

**AGENDA
AUGUSTA TOWNSHIP
C.O.W./REGULAR MEETING
April 8, 2019 at 5:00 P.M.**

REGULAR COUNCIL – EXECUTIVE SESSION

- A. Call to Order
- B. Approval of Agenda
- C. Approval of Minutes of Previous Meetings
- D. Closed Session as per Section 239 of the Municipal Act 2001
 - Education and Training
 - o Integrity Commissioner educational information

E. RISE FROM COMMITTEE OF THE WHOLE IN CAMERA

- F. Reporting Out from Closed Session
- G. Mayor's Opening Remarks
- H. Disclosure of Interest and Nature Thereof
- I. Business Arising from the Minutes
- J. Delegations and Presentations
 - Health Unit – Municipal Liaison, Kathryn Allwright, RN
 - Health Unit – Community Safety & Wellbeing, Jane Hess, Director of Healthy Living
- K. Correspondence and Petitions

L. MOVED TO COMMITTEE OF THE WHOLE

M. COMMITTEE/STAFF REPORTS

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

Administration and Finance

- Report 2019 – 035 – Access E11 Report
- Report 2019 – 039 – A/P

Operations

Planning and Building Services

Protective Services

- Report 2019 – 037 – Year-end Report
- Report 2019 – 038 – Fire Hall Update

N. RETURN TO REGULAR MEETING OF COUNCIL

O. New and Unfinished Business

P. Notice of Motions

Q. By-Laws

R. Announcements

S. Question Period for the Public

T. Question Period for the Press

U. By-law to confirm Proceedings of Council

V. Adjournment



**MINUTES
AUGUSTA TOWNSHIP
C.O.W./REGULAR MEETING
March 25, 2019**

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

PRESENT:

Deputy Mayor Shaver
Councillor Bowman
Councillor Henry
Councillor Schapelhouman

PRESS:

STAFF PRESENT: Ray Morrison, Annette Simonian, Mike Riberdy, Karen Lavigne

REGRETS: Mayor Malanka, Chief Rob Bowman

CALL TO ORDER

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

MAYOR'S OPENING REMARKS

APPROVAL OF AGENDA

Moved by Councillor Henry, seconded by Councillor Schapelhouman
BE IT RESOLVED THAT the Agenda for March 25, 2019 be adopted.
Carried

APPROVAL OF MINUTES OF PREVIOUS MEETING

Moved by Councillor Henry, seconded by Councillor Schapelhouman
BE IT RESOLVED THAT Council approve the minutes of the March 18,
2019 Council meeting as printed and distributed to all members.
Carried

DISCLOSURE OF INTEREST

BUSINESS ARISING FROM THE MINUTES

DELEGATIONS & PRESENTATIONS

EORN – Lisa Severson and Jim Pine
SNC – Source Water Protection, Sandra Mancini
Tree Planting Program, Pat Piitz and Ronda Boutz

CORRESPONDENCE & PETITIONS

MOVED TO COMMITTEE OF THE WHOLE

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

COMMITTEE REPORTS

UCLG:
Health Unit Board:
Recreation: Councillor Bowman provided an update
EDTC: Councillor Henry provided an update
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:

ADMINISTRATION AND FINANCE

Report 2019-033

Moved by Councillor Bowman, seconded by Councillor Schapelhouman
BE IT RESOLVED THAT Council receive, review and approve the payment of online payments through to March 22, 2019 in the amount of \$21,708.17.
Carried

OPERATIONS

PLANNING AND BUILDING SERVICES

Report 2019-031

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

PROTECTIVE SERVICES

Report 2019-030

Moved by Councillor Bowman, seconded by Councillor Schapelhouman

BE IT RESOLVED THAT the year-end statistics for 2018 for the Township's By-Law Enforcement Officer be received for information.

Carried

Report 2019-032

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

RETURN TO REGULAR MEETING OF COUNCIL

Moved by Councillor Bowman seconded by Councillor Schapelhouman

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

Carried

NEW AND UNFINISHED BUSINESS

NOTICE OF MOTIONS

BY-LAWS

Moved by Councillor Schapelhouman seconded by Councillor Bowman

BE IT RESOLVED THAT By-Law Numbered 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 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

RISE FROM COMMITTEE OF THE WHOLE IN CAMERA

REPORTING OUT OF CLOSED SESSION

BY-LAW TO CONFIRM PROCEEDINGS OF COUNCIL

Moved by Councillor Schapelhouman, seconded by Councillor Bowman

BE IT RESOLVED THAT By-Law No. 3410-2019 confirm the proceedings of Council of the Township of Augusta at its meeting held on March 25, 2019 be read a first time, a second time, a third time, and be enacted as read.

Carried

ADJOURNMENT

Moved by Councillor Bowman, seconded by Councillor Schapelhouman

BE IT RESOLVED THAT this Council do now adjourn at 7:43 pm until April 8, 2019 at 6:30 p.m. or until the call of the Mayor subject to need.

Carried



DELEGATION REQUEST TO APPEAR BEFORE COUNCIL

Name of Individual/ Organization: Kathryn Allwright, RN The Leeds Grenville and Lanark District Health Unit
Council Meeting Date Requested: 2019/APR/08

Topic: (If necessary, please attach additional correspondence) Information Attached <input checked="" type="checkbox"/>
An introduction to my role as the municipal liaison public health nurse for Augusta Township, and a discussion on how we at the health unit can support you in achieving your municipal goals.

Contact Information:

Name (if different from above):

Mailing Address: 2675 Concession Road, Kemphville, ON K0G 2J0

Phone Number: 1-613-258-5941 ext-2261

Email: Kathryn.allwright@healthunit.org

NOTE: All documents provided are open to the public. If you are providing communication to the township please be aware that your name and information will appear on the Township's website and become part of the public record, unless you expressly request the Township to remove it. If requesting a closed (In-Camera) meeting with Council, the subject matter must meet the requirements of section 239(2) of the Municipal Act.

Additional Information:

1. Delegations on an agenda shall be determined on a first come first served basis.
2. No more than two (2) delegations shall be heard at any meeting.
3. Delegations shall be limited to five (5) minutes of presentation time and five (5) minutes for questions.



Introduction to your Municipal Public Health Nurse Liaison

Kathryn Allwright, RN
Monday, April 8, 2019



Municipal-Public Health Partnership

Our common vision is to have a healthy community

- Ontario Public Health Standards
- Health Protection and Promotion Act
- Municipal Act 2001
- [Health Unit Strategic Plan](#)

“Individuals and families live in healthy vibrant communities with a natural environment and “public realm” that support health, quality of life and prevent health problems.”



Role of the Municipal PHN

- Support the work you are doing to create healthy communities
- Help to navigate the Health Unit’s resources and services
- Provide evidence and best practices
- Collaborate on sharing information to the public



Collaboration

- Municipal Plan Reviews
- Transportation
- Substance Use Prevention and Harm Reduction
- Recreation
- Healthy Environments (Food, Air, Water, Climate Change)
- Health Equity



Your Municipal Goals and Story

We would like to learn more to better serve you!

- We'd like to learn about your goals related to building a healthy municipality and how we can support this work.
- Discussion on next steps.



Thank you!

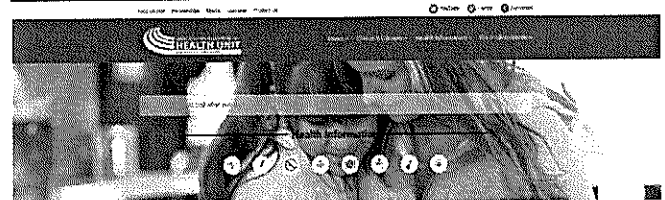
- Kathryn Allwright, RN
- Kathryn.allwright@healthunit.org
- 613-258-5941, ext. 2261



Questions?



Contact Us!



Visit our website:

www.healthunit.org

Email us at:

contact@healthunit.org

Call us at:

1-800-660-5853





DELEGATION REQUEST TO APPEAR BEFORE COUNCIL

Name of Individual/ Organization: Jane Hess, RN, MN Director of Healthy Living and Development Department at the Leeds, Grenville and Lanark

Council Meeting Date Requested: 2019/APR/08

District Health Unit.

Topic: (if necessary, please attach additional correspondence) Information Attached

The Community Safety and Well-being Plan.
Please see attached document for more information.

Contact Information:
Name (if different from above):
Mailing Address: 458 Laurier Blvd., Brockville, ON, K6V 7A3
Phone Number: 613-345-5685 ext-2207
Email: Jane.Hess@healthunit.org

NOTE: All documents provided are open to the public. If you are providing communication to the township please be aware that your name and information will appear on the Township's website and become part of the public record, unless you expressly request the Township to remove it. If requesting a closed (In-Camera) meeting with Council, the subject matter must meet the requirements of section 239(2) of the Municipal Act.

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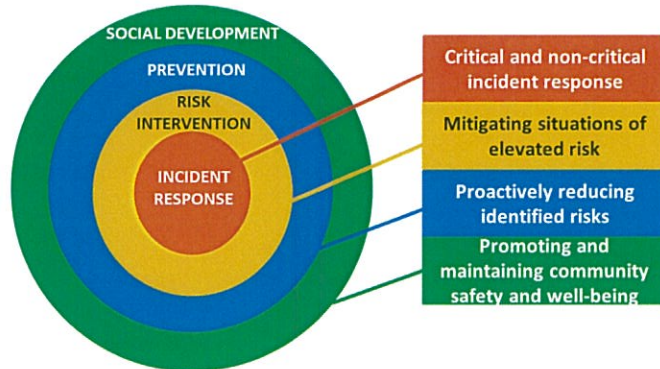
Community Safety and Well-being Plan

Narrative
March 2019

On January 1, 2019, legislative requirements mandating Community Safety and Well-being planning under the *Police Services Act* came into effect. Concurrently, Gananoque Police Services and Brockville Police Services initiated a process to develop a Community Safety and Well-being Plan for their respective municipalities.

The Ministry of Community Safety and Correctional Services developed a community safety and well-being planning framework to guide plan development. This framework outlines four areas:

- Social development
- Prevention
- Risk intervention
- Incident response



Planning will focus on developing and/or enhancing social development, prevention, and risk intervention strategies with the goal of reducing the need for critical and non-critical incident response.

As mandated in the legislation, a multi-sectoral advisory committee with representation from the police service boards, municipalities, local service providers in health and mental health, education, community/social services and children/youth services was established. The committee identified priority risks related to community safety and well-being and consultations with stakeholders took place. Stakeholder input was further gleaned to inform and validate the risks. It is the intent of the advisory committee to develop a template to share with other municipalities in Leeds and Grenville.

TOWNSHIP OF AUGUSTA

Moved By: _____

Date: April 8, 2019

Seconded By: _____

Resolution No _____

BE IT RESOLVED THAT the Economic Development & Tourism Committee recommends to Council to support an open Business to Business networking group to promote local business retention; and
THAT Council provide the meeting space free of charge.

RECORDED VOTE:

	FOR	AGAINST
Councillor Bowman	___	___
Councillor Henry	___	___
Mayor Malanka	___	___
Councillor Schapelhouman	___	___
Deputy Mayor Shaver	___	___

CARRIED _____
Mayor

DEFEATED _____
Mayor

Declaration of pecuniary interest by: _____

Nature of interest: _____

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

REPORT 2019-035

REPORT TO COUNCIL April 8, 2019

RE: Resident Relations Program (Access E11)

AUTHOR: Vikki Werner-Mackeler, Office Clerk

RECOMMENDATION:

THAT Council receive this Resident Relations program report for information.

BACKGROUND:

Township staff continue to learn and use the Access E11 Resident Relations program. A test of the new cell phone app in the Public Works department has recently started and is so far showing good results. As new situations occur, changes and additions are made to the case categories to suit the needs of our Township. One such addition includes a category for items that are County related – calls and emails from residents who live on County roads who require assistance from the County. Another category was added for Civil/Non Township related matters.

Overall, cases are being look after and closed faster. As of March 31, 2019 there were just **13** open cases.

The following is the summary from the last quarter – January 1, 2019 to March 31, 2019:

Department	2018 Open Cases (Carry Over)	New Cases Opened Jan-Mar	Total # of Cases	Total Cases Still Open as of 03/31/19	2018 Cases Still Open as of 03/31/19
Administration/Police Services	5	4	9	1	0
Building & By-Law	4	16	20	6	2
Civil/Non Township Matters	2	5	7	0	0
Clerk Services/BR & E	1	1	2	0	0
Contracted Services	0	5	5	1	0
County Issues	0	12	12	0	0
Fire/Burning	0	1	1	0	0
Planning & Recreation	1	6	7	0	0
Public Works & Waste Management	1	56	57	5	1
Other	1	3	4	0	0
Totals	15	109	124	13	3*

* Two of the three 2018 cases are still open due to the weather – spring conditions are needed to continue.

The breakdown by Department Category for the same time frame is as follows:

Administration/Police Services	
Category	# of Cases
Street Light Request	6
Speed Limit Reduction Request	2
Increased Traffic Concerns	1
Total # of Cases	9
Total Cases Still Open	1

Building & By-Law	
Category	# of Cases
Dogs at Large	7
Illegal Dumping	2
Building	2
Dog Nuisance/Noise Issues	2
Unkempt Property Report (Health Hazard)	2
Dangerous Animal Report	1
Illegal Parking	1
Noise	1
Other – By-Law	2
Total # of Cases	20
Total Cases Still Open	6
2018 Cases Still Open	2

Civil/Non-Township Matters	
Total # of Cases	7
Total Cases Still Open	0

Clerk Services/Business Retention & Economic Development	
Category	# of Cases
Business Retention & Econ. Development	1
Clerk Services	1
Total # of Cases	2
Total Cases Still Open	0

Contracted Services	
Category	# of Cases
Street Light Out/Damaged/Out of Place	5
Total # of Cases	5
Total Cases Still Open	1

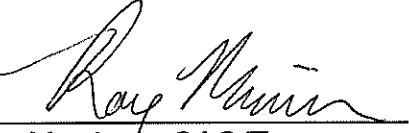
County Issues	
Category	# of Cases
County – Mailbox Damaged	4
County – Ditching/Drainage/Culvert Issues	2
County – Potholes/Asphalt/Possible Sink Holes	1
County – Hazardous Waste Questions	1
County – Road Kill Report	1
County – Signage Missing/Damaged	1
County – Entrance/Culvert Requests	1
County – Other	1
Total # of Cases	12
Total Cases Still Open	0

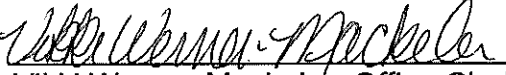
Fire/Burning	
Category	# of Cases
Burn Permit Questions	1
Total # of Cases	1
Total Cases Still Open	0

Planning & Recreation	
Category	# of Cases
Planning	6
Recreation	1
Total # of Cases	7
Total Cases Still Open	0

Public Works & Waste Management	
Category	# of Cases
Ditching/Draining/Culvert Issues	17
Snow Plowing/Sanding Issues	7
Danger/Hazard on Road/Shoulder of Road	4
Road Grading Issues	4
Sign Request	4
Potholes/Damaged Asphalt/Possible Sink Hole	3
Mailbox Damaged (Needs Replacing/Repair)	3
Mailbox Damaged (NOT Replacing/Repair)	3
Transfer Station Conditions	2
Unsafe Road Conditions/Not Plowed/Sanded/Blocking Area	2
Road Kill Report	1
Signage Missing/Broken	1
Other Snow Removal Damage (NOT Mailbox)	1
Other (Public Works)	2
Other (Waste/Recycling)	3
Total # of Cases	57
Total Cases Still Open	5
2018 Cases Still Open	1

Other	
Total # of Cases	4
Total Cases Still Open	0


 Ray Morrison, CAO/Treasurer


 Vikki Werner-Mackeler, Office Clerk

REPORT #: 2019-039

REPORT TO COUNCIL: April 8, 2019

RE: REVIEW AND APPROVAL OF A/P CHEQUES

PREPARED BY: Ray Morrison, CAO/Treasurer

RECOMMENDATION:

THAT Council receive, review and approve the payment of the accounts payable invoices paid on cheques #24062 - 24098 through to April 4, 2019 in the amount of \$1,793,864.60.

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
4/04/2019 1:11 PM

Township of Augusta
List of Accounts for Approval
As of 4/04/2019
Batch: 2019-00029 to 2019-00030

Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
Bank Code: AP - ACC/PAYABLE					
Computer Cheques:					
24062 1811-7	3/29/2019	BOURGON CONSTRUCTION 402-01-091 - NORTH AUGUSTA F	NEW FIREHALL NEW FIREHALL	396,289.61	
		102-01-099 - HST RECEIVABLE	HST Tax Code	43,771.69	
		900-01-099 - HST TRACKING	HST Tax Code	50,626.52	440,061.30
24063 MAR272019	3/29/2019	CATHOLIC DISTRICT SCHOOL 640-01-003 - REQUISITION ENGI	1ST QUARTER LEVY 1ST QUARTER LEVY	68,191.99	68,191.99
24064 MAR222019	3/29/2019	CHAD DAVIS 402-01-004 - FIRE PROTECTION	DEPUTY CELL PHONES DEPUTY CELL PHONES	170.45	
		102-01-099 - HST RECEIVABLE	HST Tax Code	18.83	
		900-01-099 - HST TRACKING	HST Tax Code	21.78	189.28
24065 884240375	3/29/2019	CINTAS CORPORATION #884 401-01-016 - REPAIRS & MAINTEN	MATT/FRESHENER EXCHNGE MATT/FRESHENER EXCHNGE	30.80	
		102-01-099 - HST RECEIVABLE	HST Tax Code	3.41	
		900-01-099 - HST TRACKING	HST Tax Code	3.94	34.21
24066 9236702	3/29/2019	COMPUGEN INC. 401-01-004 - OFFICE SUPPLIES	WC5155 PRINTER COPIES WC5155 PRINTER COPIES	216.17	
		102-01-099 - HST RECEIVABLE	HST Tax Code	23.88	
		900-01-099 - HST TRACKING	HST Tax Code	27.62	240.05
24067 MAR272019	3/29/2019	CONSEIL SCOLAIRE DE DISTRI 640-01-004 - REQUISITION FREN	1ST QUARTER LEVY 1ST QUARTER LEVY	8,392.97	8,392.97
24068 MAR272019	3/29/2019	CONSEIL DE ECOLES PUBLIQU 640-01-002 - REQUISITION FREN	1ST QUARTER LEVY 1ST QUARTER LEVY	1,699.25	1,699.25
24069 6516	3/29/2019	FAST EDDIE'S AUTO RECYCLIN 510-01-013 - CONTRACT SERVIC	WASTE REMOVAL WASTE REMOVAL	682.29	
		102-01-099 - HST RECEIVABLE	HST Tax Code	75.36	
		900-01-099 - HST TRACKING	HST Tax Code	87.16	757.65
24070 153923	3/29/2019	FIRE MARSHAL'S PUBLIC FIRE 402-01-012 - FIRE PROTECTION	NFPA MANUALS FOR COURSES NFPA MANUALS FOR COURSE	159.01	
		102-01-099 - HST RECEIVABLE	HST Tax Code	17.57	
		900-01-099 - HST TRACKING	HST Tax Code	20.32	176.58
153931		402-01-016 - FIRE PROTECTION 2	FIRE PREVENTION KITS	235.05	
		102-01-099 - HST RECEIVABLE	HST Tax Code	25.96	
		900-01-099 - HST TRACKING	HST Tax Code	30.03	261.01
153940		402-01-012 - FIRE PROTECTION	NFPA 1500 MANUAL	58.94	
		102-01-099 - HST RECEIVABLE	HST Tax Code	6.51	
		900-01-099 - HST TRACKING	HST Tax Code	7.53	65.45

Report Date
4/04/2019 1:11 PM

Township of Augusta
List of Accounts for Approval
As of 4/04/2019
Batch: 2019-00029 to 2019-00030

Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
153967		402-01-012 - FIRE PROTECTION	FIREFIGHTING MANUALS	761.81	
		102-01-099 - HST RECEIVABLE	HST Tax Code	84.14	
		900-01-099 - HST TRACKING	HST Tax Code	97.32	845.95
154015		402-01-016 - FIRE PROTECTION	SMOKE, CO2, CO3 DETECTOR	1,299.17	
		102-01-099 - HST RECEIVABLE	HST Tax Code	143.50	
		900-01-099 - HST TRACKING	HST Tax Code	165.97	1,442.67
				Payment Total:	2,791.66
24071 3697	3/29/2019	FLUENT INFORMATION	WHO'S RESPONDING APP		
		402-01-005 - FIRE PROTECTION	WHO'S RESPONDING APP	1,221.12	
		102-01-099 - HST RECEIVABLE	HST Tax Code	134.88	
		900-01-099 - HST TRACKING	HST Tax Code	156.00	1,356.00
24072 MAR252019	3/29/2019	HENDRIK PAPE	NOMINATION FEES		
	Accrual	400-01-003 - ELECTION	NOMINATION FEES	100.00	100.00
24073 113608	3/29/2019	HOWARD CAMPBELL & SONS	L MAYNARD WDS		
		102-01-044 - DUE FROM FAST E	MAYNARD WDS	45.03	
		102-01-099 - HST RECEIVABLE	HST Tax Code	4.97	
		900-01-099 - HST TRACKING	HST Tax Code	5.75	50.00
MR1974		102-01-044 - DUE FROM FAST E	MONTHLY PORTABLE RENTAL	189.11	
		102-01-099 - HST RECEIVABLE	HST Tax Code	20.89	
		900-01-099 - HST TRACKING	HST Tax Code	24.16	210.00
				Payment Total:	260.00
24074 140828	3/29/2019	J & L TRUCK & TRAILER	DEF FLUID FOR TRUCKS		
		402-01-014 - FIRE PROTECTION	DEF FLUID FOR TRUCKS	50.79	
		102-01-099 - HST RECEIVABLE	HST Tax Code	5.61	
		900-01-099 - HST TRACKING	HST Tax Code	6.49	56.40
140879		402-01-014 - FIRE PROTECTION	RESCUE 6 REPAIR LIGHTS	829.10	
		102-01-099 - HST RECEIVABLE	HST Tax Code	91.58	
		900-01-099 - HST TRACKING	HST Tax Code	105.92	920.68
				Payment Total:	977.08
24075 13361	3/29/2019	JOE COMPUTER	CHARGER FOR LAPTOP		
		402-01-005 - FIRE PROTECTION	CHARGER FOR LAPTOP	45.79	
		102-01-099 - HST RECEIVABLE	HST Tax Code	5.06	
		900-01-099 - HST TRACKING	HST Tax Code	5.85	50.85
24076 6029-158760	3/29/2019	KING EDWARD AUTO PARTS	MISC SUPPLIES		
		438-01-011 - P.W. SHOP SUPPLI	MISC SUPPLIES	20.30	
		102-01-099 - HST RECEIVABLE	HST Tax Code	2.24	
		900-01-099 - HST TRACKING	HST Tax Code	2.59	22.54

Report Date
4/04/2019 1:11 PM

Township of Augusta
List of Accounts for Approval
As of 4/04/2019
Batch: 2019-00029 to 2019-00030

Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
6029-160006		438-01-011 - P.W. SHOP SUPPLI	MISC SUPPLIES	83.44	
		102-01-099 - HST RECEIVABLE	HST Tax Code	9.22	
		900-01-099 - HST TRACKING	HST Tax Code	10.66	92.66
6029-160007		471-01-002 - FLOAT - PARTS	TRUCK # 3 CREDIT	32.30-	
		102-01-099 - HST RECEIVABLE	HST Tax Code	3.57-	
		900-01-099 - HST TRACKING	HST Tax Code	4.13-	35.87-
6029-160034		474-01-002 - #3 - 2009 CHEV 3/4	TRUCK#3	32.15	
		102-01-099 - HST RECEIVABLE	HST Tax Code	3.55	
		900-01-099 - HST TRACKING	HST Tax Code	4.11	35.70
				Payment Total:	115.03
24077	3/29/2019	LAFARGE CANADA INC	COLD MIX		
710179242		418-01-002 - PATCHING-PARTS	COLD MIX	894.11	
		102-01-099 - HST RECEIVABLE	HST Tax Code	98.75	
		900-01-099 - HST TRACKING	HST Tax Code	114.22	992.86
710236706		418-01-002 - PATCHING-PARTS	COLD MIX	1,312.74	
		102-01-099 - HST RECEIVABLE	HST Tax Code	144.99	
		900-01-099 - HST TRACKING	HST Tax Code	167.70	1,457.73
				Payment Total:	2,450.59
24078	3/29/2019	GFL ENVIRONMENTAL INC	WDS CONTRACT SERVICES		
26789		510-01-013 - CONTRACT SERVIC	WDS CONTRACT SERVICES	3,289.42	
		102-01-099 - HST RECEIVABLE	HST Tax Code	363.33	
		900-01-099 - HST TRACKING	HST Tax Code	420.23	3,652.75
24079	3/29/2019	MINISTER OF FINANCE	CSPT GRANT -25%		
110803191417015		404-01-090 - PROTECTIVE POLIK	CSPT GRANT -25%	1,410.00-	1,410.00-
111403191135128		404-01-090 - PROTECTIVE POLIK	OPP RIDE PROGRAM	1,413.60	1,413.60
111403191135007		404-01-090 - PROTECTIVE POLIK	MONTHLY POLICING CHARGE	85,351.00	85,351.00
				Payment Total:	85,354.60
24080	3/29/2019	NAPA PRESCOTT	MISC CONNECTORS		
964-301980		402-01-014 - FIRE PROTECTION	MISC CONNECTORS	30.87	
		102-01-099 - HST RECEIVABLE	HST Tax Code	3.41	
		900-01-099 - HST TRACKING	HST Tax Code	3.94	34.28
964-302477		450-01-002 - #1- 2013 JOHN DEE	MISC PARTS GRADER	5.11	
		102-01-099 - HST RECEIVABLE	HST Tax Code	0.56	
		900-01-099 - HST TRACKING	HST Tax Code	0.65	5.67
964-303298		438-01-011 - P.W. SHOP SUPPLI	MISC SUPPLIES	46.80	
		102-01-099 - HST RECEIVABLE	HST Tax Code	5.17	

Report Date
4/04/2019 1:11 PM

Township of Augusta
List of Accounts for Approval
As of 4/04/2019
Batch: 2019-00029 to 2019-00030

Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
		900-01-099 - HST TRACKING	HST Tax Code	5.98	51.97
				Payment Total:	91.92
24081 40150977	3/29/2019	NOVEXCO INC	OFFICE SUPPLIES		
		401-01-004 - OFFICE SUPPLIES	OFFICE SUPPLIES	93.70	
		102-01-099 - HST RECEIVABLE	HST Tax Code	10.35	
		900-01-099 - HST TRACKING	HST Tax Code	11.97	104.05
24082 MAR312019	3/29/2019	OFCAAA C/O NAPANEE EMERGF	FD ADMIN ASSISTANT DUES		
		402-01-007 - FIRE PROTECTION	FD ADMIN ASSISTANT DUES	45.00	45.00
24083 MAR292019	3/29/2019	OMERS	MARCH OMERS 2018 FINAL		
		204-01-003 - OMERS PAYABLE	MARCH OMERS 2018 FINAL	21,769.92	21,769.92
24084 MAR312019	3/29/2019	OPSEU	Monthly Remittance Union Dues		
		204-01-004 - OPSEU PAYABLE	Monthly Remittance Union	532.13	532.13
24085 MARCH2019	3/29/2019	PAUL J. VAN LUIT	BY-LAW MILEAGE		
		404-01-004 - BY-LAW MILEAGE	BY-LAW MILEAGE	44.98	
		102-01-099 - HST RECEIVABLE	HST Tax Code	4.97	
		900-01-099 - HST TRACKING	HST Tax Code	5.75	49.95
31MAR2019		404-01-001 - BY-LAW - SALARIE	MONTHLY BY-LAW	1,221.12	
		102-01-099 - HST RECEIVABLE	HST Tax Code	134.88	
		900-01-099 - HST TRACKING	HST Tax Code	156.00	1,356.00
				Payment Total:	1,405.95
24086 46443	3/29/2019	RIDEAU VALLEY CONSERVATI	ANNUAL FEE		
		403-01-001 - RIDEAU VALLEY CC	ANNUAL FEE	7,748.83	
		102-01-099 - HST RECEIVABLE	HST Tax Code	855.88	
		900-01-099 - HST TRACKING	HST Tax Code	989.92	8,604.71
24087 1836	3/29/2019	SANIGEAR	BUNKER GEAR CLEANING		
		402-01-015 - FIRE PROTECTION	BUNKER GEAR CLEANING	721.43	
		102-01-099 - HST RECEIVABLE	HST Tax Code	79.68	
		900-01-099 - HST TRACKING	HST Tax Code	92.16	801.11
24088 190087	3/29/2019	STERLMAR EQUIPMENT	BLUE LIGHTS TRUCK 3		
		402-01-014 - FIRE PROTECTION	BLUE LIGHTS TRUCK 3	498.90	
		102-01-099 - HST RECEIVABLE	HST Tax Code	55.11	
		900-01-099 - HST TRACKING	HST Tax Code	63.74	554.01
24089 8314	3/29/2019	STEVE & SONS PLUMBING,	CEDAR PARK		
		600-01-005 - RECREATION PAR	CEDAR PARK	526.16	
		102-01-099 - HST RECEIVABLE	HST Tax Code	58.12	
		900-01-099 - HST TRACKING	HST Tax Code	67.22	584.28

Report Date
4/04/2019 1:11 PM

Township of Augusta
List of Accounts for Approval
As of 4/04/2019
Batch: 2019-00029 to 2019-00030

Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
24090 100	3/29/2019	ST.LAWRENCE CORRIDOR ECC 50% LEVY JAN-JUNE 616-01-015 - Ec Dev Projects (CO 50% LEVY JAN-JUNE		14,860.00	14,860.00
24091 MAR162019	3/29/2019	SUSAN BOSMAN 401-01-001 - STAFF SALARIES	CLEANING SERVICES CLEANING SERVICES	79.05	79.05
MAR242019		401-01-001 - STAFF SALARIES	CLEANING SERVICES	79.05	79.05
				Payment Total:	158.10
24092 CM498340K	3/29/2019	TALLMAN TRUCK CENTRE LTD CREDIT MEMO ITEM RETURNED 402-01-014 - FIRE PROTECTION CREDIT MEMO ITEM RETURNED		191.31-	
		102-01-099 - HST RECEIVABLE	HST Tax Code	21.13-	
		900-01-099 - HST TRACKING	HST Tax Code	24.44-	212.44-
504155KV		464-01-002 - #2- 2011 INT'L TANL TRUCK #2		1,047.70	
		102-01-099 - HST RECEIVABLE	HST Tax Code	115.73	
		900-01-099 - HST TRACKING	HST Tax Code	133.85	1,163.43
				Payment Total:	950.99
24093 777	3/29/2019	THE CAMERA GUY 616-01-007 - MAYOR'S BREAKFAST	TAPING MAYORS BREAKFAST TAPING MAYORS BREAKFAST	101.76	
		102-01-099 - HST RECEIVABLE	HST Tax Code	11.24	
		900-01-099 - HST TRACKING	HST Tax Code	13.00	113.00
24094 6192	3/29/2019	UNITED COUNTIES OF LEEDS & CRACK SEALING HOLDBACKS Accrual 419-01-002 - CRACK SEALING & CRACK SEALING HOLDBACKS		4,049.68	
		102-01-099 - HST RECEIVABLE	HST Tax Code	447.30	
		900-01-099 - HST TRACKING	HST Tax Code	517.35	4,496.98
6178		Accrual 411-01-002 - ENTRANCE CULVE ENTRANCE WAYS		182.18	
		102-01-099 - HST RECEIVABLE	HST Tax Code	20.13	
		900-01-099 - HST TRACKING	HST Tax Code	23.28	202.31
18567		635-01-001 - REQUISITION	1QUARTER LEVY	729,353.00	729,353.00
				Payment Total:	734,052.29
24095 MAR272019	3/29/2019	UPPER CANADA DISTRICT 640-01-001 - REQUISITION ENGL	1ST QUARTER LEVY 1ST QUARTER LEVY	378,898.25	378,898.25
24096 BM19901	3/29/2019	BLUMETRIC ENVIRONMENTAL 510-01-030 - WMS - REGULAR M	N/A WDS N/A WDS	1,872.39	
		102-01-099 - HST RECEIVABLE	HST Tax Code	206.81	
		900-01-099 - HST TRACKING	HST Tax Code	239.20	2,079.20
BM19900		510-01-033 - WMS - WETLANDS	2018 WETLAND OPERATION	1,063.18	
		102-01-099 - HST RECEIVABLE	HST Tax Code	117.43	
		900-01-099 - HST TRACKING	HST Tax Code	135.82	1,180.61


Report Date
4/04/2019 1:11 PM

Township of Augusta
List of Accounts for Approval
As of 4/04/2019
Batch: 2019-00029 to 2019-00030

Page 6

Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
BM19922		510-01-031 - WMS - REGULAR M MAYNARD WDS		5,007.87	
		102-01-099 - HST RECEIVABLE	HST Tax Code	553.14	
		900-01-099 - HST TRACKING	HST Tax Code	639.76	5,561.01
					<hr/>
				Payment Total:	8,820.82
24097 MAR312019	3/29/2019	WSIB ONTARIO 204-01-009 - WSIB PAYABLE	MARCH WSIB MARCH WSIB	3,525.76	3,525.76
24098 APR12019	4/02/2019	SPRUCELAWN RMD CORPORA 101-01-001 - CURRENT TAXES	REFUND DUPLICATE PAYMENT REFUND DUPLICATE PAYMEN	1,317.05	1,317.05
					<hr/>
				Total for AP:	1,793,864.60

Certified Correct This April 4, 2019



Ray Martin

REPORT NUMBER: 2019-037
REPORT TO COUNCIL: April 8, 2019
RE: Fire Year End Report
PREPARED BY: Robert Bowman; Fire Chief

RECOMMENDATION:

THAT Council receive Augusta Fire Rescue 2018 Year End Report for information and provide any additional feedback for future report.

BACKGROUND:

Please see the attached document

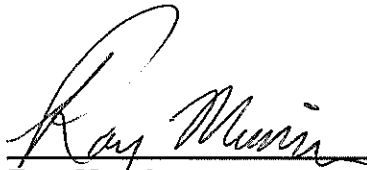
ATTACHMENT 1

FINANCIAL IMPACTS:

None at this time



Robert Bowman
Fire Chief



Ray Morrison
CAO/Treasurer



2018 Annual Report

Augusta Fire Rescue

Fire Chief Robert Bowman



Table of Contents

Message from the Chief	3
Mission, Vision, Values	4
Fire Administration	5
Organizational Structure	5
Budget	6
Buildings	6
Staffing	6
Fleet and Equipment	7
Response Statistics	9
Response Types	9
Property Value Fire Damage	10
Average Firefighter Turnout	10
Incidents By Day of Week	10
Incidents by Weekend / Weekday	11
Alarm Time Analysis – Days vs Nights	11
Accident Locations	11
Station Responses	11
NFPA 1720	12
Prescott Fire Response	12
Fire Prevention	13
Public Education	13
Fire Prevention Week: October 7 th - 13 th 2018	13
Augusta Fire Rescue Pancake Supper: April 7, 2018	14
10 Day Christmas Giveaway	14
Major inspections	14
Other Activities	14
Legal Proceedings	14
Training Division	15
Master Fire Plan	16
Master Fire Plan Completion Summary	24
2019 Preview	24

Message from the Chief

As the Fire Chief of Augusta Fire Rescue, I am pleased to provide you the 2018 annual report for this organization. This is a working document that addresses your fire departments daily activities and accomplishments. It is our goal to offer the highest level of service possible for the citizens and business community of Augusta Township. I am privileged to lead a fire service organization comprised of such committed and skilled firefighters. The men and women of Augusta Fire Rescue are unwavering in their commitment to protect the lives and properties of the citizens and visitors of Augusta Township.

The #1 priority of this department's management team is to ensure that the members of our department are equipped with the skills, tools, and training to provide this service in a safe and effective manner. Our organization values trustworthiness, resourcefulness, compassion, diversity, respect, and the commitment to excellence. I am very proud to be a part of a team that exudes these values every day, on every call for service.

I would also like to thank Augusta Township Council for their support. It is recognized that Council determines the level of service that we provide, and further that Council recognizes the important role that our firefighters play in making our municipality safe. Without their dedication to the fire department and its mission and goals, we would not be able to continue to provide the quality of service to the citizens that they expect from us.

Finally, I would like to thank you for allowing me to be your Fire Chief. I am blessed to be able to serve in this capacity and lead such a dedicated organization. I value the people I work with and witness their commitment daily. I am honored to be a member of this organization and of this Township. I do not take this responsibility or the safety of our residents lightly. My door is always open, so feel free to stop by or contact me if you have any questions or concerns.

Sincerely,

Robert Bowman
Fire Chief, Augusta Fire Rescue

Mission, Vision, Values

Mission:

To professionally provide protection and assistance to residents and visitors of Augusta Township from the effects of fires, medical emergencies and dangerous conditions. We achieve this through public education and prevention as well as emergency response.

Vision:

We strive to deliver innovative All Hazard emergency response, public education and prevention services in an effective, efficient manner with utmost pride, professionalism and respect.

Values:

Our Values provide the guiding principles as to how we work together to deliver our mission and achieve our vision. Our Values include:

Excellence: *We are committed to continuous improvement, learning and innovation*

Teamwork: *We understand the importance of cooperation and working together, valuing the contribution of each other and recognize the value of diversity.*

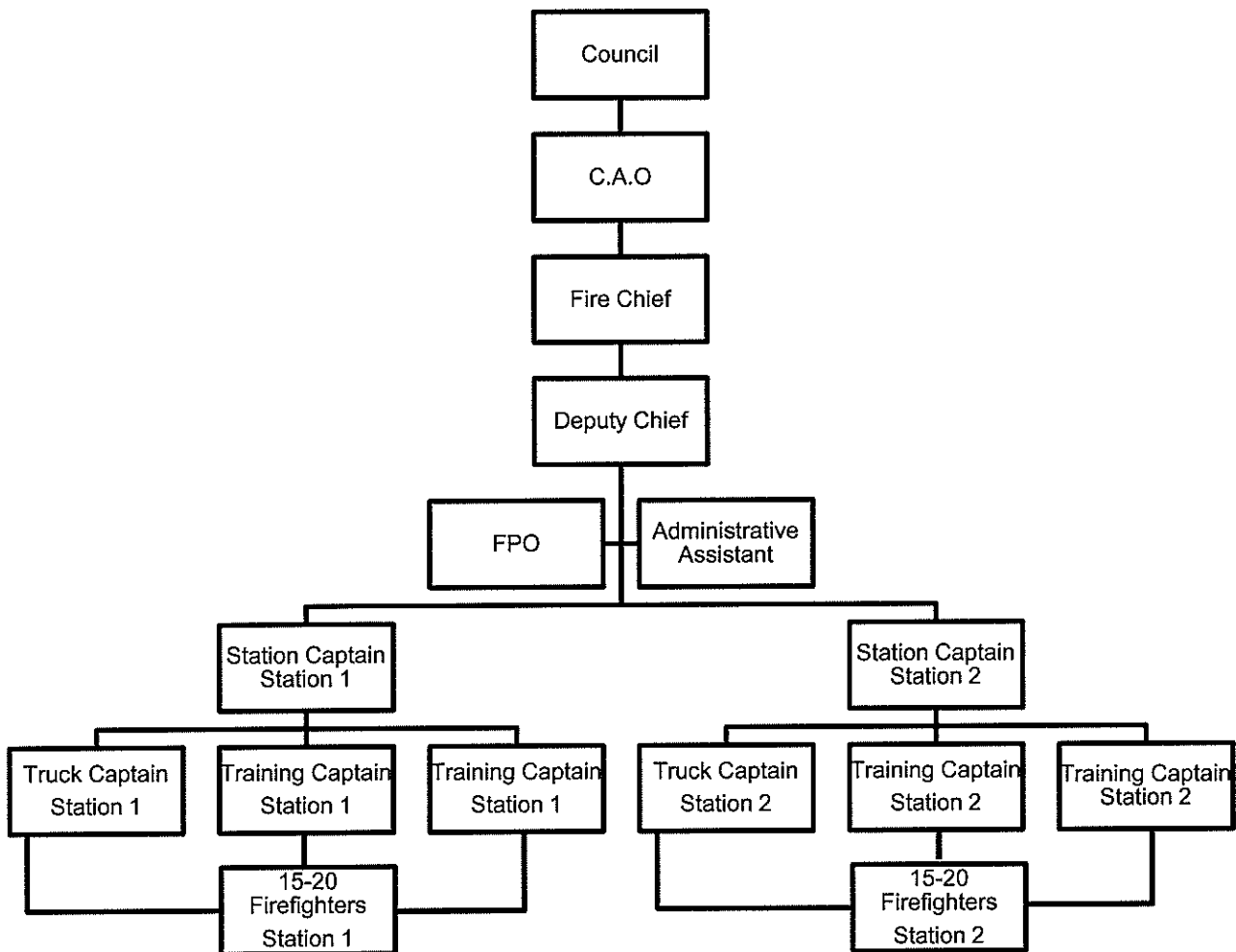
Respect: *We are respectful of each other and those we serve.*

Safety: *In all we do, our first priority is the safety of the Public, our community and ourselves.*

Fire Administration

- Fire Administration consists of the Fire Chief, Deputy Chief and Administration Assistant operating out of the Augusta Township office on County Rd 26. The Chief is responsible for 36-51 staff depending on recruitment/turnover.

Organizational Structure



Budget

- The budget for Augusta Fire Rescue is identified through Operating and Capital allocations approved by Council yearly.
 - Operating Budget - \$449,466
 - Operating Actual - \$420,930
 - Capital Budget - \$88,000
 - Capital Actual - \$75,551

Buildings

- Augusta Fire Rescue currently operates from 2 Fire Stations.
- The new station located in Maitland is well under way and is scheduled to be open in late July / early August
- We continue to monitor the movement of cracks in the walls of Station #1 with the expertise of CEL Engineering.
- The leak in the roof of our current Station #1 continues. This is due to a few issues, but mostly because there is no drain on the roof over top of the meeting room.
- Frost has heaved the footings of the fence and roof over top of the Generator at Station #2. This will be repaired in 2019

Staffing

- We have 35 firefighters.
- 18 firefighters at Station 1
- 17 firefighters at Station 2
- Two members retired in 2018
- 8 new recruits were brought on in 2018, and 2 have since successfully passed their probationary period
- 4 members resigned as they were unable to continue their commitment

Fleet and Equipment

- The main apparatus includes 3 pumper/tankers, 2 rescues, 2 tankers, 2 ¾ Ton Trucks, 1 side by side, and 1 Brush Fire/Rescue Trailer
- All vehicles are serviced by mechanics from J+L Truck and Trailer Maintenance and Battlesfield Industries Limited who work with manufacturers and suppliers to ensure the fleet is appropriately serviced and maintained.
- One tanker required 8 new tires - \$4,500
- One minor accident where a pumper slid into a ditch on Forsythe Road. Cost \$2,320. This included, towing, safety inspection, some small undercarriage repairs / cleanup, checking of frame and chassis, and pump testing.
- Purchased new 2019 ¾ Ton truck and placed into service at Station #2.
- 2008 ¾ Ton truck moved from Station #2 to Station #1
- 2000 Van removed from service
- All vehicles with pumps passed their bi-annual testing.



- Purchased dash cameras for each vehicle.
- Purchased two I-pads for each of the Rescue trucks
- Purchased 2 new battery powered Positive Pressure Fans
- Purchased 1 new ventilation saw

AUGUSTA FIRE RESCUE 2018 ANNUAL REPORT

Response Statistics

Response Types

<u>Response Type</u>		<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>5 year Avg.</u>
Motor Vehicle Accidents	SubTotal	30	15	30	49	46	34
	%	24.79%	9.26%	20.98%	28.65%	24.86%	21.71%
Medical/Resuscitator Calls	SubTotal	24	31	34	22	38	29.8
	%	19.83%	19.14%	23.78%	12.87%	20.54%	19.23%
Activated Alarms	SubTotal	15	22	14	15	18	16.8
	%	12.40%	13.58%	9.79%	8.77%	9.73%	10.85%
Structure Fires	SubTotal	16	24	13	14	6	14.6
	%	13.22%	14.81%	9.09%	8.19%	3.24%	9.71%
Carbon Monoxide	SubTotal	3	4	6	13	9	7
	%	2.48%	2.47%	4.20%	7.60%	4.86%	4.32%
Burning Complaint	SubTotal	0	0	12	12	20	8.8
	%	0.00%	0.00%	8.39%	7.02%	10.81%	5.24%
Hydro Wires	SubTotal	2	1	8	10	4	5
	%	1.65%	0.62%	5.59%	5.85%	2.16%	3.17%
Motor Vehicle Fires	SubTotal	0	0	4	9	13	5.2
	%	0.00%	0.00%	2.80%	5.26%	7.03%	3.02%
Fire Prevention/Investigation	SubTotal	0	0	0	6	3	1.8
	%	0.00%	0.00%	0.00%	3.51%	1.62%	1.03%
Mutual Aid To Other Department	SubTotal	3	2	4	5	5	3.8
	%	2.48%	1.23%	2.80%	2.92%	2.70%	2.43%
Flammable Substances Leaks	SubTotal	3	4	4	3	9	4.6
	%	2.48%	2.47%	2.80%	1.75%	4.86%	2.87%
Wildland Fires	SubTotal	5	18	4	3	4	6.8
	%	4.13%	11.11%	2.80%	1.75%	2.16%	4.39%
Other	SubTotal	20	41	10	10	10	18.2
	%	16.53%	25.31%	6.99%	5.85%	5.41%	12.02%
Annual Response Totals	Total	121	162	143	171	185	156

AUGUSTA FIRE RESCUE 2018 ANNUAL REPORT

Property Value Fire Damage

Property Value Fire Damage	2014	2015	2016	2017	2018	5 year Avg.
Total Property Value of Fire Incidents	\$1,228,000	\$3,876,000	\$4,773,000	\$4,898,500	\$1,687,000	\$3,292,500
Total Property Value Losses at Fire Incidents	\$397,000	\$1,687,500	\$1,734,500	\$1,735,500	\$1,039,500	\$1,318,800
Total Property Value Saved at Fire Incidents	\$831,000	\$2,488,500	\$3,038,500	\$3,163,000	\$647,500	\$2,033,700

Average Firefighter Turnout

Average Firefighter Turnout	2014	2015	2016	2017	2018
	15	15	14	11	11

Incidents By Day of Week

Incidents by Day of Week	2014	2015	2016	2017	2018	5 year Avg.
Sunday	14 12%	28 17%	19 13%	19 11%	22 12%	20 13%
Monday	15 12%	20 12%	24 17%	18 11%	26 14%	21 13%
Tuesday	18 15%	20 12%	12 8%	28 16%	24 13%	20 13%
Wednesday	15 12%	25 15%	18 13%	20 12%	30 16%	22 14%
Thursday	21 17%	29 18%	21 15%	22 13%	23 12%	23 15%
Friday	16 13%	20 12%	25 17%	33 19%	38 21%	
Saturday	22 18%	20 12%	24 17%	31 18%	22 12%	24 15%

AUGUSTA FIRE RESCUE 2018 ANNUAL REPORT

Incidents by Weekend / Weekday

<u>Weekends vs. Weekdays</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>5 year Avg.</u>
Monday to Thursday	69 57%	94 58%	75 52%	88 51%	103 56%	82 55%
Friday + Saturday + Sunday	52 43%	68 42%	68 48%	83 49%	82 44%	68 45%

Alarm Time Analysis – Days vs Nights

<u>Days vs. Nights</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>5 year Avg.</u>
06:00 - 18:00	75 62%	122 75%	101 71%	109 64%	118 69%	102 68%
18:00 - 06:00	46 38%	40 25%	42 29%	62 36%	67 39%	48 32%

Accident Locations

<u>Accident Locations</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>5 year Avg.</u>
Highway 401	20 67%	10 67%	21 70%	22 51%	18 39%	18 64%
Township / County	10 33%	5 33%	9 30%	21 49%	28 61%	11 36%

Station Responses

<u>Station Responses</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>5 year Avg.</u>
Station #1	86 71%	131 81%	108 76%	134 78%	134 72%	115 76%
Station #2	35 29%	31 19%	35 24%	37 22%	51 28%	35 24%

NFPA 1720

Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments

The response time standard for Volunteer Fire Departments is 14 minutes 80% of the time. Our results:

Currently we split the Township into two response areas. The Station #1 response area is Algonquin Rd South. The Station #2 response area is Algonquin Rd North.

<u>Response in 14 min 80% of the time</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>5 year Avg.</u>
Station #1	74.00%	49.00%	67.00%	61.00%	49.45%	62.75%
Station #2	82.00%	58.00%	65.00%	34.00%	57.50%	59.75%

Prescott Fire Response

<u>Response Type</u>		<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>5 year Avg.</u>
Motor Vehicle Accidents	SubTotal	10	11	12	17	17	13
Medical/Resuscitator Calls	SubTotal	7	6	5	1	5	5
Activated Alarms	SubTotal	3	2	2	3	2	2
Structure Fires	SubTotal	1	2	1	1	3	2
Carbon Monoxide	SubTotal	1	0	1	4	2	2
Burning Complaint	SubTotal	0	0	5	1	2	2
Hydro Wires	SubTotal	0	1	1	0	1	1
Motor Vehicle Fires	SubTotal	2	0	0	2	1	1
Fire Prevention/Investigation	SubTotal	0	0	0	0	0	0
Mutual Aid To Other Department	SubTotal	0	0	0	0	0	0
Flammable Substances Leaks	SubTotal	0	1	1	0	1	1
Wildland Fires	SubTotal	0	0	1	1	0	0
Other	SubTotal	5	2	0	1	2	2
Annual Response Totals	Total	29	25	29	31	36	30

Fire Prevention

Public Education

The Fire Protection and Prevention Act, 1997 was proclaimed into law on October 29, 1997 and introduced a new framework for the provision of fire protection in Ontario. This includes specific roles for the province and municipalities. Within this framework, municipalities are responsible for funding and delivering services and the province is responsible for providing advice, guidance and support to municipalities. The vision of the FPPA is that every resident of Ontario will receive an appropriate level of fire protection.

Fire Prevention Week: October 7th - 13th 2018

“Look. Listen. Learn. Be aware. Fire can happen anywhere!”, was the 2018 theme for Fire Prevention Week. The theme encouraged the public to LOOK for places fire can start, LISTEN for the sound of the smoke alarm, and LEARN two ways out of each room.



The Fire Prevention Team continued Augusta Fire Rescue's long-standing tradition of bringing Fire Prevention Week to each child in Maynard Public School.

Also, during Fire Prevention Week our team partnered with Brockville, Elizabethtown-Kitley and Athens Fire Departments in greeting all shoppers at Walmart in Brockville with Fire Prevention education, as well as tours of our apparatus.

Augusta Fire Rescue Pancake Supper: April 7, 2018

During our pancake supper we had a table full of fire prevention + education materials.

10 Day Christmas Giveaway

During the 10 days before Christmas we ran a Facebook campaign where people had to answer fire safety questions. If their answer was correct their name went into a daily draw and they would win smoke or carbon monoxide alarms

Major inspections

Inspection Type	# of Inspections
Complaints from public	3
Complaints from firefighters	0
Annual Compliance Inspections	4
Liquor license Inspections	1
Plans examinations	0
Request inspections	1
Hoarding	0

Other Activities

Activity Type	# of Occurrences
Burn Permits- Online	470
Burn Permits- Paper	617
Fire Safety Plans Reviewed	6

Legal Proceedings

Type	# of Proceedings
Fire Safety Orders issued under the FFPA	8
Provincial Offences Act Part 3 Information	0

Training Division

- The Training Division is staffed by the Deputy Chief, and 2 training officers at each station.
- The average training for our part time volunteer firefighter was 31 hours for this year.
- The Training staff delivers and oversees training to the entire staff department. Delivery has been provided by many in-house instructors.
- Rollout of the Post Traumatic Stress Disorder Critical Incident Stress Management plan.
- Rollout of Online Training – 6 Chapters
- Rollout of make-up training nights.
- Outside Courses:
 - Ontario Fire Code Part 9 - 1 Firefighter
 - Ontario Fire Code Part 4 – 1 Firefighter
 - Ontario Fire Code Parts 3 + 5 – 1 Firefighter
 - Fire Inspector II – 1 Firefighter
 - NFPA 1001 Firefighter 1A – 2 Firefighters
 - NFPA 1001 Firefighter II – 2 Firefighters
 - Paratech Struts – 3 Firefighters
 - Airbrake Endorsement – 2 Firefighters
 - CPR + First Aid – 5 Firefighters
- In-house course provided by guest instructors:
 - Opioids/Fentanyl/Naloxone Awareness – LL+G Health Unit
- Tours of Larger / Higher Risk Properties:
 - Sunnyview Home
 - Gold in the Net
 - 1000 Islands Village

Master Fire Plan –

AUGUSTA FIRE RESCUE

Strategic Direction	Rec.#	Recommendation	Implementation Plan	Responsibility	Status
1 - Safe Community	1	That annual inspections be undertaken as required by Ont. Reg 150/13 and a summary report be provided to Council quarterly.	Implementation Plan to be developed by Fire Prevention/Public Education Task Force/AA	Chief/AA	On going
1 - Safe Community	2	The request/complaint based Inspection Process be augmented with pro-active, risk-based 'education' visits with annual targets established and quarterly reports provided to Council.	Implementation Plan to be developed by Fire Prevention/Public Education Task Force/AA	CFPO/FPO/ Chief/AA	In process
1 - Safe Community	3	The Inspection/Education Process be integrated with Pre-Plan development and Training to facilitate emergency response.	Implementation Plan to be developed by Fire Prevention/Public Education Task Force	FPO/ CFPO/ Chief	In process
1 - Safe Community	4	It is recommended that the Township Establishing and Regulating By-Law be revised to require the Chief to develop and provide an effective fire prevention program that will: a) Ensure, through plan examination and inspection, that required fire protective equipment is installed and maintained within buildings, b) Reduce or eliminate fire hazards, c) Ensure compliance with applicable Municipal, Provincial and Federal Fire Prevention Legislation, Statutes, Codes in respect to fire safety, and d) Develop and maintain an effective public information system and educational program, with particular emphasis on school fire safety programs, and commercial, industrial and institutional staff training.	Implementation Plan to be developed by Fire Prevention/Public Education Task Force/AA	Fire Prevention/ Public Education Committee/ Chief/ AA	In process

1 - Safe Community	5	<p>It is recommended that the Department develop a Fire Prevention, Inspection and Public Education Policy which requires that:</p> <ul style="list-style-type: none"> • The Chief Fire Official and/or Fire Prevention Personnel will conduct inspections of the properties specified in Table 6 at the frequencies indicated. • Fire Services Personnel will conduct a home inspection program for residential dwelling units for installation and maintenance of smoke alarms and carbon monoxide detectors. • Fire Prevention Personnel examine plans and specifications of new buildings for compliance with applicable fire regulations. • Fire Services Personnel and/or other volunteers in the community will provide fire safety lectures and/or demonstrations for various public sectors such as industries, community groups, service clubs, business groups, day care facilities and schools, upon request and where resources are available. 	Implementation Plan to be developed by Fire Prevention/Public Education Task Force / AA	CFPO/FPO/ Chief/AA	
1 - Safe Community	6	That a Policy and Procedure be developed regarding the respective roles of the Fire and Buildings Department with respect to Building Permit and Planning Application Approvals as well as Building Inspections.	Implementation Plan to be developed by Fire Prevention/Public Education Task Force	CBO/Chief	
1 - Safe Community	7	Specific Plans for Public Education and Awareness including Smoke and CO Alarms, in-school programs and seniors programs be developed annually and activity reports be provided quarterly to Council.	Implementation Plan to be developed by Fire Prevention/Public Education Task Force/AA	FPO/ CFPO/ Chief/ AA	On Going
1 - Safe Community	8	Due to safety hazards and age related building deficiencies, it is recommended that planning commence immediately for the replacement of Station 1.	Business case to be developed by New Station Task Force for Council approval to proceed with funding of tender documents. Detailed implementation plan, tender documents and formal cost estimate to receive Council approval before tender.	New Station Task Force/ AA	Complete
1 - Safe Community	9	That an additional station be built to improve response times and enable more Township residents to be eligible for Insurance discounts.	Business case to be developed by New Station Task Force for Council approval to proceed with funding of tender documents. Detailed implementation plan, tender documents and formal cost estimate to receive Council approval before tender.	New Station Task Force/AA	Ceased
1 - Safe Community	10	That the additional station be located in Maynard on Township owned lands proximate to the Town Hall.	See Rec. 9 above	New Station Task Force/AA	Ceased
1 - Safe Community	11	An additional 12 firefighters be recruited with an explicit preference for candidates able to be available workdays.	Chief/CAO to bring forward a report with costing for Council's approval.	Chief	Ceased

1 - Safe Community	12	That the current range of services provided by Augusta Fire be specified in the Establishing and Regulating By-Law.	To be reviewed and addressed by SOG / Training Committee/AA	Chief/AA	In process
1 - Safe Community	13	That a multi-year plan be developed to add one dry hydrant every two years to ensure all areas of the Township have year-round access to dry or pressurised hydrants or equivalent within 5 kms.	Apparatus Committee's Role to be expanded to include equipment & infrastructure including dry hydrants. Suggest Apparatus, Equipment & Infrastructure Committee	Apparatus, Equipment Committee / Chief	On Going
1 - Safe Community	14	NFPA 1120 "Standard on Water Supplies for Suburban and Rural Fire Fighting" be used to guide any future commercial, industrial or multi-occupant residential development.		Chief	Complete
1 - Safe Community	15	On an ongoing basis, the annual budget include the purchase of 1 portable radios to 'evergreen' the current number as well as build an inventory to ensure adequate numbers are available during major events.	Apparatus Committee's Role to be expanded to include equipment & infrastructure including dry hydrants. Suggest Apparatus, Equipment & Infrastructure Committee	Apparatus, Equipment & Infrastructure Committee /Chief	On Going
1 - Safe Community	16	That Augusta Fire in collaboration with other South-Eastern Fire Departments initiate discussions with the South-East CACC to explore the perceived dispatch delay issue and explore possible solutions to improve fire response times.	Continue active participation with mutual aid partners.	Chief	Complete

**AUGUSTA FIRE RESCUE
2018 ANNUAL REPORT**

1 - Safe Community	17	Further study be undertaken to audit the number of emergency first responders present in the first-on-scene apparatus to determine if a single station response would be appropriate.	Ongoing AA Responsibility	AA/Chief	Complete
2 - Organizational Culture	18	That the Township of Augusta approve the recruitment and appropriate compensation for a full-time Fire Chief.	Report & Recommendation to Council to begin selection process.	CAO/Council	Complete
3 - Accountability	19	That the Augusta Fire Department develop and implement quarterly reporting based on the Balanced Scorecard accountability framework.	AA, Chief, Deputy (and/or delegate) to review and implement.	AA/Deputy/ Chief	In Process
4 - Supporting Innovation	20	That the review and updating of Standard Operating Guidelines (SOG's) continue with a specific target performance metric regarding number to be developed, reviewed and updated be identified as part of the Departments annual objectives and be monitored in the quarterly report.	To be reviewed and addressed by SOG / Training Committee, AA	SOG / Training Committee / AA	In Progress
4 - Supporting Innovation	21	Subject matter experts/teams be identified and supported to assist in the review and development of SOG's, Lesson Plans, and to deliver common training to each station to ensure a consistent interpretation of the SOG's and Training Plans, thus facilitating station interoperability.	To be reviewed and addressed by SOG / Training Committee / AA	SOG / Training Committee / AA	Complete
4 - Supporting Innovation	22	Augusta Fire should seek opportunities to develop regional training initiatives including a common recruit program.	To be reviewed and addressed by SOG / Training Committee	Chief	In Progress
4 - Supporting Innovation	23	That Augusta Fire continues to encourage and support Emergency First Responder or equivalent certification for all Firefighters and require Emergency First Responder or equivalent certification for advancement to Firefighter II and Officer positions.	To be reviewed and addressed by SOG / Training Committee	SOG / Training Committee	Complete
4 - Supporting Innovation	24	An optional third monthly training night be added to enhance medical and other firefighter competencies for those firefighters who wish to advance and maintain competency as NFPA Firefighter II.	To be reviewed and addressed by SOG / Training Committee	SOG / Training Committee	In Progress

AUGUSTA FIRE RESCUE
2018 ANNUAL REPORT

4 - Supporting Innovation	25	That a SOG and Training Program be developed and implemented for on-scene initial management of mass casualty events such as school bus rollovers, tomadoes, long term care facility fires, multi-vehicle accidents and train derailments.	To be reviewed and addressed by SOG / Training Committee / AA	SOG / Training Committee / AA	
4 - Supporting Innovation	26	Senior Firefighters and all Officers be encouraged and supported to take Technical Awareness Level Training to facilitate safe and effective initial response to emergency situations requiring resources not authorized by the E&R By-Law.	To be reviewed and addressed by SOG / Training Committee	Chief	On-Going
4 - Supporting Innovation	27	That written protocols be developed regarding access to specialized technical rescue teams.	To be reviewed and addressed by SOG / Training Committee/AA	Chief/AA	Complete
5 - Strategic Management	28	The Fire Department Joint Occupational Health & Safety Committee meet at least every 3 months, and the frequency of meetings, number of workers trained, and number of station inspections be reported to Council on a quarterly basis.	Safety Committee	D/C + Safety Committee	Complete
5 - Strategic Management	29	The implementation of Accountability System be supported as a means to insure accountability is in place for every call. A concurrent audit should be initiated to report quarterly on whether Accountability was set up during major incidents.	To be reviewed and addressed by SOG / Training Committee/AA	D/C, AA	On-Going
5 - Strategic Management	30	Current work to consider an updated accountability system should continue.	To be reviewed and addressed by SOG / Training Committee	Chief	On-Going
5 - Strategic Management	31	That a SOG and related training be developed for the role and deployment of a Safety Officer based on Guidance Note 2-4 and NFPA 1521. A concurrent audit process should be developed to provide quarterly reports on the deployment of a Safety Officer at major incidents.	To be reviewed and addressed by SOG / Training Committee / AA	Chief / AA	
5 - Strategic Management	32	Formal Lesson/Training Plans, approved by the Chief, need to be in place that include specific safety procedures including incorporating a safety officer.	To be reviewed and addressed by SOG / Training Committee/AA	Chief/AA	
5 - Strategic Management	33	Health and Safety Issues, policies and practices be continually monitored and reviewed including attendance at Ontario Association of Fire Chiefs annual Health & Safety Conference.	Health & Safety Committee / AA	D/C, AA	Complete

5 - Strategic Management	34	The Township replace the election system with a process whereby Council identifies the skills and abilities necessary in a Chief and, after satisfying itself that an individual has been identified who possesses those qualities, appoints that individual.	HR Task Force to be struck and bring forward recommendations to Council through Chief/CAO	CAO/Chief	Complete
5 - Strategic Management	35	The by-law appointing the Chief should be accompanied by an employment contract.	Will be brought forward as part of recommendation to Council to appoint.	CAO/Chief	Complete
5 - Strategic Management	36	The Chief's performance should then be overseen and reviewed on a regular basis, with consequences being imposed in the event that the Chief does not perform as expected.	Annual performance review to be completed by CAO	CAO	
5 - Strategic Management	37	The Chief, in turn, should have the authority to hire a Deputy and appoint officers.	Confirm in By-Law	Chief/AA	Complete
5 - Strategic Management	38	Hiring and promotions should be on the basis of skills and abilities and should be accompanied by contracts. Best practice Human Resource policies should be in place for Hiring and Promotions including requirement for Position Descriptions, Position Postings, Structured interview questions, oral & exams where appropriate, and panel interviews.	HR Task Force to be struck and bring forward recommendations to Council through Chief/CAO/AA	HR Task Force/AA	Complete
5 - Strategic Management	39	Certain key positions should be filled only where the Chief is satisfied that the member has the requisite training.	HR Task Force to recommend qualifications required for department positions.	HR Task Force/Chief/ AA	Complete
5 - Strategic Management	40	The Chief should oversee the performance of Officers and Firefighters, (Performance Appraisals) with consequences being imposed for failing to meet expectations.	Ongoing	Chief/AA	On Going
5 - Strategic Management	41	The Township should also consider having the Fire Department share some, or all, of the human resources policies of the municipality.	HR Task Force to be struck and bring forward recommendations to Council through Chief/CAO / AA	AA/Chief	On Going
5 - Strategic Management	42	That a formal Retention and Recruitment Strategy be developed using community and Firefighter focus groups to identify issues and propose recommendations.	HR Task Force to be struck and bring forward recommendations to Council through Chief/CAO / AA	Chief / AA	
5 - Strategic Management	43	That the point system be reviewed to identify alternative compensation methods to support Firefighter retention and recruitment.	HR Task Force to be struck and bring forward recommendations to Council through Chief/CAO	HR Task Force	Complete
5 - Strategic Management	44	That a formal Succession plan and Retirement Policy be developed.	HR Task Force to be struck and bring forward recommendations to Council through Chief/CAO/AA	AA/Chief	

5 - Strategic Management	45	A formal preventative maintenance program should be developed and documented for apparatus and other major equipment based on the manufacturer's recommendations.		Truck Captains / Apparatus Committee / AA	Complete
5 - Strategic Management	46	That office procedures, processes, record location and access methods be documented and reviewed to ensure that complete records are being maintained, are readily accessible and the Firehouse program is being used to its potential.	AA, Chief, Deputy (or delegate) to review and implement.	AA/Deputy	complete
5 - Strategic Management	47	That office procedures, processes, record location and access methods be reviewed to determine if adequate back-up and alternative measures are in place to maintain business continuity should normal access or procedures be disrupted.	Admin Asst, Chief, Deputy (and/or delegate) to review and implement.	AA/Deputy	In-Going
5 - Strategic Management	48	That electronic tools such as iPads as well as existing or enhanced capability of 'Firehouse' be explored to better keep track of performance measures and field documentation including fire inspections.	AA, Chief, Deputy (or delegate) to review and implement.	AA/Deputy	In-Going
5 - Strategic Management	49	A target number of SOG's to be reviewed annually be established as well as an annual target for new SOG development.	To be reviewed and addressed by SOG / Training Committee / AA	SOG / Training Committee / AA	In-Going
5 - Strategic Management	50	SOG's be developed for Electrical Emergencies (wires down, solar, transformer/pole fires, sub-station fires), Propane and Natural Gas Emergencies, Multi-Casualty Events, B.L.E.V.E., Safety Officer and Train Derailments.	To be reviewed and addressed by SOG / Training Committee / AA	SOG / Training Committee / AA	In-Going
5 - Strategic Management	51	The SCBA related SOG's should be consolidated into a Respiratory Program as required by Sec. 21 Guidance Note # 4-9, CSA Z94.4 and NFPA 1981.	To be reviewed and addressed by SOG / Training Committee / AA	SOG / Training Committee / AA	Complete
5 - Strategic Management	52	That standard office automation software be used to facilitate communication and documentation access and that an employee purchase plan for basic laptops/tablets be initiated to ensure all firefighters and officers have access to calendar, email and other electronic communication modalities.	AA, Chief, Deputy (or delegate) to review and implement.	AA/Deputy	Ceased
6 - Collaborative Relationships	53	That the County mutual aid agreement be reviewed to determine what technical rescue services can be provided and protocols for access.	To be reviewed and addressed by SOG / Training Committee	Chief	complete

6 - Collaborative Relationships	54	Clear Policies and Procedures be developed to access Provincial or other municipal Technical Rescue Teams (CBRNE, HUSAR) and other resources.	To be reviewed and addressed by SOG / Training Committee/AA	Chief/AA	Complete
6 - Collaborative Relationships	55	In collaboration with Mutual Aid partners, Augusta Fire explore opportunities to improve mutual aid interoperability including a common truck identification system. Should a common system not be feasible, Augusta Fire should consider a coherent truck identification system that could be adapted to a common system in the future.	Continue active participation with mutual aid partners.	Chief	Complete
6 - Collaborative Relationships	56	That opportunities to continue and further develop shared personnel and other mutually beneficial opportunities be explored.	Chief to meet at least quarterly with neighbouring Chiefs to discuss matters of mutual concern	Chief	In Progress

Master Fire Plan Completion Summary

Complete – 22

Ongoing – 16

In Process – 5

Not Started – 9

Ceased – 4

2019 Preview

- Re-launching our Fire Prevention Committee
- Opening of new Station
- Large capital bunker gear replacement
- 6 Firefighters taking NFPA Fire Firefighter I (3 weeks)
- Recruitment program for hopefully 10 new hires

REPORT NUMBER: 2019-038
REPORT TO COUNCIL: April 8, 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.

Drywall is all installed and mudding and taping is ongoing. The steel roof is also being installed but having some minor delays due to weather, however these delays are not affecting the schedule. The ceiling in the truck bay is also being painted and they are hopeful to start painting in the office area in the next two weeks.


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/>

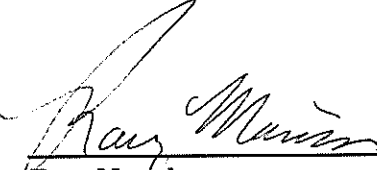
We will continue to keep Council informed as this project moves forward.

FINANCIAL IMPACTS:

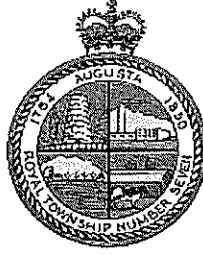
None at this time.



Robert Bowman
Fire Chief



Ray Morrison
CAO/Treasurer



**THE CORPORATION OF THE TOWNSHIP OF AUGUSTA
BY-LAW NUMBER 3411-2019**

**A BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL OF THE TOWNSHIP OF
AUGUSTA AT ITS MEETING HELD ON APRIL 8, 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 April 8, 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 8th day of April, 2019

MAYOR

CLERK