



**Corporation of the Town of Ingersoll
Council Agenda
Special Meeting of Council
Tuesday, December 2, 2014
Town Centre, Council Chambers
6:00 P.M.**

Council Orientation

Call to Order

Presentations

[Town of Ingersoll Department Presentation](#)

Treasury Department
Economic Development Department
Fire Services Department
Operations Department
Clerk's Department
Parks & Recreations Department

Upcoming Council Meeting

**Regular Meeting of Council
Monday, December 8, 2014
Town Centre
Council Chambers
6:00 P.M.**

Closed Session

1) Pending Disposition of Land

Consideration of Closed Session

1) Pending Disposition of Land

Adjournment



Council Orientation

Treasury
2014 - 2018

Primary Areas of Responsibility

- ▶ Treasury is responsible for the overall financial health of the municipality which includes the duties of:
 - ▶ Budgeting
 - ▶ Property Tax Billing and Collection
 - ▶ Payroll
 - ▶ Accounts Payable and Receivable
 - ▶ General Accounting
 - ▶ Investing and Borrowing
 - ▶ General Insurance
 - ▶ Financial Reporting

Annual Budget

- ▶ \$242,000 Revenue – interest (bank & property tax arrears), tax certificates, misc.
- ▶ (452,000) Expenses – salaries, wages, audit fee, general department expenses
- ▶ (210,000) Treasury net operating expense
- ▶ 538,000 OMPF Grant
- ▶ 329,000 Interest on Erie Thames Hydro Note
- ▶ (214,000) Insurance
- ▶ (108,000) Retiree benefits costs
- ▶ 335,000 Revenue

Staffing Complement

▶ Full Time

- ▶ Treasurer
- ▶ Deputy Treasurer (Tax Collector and Payroll)
- ▶ Accounts Payable / General Accounting
- ▶ Accounts Receivable / Front Counter

▶ Part Time

- ▶ Position shared along with Para Transit and Clerks Department

Stakeholder Interaction

- ▶ Taxpayers
- ▶ General public that appear in person at front counter
- ▶ Developers and builders impacted by Development Charges
- ▶ Suppliers and vendors in accounts payables process
- ▶ Various interactions with government ministries through reporting requirements, regulations and funding

Challenges for 2015...

- ▶ Defining the financial goals for the next 4 years
 - ▶ Historical issues – unfinanced industrial land, low level of reserves, post retirement liability
 - ▶ Current Issues – services and level of service, rate of taxation
 - ▶ Future Issues – asset management plan

Councillor Questions

- ▶ Treasury



Council Orientation

Economic Development

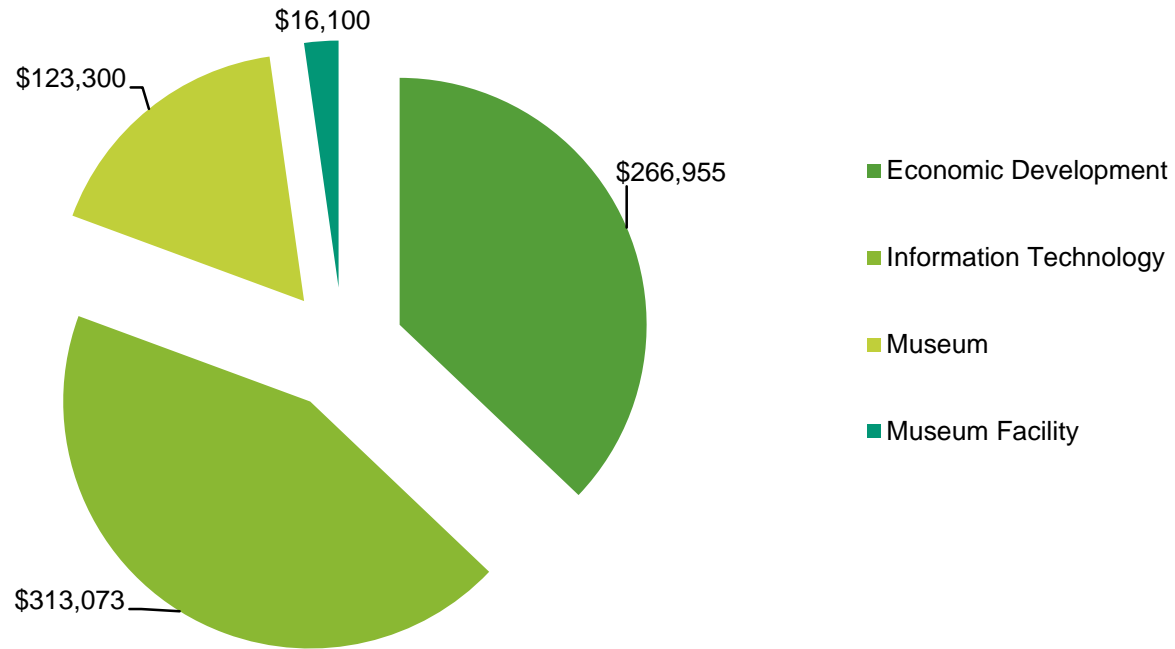
2014 - 2018

Primary Areas of Responsibility

- ▶ Economic Development
- ▶ Tourism and Promotion
- ▶ Cheese and Agricultural Museum
- ▶ Information Technology and Services
- ▶ Management of BIA Administration

Annual Budget

2014 Budget from Levy



Staffing Complement

- ▶ Director of Economic Development
- ▶ 1 Full Time Economic Development and Tourism Assistant
- ▶ 2 Full Time IT staff
- ▶ 1 Full Time Museum Curator
- ▶ Seasonal employment normally includes 2 summer students at the Museum

Stakeholder Interaction

- ▶ We act as the face of the community when recruiting business and industry
- ▶ Assemble ad hoc committees made up of various stakeholders in the community as part special projects undertaken in the department ie. Central Area Design Guidelines, Branding Committee, CCREST
- ▶ Economic Dev is heavily involved in the administration of the BIA
- ▶ Economic Dev is a significant sponsor to the Ingersoll District Chamber of Commerce
- ▶ Director for the SOMA economic development group
- ▶ Partner on the Oxford Workforce development partnership
- ▶ Museum acts as the seat of culture in the community
- ▶ The location of the Museum means that is it often the first point of call for our tourist visitors
- ▶ Curator sits on boards for EON and Oxford Creative Connections

Challenges for 2015...

- ▶ Continuing with the marketing of our available development land in Ingersoll
- ▶ Continue to encourage a balanced development profile including residential, commercial and industrial sectors
- ▶ Maintaining development momentum will be a challenge in 2015
- ▶ Continue to improve our relationship with the development community
- ▶ Strengthen the Ingersoll Builders Group
- ▶ Strengthen the commercial offering in the downtown and beyond – potential to grow by 700 jobs in this area
- ▶ Continue to service our existing businesses and work with them to meet their expansion needs

Council Questions

- ▶ Economic Development



Council Orientation

Ingersoll Fire & Emergency Services

2014 - 2018



EST 1863

Primary Areas of Responsibility

Delivery of Fire Protection Services

Fire Protection and Prevention Act

- ✓ Provide Fire Protection and other Services that may be necessary
- ✓ Establish Programs that include Public Fire Safety Education and Fire Prevention
 1. School Programs – Risk Watch, Fire Prevention Week activities, Sleepover with Sparky, IDCI Mock Disaster and Live Burn demonstrations(for graduating class)
 2. Seniors and Young Children – Hall Tours, Group Information Sessions, Public Education Booths, Fire Extinguisher Training
 3. In home Smoke Alarm and Carbon Monoxide alarm installation and education



Opened May 1992



Primary Areas of Responsibility

Delivery of Fire Protection Services

Fire Prevention Inspections

Complaint and Request

Commercial, Industrial, Multi Unit Residential

Vulnerable Occupancies

All Public Spaces - Assembly

Primary Areas of Responsibility

Delivery of Fire Protection Services

Establishing and Regulating Bylaw

Bylaw # 80-5540

Fire Suppression

Tired Medical Response

Vehicle Extrication

Confined Space Rescue

High Angle Rope Rescue – Tower Rescue

Land Based Water Rescue

Awareness Level Hazardous Material Response

General Public Assistance

Post Fire Investigation



Primary Areas of Responsibility

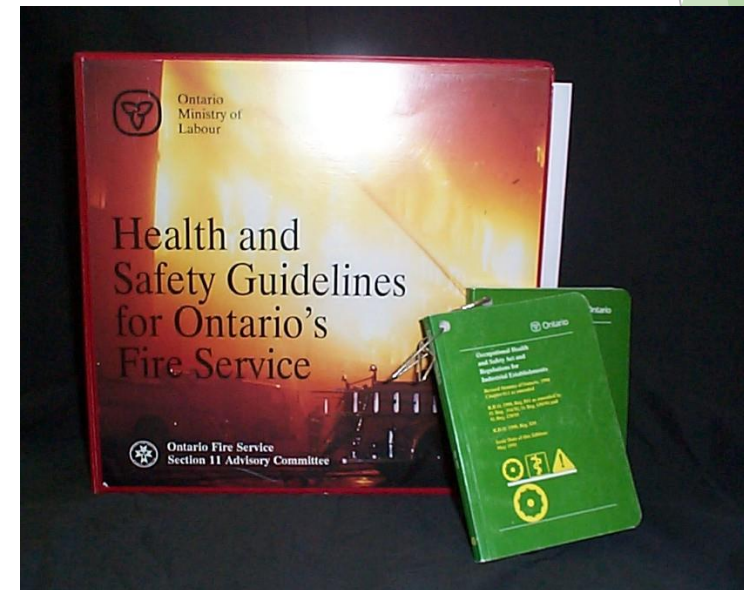
Delivery of Fire Protection Services

Occupational Health and Safety Act

Section 21 Guidelines

72 Guidelines

Operational Guidelines to address all 72



Primary Areas of Responsibility

Bylaw Enforcement

Carbon Monoxide

Animal Related Bylaw

Traffic / Parking

Smoking Near Buildings

Open Air Burning

Fire Works

Sign Bylaw

Fire Routes

Contract Parking Enforcement Officer

Downtown Core

Primary Areas of Responsibility

CEMC

Emergency Management and Civil Protection Act

Ingersoll Emergency Plan

Chair of the Community Emergency Program Committee

Annual Meeting

Annual Training

Annual Exercise

Annual Letter of Compliance of Program - OFMEM

Annual Budget

Fire Department – Administration	\$959,963
Facilities	\$ 16,235
Downtown Parking -	\$ 32,150
Police Facilities -	\$ 105,000

Staffing Complement

5 Full Time

Chief, Deputy Chief, 2 Captains, 1 Maintenance staff

Administration of Department, CEMC

Fire Suppression / Rescue

Fire Prevention – Inspections

Bylaw Enforcement

Public Education – Presentations, Information Booths, etc .

Coordinating Training for Fire Fighters

Custodial Services and Maintenance of Fire Station and Police Building

Volunteer Fire Fighters

2 Captains, 2 Lieutenants, 18 Fire Fighters

Suppression / Rescue

Public Education – Presentations, Information Booths, etc

Part Time Staff

1 Admin Assistant, 1 Parking Enforcement Officer

Stakeholder Interaction

Community Involvement

MD Boot Drive

Ingersoll Harvest Fest

Remembrance Day Ceremony

Annual Fire Fighters Brunch

Rotary Christmas Parade

Challenges for 2015...

Training

Transition to NFPA

Bringing in House to reduce cost

Fleet Management

Keeping equipment costs low

Building reserves for future needs

Communications

Mobile Repeater

Council Questions

- ▶ Fire and Emergency Services



Council Orientation

OPERATIONS – Engineering, Building and Public Works

2014 - 2018

Primary Areas of Responsibility

Engineering Department

The Engineering Department is responsible for the following areas:

- Capitol Construction
- Engineering Services
- Asset Management/Mapping
- Planning – Development/Site Plans
- Locates
- Topographical Surveying
- Parking Lots
- Active Transportation
- Drainage
- Traffic Counts
- Street Lights/Traffic Signals



Primary Areas of Responsibility

Building Department

- ▶ Building Permits Inspection/Enforcement
- ▶ Plumbing & Sewer Permits
- ▶ Property Standards/By-law Enforcement
- ▶ Planning –Zoning/Development/Site Plans
- ▶ Facilities – Town Centre, Carnegie Building, Carrs Walkway



Primary Areas of Responsibility

Public Works

- ▶ Maintenance of
 - Bridges & culverts
 - Roadsides
 - Sidewalks
 - Trees
 - Catchbasins/Storm Sewers
 - Hard Top

- ▶ Street Sweeping
- ▶ Winter Control
- ▶ Signs/Guiderail/Railway Crossings
- ▶ Detours
- ▶ Waste Management
- ▶ Brush/Yard Waste/Leaf Pickup
- ▶ Litter Pick Up



Annual Budget

- ▶ **2014 Operating Budget**
- ▶ Engineering Budget \$825,000
- ▶ Building Inspection \$62,000
- ▶ Public Buildings \$152,000
- ▶ Public Works \$ 1.9Million

- ▶ **2014-Capital Budget**
- ▶ Transportation \$1.2Million
- ▶ Public Buildings \$221,000
- ▶ Public Works \$212,000

Staffing Complement

	Non Union	Union	Contract	Summer Student
Engineering	6		1	
Building Inspection	2			
Public Works	2	9		3

Stakeholder Interaction

- ▶ County of Oxford
- ▶ Erie Thames Power/CRU Solutions/Hydro One
- ▶ Neighbouring Townships
- ▶ O.P.P.
- ▶ Utililites (Bell, Rogers,Union Gas,Execulink)
- ▶ CN/CP/OSR Railway
- ▶ MTO/MNR/MOE
- ▶ Upper Thames River Conservation Authority
- ▶ BIA/Chamber of Commerce
- ▶ Safe Cycling Committee
- ▶ Oxford County Sustainability Initiative
- ▶ Walker Landfill Initiative

Challenges for 2015...

- ▶ Funding for Infrastructure (Building, Roads, Storm, Bridges, Culverts)
- ▶ Financial Plan for Asset Management
- ▶ Revenue Neutral Building Permit Fees
- ▶ By-Law Enforcement
- ▶ Addressing the results of the Facilities Condition Assessment
- ▶ Drainage



Council Orientation

Clerk's Department

2014 - 2018

Primary Areas of Responsibility

- ▶ Support for the CAO and Town Council Organizes meetings of Town Council
- ▶ Preparation of Agendas and Minutes for Council and some Boards and Committees.
- ▶ Provides easy public access to Council's decision-making processes and information
- ▶ Communication to affected parties regarding the proceedings of all Council meetings
- ▶ Meeting the statutory requirements of the Accessibility for Ontarians with Disabilities Act
- ▶ Planning Act Notices, correspondence, appeals,
- ▶ Legal agreements for planning act, contracts, easements, leases, transfers
- ▶ Managing, organizing and conducting the Municipal Election
- ▶ Overseeing the organization, retention, and disposition of Town records
- ▶ Processing Vital Statistics information (such as death registrations and marriage license's)
- ▶ Processing Municipal Freedom of Information and Protection of Privacy access requests
- ▶ Licensing for Marriage, Lottery, Transient Traders, Mobile Lunch Wagons

Annual Budget

▶ Mayor and Council	\$299,366
▶ Downtown Improvement	\$19,840
▶ Clerks	\$456,125
▶ Para-transit	\$88,630
▶ Animal Control	\$4,560

Staffing Complement

- ▶ **Full Time (non-union)**
- ▶ Deputy Clerk
- ▶ Administrative Assistant
- ▶ **Part time**
- ▶ Administrative Assistant

Stakeholder Interaction

- ▶ Various agencies, boards including ;
 - UTRCA, (Upper Thames River Conservation Authority)
 - EARTH, (Earth Corporation)
 - Alexandra Hospital
- ▶ Main point of contact for Ministries of the Province and Departments of the Federal Government.
- ▶ Main point of contact for other Municipal Governments
- ▶ Residents

Challenges for 2015...

- ▶ New reporting of Closed Session Discussions
- ▶ Further Accessibility Requirements for 2015
- ▶ Potential Passing of Transparency and Accountability Act

Councillor Questions

- ▶ Clerk's Department



Council Orientation

Parks and Recreation Department

2014 - 2018

Primary Areas of Responsibility

- Programming of recreation, sports, aquatic, fitness, technology & skill development and leisure activities for all ages;
- Maintaining 130 acres of parkland, playground equipment, splash-pad, skateboard park, sports fields (soccer fields & baseball diamonds), tennis & basketball courts, recreational trails, municipal flower beds, hanging baskets, outdoor washroom facilities and the Parks Shop;
- Maintaining various indoor recreation facilities: Victoria Park Community Centre, Ingersoll District Memorial Arena, Fusion Youth Activity & Technology Centre and Ingersoll Seniors Activity Centre;
- Scheduling of sports fields (baseball diamonds & soccer fields) and indoor recreation facilities (arena, auditorium, meetings rooms, pool, squash courts);
- Community Development – Acting as a staff resource and assisting community groups with special projects and special events i.e. Ingersoll Play-Right, Use of tables, chairs, picnic tables, stage etc. Planning community special events i.e. Festival of Lights, Santa`s Festival Village, Town Wide\Thames River Clean Up;
- Promotion and Marketing of Department and community programs and services i.e. Here In Ingersoll Magazine;
- Long range planning and the development of new parks, facilities and programs to meet the recreational and leisure needs of the community.

Annual Budget

▶ 2014 Annual Budget	Net Cost
▶ Recreation Administration	\$ 163,346
▶ Arena	\$ 169,462
▶ Cami Suzuki House – Seniors Centre	\$ 148,902
▶ Parks	\$ 426,885
▶ Santa`s Festival Village	\$ 21,426
▶ Festival of Lights – Light Repairs, Construction of New Lights, Sales & Maintenance Fees	\$ 0
* Cost of Light Display Installation and Tear Down is currently included in Parks Budget	
➤ Victoria Park Community Centre	\$ 709,017
➤ Fusion Youth Activity & Technology Centre	\$ 521,626
➤ Total Net Cost	\$ 2,164,864

Staffing Complement

- ▶ Full Time (union/non-union)

Director of Parks & Recreation

5 Managers - Facility Operations
- Parks
- Recreation\Fitness
- Aquatics
- Fusion Youth Centre

10 Full Time - 3 Arena
- 4 VPCC
- 2 Fusion
- 1 Parks

- ▶ Contract - 6 - Fusion

- ▶ Part time - Approx 100

Stakeholder Interaction

- ▶ Indoor Recreation Facility User Groups i.e. Ingersoll Minor Hockey, Ingersoll Skating Club, Ingersoll Speed Sharks, Adult User Groups;
- ▶ Outdoor Recreation Facility User Groups i.e. Ingersoll Minor Soccer Association, Ingersoll Minor Baseball, Adult Soccer/Baseball Groups;
- ▶ Fusion Youth Activity & Technology Centre i.e. Thames Valley Board of Education, VON, OCYC, Ingersoll Community Living, Fanshawe College, United Way, CAW, RBC, Service Clubs etc;
- ▶ Seniors Activity Centre – Board of Directors and Staff;
- ▶ Town Ad Hoc & Community Committee's – Ingersoll Safe Cycling, Off Leash Dog Park, Ingersoll PlayRight, Ingersoll Rotary Outdoor Ice Rink, Oxford Recreational Trails, 2015 Pan Am Games Torch Relay.

Challenges for 2015...

- ▶ Development of Terms of Reference for a Parks & Recreation Master Plan;
- ▶ Based on the Corporations goals and objectives staff will work in partnership and provide guidance, support and advice to the Ingersoll PlayRight in the development and funding of a Multi-Use Recreation Centre;
- ▶ Developing reserve accounts for parks equipment and outdoor recreation facilities, fitness equipment, arena repairs and replacement;
- ▶ Revenue Generation – Rates & Fees Review & Implementation
 - Request for Proposals – Fusion Youth Centre – Music Studio & YLTC

Councillor Questions

- ▶ Parks and Recreation