

April 11, 2023

Regular Meeting of Council – Highlights

Public Meeting – Building Permit Fee Review

Mike Donnelly Chief Building Official and Glenn Tunnock of Tunnock Consulting Ltd. provided a presentation on the building permit fee review and outlined the proposed changes to fees and the reasoning for and the scope of the proposed changes. Council approved the changes as presented, and directed that an updated By-Law be brought forward at the May regular meeting of Council to allow for administration and enforcement.

To access the presentation click [HERE](#).

Special Staff Reports

Staff Engagement Morale Attraction and Retention

This report detailed a range of ways in which the Town of Ingersoll can attract and retain staff while maintaining morale. The report proposed a number of initiatives including adopting a condensed, 4-day workweek, reviewing job titles, establishing a formal co-op and intern program, review of benefits and vacation entitlement, and the means through which the Town can become an employer of choice for part-time staff. After deferral from the March agenda, Council thoroughly discussed the range of options and directed staff as follows:

- Council approved the implementation of initiatives 1, 2, 4, 5, 8, 10, 11,12, 13, 14, and 15, as contained in the report, which can be viewed from the link below;

Staff were also directed to:

- Conduct research and bring forward information for consideration in the 2024 budget or at a future meeting of Council as a part of a report related to options 3, 6, 7, and 9 as contained in the report;
- Investigate the need and options to provide a childcare option for staff members and a report be brought back for 2024 budget deliberations;
- Research implementing a living wage policy and report back for 2024 budget deliberations.

Further information: [Report A-004-23](#)

Fence Variance – 404 Wellington Street

Council reviewed and approved the requested fence variance.

Further information: [Report B-005-23](#)

EV Charging Spaces Report

Council approved the suggested changes within the report to amend the Consolidated Traffic and Parking By-Law 06-4327 to incorporate the EV charging locations into Schedules B and F of the By-Law, to allow for effective enforcement of the infraction by Town By-Law enforcement officers and OPP.

Further information: [Report C-011-23](#)

Citizen and Council Appointments to Town Boards and Committees

Town staff undertook a community recruitment effort to actively promote the opportunity to submit applications to Council's various boards and committees. Council were provided citizens' applications and asked to appoint members to its committees. Council first appointed the Council representatives to sit on the various committees, followed by a closed session discussion to deliberate on the citizen applicants, which were then confirmed via resolution in an open session. The appointees will be contacted to advise of their committee appointment and a by-Law to formally appoint members will be brought forward at the next regular meeting in May.

Further information: [Report C-012-23](#)

Community Gardens

The report identified the benefits of continuing the community garden program. Council directed that the plot of land located at Charles and Wonham St. South be approved for use as a community garden for the 2023 planting season. A lease to this effect will be entered into between the Town and Kiwanis Club of Ingersoll, with Transition to less Waste as a sub-lessee.

Further information: [Report C-013-23](#)

Creative Arts Centre Sidewalks

The deficiencies were described at this location and the hazards that they pose. Council agreed that the project should be carried out, with a maximum budget of \$13,325, a contractor will be selected after gathering three quotes, as per the Town procurement policy. Finances for the project will be taken from the Parks Facilities Reserve.

Further information: [Report CS-006-23](#)

Canada Day Fireworks

The staff report outlined an option and pricing for a firework display to be held by the Town to celebrate Canada Day 2023, as requested by Council during budget deliberations. The report also identified that co-hosting with local municipalities is being explored for the future. Council approved a Canada Day fireworks display for July 1st with a budget of \$10,000 before taxes; to be financed from the 2022 surplus funds. Staff were also directed to prepare a report on the difference between silent versus regular fireworks and the financial implications of this.

Further information: [Report CS-007-23](#)

Camping in Centennial Park

This report provided a number of avenues that could be taken to update the procedures for permitting camping within Centennial Park. This procedure is currently extremely outdated and would benefit from pricing and regulations in line with other similar sites. Council selected option C outlined in the report, which is to establish

clear policies, allowing that fees be brought forward for serviced and unserved sites in line with UTRCA's fee schedule. Recommendations were also approved to introduce a tag system and to consider the costs of upgrades to the electrical system. A By-law to this effect will be brought forward at the May 2023 regular Council meeting.

Further information: [Report ED-006-23](#)

Sidewalk Machine Tender Comparisons

Staff provided a summary of the outcome of the tenders received. Council directed staff to accept the bid from GC Duke.

Further information: [Report OP-007-23](#)

Leaf Vacuum Tender Comparisons

Staff provided a summary of the outcome of the tenders received. Council directed staff to accept the bid from Work Equipment Ltd. (Trackless).

Further information: [Report OP-008-23](#)

Elimination of Vacant Unit Rebate Program & Vacancy Sub Classes

The report analyzed the implications of the elimination of the vacancy rebate. By-Law 23-5254, "A By-law to Opt-Out of the Vacant Unit Rebate Program", was approved. Staff were directed to lobby the County of Oxford to eliminate the Excess/Vacant Land sub-classes within the Commercial and Industrial Tax Classes within the County of Oxford.

Further information: [Report T-009-23](#)

Planning Applications

Information on current Planning Applications, Notices, and Reports can be accessed via the [County's Planning Site](#).

Zone Change Applications

ZN 6-22-09, Supplementary Report and Decision

Following a previous public meeting on the application, Council approved in principle, the zone change of 265 Ingersoll St. from Restricted Industrial Zone (MR) to Residential Type 1 Zone (R1).

Further information: [Report CP 2023-94](#)

Delegations and Presentations

1. Ingersoll and Area Indigenous Solidarity and Awareness Network (IISAN) - Overview

Patricia Marshal of the Ingersoll and Area Indigenous Solidarity and Awareness Network (IISAN), provided an overview of the valuable work that the organization carries out in the community to raise awareness of the challenges encountered by the Indigenous community past and present, which provided ideas for opportunities where both citizens and the Town can engage to support the work and message of IISAN.

Council directed staff to draft a policy to provide for an annual report to be tabled and presented during a council meeting, and directed that they will show support for the IISAN by:

- Promoting its events on the Town of Ingersoll social media pages during the 2022-2026 council term.
- Provide IISAN the use of a community space to host an event at least once annually to support Call to Action 57 regarding public education.

[View the IISAN presentation here](#)

2. Ingersoll Library “Touch a Truck” Event Request

Ellen Rabie Community Librarian attended to request the closure of the Town Hall / Library car park during opening hours, to hold the proposed event on June 30, 2023, being held to mark the launch of the summer reading club program. Council approved the request to close the car park and reach out to Town of Ingersoll departments to request participation of Town vehicles.

3. ISE Ontario & Oxford County

Bryan Smith of ISE Ontario attended to provide information regarding the ongoing ISE exchange student program along with examples of its successes, and to request Town support for the initiative. Council offered to share resources on the Town website along with the invitation for participating students to attend future Council meetings to share their experience.

[View the ISE presentation here](#)

Correspondence and Resolution

Council received correspondence items concerning the following:

1. The City of Woodstock shared a resolution showing support for the Town of Ingersoll’s implementation of a Diversity and Newcomer committee, and the exploration of the option of joining the UNESCO coalition.
 - [City of Woodstock Correspondence](#)
 2. [AMO correspondence relating to ending homelessness](#)
 3. Council approved the request from Tami Murray President of Oxford County Pride, to raise the Progressive Pride Flag in Dewan Park during Pride month (June) 2023. And in addition granted a sponsorship of \$500 to be provided to Oxford County Pride, funded from the community development grant budget.
 4. Council approved the request from the Ingersoll Safe Cycling Committee requesting support for a delegate to attend the “Share the Road” conference taking place in Burlington during April / May.
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These Highlights are intended to provide a brief summary of recent Council proceedings and are not inclusive of all agenda items. For a detailed account of the full agenda, including staff reports and official meeting minutes, and a recording of the meeting, please visit the Town's [Agendas and Minutes Portal](#) or contact the Clerk's Department clerks@ingersoll.ca, (519) 485-0120