

**AGENDA  
AUGUSTA TOWNSHIP  
C.O.W./REGULAR MEETING  
March 25, 2019 at 6:30 P.M.**

**REGULAR COUNCIL – EXECUTIVE SESSION**

- A. Call to Order
- B. Mayor’s Opening Remarks
- C. Approval of Agenda
- D. Approval of Minutes of Previous Meetings
- E. Disclosure of Interest and Nature Thereof
- F. Business Arising from the Minutes
- G. Delegations and Presentations
  - EORN – Lisa Severson and Jim Pine
  - SNC – Source Water Protection, Sandra Mancini  
Tree Planting Program, Pat Piitz and Ronda Boutz
- H. Correspondence and Petitions
- I. **MOVED TO COMMITTEE OF THE WHOLE**
- J. **COMMITTEE/STAFF REPORTS**

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

**Administration and Finance**

- Report 2019 – 033 – A/P

**Operations**

**Planning and Building Services**

- Report 2019 – 031 – Draft Building By-law

## **Protective Services**

- Report 2019 – 030 – By-law Statistic Report
- Report 2019 – 032 – Fire Hall Update

## **K. RETURN TO REGULAR MEETING OF COUNCIL**

L. New and Unfinished Business

M. Notice of Motions

N. By-Laws

- 3409-2019 – Road Widening 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  
March 18, 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:**

**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 March 18, 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 February 28,  
2019 and March 5, 2019 Council meetings as printed and distributed to all members.  
Carried

**DISCLOSURE OF INTEREST**

**BUSINESS ARISING FROM THE MINUTES**

## DELEGATIONS & PRESENTATIONS

Rail Safety – P/C Michael Knorz, CN Police Service

## CORRESPONDENCE & PETITIONS

### 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

<b>UCLG:</b>	Mayor Malanka provided an update
<b>Health Unit Board:</b>	Mayor Malanka provided an update
<b>Recreation:</b>	Councillor Bowman provided an update
<b>EDTC:</b>	Councillor Henry provided an update
<b>Library Board:</b>	Councillor Bowman provided an update
<b>Operations:</b>	Deputy Mayor Shaver provided an update
<b>Finance and Admin:</b>	CAO/Treasurer Ray Morrison provided an update
<b>Fire Department:</b>	Chief Rob Bowman provided an update

## ADMINISTRATION AND FINANCE

### **Report 2019-027**

Moved by Deputy Mayor Shaver, seconded by Councillor Henry  
**BE IT RESOLVED THAT** Council accepts for information the attached report on the Leeds Grenville Small Business and Trade Show – March 8 & 9, 2019.  
Carried

### **Report 2019-028**

Moved by Councillor Henry, seconded by Deputy Mayor Shaver  
**BE IT RESOLVED THAT** Council accepts for information the attached report on the OMAFRA Community Economic Development 101 session.  
Carried

### **Report 2019-029**

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 23973 to 24061 through to March 14, 2019 in the amount of \$477,917.42.  
Carried

### **Budget Discussions**

## OPERATIONS

## PLANNING AND BUILDING SERVICES

## PROTECTIVE SERVICES

## RETURN TO REGULAR MEETING OF COUNCIL

Moved by Councillor Henry seconded by Deputy Mayor Shaver  
**BE IT RESOLVED THAT** Council move to a regular meeting of Council.  
Carried

## NEW AND UNFINISHED BUSINESS

## NOTICE OF MOTIONS

## BY-LAWS

## ANNOUNCEMENTS

- Business Retention and Expansion Retreat will be Tuesday, March 19, 2019 at MERC. A formal report will follow in the late spring.
- The 2nd Annual Dance in support of the North Augusta Community Hall will be held at the Hall on April 13<sup>th</sup> at 8:00 pm. Tickets are \$30.

## QUESTION PERIOD FOR THE PUBLIC

## QUESTION PERIOD FOR THE PRESS

## CLOSED SESSION AS PER SECTION 239 OF THE MUNICIPAL ACT 2001

## RISE FROM COMMITTEE OF THE WHOLE IN CAMERA

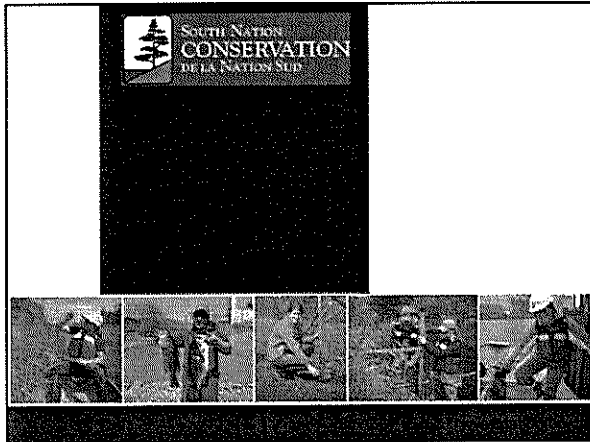
## REPORTING OUT OF CLOSED SESSION

## BY-LAW TO CONFIRM PROCEEDINGS OF COUNCIL

Moved by Councillor Henry, seconded by Deputy Mayor Shaver  
**BE IT RESOLVED THAT** By-Law No. 3408-2019 confirm the proceedings of Council of the Township of Augusta at its meeting held on March 18, 2019 be read a first time, a second time, a third time, and be enacted as read.  
Carried

## ADJOURNMENT

Moved by Councillor Henry, seconded by Deputy Mayor Shaver  
**BE IT RESOLVED THAT** this Council do now adjourn at 9:17 pm until March 25, 2019 at 6:30 p.m. or until the call of the Mayor subject to need.  
Carried



A map of the Southwest Conservation of Louisiana jurisdiction area, showing the coastline and various land parcels. The map includes a scale bar and a north arrow. The text "Southwest CONSERVATION OF LOUISIANA" is visible in the top left corner of the map area.

- Jurisdiction: 4,384 km<sup>2</sup>
- Member municipalities: 16
- Population: 200,000


A group of five people are standing in a line, holding a large tree. They are positioned in front of a sign that reads "3 BILLIONTH TREE". Below the sign, it says "SNC planted its 3 billionth tree since 1990".

- Tree Planting
- Woodlot Advisory Service
- Clean Water Program
- Forest cover: 28.1% (2014)
- Agriculture: 60%

A photograph of a young white pine tree in a field. The tree is small and stands in a cleared area with some brush and debris around its base.


- Over counter sales of 100 seedlings or more in increments of 50
- Contract tree planting services of 1000 trees or more
- \$0.61 to \$1.20/seedling
- Subsidy of \$0.20/seedling available for buffer or windbreak plantings

3 yr. old White Pine, North Grenville



6 year old white Spruce plantation  
North Stomont Township

- Free site visit
- Minimum site size of 1 hectare (2.5 acres)
- \$0.20/conifers and \$0.50/deciduous




Surveys for floodplain mapping

- Hazard Mapping (Floodplains, Landslides, Unstable Slopes)
- Planning Reviews
- Drinking Water Source Protection
- Municipal Septic Program
- Flood Forecasting and Warning and Low Water Response Programs
- Water Control Structures




LiDAR Aerial Imagery Acquisition - St. Lawrence River



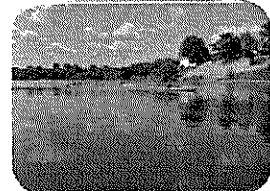
Kayaking in the South Nation River

- Operate 14 day-use parks and trails
- Own 13,000 acres of land
- Manage 20,000 acres of community forest
- Commitment to park maintenance, upgrades, and accessibility
- Recreational fishing opportunities



Monitoring river health


- Ecosystem health monitoring: Groundwater and surface water
- Forest cover trends and subwatershed reporting
- Targeted stewardship actions and habitat restoration projects



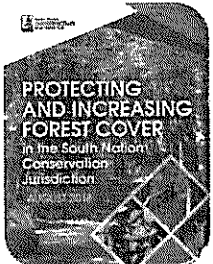
In 2016, SNC helped organize the Cardinal Legion Non-motorized Poker Run

- Deliver curriculum based education programs
- Community Environmental Grants
- Attend community events and fairs to promote environmental programs

- Below Environment Canada's recommended level of 30%
- Result of land use changes and development
- Forests are critical for water and air quality and wildlife habitat



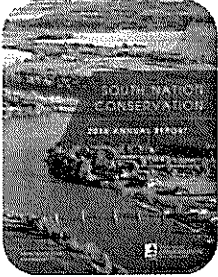

- CARBON SEQUESTRATION
- OXYGEN RELEASE
- WATER ABSORPTION
- EROSION PREVENTION
- RECREATION
- WILDLIFE HABITAT
- INDUSTRY GOODS
- SOCIAL & CULTURAL IMPACTS




PROTECTING AND INCREASING FOREST COVER  
In the South Nation Conservation Jurisdiction

- 2018 Forest Conservation Report
- Recommendations to protect and increase local forest cover
- Two years of review and consultation with local stakeholder working groups





- Summary document produced annually
- Includes:
  - SNC's year in review
  - 2018 program highlights



SOUTH NATION  
CONSERVATION  
DE LA NATION SUD

**REPORT #:** 2019-033

**REPORT TO COUNCIL:** March 22, 2019

**RE:** REVIEW AND APPROVAL OF A/P CHEQUES

**PREPARED BY:** Ray Morrison, CAO/Treasurer

**RECOMMENDATION:**

**THAT** Council receive, review and approve the payment of online payments through to March 22, 2019 in the amount of \$21,708.17.

**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  
3/22/2019 12:09 PM

Township of Augusta  
**List of Accounts for Approval**  
As of 3/22/2019  
Batch: 2019-00027

Page 1

Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
<b>Bank Code: AP - ACC/PAYABLE</b>					
Other:					
149-Man 6431	3/21/2019 MAR42019	ROYAL BANK VISA	PUBLIC WORKS VISA		
		438-01-018 - P.W. OFFICE SUPP	MISC SUPPLIES	5.09	
		438-01-017 - P.W. CONFERENCE	PARKING CONFERENCE	95.46	
		438-01-011 - P.W. SHOP SUPPLI	TOOLS	25.42	
		462-01-004 - #1- 2017 GMC 1/2 T	FUEL	67.55	
		401-01-011 - STAFF BENEFITS	LUNCH	129.09	
		462-01-002 - #1- 2017 GMC 1/2 T	TRUCK 1	27.14	
		102-01-099 - HST RECEIVABLE	HST Tax Code	38.63	
		900-01-099 - HST TRACKING	HST Tax Code	44.69	388.38
268-Man 4567	3/21/2019 MAR112019	HYDRO ONE NETWORKS	MAITLAND FIRE		
		402-01-002 - FIRE PROTECTION	MAITLAND FIRE	626.64	
		102-01-099 - HST RECEIVABLE	HST Tax Code	69.22	
		900-01-099 - HST TRACKING	HST Tax Code	80.06	695.86
1159-Man 5844	3/21/2019 MAR82019	HYDRO ONE NETWORKS	N/A RECREATION		
		600-01-018 - NORTH AUGUSTA F	N/A RECREATION	52.95	
		102-01-099 - HST RECEIVABLE	HST Tax Code	5.85	
		900-01-099 - HST TRACKING	HST Tax Code	6.77	58.80
2284-Man 3997	3/21/2019 MAR82019	HYDRO ONE NETWORKS	N/A FIRE		
		402-01-002 - FIRE PROTECTION	N/A FIRE	307.70	
		102-01-099 - HST RECEIVABLE	HST Tax Code	33.99	
		900-01-099 - HST TRACKING	HST Tax Code	39.31	341.69
2539-Man 9061	3/21/2019 MAR82019	HYDRO ONE NETWORKS	N/A REC SOCCER		
		600-01-018 - NORTH AUGUSTA F	N/A REC SOCCER	26.89	
		102-01-099 - HST RECEIVABLE	HST Tax Code	2.97	
		900-01-099 - HST TRACKING	HST Tax Code	3.43	29.86
3565-Man 0192	3/21/2019 MAR82019	HYDRO ONE NETWORKS	N/A REC HALL		
		600-01-018 - NORTH AUGUSTA F	N/A REC HALL	90.88	
		102-01-099 - HST RECEIVABLE	HST Tax Code	10.04	
		900-01-099 - HST TRACKING	HST Tax Code	11.61	100.92
4205-Man 7331	3/21/2019 MAR72019	HYDRO ONE NETWORKS	ELLIS HOUSE		
		401-01-012 - ELLIS HOUSE EXPE	ELLIS HOUSE	28.79	
		102-01-099 - HST RECEIVABLE	HST Tax Code	3.18	
		900-01-099 - HST TRACKING	HST Tax Code	3.68	31.97
4923-Man 3573	3/21/2019 MAR42019	HYDRO ONE NETWORKS	MAYNARD WDS		
		102-01-044 - DUE FROM FAST E	MAYNARD WDS	423.48	
		102-01-099 - HST RECEIVABLE	HST Tax Code	46.77	
		900-01-099 - HST TRACKING	HST Tax Code	54.10	470.25
5699-Man	3/21/2019	HYDRO ONE NETWORKS	PUBLIC WORKS OFFICE		

Report Date  
3/22/2019 12:09 PM

Township of Augusta  
List of Accounts for Approval  
As of 3/22/2019  
Batch: 2019-00027

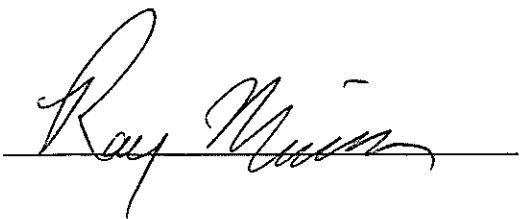
Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
8173	MAR62019	438-01-026 - P.W. HYDRO	PUBLIC WORKS OFFICE	557.13	
		102-01-099 - HST RECEIVABLE	HST Tax Code	61.53	
		900-01-099 - HST TRACKING	HST Tax Code	71.17	618.66
<b>5723-Man</b>	<b>3/21/2019</b>	<b>TELUS MOBILITY</b>	<b>MAIN OFFICE CELL PHONES</b>		
2883	MAR132019	438-01-010 - P.W. TELEPHONE	MAIN OFFICE CELL PHONES	240.24	
		401-01-003 - TELEPHONE & FAX	MAIN OFFICE CELL PHONES	238.88	
		406-01-008 - BUILDING CELL PH	MAIN OFFICE CELL PHONES	29.54	
		102-01-099 - HST RECEIVABLE	HST Tax Code	56.18	
		900-01-099 - HST TRACKING	HST Tax Code	64.99	564.84
<b>5950-Man</b>	<b>3/21/2019</b>	<b>ROYAL BANK VISA</b>	<b>FIRE CHIEF VISA</b>		
4595	MAR42019	402-01-012 - FIRE PROTECTION	TRAINING	114.19	
		402-01-005 - FIRE PROTECTION	SUPPLIES	105.87	
		102-01-099 - HST RECEIVABLE	HST Tax Code	24.30	
		900-01-099 - HST TRACKING	HST Tax Code	28.11	244.36
<b>7142-Man</b>	<b>3/21/2019</b>	<b>ROYAL BANK VISA</b>	<b>MAIN OFFICE VISA</b>		
7818	MAR42019	401-01-009 - OTHER/MISCELLAN	DONNIE THROOP RETIREMEN	141.56	
		400-01-002 - COUNCIL- OTHER	OGRA CONFERENCE COUNCI	1,247.39	
		102-01-099 - HST RECEIVABLE	HST Tax Code	153.41	
		900-01-099 - HST TRACKING	HST Tax Code	177.44	1,542.36
<b>7406-Man</b>	<b>3/21/2019</b>	<b>HYDRO ONE NETWORKS</b>	<b>TOWNSHIP OFFICE</b>		
5014	MAR42019	401-01-002 - HYDRO	TOWNSHIP OFFICE	369.26	
		102-01-099 - HST RECEIVABLE	HST Tax Code	40.78	
		900-01-099 - HST TRACKING	HST Tax Code	47.17	410.04
<b>7928-Man</b>	<b>3/21/2019</b>	<b>CST CANADA CO.</b>	<b>MAITLAND FIRE FURNACE OIL</b>		
593762		402-01-003 - FIRE PROTECTION	MAITLAND FIRE FURNACE OIL	547.61	
		102-01-099 - HST RECEIVABLE	HST Tax Code	60.49	
		900-01-099 - HST TRACKING	HST Tax Code	69.96	608.10
<b>8402-Man</b>	<b>3/21/2019</b>	<b>ROYAL BANK VISA</b>	<b>JEFF SLOAN VISA</b>		
3109	MAR42019	402-01-005 - FIRE PROTECTION	LUNCH FOR BARN FIRE	254.96	
		102-01-099 - HST RECEIVABLE	HST Tax Code	28.16	
		900-01-099 - HST TRACKING	HST Tax Code	32.57	283.12
<b>8502-Man</b>	<b>3/21/2019</b>	<b>CST CANADA CO.</b>	<b>STATION # 2 HEATING OIL</b>		
592578		Accrual 402-01-003 - FIRE PROTECTION	STATION # 2 HEATING OIL	243.48	
		102-01-099 - HST RECEIVABLE	HST Tax Code	26.90	
		900-01-099 - HST TRACKING	HST Tax Code	31.11	270.38
<b>8667-Man</b>	<b>3/21/2019</b>	<b>BELL CANADA</b>	<b>STATION 1 FAX</b>		
3232	FEB162019	402-01-004 - FIRE PROTECTION	STATION 1 FAX	74.55	
		102-01-099 - HST RECEIVABLE	HST Tax Code	8.24	
		900-01-099 - HST TRACKING	HST Tax Code	9.53	82.79
<b>8770-Man</b>	<b>3/21/2019</b>	<b>ROYAL BANK VISA</b>	<b>JEFF STEWART FIRE VISA</b>		

Report Date  
3/22/2019 12:09 PM

Township of Augusta  
List of Accounts for Approval  
As of 3/22/2019  
Batch: 2019-00027

Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
6496	FEB272019	402-01-014 - FIRE PROTECTION	HEAD LIGHTS PUMPER 11	803.85	
		102-01-099 - HST RECEIVABLE	HST Tax Code	88.79	
		900-01-099 - HST TRACKING	HST Tax Code	102.69	892.64
<b>8800-Man</b>	<b>3/21/2019</b>	<b>HYDRO ONE NETWORKS</b>	<b>MAYNARD REC</b>		
4594	MAR42019	600-01-016 - MAYNARD RECREA	MAYNARD REC	109.65	
		102-01-099 - HST RECEIVABLE	HST Tax Code	12.11	
		900-01-099 - HST TRACKING	HST Tax Code	14.01	121.76
<b>8939-Man</b>	<b>3/21/2019</b>	<b>HYDRO ONE NETWORKS</b>	<b>CEDAR PARK</b>		
4134	MAR112019	600-01-002 - RECREATION - HYI	CEDAR PARK	91.82	
		102-01-099 - HST RECEIVABLE	HST Tax Code	10.14	
		900-01-099 - HST TRACKING	HST Tax Code	11.73	101.96
<b>9107-Man</b>	<b>3/21/2019</b>	<b>HYDRO ONE NETWORKS</b>	<b>DOMVILLE REC</b>		
2041	MAR12019	600-01-012 - DOMVILLE RECREA	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
<b>9738-Man</b>	<b>3/21/2019</b>	<b>HYDRO ONE NETWORKS</b>	<b>N/A WDS</b>		
9094	MAR82019	102-01-044 - DUE FROM FAST E	N/A WDS	189.72	
		102-01-099 - HST RECEIVABLE	HST Tax Code	20.96	
		900-01-099 - HST TRACKING	HST Tax Code	24.24	210.68
<b>9937-Man</b>	<b>3/21/2019</b>	<b>BELL MOBILITY INC.</b>	<b>FIRE TABLETS DATA PLAN</b>		
9109	MAR32019	402-01-004 - FIRE PROTECTION	FIRE TABLETS DATA PLAN	45.80	
		102-01-099 - HST RECEIVABLE	HST Tax Code	5.06	
		900-01-099 - HST TRACKING	HST Tax Code	5.85	50.86
<b>6319310</b>	<b>3/08/2019</b>	<b>MINISTER OF FINANCE</b>	<b>GOVT REMITTANCES FEB 16-FEB28</b>		
FEB282019		204-01-001 - PAYROLL DEDUCTI	GOVT REMITTANCES FEB 16-	11,848.40	11,848.40
<b>6319418</b>	<b>3/15/2019</b>	<b>ONTARIO EHT</b>	<b>FEB HEALTH TAX</b>		
FEB282019		204-01-002 - EHT PAYABLE	FEB HEALTH TAX	1,698.88	1,698.88
				<b>Total for AP:</b>	<b>21,708.17</b>

Certified Correct This March 22, 2019



**REPORT NUMBER:** 2019-031  
**REPORT TO COUNCIL:** March 25, 2019  
**PREPARED BY:** Karen Lavigne

**RE: CHANGE OF FEES TO BUILDING BY-LAW PERMITS**

**RECOMMENDATION:** That Council sets out their intention to pass the new building by-law in order to narrow the gap between expenditures and revenue related to cost recovery for the delivery of building related services.

**BACKGROUND**

The fees for enforcing the Ontario Building Code and the Building Code Act are based on the direct and indirect costs of delivering services related to the administration and enforcement of the Code and the Act.

As per the Ontario Building Code, Division C, Article 1.9.1.2., before passing a by-law to introduce a change of fee imposed for permit applications or issuance, a principal authority shall hold at least one public meeting at which any person who attends has an opportunity to comment or make representations with respect to the matter for Council to take into consideration when passing the by-law. A minimum of 21 days notice of the public meeting must be given.

The attached draft by-law shall serve as notice of the required public meeting to be held April 16, 2019 at 6:00 p.m. at the township office and sets out the intentions of Council to pass the by-law at the Council meeting on April 23, 2019.

**ANALYSIS**

An evaluation of our building services fee schedule through a comparison with area municipalities has revealed that the Building By-law fees that Augusta Township has adopted in Schedule A of By-law 3055 are not consistent with the four other municipalities that were examined in the evaluation.

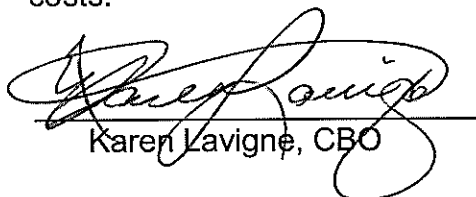
A review of the general ledger shows that Augusta Township is below the level of cost recovery.

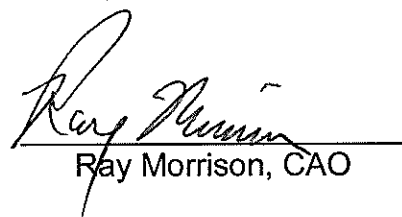
The new by-law includes any fees and increases in fees that were not in effect on the day the notice is given.

This information will be made available at no cost to any member of the public upon request.

**FINANCIAL IMPLICATIONS**

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

  
Karen Lavigne, CBO

  
Ray Morrison, CAO



**THE CORPORATION OF THE TOWNSHIP OF AUGUSTA**  
**BY-LAW NUMBER XXXX - 2019**  
**A BY-LAW RESPECTING CONSTRUCTION, DEMOLITION AND**  
**CHANGE OF USE PERMITS AND INSPECTIONS**

---

**WHEREAS** Section 7 of the Building Code Act, R.S.O. 1992, Chapter 23, empowers Council to pass certain By-Laws respecting construction, demolition and change of use permits and inspections.

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

1. **SHORT TITLE**

1.1 This By-Law may be cited as the "Building By-Law"

2. **DEFINITIONS AND WORD USAGE**

2.1 In this By-Law:

"**Act**" means the Building Code Act, 1992, Chapter 23 as amended.

"**Applicant**" means the owner of a building or property who applies for a permit on the owner's behalf, or any person or corporation empowered by statute to cause the construction, demolition or change of use of a building or buildings and anyone acting under the authority of such person or corporation.

"**As constructed plans**" means as constructed plans as defined in the Building Code.

"**Basement Living Space**" means a heated space that is directly accessible from the main living area and has a ceiling height of 2 100 mm (6'10.66") over at least 75% of the *basement* area except that under beams and ducts the clearance is permitted to be reduced to 1 950 mm (6'4.75"), and where the exterior walls are finished with any of the materials listed in Subsection 9.29.4 to 9.29.9. of the Ontario Building Code but does not include a mechanical room or a building service area.

"**Building**" means building as defined in Section 1(1) of the Act and as described in Division A, Article 1.3.1.1. of the Ontario Building Code.

**“Chief Building Official”** means the Chief Building Official (CBO) appointed by the By-Law of the Corporation of the Township of Augusta for the purposes of enforcement of the Act.

**“Permit”** means written permission or written authorization from the Chief Building Official to perform work regulated by this by-law and the Act, or to change the use of building or parts of a building or parts thereof as regulated by the Act, or to occupy a building or part thereof.

**“Minimum Charge for Any Construction”** means in Schedule A, under “Building Permits, Agricultural, Commercial, Industrial, Institutional or Post Disaster”, the construction fees will be a minimum of \$95.00.

**“Building Code”** means the regulations made under Section 34 of the Act.

**“Corporation”** means The Corporation of the Township of Augusta.

**“Designer”** mean persons who hold valid building code identification number as issued by the Province of Ontario.

**“Farm building”** means a farm building as defined in the Building Code.

**“Partially finished basement”** means a basement that does not have a finished floor or finished ceiling. A concrete floor with an in-floor heating system is a finished floor if any means of a protective coating is applied.

**“Plumbing”** means plumbing as defined in section 1(1) of the Act.

**“Professional Engineer”** means a person who holds a valid license or a temporary license under the Professional Engineer’s Act, as defined in the Building Code.

### **3. CLASSES OF PERMITS**

3.1 Classes of permits with respect to the construction, demolition and change of use of buildings and permit fees shall be as set out in Schedule “A” to this By-Law.

### **4. PERMIT APPLICATIONS**

4.1 To obtain a permit the owner(s) or an agent authorized shall file an application in writing on a prescribed form available at the Township office or it may be printed off the website at [www.augusta.ca](http://www.augusta.ca).

4.2 It is the responsibility of the owner(s) or authorized agent to ensure compliance with setback regulations from various stakeholders.

4.3 The construction, including, for greater certainty, enlargement or alteration, of every building or part of it described in Division C, Table 1.2.2.1. shall be reviewed by an architect, professional engineer or both.



## **5. BUILDING PERMITS**

5.1 Except as otherwise allowed by the CBO, every application shall:

- (a) identify and describe in detail the work, use and occupancy to be covered by permit for which application is made;
- (b) identify and describe in detail the existing uses and the proposed use(s) for which the premises are intended;
- (c) describe the land on which the work is to be done, by a description that will readily identify and locate the site on which the building or demolition is to occur;
- (d) be accompanied by plans and specifications as described in Schedule "B" of this By-Law;
- (e) be accompanied by the required fees as calculated in accordance with Schedule "A";
- (f) state the names, addresses and telephone numbers of the owner, applicant, architect, engineer or other designer, and the constructor or person hired to carry out the construction or demolition, as the case may be;
- (g) when Division C, Article 1.2.2.1. of the Building Code applies, be accompanied by a signed acknowledgement (Schedule "D") of the owner on a form prescribed by the CBO than an architect or professional engineer, or both, have been retained to carry out the general review of the construction, including, for greater certainty, enlargement, alteration or demolition of every building or part of it described in Division C, Table 1.2.2.1.;
- (h) when Division C, Article 1.2.2.1. of the Building Code applies, be accompanied by a signed statement (Schedule "D") of the architect or professional engineer, or both, on a form prescribed by the CBO, undertaking to provide a general review of construction or demolition of the building;
- (i) include, where applicable, the registration number of the builder or vendor as provided in the Ontario New Home Warranties Plan Act;
- (j) state estimated valuation of the proposed work including material and labor (includes professional fees);
- (k) be signed by the applicant who shall certify as to the truth of the contents of the application.

5.2 In addition to 5.1, where application is made for a construction permit under subsection 8 (1) of the Act, the application shall:

- (a) use the provincial application form, "Application for Permit to Construct Demolish"; and

(b) include complete plans and specifications, documents and other information as required by "as constructed plans" in Division A, Article 1.4.1.2. of the Building Code and as described in this by-law for the work to be covered by the permit; and

(c) where construction is to commence in zones designated as "Residential Village" or "Waterfront Residential," a drainage plan ensuring compliance with Division B, Sentence 3.1.18.1.(1) shall accompany the submitted plans required in Schedule "B" of this By-Law; and

(d) to protect existing and future sources of drinking water by stopping contaminants from entering sources of drinking water (lakes, rivers, aquifers), where construction is to commence in zones designated as Intake Protection Zones (IPZ), a lot grade and drainage plan shall accompany the submitted plans required in Schedule "B" of this By-Law for new septic systems, where there are no municipal services.

## 6. DEMOLITION PERMIT

6.1 In addition to 5.1, where application is made for demolition permit under Subsection 8 (1) the Act, the application shall:

(a) use the provincial application form, "Application for Permit to Construct Demolish";

(b) include complete plans and specifications, documents and other information as required by Division C, Article 1.3.1.1 (3) of the Building Code and as described in Schedule B in this by-law for the work to be covered by the permit.

(c) when Division C, Article 1.2.2.3. of the Building Code applies, be accompanied by structural design of the building, letters of undertaking from the professionals responsible for the field review, and the method and time schedule of the demolition;

(d) be accompanied with satisfactory proof the arrangements have been made with the proper authorities for the termination and capping of all water, sewer, gas, electric, telephone or other utilities and services;

(e) confirmation that the building is not a designated "Heritage Building" within the meaning of the Ontario Heritage Act;

(f) the demolition or dismantling of a building or structure shall be commenced or continued only when all steps necessary to prevent injury to the public on or near the project have been taken;

(g) where the building or structure being demolished is located within 15 feet of a public way, the relevant Sections of the Occupational Health and Safety Act supersede this By-Law;

(h) where a building or structure being demolished is located beyond 15 feet of a public way or does not abut a public way, a barrier fence of at least 4 feet in height shall be erected around the perimeter of the entire building or structure except where the site is under constant supervision;

(i) where the person undertaking the demolition of a building or structure fails to comply with the requirements of this section, the Township of Augusta may carry out the necessary work to provide compliance. The cost of such work shall be billed to the applicant. Failure to pay will result in priority lien against the property;

(j) where work on a building or structure being demolished or dismantled is suspended or discontinued prior to completion, access to the part of the building or structure that remains to be demolished or dismantled shall be prevented by installing and maintaining barriers to prevent entry. The property shall also be posted with "No Trespassing" signs, along the perimeter, spaced no more than 25 feet apart;

(k) a basement, cellar or excavation left after the demolition of a building or structure shall remain adequately fenced along its open sides or be backfilled to grade level. Backfill must happen within 30 days of the demolition.

## **7. CONDITIONAL PERMITS**

7.1 In addition to 5.1, where applications are made for a conditional permit under subsection 8(3) of the Act, the application shall:

(a) use the provincial application form, "Application for Permit to Construct Demolish";

(b) include complete plans and specifications, documents and other information as described in Schedule B in this by-law for the work to be covered by the permit;

(c) state the reason the applicant believes that unreasonable delays in construction would occur if a conditional permit is not granted;

(d) state the necessary approvals which must be obtained in respect of the proposed building and the time in which such approvals will be obtained;

(e) state the time in which plans and specifications of the complete building will be filed with the CBO;

(f) The CBO may, where conditions in subsection 8 (3) of the Act and section of this By-Law have been fulfilled, issue a conditional permit for a building subject to compliance with the Act, the Building Code and any applicable law;

(g) The CBO shall not, by reason of the issuance of a permit or permits for a part of the building issued under section (5) of this by-law be under any obligation to grant any further permit or permits therefore;

(h) "Provided that where application is made for a conditional permit", applicable fees shall be paid for the entire project; and

(i) The CBO has the authority to enter into an agreement on behalf of the municipality for conditional permits.

## **8. CHANGE OF USE PERMIT**

8.1 In addition to 5.1, every application for a change of use permit issued under subsection 10 (1) of the Act shall be submitted to the CBO, and shall:

- (a) adequately describe the building which is the subject of occupancy change;
- (b) identify and describe in detail the current and proposed occupancies of the building or part of a building for which the application is made which shall be in compliance with Division C, Article 1.3.1.4. of the Ontario Building Code;
- (c) include plans and specifications showing the current and proposed occupancy of all parts of the building, and with sufficient information to establish compliance with all the requirements of the Building Code, including: floor plans, details of walls, ceiling and roof assemblies; identifying required fire resistance ratings and load bearing capacities; details of the existing "sewage system", if any, and be accompanied by the required fee;
- (d) state the name, address and telephone number of the owner, and other information on forms prescribed in schedule "C"; and
- (e) be signed by the owner or his or her authorized agent who shall verify the truth of the contents of the application.

## **9. EQUIVALENTS**

9.1 Where an application for permit or for authorization to make a material change to a plan, specification, document or other information on the basis of which a permit was issued, contains an equivalent material, system or building design for which authorization under section 9 of the Act is requested, the following information shall be provided:

- (a) a description of the proposed material, system or building design for which authorization under section 9 of the Act is requested;
- (b) any applicable provisions of the Building Code;
- (c) evidence that the proposed material, system or building design will provide the level of performance required by the Building Code.

9.2 After the issuance of a permit under the Act, any material change to a plan, specification, document or other information, shall be authorized in writing by the CBO.

## **10. PLANS AND SPECIFICATIONS**

10.1 Every applicant for a building permit shall furnish:

- (a) sufficient plans, specifications, documents and other information to enable the

CBO to determine whether the proposed construction, demolition or change of use conforms to the act and the Building Code; and

(b) a site plan, which may include a Building Location Survey prepared by an Ontario Land Surveyor, sufficient to allow the CBO to determine of the proposed work conforms to the act, the Building Code, and other applicable law. Site plans, except those subject to the Site Plan Control by-law, shall include:

- i) lot size and dimensions of property lines and setbacks to any existing or proposed buildings.
- ii) dimensions of existing and proposed building including building height; (Underground home measured as the horizontal area between the exterior walls of the building.)
- iii) setbacks to any existing buildings on the abutting properties;
- iv) existing and finished ground levels or grades;
- v) existing right of ways, easements, municipal services and parking facilities; and
- vi) proposed fire access routes and existing fire hydrant locations.

(c) a deed of the subject property.

10.2 Plans submitted shall be legible and be drawn to scale upon paper.

10.3 Two (2) sets of plans and specifications are required as set out in schedule "B" of this By-Law unless otherwise stated.

10.4 In addition, the CBO may determine that additional plans, number, specification, documents and other information are required to be furnished with an application for a permit, also having regard for the requirements of any Act, regulation or By-Law respecting the examination of the application.

10.5 The CBO may require that a set of plans of a building or any class of buildings as constructed be filed with the CBO on completion of construction under such conditions as may be prescribed in the Building Code.

10.6 Plans and specifications furnished according to this by-law or otherwise required by the Act become the property of the municipality and will be disposed of or retained in accordance with relevant legislation and by-laws.

## 11. **FEES**

11.1 Fees for required permits shall be set out in Schedule "A" of this By-Law and are due and payable at the time of filing a building permit application. Note; The CBO may elect to accept complete applications without requiring the building permit fee to be paid when filing the application, and may decide that fee be paid to the municipality upon receipt of an approved permit.

11.2 (1) The CBO shall determine the required fees calculated in accordance with Schedule "A" for work proposed and the applicant shall pay such fees; and

(2) An application fee must be submitted upon issuance of any permit and is nonrefundable. Six (6) months after the application or renewal thereof has been made, a new application fee will be required.

11.3 Upon written request to the CBO, within six (6) months of the date of issue of the permit, a refund may be granted in accordance with the rates as set out in Schedule "A" of this By-Law.

11.4 Where the fees payable in respect of an application for a construction or demolition permit issued under subsection 8(1) of the Act or a conditional permit issued under subsection 8(3) of the Act are based on the total floor space of all storeys above grade and any floor space below grade used as a living space or intended to be used as future living space.

11.5 Where fees payable in respect of an application for a change of use permit issued under subsection 10(1) of the Act are based on the total floor space of all storeys subject to change of use.

11.6 Where the fees payable in respect of an application for a construction or demolition permit issued under subsection 8(1) of the Act or a conditional permit under subsection 8(3) of the Act are based on the fee prescribed in Schedule "A".

11.7 The CBO may place a valuation on the cost of the proposed work for the purposes of establishing the permit fee. If the applicant disputes the fee, the applicant shall pay the required fee under protest and, within six months of completion of the project, shall submit an audited statement of the actual costs, and where the audited costs are determined to be less than the valuation, the CBO shall issue a refund.

11.8 In case of withdrawal of an application or under the Building Code Act 8(10), abandonment of all or a portion of the work or the non-commencement of any project, the CBO shall determine the amount of paid permit fees that may be refunded to the applicant, if any, in accordance with Schedule "A" attached to and forming part of this By-Law.

11.9 The Building Code Act, 7(8.1) recognizes that fees established by a municipality under section 398 of the Municipal Act may be added to the tax roll.

### **REFUNDS**

11.10 (1) The amount of fees that may be refunded shall be a percentage of the fees payable under this by-law, as follows:

- (a) 80% of the fees if administrative functions only have been performed;
- (b) 70% of the fees if administrative and zoning functions only have been performed;
- (c) 45% of the fees if administrative, zoning and plan examination functions have been performed;

(d) 35% of the fees if the permit had been issued and no field inspections have been performed subsequent to permit issuance;

(e) 5% of the fees shall additionally be deducted for each field inspections have been performed after the permit has been issued;

(f) Notwithstanding Section 1 above, no refund shall be made of an amount less than \$25.00;

(g) Refunds shall not be granted unless the owner requests a refund in writing to the CBO within six (6) months of issue of the permit; and

(h) Requests for partial refunds due to changes in the estimated construction values must be submitted in writing to the CBO within six (6) months of substantial completion of the project.

## **12. FENCES FOR DEMOLITIONS**

12.1 Definition "Residential Site" means a construction or demolition site for a building that is used only for residential purposes and that is not more than three storeys in building height and not more than one level below grade.

12.2 An applicant issued a construction or demolition permit under the Building Code Act, 1992, for any work in the Township of Augusta shall erect and maintain a fence to enclose the construction or demolition site, including equipment or material is stored.

12.3 The CBO is authorized to grant an exemption from the requirement in this subsection to erect a fence if the CBO is satisfied that the conditions at a site would not present a particular hazard to the public after having regard for:

- (a) the proximity of the site to occupied dwellings;
- (b) the proximity of the site to places frequented by the public, including streets, parks, businesses and workplaces;
- (c) the effectiveness of any existing fencing adjacent to the site;
- (d) the feasibility and effectiveness of fencing the site;
- (e) any hazard presented by the activity occurring and materials used on the site;
- (f) any proposed security measures to deter entry to the site;
- (g) the expected duration of the hazard; and
- (h) any other safety considerations.

12.4 Where work on a construction or demolition site is substantially suspended or abandoned, the CBO may revoke an exemption granted under this subsection by serving written notice of the revocation on the permit holder.

12.5 Every fence required by article 12.2 shall:

- (a) be erected at the perimeter of the site to fully enclose the site;
- (b) be built to deter entry by unauthorized persons or vehicles;
- (c) have no rails, other horizontal or diagonal bracing, attachments or pattern of opening on the outside that would facilitate climbing;
- (d) contain no opening more than 150 millimeters (6") wide or less than 900 millimeters (35.5") above the bottom of the fence except where required for access to and from the site;
- (e) if the fence is of the snow fence or plastic mesh type, the fencing shall be securely fastened to t-bar posts at not over 10ft. on centre and embedded into the ground to provide rigid support;
- (f) the fence may provide for openings sufficient to accommodate construction vehicles, machines, and other equipment providing services to the demolition site provided that all openings are closed off with gates when the demolition site is shut down for the day. Gates shall comply with the following:
  - (i) contain wire mesh or similar material sufficient to provide visibility for traffic entering or exiting the site;
  - (ii) be built to specifications that provide performance and safety at least equivalent to the fence;
  - (iii) be built to deter entry by unauthorized persons.
- (g) Be maintained:
  - (i) in good repair with no gaps larger than 100 millimeters (4") below the fencing, and be free of graffiti and poster;
  - (ii) free from health, fire, and accident hazards;
  - (iii) so that any access opening is closed and locked or securely reinstalled when the site is unattended.
- (h) be removed not later than 30 days after completion of the construction or demolition work.
- (i) If erected on a residential site between an excavation on the site and a public sidewalk or lane that is within 3.0 meters (9'10") of the excavation, have a height of not less than 1.8 meters (5'11") above the grade outside the enclosed area;
- (j) If erected on any other residential site, have a height of not less than 1.2 meters (3'11") above the grade outside the enclosed area;
- (k) If erected on any other construction or demolition site, have a height of not less than 1.8 meters (5'11") above the grade outside the enclosed area;



(l) If erected between an excavation and a public sidewalk or lane that is within 3.0 meters (9'10") of the excavation, the fence shall be built of wood;

(m) If built of wood, the outside face shall be smooth exterior grade plywood or wafer board 12.5 millimeters (1/2") thick that is closed-boarded, securely nailed or screwed to 89 millimeter by 89 millimeter (4"X4") vertical posts spaced at 2.4 meter (7'10.5") centers and embedded sufficiently deep into the ground to provide a rigid support, and securely nailed or screwed to 39 millimeter (1.5") horizontal rails secured to the vertical posts at the top, bottom and intermediate locations at 600 millimeter (2') center;

(n) If built with plastic mesh, the fencing shall be fastened securely at 200 millimeter (8") center to steel T or 50 millimeter (2") wide U posts, spaced at not more than 1.2 meter (3'11") centers and embedded at least 600 millimeters (24") into the ground with the top and bottom of the plastic mesh secured horizontally by an 11 gauge lacing cable threaded through the mesh and looped and fastened to each post;

(o) If built with chain link, the mesh shall have openings not larger than 50 millimeters (2") and shall be fastened securely both to vertical steel posts, spaced at not more than 2.4 meter (8') centers and embedded at least 600 millimeters (24") into the ground, and to top and bottom horizontal steel rail or 9-gauge steel wire;

(p) Any hoarding, canopy or similar protective barrier required under provincial law may form part of the fence; and

(q) The fence may be a combination of the fence types specified in this article or may be built of other materials if the fence can be shown to provide performance and safety equivalent to fence types specified and the CBO authorizes its use.

## **PERMIT REVOCATION, DEFERRAL OF REVOCATION, TRANSFER AND CHANGE OF DRAWINGS**

### **13. REVOCATION OF PERMIT**

#### **13.1**

(a) Prior to revoking a permit under Clauses 8(10)(b) and (c) of the Act, the CBO shall give written notice of his/her intention to revoke the permit to the applicant at his/her last known address and shall state the reasons for revocation, if on the expiration of thirty (30) days from the date of such notice, the grounds for revocation continues to exist, the permit may be revoked without further notice and all submitted plans and other information may be disposed of; and

(b) Where an application for permit remains incomplete and/or is inactive for six months after the application date the application may be deemed by the CBO to have been abandoned and notice thereof shall be given to the applicant. In this case the applicant will be required to re-submit a new complete application as required by this By-Law.

### **DEFERRAL OR REVOCATION**

#### **13.2**

(a) On receipt of a notice of intention to revoke a permit, an applicant may request in writing within thirty (30) days from the date thereof a date of deferral of the revocation of such permit;

(b) a request for deferral shall set out the reasons why the permit should not be revoked and the date by which the work will be commenced or resumed, and if in his/her opinion, the CBO allows a deferral it shall be to a prescribed date and the applicant shall be notified.

(c) the new request for deferral of revocation is subject to a fee in accordance with Schedule "A" of this By-Law.

### **TRANSFER OF PERMIT**

#### 13.3

(a) Permits are transferable only upon completing a new permit application pursuant to section 5;

(b) a fee, as prescribed in Schedule "A" shall be payable on a transfer of permit; and

(c) the new applicant shall thenceforth be the permit holder for the purpose of the Act and the Building Code.

### **CHANGE TO PLANS, SPECIFICATIONS AND OTHER DOCUMENTS**

#### 13.4

(a) When, in the opinion of the CBO, a material change has occurred to a plan, specification or other document on the basis of which a permit was issued, an administrative fee shall be payable in accordance with Schedule "A" of this By-Law.

### **14. NOTIFICATION AND INSPECTION**

#### 14.1

(a) Notice, either oral or written, for inspections respecting stages of construction required by the Building Code and required inspections shall be given by the applicant to the CBO at least 48 hours (2 business days) in advance of each stage of construction ready for inspection as prescribed in Division C, Article 1.3.5.3. of the regulations;

(b) With respect to "additional notices" under Division C, Article 1.3.5.2. of the Building Code, the applicant shall notify the CBO at least 120 hours (5 business days) prior to each stage of construction for which notice in advance is required under the Building Code Division C, Article 1.3.5.2.;

(c) All stages of construction requiring notices shall be pursuant to Division C, Subsection 1.3.5. of the Building Code; and

(d) When, in the opinion of the CBO, re-inspections are required as a result of improper notification, re-inspection fees shall be payable in accordance with Schedule "A" prior to the re-inspections being carried out.

## **15. COMPLIANCE CERTIFICATES**

15.1 Fees for compliance certificates are set out in Schedule "A" of this By-Law.

15.2 When re-inspections are requested for compliance certificates due to outstanding work orders on file for more than one year, re-inspection fees shall be payable in accordance with Schedule "A".

## **16. REGISTERED CODE AGENCIES**

16.1 If Registered Code Agencies are necessary (RCA's), the authority to appoint RCA's under subsection 4.1(3) of the Act shall be delegated to the CBO.

16.2 Agreements for Registered Code Agencies shall be in writing and contain all prescribed requirements to meet the Act and Building Code, including without limiting the generality of the foregoing: those related to plan review facility, inspections, issue of order, termination of appointments, record keeping, information sharing and operational policies.

### **16.3 Fees of Registered Code Agencies**

Fees for RCA's shall be in written agreement and shall be based on a cost for service of each project and the RCA shall detail the list of the services in the agreement. RCA's shall carry the necessary insurance prescribed in any agreement.

16.4 RCA's shall provide any/or other necessary documents and/or service as determined by the CBO.

16.5 Fees shall be 10% of Building Permit Fees for Plan Examination functions. Fees shall be 10% of Building Permit Fees for Inspections.

## **17. ANNUAL REPORT**

17.1 The annual report prescribed in the Act shall be completed and available pursuant to the provisions of the Building Code.

## **18. SEVERABILITY**

18.1 Should any section, subsection, clause or provision of this by-law be declared by court of competent jurisdiction to be invalid, the same shall not affect the validity of this By-Law as a whole or any part thereof, other than the part so declared to be invalid.

## **19. OFFENCES AND PENALTIES UNDER THE BUILDING CODE ACT; 36. (1), (3)**

19.1 A person is guilty of an offence if the person,

- (a) knowingly furnishes false information in any application under the Building Code Act, in any certificate required to be issued or in any statement or return required to be furnished under the Act or the regulations;
- (b) fails to comply with an order, direction or other requirement make under the Act; or
- (c) contravenes the Act, the regulations or a by-law passed under section 7 of the Act.

19.2 A person who is convicted of an offence is liable to a fine of not more than \$50,000.00 for a first offence and to a fine of not more than \$100,000.00 for a subsequent offence.

By-Law Number 3055 is hereby repealed.

READ a first and second time this \_\_\_ day of \_\_\_\_\_, 2019  
READ a third time and passed this \_\_\_ day of \_\_\_\_\_, 2019

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

**R**

**F**

**“SCHEDULE “A”  
OF BY-LAW XXXX**

**RESPECTING CLASSES OF PERMITS AND PERMIT FEES**

A permit fee or fees shall be made payable to the Corporation of the Township of Augusta at the time of making application for a building permit.

DESCRIPTION/FEE NAME	FEE EFFECTIVE _____, 2019
Refundable Deposit Fee, new residential Refundable after final inspection	\$500.00
Non-refundable deposit fee, all other permits except pools and wood stoves, applied to permit cost.	\$95.00
Minimum Charge for any Construction	\$95.00
Building Without a Permit Two (2) week grace period from the date of infraction letter.	Double the cost of the permit.
Occupancy Permit, new construction Payable with building permit	\$95.00
Building Permits - Residential Buildings Renovation/Additions/ Installations/Alterations Attached garages 3 season rooms, sunrooms Living space, Future living space Basement living space	\$1.00/sq. ft.
Partially finished basement, Non living space Not including building services mechanical area	\$0.85 / sq. ft.
- Accessory Buildings Detached garages, Sheds No living space	\$0.50/sq. ft. of gross floor area
-Decks, pool decks, porches, gazebos	\$0.50/sq. ft.

-Solar Panels mounted on a building	\$0.30/sq. ft. of panel surface plus engineering report on structural adequacy of building
-Designated Structures under Division A, 1.3.1.1.	\$10.00 per \$1,000.00 of evaluation cost
Agriculture	
- New Construction Accessory Building Renovation/Alterations	\$0.25/sq. ft. to a max of \$750.00 with valid farm number Does not include building without a permit
Commercial/Industrial Institutional/ Post Disaster	
- New construction/Renovations Additions/Acc. Buildings	\$0.40/sq. ft. Occ. Space Does not include building without a permit
Demolition Permit	\$110.00
Swimming Pool Permits, pool only	\$75.00
Re-Inspections/Plan re-examinations/ 2 <sup>nd</sup> + inspections/2 <sup>nd</sup> + examinations	\$85.00
Change of Use Permit	\$0.35/sq. ft. Occ. Space \$100.00 minimum
Building/Zoning Compliance Letters	\$100.00
Woodstove Permits	\$75.00 (does not include WETT)
Plumbing	\$11.00 / fixture
Conditional Permit	\$110.00 plus signed agreement
Transfer or Renewal Permit	\$95.00 with no changes
Revision Permit	\$ as above minimum of \$95.00 (no credit for reductions)
Insulation / Vapour Barrier retrofit	\$95.00
Hydronic Heating	\$95.00
Replacing finish roofing material, siding, a window and minor repairs which do not involve structural change, or do not involve vapour barrier and insulation	No Charge

Miscellaneous Site Inspections \$85.00

Deferral of Revocation \$95.00

**“SCHEDULE “B”**

**OF BY-LAW XXXX**

**RESPECTING PLANS OR WORKING DRAWINGS**

List of Plans or Working Drawings (2 sets required) to accompany application for permits.

- 1) The Site Plan
- 2) Floor Plans
- 3) Foundation Plans
- 4) Framing Plans
- 5) Roof Plans/Truss Plans
- 6) Energy Efficiency Design Summary
- 7) Reflected Ceiling Plans
- 8) Sections and Details
- 9) Building Elevations
- 10) Electrical Drawings
- 11) Heating, Ventilations and Air Conditioning Drawings
- 12) Plumbing Drawings

**NOTE:** The Chief Building Official may specify that not all the above mentioned plans are required to accompany an application for permit.

**“SCHEDULE “C”  
OF BY-LAW XXXX**

**RESPECTING OTHER APPLICATION FORMS**

**OTHER APPLICATION FORMS**

Application for Change of Use Permit

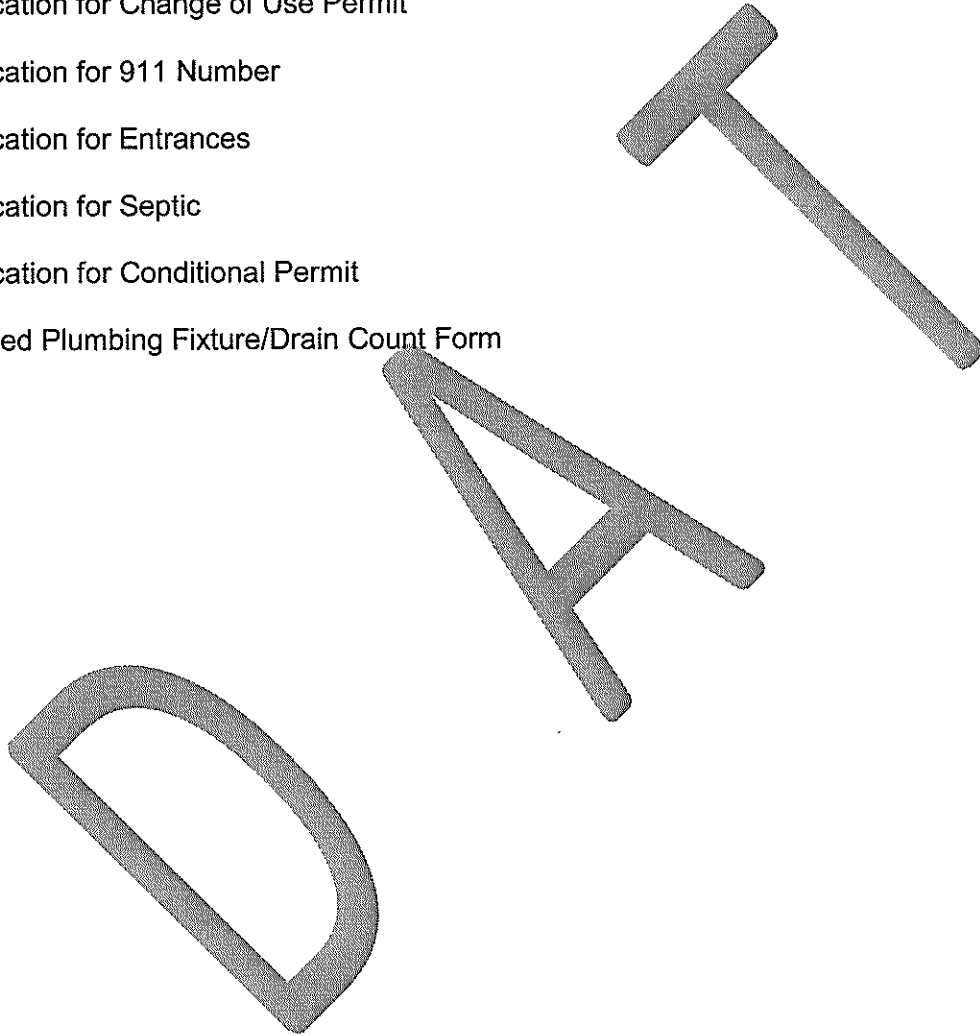
Application for 911 Number

Application for Entrances

Application for Septic

Application for Conditional Permit

Detailed Plumbing Fixture/Drain Count Form





**“SCHEDULE “D”  
OF BY-LAW XXXX**

**RESPECTING THE WRITTEN ACKNOWLEDGEMENT OF THE OWNER  
AND THE DESIGN PROFESSIONALS FOR THE DESIGN OF A  
BUILDING OR PART THEREOF**

CONFIRMATION OF COMMITMENT BY OWNER

**RE:** Design and Field Review of the Building by an Architect or Professional Engineer during the course of Construction

“The owner hereby warrants that:

- a) The building has been designed by an architect or professional engineer.
- b) The building during construction will be under the field review of the architect or professional engineer named herein.
- c) If the architect or professional engineer named herein ceases to provide the field review, another architect or professional engineer will be retained immediately so that the filed review will continue uninterrupted, and the name of the new architect or professional engineer will be submitted to the Chief Building Official.”

<b>DISCIPLINE</b>	<b>NAME &amp; ADDRESS OF ARCHITECTS/ENGINEERS</b>	<b>SIGNATURE OF REPRESENTATIVE</b>
Architecture	_____	_____
Structural Engineering	_____	_____
Mechanical Engineering	_____	_____
Electrical Engineering	_____	_____
Other	_____	_____

THE OWNER also hereby warrants that he/she has retained the constructor named below to construct the work in accordance with the permit plans and specifications and to be responsible therefore.

The Constructor is: \_\_\_\_\_

Signature of Constructor's Representative: \_\_\_\_\_

Signature of Registered Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Building Permit Number: \_\_\_\_\_ Telephone: \_\_\_\_\_

Project Location: \_\_\_\_\_

\_\_\_\_\_  
Signature of Owner

This form was developed by the Engineers, Architects, and Building Official (EABO) Liaison Committee and is endorsed by the:

Association of Professional Engineers of Ontario  
Ontario Association of Architects  
Ontario Building Officials Association

REF

**REPORT:** 2019-030  
**COUNCIL** March 25, 2019

**RE:** Statistics, By-Law Enforcement Officer

**Prepared by** Paul Van Luit

**RECOMMENDATION:**

**THAT** The year-end statistics for 2018 for the Township's By-Law Enforcement Officer be received for information.

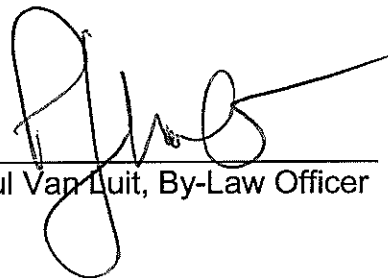
**BACKGROUND:**

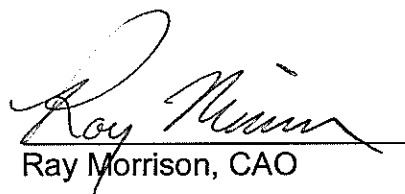
The By-Law Enforcement Officer monitors for compliance with the following Township By-Laws.

Littering By-Law	2912
Regulation control, protection and identification of Dogs By-Law	3075
Pool Fence By-Law	2537
Parking By-Law	2554

2018 Year-end Statistics

Attachment 1

  
\_\_\_\_\_  
Paul Van Luit, By-Law Officer

  
\_\_\_\_\_  
Ray Morrison, CAO

	A	D	E	F	G	H	I	J
1	Paul Van Luit ByLaw Investigations 01 Jan.2018 to 31 Dec. 2018							
2								
3	Date	Complaint			Results			Time
4	04 Jan.	put desks together			completed			3 hrs
5	04 Jan.	dog compalint			no one home			.25 hr
6	05 Jan.	put desks together			completed			3.50 hrs
7	09 Jan.	put desks together			completed			1 hr.
8	11 Jan.	dog attacking cattle			under investigation			1.5 hrs.
9	14 Jan.	dog attacking cattle			no one home			.25 hr.
10	14 Jan.	dog complaint			warned			.50 hrs.
11	18 Jan.	dog attacking cattle			no one home			.25 hrs
12	20 Jan.	dog attacking cattle			no one home			.25 hrs
13	20 Jan.	cattle injured by animals			no one home			1.25 hrs.
14	25 Jan.	cattle injured by animals			swear to 2 informations			2 hrs.
15	25 Jan.	cattle injured by animals			drop of informations			.50 hrs
16	25 Jan.	cattle injured by animals			follow-up complaint			1 hr.
17	25 Jan.	repair desks			completed			1 hr.
18	26 Jan.	water complaint			unfounded			1 hr.
19	30 Jan.	put desks together			completed			6.50 hrs.
20								
21	01 Feb.	put desks together			completed			3.5 hrs
22	02 Feb.	garbage complaint			under investigation			1.25 hrs
23	03 Feb.	garbage complaint			follow-up			1.5 hrs
24	05 Feb.	garbage complaint			swear to information			1.5 hrs
25	06 Feb.	Assist Toronto ByLaw serve Prohibition Order						1.75 Hrs
26	08 Feb.	Assist Toronto ByLaw serve Prohibition Order-no one home						1.25 hrs.
27	09 Feb.	garbage complaint			serve summons			2.5 hrs
28	12 Feb.	garbage complaint			swear to summons			.50 hrs
29	12 Feb.	garbage complaint			drop of summons			1.25 hrs
30	26 Feb.	garbage complaint			print pictures			1 hr.
31	27 Feb.	garbage complaint			no one home			.75 hrs
32	28 Feb.	garbage complaint			trial-guilty plea			2 hrs.
33								
34	01 Mar.	dog complaint			no one home			1 hr.
35	01 Mar.	abandoned car			on one home			.25 hrs
36	03 Mar.	garbage complaint			garbage gone			.50 hrs
37	03 Mar.	4 large tires in ditch			used to block farmers field			.50 hrs
38	20 Mar.	Manure complaint			unfounded			1 hr.
39	20 Mar.	chickens complaint			no one home			.5 hr.
40								
41	04 Apr.	garbage complaint			under investigation			.75 hr.
42	09 Apr.	dog complaint			solved			2 hrs.
43	10 Apr.	Building Code			assist Karen			1.5 hrs.
44	12 Apr.	cattle injured by dog			trial-guilty plea			2.25 hrs
45	26 Apr.	Building Code			assist Karen			1.5 hrs.
46								
47	02 May.	dog complaint			warned			.5 hr.
48	02 May.	noise compliant			unfounded			.25 hrs
49	14 May.	water discharge comp.			unfounded			.25 hrs
50								
51	01 Jun.	garbage complaint			no names located			.50 hrs

	A	D	E	F	G	H	I	J
52	11 Jun.	parking complaint			unfounded			.75 hrs
53	11 Jun.	garbage complaint			on going			.50 hrs
54	19 Jun.	pool fence complanit			no one home			.75 hrs
55	19 Jun.	pool complaint			unfounded			.25 hrs
56	21 Jun.	dog complaint			swear information			2.25 hrs.
57	23 Jun.	dog complaint			serve summons			.50 hrs
58	23 Jun.	cattle injured by dog			follow-up			.50 hrs
59	23 Jun.	dog complaint			no one home			.50 hrs
60	23 Jun.	dog complaint			investigating			.50 hrs
61	23 Jun.	dog complaint			people not answering door			.25 hrs
62	25 Jun.	dog complaint			warned			.50 hrs
63	25 Jun.	dog complaint			follow-up			.50 hrs
64	25 Jun.	dog complaint			warned			.50 hrs
65	26 Jun.	dog complaint			swear service and brief			1.25 hrs
66								
67	17 Jul.	parking complaint			unfounded			.50 hrs
68	28 Jul.	cattle attacked by animal			ongoing			.25 hrs
69	28 Jul.	cattle attacked by animal			follow-up			.25 hrs
70	28 Jul.	pool complaint			legal pool			.25 hrs
71	28 Jul.	pool complaint			no one home			.25 hrs
72	28 Jul.	dog complaint			no one home			.50 hrs
73								
74	29 Jul.	cattle attacked by animal			ongoing			.75 hrs
75	29 Jul.	dog complaint			follow-up			.25 hrs
76	29 Jul.	pool complaint			warned			.25 hrs
77	29 Jul.	pool complaint			no one home			.25 hrs
78	29 Jul.	pool complaint			no one home			.25 hrs
79	29 Jul.	pool complaint			warned			.25 hrs
80								
81	01 Aug.	garbage complaint			assist Health Unit			1.25 hrs
82	01 Aug.	pool complaint			no one home			.25 hrs
83	01 Aug.	animals on the loose			warned			.75 hrs
84	03 Aug.	pool complaint			legal height			.50 hrs
85	03 Aug.	pool complaint			no one home			.25 hrs
86	03 Aug.	cattle attacked by animal			no one home			.50 hrs
87	11 Aug.	cattle attacked by animal			no one home			.25 hrs
88	11 Aug.	dog complaint			didn't want charge laid			1.5 hrs
89	11 Aug.	pool complaint			owner removed pool			.25 hrs
90	11 Aug.	dog complaint			no one home			.75 hrs
91	25 Aug.	cattle attacked by animal			follow-up			.25 hrs
92	25 Aug.	dog complaint			follow-up			.75 hrs
93	25 Aug.	dog complaint			no one home			.75 hrs
94	27 Aug.	dog complaint			download pictures			.25 hrs
95	30 Aug.	garbage complaint			follow-up			.75 hrs
96	30 Aug.	dog complaint			follow-up			.25 hrs
97	30 Aug.	cat problems			unfounded			.25 hrs
98								
99	04 Sep.	found garbage			no names found			.50 hrs.
100	07 Sep.	found garbage			no names found			.25 hrs
101	07 Sep.	wandering cattle			no one home			.50 hrs.
102	07 Sep.	manure dumping in ditch			no one home			.75 hrs

	A	D	E	F	G	H	I	J
103	07 Sep.	down load pictures			re:4112 Bisseltown Rd			.25 hrs
104	09 Sep.	wandering cattle			under investigation			.50 hrs.
105	09 Sep.	manure dumping in ditch			warned			.25 hrs
106	09 Sep.	poultry and goats on property			warned			.25 hrs
107	12 Sep.	dog complaint trial			adjourned			2 hrs
108	17 Sep.	dog attack complaint			under investigation			1 hr.
109	17 Sep.	dog attack complaint			follow-up			.50 hrs.
110	18 Sep.	dog attack complaint			follow-up			.50 hrs.
111	18 Sep.	parking complaint			would move vehicle			.25 hrs
112	20 Sep.	garbage complaint			warned			.50 hrs.
113	21 Sep.	court papers						1 hr.
114	21 Sep.	serve notice			not at home			.25 hrs
115	22 Sep.	serve notice			not at home			.25 hrs
116	22 Sep.	chickens and rooster			not at home			.25 hrs
117	24 Sep.	serve notice			served on owner			.25 hrs
118	24 Sep.	chickens and rooster			rooster to be sent packing			.25 hrs
119	30 Sep.	messy yard			under investigation			.50 hrs.
120	30 Sep.	abandoned vehicle			removed by OPP			.25 hrs
121								
122	04 Oct.	dog complaint			leave papers			1.25 hrs.
123	04 Oct.	dog complaint			not at home			.50 hrs
124	08 Oct.	dog complaint			serve subpoena			.50 hrs
125	09 Oct.	dog complaint			leave papers			1 hr.
126	09 Oct.	yards complaint			unfounded			1 hr.
127	11 Oct.	dog complaint			corrected			1 hr.
128	17 Oct.	dog killing ducks			under investigation			1 hr.
129	17 Oct.	dog killing ducks			not at home			.25 hr.
130	27 Oct.	dog killing ducks			follow-up			1.25 hrs.
131	31 Oct.	dog complaint			pled guilty			2.75 hrs
132								
133	03 Nov.	dog killing ducks			not at home			.75 hrs
134	06 Nov.	garbage complaint			no names located			.50 hrs
135	08 Nov.	dog killing ducks			warned			1 hr.
136	09 Nov.	garbage complaint			no names located			1 hr.
137	17 Nov.	dog complaint			warned			.50 hrs
138	19 Nov.	dog complaint			warned			1 hr.
139	20 Nov.	orientation with new staff						2.hrs
140								
141	10 Dec.	numerous vehicle			no one home			.25 hrs
142	12 Dec.	numerous vehicle			no one home			.25 hrs
143	13 Dec.	garbage complaint			no one home			.25 hrs
144	13 Dec.	numerous vehicle			no one home			.25 hrs
145	16 Dec.	numerous vehicle			under investigation			1.25 hrs

**REPORT NUMBER:** 2019-032  
**REPORT TO COUNCIL:** March 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.

The drywall is installed, and they are working on mudding and taping. The steel roof has also been started to be installed.

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: <http://augusta.ca/new-maitland-fire-station/>

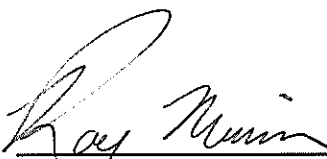
As part of the ongoing monitoring of the current station, pictures of the OZA gauges are sent to CEL Engineering quarterly. With the February submission there was some movement noted however CEL said that there is no cause for concern as the increase is attributed to regular thermal contraction. (report attached)

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

**atrickey@augusta.ca**

---

**From:** Jim Quinn <jimquinn@celottawa.ca>  
**Sent:** February 28, 2019 8:18 PM  
**To:** Karen Lavigne; Ray Morrison; Maurice Quinn; Yasha Sinitski; Rob Bowman; Ashleigh Trickey; Administration Prime; Tracey Delaney  
**Subject:** Fwd: August Fire Hall - Readings and Analysis  
**Attachments:** Augusta Fire Hall - Ozagauge Readings (February 26 2019).pdf

Rob: Here is our analysis of your Feb. 26th OZA Gauge readings. Our engineering intern Yasha did a comparative analysis with the previous readings from September, 2018. Yasha, and our senior engineer Maurice, agree there is currently no cause for concern. I concur with their opinion.

Please feel free to send us OZA Gauge photos whenever you note movement of concern.

Regards, Jim

**James E. Quinn, P.Eng., PMP**  
**Capacity Engineering Ltd.**  
148 Wharhol Private  
Ottawa, ON K2H 1G5  
(613) 325 - 7735  
[jimquinn@celottawa.ca](mailto:jimquinn@celottawa.ca)

----- Forwarded message -----

**From:** Maurice Quinn <mquinn@celottawa.ca>  
**Date:** Thu, 28 Feb 2019 at 19:43  
**Subject:** Fwd: August Fire Hall - Readings and Analysis  
**To:** Jim Quinn <jimquinn@celottawa.ca>

FYA; please review.

\_\_\_\_\_  
Maurice Quinn, P.Eng., MIPENZ (Structural), PMP

----- Forwarded message -----

**From:** Yasha Sinitski <ysinitski@celottawa.ca>  
**Date:** jeu. 28 févr. 2019 19:24  
**Subject:** August Fire Hall - Readings and Analysis  
**To:** Maurice Quinn <mquinn@celottawa.ca>

Good evening Maurice,

Please find my review of the crack readings for the August Fire Hall attached. As per your hint, I did some reading online to determine what is considered typical thermal expansion/contraction for concrete. Considering average (real averages for 2018/2019) temperatures for September (15 degrees Celsius) and February (-10 degrees Celsius), my calculations based on a 5 m long wall resulted in 2 mm contraction. This lines up with what is seen on these latest readings.



2 outside walls experienced noticeable contraction - one by 2 mm, and another by 1 mm. I cannot speak to as why one experienced more contraction than the other (circumstantial - depends on what is on the other side of the wall, how exposed it is, etc.), but I agree that there is no cause for concern at this moment.

Thanks,

--

**Yasha Sinitski, B. Eng.**  
**Capacity Engineering Ltd.**  
148 Wharhol Private  
Ottawa, ON K2H 1G5  
(613) 325 - 7735  
[Ysinitski@celottawa.ca](mailto:Ysinitski@celottawa.ca)

--

This message has been scanned for viruses and dangerous content by **MailScanner**, and is believed to be clean.



## Augusta Fire Hall - OZAGAUGE Level Readings

North-West Outside Wall

Figure 1: Ozagauge reading on September 5, 2018

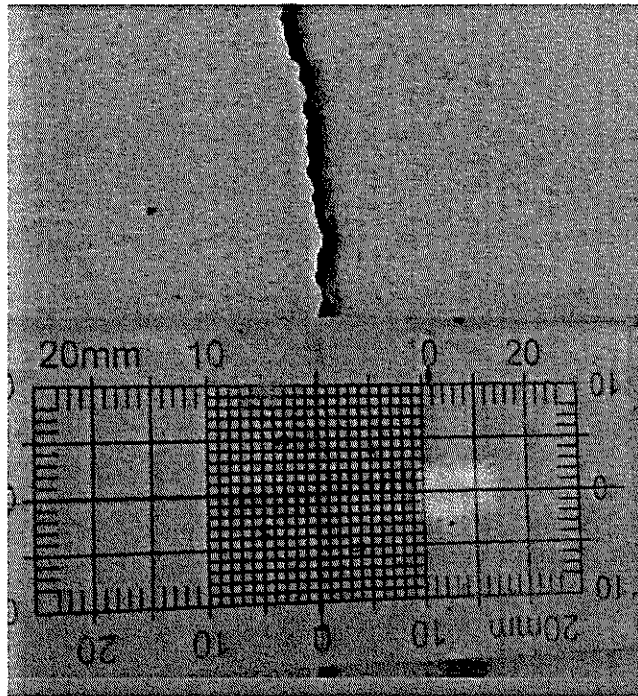
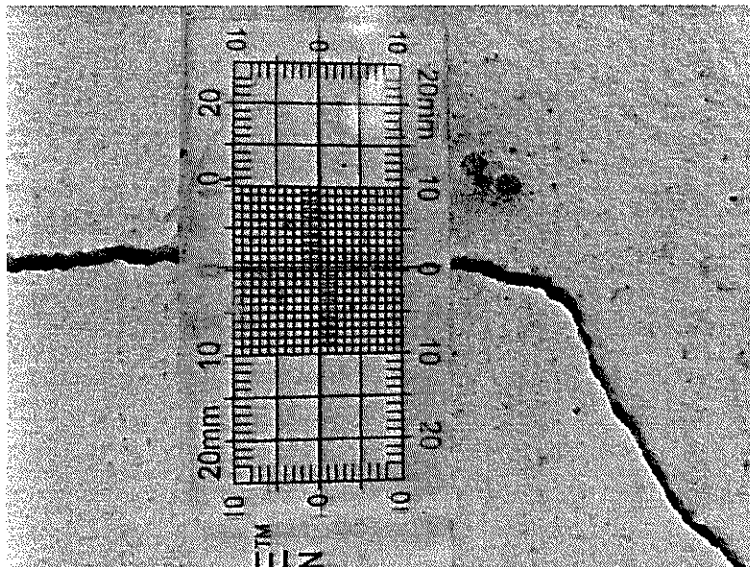


Figure 2: Ozagauge reading on February 26, 2019



Ozagauge readings remain the same; therefore, there has been no apparent change/displacement.



---

North-West Inside Wall

Figure 3: Ozagauge reading from September 5, 2019

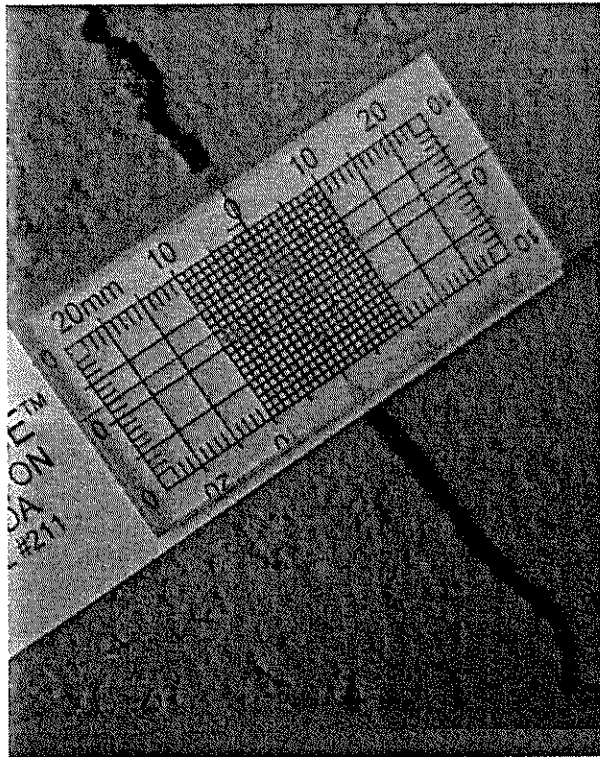
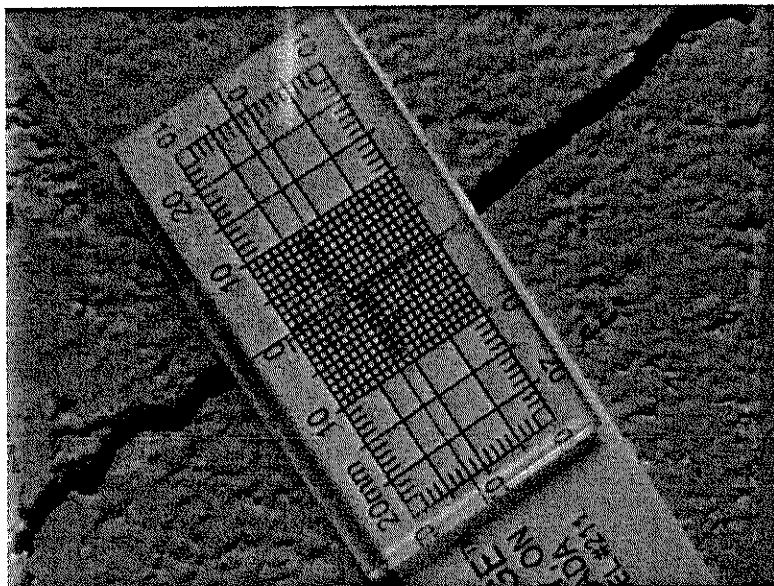


Figure 3: Ozagauge reading from February 26, 2019



Ozagauge readings remain the same; therefore, there has been no apparent change/displacement.



East Outside Wall

Figure 5: Ozagauge reading from September 5, 2018

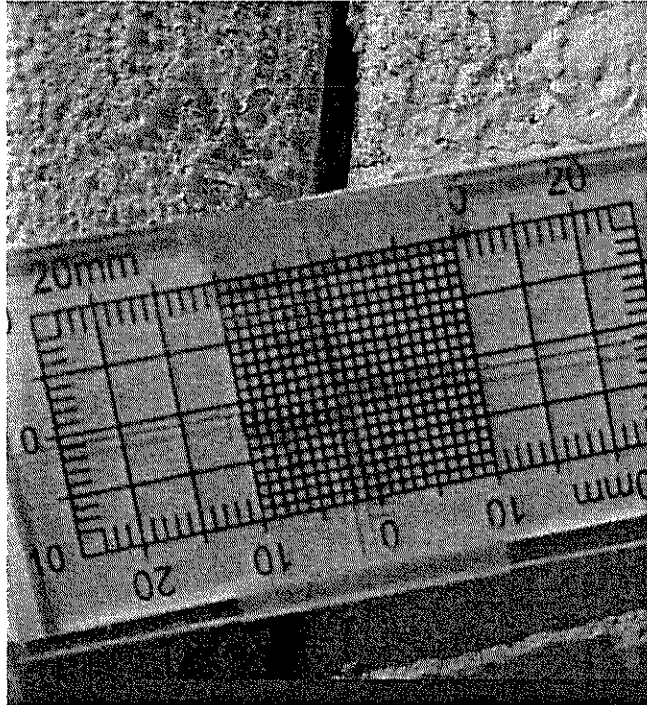
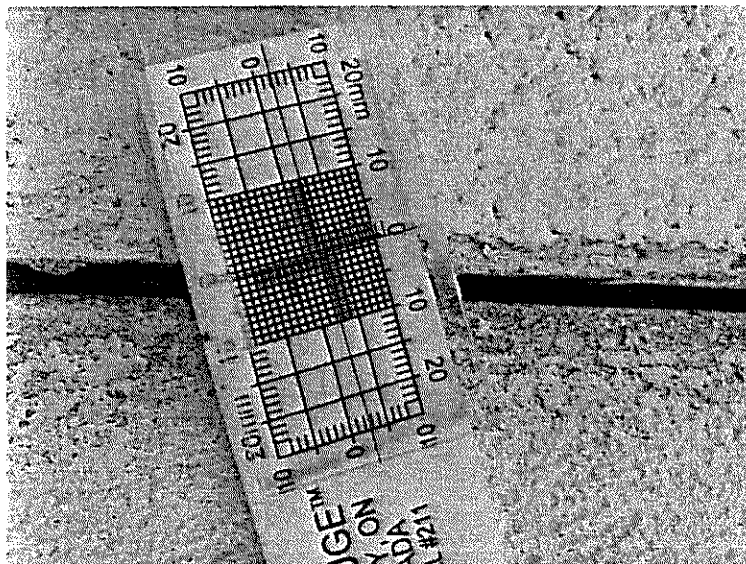


Figure 6: Ozagauge reading from February 26, 2019



It appears that the crack has expanded by approximately 2 mm. This increase is attributed to regular thermal contraction as the temperature drops in the winter months. A contraction of 2 mm is typical for a temperature change of 25° C (average September temperature is 15° C, February average is -10° C).



East Inside Wall

Figure 7: Ozagauge reading from September 5, 2018

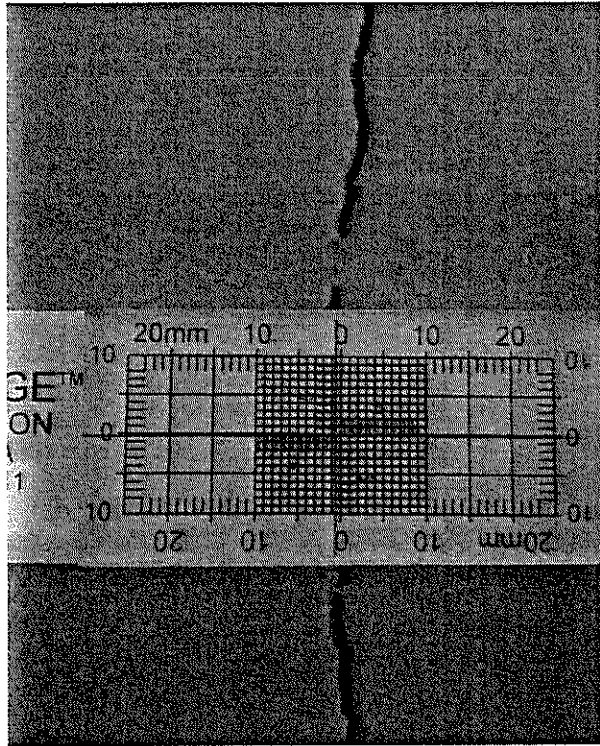
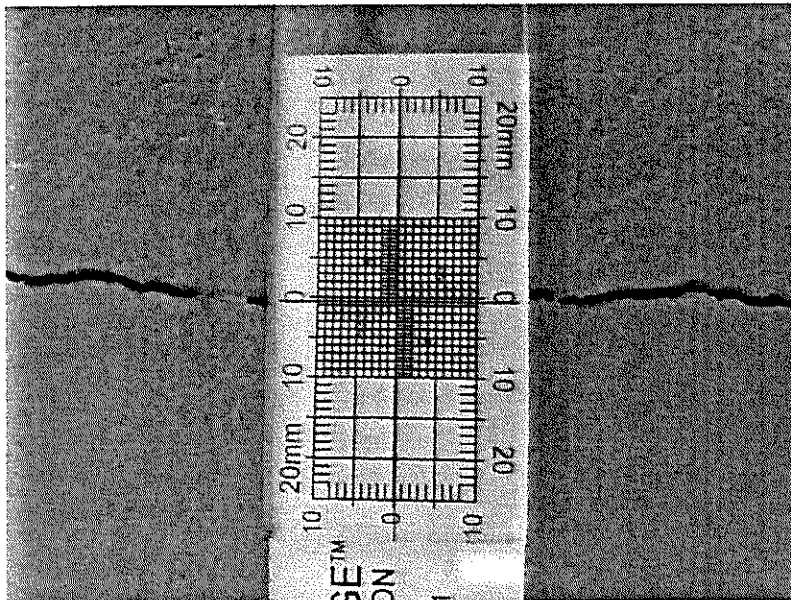


Figure 8: Ozagauge reading from February 26, 2019



Ozagauge readings remain the same; therefore, there has been no apparent change/displacement.



South-West Outside Wall

Figure 9: Ozagauge reading from September 5, 2018

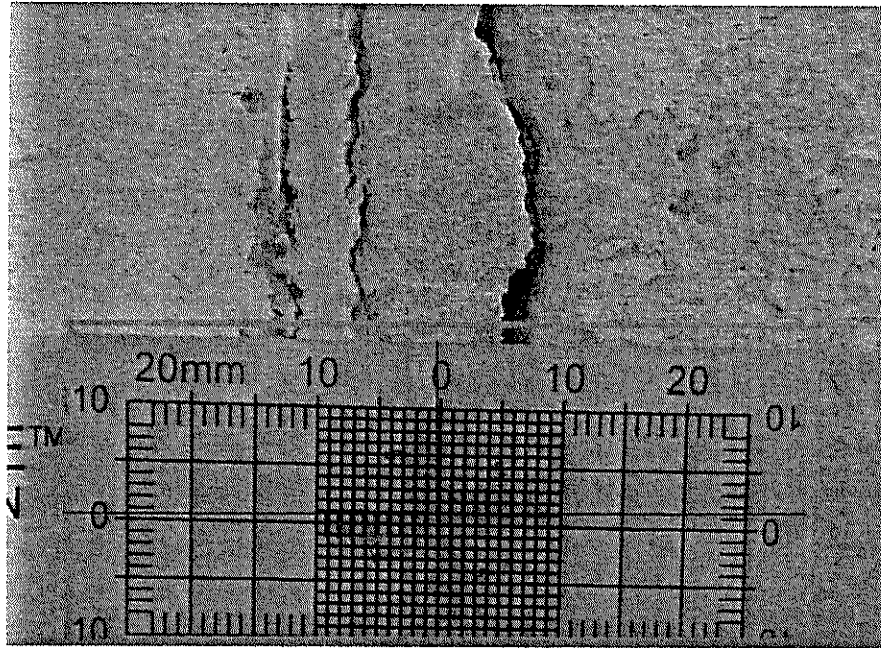
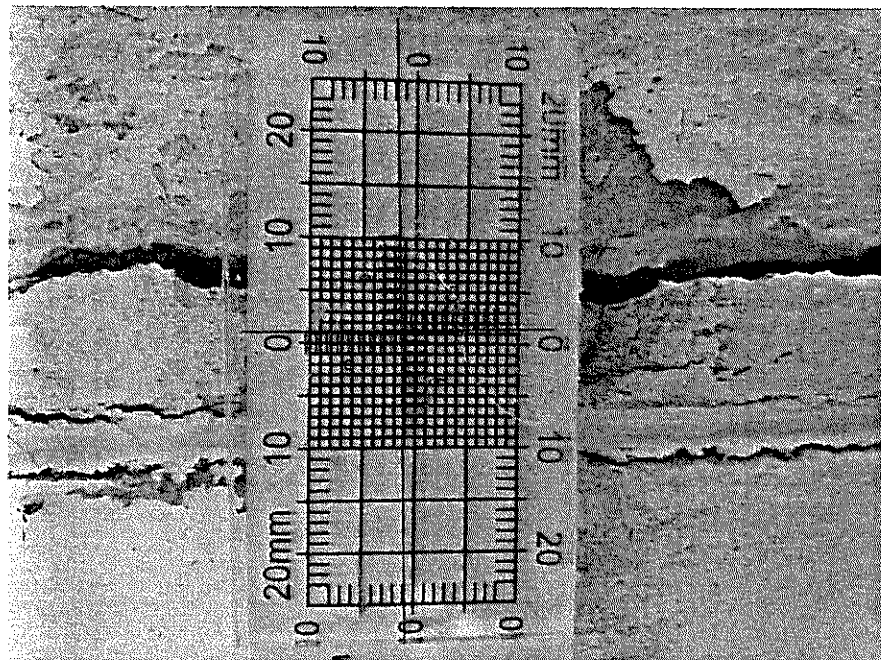


Figure 10: Ozagauge reading from February 26, 2019



Crack expansion of 1 mm. Not a cause for concern, as it is typical for concrete to experience thermal contraction in the winter months.

**CORPORATION OF THE TOWNSHIP OF AUGUSTA  
BY-LAW 3409-2019**

**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 9 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 Leeds and 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 25 day of March, 2019.

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

---

MAYOR

---

CLERK



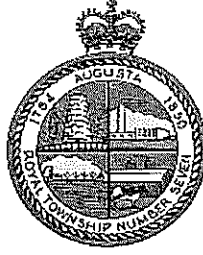
**SCHEDULE 'A'**

**OF**

**BY-LAW 3409-2019**

<b>Pin Number</b>	<b>Legal</b>
PIN 68175-0112	PT LT 27 CON 7; AUGUSTA Part 2 of Reference Plan 15R-11957





**THE CORPORATION OF THE TOWNSHIP OF AUGUSTA  
BY-LAW NUMBER 3410-2019**

**A BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL OF THE TOWNSHIP OF  
AUGUSTA AT ITS MEETING HELD ON MARCH 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 9 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 March 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 March, 2019

---

MAYOR

---

CLERK