

**AGENDA
AUGUSTA TOWNSHIP
C.O.W./REGULAR MEETING
January 14, 2019 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
 - Resolution of Support – Municipality of Marmora and Lake

I. MOVED TO COMMITTEE OF THE WHOLE

J. COMMITTEE/STAFF REPORTS

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

Administration and Finance

- Report 2019 – 002 – County Council Alternate
- Report 2019 – 003 – Cannabis Retail Stores
- Report 2019 – 004 – Council Staff Relations & Pregnancy Leave Policy
- Report 2019 – 007 – Elections Accessibility Report
- Report 2019 – 008 – Special Event Licensing
- Report 2019 – 009 – A/P
- Report 2019 – 012 – Finance and Variance

Operations

Planning and Building Services

- Report 2019 – 001 – Secondary Suite By-Law Amendment
- Report 2019 – 005 – CBO Report
- Report 2019 – 006 – Building Permit Fee Changes
- Report 2019 – 013 – Receiving Lands for Road Widening

Protective Services

- Report 2019 – 010 – Fire Hall
- Report 2019 – 011 – Sell Surplus Equipment

K. RETURN TO REGULAR MEETING OF COUNCIL

L. New and Unfinished Business

M. Notice of Motions

N. By-Laws

- 3389-2018 – Licensing Special Events
- 3392-2019 – Pregnancy Leave Policy
- 3393-2019 - Alternate on County Council
- 3394-2019 – Authorize Temporary Borrowing By-law
- 3395-2019 – Interim Tax Levy
- 3396-2019 – Council/Staff Relations Policy
- 3398-2019 – ZBLA Secondary Suites
- 3400-2019 – Assuming Land for Road Purposes

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

- Education and Training
 - Mandatory Accessible Customer Service and V&H Training
 - Identifiable Individuals

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
December 11, 2018**

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

PRESENT:

Mayor Malanka
Deputy Mayor Shaver
Councillor Bowman
Councillor Henry
Councillor Schapelhouman

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 Councillor Schapelhouman, seconded by Councillor Bowman
BE IT RESOLVED THAT the Agenda for December 11, 2018 be adopted.
Carried

APPROVAL OF MINUTES OF PREVIOUS MEETING

Moved by Councillor Schapelhouman, seconded by Mayor Malanka
BE IT RESOLVED THAT Council approve the minutes of the November 26,
2018 Council meeting as printed and distributed to all members.
Carried

DISCLOSURE OF INTEREST

BUSINESS ARISING FROM THE MINUTES

DELEGATIONS & PETITIONS

CORRESPONDENCE

Moved by Councillor Bowman, seconded by Councillor Schapelhouman
BE IT RESOLVED THAT Council authorize the Mayor to sign the letter of support on behalf of Council regarding streamlining review under the amended Fisheries Act.
Carried

MOVED TO COMMITTEE OF THE WHOLE

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

COMMITTEE REPORTS

UCLG: Mayor Malanka provided an update
Recreation:
EDTC:
Library Board:
Operations:
Finance and Admin:
Fire Department: Chief Bowman provided an update

ADMINISTRATION AND FINANCE

Report 2018-118

Moved by Councillor Bowman, seconded by Councillor Schapelhouman
BE IT RESOLVED 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.
Carried

Report 2018-128

Moved by Councillor Schapelhouman, seconded by Councillor Bowman
BE IT RESOLVED THAT Council appoint Glenn Mackey as the Township representative on the Police Services board for the term of Council 2018-2022.
Carried

Report 2018-129

Moved by Councillor Bowman, seconded by Councillor Schapelhouman
BE IT RESOLVED 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.
Carried

Report 2018-130

Moved by Councillor Schapelhouman, seconded by Councillor Bowman

BE IT RESOLVED THAT Council appoint the following to the Augusta Library Board for the term of Council 2019-2022:

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

Carried

Report 2018-132

Moved by Councillor Bowman, seconded by Councillor Schapelhouman

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

Peter Donnelly	Doug Barton	David Lewis
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THAT Council appoint Paul VanLuit as the Property Standards Officer and;

THAT the By-Laws executed later in the meeting.

Carried

Report 2018-133

Moved by Councillor Schapelhouman, seconded by Councillor Bowman

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

Lisa Severson	Susie Kinghorn	Ronald Covey
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THAT Council adopt By-Law 3386-2018 being a By-Law to appoint the members of the Committee of Adjustments.

Carried

Report 2018-134

Moved by Councillor Bowman, seconded by Councillor Schapelhouman

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

Carried

Report 2018-136

Moved by Councillor Schapelhouman, seconded by Councillor Bowman

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

Carried

Report 2018-137

Moved by Councillor Bowman, seconded by Councillor Schapelhouman

BE IT RESOLVED 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.

Carried

Report 2018-138

Moved by Councillor Schapelhouman, seconded by Councillor Bowman

BE IT RESOLVED 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.

Carried

Report 2018-140

Moved by Councillor Bowman, seconded by Councillor Schapelhouman

BE IT RESOLVED THAT Council receive this CEMC report for information.

Carried

Report 2018-142

Moved by Councillor Bowman, seconded by Councillor Schapelhouman

BE IT RESOLVED 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.

Carried

Report 2018-143

Moved by Deputy Mayor Shaver, seconded by Councillor Henry

BE IT RESOLVED THAT Council accepts for information the attached Statement of Revenue and Expenditures – November 2018.

Carried

OPERATIONS

Report 2018-141

Moved by Councillor Henry, seconded by Deputy Mayor Shaver

BE IT RESOLVED 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 2018 (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.

Carried

PLANNING AND BUILDING SERVICES

Report 2018-135

Moved by Deputy Mayor Shaver, seconded by Councillor Henry

BE IT RESOLVED THAT Council receive the building department activity report for November, 2018 for information.

Carried

PROTECTIVE SERVICES

Report 2018-139

Moved by Councillor Henry, seconded by Deputy Mayor Shaver

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 Deputy Mayor Shaver seconded by Councillor Henry

BE IT RESOLVED THAT Council move to a regular meeting of Council.

Carried

NEW AND UNFINISHED BUSINESS

- Committee members, during their first meetings of this new term to consider their structure, meeting dates and times.

NOTICE OF MOTIONS

BY-LAWS

Moved by Councillor Henry, seconded by Deputy Mayor Shaver

BE IT RESOLVED THAT By-Law Numbered 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 ("Municipality") for the provision of police services under section 10 of the Police Services Act, R.S.O.1990, c. P. 15 be read a first time, a second time, a third time, and be enacted as read.

Carried

Moved by Deputy Mayor Shaver, seconded by Councillor Henry

BE IT RESOLVED THAT By-Law Numbered 3385-2018 being a By-Law to appoint Rental Property Standards Committee Members for the Township of Augusta be read a first time, a second time, a third time, and be enacted as read.

Carried

Moved by Councillor Henry, seconded by Deputy Mayor Shaver

BE IT RESOLVED THAT By-Law Numbered 3386-2018 being a By-Law to appoint Committee of Adjustment Members for the Township of Augusta be read a first time, a second time, a third time, and be enacted as read.

Carried

Moved by Deputy Mayor Shaver, seconded by Councillor Henry

BE IT RESOLVED THAT By-Law Numbered 3387-2018 being a By-Law to appoint Township Officers for the term of Council and set their remuneration be read a first time, a second time, a third time, and be enacted as read.

Carried

Moved by Councillor Henry, seconded by Deputy Mayor Shaver

BE IT RESOLVED THAT By-Law Numbered 3388-2018 being a By-Law to appoint a Property Standards Officer for the Township of Augusta be read a first time, a second time, a third time, and be enacted as read.

Carried

Moved by Deputy Mayor Shaver, seconded by Councillor Henry

BE IT RESOLVED THAT By-Law Numbered 3390-2018 being a By-Law to appoint an Integrity Commissioner for the Township of Augusta be read a first time, a second time, a third time, and be enacted as read.

Carried

ANNOUNCEMENTS

QUESTION PERIOD FOR THE PUBLIC

QUESTION PERIOD FOR THE PRESS

CLOSED SESSION AS PER SECTION 239 OF THE MUNICIPAL ACT 2001

Moved by Councillor Henry, seconded by Deputy Mayor Shaver

BE IT RESOLVED THAT this Council move to a closed meeting at 7:40 pm., as per the Municipal Act c25, S.O. 2001 section 239 (2) to discuss:

- Committee Member Selection

Carried

RISE FROM COMMITTEE OF THE WHOLE IN CAMERA

Moved by Deputy Mayor Shaver, seconded by Councillor Henry

BE IT RESOLVED THAT the closed session adjourned at 8:18 pm and that Council resumed the open meeting to report out.

Carried

REPORTING OUT OF CLOSED SESSION

Moved by Councillor Henry, seconded by Deputy Mayor Shaver

BE IT RESOLVED THAT Council met in closed session to discuss committee member selection.

Council

- Shall now consider a resolution in open session

Carried

Report 2018-131

Moved by Councillor Schapelhouman, seconded by Councillor Henry

BE IT RESOLVED THAT Council appoint the following persons to the Planning Advisory Committee for the term of Council 2018-2022:

Samantha Schapelhouman

Jonas Cole

Dean Porter

Vince Aldrich

Ronald Covey

Robert Jones

David Annable

Duaine McKinley

Sherry McDougall

Carried

Report 2018-131

Moved by Councillor Schapelhouman, seconded by Councillor Bowman

BE IT RESOLVED THAT Council appoint the following persons to the Operations Committee for the term of Council 2018-2022:

Jeff Shaver

Sherry McDougall

Glenn Mackey

James Dinsmore

Mark Primeau

Susan Kinghorn

Rob Wright

Carried

Report 2018-131

Moved by Deputy Mayor Shaver, seconded by Councillor Bowman

BE IT RESOLVED THAT Council appoint Dale McLenaghan to the Rideau Valley Conservation Authority Board for the term of Council 2018-2022.

Carried

Report 2018-131

Moved by Councillor Henry, seconded by Deputy Mayor Shaver

BE IT RESOLVED THAT Council appoint the following persons to the Economic Development Committee for the term of Council 2018-2022:

Tanya Henry

David Annable

Gary Albers

Mark Primeau

Karen McDonald-Hurley

Judi Baril

Lisa Severson

Graham Houze

Wendy Onstein

Carried

BY-LAW TO CONFIRM PROCEEDINGS OF COUNCIL

Moved by Deputy Mayor Shaver, seconded by Councillor Henry

BE IT RESOLVED THAT By-Law No. 3391-2018 confirm the proceedings of council of the Township of Augusta at its meeting held on December 11, 2018 be read a first time, a second time, a third time, and be enacted as read.

Carried

ADJOURNMENT

Moved by Councillor Henry, seconded by Deputy Mayor Shaver

BE IT RESOLVED THAT this Council do now adjourn at 8:56 pm until January 14, 2018 at 6:30 p.m. or until the call of the Mayor subject to need.

Carried



MUNICIPALITY OF MARMORA AND LAKE
P.O. Box 459, 12 Bursthall Street, Marmora, ON, K0K 2M0
PH. (613)472-2629 FAX (613)472-5330
www.marmoraandlake.ca

Town of Kearney
8 Main Street
Kearney, ON
POA 1M0

December 4, 2018

Re: Letter of Resolution – The Creation, Maintenance and General Quality of the
Municipal Voters' List

At its Regular Meeting of Council on December 4, 2018, Council of the Corporation of
the Municipality of Marmora and Lake passed the following motion:

MOTION2018DEC4-278

Moved by: B. Donaldson Seconded by: M. Stevens

That council support the resolution of the Town of Kearney supporting the re-establishment of the multi-stakeholder working group between the Ministry of Municipal Affairs, Ministry of Finance, AMCTO, MPAC and Elections Ontario in exploring and identifying ways to create and maintain the Voters List for Municipal Elections and that an update be provided from the Voters List Working Group on the transformational solutions being discussed.

Carried

The above is being provided for your information.

Should you have any questions regarding this matter, please feel free to contact me at your convenience.

Yours truly,

Tonia Bennett, CMO, Dipl. M.A.
Municipal Clerk/Executive Assistant to the CAO
Municipality of Marmora and Lake

From: Cindy Filmore [<mailto:cindy.filmore@townofkearney.ca>]
Sent: Friday, November 23, 2018 1:55 PM
Subject: Council Resolution re Voters' List for Municipal Elections

Good afternoon,

In light of the recent municipal election, the Council of the Corporation of the Town of Kearney passed the following resolution in regard to the creation, maintenance and general quality of the Municipal Voters' List:

Resolution #

10.(d)(iii)/21/11/2018

WHEREAS concern over the quality of the Municipal Voters' List is not a new phenomenon;

AND WHEREAS in 2012, the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) published a "Voters' List Position Paper" and since that time has been advocating for transformational changes to the way that Ontario creates and maintains the Voters' List for municipal elections;

AND WHEREAS the Preliminary List of Electors which forms the Voters' List in Ontario is supplied by data from the Municipal Property Assessment Corporation (MPAC);

AND WHEREAS despite the incremental changes made by MPAC, MPAC has a limited ability to fix the currency and accuracy issues that impairs the current process and the Voters' List continues to be flawed with data inaccuracies and outdated information;

AND WHEREAS a transformational solution to the way that the Voters' List is created and managed is required;

NOW THEREFORE BE IT RESOLVED that the Council of the Corporation of the Town of Kearney supports the re-establishment of the multi-stakeholder working group between the Ministry of Municipal Affairs, Ministry of Finance, AMCTO, MPAC and Elections Ontario in exploring and identifying ways to create and maintain the Voters' List for Municipal Elections;

AND FURTHER Council requests an update be provided from this 'Voters' List Working Group' on the transformational solutions being discussed;

AND FURTHER that this resolution be circulated to all Ontario Municipalities for their consideration and support.

CARRIED

We hope that this resolution will be of interest to your Municipality, and that you will support this endeavour moving forward.

Sincerely,

Cindy Filmore

Senior Office Assistant
Town of Kearney
Ph# (705) 636-7752
Fax (705) 636-0527

REPORT NUMBER: 2019-002

DATE SUBMITTED TO COUNCIL: January 14, 2019

RE: Alternate on County Council

PREPARED BY: Annette Simonian, Clerk

RECOMMENDATION:

THAT Council appoint the Deputy Mayor, Jeff Shaver as the Alternate on United County of Leeds & Grenville's Council; and

THAT a by-law be adopted appointing an alternate on County Council.

PURPOSE

The purpose of this report is to provide recommendations on the new provision which allows the Appointment of Alternate Members on Counties Council related to Section 268(1) of the Modernizing Ontario's Municipal Legislation Act (MOMLA/Bill 68).

BACKGROUND:

As of January 1, 2018 lower tier council may appoint an alternate member to attend County Council if a regular member is absent and the lower tier council has passed a by-law to that effect.

The MOMLA, States that:

The council of a local municipality may appoint one of its members as an Alternate Member of the upper-tier council to act in the place of a person who is a member of the councils of the local municipality and its upper-tier municipality, when the person is unable to attend a meeting of the upper-tier council for any reason.

The authority to determine an alternate for County Council lies with the local municipality and the alternate must be appointed for the term of Council or until their appointment by-law is rescinded.

Someone from Council could be appointed to attend and fully participate in County meetings if the Mayor, who is a member of County Council, was unable to attend. Appointing an alternate member would ensure that the interests of the Township were represented, whether it is only for one meeting or for an extended period of time.

The sitting Member of the Counties Council has the responsibility to ensure that the alternate is kept up to date on issues before the Counties Council so the alternate can make an informed vote. Some consideration should be given if the alternate has an opposing view to the sitting members.

Counties Council has passed by-law 18-42, a by-law to provide for the appointment of alternate member to counties council. This by-law will form part of the Augusta Township by-law as schedule A.

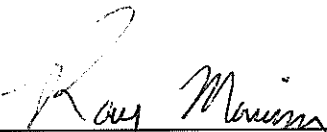
The UCLG Council will provide an orientation to alternate members once they know how many lower tier municipalities will be passing a by-law. Alternate members will be required to be sworn in and this will likely take place at the orientation meeting.

OPTIONS

Appoint the Deputy Mayor to act as alternate
Appoint another Member to act as alternate
Have the appointed Member attend at the Mayor's invitation.
Do not appoint anyone

FINANCIAL IMPACT

None



Ray Morrison, CAO/Treasurer



Annette Simonian, Clerk



BY – LAW No. 18-42

The Corporation of the United Counties of Leeds and Grenville

A BY-LAW TO PROVIDE FOR THE APPOINTMENT OF ALTERNATE MEMBERS TO COUNTIES COUNCIL

WHEREAS Bill 68, Modernizing Ontario's Municipal Legislation Act, 2017 received Royal Assent on May 30, 2017, and amends the Municipal Act, 2001, S.O. 2001, c. 25, herein referred to as the "Act"; and

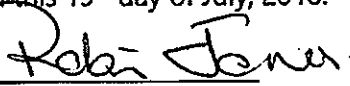
WHEREAS Section 268(1) of the Act provides that the Council of a local municipality may appoint one of its members as an Alternate Member of the upper-tier Council, to act in place of a person who is a member of the Council of the local municipality and its upper-tier municipality, when the person is unable to attend a meeting of the upper-tier Council for any reason.

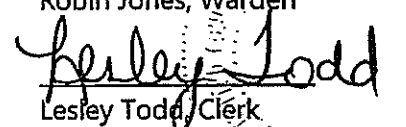
NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE HEREBY ENACT AS FOLLOWS:

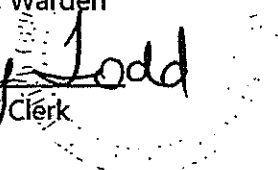
1. An Alternate Member may take their seat on Counties Council upon the County Clerk receiving a certified appointment by-law passed by a lower-tier municipality which names the Alternate Member, and the Alternate Member has taken the Oath of Office as administered by the County Clerk.
2. An Alternate Member's appointment shall be for the term of the Council that appointed them, or until their appointment by-law is rescinded, or November 14th in the year of a Regular Election, or until such time as the Alternate Member's seat is declared vacant in accordance with section 259 of the Municipal Act.
3. An Alternate Member may, in the absence of the elected member, participate at meetings of Counties Council and its committees, however membership and voting rights are limited only to those privileges held by the Counties Councillor for whom they are deemed to be the Alternate Member.
4. An Alternate Member shall not represent a Counties Councillor at an Inaugural Meeting, or any board or agency to which the Council appoints a member. (e.g. Health Unit, St. Lawrence Lodge).

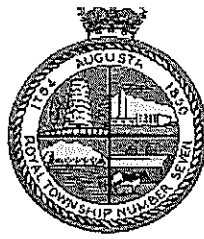
5. An Alternate Member shall not be eligible for election to the Counties' Head of Council (Warden), or to the position of Chair or Vice Chair of any Committee or be included in the Committee of the Whole Chair rotation schedule, nor shall an Alternate Member assume the role of the Warden, Chair or Vice Chair when attending meetings of Counties Council.
6. An Alternate Member shall have the same number of weighted votes as the Counties Councillor who he/she is representing.
7. An Alternate Member shall receive a per diem (half or full) as well as mileage (where applicable) in accordance with the applicable Counties' policies or by-laws, for any meetings of Counties Council/Committees he/she is required to attend in the absence of the elected member.
8. An Alternate Member shall not be eligible to be reimbursed for a convention or seminar, or training.
9. An Alternate member while acting in their capacity, shall be governed by all the applicable policies of Counties Council, such as but not limited to the Council Code of Conduct, Council Procedural By-law, and shall have access to applicable support resources such as but not limited to the Integrity Commissioner.
10. An Alternate member will not be eligible for the Counties Electronic Device Allowance.
11. The County Clerk shall be notified of an Alternate Member's participation one week prior to the date of the meeting where possible.
12. **THAT** any by-laws or parts of by-laws contrary to or inconsistent with this by-law are hereby repealed.
13. **THAT** this by-law shall come into force and take effect on the date of its passing.

By-law read a first, second and third time and finally passed this 19th day of July, 2018.


Robin Jones, Warden


Lesley Todd, Clerk





**THE CORPORATION OF THE TOWNSHIP OF AUGUSTA
BY-LAW NUMBER 3393-2019**

**BEING A BY-LAW TO APPOINT AN ALTERNATE MEMBER TO THE
COUNCIL OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE
DURING THE ABSENCE OF THE MAYOR**

WHEREAS Bill 68, Modernizing Ontario's Municipal Legislation Act 2017, received Royal Assent on May 30, 2017, and amends the Municipal Act, 2001 S.O. 2001, c24, herein referred to as the "Act"; and

AND WHEREAS section 268(1) OF THE Act provides that the council of a local municipality may appoint one of its members as an Alternate Member to the upper tier council to act in place of a person who is a member of the council of the local municipality and its upper-tier municipality, when the person is unable to attend a meeting of the upper-tier council for any reason.

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

1. That the Deputy Mayor, Jeff Shaver is hereby appointed as the Alternate Member to Counties Council until their appointment by-law is rescinded; or November 14 2022, or until such time as the Alternate Member's seat is declared vacant in accordance with section 259 of the Act.
2. That the Alternate Member will sit on Counties Council in accordance with the provision as outlined in the United Counties of Leeds and Grenville By-law No. 18-42 as attached; but as may be amended from time to time.
3. That this by-law shall come into force on the day it is passed, and take effect on the day the Alternate Member takes the oath of office as administered by the County Clerk.
4. That any other by-laws or parts of by-laws contrary to or inconsistent with this by-law are hereby repealed.

READ a first and second time this 14 day of January, 2019.

READ a third time and passed this 14 day of January, 2019.

MAYOR

CLERK

REPORT: 2019 - 003
COUNCIL January 14, 2019
PREPARED BY; Annette Simonian, Clerk

RE: Retail Cannabis Stores

RECOMMENDATION:

THAT Council opt-in to allow retail cannabis stores within Augusta Township.

BACKGROUND

Staff provided report 2018-136 to council outlining the legislative framework surrounding retail cannabis store within their jurisdiction.

Staff is recommending opting in. Residents will be able to obtain cannabis whether through a brick and mortar store or online. Opting in will allow the municipality to maximize government funding and promote economic development.

Staff will prepare a Municipal Cannabis Retail Policy Statement Policy to address local sensitive issues and give municipal staff direction to be able to respond during the 15 day window if an application for a store in our municipality comes forward.

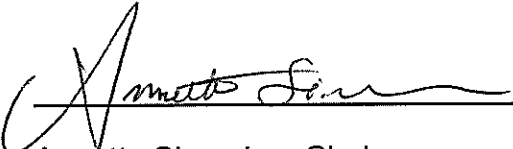
The Leeds and Grenville & Lanark District Health Unit has also prepared a fact sheet to assist Council and Staff with their role and responsibilities.

Attachment 1

Further to a communication from the Association of Municipalities of Ontario; due to the cannabis supply shortage from federal licenced producers, AGCO has decided to phase in retail stores. Only 25 cannabis retail store operator licences will be issued in Ontario to start and they will be decided by lottery. This phased in approach will likely stay in place until the shortage is addressed. The lottery selection will take place before January 22, 2019 so Municipalities that have not opted in already will not be part of this lottery lot of store selection.

FINANCIAL IMPACTS

Municipalities will receive funding to address the costs that directly relate to the legalization of recreational cannabis. Opting out will cap payments at \$10,000 with no further funding likely.


Annette Simonian, Clerk


Ray Morrison, CAO/Treasurer

MEMO

TO: Mayors, Reeves, Councillors, and CAO's of Municipalities in Lanark, Leeds and Grenville

FROM: Dr. Paula Stewart, Medical Officer of Health/CEO

DATE: December 20, 2018

RE: Municipal Role in the Legalization of Cannabis: A Public Health Perspective

On October 17, 2018, Canada legalized the use of cannabis beyond its current legalized use for medical purposes. Legalization of cannabis aims to protect youth from access to it, displace the illicit cannabis market by regulating the sale of safer cannabis products, and protect the health and safety of individuals from exposure to second hand smoke.

Cannabis use may have significant health risks, particularly among young people, and can lead to addiction. The Centre for Addiction and Mental Health (CAMH) has developed research-based Lower Risk Cannabis Use Guidelines to address these potential risks.

Municipalities have an important role to play in creating an environment that decreases the risk associated with cannabis use, and supports healthy decision-making around cannabis use, particularly among young people. The enclosed Fact Sheet (available on our website at <https://healthunit.org/for-professionals/municipal-staff-partners/alcohol-cannabis-drugs/>) provides some suggestions, from a public health perspective, for municipalities to consider in the overall community response to the legalization of cannabis.

I appreciate everything municipalities do to create healthy and safe environments for their community members. Please contact Elaine Murkin, Manager Healthy Living and Development, if you would like more information about any of the suggestions in the Fact Sheet or if you would like support from the Health Unit to develop municipal by-laws.

Municipalities and Cannabis: A Public Health Perspective

On October 17, 2018, Canada legalized the use of cannabis beyond its current legalized use for medical purposes. Legalization of cannabis aims to protect youth from access to it, displace the illicit cannabis market by regulating the sale of safer cannabis products, and protect the health and safety of individuals from exposure to second hand smoke.

Cannabis use may have significant health risks, particularly among young people, and can lead to addiction (see [Health Harms of Cannabis](#)). The Centre for Addiction and Mental Health (CAMH) has developed research-based [Lower Risk Cannabis Use Guidelines](#) to address these potential risks⁵. Municipalities will have an important role to play in creating an environment that decreases the risk associated with cannabis use, and supports healthy decision-making around cannabis use, particularly among young people.

Municipal Role with Youth

The adolescent brain is developing until 25 years and older and regular cannabis use can affect normal development of memory, cognition, judgement and planning with long-term consequences.

Municipalities have an important role in promoting health and preventing problematic substance use among adolescents.²

- A youth-friendly community is one that is committed to supporting positive youth development; building the skills and resilience of youth and their families through access to safe, free recreational and social spaces, and school- or community-based organizations.⁴
- Consider incorporating youth's voice in planning and development.²
- Promote positive social norms and prevent exposure to cannabis by reducing access and availability of substances through municipal alcohol and cannabis policy and by-laws.^{2,4}
- Communicate risks with cannabis use and driving.

Municipal Role to Displace the Illicit Cannabis Market

The provincial government currently, has a regulated on-line retail model and will establish a private retail model by April 1, 2019, to displace the illicit cannabis market. Municipalities¹ in Ontario must decide, by January 22, 2019, whether they will endorse private retail in their community now or opt out issuing a council resolution to the Alcohol and Gaming Commission of Ontario⁶. The options are:

1. Retail store(s) will not be permitted in the municipality for now. The municipality can decide later on to accept the retail store model in their municipality. This would provide time to assess how retail stores are impacting other municipalities.
2. Retail cannabis store(s) will be present in the municipality. This is a permanent decision. The municipal zoning by-laws will not apply to any application for a retail store. Local municipalities will be requested to provide comments on whether the retail store authorization is in the public interest and wishes of the residents within 15 days.¹

The presence of retail stores will allow people without credit or a personal address to access safer products, however their location, number or business hours may pose risks to youth. In order to mitigate some of these risks, consider the following when providing comments on whether the proposed site for a cannabis retail store is in the public's interest ([see Cannabis Retail Outlets: Considerations for Municipalities](#)):

- Reduce cannabis retail outlet density through minimum distance requirements (at least 300 metres) between cannabis retail outlets and limits on number in your community
- Prevent the role-modeling of cannabis use and reduce youth access through minimum distance requirements (at least 500 metres) from youth-serving facilities such as child care centres and community centres
- Discourage the co-use of cannabis and other substances by discouraging co-location and minimum distance requirements (at least 300 metres) between cannabis and alcohol or tobacco retail outlets to reduce risks associated with impaired driving
- Protect vulnerable residents by limiting cannabis retail outlets in low socioeconomic neighborhoods and other sensitive areas enacting minimum requirements
- Reduce cannabis consumptions and harms by limiting late night and early morning retail hours.

Municipal Role to protect the health and safety of individuals from exposure to second hand cannabis smoke

The Smoke Free Ontario Act 2017 includes prohibitions of smoking or vaping cannabis in all places where it is prohibited to smoke or vape tobacco.

Restricting the use of cannabis, tobacco and vapour products together in a municipal by-law will decrease confusion as to which substances can be used in public places, and decrease enforcement challenges of having to identify the product or substance smoked or vaporized.

The Health Unit is available to support municipalities in helping draft municipal by-laws, provide sample by-laws and consult as well as provide support to municipal by-law enforcement staff.

Municipalities can develop by-laws as follows related to tobacco and cannabis smoking or vaping.

1. Restrict use on all municipal properties or a specified distance from municipal entrances (e.g., 9 metres)
2. The restrictions included in the Smoke Free Ontario Act 2017 and regulations can be mimicked in your by-law to ensure municipal staff can also enforce those restrictions ensuring fines issued go to municipal coffers and increasing the enforcement capacity. Those should include (a 20 metre radius to playgrounds and playing fields, a 20 metre radius from the perimeter of community recreational facility and a 9 metre radius to patios).³ (See municipality of North Grenville by-law)
3. The municipality can add to the restrictions already offered in the Smoke Free Ontario Act 2017 (see above) by adding to their by-law to include all parks and playgrounds, municipal trails, street fairs and festivals, parade routes, parking lots, 9 metres from unenclosed bus stops, multi-unit dwellings and supportive housing. (See city of Kingston by-law)
4. Restrict use in all public places including streets and sidewalks basically eliminating exposure in their municipality. (See city of Markham by-law).

References:

¹The Cannabis Licensing Act (2018). Retrieved from <https://www.ontario.ca/laws/statute/18c12> (accessed December 5, 2018)

²The Chief Public Health Officer Report on the State of Public Health in Canada: 2018. Preventing problematic Substance Use in Youth (retrieved 2018-12-05) <https://www.canada.ca/content/dam/phac-aspc/documents/corporate/publications/chief-public-health-officer-reports-state-public-health-canada/2018-preventing-problematic-substance-use-youth/2018-preventing-problematic-substance-use-youth.pdf> (accessed December 5, 2018)

³Smoke Free Ontario Act (2017) <https://www.ontario.ca/laws/statute/17s26> (accessed December 5, 2018)

⁴Strategic Framework to help Ontario's Youth Succeed: Stepping Up <http://www.children.gov.on.ca/htdocs/English/documents/youthopportunities/steppingup/steppingup.pdf> (accessed December 5, 2018)

⁵Fischer, B., Russell, C., Sabioni, P., van den Brink, W., Le Foll, B., Hall, W., Rehm, J. & Room, R. (2017). Lower-Risk Cannabis Use Guidelines (LRCUG): An evidence-based update. *American Journal of Public Health*, 107 (8). DOI: 10.2105/AJPH.2017.303818. (accessed December 5, 2018)

⁶Association of Municipalities of Ontario. Briefing: Municipal governments in the Ontario recreational cannabis framework. <http://www.amo.on.ca/AMO-PDFs/Reports/2018/Briefing-Municipal-Governments-in-the-Ontario-Recr.aspx> (accessed December 5, 2018)



For more information, please call 1-800-660-5853
or visit our website at www.healthunit.org

REPORT NUMBER: 2019-004

DATE SUBMITTED TO COUNCIL: January 14, 2019

RE: Pregnancy and Council-Staff Relations Policies

PREPARED BY: Annette Simonian, Clerk

RECOMMENDATION:

THAT Council receive the report for information; and

THAT Council adopt the by-laws to approve the Council-Staff Relations and Pregnancy Leave policies.

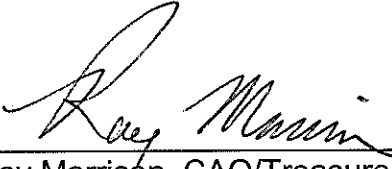
BACKGROUND:

Bill 68, new amendments to the Municipal Act, requires a Municipality to adopt certain policies by March 1, 2019.

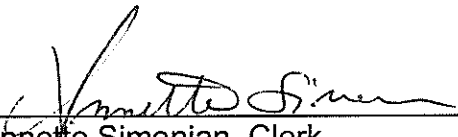
The purpose of this report is to present two policies, Pregnancy and Parental Leave for Council Members and Council-Staff Relations, to Council for adoption.

FINANCIAL IMPACT

None



Ray Morrison, CAO/Treasurer



Annette Simonian, Clerk



**THE CORPORATION OF THE TOWNSHIP OF AUGUSTA
BY-LAW NUMBER 3392-2019**

**BEING A BY-LAW TO ADOPT A POLICY FOR
PREGNANCY AND PARENTAL LEAVE FOR MEMBERS OF COUNCIL.**

WHEREAS Section 270(1) of the Municipal Act, 2001 as amended requires municipalities to adopt and maintain a policy with respect to pregnancy leaves and parental leave of member of Council by March 1, 2019:

AND WHEREAS the Council of the Corporation of the Township of Augusta deems it advisable to adopt the aforementioned policy;

AND WHEREAS Section 5 of the Act provides that a municipality's power shall be exercised by by-law;

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

1. That the Pregnancy and Parental Leave for Members of Council Policy, as described in Schedule "A" attached hereto and forming part of this by-law, is hereby adopted.
2. THAT this by-law shall come into force and effect on the date of passing.


READ a first and second time this 14 day of January, 2019.

READ a third time and passed this 14 day of January, 2019.

MAYOR

CLERK

Schedule A by-law 3392

 Township of Augusta			
POLICY:	Pregnancy and Parental Leave for Members of Council Policy	By-Law 3392-2019	Date issued: January, 2019
Coverage:	Council	Review Date:	Revision Date:

POLICY STATEMENT

The Corporation of the Township of Augusta recognizes a Member of Council's right to take leave for the Member's pregnancy, the birth of the Member's child or the adoption of a child by the Member in accordance with Municipal Act, 2001.

DEFINITION

Pregnancy/Parental Leave means maternity, paternity and adoption leave.

SCOPE

In accordance with Section 270 of the Municipal Act, 2001, this policy applies to member of Council.

PURPOSE

This policy provides guidance on how the Township of Augusta addresses a Member's pregnancy or parental leave in a manner that respects a Member's statutory role as an elected representative.

GUIDELINES

Council supports a Member of Council's right to pregnancy and/or parental leave in keeping with the following principles:

- A Member of Council is elected to represent the interests of their constituents.
- A Member may take a leave for absence for pregnancy or parental leave for up to 20 consecutive weeks or less as a result of a member's pregnancy, the birth of a Member's child, or the adoption of a child by the Member, in accordance with Section 259(1.1) of the Municipal Act, 2001.
- A Member's pregnancy and/or parental leave does not require Council approval and their office cannot be declared vacant as a result of the leave.

- Legislative and administrative matters requiring action during a Member's pregnancy and/or parental leave should be addressed in a manner that is consistent with the Member's wishes.
- A Member of Council on pregnancy/parental leave shall reserve the right to attend any meetings as a Member and shall provide notice to the Clerk of their intention to attend
- A Member of Council on Pregnancy/parental leave shall continue to be paid their respective honorarium.

ADMINISTRATION

All complaints received related to this policy shall be in writing and addressed to the Clerk.



**THE CORPORATION OF THE TOWNSHIP OF AUGUSTA
BY-LAW NUMBER 3396-2019**

**BEING A BY-LAW TO ADOPT A COUNCIL-STAFF RELATIONS POLICY FOR
THE TOWNSHIP OF AUGUSTA.**

WHEREAS Section 270(1) of the Municipal Act, 2001, as amended requires municipalities to adopt and maintain a policy with respect to relationship between members of council and the officers and employees of the municipality by March 1, 2019;

AND WHEREAS the Council of the Corporation of the Township of Augusta deems it advisable to adopt the aforementioned policy;

AND WHEREAS Section 5 of the Act provides that a municipality's power shall be exercised by by-law;

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

1. That the Council-Staff Relations Policy, as described in Schedule "A" attached hereto and forming part of this by-law, is hereby adopted.
2. THAT this by-law shall come into force and effect on the date of passing.

READ a first and second time this 14 day of January, 2019.

READ a third time and passed this 14 day of January, 2019.

MAYOR

CLERK



Township of Augusta

Policy:	Council-Staff Relations Policy	By-Law: 3396-2019	Date Issued: January 14, 2019
Coverage:	Council, Officers and staff of the corporation	Review Date:	Revised:

1.0 Policy Statement

The Corporation of the Township of Augusta recognizes that an effective municipality requires a great deal of coordination and cooperation between councillors and administrators and will promote a respectful, tolerant and harassment-free workplace. Effective Council-Staff relations ensure both can achieve the joint mission of responding to the needs of the community in a timely manner through respectful partnership and collaboration.

2.0 Purpose

The purpose of this policy is to ensure that the Municipality will be in compliance with section 270 of the Municipal Act, 2001, as amended that requires a policy with respect to the relationship between Members of Council and Staff of the Municipality.

3.0 Scope

In accordance with Section 270 of the Municipal Act, 2001, this policy applies to all Members of Council and officers and employees of the corporation.

4.0 Role of Council, Staff and Officers

Understanding and respecting the differences between roles is fundamental to the success of the working relations between Council and Staff and leads to good governance and public service delivery.

Expectations and responsibilities

Council:

- Govern and provide political direction
- Establish vision, goals and general policy direction
- Focus on strategic policy matters rather than on administrative operational matters
- Ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management.
- Ensure Staff maintains the financial integrity of the municipality
- Respond to community concerns and keep the CAO informed

- Ask for clarification and or more information when needed to make informed decisions
- Refrain from using their position to improperly influence members of staff in their duties or functions or to gain an advantage for themselves or others.
- Refrain from publicly criticizing individual members of staff in a way that casts aspersions on their professional competence or credibility.

Senior Management

- Keep council up-to-date and informed of any issues that may impact upon their decision making process
- Provide organizational leadership
- Act as the liaison between council and administration for communication and workflow
- Develop a team of competent staff

Staff/Officers

- Provide unbiased timely reports to council outlining factors that will assist in council decision making
- Provide sufficient information and research policy issues as required
- Implement Council's decisions as expressed by by-law or resolution
- Manage and identify the means for achieving Council goals and outcomes
- Provide appropriate follow-up to Council inquiries
- Refrain from comments that disparage or harm the reputation of the Township, Township of Augusta's Council or our co-workers.

5.0 Guiding Principles

The relationship between Members of Council and the officer and employees of the Corporation is guided by the following policies:

- Code of Conduct
- Violence and Harassment Policy
- Procedural By-law
- Accountability and Transparency By-law
- Human Rights Code

Members of Council are Public Figures

Staff recognize that Members of Council are the elected voice of the citizens of its municipality and we shall respect the decisions of Council.

All Members of Council are Equal

Staff and Officers shall treat Council as a collective decision-making body. Individual Members of Council shall not direct staff workflow and information flow to Council and Staff should originate through the CAO.

Respectful Reporting Relationship

Members, Staff and Officers shall work hard at fostering a climate of mutual respect. A formal relationship between staff and members of Council will ensure that all members of staff and Council are treated equally. Council and Staff recognize that they face different, often unique, challenges and pressures but their overarching goal is to serve the best interests of the Municipality.

Use of Time

Priorities and timelines must be respected by all members of Council and Staff. It is expected that all participants will be well prepared for meetings and will prioritize appropriately accordingly to direction given by management or Council. It is encouraged that appointments be made for meetings between staff and Council members in order to ensure that all parties are available and prepared for the discussion. Good use of time, understanding of the other's demands and pressures should reflect the reality of workflow.

REPORT NUMBER: 2019- 007

DATE SUBMITTED TO COUNCIL: January 14, 2019

RE: 2018 Municipal Election Accessibility Report

PREPARED BY: Annette Simonian, Clerk

RECOMMENDATION:

THAT Council receive the Elections Accessibility report for information.

REPORT:

In accordance of the *Municipal Elections Act*, the Clerk who is responsible for conducting an election shall have regard to the needs of electors and candidates with disabilities.

Accordingly the Clerk as per section 12.1 (2) was required to provide an Accessibility Plan and make it available to the public prior to the election. In addition, as per section 12.1 (3) the Clerk is required to submit a report to council within 90 days after voting day on the actions undertaken to identify, remove, and prevent barriers to electors with disabilities seeking to vote in the 2018 municipal election.

The Accessibility for Ontarians with Disabilities Act (AODA) and the Integrated Accessibility Standards Regulation (IASR) have direct and indirect requirements on municipal elections. Those requirements and how they were addressed is discussed in this report.

Identification of Barriers

The Township's staff and election officials understand that persons with disabilities may have different needs and as such endeavoured to ensure that these needs were met when designing the election process so that every elector and candidate had an opportunity to fully participate in the 2018 municipal election.

A barrier is anything that prevents a person with a disability from fully participating in all aspects of society. An individual's right to engage in civic issues and exercise their democratic right to vote is a big part of full inclusion. By providing alternative voting methods the Township has addressed barriers to the voting process and provided an equal and dignified opportunity of electors to cast their ballot with little or no assistance. By offering electors the choice of voting electronically through the Intelivote system, election officials were able to provide accessibility to persons with disabilities in the community where otherwise it might have been difficult or cumbersome in a traditional election.

Removal and Prevention of Barriers

In terms of providing appropriate information and removing barriers to voting the following was accomplished:

Information and communication

- Ensured that all election information was made available in an alternate format upon request to take into account the person's ability.
- Advertised all relevant information for voting methods, times and voting help and voting locations via website, local newspapers and various local fairs.
- electors were able to take advantage of accessing information on demand and performing activities in a convenient and effective method.
- Election officials were made aware of the feedback process established in the Customer Service Policy for persons to provide feedback on the way the Township provides goods and services to persons with disabilities.
- Established an elections email for receiving feedback which could be received in person or over the phone during open hours at the help center.
- Questions and concerns were addressed as soon as possible.
- Provided the Candidates with the 'Candidate's Guide to an Accessible Election.
- Election official training included Accessible Customer Service Training as related to the requirements set out in the Accessibility Standards for Customer Service Policy.
- As established in the Customer Service Policy, if an incident that impacted access to the voting place or the temporary unavailability of accessible voting technology occurred during the election period the Clerk was ready and able to provide notification to the public via the website, at the physical location and when possible in the local media.

Voting Location & Voting Help Centre

- The Municipal office is a fully accessible building and therefore was ideal for a voting location.
- Service animals and support persons were permitted in the voting location.
- The voting location parking lot has designated accessible parking for persons with disabilities.
- The municipality provided a Voter Help Centre where all residents, including those with a disability, could visit or call for assistance with the voting process.
- A computer Kiosk was offered at the municipal office as well as public computers at the Library (which is fully accessible) for the advanced polling period for residents who did not have access to a computer.
- Established a procedure to accept EL15 with an original signature by mail.

Voting methods & times

- The election period commenced October 15, 2018 and closed Monday October 22, 2018 at 8:00pm for a total of 8 days of voting opportunity using alternate voting methods to assist electors with disabilities.
- e-voting
 - persons with disabilities and older people with changing abilities due to aging can perceive, understand, navigate, and interact with the Web.

- provided the opportunity for persons with disabilities to vote over the internet and participate in the election without assistance and therefore providing an increased level of independence and privacy while casting their vote.
 - the voting system used complied with the guidelines of the Accessibility for Ontarians with Disabilities Act.
 - The voting system met the Web Accessibility Initiative requirements and was compatible with other accessible technology.
 - the system presented alternative ways of representing information on the web including an audio selection to navigate through the security feature.
 - voting confirmations were provided at the end of each voting session.
 - Voting stations were available throughout the voting period for electors who did not have access to a computer and iPads were rented to provide a touch screen alternative to the e-voting.
- telephone voting
 - provided opportunity for persons with disabilities to vote all types of touch phones and wireless devices including cell phones and smartphones including land line phones and participate in the election without assistance and with an increased level of independence and privacy while casting their vote.
 - telephone voting was provided with language and menu options that were clear and easy to follow.
 - phone volumes could be adjusted to suit the user.
 - confirmations of voter selections were provided.
 - Telephone voting capable with the TTY service for users.
- paper ballots
 - large print with appropriate contrast and easy to read formats were provided
 - magnifying glass was available to assist electors to read instructions and ballots.
 - provisions for assisted voting at the voting place as required by the *Municipal Act* were permitted.

Staff training

- Election officials were provided a training brochure on how to provide effective customer service to persons with disabilities.
- Throughout the Election Day, election officials made voters aware that magnifying sheets were available.
- Elections workers were available to assist voters navigate the electronic voting options as well as at the voting location when needed.


SUMMARY

Internet and telephone voting offered electors with disabilities a choice in the way they were able to cast their ballot that positively impacted accessibility as travel to a physical polling location was no longer a barrier.

The Clerk and elections staff strived to ensure that the Township's commitment to creating and maintaining a fully accessible and inclusive community for all residents was provided throughout the 2018 Elections process.

FINANCIAL IMPACT

There is no financial impact associated with this report.



Ray Morrison, CAO/Treasurer



Annette Simonian, Deputy Clerk

REPORT NUMBER: 2019-008

DATE SUBMITTED TO COUNCIL: January 14, 2019

RE: Special Events Licensing By-law

PREPARED BY: Ray Morrison, CAO/Treasurer

RECOMMENDATION:

THAT Council receive the report for information; and

THAT Council adopt the by-law to approve a seasonal special events licensing by-law.

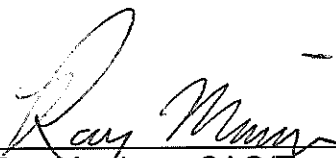
BACKGROUND:

At the Polices Services Board meeting held December 17, 2018 the Board discussed the draft by-law for the licensing of seasonal special events.

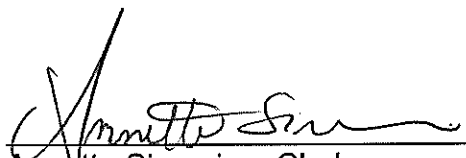
The Municipality has been approached about the possibility of snow drag races being hosted on the Robinson farm, just south of Charleville across from the Grenville Snowmobile Club. The Robinson's have confirmed verbally they are willing to host and the snowmobile club will provide the meals, beverages, parking and potentially indoor entertainment. OPP Inspector Dobson highly recommended we ensure all parties are well insured and paid duty officers are hired for the day by the promoters to provide traffic control on Charleville Road throughout the event.

FINANCIAL IMPACT

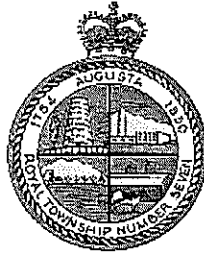
None



Ray Morrison, CAO/Treasurer



Annette Simonian, Clerk



CORPORATION OF THE TOWNSHIP OF AUGUSTA
BY-LAW NUMBER 3389-2018
BEING A BY-LAW FOR LICENSING, GOVERNING THE OPERATION OF
SEASONAL SPECIAL EVENTS

WHEREAS, pursuant to the provisions of Part IV of the Municipal Act, 2001, as amended, the Council of The Corporation of the Township of Augusta may pass By-laws for licensing, regulating and governing seasonal special events;

WHEREAS, pursuant to the provisions of Part IV of the Municipal Act, 2001, as amended, the Council of The Corporation of the Township of Augusta may pass By-laws for licensing, regulating and governing seasonal special events;

AND WHEREAS section 150 of the Municipal Act, 2001 allows a municipality to license, regulate and govern any business wholly or partially carried on within the Municipality;

AND WHEREAS sections 390-400 of the Municipal Act, 2001, as amended enable municipalities to pass By-laws for imposing fees or charges for permits and services provided or done by them;

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

Definitions

1. In this By-law,

“applicant” means a person applying for a license under this By-law;

“Clerk” means the Clerk of the Township of Augusta;

“event site” means the property described in the application form;

“Licence” means the certificate issued under this By-law;

“Licensee” means the person licensed under this By-law;

"Municipality" means the Corporation of the Township of Augusta and any authorized agent of thereof;

"person" means an individual, an association, a chartered organization, a firm, a partnership, a corporation, an agent or trustee and the heirs, executors, administrators or other legal representatives of a person to whom the context can apply according to law.

"Parking area" means an area for the temporary parking and display or showcasing of vehicles.

"Prescribed licence fee" means the fee set out in Schedule "A" to this By-law;

Terms and Conditions

2. The applicant shall conform to all the terms and conditions as set out in this By-law and the Schedules hereto and forming part of this By-law.

Schedules "A", "B" and "C" attached hereto are and form an integral part of this By-law,

Offence Not to Have Licence

3. No person shall carry on the business on the event site in the Township of Augusta without having a current valid licence to carry on such business in the Township of Augusta.

Application for Licence

4. Every application for the issuance or renewal of a licence to carry on the business of a seasonal special event shall be made in writing on forms provided by the Clerk of the Township of Augusta and shall contain the following information:

- (a) the full name, street address and mailing address of the applicant;
- (b) whether the applicant is a sole proprietorship, partnership or corporation, and whether the applicant has the authority to bind the corporation;
- (c) nature of the event being held;
- (d) location, date and time duration for the event or events;
- (e) current ownership of the property on which the event or events is to take place; and
- (f) any information requested by the Clerk to demonstrate compliance with the conditions of the license.

Issuance of Licence

5. The Clerk shall issue a licence except where

- (a) The applicant does not meet the requirements of this By-law including Schedules

"A", "B", and "C" attached hereto or any other applicable law or By-law; or

(b) The application is incomplete or the prescribed licence fee is unpaid, or where any outstanding invoices or previous fees are unpaid.

Renewal of Licence

6. The Clerk shall renew the licence on submission of a new application therefore except where:

(a) The application does not meet the requirements of this By-law or any other applicable law or By-law; or

(b) The application is incomplete or the prescribed licence fee is unpaid;

(c) The past conduct of the applicant or licensee affords reasonable grounds for the belief that the applicant or licensee will not carry on the activity for which he is licensed or continue to be licensed in accordance with law or the provisions of this By-law; or

(d) The applicant or licensee is carrying on activities that are, or will be, if the applicant is licensed, in contravention of this By-law.

Expiration of Licence

7. Every licence issued under this By-law shall, unless revoked or surrendered at an earlier date, expire on the date indicated on the face of the licence but in no case shall the term of the licence exceed one year.

Revocation of Licence

8. Where the licensee fails to make any payment when due under this By-law, or fails to comply with the requirements or conditions of the license, including Schedules "A", "B" and "C" attached hereto, the Clerk may give notice of intention to revoke the license. The Clerk may at his/her sole discretion revoke the license without notice where the licensee is in contravention of this By-law. Where such license is revoked, the licensee upon being notified shall immediately cease and desist from operating the event.

Licence Transferable

9. The licence issued under this By-law shall not be transferable.

License Not Authority to Contravene Law

10. The issuance or renewal of a licence is not intended and shall not be construed as permission or consent by the Municipality for the licensee to contravene or to fail to observe or comply with any applicable law of Canada or Ontario or any By-law of the Municipality. Failure to comply with other laws or to obtain required permits or approvals shall constitute grounds for the revocation of a license.

Licence Surrender Cancellation

11. The Clerk may cancel a licence which is voluntarily surrendered by the holder for cancellation.

Penalty

12. Every person who contravenes any provision of this By-law is guilty of an offence and is liable upon conviction to a penalty as authorized by the Provincial Offences Act.

Severability

13. In the event that any particular provision or provisions or a part of one is found to be void, voidable or unenforceable for any reason whatsoever, then the particular provision or provisions or part of the provision shall be deemed severed and the remaining portion of such provision and all other provisions of the by-law shall remain in full force.

This By-law comes into force on the day it is passed.

READ a first time and second time this 14 day of January, 2019.

READ a third time and passed this 14 day of January, 2019.

MAYOR

CLERK

SCHEDULE "A"
TO BY-LAW NUMBER 3389-2018
ANNUAL LICENCE FEES

A fee of \$250.00 per event shall be submitted with the application for the issuance of a licence or renewal of a licence, where the licence is for a period of 1 year or less.

SCHEDULE "B"
TO BY-LAW NUMBER 3389-2018
TERMS AND CONDITIONS

1. For the purposes of this By-law, the license shall apply seasonal special events.
2. All events shall be operated under the Rules and Regulations of the appropriate governing body (for example, but not limited to, Eastern Ontario Mud Drag Association, Ontario Off Road Association, White Water Tractor Association, etc.).
3. The Leeds Grenville & Lanark Health District Health Unit shall be notified prior to the event. In addition, where requested by the Clerk, the licensee shall provide proof that the said Health Unit has been notified and, where applicable has issued an approval and/or undertaken an inspection.
4. Medical/first aid services shall be provided on site during all events. The licensee shall upon request of the Clerk, provide proof that St. John's Ambulance, or an acceptable alternative, will provide first aid services for the duration of an event.
5. Parking shall be restricted to an area separate from the events, as outlined in the Site Plan attached as Schedule "C", and parking signs stating "Parking shall not be permitted on the road or right-of-way of the adjacent municipal road" shall be posted at the entrance. Unrestricted access for emergency vehicles (fire, ambulance, police) shall be provided at all times during an event.
6. Security shall be provided for the duration of all events. Where requested by the Clerk, the licensee shall provide proof that arrangements have been made with the OPP and/or security company for security.
7. There shall be NO Smoking or any open flames in any area used for refueling of vehicles or storage of fuel. Signs stating this shall be prominently posted throughout the area.
8. ABC Extinguishers must be installed in all buildings, even if they are temporary.
9. All temporary wiring, junction boxes, breaker panels etc. must be inspected and approved by the Electrical Safety Authority (ESA).

10. All Fire Access Routes must be shown on the site plan. All Fire Routes shall be kept clear at all times.

11. Fire access route signs shall be placed along all designated fire routes.

12. The licensee shall obtain a Campground Campfire Permit as per schedule E. The only outdoor burning that will be approved will be campfires no bigger than 2 feet X 2 feet X 2 feet, and only clean wood shall be burned. Any fires must be at least 15 feet from any combustible items including vehicles, trailers, tents etc.

13. There shall be lighting installed at all path/roadway intersections.

14. All food service vendors must be in compliance with TSSA Certificates for Mobile Food Service Equipment (MFSE) (Chip Huts etc.) as defined in TSSA Directors orders FS-056-06

15. A written fire safety plan shall be developed in accordance with the National Fire Code and Regulation 0213-07 and will be provided to the clerk if requested.

16. The Fire Department may conduct an inspection 10 days prior to the event and if any items are found not in compliance the license may be revoked.

17. Overnight camping shall be restricted to one or more designated areas, as outlined in the Site Plan attached as Schedule "C", and which is identified with appropriate signage. Over flow may be allowed until new site plan control is submitted.

18. Garbage receptacles will be placed throughout the site and a dumpster shall be provided for the removal of garbage. The refuse/garbage dumpster shall be removed from the site no later than three (3) days following the conclusion of any event.

19. Any and all events permitted by license under this By-law shall comply with the Ministry of the Environment Document "NPC-232, Sound Level Limits for Stationary Sources in Class 3 (Rural) Areas, October 1995'. This shall not be deemed to limit the combination of motorsports activities so long as the noise generated by the motorsports activities does not exceed the sound level limits for a Class 3 Area at Critical Points of Reception including but not limited to the dwellings along the adjacent municipal road. The Municipality reserves the right to conduct random noise tests at any time during an event to determine compliance with the sound level limit and to seek a professional opinion on compliance with the sound level standard set out in NPC-232. The licensee agrees to allow unobstructed entry by the Municipality upon the property, as shown in Schedule "C", for the purposes of conducting a noise test. In addition to random noise tests, the Municipality may monitor any noise generating event. All costs associated with the random noise tests shall be borne by the applicant.

20. At least 10 days prior to an event, the applicant must provide proof that a General Liability Insurance Policy is carried with limits of not less than two Million Dollars (\$2,000,000.00) inclusive per occurrence for bodily injury, death and damage to Property, including loss of use thereof. The General Liability Insurance Policy shall be in the name of the Organizer and shall name the Township as an additional insured there under. The General Liability Insurance Policy shall contain an endorsement

to provide the Township with thirty (30) days written notice of cancellation or material change that would diminish coverage.

21. The applicant shall notify the Public Works Manager of the date of events in order to facilitate dust control/road maintenance.

22. Fireworks are prohibited during any event.

23. Fueling or refueling of any vehicle and repairs or maintenance of a vehicle within the area shown on Schedule "C" including any pit area shall be done in a safe manner. In the event of a petroleum spill, proper containment/disposal of contaminated soil will be carried out in compliance with Ministry of Environment guidelines. Refueling outside the pit area is prohibited.

24. The licensee shall provide, install and maintain security fencing (or equivalent controls) in all areas indicated on Schedule "C" for the duration of any event.

25. The licensee shall provide, install and maintain silt fencing and straw bale check dams in all areas indicated on Schedule "C" for the duration of any event.

26. The discharge of grey water or sewage from recreational vehicles in any camping area shown on Schedule "C" is prohibited.

27. The licensee agrees to allow unobstructed entry by the Municipality upon the property shown in Schedule "C" for the purposes of determining compliance with the licensing By-law.

28. Each year an updated sketch shall be provided with application to renew the license and shall become part of the annual license.

SCHEDULE "C"
TO BY LAW NUMBER 3389-2018
SITE PLAN MAP

- To be provided by applicant

**Schedule D
TO BY LAW NUMBER 3389-2018**

**LICENCE APPLICATION
FOR THE OPERATION OF
SEASONAL SPECIAL EVENTS**

DATE: _____

NAME OF APPLICANT: _____

MAILING ADDRESS: _____

CIVIC ADDRESS (IF DIFFERENT FROM MAILING ADDRESS): _____

PHONE NUMBER: _____ CELL: _____

APPLICANT IS: ___ SOLE PROPRIETOR ___ PARTNERSHIP ___ CORPORATION

NAME OF PROPERTY OWNER: _____

MAILING ADDRESS: _____

CIVIC ADDRESS (IF DIFFERENT FROM MAILING ADDRESS): _____

PHONE NUMBER: _____ CELL: _____

EVENT

TYPE OF EVENT APPLYING FOR:

DATE(S) OF EVENT: _____

TIME/HOURS: _____

CHECKLIST OF LETTERS OF COMPLIANCE AND ITEMS TO BE INCLUDED WITH APPLICATION:

INSURANCE (\$2,000,000) _____

HEALTH UNIT

MEDICAL/FIRST AID SERVICES _____

SECURITY FIRM _____

CAMPGROUND CAMPFIRE PERMIT

WRITTEN APPROVAL FROM PROPERTY OWNER

FEE (CHEQUE TO BE INCLUDED WITH APPLICATION)

DISCLAIMER:

NO WORKER AT THIS EVENT SHALL BE CONSIDERED AN EMPLOYEE OF THE TOWNSHIP OF AUGUSTA.

DECLARATION

AS THE APPLICANT NAMED HEREIN, I HEREBY MAKE THIS APPLICATION AND CONFIRM THAT I HAVE READ BY-LAW NUMBER 3389-2018 AND AGREE TO ABIDE BY AND POST SAME AT THE EVENT LOCATION.

DATED THIS _____ DAY OF _____, 20_____

AT THE TOWNSHIP OF AUGUSTA, IN THE COUNTY OF GRENVILLE.

APPLICANT

(1 copy to applicant, 1 copy to municipality)

THIS LICENCE IS HEREBY GRANTED AND IS IN EFFECT FOR THE

PERIOD _____ TO _____.

Schedule E
To By-law 3389-2018
Campground Campfire Permit

REPORT #: 2019-009

REPORT TO COUNCIL: January 14, 2019

RE: REVIEW AND APPROVAL OF A/P CHEQUES

PREPARED BY: Ray Morrison, CAO/Treasurer

RECOMMENDATION:

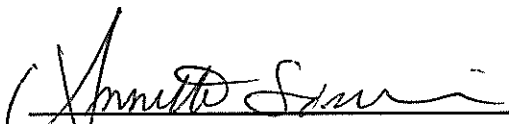
THAT Council receive, review and approve the payment of the accounts payable invoices 23789 to 23853 through to January 9, 2019 in the amount of \$623,433.11.

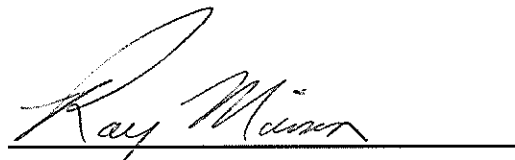
PURPOSE

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
1/09/2019 9:08 AM

Township of Augusta
List of Accounts for Approval
As of 1/09/2019
Batch: 2018-00128 to 2019-00004

Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
Bank Code: AP - ACC/PAYABLE					
Computer Cheques:					
23789 823996	12/20/2018	AGO INDUSTRIES INC. 438-01-007 - P.W. STAFF BENEF 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	TRAFFIC SAFETY CLOTHES TRAFFIC SAFETY CLOTHES HST Tax Code HST Tax Code	160.71 17.75 20.53	178.46
23790 6255	12/20/2018	AJ'S WATER TREATMENT 402-01-013 - FIRE PROTECTION 600-01-016 - MAYNARD RECREA 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	MAINTENACE WATER SYSTEMS BOTH FIRE STATIONS BOTH FIRE STATIONS HST Tax Code HST Tax Code	649.23 355.14 110.94 128.31	1,115.31
23791 43218	12/20/2018	ALLAN & PARTNERS LLP 401-01-015 - PROFESSIONAL SE 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	PROFESSIONAL AUDIT FEES PROFESSIONAL AUDIT FEES HST Tax Code HST Tax Code	3,052.81 337.19 390.00	3,390.00
23792 704635-1	12/20/2018	BEACH HOME HARDWARE 510-01-008 - WASTE DISPOSAL 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	MAYANRD WDS NEW RAILING MAYANRD WDS NEW RAILING HST Tax Code HST Tax Code	20.34 2.25 2.60	22.59
704749-1		510-01-008 - WASTE DISPOSAL 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	MAYNARD WDS NEW RAILING HST Tax Code HST Tax Code	1.62 0.18 0.21	1.80
				Payment Total:	24.39
23793 27053	12/20/2018	BLACK DOG TIRE & LUBRICAN 402-01-014 - FIRE PROTECTION 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	NEW TIRES TANKER 8 NEW TIRES TANKER 8 HST Tax Code HST Tax Code	4,049.65 447.30 517.35	4,496.95
23794 1811-4	12/20/2018	BOURGON CONSTRUCTION 402-01-090 - FIRE PROTECTION 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	NEW FIREHALL NEW FIREHALL HST Tax Code HST Tax Code	369,185.96 40,777.99 47,163.99	409,963.95
23795 2017-11-2	12/20/2018	CHARLES McLELLAN 115-01-008 - MUD CREEK MD RE 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	MUD CREEK DRAIN MUD CREEK DRAIN HST Tax Code HST Tax Code	8,044.91 888.59 1,027.75	8,933.50
2018-10-2		115-01-010 - STREIGHT MUNICIF 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	STREIGHT DRAIN HST Tax Code HST Tax Code	2,851.21 314.92 364.24	3,166.13

Township of Augusta

List of Accounts for Approval

As of 1/09/2019

Batch: 2018-00128 to 2019-00004

Report Date
1/09/2019 9:08 AM

Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
				Payment Total:	12,099.63
23796 481361	12/20/2018	CRISTILL ROCK 401-01-004 - OFFICE SUPPLIES	MAIN OFFICE WATER MAIN OFFICE WATER	65.00	65.00
23797 405294	12/20/2018	CRTPS INC. 430-01-002 - SNOW PLOWING - 424-01-002 - GRADING - PARTS	GRADER AND PLOW REPAIRS SNOW PLOW GRADER	2,838.87 1,666.21	
		102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	HST Tax Code HST Tax Code	497.60 575.53	5,002.68
405295		430-01-002 - SNOW PLOWING - 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	SNOW PLOW PARTS AND REF HST Tax Code HST Tax Code	65.05 7.18 8.31	72.23
				Payment Total:	5,074.91
23798 32863	12/20/2018	ELMER'S CONSTRUCTION LTD 402-01-013 - FIRE PROTECTION	STATION # 2 SNOWPLOWING STATION # 2 SNOWPLOWING	86.50	
		102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	HST Tax Code HST Tax Code	9.55 11.05	96.05
23799 163134	12/20/2018	FUTURE OFFICE PRODUCTS 401-01-020 - POSTAGE	MONHTLY LEASE PAYMENT MONHTLY LEASE PAYMENT	97.93	
		102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	HST Tax Code HST Tax Code	10.82 12.51	108.75
23800 DEC172018	12/20/2018	HANS WERNER-MACKELER 405-01-004 - CEMP MILEAGE	CEMP MILEAGE CEMP MILEAGE	200.15	
		102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	HST Tax Code HST Tax Code	22.11 25.57	222.26
DEC17/18		405-01-002 - CEMP - CONFEREN 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	TRAINING COURSE HST Tax Code HST Tax Code	49.55 5.47 6.33	55.02
				Payment Total:	277.28
23801 20017	12/20/2018	HOWARD CAMPBELL & SONS 600-01-014 - MAITLAND RECREA	L PUMP OUT TANK MERC HALL PUMP OUT TANK MERC HALL	211.63	
		102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	HST Tax Code HST Tax Code	23.37 27.03	235.00
23802 DEC62018	12/20/2018	IRVING H. MILLER LTD 600-01-016 - MAYNARD RECREA	MAYNARD REC INSURANCE MAYNARD REC INSURANCE	2,924.54	
		102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	HST Tax Code HST Tax Code	323.02 373.61	3,247.56
23803	12/20/2018	J & L TRUCK & TRAILER	TANKER # 7 REPAIRS		

Township of Augusta

List of Accounts for Approval

As of 1/09/2019

Batch: 2018-00128 to 2019-00004

Report Date
1/09/2019 9:08 AM

Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
140255		402-01-014 - FIRE PROTECTION TANKER # 7 REPAIRS		459.17	
		102-01-099 - HST RECEIVABLE	HST Tax Code	50.72	
		900-01-099 - HST TRACKING	HST Tax Code	58.66	509.89
23804	12/20/2018	JOE COMPUTER	MANAGES SERVICES		
12890		401-01-022 - COMPUTER EXPEN	MANAGES SERVICES	290.02	
		102-01-099 - HST RECEIVABLE	HST Tax Code	32.03	
		900-01-099 - HST TRACKING	HST Tax Code	37.05	322.05
23805	12/20/2018	KEN MILLER EXCAVATING	MAITLAND SKI TRAILS		
34349		600-01-090 - PARKS & RECREAT	MAITLAND SKI TRAILS	1,446.28	
		102-01-099 - HST RECEIVABLE	HST Tax Code	159.74	
		900-01-099 - HST TRACKING	HST Tax Code	184.76	1,606.02
23806	12/20/2018	BROCKVILLE KIDS CHRISTIAN	NON-RESIDENT USER FEES		
DEC142018		600-01-007 - PROGRAMS - FIGU	NON-RESIDENT USER FEES	945.56	
		102-01-099 - HST RECEIVABLE	HST Tax Code	104.44	
		900-01-099 - HST TRACKING	HST Tax Code	120.80	1,050.00
23807	12/20/2018	KROWN BODY MAINTENANCE	TRUCK # 5		
124-52026		453-01-002 - #5 - 2014 GMC 1/2 T	TRUCK # 5	137.32	
		102-01-099 - HST RECEIVABLE	HST Tax Code	15.17	
		900-01-099 - HST TRACKING	HST Tax Code	17.54	152.49
124-52087		462-01-002 - #1- 2017 GMC 3/4 T	TRUCK #1	145.42	
		102-01-099 - HST RECEIVABLE	HST Tax Code	16.06	
		900-01-099 - HST TRACKING	HST Tax Code	18.58	161.48
				Payment Total:	313.97
23808	12/20/2018	GFL ENVIRONMENTAL INC	WDS CONTRACT SERVICES		
26329		510-01-013 - CONTRACT SERVIC	WDS CONTRACT SERVICES	4,081.45	
		102-01-099 - HST RECEIVABLE	HST Tax Code	450.81	
		900-01-099 - HST TRACKING	HST Tax Code	521.41	4,532.26
26391		510-01-013 - CONTRACT SERVIC	WDS CONTRACT SERVICES	4,393.04	
		102-01-099 - HST RECEIVABLE	HST Tax Code	485.23	
		900-01-099 - HST TRACKING	HST Tax Code	561.22	4,878.27
				Payment Total:	9,410.53
23809	12/20/2018	LAFLEUR INDUSTRIES	PARTS & REPAIR RESCUE #6		
7620		402-01-014 - FIRE PROTECTION	PARTS & REPAIR RESCUE #6	373.35	
		102-01-099 - HST RECEIVABLE	HST Tax Code	41.24	
		900-01-099 - HST TRACKING	HST Tax Code	47.70	414.59
23810	12/20/2018	LEVAC SUPPLY LIMITED	HYDRO GLOVE TESTING		
1254043		402-01-015 - FIRE PROTECTION	HYDRO GLOVE TESTING	199.25	
		102-01-099 - HST RECEIVABLE	HST Tax Code	22.00	
		900-01-099 - HST TRACKING	HST Tax Code	25.45	221.25

Report Date
1/09/2019 9:08 AM

Township of Augusta
List of Accounts for Approval
As of 1/09/2019
Batch: 2018-00128 to 2019-00004

Page 4

Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
23811 153157	12/20/2018	M & L SUPPLY 402-01-018 - FIRE PROTECTION 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	SCBA REPAIR SCBA REPAIR HST Tax Code HST Tax Code	284.49 31.42 36.34	315.91
23812 DEC202018	12/20/2018	MAYNARD VANDERVELDE 402-01-013 - FIRE PROTECTION 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	OFFICE SUPPLIES/MAINTENANCE OFFICE SUPPLIES/MAINTENAI HST Tax Code HST Tax Code	103.80 11.46 13.26	115.26
23813 40776	12/20/2018	McINTOSH PERRY 625-01-001 - DRAINAGE SUPERI 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	DRAINAGE SUPERINTENDENT DRAINAGE SUPERINTENDENT HST Tax Code HST Tax Code	3,060.44 338.04 390.98	3,398.48
40782		615-01-001 - PLANNING & ZONIN 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	PROFESSIONAL SERVICES HST Tax Code HST Tax Code	398.14 43.97 50.86	442.11
40857		615-01-001 - PLANNING & ZONIN 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	PLANNING PROFESSIONAL SE HST Tax Code HST Tax Code	3,585.78 396.06 458.09	3,981.84
				Payment Total:	7,822.43
23814 1628	12/20/2018	NUISANCE WILDLIFE CONTROL 625-01-002 - DRAINAGE - BEAVE 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	BEAVER CONTROL BEAVER CONTROL HST Tax Code HST Tax Code	7,021.45 775.55 897.00	7,797.00
23815 57018	12/20/2018	ONTARIO ASSOC. OF FIRE CHII 402-01-012 - FIRE PROTECTION 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	PUBLIC SAFETY LEADERSHIP CRSE PUBLIC SAFETY LEADERSHIP HST Tax Code HST Tax Code	600.39 66.31 76.70	666.70
23816 23	12/20/2018	BASELINE TELEMATICS INC 438-01-019 - PW - GPS RENTAL 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	GPS TRACKER DEVICE GPS TRACKER DEVICE HST Tax Code HST Tax Code	167.90 18.55 21.45	186.45
23817 F126882	12/20/2018	OPTIMA SANTE GLOBALE 402-01-011 - WORKERS COMPE 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	EAP FLAT FEE EAP FLAT FEE HST Tax Code HST Tax Code	134.19 14.82 17.14	149.01
23818 1520626	12/20/2018	POSTMEDIA NETWORK INC 401-01-018 - ADVERTISING & PF 102-01-099 - HST RECEIVABLE	LOCAL GOV'T LOCAL GOV'T HST Tax Code	80.39 8.88	

Report Date
1/09/2019 9:08 AM

Township of Augusta
List of Accounts for Approval
As of 1/09/2019
Batch: 2018-00128 to 2019-00004

Page 5

Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
		900-01-099 - HST TRACKING	HST Tax Code	10.27	89.27
23819 1452	12/20/2018	SANIGEAR 402-01-015 - FIRE PROTECTION	BUNKER GEAR CLEANING BUNKER GEAR CLEANING	346.60	
		102-01-099 - HST RECEIVABLE	HST Tax Code	38.28	
		900-01-099 - HST TRACKING	HST Tax Code	44.28	384.88
23820 32886	12/20/2018	SAUVE HEATING & AIR 401-01-012 - ELLIS HOUSE EXPE	ELLIS HOUSE ELLIS HOUSE	152.64	
		102-01-099 - HST RECEIVABLE	HST Tax Code	16.86	
		900-01-099 - HST TRACKING	HST Tax Code	19.50	169.50
23821 32953	12/20/2018	SEAWAY DOORS LTD 438-01-028 - P.W. BLDG REPAIR	SERVICE AND REPAIRS SERVICE AND REPAIRS	183.17	
		102-01-099 - HST RECEIVABLE	HST Tax Code	20.23	
		900-01-099 - HST TRACKING	HST Tax Code	23.40	203.40
23822 DEC102018	12/20/2018	SOUTH GRENVILLE MINOR 600-01-007 - PROGRAMS - FIGU	SKATING GRANT SKATING GRANT	8,239.87	
		102-01-099 - HST RECEIVABLE	HST Tax Code	910.13	
		900-01-099 - HST TRACKING	HST Tax Code	1,052.66	9,150.00
23823 DEC52018	12/20/2018	STEWART CORBETT 615-01-015 - PLANNING - PROFE	PLANNING PROF FEES PLANNING PROF FEES	2,823.85	
		102-01-099 - HST RECEIVABLE	HST Tax Code	311.90	
		900-01-099 - HST TRACKING	HST Tax Code	360.75	3,135.75
DEC112018		401-01-028 - LEGAL EXPENSE	PROFESSIONAL SERVICES	1,602.72	
		102-01-099 - HST RECEIVABLE	HST Tax Code	177.03	
		900-01-099 - HST TRACKING	HST Tax Code	204.75	1,779.75
				Payment Total:	4,915.50
23824 1505	12/20/2018	STERLING GRACE 401-01-090 - ADMINISTRATION -	WEBSITE DEVELOPMENT WEBSITE DEVELOPMENT	152.64	
		102-01-099 - HST RECEIVABLE	HST Tax Code	16.86	
		900-01-099 - HST TRACKING	HST Tax Code	19.50	169.50
23825 DEC92018	12/20/2018	SUSAN BOSMAN 401-01-001 - STAFF SALARIES	CLEANING SERVICES CLEANING SERVICES	94.36	94.36
DEC152018		401-01-001 - STAFF SALARIES	CLEANING SERVICES	79.05	79.05
				Payment Total:	173.41
23826 11236	12/20/2018	R THURSTON TECHNOLOGIES 402-01-015 - FIRE PROTECTION	PAGER REPAIR PAGER REPAIR	338.86	
		102-01-099 - HST RECEIVABLE	HST Tax Code	37.43	
		900-01-099 - HST TRACKING	HST Tax Code	43.29	376.29

Report Date
1/09/2019 9:08 AM

Township of Augusta
List of Accounts for Approval
As of 1/09/2019
Batch: 2018-00128 to 2019-00004

Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
23827	12/20/2018	TOWNSHIP OF RIDEAU LAKES	RE-IMBURSE CLERKS MEETING		
DEC142018		401-01-017 - CONFERENCES & I	RE-IMBURSE CLERKS MEETIN	20.19	
		102-01-099 - HST RECEIVABLE	HST Tax Code	2.23	
		900-01-099 - HST TRACKING	HST Tax Code	2.58	22.42
23828	12/20/2018	TRICELL SALES & MARKETING	BATTERIES FOR SCBA		
76347		402-01-015 - FIRE PROTECTION	BATTERIES FOR SCBA	212.51	
		102-01-099 - HST RECEIVABLE	HST Tax Code	23.47	
		900-01-099 - HST TRACKING	HST Tax Code	27.15	235.98
23829	12/20/2018	UNITED COUNTIES OF LEEDS &	ENTRANCE WAY CULVERTS		
6046		411-01-002 - ENTRANCE CULVE	ENTRANCE WAY CULVERTS	1,919.65	
		600-01-005 - RECREATION PARI	WEED SPRAYING	1,395.65	
		445-01-090 - ROADS CAPITAL	CRACK SEALING	36,401.43	
		102-01-099 - HST RECEIVABLE	HST Tax Code	4,386.86	
		900-01-099 - HST TRACKING	HST Tax Code	5,073.86	44,103.59
6081		436-01-002 - SAFETY DEVICES -	LINE PAINTING	9,482.30	
		102-01-099 - HST RECEIVABLE	HST Tax Code	1,047.36	
		900-01-099 - HST TRACKING	HST Tax Code	1,211.38	10,529.66
6089		411-01-002 - ENTRANCE CULVE	CULVERTS	910.84	
		410-01-002 - BRIDGES & CULVEI	CULVERTS SUPPLIES	658.23	
		437-01-002 - SAFETY DEVICES €	911 POSTS	349.72	
		436-01-002 - SAFETY DEVICES -	911 POSTS	221.59	
		102-01-099 - HST RECEIVABLE	HST Tax Code	236.42	
		900-01-099 - HST TRACKING	HST Tax Code	273.44	2,376.80
18278		400-01-003 - ELECTION	COMPLIANCE AUDIT COMMITI	47.42	
		102-01-099 - HST RECEIVABLE	HST Tax Code	5.24	
		900-01-099 - HST TRACKING	HST Tax Code	6.06	52.66
				Payment Total:	57,062.71
23830	12/20/2018	VIKKI WERNER-MACKELER	RE-IMBURSE FOR SUPPLIES		
DEC172018		401-01-004 - OFFICE SUPPLIES	RE-IMBURSE FOR SUPPLIES	52.76	
		102-01-099 - HST RECEIVABLE	HST Tax Code	5.83	
		900-01-099 - HST TRACKING	HST Tax Code	6.74	58.59
23831	12/20/2018	WEAGANT FARM SUPPLIES	LT GRADER # 1		
IB14415		450-01-002 - #1- 2013 JOHN DEE	GRADER # 1	126.52	
		102-01-099 - HST RECEIVABLE	HST Tax Code	13.97	
		900-01-099 - HST TRACKING	HST Tax Code	16.16	140.49
23832	12/20/2018	WL PETERS APPLIANCES	NEW STOVE MAYNARD REC		
1825		600-01-016 - MAYNARD RECREA	NEW STOVE MAYNARD REC	624.81	
		102-01-099 - HST RECEIVABLE	HST Tax Code	69.01	
		900-01-099 - HST TRACKING	HST Tax Code	79.82	693.82

Township of Augusta

List of Accounts for Approval

As of 1/09/2019

Batch: 2018-00128 to 2019-00004

Report Date
1/09/2019 9:08 AM

Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
23833 MEM006501	1/04/2019	AMO 401-01-017 - CONFERENCES & I	2019 MEMBERSHIP FEES 2019 MEMBERSHIP FEES	2,796.72	
		102-01-099 - HST RECEIVABLE	HST Tax Code	308.90	
		900-01-099 - HST TRACKING	HST Tax Code	357.28	3,105.62
23834 91431634	1/04/2019	CANADIAN NATIONAL Accrual 436-01-002 - SAFETY DEVICES -	RAIL GATES MAINTENANCE FEE RAIL GATES MAINTENANCE FI	558.00	558.00
23835 884216477	1/04/2019	CINTAS CORPORATION #884 401-01-016 - REPAIRS & MAINTENANCE	MATT/FRESHENER EXCHNGE MATT/FRESHENER EXCHNGE	30.80	
		102-01-099 - HST RECEIVABLE	HST Tax Code	3.41	
		900-01-099 - HST TRACKING	HST Tax Code	3.94	34.21
23836 9232366	1/04/2019	COMPUGEN INC. Accrual 401-01-004 - OFFICE SUPPLIES	WC5155 PRINTER COPIES WC5155 PRINTER COPIES	186.38	
		102-01-099 - HST RECEIVABLE	HST Tax Code	20.59	
		900-01-099 - HST TRACKING	HST Tax Code	23.81	206.97
23837 481355	1/04/2019	CRISTILL ROCK Accrual 510-01-016 - REPAIRS & MAINTENANCE	BOB GREGAS WATER BOB GREGAS WATER	52.00	52.00
23838 6051	1/04/2019	FAST EDDIE'S AUTO RECYCLING 510-01-001 - WASTE DISPOSAL	MONTHLY WDS CHARGES MONTHLY WDS CHARGES	16,281.63	
		102-01-044 - DUE FROM FAST EDDIE'S	MONTHLY WDS CHARGES	501.62	
		102-01-099 - HST RECEIVABLE	HST Tax Code	1,798.37	
		900-01-099 - HST TRACKING	HST Tax Code	2,080.00	17,578.38
23839 MR1844	1/04/2019	HOWARD CAMPBELL & SONS LTD Accrual 102-01-044 - DUE FROM FAST EDDIE'S	MONTHLY PORTABLE RENTALS MONTHLY PORTABLE RENTAL	189.11	
		102-01-099 - HST RECEIVABLE	HST Tax Code	20.89	
		900-01-099 - HST TRACKING	HST Tax Code	24.16	210.00
23840 408	1/04/2019	INDUSTRIAL ELECTRICAL Accrual 500-01-014 - STREETLIGHT MAINTENANCE	STREETLIGHT MAINTENANCE STREETLIGHT MAINTENANCE	707.18	
		102-01-099 - HST RECEIVABLE	HST Tax Code	78.11	
		900-01-099 - HST TRACKING	HST Tax Code	90.34	785.29
23841 81308	1/04/2019	JOE COMPUTER 402-01-005 - FIRE PROTECTION	DSL YEARLY CHARGE DSL YEARLY CHARGE	720.46	
		102-01-099 - HST RECEIVABLE	HST Tax Code	79.58	
		900-01-099 - HST TRACKING	HST Tax Code	92.04	800.04
81381		401-01-022 - COMPUTER EXPENSE	MONTHLY WIRELESS CHARGE	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:	922.08
23842	1/04/2019	MEPCO	MUNICIPAL CONTRIBUTION		

Township of Augusta
List of Accounts for Approval
 As of 1/09/2019
 Batch: 2018-00128 to 2019-00004

Report Date
 1/09/2019 9:08 AM

Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
MC004863		401-01-017 - CONFERENCES & I	MUNICIPAL CONTRIBUTION	101.51	
		102-01-099 - HST RECEIVABLE	HST Tax Code	11.21	
		900-01-099 - HST TRACKING	HST Tax Code	12.97	112.72
23843	1/04/2019	OMERS	DECEMBER OMERS		
DEC312018	Accrual	204-01-003 - OMERS PAYABLE	DECEMBER OMERS	18,091.20	18,091.20
23844	1/04/2019	OMTRA	OMTRA MEMBERSHIP		
20191158		401-01-017 - CONFERENCES & I	OMTRA MEMBERSHIP	223.87	
		102-01-099 - HST RECEIVABLE	HST Tax Code	24.73	
		900-01-099 - HST TRACKING	HST Tax Code	28.60	248.60
23845	1/04/2019	OPSEU	Monthly Remittance Union Dues		
DEC312018	Accrual	204-01-004 - OPSEU PAYABLE	Monthly Remittance Union	630.48	630.48
23846	1/04/2019	PAUL J. VAN LUIT	DECEMBER MILEAGE		
DEC2018	Accrual	404-01-004 - BY-LAW MILEAGE	DECEMBER MILEAGE	11.89	
		102-01-099 - HST RECEIVABLE	HST Tax Code	1.31	
		900-01-099 - HST TRACKING	HST Tax Code	1.52	13.20
31-DEC-18	Accrual	404-01-001 - BY-LAW - SALARIE	BY-LAW SALARY DECEMBER/	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:	1,369.20
23847	1/04/2019	SALLY BELL	POUND FEE		
JAN12019		404-01-010 - ANIMAL CONTROL	POUND FEE	407.04	
		102-01-099 - HST RECEIVABLE	HST Tax Code	44.96	
		900-01-099 - HST TRACKING	HST Tax Code	52.00	452.00
23848	1/04/2019	SAUVE HEATING & AIR	ELLIS HOUSE EXPENSES		
32890	Accrual	401-01-012 - ELLIS HOUSE EXPE	ELLIS HOUSE EXPENSES	356.16	
		102-01-099 - HST RECEIVABLE	HST Tax Code	39.34	
		900-01-099 - HST TRACKING	HST Tax Code	45.50	395.50
23849	1/04/2019	ST. LAWRENCE PRINTING CO L	CHRISTMAS GREETINGS ADV.		
86321	Accrual	401-01-018 - ADVERTISING & PF	CHRISTMAS GREETINGS ADV.	60.04	
		102-01-099 - HST RECEIVABLE	HST Tax Code	6.63	
		900-01-099 - HST TRACKING	HST Tax Code	7.67	66.67
23850	1/04/2019	SUSAN BOSMAN	CLEANING SERVICES		
DEC22/292018	Accrual	401-01-001 - STAFF SALARIES	CLEANING SERVICES	184.05	184.05
23851	1/04/2019	TWP OF EDWARDSBURGH/	RECREATION FEE CPI INCREASE		
2018-00943	Accrual	600-01-007 - PROGRAMS - FIGU	RECREATION FEE CPI INCRE/	285.00	285.00
23852	1/04/2019	TSC STORES LP	NEW GATES RAILING MAYNARD WE		
DEC32018	Accrual	510-01-016 - REPAIRS & MAINTEN	NEW GATES RAILING MAYNAF	32.97	

Township of Augusta

List of Accounts for Approval

As of 1/09/2019

Batch: 2018-00128 to 2019-00004

Report Date
1/09/2019 9:08 AM

Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
		102-01-099 - HST RECEIVABLE	HST Tax Code	3.64	
		900-01-099 - HST TRACKING	HST Tax Code	4.21	36.61
23853	1/04/2019	WSIB ONTARIO	DECEMBER 2018 WSIB		
DEC312018	Accrual	204-01-009 - WSIB PAYABLE	DECEMBER 2018 WSIB	4,028.66	4,028.66
Other:					
720-Man	1/03/2019	HYDRO ONE NETWORKS	MAITLAND BY THE TRAILS		
9985DEC182018	Accrual	500-01-010 - MAITLAND BY THE	MAITLAND BY THE TRAILS	10.97	
		102-01-099 - HST RECEIVABLE	HST Tax Code	1.21	
		900-01-099 - HST TRACKING	HST Tax Code	1.40	12.18
796-Man	1/03/2019	HYDRO ONE NETWORKS	BURNSIDE DRIVE		
1784DEC182018	Accrual	500-01-001 - BURNSIDE ESTATE	BURNSIDE DRIVE	9.60	
		102-01-099 - HST RECEIVABLE	HST Tax Code	1.05	
		900-01-099 - HST TRACKING	HST Tax Code	1.22	10.65
1739-Man	1/03/2019	ROYAL BANK VISA	ACTION TRAINING SYSTEMS		
6512DEC212018	Accrual	402-01-012 - FIRE PROTECTION	ACTION TRAINING SYSTEMS	4,468.28	
		102-01-099 - HST RECEIVABLE	HST Tax Code	493.54	
		900-01-099 - HST TRACKING	HST Tax Code	570.83	4,961.82
2160-Man	1/03/2019	HYDRO ONE NETWORKS	MAYNARD STREETLIGHTS		
4283DEC182018	Accrual	500-01-009 - MAYNARD SUBD. S	MAYNARD STREETLIGHTS	75.07	
		102-01-099 - HST RECEIVABLE	HST Tax Code	8.29	
		900-01-099 - HST TRACKING	HST Tax Code	9.59	83.36
2181-Man	1/03/2019	HYDRO ONE NETWORKS	ALGONQUIN SUB		
4210DEC182018	Accrual	500-01-005 - ALGONQUIN STREI	ALGONQUIN SUB	11.84	
		102-01-099 - HST RECEIVABLE	HST Tax Code	1.31	
		900-01-099 - HST TRACKING	HST Tax Code	1.51	13.15
2283-Man	1/03/2019	HYDRO ONE NETWORKS	LIONS GATE STREETLIGHTS		
9461DEC182018	Accrual	500-01-013 - LIONS GATE STREI	LIONS GATE STREETLIGHTS	11.32	
		102-01-099 - HST RECEIVABLE	HST Tax Code	1.25	
		900-01-099 - HST TRACKING	HST Tax Code	1.45	12.57
2305-Man	1/03/2019	HYDRO ONE NETWORKS	LUGTHART STREETLIGHTS		
8512DEC182018	Accrual	500-01-002 - LUGTHART SUBDIV	LUGTHART STREETLIGHTS	10.81	
		102-01-099 - HST RECEIVABLE	HST Tax Code	1.19	
		900-01-099 - HST TRACKING	HST Tax Code	1.38	12.00
2818-Man	1/03/2019	HYDRO ONE NETWORKS	MAITLAND STREETLIGHTS		
2162DEC182018	Accrual	500-01-004 - MAITLAND STREET	MAITLAND STREETLIGHTS	241.49	
		102-01-099 - HST RECEIVABLE	HST Tax Code	26.67	
		900-01-099 - HST TRACKING	HST Tax Code	30.85	268.16
3806-Man	1/03/2019	BELL MOBILITY INC.	FIRE DEPT TABLETS		

Township of Augusta
List of Accounts for Approval
 As of 1/09/2019
 Batch: 2018-00128 to 2019-00004

Report Date
 1/09/2019 9:08 AM

Page 10

Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
9109	DEC32018	Accrual 402-01-004 - FIRE PROTECTION	FIRE DEPT TABLETS	46.45	
		102-01-099 - HST RECEIVABLE	HST Tax Code	5.13	
		900-01-099 - HST TRACKING	HST Tax Code	5.93	51.58
3880-Man	1/03/2019	BELL CANADA	PUBLIC WORKS PHONE		
2002	DEC12018	Accrual 438-01-010 - P.W. TELEPHONE	PUBLIC WORKS PHONE	100.78	
		102-01-099 - HST RECEIVABLE	HST Tax Code	11.14	
		900-01-099 - HST TRACKING	HST Tax Code	12.88	111.92
4711-Man	1/03/2019	ROYAL BANK VISA	ONTARIO GOOD ROADS CONFEREN		
7818	DEC132018	Accrual 400-01-002 - COUNCIL- OTHER	ONTARIO GOOD ROADS CONF	2,544.00	
		438-01-017 - P.W. CONFERENCE	ONTARIO GOOD ROADS CONF	636.01	
		102-01-099 - HST RECEIVABLE	HST Tax Code	351.24	
		900-01-099 - HST TRACKING	HST Tax Code	406.25	3,531.25
4887-Man	1/03/2019	HYDRO ONE NETWORKS	NORTH AUGUSTA LIGHTS		
4591	DEC182018	Accrual 500-01-008 - VILLAGE OF NORTH	NORTH AUGUSTA LIGHTS	34.89	
		102-01-099 - HST RECEIVABLE	HST Tax Code	3.86	
		900-01-099 - HST TRACKING	HST Tax Code	4.46	38.75
5579-Man	1/03/2019	ROYAL BANK VISA	SNACKS REMEMBRANCE DAY		
4231	DEC32018	Accrual 402-01-005 - FIRE PROTECTION	SNACKS REMEMBRANCE DAY	59.38	
		102-01-099 - HST RECEIVABLE	HST Tax Code	6.56	
		900-01-099 - HST TRACKING	HST Tax Code	7.59	65.94
6206-Man	1/03/2019	BELL CANADA	N/A WDS		
2497	DEC12018	Accrual 102-01-044 - DUE FROM FAST E	N/A WDS	47.44	
		102-01-099 - HST RECEIVABLE	HST Tax Code	5.24	
		900-01-099 - HST TRACKING	HST Tax Code	6.06	52.68
6876-Man	1/03/2019	HYDRO ONE NETWORKS	N/A FIRE DEPT SOLAR		
1958	DEC182018	Accrual 402-01-002 - FIRE PROTECTION	N/A 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
7587-Man	1/03/2019	ROYAL BANK VISA	FIRE DEPT VISA		
4595	DEC42018	Accrual 402-01-015 - FIRE PROTECTION	HIGH PRESSURE HOSE	152.64	
		402-01-005 - FIRE PROTECTION	MISC SUPPLIES	91.67	
		402-01-090 - FIRE PROTECTION	DASH CAMS	846.04	
		102-01-099 - HST RECEIVABLE	HST Tax Code	120.43	
		900-01-099 - HST TRACKING	HST Tax Code	139.29	1,210.78
7696-Man	1/03/2019	ROYAL BANK VISA	FIRE DEPT VISA JEFF SLOAN		
3091	DEC32018	Accrual 402-01-013 - FIRE PROTECTION	SIDEWALK SALT	106.47	
		402-01-005 - FIRE PROTECTION	SMALL ENGINE FUEL	34.56	
		402-01-017 - FIRE PROTECTION	FUEL PUMPER 1	54.02	
		102-01-099 - HST RECEIVABLE	HST Tax Code	21.55	
		900-01-099 - HST TRACKING	HST Tax Code	24.92	216.60

Township of Augusta

List of Accounts for Approval

As of 1/09/2019

Batch: 2018-00128 to 2019-00004

Report Date
1/09/2019 9:08 AM

Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
8961-Man	1/03/2019	TELUS MOBILITY	MAIN OFFICE CELL PHONES		
2883DEC132018	Accrual	438-01-010 - P.W. TELEPHONE	PUBLIC WORKS	237.71	
		401-01-003 - TELEPHONE & FAX MAIN OFFICE		113.67	
		406-01-008 - BUILDING CELL PH MAIN OFFICE		57.74	
		102-01-099 - HST RECEIVABLE	HST Tax Code	45.20	
		900-01-099 - HST TRACKING	HST Tax Code	52.27	454.32
9281-Man	1/03/2019	HYDRO ONE NETWORKS	MEIKLE SUBDIVISION		
6593DEC172018	Accrual	500-01-011 - MEIKLE SUBDIVISIO	MEIKLE SUBDIVISION	12.71	
		102-01-099 - HST RECEIVABLE	HST Tax Code	1.40	
		900-01-099 - HST TRACKING	HST Tax Code	1.62	14.11
9299-Man	1/03/2019	HYDRO ONE NETWORKS	RIVERVIEW HEIGHTS		
5201DEC182018	Accrual	500-01-003 - RIVERVIEW HEIGH	RIVERVIEW HEIGHTS	498.26	
		102-01-099 - HST RECEIVABLE	HST Tax Code	55.03	
		900-01-099 - HST TRACKING	HST Tax Code	63.65	553.29
9455-Man	1/03/2019	ROYAL BANK VISA	APPLIANCES NEW STATION		
6488DEC212018	Accrual	402-01-091 - NORTH AUGUSTA F	APPLIANCES NEW STATION	3,332.65	
		402-01-005 - FIRE PROTECTION	MISC SUPPLIES	60.03	
		102-01-099 - HST RECEIVABLE	HST Tax Code	374.73	
		900-01-099 - HST TRACKING	HST Tax Code	433.42	3,767.41
9534-Man	1/03/2019	CST CANADA CO.	STATION 2 FURNACE OIL		
592425	Accrual	402-01-003 - FIRE PROTECTION	STATION 2 FURNACE OIL	548.44	
		102-01-099 - HST RECEIVABLE	HST Tax Code	60.57	
		900-01-099 - HST TRACKING	HST Tax Code	70.06	609.01
9718-Man	1/03/2019	HYDRO ONE NETWORKS	ST LAWRENCE CRT		
5429DEC182018	Accrual	500-01-006 - ST LAWRENCE CR	ST LAWRENCE CRT	9.60	
		102-01-099 - HST RECEIVABLE	HST Tax Code	1.05	
		900-01-099 - HST TRACKING	HST Tax Code	1.22	10.65
9744-Man	1/03/2019	CST CANADA CO.	DYED DIESEL		
592511	Accrual	120-01-003 - STOCK - COLOURE	DYED DIESEL	98.57	
		102-01-099 - HST RECEIVABLE	HST Tax Code	10.89	
		900-01-099 - HST TRACKING	HST Tax Code	12.59	109.46
9873-Man	1/03/2019	HYDRO ONE NETWORKS	KEMP SUBDIVISION		
6433DEC182018	Accrual	500-01-007 - KEMP SUBDIVISIO	KEMP SUBDIVISION	10.98	
		102-01-099 - HST RECEIVABLE	HST Tax Code	1.21	
		900-01-099 - HST TRACKING	HST Tax Code	1.40	12.19
9897-Man	1/03/2019	UNION GAS LIMITED	MAIN OFFICE HEAT		
7402DEC202018	Accrual	401-01-021 - HEAT	MAIN OFFICE HEAT	214.67	
		102-01-099 - HST RECEIVABLE	HST Tax Code	23.71	
		900-01-099 - HST TRACKING	HST Tax Code	27.42	238.38

Township of Augusta
List of Accounts for Approval
 As of 1/09/2019
 Batch: 2018-00128 to 2019-00004

Report Date
 1/09/2019 9:08 AM

Page 12

Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
5244605 NOV302018	1/03/2019	ONTARIO EHT Accrual204-01-002 - EHT PAYABLE	NOV 15-NOV 30 HEALTH TAX NOV 15-NOV 30 HEALTH TAX	3,564.05	3,564.05
8259735 DEC152018	1/03/2019	MINISTER OF FINANCE Accrual204-01-001 - PAYROLL DEDUCTI	DECEMBER PAYROLL REMITTANCE DECEMBER PAYROLL REMITT	8,967.45	8,967.45
Total for AP:					623,433.11

Certified Correct This January 9, 2019

REPORT NUMBER: 2019-012

DATE SUBMITTED TO COUNCIL: January 14, 2019

RE: Financial and Indicator Variance Reports

AUTHOR: Ray Morrison, CAO/Treasurer

RECOMMENDATION:

THAT Council accepts for information the attached Statement of Revenue and Expenditures – December 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:

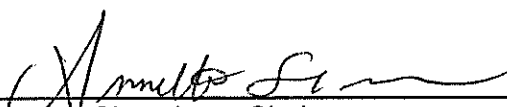
Variance analysis and commentary is provided for each line item where appropriate. Detailed supporting analysis and documentation is available from the Finance department as identified.

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

31-Dec-18

	2018	2017	Change	Percent Change	Comments
Cash	1,587,148	1,961,654	(374,506)	-19%	See HST receivable below up offset by Tax AR collections Funding Fire Hall through Reserve first, before borrowing Municipal drains - three completed in 2019, now billing to residents
Taxes Receivable	1,396,519	1,657,920	(261,401)	-16%	Per GL & Tax Rec
Total Current Year Levies	9,645,455	9,191,669	453,786	5%	Per Property Tax Reconciliation W/P; Large Industrial sector red'n
% of Current Year Levies	14.48%	18.04%	-3.56%		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, again in January 2019, then formal tax sale processes will begin on numerous properties in January
Municipal Drains Receivable	481,131.00	363,258.00			Three new drains completed in 2018; Lag awaiting OMAFRA review Billed 2016, 2017 drains in 2018; Following up o/s balances re prior yrs.
HST Receivable	318,920	237,222	81,698		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 Will claim for July-Dec 2018 in January 2019

Township of Augusta

Statement of Revenue & Expenditures for the period ended:

Dec-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	4,755,311	4,701,892	-53,419	-1%	4,771,835	4,701,892	69,943	1%	Significant Supplementary billings in Nov
Grants	1,283,213	1,178,883	-60,179	-5%	1,238,578	1,178,883	59,695	5%	MTO re Hwy 401-41K; Lending Library 12K
Licences and Permits	71,146	77,278	6,132	8%	71,146	77,278	-6,132	-8%	Bldg Permits is highly variable
Fees and Services and Misc	76,996	50,545	-26,451	-52%	84,923	50,545	34,378	68%	Industrial park projects; Culverts offset in expenses below
Interest Income and Penalties	266,021	219,000	-47,021	-21%	266,021	219,000	47,021	21%	High Tax receivable; large pmts in Q4
Transfer From Reserves	14,706	1,339,345	1,324,639	99%	1,339,345	1,339,345	0	0%	
Total Revenues	6,467,392	7,566,943	1,143,701	15%	7,771,848	7,566,943	204,905	3%	
Expenditures									
General Government									
Council	108,744	120,960	12,216	10%	108,744	120,960	12,216	10%	
Administration	598,665	562,782	-35,883	-6%	578,665	562,782	-15,883	-3%	Benefits, re turnover, family coverage
Administration Capital	254	10,000	9,746	97%	254	10,000	9,746	97%	
Administration - Trsf to Reserve	41,168	41,168	0	0%	41,168	41,168	0	0%	
Total General Government	748,831	734,910	-13,921	-2%	728,831	734,910	6,079	1%	
Protective Services:									
Fire	434,014	449,466	15,452	3%	429,413	449,466	20,053	4%	
Fire Capital	71,015	88,000	16,985	19%	71,015	88,000	16,985	19%	
Fire - Transfer to Reserves	423,831	423,831	0	0%	423,831	423,831	0	0%	
Police	941,997	982,979	40,982	4%	982,979	982,979	0	0%	
Conservation Authority	46,585	45,932	-653	-1%	42,485	45,932	3,447	8%	YTD reflects actual invoices
Protection, Inspection and Control	36,342	34,102	-2,240	-7%	36,342	34,102	-2,240	-7%	Staffing adjustment during year
Emergency Measures	16,599	16,096	-503	-3%	16,599	16,096	-503	-3%	
Total Protective Services	1,970,383	2,040,406	70,023	3%	2,002,664	2,040,406	37,742	2%	

Township of Augusta

Statement of Revenue & Expenditures for the period ended:

Dec-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	1,266,145	1,476,418	210,273	14%	1,344,945	1,476,418	131,473	9%	SW&B savings due to staff turnover, sign program installation deferred to 2019, vehicle R&M under budget
Roads - Transfer to Reserves	905,129	905,129	0	0%	905,129	905,129	0	0%	
Roads - Capital	916,416	1,178,444	262,028	22%	1,178,444	1,178,444	0	0%	Year end accrual re Capital Road work
Winter Control	122,868	90,564	-32,304	-36%	102,868	90,564	-12,304	-14%	Winter arriving early this fall; Spike in salt costs across Canada
Street Lighting	14,718	23,213	8,495	37%	14,718	23,213	8,495	37%	Budget includes new lights program, to come
Public Works subtotal	3,225,276	3,673,768	448,492	12%	3,546,104	3,673,768	127,664	3%	

Environmental Services									
Garbage Disposal	377,468	421,476	44,008	10%	418,002	421,476	3,474	1%	Certain recycled items going to garbage
Waste Disposal Capital	0	0	0	#DIV/0!	0	0	0	#DIV/0!	
Capital Infrastructure	10,000	10,000	0	0%	10,000	10,000	0	0%	
Garbage Transfer to Reserve	10,000	10,000	0	0%	10,000	10,000	0	0%	
Recycling	1,455	1,394	-61	-4%	1,455	1,394	-61	-4%	
Total Environmental Services	398,923	442,870	43,947	10%	439,457	442,870	3,413	0.8%	

Township of Augusta

Statement of Revenue & Expenditures for the period ended:

Dec-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	10,000	-2,353	-24%	12,353	10,000	-2,353	-24%	Includes NA Cenotaph, offset in Grants above
Total Health Services	12,353	10,000	-2,353	-24%	12,353	10,000	-2,353	-24%	
Parks & Recreation:									
Recreation Administration	86,764	84,650	-1,169	-1%	86,764	84,650	-2,114	-2%	
Programs	56,123	68,747	12,632	18%	61,723	68,747	7,024	10%	YAC offset by PRO grant; Other R&M
Recreation Capital	77,959	30,000	-47,959	-160%	30,000	30,000	0	0%	
Reserve for Recreation Projects	21,224	21,224	0	0%	21,224	21,224	0	0%	
Libraries	124,363	116,218	-8,145	-7%	124,363	116,218	-8,145	-7%	Incls Furnace repairs, offset through Reserve. Includes Lending Library, offset by new grant
Donations	3,123	9,500	6,377	67%	9,500	9,500	0	0%	
Total Parks and Recreation	369,555	330,339	-38,263	-12%	333,574	330,339	-3,235	-1%	
Planning and Development:									
Building Official	99,839	103,950	4,111	4%	101,839	103,950	2,111	2%	Outside backup not utilized todate
Planning and Zoning	30,270	62,910	32,640	52%	40,270	62,910	22,640	36%	Numerous projects just before start up
Commercial and Industrial	69,522	84,863	15,341	18%	84,536	84,863	327	0%	
Agricultural	64,991	75,000	10,009	13%	69,991	75,000	5,009	7%	
Tile Drainage	7,772	7,927	155	2%	7,772	7,927	155	2%	
Total Planning and Development	272,394	334,650	62,256	19%	304,408	334,650	30,242	9%	
Total Expenditures	6,997,715	7,566,943	570,181	8%	7,367,391	7,566,943	199,552	3%	

REPORT NUMBER 2019-001

REPORT TO COUNCIL January 14, 2019
RE: SECONDARY SUITE BY-LAW REVISION
AUTHOR: Karen Lavigne, CBO

RECOMMENDATION: That Council review the proposed revisions to by-law 3321-2017.

BE IT RESOLVED THAT Council adopts the proposed revisions in by-law 3398-2019.

BACKGROUND: Due to changes in the Planning Act, By-Law 3321-2017 amended the Zoning By-Law 2965 to permit the construction of a secondary suite as a dwelling unit accessory to the primary dwelling unit. The maximum square footage of the secondary suite is 45% of the gross square footage of the principal residence.

According to our planners, it has always been the intention to allow the secondary suite to be located in a separate individual dwelling unit on the same lot. By-Law 3321-2017 does not make this clear. I propose the addition of the wording added to the by-law, italicized in brackets below, in order to clarify where a secondary suite is permitted and to avoid any confusion in the amendment.

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

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

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

1. The definition of a Secondary Suite in section 4 of the by-law is hereby deleted and replaced with the following:

Secondary Suite: Means a self-contained accessory unit having cooking and sanitary facilities which is located within a Single Detached, Semi-Detached, Townhouse dwelling unit (*or located in a separate individual dwelling unit on the same lot*) or located within an accessory building on the same lot as the main residential use. A secondary suite is a subordinate residential use to the existing primary dwelling unit.

2. Section 6.39 of the by-law is hereby deleted in its entirety and replaced with the following:

6.39 SECONDARY SUITES:

6.39.1 One (1) secondary suite may be permitted as a dwelling unit accessory to the primary dwelling unit located within a single detached, semi-detached or townhouse dwelling on any lot;

6.39.2 An existing accessory building, or part of an accessory building, may be used as a secondary suite subject to compliance with the Ontario Building Code;

6.39.3 No dwelling unit other than a single detached, semi-detached or townhouse dwelling shall permit a secondary suite and then only in accordance with the following provisions.

a) Secondary Suites may be permitted to locate within a single detached, semi-detached, townhouse dwelling, (*in a separate individual dwelling unit on the same lot*) or in an accessory building on the lot of a single detached, semi-detached or townhouse dwelling;

b) Notwithstanding 6.39.3, where a lot is zoned as Floodplain, secondary suites shall not be permitted.

b) The addition of a secondary suite in a single detached, semi-detached, street townhouse dwelling unit (*or as a separate individual dwelling unit*) shall not change the use of the subject lands;

c) A maximum of one (1) secondary suite shall be permitted on a residential lot;

d) Where a secondary suite is proposed to be located in a new accessory building, such building shall meet the minimum setback requirements for the main residential building;

e) Where a secondary suite is proposed to be located in an existing accessory building, setbacks applicable to accessory buildings shall apply provided that all other applicable regulatory requirements have been met;

f) Where a secondary suite is located in an accessory building, there shall be a minimum of 1 parking space in addition to the required number of spaces for the main residential building;

g) A secondary suite shall not exceed more than forty-five percent (45%) of the gross floor area of the primary dwelling.

h) New entrances for a secondary suite in an existing dwelling unit shall not be permitted on the front main wall of the main building facing a public road.

i) New entrances for a secondary suite in an accessory building shall be accessible from the street by a walkway or driveway.

j) A secondary suite shall not be permitted in a dwelling unit where a private home daycare, a bed and breakfast establishment, or, a group home exists.

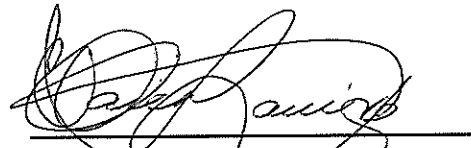
3. All other applicable provisions of By-law 2965 shall continue to apply.

FINANCIAL IMPACT:

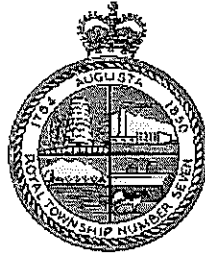
None



Ray Morrison, CAO



Karen Lavigne, CBO



**THE CORPORATION OF THE TOWNSHIP OF AUGUSTA
By-law No. 3398-2019**

BEING A BY-LAW TO AMEND BY-LAW No. 2965-2012

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

AND WHEREAS By-law No. 2965-2012 regulates the use of land and the use and erection of buildings and structures within the Township of Augusta;

AND WHEREAS By-law No. 3321-2017 regulates secondary suites within the Zoning By-Law 2965;

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

1. The definition of a Secondary Suite in section 4 of the by-law is hereby deleted and replaced with the following:

Secondary Suite: Means a self-contained accessory unit having cooking and sanitary facilities which is located within a Single Detached, Semi-Detached, Townhouse dwelling unit or located in a separate individual dwelling unit on the same lot or located within an accessory building on the same lot as the main residential use. A secondary suite is a subordinate residential use to the existing primary dwelling unit.

2. Section 6.39 of the by-law is hereby deleted in its entirety and replaced with the following:

6.39 SECONDARY SUITES:

6.39.1 One (1) secondary suite may be permitted as a dwelling unit accessory to the primary dwelling unit located within a single detached, semi-detached or townhouse dwelling on any lot;

6.39.2 An existing accessory building, or part of an accessory building, may be used as a secondary suite subject to compliance with the Ontario Building Code;

6.39.3 No dwelling unit other than a single detached, semi-detached or townhouse dwelling shall permit a secondary suite and then only in accordance with the following provisions.

- a) Secondary Suites may be permitted to locate within a single detached, semi-detached, townhouse dwelling, in a separate individual dwelling unit on the same lot or in an accessory building on the lot of a single detached, semi-detached or townhouse dwelling;
- b) Notwithstanding 6.39.3, where a lot is zoned as Floodplain, secondary suites shall not be permitted.
- b) The addition of a secondary suite in a single detached, semi-detached, street townhouse dwelling unit or as a separate individual dwelling unit shall not change the use of the subject lands;
- c) A maximum of one (1) secondary suite shall be permitted on a residential lot;
- d) Where a secondary suite is proposed to be located in a new accessory building, such building shall meet the minimum setback requirements for the main residential building;
- e) Where a secondary suite is proposed to be located in an existing accessory building, setbacks applicable to accessory buildings shall apply provided that all other applicable regulatory requirements have been met;
- f) Where a secondary suite is located in an accessory building, there shall be a minimum of 1 parking space in addition to the required number of spaces for the main residential building;
- g) A secondary suite shall not exceed more than forty-five percent (45%) of the gross floor area of the primary dwelling.
- h) New entrances for a secondary suite in an existing dwelling unit shall not be permitted on the front main wall of the main building facing a public road.
- i) New entrances for a secondary suite in an accessory building shall be accessible from the street by a walkway or driveway.
- j) A secondary suite shall not be permitted in a dwelling unit where a private home daycare, a bed and breakfast establishment, or, a group home exists.

3. All other applicable provisions of By-law 2965 shall continue to apply.

4. That By-law 3321-2017 is hereby rescinded.

Read a first and second time this 14th day of January, 2019.

Read a third time and adopted this 14th day of January, 2019.

Mayor

Clerk

REPORT NUMBER 2019-005

REPORT TO COUNCIL January 14, 2019
RE: BUILDING DEPARTMENT ACTIVITY SUMMARY
AUTHOR: Karen Lavigne, CBO

RECOMMENDATION:

That Council receive the building department activity report for December, 2018 and the annual residential new housing summary for information.

BUILDING DEPARTMENT ACTIVITY SUMMARY

Date Issued	Permit Number	Cost of Project	Permit Cost	Type of Permit
5/12/2018	2018-7279	\$50,000.00	\$1,020.00	Renovation & addition
DECEMBER TOTAL		\$50,000.00	\$1,020.00	
2018 TOTAL		\$11,089,491.59	\$57,756.25	

Date Issued	Permit Number	Cost of Project	Permit Cost	Type of Permit
6/12/2017	2017-7191	\$2,000.00	\$128.00	Shed
DECEMBER TOTAL		\$2,000.00	\$128.00	
2017 TOTAL		\$5,919,912.97	\$53,027.21	

Inspections performed in December; 12 Permits issued in December; 1

Inspections performed in November; 50 Permits issued in November; 4

Monthly reports submitted to MPAC, Statistics Canada, Tarion and CMHC for
December 2018

2 Finals and 1 Occupancy submitted to MPAC for December 2018

RESIDENTIAL HOUSING SUMMARY

Year	Location	# of New Units	Housing Mix	Servicing	Const. Value	Permit Value
2002	Augusta Twncshp	24	Single	Private	3,255,646.32	19,754.45
2003	Augusta Twncshp	17	Single	Private	2,521,200.00	13,703.65
2004	Augusta Twncshp	21	Single	Private	3,460,500.00	18,836.34
2005	Augusta Twncshp	17	Single	Private	3,655,717.00	15,834.63
2006	Augusta Twncshp	28	Single	Private	5,445,000.00	24,544.64
2007	Augusta Twncshp	25	Single	Private	5,564,500.00	30,626.00
2008	Augusta Twncshp	13	Single	Private	2,528,000.00	10,048.23
2009	Augusta Twncshp	16	Single	Private	4,417,500.00	19,056.85
2010	Augusta Twncshp	20	Single	Private	5,193,200.00	24,056.81
2011	Augusta Twncshp	15	Single	Private	4,952,500.00	12,895.10
2012	Augusta Twncshp	12	Single	Private	4,640,000.00	23,542.65
2013	Augusta Twncshp	15	Single	Private	3,822,900.00	23,050.59
2014	Augusta Twncshp	3	Single	Private	900,000.00	6,804.55
2015	Augusta Twncshp	16 single +	4-4 plex	Private	5,945,000.00	54,987.67
2016	Augusta Twncshp	15 single +	1-Duplex	Private	4,231,000.00	39,085.86
2017	Augusta Twncshp	14 single +	1-Duplex	Private	4,350,000.00	32,563.61
2018	Twncshp	11	Single	Private	3,222,800.00	26,249.00

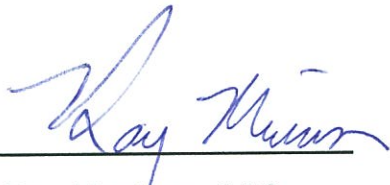
2018 PERMIT TYPE COMPARISON

	SFD		Garage	Carport	Addition	
	Permit \$	Const. \$	Permit \$	Const. \$	Permit \$	Const. \$
	\$3,142.35	\$450,000.00	\$345.60	\$17,000.00	\$75.00	\$3,000.00
	\$2,814.80	\$350,000.00	\$480.00	\$35,000.00	\$618.93	\$100,000.00
	2,940.95	\$350,000.00	\$176.00	\$27,866.00	\$135.47	\$30,000.00
	\$3,190.35	\$430,000.00	\$172.80	\$30,000.00	\$579.50	\$60,000.00
	\$894.00	\$110,000.00	\$408.80	\$45,000.00	\$967.00	\$85,000.00
	\$1,839.80	\$250,000.00	\$192.00	\$30,000.00	\$290.00	\$88,000.00
	\$2,994.45	\$400,000.00	\$192.00	\$10,000.00	\$1,163.10	\$500,000.00
	\$4,382.30	\$462,800.00	\$468.75	\$31,250.00	\$115.20	\$3,000.00
	\$2,335.25	\$240,000.00	\$678.75	\$75,000.00	\$495.00	\$125,000.00
	\$838.00	\$100,000.00	\$115.20	\$2,000.00	\$816.00	\$40,000.00
	\$876.75	\$80,000.00	\$115.20	\$5,000.00		
			\$288.00	\$13,000.00		
			\$173.60	\$2,500.00		
TOTAL	\$26,249.00	\$3,222,800.00	\$3,806.70	\$323,616.00	\$5,255.20	\$1,034,000.00

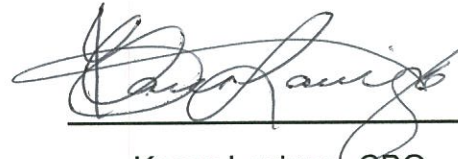
Renovation		Pool		Patio	Deck	Residential
Permit \$	Const. \$	Permit \$	Const. \$	Permit \$	Const. \$	Permit \$
\$1,094.00	\$125,000.00	\$75.00	\$8,800.00	\$355.60	\$31,024.00	\$75.00
\$82.50	\$30,000.00	\$158.20	\$62,000.00	\$102.40	\$15,000.00	\$115.20
\$2,140.50	\$150,000.00	\$75.00	\$500.00	\$130.40	\$2,000.00	\$75.00
\$75.00	\$10,000.00	\$75.00	\$9,000.00	\$80.00	\$5,000.00	\$75.00
\$546.75	\$350,000.00	\$75.00	\$7,400.00	\$85.20	\$4,000.00	\$180.00
\$1,163.10	\$500,000.00	\$75.00	\$500.00	\$183.60	\$6,000.00	\$75.00
\$135.00	\$1,000.00	\$75.00	\$8,000.00	\$75.20	\$2,000.00	\$76.80
\$204.00	\$10,000.00	\$75.00	\$10,000.00	\$75.00	\$15,000.00	\$80.00
\$75.00	\$5,000.00			\$75.00	\$2,000.00	\$2,184.00
\$75.00	\$5,000.00			\$75.00	\$1,500.00	
\$75.00	\$100,000.00			\$168.00	\$2,000.00	
				\$75.00	\$7,800.00	
				\$386.40	\$100,000.00	
				\$75.00	\$2,500.00	
				\$80.00	\$1,000.00	
				\$786.40	\$6,000.00	
				\$144.00	\$5,000.00	
				\$67.20	\$0.00	
\$5,665.85	\$1,286,000.00	\$683.20	\$106,200.00	\$3,019.40	\$207,824.00	\$2,936.00

Storage Bldg	Agr/Comm	Storage Bldg	Demolition		Renewal		
Const. \$	Permit \$	Const. \$	Permit \$	Const. \$	Permit \$	Const. \$	Permit \$
\$4,000.00	\$960.00	\$75,000.00	\$95.00	\$24,000.00	\$55.00	\$0.00	\$402.00
\$8,000.00	\$1,200.00	\$100,000.00	\$95.00	\$8,000.00	\$55.00	\$0.00	\$292.50
\$800.00	\$750.00	\$347,133.55	\$95.00	\$8,700.00	\$55.00	\$0.00	
\$1,700.00	\$750.00	\$100,000.00	\$95.00	\$40,000.00	\$55.00	\$0.00	
\$20,000.00	\$675.00	\$10,000.00	\$0.00	\$2,000.00	\$55.00	\$0.00	
\$1,200.00			\$95.00	\$2,000.00	\$55.00	\$0.00	
\$9,000.00			\$95.00	\$3,000.00			
\$3,000.00							
\$165,000.00							
\$212,700.00	\$4,335.00	\$632,133.55	\$570.00	\$87,700.00	\$330.00		\$694.50

Revision	Designated	Structures	Re-Inspection	Municipal	Projects	TOTAL
Const. \$	Permit \$	Const. \$	Permit \$	Permit \$	Const. \$	
\$40,000.00	\$286,343.00	\$2,863.00	\$60.00	in 2017	69,495.04	\$1,143,259.59
\$0.00	\$75.00	\$1,400.00	\$60.00	\$1,153.40	\$3,579,280.00	4,295,982.93
						\$923,572.87
						\$690,847.65
						\$637,286.75
						\$881,668.50
						\$937,806.55
						\$540,450.25
						\$617,843.00
						\$150,419.20
						\$188,234.95
						\$21,163.00
						\$103,060.00
						\$2,575.00
						\$1,080.00
						\$6,786.40
						\$5,144.00
						\$67.20
\$40,000.00	\$286,418.00	\$4,263.00	\$120.00	\$1,153.40	3,648,775.04	\$11,147,247.84

Handwritten signature of Ray Morrison in blue ink, written over a horizontal line.

Ray Morrison, CAO

Handwritten signature of Karen Lavigne in black ink, written over a horizontal line.

Karen Lavigne, CBO

REPORT NUMBER: 2019-006
REPORT TO COUNCIL: January 14, 2019
PREPARED BY: Karen Lavigne

RE: CHANGE OF FEES TO BUILDING BY-LAW PERMITS

RECOMMENDATION: That Council review the building permit fee comparison for comment on the suggested fee increases.

BACKGROUND

The fees for enforcing the Ontario Building Code and the Building Code Act are based on the direct and indirect costs of delivering services related to the administration and enforcement of the Code and the Act in the area of jurisdiction of the principal authority. Before passing a by-law to introduce a change of fee imposed for applications for a permit or for the issuance of a permit, a principal authority shall hold at least one public meeting at which any person who attends has an opportunity to make representations with respect to the matter. A minimum of 21 days notice of the public meeting must be given, setting out the intention of the principal authority to pass the by-law and whether the by-law would impose any fee that was not in effect on the day the notice is given.

ANALYSIS

An evaluation of our building services fee schedule through a comparison with area municipalities has revealed that the Building By-law fees that Augusta Township has adopted in Schedule A of By-law 3055 are not consistent with the four other municipalities current fees that were examined in the evaluation. Some of these municipalities will be amending their fees in the near future. To narrow the gap between permit fees charged by surrounding municipalities related to cost recovery for the delivery of building related services, it is recommended to increase some of the fees that require a higher demand on the number of inspections.

FINANCIAL IMPLICATIONS

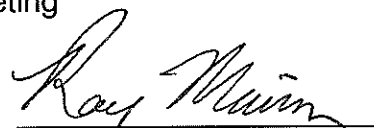
Increased revenues are anticipated, which should help offset service delivery costs.

NEXT STEPS

Draft By-Law to Council & set date for public meeting
Announce Public Meeting prescribing the amount of the fees
Hold Public Meeting minimum 21 days after giving notice of proposed changes
Approve By-Law at next available Council meeting



Karen Lavigne, CBO



Ray Morrison, CAO

Fee Schedule Comparison		Building Department					Dec-18	
Description	Reported Fees					Average of fixed listed fees	Suggested Fee	Comments on Proposed Increases
	Augusta Township	Edwardsburg/Cardinal	Elizabethtown- Kitley	Front of Yonge Township	Prescott			
Minimum Fee for Issuing Permit	\$75.00	\$95.00	\$100.00	\$75.00		\$86.25	\$95.00	Closest peers
Minimum Permit fee with 1 inspection		\$150.00						
Demolition Permits	\$95.00	\$95.00	\$100.00	\$120.00	\$150.00	\$112.00	\$110.00	15 % increase
Building Permits Residential								
Residential new construction	\$0.75 / sq ft	\$1.30 / sq ft	\$0.75 sq ft finished space	\$50.00 fee plus \$10.00 per \$1000.00 of construction value	\$8.50/\$1000 of construction value Minimum \$825 for new dwellings	\$0.93	\$1.00 / sq ft	33 % increase
New Residential Basements, Unfinished		\$0.85 / sq ft			\$8.50/\$1000 of construction value	\$0.85	\$0.85 / sq ft	
New Residential Basements Walk Out or Finished Space	\$0.75 / sq ft	\$1.30 / sq ft	\$0.20 / sq ft	\$50 + \$10/\$1000 construction value, valued at \$80/sq ft finished basement	\$8.50/\$1000 of construction value		\$1.00 / sq ft	33 % increase
Renovation / Addition Alteration / Installation	\$0.75 / sq ft	Renovation \$0.40 / sq ft Addition \$1.30 / sq ft	\$0.75 sq ft OR \$100.00 min, whichever is greater	\$50 fee + \$10/\$1000 of construction value, valued at \$120/ sq ft or contractor's price	\$8.50/\$1000 of construction value		\$1.00 / sq ft	33 % increase
Accessory Buildings	\$0.40 / sq ft	\$0.40 sq ft	\$0.50 sq ft OR \$100.00 min, whichever is greater	\$50.00 fee plus \$10.00 per \$1000.00 of construction value	\$8.50/\$1000 Minimum fee of \$125		\$0.50 / sq ft	25 % increase
Detached Garages, Sheds, Decks , No Living Space	\$0.40 / sq ft	\$0.40 sq ft	\$0.50 sq ft OR \$100.00 min, whichever is greater	\$50 + \$10/\$1000 valued at \$30/sq ft or contractor's price	\$8.50/\$1000 Minimum fee of \$125		\$0.50 / sq ft	25 % increase
Insulation & Vapor Barrier Retrofit	\$75.00	\$95.00	\$100.00	\$75.00		\$86.25	\$95.00	Closest peers
Swimming Pools	\$75.00	\$95.00	\$75.00	\$75.00	\$50.00	\$74.00	\$75.00	Unchanged
Occupancy Permit	\$30.00	\$95 minimum fee for issuing permit	Minimum permit fee \$100.00	none listed	none listed	\$75.00	\$95.00	Closest peers
Re-inspection/ Re-Plans Examination for second and subsequent inspections and examinations	\$60.00	\$95.00	none	Special Inspection \$60.00/hr (\$100.00 minimum)		\$85.00	\$85.00	41 % increase; travel and inspection time, mileage, reporting
Change of Use	\$0.35 / sq ft occupied space \$95.00 minimum	\$95 minimum fee for issuing permit	Flat Rate \$100.00 plus permit fee	\$60 / hour \$100 minimum	Fixed Fee \$150	\$108.00	\$0.35 / sq ft \$100.00 minimum	5 % increase on minimum
Agricultural								
New construction/ Accessory building/ Renovations/ Alterations	\$0.25 / sq ft to a maximum of \$750.00 does not include building without a permit	\$ 0.40 / sq ft New Construction, Renovation, Accessory Buildings	Greater of \$100.00 or \$0.10 sq ft to a maximum of \$500.00	Gut renovation valued at \$120 / sq ft or contractor's price			\$0.25 / sq ft to a maximum of \$750.00 does not include building without a permit	Unchanged
Add, Repair, Alter	\$0.25 sq ft	\$0.40 / sq ft	Greater of \$100.00 or \$0.10 sq ft to a maximum of \$300.00	Same as above			Same as above	Unchanged
Commercial, Industrial, Institutional, Post Disaster								
New Construction/ Renovations/ Additions/ Acc. Buildings	\$0.40 sq ft Occ space	\$0.40 sq st	New/Addition \$0.25 sq ft OR \$300.00 minimum, whichever is greater	none listed	\$8.50/\$1000 of construction value. Min \$825 for new. Min \$175 for additions		\$0.40 / sq ft	Unchanged

Description	Augusta Township	Edwardsburg/Cardinal	Elizabethtown- Kitley	Front of Yonge Township	Prescott	Average of fixed listed fees	Suggested Fee	Comments on Proposed Increases
Alteration., Repair, Minor Renovaitons	\$0.40 sq ft Occ space	\$0.40 sq st	Greater of \$100 or \$5 for every \$1000 of cost	none listed	\$8.50/\$1000 of construction value. Min \$825 for new. Min \$175 for additions		\$0.40 / sq ft	Unchanged
Accessory Buildings	\$0.40 sq ft occ space	\$0.40 sq ft	New/Addition \$0.25 sq ft OR \$300.00 minimum, whichever is greater	none listed	\$8.50/\$1000 of construction value. Min \$825 for new. Min \$175 for additions		\$0.40 / sq ft	Unchanged
Minimum Charge for any Permit	\$75.00	\$95.00	\$100.00	\$75.00		\$86.25	\$95.00	Closest peers
Conditional Permit	\$110.00 plus signed agreement	\$95 / inspection	Flat rate of \$100.00 plus permit fee and a signed Agreement	\$100.00		\$101.25	\$110.00 + Signed Agreement	Unchanged
Building Without a Permit	Double the cost of the permit	Building permit fee + 50%		Double the cost of the building permit			Permit cost X 2	Permit cost X 2 with no response. Permit cost if response within 2 weeks
Transfer of Permit	\$55.00 with no changes	\$95.00	Flat Rate \$100.00	none listed	\$50.00	\$75.00	\$95.00	with no changes
Renewal of permit	\$55.00 with no changes	\$95.00	none listed	\$100.00 annually	\$150.00	\$100.00	\$95.00	with no changes
Plumbing Permits	\$11.00 per fixture	\$95.00	Flat Rate \$100.00		\$10/fixture		\$11.00	Unchanged
Woodstove Permits	\$55.00 does not include WETT	\$95.00	Flat Rate \$100.00	\$75.00	Fixed Fee \$50	\$75.00	\$75.00	does not include WETT
HVAC not included elsewhere					\$8.50/\$1000 Minimum fee of \$125		No Charge	Provide certified HVAC installer's license # and installation report for files
Fences					\$50.00		No Charge	By-law compliance
Signs					\$50.00		No Charge	By-law compliance
Temporary Permit					\$150/6 month period if approved by CBO			
Revision to Permit	\$75.00	\$95.00	none listed	none listed		\$85.00	\$95.00	26% increase
Replacement or repair of roofing finish materials, siding, a window and minor repairs which do not involve structural changes and do not involve vapour barrier and/or insulation.	No Charge		none listed	none listed			No Charge	Unchanged
Solar Panels mounted on a building >= 5m.sq.	\$0.30 sq ft	\$95 / inspection		\$200.00 valued up to \$200,000.00	Fixed Fee \$125		\$0.30 sq ft	Unchanged
or 54 sq ft				\$300.00 valued greater than \$200,000.00				
Designated Structures under Division A 1.3.1.1 Building Code Act	\$10.00 / \$1,000.00 of evaluation cost	\$95 / inspection					\$10/\$1000	of evaluation cost
Value Based		\$9.00/\$1000 Minimum \$95						
Miscellaneous Site Inspections		\$95 / inspection		\$60.00 / hr. \$100.00 min. with written request			\$95 / inspection	
Outdoor Furnace			\$200.00					
Request for Deferral of Revocation			Flat Fate \$100.00		\$100/ application			
Description	Augusta Township	Edwardsburg/Cardinal	Elizabethtown- Kitley	Front of Yonge Township	Prescott	Average of fixed listed fees	Suggested Fee	Comments on Proposed Increases

Development Fees			Singles, Semis; \$2000 Multiples, Apartments, \$1,500 All dwellings with water services; \$890 / service					
Building Code Equivalency Evaluation, not including the cost of independent consultants or other services				\$1,000.00				
Limiting Distance Agreement					\$250 / agreement	\$250.00	Cost of analysis	MDS provided by applicant

PRESCRIBED NOTICES

As set out in Division C, 1.3.5.1., the person to whom a permit under section 8 of the Act is issued shall notify the chief building official when required inspections, occupancy of the building and a final inspection are ready to be inspected. All municipalities have open building permits from years gone by that are of concern regarding liability. Building officials have considered that the main reason people do not close a file is the belief that their property taxes will increase. There has been much discussion on how to achieve compliance from permit holders in closing their permits out when the build is completed. Some municipalities have imposed a refundable fee in their fee schedule that is returned to the permit holder at the time of closing the file. As seen below in an example of Ottawa's building by-law, at times all or none of the refundable portion is returned. The building department would like to add this fee to appendix A of our building by-law.

OTTAWA BUILDING BY LAW 2014-220: REFUNDABLE INSPECTION FEE

34. In addition to the fees paid at the time of application, a refundable inspection fee shall be payable prior to the issuance of a permit to construct for each unit of a single, semi-detached, row house or townhouse dwelling unit in the amount as set out in Schedule "A" of this by-law.

35. Upon successful completion of the final inspection, the refundable inspection fee shall be remitted to the person named on the fee receipt issued by the City upon payment of the fee, unless the person directs in writing that it be refunded to another person, less any additional re-inspection fees incurred by the City as set out in Schedule "A" in this by-law where,

- (a) the permit holder has provided notice of an inspection and the construction was not ready for inspection or was not substantially complete when the Inspector attended the site;
- (b) the permit holder has provided notice of an inspection and failed to cancel the notice before the Inspector attended the site; or
- (c) more than fifteen inspections were required per dwelling unit to enable the issuance of the final occupancy permit.

REFUNDS FORFEITURE OF REFUNDABLE INSPECTION FEE

36. The refundable inspection fee shall be forfeited if the final inspection has not been passed within four (4) years from the date of issuance of the permit to construct the unit.

REPAYMENT OF REFUNDABLE INSPECTION FEE

37. (1) Subject to Section 36, the Chief Building Official shall determine the amount of refund of the refundable inspection fee, if any, that may be returned to the person named on the fee receipt issued by the City upon payment of the fee in accordance with subsection 37(2) where,

- (a) an owner withdraws an application for a permit;
- (b) an application is deemed to have been abandoned in accordance with Section 14 of this by-law;
- (c) the Chief Building Official has refused to issue a permit for which an application has been made; or
- (d) the Chief Building Official has revoked the permit.

(2) The amount of the refundable inspection fee that may be refunded shall be 100% of the fee less any additional re-inspection fees incurred by the City.

(3) The fee that may be refunded shall be paid to the person named on the fee receipt issued by the City upon payment of the fee, unless the person directs in writing that it be refunded to another person.

REPORT NUMBER: 2019-013

DATE SUBMITTED TO COUNCIL: January 14, 2019

RE: By-laws to receive certain lands for road widening purposes

PREPARED BY: Nicole Walker, Community Development and Planning Coordinator

RECOMMENDATION:

THAT Council adopt the attached by-laws for the purpose of assuming a portion of PT Lt 12 Con 3 Augusta; Pt RDAL BTN LT 12 and 13 Con 3 PR124436 for road widening purposes.

REPORT:

The widening of township road right of ways is a typical condition imposed by the land division service of the United Counties for the creation of new lots by consent of in a sale of property from one owner to another. Where road right of ways are less than 20 metres in width, the Township requests that a condition be imposed to obtain lands to ensure that the road will be a minimum of 10 metres in width from the centre line of the road to the boundary of the lot to be created. The costs to provide the road widening are assumed by the applicant.

In this case the right of way on 3545 Charleville Road will be widened in accordance with reference plan 15R11963 prepared by Jason Surveying. Once the by-law is adopted it will be forwarded to our solicitor for registration.

We may see an increase in requests from the Land Registry Office to resolve the road allowances that the township have not yet assumed the portion of road front on Charleville Road. A move from the previous Land Registry Act to the Land Titles Act, will spike their interest in resolving these anomalies.



FINANCIAL IMPACT

There are no financial impacts.



CAO/ Ray Morrison, Treasurer



Nicole Walker



**CORPORATION OF THE TOWNSHIP OF AUGUSTA
BY-LAW 3400-2019**

**BEING A BY-LAW TO AUTHORIZE THE ACCEPTANCE OF CERTAIN DEEDS OF LAND
AND TO ASSUME AND DEDICATE THE SAID LANDS FOR ROAD PURPOSES.**

WHEREAS Section 8 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, a municipality has the capacity, rights, owners and privileges of a natural person for the purpose of exercising its authority under this or any other act;

AND WHEREAS Part IV of the Planning Act allows the municipality to impose conditions to the giving of a consent;

AND WHEREAS the Corporation of the Township of Augusta deems it expedient to impose the condition that sufficient lands be deed to the Township, to be assumed and dedicated by the Township for road widening purposes;

AND WHEREAS it is deemed expedient to accept these parcels of land and to assume and dedicate them for road purposes;

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

1. That the lands listed and described in the attached Schedule "A" to this By-law and situate, lying and being in the County of Grenville are accepted by the Corporation of the Township of Augusta.
2. That the said lands be and they are hereby assumed by the Corporation of the Township of Augusta.
3. That the said lands be and they are hereby dedicated as part of the Road System of the Corporation of the Township of Augusta for the road on which they are situated as listed in the herein aforementioned Schedule "A".
4. This By-law shall come into force and effect upon the date of the final passing thereof.

Read a first and second time this 14 day of January, 2019.

Read a third time and finally passed this 14 day of January, 2019.



SCHEDULE 'A'
OF
BY-LAW 3400-2019

Pin Number	Legal
PIN 68167-0255 LT	PT LT 12 CON 3 AUGUSTA; PT RDAL BTN LT 12 and LT 13 CON AUGUSTA AS IN PR124436; AUGUSTA

REPORT NUMBER: 2019-010
REPORT TO COUNCIL: January 14, 2019
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.

The building is almost fully enclosed. Preparations are underway for the pouring of the floor on the office side of the building.


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/>

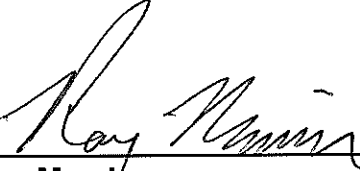
We will continue to keep Council informed as this project moves forward.

FINANCIAL IMPACTS:

None at this time.



Robert Bowman
Fire Chief



Ray Morrison
CAO/Treasurer

REPORT NUMBER: 2019-011
REPORT TO COUNCIL: January 14, 2019
RE: Sale of surplus vehicle
PREPARED BY: Robert Bowman; Fire Chief

RECOMMENDATION:

THAT Council declare Van 3 surplus equipment and authorize the Fire Chief to sell Van 3 in as is condition via sealed bid.

BACKGROUND:

In April of 2018, Council approved the replacement of Van 3 as the vehicle was 18 years old, required significant mechanical work to pass safety and was no longer serving the needs of the fire department (Report 2018-52).

In June 2018 Council approved the tender for the replacement of Van 3 and the new pick up truck has been received and will be placed in service shortly (Report 2018-068).

As per the procurement policy we are requesting Council approval to sell Van 3 by sealed bid, with a reasonable reserve bid in as is condition. Due to the age and condition of the vehicle, there is no other township department that is interested in the vehicle.

FINANCIAL IMPACTS:

None at this time.



Robert Bowman
Fire Chief



Ray Morrison
CAO/Treasurer



**THE CORPORATION OF THE TOWNSHIP OF AUGUSTA
BY-LAW NO. 3394-2019**

**A BY-LAW TO AUTHORIZE BORROWING FROM TIME TO TIME TO MEET CURRENT
EXPENDITURES DURING THE FISCAL YEAR ENDING DECEMBER 31, 2019**

WHEREAS Section 407 of the Municipal Act 2001, as amended, provides authority for a Council by By-Law to authorize temporary borrowing at any time during a fiscal year until the taxes are collected and other revenues are received, the amount Council considers necessary to meet the current expenditures of the municipality for the year, including amounts required in the year for those listed in section 407 by way of promissory note or banker's acceptance

AND WHEREAS the total amount which may be borrowed from all sources at any one time to meet the current expenditures of the Corporation, except with the approval of the Municipal Board is limited by section 407 of the Municipal Act 2001;

NOW THEREFORE the Council of the Corporation of the Township of Augusta does hereby enact as follows:

1. The Head of Council and the Treasurer are hereby authorized to borrow from time to time by way of promissory note or banker's acceptance during the year 2019 (hereinafter referred to as the current year) such sums as may be necessary to meet, until the taxes are collected and other revenues received, the current expenditures of the Corporation and the other amounts that are set out in section 407 of the Municipal Act, 2001.
2. The lender(s) from whom amounts may be borrowed under authority of this by-law shall be **ROYAL BANK OF CANADA** and such other lender(s) as may be determined from time to time by by-law of Council.
3. The total amount which may be borrowed at any one time under this by-law, together with the total of any similar borrowings that have not been repaid, shall not exceed from January 1st to September 30th of the current year, 50 percent of the total, and from October 1st to December 31st of the current year, 25 percent of the total of the estimated revenues of the Corporation as set forth in the estimates adopted for the current year or \$1,000,000.00, whichever is less.
4. The Treasurer shall, at the time when any amount is borrowed under this by-law, ensure that the lender is or has been furnished with a certified copy of this by-law, (a certified copy of the resolution mentioned in section 2 determining the lender,) if applicable, and a statement showing the nature and amount of the estimated revenues for the current year and also showing the total of any other amounts borrowed from any and all sources under authority of section 407 of the Municipal Act, 2001 that have not been repaid.
5. a) If the budget for the current year has not been adopted at the time an amount is borrowed under this by-law, the limitation on total borrowing, as set out in section 3 of this by-law, shall be calculated for the time being upon the estimated revenues of the Corporation as set forth in the estimates adopted for the next preceding year.

b) If the budget for the current year has not been adopted at the time an amount is borrowed under this by-law, the statement furnished under section 4 shall show the nature and amount of the estimated revenues of the Corporation as set forth in the estimates adopted for the current preceding year and the nature and amount of the revenues received for and on account of the current year.
6. All or any sums borrowed under this by-law shall, with interest thereon, be a charge upon the whole of the revenues of the Corporation for the current year and for any preceding years as and when such revenues are received; provided that such charge does not defeat or affect and is subject to any prior charge then subsisting in favour of any other lender.
7. The Treasurer is hereby authorized and directed to apply in payment of all or any sums borrowed under this by-law, together with interest thereon, all or any of the moneys hereafter collected or received, either on account of or realized in respect of the taxes levied for the current year and preceding years or from any other source, which may lawfully be applied for such purpose.

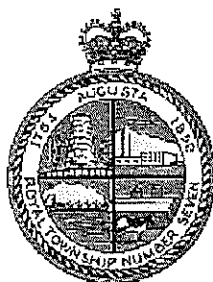
8. Evidences of indebtedness in respect of borrowings made under section 1 shall be signed by the Head of Council or the Treasurer or both of them.
9. The Bank shall not be responsible for establishing the necessity of temporary borrowing under this by-law or the manner in which the borrowing is used.
10. This by-law shall take effect upon third reading thereof.

Read a first and second time this 14 day of January 2019.

Read a third time and passed this 14 day of January 2019.

MAYOR

CLERK



THE CORPORATION OF THE TOWNSHIP OF AUGUSTA

BY-LAW NO. 3395-2019

A BY-LAW TO AUTHORIZE AN INTERIM LEVY IN ADVANCE OF THE ADOPTION OF THE ESTIMATES FOR 2019

WHEREAS Section 317 (1) of the Municipal Act, S.O. 2001, c.25, provides that the Council of a local municipality, before the adoption of the estimates for the year, may pass a by-law levying amounts on the assessment of property in the local municipality rateable for local municipality purposes;

AND WHEREAS Section 317(3) of the Municipal Act, S.O. 2001, c.25, provides that the total amount levied on a property shall not exceed the prescribed percentage, or 50 per cent of the total amount of taxes for municipal and school purposes levied on the property for the previous year, and that for the purposes of calculating the total amount of taxes for the previous year, if any taxes for municipal and school purposes were levied on a property for only part of the previous year because assessment was added to the tax roll during the year, an amount shall be added equal to the additional taxes that would have been levied on the property if the taxes for municipal and school purposes had been levied for the entire year.

AND WHEREAS the Council of the Corporation of the Township of Augusta deems it advisable to authorize an interim levy in advance of the adoption of the estimates for 2018;

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

1. A separate tax rate equal to fifty per cent of the 2018 tax rate is hereby imposed upon the assessment in each property tax class for the purposes of collecting the 2019 interim levy, provided that taxes billed for any property will not exceed fifty per

cent of taxes billed in 2018, except in accordance with Section 317 (3) of the Municipal Act, S.O. 2001, c.25.

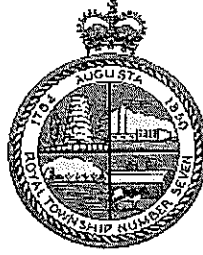
2. The due date for payment of taxes under this by-law shall be the last working day in March 2019, specifically Friday, March 29, 2019.
3. The Treasurer, not later than 21 days prior to the date that the Interim Installment is due, shall mail or cause to be mailed to the address of the residence or place of business of each person a notice setting out the tax payment or payments required to be made pursuant to this by-law, the date by which they are to be paid to avoid penalty and the particulars of the penalties imposed by this by-law for late payments.
4. A failure to receive the aforesaid notice in advance of the date for payment of the interim levy or any installment, does not affect the timing of default or the date from which interest shall be imposed.
5. A percentage charge of 1.25% per month shall be imposed as a penalty for non-payment of and shall be added to every tax installment or part thereof remaining unpaid on the first day following the last day for payment of each such installment and thereafter an additional charge of 1.25% shall be imposed and shall be added to every tax installment or part thereof remaining unpaid on the first day of each calendar month in which default continues up to and including December, 2019 Interest on arrears of taxes is at the rate of 1.25% per month.
6. Where arrears of taxes exist, any payment toward taxes received shall first be applied against penalty and interest and then arrears until fully paid, before being applied to current taxes.
7. Taxes shall be payable to the Township of Augusta and shall be paid to the Treasurer at the Township Office, 3560 County Road 26, Prescott, Ontario, by mail or in person. Taxes may also be paid through a financial institution, to the credit of the Treasurer of the Township, either directly, by telephone or internet.
8. This by-law shall come into force and take effect upon final reading.

Read a first and second time this 14 day of January 2019.

Read a third time and passed this 14 day of January 2019.

MAYOR

CLERK



**THE CORPORATION OF THE TOWNSHIP OF AUGUSTA
BY-LAW NUMBER 3399-2019**

**A BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL OF THE TOWNSHIP OF
AUGUSTA AT ITS MEETING HELD ON JANUARY 14, 2019**

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

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

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

1. The action of the Council of the Corporation of the Township of Augusta at its meeting held on January 14, 2019, in respect of each recommendation contained in the report of the Committees and each motion and resolution passed and other action taken by Council of the Corporation of the Township of Augusta at its meeting be hereby adopted and confirmed as it fall such proceedings were expressly embodied in the By-Law.
2. The Mayor and the proper officers of the Municipality are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain approvals where required, and except where otherwise provided, the Mayor and the Clerk are hereby directed to execute all documents necessary in that behalf, and the said Clerk is hereby authorized and directed to affix the Corporate Seal of the Municipality to all such documents.

Read a first, second, and third time and finally passed this 14th day of January, 2019

MAYOR

CLERK