

**AGENDA
AUGUSTA TOWNSHIP
C.O.W./REGULAR MEETING
January 25, 2019 at 1:00 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
 - Eating Disorder Awareness Week Proclamation

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 – 008 – Special Events Licensing
- Report 2019 – 014 – Accessibility Annual Report
- Report 2019 – 015 – A/P
- Report 2019 – 018 – 2018 Municipal Drainage Report

Operations

Planning and Building Services

Protective Services

- Report 2018 – 016 – Fire Hall Update
- Report 2019 – 017 – Grant Application

K. RETURN TO REGULAR MEETING OF COUNCIL

L. New and Unfinished Business

M. Notice of Motions

N. By-Laws

- 3389-2018 – Special Events Licensing
- 3401-2019 – Rescind Road adoption by-law

O. Announcements

P. Question Period for the Public

Q. Question Period for the Press

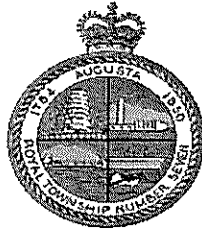
R. Closed Session as per Section 239 of the Municipal Act 2001

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
January 14, 2019**

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 Deputy Mayor Shaver, seconded by Councillor Henry
BE IT RESOLVED THAT the Agenda for January 14, 2019 be adopted.
Carried

APPROVAL OF MINUTES OF PREVIOUS MEETING

Moved by Deputy Mayor Shaver, seconded by Councillor Henry
BE IT RESOLVED THAT Council approve the minutes of the December 11,
2018 Council meeting as printed and distributed to all members.
Carried

DISCLOSURE OF INTEREST

BUSINESS ARISING FROM THE MINUTES

DELEGATIONS & PETITIONS

CORRESPONDENCE

Moved by Deputy Mayor Shaver, seconded by Councillor Henry
BE IT RESOLVED THAT Council supports the resolution from the Town of Kearney petitioning to re-establish the multi-stakeholder working group to identify ways to create and maintain the Voter's List for Municipal Elections; and

THAT this resolution be forwarded to the Ministry of Municipal Affairs, Ministry of Finance, AMCTO and MPAC.
Carried

MOVED TO COMMITTEE OF THE WHOLE

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

COMMITTEE REPORTS

UCLG:	Mayor Malanka provided an update
Recreation:	Councillor Bowman provided an update
EDTC:	Councillor Henry provided an update

Moved by Deputy Mayor Shaver, seconded by Councillor Henry
BE IT RESOLVED THAT Council supports the Economic Development and Tourism Committee's withdrawal from the Business Showcase & Expo for 2019.
Carried

Library Board:	Councillor Bowman provided an update
Operations:	Deputy Mayor Shaver provided an update
Finance and Admin:	CAO/Treasurer Ray Morrison provided an update
Fire Department:	Chief Bowman provided an update

ADMINISTRATION AND FINANCE

Report 2019-002
Moved by Councillor Henry, seconded by Deputy Mayor Shaver
BE IT RESOLVED THAT Council appoint the Deputy Mayor, Jeff Shaver, as the Alternate of United County of Leeds and Grenville's Council; and

THAT a By-Law be adopted appointing an alternate on County Council.
Carried

Report 2019-003

Moved by Councillor Henry, seconded by Deputy Mayor Shaver

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

Carried

Report 2019-004

Moved by Councillor Henry, seconded by Deputy Mayor Shaver

BE IT RESOLVED THAT Council receive the report for information; and

THAT Council adopt the By-Laws to approve the Council-Staff Relations and Pregnancy Leave policies.

Carried

Report 2019-007

Moved by Councillor Henry, seconded by Deputy Mayor Shaver

BE IT RESOLVED THAT Council receive the Elections Accessibility report for information.

Carried

Report 2019-008

Moved by Councillor Henry, seconded by Deputy Mayor Shaver

BE IT RESOLVED THAT Council receive the report for information; and

THAT Council adopt the By-Law to approve a seasonal special events licensing By-Law.
Deferred

Report 2019-009

Moved by Councillor Henry, seconded by Deputy Mayor Shaver

BE IT RESOLVED 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.

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 2019-012

Moved by Councillor Henry, seconded by Deputy Mayor Shaver

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

Carried

OPERATIONS

PLANNING AND BUILDING SERVICES

Report 2019-001

Moved by Councillor Henry, seconded by Deputy Mayor Shaver

BE IT RESOLVED THAT Council review the proposed revisions to By-Law 3321-2017;
and

THAT Council adopts the proposed revisions in By-Law 3398-2019.

Carried

Report 2019-005

Moved by Councillor Henry, seconded by Deputy Mayor Shaver

BE IT RESOLVED THAT Council receive the building department activity report for December, 2018 and the annual residential new housing summary for information.

Carried

Report 2019-006

Moved by Councillor Henry, seconded by Deputy Mayor Shaver

BE IT RESOLVED THAT Council review the building permit fee comparison for comment on the suggested fee increases.

Carried

Report 2019-013

Moved by Councillor Bowman, seconded by Councillor Schapelhouman

BE IT RESOLVED 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.

Carried

PROTECTIVE SERVICES

Report 2019-010

Moved by Councillor Schapelhouman, seconded by Councillor Bowman

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

Carried

Report 2019-011

Moved by Councillor Bowman, seconded by Councillor Schapelhouman

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

Carried

RETURN TO REGULAR MEETING OF COUNCIL

Moved by Councillor Schapelhouman seconded by Councillor Bowman

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

Carried

NEW AND UNFINISHED BUSINESS

NOTICE OF MOTIONS

BY-LAWS

Moved by Councillor Bowman, seconded by Councillor Schapelhouman

BE IT RESOLVED THAT By-Law Numbered 3389-2018 being a By-Law for licensing, governing the operation of seasonal special events be read a first time, a second time, a third time, and be enacted as read.

Deferred

Moved by Councillor Schapelhouman, seconded by Councillor Bowman

BE IT RESOLVED THAT By-Law Numbered 3392-2019 being a By-Law to adopt a policy for pregnancy and parental leave for members of Council be read a first time, a second time, a third time, and be enacted as read.

Carried

Moved by Councillor Schapelhouman, seconded by Councillor Bowman

BE IT RESOLVED THAT By-Law Numbered 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 be read a first time, a second time, a third time, and be enacted as read.

Carried

Moved by Councillor Bowman, seconded by Councillor Schapelhouman

BE IT RESOLVED THAT By-Law Numbered 3394-2019 being a By-Law to authorize borrowing from time to time to meet current expenditures during the fiscal year ending December 31, 2019 be read a first time, a second time, a third time, and be enacted as read.

Carried

Moved by Councillor Schapelhouman, seconded by Councillor Bowman

BE IT RESOLVED THAT By-Law Numbered 3395-2019 being a By-Law to authorize an interim levy in advance of the adoption of the estimates for 2019 be read a first time, a second time, a third time, and be enacted as read.

Carried

Moved by Councillor Bowman, seconded by Councillor Schapelhouman

BE IT RESOLVED THAT By-Law Numbered 3396-2019 being a By-Law to adopt a Council-Staff relations policy 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 Schapelhouman, seconded by Councillor Bowman

BE IT RESOLVED THAT By-Law Numbered 3398-2019 being a By-Law to amend By-Law 2965-2012 be read a first time, a second time, a third time, and be enacted as read.

Carried

Moved by Councillor Bowman, seconded by Councillor Schapelhouman
BE IT RESOLVED THAT By-Law Numbered 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 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 Schapelhouman, seconded by Councillor Bowman
BE IT RESOLVED THAT this Council move to a closed meeting at 7:38 pm., as per the Municipal Act c25, S.O. 2001 section 239 (2) to discuss:

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

Carried

RISE FROM COMMITTEE OF THE WHOLE IN CAMERA

Moved by Councillor Bowman, seconded by Councillor Schapelhouman
BE IT RESOLVED THAT the closed session adjourned at 8:22 pm and that Council resumed the open meeting to report out.
Carried

REPORTING OUT OF CLOSED SESSION

Moved by Councillor Schapelhouman, seconded by Councillor Bowman
BE IT RESOLVED THAT Council met in closed session to discuss mandatory accessible customer service and V&H training and identifiable individuals.
Council

- Took no action beyond receiving the information from staff

Carried

BY-LAW TO CONFIRM PROCEEDINGS OF COUNCIL

Moved by Councillor Bowman, seconded by Councillor Schapelhouman
BE IT RESOLVED THAT By-Law No. 3399-2019 confirm the proceedings of Council of the Township of Augusta at its meeting held on January 14, 2019 be read a first time, a second time, a third time, and be enacted as read.
Carried

ADJOURNMENT

Moved by Councillor Schapelhouman, seconded by Councillor Bowman
BE IT RESOLVED THAT this Council do now adjourn at 8:40 pm until January 25, 2019 at 1:00 p.m. or until the call of the Mayor subject to need.
Carried



National Eating Disorder Information Centre

200 Elizabeth St., ES 7-421, Toronto, ON M5G 2C4

ph 416-340-4156 | f 416-340-4736 | t 1-866 NEDIC-20 | nedic@uhn.ca

www.nedic.ca

Augusta City Hall
3560 County Road 26
Augusta, ON, Canada

Thursday, January 17, 2019

To whom it may concern:

I am writing to request a proclamation from Augusta to recognize the week of February 1st to February 7th 2019 as Eating Disorder Awareness Week (EDAW). EDAW has been commemorated across Canada since 1988 by established eating disorder organizations, education and public health institutions, and concerned members of the public. It draws attention to the causes, prevalence and impact of eating disorders.

Eating disorders are the number one cause of death among all psychiatric illnesses and are the third most common cause of death in teenage girls. In fact, approximately 1,000,000 Canadians – almost the population of Saskatchewan – meet the diagnostic criteria for an eating disorder. Eating disorders can develop in anyone, regardless of age, ethno-racial background, socioeconomic status, gender or ability. Unfortunately, stigma and secrecy still surround eating disorders, causing many people who are suffering to refrain from seeking help, and to struggle in silence.

We know that through open, supportive dialogue, we can help break the shame and silence that affect Canadians that are living with a diagnosed eating disorder and the millions of others who are struggling with unhealthy food and weight preoccupation. EDAW is a time to increase awareness about eating disorders, their impact and to shed light on the dangerous and pervasive myths that surround them. It is a time of year when Canadians can learn more about eating disorders and about the resources that are available for individuals and family members who are impacted by them.

Municipal recognition of EDAW would help to affirm the experiences of those with a friend, family member, or important person in their life who is dealing with this life-threatening mental illness, and draw attention to the need for eating disorder prevention, research, treatment, and resources. Attached is a document outlining the stated goals of Eating Disorder Awareness Week 2019.

Please proclaim EDAW in Augusta and help raise awareness and hope among the many who are impacted by this illness.

For more information about Eating Disorder Awareness Week and this request, please contact me.

Thank You.

Kind Regards,

Ariel Aversa
Outreach & Education Team Member



Eating Disorder Awareness Week (EDAW) February 1 – 7, 2019

Whereas: Eating Disorder Awareness Week will be from February 1 – 7, 2019;
and

Whereas: Eating disorders have the highest mortality rate among all psychiatric illnesses and can develop in anyone, regardless of age, ethno-racial background, socioeconomic status, gender or ability; and

Whereas: Stigma, secrecy and stereotypes still surround eating disorders, causing many people who are suffering to refrain from seeking help; and

Whereas: Open supportive dialogue can help break the shame and silence that affect nearly 1 million Canadians living with diagnosable eating disorders and the millions of others who are struggling with food and weight preoccupation; and

Whereas: Eating Disorder Awareness Week seeks to raise awareness of eating disorders, shed light on dangerous and pervasive myths, and promote prevention. It is also a time of year for Canadians to learn about available resources and appropriate services for themselves and/or loved ones; and

Whereas: Eating Disorder Awareness Week aims to teach Canadians that eating disorders are not a choice, and that eating disorders are a serious and dangerous mental illness.

NOW THEREFORE, I, Doug Malanka, Mayor of Augusta Township, do hereby proclaim February 1-7, 2019 as "Eating Disorder Awareness Week", and encourage everyone to support the National Eating Disorder Information Centre.

Dated at Augusta, this 25th day of January, 2019

Doug Malanka, Mayor Augusta Township

REPORT NUMBER: 2019-008

DATE SUBMITTED TO COUNCIL: January 25, 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 Police Services Board meeting held on December 17, 2018 the Board discussed the draft by-law for the licensing of seasonal special events.

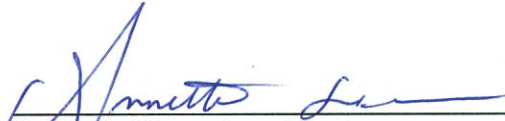
The Municipality has been approached about the possibility of snow drag races being hosted on the Robinson farm, just south of Charleville across from the Grenville Snowmobile Club. The Robinson's have confirmed verbally they are willing to host and the snowmobile club will provide the meals, beverages, 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

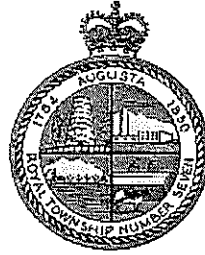
None



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 25 day of January, 2019.

READ a third time and passed this 25 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, 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. 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.
4. Medical/first aid services shall be provided on site during all events. The licensee shall 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. 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. Where applicable, 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. The Licensee shall obtain written approval from the property owner allowing the hosting of the event on their site.

15. A written fire safety plan shall be developed in accordance with "O Reg. 213/07: Ontario Fire Code
16. The Fire Department shall 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. 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 (SEE SCHEDULE F)
- MEDICAL/FIRST AID SERVICES _____
- SECURITY FIRM OR OPP SERVICES _____
- CAMPGROUND CAMPFIRE PERMIT (WHERE APPLICABLE)
- WRITTEN APPROVAL FROM PROPERTY OWNER
- FEE (CHEQUE TO BE INCLUDED WITH APPLICATION)
- FIRST AID SERVICES
- ESSA APPROVAL & INSPECTION OF ALL TEMPORARY ELECTRICAL
- FIRE SAFETY PLAN WITH FIRE DEPARTMENT APPROVAL

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 _____.

CLERK/LICENCING OFFICER

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



COMMUNITY HEALTH PROTECTION DEPARTMENT

SPECIAL EVENTS GUIDELINES

This document has been designed to assist Organizers and Vendors in meeting the requirements of the Health Protection and Promotion Act and the Ontario Food Premises Regulation at Special Events.

These operational guidelines are applicable to events where food is prepared, sold or distributed to the public and occur for short periods of time. Examples include fall fairs, carnivals, music festivals, food festivals, street festivals and plowing matches. The Leeds, Grenville and Lanark District Health Unit is committed to working with you to ensure the event is a success and safe for your guests.

Each food vendor at a special event must comply with the Health Protection and Promotion Act and the Food Premises Regulation. This includes businesses providing samples to the public as part of display. Under the Food Premises Regulation various types of food premises are outlined. The following categories of food premises are permitted to operate provided they meet the requirements set out in the legislation:

- Fixed premises (permanent buildings equipped with kitchen facilities)
- Catering vehicles
- Mobile Preparation Premises
- Street vending carts

Each of these types of food premises has specific requirements and restrictions associated with them. Please view the Ontario Food Premises Regulation available online at the following link:

http://www.e-laws.gov.on.ca/html/regis/english/elaws_regs_900562_e.htm

The health unit may conduct site inspections to ensure compliance. Some vendors may be exempt from the Food Premises Regulation (e.g. religious organizations, service clubs, fraternal organizations and charities) provided certain conditions are met. Please refer to the "Exemption Guideline" document or contact the health unit if you wish to qualify for an exemption. Inspections of these premises may still be conducted under the Health Protection and Promotion Act.

General Requirements

- The organizer of the event must notify the Medical Officer of Health of the Leeds, Grenville and Lanark District Health Unit in writing. In order to process and respond to your notifications and better serve your vendors, we request that notification is received by this office at least 30 days prior to the event (Coordinator notification form).
- If there is more than one vendor attending the event, the organizer of the event must ensure that each vendor completes the Vendor Notification form and provide them to the health unit.
- The site proposed for the event must be dry, well drained, and free of any health hazards.

Food Safety

It is the goal of the health unit to assist you in providing safe food to the patrons of your event. Some foods require extra attention to ensure their safety. Hazardous foods are those foods that are capable of supporting the growth of microorganisms that cause illness or the production of the toxins of such organisms. These may include, but are not limited to, meat and meat products, poultry, fish and shellfish, eggs, dairy and dairy products, grains and cereals such as rice and pasta, sauces, gravy and unpasteurized juices.

The preparation and service of food, utilizing self contained mobile food premises is recommended. Premises without a valid exemption that do not comply with the minimum standards set out in the Food Premises Regulation will not be permitted to open until such time as all requirements are met.

Approved Sources

- All meat must be inspected. Check meat and meat products for stamps and tags
- Use only Grade A and B eggs (never use ungraded, cracked, or Grade C eggs)
- All milk must be pasteurized
- Do not serve food to the public that has not been prepared in an inspected food premises (i.e. do not prepare food at home)

Transportation of Food

- Refrigerated trucks, mechanical refrigeration units, and insulated coolers are all methods that can be used for transporting hazardous food to the event provided the food can be maintained at 4°C or less. Thermometers must be placed in each cooler or refrigeration unit to monitor the temperature of the food.

Food Temperatures

- **Keep cold foods cold and hot foods hot! Hazardous foods must be held at 4°C or lower for cold foods or 60°C or above for hot foods.**
- Frozen food must be held at -18°C or lower.
- Cold holding units must be equipped with thermometers.
- Cook/Reheat foods to the proper temperature.
- A probe thermometer is required to check internal temperatures of food.

Food Protection

- Food and food preparation surfaces must be protected from contamination by means of shields, cabinets, containers. Condiment containers must have closable lids with separate dispensing utensils or be in bulk dispensing units (ie. squeeze bottles or pump).
- Only single service items (e.g. disposable plates and cups) are allowed for serving food to customers.
- Keep raw meat separate from ready-to-eat foods.
- All barbecue stations and food vending carts must have an umbrella or covering to protect food from contamination.
- Floors of food preparation areas must be of sound construction and readily cleanable.

Food Handlers

- Food handlers must follow good personal hygiene practices: wash hands frequently, refrain from smoking or eating while handling food, wear clean clothing and hair coverings.
- Use utensils to handle food to minimize direct hand contact.
- Do not handle money and food without washing hands in between. It is recommended that one person be in charge of food handling and another in charge of handling money.
- Gloves are not a substitute for handwashing. Each time gloves are changed, hands must be washed. Change your gloves as often as you would wash your hands.

Sinks

- A separate handwash basin supplied with hot and cold running water must be conveniently located for food handlers in the food preparation area, with a supply of liquid soap and paper towels.
- A two compartment sink is required for cleaning and sanitizing utensils.

Water Supply

- Water used for drinking, food preparation, handwashing and dishwashing must be potable. For water sources other than a municipal water treatment system, the health unit must be notified in advance so that the water source can be assessed and tested (3 samples taken over 3 weeks are required).
- Disinfect drinking water distribution systems (e.g. hoses) prior to the event. Hoses supplying water to food premises must be made of food grade material (not garden hoses).
- If a water hauler is being used to supply the event, the company name and address must be provided to the health unit in advance so the water source and vehicle can be inspected.

Sanitary Facilities and Waste Water Disposal

- Have washroom facilities and handwash stations available for vendors and patrons. Portable facilities and handwash stations are acceptable.
- Keep facilities in a clean and sanitary condition.
- All sewage waste, including sink waste, must be disposed of in a clean and sanitary manner. No wastewater can be dumped onto the ground. Holding tanks must be pumped out as often as is necessary and the waste must be disposed of at an approved dump station.

Gender	Expected Occupancy	Toilets	Washbasins
Male	1-1200	6 (50% may be urinals)	4
Female	1-1200	6	4
Male	Over 1,200	6 plus 1 additional sanitary fixture per 300 persons	4 plus 1 additional washbasin per 600 persons
Female	Over 1,200	6 plus 1 additional sanitary fixture per 300 persons	4 plus 1 additional washbasin per 600 persons

Garbage Disposal

- Each food vendor must have appropriate garbage receptacles equipped with lids.
- An adequate number of garbage receptacles shall be provided for use by the public and placed in locations convenient for use.
- Garbage receptacles must be emptied as necessary, but not less than once daily,

Animal Exhibits/Petting Zoos

- Post signs at each animal exhibit stating the following:

NOTICE

Wash hands with soap and water after touching animals Do not eat or drink while touching animals (a sample sign is provided for your convenience)

- Ensure manure is quickly and thoroughly cleaned up and appropriately discarded
- Do not allow the public to drink unpasteurized milk
- Ensure barriers are adequate to impede the touching of animals that should not be handled by the public (e.g. newborns)
- Do not display animals that are ill or those known to be positive for E. coli 0157:H7 and other infectious diseases
- Clean and disinfect rails and floors daily
- Do not set up animal exhibits in proximity to food premises.
- Provide hand wash stations in close proximity to these areas.

For further information on petting zoos, please contact the Community Health Protection Department at our Brockville office at 613-345-5685 or at Smiths Falls office at 613-283-2740.

THE EVENT MUST BE OPERATED IN SUCH A MANNER, TO ENSURE NO HEALTH HAZARDS EXIST ON THE SITE.

ADDITIONAL CONSIDERATIONS FOR YOUR SPECIAL EVENT

DO YOU HAVE AN EMERGENCY PLAN?

We all hope that each event we plan will go smoothly and not be interrupted by an emergency. During special events, there usually are large numbers of people attending, some local people, but many could be visitors to the area who are unfamiliar with your community. It is important to contemplate the types of incidents that could occur such as medical emergencies or severe weather events and have a plan in place to alert people of impending dangers and what action to take, as well as a plan of evacuation for the site. It is advisable to work with fire officials, the police, the emergency management coordinator and the health unit to ensure that should an emergency occur, the casualties and/or deaths can be prevented or at least minimized.



WASH HANDS

**with soap & water
after touching animals or
use available**

HAND SANITIZER

DO NOT EAT OR DRINK while touching animals



Leeds, Grenville & Lanark District

HEALTH UNIT®

Your Partner in Health

MAIN OFFICE:
458 Laurier Blvd.
Brockville, ON K6V 7A3
Tel: 613-345-5685
Fax: 613-345-7148



25 Johnston Street,
Smiths Falls, ON K7A
0A4
Tel: 613-283-2740
Fax: 613-283-1679

COMMUNITY HEALTH PROTECTION DEPARTMENT

SPECIAL EVENT COORDINATOR NOTIFICATION FORM

COORDINATOR INFORMATION:

Owner/Operator Name: _____

Corporation Number: _____

Address: _____

Town/City: _____ Postal Code: _____

Telephone: _____ Fax Number: _____

E-mail: _____

DESCRIPTION OF EVENT:

Name of Event: _____

Location/Address of Event: _____

Public Park Street Fairground Mall Property Other: _____

Start date of Event: _____ End Date of Event: _____

Daily Operating Hours: _____ Expected Number of Attendees: _____

DESCRIPTION OF SERVICES:

Sanitary Facilities (Indicate Number):

Portable toilets _____ Portable Handwash Basins _____ Permanent toilets _____

Permanent handwash basins _____

WATER SUPPLY:

ALL PREMISES PREPARING FOOD MUST HAVE A SUPPLY OF POTABLE HOT AND COLD RUNNING WATER UNDER PRESSURE

Potable water supplied to vendors Yes No

How? Water Truck Well Municipal,

Other _____

Water Sample taken (if non-municipal source): Yes No

Date: _____ Result: Total Coliform _____ E. coli _____

HYDRO

Electricity available to vendors? Yes No

Refrigeration trucks available to vendors? Yes No

Backup power available? Yes No

GARBAGE

Garbage bins supplied to vendors? Yes No

Garbage must be disposed of at least daily.

VENDORS

Total number of food vendors: _____

Type of food supplied: _____

Animal Exhibits: Yes No

Personal Services (i.e. tattooing): Yes No

VENDOR REGISTRATION LIST: (If additional space is required, please use separate page)

Name of Vendor	Mailing Address	Telephone Number

FOR OFFICE USE ONLY

Approved Not Approved

Comments: _____

NOTE:

Notification is for Health Unit requirements only. Other permits may be required. Please contact the township office where you plan to hold the event.

Public Health Inspector Signature

Operator Signature

Date

Date

MAIN OFFICE:
458 Laurier Blvd. Brockville, ON K6V 7A3 Tel: 613-345-5685
Fax: 613-345-7148

**COMMUNITY HEALTH PROTECTION DEPARTMENT SPECIAL EVENTS - FOOD
VENDOR APPLICATION**

Under Section 16(2) of the Health Protection and Promotion Act, every person who intends to commence to operate a food premises shall give notice of the person's intention to the medical officer of health of the health unit in which the food Premises will be located.

Please submit a completed form to the Health Unit within **10** working days prior to the event to allow adequate time for processing.
Failure to be in compliance with the Food Premises Regulation may result in closure of your premises.

Name _____ of _____ Concession: _____
_____ Name of Event: _____
_____ Event _____ Dates: _____
Location: _____
Contact Person: _____ Phone No.: _____
Contact Address: _____ City: _____

MENU ITEMS: _____
Food Suppliers: _____
Location of Food Preparation: _____

Type of Food Facility:		
Approved/Inspected Kitchen <input type="radio"/>	Approved/Inspected Mobile Unit <input type="radio"/>	Barbecue Adjacent to Approved/Inspected Kitchen <input type="radio"/>
Food Sales only (prepackaged) <input type="radio"/>	Other: _____	
Potable Water Source: Municipal <input type="radio"/>	Well Water <input type="radio"/>	Holding Tanks <input type="radio"/>
Sinks Provided: 3 compartment <input type="radio"/>	2 compartment <input type="radio"/>	Handwash basin <input type="radio"/>
Waste Water Disposal: Septic System <input type="radio"/>	Holding tank <input type="radio"/>	Disposal site: _____
Cold Storage: Mechanical <input type="radio"/>	Insulated containers with Ice <input type="radio"/>	Other _____
Garbage: Receptacles Provided: Yes <input type="radio"/>	Disposal Method: _____	

I have received and read the Special Events information provided and accept responsibility for ensuring that the information provided on this form is correct and will be adhered to.

PRINT NAME SIGNATURE DATE

HEALTH UNIT INTERNAL USE ONLY	
EXEMPT UNDER REG. 562: Yes <input type="radio"/> No <input type="radio"/>	APPROVED FOR EVENT: Yes <input type="radio"/> No <input type="radio"/>
Signature of Inspector: _____	Date: _____
Inspector Comments: _____	

The information contained on this form is collected under the authority of the Health Protection and Promotion Act, R.S.O. 1990, Chapter H.7., for the purpose of enforcing the Act and its Regulations.

FOOD VENDOR'S CHECKLIST

- D Meat, poultry, dairy and egg products from approved/inspected source D Probe thermometer available for checking internal food temperatures D Thermometers in each cooler, refrigeration unit, and freezer
- D Equipment for transportation capable of maintaining cold food at 4°C or lower and hot food at 60°C or greater
- D Food is protected from contamination (containers with lids, plastic wrap, aluminum foil, sneeze guards)
- D Food is stored 15 cm (6 inches) off the ground
- D Adequate supply of clean utensils (serving spoons, tongs, spatulas) are available throughout the day
- D Single service eating utensils are provided and properly stored
- D Potable water is supplied for handwashing, food preparation, and equipment cleaning
- D Leak-proof containers/tanks are provided for storage of wastewater D Detergent and sanitizer/bleach
- D Liquid soap and paper towel in a dispenser at handwash stations D Clean outer garments and aprons
- D Hairnets, caps or hair restraints D Garbage receptacles and bags
- D Wiping clothes for cleaning and sanitizing preparation areas and service areas D Premises is clean and in good repair
- D Back-up power (is recommended to ensure you are able to operate in the event that power is not available at the site when your arrive).

REPORT: 2019-014
COUNCIL: January 25, 2019
PREPARED BY: Annette Simonian, Clerk

RE: Accessibility 2018 Annual Status Report

RECOMMENDATION:

THAT Council receive the 2018 Annual Accessibility Status report for information.

BACKGROUND:

The purpose of this report and attached Status Report is to provide Council and the public with an annual update on the Augusta Multi-Year Accessibility Plan, which outlines the municipality's strategy to improve accessibility for people with disabilities.

The annual progress report outlines the accessibility initiatives that were completed in 2018 that support our strategy outlined in the Multi-Year Plan.

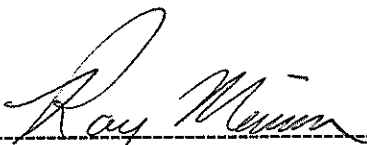
This Status Report will be posted on the website and fulfil our legal obligation to publish an annual accessibility plan under the Accessibility for Ontarians with Disabilities Act (AODA).

The current 5 Year Plan is up for renewal at the end of 2019 and staff will complete this plan as required.

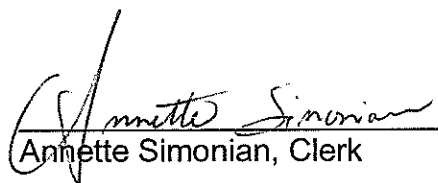
The municipality remains committed to proceeding with plans to ensure that we are in compliance with the requirements under the AODA and continues to make continual improvements to prevent and remove barriers in all our operations.

FINANCIAL IMPACTS

There are no financial or budget impacts associated with the recommendation.



Ray Morrison, CAO/Treasurer



Annette Simonian, Clerk



ACCESSIBILITY STATUS REPORT: 2018

Introduction

This 2018 Accessibility Status Report provides an annual update on Augusta's 2014-2019 Multi-Year Accessibility Plan.

This Status report in conjunction with the Multi-Year Plan fulfills Augusta's legal obligations for 2018 under the Accessibility for Ontarians with Disabilities Act (AODA) to publish an annual status report on its multi-year plan.

This report and other accessibility documents can be found on the Augusta website at www.augusta.ca.

Augusta's accessibility program is guided by the following commitment statement:

The Township of Augusta is committed to treating all people in a way that allows them to maintain their dignity and independence. The Township believes in integration and equal opportunity. The Township is committed to meeting the needs of people with disabilities in a timely manner, and will do so by preventing and removing barriers to accessibility and meeting accessibility requirements under the *Accessibility for Ontarians with Disabilities Act*.

The Council of the Corporation of the Township of Augusta is committed to:

- ensuring the participation of people with disabilities in the identification and review of barriers;
- considering recommendations from people with disabilities and the public with respect to accessibility of municipal buildings, facilities, operations and services; and
- meeting the standards of the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA) thereby removing barriers creating a municipality where every person who lives or visits can participate fully.

Township Council and staff continue to show their commitment to creating a barrier free community for residents, businesses, and tourists by developing and implementing policies, procedures and practices to provide service to persons with disabilities.

Accessibility planning will help ensure that the Township services, policies, procedures and practices meet the needs of everyone with a disability, including Township residents, visitors, tourists and staff.

Augusta's accessibility accomplishments for 2018 included the following:

Municipal Facilities (built environment)

Employees continue to find ways to improve accessibility at municipal owned facilities for both small and large projects.

Renovations at the Main municipal office was completed that included moving the tax department to the front for easier access for residents and wheel chair accessible service counters were installed.

Accessible Employment

Accommodations continue to be available throughout the recruitment process and employment life cycle.

Customer Service

2018 training continued to ensure all staff, including; Councillors, volunteers and new employees are aware of the accessibility accommodation requirements under the AODA.

Orientation package includes human rights, accessibility customer service and Integrated accessibility standard regulation.

Information and Communication

The Township offers all documents are available in an alternate format upon request.

2019 Accessibility Goals

Continue to improve the quality of documents on the website for increased accessibility
Move to ensure renovations at municipal facilities and parks do not create barriers and address barriers which may still exist in our buildings and facilities.

Update the Accessibility 5 year plan and communicate to staff and Council.

Availability of the Plan and Status Report

Multi-Year Plan and the annual accessibility Status Report can be accessed through Augusta's website: www.augusta.ca

For more information contact the Clerk's Department

Phone: 613-925-4231

Email: asimonian@augusta.ca

Augusta Township

3560 County Road 26

Prescott, ON K0E 1T0

Alternate format available upon request.

REPORT #: 2019-015

REPORT TO COUNCIL: January 25, 2018

RE: REVIEW AND APPROVAL OF A/P CHEQUES

PREPARED BY: Ray Morrison, CAO/Treasurer

RECOMMENDATION:

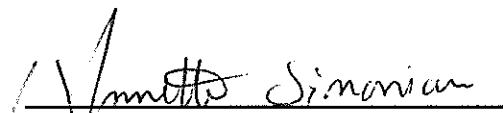
THAT Council receive, review and approve the payment of the accounts payable invoices 23854 to 23897 through to January 21, 2019 in the amount of \$162,971.75


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
1/21/2019 8:13 AM

Township of Augusta
List of Accounts for Approval
As of 1/21/2019
Batch: 2019-00006 to 2019-00008

Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
Bank Code: AP - ACC/PAYABLE					
Computer Cheques:					
23854	1/17/2019	Void during printing			
23855	1/17/2019	Void during printing			
23856	1/17/2019	ANNETTE SIMONIAN	ANNETTE MILEAGE		
JAN2019		401-01-010 - MILEAGE	ANNETTE MILEAGE	17.83	
		102-01-099 - HST RECEIVABLE	HST Tax Code	1.97	
		900-01-099 - HST TRACKING	HST Tax Code	2.28	19.80
23857	1/17/2019	BEACH HOME HARDWARE	MISC SUPPLIES		
706796-1		Accrual 438-01-011 - P.W. SHOP SUPPLI	MISC SUPPLIES	16.85	
		102-01-099 - HST RECEIVABLE	HST Tax Code	1.86	
		900-01-099 - HST TRACKING	HST Tax Code	2.15	18.71
708758-1		402-01-013 - FIRE PROTECTION	LIGHT BULBS AND PAINT	29.49	
		102-01-099 - HST RECEIVABLE	HST Tax Code	3.26	
		900-01-099 - HST TRACKING	HST Tax Code	3.77	32.75
				Payment Total:	51.46
23858	1/17/2019	BROCKVILLE TRACTOR-TRAILER	TRUCK #8		
056316		Accrual 457-01-002 - #8- 2014 FREIGHT	TL TRUCK #8	114.72	
		102-01-099 - HST RECEIVABLE	HST Tax Code	12.68	
		900-01-099 - HST TRACKING	HST Tax Code	14.66	127.40
056321		Accrual 452-01-002 - #7 -2010 INT'L TAN	TRUCK # 7	72.48	
		102-01-099 - HST RECEIVABLE	HST Tax Code	8.01	
		900-01-099 - HST TRACKING	HST Tax Code	9.26	80.49
056323		Accrual 464-01-002 - #2- 2011 INT'L TAN	TRUCK # 2	373.52	
		102-01-099 - HST RECEIVABLE	HST Tax Code	41.26	
		900-01-099 - HST TRACKING	HST Tax Code	47.72	414.78
056324		Accrual 452-01-002 - #7 -2010 INT'L TAN	TRUCK # 7	391.95	
		102-01-099 - HST RECEIVABLE	HST Tax Code	43.29	
		900-01-099 - HST TRACKING	HST Tax Code	50.07	435.24
56421		464-01-002 - #2- 2011 INT'L TAN	UNIT #2	25.03	
		102-01-099 - HST RECEIVABLE	HST Tax Code	2.77	
		900-01-099 - HST TRACKING	HST Tax Code	3.20	27.80
				Payment Total:	1,085.71
23859	1/17/2019	CADUCEON ENVIRONMENTAL	LIBRARY TESTING		
19-169		605-01-031 - LIBRARY - R&M - W	LIBRARY TESTING	67.54	
		102-01-099 - HST RECEIVABLE	HST Tax Code	7.46	
		900-01-099 - HST TRACKING	HST Tax Code	8.63	75.00
19-172		406-01-012 - BUILDING - WATER MAIN	OFFICE TESTING	67.54	

Report Date
1/21/2019 8:13 AM

Township of Augusta
List of Accounts for Approval
As of 1/21/2019
Batch: 2019-00006 to 2019-00008

Page 2

Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
		102-01-099 - HST RECEIVABLE	HST Tax Code	7.46	
		900-01-099 - HST TRACKING	HST Tax Code	8.63	75.00
19-171		402-01-013 - FIRE PROTECTION	FIRE STATION 2 TESTING	67.54	
		102-01-099 - HST RECEIVABLE	HST Tax Code	7.46	
		900-01-099 - HST TRACKING	HST Tax Code	8.63	75.00
19-168		402-01-013 - FIRE PROTECTION	STATION # 1 TESTING	67.54	
		102-01-099 - HST RECEIVABLE	HST Tax Code	7.46	
		900-01-099 - HST TRACKING	HST Tax Code	8.63	75.00
19-170		406-01-012 - BUILDING - WATER	N/A HALL TESTING	67.54	
		102-01-099 - HST RECEIVABLE	HST Tax Code	7.46	
		900-01-099 - HST TRACKING	HST Tax Code	8.63	75.00
19-167		406-01-012 - BUILDING - WATER	MERC HALL TESTING	67.54	
		102-01-099 - HST RECEIVABLE	HST Tax Code	7.46	
		900-01-099 - HST TRACKING	HST Tax Code	8.63	75.00
19-166		406-01-012 - BUILDING - WATER	MAYNARD BALL PARK TESTIN	81.02	
		102-01-099 - HST RECEIVABLE	HST Tax Code	8.95	
		900-01-099 - HST TRACKING	HST Tax Code	10.35	89.97
				Payment Total:	539.97
23860	1/17/2019	CANADIAN NATIONAL	GATES MAINTENANCE		
91426289		Accrual 436-01-002 - SAFETY DEVICES -	GATES MAINTENANCE	558.00	558.00
23861	1/17/2019	CITY OF BROCKVILLE	DAVE SWAN USER FEES		
11356		Accrual 600-01-007 - PROGRAMS - FIGUI	DAVE SWAN USER FEES	158.75	
		102-01-099 - HST RECEIVABLE	HST Tax Code	17.53	
		900-01-099 - HST TRACKING	HST Tax Code	20.28	176.28
11357		Accrual 600-01-007 - PROGRAMS - FIGUI	CARRIE DENNIS USER FEES	158.75	
		102-01-099 - HST RECEIVABLE	HST Tax Code	17.53	
		900-01-099 - HST TRACKING	HST Tax Code	20.28	176.28
				Payment Total:	352.56
23862	1/17/2019	CRISTILL ROCK	OFFICE WATER		
488145		401-01-004 - OFFICE SUPPLIES	OFFICE WATER	32.50	32.50
23863	1/17/2019	DALE SMITH	DECMEBER SNOW STATION 1		
11		Accrual 402-01-013 - FIRE PROTECTION	DECMEBER SNOW STATION 1	27.02	
		102-01-099 - HST RECEIVABLE	HST Tax Code	2.98	
		900-01-099 - HST TRACKING	HST Tax Code	3.45	30.00
23864	1/17/2019	DARCH FIRE	FIRE FOAM		
69212		Accrual 402-01-005 - FIRE PROTECTION	FIRE FOAM	353.97	
		102-01-099 - HST RECEIVABLE	HST Tax Code	39.10	

Report Date
1/21/2019 8:13 AM

Township of Augusta
List of Accounts for Approval
As of 1/21/2019
Batch: 2019-00006 to 2019-00008

Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
		900-01-099 - HST TRACKING	HST Tax Code	45.22	393.07
23865	1/17/2019	DISTRICT 8 ROAD SUPERVISOR ANNUAL DUES			
JAN12019		438-01-017 - P.W. CONFERENCE ANNUAL DUES		49.53	
		102-01-099 - HST RECEIVABLE	HST Tax Code	5.47	
		900-01-099 - HST TRACKING	HST Tax Code	6.33	55.00
23866	1/17/2019	ELMER'S CONSTRUCTION LTD SNOW REMOVAL STATION 2			
32907		402-01-013 - FIRE PROTECTION SNOW REMOVAL STATION 2		432.48	
		102-01-099 - HST RECEIVABLE	HST Tax Code	47.77	
		900-01-099 - HST TRACKING	HST Tax Code	55.25	480.25
23867	1/17/2019	FAST EDDIE'S AUTO RECYCLIN WASTE REMOVAL FEES			
6427		Accrual 510-01-013 - CONTRACT SERVIC WASTE REMOVAL FEES		617.51	
		102-01-099 - HST RECEIVABLE	HST Tax Code	68.21	
		900-01-099 - HST TRACKING	HST Tax Code	78.89	685.72
23868	1/17/2019	FIRE MARSHAL'S PUBLIC FIRE BOOKS FOR OFFICERS COURSE			
153564		Accrual 402-01-012 - FIRE PROTECTION BOOKS FOR OFFICERS COUR		602.04	
		102-01-099 - HST RECEIVABLE	HST Tax Code	66.50	
		900-01-099 - HST TRACKING	HST Tax Code	76.91	668.54
153591		402-01-016 - FIRE PROTECTION BOOKS FOR OFFICERS COUR		106.95	
		102-01-099 - HST RECEIVABLE	HST Tax Code	11.81	
		900-01-099 - HST TRACKING	HST Tax Code	13.66	118.76
				Payment Total:	787.30
23869	1/17/2019	GIN-COR INDUSTRIES INC TRUCK#2			
52477		464-01-002 - #2- 2011 INT'L TANI TRUCK#2		649.05	
		102-01-099 - HST RECEIVABLE	HST Tax Code	71.69	
		900-01-099 - HST TRACKING	HST Tax Code	82.92	720.74
23870	1/17/2019	HOWARD CAMPBELL & SONS L PORTABLE RENTALS DEC			
MR1894		Accrual 102-01-044 - DUE FROM FAST EI PORTABLE RENTALS DEC		189.11	
		102-01-099 - HST RECEIVABLE	HST Tax Code	20.89	
		900-01-099 - HST TRACKING	HST Tax Code	24.16	210.00
23871	1/17/2019	JEFF SLOAN	MTO PHYSICAL JEFF SLOAN		
NOV23/2018		Accrual 402-01-005 - FIRE PROTECTION MTO PHYSICAL JEFF SLOAN		120.00	120.00
23872	1/17/2019	J & L TRUCK & TRAILER	TANKER 8 HEADLIGHTS		
140390		Accrual 402-01-014 - FIRE PROTECTION TANKER 8 HEADLIGHTS		803.85	
		102-01-099 - HST RECEIVABLE	HST Tax Code	88.79	
		900-01-099 - HST TRACKING	HST Tax Code	102.69	892.64
140391		402-01-014 - FIRE PROTECTION PUMPER # 5 SERVICE CALL		243.41	
		102-01-099 - HST RECEIVABLE	HST Tax Code	26.89	
		900-01-099 - HST TRACKING	HST Tax Code	31.10	270.30

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				Payment Total:	1,162.94
23873 12943	1/17/2019	JOE COMPUTER	NEW LAPTOP FIRE STATION		
		Accrual 402-01-012 - FIRE PROTECTION	NEW LAPTOP FIRE STATION	1,548.79	
		102-01-099 - HST RECEIVABLE	HST Tax Code	171.07	
		900-01-099 - HST TRACKING	HST Tax Code	197.86	1,719.86
13056		401-01-022 - COMPUTER EXPEN	MONTHLY MONITORING SERV	331.74	
		102-01-099 - HST RECEIVABLE	HST Tax Code	36.64	
		900-01-099 - HST TRACKING	HST Tax Code	42.38	368.38
				Payment Total:	2,088.24
23874 DEC2018	1/17/2019	KAREN LAVIGNE	BUILDING INSPECTOR MILEAGE		
		Accrual 406-01-004 - BUILDING MILEAGE	BUILDING INSPECTOR MILEAC	94.30	
		102-01-099 - HST RECEIVABLE	HST Tax Code	10.42	
		900-01-099 - HST TRACKING	HST Tax Code	12.05	104.72
23875 26471	1/17/2019	GFL ENVIRONMENTAL INC	WDS CONTRACT SERVICES		
		Accrual 510-01-013 - CONTRACT SERVIC	WDS CONTRACT SERVICES	2,221.86	
		102-01-099 - HST RECEIVABLE	HST Tax Code	245.41	
		900-01-099 - HST TRACKING	HST Tax Code	283.84	2,467.27
23876 295418	1/17/2019	LAURA PARROTT	ATTACH BUNKER GEAR NAME TAGS		
		Accrual 402-01-005 - FIRE PROTECTION	ATTACH BUNKER GEAR NAME	112.57	
		102-01-099 - HST RECEIVABLE	HST Tax Code	12.43	
		900-01-099 - HST TRACKING	HST Tax Code	14.38	125.00
23877 153350	1/17/2019	M & L SUPPLY	FLASHLIGHTS AND CHARGERS		
		Accrual 402-01-015 - FIRE PROTECTION	FLASHLIGHTS AND CHARGER	748.96	
		102-01-099 - HST RECEIVABLE	HST Tax Code	82.72	
		900-01-099 - HST TRACKING	HST Tax Code	95.68	831.68
23878 41032	1/17/2019	McINTOSH PERRY	DRAINAGE SUPERINTENDENT		
		Accrual 625-01-001 - DRAINAGE SUPERI	DRAINAGE SUPERINTENDENT	3,060.44	
		102-01-099 - HST RECEIVABLE	HST Tax Code	338.04	
		900-01-099 - HST TRACKING	HST Tax Code	390.98	3,398.48
41220		Accrual 615-01-001 - PLANNING & ZONIN	PLANNING CONSULTING FEES	1,963.97	
		102-01-099 - HST RECEIVABLE	HST Tax Code	216.93	
		900-01-099 - HST TRACKING	HST Tax Code	250.90	2,180.90
				Payment Total:	5,579.38
23879 111212181049145	1/17/2019	MINISTER OF FINANCE	OPP FIELD AND TRAFFICE RIDE		
		Accrual 404-01-090 - PROTECTIVE POLIK	OPP FIELD AND TRAFFICE RI	1,413.60	1,413.60
111212181049009		Accrual 404-01-090 - PROTECTIVE POLIK	MONTHLY OPP POLICING	86,082.00	86,082.00

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112012181124012	Accrual	404-01-090 - PROTECTIVE POLI	(OPP SERVICES CREDIT	4,103.00-	4,103.00-
				Payment Total:	83,392.60
23880	1/17/2019	MSC INDUSTRIAL SUPPLY ULC	CABLE TIES MISC SUPPLIES		
2651773001	Accrual	438-01-011 - P.W. SHOP SUPPLI	CABLE TIES MISC SUPPLIES	133.05	
		102-01-099 - HST RECEIVABLE	HST Tax Code	14.70	
		900-01-099 - HST TRACKING	HST Tax Code	17.00	147.75
23881	1/17/2019	MUNICIPAL EQUIPMENT	FIRE HOSE		
3333	Accrual	402-01-015 - FIRE PROTECTION	FIRE HOSE	851.77	
		102-01-099 - HST RECEIVABLE	HST Tax Code	94.09	
		900-01-099 - HST TRACKING	HST Tax Code	108.82	945.86
23882	1/17/2019	NICOLE WALKER	MILEAGE		
DEC2018	Accrual	600-01-023 - MILEAGE	MILEAGE	52.30	
		102-01-099 - HST RECEIVABLE	HST Tax Code	5.78	
		900-01-099 - HST TRACKING	HST Tax Code	6.68	58.08
JAN72019		600-01-014 - MAITLAND RECREA	MERC WEBSITE	53.56	
		102-01-099 - HST RECEIVABLE	HST Tax Code	5.91	
		900-01-099 - HST TRACKING	HST Tax Code	6.84	59.47
				Payment Total:	117.55
23883	1/17/2019	BASELINE TELEMATICS INC	GPS TRACKER DEVICE		
57		438-01-019 - PW - GPS RENTAL	GPS TRACKER DEVICE	167.90	
		102-01-099 - HST RECEIVABLE	HST Tax Code	18.55	
		900-01-099 - HST TRACKING	HST Tax Code	21.45	186.45
23884	1/17/2019	AUGUSTA TWP - PETTY CASH	REPLENISH PETTY CASH		
DEC312018	Accrual	401-01-004 - OFFICE SUPPLIES	REPLENISH PETTY CASH	73.94	
		100-01-003 - CASH ON HAND - C	REPLENISH PETTY CASH	28.49	
		102-01-099 - HST RECEIVABLE	HST Tax Code	8.17	
		900-01-099 - HST TRACKING	HST Tax Code	9.45	110.60
23885	1/17/2019	POSTMEDIA NETWORK INC	HOLIDAY ADVERTISING		
1528977	Accrual	401-01-018 - ADVERTISING & PF	HOLIDAY ADVERTISING	411.11	
		102-01-099 - HST RECEIVABLE	HST Tax Code	45.41	
		900-01-099 - HST TRACKING	HST Tax Code	52.52	456.52
23886	1/17/2019	PRESCOTT BUILDING CENTRE	SMOKE HOUSE		
2058416	Accrual	402-01-012 - FIRE PROTECTION	SMOKE HOUSE TRAINING	40.19	
		102-01-099 - HST RECEIVABLE	HST Tax Code	4.44	
		900-01-099 - HST TRACKING	HST Tax Code	5.14	44.63
23887	1/17/2019	RICOH CANADA INC	FIRE STATION COPIERS		
92239665	Accrual	402-01-013 - FIRE PROTECTION	FIRE STATION COPIERS	39.20	
		102-01-099 - HST RECEIVABLE	HST Tax Code	4.33	

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		900-01-099 - HST TRACKING	HST Tax Code	5.01	43.53
23888	1/17/2019	RIVERSIDE BUICK GMC LTD.	TRUCK 3 LOOSE STEERING		
300450		402-01-014 - FIRE PROTECTION	TRUCK 3 LOOSE STEERING	469.06	
		102-01-099 - HST RECEIVABLE	HST Tax Code	51.81	
		900-01-099 - HST TRACKING	HST Tax Code	59.92	520.87
300653		453-01-002 - #5 - 2014 GMC 1/2 T	TRUCK # 5	91.54	
		102-01-099 - HST RECEIVABLE	HST Tax Code	10.11	
		900-01-099 - HST TRACKING	HST Tax Code	11.69	101.65
				Payment Total:	622.52
23889	1/17/2019	ROBERT BOWMAN	CHIEF CELL PHONE		
JAN82019		Accrual 402-01-004 - FIRE PROTECTION	CHIEF CELL PHONE	285.50	
		102-01-099 - HST RECEIVABLE	HST Tax Code	31.53	
		900-01-099 - HST TRACKING	HST Tax Code	36.47	317.03
23890	1/17/2019	SANDS CANADA INC	MEDICAL GLOVES AND ICE PACKS		
699621		402-01-005 - FIRE PROTECTION	MEDICAL GLOVES AND ICE PA	103.43	
		102-01-099 - HST RECEIVABLE	HST Tax Code	11.42	
		900-01-099 - HST TRACKING	HST Tax Code	13.21	114.85
23891	1/17/2019	STERLMAR EQUIPMENT	LIGHTING AND RADIO TRUCK #4		
180512		Accrual 402-01-090 - FIRE PROTECTION	LIGHTING AND RADIO TRUCK	4,535.41	
		102-01-099 - HST RECEIVABLE	HST Tax Code	500.95	
		900-01-099 - HST TRACKING	HST Tax Code	579.40	5,036.36
23892	1/17/2019	ST. LAWRENCE PRINTING CO	L BURN PERMITS		
29499		402-01-016 - FIRE PROTECTION	BURN PERMITS	156.56	
		102-01-099 - HST RECEIVABLE	HST Tax Code	17.29	
		900-01-099 - HST TRACKING	HST Tax Code	20.00	173.85
23893	1/17/2019	SUSAN BOSMAN	CLEANING SERVICES		
JAN62019		401-01-001 - STAFF SALARIES	CLEANING SERVICES	79.05	79.05
JAN132019		401-01-001 - STAFF SALARIES	CLEANING SERVICES	79.05	79.05
				Payment Total:	158.10
23894	1/17/2019	TSC STORES LP	MISC SUPPLIES		
JAN72019		438-01-011 - P.W. SHOP SUPPLI	MISC SUPPLIES	45.78	
		102-01-099 - HST RECEIVABLE	HST Tax Code	5.06	
		900-01-099 - HST TRACKING	HST Tax Code	5.85	50.84
JAN82019		438-01-011 - P.W. SHOP SUPPLI	RETURN HOSE/BUY ANOTHEF	25.44	
		102-01-099 - HST RECEIVABLE	HST Tax Code	2.81	
		900-01-099 - HST TRACKING	HST Tax Code	3.25	28.25

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				Payment Total:	79.09
23895	1/17/2019	UNITED COUNTIES OF LEEDS & COMPLIANCE AUDIT COMMITTEE			
18384	Accrual	400-01-003 - ELECTION	COMPLIANCE AUDIT COMMITTEE	127.12	
		102-01-099 - HST RECEIVABLE	HST Tax Code	14.04	
		900-01-099 - HST TRACKING	HST Tax Code	16.24	141.16
18399		400-01-002 - COUNCIL- OTHER	COUNCIL ORIENTATION	253.25	
		102-01-099 - HST RECEIVABLE	HST Tax Code	27.97	
		900-01-099 - HST TRACKING	HST Tax Code	32.35	281.22
				Payment Total:	422.38
23896	1/17/2019	VIKKI WERNER-MACKELER	OFFICE SUPPLIES		
JAN92019		401-01-004 - OFFICE SUPPLIES	OFFICE SUPPLIES	17.30	
		102-01-099 - HST RECEIVABLE	HST Tax Code	1.91	
		900-01-099 - HST TRACKING	HST Tax Code	2.21	19.21
23897	1/17/2019	BLUMETRIC ENVIRONMENTAL	2018 MAYNARD MONITORING		
BM19350	Accrual	510-01-031 - WMS - REGULAR M	2018 MAYNARD MONITORING	8,638.47	
		102-01-099 - HST RECEIVABLE	HST Tax Code	954.16	
		900-01-099 - HST TRACKING	HST Tax Code	1,103.58	9,592.63
BM19351	Accrual	510-01-030 - WMS - REGULAR M	2018 NORTH AUGUSTA MONIT	8,863.56	
		102-01-099 - HST RECEIVABLE	HST Tax Code	979.01	
		900-01-099 - HST TRACKING	HST Tax Code	1,132.33	9,842.57
				Payment Total:	19,435.20
Other:					
828-Man	1/10/2019	CST CANADA CO.	FURNANCE OIL		
592702	Accrual	438-01-024 - P.W. HEAT	FURNANCE OIL	556.68	
		102-01-099 - HST RECEIVABLE	HST Tax Code	61.49	
		900-01-099 - HST TRACKING	HST Tax Code	71.12	618.17
1116-Man	1/10/2019	CST CANADA CO.	CLEAR DIESEL		
592703	Accrual	120-01-002 - STOCK - DIESEL	CLEAR DIESEL	626.05	
		102-01-099 - HST RECEIVABLE	HST Tax Code	69.15	
		900-01-099 - HST TRACKING	HST Tax Code	79.98	695.20
2586-Man	1/10/2019	CST CANADA CO.	COLOURED DIESEL		
592725	Accrual	120-01-003 - STOCK - COLOURE	COLOURED DIESEL	516.53	
		102-01-099 - HST RECEIVABLE	HST Tax Code	57.05	
		900-01-099 - HST TRACKING	HST Tax Code	65.99	573.58
2618-Man	1/10/2019	UNION GAS LIMITED	STATION # 1 HEAT		
8473DEC172018	Accrual	402-01-003 - FIRE PROTECTION	STATION # 1 HEAT	288.59	
		102-01-099 - HST RECEIVABLE	HST Tax Code	31.88	
		900-01-099 - HST TRACKING	HST Tax Code	36.87	320.47

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2921-Man 221.41	1/10/2019	BELL CANADA Accrual401-01-003 - TELEPHONE & FAX	MAIN OFFICE PHONE MAIN OFFICE PHONE	199.39	
		102-01-099 - HST RECEIVABLE	HST Tax Code	22.02	
		900-01-099 - HST TRACKING	HST Tax Code	25.47	221.41
3421-Man 8173DEC82018	1/10/2019	HYDRO ONE NETWORKS Accrual438-01-026 - P.W. HYDRO	PW GARAGE PW GARAGE	551.13	
		102-01-099 - HST RECEIVABLE	HST Tax Code	60.88	
		900-01-099 - HST TRACKING	HST Tax Code	70.41	612.01
3832-Man 592726	1/10/2019	CST CANADA CO. Accrual120-01-002 - STOCK - DIESEL	CLEAR DIESEL CLEAR DIESEL	854.21	
		102-01-099 - HST RECEIVABLE	HST Tax Code	94.35	
		900-01-099 - HST TRACKING	HST Tax Code	109.13	948.56
3997-Man 5014DEC62018	1/10/2019	HYDRO ONE NETWORKS Accrual401-01-002 - HYDRO	MAIN OFFICE MAIN OFFICE	454.55	
		102-01-099 - HST RECEIVABLE	HST Tax Code	50.21	
		900-01-099 - HST TRACKING	HST Tax Code	58.07	504.76
5064-Man 4595JAN42019	1/10/2019	ROYAL BANK VISA Accrual402-01-005 - FIRE PROTECTION YEARLY FEES	MAIN STATION VISA FIRE PROTECTION YEARLY FEES	10.81	
		402-01-090 - FIRE PROTECTION: CAPITAL/DASH CAMS		816.55	
		402-01-007 - FIRE PROTECTION: CAPITAL/DASH CAMS		518.97	
		402-01-091 - NORTH AUGUSTA FIRE NEW STATION		2,332.33	
		102-01-099 - HST RECEIVABLE	HST Tax Code	406.33	
		900-01-099 - HST TRACKING	HST Tax Code	469.96	4,084.99
5465-Man 4604DEC192018	1/10/2019	BELL CANADA Accrual102-01-044 - DUE FROM FAST E	MAYNARD WDS PHONE MAYNARD WDS PHONE	31.28	
		102-01-099 - HST RECEIVABLE	HST Tax Code	3.45	
		900-01-099 - HST TRACKING	HST Tax Code	3.99	34.73
5896-Man 592560	1/10/2019	CST CANADA CO. Accrual120-01-001 - STOCK - GAS	PREMIUM GAS PREMIUM GAS	1,516.72	
		102-01-099 - HST RECEIVABLE	HST Tax Code	167.52	
		900-01-099 - HST TRACKING	HST Tax Code	193.76	1,684.24
6137-Man 3455DEC162018	1/10/2019	BELL CANADA Accrual402-01-004 - FIRE PROTECTION	STATION # 1 PHONE STATION # 1 PHONE	67.13	
		102-01-099 - HST RECEIVABLE	HST Tax Code	7.42	
		900-01-099 - HST TRACKING	HST Tax Code	8.58	74.55
6313-Man 592661	1/10/2019	CST CANADA CO. Accrual120-01-002 - STOCK - DIESEL	CLEAR DIESEL CLEAR DIESEL	544.91	
		102-01-099 - HST RECEIVABLE	HST Tax Code	60.18	
		900-01-099 - HST TRACKING	HST Tax Code	69.61	605.09

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6513-Man 592613	1/10/2019	CST CANADA CO. Accrual120-01-002 - STOCK - DIESEL	CLEAR DIESEL CLEAR DIESEL	941.73	
		102-01-099 - HST RECEIVABLE	HST Tax Code	104.02	
		900-01-099 - HST TRACKING	HST Tax Code	120.31	1,045.75
6622-Man 592662	1/10/2019	CST CANADA CO. Accrual120-01-002 - STOCK - DIESEL	CLEAR DIESEL CLEAR DIESEL	616.05	
		102-01-099 - HST RECEIVABLE	HST Tax Code	68.04	
		900-01-099 - HST TRACKING	HST Tax Code	78.70	684.09
8128-Man 7331DEC102108	1/10/2019	HYDRO ONE NETWORKS Accrual401-01-012 - ELLIS HOUSE EXPE	ELLIS HOUSE ELLIS HOUSE	37.78	
		102-01-099 - HST RECEIVABLE	HST Tax Code	4.18	
		900-01-099 - HST TRACKING	HST Tax Code	4.83	41.96
9001-Man 2041DEC52018	1/10/2019	HYDRO ONE NETWORKS Accrual600-01-012 - DOMVILLE REC	DOMVILLE REC DOMVILLE REC	36.57	
		102-01-099 - HST RECEIVABLE	HST Tax Code	4.04	
		900-01-099 - HST TRACKING	HST Tax Code	4.67	40.61
9021-Man 592561	1/10/2019	CST CANADA CO. Accrual120-01-003 - STOCK - COLOURE	COLOURED DIESEL COLOURED DIESEL	746.07	
		102-01-099 - HST RECEIVABLE	HST Tax Code	82.41	
		900-01-099 - HST TRACKING	HST Tax Code	95.31	828.48
9130-Man 3573DEC62018	1/10/2019	HYDRO ONE NETWORKS Accrual102-01-044 - DUE FROM FAST EI	MAYNARD WDS MAYNARD WDS	340.64	
		102-01-099 - HST RECEIVABLE	HST Tax Code	37.63	
		900-01-099 - HST TRACKING	HST Tax Code	43.52	378.27
9340-Man 4594DEC62018	1/10/2019	HYDRO ONE NETWORKS Accrual600-01-016 - MAYNARD REC	MAYNARD REC MAYNARD REC	113.85	
		102-01-099 - HST RECEIVABLE	HST Tax Code	12.57	
		900-01-099 - HST TRACKING	HST Tax Code	14.54	126.42
9750-Man 7818JAN32019	1/10/2019	ROYAL BANK VISA 600-01-016 - MAYNARD REC	MAIN OFFICE VISA E COMMERCE	433.00	
		402-01-005 - FIRE PROTECTION BINDER		12.20	
		438-01-018 - P.W. OFFICE SUPP	NEW PRINTER/SUPPLIES	1,276.49	
		102-01-099 - HST RECEIVABLE	HST Tax Code	190.17	
		900-01-099 - HST TRACKING	HST Tax Code	219.95	1,911.86
1016936 DEC312018	1/10/2019	MINISTER OF FINANCE Accrual204-01-001 - PAYROLL DEDUCTI	DEC 16-DEC31/18 REMITTANCES DEC 16-DEC31/18 REMITTANC	16,632.16	16,632.16
				Total for AP:	162,972.75

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Certified Correct This January 21, 2019

January 25, 2019
REPORT TO COUNCIL
REPORT #: 2019-018
2018 Drainage Report and 2019 Application
PREPARED BY: Ray Morrison, CAO/Treasurer

RECOMMENDATION:

THAT Council receive for information the report on 2018 Municipal Drain activities and

THAT Council authorize CAO to sign and submit the attached Grant Allocation Request Form – Fiscal Year 2019-20.

PURPOSE

To provide Council with a summary of municipal drain maintenance accomplished in 2018 and planned for 2019.

At the end of each calendar year, OMAFRA requires Municipalities to inform them of work that has been completed to municipal drains in the past year and to provide budget projections for anticipated drainage work in the upcoming year. This information, submitted to OMAFRA, supports the Township's Drainage Superintendent Grant Applications.

ATTACHMENT 1 - Grant Allocation Request Form – Fiscal Year 2019-20

ATTACHMENT 2 – Application for Grant on Costs of Employing a Drainage Superintendent – 2018

Additional detailed supporting documentation is available from administration.

In 2018, the Township completed major maintenance work on three of our municipal drains, the Mud Creek Drain (in the Lords Mills area) and the Fox and Streight Drains, both north of Kemptville Creek, west of Garretton. The work included removal of trees and brush, digging the drains back down to their original engineered depths, distribution of the related dirt and the removal of beaver dams. The maintained drains are working well and water levels have dropped dramatically.

In co-ordination with the Township's drainage maintenance work, the Township re-invigorated its beaver control program, moving from reactively addressing dams as they were reported to proactively removing them on a scheduled basis. This is keeping the drains working as intended and assists the Township in identifying cave-ins and other blockages where spot cleaning may be required on an ongoing basis.

Work planned in 2019 includes refreshing inspections and possible incremental work in connection with the Rideau Valley Conservation Authority and local landowners on improving the flow on the Kemptville Creek east of North Augusta. The Township will be contacting affected residents to review and discuss drainage work alternatives before it is implemented.


The Township will also continue its ongoing beaver control program and spot cleaning of previously maintained drains, as needed.

Work of previous Councils and this Council's commitment to maintain the municipality's municipal drains on a priority basis is paying off. Farmland is now being reclaimed along several of the drains that have been cleaned out and within municipal drain watersheds which have not been accessible due to flooding for many years. The continued focus of this Council is to return our remaining municipal drains to their past effectiveness and fallow acreage to productive farmland going forward.

FINANCIAL:

Drainage Superintendent costs are included in the draft 2019 budget at \$41,212.80, with 50% (\$20,606.40) eligible for an OMAFRA grant. The beaver control budget at \$20,000 is consistent with prior years and adequate to address the proactive work proposed.

Annette Simonian
Clerk



Ray Morrison
CAO/Treasurer



GRANT ALLOCATION REQUEST FORM - FISCAL YEAR 2018/19 ^{9/20}

GRANTS FOR THE COST OF EMPLOYING A DRAINAGE SUPERINTENDENT

Agricultural Drainage Infrastructure Program Under The Drainage Act

To assist in completing this form, please read the "Agricultural Drainage Infrastructure Program - Administrative Policies."
 Municipalities with more than one drainage superintendent may modify this form to accommodate a multiple submission on the
 condition that the same information is still provided.

Municipality	Augusta Township
County/Region/District	United Counties of Leeds & Grenville
Drainage Superintendent	Eldon Hutchings
Company Name (if applicable)	McIntosh Perry Consulting Eng.

Anticipated Grant Demand for Drainage Superintendent Employment Costs (for drainage superintendent costs incurred between January 1, 2018 to December 31, 2019)	
Salary (see ADIP 4.3)	\$35,000.00
Benefits (see ADIP 4.3e) (employee superintendents only)	\$0.00
Expenses (see ADIP 4.3d)	\$5,500.00
Net HST Expense (consulting/contract superintendents only)	\$712.80
TOTAL (A)	\$41,212.80
ANTICIPATED TOTAL SUPERINTENDENT GRANT REQUIREMENT FOR 2018/19 (A/2):	\$20,606.40

NOTE: Claiming drain maintenance grants no longer requires a maintenance budget allocation.

JAN. 14, 2019
Date

Eldon Hutchings
Signature - Drainage Superintendent

JAN. 15, 2019
Date

Ray Merwin
Signature - Treasurer

RETURN BY FEBRUARY 28, 2018 TO:

Ontario Ministry of Agriculture, Food and Rural Affairs
 Environmental Management Branch
 Floor 3SE, 1 Stone Road West, Guelph, ON N1G 4Y2
 Attention: Drainage
 Or by email: becky.curran@ontario.ca



Ministry of Agriculture, Food and Rural
Environmental Management Branch

Application for Grant on Costs of
Employing a Drainage Superintendent
under The Drainage Act and the Agricultural
Drainage Infrastructure Program (ADIP)

Please Print or Type

Municipality: Augusta Township		Application Reference Number: TP/S	
County, Region or District (if applicable) United Counties of Leeds & Grenville		Name of Drainage Superintendent: Eldon Hutchings	
OMAFA questions regarding this application should be directed to:		Company Name (if applicable): McIntosh Perry Consulting Engineers	
Telephone: (613)-805-4514		Name: Eldon Hutchings	
Period Applied For: From date: 2018-09-17 (yyyy-mm-dd)		Email: e.hutchings@mcintoshperry.com	
Salary Paid or Consultant Fees ¹		\$11,200.00	
Benefits Paid ² or Net HST ³		\$204.22	
Expenses Paid ²		\$403.22	
Total Cost Incurred (A)		\$11,807.44	
Grant Amount ⁴ (B)		\$5,903.72	

- NOTES:** Refer to the appropriate sections of the Agricultural Drainage Infrastructure Program (ADIP) policies:
- ▶ 1: Superintendent's salary or consulting fee claims must comply with ADIP policies 4.3 (a), (b) and (c)
 - ▶ 2: Benefits claim must comply with ADIP policy 4.3 (e); Expense claims must comply with ADIP policy 4.3 (d).
 - ▶ 3: Net HST may be claimed for the cost of employing consulting drainage superintendents.
 - ▶ 4: Grant claim (B) must not exceed 50% of the total cost (A)
 - ▶ 5: This application form is incomplete unless accompanied by the superintendents time records (See ADIP Policy 4.4)

NOTE TO APPLICANTS: The applicant(s) acknowledge that the information submitted could be disclosed in the event of a request made pursuant to the Freedom of Information and Protection of Privacy Act. Information submitted in confidence should be clearly marked "confidential". Information provided on this form is that of the organization and not the personal information of the applicant. The applicant will report as required by the ministry on the use of any funds provided. The ministry reserves the right of independent verification of reported program and financial information. Funds that are not used as intended must be returned to the province.

We, the undersigned, certify that the above information is correct and is in accordance with Sections 85 (b) of the *Drainage Act* and Section 4 of the ADIP policies.

Drainage Superintendent's Signature	
Date:(yyyy-mm-dd)	2019-01-15

CERTIFICATE OF TREASURER: I certify that:

- The applicant is a legal entity;
- All information is true and correct and acknowledge that this application may be denied if any of the information is false or incomplete.
- The applicant complies with all applicable laws and regulations and discharges its responsibilities in compliance with ministry requirements.

Email electronic copy to: becky.curran@ontario.ca
Mail signed copy to:
Ministry of Agriculture, Food and Rural Affairs
Environmental Management Branch
1 Stone Rd. W., Guelph, ON N1G 4Y2
Attention: 3SE - Drainage

Treasurer's Signature	
Treasurer's Name: (Please Print)	RAY MORRISON
Date:(yyyy-mm-dd)	2019-01-15

Please keep a copy for your records



Ministry of Agriculture, Food and Rural
Environmental Management Branch

Application for Grant on Costs of
Employing a Drainage Superintendent
under The Drainage Act and the Agricultural
Drainage Infrastructure Program (ADIP)

Please Print or Type

Municipality: Augusta Township		Application Reference Number: TP/S	
County, Region or District (if applicable) United Counties of Leeds & Grenville		Name of Drainage Superintendent: Adam O'Connor	
OMAFRA questions regarding this application should be directed to:		Company Name (if applicable): McIntosh Perry Consulting Engineers	
Telephone:	(613)-805-4514	Name:	Eldon Hutchings
		Email:	e.hutchings@mcintoshperry.com
Period Applied For: From date:	2018-01-01	Period Applied For: To date:	2018-09-17
(yyyy-mm-dd)		(yyyy-mm-dd)	
Salary Paid or Consultant Fees ¹			\$29,110.00
Benefits Paid ² or Net HST ³			\$523.12
Expenses Paid ²			\$612.96
Total Cost Incurred	(A)		\$30,246.08
Grant Amount ⁴	(B)		\$15,123.04

- NOTES:** Refer to the appropriate sections of the Agricultural Drainage Infrastructure Program (ADIP) policies:
- ▶ 1: Superintendent's salary or consulting fee claims must comply with ADIP policies 4.3 (a), (b) and (c)
 - ▶ 2: Benefits claim must comply with ADIP policy 4.3 (e); Expense claims must comply with ADIP policy 4.3 (d).
 - ▶ 3: Net HST may be claimed for the cost of employing consulting drainage superintendents.
 - ▶ 4: Grant claim (B) must not exceed 50% of the total cost (A)
 - ▶ 5: This application form is incomplete unless accompanied by the superintendents time records (See ADIP Policy 4.4)

NOTE TO APPLICANTS: The applicant(s) acknowledge that the information submitted could be disclosed in the event of a request made pursuant to the Freedom of Information and Protection of Privacy Act. Information submitted in confidence should be clearly marked "confidential". Information provided on this form is that of the organization and not the personal information of the applicant. The applicant will report as required by the ministry on the use of any funds provided. The ministry reserves the right of independent verification of reported program and financial information. Funds that are not used as intended must be returned to the province.

We, the undersigned, certify that the above information is correct and is in accordance with Sections 85 (b) of the *Drainage Act* and Section 4 of the ADIP policies.

Drainage Superintendent's Signature	
Date:(yyyy-mm-dd)	2019-01-14

CERTIFICATE OF TREASURER: I certify that:

- The applicant is a legal entity;
- All information is true and correct and acknowledge that this application may be denied if any of the information is false or incomplete.
- The applicant complies with all applicable laws and regulations and discharges its responsibilities in compliance with ministry requirements.

Email electronic copy to: becky.curran@ontario.ca
Mail signed copy to:
Ministry of Agriculture, Food and Rural Affairs
Environmental Management Branch
1 Stone Rd. W., Guelph, ON N1G 4Y2
Attention: 3SE - Drainage

Treasurer's Signature	
Treasurer's Name: (Please Print)	RAY MORRISON
Date:(yyyy-mm-dd)	2019-01-15

Please keep a copy for your records

Eldon Hutchings

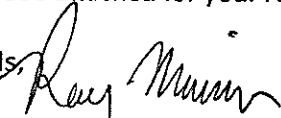
From: Ray Morrison <rmorison@ripnet.com>
Sent: October 21, 2018 7:28 AM
To: Vander Veen, Sid (OMAFRA); Eldon Hutchings
Cc: Ray Morrison
Subject: FW: {Disarmed} Drainage Superintendent - Change in Authorized Rep.
Attachments: 20180413112326253_0001.pdf

Good Afternoon Sid,

Since this appointment of McIntosh Perry Consulting Engineers Ltd. (McIntosh Perry) as the Drainage Superintendent for the Township of Augusta, as per By-Law No. 3156-2015, Adam O'Connor has served as the authorized drainage representative. As of Sept 17th, 2018, the Township of Augusta accepts the changes of the authorized representative from Adam O'Connor to Eldon Hutchings, to act in capacity as the Drainage Superintendent.

Please see attached for your reference a copy of By-Law No. 3156-2015.

Regards,



Ray Morrison, CPA, CA
CAO/Treasurer
Township of Augusta
3560 County Road 26
RR2 Prescott, ON KOE 1T0
613-925-4231, ext. 102



THE CORPORATION OF THE TOWNSHIP OF AUGUSTA

BY-LAW NO. 3156-2015

**A BY-LAW TO APPOINT A DRAINAGE SUPERINTENDENT
PURSUANT TO THE DRAINAGE ACT, RSO 1990**

WHEREAS Section 93 of The Drainage Act, RSO 1990 authorizes the council of a local Township to appoint a drainage superintendent and provide for his/her remuneration for the purposes and in the manner set out therein;

AND WHEREAS Section 227 of the Municipal Act, 2001 provides for officers and employees of the Township to implement and carry out council's decisions, to establish administrative practices and procedures, to provide advice to council on municipal policies and programs, and to carry out duties required by legislation;

AND WHEREAS the Council of the Township of Augusta wishes to enter into an agreement with McIntosh Perry for Drainage Superintendent Services

THEREFORE, pursuant to The Drainage Act, RSO 1990, the Council of the Township of Augusta enacts as follows:

1. McIntosh Perry is hereby appointed Drainage Superintendent for the Corporation of the Township of Augusta.
2. The Drainage Superintendent shall carry out the duties imposed upon him/her pursuant to The Drainage Act, 1990 and shall submit such reports and carry out such other duties as may be required of them by Council from time to time. The position of the Drainage Superintendent shall be on an as required basis.
3. That By-Law 3144-2015 is hereby rescinded.
3. This By-law will be in full force and effect as of January 26, 2015.
4. All other By-Laws inconsistent herewith are hereby repealed.

Read a first and second time this 9 day of March, 2015.

Read a third time and finally passed this 9 day of March, 2015.


Mayor, Doug Malanka


Clerk, Pierre Mercier

REPORT NUMBER: 2019-016
REPORT TO COUNCIL: January 25, 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.

Work is continuing on the underground mechanical and electrical in the truck bay area. Heaters have been brought in to help the frost come out of the ground and they are hoping to pour the office floor by the end of the week or the first of next week.


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: 2019-017
REPORT TO COUNCIL: January 25, 2019
RE: Grant Application
PREPARED BY: Robert Bowman; Fire Chief

RECOMMENDATION:

THAT Council receive this report for information.

BACKGROUND:

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

Back in September 2018 (report 2018-099) we applied for the initial grant funding for new bunker gear but were unsuccessful. Due to the large influx of grant requests, Jenny's Heroes Canada has decided to open 3 additional grants for up to \$25,000 each in 2019. The first grant application is due at the beginning of February and Augusta Fire Rescue will be asking for \$14,000 to help purchase 2 new Thermal Imaging Cameras to replace our current ones which are over 10 years old and requiring replacement.

FINANCIAL IMPACTS:

None at this time.



Robert Bowman
Fire Chief



Ray Morrison
CAO/Treasurer



**CORPORATION OF THE TOWNSHIP OF AUGUSTA
BY-LAW 3401-2019**

BEING A BY-LAW TO RESCIND BY-LAW # 3400-2019.

WHEREAS the legal description of by-law 3400-2019 was recorded incorrectly as the entire property;

AND WHEREAS; the township desires only to assume part of the property to dedicate as part of the Road system

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

1. That By-Law 3400-2019 is hereby rescinded.
2. This By-law shall come into force and effect upon the date of the final passing thereof.

Read a first and second time this 25 day of January, 2019.

Read a third time and finally passed this 25 day of January, 2019.

MAYOR

CLERK



**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.


MAYOR


CLERK



**THE CORPORATION OF THE TOWNSHIP OF AUGUSTA
BY-LAW NUMBER 3402-2019**

**A BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL OF THE TOWNSHIP OF
AUGUSTA AT ITS MEETING HELD ON JANUARY 25, 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 25, 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 25th day of January, 2019

MAYOR

CLERK