



**Corporation of the Town of Ingersoll
Council Agenda
Regular Meeting of Council
Town Centre, Council Chambers
Monday, December 10, 2018, 6:00 p.m.**

Call to Order

Disclosures of Pecuniary Interest

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.

December 10, 2018 – [Consent Agenda](#)

Resolution – Committee of the Whole (Deputy Mayor Freeman)

Consultants' Report

- 1) Chris Holtz and Ted Griffith of Campbell Strategies – Demand the Right Update
 - a. [Presentation](#)

Special Staff Reports

- 1) Selection Process – Director Candidates, ERTH Corp. [A-037-18](#)
- 2) Cannabis Retail Opt-Out [A-038-18](#)
- 3) Curbing Repair and Entrance Canopy Repair/Painting Update [B-026-18](#)
- 4) Integrity Commissioner and Meeting Investigator [C-034-18](#)
- 5) Increasing Housing Supply in Ontario [C-035-18](#)
- 6) 2019 Regular Council Meeting Schedule [C-036-18](#)
- 7) Bleachers and Memorial Park Building [CS-036-18](#)

- | | |
|---|---------------------------|
| 8) Fire Station Generator Repairs | F-017-18 |
| 9) Level of Service Guidelines for the Public Works Department | OP-031-18 |
| 10) Wellington Avenue Parking Restrictions Follow-up | OP-033-18 |
| 11) Transportation Management Committee | OP-34-18 |
| 12) Elimination of Non-Accountable Allowance for Municipal Officers | T-026-18 |
| 13) Cancellation, Reduction, and Refund of Property Tax | T-027-18 |

Delegations & Presentations – 7:00 p.m.

- 1) Jocelyn Olson Ewart and Ricky Byrd – [Request for exemption to By-Law 01-3990](#)
- 2) James and Sarah Carter – [Removal of pigs residing on the property of 12 Holcroft St. E.](#)
 - a) [Petition](#)
- 3) Matt Baines - Servicing of Dufferin St.

Correspondence & Resolution

Consideration of By-Laws

- 1) [By-Law 18-5025](#) – to appoint a Committee of Adjustment
- 2) [By-Law 18-5026](#) – to amend By-Law 06-4327 (Regulate Traffic and Parking on Wellington Avenue and Mason Drive)
- 3) [By-Law 18-5027](#) – to appoint a Community Emergency Management Coordinator and Deputy Community Emergency Management Coordinators
- 4) [By-Law 18-5028](#) – to adopt and confirm all actions and proceedings

Upcoming Council Meetings

Special Meeting of Council - Budget 2019

Wednesday, December 12, 2018, 6:30 p.m.
Town Centre, Council Chambers

Special Meeting of Council - Budget 2019

Thursday, December 20, 2018, 7:00 p.m.
Town Centre, Council Chambers

Regular Meeting of Council
Monday, January 14, 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.

Ingersoll BIA

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

Safe Cycling Committee

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

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 September 10, 2018
- 2) Minutes of Closed Session Meeting on October 9, 2018
- 3) Minutes of Closed Session Meeting on November 12, 2018
- 4) Section 239 (2) (c) a proposed or pending acquisition or disposition of land by the municipality or local board;
- 5) Section 239 (3.1) Educational or training session

Adjournment

 **LANDFILL APPROVAL**
 **We Demand the Right**
demandtheright.ca

Update to Council: December 10, 2018



Ingersoll

**Adelaide Metcalfe Alfred-Plantagenet Armour
Blanford/Blenheim Brampton (Peel Region)
Brockton Brooke Alvinston (Lambton County)
Caledon (Peel Region) Cambridge (Waterloo Region)
Charlton & Dack Chatsworth Dawn-Euphemia
(Lambton County) Dubreuilville East Ferris East
Zorra/Tavistock Enniskillen (Lambton County)
Espanola Faraday Gore Bay Grand Valley Hamilton
Huron-Kinloss Ingersoll Killaloe Haggerty-Richards
Killarney Kitchener (Waterloo Region) La Vallee
Lakeshore Lambton County Lambton Shores
(Lambton County) Larder Lake Mississauga (Peel
Region) Mulmer Municipality of Morris-Turnberry
Municipality of North Perth North Dumfries
(Waterloo Region) North Huron North Trent Norwich
Oil Springs (Lambton County) Ottawa Oxford
County Peel Region Petrolia (Lambton County)
Plympton-Wyoming (Lambton County) Point Edward
(Lambton County) Sarnia (Lambton County) South
Stormont Southgate St. Charles St. Clair (Lambton
County) Thorold Thunder Bay Tillsonburg Township
of Montague Township of Ramara Township of
Ryerson Township of Stirling Rawdon Township of
Trent Lakes Township of Uxbridge Township
of Mattice-Val Côté Warwick (Lambton County)
Waterloo (Waterloo Region) Waterloo Region
Wellesley (Waterloo Region) Wilmot (Waterloo
Region) Woodstock Woolwich (Waterloo Region)**

**Queen's
Park**

PROJECT MILESTONES

2017

Through Dec 31

Campbell Strategies Retained – September 2017

Research, Engage with Stakeholders and Assessment

Strategy – Change the debate from landfill specifics to one of municipal rights and authority

Launch Demand the Right Campaign – with support from OPAL and other community leaders

Website, branding, stakeholder support

Present DTR motion to all municipalities in Oxford and Oxford County, DTR Motions pass in several Oxford munis

2018

Through June 30

DTR Motions passed in Oxford County and all local municipalities

Outside Oxford promotion at ROMA and presentations to municipal councils

DTR Coalition grows from Oxford County to over 40 municipalities

Party leaders confirm support for DTR, including PC Leader Doug Ford

Ernie Hardeman's private member's bill gets to second reading (introduced twice)

Rally at QP brings PC and NDP support out

2018

Through Dec 10

PCs win election. Ernie Hardeman becomes member of cabinet

More DTR presentations to municipal councils

DTR Coalition grows to close to 70 municipalities

Meetings with Minister of Environment at AMO

Reception event at AMO draws more municipal support

Meetings with government officials to move on commitment

Op Ed urging government to move in many Ontario newspapers

In Environmental Plan, government commits to municipalities having "greater say" in landfill sites

NEXT STEPS

1

- Re-engage & expand DTR Coalition
- Create Steering Committee structure

2

- Demand the Right Submission to Environment Plan consultations (due January 28, 2019), to include policy options for implementation, next steps demands, timing demands

3

- Create support event around ROMA (Jan 27-30) – sponsorship of breakfast event
- DTR Meetings with Ministers

4

- Expect opposition from private sector waste industry
- Messaging – this will not end landfills, just put municipalities on a level playing field with waste management operators

5

- Continue to engage officials (Environment, Premier's Office), as well as all MPPs
- Escalation efforts, as required



DEPARTMENT: Chief Administrative Officer

REPORT NO: A-037-18

COUNCIL DATE: December 10th, 2018

TITLE: Selection Process – Director Candidates ERTH Corp.

OBJECTIVE: To request Council approval for a process to screen, shortlist and interview candidates for consideration as appointment as Ingersoll's Director to the ERTH Board.

BACKGROUND: As Council will recall, in 2017 it formalized a new approach for the appointment of an independent member to act as a representative to the Town of Ingersoll as the largest shareholder in ERTH Corp.

Recently, Council authorized the call for expressions of interest from individuals wishing to fill this position.

Staff have done so and have attracted a number of applications for consideration. The deadline for submissions is today, December 10th, 2018.

ANALYSIS: The next step in the process is to establish the process council wishes to conduct to screen, shortlist, interview, and appoint a Director to the Board.

Staff offer the following for council's consideration.

1. That Staff be directed to shortlist up to six (6) candidates for interviews, based on qualifications, education, and experience relative to the criteria previously established by Council.
2. Council establishes, by resolution a committee consisting of the Mayor and two members of Council, the Director of Finance and Treasurer and the CAO to interview six (6) candidates. From these interviews, the committee will select two candidates to be further interviewed by Council as a whole.
3. Council will then select the preferred candidate for formal appointment to the board, subject to the conditions and direction provided by council. The key

element being a mandatory reporting to Council on the Corporation activities on a quarterly basis.

Council retains the right to maintain, rescind or modify the appointment as they deem most beneficial to the Town as the shareholder.

INTERDEPARTMENTAL IMPLICATIONS: N/A

FINANCIAL IMPLICATIONS: There are no direct financial costs in following the process as outlined in this report, other than town staff and Council member time. Remuneration for the Director remains the responsibility of ERTH Corp.

Improved operating performance of ERTH Corp., will potentially provide a higher return on the Town's investment in ERTH either through higher and more regular dividends and equity growth.

RECOMMENDATION:

THAT the Council of the Corporation of the Town of Ingersoll receives this report numbered A-037-18 as information;

AND THAT Council approves the selection process recommended within the body of the report.

AND FURTHER, THAT Council appoint two members of the Council to act with the Mayor and Treasurer and CAO on the recommendation committee.

Prepared by: William J. Tigert, Chief Administrative Officer

ATTACHMENTS: None



DEPARTMENT: Chief Administrative Officer

REPORT NO: A-038-18

COUNCIL DATE: December 10th, 2018

TITLE: Cannabis Retail Opt-Out

OBJECTIVE: To seek confirmation of the Provincial Opt-out provisions of retail cannabis outlets in the Town of Ingersoll.

BACKGROUND: As Council is aware, it passed a resolution in September opting out of the retailing of cannabis within the Town's Boundaries.

There are specific requirements under the provincial rules to confirm this decision. Staff are researching the formal process requirements and a bylaw, if necessary, will be presented to Council at its regular meeting of January 2019.

ANALYSIS: A decision by Council at this point to opt out, does not prevent the Town from opting in at a later date. Staff have suggested that a slow and steady approach might be the most advisable since there remains many unknowns about the licensing requirements, enforcement and the impact it would have on municipal bylaw enforcement at this time.

The early date of April 1st, 2019 does not give municipalities such as Ingersoll, with limited resources, sufficient time to ensure all procedures and policies are put in place to both provide retail opportunities and protect the general public from the establishment of the retail outlets.

As in the September report, staff are suggesting that once larger municipalities have worked through their processes, they will be available for the town to take a best practices approach when determining when to opt in.

The opt-out recommendation is in no way suggesting that cannabis as a legal substance should be denied from those Ingersoll residents wishing to use it. Rather, the municipal controls of the retail establishments remains unknown and should not be rushed. Legal

users will have opportunities to purchase legal cannabis in nearby communities and through the online option provided by the Ontario Cannabis Store.

Ingersoll has received its first allocation of provincial funding of approximately \$6,800.00 which is to be targeted to implementation. Additional funding will not be forthcoming should the Town maintain its current opt-out stance. It is estimated for the Town an additional \$5000.00 to \$6000.00 might be lost with the decision to opt out; however, the Town will not incur any costs for implementing retail establishments either.

As the Alcohol and Gaming Commission of Ontario for the province shall be responsible for licensing legal retail establishments, it will also be their responsibility along with the OPP of dealing with illegal retail establishments.

Should the Town opt-in at some future date, the share of municipal funding would then again be paid over as part of the Province's revenue sharing commitment.

Council should realize that sharing of cannabis revenue would be calculated in the following manner. The Province will keep the first \$100,000,000.00 in net revenue from provincial cannabis sales. Any additional revenue would be shared 50/50 with municipalities that have opted in on a per-capita basis. So with a population of 14,000 in a province of 14 million Ingersoll would receive 0.001 percent of that net revenue. In other words, for every additional 1 million in net revenues province-wide, Ingersoll would receive a maximum of \$500.00.

Again, should Ingersoll be prepared at a future date to opt-in, provincial funding would be shared at that time.

INTERDEPARTMENTAL IMPLICATIONS: N/A

FINANCIAL IMPLICATIONS: As noted above.

RECOMMENDATION:

THAT the Council for the Corporation of the Town of Ingersoll receive report A-038-2018 as information.

AND FURTHER THAT Council confirm the-opt out option for the retailing of Legal Cannabis within the Town of Ingersoll, under the Provincial process.

AND FURTHER advise the Province according to its prescribed methodology by the January 22nd, 2019 deadline.

Prepared by: William J. Tigert, Chief Administrative Officer

ATTACHMENTS:

1. Minister's Letter to Municipalities
2. Minister's Letter to Treasurers
3. Ontario Cannabis Legalization Implementation Fund.



DEPARTMENT: BUILDING

REPORT NO: B-026-18

COUNCIL MEETING DATE: December 10, 2018

TITLE: Curbing Repair and Entrance Canopy Repair/Painting Update

OBJECTIVE

To provide Council with an update on the capital project for Town Centre curbing repair and entrance canopy repair/painting.

BACKGROUND

In September of 2017, the Town of Ingersoll retained Exp Services Inc. to prepare the Roof and Façade condition assessment. The assessment analysis showed repair costs for the entrance canopy to be \$7,000 and \$38,000 for the curbing. During the 2018 Capital Budget review Council approved \$21,000 for curbing repair and \$4,000 for entrance canopy repair/painting and the County approved \$21,000 for the curbing and \$4,000 for the entrance canopy. May 31, 2018 approval was given by the Town for Exp to proceed with tender documentation. Tender documentation was received and put out for tender September 28, 2018, with a mandatory site meeting for bidders held at Town hall October 5, 2018. The site meeting had three companies attend, however only 1 of which submitted a bid. The bid received for the curbing and canopy repair is \$70,124.56 plus HST. A site meeting was held with the company who bid on the project to review the project and see if there was an option to lower the price. The revised bid for just the curbing came in at \$47,865 plus HST.

ANALYSIS

The current curbing is extruded polystyrene rigid insulation covered with a thin mesh and parging. The parging does not stand up well to the elements and snow removal, which has caused it to crack and deteriorate. The foundation of the building consists of the concrete foundation wall, two layers of dampproofing and 2" of continuous insulation from

the footing to the top of the wall. The current condition of the curbing in place is not impacting the foundation or basement of Town hall, however, it is in need of repair. The proposal to repair will require the existing concrete sidewalk to be cut out and pavers to be removed to allow a concrete curb to be poured around the building perimeter after the damaged insulation is repaired, the pavers and concrete sidewalk will then be replaced up to the new cast in place concrete curb.

FINANCIAL IMPLICATIONS

None for 2018. Both Town and County staff are adding the additional funds to proposed 2019 capital budgets required to retender and complete this project for early 2019.

RECOMMENDATION

THAT report B-026-18 be received as information.

ATTACHMENTS

None

Prepared by: Shannon Vanderydt, CBO

Approved by: William Tigert, CAO



DEPARTMENT: Clerk's

REPORT NO: C-034-18

COUNCIL MEETING DATE: December 10, 2018

TITLE: Integrity Commissioner and Meeting Investigator

OBJECTIVE: To receive direction on the appointment of an Integrity Commissioner and Meeting Investigator.

BACKGROUND

The Municipal Act at section 239.2 allows the Municipality to appoint a meeting investigator to investigate any complaints from the public regarding closed meetings. If the municipality does not appoint a meeting investigator, then complaints of improperly held closed meetings are referred to the Ombudsman. Since 2014, the Town of Ingersoll (along with the several other municipalities from the County of Oxford) have appointed Gregory Stewart, of Donnelly Murphy to be their meeting investigator.

In July of 2016, the Town of Ingersoll appointed Gregory Stewart to be the Integrity Commissioner as required by by-law 11-4646 being the Code of Conduct By-law.

In March of 2016, it will become mandatory for all municipalities to have a Code of Conduct and an Integrity Commissioner. Also, at that time the role of the Integrity Commissioner will be expanded to include being available to offer advice to Councillors on matters of the Code of Conduct as well as matters of Conflict of Interest.

No other municipality in the County of Oxford has yet appointed an Integrity Commissioner. As such the other municipalities are considering a joint tender for an Integrity Commissioner and a Meeting Investigator.

ANALYSIS

Since all municipalities are now required to have an Integrity Commissioner, and due to the limited number of individuals with the skills to provide that service, I do not hold out

much hope for the tender reducing our costs for Integrity Commissioner or Meeting Investigator.

As well, when the service was tendered in the past, some of the bids received were from individuals that charged less than the hourly rate that Mr. Stewart charges but required an annual retainer of several thousand dollars that was paid regardless if there were any services provided that year or not.

Further, Mr. Stewart has familiarity with the Town of Ingersoll. He does not need to be brought up to speed on our structure or the individuals in the organization. Which means he can conduct investigations or provide advice much more quickly than a new Integrity Commissioner or Meeting Investigator.

Lastly, Mr. Stewart has worked with us in the past and has a practical approach to investigations. He doesn't seek out work and uses his powers of investigation sparingly.

It is for these reasons that Staff are recommending that the contract with Mr. Stewart for the Integrity Commissioner and Meeting Investigator be extended for the 2018 – 2022 Term at \$250/hour with no retainer.

INTERDEPARTMENTAL IMPLICATIONS

N/A

FINANCIAL IMPLICATIONS

It is difficult to put a price on what the investigation costs or Integrity Commissioner costs will be as it is based on investigations received and advice requested. Since the mandate for the Integrity Commissioner is increasing, we can expect increased costs, so we are including an additional \$5,000 in the budget.

RECOMMENDATION

THAT the council for the Town of Ingersoll receives report C-034-18 as information;

AND FURTHER that Council adopts the recommendation in the report and that a by-law be brought forward for Council consideration.

ATTACHMENTS: None

Prepared by: Michael Graves, Clerk
Approved by: William Tigert, CAO



DEPARTMENT: Clerk's

REPORT NO: C-035-18

COUNCIL MEETING DATE: December 10, 2018

TITLE: Increasing Housing Supply in Ontario

OBJECTIVE: To provide Council with Information regarding the Province of Ontario's outreach regarding housing supply in Ontario.

BACKGROUND

The Province of Ontario has informed the Town of Ingersoll that they are developing a broad-based action plan to help increase the supply of housing in Ontario.

The Province has requested that we share this email with any other individuals or organizations that may be interested in participating.

ANALYSIS

Housing supply has been a topic of concern in all of Ontario but also specifically in the Town of Ingersoll. The municipality appreciates the fact that the province is developing a broad-based action plan as the province can actually affect change in the housing supply, whereas the municipality has little control over the housing market and has no legislative authority to mandate certain types of housing and must follow the legislation produced by the province such as the building code.

This is a great opportunity for residents of the Town of Ingersoll to participate in this outreach.

Submissions will be accepted until January 25, 2019.

Visit www.ontario.ca/housingsupply to participate.

INTERDEPARTMENTAL IMPLICATIONS

N/A

FINANCIAL IMPLICATIONS

N/A

RECOMMENDATION

THAT the council for the Town of Ingersoll receives report C-035-18 as information;

ATTACHMENTS: None

Prepared by: Michael Graves, Clerk
Approved by: William Tigert, CAO



Michael Graves <mgraves@ingersoll.ca>

Fw: Consultation - Increasing Housing Supply in Ontario

William Tigert <wtigert@ingersoll.ca>
 To: Michael Graves <mgraves@ingersoll.ca>

Wed, Nov 28, 2018 at 8:00 PM

For Council Agenda, would you draft a covering report please.

Sent from my BlackBerry 10 smartphone on the Rogers network.

From: Housing Supply (MMAH) <HousingSupply@ontario.ca>
Sent: Wednesday, November 28, 2018 10:25 AM
Subject: Consultation - Increasing Housing Supply in Ontario

Ontario's Government for the People is developing a broad-based action plan to help increase the supply of housing in Ontario. To inform the plan, the government wants to hear the views of all Ontarians on how to expand the supply of ownership and rental housing in Ontario.

This initiative is a cross-government effort involving many ministries. You are receiving this email because your organization has been identified as potentially interested in providing feedback.

The government is interested in hearing from as many interested parties as possible. You are therefore invited and encouraged to share this email with any other individual or organization you believe may be interested in participating.

Visit www.ontario.ca/housingsupply to participate. Submissions will be accepted until January 25, 2019.

Thank you,

Rachel Simeon

Director, Market Housing Branch

Ministry of Municipal Affairs and Housing

Le gouvernement de l'Ontario pour la population a entrepris d'élaborer un vaste plan d'action en vue d'accroître l'offre de logements en Ontario. Aux fins de l'élaboration de ce plan d'action, le gouvernement souhaite obtenir les points de vue de la population ontarienne sur la meilleure façon d'accroître l'offre de logements de propriétaires-occupants et de logements locatifs en Ontario.

Cette initiative est un projet faisant intervenir plusieurs ministères du gouvernement. Vous recevez le présent courriel car nous croyons que votre organisme souhaiterait nous faire part de ses commentaires.

Le gouvernement aimerait obtenir les idées d'autant de personnes intéressées que possible. Nous vous encourageons donc à transmettre notre courriel à tout autre individu ou organisme qui, selon vous, souhaiterait participer à notre consultation.

Visitez le site www.ontario.ca/offredelogements pour participer. Nous accepterons des observations jusqu'au 25 janvier 2019.

Merci.

Rachel Simeon

Directrice, Direction du logement à but lucratif

Ministère des Affaires municipales et du Logement



DEPARTMENT: Clerk's Department

REPORT NO: C-036-18

COUNCIL MEETING DATE: December 10, 2018

TITLE: 2019 Regular Council Meeting Schedule

OBJECTIVE

To establish the 2019 Regular Council Meeting schedule.

BACKGROUND

Since the year 2000, regular meetings of Council have been routinely scheduled on the second Monday of each month, unless where otherwise prevented by a statutory or non-statutory holiday or other important matter. This provision is reflected in the Town's current Procedure By-law 18-4979, as detailed below:

3.3 Regular Council Meetings

3.3.1 After the Inaugural meeting, the regular meetings of Council shall be held on the second Monday of each month commencing at 6:00 p.m. local time, unless otherwise approved through a resolution of the Council or at the direction of the Mayor and upon two-thirds (2/3) majority support through a phone or email polling of Council.

ANALYSIS

Barring a Council-directed change to section 3.3.1 of the Procedure By-Law, the following dates are recommended to form the 2019 schedule for the Town of Ingersoll's regular meetings of Council:

- Monday, January 14, 2019
- Monday, February 11, 2019
- Monday, March 4, 2019 (March Break 11-15)
- Monday, April 8, 2019
- Monday, May 13, 2019
- Monday, June 17, 2019 (Clerk's Annual Conference June 10)

- Monday, July 8, 2019
- Monday, August 12, 2019
- Monday, September 9, 2019
- Tuesday, October 15, 2019 (Thanksgiving falls on October 14)
- Tuesday, November 12, 2019 (Remembrance Day falls on November 11)
- Monday, December 9, 2019

INTERDEPARTMENTAL IMPLICATIONS

None

FINANCIAL IMPLICATIONS

None

RECOMMENDATION

THAT the Council for the Town of Ingersoll receives the Report C-036-18 as information;

AND FURTHER THAT Council approves the dates established in report C-036-18 to form its 2019 schedule of Regular Council meetings.

OR

AND FURTHER THAT Council approves the dates established in report C-036-18 to form its 2019 schedule of Regular Council meetings, except for:

To be replaced with the following dates

ATTACHMENTS

2019 Calendar with Recommended Regular Council Meeting Dates

Prepared by: Danielle Richard, Deputy Clerk

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

Approved by: William Tigert, Chief Administrative Officer

January 2019						
◀ December						February ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14 Council Meeting	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019						
◀ January						March ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11 Council Meeting	12	13	14	15	16
17	18 Family Day	19	20	21	22	23
24	25	26	27	28		

March 2019						
◀ February						April ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4 Council Meeting	5	6	7	8	9
10	11 March Break	12 March Break	13 March Break	14 March Break	15 March Break	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019						
◀ March						May ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8 Council Meeting	9	10	11	12	13
14	15	16	17	18	19 Good Friday	20
21	22 Easter Monday	23	24	25	26	27
28	29	30				

May 2019						
◀ April						June ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13 Council Meeting	14	15	16	17	18
19	20 Victoria Day	21	22	23	24	25
26	27	28	29	30	31	

June 2019						
◀ May						July ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17 Council Meeting	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2019						
◀ June						August ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Canada Day	2	3	4	5	6
7	8 Council Meeting	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019						
◀ July						September ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5 Civic Holiday	6	7	8	9	10
11	12 Council Meeting	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019						
◀ August						October ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Labour Day	3	4	5	6	7
8	9 Council Meeting	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019						
◀ September						November ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14 Thanksgiving	15 Council Meeting	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

More Calendar Templates: [2019](#), [2020](#), [Online Calendar](#)

November 2019						
◀ October						December ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11 Remembrance Day	12 Council Meeting	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019						
◀ November						January ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9 Council Meeting	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25 Christmas Day	26 Boxing Day	27	28
29	30	31 New Year's Eve				



DEPARTMENT: Community Services

REPORT NO: CS-036-18

COUNCIL MEETING DATE: Monday, December 10th, 2018

TITLE: Bleachers and Memorial Park Building

OBJECTIVE: To provide council with information on Two items:

- 1) Parks owned bleachers and;
- 2) Memorial park storage shed.

BACKGROUND AND ANALYSIS:

- 1) Parks Owned Bleachers- are now used exclusively for Canterbury Folk Fest and are not used for any other municipal purpose.

They are stored outside behind the senior's centre and then transported across town for the Canterbury Folk Festival each year.

Frank Cowan Insurance Company has conducted an assessment on the bleachers which is attached to this report. The report outlines a list of significant repairs which need to be conducted on the bleachers to be able to use after this year.

There is no money set aside in the budget to conduct these repairs and because they are not used for municipal purposes staff are recommending two options for consideration;

a) The Town scraps them on site; or

b) The Town donates the bleachers to the Canterbury committee for them to conduct the necessary repairs, store off municipal property, and add them to their insurance policy. Canterbury would also be responsible for the transportation and set up of the bleachers going forward for their use.

- 2) Memorial Park Storage Building- The Canterbury Committee stores its supplies for the festival in a building located in memorial park owned and maintained by the Town free of charge.

The building is not used for municipal purposes it is exclusively used to store Canterbury Supplies. The building has been vandalized on various occasions, and this year the building was identified as a health and safety risk due to unsafe and improper storage of supplies inside of the building.

With the recent events at the parks shop in which a municipal employee was injured at work and the municipality subsequently fined for unsafe and improper storage of materials the Towns Joint Health and Safety committee takes this matter very seriously and refused to let town staff enter the building.

Due to the issues with the building as outlined above staff are recommending two options for Council consideration:

- a) That the Canterbury Committee enter into a triple net lease of the building, of a nominal amount, in which the Town would turn the building over to the committee for the committee to maintain and insure while indemnifying the Town of any maintenance and liability issues. Canterbury Committee would assume all liability for the building.
- b) Because the building is not used for Municipal Purposes nor would there be a need to use it for municipal purposes for the foreseeable future, that the Town declare the building surplus for its needs and slates it for demolition and budget accordingly.

INTERDEPARTMENTAL IMPLICATIONS

None

FINANCIAL IMPLICATIONS

Potential scrap metal revenue from bleachers. Cost to demolish the memorial park storage shed. Estimates have not been identified; it is believed the costs would be minimal.

RECOMMENDATION

THAT the Council of the Corporation of the Town of Ingersoll receives report CS-036-18 as information and provides the following direction to staff:

- 1) **Bleachers:**
 - A) Scrapping the park's bleachers or
 - B) Donating them to the Canterbury Committee with the conditions noted within the report.
- 2) **Storage building in Memorial Park**
 - A) Council enters into a nominal lease agreement with the Canterbury Committee for the storage building in memorial park or;
 - B) Council declares the building surplus and slates the building for demolition.

ATTACHMENTS

Frank Cowan Report on the condition of the bleachers

Prepared by: Kyle Stefanovic, Director of Community Services.

Approved by: William Tigert, Chief Administrative Officer

LETTER OF TRANSMITTAL

To:	Andrew White	From:	Adrian Pytka
Company:	BROKERLINK	Issue Date:	June 18, 2018
Address:	45 King Street East INGERSOLL, ONTARIO, N5C 1G5	CC:	Jessica Jaremchuk
Re:	CORPORATION OF THE TOWN OF INGERSOLL		
<input checked="" type="checkbox"/> Urgent/Review <input checked="" type="checkbox"/> Forward to Client <input checked="" type="checkbox"/> Return Risk Summary			

Within the last week, the Frank Cowan Company conducted a risk inspection for the above-noted client. The purpose of our inspection was to identify conditions or potential risks that could result in injury, property loss, or litigation, and to suggest corrective measures, which may control or reduce the possibility of these situations from occurring.

The inspection was limited to the sites visited and does not include any declaration to the structural stability or integrity, nor any attestation with respect to conformance to codes and regulations.

Our findings are contained in the enclosed risk report. Please forward this report to the client, as the noted risks need to be brought to the client's attention in a timely manner.

In addition, we have provided a risk summary document at the end of the report to facilitate your client's response on each risk item requiring action. Please ask **CORPORATION OF THE TOWN OF INGERSOLL** to complete the attached summary and return it to facilitate your clients response on each risk item requiring action. Please ask to complete the attached summary and return it to your account manager by July 18, 2018.

Recommended Compliance Dates

Priority 1 July 18, 2018

Priority 2 August 17, 2018

Priority 3 September 16, 2018

Priority 4 October 16, 2018

Capital Budget Consideration June 18, 2019

Should you require clarification or have concerns regarding any matter contained in the risk report, please do not hesitate to contact our office.

This information is directed in confidence solely to the person named above and may not otherwise be distributed, copied or disclosed. Therefore, this information should be considered strictly confidential. If you have received this transmittal in error, please notify us immediately by telephone at (519) 458-4331. Thank you for your assistance.
www.frankcowan.com

**RISK SUMMARY**

This risk report is intended to bring your attention to measures which, if taken, may control or help reduce the possibility of injury or property loss.

It is not intended to imply that no other risks exist or that no other precautions need to be taken.

This risk report is prepared by the Frank Cowan Company Limited for the sole and exclusive use of the Frank Cowan Company Limited and the CORPORATION OF THE TOWN OF INGERSOLL and may not be relied upon by any other party. Neither the Frank Cowan Company Limited nor its representatives shall be liable, either directly or indirectly, for any loss, damage, injury or costs suffered or incurred by any party arising or alleged to have arisen out of the reliance on this risk report.

Risk Management Services

THE FOLLOWING PRIORITY RATINGS, WHICH ARE PART OF EACH RECOMMENDATION MADE IN THIS REPORT, HAVE BEEN DESIGNED TO ASSIST YOU IN ASSESSING EACH RISK. SUGGESTED TIME LINES HAVE BEEN INCLUDED IN THE DEFINITIONS IN ORDER TO HELP YOU MANAGE OR CONTROL YOUR RISKS IN A TIMELY FASHION.

- **PRIORITY 1** Denotes conditions in which the possibility of property loss or bodily injury is highly probable and clearly foreseeable. Risks in this category should be addressed immediately. **Items in this rating category are recommended to be addressed within 30 days of this report issue date.**
- **PRIORITY 2** Denotes conditions in which the possibility of property loss or bodily injury is probable and reasonably foreseeable. Risks in this category should be addressed as soon as reasonably possible. **Items in this rating category are recommended to be addressed within 60 days of this report issue date.**
- **PRIORITY 3** Denotes conditions in which the possibility of property loss or bodily injury may be possible given certain circumstances. Risks in this category should be addressed within a reasonable amount of time. **Items in this rating category are recommended to be addressed within 90 days of this report issue date.**
- **PRIORITY 4** Denotes conditions in which the possibility of property loss or bodily injury is fairly low. Risks in this category should be addressed whenever practical. **Items in this rating category are recommended to be addressed within 120 days of this report issue date.**
- **'CAPITAL BUDGET CONSIDERATION'** - The observations made under this category are meant to be suggestions for improvement, and as such, should be given serious consideration.

**BLEACHERS
250 INGERSOLL STREET SOUTH
INGERSOLL, ONTARIO N5C3J7**

Liability - 'Priority 2'

2018-1

As part of the "Town of Ingersoll Facility Rental/ Special Event/ Tournament/ Special Occasion Request Form" the Town of Ingersoll will provide up to six (6) bleachers for the required event at the request of the renter. The Bleachers are stored outdoors in behind the Seniors Centre located at 250 Ingersoll Street South. There are eight (8) bleachers stored on top of each other with visible hazards that will be brought up in the report. We recommend that these bleachers should be inspected and maintained using a documented system to confirm that the bleachers are in good working condition and free of any visible hazards. Storing them indoors should also be considered as it would extend their life cycle.



EVENT BLEACHERS



EVENT BLEACHERS

**BLEACHERS
250 INGERSOLL STREET SOUTH
INGERSOLL, ONTARIO N5C3J7**

Liability - 'Priority 2'

2018-2

A thorough inspection wasn't possible due to the bleachers being stored on top of each other. It was noted that several bleachers had loose screws and majority of them had some sort of bend in the structural bracing with some areas not being attached together. We recommend that these areas of concern are corrected before these bleachers are used in any capacity.



BENT AND DETACHED CROSS BRACING



LOOSE SCREWS

**BLEACHERS
250 INGERSOLL STREET SOUTH
INGERSOLL, ONTARIO N5C3J7**

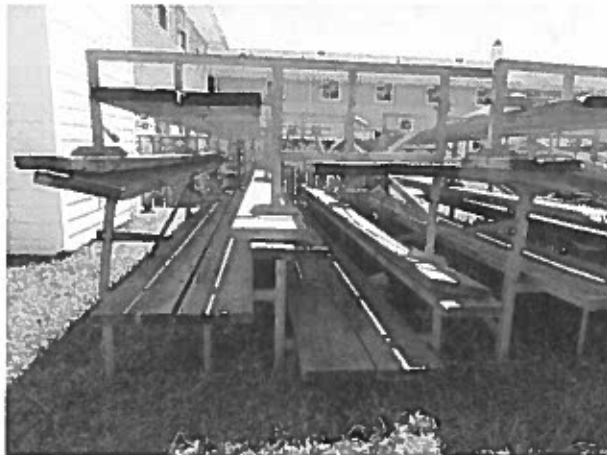
Liability - 'Priority 2'

2018-3

Many of the bleachers have warped wooden seating that did not provide a level seating area. We recommend that these bleachers be replaced before they are used in any capacity.



WARPED WOOD SEATING



WARPED WOOD SEATING

**BLEACHERS
250 INGERSOLL STREET SOUTH
INGERSOLL, ONTARIO N5C3J7**

Liability - 'Priority 2'

2018-4

Adjacent to where the other bleachers are stored there were two (2) bleachers that have been set up in front of a soccer field. They also had bent cross bracing, bolt protrusions, broken wood with potential for slivers, and bent steel frame. We recommend that these be taken out of use until these issues have been rectified, also some type of documented maintenance and inspection records should be kept of your in use bleachers.



BOLT PROTRUSION, BENT CROSS BRACING, SLIVER POTENTIAL



BENT STRUCTURAL FRAME (SEATING)

Recommended Compliance Dates
Priority 1 July 18, 2018
Priority 2 August 17, 2018
Priority 3 September 16, 2018
Priority 4 October 16, 2018
Capital Budget Consideration June 18, 2019

AREA	WORK REQUIRED	PRIORITY	RESPONSIBILITY	PLAN TO REMEDIATE	COMPLETION DATE	CLIENT INITIALS
ASSET: BLEACHERS - 250 INGERSOLL STREET SOUTH, INGERSOLL, ONTARIO						
EVENT BLEACHERS	2018-1	Priority 2				
CROSS BRACING & LOOSE SCREWS	2018-2	Priority 2				
WARPED WOOD SEATING	2018-3	Priority 2				
BOLT PROTRUSION, BENT CROSS BRACING, SLIVER POTENTIAL	2018-4	Priority 2				

The following general comments section outlines common risks found in many facilities, and as such, may also be found in yours. These reminders are meant to help you ensure your facilities remain safe from injury and liability risks.

BUILDING RISKS

EMERGENCY LIGHTS

Ensure emergency lights are kept in working condition, and are on a circuit to maintain constant charging of their batteries. We recommend weekly testing.

EXIT SIGNS

Exit signs should function at all times, whether or not the building is occupied. We recommend periodic inspection of exit signs, and bulb replacement as necessary.

EMERGENCY EXITS - EGRESS

Keep emergency exits clear and unobstructed. On the outside, ensure they are unimpeded by any objects. Remove snow and ice immediately and maintain the surface in good level condition and keep it lit at night.

FIRE EXTINGUISHERS

We recommend placing all portable fire extinguishers in a highly visible and easily accessible location. In addition, extinguishers should be located in or adjacent to corridors or aisles that provide access to exits, and be prominently indicated by signs or markings where visual obstruction cannot be avoided. Contact your local fire department for further requirements.

STORAGE

Ensure all storage areas are maintained in a clean and neat fashion. We recommend clearing all storage areas of garbage and, wherever possible, confining storage to shelves. We also recommend providing at least five feet of clear space between combustible materials and sources of ignition, such as an electrical panel.

FLAMMABLE STORAGE

All flammables, such as paints and thinners, should be stored in Underwriters Laboratories of Canada (ULC) approved metal cabinets. Propane must not be stored inside buildings but in external, vented and locked storage cages affixed with appropriate warning signs.

FLAMMABLE TRASH STORAGE

We recommend storing oily rags, paper towels and other combustible garbage in ULC-approved containers for flammable trash. They should not be stored in plastic garbage cans.

RISKS - EXTERIOR OF BUILDING**TRIP AND FALL**

Maintain walkways around buildings. Immediately repair potholes and gaps in the surfacing.

COLLISION BARRIERS / BOLLARDS

We recommend inspecting all gas meters, fuel pumps and fuel storage tanks at your facilities to identify those in which there is a risk of damage due to vehicle impact. Once identified, place collision barriers or bollards around them to reduce the risk of damage and possible fire and/or explosion.

PLAYGROUNDS

In February 2014, the Canadian Standards Association (CSA) published the 5th edition of *Children's Playspaces and Equipment CAN/CSA-Z614-14*.

If you do not have this CSA Standard, we recommend that you obtain a copy and work towards attaining this level of safety in your playgrounds. Copies are available from the Canadian Standards Association, 5060 Spectrum Way, Suite 100, Mississauga, Ontario, L4W 5N6 or online at <http://www.csa.ca/>.

The 2014 version of the standard is similar to that released in 2007 but with further clarifications regarding terminology, additional information on surfaces, and issues relating to spaces for small children.

Many years have passed since the original 1998 Standard was introduced. It is expected that the courts will consider this sufficient time for all playgrounds to have been brought up to the CSA Standard.

Our inspection was not an "audit" of your playgrounds but more of a high-level overview identifying hazardous conditions and conflicts with the CSA Standard.

RECORD KEEPING

An important recommendation in the CSA Standard is that complete records be kept on each piece of playground equipment. By maintaining records, you can track the actual cost of maintaining the equipment, along with incidents that occur on the equipment that could lead to liability claims.

INCIDENT REPORTS

Accurate records of any incident, however minor, that occurs in a playground or other facility should be maintained. Often, what initially appears to be a relatively minor incident can develop into a major claim. Accurate reports recorded at the time of the incident can prove invaluable in defending liability claims.

CREATIVE PLAYSTRUCTURES

Creative playstructures are popular due to their ability to provide many different activities in one central unit or location. Common hazards with this type of equipment include exposed end pipes, protruding bolts and nuts, sharp edges, cracked or vandalised tube slides, and ineffective guardrails or lack thereof. Caution must be exercised when repairing or replacing components on creative playstructures so as not to create new risks, such as entrapment openings. It is for this reason that whenever possible, we recommend using original, manufacturer-approved replacement components when making repairs. In addition, we recommend utilizing qualified installers when making repairs or alterations.

"S" HOOKS

The Standard stipulates maintaining 'S' Hooks in the fully closed position with no greater than a 1 millimetre (mm) opening. Should a hook fail while a child is using a swing, serious injury could result. Furthermore, open 'S' hooks invite theft or vandalism to expensive equipment.

SURFACES

The majority of serious playground injuries result from falls onto surfaces that are not resilient enough. Sand or pea gravel are common surfaces used and should be installed and maintained to the depth stipulated in the CSA Standard. This will provide a good shock-absorbing surface, and greatly reduce the risk of serious injuries due to falls. Hazards most commonly found include exposed concrete footings, surfaces that are too tightly compacted, too shallow, require replenishing, or are eroded or unsanitary.

SWING SETS

The CSA Standard states that there shall be no more than two to-fro swing seats located within a single swing bay. Having three or more swing seats in a bay creates the problem of providing the proper spacing between swing seats and the swing set posts. With three or more seats it is also possible for a user to walk in front of a swing in use while trying to approach a vacant middle seat. The corrective measure where three or more seats are installed is simply to remove one or more of the seats in order to comply with the two seats per swing bay requirement. Metal, wooden or hard plastic swing seats should never be used. Instead, we recommend the use of approved cloth or rubber-sling style seating, which are safer and more forgiving should a child be struck with one.

TRIP AND FALL

This hazard occurs when equipment, or other objects, are left in an area where people can trip over them. Also included are loose bolts or boards used in boundaries around playground equipment. We recommend periodically inspecting playgrounds for this hazard.

FOREIGN OBJECTS

We recommend regular and thorough inspections of the playgrounds to help identify and eliminate the possibility of injuries from foreign objects in the sand such as: rocks, glass, soda cans, and needles.



DEPARTMENT: Fire Services

REPORT NO: F-017-18

COUNCIL MEETING DATE: December 10, 2018

TITLE: Fire Station Generator Repairs

OBJECTIVE

To seek Council's approval to have funds moved from the Fire Services Building reserve and the Police building reserves into their respective operating budgets for repairs in 2018.

BACKGROUND

In May of this year, an inspection was ordered for the fuel tank and associated equipment for the generator at the Fire/Police station. A few items were noted that need to be upgraded to bring it into compliance with TSSA regulations.

ANALYSIS

Earlier this year when the inspection was completed on the Fire/Police Station generator, fuel tank, and related equipment a few items were noted that needed to be repaired or replaced. One of the items that had to be addressed was a TSSA inspection. This inspection is needed to bring existing installations up to current standards as there is no allowance for older systems to remain as they are, even though they were installed to the "code of the day" when they were built.

When the overall inspection was done, a leak between the inner and outer walls of the fuel tank was found. The only solution is to replace the tank. The cost of the new tank and the associated repairs is approximately \$13,000 which will bring the entire system into compliance with the current TSSA regulations.

The cost of the repairs will exceed the amount budgeted for general repairs to both the fire station and the police station, and as this generator supplies emergency power to both buildings, it is staff's recommendation to split the cost evenly between the building repair budgets.

Staff are also recommending that money be moved from both the Fire station and Police station building reserves to their respective operating budgets to cover the cost of the repairs.

INTERDEPARTMENTAL IMPLICATIONS

The Treasurer was consulted and agrees with the transfer of funds to cover the cost of the repairs.

FINANCIAL IMPLICATIONS

The Fire and Police building reserves contain enough money to cover the costs of the repairs if \$6500 is transferred from each reserve.

RECOMMENDATION

THAT Council receives report number F-017-18 as information and

AND FURTHER THAT Council approves the transfer of \$6,500 from the fire station building reserve to the 2018 fire services facilities operating budget and \$6,500 from the Police station building reserves to the 2018 Police services facilities operating budget to cover the cost of the generator repairs.

Prepared by: John Holmes, Fire Chief
Approved by: William Tigert, CAO



DEPARTMENT: OPERATIONS

REPORT NO: OP-031-18

COUNCIL MEETING DATE: November 12, 2018

TITLE: Level of Service Guidelines for the Public Works Department

OBJECTIVE

To provide Council with information regarding the changes to the Level of Service Guidelines for the Public Works Department.

BACKGROUND

The Public Works Department Level of Service Guidelines is meant to outline standards for the various activities performed by the Public Works Department. These guidelines will act as a basis for budget calculation and assist staff and Council in answering requests by residents.

These guidelines complement the adopted Minimum Maintenance Standards as printed in Subsection 44 of the Municipal Act 2001, as amended, but in no way try to supersede them. These guidelines outline asset preservation along with standards for items not covered under the adopted Minimum Maintenance Standards.

Ingersoll's roads are classified by Average Daily Traffic counts and posted speed limits. Currently Ingersoll highest class of road is 2, and its lowest class is 6. Road classification plays an important part in determining Minimum Maintenance Standards and Levels of Service for municipalities.

These guidelines are reviewed on an annual basis.

ANALYSIS

Over the last year, there have been several changes to the regulations governing the Minimum Maintenance Standards. These Standards were developed to provide municipalities with a defense against liability from actions arising with regard to levels of care on roads and bridges. The attached Levels of Service Guidelines have been updated according to the new regulations.

Some of the changes include:

- increased level of service on sidewalks
- increased level of service for the 45 cm area adjacent to each side of the sidewalk
- definition of a Significant Weather Event
- level of service for bicycle lanes

FINANCIAL IMPLICATIONS

This increased level of service may have financial implications on the sidewalk plowing budget depending on the number of winter events that occur on a weekend.

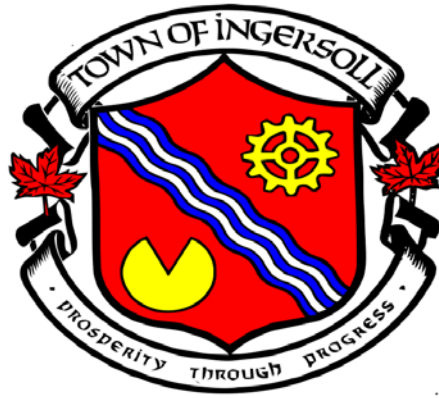
RECOMMENDATION

THAT the Council for the Town of Ingersoll receives staff report OP-031-18 as information

AND FURTHER THAT Council adopts the Level of Service Guidelines for the Town of Ingersoll Public Works Department.

Prepared by: Sandra Lawson P.Eng., Town Engineer

Approved by: William Tigert, CAO



LEVEL OF SERVICE GUIDELINES

FOR THE

TOWN OF INGERSOLL PUBLIC WORKS DEPARTMENT

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INTRODUCTION

This “Level of Service Guideline” document is meant to outline standards for the various activities performed by the Public Works Department. These guidelines will act as a basis for budget calculation and assist staff and Council in answering requests by residents.

These guidelines complement the adopted Minimum Maintenance Standards as printed in Subsection 44 of the Municipal Act 2001, as amended, but in no way try to supersede them. These guidelines outline asset preservation along with standards for items not covered under the adopted Minimum Maintenance Standards.

Ingersoll’s roads are classified by Average Daily Traffic counts and posted speed limits. Currently Ingersoll highest class of road is 2, and its lowest class is 6. Road classification plays an important part in determining Minimum Maintenance Standards and Levels of Service for municipalities.

**TABLE
CLASSIFICATION OF HIGHWAYS**

Average Annual Daily Traffic (number of motor vehicles)	Posted or Statutory Speed Limit (kilometers' per hour)							
	91 - 100	81 - 90	71 - 80	61 - 70	51 - 60	41 - 50	1 - 40	
15,000 or more	1	1	1	2	2	2	2	
12,000 - 14,999	1	1	1	2	2	3	3	
10,000 - 11,999	1	1	2	2	3	3	3	
8,000 - 9,999	1	1	2	3	3	3	3	
6,000 - 7,999	1	2	2	3	3	3	3	
5,000 - 5,999	1	2	2	3	3	3	3	
4,000 - 4,999	1	2	3	3	3	3	4	
3,000 - 3,999	1	2	3	3	3	4	4	
2,000 - 2,999	1	2	3	3	4	4	4	
1,000 - 1,999	1	3	3	3	4	4	5	
500 - 999	1	3	4	4	4	4	5	
200 - 499	1	3	4	4	5	5	5	
50 - 199	1	3	4	5	5	5	5	
0 - 49	1	3	6	6	6	6	6	

O. Reg. 613/06, s. 1.

DEFINITIONS

In this document the following words when taken in context mean:

“Bicycle lane”	(a) a portion of a roadway that has been designated by pavement markings or signage for the preferential or exclusive use of cyclists, or (b) a portion of a roadway that has been designated for the exclusive use of cyclists by signage and a physical or marked buffer.
“Cm”	centimeters
“Day”	a 24 hour period
“Debris”	means any material (except snow and ice) or object on the roadway, (a) that is not an integral part of the roadway or has not been intentionally placed on the roadway by a municipality, and (b) that is reasonably likely to cause damage to a motor vehicle. O. Reg. 239/02, s.9 (2); O. Reg. 47/13,s.9.
“Emergency repair”	a repair that is not scheduled and requires a response as soon as practicable.
“Ice”	means all kinds of ice, however, formed
“Minimum Maintenance Standards”	means Ontario Regulation 239/02 Minimum Maintenance Standards as amended from time to time.
“Motor vehicle”	has the same meaning as in subsection 1(1) of the <i>Highway Traffic Act</i> , except it does not include a motor assisted bicycle.
“Non-paved surface”	means a surface that is not paved.
“Paved surface”	a surface with a wearing layer or layers of asphalt, concrete or asphalt emulsion.
“Roadway”	has the same meaning as in subsection 1 (1) of the <i>Highway Traffic Act</i> .
“Shoulder”	means a portion of a highway that provides lateral support to the roadway and that may accommodate stopped motor vehicles for emergency use.

“Shoulder drop off”	means the vertical differential, where the paved surface of the roadway is higher than the surface of the shoulder, between the paved surface of the roadway and the paved or non-paved surface of the shoulder.
“Substantial probability”	means a significant likelihood considerably in excess of 51 percent
“Surface”	the top of a roadway or shoulder.
“Surface Discontinuity”	means a vertical discontinuity creating a step formation at joints or cracks in the surface of a walk.
“Town”	the lands within the boundaries of the Corporation of the Town of Ingersoll or any of its representatives.
“Town Engineer”	the Engineer of the Corporation of the Town of Ingersoll
“Manager of Public Works”	the Manager of Public Works of the Corporation of the Town of Ingersoll.
“Town Foreman”	the Foreman of Public Works of the Corporation of the Town of Ingersoll.
“Regulatory sign”	has the same meaning as in the Manual of Uniform Traffic Control Devices published by the Ministry of Transportation.
“Warning sign”	has the same meaning as in the Manual of Uniform Traffic Control Devices published by the Ministry of Transportation.
“Weather”	means air temperature, wind and precipitation

GUIDELINES

BRIDGE MAINTENANCE

Purpose

The purpose of this policy is to establish the level of service for bridge maintenance.

Objective

To provide safety to the Public through preventative maintenance

Level of Service

- 1) The minimum level of service for repairing failed or damaged structural components is to deploy resources as soon as practicable after becoming aware of the fact the component is failed or damaged.
In cases where the repairs are of such a nature not to affect the integrity of the structure they will be carried out within regular maintenance schedules.
- 2) The minimum standard for inspecting structures will be as described in Ontario Regulation 104/97 Standards for bridges and in accordance with the Ontario Structure Inspection Manual. Structures may be inspected annually by the Manager of Public Works or designate for deficiencies and maintenance priorities.
- 3) Drains, decks and expansion joints will be cleaned each spring.
- 4) Damage to structures resulting from vehicle collision will be billed to offending parties where possible.

CATCH BASIN & STORM SEWERS MAINTENANCE

Purpose

The purpose of this policy is to establish the level of service for catch basin and storm sewer maintenance.

Objectives

- 1) To remove water from the road surface and channel it to the proper drainage system and outlet.
- 2) To prevent erosion and flooding of the road allowance.

Level of Service

- 1) Collapsed or broken storm sewers catch basin leads within the road allowance that cause settlements will be barricaded and then repaired as resources permit.
- 2) The minimum level of service for repairing noisy manhole or catch basin lids is 60 days after becoming aware of the fact the lid is noisy.
- 3) The minimum level of service for cleaning catch basin sumps is once every three years.
- 4) Catch basins will be inspected during scheduled sump cleaning. All deficiencies will be recorded and scheduled on a priority basis.
- 5) Catch basin and storm drain repairs required due to damage caused by contractors will be billed to the offending party.
- 6) No connection to catch basins or storm sewers shall be permitted from private property unless approved by the Town.
All connections, when permitted, shall have backwater preventers installed by the home owner on their property.
- 7) Any time there is a blockage in a private connection to the storm sewer system it is the responsibility of the owner to locate the problem. If the problem is on private property it is the owner's responsibility to repair or replace the private connection.

CULVERT MAINTENANCE

Purpose

The purpose of this policy is to establish the level of service for culvert maintenance.

Objective

- 1) To keep culverts clear and free of debris
- 2) To provide safety to the public through preventative maintenance

Level of Service

- 1) The minimum level of service for repairing failed or damaged culverts is to deploy resources as soon as practicable after becoming aware of the fact the culvert is failed or damaged. In cases where the repairs are of such a nature not to affect the integrity of the culvert they will be carried out with regular maintenance schedules.
- 2) The minimum level of service for inspecting culverts will be as described in Ontario regulation 104/97 Standards for bridges and in accordance with the Ontario Structure Inspection Manual.
- 3) Damage to culverts resulting from vehicle collision will be billed to offending parties where possible.
- 4) Application will be made by permit for each new entrance culvert installation. All installations will be carried out by the Public Works or approved contractor. The property owner will be responsible for the cost of the initial culvert installation and subsequent maintenance will be the responsibility of the Town.
- 5) Culverts shall be cleaned of debris when the useful end area of the culvert is constricted by more than 25%.

CURB & GUTTER MAINTENANCE

Purpose

The purpose of this policy is to establish the level of service for curb and gutter maintenance.

Objectives

- 1) to prevent water from eroding side slopes and shoulders
- 2) To channel water from the road surface to catch basins.
- 3) To protect lawns, boulevards and sidewalks from vehicles.

Level of Service

- 1) The minimum level of service for repairing heaved or settled curb and gutter sections in excess of 5 cm is 30 days, after becoming aware of the fact the curb and gutter is heaved. In times when concrete repairs are not possible repairs may be done using cold mix asphalt or grinding the area.
- 2) Repairs to concrete curb and gutter should be made using concrete, and in accordance to OPS Standards.
- 3) All new driveway entrances that require curb cuts shall be arranged by the Town with all costs being charged to the resident.
- 4) No driveway entrance will be permitted unless it is in accordance with the Town's entrance policy.

DEBRIS PICK-UP

Purpose

The purpose of this policy is to establish the level of service for debris and litter pick-up.

Objective

To keep roadside and boulevards clean.

Level of Service

- 1) The minimum level of service respecting debris on a roadway is to deploy resources as soon as practicable after becoming aware of the fact to remove the debris in accordance with Minimum Maintenance Standards.
- 2) The minimum level of service respecting debris on the shoulder is within 14 days after becoming aware of the fact the debris is there.
- 3) When Public Work's staff is directed by the Police to clean up debris caused by an accident, all time will be charged to the parties involved.
- 4) When residents place material on the roadway and that person can be identified, he/she will be asked to remove the debris. Upon failure to do so, the Police will be requested to take action as authorized by Section 134.1 of the Highway Traffic Act R.S.O. 1990.
- 5) Where contractors place debris, building material, gravel, etc. on the roadway they will be asked to remove or cleanup the material. Upon failure to do so the Police will be requested to take action as authorized by section 134.1 of the Highway Traffic Act R.S.O 1990.
- 6) Waste receptacles owned by the Town in the core area will be emptied three (3) times per week except weeks where a Holiday falls in or during times of heavy snowfall where Winter Control operations take priority.
- 7) Guidelines for residential curbside garbage pick-up are covered under the County of Oxford Waste bylaw.
- 8) Dead animals will be picked up by the Public Works Department on the roadway only (not on private property). Any animals that are living will have to be cared for by the owners or in the case of non-domestic animals dispatched by the police before disposal.

DITCHING

Purpose

The purpose of this policy is to establish the level of service for ditching.

Objectives

- 1) To remove surface water from the roadway and channel it to the proper drainage system.
- 2) To prevent erosion of shoulders and side slopes.
- 3) To drain the road base.

Level of Service

- 1) The minimum level of service for inspecting ditches will be an annual inspection for obstructions, debris, washouts, brush growth and proper water flow.
- 2) Repair to lawns and ditch banks that are required after ditching will be made using topsoil and seed.

DUST CONTROL

Purpose

The purpose of this policy is to establish the level of service for Dust Control.

Objective

- 1) To minimize dust created from non-paved roads.
- 2) To retain gravel fines on non-paved roads.

Level of Service

- 1) Calcium Chloride will be used as the dust control product unless other MOE approved products are available.
- 2) Non paved shoulders will not be treated for dust control unless directed by Council.
- 3) Dust control will be applied to areas of fresh gravel or on construction projects undertaken by Public Works where the surface is left unpaved longer than 5 days.

GRASS MOWING

Purpose

The purpose of this policy is to establish the level of service for grass mowing.

Objectives

- 1) To improve site lines at intersections.
- 2) To control noxious weeds and control brush.
- 3) To reduce the effort required to maintain roadside ditches and shoulders.
- 4) To reduce or eliminate drifting snow conditions.
- 5) To allow for proper water flow in storm retention ponds.

Level of Service

- 1) Cutting of roadsides using a tractor and mower will be carried out four (4) times during the summer months.
- 2) Grass cutting using string trimmers and hand mowers will be carried out every two (2) weeks beginning in June and ending in September.
- 3) Cutting of grass on Town owned lots maintained by Public Works will be carried out three (3) times during the summer months.
- 4) Trimming around guide beam, sign posts and similar obstructions will be carried out with string trimmers in areas cut by tractor/mower once per season.

LEAF PICK-UP

Purpose

The purpose of this policy is to establish the level of service for leaf pick-up.

Objectives

- a) To allow homeowners an economical means of composting leaves.
- b) To help ensure catch basins and storm water inlets are clear and operational.

Level of Service

- a) Leaves are to be raked to the edge of curb or shoulder by the homeowner for pick-up “not on the traveled portion of the roadway”.
- b) Leaf pick-up will begin on or about the third (3rd) week in October and will terminate at the end of the second (2nd) week in November unless winter weather requires the use of equipment.
- c) All streets will be picked up once per week during regular operations. Piles put out after the pick-up for that week will be collected the following week. All piles put out after the last week of pickup will not be collected.
- d) Only leaves will be picked up. Piles with limbs, shrubs, flowers, or topsoil will not be picked up until such items are removed.
- e) Narrow streets, areas of high vehicle and pedestrian traffic shall be given priority during pick-up operations.

MAILBOX REPLACEMENT

Purpose

The purpose of this policy is to establish the level of service for mail boxes damaged during road maintenance activities.

Objective

To re-install or replace mail boxes after damage from maintenance activities.

Level of Service

- 1) All mailboxes and posts damaged by Public Works due to maintenance activities will be replaced at no charge to the home owner. Installation of the box and post will be the responsibility of the homeowner.
- c) Supplied replacement boxes will be a standard size weather resistant steel rural type.
- d) Mailboxes that are of inferior design or strength will not be replaced.
- e) Mailboxes that are placed in locations other than specified by Canada Post will not be replaced.

PAVEMENT MARKINGS

Purpose

The purpose of this policy is to establish the level of service for pavement markings.

Objective

- a) To ensure that positive guidance is provided for drivers
- b) To supplement other traffic control devices by providing direction, stopping location parking information etc.

Level of Service

- a) All pavement markings will be in accordance with the Ontario Traffic Manual.
- b) All signalized intersections will have lane lines, stop lines, and crosswalk lines painted where applicable.
- c) All four ways stop intersections will have lane and stop lines painted.
- d) All multiple lane roadways will have directional dividing lines and lane lines painted. All other roads will not be center lined.
- e) Pavement markings in all Town lots or facilities may be painted upon request by the department responsible for the facility and is dependent on the availability of Public Works staff.
- f) On street parking stalls will be painted as required.

PROMOTIONAL TREES

Purpose

The purpose of this policy is to establish the level of service for promotional trees.

Objective

- a) To replace trees that have been removed during the annual tree removal contract.
- b) To provide a diversified species of street trees.

Level of Service

- a) Each year as budget permits, an ad will be placed in a local paper specifying the types of free trees to be offered by the Town.
- b) Priority for receiving a tree will be given to homeowners who lost a tree during the annual tree contract.
- c) Only one tree per household will be allowed.
- d) All trees are to be planted on the homeowner's front yard and not on town property unless approved by the Manager of Public Works.
- e) Species of trees may be selected using the following association guidelines for urban street trees:
 - a) Ontario Shade Council
 - b) Association of Canadian Arborists
 - c) Ministry of Natural Resources and Forestry

PUBLIC REQUESTS, QUERIES AND COMPLAINTS

Purpose

The purpose of this policy is to establish the level of service for public requests, queries and complaints.

Objective

- a) To ensure that all requests, queries and complaints are acted on in a prompt and efficient manner.
- b) To keep a record of requests, queries and complaints for use in claims or maintenance works.

Level of Service

- a) All requests, queries and complaints will be recorded on a form listing the person's name, address, phone number, date and all pertinent information. No record will be filed in situations where this information is not given.
- b) Anytime a request, query or complaint is made using abusive language or threatening tones, the person will be asked to discontinue. If they persist the conversation will be terminated.
- c) When requests, queries, or complaints are received by phone message or e-mail the resident will be called or contacted within 24 hours of receiving the message (i.e. the message is received Monday after a weekend then it would be 24 hours from that day).
- d) All requests, queries and complaints will be answered within 5 working days where practical. If additional time is needed to research the request the complainant will be notified of the timeframe required. All requests will be dealt with on a priority basis with public safety requests taking precedence.
- e) The sequence for dealing with requests, queries and complaints will be as follows:
 - a) Record the request, query or complaint
 - b) Investigation by Manager of Public Works or designate.
 - c) Record the appropriate recommendation on the form.
 - d) Give the complainant a verbal reply within 5 working days.
 - e) If the response given is not acceptable to the complainant then it will be referred to the Town Engineer for possible further action.

REPRESENTATIVE WINTER ROAD PATROL

Purpose

The purpose of this policy is to establish the representative winter road patrol route.

Objective

- 1) To establish the details regarding streets patrolled during a representative winter road patrol

Road

Road Name	Class	Length	Description
Pemberton	4	932m	Bridge, hill
North Town Line	4	256m	Open north exposure
Beckett	5	175m	Subdivision, low vol.
Clarence	5	164m	Subdivision, low vol.
Kensington	5	175m	Low volume
North Town Line	3	2000m	Open north exposure
Bell	3	300m	Higher vol., arterial
Ingersoll North	3	1080m	Hill, 2 bridges
Woodhatch	4	530m	Open exposure, low vol.
Ridge Road	4	195m	Low volume
Hillside	4	366m	Hill
Victoria St.	3	240m	Higher volume
Ingersoll South	3	1650m	4 lane, west exposure
Thompson Rd.	3	550m	Curves, elevation
Culloden	3	480m	Higher volume
Clarke Rd.	4	1175m	Open north exposure, hill
Kirwin	5	900m	Low volume, hill
Pine	5	156m	Low volume
Wellington	4	400m	Hill
Clarke Rd.	4	705m	Open exposure, hill
Harris	3	860m	Higher volume
Canterbury	3	1060m	Higher volume, curve
Thames St. S.	3	860m	Main St., bridge
Carnegie	4	310m	Route to Mutual St.
Mutual St.	3	405m	Bridge, hill
Charles St. E.	3	340m	Higher vol.

REPRESENTATIVE WINTER SIDEWALK PATROL

Purpose

The purpose of this policy is to establish the representative winter sidewalk patrol route.

Objective

- 1) To establish the details regarding sidewalks patrolled during a representative winter sidewalk patrol.
- 2) Ensure that winter side walk patrolling meets the O. Reg. 366/18, s. 15 of the Ontario Minimum Maintenance Standards

Road Section, Sidewalk

Street	Description
North Town Line	Flat exposed, prone to drifting
Ingersoll Street North	Hill
Clarke Road	Hill, sections exposed
Wellington St	Sheltered
Thames King to Thames River	Sheltered high foot traffic
Carnegie Thames to George	Flat

If it is determined by the municipality that the weather monitoring referred to in section 3.1 indicates that there is a substantial probability of snow accumulation on sidewalks in excess of 8 cm, ice formation on sidewalks or icy sidewalks, the standard for patrolling sidewalks is to patrol sidewalks that the municipality selects as representative of its sidewalks at intervals deemed necessary by the municipality.

ROUTINE, WINTER ROAD, WINTER SIDEWALK PATROLLING

Purpose

The purpose of this policy is to establish the level of service for patrolling.

Objective

- 1) To ensure that patrolling is completed in accordance with Section 3 of the Ontario's Minimum Maintenance Standards and the Table thereto.
- 2) To ensure that patrolling requirements occur in addition to that set out by O. Reg. 23/10,s3(1).

Level of Service

- 3) Patrolling of roadways to check for conditions as described in the Minimum Maintenance Standards will be done in accordance Section 3 of the Standards.
- 4) When weather monitoring indicates that there is a substantial probability of snow accumulation, ice formation or icy roadways patrolling of representative roads shall be done.
- 5) Patrolling shall be done by Public Works supervisors, casual workers and staff. Details of representative roads patrolled, air and pavement temperature, time of patrol, atmospheric and road conditions observed will be recorded.
- 6) If conditions observed by the patroller indicate the formation of ice, icy roads or snow accumulation, resources will be deployed until Minimum Maintenance Standards are met for snow accumulation and icy roadways.
- f) The standard for patrolling sidewalks is to patrol sidewalks that the municipality selects as representative of its sidewalks at intervals deemed necessary by the municipality. O. Reg. 366/18, s. 15.
- g) Patrolling a sidewalk consists of visually observing the sidewalk, either by driving by the sidewalk on the adjacent roadway or by driving or walking on the sidewalk or by electronically monitoring the sidewalk, and may be performed by persons responsible for patrolling roadways or sidewalk and maybe performed by persons responsible for patrolling roadways or sidewalks or by person responsible for or performing roadway or sidewalk maintenance.
- h)

TABLE PATROLLING FREQUENCY

Class of Highway	Patrolling Frequency
1	3 times every 7 days
2	2 times every 7 days
3	once every 7 days
4	once every 14 days
5	once every 30 days

O. Reg. 239/02, s. 3, Table; O. Reg. 23/10, s. 3 (2).

ROAD SURFACE REPAIRS

Purpose

The purpose of this policy is to establish the level of service for road surface repairs.

Objectives

- a) To eliminate hazards for vehicular traffic
- b) To protect the investment in the road surface

Level of Service

- a) Asphalt patching will take place within the roadway only. Driveways and driveway entrances will not be repaired except for the following:
 - a) Where street resurfacing causes water ponding in a laneway entrance or sidewalk;
 - b) Where utility companies have made repairs and asphaltting of the drive is required as part of the cut restoration;
 - c) During capital projects such as street reconstruction.
- b) Hot mix asphalt repairs will be limited by both weather and material availability. The normal season for hot mix asphalt production is from June 1st to November 1st.
- c) Potholes will be repaired as per Minimum Maintenance Standards Section 6.

Class of Highway	Surface Area	Depth	Time
1	600 cm ²	8 cm	4 days
2	800 cm ²	8 cm	4 days
3	1000 cm ²	8 cm	7 days
4	1000 cm ²	8 cm	14 days
5	1000 cm ²	8 cm	30 days

SHOULDER REPAIRS

Purpose

The purpose of this policy is to establish the level of service for shoulder maintenance.

Objectives

- 1) To safely accommodate emergency stopping of vehicles
- 2) To provide lateral support of road base and surface course
- 3) To increase the effective use of traffic lanes by encouraging vehicle operators to drive close to road surface edge.

Level of Service

- 1) The minimum standard respecting shoulder drop-off is to repair any drop-off deeper than that set out in the table for a distance greater than 20 continuous meters or more, within the specified period of time after becoming aware of the fact.

Class of Road	Depth	Response Time
2	8cm	4 days
3	8cm	7 days
4	8cm	14 days
5	8cm	30 days

The shoulder drop-off shall be deemed to be in a state of repair if its depth is less than or equal to that set out in the table.

SIDEWALK MAINTENANCE

Purpose

The purpose of this policy is to establish the level of service for sidewalk maintenance.

Objective

To provide safe sidewalk conditions for pedestrian traffic.

Level of Service

See Minimum Maintenance Standards O. Reg.239/02, s. 16.1

- a) The level of service respecting surface discontinuity is to repair the sidewalk, post temporary warning signs, or use other methods of alerting users where the height differential of the walk exceeds 2 cm after becoming aware of the fact. Repairs may consist of grinding, overlaying, or replacing sidewalk sections.
- b) The cost for repairing sidewalks due to damages caused by contractors or residents shall be billed to the appropriate party. All such repairs will be carried out by the Public Works Department or approved contractor.
- c) All sidewalks assumed by the Town will be inspected once per calendar year for maintenance needs. Inspections will be done no more than 16 months from the previous inspection. These inspections may be carried out as part of the Annual Sidewalk Grinding Program.
- d) All repairs will be dealt with on a priority basis and as budgets permit.

See Minimum Maintenance Standards O. Reg. 239/02 s16.2

- e) The standard for the frequency of inspecting an area adjacent to a sidewalk to check for encroachments is once per calendar year, with each inspection taking place not more than 16 months from the previous inspection.
- f) The area adjacent to a sidewalk that has been inspected in accordance with subsection (1) is deemed to be in a state of repair in respect of any encroachment present.
- g) For greater certainty, the area adjacent to a sidewalk begins at the outer edges of a sidewalk and ends at the lesser of the limit of the highway, the back edge of a curb if there is a curb and a maximum of 45 cm.
- h) The area adjacent to a sidewalk is deemed to be in a state of repair in respect of any encroachment present unless the encroachment is determined by a municipality to be highly unusual given its character and location or to constitute a significant hazard to pedestrians.

- i) If a municipality determines that an encroachment is highly unusual given its character and location or constitutes a significant hazard to pedestrians, the standard is to treat the encroachment within 28 days after making such a determination, and the encroachment is deemed in a state of repair for 28 days from the time of the determination by the municipality.
- j) For the purpose of subsection (4), treating an encroachment means taking reasonable measures to protect users, including making permanent or temporary repairs, alerting users' attention to the encroachment or preventing access to the area of the encroachment.

SIDEWALK PLOWING

Purpose

The purpose of this guideline is to establish the level of service for sidewalk sanding, salting and plowing.

Objective

To clear snow from the sidewalk surface for safe pedestrian passage.

Level of Service

- a) The minimum level of service for sidewalk plowing is to deploy resources to clear the snow accumulation after becoming aware the snow accumulation on a sidewalk is greater than 8 cm, within 48 hours of the cessation of the event.
- b) If after the storm has ended, the snow accumulation is greater than 8 cm. the minimum level of service is to clear the snow accumulation to a depth less than or equal to 8 cm. within 48 hours after becoming aware of the fact whenever reasonably practical.
- c) In time of staff shortages or heavy snowfalls priority will be given to Winter Control on the roadways.
- d) The use of salt may be limited on new sections of sidewalk for one (1) year from the date of installation due to proper concrete curing restrictions. These walks may be treated with sand as an alternative.
- e) This level of service does not apply to sidewalks not designated for Winter Control Operations or on walks at Town owned facilities.
- f) The minimum level of service for hours of Winter Control maintenance on sidewalks is Monday to Friday, 7:00 a.m. to 3:30 p.m. or until such time that a maximum snow accumulation of 8 cm is achieved.
- g) If snow accumulation is greater than 8 cm for a period longer than 48 hrs. resources will be deployed to plow sidewalks on weekends until such time the walks have a snow accumulation of 8 cm and are deemed in a state of repair.
- h) This level of service does not apply to sidewalks not designated for Winter Control Operations or on walks at Town owned facilities. The typical minimum level of service for hours of Winter Control maintenance on sidewalks is Monday to Friday, 7:00 a.m. to 3:30 p.m. or until such time that a maximum accumulation of 8 cm is achieved.

SIDEWALK SWEEPING

Purpose

The purpose of this policy is to establish the level of service for sidewalk sweeping.

Objective

To prevent the accumulation of loose objects on the sidewalks that may endanger pedestrian traffic.

Level of Service

- a) Sidewalk sweeping operations will begin in the spring in conjunction with street sweeping. All walks will be required to be free of snow and ice before this operation commences.
- b) Only sidewalks that either are directly adjacent to the road surface or have a hard surface boulevard will be swept.
- c) Walks in the Core Area will be swept monthly from April through October using backpack blowers.
- d) When requested through Council, sidewalks in the Core may be swept after such special events as Harvest Fest, Sidewalk Sales, etc.

SIGN INSTALLATION AND MAINTENANCE

Purpose

The purpose of this policy is to establish the level of service for sign maintenance.

Objective

- 1) To provide regulatory, warning and information signage that ensures that positive guidance is provided for drivers.
- 2) To provide information as to highway routes, directions, road/street destinations and points of interest.
- 3) Establish sign inspection is done in accordance with Regulation O. Reg. 23/10, s. 8; O. Reg. 47/13, s. 12 (1); O. Reg. 366/18, s. 13. of the Ontario Minimum Maintenance Standards

Level of Service

- i) All signs will be maintained as per Minimum Maintenance Standards, Section 11 or 12 whichever applies to the sign type in question.
- ii) The cost for repairing signs due to damages caused by contractors or residents shall be billed to the appropriate party. All such repairs will be carried out by the Public Works Department or approved contractor.
- iii) All signs will be installed as per the Ontario Traffic Manual.
- iv) Private signs that are placed on the roadway shall be in accordance to the Town's Sign bylaw. Any such signs that have not been approved under this bylaw will be removed at the owner's expense.
- v) Signs placed in the sight triangles shall be done in accordance with the Zoning Bylaw 4160, Sub Sec. 5.24
- vi) The standard for the frequency of inspecting regulatory signs or warning signs to check to see that they meet the retro-reflectivity requirements of the Ontario Traffic Manual is once per calendar year, with each inspection taking place not more than 16 months from the previous inspection.
- vii) Retro-reflectivity shall be measured by mechanical means

SIGNIFICANT WEATHER EVENT

Purpose

The purpose of this policy is to establish the definition of a significant weather event.

Objective

- 1) To establish the definition of a significant weather event and who can declare and rescind a significant weather event.

Definition

“Significant weather event” means an approaching or occurring weather hazard with the potential to pose a significant danger to users of the highways within a municipality.”

Significant weather events are not season specific and could include a singular weather type or a combination of different weather characteristics.

The Manager of Public Works or Town Foreman will issue significant weather event declarations via the Public Works social media platforms.

Once a significant weather event is declared the roads, sidewalks and bicycle lanes will be deemed to be in a state of repair until the declared end of the significant weather event at which time O. Reg. 47/13, s. 4; O. Reg. 366/18, s. 5 (5). O. Reg. 366/18, s. 7. will dictate.

SNOW ACCUMULATION BICYCLE LANES

Purpose

The purpose of this policy is to establish the level of service for addressing snow accumulation on bicycle lanes

Objective

- 1) To ensure snow and ice accumulation on bicycle lanes is addressed in accordance with Ontario's Minimum Maintenance Standards

Level of Service

- 2) The level of service for addressing snow accumulation in bicycle lanes is after becoming aware of the fact that the snow accumulation on a bicycle lane is greater than the depth set out in the Table to this section, to deploy resources as soon as practicable to address the snow accumulation; and
- 3) After the snow accumulation has ended, to address the snow accumulation so as to reduce the snow to a depth less than or equal to the depth set out in the Table to this section to provide a minimum bicycle lane width of the lesser of 1 metre or the actual bicycle lane width. O. Reg. 366/18, s. 7.
- 4) If the depth of snow accumulation on a bicycle lane is less than or equal to the depth set out in the Table to this section, the bicycle lane is deemed to be in a state of repair in respect of snow accumulation. O. Reg. 366/18, s. 7.

TABLE SNOW ACCUMULATION – BICYCLE LANES		
Column 1 Class of Highway or Adjacent Highway	Column 2 Depth	Column 3 Time
1	2.5 cm	8 hours
2	5 cm	12 hours
3	8 cm	24 hours
4	8 cm	24 hours
5	10 cm	24 hours

SNOW FENCE INSTALLATION AND REMOVAL

Purpose

The purpose of this policy is to establish the level of service for snow fence installation and removal.

Objectives

- a) To trap snow and deposit it before it accumulates on the roadway.
- b) To minimize windblown snow.

Level of Service

- a) Installation of snow fence shall be undertaken only where abnormal drifting occurs and at the discretion of the Manager of Public Works or designate.
- b) Property owners shall be notified before entering private property to erect snow fence;

NOTE: Authority to erect snow fence on private property is given to the Town under the authority of Section 60 of the 2001 Municipal Act.

- c) Snow fence shall be located no closer than 40 meters from the edge of the traveled portion of the roadway where possible.
- d) Snow fence will be erected no sooner than November 15th and removed no later than April 15th unless prior arrangements have been made with the property owner.

SNOW ACCUMULATION / ICE FORMATION / SNOW CLEARING

Purpose

The purpose of this policy is to establish the level of service for snow accumulation and ice formation on roadways.

Objectives

- a) To clear snow from road surface.
- b) To address ice on the road surface.

Level of Service

- a) Each year the Manager of Public Works will declare the season and hours of coverage for Winter Control Operations for the Town. This season will then be adopted by Town Council.
- b) During the months Winter Control is provided, the Public Works Department will have two employees on call 24 hours a day, 7 days a week to respond to winter events outside a normal workday. These employees will be dispatched using electronic devices.
- c) Public Works full time staff will be responsible for patrolling and deploying resources to address snow and ice covered roadways outside of normal working hours and weekends. Only predetermined routes will be maintained after hours unless directed by the Manager of Public Works or his designate.
- d) Snow plowed into laneway entrances will not be cleaned out by Public Works staff.
- e) All plow marks will be repaired in the spring using topsoil and seed when suitable topsoil is available.
- f) Un-assumed subdivision streets will not be maintained for Winter Control by Public Works unless prior arrangements have been made with the developer.
- g) Winging back areas to allow for more snow storage will be done during regular shifts and only after all streets have been maintained to their desired level of service.
- h) If it becomes evident that available resources are not sufficient to keep roads passable such roads may be closed by order of Police, Manager of Public Works (or designate), Town Engineer or Town Council as per Bylaw 03-4106.

- i) Snow in cul-de-sacs and dead end streets will be cleared using loaders and the snow will be piled on abutting lawns and boulevards. If storage space becomes limited on lawns and boulevards snow shall be placed in the middle of cul de sacs and removed at the departments' earliest convenience. During times of staff shortages or heavy snow accumulations, plow trucks may be used for these operations and snow will be plowed around the radius of the bulb.
- j) Subdivision and back streets which are Class 5 and 6 roads will not be plowed on weekends and holidays unless there is more than 10 cm of snow accumulation.
- k) Subdivision and back streets which are Class 5 and 6 roads will be maintained as snow packed at shall be treated with winter sand.
- l) All streets other than subdivisions and back streets shall
 - a) Will be plowed from curb to curb and shall be treated with coarse highway salt during the hours of 0400 - 1530 hrs. Monday to Friday.

2 lane roads will have the centers plowed each direction and will shall be treated with coarse highway salt from the hours of 1530 – 2300hrs, during weekends and holidays.
 - b) Culloden and Ingersoll Street South will be plowed curb to curb and shall be treated with coarse highway salt at all times.

Snow Clearing and Ice Formation will be maintained as per the Minimum Maintenance Standards Section 4 and 5.

TABLE
SNOW ACCUMULATION

Class of Highway	Depth	Time
1	2.5 cm	4 hours
2	5 cm	6 hours
3	8 cm	12 hours
4	8 cm	16 hours
5	10 cm	24 hours

O. Reg. 47/13, s. 4.

SNOW REMOVAL

Purpose

The purpose of this policy is to establish the level of service for snow removal.

Objective

- a) To improve visibility at intersections.
- b) To allow for snow storage on narrow streets.
- c) To remove snow in the Core Area at parking stalls and turns lanes.

Level of Service

- a) The level of service for snow removal in the core area is to clear snow accumulations in the portion of the roadway designated for parking after the snowfall has ended and when the depth is greater than that is set out in the Table. The minimum standard is to clear the snow accumulation to a depth less than or equal to the depth set out in the Table below within the time set out in the same table, after becoming aware of the fact the snow has reached that depth.

<u>Class of Road</u>	<u>Depth of Snow</u>	<u>Response Time</u>
Core Area	38 cm	48 hrs.

It should be noted that priority will be given to Winter Control operations on the traveled portion of the roadway during times of staff shortages or heavy snow accumulations.

- b) Narrow streets and areas of restricted visibility will be cleared at the discretion of the Manager of Public Works or designate. These areas will be cleared using snowblowers and blown on lawns where snow storage exists. Snow will be loaded and trucked away only at areas where there is no snow storage available.

STREET SWEEPING

Purpose

The purpose of this policy is to establish the level of service for street sweeping.

Objective

- a) to help ensure catch basin inlets are clear and operational
- b) to minimize material entering catch basins and storm sewers
- c) to enhance the life span of pavement markings
- d) to remove loose objects, e.g. gravel, etc. on the road surface that can endanger vehicles, pedestrians, and property

Level of Service

- a) Street sweeping operations will run from March to November when above freezing temperatures are anticipated for five (5) consecutive days and snow and ice has melted from gutters.
- b) During the initial post winter clean up all streets will be swept over their full width.
- c) After the initial Spring Cleanup streets will be swept as deemed necessary by the manager of Public Works and will consist of one pass down curb lines.
- d) Streets in the Core Area will be swept weekly from June to September.

TREE TRIMMING & REMOVAL

Purpose

The purpose of this policy is to establish the level of service for brushing, tree trimming and removal.

Objective

- a) To maintain site lines at intersections.
- b) To reduce or eliminate drifting snow conditions.
- c) To ensure safety to the Public by removing dead limbs and trees.
- d) To extend the useful life of trees by trimming and cabling.

Level of Service

- a) The minimum level of service for inspecting trees will be annual visual inspections from the street. Inspections will be carried out by the Manager of Public Works or designate.
- b) The minimum level of service for removing or trimming dangerous trees or limbs is to deploy resources as soon as practicable after becoming aware of the fact (Note: that trees are maintained using contractors so response times are determined by the availability of contractors).
- c) The level of service offered for stump removal is to grind stumps to a depth of 15 to 20 cm below grade and then fill excavation with topsoil then seed. Stumps will be included in the annual tree tender and not removed individually throughout the year.
- d) Wood from trees that are removed shall be offered first to the homeowner the tree abuts. If that homeowner doesn't want the wood then it will be taken to the Public Works Yard or other area to be disposed of. All wood taken by homeowners shall be for their own use and not for resale.
- e) Wood given to home-owners will be piled on their property. Staff will not go back to pick up logs once the home-owner has requested the wood.
- f) Entry onto private land to inspect trees and conduct tests on trees is allowed under the authority of Section 62 of the 2001 Municipal Act.
- g) Wood chips from chipping operations may be deposited on home-owners property when operations are carried out in close proximity.
- h) Brush and tree cleanup/removal after storms will only be carried out on Town owned trees. All brush from private trees is to be taken by the homeowner to the "Yard Waste & Brush Depot" (no curbside pickup).
- i) In cases where private trees fall on Town owned land and these trees cause a safety concern the portion of the tree causing the concern will be removed by Public Works

UTILITY CUT REPAIRS

Purpose

The purpose of this policy is to establish the level of service for utility cut repair.

Objective

- a) To ensure that utility cuts are repaired to the Town's standards.
- b) To ensure permission is granted to the utility company by the municipality to cut or excavate within the road allowance.
- c) To ensure the municipality has costs recovered for all time related to any such repairs.

Level of Service

- d) Anytime a utility repair is made within the road allowance the utility company will take out a "Road Allowance Excavation Permit" prior to the work. In cases of emergency repairs the utility company will take out a permit the first working day after the repair was made.
- e) All costs associated with the repair will be billed to the responsible utility.
- f) All repairs made will be carried out or arranged by the Ingersoll Public Works Department unless prior approval by the Manager of Public Works has been given.
- g) All compaction of backfill by the utility will be free of settlement for one year from the time of permanent asphalt surface repair. Any repairs required during this period will be billed to the utility responsible for the initial cut.
- h) Anytime a utility repair is made within the road allowance, the utility company will do so in accordance with By-Law No. 01-3975.
- i) Utility cuts will be repaired when appropriate materials are available.

WEATHER MONITORING

Purpose

The purpose of this policy is to establish the level of service for weather monitoring.

Objective

- 1) To ensure that weather monitoring reflects the Minimum Maintenance requirements of section 3.1 of the Minimum Maintenance Standards.

Level of Service

- 2) Weather monitoring will be conducted once (1) in a 24 hour period from May 1st through September 30th each year. From October 1st through April 30th each year, weather will be monitored three (3) times daily.
- 3) Public Works staff and supervisors will monitor weather electronically through the use of Value Added Weather Forecasting subscriptions. Forecasts are received four (4) times daily from Oct 1 until April 30 via email. The weather forecast will be used to determine if a patrol of representative roads is deemed necessary. Radio, television and internet weather forecasts will substitute subscription forecasts for the period of May 1st to September 31st
- 4) When a substantial probability of snow accumulation or ice formation on roadways is indicated as a result of weather monitoring, a patrol of representative roads will be deemed necessary.



DEPARTMENT: OPERATIONS

REPORT NO: OP-033-18

COUNCIL MEETING DATE: December 10, 2018

TITLE: Wellington Avenue Parking Restrictions Follow-up

OBJECTIVE

To follow up with Council on the parking restrictions proposed for Wellington Avenue.

BACKGROUND

At the November 12th, 2018 Council meeting, Council approved that No Parking on the north side of Wellington Avenue be bylawed at the next regular Council meeting.

ANALYSIS

After the November 12th Council meeting a notice indicating Council's decision was delivered to the residents of Wellington Avenue. As of this date the Town has received, two responses representing six residents in favour of the approved decision.

Public Works will also limit the signage for the street to two signs at the beginning and end of the street as requested by the residents.

RECOMMENDATION

THAT the Council for the Town of Ingersoll receives staff report OP-033-18 as information.

Prepared by: Sandra Lawson P.Eng., Town Engineer

Approved by: William Tigert, CAO



DEPARTMENT: OPERATIONS

REPORT NO: OP-034-18

COUNCIL MEETING DATE: December 10, 2018

TITLE: Transportation Management Committee

OBJECTIVE

To advise Council on traffic issues and to obtain Council's approval of parking changes to the Traffic and Parking By-law.

BACKGROUND

The Transportation Management Committee meets on a quarterly basis to discuss transportation and parking issues in the Town. The Committee met on November 15, 2018, and discussed the parking situation on Duke Street and Mason Drive.

ANALYSIS

Duke Street

At the November 15th meeting of the Transportation Management Committee, the Committee reviewed a request from a resident about the ambiguity of the present parking restrictions on Duke Street. Duke Street is a short, very narrow one way street with sidewalks and multiple driveways on both sides. It also has a community mailbox. Presently the west side of Duke Street is posted for no parking from King St W to Charles St W, and the east side has no parking 10 and 15 metres on each side of Duke Lane. The east side from King St W to Charles St W also has 3 hour restricted parking except from 3 a.m. to 6 a.m. when there is no parking allowed. Parking is also restricted nine metres from the end of the intersections of King Street W and Charles Street W.

The street is made up of single-family homes on the west side with ample driveway parking and commercial or multi-unit apartments on the east side with ample parking.

Because of the narrowness of the street, the Transportation Committee is recommending that No Parking be bylawed on both sides of the street. This would improve the safety on the street for the residents and remove the ambiguity of the parking restrictions presently on the street.

A notice indicating this recommendation was delivered to the residents of Duke Street on November 23, 2018. As of this date, the Town has received no comments.

Mason Drive

The Committee reviewed concerns raised by a number of residents on Mason Drive regarding the parking on the curve in front of 38 Mason Drive (see attached map). On the south side of the interior curve (abutting 45 Mason Drive) about halfway up the hill is a community mailbox and residents are parking on either side of the mailbox and also directly across the road in front of 38 Mason Drive. Because there are no sidewalks on the south side of Mason, residents are walking on the road to get to the mailbox and because of the parked cars are walking in the travel lane. Vehicles going around the curve in a westerly direction cannot see these pedestrians and because of the parked vehicles, are traveling in the middle of the road and are concerned with safety on this curve. The Transportation Committee is recommending that no parking be implemented on the interior portion of the curve on either side of the mailbox to improve sightlines for drivers and increase safety.

FINANCIAL IMPLICATIONS

The cost to install the No Parking signs on both streets is approximately \$450 and will come from the Public Works Operating budget.

RECOMMENDATION

THAT the Council for the Town of Ingersoll receives staff report OP-034-18 as information.

AND THAT No Parking on both sides be bylawed on Duke Street from King Street W to Charles Street W at the next regular Council meeting.

AND FURTHER THAT No Parking be bylawed 39 metres westerly and 25 metres southerly from the apex of the curve at 45 Mason Drive.

ATTACHMENTS

Mason Drive Map

Prepared by: Sandra Lawson P.Eng., Town Engineer

Approved by: William Tigert, CAO



DEPARTMENT: Treasury

REPORT NO: T-026-18

COUNCIL MEETING DATE: December 10, 2018

TITLE: Elimination of Non-Accountable Allowance for Municipal Officers

OBJECTIVE

The purpose of this report is to provide Council with information with respect to the elimination of the non-taxable allowance as of January 1, 2019, and get direction from Council with respect to the Council remuneration for the period 2019-2022.

BACKGROUND

Currently, Members of Town Council are receiving one-third of their remuneration as non-taxable benefits. The one-third tax-exempt status is a provision permitted and deemed by the Municipal Act, 2001 (the "Act") to be expenses incidental to the discharge of the member's duties as a Member of Council and therefore not subject to the statutory deduction of income tax.

In September 2017, a Staff report was brought forward advising the members of Council that effective January 1st, 2019, the one-third non-taxable allowance will be eliminated. The report illustrated the impact this change will have on the net pay of Council members. At that time Council received the report as information and no decision was made with respect to Council compensation.

Council members currently do not participate in the Ontario Municipal Employees Retirement System (OMERS) but have the option to do so. A council may choose to enroll all council members (including the head of council) or the head of council only. The council members, without the head of council, cannot participate in the OMERS Primary Plan. At the effective date of council participation, existing council members may individually elect to join the OMERS Primary Plan. A council member who does not join the OMERS Primary Plan on the effective date may choose to participate at a future date. Any new, future members of council must join the OMERS Primary Plan, provided the enrolment occurs no later than November 30 of the year of his/her 71st birthday.

ANALYSIS

It is up to the Town Council to decide how they will address these changes. Options to consider include the following:

Option 1: Status Quo – Maintain the same gross pay

Option 2: Compensating salary increase – Maintain after-tax compensation at 2018 levels

Option 3: Compensating salary increase – Partial compensation

This report illustrates the impact of options one and two on the Town and the members of Council.

As far as participation in OMERS the cost to the Town would be the matching of Councils' contributions to the plan. The impact on Council members would be contributions of 9% on taxable income.

The reality here is that elected officials will face some personal loss of after-tax income. Table 1 shows the impact of the removal of the one-third exemption with a sampling of various marginal tax rates. The salaries used are the 2018 rates for the members. The impact of this change is dependent on an individual's marginal tax rate. The marginal tax rates in the table do not include tax credits that are available for CPP/QPP or EI paid, low-income tax reductions or other tax credits. Nor do they include health or other premiums.

Table 1. Additional Tax Deductions based on individual's marginal tax rates.

		Mayor	Deputy-Mayor	Councilor
Total Annual Remuneration		\$29,680	\$21,715	\$13,864
Non-taxable Earnings		\$9,893	\$7,238	\$4,621
If 2019 Total Taxable Income is	2019 Marginal Tax Rates is	Additional Tax Deduction is		
first \$43,906	20.05%	\$1,984	\$1,451	\$927
over \$43,906 up to \$47,630	24.15%	2,389	1,748	1,116
over \$47,630 up to \$77,313	29.65%	2,933	2,146	1,370
over \$77,313 up to \$87,813	31.48%	3,114	2,279	1,455
over \$87,813 up to \$91,101	33.89%	3,353	2,453	1,566
over \$91,101 up to \$95,259	37.91%	3,751	2,744	1,752
over \$95,259 up to \$147,667	43.41%	4,295	3,142	2,006
Over \$147,667 up to \$150,000	46.41%	4,591	3,359	2,145

INTERDEPARTMENTAL IMPLICATIONS

None.

FINANCIAL IMPLICATIONS

The elimination of the one-third tax exemption, on its own, will impact the Town's finances. The Town will see an increase in employer premiums to CPP, EI, WSIB, and Employer Health Tax. The Town will no longer be able to claim an HST rebate on the one-third exemption. The council members' taxable income will also increase resulting in higher taxes and other source deductions (CPP and EI).

To be able to compare the effects of these changes, two options have been presented. Option one being fully taxable, no change in gross pay and option two fully taxable and adjust gross pay to maintain the same net pay. Each option contains the additional annual cost to the Town if the OMERS pension is considered. Both options are based on the 2018 compensation levels and do not include any provisions for COLA increases.

Option One: Fully Taxable Income – No change in gross pay.

Calculations show that removing the one-third tax exemption effectively reduces the net salary of the members and adds costs to the Town as follows:

Table 2. Same Gross Pay – Cost to Members

Option 1. Same Gross Pay – Cost to Members			
	Mayor	Deputy-Mayor	Councilor
2018 Annual taxable earnings	\$ 29,680	\$ 21,715	\$ 13,864
Deductions:			
Income Tax	(3,431)	(1,736)	(156)
CPP	(1,296)	(902)	(513)
Net pay - fully taxable income	24,9530	19,078	13,195
Net pay - 1/3 tax exemption	27,211	20,614	13,351
Difference in net pay compared to one-third exempt option	\$ (2,259)	\$ (1,536)	\$ (156)

Table 3. Same Gross Pay – Added Cost to the Town

Option 1. Same Gross Pay – Cost to Town			
	Mayor	Deputy-Mayor	5 Councilors
EHT	\$ 193	\$ 141	\$ 451
WSIB	302	221	705
Loss of GST/HST on one-third tax allowance			3,800
Total added cost to Town No OMERS			\$ 5,812
Cost of OMERS	2,671	1,954	6,239
Total added cost to Town incl. OMERS			\$ 16,676

Option Two: Fully Taxable Income – Same Net Pay

To compensate for added income tax and maintain the same net pay the wages would need to be increased as follows:

Table 4. Same Net Pay – Increase Wages

Option 2. Same Net Pay – Additional Salary			
	Mayor	Deputy-Mayor	Councilor
2018 Annual taxable earnings	\$ 29,680	\$ 21,715	\$ 13,864
Additional salary for equal net pay	2,963	2,187	205
Taxable earnings to achieve equal net pay	32,643	23,902	14,069
Deductions:			
Income Tax	(3,988)	(2,278)	(195)
CPP	(1,443)	(1,010)	(523)
Equal net pay	27,212	20,614	13,351

Total added financial cost of moving Council members to a fully taxable pay system and maintaining the same net income has the following budgetary impact:

Table 5. Same Net Pay – Added Cost to the Town

Option 2. Same Net Pay - Cost to Town			
	Mayor	Deputy-Mayor	5 Councilors
Salary Cost	\$ 2,963	\$ 2,187	\$ 1,025
CPP	147	108	51
EHT	251	184	471
WSIB	392	287	736
Loss of GST/HST on one-third tax allowance			3,800
Total added cost to Town No OMERS			\$ 12,601
Cost of OMERS	2,938	2,151	6,331
Total added cost to Town incl. OMERS			\$ 24,021

RECOMMENDATION

THAT Report No. T -26-2018 be received as information

AND THAT Council approves Option ___ for the upcoming Council remuneration and direct staff to bring forward a By-Law setting Council remuneration for 2019-2022.

ATTACHMENTS

2018 Council Compensation Summary - Oxford County Area Municipalities

Prepared by: Iryna Koval, Director of Finance, Treasurer

Approved by: William Tigert, CAO

Attachment 1

2018 Council Compensation Summary - Oxford County Area Municipalities

Table A: Annual Wages

	East Zorra-Tavistock	Blandford - Blenheim	Ingersoll	Norwich	South-West Oxford	Tillsonburg	Zorra
Mayor	\$19,332	\$21,350	\$29,680	\$23,695	\$14,040	\$38,200	\$25,199
Deputy Mayor	\$16,522	N/A	\$21,715	\$20,767	N/A	N/A	N/A
Councilor	\$13,708	\$14,307	\$13,864	\$17,568	\$11,160	\$17,700	\$15,390

Table B: Expenses for Conferences, Conventions, Seminars

	East Zorra-Tavistock	Blandford - Blenheim	Ingersoll	Norwich	South-West Oxford	Tillsonburg	Zorra
Per diem	\$223.75/day	N/A	\$150/day	Conference \$160/day Convention \$125/day	N/A	\$185/day	N/A
Meals	\$40/meal & \$75/ day	B\$10 L\$20, D\$30 or \$60/day	Covered by Per diem	Covered by Per diem	40\$/day	B\$20 L\$25 D\$50 /day	Actual Cost
Hotel	Actual Cost	Actual Cost	Actual Cost	Actual Cost	Actual Cost	Actual Cost	Actual Cost
Mileage Rate / km	\$0.55	\$0.55	\$0.54	\$0.54	\$0.50	\$0.52	\$0.55

Attachment 1 Cont'd

Table C: Other Benefit and Allowances

	East Zorra-Tavistock	Blandford - Blenheim	Ingersoll	Norwich	South-West Oxford	Tillsonburg	Zorra
Life Insurance	No	No	Covered	No	No	Covered	No
Dental and Extended Health	No	No	Covered	No	No	Covered	No
IT Equipment	Computers: Council Members Cell phone: Mayor	Council members: iPads & Cell Phones	Council members: Phones & Laptops	Council members: Laptops	iPads: Councilors Mayor: laptop & cell phone	Cell phones: Mayor & Deputy Mayor	Council members: Laptops & \$60 allowance per month



DEPARTMENT: TREASURY DEPARTMENT

REPORT NO: T-027-18

COUNCIL MEETING DATE: December 10, 2018

TITLE: Cancellation, Reduction, and Refund of Property Tax

OBJECTIVE

To seek Council's approval of applications received from property owners for the cancellation, reduction, and refund of property taxes in accordance with Sections 357/358 of the Municipal Act, 2001.

BACKGROUND

Sections 357/358 of the Municipal Act, 2001 specifically identify Council as having approval authority for the cancellation, reduction and refund of property taxes for specific situations with the following being the most common:

- Ceased to be liable to be taxed at rate it was taxed.
- The land became vacant during the year or prior year.
- Razed by fire, demolition or otherwise.
- Gross manifest clerical error.
- Repairs/renovations preventing normal use for a period of 3 months.

The applications are received by the Town then forwarded to the Municipal Property Assessment Corporation (MPAC) for review and determination of assessment reduction. Approved refunds are shared with the County, School Boards and Business Improvement Area.

ANALYSIS

The following properties received refunds under Sections 357/358 in 2018.

Tax Roll	Reason	Municipal	County	Education	Total
3218-010-010-22900	Fire	-\$684.81	-\$302.24	-\$128.36	-\$1,115.41
3218-030-065-17800	Pool Demolition	-\$89.84	-\$40.31	-\$17.29	-\$147.44
3218-030-065-17800	Tax Class Change	-\$138.43	-\$60.43	-\$25.50	-\$224.36
3218-020-030-11900	Tax Class Change	-\$197.40	-\$88.10	-\$283.73	-\$569.23
3218-030-070-17400	Tax Class Change	\$100.64	\$43.94	\$76.84	\$221.42
3218-030-065-11028	Removal of trailer	-\$801.02	-\$352.24	-\$515.26	-\$1,668.52
3218-020-040-02100	Demolition	-\$511.26	-\$223.20	-\$94.18	-\$828.64
3218-030-060-07700	Tax Class Change	-\$102.71	-\$44.84	-\$144.39	-\$291.94
3218-020-030-02900	Repairs / Renovations	-\$1,583.07	-\$691.11	-\$1,208.64	-\$3,482.82
3218-011-020-39700	Demolition	-\$143.21	-\$62.52	-\$26.38	-\$232.11
3218-020-040-17900	Tax Class Change	-\$114.53	-\$50.00	-\$210.09	-\$374.62
3218-010-010-01600	Tax Class Change	-\$7.44	-\$3.25	-\$10.54	-\$21.23
Total		-\$4,273.08	-\$1,874.30	-\$2,587.52	-\$8,734.90

INTERDEPARTMENTAL IMPLICATIONS

None

FINANCIAL IMPLICATIONS

Tax adjustments are anticipated and are included in the approved budgeted expenditure.

RECOMMENDATION

THAT the Council for the Town of Ingersoll receives Treasury Department Report T-027-18 titled Cancellation, Reduction, and Refund of Property Taxes as information.

AND FURTHER THAT Council approves the reduction of taxes on properties identified in this report pursuant to the Municipal Act 2001, Sections 357/358.

Prepared by: Iryna Koval, Director of Finance, Treasurer

Approved by: William Tigert, Chief Administrative Officer

Dear Mr Graves,

Mayor Comiskey suggested I send a letter to you about our issue. So I am writing you and the council to seek an exemption for the bylaw that prohibits my pet potbelly pigs from being on our premises. They have been a huge part of my life for the past 6 years and we do not want to let them go. They are loved pets in our household like any other pet would be. There was a complaint made against us, but only because of their presence. They are quiet and clean pets who are hardly noticeable unless you actually look for them. They do not smell and what little mess they make, is cleaned and freshened up daily. Just like any other pet. We want to be good neighbors and are willing to do whatever it takes to keep them and make everyone around them content or hardly aware that they are even there. We had a custom enclosure made for them in our already fenced in backyard. We also added more fencing to the back of our property in order to have even more privacy. Our intention in living in this neighborhood is to do so quietly, peacefully and without causing any trouble. Temperance is the pink potbelly and trots around with her best friend. Keeping her safe and warm. Doris is the black potbelly and she is 15 years old. She is also named after my grandmother. Potbellies only have a life span of about 12 years so she has exceeded the normal expectancy. Temperance and Doris are beloved members of the family and we implore you to please help us keep them in anyway you can. Whether it be an exemption or permit with a standard set for living arrangements for them. We are willing to do whatever it takes to keep them at our home.

Thank you,
Jocelyn Olson-Ewart
Ricky Byrd

12 Holcroft St E
705-348-1231

Here are a pictures of the pigs over the passed 6 years.





Dear Mayor and Members of Ingersoll City Council:

Thank you for your public service and welcome to the new 2018 City Council.

As a long time resident of Ingersoll , I am writing to you to ask for your assistance in ensuring that the pigs now being housed by my new neighbours in a back garden at 12 Holcroft right next to my home are no longer allowed, and are removed.

I respectfully ask that you **please vote against the 'variance' to animal by- laws** that is being brought to Council by the new residents of 12 Holcroft at the December 10th Council meeting.

I will be presenting a list of concerns from neighbours which include the following:

1. **Odours from the pigs**, especially during warm weather.
2. **Rat infestation** from related food storage.
3. Health concerns related to **pig feces**.

Please note:

- The pigs are housed in a shed within a few feet of other properties.
- The property at 12 Holcroft is also currently supporting three dogs and a cat in addition to the two pigs.
- The new residents of 12 Holcroft built the fence and pig pen with *no* reference to existing Ingersoll by-laws, and *no* conversation with us about their intentions.
- Our complaints were originally made to animal by- law officers at the fire station [October 30th] and on November 1st we were assured that the pigs were being 'rehomed'. This has not occurred, and the pigs are still in residence adjoining our property.
- We revisited the fire station December 3rd to further the complaint, and only by chance did we hear that the owners were now making a request to council for a variance to the animal by- law. Despite leaving our e-mail address and phone number we received no notification about this.

This situation is causing us some distress. **We ask for your help in ensuring that the residents of 12 Holcroft remove the pigs.**

We are happy to answer any questions about our concerns via e-mail [chartercarter@distributel.net] or telephone [519 485 5240] or following the council meeting on December 10th.

Thank you so much.

James and Sarah Carter
10 Holcroft Street East.
519 485 5240

PETITION

REMOVAL OF PIGS from PIG STY BUILT at 12 Holcroft

TO: MAYOR AND COUNCIL
TOWN OF INGERSOLL

Reason(s) and Nature of Petition:

RESIDENTS OF HOLCROFT ST. and ADJOINING PROPERTIES / STREET
CLOSE BY ASK THAT INGERSOLL TOWN COUNCIL
VOTE AGAINST "VARIANCE" TO ANIMAL BY LAW TO ALLOW
PIGS ON PROPERTY AT 12 HOLCROFT STREET EAST
WE HAVE CONCERNS ABOUT: ODOUR OF PIGS, RAT INFESTATION
RELATED TO FOOD STORAGE and HEALTH CONCERNS
RELATED TO PIG FECES.

* WE ASK THAT PIGS BE REMOVED and CURRENT BY LAWS
BE FOLLOWED.

Dated this 3rd day of December, 2018

NAME (print)	ADDRESS	SIGNATURE
Tracy Walther	3 Holcroft St E	Tracy Walther
Sabrina Johnson	8 Holcroft St E	Sabrina Johnson
MATT JOHNSON	8 HOLCROFT STE	mat johnson
Ted Hunt	6 Holcroft St E	Ted Hunt
Bonnie Hunt	6 Holcroft St E	Bonnie Hunt
Joe Webb	347 Thames S	Joe Webb
Lynn Webb	347 Thames S.	Lynn Webb
Andrea Kestle	1 CROSS ST	Andrea Kestle
Jonathan Kestle	1 Cross St.	Jonathan Kestle
Dom Riceuti	3 Cross St	Dom Riceuti
Pauline GREGOIRE	7 Cross St.	Pauline Gregoire
David GREGOIRE	7 CROSS ST	David Gregoire
MIKE JAMES	11 CROSS ST	Mike James
JESSICA QUESNEL	11 CROSS ST	Jessica Quesnel
Shawn McCreight	15 CROSS ST	Shawn McCreight
Janet Smith	26 Holcroft St. E	Janet Smith
Julie Papais	33 Holcroft St. E	Julie Papais

Removal of Pigs from #12 Holcroft. Page 2 of 2

NAME (print)	ADDRESS	SIGNATURE
JAMES CARTER	10 HOLCROFT	J. Carter
SARAH CARTER	10 HOLCROFT.	Sarah Carter
David V. Layone	9 Cross St	David Layone



**Corporation of the Town of Ingersoll
By-Law 18-5025**

Being a by-law to appoint a Committee of Adjustment

WHEREAS it is deemed expedient to appoint a Committee of Adjustment, as provided for in Section 44(1) of the Planning Act, R.S.O. 1990, c. P.13, as amended;

AND WHEREAS Section 44 (3) of the Planning Act, R.S.O. 1990, c. P.12, as amended states that the members of the committee who are not members of a municipal council shall hold office for the term of the council that appointed them and the members of the committee who are members of a municipal council shall be appointed annually;

AND WHEREAS the current appointment expired on November 30, 2018;

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

- (1) The Committee of Adjustment for the Corporation of the Town of Ingersoll shall have all statutory duties listed under Sections 44 and 45 of the Planning Act, R.S.O. 1990, Chapter P.13, as amended.
- (2) All members of Council shall be appointed to the Committee of Adjustment for a term to expire January 1, 2020.
- (3) The Mayor shall serve as Chairperson of the Committee of Adjustment and in their absence the Deputy Mayor shall serve as Chairperson.
- (4) A quorum, consisting of three (3) members appointed to this Committee, is required before a meeting of the Committee can begin.
- (5) In the conduct of Committee business, all members of the Committee shall have equal voting rights, including the Chairperson and shall abide by the Council Procedure By-law established for the conduct of meetings.
- (6) That this by-law come into effect on December 10, 2018;
- (7) That any by-law inconsistent with this by-law shall be hereby repealed.

READ a first and second time in Open Council this 10th day of December, 2018.

READ a third time in Open Council and passed this 10h day of December, 2018.

Edward (Ted) Comiskey, Mayor

Michael Graves, Clerk



**Corporation of the Town of Ingersoll
By-law 18-5026**

Being a by-law 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 (Wellington Avenue and Mason Drive)

WHEREAS Council adopted By-Law 06-4327 on the 16th day of October, 2006 for the governing and regulation of traffic and parking:

AND WHEREAS Council is desirous of amending the by-law:

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

- 1) **THAT Schedule "A" NO PARKING AT ANY TIME** be amended to include:

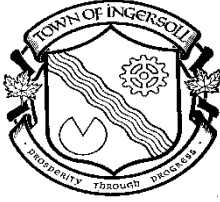
Highway	Side(s)	From	To
Wellington Avenue	North	Wellington Street	Dead end of Wellington Avenue
Mason Drive	South	39 metres westerly from the apex of the curve at 45 Mason Drive.	25 metres southerly from the apex of the curve at 45 Mason Drive.

READ a first and second time in Open Council this 10th day of December, 2018.

READ a third time in Open Council and passed this 10th day of December, 2018.

Edward (Ted) Comiskey, Mayor

Michael Graves, Clerk



**CORPORATION OF THE TOWN OF INGERSOLL
BY-LAW NO. 18-5027**

**Being a By-Law to appoint a Community Emergency Management Coordinator
and Deputy Community Emergency Management Coordinators**

WHEREAS Section 278 of the *Municipal Act* 2001 S.O. 2001 c. 25, as amended, defines an employee;

AND WHEREAS the *Emergency Management Act*, Section 9 allows for the emergency plan to authorize employees of a municipality to take action under the emergency plan where an emergency exists but has not yet been declared to exist; and to designate employees to be responsible for reviewing the emergency plan, training employees in their functions and implementing the emergency plan during an emergency;

AND WHEREAS the Council of the Corporation of the Town of Ingersoll has enacted By-law No. 03-4079 to establish an emergency management program;

AND WHEREAS Council desires to establish the positions of Community Emergency Management Coordinator and Deputy Community Emergency Management Coordinators;

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

- 1) That By-Law No. 14-4761 be hereby rescinded in their entirety;
- 2) That the appointments for Community Emergency Management Coordinator & Deputy Community Emergency Management Coordinators be as listed in Schedule A below:

Name	Position Appointed
John Holmes	Community Emergency Management Coordinator
Sandra Lawson	Deputy Community Emergency Management Coordinator
Ryan Baker	Deputy Community Emergency Management Coordinator

- 3) This by-law shall come into force and affect on the day of passing.

READ a first and second time in open Council this 10th day of December, 2018.

READ a third time and finally passed in Open Council this 10th day of December, 2018.

Edward (Ted) Comiskey, Mayor

Michael Graves, Clerk



**Corporation of the Town of Ingersoll
By-Law 18-5028**

**A bylaw to adopt and confirm all actions and proceedings of the Council of the
Town of Ingersoll at the Council meeting held on December 10, 2018**

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 December 10, 2018, 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 10th day of December, 2018.

READ a third time in Open Council and passed this 10th day of December 2018.

Edward (Ted) Comiskey, Mayor

Michael Graves, Clerk