

**AGENDA
AUGUSTA TOWNSHIP
C.O.W./REGULAR MEETING
June 24, 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
 - Letter of Concern - Flooding on the St. Lawrence River

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 – 073 – Maintenance and Care of Property
- Report 2019 – 076 – A/P
- Report 2019 – Fire Station Loan

Operations

Planning and Building Services

Protective Services

- Report 2019 – 074 – Fire Hall Update
- Report 2019 – 075 – Fee for Service

K. RETURN TO REGULAR MEETING OF COUNCIL

L. New and Unfinished Business

M. Notice of Motions

N. By-Laws

3423-2019 – Procurement By-law

3427-2019 – Fee for Service 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

- Labour Relations and Employee Negotiations
 - Union Contract
 - Employment Contract
- Acquisition and Disposition of Municipal Land

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
June 10, 2019**

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

PRESENT:

Mayor Malanka
Deputy Mayor Shaver
Councillor Bowman
Councillor Henry
Councillor Schapelhouman

PRESS:

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

REGRETS: Annette Simonian

CALL TO ORDER

Mayor Malanka called the meeting to order at 6:31 p.m.

MAYOR'S OPENING REMARKS

APPROVAL OF AGENDA

Moved by Councillor Schapelhouman, seconded by Councillor Bowman
BE IT RESOLVED THAT the Agenda for June 10, 2019 be adopted as amended to remove report 2019-073.
Carried

APPROVAL OF MINUTES OF PREVIOUS MEETING

Moved by Councillor Bowman, seconded by Deputy Mayor Shaver
BE IT RESOLVED THAT Council approve the minutes as amended of the May 27, 2019 Council meetings as printed and distributed to all members.
Carried

**DISCLOSURE OF INTEREST
BUSINESS ARISING FROM THE MINUTES**

DELEGATIONS & PRESENTATIONS

CORRESPONDENCE & PETITIONS

MOVED TO COMMITTEE OF THE WHOLE

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

COMMITTEE REPORTS

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

ADMINISTRATION AND FINANCE

Report 2019-042

Moved by Councillor Bowman, seconded by Councillor Schapelhouman
BE IT RESOLVED THAT By-Law 3397-2019 be adopted to establish the Committees of Council and their Terms of Reference for this term of Council.
Carried

Report 2019-063

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

Report 2019-064

Moved by Councillor Schapelhouman, seconded by Councillor Bowman

BE IT RESOLVED THAT the attached By-Law be adopted to establish an employee code of conduct.

Carried

OPERATIONS

PLANNING AND BUILDING SERVICES

Report 2019-069

Moved by Councillor Schapelhouman, seconded by Councillor Bowman

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

Carried

Report 2019-070

Moved by Councillor Bowman, seconded by Councillor Schapelhouman

BE IT RESOLVED 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.

Carried

PROTECTIVE SERVICES

Report 2019-071

Moved by Councillor Schapelhouman, seconded by Councillor Bowman

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

Carried

Report 2019-072

Moved by Councillor Bowman, seconded by Councillor Schapelhouman

BE IT RESOLVED 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.

Carried

RETURN TO REGULAR MEETING OF COUNCIL

Moved by Councillor Schapelhouman seconded by Councillor Bowman
BE IT RESOLVED THAT Council move to a regular meeting of Council.
Carried

NEW AND UNFINISHED BUSINESS

NOTICE OF MOTIONS

BY-LAWS

Moved by Councillor Schapelhouman seconded by Councillor Bowman
BE IT RESOLVED THAT By-Law Numbered 3397-2019 being a By-Law to establish committees for the Township of Augusta be read a first time, a second time, a third time, and be enacted as read.
Carried

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 Deputy Mayor Shaver
BE IT RESOLVED THAT By-Law Numbered 3422-2019 being a By-Law to establish a code of conduct for the employees of the Township of Augusta be read a first time, a second time, a third time, and be enacted as read.
Carried

Moved by Councillor Henry seconded by Deputy Mayor Shaver
BE IT RESOLVED THAT By-Law Numbered 3418-2019 being a By-Law to establish and regulate a Fire Department be read a first time, a second time, a third time, and be enacted as read.
Carried

ANNOUNCEMENTS

QUESTION PERIOD FOR THE PUBLIC

QUESTION PERIOD FOR THE PRESS

CLOSED SESSION AS PER SECTION 239 OF THE MUNICIPAL ACT 2001

Moved by Councillor Henry, seconded by Deputy Mayor Shaver
BE IT RESOLVED THAT this Council move to a closed meeting at 7:20 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 Henry, seconded by Deputy Mayor Shaver

BE IT RESOLVED THAT the closed session adjourned at 8:08 pm and that Council resumed the open meeting to report out.

Carried

REPORTING OUT OF CLOSED SESSION

Moved by Councillor Henry, seconded by Deputy Mayor Shaver

BE IT RESOLVED THAT Council met in closed session to discuss the 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 Deputy Mayor Shaver

BE IT RESOLVED THAT By-Law No. 3426-2019 confirm the proceedings of Council of the Township of Augusta at its meeting held on June 10, 2019 be read a first time, a second time, a third time, and be enacted as read.

Carried

ADJOURNMENT

Moved by Councillor Henry, seconded by Deputy Mayor Shaver

BE IT RESOLVED THAT this Council do now adjourn at 8:10 pm until June 24, 2019 at 6:30 p.m. or until the call of the Mayor subject to need.

Carried

Annette Simonian

To: rmorison@ripnet.com
Subject: RE: Flooding on the St. Lawrence River

From: Tanya Henry <tanya.henry2018@gmail.com>
Sent: Wednesday, June 19, 2019 7:10 AM
To: Ray Morrison
Subject: Fwd: Flooding on the St. Lawrence River

Sent from my iPhone

Begin forwarded message:

From: rdiesc@yahoo.com
Date: June 19, 2019 at 6:51:45 AM EDT
To: doug.malanka@outlook.com, jshaver@bell.net
Cc: michelebowman33@gmail.com, Tanya.Henry2018@gmail.com,
schapelhouman.augusta@outlook.com, emergplan@augusta.ca
Subject: Flooding on the St. Lawrence River
Reply-To: rdiesc@yahoo.com

Dear Mr. Malanka and Mr. Shaver:

I reside at 1327 County Road 2 in Maitland, Ontario and for the second time in three years, I am a victim of serious flooding due to high water on the St. Lawrence River.

I am extremely frustrated and exhausted battling flooding on my property that started April 27, 2019. As I battle this flood around the clock 24/7, I am enduring significant hardships including:

- lost wages, as I am unable to go to work as I battle the flood
- very little sleep
- costs to pay other people to monitor the flood and pumps when I sleep
- loss of a tenant
- significant costs for pumps, fans, dehumidifiers, electricity, gasoline, and labour
- damage to my house and property

Once the water levels recede and flooding stops, I will be faced with additional hardships including:

- costs to repair damage to my house (including drywall, lumber, wall panels, insulation, flooring, heaters and electrical wiring)
- costs to repair my outside property
- costs to obtain expert advice on how to build better in the event of future flooding
- costs to make radical structural changes to better defend my home from future flooding events
- costs to clean up the several hundred sandbags and debris on my property
- repair to my outside property

I have attached some photos to provide some idea of the situation. At one point, half of the interior of my lower level was flooded. I succeeded in removing most of the water from inside the house. I am unable to fully remove water in two rooms.

In 2017, I did not receive any assistance financially or otherwise from the provincial or federal

government to fight the flood or to repair my house. My insurance company does not cover such flooding. My historical house is over 200 years old. To my knowledge when I purchased the house in 2013, it did not lie on a flood plane. I love my home and I would like for others to see it still standing here in another 200 years.

Now in 2019, I find myself very alone having to battle this flood. Augusta Township has been kind in providing me with bags, sand and free disposal of waste due to damage to my house. I am grateful for this assistance. However, I am desperate for additional help given the severity and duration of this disaster. The flooding is ongoing with no end in sight.

I am requesting the following:

1. Additional assistance. Right now, my most immediate requirement is finding people to help watch the water and adjust pumps to keep water out of my house. I currently have 12 electric and gasoline pumps that need to be constantly monitored and adjusted non-stop, around the clock, 24 hours per day, 7 days per week. Once water levels recede, I will be faced with the task of cleaning up and repairing significant damage to my house and property. This will present additional financial challenges. I am hoping that government will help me with the clean up and repairs. If Augusta Township is unable to provide additional assistance, please make requests for help to provincial and federal levels of government on behalf of myself and other flooded citizens of Augusta Township.

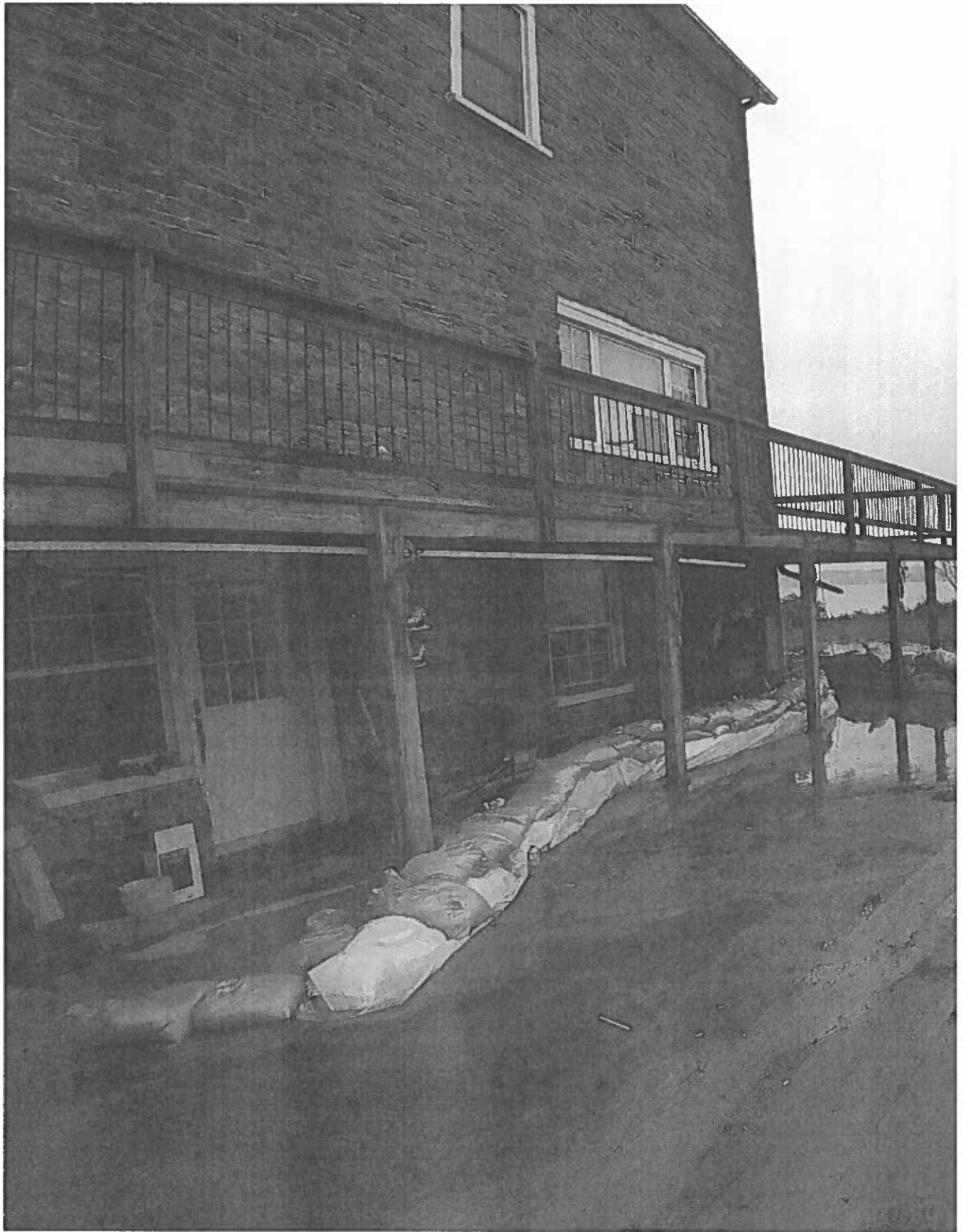
2. A motion to formally request that the federal government and International Joint Commission (IJC) better manage Lake Ontario and upper St. Lawrence River water levels. The Municipality of Brighton is calling for changes to how water levels are managed. (see <https://globalnews.ca/news/5361511/brighton-water-levels-lake-ontario/>). Other Ontario municipal governments are considering similar resolutions. On the other side of the river, Council at the City of Ogdensburg voted unanimously in approving a resolution to call on the IJC to abandon Plan 2014. Further, St. Lawrence County and Lake Ontario waterfront counties in New York State have declared States of Emergency. New York State spent over 100 million dollars for the 2017 flood and has committed \$300 million dollars for the 2019 flood.

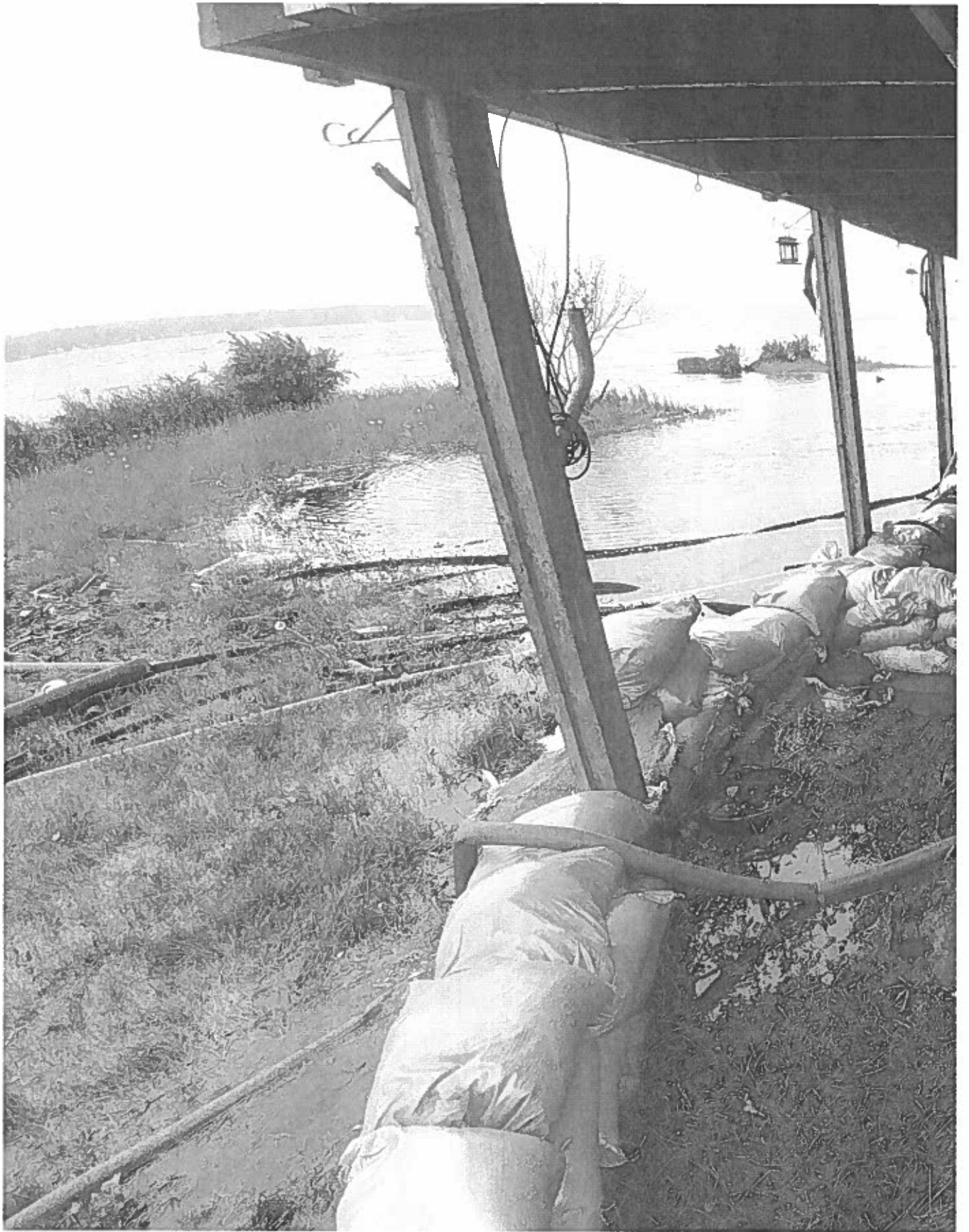
I invite you to come visit me to view my house and property.

Please advise me whether you are able to provide any additional assistance whatsoever or requests for assistance to other levels of government on my behalf. Please also advise me whether you would like my assistance in drafting any motions for better management of water levels to avoid future flooding.

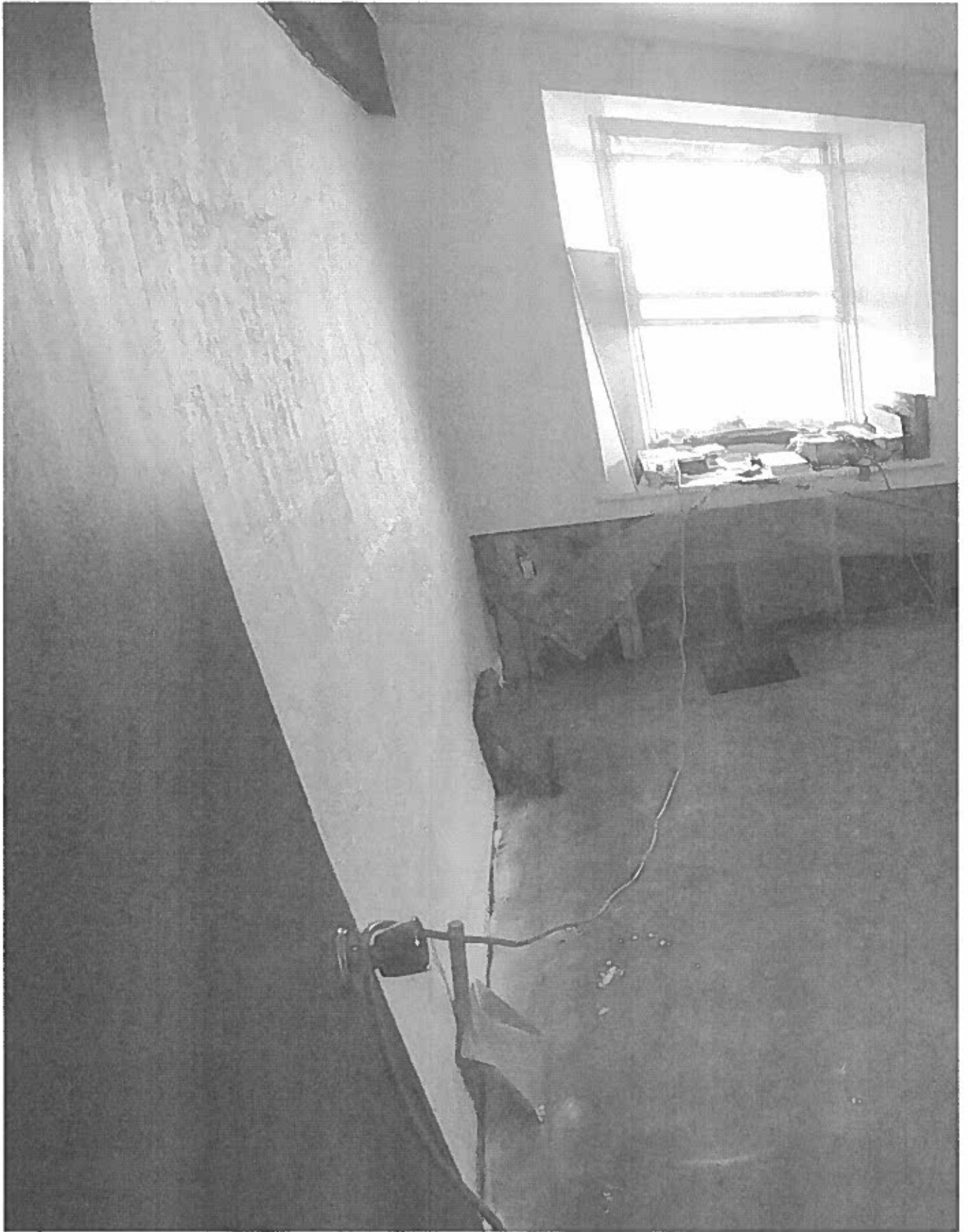
Sincerely,

Richard Diesch
cell: 647 339 4913









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This message has been scanned for viruses and
dangerous content by MailScanner, and is

REPORT: 2019-073
COUNCIL: June 24, 2019
PREPARED BY: Annette Simonian, Clerk

RE: Maintenance and Care of Property

RECOMMENDATION:

THAT Council receive the draft By-law for the Maintenance and Care of Property for review; and

THAT Council direct staff to forward to the Planning Advisory Committee for review at their next scheduled meeting and place the draft by-law on the website for public comment.

BACKGROUND:

In November 2015 Staff presented council with a draft by-law 3213-2015 respecting yards, refuse, environmental hazards, and nuisances in the Township of Augusta. Council at the time directed staff to forward the draft by-law to the Planning Advisory Committee (PAC) for input. At a subsequent meeting Council again directed staff to present a modified property standard.

At a previous PAC meeting, the committee expressed concerns regarding; entry onto land, maximums fines, impact on farmers, ability to work on used vehicles and notice procedures.

Staff believes that all of the concerns that came out of the PAC have been addressed in the following sections of the current draft by-law:

- Concern regarding Notice Procedures and Enforcement and Inspection, Section 4.
- Concern regarding fines, Section 6
- Concern regarding impact on farmers, Section 1.
- Concern regarding work on used cars, Section 3(b)IV.

The Operations committee reviewed the draft by-law at their meeting held June 13, 2019 and were in favour of the by-law with one amendment to change 3b, IV. i to exclude 'lands zoned agricultural' as agricultural operations occur on land zoned rural as well as agricultural.

There is no scheduled meeting for P.A.C., but Council can direct staff to forward to the Committee at their next scheduled meeting for comments.

Over the course of the summer of 2018 there were 19 property related complaints recorded with the office. Administration concludes that the main area of complaint and concern from the public were in the area of garbage and weeds/brush. The next area of the most concern was derelict vehicles/equipment and water collection.

Property Standards by-law sets minimum standards to ensure that property owners maintain their properties. These standards are put in place to protect the health and safety of occupants as well as the general public.

Currently Augusta does not have a Property Standards or any type of clean yard by-law. The intent of the attached proposed by-law is to be complaint driven and respond to the expectations of the residents of Augusta by requiring higher standards for the maintenance of property.

Solicitor advises, if we want rubbish picked up and clean yards, there needs to be a Maintenance and Care of Property by-law in place. A Maintenance and Care of Property By-law would allow the township to respond to complaints about certain matters in a timelier fashion and take control of achieving compliance in situations where the property owner or occupant remains in non-compliance following notice of the contravention.

Clean well-kept property and yard maintenance is an easy way to generate positive impacts on local economies. Keeping the Township of Augusta an appealing and attractive community for all residents and visitors is vital to community revival and instills investor confidence.

OPTIONS

Other opportunities for Community Beautification include:

- outreach program to communicate beautification goals and priorities that inspire residents to enhance the visual appeal of their neighbourhoods and public spaces.
- Volunteer Township wide Adopt a Road Program to encourage community involvement in the care and maintenance of our parks and roadways.
- Communities in Bloom
- OMAFRA First Impressions Exchange Program

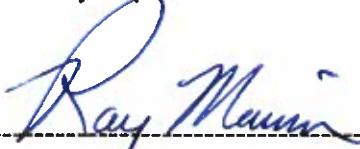
FINANCIAL IMPACTS

Amounts collected in fines would be included in revenue.

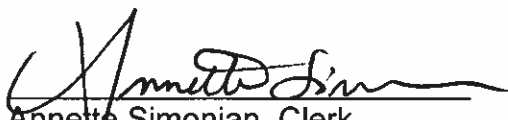
Talks with Edwardsburgh-Cardinal and Prescott for shared by-law services on a cost recovery basis will continue.

Building permit volumes in summer increase, which is the same time many of the Maintenance and Care of property issues arise, potentially could increase the need for more contracted by-law service to reduce workload of the CBO/By-law Manger.

Increased use of the contracted in By-Law Officer should not impact costs as it is monthly stipend based.



Ray Morrison, CAO/Treasurer



Annette Simonian, Clerk



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

**A BY-LAW RESPECTING MAINTENANCE AND CARE OF PROPERTY
IN THE TOWNSHIP**

WHEREAS Sections 10(2) clauses 5 & 6, 127, 128 and 131 of the Municipal Act 2001, SO 2001 c. 25 as amended authorizes municipalities to pass by-laws for requiring the cleaning and clearing of yards, for prohibiting the depositing of refuse on private and public lands; and for prohibiting automotive wrecking yards;

ANDWHEREAS Section 446 of the Municipal Act 2001, SO 2001 c. 25 permits a municipality to enact a by-law to require that a matter or thing be done by a person and in default, the matter or thing may be done by the municipality at the person's expense and further that the costs of doing so may be added to the tax rolls and collected in the same manner as taxes;

AND WHEREAS it is deemed desirable to enact this by-law to enhance the quality of communities and neighbourhoods, to protect the safety, health and well-being of the public and promote economic development in the Township of Augusta;

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

1. Scope

This by-law shall apply to all lands within the Township of Augusta with the exception of lands zoned and used for agricultural purposes, whereby the provisions of the by-law would apply to the residential portions.

This by-law does not apply so as to prevent a farm operation or practice meeting the definition of "agricultural operation" and "normal farm practice" under the Farming and Food Production Protection Act, 1998, SO 1998, c.1 as amended from carrying out a normal farm practice as provided for and defined under that Act. Nothing in this by-law prevents the spreading of nutrients on farm fields in accordance with acceptable farm practices.

2. Definitions

- a) Administration fee means the costs incurred by the Township for the administration and enforcement of this by-law.
- b) Derelict vehicles means any car, trailer, boat, machinery any other recreational vehicle or objects or parts thereof that are inoperative, unused, discarded, in disrepair or unlicensed.
- c) Economic Development means an effort that seek to improve economic wellbeing and quality of life for a Augusta Township by creating and/or retaining jobs and supporting or growing incomes and the tax base.
- d) Infestation means the overrunning of a property by vermin, rodents and insects.
- e) Notice/Order means any notice or order of non-compliance issued under this by-law.
- f) Occupant means the registered owner of property or person for the time being managing or receiving the rent from the property, whether on his own account or on account of an agent or trustee of any person, or any one of the aforesaid.
- g) Officer means a Municipal By-Law Enforcement Officer appointed by Council of the Township of Augusta, an agent and/or his or her designate assigned the responsibility for enforcing and administering this by-law.
- h) Property means any parcel of land or registered water lot and, without limiting the generality of the foregoing, shall mean lands whether residential, commercial, industrial or institutional, and includes vacant property.
- i) Refuse or Debris means any article, thing or matter that;
 - i. has been cast aside or discarded or abandoned, whether of any value or not, or that has been used up in whole or in part, or expended, or worn out in whole or in part.
 - ii. Is visible to the naked eye to the extent it is identifiable from the road or adjacent property.
 - iii. Is likely to encumber economic development.Without restricting the generality of the foregoing, refuse or debris may include:
 - i. garbage, rubbish, junk or litter.
 - ii. excessive accumulations or piles of grass clippings, tree and garden cuttings, brush and leaves which are not part of a horticultural or composting process.
 - iii. discarded weighty or bulky materials such as stoves, refrigerators and other such appliances, furniture, furnace parts, pipes, water or fuel tanks.
 - iv. any unused, abandoned, dismantled, wrecked or inoperative vehicle or automotive parts or accessories, mechanical parts, unmounted or mounted tires, accessories or adjuncts to any vehicle or mechanical equipment
 - v. broken concrete or asphalt pavement, patio/sidewalk slabs, unusable building materials.
 - vi. discarded, unused or waste materials resulting from or as part of

- construction, alteration, repair or demolition of any building or structure, or old or decayed lumber.
- vii. any material or conditions that may create a health, environment, fire or accident hazard.
- j) Excessive Vegetation means grass, weeds and other plant growth which is unsightly and causes hazard due to fire or is a harborage for insects and vermin.
- k) Vehicle means an automobile, motorcycle, motor assisted bicycle, traction engine, farm tractor or farm machinery, road building machine, construction vehicle, bulldozer, backhoe, excavator, grader, asphalter, earth mover, compactor, crane, lift, skid steer, generator, welder, street car or other vehicle running only on rails, motorized snow vehicle, off road vehicle, trailer, boat, bicycle, or any vehicle drawn, propelled or driven by any kind of power, including but not limited to mechanical power, muscular power or wind power.
- l) Weeds means a plant that is deemed to be a noxious weed under the Weed Control Act, 1990.

3. General Provisions

- a) Every owner of property shall comply with this standard with the exception of the Township's waste transfer stations.
- b) Every owner or occupant of land shall keep land free and clear of:
 - I. Any refuse, debris and waste of any kind.
 - II. Commercial waste bins or dumpsters on residential properties bins except on a temporary basis during construction or demolition projects which have been properly permitted by the Municipality.
 - III. Excessive vegetation and noxious weeds.
 - IV. Derelict vehicle including a trailer or any part of such vehicle shall be parked, stored or left outdoors on any property in the Township with the following exceptions:
 - i. unlicensed vehicles used primarily for agricultural purposes on lands zoned agricultural with an ongoing agricultural operation;
 - ii. if the vehicle is properly enclosed in a garage or shed or other suitable enclosure.
 - iii. Property is licenced by the Municipality as a salvage shop or yard.
 - iv. Where it is a part of an automotive repair establishment on lands permitted for such under the Zoning By-law.
 - v. Where vehicle is operative and has an up-to-date license plate that has been registered.
 - V. Excavations or holes in land or accumulation of standing water that may create an accident or health hazard to any member of the public
 - VI. The accumulation of building material visible to the

- public for more than 15 days without a valid permit;
- VII. A fence, retaining wall, or wood ties to become unstable or unsafe, or be rotting, crumbling, cracking, leaning, peeling or rusting;
- VIII. Infestation of any part of the property by rodents, vermin or destructive insects; and
- IX. The accumulation of uncontrolled growth, cut tree branches, dead trees, leaves, dead bushes or other growth, unstacked firewood, dirt piles or uncontained compost material.

4. Enforcement and Inspection

- a) This by-law shall be complaint driven.
- b) This By-law shall be enforced by Municipal By-law Enforcement Officers and is authorized and empowered to enforce the provisions of the By-law.
- c) The Municipality's goal is always to work with the property owner to achieve compliance.
- d) Upon receipt of a complaint:
 - I. An Officer acting under this By-law will determine any one or both of the following:
 - i. Whether there is compliance with this by-law
 - ii. Whether there is compliance with any order made under this By-law.
- e) The Officer may enter on land at any reasonable time for the purpose of carrying out an inspection for the purposes of making a determination of whether or not this by-law or notice of violation made under this By-law are being complied with.
 Pursuant to Section 435 and 436 of the Municipal Act, SO 2001, c.25 as amended, an officer may enter upon property, at any reasonable time, for the purpose of carrying out inspections of or on such property to determine whether or not the provisions of this by-law are being complied with in accordance with the provisions of Section 426(1) of the Municipal Act, RSO 2001, c.25 as amended, no person shall hinder, interfere with, or otherwise obstruct, either directly or indirectly, an officer in the lawful exercise or power or duty under this by-law.
- f) If the By-law Enforcement Officer is satisfied that a violation or contravention this By-law has occurred, the Officer may contact the owner and will determine whether a time allowance for voluntary compliance will be sought or whether a Notice to Comply will be issued. The Officer may serve written notice upon the owner of the property, directing that the violation be remedied within a specific period and what needs to be done. Said Notice shall be sent by registered mail to the last known address as shown on the last revised assessment rolls of the municipality or delivered personally to the registered owner or person responsible for the property.

(Appendix A)

- g) Where a Notice has been sent pursuant to and the requirements of the Notice have not been complied with, the officer may order that the work be done at the expense of the registered owner. An Order shall be sent by registered mail to the last known address as shown on the last revised assessment rolls of the municipality, or delivered personally to the registered owner or person responsible for the property. (Appendix B) An invoice will be sent to the owner for reimbursement of work done to be paid within an allotted time. If not paid the expense incurred may be recovered by action or by adding the costs to the tax roll and collecting them in the same manner as taxes, pursuant to Section 446(3) of the Municipal Act, SO 2001, c. 25, as amended. The municipality has the option to apply a reasonable administration fee to this process should it be necessary.
- h) In the case of a health, safety or fire hazard, an officer may order that the hazard be removed forthwith without the Notice.
- i) In the event an officer is unable to serve a Notice and/or Order by registered mail or personally, the Notice and/or Order may be posted in a conspicuous place on the property, and the placing of the Notice and/or Order shall be deemed to be sufficient service of the Notice and/or Order on the property owner.
- j) The Officer shall have the right to enter in and upon the lands and to restore the lands and carry out remedial action specified in the Order at the owner's expense; and
 - i) shall not be liable to compensate such owner or occupant or any other person having interest in the property by reason of anything done by or on behalf of the Township under the provisions of this Section; and
 - ii) where any materials or things are removed in accordance with this Section, the materials or things may be immediately disposed of by the officer and any recovered salvage value or other actual recovery of money made upon such disposal shall be credited against costs; and
 - iii) where a vehicle has been removed, impounded, restrained or immobilized according to Section 170(15) of the Highway Traffic Act, RSO 1990, as amended, in violation of this by-law, all costs associated with the removal, impoundment, restraining or immobilization will be the responsibility of the registered owner of the vehicle.
- k) For clarity, where the owner fails to comply with an Order issued under this by-law within the time specified for compliance, the Township in addition to all other remedies:
 - i. shall have the right to enter in and upon the lands and to restore the lands and carry out remedial action specified in the Order at the owner's expense; and
 - ii. shall not be liable to compensate such owner or occupant or any other person having interest in the property by reason of anything

done by or on behalf of the Township under the provisions of this Section; and

- iii. where any materials or things are removed in accordance with this Section, the materials or things may be immediately disposed of by the officer and any recovered salvage value or other actual recovery of money made upon such disposal shall be credited against costs; and
- iv. where a vehicle has been removed, impounded, restrained or immobilized according to Section 170(15) of the Highway Traffic Act, RSO 1990, as amended, in violation of this by-law, all costs associated with the removal, impoundment, restraining or immobilization will be the responsibility of the registered owner of the vehicle.

5. Liability

Pursuant to Section 448 of the Municipal Act, RSO 2001, c. 25 as amended, no proceeding for damages or otherwise shall be commenced against a member of Council or an officer, employee or agent of the municipality or a person acting under the instructions of the officer, employee or agent for any act done in good faith in the performance or intended performance of a duty or authority under this by-law for any alleged neglect or default in the performance in good faith of the duty or authority.

6. Penalty

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

b) Where this by-law is contravened and a conviction entered, in addition to any other remedy and to any penalty imposed, the court in which the conviction has been entered, and any court of competent jurisdiction thereafter, may make an order prohibiting the continuation or repetition of the offence by the person convicted, pursuant to Section 431 of the Municipal Act, SO 2001, c. 25, as amended.

7. Validity

a) Should a court of competent jurisdiction declare a part or whole of any provisions of this by-law to be invalid or of no force and effect, the provision or part is deemed severable from this by-law. It is the intention of Council that the remainder survive and be applied and enforced in accordance with its terms to the extent possible under the law so as to protect the public by ensuring a minimum standard for maintenance of yards is maintained.

b) Where a provision of this by-law conflicts with the provisions of another by-law, Act or Regulation in force within the Township of Augusta, the provisions that establish the higher standards to protect the health and safety of persons shall prevail.

Any By-law inconsistent with this By-law are hereby repealed.

This by-law shall be in force and effect upon passing.

Read a first, second, and third time and finally passed this 24 day of June, 2019

MAYOR

CLERK

DRAFT

Appendix A
TOWNSHIP OF AUGUSTA Maintenance and Care of Property BY-LAW xxxx-2019

NOTICE

Township of Augusta
By-law Enforcement
3560 Cty Rd 26
Prescott, ON KOE 1X0

DATE ISSUED: _____

ISSUED TO: _____

ADDRESS: _____

An inspection has revealed that a provision(s) of a municipal by-law is being contravened. You are hereby directed to correct the following violation(s) within _____ days/hours. Charges MAY be forthcoming if the violation is not corrected within the time shown above. This Notice DOES NOT authorize continuance of the violation(s).

MUNICIPAL BY-LAW	VIOLATION(S)

If you wish to discuss this matter further with the officer, please contact the undersigned at (613)925-4231.



Appendix B
TOWNSHIP OF AUGUSTA Maintenance and Care of Property BY-LAW xxxx-2019

ORDER

Township of Augusta
By-law Enforcement
3560 Cty Rd 26
Prescott, ON KOE 1X0

DATE ISSUED: _____

ISSUED TO _____

ADDRESS: _____

An inspection has revealed that a provision or provisions of a municipal by-law is being contravened. You are hereby directed to correct the following violation(s) within _____ days/hours. Charges MAY be forthcoming if the violation is not corrected within the time shown above. This Order DOES NOT authorize continuance of the violation(s).

MUNICIPAL BY-LAW	VIOLATION(S)

If you wish to discuss this matter further with the officer, please contact the undersigned at (613)925-4231.

REPORT #: 2019-076

REPORT TO COUNCIL: June 24, 2019

RE: REVIEW AND APPROVAL OF A/P CHEQUES

PREPARED BY: Ray Morrison, CAO/Treasurer

RECOMMENDATION:


THAT Council receive, review and approve the payment of the accounts payable invoices paid on cheques #24252 - 24357 through to June 20, 2019 in the amount of \$761,415.19.

PURPOSE

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

ATTACHMENT 1

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


Annette Simonian
Clerk


Ray Morrison
CAO/Treasurer

Report Date
6/21/2019 8:51 AM

Township of Augusta
List of Accounts for Approval
As of 6/21/2019
Batch: 2019-00048 to 2019-00052

Page 1

Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
Bank Code: AP - ACC/PAYABLE					
Computer Cheques:					
24252	6/14/2019	Void during printing			
24253	6/14/2019	Void during printing			
24254	6/14/2019	Void during printing			
24255	6/14/2019	A B C COMPACTOR	FAST EDDIE COMPACTOR REPAIR		
209282		510-01-016 - REPAIRS & MAINTENANCE	FAST EDDIE COMPACTOR REPAIR	254.40	
		102-01-099 - HST RECEIVABLE	HST Tax Code	28.10	
		900-01-099 - HST TRACKING	HST Tax Code	32.50	282.50
24256	6/14/2019	ANNETTE SIMONIAN	MAY MILEAGE		
MAY2019		401-01-010 - MILEAGE	MAY MILEAGE	25.68	
		102-01-099 - HST RECEIVABLE	HST Tax Code	2.84	
		900-01-099 - HST TRACKING	HST Tax Code	3.28	28.52
JUNE142019		401-01-017 - CONFERENCES & MEALS	MEAL & GAS REIMBURSEMENT	56.85	
		102-01-099 - HST RECEIVABLE	HST Tax Code	6.28	
		900-01-099 - HST TRACKING	HST Tax Code	7.26	63.13
				Payment Total:	91.65
24257	6/14/2019	BEACH HOME HARDWARE	MISC MAINTENANCE		
724975-1		600-01-005 - RECREATION PARKS	MISC MAINTENANCE	15.34	
		102-01-014 - GST RECEIVABLE	BOTH-100% Tax Code	0.71	
		900-00-000 - Gst Paid (NI) (NI) (NI)	BOTH-100% Tax Code	0.71	16.05
725130-1		600-01-005 - RECREATION PARKS	MISC MAINTENANCE	12.10	
		102-01-014 - GST RECEIVABLE	BOTH-100% Tax Code	0.56	
		900-00-000 - Gst Paid (NI) (NI) (NI)	BOTH-100% Tax Code	0.56	12.66
725321-1		600-01-012 - DOMVILLE RECREATION	KEY FOR DOMVILLE	3.38	3.38
726031-1		600-01-005 - RECREATION PARKS	GENERAL REC SUPPLIES	20.65	
		102-01-014 - GST RECEIVABLE	BOTH-100% Tax Code	0.96	
		900-00-000 - Gst Paid (NI) (NI) (NI)	BOTH-100% Tax Code	0.96	21.61
726620-1		600-01-016 - MAYNARD RECREATION	FLAG POLE	39.55	39.55
726661-1		600-01-005 - RECREATION PARKS	MISC SUPPLIES	34.00	
		102-01-014 - GST RECEIVABLE	BOTH-100% Tax Code	1.57	
		900-00-000 - Gst Paid (NI) (NI) (NI)	BOTH-100% Tax Code	1.57	35.57
727412-1		600-01-005 - RECREATION PARKS	CEDAR PARK	45.70	
		102-01-014 - GST RECEIVABLE	BOTH-100% Tax Code	2.12	
		900-00-000 - Gst Paid (NI) (NI) (NI)	BOTH-100% Tax Code	2.12	47.82
727704-1		600-01-005 - RECREATION PARKS	GENERAL REC	18.34	
		102-01-014 - GST RECEIVABLE	BOTH-100% Tax Code	0.85	
		900-00-000 - Gst Paid (NI) (NI) (NI)	BOTH-100% Tax Code	0.85	19.19

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Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
728024-1		600-01-005 - RECREATION PAR	MISC REC SUPPLIES	4.31	
		600-01-012 - DOMVILLE RECRE	MISC REC SUPPLIES	14.11	
		102-01-014 - GST RECEIVABLE	BOTH-100% Tax Code	0.20	
		900-00-000 - Gst Paid (NI) (NI)	(NI BOTH-100% Tax Code	0.20	18.62
727933-1		600-01-005 - RECREATION PAR	GENERAL REC SUPPLIES	44.26	
		102-01-014 - GST RECEIVABLE	BOTH-100% Tax Code	2.05	
		900-00-000 - Gst Paid (NI) (NI)	(NI BOTH-100% Tax Code	2.05	46.31
810834		480-01-002 - 2018 Roll Off Water	WATER TANK	54.34	
		102-01-099 - HST RECEIVABLE	HST Tax Code	6.00	
		900-01-099 - HST TRACKING	HST Tax Code	6.94	60.34
				Payment Total:	321.10
24258	6/14/2019	BOURGON CONSTRUCTION	NEW FIREHALL CONSTRUCTION		
1811-9		402-01-091 - NORTH AUGUSTA I	NEW FIREHALL CONSTRUCTK	412,204.10	
		102-01-099 - HST RECEIVABLE	HST Tax Code	45,529.51	
		900-01-099 - HST TRACKING	HST Tax Code	52,659.62	457,733.61
24259	6/14/2019	BROCKVILLE TRACTOR-TRAILI	TRUCK PARTS		
57458		452-01-002 - #7 -2010 INT'L TAN	TRUCK PARTS	374.11	
		102-01-099 - HST RECEIVABLE	HST Tax Code	41.32	
		900-01-099 - HST TRACKING	HST Tax Code	47.79	415.43
57513		480-01-002 - 2018 Roll Off Water	WATER TANK	83.61	
		102-01-099 - HST RECEIVABLE	HST Tax Code	9.23	
		900-01-099 - HST TRACKING	HST Tax Code	10.68	92.84
				Payment Total:	508.27
24260	6/14/2019	BROCKVILLE HOME HARDWARMERC	SUPPLIES		
BF0451		600-01-014 - MAITLAND RECRE	MERC SUPPLIES	119.02	119.02
24261	6/14/2019	CANADIAN NATIONAL	GATES MAINTENANCE		
91453221		436-01-002 - SAFETY DEVICES -	GATES MAINTENANCE	558.00	558.00
91459560		437-01-002 - SAFETY DEVICES	GATES MAINTENANCE	558.00	558.00
				Payment Total:	1,116.00
24262	6/14/2019	CASSIDY'S ENGRAVING & TROI	ENGRAVING TROPHIES X4		
152699		402-01-005 - FIRE PROTECTION	ENGRAVING TROPHIES X4	24.42	
		102-01-099 - HST RECEIVABLE	HST Tax Code	2.70	
		900-01-099 - HST TRACKING	HST Tax Code	3.12	27.12
24263	6/14/2019	COLBOURNE & KEMBEL	CONSULTING SERVICES FOR FIREH		
5022		402-01-091 - NORTH AUGUSTA I	CONSULTING SERVICES FOR	36,582.79	
		102-01-099 - HST RECEIVABLE	HST Tax Code	4,040.71	

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Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
		900-01-099 - HST TRACKING	HST Tax Code	4,673.50	40,623.50
24264 9239693	6/14/2019	COMPUGEN INC. 401-01-004 - OFFICE SUPPLIES	WC5155 PRINTER COPIES WC5155 PRINTER COPIES	160.41	
		102-01-099 - HST RECEIVABLE	HST Tax Code	17.72	
		900-01-099 - HST TRACKING	HST Tax Code	20.49	178.13
24265 520761	6/14/2019	CRISTILL ROCK 401-01-004 - OFFICE SUPPLIES	WATER DELIVERY WATER DELIVERY	71.50	71.50
		528628	401-01-004 - OFFICE SUPPLIES	52.00	52.00
		528631	401-01-004 - OFFICE SUPPLIES	39.00	39.00
				Payment Total:	162.50
24266 8004	6/14/2019	DATAFIX 400-01-003 - ELECTION	VOTERVIEW MANAGEMENT VOTERVIEW MANAGEMENT	1,539.00	
		102-01-014 - GST RECEIVABLE	BOTH-100% Tax Code	71.25	
		900-00-000 - Gst Paid (NI) (NI) (NI)	BOTH-100% Tax Code	71.25	1,610.25
24267 683796	6/14/2019	ERIC'S PLUMBING 600-01-012 - DOMVILLE RECRE/	PLUMBING REPAIRS PLUMBING REPAIRS	452.00	452.00
24268 6625	6/14/2019	FAST EDDIE'S AUTO RECYCLIN 510-01-013 - CONTRACT SERVIC	MONTHLY CONTRACT MONTHLY CONTRACT	16,281.63	
		102-01-099 - HST RECEIVABLE	HST Tax Code	1,798.37	
		900-01-099 - HST TRACKING	HST Tax Code	2,080.00	18,080.00
24269 FOP169528	6/14/2019	FUTURE OFFICE PRODUCTS 401-01-020 - POSTAGE	NEOPOST CONTRACT NEOPOST CONTRACT	97.93	
		102-01-099 - HST RECEIVABLE	HST Tax Code	10.82	
		900-01-099 - HST TRACKING	HST Tax Code	12.51	108.75
24270 170054	6/14/2019	GRANT BARTHOLOMEW 520-01-002 - CEMETARIES	GRASS CUTTING GRASS CUTTING	44.27	
		520-01-002 - CEMETARIES	GRASS CUTTING	126.49	
		520-01-002 - CEMETARIES	GRASS CUTTING	45.99	
		600-01-012 - DOMVILLE RECRE/	GRASS CUTTING	229.98	
		600-01-012 - DOMVILLE RECRE/	GRASS CUTTING	92.00	
		600-01-014 - MAITLAND RECRE/	GRASS CUTTING	390.96	
		600-01-016 - MAYNARD RECRE/	GRASS CUTTING	275.97	
		600-01-005 - RECREATION PAR/	GRASS CUTTING	137.98	
		600-01-005 - RECREATION PAR/	GRASS CUTTING	183.97	
		102-01-099 - HST RECEIVABLE	HST Tax Code	168.75	
		900-01-099 - HST TRACKING	HST Tax Code	195.16	1,696.36
24271 G-0059887	6/14/2019	G. TACKABERRY & SONS 600-01-012 - DOMVILLE RECRE/	DOMVILLE BALLPARK STONEDUST DOMVILLE BALLPARK STONE/	276.79	276.79

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G-0060086		600-01-016 - MAYNARD RECREA	STONE DUST	251.46	251.46
				Payment Total:	528.25
24272	6/14/2019	HOWARD CAMPBELL & SONS I	PORTABLE WASHROOM SERVICE		
114214		600-01-014 - MAITLAND RECREA	PORTABLE WASHROOM SERV	45.03	
		102-01-099 - HST RECEIVABLE	HST Tax Code	4.97	
		900-01-099 - HST TRACKING	HST Tax Code	5.75	50.00
114229		600-01-014 - MAITLAND RECREA	PORTABLE WASHROOM SERV	45.03	
		102-01-099 - HST RECEIVABLE	HST Tax Code	4.97	
		900-01-099 - HST TRACKING	HST Tax Code	5.75	50.00
114780		600-01-014 - MAITLAND RECREA	PUMP HOLDING TANK AT MER	225.13	
		102-01-099 - HST RECEIVABLE	HST Tax Code	24.87	
		900-01-099 - HST TRACKING	HST Tax Code	28.76	250.00
MR2102		510-01-008 - WASTE DISPOSAL	PORTABLE WASHROOM RENT	210.00	210.00
				Payment Total:	560.00
24273	6/14/2019	ISAAC SCOTT	MAY MILEAGE		
MAY2019		600-01-023 - MILEAGE	MAY MILEAGE	26.93	
		102-01-099 - HST RECEIVABLE	HST Tax Code	2.97	
		900-01-099 - HST TRACKING	HST Tax Code	3.44	29.90
24274	6/14/2019	INDEPENDENT TELEPHONE	TELEPHONE SERVICES		
44119		401-01-090 - ADMINISTRATION -	TELEPHONE SERVICES	1,144.80	
		102-01-099 - HST RECEIVABLE	HST Tax Code	126.45	
		900-01-099 - HST TRACKING	HST Tax Code	146.25	1,271.25
24275	6/14/2019	J & L TRUCK & TRAILER	SAFETY & REPAIRS TRUCK 3		
141287		402-01-014 - FIRE PROTECTION	SAFETY & REPAIRS TRUCK 3	1,018.17	
		102-01-099 - HST RECEIVABLE	HST Tax Code	112.46	
		900-01-099 - HST TRACKING	HST Tax Code	130.07	1,130.63
141292		402-01-014 - FIRE PROTECTION	PUMP #2 SAFETY & REPAIRS	690.12	
		102-01-099 - HST RECEIVABLE	HST Tax Code	76.22	
		900-01-099 - HST TRACKING	HST Tax Code	88.16	766.34
141302		402-01-014 - FIRE PROTECTION	TRUCK #4 SAFETY	272.21	
		102-01-099 - HST RECEIVABLE	HST Tax Code	30.07	
		900-01-099 - HST TRACKING	HST Tax Code	34.78	302.28
141301		402-01-014 - FIRE PROTECTION	TRAILER SAFETY & BRAKE RE	392.82	
		102-01-099 - HST RECEIVABLE	HST Tax Code	43.39	
		900-01-099 - HST TRACKING	HST Tax Code	50.18	436.21
				Payment Total:	2,635.46

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Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
24276 13788	6/14/2019	JOE COMPUTER 401-01-022 - COMPUTER EXPEN	UPGRADES TO ANNETTE COMPUTE UPGRADES TO ANNETTE COM	183.17	
		102-01-099 - HST RECEIVABLE	HST Tax Code	20.23	
		900-01-099 - HST TRACKING	HST Tax Code	23.40	203.40
91402		401-01-022 - COMPUTER EXPEN	INTERNET SUBSCRIPTION	203.52	
		438-01-022 - P.W. COMPUTER E	INTERNET SUBSCRIPTION	101.76	
		102-01-099 - HST RECEIVABLE	HST Tax Code	33.72	
		900-01-099 - HST TRACKING	HST Tax Code	39.00	339.00
91349		402-01-013 - FIRE PROTECTION	STATION 2 INTERNET	720.46	
		102-01-099 - HST RECEIVABLE	HST Tax Code	79.58	
		900-01-099 - HST TRACKING	HST Tax Code	92.04	800.04
13817		401-01-022 - COMPUTER EXPEN	OFFICE MONITORING	311.39	
		102-01-099 - HST RECEIVABLE	HST Tax Code	34.39	
		900-01-099 - HST TRACKING	HST Tax Code	39.78	345.78
				Payment Total:	1,688.22
24277 JUNE122016	6/14/2019	JOHN CAMPBELL 307-01-002 - S/C PUBLIC WORK:	REFUND OF ENTRANCEWAY FEE REFUND OF ENTRANCEWAY F	100.00	100.00
24278 40-C	6/14/2019	JUDY NICHOLAS 402-01-012 - FIRE PROTECTION	FIRST AID & CPR TRAINING FIRST AID & CPR TRAINING	1,650.00	1,650.00
24279 MAY2019	6/14/2019	KAREN LAVIGNE 406-01-004 - BUILDING MILEAGE	APRIL/MAY MILEAGE APRIL/MAY MILEAGE	291.22	
		102-01-099 - HST RECEIVABLE	HST Tax Code	32.16	
		900-01-099 - HST TRACKING	HST Tax Code	37.20	323.38
24280 6029-164311	6/14/2019	KING EDWARD AUTO PARTS 480-01-002 - 2018 Roll Off Water	WATER TANK WATER TANK	6.51	
		102-01-099 - HST RECEIVABLE	HST Tax Code	0.72	
		900-01-099 - HST TRACKING	HST Tax Code	0.83	7.23
24281 H300000027044	6/14/2019	GFL ENVIRONMENTAL INC 510-01-013 - CONTRACT SERVIC	WDS CONTRACT SERVICES WDS CONTRACT SERVICES	3,741.40	
		102-01-099 - HST RECEIVABLE	HST Tax Code	413.25	
		900-01-099 - HST TRACKING	HST Tax Code	477.97	4,154.65
H300000027114		510-01-013 - CONTRACT SERVIC	WDS CONTRACT SERVICES	6,089.43	
		102-01-099 - HST RECEIVABLE	HST Tax Code	672.60	
		900-01-099 - HST TRACKING	HST Tax Code	777.93	6,762.03
				Payment Total:	10,916.68
24282 1263479	6/14/2019	LEVAC SUPPLY LIMITED 438-01-012 - HEALTH & SAFETY	SAFETY EQUIPMENT SAFETY EQUIPMENT	204.41	
		102-01-099 - HST RECEIVABLE	HST Tax Code	22.57	

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Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
		900-01-099 - HST TRACKING	HST Tax Code	26.11	226.98
1264418		401-01-014 - HEALTH & SAFETY	HEALTH & SAFETY TRAINING	814.08	
		102-01-099 - HST RECEIVABLE	HST Tax Code	89.92	
		900-01-099 - HST TRACKING	HST Tax Code	104.00	904.00
				Payment Total.	1,130.98
24283	6/14/2019	MESSER CANADA LTD 15687	PLASMA TORCH REPAIR		
2100769252		438-01-011 - P.W. SHOP SUPPLI	PLASMA TORCH REPAIR	39.69	
		102-01-099 - HST RECEIVABLE	HST Tax Code	4.38	
		900-01-099 - HST TRACKING	HST Tax Code	5.07	44.07
24284	6/14/2019	M & L SUPPLY	3 BRUSH FIRE 3/4' NOZZLES		
155225		402-01-015 - FIRE PROTECTION	3 BRUSH FIRE 3/4' NOZZLES	38.16	
		102-01-099 - HST RECEIVABLE	HST Tax Code	4.22	
		900-01-099 - HST TRACKING	HST Tax Code	4.88	42.38
24285	6/14/2019	MICHAEL KELLY	REFUND OF SUPPLEMENTAL CREDI		
JUNE142019		101-01-001 - CURRENT TAXES	REFUND OF SUPPLEMENTAL	3,788.31	3,788.31
24286	6/14/2019	VOID - WRONG CHEQUE #			
24287	6/14/2019	VOID - WRONG CHEQUE #			
24288	6/14/2019	VOID - WRONG CHEQUE #			
24289	6/14/2019	VOID - WRONG CHEQUE #			
24290	6/14/2019	VOID - WRONG CHEQUE #			
24291	6/14/2019	VOID - WRONG CHEQUE #			
24292	6/14/2019	VOID - WRONG CHEQUE #			
24293	6/14/2019	VOID - WRONG CHEQUE #			
24294	6/14/2019	VOID - WRONG CHEQUE #			
24295	6/14/2019	VOID - WRONG CHEQUE #			
24296	6/14/2019	VOID - WRONG CHEQUE #			
24297	6/14/2019	VOID - WRONG CHEQUE #			
24298	6/14/2019	VOID - WRONG CHEQUE #			
24299	6/14/2019	VOID - WRONG CHEQUE #			
24300	6/14/2019	VOID - WRONG CHEQUE #			
24301	6/14/2019	VOID - WRONG CHEQUE #			
24302	6/14/2019	VOID - WRONG CHEQUE #			
24303	6/14/2019	VOID - WRONG CHEQUE #			
24304	6/14/2019	VOID - WRONG CHEQUE #			
24305	6/14/2019	VOID - WRONG CHEQUE #			
24306	6/14/2019	VOID - WRONG CHEQUE #			
24307	6/14/2019	VOID - WRONG CHEQUE #			

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Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount	
24308	6/14/2019	Void during printing				
24309 1065	6/14/2019	GRANT MITCHELL	CHEQUES			
		401-01-004 - OFFICE SUPPLIES	CHEQUES	549.50		
		102-01-099 - HST RECEIVABLE	HST Tax Code	60.69		
		900-01-099 - HST TRACKING	HST Tax Code	70.20	610.19	
24310 80502019	6/14/2019	MOIRA TAYLOR	CATERING OFM COUNCILLOR COUF			
		402-01-012 - FIRE PROTECTION	CATERING OFM COUNCILLOR	1,139.71		
		102-01-099 - HST RECEIVABLE	HST Tax Code	125.89		
		900-01-099 - HST TRACKING	HST Tax Code	145.60	1,265.60	
24311 2019/20-01420	6/14/2019	MUNISOFT	INSTALL SOFTWARE ON ANN'S COM			
		401-01-022 - COMPUTER EXPEN	INSTALL SOFTWARE ON ANN'	151.62		
		102-01-099 - HST RECEIVABLE	HST Tax Code	16.75		
		900-01-099 - HST TRACKING	HST Tax Code	19.37	168.37	
24312 3441	6/14/2019	MUNICIPAL EQUIPMENT	8 LENGTHS OF FIRE HOSE			
		402-01-015 - FIRE PROTECTION	8 LENGTHS OF FIRE HOSE	1,581.43		
		102-01-099 - HST RECEIVABLE	HST Tax Code	174.68		
		900-01-099 - HST TRACKING	HST Tax Code	202.03	1,756.11	
24313 402174051	6/14/2019	NOVEXCO INC	PAPER & STORAGE BOXES			
		402-01-005 - FIRE PROTECTION	PAPER & STORAGE BOXES	221.29		
		102-01-099 - HST RECEIVABLE	HST Tax Code	24.44		
		900-01-099 - HST TRACKING	HST Tax Code	28.27	245.73	
402176435		401-01-004 - OFFICE SUPPLIES	CONFERENCE PAD	9.04		
		102-01-099 - HST RECEIVABLE	HST Tax Code	0.99		
		900-01-099 - HST TRACKING	HST Tax Code	1.15	10.03	
				Payment Total:	255.76	
24314 237	6/14/2019	BASELINE TELEMATICS INC	GPS TRACKER DEVICE			
		438-01-019 - PW - GPS RENTAL	GPS TRACKER DEVICE	167.90		
		102-01-099 - HST RECEIVABLE	HST Tax Code	18.55		
		900-01-099 - HST TRACKING	HST Tax Code	21.45	186.45	
24315 F130029	6/14/2019	OPTIMA SANTE GLOBALE	EAP FLAT FEE			
		401-01-011 - STAFF BENEFITS	EAP FLAT FEE	134.19		
		102-01-099 - HST RECEIVABLE	HST Tax Code	14.82		
		900-01-099 - HST TRACKING	HST Tax Code	17.14	149.01	
F130634		401-01-011 - STAFF BENEFITS	EAP FLAT FEE	134.19		
		102-01-099 - HST RECEIVABLE	HST Tax Code	14.82		
		900-01-099 - HST TRACKING	HST Tax Code	17.14	149.01	
F131904		401-01-011 - STAFF BENEFITS	EAP FLAT FEE	134.19		
		102-01-099 - HST RECEIVABLE	HST Tax Code	14.82		
		900-01-099 - HST TRACKING	HST Tax Code	17.14	149.01	

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				Payment Total:	447.03
24316 MAY312019	6/14/2019	PAUL J. VAN LUIT 404-01-001 - BY-LAW - SALARIE	BYLAW ENFORCEMENT BYLAW ENFORCEMENT	1,221.12	
		102-01-099 - HST RECEIVABLE	HST Tax Code	134.88	
		900-01-099 - HST TRACKING	HST Tax Code	156.00	1,356.00
MAY2019		404-01-004 - BY-LAW MILEAGE	MAY MILEAGE	80.78	
		102-01-099 - HST RECEIVABLE	HST Tax Code	8.92	
		900-01-099 - HST TRACKING	HST Tax Code	10.32	89.70
				Payment Total:	1,445.70
24317 A320945	6/14/2019	PAUL VILLENEUVE 600-01-012 - DOMVILLE RECREA	BALL PK SUPPLIES BALL PK SUPPLIES	51.69	
		102-01-099 - HST RECEIVABLE	HST Tax Code	5.71	
		900-01-099 - HST TRACKING	HST Tax Code	6.60	57.40
24318 MAY232019	6/14/2019	READ'S CEMETERY 520-01-002 - CEMETARIES	ANNUAL DONATION ANNUAL DONATION	1,200.00	1,200.00
24319 176292	6/14/2019	RED STALLION - E MAY 402-01-013 - FIRE PROTECTION	CLEANING SUPPLIES CLEANING SUPPLIES	177.04	
		102-01-099 - HST RECEIVABLE	HST Tax Code	19.56	
		900-01-099 - HST TRACKING	HST Tax Code	22.62	196.60
24320 768677	6/14/2019	RIVERSIDE BUICK GMC LTD. 456-01-002 - #4- 2016 GMC 3500	TRUCK #4 REPAIRS TRUCK #4 REPAIRS	341.22	
		102-01-099 - HST RECEIVABLE	HST Tax Code	37.69	
		900-01-099 - HST TRACKING	HST Tax Code	43.59	378.91
24321 JUNE142019	6/14/2019	ROBERT MYERS 307-01-002 - S/C PUBLIC WORK	RETURN OF CIVIC NUMBER FEE RETURN OF CIVIC NUMBER FE	50.00	50.00
24322 2271	6/14/2019	SANIGEAR 402-01-015 - FIRE PROTECTION	BUNKER GEAR CLEANING BUNKER GEAR CLEANING	827.41	
		102-01-099 - HST RECEIVABLE	HST Tax Code	91.39	
		900-01-099 - HST TRACKING	HST Tax Code	105.70	918.80
24323 787	6/14/2019	SMALL JOBS 452-01-002 - #7 -2010 INT'L TAN	TRUCK 7 LABOUR TRUCK 7 LABOUR	136.64	
		102-01-099 - HST RECEIVABLE	HST Tax Code	15.10	
		900-01-099 - HST TRACKING	HST Tax Code	17.46	151.74
785		457-01-002 - #8- 2014 FREIGHTL	TRUCK 8 LABOUR	185.63	
		102-01-099 - HST RECEIVABLE	HST Tax Code	20.50	
		900-01-099 - HST TRACKING	HST Tax Code	23.71	206.13

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786		477-01-002 - #6 -2006 INT'L TANI TRUCK 6 LABOUR		54.66	
		102-01-099 - HST RECEIVABLE	HST Tax Code	6.03	
		900-01-099 - HST TRACKING	HST Tax Code	6.98	60.69
				Payment Total:	418.56
24324 1934	6/14/2019	THE SOCCER DEN 600-01-012 - DOMVILLE RECRE/	BALL PARK SUPPLIES BALL PARK SUPPLIES	395.50	395.50
24325 87543	6/14/2019	ST. LAWRENCE PRINTING CO LAD FOR VOLUNTEER RECRUITMENT 402-01-012 - FIRE PROTECTION AD FOR VOLUNTEER RECRUI		111.94	
		102-01-099 - HST RECEIVABLE	HST Tax Code	12.36	
		900-01-099 - HST TRACKING	HST Tax Code	14.30	124.30
24326 MAY262019	6/14/2019	SUSAN BOSMAN 401-01-001 - STAFF SALARIES	CLEANING SERVICES CLEANING SERVICES	79.05	79.05
JUNE22019		401-01-001 - STAFF SALARIES	CLEANING SERVICES	104.05	104.05
JUNE92019		401-01-001 - STAFF SALARIES	CLEANING SERVICES	79.05	79.05
				Payment Total:	262.15
24327 333785	6/14/2019	TNT DYNAMITE SIGNS 402-01-014 - FIRE PROTECTION	NEW DECALS ON TRUCKS NEW DECALS ON TRUCKS	447.74	
		102-01-099 - HST RECEIVABLE	HST Tax Code	49.46	
		900-01-099 - HST TRACKING	HST Tax Code	57.20	497.20
24328 6219	6/14/2019	UNITED COUNTIES OF LEEDS & BLUE BOXES 510-01-008 - WASTE DISPOSAL	BLUE BOXES BLUE BOXES	89.91	
		436-01-002 - SAFETY DEVICES - CDBMP BUMP		65.93	
		102-01-099 - HST RECEIVABLE	HST Tax Code	17.21	
		900-01-099 - HST TRACKING	HST Tax Code	19.91	173.05
6225		510-01-008 - WASTE DISPOSAL	COMPOSTERS	207.70	
		102-01-099 - HST RECEIVABLE	HST Tax Code	22.94	
		900-01-099 - HST TRACKING	HST Tax Code	26.53	230.64
				Payment Total:	403.69
24329 2996326	6/14/2019	VANZUYLEN AILIGNMENT LTD. TRUCK #4 TIRES 456-01-002 - #4- 2016 GMC 3500 TRUCK #4 TIRES		1,208.30	
		102-01-099 - HST RECEIVABLE	HST Tax Code	133.46	
		900-01-099 - HST TRACKING	HST Tax Code	154.36	1,341.76
24330 MAY2019	6/14/2019	VIKKI WERNER-MACKELER 401-01-010 - MILEAGE	MAY MILEAGE MAY MILEAGE	6.63	
		102-01-099 - HST RECEIVABLE	HST Tax Code	0.73	
		900-01-099 - HST TRACKING	HST Tax Code	0.85	7.36

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24331 BM20366	6/14/2019	BLUMETRIC ENVIRONMENTAL 510-01-033 - WMS - WETLANDS	FINAL 2018 WETLAND OPERATION FINAL 2018 WETLAND OPERA	1,297.85	
		102-01-099 - HST RECEIVABLE	HST Tax Code	143.35	
		900-01-099 - HST TRACKING	HST Tax Code	165.80	1,441.20
BM20367		510-01-031 - WMS - REGULAR M	FINAL 2018 WETLAND OPERA	2,881.71	
		102-01-099 - HST RECEIVABLE	HST Tax Code	318.29	
		900-01-099 - HST TRACKING	HST Tax Code	368.14	3,200.00
BM20368		510-01-030 - WMS - REGULAR M	NORTH AUGUSTA MONITORIN	6,571.17	
		102-01-099 - HST RECEIVABLE	HST Tax Code	725.81	
		900-01-099 - HST TRACKING	HST Tax Code	839.48	7,296.98
BM20383		510-01-031 - WMS - REGULAR M	MAYNARD MONITORING	8,532.96	
		102-01-099 - HST RECEIVABLE	HST Tax Code	942.50	
		900-01-099 - HST TRACKING	HST Tax Code	1,090.10	9,475.46
				Payment Total:	21,413.64
24332 MAR152019	6/20/2019	ALLAN & PARTNERS LLP 401-01-015 - PROFESSIONAL SE	PROFESSIONAL SERVICES PROFESSIONAL SERVICES	5,088.01	
		102-01-099 - HST RECEIVABLE	HST Tax Code	561.99	
		900-01-099 - HST TRACKING	HST Tax Code	650.00	5,650.00
24333 729223-1	6/20/2019	BEACH HOME HARDWARE 600-01-012 - DOMVILLE RECRE/	DOMVILLE REC DOMVILLE REC	3.04	
		102-01-099 - HST RECEIVABLE	HST Tax Code	0.34	
		900-01-099 - HST TRACKING	HST Tax Code	0.39	3.38
730479-1		600-01-012 - DOMVILLE RECRE/	DOMVILLE REC	19.62	
		102-01-099 - HST RECEIVABLE	HST Tax Code	2.17	
		900-01-099 - HST TRACKING	HST Tax Code	2.51	21.79
				Payment Total:	25.17
24334 33641-195164	6/20/2019	BELL ALLIANT 414-01-002 - BRUSHING - PARTS	FILE CA3261 FILE CA3261	712.03	712.03
24335 JUN132019	6/20/2019	DON HAIST 402-01-005 - FIRE PROTECTION	PHYSICAL FOR CLASS D LICENCE PHYSICAL FOR CLASS D LICE	120.00	120.00
24336 6375	6/20/2019	FAST EDDIE'S AUTO RECYCLIN 510-01-013 - CONTRACT SERVIC	BAD PLASTIC NOVEMBER 2018 BAD PLASTIC NOVEMBER 201	2,154.54	
		102-01-099 - HST RECEIVABLE	HST Tax Code	237.98	
		900-01-099 - HST TRACKING	HST Tax Code	275.25	2,392.52
6331		510-01-013 - CONTRACT SERVIC	BAD PLASTIC OCTOBER 2018	912.51	
		102-01-099 - HST RECEIVABLE	HST Tax Code	100.79	
		900-01-099 - HST TRACKING	HST Tax Code	116.57	1,013.30

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6543		510-01-013 - CONTRACT SERVIC	MISSING TICKET NORTH AUGI	1,050.87	
		102-01-099 - HST RECEIVABLE	HST Tax Code	116.07	
		900-01-099 - HST TRACKING	HST Tax Code	134.25	1,166.94
6671		510-01-013 - CONTRACT SERVIC	BAD PLASTIC MAY 2019	1,196.66	
		102-01-099 - HST RECEIVABLE	HST Tax Code	132.17	
		900-01-099 - HST TRACKING	HST Tax Code	152.87	1,328.83
6670		510-01-013 - CONTRACT SERVIC	MISSING WASTE TICKETS	322.78	
		102-01-099 - HST RECEIVABLE	HST Tax Code	35.66	
		900-01-099 - HST TRACKING	HST Tax Code	41.24	358.44
				Payment Total:	6,260.03
24337	6/20/2019	GRENVILLE FISH & GAME CLU	PITCH IN LUNCHEON		
	MAY252019	510-01-018 - PITCH IN EXPENSE	PITCH IN LUNCHEON	200.00	200.00
24338	6/20/2019	HANS WERNER-MACKELER	CEMP MILEAGE		
	JUN172019	405-01-004 - CEMP MILEAGE	CEMP MILEAGE	175.43	
		102-01-099 - HST RECEIVABLE	HST Tax Code	19.38	
		900-01-099 - HST TRACKING	HST Tax Code	22.41	194.81
	JUNE172019	405-01-004 - CEMP MILEAGE	CEMP RE-IMBURSE GAS	52.23	
		102-01-099 - HST RECEIVABLE	HST Tax Code	5.77	
		900-01-099 - HST TRACKING	HST Tax Code	6.67	58.00
				Payment Total:	252.81
24339	6/20/2019	HENDERSON PRINTING INC	SOUTH GRENVILLE VISITORS GUID		
	62260	616-01-021 - SGD C OF C - SOU	SOUTH GRENVILLE VISITORS	300.19	
		102-01-099 - HST RECEIVABLE	HST Tax Code	33.16	
		900-01-099 - HST TRACKING	HST Tax Code	38.35	333.35
24340	6/20/2019	INDUSTRIAL ELECTRICAL	MONTHLY STREETLIGHT MTCE		
	642	600-01-012 - DOMVILLE RECRE/	DOMVILLE BALL FIELDS	206.47	
		500-01-014 - STREETLIGHT MAI	MONTHLY MAINTENANCE	493.44	
		102-01-099 - HST RECEIVABLE	HST Tax Code	77.30	
		900-01-099 - HST TRACKING	HST Tax Code	89.41	777.21
24341	6/20/2019	IRVING H. MILLER LTD	ADMIN INSURANCE		
	63959	401-01-019 - INSURANCE	ADMIN INSURANCE	244.08	244.08
24342	6/20/2019	M & L SUPPLY	BRUSHFIRE NOZZLES		
	155410	402-01-015 - FIRE PROTECTION	BRUSHFIRE NOZZLES	63.60	
		102-01-099 - HST RECEIVABLE	HST Tax Code	7.03	
		900-01-099 - HST TRACKING	HST Tax Code	8.13	70.63
24343	6/20/2019	MINISTER OF FINANCE	MONTHLY OPP POLICING		
	110706191243012	404-01-090 - PROTECTIVE POLK	MONTHLY OPP POLICING	85,351.00	85,351.00

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24344 3023149001	6/20/2019	MSC INDUSTRIAL SUPPLY ULC 438-01-011 - P.W. SHOP SUPPLI	MISC OFFICE SUPPLIES MISC OFFICE SUPPLIES	236.29	
		102-01-099 - HST RECEIVABLE	HST Tax Code	26.09	
		900-01-099 - HST TRACKING	HST Tax Code	30.18	262.38
24345 MAY312019	6/20/2019	OMERS 204-01-003 - OMERS PAYABLE	MONTHLY OMERS REMITTANCE MONTHLY OMERS REMITTANC	18,720.44	18,720.44
24346 MAY312019	6/20/2019	OPSEU 204-01-004 - OPSEU PAYABLE	Monthly Remittance Union Dues Monthly Remittance Union	612.38	612.38
24347 JUN132019	6/20/2019	ROBERT BOWMAN 402-01-004 - FIRE PROTECTION	CHIEF CELL PHONE CHIEF CELL PHONE	138.18	
		102-01-099 - HST RECEIVABLE	HST Tax Code	15.26	
		900-01-099 - HST TRACKING	HST Tax Code	17.65	153.44
24348 JUNE2019	6/20/2019	SALLY BELL 404-01-010 - ANIMAL CONTROL	POUND FEE POUND FEE	407.04	
		102-01-099 - HST RECEIVABLE	HST Tax Code	44.96	
		900-01-099 - HST TRACKING	HST Tax Code	52.00	452.00
24349 JUN122019	6/20/2019	JEFF SHAVER 400-01-002 - COUNCIL- OTHER	MILEAGE TO KEMPTVILLE MILEAGE TO KEMPTVILLE	33.14	
		102-01-099 - HST RECEIVABLE	HST Tax Code	3.66	
		900-01-099 - HST TRACKING	HST Tax Code	4.23	36.80
24350 JUN132019	6/20/2019	STEWART CORBETT 401-01-028 - LEGAL EXPENSE	ADMIN LEGAL EXPENSES TITLE SEARCHES	223.87	
		102-01-099 - HST RECEIVABLE	HST Tax Code	24.73	
		900-01-099 - HST TRACKING	HST Tax Code	28.60	248.60
24351 JUN162019	6/20/2019	SUSAN BOSMAN 401-01-001 - STAFF SALARIES	CLEANING SERVICES CLEANING SERVICES	79.05	79.05
24352 TSHIRTSBALL2019	6/20/2019	THOUSAND ISLANDS SPORTSV 600-01-018 - NORTH AUGUSTA F	NORTH AUGUSTA REC NORTH AUGUSTA REC	2,787.82	
		102-01-099 - HST RECEIVABLE	HST Tax Code	307.93	
		900-01-099 - HST TRACKING	HST Tax Code	356.15	3,095.75
24353 1664	6/20/2019	1000 ISLANDS WATER TREATM 600-01-014 - MAITLAND RECREA/	MERC HALL MAINTENANCE MERC HALL MAINTENANCE	277.81	
		102-01-099 - HST RECEIVABLE	HST Tax Code	30.68	
		900-01-099 - HST TRACKING	HST Tax Code	35.49	308.49
24354 2019-0288	6/20/2019	TOWN OF PRESCOTT 402-01-012 - FIRE PROTECTION	NOTE TAKING COURTROOM COURS NOTE TAKING COURTROOM C	148.59	
		102-01-099 - HST RECEIVABLE	HST Tax Code	16.41	
		900-01-099 - HST TRACKING	HST Tax Code	18.98	165.00

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24355 MAY132019	6/20/2019	TSC STORES LP 414-01-002 - BRUSHING - PARTS	BRUSHING BRUSHING	18.80	
		102-01-099 - HST RECEIVABLE	HST Tax Code	2.08	
		900-01-099 - HST TRACKING	HST Tax Code	2.40	20.88
24356 6228	6/20/2019	UNITED COUNTIES OF LEEDS & CULVERT WORK 411-01-002 - ENTRANCE CULVE	CULVERT WORK ENTRANCE WAY GEORGE ST	2,801.89	
		410-01-002 - BRIDGES & CULVE	ENTRANCE CULVERTS	596.41	
		102-01-099 - HST RECEIVABLE	HST Tax Code	2,884.72	
		900-01-099 - HST TRACKING	HST Tax Code	693.98	
				802.66	6,977.00
18874		438-01-014 - P.W. ADVERTISING	EMERGENCY PREPAREDNESS	141.78	
		102-01-099 - HST RECEIVABLE	HST Tax Code	15.66	
		900-01-099 - HST TRACKING	HST Tax Code	18.11	157.44
				Payment Total:	7,134.44
24357 MAY312019	6/20/2019	WSIB ONTARIO 204-01-009 - WSIB PAYABLE	MAY 2019 WSIB MAY 2019 WSIB	4,152.18	4,152.18
Other:					
1881-Man 4595JUN52019	6/17/2019	ROYAL BANK VISA 402-01-013 - FIRE PROTECTION	FIRE CHIEF VISA MISC BLDG AND PROPERTY	145.43	
		402-01-012 - FIRE PROTECTION	CPR COURSE/SOFTWARE	361.17	
		102-01-099 - HST RECEIVABLE	HST Tax Code	55.96	
		900-01-099 - HST TRACKING	HST Tax Code	64.72	562.56
1923-Man 4231JUN42019	6/17/2019	ROYAL BANK VISA 402-01-012 - FIRE PROTECTION	CHAD DAVIS VISA CPR/FIRST AID COURSE LUNC	208.33	
		102-01-099 - HST RECEIVABLE	HST Tax Code	23.01	
		900-01-099 - HST TRACKING	HST Tax Code	26.61	231.34
2050-Man 6431JUN42019	6/17/2019	ROYAL BANK VISA 438-01-017 - P.W. CONFERENCE	PUBLIC WORKS VISA CVOR RENEWAL	50.00	
		445-01-090 - ROADS CAPITAL	GEORGE STREET REHAB	54.94	
		414-01-002 - BRUSHING - PARTS	TREE REMOVALS	1,383.25	
		438-01-012 - HEALTH & SAFETY	HEALTH AND SAFETY TRAININ	50.88	
		480-01-002 - 2018 Roll Off Water	WATER TANK MODIFICATIONS	92.00	
		102-01-099 - HST RECEIVABLE	HST Tax Code	174.63	
		900-01-099 - HST TRACKING	HST Tax Code	201.98	1,805.70
2274-Man 6433MAY212019	6/17/2019	HYDRO ONE NETWORKS 500-01-007 - KEMP SUBDIVISION	KEMP STREETLIGHTS KEMP STREETLIGHTS	11.17	
		102-01-099 - HST RECEIVABLE	HST Tax Code	1.24	
		900-01-099 - HST TRACKING	HST Tax Code	1.43	12.41

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2450-Man 8512MAY212019	6/17/2019	HYDRO ONE NETWORKS	LUGTHART		
		500-01-002 - LUGTHART SUBDIV	LUGTHART	11.00	
		102-01-099 - HST RECEIVABLE	HST Tax Code	1.22	
		900-01-099 - HST TRACKING	HST Tax Code	1.41	12.22
2579-Man 9109JUN32019	6/17/2019	BELL MOBILITY INC.	FIRE DEPT TABLETS		
		402-01-004 - FIRE PROTECTION	FIRE DEPT TABLETS	55.26	
		102-01-099 - HST RECEIVABLE	HST Tax Code	6.10	
		900-01-099 - HST TRACKING	HST Tax Code	7.06	61.36
2592-Man 5201MAY212019	6/17/2019	HYDRO ONE NETWORKS	RIVERVIEW HEIGHTS		
		500-01-003 - RIVERVIEW HEIGH	RIVERVIEW HEIGHTS	395.33	
		102-01-099 - HST RECEIVABLE	HST Tax Code	43.66	
		900-01-099 - HST TRACKING	HST Tax Code	50.50	438.99
2697-Man 6593MAY212019	6/17/2019	HYDRO ONE NETWORKS	MEIKLE STREETLIGHTS		
		500-01-011 - MEIKLE SUBDIVISIO	MEIKLE STREETLIGHTS	12.90	
		102-01-099 - HST RECEIVABLE	HST Tax Code	1.43	
		900-01-099 - HST TRACKING	HST Tax Code	1.65	14.33
2913-Man 1784MAY212019	6/17/2019	HYDRO ONE NETWORKS	BURNSIDE STREETLIGHTS		
		500-01-001 - BURNSIDE ESTATE	BURNSIDE STREETLIGHTS	9.79	
		102-01-099 - HST RECEIVABLE	HST Tax Code	1.08	
		900-01-099 - HST TRACKING	HST Tax Code	1.25	10.87
3179-Man 4591MAY212019	6/17/2019	HYDRO ONE NETWORKS	NORTH AUGUSTA STREETLIGHT		
		500-01-008 - VILLAGE OF NORTH	NORTH AUGUSTA STREETLIG	30.90	
		102-01-099 - HST RECEIVABLE	HST Tax Code	3.42	
		900-01-099 - HST TRACKING	HST Tax Code	3.95	34.32
3457-Man 4210MAY212019	6/17/2019	HYDRO ONE NETWORKS	ALGONQUIN STREETLIGHTS		
		500-01-005 - ALGONQUIN STREI	ALGONQUIN STREETLIGHTS	12.04	
		102-01-099 - HST RECEIVABLE	HST Tax Code	1.33	
		900-01-099 - HST TRACKING	HST Tax Code	1.54	13.37
3715-Man 5429MAY212019	6/17/2019	HYDRO ONE NETWORKS	ST LAWRENCE CRT		
		500-01-006 - ST LAWRENCE CR	ST LAWRENCE CRT	9.79	
		102-01-099 - HST RECEIVABLE	HST Tax Code	1.08	
		900-01-099 - HST TRACKING	HST Tax Code	1.25	10.87
3906-Man 8473MAY242019	6/17/2019	UNION GAS LIMITED	FIRE STATION #1 HEAT		
		402-01-003 - FIRE PROTECTION	FIRE STATION #1 HEAT	88.13	
		102-01-099 - HST RECEIVABLE	HST Tax Code	9.74	
		900-01-099 - HST TRACKING	HST Tax Code	11.26	97.87
3947-Man 2041MAY302109	6/17/2019	HYDRO ONE NETWORKS	DOMVILLE REC		
		600-01-012 - DOMVILLE RECREA	DOMVILLE REC	39.41	
		102-01-099 - HST RECEIVABLE	HST Tax Code	4.35	

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		900-01-099 - HST TRACKING	HST Tax Code	5.03	43.76
3972-Man	6/17/2019	DPOC	REPLENISH POSTAGE		
JUN172019		401-01-020 - POSTAGE	REPLENISH POSTAGE	2,701.60	
		102-01-099 - HST RECEIVABLE	HST Tax Code	298.40	
		900-01-099 - HST TRACKING	HST Tax Code	345.13	3,000.00
4045-Man	6/17/2019	HYDRO ONE NETWORKS	MAITLAND STREETLIGHTS		
2162MAY212019		500-01-004 - MAITLAND STREET	MAITLAND STREETLIGHTS	193.59	
		102-01-099 - HST RECEIVABLE	HST Tax Code	21.38	
		900-01-099 - HST TRACKING	HST Tax Code	24.73	214.97
4083-Man	6/17/2019	BELL CANADA	STATION 1 PHONE		
3455MAY162019		402-01-004 - FIRE PROTECTION	STATION 1 PHONE	67.13	
		102-01-099 - HST RECEIVABLE	HST Tax Code	7.41	
		900-01-099 - HST TRACKING	HST Tax Code	8.57	74.54
4122-Man	6/17/2019	HYDRO ONE NETWORKS	MAYNARD STREETLIGHTS		
4283MAY212019		500-01-009 - MAYNARD SUBD. S	MAYNARD STREETLIGHTS	61.94	
		102-01-099 - HST RECEIVABLE	HST Tax Code	6.84	
		900-01-099 - HST TRACKING	HST Tax Code	7.91	68.78
4186-Man	6/17/2019	HYDRO ONE NETWORKS	MAYNARD REC		
4594MAY312019		600-01-016 - MAYNARD RECREA	MAYNARD REC	98.96	
		102-01-099 - HST RECEIVABLE	HST Tax Code	10.93	
		900-01-099 - HST TRACKING	HST Tax Code	12.64	109.89
4226-Man	6/17/2019	HYDRO ONE NETWORKS	N/A REC HALL		
0192JUN62019		600-01-018 - NORTH AUGUSTA F	N/A REC HALL	73.56	
		102-01-099 - HST RECEIVABLE	HST Tax Code	8.13	
		900-01-099 - HST TRACKING	HST Tax Code	9.40	81.69
4485-Man	6/17/2019	HYDRO ONE NETWORKS	LIONS GATE		
9461MAY212019		500-01-013 - LIONS GATE STREI	LIONS GATE	11.52	
		102-01-099 - HST RECEIVABLE	HST Tax Code	1.27	
		900-01-099 - HST TRACKING	HST Tax Code	1.47	12.79
4773-Man	6/17/2019	HYDRO ONE NETWORKS	N/A REC		
5844JUN62019		600-01-018 - NORTH AUGUSTA F	N/A REC	53.03	
		102-01-099 - HST RECEIVABLE	HST Tax Code	5.86	
		900-01-099 - HST TRACKING	HST Tax Code	6.78	58.89
4905-Man	6/17/2019	HYDRO ONE NETWORKS	N/A FIRE DEPT		
3997JUN62019		402-01-002 - FIRE PROTECTION	N/A FIRE DEPT	240.50	
		102-01-099 - HST RECEIVABLE	HST Tax Code	26.57	
		900-01-099 - HST TRACKING	HST Tax Code	30.73	267.07
4907-Man	6/17/2019	ROYAL BANK VISA	MAIN OFFICE VISA		
7818JUN42019		438-01-007 - P.W. STAFF BENEF	DONNIE RETIREMENT	247.93	

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		600-01-050 - SPECIFIC GRANT - YAC		47.46	
		600-01-024 - CONFERENCE & EI CYCLING SEMINAR NICOLE		67.88	
		401-01-004 - OFFICE SUPPLIES	OFFICE SUPPLIES	119.65	
		402-01-005 - FIRE PROTECTION	FIRE DEPT MAIL OUT	359.29	
		401-01-020 - POSTAGE	MAIN OFFICE MAILOUT	359.29	
		102-01-099 - HST RECEIVABLE	HST Tax Code	132.72	
		900-01-099 - HST TRACKING	HST Tax Code	153.49	1,334.22
4915-Man	6/17/2019	HYDRO ONE NETWORKS	MAYNARD WDS		
3573MAY312019		102-01-044 - DUE FROM FAST E	MAYNARD WDS	256.34	
		102-01-099 - HST RECEIVABLE	HST Tax Code	28.32	
		900-01-099 - HST TRACKING	HST Tax Code	32.75	284.66
5013-Man	6/17/2019	ROYAL BANK OF CANADA	JEFF SLOAN VISA		
3091JUN42019		402-01-017 - FIRE PROTECTION	FUEL FOR SMALL ENGINES	90.97	
		102-01-099 - HST RECEIVABLE	HST Tax Code	10.05	
		900-01-099 - HST TRACKING	HST Tax Code	11.62	101.02
5187-Man	6/17/2019	HYDRO ONE NETWORKS	CEDAR PARK		
4134JUN72019		600-01-002 - RECREATION - HYI	CEDAR PARK	54.76	
		102-01-099 - HST RECEIVABLE	HST Tax Code	6.05	
		900-01-099 - HST TRACKING	HST Tax Code	7.00	60.81
5278-Man	6/17/2019	HYDRO ONE NETWORKS	ELLIS HOUSE		
7331JUN52019		401-01-012 - ELLIS HOUSE EXPE	ELLIS HOUSE	20.36	
		102-01-099 - HST RECEIVABLE	HST Tax Code	2.25	
		900-01-099 - HST TRACKING	HST Tax Code	2.60	22.61
5400-Man	6/17/2019	HYDRO ONE NETWORKS	MAITLAND BY THE RIVER		
9985MAY212019		500-01-010 - MAITLAND BY THE	MAITLAND BY THE RIVER	11.00	
		102-01-099 - HST RECEIVABLE	HST Tax Code	1.22	
		900-01-099 - HST TRACKING	HST Tax Code	1.41	12.22
5607-Man	6/17/2019	HYDRO ONE NETWORKS	N/A REC SOCCER		
9061JUN62019		600-01-018 - NORTH AUGUSTA F	N/A REC SOCCER	29.45	
		102-01-099 - HST RECEIVABLE	HST Tax Code	3.25	
		900-01-099 - HST TRACKING	HST Tax Code	3.76	32.70
5755-Man	6/17/2019	BELL CANADA	MAYNARD WDS		
4604MAY192019		102-01-044 - DUE FROM FAST E	MAYNARD WDS	31.27	
		102-01-099 - HST RECEIVABLE	HST Tax Code	3.45	
		900-01-099 - HST TRACKING	HST Tax Code	3.99	34.72
5944-Man	6/17/2019	HYDRO ONE NETWORKS	N/A FIRE SOLAR		
1958MAY212019		402-01-002 - FIRE PROTECTION	N/A FIRE SOLAR	5.49	
		102-01-099 - HST RECEIVABLE	HST Tax Code	0.61	
		900-01-099 - HST TRACKING	HST Tax Code	0.70	6.10
6079-Man	6/17/2019	HYDRO ONE NETWORKS	MAITLAND FD		

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4567	JUN72019	402-01-002 - FIRE PROTECTION	MAITLAND FD	549.51	
		102-01-099 - HST RECEIVABLE	HST Tax Code	60.69	
		900-01-099 - HST TRACKING	HST Tax Code	70.20	610.20
6193-Man	6/17/2019	HYDRO ONE NETWORKS	PW GARAGE		
8173	JUN42019	438-01-026 - P.W. HYDRO	PW GARAGE	272.75	
		102-01-099 - HST RECEIVABLE	HST Tax Code	30.13	
		900-01-099 - HST TRACKING	HST Tax Code	34.85	302.88
6477-Man	6/17/2019	TELUS MOBILITY	MAIN OFFICE CELL PHONES		
3112	MAY132019	401-01-003 - TELEPHONE & FAX	MAIN OFFICE CELL PHONES	109.46	
		438-01-010 - P.W. TELEPHONE	PUBLIC WORKS CELLS	241.98	
		406-01-008 - BUILDING CELL PH	PUBLIC WORKS CELLS	59.54	
		102-01-099 - HST RECEIVABLE	HST Tax Code	45.39	
		900-01-099 - HST TRACKING	HST Tax Code	52.49	456.37
6608-Man	6/17/2019	UNION GAS LIMITED	MAIN OFFICE		
7402	MAY232019	401-01-021 - HEAT	MAIN OFFICE	88.61	
		102-01-099 - HST RECEIVABLE	HST Tax Code	9.79	
		900-01-099 - HST TRACKING	HST Tax Code	11.32	98.40
7138-Man	6/17/2019	BELL CANADA	STATION # 1 FAX		
3232	MAY162019	402-01-004 - FIRE PROTECTION	STATION # 1 FAX	74.55	
		102-01-099 - HST RECEIVABLE	HST Tax Code	8.24	
		900-01-099 - HST TRACKING	HST Tax Code	9.53	82.79
7374-Man	6/17/2019	HYDRO ONE NETWORKS	MAIN OFFICE		
5014	MAY312019	401-01-002 - HYDRO	MAIN OFFICE	384.89	
		102-01-099 - HST RECEIVABLE	HST Tax Code	42.51	
		900-01-099 - HST TRACKING	HST Tax Code	49.17	427.40
7549-Man	6/17/2019	HYDRO ONE NETWORKS	N/A WDS		
9094	JUN62019	102-01-044 - DUE FROM FAST E	N/A WDS	85.40	
		102-01-099 - HST RECEIVABLE	HST Tax Code	9.43	
		900-01-099 - HST TRACKING	HST Tax Code	10.91	94.83
8465-Man	6/17/2019	BELL CANADA	MAIN OFFICE		
4231	MAY192019	401-01-003 - TELEPHONE & FAX	MAIN OFFICE	214.61	
		102-01-099 - HST RECEIVABLE	HST Tax Code	23.71	
		900-01-099 - HST TRACKING	HST Tax Code	27.42	238.32
2067781	6/13/2019	MINISTER OF FINANCE	MAY 16-MAY31 REMITTANCES		
MAY312019		204-01-001 - PAYROLL DEDUCTI	MAY 16-MAY31 REMITTANCES	17,595.71	17,595.71
2067960	6/14/2019	ONTARIO EHT	MAY HEALTH TAX PAYABLE		
MAY312019		204-01-002 - EHT PAYABLE	MAY HEALTH TAX PAYABLE	2,142.00	2,142.00
6031125	5/24/2019	MINISTER OF FINANCE	MAY 1-MAY 15 REMITTANCES		

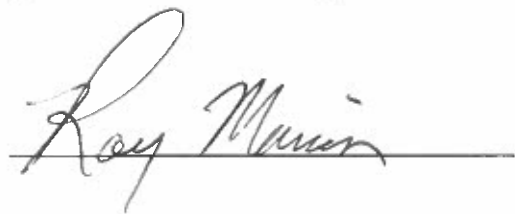
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Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
MAY152019		204-01-001 - PAYROLL DEDUCTI	MAY 1-MAY 15 REMITTANCES	13,172.55	13,172.55
				Total for AP:	761,415.19

Certified Correct This June 21, 2019



2019-016

REPORT NUMBER: 2019-074
REPORT TO COUNCIL: June 24th, 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 the final steps to allow for temporary occupancy. We hope to be moved into the building before the next Council meeting to allow the contractors to move onto the next steps which include outside work, landscaping and demolition of the old fire station.

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: 2019-075
REPORT TO COUNCIL: June 24th, 2019
RE: Establishing and Regulating Fees for Fire Service
PREPARED BY: Robert Bowman; Fire Chief

RECOMMENDATION:

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

THAT Council enact the By-Law to Establish and Regulate Fees for the Fire Department

BACKGROUND:

Schedule "A" and "B" provides the proposed fees and charges for certain work and services provided by the Augusta Fire Department.

When reviewing the fees and charges, staff considered end user affordability, the cost of providing the service and municipal comparisons.

Attached you will find the proposed changes.

ATTACHMENT 1

FINANCIAL IMPACTS:

None at this time.



Robert Bowman
Fire Chief



Ray Morrison
CAO/Treasurer

Attachment 1

	Emergency Response Fees - Schedule A	Fee	Change
A-3.1	<p>For response to nuisance false alarms:</p> <p>a. For all Properties</p> <p style="padding-left: 20px;">i. First false alarm in any calendar year: NIL</p> <p style="padding-left: 20px;">ii. Second false alarm in any calendar year: NIL</p> <p style="padding-left: 20px;">iii. Third & subsequent false alarms in any calendar year: \$300.00</p> <p>b. For incorporated not-for-profit and registered charitable organizations:</p> <p style="padding-left: 20px;">i. First false alarm in any calendar year: NIL</p> <p style="padding-left: 20px;">ii. Second false alarm in any calendar year: NIL</p> <p style="padding-left: 20px;">iii. Third & subsequent false alarms in any calendar year: \$100.00</p> <p>For the purposes of this section all nuisance false alarms within a consecutive 24 hour period will be treated as a single incident.</p>		Was MTO rate for more than 2 in 30 day period.
A-5.1	For attending a property for a natural gas incident response, when a natural gas line locate was not completed, or the locate was not followed per Augusta Fire Rescue vehicle cost;	In accordance with Ministry of Transportation rate for response on Provincial Highways	New
A-8.3	Extraordinary Expenses - Fee for damage or contamination to any equipment or Personal Protective Equipment that require cleaning, decontamination and / or replacement.	Corporation's Actual Cost	New
A-8.4	Extrordinary Services - Fee for performing security at a scene where Fire Protection Services were performed and must be secured for investigative or safety concerns.	In accordance with Ministry of Transportation rate for response on Provincial Highways	New
A-8.5	Extrodinary Services - Fee retain specialized services offered by private contractors or other emergency services in order to provide a Fire Protection Service not offered by Augusta Fire Rescue,	Corporation's Actual Cost	New

	Fire Inspections & Permits - Schedule B	Fee	
B-9.1.1	<p><u>COMMERCIAL (GROUP A, D & E OCCUPANCY)</u></p> <ul style="list-style-type: none"> • Inspect base building OR, 1 occupancy plus common elements up to 10,000 sq. ft. (929 square meters (m2)): • Inspect each additional 3,000 sq. ft. (279 square meters (m2)): • Inspect each occupancy in addition to base building: • Repeat follow up inspections on a violation: 	<p>\$200.00</p> <p>\$50.00</p> <p>\$50.00</p> <p>\$50.00</p>	Was \$50 / Hour
B-9.1.2	<p><u>INDUSTRIAL (GROUP F OCCUPANCY)</u></p> <p><u>To Inspect, Base Building OR, One Occupant up to 10,000 sq. ft. (929 m2)</u></p> <ul style="list-style-type: none"> • Inspect base building OR, 1 occupant & common elements: • Inspect each tenant/occupant in addition to base building: <p><u>To Inspect, Base Building OR, One Occupant over 10,000 sq. ft. (929 m2)</u></p> <ul style="list-style-type: none"> • Inspect base building OR, 1 occupant & common elements first 10,000 sq. ft. (929 m2): • Inspect each additional 3,000 sq. ft. (279 m2): • Inspect each tenant/occupant in addition to base building: • Repeat follow up inspection on a violation: 	<p>\$200.00</p> <p>\$50.00</p> <p>\$200.00</p> <p>\$50.00</p> <p>\$50.00</p> <p>\$50.00</p>	Was \$50 / Hour
B-9.1.3	<p><u>RESIDENTIAL (GROUP C)</u></p> <ul style="list-style-type: none"> • Daycare, Group Home, 1 to 2 Floors: <p><u>Multi Tenant Low Rise – 1 to 6 Floors</u></p> <ul style="list-style-type: none"> • Inspect base building: • Inspect each tenant/occupancy/apartment: • Repeat follow up inspections on a violation: <p><u>Multi Tenant High Rise – Over 6 Floors</u></p> <ul style="list-style-type: none"> • Inspect base building: • Inspect each tenant/occupancy/apartment: 	<p>\$50.00</p> <p>\$200.00</p> <p>\$10.00</p> <p>\$50.00</p> <p>\$400.00</p> <p>\$10.00</p>	Was \$50 / Hour

	• Repeat follow up inspections on a violation:	\$50.00	
B-10.1.1	PROPANE LICENSE APPLICATION REVIEW – Per Address	\$200.00	New
B-10.1.2	LIQUOR LICENSING	\$55.00 per hour, 1 hour minimum	Was \$50
B-10.1.3	SPECIAL OCCASION PERMITS	\$55.00 per hour, 1 hour minimum	Was \$50
B-12.1	NON-LEGISLATIVE FIRE SAFETY PLAN REVIEW (Reviews that are not required under the Ontario Fire Code)	\$100.00	New
	Administrative	Fee	Change
B-13.1.1	FIRE AGREEMENTS - Per Hour	\$55.00	Was \$50
B-13.1.2	REPORTS AND FILE SEACHES – FIRE REPORTS	\$55.00	Was \$50
B-13.1.3	REPORTS AND FILE SEACHES – FIRE CODE COMPLIANCE LETTERS	\$55.00	Was \$50
B-13.1.4	REPORTS AND FILE SEARCHES – RESPONSE AFFIDAVITS	\$55.00	Was \$50



THE CORPORATION OF THE TOWNSHIP OF AUGUSTA

BY-LAW NUMBER 3427-2019

A BY-LAW TO ESTABLISH AND REGULATE FEES FOR THE FIRE SERVICE

WHEREAS section 2 of the Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4, as amended, authorizes a municipality to establish a Fire Department to provide firefighting and fire protection services and for participating in an emergency fire services program;

AND WHEREAS The Corporation of the Township of Augusta has established a Fire Department being Augusta Fire Rescue to deliver firefighting and related emergency services;

AND WHEREAS sections 8, 9, 10 and 11 of the Municipal Act, 2001, S.O. 2001, c. 25, authorize a municipality to pass by-laws necessary or desirable for municipal purposes, and in particular paragraph 3 of subsection 11(2) authorizes by-laws respecting the financial management of the municipality;

AND WHEREAS subsection 391(1) of the Municipal Act, 2001 provides that sections 9, 10 and 11 of that Act authorize a municipality to impose fees or charges on any class of persons for services or activities provided or done by or on behalf of the municipality and for the use of the municipality's property, including property under its control;

AND WHEREAS subsection 391(2) of the Municipal Act, 2001 provides that a fee or charge imposed for capital costs related to services or activities may be imposed on persons not receiving an immediate benefit from the services or activities but who will receive a benefit at some later point in time;

AND WHEREAS subsection 391(3) of the Municipal Act, 2001 provides that the costs included in a fee or charge may include costs incurred by the municipality or local board related to administration, enforcement and the establishment, acquisition and replacement of capital assets;

AND WHEREAS subsection 391(4) of the Municipal Act, 2001 provides that a fee or charge may be imposed whether or not it is mandatory for the municipality or local board imposing the fee or charge to provide or do the service or activity, pay the costs or allow the use of its property;

AND WHEREAS subsection 391(5) of the Municipal Act, 2001 provides that, in the event of a conflict between a fee or charge by-law and the Municipal Act, 2001, or any other act or regulation made under any other act, the by-law prevails;

NOW THEREFORE the Council of The Corporation of the Township of Augusta ENACTS as follows:

1. DEFINITIONS

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

- 1.1.1. "Corporation" means The Corporation of the Township of Augusta;
- 1.1.2. "emergency system" includes a sprinkler system, standpipe system, fire extinguishing system, smoke control system, emergency power system, fire pump system, voice communication system or any other device monitored through a fire alarm system;
- 1.1.3. "Augusta Fire Rescue" means a fire department within the meaning of the Fire Protection and Prevention Act 1997, S.O. 1997, c.4, as amended, and is deemed to include any member of the Augusta Fire Rescue;
- 1.1.4. "*Fire Protection Services*" includes fire suppression, rescue and emergency services, investigation, medical response, 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.
- 1.1.5. "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 or Volunteer Firefighters, Auxiliary Members, Chaplains, and administrative staff.
- 1.1.6. "Motor vehicle" has the same meaning as prescribed in the Highway Traffic Act, R.S.O. 1990 c. H.8, as amended;
- 1.1.7. "Non-resident" means a person who is neither a property owner nor a tenant of property within the Township of Augusta;
- 1.1.8. "Nuisance false alarm" means the activation of a fire alarm system or emergency system through a mechanical failure, equipment malfunction, improper installation of the system or failure to maintain the system as prescribed by the Fire Code being O.Reg. 213/07, as amended, but does not include the activation of a fire alarm system where the activation occurred as a result of accidental damage to the system;
- 1.1.9. "Person" includes an individual, property owner, sole proprietorship, partnership, corporation, municipal corporation, unincorporated association or organization, trust, and a natural person in his or her capacity as trustee, executor, administrator, or other legal representative;
- 1.1.10. "Property" means any public or private real property within the Township of Augusta, including buildings, structures, erections and motor vehicle of any nature and kind in or upon such lands, but excludes real property owned by the Federal or Provincial Crown; and
- 1.1.11. "Property owner" means the registered owner of property or any person, firm or corporation having control over or possession of the property or any portion thereof, including a property manager, mortgagee in possession, receiver and manager, trustee and trustee in bankruptcy.

2. FIREALARMS

- 2.1. If Augusta Fire Rescue responds to a property in response to a fire alarm activation and upon conducting an investigation members determine that the alarm is a nuisance false alarm, or if a property owner fails to notify Augusta Fire Rescue in advance of any work being conducted on a fire alarm system or emergency system at a property, and as a result of the work being done on a fire alarm system or emergency system a false alarm is triggered, the property owner shall be charged the fee as stipulated in Schedule "A" attached to this By-law.

3. MOTOR VEHICLE INCIDENT

- 3.1. If Augusta Fire Rescue responds to the scene of a motor vehicle accident on any property within the Township of Augusta and provides any Fire Protection Service, and if the owner of the motor vehicle is a non-resident and / or non-land owner the Corporation shall charge the fee stipulated in Schedule "A" attached to this By-law to the motor vehicles owners insurance company, in order to recover full payment of the stipulated fee.
- 3.2. If Augusta Fire Rescue responds to the scene of a motor vehicle fire on any property within the Township of Augusta and provides any Fire Protection Service, and if the owner of the motor vehicle is a non-resident and / or non-land owner, the Corporation shall charge the fee stipulated in Schedule "A" attached to this By-law to the motor vehicles owners insurance company, in order to recover full payment of the stipulated fee.
- 3.3. If Augusta Fire Rescue responds to the scene of a Motor Vehicle Accident, fire or other emergency caused by the traveling public on Highway 401 and provides any Fire Protection Service, the Corporation shall charge the fee stipulated in Schedule "A" attached to this By-law to the Ontario Ministry of Transportation, in order to recover full payment of the stipulated fee.

4. NATURAL GAS INCIDENT RESPONSE

- 4.1. If Augusta Fire Rescue responds to a property in response to a natural gas leak due to the property owner, property owners contractor or a person know by the property owner to be performing work for the property owner and not calling the Gas Utility for a gas line locate, the property owner shall be charged the fee as stipulated in Schedule "A" attached to this By-law.

5. OUTDOOR OPEN BURNING

- 5.1. If Augusta Fire Rescue responds to the scene of any outdoor open burn, brush grass or wildland fire on any property within the Township of Augusta and provides any Fire Protection Service, the Corporation shall charge the fee stipulated in Schedule "A" attached to this By-law to the owner of the property where it is determined the open burn originated, in order to recover full payment of the stipulated fee regardless of the status of the Open Burning Permit for the property.

6. FIRE WATCH

- 6.1. If Augusta Fire Rescue is required to perform a Fire Watch due to fire safety systems or equipment not being operational, the building is occupied and unable to be evacuated, and the property owner is unable to repair the un-operational fire safety systems or equipment. the property owner shall, be charged the fee as stipulated in Schedule "A" attached to this By-law.

7. EXTRAORDINARY EXPENSES

- 7.1. If Augusta Fire Rescue responds to a fire or other emergency and a member determines, that it is necessary to retain a private contractor, rent/contract special equipment, or use consumable materials other than water, and medical supplies, in order to suppress or extinguish a fire, preserve property, prevent a fire from spreading, investigate or otherwise control and eliminate an emergency, the property owner shall be charged the expenses fee as stipulated in Schedule "A" attached to this By-law incurred by Augusta Fire Rescue for retaining a private contractor, renting special equipment and/or using consumable materials, as applicable.
- 7.2. If Augusta Fire Rescue responds to a request for Fire Protection Services at a property that is being used for the illegal manufacture, cultivation, trade or distribution of a controlled substance, the property owner shall be charged the fee as stipulated in Schedule "A" attached to this By-law.
- 7.3. If Augusta Fire Rescue responds to a fire or other emergency and incurs damage or contamination to any equipment or Personal Protective Equipment that require cleaning, decontamination and/or replacement thereof, as a result of providing Fire Protection Services, the property owner shall be charged the expenses fee as stipulated in Schedule "A" attached to this By-law incurred by Augusta Fire Rescue for cleaning, decontamination and/or replacement of equipment, as applicable, and shall be recovered as a fee under this By-law.
- 7.4. If Augusta Fire Rescue is required to perform security at a scene where Fire Protection Services were performed by Augusta Fire Rescue and must be secured for investigative or safety concerns. The property owner shall, be charged the fee as stipulated in Schedule "A" attached to this By-law.
- 7.5. If Augusta Fire Rescue responds to a fire or other emergency and a member determines, that it is necessary to retain specialized services offered by private contractors or other emergency services in order to provide a Fire Protection Service not offered by Augusta Fire Rescue, the property owner shall be charged the expenses fee as stipulated in Schedule "A" attached to this By-law incurred by Augusta Fire Rescue for retaining a private contractor, renting special equipment and/or using consumable materials, as applicable.

8. FIRE INSPECTIONS

- 8.1. For the provision of the following requested fire related inspection services, the requester shall be charged the fee as stipulated in Schedule "B" attached to this By-law.
 - 8.1.1. Commercial (Group A, D & E Occupancy)
 - 8.1.2. Industrial (Group F Occupancy)
 - 8.1.3. Residential (Group C)

9. PERMITS AND APPLICATIONS

- 9.1. For provision of the following requests the requester shall be charged the fee as stipulated in Schedule "B" attached to this By-law.
 - 9.1.1. Propane Facility License applications
 - 9.1.2. Liquor Licensing applications
 - 9.1.3. Special Occasion Permit applications

10. EVENT STANDBYS

- 10.1. For a non-legislated standby for Fire Protection Services. The Corporation shall charge the fee stipulated in Schedule "B" attached to this By-law to the owner, in order to recover full payment of the stipulated fee

11. NON-LEGISLATIVE FIRE SAFETY PLAN REVIEW

11.1. For any non-legislative fire safety plan reviews the requester shall be charged the fee as stipulated in Schedule "B" attached to this By-law.

12. FIRE REPORTS AND FILE SEARCHES

12.1. For provision of the following requests the requester shall be charged the fee as stipulated in Schedule "B" attached to this By-law

- 12.1.1. Fire related agreements
- 12.1.2. Fire reports and searches
- 12.1.3. Fire Code compliance letters and searches
- 12.1.4. Response affidavits and searches

13. ADMINISTRATION AND ENFORCEMENT

13.1. The Corporation shall deliver an invoice to each person upon whom a fee is imposed under Schedule "A" or "B" of this By-law.

13.2. The fees as listed in Schedules "A" and "B" to this By-law will be subject to the Harmonized Sales Tax ("HST") where applicable.

13.3. No discounts apply for early payment of any fee set out in Schedule "A" or "B" to this By-law.

13.4. The Corporation may deliver an invoice either personally, or by registered mail, or by ordinary mail to a person's home address or, in the case of a property owner, to the property owner's address as recorded on the Corporation's assessment roll. Receipt of an invoice shall be deemed to have occurred:

- 13.4.1. on the date of delivery in the case of personal delivery,
- 13.4.2. three days after mailing by registered mail if delivered to an address within the Township of Augusta,
- 13.4.3. five days after mailing by registered mail if delivered to an address outside of the Township of Augusta,
- 13.4.4. five days after mailing by ordinary mail if delivered to an address within the Township of Augusta, or
- 13.4.5. seven days after mailing by ordinary mail if delivered to an address outside of the Township of Augusta.

13.5. A fee imposed upon a person under this By-law, including any interest charges and costs of collection, constitutes a debt of the person to the Corporation.

13.6. For fees imposed pursuant to sections 2, consideration will be given to waiving or reducing fees where the property owner has demonstrated that significant measures have been undertaken to refurbish the fire protection system to prevent future occurrences. This will be subject to the approval of the Corporation's Fire Chief or his designate.

13.7. Payment of all fees is due at the time the expense is incurred for those identified in Schedule "B", or within thirty (30) days of receipt of an invoice issued by the Corporation with respect to fees identified in Schedule "A" unless otherwise stated, and may be made by banker's draft payable to the Corporation, Interac Debit banking card, cash or certified cheque, where available.

13.8. If a person who is charged a fee under Schedule "A" or "B" of this By-law fails to pay the fee within thirty (30) days of receipt of an invoice, the person shall be charged interest commencing on the thirty-first day that the fee remains unpaid at the rate as stipulated in Schedule "B" attached to this By-law, unless precluded by by-law or legislation.

13.9. If a property owner who is charged a fee under Schedule "A" or "B" of this By-law fails to pay the fee within ninety (90) days of receipt of an invoice, the Corporation may add the fee, including interest, to the tax roll for any real property in the Township of Augusta registered in the name of the owner and collect the fee, including interest, in like manner as municipal taxes.

14. GENERAL

14.1. Schedules "A" and "B" shall form and be an integral part of this By-law.

14.2. Should any part of this By-law, including any part of Schedule "A" or Schedule "B", be determined by a Court of competent jurisdiction to be invalid or of no force and effect, it is the stated intention of Council that such invalid part of the By-law shall be severable and that the remainder of this By-law, including the remainder of Schedules "A" and "B", as applicable, shall continue to operate and to be in force and effect.

14.3. Words importing the singular number shall include the plural, and words importing the masculine gender shall include the feminine, and the converse of the foregoing also applies, unless the context of the By-law otherwise requires.

14.4. Any decision or determination required to be made by the Corporation or any official of the Corporation under this By-law shall be made in the sole and absolute discretion of the Corporation or the Corporation official.

14.5. Council hereby establishes the fees and charges as set out in Schedules "A" and "B" to this By-law.

14.6. This By-law shall be known as the "Augusta Fire Rescue Fees and Charges By-Law".

14.7. By-law 3118-2014 is hereby repealed effective end of day on June 24, 2019.

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

READ a first time this 24 day of June 2019

READ a second time this 24 day of June 2019

READ a third time and passed this 24 day of June 2019

MAYOR

CLERK

SCHEDULE "A"
BY-LAW #3427-2019
EMERGENCY RESPONSE FEES

	Emergency Response Fees - Schedule A	Fee
A-3.1	<p>For response to nuisance false alarms.</p> <p>a. For all Properties</p> <p style="padding-left: 20px;">i. First false alarm in any calendar year: NIL</p> <p style="padding-left: 20px;">ii. Second false alarm in any calendar year: NIL</p> <p style="padding-left: 20px;">iii. Third & subsequent false alarms in any calendar year: \$300.00</p> <p>b. For incorporated not-for-profit and registered charitable organizations:</p> <p style="padding-left: 20px;">i. First false alarm in any calendar year: NIL</p> <p style="padding-left: 20px;">ii. Second false alarm in any calendar year: NIL</p> <p style="padding-left: 20px;">iii. Third & subsequent false alarms in any calendar year: \$100.00</p> <p>For the purposes of this section all nuisance false alarms within a consecutive 72 hour period will be treated as a single incident.</p>	
A-4.1	For attending at the scene of a motor vehicle accident and providing fire protection services to a non-resident or non-landowner, per Augusta Fire Rescue vehicle cost.	In accordance with Ministry of Transportation rate for response on Provincial Highways
A-4.2	For attending at the scene of a motor vehicle fire and providing fire protection services to a non-resident or non-landowner, per Augusta Fire Rescue vehicle cost.	In accordance with Ministry of Transportation rate for response on Provincial Highways
A-4.3	For attending at the scene of a motor vehicle accident, motor vehicle fire or any other emergency caused by the traveling public on Highway 401 and providing fire protection services per Augusta Fire Rescue vehicle cost.	In accordance with Ministry of Transportation rate for response on Provincial Highways
A-5.1	For attending a property for a natural gas incident response, when a natural gas line locate was not completed, per Augusta Fire Rescue vehicle cost.	In accordance with Ministry of Transportation rate for response on Provincial Highways
A-6.1	Any Open Burning which in the opinion of the Augusta Fire Rescue member in charge, requires extinguishment due safety concerns, not having a valid Burn Permit or not following set rules on the Burn permit and Augusta Fire Rescue provides Fire Protection Services, per Augusta Fire Rescue vehicle cost.	In accordance with Ministry of Transportation rate for response on Provincial Highways
A-7.1	Fire watch Services per Augusta Fire Rescue vehicle cost.	In accordance with Ministry of Transportation rate for response on Provincial Highways
A-8.1	Extraordinary Expenses - Fee for retaining a private contractor, rent/contract special equipment, or use consumable materials other than water, and medical supplies, in order to suppress or extinguish a fire, preserve property, prevent a fire from spreading, investigate or otherwise control and eliminate an emergency.	Corporation's Actual Cost
A-8.2	Extraordinary Expenses - Fee for responding to a property that is being used for the illegal manufacture, cultivation, trade or distribution of a controlled substance.	Corporation's Actual Cost + In accordance with Ministry of Transportation rate for response on Provincial Highways
A-8.3	Extraordinary Expenses - Fee for damage or contamination to any equipment or Personal Protective Equipment that require cleaning, decontamination and / or replacement.	Corporation's Actual Cost

SCHEDULE "B"
BY-LAW #3427-2019
INSPECTIONS / PERMITS /
ADMINISTRATIVE FEES

Fire Inspections & Permits - Schedule B		Fee
B-9.1.1	COMMERCIAL (GROUP A, D & E OCCUPANCY)	
	• Inspect base building OR, 1 occupancy plus common elements up to 10,000 sq. ft. (929 square meters (m2)):	\$200.00
	• Inspect each additional 3,000 sq. ft. (279 square meters (m2)):	\$50.00
	• Inspect each occupancy in addition to base building: • Repeat follow up inspections on a violation:	\$50.00 \$50.00
B-9.1.2	INDUSTRIAL (GROUP F OCCUPANCY)	
	<u>To Inspect, Base Building OR, One Occupant up to 10,000 sq. ft. (929 m2)</u>	
	• Inspect base building OR, 1 occupant & common elements:	\$200.00
	• Inspect each tenant/occupant in addition to base building:	\$50.00
	<u>To Inspect, Base Building OR, One Occupant over 10,000 sq. ft. (929 m2)</u>	
	• Inspect base building OR, 1 occupant & common elements first 10,000 sq. ft. (929 m2): • Inspect each additional 3,000 sq. ft. (279 m2): • Inspect each tenant/occupant in addition to base building: • Repeat follow up inspection on a violation:	\$200.00 \$50.00 \$50.00 \$50.00
B-9.1.3	RESIDENTIAL (GROUP C)	
	• Daycare, Group Home, Single Family Resident, 1 to 2 Floors:	\$50.00
	<u>Multi Tenant Low Rise – 1 to 6 Floors</u>	
	• Inspect base building:	\$200.00
	• Inspect each tenant/occupancy/apartment:	\$10.00
	• Repeat follow up inspections on a violation:	\$50.00
	<u>Multi Tenant High Rise – Over 6 Floors</u>	
	• Inspect base building:	\$400.00
	• Inspect each tenant/occupancy/apartment:	\$10.00
	• Repeat follow up inspections on a violation:	\$50.00
B-10.1.1	PROPANE LICENSE APPLICATION REVIEW – Per Address	\$200.00
B-10.1.2	LIQUOR LICENSING	\$50.00
B-10.1.3	SPECIAL OCCASION PERMITS	\$50.00
B-11.1	Non-Legislated event standby for Fire Protection Services	In accordance with Ministry of Transportation rate for response on Provincial Highways
B-12.1	NON-LEGISLATIVE FIRE SAFETY PLAN REVIEW (Reviews that are not required under the Ontario Fire Code)	\$100.00
	Administrative	Fee
B-13.1.1	FIRE AGREEMENTS - Per Hour	\$50.00
B-13.1.2	REPORTS AND FILE SEARCHES – FIRE REPORTS	\$50.00
B-13.1.3	REPORTS AND FILE SEARCHES – FIRE CODE COMPLIANCE LETTERS	\$50.00
B-13.1.4	REPORTS AND FILE SEARCHES – RESPONSE AFFIDAVITS	\$50.00
	Interest to be imposed on fees and charges overdue by thirty days at a rate of 1.25% per month applied and compounded every 30 days (for an effective rate of 16.08% per annum), unless precluded by by-law or legislation:	1.25% per month 16.08% per annum



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

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

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

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

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

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

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

READ a first time this 24 day of June 2019

READ a second time this 24 day of June 2019

Schedule A to
By-law 3423 - 2019

READ a third time and passed this 24 day of June 2019

MAYOR

CLERK

Schedule A Procurement Policy

PURPOSE

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

GOALS AND OBJECTIVES

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

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

SCOPE

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

GENERAL

- a) This policy should be reviewed and renewed by Council every 4 years, within the period of each Council.
- b) The Department Head or Manager (or designate) shall be satisfied that the goods and/or services to be purchased are authorized in the approved current budget.
- c) The Department Head or Manager may delegate their purchasing authority as assigned to a subordinate, however, all responsibility remains with the Department Head or Manager.
- d) Prior to the approval of the current budget, a Department Head or Manager (or designate) may incur normal operating expenditures.
- e) Purchases of non-budgeted goods or services must be approved by Council resolution.
- f) Contracts for the purchase of goods or services for ten thousand dollars (\$10,000.00) or more and the amount of which is included in the approved current budget and due to the nature of the goods or services to be provided would not be subject to the provisions of the normal tendering/RFP procedures shall require Council approval.
- g) Council and Employees requesting reimbursement for travel shall submit a travel

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expense claim form request for reimbursement along with the corresponding receipt(s). The request for reimbursement is attached to this policy as Appendix "D".

- h) There are exemptions from this procurement policy and those are listed as Appendix "A" to this policy.
- i) Bid Irregularities shall be listed on Appendix "C" attached hereto.
- j) From time to time staff may make a purchase for the Township for general supplies. Those purchases are authorized and, a request for reimbursement will be submitted along with the corresponding receipt. The Request for Reimbursement is attached to this policy as Appendix "E".
- k) Notwithstanding the provisions in this By-law, where a Department Head or Manager or Council deems it necessary or in the best interests of the Township to acquire goods or services from a particular source, where a good or service is available from one source only or the extension of an existing contract would prove more cost-effective or beneficial, Council may pass a resolution to approve the procurement of the goods or services from that particular source, without using any of the procurement processes.
- l) The Township shall incorporate accessibility criteria and features when procuring or acquiring goods and services, except where it is not practicable to do so. Where it is not practicable to incorporate accessibility criteria when procuring goods and services, upon request, an explanation shall be provided.
- m) The Township shall require a declaration (Appendix F) from all persons who provide goods and services on behalf of the Township stating that they are compliant with the Accessibility for Ontarians with Disabilities Act and its Regulations.
- n) Where the municipality will benefit from a purchase that cannot be accommodated under this policy, the manager must obtain written approval from the CAO who will bear responsibility for the expenditure.
- o) Local suppliers will be given the opportunity to provide quotes on goods and services. In the event a bid is received for the provision of goods or services from a local supplier equal to a bid received from a non-local supplier and both of which bids meet the desired specifications of Council, preference may be given to the local supplier.
- p) The Township may participate in Co-operative Purchasing with other government agencies or public authorities where it is in the Best Interest of the Township to do so. If the Township decides to participate in a Co-operative Purchase or Piggyback Contract, the terms and conditions of the government agencies or public authorities calling the Bid on behalf of the participants are to be the accepted policies and procedures, even if they conflict with provisions of this policy.

PURCHASING POLICES & PROCEDURES

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

Manager may approve expenditures with a value of less than or equal to \$5,000.00,

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however they will attempt to obtain three (3) quotes and document reasons for any inability to do so.

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

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

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

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

Request for Tender

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

Tenders shall be supplied:

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

Tenders received must be:

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

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

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

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

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

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

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

Addendums

Queries and addendums shall be supplied to all bidders.

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

Establishment of File

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

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

Request for Quote (RFQ)

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

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

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

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

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

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

Request for Proposal (RFP)

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

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

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

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

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

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

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

Negotiated Purchases

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

Emergency Situations

Goods and/or Service is in short supply

Extension of an existing contract would prove more cost effective or beneficial.

When all bids received substantially exceeds the estimated cost and/or fail to comply with the specifications or tender terms and conditions and it is impractical to recall tender or RFP

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

Request for Pre-Qualifications

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

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

Tie Bids

In the event of a tie score between two or more compliant bidders, and where multiple awards are not possible, bidders will be invited to submit new sealed bids in order to break the tie.

If this effort is unsuccessful, then the Township shall determine the successful bidder by a coin toss or by drawing of a name.

Emergency Method of Procurement

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

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

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

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

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

DISPOSAL OF SURPLUS GOODS

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

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

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

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

CONFLICT OF INTEREST

All consultants (e.g.: architects, engineers, etc.) retained by the municipality shall disclose to the municipality prior to accepting an assignment, any potential conflict of interest. If such a conflict of interest does exist, the municipality as directed by the Department Head or Manager may, at its discretion, withhold the assignment from the consultant until the matter is resolved.

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

PURCHASE OF USED FLEET EQUIPMENT

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

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

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

PAYMENTS

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

Quantity and quality of goods received are as invoiced

Pricing is correct

Calculations are correct

PROCUREMENT CARD POLICY

Using Procurement Cards

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

Application Procedure

Schedule A to
By-law 3423 - 2019

1. The applicant requesting the card must submit a completed application in writing and must complete the "Employee Acknowledgment of Responsibilities" form which is attached as Schedule "G" to this By-Law
2. The VISA Procurement Card must be signed on the back upon receipt
3. The Procurement Card **MUST only be used** by the individual whose name is on the card or designate. For example, staff must and confirm approval and document purpose for use of general office VISA before using.

Cardholder's Responsibilities

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

Accounts Payable Responsibilities

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

Chief Administrative Officer Responsibilities

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

AMENDMENTS

Schedule A to
By-law 3423 - 2019

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

SEVERABILITY

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

Appendix "A"

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

1. Petty Cash Items

2. Training and Education

- a) Conferences
- b) Courses
- c) Conventions
- d) Memberships
- e) Seminars
- f) Periodicals
- g) Magazines
- h) Subscriptions
- i) Staff/Council training, Workshops, hosts and facilitators
- j) Staff/Council development k)

3. Employee/Council Expenses

- a) Advances for travel
- b) Meal allowances
- c) Travel & Hotel accommodation

4. Employer's General Expenses

- a) Payroll deduction remittances
- b) Licenses (vehicle, radios etc.)
- c) Debenture payments
- d) Grants to agencies
- e) Payments of damages
- f) Tax remittances
- g) Charges to/from other Government or Crown Corporations
- h) Employee income

5. Professional and Special Services

- a) Committee fees
- b) Honoraria
- c) Arbitrators
- d) Legal settlements
- e) Legal Fees

6. Utilities

- a) Postage
- b) Heat/Hydro
- c) Telephone

Schedule A to
By-law 3423 - 2019

7. Misc

- a) OPP Costs
- b) Levies
- c) Vehicle Repairs
- d) Bank Charges
- e) Newspaper ads and public notices
- f) Agreements with area municipalities

Schedule A to
By-law 3423 - 2019

APPENDIX B

TENDER OPENING FORM

Name of Tender Officer: _____

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

Tenders Received

Tender Number	Name of Tenderer	Tender Amount		Remarks
		\$	¢	

Schedule A to
By-law 3423 - 2019

Persons Present at Tender opening

Name	Signature	Representing

Signature of Tender Officer: _____

APPENDIX C

BID IRREGULARITIES

BID IRREGULARITY

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

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

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

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

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

MATHEMATICAL ERRORS - RECTIFIED BY STAFF

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

ACTION TAKEN:

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

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

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

Schedule A to
By-law 3423 - 2019

BID IRREGULARITIES - SUMMARY

ITEM	DESCRIPTION	MAJOR	MINOR	ACTION
1	late bids (by any amount of time)	X		automatic rejection
2	bids completed in pencil	X		automatic rejection
3	bid surety not submitted with the bid when the bid request (or any addenda) indicated that such surety is required	X		automatic rejection
4	EXECUTION OF AGREEMENT TO BOND a - Bond company corporate seal or equivalent proof of authority to bind company or signature missing b- surety company not licensed to do business in Ontario	X		automatic rejection
5	OTHER BID SECURITY: Cheque which has not been certified	X		automatic rejection
6	unsealed tender envelopes	X		automatic rejection
7	pricing or signature pages missing	X		automatic rejection
8	insufficient financial security (i.e.: no deposit or bid bond or insufficient deposit)	X or	X	where security is required & amount is not specified in request, automatic rejection unless insufficiency is de minimus (trivial or insignificant) where security is required and amount of security is specified in request, automatic rejection
9	bid received on documents other than those provided in request	X		not acceptable unless specified otherwise in the request
10	EXECUTION OF BID DOCUMENT proof of authority to bind is missing	X or	X	automatic rejection
11	part bids (all items not bid)	X or	X	acceptable unless complete bid has been specified in their request
12	bids containing minor clerical errors		X	2 working days to correct initial errors. Municipality reserves the right to waive initialing and accept bid
13	Un-initialed changes to the request documents which are minor (i.e.; the bidders address is amended by overwriting but not initialed)		X	2 working days to correct initial errors. Municipality reserves the right to waive initialing and accept bid
14	alternate items bid in whole or in part	X		available for further consideration unless specified otherwise in request
15	unit prices in the schedule of prices have been changed but not initialed		X	2 working days to correct initial errors. Municipality reserves the right to waive initialing and accept bid
16	other mathematical errors which are not consistent with		X	2 working days to initial corrections.

Schedule A to
By-law 3423 - 2019

	the unit prices			Unit prices will govern.
17	pages requiring completion of information by vendor are missing	X		automatic rejection
18	bid documents which suggest that the bidder has made a major mistake in calculations or bid			consultation with a Solicitor on a case-by-case basis and referenced within the staff report if applicable
18	Bid received from a Bidder who is in unresolved Litigation with the Township			
19	Bidder did not attend the mandatory site meeting			
20	Addendums not included			

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

APPENDIX D

Travel Expense Claim Form

Name: _____ Department: _____

Event: _____ Dates of Travel: _____

Location: _____

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

Traveler Signature: _____

Approver Signature: _____

Date: _____

Schedule A to
By-law 3423 - 2019

Appendix "E"

Request for Payment

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

Payment Requested for
Vendor Number: _____

Name: _____

Address: _____

Description of Payment

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

Total amount requested for payment \$ _____

Signature of Person filling out form _____ Date _____

For Office Use Only

General Ledger Account(s): _____

APPENDIX F

AODA Third-Party/Contractors Compliance Statement Form

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

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

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

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

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

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

Company Name

Address

Name

Title

Signature

Date



**THE CORPORATION OF THE TOWNSHIP OF AUGUSTA
BY-LAW NUMBER 3428-2019**

**A BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL OF THE TOWNSHIP OF
AUGUSTA AT ITS MEETING HELD ON JUNE 24, 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 24, 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 24th day of June, 2019.

MAYOR

CLERK