



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

**Council Members Present:**

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

**Staff Present:**

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

**Media Present:**

Rogers TV

**Call to Order**

Mayor Comiskey is in the chair and opens this meeting of Council at 6:03 p.m.

**Disclosures of Pecuniary Interest**

Councillor Lesser declares a pecuniary interest relating to the following matters: purchase of land, 99 North Town Line, for the Closed Session Meeting on March 18, 2019 and the first item on the April 8, 2019 agenda under special staff reports.

**Consent Agenda**

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

**C19-04-091 THAT** the items contained in the April 8, 2019 Consent Agenda be adopted.  
**CARRIED**

**Resolution – Committee of the Whole (Councillor Petrie)**

**Moved by Councillor Eus; seconded by Councillor Bowman**

**C19-04-092 THAT** Council do now go into Committee of the Whole.

Council in Committee of the Whole, Councillor Lesser in the Chair.

**CARRIED**

### Special Staff Reports

- 1) 99 North Town Line East Update, A-003-19

**Moved by Councillor Bowman; seconded by Councillor Eus**

**C19-04-093 THAT** Staff report A-003-19 be received by the Council for the Town of Ingersoll as information.

**AND THAT** Council directs staff to meet with representatives of the Ministry of Natural Resources and Forestry and report back.

**AND 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.

**CARRIED**

- 2) Application – Government of Canada’s Low Carbon Economy Challenge, A-004-19

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

**C19-04-094 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.

**CARRIED**

- 3) 2018 Annual Building Department Report, B-006-19

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

**C19-04-095 THAT** Staff report B-006-19 be received by the Council for the Town of Ingersoll as information.

**CARRIED**

- 4) Minor Variance to By-law 82-3079 (Sign By-Law), Salvation Army, B-007-19

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

**C19-04-096 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.

**CARRIED**

- 5) Minor Variance to By-law 82-3079 (Sign By-Law), Trinity United Church, B-008-19

**Moved by Councillor Eus; seconded by Councillor Bowman**

**C19-04-097 THAT** staff report B-008-19 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.

**CARRIED**

- 6) Minor Variance to By-law 13-4720 (property boundary fences), B-009-19

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

**C19-04-095 THAT** staff report B-009-19 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.

**CARRIED**

- 7) Bowl for Kids' Sake Funding Request, C-016-19

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

**C19-04-096 THAT** staff report C-016-19 be received by the Council for the Town of Ingersoll as information.

**AND THAT** Council approve Big Brothers Big Sisters' Bowl for Kids' Sake funding request in the amount of \$250.00.

**AND FURTHER THAT** all future sponsorship requests be added to the annual grant request.

**CARRIED**

- 8) Per Diem Review, C-017-19

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

**C19-04-097 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 2, with the addition of two member Councillors to approve expense reports, and bring forward a new policy to reflect Council's decision, as necessary.

**CARRIED**

**9) Regional Review Report, C-018-19**

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

**C19-04-098 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 allocate \$20,000 of the unconditional funds received from the provincial government to be pooled with equal contributions from Oxford County and the other lower tier governments for the purpose of conducting a service delivery review using the two-tier model to identify areas for improvement and increased efficiency.

**AND FURTHER 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.

**CARRIED**

**10) Additional Reserve Funds for Kirwin Pavilion, C-019-19**

**Moved by Councillor Eus; seconded by Councillor Bowman**

**C19-04-99 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 up to \$20,000 from the Museum reserve fund to complete the Kirwin Pavilion project.

**CARRIED**

**11) Save on Energy Small Business Lighting Assessments, CS-016-19**

**Moved by Councillor Bowman; seconded by Councillor Eus**

**C19-04-100 THAT** staff report CS-016-19 be received by the Council for the Town of Ingersoll as information.

**CARRIED**

12) Naming of Multi-use Path on Ingersoll St., CS-017-19

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

**C19-04-101 THAT** Staff report and presentation 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'.

**CARRIED**

13) VPCC Roof Repair, CS-018-19

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

**C19-04-102 THAT** Staff report CS-018-19 be received by the Council for the Town of Ingersoll as information.

**AND THAT** Council allocates \$14,000 out of the recreation facility reserves to fix the identified issues with the VPCC Roof.

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

**CARRIED**

14) Community Requests for Upcoming Special Events, CS-019-19

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

**C19-04-103 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's (Ingersoll) 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's Trivia Night at the Ingersoll Arena on May 25, 2019, from 5:00 pm – 11:00 pm.
3. The Ingersoll Ironbirds' Fish Fry at the Ingersoll Arena on June 1, 2019, from 5:00 pm – 1:00 am.
4. The Rotary Club's ISC Qualifier Fastball Tournament at various ball diamonds around town on June 13th -16th from 7:00 am – 12:00 am all weekend
5. The Kiwanis Rural Urban Dinner August 14th 2019 at the Ingersoll Memorial Arena from 5pm to 11:00pm
6. Canterbury Folk Festival July 11th to 14th 2019 in Memorial Park.

**CARRIED**

15) Leaf Machine Replacement, Repair or Alternatives, OP-009-19

**Moved by Councillor Eus; seconded by Councillor Bowman**

**C19-04-104 THAT** Staff report OP-009-19 be received by the Council for the Town of Ingersoll as information.

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

**CARRIED**

- 16)** Assumption of Underground Services in Westfield Heights & Harrisview Phase IV, OP-010-19

**Moved by Councillor Bowman; seconded by Councillor Eus**

**C19-04-105 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.

**CARRIED**

- 17)** 2018 Development Charge Reserve Fund Statement, T-008-19

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

**C19-04-105 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.

**CARRIED**

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

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

**C19-04-106 THAT** the Committee do now rise out of Committee of the Whole.

**CARRIED**

**Moved by Mayor Comiskey; seconded by Councillor Van Kooten-Bossence**

**C19-04-107 THAT** Council do hereby adopt, ratify and confirm all resolutions passed in the Committee of the Whole as if each resolution was adopted, ratified and confirmed by separate resolution of Council.

**CARRIED****Moved by Councillor Lesser; seconded by Councillor Van Kooten-Bossence**

**C19-04-108 THAT** the Council for the Town of Ingersoll adjourns the April 8, 2019 Regular Meeting of Council at 7:23 p.m. to go into a Committee of Adjustment meeting to consider the following Minor Variance Application:

- 1) A-01-19, 311 Wellington St., Carol Turner

**CARRIED**

## Planning Report

County Planner Adam Ager gives the report and indicates that the Applicant is seeking to enclose an existing foundation that currently contains a porch. Staff recommend approval of the application but require a revised survey to ensure lot coverage is compliant.

Carol Turner owner and applicant came forward to speak to the application. She thanked staff for their help into putting forward the application. She submitted that the proposed enclosure will add 144 square feet. She explained the history of the applications on the properties and the surveys and drew a conclusion that the amount of coverage could be determined from calculating the numbers from the two surveys. She suggests that this would bring the lot coverage to 28.5% which is well below the 35% lot coverage. Since she is just requesting to enclose a part of the building that is already there she is seeking relief from the requirement to provide an updated survey.

Councillor Petrie asked the Chief Building Official – is a minor variance required and not just a building permit?

Chief Building Official Shannon Vanderydt replied that in order to comply with the by-law and meet the necessary setbacks a minor variance is required and that the survey the Town has on file is from 1988 predating the severance. The enclosure of the porch does become part of square footage.

Mayor Ted Comiskey asked is the foot print itself changing?

Chief Building Official Shannon Vanderydt responded – the survey is just there to show what the lot lines are. The town has nothing on record that shows the actual building is shown on the property.

Discussion took place regarding surveys. After lengthy discussion about surveys and lot coverage the CAO advised that it would be his advice to defer the application and ask for the survey and then the committee would bring the application back to consider if there needs to be any further variances.

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

**C19-04-109 THAT** the Town of Ingersoll Committee of Adjustment **defer** Application File A-01-19 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.

**CARRIED**

**Moved by Councillor Eus; seconded by Councillor Bowman**

**C19-04-110 THAT** the April 8, 2019 Regular Council Meeting come back into order.

**CARRIED**

**Delegations and Presentations**

1) Ingersoll Lions Club – Presentation of Trauma Bags

**Moved by Councillor Bowman; seconded by Councillor Eus**

**C19-04-111 THAT** the presentation of trauma bags by the Ingersoll Lion's Club be received by the Council for the Town of Ingersoll as information.

**CARRIED**

**Correspondence and Resolution**

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

**C19-04-112 THAT** the correspondence from the Ministry of Municipal Affairs and Housing concerning the Government's invitation for feedback from residents, businesses and stakeholders on the regional government review be received as information.

**AND THAT** the Council for the Town of Ingersoll encourages the public to provide their feedback on the regional review through the government's online survey by the newly extended deadline of May 21, 2019.

**CARRIED**

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

**C19-04-113 THAT** the correspondence from Campbell Strategies concerning their request to initiate polling of Ontario Municipal Leaders in support of the Demand the Right initiative and for the purpose of demonstrating that not all municipalities are unwilling hosts of landfills, be received as information.

**AND THAT** Council approve the transfer of funds from the Landfill Reserve to facilitate Campbell Strategies' poll.

**CARRIED**

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

**C19-04-114 THAT** Council for the Town of Ingersoll receive Sandra Lawson, Town Engineer's letter of intention to retire effective May 31, 2019 as information.

**CARRIED**

**Consideration By-Laws**

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

**C19-04-115 THAT** the mover have leave to introduce and go into Committee of the Whole on the following by- laws:

19-5041 – 19-5042

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

**CARRIED**

**Moved by Councillor Eus; seconded by Councillor Bowman**

**C19-04-116 THAT** the Committee do now rise out of Committee of the Whole.

**CARRIED**

**Moved by Councillor Bowman; seconded by Councillor Eus**

**C19-04-117 THAT** by-laws 19-5041 through 19-5042 be now read a third time, passed, signed and sealed and that this constitutes the third reading of the by-laws.

**CARRIED**

### Notice of Motion

**Moved by Councillor Eus; seconded by Councillor Bowman**

**C19-04-118 THAT** Council direct Staff to develop a Special Events Volunteer Engagement Strategy and Action Plan for the Town of Ingersoll.

**CARRIED**

### 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

### Closed Session

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

**C19-04-119 THAT** Council do now go into a Closed Meeting at 10:13 p.m. pursuant to Section 239 (2) of the *Municipal Act, 2001*, as amended to discuss the following matters:

- 1) Minutes of a Closed Session meeting on March 4, 2019
- 2) Minutes of a Closed Session Meeting on March 18, 2019
- 3) Section 239 (2) (b) personal matters about an identifiable individual, including municipal or local board employees.
- 4) Section 239 (2) (c) a proposed or pending acquisition or disposition of land by the municipality or local board – boundary adjustment

5) Section 239 (2) (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.

**CARRIED**

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

**C19-04-120 THAT** the Closed Session Council meeting minutes from March 4, 2019 be adopted as presented.

**CARRIED**

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

**C19-04-121 THAT** the Closed Session Council meeting minutes from March 18, 2019 be adopted as presented.

**CARRIED**

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

**C19-04-122 THAT** Council do now rise out of a Closed Session meeting at 10:36 p.m.

**CARRIED**

## **Adjournment**

**Moved by Councillor Eus; seconded by Councillor Bowman**

**C19-04-123 THAT** the Council for the Town of Ingersoll adjourns the April 8, 2019 Regular meeting of Council at 10:40 p.m.

**CARRIED**

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Edward (Ted) Comiskey, Mayor

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Michael Graves, Clerk