

REPORT NUMBER: 2018-105

DATE SUBMITTED TO COUNCIL: Sept 10, 2018

RE: Financial and Indicator Variance Reports

AUTHOR: Ray Morrison, CAO/Treasurer

RECOMMENDATION:

THAT Council accepts for information the attached Statement of Revenue and Expenditures – July 2018.

BACKGROUND:

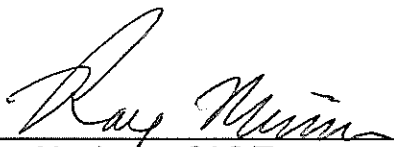
Finance will provide the attached reports on a regular basis and supporting detailed information as required for Council's review and feedback.

ANALYSIS:

Variance analysis and commentary is provided for each line item where appropriate. Detailed supporting analysis and documentation is available from the Finance department as identified.

FINANCIAL CONSIDERATIONS:

The attached report is part of standard Finance/Treasury reporting responsibility and will be provided on a regular basis with other supporting reports going forward. Individual financial considerations will be highlighted in the attachments as identified throughout the year.



Ray Morrison – CAO/Treasurer

Annette Simonian – Clerk

Township of Augusta - Key Financial Indicators - July 31, 2018

Selected Balance Sheet Items:

A separate report identifies key Balance Sheet accounts, with comparison to prior year balances, identifying follow-up required and planned actions.

Statement of Revenues and Expenditures:

Protective Policing - The Township has received its 2018 contract from the OPP. Total 2018 estimated costs are \$1,032,979, a \$23,259 or 2.3% increase over 2017 gross payments of \$1,009,720. From 2013 to 2016, the Township received credits in the year end adjustment and set them aside in a Reserve for Policing. The 2017 budget authorized using \$55,000 from this reserve (2018 - \$50,000), then reducing the draw in 2019 as assessment growth returns.

Completed annual roads work includes street sweeping in the villages, gravel replacement on specific roads and calcium of all gravel roads. Planning related to ditching (both rural and within our built up areas) and drainage/culvert improvements are ongoing. Spraying for wild parsnip was performed through a County contract on approximately 89 km of roads, generally in the southern portion of the Township in 2018 (89 km in the northern portion in 2019).

Planning and collaboration continues on a number of economic development initiatives including: Shoreside estates, Augusta landing, Aquaworld and the Industrial Park. Significant interest, time and effort is being provided through many partners including our County Economic Development department, the St. Lawrence Corridor Economic Development Commission, Ministry of Economic Development, the Bio Industrial Network (BIN), OMAFRA, and other third party stakeholders. Our Economic Development Committee continues to plan the successful Mayors Breakfast, Business Showcase and Expo and Business of the Year events. Our Business Retention and Expansion survey interviews (joint venture with the UCLG) in underway with approximately 50% of the targetted companies interviewed to date.

Capital Expenditure Summary:

Tendering documents for road reconstruction as listed in the Roads Needs Study 2018 plan; 4th Concession, Bisseltown road, Kyle Road, George and Richmond streets are being prepared. PW manager, Mike Riberdy has met with McIntosh Perry to continue planning related to the reconstruction of stormwater systems and road at North Augusta's Main street east of CR15. Crack filling has been contracted out through the Counties for all areas noted in the Roads Needs Study 2018 plan.

Preliminary discussions relating to the planning and design for two new grants continues; CycleON Commuter Cycling grant \$25,000 and Main Street Revitalization grant \$45,000.

Roads equipment received include the new water tank ordered in November, then modified in post winter use. We replaced the Fire Department multiuse van with a 3/4 ton truck.

Township of Augusta - Key Financial Indicators - July 31, 2018

Three Municipal drain maintenance tenders were awarded in August 2017; The Young-Ruigrok and Martin municipal drains were completed in 2017. Work on the Mud Creek municipal drain is currently underway. Tendering for the Fox and Straight drains north of Branch Road is complete with work anticipated to occur in late summer.

The SUV Building department and general purposes was written off in an accident in February. A replacement has been purchased from Riverside. While our CBO did not have any lost time, she did receive treatment for injuries sustained in the accident with ongoing checkups to ensure no long term impairment.

Completed Parks, Recreation and Cultural projects include the replacement of the steps at the North Augusta Rec hall, new washrooms facilities at North Augusta ball park and upgrades to the North Augusta Cenotaph. Other improvements planned for this summer include fencing and parking areas at MERC, a new outdoor wedding venue at MERC.

Staff continue to seek out grant opportunities from a wide variety of government programs and departments.

Other notes:

Statutory payroll remittances are being reconciled and paid monthly.

HST, Gas Tax Rebate, Stewardship Ontario, RIDE, Other Grant and other receivables/claims are being monitored and filed in a timely manner.

Township of Augusta
Key Balance Sheet Items

31-Jul-18

	2018	2017	Change	Percent Change	Comments
Cash	2,321,878	2,342,358	(20,480)	-1%	See taxes receivable and HST receivable below.
Taxes Receivable	1,307,789	1,178,513	129,276	11%	Per GL & Tax Rec
Total Current Year Levies	9,409,990	9,191,669	218,321	2%	Per Property Tax Reconciliation W/P; Large Industrial sector red'n
% of Current Year Levies	13.90%	12.82%	1.08%		Targetting 5-8%.
					Several properties went to tax sale in August 2017, proceeds received in September. Process continues in 2018
HST Receivable	344,872	83,235	261,637		Awaiting 2017 final claim; 6 months Jan-June 2018 has been filed.

Township of Augusta

Statement of Revenue & Expenditures for the period ended:

Jul-18

Account	YTD Actual	YTD Budget	YTD Variance	YTD % Var.	Full Year Projected	Full Year Budget	Full Year Variance	Full Year % Var.	Comments
Revenue									
Taxation and Payments in Lieu	2,725,295	2,742,770	17,475	1%	4,701,892	4,701,892	0	0%	
Grants	813,491	687,682	-125,809	-18%	1,214,042	1,178,883	35,159	3%	TBC - Recreation grants.
Licences and Permits	37,819	45,079	7,260	16%	66,787	77,278	-10,491	-14%	Bldg Permits is highly variable
Fees and Services and Misc	40,831	29,485	-11,346	-38%	62,043	50,545	11,498	23%	
Interest Income and Penalties	150,499	127,750	-22,749	-18%	225,570	219,000	6,570	3%	
Transfer From Reserves	14,706	781,285	766,579	98%	1,339,345	1,339,345	0	0%	
Total Revenues	3,782,641	4,414,050	631,409	14%	7,609,679	7,566,943	42,736	1%	
Expenditures									
General Government									
Council	54,717	70,560	15,844	22%	122,263	120,960	-1,303	-1%	
Administration	361,453	328,290	-33,164	-10%	562,221	562,782	561	0%	Benefits, re turnover, family coverage
Administration Capital	101	5,833	5,732	98%	10,000	10,000	0	0%	
Administration - Trsf to Reserve	24,015	24,015	0	0%	41,168	41,168	0	0%	
Total General Government	440,286	428,698	-11,588	-3%	735,652	734,910	-742	0%	
Protective Services:									
Fire	188,931	262,189	73,258	28%	443,621	449,466	5,845	1%	
Fire Capital	88,972	51,333	-37,639	-73%	88,000	88,000	0	0%	
Fire - Transfer to Reserves	247,235	247,235	0	0	423,831	423,831	0	0%	
Police	511,587	573,404	61,817	11%	982,979	982,979	0	0%	RIDE Program spent, recovery later in year
Conservation Authority	31,660	26,794	-4,866	-18%	44,523	45,932	1,409	3%	
Protection, Inspection and Control	19,929	19,893	-36	0%	37,085	34,102	-2,983	-9%	
Emergency Measures	9,051	9,389	338	4%	15,758	16,096	338	2%	
Total Protective Services	1,097,365	1,190,237	92,872	8%	2,035,796	2,040,406	4,610	0%	

Township of Augusta

Statement of Revenue & Expenditures for the period ended:

Jul-18

Account	YTD Actual	YTD Budget	YTD Variance	YTD % Var.	Full Year Projected	Full Year Budget	Full Year Variance	Full Year % Var.	Comments
Public Works									
Roads - Maintenance	794,787	861,244	66,457	8%	1,406,432	1,476,418	69,986	5%	Timing, most expenses in second half of year
Roads - Transfer to Reserves	527,992	527,992	0	0%	905,129	905,129	0	0%	
Roads - Capital	491,018	687,426	196,408	29%	1,178,444	1,178,444	0	0%	
Winter Control	788	52,829	52,041	99%	89,098	90,564	1,466	2%	Budget includes new lights program, to come
Street Lighting	7,487	13,541	6,054	45%	21,786	23,213	1,427	6%	
Public Works subtotal	1,822,072	2,143,031	320,959	15%	3,600,889	3,673,768	72,879	2%	
Environmental Services									
Garbage Disposal	210,396	245,861	35,465	14%	419,871	421,476	1,605	0%	
Waste Disposal Capital	0	0	0	#DIV/0!	0	0	0	#DIV/0!	
Capital Infrastructure	5,833	5,833	0	0%	10,000	10,000	0	0%	
Garbage Transfer to Reserve	5,833	5,833	0	0%	10,000	10,000	0	0%	
Recycling	66	813	747	92%	647	1,394	747	54%	
Total Environmental Services	222,128	258,341	36,213	14%	440,517	442,870	2,353	0.5%	

Township of Augusta

Statement of Revenue & Expenditures for the period ended:

Jul-18

Account	YTD Actual	YTD Budget	YTD Variance	YTD % Var.	Full Year Projected	Full Year Budget	Full Year Variance	Full Year % Var.
Health Services:								
Cemetaries	10,268	5,833	-4,435	-76%	10,000	10,000	0	0%
Total Health Services	10,268	5,833	-4,435	-76%	10,000	10,000	0	0%
Parks & Recreation:								
Recreation Administration	52,106	49,379	-1,950	-4%	87,111	84,650	-2,461	-3%
Programs	16,055	40,102	24,047	60%	67,602	68,747	1,145	2%
Recreation Capital	66,749	17,500	-49,249	-281%	66,749	30,000	-36,749	-122%
Reserve for Recreation Projects	12,381	12,381	0	0%	21,224	21,224	0	0%
Libraries	83,051	67,794	-15,257	-23%	116,889	116,218	-670	-1%
Donations	1,500	5,542	4,042	73%	9,500	9,500	0	0%
Total Parks and Recreation	231,842	192,698	-38,367	-20%	369,074	330,339	-38,735	-12%
Planning and Development:								
Building Official	61,608	60,638	-970	-2%	105,105	103,950	-1,155	-1%
Planning and Zoning	8,627	36,698	28,071	76%	58,117	62,910	4,793	8%
Commercial and Industrial	51,262	49,503	-1,759	-4%	87,190	84,863	-2,327	-3%
Agricultural	33,175	43,750	10,575	24%	75,000	75,000	0	0%
Tile Drainage	0	4,624	4,624	100%	7,927	7,927	0	0%
Total Planning and Development	154,672	195,213	40,541	21%	333,339	334,650	1,311	0%
Total Expenditures	3,978,633	4,414,050	436,194	10%	7,525,267	7,566,943	41,676	1%

Comments

Outside backup not utilized todate

REPORT NUMBER: 2018-097
REPORT TO COUNCIL September 10, 2018
RE: 2018 ROAD CONSTRUCTION TENDER AWARD FOR
BISSELTOWN TOAD, LORDS MILLS ROAD, KYLE ROAD,
GEORGE STREET, ALGONQUIN ROAD, RICHMOND STREET,
AMHERST STREET
PREPARED BY: Michel Riberdy, Public Works Manager

RECOMMENDATION:

THAT Council authorize the CAO to enter into a contract with G. Tackaberry & Sons Construction Company Limited in the amount of \$1,090,387.10 plus H.S.T. for 2018 road construction work projects on Bisseltown Road, Lords Mills Road, Kyle Road, George Street, Algonquin Road, Richmond Street, Amherst Street and Lords Mills Road, *Section A (from Blue Church Rd to 800m East of Ashby Rd) - 1.1Km*, per tender 2018-13

THAT Council defer authorization of entering into a contract for phase two of the project, *(Lords Mills Road, Section B (from Blue Church Rd to Charleville Rd) - 0.93km* in the amount of \$194,677.50 until 2019, to be subject to the review and approval of the Council elect.

BACKGROUND:

The following reconstruction locations 1 to 7, were budgeted for the 2018 road construction season, based on our 2016 Roads Needs Study and 2018 annual capital budget:

- Location 1:** Bisseltown Road (from Knapp Dr. to County Rd. 15) – 2.5 Km Pulverizing, Granular Material, Hot Mix HL-3 and Drainage.
- Location 2:** Lords Mills Road, Section A (from Blue Church Rd to 800m East of Ashby Rd) - 1.1Km - Pulverizing, Granular Material, Hot Mix HL-3 and Drainage.
- Location 3:** Kyle Road (from County Road 21 to 300 m North of County Road 21) -0.31Km – Pulverizing, Granular Material, Hot Mix HL-3 and Drainage.
- Location 4:** George Street (from County Road 2 to Sarah St) - 0.23Km – Pulverizing, Granular Material, Hot Mix HL-3 and Drainage.
- Location 5:** Algonquin Road (from Dejong Road to 400m East of Dejong Road), 0.4Km – Pulverizing, Granular Material, Hot Mix HL-3 and Drainage.


The 2016 Roads Needs Study identifies that Jellyby Road to be reconstructed in 2019 for an estimated amount of \$319,219.00. This work was previously completed in 2016 when the Roads Needs Study was taking place and was not accounted for in the study. The cost of Phase 2 of the contract is less than the costs allocated for Jellyby Road in the asset management plan and is currently available within the Roads Construction reserve. However, the decision to approve this expenditure is subject to "lame duck" rules during the election period.

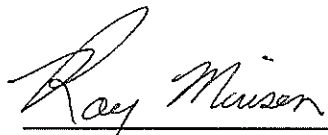
In order to meet the budget and time constraints the 2018 road construction program will need to be implemented in two phases. Phase 1 would consist of location 1 to 7 at a tendered cost of \$1,090,387.10 to be completed in 2018. Phase 2 would consist of location 8 at a cost of \$194,677.50 to be completed in Spring 2019, after half loads are lifted. The decision to approve this expenditure is subject to "lame duck" rules during the election period. G. Tackaberry & Sons Construction Company Limited has agreed to honour the unit rates for phase 2 of the contract in 2019.

G. Tackaberry & Sons Construction Company Limited is an outstanding company that has successfully fulfilled several contracts in the past for the Township of Augusta and they have placed the lowest bid. For these reasons the Public Works Manager recommends that G. Tackaberry & Sons Construction Company Limited be selected to fulfill the terms of the Contract 2018-13 in two phases.

FINANCIAL IMPACTS:

Sufficient funds have been allotted in the 2018 Operating Budget in the Road Capital a/c 445-01-090 and Roads Construction reserve to reconstruct and resurface the above-mentioned Phase 1 locations in 2018.


Michel Riberdy
Public Works Manager


Ray Morrison
CAO/Treasurer

REPORT NUMBER: 2018-102
REPORT TO COUNCIL: September 10, 2018
RE: McIntosh Road Speed Limit Reduction
AUTHOR: Michel Riberdy, Public Works Manager

RECOMMENDATION:

THAT Council receive this report for information purposes and authorize the reduction of the speed limit on McIntosh Road, from County Road 18 to North Campbell Road from 80 km/h to 60 km/h.

BACKGROUND:

No posted speed limit signage is in place on McIntosh Road which is common practice within the Township unless there is a speed reduction in place by By-Law. As per the Traffic Act when no signage is posted, the speed limit is 80 km/h, but in a built up area the speed limit is 50km/h.

We have received some complaints for speeding last year from local residents that live on McIntosh Road, but we have been unable to collect data due to the malfunction of the Black Cat Radar. There were two attempts made to collect data on McIntosh Road last year, but upgrades to the Black Cat Radar were not successful.

During the installation of the Black Cat Radar on McIntosh Road, the traffic was observed to flow at a fair rate of speed and was a hazard for staff to install the radar.

ANALYSIS:

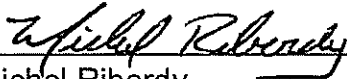
It is recommended that the speed limit be reduced on McIntosh Road from 80 km/h to 60 km/h to address the safety concerns expressed by the local residents and the Public Works Department. The public works crew is at risk while performing maintenance work along this road, especially in the curve areas.

McIntosh Road is considered a built-up area by definition in the Traffic Act and it is a reasonable consideration to reduce the speed limit to 60 Km/h since many licensed drivers are not aware of the regulations in the Traffic Act when no posted speed signs are in place on the Township roads.

Furthermore, the speed reduction to 60 km/h was recommended by the Ontario Provincial Police in the past for other roads that the Township has implemented speed limit reductions to minimize speeding complaints, and to minimize policing requirements where changes have been implemented to address safety concerns within the Township road system.

FINANCE:

The installation of the new speed limit signs and posts is a minimal cost to ensure the safety of the general public and public works staff, with adequate funds available in account 436-01-002 Public Works – Painting/Sign.

A handwritten signature in cursive script, reading "Michel Riberdy", written over a horizontal line.

Michel Riberdy
Public Works Manager

A handwritten signature in cursive script, reading "Ray Morrison", written over a horizontal line.

Ray Morrison
CAO/Treasurer

REPORT NUMBER 2018-095

REPORT TO COUNCIL September 10, 2018
RE: BUILDING DEPARTMENT ACTIVITY SUMMARY
AUTHOR: Karen Lavigne, CBO

RECOMMENDATION:

That Council receive the building department activity report for June, July and August, 2018 for information.

BUILDING DEPARTMENT ACTIVITY SUMMARY

Date Issued	Permit Number	Cost of Project	Permit Cost	Type of Permit
6/6/2018	2018-7217	\$0.00	\$0.00	Cancelled
11/6/2018	2018-7218	\$45,000.00	\$408.80	D. Garage
11/6/2018	2018-7219	\$800.00	\$75.00	Shed
11/6/2018	2018-7220	\$17,000.00	\$75.00	Shed
12/6/2018	2018-7221	\$20,000.00	\$180.00	Workshop
11/6/2018	2018-7222	\$4,000.00	\$85.20	Porch Repairs
12/6/2018	2018-7223	\$430,000.00	\$3,190.35	SFD + Garage
12/6/2018	2018-7224	\$6,000.00	\$183.60	Ramp
13/6/2018	2018-7225	\$30,000.00	\$192.00	D. Garage
15/6/2018	2018-7226	\$286,343.00	\$2,863.00	Designated Structure
18/6/2018	2018-7227	\$30,000.00	\$135.47	Sunroom/Deck
21/6/2018	2018-7228	\$1,200.00	\$75.00	Shed
22/6/2018	2018-7229	\$110,000.00	\$894.00	Pre-fab SFD
22/6/2018	2018-7230	\$1,400.00	\$75.00	Tent
25/6/2018	2018-7231	\$40,000.00	\$95.00	Demolition
27/6/2018	2018-7232	\$9,000.00	\$75.00	A G Pool
JUNE TOTAL		\$1,015,443.00	\$8,602.42	
2018 TOTAL		\$3,144,828.04	\$27,504.35	

Date Issued	Permit Number	Cost of Project	Permit Cost	Type of Permit
5/6/2017	2017-7134	\$4,000.00	\$75.00	Deck
9/6/2017	2017-7135	\$6,500.00	\$75.00	Pool
13/6/2017	2017-7136	\$325,000.00	\$1,961.55	SFD/Garage
14/6/2017	2017-7137	\$1,000.00	\$95.00	Demolition
20/6/2017	2017-7138	\$15,000.00	\$95.00	Demolition
21/6/2017	2017-7139	\$11,000.00	\$104.25	Renovation
21/6/2017	2017-7140	\$1,400.00	\$172.80	BWP/Storage
21/6/2017	2017-7141	\$35,000.00	\$228.00	Garage
22/6/2017	2017-7142	\$70,000.00	\$217.50	Renovation
22/6/2017	2017-7143	\$25,000.00	\$182.70	Decks/Reno
23/6/2017	2017-7144	\$300,000.00	\$2,853.25	Duplex
JUNE TOTAL		\$793,900.00	\$6,120.05	
2017 TOTAL		\$2,615,357.84	\$22,272.83	

Date Issued	Permit Number	Cost of Project	Permit Cost	Type of Permit
3/7/2018	2018-7233	\$7,400.00	\$75.00	A G Pool
3/7/2018	2018-7234	\$10,000.00	\$192.00	D. Garage
9/7/2018	2018-7235	\$31,250.00	\$468.75	D. Garage
9/7/2018	2018-7236	\$347,133.55	\$750.00	Heifer Barn
11/7/2018	2018-7237	\$500.00	\$75.00	A G Pool
13/7/2018	2018-7238	\$8,000.00	\$75.00	A G Pool
18/7/2018	2018-7239	\$60,000.00	\$579.50	Studio Addition
19/7/2018	2018-7240	\$85,000.00	\$967.00	Addition
19/7/2018	2018-7241	\$2,000.00	\$75.20	Deck
20/7/2018	2018-7242	\$15,000.00	\$75.00	Repairs
23/7/2018	2018-7243	\$75,000.00	\$678.75	A. Garage
25/7/2018	2017-7111-2	\$10,000.00	\$75.00	Renovation
27/7/2018	2018-7244	\$100,000.00	\$750.00	Agricultural Storage/Shop
30/7/2018	2018-7245	\$2,000.00	\$0.00 as per OBC, Div. C-1.3.1.1.(1)(a)	Agricultural Demolition
31/7/2018	2018-7246	\$88,000.00	\$290.00	Com. Addition
JULY TOTAL		\$841,238.55	\$5,126.20	
2018 TOTAL		\$3,986,111.59	\$32,630.55	

Date Issued	Permit Number	Cost of Project	Permit Cost	Type of Permit
5/7/2017	2017-7145	\$450,000.00	\$3,628.50	SFD + Garage
6/7/2017	2017-7146	\$350,000.00	\$2,324.10	SFD + Garage
7/7/2017	2017-7147	\$9,000.00	\$137.40	Pool/Deck
7/7/2017	2017-7148	\$10,000.00	\$75.00	Pool
7/7/2017	2017-7149	\$4,000.00	\$215.00	Pool/Deck
10/7/2017	2017-7150	\$160,000.00	\$2,341.05	Reno/Addition
12/7/2017	2017-7151	\$8,000.00	\$75.00	Pool
12/7/2017	2017-7152	\$50,000.00	\$195.00	Reno/Addition
17/7/2017	2017-7153	\$800.00	\$75.00	Loft
18/7/2017	2017-7154	\$10,000.00	\$424.00	Deck
19/7/2017	2017-7155	\$15,000.00	\$230.40	Garage
19/7/2017	2017-7156	\$5,000.00	\$703.00	Alteration
21/7/2017	2017-7157	\$200,000.00	\$1,844.40	SFD
24/7/2017	2017-7158	\$400.00	\$95.00	Demolition
24/7/2017	2017-7159	\$22,000.00	\$246.40	Garage
26/7/2017	2017-7160	\$7,200.00	\$87.00	Pool/Deck
JULY TOTAL		\$1,301,400.00	\$12,696.25	
2017 TOTAL		\$3,916,757.84	\$34,753.63	

Date Issued	Permit Number	Cost of Project	Permit Cost	Type of Permit
2/8/2018	2018-7247	\$250,000.00	\$1,839.80	SFD
2/8/2018	2018-7248	\$2,000.00	\$75.00	Deck
2/8/2018	2018-7249	\$2,000.00	\$115.20	Carport
3/8/2018	2018-7250	\$20,000.00	\$546.75	Renovation
9/8/2018	2017-7124-2	\$5,000.00	\$115.20	Carport
9/8/2018	2018-7251	\$3,579,280.00	\$1,153.40	Aug. Fire Hall
13/8/2018	2018-7252	\$15,000.00	\$383.00	Demo/Garage
15/8/2018	2018-7253	\$400,000.00	\$2,994.45	SFD + Garage
17/8/2018	2018-7254	\$5,000.00	\$75.00	Deck Repairs
27/8/2018	2018-7254-2	\$5,000.00	\$75.00	Wall Repairs
30/8/2018	2018-7255	\$1,500.00	\$75.00	Porch Roof
AUGUST TOTAL		\$4,284,780.00	\$7,447.80	
2018 TOTAL		\$8,250,891.59	\$40,078.35	

Date Issued	Permit Number	Cost of Project	Permit Cost	Type of Permit
10/8/2017	2017-7161	\$30,255.13	\$223.00	Garage Demo
11/8/2017	2017-7162	\$180,000.00	\$2,104.53	SFD
22/8/2017	2017-7163	\$8,000.00	\$134.40	Garage
24/8/2017	2017-7164	\$70,000.00	\$384.00	Industrial Storage
28/8/2017	2016-7087-2	\$0.00	\$289.00	Revision
30/8/2017	2017-7165	\$200,000.00	\$1,092.00	SFD
30/8/2017	2017-7166	\$900.00	\$120.00	Shed
AUGUST TOTAL		\$489,155.13	\$4,346.93	
2017 TOTAL		\$4,405,912.97	\$39,100.56	

Inspections performed in August; 43

Permits issued in August; 11

Inspections performed in July; 39

Permits issued in July; 15

Inspections performed in June; 34

Permits issued in June; 15

Monthly reports submitted to MPAC, Statistics Canada, Tarion and CMHC for June

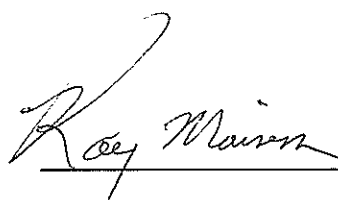
1 Final and 3 Occupancies submitted.

Monthly reports submitted to MPAC, Statistics Canada, Tarion and CMHC for July


11 Finals and 2 Occupancies submitted.

Monthly reports submitted to MPAC, Statistics Canada, Tarion and CMHC for August

6 Finals and 1 Occupancy submitted.



Ray Morrison, CAO



Karen Lavigne, CBO

REPORT 2018-103
REPORT TO COUNCIL September 10, 2018
RE: Report from Planning Advisory Committee
PREPARED BY Krista Weidenaar, Community Development and Planning Coordinator

RECOMMENDATION:

THAT this Planning Advisory Committee (PAC) report be received for information and action in accordance with the individual resolutions.

REPORT:

The PAC met on September 6, 2018 and considered the following reports:

1. Severance- B-73-18 2069943 Ontario Inc.
2. Severance- B-82-18 McCann
3. Severance- B-88-18 Whittacker
4. Site Plan Control- Chart House
5. Zoning Amendment- Quenneville
6. Zoning Amendment- 2069943 Ontario Inc.

1 Severance- B-73-18

Severance applications B73 -18 has been received from the United Counties of Leeds and Grenville to create 1 new commercial parcel and 1 retained lot.

The subject property is located in part of lot 7 Concession 1 with frontage on County Road 2 and is known municipally as 1652 County Road 2. It is currently the site of the Augusta Business Centre, a multi-faceted business centre with work bays and accessory storage units. The applicant is proposing to create 1 new lot for the purpose of a new dedicated mini-storage facility comprised of a number of stand-alone storage buildings.

Surrounding land uses include a lot zoned Village Industrial (a construction and roofing company with outdoor storage) a land locked park, and residential uses to the west and east. The Rothesay Dive site is directly across County Road 2. The site is buffered by trees on the north property line.

The proposed severed lot would have an area of approximately 1.53 acres with 240 feet of frontage on County Road 2 and 228 feet of frontage on Merwin Lane. The retained lot would have an area of some 0.98 acres with 151.4 feet of frontage on the County Road. It would be the site of the existing Business Centre.

The proposed severed lands are located in a Settlement Area designation in both the United Counties of Leeds and Grenville and Augusta Official Plans.

A copy of the PAC Report is attached for the information of Council.

Recommendation

That Council recommend to the Land Division Committee of Leeds and Grenville that consent applications B73-18 be approved subject to the following conditions:

1. The balance of any outstanding taxes, including penalties and interest, (and any local improvement charges, if applicable) shall be paid to the Township.

2. An acceptable reference plan or legal description of the severed lands and the deed or instrument conveying the severed lands shall be submitted to the Township.
3. That the applicant submits the required 2% cash-in-lieu of parkland levy which shall be based on a site valuation report prepared by a qualified real estate professional.
4. That the severed lot be rezoned to permit the mini-storage use; and
5. That the proponent obtains site plan control approval for the proposed commercial development.

2 Severance B-82-18

Severance applications B82-18 has been received from the United Counties of Leeds and Grenville to create 1 new residential lot and 1 retained lot.

The subject property is located in part of lot 5 Concession 3 and is known locally as 3711 Maple Avenue. The applicant is proposing to create 1 new residential lot. The proposed severed lot is currently vacant while the retained lot is the site of a single dwelling unit and a storage building.

The proposed severed lot would have an area of approximately 0.93 hectares with 60.9 metres of frontage on Maple Ave. The retained lot would have an area of some 1.64 hectares and 108 metres of frontage on the Maple Ave.

The subject property is currently improved with one single dwelling unit and an accessory building located at the north west boundary of the lot. The property consists of cleared lands and there is no evidence that the lot is being used for agricultural purposes such as for hay production. Surrounding land uses consist of rural residential uses and there are a number of residential dwellings in the immediate area. Although the application form indicates the presence of a livestock facility within 500 metres of the subject lands, a review through the county GIS system shows no evidence of any livestock facilities or any evidence of agricultural activity other than limited hay production.

The proposed severed lands are located in a Rural Area designation in both the United Counties of Leeds and Grenville and Augusta Official Plans. Neither the Counties' OP or the Augusta OP identifies any natural heritage features or resources nor are there any indications of natural or man-made hazards.

A copy of the PAC Report is attached for the information of Council.

Recommendation

That Council recommend to the Land Division Committee of Leeds and Grenville that consent applications B82-18 be approved subject to the following conditions:

1. The balance of any outstanding taxes, including penalties and interest, (and any local improvement charges, if applicable) shall be paid to the Township.
2. An acceptable reference plan or legal description of the severed lands and the deed or instrument conveying the severed lands shall be submitted to the Township.
3. That the applicant submits the required cash-in-lieu of parkland levy of \$500 to Augusta Township.
4. That the road allowance for Maple Avenue be widened along the frontage of the severed and retained lots as required to 10 metres from the

centerline of the road, and that a Transfer/Deed of Land conveying the said land to Augusta Township be prepared and executed in consideration of the payment of \$ 1.00.

5. That a Hydrogeology study which demonstrates that sufficient water quantity and quality as well as private waste water treatment capacity exists and that private services can be implemented without impacts to adjacent wells, be prepared by a qualified professional.

3 Severance- B-88-18

A consent application for a lot enlargement, application B88-18, has been received from the United Counties of Leeds and Grenville.

The applicant is seeking to sever 1.9 acres from an existing 113.3 acre parcel in order to enlarge an existing lot which has an area of 0.95 acres and frontage of 188 feet. If the application is approved the enlarged lot will have a total area of 2.85 acres. Currently the lot to be enlarged would be considered a legal non-conforming undersized lot. The enlargement would change that status to a legally conforming rural lot with respect to lot area.

The retained parcel would then have an area of 110 acres and an irregular frontage of approximately 2150 feet on Charleville Road. The lot to be enlarged is currently vacant and there is no development proposed at this time.

The lot to be enlarged is currently undersized with respect to zoning standards. The enlargement would allow it to meet zoning requirements. The land to be added is mostly wooded and is vacant of any buildings or structures. The retained lands are in farm production and there is an existing residential dwelling and outbuildings associated with the agricultural use.

Recommendation

That Council recommend to the Land Division Committee of Leeds and Grenville that consent applications B88-18 be approved subject to the following conditions:

1. The balance of any outstanding taxes, including penalties and interest, (and any local improvement charges, if applicable) shall be paid to the Township.
2. A copy of the Reference Plan and/or legal description of the severed land and the deed or instrument conveying the severed land to the owner of the abutting property to the south known municipally as 5525 Charleville Road, so that no new lot is being created.
3. An Undertaking from a solicitor authorized to practice law in the Province of Ontario, and in good standing with the Law Society of Upper Canada, as follows:
"I undertake on behalf of the Owner, within 20 days of the registration on title of the transfer document to file an Application to Consolidate Parcels including the severed land (Part of PIN insert number) and the abutting land (PIN insert number). This PIN consolidation is intended to reinforce the Planning Act stipulation that both parcels have merged on Title and cannot be conveyed separately in the future."
4. That the road allowance for Charleville Road be widened along the frontage of the enlarged lot as required to 10 metres from the centerline of the road, and that a Transfer/Deed of Land conveying the said land to

Augusta Township be prepared and executed in consideration of the payment of \$ 1.00.

4 Site Plan Control- Chart House

Mr. Bobby Ilg, of Ilg and Ilg Inc., has submitted an application for site plan control approval on behalf of the property owner, Slowtime Ventures Inc., for a property located in the Village of Maitland, which is known locally as the "Tower property". The approval is required to allow for the redevelopment of part of the property as an environmental research centre. The intent is to proceed with a comprehensive restoration of the property on a staged basis in a manner which is respectful of the property's history while reinventing the use to one which can result in multiple benefits for the community and the environment.

The new owner has already undertaken some preliminary but important restoration steps which have included replacing roof tiles, repointing masonry work, painting and landscaping, in order to stop the slow deterioration of existing structures. These initial steps have allowed the time to develop a long term vision for the property which will begin with this initial phase which is the restoration of the existing building where Peter Webster ran his well-known Maitland Charts Company from 1933 until his death in 1976 (now renamed the Chart House to honor his legacy) and undertaking a significant addition to the building which will transform its use into an environmental research office complex.

One important feature of the owner's long term plans is that all of the work is being undertaken on the basis of the most stringent recognized environmental standards through a program called the "Living Building Challenge". This certification program which originated in Seattle, Washington, goes well beyond the standards established through the LEED (Leadership in Energy and Environmental Design) certification program. The Living Building Challenge includes a number of different categories but 2 in essence to become certified the building must not only have zero impact on the environment but must contribute to improving the environment. For example it must produce more energy than it consumes and it must result in a net improvement to local water quality even as it consumes water. The program itself warrants a more detailed overview however in the interest of providing the Committee and Council with the most relevant information on the proposed development, comments on the program have been kept to a minimum. Suffice it to say that achieving recognition under this certification program will result in the first project in the County if not in eastern Ontario to be recognized.

Recommendation

That Council recommend that the proposed site plan be approved subject to the following condition:

1. That the applicant obtains the necessary permits from the South Nation Conservation under Ontario Regulation 170/6.
2. That a stormwater management plan be developed to the satisfaction of the Township of Augusta Chief Building Official.

5 Zoning Amendment- Quenneville

Mr. Pierre Quenneville has submitted an application to amend Zoning By-law 2964. The revision is required to allow for the use of a rural lot for the development of a personal, non-commercial storage building for the storage of machinery and recreational vehicles. The subject lands are currently vacant. The current Rural zoning does not allow for the

use of the property for storage facilities unless such facilities are accessory to a permitted use.

A copy of the PAC Report is attached for the information of Council.

Recommendation

That Council approve the proposed zoning by-law amendment providing for a change of zoning from Rural to Rural Exception 8 on the property identified as roll number 070600001513040000 also known as 4748 McCully Road.

6 Zoning Amendment- 2069943 Ontario Inc.

2069943 Ontario Inc. is seeking to intensify development on an existing lot in Riverview Heights. The subject property is located in part of lot 7 Concession 1 with frontage on County Road 2 and is known municipally as 1652 County Road 2. It is currently the site of the Augusta Business Centre, a multi-faceted business centre with work bays and accessory storage units. The applicant is proposing to create 1 new lot for the purpose of a new dedicated mini-storage facility comprised of a number of stand-alone storage buildings.

Surrounding land uses include a lot zoned Village Industrial (a construction and roofing company with outdoor storage), a land locked park, and residential uses to the west and east. The Rothesay Dive site is directly across County Road 2. The site is buffered by trees on the north property line.

The proposed severed lot on which the mini-storage warehouse buildings are intended to be located, would have an area of approximately 1.53 acres with 240 feet of frontage on County Road 2 and 228 feet of frontage on Merwin Lane. The retained lot would have an area of some 0.98 acres with 151.4 feet of frontage on the County Road. It would be the site of the existing Business Centre. The property is located in a Settlement Area designation in both the United Counties of Leeds and Grenville and Augusta Official Plans.

A copy of the PAC Report is attached for the information of Council.

Recommendation

That Council adopt Zoning By-law Amendment 2018-3374 which rezones the subject property from Village Commercial to Village Commercial Exception One (CV-X1) to allow the additional use of mini-storage units.



Ray Morrison, CAO



Krista Weidenaar, Community
Development & Planning Coordinator

Committee	Planning Advisory Committee
Date	September 6, 2018
Title	Consent Application B73-18, 2069943 Ontario Inc.
Recommendation	<p>That Council recommend to the Land Division Committee of Leeds and Grenville that consent applications B73-18 be approved subject to the following conditions:</p> <ol style="list-style-type: none"> 1. The balance of any outstanding taxes, including penalties and interest, (and any local improvement charges, if applicable) shall be paid to the Township. 2. An acceptable reference plan or legal description of the severed lands and the deed or instrument conveying the severed lands shall be submitted to the Township. 3. That the applicant submits the required 2% cash-in-lieu of parkland levy which shall be based on a site valuation report prepared by a qualified real estate professional. 4. That the severed lot be rezoned to permit the mini-storage use; and 5. That the proponent obtain site plan control approval for the proposed commercial development.

1.0 INTRODUCTION

Severance applications B73 -18 has been received from the United Counties of Leeds and Grenville to create 1 new commercial parcel and 1 retained lot.

1.1 BACKGROUND

The subject property is located in part of lot 7 Concession 1 with frontage on County Road 2 and is known municipally as 1652 County Road 2. It is currently the site of the Augusta Business Centre, a multi-faceted business centre with work bays and accessory storage units. The applicant is proposing to create 1 new lot for the purpose of a new dedicated mini-storage facility comprised of a number of stand-alone storage buildings.

Surrounding land uses include a lot zoned Village Industrial (a construction and roofing company with outdoor storage) a land locked park, and residential uses to the west and east. The Rothesay Dive site is directly across County Road 2. The site is buffered by trees on the north property line.

The proposed severed lot would have an area of approximately 1.53 acres with 240 feet of frontage on County Road 2 and 228 feet of frontage on Merwin Lane. The retained lot would have an area of some 0.98 acres with 151.4 feet of frontage on the County Road. It would be the site of the existing Business Centre.

The proposed severed lands are located in a Settlement Area designation in both the United Counties of Leeds and Grenville and Augusta Official Plans.

A key plan is provided on the following page to illustrate the land use context.



2.0

2.1 PROVINCIAL POLICY STATEMENT

As part of the province's long term commitment to economic prosperity and social wellbeing all planning applications must be consistent with the Provincial Policy Statement 2014 (PPS). As such, a review of applicable policies must be undertaken and reviewed under the "consistent with" test.

The proposed severed lands are located in a settlement area designation. The PPS provides that development is appropriate and should be directed to settlement areas provided that they can be appropriately serviced, that the development will not result in the provision of unplanned municipal services and that there be no unmitigated impacts on resources or on natural heritage features. There are no identified natural heritage features such as wetlands or significant woodlands on or adjacent to the subject property. The subject property is not located near any natural resources such as aggregate resources. No additional municipal services will be required as a result of this proposed development.

The property is, however, located within the drinking water source protection zone which has been identified in the Raisin – South Nation Source Protection Plan. The development has some limited potential to impact the drinking water source for the Town of Prescott.

2.2 UCLG OFFICIAL PLAN

The proposed severed lands are designated Rural Settlement Area pursuant to the Schedule A of the United Counties of Leeds and Grenville Official Plan. The UCLG OP provides that:

- *Rural settlement areas* may continue to experience growth through infilling and *development* of vacant lands by way of consents or plans of subdivision as appropriate, in addition to limited *intensification*. It is recognized that certain *rural settlement areas* may not accommodate additional growth and *development*, as established in the local municipal Official Plans.
- The range of permitted uses and associated land use policies will be established in the local municipal Official Plans and in accordance with the policies of this Plan.

The proposed consent would allow limited development that requires no piped services. It is located on an existing commercial lot and represent limited development. The Counties OP requires the local municipalities to establish policies in their Official Plans related to settlement area development and the Augusta OP does have such policies. The proposed consent is consistent with the UCLG OP.

2.3 AUGUSTA OFFICIAL PLAN

The property is designated Settlement Area on Schedule 'A' of the Official Plan of the Township of Augusta. The Official Plan provides for commercial development of the type which is proposed on the subject lands. The Official Plans also provides for the use of Site Plan Control to ensure that development will meet specified municipal standards. Issues such as site access, water and wastewater servicing, site esthetics and functionality and the mitigation of potential negative impacts are addressed in the Township's Official Plan policies.

The Township OP also has policies related to drinking water source protection. The proposed consent is located within an Intake Protection Zone One (IPZ-1) according to the Source Protection Plan developed Raisin – South Nation Source Water Protection Committee, which Plan is implemented through the Augusta Official Plan since Official Plan Amendment no. 3 (OPA 3) was approved in March of 2017. The IPZ 1 restrictions in this case is related to stormwater effluents. This issue while not necessarily related to the creation of the new lot, will be an important one as the development proposal proceeds through site plan control. The site plan control process will ensure that source water protection issues are properly addressed by including conditions to that effect. If the conditions are not met then development cannot proceed. A condition which requires site plan control approval is include as a recommended condition of consent.

2.4 CURRENT ZONING

The Township's Zoning By-law provides the site specific development standards which must be applied. Lot size, frontage and yard requirements as well as additional performance standards such as required parking and loading spaces are included in the Zoning By-law. The lands are currently zoned Village Commercial (VC). The zone allows for a number of uses however mini-storage warehouses are not permitted. Accordingly a zoning amendment will be required and should be a condition of the consent.

3.0 CONCLUSION

The proposed severance is in conformity with the policies and objectives of the Counties' Official Plan as well as the Township's Official Plan and is consistent with provincial interests as expressed in the

PPS. Zoning compliance will require a zoning by-law amendment in order to allow for the use as proposed in the application. The actual development of the use will also be subject to site plan control. It should be noted to the applicant that any conditions of consent will require fulfillment prior to the lapsing date – one year from the date of approval of the application at the Land Division Committee.

Prepared by:

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

Pierre Mercier, MCIP, RPP
Planner – Augusta Township

Committee	Planning Advisory Committee
Date	September 6, 2018
Title	Consent Application B82-18 Lee McCann
Recommendation	<p>That Council recommend to the Land Division Committee of Leeds and Grenville that consent applications B82-18 be approved subject to the following conditions:</p> <ol style="list-style-type: none"> 1. The balance of any outstanding taxes, including penalties and interest, (and any local improvement charges, if applicable) shall be paid to the Township. 2. An acceptable reference plan or legal description of the severed lands and the deed or instrument conveying the severed lands shall be submitted to the Township. 3. That the applicant submits the required cash-in-lieu of parkland levy of \$500 to Augusta Township. 4. That the road allowance for Maple Avenue be widened along the frontage of the severed and retained lots as required to 10 metres from the centerline of the road, and that a Transfer/Deed of Land conveying the said land to Augusta Township be prepared and executed in consideration of the payment of \$ 1.00. 5. That a Hydrogeology study which demonstrates that sufficient water quantity and quality as well as private waste water treatment capacity exists and that private services can be implemented without impacts to adjacent wells, be prepared by a qualified professional.

1.0 INTRODUCTION

Severance applications B82-18 has been received from the United Counties of Leeds and Grenville to create 1 new residential lot and 1 retained lot.

1.1 BACKGROUND

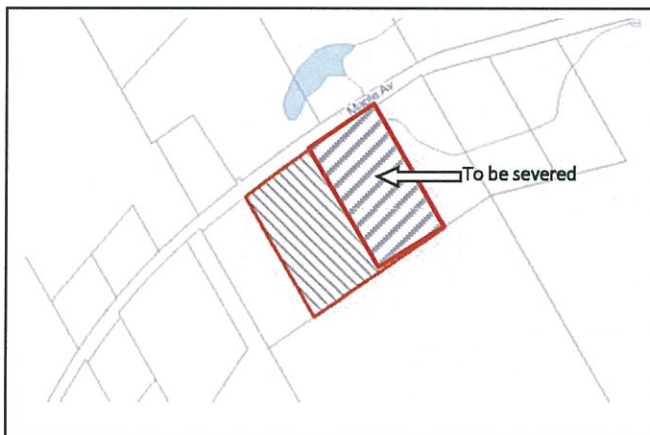
The subject property is located in part of lot 5 Concession 3 and is known locally as 3711 Maple Avenue. The applicant is proposing to create 1 new residential lot. The proposed severed lot is currently vacant while the retained lot is the site of a single dwelling unit and a storage building.

The proposed severed lot would have an area of approximately 0.93 hectares with 60.9 metres of frontage on Maple Ave. The retained lot would have an area of some 1.64 hectares and 108 metres of frontage on the Maple Ave.

The subject property is currently improved with one single dwelling unit and an accessory building located at the north west boundary of the lot. The property consists of cleared lands and there is no evidence that the lot is being used for agricultural purposes such as for hay production. Surrounding land uses consist of rural residential uses and there are a number of residential dwellings in the immediate area. Although the application form indicates the presence of a livestock facility within 500 metres of the subject lands, a review through the county GIS system shows no evidence of any livestock facilities or any evidence of agricultural activity other than limited hay production.

The proposed severed lands are located in a Rural Area designation in both the United Counties of Leeds and Grenville and Augusta Official Plans. Neither the Counties' OP or the Augusta OP identifies any natural heritage features or resources nor are there any indications of natural or man-made hazards.

The graphics and images on the following page provide a contextual overview of the proposed consent.



Proposed Consent



Local Context



Existing House and Storage Building



2.0 REGULATORY CONTROL REVIEW

2.1 PROVINCIAL POLICY STATEMENT

As part of the province's long term commitment to economic prosperity and social wellbeing all planning applications must be consistent with the Provincial Policy Statement 2014 (PPS). As such, a review of applicable policies must be undertaken and reviewed under the "consistent with" test.

The proposed severed lands are located in a rural designation. The PPS provides that limited development is appropriate in rural areas provided that they can be appropriately serviced, that the development will not result in the provision of unplanned municipal services and that there be no unmitigated impacts on resources or on natural heritage features. There are no identified resources or natural heritage features within 500 metres of the subject property. No additional municipal services will be required as a result of this proposed development.

1.2 UCLG OFFICIAL PLAN

The proposed severed lands are designated Rural Lands pursuant to the Schedule A of the United Counties of Leeds and Grenville Official Plan. The UCLG OP provides that municipalities can:

- Promote limited development that is compatible with the rural landscape and character and can be sustained by rural service levels, which generally includes individual on-site sewage and individual on-site water services; and
- Accommodate development that is appropriate to the infrastructure which is planned or available, and avoid the need for the unjustified and/or uneconomical expansion of infrastructure.

The Counties requires the local municipalities to establish policies in their Official Plans related to rural residential development which may be accommodated on rural lands without compromising the rural character of these lands. The Augusta OP does have such policies and the proposed consent is compatible with the rural character of the surrounding lands.

1.3 AUGUSTA OFFICIAL PLAN

The proposed severed lands are designated Rural pursuant to the Augusta Official Plan. The Plan allows for the creation of new residential lots provided they can be adequately serviced with private water and waste water services and provided they do not result in conflicts with any natural heritage features, natural resource features and that there is no issue with hazard lands.

The new lot will be located in an area with considerable existing development in the form of single dwellings. Accordingly it is necessary to ensure that private water and waste water services can be provided and that the services can be developed without

impacting neighbouring wells. Accordingly it is reasonable to ask that a hydrogeology report be prepared to that effect.

The proposed consent is considered to be in conformity with the purpose and intent of the Official Plan.

1.4 CURRENT ZONING

The subject parcels are zoned Rural (RU) pursuant to By-law 2965. Based on the sketch provided with the application it can be reasonably assumed that the severed and retained parcels will conform to all of the performance standards of By-law 2965 as expressed in Section 7.17.2. Zoning compliance will, however, be finally determined when building permit applications are submitted.

2.0 CONCLUSION

The proposed severances appear to comply with Zoning By-Law 2965. The proposed severance is in conformity with the policies and objectives of the Counties' Official Plan as well as the Township's Official Plan and is consistent with provincial interests as expressed in the PPS subject to meeting the conditions suggested in this report and conditions imposed by outside agencies. It should be noted to the applicant that any conditions of consent will require fulfillment prior to the lapsing date – one year from the date of approval of the application at the Land Division Committee.

Prepared by:

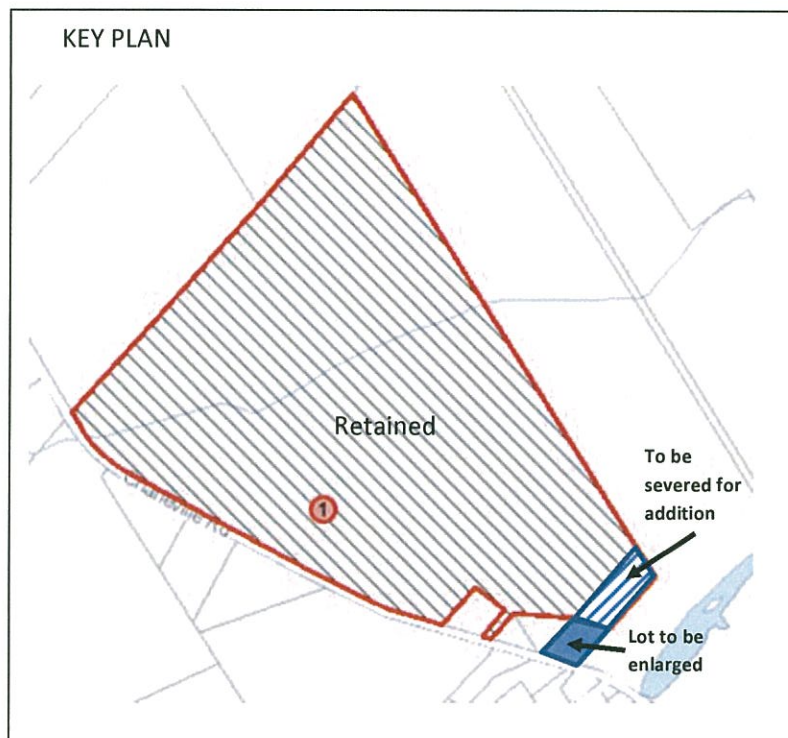


Pierre Mercier, MCIP, RPP
Planner – Augusta Township

Committee	Planning Advisory Committee
Report No.	
Date	September 6, 2018
Title	Consent Application B88-18, Suzann Shannon Whittacker
Recommendation	<p>That the Committee support the proposed lot addition and request that Council recommend to the Land Division Committee of Leeds and Grenville that consent applications B88-18 be approved subject to the following conditions:</p> <ol style="list-style-type: none"> 1. The balance of any outstanding taxes, including penalties and interest, (and any local improvement charges, if applicable) shall be paid to the Township. 2. A copy of the Reference Plan and/or legal description of the severed land and the deed or instrument conveying the severed land to the owner of the abutting property to the south known municipally as 5525 Charleville Road, so that no new lot is being created. 3. An Undertaking from a solicitor authorized to practice law in the Province of Ontario, and in good standing with the Law Society of Upper Canada, as follows: “I undertake on behalf of the Owner, within 20 days of the registration on title of the transfer document to file an Application to Consolidate Parcels including the severed land (Part of PIN <i>insert number</i>) and the abutting land (PIN <i>insert number</i>). This PIN consolidation is intended to reinforce the Planning Act stipulation that both parcels have merged on Title and cannot be conveyed separately in the future.” 4. That the road allowance for Charleville Road be widened along the frontage of the enlarged lot as required to 10 metres from the centerline of the road, and that a Transfer/Deed of Land conveying the said land to Augusta Township be prepared and executed in consideration of the payment of \$ 1.00.

1.0 BACKGROUND

A consent application for a lot enlargement, application B88-18, has been received from the United Counties of Leeds and Grenville. A key plan showing the lot to be enlarged, the lands to be severed and the retained lands is included below.



The applicant is seeking to sever 1.9 acres from an existing 113.3 acre parcel in order to enlarge an existing lot which has an area of 0.95 acres and frontage of 188 feet. If the application is approved the enlarged lot will have a total area of 2.85 acres. Currently the lot to be enlarged would be considered a legal non-conforming undersized lot. The enlargement would change that status to a legally conforming rural lot with respect to lot area.

The retained parcel would then have an area of 110 acres and an irregular frontage of approximately 2150 feet on Charleville Road. The lot to be enlarged is currently vacant and there is no development proposed at this time.

The lot to be enlarged is currently undersized with respect to zoning standards. The enlargement would allow it to meet zoning requirements. The land to be added is mostly wooded and is vacant of any buildings or structures. The retained lands are in farm production and there is an existing residential dwelling and outbuildings associated with the agricultural use.

2.0 REGULATORY CONTROL REVIEW

2.1 Provincial Policy Statement

As part of the province's long term commitment to economic prosperity and social well-being all planning applications must be consistent with the Provincial Policy Statement 2014 (PPS). As such, a review of applicable policies must be undertaken and reviewed under the "consistent with" test.

The proposed severed lands are located in a rural designation. The PPS provides that limited development is appropriate in rural areas provided that they can be appropriately serviced, that

the development will not result in the provision of unplanned municipal services or unmitigated impacts on resources or on natural heritage features. As this is a lot enlargement no additional development to what currently exists is currently being proposed.

The proposed consent is consistent with the PPS.

2.2 UCLG Official Plan

The proposed severed lands are designated Rural Lands pursuant to the Schedule A of the United Counties of Leeds and Grenville Official Plan. The UCLG OP provides that municipalities can:

- Promote limited development that is compatible with the rural landscape and character and can be sustained by rural service levels, which generally includes individual on-site sewage and individual on-site water services; and
- Accommodate development that is appropriate to the infrastructure which is planned or available, and avoid the need for the unjustified and/or uneconomical expansion of infrastructure.

The Counties requires the local municipalities to establish policies in their Official Plans related to rural lot development which may be accommodated on rural lands without compromising the rural character of these lands. The Augusta OP does have such policies and the proposed consent is compatible with the rural character of the surrounding lands.

2.3 Augusta Official Plan

The proposed severed lands are designated Rural pursuant to the Official Plan. Section 3.1.3.3 provides that consents are permitted for lot enlargements and therefore this proposal complies with the Official Plan.

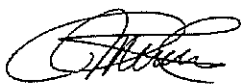
2.4 Zoning

The proposed severed parcel is currently zoned RU - Rural pursuant to By-law 2965. Based on the sketch provided with the application a net improvement will result as a legal non-conforming undersized lot will, it can be reasonably assumed, conform to all of the performance standards of By-law 2965 as expressed in Section 7.17.2.

3.0 CONCLUSION

The proposed lot addition appears to comply with Zoning By-Law 2965. The proposed consent is in conformity with the policies and objectives of the Counties' and Township Official Plan and is consistent with provincial interests as expressed in the PPS. It should be noted to the applicant that any conditions of consent will require fulfillment prior to the lapsing date – one year from the date of approval of the application at the Land Division Committee.

Prepared by:



Pierre Mercier, MCIP, RPP
Planner

Committee	Planning Advisory Committee
Date	September 6, 2018
Title	Maitland Chart House Research Centre - Site Plan Control
Recommendation	<p>That the Planning Advisory Committee recommend that the proposed site plan be approved subject to the following condition:</p> <ol style="list-style-type: none"> 1. That the applicant obtain the necessary permits from the South Nation Conservation under Ontario Regulation 170/6. 2. That a stormwater management plan be developed to the satisfaction of the Township of Augusta Chief Building Official.

1.1 Introduction

Mr. Bobby Ilg, of Ilg and Ilg Inc., has submitted an application for site plan control approval on behalf of the property owner, Slowtime Ventures Inc., for a property located in the Village of Maitland, which is known locally as the "Tower property". The approval is required to allow for the redevelopment of part of the property as an environmental research centre. The intent is to proceed with a comprehensive restoration of the property on a staged basis in a manner which is respectful of the property's history while reinventing the use to one which can result in multiple benefits for the community and the environment.

The new owner has already undertaken some preliminary but important restoration steps which have included replacing roof tiles, repointing masonry work, painting and landscaping, in order to stop the slow deterioration of existing structures. These initial steps have allowed the time to develop a long term vision for the property which will begin with this initial phase which is the restoration of the existing building where Peter Webster ran his well-known Maitland Charts Company from 1933 until his death in 1976 (now renamed the Chart House to honor his legacy) and undertaking a significant addition to the building which will transform its use into an environmental research office complex.

One important feature of the owner's long term plans is that all of the work is being undertaken on the basis of the most stringent recognized environmental standards through a program called the "Living Building Challenge". This certification program which originated in Seattle, Washington, goes well beyond the standards established through the LEED (Leadership in Energy and Environmental Design) certification program. The Living Building Challenge includes a number of different categories but

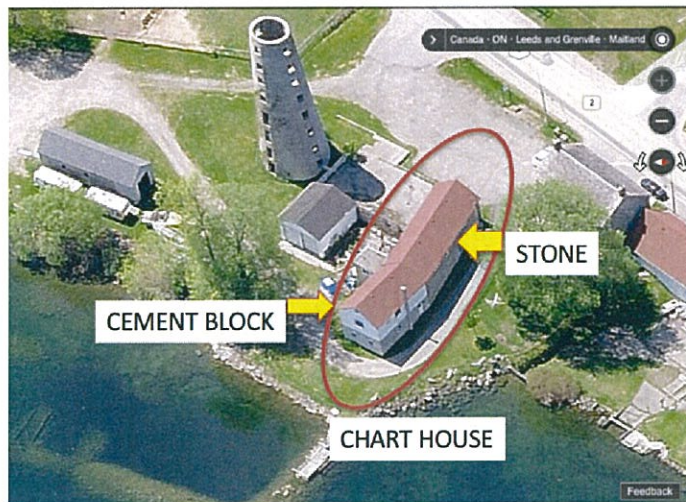
in essence to become certified the building must not only have zero impact on the environment but must contribute to improving the environment. For example it must produce more energy than it consumes and it must result in a net improvement to local water quality even as it consumes water. The program itself warrants a more detailed overview however in the interest of providing the Committee and Council with the most relevant information on the proposed development, comments on the program have been kept to a minimum. Suffice it to say that achieving recognition under this certification program will result in the first project in the County if not in eastern Ontario to be recognized.

1.2 EXISTING CONDITIONS

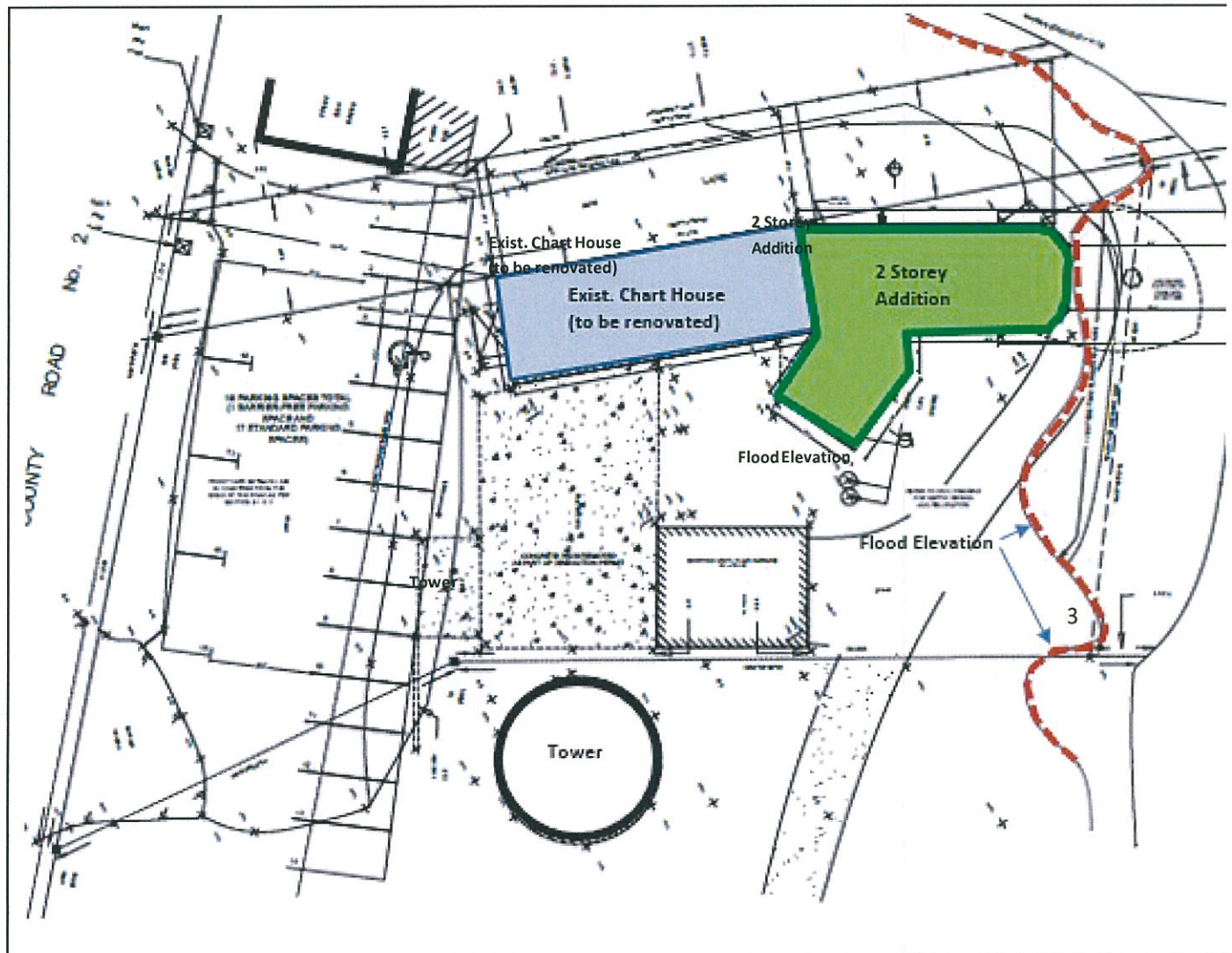
The subject property is part of Lot 22, Registered Plan 9 and is known municipally as 1243 County Road 2. The photo below shows the full 6.25 acre property, with Lot 22 and the Chart House in the top right section, east of the Tower. Lot 22 is a 1 acre waterfront property with 150 feet of frontage on County Road 2. The property is the site of an old 80 ft tall windmill tower, the Chart House, a storage building and stables, most date back to the 1820s. All of the buildings are vacant or being used temporarily for storage.

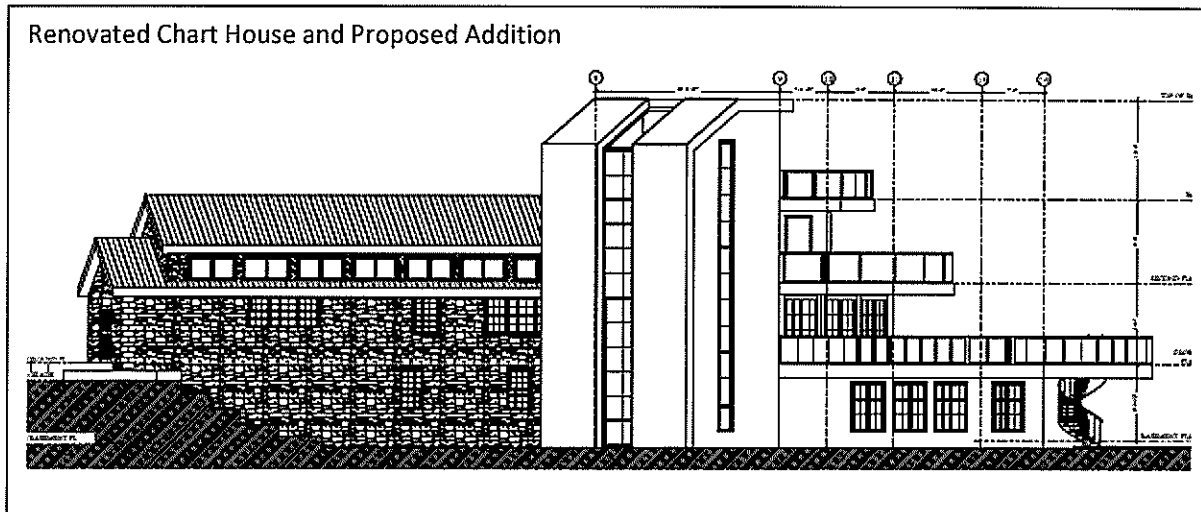


The area proposed to be developed is located at the site of the existing Chart House, with the Stone Section facing the street being restored, and the existing block addition facing the water will be torn down and a new addition built in its place. See the picture that follows:



The proposed use of the land is for an office complex oriented towards research and development. It is anticipated that the complex will see use by conservation authorities and could also include specialized workshops and develop into a research and technology tourist attraction. All of these uses are permitted in the current zoning.





Surrounding land uses include water front residential to the east and west, village commercial and village residential uses to the north. The site is bounded on the south by the St Lawrence River. There are natural heritage resources in the form of fish habitat in the St Lawrence and the 1:100 year flood elevation is located south of the area to be developed.

1.2 PROPOSED DEVELOPMENT

The above illustrates the proposed site development as well as a building detail for the proposed building addition.

2.1 Regulatory Control Review

2.2 Provincial Policy Statement

The Provincial Policy Statement (PPS) provides for appropriate development while protecting resources of provincial interest, public health and safety and the quality of the natural environment. The statement passed under Section 3 of the Planning Act directs development review and approvals to be consistent with the outlined policy areas. In this instance development review would need to ensure that the proposed development can occur in a manner which will not result in negative impacts on the natural environment, can be serviced appropriately without unanticipated impacts on municipal finances and is appropriate development from an economic and cultural perspective.

A review of the site's characteristics shows only fish habitat as a natural heritage component within 120 metres of the site. This will be subject to a required permitting process managed by South Nation Conservation. Private services can be accommodated, subject to the required permits and the site is well serviced by the county road. Surface drainage will be managed through a stormwater management.

Accordingly, the proposed development application is consistent with Provincial Policy Statement.

2.3 UCLG OFFICIAL PLAN

The subject lands are designated Rural Settlement Area pursuant to the Schedule A of the United Counties of Leeds and Grenville Official Plan. The UCLG OP provides that:

- *Rural settlement areas may continue to experience growth through infilling and development of vacant lands by way of consents or plans of subdivision as appropriate, in addition to limited intensification. It is recognized that certain rural settlement areas may not accommodate additional growth and development, as established in the local municipal Official Plans.*
- *The range of permitted uses and associated land use policies will be established in the local municipal Official Plans and in accordance with the policies of this Plan.*

The proposed development would allow limited intensification of use that requires no additional municipal services. It is located on an existing commercial lot and is a use which is permitted in the local OP. The Counties OP requires local municipalities to establish policies in their Official Plans related to settlement area development and the Augusta OP does have such policies. The proposed consent is consistent with the UCLG OP.

2.2 AUGUSTA OFFICIAL PLAN

The property is designated Settlement Area on Schedule 'A' of the Official Plan of the Township of Augusta. The Official Plan provides for development of the type which is proposed on the subject lands. The Official Plans also provides for the use of Site Plan Control to ensure that development will meet specified municipal standards. Issues such as site access, water and wastewater servicing, site esthetics and functionality and the mitigation of potential negative impacts are addressed in the Township's Official Plan policies.

The proposed development must address natural heritage and natural hazard considerations as required in the Official Plan. The proposed addition will be located within 120 metres of fish habitat and as such Ontario Regulation 170/6 must be satisfied. This will be managed by South Nation Conservation which is responsible for development review where natural heritage issues are concerned. A permit will be required.

The proposed development's habitable portion of the building is proposed to be located outside the 1:100 year floodplain. There is a proposed terrace which will encroach within the floodplain and as such South Nation Conservation permitting will be required.

The Official Plan also requires that development be appropriately serviced with well and septic services. This will require a review and permitting by the Health Unit. Stormwater management is another issue which generally is focused on ensuring that adjacent properties are not negatively impacted. In this case stormwater management will also be a

consideration in both the possible impacts on fish habitat as well as on the flood plain. It is our understanding that the proponent has been pro-active in working with SNC on these issues. A condition is included to ensure that these potential issues will be appropriately addressed prior to the issuance of building permits.

The proposal is in conformity with the Official Plan.

2.3 AUGUSTA ZONING BY-LAW

The lands are currently zoned Village Commercial (CV). The Township's Zoning By-law provides the site specific development standards which must be applied. Lot size, frontage and yard requirements as well as additional performance standards such as required parking and loading spaces are included in the Zoning By-law.

The site's performance standards were reviewed and it is confirmed that the frontage, yard setbacks and parking and loading provisions can be met.

2.2 RECOMMENDATION

The proposal complies with Official Plan policies and is consistent with provincial interests and we are satisfied that the proposal is in keeping with the purpose and intent of the zoning by-law. The proposed development will not have any impacts on municipal services or on adjacent properties. Accordingly it is our recommendation that the Site Plan be approved subject to the following conditions:

1. That the proponent obtain the necessary permits from South Nation Conservation with respect to development adjacent to fish habitat;
2. That a stormwater management plan be developed to the satisfaction of the Township of Augusta Chief Building Official.

Respectfully Submitted

A handwritten signature in black ink, appearing to read 'P. Mercier', with a large, stylized flourish at the end.

Pierre R. Mercier, MCIP, RPP Planner

Committee	Planning Advisory Committee
Report No.	PAC 16-004
Date	September 6, 2018
Title	Quenneville Zoning Amendment – Rural Exception
Recommendation	That the Planning Advisory Committee recommend that Council approve the proposed zoning by-law amendment providing for a change of zoning from Rural to Rural Exception 8 on the property identified as roll number 070600001513040000 also known as 4748 McCully Road.

1.0 Introduction

Mr. Pierre Quenneville has submitted an application to amend Zoning By-law 2964. The revision is required to allow for the use of a rural lot for the development of a personal, non-commercial storage building for the storage of machinery and recreational vehicles. The subject lands are currently vacant. The current Rural zoning does not allow for the use of the property for storage facilities unless such facilities are accessory to a permitted use.

A Key Map is included below to illustrate the lands to which the application applies.



1.1 EXISTING CONDITIONS

The subject property has an area of 4.69 hectares (11.5 acres) with 181.6 metres (595.8 feet) of frontage on McCully Road. The property is vacant and wooded. Surrounding properties with frontage on McCully are similar in nature with some agricultural uses beyond those. There are isolated residential uses some 150 metres north of the property.

1.2 PROPOSED DEVELOPMENT

The applicant is seeking to develop the property for personal, non-commercial storage. The proposed 507 square metre (5457 square foot) structure is intended to store personal use and recreational equipment. The amendment is required as Rural (Ru) zone does not allow for stand-alone storage buildings as a permitted use. The by-law only allows storage buildings as an accessory use to a permitted use. The applicant's intent is to develop the lot with the proposed storage structure constructed away from the road frontage, screened from view by the existing vegetation.

2.0 Regulatory Control Review

2.1 Provincial Policy Statement

The Provincial Policy Statement (PPS) provides for appropriate development while protecting resources of provincial interest, public health and safety and the quality of the natural environment. The statement passed under Section 3 of the Planning Act directs development review and approvals to be consistent with the outlined policy areas. In this instance development review would need to ensure that the proposed development can occur in a manner which will not result in negative impacts on the natural environment, can be serviced appropriately without unanticipated impacts on municipal finances and is appropriate development from an economic and cultural perspective.

A review of the site's characteristics shows no natural heritage components (wetlands, significant woodlands, habitat). Private services are not required or proposed but can be accommodated given the area of the lot. The site has access on a public road maintained year round. Accordingly it is anticipated that the proposed development will be consistent with the Provincial Policy Statement.

2.2 UCLG Official Plan

The proposed severed lands are designated Rural pursuant to the Schedule A of the United Counties of Leeds and Grenville Official Plan. The Counties Official Plan shows no environmental or resource designations.

2.3 Augusta Official Plan

As with the UCLG OP the Township Official Plan also designates the subject property as Rural. The OP provides that development must be appropriately serviced and not result in negative impacts on the local area. There are no natural heritage features such as wetlands or significant woodlands, nor are there resource such as aggregate reserves. The proposed use of the property, a storage building, is not unusual in the rural landscape. In fact the only difference is the type of material being stored as storage buildings for agricultural or machinery are in fact quite common in the Rural zone. Accordingly the zoning amendment would be considered in conformity with the Official Plan.

2.4 Zoning

The property, as noted previously, is zoned Rural. Storage uses are permitted in this zone albeit only as an accessory to a permitted use. For example a storage building up 300 m² (3230 sq. ft.) can be developed as an accessory use to a residential dwelling in the Rural zone. Where a lot is used for agricultural purposes, a storage building which, for example is used for the storage of agricultural machinery or for hay bales, would be considered a primary use and would not be subject to the provisions applying to accessory uses.

As noted earlier, storage buildings in the rural zone are not unusual. The difference is that it is intended for personal use only. From a land use perspective as well as from a local development perspective, the proposed amendment will not negatively impact the overall purpose and intent of the comprehensive zoning by-law.

3.0 RECOMMENDATION

The proposal complies with Official Plan policies and is consistent with provincial interests. The proposal is in keeping with the purpose and intent of the zoning by-law. The proposed development will not have any impacts on municipal services or on adjacent properties. Accordingly it is our recommendation that the Committee recommend to Council that the By-law be approved.

Respectfully Submitted

A handwritten signature in black ink, appearing to read 'P. Mercier', with a large, stylized flourish at the end.

Pierre R. Mercier, MCIP, RPP
Planner

Committee	Planning Advisory Committee
Date	September 6, 2018
Title	Proposed Amendemnt to Zonng By-law 2965, Augusta Business Centre
Recommendation	That Council adopt Zoning By-law Amendment 2018-3374 which rezones the subject property from Village Commercial to Village Commercial Exception One (CV-X1) to allow the additional use of mini-storage units.

1.0 INTRODUCTION

2069943 Ontario Inc. is seeking to intensify development on an existing lot in Riverview Heights. The subject property is located in part of lot 7 Concession 1 with frontage on County Road 2 and is known municipally as 1652 County Road 2. It is currently the site of the Augusta Business Centre, a multi-faceted business centre with work bays and accessory storage units. The applicant is proposing to create 1 new lot for the purpose of a new dedicated mini-storage facility comprised of a number of stand-alone storage buildings.

Surrounding land uses include a lot zoned Village Industrial (a construction and roofing company with outdoor storage), a land locked park, and residential uses to the west and east. The Rothesay Dive site is directly across County Road 2. The site is buffered by trees on the north property line.

The proposed severed lot on which the mini-storage warehouse buildings are intended to be located, would have an area of approximately 1.53 acres with 240 feet of frontage on County Road 2 and 228 feet of frontage on Merwin Lane. The retained lot would have an area of some 0.98 acres with 151.4 feet of frontage on the County Road. It would be the site of the existing Business Centre.

The property is located in a Settlement Area designation in both the United Counties of Leeds and Grenville and Augusta Official Plans.

A key plan is provided below to illustrate the land use context.





2.0 RE

2.1 PROVINCIAL POLICY STATEMENT

As part of the province's long term commitment to economic prosperity and social wellbeing all planning applications must be consistent with the Provincial Policy Statement 2014 (PPS). As such, a review of applicable policies must be undertaken and reviewed under the "consistent with" test.

The proposed severed lands are located in a settlement area designation. The PPS provides that development is appropriate and should be directed to settlement areas provided that they can be appropriately serviced, that the development will not result in the provision of unplanned municipal services and that there be no unmitigated impacts on resources or on natural heritage features. There are no identified natural heritage features such as wetlands or significant woodlands on or adjacent to the subject property. The subject property is not located near any natural resources such as aggregate resources. No additional municipal services will be required as a result of this proposed development.

The property is, however, located within the drinking water source protection zone which has been identified in the Raisin – South Nation Source Protection Plan. This is addressed in the section 2.3 of this report.

2.2 UCLG OFFICIAL PLAN

The proposed severed lands are designated Rural Settlement Area pursuant to the Schedule A of the United Counties of Leeds and Grenville Official Plan. The UCLG OP provides that:

- *Rural settlement areas* may continue to experience growth through infilling and *development* of vacant lands by way of consents or plans of subdivision as appropriate, in addition to limited *intensification*. It is recognized that certain *rural settlement areas* may not accommodate additional growth and *development*, as established in the local municipal Official Plans.

- The range of permitted uses and associated land use policies will be established in the local municipal Official Plans and in accordance with the policies of this Plan.

The proposed consent would allow limited development that requires no piped services. It is located on an existing commercial lot and represent limited development. The Counties OP requires the local municipalities to establish policies in their Official Plans related to settlement area development and the Augusta OP does have such policies. The proposed consent is consistent with the UCLG OP.

2.3 AUGUSTA OFFICIAL PLAN

The property is designated Settlement Area on Schedule 'A' of the Official Plan of the Township of Augusta. The Official Plan provides for commercial development of the type which is proposed on the subject lands. The Official Plans also provides for the use of Site Plan Control to ensure that development will meet specified municipal standards. Issues such as site access, water and wastewater servicing, site esthetics and functionality and the mitigation of potential negative impacts are addressed in the Township's Official Plan policies.

The Township OP also has policies related to drinking water source protection. The proposed development which would be facilitated by the proposed amendment is located within an Intake Protection Zone One (IPZ-1) according to the Source Protection Plan developed by the Raisin – South Nation Source Water Protection Committee, which Plan is implemented through Township of Augusta Official Plan Amendment no. 3 (OPA 3), approved in March of 2017.

The IPZ 1 restrictions in this case is related to stormwater effluents. The development has some limited potential to impact the drinking water source for the Town of Prescott as a result of the potential for increased storm water runoff. This issue is being managed through the site plan control process as the authority for the protection of drinking water source areas is vested in the South Nation Conservation who will ultimately ensure appropriate stormwater management solutions.

2.4 CURRENT ZONING

The Township's Zoning By-law provides the site specific development standards which must be applied. Lot size, frontage and yard requirements as well as additional performance standards such as required parking and loading spaces are included in the Zoning By-law. The lands are currently zoned Village Commercial (VC). The zone allows for a number of uses however mini-storage warehouses are not permitted. Accordingly a zoning amendment is required.

3.0 CONCLUSION

The proposed zoning amendment is in conformity with the policies and objectives of the Counties' Official Plan as well as the Township's Official Plan and is consistent with provincial interests as expressed in the PPS. Zoning compliance requires this zoning by-law amendment in order to allow for the use as proposed in the application. In addition site plan control will be applied prior to the issuance of any building permit. Site plan control approval is subject to a separate report. Final approval of the site plan will be subject to final zoning being in place, i.e. once the appeal period for the zoning amendment is over.

Prepared by:

A handwritten signature in black ink, appearing to read 'P. Mercier', with a stylized, cursive script.

Pierre Mercier, MCIP, RPP
Planner – Augusta Township



**THE CORPORATION OF THE TOWNSHIP OF AUGUSTA
By-law No. 3373-2018**

BEING A BY-LAW TO AMEND BY-LAW No. 2965

WHEREAS pursuant to the provisions of the Planning Act, Section 34, the Council of a Municipality may enact by-laws to regulate the use of land, buildings or structures for any purpose set out therein that is otherwise prohibited;

AND WHEREAS By-law No. 2965 regulates the use of land and the use and erection of buildings and structures within the Township of Augusta;

NOW THEREFORE the Council of the Corporation of the Township of Augusta enacts as follows:

1. The following new section is added to section 7.17.4:
 14. Notwithstanding the list of permitted uses stated in section 7.17.1, on lands zoned RUX-14 a storage building for personal and non-commercial purposes shall be permitted.
2. Schedule F of By-law 2965 is hereby amended in accordance with Schedule A of this By-law.
3. All other applicable provisions of By-law 2965 shall continue to apply.

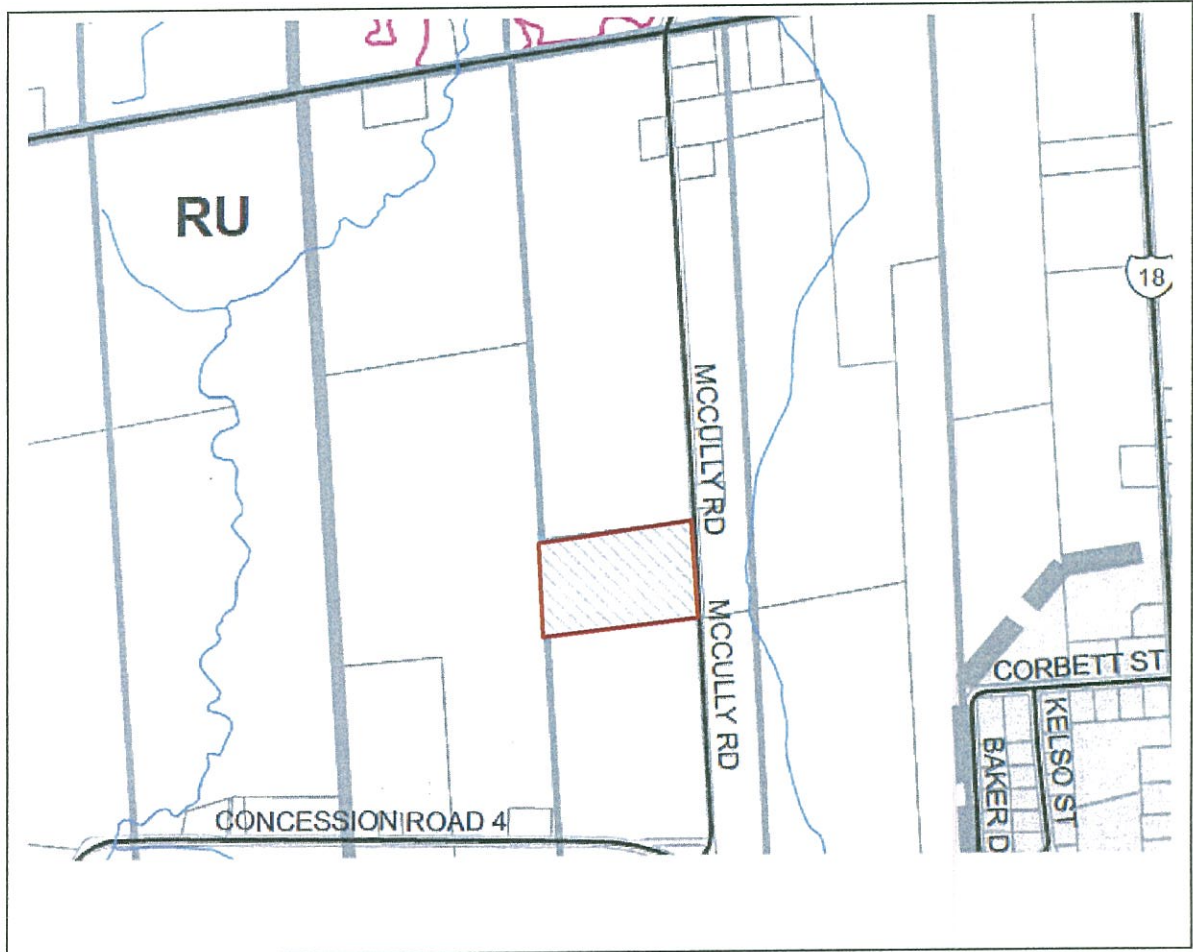
Read a first and second time this 10th day of September, 2018.

Read a third time and adopted this 10th day of September, 2018.

Mayor

Clerk

SCHEDULE A to BY-LAW ____-2016



Area to be rezoned from Rural (RU) to Rural
Exception 14 (RUX-14)



**THE CORPORATION OF THE TOWNSHIP OF AUGUSTA
By-law No. 3374-2018**

BEING A BY-LAW TO AMEND BY-LAW No. 2965

WHEREAS pursuant to the provisions of the Planning Act, Section 34, the Council of a Municipality may enact by-laws to regulate the use of land, buildings or structures for any purpose set out therein that is otherwise prohibited;

AND WHEREAS By-law No. 2965 regulates the use of land and the use and erection of buildings and structures within the Township of Augusta;

NOW THEREFORE the Council of the Corporation of the Township of Augusta enacts as follows:

1. The following new section is added to section 7.6.4:

Notwithstanding the list of permitted uses stated in section 7.6.1, on lands zoned Village Commercial Exception Two (CV-X2), Mini-Warehouse and Public Storage units shall also be permitted

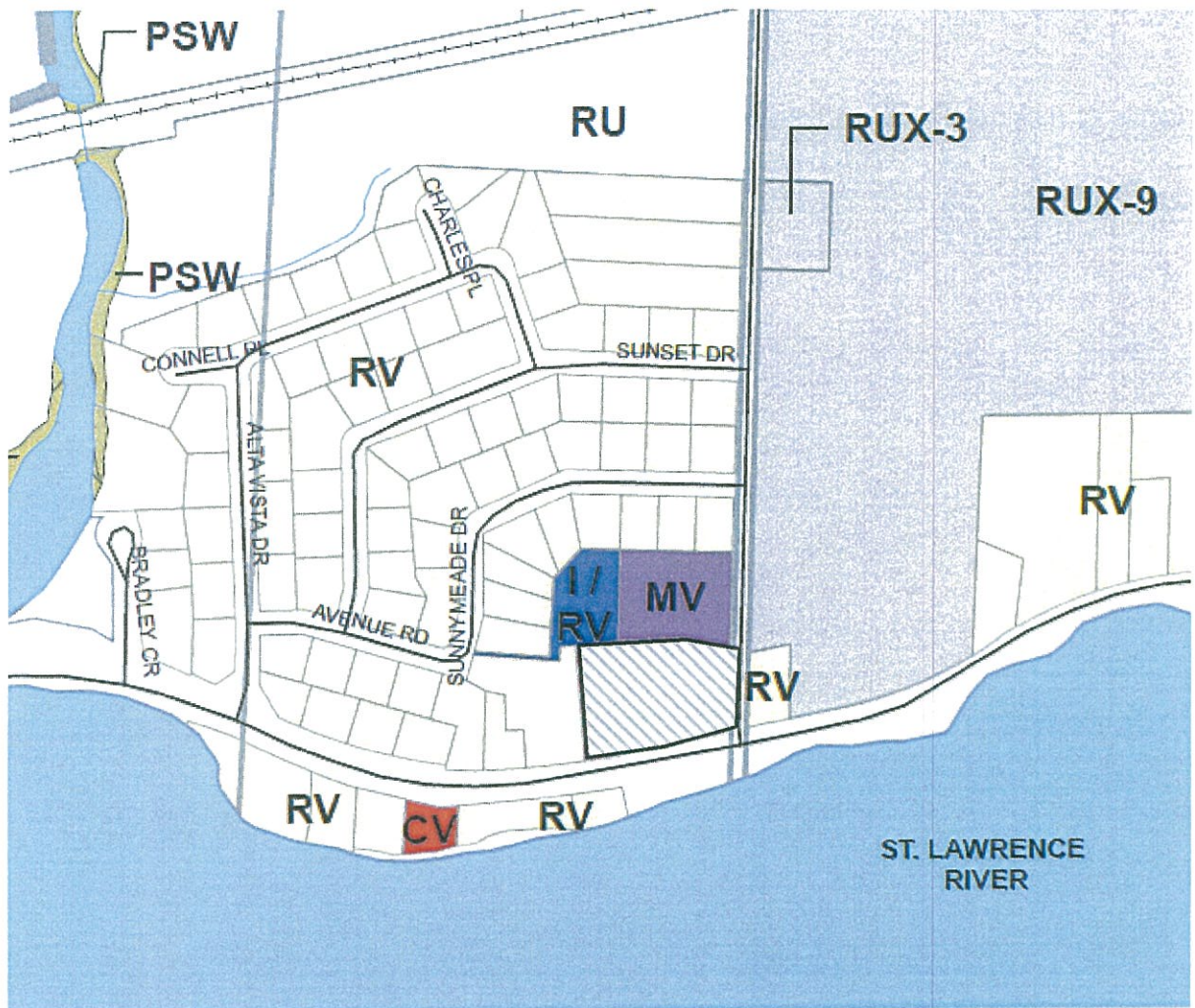
2. Schedule H1 of By-law 2965 is hereby amended in accordance with Schedule A of this By-law.
3. All other applicable provisions of By-law 2965 shall continue to apply.

Read a first and second time this 10th day of September, 2018.

Read a third time and adopted this 10th day of September, 2018.

Mayor

Clerk



Area to be rezoned from Village Commercial (CV) to Village Commercial Exception 2 (CV-X2)

REPORT NUMBER: 2018-098
REPORT TO COUNCIL: September 10, 2018
RE: Fire Station Update
PREPARED BY: Robert Bowman; Fire Chief

RECOMMENDATION:

THAT Council receive this report for information on the update of the fire station in Maitland.

PURPOSE:

To provide Council all incoming information and supporting documentation regarding the current and new fire station on an ongoing basis

BACKGROUND:

Construction is ongoing at the new station. They are in the process of preparing for footings. The bedrock was higher in the west end then previously thought. This will result in some extra rock removal but as a result less cement will be required. There was a large quantity of rock removal included in the contract, and the structural engineer is looking to reduce the rock removal necessary with a revised foundation design.

Chief Bowman sent new pictures of the OZA gauges to CEL on September 5th and we will provide the report from CEL once received.

We will continue to keep Council informed as this project moves forward.

FINANCIAL IMPACTS:

None at this time.



Robert Bowman
Fire Chief



Ray Morrison
CAO/Treasurer

REPORT NUMBER: 2018-099
REPORT TO COUNCIL: September 10, 2018
RE: Grant Application
PREPARED BY: Robert Bowman; Fire Chief

RECOMMENDATION:

THAT Council receive this report for information.

BACKGROUND:

Through Jenny's Heroes Canada, the Jenny Jones Foundation is offering grants up to \$25,000 to provide safety equipment to Ontario's volunteer fire departments. *"I have a profound respect for anyone who chooses a life of service to the community,"* says Jenny, *"even more so when the risks are great."* Jones grew up in London, Ontario and wishes to give back to her home province.

In May of 2018, the Jenny Jones Foundation reached out to the Ontario Association of Fire Chiefs (O AFC) with a vision to give back to those who serve in their communities, and where a financial contribution would make a significant impact. The O AFC immediately recognized the potential to work with Jenny, by providing a medium to reach those departments in Ontario, where this opportunity would make a difference. In addition, the opportunity aligned well with the O AFC's mandate to provide access to resources that help support our members' role as fire and emergency service leaders in their communities.

Jenny Jones is best known for hosting the nationally syndicated talk show "Jenny Jones," but her resume includes many careers including waitress, bookkeeper, temp worker, fashion model, caterer, comedian, musician, singer, songwriter, author, food blogger, and philanthropist. The Jenny Jones Foundation was established in 2005 as a means to provide assistance to those who are underserved. In 2008 Jones established "Jenny's Heroes", a program where she committed close to two million dollars to be given to individuals who used it to improve their communities. After choosing one hundred Heroes and covering all fifty states, Jones concluded the "Jenny's Heroes" program, but she continues to help communities in need. In the summer of 2016, Jenny donated \$200,000 to fund a new, state-of-the-art playground in her hometown of London, Ontario. The following year, Jenny made a \$50,000 donation to My Sister's Place, a London shelter that provides services to all women without judgement.

Augusta Fire Rescue submitted a grant application for the purchase of 11 new sets of bunker gear. A set of new bunker gear is about \$2,250.00 each and has a life span of 10 years. In 2019 we are due to replace a number of our bunker gear sets due to their age limit so this is perfect timing.

FINANCIAL IMPACTS:

None at this time.



Robert Bowman
Fire Chief



Ray Morrison
CAO/Treasurer

REPORT NUMBER: 2018-100

REPORT TO COUNCIL September 10, 2018

RE: Passing of MCSCS Regulations on Mandatory Certification and Training, Community Risk Assessments and Public Reporting on Fire Department response times

AUTHOR: Rob Bowman, Fire Chief

RECOMMENDATION:

THAT Council accept this report for information purposes.

Introduction:

On May 8, 2018, the Minister of Community Safety and Correctional Services (MCSCS) announced that three new regulations under the Fire Protection and Prevention Act (FPPA) have been filed and will come into force over the next three years. These regulations are

1. Mandatory training and certification for firefighters
 - September 30, 2018: Grandfathering applications are due to the Office of the Fire Marshall and Emergency Management (OFMEM).
 - July 1, 2019: Mandatory Certification of new hires for Public Educators, Suppression Firefighters and Pump Operators is required.
 - January 1, 2020: Mandatory certification required for Fire Inspectors, Officers and Instructors. Deadline for Dispatchers, Investigators, and HazMat to be certified.
 - January 1, 2021: Mandatory Certification required for all Firefighters for specific NFPA 1006 chapters (confined space, ice, rope, surface water, swift water, trench and vehicle).
2. Community risk assessments to inform the delivery of fire protection services
 - Implementation date: July 1, 2019
3. Public reporting on fire department response times
 - Implementation date: January 1, 2020

Background:

A Technical Table was established to examine current and emerging fire safety challenges and opportunities, identify priorities for action, and support the development of evidence-based recommendations that will enhance fire safety in Ontario, much of this was brought forward due to three different Coroners Inquests where firefighter injuries and deaths occurred.

The Technical Table consisted of Ontario Association of Fire Chiefs(OAFC) President, and Vice President; Deputy Chief of Ottawa; Chief of Otonabee-South Monaghan; Chief of Thunder Bay; Deputy Chief of Toronto; Chief of Kingston; OFMEM executive and staff; Ontario Professional Fire Fighters Association (OPFFA); Toronto Fire Fighters Association (TPFFA); Fire Fighters Association of Ontario (FFAO); as well as an Association of Municipalities (AMO) staff member and a lower-tier CAO representative.

It should be noted that the role of the Table was to provide the MCSCS and Minister advice and counsel on minimum standards for fire service qualifications. However, the Minister ultimately decided what recommendations to incorporate into the regulations.

In a letter to stakeholders (Municipalities and Fire Departments) from the Previous Minister, a commitment was made that, "MCSCS will be setting up an implementation table with a specific focus on small and rural communities to address their unique challenges throughout the implementation process." Adding further, the Previous Minister stated that, "To ensure any challenges small or rural fire services may have adapting to the new requirements are mitigated, we will work with these municipalities to assess their current state of readiness and we will provide funding to cover all additional costs associated with this initiative."

Mandatory Training and Certification:

- New firefighters in the roles of Public Educator, Suppression Firefighter (both interior and exterior attack) and Pump Operators hired after July 1, 2019 will have to be certified. Existing Suppression Firefighters and Public Educators hired before July 1, 2019 do not have to be certified, unless they wish to advance ranks. Current Pump Operators do not need to be certified.
- As of January 1, 2020, Fire Inspectors, Fire Officers and Fire Instructors will need to be certified unless they were hired before July 1, 2019 and received grandfathering to the appropriate NFPA standard.
- Individuals do not need to re-train to the new NFPA standards in order to be grandfathered/certified.
- Firefighters who are not certified before being hired by a fire department will be able to work under the supervision of another certified firefighter, via an Internship Program, for up to two years, or possibly with a one-year extension at the discretion of the Fire Marshal.
 - The Fire Chief will be required to document challenges/roadblocks to meeting the certification timeline to be considered for an extension by the Fire Marshal
 - Only individuals who are certified/grandfathered to the appropriate NFPA standard are permitted to supervise intern firefighters.
 - The OFMEM is still working to determine details of the provincial Internship Program.

- Grandfathering has been re-opened to support compliance. Applications are due to the OFMEM by September 30, 2018, under the 2013/14 eligibility criteria.
 - The grandfathering cut-off date applies to those in the role for at least five years as of December 31, 2015.
 - Grandfathering/certification is governed by International Fire Service Accreditation Congress (IFSAC) and Pro Board Fire Service Professional Qualification System (Pro-Board) via the OFMEM as the Authority Having Jurisdiction (AHJ) in Ontario.
 - Grandfathering applies to the individual, not department, so an individual's grandfathering/certification would follow them if they changed departments.

Effects on Augusta Fire Rescue:

Since the beginning of the grandfathering process in 2013/2014 most fire services assumed that the province would move in the direction of certification. Fire services in Ontario were aware of the technical table and what was being discussed. Augusta Fire Rescue started training to NFPA standards in 2016

NFPA 1001, "Standard for Fire Fighter Professional Qualifications", 2013 Edition, Level I – REQUIRED FOR ALL FIREFIGHTERS. To attain this certification firefighters must first attend approximately 68 hours in pre-requisites courses including Standard First Aid/CPR Level "C" HCP, Legislation 101, NFPA 472 Hazardous Materials Awareness and Core Operations. Once a firefighter is certified in the pre-requisites, the must attend the 120-hour NFPA 1001 Firefighter course. Total time required for this certification, approximately 180 hours

NFPA 1001, "Standard for Fire Fighter Professional Qualifications", 2013 Edition, Level 2 – REQUIRED FOR ALL FIREFIGHTERS PERFORMING INTERIOR FIREFIGHTING OPERATIONS. To attain this certification firefighters must first attain the pre-requisite which is to be certified in NFPA 1001 Level 1 which requires 180 hours. The NFPA Level 2 course is an 80-hour course.

For any firefighter in Ontario to become an interior/exterior firefighter they must attend approximately 260 hours in courses.

Currently, Augusta Fire Rescue performs Interior Firefighting including search and rescue of trapped victims. After having attained their Standard First Aid/CPR Level "C" HCP locally, Augusta Firefighters have two options to attain certifications.

1. attend the Ontario Fire College and take 6, 1 week (40 hour) long courses
2. attend an Ontario Fire College Regional Training Centre such as Lyndhurst. Courses at these schools are more flexible for volunteers by offering courses on weekends and evening, but the same number of hours is required.

The Leeds and Grenville Fire Chief's Committee created a subcommittee which includes Chief Bowman, Chief Moore from EDC and Chief Urquhart from Merrickville . The subcommittee is working with OFMEM to be able to provide NFPA certification to Leeds and Grenville Firefighters who are completing in house training, which would mean we could certify our firefighters without them having to travel. This certification is done through regular training nights and with the use of local proctors and lead evaluators within Leeds and Grenville. The subcommittee has also spoken to departments in other counties as Leeds and Grenville is not the only county working towards this goal. There is still a lot of work for the subcommittee to complete but the end goal is in sight.

Augusta Fire Rescue currently has a compliment of 38 firefighters. For NFPA 1001 Level 1, 17 firefighters are grandfathered and 5 are certified. 16 are not able to be grandfathered due to not having the years of service, but also, do not have to be certified because they were hired prior to July 1st, 2019. For NFPA 1001 Level 2, Augusta has 2 grandfathered firefighters and 2 that have attained certification.

When grandfathering was originally opened in 2013/2014, Augusta Fire grandfathered all firefighters that met the grandfathering requirements, which was 17 at the time. We are currently reviewing the eligibility for these members to be grandfathered to NFPA 1001 Level 2.

The remaining 16 members who cannot be grandfathered due not having 5 years service completed by the grandfathering cut-off date of December 31, 2015, or being hired prior to January 1, 2019, according to this regulation do not have to be certified and can stay as Firefighters. However, as this is almost half of our department it poses challenges as we are a volunteer department and therefore have to be multi skilled as you never know who is going to be available to respond. Therefore, it would be in the best interest of The Township of Augusta to ensure these firefighters are certified.

Being able to offer these courses and certification in-house within Leeds and Grenville over a two/three-year period as intern firefighters is the best way to balance the needs of our community with the life and work requirements of a volunteer force.

To become certified in NFPA 1031 Fire Inspector 1, there are 8 hours in Pre-requisite courses including Legislation 101 and NFPA 472 Hazardous Materials Awareness. Then there are 144 hours in courses to attain certification, these courses are Fire Code Parts 2+6 Fire Safety and Fire Protection Equipment, Fire Code Part 9 Retrofit, Courtroom Procedures and Fire Inspector 1. This is a total of 152 hours in training to become certified to NFPA 1031 Fire Inspector 1

Currently there are no firefighters with enough experience in completing inspections or past inspection courses to meet the grandfather requirements and no firefighters interested in taking inspection courses. However Chief Bowman has completed the certification.

Augusta Fire Rescue's Fire Prevention Officer is investigating Public Educator courses at both regional schools and the Ontario Fire College and plans to attend one as soon as possible.

Community Risk Assessments:

- This regulation requires all municipalities to undertake a standardized risk assessment that will be used to inform the development of municipal fire protection services.
- A full risk assessment must be conducted every five years, with monitoring and reviewing conducted annually.
- While this regulation comes into force on July 1, 2019, municipalities have five years from that date to complete a community risk assessment. Therefore, it must be complete by July 1, 2024.
- The OFMEM will be providing municipalities with a risk assessment guideline that includes a sample template to assist in completing the risk assessment.
- If a municipality currently conducts an equivalent risk assessment process, the municipality, upon approval from the Fire Marshal, would not be required to use the template provided by the OFMEM.
- OFMEM will also provide support to small/rural communities who may not be able to complete the risk assessment without assistance.
- A community's ability to pay for municipal fire services is one component to be considered when conducting the risk assessment.
- The risk assessment must consist of the following mandatory profiles as stated in Schedule 1 of the regulation:
 1. **Geographic profile:** The physical features of the community, including the nature and placement of features such as highways, waterways, railways, canyons, bridges, landforms and wildland-urban interfaces.
 2. **Building stock profile:** The types of buildings in the community, the uses of the buildings in the community, the number of buildings of each type, the number of buildings of each use and any building-related risks known to the fire department.
 3. **Critical infrastructure profile:** The capabilities and limitations of critical infrastructure, including electricity distribution, water distribution, telecommunications, hospitals and airports.
 4. **Demographic profile:** The composition of the community's population, respecting matters relevant to the community, such as population size and dispersion, age, gender, cultural background, level of education, socioeconomic make-up, and transient population
 5. **Hazard profile:** The hazards in the community, including natural hazards, hazards caused by humans, and technological hazards.
 6. **Public safety response profile:** The types of incidents responded to by other entities in the community, and those entities' response capabilities.
 7. **Community services profile:** The types of services provided by other entities in the community, and those entities' service capabilities.
 8. **Economic profile:** The economic sectors affecting the community that are critical to its financial sustainability.

9. **Past loss and event history profile:** The community's past emergency response experience, including the following analysis:
- The number and types of emergency responses, injuries, deaths and dollar losses
 - Comparison of the community's fire loss statistics with provincial fire loss statistics.

Effects on Augusta Fire Rescue:

This is almost identical information required by the OFMEM in the past. It was then named a "Simplified Risk Assessment". All of the required profile information has been gathered in the past and we still have the form templates from the OFMEM. Our Fire Service Management software will also make attaining data such as the Past loss and event history profile easy. Although some of the information being asked for is the same as in the past, some of the require information is more in depth.

Completing the initial Community Risk Assessment will be slightly time consuming however the year over year review will take much less time. As it has been completed by staff in the past and the OFMEM will be providing template it is something that can be completed internally.

Public Reporting on Fire Department response times:

- This regulation was created to enhance the consistency of fire safety across the province, increase transparency and accountability, and ensure that fire protection services meet the unique needs of communities.
- There is no definition of "emergency" in the regulation because the Table will determine which incidents and codes should be reported for the purposes of the regulation. This will be completed in the Standard Incident Reporting (SIR) review to be conducted before the regulation comes into force. The SIR review will also include work to define "fire department unit" as referenced in the regulation.
- The public report must set out the following information respecting incidents in which the first fire department unit that arrives on the scene includes at least one volunteer firefighter:

For each time interval, the time interval value must be that the fire department achieves or exceeds 90% of the time.

1. **Alarm transfer time:** The time interval from the receipt of the emergency alarm at the Dispatch until the alarm is first received at the fire department communication centre
 - Responsibility of: *Ontario Provincial Police and City of Brockville Central Dispatch*
2. **Alarm answering time:** The time interval that begins when the alarm is received at the fire department communication centre and ends when the alarm is acknowledged at the communication centre

- Responsibility of: *Ontario Provincial Police and City of Brockville Central Dispatch*
3. **Alarm processing time:** The time interval from when the alarm is acknowledged at the fire department communication centre until response information begins to be transmitted via voice or electronic means to fire department facilities and fire department units.
 - Responsibility of: *City of Brockville Central Dispatch*
 4. **Alarm handling time:** The time interval from the receipt of the alarm at Dispatch until the beginning of the transmittal of the response information via voice or electronic means to fire department facilities or the fire department units in the field –
 - Responsibility of: *City of Brockville Central Dispatch*
 5. **Turnout time:** The time interval that begins when the fire department facilities and fire department units notification process begins by either an audible alarm or visual annunciation or both and ends at the beginning point of travel time.
 - Responsibility of: *Augusta Fire Rescue*
 6. **Travel time:** The time interval that begins when a fire department unit is en route to the incident and ends when the fire department unit arrives at the scene
 - Responsibility of: *Augusta Fire Rescue*
 7. **Initiating action/intervention time:** The time interval from when a fire department unit arrives on the scene to the initiation of emergency mitigation
 - Responsibility of: *Augusta Fire Rescue*
 8. **Total response time:** The time interval from the receipt of the alarm at the Dispatch to when the first fire department unit is initiating action or intervening to control the incident
 - Responsibility of: *Ontario Provincial Police, City of Brockville Central Dispatch and Augusta Fire Rescue*

Effects on Augusta Fire Rescue:

For volunteer fire services this is simply a way to compare your performance to other fire services, there are no standards that must be met, however this information could be used if a Municipality was defending their response to an incident in court.

1. Items 1 to 4 are all based on Dispatch Center performance. Dispatch service is provided to Augusta Fire Rescue by the *City of Brockville Central Dispatch* through an agreement between the City of Brockville and the United Counties of Leeds and Grenville.
2. Items 5 to 7 are based on Augusta Fire Rescue's response performance. In the agreement, the required time intervals must be recorded and retained so this information is readily available. Augusta Fire Rescue staff can easily request, attain and provide this information with very little time required.

Financial Implications

This spring during a public appearance at the Northwestern Ontario Municipal Association (NOMA) Conference, Former Premier Wynne stated that the government is committed to funding the certification costs for full-time and volunteer firefighters. However, it should be noted that no formal funding commitments with a dollar figure have been made to municipalities or fire departments, and with a new government, funding is unknown.

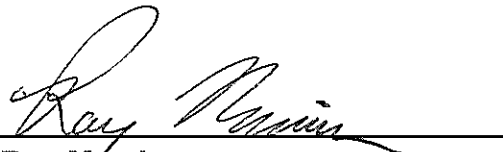
Financial Implications of Mandatory Training and Certification

For a firefighter to become certified in NFPA 1001 Firefighter 1 and 2 the following cost could be incurred

- Ontario Fire College – Approx. \$4300
- Regional Training Schools – Approx. \$4725 - \$5300
- Possible in house (L+G Fire Chiefs Investigating) – approx. \$1000



Rob Bowman
Fire Chief



Ray Morrison
CAO/Treasurer



THE CORPORATION OF THE TOWNSHIP OF AUGUSTA BY-LAW NUMBER 3376-2018

A BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL OF THE TOWNSHIP OF AUGUSTA AT ITS MEETING HELD ON SEPTEMBER 10, 2018

WHEREAS section 5(1) and 5(3) of the Municipal Act S.O. 2001 c.25 states that a municipal power including a municipality's capacity, rights, powers and privileges under section 8 shall be exercised by By-Law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS it is deemed expedient that the proceedings of the Council of the Corporation of the Township of Augusta at this meeting be confirmed and adopted by By-Law;

NOW THEREFORE the Council of the Corporation of the Township of Augusta hereby enacts as follows that:

1. The action of the Council of the Corporation of the Township of Augusta at its meeting held on September 10, 2018, in respect of each recommendation contained in the report of the Committees and each motion and resolution passed and other action taken by Council of the Corporation of the Township of Augusta at its meeting be hereby adopted and confirmed as it fall such proceedings were expressly embodied in the By-Law.
2. The Mayor and the proper officers of the Municipality are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain approvals where required, and except where otherwise provided, the Mayor and the Clerk are hereby directed to execute all documents necessary in that behalf, and the said Clerk is hereby authorized and directed to affix the Corporate Seal of the Municipality to all such documents.

Read a first, second, and third time and finally passed this 10th day of September, 2018

MAYOR

CLERK