

**AGENDA
AUGUSTA TOWNSHIP
C.O.W./REGULAR MEETING
June 10, 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
- 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 – 042 – Committee Terms of Reference
- Report 2019 – 063 – Sale of Surplus Property
- Report 2019 – 064 – Employee Code of Conduct
- Report 2019 – 073 – Fire Hall Building Loan

Operations

Planning and Building Services

- Report 2019 – 069 – CBO Report
- Report 2019 – 070 – PAC Report

Protective Services

- Report 2019 – 071 – Fire Hall Update
- Report 2019 – 072 – 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 3397-2019 – Committee Terms of Reference

By-law 3423-2019 – Procurement By-law

By-law 3422-2019 – Code of Conduct

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

- 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 27, 2019**

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

PRESENT:

Deputy Mayor Shaver
Councillor Bowman
Councillor Henry

PRESS:

STAFF PRESENT: Ray Morrison, Annette Simonian, Mike Riberdy, Chief Rob Bowman

REGRETS: Mayor Malanka, Councillor Shapelhouman, Annette Simonian

CALL TO ORDER

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

MAYOR'S OPENING REMARKS

APPROVAL OF AGENDA

Moved by Councillor Bowman, seconded by Councillor Henry
BE IT RESOLVED THAT the Agenda for May 27, 2019 be adopted.
Carried

APPROVAL OF MINUTES OF PREVIOUS MEETING

Moved by Councillor Henry, seconded by Councillor Bowman
BE IT RESOLVED THAT Council approve the minutes of the May 13, 2019 Council meetings as printed and distributed to all members.
Carried

DISCLOSURE OF INTEREST

BUSINESS ARISING FROM THE MINUTES

DELEGATIONS & PRESENTATIONS

United Counties of Leeds & Grenville Economic Development Plan – Ann Weir

CORRESPONDENCE & PETITIONS

MOVED TO COMMITTEE OF THE WHOLE

Moved by Councillor Bowman, seconded by Councillor Henry

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

Carried

COMMITTEE REPORTS

UCLG:	Deputy Mayor Shaver provided an update
Health Unit Board:	
Recreation:	Councillor Bowman provided an update
EDTC:	
Library Board:	Councillor Bowman provided an update
Operations:	Deputy Mayor Shaver provided an update
Finance and Admin:	CAO/Treasurer Ray Morrison provided an update
Fire Department:	

ADMINISTRATION AND FINANCE

Report 2019-062

Moved by Councillor Bowman, seconded by Councillor Henry

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.

Carried

Report 2019-065

Moved by Councillor Henry, seconded by Councillor Bowman

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

Carried

Report 2019-067

Moved by Councillor Henry, seconded by Councillor Bowman

BE IT RESOLVED THAT Council adopt By-Law 3423-2019 to establish procurement procedures for the Township.

Deferred

Report 2019-068

Moved by Councillor Bowman, seconded by Councillor Henry

BE IT RESOLVED 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.

Carried

OPERATIONS

PLANNING AND BUILDING SERVICES

PROTECTIVE SERVICES

Report 2019-066

Moved by Councillor Henry, seconded by Councillor Bowman

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

Carried

RETURN TO REGULAR MEETING OF COUNCIL

Moved by Councillor Bowman seconded by Councillor Henry

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 Henry seconded by Councillor Bowman

BE IT RESOLVED THAT By-Law Numbered 3423-2019 being a By-Law to establish a procurement policy for the Township of Augusta be read a first time, a second time, a third time, and be enacted as read.

Deferred

Moved by Councillor Henry seconded by Councillor Bowman

BE IT RESOLVED THAT By-Law Numbered 3424-2019 being a By-Law to repeal a By-Law to amend By-Law No. 2965 be read a first time, a second time, a third time, and be enacted as read.

Carried

ANNOUNCEMENTS

- Public Works Manager Mike Riberdy has given his notice and will be departing at the end of June.
- Councillor Schapelhouman, her husband and sons have welcomed a baby girl, Mattea, into their family.

QUESTION PERIOD FOR THE PUBLIC

QUESTION PERIOD FOR THE PRESS

CLOSED SESSION AS PER SECTION 239 OF THE MUNICIPAL ACT 2001

Moved by Councillor Henry, seconded by Councillor Bowman

BE IT RESOLVED THAT this Council move to a closed meeting at 7:26 pm., as per the Municipal Act c25, S.O. 2001 section 239 (2) to discuss:

- Disposition and Acquisition of Property
- Union Negotiations

Carried

RISE FROM COMMITTEE OF THE WHOLE IN CAMERA

Moved by Councillor Bowman, seconded by Councillor Henry

BE IT RESOLVED THAT the closed session adjourned at 8:17 pm and that Council resumed the open meeting to report out.

Carried

REPORTING OUT OF CLOSED SESSION

Moved by Councillor Bowman, seconded by Councillor Henry

BE IT RESOLVED THAT Council met in closed session to discuss the disposition and acquisition of property and union negotiations.

Council

- Took no action beyond receiving the information from staff

Carried

BY-LAW TO CONFIRM PROCEEDINGS OF COUNCIL

Moved by Councillor Henry, seconded by Councillor Bowman

BE IT RESOLVED THAT By-Law No. 3425-2019 confirm the proceedings of Council of the Township of Augusta at its meeting held on May 27, 2019 be read a first time, a second time, a third time, and be enacted as read.

Carried

ADJOURNMENT

Moved by Councillor Bowman, seconded by Councillor Henry

BE IT RESOLVED THAT this Council do now adjourn at 8:18 pm until June 10, 2019 at 6:30 p.m. or until the call of the Mayor subject to need.

Carried

REPORT: 2019-042
COUNCIL June 10, 2019
PREPARED BY; Annette Simonian, Clerk

RE: COMMITTEES OF COUNCIL & TERMS OF REFERENCE

RECOMMENDATION:

THAT By-law 3397-2019 be adopted to establish the Committees of Council and their Terms of Reference for this term of Council.

REPORT

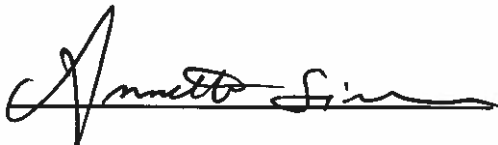
At the commencement of the term of Council, Committee and Board members shall be appointed by Council for the term of Council. Although the Members of the Committees have changed with the new term of Council, the current established committees have not changed and therefore continue to operate.

The Council shall set forth terms of reference and such other provisions as the Council deems proper. The main purpose of Committees shall be as described in the Terms of Reference for each Committee. The new Members were given an opportunity to review the Draft Terms of Reference for their respective Committees and recommend to Council to approve them.

Attachment 1 - Recommended Terms of Reference for the 4 Committees

FINANCIAL IMPACTS

There are no financial impacts associated with the Committee structure.



Annette Simonian, Clerk



Ray Morrison, CAO/Treasurer



**THE CORPORATION OF THE TOWNSHIP OF AUGUSTA
BY-LAW NUMBER 3397-2019**

**BEING A BY-LAW TO ESTABLISH COMMITTEES FOR
THE TOWNSHIP OF AUGUSTA.**

WHEREAS Section 5 of the Act provides that a municipality's power shall be exercised by by-law;

AND WHEREAS Council wishes to recognize and establish Committees of Council and their Terms of Reference,

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

1. THAT pursuant to this By-law the following committees of Council are hereby established
 - Operations and Waste Management Committee
 - Economic Development and Tourism Committee
 - Planning Advisory Committee
 - Rental Property Standards Committee
2. THAT the Committees shall operate in accordance with the Terms of Reference attached hereto as schedule A
3. THAT By-laws 3142-2015, 3206-2015, 3288-2017 are hereby rescinded
4. THAT all other by-laws inconsistent herewith are hereby repealed
5. THAT this by-law shall come into force and effect on the date of passing.

READ a first and second time this 10 day of June, 2019.

READ a third time and passed this 10 day of June, 2019.

MAYOR

CLERK

Schedule A By-law 3397-2019

ECONOMIC DEVELOPMENT AND TOURISM COMMITTEE TERMS OF REFERENCE

MISSION

Under the Direction of Council and Senior Staff to work in an advisory capacity to attract, promote, retain and expand economic development and tourism within Augusta Township to make our Township a sustainable community in which to reside, work and play.

TERMS OF REFERENCE

The following Terms of Reference for the Economic Development and Tourism Committee (EDTC) were developed to guide committee members in the fulfillment of their duties. The EDTC is an important resource to assist Council in maintaining an economically sustainable community.

STRUCTURE OF THE COMMITTEE

1. Committee shall be comprised of seven to nine (7-9) Members appointed by Council. One (1) Members shall be a member of Council, who shall act as the Chair. In the absence of the Chair, the Committee may appoint a Member to act in their absence.
2. Recruitment and review of potential 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, but not less than one year.
3. The Mayor shall be an Ex-officio Member, but shall not count as quorum.
4. The Township shall appoint a staff member as the secretary for the committee.
5. A quorum of the Committee shall consist of a majority of its members, or 51%.
6. All Township residents or representatives of businesses active in the Township interested in serving on the EDTC will be asked to identify themselves through the application process. Those names will be put forward to Council and representatives will be selected by Council for the term of Council, with consideration for the following criteria;
 - 6.1 Candidates from various business/industry sectors;
 - 6.2 Candidate's willingness to take on responsibilities for specific areas of the economic development program;
 - 6.3 Candidate's qualifications and commitment to the functions of the committee as outlined below; and
 - 6.4 Candidate's availability to participate.
7. In the event that a committee member resigns from the committee they will be replaced within 60 days of the resignation, if Membership falls below seven (7) total.

8. 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.
9. The Committee shall meet every month, on the Monday of the first full week of that month (except July and August). More than one meeting or a change of schedule may occur at the discretion of the Chair.
10. The Chair may invite any additional person(s) to attend the meeting to provide additional information and comment, but such invited person(s) shall not participate in the regular business of the meeting.
11. The Committee from time to time, at their discretion may form ad hoc committees to act as working groups for a specific project.
12. Except as otherwise provided in the Terms of Reference, all other procedural matters shall be governed under the Municipal Procedural By-law.

FUNCTIONS OF THE COMMITTEE

To achieve the mission of the EDTC the committee's functions shall be to:

- Maintain and improve economic development & Tourism opportunities in Augusta;
- Assist staff and Council and participate in marketing programs
- Represent and advocate for Augusta in economic development matters;
- Along with Council and staff, participate in future strategies to enhance Augusta's economic viability;
- Develop and/or recommend economic development policies (for example marketing programs, special projects and initiatives);
- Work with outside agencies and the private sector to ensure the development and promotion of Augusta;
- Consult with community groups and businesses in matters relating to economic development;
- Take into consideration relevant documents/guides from various agencies such as; the OFA's 'Agriculture Matters A Guide for Municipal Councillors and Staff' when deciding on issues that could affect the municipality, as well as identifying opportunities for local communities.
- Evaluate and review economic development programs/policies and make recommendations to Council;
- Assist in the implementation of Council adopted strategies and plans;
- Any other duties which may be specifically referred by Council to the Committee.

RECOMMENDATIONS OF THE COMMITTEE

The EDTC shall report directly to Council. Any resolutions/recommendations that come

out of the committee meeting will be forwarded to the Clerk in the form of a motion in order to include the item in the next Council agenda during the 'Committee Report' section.

CODE OF CONDUCT

All Council Members, Municipal employees and volunteers will be guided by relevant policies and procedures including the Code of Conduct, Workplace Violence and Harassment Policy and the Conflict of Interest Act.

In order to provide a positive and respectful workplace, all Council, staff and volunteers will refrain from personal harassment and workplace conflict behaviour, including offensive remarks or other actions that create intimidating, hostile or humiliating working conditions.

**Operations and Waste Management Committee
Terms of Reference**

PURPOSE

The Operations and Waste Management Committee is an advisory committee appointed by Council that is responsible for the provision of advice to Council on matters concerning the provision of waste management services at the Township's two waste transfer stations. It is also a function of this Committee to provide comments and advice on an ad-hoc basis with respect to the management and maintenance of the Township's municipal road system.

STRUCTURE OF THE COMMITTEE

1. Committee shall be comprised of seven to nine (7-9) Members appointed by Council. One (1) Members shall be a member of Council, who shall act as the Chair. In the absence of the Chair, the Committee may appoint a Member to act in their absence.
2. Recruitment and review of potential 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, but not less than one year.
3. Mayor shall be an Ex-officio Member, but shall not count as quorum
4. The Township shall appoint a staff member as the secretary for the committee.
5. Committee staff support will be provided by the Manager of Public Works and the waste management services Contractor.
6. A quorum of the Committee shall consist of a majority of its members, or 51%.
7. All residents interested in serving on The Committee will be asked to identify themselves through the application process. Those names will be put forward to Council and representatives will be selected for the term of Council, with consideration for the following:
 - Candidates from various business/industry sectors;
 - Candidates with an understanding of the delivery of public services;
 - Candidate's qualifications and commitment to the functions of the committee as outlined below; and
 - Candidate's availability to participate.
8. In the event that a committee member resigns from The Committee they will be replaced within 60 days of resigning if the membership falls below seven (7) total.
9. 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.
10. The Committee shall meet every month, on the 2nd Thursday of the month (except July and August), with a quarterly focus on Operations and a monthly focus on Waste Management.
11. More than one meeting or a change of schedule may occur at the discretion of the Chair.

12. The Committee from time to time, at their discretion may form ad hoc committees to act as working groups for a specific project.
13. Except as otherwise provided in the Terms of Reference, all other procedural matters shall be governed under the Municipal Procedural By-law.
14. The Chair may invite any additional person(s) to attend the meeting to provide additional information and comment, but such invited person(s) shall not participate in the regular business of the meeting. Only committee members have voting rights.

FUNCTIONS OF THE COMMITTEE

1. To advise Council on preferred level of service regarding waste and recycling operations within the Township.
2. To make recommendations to Council on alternate waste handling systems.
3. To assist Council to promote recycling and waste management in the Township.
4. To provide community based input or feedback into the waste and recycling functions of Council.
5. To review the Township's asset management documents and to recommend priority capital projects for the municipal road infrastructure.
6. Take into consideration relevant documents/guides from various agencies such as the OFA's *'Agriculture Matters A Guide for Municipal Councillors and Staff'* when deciding on issues that could affect the municipality, as well as identifying opportunities for local communities.
7. The Committee from time to time, at their discretion may form ad hoc committees to act as working groups for a specific project.
8. Other functions as may be assigned by Council on an ad-hoc basis.

(Note: The role of the committee does not include the operational management of the public works department as it relates to the delivery of transportation or waste management functions.)

RECOMMENDATIONS OF THE COMMITTEE

The Operations Review Committee shall report directly to Council. Any resolutions/recommendations that come out of the committee meeting will be forwarded to the Clerk in the form of a motion in order to include the item in the next Council agenda during the 'Committee Report' section.

CODE OF CONDUCT

All Council Members, Municipal employees and volunteers will be guided by relevant policies and procedures including the Code of Conduct, Workplace Violence and Harassment Policy and the Conflict of Interest Act.

In order to provide a positive and respectful workplace, all council, staff and volunteers will refrain from personal harassment and workplace conflict behaviour, including offensive remarks or other actions that create intimidating, hostile or humiliating working conditions.

PLANNING ADVISORY COMMITTEE

TERMS OF REFERENCE

PURPOSE

The Planning Advisory Committee is appointed by Council under the authority granted by the Province of Ontario in the *Planning Act*, 1990 for the purposes of providing Council with recommendations specific to community planning matters, development and policies.

TERMS OF REFERENCE

The following Terms of Reference for the Planning Advisory Committee (PAC) were developed to guide committee members in the fulfillment of their duties. The PAC is an important resource and tool to assist Council in maintaining an economically sustainable community.

STRUCTURE OF THE COMMITTEE

9. Committee shall be comprised of seven to nine (7-9) Members appointed by Council. One (1) Members shall be a member of Council, who shall act as the Chair. In the absence of the Chair, the Committee may appoint a Member to act in their absence.
10. Recruitment and review of potential 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, but not less than one year.
11. The Mayor shall be an Ex-officio Member, but shall not count as quorum.
12. The Township shall appoint a staff member as the secretary for the committee.
13. A quorum of Committee shall consist of a majority of its members, or 51%.
14. All residents interested in serving on The Committee will be asked to identify themselves through the application process. Those names will be put forward to Council and representatives will be selected for the term of Council, with consideration for the following;
 - Candidates from various business/industry sectors;
 - Candidates with an understanding of rural affairs;
 - Candidate's qualifications and commitment to the functions of the committee as outlined below; and
 - Candidate's availability to participate.
15. In the event that a committee member resigns from The Committee they will be replaced within 60 days of resigning, if Membership falls below seven (7) total.
16. 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.
17. The Committee shall meet on an as needed basis. More than one meeting a month or a change of schedule may occur at the discretion of the Chair.
18. The Chair may invite any additional person(s) to attend the meeting to provide additional information and comment, but such invited person(s) shall not participate in the regular business of the meeting.

19. The Committee from time to time, at their discretion may form ad hoc committees to act as working groups for a specific project.

20. Except as otherwise provided in the Terms of Reference, all other procedural matters shall be governed under the Municipal Procedural By-law

FUNCTIONS OF THE COMMITTEE

The functions of the PAC shall be as follows:

- To review and provide Council with recommendations on Planning Act applications including:
 - Consents
 - Subdivisions
 - o Site Plan Control
 - o Zoning Amendments
 - o Official Plan Amendments

 - o Temporary Use By-laws
- Review of municipal drain improvement requests;
- Receive and address Drainage Superintendent recommendations, reports and studies;
- Any other applications or duties which may be specifically referred by Council to the Planning Advisory Committee.
- Take into consideration the OFA's 'Agriculture Matters A Guide of Municipal Councillors and Staff' when deciding on issues that could affect farmers today, as well as identifying opportunities for local communities to support this untapped, and sometime undervalued, economic sector.

RECOMMENDATIONS OF THE COMMITTEE

The Committee shall report directly to Council. Any resolutions/recommendations that come out of the Committee meeting will be forwarded for Council as a recommendation for consideration at the next Council meeting during the Committee report item on the agenda.

CODE OF CONDUCT

All Council Members, Municipal employees and volunteers will be guided by relevant policies and procedures including the Code of Conduct, Workplace Violence and Harassment Policy and the Conflict of Interest Act.

In order to provide a positive and respectful workplace, all Council, staff and volunteers will refrain from personal harassment and workplace conflict behaviour, including offensive remarks or other actions that create intimidating, hostile or humiliating working conditions.

RENTAL PROPERTY STANDARDS COMMITTEE TERMS OF REFERENCE

PURPOSE

The Rental Property Standards Committee (Committee) is appointed by Council pursuant to the provisions of the building Code Act to deal with matters related to the Township of Augusta's Rental Property Standards By-law.

When the owner of a property, upon whom an order has been served by a Municipal By-law Officer, is not satisfied with the terms or conditions of the order, the owner may appeal to the Rental Property Standards Committee.

TERMS OF REFERENCE

The following Terms of Reference for the Rental Property Standards Committee were developed to guide committee members in the fulfillment of their duties.

STRUCTURE OF THE COMMITTEE

1. Committee shall be comprised of three (3) Members appointed by Council. The members shall appoint one member to act as the Chair. In the absence of the Chair, the Committee shall appoint another Committee Member to act in their absence.
2. Recruitment and review of potential 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, but not less than one year.
3. The Township shall appoint a staff member as the secretary for the committee.
4. A quorum of the Committee shall consist of a majority of its members, or 51%.
5. All Township residents interested in serving on the Rental Standards Committee will be asked to identify themselves through the application process. Those names will be put forward to Council and representatives will be selected by Council for the term of Council, with consideration for the following criteria;
 - 6.1 Be a qualified elector in the Township of Augusta;
 - 6.2 Available and committed to attend all Committee Meetings;
 - 6.3 Understanding of the Building Code;
 - 6.4 Possess relevant education or experience in order to fully consider the evidence provided.
 - 6.5 Be available to conduct site inspections of subject properties
6. In the event that a committee member resigns from the committee, it must be in writing and they will be replaced within 60 days of the resignation.
7. The Committee shall meet on, an as needed basis, upon appeal of an Order under the Rental Property Standards By-Law.
8. Council Members do not reside on the Rental Property Standards Committee.

FUNCTIONS OF THE COMMITTEE

The Committee is a quasi-judicial body with the authority under the Building Code Act, to hold public hearings on appeals submitted to the Committee for matter related to The Corporation of the Municipality of Augusta's Rental Property Standards by-law.

To Committee shall convene to hear appeals that have been filed by property owners with respect to the rental property standards orders to repair issued by the Township's Property Standards Officer.

The Committee is authorized under the Building Code Act to:

- Hear an appeal filed
- Confirm, modify or rescind the order to demolish or repair (when it would maintain the general intent and purpose of the Rental Property Standards By-law)
- Extend the time for complying the Order.

The Committee operates independently from Council and its decisions may be appealed to the Superior Court of Justice.

OPERATION OF THE COMMITTEE

The Committee is responsible for the maintaining the intent of the Rental Property Standards By-law and with protecting the rights of individuals affected by the decisions made.

Procedures

Except as otherwise provided in the Terms of Reference, all other procedural matters shall be governed under the Municipal Procedural By-law.

Notice of Appeal

An Appeal by an owner served with a Rental Property Standards Order shall be made by sending a notice of appeal by registered mail to the Committee Secretary within fourteen (14) days after being served with the Order.

Notice of appeal shall include:

- A copy of the Order that was served;
- A statement setting out the grounds for the Appeal; and
- The name, address and telephone number of the Appellant and their representative, if applicable.

If the submitted notice is incomplete, the secretary shall send to the appellant a letter within twenty (20) days of receipt of the notice of appeal to specify what additional information is required by the Committee. If no response is received within twenty (20) days of the letter being sent, the Committee may consider the attempted appeal abandoned.

Notice of Hearings/Hearings

Upon receipt of a Notice of Appeal, the Secretary will send a Notice of Hearing to the Appellant and to affected parties by registered mail at least twenty-one (21) days prior to the hearing.

The Notice of Hearing shall include:

- A statement of the time, place and purpose of the Hearing; and
- A statement that, if the Appellant does not attend at the Hearing, the Committee may proceed in their absence and they shall not be entitled to any further notice in the proceedings.

Upon receipt, the Rental Property Standards Committee the Secretary shall convene the Committee.

Meetings of the Committee shall be held at the Municipal office.

When the Committee determines that an inspection of the property is warranted, the Committee Members may conduct an inspection of the property and the Parties shall be notified of the time of the inspection of the property and may be present with the Committee at the time of the inspection.

The Rental Property Standards Officer in support of the Order shall send a disclosure package to the Appellant which may include the following:

- A copy of the signed Order
- A copy of the Rental Property Standards notes
- A copy of photographs they have taken of the property
- Any additional material that the Committee deems pertinent

If the Appellant has any material, such as documents or photographs, that they wish to use during the hearing, they should disclose the information to the Rental Property Standards Officer in advance of the hearing.

If either the Rental Property Standards Officer or the Appellant brings forward material during the Hearing that was not disclosed, the Committee will recess the Hearing to allow the other party to review the material. When the Hearing resumes, the other party will be given the opportunity to state any objections to the use of the material during the Hearing. The Committee will decide, based on the submissions to the parties, whether or not the material may be referred to or introduced into evidence.

Public Meeting

An agenda is available for the public at the Hearing.

All information pertaining to an application will be presented at the hearing and all discussion on the specifics of an application will take place at the hearing.

All attendee must sign in.

The Chair will call the meeting to order and ask Members to declare any conflicts of interest.

The Chair will state the municipal address of the property for which the appeal is being held.

The Rental Property Standards Officer will present its case first and call any witnesses. Then the Appellant may call their witnesses, who may be the Appellant themselves. The Secretary shall swear in the witness, by affirmation. The Committee may ask their own question of the witnesses.

The Rental Property Standards Officer and the Appellant will make their final

submissions, which should include what each party is requesting of the Committee.

The Committee may retire to deliberate in the absence of the public, and the secretary shall retire with the Committee.

The Secretary shall keep on file the records of all official business of the Committee.

Decisions

The Committee decisions will be made at a public hearing.

The Secretary shall forward notice of the Committee's decision to all those notified of the Hearing and to everyone who appears before the Committee.

The written decision shall be signed by all Members of the Committee that took part in the Hearing and the Secretary shall forward notice of the Committee's decision, by register mail within two (2) weeks of the Public Hearing, to all those notified of the Hearing and to everyone who appears before the Committee.

If the Committee determines that additional information is required to render a decision, it may adjourn to matter to a future Hearing date.

CODE OF CONDUCT

All Council Members, Municipal employees and volunteers will be guided by relevant policies and procedures including the Code of Conduct, Workplace Violence and Harassment Policy and Municipal Freedom of Information and Privacy and Protection Act.

Members have a decision-making ability, therefore should be cognizant of conflict of Interest in terms of issues which may serve to benefit them, (or parent, spouse, or child, sibling) directly or indirectly.

In order to provide a positive and respectful workplace, all Council, staff and volunteers will refrain from personal harassment and workplace conflict behaviour, including offensive remarks or other actions that create intimidating, hostile or humiliating working conditions.

REPORT NUMBER: 2019-063
REPORT TO COUNCIL June 10, 2019
RE: Saleable surplus property
AUTHOR: Annette Simonian, Clerk

RECOMMENDATION:

THAT Council declare the property being comprised of Part of Commons Lot "B", Concession 5, designated as Parts 1 and 2 on Reference Plan 15R6081), (roll#07 06 000 045 00300 0000), also known as Glenmore Hall as surplus property in accordance with By-law 3214-2015, and

THAT Council direct staff to obtain two appraisals; and

THAT Council direct staff to offer Darlene Banning first right of refusal to purchase the above property per By-law 2331; and

THAT Council direct staff to sell the property per By-law 3214-2019, if necessary.

BACKGROUND

The Township has no current or future proposed internal use for the property listed above and as a result it would be reasonable to declare the property surplus to the Township's needs with the intent to sell the lands.

Attachment 3

As per By-law 2331, Mrs. Darlene Banning has the first right of refusal to purchase the Glenmore Hall property and she has expressed interest to do so.

Attachment 1

If Council declares the property as surplus, the township can obtain two appraisals of the property and present them to Mrs. Banning to consider purchasing the property at the appraised market value.

If Mrs. Banning declines to purchase the property, the Township will follow the procedures to sell the property per By-law 3214-2015.

Attachment 2

The by-law requires that prior to the disposal of municipal owned property Council,

- a) shall by resolution declare the property surplus,
- b) obtain as least one appraisal of the fair market value of the real property conducted by an independent qualified appraiser who is a registered member in good standing of the Appraisal Institute of Canada.
- c) Give public notice of intent to sell


Council may direct staff to sell property by any of the following methods

- a) Tender, RFP or Expression of Interest
- b) Public auction
- c) Direct sale by township
- d) List with a real estate broker


The solicitor reviewed the documents and suggested we obtain 2 appraisals to determine fair market value. If Mrs. Banning agrees to the purchase price based on the appraisals, the township will proceed to sell the property directly to her. If Mrs. Banning doesn't agree with the appraisal price, the township can put out for bids and she will be provided the opportunity to match the highest bid if she desires to do so.

FINANCIAL

All costs related to the sale of property shall be borne by the purchaser.



Ray Morrison, CAO



Annette Simonian, Clerk

THE CORPORATION OF THE TOWNSHIP OF AUGUSTA

BY-LAW NUMBER 2331

A BY-LAW TO AUTHORIZE THE CORPORATION OF THE TOWNSHIP OF AUGUSTA
TO ENTER INTO AN AGREEMENT WITH DARLENE MARY BANNING


NOW THEREFORE BE IT ENACTED AS A BY-LAW OF THE CORPORATION OF
THE TOWNSHIP OF AUGUSTA.

1. The Township of Augusta and Darlene Mary Banning enter into an agreement for the first right of refusal to purchase the Glenmore Hall property, located in Part of Commons Lot "B", Concession 5, designated as Parts 1 and 2 on Reference Plan 15R6081, Township of Augusta in the County of Grenville.
2. The Reeve and Deputy Clerk are hereby authorized to signed the agreement referred to in Section 1 on behalf of the Municipality.

Read a first time this 8th day of April, 1997.

Read a second time this 8th day of April, 1997.

Read a third time and passed this 8th day of April, 1997.



REEVE



ADMINISTRATOR, CLERK/TREASURER
DEPUTY

AGREEMENT MADE in duplicate this day of April, 1997,

B E T W E E N:

THE CORPORATION OF THE TOWNSHIP OF AUGUSTA

Hereinafter referred to as the Party
OF THE FIRST PART

- and -

DARLENE MARY BANNING

Hereinafter referred to as the Party
OF THE SECOND PART

WITNESSETH that in consideration of the sum of \$2.00 now paid by the Party of the Second Part to the party of the First Part (the receipt whereof is hereby acknowledged) the party of the First Part hereby grant to the Party of the Second Part the first right of refusal to purchase the following lands and any buildings erected thereon.

ALL AND SINGULAR that certain parcel or tract of land and premises situate, lying and being in the Township of Augusta, in the County of Leeds and being composed of:

Part of Commons Lot "B", Concession 5, designated as Parts 1 and 2 on Reference Plan 15R6081;

The purchase price and terms and conditions shall be the same as the Party of the First Part is willing to accept from any bona fide purchaser.

Upon receipt of a bona fide offer which the Party of the First Part is prepared to accept, the Party of the First Part shall immediately notify the Party of the Second Part in writing of the full details of such offer, including the name and address of the offeror, whereupon the Parties of the Second Party shall have Thirty (30) days after receipt of such notice in which to exercise their prior right to purchase and to submit a matching offer to the purchase.

In the event that the Party of the Second Part does not submit a matching offer to purchase within such Thirty (30) day period, the Party of the First Part shall be entitled to accept the offer to purchase submitted to it and the right of first refusal in favour of the Party of the Second Part shall be null and void.

Any notices to be given hereunder shall be in writing and shall be sent by prepaid registered post addressed in the case of the Party of the First Part to:

The Corporation of the Township of Augusta
R. R. #2
Prescott, Ontario
K0E 1T0

and in the case of the Party of the Second Part to:

Mrs. Darlene Mary Banning
R. R. #2
Brockville, Ontario
K6V 5T2



THE CORPORATION OF THE TOWNSHIP OF AUGUSTA

BY-LAW NUMBER 3214-2015

A BY-LAW TO REGULATE THE SALE OF MUNICIPALLY OWNED REAL PROPERTY

WHEREAS Section 11(2) 4 of the Municipal Act states that municipalities may pass by-laws respecting public assets of the municipality.

AND WHEREAS Council has deemed it expedient to establish procedures, including the giving of public notice governing the sale of real property;

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

1. Council shall, at any time, by resolution, declare any of its real property to be surplus to the needs of the Township and shall authorize the Clerk to take action as described in Schedule "A" attached hereto.
2. Schedule "A" attached hereto shall form part of this by-law.
3. This by-law shall come into force and take effect immediately upon passing.
4. That By-law 2710 is hereby repealed.

Read a first and second time this 30 day of November 2015.

Read a third time and passed this 30 day of November 2015.

MAYOR

CLERK

SCHEDULE A TO BY-LAW 3214-2015			
Policy:	Sale of Municipal Property	Date issued:	
Coverage:	Staff, Elected officials	Resolution:	

DEFINITIONS

1. For the purpose of this Policy:
 - (a) "appraisal" shall mean a written opinion of the fair market value of land.
 - (b) "sale" means the transfer of the fee simple interest in land.

SURPLUS LANDS

2. That prior to the disposal of property the Council shall by resolution declare the property to be surplus.

APPRAISALS AND SURVEY

3. That prior to the disposal of real property and where there is no exemption under the regulations, the Council shall obtain as least one appraisal of the fair market value of the real property conducted by an independent qualified appraiser who is a registered member in good standing of the Appraisal Institute of Canada.
4. That prior to the disposal of real property and where there is no exemption under the regulations, the Council shall obtain a survey of the real property proposed to be disposed of from an independent surveyor in accordance with the laws of the Province of Ontario.
5. All costs related to the sale of property shall be borne by the purchaser.

EXCLUSIONS FROM REQUIRED APPRAISAL

6. Paragraph 3 of this Policy shall not apply to the sale of the following classes of land:
 - i. land 0.3 metres or less in width acquired in connection with an approval or decision under the Planning Act;
 - ii. closed highways if sold to an owner of land abutting the closed highways;
 - iii. land that does not have direct access to a highway if sold to the owner of land abutting that land;
 - iv. land repurchased by an owner in accordance with S.42 of the Expropriations Act;

- v. land sold to a Municipality, a local board including a school board and conservation authority, or the Crown in Right of Ontario or Canada and their agencies.

PUBLIC NOTICE

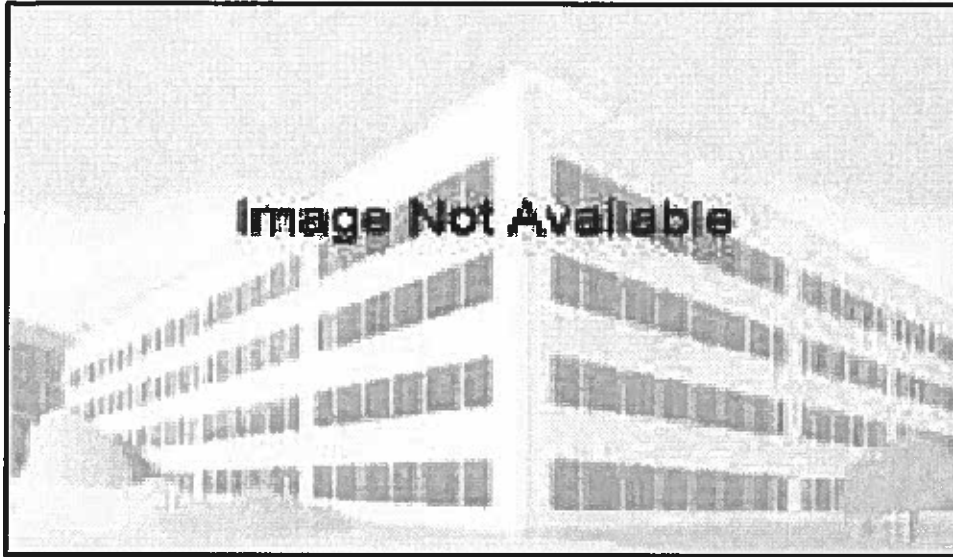
7. That notice to the public of the proposed sale shall be given at least 10 days, including holidays, prior to the disposal of real property by posting a notice on the subject property or at the nearby location chosen by the Township Clerk or his or her designate; or

Notice to the public be given by publication in a newspaper having general circulation in the municipality.

8. That when more than one party has expressed an interest in purchasing real property or where the Council believes it to be in the best interest of the community, the Council may by resolution direct that the real property be sold by tender.
9. That when the Council directs that the real property be sold by tender the tendering policy and procedures in effect at the time shall apply with necessary modifications.
10. That the purchaser shall be responsible for all costs incurred or required to dispose of the real property including legal, survey, appraisal, encumbrances, advertising, improvements, administrative fees and so on except where Council by resolution waives all or any portion of these costs.
11. That where the real property is not to be disposed of by tender, the purchaser shall pay in advance, the appraisal costs and the cost of giving notice to the public.

CON 5 PT LOT CC RP 15R6081 PARTS 1 AND 2

Attachment 3



Property Details

RollNumber	07 06 000 045 003 00
Address	CON 5 PT LOT CC RP 15R6081 PARTS 1 AND 2
Municipality	Augusta
Legal	CON 5 PT LOT CC RP 15R6081 PARTS 1 AND 2
Owner Name	AUGUSTA TOWNSHIP
Prop Code	735 - Assembly hall, community hall
Zoning	
Is Serviced	N
Site Area	15,246 (sq ft)
Site Access	n/a
Frontage	131 ft.
Depth	99 ft.
Dest CVA	102,000
Tenant Tax Liable	N
Farm Operation	n/a

Mailing Address
3560 COUNTY RD 26
RR 2
PRESCOTT ON
K0E 1T0

REPORT: 2019-064
COUNCIL: June 10, 2019
PREPARED BY: Annette Simonian, Clerk

RE: STAFF CODE OF CONDUCT BY-LAW

RECOMMEND:

THAT the attached by-law be adopted to establish an employee code of conduct.


BACKGROUND:

Although currently, the Municipal Act does not legislate a staff code of conduct, having a code of conduct in your workplace is considered best practice. A staff code of conduct states the rules, values, ethical principles and vision for the Corporation and provides clear standards to follow.


The attached draft staff Code of Conduct by-law has been developed to provide further clarification to staff and the new Council on the expectations of municipal responsibilities.

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 NUMBER 3422-2019

A BY-LAW TO ESTABLISH A CODE OF CONDUCT FOR THE EMPLOYEES OF THE TOWNSHIP OF AUGUSTA

WHEREAS the Council of the Corporation of the Township of Augusta is dedicated to providing good and effective governance for the public in an open, accountable and transparent manner; and

WHEREAS Municipal staff hold positions of privilege and that public interests will be placed above the interests of the individual; and

WHEREAS Council wish to establish clear and reasonable standards of conduct required of all employees and provides guidance in the actual determination of appropriate conduct in the workplace;

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

1. That this Council does hereby adopt the Code of Conduct, attached hereto as Schedule "A".
2. That Schedule "A" forms part of this by-law.
3. That this by-law shall come into force and take effect upon receiving the final passing thereof.
4. That by-law 2891 and any other by-law(s) or parts of by-law(s) that are contrary to or inconsistent with this by-law are hereby rescinded.

Read a first and second time this 10 day of June, 2019.

Read a third time and passed this 10 day of June, 2019.

MAYOR

CLERK

**TOWNSHIP OF AUGUSTA
EMPLOYEE CODE OF
CONDUCT**

SCHEDULE 'A' TO BY-LAW 3422-2019

1. PREAMBLE

Employees are stewards of public trust and are responsible for delivering a wide range of important public services in an effective and efficient manner, which are supported by member of the public through their taxes. As such, employees have a duty to uphold public trust by maintaining integrity, respect and dedication in all they do.

2. DEFINITIONS

Communications: include but are not limited to, written or spoken words in the form of e-mail transmissions, social media, phone and pictures.

Conflict of Interest: means a conflict between professional duty and private interests.

Employee means all paid staff of the municipality including statutory officer whether full-time, part-time, contract, seasonal or temporary.

Fraud: means an act committed which, through deceit, misrepresentation and other such behaviour, either deprives the Municipality of its assets, property or other resource.

Harassment: means engaging in a course of vexatious comment or conduct against a fellow employee, member of the public or council members that is known or ought to be known to be unwelcome.

Pecuniary Interests: means the capacity for personal financial gain, either directly or indirectly.

Workplace: means any premises (whether owned by the Municipality or otherwise) where the business of the municipality is being transacted, including, but not limited to, vehicles, conference centers, motels/hotels and/or restaurants.

3. PURPOSE

This by-law is intended to provide broad guidelines and principals for standard of ethical behaviour for employees.

Our employees are expected to maintain a high standard of conduct to ensure a commitment to the well-being of the community.

Employees shall observe and comply with every provision of this Code of Conduct as well as all other policies and procedures adopted or established by Council.

This Code operates in addition to all corporate policies, procedures and systems to guide employee in their decision making to ensure quality service delivery.

4. APPLICATION

This Code of Conduct applies to all employees.

5. TRAINING

Employees will be provided with training and/or literature that addresses the policy and its implementation at the township.

6. GENERAL

Employees are responsible for complying with all applicable legislation, by-laws and policies pertaining to their position.

Employees shall refrain from making public statements on municipal policy/and or Council decisions.

Employees shall do their jobs without bias, favour and personal interests.

Employees shall know the code and observe the Code as part of their daily work.

The Code of Conduct sets forth values and expectations, but is not intended to answer all situations or ethical issues, for which employees are expected to use good judgement.

7. CONFIDENTIALITY

Employees must not disclose, use or release information in contravention of applicable privacy laws.

It is the responsibility of each employee to ensure that confidential information obtained in the scope of their employment is kept strictly confidential and not released to anyone except as required by law.

Employees may not use any information obtained through their role for personal gain, or disclose such information to other persons to permit those persons to realize personal gain, directly or indirectly.

The obligation to keep information confidential applies even if the employee ceases their employment with the township.

8. CONDUCT AT MEETINGS OF COUNCIL

Employees shall conduct themselves appropriately at Council meetings in accordance with the provisions of the Municipal Procedural By-law.

Respect for Members of Council, Delegates and other staff members requires that all employees show courtesy and not distract from the business of Council during presentations and when other members have the floor. This does not mean that staff may not offer advice, comments or suggestions; it means that all comments must be accurate, respectful and relevant to the subject at hand.

9. ACCEPTANCE OF GIFTS OR BENEFITS

Employees shall not accept gifts that would, to a reasonable member of the public, appear to be in gratitude for influence, to induce influence to ensure that Township decisions are based on impartial and objective assessment of each situation, free from influence of gifts, favours, hospitality or entertainment.

This Code does not prohibit the acceptance of gifts which are given as hospitality or promotional items to individuals.

Disclosure

Employees shall disclose any single gift (or total value of gifts received from one source) over \$100.

10. DISCRIMINATION AND HARASSMENT

Harassment of another employee or any member of Council or the public is inappropriate and prohibited behaviour. It is the policy of the Township that all persons be treated fairly in the workplace in an environment free of discrimination, intimidation, bullying, coercion, threats and sexual harassment.

11. USE OF TOWNSHIP PROPERTY, SERVICES AND OTHER RESOURCES

Township property, services and resources must only be used by an employee to perform work related duties.

Employees shall not use for personal purposes any township property, equipment, services, supplies or services of consequence unless prior authorized is issued and the Township is reimbursed, where appropriate.

12. PUBLIC COMMUNICATIONS

Communication with the media and the public will be conducted so that all information originates from an authoritative source.

The employee must use caution to ensure that the Municipality's interests are not compromised in any way, either by use of Municipal Letterhead, e-mail addresses or by any other implication.

When participating personally in external or internal social media, employees should do so responsibly and in compliance with applicable policies as they could be considered to represent the Municipality both inside and outside of work. Employees should consider the potential impact their comments may have on the Municipality's reputation.

13. CONFLICTS OF INTEREST

Employees must ensure that any conflict between personal interest and public duty is minimized. A conflict of interest can occur when an employee, or another person or corporation having a relationship with the employee, may derive, or be seen to derive, some financial or personal benefit. These benefits are generally financial in nature but are not limited to such.

Employees must not use their position to give anyone preferential treatment that would advance their own interests, or that of any member of the employee family, friends or business associates.

14. FRAUD/THEFT

All employees shall work in accordance with both the Municipality's controls established to prevent fraudulent behaviour and all applicable laws, regulations and government guidelines. All employees shall not knowingly be party to any fraudulent activity, including theft.

15. COUNCIL & STAFF- ROLES & RESPONSIBILITIES

The role of Council and staff have clearly defined roles that distinguish between the concepts of "governance" and "management". For the municipality to function as it should, Council and staff should work together on the basis of shared responsibility to serve the electorate. This common objective can best be established by means of the effective management of municipal polices adopted by council.

An effective working relationship starts with mutual respect for each other's roles and responsibilities.

16. BREACH OF POLICY & ENFORCEMENT

Every employee is expected to be aware of, and act in compliance with, this code. Violation is a serious matter and will be handled in accordance with the progressive discipline policy.

A complaint is required to be in writing setting out the grounds for the belief that there is an alleged contravention of the Code and shall be filed with the CAO. Anyone who becomes aware of a violation of the Code of Conduct should report the matter to the CAO.

Complaints received will be reviewed by the CAO for further investigation and if necessary, disciplinary action. Anonymous or what the CAO considers frivolous/vexatious will not be acted upon.

If the complaint concerns the CAO, it will be immediately submitted to Council with the Mayor being the point of contact.

REPORT NUMBER 2019-069

REPORT TO COUNCIL June 10, 2019
RE: BUILDING DEPARTMENT ACTIVITY SUMMARY
AUTHOR: Karen Lavigne, CBO

RECOMMENDATION:

That Council receive the building department activity report for May, 2019 for information.

BUILDING DEPARTMENT ACTIVITY SUMMARY

Date Issued	Permit Number	Cost of Project	Permit Cost	Type of Permit
6/5/2019	2019-7292	\$25,000.00	\$380.00	Garage
7/5/2019	2019-7297	\$9,000.00	\$75.00	AG Pool
8/5/2019	2019-7298	\$249,999.99	\$1,617.20	Slab on Grade
6/5/2019	2019-7299	\$70,000.00	\$811.00	Garage
9/5/2019	2019-7300	\$8,500.00	\$75.00	AG Pool
13/5/2019	2019-7301	\$250,000.00	\$3,772.45	SFD + Garage
15/5/2019	2019-7302	\$30,000.00	\$480.00	Barn/Storage
16/5/2019	2019-7303	\$850,000.00	\$7,704.00	SFD + Garage
24/5/2019	2019-7304	\$5,000.00	\$120.00	Wood Shed
30/5/2019	2019-7305	\$350,000.00	\$3,110.00	SFD + Garage
30/5/2019	2019-7306	\$170,000.00	\$3,568.00	SFD + Garage
31/5/2019	2019-7307	\$50,000.00	\$364.00	Garage
MAY TOTAL		\$2,067,499.99	\$22,076.65	
2019 TOTAL		\$3,524,539.99	\$34,084.79	

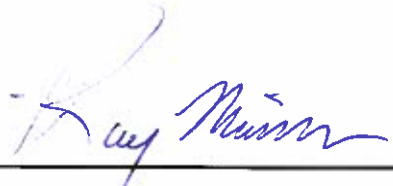
Date Issued	Permit Number	Cost of Project	Permit Cost	Type of Permit
1/5/2018	2018-7211	\$62,000.00	\$158.20	Pool, Storage
4/5/2018	2018-7212	\$100,000.00	\$618.93	Addition Carport
16/5/2018	2017-7167-3	\$2,000.00	\$130.40	Porch Extension
16/5/2018	2018-7208-2	\$5,000.00	\$80.00	Deck
18/5/2018	2018-7213	\$500.00	\$75.00	Pool
18/5/2018	2018-7214	\$30,000.00	\$172.80	Garage
29/5/2018	2018-7215	\$8,000.00	\$115.20	Storage Shed
31/5/2018	2018-7216	\$8,700.00	\$95.00	Demolition
MAY TOTAL		\$216,200.00	\$1,445.53	
2018 TOTAL		\$2,129,385.04	\$18,901.93	

Inspections performed in May; **35** Permits issued in May; **12**

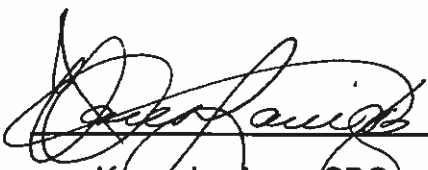
Inspections performed in April; **6** Permits issued in April; **9**

Monthly reports submitted to MPAC, Statistics Canada, Tarion and CMHC for April 2019

3 Final sand 1 Occupancy submitted to MPAC for May 2019



 Ray Morrison, CAO



 Karen Lavigne, CBO

REPORT 2019-070
REPORT TO COUNCIL June 10, 2019
RE: Report from Planning Advisory Committee
PREPARED BY Nicole Walker, Community Development and Planning
Coordinator

RECOMMENDATION:

That Council recommend to the Land Division Committee of Leeds and Grenville that consent applications B-21-19 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 the Township;
2. An acceptable reference plan or legal description of the severed lands and right-of-way and the transfer or instrument conveying the severed lands and right-of-way shall be submitted to the Township, with a recommendation that the owner consider the adequacy and location of the right of way.
3. That favourable comments are received from circulated commenting agencies; and
4. A noise clause identifying the proximity of the subject lands to the G. Tackaberry & Sons Construction Company Limited (Tackaberry) Quarry is registered on title for both the retained and severed lots. The letter provided by Tackaberry is also to be provided to all current and future owners.

REPORT:

The PAC met on June 3rd, 2019 and considered the following report:

1. Severance application B-21-19 Douglas Perrin


1. Severance B-21-19- Douglas Perrin

Severance applications B-2-19 has been received from the United Counties of Leeds and Grenville and proposes a severance and an easement/right-of-way.

The subject lands have a total area of approximately 36.4 hectares. The applicant is proposing to sever a roughly 0.85 hectare parcel from the subject lands. The current land use of the severed parcel is rural residential containing an existing single detached dwelling and garage. No development is proposed on the severed portion at the time of this application. The roughly 35.6 hectare retained parcel is currently vacant and the applicant is proposing that the lands be used for agricultural purposes.

The severed parcel has an approximate frontage of 121.9 metres onto Rocky Road. The retained parcel has frontage onto both Rocky Road and County Road No. 26. An approximately 6.1 metre easement is proposed over the severed lands to provide access to the retained lands.

The subject lands are surrounded by vacant, rural residential, and rural lands to the west, south and east. A TransCanada Compressor Station is located to the north of the subject lands. A quarry, owned and operated by G. Tackaberry & Sons Construction Company Limited (Tackaberry), is located less than 300 metres north of the subject lands. A letter written by a representative from Tackaberry notes that the quarry operations for the site “include, but are not limited to blasting of aggregate, aggregate crushing/screening, loading and hauling of excavated material and various activities associated with stripping.” The letter also indicates that Tackaberry does not object to the severance as long as a copy of the letter is provided to current and future owners of the subject lands.



Ray Morrison, CAO



Nicole Walker, Community Development
& Planning Coordinator

REPORT NUMBER: 2019-071
REPORT TO COUNCIL: June 10th, 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 finishing painting and mechanical and electrical work. Flooring has started to be laid and Bell and Union Gas have also been installed. Paving of the entrance off County Road 15 is scheduled to be completed in the next two weeks.

Biweekly site meetings involving the contractor, architects, engineers, staff and a Council representative continue to ensure the project remains on schedule, on budget and issues are identified and addressed promptly to avoid cost and delays.

Pictures of construction progress can be found on the website at: <http://augusta.ca/new-maitland-fire-station/>

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

FINANCIAL IMPACTS:

None at this time.



Robert Bowman
Fire Chief



Ray Morrison
CAO/Treasurer

REPORT NUMBER: 2019-072
REPORT TO COUNCIL: June 10th, 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

WHEREAS Section 2 of the *Fire Protection and Prevention Act* requires every municipality to establish a program which must include public education with respect to fire safety and certain components of fire prevention, and to provide such other fire protection services as it determines may be necessary in accordance with its needs and circumstances;

AND WHEREAS Section 5 of the *Fire Protection and Prevention Act* authorizes the Council of a municipality to establish, maintain and operate a fire department to provide fire suppression services and other fire protection services in the municipality;

AND WHEREAS Sections 8 and 11 of the *Municipal Act* authorize a municipality to provide any service that the municipality considers necessary or desirable for the public, and to pass by-laws respecting, *inter alia*, health, safety and well-being of persons, protection of persons and property, and services that the municipality is authorized to provide;

AND WHEREAS Section 391 of the *Municipal Act* authorizes a municipality to impose fees or charges on persons for services or activities provided by the municipality, and for costs payable by the municipality for services or activities provided or done by or on behalf of any other municipality;

AND WHEREAS Section 425 of the *Municipal Act* provides that the Council of a municipality may pass by-laws providing that a person who contravenes a by-law of the municipality is guilty of an offence;

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.

ESTABLISHMENT

1.2. 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.

2. DEPARTMENT STRUCTURE

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

2.2. 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.

2.3. 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.

2.4. 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.

3. APPROVED SERVICES AND PROGRAMS

3.1. 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.

4. LIMITED SERVICE

4.1. 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.

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

5. RESPONSES OUTSIDE THE LIMITS OF THE MUNICIPALITY

5.1. 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.

6. FIRE CHIEF RESPONSIBILITIES AND AUTHORITY

- 6.1. 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.
- 6.2. 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.
- 6.3. 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.

7. POWERS

7.1. 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.

7.2. 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*.

7.3. 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.

8. RECOVERY OF COSTS

8.1. 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.

8.2. 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.

8.3. 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.

8.4. 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.

9. MEMBER EMPLOYMENT

9.1. 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.

9.2. 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.

10. OBSTRUCTION

10.1. 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*.

11. OFFENCES

11.1. 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, 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 10 day of June 2019

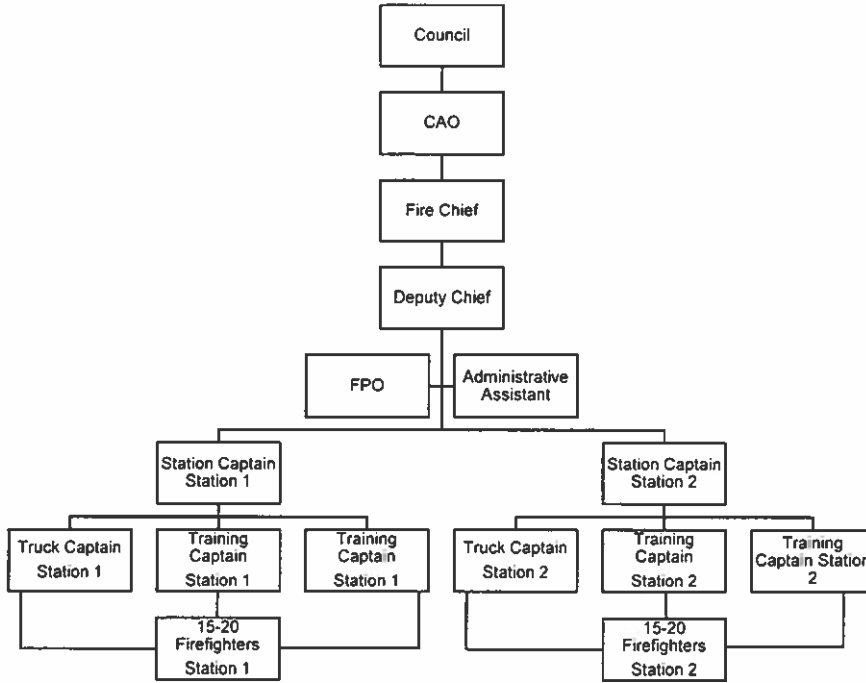
READ a second time this 10 day of June 2019

READ a third time and passed this 10 day of June 2019

MAYOR

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

Vehicle Accident Services:

1.13.4. The Fire Department shall respond to vehicle accidents to provide the following services:

- 1.13.4.1. Stabilizing the scene of the accident;
- 1.13.4.2. Stabilizing the vehicles involved in the accident;
- 1.13.4.3. Providing aid to injured or trapped persons;
- 1.13.4.4. Mitigating adverse effects to the natural environment.

1.14. Vehicle Extrication Services:

1.14.1. 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*.

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

1.15.1. 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.

1.15.2. Response provided to large-scale transportation incidents involving any form of transportation in any body of water **shall only include shore-based response**.

1.16. Highway Incident Services:

1.16.1. Fire Protection Services shall be provided to the Kings Highway and other provincial highways

1.16.2. Cost associated with Fire Department response to provincial highways shall be recovered in accordance with applicable provincial fire service agreements

1.17. Hazardous Materials Response Services:

1.17.1. Service shall be provided at the Awareness Level in accordance with *NFPA 472, Standard for Competence of Responders to Hazardous Material Incidents*.

1.17.2. Hazardous materials response services at the NFPA 472 Technician Level **shall not** be provided by the Fire Department.

1.17.3. 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.

1.18. Water and Ice Rescue Services:

1.18.1. 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**

1.18.2. Swift Water Rescue- Service shall be provided at the Awareness Level in accordance with NFPA 1670 standard and **shall only include shore based operations**.

1.18.3. Ice Rescue- Service shall be provided at the Awareness Level in accordance with NFPA 1670 standard and **shall only include shore based operations**.

- 1.18.4. Dive rescue- Service **shall not be provided** by the Fire Department.
- 1.18.5. 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.
- 1.19. Urban Search and Rescue Services:**
- 1.19.1. 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*.
- 1.19.2. 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.
- 1.20. Rope Rescue Services:**
- 1.20.1. Rope rescue services at the Operations or Technician Levels **shall not be provided** by the Fire Department
- 1.21. Confined Space Rescue Services**
- 1.21.1. Service shall be provided at the Awareness Level in accordance with *NFPA 1670, Standard for Operations and Training for Technical Search and Rescue Incidents*.
- 1.21.2. Confined Space Rescue Services at the Operations or Technician Levels **shall not be provided** by the Fire Department.
- 1.22. Trench 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. Trench Rescue Services at the Operations or Technician Levels **shall not be provided** by the Fire Department.
- 1.23. Cave, Mine, and Tunnel 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. Cave, Mine, and Tunnel Rescue Services at the Operations or Technician Levels **shall not be provided** by the Fire Department.
- 1.24. Farm and Silo Rescue Services:**
- 1.24.1. 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.
- 1.24.2. 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.
- 1.25. Industrial and Machinery Rescue Services:**
- 1.25.1. Service shall be provided at the Awareness Level in accordance with *NFPA 1670, Standard for Operations and Training for Technical Search and Rescue Incidents*.
- 1.25.2. Industrial and Machinery Rescue Services at the Operations or Technician Levels **shall not be provided** by the Fire Department.

1.26. Community Emergency Plan Response Services:

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

1.27. Assistant to the Fire Marshal Services – Fire Suppression:

- 1.27.1. 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.

Legal Services:

- 4.6.5. Carrying out mandated enforcement duties of the Fire Department in accordance with applicable By-Laws, statutes and regulations.
- 4.6.6. Prosecuting offences under applicable By-Laws and statute.
- 4.6.7. 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 *NFPA1021, 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. 4th 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. 3rd class Firefighter

2.1.1.2.1. \$1.35 increase from 4th class

2.1.1.3. 2nd class Firefighter

2.1.1.3.1. \$1.35 increase from 3rd class

2.1.1.4. 1st class Firefighter

2.1.1.4.1. \$1.35 increase from 2nd 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, 1007*, 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 Corporations, 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.

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 2000*, 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 3426-2019**

**A BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL OF THE TOWNSHIP OF
AUGUSTA AT ITS MEETING HELD ON June 10, 2019**

WHEREAS section 5(1) and 5(3) of the Municipal Act S.O. 2001 c.25 states that a municipal power including a municipality's capacity, rights, powers and privileges under section 9 shall be exercised by By-Law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS it is deemed expedient that the proceedings of the Council of the Corporation of the Township of Augusta at this meeting be confirmed and adopted by By-Law;

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

1. The action of the Council of the Corporation of the Township of Augusta at its meeting held on June 10, 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 10th day of June, 2019.

MAYOR

CLERK