



**Corporation of the Town of Ingersoll
Regular Council Meeting Minutes
Town Centre, Council Chambers
Tuesday, October 15, 2019
Open Session, 5:30 p.m.**

Council Members Present:

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

Council Member Regrets:

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Staff Present:

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

Staff Member Regrets:

Ramesh Ummat, Town Engineer and Director of Operations

Media Present:

Rogers TV

Call to Order

Mayor Comiskey is in the chair and opens this meeting of Council at 5:30 p.m.

Disclosures of Pecuniary Interest

Deputy Mayor Freeman declared a pecuniary interest on Special Staff Report A-026-19 concerning an application for official plan amendment and rezoning of the property located at municipal address 50 Thames St. S. The general nature of the conflict being that an immediate family member is negotiating with the applicant to lease space in the building under consideration.

Closed Session

Moved by Councillor Bowman; Seconded by Councillor Petrie

C19-10-291 THAT Council do now go into a Closed Meeting at 5:31 p.m. pursuant to Section 239 (2) (i) of the Municipal Act, 2001, as amended to discuss the following matter:

A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations or a person, group or persons, or organization – EARTH Update.

CARRIED

Moved by Deputy Mayor Freeman; seconded by Councillor Petrie

C19-10-292 THAT Council do now rise out of the Closed Session meeting at 5:58 p.m.

CARRIED

Closed Session Reporting

Council went into closed session on September 9, 2019 under Section 239 (2) (i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations or a person, group or persons, or organization – In relation to Report A-022-19, cost associated with design as supplied in confidence by Nicholson Sheffield Associates Incorporated.

Council received information.

Council also went into closed session on September 9, 2019 under Section 239 (2) (c) a proposed or pending acquisition or disposition of land by the municipality or local board.

Staff received direction.

Consent Agenda

Moved by Councillor Van Kooten-Bossence; seconded by Councillor Petrie

C19-10-293 THAT the items contained in the October 15, 2019 Consent Agenda be adopted.

CARRIED

Resolution – Committee of the Whole

Moved by Councillor Petrie; seconded by Councillor Van Kooten-Bossence

C19-10-294 THAT Council do now go into Committee of the Whole.

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

CARRIED

Council Minutes

Moved by Councillor Bowman; seconded by Deputy Mayor Freeman

C19-10-295 THAT the minutes from the September 9, 2019 Regular Meeting of Council be adopted as presented.

CARRIED

Special Staff Reports

1) Policing Contract Renewal, A-022-19

Moved by Councillor Van Kooten-Bossence; seconded by Councillor Petrie

C19-10-296 THAT staff report A-022-19 be received by the Council of the Corporation of the Town of Ingersoll as information;

AND FURTHER THAT Council identify any changes to its current contract that it wishes to implement in the contract renewal.

CARRIED

2) Boundary Adjustment Update, A-024-19

Moved by Deputy Mayor Freeman; seconded by Councillor Bowman

C19-10-297 THAT staff report A-024-19 be received by the Council of the Corporation of the Town of Ingersoll as information.

AND FURTHER THAT Council gives the following direction to the Ingersoll Boundary Adjustment Committee:

THAT the Ingersoll Boundary Adjustment Committee’s recommendations 1 through 14 as detailed in staff report A-024-19 be approved.

AND THAT the percentage of 24% be paid to SWOX for item #14.

AND THAT Council direct staff to work with South-West Oxford to schedule a joint public meeting in November to solicit public feedback and meet restructuring guidelines.

Deputy Mayor Freeman moved for a recorded vote on the resolution

YEAS	RECORDED VOTE 2019	NAYS
✓	Councillor Kristy Van Kooten-Bossence	
✓	Councillor Michael Bowman	
	Councillor Rick Eus	
✓	Councillor Gordon Lesser	
	Councillor Brian Petrie	✓
✓	Deputy Mayor Fred Freeman	

	Mayor Ted Comiskey	✓
	TOTALS	

CARRIED

3) Design Phase Multi-Use Recreational Facility, A-025-19

Moved by Councillor Petrie; seconded by Councillor Van Kooten-Bossence

C19-10-298 THAT Staff Report A-025-19 be received by the Council of the Corporation of the Town of Ingersoll as information;

AND FURTHER THAT the Council authorize the Mayor and the Clerk to enter into an agreement with Nicholson Sheffield Architects Inc., in substantially the same form as attached hereto, once reviewed and signed off by the Municipal Solicitor.

CARRIED

Deputy Mayor Freeman declaring a conflict of interest left the meeting before discussion of Staff Report A-026-19

Moved by Councillor Petrie; seconded by Councillor Bowman

C19-10-299 THAT Derek Truelove of Nesbitt Coulter, representing Ingrox Limited, be allowed delegation status to speak to report A-026-19.

CARRIED

4) Official Plan and Rezoning Application 50 Thames St., Ingersoll, A-026-19

Moved by Councillor Bowman; seconded by Councillor Van Kooten-Bossence

C19-10-300 THAT Staff Report A-026-19 be received by the Council of the Corporation of the Town of Ingersoll as information.

AND THAT the Council of the Town of Ingersoll **approve-in-principle** the zone change application File No. ZN 6-19-03, submitted by Ingrox Limited, for lands described as Lots 19-21, Part Lots 18, 22, & 127, Block 34, Plan 279, Town of Ingersoll, to rezone the subject lands from ‘Special Central Commercial Zone (CC-9(T))’ to ‘Special Central Commercial Zone (CC-9)’ to add an indoor storage facility as an additional use and also delete a tire manufacturing business as a temporary permitted use.

And FURTHER, that the Council of the Town of Ingersoll advise County Council that the Town **supports** the application for Official Plan Amendment, File No. OP 19-07-6, submitted by Ingrox Limited, for lands described as Lots 19-21, Part Lots 18, 22, & 127, Block 34, Plan 279, Town of Ingersoll, to amend the Central Business District polices affecting the subject lands to add an indoor storage facility as a permitted use.

CARRIED

Deputy Mayor Freeman returned to the meeting.

5) Planning Application Process, A-027-19

Moved by Deputy Mayor Freeman; seconded by Councillor Bowman

C19-10-301 THAT Staff Report A-027-19 be received by the Council of the Corporation of the Town of Ingersoll as information;

AND FURTHER THAT Council adopts the changed process recommendations for implementation commencing January 1st 2020.

CARRIED

6) Town Hall Fire Alarm, B-019-19

Moved by Councillor Van Kooten-Bossence; seconded by Councillor Petrie

C19-10-302 THAT staff report B-019-19 be received by the Council of the Corporation of the Town of Ingersoll as information.

AND FURTHER THAT Council direct staff to reallocate the remaining \$12,500 budgeted for curbing and canopy repair to the Town Hall Fire Alarm replacement budget.

CARRIED

7) Appointment to the Local Court Security Advisory Committee, C-038-19

Moved by Councillor Petrie; seconded by Councillor Van Kooten-Bossence

C19-10-303 THAT Staff Report C-038-19 be received by the Council of the Corporation of the Town of Ingersoll as information;

AND THAT the Council for the Town of Ingersoll appoint Councillor Lesser to the Local Court Security Advisory Committee.

CARRIED

8) Homeless Encampment Issue and Proposed Response, C-039-19

Moved by Councillor Bowman; seconded by Deputy Mayor Freeman

C19-10-304 THAT Staff report C-039-19 be received by the Council of the Corporation of the Town of Ingersoll as information.

AND THAT Council direct staff to respond to homeless encampments on municipally owned property by maintaining status quo for the time being.

AND FURTHER THAT Council direct Staff to investigate and draft response procedures for Council consideration based on an active approach, whereby occupants and campsites will be required to vacate Municipally owned property.

AND FURTHER THAT Council direct staff to investigate the development of a coordinated Homeless encampment response procedure as part of the Community Safety and Well-being Plan, to be in place January 1, 2021.

CARRIED

9) Planning Overview: Community Safety and Well-Being Plan, C-040-19

Moved by Deputy Mayor Freeman; seconded by Councillor Bowman

C19-10-305 THAT staff report C-040-19 be received by the Council of the Corporation of the Town of Ingersoll as information.

AND FURTHER THAT the Council of the Corporation of the Town of Ingersoll declare its commitment to community safety and well-being within the Town and all of Oxford County;

AND FURTHER THAT Council support a collaborative approach to Community Safety and Well-being planning within Oxford County and the development of a joint Community Safety and Well-being Plan with the lower-tier municipalities within Oxford County as permitted under section 143(2) of the Police Services Act;

AND FURTHER THAT Council approve the Terms of Reference for the Community Safety and Well-being Planning Coordinating Committee attached as Appendix A to this report, and the Terms of Reference for the Community Safety and Well-Being Planning Advisory Committee attached as Appendix B to this report;

AND FURTHER THAT Council authorize the allocation of \$10,000 to hire a consultant to act as the Community Safety and Well-being Planning Coordinator for the development of the Oxford County Community Safety and Well-being Plan, to be drawn from the \$622,976 provincial efficiencies fund.

CARRIED

10) Upgrades to Software for Efficiencies, C-041-19

Moved by Councillor Van Kooten-Bossence; seconded by Councillor Petrie

C19-10-306 THAT Council of the Town of Ingersoll received report C-041-19 as information;

AND THAT Council directs staff to proceed with the purchase of soft for electronic records management and workflow automation;

AND THAT Council directs staff to proceed with the purchase of software for agenda creation and live streaming;

AND THAT Council directs staff to hire a contract individual for a period of up to two years to implement Electronic Records Management and Workflows and agenda creation and workflows;

AND FURTHER THAT the funding for this project come from the Provinces one-time funding aimed at finding efficiencies.

CARRIED

11) Fee Exemption Request from the Royal Canadian Legion, C-042-19

Moved by Councillor Petrie; seconded by Councillor Van Kooten-Bossence

C19-10-307 Staff Report C-042-19 be received by the Council of the Town of Ingersoll as information;

AND THAT Council grants the Royal Canadian Legion \$500 to assist in the project to improve accessibility at their facility at 211 Thames Street North, Ingersoll.

CARRIED

12) 2020 Budget Public Meetings Schedule and Direction, T-021-19

Moved by Councillor Bowman; seconded by Deputy Mayor Freeman

C19-10-308 THAT Staff Report T-021-19 be received by the Council of the Corporation of the Town of Ingersoll as information.

AND THAT Staff be directed to include an incremental increase of 3% to the Tax Levy in the draft 2020 Budget.

AND THAT Council direct the inclusion of cost of living adjustment of 1.9% as a recommendation for non-union staff salary increases in the 2020 Budget.

AND FURTHER THAT Council adopt the 2020 Budget Timeline.

CARRIED

13) Operating Budget Variance Report for 9 months of 2019, T-022-19

Moved by Deputy Mayor Freeman; seconded by Councillor Bowman

C19-10-309 THAT Staff Report T-022-19 be received by the Council of the Corporation of the Town of Ingersoll as information.

CARRIED

Moved by Councillor Van Kooten-Bossence; seconded by Councillor Petrie

C19-10-310 THAT the Committee now do rise out of Committee of the Whole.

CARRIED

Moved by Mayor Comiskey; seconded by Deputy Mayor Freeman

C19-10-311 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

Committee of Adjustment – Public Meeting**Moved by Councillor Lesser; seconded by Councillor Petrie**

C19-10-312 THAT the Council of the Town of Ingersoll adjourns the October 15, 2019 Regular Meeting of Council at 7:31 p.m. to go into a Committee of Adjustment meeting to consider the following application:

- Minor Variance Application A-04-19, Donald and Janice Maltby, 108 Melita Street
- A-05-19, Nicholas Hiebert, 4 Feltz Drive

CARRIED

Chair Comiskey declares the Public Meeting to be open and asks if any member of the Committee of Adjustment has a conflict of interest on the application being heard.

No pecuniary interest is declared.

The Planner, Ron Versteegen gives the report.

The Applicant, Don Maltby, spoke to the application and expressed that he had no concerns with the application but raised a question about the height allowed to accommodate the single storey roof with the appropriate pitch.

No public made any comments.

Moved by Member Petrie; seconded by Member Van Kooten-Bossence

C19-10-313 THAT the Town of Ingersoll Committee of Adjustment **approve** Application File A-04-19, submitted by Donald and Janice Maltby for lands described as Lot 10, Plan M55 in the Town of Ingersoll and further identified as 108 Melita Street, as it relates to:

1. Relief from the provisions of Section 6.2 – Zone Provisions, Interior Side Yard, Minimum Width; to reduce the minimum required interior side yard width from 1.18 m (3.9 ft.) to 0.59 m (1.96 ft.) to facilitate the construction of an approximately 6.9 m² (74.3 ft²) addition to the existing attached garage on the subject lands, subject to the following conditions:
 - i) No overhang is permitted into the reduced setback to the satisfaction of the Town's Chief Building Official.
 - ii) The height of the addition shall have a maximum height of 5 meters 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.

CARRIED

With no further comments on A-04-19, Chair Comiskey proceeded to bring forward application A-05-19 for consideration by the Committee and asks if any member of the Committee of Adjustment has a conflict of interest on the application being heard.

No pecuniary interest is declared.

The Planner, Ron Versteegen gives the report.

Neither the applicant nor the public made any comments on the application.

Moved by Member Bowman; seconded by Member Freeman

C19-10-314 THAT the Town of Ingersoll Committee of Adjustment approve Application File A-05-19, submitted by Jacob Hiebert for lands described as Lot 1, Plan 41M 194 in the Town of Ingersoll and further identified as 4 Feltz Drive, as it relates to:

1. Relief from the provisions of Section 6.2 – Zone Provisions, Rear Yard, Minimum Depth; to reduce the minimum required rear yard depth from 7.5 m (24.6 ft.) to 7.16 m (23.4 ft.) to recognize the location of an existing poured foundation and facilitate the construction of a single detached dwelling; and
2. Relief from the provisions of 5.34 – Yard, Setback and Height, Permitted Encroachments, Maximum Projection Permitted into Required Yards; to increase the maximum permitted projection into a required yard from 0.6 m (2 ft.) to 0.94 m (3.08 ft.) to accommodate for the eaves and overhang associated with the construction of the proposed new dwelling.

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

CARRIED

Moved by Member Freeman; seconded by Member Bowman

C19-10-315 THAT October 15, 2019 Regular Council meeting come back into order.

CARRIED

Delegations and Presentations

- 1) Danielle Klemp – Enforcement of speed limit in school zone on King St. E.

Moved by Councillor Van Kooten-Bossence; seconded by Councillor Petrie

C19-10-316 THAT the presentation from Danielle Klemp regarding the requested enforcement of the speed limit in the school zone on King St. E. be received as information.

AND THAT the matter be referred to the Town Engineer, Police Services Board, and the Transportation Committee for further consideration.

AND THAT the Town Engineer bring back a report on the matter.

CARRIED

Correspondence and Resolution

- 1) Association of Municipalities Ontario – [Submission to the Attorney General of Ontario re Joint and Several Liability](#)

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

C19-10-317 THAT the Association of Municipalities of Ontario's submission to the Attorney General of Ontario regarding Joint and Several Liability be received as information;

AND FURTHER, THAT the Council of the Town of Ingersoll supports the Association of Municipalities of Ontario's position as outlined in their submission to the Attorney General of Ontario, dated October 1, 2019.

AND FURTHER, THAT the Association of Municipalities of Ontario, the Attorney General of Ontario and the Area Municipal Counties of Oxford County be advised of Ingersoll Town Council's support of AMO's position.

CARRIED

Consideration By-Laws

Moved by Councillor Petrie; seconded by Councillor Van Kooten-Bossence

C19-10-318 THAT the mover have leave to introduce and go into Committee of the Whole on the following by- laws:

19-5047, 19-5070, and 19-5071

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 Bowman; seconded by Deputy Mayor Freeman

C19-10-319 THAT the Committee do now rise out of Committee of the Whole.

CARRIED

Moved by Deputy Mayor Freeman; seconded by Councillor Bowman

C19-10-320 THAT by-laws 19-5047, 19-5070, and 19-5071 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 Petrie; seconded by Councillor Van Kooten-Bossence

C19-10-320 WHEREAS the Town of Ingersoll and the County of Oxford are environmentally conscious communities.

AND WHEREAS the Town of Ingersoll is a member of the Upper Thames River Conservation Authority (UTRCA) and has a representative on the board of directors of the UTRCA through Oxford County.

AND WHEREAS the board of directors determines the policies, priorities and budget of the UTRCA.

AND WHEREAS the UTRCA provides the County of Oxford and Ingersoll with expert advice on the environmental impact of land use planning proposals and that the Town of Ingersoll and the County of Oxford does not have staff with comparable expertise or experience.

AND WHEREAS the UTRCA provides programs to the residents of Ingersoll, County of Oxford and other member municipalities that include recreation, education, water quality monitoring, reduction of vegetation loss and soil erosion, preservation of species at risk as well as protecting life and property through a variety of measures.

THEREFORE, be it resolved, that the Town of Ingersoll supports continuation of the programs of the UTRCA, both mandatory and non-mandatory, and that no programs of the UTRCA or of the other Conservation Authorities in Ontario be “wound down” at this time and informs the County of Oxford of Ingersoll’s support of these programs.

AND THAT, the Ministry of Environment, Conservation and Parks give clear direction as to what programs are considered mandatory and non-mandatory and how those programs will be funded in the future.

AND THAT this resolution be forwarded to the County of Oxford, Minister of the Environment, Conservation and Parks, Premier Doug Ford, MPP Ernie Hardeman, the Association of Municipalities of Ontario, the Upper Thames River Conservation Authority, Conservation Ontario and all Ontario municipalities.

CARRIED

Upcoming Council Meetings

Regular Meeting of Council

Tuesday, November 12, 2019, 6:00 p.m.

Town Centre, Council Chambers

Closed Session

Moved by Councillor Van Kooten-Bossence; seconded by Councillor Petrie

C19-10-321 THAT Council do now go into a Closed Meeting at 9:33 p.m. pursuant to Section 239 (2) of the *Municipal Act, 2001*, as amended to discuss the following matters:

- 1) Minutes of Closed Session on August 12, 2019
- 2) Minutes of Closed Session on September 9, 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 – Industrial lands
- 5) Section 239 (2) (c) a proposed or pending acquisition or disposition of land by the municipality or local board
- 6) Section 239 (2) (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose – legislative changes under Bill 108

CARRIED

Moved by Councillor Lesser; seconded by Councillor Petrie

C19-10-322 THAT the minutes from the Closed Session Meeting on August 12, 2019 be adopted as presented

CARRIED

Moved by Councillor Petrie; seconded by Councillor Lesser

C19-10-323 THAT the minutes from the closed session meeting on September 9, 2019 be adopted as presented.

CARRIED

Moved by Councillor Bowman; seconded by Deputy Mayor Freeman

C19-10-324 THAT Council do now rise out of a Closed Session meeting at 9:53 p.m.

CARRIED

Adjournment

Moved by Deputy Mayor Freeman; seconded by Councillor Bowman

C19-10-325 THAT the Council for the Town of Ingersoll adjourns the October 15, 2019 Regular meeting of Council at 9:54 p.m.

CARRIED

Edward (Ted) Comiskey, Mayor

Michael Graves, Clerk