

**AGENDA
AUGUSTA TOWNSHIP
C.O.W./REGULAR MEETING
Tuesday December 11, 2018 at 6:30 P.M.**

REGULAR COUNCIL – EXECUTIVE SESSION

- A. Call to Order
- B. Mayor's Opening Remarks
- C. Approval of Agenda
- D. Approval of Minutes of Previous Meetings
- E. Disclosure of Interest and Nature Thereof
- F. Business Arising from the Minutes
- G. Delegations and Presentations
- H. Correspondence and Petitions
 - South Nation Conservation – Streamlining Reviews Letter of Support

I. MOVED TO COMMITTEE OF THE WHOLE

J. COMMITTEE/STAFF REPORTS

**UCLG Council
Recreation
EDTC
Library Board
Operations
Admin & Finance
Fire Department**

Administration and Finance

- Report 2018 – 118 – Police services contract
- Report 2018 – 128 – Police Services Board Appointment
- Report 2018 – 129 – Fence Viewers and Line Fences Appointment
- Report 2018 – 130 – Library Board Appointments
- Report 2018 – 132 – Rental Property Standards Committee Appointment
- Report 2018 – 133 – Committee of Adjustment Appointment
- Report 2018 – 134 – Appointment of an Integrity Commissioner
- Report 2018 – 136 – Retail Cannabis Stores
- Report 2018 – 137 – Bank Signing Authority
- Report 2018 – 138 – Christmas Office Closure

- Report 2018 – 140 – CEMC Report
- Report 2018 – 142 – A/P
- Report 2018 – 143 – Finance and Variance

Operations

- Report 2018 – 141 – Road Construction Phase 2

Planning and Building Services

- Report 2018 – 135 – CBO Report

Protective Services

- Report 2018 – 139 – Fire Station Update

K. RETURN TO REGULAR MEETING OF COUNCIL

L. New and Unfinished Business

M. Notice of Motions

N. By-Laws

- 3382 – 2018 – Police Services Contract
- 3385 – 2018 – Rental Property Stds Committee
- 3386 – 2018 – Committee of Adjustment
- 3387 – 2018 – Fence Viewers & Livestock Evaluators
- 3388 – 2018 – Property Standards Officer
- 3390 – 2018 – Appoint an Integrity Commissioner

O. Announcements

P. Question Period for the Public

Q. Question Period for the Press

R. Closed Session as per Section 239 of the Municipal Act 2001

- Identifiable Individuals
 - Committee Member Selection

S. RISE FROM COMMITTEE OF THE WHOLE IN CAMERA

T. Reporting Out from Closed Session

U. By-law to confirm Proceedings of Council

V. Adjournment



**MINUTES
AUGUSTA TOWNSHIP
C.O.W./REGULAR MEETING**

November 26, 2018

6:30 p.m. at the Municipal Office, 3560 County Road 26

PRESENT:

Mayor Malanka
Deputy Mayor Buckler
Councillor Conklin
Councillor Schapelhouman
Councillor Wynands

PRESS: The Recorder and Times

STAFF PRESENT: Ray Morrison, Annette Simonian, Mike Riberdy, Chief Rob Bowman

REGRETS:

CALL TO ORDER

Mayor Malanka called the meeting to order at 6:30 p.m.

MAYOR'S OPENING REMARKS

APPROVAL OF AGENDA

Moved by Deputy Mayor Buckler, seconded by Councillor Schapelhouman

BE IT RESOLVED THAT the Agenda for November 26, 2018 be adopted.

Carried

APPROVAL OF MINUTES OF PREVIOUS MEETING

Moved by Councillor Schapelhouman, seconded by Deputy Mayor Buckler

BE IT RESOLVED THAT Council approve the minutes of the November 13, 2018 Council meeting as printed and distributed to all members.

Carried

DISCLOSURE OF INTEREST

BUSINESS ARISING FROM THE MINUTES

DELEGATIONS & PETITIONS

- Bonnie Pidgeon-Cougler from the Food Bank

CORRESPONDENCE

MOVED TO COMMITTEE OF THE WHOLE

Moved by Deputy Mayor Buckler, seconded by Councillor Schapelhouman
BE IT RESOLVED THAT Council resolve itself into the Committee of the Whole meeting.
Carried

COMMITTEE REPORTS

UCLG:	Mayor Malanka provided an update
Recreation:	Councillor Conklin provided an update
EDTC:	Deputy Mayor Buckler provided an update
Library Board:	Councillor Wynands provided an update
Operations:	Councillor Schapelhouman provided an update
Finance and Admin:	CAO Ray Morrison provided an update
Fire Department:	Chief Bowman provided an update

ADMINISTRATION AND FINANCE

Report 2018-126

Moved by Councillor Schapelhouman, seconded by Deputy Mayor Buckler
BE IT RESOLVED THAT Council receive, review and approve the payment of the accounts payable invoices 23681 to 23730 through to November 22, 2018 in the amount of \$198,321.92.
Carried

Report 2018-127

Moved by Councillor Conklin, seconded by Councillor Schapelhouman
BE IT RESOLVED THAT Council receive the Elections Accessibility report for information.
Carried

OPERATIONS

PLANNING AND BUILDING SERVICES

PROTECTIVE SERVICES

Report 2018-125

Moved by Councillor Schapelhouman, seconded by Councillor Conklin
BE IT RESOLVED THAT Council receive this report for information on the update of the fire station redevelopment in Maitland.
Carried

RETURN TO REGULAR MEETING OF COUNCIL

Moved by Councillor Conklin seconded by Councillor Schapelhouman
BE IT RESOLVED THAT Council move to a regular meeting of Council.
Carried

NEW AND UNFINISHED BUSINESS

NOTICE OF MOTIONS

BY-LAWS

ANNOUNCEMENTS

- Outgoing Council thanked Council and Staff for a productive four years and best wishes to the new Council-Elect.

QUESTION PERIOD FOR THE PUBLIC

QUESTION PERIOD FOR THE PRESS

CLOSED SESSION AS PER SECTION 239 OF THE MUNICIPAL ACT 2001

RISE FROM COMMITTEE OF THE WHOLE IN CAMERA

REPORTING OUT OF CLOSED SESSION

BY-LAW TO CONFIRM PROCEEDINGS OF COUNCIL

Moved by Councillor Schapelhouman, seconded by Councillor Conklin
BE IT RESOLVED THAT By-Law No. 3384-2018 confirm the proceedings of council of the Township of Augusta at its meeting held on November 26, 2018 be read a first time, a second time, a third time, and be enacted as read.
Carried

ADJOURNMENT

Moved by Councillor Conklin, seconded by Councillor Schapelhouman
BE IT RESOLVED THAT this Council do now adjourn at 7:07 pm until December 3, 2018 at 6:30 p.m. or until the call of the Mayor subject to need.
Carried



Memorandum

To: Mayor Doug Malanka, Council, CAO Ray Morrison
Augusta Township
From: Michelle Cavanagh, Team Lead, Stewardship
Date: June 7, 2018
RE: Streamlining Reviews Under the Amended Fisheries Act

Proposed amendments to the Fisheries Act, introduced in February 2018, could result in more rigorous reviews for projects impacting watercourses. Locally, this could mean delays in receiving approval to proceed with projects. Projects in our area are currently being reviewed by Fisheries and Oceans Canada (DFO) in Burlington or Winnipeg.

South Nation Conservation (SNC) has a strong history of working collaboratively with local municipalities, community groups and residents on projects related to water resources. Our staff have the local knowledge and expertise required to make informed decisions on project proposals, and we are committed to ensuring that projects proceed successfully while fulfilling our mandate to protect people and the environment.

This history and local expertise is recognized by DFO. In the past, SNC had an agreement with Fisheries and Oceans Canada that allowed trained SNC staff to review projects under the Fisheries Act. These reviews were done in conjunction with our reviews under the Conservation Authorities Act. This allowed municipalities and residents to submit one application, to one agency, and receive both approvals.

We are hopeful we can return to this model as the proposed amendments to the Fisheries Act move through the parliamentary process, and as regulations and policies are developed.

Letters to support this review have been sent to local MPs, MPPs, County Federations of Agriculture, and Chapter 6 of the Drainage Superintendents Association of Ontario.

Sincerely,

Michelle Cavanagh,
Team Lead, Stewardship.
613-984-2948 x 304
mcavanagh@nation.on.ca

Ottawa



Augusta

EDWARDSBURGH
CARINGAL



North
Grenville



ation



Champlain



December 11, 2018

The Honourable Dominic LeBlanc
Minister, Fisheries and Oceans Canada
200 Kent St
Station 15N100
Ottawa ON K1A 0E6

Re: Request for Support: Streamlining Reviews Under the Amended Fisheries Act

Dear Minister LeBlanc,

The proposed amendments to the Fisheries Act, introduced on February 6th, 2018, signal an encouraging commitment to protecting and enhancing Canada's aquatic resources.

In the past, Conservation Authorities like South Nation Conservation (SNC), had agreements with Fisheries and Oceans Canada which allowed locally trained SNC staff to review projects under the Fisheries Act, in conjunction with reviews under the Conservation Authorities Act.

The Township of Augusta is very familiar with SNC's strong history of working collaboratively with local municipalities, community groups and residents on projects related to water resources. Their staff have local knowledge and expertise required to make informed decisions on project proposals, and they are committed to ensuring that projects proceed successfully while also fulfilling their mandate to protect people and the environment.

Our municipality has completed numerous projects with SNC, as well as facilitated interactions between our residents and SNC staff. We are very supportive of a streamlined approach to project reviews under Fisheries Act and Conservation Authorities Act.

We respectfully submit our support for this position as amendments to the Fisheries Act move through the parliamentary process, and as regulations and policies are developed.

Sincerely,

Doug Malanka,
Mayor
Corporation of the Township of Augusta

REPORT NUMBER: 2018-118
REPORT TO COUNCIL: December 11, 2018
RE: POLICE SERVICES AGREEMENT
AUTHOR: Ray Morrison, CAO/Treasurer

RECOMMENDATION:

THAT the Mayor and Clerk be authorized to enter into an agreement for the provision of police services effective January 1, 2019 to December 31, 2022.

REPORT:

The 2012 Annual Report of the Auditor General of Ontario contained recommendations relative to OPP billing which set out that the OPP, in conjunction with Municipalities, the Ministry of Community Safety, Correctional Services and the Ministry of Finance should:

- Seek ways to simplify and make more transparent its cost-recovery methods and consider whether various grants and credits should be amalgamated into one all- encompassing costing formula;
- Address the issues in its costing and billing methods that result in municipalities paying different rates and consider phasing in cost increases over time rather than when contracts are renewed; and
- Consider establishing a policy that would require identifying all costs for providing services to support municipal police forces as well as the proportion to be recovered.

Municipal Policing costs consist of Base Service costs and Calls for Service costs. Base Service is defined as that part of the cost for providing a base level of infrastructure, supervision, administration and sufficient front-line policing. Calls for Service is defined as that part of the cost related to requests for police assistance that involve attendance by an officer.

Under the former methodology, the Base Service costs were determined on the basis of a standard province-wide average cost per property and Calls for Service Costs were based on the proportionate share of weighted time spent on calls for service, as determined from four years of historical data.

The new billing methodology was approved by the Province on August 13, 2014. The new billing formula is based on a base service cost that each of the 324 OPP-serviced municipalities will pay plus the cost of the actual calls for service. Base service costs will be an estimated 60% of what a municipality will pay (i.e. fixed costs). Base service costs will be calculated on a per property basis for households, including seasonal,

commercial and industrial properties. The calls for services costs are estimated to be about 40% of what a municipality will pay (i.e. the variable cost) and will be based on the individual municipal usage level.

The Township of Augusta has been provided a 2019 Municipal Police Billing Statement from the OPP setting out the associated costs under the new methodology. The calls for service fees are estimated and will be subject to adjustment based on actual calls. Total estimated cost of policing in Augusta for 2019 will increase by \$11,675 (1.1%), from \$1,023,254 to \$1,034,929, offset by a 2017 year-end adjustment of \$10,718 for a net billing for 2019 of \$1,024,211.

In order to continue to provide policing services to the residents of Augusta Township, it is necessary to enter into a contractual agreement with the OPP. The alternative to a contractual agreement would be to form a Township Police Department, an option which is not feasible, or perhaps at some future date to provide the service through a county police force, an option which is not currently available.

A copy of the proposed contract is attached as Appendix 1 to this report and includes the estimated costs for the provision of Police services in Augusta Township for 2019. The OPP is requesting that we adopt a by-law confirming that we will enter into a contractual relationship for the provision of police services. As noted above there are few options available to the municipality for the provision of a service which is required under provincial legislation to be provided by municipalities. The length of the contract can vary from 3 years to 6 years and the contract includes a clause for cancellation on the basis of a 1 year notice. It is recommended that we contract the OPP for a four year period to align with the term of Council.

FINANCIAL IMPACT:

The impact of the police services funding changes will be taken into consideration in the 2019 draft budget.

Ray Morrison
CAO/Treasurer

THE CORPORATION OF THE TOWNSHIP OF AUGUSTA

BY-LAW NO. 3382-2018

BEING A BY-LAW TO AUTHORIZE THE EXECUTION OF AN AGREEMENT BETWEEN THE MINISTRY OF COMMUNITY SAFETY AND CORRECTIONAL SERVICES OF ONTARIO ("ONTARIO") AND THE CORPORATION OF THE TOWNSHIP OF AUGUSTA ("THE MUNICIPALITY") FOR THE PROVISION OF POLICE SERVICES UNDER SECTION 10 OF THE POLICE SERVICES ACT, R.S.O. 1990, c. P. 15

WHEREAS the Corporation of the Township of Augusta deems it necessary to comply with Section 10 of the Police Services Act, R.S.O. 1990, c. P. 15;

AND WHEREAS under Section 4(1) of the Police Services Act, R.S.O. 1990, c. P. 15, as amended, (the Act), the Municipality is required to provide adequate and effective police services in accordance with its needs;

AND WHEREAS under Section 5 of the Act, the Municipality's responsibility for providing police services may be discharged by entering into an Agreement with Ontario under Section 10 of the Act;

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

1. That the Corporation of the Township of Augusta enter into an Agreement with the Ministry of Community Safety and Correctional Services for Police Services, and that the said contract shall be known as Schedule "A" attached hereto to this By-law.
2. That the Mayor and Chief Administrative Officer are hereby authorized to execute such Agreement and Affix the Corporation Seal thereto.
3. By-Law 3146-2015 is hereby rescinded January 1, 2018.
4. All other By-Laws inconsistent herewith are hereby repealed.
5. This by-law shall be in force and effect as of January 1, 2019.

Read a first and second time this 11 day of December 2018.

Read a third time and passed this 11 day of December 2018.

MAYOR

CLERK

Schedule A By-law 3382-2018

The term of this Agreement, made in 2 originally executed copies, is from the 01st day of January 2019, to the 31st day of December 2022.

**AGREEMENT FOR THE PROVISION OF POLICE SERVICES
UNDER SECTION 10 OF THE POLICE SERVICES ACT, R.S.O. 1990, c. P.15, as am.**

BETWEEN:

**HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO AS REPRESENTED BY THE
MINISTER OF COMMUNITY SAFETY AND CORRECTIONAL SERVICES**

(“Ontario”)

OF THE FIRST PART

AND:

**THE CORPORATION OF THE TOWNSHIP OF AUGUSTA
(the “Municipality”)**

OF THE SECOND PART

RECITALS:

- (a) Under s. 4(1) of the *Police Services Act*, R.S.O. 1990, c. P.15, as am., the Municipality is required to provide adequate and effective police services in accordance with its needs;
- (b) Under s. 5 of the *Police Services Act*, the Municipality's responsibility for providing police services may be discharged by entering into an Agreement with the Solicitor General under s. 10 of the Act;
- (c) Pursuant to Order-in-Council 497/2004, the powers assigned to the Solicitor General in law, including those set out in the *Police Services Act*, have been transferred to the Minister of Community Safety and Correctional Services; therefore, all references to the Minister of Community Safety and Correctional Services shall be deemed to include the powers previously exercised by the Solicitor General;
- (d) The Municipality has expressed its intent to provide police services, in pursuance of its responsibilities under s. 5 of the *Police Services Act*, by means of this Agreement, as evidenced by by-law number 3382-2018, dated November 12, 2018 (attached as Schedule “A”);
- (e) This Agreement reflects the intent of the parties to provide an adequate and effective level of police services for the Municipality as set out in the "Contract Policing Proposal," dated October 11, 2018 (attached as Schedule “B”);

NOW THEREFORE, in consideration of the premises and covenants herein, the parties agree as follows:

1. The parties warrant that the recitals are true.

Definitions

2. In this Agreement:

- (a)** "Annual Billing Statement" means a statement prepared by Ontario and submitted to the Municipality for review and approval which contains:
 - (i) the Municipality's policing costs for the year following the year in which the statement is prepared, based on an estimate of salary, benefits, overtime, shift premium, statutory holiday payouts, prisoner transportation, court security (if applicable), and accommodation/cleaning (if applicable); and
 - (ii) a year-end adjustment reconciling salary, benefits, overtime, shift premium, statutory holiday payouts, prisoner transportation, court security (if applicable), and accommodation/cleaning (if applicable) costs to those billed for the preceding year.
- (b)** "Board" means Township of Augusta Police Services Board.
- (c)** "Commissioner" means the Commissioner of the O.P.P.
- (d)** "Detachment Commander" means the O.P.P. officer in charge of Grenville County Detachments.

General Provisions

- 3.** Ontario shall provide adequate and effective police services in accordance with the needs of the Municipality in compliance with the terms and conditions of the Agreement. The Municipality shall pay Ontario for the police services provided under this Agreement in accordance with this Agreement.
- 4.** The Commissioner shall ensure that the Detachment Commander responds appropriately to the Board's objectives and priorities for police services, developed after consultation with the Detachment Commander, pursuant to s. 10(9)(b) of the *Police Services Act*.
- 5.** The Commissioner shall cause the Detachment Commander or his or her designate to report to the Board at mutually agreed upon intervals in accordance with the *Police Services Act* regarding the provision of police services in and for the Municipality. The O.P.P. will determine the information to be contained in the reports and the format in which they will be provided.
- 6. (a)** For the purposes of s. 10(6) of the *Police Services Act*, the O.P.P. shall provide police services to the Municipality, including the enforcement of mutually agreed upon by-laws. The parties shall review this part of the agreement annually, with a view to revising or updating the list of by-laws requiring O.P.P. enforcement.

- (b) Municipal Building Code violations overseen by the Municipality's Building Code inspector and those by-laws related to animal control will not form part of this Agreement.
7. The parties agree that sections 132 and 133 of the *Police Services Act* will be applied as if the Grenville County Detachment of the O.P.P. was a municipal police force, and as if the Detachment Commander was a Chief of Police.

Service Levels

8. (a) Ontario shall cause the Commissioner to assign police officers and other persons to duties relating to the police services in and for the Municipality so as to provide the municipality adequate and effective policing services.
- (b) Where the Municipality receives dedicated enhancement positions, it shall be responsible for all costs associated with those dedicated resources. In the event that the Municipality decides to reduce the number of enhancement positions, it shall provide Ontario with at least one year's prior written notice and shall be responsible for all costs associated with such reduction.

Liability of Ontario

9. The O.P.P. shall be liable for any damages that may arise as a result of any negligent acts or omissions of its members in the performance of this Agreement.

Provincial Services Usage

10. The O.P.P. as legislated by the *Police Services Act*, must be capable of providing provincial level response that can be mobilized for emergencies, disaster or specialized needs. The O.P.P. may meet this requirement by deploying resources that normally would be assigned to the Detachment that serves the Municipality. The O.P.P. shall ensure that in the event resources are deployed to a situation requiring provincial level response, appropriate resources remain available to the Detachment to provide adequate and effective policing to the Municipality. The use of O.P.P. officers in cases where there is a provincial obligation to respond will be accounted for as part of the billing model.

Equipment and Facilities

11. Ontario shall supply or cause to be supplied all vehicles and equipment reasonably necessary and appropriate for the use of the O.P.P. in providing police services under this Agreement.
12. The parties will enter into negotiations concerning the provision and payment of appropriate buildings and rental agreements, including, but not limited to, location, leasehold improvements, and capital costs, where applicable.

Adequacy Standards Regulation

13. The O.P.P. shall undertake and be responsible for ensuring that all mandatory standards of adequate and effective police services as required by *Ontario Regulation 3/99* under the *Police Services Act* are met and maintained.
14. The Detachment Commander shall provide the Board with reasonable documentation, as agreed upon between the Board and the O.P.P., to allow the Board to evaluate the services and satisfy itself that adequate and effective standards and policies are in place.
15. It shall be the responsibility of the Board to monitor the delivery of police services to ensure that the provisions of the *Ontario Regulation 3/99* under the *Police Services Act* are satisfied on an ongoing basis.

Cost of Police Services

16. (a) On or before October 01st in each year, Ontario shall prepare and deliver to the Municipality for review and approval, the Annual Billing Statement for the following year, together with sufficient documentation and information reasonably necessary to explain and support the billing.

(b) The Municipality shall review the Annual Billing Statement upon receipt and, within 90 days of such receipt, shall approve the Annual Billing Statement or deliver to Ontario a request to review the Annual Billing Statement.
17. (a) In the event that the Municipality fails to approve or request a review of the Annual Billing Statement within 90 days of receipt, the Municipality shall be deemed to have approved the Annual Billing Statement.

(b) In the event that the Municipality requests a review of the Annual Billing Statement as provided in this paragraph, the Annual Billing Statement shall be approved, or amended and approved in accordance with Section 18.
18. Where the Municipality has delivered to Ontario a request to review the Annual Billing Statement, Ontario shall carry it out expeditiously, and Ontario shall cooperate to permit such a review to be carried out. If the parties are unable to agree on the Annual Billing Statement, either party may submit the matter to the dispute resolution mechanisms set out in paragraphs 22 and 23. In the event that the Municipality delivers a request to review to Ontario, the Annual Billing Statement shall be deemed to apply during the period of review.
19. The Municipality shall make monthly installment payments to Ontario due no later than 30 days following receipt by the Municipality of each monthly invoice, each one being one twelfth of the Annual Billing Statement for that year. Any amounts which have become due and owing shall bear interest at the rate set by the Minister of Finance from time to time.

20. Ontario shall keep all records, statements of account, invoices and any other such documents necessary to support the Annual Billing Statement, and all such records shall be kept for a period of seven years. Ontario shall permit the Municipality, upon notice to Ontario, to examine all such records and books of account and conduct a review of the Annual Billing Statement.
21. Upon the approval or deemed approval of the Annual Billing Statement, as provided in this Agreement, adjustments shall be made in the amounts paid by the Municipality by installment so that (i) the total amount paid in respect of the preceding year is equal to the amount shown on the approved Annual Billing Statement and (ii) the installments for the year following the year in which the statement is prepared are each equal to one twelfth of the approved Annual Billing Statement. Any amounts payable by one party to the other shall be paid to the appropriate party in the remaining monthly billings for the year following the year in which the statement is prepared.

Dispute Resolution Mechanisms

22. (a) The provisions of this paragraph apply in the event of a dispute between the Municipality and Ontario concerning financial and related issues arising out of the interpretation, application, administration, or alleged violation of this Agreement (“Financial Disputes”) or between the Board and the O.P.P. concerning policing issues arising out of the interpretation, application, administration, or alleged violation of this Agreement (“Policing Disputes”).
 - (b) In the event that a dispute arises, the Detachment Commander, or representative, and the Municipality or the Board, as the case may be, or their representative, shall meet within 30 days of such dispute arising, and use all best good faith efforts to resolve the dispute.
 - (c) If the dispute remains unresolved, the Regional Commander, or representative, and the Municipality or the Board, as the case may be, or representative, shall meet and use all best good faith efforts to resolve the dispute.
 - (d) If the dispute remains unresolved, the Commissioner, or Deputy Commissioner, and the Municipality or the Board, as the case may be, or representative, shall meet and use all best good faith efforts to resolve the dispute.
 - (e) If a Financial Dispute remains unresolved, the issue may be referred to mediation by either party, and each party shall use all good faith efforts to resolve the dispute.
23. (a) Financial Disputes that cannot be resolved through any of the methods described within paragraph 22, may be referred to and settled by binding arbitration. The provisions of the *Arbitration Act, 1991* shall apply to any such arbitration, unless otherwise indicated below:
 - (i) The language of the arbitration shall be English.

- (ii) The place of the arbitration shall be the Township of Augusta
 - (iii) Each party agrees that the arbitration shall be conducted in a summary manner to ensure a full hearing in a cost effective and efficient manner.
 - (iv) Each party shall make prompt full disclosure to the other and, subject to the availability of an arbitrator the arbitration shall be commenced within 30 days of the conclusion of the meeting with the Commissioner, or the mediator, if applicable.
 - (v) Each party shall be responsible for its own legal expenses and for an equal share of the fees and expenses of the arbitration and any other related expenses. Section 54 of the *Arbitration Act* shall not apply; the arbitrator shall have no right to make an award relating to costs.
 - (vi) The parties shall have no right of appeal to a final decision of an arbitrator.
- (b) Policing Disputes shall not be subject to mediation or arbitration.
- (c) Neither party shall be entitled to proceed to mediation or arbitration until all of the meetings referred to in paragraphs 22 have been held, and each party undertakes to exert all best good faith efforts to resolve the dispute in those meetings.
- (d) Mediations or arbitrations of disputes conducted under this Agreement shall remain closed to the public. All parties to any dispute shall keep all details, admissions or communications made in the course of the dispute resolution process strictly confidential, nor shall such information be admissible in any legal proceeding, except as follows:
- (i) on consent of all parties;
 - (ii) as may be ordered by a court of competent jurisdiction;
 - (iii) the final decision of the arbitrator may be released.
- (e) Each of the meetings outlined in paragraph 22 shall be commenced no earlier than 15 days, and concluded no more than 30 days, from the conclusion of the prior stage unless the parties otherwise agree.
- (f) Notwithstanding any of the above provisions, nothing in this Agreement shall be construed so as to give the Municipality or the Board the right to alter any policy of the O.P.P. or the Ministry. Nothing in this Agreement shall be construed so as to give the Municipality or the Board, the right to supercede or vary the duties and obligations of the Solicitor General pursuant to s. 3(2) of the *Police Services Act*, or of the Commissioner pursuant to s. 17 and s. 41 of the *Police Services Act*, and further, the rights of the Municipality and the Board pursuant to the Agreement are subject to the Municipality's obligations under s. 4 of the *Police Services Act*.

Detachment Commander Selection

24. The Detachment Commander shall be selected from a short-listed pool of candidates as determined by the OPP in accordance with its relevant provincial policies. Following the formulation of the short-list, a joint committee consisting of Board members and persons nominated by the Commissioner, shall select the successful candidate in accordance with the process set out in the OPP's provincial policies.

Notice

25. Any notice, statement, invoice or account to be delivered or given by any of the below listed groups to any other of them shall be delivered to such groups using the delivery methods as listed below. Any notice, statement, invoice or account sent by mail shall be deemed to be received on the third day following the date of mailing unless shown to the contrary, and if sent by fax or by email, it shall be deemed to be received on the date it was sent. Any group may change its contact information by giving notice provided herein:
- (a) by mail to Ontario addressed to: The Minister of Community Safety and Correctional Services, 25 Grosvenor Street, 11th Floor, Toronto, Ontario, M7A 1Y6, or by fax to (416) 325-6067.
 - (b) by mail to the Commissioner addressed to: The Commissioner, Ontario Provincial Police, 777 Memorial Avenue, Orillia, Ontario, L3V 7V3, to the attention of the Manager, Municipal Policing Bureau, by fax to (705) 330-4191, or by email to opp.municipalpolicing@opp.ca
 - (c) by mail to the Municipality addressed to: The Mayor, Township of Augusta, 3560 County Road 26, R.R. #2, Prescott, Ontario, K0E 1T0, or by fax to (613) 925-3499
 - (d) by mail to the Board addressed to: The Township of Augusta Police Services Board, 3560 County Road 26, R.R. #2, Prescott, Ontario, K0E 1T0, or by fax to (613) 925-3499

Commencement and Termination of Agreement

26. Notwithstanding the date upon which this Agreement is signed, the term of this Agreement shall commence on the 01st day of January 2019, and shall conclude on the 31st day of December 2022.
27. Either party to this Agreement may terminate this Agreement upon one year written notice of termination to the other party, in which case this Agreement shall terminate one year following the delivery of such notice. Should a notice to terminate be given, the Municipality shall continue to be obligated to pay for the cost of providing police services under this contract to, and including the date of such termination and Ontario shall continue to be responsible to provide the services outlined in this Agreement.
28. Should the Municipality's designated responsibility to provide policing under the *Police Services Act* be changed, either by statute or government interpretation, the Municipality maintains its right upon being so informed to give written notice of its intention to terminate this Agreement forthwith.

Entire Agreement

29. This Agreement and the schedules attached constitute the entire Agreement between the parties, and there are no representations, warranties, collateral agreements or conditions affecting this Agreement or the relationship of the parties or supported hereby other than as expressed herein in writing. Any amendment to this Agreement must be in writing, duly executed by the parties.

IN WITNESS WHEREOF, the Municipality has affixed its Corporate Seal attested by the signature of its duly authorized signing officers, and the Deputy Minister of Community Safety, Ministry of Community Safety and Correctional Services has personally signed this Agreement to be effective as of the date set out herein.

FOR ONTARIO

Deputy Minister of Community Safety

FOR THE MUNICIPALITY

Township of Augusta

Mayor

Clerk

Date signed by the Municipality _____

SCHEDULE “B”

PROPOSAL FOR POLICE SERVICES



The Township of Augusta

Contract Policing Proposal

Prepared by: Sergeant Josée Sabourin
Ontario Provincial Police
Municipal Policing Bureau

Date: October 11, 2018

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Executive Summary

The Ontario Provincial Police (OPP) has over 100 years of experience in providing effective community-based policing and protection throughout Ontario. The OPP has provided municipal police services under contract for over 70 years and currently maintains contracts with over 140 communities across Ontario.

The Township of Augusta requested a contract proposal for OPP municipal policing. This proposal is based on the OPP Billing Model, with the Township paying an amount equal to the sum of its allocated portion of the OPP's total municipal policing Base and Calls for Service costs, as well as the costs for Overtime, Prisoner Transportation, Court Security, and Accommodation/Cleaning Services as applicable. Where a municipality chooses to receive police services from the OPP pursuant to a contract, the OPP will provide the level of police services required to provide adequate and effective policing, including providing the services set out in Regulation 3/99, Adequacy and Effectiveness of Police Services under the *Police Services Act*.

This proposal reflects the integrated policing concept, incorporating a police services contract for the Township of Augusta with OPP highway patrol services and provincial responsibilities under one administration. The resources will be deployed to the municipality from the Grenville County OPP Detachments.

The Grenville County OPP Detachment Commander will be responsible to oversee all aspects of service delivery. The detachment management including Staff Sergeant(s) and Sergeant / Platoon Leaders as applicable will provide assistance and supervision to members of the Grenville County Detachments.

It is the intent to maintain all existing community service programs and community policing committees, in consultation with the Police Services Board.

Any new community service program considered may be implemented after consultation with the Township of Augusta Council, the Township's Police Services Board and the Grenville County OPP Detachment Commander.

When a municipality chooses to receive police services from the OPP under contract, the OPP will ensure that the municipality receives adequate and effective police services in accordance with the *Police Services Act* and Regulations. The shared infrastructure of the OPP broadens local access to resources, expertise, solutions, training and management without duplicating services. The Township of Augusta will continue to benefit as additional staff are readily available from within the Grenville County OPP Detachments as well as neighboring detachments and regions, should the need arise.

The Township of Augusta will be required to maintain a Police Services Board, as mandated by Section 10 of the *Police Services Act* that will generally determine objectives and priorities for police services within the community, after consultation with the Detachment Commander. The Commissioner is committed to ensuring that the Detachment Commander of the Grenville County OPP Detachments responds appropriately to the Board's advice and priorities in a manner consistent with the Board's identified concerns, expectations and needs.

It is long-standing OPP policy and practice to be accountable to the communities we serve. The Commander of the Grenville County OPP Detachments, or designee, will report to the Police Services Board on a regular basis, as per the direction of the Board. The OPP is experienced in being accountable to the municipalities we serve. With over 100 contracts currently in place and future

contracts pending, there is great emphasis placed on OPP accountability to Police Services Boards.

The OPP is required to provide provincial level emergency response that can be mobilized in times of emergency, disaster or a specialized investigative need. The OPP meets such emergent needs, on an on-call, as-needed basis, by deploying small numbers of officers from multiple locations and assignments, both provincial and municipal. During such times, the OPP is responsible to ensure that appropriate resources remain in place to make certain the municipality receives adequate and effective police services in accordance with the *Police Services Act* and Regulations. The use of OPP officers in cases where there is a provincial obligation to respond will be accounted for as part of the billing model.

If the Township of Augusta chooses to accept an OPP contract for its policing service, the Grenville County OPP Detachment Commander will assign resources, focusing on meeting the Township's unique policing needs.

Value for the Township of Augusta:

- Assurance of adequacy and effectiveness of police services;
- Dedication to resolving community issues through local involvement and community policing committees;
- Availability of additional staffing support from neighbouring detachments, regional headquarters and general headquarters;
- Work with the Detachment Commander in determining the local policing priorities and objectives through the Township's Police Services Board; and
- Access to a comprehensive infrastructure and specialized services

The estimated policing cost for 2019 associated to this proposal as presented in the Annual Billing Statement is **\$1,034,929**. This amount is reflective of the most current cost estimates under the OPP Billing Model, exclusive of the year-end adjustments.

The year-end adjustment for the year 2017 totalling **\$-10,718** is listed separately from the 2019 estimated cost, but forms part of the Grand Total Billing as shown near the bottom of the Annual Billing Statement.

Not included in this proposal are:

- The cost of maintaining the Police Services Board
- Any applicable revenues accruing to the municipality as a result of police activity

OPP 2019 Annual Billing Statement

Augusta Tp

Estimated cost for the period January 1 to December 31, 2019

Please refer to www.opp.ca for 2019 Municipal Policing Billing General Information summary for further details.

			Cost per Property \$	Total Cost \$
Base Service	Property Counts			
	Household	3,097		
	Commercial and Industrial	123		
	Total Properties	3,220	189.54	610,319
Calls for Service	Total all municipalities	156,778,914		
	Municipal portion	0.2408%	117.23	377,476
Overtime			7.47	24,047
Prisoner Transportation	(per property cost)		2.27	7,309
Accommodation/Cleaning Services	(per property cost)		4.90	15,778
Total 2019 Estimated Cost			321.41	1,034,929
Year Over Year Variance (estimate for the year is not subject to phase-in adjustment)				
2018 Estimated Cost per Property			318.67	
2019 Estimated Cost per Property (see above)			321.41	
Cost per Property Variance	(Increase)		2.74	
2017 Year-End Adjustment				(10,718)
Grand Total Billing for 2019				1,024,211
2019 Monthly Billing Amount				85,351

OPP Contacts

Please forward any questions or concerns to Inspector June Dobson, Detachment Commander, Grenville County Detachments, or Sergeant Josée Sabourin, Municipal Policing Specialist, Municipal Policing Bureau, OPP General Headquarters.

Inspector June Dobson (613) 925-4221

Sergeant Josée Sabourin (705) 329-6238

REPORT NUMBER: 2018-128

REPORT TO COUNCIL December 11, 2018

RE: Police Services Board (PSB) Appointment

AUTHOR: Annette Simonian, Clerk

RECOMMENDATION:

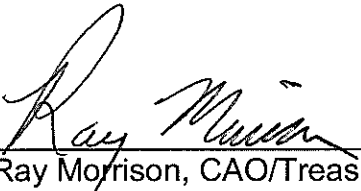
THAT Council appoint Glenn Mackey as the Township representative on the Police Services Board for the term of Council 2018-2022.

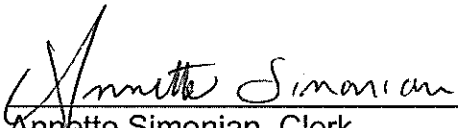
REPORT

The Police Services Board is composed of 3 members:

- Member appointed by the Township
- Member appointed by the Province
- Head of Council

The appointment of the Township's Police Services Board member has ended and it is necessary to appoint a board member for the new term of Council. The current Township appointee has indicated that he would like continue to serve for the new term of council.


Ray Morrison, CAO/Treasurer


Annette Simonian, Clerk

REPORT: 2018 – 129
COUNCIL: December 11, 2018,
PREPARED BY: Annette Simonian, Clerk

RE: Appointment of Township Officers for the term of council

RECOMMEND:

THAT Council receives and adopts By-Law 3387-2018, being a by-law to Appoint Fence Viewers and Livestock Evaluators as Township Officers for the term of Council and set their Remuneration.

BACKGROUND:

The Line Fences Act requires the Council of every local municipality to appoint fence viewers and fix their remuneration to be paid to the fence-viewers.

The purpose of the Act is to provide a procedure for the resolution of line fence disputes between owners of adjoining properties. Resident land owners may request fence viewers to help resolve a dispute related to location, cost and type of fencing which may be required. The Fence Viewer can also apportion costs and decide on the proportion of a new fence or fence repair will be borne by each landowner.

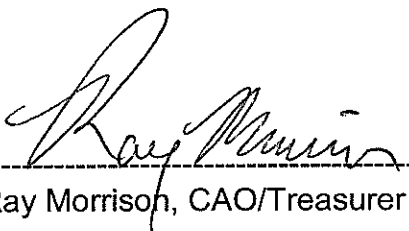
Under the Protection of Livestock and Poultry from Dogs Act, every municipality must appoint one or more persons as evaluator for the purposes of the act as well as for the purpose of taking part in the Ontario Wildlife Damage Compensation Program. Where a dog kills or injures livestock or poultry, the local municipality is liable to the owner of the livestock or poultry for the amount of damages.

A municipality may also pass a by-law to provide compensation for livestock or poultry that are killed or injured by wild animals. Whereas the municipality is responsible for compensation of livestock when killed by a dog, the Ontario Wildlife Damage compensation program provides for compensation funding for livestock killed or injured by wildlife as part of the Growing Forward Program.

By-Law 3387-2018 is a By-Law appointing officers for the term of Council.

FINANCIAL IMPACTS:

There are no proposed changes in the budget with respect to the compensation provided to these for the Officers.


Ray Morrison, CAO/Treasurer


Annette Simonian, Clerk



THE CORPORATION OF THE TOWNSHIP OF AUGUSTA

BY-LAW NUMBER 3387 - 2018

**A BY- LAW TO APPOINT TOWNSHIP OFFICERS FOR THE
TERM OF COUNCIL AND SET THEIR REMUNERATION**

WHEREAS under the Line Fences Act the Council of every local municipality shall by by-law appoint fence viewers and

WHEREAS the Ontario Wildlife Damage Compensation Program compensates eligible applicants whose livestock and/or poultry have been injured or killed as a result of wildlife or whose bee colonies has been damaged as a result of wildlife and

**NOW THEREFORE THE COUNCIL OF THE TOWNSHIP OF AUGUSTA ENACTS AS
FOLLOWS:**

1. That the following persons shall act as Township Officers for the term of council and shall receive for their services the rates herein after named:

2.

LIVESTOCK EVALUATORS

Jonas Cole, Rob Jones, Duaine McKinley and
Ron Covey
\$60.00 per trip

FENCE VIEWERS

Jonas Cole, John Ashby, Rob Jones
Duaine McKinley and Ron Covey
\$60.00 per trip

3. That mileage has been included in the rate per trip.
4. That the persons named shall hold office for a four year term or at the pleasure of Council.
5. By-Law 3128-2014 is hereby rescinded and all other by-laws inconsistent herewith are hereby repealed.
6. That this By-Law shall come into full force and effect at the time of passing.

READ a first and second time this 11 day of December, 2018.

READ a third time and passed this 11 day of December, 2018.

Mayor

CLERK

REPORT NUMBER: 2018-130
REPORT TO COUNCIL December 11, 2018
RE: Library Board Appointments
AUTHOR: Annette Simonian, Clerk

RECOMMENDATION:


THAT Council appoint the following to the Augusta Library Board for the term of Council 2018-2022:

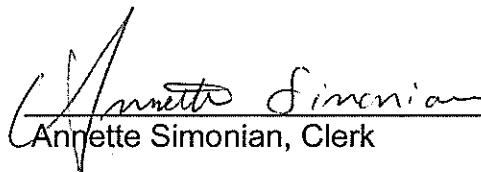
Gary Thornhill	Fran Wright	Anne Barabash
Daphne Smith	Jack Tennant	Cheryl McCorkell
Barry Dejong	Jacquie Kelly	Michele Bowman

REPORT

The appointment of the current Library Board members has ended and it is necessary to appoint Board members for the new term of Council. All the present Library Board members elected to stay on for the new term with one addition.

The Board discussed the Board's composition at their meeting and recommends that Council reappoint present members that expressed an interest to remain on the Board and that Barry Dejong and Jacquie Kelly be appointed to the Board as new members. In addition, Council will appoint one Council Member to the Board to serve as the Township's representative.


Ray Morrison, CAO/Treasurer


Annette Simonian, Clerk

REPORT NUMBER: 2018 - 132

REPORT TO COUNCIL December 11, 2018

RE: Rental Property Standards Committee and Officer

AUTHOR: Annette Simonian, Clerk

RECOMMENDATION:

THAT Council appoint the following members as the Rental Property Standards Committee:

Peter Donnelly
Doug Barton
David Lewis

THAT Council appoint Paul VanLuit as the Property Standards Officer and;

THAT the by-laws be executed later in the meeting.

BACKGROUND

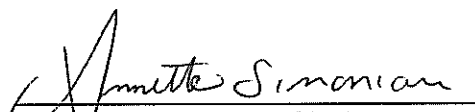
Part III of by-law 2399, being a by-law to prescribe standards for the maintenance and occupancy of residential rental properties, requires council to appoint a Property Standards Committee that shall consist of three (3) ratepayers from the municipality and that council shall fill vacancies.

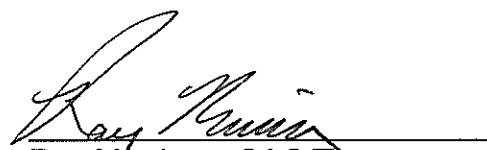
The purpose of the committee is to hear appeals that have been filed by property owners with respect to orders to repair issued by the Township's Property Standards Officer.

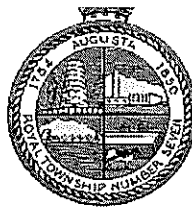
An advertisement was placed in the newspaper and on the website calling for volunteers to fill the vacancies. No applications were received, but 2 of the current members are willing to serve again, and Peter Donnelly has agreed to be the third member of the committee.

FINANCIAL IMPACT

None


Annette Simonian, Clerk


Ray Morrison, CAO/Treasurer



THE CORPORATION OF THE TOWNSHIP OF AUGUSTA

BY-LAW NUMBER 3385-2018

**BEING a By-law to Appoint Rental Property Standards Committee Members
for the Township of Augusta**

WHEREAS Part III section 29 of By-Law Number 2399 requires a committee to be established and continued to hear and rule on appeals against the Orders of the Property Standards Officer.

**NOW THEREFORE THE COUNCIL OF THE TOWNSHIP OF AUGUSTA ENACTS
AS FOLLOWS:**

1. That the following persons, not being members of Council or employees of the Municipality or local board, be appointed as Members of the Property Standards Committee under the requirements of By-Law 2399 for the term of Council:

**Peter Donnelly
Doug Barton
David Lewis**

2. That by-law 3252-2016 is hereby rescinded
3. That all other by-laws inconsistent herewith are hereby repealed.
4. This by-law comes into full force on passing thereof.

Read a first time this 11 day of December 2018

Read a second time this 11 day of December 2018

Read a third time and passed this 11 day of December 2018



THE CORPORATION OF THE TOWNSHIP OF AUGUSTA

BY-LAW NUMBER 3388-2018

**BEING a by-law to appoint a Property Standards Officer
for the Township of Augusta**

WHEREAS Part III section 27 of By-Law Number 2399 requires a that a Property Standards Officer be appointed for the administration and enforcement of By-Law 2399 for Residential Rental Property in the Township of Augusta

**NOW THEREFORE THE COUNCIL OF THE TOWNSHIP OF AUGUSTA ENACTS
AS FOLLOWS:**

1. That the following person be appointed as the Property Standards Officer under the requirements of By-Law 2399 for the term of Council:

Paul VanLuit

2. That by-law 3313-2017 is hereby rescinded
3. That all other by-laws inconsistent herewith are hereby repealed.
4. This by-law comes into full force on passing thereof.

Read a first time this 11 day of December 201

Read a second time this 11 day of December 2018

Read a third time and passed this 11 day of December 2018

MAYOR

CLERK

REPORT: 2018 - 133
COUNCIL December 11, 2018
PREPARED BY: Annette Simonian, Clerk

RE: RE-APPOINTMENT OF MEMBERS TO THE COMMITTEE OF ADJUSTMENT

RECOMMENDATION:

THAT Council appoints the following members to the Committee of Adjustment for the term of Council, 2018-2022:

Lisa Severson

Susie Kinghorn

Ronald Covey

THAT Council adopt By-Law 3386-2018 being a by-law to appoint the members of the Committee of Adjustments.

REPORT

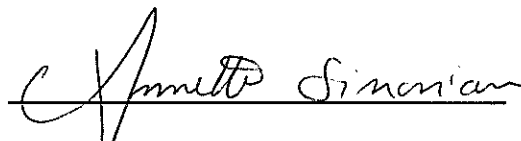
The appointment of the current Committee members has ended and it is necessary to appoint members for the various Committees members for the new term of Council. All existing members were invited to remain on the Committee if they wished to do so and an advertisement was placed in the EMC newspaper, as well as the Township's website to solicit any new candidates interested in serving on the various committees and Boards of Council.

Two of the members from the former committee have indicated that they would be interested in serving again for this term of council. Accordingly it is recommended that Susie Kinghorn and Ronald Covey join the returning member Clayton Paquette on the Committee of Adjustment.

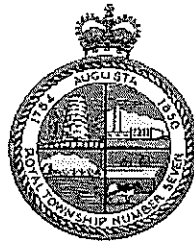
A Committee of Adjustment is a requirement under the Planning Act, therefore appointing a committee will ensure that this requirement is met. Planning Act revisions in 2012 introduced a requirement to forward a certified copy of the appointing by-law to the Minister of Municipal Affairs and Housing within 30 days of the passing of the by-law.



Ray Morrison, CAO, Treasurer



Annette Simonian, Clerk



THE CORPORATION OF THE TOWNSHIP OF AUGUSTA

BY-LAW NUMBER 3386-2018

**BEING a By-law to Appoint Committee of Adjustment Members
for the Township of Augusta**

WHEREAS section 44(1) of the Planning Act, c.P. 13 R.S.O. 2006 as amended allows for a municipality to establish a Committee of Adjustment.

**NOW THEREFORE THE COUNCIL OF THE TOWNSHIP OF AUGUSTA ENACTS
AS FOLLOWS:**

1. That the following persons be appointed as Members of the Committee of Adjustment:
 Susie Kinghorn
 Lisa Severson
 Ron Covey
2. That this by-law shall be in effect for the term of Council, 2018-2022 as per the requirements of section 44(3) of the Planning Act.
3. That by-law 3185-2015 is hereby rescinded
4. That all other by-laws inconsistent herewith are hereby repealed.
5. This by-law comes into full force on passing thereof.

Read a first time this 11 day of December 2018

Read a second time this 11 day of December 2018

Read a third time and passed this 11 day of December 2018

REPORT NUMBER: 2018-134

REPORT TO COUNCIL December 11, 2018

RE: Appointment of an Integrity Commissioner

AUTHOR: Annette Simonian, Clerk

RECOMMENDATION:

BE IT RESOLVED THAT Council adopt a by-law appointing an Integrity Commissioner for the term of Council.

BACKGROUND

At the February 12, 2018 meeting Council passed a resolution to retain the services of Andrew Tremayne as the Integrity Commissioner for the remainder of the term of Council.

Andrew Tremayne was secured as the Township's Integrity Commissioner for the remainder of the last term of Council. Since this appointment has ended, it is necessary to appoint an Integrity Commissioner for the new Council term. It is recommended that Mr. Tremayne be reappointed for this term.

Mr. Tremayne's submission included the following qualifications:

- Previous municipal, governance, procedural and/or ethics experience
- Knowledge of Municipal and Conflict of Interest Acts, as it relates to accountability and Transparency
- Ability to provide services on an on call (case by case) basis
- Has no specific interest with the Township (neutrality)

As of March 1, 2019, the day named by proclamation of the Lieutenant Governor the Municipal Act is amended by various amendments regarding Integrity Commissioners:

- Expanded Responsibility:
 - In each municipality, an Integrity Commissioner (either the municipality's or another municipality's) will have all of the following responsibilities:
 - The application to members of council and members of certain local boards of the municipality of:
 - the local codes of conduct
 - rules governing the ethical behavior of the members
 - key sections of the Municipal Conflict of Interest Act (MCIA)
 - Conduct inquiries upon complaint for MCIA and code of conduct matters

- Provide advice to members of councils and local boards respecting their obligations under 1) the local code of conduct applicable to the members, 2) the local ethical behavior procedures, rules or policies governing the members, and 3) the MCIA
- Provide educational information to the public, the municipality and members of council about local codes of conduct and MCIA.
- Commissioner conducts an inquiry, on application from an elector, as defined in the *Municipal Conflict of Interest Act*, or a person demonstrably acting in the public interest, concerning an alleged contravention of section 5, 5.1 or 5.2 of the *Municipal Conflict of Interest Act*.
- Municipalities are required to indemnify Integrity Commissioners or any persons acting under the instructions of that officer for costs reasonably incurred in connection with the conduct of certain proceedings.

FINANCIAL

The terms and fees for the Integrity Commissioner have not changed. They will be paid on a fee for service basis and shall not be subject to the payment of a retainer. Cost of each investigation will be dependent on the complexity of each case and billed at a rate of \$325/hour. The per diem maximum rate would be \$2,600(including mileage) plus any work related disbursements.

An Integrity Commissioner is provided by the Township as a free service, but costs are subsequently borne by the rate payers of the municipality. Peer experience notes, investigations have averaged \$3,000 to \$5,000 depending on the complexity of the matter. Cost would be charged to administrative legal expenses, currently budgeted at \$10,000/year. Council may wish to increase this allocation by \$5,000 to accommodate potential additional costs.



Ray Morrison, CAO/Treasurer



Annette Simonian, Clerk

Introduction

I am pleased to submit a proposal to provide Integrity Commissioner services for Augusta Township. I have experience acting as the Integrity Commissioner for 2 municipalities in Eastern Ontario and I have conducted many investigations under code of conduct, conflict of interest, ethics and values, workplace harassment, and similar policies for other municipalities and public sector organizations. As a lawyer and experienced workplace investigator, I have all of the professional requirements and other attributes that are necessary to serve the Township as a fair, effective, and efficient Integrity Commissioner.

Contact Information

Business Name: Andrew Tremayne Arbitration and Mediation Inc.

Business Address: 343 Preston St. Suite 1100
Ottawa, Ontario
K1S 1N4

Telephone: 1-844-244-5644

Facsimile: 1-844-432-7941

Dedicated Contact: Andrew Tremayne

Telephone: 613-795-6121 (cel)

Email: andrew@andrewtremayne.com

Description of Firm

When I left my law practice in March 2014 to become a full-time arbitrator, mediator and workplace investigator, I had more than 20 years of experience in the field of labour and employment law. I am now on the lists of approved grievance arbitrators for both the Ontario and Federal Ministers of Labour, and I am a part-time Vice Chair of the Ontario Public Service Grievance Board. In May 2015 I was appointed Integrity Commissioner for the Township of Edwardsburgh/Cardinal, and in April 2017 I was appointed Integrity Commissioner for the Town of Prescott. I have also conducted inquiries for several other local municipalities and municipal-sector organizations.

As background, I graduated from the University of Toronto Law School in 1991 (Juris Doctor 1991) and was called to the Bar of the Province of Ontario in 1993. Before that, I graduated from the University of Western Ontario in 1987 with a degree in English and History (B.A. Hons. 1987). I practiced law with Emond Harnden, which is a management-side labour and employment law firm based in Ottawa, for over 20 years. I started at the firm in 1993 and became a partner in 1997. From 2005 – 2010, I was also the firm's Managing Partner.

I have been conducting inquiries and workplace investigations into code of conduct, conflict of interest, ethics and values, harassment, and other types of complaints on behalf of both public and private sector employers for more than 10 years. Many of these were high-profile, sensitive engagements which involved senior managers, executives and elected officials. I have also investigated a number of matters relating to alleged code of conduct and conflict of interest violations, breaches of values and ethics codes, and breaches of confidentiality by members of the boards of directors of many large public sector and non-profit organizations.

Outline of Services

The process that I use to conduct an inquiry follows a straightforward approach. It begins with an initial review of the complaint to determine whether it discloses a breach of the Township's code of conduct or a violation of any other relevant and applicable policy or statute governing the conduct of members of council.¹ If the complaint does not disclose such a breach, or if there are no or insufficient grounds for an investigation, or if the complaint is frivolous, vexatious, or made in bad faith, I would terminate the inquiry. If after a careful review of the complaint I determine that an inquiry should be conducted, I would define a clear mandate for the scope of the inquiry, draft an investigation plan, ensure that the evidence (if any) is secured, interview all parties affected, analyze the evidence, and prepare a report.

As an experienced workplace investigator, I use proper investigative techniques (interviewing, gathering evidence, assessing credibility, and weighing corroborative, circumstantial, and similar fact evidence) and as a lawyer, I know how to apply the principles of procedural fairness. I am also able to interpret and apply the relevant and applicable statutory framework, including the *Municipal Act*, the *Municipal Conflict of Interest Act*, and the *Municipal Freedom of Information and Protection of Privacy Act*. My experience enables me to figure out when forensic expertise is required to gather, preserve, and analyze evidence, as well as how to deal appropriately with uncooperative witnesses, retaliation against witnesses or co-workers, privacy issues, and others seeking to meddle in or control the investigation. I have consistently found that tact, discretion, and respect for all parties involved in the process are also very important in successfully managing these sensitive inquiries.

I am committed to ensuring that every inquiry that I conduct meets the best practice standards for the municipal sector and reflects all current legislative requirements. I accomplish this by being an active participant in the twice-yearly meetings of the Municipal Integrity Commissioners of Ontario (MICO) where Integrity Commissioners and Accountability Officers from across the province present and discuss recent developments in the field. I am also a member of the Association of Workplace Investigators and its Canadian counterpart, the Canadian Association of Workplace Investigators. In addition, I belong to the Law Society of Upper Canada, the Canadian Bar Association, the Alternate Dispute Resolution Institute of Ontario, and the Council of Canadian Administrative Tribunals. All of these organizations offer workshops, seminars, and other training opportunities, which I regularly attend in order to maintain current knowledge on best practices and legislative changes.

¹ I understand that Augusta Township is in the process of drafting and adopting a code of conduct.

Outline of Experience

Most codes of conduct provide access to a formal complaint process for members of council as well as any member of the public who feels that a member has contravened the code or any other relevant statute. A code of conduct usually provides a robust set of standards and expectations for council members' professional and personal conduct, often including respect for staff, public communication and interpersonal behaviour, use of municipal property and resources, confidentiality, and receipt of gifts and benefits. In addition, the *Municipal Act* and the *Municipal Conflict of Interest Act* establish important statutory provisions on conflict of interest and other relevant areas. I have extensive experience conducting all of these types of investigations, and many of these investigations have involved multi-faceted, large public organizations.

For example, I was the sole investigator for the following investigations, which I conducted for one of Canada's Territorial Governments:

Title	Start Date	End Date
Investigation into workplace harassment incident between Deputy Minister, Department of Health and Assistant Deputy Minister, Department of Health	March 31, 2010	May 15, 2010
Investigation into allegations of workplace harassment and abuse of authority - Department of Human Resources	April 21, 2010	February 11, 2011
Preliminary assessment to determine if complaint constitutes a prima facie case of workplace harassment - Department of Justice	July 10, 2010	August 6, 2010
Preliminary assessment to determine if complaint constitutes a prima facie case of workplace harassment - Department of Human Resources	July 19, 2010	August 20, 2010
Investigation into workplace harassment allegations - Department of Human Resources	November 11, 2010	February 25, 2011

My experience conducting investigations for Canadian Federal Tribunals and Federal Crown Corporations includes the following, for which I was the sole investigator:

Title	Start Date	End Date
Preparation of fact-finding report into allegations of workplace harassment and abuse of authority against an executive staff member (Tribunal)	February 22, 2011	May 30, 2011
Investigation into complaint of workplace harassment and bullying (Crown Corporation)	March 19, 2012	April 5, 2012
Investigation into complaint of workplace harassment and violations of workplace code of conduct (Crown Corporation)	February 5, 2015	April 31, 2015
Investigation into complaint of workplace harassment and bullying (Crown Corporation)	May 4, 2015	May 28, 2015
Investigation into complaint of workplace harassment and bullying; allegation of improper assignment of work and unjustified poor performance appraisal (Crown Corporation)	September 4, 2015	October 7, 2015
Investigation into complaint of breach of code of conduct, conflict of interest, and integrity guidelines (Crown Corporation)	September 7, 2016	October 12, 2016
Investigation into complaint of workplace harassment and bullying (Crown Corporation)	March 10, 2017	April 9, 2017
Investigation into complaint of workplace harassment; complaint of breach of Code of Business Conduct (Local Authority)	November 20, 2017	December 18, 2017

I have also conducted many workplace investigations as sole investigator for public and private sector corporations as well as municipalities and large non-profit organizations as follows:

Title	Start Date	End Date
Investigation into complaints of workplace harassment and breaches of workplace privacy policy (Health Care sector)	June 3, 2014	June 30, 2014
Investigation into complaints of workplace harassment and bullying (Education sector)	July 22, 2014	August 1, 2014
Investigation into complaint of sexual harassment and abuse of authority (College/University sector)	October 7, 2014	February 5, 2015
Investigation into sexual harassment complaints (Health Care sector)	December 9, 2014	December 15, 2014
Investigation into complaint of workplace harassment and bullying (Health Care sector)	December 23, 2014	January 14, 2015
Investigation into complaint of workplace harassment and abuse of authority (Health Care sector)	March 25, 2015	April 19, 2015
Investigation into workplace violence and harassment (Municipal Law Enforcement sector)	November 24, 2015	August 19, 2016
Investigation into complaint of racial discrimination and workplace harassment (Municipal Transportation sector)	January 10, 2016	April 15, 2016
Investigation into complaint of breach of privacy and duty of confidentiality (Municipal Sector)	January 16, 2016	March 23, 2016
Investigation into complaint of breach of confidentiality and abuse of authority (Public Sector Trade Union)	May 15, 2016	August 20, 2016
Investigation into breach of fiduciary duties; duty of honesty and integrity (Municipal sector)	July 28, 2016	September 15, 2016
Investigation into complaint of workplace harassment policy (Social Services sector)	September 9, 2017	September 27, 2017
Investigation into complaint under Board Member Code of Conduct (School Board)	November 13, 2017	January 23, 2018

References

1. Township of Edwardsburgh/Cardinal
PO Box 129, 18 Centre St.
Spencerville, ON
K0E 1X0

Contact person: Debra McKinstry (Chief Administrative Officer/Clerk)
613-658-3055 x 104

I am the Integrity Commissioner for the Township (see sample Report at Tab 2).

.....

2. Municipality of North Grenville
285 County Road 44, Box 130
Kemptville, ON
K0G 1J0

Contact persons: Brian Carré (Chief Administrative Officer) 613-258-9569 x 155
Nicole Zywicki (Dir. of Finance/Treasurer) 613-258-9569 x 101

I conducted an investigation into allegations of breach of fiduciary duties and breach of the duty of honesty and integrity involving a senior employee of the Municipality

.....

3. Carleton University
1125 Colonel By Drive
Ottawa, ON
K1S 5B6

Contact person: Robert Monti (In-House Counsel/Dir. of Labour/Employee Relations)
613-520-2600 x 8635

I have conducted several investigations into allegations of sexual harassment and abuse of authority for the University.

Note: Additional references are available on request.

Conflict of Interest Statement

I foresee no actual or potential conflicts of interest acting as the Integrity Commissioner for Augusta Township.

Other Supporting Information

If this proposal is accepted, I will be the dedicated point of contact for all services required and I will act as the Integrity Commissioner for the Township. No aspect of the services provided will be delegated or assigned to others. I am based in Ottawa, and I understand that complaints must be addressed quickly. I have an excellent track record of starting and completing inquiries in an expeditious manner. I also understand the complex dynamics of a workplace where full-time permanent and professional staff interact with elected officials, and I am sensitive to the political dimension of the work performed by members of council in service to their communities and constituents.

Under the *Municipal Act*, it is important to note that in addition to investigating the conduct of members of council, the Integrity Commissioner has the authority to educate and to advise. I believe that a robust interpretation of the role of Integrity Commissioner includes acting as a trusted resource and providing members of council with information and advice regarding the interpretation and applicability of a code of conduct any other relevant and applicable policy or statute governing their conduct. Taking a forward-thinking view of this aspect of an Integrity Commissioner's work can play an important part in addressing concerns before they crystallize into matters that could give rise to possible complaints. Situations that could lead to an inquiry can be avoided with a pro-active approach.

I would be pleased to meet with you to further discuss my interest in this position and why I am confident that I would make an excellent Integrity Commissioner for Augusta Township. Thank you for your considering my proposal.

Proof of Insurance

I understand that the Township may require proof of insurance from the service provider. I am covered by a Professional Liability Insurance Policy with Trisura Guarantee Insurance Company with a \$5,000,000 limit of liability.

Fee Structure

I propose the following charges for the duration of this engagement:

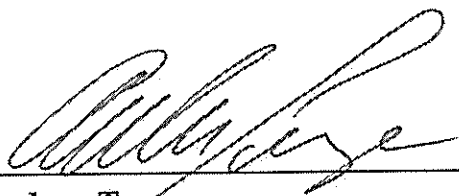
Hourly rate for all time spent providing the services of an Integrity Commissioner, including time spent on an inquiry, attending meetings, conducting interviews, reviewing documents and other evidence, and writing of report: \$325.00

Per diem maximum rate: \$2600.00

I will not charge for travel time or for mileage, however all reasonable work-related disbursements will be charged, including courier, teleconferencing and large-volume printing.

HST will be added to all charges.

SUBMITTED BY:



Andrew Tremayne

Andrew Tremayne Arbitration and Mediation Inc.

February 2, 2018

**Proposal for
Integrity Commissioner Services**

Submitted to: **Augusta Township**
Annette Simonian, Clerk
3560 County Road 26
Prescott, ON
K0E 1T0

Submitted by: **Andrew Tremayne Arbitration and Mediation Inc.**
343 Preston St. Suite 1100
Ottawa, Ontario
K1S 1N4

Telephone: 1-844-244-5644
Facsimile: 1-844-432-7941
Website: www.andrewtremayne.com

Dedicated Contact: **Andrew Tremayne**
Telephone: 613-795-6121 (cel)
Email: andrew@andrewtremayne.com

Submitted on February 2, 2018

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THE CORPORATION OF THE TOWNSHIP OF AUGUSTA

BY-LAW NUMBER 3390 - 2018

**A BY- LAW TO APPOINT AN INTEGRITY COMMISSIONER
FOR THE TOWNSHIP OF AUGUSTA**

WHEREAS the Council of the Corporation of the Township of Augusta has adopted a Council Code of Conduct; and

WHEREAS Section 223.3(1) of the Municipal Act authorizes the municipality to appoint an Integrity Commissioner who reports to Council and who is responsible for performing in an independent manner the functions assigned by the municipality; and

WHEREAS Council deems it advisable to appoint an Integrity Commissioner for the Township of Augusta;

**NOW THEREFORE THE COUNCIL OF THE TOWNSHIP OF AUGUSTA ENACTS AS
FOLLOWS:**

1. That Andrew Tremayne is hereby appointed as the Township of Augusta's Integrity Commissioner.
2. That upon appointment Andrew Tremayne will have all the functions, powers and duties of an Integrity Commissioner as set out in part V.1, Accountability and Transparency, of the Municipal Act, and in addition such functions, powers and duties as may be assigned by Council from time to time, applicable to Council and local boards, and may apply to advisory committees only at the discretion of Council.
3. That the Township of Augusta hereby indemnifies and save harmless the Integrity Commissioner or any person acting under the instructions of that officer for costs reasonably incurred by either of them in connection with the defence of proceeding if the proceeding relates to an act done in good faith in the performance or intended performance of a function, duty or authority under Par V.1 of the Municipal Act, or a by-law passed under it or an alleged neglect or default in the performance in good faith of the duty or authority.
4. That all actions taken and required to be taken by the Mayor and Clerk on behalf of the Corporation to complete this matter including the execution of an agreement and any other associated documentation are hereby authorized, confirmed and ratified.
5. That the persons named shall be appointed for the term of Council or at the pleasure of Council.
6. All other by-laws inconsistent herewith are hereby repealed.
7. That this By-Law shall come into full force and effect at the time of passing.

READ a first and second time this 11 day of December, 2018.

READ a third time and passed this 11 day of December, 2018.

Mayor

CLERK

REPORT: 2018 - 136
COUNCIL December 11, 2018
PREPARED BY: Annette Simonian, Clerk

RE: Retail Cannabis Stores

RECOMMENDATION:

THAT Council receive the report regarding private retail cannabis stores within the municipality for information.

PURPOSE

The purpose of this report is to provide Council with information to help them make an informed decision that is in the best interest of the community regarding whether to allow retail cannabis stores within their jurisdiction at the January 14, 2019 Council Meeting. .

BACKGROUND

The use of recreational cannabis became legal in Canada on October 17, 2018. The Province has committed to allowing private recreational cannabis retail stores and have established a regulatory framework (O. Reg. 468.18).

On September 26, 2018, the Government of Ontario announced the AGCO as the regulator for privately run recreational cannabis retail stores in the Province.

It was also announced that municipalities would be given the flexibility of opting-in or opting-out of having cannabis retail stores in their communities.

The private retail store model will be tightly-regulated and strictly enforced by the AGCO to ensure the safe, responsible and lawful sale of cannabis for municipalities. The AGCO process will review and perform due diligence on applications for retail cannabis stores. The licencing regime will have three parts; operator approval, store management licencing and retail site location approval.

Licencing (Operator and Manager)

Licences are to sell in store only, retail stores cannot sell online or produce cannabis for resale. Operators will be denied a licence if they do not meet strict requirements.

At least one person per store must obtain a Retail Manager licence to ensure the responsible sales of retail cannabis. Retail employees will be required to complete the approved training to ensure responsible sale of cannabis.

Retail Store Authorization

Brick and mortar stores must be standalone stores that are enclosed with walls and have their own entrance and exit and can sell only defined cannabis products as per legislation. They may not be a store within a store.

Retail stores cannot be located within 150m of a school and no one under the age of 19 is permitted in the store.

Operators may apply for licences and store authorization, but retail stores can only be operational April 1, 2019 at the earliest provided they meet all eligibility criteria.

Public Notice

Once a retail store authorization application has been received for a new store, the applicants will have 24 hours to post a placard at the location of the proposed retail store location to be posted for 15 calendar days.

A 15 day comment period is provided for the public, communities and municipal government to provide input on proposed locations before the AGCO grants a licence. Written submissions will be accepted from residents and representatives of the upper and lower tier municipalities. Submissions must be received on or before the date set out in the Public Notice and address matters of public interest on store location (in the Regulation, public interest is defined as public health or safety, protecting youth and eliminating the illegal market).

The Registrar will not issue authorization if it finds it is not in the public interest to do so. There is no regulatory requirement for the AGCO to act on municipal input. It is unclear how the municipality will know if there is a submitted application without seeing the sign.

If Council accepts retail stores, staff would prepare a Municipal Cannabis Retail Policy Statement to be adopted by Council. The Policy would address local sensitive issues and give municipal staff direction to be able to respond during the 15 day window.

Pros

Opting-in will provide potential retailers with the flexibility to respond to local market conditions and consumer demands in a legal setting. Promoting investment in the cannabis retail sector could promote economic growth through the potential establishment of small businesses and production facilities.

Cons

Opting-out could possibly make it more attractive or drive the cannabis market underground. Even if municipalities opt-out, residents will still be able to obtain cannabis legally on-line. The municipality will still have to deal with potential by-law issues and increased policing incidences. Opting-out will affect the amount of funding that could be received from the Province.

ALTERNATE OPTIONS

Council has a one-time opportunity to opt-out. There must be a council resolution and a letter, signed by the Mayor, CAO or Clerk, notifying the AGCO by January 22, 2019 to be considered officially opted-out. If Council chooses to opt-out, they may later reverse their decision, but if they do not opt-out by January 22, it means that private retail cannabis stores will be allowed within the municipalities jurisdiction by default with no opportunity to opt-out again in the future. A decision to allow cannabis stores is final and is not reversible.

FINANCIAL IMPACTS

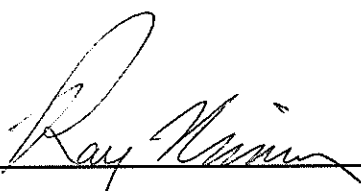
All municipal governments will receive at least \$10,000 to support the transition to legal cannabis.

The first payment will be made to all municipalities on a per household basis, adjusted so that at least \$5,000 is provided. The second payment will be distributed after the opt-out date. If the municipality opts-in they will receive at least another \$5,000, but if the municipality opts-out, this will affect the portion of cannabis excise tax funds a municipality is eligible to receive.

Finally, if Ontario's portion of the federal excise duty on recreational cannabis over the first two years exceeds \$100 million, the Province will provide 50% of the surplus to only the municipalities that have opted-in. Opting-out will affect sharing in any surplus cannabis revenues over \$100 million.

Municipalities must use this funding to address the costs that directly relate to the legalization of recreational cannabis.

Annette Simonian, Clerk



Ray Morrison, CAO/Treasurer

REPORT NUMBER: 2018-137
REPORT TO COUNCIL December 11, 2018
RE: UPDATE SIGNING AUTHORITY
PREPARED BY: Ray Morrison, Treasurer


RECOMMENDATION


THAT COUNCIL confirm Deputy Mayor– Jeff Shaver as signing authority on all RBC Bank financial documents effective December 3, 2018; AND..

THAT the former Deputy Mayor Bill Buckler be removed as signing authority on all RBC Bank financial documents effective December 3, 2018.

PURPOSE

Due to the election, the Township of Augusta's Council members have changed effective December 3, 2018. . The Township needs to update its signing authorities for banking purposes. The appropriate Master Client Agreement for Business Clients Authorization has been obtained from RBC – Royal Bank of Canada. A resolution of Council is required to support the change from the previous to the new Council designate. The remaining signing authority for the Mayor, CAO and Clerk will remain the same.


Ray Morrison CAO/Treasurer


Annette Simonian, Clerk

REPORT NUMBER: 2018-138

DATE SUBMITTED TO COUNCIL: December 11, 2018

RE: December Township Office Closure Schedule

PREPARED BY: Ray Morrison

RECOMMENDATION:

THAT Council authorize the following hours of operation for the Township of Augusta Municipal Office for the 2018 December holiday Season.

The Township office will be closed Monday December 24, 2018 at noon through to and including Tuesday January 1, 2019 and re-open on Wednesday January 2, 2019.

Landfill Sites will be closed December 25 & 26, 2018 and January 1, 2019.

BACKGROUND:

As agreed by Council in 2013, for the previous several years the Township has closed during the holiday between Christmas and New Year's Day to allow employees time with their families, especially where travel is involved.

The purpose of this report is to request that the municipal office closure also includes the ½ on New Year's Eve. Where New Year's Eve falls on a Monday this year, opening for ½ a day would be inefficient and unproductive as the staff complement would be a skeleton crew.

The OPSEU union contract and employment by-law 3298-2017 state that employees have a ½ day on Christmas Eve and a ½ day on New Year's Eve. The rest of the time needed, employees will either use vacation time or time in lieu. Employees are only allowed to carry over 1 week vacation and one week time in lieu and the rest is paid out at the end of the year. Closing December 31 would require employees to take an extra ½ day and that would reduce the Township's financial burden even further and does so at a time of the year where the presence of a full staff complement is not crucial. From a management perspective it is preferable to have staff on vacation during the slowest time of the year as opposed to times which are very busy such as tax installment days or during the busy construction season. Accordingly, this initiative represents a positive financial benefit for the Township.

Although impact on customer service is a consideration, there should be no critical municipal concerns that can't wait to be handled the following week. There are no time sensitive municipal issues which come into play such as tax payments. As such the holiday season is the "slowest" time of the year for municipal staff. We anticipate that most if not all inquiries will be related to the condition of roadways and to that effect the road crews will be on duty.

FINANCIAL IMPACT

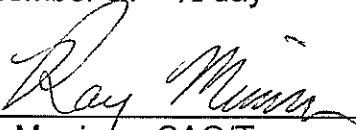
Staff will need to take vacation time or time in lieu to cover the following closure days:

December 24 – ½ day

December 27 – 1 day

December 28 – 1 day

December 31 – ½ day

A handwritten signature in cursive script, reading "Ray Morrison".

Ray Morrison, CAO/Treasurer

December 11, 2018
REPORT TO COUNCIL
REPORT #: 2018-140
EMERGENCY MANAGEMENT PROGRAM REVIEW
PREPARED BY: HANS WERNER-MACKELER, CEMC

RECOMMENDATION:

THAT Council receive this report for information.

BACKGROUND:

Each year, municipalities in Ontario have to submit a year-end program review to the Office of the Fire Marshal and Emergency Management as part of their legislated requirements. The Municipal Compliance Report for 2018 will now be submitted digitally. This report is a summary for your information.

Key Emergency Management Personnel

By-law 3323-2017 was passed on Sept. 21, 2017 by Council. Other than the CEMC position (appointed under 3052-2013), the by-law appointed the following staff in an EM role:

CEMC*	Hans Werner-Mackeler
Alternate CEMC	Rob Bowman
Emergency Information Officer*	Ashleigh Trickey
Alternate EIO	Hans Werner-Mackeler

* Legislated requirement

Emergency Management Program Committee (EMPC)

The latest Committee established via By-law Number 3269-2016.
The Committee has a Terms of Reference established under the by-law.
Committee membership includes:

- Mayor or appointed member of Council determined by the Mayor
- CAO
- Fire Chief
- Public Works Manager
- Emergency Information Officer
- Clerk
- Community Emergency Management Coordinator (Chair of Committee)
- Other staff or outside agencies by invitation
- Council members can choose to attend

Committee met in March of 2018, discussed program objectives, reviewed the HIRA documentation, the proposed Emergency Preparedness Week campaign,

the Critical Infrastructure list, a revised township website and tentative dates for training and the annual exercise.

Hazard Identification Risk Assessment (HIRA)

List of identified hazards reviewed by the EMPC in late March. CEMC had revised a number of the HIRA documents. Still needs to be revised as a result of last year's flooding and slope failure. A new HIRA document dealing with Slope Failure will be created in early 2019 and discussed with the County CEMC.

The OFMEM will be releasing a new voluntary HIRA development document in early 2019. EMPC will review the new document to determine if we want to change our existing HIRA.

Critical Infrastructure (CI)

The Critical Infrastructure list was revised in 2018 as a result of comments by our OFMEM Field Officer. The list will again be reviewed in 2019 and revised if necessary.

Municipal Emergency Plan

The Emergency Management Plan for Augusta Township was rewritten in 2017 and adopted as a part of By-law 3325-2017.

The By-law reduced the size of the Municipal Emergency Control Group to a more manageable number given that all members need to be compliant each year. The MCEG now consists of the Mayor or alternate, the CAO, the Fire Chief and the Public Works Manager. Supporting staff (including the CEMC and EIO) or supporting outside agencies will be called upon as deemed appropriate.

Minor revisions to the plan were completed in 2018 but did not require the passing of a new by-law.

Municipal Emergency Control Group (MECG)

Members of the MECG, the CEMC, EIO and scribe received 4 hours of training on May 2nd at the United County's level. The same group also participated in an emergency management exercise that involved seven riverfront municipalities on August 29. A copy of the Exercise Report is included with this Report.

OFMEM also sent out new knowledge requirements for the MECG. That knowledge was conveyed to the members via documentation for them to study.

In early 2019, the OFMEM will re-launch a training course known as the Senior and Elected Officials Workshop. Council and MECG members plus key staff will be invited to attend this one day very informative training session.

Emergency Operations Centres

Augusta Township's primary and alternate EOCs remain as defined in the plan (exact locations are not public records). Each centre also has a Media Relations Centre assigned in close proximity.

Both EOCs are equipped with appropriate technology to allow the MECG to effectively deal with an emergency. While the alternate EOC has portable generator capability, it would be advantageous to consider the installation of a stand-by unit. The primary EOC has a stand-by unit that tests monthly.

A new alternate EOC location (which will have full stand-by power) is under consideration. This subject will be discussed with Council in 2019.

Public Education

The municipality's Emergency Management web page was revamped in 2017 including the addition of links to other municipal, provincial, federal and NGO website for pertinent emergency preparedness information. The township Facebook page was launched in 2018. Information related to various emergency related situations affecting the municipality have been posted on both sites.

During EP WEEK in May, displays were set up at the municipal office and the public library. Relevant factsheets were available to residents. Augusta Township also partnered with the Town of Prescott and the Township of Edwardsburgh Cardinal to set up a joint display at the Your Independent Grocer store in Prescott. That display was manned part of the time. Augusta Township provided a draw prize for this event. In concert with other Leeds and Grenville municipalities we placed emergency preparedness advertisements in local newspapers. Mayor Malanka also promoted EP Week in his week article in the Prescott Journal.

Prior to this year's spring freshet on the St. Lawrence River, riverfront residents were canvassed by letter to determine if they were interested in receiving emails about the water levels on the river. A number of residents responded as did the home owners affected by the 2017 flood event. As information was obtained from the Lake Ontario-St. Lawrence River Board and South Nation Conservation it was passed along to residents. The information was also posted on the website.

Once the spring freshet was over, the municipality started to dry out. By late summer we were into a Level 1 Drought situation and by early fall we were into a Level 2. As information was received from South Nation Conservation (South

Nation River watershed) and the Rideau Valley Conservation Authority (Kemptville Creek subwatershed) that information was passed on to residents via the website and Facebook page. As the drought became worse, residents were cautioned to conserve water wherever possible.

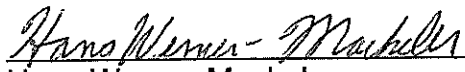
A "Resident and Public Emergency Alerting Protocol" has been developed by the municipality. In the event of an emergency, two currently established and provincially funded alerting/notification systems will be utilized. Alert Ready will be initially used to alert residents and the general public of the situation. Geographically specific alerts can be sent out over radio, television and appropriate cell phones. Alerts will also be available through a subscription process for non compatible cell phones. The notification system, 211, will be used to keep affected residents informed of the on-going situation.


Incidents During 2018

Highway 401 traffic flow was disrupted on a number of occasions during 2018.

The most notable incident occurred on June 04. A busload of tourists from China was involved in a single vehicle accident in the westbound lane of Hwy. 401. As a result of striking a rock cut, a number of the passengers were seriously injured. Augusta's Fire and Emergency Services responded to the scene. First responders on the scene contacted the office to see if the MERC Hall could be opened to use as a reception centre for passenger who were not injured. The CEMC contacted the County CEMC and Social Services Director. The Social Services Director made arrangements for the Red Cross to attend MERC in order to register the people coming in. Arrangements were well underway when the County EMS decided to transport all passengers to various hospitals in the area. During this event the majority of our MECG members were involved but no formal meeting of the group occurred.

Financial Impacts: None


Hans Werner-Mackeler
CEMC


Ray Morrison
CAO/Treasurer

Policy Workshop and Exercise 2018 Report
Front of Yonge Community Centre
Mallorytown, Ontario
Exercise Date: August 29, 2018

Participants

Township of Augusta
Township of Edwardsburgh Cardinal
Township of Elizabethtown-Kitley
Township of Front of Yonge
Township of Leeds and the Thousand Islands
Township of Rideau Lakes (Observer only)

Town of Prescott
Town of Gananoque

Office of the Fire Marshal and Emergency Management
Ontario Provincial Police, Leeds Detachment
United Counties of Leeds and Grenville
Leeds, Grenville & Lanark District Health Unit

Agenda

Welcome by Mayor Haley, Township of Front of Yonge
Participant Introductions
Exercise Objectives
Presentation – Alert Ready (Teresa Alonzi, Field Officer, OFMEM)
Presentation – 211 (Daniel Danford Dussault, Service Manager, 211)
Presentation – History and Operation of the St. Lawrence Seaway
(Hans Werner-Mackeler, CEMC, Augusta Township)
Municipal Overview of 2017 St. Lawrence River Flooding Impacts
(Representative from each municipality)
Group Discussion – Benefits of a Joint Approach to Flood Management and
certain procedures during the 2017 flooding and incorporation into emergency
plans and procedures
MECG Discussion – flood scenario and current Emergency Response Plan
applicability to flood incidents
Closing Remarks

Exercise Objectives

Develop a common approach, through group discussion, to deal with flooding from a number of perspectives and to incorporate that approach into the emergency plan and operating procedure of each municipality:

- Distribution of sandbags to residents and businesses
- Supply of sand
- Use of municipal staff
- Volunteers
- Recovery operations

Municipal Overviews

Edwardsburgh Cardinal

Were affected by the flooding. Their MCEG met on several occasions but no declaration of emergency was made. Only a few residents were affected. Main impacts were to municipal infrastructure (water/sewer, parks, roads). Looking to construct a berm around the water treatment plant in Cardinal.

Prescott

No residential impacts; caused erosion along the waterfront and the marina was flooded (electrical boxes under water). Did not sandbag water treatment plant although levels were high.

Augusta

MCEG activated for 3 meetings; conducted survey of riverfront properties to determine potential for impact; supplied sand and sandbags; 3 residences affected, two with interior damage; 70 foot slope failure along the river.

Elizabethtown-Kitley

Two residences affected but looked after themselves, no roads impacted, visited affected residents, no MCEG meetings, provided warning to residents.

Front of Yonge

Minimal impact with no structures affected, provided sandbags

Leeds & 1000 Islands

MCEG met but no declaration of emergency, supplied sand and sandbags, firefighters assisted with filling, one resident was in immediate danger but refused to leave, asked her to sign a responsibility waiver; experienced severe damage to certain marine facilities; promoted "no

wake” campaign with support of OPP; experienced damage to municipal docks.

Gananoque

One affected resident with flooded basement; Gananoque Boat Lines affected, they built stairs/ramps to get tourists on board their boats, relocated electrical lines.

Group Discussion – Benefits of a Joint Approach to Flood Management

- ✓ Less confusion from residents, all municipalities are on the same page
 - ✓ County wide purchasing opportunities = bulk discounts
 - ✓ Mutual assistance opportunities whether informal or by agreement
 - ✓ Consistency in planning and response approaches
 - ✓ While the 2017 flooding on the St. Lawrence River was the main theme of the exercise, other areas of most participating municipalities are also prone to periodic flooding; therefore a common overlapping approach would be extremely beneficial
- Examples: Gananoque River flooding can affect the Town of Gananoque, the Township of Leeds and Thousand Island; Township of Front of Yonge, etc.

Group Discussion – Benefits/drawbacks with respect to certain procedures during the 2017 flooding and incorporation into emergency plans and procedures

1. Distribution of sandbags to residents and businesses

The general consensus of the group was that residents need to be prepared to protect their own homes and property. Resident preparedness would include purchasing and having sandbags on hand.

The municipality needs to provide information and possibly workshops to educate residents about preparedness. Information should also be provided via the Leeds, Grenville and Lanark District Health Unit.

Once the LIDaR project has been completed (Fall, 2018), municipalities will be in a better position to identify flood prone areas and to pass the information along to residents. May want to include the information in the municipality's Official Plan and Zoning By-law. That would help limit development in flood prone areas or ensure mitigation measures are put in place to minimize impacts.

Concern also expressed about the upward movement of plastic septic tanks if not filled with water. Sandbagging may be required to hold tanks in place.

Municipal policy on the distribution of sandbags needs to be contained in the appendix portion of the emergency response plan.

2. Supply of Sand

General consensus that municipalities would provide sand at central locations for residents to utilize.

Information with respect to stockpile locations should be contained in the appendix, not in the public portion of the emergency response plan.

3. Use of Municipal Staff

Opinion expressed that most municipalities do not have the manpower resources to provide direct assistance to residents.

However, there may be exceptions where residents may not have anyone else to help them. Would have to be determined on a case by case basis.

Comment made that the municipality may supply sand and sandbags but it would be up to the resident(s) to either help themselves or to seek assistance from others.

4. Volunteers

Volunteers are used by municipalities on a regular basis for such venues as recreation (i.e. recreation committees). However, committee work involves a minimal amount of risk from injuries.

If a municipality were to utilize volunteers during an emergency, the municipality would need to ensure they are properly trained, equipped and supervised.

The municipality would have to enact an emergency declaration to ensure volunteers under municipal control are covered by WSIB.

Municipality should discuss with their legal section to determine if something relatively simple such as maintaining a list of available volunteers would put the municipality at some risk from a responsibility standpoint. Would the municipality be held liable under WSIB if a volunteer on their list is injured even if they were not directly assisting the municipality.

Suggestion that residents utilize social media to obtain volunteer assistance.

Some municipalities have or had volunteer groups who were listed and trained by the municipality.

Recommendation that if a municipality were to utilize volunteers that they should develop and pass a policy document outlining all factors with respect to the utilization of volunteers.

A policy document would be adopted via by-law and would then be included in the annex section of the emergency plan.

5. Recovery

Primary discussion point revolved around the disposal of flood damaged materials.

Augusta Twp. provided a letter to affected residents so that they could bring their damage drywall, flooring, insulation, furniture, etc. to the waste transfer station free of charge. Resident had to pick up the letter at the office and provide ID.

Discussion with respect to docks. Many, if not anchored down, floated away and ended up on other properties. Augusta's position on docks was that it was the receiving property owner's responsibility and cost re disposal.

6. Other Comments

Fiberglass/plastic septic and hold tanks, if not full, can pop out of the ground due to hydrostatic pressure, float away and spill contents. Needs to be considered from a contamination standpoint.

If sand and sandbags not considered contaminated, they can be reused. Town of Belleville allowed owners to spread sand on their own properties but not elsewhere. Need to consult with the Ministry of the Environment, Conservation and Parks before disposing of sand and sandbags.

Depending on the severity of the emergency, many volunteer groups will come forward with offers of assistance. One such group is the NGO Alliance which is composed of 9 member groups. They have the capacity of volunteer management, training, recording and WSIB coverage.

During previous flood events and in some areas during the 2017 events, MNR personnel assisted municipalities with sandbagging operations. During the ice storm of 1998, the Canadian military helped municipalities.

Action Item

1. OFMEM to be contacted with respect to providing guidance and direction with respect to the use of volunteers.

Teresa Alonzi provided volunteer management policy from Simcoe County to all CEMCs on August 29, 2018.

Progress to October 31, 2018: Issue was brought up at the Loyalist Sector meeting in Brockville on September 28, 2018. Chris Pittens from OFMEM was in attendance and was asked to follow up on the request.

Request conveyed to the province via Loyalist Sector's representatives on the Provincial Emergency Management Coordinating Committee (PEMCC).

Municipality should contact WSIB and Legal departments for clear determination of liability of the municipality taking on volunteers to assist with emergency response/recovery activities.

2. Municipalities need to review their telecommunications and EOC procedures, MCEG procedures, and training requirements for MCEG members.

Exercise Recommendations

While it was hoped that the exercise would result in a group consensus on the key items discussed, there was only one item wherein it could be said that there was no disagreement. That item was the supply of sand.

In order to move forward, the exercise organizers recommend to each participating municipality that:

1. Each municipality should discuss the purchase and distribution of sandbags at the local level. Whatever policy and procedures are decided upon would then be inserted in the annex portion of the municipality's emergency plan.
2. While supplying sand from municipal stockpiles was generally agreed upon, each municipality may want to pre-consider the best locations for the material. Mapping the best locations along both the St. Lawrence River and any inland flood prone areas should help to speed up the process during an actual emergency and will help convey local knowledge from past events to new municipal staff. Maps and other information needs to be included in the annex portion of the emergency plan.

3. The availability of municipal staff for flood response varies across the participating municipalities. Each municipality needs to decide on an occurrence by occurrence basis how many staff are needed to carry on the operations of the municipality while also protecting the municipality's critical infrastructure (i.e. roads, water and sewage treatment facilities, etc.). Generally very few if any staff would be available to directly assist residents.
4. The use of volunteers requires further analysis at both the municipal and provincial levels. Until such time as a municipality has a clear understanding of its short / long term liability and direction with respect to volunteer utilization, it is recommended that municipalities leave it to residents and the private sector to make their own arrangements.
5. With respect to the recovery component of any emergency event, each municipality should discuss how they would proceed. Offering free disposal of damaged house and household components was Augusta Township's solution to assisting its residents. It is recommended that a policy be developed to address recovery operations and that the policy be included in the annex portion of the emergency plan.

Concluding Remarks

The CEMCs from the five townships and two towns would like to thank all Municipal Emergency Control Group members, Heads of Council and municipal staff for their attendance and active participation in the exercise. That thank you is extended to the representatives from the Ontario Provincial Police, United Counties of Leeds and Grenville and the Leeds, Grenville and Lanark District Health Unit.

Our host, the Township of Front of Yonge, and CEMC Jennifer Ault deserve our collective thanks for the venue and the excellent lunch.

A special thanks to the Alert Ready and 211 presenters (Daniel Danford Dussault and Teresa Alonzi).

A final thanks to Teresa Alonzi for her contribution to the development of this exercise.

REPORT #: 2018-142

REPORT TO COUNCIL: December 11, 2018

RE: REVIEW AND APPROVAL OF A/P CHEQUES

PREPARED BY: Ray Morrison, CAO/Treasurer

RECOMMENDATION:

THAT Council receive, review and approve the payment of the accounts payable invoices 23731 to 23788 through to December 6, 2018 in the amount of \$2,430,066.24.

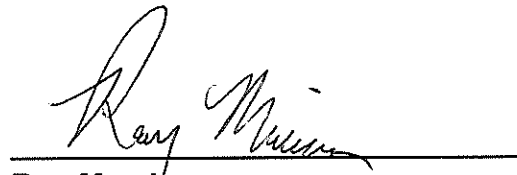
PURPOSE

To provide Council the opportunity to review and approve the payment of the above noted invoices as provided on the attached list.

ATTACHMENT 1

Any questions that Councilors may have can be directed to the Treasurer prior to or subsequent to the Council meeting for follow up.


Annette Simonian
Clerk


Ray Morrison
CAO/Treasurer

Report Date
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Township of Augusta
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Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
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Bank Code: AP - ACC/PAYABLE

Computer Cheques:

23731	12/06/2018	613 MECHANICAL SYSTEMS	YEARLY SERVICE FOR FURNACES		
1860		402-01-013 - FIRE PROTECTION	YEARLY SERVICE FOR FURNA	466.06	
		102-01-099 - HST RECEIVABLE	HST Tax Code	51.48	
		900-01-099 - HST TRACKING	HST Tax Code	59.54	517.54
1793		402-01-013 - FIRE PROTECTION	REPAIRS FOR NO HEAT	950.44	
		102-01-099 - HST RECEIVABLE	HST Tax Code	104.98	
		900-01-099 - HST TRACKING	HST Tax Code	121.42	1,055.42
				Payment Total:	1,572.96
23732	12/06/2018	ANNETTE SIMONIAN	INAUGURAL COUNCIL MEETING		
DEC32018		400-01-002 - COUNCIL- OTHER	INAUGURAL COUNCIL MEETIN	77.71	
		102-01-099 - HST RECEIVABLE	HST Tax Code	8.59	
		900-01-099 - HST TRACKING	HST Tax Code	9.93	86.30
23733	12/06/2018	ASHLEIGH TRICKEY	MILEAGE		
DEC62018		402-01-012 - FIRE PROTECTION	MILEAGE	145.06	
		405-01-004 - CEMP	MILEAGE	111.68	
		102-01-099 - HST RECEIVABLE	HST Tax Code	28.35	
		900-01-099 - HST TRACKING	HST Tax Code	32.79	285.09
23734	12/06/2018	AUTOGLASSIN INC	RAM MOUNTS FOR TABLETS		
2762		402-01-090 - FIRE PROTECTION	RAM MOUNTS FOR TABLETS	939.08	
		102-01-099 - HST RECEIVABLE	HST Tax Code	103.73	
		900-01-099 - HST TRACKING	HST Tax Code	119.97	1,042.81
23735	12/06/2018	BATTLESHIELD INDUSTRIES LTD	TANKER # 8 PRESSURE SWITCH		
18-2789		402-01-014 - FIRE PROTECTION	TANKER # 8 PRESSURE SWIT	433.60	
		102-01-099 - HST RECEIVABLE	HST Tax Code	47.89	
		900-01-099 - HST TRACKING	HST Tax Code	55.39	481.49
18-2797		402-01-014 - FIRE PROTECTION	PUMP TESTING	1,376.31	
		102-01-099 - HST RECEIVABLE	HST Tax Code	152.02	
		900-01-099 - HST TRACKING	HST Tax Code	175.83	1,528.33
				Payment Total:	2,009.82
23736	12/06/2018	BEACH HOME HARDWARE	KEY CUT		
7036203-1		438-01-011 - P.W. SHOP SUPPLI	KEY CUT	12.17	
		102-01-099 - HST RECEIVABLE	HST Tax Code	1.34	
		900-01-099 - HST TRACKING	HST Tax Code	1.55	13.51
704091-1		414-01-002 - BRUSHING - PARTS	MISC BRUSHING SUPPLIES	30.52	
		102-01-099 - HST RECEIVABLE	HST Tax Code	3.37	
		900-01-099 - HST TRACKING	HST Tax Code	3.90	33.89

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Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
704292-1		510-01-016 - REPAIRS & MAINTENANCE NEW RAILING MAYANRD WDS		6.47	
		102-01-099 - HST RECEIVABLE	HST Tax Code	0.72	
		900-01-099 - HST TRACKING	HST Tax Code	0.83	7.19
704356-1		600-01-005 - RECREATION PARK PADLOCK		15.25	
		438-01-011 - P.W. SHOP SUPPLIES PADLOCK		73.23	
		102-01-099 - HST RECEIVABLE	HST Tax Code	9.77	
		900-01-099 - HST TRACKING	HST Tax Code	11.30	98.25
Payment Total:					152.84
23737 56083	12/06/2018	BROCKVILLE TRACTOR-TRAILER TRUCK # 2			
		464-01-002 - #2- 2011 INT'L TANK TRUCK # 2		122.68	
		102-01-099 - HST RECEIVABLE	HST Tax Code	13.55	
		900-01-099 - HST TRACKING	HST Tax Code	15.67	136.23
56106		452-01-002 - #7 -2010 INT'L TANK UNIT # 7		1,900.66	
		102-01-099 - HST RECEIVABLE	HST Tax Code	209.93	
		900-01-099 - HST TRACKING	HST Tax Code	242.81	2,110.59
56107		477-01-002 - #6 -2006 INT'L TANK TRUCK # 6		852.11	
		102-01-099 - HST RECEIVABLE	HST Tax Code	94.12	
		900-01-099 - HST TRACKING	HST Tax Code	108.86	946.23
56149		438-01-011 - P.W. SHOP SUPPLIES PRESSURE WASHER REPAIR		51.53	
		102-01-099 - HST RECEIVABLE	HST Tax Code	5.69	
		900-01-099 - HST TRACKING	HST Tax Code	6.58	57.22
56168		464-01-002 - #2- 2011 INT'L TANK TRUCK # 2		264.96	
		102-01-099 - HST RECEIVABLE	HST Tax Code	29.27	
		900-01-099 - HST TRACKING	HST Tax Code	33.85	294.23
Payment Total:					3,544.50
23738 331744	12/06/2018	CASSIDY'S ENGRAVING & TROTTER WATCHES ENGRAVING			
		402-01-020 - FIRE PROTECTION WATCHES ENGRAVING		30.53	
		102-01-099 - HST RECEIVABLE	HST Tax Code	3.37	
		900-01-099 - HST TRACKING	HST Tax Code	3.90	33.90
23739 DEC52018	12/06/2018	CATHOLIC DISTRICT SCHOOL FOURTH QUARTER PAYMENT			
		640-01-003 - REQUISITION ENGINE FOURTH QUARTER PAYMENT		83,834.41	83,834.41
23740 2018-10-02	12/06/2018	CHARLES McLELLAN STREIGHT DRAIN			
		115-01-010 - STREIGHT MUNICIPAL STREIGHT DRAIN		2,851.21	
		102-01-099 - HST RECEIVABLE	HST Tax Code	314.92	
		900-01-099 - HST TRACKING	HST Tax Code	364.24	3,166.13
23741 884208487	12/06/2018	CINTAS CORPORATION #884 MATT/FRESHENER EXCHANGE			
		401-01-016 - REPAIRS & MAINTENANCE MATT/FRESHENER EXCHANGE		30.80	
		102-01-099 - HST RECEIVABLE	HST Tax Code	3.41	

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Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
		900-01-099 - HST TRACKING	HST Tax Code	3.94	34.21
23742 9230008	12/06/2018	COMPUGEN INC.	WC5155 PRINTER COPIES		
		401-01-004 - OFFICE SUPPLIES	WC5155 PRINTER COPIES	165.90	
		102-01-099 - HST RECEIVABLE	HST Tax Code	18.32	
		900-01-099 - HST TRACKING	HST Tax Code	21.19	184.22
23743 DEC52018	12/06/2018	CONSEIL SCOLAIRE DE DISTRI	FOURTH QUARTER PAYMENT		
		640-01-004 - REQUISITION FREN	FOURTH QUARTER PAYMENT	10,708.05	10,708.05
23744 DEC52018	12/06/2018	CONSEIL DE ECOLES PUBLIQU	FOURTH QUARTER PAYMENT		
		640-01-002 - REQUISITION FREN	FOURTH QUARTER PAYMENT	2,010.24	2,010.24
23745 473357	12/06/2018	CRISTILL ROCK	BOB GREGAS WATER		
		401-01-004 - OFFICE SUPPLIES	BOB GREGAS WATER	25.40	25.40
		477497	401-01-004 - OFFICE SUPPLIES	26.00	26.00
				Payment Total:	51.40
23746 03/2018	12/06/2018	DALE SMITH	NOVMBER SNOW STATION 1		
		402-01-013 - FIRE PROTECTION	NOVMBER SNOW STATION 1	81.05	
		102-01-099 - HST RECEIVABLE	HST Tax Code	8.95	
		900-01-099 - HST TRACKING	HST Tax Code	10.35	90.00
23747 NOV262018	12/06/2018	DONALD THROOP	MEDICAL CHECKUP		
		438-01-007 - P.W. STAFF BENEF	MEDICAL CHECKUP	130.58	
		102-01-099 - HST RECEIVABLE	HST Tax Code	14.42	
		900-01-099 - HST TRACKING	HST Tax Code	16.68	145.00
23748 DEC60218	12/06/2018	DON HALL	RE-IMBURSE BANQUET EXPENSES		
		402-01-020 - FIRE PROTECTION	RE-IMBURSE BANQUET EXPEI	106.59	
		102-01-099 - HST RECEIVABLE	HST Tax Code	11.78	
		900-01-099 - HST TRACKING	HST Tax Code	13.62	118.37
23749 32814	12/06/2018	ELMER'S CONSTRUCTION LTD	STATION # 2 SNOW		
		402-01-013 - FIRE PROTECTION	STATION # 2 SNOW	86.50	
		102-01-099 - HST RECEIVABLE	HST Tax Code	9.55	
		900-01-099 - HST TRACKING	HST Tax Code	11.05	96.05
23750 6050	12/06/2018	FAST EDDIE'S AUTO RECYCLIN	MONTHLY WDS CHARGES		
		510-01-001 - WASTE DISPOSAL	MONTHLY WDS CHARGES	16,281.63	
		102-01-044 - DUE FROM FAST E	MONTHLY WDS CHARGES	616.57-	
		102-01-099 - HST RECEIVABLE	HST Tax Code	1,798.37	
		900-01-099 - HST TRACKING	HST Tax Code	2,080.00	17,463.43
23751 A-0903389	12/06/2018	G. TACKABERRY & SONS	ASPHALT PATCHING		
		416-01-002 - DITCHING - PARTS	ASPHALT PATCHING	5,088.01	
		102-01-099 - HST RECEIVABLE	HST Tax Code	561.99	

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		900-01-099 - HST TRACKING	HST Tax Code	650.00	5,650.00
A-0903390		416-01-002 - DITCHING - PARTS	ASPHALT PATCHING	1,221.12	
		102-01-099 - HST RECEIVABLE	HST Tax Code	134.88	
		900-01-099 - HST TRACKING	HST Tax Code	156.00	1,356.00
A-0903388		416-01-002 - DITCHING - PARTS	ASPHALT PATCHING	7,123.21	
		102-01-099 - HST RECEIVABLE	HST Tax Code	786.79	
		900-01-099 - HST TRACKING	HST Tax Code	910.00	7,910.00
G-0058256		445-01-090 - ROADS CAPITAL	PROGRESS BILLING #1 AS PE	858,120.39	
		201-01-009 - ACCRUED LIABILIT	HOLDBACK	85,812.04-	
		102-01-099 - HST RECEIVABLE	HST Tax Code	85,304.39	
		900-01-099 - HST TRACKING	HST Tax Code	98,663.41	857,612.74
G-0058350		445-01-090 - ROADS CAPITAL	PROGRESS BILLING # 2	24,898.69	
		201-01-009 - ACCRUED LIABILIT	PROGRESS BILLING # 2	2,489.88-	
		102-01-099 - HST RECEIVABLE	HST Tax Code	2,475.14	
		900-01-099 - HST TRACKING	HST Tax Code	2,862.76	24,883.95
Payment Total:					897,412.69
23752 362	12/06/2018	INDUSTRIAL ELECTRICAL	MONTHLY STREETLIGHT MAINTENANCE		
		500-01-014 - STREETLIGHT MAINT	MONTHLY STREETLIGHT MAINT	1,233.86	
		102-01-099 - HST RECEIVABLE	HST Tax Code	136.29	
		900-01-099 - HST TRACKING	HST Tax Code	157.63	1,370.15
23753 NOV232018	12/06/2018	JEFF SLOAN	MTO PHYSICAL		
		402-01-005 - FIRE PROTECTION	MTO PHYSICAL	108.07	
		102-01-099 - HST RECEIVABLE	HST Tax Code	11.93	
		900-01-099 - HST TRACKING	HST Tax Code	13.80	120.00
23754 DEC22018	12/06/2018	ADAM JENSEN	LENSES FOR SCBA MASK		
		402-01-018 - FIRE PROTECTION	LENSES FOR SCBA MASK	172.85	172.85
23755 12727	12/06/2018	JOE COMPUTER	LAPTOP PROBOOK		
		401-01-022 - COMPUTER EXPENSE	LAPTOP PROBOOK	1,857.39	
		102-01-099 - HST RECEIVABLE	HST Tax Code	205.15	
		900-01-099 - HST TRACKING	HST Tax Code	237.28	2,062.54
79370		401-01-022 - COMPUTER EXPENSE	MONTHLY WIRELESS PACKAGE	109.90	
		102-01-099 - HST RECEIVABLE	HST Tax Code	12.14	
		900-01-099 - HST TRACKING	HST Tax Code	14.04	122.04
Payment Total:					2,184.58
23756 NOV2018	12/06/2018	KAREN LAVIGNE	BUILDING INSPECTOR MILEAGE		
		406-01-004 - BUILDING MILEAGE	BUILDING INSPECTOR MILEAGE	237.47	
		102-01-099 - HST RECEIVABLE	HST Tax Code	26.23	
		900-01-099 - HST TRACKING	HST Tax Code	30.34	263.70

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Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
DEC32018		406-01-005 - BUILDING STAFF B	HIGH VISIBILITY LINED COAT	185.19	
		102-01-099 - HST RECEIVABLE	HST Tax Code	20.46	
		900-01-099 - HST TRACKING	HST Tax Code	23.66	205.65
				Payment Total:	469.35
23757 DEC52018	12/06/2018	KINSMEN CLUB OF PRESCOTT ANNUAL DONATION			
		615-01-001 - PLANNING & ZONIN	ANNUAL DONATION	100.00	100.00
23758 7615	12/06/2018	LAFLEUR INDUSTRIES	REPAIRS TO LIGHT RESCUE #5		
		402-01-014 - FIRE PROTECTION	REPAIRS TO LIGHT RESCUE #	327.21	
		102-01-099 - HST RECEIVABLE	HST Tax Code	36.14	
		900-01-099 - HST TRACKING	HST Tax Code	41.80	363.35
23759 152853	12/06/2018	M & L SUPPLY	HELMET PATCH		
		402-01-015 - FIRE PROTECTION	HELMET PATCH	77.78	
		102-01-099 - HST RECEIVABLE	HST Tax Code	8.59	
		900-01-099 - HST TRACKING	HST Tax Code	9.94	86.37
23760 NOV232018	12/06/2018	MAYNARD VANDERVELDE	GAS PUMPER # 1		
		402-01-017 - FIRE PROTECTION	GAS PUMPER # 1	118.86	
		102-01-099 - HST RECEIVABLE	HST Tax Code	13.13	
		900-01-099 - HST TRACKING	HST Tax Code	15.19	131.99
23761 2019-018	12/06/2018	MFOA	MFOA ANNUAL DUES		
		401-01-017 - CONFERENCES & I	MFOA ANNUAL DUES	320.54	
		102-01-099 - HST RECEIVABLE	HST Tax Code	35.41	
		900-01-099 - HST TRACKING	HST Tax Code	40.95	355.95
23762	12/06/2018	TWO DIFFERENT INVOICES			
23763 2018/19-03190	12/06/2018	MUNISOFT	ANNUAL SOFTWARE FEES		
		401-01-022 - COMPUTER EXPEN	ANNUAL SOFTWARE FEES	4,526.29	
		102-01-099 - HST RECEIVABLE	HST Tax Code	499.95	
		900-01-099 - HST TRACKING	HST Tax Code	578.24	5,026.24
23764 401539589	12/06/2018	NOVEXCO INC	OFFICE SUPPLIES		
		402-01-005 - FIRE PROTECTION	BINDERS	46.40	
		438-01-018 - P.W. OFFICE SUPP	BUBBLE WRAP	8.98	
		401-01-004 - OFFICE SUPPLIES	BUBBLE WRAP	86.68	
		102-01-099 - HST RECEIVABLE	HST Tax Code	15.70	
		900-01-099 - HST TRACKING	HST Tax Code	18.16	157.76
23765 NOV302018	12/06/2018	OMERS	NOVEMBER OMERS		
		204-01-003 - OMERS PAYABLE	NOVEMBER OMERS	13,727.28	13,727.28
23766 12556	12/06/2018	BASLINE TELEMATICS INC	GPS TRACKER DEVICE		
		438-01-019 - PW - GPS RENTAL	GPS TRACKER DEVICE	218.78	
		102-01-099 - HST RECEIVABLE	HST Tax Code	24.17	

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		900-01-099 - HST TRACKING	HST Tax Code	27.95	242.95
12610		438-01-019 - PW - GPS RENTAL	GPS TRACKER DEVICE	218.78	
		102-01-099 - HST RECEIVABLE	HST Tax Code	24.17	
		900-01-099 - HST TRACKING	HST Tax Code	27.95	242.95
			Payment Total:		485.90
23767	12/06/2018	OPSEU	Monthly Remittance Union Dues		
NOV302018		204-01-004 - OPSEU PAYABLE	Monthly Remittance Union	497.94	497.94
23768	12/06/2018	PAUL J. VAN LUIT	NOVEMBER MILEAGE		
NOV2018		404-01-004 - BY-LAW MILEAGE	NOVEMBER MILEAGE	87.13	
		102-01-099 - HST RECEIVABLE	HST Tax Code	9.62	
		900-01-099 - HST TRACKING	HST Tax Code	11.13	96.75
NOV302018		404-01-001 - BY-LAW - SALARIE	BY LAW MONTHLY SALARY	1,221.12	
		102-01-099 - HST RECEIVABLE	HST Tax Code	134.88	
		900-01-099 - HST TRACKING	HST Tax Code	156.00	1,356.00
			Payment Total:		1,452.75
23769	12/06/2018	RIVERSIDE BUICK GMC LTD.	WINTER TIRES OFFICE VEHICLE		
299526		401-01-030 - CHEV EQUINOX - R	WINTER TIRES OFFICE VEHIC	1,326.14	
		102-01-099 - HST RECEIVABLE	HST Tax Code	146.48	
		900-01-099 - HST TRACKING	HST Tax Code	169.42	1,472.62
23770	12/06/2018	RIVERSIDE CHEVROLET BUICK TRUCK # 4			
764288		456-01-002 - #4- 2016 GMC 3500	TRUCK # 4	62.82	
		102-01-099 - HST RECEIVABLE	HST Tax Code	6.93	
		900-01-099 - HST TRACKING	HST Tax Code	8.02	69.75
23771	12/06/2018	RON M. JASON SURVEYING INC	LAND REGISTRY SEARCH		
18-15-39		438-01-016 - P.W. PROFESSION	LAND REGISTRY SEARCH	3,508.18	
		102-01-099 - HST RECEIVABLE	HST Tax Code	387.50	
		900-01-099 - HST TRACKING	HST Tax Code	448.18	3,895.68
23772	12/06/2018	RYCON	BACK DOOR LIGHT MAIN OFFICE		
18-174		401-01-016 - REPAIRS & MAINT	BACK DOOR LIGHT MAIN OFFI	116.54	
		102-01-099 - HST RECEIVABLE	HST Tax Code	12.87	
		900-01-099 - HST TRACKING	HST Tax Code	14.89	129.41
18-204		401-01-016 - REPAIRS & MAINT	SEPTIC SYSTEM RECEPTACLI	64.09	
		102-01-099 - HST RECEIVABLE	HST Tax Code	7.08	
		900-01-099 - HST TRACKING	HST Tax Code	8.19	71.17
			Payment Total:		200.58
23773	12/06/2018	SALLY BELL	POUND FEE		
DEC12018		404-01-010 - ANIMAL CONTROL	POUND FEE	407.04	

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		102-01-099 - HST RECEIVABLE	HST Tax Code	44.96	
		900-01-099 - HST TRACKING	HST Tax Code	52.00	452.00
23774 1282	12/06/2018	SANIGEAR	BUNKER GEAR CLEANING		
		402-01-015 - FIRE PROTECTION	BUNKER GEAR CLEANING	1,112.25	
		102-01-099 - HST RECEIVABLE	HST Tax Code	122.85	
		900-01-099 - HST TRACKING	HST Tax Code	142.09	1,235.10
23775 NOV222018	12/06/2018	SCOTT DAVIS	FIREFIGHTERS PAY		
		402-01-006 - FIRE PROTECTION	FIREFIGHTERS PAY	1,053.35	
		102-01-099 - HST RECEIVABLE	HST Tax Code	116.35	
		900-01-099 - HST TRACKING	HST Tax Code	134.57	1,169.70
23776 766	12/06/2018	SMALL JOBS	TRUCK #6		
		477-01-002 - #6 -2006 INT'L TANI	TRUCK #6	273.30	
		102-01-099 - HST RECEIVABLE	HST Tax Code	30.18	
		900-01-099 - HST TRACKING	HST Tax Code	34.91	303.48
23777 1489	12/06/2018	STERLING GRACE	WEBSITE DEVELOPMENT		
		401-01-022 - COMPUTER EXPEN	WEBSITE DEVELOPMENT	101.76	
		102-01-099 - HST RECEIVABLE	HST Tax Code	11.24	
		900-01-099 - HST TRACKING	HST Tax Code	13.00	113.00
23778 NOV252018	12/06/2018	SUSAN BOSMAN	CLEANING SERVICES		
		401-01-001 - STAFF SALARIES	CLEANING SERVICES	79.05	79.05
DEC22018		401-01-001 - STAFF SALARIES	CLEANING SERVICES	79.05	79.05
				Payment Total:	158.10
23779 DEC312018	12/06/2018	THE RECORDER & TIMES	YEARLY SUBSCRIPTION		
		401-01-018 - ADVERTISING & PF	YEARLY SUBSCRIPTION	213.72	
		102-01-014 - GST RECEIVABLE	G.S.T Tax Code	10.69	
		900-00-000 - Gst Paid (NI) (NI) (NI)	G.S.T Tax Code	10.69	224.41
23780 11235	12/06/2018	R THURSTON TECHNOLOGIES	PAGER REPAIR		
		402-01-015 - FIRE PROTECTION	PAGER REPAIR	234.08	
		102-01-099 - HST RECEIVABLE	HST Tax Code	25.85	
		900-01-099 - HST TRACKING	HST Tax Code	29.90	259.93
11239		402-01-015 - FIRE PROTECTION	PAGER REPAIR	159.07	
		102-01-099 - HST RECEIVABLE	HST Tax Code	17.57	
		900-01-099 - HST TRACKING	HST Tax Code	20.32	176.64
				Payment Total:	436.57
23781 NOV282018	12/06/2018	TOM SHOREY	PHONE CAR CHARGER		
		438-01-010 - P.W. TELEPHONE	PHONE CAR CHARGER	35.61	
		102-01-099 - HST RECEIVABLE	HST Tax Code	3.93	

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		900-01-099 - HST TRACKING	HST Tax Code	4.55	39.54
23782 76218	12/06/2018	TRICELL SALES & MARKETING BATTERIES FOR SCBA			
		402-01-018 - FIRE PROTECTION BATTERIES FOR SCBA		92.98	
		102-01-099 - HST RECEIVABLE	HST Tax Code	10.27	
		900-01-099 - HST TRACKING	HST Tax Code	11.88	103.25
23783 1456	12/06/2018	TRUESPEED INTERNET SERVICE MERC HALL INTERNET			
		600-01-014 - MAITLAND RECRE/ MERC HALL INTERNET		101.66	
		102-01-099 - HST RECEIVABLE	HST Tax Code	11.23	
		900-01-099 - HST TRACKING	HST Tax Code	12.99	112.89
23784 18245	12/06/2018	UNITED COUNTIES OF LEEDS & DRAINAGE STUDY			
		615-01-002 - PLANNING & ZONING DRAINAGE STUDY		157.99	
		102-01-099 - HST RECEIVABLE	HST Tax Code	17.45	
		900-01-099 - HST TRACKING	HST Tax Code	20.18	175.44
DEC52018		635-01-001 - REQUISITION	FOURTH QUARTER PAYMENT	807,060.42	807,060.42
				Payment Total:	807,235.86
23785 DEC52018	12/06/2018	UPPER CANADA DISTRICT	FOURTH QUARTER PAYMENT		
		640-01-001 - REQUISITION ENGI	FOURTH QUARTER PAYMENT	429,039.36	429,039.36
23786 NOV302018	12/06/2018	WSIB ONTARIO	NOVEMBER WSIB		
		204-01-009 - WSIB PAYABLE	NOVEMBER WSIB	7,151.57	7,151.57
23787 1151181335007	12/06/2018	MINISTER OF FINANCE	NOVEMBER POLICING		
		404-01-090 - PROTECTIVE POLI	NOVEMBER POLICING	86,082.00	86,082.00
23788 DEC312018	12/06/2018	MINISTER OF FINANCE	2019 LICENSE PLATE RENEWALS		
		101-01-008 - PREPAID EXPENSE	2019 LICENSE PLATE RENEW/	11,258.00	11,258.00
Other:					
1047-Man 3455NOV162018	11/29/2018	BELL CANADA	STATION #1 PHONE		
		402-01-004 - FIRE PROTECTION	STATION #1 PHONE	67.13	
		102-01-099 - HST RECEIVABLE	HST Tax Code	7.42	
		900-01-099 - HST TRACKING	HST Tax Code	8.58	74.55
1421-Man 1784NOV192018	11/26/2018	HYDRO ONE NETWORKS	BURNSIDE DRIVE STREETLIGHTS		
		500-01-001 - BURNSIDE ESTATE	BURNSIDE DRIVE STREETLIGI	9.79	
		102-01-099 - HST RECEIVABLE	HST Tax Code	1.08	
		900-01-099 - HST TRACKING	HST Tax Code	1.25	10.87
1794-Man 592141	11/29/2018	CST CANADA CO.	CLEAR DIESEL		
		120-01-002 - STOCK - DIESEL	CLEAR DIESEL	1,591.90	
		102-01-099 - HST RECEIVABLE	HST Tax Code	175.83	
		900-01-099 - HST TRACKING	HST Tax Code	203.37	1,767.73

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2437-Man 591766	11/26/2018	CST CANADA CO. 120-01-003 - STOCK - COLOURE 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	COLOURED DIESEL COLOURED DIESEL HST Tax Code HST Tax Code	1,719.57 189.94 219.68	1,909.51
2537-Man 249.03	11/29/2018	UNION GAS LIMITED 402-01-003 - FIRE PROTECTION 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	STATION # 1 STATION # 1 HST Tax Code HST Tax Code	224.26 24.77 28.65	249.03
2982-Man 6431NOV50218	11/26/2018	ROYAL BANK VISA 438-01-011 - P.W. SHOP SUPPLI 401-01-012 - ELLIS HOUSE EXPE 462-01-002 - #1- 2017 GMC 3/4 T 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	PUBLIC WORKS VISA MISC SUPPLIES SECURITY CAMERAS TRUCK #1 HST Tax Code HST Tax Code	14.28 225.39 32.50 30.06 34.77	302.23
3084-Man 9461NOV192018	11/26/2018	HYDRO ONE NETWORKS 500-01-013 - LIONS GATE STREI 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	LIONS GATE STREETLIGHTS LIONS GATE STREETLIGHTS HST Tax Code HST Tax Code	11.52 1.27 1.47	12.79
3544-Man 6593NOV192018	11/26/2018	HYDRO ONE NETWORKS 500-01-011 - MEIKLE SUBDIVISI 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	MEIKLE STREETLIGHTS MEIKLE STREETLIGHTS HST Tax Code HST Tax Code	12.90 1.43 1.65	14.33
3562-Man 7331NOV122018	11/26/2018	HYDRO ONE NETWORKS 401-01-012 - ELLIS HOUSE EXPE 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	ELLIS HOUSE ELLIS HOUSE HST Tax Code HST Tax Code	115.66 12.78 14.78	128.44
3712-Man 4591NOV162018	11/26/2018	HYDRO ONE NETWORKS 500-01-008 - VILLAGE OF NORTI 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	N/A STREETLIGHTS N/A STREETLIGHTS HST Tax Code HST Tax Code	30.94 3.42 3.95	34.36
3865-Man 5429NOV162018	11/26/2018	HYDRO ONE NETWORKS 500-01-006 - ST LAWRENCE CR 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	ST LAWRENCE CRT STREETLIGHTS ST LAWRENCE CRT STREETLI HST Tax Code HST Tax Code	9.79 1.08 1.25	10.87
3934-Man 592059	11/29/2018	CST CANADA CO. 120-01-002 - STOCK - DIESEL 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	CLEAR DIESEL CLEAR DIESEL HST Tax Code HST Tax Code	1,328.46 146.73 169.71	1,475.19
4626-Man	11/29/2018	ROYAL BANK VISA	MAIN OFFICE VISA CHARGES		

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7818	NOV262018	616-01-001 - ECONOMIC DEVELOPMENT	ECONOMIC SUMMIT	52.22	
		401-01-004 - OFFICE SUPPLIES	REPLACE PROJECTOR LAMP	200.00	
		438-01-010 - P.W. TELEPHONE	CELL PHONE CASES	34.60	
		402-01-012 - FIRE PROTECTION	CRISIS TRAINING CREDIT	300.19	
		402-01-012 - FIRE PROTECTION	CRISIS TRAINING CREDIT	249.31	
		400-01-003 - ELECTION	ORIENTATION DAY	85.48	
		402-01-020 - FIRE PROTECTION	FIREFIGHTER AWARDS	228.96	
		401-01-016 - REPAIRS & MAINTENANCE	HUMIDIFIER MAIN OFFICE	399.70	
		406-01-007 - BUILDING CONF & I	YEARLY DUES	321.56	
		400-01-003 - ELECTION	ORIENTATION COUNCIL	85.48	
		401-01-004 - OFFICE SUPPLIES	MAIN OFFICE VISA CHARGES	39.29	
		102-01-099 - HST RECEIVABLE	HST Tax Code	132.15	
		900-01-099 - HST TRACKING	HST Tax Code	152.84	1,528.56
4658-Man	11/29/2018	HYDRO ONE NETWORKS	FIRE DEPT SOLAR		
1958	NOV202018	402-01-002 - FIRE PROTECTION	FIRE DEPT SOLAR	5.49	
		102-01-099 - HST RECEIVABLE	HST Tax Code	0.61	
		900-01-099 - HST TRACKING	HST Tax Code	0.70	6.10
5073-Man	11/29/2018	CST CANADA CO.	PREMIUM GASOLINE		
592176		120-01-001 - STOCK - GAS	PREMIUM GASOLINE	1,991.20	
		102-01-099 - HST RECEIVABLE	HST Tax Code	219.94	
		900-01-099 - HST TRACKING	HST Tax Code	254.38	2,211.14
5582-Man	11/26/2018	HYDRO ONE NETWORKS	LUGTHARD STREETLIGHTS		
8512	NOV192018	500-01-002 - LUGTHART SUBDIV	LUGTHARD STREETLIGHTS	11.00	
		102-01-099 - HST RECEIVABLE	HST Tax Code	1.22	
		900-01-099 - HST TRACKING	HST Tax Code	1.41	12.22
7066-Man	11/26/2018	HYDRO ONE NETWORKS	MAITLAND		
2162	NOV192018	500-01-004 - MAITLAND STREET	MAITLAND	194.13	
		102-01-099 - HST RECEIVABLE	HST Tax Code	21.44	
		900-01-099 - HST TRACKING	HST Tax Code	24.80	215.57
7368-Man	11/26/2018	HYDRO ONE NETWORKS	MAYNARD STREETLIGHTS		
4283	NOV192018	500-01-009 - MAYNARD SUBD. S	MAYNARD STREETLIGHTS	62.09	
		102-01-099 - HST RECEIVABLE	HST Tax Code	6.86	
		900-01-099 - HST TRACKING	HST Tax Code	7.93	68.95
7432-Man	11/26/2018	HYDRO ONE NETWORKS	ALGONQUIN STREETLIGHTS		
4210	NOV192018	500-01-005 - ALGONQUIN STREET	ALGONQUIN STREETLIGHTS	12.04	
		102-01-099 - HST RECEIVABLE	HST Tax Code	1.33	
		900-01-099 - HST TRACKING	HST Tax Code	1.54	13.37
7439-Man	11/26/2018	HYDRO ONE NETWORKS	RIVERVIEW HEIGHTS STREETLIGHT		
5201	NOV162018	500-01-003 - RIVERVIEW HEIGHTS	RIVERVIEW HEIGHTS STREET	396.53	
		102-01-099 - HST RECEIVABLE	HST Tax Code	43.80	
		900-01-099 - HST TRACKING	HST Tax Code	50.66	440.33

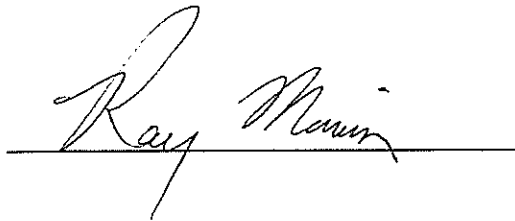
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7868-Man 6433NOV162018	11/26/2018	HYDRO ONE NETWORKS 500-01-007 - KEMP SUBDIVISION	KEMP STREETLIGHTS KEMP STREETLIGHTS	11.17	
		102-01-099 - HST RECEIVABLE	HST Tax Code	1.24	
		900-01-099 - HST TRACKING	HST Tax Code	1.43	12.41
8575-Man 591760	11/26/2018	CST CANADA CO. 120-01-002 - STOCK - DIESEL	CLEAR DIESEL CLEAR DIESEL	875.15	
		102-01-099 - HST RECEIVABLE	HST Tax Code	96.66	
		900-01-099 - HST TRACKING	HST Tax Code	111.80	971.81
9003-Man 592032	11/26/2018	CST CANADA CO. 120-01-002 - STOCK - DIESEL	CLEAR DIESEL CLEAR DIESEL	1,100.53	
		102-01-099 - HST RECEIVABLE	HST Tax Code	121.56	
		900-01-099 - HST TRACKING	HST Tax Code	140.60	1,222.09
9090-Man 592095	11/26/2018	CST CANADA CO. 402-01-003 - FIRE PROTECTION	FURNACE OIL STATION #2 STATION # 2	1,015.65	
		102-01-099 - HST RECEIVABLE	HST Tax Code	112.18	
		900-01-099 - HST TRACKING	HST Tax Code	129.75	1,127.83
9014842 NOV152018	11/25/2018	MINISTER OF FINANCE 204-01-001 - PAYROLL DEDUCTI	NOV1-NOV 15 GOVT REMITTANCES NOV1-NOV 15 GOVT REMITTAI	14,747.62	14,747.62
				Total for AP:	2,430,066.24

Certified Correct This December 6, 2018



REPORT NUMBER: 2018-143

DATE SUBMITTED TO COUNCIL: December 6, 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 – November 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 Balance Sheet Items

30-Nov-18

	2018	2017	Change	Percent Change	Comments
Cash	4,336,902	2,342,358	1,994,544	85%	See taxes receivable and HST receivable below.
					Main paving project done earlier in 2017
					Transfers to UCLG and School boards process earlier in 2017
Taxes Receivable	1,413,430	1,178,513	234,917	20%	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	15.02%	12.82%	2.20%		Targetting 5-8%.
					Down from high of 18% December 2017. Large supplementary assessments and billings processed at end of year, residents unable to pay before year end.
					Reminder notices sent in November, formal tax sale processes will begin on numerous properties in January
HST Receivable	166,533	83,235	83,298		Received \$326,285 re 2017 final & 6 months Jan-June 2018, Sept 12, 2018
					Fire hall and municipal drains added back in October and November

Township of Augusta

Statement of Revenue & Expenditures for the period ended:

Nov-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	3,883,684	4,310,068	426,383	10%	4,777,091	4,701,892	75,199	2%	Significant Supplementary billings in Nov
Grants	1,241,605	1,080,643	-116,812	-11%	1,211,287	1,178,883	32,404	3%	MTO re Hwy 401-41K; Lending Library 12K
Licences and Permits	62,185	70,838	8,654	12%	68,278	77,278	-9,000	-12%	Bldg Permits is highly variable
Fees and Services and Misc	74,038	46,333	-27,705	-60%	70,123	50,545	19,578	39%	Industrial park projects; Culverts offset in expenses below
Interest Income and Penalties	226,119	200,750	-25,369	-13%	233,212	219,000	14,212	6%	High Tax receivable; large pmts in Q4
Transfer From Reserves	14,706	1,227,733	1,213,027	99%	1,339,345	1,339,345	0	0%	
Total Revenues	5,502,338	6,936,364	1,478,177	21%	7,699,336	7,566,943	132,393	2%	
Expenditures									
General Government									
Council	98,657	110,880	12,223	11%	122,373	120,960	-1,413	-1%	
Administration	552,433	515,884	-36,549	-7%	565,804	562,782	-3,022	-1%	Benefits, re turnover, family coverage
Administration Capital	101	9,167	9,066	99%	10,000	10,000	0	0%	
Administration - Trsf to Reserve	37,737	37,737	0	0%	41,168	41,168	0	0%	
Total General Government	688,928	673,668	-15,261	-2%	739,344	734,910	-4,434	-1%	
Protective Services:									
Fire	395,378	412,011	16,632	4%	426,760	449,466	22,706	5%	
Fire Capital	69,231	80,667	11,436	14%	88,000	88,000	0	0%	
Fire - Transfer to Reserves	388,512	388,512	0	0	423,831	423,831	0	0%	
Police	855,915	901,064	45,149	5%	982,979	982,979	0	0%	
Conservation Authority	46,585	42,104	-4,481	-11%	42,485	45,932	3,447	8%	YTD reflects actual invoices
Protection, Inspection and Control	32,144	31,260	-884	-3%	39,700	34,102	-5,598	-16%	Staffing adjustment during year
Emergency Measures	14,983	14,755	-229	-2%	16,325	16,096	-229	-1%	
Total Protective Services	1,802,748	1,870,372	67,624	4%	2,020,080	2,040,406	20,326	1%	

Township of Augusta

Statement of Revenue & Expenditures for the period ended:

Nov-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	1,150,978	1,353,383	202,405	15%	1,396,561	1,476,418	79,857	5%	SW&B savings due to staff turnonver, sign program installation deferred to 2019, vehicle R&M under budget
Roads - Transfer to Reserves	829,702	829,702	0	0%	905,129	905,129	0	0%	
Roads - Capital	491,018	1,080,240	589,222	55%	1,178,444	1,178,444	0	0%	
Winter Control	119,919	83,017	-36,902	-44%	97,810	90,564	-7,246	-8%	Winter arriving early this fall; Spike in salt costs across Canada Budget includes new lights program, to come
Street Lighting	11,067	21,279	10,212	48%	19,882	23,213	3,331	14%	
Public Works subtotal	2,602,684	3,367,621	764,937	23%	3,597,826	3,673,768	75,942	2%	
Environmental Services									
Garbage Disposal	350,827	386,353	35,526	9%	433,271	421,476	-11,795	-3%	Certain recycled items going to garbage
Waste Disposal Capital	0	0	0	#DIV/0!	0	0	0	#DIV/0!	
Capital Infrastructure	9,167	9,167	0	0%	10,000	10,000	0	0%	
Garbage Transfer to Reserve	9,167	9,167	0	0%	10,000	10,000	0	0%	
Recycling	1,455	1,278	-177	-14%	1,571	1,394	-177	-13%	
Total Environmental Services	370,615	405,964	35,349	9%	454,842	442,870	-11,972	-2.7%	

Township of Augusta

Statement of Revenue & Expenditures for the period ended:

Nov-18

Account	YTD Actual	YTD Budget	YTD Variance	YTD % Var.	Full Year Projected	Full Year Budget	Full Year Variance	Full Year % Var.	Comments
Health Services:									
Cemetaries	12,353	9,167	-3,186	-35%	12,353	10,000	-2,353	-24%	Includes NA Cenotaph, offset in Grants above
Total Health Services	12,353	9,167	-3,186	-35%	12,353	10,000	-2,353	-24%	
Parks & Recreation:									
Recreation Administration	83,055	77,596	-4,514	-6%	83,025	84,650	1,625	2%	
Programs	25,098	63,018	37,928	60%	67,524	68,747	1,223	2%	
Recreation Capital	76,512	27,500	-49,012	-178%	30,000	30,000	0	0%	
Reserve for Recreation Projects	19,455	19,455	0	0%	21,224	21,224	0	0%	
Libraries	118,733	106,533	-12,199	-11%	134,452	116,218	-18,234	-16%	Incls Furnace repairs, offset through Reserve. Includes Lending Library, offset by new grant
Donations	3,123	8,708	5,585	64%	9,500	9,500	0	0%	
Total Parks and Recreation	325,976	302,811	-22,212	-7%	345,725	330,339	-15,386	-5%	
Planning and Development:									
Building Official	91,038	95,288	4,249	4%	100,655	103,950	3,295	3%	Outside backup not utilized todate
Planning and Zoning	21,900	57,668	35,768	62%	57,888	62,910	5,022	8%	Numerous projects just before start up
Commercial and Industrial	66,273	77,791	11,518	15%	84,632	84,863	231	0%	
Agricultural	54,908	68,750	13,842	20%	75,000	75,000	0	0%	
Tile Drainage	7,772	7,266	-506	-7%	7,927	7,927	0	0%	
Total Planning and Development	241,891	306,763	64,871	21%	326,102	334,650	8,548	3%	
Total Expenditures	6,045,195	6,936,364	892,123	13%	7,496,273	7,566,943	70,670	1%	

REPORT NUMBER: 2018-141
REPORT TO COUNCIL December 11, 2018
RE: 2018 ROAD CONSTRUCTION – Phase 2 AWARD FOR LORDS
MILLS ROAD (Section B) in 2019
PREPARED BY: Michel Riberdy, Public Works Manager

RECOMMENDATION:

THAT Council authorize the Mayor and Clerk to extend the 2018 Road Construction Contract with G. Tackaberry & Sons Construction Company Limited for phase two of the project in 2019, (*Lords Mills Road, Section B (from Blue Church Rd to Charleville Rd) - 0.93km*) in the amount of \$194,677.50 as per Tender 2018-13.

BACKGROUND:

Subject to 2018 capital budgeting limitations and municipal council elections timing, the following reconstruction location 8 of Tender 2018-13, was deferred until the review and approval of the Council elect

Location 8: Lords Mills Road, Section B (from Blue Church Rd to Charleville Rd) - 0.93km. Location 8 was added to the current year tender, subject to the spring 2018 roads tour, the road's recent rapid deterioration and the cost efficiencies of doing that section while doing Lords Mills Road, Section A (from Blue Church Rd to 800m East of Ashby Rd).

The 2018 road construction contract was not completed this year due weather delays and anticipated wait time for culvert delivery. Therefore, the remainder of the work will be completed in the Spring of 2019 after half load season is off in early May.

ANALYSIS:

The 2016 Roads Needs Study identifies that Jellyby Road should 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.

In order to meet the budget and time constraints the 2018 road construction program was implemented in two phases. Phase 1 of the contract consisted of locations 1 to 7 (including

Bisseltown Road, Lord Mills Road, Kyle Road, George Street, Algonquin Road, Richmond Street and Amherst Street) at a tendered cost of \$1,090,387.10 to be completed in 2018. Phase 2 consisted of location 8 at a cost of \$194, 677.50 to be completed in Spring 2019, after half loads are lifted. For additional details, refer to Report No. 2018-097 (attached).

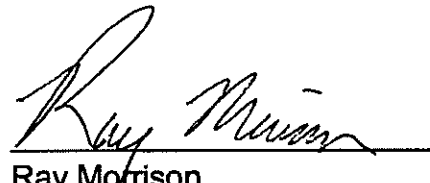
The decision to approve this expenditure was subject to "lame duck" rules during the election period and was deferred until the new elected officials were in office to finalize the approval of Phase 2.

G. Tackaberry & Sons Construction Company Limited has agreed to honour the unit rates for phase 2 of the contract in 2019. The Public Works Manager recommends that G. Tackaberry & Sons Construction Company be awarded Phase 2 of the 2018-19 road construction program and that the work proceed in the Spring of 2019.

FINANCIAL IMPACTS:

Sufficient funds will be allotted in the 2019 Operating Budget in the Road Capital a/c 445-01-090 and Roads Construction reserve to reconstruct and resurface the above-mentioned Phase 2 location in 2019.


Michel Riberdy
Public Works Manager


Ray Morrison
CAO/Treasurer

TOWNSHIP OF AUGUSTA

Moved By:

Samuel Schapelhouman

Date: September 10, 2018

Report #: 2018-097

Seconded By:

Bill BucklerResolution No 8

BE IT RESOLVED 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 Bissettown 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.

RECORDED VOTE:

	FOR	AGAINST
Deputy Mayor Buckler	—	—
Councillor Conklin	—	—
Mayor Malanka	—	—
Councillor Schapelhouman	—	—
Councillor Wynands	—	—

CARRIED

Doug Malanka
Mayor

DEFEATED

Mayor

Declaration of pecuniary interest by: _____

Nature of interest: _____

- ☐ Disclosed His/Her/Their Interest
☐ Vacated His/Her/Their Seat
☐ Abstained from discussion & did not vote on the question

REPORT NUMBER: 2018-097
REPORT TO COUNCIL September 10, 2018
RE: 2018 ROAD CONSTRUCTION TENDER AWARD FOR
BISSELTOWN ROAD, 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.

Location 6: Richmond Street (from Church St to Amherst St.) – 0.05km – Pulverizing, Granular Material, Hot Mix HL-3 and Drainage

Location 7: Amherst Street (from Richmond St to Dead End)- 0.06km – Pulverizing, Granular Material, Hot Mix HL-3 and Drainage

These sections total 4.65 kms.

Location 8: Lords Mills Road, Section B (from Blue Church Rd to Charleville Rd) - 0.93km. Location 8 was added to the current year tender, subject to the spring 2018 roads tour, the road's recent rapid deterioration and the cost efficiencies of doing that section while doing Lords Mills Road, Section A (from Blue Church Rd to 800m East of Ashby Rd). This would bring total roads to be rehabilitated to 5.58 km.

It is estimated that it will take approximately 82 days to complete the work without accounting for rain days. The culvert supplier informed Tackaberry that there is a 3-4 weeks wait time for culvert delivery. There is a 1-week process for utility locates to be implemented before starting any excavation work. Therefore, the work will need to be extended into the Spring of 2019 instead of the completion date of October 31, 2018 as per the tender.

ANALYSIS:

The following bids were submitted:

G. Tackaberry & Sons Construction Company Limited

@ \$1,285,064.60 plus H.S.T.

Coco Paving Inc.

@ \$1,614,722.80 plus H.S.T.

Each tender that was submitted met the specifications and deposit requirements.

Bid amounts were greater than anticipated due to escalating materials cost, Ontario Ministry of Natural Resources and Forestry changes to aggregate fees and royalties that came into effect on January 1, 2018 as per the Ontario Regulation 244/97, omissions in the 2016 Roads Needs Study and improvements identified during the inspection and tender document preparation. Example, a large culvert was identified on Bisseltown Road for replacement due to its poor condition will cost \$28,000.00 which increased the bid amounts.

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 2018-135

REPORT TO COUNCIL December 11, 2018
RE: BUILDING DEPARTMENT ACTIVITY SUMMARY
AUTHOR: Karen Lavigne, CBO

RECOMMENDATION:

That Council receive the building department activity report for November, 2018 for information.

BUILDING DEPARTMENT ACTIVITY SUMMARY

BWP: Building Without a Permit carries a fine of double the cost of the permit, as per "Schedule A" of Building By-Law 3055.

Date Issued	Permit Number	Cost of Project	Permit Cost	Type of Permit
5/11/2018	2018-7275	\$2,500.00	\$75.00	Deck
7/11/2018	2018-7276	\$1,000.00	\$80.00	Deck
7/11/2018	2018-7277	\$2,500.00	\$173.60	Carport Repair
22/11/2018	2018-7278	\$6,000.00	\$786.40	Deck - BWP
NOV. TOTAL		\$12,000.00	\$1,115.00	
2018 TOTAL		\$11,039,491.59	\$56,731.25	

Date Issued	Permit Number	Cost of Project	Permit Cost	Type of Permit
7/11/2017	2017-7184	\$375,000.00	\$2,158.40	SFD
8/11/2017	2017-7185	\$2,000.00	\$97.60	2 Decks
8/11/2017	2017-7186	\$5,000.00	\$115.20	Shed
15/11/2017	2017-7187	\$2,500.00	\$55.00	Wood Stove
17/11/2017	2017-7188	\$500.00	\$75.00	Decks
21/11/2017	2017-7189	\$25,000.00	\$727.00	Addition
23/11/2017	2015-6912-2	\$0.00	\$55.00	Renewal
23/11/2017	2017-7190	\$25,000.00	\$343.00	Washroom
NOVEMBER TOTAL		\$435,000.00	\$3,626.20	
2017 TOTAL		\$5,917,912.97	\$52,899.21	

Inspections performed in November; 50

Permits issued in November; 4

Inspections performed in October; 46

Permits issued in October; 10

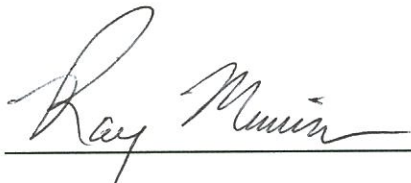
Monthly reports submitted to MPAC, Statistics Canada, Tarion and CMHC for November.

4 Finals and 2 Occupancies submitted to MPAC, Statistics Canada and CMHC for November 2018.

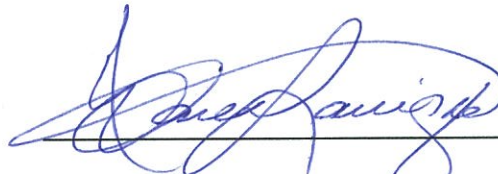
2 inspections performed for Edwardsburg-Cardinal

3 inspections performed for Prescott

1 inspection performed for Elizabethtown-Kitley



Ray Morrison, CAO



Karen Lavigne, CBO

REPORT NUMBER: 2018-139
REPORT TO COUNCIL: December 11, 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 redevelopment 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 continues on schedule.

Steel framing is nearing completion and wood framing has begun. Bourgnon is hopeful to have the building closed in prior to Christmas.


Biweekly site meetings involving the contractor, architects, engineers, staff and a Council representative continue to ensure the project remains on schedule, on budget and issues are identified and addressed promptly to avoid cost and delays.

Pictures of construction progress can be found on the website at: <https://augusta-1248.appspot.com/new-maitland-fire-station/>

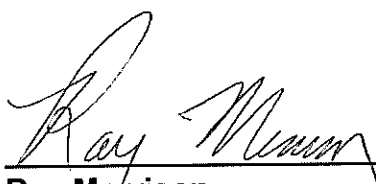
We will continue to keep Council informed as this project moves forward.

FINANCIAL IMPACTS:

None at this time.



Robert Bowman
Fire Chief



Ray Morrison
CAO/Treasurer