



**Corporation of the Town of Ingersoll
Council Agenda
Special Meeting of Council
Via Video conference
Monday, June 15, 2020, 6:00 PM
Live Stream Link :**

<https://www.youtube.com/channel/UCFvWkWjgaTO54J6wAnnglFQ>

Call to Order

Disclosures of Pecuniary Interest

Special Staff Reports

1. Pop Up Patio Report [A-020-20](#)
2. LED Sign Update [A-021-20](#)
3. Cooling Centres [CS-012-20](#)
4. Reopening of Splash Pad [CS-013-20](#)

Upcoming Council Meetings

Regular Meeting of Council
Monday July 13, 2020, 6:00 p.m.
Town Centre, Council Chambers
OR
Via Video Conferencing if required

Council Committee Meetings

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

Adjournment



Department: Administration Economic Development

Report Number: A-020-20

Council Meeting Date: June 15, 2020

Title: Patios on Municipal Property

Objective

To receive direction from Council regarding the encroachment of patios onto Town property.

Background

On Monday June 8, 2020, the Government of Ontario announced that parts of the Province including Ingersoll would be allowed to enter Stage 2 of the reopening of the Province.

With proper health and safety measures in place, Bars and Restaurants would be permitted to operate utilizing outdoor dine-in services and other establishments, including patios, curbside, parking lots and adjacent properties. The announcement, although welcomed, has not provided a lot of time for municipalities to implement the necessary requirements to ensure, the safe movement of pedestrian and vehicular traffic while safeguarding the municipal corporation.

Because of this announcement, staff and Councillors have received requests from businesses to permit patios on Municipal property (sidewalks, parking stalls, and potentially parking lots).

Staff have reached out to BIA businesses to gauge whether businesses are interested in constructing patios adjacent to their businesses and have received interest from multiple businesses.

Staff have looked at the businesses interested in adding patios adjacent to their businesses and have researched best practices from other communities to determine the best way to accommodate such a request.

Analysis

The Provincial announcement has several businesses confused about what the Province is and is not permitting, and several thought it was a carte blanche announcement permitting patios adjacent to businesses without any oversight or permission from the Town.

The Province has not given the authority to grant businesses permission to use Town property without the participation and requirements of the Town. Staff are recommending that there be requirements to ensure the safety of the patrons as well as the general public.

Options for Consideration

1. Council could close Thames Street from King to Charles Street for the entire summer, creating a pedestrian plaza. This would not only allow for expanded patios, but also provide for other businesses to utilize outdoor space. Areas would have to be assigned to all businesses to ensure a fair and equitable allocation. Staff do not believe that there is adequate time to plan and organize such an exercise, to meet the current needs of some of the restaurants.
2. Allow for the temporary use of the sidewalks as patio areas, with the construction and installation of pedestrian walk ways. Staff believes that this is a more manageable realistic and timely option for implementation.

Staff are recommending that businesses fill out an application (attached) for their encroachment onto Town property. Staff have looked at businesses that are interested in offering adjacent patios in the Downtown core and have determined that the staff recommendation would be for patios generally to be located on the sidewalk in front of the business with two (2) parking stalls used for a sidewalk extension. Staff have developed a guidance document, based on what Woodstock and Tillsonburg have proposed (attached) for businesses to follow.

Businesses would be required to name the Town indemnified on their insurance for any encroachment onto Municipal property. All costs of construction, furnishings, removal etc. would be the responsibility of the business. The guidelines attached to this report outline the building and engineering requirements of the patio.

Businesses would be required to ensure they meet all requirements of other agencies (Provincial, Health Unit, Alcohol and Gaming Commission, etc.). Staff are recommending that the patios be removed by October 15th in order to accommodate snow removal.

Staff would like to review the use of patios encroaching on Municipal property with Council following their removal in 2020, to determine if the program should continue in the future. Many other communities utilized these sidewalk patios annually to encourage tourism. The City of Barrie is one that does so along its main street. Photos are attached for information.

Staff are also recommending that site plans and fees be waived municipal wide, for 2020 due to the pandemic, for businesses that are under site plan control and are able to build or expand their patios on their own properties as well as any other fees associated with commercial patios for 2020. Staff are also recommending that Council provide a grant to establishments to cover the any other municipal fees, although none have been identified.

The Chief Building Official notes that technically they are not buildings so building permits will not be required. However, staff think that the building department, fire department and engineering department all need to review for compliance for accessibility and safety and the clerks department for the agreement.

Railings may need to put up on municipal property to delineate for liquor licencing, that is being provided to the business to set up the patio.

The application still needs to be completed as does the agreement along with proof of insurance.

Other issues that may need to be considered, is lighting, noise and hours of operation. Staff would suggest that the noise bylaw be relaxed and not be enforced during the legal hours of operation provided for in the liquor license or 1:00 am. This would allow for the businesses to operate more freely with extended hours and would hopefully be of assistance with their operations during the pandemic and recovery.

Other businesses that are not in the core, for example such as Louie's, the Elmhurst, or MacDonald's etc. that have their own parking areas, would be permitted to expand their patio uses into their parking areas regardless of zoning or site plan requirements. Provided that they develop plans to safeguard the patrons from vehicles. These plans should be reviewed and approved by the municipality. Proper barriers should be required to do so, either railings, or jersey barriers as examples would be required.

Municipal staff will work diligently to turn any applications around in the tightest timelines as possible.

Financial Implications

Some municipal fees would not be collected and revenues would be lost, however these fees should be waived to assist in the economic recovery of these vulneralbe businesses within the Town of Ingersoll.

Staff time to review and approve applications, inspect patios. Waiving of the \$400 fee to review site plan for those businesses that fall under site plan control and are able to build

or expand their patios on their own properties as well as any other fees associated with patios for 2020. Grants to off set any other municipal fees from the program.

Recommendation

THAT Council temporarily supports patios encroaching onto Municipal property subject to the guidelines outlined and attached to report A-020-20;

AND FURTHER THAT commercial patios approved under this program be exempted from the provisions of the Town of Ingersoll Comprehensive zoning by-law and site plan process for the period of this temporary program ending October 15th 2020;

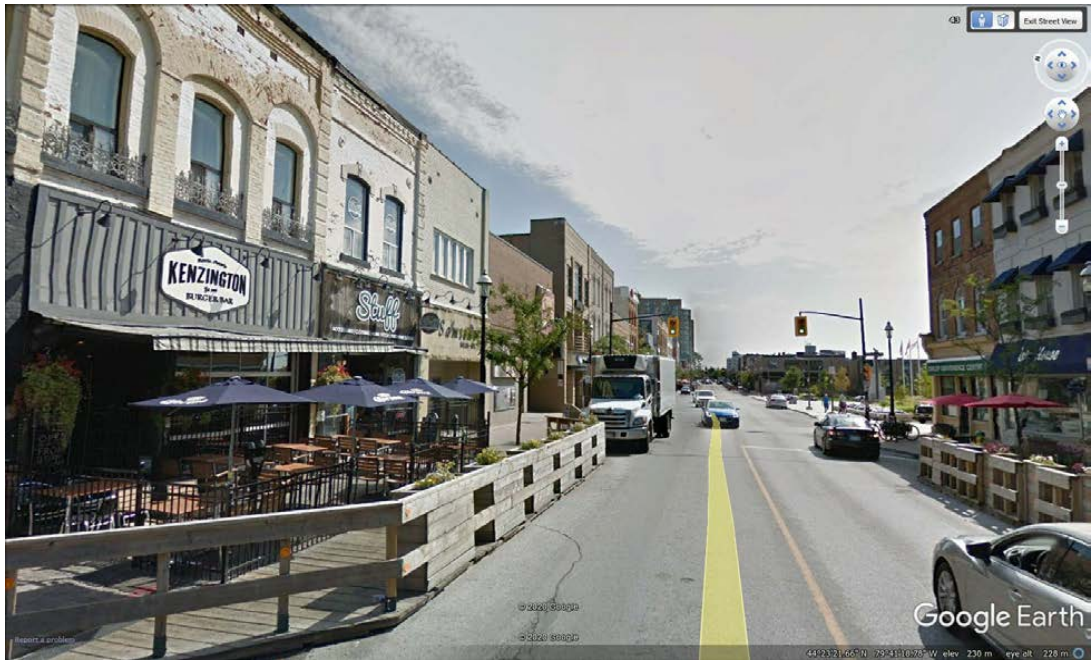
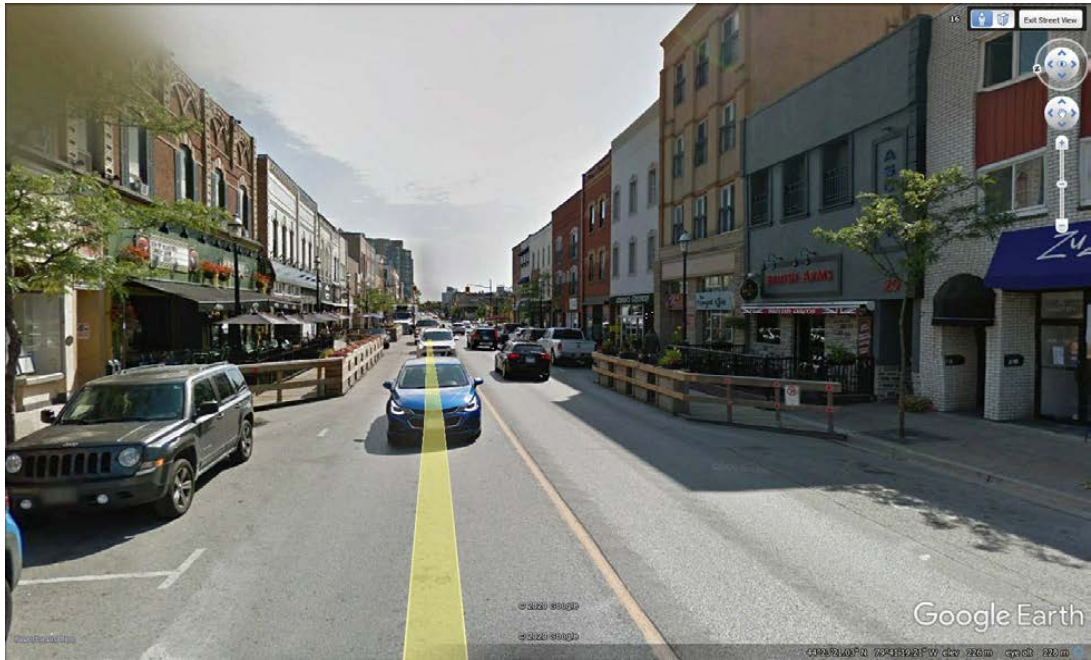
AND FURTHER THAT all costs associated with the design, installation and ultimate removal of the pedestrian walkway and patio facility be the sole responsibility of the business/establishment utilizing the temporary patio program;

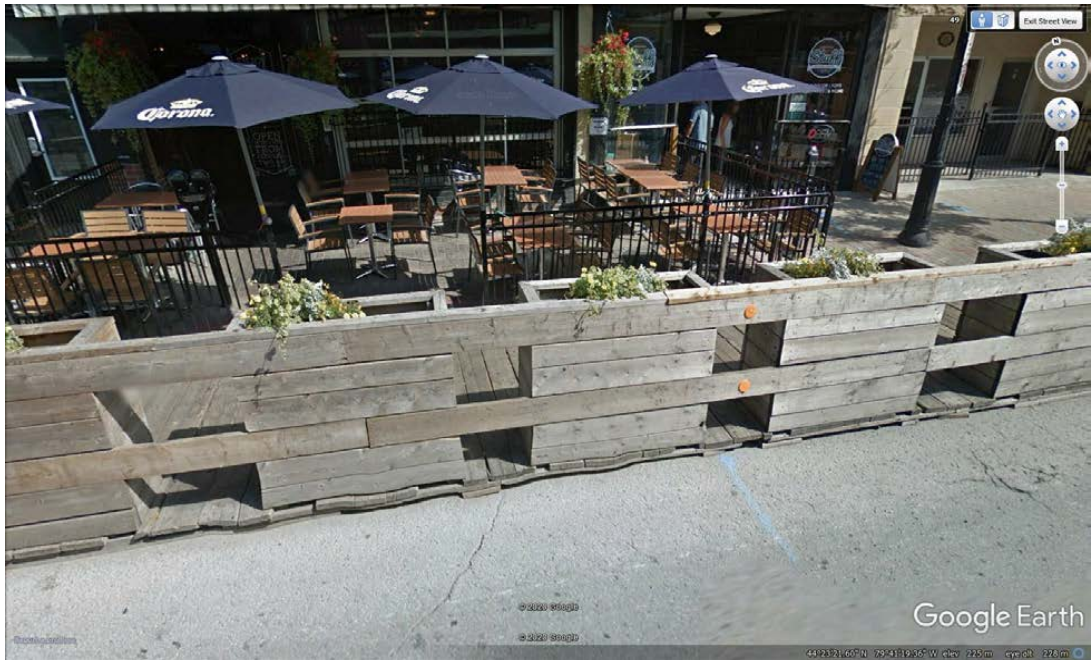
AND FURTHER THAT the temporary patios be included as a part of the type of development that can be eligible for the granting back of building permits fees, if required, under the Community Improvement Plan I;

AND FURTHER THAT all other fees and charges be waived for 2020 for commercial patios including site plan fees;

AND FURTHER THAT Council delegates to the CAO the authority to administer the program as outlined in report A-020-20.

Prepared by: Curtis Tighe, Economic Development Officer
Approved by: William Tigert, Chief Administrative Officer





Patio Encroachment Pilot Program Guidelines

The Town of Ingersoll's patio encroachment pilot program is geared to allow current eating establishments or coffee shops the ability to set up temporary seasonal patios by using the municipal sidewalks adjacent to their place of business and redirect the municipal sidewalk into a maximum of 2 parking spaces.

The purpose of this program is to allow eating establishments and coffee shops to reopen as indicated in Stage 2 of the Provincial plan to reopening the province following the shut down due to COVID-19.

This pilot program will operate for the 2020 "patio" season (June 16th – October 1) and will be reviewed by staff after with recommendations for how to proceed in future years.

Location

- Permitted only within the boundary area as defined as the core area in the Town of Ingersoll Zoning By-law 04-4160.
- Sidewalk patios will be permitted only where the pop-up installation can be located directly in front of the associated business (or as other was approved by the administrator of the guidelines).
- Sidewalk patios must be located at least one (1) parking stall away or the equivalent in measurement away from the intersection.
- Proposals will be assessed and approved in accordance to vehicle volumes, site lines and visibility to the satisfaction of the Town Engineer.
- Proposals will be assessed and approved in accordance to the Ontario Building Code and applicable by-laws by the Town Chief Building Official.
- Proposals will be assessed and approved in accordance to the Ontario Fire Code and applicable by-laws by the Town Fire Chief.
- Proposals must not obstruct underground utility access, electrical transformer vault, utility boxes, loading zones, catch basins and any other infrastructure.

Design Standards

- All parts of the deck, patio and sidewalk, including entrances, must adhere to Ontario Regulation 191/11 Integrated Accessibility Standards under Accessibility for Ontarians with Disabilities Act, 2005.
- The deck (sidewalk structure) must have a flush transition at the municipal sidewalk and curb to permit easy access and avoid tripping hazards.
- The sub-structure must accommodate the road surface and provide a level surface for the deck (floor structure) no damage is to be done to municipal road way.
- The deck must be constructed of a slip-resistant surface.
- The deck must be designed and maintained for a minimum load-bearing weight of 4.8kpa (100psf)

- Any gates must swing into the patio space and not obstruct the sidewalk or street.
- Where there are residential dwellings in the same building the patio must not interfere with the ability of first responders to access the building.
- The design is to include fencing/guards to define the space and be designed to comply with the Ontario Building Code.
- Proposals must have vertical elements that make them visible to traffic, such as flexible posts, bollards and include reflective elements as to be visible by traffic at night.
- Railings and vertical elements should be a minimum of 0.91meters (36") and no higher than 1.07 meters (42") in height.
- No umbrellas or other treatments can extend into the sidewalk or travelled portion of the sidewalk and/or roadway.
- Except for patio umbrellas, no overhead structures of any kind are permitted on any portion of the patio located on municipal including, but not limited to any fabric roof coverings or trellis-type shade structures.
- Lighting will be subject to review and will be designed and installed in a way as to not create a visual or physical distraction to travelling public on the sidewalk or roadway or impact neighbouring businesses and residential units.
- Compliance required with the Town of Ingersoll noise by-law 19-5060.
- Any necessary maintenance completed by the Town will be at the cost of staff time plus administration to the appropriate business owner.
- Encroachment in front of neighbouring properties will not be permitted.

Copy of Current Liability Insurance

General Liability Insurance from an insurer licensed in the province of Ontario for \$2 million per occurrence with an aggregate limit of no less than \$5 million to the Town of Ingersoll against any liability for property damage or personal injury, negligence including death which may arise from the applicants operations under this agreement. The Town of Ingersoll must be included as an "additional insured". In addition the commercial general liability shall contain cross liability and severability clause and products and completed operations coverage including a standard contractual liability endorsement.

Additional Criteria

- Applicants must provide notice to adjacent business owners of their proposals.
- Applicants accept responsibility for any and all damages that occur to the platform or patio and associated fixtures and chattels.
- It is the applicant's responsibility to comply with all regulations (Provincial, AGCO, Public Health, AODA, ESA, ect.)
- Promotional signage/banners/advertising is not permitted on any part of patio/sidewalk.

- Applicants are required to maintain the occupied space and pedestrian sidewalk free of litter and debris during the permitted timeframe of the patio and immediately after the removal of the structure.
- The applicant agrees to comply with previous hours of operation.
- Upon completion of any work, the applicant agrees to restore the property at their expense to the satisfaction of the Town of Ingersoll and remove all debris and rubbish.
- The Town of Ingersoll reserves the right to cancel the lease of any municipal space at any time for failure to comply with the conditions described above or the agreement.

Application Requirements

- Prepare plans and drawings of the patio with dimensions in accordance with the stated criteria. Note plans and drawings must be prepared by a qualified design professional (BCIN designer, Engineer, Architect).
- Completed Application form.

Approval Process

Step 1- Submit your completed application to

Step 2- Revise application in response to staff comments, if necessary

Step 3- Sign formal agreement for use of municipal space

Step 4- Clear conditions for approval

Step 5- Construct patio and sidewalk

Step 6- Contact Town staff for inspection

Step 7- Obtain final approval for use

All applications submitted will be reviewed/approved by all appropriate departments.



TOWN OF INGERSOLL
Town Centre
130 Oxford Street 2nd Floor, Ingersoll, ON N5C 2V5
Ph. (519) 485-0120
clerks@ingersoll.ca

Pop Up Patio Application

Name of Business: _____

Address: _____

Main Contact Person: _____

Phone: _____

Email: _____

Terms and Conditions

Please indicate that you have read and understand the Town of Ingersoll Pop Up Patio Pilot Program Guidelines as they relate to location, design and use of municipal space.

_____ Please Initial

Location

Please indicate which option you are applying for.

Street Side Patio – The patio will be located within an on street parking space (s) located in front of your business

Sidewalk Bump Out – The patio will be located immediately adjacent to your business and the pedestrian sidewalk swings out and around the patio in a bump out installed in an on street parking space(s).

Municipal Parking Lot - The patio will be located in a municipal parking lot located near your business.

Pop Up patio Application

Application Documents Attached

Prepare plans and drawings of the proposed pop-up installation(s) with dimensions in accordance with the Design Criteria for Pop-up Installations.(Note: plans and drawings must be prepared by a qualified designer with a Building Code Identification Number (BCIN) or an architect, and stamped by a P. Eng.).

Applicant Name: (print) _____

Applicant Signature: _____

Date: __ / __ / __

DOLLARS (\$2,000,000.00) and satisfactory to the Town Solicitor. A certified copy of the said insurance policy shall be filed with the Town Clerk before receiving approval to occupy the subject space identified in **SCHEDULE "C"** and maintain said insurance during the term of this agreement,

- d) To be solely responsible for all costs in connection with the establishment and operation of the pop up patio. Without limitation, the Licensee shall reimburse the Corporation for all costs incurred by the Corporation in the removal by the Corporation of any moveable planters, street furniture and other items to accommodate the creation of the pop up patio,
- e) To install any hold-down bolts or brackets to the satisfaction of the Town Engineer and so that they will not interfere with pedestrian traffic when tables are not in place,
- f) To prevent the littering of the parcel, the adjoining streets, and other public and private property and to collect such litter from all of these places resulting from the operation of the pop up patio,
- g) To comply with all police, fire and sanitary regulations and by-laws, laws, ordinances, regulations and orders imposed by the Corporation, the Alcohol and Gaming Commission of Ontario, and any other provincial or federal authority to observe and obey the regulations and other requirements governing the conduct of the Licensee's use of the parcel and to save harmless the Corporation from any damages, charges, actions or costs for non-compliance and any liability for costs or other charges for damage to property or injury (including death) to any person or persons arising from the use of the parcel,
- h) To prohibit and to advise patrons of the prohibition of all smoking within the limits of the pop up patio,
- i) To post no smoking signs in accordance with the Town of Ingersoll Smoking By-law in conspicuous locations within the limits of the pop up patio,
- j) To comply to and to enforce compliance with the Town of Ingersoll Noise By-law for the pop up patio,
- k) That the Licensee and/or a patron may be fined for any violation of the Town of Ingersoll Noise By-law pursuant to the Provincial Offences Act,
- l) To provide an architectural design of the pop up patio to the satisfactory to the Town Engineer,
- m) To furnish and maintain at its sole expense any plants and flowers in connection with the establishment and operation of the pop up patio; the Licensee shall bona fide protect all trees, existing plantings and municipal "street furniture" in the public right-of-way. Nothing is to be attached by any means to trees,

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- n) At its sole expense, to repair and maintain the surface of the parcel throughout the term of this agreement and, upon termination of this agreement, to vacate and to restore the parcel to the satisfaction of the Town Engineer,
 - o) Not to make, provide or install any holes or lag bolts unless pre-approved by the Town Engineer,
 - p) Not to assign or sublet this agreement or the use of the parcel without the consent of the Corporation; it being acknowledged that such consent may be arbitrarily refused by the Corporation in its sole and uncontrolled discretion. Provided, however, the pop up patio permission and this agreement shall be assignable to and assumable by a bona fide mortgagee or chargee of Licensee's lease of the lands known municipally as _____,
 - q) To assume responsibility and to pay for any additional costs or charges that the Corporation, Ingersoll Hydro Services Inc., Bell Telephone or Union Gas may incur in the future installation or relocation of their services or utility plants due to the establishment and operation of the pop up patio,
 - r) To pay any and all costs incurred by the Corporation for the clean-up of debris in, on and around the area of the parcel,
 - s) That the parcel shall be enclosed with a railing of a maximum of 42 inches (106.68 cm) in height,
 - t) That there shall be no structures, equipment or furniture fastened to the sidewalk, other than the railing, without the prior approval of the Town Engineer,
 - u) To provide a minimum clear width of aisle for pedestrians using the adjoining sidewalk of at least seven and a half feet (2.4 metres) with all queuing of its patrons to be accordingly directed by the Licensee's staff,
 - v) That no advertising boards or plaques shall be permitted in the pop up patio enclosure on the adjoining sidewalk or permitted on the railing save and except for a menu to be placed on and parallel to the enclosure or to be totally within the enclosure for the pop up patio,
 - w) That the hours of operation of the pop up patio shall be limited to the hours between 10:00 a.m. and 11:00 p.m. daily,
 - x) That upon the close of business each day all chattels, equipment and furniture is removed from the pop up patio and secured to the satisfaction of the Corporation,
 - y) That there shall be no obstruction, encumbrance or interference to any entrance to the building, any building in the vicinity of the pop up patio and the sidewalk area surrounding the pop up patio and specifically not to permit the placement

of "sandwich board" signs, planters or to allow bicycles to be affixed to or leaned against the pop up patio railing,

- z) To pay the Annual Seasonal License Fee shown on **SCHEDULE "D"** together with any appropriate land taxes that may be assessed, and
- aa) To permit one (1) annual inspection of the premises by the By-law Enforcement Office.

3. Annual Seasonal Fee

- a) That the **annual seasonal license fee**, "the fee", for the initial year of this agreement, as established by the Council of the Corporation, shall be paid on the earlier of the execution of this agreement or the date of entry upon the pop up patio cate area by or for the Licensee, the amount to be pro-rated to such payment date. The fee shall be adjusted to and calculated based upon the area of the pop up patio cate as determined by its actual dimensions,
- b) That the fee for the current and subsequent years may be varied in accordance with the license fee fixed by the Council of the Corporation from time to time for pop up patio,
- c) The fee for subsequent years shall become due and payable on or before April 1st in each year, by a lump sum payment of the entire fee or by a series of seven (7) post-dated cheques, each for one-seventh (1/7th) of the fee to be dated and cashed consecutively on the 1st day of each month from April 1st through October 13th and
- d) That the Licensee shall pay to the Corporation **an application fee** as shown on **SCHEDULE "D"**.

4. Late Payments

- a) That the Licensee shall pay to the Corporation late payment charges calculated at the rate of 1.25% compounded monthly (effective annual interest rate of 16.1%) on the amount of any fee or other payment that is not paid when required by the terms of this agreement, and
- b) That the payment of any fees, taxes, rates, charges or other expenses under this agreement, together with interest, may be enforced and recovered by the Corporation in the same manner as realty taxes.

5. That this agreement shall take effect on the date it is signed by both parties and shall remain in effect until the date shown on **SCHEDULE "D"**, subject to earlier termination by the Corporation in the event of the Licensee's breach of any terms of this agreement or as, otherwise, provided herein.

6. The permission granted shall extend only from April 1st to October 13th of each year during the term of this agreement; the Licensee shall remove all chattels, equipment, fixtures and furniture from the parcel, restore it to the satisfaction of the Town Engineer, vacate the parcel, and deliver vacant possession of it to the Corporation on October 13th of each year.
7. That upon the termination of this agreement, the Licensee shall remove all chattels, equipment, fixtures and furniture from the parcel, restore the parcel to the satisfaction of the Town Engineer, vacate the parcel and deliver vacant possession of it to the Corporation.
8. That all notices, demands and requests that may be or are required to be given under the provisions of this agreement by either party to the other shall be in writing and may be mailed or delivered and shall be addressed, in the case of the Licensee, to the Licensee at the address for the establishment and, in the case of the Corporation, to the Town Clerk, Town Centre, 130 Oxford Street, 2nd Floor, Ingersoll, Ontario N5C 2V57, or to such other address as the parties may, from time to time, designate by written notice to the other party.
9. That this agreement may be terminated at any time by fourteen (14) days written notice given by the Licensee to the Corporation or by the Corporation to the Licensee. Upon such notice having been given and on the expiration of the fourteen (14) days, this agreement shall terminate, whereupon the Licensee shall forthwith deliver vacant possession of the parcel as set out in paragraph nine.
10. If, due to any emergency, vacant possession of the parcel is required by the Corporation for the purpose of installing, repairing or maintaining watermains or pipes, wires, conduits, sewers, pipes or other public services or utilities and upon receiving notice from the Corporation, the Licensee shall immediately deliver vacant possession of the parcel to the Corporation and remove all chattels, equipment and fixtures from it; provided that, if the Licensee fails so to do, the Licensee shall pay to the Corporation any costs or additional costs, expenses or damages incurred by the Corporation by reason of the failure to so remove all chattels, equipment and fixtures. Such notice shall not terminate but shall only constitute a temporary suspension of the agreement, which shall otherwise remain in force. Following the completion of such work, this agreement shall again be in full force.
11. That, if the Corporation at any time exercises its power or right to terminate or suspend this agreement, the Corporation shall not be liable to pay any compensation for any loss, costs or damages that may be suffered or incurred by the Licensee or any person claiming under it by reason of such termination or suspension.

12. That, if vacant possession of the parcel is not given to the Corporation or the chattels, equipment and fixtures not removed from it in accordance with the terms of this agreement, the Corporation shall have the right to enter upon the parcel and remove the chattels, equipment and fixtures at the expense of the Licensee. Payment of all such expenses, including storage charges incurred, may be enforced by the Corporation in the same manner as realty taxes.
13. That, if the Licensee is delinquent in the payment of any fees or assessments levied by the Corporation pursuant to any agreement or work carried out by the Corporation, the Town Engineer is authorized to remove the Pop up patio and restore the area to its original condition at the entire expense of the Licensee and charge the expense against the property in a like manner as realty taxes, if payment of any invoice for the removal is not made within ninety (90) days of the invoice date.
14. Notwithstanding any other right or remedy of the Corporation, the Corporation may cancel this agreement and the Town Engineer is authorized to remove the pop up patio and restore the area to its original condition at the entire expense of the Licensee, and charge the expense against the property in a like manner as realty taxes, if payment of any fee, deposit, or other payment required by this agreement, or interest charge on any of these, is not made within fifteen (15) days of the due date, or if the Licensee remains in violation of any other term or condition of this agreement after being given thirty (30) days' notice of such violation.
15. **SCHEDULES "A", "B", "C", "D and "E"** are attached to and form part of this agreement.
16. The Council, the Town Engineer, the Town Solicitor and the Town Clerk are those of the Corporation.
17. This agreement shall be binding upon and enure to the benefit of the parties to it, and their respective heirs, personal representatives, successors and permitted assigns. It is acknowledged that, if the Licensee sells, conveys, transfers, assigns or enters into an agreement for the sale, the assignment or transfer of any title to or interest in part or all of the **SCHEDULE "A" or "B"** lands (as the case may be) to a purchaser, assignee or transferee not approved of in writing by the Corporation, the Corporation, in its sole discretion, may forthwith terminate this agreement or demand the immediate removal of the pop up patio or forthwith revoke the permission granted for the pop up patio, and may enter upon the **SCHEDULE "A" and "B"** lands in whole or in part and remove the pop up patio and restore the **SCHEDULE "A"** lands and the expense of such removal and restoration shall be paid by the Lessee or by such unapproved purchaser, assignee or transferee forthwith on demand. At the Corporation's option, the payment of such expense may be enforced in the same manner as realty taxes payable in respect of the **SCHEDULE "B"** lands, together with interest thereon at the rate of 1.25% compounded

monthly (16.1% equivalent annual rate). The Corporation shall not be liable to pay any compensation for any loss, costs or damages that may be incurred by the Licensee, the Owner or by such unapproved purchaser, assignee or transferee by reason of such termination, demand, revocation, entry, removal or restoration.

THE PARTIES HAVE EXECUTED AND DELIVERED THIS AGREEMENT as of the day and year first written.

THE CORPORATION OF THE TOWN OF INGERSOLL

Mayor – Edward (Ted) Comiskey

Clerk – Michael Graves

(Business Name)

Signed

SCHEDULE "A"

A parcel of land 5.22 metres (17 feet 1½ inches) long by 1.32 metres (4 feet 4 inches) at its widest point upon the Street road allowance adjacent to the south wall of the tenancy described in SCHEDULE 'B' but not encroaching upon a 2.44 metre (8 foot) setback from the back of curb along the Street.. The said length of parcel shall be located such that its point of commencement and termination shall be immediately adjacent to the interior walls that define the tenancy.

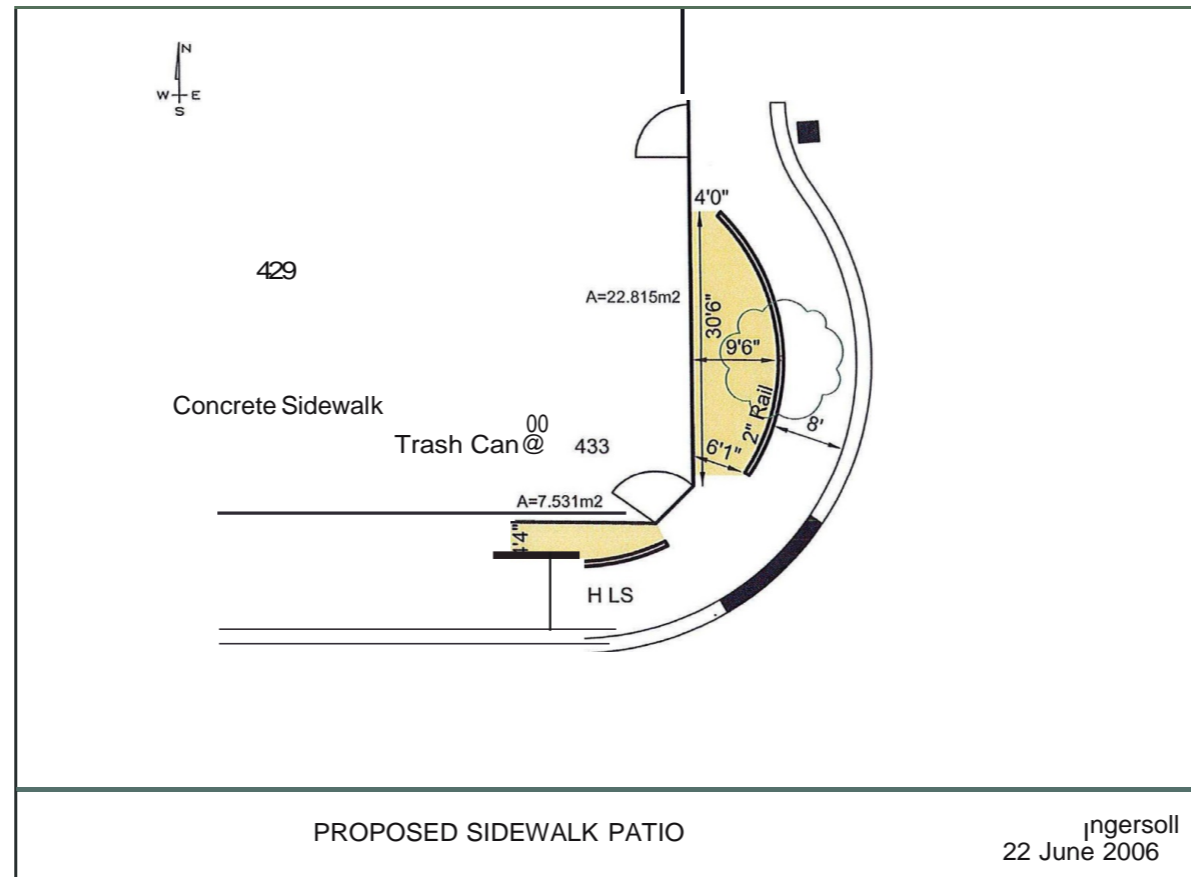
A second parcel of land 9.30 m (30 feet 6 inches) by 2.93 metres (9 feet 6 inches) at its widest point upon the Street road allowance adjacent to the east wall of the tenancy described in SCHEDULE 'B' but not encroaching upon a 2.44 m (8 foot) setback from the back of curb along the Street. The said length of parcel shall be located such that its point of commencement and termination shall be immediately adjacent to the interior walls that define the tenancy.

SCHEDULE 'B'

The lands municipally known as 123 Main Street.

SCHEDULE
'C'

Drawing



PROPOSED SIDEWALK PATIO

ingersoll
22 June 2006

SCHEDULE "D"

TERM OF AGREEMENT	April 1, 2020 to October 13, 2020
APPLICATION FEE	N/A - Renewal
ANNUAL SEASONAL LICENSE FEE (30.35 m ² x \$25.00)	\$758.75



Department: Administration - Economic Development

Report Number: A-021-20

Council Meeting Date: June 15, 2020

Title: Digital LED sign in Dewan Park

Objective

To update Council on the digital LED sign in Dewan Park.

Background

The digital LED sign in Dewan Park was purchased using funds generously donated by major sponsors Unifor Local 88 and GM CAMI Assembly, as well as minor sponsors The Ingersoll District Chamber of Commerce and the Ingersoll Downtown BIA.

Through a competitive process, Banner Promotions was selected to design, manufacture and install the sign. The sign was installed in mid to late March of this year near the beginning of the pandemic.

Staff have received numerous positive comments on the sign. Currently the sign displays a Canadian flag waving in the background with the time, date and temperature displayed. The intention of the sign is to promote events around Town.

Analysis

In order to control the content of the sign, hardware needs to be installed in Town hall in the Engineering side of the office and staff need to be supplied with and trained on software to control the messaging.

Due to the pandemic staff have not been in the office to install the hardware. Once the hardware is installed staff can quickly be trained remotely on the software. Staff hope to have everything up and running by Canada Day.

Financial Implications

None

Recommendation

THAT Council for the Town of Ingersoll receives report A-021-20 as information.

Attachments

None

Prepared by: Curtis Tighe, Economic Development Officer
Approved by: William Tigert, CAO



Department: Community Services

Report Number: CS-012-20

Council Meeting Date: June 15th 2020

Title: Ingersoll Cooling Centre

Objective

To provide council with information on the opening of a cooling centre during Southwestern Public Health issued heat warnings.

Background

Prior to the closure of Community Services facilities as a result of the COVID 19 pandemic the Victoria Park Community Centre was designated as a cooling center for Ingersoll residents to be able to use during Southwestern Public Health issued heat warnings. Patrons wishing to use the Cooling Centre were granted access to VPCC to be able to escape the heat and cool down in an air conditioned environment.

When VPCC was closed in accordance with provincial orders Ingersoll was not able to offer a cooling center but recently an exemption to the provincial's orders was made to allow for cooling centers to be established in accordance with public health guidelines which I have attached to this report.

Analysis

In reviewing the guidance document from Southwestern Public Health in regards to cooling centers it is important to note that those who wish use the cooling center require mandatory screening at entry and cannot be refused entry if they fail said screening. In conversation with Southwestern Public Health it was determined that in order to accommodate those who pass the screening and those that do not a cooling center would need to be established in a facility that had 3 separate air conditions spaces that

would be large enough to be able to ensure physical distancing. Three separate spaces would be required for 1) Those that pass the screening 2) Those that fail the screening due to age or preexisting medical conditions and are considered high risk and 3) Those that fail the screening because they are symptomatic.

In reviewing the guidance documents and in consultation with Southwestern Public Health it was determined that the Fusion Centre would work best for this purpose. The procedure for how the Fusion Cooling Centre could operate would be as follows:

Fusion Centre- Cooling Station

21 Thames St N, Ingersoll, ON

N5C 3C9

Cooling center will be open from 11am -5pm.

Procedure:

- Patron arrives
- Patron is required to sanitize their hands at hand sanitizing station which is located upon entrance to the facility.
- Patron either has mask or is provided one
- Staff screens patron in accordance with screening tool provided by Southwestern Public Health. Staff will be situated behind plexi glass in the reception area, wearing required PPE
- According to results of the screening the client is sent to one of 3 rooms.
 - 1) Sure start room & tech center - Symptomatic
 - 2) Lounge – preexisting medical conditions, high risk.
 - 3) Girl Guide Room - Passed screening
 - Patron goes to their assigned room and stays at a table & chairs which are pre setup in the rooms 6ft apart from each other. Patron is instructed as to what washroom facilities to use and are to remain in the space, keep their distance and to wash their hands regularly. Symptomatic room has separate washrooms facilities for patrons to be able to use to avoid potential spread.
 - Bottles of water will be provided in each space for patrons to use

- Upon leaving patrons will be required sanitize hands.
- Washrooms, spaces and high touchpoint areas are required to be cleaned and sanitized at least twice daily which will be exceed by having full time staff clean and sanitize spaces every 2 hours depending on use.

If restrictions are lifted to a point at which it makes operational and financial sense to reopen the Fusion Centre to the public then staff will need to look at an alternative location for the cooling center as it may not be possible for the centre to be open to the public and operate a cooling center at the same time following the current guidelines.

Financial Implications

Cost of providing masks, hand sanitizer and bottled water. Current full time staff hours would be reallocated to perform screenings as well as clean and sanitize depending on use.

Recommendation

That the council for the Town of Ingersoll receives report CS-012-20 as information and approves the opening of a cooling centre at the Fusion Centre during Southwestern Public health declared heat warnings.

Attachments

Southwestern Public Health Guidance Document on Cooling Centres

Prepared by: Kyle Stefanovic, Director of Community Services

Approved by: William Tigert, CAO.

COVID-19 (Novel Coronavirus) Cooling Centres

Guidance for Cooling Centres and COVID-19 Considerations

May 28, 2020

Cooling centres remain essential services for many in the community to access during occurrences of extreme heat events. Additional measures for cooling centres to reduce the risks of COVID-19 need to be in place and include physical distancing, increased hygiene practices and disinfection measures.

Information on the provision of screening practices and public service notices on COVID-19, as well as following contact tracing protocols, and the consideration of separate facilities for individuals displaying symptoms must be assessed.

If possible, cooling centers should be equipped with air exchange systems, and be located in buildings with tall ceilings. Air conditioning and ventilation systems that are well-maintained and operated are less likely to increase the risk of virus transmission. The use of fans for air circulation should be avoided to minimize air blowing from one person directly at another and prevent the potential spread of any airborne or aerosolized viruses.

Recommendations for safe cooling centre practices:

- Revise room/building occupancy guidelines to ensure that physical distancing requirements can be followed; and assess the need for additional cooling centres to account for reduced occupancy at existing locations.
- Consider separation of furniture and creating spaces for individual family units
- Have a separate area available for use if individuals develop symptoms of COVID-19 while using the centre
- Screen clients upon arrival for admittance to the cooling centre. A screening tool can be found at <https://covid-19.ontario.ca/self-assessment/>

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COVID-19 (Novel Coronavirus) Cooling Centres

If an individual fails the screening, have them assigned to a dedicated, separate area.

- Collect contact information from those accessing the cooling centre in the event of the need for future contact tracing. Refusal to provide this information does not mean that people cannot access the centre, however refusals should also be document so an overall picture of the number of people accessing the centre can be collected.
- Post signs at entrances and in strategic places at all cooling centres providing guidance on recognizing the symptoms of COVID-19 as well as highlighting the importance of hand hygiene, respiratory hygiene, cough etiquette, and wearing face masks.
 - <https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms.pdf>
 - <https://www.publichealthontario.ca/-/media/documents/C/2013/clincial-office-cough-signage.pdf>
 - https://www.swpublichealth.ca/sites/default/files/userfiles/files/Hand-washing_Use-Sanitizer_20181122.pdf
- Limit the number of people allowed to access the cooling centre in order to adhere to physical distancing recommendations.
- If masks are to be provided, ensure that proper use of the masks is followed
- Ensure staff and volunteers are equipped with and trained to use appropriate personal protective equipment (PPE) as needed and plan for potential staff sickness absences. Below is a link to some guidelines for the use of PPE in non-clinical settings:
https://www.swpublichealth.ca/sites/default/files/file-attachments/article/guidance_document_ppe_use_in_non-clinical_settings.pdf
- Ensure an adequate supply of water for drinking/cooling and handwashing/hygiene purposes.
- Ensure that the cooling centre is frequently cleaned and disinfected as an effort minimize the spread of COVID-19. Below is a link to guidelines for cleaning and disinfecting of high-touch surfaces:

COVID-19 (Novel Coronavirus) Cooling Centres

<https://www.publichealthontario.ca/-/media/documents/ncov/factsheet-covid-19-environmental-cleaning.pdf?la=en>.

- Ensure all air conditioning and industrial ventilation systems in high occupancy buildings have been inspected, maintained, and cleaned regularly.
- If the cooling centre procedures involve the transportation of at-risk people to the site, implement protective measures for the transportation service. Provide PPE for drivers and other staff as needed. Consider using alternative vehicles that can be retrofitted for driver safety, such as paratransit vans with plastic dividers.

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Department: Community Services

Report Number: CS-013-20

Council Meeting Date: June 15th 2020

Title: Splash Pad Reopening

Objective

To provide council with information on the potential opening of the splash pad for the 2020 summer season.

Background

At the June 8th 2020 council meeting council directed staff to **open** the splash pad. On the passing of this motion staff were instructed to compile a detailed report to outline the details of what opening would look like.

Analysis

Below staff have outlined the process that would have to be undertaken to be able to open the splash pad for the season. Staff have also outlined any potential issues or items of discussion that come with opening the splash pad.

- 1) **Startup-** Contractor would have to be scheduled to come in to do yearly start up and inspection of the splash pad. There is the potential because the splash pad system is older and that plan was to covert it at the conclusion of this season to a flow through system that there may be issues identified that require repair to be able to make it through this season. Staff have been in conversation with contractor about scheduling an opening but with the provincial announcement on Monday in regards to splash pads they have become very busy and it may take a week or two for them to come out and get everything operational.

2) Inspection- Once the splash pad is up and running the splash pad must pass a public health inspection. Similar to the point made above with the provincial announcement on Monday inspectors will also be very busy so it may take some time for the inspection to occur. Based on conversations with public health officials staff have detailed below what would be required to ensure splash pad is opened in accordance with provincial and public health guidelines.

- a) It is southwestern public health's understanding that fencing and staffing of the splash pad is not required. If the municipality is able to provide fencing and staffing in order to ensure physical distancing was adhered to that would be ideal but it is not necessary to have this in place for the splash pad to open.
- b) At minimum, the splash pad should have signage posted informing patrons to physically distance. If patrons were to not be practicing physical distancing and were starting to congregate in large groups, the situation could be referred to by law / police for follow up.
- c) Southwestern public health's understanding is that the requirement would be for patrons to be physically distanced in the splash pad. Southwestern Public health recommends to post a sign stating the number of individuals permitted at one time to avoid congestion. Two options 1) Signed in accordance with social gatherings of no more than 10 or 2) based on the size of the splash pad, ensuring that patrons can have a 2m radius around them. Staff would advise that it would be signed in accordance with social gatherings of no more than 10 to be able to ensure physical and social distancing.
- d) Southwestern public health would strongly encourage that washrooms be available for patrons to use. If washrooms are provided, they should be cleaned and sanitized at least twice daily, or more often as needed, to keep in a sanitary manner. Staff would exceed this requirement by cleaning and sanitizing the washrooms every 2 hours when they are on site to perform required water testing.

In the attached guideline document from Southwestern Public health in regards to splash pads it is stated that "larger or busier splash pads may need supervision to encourage physical distancing as much as possible". It was also noted in communication above that while fencing and staffing is not required that it would be ideal to do so. From a legal and civil liability perspective it would be advantageous for the municipality to exceed the minimum requirement and follow public health recommendation to fence and staff the splash pad but this would result in a significant and unbudgeted for expense. In order to exceed the minimum requirements to open staff propose that snow fence be installed around the perimeter of the splash pad with designated entrance and exit points to be able to control the amount of patrons on the splash pad at one time while also ensuring physical and social distancing between patrons. Staff would recommend that the splash pad not be staffed and rather it would be the responsibility of the general public to ensure maximum occupancy and physical and social distancing. Staff also recommend the signage at entry to indicate patrons remain on the splash pad for one cycle and then exit to avoid people standing in line for long periods of time and to provide equal access. If patrons wanted to reenter the splash pad after one cycle then they could reenter the line

once the cycle completed, if there was no lined up to enter then patrons could remain on the splash pad. Patrons would also be asked to remain 6 feet apart while in line and while using the splash pad.

3) Staffing. Currently there are only 3 full time unionized maintenance staff working in facilities department as all part time maintenance staff were laid in accordance with facility closures on March 16th 2020. With a significantly reduced staffing compliment in order to open the splash pad on the weekend the Town would have to call back part time maintenance to provide weekend coverage which is an expense not currently being incurred but was budget for.

4) Hours of Operation- typical hours of operation of the splash pad were from 10am to 9pm. With reduced staffing compliment these hours of operation would need to be modified to only be open to the public for 6.5 hours per day to give staff the time to be able to safely open and close the splash pad each night. Proposed hours from operation would from Noon to 6:30pm.

5) Opening- Official opening date to the public would be dependent on the contractor availability to do yearly startup and passing of a public health inspection.

Financial Implications

- Yearly start up and inspection which is included in the 2020 operating budget.
- Potential repair costs if any issues are found during start up inspection.
- Additional signage requirements.
- Opening of adjacent public washrooms and increased cleaning and sanitizing requirements.
- Water Chemicals.
- Staffing.

Recommendation

That the council for the Town of Ingersoll receives report CS-013-20 as information and approves the opening of the Ingersoll Splash pad and adjacent washrooms. Splash Pad would be signed and fenced in accordance with Southwestern Public Health recommendations but would not be staffed. Hours of operation would be from Noon to 6:30pm. Opening date to the public TBA.

Attachments

Southwestern Public Health Splash pads and Pools Guidance Document.

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

COVID-19 (Novel Coronavirus) Public Health Guidance for Splash Pads, Public Pools, Spas and Wading Pools

COVID-19: Guidance for Splash Pads, Public Pools, Spas, and Wading Pools

May 11, 2020

The COVID-19 pandemic is evolving rapidly, and this guidance is subject to change. Please visit the [Southwestern Public Health website](#) regularly for updates and additional information.

Emergency orders in Ontario have been extended until June 2nd, 2020, including the closure of public areas, like splash pads and pools. This document provides guidance for when pools, splash pads, and spas are able to reopen for the public. To keep up to date, please visit [Provincial Emergency Orders and Closures](#).

Reopening your facility, or any business during these unprecedented times does not go without some risk to staff and patrons. Each facility must decide whether opening under these constraints and with these risks is technically, logistically, and financially feasible.

To prevent delays, it is recommended that owners/operators start getting their facility up and running in anticipation that they will reopen soon. This will allow time for an inspection to be conducted and approval provided by the health unit, prior to opening. Owners/operators must notify Southwestern Public Health of their intention to reopen their pool or spa at least 14 days prior to opening. Notification can be done online at [Southwestern Public Health](#).

What you should do:

General Cleaning and Disinfection

- COVID-19 is largely transmitted through respiratory droplets that can spread up to two metres. There is currently no evidence that the virus is transmitted through water, but the risk of transmission remains present at any place of work, and any recreational facility.
- Follow standard protocols for routine cleaning and disinfection. In addition to routine cleaning, high touch surfaces like doorknobs, light switches, toilet handles, parking metres, counters, and handrails should be cleaned and disinfected twice daily.
- Water fountain mouthpieces should be regularly cleaned and disinfected according to manufacturer's recommendations.

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COVID-19 (Novel Coronavirus) Public Health Guidance for Splash Pads, Public Pools, Spas and Wading Pools

- Common cleaners and disinfectants are effective against COVID-19. Disinfectants with a Drug Identification Number are approved for use in Canada.
- See fact sheet for [cleaning and disinfection in public settings](#).

Staff and Visitor Safety

- Post [signage](#) for those entering the area about signs and symptoms of COVID-19. Both the public and staff should be reminded about staying home if feeling unwell.
- Staff and visitors must practice physical distancing by staying at least two metres away from others (additional information for specific settings is below).
- Staff and visitors should be advised to practice good hand hygiene (frequent hand washing, alcohol-based hand sanitizer) and respiratory etiquette (sneezing into a bent elbow or disposable tissue).
 - A [wash your hands poster](#) can be placed in washrooms
- Remind staff to stay home if sick. If they become unwell while at work, they should go home immediately. To determine next steps and who to contact, individuals can complete an [online self-assessment](#).

Specific Considerations for Splash Pads

- Efforts should be made to ensure physical distancing occurs at splash pads. To facilitate physical distancing, limit the number of individuals using the splash pad at once. Larger or busier splash pads may need supervision to encourage physical distancing as much as possible.
- All splash pads are inspected during their operational season to prevent and reduce water-borne related injuries, illnesses, and fatalities. Splash/spray pads, wading pools, and water slide receiving basins are considered Class C facilities and fall under [Ontario Regulation 565](#).

Considerations for Public Pools, Spas, and Wading Pools

- Efforts should be made to ensure physical distancing occurs at pools and spas. To facilitate physical distancing, limit the number of individuals using the area at once. Larger or busier pools and spas may need supervision to encourage physical distancing as much as possible. To facilitate physical distancing, the number of individuals using pools and spas may be less than the maximum number of bathers the area normally allows.

COVID-19 (Novel Coronavirus) Public Health Guidance for Splash Pads, Public Pools, Spas and Wading Pools

- Pools and spas are routinely inspected to test the water quality and ensure safety precautions are in place. These inspections are to ensure compliance with the [Ontario Pools Regulation 565](#). Water-related illnesses can be passed through contaminated recreational water, and poor safety precautions can cause serious injury, so it is important that Public Health Inspectors work closely with pool and spa operators.

For official COVID-19 information visit: www.swpublichealth.ca

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