

**AGENDA
AUGUSTA TOWNSHIP
C.O.W./REGULAR MEETING
December 9, 2019 at 6:30 P.M.**

REGULAR COUNCIL – EXECUTIVE SESSION

- A. Call to Order
- B. Mayor's Opening Remarks
- C. Approval of Agenda
- D. Approval of Minutes of Previous Meetings
- E. Disclosure of Interest and Nature Thereof
- F. Business Arising from the Minutes
- G. Delegations and Presentations
- H. Correspondence and Petitions
- I. **MOVED TO COMMITTEE OF THE WHOLE**
- J. **COMMITTEE/STAFF REPORTS**

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

Administration and Finance

- Report 2019 – 136 – Christmas Closure report
- Report 2019 – 137 – Purchase of Property
- Report 2019 – 142 – Brock IT contract
- Report 2019 – 143 – A/P

Operations

- Report 2019 – 140 – Public Works Update
- Report 2019 – 141 – Public Works CET Update

Planning and Building Services

Protective Services

- Report 2019 – 138 – Fire Department Monthly Activity Report
- Report 2019 – 139 – Emergency Management Program Review 2019

K. RETURN TO REGULAR MEETING OF COUNCIL

L. New and Unfinished Business

M. Notice of Motions

N. By-Laws

- 3451-2019 – Fire Station Loan Agreement with RBC

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

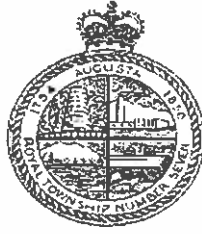
- Identifiable Individual
 - HR Issue
- Purchase of Property
 - Industrial Park

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
November 25, 2019**

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

PRESENT:

Mayor Malanka
Deputy Mayor Shaver
Councillor Bowman
Councillor Henry

PRESS: The Recorder and Times

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

REGRETS: Samantha Schapelhouman

CALL TO ORDER

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

MAYOR'S OPENING REMARKS

APPROVAL OF AGENDA

Moved by Councillor Bowman, seconded by Deputy Mayor Shaver
BE IT RESOLVED THAT the Agenda for November 13, 2019 be adopted.
Carried

APPROVAL OF MINUTES OF PREVIOUS MEETING

Moved by Deputy Mayor Shaver, seconded by Councillor Bowman
BE IT RESOLVED THAT Council approve the minutes of the November 13, 2019
Council meeting as printed and distributed to all members.
Carried

DISCLOSURE OF INTEREST

BUSINESS ARISING FROM THE MINUTES

DELEGATIONS & PRESENTATIONS

- RVCA re: 2020 Budget (Sommer Casgrain-Robertson, General Manager)

CORRESPONDENCE & PETITIONS

MOVED TO COMMITTEE OF THE WHOLE

Moved by Councillor Bowman, 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

Moved by Councillor Henry, seconded by Councillor Bowman
BE IT RESOLVED THAT Council support the development of a joint business retention and expansion session with the three municipal stakeholders in South Grenville; and

THAT Judy Baril facilitate the meeting.
Carried

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 2019-132

Moved by Councillor Bowman, seconded by Councillor Henry
BE IT RESOLVED THAT Council receive, review and approve the payment of the accounts payable invoices paid on cheques #24778 – 24828 and online payments through to November 21, 2019 in the amount of \$432,643.91.
Carried

Report 2019-133

Moved by Councillor Henry, seconded by Councillor Bowman
BE IT RESOLVED THAT Council receive this report for information; and

THAT Council pass a resolution supporting an external third-party service delivery review; and

THAT Council set aside the procurement By-Law to enter into a contract with TDC Group

management consulting to provide the review; and

THAT Council direct the CAO/Treasurer to apply for Municipal Modernization Program Intake 1 funding to support the review.

Carried

OPERATIONS

PLANNING AND BUILDING SERVICES

PROTECTIVE SERVICES

RETURN TO REGULAR MEETING OF COUNCIL

Moved by Deputy Mayor Shaver seconded by Councillor Henry

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

Carried

NEW AND UNFINISHED BUSINESS

NOTICE OF MOTIONS

BY-LAWS

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 7:37 pm., as per the Municipal Act c25, S.O. 2001 section 239 (2) to discuss:

- Pending Acquisition of Land
- Litigation

Carried

RISE FROM COMMITTEE OF THE WHOLE IN CAMERA

Moved by Deputy Mayor Shaver, seconded by Councillor Henry

BE IT RESOLVED THAT the closed session adjourned at 8:37 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 a pending acquisition of land and litigation.

Council

- Took no action beyond receiving the information from staff
- Provided instruction to staff

Carried

BY-LAW TO CONFIRM PROCEEDINGS OF COUNCIL

Moved by Deputy Mayor Shaver, seconded by Councillor Henry

BE IT RESOLVED THAT By-Law No. 3448-2019 confirm the proceedings of Council of the Township of Augusta at its meeting held on November 25, 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 8:29 pm until December 9, 2019 at 6:30 p.m. or until the call of the Mayor subject to need.

Carried



**MINUTES
AUGUSTA TOWNSHIP
SPECIAL MEETING**

December 2, 2019

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

PRESENT:

Mayor Malanka
Deputy Mayor Shaver
Councillor Bowman
Councillor Henry
Councillor Schapelhouman

PRESS:

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

REGRETS: Brad Thake

CALL TO ORDER

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

APPROVAL OF AGENDA

Moved by Councillor Bowman, seconded by Councillor Schapelhouman

BE IT RESOLVED THAT the Agenda for December 2, 2019 be adopted as amended to add report 2019-135.

Carried

DISCLOSURE OF INTEREST

PLANNING AND BUILDING SERVICES

Report 2019-134

Moved by Councillor Schapelhouman, seconded by Councillor Bowman

BE IT RESOLVED THAT the Planning report for Aquaworld ZBLA and severance B-95-19 be received for information and action in accordance with the individual resolutions.

Carried

Report 2019-134

Moved by Councillor Bowman, seconded by Councillor Schapelhouman

BE IT RESOLVED THAT Council recommend to the Land Division Committee of the United Counties of Leeds & Grenville that the consent application B-95-19 be approved subject to the following conditions:

1. The balance of any outstanding taxes, including penalties and interest, (any local improvement charges, if applicable) shall be paid to Augusta Township.
2. That the severed parcel merge with the parcel municipally known as 2600 County Road 15 and an acceptable reference plan be submitted to the Township.
3. That favourable comments are received from circulated commenting agencies.

Carried

Report 2019-134

Moved by Deputy Mayor Shaver, seconded by Councillor Henry

BE IT RESOLVED THAT Council approve the proposed zoning By-Law amendment providing for a change of zoning from Rural (R) Zone and Provincially Significant Wetland (PSW) Zone to a unique Aquaworld (AQW) zone and Environmental Protection (EP) Zone respectively on property legally described as West Part of Lot 6, Lot 7 E, Lot 8 Concession 1 of the Township of Augusta, also known as 1838 Merwin Lane.

Carried

ADMINISTRATION AND FINANCE

Report 2019-134

Moved by Deputy Mayor Shaver, seconded by Councillor Bowman

BE IT RESOLVED THAT Council receive the report for information; and

THAT Council authorize the Mayor and Clerk to negotiate an agreement contributing \$15,400 to the Grenville Community Futures Development Corporation to support future economic development in Augusta Township.

Carried

BY-LAWS

Moved by Councillor Henry seconded by Deputy Mayor Shaver

BE IT RESOLVED THAT By-Law Numbered 3449-2019 being a By-Law to amend By-Law 2965-2012 be read a first time, a second time, a third time, and be enacted as read.

Carried

QUESTION PERIOD FOR THE PUBLIC

QUESTION PERIOD FOR THE PRESS

ADJOURNMENT

Moved by Deputy Mayor Shaver, seconded by Councillor Henry

BE IT RESOLVED THAT this Council do now adjourn at 7:57 pm until December 9, 2019 at 6:30 p.m. or until the call of the Mayor subject to need.

Carried

REPORT NUMBER: 2019-136

DATE SUBMITTED TO COUNCIL: December 9, 2019

RE: December Township Office Closure Schedule

PREPARED BY: Annette Simonian, Clerk

RECOMMENDATION:

THAT Council receive the following report for information.

BACKGROUND:

The purpose of this report is to advise Council of the days the office will be closed.

As agreed by Council in 2013, the days the Township office will be closed (or have a skelton crew) during the holiday between Christmas and New Year's Day to allow employees time with their families, especially where travel is involved. Staff will have the options to work the ½ days on Christmas Eve and New Year's Eve and December 30. The office will still be opened on those days, but not with a full complement of staff.

The Township office will be closed Monday December 24, 2019 at noon through to December 26 and a ½ day December 31, 2019 through to January 1, 2020 and re-open on January 2, 2020.

Landfill Sites will be closed: December 25 & 26, 2019 and January 1, 2019.

The OPSEU union contract and employment by-law 3432-2019 state that employees have a ½ day on Christmas Eve and a ½ day on New Year's Eve. The rest of the time needed, employees will use vacation time. Employees are only allowed to carry over 1 week vacation and the rest is paid out at the end of the year. Time off taken would reduce the Township's financial burden even further and does so at a time of the year where the presence of a full staff complement is not crucial. From a management perspective it is preferable to have staff on vacation during the slowest time of the year as opposed to times which are very busy such as tax installment days or during the busy construction season. Accordingly, this initiative represents a positive financial benefit for the Township.

Although impact on customer service is a consideration, there should be no critical municipal concerns that can't wait to be handled the following week. There are no time sensitive municipal issues which come into play such as tax payments. As such the holiday season is the "slowest" time of the year for municipal staff. We anticipate that most if not all inquiries will be related to the condition of roadways and to that effect the road crews will be on duty.


FINANCIAL IMPACT

Staff will need to take vacation time or time in lieu to cover the following closure days:

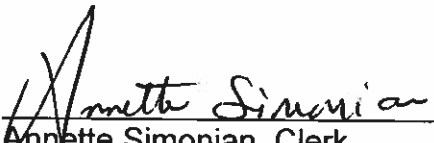
December 24 – ½ day (if taken)

December 27 – 1 day (office physically closed)

December 31 – ½ day (if taken)



Ray Morrison, CAO/Treasurer



Annette Simonian, Clerk

REPORT NUMBER: 2019-137
DATE: December 9, 2019
RE: Purchase of Property
AUTHOR: Ray Morrison, CAO/Treasurer

RECOMMENDATION:

That Council authorize the CAO to sign a purchase and sale agreement for the Masonic Hall at 8103 Main Street, North Augusta for the purchase price of \$55,000 HST included plus disbursement fees at an upset limit of \$3,000.

BACKGROUND:

At the closed meeting held November 25, 2019 Council provided direction to staff to negotiate the purchase the Masonic Hall for \$55,000 plus disbursement fees at an upset limit of \$3,000.

North Augusta Recreation Association has expressed an interest in this property for some time and are in favour of the purchase as the corner lot is large and perfectly located to expand current recreational spaces and offer additional indoor and outdoor activities.

The North Augusta Recreation Association has offered to fund raise to either renovate the building to use for expanded services or worst case demolish the building for parking and parkland. If the condition of the building requires demolition, the stones and timber can be sold or reused to offset the cost of demolition. The property has a large yard which can be converted to parking, outdoor rink or other outdoor activity areas, which can in turn be readily supported by the building and adjacent playground and washroom facilities.

The CAO conducted an inspection of the property on December 4, 2019, with the owner, looking for areas of risk to the Township, noting:

- oil tank is sound, with no evident leaks, but will need to be replaced based on age
- furnace is sound with no indications of leaks or functional problems, but will also need to be replaced based on age
- septic has not been used for many years and may need to be replaced,
- well yet to be tested through Health Unit (however, water table itself is considered safe based on ongoing testing of Township's own wells at the adjacent NA Fire Hall and NA Recreation washroom facilities.
- The building appears to be structurally sound, but in need of resurfacing throughout.
- There is no insulation in the attic, insulation in the walls is limited
- Electrical – 200-amp service with circuit breakers, grounded outlets, will need to be inspected by a qualified electrician
- Plumbing has all been removed to avoid water damage. While furnace works if activated, current owner leaves the building heat off throughout the winter.
- I consulted with long time residents of North Augusta concerning past use of the building who noted nothing of commercial, industrial nature that might create or leave behind environmental contamination. Before it was the Masonic Temple, it was a general store.

There are four levels in the building:

Basement is unfinished, with cement floor in part, rubble crawl space in remainder.

1st floor large open meeting area surrounded by kitchen, washrooms, cloak rooms, entrance and stairwell.

2nd floor is similar large open meeting area, with high metal clad ceilings with ample smaller rooms. Both 1st and 2nd level floors and walls are generally in good condition, in need of patching and resurfacing. Floors are multilayered, with 2" hardwood top surface.

4th level is an easily accessed attic in excellent structural condition, but with no insulation.

External walls are in good condition with spot chinking needed in several areas. Windows are very old, with old style storm windows in storage. Windows are currently boarded up for security purposes. Unused chimney needs repairs and/or capping. Roof appears to be in good shape, with some wind damage to relatively new soffits and eavestroughs. No apparent water damage to roof boards, trusses or attic floor, other than significant pigeon dirt in certain areas.

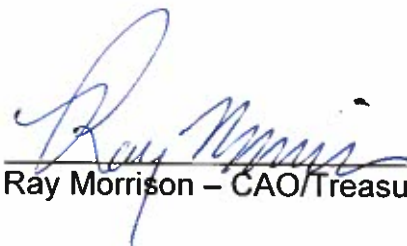
The yard has grown up, but soil is in good condition and yard can be readily recovered through mowing and minor tree/brush removal. Front step will need resurfacing. This a corner lot, with level grade to the village streets enabling the addition of parking spaces and/or sidewalks.

FINANCIAL CONSIDERATIONS:

Costs of implementing certain recommendations will be nominal or have been incorporated into 2019 approved budget allotments. Additional ongoing costs will be included in 2020 budget planning and deliberations. Many improvements will attract volunteer labour and materials keeping costs low.

Source of funds:

North Augusta Recreation Association contribution	\$10,000
Algonquin Recreation Account reallocation	\$12,000
Net proceeds of sale of Glenmore House	\$17,000
Balance (Available from reserves)	\$21,000
Total	<u>\$58,000</u>


Ray Morrison – CAO/Treasurer

REPORT NUMBER: 2019-142
REPORT TO COUNCIL December 9, 2019
RE: Contract with BrockIT for Technology Services
AUTHOR: Ray Morrison, CAO/Treasurer

RECOMMENDATION:

THAT Council authorize the CAO to enter in a contract with BrockIT for Technology Services, per Attachment A.

BACKGROUND:

The township has been well served by JoeComputer IT Services for many years. As technology continues to develop and external threats expand we need to improve upon our core services, response times and risk management analysis and response. To this end, staff has been consulting with peer municipalities and local IT providers.

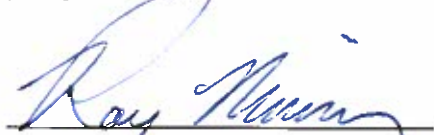
Providers consulted included JoeComputer, BrockIT, Zycom and Onserve. Municipalities consulted included Edwardsburgh-Cardinal, Prescott, Elizabethtown-Kitley, Rideau Lakes, North Grenville and the UCLG.

BrockIT worked with the Township's Architects and Project Manager on the IT infrastructure and services for the new Maitland Fire hall, with excellent consulting, implementation and ongoing service provision in a timely and cost effective manner. In addition, they provided a cyber security assessment at no cost which identified a number of potential improvements required for the Township main systems and administration departments. We would like to enhance the interconnectivity, security and backup capabilities between the main office and satellites: Fire halls, Public works and potentially Recreation facilities. BrockIT has demonstrated they are knowledgeable and capable of providing these services at a reasonable costs in a timely manner. Our peers that have migrated to their service have had excellent results. Their cost structure is competitive to other local providers.

It is recommended BrockIT be contracted to provide services as per attached contract for the period of two years and that staff continue to investigate joint service provision on a regional basis for the longer term. Staff will continue discussions with Edwardsburgh-Cardinal, Prescott and the UCLG on reviewing and assessing other specialized software applications used for the provision of accounting/payroll, building/planning, customer service, public works and human resources and fire services with the view to improving services both at the Township and regionally.

FINANCE:

Moving to BrockIT services will increase the IT support costs by approximately \$10,000 per year. This will be identified and included in 2020 budgeting calculations.


Ray Morrison, CAO/Treasurer



IT Service Level Agreement Parties

This Agreement is between,

Brock-IT

43 King St. West

Brockville, ON K6V 3P7

And

Augusta Township

3560 County Rd. 26

Prescott, ON K0E 1T0

Contacts:

Brock-IT Account Manager:

David LeSueur

Phone: (613) 499-9960 ext. 108

Email: dlesueur@Brock-IT.ca

Client Contact:

Ray Morrison

Phone: 613 925-4231

Email: rmorrison@augusta.ca

BROCKIT

Onboarding

The Onboarding package through Brock-IT includes:

- Learning the client's network and current business practices
- Help to set policies in place to effectively manage the IT environment
- Configure and deploy and Products or Services outlined in the Service Coverage and Pricing package
- Perform required kick off meetings and provide training and support to users on how to utilize these services

Onboarding services are included free of charge in the initial signing of this agreement.

Managed Service Desk Solutions

User Service Desk

1. Authorized Clients will have access to the managed service desk for resolving technical support requests.
 - a. The client will provide a list of authorized users to have access to support.
 - b. Brock-IT will educate users on registering calls or tickets during the initial kick-off meeting.
 - c. The goal is to solve the user's problem remotely, however, in the event the problem cannot be resolved remotely, Brock-IT will dispatch a technician when required.
 - d. Service tickets will be created for each technical support request documenting the resolution and time involved. Users will receive email updates regarding service tickets.
 - e. Service desk hours are:
Monday-Friday 7am-6pm
Saturdays, Sundays and Statutory Holidays: Emergency after hour rates apply; \$120.00 per hour.

Prerequisites

2. Brock-IT and Client must:
 - a. Identify a single point of contact for Brock-IT to contact with any technical questions or authorization requirements.
 - b. Identify the covered systems by machine name and ensure Brock-IT has a current list.
 - c. Provide a list of any third-party software providers and support information.
 - d. If applicable, define a set of server-side applications required to be monitored.
 - e. Provide a list of any applicable administrator usernames and passwords.
 - f. Appoint Brock-IT as a representative on any third-party support accounts to be able to work on your behalf.

BROCKIT

Management Reporting

3. Management reporting will be available upon request but is also produced yearly by Brock I.T.

Service Levels

4. Brock-IT will provide the following services to ensure that problems and issues do not impact covered machines:
 - a. For first response, when a user initiates a request by phone or high priority monitoring alerts, Brock-IT will respond within four (4) hours.
 - b. For non-critical problems timing will be scheduled to resolve issue. Non-critical problems are defined as requests or issues that do not impact the day to day operations or have workarounds.
 - c. All suggested manufacturer updates will be done within one (1) month of release. Brock-IT will inform the client in the event that they are not able to perform the new updates within the time frame. Postponement or issues that occur from the client that would prevent updates from being complete within the one (1) month time frame will render the time frame invalid.

Out of Scope Services

5. Any services or work performed not defined under the service agreement will result in billable time for the Client at \$120 per hour. These extra services are changes to the technology environment, such as adding new hardware and the setup of that hardware.

General Conditions

6. Repeated action by client users or unreliable and problematic devices that cause service tickets will be brought to the attention of the Client. If no action is taken by the client to resolve the issue, Brock-IT reserves the right to bill separately for the support time.

Rate Terms

7. The base rate and contract may be subject to change at time of renewal and not before.
8. Services are based on the actual time spent and not the complexity of the problem or issues addressed. However, there is a one (1) hour minimum for on-site support and fifteen (15) minute minimum for remote support.

Confidentiality, Privacy and Security

9. Privacy is an important value/goal of Brock-IT. We will protect your information to the best of our ability and expect the same from the client in return. No information that is disclosed to Brock-IT will be released in any way without the strict approval from the Client or required by law.

BROCKIT

Terms and Payments

10. Upon completion of any additional hours or for product, invoices will be created and sent to the Client. Payment is due upon receipt.
11. Payments of monthly service fees will be made within 30 days of the of the invoice date. Any payments made after the 30-day period will be subject to a late fee of one (2%) percent per month from the invoice date, until paid.

Agreement Term and Cancellation Policy

12. This service agreement is valid for a period of 2 year(s) from the start date. Any future agreements will be renewed with the signed consent of both Brock-IT and the Client.
13. The Client may cancel the contract at any time with a written notice period of 90 days.
14. In the event that Brock-IT is in breach of this service agreement and no remedy is provided within 30 days, the client may notify the Brock-IT of early termination of this agreement without providing a 90 day notice period.
15. Brock-IT reserves the right to cancel this agreement by providing 90 days written notice to the Client.

On Premise Equipment Terms

16. In the event of the following, the Client agrees to reimburse Brock-IT for:
 - a. Any equipment damage from abuse or negligence of the Client or its representatives;
 - b. Theft or disappearance of equipment on the Client's premises
 - c. Destruction due to environmental events such as fire, flood, natural disasters, etc.
17. Modifications or alterations shall be made by Brock-IT staff only with regards to equipment. All equipment will be used in the manner that it is intended.
18. In the event that any equipment is required to be moved the Client will notify Brock-IT.
19. All equipment will be returned to Brock-IT in good condition at the end of the term or upon termination of the Brock-IT/Client Relationship.

Contract Changes, Amendments, Fair Usage

20. Quarterly reviews of the number of devices will be performed by Brock-IT. The process will include:
 - a. Notifying the Client of any services or systems added or deleted from the current service agreement, the cost of the added or deleted service or system and the new monthly agreement amount and the effective date.
 - b. A 30 day notice period will be provided to the client to respond to the changes.
 - c. If no response is received, Brock-IT will amend the monthly invoice to reflect the changes.
 - d. Any increase or decrease of services or systems support will require an amended agreement to be signed with the agreed to changes.
 - e. The client is required to notify Brock-IT of any additional systems support of services that are required to be added to the agreement.

BROCKIT

21. Quarterly Reviews will be performed of the support time usage of the Client. If the usage is deemed excessive Brock-IT reserves the right to increase the support usage fee by a percentage in order to accommodate the higher usage level. Any changes will require the signed consent of the Client.

Authorization

22. The person signing this agreement on behalf of the Client has been authorized to do so and is acting within the scope of his or her authority.

Client Warranty RE: Software Licensing

23. Any software provided for installation, configuration and usage have been legally obtained by the client and is properly licensed. Any additional software will be legally licensed and only used according to usage agreements set out by the third party. Brock-IT has no prior knowledge of the Clients current software licensing or software provided by the client. The Client takes sole responsibility and liability for all licensing and purchasing of software.

Limitation of Liability

24. Brock-IT is not liable to the Client for direct damages greater than the amount or price payable hereunder for its services. Further Brock-IT is not liable to the Client for any special, indirect, incidental, consequential or punitive damages arising out of or relating to this agreement. Brock-IT is not responsible for data loss or recovery costs in the event of an incident in data loss.

Arbitration & Governing Law

25. If there are any controversies that arise out of or relating to this agreement or the interpretation of the agreement that cannot be resolved between Brock-IT and the Client, they will be settled by binding arbitration in Ontario.
26. Ontario law shall govern the construction, validity, and interpretation of this agreement and the performance of its obligations.

BROCKIT

Service rate

1. \$120.00 per computer user. 12 Current users = \$1,440.00 per month.

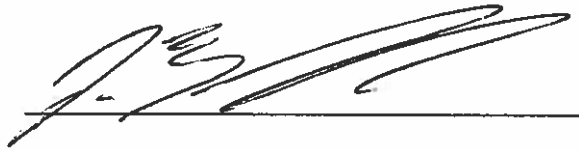
Managed services	
Brock IT Fast Remote Access Agent	Included
Security Suite	Included
Automated Patch Management	Included
Automated Preventative System Maintenance	Included
24/7 Server Monitoring	Included
24/7 Hardware/Software monitoring for desktops including predictive failure notices	Included
Remote Support	Included
Onsite Support	Included
Business Continuity Services	Included
Office 365 Business Premium	Included
Office 365 Email Cloud Backups	Included
Barracuda Spam Filtering	Included
Yearly Reporting on current state of IT systems	Included
Yearly security audits	Included
vCIO	Included
HaaS	Available

BROCKIT

Agreement

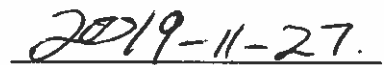
I, _____, hereby accept this agreement. I authorize Brock-IT to process payment in accordance with this agreement.

Client Signature



Brock-IT Signature

Date



Date

Desired Start Date: _____

MM/DD/YYYY

REPORT #: 2019-143

REPORT TO COUNCIL: December 9, 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 #24829 – 24893 and online payments through to December 6, 2019 in the amount of \$260,950.63.

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

Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
Bank Code: AP - ACC/PAYABLE					
Computer Cheques:					
24829 DEC312019	11/29/2019	MINISTER OF FINANCE 101-01-008 - PREPAID EXPENSE	LICENSE RENEWALS ALL VEHICLES LICENSE RENEWALS ALL VEH	11,257.50	11,257.50
24830 25214	12/06/2019	ABC FIRE PROTECTION INC 402-01-014 - FIRE PROTECTION 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	EXTINGUISHER MAINTENANCE FIRE EXTINGUISHER MAINTENANCI HST Tax Code HST Tax Code	172.99 19.11 22.10	192.10
24831 9370521396	12/06/2019	ACKLANDS-GRAINGER INC 402-01-018 - FIRE PROTECTION 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	BATTERIES FOR SCBA BATTERIES FOR SCBA HST Tax Code HST Tax Code	27.29 3.02 3.49	30.31
24832 6460	12/06/2019	AJ'S WATER TREATMENT 402-01-013 - FIRE PROTECTION 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	REPLACE BULB MAITLAND FIREHAI REPLACE BULB MAITLAND FIF HST Tax Code HST Tax Code	408.57 45.13 52.20	453.70
24833 NOV252019	12/06/2019	ANNETTE SIMONIAN 401-01-017 - CONFERENCES & I 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	RE-IMBRUSE EXPENSES RE-IMBRUSE EXPENSES HST Tax Code HST Tax Code	72.58 8.01 9.27	80.59
24834 NOV302109	12/06/2019	ANN SHOREY 401-01-010 - MILEAGE 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	MILEAGE MILEAGE HST Tax Code HST Tax Code	90.77 10.03 11.60	100.80
24835 NOV222019	12/06/2019	ARNOLD DIXON 404-01-008 - LIVESTOCK KILLEC	OWCP CLAIM OWCP CLAIM	869.40	869.40
24836 NOV302019	12/06/2019	ASHLEIGH TRICKEY 510-01-009 - WASTE DISPOSAL 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	MILEAGE MILEAGE HST Tax Code HST Tax Code	39.63 4.37 5.06	44.00
24837 751534-1	12/06/2019	BEACH HOME HARDWARE 438-01-011 - P.W. SHOP SUPPLI 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	SHOP SUPPLIES SHOP SUPPLIES HST Tax Code HST Tax Code	34.50 3.81 4.41	38.31
751862-1		510-01-033 - WMS - WETLANDS 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	WETLANDS MAYNARD HST Tax Code HST Tax Code	65.08 7.18 8.31	72.26
752868-1		438-01-011 - P.W. SHOP SUPPLI	SHOP SUPPLIES	16.63	

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		102-01-099 - HST RECEIVABLE	HST Tax Code	1.83	
		900-01-099 - HST TRACKING	HST Tax Code	2.12	18.46
				Payment Total:	129.03
24838	12/06/2019	BEARCOM CANADA CORP	REPAIR BASE RADIO		
4932447		402-01-015 - FIRE PROTECTION	REPAIR BASE RADIO	671.62	
		102-01-099 - HST RECEIVABLE	HST Tax Code	74.18	
		900-01-099 - HST TRACKING	HST Tax Code	85.80	745.80
24839	12/06/2019	BOURGON CONSTRUCTION	NEW FIREHALL		
1811-16		402-01-090 - FIRE PROTECTION	NEW FIREHALL	2,836.81	
		102-01-099 - HST RECEIVABLE	HST Tax Code	313.34	
		900-01-099 - HST TRACKING	HST Tax Code	362.41	3,150.15
24840	12/06/2019	BROCKVILLE TRACTOR-TRAILER TRUCK # 7			
58420		452-01-002 - #7 -2010 INT'L TANI TRUCK # 7		74.83	
		102-01-099 - HST RECEIVABLE	HST Tax Code	8.27	
		900-01-099 - HST TRACKING	HST Tax Code	9.56	83.10
58482		477-01-002 - #6 -2006 INT'L TANI TRUCK # 6		1,302.31	
		102-01-099 - HST RECEIVABLE	HST Tax Code	143.84	
		900-01-099 - HST TRACKING	HST Tax Code	166.37	1,446.15
				Payment Total:	1,529.25
24841	12/06/2019	BROCK-IT LTD	MONTHLY PHONE SERVICE		
1294		402-01-004 - FIRE PROTECTION	MONTHLY PHONE SERVICE	135.34	
		102-01-099 - HST RECEIVABLE	HST Tax Code	14.95	
		900-01-099 - HST TRACKING	HST Tax Code	17.29	150.29
24842	12/06/2019	CANADIAN NATIONAL	CN RAILS MAINTENANCE		
91495814		437-01-002 - SAFETY DEVICES	CN RAILS MAINTENANCE	653.00	653.00
24843	12/06/2019	UNISYNC GROUP LIMITED	FIRE CLOTHING		
96323		402-01-005 - FIRE PROTECTION	FIRE CLOTHING	33.07	
		102-01-099 - HST RECEIVABLE	HST Tax Code	3.66	
		900-01-099 - HST TRACKING	HST Tax Code	4.23	36.73
24844	12/06/2019	CASSIDY'S ENGRAVING & TROIFIRE BANQUET AWARDS			
432212		402-01-015 - FIRE PROTECTION	FIRE BANQUET AWARDS	639.05	
		102-01-099 - HST RECEIVABLE	HST Tax Code	70.59	
		900-01-099 - HST TRACKING	HST Tax Code	81.64	709.64
24845	12/06/2019	CHAD DAVIS	DEPUTY CHIEF CELL PHONE		
NOV272019		402-01-004 - FIRE PROTECTION	DEPUTY CHIEF CELL PHONE	96.67	
		102-01-099 - HST RECEIVABLE	HST Tax Code	10.68	
		900-01-099 - HST TRACKING	HST Tax Code	12.35	107.35

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24846 21395	12/06/2019	COUNTRYMAN ELECTRIC 445-01-090 - ROADS CAPITAL	INSTALL USED GENERATOR P/W INSTALL USED GENERATOR F	4,008.24	
		102-01-099 - HST RECEIVABLE	HST Tax Code	442.73	
		900-01-099 - HST TRACKING	HST Tax Code	512.06	4,450.97
24847 576944	12/06/2019	CRISTILL ROCK 401-01-004 - OFFICE SUPPLIES	BOB GREGAS WATER BOB GREGAS WATER	58.50	58.50
24848 NOV302019	12/06/2019	DALE SMITH 402-01-013 - FIRE PROTECTION	STATION # 1 SNOWPLOWING STATION # 1 SNOWPLOWING	234.14	
		102-01-099 - HST RECEIVABLE	HST Tax Code	25.86	
		900-01-099 - HST TRACKING	HST Tax Code	29.91	260.00
24849 NOV212019	12/06/2019	DON HALL 402-01-020 - FIRE PROTECTION	SNACKS FOR BANQUET SNACKS FOR BANQUET	67.12	67.12
24850 NOV272019	12/06/2019	ED FINUCAN 402-01-005 - FIRE PROTECTION	RE-IMBURSE SUPPLIES RE-IMBURSE SUPPLIES	16.63	
		102-01-099 - HST RECEIVABLE	HST Tax Code	1.83	
		900-01-099 - HST TRACKING	HST Tax Code	2.12	18.46
24851 33926	12/06/2019	ELMER'S CONSTRUCTION LTD 402-01-013 - FIRE PROTECTION	STATION # 2 SNOW REMOVAL STATION # 2 SNOW REMOVAL	172.99	
		102-01-099 - HST RECEIVABLE	HST Tax Code	19.11	
		900-01-099 - HST TRACKING	HST Tax Code	22.10	192.10
24852 6566	12/06/2019	FAST EDDIE'S AUTO RECYCLIN 510-01-016 - REPAIRS & MAINTENANCE	REPAIR COMPACTOR MOTOR REPAIR COMPACTOR MOTOR	1,475.52	
		102-01-099 - HST RECEIVABLE	HST Tax Code	162.98	
		900-01-099 - HST TRACKING	HST Tax Code	188.50	1,638.50
7135		510-01-001 - WASTE DISPOSAL	MONTHLY CHARGES	16,281.63	
		102-01-044 - DUE FROM FAST E	MONTHLY CHARGES	389.11	
		102-01-099 - HST RECEIVABLE	HST Tax Code	1,798.37	
		900-01-099 - HST TRACKING	HST Tax Code	2,080.00	17,690.89
				Payment Total:	19,329.39
24853 138629	12/06/2019	FASTENAL CANADA LTD 436-01-002 - SAFETY DEVICES	MISC OFFICE SUPPLIES MISC OFFICE SUPPLIES	21.59	
		102-01-099 - HST RECEIVABLE	HST Tax Code	2.39	
		900-01-099 - HST TRACKING	HST Tax Code	2.76	23.98
24854 5591111	12/06/2019	HANSLER SMITH LIMITED 438-01-011 - P.W. SHOP SUPPLIES	SHOP SUPPLIES SHOP SUPPLIES	27.94	
		102-01-099 - HST RECEIVABLE	HST Tax Code	3.09	
		900-01-099 - HST TRACKING	HST Tax Code	3.57	31.03
5591109		438-01-011 - P.W. SHOP SUPPLIES	SHOP SUPPLIES	104.25	

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		102-01-099 - HST RECEIVABLE	HST Tax Code	11.52	
		900-01-099 - HST TRACKING	HST Tax Code	13.32	115.77
5591526		438-01-011 - P.W. SHOP SUPPLI	SHOP SUPPLIES	149.99	
		102-01-099 - HST RECEIVABLE	HST Tax Code	16.57	
		900-01-099 - HST TRACKING	HST Tax Code	19.16	166.56
5591611		438-01-011 - P.W. SHOP SUPPLI	SHOP SUPPLIES	194.89	
		102-01-099 - HST RECEIVABLE	HST Tax Code	21.53	
		900-01-099 - HST TRACKING	HST Tax Code	24.90	216.42
				Payment Total:	529.78
24855	12/06/2019	INDUSTRIAL ELECTRICAL	CEDAR PARL LED LIGHTING		
934		600-01-005 - RECREATION PAR	CEDAR PARL LED LIGHTING	1,769.16	
		102-01-099 - HST RECEIVABLE	HST Tax Code	195.41	
		900-01-099 - HST TRACKING	HST Tax Code	226.01	1,964.57
964		500-01-014 - STREETLIGHT MAI	NOVEMBER MAINTENANCE	495.74	
		102-01-099 - HST RECEIVABLE	HST Tax Code	54.76	
		900-01-099 - HST TRACKING	HST Tax Code	63.33	550.50
				Payment Total:	2,515.07
24856	12/06/2019	JJ CONSTRUCTION	MAIN OFFICE GRASS		
2069		401-01-016 - REPAIRS & MAINT	MAIN OFFICE	122.11	
		102-01-099 - HST RECEIVABLE	HST Tax Code	13.49	
		900-01-099 - HST TRACKING	HST Tax Code	15.60	135.60
2070		600-01-010 - ALGONQUIN RECR	ALGONQUIN PARK	203.52	
		102-01-099 - HST RECEIVABLE	HST Tax Code	22.48	
		900-01-099 - HST TRACKING	HST Tax Code	26.00	226.00
2071		605-01-030 - LIBRARY - R&M - GI	PUBLIC LIBRARY	162.82	
		102-01-099 - HST RECEIVABLE	HST Tax Code	17.98	
		900-01-099 - HST TRACKING	HST Tax Code	20.80	180.80
2072		520-01-002 - CEMETARIES	GRASS CEMETERY	203.52	
		102-01-099 - HST RECEIVABLE	HST Tax Code	22.48	
		900-01-099 - HST TRACKING	HST Tax Code	26.00	226.00
2073		520-01-002 - CEMETARIES	COOPER ROAD CEMETERY GI	122.11	
		102-01-099 - HST RECEIVABLE	HST Tax Code	13.49	
		900-01-099 - HST TRACKING	HST Tax Code	15.60	135.60
2074		600-01-005 - RECREATION PAR	KEMP PARK GRASS	162.82	
		102-01-099 - HST RECEIVABLE	HST Tax Code	17.98	
		900-01-099 - HST TRACKING	HST Tax Code	20.80	180.80
2075		600-01-005 - RECREATION PAR	CEDAR PARK GRASS	203.52	
		102-01-099 - HST RECEIVABLE	HST Tax Code	22.48	
		900-01-099 - HST TRACKING	HST Tax Code	26.00	226.00

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				Payment Total:	1,310.80
24857	12/06/2019	J & L TRUCK & TRAILER	REPAIR ELECTRIC PUMP UNIT#5		
142347		402-01-014 - FIRE PROTECTION	REPAIR ELECTRIC PUMP UNIT	715.57	
		102-01-099 - HST RECEIVABLE	HST Tax Code	79.03	
		900-01-099 - HST TRACKING	HST Tax Code	91.41	794.60
142359		402-01-014 - FIRE PROTECTION	REPLACE FUEL FILTERS UNIT	254.32	
		102-01-099 - HST RECEIVABLE	HST Tax Code	28.09	
		900-01-099 - HST TRACKING	HST Tax Code	32.49	282.41
				Payment Total:	1,077.01
24858	12/06/2019	JOE COMPUTER	MONTHLY CHARGES		
103724		401-01-022 - COMPUTER EXPEN	MONTHLY CHARGES	305.28	
		102-01-099 - HST RECEIVABLE	HST Tax Code	33.72	
		900-01-099 - HST TRACKING	HST Tax Code	39.00	339.00
14558		401-01-022 - COMPUTER EXPEN	MANAGED SERVICES MONTHI	457.92	
		102-01-099 - HST RECEIVABLE	HST Tax Code	50.58	
		900-01-099 - HST TRACKING	HST Tax Code	58.50	508.50
				Payment Total:	847.50
24859	12/06/2019	KEN MILLER EXCAVATING	SAND SALT STATION # 1		
36003		402-01-013 - FIRE PROTECTION	SAND SALT STATION # 1	81.41	
		102-01-099 - HST RECEIVABLE	HST Tax Code	8.99	
		900-01-099 - HST TRACKING	HST Tax Code	10.40	90.40
24860	12/06/2019	KING EDWARD AUTO PARTS	SHOP SUPPLIES		
6029-172319		438-01-011 - P.W. SHOP SUPPLI	SHOP SUPPLIES	22.35	
		102-01-099 - HST RECEIVABLE	HST Tax Code	2.46	
		900-01-099 - HST TRACKING	HST Tax Code	2.85	24.81
6029-172322		438-01-011 - P.W. SHOP SUPPLI	SHOP SUPPLIES	12.27	
		102-01-099 - HST RECEIVABLE	HST Tax Code	1.36	
		900-01-099 - HST TRACKING	HST Tax Code	1.57	13.63
6029-172694		438-01-011 - P.W. SHOP SUPPLI	WINTER BLADES	15.21	
		102-01-099 - HST RECEIVABLE	HST Tax Code	1.68	
		900-01-099 - HST TRACKING	HST Tax Code	1.94	16.89
6029-172733		438-01-011 - P.W. SHOP SUPPLI	PLOW MARKERS	273.58	
		102-01-099 - HST RECEIVABLE	HST Tax Code	30.22	
		900-01-099 - HST TRACKING	HST Tax Code	34.95	303.80
6029-172789		438-01-011 - P.W. SHOP SUPPLI	WASHER FLUID	24.34	
		102-01-099 - HST RECEIVABLE	HST Tax Code	2.69	
		900-01-099 - HST TRACKING	HST Tax Code	3.11	27.03

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6029-172900		438-01-011 - P.W. SHOP SUPPLI	SHOP SUPPLIES	30.52	
		102-01-099 - HST RECEIVABLE	HST Tax Code	3.37	
		900-01-099 - HST TRACKING	HST Tax Code	3.90	33.89
6029-172972		438-01-011 - P.W. SHOP SUPPLI	SHOP SUPPLIES	47.87	
		102-01-099 - HST RECEIVABLE	HST Tax Code	5.29	
		900-01-099 - HST TRACKING	HST Tax Code	6.12	53.16
				Payment Total:	473.21
24861 27922	12/06/2019	GFL ENVIRONMENTAL INC	WDS CONTRACT SERVICES		
		510-01-013 - CONTRACT SERVIC	WDS CONTRACT SERVICES	4,024.54	
		102-01-099 - HST RECEIVABLE	HST Tax Code	444.53	
		900-01-099 - HST TRACKING	HST Tax Code	514.14	4,469.07
24862 1274886	12/06/2019	LEVAC SUPPLY LIMITED	TRAINING COURSES FIRE		
		402-01-012 - FIRE PROTECTION	TRAINING COURSES FIRE	814.08	
		102-01-099 - HST RECEIVABLE	HST Tax Code	89.92	
		900-01-099 - HST TRACKING	HST Tax Code	104.00	904.00
24863 111511191445029	12/06/2019	MINISTER OF FINANCE	MONTHLY POLICING		
		404-01-090 - PROTECTIVE POLIK	MONTHLY POLICING	85,351.00	85,351.00
132611191358024		404-01-090 - PROTECTIVE POLIK	OPP RIDE PROGRAM	1,083.15	1,083.15
				Payment Total:	86,434.15
24864 352987	12/06/2019	MOTION CANADA	TRUCK #7		
		452-01-002 - #7 -2010 INT'L TANI	TRUCK #7	57.09	
		102-01-099 - HST RECEIVABLE	HST Tax Code	6.30	
		900-01-099 - HST TRACKING	HST Tax Code	7.29	63.39
24865 2019/20-03539	12/06/2019	MUNISOFT	YEARLY SOFTWARE RENEWAL		
		401-01-022 - COMPUTER EXPEN	YEARLY SOFTWARE RENEWA	4,439.80	
		102-01-099 - HST RECEIVABLE	HST Tax Code	490.39	
		900-01-099 - HST TRACKING	HST Tax Code	567.19	4,930.19
24866 NOV302019	12/06/2019	OMERS	NOVEMBER OMERS		
		204-01-003 - OMERS PAYABLE	NOVEMBER OMERS	15,284.26	15,284.26
24867 112860	12/06/2019	ONTARIO BUILDING OFFICIALS	MEMBERSHIP RENEWAL KLAVIGNE		
		406-01-007 - BUILDING CONF &	MEMBERSHIP RENEWAL KLA\	325.63	
		102-01-099 - HST RECEIVABLE	HST Tax Code	35.97	
		900-01-099 - HST TRACKING	HST Tax Code	41.60	361.60
24868 278	12/06/2019	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

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315		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
347		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
377		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
414		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
431		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
				Payment Total:	1,118.70
24869	12/06/2019	OPSEU	Monthly Remittance Union Dues		
	NOV3032019	204-01-004 - OPSEU PAYABLE	Monthly Remittance Union	507.66	507.66
24870	12/06/2019	OPTIMA SANTE GLOBALE	EAP FLAT FEE		
	F137463	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
24871	12/06/2019	PAUL J. VAN LUIT	NOVEMBER MILEAGE		
	NOV2019	404-01-004 - BY-LAW MILEAGE	NOVEMBER MILEAGE	183.85	
		102-01-099 - HST RECEIVABLE	HST Tax Code	20.31	
		900-01-099 - HST TRACKING	HST Tax Code	23.49	204.16
	MOV2019	404-01-001 - BY-LAW - SALARIE	NOVEMBER BY-LAW	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
				Payment Total:	1,560.16
24872	12/06/2019	POSTMEDIA NETWORK INC	YEARLY SUBSCRIPTION R/T		
	DEC 42019	401-01-018 - ADVERTISING & PF	YEARLY SUBSCRIPTION R/T	202.09	
		102-01-099 - HST RECEIVABLE	HST Tax Code	22.32	
		900-01-099 - HST TRACKING	HST Tax Code	25.82	224.41
24873	12/06/2019	PROMOTIONAL CONCEPTS	AUGUSTA WINTER JACKETS		
	19-0247	600-01-011 - RECREATION - BEN	AUGUSTA WINTER JACKETS	84.04	
		406-01-005 - BUILDING STAFF B	AUGUSTA WINTER JACKETS	75.68	

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		405-01-001 - CEMP HONOURARI	AUGUSTA WINTER JACKETS	75.68	
		401-01-011 - STAFF BENEFITS	AUGUSTA WINTER JACKETS	378.40	
		400-01-004 - COUNCIL BENEFIT:	AUGUSTA WINTER JACKETS	378.40	
		438-01-007 - P.W. STAFF BENEF	AUGUSTA WINTER JACKETS	605.42	
		402-01-011 - WORKERS COMPE	AUGUSTA WINTER JACKETS	151.36	
		102-01-099 - HST RECEIVABLE	HST Tax Code	183.89	
		900-01-099 - HST TRACKING	HST Tax Code	212.70	1,932.87
24874	12/06/2019	RIVERSIDE BUICK GMC LTD.	WINTER TIRES OFFICE VEHICLE		
306895		401-01-030 - CHEV EQUINOX - R	WINTER TIRES OFFICE VEHIC	101.76	
		102-01-099 - HST RECEIVABLE	HST Tax Code	11.24	
		900-01-099 - HST TRACKING	HST Tax Code	13.00	113.00
24875	12/06/2019	ROB PORTER	SCRATCH TICKETS FIRE BANQUET		
NOV272019		402-01-020 - FIRE PROTECTION	SCRATCH TICKETS FIRE BANK	250.00	250.00
24876	12/06/2019	SALLY BELL	POUND FEE		
DEC12019		404-01-010 - ANIMAL CONTROL	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
24877	12/06/2019	SAMANTHA SCHAPELHOUMAN	CANDY SANTA CLAUS PARADE		
DEC52019		600-01-050 - SPECIFIC GRANT -	CANDY SANTA CLAUS PARAD	67.54	
		102-01-099 - HST RECEIVABLE	HST Tax Code	7.46	
		900-01-099 - HST TRACKING	HST Tax Code	8.63	75.00
24878	12/06/2019	SCOTT DAVIS	FIRE DEPT HONORARIUMS		
DEC22019		402-01-006 - FIRE PROTECTION	FIRE DEPT HONORARIUMS	371.93	371.93
24879	12/06/2019	SECUREWAY	FAKE SMOKE FOR TESTING ALARM		
799419		402-01-016 - FIRE PROTECTION	FAKE SMOKE FOR TESTING A	40.60	
		102-01-099 - HST RECEIVABLE	HST Tax Code	4.49	
		900-01-099 - HST TRACKING	HST Tax Code	5.19	45.09
750319		402-01-013 - FIRE PROTECTION	REPLACE LOCKS STATION # 2	550.87	
		102-01-099 - HST RECEIVABLE	HST Tax Code	60.85	
		900-01-099 - HST TRACKING	HST Tax Code	70.38	611.72
				Payment Total:	656.81
24880	12/06/2019	SMALL JOBS	TRUCK# 7		
812		452-01-002 - #7 -2010 INT'L TAN	TRUCK# 7	109.31	
		102-01-099 - HST RECEIVABLE	HST Tax Code	12.07	
		900-01-099 - HST TRACKING	HST Tax Code	13.96	121.38
808		452-01-002 - #7 -2010 INT'L TAN	TRUCK # 7	1,618.74	
		102-01-099 - HST RECEIVABLE	HST Tax Code	178.80	
		900-01-099 - HST TRACKING	HST Tax Code	206.80	1,797.54
809		475-01-002 - #9- 2017 FREIGHTL	TRUCK # 9	252.36	

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		102-01-099 - HST RECEIVABLE	HST Tax Code	27.87	
		900-01-099 - HST TRACKING	HST Tax Code	32.24	280.23
811		477-01-002 - #6 -2006 INT'L TAN[TRUCK# 6		2,028.65	
		102-01-099 - HST RECEIVABLE	HST Tax Code	224.07	
		900-01-099 - HST TRACKING	HST Tax Code	259.16	2,252.72
810		464-01-002 - #2- 2011 INT'L TAN[TRUCK# 2		716.92	
		102-01-099 - HST RECEIVABLE	HST Tax Code	79.19	
		900-01-099 - HST TRACKING	HST Tax Code	91.59	796.11
				Payment Total:	5,247.98
24881	12/06/2019	JONATHAN STADIG	CELL PHONE		
	NOV302019	438-01-010 - P.W. TELEPHONE	CELL PHONE	72.75	
		102-01-099 - HST RECEIVABLE	HST Tax Code	8.03	
		900-01-099 - HST TRACKING	HST Tax Code	9.29	80.78
24882	12/06/2019	STEVEN MENARD PROFESSION	LEGAL FEES		
	1081	401-01-028 - LEGAL EXPENSE	LEGAL FEES	1,481.07	
		102-01-099 - HST RECEIVABLE	HST Tax Code	163.59	
		900-01-099 - HST TRACKING	HST Tax Code	189.21	1,644.66
24883	12/06/2019	SUSAN BOSMAN	CLEANING SERVICES		
	NOV242019	401-01-001 - STAFF SALARIES	CLEANING SERVICES	79.05	79.05
	DEC12019	401-01-001 - STAFF SALARIES	CLEANING SERVICES	79.05	79.05
				Payment Total:	158.10
24884	12/06/2019	BRAD THAKE	CASH ADVANCE		
	NOV302019	102-01-001 - ACCOUNTS RECEI	CASH ADVANCE	1,800.00	1,800.00
	DEC22019	438-01-010 - P.W. TELEPHONE	CELL PHONE	106.85	
		438-01-018 - P.W. OFFICE SUPP	CELL PHONE	109.10	
		102-01-099 - HST RECEIVABLE	HST Tax Code	23.86	
		900-01-099 - HST TRACKING	HST Tax Code	27.59	239.81
				Payment Total:	2,039.81
24885	12/06/2019	TOWN OF PRESCOTT	PRESCOTT FIRE COVERAGE		
	2019-0440	402-01-009 - PRESCOTT FIRE C	PRESCOTT FIRE COVERAGE	15,633.29	15,633.29
24886	12/06/2019	TUNNOCK CONSULTING LTD	AQUAWORLD		
	965	102-01-011 - AQUAWORLD	AQUAWORLD	2,905.12	
		102-01-099 - HST RECEIVABLE	HST Tax Code	320.88	
		900-01-099 - HST TRACKING	HST Tax Code	371.13	3,226.00
24887	12/06/2019	UNITED COUNTIES OF LEEDS &	ELECTION COSTS		
	19208	400-01-003 - ELECTION	ELECTION COSTS	34.11	34.11

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24888 1093	12/06/2019	UP & TO THE RIGHT	ECONOMIC DEVELOPMENT		
		616-01-005 - PROFESSIONAL SE	ECONOMIC DEVELOPMENT	1,349.34	
		102-01-099 - HST RECEIVABLE	HST Tax Code	149.04	
		900-01-099 - HST TRACKING	HST Tax Code	172.38	1,498.38
24889 3121790	12/06/2019	VANZUYLEN AILIGNMENT LTD. TRUCK # 7	TRUCK # 7		
		452-01-002 - #7 -2010 INT'L TAN	TRUCK # 7	122.45	
		102-01-099 - HST RECEIVABLE	HST Tax Code	13.52	
		900-01-099 - HST TRACKING	HST Tax Code	15.64	135.97
24890 NOV292019	12/06/2019	VIKKI WERNER-MACKELER	RE-IMBURSE MISC SUPPLIES		
		401-01-004 - OFFICE SUPPLIES	RE-IMBURSE MISC SUPPLIES	9.91	
		102-01-099 - HST RECEIVABLE	HST Tax Code	1.09	
		900-01-099 - HST TRACKING	HST Tax Code	1.26	11.00
24891 11206	12/06/2019	WE FINANCE	LEASE PAYMENT PHOTCOPIERS		
		401-01-004 - OFFICE SUPPLIES	LEASE PAYMENT PHOTCOPIE	979.58	
		102-01-099 - HST RECEIVABLE	HST Tax Code	108.20	
		900-01-099 - HST TRACKING	HST Tax Code	125.14	1,087.78
24892 NOV302019	12/06/2019	WSIB ONTARIO	NOVEMBER WSIB		
		204-01-009 - WSIB PAYABLE	NOVEMBER WSIB	7,033.50	7,033.50
24893 126153	12/06/2019	L. ZIGMAN & SONS LTD	SHOP SUPPLIES		
		438-01-011 - P.W. SHOP SUPPLI	SHOP SUPPLIES	21.98	
		102-01-099 - HST RECEIVABLE	HST Tax Code	2.43	
		900-01-099 - HST TRACKING	HST Tax Code	2.81	24.41
Other:					
135-Man 9985NOV202019	11/26/2019	HYDRO ONE NETWORKS	MAITLAND BY THE RIVER STRLIGHT		
		500-01-010 - MAITLAND BY THE	MAITLAND BY THE TRAIL STR	9.43	
		102-01-099 - HST RECEIVABLE	HST Tax Code	1.05	
		900-01-099 - HST TRACKING	HST Tax Code	1.21	10.48
380-Man 566	11/26/2019	CST CANADA CO.	CLEAR DIESEL		
		120-01-002 - STOCK - DIESEL	CLEAR DIESEL	1,351.04	
		102-01-099 - HST RECEIVABLE	HST Tax Code	149.23	
		900-01-099 - HST TRACKING	HST Tax Code	172.60	1,500.27
493-Man 2883NOV132019	11/26/2019	TELUS MOBILITY	MAIN OFFICE P/W CELL PHONES		
		401-01-003 - TELEPHONE & FAX	MAIN OFFICE	195.33	
		406-01-008 - BUILDING CELL PH	CBO CELLPHONE	68.53	
		438-01-010 - P.W. TELEPHONE	CBO CELLPHONE	235.98	
		102-01-099 - HST RECEIVABLE	HST Tax Code	55.22	
		900-01-099 - HST TRACKING	HST Tax Code	63.86	555.06
523-Man	11/26/2019	CST CANADA CO.	PREMIUM GAS		

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41		120-01-001 - STOCK - GAS	PREMIUM GAS	2,479.04	
		102-01-099 - HST RECEIVABLE	HST Tax Code	273.82	
		900-01-099 - HST TRACKING	HST Tax Code	316.70	2,752.86
607-Man	11/26/2019	HYDRO ONE NETWORKS	KEMP STRLIGHTS		
6433NOV202019		500-01-007 - KEMP SUBDIVISION	KEMP STRLIGHTS	9.61	
		102-01-099 - HST RECEIVABLE	HST Tax Code	1.06	
		900-01-099 - HST TRACKING	HST Tax Code	1.23	10.67
782-Man	11/26/2019	HYDRO ONE NETWORKS	ST.LAWRENCE CRT STRLIGHTS		
5429NOV202019		500-01-006 - ST LAWRENCE CR	ST.LAWRENCE CRT STRLIGH1	8.22	
		102-01-099 - HST RECEIVABLE	HST Tax Code	0.91	
		900-01-099 - HST TRACKING	HST Tax Code	1.05	9.13
1167-Man	11/26/2019	HYDRO ONE NETWORKS	MAYNARD STRLIGHTS		
4283NOV202019		500-01-009 - MAYNARD SUBD. S	MAYNARD STRLIGHTS	89.85	
		102-01-099 - HST RECEIVABLE	HST Tax Code	9.93	
		900-01-099 - HST TRACKING	HST Tax Code	11.48	99.78
1169-Man	11/20/2019	HYDRO ONE NETWORKS	N/A REC HALL		
0192NOV72019		600-01-018 - NORTH AUGUSTA F	N/A REC HALL	123.51	
		102-01-099 - HST RECEIVABLE	HST Tax Code	13.64	
		900-01-099 - HST TRACKING	HST Tax Code	15.78	137.15
1171-Man	11/20/2019	HYDRO ONE NETWORKS	N/A FIRE DEPT		
3997NOV72019		402-01-002 - FIRE PROTECTION	N/A FIRE DEPT	344.06	
		102-01-099 - HST RECEIVABLE	HST Tax Code	38.00	
		900-01-099 - HST TRACKING	HST Tax Code	43.95	382.06
1268-Man	11/26/2019	CST CANADA CO.	COLOURED DIESEL		
689		120-01-003 - STOCK - COLOURE	COLOURED DIESEL	977.67	
		102-01-099 - HST RECEIVABLE	HST Tax Code	107.99	
		900-01-099 - HST TRACKING	HST Tax Code	124.90	1,085.66
1523-Man	11/26/2019	HYDRO ONE NETWORKS	BURNSIDE STRLIGHTS		
1784NOV202019		500-01-001 - BURNSIDE ESTATE	BURNSIDE STRLIGHTS	8.22	
		102-01-099 - HST RECEIVABLE	HST Tax Code	0.91	
		900-01-099 - HST TRACKING	HST Tax Code	1.05	9.13
1728-Man	11/26/2019	HYDRO ONE NETWORKS	N/A FIRE SOLAR		
1958NOV202019		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
1871-Man	11/26/2019	HYDRO ONE NETWORKS	ALGONQUIN STR LIGHTS		
4210NOV202019		500-01-005 - ALGONQUIN STREI	ALGONQUIN STR LIGHTS	10.47	
		102-01-099 - HST RECEIVABLE	HST Tax Code	1.16	
		900-01-099 - HST TRACKING	HST Tax Code	1.34	11.63

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2031-Man 2162NOV202019	11/26/2019	HYDRO ONE NETWORKS 500-01-004 - MAITLAND STREET	MAITLAND STRLIGHTS MAITLAND STRLIGHTS	298.47	
		102-01-099 - HST RECEIVABLE	HST Tax Code	32.97	
		900-01-099 - HST TRACKING	HST Tax Code	38.13	331.44
2289-Man 9461NOV202019	11/26/2019	HYDRO ONE NETWORKS 500-01-013 - LIONS GATE STREI	LIONS GATE STRLIGHTS LIONS GATE STRLIGHTS	9.95	
		102-01-099 - HST RECEIVABLE	HST Tax Code	1.10	
		900-01-099 - HST TRACKING	HST Tax Code	1.27	11.05
2339-Man 8512NOV202019	11/26/2019	HYDRO ONE NETWORKS 500-01-002 - LUGTHART SUBDIV	LUGTAHART STRLIGHTS LUGTAHART STRLIGHTS	9.43	
		102-01-099 - HST RECEIVABLE	HST Tax Code	1.05	
		900-01-099 - HST TRACKING	HST Tax Code	1.21	10.48
2382-Man 657	11/20/2019	CST CANADA CO. 402-01-013 - FIRE PROTECTION	STATION # 2 DEISEL STATION # 2 DEISEL	129.53	
		102-01-099 - HST RECEIVABLE	HST Tax Code	14.31	
		900-01-099 - HST TRACKING	HST Tax Code	16.55	143.84
2465-Man 9109NOV32019	11/20/2019	BELL MOBILITY INC. 402-01-004 - FIRE PROTECTION	FIRE DEPT TABLETS FIRE DEPT TABLETS	85.48	
		102-01-099 - HST RECEIVABLE	HST Tax Code	9.44	
		900-01-099 - HST TRACKING	HST Tax Code	10.92	94.92
2760-Man 7818NOV282019	11/28/2019	ROYAL BANK VISA 402-01-005 - FIRE PROTECTION	MAIN OFFICE VISA RMORRISON FIRE OFFICE SUPPLIES	167.99	
		600-01-022 - RECREATION MAS	REC MASTER PLAN	2,543.14	
		102-01-099 - HST RECEIVABLE	HST Tax Code	299.45	
		900-01-099 - HST TRACKING	HST Tax Code	346.35	3,010.58
3309-Man 2031NOV12019	11/20/2019	BELL CANADA 402-01-004 - FIRE PROTECTION	STATION # 2 STATION # 2	46.72	
		102-01-099 - HST RECEIVABLE	HST Tax Code	5.16	
		900-01-099 - HST TRACKING	HST Tax Code	5.97	51.88
3681-Man 6512OCT282019	11/20/2019	ROYAL BANK VISA 402-01-013 - FIRE PROTECTION	FIRE DEPT VISA BUILDING SUPPLIES	146.88	
		402-01-012 - FIRE PROTECTION	TRAINING	146.72	
		102-01-099 - HST RECEIVABLE	HST Tax Code	32.43	
		900-01-099 - HST TRACKING	HST Tax Code	37.51	326.03
4203-Man 8173NOV42019	11/20/2019	HYDRO ONE NETWORKS 438-01-026 - P.W. HYDRO	PUBLIC WORKS PUBLIC WORKS	249.96	
		102-01-099 - HST RECEIVABLE	HST Tax Code	27.61	
		900-01-099 - HST TRACKING	HST Tax Code	31.93	277.57
4377-Man	11/20/2019	ROYAL BANK VISA	MAIN OFFICE VISA		

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7818	NOV202019	406-01-007 - BUILDING CONF & I	BUILDING PUBLICATION	19.66	
		400-01-002 - COUNCIL- OTHER	SUMMITT 2019 JSHAVER	27.02	
		401-01-017 - CONFERENCES & I	CLERKS MEETING ASIMONIAN	158.43	
		400-01-002 - COUNCIL- OTHER	OGRA TANYA,SAMANTHA	467.78	
		438-01-012 - HEALTH & SAFETY	PW TRAINING	95.64	
		401-01-004 - OFFICE SUPPLIES	VARIOUS OFFICE SUPPLIES	404.29	
		102-01-099 - HST RECEIVABLE	HST Tax Code	129.54	
		900-01-099 - HST TRACKING	HST Tax Code	149.83	1,302.36
4422-Man	11/20/2019	FAMILY RESPONSIBILITY OFFK	0711411		
	NOV202019	201-01-003 - PAYROLL DEDUCTI	0711411	2,144.00	2,144.00
4436-Man	11/20/2019	HYDRO ONE NETWORKS	N/A WDS		
	9094NOV72019	102-01-044 - DUE FROM FAST E	N/A WDS	61.54	
		102-01-099 - HST RECEIVABLE	HST Tax Code	6.80	
		900-01-099 - HST TRACKING	HST Tax Code	7.86	68.34
4956-Man	11/20/2019	BELL CANADA	PW GARAGE		
	2002NOV12019	438-01-010 - P.W. TELEPHONE	PW GARAGE	103.83	
		102-01-099 - HST RECEIVABLE	HST Tax Code	11.46	
		900-01-099 - HST TRACKING	HST Tax Code	13.26	115.29
5278-Man	11/20/2019	RELIANCE HOME COMFORT	RENTAL HOT WATER		
	7908OCT292019	402-01-003 - FIRE PROTECTION	RENTAL HOT WATER	5.72	
		102-01-099 - HST RECEIVABLE	HST Tax Code	0.63	
		900-01-099 - HST TRACKING	HST Tax Code	0.73	6.35
5693-Man	11/28/2019	COGECO CONNEXION INC	STATION #1 INTERNET		
	4837NOV132019	402-01-013 - FIRE PROTECTION	STATION #1 INTERNET	76.27	
		102-01-099 - HST RECEIVABLE	HST Tax Code	8.42	
		900-01-099 - HST TRACKING	HST Tax Code	9.74	84.69
5732-Man	11/20/2019	ROYAL BANK VISA	CAHD DAVIS FIRE VISA		
	4231NOV42019	402-01-005 - FIRE PROTECTION	SUPPLIES OPEN HOUSE	679.95	
		402-01-012 - FIRE PROTECTION	TRAINING	199.00	
		402-01-015 - FIRE PROTECTION	MISC EQUIPMENT	15.24	
		102-01-099 - HST RECEIVABLE	HST Tax Code	98.76	
		900-01-099 - HST TRACKING	HST Tax Code	114.23	992.95
5807-Man	11/28/2019	UNION GAS LIMITED	MAIN OFFICE HEAT		
	7402NOV222019	401-01-021 - HEAT	MAIN OFFICE HEAT	160.06	
		102-01-099 - HST RECEIVABLE	HST Tax Code	17.68	
		900-01-099 - HST TRACKING	HST Tax Code	20.45	177.74
6030-Man	11/26/2019	CST CANADA CO.	STATION # 2 FURNACE OIL		
	960	402-01-003 - FIRE PROTECTION	STATION # 2 FURNACE OIL	716.36	
		102-01-099 - HST RECEIVABLE	HST Tax Code	79.13	
		900-01-099 - HST TRACKING	HST Tax Code	91.52	795.49

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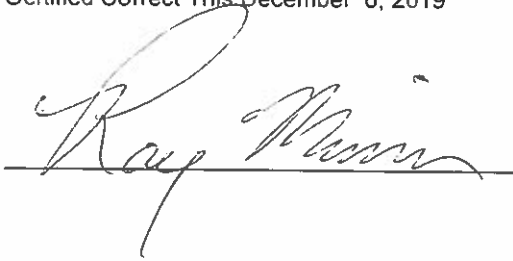
Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
6434-Man 5201NOV202019	11/26/2019	HYDRO ONE NETWORKS	RIVERVIEW HEIGHTS STRLIGHTS		
		500-01-003 - RIVERVIEW HEIGH	RIVERVIEW HEIGHTS STRLIGI	621.92	
		102-01-099 - HST RECEIVABLE	HST Tax Code	68.69	
		900-01-099 - HST TRACKING	HST Tax Code	79.45	690.61
6509-Man 4591NOV202019	11/26/2019	HYDRO ONE NETWORKS	N/A STRLIGHTS		
		500-01-008 - VILLAGE OF NORTI	N/A STRLIGHTS	38.61	
		102-01-099 - HST RECEIVABLE	HST Tax Code	4.26	
		900-01-099 - HST TRACKING	HST Tax Code	4.93	42.87
6630-Man 6593NOV202019	11/26/2019	HYDRO ONE NETWORKS	MEIKLE STRLIGHTS		
		500-01-011 - MEIKLE SUBDIVISIK	MEIKLE STRLIGHTS	11.34	
		102-01-099 - HST RECEIVABLE	HST Tax Code	1.25	
		900-01-099 - HST TRACKING	HST Tax Code	1.45	12.59
6689-Man 4595NOV42019	11/20/2019	ROYAL BANK VISA	FIRE CHIEF VISA		
		402-01-005 - FIRE PROTECTION	MISC SUPPLIES	737.20	
		402-01-012 - FIRE PROTECTION	TRAINING	353.93-	
		402-01-015 - FIRE PROTECTION	DEFIB PADS	58.96	
		102-01-099 - HST RECEIVABLE	HST Tax Code	48.85	
		900-01-099 - HST TRACKING	HST Tax Code	56.50	491.08
8476-Man 4047NOV282019	11/28/2019	ROYAL BANK VISA	MAIN OFFICE VISA RMORRISON		
		406-01-007 - BUILDING CONF & I	MMAH MEMBERSHIP DUES	98.16	
		401-01-050 - MODERNIZATION/R	RAY LUNCH FOR MEETING	58.71	
		600-01-022 - RECREATION MAS	RECREATION MASTER PLAN	3,934.86	
		102-01-099 - HST RECEIVABLE	HST Tax Code	451.93	
		900-01-099 - HST TRACKING	HST Tax Code	522.72	4,543.66
8832-Man 7331NOV112019	11/20/2019	HYDRO ONE NETWORKS	ELLIS HOUSE		
		401-01-012 - ELLIS HOUSE EXPE	ELLIS HOUSE	39.42	
		102-01-099 - HST RECEIVABLE	HST Tax Code	4.36	
		900-01-099 - HST TRACKING	HST Tax Code	5.04	43.78
9657-Man 9061NOV72019	11/20/2019	HYDRO ONE NETWORKS	N/A REC SOCCER		
		600-01-018 - NORTH AUGUSTA F	N/A REC SOCCER	37.21	
		102-01-099 - HST RECEIVABLE	HST Tax Code	4.12	
		900-01-099 - HST TRACKING	HST Tax Code	4.76	41.33
9715-Man 4134NOV112019	11/20/2019	HYDRO ONE NETWORKS	CEDAR PARK		
		600-01-002 - RECREATION - HYE	CEDAR PARK	66.06	
		102-01-099 - HST RECEIVABLE	HST Tax Code	7.30	
		900-01-099 - HST TRACKING	HST Tax Code	8.44	73.36
9852-Man 5844NOV72019	11/20/2019	HYDRO ONE NETWORKS	N/A RECREATION		
		600-01-018 - NORTH AUGUSTA F	N/A RECREATION	114.12	
		102-01-099 - HST RECEIVABLE	HST Tax Code	12.61	
		900-01-099 - HST TRACKING	HST Tax Code	14.58	126.73

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9965-Man 4567NOV112019	11/20/2019	HYDRO ONE NETWORKS 402-01-002 - FIRE PROTECTION	MAITLAND FIRE DEPT MAITLAND FIRE DEPT	23.66	
		102-01-099 - HST RECEIVABLE	HST Tax Code	2.61	
		900-01-099 - HST TRACKING	HST Tax Code	3.02	26.27
4113350 OCT312019	11/08/2019	MINISTER OF FINANCE 201-01-001 - A/P GENERAL	GOV'T REMITTANCES OCT312019 GOV'T REMITTANCES OCT312	15,989.90	15,989.90
4113565 OCT312019	11/15/2019	ONTARIO EHT 204-01-002 - EHT PAYABLE	OCTOBER HEALTH TAXES OCTOBER HEALTH TAXES	2,052.75	2,052.75
6125661 NOV152019	11/27/2019	MINISTER OF FINANCE 201-01-001 - A/P GENERAL	GOV'T REMITTANCES GOV'T REMITTANCES	11,102.81	11,102.81
				Total for AP:	260,950.63

Certified Correct This December 6, 2019



Ray Messin

REPORT NUMBER: 2019-140
REPORT TO COUNCIL: December 9, 2019
RE: Public Works Activity Report
PREPARED BY: Brad Thake, Public Works Manager

RECOMMENDATION:

THAT Council receive the Public Works Activity Report as prepared by the Public Works Manager dated December 9th, 2019 for information.

PURPOSE:

To keep Council aware of the activities of the Public Works Department.

BACKGROUND:

Road Maintenance and Operations

- Hardtop maintenance (pothole repair) ongoing
- Winter maintenance operations in full effect
- Sign replacement ongoing (MESH software)

Projects/Tenders:

- North Augusta: Main St. re-construction (design phase). Storm sewer line repairs completed

Waste/Transfer sites:

Maitland Transfer Site

- Oil containment system construction in progress
- Wetlands: Sampling complete for 2019
- Blumetric/Township creating grant application for new Wetland cell/expansion

North Augusta Transfer Site

- Brush pile chipping delayed (contractor machine break down)

Health & Safety/ Training:

- Weekly safety talks ongoing with PW staff
- Plow operator training program complete

FINANCIAL IMPACTS:

None at this time.

ATTACHEMENT:



**Brad Thake
Public Works Manager**



**Ray Morrison
CAO/Treasurer**

Reg. 239/02: MINIMUM MAINTENANCE STANDARDS FOR MUNICIPAL HIGHWAYS

Snow accumulation, roadways

4. (1) Subject to section 4.1, the standard for addressing snow accumulation on roadways is,

- (a) after becoming aware of the fact that the snow accumulation on a roadway is greater than the depth set out in the Table to this section, to deploy resources as soon as practicable to address the snow accumulation; and
- (b) after the snow accumulation has ended, to address the snow accumulation so as to reduce the snow to a depth less than or equal to the depth set out in the Table within the time set out in the Table,
 - (i) to provide a minimum lane width of the lesser of three metres for each lane or the actual lane width, or
 - (ii) on a Class 4 or Class 5 highway with two lanes, to provide a total width of at least five metres. O. Reg. 47/13, s. 4; O. Reg. 366/18, s. 5 (1).

(2) If the depth of snow accumulation on a roadway is less than or equal to the depth set out in the Table to this section, the roadway is deemed to be in a state of repair with respect to snow accumulation. O. Reg. 47/13, s. 4.

(3) For the purposes of this section, the depth of snow accumulation on a roadway and, if applicable, lane width under clause (1) (b), may be determined in accordance with subsection (4) by a municipal employee, agent or contractor, whose duties or responsibilities include one or more of the following:

1. Patrolling highways.
2. Performing highway maintenance activities.
3. Supervising staff who perform activities described in paragraph 1 or 2. O. Reg. 47/13, s. 4; O. Reg. 366/18, s. 5 (2).

(4) The depth of snow accumulation on a roadway and lane width may be determined by,

- (a) performing an actual measurement;
- (b) monitoring the weather; or
- (c) performing a visual estimate. O. Reg. 47/13, s. 4; O. Reg. 366/18, s. 5 (3).

(5) For the purposes of this section, addressing snow accumulation on a roadway includes,

- (a) plowing the roadway;
- (b) salting the roadway;
- (c) applying abrasive materials to the roadway;
- (d) applying other chemical or organic agents to the roadway;

(e) any combination of the methods described in clauses (a) to (d). O. Reg. 366/18, s. 5 (4).

(6) This section does not apply to that portion of the roadway,

(a) designated for parking;

(b) consisting of a bicycle lane or other bicycle facility; or

(d) used by a municipality for snow storage. O. Reg. 366/18, s. 5 (4).

TABLE
SNOW ACCUMULATION - ROADWAYS

Class of Highway	Depth	Time
1	2.5 cm	4 hours
2	5 cm	6 hours
3	8 cm	12 hours
4	8 cm	16 hours
5	10 cm	24 hours

O. Reg. 47/13, s. 4; O. Reg. 366/18, s. 5 (5).

Snow accumulation on roadways, significant weather event

4.1 (1) If a municipality declares a significant weather event relating to snow accumulation, the standard for addressing snow accumulation on roadways until the declaration of the end of the significant weather event is,

(a) to monitor the weather in accordance with section 3.1; and

(b) if deemed practicable by the municipality, to deploy resources to address snow accumulation on roadways, starting from the time that the municipality deems appropriate to do so. O. Reg. 366/18, s. 7.

(2) If the municipality complies with subsection (1), all roadways within the municipality are deemed to be in a state of repair with respect to snow accumulation until the applicable time in the Table to section 4 expires following the declaration of the end of the significant weather event by the municipality. O. Reg. 366/18, s. 7.

(3) Following the end of the weather hazard in respect of which a significant weather event was declared by a municipality under subsection (1), the municipality shall,

(a) declare the end of the significant weather event when the municipality determines it is appropriate to do so; and

(b) address snow accumulation on roadways in accordance with section 4. O. Reg. 366/18, s. 7.

REPORT NUMBER: 2019-141
REPORT TO COUNCIL: December 9, 2019
RE: Public Works CET
PREPARED BY: Brad Thake, Public Works Manager

RECOMMENDATION:

THAT Council receive the Public Works Civil Engineering Technologist (CET) Report as prepared by the Public Works Manager dated December 9th, 2019 for information.

BACKGROUND:

Augusta Township Public Works department added the Civil Engineering Technologist position this fall, with the purpose of improving the department's efficiencies, productivity, monitor the North Augusta and Maynard Wetlands, support operations staff and to work closely with the Public Works Manager regarding capital projects and asset management. The Township completed the hiring process in late August and our new CET started on September 16th, 2019.

OVERVIEW:

During their tenure here to date, our CET has been involved with various ongoing projects including:

- Monitoring and reporting of the North Augusta and Maynard Wetlands
- Installation of the waste oil containment system (in progress)
- Working with PW Manager on asset management plans
- Assisting PW Manager regarding capital projects
- Assisting PW staff in the field
 - o providing guidance on sound decision making
 - o ensuring staff have appropriate resources to complete tasks
 - o ensuring health and safety protocols are followed

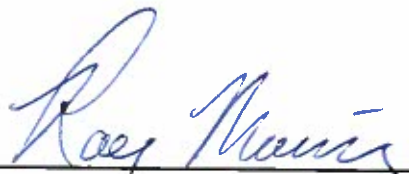
FINANCIAL IMPACTS:

Budget included a half year allocation for this position, so currently under budget due to September start vs summer.

ATTACHMENT:



Brad Thake
Public Works Manager



Ray Morrison
CAO/Treasurer

REPORT NUMBER: 2019-138
REPORT TO COUNCIL: December 9, 2019
RE: Fire Department Monthly Activity Report
PREPARED BY: Robert Bowman; Fire Chief

RECOMMENDATION:

THAT Council receive this report for information on the activities of Augusta Fire Rescue for the month of November

PURPOSE:

To keep Council aware of the activities of Augusta Fire Rescue in the community on an ongoing basis.

BACKGROUND:

Fire Prevention:

- Assist one resident with installation of smoke and carbon monoxide alarms
- Assist one resident and family with preparation of their Home Fire Escape Plan.

Fire Inspection:

- Continue to work with Maple Leaf Schools regarding the inspection completed last month. They are very proactive with Fire Safety.
- Continue to work with the Ontario Fire Marshalls Office regarding the inspection of a vulnerable occupancy completed last month.

Training:

- HAZMAT Awareness Training
- Station #2 vehicle and equipment familiarization
- 4 members completed their First Aid / Basic Life Support / CPR / Defibrillator / Oxygen Administration and Airway Course. Firefighters from Augusta, Prescott and Edwardsburgh-Cardinal attended – 16 hours each
- 6 members completed a First Responder Medical Course. Firefighters from Augusta, Prescott and Edwardsburgh-Cardinal attended. – 36 hours each
- 1 member completed Part 1 of the MOL Safety committee course. – 24 hours
- 1 member completed Part 2 of the MOL Safety committee course. – 16 hours
- New recruits completed training on Operating Guidelines and Policies, MOL Section 21, Personal Protective Equipment, and Self-Contained Breathing Apparatus.

Responses:

- **McLeansville Rd** – Power Lines Down (6 hours)
- **Sarah St. and Thompson St.** – Hydro pole broken (8 hours)

- **East Mclean Blvd.** – Carbon Monoxide
- **County Rd 2** – Medical Assistance
- **County Rd 2** – Activated Alarm
- **Dejong Rd** – Public Perceived Emergency
- **County Rd 18** – Medical Assistance
- **Bethel Rd** – Activated Alarm
- **Charleville Rd** – Motor Vehicle Accident
- **Highway 401** – Motor Vehicle Accident
- **County Rd 26** – Medical Assistance

Other:

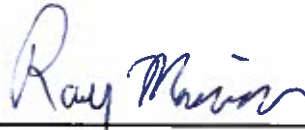
- Hosted the quarterly meeting and networking session of the Leeds and Grenville Fire Administrators
- Hosted the celebration of life for Bill Buckler
- Participated in the Prescott Santa Claus Parade
- Participated in the Brockville Santa Claus Parade

FINANCIAL IMPACTS:

None at this time.



Robert Bowman
Fire Chief



Ray Morrison
CAO/Treasurer

December 09, 2019
REPORT TO COUNCIL
REPORT #: 2019-139
EMERGENCY MANAGEMENT PROGRAM REVIEW, 2019
PREPARED BY: HANS WERNER-MACKELER, CEMC

RECOMMENDATION:

THAT Council receive this report for information.

BACKGROUND:

Each year, municipalities in Ontario have to submit a year-end program review to the Office of the Fire Marshal and Emergency Management as part of their legislated requirements. The Municipal Compliance Report for 2019 will be submitted digitally. This report is a summary for your information.

Key Emergency Management Personnel

By-law 3323-2017 was passed on Sept. 21, 2017 by Council. Other than the CEMC position (appointed under 3052-2013), the by-law appointed the following staff in an EM role:

CEMC*	Hans Werner-Mackeler
Alternate CEMC	Rob Bowman
Emergency Information Officer*	Ashleigh Trickey
Alternate EIO	Hans Werner-Mackeler

* Legislated requirement

Emergency Management Program Committee (EMPC)

The latest Committee was established via By-law Number 3269-2016. The Committee has a Terms of Reference established under the by-law. Committee membership includes:

- Mayor or appointed member of Council determined by the Mayor
- CAO
- Fire Chief
- Public Works Manager
- Emergency Information Officer
- Clerk
- Community Emergency Management Coordinator (Chair of Committee)
- Other staff or outside agencies by invitation
- Council members can choose to attend

Hazard Identification Risk Assessment (HIRA)

While some work to revise the HIRA document was undertaken in 2019, additional work needs to be done in 2020. The Office of the Fire Marshal and Emergency Management has released a new HIRA procedural document. That process will be reviewed with the Emergency Management Program Committee in 2020 to determine how or if the municipality wishes to precede with the implementation of that process.

Critical Infrastructure (CI)

The Critical Infrastructure list was revised in 2019.

Municipal Emergency Plan

Schedule A of the Emergency Management Plan for Augusta Township was rewritten in 2019. Since only minor administrative revisions were completed no new by-law was required. By-law 3325-2017 is still in effect.

Municipal Emergency Control Group (MECG)

Three members of the MECG attended a UCLG organized exercise in Kemptville on June 27th. The EIO and CEMC also participated. Two members of the MECG who were unable to attend were/will be briefed about the content of the exercise.

The three MECG members and the CEMC also attended a Senior and Elected Officials Workshop on the same day.

The knowledge requirements for the MECG remain the same as in 2018. That knowledge was conveyed to the members via documentation for them to study.

Emergency Operations Centres

Augusta Township's primary and alternate EOCs remain as defined in the plan (exact locations are not public records). Each centre also has a Media Relations Centre assigned in close proximity.

Both EOCs are equipped with appropriate technology to allow the MECG to effectively deal with an emergency. While the alternate EOC has portable generator capability, it would be advantageous to consider the installation of a stand-by unit. The primary EOC has a stand-by unit that tests monthly.

A new secondary alternate EOC location (which has full stand-by power) was brought on line in 2019.

Public Education

The municipality's Emergency Management web page was revamped in 2017 including the addition of links to other municipal, provincial, federal and NGO website for pertinent emergency preparedness information. The website was reviewed in 2019 with respect to content. The township Facebook page was launched in 2018 and was used during 2019 to promote EP Week, to provide information about a Level 1 drought situation and to generally promote emergency preparedness by residents.

During EP WEEK in May, displays were set up at the municipal office and the public library. Relevant factsheets were available to residents. EP Week was promoted daily on the township's Facebook page. In concert with other Leeds and Grenville municipalities we placed an emergency preparedness advertisement in local newspapers. Augusta also partnered with the Town of Prescott and the Township of Edwardsburgh Cardinal to broadcast radio ads on local station 107.9.

The River Watch program commenced in 2018 was carried on in 2019. A total of 10 River Watch information releases were sent to subscribers, staff and Council members. They were also posted on the municipality's website.

By late summer the municipality was into a Level 1 Drought situation. As information was received from South Nation Conservation (South Nation River watershed) and the Rideau Valley Conservation Authority (Kemptonville Creek subwatershed) that information was passed on to residents via the website and Facebook page.

A "Resident and Public Emergency Alerting Protocol" was developed by the municipality in 2018. In the event of an emergency where residents need to be notified to take some form of action (i.e. shelter in place, evacuate, etc.), two currently established and provincially funded alerting/notification systems will be utilized.

Alert Ready will be initially used to alert residents and the general public of the situation. Geographically specific alerts can be sent out over radio, television and appropriate cell phones. Alerts will also be available through a subscription process for non-compatible cell phones.

The notification system, 211, will be used to keep affected residents informed of the on-going situation.

One of our industries has incorporating this system into their own notification protocol. Efforts will be undertaken in 2020 to bring other industries on board.

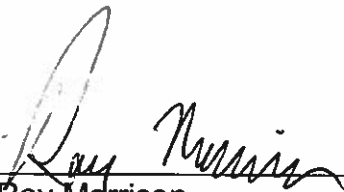
The above noted Protocol information has gone out to every resident of the municipality via the Augusta Quarterly – Winter Issue information release (Dec. 2019).

Incidents During 2019

The most noted situation in 2019 had to be the high-water situation on the St. Lawrence River. As a result of the 2017 high water situation, affected residents were prepared in 2019. While one family had not completed any repairs as a result of the 2017 flood, other that had experienced a repeat of the situation. The municipality assisted designed residents with sandbags. A stockpile of sand, available to all, was maintained at the MERC Hall in Maitland. The CEMC maintained personal and telephone/email contact with all affected residents.

Financial Impacts: None


Hans Werner-Mackeler
CEMC


Ray Morrison
CAO/Treasurer