



**Corporation of the Town of Ingersoll
Council Agenda
Regular Meeting of Council
Town Centre
via Video Conference
Tuesday, April 14, 2020, 6:00 p.m.**

Call to Order

Disclosures of Pecuniary Interest

Closed Session Reporting

Council went into closed session on March 9, 2020 regarding:-

- 1) Section 239 (2) (h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them. Council received as information.
- 2) (f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose. Council received as information.

Minutes of Council Meetings

- 1) Minutes of Regular Council Meeting [March 9, 2020](#)
- 2) Minutes of Special Council Meeting on [March 13, 2020](#)
- 3) Minutes of Special Council Meeting 1 on [March 27, 2020](#)
- 4) Minutes of Special Council Meeting 2 on [March 27, 2020](#)

Special Staff Reports

- 1) Delay in Minor Variance Process [C-016-20](#)
- 2) Fusion United Way Funding Allocation [CS-006-20](#)
- 3) Fusion Roof Replacement [CS-007-20](#)
- 4) Cancellation of Interest and Penalties on property tax arrears
Due to COVID-19 and other financial relief measures [T-010-20](#)
- 5) Development Charge Reserve Fund Statement [T-011-20](#)
- 6) Amended 2019 Council Remuneration and Expense Report [T-012-20](#)

Discussion Item

- 1) COVID-19 Update
- 2) Parking in Downtown Core
- 3) [CS -2020-11](#) County Council Composition Review

Consideration of By-Laws

- 1) [By-Law 20-5091](#) – 2020 Interim Tax Levy
- 2) [By-Law 20-5092](#) – Borrowing By-law
- 3) [By-Law 20-5093](#) – April Confirmation By-Law

Upcoming Council Meetings

Regular Meeting of Council
Monday May 11, 2020, 6:00 p.m.
Town Centre, Council Chambers

Council Committee Meetings

**PLEASE NOTE: NON ESSENTIAL COMMITTEE MEETINGS
ARE PRESENTLY ON HOLD**

Adjournment



**Corporation of the Town of Ingersoll
Regular Council Meeting Minutes
Town Centre, Council Chambers
Monday March 9, 2020
Open Session, 6:00 p.m.**

Council Members Present:

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

Staff Present:

William Tigert, Chief Administrative Officer
Michael Graves, Director of Corporate Services/Clerk-Deputy CAO
John Holmes, Fire Chief
Kyle Stefanovic, Director of Community Services
Shannon Vanderydt, Chief Building Official
Ramesh Ummat, Town Engineer and Director of Operations

Staff Member Regrets:

Iryna Koval, Director of Finance/Treasurer

Media Present:

Rogers TV

Call to Order

Mayor Comiskey is in the chair and opens this meeting of Council at 6:00 p.m.

Disclosures of Pecuniary Interest

Deputy Mayor Freeman declares a pecuniary interest Committee of Adjustment-Planners report for A-01-20. The general nature of the pecuniary interest being "The applicant is a client"

Closed Session Reporting

Council went into closed session on February 10, 2019 regarding:-

- 1) Section 239 (3.1) educational or training sessions – Update from Tetrattech and Arcadis on EA process, and commenting period. Council received information
- 2) Section 239 (2) (f) Advice that is subject to solicitor-client Privilege, including communications necessary for that purpose. Council received information
- 3) Section 239 (3.1) educational or training sessions. Council received information.

Consent Agenda

Moved by Councillor Lesser; seconded by Councillor Petrie

C20-03-055 THAT the items contained in the March 9, 2020 Consent Agenda be adopted.

CARRIED

Resolution – Committee of the Whole

Moved by Councillor Petrie; seconded by Councillor Lesser

C20-03-056 THAT Council do now go into Committee of the Whole.

Council in Committee of the Whole, Councillor Van Kooten Bossence in the Chair.

CARRIED

Council Minutes

Moved by Councillor Petrie; seconded by Councillor Lesser

C20-03-0057 THAT the minutes from the February 6, 2020 Special Meeting of Council be adopted as presented.

CARRIED

Moved by Councillor Eus; seconded by Councillor Bowman

C20-03-058 THAT the minutes from the February 10, 2020 Special Meeting of Council be adopted as presented.

CARRIED

Special Staff Reports

1) Code of Conduct – C-012-20

Moved by Deputy Mayor Freeman; seconded by Councillor Bowman

C20-03-059 THAT staff report C-012-20 be received by the Council for the Town of Ingersoll as information.

AND THAT Council brings forward the Code of Conduct update as a By-Law for consideration.

CARRIED

2) BIA Carnival – A-009-20

Moved by Councillor Lesser; seconded by Councillor Petrie

C20-03-060 THAT THE COUNCIL OF THE CORPORATION OF THE TOWN OF INGERSOLL receives report numbered A-009-20 as information:

AND FURTHER THAT Council supports the BIA's Downtown Carnival to take place from July 16 to July 19th, 2020.

AND FURTHER THAT Council approves the closure of St. Andrew Street from Mutual Street to the bridge near the Ingersoll District Memorial Centre.

AND FURTHER THAT Council permits housing/parking by D.A. Campbell Amusements staff in the Municipal parking lot at 31 Charles St E (near the arena) from Sunday July 12 to Monday July 20th, 2020.

AND FURTHER THAT Council permits parking on streets that allow Sunday parking for the duration of the Carnival.

AND FURTHER THAT Council permits parking on both sides of Janes Road for the duration of the Carnival.

CARRIED

3) Community Based Strategic Planning Report – A-010-20

Moved by Councillor Petrie; seconded by Councillor Lesser

C20-03-061 THAT the Council of the Corporation of the Town of Ingersoll receives report numbered A-010- 20 as information;

And Further Council direct staff to make any changes it deems necessary in the actual RFP document and ensure adequate circulation to interested parties;

And further that review the submissions received with recommendations to Council as a whole

CARRIED

4) Appointments to Municipal Heritage Committee – C-008-20

Moved by Councillor Eus; seconded by Councillor Bowman

C20-03-62 THAT Staff report C-008-20 be received by the Council of the Corporation of the Town of Ingersoll as information;

AND THAT Council of the Town of Ingersoll bring forward a By-Law for consideration to make the following appointments for the 2018 to 2022 term of Council;

Ingersoll Municipal Heritage Committee: Tom Mayberry and Sylvia Mayberry

AND FURTHER THAT the existing members of various boards and committees continue as appointees to the boards and committees until such a time as new appointments are made.

CARRIED

5) Request for Variance to Dog By Law – C009-20

Moved by Councillor Bowman; seconded by Councillor Eus

C20-03-63 THAT staff report C-009-20 be received by the Council for the Town of Ingersoll as information.

AND THAT Council approves the exemption to By-law No. 01-3989 to allow three dogs temporarily on the premise of 13 Mason Drive, subject to the applicants, Teresa Parsons entering into an agreement including the conditions detailed in this report

CARRIED

6) Fees for Inter Community Transit Services – C-010-20

Moved by Deputy Mayor Freeman; seconded by Councillor Bowman

C20-03-064 THAT staff report C-10-20 be received by the Council for the Town of Ingersoll as information.

AND THAT Council hereby consents that the Town of Tillsonburg operates an inter-community transit service within the boundary of the Town of Ingersoll and charges the appropriate fees for the said service as per the Town of Tillsonburg TGo Fare Policy

CARRIED

7) Animal control contract Extension – C-011-20

Moved Councillor Lesser; seconded by Councillor Petrie

C20-03-065 THAT Council of the Town of Ingersoll agrees to extend the contract with Hillside Kennels Animal Control Ltd. for the provision of Animal Control in the Town of

Ingersoll for a further three years until December 31, 2022 with the only increase being in the callout fee going from \$115 to \$120.

CARRIED

8) EV Charging Stations Incentives - CS-005-20

Moved by Councillor Petrie; seconded by Councillor Lesser

C20-03-66 THAT the council for the Town of Ingersoll receives report CS-005-20 as information and That the Council for the Town of Ingersoll approves the purchase and installation of 5 EV charge stations on the condition THAT the minimum 20 units is achieved with fellow Oxford County Municipalities

CARRIED

9) Harrisview Phase II Assumptions – OP-004-20

Moved by Councillor Eus; seconded by Councillor Bowman

C20-03-67 THAT report Number OP-004-20 be received for information; and

FURTHER THAT Council assumes the subdivision known as Harrisview Phase II of Sifton Properties, effective March 9, 2020 and that Engineering Services notify all parties involved with the subdivision agreement

CARRIED

9) 2019 Transfer of Funds to Reserves – T-006-20

Moved by Councillor Bowman; seconded by Councillor Eus

C20-03-68 THAT the Council for the Town of Ingersoll receives as information Report T-006-20.

AND THAT Council approve allocation of the part of the 2019 operating surplus as follows:

- a) A transfer of \$14,716.00 into the Unfinanced Industrial Lands Reserve
- b) A transfer of \$ 29,800.00 into the Legal Reserve
- c) A transfer of \$8,000.00 into the Heritage Designation Reserve
- d) A transfer of \$602,976.00 into the Modernization Reserve
- e) A transfer of \$134,461.00 into the Building Inspection Reserve
- f) A transfer of \$40,903.00 into the Museum Reserve
- g) A transfer of \$34,250.00 into the Community Improvement Reserve

CARRIED

10) Development Charges Indexing – T-007-20

Moved by Deputy Mayor Freeman; seconded by Councillor Bowman

C20-03-69 THAT the Council for the Town of Ingersoll approve the Development Charge indexing of 2.9% effective April 1, 2020 in accordance with the Development Charges By-law #19-5057.

CARRIED

11) 2019 Council Remuneration Report – T-008-20

Moved by Councillor Lesser; seconded by Councillor Petrie

C20-03-70 THAT Report No. T-008-20 Council Remuneration and expenses for the year ended December 31, 2019 be deferred until April 2020 meeting of Council.

CARRIED

Committee of Adjustment

Deputy Mayor Freeman declaring a pecuniary interest on Committee of adjustment Planners Report for A-01-20, and left the meeting prior to the Council discussion regarding the report.

Moved by Councillor Eus; seconded by Councillor Bowman

C20-03-71 THAT the Council of the Town of Ingersoll adjourns the March 9, 2020 Regular Meeting of Council at 7:17 p.m. to go into a Committee of Adjustment meeting to consider the following Minor Variance application:

- A-01-20, Don Henderson, Tunis / Martha Street

CARRIED

Moved by Councillor Bowman; seconded by Councillor Eus

C20-03-72 THAT the Town of Ingersoll Committee of Adjustment **approve** Application File A-01-20, submitted by Donald Henderson for lands described as Part Lot 6, Block 57 & Part of Martha St. Plan 279, in the Town of Ingersoll, as it relates to:

1. Relief from **Section 6.2 – Zone Provisions, Rear Yard, Minimum Depth**; to reduce the minimum required rear yard depth from 7.5 m (24.6 ft.) to 1.83 m (6 ft.) to accommodate the construction of a single-detached dwelling comprising approximately 101.7 m² (1,095 ft²), with an attached garage, subject to the following conditions:
 - a) that a \$5000 grading deposit is submitted to the Town, to be held until the proposed grading plan submitted with building permit is finalized after construction;
 - b) that the proposed dwelling be limited to one-storey in height;

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

The proposed relief is a minor variance from the provisions of the Town of Ingersoll Zoning By-law in that the relief is not anticipated to impact on the private amenity space provided on the subject lands and also provides adequate separation from buildings on adjacent properties and access to allow for proper lot grading and drainage;

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

The proposed relief maintains the general intent and purpose of the Town’s Zoning By-law as the development is generally in keeping with the provisions of the ‘R1’ zone; and

The relief maintains the intent and purpose of the Official Plan as the proposed single detached dwelling is a form of residential development contemplated by the Official Plan.

A recorded vote was held

YEAS	RECORDED VOTE 2020	NAYS
✓	Councillor Kristy Van Kooten-Bossence	
	Councillor Michael Bowman	✓
✓	Councillor Rick Eus	
	Councillor Gordon Lesser	✓
✓	Councillor Brian Petrie	
✓	Mayor Ted Comiskey	
4	TOTALS	2

CARRIED by 4 votes to 2

Moved by Councillor Lesser; seconded by Councillor Petrie

C20-03-73 THAT March 9, 2020 Regular Council meeting come back into order.

CARRIED

Deputy Mayor Freeman returned to the meeting.

Delegations and Presentations

Correspondence and Resolution

Letter from Darren fry of Walker Environmental

Moved by Councillor Petrie; seconded by Councillor Lesser

C20-03-073 THAT The letter from Daren Fry of Walker Environmental dated February 26, 2020 be received as information

And further, where Walker Environmental Group (WEG) has established a timeline for comments to be received on its Draft Environmental Assessment (EA);

And Whereas the Draft EA is a detailed and comprehensive document that was over a year and a half in drafting by WEG;

And whereas it would be reasonable to allow for a fulsome and comprehensive review of said document by all interested parties;

And whereas the very nature of the Human Health Risk Assessment for the EA is such that the results from the other studies, including but not limited to, the air quality and noise components review;

And Whereas the Human Health Risk Assessment is the last component in the review process, it would not be unreasonable to provide a longer review period to do a complete review;

Now Therefore the Council for the Corporation of the Town of Ingersoll request that the Walker Environment Group agree to extending the review period to July 31st 2020, at a minimum, to ensure all aspects of the draft EA can be reviewed in a comprehensive manner with all comments submitted

CARRIED

Consideration By-Laws

Moved by Councillor Eus; seconded by Councillor Bowman

C20-03-074 THAT the mover have leave to introduce and go into Committee of the Whole on the following by- laws:

- 1) [By-Law 20-5086](#) – Appointment to Municipal Heritage Committee
- 2) [By-Law 20-5087](#) - Harrisview Phase II Assumptions
- 3) [By-Law 20-5088](#) – March Confirmation By-Law

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

CARRIED

Moved by Councillor Bowman; seconded by Councillor Eus

C20-03-075 THAT the Committee do now rise out of Committee of the Whole.

CARRIED

Moved by Deputy Mayor Freeman; seconded by Councillor Bowman

20-03-076 THAT by-laws 20-5086 to 20-5088 be now read a third time, passed, signed and sealed and that this constitutes the third reading of the by-laws.

CARRIED

20-03-077 Whereas in 2003 the Corporation of the Town of Ingersoll contracted with the Ontario Provincial Police to provide law enforcement, replacing the Town's municipal force;

And whereas the Town at that time was in agreement that no services would be lost and the level of service would not be compromised;

And whereas over the last 17 or so years through many contracts, the level of service has proven to be adequate on paper but not the level of service originally negotiated; And whereas the Province is currently considering the elimination of the Town of Ingersoll Police Services Board and creating a single board for the entire detachment thus expanding even further the distance between the Town's needs and the implementing of service;

And whereas to keep our cost down the town has had to reduce the level of service;

And whereas the Town would like to maintain control over local policing;

And whereas the Town would like to have more input into community safety and local needs;

And whereas the Town would like to provide a service which would be more reactive to local needs;

And whereas since the contract renewal is upon us it would be prudent to review alternative policing options from a cost perspective;

And whereas the Town would like to have the Police of Ingersoll have a stronger sense of community and community visibility;

Therefore, a request be put forward to have up to \$30,000.00 taken from reserves in 2020 to implement a study in researching the best policing option for the Town of Ingersoll.

DEFEATED

Moved by Mayor Comiskey; seconded by Councillor Van Kooten Bossence

C20-03-078 THAT Staff be directed to include an addition to the Strategic plan RFP that says: one of the concerns of the community is about policing the Strategic Plan should focus on gathering the input from the community that draws out the communities input about their satisfaction with the level of service with the Police

CARRIED

Upcoming Council Meetings

Regular Meeting of Council
TUESDAY, April 14, 2020, 6:00 p.m.
Town Centre, Council Chambers

Closed Session

Moved by Councillor Petrie; seconded by Councillor Lesser

C20-03-078 THAT Council do now go into a Closed Meeting at 9:07p.m. pursuant to Section 239 (2) of the *Municipal Act, 2001*, as amended to discuss the following matters:

- 1) Minutes of Closed Session on February 10, 2020
- 2) Section 239 (2) (h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them.
- 3) (f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose

CARRIED

Moved by Councillor Eus; seconded by Councillor Bowman

C20-03-079 THAT the minutes from the closed session meeting on February 10, 2020 be adopted as presented

CARRIED

Moved by Councillor Bowman; seconded by Councillor Eus

C20-03-080 THAT Council do now rise out of the Closed Session meeting at 8:17 p.m.

Adjournment

Moved by Deputy Mayor Freeman; seconded by Mayor Comiskey

C20-03-081 THAT the Council for the Corporation of the Town of Ingersoll adjourns the March 9, 2020 Regular Meeting of Council at 9:18 p.m.

CARRIED

Edward (Ted) Comiskey, Mayor

Michael Graves, Clerk



**Corporation of the Town of Ingersoll
Special Council Meeting Minutes
Town Centre, Council Chambers
Friday, March 13, 2020
Open Session, 4:00 p.m.**

Council Members Present:

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

Staff Present:

William Tigert, Chief Administrative Officer
Michael Graves, Clerk/ Deputy CAO
John Holmes, Fire Chief
Iryna Koval, Director of Finance/Treasurer
Kyle Stefanovic, Director of Community Services
Shannon Vanderydt, Chief Building Official
Ramesh Ummat, Town Engineer and Director of Operations

Media Present:

None

Call to Order

Mayor Comiskey is in the chair and opens this meeting of Council at 4:00 p.m.

Disclosures of Pecuniary Interest

None declared.

Budget Consideration

Moved by Mayor Comiskey; Seconded by Deputy Mayor Freeman

C20-03-082 THAT Council direct staff to proceed to leave facilities open as of March 13, 2020

AND THAT staff be delegated responsibility to determine if services should remain open if advice from public health changes for the COVID pandemic.

CARRIED

Upcoming Council Meetings

Regular Meeting of Council
Monday, April 14, 2020, 6:00 p.m.
Town Centre, Council Chambers

Closed Session

Adjournment

Moved by Councillor Lesser; Seconded by Councillor Van Kooten Bossence

C20-03-083 THAT the Council for the Town of Ingersoll adjourns the March 13, 2020 Special Meeting of Council at 4:48 p.m.

CARRIED

Edward (Ted) Comiskey, Mayor

Michael Graves, Clerk



**Corporation of the Town of Ingersoll
Special Council Meeting Minutes
Town Centre, Council Chambers
Friday, March 27, 2020
Open Session, 1:00 p.m.
Teleconference
Meeting 1**

Present at the meeting:

Council Members:

Mayor Comiskey

Staff Present:

William Tigert, Chief Administrative Officer

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

Via Teleconference:

Council:

Freeman, Eus, Van Kooten-Bossence, Lesser, and Petrie

Staff:

John Holmes, Fire Chief

Kyle Stefanovic, Director of Community Services

Shannon Vanderydt, Chief Building Official

Ramesh Ummat, Town Engineer and Director of Operations

Call to Order

Mayor Comiskey is in the chair and opens this meeting of Council at 1:00 p.m.

Disclosures of Pecuniary Interest

None Disclosed

Special Staff Reports

- 1) C-015-20 Amend Procedure By-law to allow electronic participation during emergencies

Moved by Deputy Mayor Freeman; seconded by Councillor Bowman

C20-03-084 THAT staff report C-015-20 be received by the Council for the Town of Ingersoll as information.

AND THAT as per section 2.6 of the Procedure By-law 15-4803 Council temporarily suspend the rules of procedure to allow the adoption of an amendment to the procedure by-law to allow Council members to participate in Council meetings electronically during a declared emergency;

AND THAT a by-law be brought forward to amend the procedure by-law as outlined in report C-015-20 for Council consideration.

CARRIED

Consideration By-Laws

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

C20-03-085 THAT the mover have leave to introduce and go into Committee of the Whole on the following by- laws:

- 1) [By-Law 20-5090](#) – Amendment to the Procedure By-law

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

CARRIED

Moved by Councillor Lesser; seconded by Councillor Eus

C20-03-086 THAT the Committee do now rise out of Committee of the Whole.

CARRIED

Moved by Deputy Mayor Freeman; seconded by Councillor Bowman

C20-03-087 THAT by-law 20-5090 be now read a third time, passed, signed and sealed and that this constitutes the third reading of the by-laws.

CARRIED

Upcoming Council Meetings

Regular Meeting of Council
TUESDAY, April 14, 2020, 6:00 p.m.
Town Centre, Council Chambers

Adjournment

Moved by Councillor Bowman; seconded by Councillor Lesser

C20-03-088 THAT the Council for the Corporation of the Town of Ingersoll adjourns the March 27, 2020 Special Meeting of Council at 1:09 p.m.

CARRIED

Edward (Ted) Comiskey, Mayor

Michael Graves, Clerk



**Corporation of the Town of Ingersoll
Special Council Meeting Minutes
Town Centre, Council Chambers
Friday, March 27, 2020
Open Session, 1:00 p.m.
Via Teleconference
Meeting 2**

Present at the meeting:

Council Members:

Mayor Comiskey

Staff Present:

William Tigert, Chief Administrative Officer

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

Via Teleconference:

Council:

Freeman, Eus, Van Kooten-Bossence, Lesser, and Petrie

Staff:

John Holmes, Fire Chief

Kyle Stefanovic, Director of Community Services

Shannon Vanderydt, Chief Building Official

Ramesh Ummat, Town Engineer and Director of Operations

Call to Order

Mayor Comiskey is in the chair and opens this meeting of Council at 1:10 p.m.

Disclosures of Pecuniary Interest

None Disclosed

Special Staff Reports

1) To update on actions taken and planned in response to COVID-19 Pandemic

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

C20-03-89 THAT the update on actions taken and planned in response to COVID-19 Pandemic be received by Council for the Town of Ingersoll as information.

CARRIED

Upcoming Council Meetings

Regular Meeting of Council
TUESDAY, April 14, 2020, 6:00 p.m.
Town Centre, Council Chambers

Adjournment

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

C20-03-090 THAT the Council for the Corporation of the Town of Ingersoll adjourns the March 27, 2020 Special Meeting of Council at 1:45 p.m.

CARRIED

Edward (Ted) Comiskey, Mayor

Michael Graves, Clerk



Department: Clerk's Department

Report Number: C-016-20

Council Meeting Date: April 14, 2020

Title: Delay in Minor Variance Process

Objective

To advise Council of a pause in the Minor Variance Process due to the COVID-19 situation.

Background

Since the COVID-19 outbreak the LPAT has taken a pause in all services and has sent the attached letter advising of the effects of this.

The Committee of Adjustment considered the Minor Variance for A-01-20 at its March 9, 2020 Council meeting and approved the variance. Notices were sent out to the applicant and all interested parties with an appeal deadline of March 29, 2020.

However, the 20-day time to appeal was suspended effective March 16, 2020. Ontario Regulation 73/20 made pursuant to the *Emergency Management and Civil Protection Act* provides as follows:

1. Any provision of any statute, regulation, rule, by-law or order of the Government of Ontario establishing any limitation period shall be suspended for the duration of the emergency, and the suspension shall be retroactive to Monday, March 16, 2020.
2. Any provision of any statute, regulation, rule, by-law or order of the Government of Ontario establishing any period of time within which any step must be taken in any proceeding in Ontario, including any intended proceeding, shall, subject to the discretion of the court, tribunal or other decision-maker responsible for the proceeding, be suspended for the duration of the emergency, and the suspension shall be retroactive to Monday, March 16, 2020.

Therefore, the running of the time to appeal the decision to LPAT has been suspended effective March 16, 2020, before the expiry of the 20-day appeal period (30 March 2020). Correspondingly, the Town should not issue a Notice of No Appeal.

To date no appeals have been received.

Analysis

Council will see the attached letter from the Deputy Registrar of the LPAT regarding the Adjournment of Hearing Events – Suspension of Timelines. In order to ensure staff were understanding the information from the LPAT properly in this, a very unique case, staff sought a legal opinion which confirmed the suspension of timelines.

As such this variance will not be able to be completed until services of the LPAT resume.

Interdepartmental Implications

N/A.

Financial Implications

N/A

Recommendation

THAT staff report C-016-20 be received by the Council for the Town of Ingersoll as information.

Attachments

Deputy Registrar of the LPAT regarding the Adjournment of Hearing Events – Suspension of Timelines.

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

Approved by: William Tigert, Chief Administrative Officer

**Environment and Land Tribunals
Ontario**

Local Planning Appeal Tribunal

655 Bay Street, Suite 1500
Toronto ON M5G 1E5
Telephone: (416) 212-6349
Toll Free: 1-866-448-2248
Website: www.elto.gov.on.ca

**Tribunaux de l'environnement et de
l'aménagement du territoire Ontario**

Tribunal d'appel de l'aménagement
local

655 rue Bay, suite 1500
Toronto ON M5G 1E5
Téléphone: (416) 212-6349
Sans Frais: 1-866-448-2248
Site Web: www.elto.gov.on.ca



March 24, 2020

Via Email

Subject: Adjournment of Hearing Events – Suspension of Timelines

The Government of Ontario passed an Emergency Order (O.Reg. 73/20) under the *Emergency Management and Civil Protection Act*. This Order is retroactive to March 16, 2020, and will affect proceedings before the Local Planning Appeal Tribunal in the following ways:

- The Tribunal will not schedule any hearing events, including in-person, written, or teleconference hearings, while this Emergency Order is in effect. Accordingly, notice of hearing events will not be provided or directed.
- All hearing events scheduled in the Tribunal's hearing calendar between the effective date of the Emergency Order and June 30, 2020 will be adjourned to a future date. The Tribunal will revisit and reconsider this three-month period as the circumstances change.
- All timelines within which any step must be taken in a proceeding before the Tribunal, including timelines established in the Tribunal's procedural orders are suspended for the duration of the Order.
- Any period of time for a person to initiate a proceeding with the Tribunal, or take a step in the proceeding, as set out in a statute, regulation or Tribunal Rule is suspended by O. Reg. 73/20 for the duration of this Order.

If your appeal involved a procedural order that prescribes timelines related to exchange of witness statements, meeting of experts, or similar directions, these timelines are now suspended. Postponed hearing events will be rescheduled in the near future.

At this time, LPAT's front counter remains closed, and mail of any type (courier, Canada Post) cannot be received. Please continue to check our [website](#) for future updates.

Sincerely;

Evelyn Dawes
Deputy Registrar, LPAT



Department: Community Services – Fusion Youth Centre

Report Number: CS-006-20

Council Meeting Date: April 14, 2020

Title: Fusion United Way Funding Allocation

Objective

To provide council with information that the United Way of Oxford's has provided confirmation that they will not fund the Fusion Centre during its closure due to the Covid-19 Outbreak.

Background

For the past 8 years the United Way of Oxford has provided funding to the Fusion Youth Centre. United Way funding has been extremely important to the long term sustainability and success of the Fusion Centre.

Analysis

A few weeks ago the Town had been notified by the Executive Director of United Way Oxford notified with all of the other organizations that were confirmed to receive funding as anticipated for the new funding year beginning in mid-April as per their usual practice.

Fusion once again was receiving multi-year funding. On April 1, 2020 United Way contacted the Fusion Manger via telephone and confirmed that unfortunately, due to the constantly evolving situation and as more information continually became available, they had to make adaptive decisions.

Therefore as of April 2, 2020 the United Way will not fund any monthly allocation for programs that are not currently running. Any dollars that would have been allocated to those programs will be re-directed to support group's providing support for immediate

needs. That's redistribution will continue as long as necessary to help the most vulnerable in Oxford County. United Way advised that additional revisions to funding are very likely to happen over the coming weeks and months.

United Way will be making difficult decisions that could have a negative impact on a funding partner such as Fusion. It was stressed that the United Ways first priority must be to ensure that adequate community supports are available for immediate access. That will be the foundation for all decisions for all decisions in the foreseeable future.

Following the COVID-19 outbreak, United Way volunteer's will be re-convening to review and re-evaluate existing funding agreements. The United Way volunteers will be reviewing the community priorities at that time and determining identified gaps and required services; and compare how there previously agreed upon funded programs match those updated needs. They will also take into account United Way's remaining dollars available for distribution, and ultimately make new funding recommendations as necessary. United Way of Oxford's commitment is to keep funding partners informed as they move forward.

Financial Implications

On November 18, 2019 The United way Community Impact Application was submitted. The multi- year funding request (3years) total dollar amount requested was \$216,000.00 to break that down further

Number of funding years requested (3)

Dollar amount requested Year 1 (2019-2020) 72,000.00

Dollar amount requested Year 2 (2020-2021) 72,000.00

Dollar amount requested Year 3 (2021-2022) 72,000.00

At this current time United Way Oxford had not disclosed if the total dollar amount requested was approved for the multi-year funding. It was confirmed that Fusion was going to be funded again, but the allocated amount was not disclosed. The funding announcements was scheduled for mid-April 2020.

Council is aware that with the cessation of programing, there will be savings realized in both human resources and programing costs. It is hoped that with the closure of the program expenses will be reduced to offset, if not completely, at least significantly by the shortfall in funding revenues.

Recommendation

That the Council for the Corporation of the Town of Ingersoll receives report CS-006-20 as information.

Attachments

None

Prepared by: Craig Boddy, Fusion Manager
Kyle Stefanovic, Director of Community Services
Approved by: William Tigert, Chief Administrative Officer.



Department: Community Services

Report Number: CS-007-20

Council Meeting Date: April 13th 2020

Title: Fusion Roof Replacement

Objective

To provide Council with information regarding the tenders that were received for the Fusion roof capital project

Background

Before tender request were solicited, it was noted that roof Sections A & B needed restoration and Section C needed a full replacement. As part of our annual roof inspection it was noted that Section B actually needed a full replacement and could not be restored. As a result the tenders we received are for restoration of Section A and full replacement of Section B & C

Analysis

We received 7 tenders from various roofing companies with varying prices, those prices are below:

Contractor	20 Year	25 Year	30 Year
Smith Peat	\$370,305.40	\$421,217.40	\$474,922.40
Atlas Apex	\$535,917.95	\$565,790.95	\$620,411.95
H&N Roofing	\$388,834.70	\$414,368.70	\$475,342.70
Semple Gooder	\$361,972.45	\$385,955.45	\$467,653.45
BML Roofing	\$425,289.50	\$455,463.50	\$511,292.50
Nedlaw Roofing	\$588,536.80	\$614,836.80	\$683,636.80
LaFleche	\$420,744.00	\$451,744.00	\$504,744.00

Council had budgeted \$225,000 for this project which was in line with the restoration and replacements that were required at budget time. After learning with more detailed review that Section B needed a full replacement and could not be restored, prices increased significantly. The tender was specifically wrote so that it could break out roof sections if needed.

Section B is in worse condition than sections A and C so to remain in budget staff are recommending that we complete section B this year and then add sections A and C to the 2021 capital budget and re tender those section in 2021

Below is a breakdown of the two lowest bids for Section B of the Fusion Roof.

Section B

Smith Peat Section B - 20 Year - \$192,410
Semple Gooder Section B- 20 year- \$204,290.00

Smith Peat Section B- 25 Year - \$207,128
Semple Gooder Section B -25 year-\$219,857.00

Smith Peat Section B -30 Year - \$239,473
Semple Gooder Section B - 30 year- \$271,640.00

In summary as you can see although Semple Gooders bid was cheaper for all roof sections Smith Peat is actually the lowest bidder for Section B and as a result staff are recommending to award Section B to Smith Peat Roofing.

Financial Implications

Staff is recommended that Council approve Smith Peats 25 year replacement of **Section B** at a cost of **\$207,128**

Staff will need to revisit the 2021 and future year projects and re prioritize them to free up some money to pay for the replacement of section A and C in 2021. This updated capital forecast can be reviewed and approved along with the 2021 budget process.

Recommendation

That the Council of the Corporation of the Town of Ingersoll receives report numbered CS-007-20 as information;

And further that Council authorize the proceeding of the Fusion Roof repair Section B at a cost of \$207,128 in the current fiscal year for the 25 year guarantee;

And further that Staff review and present a revised 10 year capital forecast incorporating these expenditures as part of the 2021 budget approval process.

Attachments

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



Department: Treasury

Report Number: T-010-20

Council Meeting Date: April 14, 2020

Title: Cancellation of interest and penalties on property tax arrears due to COVID-19 and other financial relief measures

Objective

To provide financial assistance to residents and business owners in the wake of the COVID-19 pandemic.

Background

As a result of the COVID-19 pandemic and the Province of Ontario declaring a state of emergency there have been widespread business closures across the Province as well as the County of Oxford. Many Ingersoll residents and businesses are being financially impacted.

To relieve the financial burden of the pandemic, the Town has already announced that interest on outstanding taxes that would normally be charged on April and May 1st, 2020 will be waived. The interim tax by-law must be amended to retroactively enact these measures.

The Province of Ontario is recognizing that many ratepayers are facing challenges in making their scheduled tax payments and is deferring the property tax installments that municipalities make to school boards by 90 days.

The Ontario government has announced that the 2020 Assessment Update has been postponed. They have indicated that property assessments for the 2021 property tax year will continue to be based on the fully phased-in January 1, 2016 current values. This means the property assessments for the 2021 property tax year will be the same as the 2020 tax year, unless there have been property specific changes.

The Province of Ontario is providing \$148 million in support to municipalities for Consolidated Municipal Service Managers and District Social Service Administration Boards to distribute funding in their communities to charities, and other non-profits including food banks, homeless shelters and religious organizations.

Ontario municipalities have adopted a range of measures for tax relief, including:

- Extension of property tax due dates (30, 60, 90-day deferrals)
- Waiver/ cancellation of interest / late payment penalties
- Longer term deferral programs (up to 6 months, based on application, and demonstrated need)
- Reduction of Business Improvement Area levies

The Oxford County Area municipalities are looking at the various measures that have either been approved or are being considered:

- Waiving penalty and interest in April and May
- Deferring preauthorized payment plans for two months upon request
- Addressing concerns on an as need basis

Analysis

Staff are recommending the following tax relief measures for Council's consideration:

1. Extending the cancellation of interest and penalty period through August 1, 2020. This measure provides a revised de-facto 90 day deferral period for the second interim tax instalment that is normally due on May 29, 2020. This option would also continue to benefit ratepayers already in tax arrears, as interest will not be charged on the amounts in arrears for the same time period.
2. Staff are also recommending to allow property owners currently on the pre-authorized payment plans (PAP) to suspend their payments for the period of May 1, 2020 through July 31, 2020. The residents who suspend their PAP payments will be advised of the revised amounts following the deferral period.

Given the potential long lasting economic impact of the COVID -19 pandemic, Staff are looking at options that would offer further relief to people and businesses, but at the same time ensuring that resources are available to sustenance Town's operations. Staff will report back to Council in May should these measures be required or an extension of the above period will be necessary.

Staff will continue to track all costs related to measures taken in the event there is an opportunity to recover these costs from another level of government.

Other tax relief programs available to the residents of the Town of Ingersoll:

- The County of Oxford and its lower tier municipalities are providing a tax relief program of deferrals or cancellation or other relief to minimize financial hardship for residential property owners who are low-income seniors or low-income persons with disabilities. This program has been established by the County's Financial Hardship Program By-law No. 5912-2017. Amounts deferred under this program are permitted to accrue as long as the person remains eligible until such time as the property is sold, otherwise transferred, or taxes paid.
- In addition to the financial hardship program, the County also established a tax rebate program for the purposes of providing relief from taxes or amounts paid on taxes on eligible property owned by eligible charities and similar organizations. This tax rebate program, established by By-law No. 5913-2017, was also reviewed and reaffirmed by County Council at their March 11, 2020 meeting.

Financial Implications

The financial impact of these measures will result in approximately \$70,000 in lost municipal revenues.

The Finance Reserve could be used to fund measures that result in any lost revenues if deemed necessary by Council.

Recommendation

THAT Report No. T-010-20 be received as information;

AND THAT all interest and penalties charged on property tax arrears be waived for the period April 1, 2020 through August 1, 2020;

AND THAT Staff be authorized to enter into alternative payment agreements with ratepayers at the discretion of the Director of Finance;

AND THAT the necessary amending by-law be adopted.

Attachments

None

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



Department: Treasury

Report Number: T-011-20

Council Meeting Date: April 14, 2020

Title: 2019 Development Charge Reserve Fund Statement

Objective

To report on the 2019 Development Charge Reserve Funds as required by the *Development Charges Act, 1997, as amended*.

Background

This report is being submitted as a requirement of the *Development Charges Act, 1997, as amended*.

The *Act* requires the Treasurer of a municipality to submit to Council for informational purposes an annual financial statement relating to the development charges by-law and reserve funds. This statement must be made available to the public and forwarded to the Minister of Municipal Affairs on request.

The contents of the statements must include opening and closing balances, transactions relating to the funds and such other information as prescribed by the regulations.

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

Analysis

Appendix 1 illustrates the breakdown of the Development Charges (DC) reserve fund activity for the period January 1 – December 31, 2019. During this period, DC revenues

received totaled \$250,236. The total DC reserve balances increased by \$205 thousand from \$1.0 million to \$1.2 million.

Appendix 1 (Note 1) illustrates the operating costs for which \$48,504 of funding was transferred. The operating costs are for the repayment of principal and interest on debt that was previously issued to fund capital projects, and for a portion of the total costs of the 2019 Development Charges Background Study.

Appendix 1 (Note 2) identifies the capital projects for which \$21,992 of funding was transferred.

Financial Implications

No impact on the 2020 operating budget.

Recommendation

THAT Report No. T-011-20 be received as information, and

THAT the 2019 Development Charges Reserve Fund statement to be made available to the public.

Attachments

Attachment 1: 2019 Development Charges Reserve Fund Statement

Prepared by: Iryna Koval, Director of Finance, Treasurer

Approved by: William Tigert, CAO

Appendix 1

The Corporation of the Town of Ingersoll								
Development Charges Reserve Fund Statement , BY-LAW 19-5057								
As of December 31, 2019								
Description	Administration	Fire Services	Police	Public Works	Roads and Related	Parks and Recreation	Stormwater	Total
Opening Balance, January 1, 2019	\$ 120,077	\$ 45,048	\$ 7,023	\$ 24,396	\$ 224,070	\$ 568,410	\$ 20,830	\$ 1,009,855
<i>Plus:</i>								
Development Charges Collected	\$ 14,905	\$ 16,406	\$ -	\$ -	\$ 188,079	\$ 28,309	\$ 2,537	\$ 250,236
Accrued Interest	\$ 2,889	\$ 1,162	\$ 162	\$ 562	\$ 6,671	\$ 13,431	\$ 515	\$ 25,392
<i>Less:</i>								
Amount Transferred to Operating Fund (Note 1)	\$ (9,366)	\$ -	\$ -	\$ -	\$ (39,138)	\$ -	\$ -	\$ (48,504)
Amount Transferred to Capital Fund (Note 2)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (21,992)	\$ -	\$ (21,992)
Closing Balance, December 31, 2019	\$ 128,505	\$ 62,617	\$ 7,185	\$ 24,958	\$ 379,682	\$ 588,158	\$ 23,882	\$ 1,214,987

Note 1						
Amount Transferred to Operating Fund						
Operating Fund Transactions	Annual Debt Repayment		DC Reserve Funding		Non -DC Funding	
	Principal, \$	Interest, \$	Principal, \$	Interest, \$	Principal, \$	Interest, \$ Funding Source
<u>Roads and Related</u>						
LED Street Light Project, 72% of eligible principal and interest amount	\$ 201,500	\$ 29,092	\$ 12,447	\$ 1,797	\$ 189,053	\$ 27,295 Tax Levy
King St West Project, 72% of eligible principal and interest amount	\$ 65,027	\$ 21,412	\$ 18,727	\$ 6,167	\$ 46,300	\$ 15,245 Tax Levy
Total Roads and Related	\$ 266,527	\$ 50,504	\$ 31,174	\$ 7,964	\$ 235,353	\$ 42,540
	Total Cost		DC Reserve Funding		Non -DC Funding	
<u>Administration</u>						
Development Charges Study	\$	14,453	\$	9,366	\$	5,087 Tax Levy
Total Administration	\$	14,453	\$	9,366	\$	5,087

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

Appendix 1 - cont'd

Note 2

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

Capital Fund Projects	Gross Capital Cost	DC Recoverable Cost Share		Non-DC Recoverable Cost Share			
		DC Reserve Fund Draw	DC Debt Financing	Other Reserves/ Reserve Funds Draws	Tax Supported Operating Fund Contributions	Debt Financing	Grants, Subsidies Other Contributions
<u>Parks and Recreation</u>							
Fitness Equipment	\$ 157,986	\$ 13,958	\$ -	\$ -	\$ -	\$ -	\$ 144,028
Museum Pavilion	\$ 73,599	\$ 8,034	\$ -	\$ 65,565	\$ -	\$ -	\$ -
Total - Parks and Recreation	\$ 231,585	\$ 21,992	\$ -	\$ 65,565	\$ -	\$ -	\$ 144,028



Department: Treasury

Report Number: T-012-20

Council Meeting Date: April 14, 2020

Title: Amended 2019 Council Remuneration & Expense Report

Objective

To provide Council with the revised 2019 Council Remuneration and Expenses Report for the year ended December 31, 2019.

Background

An error occurred during preparation of the 2019 Council Remuneration and Expenses Report which was presented on March 9, 2020. The error has been corrected and the amended report of remuneration is provided for Council to review.

Analysis

The total remuneration and expenses paid to or on behalf of members of Council and others by the Town of Ingersoll and other bodies and local boards for 2019 was \$229,273.

A summarized amended statement reflecting these expenses is provided as Appendix "A" to this report.

Financial Implications

No impact on the 2020 operating budget.

Recommendation

THAT Report No. T-012-20 Amended Council Remuneration and Expenses for the year ended December 31, 2019 be received as information.

Attachments

2019 Council Remuneration and Expense Report.

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

Town of Ingersoll
Statement of Council and Local Boards Remuneration and Expenses
For the period ending December 31, 2019
(in accordance with Section 284(1) of the *Municipal Act*)

	Town of Ingersoll				Police Services Board			Cemetery Board	Total	2019 Total Remuneration	
	Salary	Benefits	Travel & Expenses	Conferences & Seminars	Honourariums & Wages	Benefits	Conferences, Seminars & Exp			Salaries & Wages	Benefits & Expenses
	(1)	(2)	(2)	(2)	(1)	(2)	(2)	(1)	(1)	(1)	(2)
Members of Council											
Ted Comiskey - Mayor	\$33,136	\$6,419	\$4,228	\$15,743	\$3,001	-	\$492	-	\$63,020	\$36,138	\$26,883
Fred Freeman - Deputy	\$24,261	\$7,286	\$1,220	\$8,328	-	-	-	-	\$41,094	\$24,261	\$16,834
Gordon Lesser	\$14,220	\$6,441	\$934	\$1,486	-	-	-	-	\$23,082	\$14,220	\$8,862
Kristine VanKooten-Bossence	\$13,036	\$7,091	-	-	-	-	-	-	\$20,127	\$13,036	\$7,091
Michael Bowman	\$14,220	\$6,441	\$504	\$1,486	-	-	-	-	\$22,652	\$14,220	\$8,431
Rick Eus	\$14,224	\$6,441	-	\$5,368	\$3,001	-	-	-	\$29,034	\$17,225	\$11,809
Brian Petrie	\$14,220	-	-	\$1,351	-	-	-	\$270	\$15,841	\$14,490	\$1,351
Police Services Board											
Reagan Franklin					\$247	-	-	-	\$247	\$247	\$0
Mhari Kersel					\$4,632	-	-	-	\$4,632	\$4,632	\$0
Darell Parker					\$4,319	-	\$1,575	-	\$5,895	\$4,319	\$1,575
Sherri Dayman					\$1,975	\$879	\$795	-	\$3,650	\$1,975	\$1,674
	\$127,317	\$40,118	\$6,887	\$33,763	\$17,176	\$879	\$2,863	\$270	\$229,273	\$144,763	\$84,510

To: Warden and Members of County Council

From: Director of Corporate Services

County Council Composition and Election of Head of Council (Warden) Review

RECOMMENDATIONS

- 1. That County Council adopt the process and timelines to review the County of Oxford council composition and election of the head of council as set out in Report No. CS 2020-11 entitled "County Council Composition and Election of Head of Council (Warden) Review ";**
- 2. And further, that a copy of this report be circulated to the Councils of the Area Municipalities for review and comment on or before May 15, 2020.**

REPORT HIGHLIGHTS

- Outlines a process and timelines to meet the legislative requirement that Oxford County undertake a council composition review by December 1, 2020, to take effect at the beginning of the 2023-2027 term of council
- Informs Council of options with respect to:
 - number of representatives which comprise Oxford County Council
 - election of the head of council (warden) and/or the term of the warden

Implementation Points

Upon conclusion of the legislated review of the County's council composition, the Minister of Municipal Affairs and Housing will be notified accordingly and, if any changes are approved, the necessary steps as outlined in this report will be taken.

Financial Impact

This report has no financial implications beyond that approved within the 2020 Business Plan and Budget.

The Treasurer has reviewed this report and agrees with the financial impact information.

Risks/Implications

The Province of Ontario, through the Modernizing Ontario's Municipal Legislation Act, 2017, (Bill 68), requires all upper-tier municipalities to periodically undertake a review of the composition of their councils. The Ministry of Municipal Affairs and Housing has set a deadline of December 1, 2020 for the County of Oxford's review.

Failure to either initiate a change in council composition or affirm the existing council composition by December 1, 2020, may result in the Minister of Municipal Affairs and Housing intervening by imposing regulation to unilaterally change the composition of the upper-tier council.

Strategic Plan (2015-2018)

County Council adopted the County of Oxford Strategic Plan (2015-2018) at its regular meeting held May 27, 2015. The initiative contained within this report supports the Values and Strategic Directions as set out in the Strategic Plan as it pertains to the following Strategic Directions:

3. *i. A County that Thinks Ahead and Wisely Shapes the Future* – Influence federal and provincial policy with implications for the County by:
 - *Advocating for fairness for rural and small urban communities*
 - *Advocating for federal and provincial initiatives that are appropriate to our county*
4. *i. A County that Informs and Engages* - Harness the power of the community through conversation and dialogue by:
 - *Providing multiple opportunities for public participation and a meaningful voice in civic affairs*
 - *Understanding and addressing public aspirations for a more livable community*

DISCUSSION

Background

The *Municipal Act* states that a key principle of fair representation is ensuring that local representation at the regional level keeps up with changing demographics over time. To ensure council composition continues to reflect local and demographic needs, the *Municipal Act* requires all regional municipalities to review their council composition. This requirement began after the 2018 municipal election and must be done within two years after every second regular municipal election.

At its meeting of February 13, 2019, Oxford County Council received correspondence from the Minister of Municipal Affairs and Housing (Attachment 1), asking that work be paused with respect to a review of council composition as Oxford County was involved in the Regional Government Review at the time.

At its January 22, 2020 meeting, Oxford County Council received correspondence from the Minister of Municipal Affairs and Housing (Attachment 2) requesting that Council continue its work to review its composition with a goal to adjust or reaffirm its composition by December 1, 2020.

Although review of the election of the head of council for the County of Oxford is not a legislated requirement, County Council has expressed an interest in carrying out a concurrent review at this time to ensure the election process continues to effectively serve the County's constituents.

Comments

Requirements and Considerations

As indicated above, being a regional government the County is required by the Province of Ontario, through the Modernizing Ontario's Municipal Legislation Act, 2017, (Bill 68), to undertake a review of its council composition by December 1, 2020.

Options which can be considered with respect to council composition include the following:

- Maintain the status quo of ten members of council (50% Urban, 50% Rural); or
- Increase or decrease the number of representatives on County council effective with the next term of council.

Options which can be considered with respect to the election of the Head of Council (Warden) include the following:

Election from within:

- Continue with council's current process for electing a warden as outlined in the [Procedure By-law](#) which includes the election of a sitting member of County council for the entire term of council; or
- Continue with the County's current process for electing a warden as outlined in the Procedure By-law which includes the election of a sitting member of County council for the period of one year; or
- Continue with the County's current process for electing a warden as outlined in the Procedure By-law which includes the election of a sitting member of County council for the period of two years.

Election at large:

- In addition to electing a mayor and councillors at the local level, residents would be asked to elect a warden from 'at large' (without specificity to an area municipal ward or jurisdictional boundaries) on October 24, 2022 for the four year term of council.
- Depending on the recommendations made with respect to the number of council representatives on council, election of a warden at large could potentially increase the number of members of County council by one.

Public Meeting

In accordance with section 218 subsection 173(3) of the *Municipal Act* with respect to restructuring, “Council shall consult with the public by giving notice of, and by holding, at least one public meeting”.

It is proposed that a public meeting be held at the June 24, 2020 meeting of Council in regards to Council’s recommendations with respect to both the composition of County council and election of the warden. The manner and timing of notice of the public meeting will be in accordance with the County’s Public Notice Policy No. 6.13.

Triple Majority Support

Regional municipalities can either change their council composition by passing a by-law or affirm their council composition by adopting a resolution. If the regional municipality does not receive “triple majority” support for either by the deadline, the Minister of Municipal Affairs and Housing has the authority to make a regulation to change the regional municipality’s composition.

Triple Majority Support is defined in the *Municipal Act* as follows:

- “A majority of all votes on upper tier council”:
 - A majority of the members of County of Oxford Council is defined in subsection 237(1) of the *Municipal Act* as “a majority of members representing at least one-half of the lower-tier municipalities is necessary to form a quorum”
- “A majority of all the lower-tier councils have passed resolutions consenting to the by-law”
 - Five Area Municipal Councils must be in support of the proposed by-law
- “The total number of electors in the lower-tier municipalities that have passed resolutions consenting to the proposal form a majority of the electors of the upper-tier municipality”
 - The sum of the electors in the Area Municipalities who have passed resolutions in support of the proposed by-law must add up to a minimum of 40,934 electors (one half plus one)

In the event that a regional government does not submit a position with respect to its council composition, the Minister can make regulation under subsection 14(7) of the Act to change the composition of council, which may include anything that could be included in a by-law of the upper-tier municipality under sections (1) to (5), having regard for the principle of representation by population.

Table 1 below sets out the number of electors by Area Municipality for the purposes of meeting the triple majority requirements to constitute a change in council composition and for assessing the appropriateness of the County’s council representation based on the 2018 electorate listing and forecasted population growth figures presented in Table 2.

Table 1 – Number of Electors by Area Municipality – 2018 Election

Municipality	Electors (2018)
Township of Blandford-Blenheim	5,940
Township of East Zorra-Tavistock	5,157
Town of Ingersoll	9,264
Township of Norwich	7,711
Township of South-West Oxford	5,367
Town of Tillsonburg	12,583
City of Woodstock	29,669
Township of Zorra	6,174
Total Eligible Voters Oxford County (2018)	81,865
Majority	40,934

Table 2 – Population Growth Projections by Area Municipality

Location	Population ¹			
	2016	2018 ²	2021	2022 ²
Oxford County	113,940	117,520	122,890	124,680
Woodstock	42,040	43,870	46,620	47,540
Ingersoll	13,110	13,560	14,240	14,470
Tillsonburg	16,310	16,740	17,380	17,590
Blandford-Blenheim	7,600	7,750	7,980	8,060
East Zorra-Tavistock	7,330	7,570	7,940	8,060
Norwich	11,310	11,530	11,850	11,960
South-West Oxford	7,880	7,980	8,140	8,190
Zorra	8,360	8,510	8,740	8,820

Source: 2019 growth forecasts (Hemson)

1. Forecasted population includes a net Census undercount of approximately 2.8%.
2. Annualized forecast estimates for 2018 and 2022 were derived from the Hemson five year interval forecasts, assuming straight line growth between intervals.
3. Numbers are rounded.

The following table presents the population in each Area Municipality that is represented by council using the population from the year of the current term's election compared to the population representation for councillor complement using the 2022 forecasted population figures.

Table 3 – Representation by Population Comparison

Municipality	No. of Council Reps	County Councillor Representation per Resident (2018)	County Councillor Representation per Resident (2022)¹	% Change
Township of Blandford-Blenheim	1	7,750	8,060	4.0%
Township of East Zorra-Tavistock	1	7,570	8,060	6.5%
Township of Norwich	1	11,530	11,960	3.7%
Township of South-West Oxford	1	7,980	8,190	2.6%
Township of Zorra	1	8,510	8,820	3.6%
Town of Ingersoll	1	13,560	14,470	6.7%
Town of Tillsonburg	1	16,740	17,590	5.1%
City of Woodstock	3	14,623	15,847	8.4%
Total Oxford County	10			

Note 1 – based on status quo council composition for next election year

Proposed Timelines

Staff recommends the following timelines in order to ensure the December 1, 2020 deadline for providing a response to the Province is met:

Item	Date
Receive Area Municipal Input	May 15, 2020
County Council consider input and draft position	May 27, 2020
Public Meeting to consider Council's draft position	June 24, 2020
Set Final Position	July 8, 2020
Receive Area Municipal Council consideration and formal position	October 2, 2020
Consider Resolutions from Area Municipalities	October 14, 2020
Adoption of By-law supporting Council's position	October 28, 2020

Conclusions

The recommendations as contained within this report are in response to the January 9, 2020 correspondence from the Minister of Municipal Affairs and Housing outlining the County's requirement to undertake a review of the County's council composition. Failure to undertake a review by either proposing change or confirming status quo by December 1, 2020 may result in the Minister of Municipal Affairs and Housing intervening by imposing regulation to unilaterally change the County's council composition.

Including review of the County's election of warden process concurrent with the legislated requirement for a council composition review will ensure our regional governance model effectively meets the needs of constituents of Oxford County in the future.

SIGNATURES

Report Author:

Original signed by

Chloé J. Senior
Clerk

Departmental Approval:

Original signed by

Lynn S. Buchner, CPA, CGA
Director of Corporate Services

Approved for submission:

Original signed by

Peter M. Crockett, P.Eng.
Chief Administrative Officer

ATTACHMENTS

Attachment 1 – Correspondence received by Council February 13, 2019
Attachment 2 – Correspondence received by Council January 22, 2020

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M5G 2E5
Tel.: 416 585-7000
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**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

777, rue Bay, 17e étage
Toronto ON M5G 2E5
Tél. : 416 585-7000
Télééc. : 416 585-6470



February 8, 2019

Dear Warden Martin:

As I mentioned in my letter dated January 15, 2019, I have taken steps to move forward on the government's commitment to review regional government that will focus on governance, service delivery and decision making. Indicated in the letter was the appointment of two special advisors, Michael Fenn and Ken Seiling, to conduct the review and provide me with recommendations.

As you look forward to the year ahead in the course of this review, I wanted to acknowledge the legislative requirements for regional municipalities to undertake regular reviews of regional council composition after the 2018 municipal election. While not all municipalities are immediately impacted by this requirement, all regional municipalities may determine and change their composition.

I encourage you to consider the context of the province's regional government review when determining whether to begin an evaluation of regional council composition at this time, as the results of the province's review may help inform your local actions. You may wish to consider an interim pause on any action towards evaluating your regional council composition while the early stages of the province's review are in progress.

If you have completed work or are planning to move forward with work on a review of regional council composition during the province's review, I would encourage you to ensure that the special advisors have the benefit of that work and advice throughout your local process.

Both Michael (Michael.Fenn2@ontario.ca) and Ken (Ken.Seiling@ontario.ca) are eager to get work underway to help the government deliver on the important commitment to ensure that municipal governments continue to work for the people and business community.

Sincerely,

A handwritten signature in blue ink that reads "Steve Clark".

Steve Clark
Minister

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

777, rue Bay, 17^e étage
Toronto ON M7A 2J3
Tél. : 416 585-7000



JAN 09 2020

19-4806

Your Worship
Mayor Larry Martin
Lmartin@Norwich.ca

Dear Mayor Martin:

You may recall that in February 2019, I wrote to you about pausing your regional council composition review as the Regional Government Review progressed. I am writing today to provide an update on this matter.

As I announced on October 25, 2019, we heard during the Regional Government Review that local communities should decide what is best for them in terms of governance, decision-making and service delivery. After careful consideration our government is committed to partnering with municipalities without pursuing a top-down approach.

As a result, I am writing to ask that – if applicable to your municipality – you continue the work to review your council composition with a goal to adjust or reaffirm the composition of your regional council.

As a reminder, the *Municipal Act* requires that certain regional municipalities achieve triple majority support for a decision to either change or reaffirm regional council composition two years after the day the regional council was organized following the 2018 municipal election. The legislation allows the Minister of Municipal Affairs and Housing to make a regulation changing that region's council composition. Regional municipalities that made a change to their council composition between the 2014 and 2018 municipal elections are not subject to the requirement to conduct a council composition review until after the 2026 municipal election.

If you have any questions about these provisions, you may wish to refer to the *Municipal Act*, or to the [Municipal Councillor's Guide](#) on my ministry's website. Your municipal staff can also contact Ian Kerr, Regional Director, at our Western Municipal Services Office for more information at Ian.Kerr@ontario.ca or 519-873-4026.

Thank you for your ongoing commitment to delivering efficient, effective and modern services to the people of Ontario. I look forward to continuing to work together to help the people and businesses in communities across our province thrive.

Sincerely,

A handwritten signature in black ink, appearing to read 'Steve Clark', with a stylized flourish at the end.

Steve Clark
Minister

c: Chloe Senior, Clerk, Oxford County
Kate Manson-Smith, Deputy Minister, Ministry of Municipal Affairs and Housing



**Corporation of the Town of Ingersoll
By-Law 20-5091**

Being a by-law to amend By-law 20-5080 being a by-law to provide for a 2020 interim tax levy for all taxation classes and to provide for the payment of taxes and penalty and interest charges of 1.25 percent per month

WHEREAS Council adopted By-Law 20-5080 on the 13th day of January, 2020 for a 2020 interim tax levy for all taxation classes and to provide for the payment of taxes and penalty and interest charges of 1.25 percent per month;

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

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

1) THAT Section 7 be amended as follows:

That pursuant to Section 345(2) of the *Municipal Act*, S.O. 2001, C.25, a penalty of 1.25 % shall be made on the first day of default. Such penalty charge shall be levied and collected in the same manner as if it had been originally imposed; **with exception of penalty applied on June 1, 2020 (relief period due to Covid-19).**

2) THAT Section 8 be amended as follows:

That pursuant to Section 345(2) of the *Municipal Act*, S.O. 2001, C.25, the Director of Finance/Treasurer shall add to the amount of taxes due and unpaid, interest at the rate of 1.25 % month at the first of each month for each month until the taxes are paid. Such interest charge shall be levied and collected in the same manner as if it had been originally imposed; **with exception of interest applied from April 1, 2020 through August 1, 2020 (relief period due to Covid-19). The relief period be re-evaluated should an extension be considered necessary.**

READ a first and second time in Open Council this 14th day of April, 2020.

READ a third time in Open Council and passed this 14th day of April, 2020.

Edward (Ted) Comiskey, Mayor

Michael Graves, Clerk



**ONTARIO MUNICIPAL
CORPORATIONS TEMPORARY
BORROWING BY-LAW**

E-FORM 348 (04/2009)

(FOR BANK USE ONLY)

S.R.F. No.:	_____
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The CORPORATION OF THE TOWN OF INGERSOLL (the Municipality) By-law No. 20-5092 being a by-law to authorize temporary borrowing from time to time to meet current expenditures during the fiscal year ending December 31, 2020.

WHEREAS Section 407 of the *Municipal Act, 2001*, as amended, provides authority for a council by by-law to authorize the head of council or the treasurer or both of them to borrow from time to time, such sums as the council considers necessary to meet, until taxes are collected and other revenues are received, the current expenditures of the Municipality for the year; and

WHEREAS the total amount which may be borrowed from all sources at any one time to meet the current expenditures of the Municipality, except with the approval of the Municipal Board, is limited by Section 407 of the *Municipal Act, 2001*;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF INGERSOLL ENACTS AS FOLLOWS:

1. The head of council or the treasurer or both of them are hereby authorized to borrow from time to time during the fiscal year (hereinafter referred to as the current year) such sums as may be necessary to meet, until taxes are collected and other revenues are received, the current expenditures of the Municipality for the current year.
2. The lender(s) from whom amounts may be borrowed under authority of this by-law shall be **Royal Bank of Canada** and such other lender(s) as may be determined from time to time by by-law of council.
3. The total amount which may be borrowed at any one time under this by-law plus any outstanding amounts of principal borrowed and accrued interest under Section 407 together with the total of any similar borrowings that have not been repaid, shall not exceed from January 1st to September 30th of the current year, 50 percent of the total estimated revenues of the Municipality as set out in the budget adopted for the current year, and from October 1st to December 31st of the current year, 25 percent of the total of the estimated revenues of the Municipality as set out in the budget adopted for the current year or \$1,000,000.00 whichever is less.
4. The treasurer shall, at the time when any amount is borrowed under this by-law, ensure that the lender is or has been furnished with a certified copy of this by-law, (a certified copy of the resolution mentioned in section 2 determining the lender,) if applicable, and a statement showing the nature and amount of the estimated revenues for the current year and also showing the total of any other amounts borrowed from any and all sources under authority of section 407 of the *Municipal Act* that have not been repaid.
5. a) If the budget for the current year has not been adopted at the time an amount is borrowed under this by-law, the statement furnished under section 4 shall show the nature and amount of the estimated revenues of the Municipality as set forth in the budget adopted for the previous year and the nature and amount of the revenues received for and on account of the current year.

b) If the budget for the current year has not been adopted at the time an amount is borrowed under this by-law, the limitation on borrowing set out in section 3 shall be calculated for the time being upon the estimated revenues of the Municipality as set forth in the budget adopted for the previous year less all revenues received for and on account of the current year.
6. For purposes of this by-law the estimated revenues referred to in section 3, 4, and 5 do not include revenues derivable or derived from, a) any borrowing, including through any issue of debentures; b) a surplus, including arrears of taxes, fees or charges; or c) a transfer from the capital fund, reserve funds or reserves.
7. The treasurer be and is hereby authorized and directed to apply in payment of all or, any sums borrowed under this by-law, together with interest thereon, all or any of the moneys hereafter collected or received, either on account of or realized in respect of the taxes levied for the current year and previous years or from any other source, that may be lawfully applied for such purpose.
8. Evidences of indebtedness in respect of borrowings made under section 1 shall be signed by the head of the council or conform to the treasurer or both of them.
9. The Bank shall not be responsible for establishing the necessity of temporary borrowing under this by-law or the manner in which the borrowing is used.
10. This by-law shall take effect on the final day of passing.

Enacted and passed this 14 day of April 2020.

Town of Ingersoll
2020 Statement by Treasurer Re Borrowing
By-Law 20-5092
Schedules A, B and C
As of January 02, 2020

	Budget	Schedule		
	2020	A	B	C
REVENUE				
SALE OF GOODS OR SERVICES	(95,255)	(95,255)		(95,255)
PERMITS/LICENSES	(214,595)	(214,595)		(214,595)
ICE RENTAL	(244,965)	(244,965)		(244,965)
RENT / LEASES	(207,068)	(207,068)		(207,068)
USER FEES	(268,328)	(268,328)		(268,328)
MEMBERSHIPS	(158,790)	(158,790)		(158,790)
RECOVERIES	(112,704)	(112,704)		(112,704)
COUNTY RECOVERY	(306,788)	(306,788)		(306,788)
TAXATION - LEVY	(14,902,400)	(14,902,400)		(14,902,400)
TAXATION - SUPPLEMENTARIES & OTHER	(461,387)	(461,387)		(461,387)
INTEREST / DIVIDENDS	(769,500)	(769,500)		(769,500)
GRANTS / SUBSIDIES / REBATES	(120,575)	(120,575)		(120,575)
PROGRAM REVENUES	(241,938)	(241,938)		(241,938)
DONATIONS / FUNDRAISING	(130,988)	(130,988)		(130,988)
	(18,235,281)	(18,235,281)	0	(18,235,281)
EXPENSE				
SALARIES, WAGES & BENEFITS	7,194,153			
ADMINISTRATIVE EXPENSE	78,828			
OPERATING EXPENSE	199,297			
COMMUNICATIONS	114,485			
INSURANCE EXPENSE	253,965			
UTILITIES - HEAT, HYDRO, WATER	882,434			
SUPPLIES	32,319			
PROGRAM EXPENSES	146,258			
MEETINGS, CONFERENCES, TRAINING	152,090			
FUEL / TRANSPORTATION COSTS	110,842			
PROFESSIONAL FEES	768,000			
CONTRACTED SERVICES	267,528			
PROPERTY TAX REFUNDS & ADJUSTMENTS	620,000			
MARKETING & PROMOTION	134,410			
GRANTS TO VOLUNTEER ORGANIZATIONS	102,100			
LAND MAINTENANCE & IMPROVEMENT	60,500			
EQUIP REPAIRS & MAINTENANCE	239,219			
BLDG REPAIRS & MAINTENANCE	159,200			
SNOW REMOVAL AND SANDING	50,300			
MAINTENANCE CONTRACTS	179,090			
LAND SALE EXPENSES	0			
MATERIALS	426,040			
EQUIPMENT USAGE	90,200			
TRANSFER TO BIA	78,000			
TRANSFERS TO CEMETERY BOARD	93,083			
	12,432,341			
NET OPERATING (REVENUE) EXPENSE	(5,802,940)	(18,235,281)	0	(18,235,281)
OTHER				
O.P.P. CONTRACT	2,607,746			
OMPF - ONT MUN PARTNER GRANT	(238,900)	(238,900)	0	(238,900)
TRANSFER FROM RESERVES & RES FUNDS	(640,870)			
TRANSFER TO RESERVES & RES FUNDS	3,366,270			
DEBENTURE PAYMENT	708,694			
	5,802,940	(238,900)	0	(238,900)
	--	(18,474,181)	--	(18,474,181)

Schedule A - Revenues as defined by RBC Royal Bank statement of borrowing

Schedule B - Revenues collected for the year 2020 as of January 02, 2020

Schedule C - Schedule A less Schedule B



**Corporation of the Town of Ingersoll
By-Law 20-5093**

**A bylaw to adopt and confirm all actions and proceedings of the Council of the
Town of Ingersoll at the Council meetings held on
March 13, 27 & April 14, 2020**

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 meetings held on March 13, 27 & April 14, 2020, 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 14th day of April, 2020.

READ a third time in Open Council and passed this 14th day of April, 2020.

Edward (Ted) Comiskey, Mayor

Michael Graves, Clerk