

**AGENDA
AUGUSTA TOWNSHIP
C.O.W./REGULAR MEETING
May 27, 2019 at 6:30 P.M.**

REGULAR COUNCIL – EXECUTIVE SESSION

- A. Call to Order
- B. Mayor's Opening Remarks
- C. Approval of Agenda
- D. Approval of Minutes of Previous Meetings
- E. Disclosure of Interest and Nature Thereof
- F. Business Arising from the Minutes
- G. Delegations and Presentations

Counties Economic Development Plan - Ann Weir

- 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 – 062 – New Operations Committee Member
- Report 2019 – 065 – ZBLA Repeal
- Report 2019 – 067 – Procurement By-law
- Report 2019 – 068 – A/P

Operations

Planning and Building Services

Protective Services

- Report 2019 – 066 – Fire Hall Update

K. RETURN TO REGULAR MEETING OF COUNCIL

L. New and Unfinished Business

M. Notice of Motions

N. By-Laws

3423-2019 – Procurement By-law

3424-2019 – By-law to Repeal a ZBLA

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

- Disposition and Acquisition of Property
- Union Negotiations

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
May 13, 2019**

5:30 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, Chief Rob Bowman

REGRETS: Mike Riberdy

CALL TO ORDER

Mayor Malanka called the meeting to order at 5:30 p.m.

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 5:30 pm., as per the Municipal Act c25, S.O. 2001 section 239 (2) to discuss:

- Acquisition or Disposition of Land by the Municipality

Carried

RISE FROM COMMITTEE OF THE WHOLE IN CAMERA

Moved by Deputy Mayor Shaver, seconded by Councillor Henry

BE IT RESOLVED THAT the closed session adjourned at 6:30 pm and that Council resumed the open meeting to report out.

Carried

REPORTING OUT OF CLOSED SESSION

Moved by Councillor Henry, seconded by Deputy Mayor Shaver

BE IT RESOLVED THAT Council met in closed session to discuss the acquisition or disposition of land by the municipality.

Council

- Provided instruction to staff

Carried

APPROVAL OF AGENDA

Moved by Councillor Bowman, seconded by Councillor Schapelhouman

BE IT RESOLVED THAT the Agenda for May 13, 2019 be adopted as amended.

Carried

APPROVAL OF MINUTES OF PREVIOUS MEETING

Moved by Councillor Schapelhouman, seconded by Councillor Bowman

BE IT RESOLVED THAT Council approve the minutes of the May 6, 2019 Council meeting as printed and distributed to all members.

Carried

MAYOR'S OPENING REMARKS

DISCLOSURE OF INTEREST

BUSINESS ARISING FROM THE MINUTES

DELEGATIONS & PRESENTATIONS

- L&G Small Business Enterprise Centre – Wendy Onstein
- Ontario Federation of Agriculture – Danielle Collins

CORRESPONDENCE & PETITIONS

- South Nation Conservation – Letters of Support Request

Moved by Councillor Schapelhouman, seconded by Councillor Bowman

BE IT RESOLVED THAT Council authorize the Mayor to sign two letters of support to the Provincial Government regarding the two postings (Number 013-5018 and 013-4492) on the Environmental Registry of Ontario.

Carried

MOVED TO COMMITTEE OF THE WHOLE

Moved by Councillor Bowman, seconded by Councillor Schapelhouman

BE IT RESOLVED THAT Council resolve itself into the Committee of the Whole meeting.

Carried

COMMITTEE REPORTS

UCLG: Mayor Malanka provided an update

Moved by Councillor Schapelhouman, seconded by Councillor Henry
WHEREAS in February 2019 the Province of Ontario released a White Paper titled Driving Prosperity; The Future of Ontario's Automotive Sector which lays out a strategy to meet the future needs, over the next ten years of Ontario's Automotive Industry; and **WHEREAS** one of the major needs for the future expansion of the Automotive Industry in Ontario is the availability of large acreage (500 to 1500 acres) serviced land; and **WHEREAS** on Page 13 of the White Paper the Province puts forward a Job Site Challenge; a competition, open to municipalities, economic development corporations and industrial developers, for a site (500 to 1,500 acres) capable of attracting a new assembly plant and Ontario would partner with the winning proponent on site-readiness and servicing to ensure the development opportunity is competitive; and **WHEREAS** a Joint Letter, over the signatures of the Minister of Economic Development and the Minister of Municipal Affairs and Housing dated February 20, 2019 addressed to Heads of Council, Minister Steve Clark and minister Todd Smith specifically refer to the Job Site Challenge and commit to working with successful proponents to make sure that development opportunities are competitive; and **WHEREAS** the Maitland Industrial Park industries own large scale acreages in the Township of Augusta, which would meet the requirements of automakers seeking to build or expand an auto assembly plant.
NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Township of Augusta hereby nominates itself for the Ontario Job Site Challenge and commits to working with the Province of Ontario and our business partners in the Maitland Industrial Park to help create a competitive shovel-ready site where automakers can build a plant to bring thousands of good-paying jobs to the community.
Carried.

Health Unit Board: Mayor Malanka provided an update

Moved by Councillor Schapelhouman, seconded by Councillor Henry
BE IT RESOLVED THAT Council authorize the Deputy Mayor to send a letter to the Minister of Health and MPP Clark to ask the Minister to reconsider the change of funding and that changes are done through the memorandum of understanding with AMO.
Carried

Recreation: Councillor Bowman provided an update

EDTC:

Library Board:

Operations:

Finance and Admin: CAO/Treasurer Ray Morrison provided an update

Moved by Councillor Schapelhouman, seconded by Councillor Bowman

BE IT RESOLVED THAT Council direct staff to set aside \$583,000 received from the Province of Ontario re: Modernization Funding for small and rural communities in a new reserve fund to be allocated subject to Council approval at a later date.

Carried

Fire Department: Chief Robert Bowman provided an update

ADMINISTRATION AND FINANCE

Report 2019-061

Moved by Councillor Bowman, seconded by Councillor Schapelhouman

BE IT RESOLVED THAT Council receive and approve the payment of the accounts payable invoices paid on cheques #24154 – 24215 through to May 9, 2019 in the amount of \$690,974.33.

Carried

OPERATIONS

PLANNING AND BUILDING SERVICES

Report 2019-050

Moved by Councillor Henry, seconded by Deputy Mayor Shaver

BE IT RESOLVED THAT Council receive the building department activity report for April, 2019 for information.

Carried

PROTECTIVE SERVICES

Report 2019-060

Moved by Councillor Henry, seconded by Deputy Mayor Shaver

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

Carried

RETURN TO REGULAR MEETING OF COUNCIL

Moved by Councillor Henry seconded by Deputy Mayor Shaver

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

Carried

NEW AND UNFINISHED BUSINESS

NOTICE OF MOTIONS

BY-LAWS

ANNOUNCEMENTS

QUESTION PERIOD FOR THE PUBLIC

QUESTION PERIOD FOR THE PRESS

BY-LAW TO CONFIRM PROCEEDINGS OF COUNCIL

Moved by Councillor Henry, seconded by Deputy Mayor Shaver

BE IT RESOLVED THAT By-Law No. 3421-2019 confirm the proceedings of Council of the Township of Augusta at its meeting held on May 13, 2019 be read a first time, a second time, a third time, and be enacted as read.

Carried

ADJOURNMENT

Moved by Councillor Henry, seconded by Deputy Mayor Shaver

BE IT RESOLVED THAT this Council do now adjourn at 8:15 pm until May 27, 2019 at 6:30 p.m. or until the call of the Mayor subject to need.

Carried

Leeds Grenville Economic Development

Township of Augusta
Council

May 27, 2019

where lifestyle
grows good business

Strategic Focus

- Leadership and Capacity Building
- Business Investment and Attraction
- Business Retention and Expansion
- Tourism
- Marketing and Communications



Leadership and Capacity Building

- Economic Development Summit
 - 10th Anniversary
 - November 16, 2018 – 233 registered
 - November 22, 2019
- Building Community Capacity
 - 10 Member Municipalities
 - Councils
 - Economic Development Committees
- Relationships / Partnerships
 - Workforce
 - SkillsAdvance Ontario



Business Investment and Attraction

- Investor Cultivation / Development
 - Respond to regional requests for information
 - Foreign Direct Investment Leads
 - USA, United Arab Emirates, The Netherlands
- Familiarization Tours / Site Selection
 - Investors
 - Agencies and Ministries
- Investment Aftercare
 - Connections
- Relationship / Partnerships
 - Ontario East Economic Development Commission / 5 Sector Teams
 - Provincial / Federal Ministerial and Agencies
 - Launch Lab / Regional Innovation Centre
 - St. Lawrence Corridor Economic Development Commission



Business Investment and Attraction



Leeds
Grenville
www.leedsgrrenville.com

Business Retention and Expansion

- Kemptville Campus
- Maitland Industrial Park
- Business Support
- Partnerships
- eNewsletter
 - Business Profiles
- Multi-level Business Retention & Expansion
 - Augusta, Rideau Lakes, Merrickville-Wolford
 - Counties (10 municipalities)



Leeds
Grenville
www.leedsgrrenville.com

Tourism

- 50% of businesses are tourism related
- Mallorytown ONroute Centres (north / south)
 - Visitor Services
- Product Development
 - 1000 Islands and Rideau Canal Garden Trail
 - Canada's only garden trail recognized with the Canada 150 Garden Experience of Choice
 - 2019 Launch - Friday, May 24th at 10 am
 - Product Research - Heritage Trail
- Partnerships
 - Rideau Canal Working Group
 - South Eastern Ontario Regional Tourism Organization
- Website



Leeds
Grenville
www.leedsgrrenville.com

Marketing and Communications

- eNewsletter
- Community Profiles - 18 languages
- Social Media
- Photo Bank
- Branding / Merchandise
- Advertising
- Online Business Directory
- Video - 2019/20
- Publications - 2019
 - Discover 1000 Islands and Rideau Canal
 - Invest Leeds Grenville
- Tradeshows - Ontario East, EDCO, Ministries
- Websites



Leeds
Grenville
www.leedsgrrenville.com

eNewsletter

Owner's fan delivers waterfront views
 The new 100,000 sq ft...
 The new 100,000 sq ft...
 The new 100,000 sq ft...

EVONIK
 POSSIBLE TO CLEAN

EVONIK National Site
 has experienced boom and top safety record

Website

Investleedsgrenville.com

Leeds Grenville
 www.leedsgrenville.com

Discover.leedsgrenville.com

Get & Drink

Popular Things To Do

Leeds Grenville
 www.leedsgrenville.com

Online Business Directory

Business Directory

Search Business Directory

Business Directory

Business Directory

Website

Discover.leedsgrenville.com

Discover.leedsgrenville.com

Get & Drink

Popular Things To Do

Leeds Grenville
 www.leedsgrenville.com

where *lifestyle*
grows good *business*

Invest



Athens | Augusta | Edwardsburgh Cardinal | Elizabethtown-Kitley | Front of Yonge
Leeds and the Thousand Islands | Merrickville-Wolford | North Grenville | Rideau Lakes | Westport

Prepared by:
Ann Weir, Economic Development Manager

Leeds Grenville Economic Development

The United Counties of Leeds and Grenville economic development areas of focus was established in 2014 after a comprehensive review. The following five strategic areas of focus for the Economic Development Department were accepted by Counties Council.

Strategic Areas of Focus

- Leadership and Capacity Building
- Business Investment and Attraction
- Business Retention and Expansion
- Tourism
- Marketing and Communications

Annually the Counties' Economic Development Department pursues activities in support of these strategic areas, while adjusting activities based on economic trends and opportunities. The Department remains flexible and able to quickly react and address impacts on the local and regional economy.

At the end of 2017, the Counties Economic Development Department submitted a proposal to undertake a Multi-level Business Retention and Expansion (BR+E) program to the Rural Economic Development fund. In 2018, the Multi-level BR+E program was launched with its completion date summer of 2019. The results from the Counties report will provide primary quantitative and qualitative data that will assist in a review of the Counties strategic areas of focus.

The following table outlines the Department's program activities for 2019.

Leadership and Capacity Building

Item	Activities
Economic Development Summit	<p>Annual event that profiles local and regional businesses, increases networking, recognizes leadership in economic development and provides professional development opportunities.</p> <ul style="list-style-type: none"> • November 16, 2018 – 233 registered <ul style="list-style-type: none"> ○ 10th Anniversary • November 22, 2019
Community Capacity	<ul style="list-style-type: none"> • Conduct communication outreach on economic development services • Communicate and support, based on available resources <ul style="list-style-type: none"> ○ 10 member municipalities – Councils, Economic Development Committees • Regional Economic Development Meetings / BR+E Leadership Team
Relationships / Partnerships	<ul style="list-style-type: none"> • MP , MPP • 4 Partner Municipalities – Brockville, Gananoque, Prescott, Smiths Falls • Neighbouring municipalities – Lanark, Kingston, Stormont, Dundas & Glengary • Small Business Enterprise Centres – Leeds Grenville, Lanark / Smiths Falls • Launch Lab, Regional Innovation Centre, Excellence in Manufacturing Consortium • Ontario East Economic Development Commission, Economic Developers Council of Ontario, Economic Development Association of Canada • Provincial Ministries & Agencies <ul style="list-style-type: none"> ○ Economic Development, Job Creation and Trade / Tourism, Culture and Sport / Agriculture, Food and Rural Affairs / Education, Colleges and Universities, ○ St. Lawrence Parks Commission ○ Regional Tourism Organizations – RTO 9, 10, 11 ○ Employment Agencies – KEYS, CSE, EEC ○ St. Lawrence College • Federal Agencies <ul style="list-style-type: none"> ○ Fed Dev & Community Development Corp. <ul style="list-style-type: none"> ▪ 1000 Islands, Grenville, Valley Heartland ○ Parks Canada

Business Investment and Attraction

Item	Activities
Investor Cultivation / Development	<ul style="list-style-type: none"> • Respond to any regional information requests that is issued by site selectors, investors, Ministries, Economic Development Council of Ontario and Ontario East Economic Development Commission • Support Auto Sector Job Site Challenge submission
Familiarization Tours / Site Selection Reviews	<ul style="list-style-type: none"> • Facilitate site selector familiarization tours • Complete follow-up • Facilitate negotiations
Investment Aftercare	<ul style="list-style-type: none"> • Provide investment aftercare to ensure connection with various municipal, ministry and community services
Relationship / Partnerships	<ul style="list-style-type: none"> • Membership with Ontario East Economic Development Commission Sector Teams – Tourism, Food Processing, Transportation & Logistics, Advanced Manufacturing and Rural Economy • Initiate and build provincial / federal ministerial and agency relations for investor support • Continue relationships with Launch Lab / Regional Innovation Centres • Maintain relationship with St. Lawrence Corridor Economic Development Commission

Business Retention and Expansion

Item	Activities
Kemptville College	<ul style="list-style-type: none"> • Support the renewal and revitalization of the campus in coordination with the Municipality of North Grenville.
Maitland Industrial Park	<ul style="list-style-type: none"> • Continue to support marketing Chemours property • Complete a competitive analysis • Facilitate opportunities that would be of mutual benefit to current site tenants
Business Support	<ul style="list-style-type: none"> • Maintain communication and support to businesses of previous visitations
Partnerships	<ul style="list-style-type: none"> • Collaborate with municipal partners and industry partners for a Manufacturing / Transportation & Logistics Roundtable • Bio-industrial Innovation Canada
eNewsletter	<ul style="list-style-type: none"> • Showcase a business in each edition
Multi-level Business Retention & Expansion	<ul style="list-style-type: none"> • Complete the Multi-level BR+E program and deliver reports for the Counties, Augusta, Rideau Lakes and Merrickville-Wolford • Continue follow-up on red and green flag concerns and opportunities

Tourism

Item	Activities
Visitor Services - Mallorytown ONroute Centre	<ul style="list-style-type: none"> • Provide visitor services for summer of 2019 <ul style="list-style-type: none"> ◦ Refresh kiosk and signage ◦ tourism staff trained and servicing guests • Renegotiated a contract with the Ministry of Transportation and HK Travel Centre L.P. to provide visitor services for summer periods of 2020 and 2021
Product Development	<ul style="list-style-type: none"> • Support new product development that encourages visitation and visitor spending. • Continue to support and develop the 1000 Islands and Rideau Canal Garden Trail • Continue follow-up with Leeds Heritage Society on interest for a Heritage Trail
Partnerships	<ul style="list-style-type: none"> • Support the Rideau Canal Working Group on its initial pilot project – creation of a new Rideau Canal website <ul style="list-style-type: none"> ◦ RTO 9, 10, 11, Smiths Falls and Parks Canada • Determine next steps for Rideau Heritage Route Association • Collaborate with South Eastern Ontario Regional Tourism Organization (RTO 9) to promote Leeds Grenville businesses
Website	<ul style="list-style-type: none"> • Continue the integration of tourism micro website with the business directory • Consider 2019/2020 the development of a customized, integrated, multi-functioning calendar framework

Marketing and Communications

Item	Activities
eNewsletter	<ul style="list-style-type: none"> • Continue regular communication • Support business retention and expansion through business profiles, notification of workshops / seminars and funding opportunities,
Community Profiles	<ul style="list-style-type: none"> • Continue to maintain current profiles • Consider redevelopment in 2020 with a review of languages supported.
Social Media	<ul style="list-style-type: none"> • Launch of Eco Dev Facebook page • Increase content on LinkedIn page • Launch of Twitter Account
Photo Bank	<ul style="list-style-type: none"> • Continue to grow Economic Development photo bank
Branding / Merchandise	<ul style="list-style-type: none"> • Continue to support brand development and Counties merchandise
Advertising	<ul style="list-style-type: none"> • Continue intra-regional awareness, education and engagement ads (Island Life Magazine)
Online Business Directory	<ul style="list-style-type: none"> • Maintain Counties integrated business directory with 11 municipalities • Follow-up with Prescott and Gananoque on interest • Continue with significant database update from BR+E
Video – 2019/20	<ul style="list-style-type: none"> • Update video footage and products • Partner with RTO 9
Publications – 2019	<ul style="list-style-type: none"> • Renew – Discover 1000 Islands and Rideau Canal • Renew – Invest Leeds Grenville
Trade Meetings / Shows / Missions - Investment Attraction	<ul style="list-style-type: none"> • Consider opportunities presented by Ontario East Economic Development, various ministerial offices to attend and/or showcase the region based on resources
Website (Central Repository)	<ul style="list-style-type: none"> • Maintain Invest micro website • Complete and maintain Discover micro website • Negotiate supplier for MLS commercial / industrial property listings and demographics

Economic Development Staff

Ann Weir, Economic Development Manager

Deanna Clark, Economic Development Officer

Joanne Poll, Administrator and Communications Support

Shelbi McFarlane, Business Development Officer / Jim Hutton (F/T temp) April 2019-2020

Samantha Kinsella, BR+E Administrative Assistant (P/T contract)

Review and Evaluation:

These activities cover 2019 with some initiatives spreading into the following year. Upon the completion of the Counties Business Retention and Expansion Report in 2019, the strategic areas of focus will be reconsidered as a new Economic Development plan is developed.

REPORT NUMBER: 2019 - 062

REPORT TO COUNCIL May 27, 2019

RE: Operations Committee Appointment

AUTHOR: Annette Simonian, Clerk

RECOMMENDATION:

WHEREAS any member who misses three consecutive meetings shall be dismissed from the Committee at the discretion of the Chair and be replaced by a qualified candidate appointed by Council; and

WHEREAS Rob Wright has missed three or more consecutive meetings;

THEREFORE BE IT RESOLVED THAT council appoint Norman Palmer and Emily Robinson to the Operations and Waste Management Committee for the remainder of the term of council.

REPORT

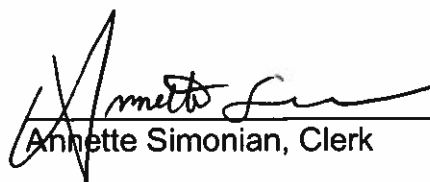
Rob Wright has been unable to attend the Operations Committee meetings due to a timing issue. The Committee has had some difficulty obtaining quorum to be able to hold a meeting. At this time it is necessary to redefine the complement of the Operations Committee as a result of inability to obtain quorum.

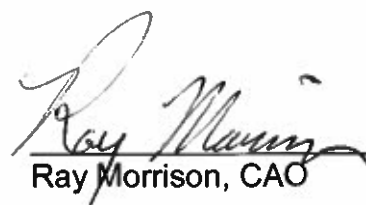
Members who miss three consecutive meeting can be removed from the Committee at the discretion of the Chair.

Initially, recruitment of members shall be done as a call of interest at the beginning of the term of Council. Selection will be through the Mayor in consultation with Council, and shall be appointed for the term of Council. Selection during the term can be done at the discretion of Council.

Two applications were received from interested people willing to volunteer their time as a member of the Committee

Staff recommends that Council appoint the above named person to the Committee effective immediately.


Annette Simonian, Clerk


Ray Morrison, CAO

REPORT: 2019-065
COUNCIL: May 24, 2019
PREPARED BY: Annette Simonian, CLERK

RE: BY-LAW to Repeal By-Law 3412-2019

RECOMMEND:

THAT Council adopt By-Law 3424-2019 to repeal By-Law 3412-2019 a By-Law to adopt amendment to the Zoning By-Law.


BACKGROUND:

By-Law 3412 was adopted by Council on April 17, 2019 to adopt ZBLA. It has been deemed necessary to repeal this By-Law to eliminate the second appeal to allow the applicant to focus on the appeal with the gas bar going forward.

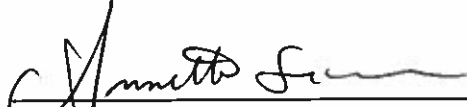
The applicant, appellant and tribunal will be advised.

FINANCIAL IMPACTS

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



Ray Morrison, CAO/Treasurer



Annette Simonian, Clerk



**THE CORPORATION OF THE TOWNSHIP OF AUGUSTA
By-law No. 3424-2019**

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

WHEREAS By-law 3412-2019 was enacted and passed by Council on April 17, 2019 to amend By-law 2965;

AND WHEREAS it is deemed expedient to rescind said By-law;

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

1. That By-law 3412-2019 is hereby rescinded.
2. This By-law shall come into force and take effect upon final reading thereof.

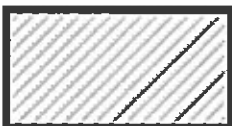
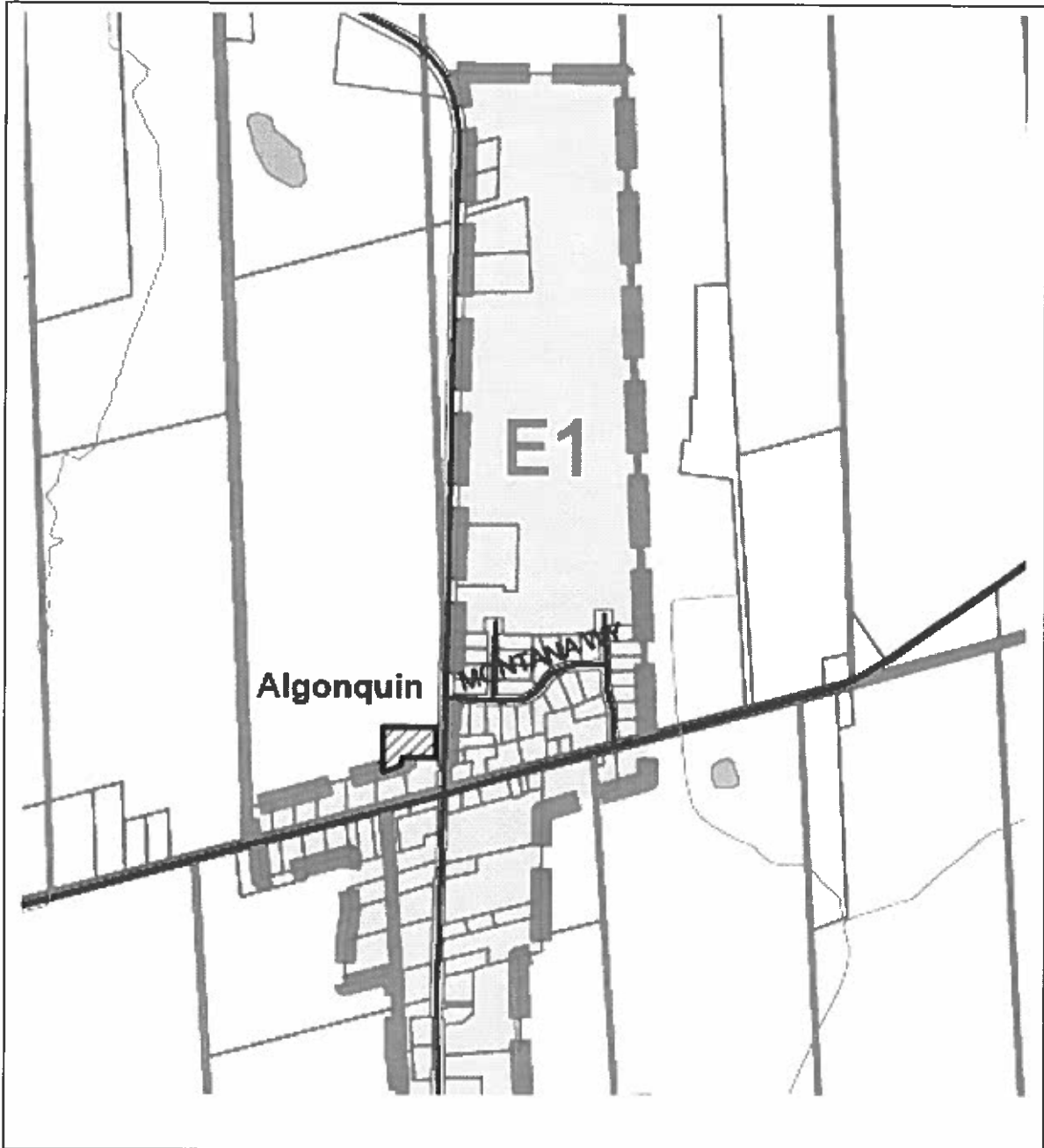
Read a first and second time this 27th day of May, 2019.

Read a third time and adopted this 27th day of May, 2019.

Mayor

Clerk

SCHEDULE A to BY-LAW 3381-2018



**Area to be rezoned from Rural (RU) to Village
Commercial Exception 1 (CV-X1)**

REPORT NUMBER: 2019-067

DATE SUBMITTED TO COUNCIL: May 27, 2019

RE: PROCUREMENT POLICY UPDATE

PREPARED BY: Annette Simonian, Clerk

RECOMMENDATION: THAT Council adopt Bylaw 3423-2019 to establish procurement procedures for the Township.

BACKGROUND:

Augusta Township's procurement bylaw was last updated in September 2014. It is recommended that procurement policies and procedures be reviewed and updated on a regular basis and at least once per term of Council to ensure the policy reflects this Township's local preferences and tolerances.

The best practices of other similar municipalities and the United Counties of Leeds and Grenville were used to develop the revised procurement policy, as well as input from staff that routinely use the procurement process.

FINANCIAL:

There are no direct cost implications to implementing the revisions recommended.



Ray Morrison, CAO/Treasurer

Annette Simonian, Clerk



**THE CORPORATION OF THE TOWNSHIP OF AUGUSTA
BY-LAW NUMBER 3423-2019**

**BEING A BY-LAW TO ESTABLISH A PROCUREMENT POLICY
FOR THE TOWNSHIP OF AUGUSTA**

WHEREAS Section 270(1) of the Municipal Act 2001 S.O. 2001 Chapter 25 states that before January 1, 2005, a municipality and a local board shall adopt policies with respect to its procurement of goods and services

AND WHEREAS the Township of Augusta wishes to ensure appropriate financial and operational management controls are applied to the decision process in spending public money and to the accountability of the authority process

AND WHEREAS the Procurement Policy is designed to streamline the Township of Augusta's purchasing and payable process to better support the operating needs without eroding good business practices or circumventing internal controls

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

1. The attached Schedule "A" shall be known as the Procurement Policy for the Township of Augusta
2. The attached schedule may be amended from time to time by By-Law and any amendment shall make up part of this Procurement Policy
3. This by-law shall come into force and take effect upon final reading.
4. By-law 3101-2014 and any other by-laws or parts of by-laws that are contrary to or inconsistent with this by-law are hereby repealed.

READ a first time this 27 day of May 2019

READ a second time this 27 day of May 2019

READ a third time and passed this 27 day of May 2019

MAYOR

CLERK

Schedule A Procurement Policy

PURPOSE

This policy is intended to provide guidelines and procedures with respect to the Procurement of Goods and Services for the Corporation of the Township of Augusta.

GOALS AND OBJECTIVES

The goals and objectives of this By-Law are to:

- a) Ensure openness, accountability, and transparency while protecting the financial best interests of the Township.
- b) Encourage competition among suppliers.
- c) Maximize savings for taxpayers.
- d) Ensure service and product delivery, quality, efficiency, and effectiveness
- e) Ensure fairness among bidders.
- f) To outline the roles and accountabilities of Council, Senior Staff and their delegates.
- g) An attempt to reduce the amount of solid waste requiring disposal through the purchase of environmentally responsible goods and services.

SCOPE

This By-law applies to all departments of the Township of Augusta.

GENERAL

- a) This policy should be reviewed and renewed by Council every 4 years, within the period of each Council.
- b) The Department Head or Manager (or designate) shall be satisfied that the goods and/or services to be purchased are authorized in the approved current budget.
- c) The Department Head or Manager may delegate their purchasing authority as assigned to a subordinate, however, all responsibility remains with the Department Head or Manager.
- d) Prior to the approval of the current budget, a Department Head or Manager (or designate) may incur normal operating expenditures.
- e) Purchases of non-budgeted goods or services must be approved by Council resolution.
- f) Contracts for the purchase of goods or services for ten thousand dollars (\$10,000.00) or more and the amount of which is included in the approved current budget and due to the nature of the goods or services to be provided would not be subject to the provisions of the normal tendering/RFP procedures shall require Council approval.
- g) Council and Employees requesting reimbursement for travel shall submit a travel expense claim form request for reimbursement along with the corresponding receipt(s). The request for reimbursement is attached to this policy as Appendix "D".
- h) There are exemptions from this procurement policy and those are listed as Appendix "A" to this policy.
- i) Bid Irregularities shall be listed on Appendix "C" attached hereto.
- j) From time to time staff may make a purchase for the Township for general supplies. Those purchases are authorized and, a request for reimbursement will be submitted along with the corresponding receipt. The Request for Reimbursement is attached to this policy as Appendix "E".
- k) Notwithstanding the provisions in this By-law, where a Department Head or Manager or Council deems it necessary or in the best interests of the Township to acquire goods or services from a particular source, where a good or service is available 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

Schedule A to
By-law 3423 - 2019

using any of the procurement processes.

- l) The Township shall incorporate accessibility criteria and features when procuring or acquiring goods and services, except where it is not practicable to do so. Where it is not practicable to incorporate accessibility criteria when procuring goods and services, upon request, an explanation shall be provided.
- m) The Township shall require a declaration (Appendix F) from all persons who provide goods and services on behalf of the Township stating that they are compliant with the Accessibility for Ontarians with Disabilities Act and its Regulations.
- n) Where the municipality will benefit from a purchase that cannot be accommodated under this policy, the manager must obtain written approval from the CAO who will bear responsibility for the expenditure.
- o) Local suppliers will be given the opportunity to provide quotes on goods and services. In the event a bid is received for the provision of goods or services from a local supplier equal to a bid received from a non-local supplier and both of which bids meet the desired specifications of Council, preference may be given to the local supplier.
- p) The Township may participate in Co-operative Purchasing with other government agencies or public authorities where it is in the Best Interest of the Township to do so. If the Township decides to participate in a Co-operative Purchase or Piggyback Contract, the terms and conditions of the government agencies or public authorities calling the Bid on behalf of the participants are to be the accepted policies and procedures, even if they conflict with provisions of this policy.

PURCHASING POLICES & PROCEDURES

Subject to any alternate direction that may be given from time to time by Council, the following processes shall be employed for the purchases of goods and services.

Manager may approve expenditures with a value of less than or equal to \$5,000.00, however they will attempt to obtain three (3) quotes and document reasons for any inability to do so.

Advertisement for procurement of goods may be placed using paper media, online applications, or other electronic media **OR MAY** be requested by invitations only.

If a contract has been issued and the successful proponent fails to sign the contract or fulfil the necessary requirements within a specified time, the CAO may grant additional time to fulfil the necessary requirements or may recommend to Council, one of the following:

- a) that the contract be awarded to the next low proponent
- b) that the contract be cancelled.

Department Heads or Managers shall develop a detailed privilege clause for individual bid requests to ensure additional rights are reserved for the township.

Request for Tender

Formal tendering practices shall apply for the purchase of all goods and services where the estimated value is or will exceed the amount of ten thousand dollars (\$10,000.00) where proper specifications can be determined.

Tenders shall be supplied:

- With a tender number
- On an official tender form
- Tender receipt cover page

Tenders received must be:

- in a sealed envelope
- on the official tender form
- date stamped with the time received

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- have the tender number visible
- placed unopened in a secure location (tenders received after the deadline shall be dated, including the time and returned to the bidder unopened with a cover letter advising tender received after the deadline)

If the tender was one where the expertise lies with a select few suppliers OR when it is impractical to call for tender then, request tender by invitation only may be tendered and, a list of those invited shall be kept by the appropriate Department Head or Manager for a period specified in the Retention By-law notwithstanding any other Provincial legislation or Municipal By-Law.

All tenders, whether by advertisement or invitation shall be opened at a predetermined time and place, using the Tender Opening Form (Appendix B) in the presence of the Clerk (or delegate) and appropriate Departmental manager responsible for the tender (or designate) and one member of Council. Tender openings shall be open to the public.

Council is under no obligation to accept the lowest or any tender. Council may, at its discretion, reject all tenders.

A written report to Council from the appropriate Department Head or Manager shall be presented at the next regular meeting of Council outlining the following:

- Tenders received
- Amount that was budgeted for the purchase
- Full explanation if the tender is not recommended to be awarded to the firm that tendered the lowest amount, or if the tender is not awarded.
- The comparison to the previous year, if appropriate

If applicable, bid security, bid bond or performance bond requirements shall be specified in the tender document. Deposit cheques shall be returned to the bidders on the tender form as soon as is practical and such bidders shall provide written acknowledgement of receipt.

Addendums

Queries and addendums shall be supplied to all bidders.

When it becomes necessary to revise, delete substitute or add to tender documents a copy of each addendum shall be forwarded to each bidder who obtained a tender package and that have returned a copy of the cover page from the tender package with their contact information. If cover sheet is not returned the township is not responsible for missed addendum(s).

Establishment of File

A file shall be created for all tenders that shall be maintained and include the following:

- I. Record of Tender Opening Form. (information recorded and signed)
- II. a copy of the "Tenders Received" form
- III. a photocopy of the bid security deposit
- IV. a copy of the liability insurance documentation and WSIB status
- V. a copy of the tender documents including any plans and Specifications
- VI. attendance, an analysis of the bids opened and a prepared motion for the Consideration of Council/Committee
- VII a copy of the letter notifying all bidders of the award and any other correspondence to the bidders.
- VIII. a true copy of the motion to award the tender
- IX. a copy of any inspection reports
- X. Tender files shall be destroyed in accordance with the Retention By-law

Request for Quote (RFQ)

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Request for quote may be used for comparison pricing where the estimated value of goods and services to purchase is more than five thousand dollars (\$5,000.00) but less than ten thousand dollars (\$10,000.00). Every effort shall be made to obtain print documentation for at least three (3) quotations. Where more practical, verbal quotations properly documented shall be obtained.

Where the written quotations from at least three suppliers cannot be reasonably obtained, the Department Head or Manager must get the approval of the CAO.

A record shall be kept by the Department Head or Manager (or designate) of all discussions pertaining to the all quotations as per the retention By-law, notwithstanding any other Provincial legislation or Municipal By-Law.

A written report to Council with recommendations shall be presented at the next regular meeting of Council with regards to the Request for Quote outlining the following:

- The quotes received
- Full explanation where three quotations cannot be obtained
- Full explanation if the RFQ is not recommended to be awarded to the firm with not the lowest amount.

Council is under no obligation to accept the lowest or any quote. Council may, at its discretion, reject all quotes.

Request for Proposal (RFP)

Where the estimated value of the goods and services to be purchased is/will be greater than ten thousand (\$10,000.00) but where the expertise for developing proper specifications lies in the hands of the supplier, or where additional information is required and it is impractical to call tenders an RFP will be issued.

When this method of purchasing is used, a minimum of three (3) suppliers, where possible, shall be given a written outline of the objective, purpose and need of the goods and services required.

A written report to Council from the appropriate Department Head or Manager shall be presented at the next regular meeting of Council outlining the following:

- RFPs received
- Amount that was budgeted for the purchase
- Full explanation if the RFP is not recommended to be awarded to the firm that tendered the lowest amount, or if the RFP is not awarded.
- The comparison to the previous year, if appropriate

Written proposals shall be opened at a predetermined time and location, in the presence of the Clerk (or designate), the appropriate Department Head or Manager (or designate) requesting the proposal.

It is not the intent of the Township to initiate or form contractual relations by the submission of a Proposal by any Proponent in response to this type of Request.

Council is under no obligation to accept the lowest or any request for proposal. Council may, at its discretion, reject all requests for proposal(s).

Negotiated Purchases

Negotiation may be used for the procurement of Good(s) or Services(s) and or for any Contract when any of the following apply:

- Emergency Situations
- Goods and/or Service is in short supply
- Extension of an existing contract would prove more cost effective or beneficial.

When all bids received substantially exceeds the estimated cost and/or fail to

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comply with the specifications or tender terms and conditions and it is impractical to recall tender or RFP

Where there is only one source of supply for the good or service

Request for Pre-Qualifications

Request for Pre-Qualifications may be conducted for any Goods or Services and/or Construction for the purpose of establishing a select number of responsible pre-qualified Bidders that may bid on the subsequent Procurement process by the Township.

The Township is not required to proceed with any further procurement process following a request for Pre-Qualification.

Tie Bids

In the event a bid is received for the provision of goods or services from a local supplier equal to a bid received from a non-local supplier and both of which bids meet the desired specifications of Council, preference shall be given to the local supplier.

If the lowest compliant bids from two or more non-local bidders are identical in cost or unit price, the successful bidder may be determined by a coin toss or by drawing of a name.

Emergency Method of Procurement

Notwithstanding the foregoing, the provisions of this policy may be disregarded for goods and services that may be required in the event of a declared emergency as defined in the Emergency Management and Civil Protection Act.

Any purchase of goods or services incurred in the event of a declared emergency, having a value greater than 10,000 shall be approved by the CAO and/or the Mayor and reported to council at the next regular meeting.

Under certain non-emergency circumstances it may be necessary to acquire goods or services prior to a meeting of Council. Notwithstanding the provisions of this policy, the following shall only apply when an event occurs that is determined to be:

- a threat to public health
- the maintenance of essential municipal services
- the welfare of persons or of public property or the security of the municipality's interests and the occurrence requires the immediate delivery of goods or services and time does not permit for competitive bids.

Prior to the purchase, the Chief Administrative Officer, and at least one Council member shall be notified of the purchase. The Department Head or Manager shall immediately report to the Chief Administrative Officer / Council outlining the circumstances leading to the emergency acquisition.

DISPOSAL OF SURPLUS GOODS

The Department Manager shall obtain the approval of Council for the disposal and/or sale of surplus assets.

Other departments should be offered the chance to reuse surplus assets before they are offered for sale.

Surplus goods may be offered to other municipalities for fair market value.

Surplus goods to be sold to the public shall be sold by sealed bid, with a reserve bid. If the reserve bid is not met, the manager is authorized to sell via other methods; paper media, online, electronic media (i.e. Kijiji).

CONFLICT OF INTEREST

All consultants (e.g.: architects, engineers, etc.) retained by the municipality shall disclose to the municipality prior to accepting an assignment, any potential conflict

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of interest. If such a conflict of interest does exist, the municipality as directed by the Department Head or Manager may, at its discretion, withhold the assignment from the consultant until the matter is resolved.

And furthermore, if during the conduct of a municipal assignment, a consultant is retained by another client giving rise to a potential conflict of interest, then the consultant shall so inform the municipality.

PURCHASE OF USED FLEET EQUIPMENT

The Chief Administrative Officer (or designate) is authorized to purchase used fleet equipment that is sold by other municipalities by private sale or public auction; sold through a vendor licensed to sell used equipment; by sealed bid; or by negotiation providing that:

1. Any purchase of used equipment with a price of over \$10,000.00 must have Council's pre-authorization with a maximum amount that can be spent for such equipment.
2. The equipment meets or exceeds the departmental equipment requirements.
3. It is documented why it is fiscally responsible to purchase a used piece of equipment rather than purchase new.
4. A report will be forwarded to Council detailing purchase information and expenses.

The Chief Administrative Officer/designate is exempt from the formal quotation/tender/proposal process when purchasing used fleet equipment by any of the methods detailed in this section.

PAYMENTS

Department Heads or Managers shall approve payment by signing all invoices representing charges to their respective departments, indicating the account distribution of the expenditure. Department Heads or Managers, before approving payments, shall ensure that the following have been checked and found correct:

- Quantity and quality of goods received are as invoiced
- Pricing is correct
- Calculations are correct

PROCUREMENT CARD POLICY

Using Procurement Cards

1. Procurement Cards will be distributed to designated employees who are responsible for making purchases on behalf of the Township of Augusta
2. The Cards are designed to be used for purchases of goods or services not covered under some other form of purchasing agreement
3. There is a limit per transaction and monthly credit limit for each cardholder based on individual requirements
4. Procurement Cards will be used only with companies that are VISA merchants if their purchase falls within the monetary limits of the cardholder
5. The liability for charges on the Procurement Cards rests with the Department
6. The Township of Augusta is not liable for any unauthorized use of the Procurement Card which occurs after notification of loss, theft or cancellation has been received by VISA
7. The Township of Augusta will pay both taxes on all invoices but will continue to receive the GST rebates or input tax credits in the normal manner.

Application Procedure

1. The applicant requesting the card must submit a completed application in writing and must complete the "Employee Acknowledgment of Responsibilities" form which is attached as Schedule "G" to this By-Law

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2. The VISA Procurement Card must be signed on the back upon receipt
3. The Procurement Card **MUST only be used** by the individual whose name is on the card or designate. For example, staff must and confirm approval and document purpose for use of general office VISA before using.

Cardholder's Responsibilities

1. Sign the back of the card as soon as it is obtained
2. Keep the Procurement Card in a secure location with controlled access when not in use. Make a note of the card number and the telephone number to report a lost or stolen card. (The Chief Administrative Officer will also have a list of the card numbers on file for the purpose of accounts payable)
3. Inform the Chief Administrative Officer of any changes in your address or telephone number
4. Return the Procurement Card under the following circumstances:
 - a) Upon request
 - b) Upon termination of employment
 - c) When the card is no longer required
5. The Card Company is to be notified immediately as soon as a card is noticed as lost or stolen. The cardholder must also inform the Chief Administrative Officer
6. The card is not to be used for obtaining cash advances
7. Procurement Cards are not to be left in a vehicle.
8. When travelling, procurement cards are to be carried in a secure location
9. All invoices are to be handed in on the prescribed form on a weekly basis to avoid interest charges

Accounts Payable Responsibilities

1. All invoices are to be processed in a timely manner to avoid interest charges
2. Maintain an up to date register of all cardholders
3. Monitor Procurement Card activities on an as required basis
4. Provide assistance, if required in the settlement of disputed items.

Chief Administrative Officer Responsibilities

1. The issuance of the Procurement Cards upon the proper authority
2. Obtain and verify reports as requested
3. Communicate internal procedures to all cardholders
4. Inform all cardholders of the policies for the use of Procurement Cards
5. Cancel and/or recall of Procurement Cards

AMENDMENTS

Appendices A, B and C to this policy may be amended from time to time upon the approval of the CAO in order to add or delete or modify matters listed.

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.

Appendix "A"

**GOODS AND SERVICES "EXEMPT" FROM PROVISIONS OF THE
PROCUREMENT POLICIES**

- 1. Petty Cash Items**
- 2. Training and Education**
 - a) Conferences
 - b) Courses
 - c) Conventions
 - d) Memberships
 - e) Seminars
 - f) Periodicals
 - g) Magazines
 - h) Subscriptions
 - i) Staff/Council training, Workshops, hosts and facilitators
 - j) Staff/Council development k)
- 3. Employee/Council Expenses**
 - a) Advances for travel
 - b) Meal allowances
 - c) Travel & Hotel accommodation
- 4. Employer's General Expenses**
 - a) Payroll deduction remittances
 - b) Licenses (vehicle, radios etc.)
 - c) Debenture payments
 - d) Grants to agencies
 - e) Payments of damages
 - f) Tax remittances
 - g) Charges to/from other Government or Crown Corporations
 - h) Employee income
- 5. Professional and Special Services**
 - a) Committee fees
 - b) Honoraria
 - c) Arbitrators
 - d) Legal settlements
 - e) Legal Fees
- 6. Utilities**
 - a) Postage
 - b) Heat/Hydro
 - c) Telephone
- 7. Misc**
 - a) OPP Costs
 - b) Levies
 - c) Vehicle Repairs
 - d) Bank Charges
 - e) Newspaper ads and public notices
 - f) Agreements with area municipalities

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APPENDIX B

TENDER OPENING FORM

Name of Tender Officer: _____

Name of Project			
Project Number			
Project Location			
Tender Period Closing Date		Tender Opening Date	

Tenders Received

Tender Number	Name of Tenderer	Tender Amount		Remarks
		\$	¢	

Persons Present at Tender opening

Name	Signature	Representing

Signature of Tender Officer: _____

APPENDIX C

BID IRREGULARITIES

BID IRREGULARITY

A bid irregularity is a deviation between the requirements (terms, conditions, specifications, special instructions) of a bid request and the information provided in a bid response.

For the purposes of this policy, bid irregularities are further classified as "major irregularities" or "minor irregularities".

A "**major irregularity**" is a deviation from the bid request that affects the price, quality, quantity or delivery, and is material to the award. If the deviation is permitted, the bidder could gain an unfair advantage over competitors. Any bid, which contains a major irregularity, must be rejected.

A "**minor irregularity**" is a deviation from the bid request, which affects form, rather than substance. The effect on the price, quality, quantity or delivery is not material to the award. If the deviation is permitted or corrected, the bidder would not gain an unfair advantage over competitors.

The Departmental Manager may permit the bidder to correct a minor irregularity.

MATHEMATICAL ERRORS - RECTIFIED BY STAFF

The Chief Administrative Officer/designate will correct errors in mathematical extensions and/or taxes, and the unit prices will govern. The responsibility for correcting mathematical errors may be delegated to the requisitioning department.

ACTION TAKEN:

The Chief Administrative Officer/designate will be responsible for all action taken in dealing with bid irregularities, and act in accordance with the nature of the irregularity:

- major irregularity (automatic rejection)
- minor irregularity (bidder may rectify)
- mathematical error (additions or extensions) as above

In the event that the vendor withdraws his bid due to the identification of a major irregularity, the municipality may disqualify such vendor from participating in municipal quotations/tenders/requests for proposals for a period of up to one year.

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BID IRREGULARITIES - SUMMARY

ITEM	DESCRIPTION	MAJOR	MINOR	ACTION
1	late bids (by any amount of time)	X		automatic rejection
2	bids completed in pencil	X		automatic rejection
3	bid surety not submitted with the bid when the bid request (or any addenda) indicated that such surety is required	X		automatic rejection
4	EXECUTION OF AGREEMENT TO BOND a - Bond company corporate seal or equivalent proof of authority to bind company or signature missing b- surety company not licensed to do business in Ontario	X		automatic rejection
5	OTHER BID SECURITY: Cheque which has not been certified	X		automatic rejection
6	unsealed tender envelopes	X		automatic rejection
7	pricing or signature pages missing	X		automatic rejection
8	insufficient financial security (i.e.: no deposit or bid bond or insufficient deposit)	X or	X	where security is required & amount is not specified in request, automatic rejection unless insufficiency is de minimus (trivial or insignificant) where security is required and amount of security is specified in request, automatic rejection
9	bid received on documents other than those provided in request	X		not acceptable unless specified otherwise in the request
10	EXECUTION OF BID DOCUMENT proof of authority to bind is missing	X or	X	automatic rejection
11	part bids (all items not bid)	X or	X	acceptable unless complete bid has been specified in their request
12	bids containing minor clerical errors		X	2 working days to correct initial errors. Municipality reserves the right to waive initialing and accept bid
13	Un-initialed changes to the request documents which are minor (i.e.; the bidders address is amended by overwriting but not initialed)		X	2 working days to correct initial errors. Municipality reserves the right to waive initialing and accept bid
14	alternate items bid in whole or in part	X		available for further consideration unless specified otherwise in request
15	unit prices in the schedule of prices have been changed but not initialed		X	2 working days to correct initial errors. Municipality reserves the right to waive initialing and accept bid
16	other mathematical errors which are not consistent with the unit prices		X	2 working days to initial corrections. Unit prices will govern.
17	pages requiring completion of information by vendor are missing	X		automatic rejection
18	bid documents which suggest that the bidder has made a major mistake in calculations or bid			consultation with a Solicitor on a case-by-case basis and referenced within the staff report if applicable
18	Bid received from a Bidder who is in unresolved Litigation with the Township			
19	Bidder did not attend the mandatory site meeting			
20	Addendums not included			

NOTE: The above list of irregularities should not be considered all-inclusive. The appropriate Department Manager, will review minor irregularities not listed. The appropriate Department Manager may then accept the bid, or request that the bidder rectify the deviation.

APPENDIX D

Travel Expense Claim Form

Name: _____ Department: _____

Event: _____ Dates of Travel: _____

Location: _____

		Account #
Registration Fee:	\$ _____	_____
Transportation:		
Kilometers: _____ x Rate/km _____	\$ _____	_____
Other (specify): _____	\$ _____	_____
Accommodation: _____ x _____ Days	\$ _____	_____
Meals:		
Breakfast Days _____ @\$17.50	\$ _____	_____
Lunch Days _____ @\$22.50	\$ _____	_____
Dinner Days _____ @\$35.00	\$ _____	_____
Incidentals Days _____ @\$15.00/day max	\$ _____	_____
Per Diem: Days _____ @\$150/full day _____	\$ _____	_____
Total Expenses:	\$ _____	_____

Traveler Signature: _____

Approver Signature: _____

Date: _____

Appendix "E"

Request for Payment

Township of Augusta
3560 County Road 26
RR#2 Prescott, ON., K0E 1T0
613-925-4231 Fax: 613-925-3499

Payment Requested for

Vendor Number: _____

Name: _____

Address: _____

Description of Payment

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total amount requested for payment

\$ _____

Signature of Person filling out form

Date

For Office Use Only

General Ledger Account(s): _____

Approved, Manager of Finance

APPENDIX F

AODA Third-Party/Contractors Compliance Statement Form

I/We, certify that we are in full compliance with the Accessible Customer Service Standard Regulation and the Integrated Accessibility Standards Regulation (Ontario Regulation 191/11) under the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and have provided the necessary training to all staff (employees, agents, volunteers, or others for whom we are responsible).

I/We are required to comply with all relevant/applicable and any future additions or modification to legislation as they become enacted to accessibility standards and regulations.

The necessary training will be delivered on an ongoing basis to all new staff (employees, agents, volunteers, or others for whom we are responsible) prior to providing goods or services to, or on behalf of, the Municipality of Augusta.

I/We shall ensure that training records are maintained, including dates when training is provided, the number of personnel who received training and individual training records.

I/We are to ensure that this information is available to the Municipality of Augusta, any time during the Term of the Contract.

I/We shall only assign those staff who have successfully completed training in accordance with Ontario Regulation 191/11, to provide services to, or on behalf of, the Municipality of Augusta.

Company Name

Address

Name

Title

Signature

Date

REPORT #: 2019-068

REPORT TO COUNCIL: May 27, 2019

RE: REVIEW AND APPROVAL OF A/P CHEQUES

PREPARED BY: Ray Morrison, CAO/Treasurer

RECOMMENDATION:

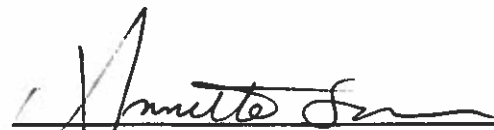
THAT Council receive, review and approve the payment of the accounts payable invoices paid on cheques #24216 - 24251 through to May 23, 2019 in the amount of \$196,581.58.

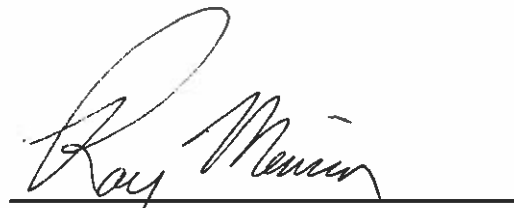
PURPOSE

To provide Council the opportunity to review and approve the payment of the above noted invoices as provided on the attached list.

ATTACHMENT 1

Any questions that Councilors may have can be directed to the Treasurer prior to or subsequent to the Council meeting for follow up.


Annette Simonian
Clerk


Ray Morrison
CAO/Treasurer

Report Date
5/23/2019 4:02 PM

Township of Augusta
List of Accounts for Approval
As of 5/21/2019
Batch: 2019-00044 to 2019-00046

Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount	
Bank Code: AP - ACC/PAYABLE						
Computer Cheques:						
24216	5/23/2019	Void during printing				
24217	5/23/2019	Void during printing				
24218	5/23/2019	Void during printing				
24219	5/23/2019	ANDREW TREMAYNE ARBITRA INTEGRITY COMMISSIONER				
MAY132019		401-01-028 - LEGAL EXPENSE	INTEGRITY COMMISSIONER	496.08		
		102-01-099 - HST RECEIVABLE	HST Tax Code	54.80		
		900-01-099 - HST TRACKING	HST Tax Code	63.38	550.88	
APR82019		401-01-028 - LEGAL EXPENSE	INTEGRITY COMMISSIONER	508.80		
		102-01-099 - HST RECEIVABLE	HST Tax Code	56.20		
		900-01-099 - HST TRACKING	HST Tax Code	65.00	565.00	
				Payment Total:	1,115.88	
24220	5/23/2019	AUGUSTA LIBRARY BOARD ANNUAL SUPPORT GRANT				
MAY242019		605-01-003 - LIBRARY - GRANT	ANNUAL SUPPORT GRANT	30,608.00	30,608.00	
24221	5/23/2019	AUGUSTA TOWNSHIP REPLENISH FLOATS				
MAY102019		100-01-003 - CASH ON HAND - C	REPLENISH FLOATS	25.00	25.00	
24222	5/23/2019	BEACH HOME HARDWARE GARBAGE BAGS				
719471-1		402-01-013 - FIRE PROTECTION	GARBAGE BAGS	37.64		
		102-01-099 - HST RECEIVABLE	HST Tax Code	4.16		
		900-01-099 - HST TRACKING	HST Tax Code	4.81	41.80	
723973-1		402-01-015 - FIRE PROTECTION	PREMIUM FUEL SMALL ENGIN	30.38		
		102-01-099 - HST RECEIVABLE	HST Tax Code	3.35		
		900-01-099 - HST TRACKING	HST Tax Code	3.88	33.73	
723954-1		600-01-004 - RECREATION - GE	GENERAL REC.	11.75		
		102-01-099 - HST RECEIVABLE	HST Tax Code	1.30		
		900-01-099 - HST TRACKING	HST Tax Code	1.50	13.05	
724087-1		600-01-004 - RECREATION - GE	GENERAL REC. SUPPLIES	14.59		
		102-01-099 - HST RECEIVABLE	HST Tax Code	1.61		
		900-01-099 - HST TRACKING	HST Tax Code	1.86	16.20	
				Payment Total:	104.78	
24223	5/23/2019	JOEL BERIAULT CRIMINAL CHECK/MTO				
MAY222019		438-01-007 - P.W. STAFF BENE	CRIMINAL CHECK/MTO	37.00	37.00	
24224	5/23/2019	CARLETON UNIFORMS INC ALTERATIONS TO UNIFORMS				
88381		402-01-005 - FIRE PROTECTION	ALTERATIONS TO UNIFORMS	91.58		
		102-01-099 - HST RECEIVABLE	HST Tax Code	10.12		
		900-01-099 - HST TRACKING	HST Tax Code	11.70	101.70	

Township of Augusta
List of Accounts for Approval
As of 5/21/2019
Batch: 2019-00044 to 2019-00046

Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
89902		402-01-005 - FIRE PROTECTION ALTERATIONS TO UNIFORMS		81.41	
		102-01-099 - HST RECEIVABLE	HST Tax Code	8.99	
		900-01-099 - HST TRACKING	HST Tax Code	10.40	90.40
				Payment Total:	192.10
24225	5/23/2019	CHAD DAVIS	DEPUTY CHIEF CELL PHONE		
MAY152019		402-01-004 - FIRE PROTECTION	DEPUTY CHIEF CELL PHONE	76.32	
		102-01-099 - HST RECEIVABLE	HST Tax Code	8.43	
		900-01-099 - HST TRACKING	HST Tax Code	9.75	84.75
24226	5/23/2019	CINTAS CORPORATION #884	MATT/FRESHENER EXCHNGE		
884256293		401-01-016 - REPAIRS & MAINTENANCE	MATT/FRESHENER EXCHNGE	37.61	
		102-01-099 - HST RECEIVABLE	HST Tax Code	4.15	
		900-01-099 - HST TRACKING	HST Tax Code	4.80	41.76
24227	5/23/2019	COVILLE ELECTRIC	NORTH AUGUSTA WDS		
4766		510-01-013 - CONTRACT SERVICES	NORTH AUGUSTA WDS	402.46	
		102-01-099 - HST RECEIVABLE	HST Tax Code	44.46	
		900-01-099 - HST TRACKING	HST Tax Code	51.42	446.92
24228	5/23/2019	CPHC	2019 CAPITAL CONTRIBUTION		
MAY232019		610-01-001 - DONATIONS	2019 CAPITAL CONTRIBUTION	955.75	
		102-01-014 - GST RECEIVABLE	BOTH-100% Tax Code	44.25	
		900-00-000 - Gst Paid (NI) (NI) (NI)	BOTH-100% Tax Code	44.25	1,000.00
24229	5/23/2019	ENGREEN MAITLAND INC.	TAX ADJUSTMENTS		
MAY232019		101-01-001 - CURRENT TAXES	TAX ADJUSTMENTS	18,766.51	18,766.51
24230	5/23/2019	GRENVILLE PLOWMEN'S ASSOCIATION	CONTRIBUTION TO ANNUAL EVENT		
MAY232019		610-01-001 - DONATIONS	CONTRIBUTION TO ANNUAL EVENT	200.00	200.00
24231	5/23/2019	HANS WERNER-MACKELER	MISC SUPPLIES		
MAY132019		405-01-003 - CEMP OFFICE SUPPLIES	MISC SUPPLIES	34.80	
		102-01-099 - HST RECEIVABLE	HST Tax Code	3.85	
		900-01-099 - HST TRACKING	HST Tax Code	4.45	38.65
24232	5/23/2019	HOWARD CAMPBELL & SONS	MAYNARD WDS		
114188		102-01-044 - DUE FROM FAST E	MAYNARD WDS	45.03	
		102-01-099 - HST RECEIVABLE	HST Tax Code	4.97	
		900-01-099 - HST TRACKING	HST Tax Code	5.75	50.00
114191		102-01-044 - DUE FROM FAST E	NORTH AUGUSTA WDS	45.03	
		102-01-099 - HST RECEIVABLE	HST Tax Code	4.97	
		900-01-099 - HST TRACKING	HST Tax Code	5.75	50.00
MR2051		102-01-044 - DUE FROM FAST E	PORTABLE RENTALS	189.11	
		102-01-099 - HST RECEIVABLE	HST Tax Code	20.89	

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		900-01-099 - HST TRACKING	HST Tax Code	24.16	210.00
				Payment Total:	310.00
24233	5/23/2019	HYDRO ONE	DAMAGE TO HYDRO POLE		
3000265772		438-01-009 - P.W. INSURANCE	DAMAGE TO HYDRO POLE	4,943.83	
		102-01-099 - HST RECEIVABLE	HST Tax Code	546.06	
		900-01-099 - HST TRACKING	HST Tax Code	631.58	5,489.89
24234	5/23/2019	INDEPENDENT TELEPHONE	FIXED PHONE PROBLEMS		
44088		401-01-003 - TELEPHONE & FAX	FIXED PHONE PROBLEMS	86.50	
		102-01-099 - HST RECEIVABLE	HST Tax Code	9.55	
		900-01-099 - HST TRACKING	HST Tax Code	11.05	96.05
24235	5/23/2019	J & L TRUCK & TRAILER	REPAIR BUSH PUMP		
141197		402-01-015 - FIRE PROTECTION	REPAIR BUSH PUMP	182.13	
		102-01-099 - HST RECEIVABLE	HST Tax Code	20.12	
		900-01-099 - HST TRACKING	HST Tax Code	23.27	202.25
24236	5/23/2019	JOE COMPUTER	CABLES AND ONSITE SERVICES		
89464		401-01-022 - COMPUTER EXPEN	CABLES AND ONSITE SERVI	409.59	
		102-01-099 - HST RECEIVABLE	HST Tax Code	45.24	
		900-01-099 - HST TRACKING	HST Tax Code	52.33	454.83
13757		401-01-022 - COMPUTER EXPEN	COMPUTER EXPENSE ADMIN	1,228.25	
		102-01-099 - HST RECEIVABLE	HST Tax Code	135.66	
		900-01-099 - HST TRACKING	HST Tax Code	156.91	1,363.91
				Payment Total:	1,818.74
24237	5/23/2019	LAFARGE CANADA INC	COLD MIX		
710431370		418-01-002 - PATCHING-PARTS	COLD MIX	1,009.48	
		102-01-099 - HST RECEIVABLE	HST Tax Code	111.50	
		900-01-099 - HST TRACKING	HST Tax Code	128.96	1,120.98
24238	5/23/2019	LEEDS & GRENVILLE SMALL	ANNUAL CONTRIBUTION		
MAY242019		616-01-020 - L&G SMALL BUSINE	ANNUAL CONTRIBUTION	2,500.00	2,500.00
24239	5/23/2019	LEVAC SUPPLY LIMITED	WHITE PAPER COVERALLS		
1262692		402-01-005 - FIRE PROTECTION	WHITE PAPER COVERALLS	36.96	
		102-01-099 - HST RECEIVABLE	HST Tax Code	4.08	
		900-01-099 - HST TRACKING	HST Tax Code	4.72	41.04
24240	5/23/2019	MESSER CANADA LTD 15687	SHOP SUPPLIES		
2100703823		438-01-011 - P.W. SHOP SUPPLI	SHOP SUPPLIES	19.76	
		102-01-099 - HST RECEIVABLE	HST Tax Code	2.18	
		900-01-099 - HST TRACKING	HST Tax Code	2.52	21.94
2100732744		438-01-011 - P.W. SHOP SUPPLI	OXYGEN CYLINDER	72.56	

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		102-01-099 - HST RECEIVABLE	HST Tax Code	8.01	
		900-01-099 - HST TRACKING	HST Tax Code	9.27	80.57
				Payment Total:	102.51
24241	5/23/2019	McINTOSH PERRY	ENGINEERING/SURVEYING SERVICE		
42233		615-01-001 - PLANNING & ZONING	ENGINEERING/SURVEYING SE	1,303.80	
		102-01-099 - HST RECEIVABLE	HST Tax Code	144.01	
		900-01-099 - HST TRACKING	HST Tax Code	166.56	1,447.81
42242		625-01-001 - DRAINAGE SUPERVISOR	DRAINAGE SUPERINTENDENT	3,215.62	
		102-01-099 - HST RECEIVABLE	HST Tax Code	355.18	
		900-01-099 - HST TRACKING	HST Tax Code	410.80	3,570.80
				Payment Total:	5,018.61
24242	5/23/2019	MINISTER OF FINANCE	MONTHLY OPP POLICING		
111305191249009		404-01-090 - PROTECTIVE POLICING	MONTHLY OPP POLICING	85,351.00	85,351.00
24243	5/23/2019	MPAC	NAME/STREET INDICES		
1800022790		401-01-009 - OTHER/MISCELLANEOUS	NAME/STREET INDICES	101.76	
		102-01-099 - HST RECEIVABLE	HST Tax Code	11.24	
		900-01-099 - HST TRACKING	HST Tax Code	13.00	113.00
24244	5/23/2019	MUNISOFT	WORKSTATION SETUP		
2019/20-01093		401-01-022 - COMPUTER EXPENSES	WORKSTATION SETUP	151.62	
		102-01-099 - HST RECEIVABLE	HST Tax Code	16.75	
		900-01-099 - HST TRACKING	HST Tax Code	19.37	168.37
24245	5/23/2019	NICOLE WALKER	YAC SUPPLIES		
MAY132019		600-01-050 - SPECIFIC GRANT -	YAC SUPPLIES	94.04	
		102-01-099 - HST RECEIVABLE	HST Tax Code	10.38	
		900-01-099 - HST TRACKING	HST Tax Code	12.01	104.42
MAY212019		600-01-023 - MILEAGE	RECREATION MILEAGE	136.80	
		102-01-099 - HST RECEIVABLE	HST Tax Code	15.10	
		900-01-099 - HST TRACKING	HST Tax Code	17.47	151.90
				Payment Total:	256.32
24246	5/23/2019	NORTRAX CANADA INC	PARTS AND SUPPLIES		
1216726		424-01-002 - GRADING - PARTS	GRADER PARTS AND SUPPLIES	297.64	
		102-01-099 - HST RECEIVABLE	HST Tax Code	32.87	
		900-01-099 - HST TRACKING	HST Tax Code	38.02	330.51
1216724		430-01-002 - SNOW PLOWING -	PLOW PARTS AND SUPPLIES	297.64	
		102-01-099 - HST RECEIVABLE	HST Tax Code	32.87	
		900-01-099 - HST TRACKING	HST Tax Code	38.02	330.51

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				Payment Total:	661.02
24247	5/23/2019	RAYMOND W. MORRISON	NEW FIRE STATION DESKS		
MAY152019		402-01-091 - NORTH AUGUSTA F	NEW FIRE STATION DESKS	5,227.57	
		102-01-099 - HST RECEIVABLE	HST Tax Code	577.41	
		900-01-099 - HST TRACKING	HST Tax Code	667.83	5,804.98
24248	5/23/2019	RECEIVER GENERAL FOR CAN. RADIO LICENSING			
20190041821		402-01-005 - FIRE PROTECTION	RADIO LICENSING	1,084.24	
		102-01-099 - HST RECEIVABLE	HST Tax Code	119.76	
		900-01-099 - HST TRACKING	HST Tax Code	138.51	1,204.00
24249	5/23/2019	SOUTH GRENVILLE CHAMBER	2019 MEMBERSHIP FEE		
253		401-01-017 - CONFERENCES & [2019 MEMBERSHIP FEE	150.00	150.00
24250	5/23/2019	SUSAN BOSMAN	CLEANING SERVICES		
MAY122019		401-01-001 - STAFF SALARIES	CLEANING SERVICES	79.05	79.05
MAY192019		401-01-001 - STAFF SALARIES	CLEANING SERVICES	79.05	79.05
				Payment Total:	158.10
24251	5/23/2019	VIKKI WERNER-MACKELER	OFFICE SUPPLIES		
MAY132019		401-01-004 - OFFICE SUPPLIES	OFFICE SUPPLIES	42.00	
		102-01-099 - HST RECEIVABLE	HST Tax Code	4.64	
		900-01-099 - HST TRACKING	HST Tax Code	5.37	46.64
MAY212019		401-01-004 - OFFICE SUPPLIES	OFFICE SUPPLIES	66.35	
		102-01-099 - HST RECEIVABLE	HST Tax Code	7.32	
		900-01-099 - HST TRACKING	HST Tax Code	8.47	73.67
				Payment Total:	120.31
Other:					
166-Man	5/15/2019	ROYAL BANK VISA	STATION SUPPLIES		
3091MAY32019		402-01-013 - FIRE PROTECTION	STATION SUPPLIES	177.04	
		102-01-099 - HST RECEIVABLE	HST Tax Code	19.56	
		900-01-099 - HST TRACKING	HST Tax Code	22.62	196.60
733-Man	5/15/2019	HYDRO ONE NETWORKS	DOMVILLE RECREATION		
2041APR302019		600-01-012 - DOMVILLE RECREA/	DOMVILLE RECREATION	36.57	
		102-01-099 - HST RECEIVABLE	HST Tax Code	4.04	
		900-01-099 - HST TRACKING	HST Tax Code	4.67	40.61
852-Man	5/15/2019	HYDRO ONE NETWORKS	PUBLIC WORKS GARAGE		
8173MAY62019		438-01-026 - P.W. HYDRO	PUBLIC WORKS GARAGE	379.72	
		102-01-099 - HST RECEIVABLE	HST Tax Code	41.94	
		900-01-099 - HST TRACKING	HST Tax Code	48.51	421.66

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1097-Man 9094MAY92019	5/15/2019	HYDRO ONE NETWORKS	N/A WDS		
		102-01-044 - DUE FROM FAST E	N/A WDS	133.51	
		102-01-099 - HST RECEIVABLE	HST Tax Code	14.74	
		900-01-099 - HST TRACKING	HST Tax Code	17.05	148.25
1216-Man 5014MAY22019	5/15/2019	HYDRO ONE NETWORKS	MAIN OFFICE		
		401-01-002 - HYDRO	MAIN OFFICE	351.87	
		102-01-099 - HST RECEIVABLE	HST Tax Code	38.86	
		900-01-099 - HST TRACKING	HST Tax Code	44.95	390.73
1262-Man 4567MAY92019	5/15/2019	HYDRO ONE NETWORKS	MAITLAND FIRE DEPT		
		402-01-002 - FIRE PROTECTION	MAITLAND FIRE DEPT	500.88	
		102-01-099 - HST RECEIVABLE	HST Tax Code	55.33	
		900-01-099 - HST TRACKING	HST Tax Code	63.99	556.21
1309-Man 9061MAY92019	5/15/2019	HYDRO ONE NETWORKS	N/A REC SOCCER		
		600-01-018 - NORTH AUGUSTA F	N/A REC SOCCER	28.01	
		102-01-099 - HST RECEIVABLE	HST Tax Code	3.10	
		900-01-099 - HST TRACKING	HST Tax Code	3.58	31.11
1433-Man 5844MAY92019	5/15/2019	HYDRO ONE NETWORKS	N/A RECREATION		
		600-01-018 - NORTH AUGUSTA F	N/A RECREATION	44.88	
		102-01-099 - HST RECEIVABLE	HST Tax Code	4.95	
		900-01-099 - HST TRACKING	HST Tax Code	5.73	49.83
2985-Man 6512APR292019	5/15/2019	ROYAL BANK VISA	STATION #1 SUPPLIES		
		402-01-013 - FIRE PROTECTION	STATION #1 SUPPLIES	97.61	
		102-01-099 - HST RECEIVABLE	HST Tax Code	10.78	
		900-01-099 - HST TRACKING	HST Tax Code	12.47	108.39
3792-Man 3997MAY92019	5/15/2019	HYDRO ONE NETWORKS	N/A FIRE DEPT		
		402-01-002 - FIRE PROTECTION	N/A FIRE DEPT	238.49	
		102-01-099 - HST RECEIVABLE	HST Tax Code	26.34	
		900-01-099 - HST TRACKING	HST Tax Code	30.47	264.83
3880-Man 9109MAY32019	5/15/2019	BELL MOBILITY INC.	FIRE STATION TABLETS		
		402-01-004 - FIRE PROTECTION	FIRE STATION TABLETS	66.17	
		102-01-099 - HST RECEIVABLE	HST Tax Code	7.31	
		900-01-099 - HST TRACKING	HST Tax Code	8.45	73.48
4631-Man 4595MAY62019	5/15/2019	ROYAL BANK VISA	FIRE CHIEF VISA		
		402-01-017 - FIRE PROTECTION	FUEL FOR SMALL ENGINES	61.99	
		402-01-012 - FIRE PROTECTION	FUEL FOR SMALL ENGINES	115.32	
		102-01-099 - HST RECEIVABLE	HST Tax Code	19.58	
		900-01-099 - HST TRACKING	HST Tax Code	22.65	196.89
4817-Man 4134MAY102019	5/15/2019	HYDRO ONE NETWORKS	CEDAR PARK STREETLIGHTS		
		600-01-002 - RECREATION - HYD	CEDAR PARK	111.49	

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		102-01-099 - HST RECEIVABLE	HST Tax Code	12.31	
		900-01-099 - HST TRACKING	HST Tax Code	14.24	123.80
4841-Man 594414	5/15/2019	CST CANADA CO.	PREMIUM GAS		
		120-01-001 - STOCK - GAS	PREMIUM GAS	1,280.05	
		102-01-099 - HST RECEIVABLE	HST Tax Code	141.39	
		900-01-099 - HST TRACKING	HST Tax Code	163.53	1,421.44
5848-Man 7818MAY32019	5/15/2019	ROYAL BANK VISA	MAIN OFFICE		
		600-01-050 - SPECIFIC GRANT - MAIN OFFICE		53.88	
		401-01-017 - CONFERENCES & I RAY COURSE		239.14	
		600-01-050 - SPECIFIC GRANT - VOLUNTEER APPRECIATION		37.41	
		600-01-050 - SPECIFIC GRANT - IN GOOD HANDS		213.39	
		401-01-004 - OFFICE SUPPLIES	OFFICE SUPPLIES CREDIT	107.87-	
		405-01-005 - CEMP MISC.	SAND BAGS	993.33	
		406-01-007 - BUILDING CONF & I	OBOA KAREN LAVIGNE	762.19	
		401-01-004 - OFFICE SUPPLIES	MARRIAGE LICENSES CLERKS	259.35	
		401-01-004 - OFFICE SUPPLIES	OFFICE SUPPLIES	134.17	
		616-01-015 - Ec Dev Projects (CO	EC DEVELOPMENT MEETING	59.45	
		102-01-099 - HST RECEIVABLE	HST Tax Code	292.09	
		900-01-099 - HST TRACKING	HST Tax Code	337.83	2,936.53
6050-Man 3573MAY22019	5/15/2019	HYDRO ONE NETWORKS	MAYNARD WDS		
		102-01-044 - DUE FROM FAST E	MAYNARD WDS	296.09	
		102-01-099 - HST RECEIVABLE	HST Tax Code	32.71	
		900-01-099 - HST TRACKING	HST Tax Code	37.83	328.80
6341-Man 6488APR292019	5/15/2019	ROYAL BANK VISA	CHARLEVILLE RD FIRE		
		402-01-005 - FIRE PROTECTION	CHARLEVILLE RD FIRE	314.36	
		102-01-099 - HST RECEIVABLE	HST Tax Code	34.72	
		900-01-099 - HST TRACKING	HST Tax Code	40.16	349.08
7547-Man 4594MAY22019	5/15/2019	HYDRO ONE NETWORKS	MAYNARD RECREATION		
		600-01-016 - MAYNARD RECREA	MAYNARD RECREATION	96.21	
		102-01-099 - HST RECEIVABLE	HST Tax Code	10.63	
		900-01-099 - HST TRACKING	HST Tax Code	12.29	106.84
8628-Man 3232APR162019	5/15/2019	BELL CANADA	STATION # 1 FAX		
		402-01-004 - FIRE PROTECTION	STATION # 1 FAX	74.55	
		102-01-099 - HST RECEIVABLE	HST Tax Code	8.24	
		900-01-099 - HST TRACKING	HST Tax Code	9.53	82.79
9125-Man 3455APR162019	5/15/2019	BELL CANADA	STATION # 1 PHONE		
		402-01-004 - FIRE PROTECTION	STATION # 1 PHONE	67.13	
		102-01-099 - HST RECEIVABLE	HST Tax Code	7.41	
		900-01-099 - HST TRACKING	HST Tax Code	8.57	74.54
9465-Man 0192MAY92019	5/15/2019	HYDRO ONE NETWORKS	N/A REC HALL		
		600-01-018 - NORTH AUGUSTA F	N/A REC HALL	85.85	

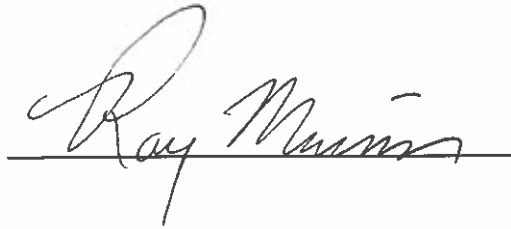
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		102-01-099 - HST RECEIVABLE	HST Tax Code	9.48	
		900-01-099 - HST TRACKING	HST Tax Code	10.97	95.33
9596-Man	5/15/2019	HYDRO ONE NETWORKS	ELLIS HOUSE		
7331MAY92019		401-01-012 - ELLIS HOUSE EXPE	ELLIS HOUSE	18.23	
		102-01-099 - HST RECEIVABLE	HST Tax Code	2.01	
		900-01-099 - HST TRACKING	HST Tax Code	2.33	20.24
9770-Man	5/15/2019	BELL CANADA	STATION # 2 PHONES		
2031MAY12019		402-01-004 - FIRE PROTECTION	STATION # 2 PHONES	87.33	
		102-01-099 - HST RECEIVABLE	HST Tax Code	9.65	
		900-01-099 - HST TRACKING	HST Tax Code	11.16	96.98
6021841	5/17/2019	MINISTER OF FINANCE	APR1-APR15 GOV'T DEDUCTIONS		
APR152019		204-01-001 - PAYROLL DEDUCTI	APR1-APR15 GOV'T DEDUCTIC	11,280.71	11,280.71
6021912	5/17/2019	MINISTER OF FINANCE	APR16-APR30 GOV'T DEDUCTIONS		
APR302019		204-01-001 - PAYROLL DEDUCTI	APR16-APR30 GOV'T DEDUCT	12,168.42	12,168.42
6031477	5/17/2019	ONTARIO EHT	APRIL HEALTH TAX		
APR302019		204-01-002 - EHT PAYABLE	APRIL HEALTH TAX	1,668.97	1,668.97
				Total for AP:	196,581.58

Certified Correct This May 21, 2019



REPORT NUMBER: 2019-066
REPORT TO COUNCIL: May 27th, 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.

They are continuing completing the siding and painting. Hydro has installed the transformer and the pole, and we are awaiting final hookup. Unfortunately, Union Gas hook up is delayed, however this has not and will not delay the tendered occupancy date as Bourgon is still ahead of schedule. The drop ceiling and mechanical and electrical are also being completed.

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/>

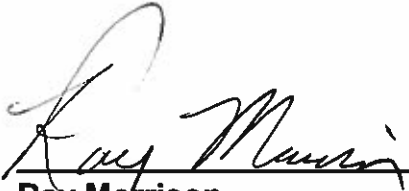
We will continue to keep Council informed as this project moves forward.

FINANCIAL IMPACTS:

None at this time.



Robert Bowman
Fire Chief



Ray Morrison
CAO/Treasurer