



**Corporation of the Town of Ingersoll
Council Agenda
Regular Meeting of Council
Town Centre, Council Chambers
Monday, April 8, 2019, 6:00 p.m.**

Call to Order

Introduction of the Town of Ingersoll's ERTB Board Director Appointee, [Mr. Paul Madden](#)

Disclosures of Pecuniary Interest

Closed Session Reporting

Council went into closed session on March 4, 2019, for three items:

- 1) Section 239 (b) personal matters about an identifiable individual, including municipal or local board employees.
 - a. Council gave direction to staff.
- 2) Section 239 (c) a proposed or pending acquisition or disposition of land by the municipality or local board – third-party interest in purchasing a municipally-owned building;
 - a. Council gave direction to staff.
- 3) Section 239 (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose – advice on Southwestern Ontario Landfill
 - a. Council gave direction to staff.

Council went into closed session on March 18, 2019, for one item:

- 1) Section 239 (c) a proposed or pending acquisition or disposition of land by the municipality or local Board – 200 Clark Rd. East.
 - a. Council gave direction to staff to present a counteroffer.

Consent Agenda

Items listed under the Consent Agenda are considered routine or no longer require further discussion and are enacted in one motion. The exception to this rule is that a Council Member may request for one or more items to be removed from the Consent Agenda for separate discussion and vote.

April 8, 2019 – [Consent Agenda](#)

Resolution – Committee of the Whole (Councillor Lesser)

Special Staff Reports

- 1) 99 North Town Line East Update [A-003-19](#)
- 2) Application – Government of Canada’s Low Carbon Economy Challenge [A-004-19](#)
- 3) 2018 Annual Building Department Report [B-006-19](#)
- 4) Minor Variance to By-law 82-3079 (Sign By-Law), Salvation Army [B-007-19](#)
- 5) Minor Variance to By-law 82-3079 (Sign By-Law), Trinity United Church [B-008-19](#)
- 6) Minor Variance to By-law 13-4720 (property boundary fences) [B-009-19](#)
- 7) Bowl for Kids’ Sake Funding Request [C-016-19](#)
- 8) Per Diem Review [C-017-19](#)
- 9) Regional Review Report [C-018-19](#)
- 10) Additional Reserve Funds for Kirwin Pavilion [C-019-19](#)
- 11) Save on Energy Small Business Lighting Assessments [CS-016-19](#)
- 12) Naming of Multi-use Path on Ingersoll St. [CS-017-19](#)
 - Scott Gillies, Museum Curator, presentation on Douglas Carr
- 13) VPCC Roof Repair [CS-018-19](#)
- 14) Community Requests for Upcoming Special Events [CS-019-19](#)
- 15) Leaf Machine Replacement, Repair or Alternatives [OP-009-19](#)
- 16) Assumption of Underground Services in Westfield Heights & Harrisview Phase IV [OP-010-19](#)
- 17) 2018 Development Charge Reserve Fund Statement [T-008-19](#)

Planning Report – 7:00 p.m.

- 1) Minor Variance A-01-19, Carol Turner, 311 Wellington St.
 - [CP 2019-103](#)

Delegations & Presentations

1. Lion’s Club – Presentation of Trauma Bags

Correspondence & Resolution

- 1) Ministry of Municipal Affairs and Housing – [Public Invitation for Feedback on the Regional Government Review](#)
- 2) Campbell Strategies – [Request for Polling Program in Support of Demand the Right Initiative](#)
- 3) Sandra Lawson, Town Engineer – [Notice of Retirement](#)

Consideration of By-Laws

- 1) [By-Law 19-5041](#) – to Appoint a Director of the ERTH Corporation Board of Directors
- 2) [By-Law 19-5042](#) – April Confirmation By-Law

Notice of Motion

Notice of Motion from Councillor Eus – Volunteer Policy

That Council direct Staff to develop a Special Events Volunteer Engagement Strategy and Action Plan for the Town of Ingersoll.

Upcoming Council Meetings

Regular Meeting of Council
Monday, May 13, 2019, 6:00 p.m.
Town Centre, Council Chambers

Regular Meeting of Council
Monday, June 17, 2019, 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.

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

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

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

Transportation Committee

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

Museum Committee

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

Police Services Board

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

Closed Session

- 1) Minutes of Closed Session meeting on March 4, 2019
- 2) Minutes of Closed Session meeting on March 18, 2019
- 3) Section 239 (b) personal matters about an identifiable individual, including municipal or local board employees.
- 4) Section 239 (c) a proposed or pending acquisition or disposition of land by the municipality or local board, boundary adjustment.
- 5) Section 239 (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board, boundary adjustment.

Adjournment

Paul M Madden



Paul M Madden has enjoyed a varied and successful 30+ year career with the global 3M Company, and was appointed CEO 3M Australia/New Zealand in 2007, President 3M Canada 2012 and Vice President and GM of 3M's Global Automotive and Aerospace Division in 2016. While in Canada Paul was a member of the Canadian Council of Chief Executives, work with the United Way for many years in leadership roles and was on the St Joseph's Hospital Foundation Board. Paul retired from 3M in April 2018.

Paul's leadership approach includes motivating his team to achieve results beyond the *status quo*, listening to others, and respecting and appreciating different and diverse points of view in an effort to inform better decision-making. Paul has also been successful in leading large organization strategic planning and execution.

Paul and his family have been involved with sports all around the world including hockey and skiing in Canada, baseball and football in Texas, rugby, cricket and ocean swimming in Australia.

In retirement Paul currently coaches parahockey and is a Track 3 ski instructor, and currently lives in London with his wife Jacqueline.



Department: Administration

Report Number: A-003-19

Council Meeting Date: April 8th, 2019

Title: 99 North Town Line East Update

Objective

To Provide Council with an update on the requirements needed to submit an Official Plan and Zoning application for the property at 99 North Town Line East.

Background

In June 2018 Council directed staff to enter into a conditional agreement with Kathleen Young, owner of 99 North Town Line East, subject to being able to achieve an Official Plan Amendment and a rezoning amendment allowing the property to be utilized as a municipal recreational facility. That conditional offer was entered into later in 2018.

In December 2018 Council approved correspondence once more requesting that Zorra Township consider entering into boundary adjustment discussions with the Town over this subject property for the stated recreational use. The Mayor's letter is attached.

In January, the Town received correspondence from the Mayor of Zorra Township that once again expressed their strong position that the Township was not interested in partaking in any discussions with the Town on a boundary adjustment. Essentially, one key factor focused on the Township's ardent belief to preserve farmland. However, other concerns were that this might increase pressure for more residential lands, and the effect it may have on aggregate were raised. The Zorra Mayor's letter is attached.

In December, staff had been instructed to continue on the path of filing the applications for the planning requirements. A preliminary step was arranged consisting of a pre-consultation with representatives of Zorra Township administration and Planners from the County of Oxford. The Town's planning consultant and I attended. The meeting was held

in Zorra's municipal office on February 21st, 2019. A thorough discussion around the items needed for a complete application were discussed. Senior County Planner, Ron Versteegen, advised that the County would summarize the necessary requirements and circulate them so there would be a clear understanding of the expectations for the Town as the applicant.

The following was then forwarded to the Town from Gord Hough, Director / Community Planning, Oxford County:

Further to your meeting last week regarding the above, County planning staff are of the opinion that the following matters must be addressed via appropriate studies/reports in support of applications for Official Plan and Zoning By-law amendments. Depending upon the nature of the information, there may be need to have certain elements of the said studies/reports peer reviewed. Such review is typically undertaken at the expense of the applicant.

- 1. Aggregates Impact – scope of study to be determined by MNR. Planning staff anticipate that the study would detail the quality and quantity of limestone resource on the subject lands and surrounding area, as well as the feasibility of extraction of the resources that may be sterilized as a result of the establishment of the proposed use without extraction.***
- 2. Source Protection Screening (Section 59 Notice), is required prior to the applications being submitted.***
- 3. Agricultural Impact Assessment (AIA) – according to Provincial guidelines for AIAs to determine the potential impacts of proposed development (if any) on farm operations on adjacent lands. Study must include MDS I assessment.***
- 4. Stage 1-2 Archaeological Assessment – If the archaeologist is satisfied that the property has no archaeological potential, then only Stage 1 would be required. Stage 2 testing is required if the property has archaeological potential.***
- 5. Traffic Impact – assess potential impact of traffic generated by the proposed development and to identify the roadway improvements required to ensure that the road network will operate safely and efficiently upon completion of the development.***
- 6. Noise/Compatibility Impact - assess the impact of the proposed use on neighbouring residential properties with respect to noise and general compatibility.***

- 7. Functional Servicing Report – shall include soils study/Hydro G assessing suitability of site for accommodating private servicing. If full services are proposed details regarding sanitary servicing and water distribution are to be identified. Report shall include proposed storm water management and grading details.**

- 8. Environmental Impact Study (EIS) – to identify whether there are any impacts to significant natural heritage features on subject lands and how impacts may be mitigated. Consultation with Upper Thames River CA regarding the scope and Terms of Reference is required prior to commencement.**

- 9. Planning Justification Report – detailing how proposal satisfies Provincial and Official Plan policies, with reference to all studies above and Multi-Use Recreational Complex Study. Include a detailed site plan showing at a minimum all proposed buildings and structures, sports fields, accesses and driveways, parking/loading, major drainage and topography, and services.**

The requirements are not surprising, although two of them do cause pause for further reflection. Requirements number one, the aggregate impact, and Number three the agricultural impact are issues that may potentially be significant to resolve. What is doubly frustrating is that the Town is being directed to undertake studies to protect both. Should the aggregate proceed, in theory, it would take precedence over agriculture, essentially making agriculture protection inconsequential, but the Town needs to spend money on both studies as required by the Provincial Policy Statements!

A preliminary meeting with representatives of the Ministry of Natural Resources and Forestry has been scheduled in April. From that meeting, staff should have a better understanding of the challenges of moving the application forward from the aggregate perspective.

Analysis

Staff anticipated that there would have to be a number of studies conducted to formulate a complete application. Unfortunately, the number of studies and the level of detail identified by the County was not fully understood by staff at the time of development of the 2019 budget. The 2019 budget does contain allocation to move the application along, however, there is not sufficient funds to undertake all the studies contemplated now in 2019.

However, having said that, it is likely that the time required to undertake and complete the studies will require a significant portion of the work to be done over the course of 2019 and well into 2020. Therefore, additional budget allocation could be decided as part of the 2020 budget discussions. Realistically this is a multi-year project to even get to the application submission stage.

Conversations will be held with the owner to ensure she is accepting of the longer than anticipated timeline and if so, the conditional offer should be amended to reflect this.

It is estimated that there will be at least \$200,000.00 more in study costs associated with preparing support for the applications over the course of the next two years. There is approximately \$75,000.00 in the 2019 budget, however, there is \$500,000 budgeted for the purchase of the property. Council could consider reallocating some of these funds to finance the studies and budget for the actual purchase once the OP and Zoning are in place.

One of the biggest challenges associated with the north town line site is the presence of the aggregate, and the requirements of the Ministry of Natural Resources and Forestry.

A phased approach in rezoning might be more successful for instance that the Town acquire the land, and rezone the property for playing fields and accessory buildings like change rooms, storage, and concession facilities only at this time. Later a determination could be made whether to bring a secondary application for the Multi-Use complex. This would likely be seen as less concerning to the Ministry of Natural Resources and Forestry who's mandate is to protect the resource for future needs.

This approach would allow the consolidation of sports fields in the short to medium term, should the Cami lease be terminated at some point in the future.

Discussions with the owner of the North Town Line property would be necessary to determine if they would be agreeable to this approach.

Interdepartmental Implications

As noted in previous reports to council, there are only two current viable sites that have been left in consideration for this future project, 99 North Town Line East and on the Town-owned lands on Clark Road.

Financial Implications

As discussed at length in other reports there are significant financial implications with developing a Multi-Use Recreational Facility regardless of whether it proceeds on North Town Line or on Clark Road. The construction of the facility itself would be relatively the same on either site.

Comparison

North Town Line

The net cost on acquisition of North Town Line will be \$500,000.00 for approximately 56 acres. There have been some preliminary servicing estimates completed by the architects and engineers in 2016, that indicate that this site could cost approximately \$200,000.00 more than the Clark Road property.

As noted above an estimated \$275,000.00 or more could be required to move the application to submission status. Assuming the OP and Zoning are approved that is an estimated cost of at least \$1,000,000.00.

Additionally, there is no guarantee that the OP and Zoning will be approved, in fact with the feedback being received from the approval agencies, especially Zorra Township, there is a good probability that an appeal to the LPAT might be required should the application be denied locally. An appeal would require additional funds, estimated conservatively at \$25,000 for legal and planning and again with no guarantee of a successful approval. Should that be the case, the inputted costs for preparing, filing and defending, the application of \$300,000.00 would have been expensed for naught.

Servicing Issues

The County OP does not allow for cross border servicing unless specific criteria are met. Whether these criteria are achievable for this application, have not been explored by staff as it is currently only the use of the land that is being looked at. Should the use be approved then, a second OP application could be considered for servicing.

The property currently has a water service on the lands, as the former house on the site was serviced by municipal water. Under common law, staff believe, legally that the Town would be entitled to have the service activated and upgraded to serve the new use without an OPA.

Sewer servicing would be another matter. Staff do believe an OPA would be necessary for that connection. However within the County OP, and recognized in the Zorra zoning bylaw, private servicing in the Township is permitted. Should the cross border sewer service not be granted, or not pursued, the Town could design a private system to service the facility. In all likelihood, a package plant could be constructed with the operation being contracted out to either a private licenced operator, the Ontario Clean Water Agency or the County itself provided if there was an interest to do so from the County. The construction of the private system would be another expense estimated in the \$500,000.00 - \$750,000.00 range.

Economic Development Staff also see a potentially greater economic benefit to the Town as a whole, especially the downtown core, from the North Town Line location. This is because it will draw people through the core, exposing them to the stores and restaurants, and potentially increasing monies spent locally.

Clark Road

The costs currently expensed to date for the land on Clark Rd is approximately \$35,000.00 per acre, more if you only use the developable acreage (\$48,600.00). The land is currently being marked for \$90,000.00 to \$100,000.00 per acre. The opportunity cost to the Town is the difference between the potential sale price and the existing costs invested. Using \$90,000.00 this opportunity cost then would be \$55,000.00 per acre. A 25-acre parcel, then would represent an unrealized future sale potential of \$1,375,000.00.

As Council will recall the studies that were conducted both in 2007 and 2016 indicated the optimal size of a multi-use recreational site would require between 40 – 50 acres. This would allow all of the facilities to be consolidated in one location to achieve all of the operational efficiencies. Staff have previously expressed concern that using this much of the Industrial land would be too expensive and had suggested a maximum of 25 acres be held in reserve, should North Town Line site not be achievable.

Staff ensured when the property was being redesignated and zoned in 2016 that the MURC would be permitted in the OP and zoning, and that is in place. Therefore, the development of the industrial land site for the MURC would really only involve site plan issues, which is a wholly Town controlled process. It would deal with access, parking, landscaping, lighting and noise and other the aspects normally controlled by site plan. It would not involve any outside agencies comments or approvals. So long as the property is held by the Town, it could be designated quite quickly as the preferred option should conditions like upper Government funding becomes available.

Looking at the site, there is a visually separate existing parcel on the property. The most easterly portion is approximately 35 acres. This acreage might be sufficient to consolidate most of the recreational fields in one location. Map attached for reference purposes.

Doing the calculation on the opportunity cost should 35 acres be used for the MURC, as a midpoint alternative between 25 previously suggested and the optimal 50 acres options, the costs are as follows:

Opportunity cost of \$55,000.00 per acre on the 35 acres would represent a cost of \$1,925,000.00 in lost future sale revenue to the Town.

Taking just the current embedded costs in the Clark Road land, 35 acres would represent a real cost of \$1,225,000.00.

Therefore potential total cost for using the industrial lands would be the combination of the two costs, \$3,150,000.00.

In 2014 when a comprehensive land inventory study was completed by the county on behalf of the local municipalities, Ingersoll was determined to be 165 acres deficient in its 20-year land supply for employment lands. Removing 35 acres from this inventory would only further increase our deficiency.

Removing 35 acres of employment lands would also have a long term negative impact on the forgone Industrial taxes that would not be realized and the lost employment opportunities that come to the Town with the development of the land. It is very difficult to exactly predict the future tax implications, due to wide variance is a number of criteria when determining the assessed value for the industrial property. The following is for illustrative purposes only:

Under the Town zoning bylaw, the maximum lot coverage for buildings in this industrial zone would be a maximum of 70 percent, which is 24.5 acres or 1,067,220 square feet. Assuming only 25 percent coverage, it would equate to approximately 380,000 square

feet. Again assuming a modest tax rate per square foot of 40 cents, it would be estimated \$152,000 annually in potential lost tax revenue for the Town. This is a conservative estimate of the level of lost revenue that could be expected should the site not be used for industrial development. The jobs potential is even more difficult to estimate based on the type of use and production.

Recommendation

THAT Staff report A-003-19 be received by the Council for the Town of Ingersoll as information.

AND THAT Council provides direction to staff on whether to continue with the necessary background work to move towards the submission of an application for the Official Plan amendment and rezoning of 99 North Town line east by meeting with representatives of the Ministry of Natural Resources and Forestry.

AND THAT should that direction be provided, that staff report back to Council on the discussions and issues resulting from that consultation on the aggregate issue.

AND FURTHER THAT Council directs staff to ensure that 35 acres of the Industrial, municipally owned lands be retained, should it become necessary to consider it as the alternative option.

Attachments

1. Correspondence, from the Mayor of Ingersoll to Zorra Township dated December 21st, 2018
2. Correspondence, received from the Mayor of Zorra Township dated January 25th, 2019
3. Map of Clark Industrial lands, 35-acre parcel highlighted.

Prepared in Consultation with Senior Management
Consolidated and Approved by: William Tigert, Chief Administrative Officer



TOWN OF INGERSOLL
Town Centre

Marcus Ryan, Mayor and Council
Township of Zorra
P. O. Box 306
Ingersoll, Ontario
N5C 3K5

21st December 2018

Dear Mayor Ryan

At the request of the Council of the Town of Ingersoll, I as a member of the Boundary Adjustment Committee, am requesting that our Committee be afforded the opportunity of meeting with your Council in the very near future.

The intention would be to once more try and make the case for the need that our Community is facing in providing quality recreational services to both the residents and neighbours of Ingersoll.

You as a Municipal leader are more than aware of the difficult task of providing efficient and effective services to the ratepayers we serve. Sometimes the solution lies beyond the immediate grasp of ourselves and we need to seek assistance from our friends and neighbours. That is what we do in Oxford County on a daily basis.

This is exacting what we are facing. The need is real, the Town has done its studies, completed its due diligence and need to work toward the short, medium and long term needs of its citizens and surrounding community.

Ingersoll already does this in a number of ways, seniors from all over Oxford are welcomed into the Town funded facility. Youth from your community are supported at our state of the art youth facility. We now need Zorra's help and cooperation in providing the necessary services from a recreational perspective to serve the greater community over the next fifty years.

The Town is willing to work with you and your community, in partnership or cooperation. It is open to discussions on needs and capacity and would really appreciate the opportunity to meet and have a fulsome discussion. Every option could be explored partnerships, joint board shared resources.



TOWN OF INGERSOLL
Town Centre

The Town fully understands and appreciates the need to maintain agricultural resources. However there has to be a balance, growth and prosperity has to be in the mix. It is our understanding the needs of your community may require the re-designation of agricultural land to service your municipal administration and public works facilities. Sometimes exceptions must be considered.

The town would much prefer to pursue this goal in partnership with Zorra than in any other manner.

Time is of the essence if a meeting could be considered in January our council would be most appreciative. I will respectfully await your response to this request.

Sincerely,

Ted Comiskey, Mayor
Town of Ingersoll

- c. Council
Don McLeod, CAO Zorra
Karen Graham, Clerk Zorra



TOWNSHIP OF ZORRA

274620 27th Line, PO Box 306 Ingersoll, ON, N5C 3K5
Ph. 519-485-2490 • 1-888-699-3868 • Fax 519-485-2520
Website www.zorra.ca • Email admin@zorra.ca

January 25, 2019

Mayor Ted Comiskey
The Corporation of the Town of Ingersoll
130 Oxford Street
Ingersoll, ON N5C 2V5

Dear Mayor Comiskey:

Re: 99 North Town Line

The Council of the Township of Zorra considered a staff report (attached) at its January 23, 2019, meeting concerning a request from Town Council to meet with Zorra to further discuss 99 North Town Line. In order to set the context for any discussion on this matter, the staff report provided background information to the new members of Council.

The Township Council is cognizant that providing efficient and effective services and planning for facilities to serve the needs of a community in the present, and the future, is a key tenet of responsible municipal government. The work that Town Council has undertaken in planning for a multi-use recreational facility is an example of the necessary work that communities must take on to better serve the needs of their residents. Zorra underwent a similar process in 2018 through preparation of a Recreation, Arts & Culture Master Plan in 2018 and is aware the importance recreation plays in the daily lives of residents.

Zorra Council's perspective on this development proposal is viewed from a somewhat different lens. Managing our natural, non-renewable resources is foundational for not only municipal governments, but society as a whole. The previous Township Council enshrined this principal as one of the core elements in our Strategic Plan by stating that Zorra is "an environmentally conscious community that are good stewards of our natural environment and we protect our environment by valuing our natural assets and using our resources wisely". Protection of prime agricultural land has been, and always will be, elemental to the land-use planning decisions made by Council.

Council also recognizes the importance the aggregate industry plays in Zorra Township and the protection that is afforded to this specific industry in the Provincial Policy Statement. The impact this industry has on Zorra's economy is second only to agriculture and forms a significant portion of the Township's revenue stream. The impact on the regional economy is equally important since aggregates are essential in virtually every road, bridge and construction.

Council concurs with the position of the Ministry of Municipal Affairs and Housing that a study to properly assess the impacts this development proposal will have on those lands having the limestone resource designation in the Oxford County Official Plan. Additionally, in conjunction with the aggregate assessment the Township will require a detailed financial analysis of the lost revenue from foregone aggregate levies and tax loss from a potential licensed aggregate operation.

As a result of debate that took place at Council concerning development at 99 North Town Line, the following resolution was passed:

“WHEREAS the Town of Ingersoll has requested further discussion with the Township of Zorra concerning construction of a recreational multi-use facility and associated sports fields at 99 North Town Line;

AND WHEREAS the Ministry of Municipal Affairs and Housing stated that a study would be required to assess the extent and quality of the resource and how this proposal will impact the site in question as well as surrounding lands;

NOW THEREFORE be it resolved the Town of Ingersoll be advised the Council of the Township of Zorra concurs with this opinion and is therefore premature to proceed with meaningful dialogue with the Town until such time as the requisite studies have been prepared to the satisfaction of the Ministry of Municipal Affairs and Housing and the Ministry of Natural Resources and Forestry.”

Should you wish to discuss Council’s position on this matter, please do not hesitate to contact me.

Yours truly,



Marcus Ryan
Mayor

1 Attachment

Copy to: Zorra Council (email)
Karen Martin, Director of Corporate Services, Zorra Township (email)
William Tigert, CAO, Town of Ingersoll (email)
Michael Graves, Director of Corporate Services, Town of Ingersoll (email)

File: D17 Annexation-Ingersoll North Town Line
19-011

Submitted by: Don MacLeod, Chief Administrative Officer

Report No: 2019-012

Council Meeting Date: January 23, 2019

Agenda Item: **7.6(b)**

Subject: Ingersoll/Zorra Boundary Negotiations

File: D17 Annexation-Ingersoll
North Town Line

RECOMMENDATION:

For Council's consideration.

BACKGROUND & COMMENTS:

As Council is aware the Town of Ingersoll submitted the attached correspondence requesting a meeting to further discuss a proposal for the Town to construct a multi-use recreation facility in Zorra. It is important for Council to have background information on this matter prior to meeting with the Town.

In 2017, the Township of Zorra was made aware through social media that the Town of Ingersoll was pursuing purchase of property in Zorra (99 North Town Line) to locate a multi-use recreation facility and associated sports fields. The Town carried out a Multi-Use Recreation Study that was finalized in 2017. This study identified and reviewed three potential sites and were further studied in Phase 3 and Phase 4 of the study. A copy of the study is attached for Council's information.

Representatives from the Town first appeared before Council on July 11, 2017, to initiate discussions regarding 99 North Town Line. A copy of the presentation is attached. Zorra Council expressed concern over the potential loss of Class 1 farmland as well the area in question being designated as a Limestone Resource Area in the Oxford County Official Plan. Additionally, Council was of the opinion this one adjustment could be seen as a precursor to additional requests for land. A second delegation was heard by Council on May 1, 2018, where the Town made a similar presentation to request a boundary adjustment or the option of constructing the facility in Zorra without a boundary adjustment.

Again, Council expressed concern over the loss of farmland and potential objection of the Province due to the sterilization of a provincially significant limestone resource. The potential objection from the Province is twofold; expansion of a settlement area has potential conflict with Section 1.1.3.8 of the Provincial Policy Statement (PPS) and permitting sterilization of a large parcel of land with a known limestone resource may conflict with Section 2.5.2 – Protection of Long-Term Resource Supply.

Section 1.1.3.8 of the PPS reads as follows:

A planning authority may identify a settlement area or allow the expansion of a settlement area boundary only at the time of a comprehensive review and only where it has been demonstrated that:

- a) *sufficient opportunities for growth are not available through intensification, redevelopment and designated growth areas to accommodate the projected needs over the identified planning horizon;*
- b) *the infrastructure and public service facilities which are planned or available are suitable for the development over the long term, are financially viable over their life cycle, and protect public health and safety and the natural environment;*
- c) *in prime agricultural areas:*
 - 1. *the lands do not comprise specialty crop areas;*
 - 2. *alternative locations have been evaluated, and*
 - i. *there are no reasonable alternatives which avoid prime agricultural areas; and*
 - ii. *there are no reasonable alternatives on lower priority agricultural lands in prime agricultural areas;*
- d) *the new or expanding settlement area is in compliance with the minimum distance separation formulae; and*
- e) *impacts from new or expanding settlement areas on agricultural operations which are adjacent or close to the settlement area are mitigated to the extent feasible.*

In determining the most appropriate direction for expansions to the boundaries of settlement areas or the identification of a settlement area by a planning authority, a planning authority shall apply the policies of Section 2: Wise Use and Management of Resources and Section 3: Protecting Public Health and Safety.

Section 2.5.2.5 of the PPS sets out how known deposits of mineral aggregates are to be protected and reads as follows:

In known deposits of mineral aggregate resources and on adjacent lands, development and activities which would preclude or hinder the establishment of new operations or access to the resources shall only be permitted if:

- a) *resource use would not be feasible; or*
- b) *the proposed land use or development serves a greater long-term public interest; and*
- c) *issues of public health, public safety and environmental impact are addressed.*

The Township is not aware whether the Town consulted with the Province on either of the concerns noted above. Also, it does not appear as though the Town's Multi-Use Recreation Study delved into potential land use planning issues. Regardless whether the Town and Township can arrive at an agreement for development at 99 North Town Line, the Province, through the Ministry of Municipal Affairs and Housing, will be a commenting agency on any application to permit a settlement area expansion and to allow development in the Limestone Resource Area in the Oxford County Official Plan. It should be noted that Oxford County Council would be the approval of an Official Plan amendment and the Township Council for zoning and site plan control.

Township staff consulted with MMAH and MNRF to elicit an opinion on the Province's role in assessing the proposal. Staff from MMAH and MNRF recognized the importance of the limestone resource and noted the onus will be on the Town to study and assess the extent and quality of the resource and how this proposal will impact the site in question as well as surrounding lands. This is in accordance with 2.5.2.5 of the PPS and would form the basis of provincial review on any planning matter. There will be additional studies required to support official plan and zoning by-law applications and will include traffic, noise, planning justification study and others as may be identified during the process. The elemental study will be the aggregate assessment due to the application of the PPS in protection of known aggregate resources.

In conjunction with the aggregate assessment the Township will require a detailed financial analysis of the lost revenue from foregone aggregate levies and tax loss from a potential licensed aggregate operation. Using a present-day value of \$0.12/tonne in royalty fees, each acre of land sterilized from limestone production would see foregone fees of approximately \$40,000 per acre. This would see Zorra lose approximately \$2,000,000 in royalty fees on a 50-acre parcel from limestone production. It is recognized that all the property in question could not be quarried, but there would likely be a portion that potentially could be, and this would need to be assessed as would the sterilization of surrounding lands.

Staff are of the opinion it is premature to proceed with meaningful dialogue with Ingersoll on the is proposal until such time as the Town consults with the Ministry of Municipal Affairs and Housing and the Ministry of Natural Resources and Forestry. As noted above, MMAH stated that a study would be required to assess the extent and quality of the resource and how this proposal will impact the site in question as well as surrounding lands. The Township would suggest that pre-consultation take place with staff from Oxford County, Zorra and Ingersoll and with MMAH and MNRF to scope issues listed out in this report. Should Council concur with this suggestion, a resolution should be passed to advise Ingersoll and Oxford County.

FINANCIAL IMPLICATIONS

N/A.

LINK TO STRATEGIC PLAN

N/A

ATTACHMENTS

- a. Town of Ingersoll December 21, 2018 correspondence
- b. Town of Ingersoll Multi-Use Recreation Study
- c. July 11, 2017 Council Minutes
- d. May 1, 2018 Council Minutes
- e. Town of Ingersoll PowerPoint presentation
- f. Ontario Geological Survey Aggregate Resources Inventory Paper 159 Map Excerpt

Submitted by:



Don MacLeod
Chief Administrative Officer



TOWN OF INGERSOLL
Town Centre

Marcus Ryan, Mayor and Council
Township of Zorra
P. O. Box 306
Ingersoll, Ontario
N5C 3K5

21st December 2018

Dear Mayor Ryan

At the request of the Council of the Town of Ingersoll, I as a member of the Boundary Adjustment Committee, am requesting that our Committee be afforded the opportunity of meeting with your Council in the very near future.

The intention would be to once more try and make the case for the need that our Community is facing in providing quality recreational services to both the residents and neighbours of Ingersoll.

You as a Municipal leader are more than aware of the difficult task of providing efficient and effective services to the ratepayers we serve. Sometimes the solution lies beyond the immediate grasp of ourselves and we need to seek assistance from our friends and neighbours. That is what we do in Oxford County on a daily basis.

This is exacting what we are facing. The need is real, the Town has done its studies, completed its due diligence and need to work toward the short, medium and long term needs of its citizens and surrounding community.

Ingersoll already does this in a number of ways, seniors from all over Oxford are welcomed into the Town funded facility. Youth from your community are supported at our state of the art youth facility. We now need Zorra's help and cooperation in providing the necessary services from a recreational perspective to serve the greater community over the next fifty years.

The Town is willing to work with you and your community, in partnership or cooperation. It is open to discussions on needs and capacity and would really appreciate the opportunity to meet and have a fulsome discussion. Every option could be explored partnerships, joint board shared resources.



TOWN OF INGERSOLL
Town Centre

The Town fully understands and appreciates the need to maintain agricultural resources. However there has to be a balance, growth and prosperity has to be in the mix. It is our understanding the needs of your community may require the re-designation of agricultural land to service your municipal administration and public works facilities. Sometimes exceptions must be considered.

The town would much prefer to pursue this goal in partnership with Zorra than in any other manner.

Time is of the essence if a meeting could be considered in January our council would be most appreciative. I will respectfully await your response to this request.

Sincerely,

Ted Comiskey, Mayor
Town of Ingersoll

- c. Council
Don McLeod, CAO Zorra
Karen Graham, Clerk Zorra

07-07-17 Moved by: Ron Forbes Seconded by: Marcus Ryan

“THAT the Court of Revision on the Quinn Drain – Ross Branch Improvement 2017 does now open at 1:39 p.m.”

Disposition: Carried

No members of the public are in attendance for the Court of Revision.

08-07-17 Moved by: Ron Forbes Seconded by: Doug Matheson

“WHEREAS the Council of the Township of Zorra provisionally adopted the report of R.J. Burnside and Associates Limited dated May 2017, for the drainage works known as the Quinn Drain Ross Branch Improvement, 2017;

AND WHEREAS there have been no appeals that lands have been assessed too high or too low; nor that any road or lands have not been addressed, or that due consideration has not been given as to type or land use;

NOW THEREFORE the Court of Revision for the Quinn Drain Ross Branch Improvement 2017, hereby confirms the assessment schedule as fixed by the Engineer and the Court is now herewith closed and Council reconvenes at 1:42 p.m.”

Disposition: Carried

6. DELEGATIONS

- (a) **10:30 a.m.** – Reformed Recovered Energy – Rick Finkbeiner, CEO, Bob Willes, Chief Technical Officer and Bruce Garner, Chief Operating Officer - Bradham Group.

Public in attendance

Bob Willes, Bruce Garner, Rick Finkbeiner, Murray Logan, Frank Gross, and Dave Vermeeren are in attendance.

- (b) **11:30 a.m.** – Boundary Adjustment Discussion – Ingersoll Mayor Ted Comiskey and Deputy Mayor Fred Freeman, Town of Ingersoll

Ingersoll Mayor Ted Comiskey and Deputy Mayor Fred Freeman, Town of Ingersoll, appeared before Council with a request for a 56 acre boundary adjustment at 99 North Town Line Road East. Deputy Mayor Freeman advised the purpose of the request was to bring a 56 acre parcel of land into the Town boundary to locate a multi-use recreation and culture complex. He noted that the Town’s existing arena was nearing the end of useful life and the lease of land from Cami Automotive for the Town’s soccer fields is time limited as well.

Public in attendance

Paul Bartram, Curtis Tighe, Fred Freeman, Don Weir, Heather Forbes, Tony Redix, Rebecca Wallace, and Becky Bates are in attendance.

- (c) **1:00 p.m.** – Oxford Fresh, Buy Local – Meredith Maywood, Oxford County

Meredith Maywood from Tourism Oxford and Laura Fraser from Oxford County Federation of Agriculture were in attendance to present information regarding Oxford Fresh – Buy Local campaign.

Public in Attendance

No members of the public are in attendance.

09-07-17 Moved by: Ron Forbes Seconded by: Marcus Ryan

“THAT Council agrees to hold preliminary discussions with the Town of Ingersoll’s Boundary Negotiation Committee with respect to lands located at 99 North Town Line East.”

Disposition: Carried

7. REPORTS FROM STAFF & CORRESPONDENCE REQUIRING DIRECTION

7.1 Fire Department

- (a) Memorandum 2017-099 from the Fire Chief regarding monthly departmental activities.

10-07-17 Moved by: Doug Matheson Seconded by: Ron Forbes

“THAT Memorandum 2017-099 from the Fire Chief be received and filed for information purposes only.”

Disposition: Carried

7.2 Recreation Department

- (a) Memorandum 2017-104 from the Recreation Facilities Supervisor and Program Coordinator regarding monthly departmental activities.

11-07-17 Moved by: Doug Matheson Seconded by: Marcus Ryan

“THAT Memorandum 2017-104 from the Recreation Facilities Supervisor and Program Coordinator be received and filed for information purposes only.”

Disposition: Carried

7.3 Building & Drainage Department

- (a) Memorandum 2017-101 from the Chief Building Official/Drainage Superintendent regarding monthly departmental activities.

12-07-17 Moved by: Ron Forbes Seconded by: Doug Matheson

“THAT Memorandum 2017-101 from the Chief Building Official/Drainage Superintendent be received and filed for information purposes only.”

Disposition: Carried

- (b) Memorandum 2017-102 from the Chief Building Official/Drainage Superintendent regarding Quinn Drain – Ross Branch Improvement 2017 Tender.

13-07-17 Moved by: Marcus Ryan Seconded by: Doug Matheson

“THAT Council award the tender for the Quinn Drain – Ross Branch Improvement 2017 to Van Bree Drainage and Bulldozing Ltd. \$239,135.00.00 (plus HST).”

Disposition: Carried

7.4 Public Works Department

- (a) Memorandum 2017-105 from the Director of Public Works regarding monthly departmental activities.

14-07-17 Moved by: Doug Matheson Seconded by: Ron Forbes

“THAT Memorandum 2017-105 from the Director of Public Works be received and filed for information purposes only.”

Disposition: Carried

1 Zone (R1)' from 10% of lot area or 100 m² (1,076.4 ft²) of gross floor area, whichever is the lesser, to 178.4 m² (1,920 ft²) of gross floor area. The variance has been requested to permit an addition to an existing accessory structure on a property zoned 'Special Residential Type 1 Zone (R1-8)' in the Village of Embro. Ms. House notes that the recommendation is to approve the application.

Ms. House notes that there were no concerns or objections received from public agencies or neighbours.

Council Question Period

None.

Public Question Period

None.

Public in Attendance

No members of the public are in attendance.

05-05-18 Moved by: Doug Matheson Seconded by: Marcus Ryan

“THAT the Township of Zorra Committee of Adjustment approve Application A04-18, submitted by Shawn Krafft for lands described as Part of Lots 7, 8, and 19-20, Plan 69, shown as Part 3 on Plan 41R-6775, and municipally known as 165 Huron Street, Village of Embro for relief from Table 5.1.1.3, Regulations for Accessory Uses to increase the maximum permitted gross floor area for an accessory structure in the 'Residential Type 1 Zone (R1)' from 10% of lot area or 100 m² (1,076.4 ft²) of gross floor area, whichever is the lesser, to 178.4 m² (1,920 ft²) of gross floor area.”

Disposition: Carried

06-05-18 Moved by: Marie Keasey Seconded by: Ron Forbes

“THAT pursuant to the Planning Act the public meeting be adjourned at 10:43 a.m. and the regular meeting of Council be called back to order.”

Disposition: Carried

6. DELEGATIONS

(a) **11:00 a.m.** – Mayor Ted Comiskey and Deputy-Mayor Fred Freeman, Town of Ingersoll – Boundary Adjustment for 99 North Townline Road.

Mr. Comiskey and Mr. Freeman appear before Council to request the opening of discussions regarding the potential boundary adjustment for 99 North Townline Road. Mr. Freeman notes that they are not looking for a decision at this time but just a discussion.

Don MacLeod, Chief Administrative Officer notes that one key element with lands lying north of North Town Line is the Limestone Resource Area designation in the Oxford County Official Plan. This matter has been identified in all boundary discussion with Ingersoll as being a potential impediment for any development and therefore making any boundary adjustment irrelevant.

Council Question Period

Councillor Keasey notes that there is nothing specifically proposed and questions what Council is to be discussing. Don MacLeod, Chief Administrative Officer notes that it is not necessary to have a planning application before Council at this time and the Province would approve the boundary adjustment as long as Oxford County, Ingersoll and Zorra were all in favour.

Mayor Lupton questions if the financial situation was different on this property would this still be Ingersoll's best choice of location. Mr. Comiskey notes that right now they are looking at whatever is available.

Mayor Lupton notes that recreation is a priority for the Town of Ingersoll and agriculture is a priority for the Township of Zorra.

Councillor Ryan notes that the aggregate issue on the property needs to be addressed. Mr. Freeman notes that Ingersoll does not want to talk to the Ministry of Natural Resources & Forestry until there is some type of agreement with Zorra.

Councillor Matheson notes that the Township has been waiting for the Recreation, Arts & Culture Master Plan to come through and nothing in it indicates that the Township should make this boundary adjustment. Zorra has a very dynamic agriculture industry in this area and these lands need to be a part of that.

Mayor Lupton notes that Zorra has a current landfill proposal, which is an urban problem. A current high speed rail proposal, which is an urban problem. A Union Gas pipeline through the Township to get gas to Stratford. Where is it going to end and now the Township is supposed to give up land because of Ingersoll's need for recreation. Mayor Lupton questions how much the rural areas can give up for the urban areas – there has to be other places other than prime farmland.

Councillor Keasey notes that there is no appetite from this Council to discuss this boundary adjustment. Councillor Ryan notes that he agrees with Councillor Keasey that there is no appetite to consider a boundary adjustment on prime agricultural land.

Public Question Period

None.

Public in attendance

Kathleen Young

Mayor Lupton requested a recorded vote for item 6(a).

07-05-18 Moved by: Marie Keasey Seconded by: Marcus Ryan

“THAT the Council of the Township of Zorra has no further interest in exploring boundary adjustment discussion with respect to 99 North Town Line, at this time.”

Disposition: Carried

<u>For</u>	<u>Against</u>
Councillor Forbes	None
Councillor Keasey	
Mayor Lupton	
Councillor Matheson	
Councillor Ryan	

(b) **11:30 a.m.** – Don McKay, Chairperson of the Rural Oxford Economic Development Corporation – New Funding Model Discussion.

Don McKay appears before Council to discuss a proposed new funding model for the Rural Oxford Economic Development Corporation. Mr. McKay notes that at this time they are looking for feedback on the proposal. The proposal explores the possibility of the Board being funded through the County levy with the existing structure of the Board being maintained (operating similar to the County Library Board). Mr. McKay notes that if the ROEDC was to become a County Board, then it is possible that the staff could become a county staff position.

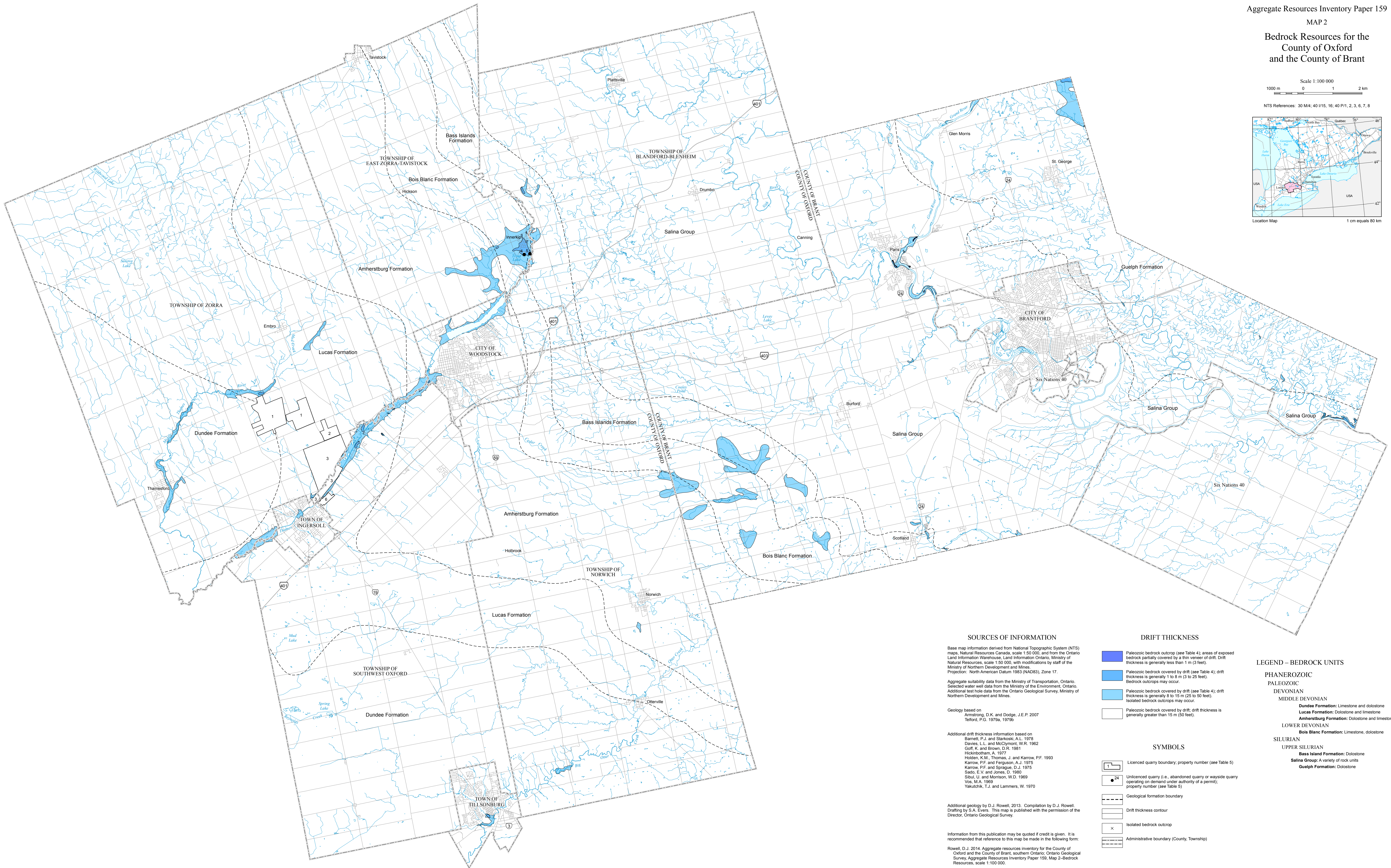
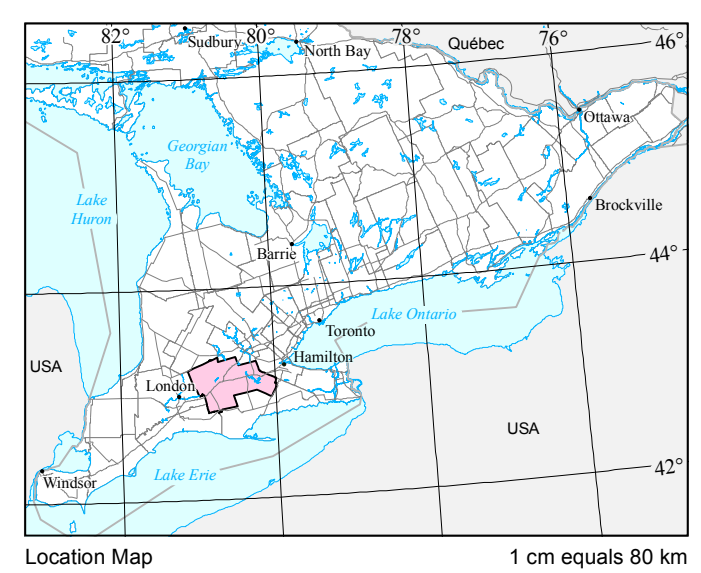
Council Question Period

Councillor Matheson notes concern that if the Board became part of the County it would lose its rural economic development component. Mr. McKay notes that if it goes to the County it could open opportunities and the rural voices would still be there.

Bedrock Resources for the County of Oxford and the County of Brant

Scale 1:100 000
1000 m 0 1 2 km

NTS References: 30 M4; 40 U/15, 16; 40 P/1, 2, 3, 6, 7, 8



SOURCES OF INFORMATION

Base map information derived from National Topographic System (NTS) maps, Natural Resources Canada, scale 1:50 000, and from the Ontario Land Information Warehouse, Land Information Ontario, Ministry of Natural Resources, scale 1:50 000, with modifications by staff of the Ministry of Northern Development and Mines.
Projection: North American Datum 1983 (NAD83), Zone 17.

Aggregate suitability data from the Ministry of Transportation, Ontario. Selected water well data from the Ministry of the Environment, Ontario. Additional test hole data from the Ontario Geological Survey, Ministry of Northern Development and Mines.

Geology based on
Armstrong, D.K. and Dodge, J.E.P. 2007
Talbot, P.G. 1979a, 1979b

Additional drift thickness information based on
Barnett, P.J. and Starkoski, A.L. 1976
Davis, L.L. and McClymont, W.R. 1982
Goff, K. and Brown, D.R. 1981
Hickinbotham, A. 1977
Holden, K.M., Thomas, J. and Karow, P.F. 1993
Karow, P.F. and Ferguson, A.J. 1975
Karow, P.F. and Sprague, D.J. 1975
Slato, E.V. and Jones, D. 1980
Sibul, U. and Morrison, W.D. 1969
Vos, M.A. 1969
Yakutich, T.J. and Lammers, W. 1970

Additional geology by D.J. Rowell, 2013. Compilation by D.J. Rowell. Drafting by S.A. Evans. This map is published with the permission of the Director, Ontario Geological Survey.

Information from this publication may be quoted if credit is given. It is recommended that reference to this map be made in the following form:
Rowell, D.J. 2014. Aggregate resources inventory for the County of Oxford and the County of Brant, southern Ontario. Ontario Geological Survey, Aggregate Resources Inventory Paper 159, Map 2-Bedrock Resources, scale 1:100 000.

DRIFT THICKNESS

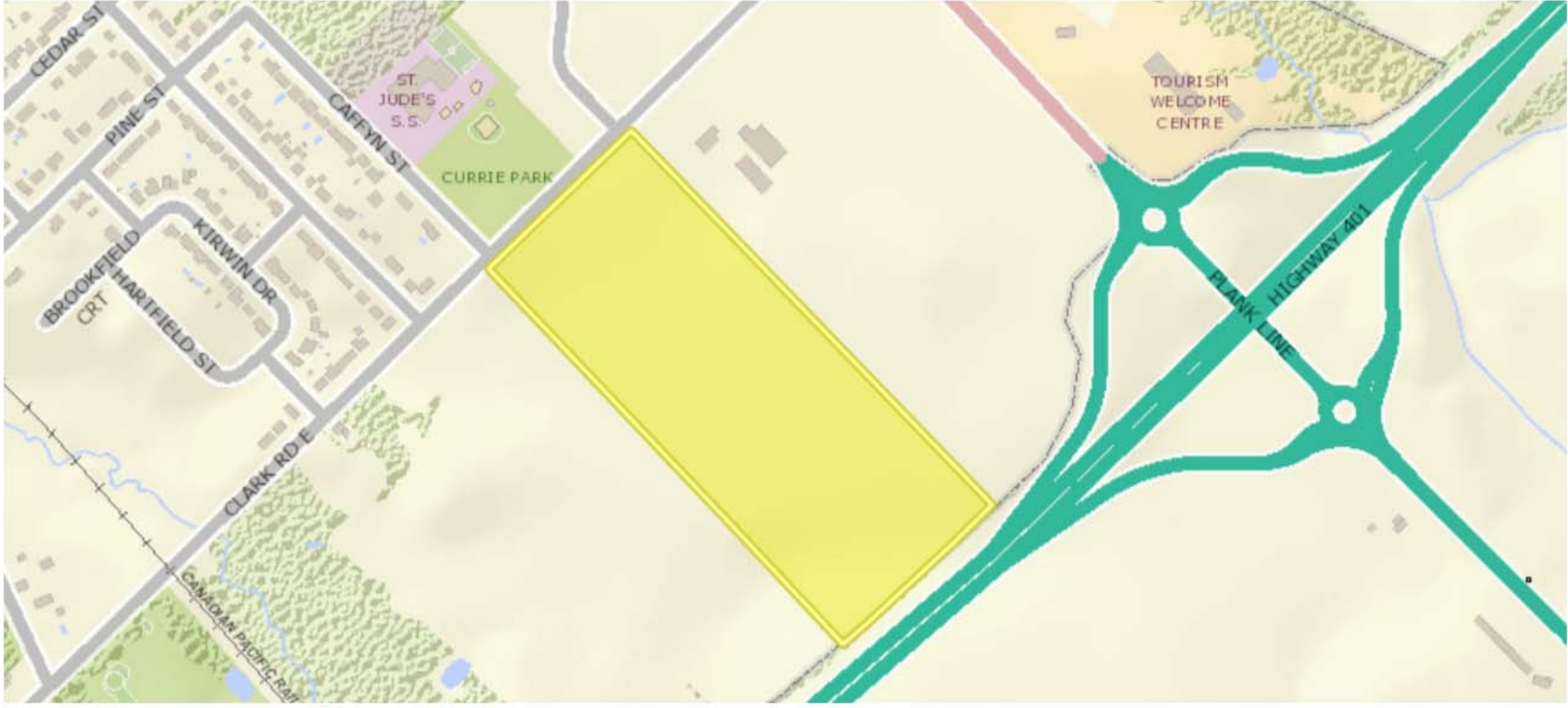
- Paleozoic bedrock outcrop (see Table 4); areas of exposed bedrock partially covered by a thin veneer of drift. Drift thickness is generally less than 1 m (3 feet).
- Paleozoic bedrock covered by drift (see Table 4); drift thickness is generally 1 to 8 m (3 to 25 feet). Bedrock outcrops may occur.
- Paleozoic bedrock covered by drift (see Table 4); drift thickness is generally 8 to 15 m (25 to 50 feet). Isolated bedrock outcrops may occur.
- Paleozoic bedrock covered by drift; drift thickness is generally greater than 15 m (50 feet).

SYMBOLS

- Licenced quarry boundary; property number (see Table 5)
- Unlicensed quarry (i.e., abandoned quarry or wayside quarry operating on demand under authority of a permit); property number (see Table 5)
- Geological formation boundary
- Drift thickness contour
- Isolated bedrock outcrop
- Administrative boundary (County, Township)

LEGEND - BEDROCK UNITS

- PHANEROZOIC**
- PALEOZOIC**
- DEVONIAN**
- MIDDLE DEVONIAN**
- Dundee Formation:** Limestone and dolostone
- Lucas Formation:** Dolostone and limestone
- Amherstburg Formation:** Dolostone and limestone
- LOWER DEVONIAN**
- Bois Blanc Formation:** Limestone, dolostone
- SILURIAN**
- UPPER SILURIAN**
- Bass Island Formation:** Dolostone
- Salina Group:** A variety of rock units
- Guelph Formation:** Dolostone





Department: Administration

Report Number: A-004-19

Council Meeting Date: April 8, 2019

Title: Application - Government of Canada's Low Carbon Economy Challenge

Objective

To provide information to Council on a potential application under the Government of Canada's Low Carbon Economy Challenge (LCEF).

Background

Late on March 4th, 2019 Staff were contacted by the County Engineer, David Simpson, to advise that a partner from Oxford Community Energy Co-operative, Jurgen van Kijken, would be contacting the Town to discuss the opportunity of a joint application under the LCEF. A letter outlining the proposal is attached for Council's information.

The proposal would be for the Town to act as the lead municipality under the application since the program is currently only available to municipalities with populations of less than 100,000. Hence Ingersoll's participation is necessary for any application to be eligible.

The project would be situated on the County-owned property where the Ingersoll Waste Water Treatment Plant is located, George Johnston Blvd. The Town of Ingersoll would receive a 20-25 percent ownership share in the project, in recognition of being the lead municipality, and would not be required to provide any financial contribution to the capital or ongoing operational costs of the project.

The Town would potentially benefit by receiving the relevant share of profits from the project based on agreements with the Co-operative as the other partner, and the County of Oxford as the landlord. See the attachment for the proposed Limited Partnership structure and ownership.

Analysis

Due to the timing of the information, it was not possible to bring this report to a regular Council meeting any earlier. The deadline for submission was March 8th, 2019. In consultation with both the County and the Co-operative, it was determined that since Council approval would be necessary in the future to go forward, should the project be approved; there was no inherent risk to the Town in allowing Ingersoll's name to be included in the application to meet the deadline.

- Ingersoll Council will have the right to agree to the project, partnership structure, and profit sharing should it be approved.
- There is no financial contribution by the Town for either Capital or operating costs.
- The Project will be located on the County's property.
- The Limited Partnership would provide liability coverage removing any risk to the Town.
- The Town potentially could see revenues upwards of \$10,000 per year for the 20 – 25 year lifespan of the project.
- An agreement between the parties must be acceptable to the Town of Ingersoll. Any such agreement will be reviewed and approved by the Town's Lawyer and Insurer, before entering into such a Limited Partnership.

Interdepartmental Implications

There have not been identified any significant interdepartmental issues.

Financial Implications

There have not been any financial costs identified in the proposal. Should the project be approved by the Federal government and Council wishes the project to move forward there will be legal costs necessary to ensure the Limited Partnership agreement is acceptable to the Town in its entirety.

Recommendation

THAT Staff report A-004-19 be received by the Council for the Town of Ingersoll as information.

AND FURTHER, THAT Staff be requested to advise Council on any updates as the application moves through the approval system.

Attachments

1. Correspondence from Oxford Community Energy Co-operative, undated, received via email March 7th, 2019.

Prepared and Approved by: William Tigert, Chief Administrative Officer



www.oxford-cec.ca

At the Office, 476 Peel Street – 3rd Floor

Woodstock, ON, N4S 1K1

info@oxford-cec.ca

Re: Government of Canada's Low Carbon Economy Challenge

Dear Bill,

The Government of Canada's Low Carbon Economy Fund (LCEF) is an important part of the Pan-Canadian Framework on Clean Growth and Climate Change (PCF). Over the next few years, the LCEF will support implementation of the PCF by leveraging investments in projects that will generate clean growth and reduce greenhouse gas (GHG) emissions, helping Canada meet or exceed its commitments under the Paris Agreement. Consequently, the LCEF will help support innovation, reduce energy bills, and create jobs for Canadians for years to come.

The Partnerships stream provides \$50 million to support projects that directly reduce GHG emissions while also supporting clean growth. The Partnerships stream is an opportunity for smaller organizations and communities to participate in the shift to a low carbon economy. This stream will see the Government of Canada partnering with small and medium sized businesses, non-profit organizations, smaller municipalities, and Indigenous communities and organizations to reduce emissions.

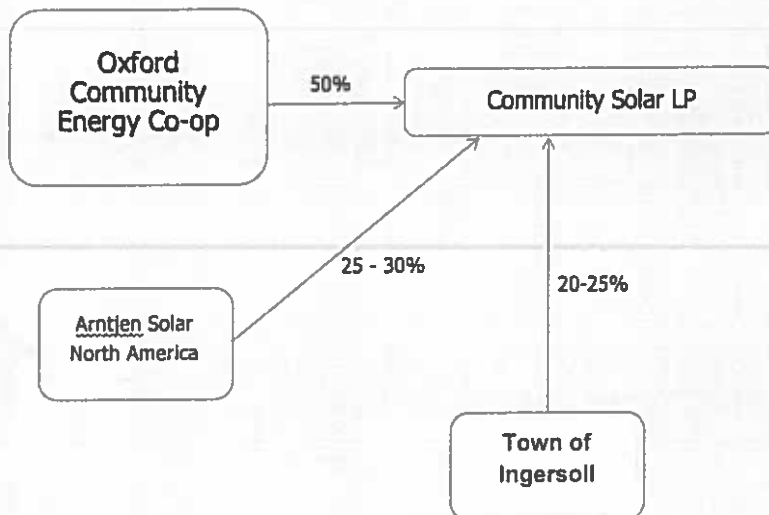
The Oxford Community Energy Co-op has completed four industrial solar development in Oxford County together with Arntjen Solar, a very experienced solar developer as our engineering partner, and together we would like to invite the Town of Ingersoll as a partner to make an application under this program.

We would do all the application paperwork and if the project has been accepted under the Partnerships program, we will discuss all project details and create the appropriate governance structure. The equity to build the project will come from the OCEC and Arntjen - the Municipality will not be required to contribute any equity to the project. We will then offer the Municipality a percentage of ownership units in the Limited Partnership in exchange for their participation in the program. The Municipality will receive their share of the distribution in line with their ownership level for 20 plus years after the project has reached commercial operation.

Early Performa calculation indicate that the municipality will be able to receive a 20-25% ownership (with no equity contribution) which results in a 20-25% distribution of the net profits to the municipality each year for 20-25 years.

The partnership model we have in mind would be a Limited Partnership with the following or similar structure.

Solar Project LPs Ownership Chart (municipal or non-profit partner)



The Asking

At this time, we are asking your permission to make the application for the Government of Canada's Low Carbon Economy Challenge Application to build a solar array on your property.

Once the application has been accepted each partner still has the opportunity to agree or not agree to execute the contract offer from the government - until that time we are not binding any partner to the process in any way.

Sincerely,



Helmut Schneider

Oxford Community Energy Co-op

President



Department: Building

Report Number: B-006-19

Council Meeting Date: April 8, 2019

Title: 2018 Annual Building Department Report

Objective

To provide Council with the 2018 Building Department Annual report and general state of construction in Ingersoll for 2018.

Background

Every year the Building Department is required under the Building Code Act 1992 to publish an annual report that shows the cost of the Building Department services. This information will allow council to establish a baseline of information sufficient to analyze the costs and revenues to deliver building services to the residents, builders, and developers within the Town.

Analysis

The following chart shows the permits issued, the gross construction value and permit fees collected for 2017 and 2018 for all classes of construction.

Category	2017			2018		
	#	Permit Fee	Construction Value	#	Permit Fee	Construction Value
Residential Accessory	92	\$26,118.03	\$799,849.00	90	\$22,087.31	\$852,445.00
Commercial	10	\$16,043.97	\$1,205,900.00	21	\$15,895.00	\$770,400.00
Institutional	4	\$10,835.31	\$711,700.00	7	\$13,488.00	\$494,000.00
Industrial	6	\$6,719.00	\$773,842.00	2	\$1,474.00	\$24,200.00
Residential	138	\$276,327.78	25,519,125.00	68	113,936.96	13,045,674.00
Totals	250	\$336,044.09	\$29,010,416.00	188	\$166,881.28	\$15,186,719.00

Our industrial, commercial and institutional permit numbers are consistent with what we typically see as they often fluctuate on a yearly basis. Due to lack of available residential building lots and applicable law constraints, our residential numbers for 2018 were significantly lower than what we have seen in recent years.

Financial Implications

The attached annual report shows a surplus of \$11,391, which the Treasurer will transfer into the building departments dedicated reserve fund.

Recommendation

THAT Staff report B-006-19 be received by the Council for the Town of Ingersoll as information

Attachments

Annual Report – Building Permit Fees

Prepared by: Shannon Vanderydt, Chief Building Official/By-law Enforcement Officer/Property Manager
Approved by: William Tigert, CAO

Corporation of the Town of Ingersoll

Annual Report - Building Permit Fees

Total Fees (Revenues) collected for the period January 1, 2018, to December 31, 2018, under Bylaw No. 17-4926, of the Town of Ingersoll..... **\$187,637**

Direct Costs:

Direct Costs are deemed to include the costs of the Building Department of the Town of Ingersoll for the processing of building permit applications, the review of building plans conducting inspections and building-related enforcement duties.

Total - Direct Costs..... \$176,246

Revenues over costs as of December 31, 2017, \$11,391

Statement of Reserves:

Building Department Reserve Fund (to December 31, 2018) \$370,223.90



Department: Building Department

Report Number: B-007-19

Council Meeting Date: April 8, 2019

Title: Minor Variance to By-law 82-3079 (Sign By-Law)

Objective

To provide Council with information regarding a requested variance to the Town of Ingersoll's consolidated Sign By-Law 82-3079 for 68-70 Charles St. West.

Background

Recently, the building located at 68-70 Charles St. W. (the former location of the Dollar Tree) was subdivided through building permit, and an agreement was entered into by the Salvation Army to lease 4,800 sq. feet of the roughly 8,000 sq. foot building.

The Salvation Army will be leasing the rear portion of the building fronting onto the property's parking lot (as depicted in attachment 2). Upon application for a sign permit, the applicant was advised that their request does not comply with Section 7.2 of the Sign By-Law and that a variance is required.

Section 7.2 a) A fascia sign shall be attached to and parallel with the main wall of the building.

Analysis

The orientation of the building located at 68-70 Charles St. W. and the portion that the Salvation Army will occupy does not offer any main wall frontage and therefore, does not conform to section 7.2 the Town's Sign By-law

Section 14 of the by-law indicates that the Municipality recognizes that there may be exceptions to the rule and an appeal to Council may be made for a variance to the By-law through written submission to the Clerk identifying the reason for such variance and accompanied by the prescribed documents.

The Applicant followed the necessary process in applying for a sign permit and has submitted a written submission requesting relief from section 7.2 as well as requisite drawings and specifications (attached).

Financial Implications

None

Interdepartmental Implications

None

Recommendation

THAT staff report B007-19 be received by the Council for the Town of Ingersoll as information.

AND THAT Council approve the applicant's request for relief from Section 7.2 of the Town of Ingersoll Sign By-law 82-3079 to allow for a sign to be erected along the West-facing portion of the building municipally known as 68-70 Charles St. W.

Attachments

1. The Salvation Army Variance Request
2. Store Fascia image and specifications

Prepared by: Shannon Vanderydt, CBO

Approved by: William Tigert, Chief Administrative Officer



The Salvation Army

192 Thames Street South
Ingersoll, ON N5C 2T5
(519) 485-4961

Town of Ingersoll
130 Oxford Street, 2nd floor
Ingersoll Ontario N5C 2V5

March 20, 2019

RE: VARIANCE BY LAW NO.82-3079 SECTION 7 - COMMERCIAL SIGN -
68-70 Charles Street W, Ingersoll

Town Clerk

Please accept this letter as request for By-Law Variance to By-Law #. 82-3079 SECTION 7.1 for 68-70 Charles Street West, Ingersoll.

We recently entered into agreement to lease 4,800 sq ft of the approximately 8,000 sq ft former Dollar Tree building at the above address. The building has been subdivided with The Salvation Army taking the rear portion (approx. 2/3) of the building. Our 'Store Front'/facade and entrance/exit doors face into the plaza as the attached diagram shows. However, when applying for a Sign Permit it came to our attention that business signage is to face onto a public street or lane. (7.1of continuous frontage facing on a street or public lane).

Therefore, as our unit does not have any street frontage, we are seeking a variance to the By-Law to accommodate our signage as per attached mock up.

We very much appreciate your time and attention in this matter.

Yours sincerely

Neil Sunnuck
Ministry Director

Sign Permit Application

68-70 Charles Street W, Ingersoll - former Dollar Tree
The Salvation Army

As of April 1, 2019 we will be leasing the rear approximately 2/3's of the building.



Existing

Rendering of

Proposed



Landlord is painting the metal fascia blue.
"THRIFT STORE" letters and shield 4ft high metal letters and approximately 40ft long including the logo.

"DONATION DROP OFF" letters and arrow each approx. 2ft high. Approximately 12ft wide.

Metal fascia is approx. 8ft high.

Approximate position of entrance door currently being installed here by landlords contractor (minus the minivan!)



Department: Building Department

Report Number: B-008-19

Council Meeting Date: April 8, 2019

Title: Minor Variance to By-law 82-3079 (Sign By-Law)

Objective

To provide Council with information regarding a requested variance to the Town of Ingersoll's consolidated Sign By-Law 82-3079 for 118 Church Street.

Background

Recently, Trinity United Church added signage to the face of the building fronting onto King Street; signage includes a dove, the name of the church and a tree.

As per the Town's sign by-law, one facia sign may be erected for each place of business, building department staff have determined that the signage stating the name of the church fits within the sign by-law parameters. However, the "tree of life" and wording below it requires a variance to Section 7.1 and 7.2 of the by-law as it exceeds the number of signs permitted and is not meeting the minimum of seven feet above grade.

Analysis

The tree and wording has a very low profile projecting off the wall and given that there is no walkway in that location the lower sign does not create a safety concern which would be the justification in the by-law for ensuring it is higher than seven feet above grade.

Upon review of the Town's 08-4432 being a by-law respecting miscellaneous signs and other advertising devices not requiring permits within the Town of Ingersoll, specifically, Schedule A, the dove fits into the sign type of *emblem of religious organization* on private property not requiring a permit.

Section 14 of the by-law indicates that the Municipality recognizes that there may be exceptions to the rule and an appeal to Council may be made for a variance to the By-law through written submission to the Clerk identifying the reason for such variance and accompanied by the prescribed documents.

The Applicant has submitted a written submission requesting relief from section 7.1 and 7.2 as well as requisite drawings and specifications (attached).

Financial Implications

None

Interdepartmental Implications

None

Recommendation

THAT staff report B008-19 be received by the Council for the Town of Ingersoll as information.

AND THAT Council approve the applicant's request for relief from Section 7.1 and 7.2 of the Town of Ingersoll Sign By-law 82-3079 to allow for "the tree of life" sign to be erected along the King Street portion of the building municipally known as 118 Church Street.

Attachments

1. The Variance Request
2. Fascia image and specifications

Prepared by: Shannon Vanderydt, CBO
Approved by: William Tigert, Chief Administrative Officer



Trinity United Church
118 Church St.
Ingersoll, Ont.
N5C 2X6
519.485.0820

March 21, 2019

Corporation of the Town of Ingersoll
130 Oxford St. 2nd Floor Ingersoll ON

Re: Variance Application for building signage

To Whom It May Concern:

I am writing on behalf of Trinity United Church, located at 118 Church St in the town of Ingersoll regarding new signage designed for the front exterior wall of the church facing King St.

The church was established in 1805 and has now been at its current location for 113 years. Several years ago, structural issues with our sanctuary meant that it had to be demolished and we have worked to re-build and redesign our interior to accommodate a beautiful new worship space and additional rooms for community activities. Once those areas were completed, we focused on the large front façade of the building.

With help from the design team at International Name Plate Supplies in London, ON, countless meetings and discussions, the final design was approved by our congregation in January of 2019. While we understand that the church name on the building is within by-law specifications, we are requesting a variance for the addition of a Dove of Peace flying above the lettering and a Tree of Life with text below it stating "Rooted in our Community".

Unfortunately, the sign company who produced and installed the signage did not mention the need to us for a permit and as the signage has been installed and we are now working to rectify this oversight.

The bottom of the tree and its accompanying text are below the 7' minimum height requirement of Section 7.2 of By-Law No. 82-3079. They have been installed slightly above the lower window frame and is currently 5' to the bottom of the lowest letter. Please note that the height to the bottom of the windows per the rendering by Pow Engineering is 2' 9" however we have had to lower the grade to allow for proper drainage around the church and the height is now much higher than the rendering shows. I have included a photo in this package showing the actual height. At this lower height the text is easily readable as you enter the church through our new accessible walkway and is a statement pertaining to the longevity of this congregation in the Ingersoll community. We do recognize that an error was made in not applying for the permit.

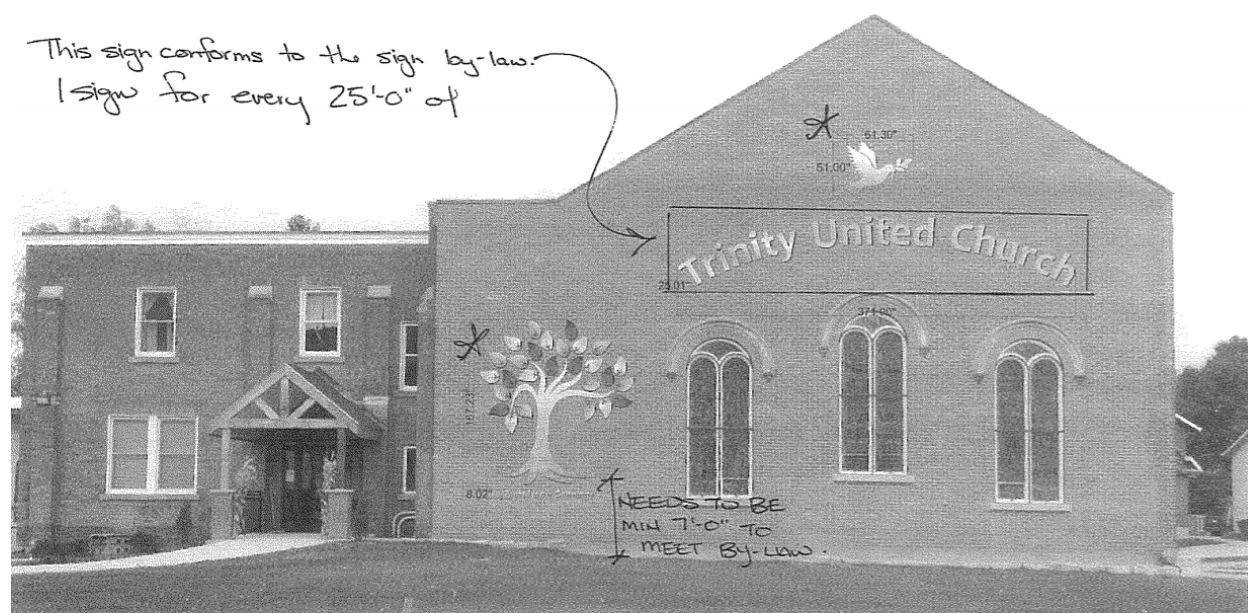
before the installation but removing the text to move it up 2' would be costly and would leave the wall of the building with multiple holes. The tree size and size of the text may have to be decreased to not overshadow the windows if we were to move it up by the required 2'. As there is no pedestrian walkway or roadway in front of the wall holding the signage and as it does not impede with any traffic sight lines, we request that the by-law for the minimum height be varied to allow the tree and text.

The Dove of Peace is a symbol of our Christian religion, a universally recognized one and as such we request that the addition of this symbol be considered exempt from permit requirements under Schedule A to By-Law No. 08-4432 (emblem of religious organization on private property). Should the exemption not apply, we request a variance allowing the symbol of our faith on the church façade.

With Respect,



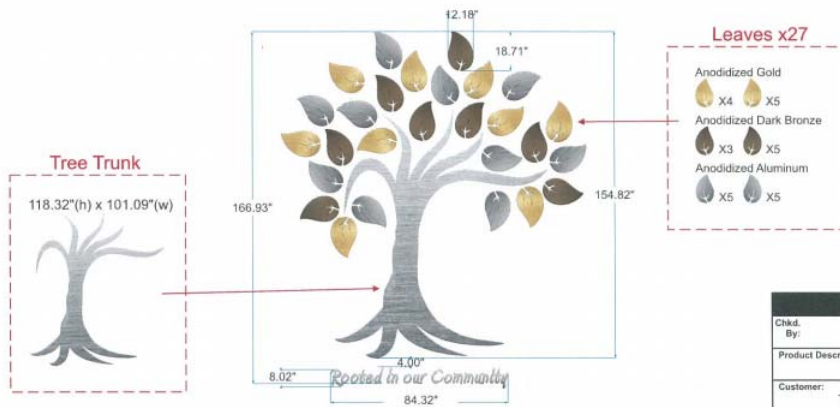
Leeyan Steinthorson
Trinity United Church – Board Chair



* THE variance will include the tree & the dove



- Materials:**
- 0.25" Anodized Aluminum
 - Stud Mounted
 - Template



Drawing Information			
Chkd. By:	Drawn. By: Tara	Mod. Date: -	Creation Date: Jan 17/1
Product Description: Church Logo & Text			
Customer: Trinity United Church		Page: 1 of 1	
Part Number: TUC-02		Rev.: NR	

Approved By: _____ Date: _____



Department: Building Department

Report Number: B-009-19

Council Meeting Date: April 8, 2019

Title: Minor Variance to By-law 13-4720 (property boundary fences)

Objective

To provide Council with information regarding a requested variance to the Town of Ingersoll's By-law for regulating and governing of property boundary fences in the Town of Ingersoll.

Background

2 Feltz Drive has recently sold, the new owners prior to the closing of the sale approached Building department staff regarding the construction of a fence on the property. Due to the property facing three different streets (Feltz Drive, McCreery Road, and North Town Line) a fence on the property lines requires a variance to the Town's fence by-law.

Analysis

The owners are requesting a 4' high chain link fence to be installed on the north property line (facing North Town Line) and the east property line (facing McCreery Road).

Section 3.7 Corner Lot

No person shall erect or maintain a fence on a corner lot in a residential zone that:

- f) Exceeds 0.6 meters (2 feet) if less than the minimum 1.5 metres (5 feet) from the exterior side lot line.
- i) Exceeds 0.6 metres (2 feet) in height within a corner visibility triangle or driveway visibility triangle;

Section 1.0 Definitions and Interpretations

1.1

“Corner Lot” means a lot situated at the intersection of and abutting upon two streets, or upon two parts of the same street, the adjacent sides of which street or streets (or, in the case of a curved corner, the tangents at the street extremities of the side lot lines) contain an angle of not more than 135 degrees;

“Corner Visibility Triangle” means a triangular area formed within a corner lot by the intersecting lot line abutting the streets or projections thereof and a straight line connecting them 9.0 metres (29.5 feet) from their point of intersection;

2.0 General Provisions

2.1 No person shall erect or permit to be erected any fence that does not conform to the requirements of this by-law.

2.3 No person shall erect or maintain any fence that:

a) Is located closer than 2 meters (6.6 feet) from a fire hydrant, except that a fence may be located no closer than 0.6 meters (2 feet) to the rear of a fire hydrant as viewed from the centre of a municipal road allowance; encroaches onto Town-owned or public lands or sight triangles.

c) Is erected in such a manner as to obstruct visibility to drivers or pedestrians entering, exiting, crossing or approaching a driveway, roadway, laneway or walkway.

Financial Implications

None

Interdepartmental Implications

The Town Engineer has done a site visit and has indicated that she has no concerns with the construction of a 4' high chain link fence on the property lines which will be in the corner visibility triangle.

Recommendation

THAT staff report B009-19 be received by the Council for the Town of Ingersoll as information.

AND THAT Council approve the applicant's request for relief from the Town of Ingersoll Property Boundary Fence By-law 13-4720 to allow for a 4' chain link fence on the North and East property line, however, no relief is given to general provisions section 2.3(a) for the hydrant located in the North West corner of the lot.

Attachments

1. The 2 Feltz Drive Variance Request
-

Prepared by: Shannon Vanderydt, CBO

Approved by: William Tigert, Chief Administrative Officer

Email

Minor Variance application - 2 Feltz Drive >> [Inbox x](#)



Denise Krug <dkrug@blandfordblenheim.ca>
to Sandra, me, Michael, Danielle ▾

Fri, Mar 29, 3:06 PM (5 days ago) ☆ ↶ ⋮

Building, Engineering & Clerk's Departments,

We have purchased 2 Feltz Drive with a closing date of April 18, 2019. We have sold our current home in Ingersoll and it is closing May 15, 2019. We would like to erect a fence in the backyard for our dog, prior to moving in sometime prior to May 15th. The property at 2 Feltz Drive has roads on 3 sides and because of this we are restricted as to where we can put the fence. We would like to apply for a minor variance to allow us to erect a 4 foot chain link fence on the property lines on the east and north sides of the property, as supported by the email below from Sandra Lawson, Town Engineer. We are requesting this as we thought that this option would least obstruct the sight triangle and still allow us to fence in the largest area for our dog. (The property to the west side of us currently has a shed on it and was recently sold. We will try to contact the new owner to see if they would like to share the cost of a fence between us and decide on what type of fence to erect on west side of property from there.)

We would really appreciate if this minor variance application could go to Council on April 8th as your next meeting is not until May 13th at which time we will already be moved in. We do have a letter signed by the current owner, Mr. Kempster, authorizing us to apply for the minor variance which I have attached to this e-mail.

If you have any questions, Denise can be contacted by email at dkrug@blandfordblenheim.ca or phone at 519-463-5347 extension 224 during the day or 519-532-5175 in the evenings.

Thank you for your consideration,

Denise & Jerry Krug

Denise Krug
Treasurer/Director of Finance
Township of Blandford-Blenheim
47 Wilmot St. S.
Drumbo, ON N0J 1G0
519-463-5347 ext 224
dkrug@blandfordblenheim.ca



Department: Clerk's Department

Report Number: C-016-19

Council Meeting Date: April 8, 2019

Title: Bowl for Kids' Sake Funding Request

Objective

To receive Council direction regarding funding request from Bowl for Kids.

Background

We have received a request for funding from Bowl for Kids Sake.

Council has a budget for athlete grants that come up during the year and currently that budget stands at \$1,500.

Analysis

The Bowl for Kids Sake sponsorship is something that has been done for the last several years in the amount of \$250.

Interdepartmental Implications

None

Financial Implications

Approving this grant will affect Council's budget.

Recommendation

THAT staff report C-016-19 be received by the Council for the Town of Ingersoll as information.

AND THAT Council provides staff direction regarding this funding request.

AND THAT

Council Approve Big Brothers Big Sisters' Bowl for Kids' Sake funding request in the amount of \$ _____ .

OR

Council does not approve Big Brothers Big Sisters' Bowl for Kids' Sake Funding Request.

Attachments

- Bowl for Kids Sake Sponsorship Request and Agreement Form
- Bowl for Kids Sake Sponsorship Opportunities

Prepared by: Michael Graves, Director of Corporate Services/Clerk-Deputy CAO
Approved by: William Tigert, Chief Administrative Officer



Big Brothers Big Sisters

Tim Hortons®

Diamond Sponsor

April 26 - 27, 2019
Sammy Krenshaw's



May 2 - 4, 2019
Ingersoll Lanes

Dear Friends of Big Brothers Big Sisters,

Each and every child in our community is facing more and more difficult challenges everyday. Is there a way to be sure that those children all get the chance to reach their **full potential** and do great things? The simple fact is that youth who are supported by a caring, positive role model can do amazing things. We want **YOU** to be part of that possibility.

At Big Brothers Big Sisters, servicing the needs of children and their families within Ingersoll, Tillsonburg and Area communities is how we achieve a strong community. We provide programs and services that match responsible adult volunteers with children who would benefit from a positive role model, a **mentor**. All volunteers are screened, trained and monitored by our qualified staff, providing support and guidance as they **Start Something** BIG in the life of a young child, aged 6-18. There are many children waiting for that special someone to empower and inspire them to reach their full potential. It is through the impact of **YOUR** support that we can continue to promote our agency, recruit more volunteers and create the **Start of Something BIG** with the gift of a friendship for the children in your community. Over the past year our programs have reached out to approximately 250 children in your area that now benefit from having the positive impact of our mentors.

She makes my
heart smile!
- Little Sister

Our **35TH Annual Bowl for Kids Sake** sponsored by **Tim Hortons** is just around the corner and our goal this year is to raise **\$40,000**. Participants are supportive members of the community who collect pledges and enter their team for a fun-filled day of bowling and friendship. Supporting our Bowl for Kids Sake event through **Sponsorship, Donations and/or Participation** is your way to make it possible for a child to reach their full potential and for us to reach our goal. We rely on your involvement to sustain our agency's presence. A child's possibilities are endless; their ability to reach **their full potential rests with you!** Help us make a difference....one child at a time!

Thank you for your consideration and we look forward to your support of this event.

Yours in Friendship,

Deb Landon, Executive Director



Big Brothers Big Sisters

Head Office: 58 Thames St. S, Ingersoll ON N5C 2T1 Phone: 519-485-1801
Fax: 519-485-1805 ingtburg@bigbrothersbigsisters.ca www.sharethefun.org

Satellite Office: 96 Tillson Ave, Tillsonburg ON N4G 3A1 Phone: 519-842-9000



start something

CN: 118968478RR0001



Big Brothers Big Sisters

Tim Hortons®

Diamond Sponsor

BOWL FOR KIDS SAKE SPONSORSHIP AGREEMENT FORM

TILLSONBURG: April 26-27, 2019—Sammy Krenshaw’s
INGERSOLL: May 2-4, 2019—Ingersoll Lanes

Sponsor’s Name: _____

Contact Name: _____

Address: _____

Telephone No: _____ Fax No: _____

Email Address: _____

Sponsorship Level:

- Platinum \$2,000
- Silver \$500
- Lane \$200 Tillsonburg
- Incentive \$50—\$200
- Gold \$1000
- Bronze \$250
- Lane \$250 Ingersoll
(New Sponsor—one time signage charge \$65)

Signature: _____ Date: _____

- Receipt Requested
(receipt will be non-taxable and issued after the event is completed)

Thank you for your continued support & friendship.



Big Brothers Big Sisters

Sponsorship Opportunities Ingersoll Lanes & Sammy Krenshaw's DEADLINES

To participate FULLY in the sponsorship opportunities, receipt of agreement is required by:
March 29th, 2019 — Platinum & Gold **April 12th, 2019 — Silver, Bronze, Lane & Incentive**
 After these dates benefits still available will be completed posters and some promotional materials will already have been produced.
 Your Logo will be added going forward the date this agreement is received.

Benefits	Diamond	Platinum		Gold	Silver	Bronze	Lane	Incentive
	\$3,000	\$2,000 Cash	Media In-kind	\$1,000	\$500	\$250	\$250 Ing \$200 Tburg	\$50-\$200
Your Name and/or Logo Will Appear On:								
Banner Displayed at Event								
Posters - Top Banner								
Event Charitable Receipts								
Pledge Sheets - Primary Placement								
Incentive Flyer - Letterhead								
All Media Interviews, Ads & Presentations								
Announcements at Event								
Agency Promotional Correspondence & Emails								
Agency Newsletter								
Thank You Ad								
"Strike it Big" Event Newsletter								
Agency Website - www.sharethefun.org								
Pledge Sheets - Bottom Banner								
Incentive Flyer - Bottom Banner Cash or Inkind								
Incentive Flyer - Description & Name if Item								
Lane Sponsor Sign (2' x 4') within bowling venue <i>(additional onetime signage charge \$65 extra)</i>								
Incentive Flyer - Listing								





Department: Clerk's Department

Report Number: C-017-19

Council Meeting Date: April 8, 2019

Title: Per Diem Review

Objective

To consider an update to the Policy on Per Diems related to Councillor attendance at events/seminars.

Background

At the February 11, 2019, Council meeting, Council directed staff to bring forward a report on updating the current policy on Councillor Attendance at events/seminars, travel and per diems.

The current policy (Associations, Conventions, and Seminars) is attached for consideration.

Analysis

The Municipal Act states:

283 (2) Despite any Act, a municipality may only pay the expenses of the members of its council or of a local board of the municipality and of the officers and employees of the municipality or local board if the expenses are of those persons in their capacity as members, officers or employees and if,

- (a) The expenses are actually incurred; or***
- (b) The expenses are, in lieu of the expenses actually incurred, a reasonable estimate, in the opinion of the council or local board, of the actual expenses that would be incurred.***

(4) No part of the remuneration of a member of a Council or local board paid under this section is deemed to be for expenses incidental to his or her duties as a member of a municipality, or local board shall not provide that any part of the remuneration is for such deemed expenses.

As you can see by this portion of the legislation, per diems are intended to reimburse Councilors for expenses incurred. If Council wishes to use them as a means of remuneration, staff suggest Council look at the overall remuneration and adjust accordingly. When the policy was amended in 2015, there was a discussion around the concept of the per diem being considered as a means of covering lost employment income. However, this was never incorporated in the policy and as noted in the legislation would not be permitted.

The Town's current policy is to pay Councillors \$150 per diem for attendance at events and conferences.

Since the act states: *"the expenses are, in lieu of the expenses actually incurred, a reasonable estimate"* staff have investigated what constitutes a reasonable estimate.

Option 1

In their evaluation, staff reviewed a number of policies and found that these policies often referred to the Canada Revenue Agency's policy on reasonable expenses. Staff, therefore, utilized the Canada Revenue Agency Policy which lists its Meals and Allowances as follows:

1. Travel in Canada (Canadian \$ taxes included)	Canada (all Provinces) & USA (except Alaska)
1.1 Meal allowances	
Breakfast	17.15
Lunch	18.05
Dinner	45.95
Meal allowance total	81.15
1.2 Incidental Expense Allowance	17.50
Total	98.65

If the conference or seminar provides any of the meals, then that allocation should be deducted from the per diem. Council Members should be conscientious about ensuring that they monitor this accordingly before submitting expense claims.

It would be reasonable to scale the above reimbursements depending on the length of the meeting or seminar. The Councillor would simply put in for the per diems that reflect the meals and expenses that would be required to be paid for during that amount of time. For example, if the meeting were simply a morning meeting, it would cover the \$17.15 reimbursement. If it covered breakfast and lunch, it would be \$17.15 plus \$18.05 being \$35.20. If it were an all-day meeting, it would be the total of \$81.15.

Travel Expenses

The CRA Mileage Rate has increased in 2019:

- 58¢ per kilometre for the first 5,000 kilometres driven
- 52¢ per kilometre driven thereafter

This portion of the Town's current policy would have to be amended to reflect updated mileage rates.

Many policies do request that Councillors make an effort to utilize the most economical method of transportation, but this is difficult to measure and changes during the lead up to the travel day (example flights booked early are much cheaper than last-minute flights). Therefore, staff would suggest using similar wording requesting Councillors try to utilize the most economical method of transportation.

There are other issues with the Policy that should be addressed as well. The current policy applies to both elected and appointed officials. Appointed officials would include staff and any board or committee members that would require reimbursement. In the past five years staff have not claimed per diems, and instead submit receipts and are reimbursed. The new policy should clearly address this preferred practice for staff that is in place.

The current practice for staff is that they are required to submit receipts; without proper documentation reimbursement is not approved. On occasion receipts are lost, in which case detailed explanations along with credit card statements can be required.

Within the policy, especially in Section 5 paragraph c, there is confusion that would need to be addressed. The section reads as follows:

Daily allowance of \$150.00 to cover the cost of meals, tips and incidental expenses, including parking fees. The daily allowance will not be reimbursed if the meals are included in the Registration fee; however, parking fees and other incidentals will be reimbursed with a receipt.

The intention of this section, as staff interpret it, is that incidentals would be reimbursed with receipts only when a per Diem is not requested. In the past, there has been some confusion that parking fees and incidental would be reimbursed on top of the per Diem, which is not the intent of the policy that is in place or as it is written.

The current policy also says that each member of Council may attend only one conference per year and if they wish to attend more they would need to get Council approval. Currently, this is not strictly followed; and the practice has been that Council approves the conferences and seminars budget at budget time. Clarification on this portion of the policy should be updated to reflect the intent of council and followed once adopted.

Staff would also point out that if the existing policy or amended policy is adopted and includes reimbursement based on a per diem without supporting receipts that this will have to be dealt with as a taxable benefit for income tax purposes.

Option 2

Option two would be easier to administer, with the simple reimbursement of actual expenses with corresponding receipts. It would also be appropriate that if this option was selected, Councillors should self-govern, and ensure that meal expenses are not requested for reimbursement if the event attended included meals within the registration fee.

Options for Consideration:

1. Council could adopt the above framework based on the CRA Model.
2. Council could simply submit receipts after attending an event or seminar.
3. Council could leave the current policy in place, though Council should be aware that any amount paid over and above a "reasonable" amount will be considered a taxable benefit and taxed accordingly.
4. Council could adopt a different amount for the per diem, however, as above, any amount paid over and above a "reasonable" amount, as outlined in the CRA Guide above, will be considered a taxable benefit and taxed accordingly.

Interdepartmental Implications

None

Financial Implications

None

Recommendation

THAT Staff report C-017-19 be received by the Council for the Town of Ingersoll as information.

AND THAT Council directs staff to proceed with Option ___ and bring forward a new policy to reflect Council's decision, as necessary.

Attachments

Associations, Conventions, and Seminars Policy

Prepared by: Michael Graves, Director of Corporate Services/Clerk-Deputy CAO
Approved by: William Tigert, Chief Administrative Officer



POLICY AND PROCEDURAL MANUAL		PAGE NUMBER	<i>1 of 6</i>
POLICY NO.		REVIEW FREQUENCY	
APPROVED BY		DATE APPROVED	May 13, 1992
		REVISION DATE	March 12, 2015
SUBJECT	ASSOCIATIONS, CONVENTIONS AND SEMINARS Elected and Appointed Officials		

SCOPE This policy applies to elected and appointed officials of the Corporation. It sets out memberships in Associations; Conference and Seminar attendance and reasonable expenses for same.

- POLICY**
- (1) **Elected Officials - Association Memberships**
 - (i) Association of Municipalities of Ontario
 - (ii) Organization of Small Urban Municipalities
 - (iii) Ontario Good Roads Association
 - (iv) Ontario Traffic Conference
 - (v) Ingersoll and District Chamber of Commerce
 - (vi) Association of Committees of Adjustment and Consent Governing Authorities

 - (2) **Elected Officials - Conventions and Seminars**
 - (i) Each member of Council may attend yearly, one of the Association conferences set out in Section 1.
 - (ii) Each member of Council may attend two, one day seminars sponsored by the Association named in Section 1.
 - (iii) Attendance at conferences, seminars, etc. outside the Province of Ontario will require the approval of Town Council.

- (iv) Members of Council may attend additional conferences and seminars as may be of specific significance to municipal government, provided approval is given by Council.
- (v) Approval of Council is required to attend any conference, seminar, etc. unless such conference, seminar is clearly identified in the current approved budget estimates.

(3) Appointed Officials - Association Memberships

(i) Administration

- (a) Ontario Association of Municipal Clerks and Treasurers
- (b) Municipal Finance Officers Association
- (c) Ontario Association of Tax Collectors
- (d) Association of Municipal Managers

(ii) Engineering and Public Works

- (a) Ontario Good Roads Association
- (b) Ontario Traffic Conference
- (c) Oxford County Road Superintendent's Association
- (d) Municipal Engineer's Association
- (e) Association of Municipal Recycling Coordinators
- (f) Recycling Council of Ontario



(iii) Fire Service

- (a) Ontario Fire Chiefs Association
- (b) Oxford County Fire Fighters Association
- (c) Ontario Fire College
- (d) Canadian Fire Chiefs Association
- (e) Municipal Fire Instructors Association

(iv) Building Inspection

- (a) Ontario Building Officials Association
- (b) Ontario Plumbing Inspectors Association
- (c) Ontario Association of Property Standards Officers

(v) Planning and Development

- (a) Economic Developers Council of Ontario
- (b) Economic Developers Association of Canada
- (c) Oxford County Tourism Association
- (d) Ingersoll Chamber of Commerce

(vi) Museums

- (a) Southwestern Ontario Travel Association
- (b) Oxford County Tourism Association
- (c) Historical Society of Oxford County
- (d) Ontario Museum Association
- (e) Ontario Historical Society



(vii) Parks and Recreation

- (a) Society of Municipal Recreation Directors of Ontario
- (b) Ontario Recreation Society
- (c) Ontario Parks Association
- (d) Ontario Recreation Facilities Association
- (e) Association of Aquatic Personnel of Ontario
- (f) Ontario Fitness Council
- (g) Canadian Parks and Recreation Association
- (h) Squash Ontario

Memberships in Section (3) are approved for each Department Head as noted or staff person as delegated by the Department Head. Only one membership in each Association will be held for each department except to maintain a Professional designation as required in the Job Description.

(4) **Appointed Officials - Conferences and Seminars**

- (i) Appointed Officials or a delegated staff person may attend two conferences per year of any Association or Training College listed in Section (3) relating to their specific department.
- (ii) Appointed Officials or a delegated staff person may attend one day seminars sponsored by the Associations listed in Section (3) and one day seminars of a non-Association nature, but work related, with the approval of the Clerk Administrator. Such seminars will not require overnight accommodation.



(iii) Attendance at Conferences, Seminars, etc. outside the Province of Ontario will require the approval of the Town Council.

(iv) Approval of Council is required to attend any Conference, Seminar, etc. unless such Conference, Seminar, etc. is clearly identified in the current approved budget estimates for the Department.

(5) Fees and Expenses - Elected and Appointed Officials

(i) Memberships for the Corporation and Appointed Officials are approved as set out in Section (1) and Section (3) (i - vii) and shall be paid each year unless otherwise directed by Council.

(ii) The Corporation shall pay or reimburse each person for the following expenses incurred pertaining to a Conference, Seminar or meeting requiring representation by the Town:

(a) Registration fee of member/staff person (spousal registration excluded)

(b) Hotel accommodation based on single occupancy

(c) Daily allowance of **\$150.00** to cover the cost of meals, tips and incidental expenses, including parking fees. The daily allowance will not be reimbursed if the meals are included in the Registration fee; however, parking fees and other incidentals will be reimbursed with a receipt.

Daily allowance is now changed from \$75 to \$150 as of March 12, 2015



(d) Travel expenses, based on the mileage rate of \$0.50 per kilometre. The most economical form of transportation is encouraged. Air travel is discouraged except when time and distance make it impractical to use other forms of transportation.

(6) Business Expenses

- (i) When a Councillor or employee is involved in meetings relating to the business of the Corporation, other than Conferences, Seminars, etc. which requires the expense of a meal or other incidental expenses within or without the limits of the Corporation, reimbursement will be made on actual costs incurred supported with receipts. Meal costs shall not include any beverage of an alcoholic nature.
- (ii) Expenses incurred to attend retirement or other such events will only be allowed where prior approval has been given by Council.

(7) General

- (i) All expenses incurred covered by this policy must be included and clearly identified in each Department's annual operating budget.
- (ii) Any functions or meetings of a social or entertainment nature not covered by this policy and for which reimbursement might be expected, must first be approved by the Clerk Administrator and Council.



Department: Clerk's Department

Report Number: C-018-19

Council Meeting Date: April 8, 2019

Title: Regional Review

Objective

To discuss the Regional Reform initiative, potential implications and options and to provide Council with an opportunity to submit comments on this issue.

Background

Minister of Municipal Affairs and Housing, Steve Clark, announced on January 15, 2019, the government was commencing a review of regional governments in Ontario. This review includes the regions of Durham, Halton, Niagara, Peel, Waterloo, and York, counties of Oxford and Simcoe (not including cities of Barrie and Orillia) and the District of Muskoka.

Two special advisors have been appointed to help with this review, Ken Seiling and Michael Fenn. The mandate of the advisors is to provide expert advice to the Minister and to make recommendations to the government on opportunities to improve regional governance and service delivery.

The City of Woodstock, the Township of Zorra and the County of Oxford staff have all reported to their respective Area Municipal Councils. The City of Woodstock report mostly pointed out that the current system works well but did suggest a couple of minor tweaks including recommendations from a KPMG report from 2000 that suggested the lower tiers handle all road maintenance; a recommendation that was never fully implemented. The Woodstock report also suggested that water distribution and wastewater collection be considered for non-exclusive status in the Municipal Act and suggested that consent and subdivision approval be transferred to the lower tiers. The Township of Zorra report mainly focused on pointing out areas where the municipalities in the County work well together, but they did point out that improvements could be

made by reducing the number of police services boards, putting the lower tiers in charge of all roads (as suggested by the 2000 KPMG report), combining CEMC and integrating our phone systems.

The County CAO submitted a report to County Council regarding the organizational review. The report compared the County of Oxford to Chatham-Kent and seemed to point out some positives of the Chatham-Kent model; however, the report had little financial analysis. The report seemed to miss the point that that Chatham-Kent administration costs MORE than the total of the upper and lower tier of the County of Oxford even though Chatham-Kent has LESS population. Meaning that for all its supposed efficiencies, the end result is increased costs just as the academics point out.

The County CAO report also seemed to suggest several areas of duplication, but some of the duplications seemed not truly duplications. For example cultural services (museums, art galleries and performing art centres) are actually only handled by the lower tiers. Although the County does have the County archives, this is different than what is done in museums, art galleries and performing art centres. Another example is development charges; although there are development charges at each level, each level only covers their own area of jurisdiction. As well, the lower tier is the only level that collects the development charges for both tiers. The other areas of duplication are the areas mentioned by the Woodstock and Zorra report as areas for improvement.

Analysis

Oxford County is truly open for business. It boasts two automotive plants (General Motors and Toyota), one large truck plant (Hino) and hundreds of smaller manufacturing plants. In the Town of Ingersoll alone manufacturing provides 4,400 of its over 11,000 jobs and over \$7 **Billion** worth of exports. Ingersoll has over 250 Businesses and almost 0% industrial and commercial vacancy.

That is only the beginning. Oxford County is also the Dairy Capital of Canada and boasts an extremely diversified agricultural production, creating everything from apples to zucchini and everything in between. At \$751.9 million per year, Oxford County had the second highest total farm cash receipts for main commodities in Southern Ontario (2013) – ROEDC.

This vibrant community is a product of its people, its businesses, its organizations, and its government. Drastic changes to that system could have devastating effects for Oxford County and the province as a whole. However, Oxford County residents are always the first to say that there is always room for improvement and we didn't get here without evaluating what is working and what can be improved. As such, the Town of Ingersoll is willing to do their part by evaluating what we do best and where we can improve.

Amalgamations

Amalgamations have been studied and reviewed numerous times, and every time it has been shown that it does not create efficiencies.

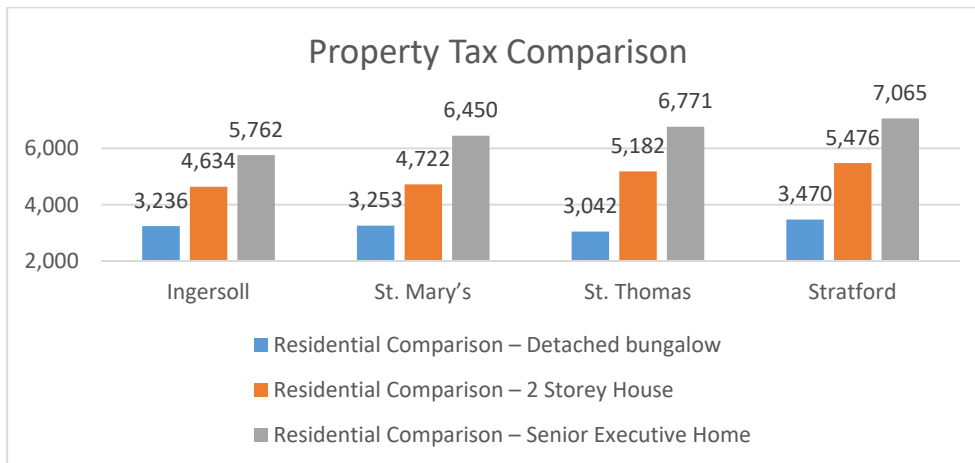
The Fraser Institute said; “A vast amount of research has found that consolidation fails to produce promised cost savings, rarely leads to more efficient service delivery, and reduces the ability of citizens to be involved in the life of their local governments.” Lydia Miljan – De-amalgamation is hard to do, July 7, 2015

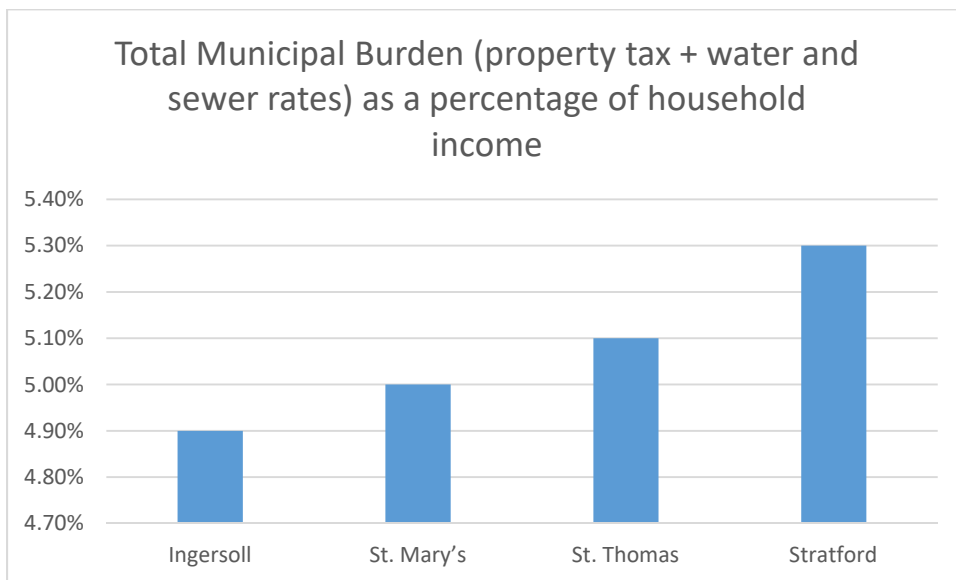
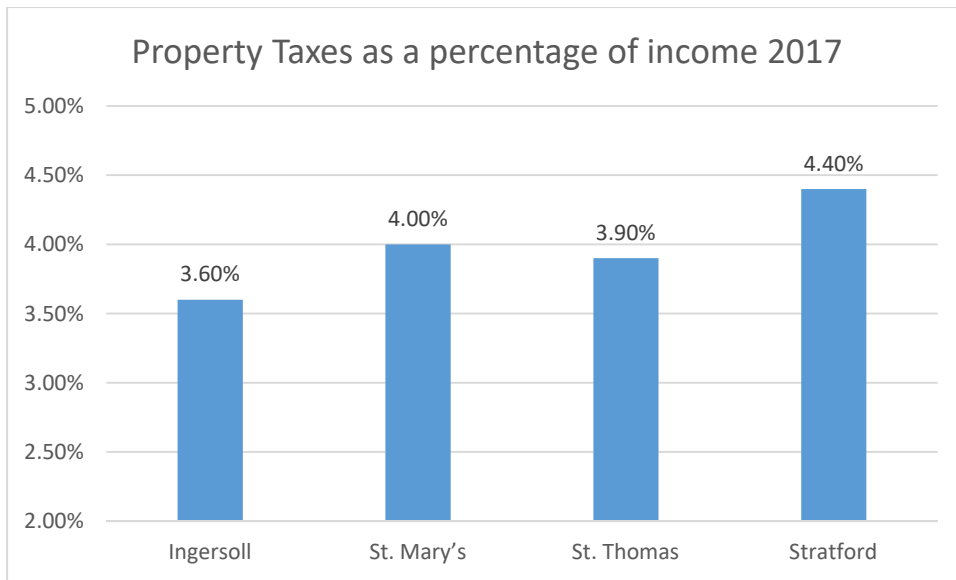
And further, the Fraser Institute said; “Specifically, 15 years after amalgamation, we found the exercise did not result in cost-savings or lower property taxes. Rather, we found significant increases in property taxes, compensation for municipal employees, and long-term debt in both amalgamated and unamalgamated communities, suggesting there was no tangible financial benefit from amalgamation.” Lydia Miljan - Ford government, should heed lessons of Harris amalgamation experiment - *Appeared in the Toronto Star, January 22, 2019*

Governance

The Town of Ingersoll has become economically independent of external funding and is able to provide and maintain service levels and infrastructure without unplanned and drastic increases in rates or cuts to services. Ingersoll invests heavily in its asset management plan and is pushing that plan outward to all facilities and town-owned assets.

But how does Ingersoll compare to other municipalities? Is our two-tier model competitive to the single tier model? To evaluate this, staff compared Ingersoll with a population of 12,757 to three other local single tier municipalities that are similar in size, St. Marys (population 7,265); St. Thomas (population 38,909); Stratford (population 31,465). Staff utilized the latest BMA report to analyze the efficiency of these municipalities relative to each other. Figures 1, 2 & 3 clearly show that relative to our single tier counterparts, Ingersoll comes in very competitive.





As evidenced by the above charts, Ingersoll comes out favourably with virtually all of these evaluations.

The Town of Ingersoll believes that different needs such as urban versus rural are addressed most in the two-tier government model. The Town has positioned itself very favourably in the County of Oxford by addressing all needs of an urban municipality effectively and efficiently.

Service Delivery

The municipalities within Oxford County often work together to undertake joint projects to create efficiencies, but also allow each the flexibility to opt out of such endeavours in cases where the preferred option doesn't align with local needs. For example, in

procuring election technology, the Clerks of Oxford County worked together to put out a tender to acquire the lowest possible price and to take advantage of economies of scale; however; depending on the bids received, some lower tiers may opt out of the joint tender. An example being that some municipalities may not choose to follow the other municipalities in election technology due to a high Amish population in their community.

Examples of lower tier cooperation include:

- Joint tendering for election tabulators
- Joint compliance audit committee
- Joint orientation training
- Joint equipment and supply tenders
- Joint purchasing
- Sharing of training expenses
- Shared emergency management training
- Tourism oxford working with lower tier museums for marketing and special events
- Oxford Connections
- Oxford workforce development partnership
- SOMA
- Fire services sharing of assets (through mutual aid agreements) and sharing of knowledge through joint training
- Shared Services Agreements related to roads and bridges maintenance
- Shared Engineering and Construction Services
- Joint tendering and implementation of Development Charges Studies and By-Laws

This list is of course just the beginning, but upon research, it was discovered that there are far too many examples to list. This clearly shows that the existing practice eliminates duplication but takes advantage of economies of scale. Further, the lower tiers collect taxes for both tiers (unlike some other regional models). The lower tiers also collect development charges for both tiers.

There is an overwhelming amount of evidence that all front line services, such as road maintenance, parks maintenance, recreational programs are better delivered by local governments. Local Councils bring power closer to the electors, and the electors have more say and choices on what services are delivered. Lower tier councils also engage individuals and promote volunteerism.

Decision Making

Unlike some regional governments, the County of Oxford does not create an Official Plan at the County level and the lower tier. There is only one Official Plan for the County at the County level that is utilized by the lower tiers for their purposes in

establishing zoning by-laws. There are other examples where the County of Oxford Regional model takes advantage of the appropriate tier such as Land Division Committee that utilizes an upper tier committee to ensure the objectivity of the review.

One other area of consideration is in the number of decision makers. Below is a comparison of the number of Councillors in Oxford County relative to other municipalities.

Community	Number of Councillors	Per Capita
Ingersoll	7	1,822
Tillsonburg	7	2,267
Norwich	5	2,200
Zorra	5	1628
SWOX	7	1,095
East-Zorra Tavistock	7	1,018
Blandford-Blenheim	5	1,480
Woodstock	7	5,843
Oxford County	50 Total	2,217
St. Marys	7	1,038
St. Thomas	9	4,323
Stratford	11	2,860
Southwold Township (Elgin Cty)	5	884
Dutton-Dunwich (Elgin County)	5	773
Central Elgin (Elgin County)	7	1,801
Aylmer (Elgin County)	7	1,070
Malahide Township (Elgin County)	7	1,372
Bayham (Elgin County)	5	1,479
Elgin County	36 Total	1,260
Simcoe County	122	3,918
Niagara Region	126	3,554

In the case of County of Oxford, our lower tier Councillors and Mayors make up Oxford County Council, so there is no duplication there. However, this area may potentially be an area where Ingersoll and possibly some other Oxford Council's may wish to reduce the size of their Council to become more in line with other municipalities. In Ingersoll, for example, changing the size of Council from 7 to 5 would change the number of public represented by one Councillor from 1,822 to 2,551. If all municipalities across Oxford County that currently have 7 Councillors reduced to 5 Councillors that would be a 20% reduction.

This proposal would reduce the number of politicians while still taking advantage of the two-tier model.

Larger bodies mean a larger bureaucracy. Councillors on larger centralized councils might struggle with a high-level strategic overview, and a result are more concentrated on small scale problems respective to their ward, making the overall decision making weaker and less strategic and whole.

Areas for improvement

There may be ways to improve service delivery for individual customers to create a more one-stop shopping experience. Some recommended improvements include connectivity of phone systems to integrate the Ingersoll phone system with the County's; expansion of the 211 system to include more lower tier services; and movement of County roads to lower tiers as suggested originally by KPMG report and again by the City of Woodstock and the Township of Zorra. The movement of roads to lower tiers would also end the issue of differing standards for signage and other requirements on County roads relative to lower tier roads.

Another area of improvement is to come up with a method for consistently dealing with urban boundary adjustments within the County of Oxford. This issue has been one of the most difficult issues to deal with in the County and coming up with a solution would be the cornerstone of the case to show how well Oxford County works together to solve problems.

Staff suggest that all municipalities within Oxford could agree to a pre-determined process for boundary adjustments that would be based on the following principles:

- Utilize a future urban growth model for defining areas where future growth would occur;
- Growth would occur when growth studies done by economists (therefore third party) show appropriate populations levels have been reached;
- Staff suggest using a 30-year timeline to ensure growth is seamless and not fluctuating and as the growth hits certain thresholds, new areas would be brought into the urban as planned for;
- The economic model would replicate the Blandford Blenheim-Woodstock model of Toyota for industrial land; and
- The economic model for residential land would continue taxation in perpetuity and offer a pre-determined % of new residential taxes.

The economic model of Blandford-Blenheim-Woodstock for Toyota was essentially replicated between Norwich and Woodstock again. The model is expensive for the urbans, but it allows for the rurals to ensure their tax base isn't being eroded while still allowing the urbans to grow which certifies good planning principles are followed.

Interdepartmental Implications

None

Financial Implications

None

Recommendation

THAT staff report C-018-19 be received by the Council for the Town of Ingersoll as information.

AND THAT Council resolve to support maintaining Oxford County's two tier government structure with amendments to increase efficiencies.

AND THAT Council directs staff to send report C-018-19 to the Honourable Minister of Municipal Affairs and Housing, Steve Clark and all municipalities within Oxford County.

Attachments

Appendix – Comparison of Ingersoll to a selection of Single-Tier Municipalities

Prepared by: Michael Graves, Director of Corporate Services/Clerk-Deputy CAO

Approved by: William Tigert, Chief Administrative Officer

Appendix

Comparison of Ingersoll to a selection of single tier Municipalities

Legend	Number 1	Number 2	Number 3	Number 4
	Ingersoll	St. Marys	St. Thomas	Stratford
Population (2016)	12,757	7,265	38,909	31,465
Avg. Household Income (2017)	\$89,308	\$88,878	\$76,357	\$83,828
Land Area in Sq. Km	13	12	36	28
Pop. Density Per Sq. Km.	1,051	618	1,142	1,161
Unweighted Assessment per Capita (2017)	\$89,499	\$104,980	\$79,496	\$112,559
Weighted Assessment Per Capita (2017)	\$110,759	\$119,846	\$90,059	\$137,410
Building Construction value Per Capita (2016)	\$1,995	\$1,955	\$1,565	\$2,707
Financial Position Per Capita (2016)	\$640	\$269	\$128	(\$1,002)
Total Asset Consumption Ratio (2016)	37.1%	31.7%	46.6%	39%
Reserves as a % of Taxation (2016)	55%	82%	25%	53%
Debt Outstanding per Capita (2016)	436	1,281	468	2,372
Net Municipal Levy Per Capita (2017)	1,490	1,488	1,239	1,671

Legend	Number 1	Number 2	Number 3	Number 4
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	Ingersoll	St. Marys	St. Thomas	Stratford
General Gov. Net Costs per Capita Incl. Amort	122	158	4	151
Fire Net Costs Per Capita Incl. Amort	77	35	239	142
Police Net Costs Per \$100,000 of CVA Incl Amort	234	149	368	282
Protective Inspection and Control Net Costs per Capita	1	2	9	25
Roadways Costs Per Capita Incl Amort	155	166	70	183
Roadways Bridges and Culverts Total Net Costs Per m2 Surface Area Incl Amort	31	17	14	19
Roadways Traffic Operations Per Capita Incl Amort	61	8	18	54
Winter Control (except sidewalks, parking lots) net costs incl amort	35	43	21	26

Legend	Number 1	Number 2	Number 3	Number 4
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	Ingersoll	St. Marys	St. Thomas	Stratford
Winter Control (sidewalks, parking lots only) net costs per capita incl amort	5	6	5	10
Transit Services – Disabled and Special Needs Net Costs Per Capita Incl Amort	5	3	9	13
Parking Net Costs Per Capita Incl Amort	4	N/A	10	(12)
Street Lighting Net Costs Per Capita Excl Amort	23	15	17	21
Storm Sewer – Urban – Net Costs Per Capita Incl Amort	37	16	53	48
Waste Collection – Net Costs Per Capita Excl Amort	2	30	10	(70)
Waste Diversion – Net Costs Per Capita Excl Amort	9	12	37	25
Cemeteries – Net Costs Per Capita Excl Amort	7	10	1	16

Legend	Number 1	Number 2	Number 3	Number 4
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	Ingersoll	St. Marys	St. Thomas	Stratford
Parks – Net Costs Per Capita Excl Amort	50	59	52	41
Recreation Programming – Net Costs Per Capita Excl Amort	80	71	15	17
Museums – Net Costs Per Capita Incl Amort	14	15		
Cultural Services – Net Costs Per Capita Incl Amort	4	16	4	27
2017 Upper and lower tax rates	1.3477	1.2527	1.3677	1.2192
Residential Comparison – Detached bungalow	3,236	3,253	3,042	3,470
Residential Comparison – 2 Story House	4,634	4,722	5,182	5,476
Residential Comparison – Senior Executive Home	5,762	6,450	6,771	7,065
Property Taxes as a percentage of income 2017	3.6%	4.0%	3.9%	4.4%
Total Municipal Burden (property tax + water and sewer rates) as	4.9%	5.0%	5.1%	5.3%

	Ingersoll	St. Marys	St. Thomas	Stratford
a percentage of household income				
Job Numbers	11,066	5,305	18,847	24,940
\$ Exports	7.5 Billion	800.7 Million	2.5 Billion	3.3 Billion
% Jobs Per Capita	87%	73%	48%	79%



Department: Clerk's Department

Report Number: C-019-19

Council Meeting Date: April 8, 2019

Title: Additional Reserve Funds for Kirwin Pavilion

Objective

To receive Council approval for additional reserve funds for the completion of the Kirwin Pavilion.

Background

The Museum has been working on the Kirwin Pavilion for some time, and it is finally completed. As identified in the budget process we need to allocate additional reserve funds to pay the outstanding bills for the work completed.

Council will recall that originally the project was tendered and came in at \$120,000. Staff then sought out specific contractors and was able to acquire Yoder Construction who had the needed skills to complete the project for considerably less.

Analysis

The Kirwin Pavilion is finally completed. The project has come in at approximately \$81,500 which is roughly \$16,500 over budget in 2019. This overage is principally due to the fact that the project required a significant amount of lumber to be milled to be able to be construction grade. That milled lumber then had to be graded by the engineer to ensure it was sufficient for the project.

Staff are recommending that approximately \$20,000 be pulled from the museum reserve to pay for this overage. This will still leave a significant Museum reserve, and any unused portion will be put back into reserves.

A ribbon cutting ceremony will be scheduled in the very near future.

Interdepartmental Implications

None

Financial Implications

If approved, \$20,000 to be pulled from the museum reserve

Recommendation

THAT Staff report C-019-19 be received by the Council for the Town of Ingersoll as information.

AND THAT Council provides staff direction to take \$20,000 from the Museum reserve fund to complete the Kirwin Pavilion project.

Attachments

None

Prepared by: Michael Graves, Director of Corporate Services/Clerk-Deputy CAO
Approved by: William Tigert, Chief Administrative Officer



Department: Community Services

Report Number: CS-016-19

Council Meeting Date: April 8th, 2019

Title: Save on Energy Small Business Lighting Assessments

Objective

To provide Council with information regarding the Save on Energy small business lighting retrofit program.

Background

The Save on Energy program provides small businesses, recreation facilities and various other buildings that qualify for funding to upgrade lighting throughout their facilities to save on energy.

The program generally allows small businesses to apply for a grant of up to \$2000 per hydro account to upgrade the lighting in their facilities from T8/T12 fluorescent tubes to LED.

Analysis

Working with our Save on Energy representative we have identified the following lighting upgrades throughout the Arena, Fusion, and VPCC

- Save on Energy toured the arena in February. It was determined that we would be eligible for 100 free LED lamps (approx. value \$2,000) to replace our current T8 lamps. Utilizing the funding, we were able to replace most of the T8 bulbs in the arena to LED with no cost to the Town.
- Save on Energy toured Fusion on March 18th. The total cost to replace all the T8 bulbs in Fusion with LED bulbs was \$6,315. It was noted during the tour that Fusion has three current hydro accounts; therefore, we were able to apply the \$2,000

grant to all three accounts. This left us with a cost of \$315 to upgrade all lighting in the facility. This project was approved and should be completed soon.

- Save on Energy toured VPCC on March 18th. When the tour was complete, it was identified that the building would require \$13,051 worth of lighting upgrades to retrofit the entire building. Save on Energy will fund \$4,118 of the project; we would need to provide \$8,933 to complete the lighting project.

The payback on energy savings once the project is complete is an estimated \$4,026.64 annually which means these upgrades would pay for themselves in two years.

The Save on Energy project also includes replacement of all of the T12 light fixtures throughout the building (approx. 20 fixtures). Ballasts are no longer made for these fixtures. Therefore once a ballast burns out in a T12 fixture, we would be required to replace the unit with an LED light ourselves. If we ended up being responsible for changing the T12 fixtures ourselves, we would be looking at approx. \$4,000 to upgrade these 20 lights.

Financial Implications

\$8,933 to upgrade lighting at VPCC. This will be covered through the Building Repairs and Maintenance account in the operating budget

Recommendation

THAT staff report CS-016-19 be received by the Council for the Town of Ingersoll as information.

Attachments

Save on Energy Small Business Lighting Assessment Report for VPCC

Prepared by: Joe Sym, Manager, Facility Operations
Reviewed by: Kyle Stefanovic, Director of Community Services
Approved by: William Tigert, CAO.

SMALL BUSINESS LIGHTING ASSESSMENT

CUSTOMER SUMMARY:

Thank you for participating in the Small Business Lighting program! Below is a summary of your project including energy savings, incentives, and costs!
Please keep this page for your records.

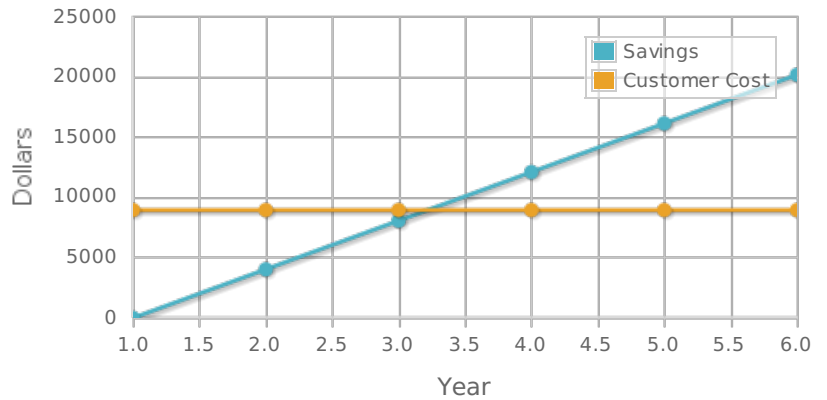
Town Of Ingersoll

180139-007
2019-03-18

Total SBL Incentives Paid by LDC:	\$ 1,978.00	Total number of measures to be installed:	222.00
Total Standard Incentives Paid by LDC:	\$ 2,140.00	Total Demand Savings:	8.06 kW
Total Amount Paid by Customer:	\$ 8,933.00	Total Energy Savings:	40,266.23 kWh

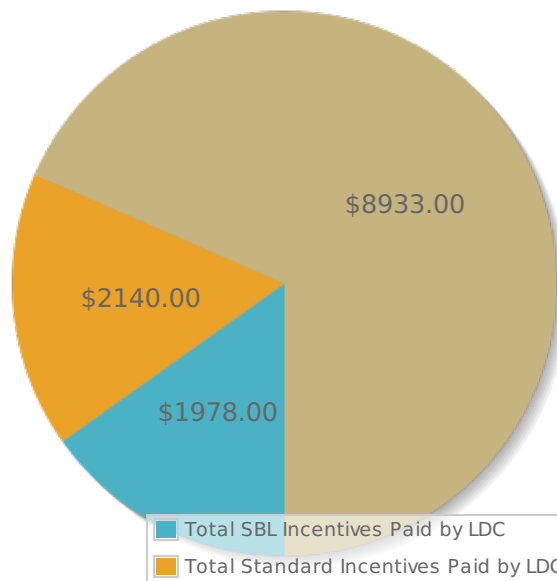
Approximate Energy Savings over the next 5 years

Approximate Annual Energy Savings	
Year:	Savings (\$):
0	0.00
1	4,026.64
2	8,053.28
3	12,079.92
4	16,106.56
5	20,133.20



*assuming a price of \$0.10/kWh

Total Cost of Project: \$ 13,051.00





Department: Community Services

Report Number: CS-017-19

Council Meeting Date: April 8th, 2019

Title: Naming of Multi-Use Path on Ingersoll St.

Objective

To officially name the new commuter trail along Ingersoll St.

Background

The trail opening ceremony for the new multi-use paved trail on Ingersoll St is scheduled for May 11th, 2019.

In order for the necessary trail signage to be installed prior to that date, the Ingersoll Safe Cycling Committee passed a recommendation for Council consideration to name the trail the Douglas Carr Trail in honor of Douglas Carr a famous cyclist and Ingersoll Resident.

Analysis

Ingersoll Safe Cycling Committee February 2019 Minutes. Motion: Officially name the trail the 'Douglas Carr Trail' - 1st Fred Freeman. 2nd Sandra Lawson. CARRIED.

Scott Gilles, the curator from the Ingersoll museum, will provide council with an oral history of Douglas Carr and his travels. From 1937-1939 Douglas Carr travelled the world by bike and was deemed the first person to cycle the length of Africa, 70,000 miles. The bike Douglas Carr's used for this journey can be found on display at the Ingersoll Museum.

Financial Implications

none

Recommendation

THAT Staff report CS-017-19 be received by the Council for the Town of Ingersoll as information.

AND THAT Council officially names the multi-use paved trail along Ingersoll St. the 'Douglas Carr Trail'.

Attachments

None

Prepared by: Kyle Stefanovic, Director of Community Services
Approved by: William Tigert, CAO.



Department: Community Services

Report Number: CS-018-19

Council Meeting Date: April 8th, 2019

Title: VPCC Roof Update

Objective

To update Council on the progress of the VPCC Roof Repair.

Background

As part of the 2018 capital budget council allocated \$500,000 to replace the VPCC roof. The Town also received a Trillium Capital Grant in the amount of \$150,000 to go towards this project.

The Dry- O-Tron unit not working at its full capacity was determined to be the underlying cause of the roof issues, and as a result, approximately \$40,000 went into fixing the unit prior to issuing the tender documents for roof replacement.

The rooftop HVAC units were also replaced in 2018 as they were all identified to have cracked heat exchangers during their 2018 inspection as identified in Council Report CS 33-18.

The total cost of all three projects (Dry-O-Tron, Rooftop HVAC units, and Roof tender) was just below the \$650,000 allocated for the capital repairs. The \$500,000 allocated in the capital budget for this project combined with the \$150,000 noted above.

Analysis

On March 18th, 2019 the VPCC roofing contractor identified rotted wood framing along the area where the barrel roof joins to the flat roof wall line. The roofers were asked to stop working in this area until POW Engineering, as the consulting engineer for the Town, was able to assess the problem and make recommendations.

On March 27th, 2019 POW Engineering met on site with staff to discuss recommendations which is attached to this report.

Based on the recommendations from this report staff are proposing for the need, to close the pool facility for session three programming at VPCC to facilitate the necessary roof repairs. Session 3 would normally start May 12th, 2019 and run for eight weeks until June 30th, 2019. The balance of the facility would continue to operate with minor adjustments.

Session 3 has historically been one of lowest registered sessions, and the lost revenue could be made up in subsequent sessions by offering additional classes or doubling up lessons (twice a week as opposed to once per week) to be able to get two sessions into one. Other VPCC non-aquatic programs effected could be moved to other spaces based on an as required basis.

Not only would this closure facilitate the roof repair but would also allow staff to drain the pool and do cleaning/maintenance that cannot be accomplished while the pool is in operation. With the recent hiring of a new aquatics manager, this would also be a great time for the Manager to do the necessary training and team building for the staff to be able to offer higher quality programming.

This gap in programming would also allow community services staff to facilitate the installation of the new gym equipment on the second floor without interruption to programs or services.

Lastly, this closure would also give community services staff additional time to ramp up efforts for the implementation of the new recreation registration software which would include online registration. Staff had originally proposed a fall 2019 launch date, but this closure would allow the department to expedite all the necessary work and training to be able to launch in July 2019 instead.

In summary, the proposed closure to facilitate the necessary roof repairs could also allow the community services team to be able to host a grand reopening in July 2019. This is part of the Trillium requirement, which would include not only a new roof but also a new Gym/Fitness Centre, new online registration software and newly enhanced memberships to serve the community better.

Financial Implications

Cost of additional repairs that were not known at the time of writing this report.

Loss of session three revenue which can be recouped in subsequent sessions through a variety of options as discussed.

Recommendation

THAT Staff report CS-018-19 be received by the Council for the Town of Ingersoll as information.

AND THAT Council allocates \$ _____ out of the recreation facility reserves to fix the identified issues with the VPCC Roof.

AND FURTHER THAT Council approves the closure of VPCC from May 12th, 2019 to June 30th, 2019 facilitate repairs to the roof.

Attachments

- VPCC Roof Picture.
- March 27th, 2019- POW Engineering Inspection Report.

Prepared by: Kyle Stefanovic, Director of Community Services
Approved by: William Tigert, CAO.



March 27, 2019

Reference: 17-05-0086

Kyle: We met on site this afternoon with Wm Green Roofing, Denis, myself and Joe Sym.

The roof deck above the whirlpool doesn't look that bad on the interior side.

I would assume that with the 3" thickness of insulation and that it is more than likely saturated, it was probably the insulation being spongy that was moving under your feet.

We looked at the barrel roof/wall line and opened up the membrane of the barrel roof.

The insulation is totally saturated. The deck boards where we looked appear to be sufficiently solid.

The main issue we ran into is that the air barrier that is to be fully adhered to the deck is actually loose.

The specifications call for the existing air barrier to remain where it is fully adhered and where it isn't, it is to be removed and replaced. It was assumed to be minimal intervention with the air barrier. The air barrier being fully adhered would have provided protection to the interior from debris entering the building.

In the test opening, the air barrier had remnants of insulation and adhesive remaining on the surface. We need to research what method of installation of air barrier we can use to adhere to the remaining material in place.

The contractor was planning on being on site to start ripping this roof the last week of April, first week of May with the metal installer following in behind. This is as of today and assuming that there are minimal lost working days between now and then.

That being said, we have to make the assumption that a large portion of the existing air barrier will need to be removed and therefore will expose the wood roof deck. With this in mind, there will be a large chance of debris falling through the gaps in the wood decking and into the pool.

We recommend that if debris in the pool may be an issue, that the pool not be operational during the ripping of the existing roof material and air barrier. Once the new air barrier membrane is installed, the chances of debris entering the building is very minimal.

With the next session starting May 13, we recommend that the session be delayed or cancelled per our discussions until the air barrier and water proofing membrane layer is installed. This will take approximately 10 days as the roof will be removed and waterproofed from eave to eave progressing from one end of the building to the other.

We are researching materials and adhesion methods with the manufacturers and will propose recommendations for this and will then need to have the contractor provide pricing on this change. This will not be able to be completed for approximately one week.

I will keep you advised of the pricing as we get it in from the contractor.

Thanks

Chris Willie, M.A.A.T.O., CAHP, APTI
Senior Project Coordinator



Department: Community Services

Report Number: CS-019-19

Council Meeting Date: April 8th, 2019

Title: Community Requests for Upcoming Special Events

Objective

To inform council of 6 community events, which are requesting a noise by-law exemption and special occasions permits.

Background

Following the process outlined in the updated Town of Ingersoll Special Event request form the following groups are asking for noise bylaw exemption and special occasion permits to be able to run their events as proposed.

Analysis

- 1) The Royal Canadian Army Cadet Corps #109 (Ingersoll) have booked a BX93 Video Dance at the Ingersoll Arena on May 4, 2019, from 7:00 pm – 2:00 am.
- 2) The St. Jude's Parent Council have booked a Trivia Night at the Ingersoll Arena on May 25, 2019, from 5:00 pm – 11:00 pm.
- 3) The Ingersoll Ironbirds have requested a Fish Fry at the Ingersoll Arena on June 1, 2019, from 5:00 pm – 1:00 am.
- 4) Rotary has booked the ISC Qualifier Fastball Tournament at various ball diamonds around town on June 13th -16th from 7:00 am – 12:00 pm all weekend
- 5) Kiwanis Royal Urban Dinner August 14th 2019 at the Ingersoll Memorial Arena from 5pm to 9:30pm

6) Canterbury Folk Festival July 11th to 14th 2019 in Memorial Park.

Financial Implications

none

Recommendation

THAT Staff report CS-019-19 be received by the Council for the Town of Ingersoll as information.

AND THAT Council approves the noise by-law exemptions and special occasion permits for the following events:

- 1) The Royal Canadian Army Cadet Corps #109 (Ingersoll) have booked a BX93 Video Dance at the Ingersoll Arena on May 4, 2019, from 7:00 pm – 2:00 am.
- 2) The St. Jude's Parent Council have booked a Trivia Night at the Ingersoll Arena on May 25, 2019, from 5:00 pm – 11:00 pm.
- 3) The Ingersoll Ironbirds have requested a Fish Fry at the Ingersoll Arena on June 1, 2019, from 5:00 pm – 1:00 am.
- 4) Rotary has booked the ISC Qualifier Fastball Tournament at various ball diamonds around town on June 13th -16th from 7:00 am – 12:00 pm all weekend
- 5) Kiwanis Royal Urban Dinner August 14th 2019 at the Ingersoll Memorial Arena from 5pm to 9:30pm
- 6) Canterbury Folk Festival July 11th to 14th 2019 in Memorial Park.

Attachments

None

Prepared by: Kyle Stefanovic, Director of Community Services

Approved by: William Tigert, CAO.



Department: Operations

Report Number: OP-009-19

Council Meeting Date: April 8, 2019

Title: Leaf Machine Replacement, Repair or Alternatives

Objective

To provide Council with a report regarding increases to the Capital Budget requirements for the leaf machine and to provide alternatives for consideration.

Background

Staff budgeted for the purchase of a new leaf machine in December 2018 in preparation of the 2019 Capital Budget. Verbal quotes were acquired as a budget estimate at that time. The existing leaf machine was approved to be replaced in the 2019 Capital Budget for \$38,000.

The Town has been doing curbside vacuuming of leaves for a number of years, and it undoubtedly is a service that citizens have come to expect and appreciate. Curbside leaf pick-up is a very high level of service in our community.

As the Town continues to grow, there will be pressures to expand the resources within the public works department, both in terms of equipment and human resources or find alternatives to how business is conducted. Ingersoll is in the minority of similar-sized municipalities that do a curbside pickup via vacuuming.

Analysis

After damages to the leaf machine that occurred in the fall of 2018, because of concrete piles being hidden in the leaf piles, staff obtained verbal quotes to repair or replace the unit. Since getting the verbal quotes in 2018, there has been a substantial monetary increase to the quotes due to a weak Canadian dollar and increased steel prices, especially for leaf machines with diesel engines.

There may be alternatives that Council may wish to consider besides purchasing a new piece of equipment.

Current data shows that approximately 950 hours of labour is needed to conduct the fall work. That is the equivalent of almost one-half of a full-time equivalent employee. Annual machine maintenance and operating costs are approximately \$4,000.00 per year. A permanent additional staff member would cost about \$100,000.00 per year in salary and benefits or about 0.71 percent increase to the annual operating budget.

Council would have time to consider changes and look at options, while still maintaining the option of status quo should neither of the other alternatives be acceptable.

Alternatives for consideration and discussion:

1. Council could consider discontinuing the leaf collection program in its entirety. Without a doubt, this would be a highly contentious change for a service that is widely appreciated in the community.
2. Council could explore a leaf pick up in bags at curbside, which would change the pick up from a vacuum to loader and trucks. The disposal would be unchanged from the current methodology.
3. Council could ask staff to tender out the work to a private contractor. In order to encourage contractors to consider participating, a longer term would have to be incorporated. Five years as a minimum would be needed, which would give contractors an opportunity to hire staff and purchase equipment while still being able to make money.

If a new leaf machine was purchased, the diesel engine from the damaged leaf machine could be posted for sale on the Govdeals auction site. There will be some revenue recovered from this sale; however, the amount would be unknown.

The existing machine repaired with new replacement parts would cost approximately \$25,094 plus HST, but the existing diesel engine has lower emission standards than the present regulations.

The approved 2019 Capital Budget for the leaf machine is \$38,000, and the estimate for a new gas engine leaf machine is \$48,900 plus HST, an increase of \$10,900. A diesel engine with higher emission standards would be an additional \$5,400.

Council did conditionally approve a budget for a piece of capital equipment, that has since been determined not necessary. At year-end, those funds would remain in the equipment replacement reserve. Those funds could be available for the repair or replacement of this piece of equipment should Council wish to reallocate the funding. Alternatively, new replacement parts and repairs for the existing diesel leaf machine would cost approximately \$28,356. The existing diesel power plant could be used with the replacement parts. Based on maintenance records, the engine has approximately 2500

hours of use and with proper maintenance could be expected to last an additional ten years.

The damaged machine is the oldest of the two leaf machines; the newer machine is scheduled in the capital budget for replacement in 2023.

Financial Implications

The financial implications are relatively straightforward for replacement or repair as shown below:

Replacement with a gas engine	- \$48,900.00 plus HST
Replacement with a diesel engine	- \$ 54,300.00 Plus HST
Repair with current diesel engine	- \$25,100.00 plus HST

The financial implications of changing from the current method of operations would be dependent on Council giving direction on service delivery levels and staff bringing back more information based on that direction.

Recommendation

THAT Staff report OP-009-19 be received by the Council for the Town of Ingersoll as information.

AND THAT

Council hereby approves the request for \$10,900.00 additional funds from the Public Works Equipment Reserve for the purchase of a new leaf machine using reallocated funding from the Equipment Reserve.

OR

Council hereby directs staff to repair the existing machine for an estimated \$25,100.00 plus HST

OR

Council hereby directs staff to report back on an alternative methodology of leaf collection, via a compostable bag system, contracting out or a variation thereof.

Attachments

None

Prepared by: Doug Wituik, Public Works Manager
Reviewed by: Sandra Lawson, P. Eng., Town Engineer
Edited and Approved by: William Tigert, CAO



Department: Operations

Report Number: OP-010-19

Council Meeting Date: April 8, 2019

Title: Assumption of Underground Services in Westfield Heights & Harrisview Phase IV

Objective

For Council to assume the underground services in Westfield Heights (Oak Country Homes), Harrisview Phase IV (Sifton Properties Ltd) and Golf Estates (Reeves Land Corporation).

Background

Once the developer has constructed all the underground services as per the subdivision agreement, the Town and the County assume these services and maintain a maintenance security for two years. At the end of the two years, the developer before the release of the maintenance security remedies any deficiencies.

Analysis

Oak Country Homes for Westfield Heights Subdivision has completed their obligation with regard to Underground Services in accordance with the subdivision agreement.

In the Westfield Heights Subdivision, the street in this phase of the development is Minler Street from Glenn Avenue to Whiting Street.

Sifton Properties Ltd. for Harrisview Phase IV Subdivision has completed their obligation with regard to Underground Services in accordance with the subdivision agreement.

In the Harrisview Phase IV Subdivision, the streets in this phase of the development are Sutherland Crescent and Montgomery Way.

Reeves Land Corporation for Golf Estates Subdivision has completed their obligation with regard to Underground Services, with the exception of the Low Impact Development (LID'S) in accordance with the subdivision agreement.

In the Golf Estates Subdivision, the street in this phase of the development is Cash Crescent from Clark Road to Reeves Road.

Confirmation of the acceptance of the underground services has been received from the County of Oxford for the services to be owned by the County. None above ground services in these subdivisions is included in the request for assumption.

Financial Implications

The Town will assume the financial costs of the stormwater systems in Westfield Heights and Harrisview Phase IV.

Recommendation

THAT Staff report OP-010-19 be received by the Council for the Town of Ingersoll as information.

AND THAT Council assumes the Underground Services for the Westfield Heights Subdivision effective January 4, 2019, the Harrisview Phase IV Subdivision effective March 25, 2019, and the Golf Estates Subdivision effective March 27, 2019.

AND FURTHER THAT Engineering Services notify all parties involved with the subdivision agreement that the Town has assumed only the Underground Services in Westfield Heights, Harrisview Phase IV, and Golf Estates Subdivisions, except for the Low Impact Development (LID's) in Golf Estates.

Attachments

None

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



Department: Treasury

Report Number: T-008-19

Council Meeting Date: April 8, 2019

Title: 2018 Development Charge Reserve Fund Statement

Objective

To report on the 2018 Development Charge Reserve Funds as required by the *Development Charges Act, 1997, as amended*.

Background

This report is being submitted as a requirement of the *Development Charges Act, 1997, as amended*. The *Act* requires the Treasurer of a municipality to submit to Council for informational purposes an annual financial statement relating to the development charges by-law and reserve funds.

This statement must be made available to the public and forwarded to the Minister of Municipal Affairs on request. The contents of the statements must include opening and closing balances, transactions relating to the funds and such other information as prescribed by the regulations.

The statement must also provide all sources of funding for anything funded from Development Charges as well as a statement to the Town's compliance in not imposing, directly or indirectly, a charge related to a development or a requirement to construct services related to development, except as permitted by the *Act*.

Analysis

Appendix 1 illustrates the breakdown of the Development Charges (DC) reserve fund activity for the period January 1 – December 31, 2018. During this period, DC revenues received totaled \$152,398.

The total DC reserve balances decreased by \$334 thousand from \$1.3 million to \$1 million. This decrease is largely driven by a \$412 thousand transfer to the capital fund to cover the growth-related portion of the North Town Line capital project. Appendix 1 (Note 2) also identifies the non-DC funding associated with the capital projects for which DC funds were used.

Appendix 1 (Note 1) illustrates the operating costs to which \$34,577 of funding was transferred. The operating costs are solely for the repayment of principal and interest on debt that was previously issued to fund capital projects.

Appendix 1 (Note 3) contains adjustments made to the historical funding from the DC Reserve Funds to account for the share of the capital projects eligible for DC funding but for which no transfers were made. It also identifies the adjustments made to the Road and Related Services DC Reserve Fund to recover interest on debt that was issued to fund DC eligible capital projects. The adjustments were provided by the consultants retained by the Town to undertake the Development Charges Background Study as required by the *Act*.

The Town is currently in the process of completing the D.C. Background Study. The release of the final DC Background Study has been scheduled for May 9th, 2019 with a following mandatory Public Meeting on June 10th, 2019. A new DC by-law will be presented to Council for adoption on July 8th, 2019.

Financial Implications

No impact on the 2019 operating budget.

Recommendation

THAT Staff report T-008-19 be received by the Council for the Town of Ingersoll as information.

AND THAT the 2018 Development Charges Reserve Fund statement to be made available to the public.

Attachments

Attachment 1: 2018 Development Charges Reserve Fund Statement

Prepared by: Iryna Koval, Director of Finance, Treasurer
Approved by: William Tigert, CAO

Appendix 1

The Corporation of the Town of Ingersoll								
Development Charges Reserve Fund Statement , BY-LAW 14-4760								
As of December 31, 2018								
Description	Administration	Fire Services	Police	Public Works	Roads and Related	Parks and Recreation	Stormwater	Total
Opening Balance, January 1, 2018	\$ 108,268	\$ 56,477	\$ 6,897	\$ 26,956	\$ 599,249	\$ 528,387	\$ 17,701	\$ 1,343,935
<i>Plus:</i>								
Development Charges Collected	\$ 9,731	\$ 7,583	\$ -	\$ -	\$ 102,260	\$ 30,045	\$ 2,779	\$ 152,398
Accrued Interest	\$ 2,078	\$ 745	\$ 127	\$ 440	\$ 10,515	\$ 9,978	\$ 351	\$ 24,233
<i>Less:</i>								
Amount Transferred to Operating Fund (Note 1)	\$ -	\$ -	\$ -	\$ -	\$ (34,577)	\$ -	\$ -	\$ (34,577)
Amount Transferred to Capital Fund (Note 2)	\$ -	\$ -	\$ -	\$ -	\$ (412,225)	\$ -	\$ -	\$ (412,225)
D.C. Reserve Fund Reconciliation (Note 3)	\$ -	\$ (19,757)	\$ -	\$ (3,000)	\$ (41,152)	\$ -	\$ -	\$ (63,909)
Closing Balance, December 31, 2018	\$ 120,077	\$ 45,048	\$ 7,023	\$ 24,396	\$ 224,070	\$ 568,410	\$ 20,830	\$ 1,009,855

Note 1						
Amount Transferred to Operating Fund						
Operating Fund Transactions	Annual Debt Repayment		DC Reserve Funding		Non -DC Funding	
	Principal, \$	Interest, \$	Principal, \$	Interest, \$	Principal, \$	Interest, \$ Funding Source
<u>Roads and Related</u>						
LED Street Light Project, 63% of eligible principal and interest amount	201,500	41,344	10,891	1,904	190,609	39,440 Tax Levy
King St West Project, 63% of eligible principal and interest amount	59,948	26,491	15,107	6,675	44,841	19,816 Tax Levy
Total Roads and Related	261,448	67,834	25,998	8,579	235,450	59,256

The Town of Ingersoll is compliant with s.s. 59.1 (1) of the *Development Charges Act*, 1997 whereby charges are not directly or indirectly imposed on development nor has a requirement to construct a service related to development been imposed, except as permitted by the *Development Charges Act* or another Act.

Note 2
The Corporation of the Town of Ingersoll
Amounts Transferred to Capital Fund

		DC Recoverable Cost Share			Non-DC Recoverable Cost Share			
		DC Reserve Fund Draw	DC Debt Financing	Grants, Subsidies Other Contributions	Other Reserves/ Reserve Funds Draws	Tax Supported Operating Fund Contributions	Debt Financing	Grants, Subsidies Other Contributions
Capital Fund Projects	Gross Capital Cost							
<u>Roads and Related</u>								
North Town Line Reconstruction	908,785	(412,225)	-	-	(496,560)	-	-	-
Subtotal - Roads and Related	908,785	(412,225)	-	-	(496,560)	-	-	-

Appendix 1 - cont'd

Note 3
The Corporation of the Town of Ingersoll
D.C. Reserve Fund Reconciliation

Increased Service Needs Attributed to Anticipated Development	Gross Cost (Net of Grants and Other Contributions)				Required DC Draw				Actual Draw				Total Variance 2014-2017
	2014	2015	2016	2017	2014	2015	2016	2017	2014	2015	2016	2017	
<u>Fire Services</u>													
Protective Equipment Extractor	13,000	-	-	-	803	-	-	-	-	-	-	-	803
Recovery of Pump #2 Committed Excess Capacity	32,590	-	-	-	18,954	-	-	-	-	-	-	-	18,954
Total Fire Services	45,590	-	-	-	19,757	-	-	-	-	-	-	-	19,757
<u>Roads and Related Services</u>													
King St West Project, 63% of eligible interest amount	86,439	86,439	86,439	86,439	21,782	21,782	21,782	21,782	13,372	13,927	14,504	15,107	30,219
LED Street Light Project, 63% of eligible interest amount	261,220	255,095	249,103	242,844	14,119	13,788	13,464	13,126	10,891	10,891	10,891	10,891	10,933
Total Roads and Related Services	347,659	341,534	335,542	329,283	35,901	35,570	35,246	34,908	24,263	24,818	25,395	25,998	41,152
<u>Public Works</u>													
Recovery of Anti Acing Unit on 2010 Peterbuilt	5,000	-	-	-	-	3,000	-	-	-	-	-	-	3,000
Total-Public Works	5,000	-	-	-	-	3,000	-	-	-	-	-	-	3,000
Total All Services	\$ 398,249	\$ 341,534	\$ 335,542	\$ 329,283	\$ 55,658	\$ 38,570	\$ 35,246	\$ 34,908	\$ 24,263	\$ 24,818	\$ 25,395	\$ 25,998	\$ 63,909

Community Planning

P. O. Box 1614, 21 Reeve Street

Woodstock Ontario N4S 7Y3

Phone: 519-539-9800 • Fax: 519-421-4712

Web site: www.oxfordcounty.ca

Our File: **A01-19**

APPLICATION FOR MINOR VARIANCE

TO: Town of Ingersoll Committee of Adjustment

MEETING: April 8, 2019

REPORT NUMBER: CP 2019-103

OWNER: Carol Turner
311 Wellington Street, Ingersoll ON N5C 1T2

VARIANCES REQUESTED:

Relief from the provisions of Section 7.2 – **Zone Provisions**, Front Yard, minimum depth; to reduce the minimum required front yard depth from 6.0 m (19.7 ft.) to 5.5 m (18 ft.) to recognize the existing deficient front yard depth and permit the renovation (enclosure) of an existing front porch.

LOCATION:

The subject lands are described as Part Lot 5C, Block 65, Plan 279, Town of Ingersoll. The lands are located on the northeast side of Wellington Street, between Nelson Street and Centennial Lane, and are municipally known as 311 Wellington Street.

BACKGROUND INFORMATION:

COUNTY OF OXFORD OFFICIAL PLAN:

Schedule "I-1"	Town of Ingersoll Land Use Plan	Low Density Residential
----------------	------------------------------------	-------------------------

TOWN OF INGERSOLL ZONING BY-LAW: Residential Type 2 Zone (R2)

SURROUNDING USES: surrounding uses are a mix of low density residential uses (single detached dwellings).

COMMENTS:(a) Purpose of the Application:

The applicant is requesting relief from the above noted provision of the Town Zoning By-law to recognize the existing deficient front yard depth and permit the renovation (i.e. enclosure) of an existing front porch veranda.

During the application review it was determined that another variance is required for the projection of the eaves (of the porch enclosure) into the required front yard. In addition to the relief sought to reduce the minimum front yard depth the applicant requires relief from **5.34.1 – Maximum Projection Permitted into Required Yards – Eaves**; to increase the maximum permitted projection into a required front yard from 0.6 m (2 ft) to 0.76m (2.5 ft) to facilitate the projection of the eaves required for the enclosure of the existing front porch.

Staff note that this relief was not included in the circulation of the proposal as it was not identified until the agency review of the application. However staff are of the opinion that the additional relief does not affect the intent of the proposal, can be considered minor and does not warrant the recirculation of the application for further comment.

The subject property is approximately 568 m² in area that contains an existing single detached dwelling and has direct access to Wellington Street.

Plate 1, Location Map and Existing Zoning, shows the location of the subject lands and the zoning in the immediate vicinity.

Plate 2, 2015 Air Photo, shows the location of the existing dwelling on the subject property in greater detail.

Plate 3, Applicant's Sketch, illustrates the location of the dwelling and the front porch on the subject property in addition to the setbacks from the various property boundaries.

(b) Agency Comments

The application was circulated to those agencies considered to have an interest in the proposal and the following comments were received:

The Town of Ingersoll Chief Building Official commented that the survey provided with the application is from 1988, it appears in 2000 there was a severance of this parcel, and the Town will require a revised survey to be submitted with building permit application and is requesting verification of lot coverage.

Further to this, Section 5.34 states that eaves can project into a required yard by 0.6m (2 ft) however, given that the relief requested, there is only 0.18m (0.58 ft) left into the required front yard for the eave to project. Based on the drawings submitted with the application this projection appears to be more.

The Town of Ingersoll Engineering Department noted that the applicant is using the existing foundation and just enclosing the porch, they have no objection or concern with the proposed application.

The Town of Ingersoll Fire Department indicated that they had no comment or objections to the proposed application.

(c) Public Consultation:

Public Notice was mailed to surrounding property owners in accordance with the Planning Act. As of the writing of this report, no comments or concerns had been received from the public.

(d) Intent and Purpose of the Official Plan:

The subject property is located within the 'Low Density Residential' designation according to the Residential Density Plan for the Town of Ingersoll, as contained in the Official Plan. Low Density Residential Areas include those lands that are primarily developed or planned for a variety of low-rise, low density housing forms including single detached, semi-detached, duplex, converted dwellings, quadraplexes (4 units), townhouses and low density cluster development. The use of the lands for a single detached dwelling and accessory uses thereto conforms to the 'Low Density Residential' policies of the Official Plan.

(e) Intent and Purpose of the Zoning By-law:

The subject property is zoned Residential Type 2 Zone in the Town's Zoning By-Law. The R2 zone permits single detached dwellings.

The front yard minimum depth provision contained in the Town's Zoning By-law is generally intended to limit the extent of buildings and structures on a lot to ensure adequate sight lines and that the location of such buildings and structures do not impede the ability to properly maintain the street (e.g. snow removal). Further, the front yard depth requirement is also intended to ensure that there is sufficient room for parking on the subject lands.

The projection into required yard provisions contained in the Town's Zoning By-law are generally intended to ensure that such projections do not interfere with drainage, parking and access around buildings and in the case of eaves and gutters, that neighbouring properties are not negatively impacted by roof drainage.

Based on the above, Planning staff are of the opinion that the proposed minor variances meet the general intent of the Zoning By-law, as the proposed enclosure of the front porch will essentially maintain the existing porch footprint and any eave projection at the front of the new addition will not negatively impact abutting properties.

(f) Desirable Development/Use:

The owner is proposing to recognize the existing deficient minimum front yard depth and increase the maximum permitted projection into a required yard (front yard) to enclose the existing front porch.

It is the opinion of Planning staff that the requested variances from the noted provisions are minor in nature.

Considering the variances requested are to accommodate the enclosure of an existing front porch and subject property meets the remainder of the R2 minimum provisions, Planning staff are of the opinion that no adverse impacts to neighbouring properties are anticipated. As such, it is Planning staff's opinion that the proposed variances sought represent desirable development of the lands.

The Town's Chief Building Official has noted that the owner is required to submit a survey to the CBO's satisfaction as a condition of the minor variance's approval.

In light of the foregoing, it is the opinion of this Office that the requested relief meets the four tests of a minor variance and can be given favourable consideration.

RECOMMENDATION:

That the Town of Ingersoll Committee of Adjustment **approve** Application File A01-19, submitted by Carol Turner for lands described as Part Lot 5C, Block 65, Plan 279 in the Town of Ingersoll and further identified as 311 Wellington Street, as it relates to:

1. Relief from the provisions of Section **7.2 – Zone Provisions, Front Yard, minimum depth;** to reduce the minimum required front yard depth from 6.0 m (19.7 ft.) to 5.5 m (18 ft.) to facilitate the enclosure of an existing porch on the front of the dwelling, and;
2. Relief from the provisions of Section **5.34.1 – Maximum Projection Permitted into Required Yards – Eaves;** to increase the maximum permitted projection into a required **yard** from 0.6 m (2 ft) to 0.76m (2.5 ft) to permit the projection of the eaves required for the enclosure of the existing front porch, subject to the following condition:
 - i) That the owner submit a revised survey of the subject property, including the verification of total lot coverage to the satisfaction of the Town of Ingersoll Building Department.

The proposed relief meets the four tests of a minor variance as set out in Section 45(1) of the Planning Act as follows:

The proposed relief are minor variances from the provisions of the Town of Ingersoll Zoning By-law in that the relief is not anticipated to impact on the ability of the site to provide adequate space for grading/drainage, amenity space, maintenance and parking;

The proposed relief is desirable for the use of the land as the intended use is permitted by the Zoning By-law, is compatible with permitted uses in the area and will not negatively impact neighbouring properties;

The proposed relief maintains the general intent and purpose of the Town’s Zoning By-law as the development is generally in keeping with the provisions of the ‘R2’ zone; and

The relief maintains the intent and purpose of the Official Plan as the proposed enclosure of the existing front porch will not impact the low density residential form contemplated by the Official Plan.

Authored by: *Original Signed by*

Adam Ager, MCIP, RPP, Development Planner

Approved by: *Original Signed by*

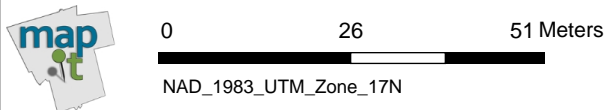
Gordon K. Hough, RPP, Director



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



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

March 18, 2019



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



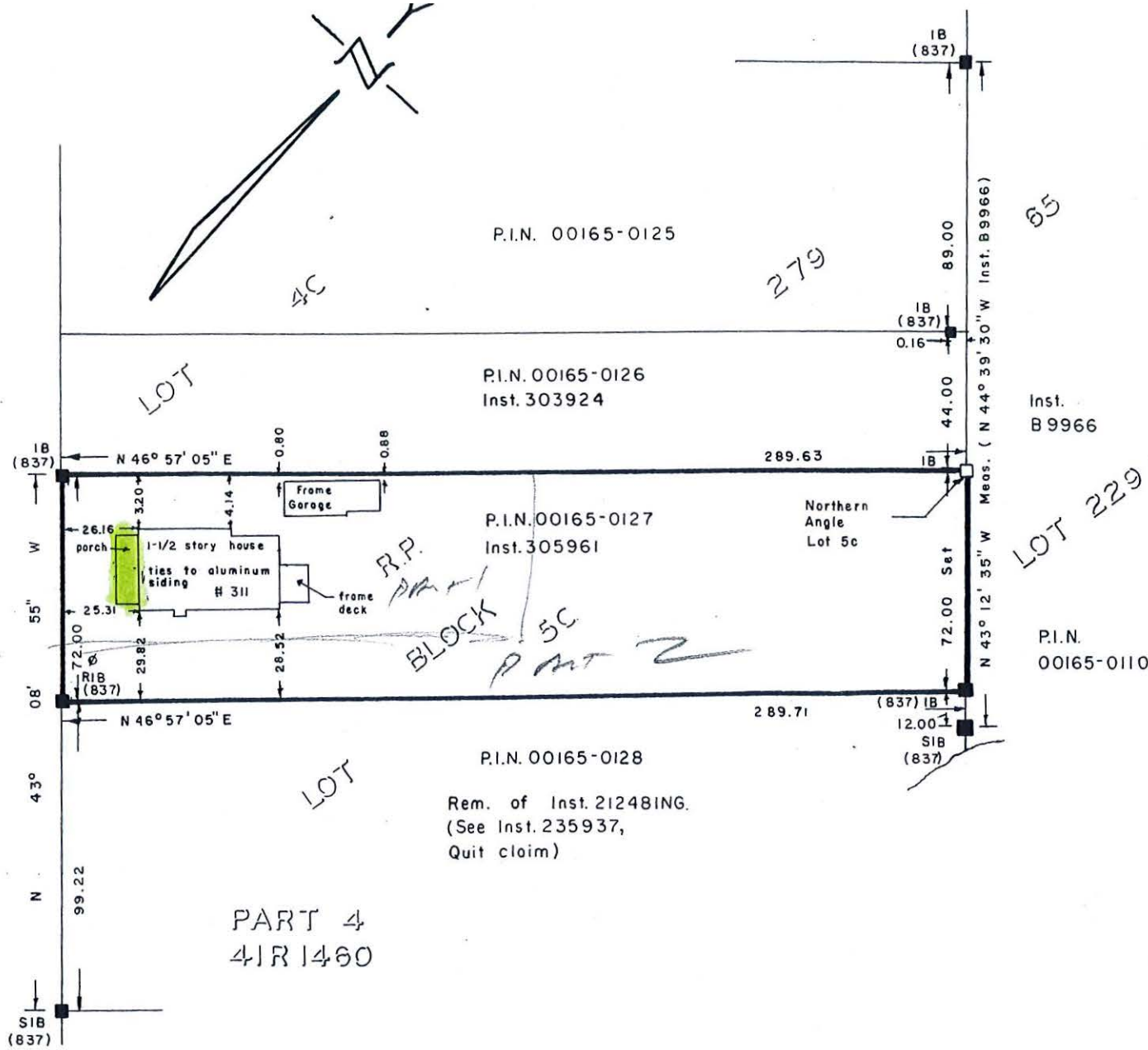
Plate 3 - Applicant's Sketch

File No.: A01-19, Turner, 311 Wellington Street, Town of Ingersoll

ATTACHMENT #1
CAROL TURNER
311 WELLINGTON ST.

P.I.N. 00165-0133

WELLINGTON STREET



BUILDING LOCATION SURVEY

of part of

LOT 5C BLOCK 65
REGISTERED PLAN 279

in the

TOWN OF INGERSOLL
COUNTY OF OXFORD

402 6606
012 6626

pg 4 of 6

SCALE = 1" = 50'

1988

BEARING REFERENCE

Bearings are related to north-west limit of Part 4 Plan 41R-1460 being N46° 57' 05" E.

SURVEYOR'S CERTIFICATE

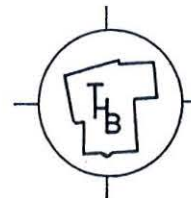
The field survey represented on this plan was completed on the 28 day of Oct, 1988.

DATE

ONTARIO LAND SURVEYOR

LEGEND

- Denotes found
- Denotes planted
- SIB Denotes standard iron bar
- SSIB Denotes short standard iron bar
- IB Denotes iron bar



T. H. BROOKS SURVEYING LTD.
WOODSTOCK, ONTARIO
(519) 539-8089

Submit

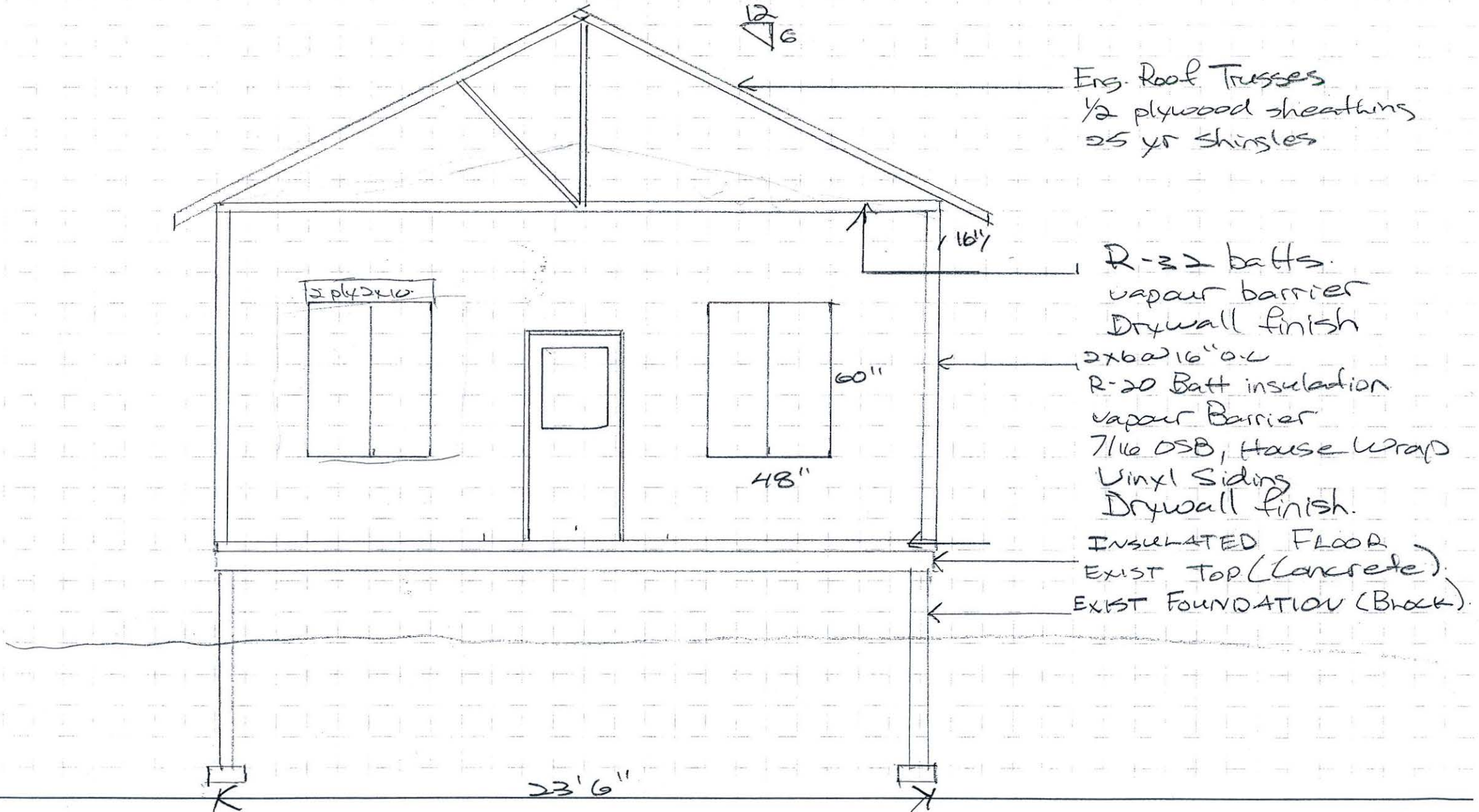
ATTACHMENT #2
CAROL TURNER
311 WELLINGTON ST.

Front Elevation

Carol Turner
311 Wellington St.

Scale 1/4" = 1.0'

pg 5 of 6



Eng. Roof Trusses
1/2 plywood sheathing
25 yr shingles

R-32 batts.
vapour barrier
Drywall finish
2x6 @ 16" o.c.
R-20 Batt insulation
vapour Barrier
7/16 OSB, House Wrap
Vinyl Siding
Drywall finish.

INSULATED FLOOR
EXIST TOP (Concrete)
EXIST FOUNDATION (Block)

23'6"

60"

48"

16"

12
6

2 ply 2x10

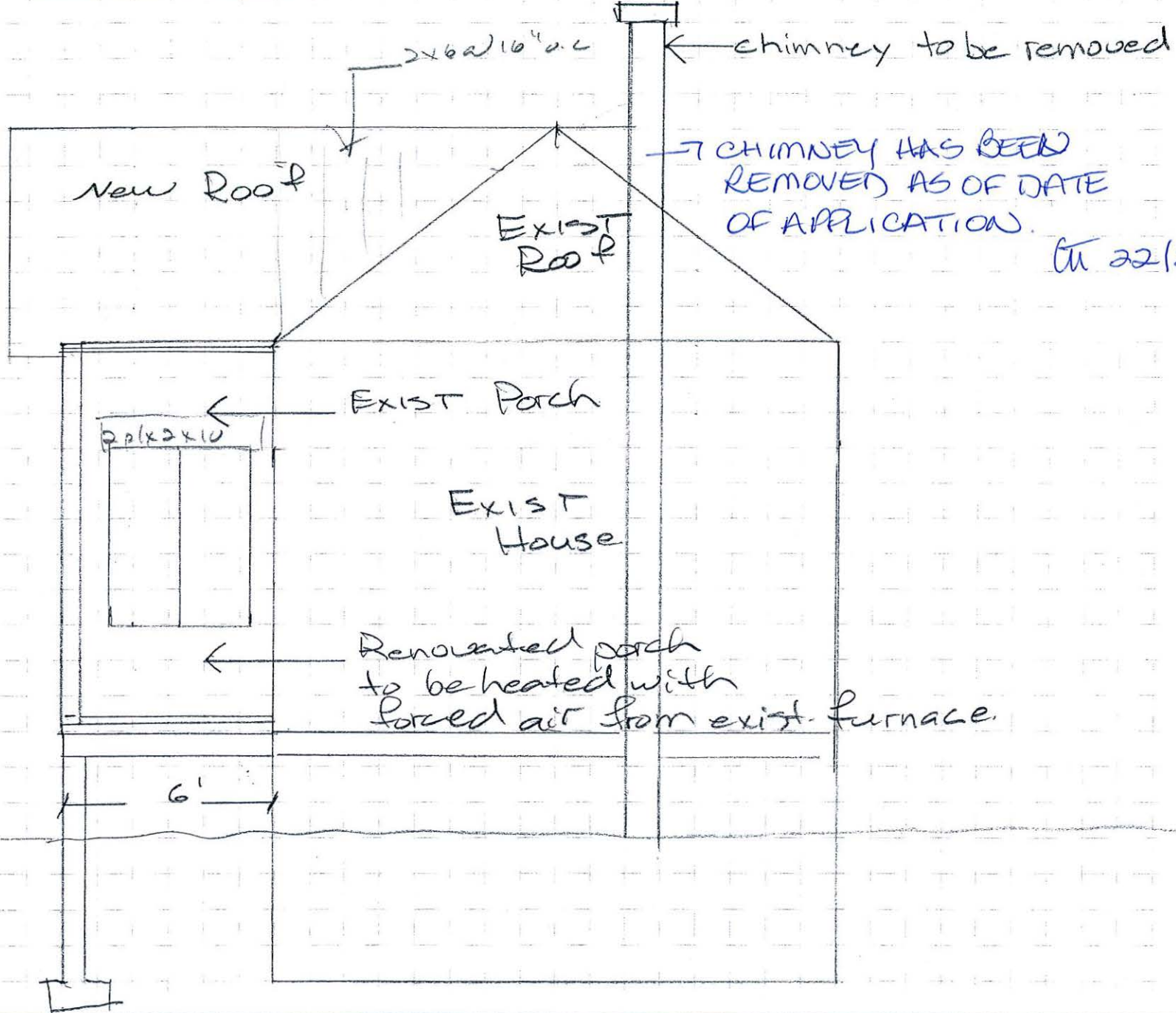
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ATTACHMENT #3
CAROL TURNER
311 WELLINGTON ST.

South Elevation.

- 2 -



pg 6 of 6

Government Invites Feedback on Regional Government Review

Ontario Launches Online Consultation for Residents, Businesses and Stakeholders

March 13, 2019 12:00 P.M.

TORONTO — The Ontario government is putting people first by seeking local input on how to improve governance, decision-making and service delivery for regional governments and member municipalities.

All people who live or work in the [82 upper- and lower-tier municipalities](#) included in the review are invited to share their thoughts through the [online consultation](#). The deadline to submit comments is April 23, 2019.

"We promised the people of Ontario that all levels of government would work harder, smarter and more efficiently," said Steve Clark, Minister of Municipal Affairs and Housing. "Our government is putting people first by seeking local input on how to improve governance, decision-making and service delivery for regional governments and their member municipalities."

In addition to meeting with municipalities and stakeholder groups, Special Advisors [Michael Fenn and Ken Seiling](#) will assess the feedback received through the online consultation. They will provide their advice and recommendations to Minister Clark this summer.

"I look forward to receiving the recommendations and hearing what is working in the regions and Simcoe County, and what can be improved," said Minister Clark.

The government is committed to working with municipalities to help ensure that they have effective local governance and decision-making, and are providing services quickly and efficiently.

QUICK FACTS

- Ontario's system of regional government has been in place for almost 50 years.
- Ontario's regional municipalities and Simcoe County's combined populations have grown by more than 3 million people since the 1970s.

LEARN MORE

- [Special Advisors Appointed to Begin Regional Government Review](#)

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Campbell Strategies

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MEMO

TO	Town of Ingersoll
ATTENTION	William Tigert
REGARDING	Request Polling of Ontario Municipal Leaders
DATE	April 3, 2019

At the beginning of the Demand the Right Initiative to support the Town of Ingersoll's plan to stop the proposal SW Oxford Landfill site from proceeding, Campbell Strategies issued a poll to 600 Ontarians concerning their views. As you recall, the poll confirmed overwhelming support for providing municipalities with the right to approve new landfill sites. The poll was very helpful in expanding the list of supporting municipalities, influencing government, and gaining publicity for the campaign.

We are now at the stage of convincing the Ontario Government to act on this demand. In recent meetings with Ministry of Environment officials (that both you and the Mayor attended), the Ministry made it clear that one of their primary concerns about creating this right for municipalities was the distinct possibility that no municipality would ever approve of a new landfill in their community. This would effectively end the development of new landfills in the province. In our previous polling, we demonstrated that about 20% of the public would support hosting new landfills in their community – but this was a public opinion, not an opinion of municipal decision makers.

Campbell Strategies proposes to conduct a second poll (in association with our research partner, Public Square Inc.). The goal of the poll will be to provide independent data to demonstrate that any legislation that provides municipalities with the right to approve new landfills **will not close the door on future landfill sites**.

The poll will be sent to Ontario Heads of Council, council members, City Managers, and CAOs. We are in discuss with AMO to provide us with a list of these officials (at a cost). If AMO does not agree to provide us with the list, we will use our best sources from Demand The Right coalition members, Ingersoll's own CAO and Clerk lists, and ROMA breakfast attendees to fill out a comprehensive list.

The poll will cover not only openness to hosting landfills, but also the arguments for and against (economic, environment, and social). It would also demonstrate where the barriers and opportunities are. The poll will be conducted online, through an email sent to directly to proposed respondents. The email will come from the Demand The Right Coalition.

The cost of the poll will be \$11,000 and take about 3 weeks to complete (drafting questions, setting up the polling site, acquiring respondent list, issuing the poll, and completing the analysis). We will provide the results to the Ministry, as well as to all MPs, Ontario municipalities, and the media.

Thank you, Ted Griffith

Demand the Right, Second Poll

Draft Municipal Polling Questions (to mayors, heads of council, council members, CAOs)

1. Are you aware that, at the present time, a private waste contractor can develop and operate a new landfill site in any community without the approval of the local municipal government (as long as the contractor's proposal passes a provincial environmental approval process and the proposed site is zoned industrial use).
2. Are you aware of the province-wide campaign, Demand the Right, that demands that the Ontario Government provide the right of approval by local municipalities of new landfill sites?
3. Are you aware that close to 80 municipal governments have passed a motion demand the right to approve new landfills in their communities?
4. Are you aware that the Ministry of the Environment is given serious consideration to providing municipalities with the right to approve new landfill sites?
5. Do you support the idea that the Ontario Government provides municipalities with the right to approve new landfill sites in their communities?
6. If your municipality was given this right and a private sector operator proposed developing a new landfill site in your community, you would:
 - a. Approve the new landfill site, without question
 - b. Approve the new landfill site, according to certain terms and condition
 - c. Not approve the new landfill site, without question
7. The most important factors in your municipality that would determine if your municipality would approve a new landfill site are (rank):
 - a. Financial considerations for the municipality
 - b. Environmental considerations for the municipality
 - c. Road safety
 - d. Noise
 - e. Odour controls
 - f. Jobs
 - g. Resident opinion
 - h. Reputation of proponent
 - i. Other – please specify

March 18, 2019

William Tigert
CAO
Town of Ingersoll
130 Oxford Street
Ingersoll, ON N5C 2V5

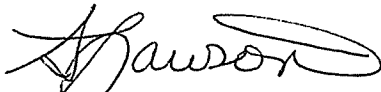
Dear Bill:

I have the opportunity to retire sooner than originally anticipated. After careful consideration I am notifying you of my intention to retire effective Friday, May 31, 2019. This will give me the chance to complete the tendering and awarding of this year's construction projects and hopefully give you sufficient time to hire a suitable replacement.

I have enjoyed working for the Town of Ingersoll as I was able to get back to my engineering roots. It has been a pleasure to work with you and the management team. I also have appreciated the three Council's I have worked with over the six years with the Town. They have always respected my professional judgement and that has been greatly appreciated.

I have nothing but good memories and best wishes for the Town, as I plan to continue to make Ingersoll my home.

Sincerely,

A handwritten signature in black ink that reads "Sandra Lawson". The signature is fluid and cursive, with a large loop at the end of the name.

Sandra Lawson, P.Eng.



**Corporation of the Town of Ingersoll
By-Law 19-5041**

**A bylaw to appoint a Director to the ERTH Corporation Board of Directors for the
Town of Ingersoll**

WHEREAS Council desires to make certain appointments to various committees, local boards and other positions;

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

1. **THAT** the following individual is hereby appointed as the Council for the Town of Ingersoll's representative of the ERTH Corporation Board of Directors:
 - Paul M. Madden
2. **THAT** the appointment shall be governed by the terms and conditions contained in this by-law and as attached in substantially the same form as Schedule "A";
3. **THAT** Schedule "A" attached hereto, in substantially the same form, shall form part of this By-Law;
4. **THAT** this by-law shall come into force on May 1, 2019.

READ a first and second time in Open Council this 8th day of April, 2019.

READ a third time in Open Council and passed this 8th day of April, 2019.

Edward (Ted) Comiskey, Mayor

Michael Graves, Clerk

Schedule "A"

Town of Ingersoll appointment of a Director to the ERTH Corporation Board – Paul M. Madden

1. The Council of the Corporation of the Town of Ingersoll hereby appoints the following individual as their representative of the ERTH Corporation Board of Directors:

Paul M. Madden

2. Term of Appointment – The appointment shall take force and effect on the First day of May 2019, for a period of three years ending on April 30th 2021. However the Council of the Town of Ingersoll reserves the absolute right to determine whether to offer an extension to the term of this appointment, after the initial three year term. Any such extension shall be mutually agreed upon by Council and Mr. Madden to a maximum of an additional three years.

The Council also unilaterally reserves the right to terminate the term of appointment, at any time, for Mr. Madden, solely at its discretion providing it gives 30 days' notice, or equivalent compensation to Mr. Madden, without cause or additional compensation or damages for doing so.

The appointment of Mr. Madden as a Director as a representative for the Town of Ingersoll, in no way establishes an employer/employee relationship between the Town and Mr. Madden.

Mr. Madden has the right to resign his appointment as Director at any time, Council would ask that 30 days' notice be provided, to any resignation.

3. Compensation for role and responsibilities: compensation shall be provided from ERTH Corporation directly to Mr. Madden based on its current levels for directors based on its policies and bylaws in place and as amended from time to time.
4. Expenses: Expenses incurred by Mr. Madden in his role, as Director, and in relation to his carryout of duties for the Corporation shall be reimbursed by the Corporation, subject to its policies and practices in place and as amended from time to time.
5. Expectations: Mr. Madden is expected to attend and participate actively in Board meetings, ensuring that he is in attendance at least for 80 percent of the meetings in any fiscal year. Should any occasion arise that might prevent Mr. Madden from achieving this requirement, permission shall first be requested and granted from the Town of Ingersoll for not being able to meet this threshold.

6. Reporting to Council: it is a requirement of this appointment that Mr. Madden attend Council meetings and provide a regular report. The report should include sufficient background information on the actions and activities of the Corporation to give Council a fair representation of the status of the Corporation. The reports will be delivered on a minimum quarterly basis annually, or any other additional basis as deemed necessary by Mr. Madden and the Council, in mutual agreement. The Reports will be presented in compliance with the Shareholders Agreement and the Requirements of the Municipal Act.

7. Fiduciary Duty: the Council of the Town of Ingersoll fully understands the fiduciary duty of Directors to the Corporation. However they also believe there is a duty to a number of other stakeholders. Those being the shareholders, the customers, the suppliers and the government regulators. Council believes that fiduciary does not only include the long term viability of the Corporation but also the profitability of said corporation.



**Corporation of the Town of Ingersoll
By-Law 19-5042**

**A bylaw to adopt and confirm all actions and proceedings of the Council of the
Town of Ingersoll at the Council meeting held on April 8, 2019**

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 April 8, 2019, 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 8th day of April, 2019.

READ a third time in Open Council and passed this 8th day of April 2019.

Edward (Ted) Comiskey, Mayor

Michael Graves, Clerk