

**AGENDA
AUGUSTA TOWNSHIP
C.O.W./REGULAR MEETING
September 23, 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
 - John McCrea – UCDSB Trustee – Maynard PS Status
 - Allan and Partners - Auditors
- H. Correspondence and Petitions
- I. **MOVED TO COMMITTEE OF THE WHOLE**
- J. **COMMITTEE/STAFF REPORTS**

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

Administration and Finance

- Report 2019 – 104 – Municipal Land Hunting Permission Policy
- Report 2019 – 105 – OEMC 2019 Summary
- Report 2019 – 106 – Regulate Smoking and Vaping report
- Report 2019 – 108 – Finance and Variance
- Report 2019 – 109 – A/P
- Report 2019 – 111 – Auditor's Report

Operations

Planning and Building Services

- Report 2019 – 110 – PAC Report

Protective Services

- Report 2019 – 107 – Fire Hall Update

K. RETURN TO REGULAR MEETING OF COUNCIL

L. New and Unfinished Business

M. Notice of Motions

N. By-Laws

- By-law 3434-2019 – Municipal Land Hunting Permission Policy
- By-law 3439-2019 – Regulate Smoking and Vaping By-law

O. Announcements

P. Question Period for the Public

Q. Question Period for the Press

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

S. RISE FROM COMMITTEE OF THE WHOLE IN CAMERA

T. Reporting Out from Closed Session

U. By-law to confirm Proceedings of Council

V. Adjournment



**MINUTES
AUGUSTA TOWNSHIP
C.O.W./REGULAR MEETING
September 9, 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: Recorder & Times

STAFF PRESENT: Ray Morrison, Annette Simonian, Brad Thake, Chief Rob Bowman

REGRETS:

CALL TO ORDER

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

MAYOR'S OPENING REMARKS

APPROVAL OF AGENDA

Moved by Deputy Mayor Shaver, seconded by Councillor Henry
BE IT RESOLVED THAT the Agenda for September 9, 2019 be adopted.
Carried

APPROVAL OF MINUTES OF PREVIOUS MEETING

Moved by Councillor Henry seconded by Deputy Mayor Shaver
BE IT RESOLVED THAT Council approve the minutes of the August 26,
2019 and September 3, 2019 Council meetings as printed and distributed to all
members.
Carried

DISCLOSURE OF INTEREST

BUSINESS ARISING FROM THE MINUTES

DELEGATIONS & PRESENTATIONS

- Business Retention & Expansion Action Plan – Ann Weir & Jim Hutton, Samantha Kinsella – UCLG Economic Development

CORRESPONDENCE & PETITIONS

Moved by Deputy Mayor Shaver, seconded by Councillor Henry
BE IT RESOLVED THAT Council proclaim the month of September 2019 “Hunger Action Month” in the Township of Augusta.
Carried

MOVED TO COMMITTEE OF THE WHOLE

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

COMMITTEE REPORTS

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:	Ray Morrison provided an update
Fire Department:	Chief Bowman provided an update

ADMINISTRATION AND FINANCE

Report 2019-103

Moved by Deputy Mayor Shaver, seconded by Councillor Henry
BE IT RESOLVED THAT Council receive, review and approve the payment of the accounts payable invoices paid on cheques #24514 - 24545 and online payments through to September 5, 2019 in the amount of \$115,196.93.
Carried

OPERATIONS

Report 2019-102

Moved by Councillor Bowman, seconded by Councillor Schapelhouman
BE IT RESOLVED THAT Council receive the Public Works Activity Report as prepared by the Public Works Manager dated September 9, 2019 for information.
Carried

PLANNING AND BUILDING SERVICES

Report 2019-101

Moved by Councillor Bowman, seconded by Councillor Schapelhouman

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

Carried

PROTECTIVE SERVICES

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 3435-2019 being a By-Law to authorize the acceptance of certain deeds of land and to assume and dedicate the said lands for road purposes be read a first time, a second time, a third time, and be enacted as read.

Carried

ANNOUNCEMENTS

QUESTION PERIOD FOR THE PUBLIC

QUESTION PERIOD FOR THE PRESS

CLOSED SESSION AS PER SECTION 239 OF THE MUNICIPAL ACT 2001

RISE FROM COMMITTEE OF THE WHOLE IN CAMERA

REPORTING OUT OF CLOSED SESSION

BY-LAW TO CONFIRM PROCEEDINGS OF COUNCIL

Moved by Councillor Schapelhouman, seconded by Councillor Bowman

BE IT RESOLVED THAT By-Law No. 3438-2019 confirm the proceedings of Council of the Township of Augusta at its meeting held on September 9, 2019 be read a first time, a second time, a third time, and be enacted as read.

Carried

ADJOURNMENT

Moved by Councillor Bowman, seconded by Councillor Schapelhouman

BE IT RESOLVED THAT this Council do now adjourn at 7:36 pm until September 23, 2019 at 6:30 p.m. or until the call of the Mayor subject to need.

Carried

RECEIVED
 SEP 16 2019

DELEGATION REQUEST TO APPEAR BEFORE COUNCIL

Name of Individual/ Organization: JOHN McCrea WARD 5 TRUSTEE UCOSB
Council Meeting Date Requested: Sept 23, 2019.

Topic: (If necessary, please attach additional correspondence) Information Attached <input type="checkbox"/>
<p style="font-size: 1.2em;"> The purpose of my request is to formally make Council aware of the status of Maynard Public School (and MTRB Daycare) as I know it to Twp. Council. Answer questions and/or give my understanding of the situation. </p>

Contact Information: Name (if different from above): JOHN McCrea Mailing Address: RR #2 SPENCERVILLE (Rochester) Phone Number: 613-658-2273 Email: NORIE@NATIONSIDEPERMAFARM.CA
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NOTE: All documents provided are open to the public. If you are providing communication to the township please be aware that your name and information will appear on the Township's website and become part of the public record, unless you expressly request the Township to remove it. If requesting a closed (In-Camera) meeting with Council, the subject matter must meet the requirements of section 239(2) of the Municipal Act.

- Additional Information:**
1. Delegations on an agenda shall be determined on a first come first served basis.
 2. No more than two (2) delegations shall be heard at any meeting.
 3. Delegations shall be limited to ten (10) minutes of presentation time

REPORT NUMBER: 2019-104

DATE SUBMITTED TO COUNCIL: September 23, 2019

RE: Municipal Land Hunting Permission Policy

PREPARED BY: Vikki Werner-Mackeler, Office Clerk

RECOMMENDATION: THAT Council adopt By-Law 3434-2019 to establish a municipal land hunting permission policy for the Township of Augusta.

BACKGROUND:

The Clerk's office has seen an increase in the number of requests to hunt on municipally owned property over the last couple of years, including multiple requests to hunt on the same property during the same time frame.

The municipality currently does not have a policy in place for giving permission to hunt on its property nor any protocol for how permissions are to be given aside from requesting an Ontario Federation of Anglers and Hunters Hunting/Fishing Permission record be completed, an indemnity agreement signed and identification shown & copied.

The purpose of this policy is to have a clear set of rules outlining the number of residents permitted to use each municipal property, how permission is to be given, and the requirements needed in order for permission to be given.

According to the Ontario Hunting Regulations, turkey hunting south of the 401 in the **fall months only** is not permitted. Therefore, a note has been included as a reminder on the new Hunting Permission Application & Record form.

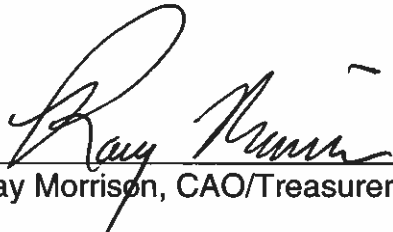
Two of the municipality's properties available for hunting are considered land-locked – there is no deeded access to the property. Written permission from an adjacent land owner giving the hunter permission to cross their property to reach the municipal land must also be shown and recorded by Township staff at the time of application.

In the Industrial Park, Blocks B & C are close to residential areas. Therefore, a restriction has been added that no rifles are to be used on these properties.

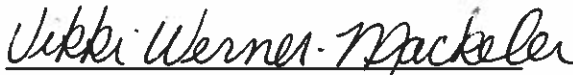
It should be noted that in this policy a valid Ontario Federation of Anglers and Hunters membership is required. This is because as a member, hunters are automatically insured for liability thus reducing the likelihood of any future claims.

FINANCIAL:

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



Ray Morrison, CAO/Treasurer



Vikki Werner-Mackeler, Office Clerk



THE CORPORATION OF THE TOWNSHIP OF AUGUSTA

BY-LAW NUMBER 3434-2019

Being A By-Law To Establish A Municipal Land Hunting Permission Policy

WHEREAS the Township of Augusta recognizes that an increasing number of residents are requesting to hunt on municipally owned land;

AND WHEREAS all Municipalities have the authority to allow or restrict hunting on municipally owned land;

AND WHEREAS the Municipality wants to ensure the safety of its residents and the sustainability of its lands;

AND WHEREAS Council deems it expedient to adopt a Municipal Land Hunting Permission Policy;

Now Therefore The Council Of The Corporation Of The Township Of Augusta Enacts As Follows:

1. That a Municipal Land Hunting Permission Policy as attached hereto as Schedule "A" be adopted.
2. This By-Law shall come into force and effect on the day that it is passed.

Read a first time this 23 day of September 2019


Read a second time this 23 day of September 2019

Read a third time and passed this 23 day of September 2019.

Mayor

Clerk

Schedule A

 Township of Augusta			
Policy:	Municipal Land Hunting Permission Policy	Date issued:	09/23/2019
Coverage:	Augusta Township Residents, Staff	Resolution:	

1.0 Purpose

The Township of Augusta recognizes that there is an increasing number of residents requesting permission to hunt on municipally owned land. This policy is intended to establish the rules, protocols and guidelines for residents requesting to hunt on such lands.

2.0 Responsibility

It is the responsibility of the Clerk's Department to approve access to municipal land for hunting purposes and to ensure that all those issuing permissions understand and follow the procedures set forth in this policy.

3.0 Scope

This policy applies to all persons that request and are granted permission to hunt on any municipal properties.

4.0 Policy

It is deemed practical to establish the following concepts, practices, guidelines, expectations and responsibilities for all Augusta residents.

- 1) Only residents of the Township will be given permission to hunt on municipal properties.
- 2) Residents will only receive permission to hunt on one (1) municipal property each season.
- 3) Permission will only be given for the properties shown in Schedule A.
- 4) Each property will have a limit to the number of hunters allowed to hunt each season and permission will be given on a first-come, first-serve basis.
 - a. Two (2) applications will be approved for Industrial Park (Block A) property
 - b. One (1) application will be approved for Industrial Park (Block B) property
 - c. One (1) application will be approved for Industrial Park (Block C) property
 - d. One (1) application will be approved for the Coville Road property
 - e. One (1) application will be approved for the 6th Concession property
 - f. One (1) application will be approved for the 8th Concession property
 - g. One (1) application will be approved for the Hart Road (Block A) property
 - h. One (1) application will be approved for the Hart Road (Block B) property
- 5) Permissions will be given only twice a year and residents can apply for permission starting one (1) month before the start of that hunting period;
 - a. Spring Hunt will be April 25 to June 15, applications taken starting March 25
 - b. Fall Hunt will be September 3 – December 31, applications taken starting August 3
- 6) Hunters are restricted from using rifles in Industrial Park Blocks B or C.

- 7) Permission will only be given to residents who have a valid Ontario Federation of Anglers and Hunters Card, which is to be shown to Township staff at the time of application and recorded for the file.
- 8) Permission will only be given to residents who have a valid Hunting Outdoors Card, which is to be shown to Township staff at the time of application and recorded for the file.
- 9) Permission will only be given to residents who have a valid Photo Identification with proof of residency, which is to be shown to Township staff at the time of application and recorded for the file.
- 10) Residents must complete and sign the 'Hunting Permission Application & Record' form.
- 11) Residents must complete and sign the 'Hunting Hold Harmless and Indemnity Agreement' form.
- 12) Residents will be given a general map outlining the area in which they are being given permission to hunt.
- 13) Residents requesting to hunt on the 6th Concession or 8th Concession properties must also obtain written consent to enter using an adjacent property from the property owner. This consent is to be shown to Township staff at the time of application and recorded for the file.

5.0 Review

This policy shall be reviewed from time to time as required by the Clerk's Department and recommendations made for any amendments deemed necessary to ensure the Township's requirements and expectations are being met.

6.0 Disclaimer

Residents hunting on municipal land are expected to follow all laws under the Fish and Wildlife Conservation Act and all Ontario Hunting Regulations.

Schedule B – Maps

Industrial Park – Block A

Approx. 170 acres, north of the railway tracks along County Road 2, accessible off County Road 31 (Blue Church Road) through Industrial Park – Block C.



Industrial Park – Block B

Approx. 18 acres, south of the railway tracks along County Road 2, accessible off County Road 2. Rifles are not to be used on this property.



Industrial Park – Block C

Approx. 11 acres, north of the railway tracks along County Road 2, accessible off County Road 31 (Blue Church Road). Rifles are not to be used on this property.



Coville Road

Approx. 40 acres, across from the North Augusta Transfer Site, accessible off Coville Road.



6th Concession

Approx. 100 acres, off Charleville Road, accessible only with written consent (obtained by the requester before permission will be given) from adjacent property owners.



8th Concession

Approx. 5 acres, off South Branch Road, accessible only with written consent (obtained by the requester before permission will be given) from adjacent property owners.



Hart Road - Block A
Approx. 15 acres, off Hart Road, accessible off Hart Road.



Hart Road - Block B
Approx. 18 acres, off Hart Road, accessible off Hart Road.



Schedule C - Forms



Hunting Permission Application & Record

Date: _____

*NOTE: As per By-Law 3434-2019, ALL information must be complete **BEFORE** permission will be granted. All required cards/information must be presented to Township staff upon application (photocopies will be taken for the file).*

Name of Hunter: _____

Address: _____ Roll# 07060000 _____

Photo ID Type: _____

Photo ID # _____

Outdoors Card # _____

Ontario Federation of Anglers & Hunters (OFAH) Member #:

_____ Expiry Date: _____

Vehicle Model: _____ Vehicle Year: _____

Vehicle Colour: _____ License Plate # _____

Season Requesting Permission to Hunt:

Spring (April 25th – June 15th) Fall (September 3rd – December 31st)

Township Property Requesting Permission to Hunt on (see maps):

**must have written consent to enter through an adjacent property from the property owner*

- | | | |
|---|--|--|
| <input type="checkbox"/> Industrial Park (Block A) | <input type="checkbox"/> Coville Road | <input type="checkbox"/> Hart Road (Block A) |
| <input type="checkbox"/> Industrial Park (Block B) <i>No Rifles</i> | <input type="checkbox"/> 6 th Concession* | <input type="checkbox"/> Hart Road (Block B) |
| <input type="checkbox"/> Industrial Park (Block C) <i>No Rifles</i> | <input type="checkbox"/> 8 th Concession* | |

Species to Hunt (List All): *Note: Fall turkey hunting in any Industrial Park location is **NOT** permitted*

I hereby declare that the details furnished above are true and I understand I am ONLY being given permission to hunt on the declared Township property during the time period listed during the current calendar year (_____).

Signature of Applicant

Date

I hereby consent to the person named above to hunt on the noted Township of Augusta property during the noted time period.

Signature of Township Issuing Designate Date



HUNTING HOLD HARMLESS AND INDEMNITY AGREEMENT

This Agreement is entered into and made by and between the Landowner (Township of Augusta) and Lessee (Hunter), as described below. The Parties to this Agreement recite that:

WHEREAS, the Landowner owns real property located at

_____, Ontario ("the Premises");

WHEREAS, the Lessee desires to use the Premises for purposes of hunting;

NOW, THEREFORE, in consideration of the foregoing and the mutual promises and covenants set forth below, the Landowner and Lessee mutually agree as follows;

IN CONSIDERATION of the Landowner's agreement to allow the Lessee access to the Premises for purposes of hunting, the Lessee releases and forever discharges the Landowner from any and all claims, suits, causes of action, damages, demands, liabilities, duties and obligations of every kind, nature and description, known or unknown, arising out of or alleged to have arisen out of or which may hereafter arise in connection with the use of the Premises.

IN FURTHER CONSIDERATION, the Lessee agrees to hold harmless indemnify the Council of the Township of Augusta, its Councillors, employees and/or its agents, from and against all actions, suits, claims and demands arising from any claim, suit or liability for damages to any person or property in, on or about the Premises from any cause whatsoever arising out of or in any way related to the Lessee's use of the Premises.

The Parties acknowledge and agree that the promises and agreements contained herein are not mere recitals but, rather, bargained-for terms expressly agreed to by the Parties to this Agreement.

WHEREFORE, in witness whereof the Parties have executed this Agreement on the

_____ day of _____, 20_____.

LANDOWNER(s):

Signed: _____ Dated: _____

Print Name: _____

Address: Augusta Township Municipal Office, 3560 County Rd 26, Prescott, ON. K0E 1T0

LESSEE:

Signed: _____ Dated: _____

Print Name: _____

Address: _____

REPORT NUMBER: 2019-105

DATE SUBMITTED TO COUNCIL: 16 SEPT 2019

RE: OEMC (ONTARIO EAST MUNICIPALITY CONFERENCE) 2019

AUTHOR: JEFF SHAVER, DEPUTY MAYOR

RECOMMENDATION:

THAT Council accepts for information the attached report on the OEMC 2019.

BACKGROUND:

The CAO, Clerk, Deputy Mayor and Mayor attended the 2019 Ontario East Municipality Conference in Cornwall through Sep11-12, 2019. This is an annual conference that Augusta Township and neighbouring townships attend yearly. The conference consists of subject matter experts delivering workshops and vendors relating to our administrative, operational and infrastructure needs within the townships and counties. Numerous topics relating to current and changing provincial laws, as well as sharing of financial cost saving ideas and networking contacts are all achievable at the conference.

ANALYSIS:

The conference opened with introductions and welcomes from local municipality leaders and the Honourable Steve Clark, Minister of Municipal Affairs and Housing. Keynote speaker Meg Soper, Motivational Humourist.

Councillors and staff attended different workshops throughout the day. Workshops consisted of:

- Managing Water Assets in a Changing Climate
- Parliamentary Business- Best Practices: Accountability and Transparency
- Leveraging Remote Monitoring Technology for Environmental & Water Management
- Ontario Agri-food Venture Centre in Action
- Legal Update
- Creating an Eastern Ontario Bioeconomy for Seven Generations
- Tourism Investment in Eastern Ontario and Partnership in Economic Development
- Personal Accountability- How to avoid becoming a target!
- Bill 68: Impacts and Interpretations of the Modernizing Ontario's Municipal Legislation Act
- Managing Municipal Risk
- Ministry of Economic Development, Job Creation and Trade: Helping Economic Development Community with Business Attraction, Retention and Growth
- Understanding and Managing Municipal Risk
- Grow Fish Grow (Karen MacDonald –Hurley, Jeanette Johnston)
- Navigating the Cannabis Industry in your Community

- Grow Fish Grow (Karen MacDonald –Hurley, Jeanette Johnston)
- Navigating the Cannabis Industry in your Community
- Ombudsman 101: Working with Ontario's Eastern Municipalities
- Zen and the Art of Business Retention and Expansion
- Our Economic Success: Collaborating to Prepare the Next Generation
- Protecting People and Property- a Collaborative Government and Non-Government Partnership
- Municipal Financial Statements 101

All presentations allowed time for questions as well as many past examples given pertaining to the municipal world. Conferences of this type allow the attendee to re-evaluate certain areas of responsibility and new ideas or concepts. Two examples that may pertain to our council are:

1. Educate and update council on "Safe Drinking Act" over the next few months.
2. Possible subject for Youth Advisory Council – "How do we get more young people to vote" (One community was successful in achieving more young voters through suggestions from their youth group)

All the presentations will be available on the S: Drive for anyone interested in reviewing the power point presentations.

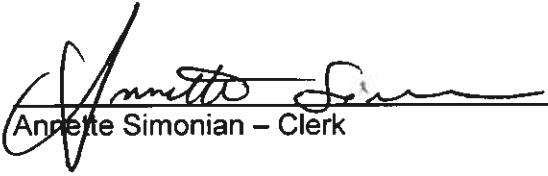
For consideration only to staff and council.

FINANCIAL CONSIDERATIONS:

This annual conference had minimal costs for registration for three individuals and costs associated with travel (Township Vehicle) The significance of the conference certainly had an impact on the staff and councilors by providing a wide scope of a variety of information in a very short period. The conference produced insight and ideas for future potential initiatives/ projects as well as networking opportunities.



 Jeff Shaver – Deputy Mayor



 Annette Simonian – Clerk

REPORT NUMBER: 2019-106
REPORT TO COUNCIL September 23, 2019
RE: Regulate Smoking and Vaping in Public Places and Workplaces
AUTHOR: Annette Simonian, Clerk

RECOMMENDATION:

THAT Council adopt By-Law 3439-2019 to Regulate smoking and vaporizing in public places and enclosed workplaces.

BACKGROUND:

In June 2019, the Province completed an overhaul of the Smoke Free Ontario Act, 2017. Staff is recommending that a new by-law be enacted to regulate smoking in public places and the public consumption of cannabis.

The existing Smoking in the workplace by-law, 3042 prohibits smoking in all municipal workplaces, but does not specify other public and outdoor places nor explicitly cover other forms of smoking tobacco or cannabis.

Attachment 1

The local health unit provided municipalities with a sample by-law that has been implemented by several area municipalities. Municipalities may approve more restrictive prohibition on the consumption of tobacco and cannabis than as prescribed in provincial legislation. This by-law has been supplemented to include:

- A 9 metre setback for smoking, from all municipal buildings
- A 3 metre setback of any entrance or exit of an Enclosed Workplace or Enclosed Public Place
- Outdoor Community Meeting areas – this would allow areas designated for special events to become smoke free zones (i.e. parade routes, festivals)
-

Attachment 2

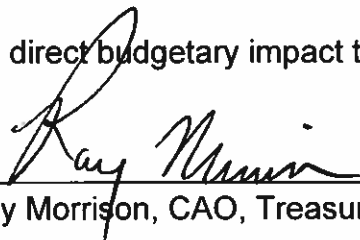
The Leeds, Grenville Lanark Health Unit is the lead agency in Augusta for administering and enforcing the Province's Smoke Free Ontario Act, 2017.

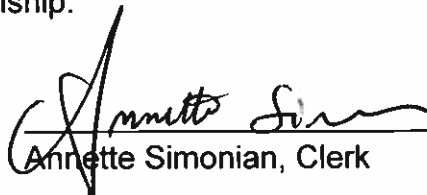
OPTIONS

Council can choose to maintain the existing by-law and rely on the Smoke Free Ontario Act, 2017 for compliance.

FINANCE:

No direct budgetary impact to the Township.


Ray Morrison, CAO, Treasurer


Annette Simonian, Clerk

TOWNSHIP OF AUGUSTA HEALTH AND SAFETY POLICY MANUAL

Policy:	Smoking in the Workplace	Date Issued:	August 12, 2013
Coverage:	Staff, contractors, elected officials, volunteers and consultants		By-Law 3042

SMOKING

PURPOSE

As regulated under The Smoke Free Ontario Legislation which came into effect in May 31, 2006 the Township of Augusta is committed to supporting a Smoke Free Workplace.

RESPONSIBILITY

It is the responsibility of each supervisor to ensure that the staff under their direct supervision has received the proper training and instruction, which enables this policy to be implemented and meets the intent of this policy.

PROCEDURE

Smoking is prohibited in all municipal Workplaces in Augusta. This includes, but not limited to: all municipal buildings, vehicles, and places of assembly except for the designated smoking areas, away from the main building. Smoking is not permitted anywhere else; this includes the offices, washrooms, storage areas, and vehicles owned by Augusta Township.

Staff wishing to smoke may do so in the smoking areas only. Staff smoking within this area are expected to keep the area clean.

EVALUATION

This standard will be evaluated on an ongoing basis.



Attachment 2

**THE CORPORATION OF THE TOWNSHIP OF AUGUSTA
BY-LAW NUMBER 3439-2019**

**A BY-LAW TO REGULATE SMOKING AND VAPORIZING IN PUBLIC PLACES AND
ENCLOSED WORKPLACES IN THE TOWNSHIP OF AUGUSTA**

Whereas Section 115 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides that a municipality may pass By-Laws regulating the smoking of tobacco or cannabis in public places and enclosed workplaces within the municipality; and

Whereas Section 10 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides that a municipality may pass by-laws respecting the economic, social and environmental well-being of the municipality, the health, safety and well-being of persons, and the protection of persons and property; and

Whereas it has been determined that second-hand smoke and vapour are a health hazard or discomfort for many inhabitants of and visitors to the Township of Augusta; and

Whereas the establishment of a community standard of smoke-free public places assists in de-normalizing tobacco, Electronic Cigarette and Cannabis use and promotes a smoke-free and vapour-free culture; and

Whereas Section 18 of the Smoke-Free Ontario Act, 2017, S.O. 2017, c. 26, as amended, provides that if there is a conflict between a provision of that Act and a provision of another Act, a regulation or a municipal By-Law that deals with a matter to which that Act applies, the provision that is more restrictive of the matter to which the Act applies prevails; and

Whereas Section 425 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides that a municipality may pass By-Laws providing that a person who contravenes a By-Law of the municipality passed under that Act is guilty of an offence; and

Whereas Section 429 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides that a municipality may establish a system of fines for offences under a By-Law of the municipality passed under that Act;

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

1. Definitions:

For the purposes of this By-Law:

"Cannabis" has the same meaning as in Subsection 2 (1) of the Cannabis Act (Canada);

"Council" means the Council of the Corporation of the Township of Augusta;

"Designated Public Place" means a Public Place designated pursuant to Section 4.1 of this By-Law;

"Electronic Cigarette" or "E-Cigarette" means a Vaporizer or inhalant-type device, whether called an Electronic Cigarette or any other name, that contains a power source and heating element designed to heat a nicotine-based liquid substance or e-substance to produce a vapour intended to be inhaled by the user of the device directly through the mouth;

"Employee" includes a Person who:

- (i) performs any work for or supplies any service to an employer;
- (ii) receives any instructions or training in the activity, business, work, trade, occupation or profession of the employer;
- (iii) receives remuneration for services provided; or
- (iv) is self-employed.

"Employer" includes any Person who is the owner, proprietor, manager, superintendent, or overseer of any activity, business, work, trade, occupation or profession, has control over the direction of, or is directly or indirectly responsible for the employment of a Person therein;

"Enclosed Public Place" means an enclosed public place as defined in the Smoke-Free Ontario Act, 2017, S.O. 2017 c. 26, Schedule 3;

"Enclosed Workplace" means an enclosed workplace as defined in the Smoke Free Ontario Act, 2017, S.O. 2017 c. 26, Schedule 3;

"E-substance" means a substance that is manufactured or sold to be used in an Electronic cigarette, whether or not the substance contains nicotine;

"Inspector (Enforcement Officer)" local police and/or a designated inspector under the Smoke Free Ontario Act, 2017.

"Municipal Facility" means any building structure, park, sports area, green space, or vehicle/truck owned, leased, licensed or rented by the Township or from the Township and includes where Township employees conduct their work;

"Outdoor Community Meeting Area" means the whole or part of any outdoor area owned, leased or controlled by the Township of Augusta to which the public has access by right or invitation, expressed or implied, whether by payment of money or not;

"Park" means any land, owned or leased or controlled by the Township of Augusta, designed or used for public recreation, including but not limited to: trails, gardens, playgrounds, Sports Fields, playing fields and beach areas;

"Person" means a corporation as well as an individual;

"Proprietor or Other Person in Charge" means the Person who owns, occupies or operates a Designated Public Place or an Enclosed Workplace to which this By-Law applies, or the person who controls, governs, or directs the activities that are carried on in the place, and includes the person who is actually in charge at any particular time;

"Public Place" means the whole or part of any building, place or area to which members of the general public are invited or permitted access but does not include any area located on a Highway;

"Smoke" and "Smoking" include the carrying, holding or inhaling of lighted cannabis, a lighted cigar, cigarette, water-pipe, pipe, or any other lighted smoking equipment;

"Township" means The Corporation of the Township of Augusta;

"Vaporizer" means an inhalant-type device that contains a power source and heating element designed to heat a substance and produce a vapour intended to be inhaled by the user of the device directly through the mouth, whether or not the vapour contains Nicotine, Cannabis or any other substance;

"Vaporizing," "Vape" and "Vaping" mean the act of heating and converting Cannabis, an E-substance or any other substance through a Vaporizer or an Electronic Cigarette, for the purpose of simulating the inhalation of smoke.

2. Interpretation:

- 2.1 This By-Law applies to the Smoking and Vaporizing of Tobacco, Cannabis, ESubstance, shisha, whether or not it contains Tobacco, and other plant material or oils intended for inhalation in every designated Public Place and in every Enclosed Workplace within the geographic limits of the Augusta Township.

3. Administration:

- 3.1 The Leeds, Grenville & Lanark District Health Unit are responsible for the administration and enforcement of this By-Law.

4. Regulations:

Public Places

4.1 The following are Designated Public Places for the purposes of this By-Law:

- 4.1.1 every place as set out in Section 12 (2) of the Smoke-Free Ontario Act, 2017, S.O. 2017 c. 26, Schedule 3;
 - 4.1.2 a Park/beach;
 - 4.1.3 an Outdoor Community Meeting Area;
 - 4.1.4 within nine (9) metres of any entrance or exit of a Municipal Building;
 - 4.1.5 within three (3) metres of any entrance or exit of an Enclosed Workplace or Enclosed Public Place;
- 4.2 No Person shall Smoke or Vaporize in any Designated Public Place, whether or not a "No Smoking" sign or a "No Vaping" sign is posted.

Enclosed Workplaces

- 4.3 For greater clarity, no Person shall Smoke or Vaporize in any Enclosed Workplace, whether or not a "No Smoking" sign or a "No Vaping" sign is posted.

Duties

- 4.4 Every Proprietor or Other Person in Charge of a Designated Public Place or an Enclosed Workplace in which Smoking or Vaporizing are prohibited shall ensure compliance with this By-Law.

5. Signs:

- 5.1 Signs shall be posted and maintained in accordance with the Smoke-Free Ontario Act, 2017, S.O. 2017, and as prescribed by the Township.
- 5.2 Notwithstanding Section 5.1 of this By-Law, the requirement for signs does not apply to the following Designated Public Places:
- (i) a Park; and
 - (ii) an Outdoor Community Meeting Area.

6. Enforcement:

- 6.1 The provisions of this By-Law respecting the prohibition of Smoking and Vaporizing in Designated Public Places and in Enclosed Workplaces, the posting of signs, and the duties imposed on Proprietors or Other Persons in Charge of Designated Public Places and of Enclosed Workplaces will be enforced by police and designated Inspectors under the Smoke Free Ontario Act, 2017.
- 6.2 An Inspector may, at any time, enter any Designated Public Place or any Enclosed Workplace in which smoking and vaporizing are prohibited to determine whether this By-Law is being complied with and, for this purpose, may make such examinations, investigations and inquiries as are necessary.
- 6.3 No Person shall obstruct or hinder or attempt to obstruct or hinder an Inspector agent of the Township of Augusta in the exercise of a power or the performance of a duty under this By-Law.
- 6.4 Where an Inspector has reasonable grounds to believe that an offence under this By-Law has been committed by a Person, the Inspector may require the name, address and proof of identity of that Person.

6.5 Failure to provide proof of identification satisfactory to an Inspector when requested to do so pursuant to Section 6.4 of this By-Law shall constitute obstruction of an Inspector under Section 6.3 of this By-Law.

7. Offence and Penalty Provisions:

7.1 Every Person, other than a corporation, who contravenes any provision of this By-Law is guilty of an offence and on conviction is liable to a fine of not more than \$10,000 for a first offence and \$25,000 for any subsequent offence.

7.2 If this By-Law is contravened and a conviction entered, the court in which the conviction has been entered and any court of competent jurisdiction thereafter may, in addition to any other remedy and to any penalty that is imposed, make an order prohibiting the continuation or repetition of the offence by the person convicted.

8. Validity:

8.1 If there is a conflict between a provision of any Act, regulation or By-Law and a provision of this By-Law, the provision that is the most restrictive of the Smoking or Vaporizing of tobacco, Cannabis and Electronic Cigarettes prevails.

8.2 If a court of competent jurisdiction declares any provision, or any part of a provision, of this By-Law to be invalid, or to be of no force and effect, it is the intention of Council in enacting this By-Law that each and every provision of this By-Law authorized by law be applied and enforced in accordance with the terms to the extent possible according to law.

9 Repeal:

THAT Bylaw 3042 of The Corporation of the Township of Augusta is hereby repealed.

THAT all other by-laws inconsistent herewith are hereby repealed.

10 This By-Law shall come into effect upon the date of its passing.

Read a first, second, and third time and finally passed this 23 day of September, 2019.

MAYOR

CLERK

REPORT NUMBER: 2019-108

DATE SUBMITTED TO COUNCIL: September 23, 2019

RE: Financial and Indicator Variance Reports

AUTHOR: Ray Morrison, CAO/Treasurer

RECOMMENDATION:

THAT Council accepts for information the attached Statement of Revenue and Expenditures – August 2019.

BACKGROUND:

Finance will provide the attached reports on a regular basis and supporting detailed information as required for Council's review and feedback.

ANALYSIS:

Variance analysis and commentary is provided for each line item where appropriate. Detailed supporting analysis and documentation is available from the Finance department as identified.

FINANCIAL CONSIDERATIONS:

The attached report is part of standard Finance/Treasury reporting responsibility and will be provided on a regular basis with other supporting reports going forward. Individual financial considerations will be highlighted in the attachments as identified throughout the year.



Ray Morrison – CAO/Treasurer



Annette Simonian – Clerk

Township of Augusta

Statement of Revenue & Expenditures for the period ended:

Aug-19

Account	YTD Actual	YTD Budget	YTD Variance	YTD % Var.	Full Year Projected	Full Year Budget	Full Year Variance	Full Year % Var.	Comments
Revenue									
Taxation and Payments in Lieu	3,248,203	3,300,602	52,399	2%	4,941,283	4,950,903	-9,620	0%	Researching NA/RVH streetlights assessment
Grants	1,015,298	873,103	-142,194	-16%	1,455,235	1,309,655	145,580	11%	Gas tax grant doubled, offset in Trsf to Reserve
Licences and Permits	72,808	48,189	-24,620	-51%	95,012	72,283	22,729	31%	Building dept. volume increase
Fees and Services and Misc	35,627	45,177	9,550	21%	63,167	67,765	-4,598	-7%	Anticipating busy second half of year
Interest Income and Penalties	158,747	146,000	-12,747	-9%	231,747	219,000	12,747	6%	Budgetted low, anticipating more collections
Transfer From Reserves	1,263,817	1,263,817	0	0%	1,895,726	1,895,726	0	0%	
Total Revenues	5,794,500	5,676,888	-117,612	-2%	8,682,169	8,515,332	166,837	2%	
Expenditures									
General Government									
Council	68,357	73,913	5,556	8%	112,897	110,870	-2,027	-2%	Timing of conference attendances
Administration	422,138	394,901	-27,237	-7%	592,998	592,352	-646	0%	
Administration Capital	1,145	6,667	5,522	83%	4,478	10,000	5,522	55%	
Administration - Trsf to Reserve	33,333	33,333	0	0%	50,000	50,000	0	0%	
Total General Government	524,973	508,815	-16,158	-3%	760,373	763,222	2,849	0%	
Protective Services:									
Fire	308,329	339,669	31,340	9%	509,326	509,503	177	0%	Timing of PT FF honorariums
Fire Capital	441	31,333	30,892	99%	47,000	47,000	0	0%	
Fire - Transfer to Reserves	650,179	522,553	-127,626	-1	783,829	783,829	0	0%	
Police	679,680	682,807	3,127	0%	1,021,084	1,024,211	3,127	0%	
Conservation Authority	31,073	32,234	1,161	4%	48,351	48,351	0	0%	
Protection, Inspection and Control	23,467	23,579	112	0%	35,257	35,369	112	0%	
Emergency Measures	11,574	10,247	-1,327	-13%	16,698	15,371	-1,327	-9%	
Total Protective Services	1,704,742	1,642,423	-62,320	-4%	2,461,544	2,463,634	2,090	0%	

Township of Augusta

Statement of Revenue & Expenditures for the period ended:

Aug-19

Account	YTD Actual	YTD Budget	YTD Variance	YTD % Var.	Full Year Projected	Full Year Budget	Full Year Variance	Full Year % Var.	Comments
Public Works									
Roads - Maintenance	1,037,142	989,719	-47,424	-5%	1,643,908	1,484,578	-159,330	-11%	Gas tax trsf to Reserves included here
Roads - Transfer to Reserves	621,455	621,522	67	0%	932,216	932,283	67	0%	
Roads - Capital	403,133	916,141	513,008	56%	1,374,212	1,374,212	0	0%	
Winter Control	2,040	85,867	83,827	98%	125,522	128,800	3,278	3%	
Street Lighting	8,931	14,084	5,153	37%	19,006	21,126	2,120	10%	
Public Works subtotal	2,072,701	2,627,333	554,631	21%	4,094,864	3,940,999	-153,865	-4%	
Environmental Services									
Garbage Disposal	290,511	295,838	5,327	2%	464,455	443,757	-20,698	-5%	Plastics to GFL, WMS > budget, timing
Waste Disposal Capital	0	0	0	#DIV/0!	0	0	0	#DIV/0!	
Capital Infrastructure	85,750	114,333	28,583	25%	142,917	171,500	28,583	17%	
Garbage Transfer to Reserve	6,867	6,800	-67	0%	10,267	10,200	-67	-1%	
Recycling	3,680	989	-2,690	-272%	4,044	1,484	-2,560	-173%	Spring oil spill cleanup
Total Environmental Services	386,807	417,961	31,153	7%	621,682	626,941	5,259	1%	

Township of Augusta

Statement of Revenue & Expenditures for the period ended:

Aug-19

Account	YTD Actual	YTD Budget	YTD Variance	YTD % Var.	Full Year Projected	Full Year Budget	Full Year Variance	Full Year % Var.
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Comments

Health Services:								
Cemetaries	2,936	5,333	2,397	45%	7,603	8,000	397	5%
Total Health Services	2,936	5,333	2,397	45%	7,603	8,000	397	5%

Parks & Recreation:								
Recreation Administration	56,000	52,913	-3,088	-6%	78,194	79,369	1,175	1%
Programs	38,417	43,600	5,183	12%	62,712	65,400	2,688	4%
Recreation Capital	17,500	20,000	2,500	13%	27,500	30,000	2,500	8%
Reserve for Recreation Projects	14,432	14,432	0	0%	21,648	21,648	0	0%
Libraries	92,435	81,373	-11,063	-14%	122,919	122,059	-860	-1%
Donations	1,256	5,000	3,744	75%	6,256	7,500	1,244	17%
Total Parks and Recreation	220,040	217,317	-2,723	-1%	319,229	325,976	6,747	2%

Planning and Development:								
Building Official	72,998	70,956	-2,042	-3%	103,397	106,434	3,037	3%
Planning and Zoning	59,825	56,670	-3,155	-6%	88,160	85,005	-3,155	-4%
Commercial and Industrial	74,260	82,320	8,060	10%	117,880	123,480	5,600	5%
Agricultural	10,779	42,475	31,696	75%	62,017	63,713	1,696	3%
Tile Drainage	0	5,285	5,285	100%	7,927	7,927	0	0%
Total Planning and Development	217,862	257,706	39,844	15%	379,380	386,559	7,179	2%

Total Expenditures	5,130,062	5,676,887	546,825	10%	8,644,676	8,515,331	-129,345	-2%	Gas tax extra transfer to Reserves vs savings
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Township of Augusta
Key Balance Sheet Items

31-Aug-19

	2019	2018	Change	Comments
Cash	148,019	3,927,221	(3,779,202)	Firehall build - funded through surplus cash, then LTD upon completion
Taxes Receivable	1,267,010	1,657,920	(390,910)	Per GL & Tax Rec
Total Current Year Levies	9,529,306	9,191,669	337,637	Per Property Tax Reconciliation W/P; Large Industrial sector red'n
% of Current Year Levies	13.30%	18.04%	-4.74%	Targetting 5-8%.
				Several properties went to tax sale in August 2017, proceeds received in September.
				Other material commercial/industrial rebates to be processed in Nov
HST Receivable	157,820	116,758	41,062	

REPORT #: 2019-109

REPORT TO COUNCIL: September 23, 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 #24514 – 24570 and online payments through to September 19, 2019 in the amount of \$69,332.37.


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

Township of Augusta

Report Date
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Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
Bank Code: AP - ACC/PAYABLE					
Computer Cheques:					
24546 SEP172019	9/19/2019	ANN SHOREY 401-01-010 - MILEAGE	MILEAGE MILEAGE	58.35	
		102-01-099 - HST RECEIVABLE	HST Tax Code	6.45	
		900-01-099 - HST TRACKING	HST Tax Code	7.46	64.80
24547 SEP172019	9/19/2019	ANGELO ANTONAKOS 101-01-001 - CURRENT TAXES	REFUND OVERPAYMENT REFUND OVERPAYMENT	2,322.00	2,322.00
24548 SEP102019	9/19/2019	JOHN BUJACZ: BOO'S BEEF FA 307-01-020 - BUILDING & RELAT	REFUND OVERPAYMENT REFUND OVERPAYMENT	150.00	150.00
24549 19-13259	9/19/2019	CADUCEON ENVIRONMENTAL I 406-01-012 - BUILDING - WATER	WATER TESTING DOMVILLE P WATER TESTING DOMVILLE P	67.54	
		102-01-099 - HST RECEIVABLE	HST Tax Code	7.46	
		900-01-099 - HST TRACKING	HST Tax Code	8.63	75.00
24550 94402	9/19/2019	UNISYNC GROUP LIMITED 402-01-091 - NEW MAITLAND FI	NEW STATION GEAR NEW STATION GEAR	243.20	
		102-01-099 - HST RECEIVABLE	HST Tax Code	26.86	
		900-01-099 - HST TRACKING	HST Tax Code	31.07	270.06
24551 SEP172019	9/19/2019	MARIE CHINNATAMBY 101-01-001 - CURRENT TAXES	REFUND OVERPAYMENT REFUND OVERPAYMENT	404.53	404.53
24552 33601	9/19/2019	ELMER'S CONSTRUCTION LTD 401-01-016 - REPAIRS & MAINTEN	PUMP SEPTIC TANK MAIN OFFICE PUMP SEPTIC TANK MAIN OFF	254.40	
		102-01-099 - HST RECEIVABLE	HST Tax Code	28.10	
		900-01-099 - HST TRACKING	HST Tax Code	32.50	282.50
24553 SEP92019	9/19/2019	FRED DEAN 401-01-017 - CONFERENCES & I	CLERK WEBINAR CLERK WEBINAR	263.56	
		102-01-099 - HST RECEIVABLE	HST Tax Code	29.11	
		900-01-099 - HST TRACKING	HST Tax Code	33.67	292.67
24554 FOP172542	9/19/2019	FUTURE OFFICE PRODUCTS 401-01-020 - POSTAGE	BI MONTHLY BILLING CHARGES BI MONTHLY BILLING CHARGE	97.93	
		102-01-099 - HST RECEIVABLE	HST Tax Code	10.82	
		900-01-099 - HST TRACKING	HST Tax Code	12.51	108.75
24555 31310	9/19/2019	HOWARD CAMPBELL & SONS I 600-01-005 - RECREATION PAR	DIVE SITE DIVE SITE	45.03	
		102-01-099 - HST RECEIVABLE	HST Tax Code	4.97	
		900-01-099 - HST TRACKING	HST Tax Code	5.75	50.00
31264		102-01-044 - DUE FROM FAST E	MAYNARD DUMP	45.03	
		102-01-099 - HST RECEIVABLE	HST Tax Code	4.97	

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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	5.75	50.00
31261		600-01-005 - RECREATION PART DIVE SITE		45.03	
		102-01-099 - HST RECEIVABLE	HST Tax Code	4.97	
		900-01-099 - HST TRACKING	HST Tax Code	5.75	50.00
31259		600-01-014 - MAITLAND RECRE/MERC HALL		45.03	
		102-01-099 - HST RECEIVABLE	HST Tax Code	4.97	
		900-01-099 - HST TRACKING	HST Tax Code	5.75	50.00
31292		102-01-044 - DUE FROM FAST E N/A WDS SITE		45.03	
		102-01-099 - HST RECEIVABLE	HST Tax Code	4.97	
		900-01-099 - HST TRACKING	HST Tax Code	5.75	50.00
31291		102-01-044 - DUE FROM FAST E MAYNARD WDS		45.03	
		102-01-099 - HST RECEIVABLE	HST Tax Code	4.97	
		900-01-099 - HST TRACKING	HST Tax Code	5.75	50.00
31293		600-01-005 - RECREATION PART DIVE SITE		45.03	
		102-01-099 - HST RECEIVABLE	HST Tax Code	4.97	
		900-01-099 - HST TRACKING	HST Tax Code	5.75	50.00
31294		600-01-014 - MAITLAND RECRE/MERC HALL		45.03	
		102-01-099 - HST RECEIVABLE	HST Tax Code	4.97	
		900-01-099 - HST TRACKING	HST Tax Code	5.75	50.00
31302		600-01-014 - MAITLAND RECRE/MERC HALL		45.03	
		102-01-099 - HST RECEIVABLE	HST Tax Code	4.97	
		900-01-099 - HST TRACKING	HST Tax Code	5.75	50.00
31311		600-01-014 - MAITLAND RECRE/MERC HALL		45.03	
		102-01-099 - HST RECEIVABLE	HST Tax Code	4.97	
		900-01-099 - HST TRACKING	HST Tax Code	5.75	50.00
MR2289		102-01-044 - DUE FROM FAST E MONTHLY PORTABLE RENTAL		189.11	
		102-01-099 - HST RECEIVABLE	HST Tax Code	20.89	
		900-01-099 - HST TRACKING	HST Tax Code	24.16	210.00
				Payment Total:	710.00
24556	9/19/2019	MESSER CANADA LTD 15687	OXYGEN CYLINDER		
	2101212023	402-01-005 - FIRE PROTECTION	OXYGEN CYLINDER	8.51	
		102-01-099 - HST RECEIVABLE	HST Tax Code	0.94	
		900-01-099 - HST TRACKING	HST Tax Code	1.09	9.45
24557	9/19/2019	McINTOSH PERRY	PLANNING ZONING SERVICES		
	43800	615-01-001 - PLANNING & ZONING	PLANNING ZONING SERVICES	6,914.61	
		102-01-099 - HST RECEIVABLE	HST Tax Code	763.74	
		900-01-099 - HST TRACKING	HST Tax Code	883.35	7,678.35
24558	9/19/2019	MUNISOFT	SERVICES FINAL TAX BILLING		

Township of Augusta

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Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
2019-20-02271		401-01-022 - COMPUTER EXPEN	SERVICES FINAL TAX BILLIN	147.55	
		102-01-099 - HST RECEIVABLE	HST Tax Code	16.30	
		900-01-099 - HST TRACKING	HST Tax Code	18.85	163.85
24559	9/19/2019	NOVEXCO INC	OFFICE SUPPLIES		
402511369		401-01-004 - OFFICE SUPPLIES	OFFICE SUPPLIES	152.06	
		102-01-099 - HST RECEIVABLE	HST Tax Code	16.80	
		900-01-099 - HST TRACKING	HST Tax Code	19.43	168.86
24560	9/19/2019	NUISANCE WILDLIFE CONTROL	BEAVER CONTROL		
1688		625-01-002 - DRAINAGE - BEAVE	BEAVER CONTROL	8,522.42	
		102-01-099 - HST RECEIVABLE	HST Tax Code	941.33	
		900-01-099 - HST TRACKING	HST Tax Code	1,088.75	9,463.75
24561	9/19/2019	OPTIMA SANTE GLOBALE	EAP MONTHLY FLAT FEE		
F134621		401-01-011 - STAFF BENEFITS	EAP MONTHLY 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
24562	9/19/2019	POSTMEDIA NETWORK INC	PUBLIC NOTICE R&T		
203969		401-01-018 - ADVERTISING & PF	PUBLIC NOTICE R&T	242.19	
		102-01-099 - HST RECEIVABLE	HST Tax Code	26.75	
		900-01-099 - HST TRACKING	HST Tax Code	30.94	268.94
24563	9/19/2019	ROBERT BOWMAN	CHIEF CELL PHONE		
SEP112019		402-01-004 - FIRE PROTECTION	CHIEF CELL PHONE	238.81	
		102-01-099 - HST RECEIVABLE	HST Tax Code	26.38	
		900-01-099 - HST TRACKING	HST Tax Code	30.51	265.19
24564	9/19/2019	SDR ELECTRIC & PLUMBING	SEPTIC PUMP REPAIR MAIN OFFICE		
2019001389		401-01-016 - REPAIRS & MAINTEN	SEPTIC PUMP REPAIR MAIN O	886.40	
		102-01-099 - HST RECEIVABLE	HST Tax Code	97.91	
		900-01-099 - HST TRACKING	HST Tax Code	113.24	984.31
24565	9/19/2019	JEFF SHAVER	OEMC CONFERENCE CORNWALL		
SEP112019		400-01-002 - COUNCIL- OTHER	OEMC CONFERENCE CORNW	302.49	
		102-01-099 - HST RECEIVABLE	HST Tax Code	33.42	
		900-01-099 - HST TRACKING	HST Tax Code	38.65	335.91
24566	9/19/2019	STEVE & SONS PLUMBING,	BUNKER GEAR EXTRACTORS		
8635		402-01-091 - NEW MAITLAND FI	BUNKER GEAR EXTRACTORS	299.83	
		102-01-099 - HST RECEIVABLE	HST Tax Code	33.11	
		900-01-099 - HST TRACKING	HST Tax Code	38.30	332.94
24567	9/19/2019	SUSAN BOSMAN	CLEANING SERVICES		
SEP82019		401-01-001 - STAFF SALARIES	CLEANING SERVICES	79.05	79.05
SEP152019		401-01-001 - STAFF SALARIES	CLEANING SERVICES	79.05	79.05

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Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
				Payment Total:	158.10
24568	9/19/2019	BRAD THAKE	BRAD THAKE CELL PHONE		
JUL2019		438-01-010 - P.W. TELEPHONE	BRAD THAKE CELL PHONE	106.85	
		102-01-099 - HST RECEIVABLE	HST Tax Code	11.80	
		900-01-099 - HST TRACKING	HST Tax Code	13.65	118.65
AUG2019		438-01-010 - P.W. TELEPHONE	BRAD THAKE CELL PHONE	106.85	
		102-01-099 - HST RECEIVABLE	HST Tax Code	11.80	
		900-01-099 - HST TRACKING	HST Tax Code	13.65	118.65
SEPT2019		438-01-010 - P.W. TELEPHONE	BRAD THAKE CELL PHONE	106.85	
		102-01-099 - HST RECEIVABLE	HST Tax Code	11.80	
		900-01-099 - HST TRACKING	HST Tax Code	13.65	118.65
				Payment Total:	355.95
24569	9/19/2019	UNITED COUNTIES OF LEEDS & CULVERTS			
6256		410-01-002 - BRIDGES & CULVERTS	CULVERTS	893.11	
		102-01-099 - HST RECEIVABLE	HST Tax Code	98.65	
		900-01-099 - HST TRACKING	HST Tax Code	114.10	991.76
6270		401-01-022 - COMPUTER EXPEN	HP PRINTER/PLOTTER	508.80	
		102-01-099 - HST RECEIVABLE	HST Tax Code	56.20	
		900-01-099 - HST TRACKING	HST Tax Code	65.00	565.00
				Payment Total:	1,556.76
24570	9/19/2019	XEROX CANADA LTD	MONTHLY PHOTOCOPY CHARGES		
P54727975		401-01-004 - OFFICE SUPPLIES	MONTHLY PHOTOCOPY CHAR	146.01	
		102-01-099 - HST RECEIVABLE	HST Tax Code	16.12	
		900-01-099 - HST TRACKING	HST Tax Code	18.65	162.13
Other:					
1219-Man	9/11/2019	ROYAL BANK VISA	FIRE STATION VISA		
6512AUG272019		402-01-015 - FIRE PROTECTION	HOSE HANGERS& GARBAGE (93.37	
		102-01-099 - HST RECEIVABLE	HST Tax Code	10.31	
		900-01-099 - HST TRACKING	HST Tax Code	11.93	103.68
1254-Man	9/11/2019	HYDRO ONE NETWORKS	MAYNARD REC		
4594SEP32019		600-01-016 - MAYNARD RECREA	MAYNARD REC	111.77	
		102-01-099 - HST RECEIVABLE	HST Tax Code	12.35	
		900-01-099 - HST TRACKING	HST Tax Code	14.28	124.12
1299-Man	9/11/2019	BELL CANADA	MAYNARD WDS		
4604AUG192019		102-01-044 - DUE FROM FAST E	MAYNARD WDS	36.46	
		102-01-099 - HST RECEIVABLE	HST Tax Code	4.03	
		900-01-099 - HST TRACKING	HST Tax Code	4.66	40.49

Township of Augusta

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Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
2105-Man 3455AUG102019	9/11/2019	BELL CANADA 402-01-091 - NEW MAITLAND FI 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	OLD STATON 1 TERMINATION FEE OLD STATON 1 TERMINATION HST Tax Code HST Tax Code	1,235.56 136.47 157.84	1,372.03
5426-Man 4231AUG192019	9/11/2019	BELL CANADA 401-01-003 - TELEPHONE & FAX 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	TWP OFFICE TWP OFFICE HST Tax Code HST Tax Code	219.81 24.28 28.08	244.09
6979-Man 6488AUG272019	9/11/2019	ROYAL BANK VISA 402-01-015 - FIRE PROTECTION 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	FIRE VISA WORK BENCH HST Tax Code HST Tax Code	434.52 47.99 55.51	482.51
7057-Man 8173SEP52019	9/11/2019	HYDRO ONE NETWORKS 438-01-026 - P.W. HYDRO 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	PW GARAGE PW GARAGE HST Tax Code HST Tax Code	217.80 24.05 27.82	241.85
7325-Man 3573SEP32019	9/11/2019	HYDRO ONE NETWORKS 102-01-044 - DUE FROM FAST E 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	MAYNARD WDS MAYNARD WDS HST Tax Code HST Tax Code	307.92 34.01 39.34	341.93
7764-Man 7818SEP32019	9/11/2019	ROYAL BANK VISA 401-01-017 - CONFERENCES & I 401-01-022 - COMPUTER EXPEN 401-01-011 - STAFF BENEFITS 406-01-007 - BUILDING CONF & I 401-01-004 - OFFICE SUPPLIES 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	MAIN OFFICE VISA OEMC CONFERENCE RAY NORTON ANTIVIRUS OFFICE LUNCHEON KAREN DEPOSIT FEE CONF. KAREN DEPOSIT FEE CONF. HST Tax Code HST Tax Code	712.32 111.94 36.73 152.58 1,998.65 332.71 384.81	3,344.93
8006-Man SEP52019	9/05/2019	DPOC 401-01-020 - POSTAGE 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	REPLENISH POSTAGE REPLENISH POSTAGE HST Tax Code HST Tax Code	2,251.33 248.67 287.61	2,500.00
8662-Man 5014SEP32019	9/11/2019	HYDRO ONE NETWORKS 401-01-002 - HYDRO 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	MAIN OFFICE MAIN OFFICE HST Tax Code HST Tax Code	588.41 64.99 75.17	653.40
9047-Man 3286SEP30219	9/11/2019	HYDRO ONE NETWORKS 402-01-002 - FIRE PROTECTION 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	NEW FIRE STATION NEW FIRE STATION HST Tax Code HST Tax Code	795.32 87.84 101.60	883.16

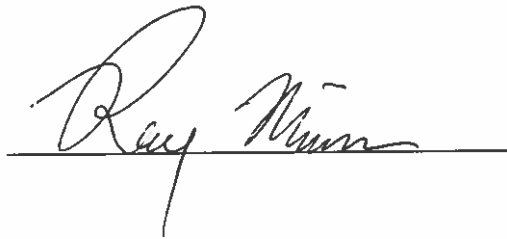
Report Date
9/19/2019 3:23 PM

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Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
9177-Man 2041AUG302019	9/11/2019	HYDRO ONE NETWORKS 600-01-012 - DOMVILLE RECRE/ 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	DOMVILLE REC DOMVILLE REC HST Tax Code HST Tax Code	106.24 11.73 13.57	117.97
3095322 AUG152019	9/04/2019	MINISTER OF FINANCE 204-01-001 - PAYROLL DEDUCTI	AUG1-AUG15 PAYROLL DEDUCTION AUG1-AUG15 PAYROLL DEDU	17,911.22	17,911.22
3095458 AUG312019	9/03/2019	MINISTER OF FINANCE 204-01-001 - PAYROLL DEDUCTI	AUG 16-AUG31 PAYROLL DEDUCTIC AUG 16-AUG31 PAYROLL DED	11,983.58	11,983.58
3095900 AUG312019	9/13/2019	ONTARIO EHT 204-01-002 - EHT PAYABLE	AUGUST HEALTH TAXES AUGUST HEALTH TAXES	2,253.60	2,253.60
				Total for AP:	69,332.37

Certified Correct This September 19, 2019



Ray Minn

REPORT NUMBER: 2019-111

DATE SUBMITTED TO COUNCIL: September 23, 2019

RE: 2018 Audited Financial Statements

AUTHOR: Ray Morrison, Treasurer

RECOMMENDATION:

THAT Council receive, approve and sign the 2018 Audited Financial Statements and receive and accept the 2018 Financial Audit results prepared by the Township's Treasurer and Auditors, as distributed at the meeting in draft form and

THAT Council authorize the Treasurer to submit the final signed 2018 Audited Financial Statements and related FIR MPMP/Performance Measures to the Ministry of Municipal Affairs and Housing and...

THAT Council authorize the Treasurer to submit the final 2018 Audited Financial Statements to other stakeholder's as required by contract (i.e. RBC Royal Bank), and post the audited financial statements and financial audit results to the Township's website.

BACKGROUND:

Management would like to acknowledge the constructive assistance and guidance provided by the auditors during completion of the 2018 Audited Financial Statements and related FIR MPMP/Performance Measures.

Management has reviewed the draft audited financial statements and statement of audit findings and discussed related issues with the corporation's auditors.

ATTACHMENT 1 – Consolidated Audited Financial Statements
ATTACHMENT 2 – 2018 Financial Highlights
ATTACHMENT 3 - 2018 Financial Audit Results
(Attachments to be distributed separately)

After detailed discussions with the Auditors, Management found no items requiring change and recommend the audited financial statements as presented in draft format be presented to Council for approval.

ANALYSIS:

Upon approval of the 2018 Audited Financial Statements, Financial Information Return (FIR) and related MPMP reports will be submitted immediately following the Council meeting, to the MMAH, the Township's bank RBC, and posted to the Township's website.

FINANCIAL CONSIDERATIONS:

Professional fees have been budgeted at \$20,000 in 401-01-015 – Professional Fees. Additional Professional Fees have been incurred related to accounting assistance relating to preparation of

certain reconciliations and working papers and the FIR MPMP/Performance Measures, which can be offset in Administration staff compensation costs.

CONSULTATIONS:

Consultations have been ongoing between the Township's auditors and staff.



Ray Morrison – CAO/Treasurer

REPORT 2019-110
REPORT TO COUNCIL Sept 19th, 2019
RE: Report from Planning Advisory Committee
PREPARED BY Nicole Walker, Community Development and Planning Coordinator.

RECOMMENDATION:

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

REPORT:

The PAC met on August 7, 2019 and considered the following reports:

1. Severance application B-50-19 -Martin and Martina Noe
2. Severance application B-66-19- Alex Kleiboer

1. Severance application B-50-19 – Martin and Martina Noe

Severance application B-50-19 has been received from the United Counties of Leeds and Grenville to create one new residential lot and one retained lot. The subject lands are described as part of lot 19, Concession 2, as in PR194066; Subject to AG16273, Township of Augusta and are municipally known as 2440 2nd Concession Road.

The subject lands are currently developed with a single detached dwelling and two accessory sheds. The subject lands are also subject to a hydro easement identified as Instrument AG16273. The applicant is proposing to create a new parcel of land, which would contain the existing single detached dwelling and accessory structures, while the retained lands would have the lease for the radiocommunications tower. The proposed radiocommunications tower has been evaluated by the Canadian Radiocommunications Information and Notification Service (CRINS) and approved.

The subject lands have a total area of approximately 80 acres (32.55 ha). The proposed severed lot would have an area of approximately 10 acres (4.05 ha) with approximately 50 metres of frontage on 2nd Concession Road. The proposed retained lot would have an area of approximately 70 acres (28.5 ha) with roughly 32 metres of frontage on 2nd Concession Road. Figure 1 below provides an overview of the proposed consent.

Recommendation:

Based on the review of consent application B-50-19, the proposal conforms to relevant planning policies and regulations. Any decisions to grant provisional consent should include the following conditions:

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

4. That favourable comments are received from circulated commenting agencies.
5. That the road allowance for 2nd Concession Road be widened along the frontage of the severed lands, as required, to 10 metres from the centerline of the road, and that a Transfer/Deed of Land conveying the said land to Augusta Township be prepared and executed.
6. That a Hydrogeology Investigation, which demonstrates that sufficient water quantity and quality exists and that private water services can be implemented without impacts to the aquifer and adjacent wells, be prepared by a qualified professional.

2. Severance application B-66-19 – Alex Kleiboer

Severance applications B-66-19 has been received from the United Counties of Leeds and Grenville to add an addition to an existing lot municipally known as 6701 County Road 18. The subject lands are located just north of 6701 County Rd 18. The applicant proposes that land be severed from the subject lands and adjoined to 6701 County Rd 18. The land intended to be severed has a well that services the house on 6701 County Rd 18. The applicant proposes that the retained land and the land intended to be severed remain vacant.

The proposal is considered to be consistent with the applicable provisions of the PPS, UCLG and Augusta Official Plan provided favorable review comments are received from other commenting agencies.

Recommendation

Based on the review of consent application B-66-19, the proposal conforms to relevant planning policies and regulations. Any decisions to grant provisional consent should include the following conditions:

1. The balance of any outstanding taxes, including penalties and interest, (any local improvement charges, if applicable) shall be paid to Augusta Township.
2. That the severed parcel merge with the parcel municipally known as 6701 County Road 18 and an acceptable reference plan be submitted to the Township.
3. That favourable comments are received from circulated commenting agencies.

3. Zoning By-Law Amendment Application: Dave Marshall

That the Planning Advisory Committee recommend that the Council of the Township of Augusta approve the proposed Zoning By-law Amendment to rezone the subject lands (Roll# 070600001503101) from Village Industrial to Village Commercial in order to permit the proposed commercial garage.

It is important to note that, although the MV Zone permits the commercial garage use, the proposal would not conform to the minimum interior side yard requirement. The proponent, therefore, is proposing a rezoning to the CV Zone as the proposed development meets the required performance standards and the proposed use is permitted.

The subject lands are located in part of Lot 3, Concession 3, Township of Augusta and front on County Road 18.

The subject lands are currently vacant with an existing entrance onto County Road 18. The applicant is proposing to develop a commercial garage on the subject lands. The proposed 380.5 m2 (4095.67 ft2) shop would consist of a reception and show room area, storage room, bathroom, machine shop area and an area to work on automobiles and other equipment. Associated landscape buffers and required parking are also proposed.

Recommendation:

Based on the review of subject Zoning By-law Amendment application, the proposed rezoning is consistent with the applicable provisions of the PPS. The rezoning also conforms to the purpose and intent of the UCLG and Township of Augusta Official Plans. Although the use is currently permitted, the Zoning By-law Amendment is required to permit the proposed interior side yard setback. In addition to the rezoning, a Site Plan Control application has been submitted to the Township. Site Plan Control approval is subject to a separate report once the Zoning By-law Amendment is in full force and effect.

In conclusion, the application to rezone the subject lands to Village Commercial is an appropriate use of the subject lands, is in the public interest, and represents good planning. It is, therefore, recommended that the Planning Advisory Committee recommend that the Council of the Township of Augusta approve the proposed Zoning By-law Amendment to rezone the subject lands (Roll# 070600001503101) from Village Industrial to Village Commercial in order to permit the proposed commercial garage.

4 Other Business

Maintenance and Care of Property By-law Review

The Committee reviewed and provided comments and recommendations to staff for suggested revisions. Chair accepted questions and comments from the Committee and the public and advised all in attendance to submit recommendations in writing to the Clerk by September 30, 2019.

CAO Morrison advised the draft by-law will be back on the Council agenda at the October 15, 2019 meeting.



Ray Morrison, CAO

Nicole Walker

REPORT NUMBER: 2019-107
REPORT TO COUNCIL: September 23, 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:

Demolition of the old station is complete. Site work is ongoing, and staff are working hard to get ready for the Open House which will be held on Sunday October 6th, 2019 from 12pm-4pm.

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

FINANCIAL IMPACTS:

None at this time.



Robert Bowman
Fire Chief



Ray Morrison
CAO/Treasurer



**THE CORPORATION OF THE TOWNSHIP OF AUGUSTA
BY-LAW NUMBER 3440-2019**

**A BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL OF THE TOWNSHIP OF
AUGUSTA AT ITS MEETING HELD ON SEPTEMBER 23, 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 September 23, 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 23rd day of September, 2019.

MAYOR

CLERK