

**AGENDA  
AUGUSTA TOWNSHIP  
C.O.W./REGULAR MEETING  
May 6, 2019 at 6:30 P.M.  
North Augusta Recreation Centre**

**REGULAR COUNCIL – EXECUTIVE SESSION**

- A. Call to Order
- B. Mayor's Opening Remarks
- C. Approval of Agenda
- D. Approval of Minutes of Previous Meetings
- E. Disclosure of Interest and Nature Thereof
- F. Business Arising from the Minutes
- G. Delegations and Presentations
- H. Correspondence and Petitions
- 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 – 052 – Dust Control By-law

**Operations**

- Report 2019 – 053 – Blue Metric Environmental Services Contract
- Report 2019 – 054 – Granular M Tender Award
- Report 2019 – 055 – Liquid Dust Suppressant Tender Award

## **Planning and Building Services**

- Report 2019 – 051 – Appointment of Building Inspectors
- Report 2019 – 058 – PAC Report

## **Protective Services**

- Report 2019 – 056 – Fire Hall Update
- Report 2019 – 057 – E&R by-law

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

L. New and Unfinished Business

M. Notice of Motions

N. By-Laws

By-law 3417-2019 – By-law to Appoint Alternate Building Inspectors  
By-law 3418-2019 – E&R By-law

O. Announcements

P. Question Period for the Public

Q. Question Period for the Press

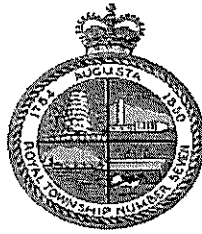
R. Closed Session as per Section 239 of the Municipal Act 2001

## **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  
April 23, 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 April 23, 2019 be adopted.  
Carried

**APPROVAL OF MINUTES OF PREVIOUS MEETING**

Moved by Councillor Henry, seconded by Deputy Mayor Shaver  
**BE IT RESOLVED THAT** Council approve the minutes of the April 8,  
2019 and April 17, 2019 Council meetings as printed and distributed to all members.  
Carried

**DISCLOSURE OF INTEREST**

**BUSINESS ARISING FROM THE MINUTES**

## DELEGATIONS & PRESENTATIONS

### CORRESPONDENCE & PETITIONS

Rabies Vaccination Clinic – Leeds Grenville & Lanark District Health Unit

Moved by Deputy Mayor Shaver, seconded by Councillor Henry

**BE IT RESOLVED THAT** Council receive the correspondence from the Health Unit regarding the annual Rabies Vaccination Clinic; and

**THAT** Council support the clinic through the use of the Public Works Garage on September 25, 2019 from 4:00 to 6:00 pm and provide two volunteers for administrative assistance.

Carried

### MOVED TO COMMITTEE OF THE WHOLE

Moved by Councillor Henry, seconded by Deputy Mayor Shaver

**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 Bowman provided an update

### ADMINISTRATION AND FINANCE

#### **Report 2019-044**

Moved by Deputy Mayor Shaver, seconded by Councillor Henry

**BE IT RESOLVED THAT** Council receive the report on the Clerk's Forum for information.

Carried

#### **Report 2019-048**

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 aid on cheques #24099 - 24153 through to April 17, 2019 in the amount of \$115,893.36.

Carried

**Report 2019-049**

Moved by Councillor Henry, seconded by Deputy Mayor Shaver

**BE IT RESOLVED THAT** Council authorize By-Law #3415-2019 to implement the levying of \$4,883,840 across all municipal tax classes according to the established ratios pertinent to each class as they presently exist.

Carried

**OPERATIONS**

**Report 2019-045**

Moved by Deputy Mayor Shaver, seconded by Councillor Henry

**BE IT RESOLVED THAT** Council authorize the Public Works Manager to advertise the sale of surplus equipment as per the Procurement Policy, By-Law No. 3101-2014.

Carried

**PLANNING AND BUILDING SERVICES**

**Report 2019-043**

Moved by Councillor Bowman, seconded by Councillor Schapelhouman

**BE IT RESOLVED THAT** Council receive the building department activity report for March, 2019 for information; and

**THAT** Council adopts By-Law #3413 to amend the current Building By-Law #3055.

Carried

**PROTECTIVE SERVICES**

**Report 2019-047**

Moved by Councillor Schapelhouman, seconded by Councillor Bowman

**BE IT RESOLVED THAT** Council accept the bid for surplus vehicle, fire department Van 3 for the sale price of \$1,230.00.

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 Shapelhouman seconded by Councillor Bowman

**BE IT RESOLVED THAT** By-Law Numbered 3413-2019 being a By-Law respecting construction, demolition and change of use permits and inspections be read a first time, a second time, a third time, and be enacted as read.

Carried

Moved by Councillor Bowman seconded by Councillor Schapelhouman

**BE IT RESOLVED THAT** By-Law Numbered 3415-2019 being a By-Law to adopt the yearly estimates and tax rates and to further provide for penalty and interest in default of payment be read a first time, a second time, a third time, and be enacted as read.

Carried

## **ANNOUNCEMENTS**

- International Day of Mourning is April 28, 2019
- Congratulations to 10 year old Lukis Thorne for achieving 3rd place at the Artistic Gymnastics Ontario Championships
- \$2,838 was raised for the North Augusta Recreation Committee at the dance
- The Grenville Historical Society will be unveiling a plaque at Glenmore House on June 15
- Firefighter competition on June 22, 2019

## **QUESTION PERIOD FOR THE PUBLIC**

## **QUESTION PERIOD FOR THE PRESS**

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

Moved by Councillor Schapelhouman, seconded by Councillor Bowman

**BE IT RESOLVED THAT** this Council move to a closed meeting at 8:00 pm., as per the Municipal Act c25, S.O. 2001 section 239 (2) to discuss:

- Legal Advice – Property Tax Collection

Carried

## **RISE FROM COMMITTEE OF THE WHOLE IN CAMERA**

Moved by Councillor Bowman, seconded by Councillor Schapelhouman

**BE IT RESOLVED THAT** the closed session adjourned at 8:28 pm and that Council resumed the open meeting to report out.

Carried

## **REPORTING OUT OF CLOSED SESSION**

Moved by Councillor Schapelhouman, seconded by Councillor Bowman

**BE IT RESOLVED THAT** Council met in closed session to discuss legal advice (property tax collection).

Council

- Took no action beyond receiving the information from staff

Carried

**BY-LAW TO CONFIRM PROCEEDINGS OF COUNCIL**

Moved by Councillor Bowman, seconded by Councillor Schapelhouman

**BE IT RESOLVED THAT** By-Law No. 3416-2019 confirm the proceedings of Council of the Township of Augusta at its meeting held on April 23, 2019 be read a first time, a second time, a third time, and be enacted as read.

Carried

**ADJOURNMENT**

Moved by Councillor Schapelhouman, seconded by Councillor Bowman

**BE IT RESOLVED THAT** this Council do now adjourn at 8:29 pm until May 6, 2019 at 6:30 p.m. or until the call of the Mayor subject to need.

Carried

**REPORT:** 2019-052  
**COUNCIL:** May 13, 2019  
**PREPARED BY:** Annette Simonian, Clerk

**RE:** Dust Control By-law

**RECOMMENDATION:**

**THAT** Council receive the attached Bylaw to Control Nuisance Dust for consideration;  
and

**THAT** Council provide direction to staff.

**BACKGROUND:**

At a Council meeting in 2018 a resident requested that council consider a Dust Control By-law and further directed staff to draft a by-law for such purposes.

The Draft By-law was reviewed at the Planning Advisory Committee meeting held April 16, 2019. Passed the unanimous resolution: That the PAC recommends to council that they do NOT support a by-law to control nuisance dust proposed by the municipality.


The Operations Committee members expressed concern about making by-laws to address occasional private civil matters, but otherwise accepted the report for information and did not provide direction.

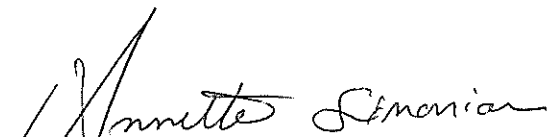
The Township's lawyer also concurs with the Committees conclusions. He feels that it would be very difficult to enforce as it becomes a subjective analysis,

Attached – Draft By-law

**FINANCIAL IMPACTS**

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

  
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Ray Morrison, CAO/Treasurer

  
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Annette Simonian, Clerk





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

**A BY-LAW TO CONTROL NUISANCE DUST**

**WHEREAS** section 129 of the Municipal Act S.O. 2001 c.25 states that a municipality may pass a by-law for regulating dust;

**AND WHEREAS** the Council of the Corporation of the Township of Augusta deems it advisable to adopt a by-law to control nuisance dust;

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

1. Definitions

- a. Council means the Council of the Corporation of the Township of Augusta
- b. Dust means any airborne particulate matter
- c. Nuisance caused by dust means any dust that is of such persistence or volume that it has a detrimental impact on the use and enjoyment of property.
- d. Person means an individual, business, firm, corporation, association, partnership or any combination thereof.

2. Scope

This by-law shall apply to the entire Municipality

3. General Prohibitions

No person shall create or permit a nuisance caused by dust.

4. Exemptions

Section 3 of the By-law does not apply to a nuisance created by the following activities:

- (a) Emergency measures undertaken for the immediate health, safety, or welfare of inhabitants or for the preservation or restoration of property; unless such dust is clearly more of a nuisance than is reasonably necessary for the accomplishment of such activity;
- (b) Any normal sand, gravel or stone quarry practice pursuant to the Aggregate Resources Act;
- (c) Any normal farm practice as determined pursuant to the Farming and Food Production Act, 1998 S.O. Chap. 1, or
- (d) An activity carried on by the municipality or any other level of government.

5. Grant of Exemption by Council

(1) Application to Council

Notwithstanding anything contained in this By-law, any person may make an application to Council to be granted an exemption from any of the provisions of this By-law with respect to any source of dust for which the person might be prosecuted and Council, by resolution, may grant or refuse to grant the exemption applied for and any exemption granted shall specify the time period during which the exemption is effective and may contain such terms and conditions as Council deems appropriate.

(2) Decision

In deciding whether to grant the exemption, Council shall give the applicant and any person opposed to the application an opportunity to be heard and may consider such other matters as Council deems appropriate.

(3) Breach

A breach of any of the terms or conditions of any exemption granted by Council shall render the exemption null and void.

6. Severability

If a court of competent jurisdiction should declare any section or part of a section of this By-law to be invalid, such section or part of a section shall not be construed as having persuaded or influenced Council to pass the remainder of the By-law and is hereby declared that the remainder of the By-law shall be valid and shall remain in force.

7. Penalty

Any person who jeopardizes the health or safety of the inhabitants of the municipality or creates a public nuisance in violation of the provisions of this by-law shall be liable to a fine up to \$5,000.00 per occurrence, maximum penalty. Each calendar day a violation of continues is deemed to a separate offence.

Read a first, second, and third time and finally passed this 11th day of March, 2019

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MAYOR

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CLERK

**REPORT NUMBER: 2019-053**

**REPORT TO COUNCIL: May 6, 2019**

**RE: BluMetric – Maynard Wetland 1 yr. Environmental Services Contract Extension**

**AUTHOR: Michel Riberdy, Public Works Manager**

**RECOMMENDATION:**

**THAT** Council set aside the Procurement Policy to sole source, accept the proposal submitted by BluMetric Environmental (formerly WESA) and authorize the CAO/Treasurer and Mayor to extend the contract (1 yr. term) with BluMetric Environmental to provide environmental monitoring and reporting services for the Maynard Wetland System at an upset cost of \$27,344.00 for 2019.

**BACKGROUND**

BluMetric Environmental Inc., formerly WESA, has a distinct advantage over possible competitors in this case due to their familiarity with our Environmental Compliance Approval (ECA) for the North Augusta Waste Disposal Site, Certificate of Approval (CoA) for Maynard Waste Disposal Site and Environmental Compliance Approval (ECA) for the Maynard Wetland System, their knowledge and history of the sites with ongoing discussions with the Ministry of the Environment and Climate Change (MOECC), their familiarity with knowing where the monitoring wells are located and having them updating our monitoring plan going forward while ensuring compliance.

Their local knowledge has already demonstrated to be a strong competitive advantage as they were by far the lowest bidder when the last RFP was issued with respect to site monitoring and reporting of our transfer stations. BluMetric Environmental currently provides professional engineering services to the Township related to environmental controls, testing, monitoring and reporting of the sites.

BluMetric proposal is based on the applicable Environmental Compliance Approvals (ECA) and Certificate of Approval (CoA) associated to our sites, recommendations contained in previous annual monitoring reports for the site as well as various correspondences with the Ministry of the Environment and Climate Change (MOECC).

Since 2015, Township staff have been performing weekly effluent sampling at the Maynard Wetland during the operation season of the system from April to November which was a cost saving of approximately \$17,000.00 a year. BluMetric has trained Township staff to perform this task to minimize cost and they provide feedback if there are any issues with our samples and sampling process in order to maintain compliance with the ECA requirements of the system.

If the existing service provider would not be successful through the RFP process; the Township would have to retain two service providers (i.e. Engineering firms) for a period in order to complete and finalize reporting requirements to the MOECC. This process could

prove to be costly, create reporting inconsistencies, irregularities that would have to be monitored closely to ensure compliance of the ECA/CoA and to ensure that no correspondences with the MOECC fall through the cracks from the changeover of service providers and increase Township staffing requirements to oversee waste management monitoring programs.

Presently, BluMetric's annual environmental reporting to the MOECC goes through a review and approval process by the Township staff prior to the reports being sent to MOECC. This process allows the Township staff to have discussions with BluMetric to rectify any issues, address any concerns. Also, it allows providing feedback related to the report, to the monitoring process and the implementation of new MOECC requirements. In addition, the laboratory fees are transferred to BluMetric and invoiced to the Township with no mark-up. This process allows BluMetric to monitor the sampling charges based on their sampling requirements. Furthermore, the laboratory services are provided through a third party.

## ANALYSIS

The proposals of BluMetric do not form part of this report to maintain confidentiality and is available for viewing at the main office to council members. The proposal provides a summary of the activities and costing to perform the environmental monitoring and reporting to MOECC.

The Maynard Wetland sampling and monitoring is a 1 yr. term due to ongoing correspondence with MOECC to reduce the frequency and magnitude of water quality criteria exceedances of the system effluent discharged to the natural environment.

BluMetric is involved with the design of the new cell/capture trench project and grant application for the Wetland Treatment System upgrade that we intend to construct if funding is made available through Green Municipal Fund and/or other funding opportunities.

- Proposal No. P04292, Maynard Wetland Operation and Monitoring Program (1 Yr. term), is available for viewing to Council members.

Cost breakdown of the proposal is as per the following:

➤ Monitoring/Reporting	\$20,215	(Status Quo from 2018)
➤ Laboratory fees (3 <sup>rd</sup> Party)	\$ 3,829	(Increase of \$382 from 2018)
➤ Sediment disposal Cell #1	<u>\$ 3,300</u>	(Contingency monies)
Total	<u>\$27,344</u>	

We do not anticipate that Cell #1 of the Wetland system has to be cleaned out and sediment disposed of during the system start-up, but the estimated cost has been accounted for as a contingency measure.

BluMetric has made every effort to combine and reduce the costs of each individual task for the monitoring and reporting program based on discussions with Township staff. They were able to maintain the same cost as 2018 for task 1 to 6 as outline in their proposal of the Maynard Wetland System. Collected samples will be submitted to Maxxam Analytics of Ottawa, Ontario. Lab fees will be paid by BluMetric with **no mark-up** in order to facilitate review and payment of invoices. Moreover, Township staff performs the weekly sampling activities of the Wetland to be efficient and cost effective.

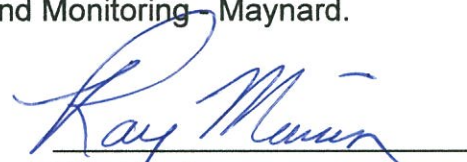
Item 1.k of the Township's Procurement Policy Bylaw # 3101-2014 states "notwithstanding the provisions of this By-law, where a Department Head or Council **deems it necessary or in the best interests of the Township** to acquire goods from one source only or the extension of an existing contract would prove more cost-effective or beneficial, Council may pass a resolution to approve the procurement of the goods or services from that particular source, without using any of the procurement processes."

Staff recommends that the environment monitoring, and reporting services performed by BluMetric Environmental Inc. be maintained as status quo for the next year.

#### **FINANCE:**

Sufficient funds have been allotted in the 2019 Operating Budget in the Waste Management a/c 510-01-033 WMS – Wetland Monitoring – Maynard.

  
\_\_\_\_\_  
Michel Riberdy  
Public Works Manager

  
\_\_\_\_\_  
Ray Morrison  
CAO/Treasurer

**REPORT NUMBER:** 2019-054  
**REPORT TO COUNCIL** May 6, 2019  
**RE:** Tender No. 2019-002 GRANULAR M TENDER AWARD  
**AUTHOR:** Michel Riberdy, Public Works Manager

**RECOMMENDATION:**

**THAT** Council authorize the Clerk and Mayor to enter into a contract with G. Tackaberry & Sons Construction Company Limited at an estimated upset cost of \$176,467.20 plus H.S.T. for the supply and spreading of an estimated quantity of 14,140 tonnes of Granular M crushed stone as per Tender No. 2019-002.

**BACKGROUND:**

Every year the Township contracts out the supply and spreading of Granular M crushed stone for resurfacing of gravel roads to maintain the road surface for structural adequacy, provide better drainage and prevent exposing the sub-base.

The roads that will receive granular material this year are as per the 2019 Road Maintenance Program. The granular material application has a three-year rotation program to maintain the gravel roads. The 2019 Road Maintenance Program will cover 28.2 km of gravel roads.

**Attachment 1:** 2019 Road Maintenance Program

**ANALYSIS:**

The Township only received one Tender submission, which has met the Tender requirements:


G. Tackaberry & Sons Construction Company Limited **@ \$176,467.20 plus H.S.T.**

The Granular M unit price is \$12.48/tonne. It has increased \$0.60/tonne from last year's winning tender unit price due to inflation, fuel cost and the Ontario Ministry of Natural Resources and Forestry changes to aggregate fees and royalties that came into effect on January 1, 2018. The amended Ontario Regulation 244/97 can be viewed at: <https://www.ontario.ca/laws> for further information.

The Tender estimated quantities will be distributed and adjusted accordingly to meet the budget constraints. The 2019 Road Maintenance Program will account for an estimated 11,215 tonnes of Granular M under the Operating Budget and an estimated 2,925 tonnes of Granular M will be accounted for under the Road Capital Budget.

**FINANCE:**

Sufficient funds have been allotted in the 2019 Operating Budget in G/L account 428-01-002 and Roads Capital in G/L account 445-01-090.

  
\_\_\_\_\_  
Michel Riberdy  
Public Works Manager

  
\_\_\_\_\_  
Ray Morrison  
CAO/Treasurer

**2019 Road Maintenance Program (Aggregate Application)**

Application Rate:

- 450 Tonnes/Km in 2013
- 325 Tonnes/Km in 2016
- 450 Tonnes/Km in 2019

Road Name	Road Length (Km)	2013 - Aggregate Granular M (tonnes) 450t/km	2016 - Aggregate Granular M (tonnes) 325t/km	2019 - Aggregate Granular M (tonnes) 450t/km	Comments
Algonquin	3	1350	975	1350	West of Cty. 15
6th conc. & Townline	2.4	1080	780	1080	West of Cty. 15
Wiltsie	2.1	945	682.5	945	
Coville	2.3	1035	747.5	1035	
Klitbo	1.7	765	552.5	765	
Cooper	4.5	2025	1462.5	2025	
Algonquin & Glenmore	1.5	675	487.5	675	
McCully	1.2	540	390	540	
Hillbrook	2.1	945	682.5	945	
Forsythe	5.5	2475	1787.5	2925	From Pit Going North, Apply a double lift for 1.0 Km, Road Capital G/L 445-01-090
Ferguson	0.8	360	260	360	
Knapp	1.1	495	357.5	495	
PW Garage				1000	Culvert Installation
<b>TOTAL:</b>	<b><u>28.2</u></b>	<b><u>12690</u></b>	<b><u>9165</u></b>	<b><u>14140</u></b>	



**REPORT NUMBER:** 2019-055  
**REPORT TO COUNCIL** May 6, 2019  
**RE:** LIQUID DUST SUPPRESSANT AWARD  
**AUTHOR:** Michel Riberdy, Public Works Manager

**RECOMMENDATION:**

**THAT** Council authorize the CAO/Treasurer to enter into an agreement with Morris Chemicals for the supply and application of approximately 260,000 litres of liquid dust suppressants on the Township's gravel roads for the estimated amount of \$65,000.00 plus H.S.T.

**BACKGROUND:**

Every year the Township contracts out services for the supply and application of liquid dust suppressants on gravel roads to minimize the dust levels, stabilize the road base and reduce the grading operation over the summer months.

A request for quotation (RFQ) was advertised on Merx, and the Township Website to notify the service providers that cover this geographic area. The scope of work consists of loading, delivering and application of the liquid dust suppressant using tanker type equipment. The material supplied had to be from the following list.

- a) Pure Liquid Magnesium Chloride 30% meeting OPSS 506 (Nov. 2013) and 2503 (Nov. 2011).
- b) Pure Liquid Calcium Chloride 35% meeting OPSS 506 (Nov. 2013) and 2501 (Apr. 2015).

Liquid magnesium chloride 30% and liquid calcium chloride 35% are considered equivalent as per specifications.

**ANALYSIS:**

We only received one quote for the liquid dust suppressant.

**Morris Chemicals**

35% Pure Liquid Calcium Chloride at \$0.2500/litre which represents an increase of 0.008/litre from 2018.

Morris Chemicals meets the requirements and they have provided excellent service to the Township for the past four years.

**FINANCE:**

Sufficient funds have been allotted in the 2019 Operating Budget in G/L account 426-01-002.

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Michel Riberdy  
Public Works Manager

  
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Ray Morrison  
CAO/Treasurer

**REPORT NUMBER**            2019-051

**REPORT TO COUNCIL**        MAY 6, 2019

**RE:**                                **APPOINTMENT OF BUILDING INSPECTORS**

**AUTHOR**                         **KAREN LAVIGNE**

**RECOMMEND:**

**THAT Council** enacts a By-law to appoint the following Building Officials as Building Inspectors for the Corporation of the Township of Augusta.

- RE-APPOINT RAY SCISSONS
- RE-APPOINT DAVE MARCIL
- APPOINT SHAWN MERRIMAN
- APPOINT KEVIN LALONDE

**BACKGROUND**

Two of the previously appointed building officials are no longer in the area. The *Building Code Act*, Section 3(2), 1992, S.O. 1992, c. 23, as amended, provides that the Council of each municipality shall appoint a Chief Building Official and such inspectors as are necessary for the enforcement of said *Act*.

**ANALYSIS**

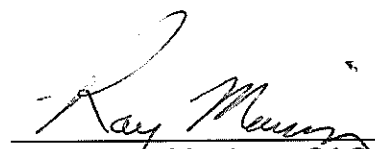
To be in compliance with the *Building Code Act*, in the absence of the CBO, alternative inspectors are required. Under regulations in the *Ontario Building Code*, Division C, Article 1.3.5.3., a site inspection of the building shall be undertaken not later than two days after receipt of a notice requesting inspection.

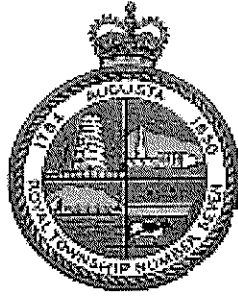
In order to ensure that we can meet our regulatory obligations, it is recommended that Council appoint the persons listed above as Township Building Officials authorized to conduct inspections in the absence of the CBO.

**FINANCIAL IMPLICATIONS**

A reasonable amount based on prior year experience has been included in the budget.

  
\_\_\_\_\_  
Karen Lavigne, CBO

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



**THE CORPORATION OF THE TOWNSHIP OF AUGUSTA  
BY-LAW NUMBER 3417 - 2019  
BEING A BY-LAW TO APPOINT BUILDING INSPECTORS FOR  
THE CORPORATION OF THE TOWNSHIP OF AUGUSTA**

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**WHEREAS**, 3(2) of the Building Code Act, 1992, S.D. 1992, c. 23, as amended, provides that the Council of each municipality shall appoint a chief building official and such inspectors as are necessary for the enforcement of said Act,

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

1. **THAT** Ray Scissons remain appointed as Building Inspector for the Township of Augusta to act on behalf of the Chief Building Official in her absence and that as a senior Building Official, shall perform the duties of the Chief Building Official as set out in the Building Code Act, 1992, S.O. 1992, c. 23, as amended.
2. **THAT** Shawn Merriman is hereby appointed Building Inspector for the Township of Augusta to act on behalf of the Chief Building Official in her absence and that as a senior Building Official, shall perform the duties of the Chief Building Official as set out in the Building Code Act, 1992, S.O. 1992, c. 23, as amended.
3. **THAT** Kevin Lalonde is hereby appointed Building Inspector for the Township of Augusta to act on behalf of the Chief Building Official in her absence and that as a senior Building Official, shall perform the duties of the Chief Building Official as set out in the Building Code Act, 1992, S.O. 1992, c. 23, as amended.
4. **THAT** Dave Marcil remain appointed Building Inspector for the Township of Augusta to act on behalf of the Chief Building Official in her absence and that as a Building Official, shall perform the duties of the Building Inspector as set out in the building Code Act, 1992, S.D. 1992, c. 23, as amended.
5. All other By-Laws inconsistent herewith are hereby rescinded.
6. This By-law shall be in force and effect on the date of passing.

**Read** a first and second time this 6th day of May, 2019

**Read** a Third time and finally passed this 6th day of May, 2019

**REPORT** 2019-058  
**REPORT TO COUNCIL** May 13<sup>th</sup> , 2019  
**RE:** Report from Planning Advisory Committee  
**PREPARED BY** Nicole Walker, Community Development and Planning Coordinator

**RECOMMENDATION:**

THAT this Planning Advisory Committee (PAC) report be received for information and action in accordance with the individual resolutions.

**REPORT:**

The PAC met on April 16, 2018 and considered the following reports:

1. Severance application B-23-19 Allan Bell
2. Severance application B-24-19 Allan Bell
3. Severance application B-25-19 Bill Cameron

**1. Severance B-23-19**

Severance applications B-23-19 has been received from the United Counties of Leeds and Grenville to create a lot addition from a large portion of the rear yard to be added to 1604 County Road 2 (Lot 1). The proposal, in addition to application B-24-19, would result in Lot 1 having an area of approximately 4.15 acres and Lot 2 having an area of approximately 2 acres. The proposed lots will be privately serviced by well and septic.

Lot 1 currently has approximately 161.82 feet of frontage onto County Road #2 and Lot 2 has an approximate frontage of 54.57 feet on Country Road #2. The application proposed to add roughly 15.93 feet of Lot frontage from Lot 1 to Lot 2. Creating two lots that comply with the official plan.

The subject lands are surrounded by vacant lands and a railway to the North; rural and residential lands to the east and west; and residential lands and the St. Lawrence River to the South. Lot 1 (1604 County Road 2) has an existing dwelling and garage with a drilled well. A dwelling is currently proposed on Lot 2.

**Recommendation**

That Council recommend to the Land Division Committee of Leeds and Grenville that consent applications B-23-19 be approved subject to the following conditions:

1. The balance of any outstanding taxes, including penalties and interest, (and any local improvement charges, if applicable) shall be paid to the Township.
2. The severed parcel merge with the parcel known as 1604 County Road 2 and an acceptable reference plan be submitted to the township.
3. That the favorable comments are received from circulated commenting agencies.

**2. Severance B-24-19**

Severance applications B-24-19 has been received from the United Counties of Leeds and Grenville to create a lot addition from a small portion of the eastern side yard of 1604 County Road 2 and a severance to the rear lot. The proposal, in addition to application B23-19, would result in Lot 1 having an area of approximately 4.15 acres

and Lot 2 having an area of approximately 2 acres. The proposed lots will be privately serviced by well and septic.

Creating two lots that comply with the official plan.

### **Recommendation**

That Council recommend to the Land Division Committee of Leeds and Grenville that consent applications B-24-19 be approved subject to the following conditions:

1. The balance of any outstanding taxes, including penalties and interest, (any local improvement charges, if applicable) shall be paid to Augusta Township.
2. The severed parcel merge with PIN 681650100 and an acceptable reference plan be submitted to Augusta Township.
3. That favorable comments are received from other commenting agencies.

### **3. Severance B-25-19**

Severance applications B-25-19 has been received from the United Counties of Leeds and Grenville to create a new lot. The subject lands are located in part of Lots 33 and 34, Concession 8 and are municipally known as 8100 County Road 15. The subject lands are currently developed with a single detached dwelling. The applicant is proposing to create one new residential lot, while the existing single detached dwelling will remain on the retained parcel.

The proposed severed lot was initially proposed to be the location of a secondary suite; however, the applicant has since changed his mind and has applied for a severance to create a new lot. As a result, the proposed lot is currently developed with a partially constructed single detached dwelling and drilled well.

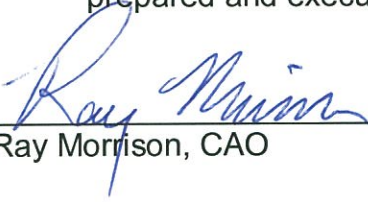
The Leeds, Grenville & Lanark District Health Unit has also issued a Sewage System Completion Certificate. The proposed severed lot would have an area of approximately 7.67 acres with approximately 33.7 metres of frontage on County Road 15 and approximately 295.84 metres of frontage on Wiltsie Road. The proposed retained lot would have an area of approximately 2.48 acres with approximately 59.5 metres of frontage on County Road 15.

### **Recommendation**

That Council recommend to the Land Division Committee of Leeds and Grenville that consent applications B-25-19 be approved subject to the following conditions:

1. The balance of any outstanding taxes, including penalties and interest, (any local improvement charges, if applicable) shall be paid to Augusta Township.
2. An acceptable reference plan or legal description of the severed lands and the deed or instrument conveying the severed lands shall be submitted to Augusta Township.
3. That the applicant submits the required cash-in-lieu of parkland levy of \$500 per lot to Augusta Township.
4. That favourable comments are received from the Rideau Valley Conservation Authority.
5. That favourable comments are received from circulated commenting agencies.

6. That the road allowance for Wiltsie Road be widened along the frontage of the severed lands, as required, to 10 metres from the centerline of the road, and that a Transfer/Deed of Land conveying the said land to Augusta Township be prepared and executed.

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

  
\_\_\_\_\_  
Nicole Walker, Community Development  
& Planning Coordinator

**REPORT NUMBER:** 2019-056  
**REPORT TO COUNCIL:** May 6<sup>th</sup>, 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.

Painting and T-Bar ceiling in the office side of the building is almost complete. The flooring in the office area and the steel walls inside the bays are starting to be installed. The brick work and steel roof are complete. All bay doors have been installed. They have started to install the steel inside the truck bay. The trench for electrical hookup is complete and waiting for Hydro.

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**



**REPORT NUMBER:** 2019-057  
**REPORT TO COUNCIL:** May 6, 2019  
**RE:** Establishing and Regulating By-Law  
**PREPARED BY:** Robert Bowman; Fire Chief

**RECOMMENDATION:**

**THAT** Council receive the attached By-Law to Establish and Regulate a Fire Department for information and;

**THAT** Council enact the By-Law to Establish and Regulate a Fire Department

**BACKGROUND:**

An establishing and regulating bylaw is a municipal council document outlining policy for fire departments. It can be used to show how the municipality delivers fire protection services it has determined are necessary according to its needs and circumstances, as is required by the *Fire Protection and Prevention Act, 1997* (FPPA). An establishing and regulating bylaw can state the type and level of fire protection services provided.

The current E&R By-Law for the Fire Service was last updated in 2008. An updated E&R By-Law is necessary to ensure the By-Law reflects the changes to Augusta Fire Rescue and the Fire Service in Ontario. This By-Law was updated with consultation from the Ontario Fire Marshal as well as our neighbouring departments.

Through the Fire Master Plan, the updating of the E&R By-Law was included in recommendation 4, 12, 27 and 54. This new By-Law meets all those recommendations.

ATTACHMENT 1

**FINANCIAL IMPACTS:**

None at this time.

  
\_\_\_\_\_  
**Robert Bowman**  
Fire Chief

\_\_\_\_\_  
**Ray Morrison**  
CAO/Treasurer



**THE CORPORATION OF THE TOWNSHIP OF AUGUSTA  
BY-LAW NUMBER 3418-2019**

**A BY-LAW TO ESTABLISH AND REGULATE A FIRE DEPARTMENT**

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**AND WHEREAS** Section 446 of the *Municipal Act* provides that if a municipality has the authority under that or any other act, or under a By-Law under that or any other Act, to direct or require a person to do a matter or thing, the municipality may also provide that, in default of it being done by the person directed or required to do it, the matter or thing shall be done at the person's expense, and the municipality may recover the costs of doing a matter or thing from the person directed or required to do it by action or by adding the costs to the tax roll and collecting them in the same manner as property taxes;

**AND WHEREAS** the Council of the Corporation of the Township of Augusta deems it desirable, necessary and expedient to amend, consolidate, revise and update its By-Law to establish and regulate a fire department for the Township of Augusta;

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

**1. DEFINITIONS**

1.1. In this By-Law, unless the context otherwise requires:

- a) *"Approved"* means approved by Council.
- b) *"Automatic Aid"* means an Approved agreement under which a municipality that is capable of responding more quickly to an area agrees to provide an initial response to fires, rescues, and emergencies in another municipality, or where a municipality agrees to provide a supplemental response to fires, rescues, or emergencies that may occur in another municipality.
- c) *"Auxiliary Member"* means a person who provides certain limited functions in support of the delivery of Fire Protection Services voluntarily or for a nominal consideration.
- d) *"Corporation"* means The Corporation of the Township of Augusta.
- e) *"Council"* means the Council of the Township of Augusta.
- f) *"Deputy Fire Chief"* means a person appointed by Council to act on behalf of the Fire Chief of the Fire Department in the case of absence or a vacancy in the office of the Fire Chief.
- g) *"Emergency Management and Civil Protection Act"* means *Emergency Management and Civil Protection Act, 1990, S. O. 1990, c. E.9, as amended, and any successor legislation.*
- h) *"Fire Chief"* means the person appointed by Council to act as fire chief for the Corporation and who is ultimately responsible to Council for the delivery of fire protection services as set out in the *Fire Protection and Prevention Act.*
- i) *"Fire Department"* means the fire department for the Township of Augusta.
- j) *"Fire Code"* means Ontario Regulation 213/07, as amended, and any successor regulation.
- k) *"Firefighter"* means any person employed in or appointed to the Fire Department to undertake Fire Protection Services, including Full-time, Officer, Part-Time, paid on-call, Volunteer and excludes the Fire Chief.
- l) *"Fire Protection and Prevention Act"* means the *Fire Protection and Prevention Act, 1997, S.O. 1997, c.4, as amended, and any successor legislation.*

- m) "Fire Protection Services" includes fire suppression, rescue and emergency services, fire prevention, public fire safety education, mitigation, prevention and safety education of the risk created by unsafe levels of carbon monoxide, communications, training of personnel involved in the provision of Fire Protection Services, and the delivery of all those services.
- n) "Limited Service" means a variation of service significantly differentiating from the norm as a result of extenuating circumstances, such as deployment of Paid on-call or Volunteer Firefighters in insufficient numbers to safely carry out the delivery of Fire Protection Services, environmental factors, remote properties, impeded access, private roadways, lanes and drives, obstructions, or extraordinary hazards or unsafe conditions.
- o) "Member" means any person employed by, appointed to, or volunteering for the Fire Department and assigned to undertake Fire Protection Services, and includes Officers, Full-time, Part-time, Paid-on-call firefighters or Volunteer firefighters, Auxiliary Members, and administrative staff and excludes the Fire Chief.
- p) "Municipal Act" means the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, and any successor legislation.
- q) "Mutual Aid" means a plan established pursuant to section 7 of the *Fire Protection and Prevention Act* under which fire departments that serve a designated area agree to assist each other on a reciprocal basis in the event of a major fire or emergency response.
- r) "Officer" means Fire Chief, Deputy Fire Chief, District Chief, Chief Training Officer, Captain, Acting Captain, Training Officer, Chief Fire Prevention Officer, Fire Prevention Officer, and any person designated by the Fire Chief to supervise Firefighters.
- s) "Paid-on-call firefighters" means a person who provides Fire Protection Services voluntarily on an on-call paid hourly basis.
- t) "Volunteer Firefighter" means a person who provides Fire Protection Services voluntarily or for a nominal consideration, honorarium, or training or activity allowance, and includes Auxiliary Members.

## 2. ESTABLISHMENT

2.1. A Fire Department for The Township of Augusta is to be known as Augusta Fire Rescue is hereby established, and the head of the Fire Department shall be known as the Fire Chief.

## 3. DEPARTMENT STRUCTURE

3.1. Council shall appoint a Fire Chief who shall be the highest-ranking Officer and director of the Fire Department.

3.2. In addition to the Fire Chief, Council shall appoint a Deputy Fire Chief who shall report to the Fire Chief as the second highest ranking Officer of the Fire Department and who, in the absence or vacancy of the Fire Chief, shall have the powers and perform the duties of the Fire Chief.

3.3. In addition to the Fire Chief and Deputy Fire Chief, the Fire Department may consist of Fire Prevention Officers, Inspectors, Fire Safety Educator, Officers, Firefighters, and other Members as deemed necessary and appointed by the Fire Chief to provide Fire Protection Services.

3.4. The Fire Department shall be structured in conformance with the Approved Fire Department Organizational Chart as set out in Schedule "A" attached hereto and forming part of this By-Law.

## 4. APPROVED SERVICES AND PROGRAMS

4.1. The Fire Department shall provide such Fire Protection Services and programs as approved by Council in accordance with Part II of the *Fire Protection and Prevention Act* and set out in Schedule "B" attached hereto and forming part of this By-Law.

## 5. LIMITED SERVICE

5.1. In consideration of the reliance by the Fire Department on the response of Paid on-call or Volunteer Firefighters, whose deployment to emergencies in sufficient numbers cannot in all instances be guaranteed, adverse climate conditions, delays or unavailability of specialized equipment required by the Fire Department, or other extraordinary circumstances which may impede the delivery of Fire

Protection Services, any Approved service set out in Schedule "B" may from time to time be provided as a Limited Service as defined in this By-Law, as determined by the Fire Chief, his or her designate, or the highest ranking Officer in charge of a response.

5.2. The Corporation shall accept no liability for the provision of a Limited Service by the Fire Department as reasonably necessary.

## 6. RESPONSES OUTSIDE THE LIMITS OF THE MUNICIPALITY

6.1. The Fire Department shall not respond outside the limits of the municipality except with respect to a fire, rescue or emergency:

- a) That, in the opinion of the Fire Chief or designate, threatens property in the municipality, or property situated outside the municipality that is owned or occupied by the municipality;
- b) In a municipality with which an Approved agreement has been entered to provide fire protection services which may include automatic aid;
- c) On property with which an Approved agreement has been entered into with any person or corporation to provide fire protection services;
- d) At the discretion of the Fire Chief or designate, to a municipality authorized to participate in any county, district or regional mutual aid plan established by a fire coordinator appointed by the Fire Marshal or any other similar reciprocal plan or program; or
- e) On property beyond the municipal boundary where the Fire Chief or designate determines immediate action is necessary to preserve life or property and the appropriate department is notified to respond and assume command or establish alternative measures acceptable to the Fire Chief or designate.

## 7. FIRE CHIEF RESPONSIBILITIES AND AUTHORITY

7.1. The Fire Chief shall be ultimately responsible to Council as set out in subsection 6(3) of the *Fire Protection and Prevention Act* for the proper administration and operation of the Fire Department, including delivery of approved services and programs.

7.2. The Fire Chief shall be deemed to be the Chief Fire Official of the municipality for the purposes of the *Fire Protection and Prevention Act* and regulations enacted thereunder and shall have all statutory authority and shall carry out all prescribed duties and responsibilities in respect thereof.

7.3. Without limiting the generality of the foregoing, the Fire Chief shall be authorized and responsible for:

- a) Performing all statutory duties of the *Fire Protection and Prevention Act*, the *Emergency Management and Civil Protection Act* and any other legislation applicable to the administration or operation of the Fire Department.
- b) Reporting to Council as required by the *Fire Protection and Prevention Act* and in accordance with the provisions established by the *Emergency Management and Civil Protection Act*.
- c) Enforcement of this By-Law and any regulations established under this By-Law, and the enforcement of any other By-Laws of the Corporation respecting the administration and operation of the Fire Department.
- d) Periodically reviewing this By-Law and any other By-Laws of the Corporation respecting the administration and operation of the Fire Department, and the Fire Chief may establish an advisory committee consisting of such Members of the Fire Department and other persons, possibly including members of the general public, as may be necessary from time to time to assist in discharging this duty.
- e) Recommending to Council amendments to this By-Law, or any other By-Law of the Corporation, that the Fire Chief considers relevant and appropriate.
- f) Developing, establishing, and implementing policies, operating procedures and guidelines, general orders and department rules, and other measures as the Fire Chief may consider necessary for the proper administration and efficient operation of the Fire Department.
- g) Periodically reviewing, revising, or revoking as required, any policies, operating procedures and guidelines, general orders, and rules of the Fire Department, and the Fire Chief may establish an advisory committee from time to time to assist in discharging these duties.
- h) Arranging for the provision and allotment of strategic staffing and proper

facilities, apparatus, equipment, materials, services and supplies for the Fire Department.

- i) Ensuring the proper care and protection of all Fire Department property.
- j) Arranging and implementing automatic aid, mutual aid and other negotiated and/or Approved fire protection and emergency service agreements between the Township of Augusta and other municipalities.
- k) Determining and establishing the qualifications and criteria for employment or appointment, and the duties and responsibilities of all Members of the Fire Department.
- l) Appointment, subject to hiring policies, of any qualified person as a Member of the Fire Department.
- m) The conduct and discipline of all Members of the Fire Department, including disciplinary actions as required which may range from reprimand to dismissal.
- n) Keeping an accurate record of all fires, rescues and emergencies responded to by the Fire Department, all fire safety inspections and fire investigations, and other such records as may be required by Council in a manner consistent with applicable records management policies of the Corporation, and for retaining such records for a period prescribed by Approved records retention policies and statutory requirements.
- o) Enforcing the Fire Code, reporting all fires to the Fire Marshal, and complying with all Fire Marshal's directives as mandated by the *Fire Protection and Prevention Act*.
- p) Reporting to the appropriate Crown Attorney or other prosecutor, or law enforcement or other officer, the facts upon the evidence in any case in which there is reason to believe that a fire has been the result of criminal intent or negligence, or in which there is reason to believe that an offence has been committed under the *Fire Protection and Prevention Act*, or other applicable regulation or statute.
- q) Preparing and presenting annual and periodic reports to Council as deemed necessary by the Fire Chief, and any other specific reports as directed by Council.
- r) Preparing and submitting annual budget estimates for approval by Council, and effectively administering, monitoring, and controlling the Fire Department operating and capital budgets.
- s) Assisting other public officials in an emergency declared by the Head of Council, the Premier of Ontario, or the Prime Minister of Canada.

## 8. POWERS

8.1. The Fire Chief shall exercise all powers and duties prescribed by the *Fire Protection and Prevention Act* and shall be empowered to take all reasonable and proper measures for the prevention, control, and extinguishment of fires, and for the protection of life, property and the environment, and for the management of emergencies within the jurisdiction of the municipality.

8.2. Without limiting the generality of the foregoing, the Fire Chief and their designates shall be empowered and authorized to carry out the following:

- a) Enforcement of all municipal By-Laws in respect of fire safety and fire prevention,
- b) Pulling down or demolishing any building or structure when necessary to prevent the spread of fire.
- c) Any necessary action to guard against fire or other danger, risk, or accident, which may include boarding up or barricading of buildings or property, when unable to contact the owner of the property.
- d) Recovery of costs incurred by such necessary actions for the Corporation in a manner provided by the *Municipal Act* and the *Fire Protection and Prevention Act*.
- e) Taking any and all steps as set out in Parts V, VI, VII, and VIII of the *Fire Protection and Prevention Act*.

8.3. As set out in the *Fire Protection and Prevention Act*, the Fire Chief may delegate any of their powers or duties to the Deputy Fire Chief or any Officer or Member that the Fire Chief deems appropriate, subject to such limitations, restrictions or conditions as may be set out in the delegation, and such Officer or Member so delegated shall have all the powers and shall perform all duties as delegated.

## **9. RECOVERY OF COSTS**

- 9.1. If as the result of a Fire Department response to a fire, rescue, or other emergency, the Fire Chief, his or her designate, or the highest ranking Officer in charge determines that it is necessary to retain a private contractor, rent special equipment, or use consumable materials other than water in order to suppress or extinguish a fire, preserve property, prevent a fire from spreading, remove hazardous materials, assist in or otherwise conduct an investigation to determine the cause of a fire, or otherwise control or eliminate an emergency situation, the Corporation shall recover the costs incurred by the Township of Augusta for taking such actions from the owner of the property on which the fire or other emergency occurred.
- 9.2. The Corporation may recover costs incurred by such necessary actions in a manner provided by the *Municipal Act* and the *Fire Protection and Prevention Act* in accordance with the fees prescribed by the applicable Fees for Services By-Law of the Corporation from time to time.
- 9.3. A fee imposed upon a person under this By-Law, including any interest, penalty charges and costs of collection, constitutes a debt of the person to the Corporation, and a person who is charged a fee under this By-Law and fails to pay the fee within thirty days of receipt of an invoice shall be charged interest in accordance with the applicable Fire Department Fees and Charges By-Law.
- 9.4. If a property owner who is charged a fee under this By-Law fails to pay the fee within ninety days of receipt of an invoice, the Corporation may add the fee, including penalty and interest, to the tax roll for any real property registered in the name of the owner and collect the fee, including penalty and interest, in like manner as municipal taxes.

## **10. MEMBER EMPLOYMENT**

- 10.1. The Fire Chief may appoint, from time to time, any eligible person as a Member in order to maintain a sufficient complement of Firefighters in accordance with the Approved Fire Department Organizational Chart as set out in Schedule "A" attached hereto and forming part of this By-Law, and subject to Approved hiring policies.
- 10.2. The employment of Members shall be governed by the Firefighter Terms and Conditions of Employment as set out in Schedule "C" attached hereto and forming part of this By-Law.

## **11. OBSTRUCTION**

- 11.1. No person shall obstruct, hinder, or interfere with the Fire Chief or any Member of the Fire Department in the performance of his or her duties in accordance with this By-Law and the *Fire Protection and Prevention Act*.

## **12. OFFENCES**

- 12.1. Every person who contravenes any provision of this By-Law is guilty of an offence and, upon conviction, is liable to a penalty established by the *Provincial Offences Act*, R.S.O. 1990, c. P.33, as may be amended from time to time, and any successor legislation.

## **13. AMENDMENTS**

- 13.1. Schedule A, B and C to this policy may be amended from time to time upon the approval of the CAO and/or Fire Chief in order to add or delete or modify matters listed.

## **14. SEVERABILITY**

- 14.1. Should a court of competent jurisdiction find any section or provision, or part thereof, of this By-Law to be invalid or to be of no force and effect, such section or provision or part thereof shall be deemed to be severable, and all other sections or provisions or parts of this By-Law shall be deemed to be separate and independent there from and to be enacted as such.

## **15. REPEAL**

- 15.1. By-Law No. 2708, as amended, of the Corporation of the Township of Augusta be and is hereby repealed.

15.2. Notwithstanding Section 15, the appointments of the Fire Chief, the Deputy Fire Chief, and all other Members of the Fire Department who were appointed under the provisions of By-Law No. 2708, that existed and were in effect on the day on which the By-Law was repealed shall survive and remain in force and effect after the By-Law is repealed.

**16. FORCE AND EFFECT**

16.1. This By-Law shall come into force and effect on the day on which it is passed.

**READ** a first time this 6 day of May 2019

**READ** a second time this 6 day of May 2019

**READ** a third time and passed this 6 day of May 2019

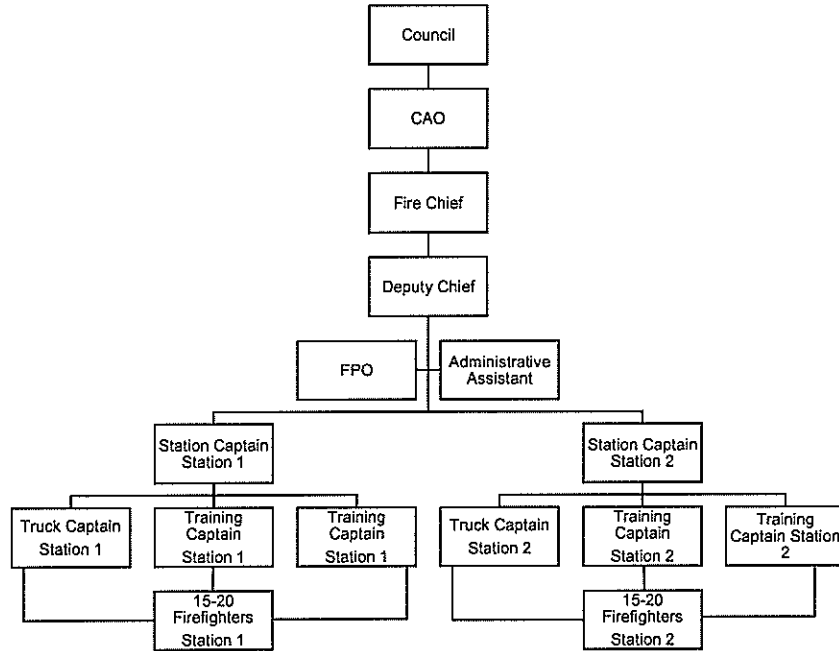
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MAYOR

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CLERK

**SCHEDULE A**  
**BY-LAW 3418-2019**  
**ORGANIZATIONAL CHART**





## SCHEDULE B

### BY-LAW 3418-2019

#### FIRE RESCUE AND EMERGENCY SERVICES APPROVED SERVICES AND PROGRAMS

The Fire Department shall provide the following services and programs:

##### 1. EMERGENCY RESPONSE

###### 1.1. Basic Firefighting Services:

1.1.1. The Fire Department shall respond to fire, alarms of fire, and pre-fire conditions to provide fire suppression services, and shall exercise best efforts to conform to the most recent edition of the *National Fire Protection Association (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* as revised from time to time.

###### 1.2. Structural Firefighting Services:

1.2.1. For the purpose of this Schedule, "Structural Firefighting" shall have the meaning defined by *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*.

1.2.2. Interior Search and Rescue- Shall be provided when possible and as appropriate in accordance with the following:

1.2.2.1. Service shall be provided to search for and rescue endangered, trapped or potentially trapped persons within the structure.

1.2.2.2. Service shall be provided only when, in the opinion of the Fire Chief or most senior Officer in Charge, all or the following are true:

1.2.2.2.1. A scene risk assessment has been completed, and the level of risk reasonably justifies entry into the structure;

1.2.2.2.2. Building integrity permits entry into the structure;

1.2.2.2.3. Sufficient Trained Firefighter staffing is deployed at the fireground;

1.2.2.2.4. Reliable water supply with adequate flow can be sustained;

1.2.2.2.5. Adequate fireground supervision and support is provided.

1.2.3. Interior Fire Suppression (Offensive Operations)- Shall be provided when possible and as appropriate in accordance with the following:

1.2.3.1.1. Service shall be provided to contain the fire and prevent further loss of property.

1.2.3.1.2. Service shall be provided only when, in the opinion of the Fire Chief or most senior Officer in Charge, all of the following are true:

1.2.3.1.2.1. A scene risk assessment has been completed, and level of risk reasonably justifies Firefighter entry into the structure;

1.2.3.1.2.2. Building integrity permits entry into the structure;

1.2.3.1.2.3. Sufficient Trained Firefighter staffing is deployed at the fireground;

1.2.3.1.2.4. Reliable water supply with adequate flow can be sustained;

1.2.3.1.2.5. Adequate fireground supervision and support is provided.

1.2.4. Exterior Fire Suppression (Defensive Operations)- Shall be provided when possible and as appropriate, in the opinion of the Fire Chief or most senior Officer in charge, in accordance with the following:

1.2.4.1. There shall be no expected rescue component with this service.

1.2.4.2. Service shall be provided to prevent fire spread to adjacent areas.

- 1.2.4.3. Service shall be provided when Interior Fire Suppression is not possible or appropriate,
- 1.2.4.4. Service shall be provided as water supply permits.

**1.3. Rural Firefighting Operations:**

- 1.3.1. Rural firefighting operations using tanker shuttle service shall be provided in area without municipal water supply and best efforts shall be exercised to conform to *NFPA 1142, Standard on Water Supplies for Suburban and Rural Firefighting*.
- 1.3.2. The Fire Department shall maintain Superior Tanker Shuttle Service accreditation by Fire Protection Survey Services or another recognized accreditation body.

**1.4. Vehicle Firefighting Services:**

- 1.4.1. Service shall be provided to control and extinguish vehicle fires.

**1.5. Grass, Brush, and Forestry Firefighting Services:**

- 1.5.1. Service shall be provided, and best efforts shall be exercised to conform to *NFPA 1143, Standard for Wildland Fire Management*.

**1.6. Marine Firefighting Services:**

- 1.6.1. Marine firefighting service shall be limited to shore-based, defensive firefighting operations only.

**1.7. Automatic Aid Response Services:**

- 1.7.1. Service shall be provided in accordance with any Automatic Aid agreements approved by Council.

**1.8. Mutual Aid Response Services:**

- 1.8.1. Service shall be provided in accordance with the Mutual Aid Plan established in respect to the municipalities within the United Counties of Leeds and Grenville pursuant to *clause 7(2)(a) of the Fire Protection and Prevention Act*.

**1.9. Tiered Medical Assistance Services:**

- 1.9.1. Service shall be provided in accordance with the Emergency Medical Tiered Response Agreement between the Leeds and Grenville Emergency Medical Services and the Township of Augusta

**1.10. Ambulance Assistance Services:**

- 1.10.1. Service shall be provided to assist Emergency Medical Services with emergency and non-emergency situations with respect to providing access and/or the provisions of care to patients.

**1.11. Police Assistance Services:**

- 1.11.1. Service shall be provided to assist Police with emergency and non emergency situations for which the Fire Department has equipment and/or specialized skills to assist in the mitigation.

**1.12. Public Assistance Services:**

- 1.12.1. Service shall be provided to assist the public with emergency situations for which the Fire Department has the equipment and/or specialized skills to mitigate the incident.
- 1.12.2. Service shall be provided to assist the public with non-emergency situations for which the Fire Department has the equipment and/or specialized skills to mitigate the incident as resources are available.

**1.13. Public Hazard Assistance Services:**

- 1.13.1. Carbon Monoxide Incidents: Response shall be provided to carbon monoxide alarms and emergencies.
  
- 1.13.2. Public Utility Incidents- Response shall be provided to public utility incidents that poses public hazard including:
  - 1.13.2.1. Electrical utility emergencies;
  - 1.13.2.2. Natural gas and propane utility emergencies
  
- 1.13.3. Oil and combustible/flammable liquids/spills

**1.14. Vehicle Accident Services:**

- 1.14.1. The Fire Department shall respond to vehicle accidents to provide the following services:
  - 1.14.1.1. Stabilizing the scene of the accident;
  - 1.14.1.2. Stabilizing the vehicles involved in the accident;
  - 1.14.1.3. Providing aid to injured or trapped persons;
  - 1.14.1.4. Mitigating adverse effects to the natural environment.

**1.15. Vehicle Extrication Services:**

- 1.15.1. Vehicles sear and rescue services, including extrication, shall be provided at the Technician Level in accordance with *NFPA 1670, Standard for Operations and Training for Technical Search and Rescue Incidents*.

**1.16. Large Scale Transportation Incidents involving Vehicles, Trains, Aircraft, Watercraft:**

- 1.16.1. Response shall be provided to large scale transportation incidents that may involve large numbers of casualties, widespread damage to property, and/or significant environmental impact.
  
- 1.16.2. Response provided to large-scale transportation incidents involving any form of transportation in any body of water **shall only include shore-based response**.

**1.17. Highway Incident Services:**

- 1.17.1. Fire Protection Services shall be provided to the Kings Highway and other provincial highways
  
- 1.17.2. Cost associated with Fire Department response to provincial highways shall be recovered in accordance with applicable provincial fire service agreements

**1.18. Hazardous Materials Response Services:**

- 1.18.1. Service shall be provided at the Awareness Level in accordance with *NFPA 472, Standard for Competence of Responders to Hazardous Material Incidents*.
  
- 1.18.2. Hazardous materials response services at the NFPA 472 Technician Level **shall not** be provided by the Fire Department.
  
- 1.18.3. Notwithstanding the foregoing, the Fire Chief shall be authorized to designate one Firefighter to participate in a County/District/Region Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) Response Team, and to train to and to operate at the NFPA 472 Technician Level while deployed to CBRNE incidents in conjunction with a regional response team, under the provisions of an approved mutual aid or fire services agreement.

**1.19. Water and Ice Rescue Services:**

- 1.19.1. Surface Water Rescue- Service shall be provided at the Awareness Level in accordance with *NFPA 1670, Standard for Operations and Training for Technical Search and Rescue Incidents*, and **shall only include shore based operations**
- 1.19.2. Swift Water Rescue- Service shall be provided at the Awareness Level in accordance with NFPA 1670 standard and **shall only include shore based operations.**
- 1.19.3. Ice Rescue- Service shall be provided at the Awareness Level in accordance with NFPA 1670 standard and **shall only include shore based operations.**
- 1.19.4. Dive rescue- Service **shall not be provided** by the Fire Department.
- 1.19.5. Recovery services to retrieve animals, property, or human remains by entering into or onto a body of water, or onto ice over a body of water, **shall not be provided** by the Fire Department.

**1.20. Urban Search and Rescue Services:**

- 1.20.1. Fire Department response to urban search and rescue incidents shall be limited to providing Structural Collapse Search and Rescue services at the Awareness Level in accordance with *NFPA 1670, Standard for Operations and Training for Technical Search and Rescue Incidents*.
- 1.20.2. Urban search and rescue service requiring structural collapse search and rescue services at the Operations or Technician Levels **shall not be provided** by the Fire Department.

**1.21. Rope Rescue Services:**

- 1.21.1. Rope rescue services at the Operations or Technician Levels **shall not be provided** by the Fire Department

**1.22. Confined Space Rescue Services**

- 1.22.1. Service shall be provided at the Awareness Level in accordance with *NFPA 1670, Standard for Operations and Training for Technical Search and Rescue Incidents*.
- 1.22.2. Confined Space Rescue Services at the Operations or Technician Levels **shall not be provided** by the Fire Department.

**1.23. Trench Rescue Services:**

- 1.23.1. Service shall be provided at the Awareness Level in accordance with NFPA 1670, *Standard for Operations and Training for Technical Search and Rescue Incidents*.
- 1.23.2. Trench Rescue Services at the Operations or Technician Levels **shall not be provided** by the Fire Department.

**1.24. Cave, Mine, and Tunnel Rescue Services:**

- 1.24.1. Service shall be provided at the Awareness Level in accordance with *NFPA 1670, Standard for Operations and Training for Technical Search and Rescue Incidents*.
- 1.24.2. Cave, Mine, and Tunnel Rescue Services at the Operations or Technician Levels **shall not be provided** by the Fire Department.

**1.25. Farm and Silo Rescue Services:**

- 1.25.1. Fire Department response to farm and silo rescue incidents that involve a rope rescue and/or a confined space rescue component shall be limited to providing such technical rescue services at the Awareness Level in accordance with the NFPA 1670 standard.
- 1.25.2. Farm and silo rescue incidents requiring rope rescue and/or confined space rescue services at the Operations or Technician Levels **shall not be provided** by the Fire Department.

**1.26. Industrial and Machinery Rescue Services:**

- 1.26.1. Service shall be provided at the Awareness Level in accordance with *NFPA 1670, Standard for Operations and Training for Technical Search and Rescue Incidents*.
- 1.26.2. Industrial and Machinery Rescue Services at the Operations or Technician Levels **shall not be provided** by the Fire Department.

**1.27. Community Emergency Plan Response Services:**

- 1.27.1. Service shall be provided in accordance with the Approved Emergency Management Program.

**1.28. Assistant to the Fire Marshal Services – Fire Suppression:**

- 1.28.1. Duties of Assistant to the Fire Marshal shall be carried out as prescribed by the *Fire Protection and Prevention Act*.

**2. FIRE PREVENTION AND PUBLIC EDUCATION**

**2.1. Fire Inspection Services:**

- 2.1.1. Conducting complaints inspections.
- 2.1.2. Conducting vulnerable occupancy inspections.
- 2.1.3. Conducting requested inspections.
- 2.1.4. Conducting routine inspections.
- 2.1.5. Conducting licensing inspections.
- 2.1.6. Systems checking, testing and approval.
- 2.1.7. Enforcing code compliance.
- 2.1.8. Enforcing municipal By-Laws.
- 2.1.9. Issuing permits.
- 2.1.10. Preparing reports and issuing written responses to requests.

**2.2. Public Education Services:**

- 2.2.1. Providing fire and life safety public education programs.
- 2.2.2. Facilitating smoke alarm and carbon monoxide alarm initiatives.
- 2.2.3. Distributing public safety messaging to the media.
- 2.2.4. Delivery of specialized programs.

**2.3. Fire Investigation Services:**

- 2.3.1. Determining cause and origin of fires and explosions.
- 2.3.2. Assessing code compliance.
- 2.3.3. Determining effectiveness of built-in suppression features.
- 2.3.4. Determining compliance with building standards.
- 2.3.5. Interacting with police, fire investigators, and other agencies.
- 2.3.6. Supporting criminal prosecutions, including appearances in court

**2.4. Plans Examination Services:**

- 2.4.1. Reviewing and approving fire safety plans.
- 2.4.2. Examining and providing comment on new construction and renovation plans.
- 2.4.3. Reviewing and providing comment on subdivision and development agreements.
- 2.4.4. Reviewing and providing comment on site plans.
- 2.4.5. Inspecting sites of approved plans to determine compliance.

**2.5. Risk Assessment Services:**

- 2.5.1. Conducting community fire risk assessments.
- 2.5.2. Compiling, analyzing and disseminating functional statistics.
- 2.5.3. Selecting appropriate fire service programs.

**2.6. Consultation Services:**

- 2.6.1. Consulting with families, schools, health professionals, and police with respect to TAPP-C and other juvenile fire-starting programs.
- 2.6.2. Consulting with architects, engineers, planners, and builders.
- 2.6.3. Interacting with building departments.
- 2.6.4. Interacting with other government agencies.
- 2.6.5. Providing input into fire prevention policy development.

**2.7. Assistant to the Fire Marshal Services – Fire Prevention:**

- 2.7.1. Duties of Assistant to the Fire Marshal shall be carried out as prescribed by the *Fire Protection and Prevention Act*.

**3. EMERGENCY PLANNING**

**3.1. Pre-Incident Planning Services:**

- 3.1.1. Pre-incident plans shall be developed and maintained in accordance with NFPA 1620, *Standard for Pre-Incident Planning*.

**3.2. Community Emergency Management Planning Services:**

- 3.2.1. Collaborating with the development, review, revision, and implementation of the Approved Emergency Plan.

**4. FIRE DEPARTMENT ADMINISTRATION**

**4.1. Planning and Development Services:**

- 4.1.1. Strategic planning.
- 4.1.2. Evaluating Fire Department programs and services.
- 4.1.3. Projecting station locations and reallocations.
- 4.1.4. Determining staffing levels and assignments.
- 4.1.5. Developing policies, procedures, operating guidelines.
- 4.1.6. Coordinating with other emergency services.
- 4.1.7. Coordinating development with other municipal departments.

**4.2. Financial Services:**

- 4.2.1. Coordinating with the Township Finance Department for financial services.
- 4.2.2. Coordinating use of information and statistics from suppression and fire prevention activities to determine funding requirements.
- 4.2.3. Providing input into levels of service based on available funding.
- 4.2.4. Developing and administering operating and capital budgets.
- 4.2.5. Identifying alternative sources of revenue and fees for services.
- 4.2.6. Initiating cost recovery measures.
- 4.2.7. Purchasing.

**4.3. Records Management Services:**

- 4.3.1. Documenting Fire Department activities.
- 4.3.2. Maintaining Fire Department records in accordance with records retention policies and applicable legislation.
- 4.3.3. Complying with all applicable freedom of information legislation, including the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.45, as amended, or successor legislation.

**4.4. Department Human Resources Services:**

- 4.4.1. Recruitment, selection, promotion, and retention of staff.
- 4.4.2. Performance evaluation.
- 4.4.3. Career development.
- 4.4.4. Job classifications.
- 4.4.5. Discipline.

**4.5. Customer Relations Services:**

- 4.5.1. Environmental scanning, anticipating pressures and developing communication strategies.
- 4.5.2. Enhancing public image of the Fire Department and its staff.
- 4.5.3. Developing and maintaining inter-agency relationships.

**4.6. Health and Safety Services:**

- 4.6.1. Implementing a Fire Department health and safety program.
- 4.6.2. Implementing a joint health and safety committee for the Fire Department.
- 4.6.3. Implementing an occupational exposure program.
- 4.6.4. Establishing a Designated Officer with respect to communicable disease regulations.

**4.7. Legal Services:**

- 4.7.1. Carrying out mandated enforcement duties of the Fire Department in accordance with applicable By-Laws, statutes and regulations.
- 4.7.2. Prosecuting offences under applicable By-Laws and statute.
- 4.7.3.
- 4.7.4. Coordinating the services of solicitors and legal counsel.

**5. COMMUNICATIONS**

**5.1. Dispatch Services:**

- 5.1.1. Arranging for the provision of dispatch services from an external agency to dispatch appropriate Fire Department resources.
- 5.1.2. Liaising with dispatch centers.
- 5.1.3. Providing current municipal information to the dispatch centers, including response protocols, mapping, local streets, property, and water service information, road closures, and caution notes.
- 5.1.4. Monitoring Fire Department dispatch centre performance and resolving any service issues.

**5.2. Technology Services:**

- 5.2.1. Arranging for maintenance, repair, and technical support of Fire Department telecommunications and computer systems.
- 5.2.2. Developing specifications for Fire Department radios, communications devices and systems, and computers.
- 5.2.3. Arranging for interface capabilities with other data systems.

**6. TRAINING AND EDUCATION**

**6.1. Training Program Standards:**

- 6.1.1. Providing a training program for Firefighters that conforms to *NFPA 1001, Standard for Fire Fighter Professional Qualifications*.
- 6.1.2. Providing a training program for apparatus drivers and operators that conforms to *NFPA 1002, Standard for Fire Apparatus Driver/Operator Professional Qualifications*.
- 6.1.3. Providing a training program for auto extrication technical rescue operations that conforms to *NFPA 1006, Standard for Technical Rescuer Professional Qualifications*.
- 6.1.4. Providing a training program for Officers that conforms to *NFPA 1021, Standard for Fire Officer Professional Qualifications*.
- 6.1.5. Providing a training program for fire inspectors that conforms to *NFPA 1031, Standard for Professional Qualifications for Fire Inspector and Plan Examiners*.
- 6.1.6. Providing a training program for fire investigations that conforms to *NFPA 1033, Standard for Professional Qualifications for Fire Investigators*.
- 6.1.7. Providing a training program for fire and life safety educators that conforms to *NFPA 1035, Standard for Professional Qualifications for Fire and Life Safety Educator, Public Information Officer, and Juvenile Fire setter Intervention Specialist*.
- 6.1.8. Providing a training program for fire service instructors and training officers that conforms to *NFPA 1041, Standard for Fire Service Instructor Professional Qualifications*.
- 6.1.9. Providing a training program for incident safety officers that conforms to *NFPA 1521, Standard for Fire Department Safety Officer Professional Qualifications*.

**6.2. Providing Access to Training Facilities:**

- 6.2.1. Coordinating access to appropriate training facilities.
- 6.2.2. Delivering hands-on training to staff

**6.3. Providing Station Training:**

- 6.3.1. Delivering curriculum specific to operational and strategic needs
- 6.3.2. Providing supervisory training drills.

**6.4. Program Development Services:**

- 6.4.1. Developing trainer facilitators.
- 6.4.2. Coordinating core curriculum.
- 6.4.3. Providing officer training and development.
- 6.4.4. Developing specialized staff development programs.



## **7. MAINTENANCE**

### **7.1. Fleet and Equipment Maintenance Services:**

- 7.1.1. Maintaining fleet and equipment (both routine and emergency).
- 7.1.2. Providing periodic inspection and testing programs.
- 7.1.3. Complying with the requirements of provincial regulations.
- 7.1.4. Providing annual pump capacity and certification testing.
- 7.1.5. Developing specifications for new apparatus and equipment
- 7.1.6. Acceptance testing of new apparatus and equipment.
- 7.1.7. Maintaining, testing, and calibrating specialized equipment.

### **7.2. Facilities Maintenance Services:**

- 7.2.1. Providing routine cleaning and housekeeping of fire stations.
- 7.2.2. Arranging for maintenance and repair of fire station infrastructure.
- 7.2.3. Providing input regarding design and construction of fire stations.

## SCHEDULE C

### BY-LAW 3418-2019

#### FIRE DEPARTMENT FIREFIGHTER TERMS AND CONDITIONS OF EMPLOYMENT

The employment of Firefighters shall be governed by the following:

##### 1. FIREFIGHTER EMPLOYMENT

- 1.1. The employment of Firefighters shall be governed by the *Employment Standards Act, 2000, S.O. 2000, c.41*, as amended, and the *Ontario Human Rights Code, RSO 1990, cH.19*, as amended.
- 1.2. To be eligible for appointment to the position of Firefighter, every candidate shall:
  - 1.2.1. Be at least eighteen (18) years of age
  - 1.2.2. Be medically fit to perform the duties of Firefighter and produce a medical evaluation report to the satisfaction of the Fire Chief from a qualified medical practitioner which attests to the candidate's ability to endure the physical, emotional, and psychological demands of performing the essential job tasks of Firefighter in accordance with *NFPA 1582, Standard on Comprehensive Occupational Medical Program for Fire Departments*.
  - 1.2.3. Be physically fit to perform the duties of Firefighter and successfully complete a Physical Ability Test to the satisfaction of the Fire Chief.
  - 1.2.4. Complete a Criminal Record Check which indicates no record of unpardoned criminal or summary convictions for offences that would adversely affect public trust, and a Police Vulnerable Sector Check which indicates no record of sexual offences.
  - 1.2.5. Reside in the Township and/or within proximity acceptable to the Fire Chief to a Township fire station in order to be able to respond to emergencies in a manner consistent with the deployment criteria of *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*.
  - 1.2.6. Complete and successfully pass all written, oral, and physical examinations to the satisfaction of the Fire Chief.
  - 1.2.7. Have the ability to attend an acceptable number of emergency calls on a call-out basis, as determined by the Fire Chief.
  - 1.2.8. Have the ability to meet the training attendance requirements of the Fire Department, as determined by the Fire Chief.
- 1.3. Every newly appointed Firefighter shall complete a term of probation of twelve (12) months, during which time they shall successfully complete all training and examinations and shall meet all attendance and performance expectations.
- 1.4. At the discretion of the Fire Chief, a Probationary Firefighter may be placed on an additional term of probation of up to twelve (12) months at the completion of the initial probationary period should circumstances warrant. And the Probationary Firefighters shall successfully complete all training and examinations and shall meet all attendance and performance expectations during the additional probationary period.
- 1.5. Following the successful completion of the term of probation, the Fire Chief may appoint a Probationary Firefighter as a qualified Member of the Fire Department in accordance with approved hiring policies.
- 1.6. If a Probationary Firefighter fails to successfully complete any required training or examinations or fails to meet any requirement of the Fire Department or any obligations as may be agreed upon, or whose attendance or performance is otherwise unsatisfactory, the Fire Chief may dismiss the person.

- 1.7. The Fire Chief may promote, from time to time, any qualified Member in order to maintain a sufficient complement of Officers in accordance with the Approved Fire Department Organizational Chart.
- 1.8. In consideration of the physical, emotional, and psychological demands associated with performing the essential job tasks of a Firefighter, the recognition under the *Workplace Safety and Insurance Act, 1977* as amended, that certain cancers and other illnesses are presumed to be occupational diseases due to the nature of Firefighters' employment, and the Corporation's responsibility to ensure the safety, health and wellness of employees performing fire suppression and emergency response duties, the Fire Chief may:
  - 1.8.1. Require every Firefighter to produce a medical evaluation report from a qualified medical practitioner prior to appointment which attests to the candidate's medical fitness to perform the duties of Firefighter.
  - 1.8.2. Establish a medical screening and monitoring program wherein every Firefighter shall be required to periodically undergo a medical examination and produce a medical evaluation report from a qualified medical practitioner confirming the Firefighter's fitness to perform the duties of Firefighter.
  - 1.8.3. Establish a program to ensure each Firefighter's continued physical ability to perform the duties of Firefighter by successfully completing a Candidate Physical Ability Test (CPAT) beginning at an age determined by the Fire Chief and periodically thereafter.
  - 1.8.4. Every member who is required to carry out any Approved Emergency Response program or service as set out in *Section 1 of Schedule "B" of the By-Law to Establish and Regulate a Fire Department*, shall be medically and physically fit to perform the duties of Firefighter, and shall submit to a medical examination and/or a Candidate Physical Ability Test at such times as the Fire Chief may reasonably require.
  - 1.8.5. If a qualified medical practitioner finds a Firefighter to be unfit to perform the essential job tasks of Firefighter, the Corporation may take such actions it deems necessary in respect of the Firefighter's employment subject to the Corporation's duty to accommodate pursuant to the *Ontario Human Rights Code*.

## 2. REMUNERATION

- 2.1. The rate of remuneration for each Firefighter shall be commensurate with the respective levels of training, those classes are:
  - 2.1.1. 4<sup>th</sup> class Firefighter
    - 2.1.1.1. Minimum wage, adjusted annually in accordance with annual increase awarded by Council to Augusta Township Staff each year
    - 2.1.1.2. 3<sup>rd</sup> class Firefighter
      - 2.1.1.2.1. \$1.35 increase from 4<sup>th</sup> class
    - 2.1.1.3. 2<sup>nd</sup> class Firefighter
      - 2.1.1.3.1. \$1.35 increase from 3<sup>rd</sup> class
    - 2.1.1.4. 1<sup>st</sup> class Firefighter
      - 2.1.1.4.1. \$1.35 increase from 2<sup>nd</sup> class
- 2.2. In addition to remuneration based on their class, Officers shall also be paid a lump sum, and these lump sums shall be:
  - 2.2.1.1. Captains/Fire Prevention Officers/Secretary: \$1,000.00
  - 2.2.1.2. Deputy Chief: \$5,000.00
  - 2.2.1.3. These lump sums shall be adjusted annually in accordance with annual increase awarded by Council to Augusta Township Staff each year.

2.3. Firefighters shall be paid Vacation Pay at a rate of 4% of their gross earnings, annually.

2.4. In accordance with the *Employment Standards Act, 2000* or current version, Firefighters shall not be eligible for public holidays or public holiday pay.

2.5. In accordance with the regulations enacted under the *Employment Standards Act, 2000*, or current version, the rules governing daily and weekly limits on hours of work, daily rest periods, time off between shifts, and weekly/biweekly rest periods shall not apply to Firefighters.

### **3. WORKPLACE SAFETY AND INSURANCE BOARD COVERAGE**

3.1. For the purposes of the *Workplace Safety and Insurance Act, 1997*, and the regulations enacted thereunder, Members of the Fire Department shall be considered workers as defined by the Act, and the Corporation shall be the deemed employer in respect of Workplace Safety and Insurance Board coverage for members of municipal volunteer fire brigades.

3.2. The Corporation shall maintain coverage for Members according to the annual maximum insurable earning ceiling as may be established by the Workplace Safety and Insurance Board from time to time.

### **4. GENERAL DUTIES AND RESPONSIBILITIES**

4.1. All Members shall conduct themselves in conformance with the *By-Law to Establish and Regulate a Fire Department*, all applicable policies of the Corporation, and all policies, procedures, operations guidelines, general orders, and rules of the Fire Department, and shall faithfully and diligently perform their assigned duties to the best of their ability.

### **5. DISCIPLINE**

5.1. The Fire Chief may reprimand, suspend, or take disciplinary action up to and including dismissal of any Member for an infraction of any provision of the *By-Law to Establish and Regulate a Fire Department*, any applicable policy of the Corporation, or any policy, procedure operating guideline, order, directive or rule of the Fire Department.

### **6. LEAVE OF ABSENCE**

6.1. Firefighters shall be entitled to all statutory unpaid leaves of absence to which they are entitled under the provisions of the *Employment Standards Act 2000* or current version.

6.2. Firefighters who have completed the twelve (12) month probationary period may request a voluntary leave of absence from the Fire Chief without pay for a period of up to twelve (12) months, and such requests shall not be unreasonably denied.

6.3. All requests for a voluntary leave of absence must be submitted in writing to the Fire Chief at least twenty (20) calendar days prior to when the leave of absence is to commence. The Fire Chief, at their discretion, may waive this notice period.

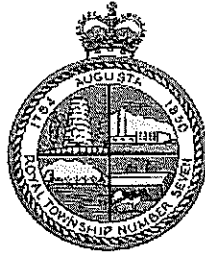
6.4. A request for a second or subsequent leave of absence within twelve (12) months of previous leave of absence shall be evaluated on a cases by cases basis.

### **7. TERMINATION**

7.1. The employment relationship between a Member and the Corporation may be terminated in the following ways:

7.1.1. Resignation/Retirement: A member may terminate employment by providing written notice to the Fire Chief or designate.

- 7.1.2. Termination with Just Cause: The Corporation may terminate the employment of a Member for just cause without notice or payment in lieu of notice at any time during the course of employment.
- 7.1.3. Termination without cause: The employment of a member may be terminated without cause at any time by the Corporation, at its sole discretion for any reason, by providing the member with the minimum amount of notice, or pay in lieu of notice, and severance pay if applicable to which they are entitled under the *Employment Standards Act 200*, or current version. In addition, the Corporation shall continue to pay its share of the member's benefits, if any, for the duration of the notice of termination period, pursuant to the *Employment Standards Act 2000*, or current version.



**THE CORPORATION OF THE TOWNSHIP OF AUGUSTA  
BY-LAW NUMBER 3419-2019**

**A BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL OF THE TOWNSHIP OF  
AUGUSTA AT ITS MEETING HELD ON May 6, 2019**

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**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 May 6, 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 6<sup>th</sup> day of May, 2019.

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MAYOR

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CLERK