



**Corporation of the Town of Ingersoll  
Council Agenda  
Regular Meeting of Council  
Town Centre, Council Chambers  
Monday, March 4, 2019, 6:00 p.m.**

**Call to Order**

**Disclosures of Pecuniary Interest**

**Consent Agenda**

Items listed under the Consent Agenda are considered routine or no longer require further discussion and are enacted in one motion. The exception to this rule is that a Council Member may request for one or more items to be removed from the Consent Agenda for separate discussion and vote.

March 4, 2019 – [Consent Agenda](#)

**Resolution – Committee of the Whole (Councillor Van Kooten-Bossence)**

**Special Staff Reports**

- 1) Noise By-Law Exemption Request, First Baptist Church [C-013-19](#)
- 2) Potential Lots [CS-011-19](#)
- 3) BookKing Software Update [CS-012-19](#)
- 4) Special Event Reduced Rate Requests [CS-013-19](#)
- 5) Thames River Clean Up [CS-014-19](#)
- 6) 2018 Transfer of Funds to Reserves [T-004-19](#)
- 7) 2019 Fees or Charges By-Law [T-005-19](#)
- 8) 2018 Council Remuneration and Expense Report [T-006-19](#)

### Planning Report – 7:00 p.m.

- 1) Application for Draft Plan of Condominium and Exemption from Draft Plan Approval CD 18-03-6 – 1749866 Ontario Limited
  - a) [CP 2019-36](#)

### Delegations & Presentations

- 1) Ingersoll Lions Club – Presentation of Trauma Bags
- 2) Michael Graves – [Clerk’s Department Orientation](#)
- 3) Fire Services Orientation Report - [F-004-19](#)

### Correspondence & Resolution

- 1) [City of Woodstock](#) – Resolution Concerning Regional Reform

### Consideration of By-Laws

- 1) [By-Law 19-5037](#) – to establish a Council-Staff Relations Policy
- 2) [By-Law 19-5038](#) – to establish a Councillor Pregnancy and Parental Leaves Policy
- 3) [By-Law 19-5039](#) – to authorize temporary borrowing
- 4) [By-Law 19-5040](#) – March Confirmation By-Law

### Notice of Motion

#### Notice of Motion from Councillor Lesser – Town of Ingersoll Noise By-Law

That the noise by-law be brought back to Council for further deliberation.

### 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  
6.30pm

**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.

**Closed Session**

- 1) Minutes of Closed Session meeting on December 20, 2018
- 2) Minutes of Closed Session meeting on February 11, 2019
- 3) Minutes of Closed Session meeting on February 22, 2019
- 4) Section 239 (b) personal matters about an identifiable individual, including municipal or local board employees.
- 5) Section 239 (c) a proposed or pending acquisition or disposition of land by the municipality or local board – third party interest in purchasing a municipally-owned building.
- 6) Section 239 (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose – advice on Southwestern Ontario Landfill

**Adjournment**



**Department:** Clerk's Department

**Report Number:** C-013-19

**Council Meeting Date:** March 4, 2019

**Title:** Noise By-Law Exemption Request

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### **Objective**

To receive Council approval for Noise By-law Exemption from First Baptist Church Ingersoll Inc.

### **Background**

In an effort to streamline processes, the Delegation By-law (16-4859) delegated authority to staff to approve the use of parks in the community and road closures for events.

However, under current noise by-law 94-3633 still, Council approval is still required for noise by-law exemptions.

As such staff are bringing forward the attached noise by-law exemption request from the First Baptist Church Ingersoll Inc.

### **Analysis**

This is the same request we receive from them every year. They request to operate sound equipment between 5:00 pm and 9:00 pm each Sunday night in Bonnie Mott Memorial Park commencing June 23<sup>rd</sup> and ending on Sunday, August 25<sup>th</sup>.

We have never had an issue with these events; therefore; staff have no hesitation recommending the exemption be approved.

### **Interdepartmental Implications**

N/A

## Financial Implications

None

## Recommendation

**THAT** staff report C-013-19 be received by Council for the Town of Ingersoll as information.

**AND THAT** an exemption to the noise by-law 94-3633 be approved for the following events:

Between 5:00 pm and 9:00 pm each Sunday night in Bonnie Mott Memorial Park commencing June 23<sup>rd</sup> and ending on Sunday, August 25<sup>th</sup> for the First Baptist Church Ingersoll.

## Attachments

First Baptist Church Noise By-Law Exemption request.

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Prepared by: Michael Graves, Clerk

Approved by: William Tigert, Chief Administrative Officer

**Mr. Michael Graves, Clerk,  
Town of Ingersoll,  
130 Oxford St,  
Ingersoll Ont. N5C 2V5**

**RE: PARKS BY-LAW: USE OF SOUND EQUIPMENT**

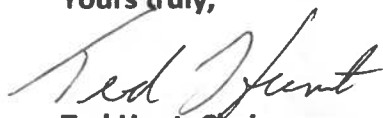
**Dear Mr. Graves:**

**I am writing to request Council's consideration to waive the provision in the Parks By-Law banning the use of sound equipment for events held in the Town's Parks for our 2019 Gospel Music in the Park program sponsored by First Baptist Church. This is the 26<sup>th</sup> year of Gospel Music in Bonnie Mott Memorial Park commencing on Sunday June 23<sup>rd</sup> and running each Sunday with the final Sunday being August 25<sup>th</sup>, 2019.**

**The requested waiver to operate sound equipment is between 5:00 PM and 9:00PM each Sunday evening. Attendance continues to grow each year. Council has been very supportive in past years to waive the ban and I look forward to Council's support for this year's program.**

**Thank you for bringing this request to Council for their consideration and approval.**

**Yours truly,**

  
**Ted Hunt, Chairperson**

**6 Holcroft St. E. Ingersoll Ont. N5C 1B4**

**February 6, 2019**



**Department:** Community Services

**Report Number:** CS-011-19

**Council Meeting Date:** March 4, 2019

**Title:** Potential Lots

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### **Objective**

To determine whether council would like staff to investigate subdividing and selling off lots at Fusion and Edward Park.

### **Background**

There are two lots along Victoria Street at Fusion and two lots at the entrance to Edward Park on Clearance St that have the potential to be subdivided and sold.

A map is included to assist in visualizing the potential lots.

The playground equipment in Edward Park will be replaced as approved in the 2019 capital budget. The new playground structure will be placed closer to the center of the park to be seen from Clearance St. As part of this project, it would be possible to create a pathway into the park and subdivide and sell a lot on either side of the pathway.

### **Analysis**

If selling the identified lots are something that council is interested in pursuing then staff would have to investigate zoning bylaw amendments, servicing costs, etc. and then determine what market price is for serviced for vs. non-serviced lots.

Staff are seeking direction from council, first to see if there is any interest, if not time will not be invested in further analysis.

### **Financial Implications**

Potential revenue from the selling of the lots and residential taxes on those lands

### **Recommendation**

**THAT** staff report CS-011-19 be received by the Council for the Town of Ingersoll as information.

**AND THAT** Council directs staff develop a report on the lots outlined in this report located at the Fusion Center and Edward Park.

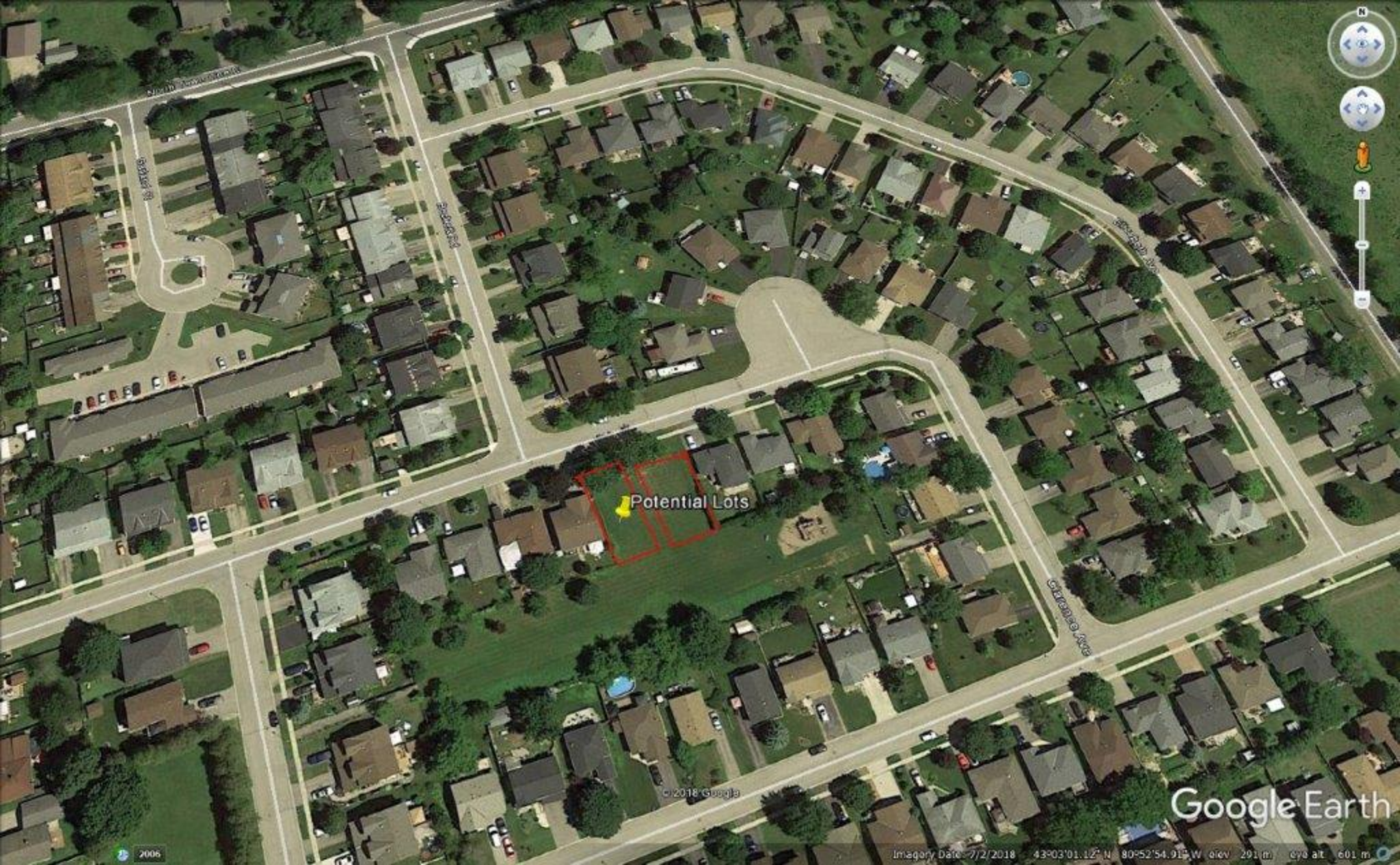
### **Attachments**

Fusion Center Lots, Edward Park Lots and Edward Park Lots 2.

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Prepared by: Kyle Stefanovic, Director of Community Services  
Approved by: William Tigert, CAO.





Potential Lots

© 2018 Google

Google Earth

2006

Imagery Date: 7/2/2018 43°03'01.12" N 80°52'54.91" W elev: 291 m eye alt: 601 m





© 2018 Google

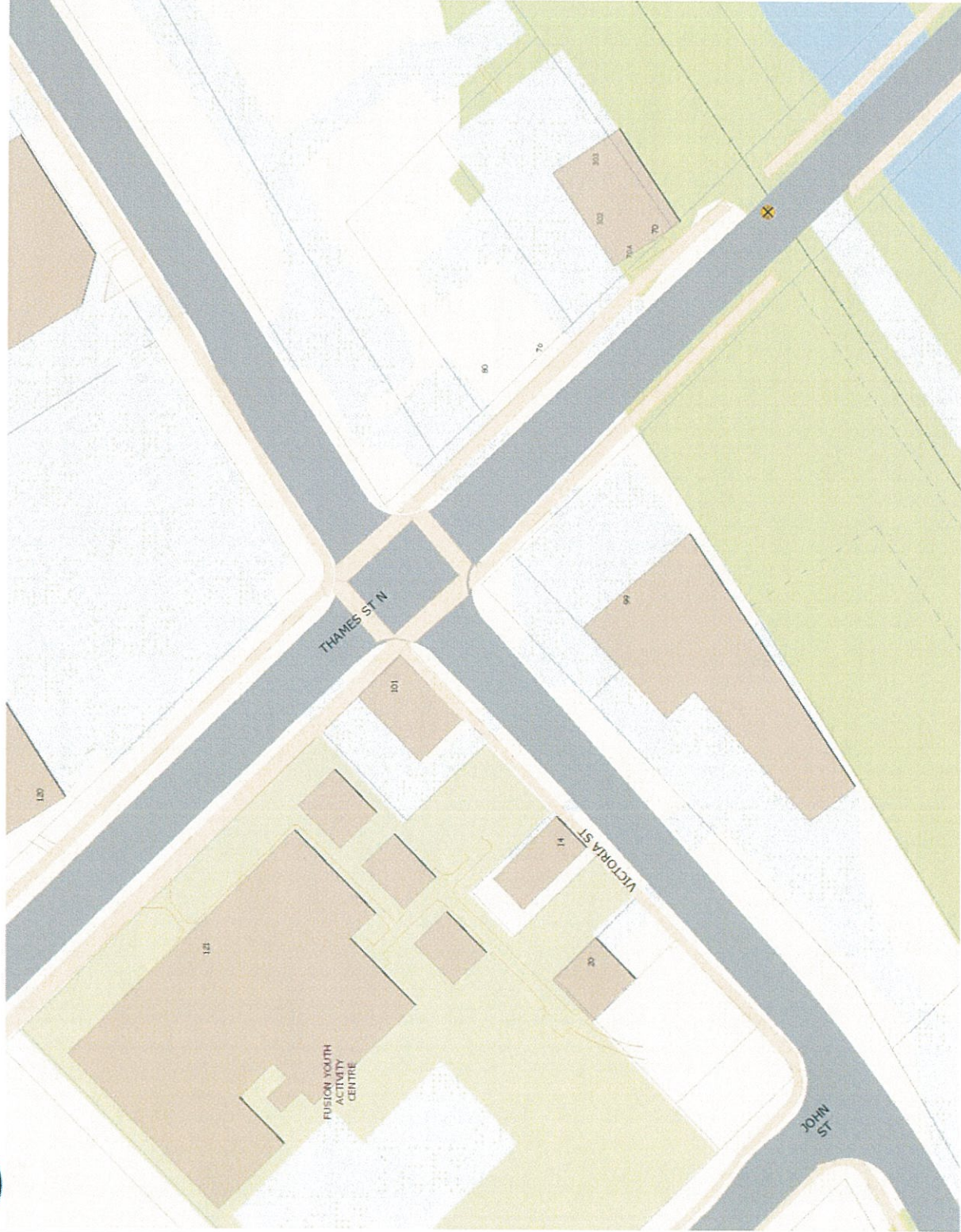
Google Earth

Imagery Date: 7/2/2018 43°02'30.80" N 80°53'14.93" W elev: 272 m eye at: 646 m

7006

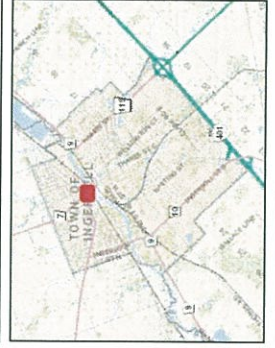


# Fusion Youth surplus lot proposal



Legend

Notes



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. This is not a plan of survey

February 20, 2019



0 Kilometers

0 0  
NAD\_1983\_UTM\_Zone\_17N





**Department:** Community Services

**Report Number:** CS-012-19

**Council Meeting Date:** March 4, 2019

**Title:** BookKing Software Update

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### Objective

To inform council and the general public on the progress of the new software implementation for the community services department.

### Background

As part of the 2018 Capital Budget, council approved updating the Community Services registration software. Through an RFP process, BookKing software was chosen as the new software provider, and the community services team, as well as BookKing staff, have been working hard on the initial set up and implementation of the new software platform which will fundamentally change the operations of the department.

### Analysis

**Timelines:** As of the writing of this report, we are approximately 70% complete the backend portion of the software implementation/set up. We plan to be 100% complete the backend portion by May 2019. We will then train all front desk staff on the software during spring/summer and do a soft launch of the software for front desk staff only, in the summer of 2019. The front end software, which includes online registration, is planned to be rolled out in Fall 2019. Patrons will be able to go online and explore the web portal, create an account, etc. during the summer of 2019. The exact date when the public can access the web portal will be heavily advertised and promoted.

**Memberships and Programs:** As part of the transition to the new software program there

are changes to the current membership structure as well as the addition of some new and exciting programming. The new memberships will be as follows:

- Will be called 'Community Services Memberships,' fees based on a number of people in the household. Members will get early registration. The following is included in the membership:
  - Unlimited wet and dry fitness (spin classes coming!)
  - Unlimited public swims and recreational skates (excludes shinny and huff and puff)
  - Unlimited squash and wallyball
  - Unlimited weight room access
  - Drop in children's programming
  - Shuffleboard
  - Drop-In Volleyball (recreational and competitive)
  - Discounted Programs with Membership:
    - Swimming lessons not included. Instead, members get 50% discount
    - Friday Night Fun – Members \$4, Non-Members \$6
    - Aikido – 50% discount
    - Karate – 50% discount
    - Time for Tots & Kinder Kids – 50% discount
    - Fusion Fee for Service Programs - 50% discount
    - Day Camp - \$140 members, \$150 non-members (per week) / \$35 members, \$40 nonmember (per day)
    - Home Alone \$35 members / \$40 non-members + book fee
    - Babysitting \$40 members / \$50 non-members + book fee
    - Stranger Smarts \$15 members / \$20 non-members + book fee
  - FEES: \$42.50 per month for one person household membership, \$60.00 per month for two people household memberships, \$70.00 per month for three people household memberships, \$80 per month for four-person household membership, 5+ person household memberships are \$20.00 per person per month.  
SENIOR (60+)/STUDENT (proof of enrollment required) FEES: \$32.50 first senior household, \$55.00 2 senior household
  - There is no discount given to members on:
    - Fusion Memberships (drop-in programs)
    - Facility Rentals
    - Shinny and Huff & Puff
    - Co-ed Ball Registration
    - Men's Basketball League
    - Aquatic Leadership Programs\*
    - Birthday Parties

**Policies:**

Refund – No refunds once the session has started. Credits may be given towards Community Services programs (no cash value) on a case by case basis.

Withdraw/Transfer – Withdrawals/Transfers can happen within the first two weeks for any reason but are dependent on program availability. A patron will need to fill out the Transfer/Withdraw Request form. These requests will be evaluated on a case by case basis. See refund policy.

Program Session Cancellations – If Community Services cancels a session, patrons will be issued a full refund or a credit on their account to be used towards Community Services programs (no cash value). Reasons for cancellations can include, but not limited to low registration, no instructor, weather-related emergencies, building maintenance, etc.

One Class Cancellation – If community services cancel a class, a patron will be issued a credit on their account to be used towards Community Services programs (no cash value), or a make-up class will be scheduled, where applicable.

**Financial Implications**

With the new software system, online registration and enhanced memberships we should see a significant increase in program and membership revenues.

**Recommendation**

**THAT** staff report CS-012-19 be received by the Council for the Town of Ingersoll as information.

**Attachments**

None

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Prepared by: Kyle Stefanovic, Director of Community Services

Approved by: William Tigert, CAO.



**Department:** Community Services

**Report Number:** CS-013-19

**Council Meeting Date:** March 4<sup>th</sup>, 2019

**Title:** Special Event Reduce Rate Requests.

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### Objective

To inform council of two community events that are requesting reduced or waiving of rates.

### Background

- 1) Quilters Guild which is booked for May 6<sup>th</sup> to the 11<sup>th</sup> at the Arena. Their reduced rate request letter is attached to this report for your reference.
- 2) Rotary ISC Qualifier Fastball Tournament is booked for June 13<sup>th</sup> to 16<sup>th</sup> on ball diamonds throughout the Town. Their letter requesting the waiving of all fees is attached to this report for your reference.

### Analysis

It is staff recommendation that these requests for a reduction in fees be viewed rather as community grant requests as such the groups be required to pay the fee's outlined by the council approved rates and fees by law.

Staff advises council that if they so choose to support the event, they should do so by providing a community grant to offset the required fees. Council could make a donation to these events to offset their costs, i.e. instead of giving a reduced rate provide a donation. This would be better in tracking the community grants the municipality provides to community and service groups throughout the year. In future years these groups should be asked to participate in the budgetary process accordingly. From an accounting, audit and transparency viewpoint this is the recommended approach.



For information purposes as part of the 2019 Community Grant program which was passed and approved by council the Rotary ISC Qualifier Fastball tournament was awarded \$2,000.

### Financial Implications

Loss of revenue if given at a reduced rate approx \$2000 for the Quilters Guild and an unknown amount for Rotary Fastball Tournament as it will depend on how many diamond rentals they will require as well as if they require any additional services (dragging diamonds etc.).

Current council approved rates for ball diamonds are \$ 48.67+HST per game with lights, \$39.82+HST per game without lights, and \$50+HST per extra diamond dragging. Council would need to determine if they wanted to provide a donation which would also have financial implications.

### Recommendation

**THAT** staff report CS-013-19 be received by the Council for the Town of Ingersoll as information.

**AND THAT** Council not waive the legislated fees but consider a community grant donation to offset the associated costs.

**AND FURTHER THAT** Council:

- Donates \$ \_\_\_\_\_ to the Quilters Guild.
- Donates an additional \$ \_\_\_\_\_ to Rotary ISC Qualifier Fastball Tournament.

### Attachments

- 1) Quilters Guild Reduced Rate Request Letter
- 2) Rotary ISC Qualifier Fastball Tournament Waiving of Fee's Letter

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Prepared by: Kyle Stefanovic, Director of Community Services  
Approved by: William Tigert, CAO.

Oxford Quilters Guild  
Ingersoll Creative Arts Centre  
P.O Box 3B4  
125 Centennial Lane (Victoria Park)  
Ingersoll, Ontario  
N5C 3V3

May 17, 2018

On behalf of the Oxford Quilt Guild I have booked the arena floor for our "Pieces of Magic" Quilt Show in 2019.

We have requested the arena floor for May 6<sup>th</sup> until tear down on May 11, 2019. We have used the Arena for the past 2 Quilt Shows and find the venue a perfect fit for our show.

Our show is large and takes us 3 days to hang. We are very well known and our 3 day attendance last year was 1,253.

We are under the umbrella of the Creative Art Centre which is a non-profit organization and would like to apply for the 50% discount that is offered to Non-profit organizations. The Centre's registration number is 118968460 RR0001.

For any information you need to finalize this application for Council, please contact me any time.

Sincerely

Marion Kramer  
Quilt Show Chair  
[Marion.kramer55@gmail.com](mailto:Marion.kramer55@gmail.com)  
Phone #519-467-5846



# The Rotary Club of Ingersoll

October 25, 2018

Mr. Michael Graves, Clerk  
Town of Ingersoll  
130 Oxford Street, 2<sup>nd</sup> Floor  
Ingersoll, Ontario  
N5C 2V5

Dear Mr. Graves:

The Rotary Club of Ingersoll will be hosting the International Softball Congress (ISC) Fastball Tournament in Ingersoll on June 14-16, 2019 at both Victoria and Garnet Elliott Parks.

The tournament is a qualifier for this region in Mens, Legends (+50) and Juniors (under 23) to compete in the World's Fastball Tournament next year in Denmark, Wisconsin, USA. We are expecting somewhere between 20 to 28 teams to compete. To accommodate the number of teams, we will be using two diamonds, in different locations within the town, which requires more work and expenses.

The Rotary Club of Ingersoll would respectfully request the waiving of fees for rentals (lights, diamonds), services (dragging of diamonds, garbage, washroom maintenance, etc.) and equipment (rakes, fences, posts, extra washroom items, extra bleachers, picnic tables, folding tables, chairs, etc.).

On our draft budget it shows over \$12,000 to host and run the tournament. Hosting the tournament also brings in many benefits to the town as shown in the newspaper article from the tournament held in Mitchell this past year.

The Ingersoll Rotary Club is very active in this community. We run the Town Christmas parade, Kids Fishing Derby, Kids Easter Egg Hunt, Rink Mates for kids and adults with disabilities, plus support many charitable organizations through our fundraising efforts.

We look forward to your favourable response. If you require additional information, please do not hesitate to contact me at the number below.

Thank you!  
For the Good of Rotary,

A handwritten signature in black ink, appearing to read "Davis Landon".

Davis Landon, Chair of 2019 ISC Tournament  
4 Woodview Court, Ingersoll, ON N5C 4E4  
519-485-2863 [dlandon@rogers.com](mailto:dlandon@rogers.com)





**Department:** Community Services

**Report Number:** CS-014-19

**Council Meeting Date:** March 4<sup>th</sup>, 2019

**Title:** Thames River Clean Up

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### Objective

To get direction from council on the Thames River Clean Up event.

### Background

Last year, the Town did not host a Thames River Clean up event as it did in years past due to liability concerns brought forward by the Town's insurer. The main concerns were getting all volunteers trained to the same extent that the Town would train its employees.

The Town, as the organizing entity, would be responsible for then having volunteers in an at-risk situation working on steep banks during high water season. Under the *Occupational Health and Safety Act*, the Town would have to develop and train volunteers on job hazard analysis plans in the event of an accident or emergency.

As a result of these concerns the Town did not host the event, and it was run out of the Unifor Hall. The organizing committee has reached out again this year to gauge the Town's interest in running the event this year. Staff have reached out to the Town's insurer in regards to the matter again this year to get some clarification, and they have provided the following comments:

**"I would suggest we would have the same concerns this year as last year. There certainly would be a greater risk of something happening to a volunteer given the location of the event, and it would be paramount to at least provide additional training for them before putting them in that situation. It's not to say you couldn't do the event but I think extra levels of**

**training to the same level as staff would be primary and if the Town felt it was not worth it last year you would want to consider if that effort is worth the heightened liability exposure this would present to the Town.”**

### **Analysis**

It is staff's recommendation that the Town not host the Thames River Clean Up event going forward due to the liability concerns identified by the Town's insurer. That said, if any organization or service group outside of the Town's umbrella is interested in hosting the event then we would encourage them to do so.

### **Financial Implications**

Heightened liability exposure if the town were to continue to host the event.

### **Recommendation**

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

**AND THAT** Council directs staff to advise the event organizers that The Town will not be participating as host to the annual Thames River Clean Up event going forward.

### **Attachments**

None

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Prepared by: Kyle Stefanovic, Director of Community Services

Approved by: William Tigert, CAO.



**Department:** Treasury

**Report Number:** T-004-19

**Council Meeting Date:** March 4, 2019

**Title:** 2018 Transfer of Funds to Reserves

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### **Objective**

This report recommends allocating a part of 2018 operating surplus funds into the Town's designated reserves to the extent that Townwide operations are not an overall deficit.

### **Background**

Council has the ability to allocate unused funds from operations in addition to the budgeted transfers to reserve and reserve funds. As part of the finalization of 2018 operations, Staff reviewed the status of operating revenue and expenditures and identified funds that need to be carried forward to a future year. The funds will be used for future initiatives including unanticipated emergencies and opportunities as needed and upon Council's approval.

This practice is in compliance with the Municipal Act and PSAB standards.

### **Analysis**

During the 2018 year-end review of the Town operations Staff identified the following:

- It has been a practice for several years to transfer net proceeds on the sale of surplus municipal land and property into a reserve. The 2018 net revenue for Carr's Walkway and Carnegie Library is \$236,432.74. Staff is recommending to transfer \$236,432.74 into the Industrial Lands Reserve Fund to fund future industrial/commercial land acquisitions.

- The 2018 revenue for the lease of the industrial lands on Clarke Street equaled \$10,187. Staff is recommending to transfer this amount into the Unfinanced Industrial Land Reserve to reduce the unfinanced portion of the industrial lands.
- The 2018 budget in the amount of \$15,000 for the Pay Equity Study has not been utilized. Staff are recommending to transfer \$15,000 to the Clerk's Operational Reserve to fund the study in 2019.
- The 2018 Building Permit Fees revenue exceeded the direct costs of providing the associated services by \$11,391.19. Staff is recommending to transfer this surplus into the Building Inspection Reserve to supplement projected, or actual revenue shortfalls of the Building permit fees in any future years.
- To ensure the Town continues to improve its financial planning and management, Staff are recommending the creation of a Winter Control Stabilization Reserve to support programs' operating requirements during seasons of high demand for service. Transfers to the reserve to be made from Winter Control program surplus subject to an overall corporate surplus. The 2018 Winter Control surplus of \$14,255 has been confirmed. Staff are recommending to transfer \$14,255 to the Winter Control Stabilization Reserve.
- The 2018 budget in the amount of \$50,000 for the Community Improvement Plan has not been utilized/ Staff is recommending to transfer \$50,000 to the Community Improvement Reserve.
- Once the 2018 year end process has been completed, and the annual operating surplus has been finalized. Staff will recommend further allocation of the 2018 surplus into the Town's designated reserves.

### Financial Implications

No impact on the 2019 operating budget.

### Recommendation

**THAT** staff report T-004-19 be received by the Council for the Town of Ingersoll as information.

**AND THAT** Council approve the allocation of the part of the 2018 operating surplus as follows:

- a) A transfer of \$236,432.74 to the Industrial Lands Reserve Fund
- b) A transfer of \$10,187 to the Unfinanced Industrial Lands Reserve
- c) A transfer of \$15,000 to the Clerk's Operational Reserve
- d) A transfer of \$11,391.19 to the Building Inspection Reserve
- e) A transfer of \$14,255 to the Winter Control Stabilization Reserve
- f) A transfer of \$50,000 to the Community Improvement Reserve

Transfers total: \$337,265.93

<b>Attachments</b>
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None

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Prepared by: Iryna Koval, Director of Finance, Treasurer

Approved by: William Tigert, CAO





**Department:** Treasury

**Report Number:** T-005-19

**Council Meeting Date:** March 4, 2019

**Title:** 2019 Fees or Charges By-Law

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### **Objective**

This report recommends adjusting Town's fees and charges for inflation as prescribed in the Fees or Charges By-law 18-5001, to become effective April 1, 2019.

### **Background**

User fees are a critical element of the Town's revenue mix and represent a significant portion of the Town's revenue stream. The objective of the fees is to recover costs for services and programs provided by the Town or local boards and help to mitigate future property tax increases while continuing to provide high levels of service to our customers.

Section 391(1) of the Municipal Act, 2001, S.O.2001, c. 25 authorizes a municipality to pass by-laws to impose fees or charges on persons. The Fees or Charges Schedule identifies the rates and fees proposed for certain municipal services and programs provided. With approval from Council, the Fees or Charges Schedule is used as the basis for the Fees or Charges By-law.

The Town established rates and fees for various service categories provided by the Town including administrative, planning, licensing, fire, engineering, recreation, and other miscellaneous fees.

Annually, the rates and fees are reviewed by staff and adjusted in accordance with inflation and market conditions. Staff have been proactive in ensuring that the fees for the services and activities reflect full cost recovery to the extent possible.

## Analysis

Proposed changes to the Fees or Charges Schedule include annual indexing to ensure fees keep pace with inflation and new fees recommended by Staff for implementation in 2019. The target increase is 2.2% - it represents the annual increase in the Ontario Consumer Price Index at the end of the third quarter of 2018. For some services, Staff determined this was not a practical increase and recommended to take a stepped approach every few years.

**Administrative Services:** No change is proposed to the current fees. Two new fees were introduced for Manually Searching Records and Preparation of Records of Disclosure resulting from freedom of information requests. A fee for Cancellation of Marriage Ceremony after consultations was also introduced. These are relatively common practices with other municipalities.

**Planning.** All the fees and charges are proposed to increase by 2.2%.

**Treasury Services.** No change is proposed to the fees.

**Engineering / Public Works.** No change is proposed to the fees. Added a new fee to allow for cost recovery for damages to public property caused during a collision.

**Fire Services.** No change is proposed to the fees

**Museum.** No change is proposed to the fees

**Parks & Recreation Services.** A comprehensive review was conducted by Staff. The increases vary depending on the nature of the fees and market conditions.

- Arena. No change is proposed to the fees
- Victoria Park Community Centre. The new fees that are proposed are for the rental of play equipment, projector rental, charges for extra Staff time. New fees proposed for the swimming pool are Swim Team - Full Pool and per Lane. New Program Fees for members and non-members were proposed for a number of programs. The fees for Pre-teen dances and the rental of the full-size Multi-Purpose Room were removed.
- Parks. No change is proposed to the fees.
- Fusion Youth Centre. New fees proposed are for the rental of Radio Booth, Fee for Service programs, Cooking and Baking Classes, Projector Rental Fee.

The attached schedule represents recommended fees, and charges, any new fees as well as increased fees are highlighted.

## Financial Implications

Recommended fees are based on achieving full cost recovery where possible. While the impact to Town revenues is depended on activity volumes, the recommended changes

to the fees are expected to generate additional revenues without incurring additional costs.

### **Recommendation**

**THAT** staff report T-005-19 be received by the Council for the Town of Ingersoll as information.

**AND THAT** the attached Schedule 'A' named as the Town of Ingersoll 2019 Fees and Charges be approved and come to effect as of April 1, 2019.

### **Attachments**

Schedule 'A' the Town of Ingersoll 2019 Fees and Charges

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Prepared by: Iryna Koval, Director of Finance, Treasurer

Approved by: William Tigert, CAO

**SCHEDULE "A"**  
**The Corporation of the Town of Ingersoll**  
**2019 Fees and Charges**

**By-law 18-5001**

**Approved by Council:**

**March 4, 2019**

**Effective Date:**

**April 1, 2019**

\* Rates may be adjusted annually based on the CPI

\*\* If no effective date is provided than this fee is effective on the day this by-law is passed

\*\*\* Applicable taxes apply. The Town reserves the right to review HST applicability for any regulatory changes.

Description of Service	Unit of Measure	2018 Fee Before Taxes	2019 Fee Before Taxes	Subject to HST	Increase
<b>Administrative</b>					
<b>Freedom of Information Request</b>					
Application	each	\$5.00	\$5.00	No	0.00%
Photo Copies	per page	\$0.22	\$0.22	No	0.00%
Manually Searching Records	per hour		\$30.00	No	New
Preparation of Record of Disclosure	per hour		\$30.00	No	New
<b>Photocopying &amp; Printing</b>					
8 ½ x 11 & 8 ½ x 14	per page	\$0.22	\$0.22	Yes	0.00%
11 x17	per page	\$0.44	\$0.44	Yes	0.00%
Cut Sheets 2'x3'	per sheet	\$3.67	\$3.67	Yes	0.00%
Rolled Stock 24' or 36'	per sq. ft.	\$0.84	\$0.84	Yes	0.00%
Rolled Stock 24' or 36'	per sq. m.	\$8.76	\$8.76	Yes	0.00%
<b>Paratransit Ticket</b>	each	\$3.00	\$3.00	No	0.00%
<b>Commissioner of Oaths</b>					
Residents of Ingersoll		\$15.00	\$15.00	No	0.00%
Non-Residents	per document	\$20.00	\$20.00	No	0.00%
Certified True Copy (Residents)		\$15.00	\$15.00	No	0.00%
Certified True Copy (Non-Residents)		\$20.00	\$20.00	No	0.00%
<b>Lottery Licenses</b>					
Bingo	each	\$3.00	\$3.00	No	0.00%
Raffles	of prize value	3%	3%	No	0.00%
Nevada (Break Open)	of prize value	3%	3%	No	0.00%
<b>Marriages</b>					
Marriage License	each	\$110.00	\$110.00	No	0.00%
Marriage Ceremony	per service	\$250.00	\$250.00	Yes	0.00%
Staff Witness	per staff	\$20.00	\$20.00	Yes	0.00%
Cancellation after consultation			\$50.00	Yes	New

Description of Service	Unit of Measure	2018 Fee Before Taxes	2019 Fee Before Taxes	Subject to HST	Increase
<b>Burial Permit</b>					
In Town	each	\$5.00	\$5.00	No	0.00%
Out of Town	each	\$5.00	\$5.00	No	0.00%
<b>Parking Permits</b>					
Day Time (9:00 a.m.–6:00 p.m.)	Monthly	\$30.00	\$30.00	Yes	0.00%
Overnight (Midnight -7:00 a.m.)	Monthly	\$30.00	\$30.00	Yes	0.00%
Day Time and Overnight	Monthly	\$45.00	\$45.00	Yes	0.00%
<b>Transit Trader License</b> (annual renewal) By-law #99-3874	per resident	\$50.00	\$50.00	No	0.00%
	per non resident	\$200.00	\$200.00	No	0.00%
<b>Lunch Wagon</b> (annual renewal) By-law #95-3668	per resident	\$300.00	\$300.00	No	0.00%
	per non resident	\$500.00	\$500.00	No	0.00%
<b>Lunch Cart</b> By-law #95-3668	<b>resident per 6 months</b>	\$75.00	\$75.00	No	0.00%
	<b>resident per 1 year</b>	\$125.00	\$125.00	No	0.00%
	<b>non-resident per 6 months</b>	\$125.00	\$125.00	No	0.00%
	<b>non-resident per 1 year</b>	\$250.00	\$250.00	No	0.00%
<b>Planning</b>					
Minor Variances/Permission	each	\$1,400.00	\$1,431.00	Yes	2.2%
Plan of Subdivision	each	\$1,000.00	\$1,022.00	Yes	2.2%
Condominium Development	per application	\$745.00	\$761.00	Yes	2.1%
Subdivision Agreement	each	\$740.00	\$756.00	Yes	2.2%
Application for Consent	per application	\$500.00	\$511.00	Yes	2.2%
Development Agreement		\$270.00	\$276.00	Yes	2.2%
Site Plan Control	Plus cost of registration of Site Plan and cost of Peer review, if required	\$1,160.00	\$1,186.00	Yes	2.2%
Site Plan Control Agreement		\$435.00	\$445.00	Yes	2.3%
Site Plan Control Amendment		\$400.00	\$409.00	Yes	2.3%
Part Lot Control Amendment		\$350.00	\$358.00	Yes	2.3%
Zoning By-Law Amendment –Basic Amendment, Temporary Use, Interim Control		\$2,500.00	\$2,555.00	Yes	2.2%
Zoning By-law Amendment –Remove Holding Symbol, By-law renewal		\$1,500.00	\$1,533.00	Yes	2.2%
Lawyers Clearance Letters		\$70.00	\$72.00	Yes	2.9%
Property Standards Clearance Letters		\$150.00	\$153.00	Yes	2.0%

Description of Service	Unit of Measure	2018 Fee Before Taxes	2019 Fee Before Taxes	Subject to HST	Increase
<b>Treasury</b>					
<b>Property Tax Fees</b>					
Title Change	each	\$20.00	\$20.00	No	0.00%
New Account	per account	\$25.00	\$25.00	No	0.00%
Additions to Roll	each	\$20.00	\$20.00	No	0.00%
Tax Sale Collection Processing Fee	per account	\$25.00	\$25.00	No	0.00%
Tax Certificate	each	\$50.00	\$50.00	No	0.00%
Reprint of Tax Bill	each	\$10.00	\$10.00	No	0.00%
Tax Letter	each	\$25.00	\$25.00	No	0.00%
<b>Dog Licences - Valid January 1<sup>st</sup> - December 31<sup>st</sup></b>					
Kennel License Fee	per license	\$100.00	\$100.00	No	0.00%
Non Spayed/Non Neutered		\$25.00	\$25.00	No	0.00%
Spayed/ Neutered		\$20.00	\$20.00	No	0.00%
Replacement Tag		\$5.00	\$5.00	No	0.00%
Guide Dogs		No Charge	No Charge	No	0.00%
Late Fee - After February 1st		\$5.00	\$5.00	No	0.00%
<b>Engineering/Public Works</b>					
Blue Box	per paper box	\$4.50	\$4.50	No	0.00%
	per container box	\$5.50	\$5.50	No	0.00%
Composter	each	\$10.00	\$10.00	No	0.00%
Garbage Bag Tags	per tag	\$2.00	\$2.00	No	0.00%
Firewood	per cord	\$55.00	\$55.00	Yes	0.00%
	per cord delivered within 1 km in Town	\$65.00	\$65.00	Yes	0.00%
Road Allowance Excavation Fee (applies to Town assumed roads only)	per application	\$100.00	\$100.00	Yes	0.00%
<b>Release of Easement</b>					
If Reference Plan Required	per application	\$1,100.00	\$1,100.00	Yes	0.00%
Legal Fees Only	per application	\$260.00	\$260.00	Yes	0.00%
Subdivision Inspection	per service	\$1,000.00	\$1,000.00	Yes	0.00%
Site Plan Inspection	per service	\$650.00	\$650.00	Yes	0.00%
Cost recovery for damages to public property caused during a collision	per incident		actual cost	Yes	New
Entrance permits/ culverts/ signs	per permit	\$75.00	\$75.00	Yes	0.00%
Traffic Counts	per service	\$100.00	\$100.00	Yes	0.00%
<b>Construction Tender Documents:</b>					
\$500,000 or less		\$40.00	\$40.00	Yes	0.00%
Over \$500,000		\$75.00	\$75.00	Yes	0.00%
<b>Refundable Deposit:</b>					
Grading – Certificate Clearance		\$1,000	\$1,000	No	0.00%
Damage to Roads					

Description of Service	Unit of Measure	2018 Fee Before Taxes	2019 Fee Before Taxes	Subject to HST	Increase
<b>Fire Services</b>					
Training Room Rental	Evening per hr.	\$15.00	\$15.00	Yes	0.00%
Outside use of Training Room will be at the discretion of the Chief	Daytime per hr.	\$60.00	\$60.00	Yes	0.00%
Training Grounds	per hour	\$100.00	\$100.00	Yes	0.00%
	flat rate per day	\$500.00	\$500.00	Yes	0.00%
Home Inspections (Business Purposes)	per home	\$75.00	\$75.00	Yes	0.00%
Commercial Inspection	per unit	\$100.00	\$100.00	Yes	0.00%
Industrial Inspection	per unit	\$200.00	\$200.00	Yes	0.00%
File Search/Letters for Outstanding Work Orders etc.	flat fee	\$50.00	\$50.00	Yes	0.00%
Fire Service Reports	per report	\$50.00	\$50.00	Yes	0.00%
Liquor License Letter (including inspection)	per letter	\$100.00	\$100.00	Yes	0.00%
<b>Residential Inspections</b>					
Duplex/Semi		\$125.00	\$125.00	Yes	0.00%
Multiple Dwellings/3 & 4 units		\$200.00	\$200.00	Yes	0.00%
Multiple Dwellings/ 5 & 6 units		\$250.00	\$250.00	Yes	0.00%
Multiple Dwellings 7 units +		\$300.00	\$300.00	Yes	0.00%
<b>Fire Department Services</b> Or the Ministry of Transportation (MTO) current rates.					
1 <sup>st</sup> apparatus – first hour	first hour	\$459.45	\$459.45	No	0.00%
Each additional apparatus – first hour	first hour	\$459.45	\$459.45	No	0.00%
Each additional half hour or part thereof	per 1/2 hour	\$229.73	\$229.73	No	0.00%
Flat rate per hour where equipment is dispatched but not used (King's Hwy., non-residents, repeated false alarms in excess of 3 per year)	flat rate per hour	\$459.45	\$459.45	No	0.00%
Flat rate per half hour where equipment is dispatched but not used (King's Hwy., non-residents, repeated false alarms in excess of 3 per year)	flat rate per 1/2 hour	229.73	229.73	No	0.00%
Air Fill – 2216 PSI (non-fire department)		\$8.00	\$8.00	Yes	0.00%
Air Fill – 4500 PSI		\$12.00	\$12.00	Yes	0.00%
Cylinders over 45 cu. ft.		\$30.00	\$30.00	Yes	0.00%
Fire Department only yearly air fills flat rate if over \$300		\$300.00	\$300.00	Yes	0.00%
Small Fuel Spills – less than 50 L. (i.e. leaking vehicle gas tank – fuel pump spills, etc.)	per service + cost of material	\$275.00	\$275.00	No	0.00%
Large Spills – greater than 50L.	per vehicle/per hour + cost of materials	\$410.00	\$410.00	No	0.00%
Fire Watch as per SOG#29 – minimum 2 fire fighters	per hr./per fighter	\$45.00	\$45.00	No	0.00%

Description of Service	Unit of Measure	2018 Fee Before Taxes	2019 Fee Before Taxes	Subject to HST	Increase
<b>Museum</b>					
Day Camp	per day per child	\$15.00	\$15.00	No	0.00%
Guided Museum Tours	per person	\$3.00	\$3.00	Yes	0.00%
Student Programs	per child, adults free	\$3.00	\$3.00	No	0.00%
Bus Tours	per person, escort and driver free	\$5.00	\$5.00	Yes	0.00%
<b>Parks &amp; Recreation</b>					
<b>Facility Rentals</b>					
<b>Arena</b>					
<b>Ice Rental *</b>					
Prime Time – Adult	per hour	\$163.72	\$163.72	Yes	0.00%
Non-Prime Time – Adult	per hour	\$110.62	\$110.62	Yes	0.00%
Minor Sports Prime Time	per hour	\$125.66	\$125.66	Yes	0.00%
Minor Sports Non-Prime Time	per hour	\$84.07	\$84.07	Yes	0.00%
<b>Arena Floor - Summer Months *</b>					
Sunday to Thursday	per day	\$508.85	\$508.85	Yes	0.00%
Friday and Saturday	per day	\$752.21	\$752.21	Yes	0.00%
Hourly	per hour	\$48.67	\$48.67	Yes	0.00%
<b>Auditorium *</b>					
Sunday to Thursday	per day	\$234.51	\$234.51	Yes	0.00%
Friday and Saturday	per day	\$442.48	\$442.48	Yes	0.00%
After 2am additional charge	flat rate, 1 time fee	\$35.40	\$35.40	Yes	0.00%
Hourly rate	per hour	\$44.25	\$44.25	Yes	0.00%
Hourly rate - User Group/Service Club	per hour	\$22.12	\$22.12	Yes	0.00%
<b>Dryland Training Auditorium *</b>					
Minor and Non Profit eligible for 50% reduction for arena floor, auditorium (where Liquor Permit not attached) Rate reduction not eligible for ice rentals, dryland training or any town programs					
Minor Hockey	per ice season	\$530.97	\$530.97	Yes	0.00%
West Oxford Inferno	per ice season	\$221.24	\$221.24	Yes	0.00%
<b>Possible Ticket Ice *</b>					
During the day Monday-Friday from 8 am to 4:30 pm where ice is not used	per person with a minimum of 6 people	\$10.00	\$10.00	Yes	0.00%
<b>Admissions</b>					
<b>Public Skate *</b>					
Youth	per visit	\$3.50	\$3.50	No	0.00%
Student/Senior	per visit	\$3.54	\$3.54	Yes	0.00%
Adult	per visit	\$3.98	\$3.98	Yes	0.00%
Family	per visit	\$8.85	\$8.85	Yes	0.00%
Parents & Tots	per visit	\$3.98	\$3.98	Yes	0.00%
<b>Other Skates *</b>					
Shinny	per visit	\$6.19	\$6.19	Yes	0.00%
Huff and Puff	per visit	\$4.42	\$4.42	Yes	0.00%



Description of Service	Unit of Measure	2018 Fee Before Taxes	2019 Fee Before Taxes	Subject to HST	Increase
<b>VPCC Memberships &amp; Other Fees</b>					
<b>Multi-Purpose Room *</b>					
Full Size / hr.	per hour	\$37.17		Yes	-100%
Full Size / per day	per day	\$183.19		Yes	-100%
Small half	per day	\$130.97	\$130.97	Yes	0.00%
Small half	per hour	\$26.55	\$26.55	Yes	0.00%
<b>VPCC Meeting Room *</b>					
Per hour	per hour	\$26.55	\$26.55	Yes	0.00%
Per day	per day	\$130.97	\$130.97	Yes	0.00%
<b>VPCC Board Room *</b>					
Weekday or evening	per day	\$66.37	\$66.37	Yes	0.00%
Weekday or evening	per hour	\$13.27	\$13.27	Yes	0.00%
Weekend	per day	\$132.74	\$132.74	Yes	0.00%
Weekend	per hour	\$26.55	\$26.55	Yes	0.00%
<b>Play Equipment Rental *</b>	per hour		\$20.35	Yes	New
<b>Extra Staff Charge</b>	per one staff		\$26.55	Yes	New
<b>Projector Rental</b>	per hour		\$30.09	Yes	New
<b>Pool Rental *</b>					
Private (1 guard included)	per hour	\$95.58	\$95.58	Yes	0.00%
Private (2 guards included)	per hour	\$121.24	\$121.24	Yes	0.00%
Private (3 guards included)	per hour	\$141.59	\$141.59	Yes	0.00%
User Group/Service Club (1 guard)	per hour	\$58.41	\$58.41	Yes	0.00%
All rentals extra guard	per hour	\$16.81	\$16.81	Yes	0.00%
Swim Team - Full Pool	per hour		\$54.41	Yes	New
Swim Team - Per Lane	per hour		\$6.80	Yes	New
Schools (up to 38 students)(2 guards) per student		<b>To be negotiated as per reciprocal agreement</b>	<b>To be negotiated as per reciprocal agreement</b>	No	0.00%
<b>Pool Admissions *</b>					
Youth	per visit	\$3.50	\$3.50	No	0.00%
Teen/Senior	per visit	\$3.54	\$3.54	Yes	0.00%
Adult	per visit	\$3.98	\$3.98	Yes	0.00%
Family	per visit	\$8.85	\$8.85	Yes	0.00%
Kids 2 and under	per visit	FREE	FREE		
<b>Drop In Programs *</b>					
Visit Pass	per visit	\$7.08	\$7.08	Yes	0.00%
Visit Pass Senior	per visit	\$6.19	\$6.19	Yes	0.00%
Visit Pass Youth	per visit	\$6.00	\$6.00	No	0.00%
<b>Drop in Youth Programs *</b>					
Flick 'N Dip	per visit	\$6.00	\$6.00	No	0.00%
Friday Night Fun - Member	per visit		\$4.00	No	New
Friday Night Fun - Non Member	per visit		\$6.00	No	New
Pre-teen Dances		\$6.50		No	-100.00%

Description of Service	Unit of Measure	2018 Fee Before Taxes	2019 Fee Before Taxes	Subject to HST	Increase
<b>Programs *</b>					
1 Hr Youth or Preschool Member	per class		\$2.25	No	New
1 Hr Youth or Preschool Non Member	per class		\$5.50	No	New
Adult Seasonal programs	per class	\$5.75	\$5.75	Yes	0.00%
Time for Tots Non Members	per class	\$13.00	\$13.00	No	0.00%
Time for Tots - Member	per class		\$6.50	No	New
KinderKids	per class	\$11.00	\$11.00	No	0.00%
Babysitting Course	per course	\$50.00	\$50.00	No	0.00%
Babysitting Course Book	per book		\$9.50	Yes	New
Stranger Smarts book	per book		\$5.00	Yes	New
Home Alone Course Book	per book		\$7.75	Yes	New
Stay Safe Course	per course	\$40.00	\$40.00	No	0.00%
Day Camp - 1st child	per week	\$150.00	\$150.00	No	0.00%
Day Camp - 1st child	per day	\$40.00	\$40.00	No	0.00%
Day Camp - 2nd child	per week	\$140.00	\$140.00	No	0.00%
Day Camp - 2nd child	per day	\$35.00	\$35.00	No	0.00%
Extended Care AM	per week	\$15.00	\$15.00	No	0.00%
Extended Care AM	per day		\$4.00	No	New
Extended Care PM	per week	\$10.00	\$10.00	No	0.00%
Extended Care PM	per day		\$3.00	No	New
Day Camp trips	per trip	\$20.00	\$20.00	No	0.00%
Tennis Lessons 1/2 hour	per lesson	\$5.00	\$5.00	No	0.00%
Tennis Lessons 1 hour	per lesson	\$10.00	\$10.00	No	0.00%
Tennis Camp	per day	\$110.00	\$110.00	No	0.00%
Coed Ball	per team	\$450.00	\$398.30	Yes	-11.49%
Men's Basketball	per season	\$130.00	\$130.00	Yes	0.00%
Drop in Volleyball (recreational & competitive)	per season	26.55	26.55	Yes	0.00%
Swim Lessons - 1/2 hr. class	per lesson	\$6.25	\$6.25	No	0.00%
Swim Lessons - 1 hr. class	per lesson	\$7.25	\$7.25	No	0.00%
Swimming Lessons Members	per lesson		\$3.13	No	New
Swimming Lessons Non Membes	per lesson		\$6.25	No	New
Adult swim lessons	per lesson	\$6.19	\$6.19	Yes	0.00%
Semi Private Lessons	per lesson	\$10.00	\$10.00	No	0.00%
Youth Private Lessons	per lesson	\$20.00	\$20.00	No	0.00%
Youth Bronze Star	per course	\$74.00	\$74.00	No	0.00%
Bronze Medallion	per course	\$128.32	\$128.32	Yes	0.00%
Bronze Cross	per course	\$137.17	\$137.17	Yes	0.00%
Lifesaving Assistant instructor	per course	\$134.65	\$134.65	Yes	0.00%
Lifesaving instructor plus swim instructor	per course	\$203.54	\$203.54	Yes	0.00%
Instructor Recertification	per course	\$49.56	\$49.56	Yes	0.00%
National Lifeguard Service	per course	\$221.24	\$221.24	Yes	0.00%
NLS Recertification	per course	\$49.56	\$49.56	Yes	0.00%
Lifesaving First Aid Course	per course		\$110.61	Yes	New
Lifesaving First Aid Recert	per course		\$75.22	Yes	New
Synchro Club	per hour per class	\$7.25	\$7.25	No	0.00%

Description of Service	Unit of Measure	2018 Fee Before Taxes	2019 Fee Before Taxes	Subject to HST	Increase
<b>Pool Parties *</b>					
Package A		\$110.00	\$110.00	No	0.00%
Package B		\$140.00	\$140.00	No	0.00%
<b>Miscellaneous Fees</b>					
Program Cancellation		\$20.00	\$20.00	No	0.00%
N.S.F. cheque		\$25.00	\$25.00	No	0.00%
Post-dated cheques		\$20.00	\$20.00	No	0.00%
<b>VPCC Membership – Yearly *</b>					
Student / Senior		\$345.13	\$345.13	Yes	0.00%
Adult		\$451.33	\$451.33	Yes	0.00%
<b>Aquatic/Fitness Family Membership *</b>					
Family aquatic/fitness yearly		\$796.46	\$796.46	Yes	0.00%
<b>Personal Training – Member *</b>					
1/2 hour session		\$26.55	\$26.55	Yes	0.00%
5- ½ hour sessions		\$125.00	\$125.00	Yes	0.00%
1 hr. session		\$35.40	\$35.40	Yes	0.00%
5 -1hr. sessions		\$150.00	\$150.00	Yes	0.00%
10 -1 hr. sessions		\$250.00	\$250.00	Yes	0.00%
<b>Personal Training - Non-Member *</b>					
1 hr. Session		\$44.25	\$44.25	Yes	0.00%
5 - 1hr. Sessions		\$205.00	\$205.00	Yes	0.00%
10 - 1 hr. Sessions		\$360.00	\$360.00	Yes	0.00%
<b>Advertising *</b>					
Arena – rink boards	per year	\$398.23	\$398.23	Yes	0.00%
Arena – 4 x 8 wall ads	per year	\$243.36	\$243.36	Yes	0.00%
Arena – 4 x 4 wall ads	per year	\$132.74	\$132.74	Yes	0.00%
VPCC 2 x 2 wall ads	per year	\$221.24	\$221.24	Yes	0.00%
Main Vic 2 sided sign, visible from ball diamond & parking lot	per year	\$243.36	\$243.36	Yes	0.00%
Fusion Skate park 4 x 8	per year	\$243.36	\$243.36	Yes	0.00%
GE #1 Only sold once Main Vic is sold out 4 x 8	per year	\$132.74	132.74	Yes	0.00%
<b>Parks</b>					
One time diamond rental with lights		\$48.67	\$48.67	Yes	0.00%
One time diamond rental without lights		\$39.82	\$39.82	Yes	0.00%
Minor Soccer	per player	\$5.00	\$5.00	Yes	0.00%
Centennial Park – Camping	per day	\$14.60	\$14.60	Yes	0.00%
Festival of Lights	per day	\$26.55	\$26.55	Yes	0.00%
Canterbury Stage – non profit	per day	\$44.25	\$44.25	Yes	0.00%
Canterbury Stage – private	per day	\$88.50	\$88.50	Yes	0.00%
Picnic tables – non-profit *	per table	\$5.31	\$5.31	Yes	0.00%
Picnic tables – private*	per table	\$8.85	\$8.85	Yes	0.00%
Tables/chairs & portable fencing – non-profit *	Flat Delivery Fee	\$22.12	\$22.12	Yes	0.00%
Tables/chairs & portable fencing – private*	Flat Delivery Fee	\$44.25	\$44.25	Yes	0.00%

Description of Service	Unit of Measure	2018 Fee Before Taxes	2019 Fee Before Taxes	Subject to HST	Increase
<b>Fusion Technology Centre</b>					
<b>Gym Rental *</b>					
Weekday or Evening - day		\$130.09	\$130.09	Yes	0.00%
Weekday or Evening - hour		\$45.13	\$45.13	Yes	0.00%
Weekend - day		\$170.80	\$170.80	Yes	0.00%
Weekend - hourly		\$75.22	\$75.22	Yes	0.00%
Gym Equipment Rental		\$20.35	\$20.35	Yes	0.00%
Special Set Up - flat fee		\$30.09	\$30.09	Yes	0.00%
AV Equipment Rental internal		\$30.09	\$30.09	Yes	0.00%
<b>Lounge Rental *</b>					
Weekday, evening and weekend	per day	\$130.09	\$130.09	Yes	0.00%
Weekday, evening and weekend	per hour	\$40.71	\$40.71	Yes	0.00%
<b>Art Room Rental *</b>					
Weekday, evening and weekend	per day	\$75.22	\$75.22	Yes	0.00%
Weekday, evening and weekend	per hour	\$15.04	\$15.04	Yes	0.00%
<b>SureStart Training Room *</b>					
Weekday, evening and weekend	per day	\$75.22	\$75.22	Yes	0.00%
Weekday, evening and weekend	per hour	\$20.35	\$20.35	Yes	0.00%
<b>Youth Technology Centre (The "YTLC")*</b>					
Weekday, evening and weekend	per day	\$120.35	\$120.35	Yes	0.00%
Weekday, evening and weekend	per hour	\$30.09	\$30.09	Yes	0.00%
<b>Imac Lab *</b>					
Weekday, evening and weekend	per day	\$100.84	\$100.84	Yes	0.00%
Weekday, evening and weekend	per hour	\$20.35	\$20.35	Yes	0.00%
<b>Board Room *</b>					
Weekday or Evening - day		\$66.37		Yes	-100.00%
Weekday or Evening - hourly		\$13.27		Yes	-100.00%
Weekend - day		\$186.73		Yes	-100.00%
Weekend - hourly		\$28.32		Yes	-100.00%
<b>Kitchen *</b>					
Weekday, evening and weekend	per day	\$150.44	\$150.44	Yes	0.00%
Weekday, evening and weekend	per hour	\$35.40	\$35.40	Yes	0.00%
<b>Radio Booth *</b>					
Five hours or less	per hour		\$65.49	Yes	New
Six hours or more	per hour		\$45.13	Yes	New
<b>PROGRAMS *</b>					
Yearly Membership fee age 12-14	per child	\$5.00	\$5.00	No	0.00%
Yearly Membership fee age 15-18	per child	\$4.42	\$4.42	Yes	0.00%
Replacement Card	per card	\$1.76	\$1.76	Yes	0.00%
Nutrition Prepared meals	per meal	\$2.85	\$2.85	No	0.00%
Fee for Service Programs	per class		\$5.00	No	New
Cooking / baking Class	per class		\$7.00	No	New
Staff planning time	per hour	\$26.55	\$26.55	Yes	0.00%
Staff program time	per hour	\$26.55	\$26.55	Yes	0.00%

Description of Service	Unit of Measure	2018 Fee Before Taxes	2019 Fee Before Taxes	Subject to HST	Increase
<b>Senior Camp</b>					
Day Camp - 1st child – weekly		\$150.00	\$150.00	No	0.00%
Day Camp - 1st child – daily		\$40.00	\$40.00	No	0.00%
Day Camp - 2nd child – weekly		\$140.00	\$140.00	No	0.00%
Day Camp - 2nd child – daily		\$35.00	\$35.00	No	0.00%
Extended Care AM weekly		\$15.00	\$15.00	No	0.00%
Extended Care PM weekly		\$10.00	\$10.00	No	0.00%
Day Camp trips		\$20.00	\$20.00	No	0.00%
<b>Birthday Parties</b> – based on 10 participants, birthday cake, chips, and balloons included					
<u>Art Birthday party</u> – includes art activity and 1 staff member, plus time in party room.		\$132.74	\$132.74	Yes	0.00%
<u>Gym Birthday party</u> – includes sports activities and 1 staff member, plus time in party room.		\$132.74	\$132.74	Yes	0.00%
<u>Technology Birthday party</u> – includes technology activity (multimedia, gaming tournaments, etc.) and 1 staff member, plus time in party room.		\$133.74	\$133.74	Yes	0.00%
<u>Cooking Birthday party</u> – includes cooking activities and 1 staff member, plus time in party room.		\$134.74	\$134.74	Yes	0.00%
<b>Multi Media Services *</b>					
<b>AV Equipment External Rental *</b>					
Sound System Rental: One 12-channel compact mixer, two speakers, and one wired microphone are included in the rental package					
1 Day		\$110.62	\$110.62	Yes	0.00%
2 Day		\$198.23	\$198.23	Yes	0.00%
3 Day		\$247.79	\$247.79	Yes	0.00%
Sound technician - hourly	per hour	\$40.71	\$40.71	Yes	0.00%
Set up, delivery and take down	per hour	\$40.71	\$40.71	Yes	0.00%
<b>Microphone, Sennheiser freeport *wireless handheld microphone</b>					
1 Day		\$30.09	\$30.09	Yes	0.00%
2 Day		\$54.87	\$54.87	Yes	0.00%
3 Day		\$68.14	\$68.14	Yes	0.00%
<b>Microphone, Sennheiser freeport *wireless lapel microphone</b>					
1 Day		\$30.09	\$30.09	Yes	0.00%
2 Day		\$54.87	\$54.87	Yes	0.00%
3 Day		\$68.14	\$68.14	Yes	0.00%

Description of Service	Unit of Measure	2018 Fee Before Taxes	2019 Fee Before Taxes	Subject to HST	Increase
<b>Optoma EP758 DLP Projector *</b>					
1 Day		\$85.84	\$85.84	Yes	0.00%
2 Day		\$153.10	\$153.10	Yes	0.00%
3 Day		\$192.04	\$192.04	Yes	0.00%
Set up, delivery and take down fee applies to rentals without sound technician each way		\$40.71	\$40.71	Yes	0.00%
<b>Sound Equipment External Rental *</b>					
Makie 1604-VLZ3 16-channel 4-Bus mixer with firewire					
1 Day		\$30.09	\$30.09	Yes	0.00%
2 Day		\$54.87	\$54.87	Yes	0.00%
3 Day		\$68.14	\$68.14	Yes	0.00%
<b>Rapco 16-channel audio snake *</b>					
1 Day		\$20.35	\$20.35	Yes	0.00%
2 Day		\$34.51	\$34.51	Yes	0.00%
3 Day		\$47.79	\$47.79	Yes	0.00%
<b>Digital Recording &amp; Audio Recording *</b>					
<b>Recording</b>					
Five hours or less	per hour	\$65.49	\$65.49	Yes	0.00%
Six hours or more	per hour	\$45.13	\$45.13	Yes	0.00%
Mixing or Mastering – Minimum three hours	per hour	\$45.13	\$45.13	Yes	0.00%



**Department:** Treasury

**Report Number:** T-006-19

**Council Meeting Date:** March 4, 2019

**Title:** 2018 Council Remuneration & Expense Report

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### **Objective**

To provide Council with the 2018 Council Remuneration and Expenses Report for the year ended December 31, 2018, as required under the Municipal Act 2001.

### **Background**

In accordance with subsection 284(1) of the Municipal Act 2001, *“The Treasurer of a municipality shall in each year on or before March 31 provide to the council of the municipality an itemized statement on remuneration and expenses paid in the previous year to,*

- (a) each member of council in respect of his or her services as a member of council or any other body, including a local board, to which the member has been appointed by council or on which the member holds office by virtue of being a member of council;*
- (b) each member of council in respect of his or her services as an officer or employee of the municipality or other body described in clause (a); and*
- (c) each person, other than a member of council, appointed by the municipality to serve as a member of any body, including a local board, in respect of his or her services as a member of the body.”*

### **Analysis**

Remuneration was paid as per 2014 Council Remuneration By-law 14-4750.

### **Financial Implications**

No impact on the 2019 operating budget.

## **Recommendation**

**THAT** staff report T-006-19 be received by the Council for the Town of Ingersoll as information.

## **Attachments**

2018 Council Remuneration and Expense Report

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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, 2018**  
**(in accordance with Section 284(1) of the *Municipal Act*)**

	Town of Ingersoll				Police Services Board			Cemetery Board Wages	2018 Total Remuneration	
	Salary	Benefits	Travel & Expenses	Conferences & Seminars	Honourariums & Wages	Benefits	Conferences, Seminars & Exp	Board Wages	Salaries & Wages	Benefits & Expenses
	(1)	(2)	(2)	(2)	(1)	(2)	(2)	(1)	(1)	(2)
Ted Comiskey - Mayor	\$29,680	\$7,761	\$5,394	\$8,839	-				\$29,680	\$21,993
Fred Freeman - Deputy Mayor	\$21,726	\$8,420	\$1,896	\$7,311	\$2,950				\$24,676	\$17,627
Gordon Lesser - Councillor	\$13,864	\$7,761	\$606	\$3,924	-				\$13,864	\$12,291
Kristine VanKooten-Bossence - Councillor	\$13,864	\$8,420	\$81	\$0	-				\$13,864	\$8,501
Michael Bowman - Councillor	\$13,864	\$7,761	\$513	\$4,180	-				\$13,864	\$12,454
Reagan Franklin - Councillor	\$12,720	-	\$1,200	\$0	\$2,703				\$15,423	\$1,200
Brian Petrie - Councillor	\$13,864	-	-	\$0	-			\$180	\$14,044	\$0
Rick Eus - Councillor	\$1,155	-			\$4,717		\$2,166		\$5,872	\$2,166
<b>Police Services Board</b>										
Mhari Kersel					\$4,534	-			\$4,534	-
Darell Parker					\$3,070	-	\$1,164		\$3,070	\$1,164
Sherri Dayman					\$1,856	\$879	\$670		\$1,856	\$1,549
	\$120,739	\$40,122	\$9,690	\$24,253	\$19,829	\$879	\$4,000	\$180	\$140,749	\$78,945

To: Mayor and Members of Town of Ingersoll Council

From: Ron Versteegen, Senior Planner, Community Planning

## Application for Draft Plan of Condominium and Exemption from Draft Plan Approval CD 18-03-6 – 1749266 Ontario Limited

### REPORT HIGHLIGHTS

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- The purpose of this report is to consider the approval of a draft plan of condominium and exemption from the draft approval process to facilitate condominium ownership of 16-single detached dwellings on separately conveyable lots that are accessed via a private road.
- No concerns were raised as a result of agency circulation.
- The proposal is consistent with the relevant policies of the Provincial Policy Statement, maintains the general intent of the County Official Plan, and complies with the provisions of the Town of Ingersoll's Zoning By-law.

### DISCUSSION

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#### Background

OWNER: 1749266 Ontario Limited (c/o Tony Pomponio)  
4 Patrick Street, London ON, N6P 1E5

AGENT: Richard Miller  
Unit 7, 515 Wellington Road, London ON, N6C 4P3

OLS: N.A. Geomatics Inc.  
107 Erie Street, Stratford ON, N5A 2M5

LOCATION:

The subject lands are described as Part Lot 21, Concession 1 (West Oxford) in the Town of Ingersoll. The lands are located on the east side of Whiting Street, between Holcroft Street and Maple Lane and are municipally known as 297 Whiting Street.

COUNTY OF OXFORD OFFICIAL PLAN:

Schedule "I-1"	Town of Ingersoll Land Use Plan	Residential
Schedule "I-2"	Town of Ingersoll Residential Density Plan	Low Density Residential

TOWN OF INGERSOLL ZONING BY-LAW 04-4160:

Existing Zoning: Special Residential Type 2 Zone (R2-21 & R2-22)

PROPOSAL:

An application has been received for approval of a plan of condominium and exemption from the draft approval process to facilitate the development of sixteen (16) single detached dwellings via a Vacant Land Condominium (VLC). Each lot within the VLC will have access to internal private lane which, in turn, will provide direct access to Whiting Street.

A VLC is similar to a plan of subdivision in that the intent of the proposal is to divide land into separate 'parcels' which may be freely conveyed (identified as 'units' on the proposed condominium plan). Each unit within the condominium carries with it the ownership rights similar to a lot in a plan of subdivision and the plan of condominium may include communal facilities, the expense of which is shared by the unit holders.

A condominium development differs from a plan of subdivision in that the roads and parks and other 'common' features within the plan are typically owned privately by the condominium corporation. Further, services such as water and sanitary sewers are often held in private ownership by the corporation. In the case of this proposed development, the ownership and operation of the water distribution system and sanitary sewer system will be assumed by the County of Oxford through an easement granted by the owner. The internal lane as identified on Plate 3 of this report will be the only common element on the subject lands.

For Council's information, a zone change (By-law 17-4972) was approved by Town Council in December, 2017 for the purpose of enabling the proposed condominium development. Subsequent to this, in August, 2018, the owner obtained site plan approval from the Town for the project (File No.: SP 6-18-02).

The subject lands are approximately 0.88 ha (2.18 ac.) in area and are currently vacant. Surrounding land uses are low density residential type uses to the north and south and the Ingersoll Golf Club to the east and northeast. There are lands zoned for restricted industrial purposes and open space on west side of Whiting Street.

Plate 1, Location & Existing Zoning Map, provides the location of the subject property and the existing zoning in the immediate vicinity.

Plate 2, Aerial Map (2015), provides an aerial view of the subject property and surrounding area in greater detail.

Plate 3, Proposed Plan of Condominium, shows the location of the proposed lots as well the proposed common area (internal road outlined in red).

## **Application Review**

### Provincial Policy Statement

The 2014 Provincial Policy Statement (PPS) provides policy direction on matters of provincial interest related to land use planning and development. Under Section 3 of the Planning Act, where a municipality is exercising its authority affecting a planning matter, such decisions “shall be consistent with” all policy statements issued under the Act.

Section 1.1.1 of the PPS directs that healthy, liveable and safe communities are sustained, in part, by accommodating an appropriate range and mix of residential (including second units, affordable housing and housing for older persons), employment (including industrial and commercial), institutional (including places of worship, cemeteries and long-term care homes), recreation, park and open space, and other uses to meet long-term needs.

According to Section 1.1.3.1, settlement areas shall be the focus of growth and development, and their vitality and regeneration shall be promoted. Further, land use patterns within settlement areas shall be based on densities and a mix of land uses, which efficiently use land and resources, and are appropriate for, and efficiently use, the infrastructure and public service facilities which are planned or available, as well as a range of uses and opportunities for intensification and redevelopment.

Further, Section 1.4.3 directs that planning authorities shall provide for an appropriate range and mix of housing types and densities to meet projected requirements of current and future residents of the regional market area by:

- Establishing and implementing minimum targets for the provision of housing which is affordable to low and moderate income households;
- Permitting and facilitating all forms of housing required to meet the social, health and well-being requirements of current and future residents;
- Directing the development of new housing towards locations where appropriate levels of infrastructure and public service facilities are or will be available to support current and projected needs;
- Promoting densities for new housing which efficiently use land, resources, infrastructure and public service facilities, and support the use of active transportation and transit in areas where it exists or is to be developed; and,
- Establishing development standards for residential intensification, redevelopment and new residential development which minimize the cost of housing and facilitate compact form, while maintaining appropriate levels of public health and safety.

### Official Plan

The subject property is designated ‘Low Density Residential’ according the Town of Ingersoll Residential Density Plan, as contained in the County Official Plan.

According to Section 9.2.4, Low Density Residential Districts are those lands that are primarily developed or planned for a variety of low-rise, low density housing forms including single detached, semi-detached, duplex and converted dwellings, street fronting townhouses, quadraplexes, low density cluster development and low rise apartments.

Section 9.2.2.2 further notes that Town Council shall encourage the creation of housing opportunities that may result in a mix of tenure forms, such as ownership, rental and cooperative, throughout the Town. Such encouragement will include the provision of opportunities for the development of a variety of housing forms in newly developing areas and by permitting sensitive infilling and accessory apartments in built-up areas.

ZONING BY-LAW:

The subject property is zoned 'Special Residential Type 2 Zone (R2-21 & R2-22)' according to the Town's Zoning By-Law. The R2-21 zone permits a minimum of 16 dwelling units as well as range of low density type residential uses including a single detached dwelling house and a semi-detached dwelling house. The R2-22 zone restricts buildings, structures, or site alteration to reflect that this area is identified as a significant natural heritage feature.

For the purpose of the R2-21 and R2-22 zoning, the subject lands are considered to be a single lot, notwithstanding the fact that a plan of condominium will create individual 'parcels' where the dwellings will be constructed and the frontage of the subject lands is the entire frontage along Whiting Street.

In this case, the proposed plan appears to be consistent with the approved site plan and the Town Building Department has determined that the proposal meets the relevant provisions of the R2-21 and R2-22 zones in the Zoning By-law.

AGENCY REVIEW:

This application has been circulated to those agencies that were considered to have an interest in the proposal. Through this circulation the Town of Ingersoll Building Department, Town of Ingersoll Engineering Department and County of Oxford Public Works Department indicated that they have no comments or concerns regarding the application.

PUBLIC CONSULTATION:

Notice of the application was provided to the public and surrounding property owners on February 17, 2019. As of the date of this report, no concerns were raised by neighbouring property owners or other members of the public.

## **Planning Analysis**

Applications for condominium approval can be dealt with in one of two ways, in accordance with the Condominium Act. The first method generally involves a process similar to an application for draft plan of subdivision where, after appropriate circulation, a proposal receives 'draft' approval which is contingent on the applicant satisfying a number of conditions prior to final approval and registration.

The second process is where the approval of the condominium is exempt from the draft or 'conditional' approval stage and proceeds directly to final approval. The exemption process is intended to apply to proposals that have previously undergone a complete evaluation (i.e. site plan approval) and no further conditions of approval are required by the municipality for the development.

As noted above, the proposed development was subject to a zone change that was approved by Town Council in December, 2017. In addition, the proposed development received site plan approval from the Town in August, 2018, and a site plan agreement was entered into with the Town as part of the process. In light of this, the requested exemption can be considered appropriate.

As the proposal will facilitate the creation of a different form of housing to meet the long term social needs of current and future residents in a designated Settlement Area, Planning staff are of the opinion that the proposal is consistent with the policies of the PPS.

The proposal is also in keeping with the 'Low Density Residential' policies of the Official Plan, and the proposed development will create a housing opportunity that will contribute to providing a mix of tenure forms within the Town, which in keeping with the policies of Section 9.2.2.2. Further, no concerns were raised with respect to compliance with residential development standards or relevant codes, and the design of the proposed development was approved by the Town during the site plan review process.

Based on a review of the draft plan of condominium, it would appear that the proposed development will meet the relevant provisions of the 'R2-21' and 'R2-22 zones.

In light of the foregoing, Planning staff are of the opinion that the proposal is consistent with the relevant policies of the Provincial Policy Statement, maintains the general intent of the County Official Plan, and complies with the provisions of the Town's Zoning By-law. As such, the application for draft plan of condominium and exemption from the draft approval process can be supported from a planning perspective.

## **RECOMMENDATION**

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**That the Council of the Town of Ingersoll advise County Council that the Town supports the application for draft approval of a proposed condominium submitted by 1749266 Ontario Limited Inc., (File No. CD 18-03-6), prepared by N.A. Geomatics Inc., and dated January 25, 2019, for lands described as Part Lot 21 and Part of Block D, Plan M-7 (West Oxford), in the Town of Ingersoll;**

**And further, that the Council of the Town of Ingersoll advise County Council that the Town supports the application for exemption from the draft plan of condominium approval process submitted by 1749266 Ontario Limited, (File No. CD 18-03-6), prepared by N.A. Geomatics Inc., and dated January 25, 2019, for lands described as Part Lot 21 and Part of Block D, Plan M-7 (West Oxford), Town of Ingersoll, as all matters relating to the development have been addressed through the Site Plan Approval process and a registered site plan agreement with the Town of Ingersoll.**

## **SIGNATURES**

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**Authored by:**                    *"Original signed by"*                    Ron Versteegen, MCIP, RPP  
Senior Planner

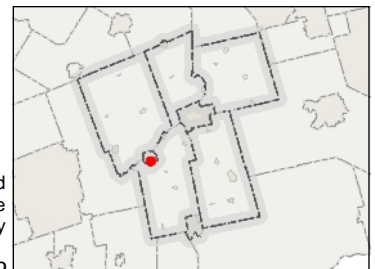
**Approved for submission:**    *"Original signed by"*                    Gordon K. Hough, RPP  
Director



**Legend**

- Parcel Lines**
  - Property Boundary
  - Assessment Boundary
  - Unit
  - Road
  - Municipal Boundary
- Environmental Protection/Flood Overlay**
  - Flood Fringe
  - Floodway
  - Environmental Protection (EP1)
  - Environmental Protection (EP2)
- Zoning Floodlines/Regulation Limit**
  - 100 Year Flood Line
  - 30 Metre Setback
  - Conservation Authority Regulation Limit
  - Regulatory Flood And Fill Lines
- Zoning (Displays 1:16000 to 1:500)

**Notes**



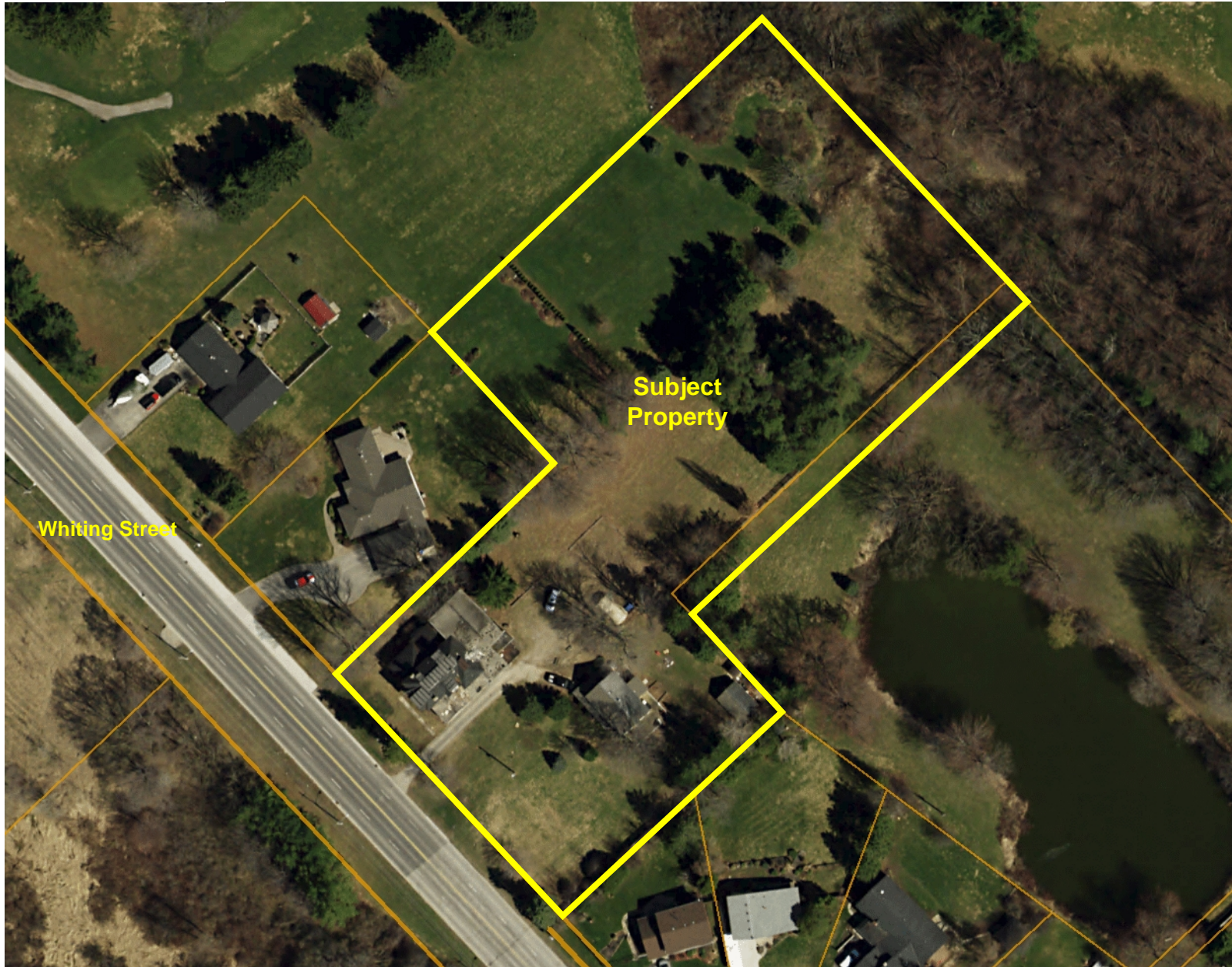
0 64 127 Meters

NAD\_1983\_UTM\_Zone\_17N



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. This is not a plan of survey

January 31, 2019



### Legend

- Parcel Lines
- Property Boundary
  - Assessment Boundary
  - Unit
  - Road
  - Municipal Boundary

### Notes



0 32 64 Meters

NAD\_1983\_UTM\_Zone\_17N



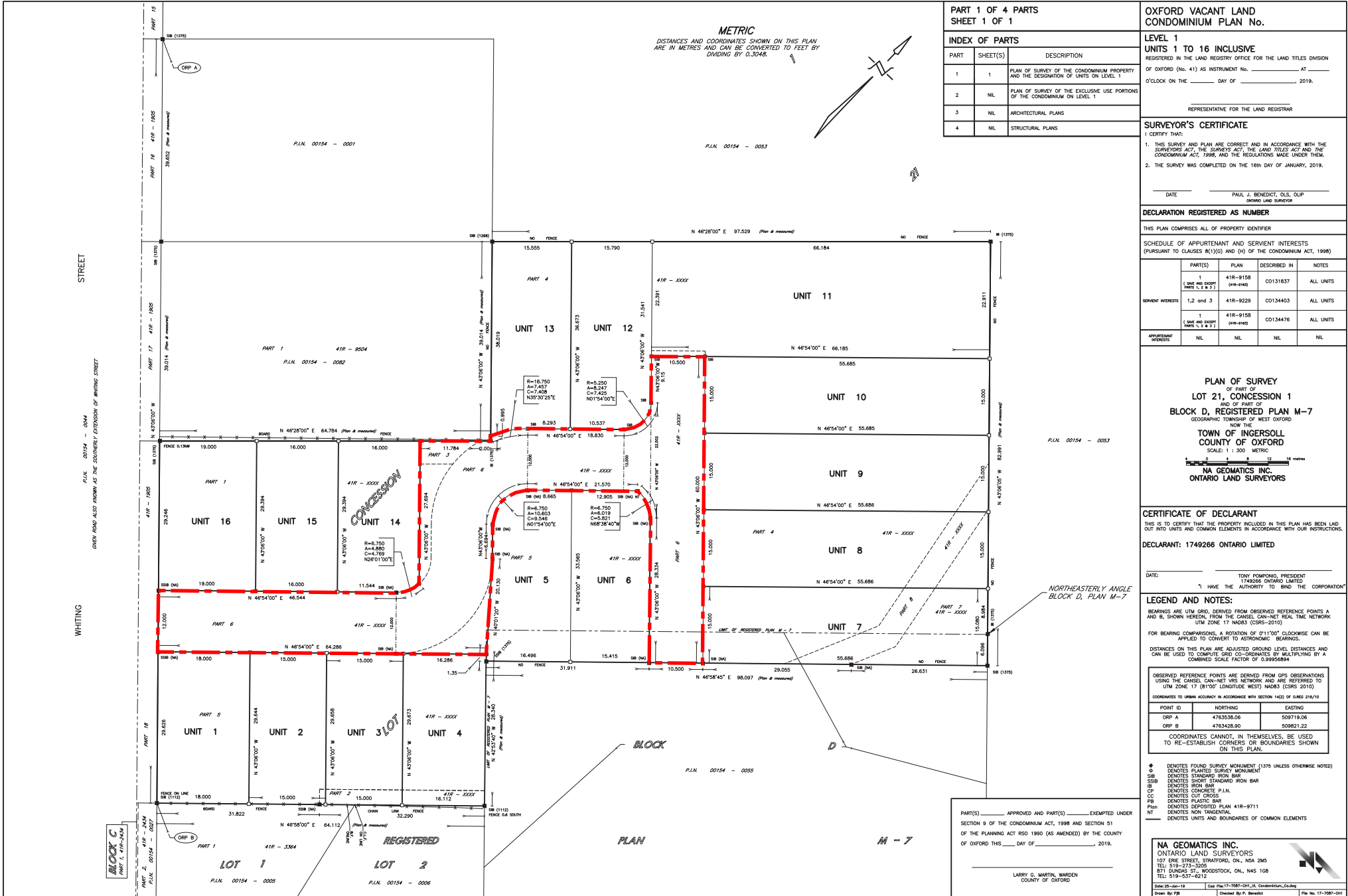
This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. This is not a plan of survey

January 31, 2019



# Plate 3 - Proposed Plan of Condominium

## File No.: CD18-03-6, 1749266 Ontario Limited, 297 Whiting Street, Town of Ingersoll



PART 1 OF 4 PARTS SHEET 1 OF 1		
INDEX OF PARTS		
PART	SHEET(S)	DESCRIPTION
1	1	PLAN OF SURVEY OF THE CONDOMINIUM PROPERTY AND THE DESIGNATION OF UNITS ON LEVEL 1
2	N/L	PLAN OF SURVEY OF THE EXCLUSIVE USE PORTIONS OF THE CONDOMINIUM ON LEVEL 1
3	N/L	ARCHITECTURAL PLANS
4	N/L	STRUCTURAL PLANS

**OXFORD VACANT LAND CONDOMINIUM PLAN No.**

**LEVEL 1**  
**UNITS 1 TO 16 INCLUSIVE**

REGISTERED IN THE LAND REGISTRY OFFICE FOR THE LAND TITLES DIVISION OF OXFORD (No. 41) AS INSTRUMENT No. \_\_\_\_\_ AT \_\_\_\_\_ O'CLOCK ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2019.

REPRESENTATIVE FOR THE LAND REGISTRAR

**SURVEYOR'S CERTIFICATE**

I CERTIFY THAT:

- THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYORS ACT, THE SURVEYS ACT, THE LAND TITLES ACT AND THE CONDOMINIUM ACT, 1998, AND THE REGULATIONS MADE UNDER THEM.
- THE SURVEY WAS COMPLETED ON THE 16th DAY OF JANUARY, 2019.

DATE \_\_\_\_\_ PAUL J. BENEDECT, OLS, OLP  
OXFORD LAND SURVEYOR

**DECLARATION REGISTERED AS NUMBER**

THIS PLAN COMPRISES ALL OF PROPERTY IDENTIFIER \_\_\_\_\_

**SCHEDULE OF APPURTENANT AND SERVICENT INTERESTS**  
(PURSUANT TO CLAUSES 8(1)(O) AND (H) OF THE CONDOMINIUM ACT, 1998)

INTEREST	PART(S)	PLAN	DESCRIBED IN	NOTES
SERVICENT INTERESTS	1	41R-915B (41R-9140)	CD131837	ALL UNITS
	1,2 and 3	41R-922D (41R-9140)	CD134403	ALL UNITS
	1	41R-915B (41R-9140)	CD134476	ALL UNITS
APPURTENANT INTERESTS	N/L	N/L	N/L	N/L

**PLAN OF SURVEY**  
OF PART OF  
**LOT 21, CONCESSION 1**  
AND OF PART OF  
**BLOCK D, REGISTERED PLAN M-7**  
GEOGRAPHIC TOWNSHIP OF WEST OXFORD  
NOW IN  
**TOWN OF INGERSOLL**  
**COUNTY OF OXFORD**

SCALE: 1 : 300 METRIC

**NA GEOMATICS INC.**  
OXFORD LAND SURVEYORS

**CERTIFICATE OF DECLARANT**

THIS IS TO CERTIFY THAT THE PROPERTIES INCLUDED IN THIS PLAN HAS BEEN LAID OUT INTO UNITS AND COMMON ELEMENTS IN ACCORDANCE WITH OUR INSTRUCTIONS.

**DECLARANT: 1749266 ONTARIO LIMITED**

DATE: \_\_\_\_\_ TONY POMPOINO, PRESIDENT  
1749266 ONTARIO LIMITED  
I HAVE THE AUTHORITY TO BIND THE CORPORATION

**LEGEND AND NOTES:**

BEARINGS ARE UTM GRID, DERIVED FROM OBSERVED REFERENCE POINTS A AND B, SHOWN HEREON, FROM THE CANES, CAN-NET REAL TIME NETWORK, UTM ZONE 17 NAD83 (CSRS-2010)

FOR BEARING COMPARISONS, A ROTATION OF 0°11'00" CLOCKWISE CAN BE APPLIED TO CONVERT TO ASTROMOMIC BEARINGS.

DISTANCES ON THIS PLAN ARE ADJUSTED GROUND LEVEL DISTANCES AND CAN BE USED TO COMPUTE GRID CO-ORDINATES BY MULTIPLYING BY A CORRECTED SCALE FACTOR OF 0.99999884.

OBSERVED REFERENCE POINTS ARE DERIVED FROM GPS OBSERVATIONS USING THE CANES, CAN-NET VRS NETWORK AND ARE REFERRED TO UTM ZONE 17 (81°00' LONGITUDE WEST) NAD83 (CSRS 2010)

COORDINATES TO UTM ACCURACY IN ACCORDANCE WITH SECTION 14(2) OF OREGS 214/10

POINT ID	NORTHING	EASTING
ORP A	4763538.06	509719.06
ORP B	4763426.90	509693.22

COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

- ⊙ DENOTES FOUND SURVEY MONUMENT (1375 UNLESS OTHERWISE NOTED)
- ⊙ DENOTES PLANTED SURVEY MONUMENT
- SB DENOTES STANDING IRON BARR
- SBIB DENOTES SHORT STANDING IRON BARR
- IB DENOTES IRON BARR
- CP DENOTES CONCRETE P.I.N.
- CPB DENOTES PLASTIC P.I.N.
- PIB DENOTES PLASTIC IRON BARR
- PIB DENOTES DEPOSITED PLAN 41R-9711
- NT DENOTES NON TANGENTIAL
- DENOTES UNITS AND BOUNDARIES OF COMMON ELEMENTS

**NA GEOMATICS INC.**  
OXFORD LAND SURVEYORS  
107 ERIE STREET, STRATFORD, ON, N5A 2M5  
TEL: 519-273-3066  
871 DUNDAS ST. W. WOODSTOCK, ON, N4S 1G8  
TEL: 519-537-8212

DATE: 20-01-19    Call (519) 299-0200    paul@na-geomatics.ca  
Drawn By: PJB    Checked By: P. Benedect    File No.: 17-1087-01H

PART(S) \_\_\_\_\_ APPROVED AND PART(S) \_\_\_\_\_ EXEMPTED UNDER SECTION 9 OF THE CONDOMINIUM ACT, 1998 AND SECTION 51 OF THE PLANNING ACT RSO 1990 (AS AMENDED) BY THE COUNTY OF OXFORD THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2019.

LARRY O. MARTIN, WARDEN  
COUNTY OF OXFORD



# COUNCIL ORIENTATION

Clerk's

2018 - 2022

- ▶ Support for the CAO and Town Council
- ▶ Organizes meetings of Town Council
- ▶ Preparation of Agendas and Minutes for Council and some Boards and Committees.
- ▶ Provides easy public access to Council's decision-making processes and information
- ▶ Communication to affected parties regarding the proceedings of all Council meetings
- ▶ Meeting the statutory requirements of the Accessibility for Ontarians with Disabilities Act
- ▶ Planning Act Notices, correspondence, appeals,
- ▶ Legal agreements for planning act, contracts, easements, leases, transfers
- ▶ Managing, organizing and conducting the Municipal Election
- ▶ Overseeing the organization, retention, and disposition of Town records
- ▶ Processing Vital Statistics information (such as death registrations and marriage licences)
- ▶ Processing Municipal Freedom of Information and Protection of Privacy access requests
- ▶ Licensing for Marriage, Lottery, Transient Traders, Mobile Lunch Wagons

## PRIMARY AREAS OF RESPONSIBILITY

- ▶ Clerk's
- ▶ Human Resources
- ▶ Museum

CLERK'S

A decorative graphic consisting of several parallel white lines of varying lengths, slanted upwards from left to right, located in the bottom right corner of the blue background.

- ▶ Mayor and Council \$224,380
- ▶ Chief Administrative Officer \$311,280
- ▶ Clerks \$549,390
- ▶ Paratransit \$47,310
- ▶ Museum \$197,612
  
- ▶ Total \$1,329,972

## ANNUAL BUDGET

▶ **Full Time ( non-union)**

- ▶ Danielle Richard, Deputy Clerk
- ▶ Paula Toft, Administrative Assistant
- ▶ Bridgett Kirwin, Human Resources Coordinator/Deena Wilson, Human Resources Coordinator
- ▶ Scott Gillies, Museum Curator

▶ **Part time**

- ▶ Edna Caron, Administrative Assistant
- ▶ Jennifer Beauchamp, Oxford Museum School Curator
- ▶ Ann Miller, Collections Assistant
- ▶ Lauryn Ostermaier, Economic Development and Tourism Assistant
- ▶ 12 Crossing Guards

# STAFFING COMPLEMENT

- ▶ Virtually everyone in town.
- ▶ Various agencies, boards including UTRCA, ERTD, Alexdra Hospital
- ▶ Main point of contact for virtually all Ministries of the Province and Departments of the Federal Government.
- ▶ Main point of contact for other Municipal Governments
- ▶ Human Resources Contact from all Staff

## CLERK'S STAKEHOLDER INTERACTION

A decorative graphic consisting of several parallel white lines of varying lengths, slanted upwards from left to right, located in the bottom right corner of the slide.

- ▶ New rules regarding Code of Conduct & Council Staff Relations
- ▶ New rules regarding Conflict of Interest
- ▶ New rules regarding Integrity Commissioner
- ▶ Further Requirements of Transparency and Accountability Act

CHALLENGES FOR 2019...





- ▶ Complete review of committees and mandates
- ▶ Develop Council and Staff Relations Policy
- ▶ Develop Parental Leave Policy
- ▶ Develop Tree Canopy Policy
- ▶ Review and Update Procedure By-law
- ▶ Review and Update Delegation By-law
- ▶ Review and Update Accountability and Transparency Policy By-law
- ▶ Review and Update the Code of Conduct By-law
- ▶ Review and Update the Notice By-law
- ▶ Develop Property standards by-law in conjunction with CBO
- ▶ Develop Community Safety Plan

## GOALS FOR 2019

- ▶ Update various by-laws including noise, animal, dog, taxi
- ▶ Implement Media Strategy
- ▶ Investigate options for 2022 election

## GOALS FOR REST OF THE TERM

- ▶ Staff are reviewing Boards and Committees and developing mandates for each committee and considering combining some committees

## REVIEW OF COMMITTEES AND BOARDS

- ▶ Allow for a few minutes to answer questions.

QUESTIONS



**Department:** Fire Services

**Report Number:** F-004-19

**Council Meeting Date:** March 4, 2019

**Title:** Fire Services Orientation Report

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### **Objective**

To provide Council with a general overview of the operations of the Ingersoll Fire & Emergency Services and additional areas of responsibility administered by the Fire Chief.

### **Background/Analysis**

There are four main areas of responsibility administered by the Fire Chief in the Town of Ingersoll. They are the Fire Department, Emergency management, Municipal Bylaw Enforcement, and Downtown Parking Enforcement. The following report will give Council a general overview of each area of responsibility to allow a greater understanding of the operations of Town Departments.

#### **The Fire Department**

Established in 1863 the Ingersoll Fire & Emergency Services is 155 years old. The department is considered to be composite with a mix of full-time and volunteer firefighters. At current staffing levels, there are 26 members consisting of 1 Fire Chief, 1 Deputy Fire Chief, 2 Captains, and 22 volunteer Firefighters.

The department works out of 1 fire station with four firefighting apparatus. The station is staffed 24 hours a day with the full-time personnel working at the station during the day time hours of 6 am to 6 pm and the Volunteer staff working at the station on a 22-day rotating schedule during the hours of 6 pm to 6 am. All personnel carry a pager and respond to emergencies 24 hours a day.

The Ingersoll Fire & Emergency Services is part of the Oxford County Mutual Aid Plan whereby all fire services within Oxford County share services and equipment when

needed.

## **Provincial and Municipal Laws**

The Fire Prevention and Protection Act (FPPA), Municipal Bylaws, and the Occupational Health and Safety Act are examples of legislation that determine how a fire department will operate. These different Acts and bylaws outline what a fire department must do and how it is allowed to do it.

## **Fire Prevention and Protection Act**

The FPPA establishes that a municipality is to Provide Fire Protection Services. It also directs that a municipality shall establish programs that include Public Fire Safety Education and Fire Prevention.

## **Fire Protection Services**

The service level of a fire department is determined by Council through the Establishing and Regulating bylaw. Ingersoll bylaw # 80-5540 establishes that the following services will be provided by the Ingersoll Fire & Emergency Services:

1. Fire Suppression
2. Tired Medical Response
3. Vehicle Extrication
4. Confined Space Rescue
5. High Angle Rope Rescue – Tower Rescue
6. Land Based Water Rescue
7. Awareness Level Hazardous Material Response
8. General Public Assistance
9. Post Fire Investigation

## **Public Fire Safety Education**

1. School Programs – Fire Prevention Week activities
2. Seniors and Young Children – Hall Tours, Group Information Sessions, Public Education Booths
3. Industry - Fire Extinguisher Training, Fire Safety Plan Review and Inspections
4. General Public - In home Smoke Alarm and Carbon Monoxide alarm installation and education

## **Fire Prevention**

Prevention inspections are handled by full-time staff. All buildings within the municipal boundaries of the Town of Ingersoll and buildings that are within any service agreements are part of a 5-year inspection plan. The inspection plan was implemented in 2015 and was established so that all known buildings outside of single-family residences would be inspected at least once every five years. As the risk to the

occupants of the building increases so does the frequency of the inspections. For example - schools and the hospital will be inspected annually, and a general mercantile operation would be inspected once every five years.

All inspections are divided into classes and consist of the following categories:

1. Complaint and Request – These are mandatory under the FPPA
2. Commercial, Industrial, Multi-Unit Residential – These are part of the 5-year inspection plan
3. Vulnerable Occupancies – Hospitals, Nursing Homes, etc. – These are mandatory annual inspections under the FPPA
4. All Public Spaces – Assembly, Schools, Meeting Spaces, etc. – These are annual inspections within the five-year inspection plan.

### **Occupational Health and Safety Act**

The safety of our Firefighters is always the number one priority, and a well-rounded health and safety program has been established as part of the Townwide health and safety program. A full set of operating guidelines make up the foundation of all fire ground operations and are drawn from the Occupational Health and Safety Act section 21 guidelines established by the Ministry of Labour. The health and well-being of our firefighters is of the highest priority and is fully supported by the senior management of the Town.

### **Emergency Management**

The Emergency Management and Civil Protection Act tells us that every municipality in the province of Ontario must have an emergency plan and the plan must be reviewed and exercised annually. The coordinator of that plan is appointed by bylaw and is referred to as the Community Emergency Management Coordinator (CEMC). The Town of Ingersoll has appointed the Fire Chief as the CEMC thereby making this position responsible for the following items:

1. Ingersoll Emergency Plan – update and maintain the emergency plan as needed
2. Chair of the Community Emergency Program Committee – establish meetings and keep minutes as needed.
3. Annual Meeting – Annually
4. Annual Training – Annually
5. Annual Exercise – Annually
6. Submit Letter of Compliance of Program – Annually

### **By-law Enforcement**

The Town of Ingersoll divides the responsibility of bylaw enforcement between departments. The following fall under the supervision of the Fire Chief:

1. Open Air Burning
2. Animal-Related By-law
3. Fire Works
4. Traffic / Parking /Fire Routes
5. Sign By-law

The Fire Chief also provides supervision and administrative support to the Contract Parking Enforcement Officer who patrols the downtown business area for violations to the parking by-law during normal business hours.

#### **Financial Implications**

None

#### **Recommendation**

**THAT** staff report F-004-19 be received by the Council for the Town of Ingersoll as information.

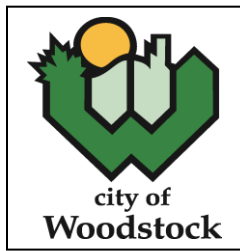
#### **Attachments**

None

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





Office of the City Clerk  
Woodstock City Hall  
P.O. Box 1539  
500 Dundas Street  
Woodstock, ON  
N4S 0A7  
Telephone (519) 539-1291

February 26, 2019

Chloe Senior, Clerk  
County of Oxford  
P.O. Box 1614  
21 Reeve St.  
Woodstock, ON N4S 7Y3

Via e-mail - [cseior@oxfordcounty.ca](mailto:cseior@oxfordcounty.ca)

Re: Regional Reform

At the regular meeting of Woodstock City Council held on Thursday February 21, 2019, the following resolution was passed:

“That Woodstock City Council support the transfer of Consent and Subdivision approval authority to the City of Woodstock and that water distribution and waste water collection become a non-exclusive sphere of jurisdiction in Oxford County;

AND FURTHER that the following resolution be adopted by Woodstock City Council:

WHEREAS the Ontario Government has begun a Regional Reform Initiative that includes Oxford County;

AND WHEREAS the City of Woodstock opposes a one tier governance structure in Oxford County as it will not result in better decision making, will not result in improved services and will not provide cost efficiencies;

AND WHEREAS the City of Woodstock supports the continuation of a two tier governance structure and prefers to develop a “Made in Oxford” solution by looking at service rationalization and realignment;

NOW THEREFORE BE IT RESOLVED that Woodstock City Council requests Oxford County Council to facilitate and coordinate a process for developing a two tier "Made in Oxford" solution and that this report be circulated to all Oxford County Municipalities for consideration of endorsement;

AND FURTHER that this report be forwarded to the Ministry of Municipal Affairs, the Oxford Member of Provincial Parliament and the Regional Reform Special Advisors."

The report mentioned in the resolution is attached for your reference.

Yours Truly,

A handwritten signature in blue ink, appearing to read 'A. Humphries'.

Amelia Humphries  
City Clerk  
City of Woodstock

cc via email: Oxford County Clerks  
Ministry of Municipal Affairs  
Ernie Hardeman, Oxford M.P.P.  
Michael Fenn, Special Advisor  
Ken Seiling, Special Advisor

**To:               Members of Council**

**Re:               Regional Reform**

---

**AIM**

To discuss the Regional Reform initiative, potential options and implications of Regional Reform and to provide City Council with an opportunity to submit comments on this initiative.

**BACKGROUND**

On January 15, 2019 the Ontario Government announced that it is moving ahead with a review of Regional Government. Two special advisors have been appointed to consult broadly over the coming months and provide recommendations to improve governance, decision-making and service delivery. Recommendations to the Ontario Government in these areas are expected by early summer of this year.

The last review of municipal governance occurred approximately 20 years ago pursuant to the *Savings and Restructuring Act*, 1996. There was significant municipal restructuring across Ontario at this time. In Oxford the County retained KPMG to undertake a restructuring and rationalization of services study. The number of County, City and Township Councillors was reduced as a result of the governance recommendations from this study. There were 11 municipal services studied as part of the rationalization of services portion of the study. These 11 services were subjected to the triple majority process and generally resulted in the migration of tourism and waste collection to the upper tier (subject to contracting for service to Woodstock and South West Oxford). The County did not properly assume the authority for waste collection which is the reason why the Municipal Act does not assign exclusive authority to the County for this service. The review also identified significant cost savings in rationalizing the dual road authority system (ie County Road Authority for County Roads and Municipal Road Authority for Local Roads). Devolution of the road program to area municipalities was estimated to generate the highest savings followed by the County contracting road maintenance for County roads to the lower tiers. Rather than implement one of these recommendations the decision was to pursue a “Cooperative and Innovative Services Model” which provides for joint purchasing, route optimizations and co-operative capital planning.

Province wide the stated objective of finding savings and efficiencies through this last municipal government restructuring was not achieved. The appended article, *“Amalgamations brought fewer Ontario cities, but more city workers”* by Wendy Gillis, January 13, 2014 provides observations and analysis of municipal government ten years after the amalgamations. *“The conclusion is very strong: amalgamation didn’t reduce the size of municipal government”* and *“The results show that municipal public sector grew, both in employment and cost, and expanded at a faster rate than it had in the decade before amalgamations”*.

What can be learned from this experience is that there are certain services which are best delivered at a local scale and there are other services which can be better delivered on a wider geographical scale.

## **COMMENTS**

The current Regional Reform initiative is two pronged with the first area focusing on governance and structure and the second area on service efficiencies and service quality improvements.

### **Governance and Structure**

Oxford County is first and foremost a rural County. The most significant force of change is the rapid growth of the City of Woodstock. The demand for growth opportunities should be expected to strengthen in the future; the difference will be that these opportunities will emerge and/or strengthen in other serviced communities in the County. This Regional Reform initiative should look ahead to the Oxford 20 years from now and what structural changes will best serve the taxpayer over these years.

Oxford County has a two tier government structure. Oxford County is a Regional Government but is essentially a servicing sharing organization that delivers services that are best managed on a larger geographical basis. One landfill for the entire County is a good example of a service that is best shared on a wider geographical basis.

Several alternative governance structures can be considered and are summarized below.

#### **One Tier**

The services delivered by the three urban municipalities and five townships are devolved to one level of government; presumably the County of Oxford under this option.

Based on the experience of amalgamations from twenty years ago, there should be no savings anticipated over the long term and any cost efficiencies related to one tier government will be eroded. This erosion will stem from the fact that some lower tier municipalities are unionized and others are not. There will be pressure to unionize with the County as one employer. Woodstock is the only municipality in the County with exclusively career firefighters and all other lower tier municipalities use volunteer firefighters. There will be similar pressure to migrate to the more costly career firefighter model.

The rural/urban service needs differ and there will be pressure to standardize services resulting in increasing cost. There is also concern that there will be pressure to standardize levels of service at a lower level than currently established in urban areas.

Decisions regarding matters such as zoning are best made at a local level where each Councillor voting on an application is elected to the community in which the application is made. Economic development is also best managed at a local level where competition drives decisions.

The Oxford Community Police Service (OCPS) can be considered a pilot project of one tier government. OCPS provided police services to the City of Woodstock, the Township of Blandford Blenheim, the Township of East-Zorra Tavistock and the Township of Norwich. This partnership disbanded in 2009 due to concerns over service levels and service costs.

Staff do not believe that a one tier system of government is appropriate for Oxford County.

### **Two Tier with Possible Lower Tier Boundary Realignment**

A service rationalization review with consideration for lower tier boundary realignments is an option for consideration.

Staff suggest that this option be supported for further consideration.

### **Separated City(s) & County Amalgamation**

This option considers creating a separated City status for some or all of the urban municipalities in the County and amalgamation of the County of Oxford with the County of Elgin, County of Middlesex and/or the County of Perth. Stratford and St Marys in Perth County are separated cities as is the City of St Thomas in Elgin County and London in Middlesex County. Service sharing agreements exist in Elgin, Middlesex and Perth Counties with their urban counterparts for various services.

The County of Oxford recently devolved Public Health to a new organization that serves both Oxford and Elgin Counties. Clearly, Public Health has emerged as a local service that is better delivered on a broader geographical basis than the current County boundaries. This option takes this example one step further to consider whether there are more services offered by the County that could be better delivered if moved to a larger geographical area.

This option has merit but brings greater difficulties to implement given that Elgin, Middlesex and Perth are not currently part of the Regional Reform initiative.

### **Service Efficiencies and Service Quality Improvements**

There has always been a practice of resource sharing, working cooperatively and partnerships in the delivery of municipal services in the County. This sharing occurs both informally and contractually. The Regional Reform Initiative is an opportunity to consider “who does what” in the context of what is best for the taxpayer having regard for what we think the needs of Oxford residents and businesses will be 20 years from now. This is a challenging, yet intriguing question and there will be different perspectives. From the perspective of the City of Woodstock Staff suggest the following as services to be considered for changes.

### **Consent and Subdivision Approval**

Land division responsibility currently resides with the County of Oxford. Consent applications are approved by a Land Division Committee which is appointed by County Council. Subdivision planning applications are approved by County Council. Public

meetings for both consent and subdivision applications occur at the City and then duplicated at either Land Division Committee or during Committee of the Whole at County Council. The public perceives that the public meeting held at the City is the statutory public meeting, but it is not. A local municipality is the decision making authority for zoning bylaw changes and Staff see no reason that Land Division decisions (consent or subdivision) should be different.

Staff suggest that these authorities should be transferred to the lower tier municipalities.

### **Water Distribution and Wastewater Collection Services**

The City recommends consideration be given to affecting a shared authority to the City for water distribution and wastewater collection services within the City. The City currently provides maintenance services and capital replacement under contract to the County. The intent is to affect the following functions by granting shared authority to the City of Woodstock to:

- Independently approve wastewater collection and water distribution infrastructure to support economic development opportunities.
- Independently fund the cost of extensions to these systems.
- Independently approve operating and capital budget for this infrastructure.
- Pass a development charge bylaw for such infrastructure.
- Implement a one window approach to development approvals.
- Have the same status as other lower tier municipalities.

Successful economic development often hinges on the ability to provide information, servicing and upgrades in a guaranteed timely fashion. It is one of the most important development tools available.

Staff suggest that wastewater collection and water distribution be considered for non-exclusive status in the Municipal Act.

### **County Roads**

The KPMG study undertaken by the County during the last governance and service review in July of 2000 estimated savings of approximately \$1.2 million if the County contracts road maintenance to area municipalities. Intuitively this estimate seems conservative considering the savings from eliminating the duplication of road patrol yards and equipment. This operational model exists in Elgin County and in the urban municipalities of Oxford County. Capital road reconstruction remains a county responsibility under this model.

The additional responsibility of County roads for a Township will result in more staff for the Township and less staff for the County. Township staff deliver services beyond roads and these additional staff will help support Township services when needed unlike a County roads employee.

Staff suggest that a devolution of County roads maintenance to all area municipalities be considered and that Lower Tier Municipal Councils request reports from their staff exploring the pros and cons of providing maintenance services on County roads under contract to the County.

## **RECOMMENDATION**

That Woodstock City Council support the transfer of Consent and Subdivision approval authority to the City of Woodstock and that water distribution and waste water collection become a non-exclusive sphere of jurisdiction in Oxford County;

AND FURTHER that the following resolution be adopted by Woodstock City Council:

WHEREAS the Ontario Government has begun a Regional Reform Initiative that includes Oxford County;

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AND FURTHER that this report be forwarded to the Ministry of Municipal Affairs, the Oxford Member of Provincial Parliament and the Regional Reform Special Advisors.

*David Creery, M.B.A., P. Eng., Chief Administrative Officer*

News / GTA

## Amalgamation brought fewer Ontario cities, but more city workers, report finds

New analysis finds local governments actually grew bigger, faster, after Mike Harris's so-called Common Sense Revolution, which massively restructured Toronto and other cities with the aim of reducing costs.



JOHN MAHLER FILE PHOTO

New research by a professor at Western University shows that the Common Sense Revolution espoused by former Ontario premier Mike Harris, seen here in a portrait from 1994, was unsuccessful in reducing the size of municipal government.

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**By: Wendy Gillis** News reporter, Published on Mon Jan 13 2014

It was dubbed the Common Sense Revolution — Progressive Conservative premier Mike Harris's 1995 campaign to slash the province's bloated public sector through massive municipal government restructuring, to the tune of \$250 million in taxpayer savings.

But new analysis has found that while [amalgamation](#) technically decreased the number of municipalities in Ontario — down from 850 to 445 — and 23 per cent of elected official positions were axed, more people than ever are working in Ontario's municipal governments.

“The conclusion is very strong: amalgamation didn't reduce the size of municipal government,” said Timothy Cobban, political science professor at Western University and lead researcher.

Cobban and his team crunched government data, including Statistics Canada numbers for 15 years before and after the provincial amalgamation, to determine just how much sense Harris's plan made in the long run.

The results show the municipal public sector grew, both in employment and cost, and expanded at a faster rate than it had in the decade before amalgamation.



From 1981 to 1996, Ontario's municipal governments grew by 23.9 per cent overall, adding 39,191 jobs. During the 15 years post-amalgamation, from 1996 to 2011, they grew by 38.8 per cent, adding 104,200 jobs. In total, about 270,000 people work in the municipal public sector in Ontario today, compared with 160,000 people in 1995.

That has translated into a sizeable spending spike: in 1981, Ontario spent just under \$200 million on local government salaries and wages. By 2011, that number had increased to \$750 million.

The rising number of government workers is not explained by population growth, Cobban says: The statistics show that in 1990, there were 15.8 municipal workers per thousand residents, while in 2010 there were 20.9 workers per thousand.

Cobban attributes this expansion to several other factors.

First, when municipalities merge, there will inevitably be jobs created in some fields. For instance, if suburban and urban areas merge, new firefighters will probably need to be hired, because the suburb may have previously had a part-time or volunteer department.

"Typically, as they get merged into a city, you end up with a full-time fire department and various other services," said Cobban. "There's upward pressure on services as people in one area of a city will understandably demand comparable services as people on other sides of the city."

Amalgamation also tends to hike wages for public-sector employees, since merging of collective bargaining units usually means compensation is harmonized upwards, Cobban said.

Growth can also be partly explained by the so-called "downloading" of provincial responsibilities onto municipalities that occurred under the Harris government, including social assistance, public housing and public health.

For instance, in 1991, just 3.4 per cent of Ontario's municipal government workers were employed in social services. By 2011, that number had more than doubled, to 7.8 per cent.

But numbers also increased in areas unaffected by downloading, including administrative roles such as clerks and treasurers, Cobban found.

"This is a significant finding because the ( Common Sense Revolution ) platform sought to reduce the number of administration roles . . . by reducing the number of municipalities, but this did not occur," Cobban wrote in a preliminary report on the research, prepared for a recent presentation to Hamilton's city council.

The findings don't necessarily mean amalgamation as a whole was a failure, Cobban said. Though it's clear it didn't achieve its stated goal, it may have produced municipalities that are stronger and better run, he said.

"We're agnostic about the conclusion, about whether it's good or bad on its own," he said.

Andrew Sancton, Western University professor and author of *Merger Mania: The Assault on Local Government*, said he was not surprised by the findings.

Sancton was hired by the pre-amalgamation city of Toronto to prepare a rebuttal to the province's report, prepared by KPMG, which said the changes suggested in the Common Sense Revolution would save money.

Based on academic research and real-world examples of other amalgamated cities, Sancton's report found that there wasn't a strong argument to be made for economies of scale — that is, that costs decrease when operations grow. Sancton found that there weren't many economies of scale in services that were not already amalgamated in Toronto and other cities.

It also foreshadowed Cobban's findings, saying wage and service levels were likely to increase.

"All the evidence was that there was little or no prospect of saving money," he said.

Chris Stockwell, a member of the Harris government during amalgamation, said he was opposed to it from the beginning. He claims there was little discussion about its implications before the idea was launched into the public realm during the 1995 election.

"Listen, I'm a big fan of the Harris government; we made some good decisions, but this one . . . it just came out of the air," Stockwell said.

A politician who worked in local, regional and then provincial government, Stockwell felt government grew less connected to constituents the bigger it got, and that small governments are the most efficient.

Doug Holyday, former Toronto deputy mayor and now the MPP for Etobicoke-Lakeshore, was Etobicoke's mayor during the push for amalgamation, and was in the minority among GTA mayors when he did not oppose it.

At the time, it seemed there was logic in fusing the numerous clerical offices, fire departments and more, and he was seeing similar moves in the corporate world.

"There were companies amalgamating throughout the world that were doing it, for good reason, and I thought those good reasons should apply here," he said. But he's not surprised to learn the size and cost of municipal governments in Ontario is larger than ever. "I watched it happen," he said.

A major problem was the lack of political will on the part of municipal leaders, who did not strongly enforce cuts in the number of jobs in their offices by getting rid of redundant positions, he said.

"Bureaucracy just by its nature grows, unless it's fought with," Holyday said.

Cobban's team also found that Ontario has more municipal government workers than any other province. Forty-three per cent of all municipal employees in Canada work in Ontario — a disproportionately large share, says Cobban, since Ontario has only 38 per cent of the country's population.

Researchers also found a shift in government employment in Canada in general. In 1981, the largest portion of government workers were federal, followed by provincial workers, then municipal. By 2000, that structure had become bottom heavy, with 43 per cent of public-sector employees in Canada working for municipal governments, followed by the federal then provincial governments.

**Amalgamation, by the numbers**

Number of municipal workers in Canada in 1981: 270,000

Number of municipal workers in Canada in 2011: 580,000

Percentage of Canadian municipal workers employed in Ontario: 43

Percentage of Canadian population living in Ontario: 38

Local government employees per 1,000 people in 1990, in Ontario: 15.8

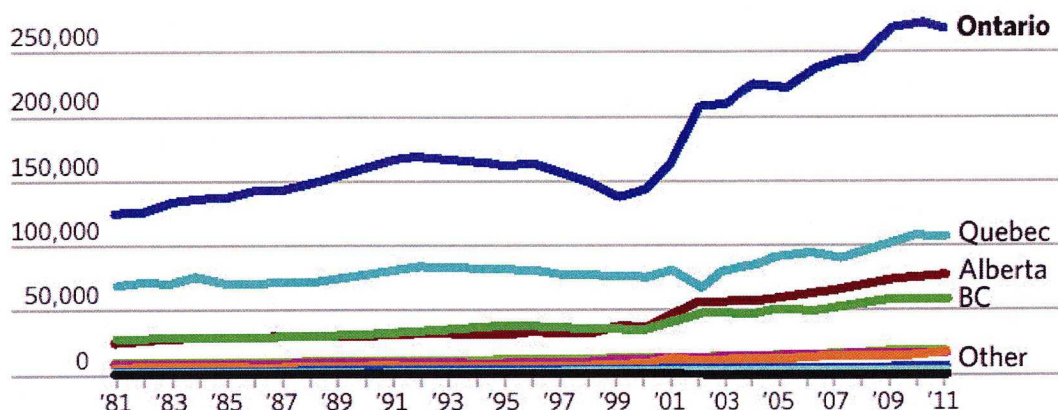
Local government employees per 1,000 people in 2010, in Ontario: 20.9

## Post-amalgamation views

The Tory government in the late nineties pushed amalgamation on several communities in Ontario, including Toronto, arguing the move would cut the size of government. But a Western University study has found that while amalgamation lowered the number of municipalities in Ontario it did not cut the number of public sector employees.

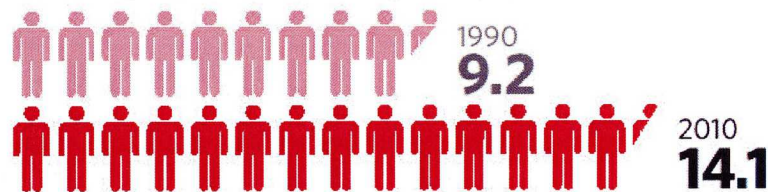
### Local general government employment in Canada, by province

TOTAL NUMBER OF PERSONS EMPLOYED  
300,000

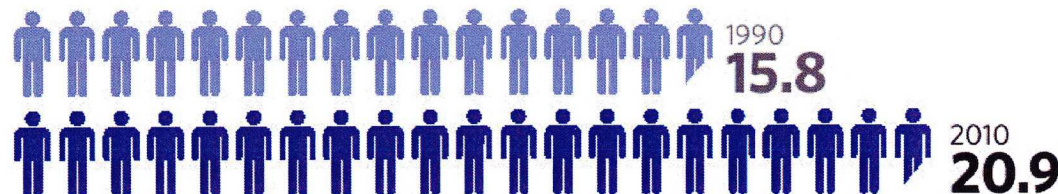


### Local general government employees per 1,000 persons

AVERAGE CANADIAN PROVINCES



ONTARIO



SOURCE: Statistics Canada; Timothy Cobban, Western University

TORONTO STAR GRAPHIC [VIEW 2 PHOTOS](#)

*Note - January 13, 2014: This article was edited from a previous version.*



**Corporation of the Town of Ingersoll  
By-Law 19-5037**

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**A By-Law to establish a Council-Staff Relations Policy for the Town of Ingersoll**

**WHEREAS** Section 270 (1) 2.1 of The *Municipal Act*, 2001 Chapter, S.O. 2001, c. 25 as amended, states that a municipality shall adopt and maintain a policy with respect to the relationship between members of Council and the officers and employees of the municipality.

**AND WHEREAS** at the February 11, 2019 Regular Meeting of Council, Council passed resolution C19-02-035, formally adopting a Council-Staff Relations Policy as presented.

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

1. **THAT** the relationship between members of Council and the officers and employees of the municipality shall be governed by the provisions contained in this by-law and attached as 'Schedule A';
2. **THAT** 'Schedule A' attached hereto, in substantially the same form, shall form part of this By-Law. This By-Law may be cited and referred to as the "Council-Staff Relations Policy";
3. **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 4<sup>th</sup> day of March, 2019.

**READ** a third time in Open Council and passed this 4<sup>th</sup> day of March 2019.

---

**Edward (Ted) Comiskey, Mayor**

---

**Michael Graves, Clerk**

# Town of Ingersoll

## Policies and Procedures

**Policy:** Council-Staff Relations  
**Approval Date:** February 11, 2019 - Resolution: C19-02-035  
**Effective Date:** Upon Council Approval

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### **Purpose:**

This policy establishes expectations concerning appropriate Council and staff interactions and is intended to provide a general framework to achieve productive working relationships.

This policy augments existing provincial laws, municipal policies, and by-laws that govern workplace conduct, and is not intended to restrict Council-staff relations but to ensure that interactions occur in an organized and respectful manner.

### **Legal Authority**

Section 270 (1) 2.1 of the *Municipal Act*, 2001, S.O.2001,c. 25, as amended, provides that a municipality shall adopt and maintain a policy with respect to the relationship between members of council and the officers and employees of the municipality.

### **Policy Statement**

Mutually respectful Council-staff relations and a clear understanding of roles and responsibilities are key features of effective municipal government and supports the Town's commitment to providing a respectful, tolerant and harassment-free workplace.

### **Roles and Responsibilities**

The Council for the Town of Ingersoll and its administration have a common purpose and shared objectives, but perform different roles in pursuit of those objectives. Roles of each party are established below and in alignment with Section 224 of the *Municipal Act*.

#### **Role of Members of Council**

Members of Council shall:

- Work to advance the well-being and interests of the municipality and its constituents;
- Ensure policy and program development in alignment with those interests;
- Establish which services the municipality shall provide;
- Through the CAO, ensure that administrative policies, practices, procedures and controllership policies, practices, and procedures are in place to implement Council's decisions and direction;
- Maintain the financial integrity of the municipality;
- Conduct themselves and the affairs of the municipality in an open, equitable and transparent manner through proper processes.

#### **Role of Staff:**

- Implement Council's decisions and establish administrative practices and procedures to carry out those decisions; and
- Undertake research and provide advice to Council through timely reports and follow-up on inquiries concerning policies and programs of the municipality.

It is understood that specific officers of the municipality such as the Chief Administrative Officer, Clerk, Treasurer, Fire Chief, and Chief Building Official are subject to specific

legislative provisions under which the duties they perform and decisions they make are done so at an arm's length from Council.

### **Guidelines for Respectful Working Relationships**

Guided by the Town's Procedure By-law, Code of Conduct and Anti-Workplace Violence, Harassment and Discrimination Policy, the *Human Rights Code* and *Occupational Health and Safety Act* it is expected that:

#### **Members of Council shall:**

- Perform their duties in accordance with the various statutes, by-laws, and policies concerning acceptable workplace conduct;
- Refrain from intervening in the day-to-day managerial and administrative aspects of the corporation;
- When advisable, request staff input and expertise prior to affecting a decision or providing direction on significant policy matters;
- Apprise relevant Department Heads through the CAO, of inquiries, concerns, and issues under their purview; soliciting input and expertise prior to committing the municipality to a resolution;
- Remain respectful of the fact that staff work for the Town as a body corporate and that they are charged with making recommendations that reflect their professional expertise and corporate perspective, without undue influence from any individual member or group of members of Council; and
- Acknowledge that any direction to staff needs to come from Council at a duly called meeting by a resolution passed in the majority and guided through the CAO.

#### **Staff members shall:**

- Perform their duties in accordance with the various statutes, by-laws, and policies concerning acceptable workplace conduct;
- Provide Council with a high quality of advice based on political neutrality and objectivity irrespective of party politics, the loyalties of persons in power, or personal opinions;
- Treat all members of Council equally and with respect;
- Undertake thorough research and present information and recommendations to Council that will aid in their decision-making process; and
- Establish the appropriate administrative policies, systems, structures, and internal controls to implement the goals and objectives of Council, and to manage implementation within the resources at their disposal.

### **Staff-Council Reporting Relationship**

Members of Council are encouraged to liaise with appropriate staff to obtain advice and information on matters concerning the municipality after advising the CAO. However with the understanding that Council has one employee, the CAO, who is responsible for acting as the primary conduit through which formal Council direction to staff is to flow.

This means that under the direction of the CAO, staff has the responsibility and the authority to provide consultation, advice, and direction to Council and to implement Council approved policy.

### **Policy Monitoring and Contraventions**

Concerns regarding possible contraventions to this policy will be handled as follows:

- Council concerns are to be directed to the CAO, or the Town's appointed Integrity Commissioner.
- Employee concerns are to be brought to the attention of the Chief Administrative Officer or the Town's appointed Integrity Commissioner.



**Corporation of the Town of Ingersoll  
By-Law 19-5038**

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**A By-Law to establish a Councillor Pregnancy and Parental Leaves Policy**

**WHEREAS** Section 270 (1) 8 of The *Municipal Act*, 2001 Chapter, S.O. 2001, c. 25 as amended, states that a municipality shall adopt and maintain a policy with respect to pregnancy leaves and parental leaves of member of Council.

**AND WHEREAS** at the February 11, 2019 Regular Meeting of Council, Council passed resolution C19-02-036, formally adopting a Councillor Pregnancy and Parental Leaves Policy as presented.

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

1. **THAT** the pregnancy and parental leaves of members of Council shall be governed by the provisions contained in this by-law and attached as 'Schedule A';
2. **THAT** 'Schedule A' attached hereto, in substantially the same form, shall form part of this By-Law. This By-Law may be cited and referred to as the "Councillor Pregnancy and Parental Leaves Policy";
3. **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 4<sup>th</sup> day of March, 2019.

**READ** a third time in Open Council and passed this 4<sup>th</sup> day of March 2019.

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**Edward (Ted) Comiskey, Mayor**

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**Michael Graves, Clerk**



## Town of Ingersoll

### Policies and Procedures

**Policy:** Councillor Pregnancy and Parental Leaves  
**Approval Date:** February 11, 2019 - Resolution: C19-02-036  
**Effective Date:** Upon Council Approval

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#### **Purpose:**

This policy is intended to provide guidance to members of Council of the Town of Ingersoll who wish to take leave from their role as a result of the member's pregnancy, the birth of the member's child, or the adoption of a child by the member.

#### **Legal Authority**

Section 270 (1) 8 of the *Municipal Act*, 2001, S.O.2001,c. 25, as amended, provides that a municipality shall adopt and maintain a policy with respect to pregnancy leaves and parental leaves of members of Council.

#### **Policy Statement**

The Town of Ingersoll recognizes a member of Council's right to take a leave of absence from the role of Councillor as a result of the member's pregnancy, the birth of the member's child, or the adoption of a child by the member in accordance with requirements established under the *Municipal Act*, 2001.

#### **Vacancies**

Section 259 (1.1) provides a member of Council of a municipality may be absent from Council for twenty (20) consecutive weeks or less if the absence is a result of the member's pregnancy, the birth of the member's child, or the adoption of a child by the member. In such cases, the member of Council shall not be considered to have vacated his or her seat on Council.

#### **Procedure**

Pregnancy/Parental Leave for members of Council shall be guided by the following:

- A leave of absence for the purpose of pregnancy/parental leave does not require Council approval.
- A member of Council wishing to take pregnancy or parental leave is requested to provide his or her leave request in writing at least eight (8) weeks in advance of the leave. If advance notice is not possible, the leave shall be granted regardless.
- Members shall be provided leave of up to twenty (20) consecutive weeks, during which the member's seat on Council cannot be declared vacant.
- A member of Council on Pregnancy and/or Parental Leave is entitled to receive up to 55% of their honorarium pay, or may forego the compensation entirely for the duration of the leave. Compensation decisions are at the sole discretion of the member, who is responsible for determining the financial implications of maintaining or foregoing the honorarium in relation to employment insurance maternity and parental leave benefits to which the member may be entitled.
- Members reserve the right to participate as a Member of Council at any time during the leave. In accordance with the Town's Procedure By-Law, members must attend a Council meeting in person to cast a vote and have it counted.

## Schedule A

- Members are entitled to continue to receive all Council-related correspondence for the duration of the absence including agendas packages, emails, meeting invitations, etc.)
- Should the Councillor attend a meeting during the leave that fits the conventions and seminars policy and has been previously approved, they will be eligible for expenses under that policy.

### **Participation on Committees and Boards**

Where necessary, Council may appoint an alternate member to attend boards and/or committee meetings while the Town-appointed member is on Pregnancy/Parental Leave. This appointment will be at the discretion of Council. The alternate member shall serve during the leave, and upon their return, the Councillor will have their board and/or committee appointments reinstated.

### **Quorum**

Quorum shall not be impacted by a Council member's Parental and/or Pregnancy Leave.



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

E-FORM 348 (04/2009)

(FOR BANK USE ONLY)

S.R.F. No.:	<u>733-495-824</u>
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The CORPORATION OF THE TOWN OF INGERSOLL (the "Municipality") By-law No.19-5039 being a by-law to authorize temporary borrowing from time to time to meet current expenditures during the fiscal year ending December 31, 2019.

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 1<sup>st</sup> to September 30<sup>th</sup> 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 1<sup>st</sup> to December 31<sup>st</sup> 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 \$200,000.00 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 4 day of MARCH 2019.



ONTARIO  
MUNICIPAL CORPORATIONS  
STATEMENT BY TREASURER RE BORROWING

TO

(Insert proper name of Municipality)

Re: The Corporation of the TOWN OF INGERSOLL  
in the Province of Ontario (the "Municipality") INGERSOLL

I hereby certify that the following statements are true and correct as of this date.

(Refer to the estimates for the current year if such have been adopted; if not, refer to estimates of last year.)

- 1. The budget of the Municipality for the current year  has been adopted.  has not been adopted.
- 2. The nature and amount of the estimated revenues of the Municipality set forth in the budget of the Municipality adopted for the year 2019 (exclusive of revenues derivable or derived from, a) any borrowing, including through the issue of debentures; b) a surplus, including arrears of taxes, fees or charges; and c) a transfer from the capital fund, reserve funds or reserves) are \$ 17,847,311 as more particularly set forth in Schedule A hereto.
- 3. The nature and amount of revenues of the Municipality for the current year collected to date is \$ 0.00 as more particularly set forth in Schedule B hereto.
- 4. The nature and amount of the estimated revenues of the Municipality (exclusive of revenues, derivable or derived from a) any borrowing, including through the issue of debentures; b) a surplus, including arrears of taxes, fees or charges; and c) a transfer from the capital fund, reserve funds or reserves) for the current year not yet collected is \$ 17,847,311 as more particularly set forth in Schedule C annexed hereto.
- 5. The total of any amounts borrowed by the Municipality under Section 407 of the Municipal Act, 2001, as amended in the current year is \$ 0.00 and the total of such amounts that have not been repaid are 0.00 and the total of such amounts that have not been repaid is \$ 0.00.

(Attach separate sheets for Schedules A, B, & C)

(Delete paragraph 4 if estimates for current year not yet adopted.)

This statement is delivered to the ROYAL BANK OF CANADA pursuant to the provisions of Section 4 of the temporary borrowing by-law of the Municipality dated March 4 2019 as proof that the borrowing from the Bank contemplated by such by-law has been validly authorized.  
March 4, 2019

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Head of Council

**Town of Ingersoll**  
**2019 Statement by Treasurer Re Borrowing**  
**By-Law 19-5039**  
**Schedules A, B and C**  
**As of January 02, 2019**

	Budget	Schedule		
	2019	A	B	C
<b>REVENUE</b>				
SALE OF GOODS OR SERVICES	(91,755)	(91,755)		(91,755)
PERMITS/LICENCES	(199,595)	(199,595)		(199,595)
ICE RENTAL	(244,965)	(244,965)		(244,965)
RENT / LEASES	(194,057)	(194,057)		(194,057)
USER FEES	(263,266)	(263,266)		(263,266)
MEMBERSHIPS	(156,800)	(156,800)		(156,800)
RECOVERIES	(105,964)	(105,964)		(105,964)
COUNTY RECOVERY	(303,748)	(303,748)		(303,748)
TAXATION - LEVY	(14,524,511)	(14,524,511)		(14,524,511)
TAXATION - SUPPLEMENTARIES & OTHER	(384,983)	(384,983)		(384,983)
INTEREST / DIVIDENDS	(669,500)	(669,500)		(669,500)
GRANTS / SUBSIDIES / REBATES	(63,863)	(63,863)		(63,863)
PROGRAM REVENUES	(271,779)	(271,779)		(271,779)
DONATIONS / FUNDRAISING	(124,650)	(124,650)		(124,650)
	<u>(17,599,436)</u>	<u>(17,599,436)</u>	<u>0</u>	<u>(17,599,436)</u>
<b>EXPENSE</b>				
SALARIES, WAGES & BENEFITS	6,996,272			
ADMINISTRATIVE EXPENSE	77,808			
OPERATING EXPENSE	189,670			
COMMUNICATIONS	118,141			
INSURANCE EXPENSE	229,836			
UTILITIES - HEAT, HYDRO, WATER	916,084			
SUPPLIES	37,705			
PROGRAM EXPENSES	138,123			
MEETINGS, CONFERENCES, TRAINING	140,795			
FUEL / TRANSPORTATION COSTS	112,860			
PROFESSIONAL FEES	607,750			
CONTRACTED SERVICES	259,220			
PROPERTY TAX REFUNDS & ADJUSTMENTS	630,000			
MARKETING & PROMOTION	159,995			
GRANTS TO VOLUNTEER ORGANIZATIONS	87,100			
LAND MAINTENANCE & IMPROVEMENT	59,700			
EQUIP REPAIRS & MAINTENANCE	221,432			
BLDG REPAIRS & MAINTENANCE	135,700			
SNOW REMOVAL AND SANDING	47,500			
MAINTENANCE CONTRACTS	141,099			
LAND SALE EXPENSES	0			
MATERIALS	422,160			
EQUIPMENT USAGE	90,200			
TRANSFER TO BIA	78,000			
TRANSFERS TO CEMETERY BOARD	91,359			
	<u>11,988,509</u>			
<b>NET OPERATING (REVENUE) EXPENSE</b>	<u>(5,610,927)</u>	<u>(17,599,436)</u>	<u>0</u>	<u>(17,599,436)</u>
<b>OTHER</b>				
O.P.P. CONTRACT	2,406,319			
OMPF - ONT MUN PARTNER GRANT	(247,875)	(247,875)	0	(247,875)
TRANSFER FROM RESERVES & RES FUNDS	(478,937)			
TRANSFER TO RESERVES & RES FUNDS	3,134,990			
DEBENTURE PAYMENT	796,430			
	<u>5,610,927</u>	<u>(247,875)</u>	<u>0</u>	<u>(247,875)</u>
	<u>--</u>	<u>(17,847,311)</u>	<u>--</u>	<u>(17,847,311)</u>

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

Schedule B - Revenues collected for the year 2019 as of January 02, 2019

Schedule C - Schedule A less Schedule B



**Corporation of the Town of Ingersoll  
By-Law 19-5040**

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**A bylaw to adopt and confirm all actions and proceedings of the Council of the  
Town of Ingersoll at the Council meeting held on March 4, 2019**

**WHEREAS** Section 5 (3) of The Municipal Act, Chapter, S.O. 2001, c. M.25 as amended, states that a municipal power, including a municipality's capacity, rights, powers and privileges under section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

**AND WHEREAS** in many cases, action which is taken or authorized to be taken by Council or Committee of Council does not lend itself to or require an individual by-law

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

1. **THAT** all actions and proceedings of the Council of The Corporation of the Town of Ingersoll at the meeting held on March 4, 2019, 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 4<sup>th</sup> day of March, 2019.

**READ** a third time in Open Council and passed this 4<sup>th</sup> day of March 2019.

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**Edward (Ted) Comiskey, Mayor**

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**Michael Graves, Clerk**