



**Corporation of the Town of Ingersoll  
Amended Regular Council Meeting Minutes  
Town Centre, Council Chambers  
Monday, June 12, 2017, 6:00 p.m.**

**COUNCIL MEMBERS PRESENT:**

Mayor Comiskey

Deputy Mayor Fred Freeman

Councillors: Bowman (arrived at 7:47 p.m.), Franklin, Lesser, Petrie and Van Kooten-Bossence

**Staff Present:**

William Tigert, Chief Administrative Officer

Ann Wright, Deputy Clerk

John Holmes, Fire Chief

Iryna Koval, Director of Finance/Treasurer

Sandra Lawson, Town Engineer

Kyle Stefanovic, Director of Parks and Recreation

Shannon Vanderydt, Chief Building Official

Bonnie Ward, Special Events Coordinator

Andrea Brown, Manager Fusion Youth Centre

Curtis Tighe, Economic Development Officer

**Media Present:**

Tyler Chute, Youth Volunteer, Fusion Youth Centre

**Call to Order**

Mayor Comiskey opens this meeting of Council at 6:00 p.m.

**Disclosures of Pecuniary Interest**

Councillor Gord Lesser noted that he had declared a Pecuniary Interest on item 3, and had left the meeting before discussion of that item under Closed Session on May 8, 2017.

**Addition to the Agenda**

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

**C17-06-147 WHEREAS** a written request has been submitted to the Clerk's Office by Stefanie Lucas and Vicki Branston subsequent to the preparation of the agenda and prior to the commencement of a meeting to appear as a delegation regarding a matter that is listed on the agenda;

**AND WHEREAS** as section 10.1.6 of the Town's Procedure By-Law states that Council may add a delegation to the agenda at the time of discussion if the majority of Council approves it;

**THEREFORE** the Council for the Town of Ingersoll approves the addition of a delegation from Stefanie Lucas regarding the closing of Josephine Street

**CARRIED**

**Minutes of Council Meeting**

**Moved by Councillor Petrie; seconded by Councillor Franklin**

**C17-06-148 THAT** the minutes of the Regular Council meeting held on May 8, 2017 be adopted.

**CARRIED**

**Minutes of Council Committee Meetings**

**Moved by Councillor Van Kooten-Bossence; seconded by Deputy Mayor Freeman**

**C17-06-149 THAT** the following Council Committee minutes be received as information:

- 1) Minutes of the BIA meeting on April 11, 2017
- 2) Minutes of the Harvest Fest meeting on April 26, 2017
- 3) Minutes of the MURC meeting on April 5, 2017
- 4) Minutes of the Police Service Board meetings on February 27<sup>th</sup> and April 24<sup>th</sup>, 2017
- 5) Minutes of the Safe Cycling meetings on March 9<sup>th</sup>, April 13<sup>th</sup>, and May 11<sup>th</sup>, 2017
- 6) Minutes of the Upper Thames River Conservation meeting on April 25, 2017

**CARRIED**

**Correspondence – Note & File**

**Moved by Deputy Mayor Freeman; seconded by Councillor Van Kooten-Bossence**

**C17-06-150 THAT** the Note and File Correspondence items 1 and 7 be received as information.

**CARRIED**

**Accounts - Resolution**

**Moved by Councillor Franklin; seconded by Councillor Petrie**

**C17-06-151 THAT** the Cheque Disbursement Sheets for the month of May 2017, be received as information.

**CARRIED**

**Monthly Staff Reports**

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

**C17-06-152 THAT** Council do now go into Committee of the Whole, Council in Committee of the Whole, Deputy Mayor Freeman in the Chair.

**CARRIED**

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

**Moved by Councillor Petrie; seconded by Councillor Franklin**

**C17-06-153 THAT** the monthly staff reports be received as information.

**CARRIED**

**Special Staff Reports**

**Moved by Councillor Van Kooten-Bossence; seconded by Deputy Mayor Freeman**

**C17-06-154 THAT** the Council for the Town of Ingersoll accepts Report No.A-010-17 as information;

**AND FURTHER THAT** the Council endorses the final offer for presentation to SWOX on the boundary adjustment.

**CARRIED**

**Moved by Councillor Franklin; seconded by Councillor Petrie**

**C17-06-155 THAT** the Council for the Town of Ingersoll receives report A-011-17 entitled *Mural in Heritage Square* as information.

**CARRIED**

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

**C17-06-156 THAT** Council for the Town of Ingersoll receives report A-012-17 as information and accepts staff recommendations regarding the financial incentives of the Community Improvement Plan;

**AND FURTHER** directs staff to provide notice for a public meeting and schedule a public meeting for to discuss the draft plan.

**CARRIED**

**Moved by Councillor Petrie; seconded by Councillor Franklin**

**C17-06-157 THAT** Council receive Administration Report No. A-013-17, as information;

**AND FURTHER** authorize Staff to proceed with the demolition and replacement of the Skateboard Park in 2017, at a cost of \$70,000 plus HST.

**AND FURTHER THAT** the Treasurer be authorized to finance the unbudgeted portion of the replacement cost from the Parks and Recreation Facility Reserve.

**CARRIED**

**Moved by Councillor Van Kooten-Bossence; seconded by Deputy Mayor Freeman**

**C17-06-158 THAT** the Council for the Town of Ingersoll receives report C-019-17 and the correspondence from Tim Lobzun and Stefanie Lucas be received as information;

**AND THAT** a by-law to permanently close Josephine Street be brought forward for Council consideration.

**CARRIED**

**Moved by Deputy Mayor Freeman; seconded by Councillor Van Kooten-Bossence**

**C17-06-159 THAT** the Council for the Town of Ingersoll appoints Councillor Gord Lesser to sit on the Local Court Security Advisory Committee;

**AND FURTHER THAT** Council directs the appointee to inquire about potential financial impacts on the Town.

**CARRIED**

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

**C17-06-160 THAT** the Council for the Town of Ingersoll receives report F-009-17 as information.

**CARRIED**

**Moved by Councillor Petrie; seconded by Councillor Franklin**

**C17-06-161 THAT** the Council of the Town of Ingersoll receives report Number OP-010-17 as information;

**AND FURTHER** authorizes the Town Engineer to attend the Transportation Association of Canada Conference in St. John's, Newfoundland from September 24 to September 28, 2017.

**CARRIED**

**Moved by Councillor Van Kooten-Bossence; seconded by Deputy Mayor Freeman**

**C17-06-162 THAT** the Council for the Town of Ingersoll receives report OP-010-17 as information;

**AND THAT** Council approves the additional cost of \$10,350.40 for the installation of the valves and actuators by Durell Control Systems Inc and the funds be drawn from the Building Reserve.

**CARRIED**

**Moved by Councillor Franklin; seconded by Councillor Petrie**

**C17-06-163 THAT** the Council for the Town of Ingersoll receives report Number OP-012-17 as information;

**AND THAT** an Accessible parking spot be bylawed on the west side of Oxford Street at King Street;

**AND THAT** a Stop sign be bylawed on Kendall Lane at the intersection of McKeand Street.

**CARRIED**

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

**C17-06-164 THAT** the Council for the town of Ingersoll receives staff report OP-013-17 as information;

**AND THAT** Council approves and awards the project for 2017 to OWS Railroad Construction & Maintenance for \$208,506.40 plus HST and that the \$118,506.40 Town funding come from the Engineering Reserves.

**AND FURTHER THAT** Council authorizes the Mayor and Clerk to execute a contribution agreement with Transport Canada for the Thames Street South Railway Crossing Improvements under the Railway Safety Improvement Program.

**CARRIED**

**Moved by Councillor Petrie; seconded by Councillor Franklin**

**C17-06-165 THAT** the Council for the Town of Ingersoll receives report OP-014-17 as information;

**AND FURTHER** Council approves the installation of a concrete pad and the Horticultural Society commemorative bench in front of Victory Memorial School.

**CARRIED**

**Moved by Councillor Van Kooten-Bossence; seconded by Deputy Mayor Freeman**

**C17-06-166 THAT** the council for the Town of Ingersoll receives report OP-015-17 as information;

**AND FURTHER** Council approves the quotation from NABCO Canada Inc. for the provision of the Automatic Entrance Door System for Town Centre at the price of \$7,510 plus HST.

**CARRIED**

**Moved by Councillor Franklin; seconded by Councillor Petrie**

**C17-06-167 THAT** the Council for the Town of Ingersoll receives Parks and Recreation Report No.R-012-17 as information.

**CARRIED**

**Moved by Councillor Lesser; seconded by Councillor Franklin**

**C17-06-168 THAT** the Council for the Town of Ingersoll receives report R-013-17 as information.

**THAT** the Council of the Town of Ingersoll receives information on the Ontario Sport and Recreation Communities Fund grant received through the Ministry of Tourism, Culture and Sport to enhance the Sports and Recreation programs at Fusion to increase the participation of female youth.

**CARRIED**

**Moved by Councillor Petrie; seconded by Councillor Franklin**

**C17-06-169 THAT** Council for Town of Ingersoll receives report R-014-17 as information;

**AND FURTHER** Council's gives approval for staff to prepare tender documents and award a contract for upgrades to John Lawson Recreational Trail at a cost not to exceed \$20,000;

**AND FURTHER THAT** staff engage the services of CRU Solutions to supply and install a new light pole, fixture and spot light in Smith's Pond Park along the Thomas Ingersoll Recreational Trail at a cost of \$16,414 plus applicable taxes.

**CARRIED**

**Moved by Councillor Van Kooten-Bossence; seconded by Deputy Mayor Freeman**

**C17-06-170 THAT** the Council for the Town of Ingersoll approves the zone change application submitted by the Town of Ingersoll, whereby the lands described as Part Lots 19 & 20, Concession 2 (West Oxford), in the Town of Ingersoll, known municipally as 140 Clark Road East, are to be rezoned from 'Development Zone (D)' to 'Open Space Zone (OS)' and 'Special General Industrial Zone (MG-6).'

**CARRIED**

**Moved by Councillor Franklin; seconded by Councillor Petrie**

**C17-06-171 THAT** the Committee do now rise out of Committee of the Whole.

**CARRIED**

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

**C17-06-172 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 Deputy Mayor Freeman; seconded by Councillor Van Kooten-Bossence**

**C17-06-173 THAT** the Council for the Town of Ingersoll adjourns the June 12, 2017 Regular Meeting of Council at 7:10 p.m. to go into a Committee of Adjustment meeting to consider a Minor Variance application submitted by:

- 1) A-04-17, Elyse Clayton, 90 Clark Road West
- 2) A-05-17, Town of Ingersoll, 110 Mutual Street
- 3) A-06-17, Aaron Bigelow & Jess Brownscombe, 270 Charles Street East

**CARRIED**

**Committee of Adjustment Meeting 7:00 pm**

The Committee of Adjustment Meeting began at 7:10 p.m. and the Committee considered the following applications:



1) **A-04-17, Elyse Clayton, 90 Clark Road West**

Ron Versteegen, County Planner, presents the Community and Strategic Planning Report CASPO. 2017-148 and recommended that the Committee approve the application.

Denise Brolese, the applicant representing the owner, Elise Clayton spoke and was in agreement with the recommendation.

No comments from the public

Councillor Petrie asked what would be stored in the open space.

Denise Brolese replied saying that landscape materials such as rocks and mulch.

**Moved by Councillor Lesser; seconded by Councillor Franklin**

**C17-06-174 THAT** the Town of Ingersoll Committee of Adjustment approves Application File A-04-17, submitted by Elise Clayton (Rock Solid Design) for lands described as Part Lot 63, Plan 186 in the Town of Ingersoll as it relates to:

1. Relief from **Section 13.2.1 – Open Storage**: to permit open storage of goods in front of the main building.
2. Relief from **Section 13.2.1.2 – Open Storage** to reduce the rear yard setback for open storage from 7.5 m (16.4 ft) to 1.5 m (4.9 ft)
3. Relief from **Section 13.2.1.3 – Open Storage**; to increase the maximum allowable lot coverage for open storage from 30% to 60% and permit said open storage in excess of twice the ground floor area of the main building on the lot.

Subject to the following condition:

- i) that the open storage area be screened from the street line and any abutting residential uses to the satisfaction of the Town of Ingersoll.

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 is a minor variance from the provisions of the Town of Ingersoll Zoning Bylaw in that the proposed outdoor storage would be adequately screened from view and is in a largely industrial area.

The proposed relief is desirable for the use of the land as the said relief will support the industrial use of the lands that is permitted by the Official Plan and Zoning By-law, is compatible with the surrounding industrial uses and will not negatively impact on neighbouring properties;

The proposed relief maintains the general intent and purpose of the Town of Ingersoll Zoning Bylaw as the development generally maintains the provisions in the MR zone and is in-keeping with the industrial nature of the immediate area; and

The relief maintains the intent and purpose of the Official Plan as the industrial use of the subject lands is a use contemplated by the Official Plan.

**CARRIED**

2) **A-05-17, Town of Ingersoll, 110 Mutual Street**

Ron Versteegen, County Planner, presents the Community and Strategic Planning Report CASPO. 2017-165 and recommended that the Committee approve the application.

There were no further comments from the applicant.

Tim Lobzun, 65 King St. W. – made comment that he was in support of the application

There were no questions or comments from the Committee.

**Moved by Councillor Petrie; seconded by Councillor Franklin**

**C17-06-175 THAT** the Town of Ingersoll Committee of Adjustment approves Application File A-05-17, submitted by The Town of Ingersoll for lands described as Lot 182, Plan 279, in the Town of Ingersoll as it relates to:

1. Relief from **Section 14.0, Table 14.2 – Zone Provisions – Exterior Side Yard, Minimum Width**; to reduce the required exterior side yard width from 15 m (49.2 ft.) to 9m (29.5 ft.); and
2. Relief from **Section 14.0, Table 14.2 – Zone Provisions – Setback, All Other Streets**; to reduce the required setback from 25 m (82 ft) to 19 m (62.3 ft) to permit the construction of a fire training building, subject to the following condition:
  - i) That approval be obtained from the Upper Thames River Conservation Authority regarding the construction of the proposed building.

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 is a minor variance from the provisions of the Town of Ingersoll Zoning Bylaw in that the relief is not anticipated to affect sightlines on Wilson Street;

The proposed relief is desirable for the appropriate development and use of the land as the said relief will allow for the construction of a public building that is permitted by the Zoning By-law, is compatible with surrounding uses and will not negatively impact neighbouring properties;

The proposed relief maintains the general intent and purpose of the Town of Ingersoll Zoning By-law as the development generally maintains setbacks from the street and is in-keeping with similar development in the immediate area; and

The relief maintains the intent and purpose of the Official Plan as the Public Use is a permitted form of development contemplated by the Official Plan.

**CARRIED**

3) **A-06-17, Aaron Bigelow & Jess Brownscombe, 270 Charles Street East**

Ron Versteegen, County Planner, presents the Community and Strategic Planning Report CASPO. 2017-167 and recommended that the Committee approve the application.

Jess Brownscombe spoke and said she was in agreement with the recommendation in the report and that she had spoken with her immediate neighbor and had received no complaints or concerns.

There were no comments from the public.

There were no comments or questions from the Committee.

**Moved by Van Kooten-Bossence; seconded by Deputy Mayor Freeman**

**C17-06-176 THAT** the Town of Ingersoll Committee of Adjustment approves Application File A-06-17, submitted by Aaron Bigelow and Jess Brownscombe for lands described as Part Lot 7, Block 48, Plan 279 on Registered Plan 41R2654, in the Town of Ingersoll as it relates to:

1. Relief from the provisions of **Section 5.1.1.4 – Regulations for Accessory Uses – Lot Coverage:** to increase the maximum ground floor area for a building accessory to a residential use from 100 m<sup>2</sup> (1,076.4 ft<sup>2</sup>) to 143 m<sup>2</sup> (1,544 ft<sup>2</sup>) to facilitate the construction of a detached garage and the retention of a small accessory shed.

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 is a minor variance from the provisions of the Town of Ingersoll Zoning Bylaw in that the proposed garage will remain accessory and ancillary to the principal dwelling;

The proposed relief is desirable for the use of the land as the said relief will allow for an accessory structure that is permitted by the Zoning By-law, is compatible with surrounding uses and will not negatively impact neighbouring properties;

The proposed relief maintains the general intent and purpose of the Town of Ingersoll Zoning Bylaw as the development generally maintains the provisions in the R1 zone

and an accessory building and is in-keeping with similar development in the immediate area; and

The relief maintains the intent and purpose of the Official Plan as the proposed detached garage is complimentary to the low density residential development contemplated by the Official Plan.

**CARRIED**

**Moved by Councillor Franklin; seconded by Councillor Petrie**

**C17-06-177 THAT** the June 12, 2017 Regular Council meeting come back to order.

**CARRIED**

### Zoning Amendment Public Meeting

**1) ZN 6-17-02, Town of Ingersoll – All lands within the Town**

Ron Versteegen, County Planner, presents the Community and Strategic Planning Report CASPO. 2017-150 and recommended that the Council approve the application.

William Tigert, Town Chief Administrative Officer says he has no further comments but that he is open to questions.

Tim Lobzun, 65 King St. W. questions if the clause regarding paved or asphalt driveways pertain to new and old driveways

Vicki Branston, resident also questions if an existing driveway would be affected.

William Tigert, Town Chief Administrative Officer responds saying that by-laws are not retroactive and this would only apply to new construction or development and significant renovations

Tim Lobzun, 65 King St. W. asks if the by-law is posted on the County website

Ron Versteegen, County Planner responds saying yes

Council had no questions

**Moved by Deputy Mayor Freeman; seconded by Councillor Van Kooten-Bossence**

**C17-06-178 THAT** the Council of the Town of Ingersoll approves the proposed Zoning By-law amendment (File ZN 6-17-02) to introduce “housekeeping” amendments to Section 1, Application, Administration and Enforcement, Section 2, Interpretation and Schedules, Section 4, Definitions, Section 5, General Provisions, Section 10, Central Commercial Zone, Section 13, General Industrial Zone and Schedules section.

**CARRIED**

**Delegations & Presentations**

Councillor Bowman arrives and joins the meeting.

**Moved by Councillor Lesser; seconded by Councillor Bowman**

**C17-06-179** THAT the Council for the Town of Ingersoll receives the presentation by Fred Galloway of F.J. Galloway Associated Inc. regarding the Ingersoll Multi-Use Recreation Complex as information;

**AND FURTHER THAT** Council approves Nicholson Sheffield Architects Inc. and F.J Galloway Associates Inc. to proceed with phases 3 and 4 of the Multi-Use Recreation Facility needs study.

**CARRIED**

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

**VERBAL RESOLUTION** THAT Victoria Park be eliminated as a possible site for the Multi-Use Recreation Facility.

**CARRIED**

Deputy Clerk Ann Wright leaves the meeting at 8:35 p.m.

**Moved by Councillor Petrie; seconded by Councillor Franklin**

**C17-06-180** THAT the Council for the Town of Ingersoll receives the presentation by Danielle Gardner regarding the proposed mural in Heritage Square as information.

**CARRIED**

**Correspondence and Resolution**

**Moved by Councillor Van Kooten-Bossence; seconded by Deputy Mayor Freeman**

**C17-06-181** THAT the Council for the Town of Ingersoll approves the request from the Oxford Pride Committee to have the Pride flag raised on Thames Street in Dewan Park for the month of June.

**CARRIED**

**Moved by Councillor Franklin; seconded by Councillor Petrie**

**C17-06-182 THAT** the Council for the Town of Ingersoll approves the request received from Megan Van Leeuwen for a Noise By-Law exemption for the 2017 Ingersoll Relay for Life on June 16, 2017 until 12:00am.

**CARRIED**

### Consideration By-Laws

**Moved by Deputy Mayor Freeman; seconded by Councillor Van Kooten-Bossence**

**C17-06-183 THAT** the mover have leave to introduce and go into Committee of the Whole on the following by- laws:

- 1) By-Law 17-4946 - To authorize the execution of an agreement between the Town of Ingersoll and Olde Tyme Taxi (Gary Young) for the provision of the Paratransit Service in the Town of Ingersoll
- 2) By-law 17-4947 - To authorize the execution of an Agreement between the Town of Ingersoll and Hillside Kennels Animal Control
- 3) By-Law 17-4948 - To stop up and close a certain Highway (Josephine Street)
- 4) By-Law 17-4949 - To amend Zoning By-law Number 04-4160, as amended (ZN 6-17-02 Town of Ingersoll)
- 5) By-Law 17-4950 - To amend Zoning By-law Number 04-4160, as amended (140 Clark Road East)
- 6) By-Law 17-4951 - To amend By-law 06-4327, being a by-law to provide for the governing and regulation of traffic and parking in the Town of Ingersoll (Accessible Parking & Designate Stop Signs)
- 7) By-Law 17-4952 – To adopt and confirm all actions and proceedings of the Council for the Town of Ingersoll at the Council meeting held on June 12, 2017

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 Lesser; seconded by Councillor Franklin**

**C17-06-184 THAT** the Committee do now rise out of Committee of the Whole.

**CARRIED**

**Moved by Councillor Petrie; seconded by Councillor Franklin**

**C17-06-185 THAT** By-laws 17-4946 through to 17-4952 be now read a third time, passed, signed and sealed and that this constitutes the third reading of the by-laws.

**CARRIED**

### Upcoming Council Meetings

**Regular Meeting of Council**  
Monday, June 12, 2017, 6:00 p.m.  
Town Centre, Council Chambers

### Closed Session

**Moved by Councillor Van Kooten-Bossence; seconded by Deputy Mayor Freeman**

**C17-06-186 THAT** Council do now go into Committee of the Whole 10:01 p.m. for a Closed Meeting pursuant to Section 239 (2) of the Municipal Act, 2001, as amended to discuss the following matters:

- 1) Minutes of the Closed Session Meetings on April 10, and May 8, 2017
- 2) Section 239. (2) (c) proposed or pending acquisition of lands by the municipality
- 3) Section 239. (2) (e) potential litigation affecting the municipality

**CARRIED**

**Moved by Councillor Franklin; seconded by Councillor Petrie**

**C17-06-187 THAT** Council do now rise out of the Committee of the Whole from a Closed Session meeting at 10:27 p.m.

**CARRIED**

**Moved by Deputy Mayor Freeman; seconded by Councillor Van Kooten-Bossence**

**C17-06-188 THAT** the Closed Session Council meeting minutes from April 10, and May 8, 2017 be adopted as presented.

**CARRIED**

**Adjournment**

**Moved by Councillor Petrie; seconded by Councillor Franklin**

**C17-06-189 THAT** the Council for the Town of Ingersoll adjourns the June 12, 2017 Regular Meeting of Council at 10:31 p.m.

**CARRIED**

\_\_\_\_\_  
Edward (Ted) Comiskey, Mayor

\_\_\_\_\_  
Ann Wright, Deputy Clerk