6 (c)
Filename: P:\Users\vigliantim\Documents\GroupWise\2769-1.doc

Recommendation: That the Board approves the recommended changes and edits to the UTRCA's Board of Directors' Policy Handbook.

Discussion

The UTRCA developed and approved a new Board of Directors' Policy Handbook in 2013. This Handbook was developed as a guide to assist the Board of Directors and General Manager in effectively and efficiently conducting business relevant to the Authority. The Handbook is reviewed annually and revised as needed.

A copy of the Policy Handbook is attached with suggested revisions highlighted in yellow (primarily text additions). A summary of all changes is provided below. Changes proposed are relatively minor but do add clarity to the document. The Board of Directors is asked to review and approve these proposed changes, as well as consider if any further changes are needed. If so, Directors are asked to bring these suggestions forward to the February AGM for discussion.

The Board is reminded that, as part of revisions to the Conservation Authorities Act, updated and consistent Board By-Laws must be developed by all Conservation Authorities during 2018. Standardized by-law templates are being developed by Conservation Ontario and are expected to be circulated this Spring. Staff believe our existing Policy Handbook is largely in conformity with the proposed by-laws however some changes are expected. The Board will be directly involved in reviewing and approving those changes. In the interim, our existing Policy Handbook will continue to provide guidance to the Board and General Manager.

Summary of Amendments to the Board of Directors' Policy Handbook:

1. 2.4 – Short-term Goals has been updated to reference the Environmental Targets.
2. 5.0, 7. – Previous meeting minutes and upcoming Agenda package will be posted seven days prior to the meeting (replacing the ten day posting period).
3. 5.0, 4e) – The Factual Certificate has been added to the list of Agenda items for the first official meeting of the Authority in each year.
4. 5.3, 17d) – Duties of the Vice-Chair have been modified: to serve as the Authority's voting rep on Conservation Ontario Council if the Chair is unable to attend.

5. 5.5 – Finance & Audit Committee (new section).
6. Appendix B – Finance & Audit Committee Terms of Reference (new section).
7. ‘Executive Assistant’ has been corrected to ‘Administrative Assistant’ (throughout document, not highlighted).
8. The most recent Amendments Approval date has been added to the footer on each page.

Recommended by:



Ian Wilcox

Prepared by:



Michelle Viglianti

Upper Thames River Conservation Authority

Board of Directors' Policy Handbook



REVISED: April 10, 2017

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Cover photo: Tom Arban Photography Inc.

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1.0 Introduction

This handbook has been developed as a guide to assist the Board of Directors and General Manager in effectively and efficiently conducting business relevant to the Upper Thames River Conservation Authority. The policies presented in this Handbook are designed to encourage and support a positive, cooperative culture for the Board of Directors and staff by clarifying roles and ensuring effective communications.

The Handbook is divided into five sections moving from broad, strategic directions to much more specific Board policies and meeting procedures. Fundamentally it is intended to explain to the Board what organizational ends are to be achieved, and by what means.

The Handbook is intended as a reference tool for Directors and it is expected to be evaluated and updated annually.

1.1 Authority Membership

The following 17 municipalities are members of the Upper Thames River Conservation Authority and appoint 15 individuals to the UTRCA's Board of Directors:

City of London & County of Middlesex

- City of London (4 members)
- Township of Middlesex Centre (1 member)
- Township of Thames Centre & Township of Lucan-Biddulph (1 member)

County of Oxford

- Township of Blandford-Blenheim & Township of East-Zorra Tavistock (1 member)
- Town of Ingersoll (1 member)
- Township of Norwich & Township of South-West Oxford (1 member)
- City of Woodstock (1 member)
- Township of Zorra (1 member)

County of Perth

- Township of Perth East (1 member)
- Township of Perth South, Town of St. Marys & Municipality of South Huron (1 member)
- City of Stratford (1 member)
- Township of West Perth (1 member)

The directors represent the local urban and rural communities, deciding policies and programs that will lead to a healthy watershed.

2.0 Strategic Directions

2.1 Vision

Inspiring a healthy environment.

2.2 Mission

Dedicated to achieving a healthy environment on behalf of the watershed municipalities through leadership, expertise, education, and community collaboration.

2.3 Ends

1. To protect life and property from flooding and erosion hazards;
2. To protect and improve water quality; and
3. To manage and expand natural areas.

2.4 Short-term Goals

See Environmental Targets Strategic Plan 2016

2.5 Ownership

The UTRCA Board of Directors must be accountable to an ownership. While the private sector is typically represented by shareholders, not-for-profit ownership is less clear. For the purpose of policy development and implementation, the UTRCA has identified a two-part ownership:

1. The residents of the Upper Thames River Watershed; and
2. The natural systems of the Upper Thames River Watershed including specific natural features such as its water and soils, as well as the living flora and fauna, and the natural systems, functions, and connections between them that result in a healthy environment.

3.0 Director Responsibilities and Liability

The Board of Directors manage or supervise the management of the activities and affairs of the Authority.

3.1 Board Responsibilities

Each Board Director is responsible to:

1. Become aware and knowledgeable of the programs, projects, and activities of the Authority;
2. Articulate the Authority's mission and purpose;
3. Direct the development of the Authority's long-term plans;
4. Establish written policies;
5. Select, empower, and evaluate the General Manager;
6. Communicate with each other;
7. Ensure the financial viability of the Authority;
8. Develop annual budget guidelines;
9. Ensure they are adequately equipped to carry out their duties;
10. Ensure the governance system functions effectively and efficiently; and
11. Make decisions in the best interest of the Authority.

3.2 Liability

The law imposes generally two (2) types of responsibility and obligations upon the Directors – Fiduciary Duty and Standard of Care.

Directors, as trustees, are legally obligated to act honestly, in good faith, and in the best interest of the Authority at all times. Such legal expectations are imposed upon Directors because their actions have the power to expose others to financial risk. Directors must avoid conflicts of interest and maintain the confidentiality of the information of the Authority.

With respect to Standard of Care, Directors must exercise their duties with care, diligence, and skill.

Attendance at Board meetings is the responsibility of the Director. Regardless of whether or not a Director is present at a meeting where a decision is made, all Directors are deemed to have

consented with the decisions of the Board unless they register their dissent in accordance with the applicable statute.

Directors are also responsible for understanding and operating within the laws affecting the Authority. These include, but are not limited to, environmental laws, safety standards, tax laws, etc. Ignorance is not a valid defence.

Directors are responsible to ensure proper records are kept. These include articles of incorporation, policies, minutes, etc.

Directors may be personally liable for:

1. Illegal actions of the Authority;
2. Unpaid wages owed to employees for work already completed (including vacation pay);
3. Unpaid sales taxes (RST, HST); and
4. Failure of the Authority to comply with the Health and Safety Legislation, and Federal and Provincial Environmental Statutes.

Directors will not be found liable for breach of duty or care or other liabilities when they act in good faith, relying on financial statements of the Authority, which the auditor/accountant represents to accurately reflect the financial status of the Authority. Further, the Directors are entitled to rely upon the report of a lawyer, accountant or other person whose profession offers credibility to their statements.

3.3 Insurance

The UTRCA holds accidental insurance protecting members from personal injury while on Authority business. Directors and Officers Liability covers the Directors and Officers of the UTRCA against the liability arising out of a wrongful act, e.g. employee discrimination, wrongful dismissal, enforcement of Authority regulations, providing advice to members, or other acts done or wrongfully attempted in the discharge of their duties solely in their capacity as a Director and Officer.

3.4 Indemnification

The UTRCA indemnifies its members, officers and employees from and against the liability imposed by law (which includes amounts paid to settle an action or satisfy a judgement as well as interest thereon and legal costs in defending such proceeding) arising in respect of any civil, criminal or administrative action or proceeding to which any such member, officer or employee is made a party by reason of being a member, officer or employee of the Authority, to the extent that such liability is not covered by insurance, provided:

1. That the act complained of falls within the scope of such member's, officer's, or employee's duties and responsibilities with the Authority, and
2. That the member, officer or employee has acted honestly and in good faith with a view to the best interests of the Authority, and
3. If in the case of criminal or administrative action or proceeding, that is enforced by a monetary penalty, that such member, officer or employee had reasonable grounds for believing that the conduct complained of was lawful.

4.0 Governance Policies

4.1 The Policy Governance Model

This section of the Handbook is based on the Policy Governance model created by John Carver. This governance model is meant to promote strategic leadership by governing Boards. It includes the Board's job description and clarifies the Board's relationship with staff. The model also ensures the Board governs on behalf of an identifiable ownership which is defined in Section 2.5 above.

Written values and perspectives are identified and documented by the Board and exist as policies. These policies are grouped into four categories:

1. **Ends** prescribe desired organizational outcomes.
2. **Board/Staff Relationship policies** describe the relationship between the Board and its sole employee, the General Manager.
3. **Staff Limitations policies** impose legal, moral, and ethical boundaries on staff actions.
4. **Board Operations policies** clarify the Board's job and rules.

In practice, the last three categories remain relatively stable once in place, enabling the Board to focus on issues of long-term Ends and strategic leadership. It is critical the Board be familiar with its policies. The policies are formally reviewed at least annually as part of the Board's regular business.

These policy categories cover virtually all decisions the Board will legitimately make. The General Manager is empowered by the Board towards **Ends** and within **Staff Limitations**. This constraint approach to controlling staff actions makes it possible for the Board to stay out of internal operations, yet control the range of acceptable corporate actions. Fiscal administration, budgeting, personnel, risk, compensation, and all other functions are thus controllable with little Board time. Periodic monitoring of the Authority's performance with respect to these two policy categories constitutes the Board's evaluation of its General Manager.

In Policy Governance, the Board is proactive, explicit about its values, and considers a minimum 20-year vision regarding the majority of its concerns. It avoids both meddling and rubber-stamping. The Board is at all times mindful of keeping Board and General Manager jobs separate. Because these roles are clear, communications and interaction between the Board and staff can be enriching and effective.

4.2 Ends

Within the boundaries of the Upper Thames River Watershed, the UTRCA's goals are:

1. To protect life and property from flooding and erosion hazards;
2. To protect and improve water quality; and
3. To manage and expand natural areas.

Note: Property ownership is one of several tools used by the UTRCA to achieve its goals. As a result of property ownership, **outdoor recreation opportunities** are offered to the public when and where appropriate (e.g., camping, hiking, boating, hunting, etc.). These opportunities create value among users for the watershed's environmental features and therefore function as an important tool to assist in achieving the Authority's goals, or Ends.

4.3 Board/Staff Relationship Policies

The Board's sole official connection to the Authority's operational organization, its achievements, and conduct will be through the General Manager.

1. The Board delegates the complete operation of the Authority to the General Manager.
2. The General Manager is responsible for the operation of the Authority within the guidelines established by the Staff Limitations policies.
3. Decisions of the General Manager, which are consistent with any reasonable interpretation of Board policies related to Ends and Staff Limitations, are acceptable.
4. Only officially passed motions of the Board are binding on the General Manager.
(Individual Directors' decisions or instructions are not binding on the General Manager.)

5. If Board Directors wish to make suggestions or requests to staff, they do so through the General Manager. The General Manager reserves the right to manage those requests at his/her discretion.
6. In the event of the resignation, termination, death, disability or otherwise unavailability of the General Manager to perform the responsibilities of the position, the Board appoints an Acting General Manager to assume the responsibilities within five (5) business days.
7. A positive indicator of General Manager success is the attainment of Board-stated Ends and Staff Limitations. The General Manager reports to the Board annually regarding compliance and accomplishments.

4.4 Staff Limitations Policies

Staff Limitations policies limit the latitude the General Manager may exercise in managing the operations of the Authority. These limiting policies describe the practices, activities, decisions, and circumstances unacceptable to the Board. The Board will never prescribe operational means to the General Manager; only what is unacceptable. Therefore, all means are considered pre-approved by the Board unless explicitly prohibited in the Staff Limitations policies below.

4.4.1 Business Ethics

1. The General Manager will not cause or allow any organizational practice, activity, decision or circumstance that is unlawful, imprudent or in violation of commonly accepted business and professional ethics.

4.4.2 Interaction with Clients

2. The General Manager will not cause or allow conditions, procedures, or decisions which are unsafe, untimely, disrespectful or unnecessarily intrusive.

4.4.3 Treatment of Staff

3. With respect to treatment of paid and volunteer staff, the General Manager will not allow unfair, discriminatory, undignified, disrespectful, unsafe, disorganized or unclear conditions.

4. The General Manager will operate with written personnel procedures clarifying expectations for staff and protecting against wrongful conditions (e.g. harassment, nepotism and grossly preferential treatment for personal reasons).
5. The General Manager will address employee concerns regarding any contravention of the law of the land or Board policies.

4.4.4 Compensation and Benefits

6. The General Manager will not change the General Manager's own compensation and benefits, except as those benefits are consistent with a package for all other employees.
7. The General Manager will not establish compensation and benefits that deviate materially from the geographic or professional market for the skills employed.

4.4.5 Financial Controls

8. The General Manager will not expend funds beyond the approved budget allocations without informing the Board.
9. The General Manager will not allow receivables and payables to accumulate in an untimely manner.

4.4.6 Asset Protection

10. The General Manager will ensure the Authority, Board Directors, staff, and volunteers are insured against theft, fire, and casualty losses to a prudent replacement value and against liability losses.
11. The General Manager will not unnecessarily expose the Authority, its Board, or staff to claims of liability.
12. The General Manager will not endanger the Authority's public image, credibility, or its ability to accomplish Ends.

4.4.7 Communication and Support to and from the Board

13. The General Manager will inform and support the Board in its work.

14. The General Manager will not present information to the Board in unnecessarily complex or lengthy form.
15. The General Manager will not favour or privilege certain Directors over others, except when (a) fulfilling individual requests for information, or (b) responding to officers or committees duly charged by the Board.

4.4.8 Temporary Absence

16. Where the General Manager is unavailable or out of contact from the workplace for more than five (5) consecutive working days, the General Manager will designate a senior staff member as Acting General Manager and inform the Chair and Vice-Chair of the appointment and the period of absence.

4.4.9 Emergency Executive Succession

17. The General Manager will ensure a minimum of two managers are trained and capable of assuming this role/position on a temporary basis, in the event of an unexpected or sudden loss of the General Manager. The interim successor is subject to Board approval.

4.5 Board Operations Policies

1. The Board governs lawfully, observing the principles of the Policy Governance model, with an emphasis on:
 - a) Outward vision rather than an internal preoccupation;
 - b) Encouragement of diversity in viewpoints;
 - c) Strategic leadership more than administrative detail;
 - d) Clear distinction between the Board's and General Manager's roles;
 - e) Collective rather than individual decisions;
 - f) Future rather than past or present; and
 - g) Proactive rather than reactive.
2. The Board functions with a sense of group responsibility and collective decision making. The Board will not use the expertise or opinion of an individual Director to substitute for the judgment of the Board as a whole.
3. The Board's major policy focus is on the Authority's Ends, not on the administrative or operational means of attaining those Ends.
4. Directors demonstrate a commitment to matters such as attendance, meeting preparation, respect for divergent opinions, and complete support for Board decisions. Although the Board can change its governance policies at any time, it honours and adheres to those currently in force.
5. Continual Board development includes orientation of new Directors in the Board's governance process and annual Board discussion of existing policies and process improvement.
6. The Board reviews the effectiveness of itself and its Directors annually. The objective is to monitor Board performance, encourage constructive feedback, and help the Board attain new levels of excellence in governance and effectiveness. This self-assessment is for the Directors' information only, treated as confidential, and does not form part of any records.

4.5.1 Board Directors' Code of Conduct

7. The Board supports the General Manager in the conduct of his duties.
8. The Board supports continuous professional development of the General Manager.
9. The Board commits itself and its Directors to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as Board Directors.
 - a) Directors must have loyalty to the ownership, un-conflicted by loyalties to other organizations or any personal interest.
 - b) Directors must avoid conflict of interest with respect to their fiduciary responsibility.
 - i. There must be no self-dealing or business by a Director with another organization. Directors must disclose their involvements with other organizations, vendors, or any associations that might be, or might reasonably be seen as, being a conflict.
 - ii. When the Board is to decide upon an issue about which a Director has an unavoidable conflict of interest, that Director will withdraw without comment not only from the vote, but also from the deliberation.
 - iii. Directors considering application for staff positions will remove themselves from Board functions at the time their interest is declared and then resign from the Board at the time the offer of employment is accepted.
 - c) Directors do not exercise individual authority. Directors' interactions with the General Manager or with staff must recognize the lack of authority vested in individuals except when explicitly Board-authorized. Directors' interactions with public, press, or other entities also must recognize the same limitation and the inability of any Director to speak for the Board except regarding explicitly-stated Board decisions.
 - d) Except for participation in Board deliberation about whether the General Manager has achieved any reasonable interpretation of Board policy, Directors will not express individual judgments of performance of employees or the General Manager.

- e) Directors respect all matters of confidentiality. Directors will not reveal any confidential information they learn during the performance of their duties to anyone not present at Board meetings. Breaches of confidentiality will be addressed with appropriate sanctions, including potential dismissal from the Board.
- f) Directors are properly prepared for Board deliberation.
- g) Directors support approved decisions of the Board on any matter, irrespective of the Directors' personal positions on the issue. All Directors support all Board decisions when outside of the Boardroom. The Board speaks with one voice. Board Directors report only results of Board decisions to the media. Breaches of this policy will be addressed with appropriate sanctions, including potential dismissal from the Board.
- h) Directors make attendance a priority. A Board Director is considered to have resigned if he/she is absent from three (3) consecutive meetings or five (5) meetings in a year. The Board Chair will notify the appointing municipality when this situation arises.
- i) The dress code for all Board meetings is 'business casual.'
- j) All Directors must review, agree to, and sign a 'Code of Conduct Agreement' as part of their Board Orientation. (A copy of the Code of Conduct Agreement is provided in Appendix B.)

5.0 Detailed Meeting Procedures

1. The fiscal year of the Authority shall be the calendar year.
2. At least sixty (60) days prior to the first Authority meeting of each year, the General Manager/Secretary-Treasurer will notify the Clerk of any Municipality for which the term of office of its Director will expire at the time of that meeting. Written notice from the appointing Municipality must be received by the General Manager/Secretary-Treasurer prior to the first Authority meeting of the year to permit voting privileges for any newly appointed Director.
3. The Authority meets at least ten (10) times each year in accordance with a predetermined schedule, with the Annual General Meeting required before March 1.
4. At the first official meeting of the Authority in each year, the Agenda includes:
 - a) The introduction of new Directors;
 - b) The election of the Board Chair;
 - c) The election of the Board Vice-Chair; and
 - d) The appointment of Directors to any Standing Committees.
 - e) **The review and approval of the Factual Certificate**
5. The minutes of all meetings of the Authority are recorded by the Administrative Assistant under the direction of the General Manager.
6. All matters arising out of Authority meetings and supporting technical reports form part of the public record and are publicly available. Exceptions to the foregoing include the following matters which will be dealt with 'in-camera':
 - a) Personnel records;
 - b) Property matters;
 - c) Legal matters and court cases in which the Authority is involved; and
 - d) Discussions which could adversely affect the interests of a third party.

7. The Administrative Assistant provides an electronic copy of the previous meeting minutes and the agenda for the upcoming meeting to each Director **seven (7)** days prior to the meeting date.
8. At any meeting of the Authority, including all standing and *ad-hoc* committees, a quorum consists of a simple majority of the members of the body concerned. If no quorum is present one-half hour after the time appointed for a meeting of the Authority, the General Manager calls the roll and records the names of the people present and the meeting stands adjourned until the next meeting.
9. At any meeting, and in consideration of any motion, each Director is entitled to one vote, including the Chair. The only exception is the Authority's budget vote which follows a weighted voting procedure as prescribed by the Ministry of Natural Resources.
10. Rules of procedure for Authority meetings adhere to the current edition of Robert's Rules of Order, Bourinot's Rules of Order, or other generally accepted rules of parliamentary procedure.
11. A majority vote of the Directors present at any meeting is required for approval of all matters.
12. In the event of the absence of the Chair and Vice-Chair from any meeting, the Directors present appoint an acting Chair who, for the purposes of that meeting, has all the powers and performs all the duties of the Chair.

5.1 Election Procedures

13. At the first official Authority meeting of the calendar year, following the introduction of new Directors, the Chair requests that an Interim Chair be appointed by motion for the purpose of conducting the elections of officers for the ensuing year in the following order: Chair and Vice-Chair of the Authority, followed by standing and *ad hoc* committees. All elections are held by secret ballot and no Director may vote by proxy.

The election procedure is as follows:

- a) Call for nominations three times.
- b) The Directors nominate nominees verbally.
- c) Request a motion to close nominations.

- d) Inquire whether the nominees are willing to let their names stand, and allow the nominees the opportunity to speak to the nomination, or proxy stating his/her willingness to stand.
- e) In the event more than one Director is nominated for the position, the Chair requests a motion to nominate two scrutineers.
- f) The scrutineers distribute secret ballots to vote for those accepting the nomination.
- g) The scrutineers collect and tally the ballots and announce the successful candidate, or announce a tie and proceed to conduct a second vote.
- h) Once the Chair announces the successful candidate, he/she requests a motion to destroy the ballots.
- i) Following the election of the Chair and Vice-Chair, the Interim Chair will hand over control of the meeting to the newly elected Chair who will continue with any standing and *ad hoc* committee elections.

5.2 Per Diems and Honorariums

- 14. a) Directors shall receive a per diem and travel allowance for attending Authority and Standing Committee meetings.
- b) If no quorum is present, the per diem rate shall be paid to those in attendance.
- c) Directors will be paid for expenses incurred on authorized Authority business.
- d) All per diem expenses, mileage, and allowances are to be in accordance with the Order issued by the Ontario Municipal Board.
- e) The Chair and Vice-Chair will each receive an annual honorarium.

5.3 Officer's Positions

15. Chair

The Chair of the Board of Directors will:

- a) Prepare the agenda in consultation with the General Manager;
- b) Preside at all Authority meetings;
- c) Be the public spokesperson for the Board unless someone else is appointed by the Board;
- d) Be the regular communication link between the Board and the General Manager;
- e) Communicate Board decisions;

- f) Serve as the Authority's voting representative on Conservation Ontario Council (CO), unless otherwise designated;
- g) Chair Source Protection Authority meetings

16. Chair's Meeting Responsibilities

- a) The Chair reserves the right to decline, admit, or defer to another meeting, issues not contained in the prepared and approved agenda and that Directors have no knowledge of. While 'walk on' approval items are usually discouraged, items for information may be added under the 'Other Business' section of the Board agenda, at the Chair's discretion.
- b) The Chair ensures the total meeting time be equitably shared among Directors and the business of the meeting. This may require the Chair to limit the number of times a Director may speak and their associated time with the floor. This prevents domination of meetings or an undue consumption of time by any one Director or issue.
- c) The Chair may set discussion time limits or defer further discussion of any specific agenda item to ensure the meeting runs in a thorough yet efficient manner.
- d) All questions and comments must be directed to and through the Chair.
- e) The Chair ensures discussion is relevant to the issue at hand. The Chair is entitled to interrupt a Director if deviating from the issue at hand.
- f) The Chair ensures no discussion relating to a motion takes place until the motion has been moved and seconded.
- g) The Chair reserves the right to approve circulation of the draft agenda and to ensure all agenda items and subsequent discussions are relevant to the Authority's Strategic Plan.
- h) The Chair officiates to ensure the efficient conduct of the business before the Board and facilitates the meeting without participating in the debate. The Chair remains objective and impartial.

17. Vice-Chair

The Vice-Chair assists the Chair in all ways possible and in particular:

- a) Acts as Chair in the absence of the Chair;
- b) Acts on behalf of the Chair at any function upon the request of the Chair; and
- c) Serves as the Board's representative on the Board of the London Middlesex Heritage Museum (Fanshawe Pioneer Village); and
- d) Serve as the Authority's alternate voting representative on Conservation Ontario Council (CO), in the event the Chair is not available to attend;

5.4 Hearings Committee

18. The Hearings Committee is a Standing Committee that meets at the call of the Chair. The Committee consists of the Chair, Vice-Chair, the Past Chair provided they are a member of the Authority, and two other members shall be elected from the Board.

The Hearings Committee may also serve the function of an Executive Committee as per the requirement of *The Conservation Authorities Act*; however, the practice of the Board is to deal with all matters before the whole Board rather than an Executive Committee.

The Hearings Committee responsibilities include:

- a) Conduct Hearings in accordance with Section 28(3) for regulations passed pursuant of *The Conservation Authorities Act*. The Hearings Committee will follow procedures as described in the "Hearing Guidelines for Conducting Hearings Pursuant to Section 28 of the Conservation Authorities Act."
- b) Conduct an annual performance review for the General Manager; and
- c) Conduct the hiring, evaluation and, if necessary, discipline of the General Manager. If, after following due process including Progressive Discipline, the termination of the General Manager is warranted, the Hearings Committee must first seek approval of the full Board.

5.5 Finance and Audit Committee

19. The Finance and Audit Committee is a Standing Committee that, as outlined in [Appendix B – Finance & Audit Committee Terms of Reference](#), meets at the call of the Finance and Audit Committee Chair. The Committee consists of the Chair, and no fewer than two, but no more than four other members shall be elected from the Board. A Committee Chair will be elected at the first meeting of the year.

The Finance and Audit Committee responsibilities include:

- a) Audit Oversight
- b) Investment Advisor Oversight

5.6 Source Protection Striking Committee

20. Source Protection Striking Committee is a standing committee that is responsible for appointing members to the Source Protection Committee, and providing recommendations for the Committee Chair. It consists of two members from the Board of Directors of the lead Source Protection Authority (Upper Thames River Conservation Authority), and two members from the Board of Directors for each partner Source Protection Authority (St. Clair Region and Lower Thames Valley Conservation Authorities). The Conservation Authorities' General Managers and the Source Protection Coordinator support the Striking Committee, and meetings are called only as needed.

5.7 Confidential Matters

21. The Board, for purposes of dealing with legal, property or personnel and/or confidential matters, by resolution meet in 'Closed Session.' Minutes of 'Closed Session' meetings will be certified by the Administrative Assistant and Chair and kept in the appropriate personnel and/or confidential file and not form part of the minutes of the regular Authority or Committee meeting.

No person other than UTRCA Members, the General Manager, and his/her delegate(s), and persons authorized by the Board of Directors shall attend 'Closed Session' meetings of the UTRCA.

5.8 Delegations

22. Delegations must request, in writing, their wish to appear before the Board prior to distribution of the meeting agenda which is typically mailed to Directors two weeks in advance of any scheduled meeting. The Chair's approval is required for all delegations. If a delegation wishes to appear before the Board a second time regarding the same issue as their first appearance, they must provide the Chair evidence that new information will be presented.

6.0 Conclusion

This handbook is a tool to guide and assist the Board of Directors and General Manager in effectively and efficiently conducting business relevant to the Upper Thames River Conservation Authority. By clarifying the roles of the General Manager and Board of Directors, the policies presented encourage and support a positive, cooperative culture while ensuring effective communications.

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Appendix A – UTRCA Code of Conduct

Upper Thames River Conservation Authority Director’s Code of Conduct Agreement

I, _____, a Director of **the Upper Thames River Conservation Authority (UTRCA)**
Board of Directors declare that, in carrying out my duties as a Director, I will:

1. Exercise the powers of my office and fulfil my responsibilities in good faith and in the best interests of the Upper Thames River Conservation Authority.
2. Exercise these responsibilities, at all times, with due diligence, care and skill in a reasonable and prudent manner.
3. Respect and support the UTRCA’s policies, Code of Conduct, and decisions of the Board and membership.
4. Review all related meeting information prepared in advance, attend and fully participate in discussions of the Board, at all times keeping in mind the best interests of the organization as a whole.
5. Keep confidential all information I learn about clients, personnel, and any other matters specifically determined by Board motion to be matters of confidence including matters dealt with during in-camera meetings of the Board, both during my tenure on the Board and after leaving the Board.
6. Conduct myself in a spirit of collegiality and respect for the collective decisions of the Board and subordinate my personal interests to the best interests of the UTRCA.
7. Immediately declare any personal conflict of interest that may come to my attention.
8. Immediately resign my position as Director in the event either I or my colleagues on the Board conclude I breached my ‘Code of Conduct.’

Further, I hereby agree while carrying out my duties as a Director with the UTRCA, I will conduct myself in a manner that:

- Supports the Ends of the UTRCA;
- Serves the overall best interests of the UTRCA and its ownership rather than any particular constituency;
- Brings credibility and good will to the UTRCA;
- Respects principles of fair play and due process;
- Demonstrates respect for individuals in all manifestations of their cultural and linguistic diversity and life circumstances;
- Respects and gives fair consideration to diverse and opposing viewpoints;
- Demonstrates due diligence and dedication in preparation for and attendance at meetings, special events, and in all other activities on behalf of the UTRCA;
- Demonstrates good faith, prudent judgment, honesty, transparency, and openness in my activities on behalf of the UTRCA;
- Ensures the financial affairs of the UTRCA are conducted in a responsible and transparent manner with due regard for their fiduciary responsibilities and public trusteeship;
- Avoids real or perceived conflicts of interest;
- Conforms with the policies approved by the Board, in particular this Code of Conduct; and
- Publicly demonstrates acceptance, respect, and support for decisions made by the Board of the UTRCA.

Signature: _____

Date: _____

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Appendix B – Finance & Audit Committee Terms of Reference

Upper Thames River Conservation Authority Finance and Audit Committee Terms of Reference

Composition of the Finance and Audit Committee:

The Committee shall be reaffirmed annually, at the January Board meeting through a voting process. The Audit Committee will be composed of the Chair of the Authority, and two to four other members elected from among the members of the Board. A Committee Chair will be elected during the first meeting of each year. The terms of reference for the Committee shall be reviewed annually by the Board and attached to the Minutes of the meeting at which they are approved or confirmed.

The Committee shall meet at least twice per year, with the first meeting to take place after the Auditors have prepared the Auditors' Report, at such time and place as the Chair of the Committee shall decide.

The Finance and Audit Committee reports to the Board as a whole. It is understood that the Chair of the Finance and Audit Committee and the external auditor will have direct access to one-another at all times, to discuss matters relevant to the audit.

Members of the Audit Committee must:

1. Be impartial, independent and without conflict of interest, which includes not having a business relationship with UTRCA.
2. Have sufficient knowledge and/or experience to understand and interpret financial statements. This knowledge may be gained through training provided by UTRCA after being accepted to the Committee.

Responsibilities of the Finance and Audit Committee comprise three key activities:

I Audit Oversight

1. To review the audit plan and discuss it with the auditor in advance of each year's audit.
2. To review the audited financial statements of the UTRCA and recommend approval of those statements (or otherwise) to the Board of Directors.
3. To review the results of the external audit and discuss with staff any action required in

response to auditor's recommendations.

4. To review the effects of any changes in accounting practices or policies on the financial statements and/or recommend appropriate changes in accounting practices or policies to the Board of Directors. This may include a review of significant accruals, provisions and estimates included in the financial statements.

5. To review the system of Internal Control and the effectiveness of those controls in protecting the assets of the UTRCA and ensuring effective and accurate financial reporting.

6. To review, in consultation with Management and Auditors, any material contingency facing the UTRCA and evaluate the appropriateness of the UTRCA's disclosure of such items.

7. To review any other matter that in its judgement should be taken into account in reaching its recommendation to the remaining Board members concerning the approval of the audited financial statements.

8. To recommend the appointment of Auditors and approval of the audit fee for the upcoming year.

9. To review services provided by the auditor outside of the audit, to ensure that such services are appropriately provided by the firm also acting as auditor.

II Investment Advisor Oversight

1. Select and recommend to the board an investment advisor or firm to assist in managing the long-term portion of the Authority's investment portfolio.

2. Determine the level of risk acceptable and the selection of investments held.

3. Establish a long-term investment strategy for UTRCA which will help meet budgetary needs.

4. Review the performance of such portfolio annually and confirm with the advisor any desired changes or amendments to objectives and constraints.

5. Report to the Board the results of investment management decisions.

III Compliance Oversight

1. Following review, the Committee shall provide a factual certificate of compliance with statutory obligations, remittances and filings to the board at least once each year.

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MEMO

To: UTRCA Board of Directors

From: Cari Ramsey, Health and Safety Specialist

Date: February 7, 2018

Agenda #: 6 (d)

Subject: 2017 Health and Safety Summary - Revised

File #119364

Recommendation:

That the UTRCA Board of Directors approve the 2017 Health and Safety Summary.

Report Purpose:

This report is to inform the Board of the general Health and Safety issues that were present in 2017. The report will cover a first aid summary, general training across the authority, near misses and lost time accidents.

2017 First Aid Summary

INJURY CATEGORY	% OF TOTAL INJURIES	COUNTED FIRST AID REPORTS
Body, Neck & Back Injuries	6%	2
Legs or Foot Injuries	19%	6
Face and Head Injuries	13%	4
Hand/Finger & Arm Injuries	50%	16
Eyes	6%	2
Ears (noise)	6%	2

*32 total reports

2016 First Aid Summary

INJURY CATEGORY	% OF TOTAL INJURIES	COUNTED FIRST AID REPORTS
Body, Neck & Back Injuries	8%	3
Legs or Foot Injuries	14%	6
Eye, Face and Head Injuries	14%	6
Hand/Finger & Arm Injuries	64%	27

*44 total reports

2017 Injury Summary

- Reports are down substantially
- 2 dog bites were reported this year. A review of the “Interacting with Dogs” procedure was done, but no updates were required.
- In 2017 the #1 type of injury was cuts/punctures. #2 is bee/wasp stings.
- In 2017 scrapes and cuts to hands was the most common injury. This has been the case every year since doing first aid summaries.
- In 2017 we had 1 “lost time injuries
- No “near miss” reports in 2017.
- No accident investigations were required to be done in 2017
- 2 ear/noise reports filled out in 2017

2017 Training

The following items were types of training UTRCA staff obtained in 2017.

- WHMIS on-line (all staff receive WHMIS 2015 training yearly).
 - Health and Safety Orientation (all new staff, volunteers, students receive this training, as well as staff that have been away for more than a 3 month period)
 - Train-the-trainer training (staff who are deemed trainers were instructed so the level is equal across units)
 - Book 7 Training (all staff who drive vehicles take this training yearly), new staff have full training, full time staff receive a yearly refresher
 - Canoe and Kayak (we now have an in-house trainer). 6 staff members received their Level 1 ORCKA certification
 - Miscellaneous – Confined Space Entry, Fall Arrest, Technical Standards, Lock Out/ Tag Out, Transportation of Dangerous Goods, Use of Force, Crane Operation, Joint Health and Safety Committee Certification, Property Entry Training and others.
 - Supervisor training was given to all staff who required it and will continue into 2018
- All the same training will be done in 2018, with GHS (WHMIS 2015) replacing WHMIS (1989) officially this year. We have an in-house trainer, but some will be done on-line.

Recommended by:



Ian Wilcox
General Manager

Prepared by:



Cari Ramsey
Health and Safety Specialist

To: UTRCA Board of Directors
From: Ian Wilcox, General Manager
Chris Harrington, Manager,
Watershed Planning, Research and Monitoring
Date: February 12, 2018 **Agenda #:**
Subject: 2017 Environmental Targets Progress Report **Filename:** ::ODMAGRPWISEUT_MAIN.UT
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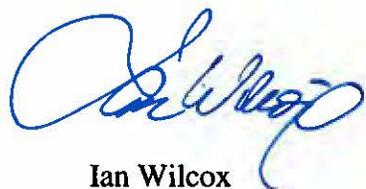
The UTRCA's Environmental Targets Strategic Plan was approved in June of 2016 with the first year of implementation in 2017. The attached report summarizes the plan's first year of progress.

Overall, expectations were exceeded, especially in terms of approved contract funding. The UTRCA was successful in securing multi-year funding grants from senior levels of government that have allowed us to accelerate program development. Municipal levy support has been key in leveraging this additional funding. Promotion of the Strategic Plan and integration with complimentary projects were also priorities for 2017 and are expected to continue into 2018. Work plan flexibility was also required as several emerging issues required attention during 2017 due to their potential to impact achievement of the Targets. Examples include: calculation and presentation of forest loss data to member municipalities, the announced closure of the Ontario Tree Seed Facility, and participation in the review of a revised Woodlands Conservation By-law for Oxford County.

Overall, the first year of implementation has been successful with momentum building in terms of community awareness, support and financial resourcing. This report is included as part of the agenda for the 2018 Annual General Meeting and will also be offered as a presentation during that meeting so that it can be shared with all staff.

If you have questions regarding the attached report, please contact the undersigned.

Prepared by:



Ian Wilcox



Chris Harrington

Environmental Targets Strategic Plan Progress Report: 2017





1.0 Background

The UTRCA's Environmental Targets Strategic Plan was approved at the June 2016 Board of Directors Meeting. The Plan was motivated by information from the UTRCA's Watershed Report Cards which clearly shows that environmental improvements in the UTRCA Watershed have stalled with status quo being the best outcome during the past 30 years. Other concerns including outdated flood mapping, and an interest in maximizing public access to conservation lands were also motivation for the strategic plan.

The approved Environmental Targets Strategic Plan is recommending the most significant programming change in the UTRCA's nearly 70 year history and is designed to advance achievement of the UTRCA's goals of:

- Protecting people and their property from flooding and erosion,
- Improving water quality,
- Protecting and expanding natural areas, and
- Expanding outdoor recreation/ education opportunities.

For decades, environmental agencies, not-for-profit organizations and individuals have collaborated to improve the health of the Thames River watershed. However, while the effort has been tremendous, progress in terms of measurable health improvements has been slow in recent years, largely due to a lack of capacity.

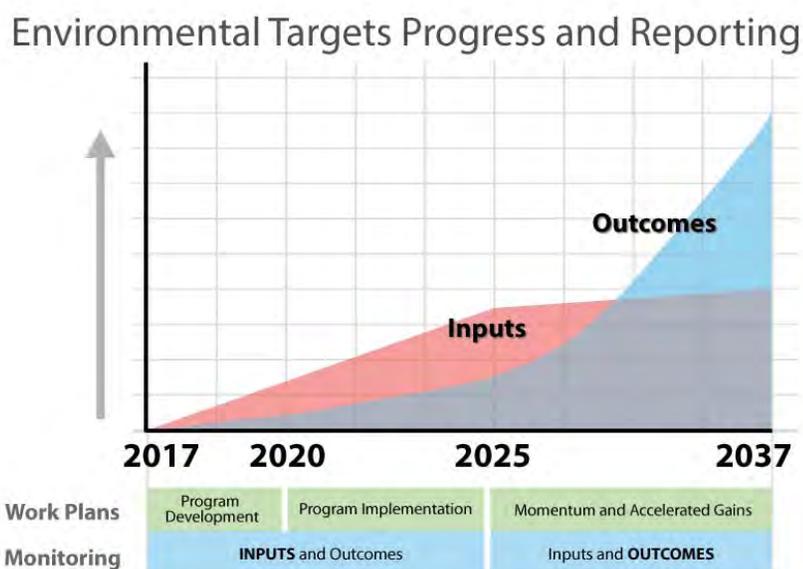
Monitoring data has clearly shown that progress in reaching these goals has plateaued at a level far below potential. That is not to suggest past efforts have been ineffective; in fact, maintaining these outcome measures as status quo, in light of increasing stressors such as development, population growth, climate change and invasive species, is a form of success. However, the UTRCA has a responsibility to do more than simply "maintain." The adoption of Environmental Targets represents an organizational commitment to achieve measurable improvements in the watershed's health during the next 20 years. These efforts, in turn, will support economic development, human and environmental health, and make the watershed more attractive and resilient.

The UTRCA Environmental Targets Strategic Plan outlines four aggressive but realistic environmental targets. These targets are a statement of how healthy and resilient the Thames River watershed can be by 2037, with adequate resources and strong partnerships.

The UTRCA's Environmental Targets are:

- 1) Improve each subwatershed's water quality score by one letter grade, as measured by the UTRCA Watershed Report Cards, by the year 2037.
- 2) Establish and restore 1,500 hectares of natural vegetation cover, windbreaks and buffers by 2037.
- 3) Reduce flood and erosion risk by updating flood models and hazard mapping for all UTRCA subwatersheds by 2020, and then integrate climate change scenarios into the updated models and develop climate change adaptation strategies by 2030.
- 4) Reach 1 million people annually with conservation messages through access to UTRCA lands and demonstration of green infrastructure, by the year 2037.

The following report summarizes progress in advancing the UTRCA's Environmental Targets during 2017. With this being the first year of the Plan's implementation, much of the effort has focussed on program development including promotion, securement of new funding, adding staff capacity, information preparation, program integration and work planning. Given the 20 year schedule for Targets implementation, it is expected that progress during the first several years will be tracked as program inputs, with measurable outcomes accelerating during the last decade.



1.1 Strategic Plan Financing

A doubling of the UTRCA's current level of effort will be required to achieve the proposed Targets. Existing programs are effective but inadequate due to capacity limits. In total, \$4 million in new funding will be required annually to support this work. This new funding is being sought from all four of the UTRCA's traditional revenue streams in the following proportions: senior government funding (28%), municipal funding (28%), user fees (30%) and special contracts (14%). The majority of this new funding will be phased-in over a four year period (2017-2020) with user fees continuing to grow beyond that time. The UTRCA's Environmental Targets are aggressive but realistic. The UTRCA and its partners have the tools, experience, expertise and relationships to achieve these outcomes. Funding needed to support this work is also significant, but the proposed plan is practical and achievable, with partner support and a phased approach to funding and implementation.

Revenue Sources and Funding Phase-In Schedule

Budget Revenue Allocations (\$)	Water Quality	Natural Areas	Hazard Management	Outdoor Recreation/ Education	Total	Percent of New \$
Total Investment Needed	\$1,133,188	\$1,133,188.00	\$902,388	\$857,188	\$4,025,952	
Proposed Revenue Sources						
Provincial/ Federal Transfer Payment	\$453,275	\$0	\$586,552	\$85,719	\$1,125,546	28.0%
Municipal Levy	\$339,956	\$339,956	\$270,716	\$171,438	\$1,122,067	27.9%
Contracts	\$113,319	\$226,638	\$45,119	\$171,438	\$556,513	13.8%
User Fees	\$226,638	\$566,594	\$0	\$428,594	\$1,221,826	30.3%

Target	Additional Funding Required/Year						Total New Revenue
	2017	2018	2019	2020	2017-2020 Total	2021-2025	
Annual Increase by Revenue Source							
Provincial/ Federal Transfer Payment	\$125,000	\$300,000	\$200,000	\$228,275	\$853,275	\$272,271	\$1,125,546
Municipal Levy	\$256,676	\$270,716	\$288,130	\$306,544	\$1,122,066	\$0	\$1,122,066
Contracts	\$25,000	\$145,119	\$157,000	\$156,319	\$483,438	\$73,076	\$556,514
User Fees	\$0	\$70,000	\$90,000	\$190,000	\$350,000	\$871,826	\$1,221,826
TOTAL	\$406,676	\$785,835	\$735,130	\$881,138	\$2,808,779	\$1,217,173	\$4,025,952

1.2 Funding 2017

The table above highlights three revenue targets for 2017:

- \$125,000 from senior government in the form of a transfer payment,
- \$256,676 in municipal levy,
- and \$25,000 from contracts.

The UTRCA Board of Directors approved the 2017 Municipal Levy contribution of \$256,676 as part of the Authority's budget. This funding was critical as it allowed for additional staff capacity to start program development work, and it allowed staff to leverage funding from other sources, the most notable being the Public Safety Canada – National Disaster Mitigation Program (NDMP) which is a \$200 million federal funding opportunity that can be directed towards flood management. Contract funding sources are identified through this report and totaled \$1,169,000 towards target initiatives, including:

- Multi-year funding from NDMP with \$174,000 used in 2017 to support Target initiatives.
- Canada-Ontario Agreement (COA) funding for Great Lakes Water Quality in the amount of \$325,000 was secured from provincial ministries to support various target initiatives in 2017.
- Great Lakes Stewardship Initiative (GLASI) funding of \$400,000 was used in 2017 to support rural stewardship efforts.
- An additional \$270,000 from a variety of other funding sources for target focused initiatives which are highlighted individually by specific target actions below.

Revenue in the form of a transfer payment from senior levels of government did not materialize in 2017 however staff are hopeful that with recent changes to the Conservation Authorities Act and future discussions regarding the Conservation Authorities Transfer Payment planned, this revenue will be available in the future. Overall, the funding received in 2017 far exceeded expectations and has accelerated the program's development.



2.0 Target Actions 2017

2.1 Program Outreach and Marketing

The Environmental Targets Strategic Plan describes work plans and budgets at a high level, and identifies a need for further outreach and education with key partners. Member municipalities were identified as a first priority for consultation on the Environmental Targets plan. Efforts to provide presentations to member municipalities were undertaken in 2017. This included development of a factsheet for municipal council members and opportunity through presentations at local council meetings to provide greater detail, answer questions and discuss budget impacts associated with the phasing in of the program. Presentations were made to Oxford County and 14 of the 17 lower and single tier member municipal councils in the watershed. Only South Huron, Stratford and Middlesex Centre indicated no council presentation was required. It should be noted additional effort was required in the City of London as the UTRCA budget levy increase (in part related to Target efforts) triggered a formal budget amendment case review as it was not included in the City's approved four year budget. This case was addressed with City of London finance staff and at London Committee meetings in both 2016 and 2017. Individual meetings with councillors were also arranged. Feedback from these outreach efforts included near universal support for the intent of the Environmental Targets Strategic Plan, tempered by strong concern from two municipalities regarding cost (Perth South and St. Marys).

General interest in the Environmental Targets initiative brought additional requests for presentations on the topic. A presentation to the Spring 2017 Conservation Ontario General Managers meeting prompted a subsequent presentation to the Board of Directors of the Grey Sauble Conservation Authority, as well as a request from Conservation Ontario to host a webinar on the topic. The webinar drew an audience of more than 60 staff from 24 different Conservation Authorities. The Environmental Targets have also been part of the Conservation Authority University Executive Development training program delivered in 2016 and 2017.

2.2 Target Integration

Domestic Action Plan:

The UTRCA Environmental Targets Strategic Plan identifies significant efforts related to environmental health, resilience, research and outreach that clearly align with broader senior level government initiatives. Efforts to incorporate and promote UTRCA Targets whenever possible with emerging senior government programs are important for meeting the Targets. In 2017 this included providing formal feedback and direct input in the development of a Domestic Action Plan for Lake Erie (Partnering in Phosphorus Control: Achieving Phosphorus Loading Reductions in Lake Erie from Canadian Sources – The Canada Ontario Draft Action Plan). Specifically this included participation in numerous senior government working groups, consultation sessions, and through formal EBR posting submissions highlighting how UTRCA Environmental Target efforts align with phosphorus reduction targets for Lake Erie.

UTRCA submissions to senior government focused on the identification of the Thames Watershed as a priority for phosphorus reduction and the commitment and readiness of the UTRCA to implement locally for the benefit of Lake Erie. Direct attention was drawn to the limitations for achieving either the UTRCA Environmental Targets or Lake Erie Phosphorus reduction targets without expanded capacity and additional sustained resources. Further, it was emphasized that municipal funding support for UTRCA Targets has been secured and similar sustained funding commitments from senior government is necessary to complete the cost sharing required to achieve these actions. This is consistent with the Strategic Plan's call for an increase in senior government transfer payments.



Thames River Clear Water Revival (TRCWR):

Elements of the Environmental Targets were integrated with the ongoing development of a Water Management Plan for the Thames River watershed – “The Thames River (Deshkan Ziibi) Shared Waters Approach to Water Quantity and Quality”. The TRCWR collaborative has been active since 2011 with membership including representatives from member municipalities, First Nations, provincial government, federal government and conservation authorities. Formed as collaborative to focus on broad watershed management strategies the initial effort of the TRCWR collaborative has been development of an updated water management plan for the Thames watershed. With development of this plan coinciding with the approval of the UTRCA Environmental Targets there has been a great opportunity to ensure these initiatives align through UTRCA representation on the TRCWR steering committee and extensive direct technical staff participation in drafting sections of the plan.

Three goals related to water quality have been developed by the TRCWR collaborative related to reducing phosphorus loads, soil erosion and improving stream health. Direct reference to Target efforts include: expanded rural stewardship, urban stewardship (LID), enhanced natural heritage cover and research and monitoring. These have all been incorporated into the draft plan to support achieving these common goals.

Water quantity related goals in the plan also echo the UTRCA Environmental Targets. Specifically, the water quantity section of the plan incorporates goals to understand and consider environmental flow requirements to sustain healthy river ecosystems. In addition the plan identifies a goal to “improve understanding and mitigation of hazards associated with flooding and extreme flows in the Thames River Watershed” that directly aligns with the flood and erosion risk target. This goal makes specific recommendations related to modernizing hydrologic and hydraulic models, regular update of flood and erosion hazard mapping, and updating flood risk of the built and natural environment. These goals match UTRCA Target recommendations. With this plan set to guide implementation by TRCWR partners, successfully integrating UTRCA Target efforts will ensure senior government initiatives can support them.



3.0 Progress by Targets 2017:

Progress on Targets in 2017 included efforts across all Targets but was focused on the expansion of programs and projects related to the Flood and Erosion Risk Target, and the Outdoor Recreation and Education Target. Additionally, work planning and expanding efforts into other Target areas were also undertaken in preparation for the phasing in of efforts related to Water Quality and Natural Heritage Targets. The progress is identified for each target below and follows the “Conceptual Monitoring and Reporting Program” approved at the June 15, 2017 UTRCA Board of Directors Meeting.

3.1 Target: Establish and restore 1,500 hectares of natural vegetation cover, windbreaks and buffers by 2037.

The Environmental Targets Strategic Plan called for modest investment and effort toward the Natural Cover Target for 2017, with a goal of \$25,000 in new contract revenue. Additional levy funding to support this Target is not planned to be requested until 2019. Despite this relatively modest work plan, several issues arose regarding this Target that required attention during 2017. They are summarized below.



Target Action: Advocate for Natural Heritage Restoration and Protection:

Perth County Natural Heritage Systems Study:

Development of a Natural Heritage Systems study for The County of Perth was undertaken in 2017 based on updated GIS natural heritage data and a model completed in 2016. Formalizing the results in a final document serves to provide a county-wide determination of significant natural heritage features and provides the science to support natural heritage planning at the municipal level. Completion of the Perth Natural Heritage Systems Study is anticipated in February 2018 and will complete coverage of the three main UTRCA watershed counties (Oxford, Middlesex and Perth) with consistent and current natural heritage systems studies. Ultimately this work will assist in protecting existing forest cover.

Financial support for the completion of the Perth Natural Heritage Systems study was provided in 2017 by the County of Perth. A total of \$5,000 was combined with previous 2016 funding from the County, Town of St Marys, and City of Stratford towards the total cost of \$10,000 for developing the report. This funding supported existing, unfunded staff time for UTRCA GIS Staff and Terrestrial Biologist.



Watershed Forest Loss Calculation: 2000-2010

A detailed examination of aerial photography from 2000 and 2010 has allowed a precise calculation of the change in watershed forest cover over time. This project is a necessary step to allow staff to monitor progress in achieving our Natural Cover Environmental Target, for inclusion in the latest edition of the UTRCA's Watershed Report Cards, and to support municipal natural heritage studies and policy development. Forest cover was interpreted from orthoimagery (aerial photography) using GIS software and a standardized methodology. While the results are somewhat disheartening (a loss of 800 ha across the watershed during this ten year period) the information is critical to motivate and inform future policy decisions regarding forest cover protection and expansion. Two presentations were provided to Oxford County Council, in addition to presentations to St. Marys, Thames Centre and Perth East municipal councils. An examination of 2015 orthoimagery is in progress. For 2018, staff will work to develop a summary report and share this information with all watershed municipalities and other interest groups. This work was completed with existing budgets.

Natural Heritage GIS Data Update:

Ongoing efforts to maintain and update detailed standardized Natural Heritage spatial data in GIS was undertaken based on updated air photography that is provided in five years cycles. This data supports numerous UTRCA and partner projects including Watershed Report Cards and natural heritage systems studies. In-house expertise in this updating process has provided opportunity to expand this work beyond the UTRCA watershed boundary with consistent data to support natural heritage studies on a fee for services basis. Work in 2017 included such efforts into the Lower Thames Valley Conservation Authority (LTVCA) watershed. A total of \$5,000 in financial support to cover unfunded portions of UTRCA GIS staff time was provided by the LTVCA to support natural heritage study efforts.

Oxford County Woodlands Conservation By-law

Oxford County is in the process of amending their Woodlands Conservation By-law. UTRCA staff have provided comments and recommendations through various iterations of the new by-law. Approval and implementation are expected in 2018 with the hope that, combined with the forest loss data mentioned above, protection and conservation measures will be strengthened in the County.

Ontario Seed Warehouse Closure Concerns

The Chair of the UTRCA Board of Directors provided a letter to the Minister of Natural Resources and Forestry expressing concern over the unexpected closure of the Ontario Seed Warehouse. Closure of this facility jeopardizes the future supply of genetically appropriate seedling stock for Ontario. This, in turn, could negatively impact our ability to achieve our Natural Cover Target. At the Board's direction, UTRCA staff wrote to Conservation Ontario encouraging their leadership in working to reverse the closure decision or work with appropriate partners to develop alternative services. This issue remains a concern for 2018.



3.2 Target: Improve each subwatershed's water quality score by one letter grade, as measured by the UTRCA Watershed Report Cards, by the year 2037.

The Environmental Targets Strategic Plan called for some increased effort toward the Water Quality Target for 2017, with a goal of \$75,000 in new contract revenue. Additional levy funding to support this Target is included in the 2018 draft budget. Significant work continued on this Target with contract revenue. Details are summarized below.



Target Action: Double Existing Rural Stewardship Program:



Clean Water Program:

UTRCA Stewardship staff continued offering technical and financial assistance to landowners and community groups through 2017. A number of research, demonstration and education/awareness efforts complemented our efforts. This was done under the Clean Water Program (CWP) umbrella. Municipalities continue to fund cost-sharing best management practices (BMPs) through the CWP.

Medway Creek Priority Subwatershed Project:

Great Lakes Stewardship Initiative (GLASI) funding of \$390,000 was used to carry out the Medway Creek Priority Subwatershed Project in 2017. An Agricultural Water Quality Technician contract position was maintained in 2017 to help meet this project's objectives. This project allowed for the creation of an in-field framework to better understand the implementation of best management practices (BMPs) and their impacts on phosphorous reduction and improved water quality in a manageable watershed size. The project included BMP implementation, a comprehensive water quality and quantity monitoring network, knowledge sharing and transfer among landowners, edge-of-field research and monitoring, computer modeling to relate in-field measures to water quality expectations, a controlled drainage demonstration site and the participation of landowners, government agencies, farm associations and universities.

Enhancing Stewardship Delivery in the Upper Thames Watershed:

An agreement with the Ontario Ministry of Agriculture and Food through Canada-Ontario Agreement provided funding in the amount of \$200,000 that allowed for researching and demonstrating several new technologies in rural water quality improvement and protection including saturated buffers, constructed wetlands, rural low impact development and filter strips for bunker silage leachate. The project also allowed the UTRCA to engage Certified Crop Advisors in our day-to-day stewardship efforts. In addition a Biofilter Manual will be created for provincial applications. Electronic factsheets will be prepared to help disseminate the information gathered during this project. An Agricultural Water Quality Technician contract position was maintained to help meet this project's objectives.

Wetland Creation:

A anonymous funder supplied \$150,000 for the construction of small wetlands throughout the watershed.



Target Action: Urban Stewardship Program:

Stormwater Management Low Impact Development (SWM LID) Program

The purpose of the UTRCA's Stormwater Management Low Impact Development (SWM LID) Program is to facilitate the promotion and implementation of low impact development for storm water in the Upper Thames River watershed with the goal of improving water quality and delaying runoff into the Thames River. Previous research informed design of the program and the need to:

- Incorporate SWM LID into the planning process,
- Offer training opportunities for municipalities, engineers, developers and planners in the watershed,
- Develop pilot projects in the watershed with performance monitoring principles,
- Provide opportunities for students and other organizations to learn about SWM runoff quality,
- Advise municipalities in the watershed to update their SWM guidelines by incorporating LID techniques for development, and
- Offer incentives for proponents who are interested in developing LIDs on their site.

In 2017 LID pilot projects were implemented to demonstrate the benefits of low impact development compared to conventional stormwater practices. In the City of London projects were completed at Chalmers Presbyterian Church and at three homes within the Glen Cairn neighbourhood. Two designs for projects located at Thames Valley District School Board schools were also completed. A wetland bioswale was completed at the Stratford Perth Museum and a raingarden at St. James Anglican Church in St Marys.

The program encouraged developers, consultants and municipalities to implement low impact development for stormwater management by providing ongoing LID professional development and training opportunities. In 2017 the UTRCA hosted 2 Erosion and Sediment Control Workshops, 2 Construction, Inspection and Maintenance Workshops and 1 Green Infrastructure Champions Workshop.

Community partnership and conservation education staff obtained certification to deliver the Stream of Dreams stormwater education program and modified the content to reflect the Upper Thames watershed. In 2017 students from Eagle Heights, Louise Arbour, Northbrae, Glen Cairn and Stoneybrook Public Schools in London participated in the program.

The UTRCA's 2017 SWM LID program received a total of \$155,000 in contract funding support and / or services provided; \$65,000 from the Ontario Ministry of the Environment and Climate Change, \$50,000 from Environment and Climate Change Canada, \$6,000 from the TD Friends of the Environment Foundation, \$5,000 from the Stratford Perth Community Foundation, \$5,000 from Orr Insurance & Investment Group, \$14,000 from the County of Perth and \$10,000 from the Thames Valley District School Board.

Target Action: Expand Comprehensive Monitoring:

Water Quality Data Management using WISKI:

This work is based on the objective to compile water quality data in a standardized and comprehensive manner among Thames River Clear Water Revival initiative partners to facilitate better collection, sharing and reporting of environmental information. Work was undertaken in 2017 to assemble water quality and ecological data sets in a standardized data management and analysis software package (WISKI). Work focused on improving documentation and assessing user needs through the development of data inventories and work plans. Quantitative and qualitative data for many of the provincial, municipal, and UTRCA led water quality monitoring programs have been imported into WISKI including PWQMN, City of London Data, UTRCA Benthic Monitoring, water quality data from the GLASI Priority Subwatershed Project and developing a complete taxonomic tree for fisheries data. Improving data quality and efficiency has been achieved by developing automatic importers, standardizing coding and naming conventions, and incorporating water quality guidelines into the database for analysis and comparison. Spatial and reporting components of the database have undergone initial development and there has been continued staff training on the use of graphic and analytical application features. This work has been supported through \$60,000 in funding provided by the MOECC Canada-Ontario Agreement and \$40,000 from Public Safety Canada - National Disaster Mitigation Program (NDMP) funding towards two Water Management Data Specialist staff contracts and related project costs.

UTRCA Monitoring Framework Team:

Development of an internal watershed monitoring team to formalize, coordinate and improve UTRCA monitoring efforts and improve information derived from monitoring efforts was formed in 2017. The cross unit team will work to develop a UTRCA Monitoring Framework document that describes and inventories all UTRCA environmental monitoring, identifies challenges and opportunities associated with monitoring initiatives and provide recommendations to the UTRCA Senior Management Team. No additional funding was secured for this effort and it relies on all monitoring staff's contribution to the framework to assist in formalizing cross-unit integration and efficiency.

3.3 Target: Reduce flood and erosion risk by updating flood models and hazard mapping for all UTRCA subwatersheds by 2020, then integrating climate change scenarios into the updated models and developing climate change adaptation strategies by 2030.



This target focused on reducing flood and erosion risk was identified in the plan as an area of focus for 2017. Additional levy funding to support this Target was secured for 2017 and further increases are included in the 2018 draft budget. Progress on this target has been accelerated with greater than anticipated matching funding provided by senior levels of government as highlighted below.

Target Action: Update and Modernize Hydraulic and Hydrologic Models and Hazard Mapping:

Efforts continued on work already in progress and hiring of new staff for the project was mostly completed. Survey crew staff were able to substantially complete surveying in the following areas: Thames River from Delaware to Woodstock and Mitchell, tributaries in Ingersoll, Trout Creek in St Marys, and Dingman Creek, Stoney Creek, Mud Creek (London). A digital elevation model (DEM) was completed, based on 2010 provincial SWOOP data, for use in modeling efforts. Hydraulic modeling (HEC-RAS) using the updated survey information and DEM was undertaken in these areas: Thames River from Delaware to Woodstock, and North Thames from the Forks to St Marys, Mud Creek (London), Dingman Creek and tributaries. Updates to flow statistics continued during 2017 and a watershed wide imperviousness GIS data layer for use in hydrologic models was completed. In addition, the hydrology model was substantially completed in Mud Creek and initiated in Dingman Creek.

Significant work to increase staff capacity related to this Target were undertaken or completed in 2017. Including:

- Creation of a Water Resources Project Coordinator position to undertake hydrologic and hydraulic modelling, supervision, project oversight and provide technical direction.
- Two new Water Resources Project Specialists were hired to undertake hydrologic and hydraulic modelling
- One Water Resource GIS Project Specialist was hired to provide mapping and data management support.
- Two seasonal Field Assistants were contracted to collect cross section, bridge/culvert, water course profile and elevation data using GPS survey equipment.
- Existing Senior Water Resources Engineers and GIS Specialists continue to lead or support the efforts through project management and technical direction.



Funding to support these positions and related project work came from three main sources. From the approved additional \$256,000 of additional municipal levy in 2017, \$149,000 was dedicated to the Flood and Erosion Risk Target. This combined with existing flood control levy was used as matching funding to leverage significant project based contract funding. Public Safety Canada – National Disaster Mitigation Program (NDMP) approved multi-year funding in support of updated floodplain mapping with \$83,490 dedicated to this project in 2017. In addition \$65,000 in funding was provided by the City of London to support the Dingman Creek Stormwater Strategy Environmental Assessment modelling work.

Target Action: Flood Control Capital Plan

In 2017 a need to address worker safety in the maintenance of the Hydrometric Monitoring Network was identified resulting in the hiring of a Water Resource Assistant staff member. Plans were developed to upgrade precipitation gauges to eliminate the workplace hazards associated with working at heights when maintaining existing gauges. To allow for collection of flow information in large rivers or during high flows, when wading across the watercourse is not safe, an acoustic doppler profiler for flow measurements was purchased. This tool will also assist in the development and maintenance of rating curves. Funding in support of these efforts came from flood control levy that was used as matching money to leverage \$11,886 from Public Safety Canada - National Disaster Mitigation Program (NDMP). In addition \$10,000 in funding was provided by Great Lakes Stewardship Initiative (GLASI) in cost sharing for flow measurement equipment.

Target Action: Identify and Model Priority Climate Change Scenarios

Training and professional development related to climate change impacts (especially as related to flood risks) and mitigation measures was undertaken by the UTRCA's Senior Water Resources Engineer. Knowledge gained from these sessions, plus internal staff discussions, have identified the need to consider climate change impacts as updates to modelling and mapping are undertaken, as opposed to the planned approach of considering climate change after modelling updates are complete. This work plan change will be further developed in 2018.

3.4 Target: Reach one million people annually with conservation messages through access to UTRCA lands and demonstration of green infrastructure by the year 2037.

Efforts to reach 1 million people annually with conservation messages was initiated in 2017. Supported with additional \$107,676 of levy funding coupled with \$38,630 from Public Safety Canada - National Disaster Mitigation Program (NDMP) to develop and begin delivery of an education program that is focused on flooding. Staffing to support the actions outlined below were through additional shared staff capacity including two Community Education Technicians and a Communication and Research Assistant.



Target Action: Develop and Implement Property-specific Marketing and Education Plans:

Conservation Area Visitation Project Baseline Report:

A baseline analysis of all conservation areas through site visits, staff interviews and tend analysis was completed and documented during 2017. This report will be used in 2018 to develop a watershed survey related to conservation area visitation with a focus on barriers. The report will also assist in developing property specific education and marketing messages in the future.

Reintroduction of Community Education Programming and Conservation Areas:

Conservation Area unit staff worked with Community Education staff at Wildwood and Fanshawe Conservation Areas to improve and expand environmental education programs. This work will continue on a larger scale throughout 2018 at all three large conservation areas.

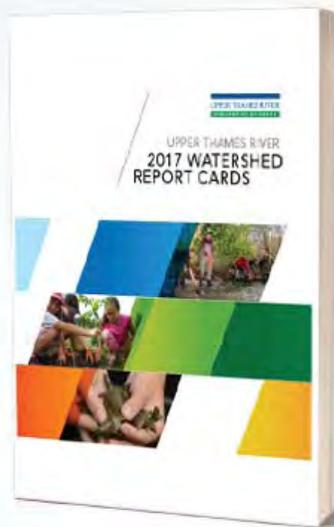
Target Action: Develop and Implement a Green Infrastructure Plan:

Green Infrastructure Background Report:

A Green Infrastructure Background Report was initiated in the Fall of 2017. When completed this report will:

- Define Green Infrastructure as it relates to UTRCA lands,
- Summarize existing Authority/Municipal Green Infrastructure Programs that have been successful,
- Develop potential Green Infrastructure categories goal/objectives for each category,
- Identify opportunities to promote the use of UTRCA lands as demonstration sites.

This report will be completed in 2018 and will support development of property by property Green Infrastructure recommendations.



4.0 Watershed Report Cards:

The fourth edition of the UTRCA Watershed Report Cards was completed for 2017 (release in February 2018). Watershed Report Cards, generated every five years, represent a significant undertaking to summarize resource information that serves as a measure of environmental health and progress in each of the 28 UTRCA subwatersheds. Report cards are identified in the conceptual monitoring plan as an “outcome” measure of efforts related to environmental targets for water quality and natural heritage focused targets. Given the 2017 Watershed Report Cards precede target implementation, environmental improvements related to additional target efforts cannot yet be identified. However, the report cards serve to further highlight observed trends that led to the Environmental Targets initiative, including continued forest cover loss and poor water quality.

Report Card Results: Forest Conditions

Forest conditions grades range from a C to an F, with an overall D grade across the Upper Thames River watershed. While no grades have changed since the 2012 Watershed Report Cards, there has been a collective decline (0.5%) in forest cover across the watershed. New data shows almost 800 ha of forest were cleared/removed in the ten years between 2000 and 2010. More than twice as much forest loss occurred between 2000 and 2006 (570 ha) as in 2006 - 2010 (227 ha).

In terms of future forest gain, approximately 324 ha were planted to trees under UTRCA programs from 2000 to 2010 (147 ha from 2000-2006 and 177 ha from 2006-2010). This data indicates the pace of tree planting is significant but not keeping up with the loss. However, it takes 20-50 years for planted trees to mature to the point that they can be categorized and counted as forests/woodlands. For the 2017 Watershed Report Cards, the 2006-2010 forest loss data was used to indicate change status: Four subwatersheds were steady (<0.5% forest loss), 19 had slight declines (0.5-2.9% loss), and 5 had declines (>3.0% loss). Percent forest cover loss was highest in urban areas, but tree planting efforts are strong in many urban areas as well.

Report Card Results: Water Quality

Water quality results range from C to D grades, and for the 28 watersheds, 12 score a C grade and 16 score a D grade. There has been minimal change since 2012 with most (26) watersheds remaining steady, and 2 watersheds (Forks, and Otter Creek) showing improvement. Overall there has been little change in water quality grades since 2001. While all streams fall within a similar C to D grade range for water quality, best scores were recorded in Plover Mills, Komoka Creek, and Middle Thames. The lowest water quality scores were measured in Cedar Creek, Forks, and Reynolds Creek. There are many factors that contribute to water quality. For example, many of the watersheds with better water quality have a higher percentage of vegetated riparian buffers (e.g., Plover Mills 58%, Komoka 59%, Middle Thames 58%). Healthy stream corridors help to improve water quality. Water quality data will continue to be analyzed in an effort to direct Targets implementation to appropriate conservation practices and areas of the watershed to maximize water quality gains.

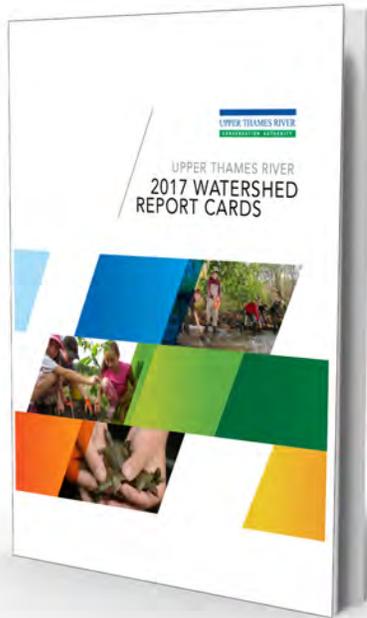


5.0 Conclusion

The first year of Targets implementation has focused on securing program funding (municipal levy and special contracts), program promotion (municipal presentations and communications), and program development (staff hiring and training, background studies, data preparation, work planning). Collectively, these efforts can be described as inputs and it is anticipated this will be the focus of effort for several years as funding and Targets work is phased-in.

Effort for 2017 was focused primarily on the Hazard Management (flood modelling) and Education/ Recreation Targets. In general, progress has met work plan expectations. Of particular note, progress with all four Targets has been accelerated by senior government funding opportunities and we see this progress continuing for 2018 and 2019 as funding remains available.

Municipal support for the Environmental Targets remains strong with funding concerns expressed by two municipal partners. Staff will continue to work with the Board, municipalities and senior levels of government to emphasize the importance and potential of the targets work, and the need for appropriate and fair cost sharing as proposed by the Strategic Plan. Work planning for future Target efforts is underway and was highlighted in the 2018 Draft Budget report approved at the October 2017 Board of Directors meeting. Outlined in the October report was continued effort toward the Water Quality and Flood and Erosion Risk Targets through additional funding support, including levy.



2017 Watershed Report Cards

The new 2017 Upper Thames River Watershed Report Cards are being released this month. Every five years, the UTRCA produces watershed report cards to report on local environmental conditions in each of the 28 watersheds within the upper Thames watershed. These reports summarize extensive environmental information, with the goal of guiding local environmental action and tracking environmental change.

Each report card grades surface water quality and forest conditions, summarizes watershed features, provides recommended actions for improvement, and highlights progress made over 5 years. The grading follows the standardized Conservation Authority Watershed Report Card guidelines developed for watersheds across Ontario.

Findings - Surface Water Quality

Water quality grades in the 28 upper Thames watersheds range from C to D, with minimal change from the 2012 report cards. Water quality has remained steady in 26 watersheds and improved in two since 2012. No watershed scores have declined in the past five years.

- Best grades - Plover Mills, Komoka Creek, Middle Thames
- Lowest grades - The Forks, Cedar Creek, Reynolds Creek
- Improved since 2012 - The Forks, Otter Creek

Findings - Forest Conditions

Forest condition grades in the 28 watersheds range from C to F, with D being the most common grade. While no grades changed since the 2012 report cards, the overall trend is a slight decline. Overall across the Upper Thames watershed, the results for the three indicators are:

- 11.1% forest cover (30% is the Environment Canada guideline for sustainability)
- 1.5% forest interior (10% is the EC guideline)
- 30.8% riparian zone forested (50% is the EC guideline)
- Best (C grade) - Dorchester, Komoka Creek, River Bend, Trout Creek
- Poorest (F grade) - North Mitchell, Whirl Creek

New for 2017

Forest Loss - For the first time, digital mapping accuracy allows for the measure of forest loss. Approximately 800 ha of forest cover were cleared/removed from 2000 to 2010, representing a 2.1% loss in forest cover. Pressure is highest in urban areas. Approximately 324 ha were planted to trees under UTRCA tree planting programs from 2000-2010. The amount of tree planting is significant but not keeping up with the loss. It takes 20-50 years for planted trees to be counted as forest cover.

Targets - While there have been extensive collective efforts in the watershed over the years, change and stressors continue, such as population growth, development and climate change. The result has been less environmental improvement over the last 20 years. The UTRCA has developed environmental targets for the Upper Thames River watershed with the goal of achieving measurable improvement.

The 2017 report cards will be posted on the UTRCA web site at www.thamesriver.on.ca. Copies will be distributed to the many UTRCA partner agencies and organizations.

Contact: Karen Maaskant, Water Quality Specialist, or Cathy Quinlan, Terrestrial Biologist

Climate Change PD Day

On February 6, the UTRCA, in collaboration with the Thames Valley District School Board (TVDSB), hosted a Climate Change Professional Development (PD) day for grade seven and eight teachers. This PD day was created for teachers at Louise Arbour PS, Northbrae PS and Jeanne Sauve PS. These schools have received or will be receiving Stream of Dreams programming as well as new Low Impact Development features on their schoolyard.

The PD day activities built upon concepts teachers and students learn about during their Stream of Dreams visit, such as stormwater, pollution, and human impacts on the environment. Teachers were able to gain a deeper understanding of water conservation concepts linked to the grade seven and eight Ontario curriculum and see examples of how to integrate this learning within their classroom.
Contact: Karlee Flear, Community Education Supervisor

Stream of Dreams at Eagle Heights

Last fall, Eagle Heights Public School was the latest school to learn about the Thames River watershed and the impact of stormwater on water quality. With more than 1000 dreamfish swimming along their school fence, Eagle Heights is the largest school we've had the opportunity to work with. Thanks to all the support from the local community, teachers, parents, and the TVDSB for helping make this project happen!

Contact: Linda Smith, Community Partnership Specialist



Installing wooden "dreamfish" on the school fence.

New Winter Programs

Fanshawe Outdoor Education Centre is excited to offer new winter programs, beginning in January 2018. "Winter for the Animals," "Winter Wildlife Wonders," and "Patterns and Adaptations in Wildlife (PAWs)" are new winter programs targeted at primary aged student. They encompass learning concepts such as seasonal changes, growth and changes in animals, animal tracking, and lots more.

The Thames Valley District School Board has purchased a large block order of winter program sessions and many classes have already visited Fanshawe to enjoy the new programs.

Contact: Karlee Flear, Community Education Supervisor



Upper Thames staff met with a drainage contractor last fall to survey a potential Saturated Buffer project site in the Upper Medway.

Upper Medway Project - Wrapping Up

After working in the Upper Medway subwatershed for more than two years, the Priority Subwatershed Project is wrapping up. UTRCA staff are presenting results to Middlesex County (January) and Lucan-Biddulph Township (March 5) to conclude the project by March 31.

This project saw 18 rural landowners receive funding for 32 Best Management Practices projects. Monitoring work in the subwatershed has produced a unique dataset of water quality and quantity, soils, and land management data.

Phosphorus reductions continue to be a top priority for stakeholders and all levels of government. UTRCA staff are writing funding proposals to continue the excellent stewardship work that has been started in the Upper Medway.

Contact: Michael Funk, Agricultural Soil & Water Quality Tech.

Board of Directors - On the Agenda

The UTRCA Annual General Meeting will be February 22, 2018. Approved board meeting minutes are posted on our "publications" page at www.thamesriver.on.ca.

- 2018 Draft Budget - Municipal Feedback, Adoption of 2018 Proposed Budget and Municipal Levy, Adoption of 2018 Flood Control Capital Levy
- 2018 Capital Water & Erosion Control Infrastructure Projects
- Board of Directors Policy Handbook Updates
- 2017 Health and Safety Summary
- Targets Progress Report
- Guest Speaker: Kim Gavin, GM, Conservation Ontario
- Watershed Report Card Launch
- Moyer/Lothian Flats Property Update
- 25th Earth Day Event
- Presentation of Service Awards

Contact: Michelle Viglianti, Administrative Assistant

April 17, 2018

NOTICE OF
BOARD OF DIRECTORS' MEETING

DATE: TUESDAY, April 24, 2018

TIME: 9:50 A.M – 11:30 A.M

LOCATION: WATERSHED CONSERVATION CENTRE
BOARDROOM

AGENDA: **TIME**

****There will be a brief Source Protection Authority meeting at 9:30am preceding the Board of Directors meeting****

- | | | |
|----|---|---------|
| 1. | Approval of Agenda | 9:50am |
| 2. | Declaration of Conflicts of Interest | |
| 3. | Minutes of the Previous Meeting:
Tuesday February 22, 2018 | |
| 4. | Business Arising from the Minutes | 9:55am |
| | (a) February 2018 Flood Fact Sheet
(M.Helsten)(Report to be Circulated at Meeting)
(10 minutes) | |
| | (b) St. Marys Council Flood Presentations
(Presentations to be Circulated at Meeting)
(5 minutes) | |
| | (c) Letter from the Township of Norwich
(Letter attached)(5 minutes) | |
| 5. | Business for Approval | 10:15am |
| | (a) POA Designation
(J.Howley)(Doc: CA #4220)
(Report attached)(5 minutes) | |
| | (b) Conservation Area Additional Capital Projects
(J.Howley)(Doc: CA #4156)
(Report attached)(10 minutes) | |

- (c) Conservation Area Fee Schedule – Reduced Fees for User Groups
(J.Howley)(Doc: CA #4222)
(Report attached)(15 minutes)
 - (d) Planning Policy Documents Update
(T.Annett)(Doc: ENVP #5116)
(Report attached)(5 minutes)
 - (e) Traditional Territory Statement Greeting
(I.Wilcox)(Doc: #119805)
(Report attached)(10 minutes)
6. Closed Session – In Camera
7. Business for Information 11:00am
- (a) Administration and Enforcement - Section 28
(T. Annett) (Doc: ENVP #5575)
(Report attached)(5 minutes)
 - (b) Pioneer Village Update
(S.Dunlop)(Report attached)
(5 minutes)
 - (c) First Quarter Financial Report
(C.Saracino)(Doc: FIN #704)
(Report attached)(5 minutes)
 - (d) Focus on the Thames Review
(T.Hollingsworth)(Doc: 119814)
(Report attached)(10 minutes)
8. April FYI 11:25am
(To be Circulated at Meeting)
9. Other Business (Including Chair and General Manager's Comments)
10. Adjournment 11:30am



Ian Wilcox, General Manager

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

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

MINUTES
BOARD OF DIRECTORS' MEETING
TUESDAY, APRIL 24, 2018

Members Present:	M.Blackie	S.McCall-Hanlon
	M.Blosh	H.McDermid
	R.Chowen	A.Murray
	A.Hopkins	B.Petrie
	T.Jackson	M.Ryan
	S.Levin	G.Way
	N.Manning	

Regrets:	J.Salter	T.Birtch
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Solicitor:	G.Inglis
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Staff:	T.Annett	A.Shivas
	J.Enright	M.Snowsell
	B.Glasman	C.Tasker
	C.Harrington	K.Winfield
	T.Hollingsworth	
	C.Saracino	

1. Approval of Agenda

T.Jackson moved – M.Ryan seconded:-

“RESOLVED that the UTRCA Board of Directors
approve the agenda as posted on the Member’s web-site.”

CARRIED.

2. Declaration of Conflicts of Interest

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

3. Minutes of the Previous Meeting
February 22, 2018

G.Way moved – M.Ryan seconded:-

“RESOLVED that the UTRCA Board of Directors approve the Board of Directors’ minutes dated February 22, 2018 as posted on the Members’ web-site.”

CARRIED.

4. Business Arising from the Minutes

(a) February 2018 Flood Fact Sheet

(Report circulated at meeting)

M. Helsten introduced C.Hart and S.Taylor to the Board and reviewed the February 2018 Flood Fact Sheet. The Fact Sheet will be distributed to the member Municipalities when the final edits have been completed. The data collected during the February 2018 flood will be used to calibrate the UTRCA models. M.Helsten clarified that the flooding was less severe on the south branch of the river. Following the policy guidelines from the Province, flood lines do not take flood control structures into consideration, as they are manmade structures and do not eliminate risk.

B.Petrie moved – M.Ryan seconded:-

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

CARRIED.

(b) St. Marys Council Flood Presentations

(Presentation circulated at meeting)

M.Blackie introduced the circulated presentations. He has offered to meet with the golf course to discuss their concerns. Staff will provide a report regarding these presentations at the May Board meeting.

H.McDermid moved – G.Way seconded:-

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

CARRIED.

(c) Letter from the Township of Norwich

(Letter attached)

S.Levin moved – A.Hopkins seconded:-

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

CARRIED.

5. Business for Approval

(a) POA Designation
(Report attached)

Staff clarified that section 30.1 of the Conservation Authorities Act requires officers to be appointed by the Board. There was discussion around the role and enforcement abilities of POA officers under the Conservation Authorities Act.

S.Levin moved – T.Jackson seconded:

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

CARRIED.

(b) Conservation Area Additional Capital Projects
(Report attached)

Staff clarified that the paving described in the report is only for the campground. The reserves being used for these projects came from park revenue saved over a number of years. Concerns were raised around the practice of delaying projects and the use of reserves for projects that were not sudden or unexpected. Asset management plans and policy are being developed which will dictate the lifespan of capital and allow for planning that will prevent situations like this in the future.

S.Levin moved – T.Jackson seconded:

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

CARRIED.

(c) Conservation Area Fee Schedule – Reduced Fees for User Groups
(Report attached)

J.Howley reviewed the report for the Board. T.Jackson proposed a motion to include a discount for those with disabilities and disabilities stickers for the day use area. Concerns were raised around possible future financial impacts of a senior’s discount. Concerns were also raised around the broad scope of the term disability, whether it should be more specific, and the logistics for staff in checking of identification for a person asking for the discount.

Some members felt that the focus should be on making the parks facilities accessible to people with disabilities instead of offering a discount. Staff do not have an estimate of what the cost

would be to make the parks accessible, but currently they are looking into costs of making the Pavilion accessible

There were questions and discussion around AODA obligations at the parks. G.Inglis stated that it is difficult to determine whether the parks fall under the obligation to be AODA compliant by 2020, at the moment there is no clear answer.

S.Levin moved – S.McCall-Hanlon seconded:

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

CARRIED .

T.Jackson requested to go on record that he was opposed to this motion.

B.Petrie moved – M.Ryan seconded:

“RESOLVED that the Board of Directors ask for staff to report on the possibility of dedicating a portion of the fee towards AODA infrastructure and to report on the budget implications to meet the requirements of the AODA and it’s regulations. Further, during the fee discussion for next year, consider the implication and cost of discounting the accessible parking permit and CNIB identification.”

DEFEATED .

(d) Planning Policy Documents Update
(Report attached)

T.Annett introduced the report. Updates will be given to the Board on a regular basis. T.Jackson made a friendly amendment to move the development and implementation of the Engagement Strategy before the Policy Planning Manual Update in the recommendation.

M.Ryan moved – G.Way seconded:

“RESOLVED that the Board of Directors accept the amended recommendation as follows: THAT the Board of Directors support the development and implementation of a partner engagement strategy to guide municipal, stakeholder and partner consultation to update the Upper Thames River Conservation Authority Environmental Planning Policy Manual (2006).”

CARRIED.

(e) Traditional Territory Statement Greeting

(Report attached)

T.Tchir clarified that the statement greeting presented in the report is the standard for this area and has been vetted through the eight First Nations the UTRCA works with. The Board discussed why and if the statement should be made, when and how often the statement should be made, if other people or groups should be recognized during this time, and other ways to acknowledge the traditional territory of the First Nations.

S.McCall-Hanlon left the meeting at 12:00pm

S.Levin moved – A.Hopkins seconded:

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

CARRIED.

6. Closed Session – In Camera

There was no business to discuss in Closed Session.

7. Business for Information

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

N.Manning moved – G.Way seconded:-

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

CARRIED.

(b) Pioneer Village Update
(Report attached)

S.Dunlop reported that due to construction, the London Transit bus service to Fanshawe Conservation Area and the Fanshawe Pioneer Village will be suspended until further notice. The London Transit Commission will meet with S.Dunlop after construction is finished to discuss renewing the service.

M.Blosh moved – S.Levin seconded:-

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

CARRIED.

- (c) First Quarter Financial Report
(Report attached)

C.Saracino confirmed there was nothing unexpected financially in the first quarter.

N.Manning moved – M.Blosh seconded:-

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

CARRIED.

- (d) Focus on the Thames Review
(Report attached)

T.Hollingworth thanked the Members for participating in the Focus on the Thames forum. The event was well attended and the evaluations so far have been very positive. The forum and the catalogue were both funded with funding support by Environment Canada to support actions through the Canada-Ontario Lake Erie Domestic Action Plan for reducing phosphorus loading to Lake Erie.

G.Way moved – T.Jackson seconded:-

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

CARRIED.

8. April FYI
(Attached)

The April FYI was not ready for distribution at the time of the meeting.

9. Other Business

C.Harrington and M.Blackie attended the Conservation Ontario annual general meeting last week. Dick Hibma stepped down after 12 years as Chair. Don MacIver representing Credit Valley Conservation is the new Chair of Conservation Ontario.

C.Harrington attended the Conservation Ontario Queens Park day, the focus was on the memorandum of cooperation between Conservation Authorities and multiple Ministries.

Board members asked that all documents be sent electronically in the future, unless paper copies are requested.

10. Adjournment

There being no further business, the meeting was adjourned at 12:15 p.m. on a motion by S.Levin.



Chris Harrington
Acting General Manager
Att.

M.Blackie, Authority Chair

MAR - 7 2018



THE CORPORATION OF THE TOWNSHIP OF NORWICH

February 28, 2018

UTRCA Board of Directors
1424 Clarke Road
London, ON
N5V 5B9

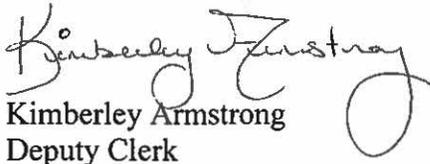
Re: Budget Concerns

At their meeting held Tuesday February 8, 2018, the Council of the Township of Norwich passed the following resolution:

“That Correspondence Item 8.1 be received as information and further that the Township of Norwich requests that the Upper Thames River Conservation Authority keep the increases to the rate of inflation at annual budget time.”

If you have any questions or concern, please contact the undersigned.

Sincerely


Kimberley Armstrong
Deputy Clerk

cc. Township of Perth South lscott@perthsouth.ca

To: UTRCA Board of Directors
From: Jennifer Howley, Manager, Conservation Areas
Date: April 3, 2018 **Agenda #:** 5 (a)
Subject: Provincial Offences Officer Designation – **Filename:** ::ODM\GRPWISE\UT_MAIN.UT
Ben Dafoe (Assistant Superintendent, RCA_PO.CAs:4220.1
Fanshawe Conservation Area)

Recommendation:

That the Board of Directors designate Ben Dafoe as a Provincial Offences Act Officer for the purpose of enforcing the Trespass to Property Act and the Conservation Authority Regulations on UTRCA property, as a requirement of the position of Assistant Superintendent at Fanshawe Conservation Area.

Background:

The Board of Directors appoints as Provincial Offences Act Officers those full time staff whose responsibilities include performing regulatory enforcement duties associated with Section 29 of the Conservation Authorities Act and other relevant regulations. Prior to the appointment, the individual being considered must provide proof of a clear criminal record (immediately prior to the appointment) as well as proof of training in the POA process.

Ben Dafoe, Assistant Superintendent – Fanshawe Conservation Area, successfully completed the Conservation Authority Compliance Training the week of March 12 - 16, 2018 at YMCA Geneva Park in Orillia. Ben is a graduate from Wilfred Laurier University with a Bachelor of Science degree and he also holds a Bachelor of Education from Western University. Ben started with the UTRCA in 2014 at Pittock Conservation Area as a maintenance staff person. In 2015, he became the Park Operations Technician at Fanshawe Conservation Area and remained in that position until his new role as Assistant Superintendent in May 2017.

Recommended and Prepared by:



Jennifer Howley
Manager, Conservation Areas

To: UTRCA Board of Directors

From: Jennifer Howley, Manager, Conservation Areas

Date: April 3, 2018

Agenda #: 5 (b)

Subject: Additional Capital Projects - 2018

Filename: ::ODM\GRPWISE\UT_MAIN\UT
RCA_PO.CAs:4222.1

Recommendation:

That the Board of Directors approves an additional \$111,000 capital spending to be added to the 2018 Capital Budget for the Conservation Areas Unit.

Background:

In February, the Board of Directors approved the 2018 Operating and Capital Budgets for the UTRCA.

Project Identification, Costs and Funding Sources

We now propose the addition of three projects which need to be completed in 2018. The three projects are to be funded through operating reserves and potentially a grant. Two of the three projects are reactions to infrastructure failures; the third, a growing need. The absence of an Asset Management Plan and secured funding made it difficult in the past to prioritize capital investment as the 2018 budgets were being developed. These three requirements have recently been identified as priority.

Project 1 – South Shore Erosion Issue

UTRCA staff, in conjunction with City of Woodstock staff, have expressed concerns with respect to the erosion issue along the shore of the south side of Pittock Reservoir. The erosion poses a risk to the trail located along the shore line and the trail users. We have received numerous complaints from the public about the impact the erosion is having on the paved area as well as the natural trail.

The risk to people and the trail, the opportunity to enter into the Land Management Agreement with the City of Woodstock in 2019 and the anticipated increase in usage have culminated into the erosion issue we need to address today. UTRCA staff have reviewed the site and have identified nine key locations that will require attention. Brad Glasman has been working with staff to evaluate the causes of the erosion as well as correction, prevention and costs. In the meantime, staff will be posting signs warning users of the changing trail conditions due to the erosion as well as placing temporary fencing where necessary.

Project 2 – Road Paving within Pittock Conservation Area Campground

The roads in all of our conservation areas have exceeded the end of their lifespan and are to the point of growing a risk management issue. Customer complaints in all three areas have been received over the last number of years some of which have resulting in insurance claims. Staff do their best to fill pot holes with cold patch yet this is only a bandage to the actual problem.

For 2018, we would like to address four key areas of concern located in the campground at Pittock Conservation Area. The number and depth of pot holes is concerning and is causing damage to campers' vehicles as well as park equipment as people drive through the park. It will only be a matter of time until someone gets hurt along these areas of high concern.

We have developed a Request for Quote for this project and are awaiting results from the submissions, and are estimating that it will cost \$45,000 to fix the identified areas.

Project 3 – Removal of Gas Tank at Wildwood Conservation Area Marina

Located in the day use area at Wildwood Conservation Area, a marina fuel system was installed in 1968. Repairs and upgrades were undertaken over the years, including tank relocation and replacement, emergency shut off and cathodic protection to ensure the system was to code. Inspections over the last number of years by the Technical Safety Standards Association have resulted in minor infractions such as fire extinguisher type and size as well as signage.

In 2017, notice was received from Measurement Canada that the pump was overdue for inspection. The inspection found that there was a faulty pump meter and therefore the inspection failed. Repairs and upgrades over the years have been done with the knowledge that the steel tank is nearing its end. The pump has not been used to dispense fuel to the public since 2016. We are now at a tipping point where it doesn't make sense to invest in the system and removal is the best option.

From a customer service perspective, having gas dispensed on site was a 'nice to have' and staff believe that removing the service will not impact boat traffic volume. Fortunately, there is a gas station located 1 km down Highway 7 from the entrance of the park as well as one 3 km away in St Marys.

Staff received a quote to remove the system in its entirety, yet it is believed that a consultant would need to be hired to determine any mitigation requirements from having the tank located so close to the reservoir. At this point, staff are estimating that the project could be completed for \$30,000.

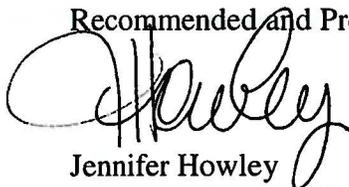
PROJECT	COST	ESTIMATED LIFESPAN	COST OVER LIFESPAN
South Shore Erosion	\$36,000	25 years	\$1,440/year
Road Paving	\$45,000	15 years	\$3,000/year
Gas Tank and Pump Removal	\$30,000	<i>asset being removed</i>	
TOTAL	\$111,000		

The Conservation Areas Unit has been fortunate enough to have built a healthy reserve based on annual surpluses and minimal operational investment for the last 5 years. As of December 31, 2017, the balance of the CA Unit Reserve was \$959,000.

In the case of the Erosion Project, staff will be applying for funding through the Ontario Community Environment Fund (OCEF) as there is \$36,000 available in the Upper Thames watershed. If we were not successful in obtaining all/some of the funding, staff would propose the use of the CA Unit Reserve to pay for the project.

Staff are recommending that both the Road Paving Project and the Marina Gas Tank Removal Project are funded 100% through the CA Unit Reserve.

Recommended and Prepared by:



Jennifer Howley
Manager, Conservation Areas

To: UTRCA Board of Directors
From: Jennifer Howley, Manager, Conservation Areas
Date: April 5, 2018 **Agenda #:** 5 (c)
Subject: Conservation Area Fee Schedule – **Filename:** ::ODMAGRPWISE\UT_MAIN.UT
Reduced Fees for User Groups RCA_PO.CAs:4156.1

Recommendation

The following are options for the Board of Directors to consider based on a variety of considerations:

1. Leave the Conservation Area Fee Schedule as status quo and not offer reduced fees to select user groups. Staff will then track requests to better understand the number of requests and provide an update as part of 2019 Fee Schedule approval in November.
2. Leave the Conservation Area Fee Schedule status quo and not offer reduced fees to select user groups however, continue to invest in the Conservation Areas infrastructure to ensure they are compliant to AODA regulations and code requirements which will permit all user groups to participate and benefit in outdoor recreation.
3. Offer a reduced fee for day use admissions only to those vehicles that can provide proof of Ministry of Transportation Accessible Parking Permit and/or a CNIB identification card or proof of age over 65 years commencing immediately at all three Conservation Areas.
4. Offer a reduced fee for day use admissions only to those vehicles that can provide proof of Ministry of Transportation Accessible Parking Permit and/or a CNIB identification card or proof of age over 65 years as part of the 2019 Conservation Area Fee Schedule for Fanshawe and Wildwood Conservation Areas only.

Background

A question was raised by a municipal councilor through a Board member inquiring whether or not the UTRCA has/would considered offering reduced admission rates to the Conservation Areas for people with disabilities similar to the Provincial Parks. Although Conservation Area staff review fees annually each fall and specifically discuss reduced fees pertaining to Ontario people with disabilities and Ontario seniors (65+ years), it was felt that the question warranted further consideration at this time.

When staff fee discussions take place, the following criteria are used in the creation of the fee schedule:

- Impact of operational costs on the budget;
- Comments and feedback from CA users;
- Comparison to similar operations and opportunities in the industry, including trends
- Impact on or opportunity to achieve UTRCA Targets.

Obviously the end goal is to attract more visitors to our Conservation Areas to achieve our Environmental Targets while balancing operating and capital costs of the programs and services. Offering reduced fees, could in fact attract more visitors to our areas, yet is difficult to determine the exact impact, both from a

Targets perspective as well as budget when we don't know statistics specific to number of our visitors with disabilities and/or are over 65 years of age.

Through conversation with conservation staff while writing this report, it was learned that, periodically throughout the season, staff are asked if reduced fees are available. Feedback from staff working in the gate houses/registration offices indicates that we are asked more often for senior discounts than reduced fees for someone with a disability. Typically, the people who ask are looking for the discount for camping and not day use activities.

Financial Consideration

Using actual 2017 data, we know the following to be true:

Service Provided	FCA Revenue	WCA Revenue	PCA Revenue	Total \$\$
Admission Fees	\$295,249	\$179,981	\$83,584**	\$558,814
Seasonal Camping	\$667,731	\$575,111	\$376,068	\$1,618,910
Nightly Camping	\$479,120	\$438,494	\$187,404	\$1,105,018
<i>Total</i>				<i>\$3,282,742.</i>

***Land Management Agreement with the City of Woodstock, will eliminate admission fees for Pittock CA as of 2019.*

Provincial Parks offer a 50% discount for Ontario persons with disabilities for camping as well as day use access. In addition to that, the Provincial Parks offer a 25% discount for Ontario Seniors for both amenities. Halton CA and Raisin Region CA offer an Ontario Seniors discount for their day use areas; they do not offer discounts for people with disabilities.

The Grand River Conservation Authority (GRCA) is the only Authority that offers a discount to both seniors as well as people with disabilities. The 22% discount offered is only applied to day use admission fees and is the same for both user groups.

Although we don't have exact figures on how many of our visitors would be eligible for a discount, we can evaluate the impact on the revenue generated by considering a percentage of admission fees using the GRCA discount as the model.

Scenario – Discount applied to admission fees	Decrease in Revenue
25% of visitors were eligible for 22% discount on admission fees	\$30,735
12.5% of visitors were eligible for 22% discount on admission fees	\$15,368
10% of visitors were eligible for 22% discount on admission fees	\$12,294
5% of visitors were eligible for 22% discount on admission fees	\$6,147

Scenario – Discount applied to seasonal camping	Decrease in Revenue
25% of visitors were eligible for 22% discount on admission fees	\$89,040
12.5% of visitors were eligible for 22% discount on admission fees	\$44,520
10% of visitors were eligible for 22% discount on admission fees	\$35,616
5% of visitors were eligible for 22% discount on admission fees	\$17,808

Scenario – Discount applied to nightly camping	Decrease in Revenue
25% of visitors were eligible for 22% discount on admission fees	\$60,776
12.5% of visitors were eligible for 22% discount on admission fees	\$30,388
10% of visitors were eligible for 22% discount on admission fees	\$24,311
5% of visitors were eligible for 22% discount on admission fees	\$12,155

The impact on revenue is a double edged sword. The reduced fees may attract more people and therefore we could achieve our Environmental Target however, as demonstrated above, if more of our visitors are eligible for a discount, revenues generated will be less.

When considering reduced fees for specific user groups, the impact on operational costs appears to be minimal (reservation system upgrades, additional passes). A greater infrastructure investment in the Conservation Areas would be necessary to ensure facilities are to the standards of Accessibility for Ontarians with Disability Act and governing regulations in order to attract such patrons. Although capital investment needs to be considered, this shouldn't be the deciding factor for this situation in the sense that the infrastructure is in dire need of improvement regardless of the fee schedule.

Opportunities and Other Considerations

As an Authority, our priority is to achieve our Environmental Targets but at the same time we need to ensure that our decisions are responsible and defensible. The following is pro/con chart of opportunities and considerations beyond the revenue impact:

Opportunities/Considerations	Pro's	Cons
Customer Service and Marketing Opportunities	-create a positive image for the UTRCA -goodwill gesture	-are we only targeting one specific user group and not giving consideration to our other visitors (seniors, veterans, indigenous people)
Infrastructure Improvements	-opportunity to invest in our CA's and promote AODA friendly environment while achieving our Target	-investment costs money -carrying capacity of lands and facilities needs to be considered
Fee Schedule	-similar to marketing opportunities	-we are working towards simplifying our fee schedule for our visitors (2018 Portable Pass versus Sticker) -revenue loss associated with season passes being purchased by an eligible individual but not used by them
Industry Comparison	-GRCA offers disability discount and Seniors discount -Halton CA and Raisin Region CA offers Senior discount -unique fee in the sense that very few CA's offer the discount	-none noted

Operational Considerations

The fee schedule model that is used by the UTRCA is based on "per vehicle" for the service which they are using (camping, boating etc). We do not charge per person in the vehicle or on the campsite such as the Grand River Conservation Authority (GRCA) does. Because our existing fee schedule is vehicle based, the entire vehicle would be eligible for any discount offered.

The new seasonal pass that we are introducing for the 2018 season allows people to share it with others in hopes of attracting people who would not purchase a sticker pass from us in the past. The fact that it is

portable allows for the purchaser to transfer it to another vehicle and or person was created with just that in mind – we want to encourage people to come to our parks. The pass is valid for one vehicle or 4 people on bike or foot. Our goal was to simplify the admission process for the customer and make it easier for visitors to enjoy UTRCA Conservation Areas.

Identifying if an individual is eligible for a discount can become a slippery slope particularly when it comes to people with disabilities. Disability is a very broad subject and a disability is not always visibly obvious. The Provincial Parks require the customer show a CNIB identify card or a Ministry of Transportation accessible parking permit to be eligible for the disability discount. It is being suggested that if a reduced fee was to be created, the same identification would be required for eligibility.

Summary and Suggestions

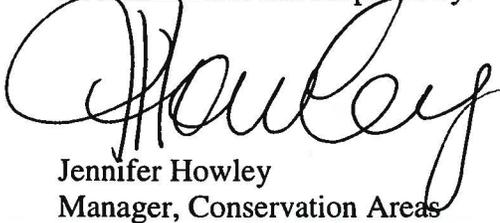
If reduced fees were to be offered in our Conservation Areas, staff would suggest the following guidelines:

- Offer one reduced fee for both Ontario Seniors and Ontario people with disabilities;
- Reduced fee only be applied to vehicle admission passes (daily and seasonal);
- Reduced fee would not be applied to camping opportunities (seasonal and nightly), rental equipment or boating;
- Reduced fee be applied to vehicles that can produce a valid MTO accessibility parking permit;
- The reduced fee be applied to vehicle that have a passenger who can produce CNIB identification card;
- Reduced fee be applied to a vehicle that have a passenger who can demonstrate they are an Ontario Senior (65+ years);
- The reduced fee be no more than 20% of the daily admission fee or seasons pass fee;
- Implementation would begin in 2019.

Implementation in 2019 would give staff the opportunity to identify what infrastructure needs to be addressed first as part of the Asset Management Plan – knowing that if we promote the reduced fee, we need to ensure we have facilities to accommodate and attract those eligible.

CA Unit staff want to offer their visitors an enjoyable and educational outdoor experience. Staff believe that creating a fee schedule that treats everyone equally and is simple for visitors to use is the first step in that great experience.

Recommended and Prepared by:



Jennifer Howley
Manager, Conservation Areas

To: UTRCA Board of Directors
From: Tracy Annett
Date: April 16, 2017
Subject: Update to the UTRCA Environmental Planning Policy Manual

Agenda #: 5 (d)
Filename: ::ODMA\GRPWISE\UT_MAIN.UTRCA_PO.ENVP:5116.1

RECOMMENDATIONS

THAT the Board of Directors support updating the Upper Thames River Conservation Authority Environmental Planning Policy Manual (2006) including the development and implementation of an Engagement Strategy to guide municipal, stakeholder and partner consultation for the policy manual updates.

SUMMARY

The Upper Thames River Conservation Authority (UTRCA) provides plan review and technical clearance services to its member municipalities for planning and development related applications. The UTRCA may also provide comments and advice based on additional roles and responsibilities such as its role as a watershed based management agency, landowner, regulatory body, or other delegated or assigned responsibility. To provide clarity and transparency on the process that UTRCA follows in accomplishing these important tasks the UTRCA's Board of Directors approved the Environmental Planning Policy Manual in 2006. The purpose of this report is to provide the Board of Directors with an overview on the rationale for updating and refining the UTRCA's current practices and procedures.

BACKGROUND

The Ministry of Natural Resources and Forestry (MNR) *Policies and Procedures for Conservation Authority Plan Review and Permitting Activities* (also known as the CALC chapter) sets out a process for updating overall policies as follows:

4.0 CONSERVATION AUTHORITY POLICY FORMATION AND CONSULTATION

4.1 CAs should give public notice and undertake public and stakeholder consultation prior to submission for CA Board approval of all proposed policies, watershed and subwatershed plans, guidelines or strategies that are intended to be used by the CA to comment on future land use and land use planning and inform CA review of applications made pursuant to the Planning Act. The CA is only responsible for coordinating consultation where it has been delegated as the lead for the watershed or subwatershed planning processes by the participating municipality or municipalities.

4.2 CAs should give public notice and undertake public consultations prior to submission for CA Board approval of proposed service delivery policies and procedures for CA Act Section 28 permit applications (e.g. complete applications).

4.3 The public should be provided the opportunity to speak to the proposed policies and guidelines referenced in 4.1 and 4.2 at the relevant CA Board meetings.

Full Document is available on-line at:

http://www.web2.mnr.gov.on.ca/mnr/water_erb/CALC_Chapter_Final_Apr23_Final.pdf

DISCUSSION

The current *Environmental Planning Policy Manual* was approved by the UTRCA Board of Directors on June 28, 2006. This manual consolidates the Authority's policies, which guide development and site alteration while protecting, preserving and enhancing the natural environment across the watershed.

The manual is a valuable guidance tool for the UTRCA's Board of Directors and staff as well as for our watershed municipalities, the land development industry and the public. However, it needs to be updated to reflect policy changes that have occurred since it was approved in 2006. While not an exhaustive list, some of the key policy changes include:

- Ministry of Natural Resources Policies and Procedures (CALC Chapter, 2010)
http://www.web2.mnr.gov.on.ca/mnr/water_erb/CALC_Chapter_Final_Apr23_Final.pdf
- Conservation Authorities Act Review – Bill 139 Building Better Communities
<http://apps.mnr.gov.on.ca/public/files/er/mnrf-17-044-conserving-our-future-en.pdf>
- Provincial Policy Statement MMA/MMH, 2014
<http://www.mah.gov.on.ca/AssetFactory.aspx?did=10463>
- Draft Low Impact Development Guidelines (MOECC, 2018)
http://www.municipalclassea.ca/files/7_DRAFT_MOECC_LID%20SWM%20Manual.pdf
- Natural Heritage Reference Manual (second edition) produced by the Ontario Ministry of Natural Resources (March 18, 2010)
<https://dr6j45jk9xcmk.cloudfront.net/documents/3270/natural-heritage-reference-manual-for-natural.pdf>
- A Wetland Conservation Strategy for Ontario 2017-2030
<http://apps.mnr.gov.on.ca/public/files/er/a-wetland-conservation-strategy-for-ontario-2017-2030.pdf>
- Naturally Resilient, MNRF's Natural Resource Climate Adaptation Strategy (2017-2021)
<http://apps.mnr.gov.on.ca/public/files/er/mnrf-17-313-climate-change.pdf>
- Updates to technical guidelines and Conservation Ontario initiatives;
 - Policy Clarity as provided through the Conservation Ontario Section 28 Committee
 - Submission Requirements for Environmental Impact Studies
 - Hydrogeological Submission Guidelines for Conservation Authorities (CO, 2014)
<https://www.lsrca.on.ca/Shared%20Documents/permits/hydrogeological%20guidelines.pdf?pdf=Hydrogeological-Guidelines>
 - Approaches to Manage Regulatory Event Flow Increases Resulting From Urban Development (JUNE 2016, TRCA)
<https://sustainabletechnologies.ca/app/uploads/2013/01/June-2016-Approaches-to-Manage-Regulatory-Event-Flow-Increases-Resulting-From-Urban-Development.pdf>
 - Template for Agricultural Permits (2016)
 - Drainage Act and Conservation Authorities Act Protocol (MNRF, 2012)
http://conservationontario.ca/fileadmin/pdf/conservation_authorities_section_planning_regulations/Drainage_Act_and_Conservation_Authorities_Act_Protocol.pdf

The updated document will ensure that the UTRCA continues to comply with the overarching provincial policies and recommendations. The update will also improve clarity and consistency in the regulatory requirements established under the *Conservation Authorities Act* and clarify expectations for the provincially-mandated programs and services in reviewing planning documents for consistency with the Provincial Policy Statement.

The policy update is proposed to be advanced through the following sections in the order they appear:

1. Appendices and other Supporting Sections: Technical Report Submission Requirements – to include guidance material and process requirements
2. Introduction and Background Sections – to provide a broader explanation and history of CA programs and services evolving to our current Environmental Targets Strategic Plan. More detail is to be provided and tied to Integrated Watershed Planning
3. Municipal Plan Review (Currently Chapter 3) – to reflect updated Provincial Policies, Implementation guidance documents, and recommendations of the CA Act Review and the recommendations of the Service Delivery Review Committee
4. Section 28 Regulations Policies (Currently Chapter 4) – to reflect proposed updates to the CA Act and Service Delivery Review recommendations

It is anticipated that the recommendations of the Service Delivery Review Committee will be provided near the end of 2018. As such, our focus on those sections of the policy document will coincide with this timing.

CONSULTATION

To facilitate early engagement, the UTRCA plans to establish an advisory committee similar to the approach implemented by the Credit Valley Conservation Authority (CVC). Further documentation regarding the CVC approach is available online at: https://cvc.ca/wp-content/uploads/2011/09/CVC-WPR-Policies_Companion_APR-2010.pdf

The goal of their advisory committee was to promote and encourage participation for the stakeholder engagement process. In this respect, the panel served several key purposes:

- Provided an opportunity for Conservation Authority staff to explain the legislative basis and rationale for the existing policies and policy framework;
- Ensured that stakeholders had the opportunity to identify and discuss gaps and deficiencies in the existing policies and policy framework;
- Provided a forum whereby municipal and agency partners, special interest groups, the development industry and other stakeholders developed a better understanding of the policies and policy framework changes needed to better align planning and regulatory programs with updated or new legislation and initiatives;
- Informed municipal staff, development interests, landowners and other stakeholders regarding the new policy approach; and
- Promoted a collaborative approach between CA and watershed stakeholders by offering a valid forum for stakeholder engagement and input.

In establishing an advisory committee, we will be seeking representation from the following groups: Industry (London Development Institute), representative Municipalities, Agricultural Community, Board of Directors, Government and agency participation, non-government service groups (i.e.EEPAC) and First Nations.

Additional engagement will include provincial Conservation Ontario Section 28 (Regulations) Committee, and staff from neighboring Conservation Authorities to ensure consistency across CA boundaries; and municipal engagement to clarify planning roles and responsibilities and best practices.

OTHER INITIATIVES

Other Conservation Authorities within the southwest region are also initiating updates to their policy documents. Staff from five (5) Conservation Authorities (Lower Thames Valley Conservation Authority, St. Clair Region Conservation Authority, Kettle Creek Conservation Authority and Essex

Region Conservation Authority) have been collaborating to find efficiencies in drafting a policy manual that would be consistent for their respective watersheds. Prior to the CA Act Review, representatives from each CA met regularly to review existing or draft guidelines, comprehensive guidelines from other CAs, provincial requirements and best practices to ensure consistent interpretation and implementation of policies. Since this review was initiated in 2015, a meeting of this nature has not occurred.

Planning and Regulations staff from Conservation Authorities across the southwest region participated in a workshop hosted by the UTRCA on April 17, 2018. The intent of the workshop was to facilitate collaboration and discussion on policy and procedure initiatives.

Additionally, Tracy Annett, Manager of Environmental Planning and Regulations, is a member of the Provincial Service Delivery Review Subcommittee for Municipal Plan Input. Committee discussions will also inform, and be informed by our comprehensive guidelines.

PREPARED BY:

RECOMMENDED BY:



Tracy Annett, MCIP, RPP, Manager
Environmental Planning and Regulations

Ian Wilcox,
General Manager

To: UTRCA Board of Directors
From: Ian Wilcox, General Manager
Date: April 16, 2018
Subject: First Nation Territorial Greeting

Agenda #: 5 (e)

Filename: ::ODMA\GRPWISEUT_MAIN.UT
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805.1

Recommendation: That the UTRCA Board of Directors consider inclusion of a First Nation acknowledgement/ territorial greeting as a component of each formal meeting of the Board.

Discussion

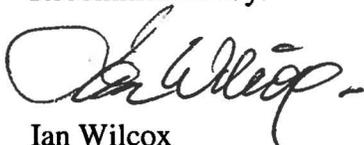
A territorial or land acknowledgement is an act of reconciliation that involves making a statement recognizing the traditional territory of the Indigenous people who called the land home before the arrival of settlers, and in many cases still do call it home. The acknowledgement of First Nations homelands is a tradition that has dated back centuries for First Nations people and is considered an essential step towards reconciliation. The purpose is to recognize that we, as settlers and as non-Indigenous people, are here on their land. Land acknowledgements have become increasingly common since the Truth and Reconciliation Commission (TRC) on residential schools released its 94 calls to action in 2015.

In recognition of the UTRCA's on-going efforts to engage First Nation communities in a process of learning and sharing in the development and implementation of local environmental programs, it is recommended that the UTRCA Board of Directors include a First Nation acknowledgment/ territorial greeting at the beginning of each meeting of the Board. The territorial greeting would be read by the Chair at the beginning of all future meetings of the Board of Directors.

Draft Text of Territorial Greeting

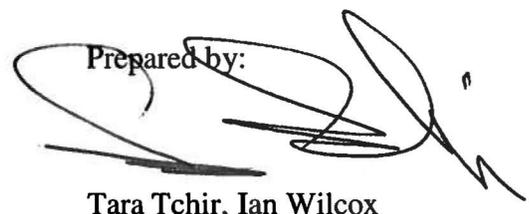
We will begin by acknowledging that the land on which we gather is the traditional territory of the Attawandaron, Anishinaabeg, Haudenosaunee, and Lunaapeewak peoples who have longstanding relationships to the land, water and region of southwestern Ontario. The local First Nation communities of this area include Chippewas of the Thames First Nation, Oneida Nation of the Thames, Munsee Delaware Nation and Delaware Nation at Moraviantown. In the region, there are eleven First Nation communities and a growing Indigenous urban population. We value the significant historical and contemporary contributions of local and regional First Nations and all of the Original peoples of Turtle Island (North America).

Recommended by:



Ian Wilcox

Prepared by:



Tara Tchir, Ian Wilcox

To: Chair and Members of the UTRCA Board of Directors

From: Tracy Annett, Manager – Environmental Planning and Regulations

Date: April 16, 2018 **Agenda #:** 7 (a)

Subject: Administration and Enforcement – Sect. 28 Status Report –
Development, Interference of Wetlands and Alteration to
Shorelines and Watercourses Regulation **Filename:** Document
ENVP 5575

This report is provided to the Board as a summary of staff activity related to the Conservation Authority's *Development, Interference of Wetlands and Alterations to Shorelines and Watercourses Regulation* (Ont. Reg. 157/06 made pursuant to Section 28 of the Conservation Authorities Act). The summary covers the period from January 13, 2018 to April 13, 2018.

Application #38/16 (Extension/Renewal)

Town of Ingersoll

Ingersoll Cheese Museum, Centennial Park – Town of Ingersoll

- requested extension/renewal for permit originally issued February 25, 2016.
- proposed timber frame community pavilion associated with the Ingersoll Cheese Museum and Centennial Park.
- plans prepared by Building Alternatives Inc.
- staff approved and permit extension issued March 6, 2018.

Application #89/17

Vedic Institute

37 William Street – Town of Ingersoll

- proposed floodproofing of existing building foundation.
- plans prepared by Chintan Virani Architect Inc. and Elite Engineering Group Inc.
- staff approved and permit issued January 16, 2018.

Application #129/17

York Developments – Silverleaf Subdivision

Pack Road and Colonel Talbot Road – City of London

- proposed construction of pedestrian bridges (A, B, C) within Silverleaf Subdivision
- plans prepared by Strik, Baldinelli, Moniz
- staff approved and permit issued February 2, 2018

Application #191/17

John Whiteside

64 Duke Street - City of London

- proposed construction of accessory structure (garage) in The Coves SPA
- plans prepared by Oliver Durasin, Durasin Drafting and Design
- staff approved and permit issued January 18, 2018

Application #198/17

Municipality of Middlesex Centre

Mills-Guest Drain

- proposed bottom cleanout of a Class E drain
- staff approved and permit, signed notification form and SCR for bottom cleanouts issued January 18, 2018

Application #199/17

Township of East Zorra Tavistock

Thames River 1984/ Jackson Drain

- proposed clean out of a Class E drain
- staff approved and permit, signed notification form and SCR for bottom cleanouts issued February 23, 2018

Application #201/17

Anthony Nizamis

69 Wilson Ave - City of London

- proposed construction of addition to primary structure
- plans prepared by Dwayne Buck, DC Buck Engineering
- staff approved and permit issued January 9, 2018

Application #217/17

City of London

54 Price Street – City of London

- project intended to help floodproof existing infrastructure at Vauxhall Pollution Control Plant
- project implementation followed Class EA exercise, with Dillon Consulting preparing detailed engineering drawings
- staff approved and permit issued January 23, 2018

Application #219/17

The Tricar Group

40 York Street – City of London

- approval required for construction of high-rise apartment building
- plans prepared by Stantec Consulting
- staff approved and permit issued March 9, 2018

Application #2/18

Lukas Janic

194 Rathowen Street – City of London

- proposed construction of house addition in West London proposed Special Policy Area
- engineering drawings prepared by D.C. Buck Engineering
- staff approved and permit issued January 16, 2018

Application #3/18

Glen & Linda McFarland

4691 Catherine Street – Municipality of Thames Centre

- proposed demolition of existing single family residence and construction of new single family residence.
- plans prepared by Melabu Design & Drafting and Archibald, Gray & McKay Engineering Limited in accordance with slope stability and geotechnical investigation by exp Services Inc.
- staff approved and permit issued April 3, 2018.

Application #4/18

Teahen Holdings

201 Griffith Road – City of Stratford

- proposed building additions, parking lot expansion and improvements to existing drainage/infiltration swale.

-plans prepared by GSP Group, Teahen Design Group and MTE Consultants Inc. in accordance with site specific project location details and mitigation measures agreed to on site between landowner, consultants and UTRCA staff.

-staff approved and permit issued January 17, 2018.

Application #6/18

Phil Hachler

Lot 30, Concession 1 – Township of Perth East

-proposed replacement of single family residence and associated septic system.

-plans prepared by Aurhaus Residential Design & Drafting in accordance with site specific project location details agreed to between landowner and UTRCA staff.

-staff approved and permit issued February 2, 2018.

Application #7/18

Al & Lindsey Arnold

Part Lot 5, Concession 2 – Municipality of Middlesex Centre

-proposed construction of new farm shop/garage.

-plans prepared by Blueline Design in accordance with geotechnical setback requirements determined by Golder Associates Limited.

-staff approved and permit issued February 2, 2018.

Application #9/18

City of Stratford

Lake Victoria, Lakeside Drive at Queen Street – City of Stratford

-proposed stream enhancement project including installation of cribwall, installation of proposed fish habitat “shoal” and riparian vegetation plantings along a reach of the North south shore of Lake Victoria.

-plans prepared by B. Glasman of the UTRCA.

-staff approved and permit issued February 2, 2018.

Application #12/18

Capital Homes (Ingersoll) Inc.

Lot 32, Hartfield Street – Town of Ingersoll

-proposed single family residence and attached garage adjacent Whiting Creek.

-site plans prepared by ACI Survey Consultants Inc. in accordance with approved subdivision plan.

-staff approved and permit issued March 8, 2018.

Application #13/18

Municipality of Middlesex Centre

Line 4 at 19 Creek – Municipality of Middlesex Centre

-proposed rehabilitation of the Romeo Street Bridge crossing the Avon River.

-plans prepared by R.J. Burnside & Associates Limited.

-staff approved and permit issued April 11, 2018.

Application #14/18

Stratford Festival

111 Lakeside Drive & 48, 68, 72 Water Street – City of Stratford

-proposed demolition of existing theatre, community centre, private residence and optimist hall and construction of new theatre (Stratford Festival Tom Patterson Theatre) and support space, parking lot, associated grading/site alteration, retaining wall and landscaping.

-plans prepared by Hariri Pontarini Architects, MTE Consultants Inc. and The Planning Partnership.

-staff approved and permit issued January 17, 2018.

Application #15/18

Union Gas Limited

Fairview Road (Lots 24 & 25, Concessions 3 & 4) – Municipality of Thames Centre

-proposed NPS 2 inch gas pipeline installation along Fairview Road undercrossing two sections of the Wye Creek Municipal Drain.

- plans prepared by Union Gas Limited including hydro-fracture contingency plans as installation will be via high pressure directional drilling.
- staff approved and permit issued March 6, 2018.

Application #16/18

Karim Aminullah c/o Spriet Associates (London) Limited

Part Lot 16, Concession 12 – Municipality of Middlesex Centre

- proposed demolition of existing residence and construction of new single family residence and associated septic system and extension of existing driveway adjacent Medway Creek.
- plans prepared by Spriet Associates London Limited, BOS Engineering & Environmental Services and Arky Designs in accordance with elevation surveys by Callon-Dietz.
- staff approved and permit issued March 16, 2018.

Application #18/18

Union Gas Limited

Part Lot 26, Concession 5 – Township of Blandford-Blenheim

- proposed pipeline (integrity shallow cover) remediation project adjacent North Branch Creek.
- plans prepared by Union Gas Limited.
- staff approved and permit issued March 6, 2018.

Application #19/18

Capital Homes (Ingersoll) Inc.

Lot 30, Hartfield Street – Town of Ingersoll

- proposed single family residence and attached garage adjacent Whiting Creek.
- site plans prepared by ACI Survey Consultants Inc. in accordance with approved subdivision plan.
- staff approved and permit issued March 8, 2018.

Application #20/18

Day & Ross Transportation Group

645 Athlone Place – City of Woodstock

- contaminated soil within flood plain following spill adjacent to Cedar Creek
- site remediation plan prepared and submitted by EFI Global
- staff approved and permit issued February 28, 2018

Application #21/18

Helmut Beh

1820 Fanshawe Park Road W – City of London

- proposed installation of new driveway to existing residence
- plans prepared by Helmut Beh in accordance with site specific requirements as discussed between landowner and UTRCA staff
- staff approved and permit issued March 19, 2018

Application #22/18

City of London – Sewer Operations

457 Second Street – City of London

- proposed sanitary manhole CU225 replacement, including minor maintenance to existing storm sewer outlet to Pottersburg
- plans prepared by Brad Weber - City of London, in accordance with Golder Report
- staff approved and permit issued March 9, 2018

Application #23/18

City of London – Sewer Operations

612 Hale Street – City of London

- proposed replacement of existing headwall adjacent to Pottersburg Creek
- plans prepared by Brad Weber - City of London, in accordance with Golder Report
- staff approved and permit issued March 9, 2018

Application #24/18

Carlo Sorrenti

26 Gunn Street – City of London

- proposed construction of house addition
- plans prepared by D.C. Buck Engineering
- staff approved and permit issued April 12, 2018

Application #26/18

Drewlo Holdings

1522/1782 Kilally Road – City of London

- approval required for Phases 1 and 2 of Edge Valley Subdivision
- plans prepared by Whitney Engineering/MTE Consultants
- staff approved and permit issued March 15, 2018

Application #30/18

Dace Baxter

106 Village Gate Drive – Municipality of Thames Centre

- application for construction of shed
- staff approved and permit issued March 14, 2018

Application #34/18

Nachelle Leblanc Carter

964 Crumlin Side Road – City of London

- proposed construction of new single family residence and installation of new septic system
- plans prepared by Rock Kim, Rockim Design and engineering drawings prepared by BOS Engineering for installation of new septic system
- staff approved and permit issued March 22, 2018

Application #35/18

Scott Coles – CNC Homes

15 Barrington Avenue – City of London

- proposed construction of addition to rear of existing home
- plans prepared by D.C Buck Engineering
- staff approved and permit issued on March 23, 2018

Application #36/18

Sun Canadian Pipe Line Company Limited

Wonderland Road North – Sunningdale Road West – City of London

- proposed existing pipeline integrity dig within SCPL existing right of way, UTRCA regulated area
- site specific project information and restoration plan prepared by Derek Hillis - NovaTox Inc.
- staff approved and permit issued April 3, 2018

Application #37/18

Lukas Janic

192 Rathowen Street – City of London

- approval required for construction of house addition within West London proposed Special Policy Area
- plans prepared by D.C. Buck Engineering
- staff approved and permit issued April 5, 2018

Application #38/18

Lukas Janic

195 Rathowen Street – City of London

- proposed construction of house addition in West London proposed Special Policy Area
- engineering drawings prepared by D.C. Buck Engineering
- staff approved and permit issued April 5, 2018

Application #40/18

London Language Institute

653 Talbot Street – City of London

- proposed site development in regulated area, with works including expanded parking facilities
- plans prepared by Pym and Cooper
- staff approved and permit issued March 29, 2018

Application #41/18

Tony VanderWielen – VanderWielen Custom Homes

235 Union Avenue – Municipality of Middlesex Centre

- proposed new home construction in Valleyview Subdivision backing onto Oxbow Creek
- plans prepared by VanderWielen Custom Homes, lot grading certificate sealed/signed by Strik, Baldinelli, Moniz
- staff approved and permit issued March 28, 2018

Application #42/18

Unitec Electrical Contracting Inc.

Part Lot 6, Concession 1 – Municipality of West Perth

- proposed construction of new equipment storage shed.
- plans prepared by E.J. Monden & Co. and Unitec Electrical Contracting Inc. in accordance with setbacks and elevations agreed to between landowner and UTRCA staff.
- staff approved and permit issued April 3, 2018.

Application #43/18

Bart Janic

13 Napier Street – City of London

- proposed major house renovation in West London proposed Special Policy Area
- plans prepared by D.C. Buck Engineering
- staff approved and permit issued April 12, 2018

Application #44/18

Karen Simonis

Part Lot 20, Concession A – Municipality of Thames Centre

- proposed demolition of existing single family residence and construction of new single family residence, installation of new septic system and inground pool.
- plans prepared by Southridge Heights Inc., Kim Husted Surveying Ltd. and Brent-Reg Construction Inc. in accordance with site specific locations and mitigation measures agreed to on-site between landowner and UTRCA staff.
- staff approved and permit issued April 3, 2018.

Application #45/18

Trevalli Homes Ltd.

Lot 3 (#309) Masters Drive – City of Woodstock

- proposed single family residence and attached garage adjacent Sally Creek.
- site plans prepared by Van Harten Surveying Inc. in accordance with approved subdivision plan.
- staff approved and permit issued April 12, 2018.

Application #46/18

Nuhn Industries Limited

4816 Line 34 – Township of Perth East

- proposed building addition, SWM facility enhancement, installation of rip-rap spillways, construction of concrete retaining wall, trucking route and new gravel parking lot.
- geotechnical assessment and plans prepared by MTE Consultants Inc.
- staff approved and permit issued April 6, 2018.

Application #56/18

Union Gas Limited

Wilton Grove Road – City of London

- proposed installation of 1500 metres of 4-inch and 6-inch steel gas pipeline
- required crossing of Elliott-Laidlaw Drain
- staff approved and permit issued April 12, 2018

Application #57/18

Brandon Mallia

231 Union Avenue – Municipality of Middlesex Centre

- proposed new home construction in Valleyview Subdivision backing onto Oxbow Creek
- plans prepared by Serratore & Associates Inc., lot grading certificate sealed/signed by MTE Consulting Inc.
- staff approved and permit issued April 16, 2018

Reviewed by:



Tracy Annett, MCIP, RPP, Manager
Environmental Planning and Regulations

Prepared by:



Karen Winfield
Land Use Regulations Officer



Mark Snowsell
Land Use Regulations Officer



Brent Verscheure
Land Use Regulations Officer



Cari Ramsey
Env. Regulations Technician

To: UTRCA Board of Directors
From: Shanna Dunlop, Executive Director, Fanshawe Pioneer Village
Date: April 13, 2018 **Agenda #:** 7 b)
Subject: Fanshawe Pioneer Village Report **Filename:**

In 2017, Fanshawe Pioneer Village's programming focused on engaging our community in celebrating Canada's 150th anniversary and teaching visitors about the rich history of our country, province and region. In 2018, we will commemorate another important historical milestone as we celebrate 100 years since women first won the right to vote in Canada. Women's History is a theme that runs throughout our programming this year – from the popular new exhibit “A Woman's Work is Never Done” to the new “HERstory” event - a weekend-long commemoration of fascinating women from Middlesex County, London and Fanshawe Pioneer Village. In partnership with AlvegoRoot Theatre, FPV will also be presenting a bold new play “Welcome to Bon Echo” which reflects on the life of Ontarian Flora MacDonald Denison, a pioneer in Canada's suffrage movement and a true radical of her time.

Several new initiatives have been added to the 2018 calendar and many other events will be expanded and revitalized this season in an effort to draw new and recurring audiences. From piloting extended hours in July, to the return of our “Ransom” Puzzle Adventure Room in partnership with Exodus Escape Rooms of London, we are endeavoring to provide expanded opportunities for the public to engage with the Village in the evening. Our new “History +” Program and “The Christmas Truce” ticketed events aim to look at history through a different lens and in highly immersive ways. Our new “Let's Have Fun with History” Summer Group Program offerings provide summer camps, day cares, youth groups, and community organizations with an opportunity to experience the past in the present and have fun with history in a way that is tailored to meet specific needs and interests. Out in our community, Fanshawe Pioneer Village will continue to deliver in-demand outreach programs ranging from themed lectures to artifact-based reminiscence programs developed for seniors with dementia.

Within the Visitor Services department, there are 35 ceremonies and 35 receptions booked to date, compared to 29 wedding ceremonies and 32 receptions in 2017. The main change in this department is with regard to the business model for the Pioneer Café, which will be undergoing changes in 2018 in response to it consistently operating at a loss, increasing operational costs, and, feedback from customers as to menu choices and price points. We will be adopting a self-serve kiosk style operation, with a daily selection of sandwiches, soups, baked goods, ice cream and hot and cold beverages. We will still maintain all of our popular ticketed events in the Café, including Mother's Day Brunch Thanksgiving Buffet and Dickens' Dinner.

Education program bookings are also off to a strong start with a successful March Break Drop-In Day program and strong bookings for Spring Education Days and Core Programs through June.

Prepared by:
Shanna Dunlop
Executive Director
Fanshawe Pioneer Village

To: UTRCA Board of Directors
From: Ian Wilcox & Christine Saracino
Date: 16 April 2018
Subject: Q1 Financial Report

Agenda #:
Filename:

Recommendation:

The Board accepts the Q2 2018 Financial Reports as presented.

Referring to the Summary Statement of Operating Activities, 2018 levy invoices were issued in late March and all deferred program revenues have been recorded for the year resulting in 56% of 2018 revenues already on the books by the end of March. By the same time, only 21% of our budgeted expenses for the year have been incurred with 25% of the year over. This is typical as many projects and programs are only gearing up for full implementation come spring.

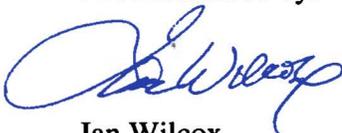
Capital spending is progressing as planned.

Now included in the financial package is a Statement of Financial Position or Balance Sheet. This report identifies at a specific date in time, the position of the organization in relation to the same point in time of the previous year. Our cash total is higher than last year, but the form in which it is held has changed; the receivables we expect to collect is significantly higher because of 2017 expenses for NDMP funding. Those claims fall only twice a year (October and April) following Q2 and Q4 of the federal financial year. Wage-related payables are also significantly higher than at the same point in 2017, but other accounts payable are almost halved.

Of particular note is a new line on the Statement of Financial Position for 2018, *Deferred and Committed Capital Funding*, which will change at least annually. When we receive funding for capital works, be it federal, provincial or municipal, we experience an obligation to keep our capital structures in continuing working order into the future. This presentation resulted in lower revenue in 2017 than expected, but it more transparently reflects our continuing commitment to public and property safety.

In addition, we updated the accumulated surplus accounts to reflect \$16.5M in actual transactions in tangible capital assets over the last 10 years since PSAB regulations for assets were first implemented.

Recommended by:



Ian Wilcox

Prepared by:



Christine Saracino

Upper Thames River Conservation Authority

Summary Statement of Operating Activities

For The Period Ending March 31, 2018

	2018 YTD Actual	2018 Total Budget	\$ Variance	Notes
OPERATING ACTIVITIES:				
Levy Funding				
Municipal Operating Levy	3,701,512	3,605,251	(96,261)	Error on levy funding worksheet
Dam and Flood Control Operations Levy	1,351,126	1,351,126	-	
Operating Reserve Levy	32,400	32,400	-	
	<u>5,085,038</u>	<u>4,988,777</u>	<u>(96,261)</u>	
Government Transfer Payments	-	351,020	351,020	Funding not yet received for 2018
Contracts				
Municipal within Watershed	138,317	812,337	674,020	
Municipal without Watershed	-	75,840	75,840	
Provincial	460,516	956,911	496,395	
Federal	124,111	625,330	501,219	
All other	1,303,326	1,498,747	195,421	
	<u>2,026,269</u>	<u>3,969,165</u>	<u>1,942,896</u>	
User Fees				
Conservation Areas	188,941	3,559,859	3,370,918	
Planning and Permit Fees	50,545	195,000	144,455	
Education Fees	32,775	102,700	69,925	
	<u>272,261</u>	<u>3,857,559</u>	<u>3,585,298</u>	
Other Revenues	1,045,273	1,705,284	660,011	Includes carryover from 2017
Total Revenues	<u>8,428,841</u>	<u>14,871,805</u>	<u>6,442,964</u>	
Mission Cost Centres				
Community Partnerships	361,988	1,417,652	1,055,664	
Water and Information Management	616,801	2,687,074	2,070,273	
Environmental Planning and Regulations	475,268	1,858,588	1,383,320	
Conservation Services	364,264	1,559,792	1,195,528	
Watershed Planning & Research	236,834	1,036,483	799,649	
Conservation Areas	685,481	4,514,804	3,829,323	
Lands and Facilities Management	371,171	1,750,273	1,379,102	
Service Cost Centres	15,512	104,368	88,856	
Total Operating Expenditures	<u>3,127,318</u>	<u>14,929,034</u>	<u>11,801,716</u>	
Surplus (deficit) in Current Operations	5,301,523	(57,229)	(5,358,751)	
Net Operating Reserve Transfers	-	57,993	57,993	
Balance of Operating Activities	<u>5,301,523</u>	<u>764</u>	<u>(5,300,758)</u>	
Depreciation	213,625	828,446	614,821	
Net Cash Surplus (Deficit)	5,515,148	829,210	(4,685,937)	

Upper Thames River Conservation Authority
Summary Statement of Operating Activities
For The Period Ending March 31, 2018

Upper Thames River Conservation Authority

Summary Statement of Capital Activities

For The Period Ending March 31, 2018

	2018 YTD Actual	2018 Total Budget	\$ Variance	Notes
CAPITAL ACTIVITIES:				
Capital Maintenance Levy	-	168,324	168,324	2017 Levy is held as deferred revenue
Capital Expenditures (excl Flood Control)	(142,769)	(479,500)	(336,731)	
	(142,769)	(311,176)	(168,407)	
Flood Control Capital Levy	377,426	2,130,933	1,753,507	
WECl and NDMP Capital Funding	320,967	3,593,583	3,272,616	
Net Flood Control Reserve Transfers	-	278,626	278,626	
	698,394	6,003,142	5,304,748	
Flood Control Expenditures	(642,289)	(5,998,704)	(5,356,415)	
	56,105	4,438	(51,667)	
Surplus (deficit) from Capital Activities	(86,664)	(306,738)	(220,074)	

Upper Thames River Conservation Authority
Statement of Financial Position and Accumulated Surplus (unaudited)
as at March 31, 2018

FINANCIAL ASSETS	Current Year	Prior Year	Notes
Cash and equivalents			
Bank Balances	3,676,383	5,063,329	
Petty Cash, Floats and Advances	4,902	7,814	
Short-term Investments	6,055,482	4,021,478	
	<u>9,736,767</u>	<u>9,092,620</u>	
Restricted Cash			
Source Water Protection Bank Account	238,645	243,569	
Glengowan Bank Account	202,342	237,023	
	<u>440,987</u>	<u>480,592</u>	
Receivable Amounts			
Accounts Receivable	3,335,120	3,574,074	
Federal Taxes Receivable	85,076	202,212	
Accrued Receivables	489,259	11,271	NDMP claim not yet submitted
	<u>3,909,454</u>	<u>3,787,557</u>	
	<u>14,087,209</u>	<u>13,360,769</u>	
FINANCIAL LIABILITIES			
Accounts Payable and Accrued Liabilities			
Wage-related payables	910,185	360,081	3rd payroll for March paid in April
Federal Taxes Payable	53,079	105,190	
Accounts Payable	835,530	1,508,180	
Amounts held for other groups	34,308	29,313	
	<u>1,833,102</u>	<u>2,002,763</u>	
Deferred Revenues			
Funding carried forward temporarily	110,308	113,694	
Customer prepayments	-	3,920	
Advanced WECl, SWP, NDMP funding	238,426	243,458	
Deferred and Committed Capital Funding	1,599,619	-	Funding for future depreciation
	<u>1,948,353</u>	<u>361,073</u>	
Term Loan (water system)	<u>-</u>	<u>410,186</u>	
	<u>3,781,456</u>	<u>2,774,022</u>	
NET FINANCIAL ASSETS	<u>10,305,753</u>	<u>10,586,747</u>	
NON-FINANCIAL ASSETS			
Tangible Capital Assets	61,811,513	60,526,398	
less accumulated amortization	<u>(23,097,197)</u>	<u>(22,441,711)</u>	
Net tangible capital assets	38,714,316	38,084,687	
Capital projects in progress	222,892	107,648	
Prepaid Expenses, Deposits and Inventories	85,244	124,337	
	<u>49,328,205</u>	<u>48,903,419</u>	
Accumulated Surplus	<u>49,328,205</u>	<u>48,903,419</u>	
Equity in Tangible Capital Assets	39,064,170	22,561,165	TCA vs Equity balance correction in 2017
All other Equity	(2,217,552)	14,284,333	TCA vs Equity balance correction in 2017
Current year Surplus	5,301,523	5,410,167	
Reserves	7,180,065	6,647,755	
Accumulated Surplus	<u>49,328,205</u>	<u>48,903,419</u>	

To: UTRCA Board of Directors
From: Teresa Hollingsworth, Manager, Community & Corporate Services
Date: April 17, 2018 **Agenda #:** 7 (d)
Subject: Focus on the Thames Forum and the Nutrient Reduction Project Catalogue **Filename:** ::ODMA\GRPWISE\UT_MAIN.UT
RCA_PO.HR:5336.1

With funding support from Environment Canada, the Upper Thames River Conservation Authority spearheaded two projects early this year. Both projects support actions under the Canada-Ontario Lake Erie Domestic Action Plan for reducing phosphorus loading to Lake Erie with the goal of decreasing the presence of harmful and nuisance algal blooms as well as zones of low oxygen (hypoxia) that threaten both the ecosystem and human health.

The UTRCA compiled the *Nutrient Reduction Project Catalogue 2018* as an inventory of programs and projects underway in the western portion of the Canadian Lake Erie Watershed, that are aimed at reducing phosphorus loads entering Lake Erie. The catalogue provides a mechanism to track and share information about projects that have been or are being implemented in the watershed. The catalogue will also be used as a tool to ensure that the best practices required to achieve phosphorus load reductions are in place and to help identify opportunities for collaboration. Over 25 different agencies, academic institutions, conservation authorities, non-government organizations and community groups submitted over 100 projects themed to research, implementation, and education and outreach. In addition, the catalogue was designed to allow for projects to be added over time. The catalogue is available on the UTRCA website at: www.thamesriver.on.ca/nutrient-project-catalogue/

The second project, led by the Upper and Lower Thames Conservation Authorities, was the two day *Focus on the Thames Forum*. The Forum highlighted a range of projects and programs underway within the Thames River Watershed designed to reduce nutrient loading to the Thames River, Lake St Clair and to western Lake Erie. It was designed to provide individuals, groups and agencies an opportunity to share information, collaborate and to improve planning into the future. The Forum was held at the Lamplighter Inn, in London, on March 27th and 28th and attracted over 130 participants per day. Presentations are currently being collected and will be made available on the UTRCA website. Evaluations of the Forum have been overwhelmingly positive and there have been requests to repeat the event sometime in the future.

Prepared by:



Teresa Hollingsworth,
Community and Corporate Services Manager

**Town of Ingersoll
Monthly Cheque Disbursements
May 2018**

PURCHASED FROM VENDORS LOCATED IN INGERSOLL 76,759.39

<u>VENDOR NAME</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
ADVANTAGE FITNESS SALES INC.						
	87,713	51654 01-5100-6070-41500	CONTRACTED SERVICES	FITNESS BIKE BATTERIES	\$204.92	
	87,713	51654 01-0000-0200-00325	HST RECEIVABLE100%	FITNESS BIKE BATTERIES	\$26.63	
	87,713	51654 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FITNESS BIKE BATTERIES	\$0.00	\$231.55
ART BLAKE REGRIGATION LTD						
	87,630	51655 10-0000-3510-80000	MATERIALS	VPCC DRYTRON REPAIR	\$3,130.00	
	87,630	51655 01-0000-0200-00325	HST RECEIVABLE100%	VPCC DRYTRON REPAIR	\$406.90	
	87,630	51655 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC DRYTRON REPAIR	\$0.00	\$3,536.90
	87,631	51655 10-0000-3510-80000	MATERIALS	VPCC DRYTRON REPAIR	\$3,975.14	
	87,631	51655 01-0000-0200-00325	HST RECEIVABLE100%	VPCC DRYTRON REPAIR	\$516.77	
	87,631	51655 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC DRYTRON REPAIR	\$0.00	\$4,491.91
GORDON BANNERMAN LTD.						
	87,638	51656 01-5000-6050-41530	EQUIP REPAIRS & MAINT	BALL DIAMOND MACHINE PARTS	\$1,091.35	
	87,638	51656 01-0000-0200-00325	HST RECEIVABLE100%	BALL DIAMOND MACHINE PARTS	\$141.88	
	87,638	51656 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BALL DIAMOND MACHINE PARTS	\$0.00	\$1,233.23
EMPLOYEE REIMBURSEMENT						
	87,622	51657 01-5200-6090-40620	MILEAGE	MILEAGE-FUSION STAFF	\$51.61	
	87,622	51657 01-0000-0200-00325	HST RECEIVABLE100%	MILEAGE-FUSION STAFF	\$6.71	
	87,622	51657 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-FUSION STAFF	\$0.00	\$58.32
BYRNES COMMUNICATIONS						
	87,662	51658 40-8000-6900-40990	ADVERTISING - RADIO	BIA EASTER AD	\$534.24	
	87,662	51658 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BIA EASTER AD	\$59.01	
	87,662	51658 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BIA EASTER AD	\$0.00	\$593.25
CANADIAN TIRE ASSOCIATE STORE						
	87,715	51659 01-5000-6050-41700	BLDG REPAIRS AND MAINT	HANGERS	\$7.99	
	87,715	51659 01-0000-0200-00325	HST RECEIVABLE100%	HANGERS	\$1.04	
	87,715	51659 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HANGERS	\$0.00	\$9.03
	87,716	51659 01-5000-6050-41700	BLDG REPAIRS AND MAINT	PARK SHOP PAINT SUPPLIES	\$11.98	
	87,716	51659 01-0000-0200-00325	HST RECEIVABLE100%	PARK SHOP PAINT SUPPLIES	\$1.56	
	87,716	51659 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PARK SHOP PAINT SUPPLIES	\$0.00	\$13.54
	87,717	51659 01-5000-6050-41700	BLDG REPAIRS AND MAINT	PARK SHOP PAINT TAPE	\$5.99	
	87,717	51659 01-0000-0200-00325	HST RECEIVABLE100%	PARK SHOP PAINT TAPE	\$0.78	
	87,717	51659 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PARK SHOP PAINT TAPE	\$0.00	\$6.77
	87,718	51659 01-5000-6020-41700	BLDG REPAIRS & MAINT	LIGHT BULBS	\$10.99	
	87,718	51659 01-0000-0200-00325	HST RECEIVABLE100%	LIGHT BULBS	\$1.43	

Town of Ingersoll
 Monthly Cheque Disbursements
 May 2018

PURCHASED FROM VENDORS LOCATED IN INGERSOLL 76,759.39

<u>VENDOR NAME</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
	87,718	51659 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LIGHT BULBS	\$0.00	\$12.42
	87,719	51659 01-5000-6050-41700	BLDG REPAIRS AND MAINT	PARK SHOP PAINTER'S TAPE	\$4.79	
	87,719	51659 01-0000-0200-00325	HST RECEIVABLE100%	PARK SHOP PAINTER'S TAPE	\$0.62	
	87,719	51659 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PARK SHOP PAINTER'S TAPE	\$0.00	\$5.41
	87,720	51659 01-5000-6050-41700	BLDG REPAIRS AND MAINT	PARK SHOP DRYWALL PUTTY	\$19.98	
	87,720	51659 01-0000-0200-00325	HST RECEIVABLE100%	PARK SHOP DRYWALL PUTTY	\$2.60	
	87,720	51659 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PARK SHOP DRYWALL PUTTY	\$0.00	\$22.58
	87,721	51659 01-5000-6050-41700	BLDG REPAIRS AND MAINT	SANDER + DISCS	\$53.97	
	87,721	51659 01-0000-0200-00325	HST RECEIVABLE100%	SANDER + DISCS	\$7.02	
	87,721	51659 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SANDER + DISCS	\$0.00	\$60.99
	87,722	51659 01-5100-4100-41700	BLDG REPAIRS AND MAINT	VPCC MAINT SUPPLIES	\$45.52	
	87,722	51659 01-0000-0200-00325	HST RECEIVABLE100%	VPCC MAINT SUPPLIES	\$5.92	
	87,722	51659 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC MAINT SUPPLIES	\$0.00	\$51.44
	87,723	51659 01-5000-6050-41700	BLDG REPAIRS AND MAINT	BATTERIES	\$14.99	
	87,723	51659 01-0000-0200-00325	HST RECEIVABLE100%	BATTERIES	\$1.95	
	87,723	51659 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BATTERIES	\$0.00	\$16.94
	87,724	51659 01-5000-6050-41530	EQUIP REPAIRS & MAINT	IMPACT GUN, CLOTHS	\$73.71	
	87,724	51659 01-0000-0200-00325	HST RECEIVABLE100%	IMPACT GUN, CLOTHS	\$9.58	
	87,724	51659 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	IMPACT GUN, CLOTHS	\$0.00	\$83.29
	87,725	51659 01-5000-6020-41700	BLDG REPAIRS & MAINT	ARENA BLDG SUPPLIES	\$9.28	
	87,725	51659 01-0000-0200-00325	HST RECEIVABLE100%	ARENA BLDG SUPPLIES	\$1.21	
	87,725	51659 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ARENA BLDG SUPPLIES	\$0.00	\$10.49
	87,726	51659 01-5100-4100-40270	NEW EQUIPMENT	VPCC TOOLS	\$105.95	
	87,726	51659 01-0000-0200-00325	HST RECEIVABLE100%	VPCC TOOLS	\$13.77	
	87,726	51659 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC TOOLS	\$0.00	\$119.72
	87,727	51659 01-5000-6020-41700	BLDG REPAIRS & MAINT	VOLT TESTER	\$14.99	
	87,727	51659 01-0000-0200-00325	HST RECEIVABLE100%	VOLT TESTER	\$1.95	
	87,727	51659 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VOLT TESTER	\$0.00	\$16.94
	87,728	51659 01-5000-6020-41700	BLDG REPAIRS & MAINT	BATTERIES	\$13.49	
	87,728	51659 01-0000-0200-00325	HST RECEIVABLE100%	BATTERIES	\$1.75	
	87,728	51659 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BATTERIES	\$0.00	\$15.24
CAREY'S PRODUCE						
	87,641	51660 01-5000-6051-40420	PROGRAM SUPPLIES	GARDEN FRESH VEGGIE SUPPLIES	\$325.00	
	87,641	51660 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GARDEN FRESH VEGGIE SUPPLIES	\$0.00	\$325.00
CEASER WORK COUNSEL						
	87,714	51661 01-0900-4000-40710	LEGAL FEES	WORKPLACE INVESTIGATION	\$152.64	

**Town of Ingersoll
Monthly Cheque Disbursements
May 2018**

PURCHASED FROM VENDORS LOCATED IN INGERSOLL 76,759.39

<u>VENDOR NAME</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
	87,714	51661 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	WORKPLACE INVESTIGATION	\$16.86	
	87,714	51661 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WORKPLACE INVESTIGATION	\$0.00	\$169.50
CHUBB SECURITY SYSTEMS						
	87,669	51662 01-2000-4025-41550	MAINTENANCE CONTRACTS	TOWN HALL ALARM MAY-JUL	\$124.55	
	87,669	51662 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TOWN HALL ALARM MAY-JUL	\$13.76	
	87,669	51662 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOWN HALL ALARM MAY-JUL	\$0.00	\$138.31
CIMCO REFRIGERATION						
	87,633	51663 01-5000-6020-41550	MAINTENANCE CONTRACTS	REFRIGER CONTR FEB'18-JAN'19	\$1,874.58	
	87,633	51663 01-0000-0400-00280	PREPAID EXPENSES	REFRIGER CONTR FEB'18-JAN'19	\$170.42	
	87,633	51663 01-0000-0200-00325	HST RECEIVABLE100%	REFRIGER CONTR FEB'18-JAN'19	\$243.70	
	87,633	51663 01-0000-0200-00325	HST RECEIVABLE100%	REFRIGER CONTR FEB'18-JAN'19	\$22.15	
	87,633	51663 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REFRIGER CONTR FEB'18-JAN'19	\$0.00	\$2,310.85
MAYOR REIMBURSEMENT						
	87,617	51664 01-0100-4000-40620	MILEAGE	DEMAND THE RIGHT LANDFILL PROT	\$154.63	
	87,617	51664 01-0100-4000-40620	MILEAGE	DEMAND THE RIGHT LANDFILL PROT	\$42.88	
	87,617	51664 01-0100-4000-41020	PROMOTION & MEALS	DEMAND THE RIGHT LANDFILL PROT	\$135.08	
	87,617	51664 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	DEMAND THE RIGHT LANDFILL PROT	\$17.09	
	87,617	51664 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	DEMAND THE RIGHT LANDFILL PROT	\$4.74	
	87,617	51664 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	DEMAND THE RIGHT LANDFILL PROT	\$14.92	
	87,617	51664 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DEMAND THE RIGHT LANDFILL PROT	\$0.00	\$369.34
COURTNEY'S						
	87,636	51665 01-5100-6090-40420	PROGRAM SUPPLIES	VPCC PROG CANDY	\$391.95	
	87,636	51665 01-0000-0200-00325	HST RECEIVABLE100%	VPCC PROG CANDY	\$50.95	
	87,636	51665 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC PROG CANDY	\$0.00	\$442.90
FRANK COWAN COMPANY LTD						
	87,711	51666 01-1300-4000-40283	INS DEDUCTIBLE-ADJUSTOR FEES	P1711203,P1810344 INS DEDUCT	\$6,620.59	
	87,711	51666 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	P1711203,P1810344 INS DEDUCT	\$0.00	\$6,620.59
DIGITELLE CREATIVE						
	87,658	51667 01-5000-4000-40856	SAFE CYCLINING COMMITTEE EXPENSES	SAFE CYCLING SOCIAL MEDIA UPDA	\$99.00	
	87,658	51667 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SAFE CYCLING SOCIAL MEDIA UPDA	\$0.00	\$99.00
DRIFTWOOD THEATRE GROUP						
	87,673	51668 01-6200-4000-40500	SPECIAL EVENTS	PERFORMAMCE 7/20	\$2,000.00	
	87,673	51668 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PERFORMAMCE 7/20	\$0.00	\$2,000.00
EASY WAY CLEANING PRODUCTS LIM						
	87,652	51669 01-5000-6050-40210	JANITORIAL SUPPLIES	PARK SHOP JANITORIAL SUPPLIES	\$438.60	
	87,652	51669 01-0000-0200-00325	HST RECEIVABLE100%	PARK SHOP JANITORIAL SUPPLIES	\$57.02	

**Town of Ingersoll
 Monthly Cheque Disbursements
 May 2018**

PURCHASED FROM VENDORS LOCATED IN INGERSOLL 76,759.39

<u>VENDOR NAME</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
	87,652	51669 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PARK SHOP JANITORIAL SUPPLIES	\$0.00	\$495.62
FASTENAL CANADA ***						
	87,644	51670 01-5000-6050-41740	LAND MAINTENANCE & IMPROVEMENTS	OUTDOOR RINK BASKETS	\$287.50	
	87,644	51670 01-0000-0200-00325	HST RECEIVABLE100%	OUTDOOR RINK BASKETS	\$37.38	
	87,644	51670 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OUTDOOR RINK BASKETS	\$0.00	\$324.88
	87,645	51670 01-5000-6050-41700	BLDG REPAIRS AND MAINT	CABLE TIES	\$28.05	
	87,645	51670 01-0000-0200-00325	HST RECEIVABLE100%	CABLE TIES	\$3.65	
	87,645	51670 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CABLE TIES	\$0.00	\$31.70
	87,646	51670 01-5000-6050-41530	EQUIP REPAIRS & MAINT	SWING CHAIN	\$245.00	
	87,646	51670 01-0000-0200-00325	HST RECEIVABLE100%	SWING CHAIN	\$31.85	
	87,646	51670 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SWING CHAIN	\$0.00	\$276.85
	87,647	51670 01-5000-6050-40210	JANITORIAL SUPPLIES	SPRAY BOTTLES	\$6.88	
	87,647	51670 01-0000-0200-00325	HST RECEIVABLE100%	SPRAY BOTTLES	\$0.89	
	87,647	51670 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SPRAY BOTTLES	\$0.00	\$7.77
	87,651	51670 01-5000-6050-41700	BLDG REPAIRS AND MAINT	BOLTS	\$2.30	
	87,651	51670 01-0000-0200-00325	HST RECEIVABLE100%	BOLTS	\$0.30	
	87,651	51670 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BOLTS	\$0.00	\$2.60
FEDERAL EXPRESS CANADA LTD.						
	87,659	51671 01-1002-4000-40240	COURIER CHARGES	NEW DESK PHONES BROKERAGE	\$38.26	
	87,659	51671 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	NEW DESK PHONES BROKERAGE	\$17.66	
	87,659	51671 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	NEW DESK PHONES BROKERAGE	\$0.00	\$55.92
GRA - HAM ENERGY						
	87,655	51672 01-5000-6050-41470	VEHICLE FUEL	FUEL	\$353.67	
	87,655	51672 01-0000-0200-00325	HST RECEIVABLE100%	FUEL	\$45.98	
	87,655	51672 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUEL	\$0.00	\$399.65
	87,656	51672 01-5000-6050-41470	VEHICLE FUEL	FUEL	\$87.40	
	87,656	51672 01-0000-0200-00325	HST RECEIVABLE100%	FUEL	\$11.36	
	87,656	51672 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUEL	\$0.00	\$98.76
	87,657	51672 01-5000-6050-41470	VEHICLE FUEL	DIESEL FUEL	\$1,300.87	
	87,657	51672 01-0000-0200-00325	HST RECEIVABLE100%	DIESEL FUEL	\$169.11	
	87,657	51672 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DIESEL FUEL	\$0.00	\$1,469.98
GUNN'S HILL ARTISAN CHEESE LTD						
	87,670	51673 01-6200-4000-40440	GIFT SHOP SUPPLIES	MUSEUM GIFT SHOP SUPPLIES	\$280.79	
	87,670	51673 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSEUM GIFT SHOP SUPPLIES	\$0.00	\$280.79
HARRISFIELD PUBLIC SCHOOL						
	87,667	51674 01-1000-4000-41160	HONOURS & AWARDS	THOMPSON MEM'L SCHOLARSHIP	\$100.00	

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	87,667	51674 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	THOMPSON MEM'L SCHOLARSHIP	\$0.00	\$100.00
HURON TRACTOR LTD						
	87,637	51675 01-5000-6050-41530	EQUIP REPAIRS & MAINT	TRACTOR PARTS	\$177.92	
	87,637	51675 01-0000-0200-00325	HST RECEIVABLE100%	TRACTOR PARTS	\$23.13	
	87,637	51675 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRACTOR PARTS	\$0.00	\$201.05
INGERSOLL HOME CENTRE LTD						
	87,687	51676 01-5200-4100-41700	BLDG REPAIRS AND MAINT	FUSION BLDG SUPPLIES	\$18.78	
	87,687	51676 01-0000-0200-00325	HST RECEIVABLE100%	FUSION BLDG SUPPLIES	\$2.44	
	87,687	51676 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION BLDG SUPPLIES	\$0.00	\$21.22
	87,688	51676 01-5200-4100-41700	BLDG REPAIRS AND MAINT	FUSION BLDG SUPPLIES	\$65.59	
	87,688	51676 01-0000-0200-00325	HST RECEIVABLE100%	FUSION BLDG SUPPLIES	\$8.53	
	87,688	51676 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION BLDG SUPPLIES	\$0.00	\$74.12
	87,689	51676 01-5200-4100-41700	BLDG REPAIRS AND MAINT	FUSION BLDG SUPPLIES	\$48.65	
	87,689	51676 01-0000-0200-00325	HST RECEIVABLE100%	FUSION BLDG SUPPLIES	\$6.32	
	87,689	51676 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION BLDG SUPPLIES	\$0.00	\$54.97
	87,690	51676 01-5200-4100-41700	BLDG REPAIRS AND MAINT	FUSION BLDG SUPPLIES	\$27.99	
	87,690	51676 01-0000-0200-00325	HST RECEIVABLE100%	FUSION BLDG SUPPLIES	\$3.64	
	87,690	51676 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION BLDG SUPPLIES	\$0.00	\$31.63
	87,691	51676 01-5000-6050-41700	BLDG REPAIRS AND MAINT	PARK SHOP PAINT SUPPLIES	\$47.51	
	87,691	51676 01-0000-0200-00325	HST RECEIVABLE100%	PARK SHOP PAINT SUPPLIES	\$6.18	
	87,691	51676 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PARK SHOP PAINT SUPPLIES	\$0.00	\$53.69
	87,692	51676 01-5000-6050-41700	BLDG REPAIRS AND MAINT	PARK SHOP SUPPLIES	\$9.99	
	87,692	51676 01-0000-0200-00325	HST RECEIVABLE100%	PARK SHOP SUPPLIES	\$1.30	
	87,692	51676 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PARK SHOP SUPPLIES	\$0.00	\$11.29
	87,693	51676 01-5000-6050-41700	BLDG REPAIRS AND MAINT	PARKS BLDG SUPPLIES	\$33.48	
	87,693	51676 01-0000-0200-00325	HST RECEIVABLE100%	PARKS BLDG SUPPLIES	\$4.35	
	87,693	51676 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PARKS BLDG SUPPLIES	\$0.00	\$37.83
	87,694	51676 01-5000-6050-41700	BLDG REPAIRS AND MAINT	PARKS BLDG SUPPLIES	\$31.96	
	87,694	51676 01-0000-0200-00325	HST RECEIVABLE100%	PARKS BLDG SUPPLIES	\$4.15	
	87,694	51676 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PARKS BLDG SUPPLIES	\$0.00	\$36.11
	87,695	51676 01-5100-4100-41700	BLDG REPAIRS AND MAINT	VPCC CLOCK REPLACEMENT	\$17.64	
	87,695	51676 01-0000-0200-00325	HST RECEIVABLE100%	VPCC CLOCK REPLACEMENT	\$2.29	
	87,695	51676 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC CLOCK REPLACEMENT	\$0.00	\$19.93
	87,696	51676 01-5000-6050-41700	BLDG REPAIRS AND MAINT	PARKS BLDG SUPPLIES	\$5.99	
	87,696	51676 01-0000-0200-00325	HST RECEIVABLE100%	PARKS BLDG SUPPLIES	\$0.78	
	87,696	51676 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PARKS BLDG SUPPLIES	\$0.00	\$6.77

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87,697	51676	01-3200-4100-41700	BLDG REPAIRS & MAINTENANCE	OPP BLDG REPAIR SUPPLIES	\$53.24	
87,697	51676	01-0000-0200-00325	HST RECEIVABLE100%	OPP BLDG REPAIR SUPPLIES	\$6.92	
87,697	51676	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OPP BLDG REPAIR SUPPLIES	\$0.00	\$60.16
87,698	51676	01-3200-4100-41700	BLDG REPAIRS & MAINTENANCE	OPP BLDG REPAIR SUPPLIES	\$10.99	
87,698	51676	01-0000-0200-00325	HST RECEIVABLE100%	OPP BLDG REPAIR SUPPLIES	\$1.43	
87,698	51676	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OPP BLDG REPAIR SUPPLIES	\$0.00	\$12.42
87,699	51676	01-3200-4100-41700	BLDG REPAIRS & MAINTENANCE	OPP BLDG REPAIR SUPPLIES	\$9.98	
87,699	51676	01-0000-0200-00325	HST RECEIVABLE100%	OPP BLDG REPAIR SUPPLIES	\$1.30	
87,699	51676	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OPP BLDG REPAIR SUPPLIES	\$0.00	\$11.28
87,700	51676	01-3000-4000-42900	MISCELLANEOUS EXPENSE	FIRE DEPT TRAINING GROUD LOCK	\$18.29	
87,700	51676	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT TRAINING GROUD LOCK	\$2.02	
87,700	51676	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT TRAINING GROUD LOCK	\$0.00	\$20.31
87,701	51676	01-3000-4100-41700	BLDG REPAIRS & MAINTENANCE	FIRE DEPT PLUMBING REPAIR	\$237.54	
87,701	51676	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT PLUMBING REPAIR	\$26.24	
87,701	51676	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT PLUMBING REPAIR	\$0.00	\$263.78
87,702	51676	01-3000-4100-41700	BLDG REPAIRS & MAINTENANCE	FIRE DEPT PLUMBING REPAIR	\$1.52	
87,702	51676	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT PLUMBING REPAIR	\$0.16	
87,702	51676	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT PLUMBING REPAIR	\$0.00	\$1.68
87,703	51676	01-6200-4100-41700	BLDG REPAIRS & MAINTENANCE	MUSEUM STORAGE UNIT LUMBER	\$61.83	
87,703	51676	01-0000-0200-00325	HST RECEIVABLE100%	MUSEUM STORAGE UNIT LUMBER	\$8.04	
87,703	51676	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSEUM STORAGE UNIT LUMBER	\$0.00	\$69.87
87,704	51676	01-4500-4160-80000	MATERIALS-SAFETY DEVICES, SIGNS, GUIDE RAIL	SCREWS	\$2.28	
87,704	51676	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SCREWS	\$0.25	
87,704	51676	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SCREWS	\$0.00	\$2.53
87,705	51676	01-4500-4100-41700	BLDG REPAIRS & MAINTENANCE	SUPPLIES	\$65.58	
87,705	51676	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SUPPLIES	\$7.25	
87,705	51676	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SUPPLIES	\$0.00	\$72.83
87,706	51676	01-4500-4160-80000	MATERIALS-SAFETY DEVICES, SIGNS, GUIDE RAIL	HARDWOOD DOWEL	\$14.32	
87,706	51676	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	HARDWOOD DOWEL	\$1.58	
87,706	51676	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HARDWOOD DOWEL	\$0.00	\$15.90
87,734	51676	01-5200-6090-40270	NEW EQUIPMENT	FUSION BLDG SUPPLIES	\$13.51	
87,734	51676	01-0000-0200-00325	HST RECEIVABLE100%	FUSION BLDG SUPPLIES	\$1.76	
87,734	51676	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION BLDG SUPPLIES	\$0.00	\$15.27
INGERSOLL RENT-ALL ***						
87,654	51677	01-5000-6050-41530	EQUIP REPAIRS & MAINT	ENGINE OIL	\$85.92	
87,654	51677	01-0000-0200-00325	HST RECEIVABLE100%	ENGINE OIL	\$11.17	

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	87,654	51677 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ENGINE OIL	\$0.00	\$97.09
EMPLOYEE REIMBURSEMENT						
	87,660	51678 40-8000-4000-40610	MEETINGS & CONFERENCES	BIA BLUE MOUNTAIN CONF MILEAGE	\$202.30	
	87,660	51678 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BIA BLUE MOUNTAIN CONF MILEAGE	\$22.34	
	87,660	51678 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BIA BLUE MOUNTAIN CONF MILEAGE	\$0.00	\$224.64
	87,661	51678 01-6200-4000-40420	PROGRAM SUPPLIES	BIA/MUSEUM EVENT SUPPLIES	\$26.96	
	87,661	51678 01-6200-4000-40540	CONSERVATION SUPPLIES	BIA/MUSEUM EVENT SUPPLIES	\$13.50	
	87,661	51678 01-6200-4000-40420	PROGRAM SUPPLIES	BIA/MUSEUM EVENT SUPPLIES	\$22.50	
	87,661	51678 01-6200-6810-42900	MISCELLANEOUS EXPENSE	BIA/MUSEUM EVENT SUPPLIES	\$6.25	
	87,661	51678 01-6200-4000-40420	PROGRAM SUPPLIES	BIA/MUSEUM EVENT SUPPLIES	\$3.00	
	87,661	51678 40-8000-6900-40580	AUGUST DT SIDEWALK DAYS	BIA/MUSEUM EVENT SUPPLIES	\$36.12	
	87,661	51678 40-8000-6900-40580	AUGUST DT SIDEWALK DAYS	BIA/MUSEUM EVENT SUPPLIES	\$21.37	
	87,661	51678 01-6200-4000-40420	PROGRAM SUPPLIES	BIA/MUSEUM EVENT SUPPLIES	\$19.00	
	87,661	51678 01-0000-0200-00325	HST RECEIVABLE100%	BIA/MUSEUM EVENT SUPPLIES	\$3.51	
	87,661	51678 01-0000-0200-00325	HST RECEIVABLE100%	BIA/MUSEUM EVENT SUPPLIES	\$1.76	
	87,661	51678 01-0000-0200-00325	HST RECEIVABLE100%	BIA/MUSEUM EVENT SUPPLIES	\$2.93	
	87,661	51678 01-0000-0200-00325	HST RECEIVABLE100%	BIA/MUSEUM EVENT SUPPLIES	\$0.81	
	87,661	51678 01-0000-0200-00325	HST RECEIVABLE100%	BIA/MUSEUM EVENT SUPPLIES	\$0.39	
	87,661	51678 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BIA/MUSEUM EVENT SUPPLIES	\$4.00	
	87,661	51678 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BIA/MUSEUM EVENT SUPPLIES	\$2.36	
	87,661	51678 01-0000-0200-00325	HST RECEIVABLE100%	BIA/MUSEUM EVENT SUPPLIES	\$2.47	
	87,661	51678 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BIA/MUSEUM EVENT SUPPLIES	\$0.00	\$166.93
EMPLOYEE REIMBURSEMENT						
	87,639	51679 01-5100-6090-40630	STAFF TRAINING	1ST AID/CPR LIC RENEWAL	\$125.00	
	87,639	51679 01-0000-0200-00325	HST RECEIVABLE100%	1ST AID/CPR LIC RENEWAL	\$16.25	
	87,639	51679 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	1ST AID/CPR LIC RENEWAL	\$0.00	\$141.25
BIKE COMMITTEE REIMBURSEMENT						
	87,624	51680 01-5000-4000-40856	SAFE CYCLINING COMMITTEE EXPENSES	ON BIKE SUMMIT EXP	\$56.64	
	87,624	51680 01-5000-4000-40856	SAFE CYCLINING COMMITTEE EXPENSES	ON BIKE SUMMIT EXP	\$151.01	
	87,624	51680 01-0000-0200-00325	HST RECEIVABLE100%	ON BIKE SUMMIT EXP	\$7.36	
	87,624	51680 01-0000-0200-00325	HST RECEIVABLE100%	ON BIKE SUMMIT EXP	\$19.63	
	87,624	51680 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ON BIKE SUMMIT EXP	\$0.00	\$234.64
LAURIE HAWKINS PUBLIC SCHOOL						
	87,666	51681 01-1000-4000-41160	HONOURS & AWARDS	THOMPSON MEM'L SCHOLARSHIP	\$100.00	
	87,666	51681 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	THOMPSON MEM'L SCHOLARSHIP	\$0.00	\$100.00
TIM LOVETT INSTALLATIONS INC.						

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	87,626	51682 01-5200-4100-41700	BLDG REPAIRS AND MAINT	FUSION BALLAST REPAIR	\$157.46	
	87,626	51682 01-0000-0200-00325	HST RECEIVABLE100%	FUSION BALLAST REPAIR	\$20.47	
	87,626	51682 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION BALLAST REPAIR	\$0.00	\$177.93
	87,627	51682 01-5100-4100-41700	BLDG REPAIRS AND MAINT	VPCC LIT FIXTURE REPAIR	\$1,068.28	
	87,627	51682 01-0000-0200-00325	HST RECEIVABLE100%	VPCC LIT FIXTURE REPAIR	\$138.88	
	87,627	51682 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC LIT FIXTURE REPAIR	\$0.00	\$1,207.16
	87,668	51682 01-3200-4100-41700	BLDG REPAIRS & MAINTENANCE	OPP STN ELECTRICAL REPAIR	\$376.46	
	87,668	51682 01-0000-0200-00325	HST RECEIVABLE100%	OPP STN ELECTRICAL REPAIR	\$48.94	
	87,668	51682 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OPP STN ELECTRICAL REPAIR	\$0.00	\$425.40
MCKIM HARDWARE						
	87,729	51683 01-3200-4100-41700	BLDG REPAIRS & MAINTENANCE	LIGHT BULBS	\$97.98	
	87,729	51683 01-0000-0200-00325	HST RECEIVABLE100%	LIGHT BULBS	\$12.74	
	87,729	51683 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LIGHT BULBS	\$0.00	\$110.72
	87,730	51683 01-4500-4230-46413	941300 CARRIER TRAILER	PW SUPPLIES	\$49.38	
	87,730	51683 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PW SUPPLIES	\$5.46	
	87,730	51683 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PW SUPPLIES	\$0.00	\$54.84
	87,731	51683 01-4500-4160-80000	MATERIALS-SAFETY DEVICES, SIGNS, GUIDE RAIL	PW PAINT	\$39.78	
	87,731	51683 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PW PAINT	\$4.39	
	87,731	51683 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PW PAINT	\$0.00	\$44.17
	87,732	51683 01-3000-4100-40210	JANITORIAL SUPPLIES	FIRE DEPT VACUUM BAGS	\$15.25	
	87,732	51683 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT VACUUM BAGS	\$1.69	
	87,732	51683 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT VACUUM BAGS	\$0.00	\$16.94
	87,733	51683 01-6200-4000-41530	EQUIP REPAIRS & MAINTENANCE	MUSEUM EQUIP REPAIR	\$1.92	
	87,733	51683 01-0000-0200-00325	HST RECEIVABLE100%	MUSEUM EQUIP REPAIR	\$0.25	
	87,733	51683 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSEUM EQUIP REPAIR	\$0.00	\$2.17
MILLCREEK PRINTING INC						
	87,675	51684 01-1001-4000-41010	GRAPHICS & PRINTING	PARA TRANSIT NEW TICKETSx1,000	\$127.27	
	87,675	51684 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PARA TRANSIT NEW TICKETSx1,000	\$14.06	
	87,675	51684 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PARA TRANSIT NEW TICKETSx1,000	\$0.00	\$141.33
MINUTEMAN PRESS						
	87,712	51685 01-5000-4000-40250	PHOTOCOPIER	HANDOUTS COPIES	\$767.01	
	87,712	51685 01-0000-0200-00325	HST RECEIVABLE100%	HANDOUTS COPIES	\$99.71	
	87,712	51685 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HANDOUTS COPIES	\$0.00	\$866.72
MISTER SAFETY SHOES (FORMERLY						
	87,650	51686 01-5000-6050-40320	FIRST AID SAFETY SUPPLIES	PARK SHOP RAIN COATS	\$199.80	
	87,650	51686 01-0000-0200-00325	HST RECEIVABLE100%	PARK SHOP RAIN COATS	\$25.97	

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	87,650	51686 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PARK SHOP RAIN COATS	\$0.00	\$225.77
O.A.P.S.B. ***						
	87,708	51687 01-3230-4000-41105	PUBLIC RELATIONS	OAPSB SPRING CONF SPONSORSHIP	\$250.00	
	87,708	51687 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OAPSB SPRING CONF SPONSORSHIP	\$0.00	\$250.00
OLDE TYME TAXI						
	87,620	51688 01-5200-6185-40625	PRGM PARTICIPANT TRANSPORTATION	FUSION FEMALE FITNESS TAXI	\$32.00	
	87,620	51688 01-0000-0200-00325	HST RECEIVABLE100%	FUSION FEMALE FITNESS TAXI	\$4.16	
	87,620	51688 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION FEMALE FITNESS TAXI	\$0.00	\$36.16
OXFORD BASKETBALL OFFICIALS AS						
	87,634	51689 01-5100-6090-41555	MENS RECREATIONAL BASKETBALL	MEN BASKETBALL REF 4/09-4/24	\$2,670.00	
	87,634	51689 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MEN BASKETBALL REF 4/09-4/24	\$0.00	\$2,670.00
OXFORD COUNTY ***						
	87,672	51690 01-6200-4000-41000	ADVERTISING	OXFORD VISITOR GUIDE	\$250.00	
	87,672	51690 01-0000-0200-00325	HST RECEIVABLE100%	OXFORD VISITOR GUIDE	\$32.50	
	87,672	51690 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OXFORD VISITOR GUIDE	\$0.00	\$282.50
OXFORD SOURCE FOR SPORTS						
	87,640	51691 01-5000-6050-42900	MISCELLANEOUS EXPENSES	CO-ED BALL BALLS	\$139.99	
	87,640	51691 01-0000-0200-00325	HST RECEIVABLE100%	CO-ED BALL BALLS	\$18.20	
	87,640	51691 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CO-ED BALL BALLS	\$0.00	\$158.19
PRODUCE EXPRESS						
	87,642	51692 01-5000-6051-40420	PROGRAM SUPPLIES	GARDEN FRESH VEGGIE SUPPLIES	\$707.00	
	87,642	51692 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GARDEN FRESH VEGGIE SUPPLIES	\$0.00	\$707.00
PUROLATOR COURIER LTD						
	87,707	51693 01-0900-4000-40880	CONSULTING FEES	COURIER LEGAL DOC	\$33.16	
	87,707	51693 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	COURIER LEGAL DOC	\$3.66	
	87,707	51693 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COURIER LEGAL DOC	\$0.00	\$36.82
RELIANCE HOME COMFORT						
	87,625	51694 01-5100-4100-41550	MAINTENANCE CONTRACTS	VPCC WATER TANK RENT	\$384.93	
	87,625	51694 01-0000-0200-00325	HST RECEIVABLE100%	VPCC WATER TANK RENT	\$50.05	
	87,625	51694 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC WATER TANK RENT	\$0.00	\$434.98
RIETTA'S DECOR & DESIGN CENTRE						
	87,632	51695 01-5100-4100-41700	BLDG REPAIRS AND MAINT	VPCC PAINT & SUPPLIES	\$135.54	
	87,632	51695 01-0000-0200-00325	HST RECEIVABLE100%	VPCC PAINT & SUPPLIES	\$17.62	
	87,632	51695 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC PAINT & SUPPLIES	\$0.00	\$153.16
ROCK SOLID DESIGNS						
	87,671	51696 01-6200-4100-41750	LOT SNOW REMOVAL AND SANDING	MAR MUSEUM SNOW REMOVAL	\$515.00	

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	87,671	51696 01-0000-0200-00325	HST RECEIVABLE100%	MAR MUSEUM SNOW REMOVAL	\$66.95	
	87,671	51696 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MAR MUSEUM SNOW REMOVAL	\$0.00	\$581.95
ROYAL ROADS PUBLIC SCHOOL						
	87,665	51697 01-1000-4000-41160	HONOURS & AWARDS	THOMPSON MEM'L SCHOLARSHIP	\$100.00	
	87,665	51697 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	THOMPSON MEM'L SCHOLARSHIP	\$0.00	\$100.00
SEARLES MOTOR PRODUCTS LIMITED						
	87,643	51698 01-5000-6050-41510	VEHICLE REPAIRS & MAINT	'07 CHEVY BRAKE REPAIR	\$599.61	
	87,643	51698 01-0000-0200-00325	HST RECEIVABLE100%	'07 CHEVY BRAKE REPAIR	\$77.95	
	87,643	51698 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	'07 CHEVY BRAKE REPAIR	\$0.00	\$677.56
SHOPPERS DRUG MART						
	87,619	51699 01-5200-6090-40420	PROGRAM SUPPLIES	MAR PROG SUPPLIES	\$54.08	
	87,619	51699 01-0000-0200-00325	HST RECEIVABLE100%	MAR PROG SUPPLIES	\$2.66	
	87,619	51699 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MAR PROG SUPPLIES	\$0.00	\$56.74
SIMPLISTIC LINES INC.						
	87,649	51700 01-5000-6050-41740	LAND MAINTENANCE & IMPROVEMENTS	WHITE FIELD MARKING PAIN REFIL	\$1,198.81	
	87,649	51700 01-0000-0200-00325	HST RECEIVABLE100%	WHITE FIELD MARKING PAIN REFIL	\$155.84	
	87,649	51700 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WHITE FIELD MARKING PAIN REFIL	\$0.00	\$1,354.65
SIMPLY LINEN						
	87,674	51701 01-6200-4100-41700	BLDG REPAIRS & MAINTENANCE	MUSEUM MAT RENTAL	\$25.00	
	87,674	51701 01-0000-0200-00325	HST RECEIVABLE100%	MUSEUM MAT RENTAL	\$3.25	
	87,674	51701 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSEUM MAT RENTAL	\$0.00	\$28.25
SPECTRUM COMMUNICATIONS LTD.						
	87,628	51702 01-5200-6090-41530	EQUIP REPAIRS & MAINT	FUSION RADIO REPAIR	\$194.31	
	87,628	51702 01-0000-0200-00325	HST RECEIVABLE100%	FUSION RADIO REPAIR	\$25.26	
	87,628	51702 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION RADIO REPAIR	\$0.00	\$219.57
	87,629	51702 01-5200-6090-41530	EQUIP REPAIRS & MAINT	FUSION RADIO REPAIR	\$252.28	
	87,629	51702 01-0000-0200-00325	HST RECEIVABLE100%	FUSION RADIO REPAIR	\$32.80	
	87,629	51702 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION RADIO REPAIR	\$0.00	\$285.08
SPORTSYSTEMS CANADA						
	87,621	51703 01-5200-4100-41700	BLDG REPAIRS AND MAINT	BASKETBALL + SOCCER NETS	\$5,354.86	
	87,621	51703 01-5200-6185-40420	PROGRAM SUPPLIES	BASKETBALL + SOCCER NETS	\$2,589.85	
	87,621	51703 01-0000-0200-00325	HST RECEIVABLE100%	BASKETBALL + SOCCER NETS	\$696.13	
	87,621	51703 01-0000-0200-00325	HST RECEIVABLE100%	BASKETBALL + SOCCER NETS	\$336.68	
	87,621	51703 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BASKETBALL + SOCCER NETS	\$0.00	\$8,977.52
EMPLOYEE REIMBURSEMENT						
	87,623	51704 01-5000-4000-40856	SAFE CYCLING COMMITTEE EXPENSES	ON BIKE SUMMIT EXP	\$16.99	

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	87,623	51704 01-5000-4000-40856	SAFE CYCLINING COMMITTEE EXPENSES	ON BIKE SUMMIT EXP	\$12.90	
	87,623	51704 01-5000-4000-40856	SAFE CYCLINING COMMITTEE EXPENSES	ON BIKE SUMMIT EXP	\$11.25	
	87,623	51704 01-5000-4000-40856	SAFE CYCLINING COMMITTEE EXPENSES	ON BIKE SUMMIT EXP	\$151.01	
	87,623	51704 01-0000-0200-00325	HST RECEIVABLE100%	ON BIKE SUMMIT EXP	\$2.21	
	87,623	51704 01-0000-0200-00325	HST RECEIVABLE100%	ON BIKE SUMMIT EXP	\$1.68	
	87,623	51704 01-0000-0200-00325	HST RECEIVABLE100%	ON BIKE SUMMIT EXP	\$1.46	
	87,623	51704 01-0000-0200-00325	HST RECEIVABLE100%	ON BIKE SUMMIT EXP	\$19.63	
	87,623	51704 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ON BIKE SUMMIT EXP	\$0.00	\$217.13
THAMES VALLEY EDUCATION FOUNDA						
	87,664	51705 01-1000-4000-41160	HONOURS & AWARDS	THOMPSON MEM'L SCHOLARSHIP	\$250.00	
	87,664	51705 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	THOMPSON MEM'L SCHOLARSHIP	\$0.00	\$250.00
EMPLOYEE REIMBURSEMENT						
	87,618	51706 01-7000-4000-40620	MILEAGE	MILEAGE- ECON DEVEL	\$159.50	
	87,618	51706 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE- ECON DEVEL	\$17.62	
	87,618	51706 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE- ECON DEVEL	\$0.00	\$177.12
TREMBLETT'S YOUR INDEPENDENT G						
	87,677	51707 01-5100-6060-40420	PROGRAM SUPPLIES	VPCC PIRATE COVE	\$27.98	
	87,677	51707 01-0000-0200-00325	HST RECEIVABLE100%	VPCC PIRATE COVE	\$0.01	
	87,677	51707 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC PIRATE COVE	\$0.00	\$27.99
	87,678	51707 01-5100-6060-40420	PROGRAM SUPPLIES	VPCC BIRTHDAY CHIPS	\$15.85	
	87,678	51707 01-0000-0200-00325	HST RECEIVABLE100%	VPCC BIRTHDAY CHIPS	\$1.57	
	87,678	51707 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC BIRTHDAY CHIPS	\$0.00	\$17.42
	87,679	51707 01-5200-6090-40420	PROGRAM SUPPLIES	FUSION PROG SUPPLIES	\$84.22	
	87,679	51707 01-0000-0200-00325	HST RECEIVABLE100%	FUSION PROG SUPPLIES	\$0.02	
	87,679	51707 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION PROG SUPPLIES	\$0.00	\$84.24
	87,680	51707 01-5200-6090-40420	PROGRAM SUPPLIES	FUSION PROG SUPPLIES	\$99.23	
	87,680	51707 01-0000-0200-00325	HST RECEIVABLE100%	FUSION PROG SUPPLIES	\$0.03	
	87,680	51707 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION PROG SUPPLIES	\$0.00	\$99.26
	87,681	51707 01-5200-6090-40420	PROGRAM SUPPLIES	FUSION PROG SUPPLIES	\$43.48	
	87,681	51707 01-0000-0200-00325	HST RECEIVABLE100%	FUSION PROG SUPPLIES	\$0.64	
	87,681	51707 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION PROG SUPPLIES	\$0.00	\$44.12
	87,682	51707 01-5200-6185-40420	PROGRAM SUPPLIES	FUSION FEMALE FITNESS SUPPLIES	\$13.02	
	87,682	51707 01-0000-0200-00325	HST RECEIVABLE100%	FUSION FEMALE FITNESS SUPPLIES	\$0.01	
	87,682	51707 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION FEMALE FITNESS SUPPLIES	\$0.00	\$13.03
	87,683	51707 01-5200-6090-40420	PROGRAM SUPPLIES	FUSION PROG SUPPLIES	\$46.10	
	87,683	51707 01-0000-0200-00325	HST RECEIVABLE100%	FUSION PROG SUPPLIES	\$0.01	

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	87,683	51707 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION PROG SUPPLIES	\$0.00	\$46.11
	87,684	51707 01-5200-6090-40420	PROGRAM SUPPLIES	FUSION PROG SUPPLIES	\$63.81	
	87,684	51707 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION PROG SUPPLIES	\$0.00	\$63.81
	87,685	51707 01-5200-6090-40420	PROGRAM SUPPLIES	FUSION PROG SUPPLIES	\$9.59	
	87,685	51707 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION PROG SUPPLIES	\$0.00	\$9.59
	87,686	51707 01-5200-6090-40420	PROGRAM SUPPLIES	FUSION PROG SUPPLIES	\$36.45	
	87,686	51707 01-0000-0200-00325	HST RECEIVABLE100%	FUSION PROG SUPPLIES	\$0.01	
	87,686	51707 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION PROG SUPPLIES	\$0.00	\$36.46
INGERSOLL BASKETBALL ASSOCIATION						
	87,635	51708 01-5100-6090-41555	MENS RECREATIONAL BASKETBALL	MEN BASKETBALL REWARDS	\$93.25	
	87,635	51708 01-5100-6090-41555	MENS RECREATIONAL BASKETBALL	MEN BASKETBALL REWARDS	\$50.00	
	87,635	51708 01-0000-0200-00325	HST RECEIVABLE100%	MEN BASKETBALL REWARDS	\$12.12	
	87,635	51708 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MEN BASKETBALL REWARDS	\$0.00	\$155.37
TOWN RESIDENT						
	87,735	51709 01-0000-0090-99910	TAXES - CLEARING	RETURN PMT MADE ON TAX SALE AC	\$2,600.00	
	87,735	51709 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	RETURN PMT MADE ON TAX SALE AC	\$0.00	\$2,600.00
PSB REIMBURSEMENT						
	87,709	51710 01-3230-4000-40610	MEETINGS & CONFERENCES	OAPSB CONF	\$1,068.48	
	87,709	51710 01-3230-4000-40610	MEETINGS & CONFERENCES	OAPSB CONF	\$407.24	
	87,709	51710 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OAPSB CONF	\$118.02	
	87,709	51710 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OAPSB CONF	\$52.65	
	87,709	51710 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OAPSB CONF	\$0.00	\$1,646.39
	87,710	51710 01-3230-4000-41520	COMMUNICATION	APR PSB INTERNET	\$61.00	
	87,710	51710 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	APR PSB INTERNET	\$6.74	
	87,710	51710 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	APR PSB INTERNET	\$0.00	\$67.74
WOODSTOCK PRINT & LITHO						
	87,663	51711 01-7000-4000-41000	ADVERTISING	2018 TOWN EVENT GUIDE	\$916.54	
	87,663	51711 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	2018 TOWN EVENT GUIDE	\$101.24	
	87,663	51711 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	2018 TOWN EVENT GUIDE	\$0.00	\$1,017.78
XEROX CANADA LTD.						
	87,676	51712 01-1300-4000-40250	PHOTOCOPIER	ADMIN COPY RENTAL	\$457.92	
	87,676	51712 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ADMIN COPY RENTAL	\$50.58	
	87,676	51712 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ADMIN COPY RENTAL	\$0.00	\$508.50
MINISTER OF FINANCE - EHT ***						
	87,736	51713 01-0000-2100-00720	EMPLOYER HEALTH TAX (13135)	APRIL EHT	\$8,236.35	
	87,736	51713 01-0000-0100-00100	BANK	APRIL EHT	\$0.00	\$8,236.35

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SUN LIFE OF CANADA						
	87,737	51714 01-0000-2100-00716	HEALTH CARE PAYABLE	MAY PREMIUM	\$61,315.68	
	87,737	51714 01-0000-0100-00100	BANK	MAY PREMIUM	\$0.00	\$61,315.68
ACAPULCO ***						
	87,823	51715 01-5100-4100-41710	CHEMICALS	VPCC POOL CHEMICAL	\$720.84	
	87,823	51715 01-0000-0200-00325	HST RECEIVABLE100%	VPCC POOL CHEMICAL	\$93.71	
	87,823	51715 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC POOL CHEMICAL	\$0.00	\$814.55
	87,824	51715 01-5100-4100-41530	EQUIP REPAIRS & MAINT	VPCC TIGER SHARK REPAIR	\$101.86	
	87,824	51715 01-0000-0200-00325	HST RECEIVABLE100%	VPCC TIGER SHARK REPAIR	\$13.24	
	87,824	51715 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC TIGER SHARK REPAIR	\$0.00	\$115.10
AEVITAS INC.						
	87,781	51716 10-0000-3573-80000	MATERIALS	ARENA LIGHT FIXTURE RECYCLE	\$250.98	
	87,781	51716 01-0000-0200-00325	HST RECEIVABLE100%	ARENA LIGHT FIXTURE RECYCLE	\$32.63	
	87,781	51716 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ARENA LIGHT FIXTURE RECYCLE	\$0.00	\$283.61
AL'S TIRE INGERSOLL						
	87,800	51717 01-5000-6050-41530	EQUIP REPAIRS & MAINT	TRACTOR TIRE CHANGE	\$266.48	
	87,800	51717 01-0000-0200-00325	HST RECEIVABLE100%	TRACTOR TIRE CHANGE	\$34.64	
	87,800	51717 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRACTOR TIRE CHANGE	\$0.00	\$301.12
ARCADIS CANADA INC.						
	87,829	51718 01-0900-4000-40710	LEGAL FEES	LANDFILL EA REVIEW	\$12,195.64	
	87,829	51718 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	LANDFILL EA REVIEW	\$1,347.07	
	87,829	51718 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LANDFILL EA REVIEW	\$0.00	\$13,542.71
ART BLAKE REGRIGERATION LTD						
	87,819	51719 01-2000-4025-41700	BLDG REPAIRS & MAINT	ROOF LEAKING SERVICE CALL	\$414.67	
	87,819	51719 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ROOF LEAKING SERVICE CALL	\$45.81	
	87,819	51719 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ROOF LEAKING SERVICE CALL	\$0.00	\$460.48
	87,820	51719 10-0000-3506-80000	MATERIALS	VPCC REPLACE DRYTRON COMPRESSO	\$5,656.56	
	87,820	51719 01-0000-0200-00325	HST RECEIVABLE100%	VPCC REPLACE DRYTRON COMPRESSO	\$735.35	
	87,820	51719 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC REPLACE DRYTRON COMPRESSO	\$0.00	\$6,391.91
	87,821	51719 10-0000-3506-80000	MATERIALS	VPCC CHRG COMPRESSOR #1	\$2,548.22	
	87,821	51719 01-0000-0200-00325	HST RECEIVABLE100%	VPCC CHRG COMPRESSOR #1	\$331.27	
	87,821	51719 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC CHRG COMPRESSOR #1	\$0.00	\$2,879.49
	87,822	51719 01-5100-4100-41530	EQUIP REPAIRS & MAINT	VPCC MAIN FAN SHUT DOWN	\$197.50	
	87,822	51719 01-0000-0200-00325	HST RECEIVABLE100%	VPCC MAIN FAN SHUT DOWN	\$25.68	
	87,822	51719 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC MAIN FAN SHUT DOWN	\$0.00	\$223.18
BELL CANADA ***						

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	87,909	51720 01-1000-4000-40220	TELEPHONE	MAY PHONE CHRGS	\$757.35	
	87,909	51720 01-2000-4025-40220	TELEPHONE	MAY PHONE CHRGS	\$141.54	
	87,909	51720 01-1001-4000-40220	TELEPHONE	MAY PHONE CHRGS	\$77.41	
	87,909	51720 01-1002-4000-40220	TELEPHONE	MAY PHONE CHRGS	\$212.20	
	87,909	51720 01-3000-4000-40220	TELEPHONE	MAY PHONE CHRGS	\$256.39	
	87,909	51720 01-4500-4100-40220	TELEPHONE	MAY PHONE CHRGS	\$251.23	
	87,909	51720 01-5000-6020-40220	TELEPHONE	MAY PHONE CHRGS	\$205.95	
	87,909	51720 01-5000-6050-40220	TELEPHONE	MAY PHONE CHRGS	\$73.10	
	87,909	51720 01-5100-4000-40220	TELEPHONE	MAY PHONE CHRGS	\$739.88	
	87,909	51720 01-5100-4000-40220	TELEPHONE	MAY PHONE CHRGS	\$246.83	
	87,909	51720 01-5200-6090-40220	TELEPHONE	MAY PHONE CHRGS	\$511.92	
	87,909	51720 01-6200-4000-40220	TELEPHONE	MAY PHONE CHRGS	\$61.98	
	87,909	51720 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MAY PHONE CHRGS	\$182.11	
	87,909	51720 01-0000-0200-00325	HST RECEIVABLE100%	MAY PHONE CHRGS	\$231.37	
	87,909	51720 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MAY PHONE CHRGS	\$0.00	\$3,949.26
BIG BROTHERS, BIG SISTERS						
	87,738	51721 01-1000-4000-41130	GRANTS TO VOLUNTEER ORGANIZATIONS	GRANT TO ORG.	\$5,000.00	
	87,738	51721 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GRANT TO ORG.	\$0.00	\$5,000.00
B N H TRUCK & TRAILER SERVICE						
	87,895	51722 01-4500-4230-46386	938603 T6-11 FREIGH TRUCK	TRUCK #6 REPAIR	\$607.56	
	87,895	51722 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TRUCK #6 REPAIR	\$67.11	
	87,895	51722 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRUCK #6 REPAIR	\$0.00	\$674.67
COUNCILLOR REIMBURSEMENT						
	87,757	51723 01-0100-4000-40610	MEETINGS & CONFERENCES	OSUM CONF EXP	\$356.14	
	87,757	51723 01-0100-4000-40610	MEETINGS & CONFERENCES	OSUM CONF EXP	\$405.24	
	87,757	51723 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OSUM CONF EXP	\$39.34	
	87,757	51723 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OSUM CONF EXP	\$44.76	
	87,757	51723 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OSUM CONF EXP	\$0.00	\$845.48
CONTRACT CLEANER						
	87,861	51724 01-2000-4025-41550	MAINTENANCE CONTRACTS	TOWN HALL APRIL CLEANING	\$2,142.05	
	87,861	51724 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TOWN HALL APRIL CLEANING	\$236.60	
	87,861	51724 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOWN HALL APRIL CLEANING	\$0.00	\$2,378.65
	87,862	51724 01-2000-4015-41750	LOT SNOW REMOVAL & SANDING	APRIL SNOW REMOVAL	\$33.33	
	87,862	51724 01-2000-4020-41750	LOT SNOW REMOVAL	APRIL SNOW REMOVAL	\$33.92	
	87,862	51724 01-2000-4025-41750	LOT SNOW REMOVAL & SANDING	APRIL SNOW REMOVAL	\$33.93	
	87,862	51724 01-0000-0200-00325	HST RECEIVABLE100%	APRIL SNOW REMOVAL	\$4.33	

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<u>VENDOR NAME</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
	87,862	51724 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	APRIL SNOW REMOVAL	\$3.74	
	87,862	51724 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	APRIL SNOW REMOVAL	\$3.75	
	87,862	51724 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	APRIL SNOW REMOVAL	\$0.00	\$113.00
	87,863	51724 01-2000-4025-41550	MAINTENANCE CONTRACTS	TOWN HALL JANITORIAL SERVICES	\$1,577.28	
	87,863	51724 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TOWN HALL JANITORIAL SERVICES	\$174.22	
	87,863	51724 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOWN HALL JANITORIAL SERVICES	\$0.00	\$1,751.50
R.J.BURNSIDE & ASSOCIATES						
	87,848	51725 10-0000-3272-80000	MATERIALS	VICTORIA ST CULVERT	\$15,464.24	
	87,848	51725 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VICTORIA ST CULVERT	\$1,708.11	
	87,848	51725 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VICTORIA ST CULVERT	\$0.00	\$17,172.35
BYRNES COMMUNICATIONS						
	87,808	51726 40-8000-6900-40990	ADVERTISING - RADIO	MOTHER'S DAY AD	\$76.32	
	87,808	51726 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MOTHER'S DAY AD	\$8.43	
	87,808	51726 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MOTHER'S DAY AD	\$0.00	\$84.75
	87,809	51726 40-8000-6900-40990	ADVERTISING - RADIO	MOTHER'S DAY AD	\$381.60	
	87,809	51726 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MOTHER'S DAY AD	\$42.15	
	87,809	51726 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MOTHER'S DAY AD	\$0.00	\$423.75
CANADIAN NATIONAL RAILWAYS						
	87,898	51727 01-4500-4161-80000	MATERIALS-SAFETY DEVICES, RR CROSSING	APRIL SIGNAL W. GATES MAINT	\$697.50	
	87,898	51727 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	APRIL SIGNAL W. GATES MAINT	\$0.00	\$697.50
CANADIAN PACIFIC RAILWAY						
	87,884	51728 01-4500-4161-80000	MATERIALS-SAFETY DEVICES, RR CROSSING	CEASE WHISTLE MAY'18-APR'19	\$728.26	
	87,884	51728 01-0000-0400-00280	PREPAID EXPENSES	CEASE WHISTLE MAY'18-APR'19	\$364.13	
	87,884	51728 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CEASE WHISTLE MAY'18-APR'19	\$0.00	\$1,092.39
CANADIAN RED CROSS-NB						
	87,785	51729 01-5100-6090-40420	PROGRAM SUPPLIES	STAY SAFE KITS	\$122.85	
	87,785	51729 01-0000-0200-00325	HST RECEIVABLE100%	STAY SAFE KITS	\$6.61	
	87,785	51729 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	STAY SAFE KITS	\$0.00	\$129.46
CANADIAN TIRE ASSOCIATE STORE						
	87,762	51730 01-5000-6050-41700	BLDG REPAIRS AND MAINT	PAINT ROLLERS	\$14.99	
	87,762	51730 01-0000-0200-00325	HST RECEIVABLE100%	PAINT ROLLERS	\$1.95	
	87,762	51730 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PAINT ROLLERS	\$0.00	\$16.94
	87,763	51730 01-5000-6050-41700	BLDG REPAIRS AND MAINT	TAPE + TRIMFASTENER	\$34.96	
	87,763	51730 01-0000-0200-00325	HST RECEIVABLE100%	TAPE + TRIMFASTENER	\$4.54	
	87,763	51730 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAPE + TRIMFASTENER	\$0.00	\$39.50
	87,764	51730 01-5000-6050-41700	BLDG REPAIRS AND MAINT	DRILL & DRIVER BITS	\$26.95	

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87,764	51730	01-0000-0200-00325	HST RECEIVABLE100%	DRILL & DRIVER BITS	\$3.50	
87,764	51730	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DRILL & DRIVER BITS	\$0.00	\$30.45
87,765	51730	01-5000-6050-41510	VEHICLE REPAIRS & MAINT	BATTERY TERMINAL CLEANER	\$4.99	
87,765	51730	01-0000-0200-00325	HST RECEIVABLE100%	BATTERY TERMINAL CLEANER	\$0.65	
87,765	51730	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BATTERY TERMINAL CLEANER	\$0.00	\$5.64
87,766	51730	01-5000-6050-41700	BLDG REPAIRS AND MAINT	LIGHT BULBS	\$10.99	
87,766	51730	01-0000-0200-00325	HST RECEIVABLE100%	LIGHT BULBS	\$2.47	
87,766	51730	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LIGHT BULBS	\$0.00	\$13.46
87,767	51730	01-5000-6050-41510	VEHICLE REPAIRS & MAINT	RAD STOP LEAK	\$9.99	
87,767	51730	01-0000-0200-00325	HST RECEIVABLE100%	RAD STOP LEAK	\$1.30	
87,767	51730	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	RAD STOP LEAK	\$0.00	\$11.29
87,768	51730	01-5000-6050-41510	VEHICLE REPAIRS & MAINT	AIR FILTER	\$34.54	
87,768	51730	01-0000-0200-00325	HST RECEIVABLE100%	AIR FILTER	\$4.49	
87,768	51730	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	AIR FILTER	\$0.00	\$39.03
87,769	51730	01-5000-6050-41700	BLDG REPAIRS AND MAINT	SPRAY FOAM	\$12.98	
87,769	51730	01-0000-0200-00325	HST RECEIVABLE100%	SPRAY FOAM	\$1.69	
87,769	51730	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SPRAY FOAM	\$0.00	\$14.67
87,770	51730	01-5000-6050-41700	BLDG REPAIRS AND MAINT	RAKE	\$17.99	
87,770	51730	01-0000-0200-00325	HST RECEIVABLE100%	RAKE	\$2.34	
87,770	51730	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	RAKE	\$0.00	\$20.33
87,771	51730	01-5100-4100-41700	BLDG REPAIRS AND MAINT	BUILDING SUPPLIES	\$4.99	
87,771	51730	01-0000-0200-00325	HST RECEIVABLE100%	BUILDING SUPPLIES	\$0.65	
87,771	51730	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BUILDING SUPPLIES	\$0.00	\$5.64
87,772	51730	01-5000-6050-41700	BLDG REPAIRS AND MAINT	SPRAY FOAM	\$12.98	
87,772	51730	01-0000-0200-00325	HST RECEIVABLE100%	SPRAY FOAM	\$1.69	
87,772	51730	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SPRAY FOAM	\$0.00	\$14.67
87,773	51730	01-5000-6050-41700	BLDG REPAIRS AND MAINT	WORK STOOL+SPRAY FOAM	\$69.46	
87,773	51730	01-0000-0200-00325	HST RECEIVABLE100%	WORK STOOL+SPRAY FOAM	\$9.03	
87,773	51730	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WORK STOOL+SPRAY FOAM	\$0.00	\$78.49
87,774	51730	01-5000-6050-41530	EQUIP REPAIRS & MAINT	GAS CANS	\$35.97	
87,774	51730	01-0000-0200-00325	HST RECEIVABLE100%	GAS CANS	\$4.68	
87,774	51730	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GAS CANS	\$0.00	\$40.65
87,775	51730	01-5000-6050-41530	EQUIP REPAIRS & MAINT	OIL,FUEL,AIR FILTERS	\$86.30	
87,775	51730	01-0000-0200-00325	HST RECEIVABLE100%	OIL,FUEL,AIR FILTERS	\$11.22	
87,775	51730	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OIL,FUEL,AIR FILTERS	\$0.00	\$97.52
87,776	51730	01-5000-6050-41700	BLDG REPAIRS AND MAINT	FOAM INSULATION	\$18.98	

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	87,776	51730 01-0000-0200-00325	HST RECEIVABLE100%	FOAM INSULATION	\$2.47	
	87,776	51730 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FOAM INSULATION	\$0.00	\$21.45
	87,777	51730 01-5000-6050-41700	BLDG REPAIRS AND MAINT	CIRCULAR SAW	\$64.99	
	87,777	51730 01-0000-0200-00325	HST RECEIVABLE100%	CIRCULAR SAW	\$8.45	
	87,777	51730 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CIRCULAR SAW	\$0.00	\$73.44
	87,778	51730 01-5100-4100-41700	BLDG REPAIRS AND MAINT	TOOLS	\$79.99	
	87,778	51730 01-0000-0200-00325	HST RECEIVABLE100%	TOOLS	\$10.40	
	87,778	51730 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOOLS	\$0.00	\$90.39
	87,779	51730 01-5100-4100-41700	BLDG REPAIRS AND MAINT	SUPPLIES	\$9.98	
	87,779	51730 01-0000-0200-00325	HST RECEIVABLE100%	SUPPLIES	\$1.30	
	87,779	51730 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SUPPLIES	\$0.00	\$11.28
CANADA COMPUTERS						
	87,874	51731 01-5200-6090-40270	NEW EQUIPMENT	FUSION GAMING MONITORS	\$477.00	
	87,874	51731 01-0000-0200-00325	HST RECEIVABLE100%	FUSION GAMING MONITORS	\$62.01	
	87,874	51731 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION GAMING MONITORS	\$0.00	\$539.01
CANSEL - TORONTO*****						
	87,860	51732 01-4000-4000-40220	TELEPHONE	GPS SERVICES	\$284.93	
	87,860	51732 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GPS SERVICES	\$31.47	
	87,860	51732 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GPS SERVICES	\$0.00	\$316.40
CANTERBURY FOLK FESTIVAL						
	87,739	51733 01-1000-4000-41130	GRANTS TO VOLUNTEER ORGANIZATIONS	GRANT TO ORG.	\$13,000.00	
	87,739	51733 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GRANT TO ORG.	\$0.00	\$13,000.00
PETTY CASH-ENG,PW, BLDG						
	87,877	51734 01-4500-4000-41020	MEALS	PETTY CASH-ENG,PW, BLDG	\$41.73	
	87,877	51734 01-4000-4000-42900	MISCELLANEOUS EXPENSE	PETTY CASH-ENG,PW, BLDG	\$29.52	
	87,877	51734 01-2000-4030-41700	BLDG REPAIRS & MAINTENANCE	PETTY CASH-ENG,PW, BLDG	\$7.65	
	87,877	51734 01-3400-4000-40240	COURIER CHARGES	PETTY CASH-ENG,PW, BLDG	\$30.53	
	87,877	51734 01-4500-4000-40240	COURIER CHARGES	PETTY CASH-ENG,PW, BLDG	\$10.18	
	87,877	51734 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PETTY CASH-ENG,PW, BLDG	\$4.37	
	87,877	51734 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PETTY CASH-ENG,PW, BLDG	\$1.13	
	87,877	51734 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PETTY CASH-ENG,PW, BLDG	\$0.85	
	87,877	51734 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PETTY CASH-ENG,PW, BLDG	\$3.37	
	87,877	51734 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PETTY CASH-ENG,PW, BLDG	\$1.12	
	87,877	51734 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PETTY CASH-ENG,PW, BLDG	\$0.00	\$130.45
CAREY'S PRODUCE						
	87,827	51735 01-5000-6051-40420	PROGRAM SUPPLIES	GARDEN FRESH VEGGIES	\$440.00	

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	87,827	51735 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GARDEN FRESH VEGGIES	\$0.00	\$440.00
CODE 4 FIRE & RESCUE						
	87,842	51736 01-3000-4000-41610	FIRE FIGHTING EQUIPMENT	HYDRAULIC CUTTER	\$14,139.56	
	87,842	51736 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	HYDRAULIC CUTTER	\$1,561.79	
	87,842	51736 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HYDRAULIC CUTTER	\$0.00	\$15,701.35
COLOUR COMPANY						
	87,907	51737 01-4500-4230-46404	940400 PAINT SPRAYER	PAINT TIP	\$87.78	
	87,907	51737 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PAINT TIP	\$9.69	
	87,907	51737 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PAINT TIP	\$0.00	\$97.47
COMMISSIONAIRES						
	87,837	51738 01-1000-4240-41505	PARKING ENFORCEMENT CONTRACT	PARKING ENFORCE 4/08-4/21	\$895.56	
	87,837	51738 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PARKING ENFORCE 4/08-4/21	\$98.92	
	87,837	51738 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PARKING ENFORCE 4/08-4/21	\$0.00	\$994.48
	87,838	51738 01-1000-4240-41505	PARKING ENFORCEMENT CONTRACT	PARKING ENFORCE 4/01-4/07	\$453.31	
	87,838	51738 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PARKING ENFORCE 4/01-4/07	\$50.07	
	87,838	51738 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PARKING ENFORCE 4/01-4/07	\$0.00	\$503.38
CULLIGAN						
	87,867	51739 01-0100-4000-41020	PROMOTION & MEALS	WATER ON COOLER	\$103.49	
	87,867	51739 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	WATER ON COOLER	\$0.29	
	87,867	51739 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WATER ON COOLER	\$0.00	\$103.78
DANCE SEWER CLEANING INC.						
	87,834	51740 10-0000-3272-80000	MATERIALS	LOOKING FOR LATERAL.CULVERT	\$342.52	
	87,834	51740 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	LOOKING FOR LATERAL.CULVERT	\$37.84	
	87,834	51740 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LOOKING FOR LATERAL.CULVERT	\$0.00	\$380.36
DIAMOND SOFTWARE INC.						
	87,748	51741 01-1002-4000-41550	MAINTENANCE CONTRACTS	GP SUP 6/16/2018-6/16/2019	\$15,960.87	
	87,748	51741 01-0000-0400-00280	PREPAID EXPENSES	GP SUP 6/16/2018-6/16/2019	\$13,505.36	
	87,748	51741 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GP SUP 6/16/2018-6/16/2019	\$1,762.97	
	87,748	51741 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GP SUP 6/16/2018-6/16/2019	\$1,491.74	
	87,748	51741 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GP SUP 6/16/2018-6/16/2019	\$0.00	\$32,720.94
EASY WAY CLEANING PRODUCTS LIM						
	87,805	51742 01-2000-4030-40210	JANITORIAL SUPPLIES	JANITORIAL SUPPLIES	\$230.72	
	87,805	51742 01-2000-4025-40210	JANITORIAL SUPPLIES	JANITORIAL SUPPLIES	\$91.06	
	87,805	51742 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	JANITORIAL SUPPLIES	\$25.49	
	87,805	51742 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	JANITORIAL SUPPLIES	\$10.06	
	87,805	51742 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JANITORIAL SUPPLIES	\$0.00	\$357.33

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	87,806	51742 01-5200-4100-40210	JANITORIAL SUPPLIES	FUSION JANITORIAL SUPPLIES	\$18.08	
	87,806	51742 01-0000-0200-00325	HST RECEIVABLE100%	FUSION JANITORIAL SUPPLIES	\$2.35	
	87,806	51742 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION JANITORIAL SUPPLIES	\$0.00	\$20.43
	87,807	51742 01-5100-4100-40210	JANITORIAL SUPPLIES	VPCC JANITORIAL SUPPLIES	\$578.08	
	87,807	51742 01-0000-0200-00325	HST RECEIVABLE100%	VPCC JANITORIAL SUPPLIES	\$75.15	
	87,807	51742 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC JANITORIAL SUPPLIES	\$0.00	\$653.23
EMPLOYEE REIMBURSEMENT						
	87,879	51743 01-4000-4000-40620	MILEAGE	APRIL MILEAGE	\$20.42	
	87,879	51743 10-0000-3258-80010	LABOUR & BURDEN	APRIL MILEAGE	\$56.41	
	87,879	51743 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	APRIL MILEAGE	\$2.26	
	87,879	51743 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	APRIL MILEAGE	\$6.23	
	87,879	51743 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	APRIL MILEAGE	\$0.00	\$85.32
ENGLOBE CORP.						
	87,846	51744 01-0000-0250-61498	GC18-186-CENTRE ST-RECONSTR	GEO INVESTIGATION-CENTRE ST	\$915.84	
	87,846	51744 10-0000-3288-80000	MATERIALS	GEO INVESTIGATION-CENTRE ST	\$915.84	
	87,846	51744 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GEO INVESTIGATION-CENTRE ST	\$101.16	
	87,846	51744 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GEO INVESTIGATION-CENTRE ST	\$101.16	
	87,846	51744 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GEO INVESTIGATION-CENTRE ST	\$0.00	\$2,034.00
EQUIPMENT SALES & SERVICE(1988						
	87,906	51745 01-4500-4230-46403	940300 ASPHALT ROLLER/HD TAMP	AIR FILTER	\$109.29	
	87,906	51745 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	AIR FILTER	\$12.07	
	87,906	51745 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	AIR FILTER	\$0.00	\$121.36
ERTH CORPORATION						
	87,761	51746 01-0100-4000-41020	PROMOTION & MEALS	ERTH'S GOLF TOURNAMENT	\$356.16	
	87,761	51746 01-5000-4000-40610	MEETINGS AND CONFERENCES	ERTH'S GOLF TOURNAMENT	\$175.00	
	87,761	51746 01-3000-4000-41020	PROMOTION & MEALS	ERTH'S GOLF TOURNAMENT	\$178.08	
	87,761	51746 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ERTH'S GOLF TOURNAMENT	\$39.34	
	87,761	51746 01-0000-0200-00325	HST RECEIVABLE100%	ERTH'S GOLF TOURNAMENT	\$22.75	
	87,761	51746 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ERTH'S GOLF TOURNAMENT	\$19.67	
	87,761	51746 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ERTH'S GOLF TOURNAMENT	\$0.00	\$791.00
ERTH HOLDINGS INC.						
	87,849	51747 01-4000-4400-41530	EQUIPMENT REPAIRS & MAINT	ST LIT REPAIR DUE TO FEB ACCID	\$8,064.33	
	87,849	51747 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ST LIT REPAIR DUE TO FEB ACCID	\$890.75	
	87,849	51747 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ST LIT REPAIR DUE TO FEB ACCID	\$0.00	\$8,955.08
FASTENAL CANADA ***						
	87,784	51748 01-5000-6050-41700	BLDG REPAIRS AND MAINT	QUICK LINKS	\$49.14	

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<u>VENDOR NAME</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
	87,784	51748 01-0000-0200-00325	HST RECEIVABLE100%	QUICK LINKS	\$6.39	
	87,784	51748 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	QUICK LINKS	\$0.00	\$55.53
	87,796	51748 01-4500-4160-80000	MATERIALS-SAFETY DEVICES, SIGNS, GUIDE RAIL	NUTS & BOLTS	\$61.03	
	87,796	51748 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	NUTS & BOLTS	\$6.74	
	87,796	51748 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	NUTS & BOLTS	\$0.00	\$67.77
	87,797	51748 01-4500-4160-80000	MATERIALS-SAFETY DEVICES, SIGNS, GUIDE RAIL	WASHER	\$2.54	
	87,797	51748 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	WASHER	\$0.29	
	87,797	51748 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WASHER	\$0.00	\$2.83
	87,798	51748 01-4500-4160-80000	MATERIALS-SAFETY DEVICES, SIGNS, GUIDE RAIL	DRILL BITS	\$29.47	
	87,798	51748 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	DRILL BITS	\$3.25	
	87,798	51748 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DRILL BITS	\$0.00	\$32.72
GRA - HAM ENERGY						
	87,783	51749 01-5000-6050-41470	VEHICLE FUEL	PARKS FUEL	\$451.63	
	87,783	51749 01-0000-0200-00325	HST RECEIVABLE100%	PARKS FUEL	\$58.71	
	87,783	51749 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PARKS FUEL	\$0.00	\$510.34
	87,788	51749 01-4500-4230-41440	DIESEL FUEL CLR - LIC VEH	CLEAR DIESEL	\$1,154.41	
	87,788	51749 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CLEAR DIESEL	\$127.51	
	87,788	51749 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CLEAR DIESEL	\$0.00	\$1,281.92
	87,789	51749 01-4500-4230-41460	DIESEL FUEL CLRED - UNLIC VEH	COLORLED DIESEL	\$390.41	
	87,789	51749 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	COLORLED DIESEL	\$43.13	
	87,789	51749 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COLORLED DIESEL	\$0.00	\$433.54
	87,790	51749 01-4500-4230-41420	FUEL- GASOLINE	REGULAR GAS	\$622.67	
	87,790	51749 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REGULAR GAS	\$68.78	
	87,790	51749 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REGULAR GAS	\$0.00	\$691.45
GROOVE IDENTIFICATION SOLUTION						
	87,753	51750 01-3000-4000-42900	MISCELLANEOUS EXPENSE	FIRE DEPT CARD PRINTER INK	\$106.80	
	87,753	51750 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT CARD PRINTER INK	\$11.79	
	87,753	51750 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT CARD PRINTER INK	\$0.00	\$118.59
GUNN'S HILL ARTISAN CHEESE LTD						
	87,868	51751 01-6200-4000-40440	GIFT SHOP SUPPLIES	MUSEUM GIFT SHOP SUPPLIES	\$166.19	
	87,868	51751 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSEUM GIFT SHOP SUPPLIES	\$0.00	\$166.19
EMPLOYEE REIMBURSEMENT						
	87,883	51752 01-3400-4000-40620	MILEAGE	APRIL MILEAGE	\$106.98	
	87,883	51752 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	APRIL MILEAGE	\$11.82	
	87,883	51752 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	APRIL MILEAGE	\$0.00	\$118.80
HILLSIDE KENNELS						

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	87,872	51753 01-3600-4000-41560	CONTRACTS	APRIL ANIMAL CONTROL	\$966.72	
	87,872	51753 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	APRIL ANIMAL CONTROL	\$106.78	
	87,872	51753 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	APRIL ANIMAL CONTROL	\$0.00	\$1,073.50
PETTY CASH-FIRE DEPT						
	87,835	51754 01-3000-4000-41205	FIRE PREVENTION	PETTY CASH-FIRE DEPT	\$42.87	
	87,835	51754 01-3000-4000-41470	VEHICLE FUEL	PETTY CASH-FIRE DEPT	\$18.01	
	87,835	51754 01-3000-4000-40630	STAFF TRAINING	PETTY CASH-FIRE DEPT	\$1.53	
	87,835	51754 01-3000-4000-40200	OFFICE SUPPLIES	PETTY CASH-FIRE DEPT	\$6.61	
	87,835	51754 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PETTY CASH-FIRE DEPT	\$4.74	
	87,835	51754 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PETTY CASH-FIRE DEPT	\$2.00	
	87,835	51754 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PETTY CASH-FIRE DEPT	\$0.17	
	87,835	51754 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PETTY CASH-FIRE DEPT	\$0.74	
	87,835	51754 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PETTY CASH-FIRE DEPT	\$0.00	\$76.67
HOT,COLD & FREEZING						
	87,864	51755 01-2000-4025-41700	BLDG REPAIRS & MAINT	TOWN HALL NO HEAT	\$122.11	
	87,864	51755 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TOWN HALL NO HEAT	\$13.49	
	87,864	51755 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOWN HALL NO HEAT	\$0.00	\$135.60
HURON TRACTOR LTD						
	87,803	51756 01-5000-6050-41530	EQUIP REPAIRS & MAINT	RIDING MOWER REPAIR	\$774.93	
	87,803	51756 01-0000-0200-00325	HST RECEIVABLE100%	RIDING MOWER REPAIR	\$100.74	
	87,803	51756 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	RIDING MOWER REPAIR	\$0.00	\$875.67
	87,804	51756 10-0000-3578-80000	MATERIALS	2018 JD RIDING MOWER	\$38,064.75	
	87,804	51756 10-0000-3578-01010	PROCEEDS FROM TRADE IN	2018 JD RIDING MOWER	\$0.00	\$5,000.00
	87,804	51756 01-0000-0200-00325	HST RECEIVABLE100%	2018 JD RIDING MOWER	\$4,948.42	
	87,804	51756 01-0000-0200-00325	HST RECEIVABLE100%	2018 JD RIDING MOWER	\$0.00	\$650.00
	87,804	51756 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	2018 JD RIDING MOWER	\$0.00	\$37,363.17
INGENIOUS SOFTWARE						
	87,841	51757 01-3000-4000-40410	LICENCES, TAGS, ETC.	FIRE PRO 6/13/2018-6/12/2019	\$827.90	
	87,841	51757 01-0000-0400-00280	PREPAID EXPENSES	FIRE PRO 6/13/2018-6/12/2019	\$700.54	
	87,841	51757 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE PRO 6/13/2018-6/12/2019	\$91.45	
	87,841	51757 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE PRO 6/13/2018-6/12/2019	\$77.37	
	87,841	51757 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE PRO 6/13/2018-6/12/2019	\$0.00	\$1,697.26
INGERSOLL CREATIVE ARTS CENTR						
	87,740	51758 01-1000-4000-41130	GRANTS TO VOLUNTEER ORGANIZATIONS	GRANT TO ORG.	\$800.00	
	87,740	51758 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GRANT TO ORG.	\$0.00	\$800.00
INGERSOLL GLASS & MIRROR ***						

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	87,802	51759 01-5100-4100-41700	BLDG REPAIRS AND MAINT	VPCC REPLACE WINDOW OPENER	\$30.00	
	87,802	51759 01-0000-0200-00325	HST RECEIVABLE100%	VPCC REPLACE WINDOW OPENER	\$3.90	
	87,802	51759 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC REPLACE WINDOW OPENER	\$0.00	\$33.90
INGERSOLL LION'S CLUB						
	87,741	51760 01-1000-4000-41130	GRANTS TO VOLUNTEER ORGANIZATIONS	GRANT TO ORG.	\$1,500.00	
	87,741	51760 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GRANT TO ORG.	\$0.00	\$1,500.00
INGERSOLL PUBLIC LIBRARY ADV.C						
	87,742	51761 01-1000-4000-41130	GRANTS TO VOLUNTEER ORGANIZATIONS	GRANT TO ORG.	\$1,500.00	
	87,742	51761 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GRANT TO ORG.	\$0.00	\$1,500.00
INGERSOLL RENT-ALL ***						
	87,791	51762 01-4500-4221-80000	MATERIALS-SIDEWALK, SNOW, SALT, SAND	GRASS SEEDS	\$115.35	
	87,791	51762 01-4500-4150-80000	MATERIALS-WINTER CONTROL, PLOWING, SANDING,	GRASS SEEDS	\$230.70	
	87,791	51762 01-4500-4121-80000	MATERIALS-ROADSIDE MAINT, BRUSH, TREE TRIM,	GRASS SEEDS	\$230.70	
	87,791	51762 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GRASS SEEDS	\$12.74	
	87,791	51762 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GRASS SEEDS	\$25.48	
	87,791	51762 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GRASS SEEDS	\$25.48	
	87,791	51762 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GRASS SEEDS	\$0.00	\$640.45
	87,792	51762 01-5000-6020-41700	BLDG REPAIRS & MAINT	SCISSOR LIFT RENTAL 1/26	\$195.50	
	87,792	51762 01-0000-0200-00325	HST RECEIVABLE100%	SCISSOR LIFT RENTAL 1/26	\$25.42	
	87,792	51762 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SCISSOR LIFT RENTAL 1/26	\$0.00	\$220.92
	87,793	51762 01-5000-6050-40270	NEW EQUIPMENT	TRIMMER STRING+GRASS SEEDS	\$437.67	
	87,793	51762 01-5000-6050-41740	LAND MAINTENANCE & IMPROVEMENTS	TRIMMER STRING+GRASS SEEDS	\$125.95	
	87,793	51762 01-0000-0200-00325	HST RECEIVABLE100%	TRIMMER STRING+GRASS SEEDS	\$56.90	
	87,793	51762 01-0000-0200-00325	HST RECEIVABLE100%	TRIMMER STRING+GRASS SEEDS	\$16.37	
	87,793	51762 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRIMMER STRING+GRASS SEEDS	\$0.00	\$636.89
	87,794	51762 01-5000-6050-41530	EQUIP REPAIRS & MAINT	CHAINSAW OIL	\$14.45	
	87,794	51762 01-0000-0200-00325	HST RECEIVABLE100%	CHAINSAW OIL	\$1.88	
	87,794	51762 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CHAINSAW OIL	\$0.00	\$16.33
	87,795	51762 01-5000-6050-41740	LAND MAINTENANCE & IMPROVEMENTS	GRASS SEEDS	\$327.85	
	87,795	51762 01-0000-0200-00325	HST RECEIVABLE100%	GRASS SEEDS	\$42.62	
	87,795	51762 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GRASS SEEDS	\$0.00	\$370.47
INGERSOLL VACUUM						
	87,865	51763 01-2000-4025-40270	NEW EQUIPMENT	NEW VACUUM	\$315.85	
	87,865	51763 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	NEW VACUUM	\$0.00	\$315.85
INGERSOLL PHARMASAVE						
	87,813	51764 40-8000-6900-40990	ADVERTISING - RADIO	BIA RADIO REIMBURSEMENT	\$160.00	

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	87,813	51764 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BIA RADIO REIMBURSEMENT	\$0.00	\$160.00
TOWN RESIDENT						
	87,845	51765 10-0000-3260-80000	MATERIALS	REIMBURSE GARDEN COST	\$152.65	
	87,845	51765 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REIMBURSE GARDEN COST	\$0.00	\$152.65
A. M. JENSEN LIMITED						
	87,869	51766 01-6200-4000-40440	GIFT SHOP SUPPLIES	MUSEUM GIFT SHOP SUPPLIES	\$414.88	
	87,869	51766 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSEUM GIFT SHOP SUPPLIES	\$0.00	\$414.88
JUTZI WATER TECHNOLOGIES						
	87,816	51767 01-5000-6020-41550	MAINTENANCE CONTRACTS	APRIL WATER TREATMENT	\$375.00	
	87,816	51767 01-0000-0200-00325	HST RECEIVABLE100%	APRIL WATER TREATMENT	\$48.75	
	87,816	51767 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	APRIL WATER TREATMENT	\$0.00	\$423.75
	87,817	51767 01-5000-6020-41550	MAINTENANCE CONTRACTS	MARCH WATER TREATMENT	\$375.00	
	87,817	51767 01-0000-0200-00325	HST RECEIVABLE100%	MARCH WATER TREATMENT	\$48.75	
	87,817	51767 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MARCH WATER TREATMENT	\$0.00	\$423.75
EMPLOYEE REIMBURSEMENT						
	87,878	51768 01-4000-4000-40620	MILEAGE	APRIL MILEAGE	\$96.77	
	87,878	51768 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	APRIL MILEAGE	\$10.69	
	87,878	51768 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	APRIL MILEAGE	\$0.00	\$107.46
EMPLOYEE REIMBURSEMENT						
	87,899	51769 01-4000-4000-40620	MILEAGE	APRIL MILEAGE	\$152.69	
	87,899	51769 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	APRIL MILEAGE	\$16.87	
	87,899	51769 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	APRIL MILEAGE	\$0.00	\$169.56
LECLAIR & ASSOCIATES						
	87,749	51770 01-0900-4000-40710	LEGAL FEES	LEGAL CONSULTING FEES	\$114.48	
	87,749	51770 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	LEGAL CONSULTING FEES	\$12.65	
	87,749	51770 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LEGAL CONSULTING FEES	\$0.00	\$127.13
LWR AUTOMOTIVE						
	87,887	51771 01-4500-4230-46395	939500 ELGIN SWEEPER	SHRINK TUBE	\$16.27	
	87,887	51771 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SHRINK TUBE	\$1.80	
	87,887	51771 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SHRINK TUBE	\$0.00	\$18.07
	87,888	51771 01-4500-4230-46394	939400 NEW HOLLAND TRACTOR	PARTS	\$37.69	
	87,888	51771 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PARTS	\$4.17	
	87,888	51771 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PARTS	\$0.00	\$41.86
	87,889	51771 01-4500-4230-46392	939200 2012 BACKHOE LOADER	PARTS	\$8.48	
	87,889	51771 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PARTS	\$0.93	
	87,889	51771 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PARTS	\$0.00	\$9.41

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	87,890	51771 01-4500-4230-46404	940400 PAINT SPRAYER	PARTS	\$36.19	
	87,890	51771 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PARTS	\$4.00	
	87,890	51771 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PARTS	\$0.00	\$40.19
MAR-CO						
	87,786	51772 01-5000-6050-41530	EQUIP REPAIRS & MAINT	BALL DIAMOND SUPPLIES	\$508.15	
	87,786	51772 01-0000-0200-00325	HST RECEIVABLE100%	BALL DIAMOND SUPPLIES	\$66.06	
	87,786	51772 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BALL DIAMOND SUPPLIES	\$0.00	\$574.21
EMPLOYEE REIMBURSEMENT						
	87,875	51773 01-1002-4000-40620	MILEAGE	MILEAGE-IT	\$56.41	
	87,875	51773 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-IT	\$6.23	
	87,875	51773 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-IT	\$0.00	\$62.64
	87,876	51773 01-1002-4000-40620	MILEAGE	MILEAGE-IT	\$13.23	
	87,876	51773 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-IT	\$1.46	
	87,876	51773 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-IT	\$0.00	\$14.69
MILLCREEK PRINTING INC						
	87,881	51774 01-3400-4000-40200	OFFICE SUPPLIES	BUSINESS CARDS	\$22.02	
	87,881	51774 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BUSINESS CARDS	\$2.43	
	87,881	51774 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BUSINESS CARDS	\$0.00	\$24.45
MINISTRY OF FINANCE - M.T.O. *						
	87,747	51775 01-1000-4240-01627	VIOLATIONS - M.O.T.	APRIL COURT COST	\$66.00	
	87,747	51775 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	APRIL COURT COST	\$0.00	\$66.00
MINISTRY OF FINANCE (OPP)***						
	87,839	51776 01-3000-4000-40630	STAFF TRAINING	FIRE DEPT TRAINING COURSE	\$65.00	
	87,839	51776 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT TRAINING COURSE	\$0.00	\$65.00
	87,840	51776 01-3200-4000-40450	OPP CONTRACTED SERVICES	MAY OPP SERVICES	\$195,365.00	
	87,840	51776 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MAY OPP SERVICES	\$0.00	\$195,365.00
MRS. SARAH FACE PAINTING						
	87,810	51777 40-8000-6900-40580	AUGUST DT SIDEWALK DAYS	FACE PAINT DEPOSIT 8/31	\$262.50	
	87,810	51777 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FACE PAINT DEPOSIT 8/31	\$0.00	\$262.50
	87,811	51777 40-8000-6900-40580	AUGUST DT SIDEWALK DAYS	FACE PAINTING DEPOSIT 8/03	\$262.50	
	87,811	51777 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FACE PAINTING DEPOSIT 8/03	\$0.00	\$262.50
	87,812	51777 40-8000-6900-40580	AUGUST DT SIDEWALK DAYS	FACE PAINTING DEPOSIT 6/29	\$262.50	
	87,812	51777 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FACE PAINTING DEPOSIT 6/29	\$0.00	\$262.50
MULTI FORMES INC.						
	87,787	51778 01-5000-6050-41720	HORTICULTURAL SUPPLIES	PLANTER LINERS	\$59.85	
	87,787	51778 01-0000-0200-00325	HST RECEIVABLE100%	PLANTER LINERS	\$7.78	

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<u>VENDOR NAME</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
	87,787	51778 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PLANTER LINERS	\$0.00	\$67.63
OLDE TYME TAXI						
	87,866	51779 01-1001-4000-41560	CONTRACTS	APRIL PARA TAXI	\$4,681.79	
	87,866	51779 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	APRIL PARA TAXI	\$517.12	
	87,866	51779 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	APRIL PARA TAXI	\$0.00	\$5,198.91
ONTARIO SOUTHLAND RAILWAY INC.						
	87,900	51780 01-4500-4161-80000	MATERIALS-SAFETY DEVICES, RR CROSSING	APRIL FLASH LIT MAINT	\$3,267.99	
	87,900	51780 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	APRIL FLASH LIT MAINT	\$0.00	\$3,267.99
ONTARIO ONE CALL LTD.						
	87,847	51781 01-4000-5020-41500	CONTRACTED SERVICES	APRIL LOCATES	\$69.50	
	87,847	51781 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	APRIL LOCATES	\$7.68	
	87,847	51781 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	APRIL LOCATES	\$0.00	\$77.18
ONTARIO FILMAKER DIRECTORY						
	87,814	51782 01-7000-4000-41000	ADVERTISING	SPRING/SUMMER 2018 COL. AD	\$250.00	
	87,814	51782 01-0000-0200-00325	HST RECEIVABLE100%	SPRING/SUMMER 2018 COL. AD	\$12.50	
	87,814	51782 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SPRING/SUMMER 2018 COL. AD	\$0.00	\$262.50
	87,815	51782 01-7000-4000-41000	ADVERTISING	FALL/WINTER 2017 COL. AD	\$250.00	
	87,815	51782 01-0000-0200-00325	HST RECEIVABLE100%	FALL/WINTER 2017 COL. AD	\$12.50	
	87,815	51782 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FALL/WINTER 2017 COL. AD	\$0.00	\$262.50
OPERATION SHARING						
	87,743	51783 01-1000-4000-41130	GRANTS TO VOLUNTEER ORGANIZATIONS	GRANT TO ORG.	\$10,000.00	
	87,743	51783 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GRANT TO ORG.	\$0.00	\$10,000.00
OXFORD COUNTY ***						
	87,754	51784 01-0000-2550-00946	LONG TERM DEBT-5695-2015 299 THAMES WATER/S	DB PMT 5695-2015C LAI	\$898.56	
	87,754	51784 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DB PMT 5695-2015C LAI	\$0.00	\$898.56
	87,755	51784 01-1600-4090-42400	PRINCIPLE - DEBT REPAYMENT	DB PMT 5168-2010A	\$62,435.93	
	87,755	51784 01-1600-4090-42500	INTEREST - DEBT REPAYMENT	DB PMT 5168-2010A	\$24,002.88	
	87,755	51784 01-0000-2550-00921	DEBENTURE PAYABLE-CMHC 2009	DB PMT 5168-2010A	\$62,435.93	
	87,755	51784 01-0000-0200-00275	AMOUNTS TO BE RECOVERED IN FUTURE YRS	DB PMT 5168-2010A	\$0.00	\$62,435.93
	87,755	51784 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DB PMT 5168-2010A	\$0.00	\$86,438.81
	87,756	51784 01-1600-4090-42400	PRINCIPLE - DEBT REPAYMENT	DB PMT 5114-2009	\$36,582.27	
	87,756	51784 01-1600-4090-42500	INTEREST - DEBT REPAYMENT	DB PMT 5114-2009	\$2,976.75	
	87,756	51784 01-0000-2550-00922	DEBENTURE PAYABLE- COUNTY OXFORD 2009	DB PMT 5114-2009	\$36,582.27	
	87,756	51784 01-0000-0200-00275	AMOUNTS TO BE RECOVERED IN FUTURE YRS	DB PMT 5114-2009	\$0.00	\$36,582.27
	87,756	51784 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DB PMT 5114-2009	\$0.00	\$39,559.02
PARKSMART INC.						

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<u>VENDOR NAME</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
	87,836	51785 01-1000-4240-41505	PARKING ENFORCEMENT CONTRACT	APRIL PARKING SYSTEM FEES	\$650.25	
	87,836	51785 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	APRIL PARKING SYSTEM FEES	\$71.82	
	87,836	51785 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	APRIL PARKING SYSTEM FEES	\$0.00	\$722.07
PHOENIX MEASUREMENT SOLUTIONS						
	87,859	51786 01-4000-4000-40270	NEW EQUIPMENT	LOCATOR/TRIBRACH	\$1,219.99	
	87,859	51786 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	LOCATOR/TRIBRACH	\$134.76	
	87,859	51786 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LOCATOR/TRIBRACH	\$0.00	\$1,354.75
P M HYDRAULICS ***						
	87,782	51787 01-5000-6050-41530	EQUIP REPAIRS & MAINT	TRACTOR HYDRAULIC LINES	\$218.56	
	87,782	51787 01-0000-0200-00325	HST RECEIVABLE 100%	TRACTOR HYDRAULIC LINES	\$28.41	
	87,782	51787 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRACTOR HYDRAULIC LINES	\$0.00	\$246.97
	87,905	51787 01-4500-4230-46381	938100 T1-14 DODGE RAM	PARTS	\$502.50	
	87,905	51787 01-4500-4230-46382	938200 T2-16 FORD 1 TONNE	PARTS	\$104.17	
	87,905	51787 01-4500-4230-46383	938300 T3-17 INTERNATIONAL TRUCK	PARTS	\$320.76	
	87,905	51787 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PARTS	\$55.50	
	87,905	51787 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PARTS	\$11.51	
	87,905	51787 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PARTS	\$35.43	
	87,905	51787 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PARTS	\$0.00	\$1,029.87
PRODUCE EXPRESS						
	87,828	51788 01-5000-6051-40420	PROGRAM SUPPLIES	GARDEN FRESH VEGGIES	\$740.00	
	87,828	51788 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GARDEN FRESH VEGGIES	\$0.00	\$740.00
REGIS AUTO PARTS						
	87,901	51789 01-4500-4230-46424	942400 ERIE THAMES CHIPPER	AIR FILTER+OIL FILTER	\$84.96	
	87,901	51789 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	AIR FILTER+OIL FILTER	\$9.38	
	87,901	51789 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	AIR FILTER+OIL FILTER	\$0.00	\$94.34
	87,902	51789 01-4500-4230-46386	938603 T6-11 FREIGH TRUCK	FUEL FILTER	\$124.87	
	87,902	51789 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FUEL FILTER	\$13.79	
	87,902	51789 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUEL FILTER	\$0.00	\$138.66
	87,903	51789 01-4500-4230-46394	939400 NEW HOLLAND TRACTOR	AIR FILTER	\$189.20	
	87,903	51789 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	AIR FILTER	\$20.90	
	87,903	51789 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	AIR FILTER	\$0.00	\$210.10
	87,904	51789 01-4500-4230-46403	940300 ASPHALT ROLLER/HD TAMP	OIL FILTER	\$6.98	
	87,904	51789 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OIL FILTER	\$0.77	
	87,904	51789 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OIL FILTER	\$0.00	\$7.75
RESIDEX CANADA INC.						
	87,801	51790 01-5000-6050-41740	LAND MAINTENANCE & IMPROVEMENTS	FERTILIZER	\$3,080.80	

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	87,801	51790 01-0000-0200-00325	HST RECEIVABLE100%	FERTILIZER	\$400.50	
	87,801	51790 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FERTILIZER	\$0.00	\$3,481.30
RIETTA'S DECOR & DESIGN CENTRE						
	87,818	51791 01-5100-4100-41700	BLDG REPAIRS AND MAINT	VPCC PAINT + BRUSHES	\$133.59	
	87,818	51791 01-0000-0200-00325	HST RECEIVABLE100%	VPCC PAINT + BRUSHES	\$17.37	
	87,818	51791 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC PAINT + BRUSHES	\$0.00	\$150.96
ROGERS (WIRELESS)						
	87,908	51792 01-4000-4000-40220	TELEPHONE	MAY CELLPHONE CHRGS	\$15.52	
	87,908	51792 01-4000-4000-40220	TELEPHONE	MAY CELLPHONE CHRGS	\$15.52	
	87,908	51792 01-1300-4000-40220	TELEPHONE EXPENSE	MAY CELLPHONE CHRGS	\$35.64	
	87,908	51792 01-4500-4000-40220	TELEPHONE	MAY CELLPHONE CHRGS	\$38.71	
	87,908	51792 01-5000-6020-40220	TELEPHONE	MAY CELLPHONE CHRGS	\$54.60	
	87,908	51792 01-4000-4000-40220	TELEPHONE	MAY CELLPHONE CHRGS	\$45.32	
	87,908	51792 01-1002-4000-40220	TELEPHONE	MAY CELLPHONE CHRGS	\$54.01	
	87,908	51792 01-0100-4000-40220	TELEPHONE	MAY CELLPHONE CHRGS	\$58.02	
	87,908	51792 01-5200-6090-40220	TELEPHONE	MAY CELLPHONE CHRGS	\$36.14	
	87,908	51792 01-0900-4000-40220	TELEPHONE	MAY CELLPHONE CHRGS	\$37.33	
	87,908	51792 01-5100-4100-40220	TELEPHONE	MAY CELLPHONE CHRGS	\$5.00	
	87,908	51792 01-5200-4100-40220	TELEPHONE	MAY CELLPHONE CHRGS	\$5.00	
	87,908	51792 01-5000-6050-40220	TELEPHONE	MAY CELLPHONE CHRGS	\$5.00	
	87,908	51792 01-5000-6050-40220	TELEPHONE	MAY CELLPHONE CHRGS	\$62.50	
	87,908	51792 01-5000-6020-40220	TELEPHONE	MAY CELLPHONE CHRGS	\$37.00	
	87,908	51792 01-5000-6050-40220	TELEPHONE	MAY CELLPHONE CHRGS	\$5.20	
	87,908	51792 01-5000-6050-40220	TELEPHONE	MAY CELLPHONE CHRGS	\$5.00	
	87,908	51792 01-5000-6050-40220	TELEPHONE	MAY CELLPHONE CHRGS	\$5.00	
	87,908	51792 01-5000-6050-40220	TELEPHONE	MAY CELLPHONE CHRGS	\$5.00	
	87,908	51792 01-5000-6050-40220	TELEPHONE	MAY CELLPHONE CHRGS	\$5.00	
	87,908	51792 01-5000-6050-40220	TELEPHONE	MAY CELLPHONE CHRGS	\$5.00	
	87,908	51792 01-5000-6050-40220	TELEPHONE	MAY CELLPHONE CHRGS	\$5.00	
	87,908	51792 01-5000-6050-40220	TELEPHONE	MAY CELLPHONE CHRGS	\$5.00	
	87,908	51792 01-5000-6050-40220	TELEPHONE	MAY CELLPHONE CHRGS	\$5.00	
	87,908	51792 01-5000-6050-40220	TELEPHONE	MAY CELLPHONE CHRGS	\$5.00	
	87,908	51792 01-4500-4150-80000	MATERIALS-WINTER CONTROL, PLOWING, SANDING,	MAY CELLPHONE CHRGS	\$5.09	
	87,908	51792 01-0100-4000-40220	TELEPHONE	MAY CELLPHONE CHRGS	\$20.61	
	87,908	51792 01-4500-4000-40220	TELEPHONE	MAY CELLPHONE CHRGS	\$79.58	
	87,908	51792 01-0100-4000-40220	TELEPHONE	MAY CELLPHONE CHRGS	\$20.95	
	87,908	51792 01-4500-4150-80000	MATERIALS-WINTER CONTROL, PLOWING, SANDING,	MAY CELLPHONE CHRGS	\$5.09	
	87,908	51792 01-1002-4000-40220	TELEPHONE	MAY CELLPHONE CHRGS	\$50.90	
	87,908	51792 01-1000-4000-40220	TELEPHONE	MAY CELLPHONE CHRGS	\$47.83	

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	87,908	51792 01-3000-4000-40220	TELEPHONE	MAY CELLPHONE CHRGS	\$5.09	
	87,908	51792 01-3000-4000-40220	TELEPHONE	MAY CELLPHONE CHRGS	\$141.70	
	87,908	51792 01-4000-4000-40220	TELEPHONE	MAY CELLPHONE CHRGS	\$105.30	
	87,908	51792 01-4000-4000-40220	TELEPHONE	MAY CELLPHONE CHRGS	\$54.13	
	87,908	51792 01-7000-4000-40220	TELEPHONE	MAY CELLPHONE CHRGS	\$128.40	
	87,908	51792 01-3400-4000-40310	FAX OPERATIONS	MAY CELLPHONE CHRGS	\$23.15	
	87,908	51792 01-4000-4000-40220	TELEPHONE	MAY CELLPHONE CHRGS	\$58.00	
	87,908	51792 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MAY CELLPHONE CHRGS	\$118.17	
	87,908	51792 01-0000-0200-00325	HST RECEIVABLE100%	MAY CELLPHONE CHRGS	\$31.27	
	87,908	51792 01-1300-4000-40730	BANK SERVICE CHARGES	MAY CELLPHONE CHRGS	\$0.18	
	87,908	51792 01-4500-4000-41520	COMMUNICATION	MAY CELLPHONE CHRGS	\$15.52	
	87,908	51792 01-4500-4000-41520	COMMUNICATION	MAY CELLPHONE CHRGS	\$15.52	
	87,908	51792 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MAY CELLPHONE CHRGS	\$0.00	\$1,466.99
ROTARY CLUB OF INGERSOLL						
	87,744	51793 01-1000-4000-41130	GRANTS TO VOLUNTEER ORGANIZATIONS	GRANT TO ORG.	\$3,000.00	
	87,744	51793 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GRANT TO ORG.	\$0.00	\$3,000.00
ROYAL BANK OF CANADA, THE						
	87,780	51794 01-7000-4000-40610	MEETINGS & CONFERENCES	ECON DEVEL TAIWAN TRIP CASH	\$500.00	
	87,780	51794 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ECON DEVEL TAIWAN TRIP CASH	\$0.00	\$500.00
ROYAL FENCE LIMITED						
	87,885	51795 01-4500-4160-80000	MATERIALS-SAFETY DEVICES, SIGNS, GUIDE RAIL	FENCING	\$241.54	
	87,885	51795 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FENCING	\$26.68	
	87,885	51795 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FENCING	\$0.00	\$268.22
SAFEDESIGN APPAREL LTD						
	87,752	51796 01-3000-4000-41610	FIRE FIGHTING EQUIPMENT	FIREFIGHTER TURNOUR GEAR	\$6,362.91	
	87,752	51796 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIREFIGHTER TURNOUR GEAR	\$702.82	
	87,752	51796 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIREFIGHTER TURNOUR GEAR	\$0.00	\$7,065.73
EMPLOYEE REIMBURSEMENT						
	87,880	51797 01-4000-4000-40620	MILEAGE	APRIL MILEAGE	\$27.72	
	87,880	51797 10-0000-3228-80010	LABOUR & BURDEN	APRIL MILEAGE	\$71.00	
	87,880	51797 10-0000-3289-80010	LABOUR & BURDEN	APRIL MILEAGE	\$14.10	
	87,880	51797 10-0000-3272-80010	LABOUR & BURDON	APRIL MILEAGE	\$28.69	
	87,880	51797 10-0000-3574-80010	LABOUR & BURDEN	APRIL MILEAGE	\$4.78	
	87,880	51797 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	APRIL MILEAGE	\$3.06	
	87,880	51797 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	APRIL MILEAGE	\$7.84	
	87,880	51797 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	APRIL MILEAGE	\$1.56	

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	87,880	51797 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	APRIL MILEAGE	\$3.17	
	87,880	51797 01-0000-0200-00325	HST RECEIVABLE100%	APRIL MILEAGE	\$0.62	
	87,880	51797 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	APRIL MILEAGE	\$0.00	\$162.54
SHAW DIRECT						
	87,843	51798 01-3000-4000-40300	UTILITIES	SATELLITE	\$116.01	
	87,843	51798 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SATELLITE	\$12.81	
	87,843	51798 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SATELLITE	\$0.00	\$128.82
SHOPPERS DRUG MART						
	87,826	51799 01-5200-6090-40420	PROGRAM SUPPLIES	FUSION PROGRAM SUPPLIES	\$64.11	
	87,826	51799 01-0000-0200-00325	HST RECEIVABLE100%	FUSION PROGRAM SUPPLIES	\$1.95	
	87,826	51799 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION PROGRAM SUPPLIES	\$0.00	\$66.06
SIROSKI DOOR AND HARDWARE						
	87,825	51800 01-5100-4100-41700	BLDG REPAIRS AND MAINT	DOOR REPAIR	\$1,433.63	
	87,825	51800 01-5000-6020-41700	BLDG REPAIRS & MAINT	DOOR REPAIR	\$744.05	
	87,825	51800 01-0000-0200-00325	HST RECEIVABLE100%	DOOR REPAIR	\$186.37	
	87,825	51800 01-0000-0200-00325	HST RECEIVABLE100%	DOOR REPAIR	\$96.74	
	87,825	51800 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DOOR REPAIR	\$0.00	\$2,460.79
SMITH-PEAT ROOFING & METAL LTD						
	87,759	51801 10-0000-3126-80000	MATERIALS	TOWN HALL ROOF	\$16,483.12	
	87,759	51801 01-0000-2020-00650	ACCOUNTS PAYABLE-HOLDBACKS	TOWN HALL ROOF	\$0.00	\$1,648.31
	87,759	51801 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TOWN HALL ROOF	\$1,638.56	
	87,759	51801 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOWN HALL ROOF	\$0.00	\$16,473.37
SIMPLY LINEN						
	87,870	51802 01-6200-4100-41700	BLDG REPAIRS & MAINTENANCE	MUSEUM MAT RENTAL	\$25.00	
	87,870	51802 01-0000-0200-00325	HST RECEIVABLE100%	MUSEUM MAT RENTAL	\$3.25	
	87,870	51802 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSEUM MAT RENTAL	\$0.00	\$28.25
	87,871	51802 01-6200-4100-41700	BLDG REPAIRS & MAINTENANCE	MUSEUM MAT RENTAL	\$25.00	
	87,871	51802 01-0000-0200-00325	HST RECEIVABLE100%	MUSEUM MAT RENTAL	\$3.25	
	87,871	51802 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSEUM MAT RENTAL	\$0.00	\$28.25
STANLEY BLACK & DECKER CANADA						
	87,882	51803 01-2000-4030-41700	BLDG REPAIRS & MAINTENANCE	TOWN HALL PUSH BAR DOOR REPAIR	\$229.98	
	87,882	51803 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TOWN HALL PUSH BAR DOOR REPAIR	\$25.40	
	87,882	51803 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOWN HALL PUSH BAR DOOR REPAIR	\$0.00	\$255.38
STAPLES ADVANTAGE						
	87,830	51804 01-5200-6090-40200	OFFICE SUPPLIES	OFFICE SUPPLIES	\$16.99	
	87,830	51804 01-0000-0200-00325	HST RECEIVABLE100%	OFFICE SUPPLIES	\$2.21	

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	87,830	51804 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OFFICE SUPPLIES	\$0.00	\$19.20
	87,831	51804 01-5000-6050-40200	OFFICE SUPPLIES	OFFICE SUPPLIES	\$47.52	
	87,831	51804 01-5200-6090-40200	OFFICE SUPPLIES	OFFICE SUPPLIES	\$14.37	
	87,831	51804 01-5000-4000-40200	OFFICE SUPPLIES	OFFICE SUPPLIES	\$47.79	
	87,831	51804 01-0000-0200-00325	HST RECEIVABLE100%	OFFICE SUPPLIES	\$6.18	
	87,831	51804 01-0000-0200-00325	HST RECEIVABLE100%	OFFICE SUPPLIES	\$1.87	
	87,831	51804 01-0000-0200-00325	HST RECEIVABLE100%	OFFICE SUPPLIES	\$6.20	
	87,831	51804 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OFFICE SUPPLIES	\$0.00	\$123.93
	87,832	51804 01-3220-4000-40290	UNIFORMS AND CLOTHING	CROSSING GUARDS STOP SIGNS	\$75.28	
	87,832	51804 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CROSSING GUARDS STOP SIGNS	\$8.32	
	87,832	51804 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CROSSING GUARDS STOP SIGNS	\$0.00	\$83.60
	87,833	51804 01-0100-4000-40200	OFFICE SUPPLIES	TOWN HALL OFFICE SUPPLIES	\$13.07	
	87,833	51804 01-1000-4000-40200	OFFICE SUPPLIES	TOWN HALL OFFICE SUPPLIES	\$18.87	
	87,833	51804 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TOWN HALL OFFICE SUPPLIES	\$1.44	
	87,833	51804 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TOWN HALL OFFICE SUPPLIES	\$2.08	
	87,833	51804 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOWN HALL OFFICE SUPPLIES	\$0.00	\$35.46
STONETOWN SUPPLY SERVICES(ING)						
	87,750	51805 01-3000-4100-40210	JANITORIAL SUPPLIES	FIRE DEPT JANITORIAL SUPPLIES	\$28.88	
	87,750	51805 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT JANITORIAL SUPPLIES	\$3.19	
	87,750	51805 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT JANITORIAL SUPPLIES	\$0.00	\$32.07
	87,751	51805 01-3000-4100-40210	JANITORIAL SUPPLIES	FIRE DEPT JANITORIAL SUPPLIES	\$50.87	
	87,751	51805 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT JANITORIAL SUPPLIES	\$5.62	
	87,751	51805 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT JANITORIAL SUPPLIES	\$0.00	\$56.49
	87,844	51805 01-3000-4100-40210	JANITORIAL SUPPLIES	FIRE DEPT JANITORIAL SUPPLIES	\$64.34	
	87,844	51805 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT JANITORIAL SUPPLIES	\$7.11	
	87,844	51805 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT JANITORIAL SUPPLIES	\$0.00	\$71.45
POSTMEDIA NETWORK INC.						
	87,873	51806 01-1000-4000-41000	ADVERTISING	PUBLIC NOTICE-HERITAGE+ELECTIO	\$398.39	
	87,873	51806 01-0100-4000-40790	ELECTION EXPENSES	PUBLIC NOTICE-HERITAGE+ELECTIO	\$247.89	
	87,873	51806 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PUBLIC NOTICE-HERITAGE+ELECTIO	\$44.01	
	87,873	51806 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PUBLIC NOTICE-HERITAGE+ELECTIO	\$27.38	
	87,873	51806 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PUBLIC NOTICE-HERITAGE+ELECTIO	\$0.00	\$717.67
TETRA TECH CANADA INC.						
	87,760	51807 01-0900-4000-40710	LEGAL FEES	WEG APPLICATION REVIEW	\$11,193.61	
	87,760	51807 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	WEG APPLICATION REVIEW	\$1,236.39	
	87,760	51807 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WEG APPLICATION REVIEW	\$0.00	\$12,430.00

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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>
TOROMONT INDUSTRIES LTD						
	87,892	51808 01-4500-4230-46401	940100 SNOW BLOWER	SNOW BLOWER PARTS	\$49.45	
	87,892	51808 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SNOW BLOWER PARTS	\$5.46	
	87,892	51808 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SNOW BLOWER PARTS	\$0.00	\$54.91
	87,893	51808 01-4500-4230-46401	940100 SNOW BLOWER	SNOW BLOWER PARTS	\$84.32	
	87,893	51808 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SNOW BLOWER PARTS	\$9.31	
	87,893	51808 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SNOW BLOWER PARTS	\$0.00	\$93.63
	87,894	51808 01-4500-4230-46401	940100 SNOW BLOWER	SNOW BLOWER PARTS	\$38.33	
	87,894	51808 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SNOW BLOWER PARTS	\$4.24	
	87,894	51808 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SNOW BLOWER PARTS	\$0.00	\$42.57
ULINE						
	87,799	51809 01-5000-6050-41740	LAND MAINTENANCE & IMPROVEMENTS	SPEED BUMPS	\$539.95	
	87,799	51809 01-0000-0200-00325	HST RECEIVABLE100%	SPEED BUMPS	\$70.19	
	87,799	51809 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SPEED BUMPS	\$0.00	\$610.14
EMPLOYEE REIMBURSEMENT						
	87,758	51810 01-3400-4000-40620	MILEAGE	MILEAGE-BLDG INSPECT	\$182.84	
	87,758	51810 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-BLDG INSPECT	\$20.20	
	87,758	51810 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-BLDG INSPECT	\$0.00	\$203.04
VON OXFORD ***						
	87,746	51811 01-1000-4000-41130	GRANTS TO VOLUNTEER ORGANIZATIONS	GRANT TO ORG.	\$2,325.00	
	87,746	51811 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GRANT TO ORG.	\$0.00	\$2,325.00
VIKING CIVES LTD.						
	87,896	51812 01-4500-4230-46386	938603 T6-11 FREIGH TRUCK	TRUCK#6 PARTS	\$636.00	
	87,896	51812 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TRUCK#6 PARTS	\$70.25	
	87,896	51812 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRUCK#6 PARTS	\$0.00	\$706.25
WASTE MANAGEMENT						
	87,886	51813 01-4500-4100-41550	MAINTENANCE CONTRACTS	APRIL WASTE COLLECTION	\$718.49	
	87,886	51813 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	APRIL WASTE COLLECTION	\$79.36	
	87,886	51813 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	APRIL WASTE COLLECTION	\$0.00	\$797.85
WINKELMOLEN NURSERY LTD.						
	87,897	51814 01-4500-4203-80000	MATERIALS- PROMOTIONAL TREES	FREE TREES	\$2,373.55	
	87,897	51814 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FREE TREES	\$262.18	
	87,897	51814 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FREE TREES	\$0.00	\$2,635.73
WORK EQUIPMENT LTD.						
	87,891	51815 01-4500-4230-46397	939700 SIDEWALK TRACTOR	SIDEWALK MACHINE PARTS	\$733.19	
	87,891	51815 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SIDEWALK MACHINE PARTS	\$80.99	

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	87,891	51815 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SIDEWALK MACHINE PARTS	\$0.00	\$814.18
XEROX CANADA LTD.						
	87,850	51816 01-4000-4000-40250	PHOTOCOPIER	ENG,PW,BLDG INSP COPIES	\$45.47	
	87,850	51816 01-4500-4000-40250	PHOTOCOPIER	ENG,PW,BLDG INSP COPIES	\$45.47	
	87,850	51816 01-3400-4000-40250	PHOTOCOPIER	ENG,PW,BLDG INSP COPIES	\$45.47	
	87,850	51816 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ENG,PW,BLDG INSP COPIES	\$5.02	
	87,850	51816 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ENG,PW,BLDG INSP COPIES	\$5.02	
	87,850	51816 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ENG,PW,BLDG INSP COPIES	\$5.02	
	87,850	51816 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ENG,PW,BLDG INSP COPIES	\$0.00	\$151.47
	87,851	51816 01-5000-6020-40250	PHOTOCOPIER	ARENA COPIES 1/31-4/30	\$25.84	
	87,851	51816 01-0000-0200-00325	HST RECEIVABLE100%	ARENA COPIES 1/31-4/30	\$3.36	
	87,851	51816 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ARENA COPIES 1/31-4/30	\$0.00	\$29.20
	87,852	51816 01-3000-4000-40250	PHOTOCOPIER	FIRE DEPT COPIES 1/26-4/26	\$30.12	
	87,852	51816 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT COPIES 1/26-4/26	\$3.33	
	87,852	51816 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT COPIES 1/26-4/26	\$0.00	\$33.45
	87,853	51816 01-1300-4000-40250	PHOTOCOPIER	ADMIN COPIES 1/25-4/25	\$755.94	
	87,853	51816 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ADMIN COPIES 1/25-4/25	\$83.50	
	87,853	51816 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ADMIN COPIES 1/25-4/25	\$0.00	\$839.44
	87,854	51816 01-4500-4000-40250	PHOTOCOPIER	PW COPIES 1/31-4/30	\$28.31	
	87,854	51816 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PW COPIES 1/31-4/30	\$3.13	
	87,854	51816 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PW COPIES 1/31-4/30	\$0.00	\$31.44
	87,855	51816 01-5000-4000-40250	PHOTOCOPIER	VPCC COPIES 1/25-4/25	\$5.97	
	87,855	51816 01-0000-0200-00325	HST RECEIVABLE100%	VPCC COPIES 1/25-4/25	\$0.78	
	87,855	51816 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC COPIES 1/25-4/25	\$0.00	\$6.75
	87,856	51816 01-5000-4000-40250	PHOTOCOPIER	VPCC COPIES 1/25-4/30	\$1,287.84	
	87,856	51816 01-0000-0200-00325	HST RECEIVABLE100%	VPCC COPIES 1/25-4/30	\$167.42	
	87,856	51816 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC COPIES 1/25-4/30	\$0.00	\$1,455.26
	87,857	51816 01-5200-6090-40250	PHOTOCOPIER	FUSION COPIES 1/25-4/25	\$141.72	
	87,857	51816 01-0000-0200-00325	HST RECEIVABLE100%	FUSION COPIES 1/25-4/25	\$18.42	
	87,857	51816 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION COPIES 1/25-4/25	\$0.00	\$160.14
	87,858	51816 01-5200-6090-40250	PHOTOCOPIER	FUSION COPIES 1/31-4/30	\$25.96	
	87,858	51816 01-0000-0200-00325	HST RECEIVABLE100%	FUSION COPIES 1/31-4/30	\$3.37	
	87,858	51816 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION COPIES 1/31-4/30	\$0.00	\$29.33
YOUTH UNLIMITED UPPER DECK						
	87,745	51817 01-1000-4000-41130	GRANTS TO VOLUNTEER ORGANIZATIONS	GRANT TO ORG.	\$6,000.00	
	87,745	51817 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GRANT TO ORG.	\$0.00	\$6,000.00

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ROYAL BANK VISA						
	88,017 EFT	01-0100-4000-40610	MEETINGS & CONFERENCES	VISA ARP 2018-CAO	\$16.29	
	88,017 EFT	01-0900-4000-41020	PROMOTION & MEALS	VISA ARP 2018-CAO	\$53.35	
	88,017 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA ARP 2018-CAO	\$4.79	
	88,017 EFT	01-0000-0100-00100	BANK	VISA ARP 2018-CAO	\$0.00	\$74.43
ROYAL BANK VISA						
	88,020 EFT	01-5200-6185-41039	FIELD TRIPS	VISA ARP 2018-FUSION	\$75.00	
	88,020 EFT	01-5200-6090-41500	CONTRACTED SERVICES	VISA ARP 2018-FUSION	\$10.99	
	88,020 EFT	01-5200-6090-41530	EQUIP REPAIRS & MAINT	VISA ARP 2018-FUSION	\$139.97	
	88,020 EFT	01-5200-6185-40420	PROGRAM SUPPLIES	VISA ARP 2018-FUSION	\$199.95	
	88,020 EFT	01-5200-6090-40420	PROGRAM SUPPLIES	VISA ARP 2018-FUSION	\$109.34	
	88,020 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA ARP 2018-FUSION	\$18.20	
	88,020 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA ARP 2018-FUSION	\$26.00	
	88,020 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA ARP 2018-FUSION	\$14.21	
	88,020 EFT	01-0000-0100-00100	BANK	VISA ARP 2018-FUSION	\$0.00	\$593.66
ROYAL BANK VISA						
	88,021 EFT	01-4000-4000-40600	MEMBERSHIP FEES	VISA ARP 2018-ENG	\$326.94	
	88,021 EFT	01-2000-4025-41700	BLDG REPAIRS & MAINT	VISA ARP 2018-ENG	\$553.52	
	88,021 EFT	01-4000-4000-42900	MISCELLANEOUS EXPENSE	VISA ARP 2018-ENG	\$0.00	\$1.39
	88,021 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA ARP 2018-ENG	\$61.14	
	88,021 EFT	01-0000-0100-00100	BANK	VISA ARP 2018-ENG	\$0.00	\$940.21
ROYAL BANK VISA						
	88,022 EFT	01-4500-4000-40630	STAFF TRAINING	VISA ARP 2018-PUBLIC WORKS	\$926.02	
	88,022 EFT	01-4500-4000-40630	STAFF TRAINING	VISA ARP 2018-PUBLIC WORKS	\$37.91	
	88,022 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA ARP 2018-PUBLIC WORKS	\$102.28	
	88,022 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA ARP 2018-PUBLIC WORKS	\$1.67	
	88,022 EFT	01-0000-0100-00100	BANK	VISA ARP 2018-PUBLIC WORKS	\$0.00	\$1,067.88
ROYAL BANK VISA						
	88,023 EFT	01-4000-4000-40630	STAFF TRAINING	VISA ARP 2018-TREASURY	\$905.66	
	88,023 EFT	01-1300-4000-40630	STAFF TRAINING	VISA ARP 2018-TREASURY	\$452.83	
	88,023 EFT	01-1300-4000-42900	MISCELLANEOUS EXPENSE	VISA ARP 2018-TREASURY	\$0.00	\$14.27
	88,023 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA ARP 2018-TREASURY	\$100.04	
	88,023 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA ARP 2018-TREASURY	\$50.02	
	88,023 EFT	01-0000-0100-00100	BANK	VISA ARP 2018-TREASURY	\$0.00	\$1,494.28
ROYAL BANK VISA						
	88,024 EFT	01-5100-6070-40630	STAFF TRAINING	VISA ARP 2018-PARKS & REC	\$285.00	

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	88,024 EFT	01-5100-4000-40435	PRO SHOP SUPPLIES	VISA ARP 2018-PARKS & REC	\$56.81	
	88,024 EFT	01-5000-4000-40856	SAFE CYCLINING COMMITTEE EXPENSES	VISA ARP 2018-PARKS & REC	\$57.64	
	88,024 EFT	01-5000-4000-40856	SAFE CYCLINING COMMITTEE EXPENSES	VISA ARP 2018-PARKS & REC	\$472.90	
	88,024 EFT	01-5000-4000-40856	SAFE CYCLINING COMMITTEE EXPENSES	VISA ARP 2018-PARKS & REC	\$442.37	
	88,024 EFT	01-5100-6060-40420	PROGRAM SUPPLIES	VISA ARP 2018-PARKS & REC	\$200.05	
	88,024 EFT	01-5000-4000-42900	MISCELLANEOUS EXPENSE	VISA ARP 2018-PARKS & REC	\$0.00	\$1.82
	88,024 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA ARP 2018-PARKS & REC	\$37.05	
	88,024 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA ARP 2018-PARKS & REC	\$6.18	
	88,024 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA ARP 2018-PARKS & REC	\$6.36	
	88,024 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA ARP 2018-PARKS & REC	\$52.24	
	88,024 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA ARP 2018-PARKS & REC	\$48.87	
	88,024 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA ARP 2018-PARKS & REC	\$25.98	
	88,024 EFT	01-0000-0100-00100	BANK	VISA ARP 2018-PARKS & REC	\$0.00	\$1,689.63
ROYAL BANK VISA						
	88,025 EFT	01-3000-4000-41530	EQUIP REPAIRS & MAINTENANCE	VISA APR 2018-FIRE DEPT	\$202.70	
	88,025 EFT	01-3000-4000-40410	LICENCES, TAGS, ETC.	VISA APR 2018-FIRE DEPT	\$2,370.77	
	88,025 EFT	01-3000-4000-40600	MEMBERSHIP FEES	VISA APR 2018-FIRE DEPT	\$259.49	
	88,025 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA APR 2018-FIRE DEPT	\$22.39	
	88,025 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA APR 2018-FIRE DEPT	\$28.66	
	88,025 EFT	01-0000-0100-00100	BANK	VISA APR 2018-FIRE DEPT	\$0.00	\$2,884.01
ROYAL BANK VISA						
	88,026 EFT	01-7000-4000-41020	PROMOTION & MEALS	VISA APR 2018-ECON DEVEL	\$93.20	
	88,026 EFT	01-7000-4000-40260	SUBSCRIP AND PUBLICATIONS	VISA APR 2018-ECON DEVEL	\$317.94	
	88,026 EFT	01-7000-4000-41020	PROMOTION & MEALS	VISA APR 2018-ECON DEVEL	\$35.08	
	88,026 EFT	40-8000-4000-40610	MEETINGS & CONFERENCES	VISA APR 2018-ECON DEVEL	\$327.77	
	88,026 EFT	01-7000-4000-41300	TRADE SHOWS	VISA APR 2018-ECON DEVEL	\$1,200.00	
	88,026 EFT	01-7000-4000-41300	TRADE SHOWS	VISA APR 2018-ECON DEVEL	\$51.92	
	88,026 EFT	01-0900-4000-41020	PROMOTION & MEALS	VISA APR 2018-ECON DEVEL	\$1,012.51	
	88,026 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA APR 2018-ECON DEVEL	\$8.83	
	88,026 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA APR 2018-ECON DEVEL	\$3.33	
	88,026 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA APR 2018-ECON DEVEL	\$35.41	
	88,026 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA APR 2018-ECON DEVEL	\$111.84	
	88,026 EFT	01-0000-0100-00100	BANK	VISA APR 2018-ECON DEVEL	\$0.00	\$3,197.83
ROYAL BANK VISA						
	88,027 EFT	01-1002-4000-40410	LICENCES, TAGS, ETC.	VISA APR 2018-IT	\$736.12	
	88,027 EFT	01-1002-4000-40270	NEW EQUIPMENT	VISA APR 2018-IT	\$106.31	

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	88,027 EFT	01-1002-4000-40270	NEW EQUIPMENT	VISA APR 2018-IT	\$159.01	
	88,027 EFT	01-1002-4000-41550	MAINTENANCE CONTRACTS	VISA APR 2018-IT	\$1,580.67	
	88,027 EFT	01-0000-0400-00280	PREPAID EXPENSES	VISA APR 2018-IT	\$790.34	
	88,027 EFT	01-1002-4000-40610	MEETINGS & CONFERENCES	VISA APR 2018-IT	\$585.12	
	88,027 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA APR 2018-IT	\$11.74	
	88,027 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA APR 2018-IT	\$174.59	
	88,027 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA APR 2018-IT	\$87.30	
	88,027 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA APR 2018-IT	\$64.63	
	88,027 EFT	01-0000-0100-00100	BANK	VISA APR 2018-IT	\$0.00	\$4,295.83
UNION GAS						
	88,016 EFT	01-5000-6020-40350	NATURAL GAS	GAS ARP-MAY	\$1,686.26	
	88,016 EFT	01-3200-4100-40350	NATURAL GAS	GAS ARP-MAY	\$223.72	
	88,016 EFT	01-3000-4000-40350	NATURAL GAS	GAS ARP-MAY	\$329.80	
	88,016 EFT	01-5000-6050-40350	NATURAL GAS	GAS ARP-MAY	\$1,287.46	
	88,016 EFT	01-4500-4100-40350	NATURAL GAS	GAS ARP-MAY	\$1,030.96	
	88,016 EFT	01-5000-6040-40350	NATURAL GAS	GAS ARP-MAY	\$508.92	
	88,016 EFT	01-5000-6040-40350	NATURAL GAS	GAS ARP-MAY	\$71.40	
	88,016 EFT	01-5100-4100-40350	NATURAL GAS	GAS ARP-MAY	\$4,152.41	
	88,016 EFT	01-5200-4100-40350	NATURAL GAS	GAS ARP-MAY	\$1,012.99	
	88,016 EFT	01-6200-4100-40350	NATURAL GAS	GAS ARP-MAY	\$156.06	
	88,016 EFT	01-6200-4100-40350	NATURAL GAS	GAS ARP-MAY	\$51.51	
	88,016 EFT	01-2000-4020-40350	NATURAL GAS	GAS ARP-MAY	\$234.22	
	88,016 EFT	01-2000-4025-40350	NATURAL GAS	GAS ARP-MAY	\$1,618.70	
	88,016 EFT	01-2000-4015-40350	NATURAL GAS	GAS ARP-MAY	\$280.93	
	88,016 EFT	01-2000-4015-40350	NATURAL GAS	GAS ARP-MAY	\$42.55	
	88,016 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GAS ARP-MAY	\$329.09	
	88,016 EFT	01-0000-0200-00325	HST RECEIVABLE100%	GAS ARP-MAY	\$1,262.07	
	88,016 EFT	01-0000-0100-00100	BANK	GAS ARP-MAY	\$0.00	\$14,279.05
ROYAL BANK VISA						
	88,018 EFT	01-6200-4000-41400	DISPLAYS	VISA ARP 2018-MUSEUM	\$12.00	
	88,018 EFT	01-6200-4000-40420	PROGRAM SUPPLIES	VISA ARP 2018-MUSEUM	\$20.21	
	88,018 EFT	01-6200-4000-40420	PROGRAM SUPPLIES	VISA ARP 2018-MUSEUM	\$75.23	
	88,018 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA ARP 2018-MUSEUM	\$1.56	
	88,018 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA ARP 2018-MUSEUM	\$1.70	
	88,018 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA ARP 2018-MUSEUM	\$2.06	
	88,018 EFT	01-0000-0100-00100	BANK	VISA ARP 2018-MUSEUM	\$0.00	\$112.76

Town of Ingersoll
 Monthly Cheque Disbursements
 May 2018

PURCHASED FROM VENDORS LOCATED IN INGERSOLL 76,759.39

<u>VENDOR NAME</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
ROYAL BANK VISA						
	88,019 EFT	01-3400-4000-40610	MEETINGS & CONFERENCES	VISA ARP 2018-BLDG INSPECT	\$152.64	
	88,019 EFT	01-3400-4000-40610	MEETINGS & CONFERENCES	VISA ARP 2018-BLDG INSPECT	\$23.05	
	88,019 EFT	01-3400-4000-40610	MEETINGS & CONFERENCES	VISA ARP 2018-BLDG INSPECT	\$189.77	
	88,019 EFT	01-3400-4000-42900	MISCELLANEOUS EXPENSE	VISA ARP 2018-BLDG INSPECT	\$0.00	\$37.57
	88,019 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA ARP 2018-BLDG INSPECT	\$16.86	
	88,019 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA ARP 2018-BLDG INSPECT	\$2.55	
	88,019 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA ARP 2018-BLDG INSPECT	\$20.96	
	88,019 EFT	01-0000-0100-00100	BANK	VISA ARP 2018-BLDG INSPECT	\$0.00	\$368.26
ROYAL BANK VISA						
	88,028 EFT	01-0000-0090-99999	SUSPENSE - CLEARING	VISA APR 2018-PUBLIC WORKS	\$65.92	
	88,028 EFT	01-0000-0100-00100	BANK	VISA APR 2018-PUBLIC WORKS	\$0.00	\$65.92
					=====	
DISTRIBUTION TOTALS:					\$867,405.44	\$867,405.44
					=====	



DEPARTMENT: BUILDING

REPORT NO: B-012-18

COUNCIL MEETING DATE June 11, 2018

TITLE: May 2018 Building and By-Law Report

A. Chief Building Official and Facilities Manager

Facilities Management

New clock mechanisms to arrive in June

Foyer painting and new front entrance doors were completed in May

By-Law Enforcement – May 2018

Total Complaints for 2018	29
Total # of letters sent	22
Total # closed to date, completed	11
Waiting for Compliance/Under Investigation	13
To be investigated	6

Complaint Summary

Total Complaints to Date (2018)	
Property Standards/Lot Maintenance	27

Building without permit	0
Zoning	4
Parking	0
Fencing	0
Swimming Pool	0
May 2018 Complaints	
Total # of Complaints	14
Property Standards/Lot Maintenance	14
Zoning	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 May 2018 Complaints the indented topics (weeds, trees, etc) is a breakdown of what type of Property Standards complaint we have received.

Building Department

May 2018 Permits – 30 building permits for construction valued at \$1,535,696 were issued for the month of May.

- a. Total permits fees collected **\$21,571.36**
- b. Single and Multi-Unit for May - 4 single family dwellings & 0 Multi-Units (0 units) & 0 Semi-Detached Dwelling (4 units) & 0 Apartment dwellings
- c. **Total Single & Multi units permits over year to date (2018);**
 - **19 Single Family Dwelling permits**
 - **2 Semi-detached Dwelling permits- 5 units**
 - **0 Multi-Unit permits – 0 Units**
 - **0 Apartments**
- d. Total May Sewer and Water Permits – 5

e. May Permit Comparison Summary and Permit Reports as follows:

Permit Comparison Summary from 5/1/2018 to 5/31/2018

Category	Previous Year						Current Year					
	#	Building	Muni Dev.	Muni Levy	County	Value	#	Building	Muni Dev.	Muni Levy	County	Value
Accessory (Residential)	20	\$4,985.42	\$0.00	\$0.00	\$0.00	\$180,800	18	\$3,622.25	\$0.00	\$0.00	\$0.00	\$149,300
Commercial	2	\$775.00	\$0.00	\$0.00	\$0.00	\$29,000	3	\$1,292.00	\$0.00	\$0.00	\$0.00	\$27,000
Agricultural	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0
Institutional	1	\$6,521.31	\$0.00	\$0.00	\$0.00	\$500,000	1	\$4,100.00	\$0.00	\$0.00	\$0.00	\$20,000
Industrial	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0	1	\$974.00	\$0.00	\$0.00	\$0.00	\$9,200
Residential	19	\$39,960.29	\$55,170.00	\$0.00	\$231,060.00	\$3,474,678	7	\$11,583.11	\$15,112.00	\$0.00	\$63,288.00	\$1,330,196

	Previous Year	Current Year
Total Permits Issued	42	30
Total Dwelling Units Created	15	4
Total Permit Value	\$4,184,478.00	\$1,535,696.00
Total Permit Fees	\$52,242.02	\$21,571.36

TOWN OF INGERSOLL Permit Summary From 5/1/2018 to 5/31/2018

Building Code Category	Total		New Structures		Add/Reno/UseCh		Demolitions		Signs		Other	
	Value	#	Value	#	Value	#	Value	#	Value	#	Value	#
Accessory Residential	\$149,300	18	\$149,300	17	\$0	0	\$0	1	\$0	0	\$0	0
Residential	\$1,330,196	7	\$1,299,696	4	\$23,500	2	\$7,000	1	\$0	0	\$0	0
Agricultural	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
Commercial	\$27,000	3	\$1,000	1	\$22,000	1	\$0	0	\$0	0	\$4,000	1
Industrial	\$9,200	1	\$0	0	\$9,200	1	\$0	0	\$0	0	\$0	0
Institutional	\$20,000	1	\$0	0	\$0	0	\$0	0	\$0	0	\$20,000	1
TOTALS	\$1,535,696	30	\$1,449,996	22	\$54,700	4	\$7,000	2	\$0	0	\$24,000	2

Respectfully Submitted,

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



DEPARTMENT: Clerk's Department

REPORT NO: C-024-18

COUNCIL MEETING DATE: June 11, 2018

SUBJECT: Clerk's Department Monthly Report

1. Closed Session Reporting

Council went into closed session on May 14, 2018 for four items under Section 239; (Section 239 (2) (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose to receive advice from legal counsel and later under Section 239 (2) (b) personal matters about an identifiable individual, including municipal or local board employees regarding two separate matters and Section 239 (2) (c) regarding a proposed or pending acquisition or disposition of land by the municipality or local board regarding two properties.

2. Upcoming Legislation

Nothing to report at this time.

3. Museum

SUMMARY: May is Museum Month! The museum had two more bus tours this month, more inquiries for assistance on research topics, the start of Big Cheese Days, and experienced the London Free Press Shunpiker Tour!

Buildings & Grounds: Eleven members of the two local Masonic Lodges volunteered a day's worth of labour to assist the museum with cleaning up the barns and constructing display panels for future exhibits.

Group Tours & Programming: The museum had one busload from Toronto on the first Big Cheese Day. This operator has a waiting list of another 80 people wanting to take the same tour. A second bus company returned for a visit and brought a full busload from Kitchener on May 10th. A third one is booked to come from Burlington at the end of the month.

The curator was the guest speaker for the Brant County Probus Club meeting in Brantford on May 8th. Some of the attendees at that meeting came to the museum the following weekend for the Big Cheese Day programming. The curator has also been booked to speak in Walsingham because of the presentation he did in Courtland last month, and the recreation programmer for Woodingford Lodge has made inquiries about coming to their Woodstock facility in June.

The Shunpiker Tour on May 13th was a resounding success in term of number of visitors. Some 2000 people visited the museum that day.

Big Cheese Days will continue every Saturday until the end of the month.

“For King and Country” will take place on Sunday, June 10th.

Research: High school student Hanan Haliru has pursued her interest in history and WW1 by digging up some stories on local veterans, and Pat Adam has worked on more family histories. The museum also had follow up visits from the daughter of former Ingersoll champion ball player, the late Fred “Dinty” Moore. She has shared considerable information about her family history and their connections to Black history. We have also been contacted by an author who is working on a new book about Dr. Norman Bethune. He was inquiring about Dr. Ralph Williams.

Ingersoll Mystery Cycling Tour: Plans for the June 2nd event are coming together nicely thanks to all the efforts of the Ingersoll Masons.

“To Russia With Love” took place on Thursday, May 10th with Dr. Oleksa Drachevywch giving a well-informed presentation the state of Russia in 1918 and Canadian Siberian Expeditionary Force and why it was sent to Russia.

Collections: Staff continue to go through the collection recording, photographing and documenting the locations of each artifact in our system.

4. Human Resources

Human Resources highlights and initiatives for May 2018:

1. Recruitment

One employee requisition was received in May.

Initial screening of resumes underway with interviews planned for early June.

2. Policy Development/Implementation

Review of Town’s Anti-Violence, Harassment and Discrimination Policy with recommended updates to be looked at and then circulated to staff.

Initial review of Pay Equity plan to be updated in 2018. Working on developing plan of action to ensure plan is compliant and up to date.

3. Senior Management Support

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

4. Training and Development

Follow-up with employees assigned WHMIS 2015 training to ensure completion by end of June.

Begin working on updating training for Summer Camp employees – to be presented July 3

5. Crossing Guard Program

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

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

ATTACHMENTS

Clerks Department Monthly Stats - May 2018

	Current Month	Prior Yr. Month	Percentage	Year-to-date	Prior-Year-to-date	Percentage
MARRIAGE LICENCES						
In Town Marriage Licences	13	13	100%	30	20	150%
Out-of-Town Marriage Licences	9	19	47%	29	51	57%
CIVIL WEDDINGS						
Ceremonies Held	1	1	100%	6	7	86%
Ceremonies Booked	2	4	50%	7	13	54%
Burial Permits						
In Town Burial Permits	6	8	75%	28	35	80%
Out-of-Town Burial Permits	6	2	300%	26	25	104%
Commissioners of Oaths	11	15	73%	71	70	101%
Paratransit Tickets	523	464	113%	2589	1463	177%
Parking Passes						
Day Parking Passes	2	3.0	67%	14	8.0	175%
Evening Parking Passes	0	3	0%	2	6	33%
24-Hour Parking Passes	0	0	0%	3	7	43%
Plaques Ordered						
Commemorative Plaques	1	1	100%	3	5	60%
Certificates Ordered	0	1	0%	1	2	50%
Transient Traders Licenses	0	0	0%	0	0	0%
Lottery Licenses	2	1	200%	4	1	400%
Lunch Wagon Permits	1	1	100%	2	1	200%

Prepared by: Michael Graves, Clerk

Approved by: William Tigert, Chief Administrative Officer



DEPARTMENT: Community Services

REPORT NO: CS-018-18

COUNCIL MEETING DATE: June 11th, 2018

TITLE: 2018 June Monthly Report

Working on following projects:

- Happy to announce that we have received a Trillium Capital Grant for the VPCC roof project in the amount of \$150,000.
- Successful June bike month event held on June 2nd, 2018. A huge thank you goes out everyone involved in making the day a huge success.
- Community Services Recreation Management Software closed May 30th, 3:30 pm. Software presentations schedule for the week of June 11th, 2018.
- Gym equipment RFP to go out in the near future.
- Canteen Space RFP to go out in near future
- Senior center lease negotiations ongoing
- Thames Valley School Board Reciprocal Agreement Negotiations ongoing.
- Updating all Trails Signage. Local Rotary Club and Rotary international providing majority of funding for this project.
- New Signage at VPCC to reflect new board of health admission standards as of July 1st, 2018. Admission to the pool as of July 1st, 2018 will be based on age and not height.
- New Administrative Coordinator Jessica Elliot has started, and she has fit in perfectly with our team. She is working on various projects, but I will highlight a few: 1) she is working to increase our online presence through our social media platforms and will also be updating the community services portal of the Town's website. 2) She is also working on updating the community event application

form based on Insurance recommendations. Once updated I will bring the draft form to council for approval.

- Weed Killer Demo on Harris St. and Public Works compound, looking into lease to own options and splitting with public works.

Facility Operation Highlights

Arena:

- Shuffleboard has started and been going with adequate numbers. Met with Shuffleboard executive to ensure they are on the correct path to become self-sustainable. Executive feels confident with a few minor changes they have made that this will be possible.
- Shuffleboard Championships took place on May 28-30 2018.
- Army Cadets held their BX93 fundraising dance on May 5, 2018. Attendance was much lower than anticipated, but they have reached out in regards to doing it again next year with a few tweaks.
- St. Judes held their trivia night on May 26 in the auditorium.
- Administration Offices were painted, and Managers Office was relocated to the old storage room.
- \$2000 Save On Energy Incentive for LED lights in Arena has been approved by Save On Energy and Erie Thames Hydro
- On May 23 we had our Ice Allocation meeting with the arena user groups. The meeting went over very well. All groups had a chance to review the Ice Allocation Policy prior to the meeting. Some questions arose but were all able to be rectified at the meeting. We left the meeting with a good understanding of what the groups are going to need for ice this coming ice season.
- Lions Club car show at the Ingersoll Memorial Arena on June 9, 2018

VPCC:

- Engineered Air Unit (Drytron) is running with new controls installed. The air quality in the building is considerably improved with many comments from users. Still some tweaks to the new control unit that need to be made which is happening on May 31.
- New LED lights were installed in the fitness area of the gym. Again some very good feedback from users.
- POW Engineering has begun working on the pre-qualifications for the roof tender. \$150,000 Trillium granted to fix the roof.
- Splash Pad opened up on May 24 after a few minor complications, opened 1 week earlier than normal.
- 3 Maintenance Operators attended a 2 day Pool Certification course in Tillsonburg

Seniors Centre:

- We have run into air condition issues in the west wing of the centre at initial startup.

Fusion:

- Art Blake Refrigeration did 2 detergent rinses of the boiler system. They have not been successful to clean out the heat exchangers. To date, we have spent app. \$1500 to do the 2 rinses. They can do 1 last rinse with a much more aggressive detergent rinse at an additional cost of app. \$2000. The reason this detergent has not been used yet is because of how aggressive this detergent is, and there is a strong risk that it will eat through the stainless steel in which the heat exchanger is made of. If we do not try this last effort, we will need to budget for a new boiler.
- We have run into air condition issues at the initial startup of 2 of the units
- Snoezelen room, not ESA approved, working to convert 110V – 6v

Parks Department Highlights

- Hired another student to fill the 1 opening we had, Katie Ziraldo
- clean up of gardens is ongoing, all gardens have been weeded, and now we will be adding mulch
- All hanging and meter pole baskets have been planted by Park's staff and will be going up within the next couple of weeks
- Watering and transplanting in greenhouse ongoing
- Washrooms have been opened, and a few minor repairs have been done after the winter. Regular maintenance is being done with garbage and washrooms
- Line painting on soccer and ball fields being done on a regular basis
- We have been able to Aerate, Overseed and fertilize all Sport's fields. Diamonds are being dragged daily
- Some emergency tree removal was done after wind storm
- Grass cutting is ongoing, 3 riders are out on a daily basis trying to keep up. Some areas could not be cut because of them being too wet and not being able to get mowers in. Trimming is being done, and with the grass growing so quickly we are a bit behind on some of this.
- Some of the new signs for trails have been installed
- We installed a wall at the skate park for ball hockey rink after installing rink boards
- Poles and protective netting up at GE2.
- Met with Erie Thames about removing some hydro lines that run along ball diamonds in Vic
- New hydro panel was installed at Main Vic to fix the light problem
- New riding mower arrived and is working great

Programming Highlights

- Camp registration ongoing and steady. Mini Camp only 10 spots left for the entire summer. Junior and Senior camp still space available in most weeks.
- Tennis lessons best registration we have had since offering the program. Registration in all 4 age groups. 23 kids are taking lessons weekly.
- Spring classes/programs wrapping up 3rd week in June
- Our last Red Cross babysitting course ran last Sunday with 12 kids registered.
- Our last Red Cross stay safe class will be June 3 and class is full at 18.
- Powerline Conestoga students were in for a tour, here for 2 months and potentially interested in VPCC programs/memberships

Aquatics Highlights

- Letter regarding our new admission requirements and the changeover to Lifesaving have been handed out. Feedback has been very positive so far.
- Spring 2 has started. It is a short session (5 Weeks) We are full with a few spots left
- The swim team will be continuing their practices until Wednesday, June 27. Therefore Sat. June 30 the pool opening will be @ 7:30 am with the first swim @ 7:45.
- Sunday, June 6 – Lifesaving Society will be here to switch all Aquatic staff over to Lifesaving Swim Instructors. 9:00-1:00pm.
- July 1, 2018: switching all Aquatic programs over to Lifesaving Society. New Admission requirements take effect

Fusion Highlights

- Girls group had a busy month. May 2 – Visited the Ingersoll Public Library for the monthly “ Movies for Change” May 9th – Community member Melissa Ublansky ran a Buti Yoga Session. May 16th – staff from OEYC hosted a Coping Strategies session. May 24th – The group went to an Essential Oils workshop at the Ingersoll Library.
- On May 4th – 38 female youth took a trip to Sky Zone in Kitchener for the female fitness program
- Female Fitness – May 26th – A group of 8 female youth went Rock Climbing at “Junction” in London
- From May 25-June 17, 2018 the Creative Arts Centre partnered with the Art Program for a month-long Art Show case. Visit the Creative Centre over the next month for an opportunity to see some art pieces that Fusion members created.
- Craig Boddy made a presentation regarding Fusion Updates to the Rotary Club on May 24th
- May 22nd – Conducted a Tour to a Councillor from City of Cambridge
- Technology Program Staff Kevin Robinson went to the ODAC Youth Film Festival. A group of Fusion members made a short film at Fusion.

- The new “Guy’s Group” program launched on May 28th, 2018 the program kicked off by watching Game 1 of the Stanley Cup Final!!!
- The provincial Inter-ministerial committee used the gym at Fusion for a meeting on May 23rd, organized through the Ministry of Sport, Tourism, and Culture, the funder of the Female Fitness program
- On Friday, May 25th the new Skatepark and Ball Hockey rink opened at Fusion. New signs have been posted with rules and regulations. They volleyball sand, basketball nets and soccer nets will be installed in June to complete the outdoor community space
- Outdoor space policy and staff guidelines for monitoring space have been approved and distributed to Fusion staff
- On Friday, May 29th toured Laura Gibson from the Ministry of Economic Development and Growth and discussed how we may engage youth that are not going to post-secondary school to enter a trade as there is a skill gap in Ingersoll
- A new coca cola vending machine has been ordered for the lounge. The vending machine will have a glass front and have the option for using a debit card
- Elections Ontario is using Fusion’s gym from May 26 – 30 for the provincial election advanced polls and on June 7th for the election as a voting station
- All day camp staff have been hired, and training is being planned for the first week of July. Senior camp is approximately 2/3 full.
- As of May 28th, there have been 15 new memberships for the month
- As of May 28th, there have been a total of 1509 youth visits
- As of May 28th, there have been 299 participants in the school outreach visits
- Youth Art Exhibition – May 27 – June 17
- United Way has provided an additional \$9000 for 2018-19 for STEM programming. The money has gone into the regular monthly disbursement, however, because it is on top of the annual funding Fusion is required to spend it on STEM programming. The money was donated to United Way from Cami. A meeting has been set up with Big Brothers Big Sisters of Ingersoll and Big Brothers Big Sisters of Woodstock to coordinate programming between organizations
- A community member, Jane Reynolds, is setting up a scholarship fund for Fusion youth to apply to for post-secondary education. Fusion would be responsible for helping determine which youth qualify and the Ingersoll Community Foundation will manage the funds. The process is currently being determined.
- Ontario Trillium Foundation capital grant applications due on August 15 – need to decide as a department what the priority is for funding.
- Canada Summer Jobs funding has been approved for student positions for summer camp at Fusion
- The Ingersoll Community Foundation has approved funding for 2 summer positions at Fusion

Prepared by: Kyle Stefanovic, Director of Community Services

Approved by: William Tigert, CAO



DEPARTMENT: Ingersoll Fire & Emergency Services

REPORT NO: F-010-18

COUNCIL MEETING DATE: June 11, 2018

TITLE: Month End Report

FIRE CALLS

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

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

There was a \$0 loss during the month of May.

TRAINING

During the month of May, your Firefighters updated their skills in the use of fire pumps and foam application.

Firefighters attended a weekend course to enhance their rope rescue skills.

One personnel attended a working at heights course.

TRAFFIC ACTIVITY

Traffic Infractions for the month are as follows:

97 – Number of tickets issued
80 – Fully paid totaling \$0.00
2 – Partially paid totaling \$0.00
59 – Late fees added

FIRE PREVENTION INSPECTIONS

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

1– Residential
7– Business & Personal

PUBLIC EDUCATION

Staff attended the Race Against Drugs event in Woodstock and presented fire prevention information to elementary school-aged youth.

Staff attended an event at Tremblett's Independent Grocery and presented fire prevention information to the residents of Ingersoll.

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:

6- Open Air Burn – Bylaw # 13-4726
3- Regulating Dogs – Bylaw # 01-3989
1- Non Permit Sign Bylaw – Bylaw # 08-4432

There were 10 by-law investigations during the month of May that were resolved.

OTHER ACTIVITIES

Repairs to the standby generator at the fire station were started to keep the equipment in compliance with TSSA regulations.

Firefighters were invited to participate in the Relay for Life at IDCI.

The Ingersoll Firefighters association held their annual firefighters brunch and would like to thank the residents of Ingersoll and area for their continued support.

Prepared by: John Holmes, Fire Chief/CEMC

Approved by: William Tigert, Chief Administrative Officer



DEPARTMENT: OPERATIONS

REPORT NO: OP-017-18

COUNCIL MEETING DATE: June 11, 2018

TITLE: May Operations Report

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

Construction is proceeding well on the Oxford Street Parking Lot Sanitary Sewer project. 291 Construction has finished most of the sewer work and are planning on starting the conduit placement for Bell Canada, after that grading and concrete work will commence followed by asphalt. The project is expected to be complete by the end of June.

A PIC meeting was held on May 16th for the North Town Line West construction project. There were 10 attendees with half being residents on North Town Line West and the other half being from the intersecting streets that will be impacted by the construction.

Construction on North Town Line West started on May 24th after the detour was set up on May 23rd. Additional signage has been provided to inform customers of the business at the end of North Town Line, that the business is open and how to reach it. Catch basins and the municipal drain culvert have been replaced, and the completion of utilities and tree removal is almost complete.

I attended a demonstration on weed ratification from TurfCare with the Director of Community Services and the Manager and Foreperson from Public Works. Staff will monitor the areas where the product was applied over the next week.

I reviewed a number of Town retaining walls that are of concern with a structural engineer from Burnside. The consultant will prepare a report that staff will analyze for any repairs to be added to the Capital Program.

I attended a joint meeting with Oxford County municipality's operational staff to discuss the new Asset Management requirements for stormwater systems.

Engineering Services responded to 115 requests for locates or re-locates during May. This included emergency locates.

Respectfully Submitted
Sandra Lawson, P.Eng.
Town Engineer

A. Public Works Manager

MAINTENANCE

Summer Maintenance

- Street sweeping from the winter control season is ongoing. When completed staff will begin cleaning catch basins until June 25th at that time the Health Unit mosquito's larvicide program will commence.
- Asphalt maintenance areas have been identified, and the annual sidewalk inspection has started.
- Bridge decks have all been washed, and all drains opened from the winters activities
- Utility cuts will be repaired once the tree removal contract is completed.
- Road line paint has been delivered, and painting operations will begin mid-month

Roadside Grass Mowing

The first monthly roadside mowing operation of the year has started and will continue at regular intervals until autumn. Time and rain amounts will determine if extra mowing will be needed throughout the summer months.

Roadside Trees

The annual roadside tree removal and trimming contract will be completed June 7th. Contractor crane operator issues this spring coupled with late winter conditions have prolonged this year's contract. A spring ice storm and a wind storm damaged an additional 12 trees that needed to be removed this year.

Storm Water Pond

A call from the Spills Action Centre was addressed by me on the evening of May 8th for a complaint substance in the Scourfield storm water retention pond. No substance was observed, and several small dead bluegill fish were seen but were winter kill as they were covered in saprolegnia fungus. A report was made to the Spills Centre and the incident closed.

Doug Wituik, Manager
Public Works Department

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



DEPARTMENT: TREASURY DEPARTMENT

REPORT NO: T-014-18

COUNCIL MEETING DATE: June 11th, 2018

TITLE: TREASURY DEPARTMENT MONTHLY REPORT

Mayor Comiskey and Members of Council:

Department Activities and Information for the month of May 2018:

Treasury

1. In process of finalizing 2017 year-end financial results and preparing the 2017 financial statements, FIR and reconciling capital assets transactions.
2. May was a busy month as May 31st was a property tax due date.
3. The current Development Charges By-Law expires next year. The County of Oxford invited the Town and other area municipalities to take part in a joint Development Charges Study request for proposal. Two submissions were received in response to the RFP. Representatives from the County, Township of Norwich and the Town of Ingersoll interviewed both proponents and selected Watson and Associates to prepare the 2019 DC background study and DC by-law. The process will commence in June with first meeting scheduled on June 18th.
4. Town Treasurer and Engineer met with representatives from the County to discuss a new contract for engineering and construction services between the County and the Town.
5. This year the County offered again an opportunity to collaborate on the 2019 budget planning process through a County Wide Budget Consultation Online Survey. Similar to the 2018 process, the Town supplied 10 questions which are combined with 10 questions provided the County. The 2019 Budget Survey is scheduled to launch on June 13th and will be supported by a communication rollout through news releases to all local print and broadcast media outlets, social media,

and web presence on the Town website and Speak Up, Oxford!. The Survey will be open till August 31st. The survey will be available on Speak Up, Oxford! at www.oxfordcounty.ca/speakup . Paper copies will be available at the Town Hall for residents who don't have Internet access. Staff will prepare a report to Council summarizing the survey results for consideration in final budget deliberations.

6. Finance and Property Tax Statistics:

221	2018 Property Tax Title Changes YTD
5	Properties registered for tax sales (2 plus years in arrears)
12	Extension Agreements
1	Properties to be sold by tax sale in 2018
\$845	Taxes on Supplemental / Omitted Assessments YTD
\$1,149,419	Property Taxes O/S May 31, 2018
\$12,067	Revenue – Treasurer Certificates, Title Changes, Other
\$69,969	Interest Earned
\$55,517	Interest on Overdue Taxes

Information Technology

1. IT Staff rewired Fusion Server Rack and completed network mapping of the entire Fusion Facility.
2. The Dynamics Great Plains financial software has been upgraded to the 2018 version. This process was completed in-house by the IT staff which saved thousands of dollars in consulting fees.
3. Replaced VPCC DVR for security system.
4. Implemented a new Route Patrol software for the Public Works Department.
5. Implemented a new Accountability and Tracking software for the Fire Department.

Monthly Statistics

Helpdesk Statistics

Closed Tickets - 103
 Opened Tickets -102
 Still Outstanding - 3

Website Stats

Users – 6,312
 Page Views – 20,594

Most Viewed Pages

Employment (759 views)
Event Calendar (865 views)
Pool Schedule (608 views)

Customer Calls

Total # of Calls – 976

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



DEPARTMENT: Chief Administrative Officer

REPORT NO: A-020-18

COUNCIL DATE: June 11th, 2018

TITLE: Consideration of Extension to Public Relations Campaign - Landfill

OBJECTIVE: To seek direction from Council on extending the campaign and retaining Campbell Strategies for a longer time frame than originally planned.

BACKGROUND: Council is aware that it entered into an agreement with Campbell Strategies to provide assistance in its opposition to the Walker Landfill Application. The contract was to run to June 2018 coinciding with the Provincial election.

The Campaign has had success with over 50 municipalities signing on to the demand the right coalition. The Campaign, in concert with consultation with Ernie Hardeman, fostered the private members bill that did get as far as unanimous second reading before the legislature adjourned for the election.

The campaign has also garnered the endorsement of both Andrea Horwath of the NDP, and Doug Ford of the Progressive Conservatives. This is promising for the opponents of the landfill.

However, it is important that the momentum that has been gained not be lost during the anticipated shift of power from the Liberals to the successors, which is unknown at the time of writing of this report.

ANALYSIS: Council could cease its lobbying process trusting that whichever party that forms government will adhere to the promises made during the election campaign and give municipalities the approval right for landfills.

However, it may indeed be prudent to maintain the pressure, remind the successful premier of their campaign promises and ensure that the mechanism is put in place to quash the application finally.

INTERDEPARTMENTAL IMPLICATIONS: Council has identified the opposition to the landfill as its number one strategic priority for this term of Council. It has devoted significant resources, time, money and manpower to stop this development. It may be wise to maintain the pressure on the new government to see the job finished.

Council is well aware that the construction and running of one of the largest landfills ever in Ontario less than one kilometer from the town will have serious and negative implications to the community at large.

FINANCIAL IMPLICATIONS: Staff provided a detailed report in November 2017 that identified the costs to date by the Municipality in opposing Walker's application for the landfill.

The current cost of Campbell Strategies is \$14,000 per month, plus \$1,000 for web maintenance, plus HST.

The following itemizes the financial impacts anticipated for 2018:

1. 2018 budgeted amount for the Dump fight as all professional fees are accounted for together - \$240,000 budgeted for Dump fight in legal and \$20,000 in promotions and meals. Total of \$260,000.
2. Expenditures to date, 2018 on dump fight. To date expenses total \$132,754 = \$18,676 in promotion and meals plus \$114,077 in legal and consulting.
3. Budgeted amount to be transferred into revenue from reserves to offset these costs. \$250,000 was budgeted, but if Council approves additional expenses, Council can approve to use more funding from the reserve by resolution.
4. Total amount available in 2018 for the legal reserves to fund the dump opposition. Total of \$544,984 available from the Legal reserve.

RECOMMENDATION:

THAT the Council of the Corporation receives Report Numbered as A-020-18 as information.

And FURTHER THAT Council provide staff with direction on the contract extension for Campbell Strategies.

Prepared by: William J. Tigert, Chief Administrative Officer



DEPARTMENT: BUILDING

REPORT NO: B-013-18

COUNCIL MEETING DATE: June 11, 2018

TITLE: Request for Holding Tank- 429 King St. W.

OBJECTIVE

To provide Council with the information regarding a request to install a holding tank temporarily in lieu of installing a new septic system.

BACKGROUND

Ingersoll Christian Reformed Church located at 429 King St. W., is proposing an addition to the existing church, as a result of the increased square footage, occupant load and location of the addition a new septic system is required.

ANALYSIS

8.8.1.2. (1)(d) of the Ontario Building Code states that a Class 5 sewage system may be installed as an interim measure for a lot or parcel of land until municipal sewers are available, provided that the municipality undertakes to ensure the continued operation of an approved hauled sewage system until the municipal sewers are available.

8.8.1.2. (2) states where a Class 5 sewage system is installed, a written agreement for the disposal of sanitary sewage from the sewage system shall be entered into with a hauled sewage system operator.

According to the County of Oxford's project engineer "Road 9 urbanization (and extension of municipal services) is currently planned as a design project in 2019 with construction to follow in 2020. This is the tentative plan for now, dependent on many factors (land requirements, utility relocations, etc.)"

429 King St. W., currently has an approved site plan on file with the Town of Ingersoll showing the proposed addition and sewage system.

FINANCIAL IMPLICATIONS

None

RECOMMENDATION

THAT report B-013-18 be received as information.

AND THAT council provide staff with direction on the request.

AND THAT Ingersoll Christian Reformed Church revise their currently approved site plan through the appropriate process and register the haulage agreement on title.

ATTACHMENT

Letter requesting approval for a holding tank at 429 King St. W.

Prepared by: Shannon Vanderydt, CBO

Approved by: William Tigert, CAO

Ingersoll Christian Reformed Church

429 King St. W, Ingersoll, ON., N5C 3J7

519 425 4941

ingersollcrcsecretary@gmail.com

From: Ingersoll Christian Reformed Church

Date: May 26, 2108

To: County of Oxford

Subject: Application for approval of a temporary septic holding tank in lieu of originally-planned new complete septic system to carry us over until the County of Oxford places sanitary lines down King St. W. to service our church at 429 King St. W., including a new, proposed addition of a fellowship hall. We are told that the County of Oxford plans to place the sanitary lines in by 2020.

Explanation: A couple of years ago, Ingersoll Christian Reformed Church Directors and Members approved a proposal to build a new fellowship hall in the front of the existing sanctuary and entrance. Drawings have been prepared and engineers and architects are finalizing plans for structural, mechanical and electrical components of the plans to be presented and included in the application for a building permit.

In order to build the new Fellowship Hall we were required to replace the existing septic system with a new, updated one. After designing a new system we heard about the County of Oxford's plans to bring sanitary lines down King St. W. in a few years, which we will be required to hook into when that happens. Thus, we are reviewing our original plans for the new septic system and exploring the concept of a temporary, 6000 gallon (27,500 L) holding tank to be pumped out monthly, or as needed, via a contractual agreement with Discount Septic Company, until such time as the new county sanitary lines are installed.

Request: We therefore respectfully request that the Town of Ingersoll approve our application to install the above-described holding tank and that this request not delay the issuing of a building permit for our build proposal.

Sincerely,



Garry Klingenberg,

Chair of the Board of Directors,
Ingersoll Christian Reformed Church

519 425 9888

G_Kling@hotmail.com



DEPARTMENT: Building

REPORT NO: B-014-18

COUNCIL MEETING DATE: June 11, 2018

TITLE: Building Permit Fees- Addition of three fees to by-law

OBJECTIVE

To provide council with information regarding the need for additional building permit fees to be added to our current fee schedule.

BACKGROUND

In 2014 the Town had a fee study done to review the building permit fees and reserve fund, as a result of the fee study all of the permit fees were recalculated based on anticipated reasonable costs to perform the work. At the time of implementation of the current fee schedule, we took into consideration the typical permits and requests the Town had been reviewing. Recently we have been seeing some new requests that are not accounted for, and our current fees where items would fit are high for what the project entails, and inspections required.

ANALYSIS

The Ontario Building Code allows for an Alternative Solution to a prescriptive requirement through an application and review process outlining how the proposal may not meet the wording in the Ontario Building Code but does meet the objective and function of what the code is trying to achieve. We do not currently have a fee associated with Alternative Solution Review on the building permit fee schedule according to the fee study this fee should be \$160 to cover the cost associated with reviewing the proposal in addition to any indirect costs.

Another fee that was reviewed through the fee study, but was not added to our fee schedule was an Alcohol and Gaming Commission of Ontario inspection and letter which is required by a business in order to obtain a liquor license from AGCO.

The last fee to be reviewed and added to our current fee schedule is a fee for those who want to construct an accessory structure to a current industrial, commercial or institutional

use. We do not currently address accessory structures for these uses and only have a fee for new construction on an industrial parcel the fee would be \$2,973 and commercial and institutional would be \$4100, both of these fees are high when considering the plans review process is significantly shorter than the review required for a new main building of these types of occupancies and the required inspections are less. This fee was not reviewed as part of the fee study, however in considering the process to review, issue and inspect this type of construction, a fee of \$500 would allow the building department to maintain cost recovery for both direct and indirect costs associated with accessory permits for industrial, commercial and institutional uses.

In April the Town of Ingersoll brought septic system permits and inspections in house as a result of this we kept the fees for these services the same as what the County was charging and will be reflected on the revised fee schedule as follows: New or replacement system \$795.00, replacement tank only \$250.00.

FINANCIAL IMPLICATIONS

None

RECOMMENDATION

THAT report B-014-18 be received as information

AND THAT Council directs staff to proceed with the public meeting for the new building permit fees as required under the Building Code Act, 1992.

AND THAT Council directs staff to implement the new fees effective July 1, 2018.

Prepared by: Shannon Vanderydt, CBO

Approved by: William Tigert, CAO



DEPARTMENT: Clerk's Department

REPORT NO: C-025-18

COUNCIL MEETING DATE: June 11, 2018

TITLE: Request for Transfer of Ownership

OBJECTIVE: To receive Council direction regarding an ownership change for the water treatment facility at 154 Canterbury Street.

BACKGROUND

The County of Oxford took over the water treatment facilities in the Town of Ingersoll about 2001 when changes in the legislation made water and sewer an upper-tier responsibility, and all of the water and sewer assets were transferred to the County of Oxford at that time.

Unfortunately, it appears that some lands were never transferred in title, so the County of Oxford is now requesting that the ownership be transferred from the Town of Ingersoll to the County of Oxford.

ANALYSIS

The County has surveyed the land to make sure that the parcels are only the lands that contain the Water Treatment Facility as shown on the attached survey. These lands do contain a water treatment facility, and that is under the jurisdiction of the County of Oxford as the upper tier in our regional government model.

The Town, therefore, cannot manage the facility even if we wanted to. There is also, therefore, no point in retaining ownership to a facility that we do not own and cannot manage.

Staff are therefore recommending that Mayor and the Clerk be authorized to sign the documentation to transfer the ownership of 154 Canterbury Street – Water Treatment Facility to the County of Oxford.

INTERDEPARTMENTAL IMPLICATIONS

Clerk's Department Report No. C-025-18
Regular Meeting of Council
June 11, 2018

N/A

FINANCIAL IMPLICATIONS

Transferring this property to the County will make it taxable and will be a positive impact on the Town's budget.

RECOMMENDATION

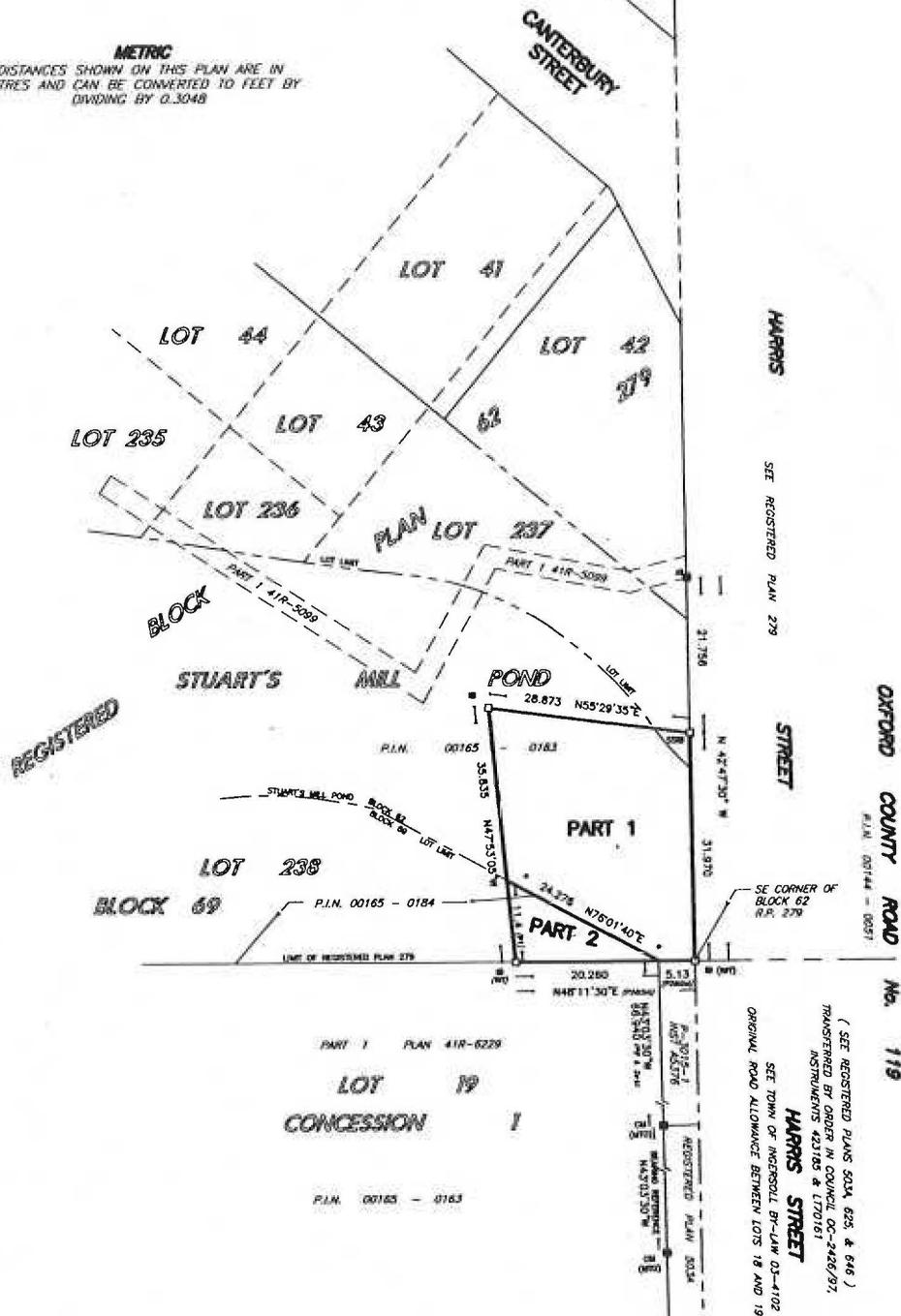
THAT staff report C-025-18 be received as information.

AND THAT Council directs the Mayor and Clerk to sign documentation to transfer 154 Canterbury Street being Parts 1 and 2 on reference plan 41R-8333 to the County of Oxford.

Prepared by: Michael Graves, Clerk

Approved by: William Tigert, Chief Administrative Officer

METRIC
DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048



NOTE: LIMIT OF STUART'S MILL POND SHOWN IS A RESULTANT TIE BETWEEN POINTS SCALED FROM THE REGISTERED PLAN. THIS LIMIT BEING THE NATURAL BOUNDARY OF STUART'S MILL POND SHOWN ON THE REGISTERED PLAN 279.

I REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE LAND TITLES ACT AND THE REGISTRY ACT.

PLAN 41R-8533
RECEIVED AND DEPOSITED

DATE: FEB 11 / 2009
DATE: 20th February 11

DAVID J. RATHERY
ONTARIO LAND SURVEYOR

LAND REGISTRAR FOR THE LAND TITLES AND REGISTRY DIVISION OF OXFORD (No. 41)

SCHEDULE - LAND TITLES ACT

PART	LOT	PLAN	P.I.N.
1	PART OF LOT 237 AND PART OF STUART'S MILL POND BLOCK 62	REGISTERED PLAN 279	PART OF 00165-0163

SCHEDULE - REGISTRY ACT

PART	LOT	PLAN	P.I.N.
2	PART OF LOT 238 BLOCK 69	REGISTERED PLAN 279	PART OF 00165-0184

PLAN OF SURVEY
OF PART OF
LOT 237 BLOCK 62
AND PART OF
LOT 238 BLOCK 69
AND PART OF
STUART'S MILL POND, BLOCK 62
REGISTERED PLAN 279
IN THE
TOWN OF INGERSOLL
COUNTY OF OXFORD
SCALE: 1 : 500 METRIC

BAKER & BENEDICT SURVEYING INC.

SURVEYOR'S CERTIFICATE

I CERTIFY THAT:

- THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT, THE LAND TITLES ACT AND THE REGISTRY ACT AND THE REGULATIONS MADE UNDER THEM.
- THE SURVEY WAS COMPLETED ON THE 12TH DAY OF NOVEMBER, 2008

2009 FEB 11
DATE: DAVID J. RATHERY
ONTARIO LAND SURVEYOR

BEARING REFERENCE:

BEARINGS ARE ASTROMONIC AND ARE REFERRED TO THE WESTERLY LIMIT OF HARRIS STREET AS SHOWN ON REGISTERED PLAN 503A, HAVING A BEARING OF N 43°03'30" W.

LEGEND AND NOTES:

- ⊕ DENOTES FOUND SURVEY MONUMENT
- ⊙ DENOTES PLANTED SURVEY MONUMENT
- SSB DENOTES STANDARD IRON BAR
- IB DENOTES SHORT STANDARD IRON BAR
- IRB DENOTES IRON BAR
- MRB DENOTES ROUND IRON BAR
- M DENOTES MEASURED
- WIT DENOTES WITNESS
- P1 DENOTES DIMENSION SCALED FROM PLAN 279
- P2 DENOTES DEPOSITED PLAN 41R-5099

BAKER & BENEDICT SURVEYING INC.
Ontario Land Surveyors
WOODSTOCK - ONTARIO
TEL: (519) 537 6212

DRAWN BY: A.O.B. DATE: JANUARY 06, 2009
CHECKED BY: D.J.R. JOB No.

S-08-11057



Oxford County Property Report

154 CANTERBURY ST INGERSOLL

PIN Details

PIN: 001650183 *Multi-part
Total PIN Area (sq m): 127307.30085198

ROLL Details

AROLL: 321802004037900 *Multi-part
Total ROLL Area (sq m): 135046.83508635

Property Details

Municipality: INGERSOLL
Zoning: REC
Property Use: NON-COMMERCIAL SPORTS COMPLEX

Servicing Details

Water Service: Connected Water ON/OFF: On
Water Service: Connected Water ON/OFF: On
~~Water Service: Connected Water ON/OFF: On~~
~~Water Service: Connected Water ON/OFF: On~~
ET Account #: 101130.00000000
~~Water Service: Nonconnected Water ON/OFF: Off~~
ET Account #: 92660.00000000
Sewer Service: Connected
ET Account #: 92661.00000000
Sewer Service: Connected
ET Account #: 92662.00000000
ET Account #: 92750.00000000
ET Account #: 161240.00000000
ET Account #: 92250.00000000
ET Account #: 92265.00000000
ET Account #: 92650.00000000



Property Owners

Source	Name	Inst#
Registered	THE CORPORATION OF THE TOWN OF INGERSOLL	(OwnrAsOf)
Registered	THE MUNICIPAL CORPORATION OF THE TOWN OF INGERSOLL	(OwnrAsOf)
Assessed	INGERSOLL TOWN	n/a

Legal/Lot Description

Registry LT 26, 42-44, 56, 234-237 BLK 62 PL 279 EXCEPT A88768; LT 30-40 BLK 67 PL 279; LT 23, 22, 24-29 BLK 68 PL 279 EXCEPT A9242; LT VICTORIA PARK BLK 65 PL 279; STUART ST PL 279; PT LT 11-13 BLK 68 PL 279; PT LT 39, 45, 231-233 BLK 62 PL 279; PT STUART'S MILL POND PL 279 AS IN ING10853, ING10967, A81139, A88770, A88772, A88773, A97512, B13836 & B19152; PT HALL ST PL 279 S OF SMITH'S MILL POND ABUTTING LT 21-23, 35-40, 231; S/T 316298, 382315, A70812; INGERSOLL
Assessment PLAN 279 LOT 230 BLK 65 BLK 67 PT BLKS 62, 68 PT STUART & HALL ST CLOSED
Assessment PLAN 279 BLKS 62 65 67 68;AND 69 LOTS 22 TO 40 26 56;PT LOT 11 TO 13 39 45 231 TO;233 238 LOT VICTORIA PARK PT;STUART ST AND HALL ST



Oxford County Property Report

154 CANTERBURY ST INGERSOLL

Assessment	PLAN 279 BLK 67
Assessment	PLAN 279 BLK 67 PT BLKS 62 & 68 STUART ST CLOSED PT HALL ST CLOSED
Assessment	PLAN 279 BLKS 62 65 67 68 AND 69 LOTS 22 TO 40 26 56 PT LOT 11 TO 13 39 45 231 TO 233 238 LOT VICTORIA PARK PT STUART ST AND HALL ST
Assessment	PLAN 279 LOT 230 BLK 65 BLK 67 PT BLKS 62, 68 PT STUART & HALL ST CLOSED
Assessment	PLAN 279 PT BLKS 62 65 67 AND 68 LOTS 22 TO 40 26 56 PT LOT 11 TO 13 39 45 231 TO 233 LOT VICTORIA PARK PT STUART AND HALL ST

Structure Details

Status	Code	Description	Built	Gross Area (sq.m)
Current	101	DETACHED GARAGE	1965	81.383
Current	102	SHED	1963	22.297



DEPARTMENT: Clerk's Department

REPORT NO: C-026-18

COUNCIL MEETING DATE: June 11, 2018

TITLE: Application from Carolyn Fleurant for a variance to the Dog By-law

OBJECTIVE

To present Council with the necessary information to make a decision regarding a request for an exemption to the Dog By-law.

BACKGROUND

Council has received a request from Ms. Carolyn Fleurant (attached) to allow an additional dog on the property located at 137 Skye Street. Ms. Fleurant's request is proactive; no complaint has been received by the Town regarding the number of dogs on the property.

ANALYSIS

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

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

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

If the applicant is willing to enter into an agreement, staff would recommend approval of the exemption request.

INTERDEPARTMENTAL IMPLICATIONS

None.

FINANCIAL IMPLICATIONS

N/A

RECOMMENDATION

THAT report C-026-18 be received as information

AND THAT Council approve the exemption to By-law No. 01-3989 to allow three dogs on the premise of 137 Skye Street, subject to the applicant, Ms. Fleurant, entering into an agreement including the conditions detailed in this report.

ATTACHMENTS

Application for Exemption by Ms. Fleurant

Prepared by: Danielle Richard, Deputy Clerk

Approved by: William Tigert, Chief Administrative Officer

> To whom this may concern;

>>

>> We just moved to [137 Skye st](#) in Ingersoll. We are asking for an exemption with our dogs. We own three senior dogs. Jake will be 13 in December he is a Carin Terrier toy poodle mix. Izzy is a Border collie who will be 12 in November. Also we have Daisy who just turned eight she is a Boston terrier. They are all fixed and mainly indoor dogs with all their needles up-to-date. Not only would I be devastated about having to get rid of one of my dogs it would be equally devastating to them. (Unfortunately Izzy is on her last legs)

>>

>> We have absolutely no intention on replacing any of our animals once they pass on.

>>

>>

>> Thank you for this consideration

>>

>> Carolyn



DEPARTMENT: Clerk's Department

REPORT NO: C-027-18

COUNCIL MEETING DATE: June 11, 2018

TITLE: Request for Funding

OBJECTIVE: To receive Council direction regarding funding requests for Physician Recruitment and Multiple Sclerosis Society.

BACKGROUND

We have received two requests for funding. One from Southwest Primary Care Alliance for physician recruitment and Barry Travnecik to sponsor the 27th MS bike Tour.

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

ANALYSIS

The Southwest Primary Care Alliance is requesting \$1,500 to cover the cost of three new physicians attending the half-day session as indicated in the attached letter. The town does have a reserve fund for physician recruitment. The Health Recruitment Reserve currently holds \$12,500.

The MS bike tour sponsorship is a small amount of money (\$50), and Council has a budget for athlete grants (which is for athletes representing the Town at Provincial, Federal or World competitions) that come up during the year but currently, that budget stands at \$1,250.

The Economic Development Officer will attend the training session and provide a contact from the Town of Ingersoll.

INTERDEPARTMENTAL IMPLICATIONS

N/A

FINANCIAL IMPLICATIONS

Clerk's Department Report No. C-027-18
Regular Meeting of Council
June 11, 2018

Approving these grants will affect Council's budget.

RECOMMENDATION

THAT staff report C-027-18 be received as information.

AND THAT Council provides staff direction regarding the funding requests.

Prepared by: Michael Graves, Clerk

Approved by: William Tigert, Chief Administrative Officer

IMAGINE WAKING UP ONE DAY AND NOT BEING ABLE TO SEE

Multiple Sclerosis is the most common neurological disease in Canada. Children as young as three have been diagnosed with MS, but it is most commonly diagnosed in the career and family building years.

It is not contagious, not a mental disease, not a disease of the muscles. Multiple Sclerosis attacks Myelin, the insulating cover of the central nervous system. The Myelin becomes inflamed and may be replaced by scar tissue. Messages are slowed or blocked. Symptoms, which often vary, include problems in seeing, speaking, weakness, numbness or loss of co-ordination.

At this time there is no known cure for MS

In the past 28 years these facts have been established :

Close to 80% of people with MS are eventually unable to work full-time

Lifetime economic burden of MS is estimated at \$1.6 million / person

More than 100,000 Canadians are living with MS

3 more people are diagnosed with MS EVERY SINGLE DAY

Canada has the highest rate of MS than any other country in the world..

For the past 27 years the London office of the MS Society has been organizing a 150 Kilometer bicycle tour from Grand Bend to London and back. July 28-29, 2018 will be the 28th year for this fund raising event. I am the only person who has ridden every year. My family's life has been touched by MS : my sister, Lynne was diagnosed in 1989.

I am appealing to you to support me on the 27th MS bike tour, by being one of 2000 sponsors to donate \$ 50.00 to a very worthwhile (and) tax deductible cause.

Please send your cheque payable to MS BIKE c/o Barry Travnicek, 241 Minnie Street, Dorchester, Ont. N0L 1G0, or Pledge Online At : msbike.ca, and search **Barry Travnicek**

Thank-you in advance for any and all donations.

Sincerely,



Barry Travnicek (519) 268-2390 MS Society (519) 680-7878

4/9/2018

AIM

To seek Ingersoll City Council's approval to participate in and provide funding for the New Primary Care Provider Orientation Program developed and run by the South West LHIN and healthcare partners.

BACKGROUND

Recruitment and retention of family physicians and nurse practitioners that provide ongoing comprehensive primary care to residents of Ingersoll is critical to the physical and economic health of the community. Many communities and regions similar to Ingersoll and Oxford County engage in coordinated and funded recruitment strategies, recognizing the impact access to primary care has on its residents and ability to support economic development and growth. Currently there is no such funded strategy in Ingersoll.

For the past 4 years, Ingersoll has been a member of the Oxford Physician Recruitment Group, a cooperative effort funded by the Oxford County government, whose focus is the attraction of new family doctors. The committee, whose membership, includes representation from Woodstock, Ingersoll, Tillsonburg and Norwich has had some success in attracting new doctors to the area. However, current new physicians in Ingersoll have come to the town through local physician engagement and education opportunities.

Three new physicians have established practices in Ingersoll within the last year, replacing retiring or departing physicians and more will be needed as our current physicians retire. Despite having a growing population, Ingersoll has not added any additional physicians in over 10 years. This is reflected in the fact that no physicians are currently taking on new patients.

A key element of retaining new physicians is providing them a means of integrating their practice into the community. Presumably a physician that is fully aware of the needs of the community and the resources available to them will feel a greater connection to city and provide better care to their patients.

PROGRAM DESCRIPTION

New family physicians are independent professionals that depend on their colleagues for support when establishing their practice. The primary care landscape is ever evolving and new programs and supports are becoming available for patients that even currently practicing physician may not be aware of. The vision of this initiative is to develop a process that will orient new providers to the programs and supports available for their patients within a community.

The orientation program consists of in office support for physicians to implement or enhance their understanding of their Electronic Medical Record (EMR) system. As well, an initial half day orientation session to allow the physician to meet stakeholders in the community and to understand how to connect patients to the services they need is planned within their first few months of practice.

SPECIFIC REQUEST

One of the issues that has been raised is how the physicians be compensated for their time. Currently nurse practitioners that have participated are compensated by their organization as attendance is during paid time. Physicians taking time out of their office practice do not receive compensation for the half day session. As such the City of Ingersoll is being asked to consider funding a stipend to physicians setting up a new family practice in Ingersoll to allow them to participate in the half day session. The cost per physician is \$500. With three new physicians in practice, this amounts to \$1500 for 2018.

In addition, it is suggested that the City itself participate in the orientation day. This will allow the City to provide an overview of Ingersoll's economic and demographic setting and answer questions about the community.

ANTICIPATED BENEFITS

For new physicians currently practicing in Ingersoll, an increased awareness and understanding of the community and the supports available to them and their patients will result in a more efficient and effective practice. Those that feel supported are more likely to stay in their place of practice. This program can also be used as a recruitment tool to encourage new physicians to establish practices in Ingersoll.

STATISTICS

Current Number of Family Physicians: 11

Current Number of NP's: 4

Population Growth (2011-2016): 5% (increase of 611 residents)

Number of new physicians (2011- 2018) : 3

Number of departing physicians: 3

Net new physicians: 0

Physicians taking new patients: 0

NP's taking new patients: 1 (additional capacity for 250 patients)

Expected number of retirements in 2018 – ?

of physicians > 55 years: 5 (estimate)

physicians > 65 years : 2 (estimate)

Sincerely,

Dr. Jitin Sondhi



Ted Comiskey <mayor@ingersoll.ca>

Physician Recruitment and Retention Strategy.

1 message

Sondhi, Jitin <Jitin.Sondhi@lhins.on.ca>
To: "mayor@ingersoll.ca" <mayor@ingersoll.ca>

Fri, Jan 19, 2018 at 8:41 AM

Hello Mr. Comiskey,

It has been a while since we spoke. I am reaching out to you in my new role as Sub Region Clinical Lead for Oxford with the SWLHIN.

In order to support physician recruitment and long term retention for family physicians and nurse practitioners in our local communities, a New Primary Care Provider Program is being established. This program will introduce the clinician to the local community in which they are practicing in and the services that are available for them and their patients. As well individualized Electronic Medical Record (EMR) support will be offered. We anticipate this to be a yearlong program in which the physician attends a half day session followed up by ongoing sessions as required for both EMR and community services support. The program is launching in Oxford County and the early feedback will inform the establishment of a South West LHIN wide program.

As physicians are not reimbursed for their time outside of seeing patients we are asking for financial support to offer a stipend for participating family physicians in Ingersoll. We are requesting a stipend for 8 hours of participation per physician (4 hours initially and 4 additional hours over the year) in the amount of \$800 each.

Currently Woodstock is providing \$500 and Tillsonburg is providing some form of compensation from funds they keep for local orientation (details pending) for each of their physicians attending. Ingersoll is sending 2 physicians for whom we are requesting this stipend.

Please forward your questions to me.

This is a Local Health Integration Network and Health Force Ontario and they are asking the municipalities to provide the stipend. Thank you for considering.

Dr Jitin Sondhi HBSoc, MD, CCFP(PC)

Regional Clinical Co-Lead for the South West Hospice Palliative Care Network

Sub Region Clinical Lead Oxford, South West LHIN

Chief of Emergency Medicine Alexandra Hospital

519-485-1700 (page)

Lead Physician for Oxford/Elgin Palliative Outreach Team

Sakura House Hospice,

519-537-8515 x5

Adjunct Associate Professor Family Medicine



DEPARTMENT: Clerk's Department

REPORT NO: C-028-18

COUNCIL MEETING DATE: June 11, 2018

TITLE: Pre-Servicing Agreement for Golf Estates Subdivision

OBJECTIVE: To receive Council direction regarding a pre-servicing agreement with Golf Estates Subdivision.

BACKGROUND

The Town has received a request from the developer of the above-noted subdivision to enter into a pre-servicing agreement. The intent of the Pre-servicing agreement is to allow the developer to get a head start on servicing the land before the subdivision agreement is finalized in order to maximize the construction season. The developer proceeds to service the lands at their own risk while saving the town harmless.

ANALYSIS

Engineering will still review the proposed layout and design of the services before the services are installed but if legislated standards are changed, it is the developer's risk and not the Town's. Since engineering needs to review the servicing plans, the engineering review fee will be required to be paid.

The Town will not issue any building permits, or model homes will not be allowed, and the town will not approve the services for connection to town services until the Subdivision Agreement is entered into and registered on title.

Staff are aware that these types of agreements are done in other municipalities (and some have had experience). Legal counsel agrees this type of agreement may be entered into with Council approval. If Council gives direction to enter into this type of agreement, legal counsel will draft the agreement, and it will be registered on title.

INTERDEPARTMENTAL IMPLICATIONS

N/A

FINANCIAL IMPLICATIONS

N/A

RECOMMENDATION

THAT staff report C-028-18 be received as information.

AND THAT Council directs the Mayor and Clerk to sign a pre-servicing agreement developed by legal counsel for Golf Estates Subdivision to the satisfaction of Town Staff.

Prepared by: Michael Graves, Clerk

Approved by: William Tigert, Chief Administrative Officer



DEPARTMENT: Community Services

REPORT NO: CS-019-18

COUNCIL MEETING DATE: Monday, June 11, 2018

TITLE: RZone Policy

OBJECTIVE: To approve an RZone policy for the Community Services Department

BACKGROUND

RZone is a policy that was originally created in Oakville and has been adopted by other municipalities. The R stands for: Respect for yourself; Respect for others; and Responsibility for your actions. The policy requires all persons wishing to visit or use any Community Services facility, park or program to respect others and take responsibility in helping the Town maintain a positive environment. In other municipalities, the RZone policy has been successful in reducing inappropriate behaviours in public spaces.

ANALYSIS

The Community Services department has experienced a variety of inappropriate behaviours at its facilities and in programs ranging from disrespect such as verbal abuse to criminal actions such as vandalism, theft, and assault. Behaviours have been dealt with at facilities, however, the approach has not always been consistent. It has been determined that a department-wide policy will ensure there is a common approach and behaviours will be dealt with in an equitable and consistent manner.

The goal of the RZone policy is to ensure a safe and respectful environment for all participants at Community Services facilities and programs. The policy provides staff with the tools to manage inappropriate behaviour effectively and enforcement guidelines to maintain fairness in how specific incidents are handled across the department.

The community services department will educate facility users and program participants on the policy including posting RZone policy and related information on the Town website; making information pamphlets available at facilities and for program participants and user groups, and including RZone policy awareness in Community Services employee training programs.

INTERDEPARTMENTAL IMPLICATIONS

None

FINANCIAL IMPLICATIONS

none

RECOMMENDATION

THAT report Number CS-019-18 be received as information.

THAT Council adopts the RZone Policy for the Community Services Department and that the policy is effective immediately.

ATTACHMENTS

RZone Policy

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

Approved by: William Tigert, CAO

INGERSOLL COMMUNITY SERVICES

Area: All Community Services facilities including Fusion, VPCC, Arena, and Parks		Subject: RZone Policy	
Page Number: 1 of 6	Authority: Director, Community Services	Effective Date: June 2018	Last Revision: June 2018
<p>Purpose:</p> <ol style="list-style-type: none">1. The Corporation of the Town of Ingersoll (Town) is committed to fostering an environment where there is Respect for yourself; Respect for others; and Responsibility for your actions.2. The Town discourages any form of inappropriate behaviour at all town facilities, properties; Town sponsored events, programs, in written or verbal communications (including email or phone), in town vehicles, or at any other location where town staff are present. Where a meeting is covered under the Procedure By-law, the procedures established under the by-law take precedence.3. This procedure outlines the measures and enforcement steps to be taken in order to address inappropriate behaviour.4. The goal of this procedure is to promote a positive, safe, and supportive environment for all members of the public and staff. In addition, this procedure will encourage respect, commitment and considerate relationships between the town and members of the public <p>Inappropriate behaviour and violence for the purpose of this policy includes, but is not limited to, the following behaviours:</p> <ol style="list-style-type: none">1. Loud verbal assaults directed at participants, officials, members of the public or Town staff deemed to be aggressive or intimidating or having the potential of inciting violence;2. Threats and/or attempts to intimidate;3. Throwing of articles in a deliberate or aggressive manner;4. Aggressive approaches to another individual (physical/verbal assault);5. Physical striking of another individual;6. Attempts to goad or incite violence in others;7. Theft of property;8. Possession of weapons;9. Vandalism to a municipal building or property owned or leased;10. Refusal to follow the rules outlined by the Town of Ingersoll;11. Racial or ethnic slurs;12. Illegal consumption of alcohol or drugs;13. Harassment (“engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome” as defined by the Ontario Human Rights Code);14. Contravention of Municipal by-laws or policies <p>Duty to Report</p> <ol style="list-style-type: none">1. The Municipality’s primary concern is the safety of the service users and its staff. If at any time staff feel personally threatened, they are to call the			

Police immediately. It is **NOT** the expectation that staff put themselves at risk or jeopardize one's safety in dealing with any perceived or real situation;

2. Community Service department staff are to report acts of violence, vandalism or inappropriate behaviours to their immediate supervisor and fill out an incident report
3. All incidents of violence and/or vandalism or threatening situations must be reported to the Police.

Enforcement Options/Steps

1. The Town will take appropriate actions when incidents pertaining to this procedure occur in the Community Services Department. Staff are authorized to act if inappropriate behavior or violence are observed or reported in the following instances:
 - a) Observation (or potential) of any physical violence or vandalism;
 - b) Observation of verbal abuse or (potential) threat;
 - c) The request of a community group or individual who are threatened, intimidated, or persistently disrupted for the purposes of inciting negative activity.
2. Upon suspecting physical violence; enact the following procedures:
 - a) Without jeopardizing one's safety, advise the identified party to stop the activity immediately, or they will be asked to leave;
 - b) If the party does not co-operate, inform identified party they are now being asked to leave;
 - c) If individual refuses to leave, do not engage in argument or physical confrontation call the police and wait for police to arrive;
 - d) Advise authorized staff supervisor
 - e) Prepare Incident Report;
 - f) Incident to be reviewed by management;
 - g) All staff shall cooperate and support the Ontario Provincial Police during an investigation and prosecution process resulting from any charges laid.
3. Upon witnessing physical violence; enact the following procedures and contact the police immediately:
 - a) Without jeopardizing one's safety, advise the identified party to stop the activity immediately, and they will be asked to leave;
 - b) If the party does not co-operate, inform identified party they are now trespassing (as Police have already been called);
 - c) If individual refuses to leave, do not engage in argument or physical confrontation but wait for Police to arrive;
 - d) Advise authorized staff supervisor
 - e) Prepare Incident Report;
 - f) Incident to be reviewed by management;
 - g) All staff shall cooperate and support the Ontario Provincial Police during an investigation and prosecution process resulting from any charges laid.
4. Upon witnessing continued verbal abuse or activity:
 - a) Advise identified party, without jeopardizing one's safety, that they stop the activity immediately or they will be asked to leave
 - b) If the party does not co-operate, inform identified party they are now trespassing, and Police will be called;

- c) If individual refuses to leave, do not engage in argument or physical confrontation, leave and wait for Police to arrive;
 - d) Advise authorized staff supervisor
 - e) Prepare Incident Report;
 - f) Incident to be reviewed by management.
5. Upon reported actions of physical violence enact procedures and contact Police immediately:
- a) Without jeopardizing one's safety, advise the identified party to stop the activity immediately, or they will be asked to leave;
 - b) If the party does not co-operate, inform the identified party that they are now trespassing (as Police have already been called);
 - c) If the individual refuses to leave, do not engage in argument or physical confrontation, leave and wait for Police to arrive;
 - d) Advise authorized staff supervisor;
 - e) Prepare Incident Report;
 - f) Incident to be reviewed by management.

Consequences of Non- Compliance

1. Individuals who engage in any unacceptable behaviour, as defined in this procedure, may, depending on the severity, be barred immediately from the premises and if necessary, a suspension for a period of time. The suspension may apply to all Municipal buildings, facilities, programs, parks, and trails if warranted. Length of suspension will be determined by Community Services Management in consultation with the Director of Community Services.
2. All incidents that result in a suspension or barring from programs, facilities, and properties will be followed up in writing by the Director of Community Services, outlining the details of the suspension and/or Trespass notice.
3. Appropriate staff in all Community Services facilities and/or other municipal facilities will be notified of individuals who are barred or individuals who received a letter of trespass from Municipal properties and facilities.
4. Incidents may be reported to the Ontario Provincial Police, and charges may follow.
5. In addition to any other measures taken, where vandalism or theft has been perpetrated, the individual(s) responsible will be required to reimburse the Municipality for all costs associated with any repairs as well as any lost revenues or where appropriate be asked to repair the damage.

R-Zone Enforcement Guidelines

The following chart represents guidelines, and outlines the consequences of inappropriate behaviour at Town facilities, properties; Town sponsored events, programs, in written or verbal communication (including email or phone), in Town vehicles, or any other location where Town staff are present. **It is understood that these guidelines do not include all types of behaviour, that each incident will be reviewed based on information available, and that consequences outlined below are guidelines that may be adjusted to reflect**

conduct/actions. Consequences may be more severe or escalated depending on the circumstances of the inappropriate conduct.

Incident	Consequence (monthly or yearly members)	Consequence (daily or weekly program, i.e., day camp)
Stealing	<ul style="list-style-type: none"> • Minimum 1-week suspension and item to be returned to its owner • Minimum 2 weeks for second occurrence • Minimum 2-month suspension from membership 	<ul style="list-style-type: none"> • Minimum 1-day suspension and item to be returned to its owner • Minimum 2 days for second occurrence • Removed from program for any subsequent occurrences
Intentional minor damage to property/equipment	<ul style="list-style-type: none"> • Minimum 1-week suspension 	<ul style="list-style-type: none"> • Minimum 2-day suspension
Intentional major damage to property/equipment	<ul style="list-style-type: none"> • Minimum 1-month suspension • Where applicable, the Town may seek compensation for the cost of damages, including materials, labour, and an administrative charge. • Meeting with Director or Manager upon return 	<ul style="list-style-type: none"> • Minimum 1-week suspension • Where applicable, the Town may seek compensation for the cost of damages, including materials, labour, and an administrative charge. • Meeting with Director or Manager upon return
Bullying/Cyber Bullying	<ul style="list-style-type: none"> • Minimum 3-week suspension for minor occurrence • Meeting with Director or Manager upon return 	<ul style="list-style-type: none"> • Minimum 3-day suspension for minor occurrence • Meeting with Director or Manager upon return
Putting oneself in a situation where safety is a risk (i.e., climbing the roof)	<ul style="list-style-type: none"> • Minimum 1-month suspension • Meeting with Director or Manager upon return 	<ul style="list-style-type: none"> • Minimum 3-day suspension • Meeting with Director or Manager upon return
Swearing directed at another participant or staff in the form of name calling	<ul style="list-style-type: none"> • Minimum 3-day suspension • Minimum 1 week suspension for second occurrence • Minimum 2-week suspension for third occurrence • Minimum 1-month suspension and a behavior contract set up prior to returning to programs or facilities 	<ul style="list-style-type: none"> • Minimum 1-day suspension • Minimum 2-day suspension for second occurrence • Minimum 1 week suspension for third occurrence and a behavior contract set up prior to returning to programs
Swearing in conversations	<ul style="list-style-type: none"> • Staff to warn that if behavior continues, the 	<ul style="list-style-type: none"> • Staff to warn that if the behavior continues, the

Incident	Consequence (monthly or yearly members)	Consequence (daily or weekly program, i.e., day camp)
	participant will be asked to leave for the day <ul style="list-style-type: none"> • If the behavior continues, participant to receive a 1 day suspension • If the participant continues behavior once they return, a 3 day suspension to be issued 	participant will be asked to leave for the day <ul style="list-style-type: none"> • If the behavior continues, participant to receive a 1 day suspension • If the participant continues behavior once they return, a 2 day suspension to be issued
Use of abusive language or racial slurs	<ul style="list-style-type: none"> • Minimum 1-month suspension 	<ul style="list-style-type: none"> • Minimum 1-week suspension
Verbal or written threats to another participant and/or attempts to intimidate	<ul style="list-style-type: none"> • Minimum 2-week suspension 	<ul style="list-style-type: none"> • Minimum 2-day suspension
Possession of a weapon	<ul style="list-style-type: none"> • Minimum 1-month suspension • Weapon will be confiscated and locked in the safe 	<ul style="list-style-type: none"> • Minimum 1-week suspension • Weapon will be confiscated and locked in the safe
Minor Assault (no police involvement) – the exercise of physical force by a person against another person that causes or could cause physical injury to the other person	<ul style="list-style-type: none"> • Minimum 1-month suspension • Behaviour contract issued upon return to all programs 	<ul style="list-style-type: none"> • Minimum 1-week suspension • Behaviour contract issued upon return to all programs
Major Assault (police involvement) -	<ul style="list-style-type: none"> • Minimum 2 month and up to indefinite suspension 	<ul style="list-style-type: none"> • Minimum 1 month and up to indefinite suspension
Assault with a weapon	<ul style="list-style-type: none"> • Minimum 6-month suspension with a trespass notice 	<ul style="list-style-type: none"> • Minimum 6-month suspension with a trespass notice
Intentionally negatively impacting programs (i.e., deleting x-box games)	<ul style="list-style-type: none"> • Minimum 1 day suspension 	<ul style="list-style-type: none"> • Minimum 1 day suspension
Possession of alcohol or drugs	<ul style="list-style-type: none"> • Minimum 1-month suspension 	<ul style="list-style-type: none"> • Minimum 1-month suspension
Under the influence of drugs or alcohol	<ul style="list-style-type: none"> • Minimum 1-month suspension 	<ul style="list-style-type: none"> • Minimum 1-month suspension
Providing substances to other patron that could be unsafe	<ul style="list-style-type: none"> • Minimum 2-month suspension 	<ul style="list-style-type: none"> • Minimum 2-month suspension
Lying	<ul style="list-style-type: none"> • Add 2 days to any suspension where a participant is lying, and it takes up staff time to determine the situation 	<ul style="list-style-type: none"> • Add 1 days to any suspension where a participant is lying, and it takes up staff time to determine the situation

Incident	Consequence (monthly or yearly members)	Consequence (daily or weekly program, i.e., day camp)
Disrespect toward staff	<ul style="list-style-type: none"> • Participant will be asked to leave for the day 	<ul style="list-style-type: none"> • Participant will be asked to leave for the day
Continued disrespect toward staff when being asked to leave	<ul style="list-style-type: none"> • Add 2 days to any suspension 	<ul style="list-style-type: none"> • Add 2 days to any suspension

Staff responsibilities:

1. In all instances, staff notify parents of all participants involved where a child is 18 or under.
2. Staff to notify police of any criminal behavior

Scope:

1. Suspension will be considered whether the activity took place on Town property or off property where the circumstances where the participant's behavior has an impact on the program climate (i.e., cyberbullying)

Any other negative behaviours that are not included on the above list will be subject to consequences as determined by the Director of Community Services in consultation with management staff.



DEPARTMENT: OPERATIONS

REPORT NO: OP-018-18

COUNCIL MEETING DATE: June 11, 2018

TITLE: Assistance to the Cemetery Board

OBJECTIVE

To obtain Council approval to assist the Cemetery Board with the project management of the restoration of the mausoleum.

BACKGROUND

In 2017 the Town Engineer obtained approval from Council to provide project management services for the stabilization of the mausoleum wings for the Cemetery Board. The contractor wishes to continue with the stone stabilization, and restoration of the mausoleum and the Cemetery Board wishes to continue with the arrangement with the Town to have the Town Engineer provide Project Management services.

ANALYSIS

At the Cemetery Board meeting of May 23, 2018, the following motion was approved

Moved by Brian Petrie
Seconded by Pam Petrie

That the Board requires the Town's assistance with project management of the mausoleum repairs in the same arrangement as the prior year.

Carried

The Town Engineer has met with the contractor to review the work and will have available time to manage the project for the Cemetery Board.

FINANCIAL IMPLICATIONS

This report has no financial implications.

RECOMMENDATION

THAT the Council for the Town of Ingersoll receives staff report OP-018-18 as information

AND FURTHER THAT Council approve the Cemetery Board's request to have the Town Engineer provide project management services for the restoration of the mausoleum.

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

Approved by: William Tigert, CAO



DEPARTMENT: OPERATIONS

REPORT NO: OP-019-18

COUNCIL MEETING DATE: June 11, 2018

TITLE: Transportation Management Committee – Traffic and Parking Issues

OBJECTIVE: To advise Council on traffic issues and for Council's approval of parking changes to the Traffic and Parking By-law.

BACKGROUND

The Transportation Management Committee meets on a quarterly basis to discuss transportation and parking issues in the Town. The Committee met on May 29, 2018, and discussed a number of parking and traffic issues.

ANALYSIS

Parking

The Town has received a number of requests from residents of Harrisview Subdivision about the parking of vehicles on the sharp curve on Chatfield Street abutting 40 Chatfield. Parking of any vehicles on the curve causes a blind spot for motorist trying to go around the curve and see oncoming vehicles.

Staff is recommending that No Parking be bylawed for the entire length of the curve from the driveway of 42 Chatfield to past the Community Mail boxes.

Over the years the Town has received several concerns raised about the 30-minute parking restriction in the Town Centre parking lot from the Oxford County library. The most recent concern is from a citizen with mobility issues where 30 minutes is not enough time to enjoy the library as the majority of that time is needed to get to and from the accessible parking spot. Previous concerns have been raised about parents with two or three small children being able to safely cross the road from the 3 hr parking lot to get to the library. The committee discussed the concerns and are recommending that the

parking lot remain at 30 minutes and that as part of the new Council, an Accessibility Committee will be established and these concerns be brought forward to that committee for consideration.

TRAFFIC ISSUES

Sgt Greg Defoe of the OPP brought up a safety concern that was raised from the officer that escorted the May 26th Right to Life walk. While the walk had received approval for it to proceed on streets through Town and was escorted by the OPP, the road was not closed. The OPP was concerned about safety of the participants from vehicles that could access the walk from parking spaces or intersecting streets. The committee discussed the issue and recommended the Clerk investigate options with the Town's Insurance Company.

FINANCIAL IMPLICATIONS

The cost to install the no parking signs will be approximately \$400.00 and will come from the Public Works Operating Budget.

RECOMMENDATION

THAT report Number OP-019-18 be received as information.

AND THAT No Parking be bylawed on the west side of Chatfield Street from 130 metres north of Chamberlain Avenue to 150 metres east of Hollingshead Road.

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



DEPARTMENT: Treasury

REPORT NO: T-015-18

COUNCIL MEETING DATE: June 11, 2018

TITLE: 2018 Fees or Charges By-law

OBJECTIVE

This report recommends a new Fees or Charges By-Law.

BACKGROUND

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

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

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

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

ANALYSIS

Over the last several months staff have spent considerable time researching, analyzing and updating fee categories, structure, and reasonability. Staff reviewed current fees,

comparators from neighbouring municipalities and municipalities of similar size, and completed a thorough comparative analysis of Town's community services fees. The analysis is used to make recommendations on fee changes for 2018.

The proposed by-law includes an annual indexing provision to ensure fees keep pace with inflation.

The following sections outline the rationale for new fees or changes to existing fee structures for each department.

Arena

- Added ticket ice rental to the fees schedule in an effort to increase the rent of unused ice time. If ice is rented at full rate, then ticket ice is subject to cancellation. Many surrounding municipalities are following suit and offering ticket ice for any unused ice time in an effort to generate additional revenue with no additional costs.
- Continue to offer a 50% discount on auditorium rental fees for non-profit organizations and non- alcoholic events only.
- Dryland training fee is already being charged this year and is included as part of the new ice allocation policy.

VPCC

- Pool rental school rates to be negotiated as part of the ongoing reciprocal agreement discussions with the Thames Valley District Board.
- Staff recommends replacing Activity Cards with new visit passes.
- Membership fees will be restructured when a new recreational software is implemented. New fee structure will be more user-friendly and have online registration and online payment options. In the meantime, it is recommended to establish an annual membership rate that can be paid in full or via a monthly payment option. Memberships can be canceled at any time with a 30-day notice.

Parks

- There will be no changes to Parks fees, however, staff will put more effort into enforcing the fees.
- New ball diamond rental fees have been proposed for rentals outside of regular user groups. Regular user group fees will be reviewed on an annual basis.
- Winter lights fees will be restructured next year after staff complete a thorough analysis of the current fee structure this season.

Fusion

- Fusion management has analyzed facility rental fees across the following municipalities, where comparable facilities exist: St. Mary's, Tillsonburg, Tavistock, Woodstock, St. Thomas, Waterloo, and London. The analysis uses the average across neighbouring municipalities for comparison purposes and recommends

facility rental fees at Fusion. In some cases, the space at Fusion is unique, and a comparator was unable to be found. Space at Fusion is underutilized during the hours that youth programs are not running and in some cases, it was determined that the current fee was higher than average. In these cases, the proposed fee is lower than the current fee, as the space is more likely to be utilized if the cost is in line with neighboring municipalities.

- Added birthday party fees to the schedule that are comparable to those currently offered at VPCC. The addition of birthday parties is similar to the fee for service structured programs in that it would allow for greater program offerings and would increase revenue to offset the current deficit without incurring any additional costs.

Fee for service structured programs at Fusion. Staff has compared fees for other youth programs in Southwestern Ontario, and it is recommended that Fusion phase in a hybrid model of drop in and fee for service programs. While many municipalities only offer fee for service programs for youth, it is not the intent to move to a full fee for service program model at Fusion. The combination of drop-in programs and fee for service programs would allow for greater program offerings and would increase revenue to offset the current deficit. Offering structured, fee for service programs at Fusion would not affect regular programs as the drop in aspect of Fusion would continue to be available for youth. In comparing other municipalities, it is recommended that the fees for structured programs at Fusion range from \$25 to \$100 per program and that programs are offered in sessions ranging from 6-12 weeks. Potential program offerings at Fusion would be: photography, animation, filmmaking, music lessons, radio broadcasting, cooking, coding, app development, robotics, art lessons, and sports.

The following chart summarizes proposed new fees or changes to existing fees:

ITEM	2017 Rate	2018 Rate Proposed	Comments
ARENA			
Ice Rental			
Prime Time - Adult	172.20	185.00	
Non-Prime Time - Adult	112.10	125.00	
Minor Sports Prime Time	137.30	142.00	
Minor Sports Non-Prime Time	92.50	95.00	
Arena Floor - Summer Months			
Sunday to Thursday	550.00	575.00	
Friday and Saturday	830.00	850.00	
Hourly	50.00	55.00	
Auditorium Rental			
Daily Rate			
Sunday to Thursday	250.00	265.00	
Friday and Saturday	475.00	500.00	
After 2am additional charge	36.00	40.00	
Hourly rate	47.00	50.00	

ITEM	2017 Rate	2018 Rate Proposed	Comments
Hourly rate - Community groups	16.00	25.00 (50% off hourly rate)	
Dryland Training Auditorium			
Minor Hockey *		600.00	New
West Oxford Inferno		250.00	New
* Minor and Non-Profit eligible for 50% reduction for arena floor, auditorium (where Liquor Permit not attached). Rate reduction not eligible for ice rentals, dryland training or any town programs.			
Possible ticket Ice			
During the day Monday-Friday from 8 am to 4:30 pm where ice is not used a \$10 fee per person with a minimum of 6 people required		10.00	
ADMISSIONS			
Public Skate			
Youth	3.00	3.50	
Student/Senior	3.75	4.00	
Adult	4.00	4.50	
Family`	9.25	10.00	
Parents & Tots	4.00	4.50	
Other Skates			
Shinny	6.50	7.00	
Huff and Puff	4.25	5.00	
Advertising			
Arena – rink boards per year		\$450.00	New
Arena – 4 x 8 wall ads / per year		\$275.00	New
Arena – 4 x 4 wall ads / per year		\$150.00	New
VICTORIA PARK COMMUNITY CENTRE			
Multi-Purpose Room			
Full Size / hr	38.50	42.00	
Full Size / day	191.75	207.00	
Small half / day	137.00	148.00	
Small half / hr	26.50	30.00	
VPCC Meeting Room			
Per hour	26.50	30.00	
Per day	137.00	148.00	
VPCC Board Room			
Weekday or evening – day		75.00	New
Weekday or evening – hourly		15.00	New
Weekend – day		150.00	New
Weekend – hourly		30.00	
Pool Rental			
Private (1 guard included up to 26 patrons)	98.00	108.00	
Private (2 guards included 27-46 patrons)	124.55	137.00	
Private (3 guards included 47-90 patrons)	144.25	160.00	
Non-Profit (1 guard up to 26 patrons)	61.25	66.00	
Schools (to 38 students/2 guards) per student	2.75		To be negotiated as per reciprocal agreement

ITEM	2017 Rate	2018 Rate Proposed	Comments
All rentals extra guard	17.25	19.00	
Pool Admissions			
Youth	3.00	3.50	
Teen/Senior	3.75	4.00	
Adult	4.00	4.50	
Family	9.25	10.00	
Kids 2 and under			
Drop-In Programs NEW			
Visit Pass		8.00	New
Visit Pass Senior		7.00	New
Visit Pass Youth		6.00	New
Activity Cards – Replaced by Visit Passes			
Aquafit/Aerobic 10-visit	55.00		Replaced
Day Pass 10-visit	71.50		Replaced
Squash - 10 visit	40.50		Replaced
Volleyball - 10 visit	36.50		Replaced
Adult swim - 20 visit	62.00		Replaced
Senior/Teen swim - 20 visit	55.25		Replaced
Youth swim - 20 visit	43.25		Replaced
Drop in Youth programs			
Friday Night Fun Night	5.00	6.00	
PROGRAMS			
1/2 hr youth / preschool	3.93	-	
1 hr youth or preschool – per class	5.25	5.50	
Adult Seasonal programs – per class	6.25	6.50	
Time for Tot's 1/2 day program/per class	12.50	13.00	
KinderKids 1/2 day program/per class	10.20	11.00	
Babysitting Course	44.00	50.00	
Stay Safe Course	31.00	40.00	
Day Camp - 1st child - weekly	127.75	150.00	
Day Camp - 1st child - daily	35.75	40.00	
Day Camp - 2nd child - weekly	117.00	140.00	
Day Camp - 2nd child - daily	33.75	\$35.00	
Extended Care AM weekly		\$15.00	New
Extended Care PM weekly		\$10.00	New
Tennis Lessons ½ hour		\$5.00	New
Tennis Lessons 1 hour		\$10.00	New
Tennis Camp (half day)		\$110.00	New
Coed Ball	430.50	\$508.50	
Men's Basketball	136.50	\$146.90	
Drop-In Volleyball (rec. and competitive)		\$30.00	New
Swim Lessons - 1/2 hr class per lesson	6.00	6.25	
Swim Lessons - 1 hr class per lesson	7.00	7.25	
Adult swim lessons	6.80	7.00	
Semi-Private Lessons	10.00	15.00	
Private Lessons	20.00	23.00	
Bronze Star	68.00	74.00	

ITEM	2017 Rate	2018 Rate Proposed	Comments
Bronze Medallion	136.20	145.00	
Bronze Cross	136.20	155.00	
Lifesaving Assistant instructor		140.85	New course
Lifesaving Instructor plus swim instructor		230.00	New course
Instructor Recertification	51.00	56.00	
National Lifeguard Service	225.00	250.00	
NLS Recertification	\$50.00	56.00	
Synchro Club per one hour class	7.00	7.25	
Pool Parties			
Package A	110.00	120.00	
Package B	140.00	150.00	
VPCC Memberships & extra fees			
VPCC Memberships – Month			
Student / Senior	47.30	-	Removed
Adult	61.00	-	Removed
Couple	107.90	-	Removed
VPCC Memberships - 3-month			
Student / Senior	123.00	-	Removed
Adult	159.50	-	Removed
Couple	254.14	-	Removed
VPCC Memberships - 6-month			
Student / Senior	221.50	-	Removed
Adult	287.10	-	Removed
Couple	457.50	-	Removed
VPCC Membership - yearly			
Student / Senior	377.00	390.00	
Adult	494.65	510.00	
Couple	878.95		
Aquatic/Fitness Family Membership			
Family aquatic/fitness yearly	878.95	900.00	
Family fitness 3-month	219.80	-	
Personal Training - member			
Member one hour	\$27.30	\$40.00	
5 – 1 hr sessions	\$136.50	\$150.00	
10 - 1 hr sessions	\$245.80	\$250.00	
½ hour session		\$30.00	New
5 – ½ hour session		\$125.00	New
Personal Training - non-member			
Non-member – 1 hr session	\$41.00	\$50.00	
5 – 1 hr sessions	\$184.60	\$205.00	
10 - 1 hr sessions	\$369.20	\$360.00	
Advertising			
VPCC 2 x 2 wall ads / per year		\$250.00	New
PARKS			
One time rental with lights		55.00	New
One time diamond rental without lights		45.00	New

ITEM	2017 Rate	2018 Rate Proposed	Comments
Advertising			
Main Vic 2 sided sign, visible from ball diamond & parking lot / Fusion Skatepark 4 x 8 / per year		\$275.00	New
GE #1 Only sold once Main Vic is sold out 4 x 8 / per year		\$150.00	New
FUSION			
Gym Rental			
Weekday or Evening – day	\$226.00	\$147.00	
Weekday or Evening - hour	\$45.20	\$51.00	
Weekend - day	\$379.68	\$193.00	
Weekend - hourly	\$64.41	\$85.00	
Gym Equipment Rental	\$16.95	\$23.00	
Special Set Up - flat fee	\$33.90	\$34.00	
AV Equipment Rental internal	\$33.90	\$34.00	
Lounge Rental			
Weekday or evening – day	\$186.45	\$147.00	
Weekday or evening - hourly	\$37.29	\$46.00	
Weekend - day	\$340.13	\$147.00	
Weekend - hourly	\$56.50	\$46.00	
Art Room Rental			
Weekday or evening – day	\$84.75	\$85.00	
Weekday or evening - hourly	\$16.95	\$17.00	
Weekend - day	\$238.43	\$85.00	
Weekend - hourly	\$36.16	\$17.00	
Special Set up - flat fee	\$33.90		
AV Equipment Rental Internal	\$33.90		
SureStart Training Room			
Weekday or Evening – day	\$169.50	\$85.00	
Weekday or Evening - hourly	\$33.90	\$23.00	
Weekend - day	\$282.50	\$85.00	
Weekend - hourly	\$56.50	\$23.00	
Youth Technology Centre (The "YTLC")			
Weekday or Evening – day	\$197.75	\$136.00	
Weekday or Evening - hourly	\$39.55	\$34.00	
Weekend - day	\$351.43	\$136.00	
Weekend - hourly	\$58.76	\$34.00	
I Mac Lab			
Weekday or Evening – day	\$113.00	\$114.00	
Weekday or Evening - hourly	\$22.60	\$23.00	
Weekend - day	\$266.68	\$114.00	
Weekend - hourly	\$41.81	\$23.00	
Kitchen			
Weekday or Evening – day		\$170.00	New
Weekday or Evening – hourly		\$40.00	New
Weekday – day		\$170.00	New

ITEM	2017 Rate	2018 Rate Proposed	Comments
Weekday - hourly		\$40.00	New
Birthday Parties – based on 10 participants, birthday cake, chips, and balloon included.			
Art Birthday party – includes art activity and 1 staff member, plus time in party room		\$150.00	New
Gym Birthday party – includes sports activities and 1 staff member, plus time in party room		\$150.00	New
Technology Birthday party – includes technology activity (multimedia, gaming tournaments, etc.) and 1 staff member, plus time in party room.		\$150.00	New
Cooking Birthday party – includes cooking activities and 1 staff member, plus time in party room		\$150.00	New
PROGRAM STAFF			
Staff planning time – hourly		\$30.00	New
Staff program time – hourly		\$30.00	New
SOCIAL ENTERPRISE PROGRAM			
MULTIMEDIA SERVICES			
AV Equipment External Rental			
Sound System Rental: One 12-channel compact mixer, two speakers, and one wired microphone are included in the rental package			
1 Day	\$124.30	\$125.00	
2 Day	\$223.74	\$224.00	
3 Day	\$279.68	\$280.00	
Sound technician - hourly	\$45.20	\$46.00	
Set up, delivery and take down	\$45.20	\$46.00	
Microphone, Sennheiser freoport wireless handheld microphone			
1 Day	\$33.90	\$34.00	
2 Day	\$61.02	\$62.00	
3 Day	\$76.28	\$77.00	
Microphone, Sennheiser freoport wireless lapel microphone			
1 Day	\$33.90	\$34.00	
2 Day	\$61.02	\$62.00	
3 Day	\$76.28	\$77.00	
Optoma EP758 DLP Projector			
1 Day	\$96.05	\$97.00	
2 Day	\$172.89	\$173.00	
3 Day	\$216.11	\$217.00	
Set up, delivery and take down fee applies to rentals without sound technician each way	\$45.20	\$46.00	
Sound Equipment External Rental			
Makie 1604-VLZ3 16-channel 4-Bus mixer with firewire			
1 Day	\$33.90	\$34.00	
2 Day	\$61.02	\$62.00	
3 Day	\$76.27	\$77.00	
Rapco 16-channel audio snake			
1 Day	\$22.60	\$23.00	

ITEM	2017 Rate	2018 Rate Proposed	Comments
2 Day	\$38.42	\$39.00	
3 Day	\$53.67	\$54.00	
DIGITAL RECORDING & AUDIO RECORDING			
Recording			
Five hours or less - hour	\$73.45	\$74.00	
Six hours or more - hour	\$50.85	\$51.00	
Mixing or Mastering – Minimum three hours - hourly	\$50.85	\$51.00	

INTERDEPARTMENTAL IMPLICATIONS

None.

FINANCIAL IMPLICATIONS

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

RECOMMENDATION

THAT Report No. T-015-18 be received for information.

AND THAT the Fees or Charges Schedule “A” as detailed in Appendix “A” to be approved and adopted by By-law # 18-5001.

ATTACHMENTS

Fees or Charges Schedule “A”

Prepared by: Iryna Koval, Director of Finance, Treasurer

Approved by: William Tigert, CAO

To: Mayor and Members of Town of Ingersoll Council

From: Ron Versteegen, Senior Planner, Community Planning

Request for Extension of Draft Approved Plan of Subdivision SB 14-02-6 – Sifton Properties Limited (Harrisview)

REPORT HIGHLIGHTS

- The application proposes to extend the approval of a draft approved plan of subdivision.
- The draft plan was originally approved in June, 2015 and was scheduled to lapse on June 10, 2018.
- A temporary extension was granted by this Office to June 30, 2018 to provide additional time to consider the extension request.
- Planning staff recommend support of a two-year extension to provide additional time to satisfy the conditions of draft plan approval and allow for the registration of the final portion of the draft plan of subdivision.

DISCUSSION

BACKGROUND

OWNER: Sifton Properties Limited
c/o Maureen Zunti
195 Dufferin Avenue
London, ON N6A 1K7

LOCATION:

The subject lands are described as Part of Lot 19, Concession 1, (West Oxford), in the Town of Ingersoll. The lands are located on the north side of Clarke Road East, between Harris Street and Hollingshead Road, in the south-eastern area of Ingersoll.

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 NO. 04-4160:

Existing Zoning: 'Special Residential Type 2 Zone (R2-14)', Special Highway Commercial Zone (HC-10)' and Highway Commercial Zone (HC)

PROPOSAL:

A request has been submitted to the County of Oxford for the purpose of extending draft approval of a plan of subdivision (SB 14-02-6) in the Town of Ingersoll. A temporary extension was granted on June 4, 2018 by the Planning office to June 30, 2018 to provide additional time to properly consider the applicant's extension request.

The draft approved plan was originally approved by the County of Oxford in June, 2015, comprising 131 single detached lots, 3 multi-family blocks, 2 commercial blocks, 2 road reserve blocks, and 1 park block, all served by 4 new streets, 1 servicing corridor block and 3 walkway blocks.

Since this time, two areas of the draft plan have been registered in the northern and western portions of the subdivision that resulted in the creation of Brookfield Avenue and the extensions of Chamberlin Avenue and Hollingshead Road. Plan 41M-309 was registered in December, 2015 and Plan 41M-328 was registered in August, 2017. The owner is requesting a further extension of draft approval to ensure adequate time is available to register the remaining portion of the draft plan of subdivision.

Plate 1, Existing Zoning & Location Map, shows the location of the subject lands and existing zoning in the immediate vicinity and also illustrates the extent of lands that remain within in the draft approved plan.

Comments

AGENCY REVIEW:

The development proposal was circulated to various agencies considered to have an interest in the proposal.

The Town of Ingersoll Chief Building Official, Town of Ingersoll Engineer, County of Oxford Public Works Department and Upper Thames River Conservation Authority indicated that they had no objections or concerns with the proposal.

Planning Analysis

County Council granted draft plan approval to a plan of subdivision on the subject property in June, 2015.

Planning staff note that two (2) year extensions are typically granted to ensure that the applicant is actively working towards registration of the approved plan as well as ensuring that sufficient municipal servicing capacity exists to accommodate the proposed development. Accordingly, Planning staff are satisfied that a two-year extension would be appropriate for the approved draft plan of subdivision.

As previously indicated above, since the plan was originally draft approved, two portions of the plan have been registered and the applicant is currently working towards registration of the remaining lands within the draft plan. In this respect, Planning staff are satisfied that the draft plan is proceeding in an appropriate manner.

In light of the foregoing, Planning staff recommend that draft approval be extended to June 30, 2020. A resolution from Town Council in support of the request is necessary for the County to grant an extension.

RECOMMENDATION

It is recommended that the Council of the Town of Ingersoll advise Oxford County that the Town supports a 2-year extension to the draft approval of the Sifton Properties Limited subdivision, (SB 14-02-6), for lands described as Part Lot 19, Concession 1 (West Oxford) in the Town of Ingersoll to June 30, 2020.

SIGNATURES

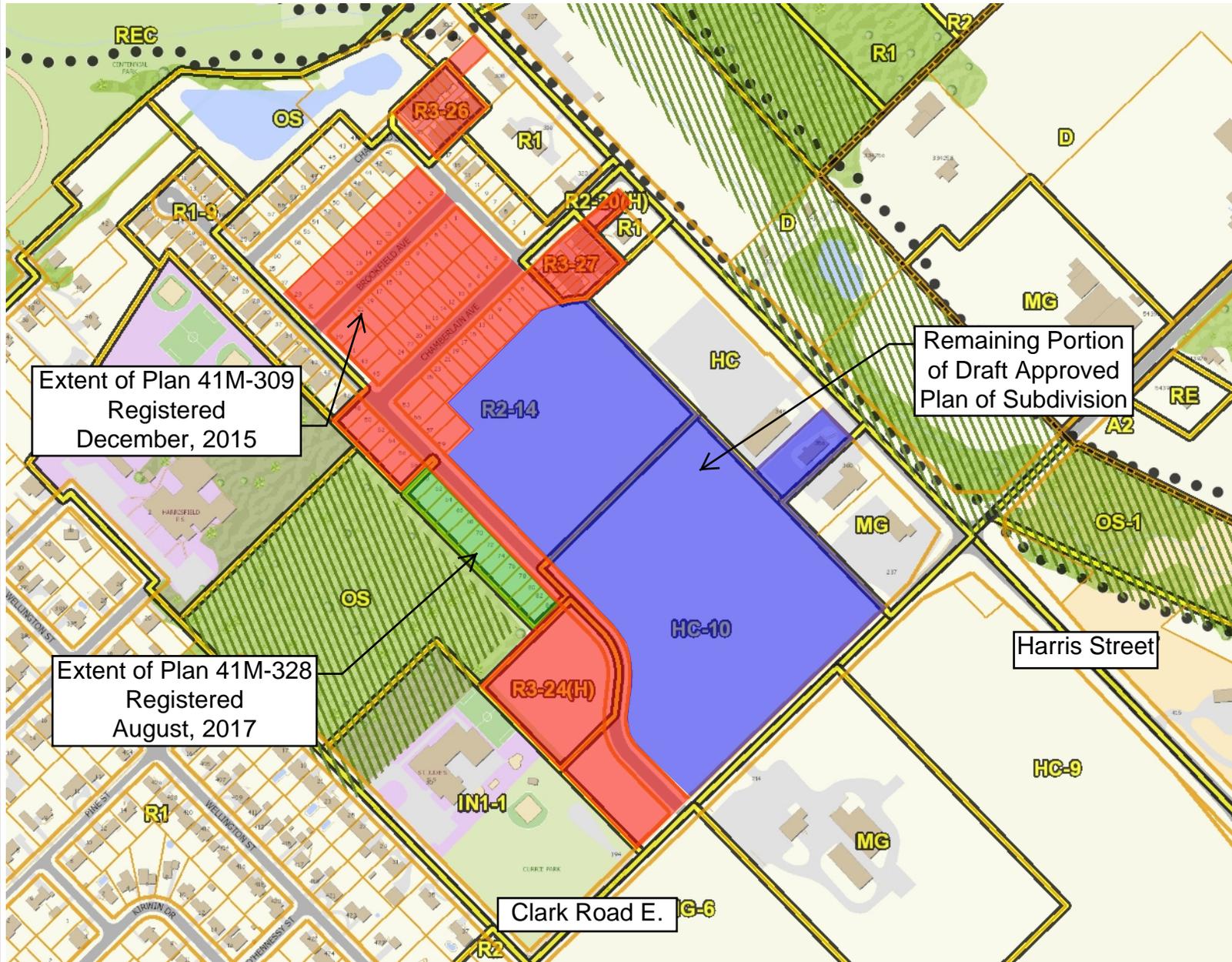
Authored by: ***“Original signed by”***

Ron Versteegen, MCIP, RPP
Senior Planner

Approved for submission: ***“Original signed by”***

Gordon K. Hough, RPP
Director

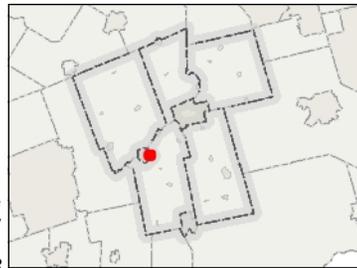
RV/rv
Jun 5, 2018



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



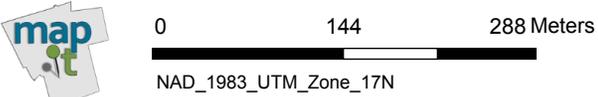
Extent of Plan 41M-309
Registered
December, 2015

Remaining Portion
of Draft Approved
Plan of Subdivision

Extent of Plan 41M-328
Registered
August, 2017

Harris Street

Clark Road E.



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

June 4, 2018

To: Mayor and Members of Town of Ingersoll Council

From: Ron Versteegen, Senior Planner, Community Planning

Town of Ingersoll Community Improvement Plan

REPORT HIGHLIGHTS

- The purpose of this report is to outline the Town's proposed Community Improvement Plan as prepared by staff.
- Based on a review of incentive programs offered by other municipalities throughout the Province, staff recommend that the Town's CIP include a variety of incentives to stimulate private investment, property maintenance and renewal in the downtown area as well as other parts of the Town.

DISCUSSION

BACKGROUND

In November, 2016 Ingersoll Council received a report from the Town Clerk informing Council that the initial Community Improvement Plan (CIP) drafted in 2010 and process followed by the Town did not meet the *Planning Act* requirements. As a result, the process needed to be reinitiated and more detail was required in the CIP in terms of funding programs. Subsequent to this, in April, 2017 a special meeting of Council was held to discuss potential funding incentives. Town staff were then directed to receive public comment on the potential incentives and to report back to Town Council.

Through a detailed review of incentive programs offered by other municipalities Town staff were able to assemble a list of potential programs that could be incorporated into the CIP. Staff also discussed the potential incentives at a senior management level and reached a consensus on the incentives that would be recommend for the CIP. A draft of the CIP and incentives were forwarded to the Ministry of Municipal Affairs for review. The comments received from the Ministry were considered and incorporated into the draft of the CIP as deemed appropriate.

The intent of the identified programs is to implement initiatives in a coordinated manner to stimulate private investment, property maintenance and renewal in the downtown and other areas of the Town.

The recommended programs in the CIP include a facade improvement program and residential conversion incentive, a rehabilitation and intensification program and a tax 'grant-back' program designed to either offset the cost for physical improvements to a building or property or offset the increase in municipal taxes resulting from a reassessment due to the improvements. The various loan programs are offered over varying lengths of time depending upon the program.

DISCUSSION:

Community Improvement Areas:

Section 28 of the *Planning Act* contains provisions which provide municipalities the authority to undertake comprehensive redevelopment or community improvement programs. This authority includes the power to acquire, hold, lease or otherwise dispose of lands, to construct or repair, rehabilitate or improve buildings, to make grants or loans to registered owners, and assessed owners and tenants of lands or buildings to pay for the whole or part of any cost of rehabilitating such land or buildings; and to enter into agreements with any government authority for the purpose of implementing a CIP.

In order to take advantage of these provisions, the Act stipulates that:

- i) The municipality must have Official Plan provisions relating to community improvement objectives and measures;
- ii) The municipality must designate, by by-law, a 'Community Improvement Project Area';
- iii) The municipality must prepare and adopt a 'Community Improvement Area Plan; describing the improvement measures to be undertaken. Prior to such adoption, public notice and the holding of a public meeting is required;
- iv) Once a Community Improvement Plan is adopted, actions to implement the plan do not require Provincial approval except where the provisions of the Municipal Act relating to the prohibition of bonusing may be violated.

The County Official Plan contains Community Improvement provisions and designates the entirety of the Town of Ingersoll as a community improvement project area. This is to ensure that the Town has the maximum degree of flexibility in identifying areas where deficiencies exists and where CIP's may be developed to address these specific issues.

Community Improvement Area Plan:

Attached for Council's consideration is a draft of the 'Community Improvement Plan'. The Plan is intended to apply to the lands which are designated 'Central Area' in the Official Plan. The purpose and intent of the CIP is to outline a possible range of municipal actions designed to stimulate private investment, property maintenance and renewal in the downtown area as well as other selected parts of the Town. This plan outlines a series of strategic initiatives in this regard which address the following areas:

- Economic Incentives;
- Partnership Programs; and
- Regulatory Incentives.

Public Consultation:

Notice of the May 30, 2018 Public Information Session and June 11, 2018 public meeting was posted in the Oxford Review. Additionally, direct notification of meeting dates was sent to the Town's Business Improvement Area as well as the Chamber of Commerce.

Four people attended the public information session and were supportive of the proposed CIP and incentive programs.

Recommended Incentive Programs

Staff have identified the following programs that are recommended for inclusion in the Ingersoll CIP:

1. FAÇADE IMPROVEMENT PROGRAM

This program is intended to provide a loan or grant to encourage exterior renovations which are in keeping with the desired aesthetic effect and historical/heritage characteristics of buildings within the designated areas. Eligible improvements may consist of external repairs to façades, including signage, lighting, entrances and display windows. All commercial and residential properties in the Central Area would be eligible, as would commercial properties outside of the Central Area located in high-profile locations. All works are to be generally in-keeping with the Central Area Design Study. Interior and roof work will not be eligible.

2. RESIDENTIAL CONVERSION, REHABILITATION AND INTENSIFICATION PROGRAM

This program is intended to provide a loan or grant to encourage property owners to create one or more new residential dwelling units within and near the Downtown core through the rehabilitation, renovation or addition to an existing building(s). The purpose of this program is to encourage an increase in the residential population living in and around the Downtown. Proposals may include the demolition of existing buildings to make way for the construction of new buildings containing multi-unit residential development, including registered condominium units. Programs to encourage residential development in the Downtown area are important to encourage the provision of a mix of housing types and support local commercial development.

3. UPDATE TO BUILDING CODE PROGRAM

This program is intended to assist property owners in the designated areas with the financing of building improvements that are often necessary to ensure older buildings comply with today's Building Code Requirements. The costs associated with these improvements as a means of protecting the public interest by proactively helping the Town in dealing with dilapidated buildings in the Downtown. This issue is amplified in the Downtown where much of the building stock is older and needs major improvements to meet present-day Building Code standards.

This program will support the maintenance, improvement, beautification and viability of the historic building stock in Downtown Ingersoll as well as encourage the development of residential units in older buildings through conversion and adaptive re-use, ensuring that buildings are safe for residents and patrons alike and bring participating buildings and properties within the identified community improvement project area into conformity with the Town of Ingersoll Property Standards By-law. Examples of works may include; the installation or alteration of fire protection systems such as sprinklers, stand pipes, fire alarms, emergency power and lighting, exit signs; the installation or alteration of fire separations; the construction or alteration of stairs, guards, handrails; the reinforcement of floors, walls, or ceilings; required improvements to ventilation systems; or improvements for barrier-free accessibility.

4. TAX INCREMENT EQUIVALENT GRANT PROGRAM

This program is intended to provide a grant to owners of lands and buildings who undertake improvements or redevelopment that result in an increased property assessment. Such improvements or redevelopment are also to be generally in-keeping with the objectives of the Town's Strategic Plan and design principles of the Central Area Design Study.

The amount of the grant provided will depend on the amount of the municipal portion of property taxes that has increased as a result of the improvements. The increase in realty tax represents the annual municipal realty tax in each year following improvement or redevelopment of lands and buildings over and above municipal realty tax prior to improvement or redevelopment of the lands in question. All property located within the Central Business District, and commercial and industrial properties within the CIP Area will be eligible for this program.

The increased in taxes, or tax increment, is calculated by subtracting the municipal portion of property taxes before reassessment from the municipal portion of property taxes after reassessment. The Town may provide any proportion of the increment for any length of time that Council deems appropriate, to a maximum of 10 years. The tax increment does not include any increase/decrease in municipal taxes due to a general tax rate increase/decrease.

This program shall not be applicable to any owner/business that appeals their assessment.

5. DESIGN GRANT BACK PROGRAM

This program is intended to provide a grant to owners of lands and buildings in the CIP area who wish to hire a professional, such as an architect (for preparing designs, estimates, etc.), an engineer (for structural analysis) or accredited designer (landscape, interior, lighting or graphics/signage), to develop a project concept for other programs offered under this CIP. Design Grants may be applied for prior to the submission of an application for applicable programs. All design work shall generally be in keeping with the design direction identified in this Plan, and the Central Area Design Guidelines to be eligible for funding through this program. This program only applies to anyone that is successful in receiving funding through another program.

Conclusion

It is not the intent of the CIP that the Town's commitment should be given for the implementation of all of various initiatives outlined, nor is it intended that the list of programs included be exclusive or exhaustive and does not obligate Council to implement all the programs immediately. The document is intended to provide an indication of a potential range of actions and is intended to be sufficiently generic to allow for additional projects and/or programs to be undertaken as they are identified, without amendment to the Plan, provided that they are demonstrably associated with Downtown revitalization, renewal or improvement and they do not introduce new direct financial incentives, which require further Provincial consultation.

All of the measures proposed for inclusion in the CIP are considered to be part of a 'toolbox' to be used at Council's discretion, which is to say that any of the programs may be initiated or discontinued at Council's discretion and as the program is warranted. As noted, Town Council will have the final approval as to how and when these programs are implemented.

It is the opinion of the Office that the proposed CIP is consistent with the provisions of the *Municipal Act* and *Planning Act*, the polices of the Provincial Policy Statement and comply with the policies of the County Official Plan.

RECOMMENDATION

It is recommended that CP Report No. 2018-151 be received as information;

And further that, it is recommended that the Council of the Town of Ingersoll adopt the Town of Ingersoll Community Improvement Plan dated June 11, 2018.

SIGNATURES

Authored by: *'Original signed by'*

Ron Versteegen, MCIP, RPP
Senior Planner

Approved for submission: *'Original signed by'*

Gordon K. Hough, RPP
Director

RV/rv
June 5, 2018



Ingersoll

COMMUNITY IMPROVEMENT PLAN



DRAFT

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1.0 Preamble to the Town of Ingersoll Community Improvement Plan

1.1 Introduction

Community improvement planning is commonly used as a tool to provide assistance to municipalities to address challenges related to growth management, accessibility and development. It provides a means of planning and financing development activities that effectively assist in the redevelopment of lands, buildings and infrastructure through the implementation of various financial incentives.

The intent of a Community Improvement Plan (CIP) is to outline, in one document, the possible range of improvement options which may be undertaken to promote and encourage renewal, redevelopment and rehabilitation within the key areas of the Town. The Plan is also intended to provide general design direction to complement and assist with the implementation of the financial incentive programs enabled by this CIP. To foster economic development and improvement, Town Council reserves the right to determine, at its sole discretion, the implementation schedule of the proposed financial incentives contained in the Plan.

The Plan is intended to provide a list of suggested incentive programs that Council might draw upon in its decision making to direct funding towards programs deemed as a priority to assist with improvement. As such, the Town is not obligated to implement all of the incentives outlined in this Plan.

1.2 Legislative Authority and Policy Framework

1.2.1 Municipal Act

Ontario's Municipal Act, 2001 is the principle statute governing municipal organization and the delivery of services in Ontario. The Act came into effect on January 1, 2003, replacing the 1990 Municipal Act. Effective January 1, 2007, the *Municipal Statute Law Amendment Act* introduced significant amendments to the Municipal Act, providing municipalities with greater flexibility to meet community expectations and fulfilling responsibilities.

Section 106 of the Municipal Act prohibits municipalities from directly or indirectly assisting any manufacturing business or other industrial or commercial enterprise through the granting of financial incentives, a practice that is commonly referred to as 'bonusing'. Notwithstanding Section 106, the Act does provide an exception which allows a municipality to offer certain incentives where the said municipality has approved a Community Improvement Plan in accordance with Section 28 of the Planning Act.

1.2.2 Planning Act

The Planning Act empowers the Council of a lower-tier or local municipality to designate Community Improvement Project Areas (CIPAs) and develop CIPs in accordance with the Act. Where a municipality has an approved CIP in place, the Act directs that the municipality may:

- Acquire, hold, clear, grade, otherwise prepare, sell, lease or otherwise dispose of lands;
- Construct, repair, rehabilitate or improve buildings on lands acquired or held by the municipality;

- Make grants or loans to registered owners, assessed owners and tenants of lands or buildings to pay for the whole or part of any cost of rehabilitating such lands or buildings; and
- Enter into agreements with any government authority for conducting studies and for the preparation, implementation and financing of plans and programs.

1.2.3 Provincial Policy Statement

The Provincial Policy Statement – 2014 (PPS) came into effect on April 30, 2014 and provides policy direction on matters of provincial interest related to land use planning and development. The PPS establishes the policy foundation for regulating the development and use of land and supports the provincial goal of enhancing the quality of life for the citizens of Ontario. The PPS is issued under Section 3 of the Planning Act, which requires that all decisions affecting land use planning matters “shall be consistent with” policy statements issued under the Act.

The PPS provides high-level policy direction pertinent to community improvement areas, including intensification, redevelopment, mixed land use and heritage preservation. In this regard the PPS generally promotes:

- Land use patterns in settlement areas based on densities and a mix of land uses that use land and resources efficiently, promote energy efficiency and provide a range of uses and opportunities for intensification and redevelopment (Section 1.1.3.2);
- Opportunities for intensification and redevelopment where this can be accommodated taking into account existing building stock or areas, including brownfield sites (Section 1.1.3.3);
- Development standards which facilitate intensification, redevelopment and compact form (Section 1.1.3.4);
- Integrated and viable rural areas that build upon rural character and rural amenities, promote regeneration and conservation of existing rural housing stock and provide an appropriate range and mix of housing types (Section 1.1.4.1);
- Providing an appropriate range of housing types and densities to meet projected requirements of current and future residents with residential intensification, densities which support active transportation modes including public transit, and redevelopment which facilitates a compact form (Section 1.4.3);
- Planning of streets and spaces which meet the needs of pedestrians, foster social interaction and facilitate community connectivity (Section 1.5.1);
- A land use pattern, density and mix of uses which minimizes vehicle trips and supports transit and active transportation (Section 1.6.7.4);
- Opportunities for economic development, maintaining and enhancing the vitality and viability of the downtown and main streets and encouraging a sense of place by conserving features that help define culture (Section 1.7.1);
- Energy conservation and efficiency and improved air quality through compact form and a structure of nodes and corridors, focusing employment and other travel-intensive uses on sites which are well served by transit, improving the mixture of employment and housing to shorten commute journeys, design to maximize energy efficiency and conservation (Section 1.8.1); and,
- Conservation of significant built heritage resources and significant cultural heritage landscapes (Section 2.6.1).

1.2.4 County of Oxford Official Plan

Town of Ingersoll Land Use Policies

Section 9 of the Official Plan contains land use policies applicable to the Town of Ingersoll that provide general policy direction and the long-range planning framework for development within the Town. Within these policies are a number of strategic initiatives that are relevant in the development of a CIP. These initiatives include:

- Promoting a positive business environment within the Town to enable business, industry and labour to compete in the local, national and international market place;
- Recognize the downtown as the heart of the community and promote the downtown area as a people place in order to maintain its role as the focal point of the community for residents and businesses;
- Maintain a commercial core as the highest order retail shopping district capable of meeting the day to day and specialty needs of residents;
- Promote the Central Area as a place of employment and focus of economic activity;
- Support the creation of new residential units within the commercial buildings in the Central Area; and,
- Conserve and enhance the heritage of Central Area resources, including buildings, structures, sites, and landscape elements having architectural, historical or cultural significance.

Cultural Heritage Policies

The Official Plan requires that significant built heritage resources and cultural heritage landscapes that are valued by the community, be conserved. If the Town identifies a property as having significant cultural heritage value or interest, it may initiate the process of designating the property by By-law under the [Heritage Act](#). The Town also has the power to designate Heritage Conservation Districts where the character of older neighborhoods and areas of the Town have significant heritage value, such as the [Central Area](#).

The CIP should support these policies in the Official Plan by recognizing existing cultural heritage resources and promoting the designation of potentially significant properties within the Community Improvement Project Area.

Transportation Policies

The goal of the Town is to establish a coordinated transportation system that facilitates the safe and efficient movement of traffic within the Town as well as external linkages in the regional setting.

Schedule "1-4" of the Official Plan identifies the road network within the Town of Ingersoll. These identified roads have various functions based on the capacity and their location within the Town. The CIP should recognize the established road network and identify opportunities for improving the transportation network through off-street parking, infrastructure improvements and other initiatives deemed appropriate by the Town.

It is recognized that some roads within the Town are under the jurisdiction of the County and any program would need approval and cooperation of the County.

Community Improvement Policies

Section 10.4 of the County Official Plan includes policies intended to direct County and Area Municipal actions regarding upgrading, redeveloping and rehabilitating the physical environment of existing, older residential neighbourhoods, ancillary open space and recreational areas, commercial centres and industrial areas. The policies are intended to guide both private and public community improvement activities within designated community improvement project areas and are premised on a number of goals, including:

- The upgrade and improvement of municipal hard services, social and recreational facilities and public utilities;
- The preservation and upgrade of older residential neighbourhoods and settlements;
- The strengthening of existing central areas and Village Core areas;
- The improvement of existing industrial areas by encouraging further development and redevelopment;
- Consideration of participation in senior government funding assistance programs; and
- Encouraging the coordination of municipal, private and community organizations in promoting community improvement efforts.

In addition to a number of general criteria for the designation of community improvement areas, the Official Plan provides additional guidance for identifying residential, commercial and industrial improvement areas based on, among other matters, the structural integrity of building stock, lack of community facilities and, in the case of commercial improvement districts, those areas that are experiencing high vacancy rates, inadequate off-street parking and poor traffic circulation.

The County of Oxford Official Plan directs that those areas designated as a Large Urban Centre on Schedule C-3 are intended to be identified as Community Improvement Project Areas (CIPA). Further, it is anticipated that the designated CIPAs will generally cover an entire community and that the criteria for residential, commercial and industrial improvement areas (as contained in Section 10.4 of the Plan) will guide development within more specifically defined areas.

2.0 Community Improvement Plan (CIP)

2.1 The Central Area

Ingersoll's Central Area contains a range of commercial, residential, institutional, recreational and industrial uses. As the Town's historic business district, the Central Area comprises a variety of new and historic buildings

2.2 Ingersoll Central Area Design Guidelines

With the goal of forming a long term and fluid urban design plan for the Ingersoll's Downtown, in 2014 the Town of Ingersoll, in conjunction with the County Community Planning Office initiated a project to

develop Design Guidelines for the Central Area of the Town. The guidelines were developed to outline best urban design practices and establish design recommendations that recognize the importance of the Town's Central Area, while enhancing economic development potential. The study focuses on the Central Business District and Entrepreneurial District, as defined in the County Official Plan.

The study included an in depth analysis of the Downtown's existing conditions as it relates to main street character, circulation (driving, walking and cycling), key intersections, property characteristics and key destinations and views. A number of sites were also evaluated to determine redevelopment opportunities for the purpose of revitalizing the Downtown and surrounding areas.

The Design Study contains a number of overall recommendations for the study area, as well as area-specific goals and phasing for each of the 'Character Areas' that are identified in the study. More specifically, the Character Areas are:

- Central Area Core, which consists of main street – Thames Street, south of the southern (C.P. Railway) railroad track, to below King Street;
- Central Area Green, which consists of the area surrounding the Central Area Core, south of the C.P.R. railroad track and south of Mutual Street;
- Central Area North, which consists of the area north of the C.P.R. railroad tracks along and surrounding Thames Street as well as the area north of Mutual Street along Charles Street East.

The goal of the guidelines is to transform the study area into an attractive public and private realm, providing a unique Downtown experience that is enjoyable for all.

The Design Study also include a number of recommendations intended to assist the community in effectively implementing the design principles contained in the document. Generally, the Study will serve to guide the physical development of the Central Area and will provide a basis for Council's consideration of future Official Plan policies, Zoning By-law provisions, site plan guidelines and community improvement initiatives. In implementing the Town's CIP, the guidelines also are in to intended to serve as a tool for the Town in reviewing development and redevelopment applications in the Central Area.

The recommendations relevant to a community improvement plan included:

- Targeted land uses for each character area;
- Proposed street character classifications;
- On-street parking, sidewalks, amenities, signage and lighting, landscaping and gateways;
- Proposed building form, setbacks, height and roofline, material and details, entryways, windows, appurtenances, signage and lighting and public realm; and,
- Specific urban design guidelines for each identified character area.

The results of the above-noted analysis were brought to the public through an extensive consultation process. This included open house/workshops to obtain feedback from the community, together with focused meetings with selected stakeholders and interest groups within the Town. The guidelines were ultimately adopted by Town Council in November, 2014.

2.3 Community Improvement Project Area (CIPA)

The CIP applies to all lands within the Town of Ingersoll, as identified on Appendix I, respectively.

2.4 Agency Circulation and Public Process

In 2017, Town staff together with County Planning staff, initiated the development of a Town CIP that would identify several financial incentive programs to assist with renewal in the Central Area of the Town.

The Town CIP has been prepared in accordance with the provisions of Section 28 of the Planning Act. The draft Community Improvement Plan (CIP) was circulated to the prescribed public bodies as required by Section 17 of the Act and a final draft was prepared, reflecting those comments received through the noted circulation.

The statutory public meeting to consider the Community Improvement Plan was held on June 11, 2018, and the Plan was approved by Town Council on June 11, 2018.

2.5 Goals and Objectives

The fundamental goal of the CIP is to promote development in the Central Area and employment lands by encouraging property and business owners to improve the visual quality and function of buildings with a view to enhancing the long-term viability and economic stability of the Town. Generally, the objectives of the CIP are to:

- facilitate the ongoing viability, vitality and revitalization of the Downtown core;
- encourage long-term investment that improves the economic climate of the Town;
- outline a set of key design principles to form a basis for improvement efforts;
- improve the physical and visual quality of the existing building inventory;
- conserve and strengthen traditional heritage features within designated community improvement areas by encouraging improvement that is 'sympathetic' to the history of the area and encouraging reuse;
- promote a visually attractive, safe and clean public realm that is accommodating and accessible to all users;
- stimulate private investment activity and private property maintenance; and
- increase sense of community participation and civic pride.

2.6 Monitoring and Changes to the CIP

The Town supports actions that may be undertaken to promote revitalization and renewal, either through the use of one initiative or a combination of complementing incentives. However, the Town is not obligated to implement the incentive programs as outlined in this Plan and may choose to discontinue any incentive associated with the CIP at the sole discretion of Town Council.

Where Town Council resolves to discontinue a program or incentive, any approved proposals underway at the time will generally be honoured until the development is concluded. However, the decision to honour proposals is at Council's sole discretion.

2.7 Implementation

Council shall prepare and adopt a set of guidelines and procedures to establish specifics on how the various elements of the Plan will be implemented. The guidelines will address such issues as the application and approval procedures, agreement requirements, and how decisions will be made regarding which projects receive approval.

At the time Council establishes its annual budget, Council will determine the maximum contribution to be made available to various programs under the CIP for the current year.

The Town will conduct periodic reviews of the programs being implemented under the CIP to determine their effectiveness and to determine whether funding levels should be increased or decreased, or whether modifications to the program should be made. Any changes to the financial incentives programs will require pre-consultation with Ministry of Municipal Affairs and Housing (MMAH).

3.0 Financial Incentive Programs

This section outlines the financial incentive programs that may be implemented by the Town through the CIP. These incentive programs are designed to stimulate and assist new development, redevelopment and rehabilitation of vacant, underutilized or deteriorated properties in the designated areas of the Town which may be funded by way of both grants and loans.

Annual limits on expenditures/funds to be made available for the financial incentive programs in this Plan will be determined by Town Council. Detailed program implementation policies will also be established by the Town for the programs identified in this Plan.

The following general implementation and eligibility criteria shall apply to all financial incentive programs offered through this plan:

- Applications for funding shall generally be submitted prior to the issuance of a building permit. Grants will only be paid out after the applicable improvements have been completed and inspected by the Town and all outstanding work orders have been satisfied;
- If the applicant is not the owner of the property, the applicant must provide written consent from the owner of the property to make the application;
- The taxes for a property must be paid in full before any grant or loan is paid to an eligible property owner and shall be kept up to date during the period of time participation in the program occurs, otherwise such grant or loan shall be forfeited and any grant or loan shall be repaid to the Town;
- If a property is under an assessment appeal, the grant or loan application will be held in abeyance until the appeal is resolved;
- Any property owner successful in receiving incentive 3.4, Tax Increment Equivalent Grant Program, shall not appeal their assessment or they will forfeit the grant;
- Any program applicant may be required to provide a business plan for the proposed works as part of the application;
- Participating property owners will be required to enter into an agreement with the Town specifying such items as the level of loan or grant available and the terms and conditions

associated with the loan or grant, including the circumstances whereby an owner would be obligated to repay the Town for any loans or grants received;

- If a building erected or improved with a program grant or loan is demolished prior to the expiry of the grant or loan period, or the property is not maintained in a satisfactory state of repair consistent with Town By-laws, the grant or loan is forfeited and will be recovered by the Town;
- To be eligible for any of the funding programs, the proposed work should generally be consistent with the goals of this CIP, all Town policies, standards and procedures including zoning, site plan guidelines, heritage matters, and Central Area Design Guidelines and will be subject to review and the issuance of all required planning and development approvals and building permits;
- The total cost of all grants and loans provided by the Town and County combined may not exceed the total cost of rehabilitation;
- All applications for loan assistance under this CIP will be considered on a 'first come, first served' basis and will be restricted to the limit of budgeted funding. Should the number of eligible projects exceed the annual funding available, those eligible projects will be held in queue until and if funding becomes available the following year;
- Prior to approving an application under this CIP, the Town reserves the right to request an independent audit of the applicants accounts, at the expense of the applicant, and to ensure that all other work orders or requests to comply from all other departments and agencies, have been satisfactorily addressed;
- Any applicant may be required to provide quotes and/or cost estimates for services and materials subject to an application;
- The Town may, at any time, discontinue a program; however, any participants in the program prior to its closing will generally continue to receive loans or grants as approved for their property until the conclusion of their project (at Council's sole discretion);
- Unused funds from a particular program may be transferred to reserve for CIP use in future years at the discretion of Town Council.

The following outlines each program that may be offered at the discretion of Town Council within all or part of the Community Improvement Project Area.

3.1 Façade Improvement Program

This program is intended to provide a loan or grant to encourage exterior renovations which are in keeping with the desired aesthetic effect and historical/heritage characteristics of buildings within the designated areas. All façade improvements must adhere to the Central Area Design Guidelines. For the purposes of this program, a non-street front facade shall mean a portion of a non-street front building that is visible from an adjacent street or alleyway. Eligible improvements may consist of external repairs to façades and non-street front facades, including signage, awnings, decorative lighting, entrances and display windows. Interior and roof work will not be eligible.

3.2 Residential Conversion, Rehabilitation and Intensification Program

This program is intended to provide a loan or grant to encourage property owners to create one or more new residential dwelling units within and near the Downtown core through the rehabilitation, renovation or addition to an existing building(s). The purpose of this program is to encourage an increase in the residential population living in and around the Downtown. Proposals may include the demolition of existing buildings to make way for the construction of new buildings containing multi-unit residential

development, including registered condominium units. Programs to encourage residential development in the Downtown area are important to encourage the provision of a mix of housing types, and a tenure mix.

3.3 Update to Building Code Program

This program is intended to provide a grant to assist property owners in the designated areas with the financing of building improvements necessary to ensure older buildings comply with current health and safety to conform with Municipal, Provincial and Federal requirements. Such improvements are a means of protecting the public interest by proactively dealing with dilapidated buildings. This issue may be amplified in the Downtown area, as much of the building stock is older and needs major improvements to meet present-day building code standards.

3.4 Tax Increment Equivalent Grant Program

This program is intended to provide a grant to owners of lands and buildings who undertake improvements or redevelopment that result in an increased property assessment. The amount of the grant provided will depend on the amount of the municipal portion of property taxes that has increased as a result of the improvements. The increase in local municipal property tax represents the annual municipal property tax in each year following improvement or redevelopment of lands and buildings over and above municipal realty tax prior to improvement or redevelopment of the lands in question. All commercial and multi-unit residential properties located within the CIP area will be eligible for this program. Commercial areas outside of the Central Area and industrial properties may also be eligible, where appropriate.

The increase in taxes, or tax increment, is calculated by subtracting the municipal portion of property taxes before reassessment from the municipal portion of property taxes after reassessment. The Town may provide any proportion of the increment for any length of time that Council deems appropriate. The tax increment does not include any increase/decrease in municipal taxes due to a general tax rate increase/decrease, or a change in assessment for any other reason.

This program shall not be applicable to any owner/business that appeals their assessment.

3.5 Design Grant Back Program

This program is intended to provide a grant to owners of lands and buildings in the CIP area who wish to hire a professional, such as an architect (for preparing designs, estimates, etc.), an engineer (for structural analysis) or accredited designer (landscape, interior, lighting or graphics/signage), to develop a project concept for other programs offered under this CIP. Design Grants may be applied for prior to the submission of an application for applicable programs. All design work shall generally be in keeping with the design direction identified in this Plan, and the Central Area Guidelines to be eligible for funding through this program. This program only applies to anyone that is successful in receiving funding through another program.

3.6 Oxford County Tax Grant Back Incentive Program

Oxford County has also adopted a Community Improvement Plan that applies to those lands within the County of Oxford that are subject to a local municipal downtown, central area, or village core-oriented community improvement plan. All lands within the Central Area of the Town of Ingersoll, as identified on Appendix I, have to be designated by County Council, by by-law, as a Community Improvement Project Area (CIPA) for the purpose of administering the CCIP. Similar to the tax incentive program offered through the Town CIP, the County CIP provides a tax grant back to owners of commercial, industrial or institutional properties and buildings who undertake improvements or redevelopment that result in an increased property assessment. Where a property is eligible for a tax grant back in accordance with the eligibility criteria as contained in the Town CIP and is located in the Central Area, as defined in the County CIP, the subject property may be eligible to receive a grant back for the increased County portion of taxes that would result in the proposed redevelopment or improvement. As the County CIP is intended to complement and enhance the incentives offered through the Town CIP, this duplication of financial assistance is acknowledged and will be permitted.

DRAFT

Appendix II: Town of Ingersoll Community Improvement Plan Summary of Community Improvement Initiatives

PROGRAM	GENERAL TERMS
<p>Façade Improvement Program</p>	<p>The loan will be a maximum of \$10,000 interest free amortized over a 5 year period with a grant of \$2,000 to be awarded upon successful completion of all requirements of the program. Each façade is eligible for its own loan.</p> <p>The loan/grant will be paid to the property owner upon receipt of invoices for all completed work and after the Town inspects the completed work to ensure the improvements have been described in the application. The loan/grant will be in the amount of the invoices showing the actual costs of the work completed, not the estimated costs.</p> <p>All loans are subject to a signed loan agreement with the Town. Further details of the loan shall be outlined in the loan agreement. At the discretion of the Town, agreements may be transferrable to a new owner should the new owner meet all of the program’s criteria and agrees to the terms and conditions of the loan. Otherwise, where ownership is transferred, the outstanding balance shall be due immediately.</p>
<p>Residential Conversion, Rehabilitation and Intensification Program</p>	<p>The Town will grant back 50% of the building permit fees associated with residential conversion, rehabilitation and intensification. The Town will provide a tax incremental grant on improvements that create an increase in assessment over a 5 year period with 80% of the tax increase granted back in year 1, 70% in year 2, 60% in year 3, 40% in year 4 and 20% granted back in year 5. The grant will be awarded upon successful completion of all requirements of the program.</p> <p>The grant(s) will be paid to the property owner upon receipt of invoices for all completed work and after the Town inspects the completed work to ensure the improvements have been described in the application.</p> <p>All grants are subject to a signed agreement with the Town. Further details shall be outlined in the agreement. At the discretion of the Town, agreements may be transferrable to a new owner should the new owner meet all of the program’s criteria and agrees to the terms and conditions.</p>

PROGRAM	ELIGIBILITY CRITERIA
Update to Building Code Program	<p>The Town will grant back 50% of the building permit fees associated with residential conversion, rehabilitation and intensification.</p> <p>The grant(s) will be paid to the property owner upon receipt of invoices for all completed work and after the Town inspects the completed work to ensure the improvements have been described in the application.</p> <p>All grants are subject to a signed agreement with the Town. Further details shall be outlined in the agreement. At the discretion of the Town, agreements may be transferrable to a new owner should the new owner meet all of the program's criteria and agrees to the terms and conditions.</p>
Design Grant Back Program	<p>The Town will grant back 50% of the eligible costs to a maximum of \$1,500 for anyone successful in receiving funding for other programs within the Community Improvement Program.</p> <p>The grant(s) will be paid to the property owner upon receipt of invoices for all completed work and after the Town inspects the completed work to ensure the improvements have been described in the application.</p> <p>All grants are subject to a signed agreement with the Town. Further details shall be outlined in the agreement. At the discretion of the Town, agreements may be transferrable to a new owner should the new owner meet all of the program's criteria and agrees to the terms and conditions.</p>

PROGRAM	ELIGIBILITY CRITERIA																																		
<p>Tax Increment Equivalent Grant Program</p>	<p>Improvements that result in an increased property assessment will be granted back a portion of their municipal taxes. The grant will be calculated by subtracting the municipal portion of property taxes before reassessment from the municipal portion of taxes after the increase in assessment, but takes into calculations any increase in property tax due to a general tax increase or decrease, or change in assessment for any other reason. The grant will be structured as follows:</p> <p>For projects under \$1,000,000 (based on building permit):</p> <table border="1" data-bbox="467 516 1414 772"> <thead> <tr> <th>Year</th> <th>Portion of Municipal Tax Incremental Grant</th> </tr> </thead> <tbody> <tr><td>1</td><td>80%</td></tr> <tr><td>2</td><td>70%</td></tr> <tr><td>3</td><td>60%</td></tr> <tr><td>4</td><td>40%</td></tr> <tr><td>5</td><td>20%</td></tr> </tbody> </table> <p>For projects over \$1,000,000 (based on building permit) or brownfield redevelopment:</p> <table border="1" data-bbox="467 879 1414 1325"> <thead> <tr> <th>Year</th> <th>Portion of Municipal Tax Incremental Grant</th> </tr> </thead> <tbody> <tr><td>1</td><td>100%</td></tr> <tr><td>2</td><td>90%</td></tr> <tr><td>3</td><td>80%</td></tr> <tr><td>4</td><td>70%</td></tr> <tr><td>5</td><td>60%</td></tr> <tr><td>6</td><td>50%</td></tr> <tr><td>7</td><td>40%</td></tr> <tr><td>8</td><td>30%</td></tr> <tr><td>9</td><td>20%</td></tr> <tr><td>10</td><td>10%</td></tr> </tbody> </table> <p>The grant will be paid to the property owner upon completion of the build for all completed work and after the Town inspects the completed work to ensure the improvements have been described in the application. The grant will be issued once the reassessment and calculations have been completed.</p> <p>All grants are subject to a signed agreement with the Town. Further details shall be outlined in the agreement. At the discretion of the Town, agreements may be transferrable to a new owner should the new owner meet all of the program's criteria and agree to the terms and conditions.</p>	Year	Portion of Municipal Tax Incremental Grant	1	80%	2	70%	3	60%	4	40%	5	20%	Year	Portion of Municipal Tax Incremental Grant	1	100%	2	90%	3	80%	4	70%	5	60%	6	50%	7	40%	8	30%	9	20%	10	10%
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An aerial photograph of a river meandering through a lush, green forest. The river is the central focus, curving from the top right towards the bottom left. The surrounding forest is dense and vibrant green, with some areas showing lighter green, possibly indicating different tree species or a clearing. The overall scene is peaceful and natural.

FutureOxford

UPDATE TO COUNCILS

**FUTURE OXFORD PARTNERSHIP
MAY-JULY 2018**

OUTLINE



- Overview
- Community Wellbeing report
- Economy partnership report
- Zero Poverty report

FUTURE OXFORD OVERVIEW



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

FutureOxford.ca

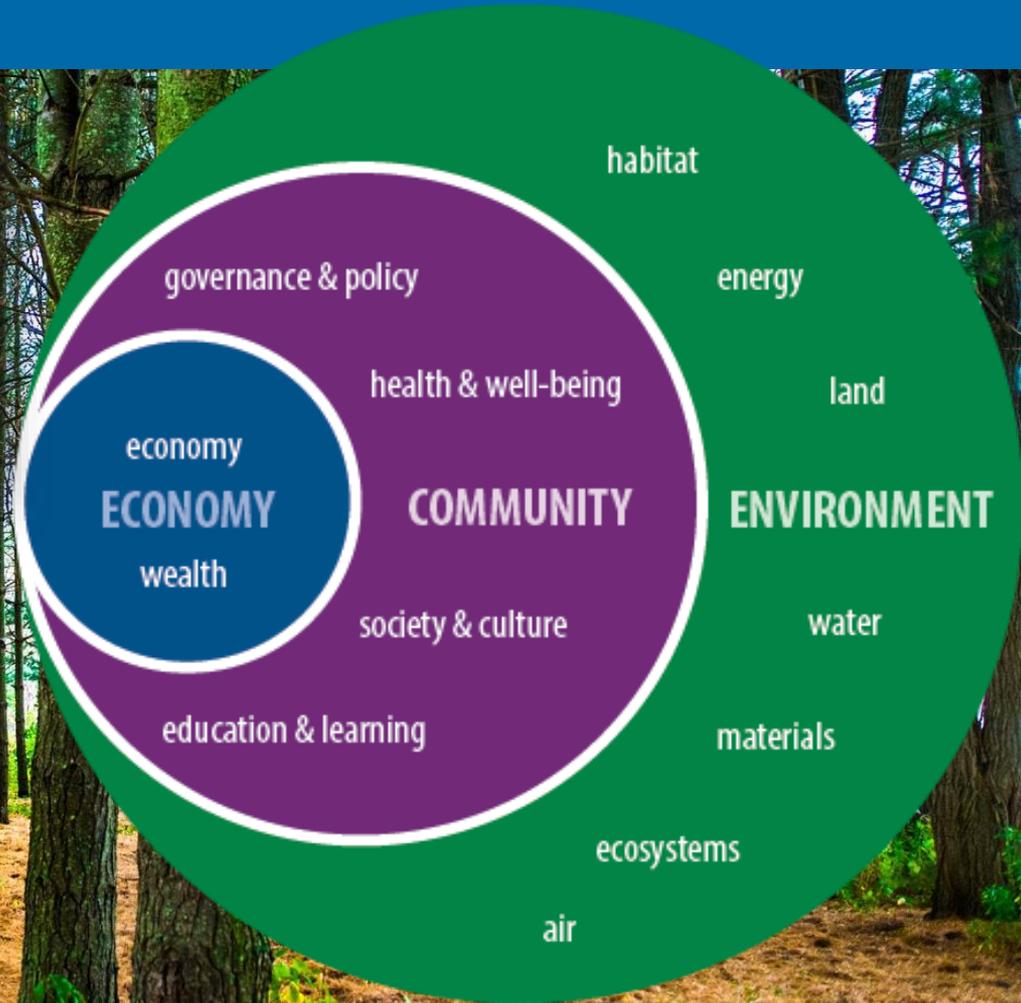
Vision
A vibrant, prosperous, and responsible Oxford for all.

Mission
To achieve community sustainability throughout Oxford.

Community goals

Economy goals

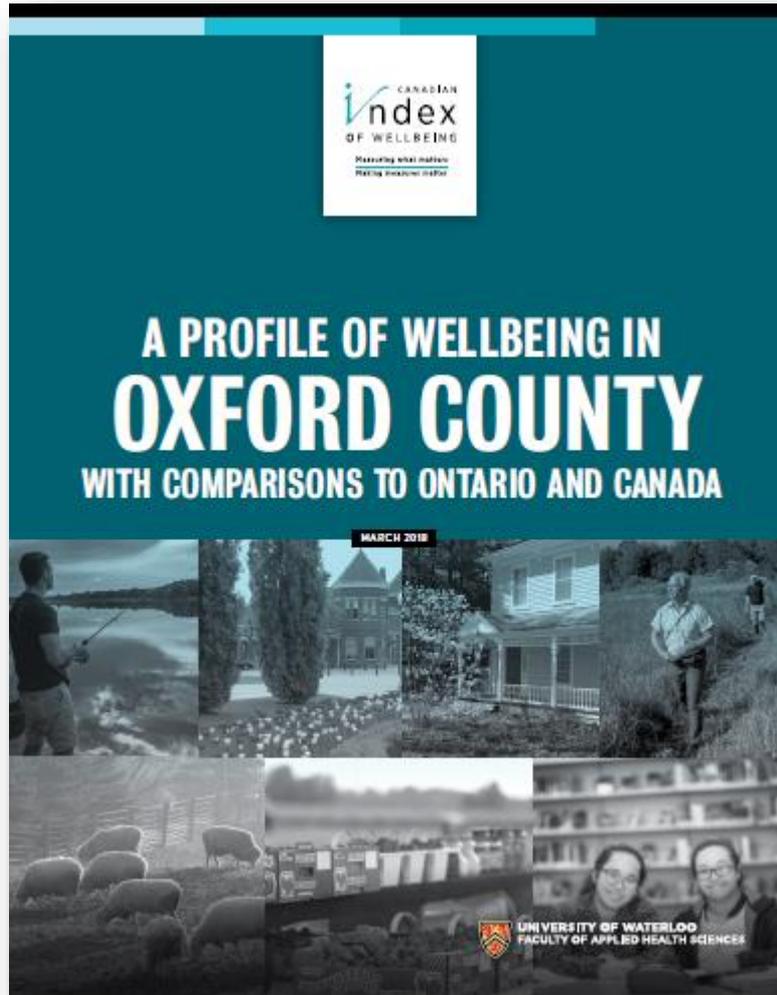
Environment goals



FUTURE OXFORD OVERVIEW



COMMUNITY WELLBEING REPORT



*“What is the **ultimate purpose** of a community, a province, or a country? Does it exist only for the sake of commerce and economy? Or is it founded on a broader vision of a place where families and communities can prosper?”*

COMMUNITY WELLBEING REPORT

index CANADIAN OF WELLBEING
Measuring what matters
Making measures matter

Oxford County Community Wellbeing Survey:
A Comparison of Oxford Residents on Selected Aspects of their Wellbeing

A report for the
Community Oxford Committee

Margo Hilbrecht and Bryan Smale
Canadian Index of Wellbeing
University of Waterloo

September 2016

A partnership with **CommunityOxford**

FutureOxford
Oxford County
growing stronger...together
ROI RURAL ONTARIO INSTITUTE
United Way Oxford
COMMUNITY EMPLOYMENT SERVICES
Woodstock and Area
Community Health Centre

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Oxford County Residents'
Comments on Wellbeing

An **Addendum** to the
Oxford County Community Wellbeing Survey:

Margo Hilbrecht, Annabel Wiersma, and Bryan Smale
Canadian Index of Wellbeing
University of Waterloo

June 2016

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COMMUNITY WELLBEING REPORT

CommunityOxford

BUILDING ON THE OXFORD Community Wellbeing SURVEY

What did the community tell us?
What does it mean for your success?



Read the survey results and learn more online at www.communityoxford.ca

JOIN US!
February 22, 2017
8:15 a.m. - 10:30 a.m.

WHAT IS IT?
An opportunity to discuss how we can work together to understand and use the wealth of information in the 2016 Community Wellbeing Survey. Topics include: work, health, education, standards of living, and leisure and culture.

WHO SHOULD GO?
Service providers, businesses and groups that want to serve our community better.

AGENDA:
*Continental breakfast provided.

8:15 a.m. Registration
8:30 a.m. Dr. Bryan Smale, Director, Canadian Index of Wellbeing
Round table discussion
10:30 a.m. Closing

FUSION YOUTH ACTIVITY & TECHNOLOGY CENTRE
121 Thames St N, Ingersoll

RSVP REQUIRED
www.futureoxford.ca/events
Deadline: February 10/17
Questions: 1-800-755-0394 ext. 3001
*Spots are limited



Measuring what matters
Making measures matter

Building on the Oxford Community Wellbeing Survey with the Canadian Index of Wellbeing

CommunityOxford
FutureOxford
Oxford County
growing stronger together
ROI RURAL ONTARIO INSTITUTE

Bryan Smale, Ph.D.
Director, *Canadian Index of Wellbeing*
University of Waterloo

Community Forum
Ingersoll, Oxford County
22 February 2017

OXFORD COMMUNITY WELLBEING SURVEY WORKSHOP

FEB 2017

OXFORD Community Wellbeing SURVEY

In 2016, just over 11,000 randomly selected households in Oxford County... measuring 20% of all households... ranked to take part in the Oxford Community Wellbeing Survey.

Administered by the Canadian Index of Wellbeing (CIW) at the University of Waterloo, the final survey report offers a snapshot of the well-being of our citizens based on factors like educational opportunities, job satisfaction, health indicators, community engagement, life satisfaction and more.

The survey results are being used to set baseline targets in the Future Oxford Community Sustainability Plan, directly mapping well-being themes—the quality of work and environmental concerns—to the Plan's community, environmental and economic goals.

WHAT IS COMMUNITY WELLBEING?
Wellbeing encompasses an individual's health, wealth, the satisfaction and more, as well as one's sense of belonging to a community.

The CIW defines wellbeing as "the presence of the highest possible quality of life in its full breadth of dimensions: material, mental, emotional, and spiritual; an educational process; societal (the use, high levels of democratic participation, and access to and participation in leisure and culture)."

Why measure wellbeing?
Measuring wellbeing consistently and comprehensively over time gives us information about our quality of life that helps us make decisions, track our progress, and monitor progress on the Future Oxford Community Sustainability Plan.

Wellbeing domains



Overall wellbeing

WELLBEING
• 82.2% of adults in Oxford County reported positive wellbeing (score of 5 or higher on a scale of 1 to 7)
• Overall wellbeing score by age: Adults 65+ report the highest levels of wellbeing (5.86) compared with those under 35 years old (4.67)

LIFE SATISFACTION
• 78% of adults in Oxford County are satisfied with life, although the rates with other factors:
• age group (>65 yrs 76.4%, 65- 67.4%)
• household income (less than \$40,000 67.6%, \$40,000 or more 86.0%)
• living arrangements (living alone 66.2%, living with another adult 83.5%)
• length of residency (new residents 72.5%, established residents 80.7%)
• location of residence (Therburg 76.4%, Woodstock 76.1%, Ingersoll 76.4%, total 84.2%)

HEALTHY POPULATIONS
Self-rated physical health
• 43.6% of adults rated their physical health as very good or excellent
Self-rated mental health
• 64.2% of adults rated their mental health as very good or excellent

Health behaviors
• 21.6% of residents disagreed that they had good quality exercise and an additional 16.8% are needed
• 6.2% of adults disagreed that they regularly use healthy meals (and an additional 11.2% are needed)

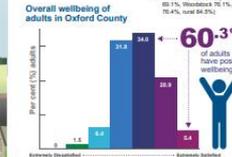
Quality of health care services
• Over a quarter of adults (28.6%) rated the overall quality of health care services as poor/fair
• 12.6% of adults rated programs and services of local government have not made more than better of well as...
• 48.4% indicated that they have not made a difference (38.0% indicated that programs and services have made them better off)

COMMUNITY VITALITY
Community belonging
• 55.1% of adults in Oxford County have a strong sense of belonging to their community (16% week, 29% month)
Wellbeing
• 32.0% of adults volunteered in the 12 months prior to the survey

DEMOCRATIC ENGAGEMENT
Local government services
• Over half of adults (54.5%) are satisfied with the way local government responds to community issues (20.1% are dissatisfied and 25.3% are neutral)
• 12.6% of adults rated programs and services of local government have not made more than better of well as...
• 48.4% indicated that they have not made a difference (38.0% indicated that programs and services have made them better off)



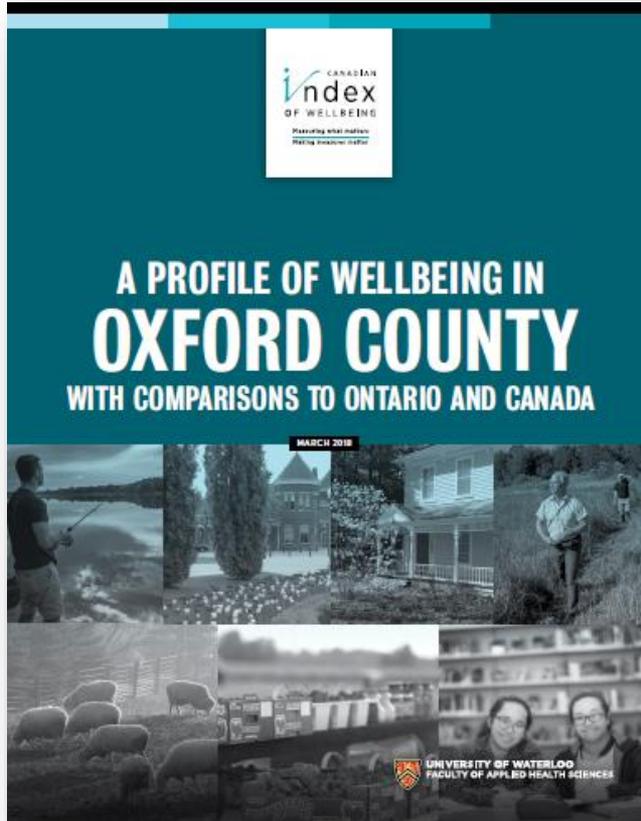
Overall wellbeing of adults in Oxford County



60.3% of adults have positive wellbeing



COMMUNITY WELLBEING REPORT



- Based on the Canadian Index of Wellbeing
- Previous reports told us about our community; this report tells us what we are doing well and where we could do better *relative to others*
 - > West Region of Ontario
 - > Ontario overall
 - > Canada

COMMUNITY WELLBEING REPORT

Main findings

- Demographically “younger and older”; lacking ethnic diversity
- Tight-knit communities
- Low democratic engagement
- Low marks for education
- Pro-environmental conditions
- Positive health signs
- Libraries enhance leisure opportunities
- Living standards show good economic security
- Longer work hours, but less time pressure

COMMUNITY WELLBEING REPORT

Main findings

- Overall, a slightly greater percentage of residents in Oxford County report a higher level of overall life satisfaction (86.8%) than residents of Ontario West Region (86.1%) and Ontario overall (85.6%)
 - > Only a slightly lower percentage than for Canada overall (87.1%)
- Despite some of the challenges to wellbeing described in this report, residents appear to be celebrating in the County's strengths and managing the challenges

ECONOMY PARTNERSHIP REPORT



- Offers “a template of the pathways and possibilities that will enable stakeholders to nurture an economically vibrant Oxford into the future”
- Recognizes the need for environmental stewardship, social wellness and development, and economic prosperity to be intrinsically intertwined

ECONOMY PARTNERSHIP REPORT



- Reflects “converging initiatives” in Oxford County
 - > Future Oxford Community Sustainability Plan
 - > Oxford Labour Force Development Strategy
 - > Oxford Newcomer Attraction Strategy
 - > Local Employment Planning Council
 - > Current statistical analytics, metrics and projections

ECONOMY PARTNERSHIP REPORT

EconomyOxford

- OWDP already working—and making progress— on “economy” goals in the Future Oxford Community Sustainability Plan
- For this reason, this group assumed the role of the Economy pillar

FutureOxford
Creating Growth & Sustainability

Join us!
Thursday, May 11, 2017
7:30 a.m. – 10:30 a.m.

AGENDA
*Continental breakfast provided.
7:30 a.m. Registration
8:00 a.m. Brock Dickinson MA, CcD
CEO, MDB Insight
Enik Lockhart BComm, MBA
Associate Director,
Queen's University
Executive Decision Centre
10:30 a.m. Closing

ELM HURST INN
415 Harris St., Ingersoll

RSVP REQUIRED
www.eventbrite.ca/edit?eid=33638301064
Deadline: Friday, May 5, 2017
Questions: 519-539-8161 ext. 304
*Spots are limited

**OXFORD
WORKFORCE DEVELOPMENT
PARTNERSHIP**

What is it?
A collaborative planning session to build a framework for an integrated pathway to prosperity. Your input will support the development of key recommendations to promote positive economic growth and a sustainable community.

Who should go?
Employers, community stakeholders, workforce supporting organizations, and Employment Ontario service deliverers.

**OXFORD WORKFORCE
DEVELOPMENT PARTNERSHIP
MEETING**
MAY 2017

ECONOMY PARTNERSHIP REPORT

Areas of focus

Actions for increased collaboration

1. Local labour market information and other data
2. Strategy to celebrates successes
3. “B2B” communications platform

Actions for workforce alignment

1. Hire locally, recruit externally only when needed
2. Life-long learning program
3. Education opportunities to support youth retention
4. Guidance to students on career choices, education options, workforce, and poverty

ECONOMY PARTNERSHIP REPORT

Areas of focus

Actions for attracting skilled talent

1. Campaign to market Oxford as desirable location for employment
2. Leverage the Oxford Immigration Strategy
3. Work in Oxford initiative
4. Continue to strengthen community collaboration network

Actions for reducing barriers to employment

1. Assist employers in accessing HR expertise
2. Awareness of untapped workforce in talent with disabilities
3. Strategy to address social barriers limiting employability

COMING SOON: ZERO POVERTY REPORT

- [November 22, 2017](#) - Oxford County Council resolution
- Vision: “Improved health and wellbeing for all residents and enhanced community prosperity”
- Work is progressing on a community-led Zero Poverty Oxford Plan for release in June 2018



COMING SOON: ZERO POVERTY REPORT

Areas of focus

- Housing
- Income
- Understanding
- Belonging
- Political action
- Shift
- Dialogue
- Change



LOCAL COUNCILS

Oxford County | Wednesday, May 23 | 7:00 PM

SWOX | Tuesday, June 5 | 9:00 AM

Woodstock | Thursday, June 7 | 7:00 PM (First Thursday)

Ingersoll | Monday, June 11 | 6:00 PM (Second Monday)

Blandford -Blenheim | Wednesday, June 20 | 4:00 PM

Tillsonburg | Monday, June 25 | 6:00 PM

Norwich | Tuesday, June 26 | 6:00 PM

EZT | Wednesday, July 4 | 10:00 AM

An aerial photograph showing a wide, winding river flowing through a lush, green forest. The river is the central focus, curving from the top right towards the bottom left. The surrounding forest is dense and vibrant green, with some areas appearing slightly more overgrown or marshy near the water's edge. The overall scene is a natural, serene landscape.

FutureOxford



**Corporation of the Town of Ingersoll
By-Law 18-4999**

A By-law to amend By-law 08-4432 being a By-law Respecting Miscellaneous Signs and Other Advertising Devices Not Requiring Permits within the Town of Ingersoll

WHEREAS The Corporation of the Town of Ingersoll is desirous of amending By-law 08-4432 being a by-law respecting miscellaneous signs and other advertising devices not requiring permits with the Town of Ingersoll;

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

1. That By-law 08-4432 is hereby amended by adding to the following definition to section 4.0 Definitions:

“boulevard” shall be the area between the curb edge and the sidewalk or 10 (ten) feet from the edge of the paved or hard surface of the road.

2. That Section 5.6.3 of By-law 08-4432 be replaced with:

No person or his agent shall erect, locate, or display an Election sign unless it is erected, located, or displayed on private property, or immediately in front of a residential private property, so long as it is not in the boulevard and except as a Poster subject to all of the regulations regarding Posters in this By-law and to subsections 5.6.4, 5.6.5 and 5.5.7.

3. That Section 5.6.5 of By-law 08-4432 be replaced with:

No Election sign associated with a municipal election shall be erected, located, or displayed earlier than thirty-six (36) days prior to voting day, with the exception of signage at a Campaign Office.

READ a first and second time in Open Council this 11th day of June, 2018.

READ a third time in Open Council and passed this 11th day of June, 2018.

Edward (Ted) Comiskey, Mayor

Michael Graves, Clerk



**Corporation of the Town of Ingersoll
By-Law 18-5000**

**A By-law to appoint a Director of Corporate Services/Clerk-Deputy CAO for the
Town of Ingersoll**

WHEREAS the Municipal Act, 2001, S.O. 2001, c. 25, Sections 228 and 229 provides for the appointment of a Clerk/Deputy CAO;

AND WHEREAS Council desires to establish the position of Director of Corporate Services/Clerk-Deputy CAO;

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

- (1) That Michael Graves is hereby appointed as Director of Corporate Services/Clerk-Deputy CAO for the Town of Ingersoll;
- (2) That Michael Graves shall continue to fulfill the statutory duties of the role of Clerk as provided in the Municipal Act, 2001;
- (3) This By-law shall take effect June 12th, 2018;

READ a first and second time in Open Council this 11th day of June 2018.

READ a third time in Open Council and passed this 11th day of June 2018.

Edward (Ted) Comiskey, Mayor

Danielle Richard, Deputy-Clerk



**Corporation of the Town of Ingersoll
By-law 18-5001**

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

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

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

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

- (1) That attached fees and charges as set out in Schedule "A" to this by-law shall apply and may be amended from time to time as deemed necessary by Council.
- (2) That the fees and charges as set out in the Schedule "A" to this by-law will be subject to the Harmonized Sales Tax (H.S.T.), where applicable.
- (3) That fees and charges may be adjusted annually on January 1 of each year, without amendment to this by-law, in accordance with the Statistics Canada Consumer Price Index (All-items) for October of the prior year, where feasible.
- (4) That in those instances where the fee is not adjusted by the Consumer Price Index in one year, the cumulative adjustment for past years may be made in future years, as approved by Council.
- (5) That by-laws 17-4941 and other by-laws not consistent with this by-law are hereby rescinded in their entirety.
- (6) That this by-law be effective on the date of passing and that the fees be effective as indicated in Schedule "A".

READ a first and second time in Open Council this 11th day of June 2018.

READ a third time and passed in Open Council this 11th day of June 2018.

Edward (Ted) Comiskey, Mayor

Michael Graves, Clerk

SCHEDULE "A"
THE CORPORATION OF THE TOWN OF INGERSOLL
BY-LAW 18-5001

* Rates may be adjusted annually based on the CPI

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

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

Description of Service	Fee	Notes	Subject to HST
Administrative			
Freedom of Information Request	\$5.00 + photocopying fee and as applicable under the Act		No
Photocopying & Printing			
8 ½ x 11 & 8 ½ x 14	\$0.22		Yes
11 x17	\$0.44		Yes
Cut Sheets 2'x3'	\$3.67/sheet		Yes
Rolled Stock 24' or 36'	\$0.84 sq. ft. or \$8.76 sq. m.		Yes
Paratransit Ticket	\$3.00		No
Commissioner of Oaths			
Residents of Ingersoll	\$15.00		No
Non-Residents	\$20.00		No
Certified True Copy (Residents)	\$15.00		No
Certified True Copy (Non-Residents)	\$20.00		No
Lottery Licenses			
Bingo	\$3.00 per		No
Raffles	3%		
Nevada (Break Open)	3%		
Marriage Licence	\$110.00		No
Marriage Ceremony	\$250.00		Yes
Staff Witness	\$20.00/witness		Yes
Burial Permit			
In Town	\$5.00		No
Out of Town	\$5.00		No
Parking Permits			
Day Time Monthly (9:00 a.m. – 6:00 p.m.)	\$30.00		Yes
Overnight Monthly (Midnight -7:00 a.m.)	\$30.00		Yes
Day Time and Overnight Monthly	\$45.00		Yes
Transit Trader License (annual renewal)	\$50.00 / resident \$200.00 / non-resident	By-law #99-3874	No
Lunch Wagon (annual renewal)	\$300.00 / resident \$500.00 / non-resident	By-law #95-3668	No
Lunch Cart	\$75.00 / resident per 6 months \$125.00 / resident per 1 year \$125.00 / non-resident per 6 months \$250.00 / non-resident per 1 year	By-law #95-3668	No
Planning			
Minor Variances/Permission	\$1,400.00		No
Plan of Subdivision	\$1,000.00		No
Condominium	\$745.00		No
Subdivision Agreement	\$740.00		No
Consent	\$500.00		No
Development Agreement	\$270.00		No
Site Plan Control	\$1,160.00+ Cost of registration of Site Plan +Cost of Peer Reviews, if required		No
Site Plan Control Agreement	\$435.00		No
Site Plan Control Amendment	\$400.00		No
Part Lot Control Amendment	\$350.00		No
Zoning By-Law Amendment –Basic Amendment, Temporary Use, Interim Control	\$2,500.00		No
Zoning By-law Amendment –Remove Holding Symbol, By-law renewal	\$1,500.00		No
Lawyers Clearance Letters	\$70.00		Yes

Description of Service	Fee	Notes	Subject to HST
Property Standards Clearance Letters	\$150.00		Yes
Treasury			
Property Tax Fees			
Title Change	\$20.00		No
New Account	\$25.00		No
Additions to Roll	\$20.00		No
Tax Sale Collection Processing Fee	\$25.00		No
Tax Certificate	\$50.00		No
Reprint of Tax Bill	\$10.00		No
Tax Letter	\$25.00		No
Dog Licences - Valid January 1 st - December 31 st			
Kennel Licence Fee	\$100.00		No
Non Spayed/Non Neutered	\$25.00		No
Spayed/ Neutered	\$20.00		No
Replacement Tag	\$5.00		No
Guide Dogs	No Charge		No
Late Fee	\$5.00	After February 1 st	No
Engineering/Public Works			
Blue Box	\$4.50 Paper Box \$5.50 Container Box		No No
Composter	\$10.00		No
Garbage Bag Tags	\$2.00		No
Firewood	\$55.00/cord \$65.00/cord delivered within 1 km town		Yes Yes
Road Allowance Excavation Fee (applies to Town assumed roads only)	\$100.00		Yes
Release of Easement			
If Reference Plan Required	\$1,100.00		Yes
Legal Fees Only	\$260.00		Yes
Subdivision Inspection	\$1,000.00		Yes
Site Plan Inspection	\$650.00		Yes
Entrance permits/ culverts/ signs	\$75.00		Yes
Traffic Counts	\$100.00		Yes
Construction Tender Documents:			
\$500,000 or less	\$40.00		Yes
Over \$500,000	\$75.00		Yes
Refundable Deposit:	\$1,000 deposit		No
1. Grading – Certificate Clearance			
2. Damage to Roads			
Fire Services			
Training Room	\$15.00/hr./Evening		Yes
Outside use of Training Room will be at the discretion of the Chief	\$60.00/ flat rate/Daytime		
Training Grounds	\$100.00/hr. \$500.00/ flat rate per day		Yes
Home Inspections (Business Purposes)	\$75.00		Yes
Commercial Inspection/per unit	\$100.00		Yes
Industrial Inspection/per unit	\$200.00		Yes
File Search/Letters for Outstanding Work Orders etc	\$50.00		Yes
Fire Service Reports	\$50.00		Yes
Liquor Licence Letter (including inspection)	\$100.00		Yes
Residential Inspection			
Duplex/Semi	\$125.00		Yes
Multiple Dwellings/3 & 4 units	\$200.00		Yes
Multiple Dwellings/ 5 & 6 units	\$250.00		Yes
Multiple Dwellings 7 units +	\$300.00		Yes

Description of Service	Fee	Notes	Subject to HST
Fire Department Services		Or the Ministry of Transportation (MTO) current rates.	
1 st apparatus – first hour	\$459.45		No
Each additional apparatus – first hour	\$459.45		No
Each additional half hour or part thereof	\$229.73		No
Flat rate per hour where equipment is dispatched but not used (King's Hwy., non-residents, repeated false alarms in excess of 3 per year)	\$459.45		No
Flat rate per half hour where equipment is dispatched but not used (King's Hwy., non-residents, repeated false alarms in excess of 3 per year)	\$229.73		No
Air Fill – 2216 PSI (non-fire department)	\$8.00		Yes
Air Fill – 4500 PSI	\$12.00		Yes
Cylinders over 45 cu. ft.	\$30.00		Yes
Fire Department only yearly air fills flat rate if over \$300	\$300.00		Yes
Small Fuel Spills – less than 50 L. (i.e. leaking vehicle gas tank – fuel pump spills, etc.)	\$275.00 + cost of materials		No
Large Spills – greater than 50L.	\$410.00/per vehicle/per hour + cost of materials		No
Fire Watch as per SOG#29 – minimum 2 fire fighters	\$45.00/per hr./per fighter		No
Museum			
Day Camp	\$15.00/day/child		No
Guided Museum Tours	\$3.00/person		Yes
Student Programs	\$3/child, adults free		No
Bus Tours	\$5/person driver and escort free		Yes
Parks & Recreation			
Facility Rentals			
Arena			
Ice Rental *			
Prime Time – Adult	\$163.72		Yes
Non-Prime Time – Adult	\$110.62		Yes
Minor Sports Prime Time	\$125.66		Yes
Minor Sports Non-Prime Time	\$84.07		Yes
Arena Floor - Summer Months *			
Sunday to Thursday	\$508.85		Yes
Friday and Saturday	\$752.21		Yes
Hourly	\$48.67		Yes
Auditorium *			
<u>Daily Rate</u>			
Sunday to Thursday	\$234.51		Yes
Friday and Saturday	\$442.48		Yes
After 2am additional charge	\$35.40		Yes
Hourly rate	\$44.25		Yes
Hourly rate - Community groups	\$22.12		Yes
Dryland Training Auditorium *			
Minor Hockey	\$530.97	Minor and Non Profit eligible for 50% reduction for arena floor, auditorium (where Liquor Permit not attached) Rate reduction not eligible for ice rentals, dryland training or any town programs	Yes
West Oxford Inferno	\$221.24		Yes

Description of Service	Fee	Notes	Subject to HST
Possible Ticket Ice * During the day Monday-Friday from 8 am to 4:30 pm where ice is not used	\$10.00/person with a minimum of 6 people		Yes
Admissions			
Public Skate *			
Youth	\$3.50		No
Student/Senior	\$3.54		Yes
Adult	\$3.98		Yes
Family	\$8.85		Yes
Parents & Tots	\$3.98		Yes
Other Skates *			
Shinny	\$6.19		Yes
Huff and Puff	\$4.42		Yes
VPCC Memberships & Other Fees			
Multi-Purpose Room *			
Full Size / hr	\$37.17		Yes
Full Size / per day	\$183.19		Yes
Small half / per day	\$130.97		Yes
Small half / hr	\$26.55		Yes
VPCC Meeting Room *			
Per hour	\$26.55		Yes
Per day	\$130.97		Yes
VPCC Board Room *			
Weekday or evening – day	\$66.37		Yes
Weekday or evening – hourly	\$13.27		Yes
Weekend – day	\$132.74		Yes
Weekend – hourly	\$26.55		Yes
Pool Rental *			
Private (1 guard included)	\$95.58		Yes
Private (2 guards included)	\$121.24		Yes
Private (3 guards included)	\$141.59		Yes
Non-Profit (swim team)(1 guard)	\$58.41		Yes
All rentals extra guard	\$16.81		Yes
Schools (up to 38 students)(2 guards) per student	To be negotiated as per reciprocal agreement		No
Pool Admissions *			
Youth	\$3.50		No
Teen/Senior	\$3.54		Yes
Adult	\$3.98		Yes
Family	\$8.85		Yes
Kids 2 and under	FREE		
Drop In Programs *			
Visit Pass	\$7.08		Yes
Visit Pass Senior	\$6.19		Yes
Visit Pass Youth	\$6.00		No
Drop in Youth Programs *			
Flick 'N Dip	\$6.00		No
Pre-teen Dances	\$6.50		No
Programs *			
1 hr youth or preschool - per class	\$5.50		No
Adult Seasonal programs - per class	\$5.75		Yes
Time for Tot's 1/2 day program/per class	\$13.00		No
KinderKids 1/2 day program/per class	\$11.00		No
Babysitting Course	\$50.00		No
Stay Safe Course	\$40.00		No
Day Camp - 1st child – weekly	\$150.00		No
Day Camp - 1st child – daily	\$40.00		No
Day Camp - 2nd child – weekly	\$140.00		No
Day Camp - 2nd child – daily	\$35.00		No
Extended Care AM weekly	\$15.00		No
Extended Care PM weekly	\$10.00		No
Day Camp trips	\$20.00		No

Description of Service	Fee	Notes	Subject to HST
Tennis Lessons 1/2 hour	\$5.00		No
Tennis Lessons 1 hour	\$10.00		No
Tennis Camp (half day)	\$110.00		No
Coed Ball	\$450.00		Yes
Men's Basketball	\$130.00		Yes
Drop in Volleyball (recreational & competitive)	\$26.55		Yes
Swim Lessons - 1/2 hr. class per lesson	\$6.25		No
Swim Lessons - 1 hr. class per lesson	\$7.25		No
Adult swim lessons	\$6.19		Yes
Semi Private Lessons	\$10.00		No
Youth Private Lessons	\$20.00		No
Youth Bronze Star	\$74.00		No
Bronze Medallion	\$128.32		Yes
Bronze Cross	\$137.17		Yes
Lifesaving Assistant instructor	\$134.65		Yes
Lifesaving instructor plus swim instructor	\$203.54		Yes
Instructor Recertification	\$49.56		Yes
National Lifeguard Service	\$221.24		Yes
NLS Recertification	\$49.56		Yes
Synchro Club per hour per class	\$7.25		No
Pool Parties *			
Package A	\$110.00		No
Package B	\$140.00		No
Miscellaneous Fees			
Program Cancellation	\$20.00		No
N.S.F. cheque	\$25.00		No
Post-dated cheques	\$20.00		No
VPCC Membership – Yearly *			
Student / Senior	\$345.13		Yes
Adult	\$451.33		Yes
Aquatic/Fitness Family Membership *			
Family aquatic/fitness yearly	\$796.46		Yes
Personal Training – Member *			
1/2 hour session	\$26.55		Yes
5- 1/2 hour sessions	\$125.00		Yes
1 hr. session	\$35.40		Yes
5 -1hr. sessions	\$150.00		Yes
10 -1 hr. sessions	\$250.00		Yes
Personal Training - Non-Member *			
1 hr. Session	\$44.25		Yes
5 - 1hr. Sessions	\$205.00		Yes
10 - 1 hr. Sessions	\$360.00		Yes
Advertising *			
Arena – rink boards per year	\$398.23		Yes
Arena – 4 x 8 wall ads / per year	\$243.36		Yes
Arena – 4 x 4 wall ads / per year	\$132.74		Yes
VPCC 2 x 2 wall ads / per year	\$221.24		Yes
Main Vic 2 sided sign, visible from ball diamond & parking lot	\$243.36		Yes
Fusion Skate park 4 x 8 / per year	\$243.36		Yes
GE #1 Only sold once Main Vic is sold out 4 x 8 / per year	\$132.74		Yes
Parks			

Description of Service	Fee	Notes	Subject to HST
One time rental with lights	\$48.67		Yes
One time diamond rental without lights	\$39.82		Yes
Minor Soccer - per player	\$5.00		Yes
Centennial Park – Camping	\$14.60		Yes
Festival of Lights	\$26.55		Yes
Canterbury Stage – non profit	\$44.25		Yes
Canterbury Stage – private	\$88.50		Yes
Picnic tables – non-profit/Price per table *	\$5.31		Yes
Picnic tables – private/Price per table *	\$8.85		Yes
Tables/chairs & portable fencing – non-profit /Flat Delivery Fee *	\$22.12		Yes
Tables/chairs & portable fencing – private /Flat Delivery Fee *	\$44.25		Yes
Fusion Technology Centre			
Gym Rental *			
Weekday or Evening - day	\$130.09		Yes
Weekday or Evening - hour	\$45.13		Yes
Weekend - day	\$170.80		Yes
Weekend - hourly	\$75.22		Yes
Gym Equipment Rental	\$20.35		Yes
Special Set Up - flat fee	\$30.09		Yes
AV Equipment Rental internal	\$30.09		Yes
Lounge Rental *			
Weekday or evening - day	\$139.09		Yes
Weekday or evening - hourly	\$40.71		Yes
Weekend - day	\$130.09		Yes
Weekend - hourly	\$40.71		Yes
Art Room Rental *			
Weekday or evening - day	\$75.22		Yes
Weekday or evening - hourly	\$15.04		Yes
Weekend - day	\$75.22		Yes
Weekend - hourly	\$15.04		Yes
SureStart Training Room *			
Weekday or Evening - day	\$75.22		Yes
Weekday or Evening - hourly	\$20.35		Yes
Weekend - day	\$75.22		Yes
Weekend - hourly	\$20.35		Yes
Youth Technology Centre (The "YTLC")*			
Weekday or Evening - day	\$120.35		Yes
Weekday or Evening - hourly	\$30.09		Yes
Weekend - day	\$120.35		Yes
Weekend - hourly	\$30.09		Yes
I Mac Lab *			
Weekday or Evening - day	\$100.84		Yes
Weekday or Evening - hourly	\$20.35		Yes
Weekend - day	\$100.84		Yes
Weekend - hourly	\$20.35		Yes
Board Room *			
Weekday or Evening - day	\$66.37		Yes
Weekday or Evening - hourly	\$13.27		Yes
Weekend - day	\$186.73		Yes
Weekend - hourly	\$28.32		Yes
Kitchen *			
Weekday or Evening – day	\$150.44		Yes
Weekday or Evening – hourly	\$35.40		Yes
Weekday – day	\$150.44		Yes
Weekday - hourly	\$35.40		Yes

Description of Service	Fee	Notes	Subject to HST
PROGRAMS * Yearly Membership fee age 12-14 Yearly Membership fee age 15-18 Replacement Card Nutrition Prepared meals Staff planning time – hourly Staff program time – hourly	\$5.00 \$4.42 \$1.76 \$2.85 \$26.55 \$26.55		Yes Yes Yes Yes
Birthday Parties – based on 10 participants, birthday cake, chips, and balloons included <u>Art Birthday party</u> – includes art activity and 1 staff member, plus time in party room. <u>Gym Birthday party</u> – includes sports activities and 1 staff member, plus time in party room. <u>Technology Birthday party</u> – includes technology activity (multimedia, gaming tournaments, etc.) and 1 staff member, plus time in party room. <u>Cooking Birthday party</u> – includes cooking activities and 1 staff member, plus time in party room.	\$132.74 \$132.74 \$132.74 \$132.74		Yes Yes Yes Yes
Multi Media Services * AV Equipment External Rental * Sound System Rental: One 12-channel compact mixer, two speakers, and one wired microphone are included in the rental package 1 Day 2 Day 3 Day Sound technician - hourly Set up, delivery and take down \$40.71 \$40.71 Microphone, Sennheiser freeport *wireless handheld microphone 1 Day 2 Day 3 Day \$30.09 \$54.87 \$68.14 Microphone, Sennheiser freeport *wireless lapel microphone 1 Day 2 Day 3 Day \$30.09 \$54.87 \$68.14	\$110.62 \$198.23 \$247.79 \$40.71 \$40.71 \$30.09 \$54.87 \$68.14 \$30.09 \$54.87 \$68.14		Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes
Optoma EP758 DLP Projector * 1 Day 2 Day 3 Day Set up, delivery and take down fee applies to rentals without sound technician each way \$40.71	\$85.84 \$153.10 \$192.04 \$40.71		Yes Yes Yes Yes
Sound Equipment External Rental * Makie 1604-VLZ3 16-channel 4-Bus mixer with firewire 1 Day 2 Day 3 Day	\$30.09 \$54.87 \$68.14		Yes Yes Yes
Rapco 16-channel audio snake * 1 Day 2 Day 3 Day	\$20.35 \$34.51 \$47.79		Yes Yes Yes

Description of Service	Fee	Notes	Subject to HST
Digital Recording & Audio Recording * Recording Five hours or less per hour Six hours or more per hour Mixing or Mastering – Minimum three hours – hourly	 \$65.49 \$45.13 \$45.13		 Yes Yes Yes



**Corporation of the Town of Ingersoll
By-Law 18-5002**

A By-law to amend By-law 18-4993 being a By-law for the adoption of 2018 estimated current and capital expenditures for the Corporation of the Town of Ingersoll and the establishment of rates of taxation and collection of taxes for all assessment classes.

WHEREAS The Corporation of the Town of Ingersoll enacted by-law 18-4993 being a by-law for the adoption of 2018 estimated current and capital expenditures for the Corporation of the Town of Ingersoll and the establishment of rates of taxation and collection of taxes for all assessment classes.

AND WHEREAS The Corporation of the Town of Ingersoll is desirous of amending By-law 18-4993.

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

1. That Schedule "B" of By-law 18-4993 is hereby amended and replaced with Schedule "B" attached to this by-law.
2. That all other provisions of By-law 18-4993 shall continue to apply.
3. That Schedule "B" attached hereto forms part of this by-law.
4. That this by-law shall come into force and effect upon being passed by Council.

READ a first and second time in Open Council this 11th day of June, 2018.

READ a third time in Open Council and passed this 11th day of June, 2018.

Edward (Ted) Comiskey, Mayor

Michael Graves, Clerk

"SCHEDULE B"
BY-LAW 18-5002
CORPORATION OF THE TOWN OF INGERSOLL
2018 BUDGET
TAX RATES

		GENERAL
		2018
RESIDENTIAL	RT	0.00922871
RESIDENTIAL ONE	R1	0.00415292
FARMLAND	FT	0.00216875
MULTI RESIDENTIAL	MT	0.02170330
COMMERCIAL	CT	0.01755116
NEW COMMERCIAL	XT	0.01755116
COMMERCIAL VACANT	CU	0.01228582
NEW COMMERCIAL VACANT	XU	0.01228582
COMMERCIAL EXCESS	CX	0.01228582
SHOPPING CENTER	ST	0.01755116
SHOPPING VACANT	SU	0.01228582
INDUSTRIAL	IT	0.02427151
NEW INDUSTRIAL	JT	0.02427151
INDUSTRIAL VACANT	IU	0.01577648
INDUSTRIAL EXCESS	IX	0.01577648
LARGE INDUSTRIAL	LT	0.02427151
LARGE INDUSTRIAL VACANT	LU	0.01577648
PIPELINE	PT	0.01162173
COMMERICAL SHARED HYDRO	CH	0.01755116
INDUSTRIAL PIL	IH	0.02427151
COMM PIL FULL	CF	0.01755116

Town of Ingersoll 2018 Levy			
		2018 CVA	* Levy, \$
RES TAXABLE	RT	1,002,503,700	9,251,819
RESIDENTIAL ONE	R1	128,500	534
FARMLAND TAXABLE	FT	781,950	1,696
MULTI RES TAXABLE	MT	23,893,100	518,559
COMMERCIAL	CT	94,033,536	1,650,398
NEW COMMERCIAL	XT	24,093,462	422,868
COMMERCIAL VACANT	CU	1,402,900	17,236
NEW COMMERCIAL VACANT	XU	257,250	3,161
COMMERCIAL EXCESS	CX	1,869,000	22,962
SHOPPING CENTER	ST	2,257,225	39,617
SHOPPING VACANT	SU	13,400	165
INDUSTRIAL	IT	21,242,300	515,583
NEW INDUSTRIAL	JT	964,000	23,398
INDUSTRIAL VACANT	IU	47,100	743
INDUSTRIAL EXCESS	IX	2,648,200	41,779
LARGE INDUSTRIAL	LT	63,648,900	1,544,855
LARGE INDUSTRIAL VACANT	LU	2,257,200	35,611
PIPELINE	PT	4,199,500	48,805
COMMERICAL SHARED HYDRO	CH	726,500	12,751
INDUSTRIAL PIL	IH	193,000	4,684
COMM PIL FULL	CF	2,092,216	36,721
		1,249,252,939	14,193,943

* Levy = 2018 CVA X General Tax Rates



**Corporation of the Town of Ingersoll
By-Law 18-5003**

A By-law to authorize the execution of an Agreement with the Unifor Local 88 Building Corporation.

WHEREAS The of Corporation of the Town of Ingersoll is desirous of entering into an agreement with UNIFOR Local 88 Building Corporation for the provision a recreational land agreement;

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

1. That the Mayor and Clerk are hereby authorized and directed to execute an agreement with Unifor Local 88 Building Corporation for the provision of a recreational land agreement.
2. That a copy of the said agreement in substantially the same form shall be annexed to and form part of this by-law.

READ a first and second time in Open Council this 11th day of June, 2018.

READ a third time in Open Council and passed this 11th day of June, 2018.

Edward (Ted) Comiskey, Mayor

Michael Graves, Clerk

BETWEEN:

UNIFOR Local 88 Building Corporation
hereinafter called “UNIFOR”

OF THE FIRST PART

- and -

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

OF THE SECOND PART

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

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

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

NOW THEREFORE the parties hereby covenant and agree as follows:

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

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

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

Notwithstanding Capital Improvements will be agreed upon by both parties.

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

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

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

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

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

SCHEDULE 'A'

PROPERTY DESCRIPTION
Local 88 UNIFOR Building Corporation

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



**Corporation of the Town of Ingersoll
By-law 18-5004**

A by-law to appoint a Joint Compliance Audit Committee

WHEREAS Section 88.37 of the *Municipal Elections Act, 1996* requires municipalities to appoint Compliance Audit Committees to deal with matters regarding election campaign finances before October 1 in an election year;

AND WHEREAS the Township of Norwich, Township of Southwest Oxford, Township of Zorra, Township of East Zorra-Tavistock, Township of Blandford-Blenheim, Town of Tillsonburg, the City of Woodstock and Town of Ingersoll deem it expedient to establish a Joint Compliance Audit Committee.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF INGERSOLL ENACTS AS FOLLOWS:

1. THAT a Committee, to be known as the Joint Compliance Audit Committee, is hereby established to deal with the matters provided for in Section 88.33 to 88.36 of the *Municipal Elections Act, 1996*.
2. THAT the Joint Compliance Audit Committee shall consist of the individuals listed in Schedule "A" and will be utilized to deal with each compliance audit request in accordance with the Terms of Reference attached hereto as Schedule "B."
3. THAT the business of the Joint Compliance Audit Committee be conducted in accordance with the Terms of Reference, set out in Schedule "B" attached hereto, which shall form part of this By-law.
4. AND THAT this By-law shall come into force and take effect on the date of passage.

READ a first and second time in Open Council this 11th day of June, 2018.

READ a third time in Open Council and passed this 11th day of June, 2018.

Edward (Ted) Comiskey, Mayor

Michael Graves, Clerk

SCHEDULE "A"

Carol Symons

Brenda Junker

David Morris

David Hodgson

Keith Reibling

SCHEDULE “B”

TERMS OF REFERENCE FOR JOINT COMPLIANCE AUDIT COMMITTEE

MANDATE

The powers and functions of the Committee are set out in Section 88.33 to 88.36 of the *Municipal Elections Act, 1996*.

Within 30 days of receipt of an application requesting a compliance audit, the Committee shall consider the compliance audit application and decide whether it should be granted or rejected;

If the application is granted, the Committee shall appoint an auditor to conduct a compliance audit of the candidate's election campaign finances;

The Committee will review the auditor's report within 30 days of receipt and decide whether legal proceedings should be commenced; and

If the auditor's report indicates that there were no apparent contraventions and if it appears that there were no reasonable grounds for the application, the Committee shall advise Council accordingly.

Within 30 days after receipt of a report from the Clerk of any apparent over-contributions to candidates or third-parties (“report of the Clerk”), the Committee shall consider the Clerk's report and decide whether legal proceedings should be commenced.

COMPOSITION

As in Section 88.37 (2) of the Municipal Elections Act:

The committee shall be composed of not fewer than three and not more than seven members and shall not include,

- (a) employees or officers of the municipality or local board;
- (b) members of the council or local board;
- (c) any persons who are candidates in the election for which the committee is established; or
- (d) any persons who are registered third parties in the municipality in the election for which the committee is established.

TERM

The term of the Committee is coterminous with that of Council.

CHAIR

At the orientation meeting, the Committee shall select one of its Members to act as a Chair.

PROPOSED MEETING SCHEDULE

The committee would be required to meet at least once to participate in an orientation session. Thereafter the Committee shall meet as needed with meetings to be scheduled by the Clerk of the municipality that receives a compliance audit request, in consultation with the Committee or when a report from the relevant Clerk is received.

STAFFING AND FUNDING

Staff from the applicable member municipality shall provide administrative support to the Committee. The member municipality requiring the services of the Committee shall be responsible for all associated expenses of the compliance audit request that they receive. The orientation meeting costs and any costs of establishing and training the committee (mutual costs) shall be shared by the member municipalities.

RECORDS

The records emanating from meetings of the Joint Compliance Audit Committee shall be retained and preserved by the municipality requesting the services of the Committee in accordance with that municipality's Record Retention By-law.

MEETINGS

Meetings of the Committee shall be conducted in accordance with the open meeting requirements of the provisions in the *Municipal Act, 2001*. The websites of the member municipalities will be utilized to communicate the meeting notices and agendas.

REMUNERATION FOR EACH MEMBER

\$150 Per diem (plus mileage) for every day that the committee is required to meet including orientation session(s).

MEMBERSHIP SELECTION

Members are chosen with the intent of representation from all participating municipalities where possible.

SELECTION CRITERIA

Given the judicial nature of the committee, members should have accounting and audit experience, academic qualifications (college or university professors with expertise in political science or local government administration), legal professional experience, municipal experience and knowledge of campaign financing rules under the MEA, 1996.

MUNICIPAL MEMBERSHIP

Any participating municipality that wishes to no longer be a member may leave the group and form their own committee with 30 days' notice. Any mutual costs of the committee up to that point will be invoiced. The joint compliance audit committee will still continue with the same terms of reference.



**Corporation of the Town of Ingersoll
By-Law 18-5005**

A By-Law to adopt the Town of Ingersoll Community Improvement Plan and to designate a Community Improvement Plan Area.

WHEREAS, Sections 28 and 17 of the Planning Act, RSO 1990, Chapter P.13, as amended, provide for the designation of a Community Improvement Project Area and for the adoption of a Community Improvement Plan;

AND WHEREAS a Community Improvement Plan attached hereto as Schedule 'A' has been prepared for the Community Improvement Project Area;

AND WHEREAS the proposed Community Improvement Plan conforms to the County of Oxford Official Plan;

NOW THEREFORE, the Municipal Council of the Corporation of the Town of Ingersoll, pursuant to Section 28 of the Planning Act, R.S.O, 1990, enacts as follows:

- (1) That the Town of Ingersoll Community Improvement Plan, attached hereto as Schedule 'A' and forming part of this By-law, is hereby adopted.
- (2) That this By-law shall become effective on the date of third and final reading.

READ a first and second time in Open Council this 11th day of June 2018.

READ a third time in Open Council and passed this 11th day of June 2018.

Edward (Ted) Comiskey, Mayor

Michael Graves, Clerk



COMMUNITY IMPROVEMENT PLAN



our heritage, your future

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1.0 Preamble to the Town of Ingersoll Community Improvement Plan

1.1 Introduction

Community improvement planning is commonly used as a tool to provide assistance to municipalities to address challenges related to growth management, accessibility and development. It provides a means of planning and financing development activities that effectively assist in the redevelopment of lands, buildings and infrastructure through the implementation of various financial incentives.

The intent of a Community Improvement Plan (CIP) is to outline, in one document, the possible range of improvement options which may be undertaken to promote and encourage renewal, redevelopment and rehabilitation within the key areas of the Town. The Plan is also intended to provide general design direction to complement and assist with the implementation of the financial incentive programs enabled by this CIP. To foster economic development and improvement, Town Council reserves the right to determine, at its sole discretion, the implementation schedule of the proposed financial incentives contained in the Plan.

The Plan is intended to provide a list of suggested incentive programs that Council might draw upon in its decision making to direct funding towards programs deemed as a priority to assist with improvement. As such, the Town is not obligated to implement all of the incentives outlined in this Plan.

1.2 Legislative Authority and Policy Framework

1.2.1 Municipal Act

Ontario's Municipal Act, 2001 is the principle statute governing municipal organization and the delivery of services in Ontario. The Act came into effect on January 1, 2003, replacing the 1990 Municipal Act. Effective January 1, 2007, the *Municipal Statute Law Amendment Act* introduced significant amendments to the Municipal Act, providing municipalities with greater flexibility to meet community expectations and fulfilling responsibilities.

Section 106 of the Municipal Act prohibits municipalities from directly or indirectly assisting any manufacturing business or other industrial or commercial enterprise through the granting of financial incentives, a practice that is commonly referred to as 'bonusing'. Notwithstanding Section 106, the Act does provide an exception which allows a municipality to offer certain incentives where the said municipality has approved a Community Improvement Plan in accordance with Section 28 of the Planning Act.

1.2.2 Planning Act

The Planning Act empowers the Council of a lower-tier or local municipality to designate Community Improvement Project Areas (CIPAs) and develop CIPs in accordance with the Act. Where a municipality has an approved CIP in place, the Act directs that the municipality may:

- Acquire, hold, clear, grade, otherwise prepare, sell, lease or otherwise dispose of lands;
- Construct, repair, rehabilitate or improve buildings on lands acquired or held by the municipality;

- Make grants or loans to registered owners, assessed owners and tenants of lands or buildings to pay for the whole or part of any cost of rehabilitating such lands or buildings; and
- Enter into agreements with any government authority for conducting studies and for the preparation, implementation and financing of plans and programs.

1.2.3 Provincial Policy Statement

The Provincial Policy Statement – 2014 (PPS) came into effect on April 30, 2014 and provides policy direction on matters of provincial interest related to land use planning and development. The PPS establishes the policy foundation for regulating the development and use of land and supports the provincial goal of enhancing the quality of life for the citizens of Ontario. The PPS is issued under Section 3 of the Planning Act, which requires that all decisions affecting land use planning matters “shall be consistent with” policy statements issued under the Act.

The PPS provides high-level policy direction pertinent to community improvement areas, including intensification, redevelopment, mixed land use and heritage preservation. In this regard the PPS generally promotes:

- Land use patterns in settlement areas based on densities and a mix of land uses that use land and resources efficiently, promote energy efficiency and provide a range of uses and opportunities for intensification and redevelopment (Section 1.1.3.2);
- Opportunities for intensification and redevelopment where this can be accommodated taking into account existing building stock or areas, including brownfield sites (Section 1.1.3.3);
- Development standards which facilitate intensification, redevelopment and compact form (Section 1.1.3.4);
- Integrated and viable rural areas that build upon rural character and rural amenities, promote regeneration and conservation of existing rural housing stock and provide an appropriate range and mix of housing types (Section 1.1.4.1);
- Providing an appropriate range of housing types and densities to meet projected requirements of current and future residents with residential intensification, densities which support active transportation modes including public transit, and redevelopment which facilitates a compact form (Section 1.4.3);
- Planning of streets and spaces which meet the needs of pedestrians, foster social interaction and facilitate community connectivity (Section 1.5.1);
- A land use pattern, density and mix of uses which minimizes vehicle trips and supports transit and active transportation (Section 1.6.7.4);
- Opportunities for economic development, maintaining and enhancing the vitality and viability of the downtown and main streets and encouraging a sense of place by conserving features that help define culture (Section 1.7.1);
- Energy conservation and efficiency and improved air quality through compact form and a structure of nodes and corridors, focusing employment and other travel-intensive uses on sites which are well served by transit, improving the mixture of employment and housing to shorten commute journeys, design to maximize energy efficiency and conservation (Section 1.8.1); and,
- Conservation of significant built heritage resources and significant cultural heritage landscapes (Section 2.6.1).

1.2.4 County of Oxford Official Plan

Town of Ingersoll Land Use Policies

Section 9 of the Official Plan contains land use policies applicable to the Town of Ingersoll that provide general policy direction and the long-range planning framework for development within the Town. Within these policies are a number of strategic initiatives that are relevant in the development of a CIP. These initiatives include:

- Promoting a positive business environment within the Town to enable business, industry and labour to compete in the local, national and international market place;
- Recognize the downtown as the heart of the community and promote the downtown area as a people place in order to maintain its role as the focal point of the community for residents and businesses;
- Maintain a commercial core as the highest order retail shopping district capable of meeting the day to day and specialty needs of residents;
- Promote the Central Area as a place of employment and focus of economic activity;
- Support the creation of new residential units within the commercial buildings in the Central Area; and,
- Conserve and enhance the heritage of Central Area resources, including buildings, structures, sites, and landscape elements having architectural, historical or cultural significance.

Cultural Heritage Policies

The Official Plan requires that significant built heritage resources and cultural heritage landscapes that are valued by the community, be conserved. If the Town identifies a property as having significant cultural heritage value or interest, it may initiate the process of designating the property by By-law under the Heritage Act. The Town also has the power to designate Heritage Conservation Districts where the character of older neighborhoods and areas of the Town have significant heritage value, such as the [Central Area](#).

The CIP should support these policies in the Official Plan by recognizing existing cultural heritage resources and promoting the designation of potentially significant properties within the Community Improvement Project Area.

Transportation Policies

The goal of the Town is to establish a coordinated transportation system that facilitates the safe and efficient movement of traffic within the Town as well as external linkages in the regional setting.

Schedule “1-4” of the Official Plan identifies the road network within the Town of Ingersoll. These identified roads have various functions based on the capacity and their location within the Town. The CIP should recognize the established road network and identify opportunities for improving the transportation network through off-street parking, infrastructure improvements and other initiatives deemed appropriate by the Town.

It is recognized that some roads within the Town are under the jurisdiction of the County and any program would need approval and cooperation of the County.

Community Improvement Policies

Section 10.4 of the County Official Plan includes policies intended to direct County and Area Municipal actions regarding upgrading, redeveloping and rehabilitating the physical environment of existing, older residential neighbourhoods, ancillary open space and recreational areas, commercial centres and industrial areas. The policies are intended to guide both private and public community improvement activities within designated community improvement project areas and are premised on a number of goals, including:

- The upgrade and improvement of municipal hard services, social and recreational facilities and public utilities;
- The preservation and upgrade of older residential neighbourhoods and settlements;
- The strengthening of existing central areas and Village Core areas;
- The improvement of existing industrial areas by encouraging further development and redevelopment;
- Consideration of participation in senior government funding assistance programs; and
- Encouraging the coordination of municipal, private and community organizations in promoting community improvement efforts.

In addition to a number of general criteria for the designation of community improvement areas, the Official Plan provides additional guidance for identifying residential, commercial and industrial improvement areas based on, among other matters, the structural integrity of building stock, lack of community facilities and, in the case of commercial improvement districts, those areas that are experiencing high vacancy rates, inadequate off-street parking and poor traffic circulation.

The County of Oxford Official Plan directs that those areas designated as a Large Urban Centre on Schedule C-3 are intended to be identified as Community Improvement Project Areas (CIPA). Further, it is anticipated that the designated CIPAs will generally cover an entire community and that the criteria for residential, commercial and industrial improvement areas (as contained in Section 10.4 of the Plan) will guide development within more specifically defined areas.

2.0 Community Improvement Plan (CIP)

2.1 The Central Area

Ingersoll's Central Area contains a range of commercial, residential, institutional, recreational and industrial uses. As the Town's historic business district, the Central Area comprises a variety of new and historic buildings

2.2 Ingersoll Central Area Design Guidelines

With the goal of forming a long term and fluid urban design plan for the Ingersoll's Downtown, in 2014 the Town of Ingersoll, in conjunction with the County Community Planning Office initiated a project to

develop Design Guidelines for the Central Area of the Town. The guidelines were developed to outline best urban design practices and establish design recommendations that recognize the importance of the Town's Central Area, while enhancing economic development potential. The study focuses on the Central Business District and Entrepreneurial District, as defined in the County Official Plan.

The study included an in depth analysis of the Downtown's existing conditions as it relates to main street character, circulation (driving, walking and cycling), key intersections, property characteristics and key destinations and views. A number of sites were also evaluated to determine redevelopment opportunities for the purpose of revitalizing the Downtown and surrounding areas.

The Design Study contains a number of overall recommendations for the study area, as well as area-specific goals and phasing for each of the 'Character Areas' that are identified in the study. More specifically, the Character Areas are:

- Central Area Core, which consists of main street – Thames Street, south of the southern (C.P. Railway) railroad track, to below King Street;
- Central Area Green, which consists of the area surrounding the Central Area Core, south of the C.P.R. railroad track and south of Mutual Street;
- Central Area North, which consists of the area north of the C.P.R. railroad tracks along and surrounding Thames Street as well as the area north of Mutual Street along Charles Street East.

The goal of the guidelines is to transform the study area into an attractive public and private realm, providing a unique Downtown experience that is enjoyable for all.

The Design Study also include a number of recommendations intended to assist the community in effectively implementing the design principles contained in the document. Generally, the Study will serve to guide the physical development of the Central Area and will provide a basis for Council's consideration of future Official Plan policies, Zoning By-law provisions, site plan guidelines and community improvement initiatives. In implementing the Town's CIP, the guidelines also are in to intended to serve as a tool for the Town in reviewing development and redevelopment applications in the Central Area.

The recommendations relevant to a community improvement plan included:

- Targeted land uses for each character area;
- Proposed street character classifications;
- On-street parking, sidewalks, amenities, signage and lighting, landscaping and gateways;
- Proposed building form, setbacks, height and roofline, material and details, entryways, windows, appurtenances, signage and lighting and public realm; and,
- Specific urban design guidelines for each identified character area.

The results of the above-noted analysis were brought to the public through an extensive consultation process. This included open house/workshops to obtain feedback from the community, together with focused meetings with selected stakeholders and interest groups within the Town. The guidelines were ultimately adopted by Town Council in November, 2014.

2.3 Community Improvement Project Area (CIPA)

The CIP applies to all lands within the Town of Ingersoll, as identified on Appendix I, respectively.

2.4 Agency Circulation and Public Process

In 2017, Town staff together with County Planning staff, initiated the development of a Town CIP that would identify several financial incentive programs to assist with renewal in the Central Area of the Town.

The Town CIP has been prepared in accordance with the provisions of Section 28 of the Planning Act. The draft Community Improvement Plan (CIP) was circulated to the prescribed public bodies as required by Section 17 of the Act and a final draft was prepared, reflecting those comments received through the noted circulation.

The statutory public meeting to consider the Community Improvement Plan was held on June 11, 2018, and the Plan was approved by Town Council on June 11, 2018.

2.5 Goals and Objectives

The fundamental goal of the CIP is to promote development in the Central Area and employment lands by encouraging property and business owners to improve the visual quality and function of buildings with a view to enhancing the long-term viability and economic stability of the Town. Generally, the objectives of the CIP are to:

- facilitate the ongoing viability, vitality and revitalization of the Downtown core;
- encourage long-term investment that improves the economic climate of the Town;
- outline a set of key design principles to form a basis for improvement efforts;
- improve the physical and visual quality of the existing building inventory;
- conserve and strengthen traditional heritage features within designated community improvement areas by encouraging improvement that is 'sympathetic' to the history of the area and encouraging reuse;
- promote a visually attractive, safe and clean public realm that is accommodating and accessible to all users;
- stimulate private investment activity and private property maintenance; and
- increase sense of community participation and civic pride.

2.6 Monitoring and Changes to the CIP

The Town supports actions that may be undertaken to promote revitalization and renewal, either through the use of one initiative or a combination of complementing incentives. However, the Town is not obligated to implement the incentive programs as outlined in this Plan and may choose to discontinue any incentive associated with the CIP at the sole discretion of Town Council.

Where Town Council resolves to discontinue a program or incentive, any approved proposals underway at the time will generally be honoured until the development is concluded. However, the decision to honour proposals is at Council's sole discretion.

2.7 Implementation

Council shall prepare and adopt a set of guidelines and procedures to establish specifics on how the various elements of the Plan will be implemented. The guidelines will address such issues as the application and approval procedures, agreement requirements, and how decisions will be made regarding which projects receive approval.

At the time Council establishes its annual budget, Council will determine the maximum contribution to be made available to various programs under the CIP for the current year.

The Town will conduct periodic reviews of the programs being implemented under the CIP to determine their effectiveness and to determine whether funding levels should be increased or decreased, or whether modifications to the program should be made. Any changes to the financial incentives programs will require pre-consultation with Ministry of Municipal Affairs and Housing (MMAH).

3.0 Financial Incentive Programs

This section outlines the financial incentive programs that may be implemented by the Town through the CIP. These incentive programs are designed to stimulate and assist new development, redevelopment and rehabilitation of vacant, underutilized or deteriorated properties in the designated areas of the Town which may be funded by way of both grants and loans.

Annual limits on expenditures/funds to be made available for the financial incentive programs in this Plan will be determined by Town Council. Detailed program implementation policies will also be established by the Town for the programs identified in this Plan.

The following general implementation and eligibility criteria shall apply to all financial incentive programs offered through this plan:

- Applications for funding shall generally be submitted prior to the issuance of a building permit. Grants will only be paid out after the applicable improvements have been completed and inspected by the Town and all outstanding work orders have been satisfied;
- If the applicant is not the owner of the property, the applicant must provide written consent from the owner of the property to make the application;
- The taxes for a property must be paid in full before any grant or loan is paid to an eligible property owner and shall be kept up to date during the period of time participation in the program occurs, otherwise such grant or loan shall be forfeited and any grant or loan shall be repaid to the Town;
- If a property is under an assessment appeal, the grant or loan application will be held in abeyance until the appeal is resolved;
- Any property owner successful in receiving incentive 3.4, Tax Increment Equivalent Grant Program, shall not appeal their assessment or they will forfeit the grant;
- Any program applicant may be required to provide a business plan for the proposed works as part of the application;
- Participating property owners will be required to enter into an agreement with the Town specifying such items as the level of loan or grant available and the terms and conditions

associated with the loan or grant, including the circumstances whereby an owner would be obligated to repay the Town for any loans or grants received;

- If a building erected or improved with a program grant or loan is demolished prior to the expiry of the grant or loan period, or the property is not maintained in a satisfactory state of repair consistent with Town By-laws, the grant or loan is forfeited and will be recovered by the Town;
- To be eligible for any of the funding programs, the proposed work should generally be consistent with the goals of this CIP, all Town policies, standards and procedures including zoning, site plan guidelines, heritage matters, and Central Area Design Guidelines and will be subject to review and the issuance of all required planning and development approvals and building permits;
- The total cost of all grants and loans provided by the Town and County combined may not exceed the total cost of rehabilitation;
- All applications for loan assistance under this CIP will be considered on a 'first come, first served' basis and will be restricted to the limit of budgeted funding. Should the number of eligible projects exceed the annual funding available, those eligible projects will be held in queue until and if funding becomes available the following year;
- Prior to approving an application under this CIP, the Town reserves the right to request an independent audit of the applicants accounts, at the expense of the applicant, and to ensure that all other work orders or requests to comply from all other departments and agencies, have been satisfactorily addressed;
- Any applicant may be required to provide quotes and/or cost estimates for services and materials subject to an application;
- The Town may, at any time, discontinue a program; however, any participants in the program prior to its closing will generally continue to receive loans or grants as approved for their property until the conclusion of their project (at Council's sole discretion);
- Unused funds from a particular program may be transferred to reserve for CIP use in future years at the discretion of Town Council.

The following outlines each program that may be offered at the discretion of Town Council within all or part of the Community Improvement Project Area.

3.1 Façade Improvement Program

This program is intended to provide a loan or grant to encourage exterior renovations which are in keeping with the desired aesthetic effect and historical/heritage characteristics of buildings within the designated areas. All façade improvements must adhere to the Central Area Design Guidelines. For the purposes of this program, a non-street front facade shall mean a portion of a non-street front building that is visible from an adjacent street or alleyway. Eligible improvements may consist of external repairs to façades and non-street front facades, including signage, awnings, decorative lighting, entrances and display windows. Interior and roof work will not be eligible.

3.2 Residential Conversion, Rehabilitation and Intensification Program

This program is intended to provide a loan or grant to encourage property owners to create one or more new residential dwelling units within and near the Downtown core through the rehabilitation, renovation or addition to an existing building(s). The purpose of this program is to encourage an increase in the residential population living in and around the Downtown. Proposals may include the demolition of existing buildings to make way for the construction of new buildings containing multi-unit residential

development, including registered condominium units. Programs to encourage residential development in the Downtown area are important to encourage the provision of a mix of housing types, and a tenure mix.

3.3 Update to Building Code Program

This program is intended to provide a grant to assist property owners in the designated areas with the financing of building improvements necessary to ensure older buildings comply with current health and safety to conform with Municipal, Provincial and Federal requirements. Such improvements are a means of protecting the public interest by proactively dealing with dilapidated buildings. This issue may be amplified in the Downtown area, as much of the building stock is older and needs major improvements to meet present-day building code standards.

3.4 Tax Increment Equivalent Grant Program

This program is intended to provide a grant to owners of lands and buildings who undertake improvements or redevelopment that result in an increased property assessment. The amount of the grant provided will depend on the amount of the municipal portion of property taxes that has increased as a result of the improvements. The increase in local municipal property tax represents the annual municipal property tax in each year following improvement or redevelopment of lands and buildings over and above municipal realty tax prior to improvement or redevelopment of the lands in question. All commercial and multi-unit residential properties located within the CIP area will be eligible for this program. Commercial areas outside of the Central Area and industrial properties may also be eligible, where appropriate.

The increase in taxes, or tax increment, is calculated by subtracting the municipal portion of property taxes before reassessment from the municipal portion of property taxes after reassessment. The Town may provide any proportion of the increment for any length of time that Council deems appropriate. The tax increment does not include any increase/decrease in municipal taxes due to a general tax rate increase/decrease, or a change in assessment for any other reason.

This program shall not be applicable to any owner/business that appeals their assessment.

3.5 Design Grant Back Program

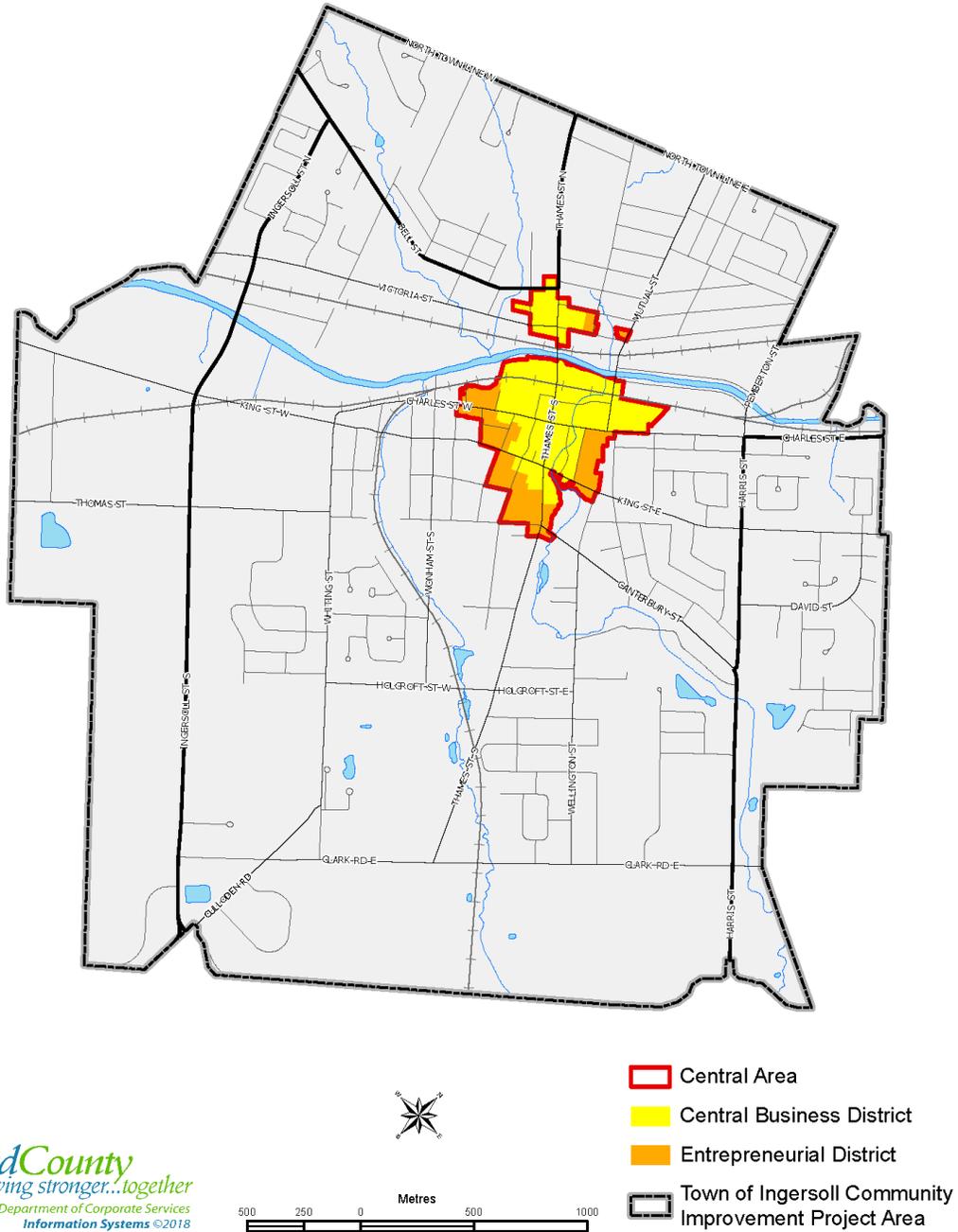
This program is intended to provide a grant to owners of lands and buildings in the CIP area who wish to hire a professional, such as an architect (for preparing designs, estimates, etc.), an engineer (for structural analysis) or accredited designer (landscape, interior, lighting or graphics/signage), to develop a project concept for other programs offered under this CIP. Design Grants may be applied for prior to the submission of an application for applicable programs. All design work shall generally be in keeping with the design direction identified in this Plan, and the Central Area Guidelines to be eligible for funding through this program. This program only applies to anyone that is successful in receiving funding through another program.

3.6 Oxford County Tax Grant Back Incentive Program

Oxford County has also adopted a Community Improvement Plan that applies to those lands within the County of Oxford that are subject to a local municipal downtown, central area, or village core-oriented community improvement plan. All lands within the Central Area of the Town of Ingersoll, as identified on Appendix I, have to be designated by County Council, by by-law, as a Community Improvement Project Area (CIPA) for the purpose of administering the CCIP. Similar to the tax incentive program offered through the Town CIP, the County CIP provides a tax grant back to owners of commercial, industrial or institutional properties and buildings who undertake improvements or redevelopment that result in an increased property assessment. Where a property is eligible for a tax grant back in accordance with the eligibility criteria as contained in the Town CIP and is located in the Central Area, as defined in the County CIP, the subject property may be eligible to receive a grant back for the increased County portion of taxes that would result in the proposed redevelopment or improvement. As the County CIP is intended to complement and enhance the incentives offered through the Town CIP, this duplication of financial assistance is acknowledged and will be permitted.

Appendix I: Town of Ingersoll Community Improvement Project Area

APPENDIX 1 **TOWN OF INGERSOLL COMMUNITY IMPROVEMENT PROJECT AREA**



Appendix II: Town of Ingersoll Community Improvement Plan Summary of Community Improvement Initiatives

PROGRAM	GENERAL TERMS
<p>Façade Improvement Program</p>	<p>The loan will be a maximum of \$10,000 interest free amortized over a 5 year period with a grant of \$2,000 to be awarded upon successful completion of all requirements of the program. Each façade is eligible for its own loan.</p> <p>The loan/grant will be paid to the property owner upon receipt of invoices for all completed work and after the Town inspects the completed work to ensure the improvements have been described in the application. The loan/grant will be in the amount of the invoices showing the actual costs of the work completed, not the estimated costs.</p> <p>All loans are subject to a signed loan agreement with the Town. Further details of the loan shall be outlined in the loan agreement. At the discretion of the Town, agreements may be transferrable to a new owner should the new owner meet all of the program’s criteria and agrees to the terms and conditions of the loan. Otherwise, where ownership is transferred, the outstanding balance shall be due immediately.</p>
<p>Residential Conversion, Rehabilitation and Intensification Program</p>	<p>The Town will grant back 50% of the building permit fees associated with residential conversion, rehabilitation and intensification. The Town will provide a tax incremental grant on improvements that create an increase in assessment over a 5 year period with 80% of the tax increase granted back in year 1, 70% in year 2, 60% in year 3, 40% in year 4 and 20% granted back in year 5. The grant will be awarded upon successful completion of all requirements of the program.</p> <p>The grant(s) will be paid to the property owner upon receipt of invoices for all completed work and after the Town inspects the completed work to ensure the improvements have been described in the application.</p> <p>All grants are subject to a signed agreement with the Town. Further details shall be outlined in the agreement. At the discretion of the Town, agreements may be transferrable to a new owner should the new owner meet all of the program’s criteria and agrees to the terms and conditions.</p>

PROGRAM	ELIGIBILITY CRITERIA
Update to Building Code Program	<p>The Town will grant back 50% of the building permit fees associated with residential conversion, rehabilitation and intensification.</p> <p>The grant(s) will be paid to the property owner upon receipt of invoices for all completed work and after the Town inspects the completed work to ensure the improvements have been described in the application.</p> <p>All grants are subject to a signed agreement with the Town. Further details shall be outlined in the agreement. At the discretion of the Town, agreements may be transferrable to a new owner should the new owner meet all of the program's criteria and agrees to the terms and conditions.</p>
Design Grant Back Program	<p>The Town will grant back 50% of the eligible costs to a maximum of \$1,500 for anyone successful in receiving funding for other programs within the Community Improvement Program.</p> <p>The grant(s) will be paid to the property owner upon receipt of invoices for all completed work and after the Town inspects the completed work to ensure the improvements have been described in the application.</p> <p>All grants are subject to a signed agreement with the Town. Further details shall be outlined in the agreement. At the discretion of the Town, agreements may be transferrable to a new owner should the new owner meet all of the program's criteria and agrees to the terms and conditions.</p>

PROGRAM	ELIGIBILITY CRITERIA																																		
<p>Tax Increment Equivalent Grant Program</p>	<p>Improvements that result in an increased property assessment will be granted back a portion of their municipal taxes. The grant will be calculated by subtracting the municipal portion of property taxes before reassessment from the municipal portion of taxes after the increase in assessment, but takes into calculations any increase in property tax due to a general tax increase or decrease, or change in assessment for any other reason. The grant will be structured as follows:</p> <p>For projects under \$1,000,000 (based on building permit):</p> <table border="1" data-bbox="467 516 1414 772"> <thead> <tr> <th>Year</th> <th>Portion of Municipal Tax Incremental Grant</th> </tr> </thead> <tbody> <tr><td>1</td><td>80%</td></tr> <tr><td>2</td><td>70%</td></tr> <tr><td>3</td><td>60%</td></tr> <tr><td>4</td><td>40%</td></tr> <tr><td>5</td><td>20%</td></tr> </tbody> </table> <p>For projects over \$1,000,000 (based on building permit) or brownfield redevelopment:</p> <table border="1" data-bbox="467 879 1414 1325"> <thead> <tr> <th>Year</th> <th>Portion of Municipal Tax Incremental Grant</th> </tr> </thead> <tbody> <tr><td>1</td><td>100%</td></tr> <tr><td>2</td><td>90%</td></tr> <tr><td>3</td><td>80%</td></tr> <tr><td>4</td><td>70%</td></tr> <tr><td>5</td><td>60%</td></tr> <tr><td>6</td><td>50%</td></tr> <tr><td>7</td><td>40%</td></tr> <tr><td>8</td><td>30%</td></tr> <tr><td>9</td><td>20%</td></tr> <tr><td>10</td><td>10%</td></tr> </tbody> </table> <p>The grant will be paid to the property owner upon completion of the build for all completed work and after the Town inspects the completed work to ensure the improvements have been described in the application. The grant will be issued once the reassessment and calculations have been completed.</p> <p>All grants are subject to a signed agreement with the Town. Further details shall be outlined in the agreement. At the discretion of the Town, agreements may be transferrable to a new owner should the new owner meet all of the program’s criteria and agree to the terms and conditions.</p>	Year	Portion of Municipal Tax Incremental Grant	1	80%	2	70%	3	60%	4	40%	5	20%	Year	Portion of Municipal Tax Incremental Grant	1	100%	2	90%	3	80%	4	70%	5	60%	6	50%	7	40%	8	30%	9	20%	10	10%
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**Corporation of the Town of Ingersoll
By-Law 18-5006**

**A By-Law to adopt the Town of Ingersoll Community Improvement Plan and
to designate a Community Improvement Plan Area**

WHEREAS, Sections 28 and 17 of the Planning Act, RSO 1990, Chapter P.13, as amended, provide for the designation of a Community Improvement Project Area and for the adoption of a Community Improvement Plan;

AND WHEREAS a Community Improvement Plan attached hereto as Schedule 'B' has been prepared for the Community Improvement Project Area;

AND WHEREAS the proposed Community Improvement Plan conforms to the County of Oxford Official Plan;

NOW THEREFORE, the Municipal Council of the Corporation of the Town of Ingersoll, pursuant to Section 28 of the Planning Act, R.S.O, 1990, enacts as follows:

- (1) That the lands shown on Schedule 'B' attached hereto and forming part of this By-Law be, and the same is hereby designated as a "Community Improvement Project Area".
- (2) That this By-law shall become effective on the date of third and final reading.

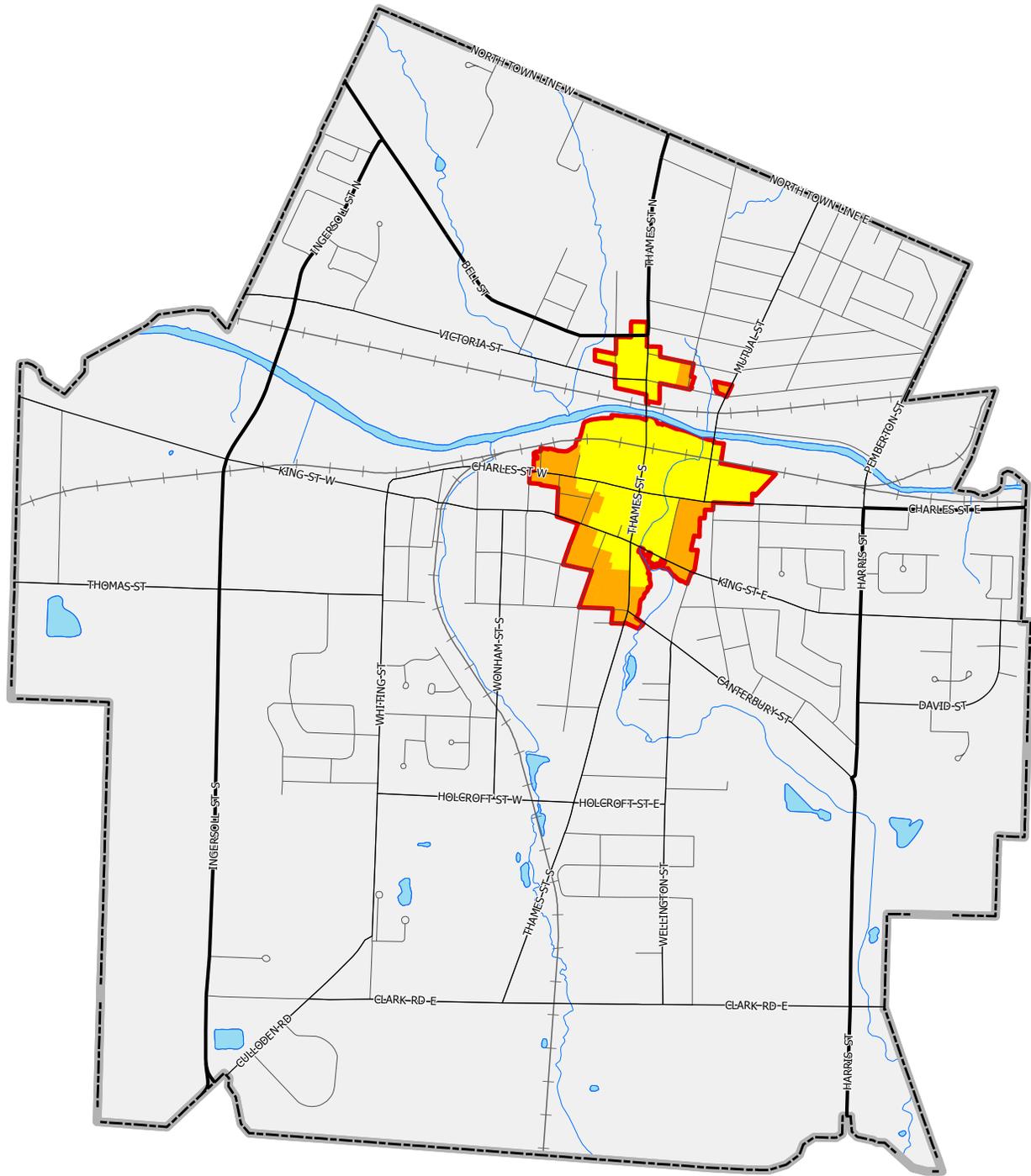
READ a first and second time in Open Council this 11th day of June 2018.

READ a third time in Open Council and passed this 11th day of June 2018.

Edward (Ted) Comiskey, Mayor

Michael Graves, Clerk

TOWN OF INGERSOLL COMMUNITY IMPROVEMENT PROJECT AREA



-  Central Area
-  Central Business District
-  Entrepreneurial District
-  Town of Ingersoll Community Improvement Project Area





**Corporation of the Town of Ingersoll
By-Law 18-5007**

A by-law to designate the property municipally known as 1 Charles St. East and legally described as Part Lot 10 Block 37 Plan 279, as being a property of cultural heritage value or interest

WHEREAS the Ontario Heritage Act, R.S.O. 1190 c. 0.18 S. 29 provides Council with the power to designate a property of cultural heritage value or interest through by-law.

AND WHEREAS required notification of the Town's intent to designate 1 Charles Street East as a property of cultural heritage value or interest has been fulfilled as per S. 29 (3), (4), (4.1).

AND WHEREAS no notice of objection to the proposed designation has been served on the Clerk of the municipality.

NOW THEREFORE the Council of the Town of Ingersoll in accordance with S. 29 (6) enacts the following by-law:

- 1) THAT the Council for the Corporation of the Town of Ingersoll designates the property of the former Carnegie Library, municipally known as 1 Charles Street East, Ingersoll ON as a property of cultural heritage value or interest under the *Ontario Heritage Act, R.S.O. 1990*.
- 2) THAT the attached Statement of Cultural Heritage Value or Interest and Description of Heritage Attributes (Schedule "A") be submitted with this By-law to be registered on the title of the property at the Oxford land registry office.
- 3) THAT no owner of the property shall alter or permit the alternation of the property if the alteration is likely to affect the property's heritage attributes as identified in Schedule "A" unless the owner applies to Council and receives consent in writing to the alteration.
- 4) THAT notice of the passage of this By-law be given to the property owner, to the Ontario Heritage Trust, and be published in the Oxford Review.
- 5) That 1 Charles Street East be listed on the municipal register of property that is of cultural heritage value or interest.

READ a first and second time in Open Council this 11th day of June, 2018.

READ a third time in Open Council and passed this 11th day of June, 2018.

Edward (Ted) Comiskey, Mayor

Danielle Richard, Deputy Clerk

SCHEDULE “A” to By-law 18-5007
REQUIRED DESIGNATION INFORMATION FOR 1 CHARLES ST. EAST

A.01 - Legal Description of the Property

Part Lot 10 Block 37 Plan 279, 1 Charles Street East, Town of Ingersoll

A.02 - Statement of Cultural Heritage Value or Interest

The property of the former Carnegie Library is of historical value as it is one of only 125 Carnegie Libraries in Canada which was constructed using funds from the Andrew Carnegie Foundation. Built in 1910, 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 also once housed Canada’s first adult art class in its basement.

The property of the former Carnegie Library is of design or physical value because it 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.

The property of the former Carnegie Library is of contextual value because it is a landmark of the community and is historically linked to its surroundings.

A.03 - Description of Heritage Attributes

The heritage attributes that reflect the heritage value of the former Carnegie Library include its:

- all elevations and the roof
- all facades
- windows and trim
- construction materials of wood, brick, stone, plaster, parging, metal and glazing
- their related building techniques
- landscape features
- red brick walls with limestone foundation
- cornice lime and brackets
- semi-circle arched cornice
- parapet
- round-arched windows
- brick pilasters with capitals and bases
- decorative keystone
- decorative corbels
- location on Charles Street East



**Corporation of the Town of Ingersoll
By-Law 18-5008**

**A bylaw to adopt and confirm all actions and proceedings of the Council of the
Town of Ingersoll at the Council meeting held on June 11, 2018**

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

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

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

1. **THAT** all actions and proceedings of the Council of The Corporation of the Town of Ingersoll at the meeting held on June 11, 2018, are hereby adopted.
2. **THAT** the taking of any action authorized in or by the Council of The Corporation of the Town of Ingersoll are hereby adopted, ratified and confirmed.
3. **THAT** where no individual by-law has been or is passed with respect to the taking of any action authorized in or by the Council of The Corporation of the Town of Ingersoll, then this by-law shall be deemed for all purposes to be the by-law required for approving and authorizing the taking of the action.
4. **THAT** the Mayor and Officers of The Corporation of the Town of Ingersoll are hereby authorized and directed to do all things necessary to give effect to the recommendations, motions, resolutions, reports, action and other decisions of the Council and the Mayor and Clerk are hereby authorized and directed to execute all necessary documents in the name of The Corporation of the Town of Ingersoll and to affix the seal of the Corporation thereto.
5. **AND FURTHER THAT** this by-law shall become effective and shall come into force after third reading of the by-law.

READ a first and second time in Open Council this 11th day of June, 2018.

READ a third time in Open Council and passed this 11th day of June, 2018.

Edward (Ted) Comiskey, Mayor

Michael Graves, Clerk