



**Corporation of the Town of Ingersoll  
Council Agenda  
Special Meeting of Council  
Town Centre, Council Chambers  
Monday, March 18, 2019, 6:00 p.m.**

**Call to Order**

**Disclosures of Pecuniary Interest**

**Special Staff Reports - Boards and Committees Strategy Discussion**

- 1) Consideration of Boards and Committees for the 2018 Term of Council [C-014-19](#)

**Upcoming Council Meetings**

**Regular Meeting of Council**  
Monday, April 8, 2019, 6:00 p.m.  
Town Centre, Council Chambers

**Regular Meeting of Council**  
Monday, May 13, 2019, 6:00 p.m.  
Town Centre, Council Chambers

**Council Committee Meetings**

Please check the events calendar at [www.ingersoll.ca](http://www.ingersoll.ca) in the event of changes to Committee meeting dates and times

**Harvest Festival**  
4<sup>th</sup> Wednesday of the Month  
Cheese and Agricultural Museum  
6:30 p.m.

**Ingersoll BIA**  
2<sup>nd</sup> Tuesday of the Month  
Town Centre, JC Herbert Room  
6:30 p.m.

**Safe Cycling Committee**  
2<sup>nd</sup> Thursday of the Month  
Town Centre, JC Herbert Room  
6.30 p.m.

**Recreational Trails Committee**  
3<sup>rd</sup> Wednesday of the Month  
Town Centre, JC Herbert Room  
6:30 p.m.

**Transportation Committee**  
4<sup>th</sup> Wednesday of Every Other Month  
Town Centre, Engineering Board Room  
10:00 a.m.

**Museum Committee**  
3<sup>rd</sup> Thursday of the Month  
Cheese Museum  
6:30 p.m.

**Police Services Board**  
4<sup>th</sup> Monday of the Month  
Town Centre, JC Herbert Room  
6:00 p.m.

**Adjournment**



**DEPARTMENT:** Clerk's Department

**REPORT NO:** C-014-19

**COUNCIL MEETING DATE:** March 18, 2019

**TITLE:** Consideration of Boards and Committees for the 2018 Term of Council

**OBJECTIVE:** To consider the various Boards and Committees Council needs to accomplish its goals for the current Term of Council.

## **BACKGROUND**

At the beginning of each term, Council must consider which committees it would like to appoint to accomplish its goals for the upcoming term of Council. This document is intended to provide some guidance on what has been done in the past and to open discussion with Council about what directions it should provide to committees to accomplish its goals.

Some of the committees established in the past are intended to assist in organizing volunteers for events or festivals. Other committees have more specific tasks. Where possible, staff have tried to create a new Mission Statement for each of the Committees so that Council and the Committees have a clear understanding of what is expected of each Board or Committee.

There are other committees in the Town that are run by other organizations to which Council appoints an advisory member. This report does not consider those committees it only considers the committees Council itself has previously created to assist in accomplishing its goals.

## **ANALYSIS**

In the previous term of Council, the following Committees were established, and their basic functions were as follows under the following headings. We also cover some of their past activities and the budgets they have for their events etc.

### **Harvest Festival Committee**

This committee is essentially set up to assist in organizing the Harvest Festival Event and to coordinate the volunteers for the event. Currently, the budget for Harvest Festival is approximately \$16,000 annually. Council considers the budget annually. The budget is administered by staff. The committee may make recommendations regarding the entertainment which is approximately \$8,000 of the Budget. Combining this committee with the Museum Board may be possible.

Staff recommend the following Terms of reference for the committee:

**To assist in organizing the Harvest Festival Event and volunteers for the event. To provide Input into the entertainment at the event.**

### **Accessibility Advisory Committee**

Under the **Accessibility for Ontarians with Disabilities Act, 2005**

29. (1) The council of every municipality having a population of not less than 10,000 shall establish an accessibility advisory committee or continue any such committee that was established before the day this section comes into force. 2005, c. 11, s. 29 (1).

The mandate of the committee is to

29 (4) The committee shall,

- (a) advise the council about the requirements and implementation of accessibility standards and the preparation of accessibility reports and such other matters for which the council may seek its advice under subsection (5);
- (b) review in a timely manner the site plans and drawings described in section 41 of the *Planning Act* that the committee selects; and
- (c) perform all other functions that are specified in the regulations. 2005, c. 11, s. 29 (4).

**Staff recommend the following Terms of reference for the committee:**

**To advise council about the requirements and implementation of accessibility standards and the preparation of accessibility reports and to review site plans as requested by the development coordinating committee.**

### **Ingersoll BIA**

The Ingersoll BIA has an annual budget of approximately \$139,000.

Business Improvement Areas are allowed by section 204 of the Municipal Act. Given this, the rules governing them are somewhat different than other committees. Council appoints one representative, and the remainder of the BIA Board is appointed by Council

once determined who the nominees are for the Board of Management (or possibly after an election if there are more nominees than places on the board). The Board establishes their budget which is the amount they levy on the businesses in the BIA area, but Council approves their budget. The act says the role of the BIA is to:

- (a) to oversee the improvement, beautification, and maintenance of municipally-owned land, buildings and structures in the area beyond that provided at the expense of the municipality generally; and
- (b) to promote the area as a business or shopping area.

Ultimately the BIA undertakes the following activities (as indicated in the BIA handbook):

#### Beautification

BIAs often provide enhancements in a business area to create a more pleasant atmosphere for local businesses and neighbouring residential areas. The most common way is streetscape improvement through the addition of customer-friendly lighting, signage, street furniture, planters, banners and sidewalk treatments as well as seasonal decorations.

#### Revitalization and Maintenance

BIAs can help to revitalize, improve and maintain physical infrastructure as well as help make an area cleaner and safer. Approaches have ranged from working towards brownfield redevelopment and building façade restoration to graffiti removal and enhanced street cleaning and garbage receptacles.

#### Marketing and Promotion

To retain and expand its customer base, a BIA may encourage both local residents and others to shop and use services within the local commercial district through marketing and promotional activities.

#### Special Events

BIAs often organize and work with community partners to hold special events to promote and showcase their businesses. Examples include holding a street dance, music, theatre or dance festival, food fair, arts and crafts exhibition, art studio tour, fashion show, ethnic/cultural celebration, and seasonal carnival or parade as well as establishing a local farmers' market.

#### Business Recruitment

BIAs often work with commercial or industrial property owners to help ensure that available space is occupied and that an optimum business and service mix is achieved and maintained.

#### Communication

BIAs can act as a voice for the business community and often establish important relationships with other community voices, such as city council, municipal departments, local community groups (schools, churches, citizen groups, etc.) and institutions

(chambers of commerce, committees of council, etc.). The BIA forum can be used to convey community concerns to council and help prompt council to pursue policies and activities to promote and strengthen the community and its unique identity. Likewise, it can provide a feedback mechanism for council issues.

Once established Council the board is mandatory, but staff still recommend Council adopt the following mandate for the Board so that everyone is aware of what their goals are:

**To oversee the improvement, beautification, and maintenance of municipally-owned land, buildings and structures in the Business Improvement area beyond that provided at the expense of the municipality generally; and to promote the area as a business or shopping area.**

#### **Ingersoll Municipal Heritage Committee**

Under the Ontario Heritage Act, municipalities can establish Municipal Heritage Committees to advise Council on identifying, protecting and promoting cultural heritage resources. Council has previously determined to establish a Heritage Committee for Ingersoll. A budget of approximately \$8,000 has been established.

The Municipal Heritage Committee (MHC)'s role is advisory and consultative. MHCs assist municipal council on all matters relating to the legal designation and conservation of property of cultural heritage value or interest. This can involve individual properties, heritage conservation districts or other heritage matters as specified by the terms of reference.

Once a Municipal Heritage Committee is established by Council, the Council is required under the Ontario Heritage Act to consult with the committee on:

- The designation of individual properties and of Heritage Conservation Districts;
- Applications to alter designated properties;
- Applications to demolish or remove properties of cultural heritage value or interest;
- Applications to repeal designation bylaws; and,
- Easements or covenants.

In particular, under Part IV of the Ontario Heritage Act, where an MHC exists, Council is required to consult with the MHC:

- When updating the municipal register of heritage properties;
- Before serving notice of intent to designate a property;
- Before amending a bylaw of designated property;
- Before repealing a bylaw, or part thereof, designating a property;

- Before considering an application from an owner of a designated property to repeal the bylaw, or part thereof, designating the property;
- On an application to alter a designated property where the alteration is likely to affect the heritage attributes (listed in the statement of heritage value or interest) as set out in the bylaw designating the property;
- Before delegating power to an employee or official of the municipality to consent to minor alterations of individually designated property;
- On an application to demolish or remove any building or structure on designated property; and,
- Before passing bylaws to establish easements or covenants with owners of real property for conserving properties of cultural value or interest.

In particular, under Part V of the Ontario Heritage Act, Council is required to consult with the MHC (where one exists):

- Before passing a bylaw to define a study area for a future heritage conservation district;
- Before a proposed heritage conservation district plan is passed;
- Before council delegates, by bylaw, its power to grant permits for the alteration of property situated in a heritage conservation district; and,
- On an application to demolish or remove any building or structure on property in a heritage conservation district.

One other Municipal Heritage Committee responsibility may also include identifying Cultural Heritage Properties.

Staff recommend the following Terms of reference for the committee:

**To advise Council on matters related to the Municipal Heritage Act.**

### **Ingersoll Cheese & Agricultural Museum Advisory Committee**

The committee essentially helps to establish the goals of the museum for the year, to assist in organizing the events held at the museum and to assist in organizing the volunteers for various events and activities.

Staff recommend the following Terms of reference for the committee:

**To establish the goals of the museum for the year, to assist in organizing the events held at the museum and to assist in organizing the volunteers for various events and activities.**

### **Ingersoll Police Services Board**

Clerk's Department Report No. C-014-19  
Special Meeting of Council  
March 18, 2019

This board is required under the Police Services Act due to the contract with O.P.P. The role of the committee is very prescriptive and is truly an oversight committee. The only way to eliminate the Board is to change the contract from a Section 10 contract to a Section 5.1.

Although the board is mandatory under our current section 10 contract staff still recommend Council adopt the following mandate for the Board so that everyone is aware of what is expected of them:

**To assist the Town of Ingersoll in assuring compliance with the Police Services Act.**

### **Ingersoll Safe Cycling**

This committee was established to promote safe cycling in the Town of Ingersoll. It has a budget of \$6,000.

Staff recommend the following Terms of reference for the committee:

**To assist in the implementation of the Cycling Master Plan**

### **Ingersoll Recreational Trails Adhoc Committee**

This committee was established by Report R-054-15 approved by Council on August 10, 2015. The committee was established to assist Council with accomplishing its strategic priority established in its strategic plan to develop a trail along the Thames River Waterfront from Thames Street to Ingersoll Street with park amenities that would encourage people towards the waterfront.

That report established very clear goals for the committee including:

- Review of the current Recreational Trails Master Plan for updates, changes, and new trail development;
- Establish priorities for trail development (short and long term);
- Work with private landowners and the Upper Thames Conservation Authority to develop a trail and park amenities along the Thames River Waterfront;
- Create new promotional material, update Trail Signage and utilize social media to promote local and County of Oxford Trails;
- Work in partnership with the County of Oxford and the Oxford County Trails Committee in trail development;
- Work in partnership with the Ingersoll Safe Cycling Committee in trail development;
- To foster and establish community partnerships (Walking Clubs, Nature Club, Service Clubs, County of Oxford Health Department, etc.) and encourage volunteer participation.
- Develop and maintain relationships with national, provincial and regional trail organizations;
- To foster and develop funding sources for trail design and construction.

Staff recommend the following terms of reference for the Committee:

**To assist Council with the development of trails in the Town of Ingersoll.**

There has been some discussion about the possibility of combining the safe cycling committee and the recreational trails committee.

### **INTERDEPARTMENTAL IMPLICATIONS**

Depending on the type of committees formed there could be an impact on various departments.

### **FINANCIAL IMPLICATIONS**

The budgets for each committee are included in the section for the committee. Any changes Council makes to the committee structures may have financial impacts on the budgets for those committees.

### **RECOMMENDATION**

**THAT** staff report C-014-19 be received by the Council for the Town of Ingersoll as information.

**AND THAT** Council of the Town of Ingersoll consider the various Boards and Committees it needs in order to achieve the goals it wishes to accomplish during the upcoming term of Council and discuss those types of committees.

Prepared by: Michael Graves, Clerk

Approved by: William Tigert, Chief Administrative Officer