

**AGENDA  
AUGUSTA TOWNSHIP  
C.O.W./REGULAR MEETING  
February 10, 2020 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
  - Wendy Onstein, Small Business Enterprise Centre
- 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 2020 – 014 – A/P

**Operations**

- Report 2020 – 012 – Road Construction Tender

**Planning and Building Services**

- Report 2020 – 011 – PAC Report

**Protective Services**

- Report 2020 – 013 – Fire Department Year-End Update

**K. RETURN TO REGULAR MEETING OF COUNCIL**

L. New and Unfinished Business

M. Notice of Motions

N. By-Laws

- By-law 3461-2020 – ZBLA

O. Announcements

P. Question Period for the Public

Q. Question Period for the Press

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

- Litigation
  - Litigation proceedings brief

**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  
SPECIAL C.O.W./BUDGET MEETING  
January 24, 2020  
6:30pm. at the Municipal Office 3560 County Road 26**

Present: Deputy Mayor Shaver  
Councillor Henry  
Councillor Bowman  
Councillor Schapelhouman

Staff Present: Ray Morrison, Annette Simonian

Regrets: Mayor Malanka

**CALL TO ORDER**

Deputy Mayor Shaver called the meeting to order at 12:30pm.

**APPROVAL OF AGENDA**

Moved by Councillor Schapelhouman seconded by Councillor Bowman  
**BE IT RESOLVED THAT** the Agenda for January 24, 2020 be adopted.  
Carried

**Disclosure of Interest and Nature Thereof**

**Budget Presentations and Discussions**

**Fire Department Budget  
Waste Management Budget  
Lights**

**Questions for the Public**

**Questions for the Press**

**ADJOURNMENT**

Moved by Councillor Bowman seconded by Councillor Henry  
**BE IT RESOLVED THAT** Council adjourn at 2:50pm until January 27, 2020  
at 6:30 p.m. or until the call of the Mayor subject to need.  
Carried



**MINUTES  
AUGUSTA TOWNSHIP  
C.O.W./REGULAR MEETING  
January 27, 2020**

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

**PRESENT:**

Mayor Malanka  
Deputy Mayor Shaver  
Councillor Bowman  
Councillor Schapelhouman

**PRESS:**

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

**REGRETS:** Councillor Henry

**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 January 27, 2020 be adopted.  
Carried

**APPROVAL OF MINUTES OF PREVIOUS MEETING**

Moved by Councillor Schapelhouman, seconded by Councillor Bowman  
**BE IT RESOLVED THAT** Council approve the minutes of the January 13, 2020 as amended and January 22, 2020 Council meetings as printed and distributed to all members.  
Carried

**MAYOR'S OPENING REMARKS**

**DISCLOSURE OF INTEREST**

## **CLOSED SESSION AS PER SECTION 239 OF THE MUNICIPAL ACT 2001**

Moved by Councillor Schapelhouman, seconded by Councillor Bowman

**BE IT RESOLVED THAT** this Council move to a closed meeting at 6:40 pm., as per the Municipal Act c25, S.O. 2001 section 239 (2) to discuss:

- Proposed Acquisition of Property
  - Industrial Park

Carried

## **RISE FROM COMMITTEE OF THE WHOLE IN CAMERA**

Moved by Councillor Bowman, seconded by Councillor Schapelhouman

**BE IT RESOLVED THAT** the closed session adjourned at 7:07 pm and that Council resumed the open meeting to report out.

Carried

## **REPORTING OUT OF CLOSED SESSION**

Moved by Councillor Bowman, seconded by Councillor Schapelhouman

**BE IT RESOLVED THAT** Council met in closed session for education and training.  
Council

- Provided Instruction to Staff

Carried

## **BUSINESS ARISING FROM THE MINUTES**

## **DELEGATIONS & PRESENTATIONS**

CSE Consulting – Rod Palmer, Job Developer

## **CORRESPONDENCE & PETITIONS**

Moved by Councillor Schapelhouman, seconded by Councillor Bowman

**BE IT RESOLVED THAT** Council receive the letters from Ministry of Municipal Affairs and Housing for information.

Carried

## **MOVED TO COMMITTEE OF THE WHOLE**

Moved by Councillor Schapelhouman, seconded by Councillor Bowman

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

Carried

## COMMITTEE REPORTS

**UCLG:** Mayor Malanka provided an update  
**Health Unit Board:** Mayor Malanka provided an update  
**Recreation:** Councillor Bowman provided an update  
**Library Board:** Councillor Bowman provided an update  
**EDTC:**

Moved by Councillor Bowman, seconded by Councillor Schapelhouman

**BE IT RESOLVED THAT** Council appoint the following to the Economic Development and Tourism Committee for the term of Council 2018-2022:

Gary Albers	David Annable	Judi Baril
Graham Houze	Wendy Onstein	Karen McDonald-Hurley
Mark Primeau	Lisa Severson	

Carried

**Operations:** Deputy Mayor Shaver provided an update

Moved by Councillor Bowman, seconded by Councillor Schapelhouman

**BE IT RESOLVED THAT** Council appoint the following to the Operations Committee for the term of Council 2018-2022:

James Dinsmore	Susie Kinghorn	Glenn Mackey
Sherry McDougall	Norman Palmer	Mark Primeau

Carried

**PAC:** Councillor Schapelhouman provided an update

Moved by Councillor Schapelhouman, seconded by Councillor Bowman

**BE IT RESOLVED THAT** Council appoint the following to the Planning Advisory Committee for the term of Council 2018-2022:

Vincent Aldrich	David Annable	Jonas Cole
Rob Jones	Sherry McDougall	Duaine McKinley

Dean Porter  
Carried

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

**Fire Department:** Chief Bowman provided an update

**PSB:** Mayor Malanka provided an update

## ADMINISTRATION AND FINANCE

### **Report 2020-007**

Moved by Deputy Mayor Shaver, seconded by Councillor Schapelhouman

**BE IT RESOLVED THAT** Council receive this Resident Relations program report for the final quarter of 2019 as well as the year end statistics for information.

Carried

**Report 2020-009**

Moved by Councillor Bowman, seconded by Deputy Mayor Shaver

**BE IT RESOLVED THAT** Council accepts for information the attached report on the ROMA 2020 for information.

Carried

**OPERATIONS**

**Report 2020-008**

Moved by Councillor Bowman, seconded by Deputy Mayor Shaver

**BE IT RESOLVED THAT** Council receive the Public Works Activity Report as prepared by the Public Works Manager dated January 27<sup>th</sup>, 2020 for information.

Carried

**PLANNING AND BUILDING SERVICES**

**PROTECTIVE SERVICES**

**RETURN TO REGULAR MEETING OF COUNCIL**

Moved by Deputy Mayor Shaver 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**

**ANNOUNCEMENTS**

- BR&E Workforce Workshop on February 21 at MERC
- Augusta: Winter's Wonderland Photo Contest on now until March 27
- Volunteers are needed for the Library's Board of Directors
- Mayor's Breakfast will be March 6 at the Grenville Snowmobile Club
- Merrickville-Wolford Dicken's Dinner on February 1st

**QUESTION PERIOD FOR THE PUBLIC**

**QUESTION PERIOD FOR THE PRESS**

**BY-LAW TO CONFIRM PROCEEDINGS OF COUNCIL**

Moved by Councillor Schapelhouman, seconded by Deputy Mayor Shaver

**BE IT RESOLVED THAT** By-Law No. 3460-2020 confirm the proceedings of Council of the Township of Augusta at its meeting held on January 27, 2020 be read a first time, a second time, a third time, and be enacted as read.

Carried

## **ADJOURNMENT**

Moved by Deputy Mayor Shaver, seconded by Councillor Bowman

**BE IT RESOLVED THAT** this Council do now adjourn at 8:14 pm until February 4, 2020 at 11:30 a.m. or until the call of the Mayor subject to need.

Carried





**MINUTES  
AUGUSTA TOWNSHIP  
SPECIAL C.O.W./BUDGET MEETING**

**February 4, 2020**

**6:30pm. at the Municipal Office 3560 County Road 26**

Present: Mayor Malanka  
Deputy Mayor Shaver  
Councillor Henry  
Councillor Bowman  
Councillor Schapelhouman

Staff Present: Ray Morrison, Annette Simonian

**CALL TO ORDER**

Deputy Mayor Shaver called the meeting to order at 11:50am.

**APPROVAL OF AGENDA**

Moved by Councillor Henry seconded by Councillor Bowman  
**BE IT RESOLVED THAT** the Agenda for January 24, 2020 be adopted.  
Carried

**Disclosure of Interest and Nature Thereof**

**Budget Presentations and Discussions**

Administration  
Planning, Economic Development/Agriculture  
Protective Services

CAO/Treasurer provided summary of revenues

**Questions for the Public**

**Questions for the Press**

**ADJOURNMENT**

Moved by Councillor Bowman seconded by Councillor Henry  
**BE IT RESOLVED THAT** Council adjourn at 2:07pm until February 10, 2020  
at 6:30 p.m. or until the call of the Mayor subject to need.  
Carried



## DELEGATION REQUEST TO APPEAR BEFORE COUNCIL

**Name of Individual/ Organization:**

Leeds Grenville SBEC

**Council Meeting Date Requested:**

February 10

**Topic:** (If necessary, please attach additional correspondence) Information Attached 

Information on the centre with an update on our progress.

Request for increased contribution with the amount to be determined.

**Contact Information:**

Name (if different from above):

Wendy Onstein

Mailing Address:

3 Market St. W Brockville ON K6V 7L2

Phone Number:

613-342-8772 4470

Email: [wendy@lgsbec.com](mailto:wendy@lgsbec.com)

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 five (5) minutes of presentation time and five (5) minutes for questions.

3560 County Rd 26 RR 2 Prescott Ontario, ON K0E 1T0

Phone 613-925-4231 Fax 613-925-3499

[asimonian@augusta.ca](mailto:asimonian@augusta.ca)

**REPORT #:** 2020-014

**REPORT TO COUNCIL:** February 10, 2020

**RE:** REVIEW AND APPROVAL OF A/P CHEQUES

**PREPARED BY:** Ray Morrison, CAO/Treasurer

**RECOMMENDATION:**

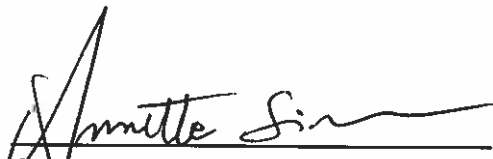
**THAT** Council receive, review and approve the payment of the accounts payable invoices paid on cheques #25049 – 25091 and online payments through to February 7, 2020 in the amount of \$518,737.76.

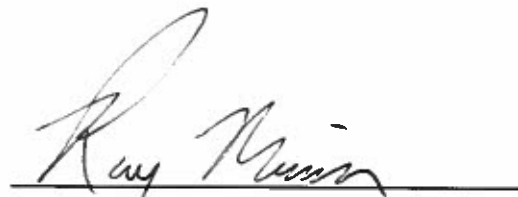
**PURPOSE**

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

List of Accounts for Approval

As of 2/07/2020

Batch: 2020-00012 to 2020-00015

Report Date  
2/07/2020 1:15 PM

Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
<b>Bank Code: AP - ACC/PAYABLE</b>					
Computer Cheques:					
25049 1811-HB	1/27/2020	<b>BOURGON CONSTRUCTION</b> 402-01-091 - NEW MAITLAND FI 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	<b>NEW FIREHALL HOLDBACK</b> NEW FIREHALL HOLDBACK HST Tax Code HST Tax Code	391,535.56 43,246.58 50,019.18	434,782.14
25050 FEB52020	2/07/2020	<b>ANNETTE SIMONIAN</b> 400-01-002 - COUNCIL- OTHER 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	<b>LUNCH BUDGET MEETING</b> LUNCH BUDGET MEETING HST Tax Code HST Tax Code	36.48 4.03 4.66	40.51
25051 20-3712	2/07/2020	<b>BATTLESHIELD INDUSTRIES L1</b> 402-01-014 - FIRE PROTECTION 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	<b>PUMPER 5 REPAIRS</b> PUMPER 5 REPAIRS HST Tax Code HST Tax Code	821.48 90.74 104.95	912.22
25052 762682-1	2/07/2020	<b>BEACH HOME HARDWARE</b> 402-01-005 - FIRE PROTECTION 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	<b>GARBAGE BAGS</b> GARBAGE BAGS HST Tax Code HST Tax Code	88.50 9.78 11.31	98.28
763078-1		438-01-011 - P.W. SHOP SUPPLI 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	MISC SHOP SUPPLIES HST Tax Code HST Tax Code	449.83 49.69 57.47	499.52
				Payment Total:	597.80
25053 1501	2/07/2020	<b>BROCK-IT LTD</b> 102-01-001 - ACCOUNTS RECEIV 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	<b>NEW COMPUTER CAO</b> NEW COMPUTER HST Tax Code HST Tax Code	1,128.42 124.64 144.16	1,253.06
1500		401-01-022 - COMPUTER EXPEN 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	NEW COMPUTER DEPUTY-TRI HST Tax Code HST Tax Code	1,087.11 120.08 138.88	1,207.19
				Payment Total:	2,460.25
25054 915052598	2/07/2020	<b>CANADIAN NATIONAL</b> 437-01-002 - SAFETY DEVICES	<b>GATES MAINTENANCE</b> GATES MAINTENANCE	653.00	653.00
25055 JAN242020	2/07/2020	<b>CHAD DAVIS</b> 402-01-004 - FIRE PROTECTION 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	<b>DEPUTY CHIEF CELL PHONE</b> DEPUTY CHIEF CELL PHONE HST Tax Code HST Tax Code	96.67 10.68 12.35	107.35
25056	2/07/2020	<b>DATAFIX</b>	<b>VOTER LIST SERVICES</b>		

Township of Augusta

List of Accounts for Approval

As of 2/07/2020

Batch: 2020-00012 to 2020-00015

Report Date  
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Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
8324		400-01-003 - ELECTION	VOTER LIST SERVICES	1,450.08	
		102-01-099 - HST RECEIVABLE	HST Tax Code	160.17	
		900-01-099 - HST TRACKING	HST Tax Code	185.25	1,610.25
<b>25057</b>	<b>2/07/2020</b>	<b>EASTERN ONTARIO FIREFIGHT EOFA YEARLYH DUES</b>			
JAN242020		402-01-007 - FIRE PROTECTION	EOFA YEARLYH DUES	36.02	
		102-01-099 - HST RECEIVABLE	HST Tax Code	3.98	
		900-01-099 - HST TRACKING	HST Tax Code	4.60	40.00
<b>25058</b>	<b>2/07/2020</b>	<b>EVANS PRINTING LTD</b>	<b>MAYORS BREAKFAST</b>		
89043		616-01-007 - MAYOR'S BREAKFAST	MAYORS BREAKFAST	254.40	
		102-01-099 - HST RECEIVABLE	HST Tax Code	28.10	
		900-01-099 - HST TRACKING	HST Tax Code	32.50	282.50
<b>25059</b>	<b>2/07/2020</b>	<b>FALCON SECURITY CO.</b>	<b>SECURITY SOFTWARE</b>		
1000060452		Accrual 438-01-011 - P.W. SHOP SUPPLI	SECURITY SOFTWARE	466.57	
		102-01-099 - HST RECEIVABLE	HST Tax Code	51.54	
		900-01-099 - HST TRACKING	HST Tax Code	59.61	518.11
1000060494		Accrual 438-01-011 - P.W. SHOP SUPPLI	KEY FOBS	38.46	
		102-01-099 - HST RECEIVABLE	HST Tax Code	4.25	
		900-01-099 - HST TRACKING	HST Tax Code	4.91	42.71
				Payment Total:	560.82
<b>25060</b>	<b>2/07/2020</b>	<b>FAST EDDIE'S AUTO RECYCLIN</b>	<b>MONTHLY CHARGES WDS</b>		
FEB2020		510-01-001 - WASTE DISPOSAL	MONTHLY CHARGES WDS	16,281.63	
		102-01-044 - DUE FROM FAST E	MONTHLY CHARGES WDS	885.09	
		102-01-099 - HST RECEIVABLE	HST Tax Code	1,798.37	
		900-01-099 - HST TRACKING	HST Tax Code	2,080.00	17,194.91
<b>25061</b>	<b>2/07/2020</b>	<b>GROUND MASTER</b>	<b>WEED SPRAYING</b>		
C-10831		Accrual 401-01-016 - REPAIRS & MAINTENANCE	WEED SPRAYING	69.44	
		102-01-099 - HST RECEIVABLE	HST Tax Code	7.67	
		900-01-099 - HST TRACKING	HST Tax Code	8.87	77.11
C-10829		Accrual 600-01-005 - RECREATION PARK	WEED SPRAYING VARIOUS SI	27.76	
		600-01-014 - MAITLAND RECREATION	WEED SPRAYING VARIOUS SI	66.84	
		600-01-005 - RECREATION PARK	WEED SPRAYING VARIOUS SI	36.66	
		600-01-010 - ALGONQUIN RECREATION	WEED SPRAYING VARIOUS SI	72.96	
		600-01-010 - ALGONQUIN RECREATION	WEED SPRAYING VARIOUS SI	36.67	
		600-01-018 - NORTH AUGUSTA RECREATION	WEED SPRAYING VARIOUS SI	104.39	
		600-01-016 - MAYNARD RECREATION	WEED SPRAYING VARIOUS SI	64.40	
		600-01-005 - RECREATION PARK	WEED SPRAYING VARIOUS SI	41.22	
		600-01-012 - DOMVILLE RECREATION	WEED SPRAYING VARIOUS SI	66.12	
		102-01-099 - HST RECEIVABLE	HST Tax Code	57.11	
		900-01-099 - HST TRACKING	HST Tax Code	66.05	574.13
C-10830		Accrual 510-01-016 - REPAIRS & MAINTENANCE	WEED SPRAYING MAYNARD V	351.66	
		102-01-099 - HST RECEIVABLE	HST Tax Code	38.85	

Report Date  
2/07/2020 1:15 PM

Township of Augusta  
**List of Accounts for Approval**  
As of 2/07/2020  
Batch: 2020-00012 to 2020-00015

Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
		900-01-099 - HST TRACKING	HST Tax Code	44.93	390.51
C-10832		<b>Accrual</b> 510-01-016 - REPAIRS & MAINTENANCE	WEED SPRAYING WDS	256.83	
		102-01-099 - HST RECEIVABLE	HST Tax Code	28.37	
		900-01-099 - HST TRACKING	HST Tax Code	32.81	285.20
C-10902		<b>Accrual</b> 402-01-013 - FIRE PROTECTION	WEED SPRAYING	38.06	
		600-01-005 - RECREATION PARKS	WEED SPRAYING	50.94	
		102-01-099 - HST RECEIVABLE	HST Tax Code	9.83	
		900-01-099 - HST TRACKING	HST Tax Code	11.37	98.83
				Payment Total:	1,425.78
25062	2/07/2020	<b>HANSLER SMITH LIMITED</b>	<b>EXTERIOR DOME MIRRORS</b>		
5596778		<b>Accrual</b> 436-01-002 - SAFETY DEVICES	EXTERIOR DOME MIRRORS	441.79	
		102-01-099 - HST RECEIVABLE	HST Tax Code	48.80	
		900-01-099 - HST TRACKING	HST Tax Code	56.44	490.59
5596917		438-01-012 - HEALTH & SAFETY	WORK GLOVES	34.57	
		102-01-099 - HST RECEIVABLE	HST Tax Code	3.81	
		900-01-099 - HST TRACKING	HST Tax Code	4.41	38.38
				Payment Total:	528.97
25063	2/07/2020	<b>HOWARD CAMPBELL &amp; SONS LIMITED</b>	<b>MONTHLY PORTABLE RENTALS</b>		
MR2594		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
25064	2/07/2020	<b>INDUSTRIAL ELECTRICAL</b>	<b>DOMVILLE BALL PARK LIGHTS</b>		
866		<b>Accrual</b> 600-01-005 - RECREATION PARKS	DOMVILLE BALL PARK LIGHTS	3,848.70	
		102-01-099 - HST RECEIVABLE	HST Tax Code	425.11	
		900-01-099 - HST TRACKING	HST Tax Code	491.68	4,273.81
1052		500-01-014 - STREETLIGHT MAINTENANCE	JANUARY STREETLIGHT MTC	939.98	
		102-01-099 - HST RECEIVABLE	HST Tax Code	103.82	
		900-01-099 - HST TRACKING	HST Tax Code	120.08	1,043.80
				Payment Total:	5,317.61
25065	2/07/2020	<b>JOE COMPUTER</b>	<b>MONTHLY CHARGES</b>		
107680		401-01-022 - COMPUTER EXPENSES	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
25066	2/07/2020	<b>JORDAN-BENNETT GEOMATIC</b>	<b>REFERENCE PLAN SURVEY</b>		
190164		615-01-015 - PLANNING - PROFESSIONAL	REFERENCE PLAN SURVEY	3,912.32	
		102-01-099 - HST RECEIVABLE	HST Tax Code	432.13	
		900-01-099 - HST TRACKING	HST Tax Code	499.80	4,344.45

Report Date  
2/07/2020 1:15 PM

Township of Augusta  
**List of Accounts for Approval**  
 As of 2/07/2020  
 Batch: 2020-00012 to 2020-00015

Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
<b>25067</b> JAN312020	<b>2/07/2020</b>	<b>KAREN LAVIGNE</b> 406-01-004 - BUILDING MILEAGE	<b>BUILDING INSPECTOR MILEAGE</b> BUILDING INSPECTOR MILEAGE	257.27	
		102-01-099 - HST RECEIVABLE	HST Tax Code	28.42	
		900-01-099 - HST TRACKING	HST Tax Code	32.87	285.69
<b>25068</b> 6029-175283	<b>2/07/2020</b>	<b>KING EDWARD AUTO PARTS</b> 438-01-011 - P.W. SHOP SUPPLIES	<b>MISC SHOP SUPPLIES</b> MISC SHOP SUPPLIES	25.59	
		102-01-099 - HST RECEIVABLE	HST Tax Code	2.83	
		900-01-099 - HST TRACKING	HST Tax Code	3.27	28.42
6029-175414		438-01-011 - P.W. SHOP SUPPLIES	MISC SHOP SUPPLIES	32.30	
		102-01-099 - HST RECEIVABLE	HST Tax Code	3.57	
		900-01-099 - HST TRACKING	HST Tax Code	4.13	35.87
				Payment Total:	64.29
<b>25069</b> 27990	<b>2/07/2020</b>	<b>GFL ENVIRONMENTAL INC</b> 510-01-013 - CONTRACT SERVICES	<b>WDS CONTRACT SERVICES</b> WDS CONTRACT SERVICES	4,272.24	
		102-01-099 - HST RECEIVABLE	HST Tax Code	471.88	
		900-01-099 - HST TRACKING	HST Tax Code	545.78	4,744.12
<b>25070</b> 2101826590	<b>2/07/2020</b>	<b>MESSER CANADA LTD 15687</b> 438-01-011 - P.W. SHOP SUPPLIES	<b>SHOP SUPPLIES</b> SHOP SUPPLIES	304.47	
		102-01-099 - HST RECEIVABLE	HST Tax Code	33.63	
		900-01-099 - HST TRACKING	HST Tax Code	38.90	338.10
<b>25071</b> 1210	<b>2/07/2020</b>	<b>M &amp; L SUPPLY</b> 402-01-018 - FIRE PROTECTION	<b>REPAIR SCBA</b> REPAIR SCBA	258.43	
		102-01-099 - HST RECEIVABLE	HST Tax Code	28.54	
		900-01-099 - HST TRACKING	HST Tax Code	33.01	286.97
1261		402-01-090 - FIRE PROTECTION	LEATHER HELMET FRONTS	699.30	
		102-01-099 - HST RECEIVABLE	HST Tax Code	77.24	
		900-01-099 - HST TRACKING	HST Tax Code	89.34	776.54
				Payment Total:	1,063.51
<b>25072</b> 84095	<b>2/07/2020</b>	<b>MAXIMUM SIGNS</b> 437-01-002 - SAFETY DEVICES	<b>SAFETY SIGNS &amp; CONES</b> SAFETY SIGNS & CONES	21.23	
		102-01-099 - HST RECEIVABLE	HST Tax Code	2.34	
		900-01-099 - HST TRACKING	HST Tax Code	2.71	23.57
<b>25073</b> 102	<b>2/07/2020</b>	<b>OFCAAA C/O NAPANEE EMERGF</b> 402-01-007 - FIRE PROTECTION	<b>FD ADMIN ASSISTANT DUES</b> FD ADMIN ASSISTANT DUES	45.00	45.00
<b>25074</b> JAN312020	<b>2/07/2020</b>	<b>OMERS</b> 204-01-003 - OMERS PAYABLE	<b>JANUARY OMERS</b> JANUARY OMERS	21,868.38	21,868.38
<b>25075</b>	<b>2/07/2020</b>	<b>OPSEU</b>	<b>Monthly Remittance Union Dues</b>		

Report Date  
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Township of Augusta  
**List of Accounts for Approval**  
As of 2/07/2020  
Batch: 2020-00012 to 2020-00015

Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
JAN312020		204-01-004 - OPSEU PAYABLE	Monthly Remittance Union	836.51	836.51
<b>25076</b> F139608	<b>2/07/2020</b>	<b>OPTIMA SANTE GLOBALE</b> 401-01-011 - STAFF BENEFITS 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	<b>EAP FLAT FEE</b> EAP FLAT FEE HST Tax Code HST Tax Code	 134.19 14.82 17.14	  149.01
<b>25077</b> FEB52020	<b>2/07/2020</b>	<b>STEVE PRYER</b> Accrual201-01-004 - BUILDING REFUND	<b>REFUNDABLE DEPOSIT</b> REFUNDABLE DEPOSIT	500.00	500.00
<b>25078</b> 308378	<b>2/07/2020</b>	<b>RIVERSIDE BUICK GMC LTD.</b> 401-01-030 - CHEV EQUINOX - R 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	<b>SERVICE OFFICE SUV</b> SERVICE OFFICE SUV HST Tax Code HST Tax Code	 91.53 10.11 11.69	  101.64
<b>25079</b> FEB2020	<b>2/07/2020</b>	<b>SALLY BELL</b> 404-01-010 - ANIMAL CONTROL 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	<b>POUND FEE</b> POUND FEE HST Tax Code HST Tax Code	 407.04 44.96 52.00	  452.00
<b>25080</b> 702877	<b>2/07/2020</b>	<b>SANDS CANADA INC</b> 402-01-005 - FIRE PROTECTION 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	<b>N95 MASKS AND MEDICAL GLOVES</b> N95 MASKS AND MEDICAL GLI HST Tax Code HST Tax Code	 535.16 59.11 68.37	  594.27
<b>25081</b> P101	<b>2/07/2020</b>	<b>SEAWAY HARDWARE</b> Accrual600-01-025 - RECREATION PROJ	<b>OUTDOOR RINK</b> OUTDOOR RINK HST Tax Code HST Tax Code	 144.48 15.96 18.46	  160.44
P105	<b>Accrual</b>	402-01-013 - FIRE PROTECTION 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	BULBS FOR UV SYSTEM HST Tax Code HST Tax Code	354.11 39.11 45.24	  393.22
				Payment Total:	553.66
<b>25082</b> V-075-015971	<b>2/07/2020</b>	<b>SNAPD 1000 ISLANDS</b> 616-01-007 - MAYOR'S BREAKFA 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	<b>MAYORS BREAKFAST ADV.</b> MAYORS BREAKFAST ADV. HST Tax Code HST Tax Code	 359.21 39.68 45.89	  398.89
<b>25083</b> FEB5/2020	<b>2/07/2020</b>	<b>JONATHAN STADIG</b> 438-01-010 - P.W. TELEPHONE 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	<b>CELL PHONE</b> CELL PHONE HST Tax Code HST Tax Code	 72.75 8.03 9.29	  80.78
FEB6/2020		438-01-007 - P.W. STAFF BENEF	RE-IMBURSEMENT EXPENSES	790.00	790.00



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Township of Augusta  
**List of Accounts for Approval**  
 As of 2/07/2020  
 Batch: 2020-00012 to 2020-00015

Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
				Payment Total:	870.78
<b>25084</b>	<b>2/07/2020</b>	<b>MIKE STAFFORD</b>	<b>RE-IMBURSE EXPENSES</b>		
FEB6/2020		438-01-007 - P.W. STAFF BENEF	RE-IMBURSE EXPENSES	500.00	500.00
<b>25085</b>	<b>2/07/2020</b>	<b>STEWART CORBETT</b>	<b>STATEMENT OF CLAIM FILE#23612</b>		
23612		401-01-028 - LEGAL EXPENSE	STATEMENT OF CLAIM FILE#2	1,780.80	
		102-01-099 - HST RECEIVABLE	HST Tax Code	196.70	
		900-01-099 - HST TRACKING	HST Tax Code	227.50	1,977.50
23596		401-01-028 - LEGAL EXPENSE	LPAT FILE #23596	2,315.04	
		102-01-099 - HST RECEIVABLE	HST Tax Code	255.71	
		900-01-099 - HST TRACKING	HST Tax Code	295.75	2,570.75
				Payment Total:	4,548.25
<b>25086</b>	<b>2/07/2020</b>	<b>SUSAN BOSMAN</b>	<b>CLEANING SERVICES</b>		
JAN262020		401-01-001 - STAFF SALARIES	CLEANING SERVICES	98.44	98.44
FEB22020		401-01-001 - STAFF SALARIES	CLEANING SERVICES	82.53	82.53
				Payment Total:	180.97
<b>25087</b>	<b>2/07/2020</b>	<b>BRAD THAKE</b>	<b>CELL PHONE/WORK BOOTS/DRIVER</b>		
FEB52020		438-01-010 - P.W. TELEPHONE	CELL PHONE	106.85	
		438-01-007 - P.W. STAFF BENEF	CELL PHONE	254.21	
		102-01-099 - HST RECEIVABLE	HST Tax Code	39.88	
		900-01-099 - HST TRACKING	HST Tax Code	46.12	400.94
<b>25088</b>	<b>2/07/2020</b>	<b>R THURSTON TECHNOLOGIES</b>	<b>PAGERS CHARGERS NEW RECRUIT</b>		
11511		402-01-015 - FIRE PROTECTION	PAGERS CHARGERS NEW RE	2,452.45	
		102-01-099 - HST RECEIVABLE	HST Tax Code	270.88	
		900-01-099 - HST TRACKING	HST Tax Code	313.30	2,723.33
<b>25089</b>	<b>2/07/2020</b>	<b>TUNNOCK CONSULTING LTD</b>	<b>SITE PLAN TELE- CONFERENCE</b>		
971		102-01-011 - AQUAWORLD	SITE PLAN TELE- CONFERENCE	900.54	
		102-01-099 - HST RECEIVABLE	HST Tax Code	99.46	
		900-01-099 - HST TRACKING	HST Tax Code	115.04	1,000.00
<b>25090</b>	<b>2/07/2020</b>	<b>UNITED COUNTIES OF LEEDS &amp; CULVERTS</b>			
6339		Accrual 410-01-002 - BRIDGES & CULVERTS	CULVERTS	83.05	
		102-01-099 - HST RECEIVABLE	HST Tax Code	9.17	
		900-01-099 - HST TRACKING	HST Tax Code	10.61	92.22
<b>25091</b>	<b>2/07/2020</b>	<b>VBL VALLEY BLADES</b>	<b>SNOW PLOW PARTS</b>		
022245		Accrual 430-01-002 - SNOW PLOWING -	SNOW PLOW PARTS	4,498.23	
		102-01-099 - HST RECEIVABLE	HST Tax Code	496.84	
		900-01-099 - HST TRACKING	HST Tax Code	574.65	4,995.07

Report Date  
2/07/2020 1:15 PM

Township of Augusta  
**List of Accounts for Approval**  
As of 2/07/2020  
Batch: 2020-00012 to 2020-00015

Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
				Total for AP:	518,737.76

Certified Correct This February 7, 2020

A handwritten signature in cursive script, appearing to read "Ray M...", is written over a horizontal line.

**REPORT NUMBER:** 2020-012  
**REPORT TO COUNCIL:** February 10<sup>th</sup>, 2020  
**RE:** Road Construction Tender Release  
**PREPARED BY:** Brad Thake, Public Works Manager

**RECOMMENDATION:**

**THAT** Council authorize the Public Works Manager to release the road construction tender (2020-001 attached) for the upcoming road construction season prior to final budget approval.

**BACKGROUND:**

In previous years we have waited until budget is completed to release road construction tenders. Unnecessary delays in releasing tenders can potentially have negative financial implications, scheduling conflicts and completing of construction projects.

Releasing tenders prior to budget approval gives Augusta an opportunity to receive a more competitive price from companies as their construction season is still being scheduled.

Council will award the tender upon closing in March to ensure that budget responsibilities are met.

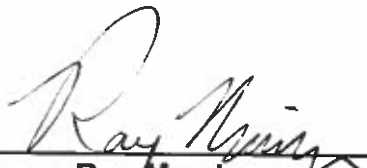
**FINANCIAL IMPACTS:**

None at this time.



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**Brad Thake**  
**Public Works Manager**



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**Ray Morrison**  
**CAO/Treasurer**

**TOWNSHIP OF AUGUSTA  
CONTRACT NO. 2020-001**

**REHABILITATION OF CEDAR GROVE ROAD, MCCULLY ROAD,  
HILLBROOK ROAD AND THE MAYNARD TRANSFER STATION**

\_\_\_\_\_  
Name of Tenderer (The Contractor)

\_\_\_\_\_  
Address of Tenderer, including Postal Code

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Email

\_\_\_\_\_  
Name and Position of Person Signing for Contractor

**TENDER FOR: Rehabilitation of Cedar Grove Road, McCully Road, Hillbrook Road and  
The Maynard Transfer Station**

**LOCATIONS:**

**Location A:** Cedar Grove Road – from County Road 18 to Township line

**Location B:** McCully Road – from County Road 18 to 4<sup>th</sup> Concession Road

**Location C:** Hillbrook Road – from Maple Avenue to 4<sup>th</sup> Concession Road

**Location D:** Maynard Transfer Station

**TENDER CLOSING DATE: 3:00 pm, Monday, March 16, 2020**

Tenders Received by:

Ray Morrison – CAO/TREASURER  
Corporation of the Township of Augusta  
3560 Township Rd 26, RR2  
Prescott, ON K0E 1T0

**Lowest or any tender not necessarily accepted.**

To: Mayor and Council of the Corporation of the Township of Augusta

Ladies and Gentlemen:

The Bidder has carefully examined the Plans, Provisions, Specifications and Conditions described herein as part of the work to be done under this Contract. The Bidder understands and accepts the said Plans, Provisions, Specifications and Conditions and, for the prices set forth in this Tender, hereby offers to furnish all materials, except as otherwise specified in the Contract, and to complete the work in strict accordance with the said Plans, Provisions, Specifications and Conditions.

The Bidder understands and accepts that the quantities shown are approximate only, and are subject to increase, decrease or deletion entirely if found not to be required. **Part or whole of this Contract is contingent upon the budget approval of the Township of Augusta.**

Attached to this Tender is a certified cheque for the sum of:

Dollars \$ \_\_\_\_\_

which is equal or greater than the amount specified in the "Table of Contractor's Tender Minimum Deposit Required, as provided in this tender document and made payable to the Corporation of Augusta Township. The cheque shall constitute a deposit which shall be forfeited to the Corporation if the successful Bidder fails to fulfil his obligation under the terms of this Contract.

## **SPECIAL PROVISIONS – GENERAL**

### **1. Tender Closing**

**SEALED TENDERS** clearly marked as to contents, will be received by the undersigned or is designated representative until **3:00 p.m., Monday, March 16, 2020** at the Township of Augusta Administration Office. Bids received after closing time will not be considered.

Tenders shall be addressed to:

Mr. Ray Morrison, CAO/Treasurer  
Township of Augusta  
3560 Township Road 26 RR2  
Prescott, ON K0E 1T0.

Questions or concerns about the tender process or the work provisions should be directed to:

Brad Thake  
Public Works Manager  
Tel. No. (613) 305-2723  
E-mail: [bthake@augusta.ca](mailto:bthake@augusta.ca)

### **2. Tender Submission**

One copy of the **completed tender** shall be submitted on the forms provided. All information shall be shown in the spaces provided including the signature of the Bidder with his/her address and telephone number. Tender Forms must be properly signed and witnessed, or signed and sealed if the bidder is a Corporation. Any Tender Offer sent by fax will be disqualified.

The Tender must be legible, written in ink or typewritten, where stipulated, with the unit price for every item clearly shown. Tenders which are incomplete, conditional or obscure, or which contain erasures or alterations not properly initialled, or irregularities of any kind, may be rejected. Submissions must not be restricted by a statement added to the Township form or by a covering letter, or by alterations to the form supplied, unless otherwise provided in the Special Provisions.

The contract documents shall consist of all pages of the Tender or Quotation documents issued by the Township, and the Contractor's submission. Do not remove any pages from the Township form(s).

### **3. Order of Precedence**

Order of precedence shall be per *General Condition 2.02* with the exception that *General Condition 2.01.01 a)* is hereby replaced with the following:

*2.01.01 a) The location of all mainline underground Utilities that may affect the Work shall be determined and arranged by the Contractor.*

### **4. Clarification of Documents**

Any clarification of the Township documents required by the Bidder prior to submission shall be requested in writing through the Township of Augusta. Any such clarifications so given shall not in any way alter the Township documents and the Contractor and Township agree that in no case shall oral arrangements be considered.

No officer, agent or employee of the Township is authorized to alter orally any portion of these documents during the period prior to submissions. Alterations will be issued to Bidders as written addendum only. In the submission, the Bidder shall enclose all addendum that were considered when the submission was prepared

**5. Right to Accept or Reject Tenders**

The Owner reserves the right to reject any or all tenders or to accept any tender should it be deemed to be in its best interest to do so. No liability shall accrue to the Township for its decision in this regard.

Tenders which are incomplete, conditional or obscure, or which contain additions not called for, erasures, alterations, or irregularities of any kind, may be rejected as informal.

**The acceptance of any Submission is subject to appropriate funding acceptable to the Township.**

The placing in the mail or delivery of a notice of award to the Company address given in the submission shall constitute notice of acceptance of the tender.

**6. Unacceptable Tenders**

Each item in the Tender Form shall be a reasonable price for such item. Under no circumstances will an unbalanced Tender be considered. The Owner and the Engineer will be the sole judges of such matters, and should any Tender appear to be unbalanced, then it will be rejected by the Owner.

**7. Tender Deposit**

Total Amount of Contractor's Tender Minimum Deposit Required	
\$ 20,000.00 or less	\$ 1,000.00
\$ 20,000.01 to \$ 50,000.00	\$ 2,000.00
\$ 50,000.01 to \$ 100,000.00	\$ 5,000.00
\$ 100,000.01 to \$ 250,000.00	\$ 10,000.00
\$ 250,000.01 to \$ 500,000.00	\$ 25,000.00
\$ 500,000.01 to \$1,000,000.00	\$ 50,000.00
\$1,000,000.01 to \$2,000,000.00	\$ 100,000.00
\$2,000,000.01 and over	\$ 200,000.00

The Tender must be accompanied by a deposit, enclosed in the same envelope as the tender. The deposit shall be a certified cheque, or bid bond, made payable to the Township of Augusta, equal or greater than the amount shown in the following Table.

**8. Tender Results**

The names of the Bidders and total bid prices will be made available at the Public Opening.

**9. Release of Tender Deposit**

All Tender Deposits will be returned to the respective bidders within five days after the Tenders have been opened except those which the Owner elects to retain until the successful bidder has executed the Contract documents.

The Tender Deposit of the successful bidder will be returned when he has fully complied with the conditions outlined in the Tender Documents, and has completed at least 25% of the work under the Contract.

**10. Holdback**

Holdback is accrued at the rate of 10%, on all work performed after the date of the application for payment at Substantial Performance.

Upon the passing of 45 days, the contractor supplies Augusta Township with a Statutory Declaration that all bills and sub-contractors are paid.

**11. Layout**

*General Conditions 3.05 – Layout is hereby deleted and replaced with the following:*

Layout will be the responsibility of the Contractor.

**12. Clarification of Work**

Where the Contractor requests clarification on items provided herein to complete the work, the Contractor and the designated Township Representative(s) will agree upon the work required and a written Clarification Document will be agreed upon and signed by both the Contractor and the Township prior to the work being completed.

**13. Progress of the Work and Time of Completion**

Time shall be of the essence in this contract.

The Contractor shall diligently prosecute his work on this Contract to completion on, or before, the

**30th day of September 2020**

If this time limit above specified is not sufficient to permit completion of the work by the Contractor working a normal number of hours each day or week on a single daylight shift basis, it is expected that additional equipment and/or augmented daylight shifts will be required through the life of the Contract to the extent deemed necessary by the Contractor to ensure that the work will be completed within the limit specified. Any additional costs occasioned by compliance with these provisions will be considered to be included in the prices bid for the various items of work and no additional compensation will be allowed therefore.



Working time shall be charged until the date of acceptance of the work by the Township at which time all work required in the Contract, including all final clean-up and trimming, shall be completed.

An extension of time may be granted, in writing, by the Engineer in the event of the work being delayed beyond the prescribed time for completion. Such extensions shall be for such time as the Engineer may prescribe, and the Engineer shall fix the terms on which the said extension may be granted. An application for an extension of time shall be made, in writing, by the Contractor to the Township at least fifteen (15) days prior to the date of completion fixed by the Contract as per GC 3.06. The date of expiry of all bonds or other surety furnished to the Township by the Contractor shall be extended at the expense of the Contractor to at least two (2) months beyond the extended date of completion, and the Contractor shall furnish the Township with evidence of such extension of the bond or other surety.

Any extension of time that may be granted to the Contractor shall be so granted and accepted without prejudice to any rights of the Township whatsoever under this Contract, and all such rights shall continue in full force and effect after the time limited in this Contract for the completion of the work and whenever in this contract power or authority is given to the Township or the Engineer or any person to take any action consequent upon the act, default, neglect, delay, breach, non-observance or non-performance by the Contractor in respect of the work or Contract, or any portion thereof, such powers or authorities may be exercised from time to time and not only in the event of the happening of such contingencies before the time limited in this Contract for the completion of the work but also in the event of the same happenings after the time so limited in case of the Contractor being permitted to proceed with the execution of the work under time granted by the Township. In the event of the Township granting an extension of time, time shall continue to be deemed of the essence of this Contract.

**Once the Contractor has commenced the project, he shall not leave the project for any period of time under any circumstances. If the Contractor elects to do so, there will be liquidated damages applied to the Contract under section 27 Liquidated Damages for everyday away from the project that isn't approved. The Contractor must provide a written absence request from the project with a specific timeline to the Township for approval.**

#### 14. Changes in the Work

*General Condition 3.10.01* stipulates that the Owner or Contract Administrator where so authorized, may, by order in writing, make a Change in the Work without invalidating the Contract. The Contractor shall not be required to proceed with the Change in the Work until in receipt of a Change Order or Change Directive. Upon the receipt of such Change Order or Change Directive the Contractor shall proceed with the Change in the Work.

In addition to the above General Condition 3.10.01 the Township of Augusta requires that the amendment to the contract or item(s) of contract will be in the form of a Change Order or Change Directive and will be signed in agreement by the Contractor and the Contract Administrator prior to proceeding with the work.

#### 15. Insurance

The Contractor must provide to the Township, a copy of a "Certificate of Liability Insurance" prior to commencement of the work as per *General Conditions 6.03.01*.

**16. Execute Contracts**

Unless otherwise specified in these documents, this tender constitutes an irrevocable offer to provide the goods and/or service described herein for a period of 60 days from the closing date of the receipt of tender. After this time, the Tender may only be accepted with the consent of the successful bidder.

*General Condition 6.04 Bonding is hereby deleted and replaced with the following:*

*No bond is required.*

**17. Ability and Experience of Bidder**

The Owner reserves the right to reject the Tender of any bidder who does not furnish satisfactory evidence of enough capital, plant and experience to successfully prosecute and complete the work in the specified time.

**18. Governmental Requirements**

The Contractor shall obey all Federal, Provincial and Municipal laws, Acts, Ordinances, Regulations, Orders-in-Council and By-laws, which could in any way pertain to the work outlined in the Contract or to the Employees of the Contractor.

**19. Definition of Owner and Engineer**

Wherever the word "Corporation", "Authority" or "Owner" appears in this Contract, it shall be interpreted as meaning the "Corporation of the Township of Augusta".

Wherever the word "Engineer" or "Contract Administrator" appears in this Contract, it shall be deemed to mean the "Public Works Manager of the Township of Augusta, or his designate".

**20. Health and Safety**

The Township of Augusta is committed to ensuring that a high standard of health and safety is provided and maintained for all employees, visitors, guests, contractors, agents and others on our premises.

The Contractor shall be the "Constructor" under the provisions of the Occupational Health and Safety Act.

*Accordingly, all Contractors shall comply with General Condition 7.01 and the following:*

a. Demonstrate establishment and maintenance of a health and safety program with objectives and standards consistent with applicable legislation, and with the Corporation of the Township of Augusta.

b. **Submit their Workplace Safety Insurance Board number.**

- c. Include health and safety provisions in their management systems to reach and maintain a consistently high level of health and safety.
- d. Prior to commencement of work the Contractor will notify the Owner of all products controlled under the Workplace Hazardous Materials Information System (WHMIS) as per *General Condition 7.01.09* and ensure that workers in their employ are aware of hazardous substances that may be in use at their place of work, and wear appropriate personal protective equipment as may be required.
- e. Provide a copy of the applicable WSIB Certificate of Clearance before starting a project, and upon completion as stipulated in *General Condition 6.05*.
- f. Provide upon request a copy of your Company Health and Safety Policy as noted in *General Condition 7.01.08*.
- g. Upon request at any time from the awarding to the completion of the contract, submit proof of fulfilment of the above noted responsibilities.

**21. Working Area**

Working Area Conditions will comply with GC 7.03 with the addition of the following:

Where no specific requirements for erosion and sedimentation control are defined in the contract, the Contractor shall take all necessary precautions to ensure that no deleterious materials enter any ditch, stream, pond, lake or other water body as a result of the work on this contract.

The Contractor shall provide and maintain a portable toilet for the term of the contract.

**22. Road to Remain Open to Traffic**

The Contractor is advised that per *General Condition 7.07*, Township Road(s), on which the work under this Contract is located, shall always remain open to normal highway traffic during the execution of the work. The Contractor shall plan and carry out his operations in such a manner that this normal traffic is not unduly disrupted.

No detouring of traffic will be permitted without the written permission of the Contract Administrator in advance. Traffic may be reduced to a single lane during daylight hours with the use of traffic control persons and appropriate temporary signing, but the road must be re-opened for regular two-way traffic at the end of each workday.

**23. Other Contractors Within or Adjacent to the Limits of the Contract**

The Contractor is advised that as other work may be in progress within and adjacent to the limits of this Contract. He shall coordinate with other Contractors and Utility Companies and they shall be allowed free access to their work at all possible times as per *General Condition 7.14*

**24. Estimated Quantities**

General Conditions of the Contract, GC 8.01.02, Variations in Tender Quantities, shall be deleted and replaced by the following:

**“The estimated quantities set forth in the Tender are approximate only, and the basis of payment under this Contract will be the actual amount of work done and materials supplied.”**

**25. Taxes**

Federal Goods and Services Tax are applicable to all payments made under this Contract. The Contractor shall provide the Contract Administrator with his H.S.T. registration number which will be shown on all payment certificates issued by him. The Contract Administrator will add the 13% H.S.T. to all payments made under the Contract. Accordingly, the Contractor will not make any provision for H.S.T. in the prices tendered under this Contract.

**26. Certification and Payment**

Certification and Payment of the Contract shall be per *General Conditions GC 8.02.03 with the exception that GC 8.02.03.02 and 8.02.03.03 are hereby deleted.*

**27. Liquidated Damages – GC 8.02.09**

It is agreed by the parties to the Contract that in case all the work called for under the Contract is not finished or completed within the prescribed time as set forth in the Special Provisions, damage will be sustained by the Township and that it is and will be impracticable and extremely difficult to ascertain and determine the actual damage which the Township will sustain in the event of and by any reason of such delay and the parties hereto agree that the Contractor will pay to the Township the sum of

**One Thousand Dollars (\$1,000.00)**

per day for liquidated damages for each and every calendar days delay in finishing the work in excess of the time limit prescribed and it is agreed that this amount is an estimate of the actual damage to the Township which will accrue during the period in excess of the prescribed number of working days.

The Township may deduct any amount due under this paragraph from any moneys that may be due or payable to the Contractor on any account whatsoever. The liquidated damages payable under this paragraph are in addition to and without prejudice to any other remedy, action or other alternative that may be available to the Township.

The Contractor shall not be assessed with Liquidated Damages for any delay caused by Acts of God, or of the Public Enemy, Acts of the Province or of any foreign state, fire, flood, epidemics, quarantine restrictions, embargoes or delay of sub-contractors due to such causes.

If the time available for the completion of the work is increased or decreased by reason of alterations or changes made under the General Conditions, the completion date shall be adjusted as determined by the Engineer.

**28. Integrated Accessibility Standards Regulation (IASR)**

Pursuant to the Accessibility for Ontarians With Disabilities Act, 2005, Regulation 191/11 (the Act), the Contractor shall ensure that all of their employees, agents, volunteers, or others who will be involved in providing service on behalf of the Township, receive training about the provision of goods and services provided to people with disabilities.

**ITEMIZED BID:**

In accordance with the first paragraph of this tender, the Bidder hereby offers to complete the work specified herein for the following unit prices:

ITEM NO.	SPEC NO.	DESCRIPTION OF ITEM	ESTIMATED	UNIT PRICE	TOTAL
ITEM NO.	SPEC NO.	DESCRIPTION OF ITEM	ESTIMATED	UNIT PRICE	TOTAL
<b>LOCATION A: Cedar Grove Road</b>					
A1	MUNI.310 S.P.	Hot Mix HL-4 50 mm thickness	750 tonnes	\$ _____ per tonne	\$ _____
A2	MUNI.314 MUNI.501 MUNI.1010 S.P.	Granular 'A'	1300 tonnes	\$ _____ per tonne	\$ _____
A3	MUNI.314 MUNI.501 MUNI.1010 S.P.	Granular "M" Shouldering	200 tonnes	\$ _____ per tonne	\$ _____
A4	MUNI.310 S.P.	Ditching	20 hours	\$ _____ per hour	\$ _____
A5	MUNI.330 MUNI.506 S.P.	Pulverize Existing Asphalt	6200 m <sup>2</sup>	\$ _____ per m <sup>2</sup>	\$ _____
A6	802 S.P.	Supply and Place Topsoil – 100 mm depth	1800 m <sup>2</sup>	\$ _____ per m <sup>2</sup>	\$ _____
A7	MUNI.804 S.P.	Seeding and Mulching	3000 m <sup>2</sup>	\$ _____ per m <sup>2</sup>	\$ _____
A8	S.P.	Removal of Material	20 hours	\$ _____ per hour	\$ _____
A9	S.P. MUNI.421	2300 mm Culvert Installation	18 m	\$ _____ per metre	\$ _____

A10	S.P. MUNI.805	Environmental Protection	LS	\$ _____ Per each	\$ _____
A11	S.P MUNI.310 MUNI.510	Removal and Repaving of Asphalt Driveways	360 m <sup>2</sup>	\$ _____ per m <sup>2</sup>	\$ _____
A12	MUNI.314 MUNI.501 MUNI.1010 S.P.	Granular A for Culvert	600 tonnes	\$ _____ per tonne	\$ _____
				<b>Location A Total</b>	\$ _____

**LOCATION B: McCully Road**

B1	MUNI.310 S.P.	Double Surface Treatment	15000 m <sup>2</sup>	\$ _____ per m <sup>2</sup>	\$ _____
B2	MUNI.314 MUNI.501 MUNI.1010 S.P.	Granular 'A'	2300 tonnes	\$ _____ per tonne	\$ _____
B3	MUNI.314 MUNI.501 S.P.	Pulverize Existing Asphalt	5300 m <sup>2</sup>	\$ _____ per m <sup>2</sup>	\$ _____
B4	S.P	Fog Seal	15000 m <sup>2</sup>	\$ _____ per m <sup>2</sup>	\$ _____
				<b>Location B Total</b>	\$ _____

**LOCATION C: Hillbrook Road**

C1	MUNI.310 S.P.	Double Surface Treatment	14000 m <sup>2</sup>	\$ _____ per m <sup>2</sup>	\$ _____
C2	MUNI.314 MUNI.501 MUNI.1010 S.P.	Granular 'A'	2200 tonnes	\$ _____ per tonne	\$ _____
C3	S.P.	Fog Seal	14000 m <sup>2</sup>	\$ _____ per m <sup>2</sup>	\$ _____

				<b>Location C Total</b>	\$ _____
<b>LOCATION D: Maynard Transfer Station</b>					
D1	MUNI.310 S.P.	Hot Mix HL-4 50 mm thickness	750 tonnes	\$ _____ per tonne	\$ _____
D2	MUNI.314 MUNI.501 MUNI.1010 S.P.	Granular 'A'	1300 tonnes	\$ _____ per tonne	\$ _____
D3	MUNI.314 MUNI.501 S.P.	Earth Excavation	200 M3	\$ _____ per m3	\$ _____
D4		Fine Grade	3200 M2	\$ _____ per m <sup>2</sup>	\$ _____
				<b>Location D Total</b>	\$ _____

**TOTAL TENDERED PRICE (Section A, B, C & D) \$ \_\_\_\_\_**

Dated at \_\_\_\_\_ this \_\_\_\_ day of \_\_\_\_\_, 2020

\_\_\_\_\_  
Company

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Position

**THE DELIVERABLES**

The contracted services for this project include the rehabilitation of Cedar Grove Road, McCully Road, Hillbrook Road and the Maynard Transfer Station.

The total Contract so awarded shall be completed within sixty (60) working days after written notification to commence work has been issued by the Township's or an agreed upon start date has been determined. Once work commences, it must progress seamlessly without delays until completion. Any day where the Contractor is prevented from working due to inclement weather or any other circumstance deemed beyond the Contractor's control will not be counted as a working day. For the purposes of this contract, a working day is defined as any day that is not a Saturday, Sunday or Statutory Holiday.



Failure to complete the requirements of this contract, including the permanent pavement marking, within the allocated number of working days, will require the contractor to pay to the Township, \$1000.00 in liquidated damages per calendar day for each day the work remains incomplete beyond the allocated sixty (60) working days.

**Location A** - Cedar Grove Road will be pulverized to a depth of 200 mm, Granular A added to a compacted depth of 75 mm, graded and shaped for a 3% cross fall and paved with a 50mm lift of HL-4 hot mix asphalt. The shoulders will be filled, compacted and graded and the ditches excavated and redefined for positive drainage. The project limits are from County Road 18 to the Township Line.

**Location B** – McCully Road will be pulverized to a depth of 200 mm, Granular A added to a compacted depth of 70 mm, graded and shaped for a 3% cross fall and capped with a double surface treatment with a fog seal.

**Location C** – Hillbrook Road will have Granular A added to a compacted depth of 70 mm, graded and shaped for a 3% cross fall and capped with a double surface treatment with a fog seal.

**Location D** – Maynard Transfer Station will have existing base excavated to a depth of 200 mm, new granular A added to a depth of 200 mm compacted and shaped for positive drainage and capped with a single lift of HL-4 at a depth of 50 mm.

The work performed under the term of this Contract shall be performed in accordance with the Tender Documents and the following specifications and provisions.

**List of Application Standard Specifications**

<b>OPSS NO.</b>	<b>TITLE</b>	<b>DATE</b>
MUNI.180	General Specification For The Management Of Excess Materials	November 2016
MUNI.206	Construction Specification For Grading	November 2013
MUNI.304	Construction Specification For Single and Double Surface Treatment	November 2016
MUNI.310	Construction Specification For Hot Mix Asphalt	November 2017
PROV.313	Construction Specification for Hot Mix Asphalt – End Result	November 2016
MUNI.314	Construction Specification For Untreated Granular Subbase, Base, Surface, Shoulder, And Stockpiling	November 2016
MUNI. 330	Construction Specification For In-Place Full Depth Reclamation Of Bituminous Pavement And Underlying Granular	November 2014
MUNI.421	Construction Specification For Pipe Culvert Installation in Open Cut	November 2015
MUNI.501	Construction Specification For Compacting	November 2017
MUNI. 506	Construction Specification For Dust Suppressants	November 2017
MUNI.510	Construction Specification For Removal	November 2018
MUNI.517	Construction Specification For Dewatering for Excavations	November 2018
MUNI.706	Construction Specification For Traffic Control Signing	April 2018
802	Construction Specification for Topsoil	November 2010
MUNI.804	Construction Specification for Seed and Cover	November 2014
MUNI.805	Construction Specification For Temporary Erosion And Sediment Control Measures	November 2018
MUNI.1001	Material Specification For Aggregates - General	November 2018
MUNI.1003	Material Specification For Aggregates - Hot Mix Asphalt	November 2013
MUNI.1010	Material Specification For Aggregates - Base, Subbase, Select Subgrade, And Backfill Material	November 2013
MUNI.1101	Material Specification For Performance Graded Asphalt Cement	November 2016
MUNI.1103	Material Specification For Emulsified Asphalt	November 2016
MUNI.1150	Material Specification For Hot Mix Asphalt	November 2018

Work under these specifications shall include traffic protection and all labour and material to carry out this work on various Township roads throughout the Township's.

The provisions of OPSS 706 shall apply except as amended or extended herein. All traffic control, procedures and devices shall be provided by the Contractor and conform to the requirements of the most recent version of "The Ministry of Transportation's Ontario Traffic Manual (OTM) Book 7.

The cost of providing traffic control shall be borne by the Contractor and included in the unit prices in the form of tender.

The Contractor is responsible for the provision of the Control of Traffic for the duration of the contract including maintaining all portions of the road within the construction zone. Maintenance means: a) maintaining (including preventative maintenance and repairs) all portions of the road including shoulders in a good, safe, low risk condition, and b) keeping sideroads open and passable and c) keeping at least one (1) lane of traffic open for public use for the duration of the daily activity and d) fully reopening the road to traffic in both directions without restrictions at the end of each days production. The Contractor agrees to be responsible and hold the Township's harmless for any claims within the construction zone or directly resulting from the Contractor's maintenance of the construction zone

The Contractor shall conform to the following requirements:

- Storage of materials and equipment shall be confined to one side of the road only, be clearly defined and visible and stored so as not to interfere with visibility and / or turning movements;
- Maintain access to all streets, laneways, pathways, and driveways at all times;
- All roadway excavations to be done one (1) lane at a time including backfilling and paving the same working day unless specified otherwise by the Owner
- At the pre-construction meeting, the Contractor shall provide a copy of their Traffic Control Plan template and a Schedule of Implementation of Traffic Control Devices for various stages of the Contract as required.
- The Contractor shall provide all temporary pavement markings as required and directed by the Owner for traffic control during construction.

Maintenance of traffic control devices shall include, but not be limited to, all regulatory and construction signage, daily inspection of the devices to ensure that they are clean and properly maintained and in the desired alignment as set out in the Traffic Control Plan. Cleaning and realignment of devices shall be performed as required with all devices being in accordance with the requirements of the Ontario Traffic Manual Book 7 at all times

The Contractor shall notify Police, Fire, Ambulance, all school boards and any other relevant agencies upon which a disruption or restriction in the normal flow of traffic may affect the movement of their vehicles or their operation.

No separate measurement or payment will be made for any additional expense to the Contractor as a result of complying with the requirements and carrying out the work described above.

## SPECIAL PROVISIONS – ITEMS

### COMMON

Special Provision

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#### **Amendment to OPSS.706, November 2010**

##### **706.10 Basis of Payment**

*Subsection 706.10.01 is deleted in its entirety and amended with the following:*

There will be no additional payment for traffic control.

#### **Amendment to OPSS.710, November 2010**

##### **706.10 Basis of Payment**

*Subsection 710.10.01 is deleted in its entirety and amended with the following:*

There will be no additional payment for temporary or short-term pavement markings.

### **HL-4 HOT MIX ASPHALT (50 mm DEPTH) - ITEMS A1 & D1**

**Note: The Percent of Asphalt Cement (AC) Content for HL-4, shall have by mass minimum of 5.0%.**

Special Provision

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#### **Amendments to OPSS 310, November 2012**

##### **310.07.07 Use of Paving Equipment**

*Subsection 310.07.07 is amended with addition of the following:*

All HMA shall be installed with an Asphalt Material Transfer Vehicle with a Remix Hopper.

The paver shall be capable of paving a total width of 4.0 m in a single pass.

##### **310.07.11.01 Longitudinal and Transverse Joints**

*Subsection 310.07.11.01 is deleted in its entirety and amended with addition of the following:*

Locations where existing asphalt meets new asphalt shall be milled out for a step joint. This shall include the Road being paved and any Township's Roads and paved Township Roads that intersect it. The step joints shall be at minimum: the depth of the new asphalt being placed, the width of the existing pavement and a minimum length of ten metres. No additional compensation will be provided for the completion of step joints.

Township Roads, which have only a paved apron, and paved private and commercial entrances shall be feathered down to blend into the existing pavement at the limits of the Township's property line or as directed by the Owner, unless a separate item has been included for the removal and repaving of asphalt entrances. All entrances and intersections shall be paved in general conformance to OPSD 304.010. No additional compensation will be provided for the feathering down of intersections and entranceways.

##### **310.10 BASIS OF PAYMENT**

*Section 310.10 is amended by the addition of the following:*

##### **310.10.04 Payment Adjustment for Changes in the MTO Performance Graded Asphalt Cement Price Index**

Payment to the Contractor shall be adjusted based on changes to the MTO PGAC price index. The MTO PGAC price index shall be published monthly in the Contract Bulletin. The MTO

PGAC price index shall be used to calculate the amount of the payment adjustment per tonne of new asphalt cement accepted into the Work.

The MTO PGAC price index is based on the price, excluding taxes, f.o.b. (free on board) the depots in the Toronto area, of asphalt cement grade PG 58-28 or equivalent. One MTO PGAC price index shall be used to establish and calculate the payment adjustment for all grades. The MTO PGAC price index is published on the last day of the month and shall be applied to the hot mix asphalt placed in the same month.

A payment adjustment per tonne of new asphalt cement shall be established for each month in which paving occurs when the MTO PGAC price index for the month differs by more than 10% from the MTO PGAC price index for the month prior to tender opening. When the MTO PGAC price index differential is less than 10%, there shall be no payment adjustment established for that month. Payment adjustments due to changes in the MTO PGAC price index are independent of any other payment adjustments made to the hot mix asphalt tender items.

The payment adjustment per tonne shall apply to the quantity of new asphalt cement in the hot mix asphalt accepted into the Work during the month for which the payment adjustment is established. A payment adjustment for paving work done after the approved time for completion of the Contract has expired, including the expiration of any extensions of time that have been granted, shall be the lesser of the MTO PGAC price index in the last month of the Contract or the month in which the paving is completed.

The payment adjustment for the month shall be calculated from one of the following formulas:

- a ) When  $I_p$  is greater than  $1.10 I_{T0}$ , the payment adjustment per tonne of asphalt cement shall be  $(I_p - 1.10 I_{T0})$  and the Contractor shall receive additional compensation of:

$$PA = (I_p - 1.10 I_{T0}) \times \text{quantity of new asphalt cement in tonnes}$$

- b ) When  $I_p$  is less than  $.90 I_{T0}$ , the payment adjustment per tonne of asphalt cement is  $(.90 I_{T0} - I_p)$  and the Owner receives a rebate of:

$$PA = (.90 I_{T0} - I_p) \times \text{quantity of new asphalt cement in tonnes}$$

Where:

PA = payment adjustment for new asphalt cement, in dollars

$I_{T0}$  = MTO PGAC price index published for the month prior to Tender opening

$I_p$  = MTO PGAC price index published for the month in which paving occurs

The quantity of new asphalt cement includes all grades of asphalt cement supplied by the Contractor with and without polymer modifiers. For each month in which a payment adjustment has been established, the quantity shall be calculated using the hot mix quantity accepted into the Work and its corresponding asphalt cement content as required by the job mix formula except for mixes that contain reclaimed asphalt pavement (RAP).

For mixes that contain RAP, the quantity of new asphalt cement shall be determined from the difference between the asphalt cement content required by the job mix formula and the asphalt cement content of the RAP incorporated into the hot mix, as calculated by the Owner.

For mixes containing a liquid anti-stripping additive, the quantity of anti-stripping additive shall be deducted from the quantity of new asphalt cement. No other deductions shall be made for any other additives.

For progress payment purposes, payment adjustments shall be made on the monthly progress payment certificate for the months in which hot mix paving occurs.

**Amendment to OPSS 1103, November 2016**

**1103.05.01            Materials**

*Subsection 1103.05.01 is amended with the addition of the following:*

**Performance Graded Asphalt Cement shall be for Location A PGAC 58-34XJ and for Location D PGAC 58-28**

**1103.08.03            Sampling**

*Subsection 1103.08.03 is amended with the addition of the following:*

Representative samples of materials being delivered may be taken at the discretion of the Contract Administrator.

**Amendment to OPSS 1150, November 2010**

**1150.04.01.02.02    Mix Design Method**

*Subsection 1150.04.01.02.02 is amended with the addition of the following:*

Mix designs shall be completed by appropriately certified third-party lab. Mix designs prepared by the Contractor shall not be accepted.

**REMOVAL AND REPAVING OF ASPHALT DRIVEWAYS - ITEM A11**

Special Provision

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**Amendments to OPSS 310, November 2016**

**310.01                SCOPE**

*Subsection 310.01 is amended with the addition of the following:*

Work under this item includes all the work associated with full depth removal and reinstatement of residential and commercial asphalt entrances. The Contractor is responsible for all preparatory work.

**310.07.06.01        GENERAL**

*Subsection 310.07.06.01 is amended with the addition of the following:*

Upon reinstating an entranceway/driveway, a 50 mm lift of top course asphalt shall be placed carefully, to prevent segregation, and compacted with a vibratory roller. It is the responsibility of the Contractor to ensure a flush transition with the abutting pavement surfaces.

**310.09.01.01.02    By Area**

*Subsection 310.09.01.01.02 is deleted in its entirety and amended with the following:*

Measurement for Payment of an entranceway/driveway shall be by the square meter. The average thickness of the asphalt placed shall be 50 mm.

**310.10                BASIS OF PAYMENT**

*Subsection 310.10 is amended with the addition of the followings:*

**310.10.01            Removal and Repaving of Asphalt Driveways**

Payment at the contract price shall be full compensation for all labour, Equipment, and Material to do the work that includes, but not limited to the removal of existing asphalt, regrading of granular materials and placement of new asphalt.

#### **Amendments to OPSS 510, November 2014**

##### **510.07.06.02 Cutting Existing Pavement**

*Subsection 510.07.06.02 is amended with the addition of the following:*

The Contractor shall provide a saw cut at the limits of removal at each location as specified by the Contract Administrator at no additional cost to the Contract.

##### **510.07.06.03 Removal of Pavement, Treated Base, and Concrete Base**

*Subsection 510.07.06.03 is deleted in its entirety and amended with the following:*

The work shall include the full-depth removal between the limits specified by the Contract Administrator. Material reclaimed shall become the property of the Contractor and shall be removed from the site and re-used, recycled or disposed of according to applicable regulations at the Contractor's expense. If the Contractor elects to remove the existing asphalt entrance prior to completing the placement and fine grading of the granular 'A' base on the road surface, they are responsible for all costs associated with any additional work required to ensure that the entrance meets the grade requirements of OPSD 301.010 or 301.020.

##### **510.09.01.17 Removal of Asphalt Pavement**

*Subsection 510.09.01.17 is deleted in its entirety and amended with the following:*

There shall be no measurement for payment for the removal of asphalt pavement at entrances.

##### **510.10.01 Removal of Asphalt Pavement - Item**

*Subsection 510.10.01 is deleted in its entirety and amended with the following:*

There shall be no basis of payment for the removal of asphalt pavement at entrances. Payment for this work shall be compensated upon the reinstatement of the entrance with new asphalt.

#### **GRANULAR 'M' SHOULDERING - ITEM A3**

##### Special Provision

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#### **Amendments to OPSS 314, November 2016**

##### **314.06 Equipment**

*Subsection 314.06 is amended with the addition of the following:*

A water truck and sweeper shall always be present during shouldering operations at no additional cost to the Contract.

Granular for shoulders shall be placed using a shoulder spreader.

##### **314.07.04 Shoulders**

*Subsection 314.07.04 is amended with the addition of the following:*

Placement of granular material for shouldering operations shall commence within two (2) days following the placement of asphalt pavement.

At rural mailboxes, the Contractor shall extend the shoulder to the mailbox with 3 m tapers on both sides of the mailbox.

Where residential entrances are surfaced with granular material, the Contractor shall, as part of the work under this item, place, level and compact granular material to the limits of the Township's property line or as directed by the Owner in order to blend the entrance into the shoulder and meet the minimum grading requirements of OPSD 301.010 and OPSD 301.020.

### **Amendments to OPSS.MUNI 1010, November 2013**

#### **1010.08.01                    Quality Assurance**

*Subsection 1010.08.01 is deleted in its entirety and amended with the following:*

Quality control testing shall be done at the expense of the Contractor to ensure the granular material supplied meets the requirements of OPSS.MUNI 1010. It shall be the responsibility of the Contractor to complete granular material sampling at a minimum frequency of 1 per 2000 tonnes of material placed, or once per location in areas where the estimated quantity is less than 2000 tonnes. Copies of test results shall be submitted to the Contract Administrator on a weekly basis. The Owner shall also complete random granular material sampling at their discretion.

All areas, which do not meet the acceptable criteria based on the random sampling, shall be considered deficient and shall be deducted from payment until additional sampling confirms compliance with the specifications. The Contractor shall be responsible for all costs associated with any sampling for quality assurance.

#### **DITCHING - ITEM A4**

##### Special Provision

Work under this item consists of the supply of a carrier mounted excavator with a telescopic boom, a wrist action bucket and a minimum operating weight of 22,000 kg (Gradall XL4100, or approved equivalent), in good operating condition with two (2) traffic control persons. The equipment shall be used at the direction of the Owner to trim slopes, excavate berms, clean ditches as well as to level and shape any material being placed for slope flattening on the project.

#### **SUPPLY AND INSTALL TOPSOIL (100 mm DEPTH) - ITEMS A6**

##### Special Provision

#### **Amendment to OPSS 802, November 2010**

#### **802.09                            MEASUREMENT FOR PAYMENT**

*Subsection 802.09 is deleted in its entirety and amended with the following:*

#### **802.09.01                    Supply and Install Topsoil (100 mm depth)**

The contractor shall supply and install topsoil at an average depth of 100 mm as directed by the Contract Administrator. Measurement for payment shall be by square meters.

#### **802.10                            BASIS OF PAYMENT**

*Subsection 802.10 is deleted in its entirety and amended with the following:*

#### **802.10.01                    Supply and Install Topsoil (100 mm depth)**



Payment at the Contract price for the above item shall be full compensation for all labour, Equipment and Material to do the work which may include, but not limited to, trucking, placement and spreading of the material to the satisfaction of the Contract Administrator.

### **REMOVAL OF MATERIAL - ITEM A8**

#### Special Provision

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This item is for the supply of one or more Tri-axle dump trucks for the purpose of hauling and placing excavated earth and granular materials within the project limits.

#### **Payment**

Measurement for payment shall be based on hours worked. Payment shall be full compensation for all labour, materials and equipment required to complete the work.

### **IN-PLACE FULL DEPTH RECLAMATION OF BITUMINOUS PAVEMENT AND UNDERLYING GRANULAR- ITEMS A5 & B3**

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#### Special Provision

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#### **Amendments to OPSS.MUNI330, November 2014**

##### **330.07.01                    General**

*Subsection 330.07.01 is amended with addition of the following:*

It is the responsibility of the Contractor to install construction offset stakes prior to pulverizing to ensure the proper reinstatement of the Road alignment. Stakes shall be spaced at a maximum distance of 100 m in straight sections of Road, and a maximum distance of 20 m in curves.

##### **330.07.03                    Reclamation of Bituminous Pavement and Underlying Granular**

*Subsection 330.07.03 is amended with addition of the following:*

The average width of the existing pavement surface is 6.6 m.

The underlying granular material shall be reclaimed to a total depth of 150 mm.

The Contractor is to fine grade the pulverized/granular surface to a 3% cross fall before the surface coarse is placed.

The Contractor is responsible for dust control throughout the duration that the pulverized/granular surface is exposed. The Contractor shall provide a minimum of 3 dust suppression treatments with water per day (am, noon and pm). Additional treatments above and beyond the three required per day shall be provided when requested by the Owner at no additional cost.

Intersections at gravel roads that have a paved apron shall be pulverized.

### **GRANULAR 'A' - ITEMS A2, B2, C2 & D2**

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#### Special Provision

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#### **Amendments to OPSS.314, November 2015**

##### **314.07.01                    Granular Subbase, Base and Surface**

*Subsection 314.07.01 is amended with the addition of the following:*

In locations where residential driveways are paved, the Contractor shall, as part of the work under this item, place, level and compact enough material in order to match the new road elevation.

## **Amendments to OPSS.MUNI 501, November 2014**

### **501.07.04.03.02 Submission of Test Data**

*Subsection 501.07.04.03.02 is deleted in its entirety and amended with the following:*

The Contractor shall provide the owner with testing results as they become available and provide the owner with a "Field Compaction Report" as per Appendix 501-B daily.

### **501.10.02 Water for Compacting**

*Subsection 501.10.02 is deleted in its entirety and amended with the addition of the following:*

There will be no additional payment for Water used for compacting. Water used for compacting shall be fully compensated under the Item 'Granular A'.

## **Amendments to OPSS.MUNI 506, November 2013**

### **506.09.01 Water for Dust Suppression**

*Subsection 506.07.01 is deleted in its entirety and amended with the following:*

No payment shall be made for water used for dust suppression.

## **Amendments to OPSS.MUNI 1010, November 2013**

### **1010.08.01 Quality Assurance**

*Subsection 1010.08.01 is deleted in its entirety and amended with the following:*

Quality control testing shall be done at the expense of the Contractor to ensure the granular supplied meets the requirements of OPSS.MUNI 1010. It shall be the responsibility of the Contractor to complete granular material sampling at a minimum frequency of 1 per 2000 tonnes of material placed, or once per location in areas where the estimated quantity is less than 2000 tonnes. Copies of test results shall be given to the Owner on a weekly basis. The Owner shall also complete random granular material sampling at their discretion. All areas, which do not meet the acceptable criteria based on the random sampling, shall be considered deficient and shall be deducted from payment until additional sampling confirms compliance with the specifications or confirms that the granular should be rejected as noted in OPSS.MUNI 1010. Additional samples shall be taken at a frequency of 1 per 500 tonnes of granular and the average results from the testing and original sample(s) shall be used to establish the deficient granular parameters.

## **SEEDING AND MULCHING - ITEMS A7**

### Special Provision

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## **Amendment to OPSS.MUNI 804, November 2014**

### **804.04.01 Submission Requirements**

*Subsection 804.04.01 is amended with the addition of the following:*

The Contractor shall submit a report, which details the amount in kilograms of hydraulic mulch applied at each location in addition to the quantity in square meters of mulch applied

### **804.05.01.04 Submission Requirements**

*Subsection 804.05.01.04 is amended with the addition of the following:*

Standard Roadside Mix shall be used at all locations.

## **2300 mm ALUMINUMIZED TYPE II CULVERT - ITEM A9**

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### Special Provision

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Restrictions for working in or around a watercourse may not allow work to be undertaken until after **July 01, 2020**. Permits with the South Nations Conservation will be done by the Township.

### **Amendment to OPSS.MUNI.421, November 2018**

#### **421.07 CONSTRUCTION**

*Section 421.07.12.01 is amended with the addition of the following:*

Pipe culverts shall be supplied by the Owner. However, the Contractor shall pick the pipe up from the Township's Algonquin Patrol Garage (5328 Algonquin Road, Augusta, ON) and deliver to site for installation.

Under the tender item, the Contractor shall install the new CSP Aluminum Type II culvert in the diameter and length as specified in the Contract. Work under this item shall be carried out in conformance with OPSS 421.

This item includes;

- Installation of new culvert and manufacturers couplings.
- Water required for the proper compaction of bedding and backfill.
- Dewatering, including the installation of cofferdams and supply and use of pumps and hoses.

The unit bid price for the above items includes labour and equipment used for the removal, relocation, and disposal of existing pipes and materials for culvert installations (in accordance with OPSD 803.030 and 803.031).

#### **Measurement for Payment:**

Measurement for payment is by linear metres.

#### **Basis of Payment:**

Payment at the Contract unit price for the above the tender item shall be full compensation for all labour, traffic control, equipment and material to do the work.

## **DOUBLE SURFACE TREATMENT - ITEM B1 & C1**

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### Special Provision

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### **Amendment to OPSS.MUNI.706, November 2018**

#### **706.10 TRAFFIC CONTROL**

Subsection 706.10.01 is deleted in its entirety and amended with the following:

There shall be no additional payment for traffic control.

#### **Amendments to OPSS.304, November 2006**

304.05.01 Binders Subsection 304.05.01 is amended with the addition of the following:  
The binder shall be **HF-150S** for all aggregates types used under this contract.

304.05.02 Aggregate Subsection 304.05.02 is amended with the addition of the following:  
The aggregates called for in this contract shall be the following, the first lift shall be constructed with Class 2 aggregate and the second lift shall be constructed with Class 6 aggregate.

304.09 Measurement for Payment Subsection 304.09 is deleted in its entirety and amended with the following:

Measurement for payment shall be based on square meters of area that is treated with single surface treatment or double surface treatment, as specified in the Contract. Payment shall be full compensation for all labour, traffic control, equipment and materials required to complete the work.

304.07.05 Management of Excess Materials Subsection 304.07.05 is deleted in its entirety and replaced with the following:

All access materials shall be property of the Contractor and shall be removed from the site and re-used, recycled or disposed according to applicable regulations and OPSS 180.

#### 706.10 Basis of Payment Subsection

706.10.01 is deleted in its entirety and amended with the following:

Double Surface Treatment, Class 2 and Class 6 – Item All costs associated with traffic control shall be fully compensated under the item “Single Surface Treatment, Class 6, or Double Surface Treatment, Class 2 and Class 6 – Item” for all locations of work in this contract.

#### Amendment to OPSS.710, November 2010 710.10 Basis of Payment Subsection

710.10.01 is deleted in its entirety and amended with the following:

#### Double Surface Treatment, Class 2 and Class 6 – Item

All costs associated with the supply and application of short-term pavement markings shall be fully compensated under the item “Double Surface Treatment, Class 2 and Class 6 for all locations of work in this contract. Fog Seal-Item No's: B4 and D3

## **FOG SEAL – ITEMS B4 & C3**

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### Special Provision

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This special provision covers the requirements for the placement of a bituminous fog seal to the Double Surface Treatment.

The surface applied fog seal shall be “Clean Bond Coat” supplied by McAsphalt Industries Limited or approved equivalent and shall conform to OPSS 1103. The fog seal shall be applied only when the atmospheric temperature is at least 10oC and rising and the weather is free of fog or rain and there is no forecast of temperatures below 0oC within 24 hours from the time of application.

Traffic, including construction traffic, shall be kept off the fog seal until the material has fully set to prevent damage to the surface and vehicles.

Measurement and payment of the fog sealing applied shall be by the area in square meters. Item Payment at the Contract Price for the above tender item shall be full compensation for all labour, traffic control, equipment and materials to complete the work. All costs associated with repairing and replacing unacceptable trial areas shall be borne by the Contractor.

## **ENVIRONMENTAL PROTECTION - ITEM A10**

---

### Special Provision

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### **Amendment to OPSS.MUNI 805, November 2018**

#### **805.07 CONSTRUCTION**

*Section 805.07 is amended with the addition of the following:*

The contractor shall provide, install, maintain and remove the following environmental protection at each culvert replacement location as part of this Item of the Contract:

- Temporary sediment traps
- Heavy duty silt fence

#### **805.09 MEASUREMENT FOR PAYMENT**

##### **805.09.01 Actual Measurement**

*Section 805.09.01 is deleted in its entirety and amended with the following:*

Measurement for payment for Environmental Protection shall be by Lump Sum.

#### **805.10 BASIS FOR PAYMENT**

*Section 805.10 is deleted in its entirety and amended with the following:*

Payment at the Contract price for the above tender items shall be full compensation for all labour, Equipment, and Material required to complete the Work.

Progress payments for the temporary erosion and sediment control measures shall be made as follows:

- a) 30% upon initial construction
- b) 50% pro-rated during construction for maintenance
- c) 20% upon removal

### **EARTH EXCAVATION – ITEM D3**

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#### Special Provision

---

Under this item, the Contractor shall supply all labour, equipment and material to complete the excavation in accordance of this Tender and as directed by the Contract Administrator.

No additional payment shall be made for the compaction of fill material where excavation depths exceed the allowable limits due to over excavation. The Contractor shall bring the sub grade to the required grade using approved suitable native material or granular base course class 'B' materials at no additional cost to the Owner.

- Any swale areas, as directed by the Contract Administrator, to be created to direct water into outlets, culverts, catch basins and yard basins.

#### **Measurement for Payment:**

Payment shall be by Lump Sum.

#### **Basis of Payment:**

Payment at the Contract unit price for the above the tender item shall be full compensation for all labour, equipment, and material to do the work.

### **Locations and Rehabilitation Summary**

<b>Cedar Grove Road (Location A)</b>			
ITEM	WIDTH	DEPTH	LENGTH
HL-4	6.6 m	50 mm	950 m
Granular A	7 m	75 mm	950 m
Pulverize	6.8 m	200 mm	950 m

<b>McCully Road (Location B)</b>			
ITEM	WIDTH	DEPTH	LENGTH

Double Surface	7 m	2 Lifts	2100 m
Fog Seal	7 m		2100 m
Granular A	7 m	70 mm	2100 m
Pulverize	7 m	200 mm	850 m

<b>Hillbrook Road (Location C)</b>			
ITEM	WIDTH	DEPTH	LENGTH
Double Surface	7 m	2 Lifts	2000 m
Fog Seal	7 m		2000 m
Granular A	7 m	70 mm	2000 m

<b>Maynard Transfer Station (Location D)</b>			
ITEM	WIDTH	DEPTH	AREA
HL-4	Various	50 mm	3100 m <sup>2</sup>
Removal of Existing Base	various	200 mm	3100 m <sup>2</sup>
Granular A	Various	200 mm	3100 m <sup>2</sup>

#### PRE-CONDITIONS OF AWARD

The following documents, as listed, shall be submitted by the selected Bidder prior to or at the time of signing the Contract;

- Township's Standard Insurance Certificate Form.
- A Performance Bond for the due completion of the Work in accordance with the terms and conditions of the Contract, which bond shall be in an amount equal to 50% of the Sub Total Contract Price (excluding all applicable taxes) in the form of CCDC 221 or the most recent Ontario Provincial Standard Form or the Surety Association of Canada's new "process enhanced" performance bond; and
- A Labour and Material Payment Bond, which Bond shall be in an amount equal to 50% of the Sub Total Contract Price (excluding all applicable taxes) in the form of CCDC 222 or the most recent Ontario Provincial Standard Form.
- A current copy of the Workplace Safety and Insurance Certificate of Clearance;
- The Bidder's Health and Safety Policy;
- The Work Schedule;
- The Notice of Project filed with the Ministry of Labour; and
- The name and contact information of the responsible representative at the Surety for purposes of communication.
- Contractors traffic control plan

**CONTRACT NO. 2020-001  
REHABILITATION OF CEDAR GROVE ROAD, MCCULLY  
ROAD, HILLBROOK ROAD AND THE MAYNARD TRANSFER  
STATION**

**TERMS OF SERVICE AGREEMENT BETWEEN:**

The "**Corporation of the Township of Augusta**"  
(hereinafter referred to as the "**Township**")  
and

\_\_\_\_\_  
(hereinafter referred to as the "**Contractor**")

This agreement is for \_\_\_\_\_ (Contractor) to pulverize, supply and place granular material, lay hot mix asphalt HL-4, perform ditch cleaning on Cedar Grove Road, to pulverize, supply and place granular material and double surface treatment of McCully Road, to supply and place granular material and double surface treatment on Hillbrook Road and to excavate and replace existing base, shape for positive drainage and lay hot mix asphalt HL-4 for the Maynard Transfer Station for the Tender amount of \$ \_\_\_\_\_ plus applicable taxes. All work will be performed in accordance to the Contract No. 2020-001 Standard Specification (OPSS) and Special Provisions, attached.

Signed at Maynard this \_\_\_\_\_ day of \_\_\_\_\_ 2020

**Corporation of the Township of Augusta**

\_\_\_\_\_  
NAME & POSITION

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
NAME & POSITION

\_\_\_\_\_  
SIGNATURE

**Contractor:** \_\_\_\_\_

\_\_\_\_\_  
NAME & POSITION

\_\_\_\_\_  
SIGNATURE



**REPORT** 2020-011  
**REPORT TO COUNCIL** February 10, 2020  
**RE:** Planner's Report  
**PREPARED BY** Myron Belej, Township Planner

**RECOMMENDATION:**

THAT the Planner's Report of February 10, 2020 be received for information and action in accordance with the individual resolution(s).

**REPORT:**

The Planning Advisory Committee (PAC) met on January 30, 2020, and reviewed the following reports:

1. Agricultural Cultivation and Processing Opportunities in Augusta Township
2. Cannabis Cultivation and Processing Opportunities in Augusta Township
3. Zoning By-law Amendment: 1111 County Road 2 (Seniors Apartments)

The following agenda items were also discussed:

4. Zoning By-law and Official Plan Amendments
5. Planning and Development Review Processes
6. Planning Fees in Augusta
7. Real Estate Listings in Augusta

**1. Agricultural Cultivation and Processing Opportunities**

The Committee discussed the report prepared by the Township Planner. Augusta Township has strong agricultural roots and will need to continue to balance agricultural development with preservation. Partnerships, grants, and cost sharing programs can help to promote improvements in the farming sector.

Augusta's Township and Council have a role in communicating agriculture-related needs and challenges to conservation authorities and other orders of government. Updates to the Official Plan and Zoning By-law should consider and enable agricultural cultivation and processing opportunities.

**2. Cannabis Cultivation and Processing Opportunities (Cannabis Zoning Report)**

The PAC received a draft report, prepared by Township staff, which discussed zoning options for cannabis cultivation and processing opportunities in Augusta. The body of knowledge and practice related to cannabis development is evolving. Cannabis development proposals will need to comply with Health Canada regulations and requirements.

The Committee passed the following motion:

"BE IT RESOLVED THAT this Committee encourages the Council of the Township of Augusta to be open and receptive to cannabis opportunities in the Township."

### **3. Zoning By-law Amendment: 1111 County Road 2 (Seniors Apartments)**

A Zoning By-law Amendment application, submitted by Peter Donnelly and Dana Mark Adams, proposes to rezone the property municipally known as 1111 County Road 2 from Highway Commercial (CH) to Waterfront Residential – Exception 1 (RW-X1) to permit the construction of Seniors Apartments.

Dana Mark Adams attended the PAC meeting and was available to answer questions. The Committee reviewed the rezoning application, the Planning Report prepared by the Township Planner (**see Attachment 1**), and public comments received about the application; including comments made at a public meeting to discuss the application on December 19, 2019. It is worth noting that none of the feedback received specifically objected to the change in use.

As part of the Zoning By-law Amendment, relief is sought from the allowable number of dwelling units per lot to enable the construction of an eight-unit seniors' apartment complex comprised of two buildings with four units each. This may be considered to represent a slight decrease in occupancy for the subject lands, which were previously developed as a 14-room motel with an apartment and an inground pool.

The applicant has submitted design plans for the apartments with massing and siting that is reasonably comparable to and compatible with the size and location of other residential structures in the general vicinity. This is a residential proposal in a well-established residential neighbourhood, and PAC passed a motion recommending its approval.

#### **RECOMMENDATION:**

THAT the Council of the Township of Augusta approve the proposed Zoning By-law Amendment to rezone the lands municipally known as 1111 County Road 2 from Highway Commercial (CH) to Waterfront Residential - Exception 1 (RW-X1) in order to permit the proposed Seniors Apartments, allowing relief from the allowable dwelling units per lot to 8.

### **4. Zoning By-law and Official Plan Amendments**

The Committee reviewed a master chart of land use zones and permitted uses in the Township. General areas of opportunity for improving Augusta's Zoning By-law and Official Plan were discussed.

### **5. Planning and Development Review Processes**

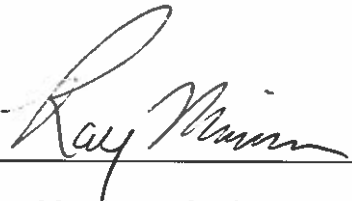
The Township intends to increase the level of public education about land use planning processes in Augusta. Options for streamlining the review of planning applications were discussed, including the possible implementation of a Development Review Team.

## 6. Planning Fees in Augusta

The Township is examining its fee structure for processing planning applications, which was last updated in 2015. Comparisons will be made to the planning fees of other nearby municipalities.


## 7. Real Estate Listings in Augusta

The Township is researching options for increasing the amount of information available about properties available for sale in Augusta.



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Ray Morrison, CAO



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Myron Belej, RPP, MCIP

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## PLANNING REPORT

To: Planning Advisory Committee  
From: Myron Belej, Planner, Township of Augusta  
Date: January 22, 2020  
Re: 1111 County Rd 2: Zoning By-law Amendment Application

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### Recommendation:

That the Planning Advisory Committee recommend that the Council of the Township of Augusta approve the proposed Zoning By-law Amendment to rezone the lands municipally known 1111 County Rd 2 from Highway Commercial (CH) to Waterfront Residential - Exception 1 (RW-X1) in order to permit the proposed Seniors Apartments.

### Purpose of the Application

A Zoning By-law Amendment application, submitted by Peter Donnelly and Dana Mark Adams, has been received by the Township of Augusta. The subject Zoning By-law Amendment application proposes to rezone the subject lands, municipally known as 1111 County Rd 2, from Highway Commercial (CH) to Waterfront Residential – Exception 1 (RW-X1) to permit the construction of seniors’ apartments on a former motel site.

### Background

The subject lands are municipally known as 1111 County Rd 2 in the Township of Augusta and are currently vacant with maintained lawn and ornamental shrubs and trees. The subject lands have an area of 6375 sq. m. (1.6 acres) with 45.84 metres of frontage on County Rd 2. The applicant proposes the construction of an eight-unit seniors’ apartment complex, comprised of two buildings with four units each. *Figure 1* illustrates the lands subject to the Zoning By-law Amendment. *Figure 2* shows the approximate location of the proposed structures, as indicated on the Grading Plan submitted to the Township.

The applicant had initially proposed a definition for Seniors Apartments not currently specified in the Zoning By-law, but in consultation with Township staff, determined that an existing definition for Row Dwellings satisfactorily applies:

**“Dwelling – Row:** means a building consisting of a series of three (3) or more dwelling units but not more than eight (8) units in a continuous row divided vertically into separate units by a common wall above grade.”

The applicant, as part of the Zoning By-law Amendment, seeks relief from the allowable number of dwelling units per lot; Section 7.4.2 permits a maximum of one (1) dwelling unit per lot plus a secondary suite, while the applicant proposes a maximum of eight (8) units. This may be considered to represent a slight decrease in occupancy for the subject lands, which were previously developed as a 14-room motel with an apartment and an inground pool, although the former structures were demolished in 2009, and the subject lands have since remained vacant.

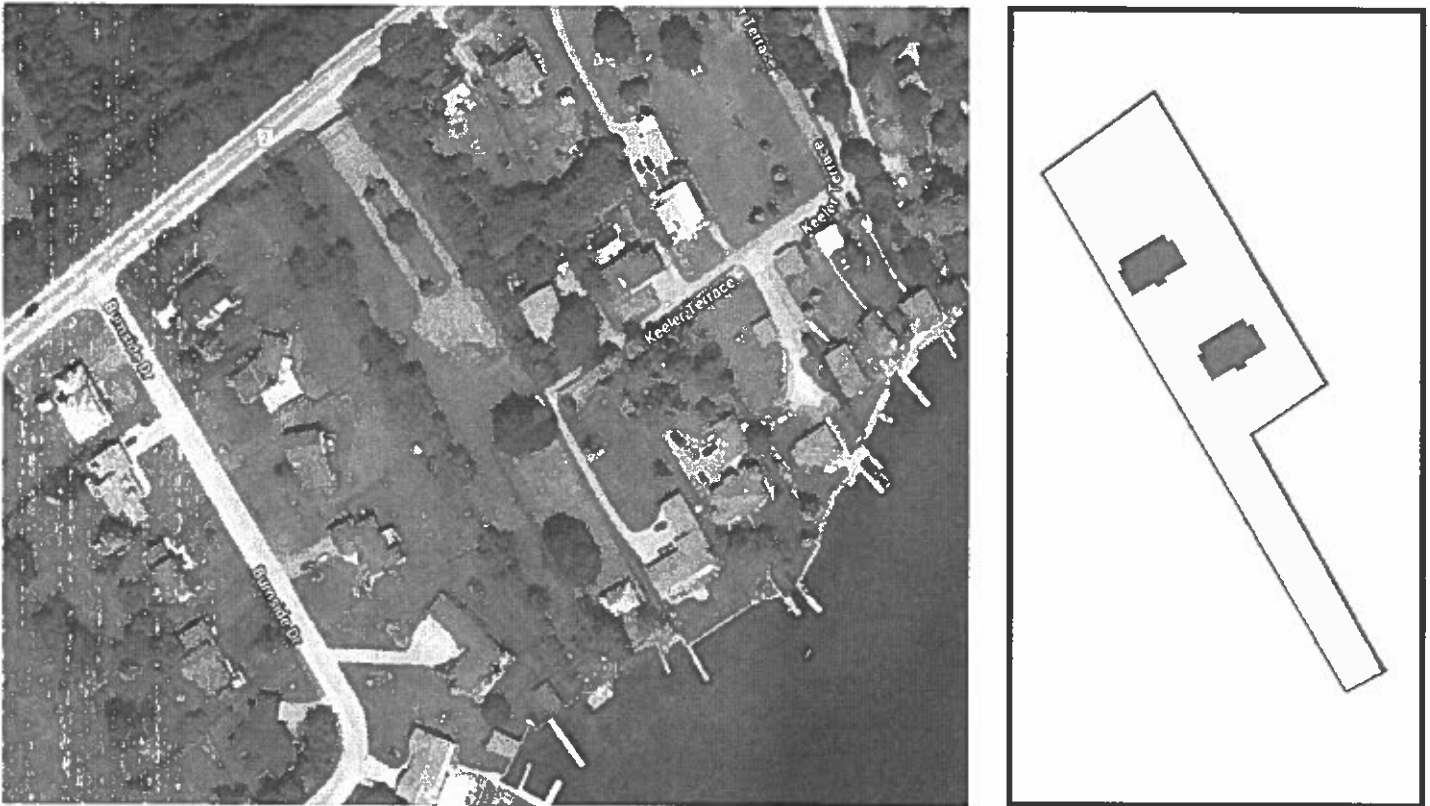


Figure 1 (left): Subject Lands; Figure 2 (right): Approx. Size and Location of Buildings from Grading Plan

## Policy Framework and Regulatory Control Review

### Provincial Policy Statement

Matters of provincial interest are addressed in Section 2 of the Planning Act and through the Provincial Policy Statement 2014 (PPS), issued under the authority of Section 3 of the Planning Act. The Planning Act requires that planning matters “be consistent with” the PPS.

The subject lands are designated Rural Lands in the United Counties of Leeds and Grenville Official Plan and Rural in the Township Official Plan. Section 1.1.5 of the PPS permits limited residential development on rural lands. The Zoning By-law Amendment application is consistent with Section 1.1.4 of the PPS as the development is compatible with the rural landscape and can be sustained by rural servicing levels. A Building Renovation Report (dated March 25, 2019) prepared by the Leeds, Grenville and Lanark District Health Unit concluded that the Health Unit has “no objection in principle” to the proposed development. A Hydrogeological

Investigation (dated April 2019) conducted by Jp2g Consultants Inc. concluded that the “proposed site is suitable for development on private services.”

Section 3.2 of the PPS provides that sites with contaminants in land or water be assessed and remediated to avoid any adverse effects that may result from the proposed use. The subject lands have previously been developed with a motel and pool. A Phase 1 Environmental Site Assessment (dated September 5, 2019) was completed by St. Lawrence Testing & Inspection Co. Ltd., which concluded that the subject lands contained “no obvious environmental concerns,” and recommended that a partial Phase 2 Environmental Site Assessment be conducted to determine if the fill material used after the demolition of the motel and pool meet soil standards to residential development.

Subsequently, a Phase 2 Environmental Site Assessment (dated November 13, 2019) was completed by St. Lawrence Testing & Inspection Co. Ltd., which concluded that “no further environmental work is necessary” and that the property is suitable for residential use.

According to the application, the subject lands are 250 metres from an Agricultural Operation. While Section 1.1.5.9 of the PPS requires that new land uses shall comply with the Minimum Distance Separation (MDS) Formulae to ensure compatibility between agricultural uses and other sensitive land uses, MDS I setbacks are not required for proposed land use changes within approved settlement areas, as it is generally understood that the long-term use of the land is intended to be for non-agricultural purposes.

Accordingly, the proposal is consistent with the applicable provisions of the PPS.

## **United Counties of Leeds and Grenville Official Plan**

The subject lands are designated Rural Lands pursuant to Schedule A of the United County of Leeds and Grenville Official Plan (UCLG Official Plan). Pursuant to Section 3.3.2 of the UCLG Official Plan, limited residential development is a permitted use on Rural Lands. The UCLG Official Plan promotes limited development that is compatible with the rural landscape and character, and can be sustained by rural service levels; the proposed Seniors’ Apartment will be serviced by private on-site water and wastewater systems.

The subject lands are located adjacent to the St. Lawrence River. Development shall be directed away from natural hazards, including flooding hazards, and directed away from hazardous sites adjacent to the shorelines of the Greater Lakes-St. Lawrence River System; approval from the conservation authority may be required prior to development on site, pursuant to Section 5.2.2 of the UCLG Official Plan. The Zoning By-law Amendment application and supporting documentation have been reviewed by the Cataraqui Region Conservation Authority (CRCA), and the CRCA has concluded that it has “no objection to the proposed zoning by-law amendment” with respect to natural hazards.

The UCLG Official Plan provides that local municipalities establish more specific policies in their Official Plans related to rural residential development which may be accommodated on Rural Lands and the Township of Augusta Official Plan has incorporated these policies. Accordingly, the proposed rezoning is considered consistent with the UCLG Official Plan.

## Township of Augusta Official Plan

The subject lands are designated Rural pursuant to Schedule A of the Township of Augusta Official Plan (Official Plan) and constitute the Rural Policy Area. The UCLG Official Plan requires local municipalities to establish policies in their Official Plans related to rural residential development which may be accommodated on rural lands without compromising the rural character of these lands, and the Township of Augusta Official Plan has incorporated these policies. The Official Plan promotes low density residential uses in Rural Policy Areas, and, per Section 3.1.4, Senior's Dwellings and Retirement Homes is a permitted use in the Rural Policy Area.

As per Section 3.1.2, development in the Rural Policy Area shall be serviced by private individual water and wastewater systems. The applicant proposes a shared water and separate wastewater systems for the two proposed buildings on the subject lands. As previously noted, a Building Renovation Report (dated March 25, 2019) prepared by the Leeds, Grenville and Lanark District Health Unit concluded that the Health Unit has "no objection in principle" to the proposed construction. A Hydrogeological Investigation (dated April 2019) conducted by Jp2g Consultants Inc. concluded that the "proposed site is suitable for development on private services."

Section 7.6.1 of the Official Plan provides that an approval authority may require the undertaking of an Environmental Site Assessment (ESA) in order to identify contaminants and to demonstrate that the site can be rehabilitated to meet provincial standards. The subject lands have previously been developed with a motel and pool. A Phase 1 Environmental Site Assessment (dated September 5, 2019) was completed by St. Lawrence Testing & Inspection Co. Ltd., which concluded that the subject lands contained "no obvious environmental concerns," and recommended that a partial Phase 2 Environmental Site Assessment (ESA) be conducted to determine if the fill material used after the demolition of previous structures met soil standards required for residential land uses; which they did, according to the Phase 2 ESA completed by St. Lawrence Testing & Inspection Co. Ltd. (dated November 13, 2019).

All lands within 300 metres of the shorelines of the St. Lawrence River are subject to a Phase 1 Archeological Review, pursuant to Section 9.10.3.4 of the Official Plan. It should be noted, however, that the site has been previously developed, and is now a proposed infill residential development. Furthermore, the CRCA has reviewed the application and supporting documents, and has not recommended a Phase 1 Archeological Review.

The proposed Zoning By-law Amendment is considered to be in conformity with the purpose and intent of the Official Plan.

## Zoning By-law No. 2965

The subject lands are presently zoned Highway Commercial (CH) pursuant to Zoning By-law No. 2965. As noted previously, the proposed use of Seniors Apartments, to be constructed as Row Dwellings, is currently not listed in the Zoning By-law as a permitted use within the Highway Commercial zone. The Zoning By-law Amendment

application proposes to rezone the subject lands to a Waterfront Residential – Exception zone (RW-X1) to permit the proposed Seniors’ Apartments.

The applicant has submitted design plans for the apartments with massing and siting that is reasonably comparable to and compatible with the size and location of other residential structures in the general vicinity.

The Zoning By-law Amendment Application Indicates the presence of an agricultural facility near the subject lands. Pursuant to Section 6.42.2 of the Zoning By-law, all development must be in accordance with MDS calculations as determined by the Ministry of Agriculture, Food and Rural Affairs; however, MDS I setbacks are not required for proposed land use changes within approved settlement areas.

## **Public Consultation and Feedback Received**

A Public Meeting regarding this Zoning By-law Amendment application was held on December 19, 2019 at the Augusta Township Municipal Office. Following an introductory presentation by the Township Planner, two area residents spoke in favour of both the proposal and the applicant. Two additional residents living nearby indicated they did not object to the change of use, but did raise concerns about increased density and traffic to the site, adding they wanted to ensure that site drainage was dealt with appropriately by the applicant in a manner that would not impact surrounding residents.

Two letters were received at the Township regarding this rezoning application. The first letter, signed by two area residents, spoke in favour of the project. The second letter, signed by another pair living in close proximity, felt the rezoning of the subject lands was “inevitable” and “preferable to commercial uses” but asked that illumination, drainage, and wastewater be managed appropriately, in consideration of nearby residents.

In summary, none of the comments received about this Zoning By-law Amendment application specifically objected to the change of use.

## **Conclusion and Recommendation**

Based on the review of subject Zoning By-law Amendment application, the proposed rezoning is consistent with the applicable provisions of the PPS; it also conforms to the purpose and intent of the both the United Counties of Leeds and Grenville and Township of Augusta Official Plans.

The application to rezone the subject lands to a Waterfront Residential - Exception zone will result in an appropriate use of the subject lands for residential purposes in a well-established residential neighbourhood 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.

Respectfully submitted,



Myron Belej, RPP, MCIP  
Planner, Township of Augusta



**THE CORPORATION OF THE TOWNSHIP OF AUGUSTA  
By-law No. 3461-2020**

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

**WHEREAS** pursuant to the provisions of the Planning Act, Section 34, the Council of a Municipality may enact by-laws to regulate the use of land, buildings or structures for any purpose set out therein that is otherwise prohibited;

**AND WHEREAS** By-law No. 2965 regulates the use of land and the use and erection of buildings and structures within the Township of Augusta;

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

1. The following new section is added to section 7.4.4:

On lands zoned Waterfront Residential – Exception 1 (RW-X1), the maximum number of dwelling units per lot shall be 8; and the following permitted use shall be added to the list of permitted uses stated in section 7.4.1:

- Dwelling – Row
2. Schedule G of By-law 2965 is hereby amended in accordance with Schedule A of this By-law.
  3. All other applicable provisions of By-law 2965 shall continue to apply.

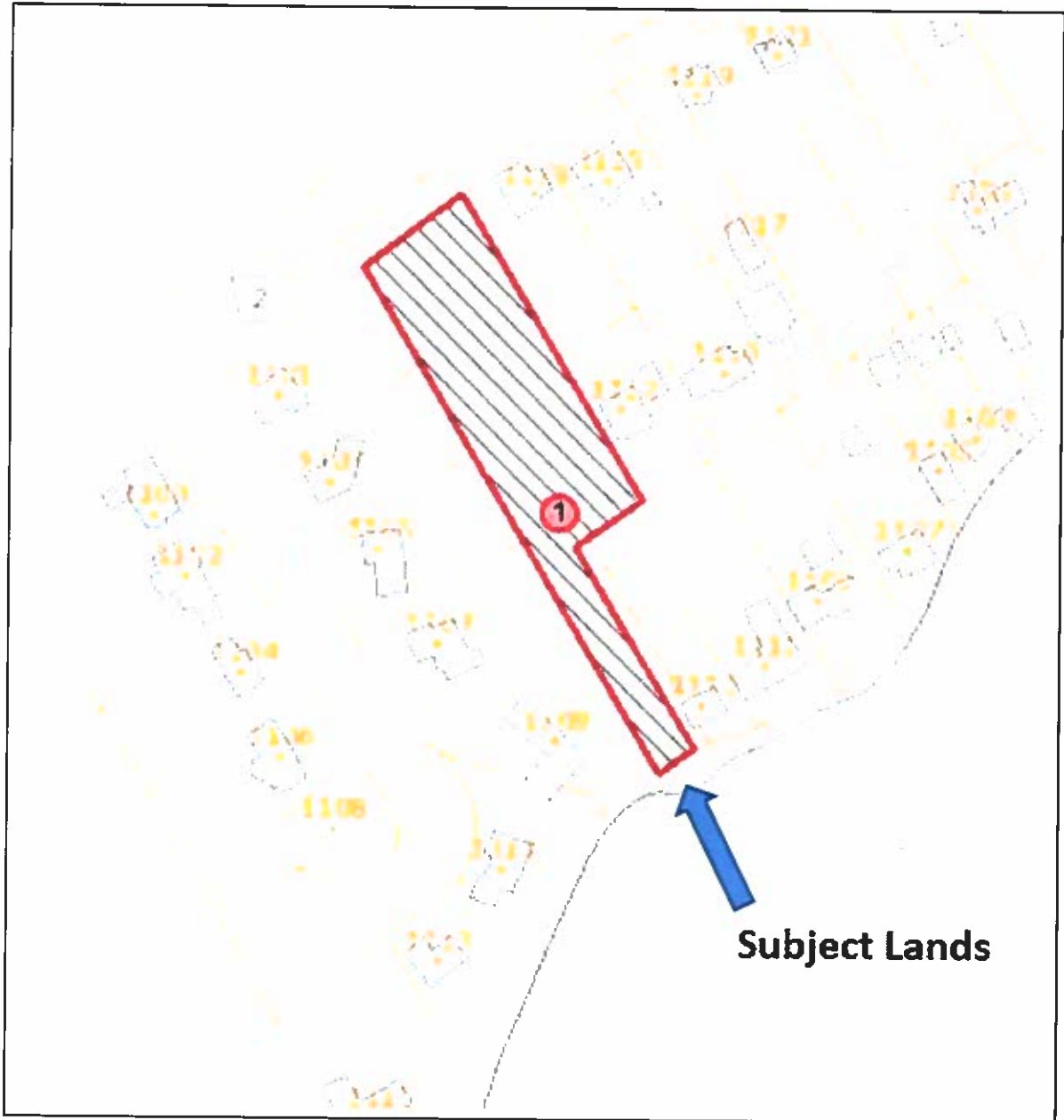
**Read a first and second time this 10<sup>th</sup> day of February, 2020.**

**Read a third time and adopted this 10<sup>th</sup> day of February, 2020.**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

**SCHEDULE A to BY-LAW 3461-2020**



**Area to be rezoned from Highway Commercial (CH)  
to Waterfront Residential - Exception 1 (RW-X1)**

**REPORT NUMBER:** 2020-013  
**REPORT TO COUNCIL:** February 10<sup>th</sup>, 2020  
**RE:** Fire Year End Report  
**PREPARED BY:** Robert Bowman; Fire Chief

**RECOMMENDATION:**

**THAT** Council receive Augusta Fire Rescue 2019 Year End Report for information and provide any additional feedback for future report.

**BACKGROUND:**

Please see the attached document

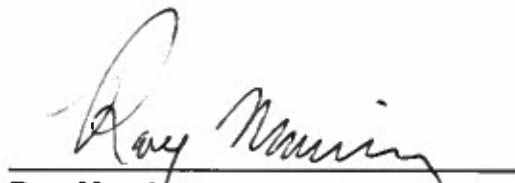
ATTACHMENT 1

**FINANCIAL IMPACTS:**

None at this time



Robert Bowman  
Fire Chief



Ray Morrison  
CAO/Treasurer



# 2019 Annual Report

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Augusta Fire Rescue

Fire Chief Robert Bowman



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## Message from Fire Chief Rob Bowman

I am pleased to present our 2019 Annual Report and to thank you for taking the time to review our many accomplishments and ongoing activities over the past year. We continue to face many obstacles and challenges as we forge ahead committed to our overall mission, our values and a vision for those whom we serve faithfully and diligently. In the true interest of public safety, we continually provide a wide range of services including fire suppression, rescue, first response medical care, prevention, education and life safety. I continue to be impressed and humbled by the level of services our men and women provide to those who live, work, visit and have fun in Augusta Township. The efforts demonstrated by each of our professionally trained members is our commitment to providing delivery of the highest level of skilled and dedicated service to those who find themselves in need.

Whether we are called to serve in Augusta, or a mutual aid municipality, Augusta Fire Rescue members rely on teamwork, training, and preparation to execute our mission and achieve our vision.

It is a pleasure to serve the community as Fire Chief, and we will continue to learn, improve, and grow to meet the coming demands of our expanding community. I do not take this responsibility or the safety of our residents lightly. On behalf of all our members, we wish to thank the entire community for the support and necessary funding, as we continually seek new methods and techniques toward effectively and responsibly meeting the challenges, we face in our excellent delivery of life safety services.

Sincerely,

Robert Bowman  
Fire Chief, Augusta Fire Rescue

## Mission, Vision, Values

### Mission:

*To professionally provide protection and assistance to residents and visitors of Augusta Township from the effects of fires, medical emergencies and dangerous conditions. We achieve this through public education and prevention as well as emergency response.*

### Vision:

*We strive to deliver innovative All Hazard emergency response, public education and prevention services in an effective, efficient manner with utmost pride, professionalism and respect.*

### Values:

*Our Values provide the guiding principles as to how we work together to deliver our mission and achieve our vision. Our Values include:*

***Excellence:*** *We are committed to continuous improvement, learning and innovation*

***Teamwork:*** *We understand the importance of cooperation and working together, valuing the contribution of each other and recognize the value of diversity.*

***Respect:*** *We are respectful of each other and those we serve.*

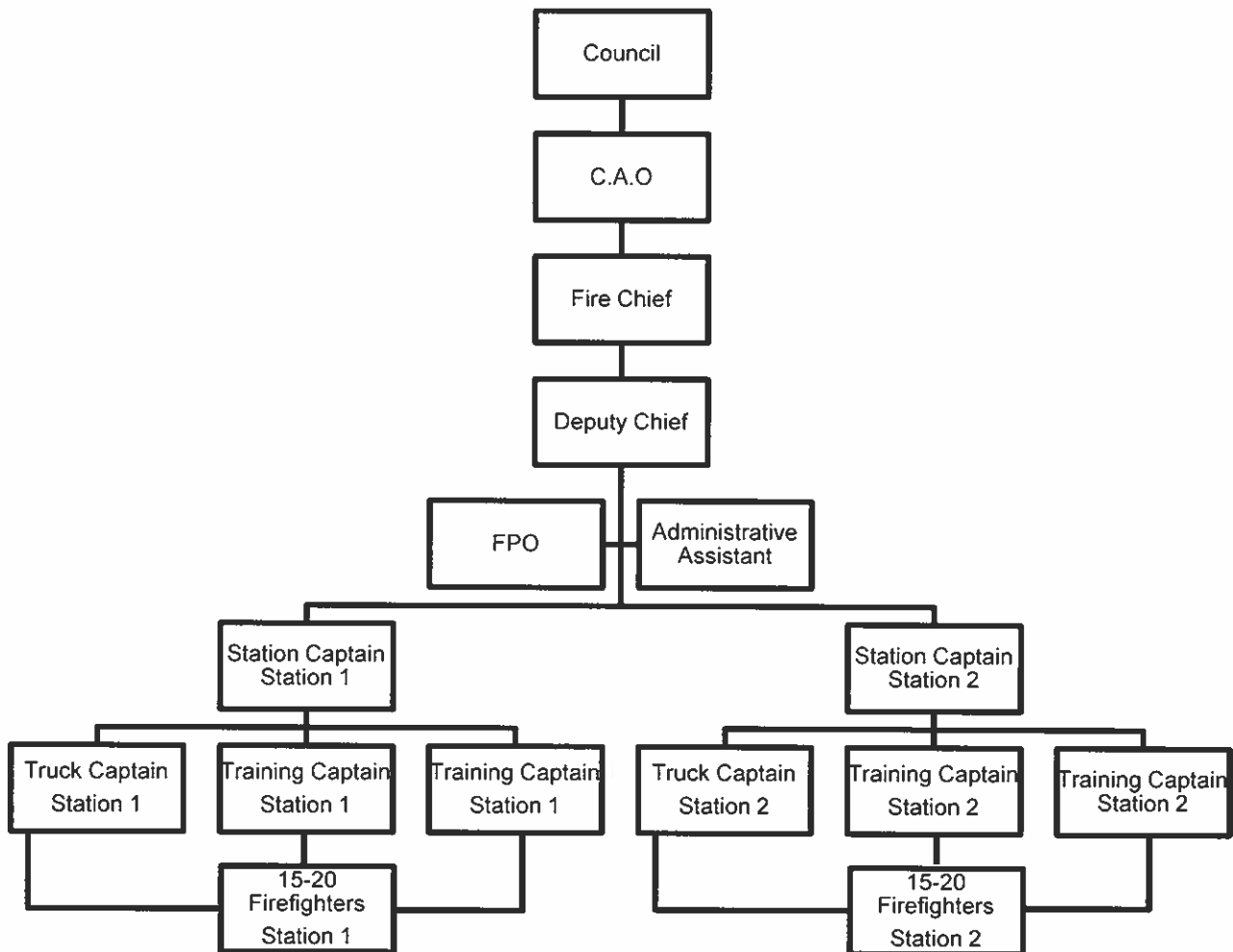
***Safety:*** *In all we do, our first priority is the safety of the Public, our community and ourselves.*



## Fire Administration

- Fire Administration consists of the Fire Chief, Deputy Chief and Administration Assistant operating out of Station #1 in Maitland. The Chief is responsible for 41 staff depending on recruitment/turnover.

### *Organizational Structure*



### ***Budget***

- The budget for Augusta Fire Rescue is identified through Operating and Capital allocations approved by Council yearly.
  - Operating Budget - \$509,503
  - Operating Actual - \$475,701
  - Capital Budget - \$47,000
  - Capital Actual - \$42,100

### ***Buildings***

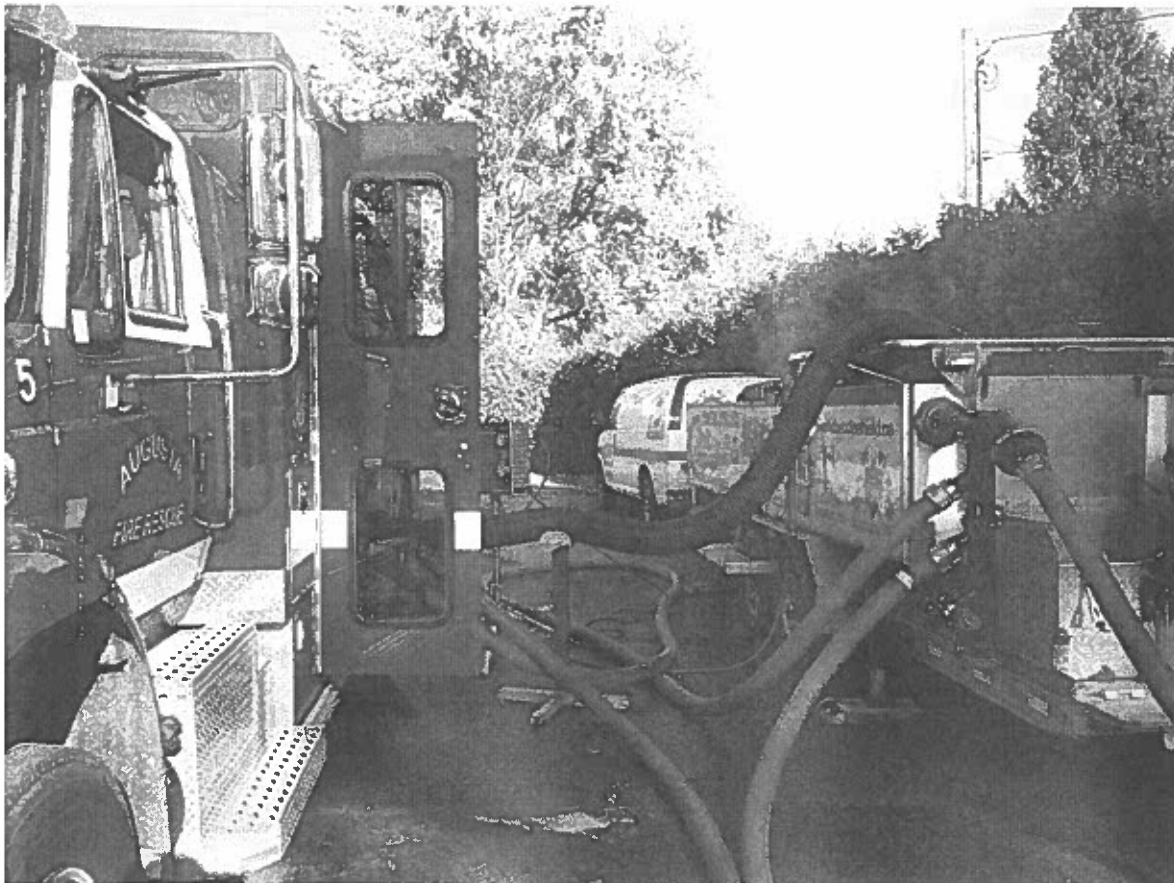
- Augusta Fire Rescue currently operates from 2 Fire Stations.
- We officially moved into our new Station #1 in the first week of July, which was two months earlier than the occupancy date in the tender
- Old Station #1 was torn down and removed from the site.
- Council Report #2018-086 approved a total project cost for the Station #1 replacement at \$4,221,534
- As of January 1, / 2020 the total project cost is \$4,238,516
- The total project was \$16,983 or 0.4% over budget
- Station #2 continues to serve our residents and firefighters very well, however the station is 47 years old. Plans for replacement in 13-20 years should be investigated.

### ***Staffing***

- We have 40 firefighters.
- 21 firefighters at Station 1
- 19 firefighters at Station 2
- 9 new recruits were brought on in 2019, all have passed their initial training and are able to respond
- 3 members resigned due to the time commitment required and balancing young families.
- 3 members resigned as they had to re-locate for their career

### ***Fleet and Equipment***

- The main apparatus includes 3 pumper/tankers, 2 rescues, 2 tankers, 2 ¾ Ton Trucks, 1 side by side, and 1 Brush Fire/Rescue Trailer
- All vehicles are serviced by mechanics from J+L Truck and Trailer Maintenance and Battleshield Industries Limited who work with manufacturers and suppliers to ensure the fleet is appropriately serviced and maintained.
- One tanker required new rear spring packs - \$2,400
- All vehicles with pumps passed their annual testing.
- Installed blue emergency lights on the front and rear of all Station #1 vehicles. Station #2 vehicles to be completed in 2020 – Much better visibility and safety for our firefighters
- Replacement of 18 sets of bunker gear



## Response Statistics

### *Response Types*

<u>Response Type</u>		<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>5 year Avg.</u>
Motor Vehicle Accidents	SubTotal	15	30	49	46	38	35.6
	%	10.49%	17.54%	26.49%	24.86%	19.79%	19.84%
Medical/Resuscitator Calls	SubTotal	31	34	22	38	43	33.6
	%	21.68%	19.88%	11.89%	20.54%	22.40%	19.28%
Activated Alarms	SubTotal	22	14	15	18	24	18.6
	%	15.38%	8.19%	8.11%	9.73%	12.50%	10.78%
Structure Fires	SubTotal	24	13	14	6	8	13
	%	16.78%	7.60%	7.57%	3.24%	4.17%	7.87%
Carbon Monoxide	SubTotal	4	6	13	9	6	7.6
	%	2.80%	3.51%	7.03%	4.86%	3.13%	4.26%
Burning Complaint	SubTotal	0	12	12	20	15	11.8
	%	0.00%	7.02%	6.49%	10.81%	7.81%	6.43%
Hydro Wires	SubTotal	1	8	10	4	8	6.2
	%	0.70%	4.68%	5.41%	2.16%	4.17%	3.42%
Motor Vehicle Fires	SubTotal	0	4	9	13	10	7.2
	%	0.00%	2.34%	4.86%	7.03%	5.21%	3.89%
Fire Prevention/Investigation	SubTotal	0	0	6	3	0	1.8
	%	0.00%	0.00%	3.24%	1.62%	0.00%	0.97%
Mutual Aid To Other Department	SubTotal	2	4	5	5	9	5
	%	1.40%	2.34%	2.70%	2.70%	4.69%	2.77%
Flammable Substances Leaks	SubTotal	4	4	3	9	6	5.2
	%	2.80%	2.34%	1.62%	4.86%	3.13%	2.95%
Wildland Fires	SubTotal	18	4	3	4	3	6.4
	%	12.59%	2.34%	1.62%	2.16%	1.56%	4.05%
Other	SubTotal	41	10	10	10	22	18.6
	%	28.67%	5.85%	5.41%	5.41%	11.46%	11.36%
Annual Response Totals	Total	162	143	171	185	192	171
	% increase		-12%	20%	8%	4%	

**AUGUSTA FIRE RESCUE  
2019 ANNUAL REPORT**

***Property Value Fire Damage***

<b><u>Property Value Fire Damage</u></b>	<b><u>2015</u></b>	<b><u>2016</u></b>	<b><u>2017</u></b>	<b><u>2018</u></b>	<b><u>2019</u></b>	<b><u>5 year Avg.</u></b>
Total Property Value of Fire Incidents	\$3,876,000	\$4,773,000	\$4,898,500	\$1,687,000	\$1,636,600	\$3,374,220
Total Property Value Losses at Fire Incidents	\$1,687,500	\$1,734,500	\$1,735,500	\$1,039,500	\$1,080,600	\$1,455,520
Total Property Value Saved at Fire Incidents	\$2,488,500	\$3,038,500	\$3,163,000	\$647,500	\$556,000	\$1,978,700

***Average Firefighter Turnout***

<b><u>Average Firefighter Turnout</u></b>	<b><u>2015</u></b>	<b><u>2016</u></b>	<b><u>2017</u></b>	<b><u>2018</u></b>	<b><u>2019</u></b>
	15	14	11	11	11

***Incidents By Day of Week***

<b><u>Incidents by Day of Week</u></b>	<b><u>2015</u></b>	<b><u>2016</u></b>	<b><u>2017</u></b>	<b><u>2018</u></b>	<b><u>2019</u></b>	<b><u>5 year Avg.</u></b>
Sunday	28 17%	19 13%	19 11%	22 12%	16 8%	21 12%
Monday	26 15%	26 18%	26 15%	26 14%	29 15%	27 15%
Tuesday	20 12%	12 8%	28 16%	24 13%	31 16%	23 13%
Wednesday	25 15%	18 12%	20 11%	30 16%	28 15%	24 14%
Thursday	29 17%	21 14%	22 12%	23 12%	37 19%	26 15%
Friday	20 12%	25 17%	33 18%	38 21%	24 13%	28 16%
Saturday	20 12%	24 17%	31 17%	22 12%	27 14%	25 14%

**AUGUSTA FIRE RESCUE  
2019 ANNUAL REPORT**

***Incidents by Weekend / Weekday***

<u>Weekends vs. Weekdays</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>5 year Avg.</u>
Monday to Thursday	100 60%	77 53%	96 54%	103 56%	125 65%	94 56%
Friday + Saturday + Sunday	68 40%	68 47%	83 46%	82 44%	67 35%	75 44%

***Alarm Time Analysis - Days vs Nights***

<u>Days vs. Nights</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>5 year Avg.</u>
06:00 - 18:00	122 75%	101 71%	109 64%	118 64%	128 66% 69%	113 68%
18:00 - 06:00	40 25%	42 29%	62 36%	67 36%	64 33% 35%	53 32%

104%

***Accident Locations***

<u>Accident Locations</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>5 year Avg.</u>
Highway 401	10 26%	21 81%	22 71%	18 46%	15 39%	17 56%
Township / County	28 74%	5 19%	9 29%	21 54%	23 61%	17 44%

***Station Responses***

<u>Station Responses</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>5 year Avg.</u>
Station #1	131 81%	108 76%	134 78%	134 72%	137 71%	129 76%
Station #2	31 19%	35 24%	37 22%	51 28%	55 29%	42 24%

## NFPA 1720

### Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments

The response time standard for Volunteer Fire Departments is 14 minutes 80% of the time. Our results:

Currently we split the Township into two response areas. The Station #1 response area is Algonquin Rd South. The Station #2 response area is Algonquin Rd North.

<u>Response in 14 min 80% of the time</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>5 year Avg.</u>
Station #1	49.00%	67.00%	61.00%	49.45%	48.45%	54.98%
Station #2	58.00%	65.00%	34.00%	57.50%	53.49%	53.60%
Total	53.50%	66.00%	47.50%	53.48%	50.97%	54.29%

## Prescott Fire Response

<u>Response Type</u>		<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>5 year Avg.</u>
Motor Vehicle Accidents	SubTotal	11	12	17	17	12	14
Medical/Resuscitator Calls	SubTotal	6	5	1	5	12	6
Activated Alarms	SubTotal	2	2	3	2	5	3
Structure Fires	SubTotal	2	1	1	3	3	2
Carbon Monoxide	SubTotal	0	1	4	2	0	1
Burning Complaint	SubTotal	0	5	1	2	2	2
Hydro Wires	SubTotal	1	1	0	1	1	1
Motor Vehicle Fires	SubTotal	0	0	2	1	3	1
Flammable Substances Leaks	SubTotal	1	1	0	1	2	1
Wildland Fires	SubTotal	0	1	1	0	1	1
Other	SubTotal	2	0	1	2	1	1
<b>Annual Response Totals</b>	<b>Total</b>	<b>25</b>	<b>29</b>	<b>31</b>	<b>36</b>	<b>42</b>	<b>32.6</b>

## Fire Prevention

### *Public Education*

The Fire Protection and Prevention Act, 1997 was proclaimed into law on October 29, 1997 and introduced a new framework for the provision of fire protection in Ontario. This includes specific roles for the province and municipalities. Within this framework, municipalities are responsible for funding and delivering services and the province is responsible for providing advice, guidance and support to municipalities. The vision of the FPPA is that every resident of Ontario will receive an appropriate level of fire protection.

### **Fire Prevention Week: October 6<sup>th</sup> – October 12<sup>th</sup>, 2019**

“Not every hero wears a cape. PLAN and PRACTICE your ESCAPE!” was the 2019 theme for Fire Prevention Week. The theme was aimed at educating everyone about the small but important actions they can take to keep themselves and those around them safe.



The Fire Prevention Team was unable to attend Maynard Public School this year as there was a threat of a strike with the school system during Fire Prevention week and our Fire Prevention team was very hesitant to



book time away from their employment to attend, and then not be able to perform the fire prevention duties, wasting their time away from their employment.

However, during Fire Prevention Week our team partnered with Brockville, Elizabethtown-Kitley and Athens Fire Departments in greeting all shoppers at Walmart in Brockville with Fire Prevention education, as well as tours of our apparatus.

### **Augusta Fire Rescue Pancake Supper: April 6<sup>th</sup>, 2019**

During our pancake supper we had a table full of fire prevention + education materials.

### ***Major inspections***

<b>Inspection Type</b>	<b># of Inspections</b>
Complaints from public	4
Complaints from firefighters	0
Annual Compliance Inspections	0
Liquor license Inspections	0
Plans examinations	0
Request inspections	4
Hoarding	0

### ***Other Activities***

<b>Activity Type</b>	<b># of Occurrences</b>
Burn Permits- Online	470
Burn Permits- Paper	617
Fire Safety Plans Reviewed	6

### ***Legal Proceedings***

<b>Type</b>	<b># of Proceedings</b>
Fire Safety Orders issued under the FFPA	7
Provincial Offences Act Part 3 Information	0

## Training Division

- The Training Division is staffed by the Deputy Chief, and 2 training officers at each station.
- The average training for our part time on-call firefighter was 64 hours for this year.
- The Training staff delivers and oversees training to the entire department. Delivery has been provided by many in-house instructors.
- Continue to use of Online Training. Other Departments coming to evaluate online system
- Make up training nights have made it easier for firefighters to attend training, and in turn give a better service to our residents.
- Outside Courses:
  - NFPA 1021 Fire Officer Level 1(50 Hours) - 2 Firefighter
  - NFPA 1021 Fire Officer Level 3 (60 Hours) – 1 Firefighter
  - NFPA 1021 Fire Officer Level 4 (60 Hours) – 1 Firefighter
  - NFPA 1033 Fire Investigator Level 1 (60 Hours) – 1 Firefighter
  - Basic Notetaking – 1 Firefighter
  - NFPA 1001 Firefighter Level 1 (120 Hours) – 5 Firefighters
  - NFPA 1072 HAZMAT Awareness (8 Hours) – 6 Firefighter
  - NFPA 1072 HAZMAT Operations – (40 Hours) 5 Firefighters
  - Airbrake Endorsement – (16 Hours) 2 Firefighters
  - CPR/First Aid/AED – (16 Hours) 2 courses 13 Firefighters
  - Medical First Responder Course (40 Hours) – 6 Firefighters
  - Safety Committee Certification Part 1 (16 Hours) – 1 Firefighter
  - Safety Committee Certification Part 2 (16 Hours) – 1 Firefighter
- In-house course provided by guest instructors:
  - Traffic Control and Highway Safety – Ontario Provincial Police
  - Communications/Dispatch – Terri Hough – Brockville Fire Dept.
- Tours of Larger / Higher Risk Properties:
  - Roselawn Memorial Gardens

Master Fire Plan –

AUGUSTA FIRE RESCUE

FIRE SAFETY PLAN RECOMMENDATIONS RESPONSIBILITY + STATUS

Strategic Direction	Rec #	Recommendation	Implementation Plan	Responsibility	Status
1 - Safe Community	1	That annual inspections be undertaken as required by Ont. Reg 150/13 and a summary report be provided to Council quarterly.	Implementation Plan to be developed by Fire Prevention/Public Education Task Force/AA	Chief/AA	Complete
1 - Safe Community	2	The request/complaint based Inspection Process be augmented with pro-active, risk-based 'education' visits with annual targets established and quarterly reports provided to Council.	Implementation Plan to be developed by Fire Prevention/Public Education Task Force/AA	CFPO/FPO/ Chief/AA	In process
1 - Safe Community	3	The Inspection/Education Process be integrated with Pre-Plan development and Training to facilitate emergency response.	Implementation Plan to be developed by Fire Prevention/Public Education Task Force	FPO/ CFPO/ Chief	On Going
1 - Safe Community	4	It is recommended that the Township Establishing and Regulating By-Law be revised to require the Chief to develop and provide an effective fire prevention program that will: a) Ensure, through plan examination and inspection, that required fire protective equipment is installed and maintained within buildings. b) Reduce or eliminate fire hazards. c) Ensure compliance with applicable Municipal, Provincial and Federal Fire Prevention Legislation, Statutes, Codes in respect to fire safety, and d) Develop and maintain an effective public information system and educational program, with particular emphasis on school fire safety programs, and commercial, industrial and institutional staff training	Implementation Plan to be developed by Fire Prevention/Public Education Task Force/AA	Fire Prevention/ Public Education Committee/ Chief/ AA	Complete

1 - Safe Community	5	<p>It is recommended that the Department develop a Fire Prevention, Inspection and Public Education Policy which requires that:</p> <ul style="list-style-type: none"> <li>• The Chief Fire Official and/or Fire Prevention Personnel will conduct inspections of the properties specified in Table 6 at the frequencies indicated.</li> <li>• Fire Services Personnel will conduct a home inspection program for residential dwelling units for installation and maintenance of smoke alarms and carbon monoxide detectors.</li> <li>• Fire Prevention Personnel examine plans and specifications of new buildings for compliance with applicable fire regulations.</li> <li>• Fire Services Personnel and/or other volunteers in the community will provide fire safety lectures and/or demonstrations for various public sectors such as industries, community groups, service clubs, business groups, day care facilities and schools, upon request and where resources are available.</li> </ul>	Implementation Plan to be developed by Fire Prevention/Public Education Task Force / AA	CFPO/FPO/ Chief/AA	In process
1 - Safe Community	6	That a Policy and Procedure be developed regarding the respective roles of the Fire and Buildings Department with respect to Building Permit and Planning Application Approvals as well as Building Inspections.	Implementation Plan to be developed by Fire Prevention/Public Education Task Force	CBO/Chief	Not Started
1 - Safe Community	7	Specific Plans for Public Education and Awareness including Smoke and CO Alarms, in-school programs and seniors programs be developed annually and activity reports be provided quarterly to Council.	Implementation Plan to be developed by Fire Prevention/Public Education Task Force/AA	FPO/ CFPO/ Chief/ AA	On Going
1 - Safe Community	8	Due to safety hazards and age related building deficiencies, it is recommended that planning commence immediately for the replacement of Station 1.	Business case to be developed by New Station Task Force for Council approval to proceed with funding of tender documents. Detailed implementation plan, tender documents and formal cost estimate to receive Council approval before tender.	New Station Task Force/ AA	Complete
1 - Safe Community	9	That an additional station be built to improve response times and enable more Township residents to be eligible for Insurance discounts.	Business case to be developed by New Station Task Force for Council approval to proceed with funding of tender documents. Detailed implementation plan, tender documents and formal cost estimate to receive Council approval before tender.	New Station Task Force/AA	Ceased
1 - Safe Community	10	That the additional station be located in Maynard on Township owned lands proximate to the Town Hall.	See Rec. 9 above	New Station Task Force/AA	Ceased
1 - Safe Community	11	An additional 12 firefighters be recruited with an explicit preference for candidates able to be available workdays.	Chief/CAO to bring forward a report with costing for Council's approval.	Chief	Ceased

1 - Safe Community	12	That the current range of services provided by Augusta Fire be specified in the Establishing and Regulating By-Law.	To be reviewed and addressed by SOG / Training Committee/AA	Chief/AA	Complete
1 - Safe Community	13	That a multi-year plan be developed to add one dry hydrant every two years to ensure all areas of the Township have year-round access to dry or pressurised hydrants or equivalent within 5 kms.	Apparatus Committee's Role to be expanded to include equipment & infrastructure including dry hydrants. Suggest Apparatus, Equipment & Infrastructure Committee	Apparatus, Equipment Committee / Chief	On Going
1 - Safe Community	14	NFPA 1120 "Standard on Water Supplies for Suburban and Rural Fire Fighting" be used to guide any future commercial, industrial or multi-occupant residential development.		Chief	Complete
1 - Safe Community	15	On an ongoing basis, the annual budget include the purchase of 1 portable radios to 'evergreen' the current number as well as build an inventory to ensure adequate numbers are available during major events.	Apparatus Committee's Role to be expanded to include equipment & infrastructure including dry hydrants. Suggest Apparatus, Equipment & Infrastructure Committee	Apparatus, Equipment & Infrastructure Committee /Chief	On Going
1 - Safe Community	16	That Augusta Fire in collaboration with other South-Eastern Fire Departments initiate discussions with the South-East CACC to explore the perceived dispatch delay issue and explore possible solutions to improve fire response times.	Continue active participation with mutual aid partners.	Chief	Complete

1 - Safe Community	17	Further study be undertaken to audit the number of emergency first responders present in the first-on-scene apparatus to determine if a single station response would be appropriate.	Ongoing AA Responsibility	AA/Chief	Complete
2 - Organizational Culture	18	That the Township of Augusta approve the recruitment and appropriate compensation for a full-time Fire Chief.	Report & Recommendation to Council to begin selection process.	CAO/Council	Complete
3 - Accountability	19	That the Augusta Fire Department develop and implement quarterly reporting based on the Balanced Scorecard accountability framework.	AA, Chief, Deputy (and/or delegate) to review and implement.	AA/Deputy/ Chief	Complete
4 - Supporting Innovation	20	That the review and updating of Standard Operating Guidelines (SOG's) continue with a specific target performance metric regarding number to be developed, reviewed and updated be identified as part of the Departments annual objectives and be monitored in the quarterly report.	To be reviewed and addressed by SOG / Training Committee, AA	SOG / Training Committee / AA	On Going
4 - Supporting Innovation	21	Subject matter experts/teams be identified and supported to assist in the review and development of SOG's, Lesson Plans, and to deliver common training to each station to ensure a consistent interpretation of the SOG's and Training Plans, thus facilitating station interoperability.	To be reviewed and addressed by SOG / Training Committee / AA	SOG / Training Committee / AA	Complete
4 - Supporting Innovation	22	Augusta Fire should seek opportunities to develop regional training initiatives including a common recruit program.	To be reviewed and addressed by SOG / Training Committee	Chief	On Going
4 - Supporting Innovation	23	That Augusta Fire continues to encourage and support Emergency First Responder or equivalent certification for all Firefighters and require Emergency First Responder or equivalent certification for advancement to Firefighter II and Officer positions.	To be reviewed and addressed by SOG / Training Committee	SOG / Training Committee	Complete
4 - Supporting Innovation	24	An optional third monthly training night be added to enhance medical and other firefighter competencies for those firefighters who wish to advance and maintain competency as NFPA Firefighter II.	To be reviewed and addressed by SOG / Training Committee	SOG / Training Committee	Not-Started

4 - Supporting Innovation	25	That a SOG and Training Program be developed and implemented for on-scene initial management of mass casualty events such as school bus rollovers, tomadoes, long term care facility fires, multi-vehicle accidents and train derailments.	To be reviewed and addressed by SOG / Training Committee / AA	SOG / Training Committee / AA	Not Started
4 - Supporting Innovation	26	Senior Firefighters and all Officers be encouraged and supported to take Technical Awareness Level Training to facilitate safe and effective initial response to emergency situations requiring resources not authorized by the E&R By-Law.	To be reviewed and addressed by SOG / Training Committee	Chief	On Going
4 - Supporting Innovation	27	That written protocols be developed regarding access to specialized technical rescue teams	To be reviewed and addressed by SOG / Training Committee/AA	Chief/AA	Complete
5 - Strategic Management	28	The Fire Department Joint Occupational Health & Safety Committee meet at least every 3 months, and the frequency of meetings, number of workers trained, and number of station inspections be reported to Council on a quarterly basis.	Safety Committee	D/C + Safety Committee	Complete
5 - Strategic Management	29	The implementation of Accountability System be supported as a means to insure accountability is in place for every call. A concurrent audit should be initiated to report quarterly on whether Accountability was set up during major incidents.	To be reviewed and addressed by SOG / Training Committee/AA	D/C, AA	On Going
5 - Strategic Management	30	Current work to consider an updated accountability system should continue.	To be reviewed and addressed by SOG / Training Committee	Chief	On Going
5 - Strategic Management	31	That a SOG and related training be developed for the role and deployment of a Safety Officer based on Guidance Note 2-4 and NFPA 1521. A concurrent audit process should be developed to provide quarterly reports on the deployment of a Safety Officer at major incidents.	To be reviewed and addressed by SOG / Training Committee / AA	Chief / AA	Not Started
5 - Strategic Management	32	Formal Lesson/Training Plans, approved by the Chief, need to be in place that include specific safety procedures including incorporating a safety officer.	To be reviewed and addressed by SOG / Training Committee/AA	Chief/AA	Not Started
5 - Strategic Management	33	Health and Safety Issues, policies and practices be continually monitored and reviewed including attendance at Ontano Association of Fire Chiefs annual Health & Safety Conference.	Health & Safety Committee / AA	D/C, AA	Complete

5 - Strategic Management	34	The Township replace the election system with a process whereby Council identifies the skills and abilities necessary in a Chief and, after satisfying itself that an individual has been identified who possesses those qualities, appoints that individual.	HR Task Force to be struck and bring forward recommendations to Council through Chief/CAO	CAO/Chief	Complete
5 - Strategic Management	35	The by-law appointing the Chief should be accompanied by an employment contract.	Will be brought forward as part of recommendation to Council to appoint.	CAO/Chief	Complete
5 - Strategic Management	36	The Chief's performance should then be overseen and reviewed on a regular basis, with consequences being imposed in the event that the Chief does not perform as expected.	Annual performance review to be completed by CAO	CAO	Complete
5 - Strategic Management	37	The Chief, in turn, should have the authority to hire a Deputy and appoint officers.	Confirm in By-Law	Chief/AA	Complete
5 - Strategic Management	38	Hiring and promotions should be on the basis of skills and abilities and should be accompanied by contracts. Best practice Human Resource policies should be in place for Hiring and Promotions including requirement for Position Descriptions, Position Postings, Structured interview questions, oral & exams where appropriate, and panel interviews.	HR Task Force to be struck and bring forward recommendations to Council through Chief/CAO/AA	HR Task Force/AA	Complete
5 - Strategic Management	39	Certain key positions should be filled only where the Chief is satisfied that the member has the requisite training.	HR Task Force to recommend qualifications required for department positions	HR Task Force/Chief/ AA	Complete
5 - Strategic Management	40	The Chief should oversee the performance of Officers and Firefighters, (Performance Appraisals) with consequences being imposed for failing to meet expectations.	Ongoing	Chief/AA	On Going
5 - Strategic Management	41	The Township should also consider having the Fire Department share some, or all, of the human resources policies of the municipality.	HR Task Force to be struck and bring forward recommendations to Council through Chief/CAO / AA	AA/Chief	On Going
5 - Strategic Management	42	That a formal Retention and Recruitment Strategy be developed using community and Firefighter focus groups to identify issues and propose recommendations.	HR Task Force to be struck and bring forward recommendations to Council through Chief/CAO / AA	Chief / AA	Not Started
5 - Strategic Management	43	That the point system be reviewed to identify alternative compensation methods to support Firefighter retention and recruitment.	HR Task Force to be struck and bring forward recommendations to Council through Chief/CAO	HR Task Force	Complete
5 - Strategic Management	44	That a formal Succession plan and Retirement Policy be developed.	HR Task Force to be struck and bring forward recommendations to Council through Chief/CAO/AA	AA/Chief	Not Started



5 - Strategic Management	45	A formal preventative maintenance program should be developed and documented for apparatus and other major equipment based on the manufacturer's recommendations.		Truck Captains / Apparatus Committee / AA	Complete
5 - Strategic Management	46	That office procedures, processes, record location and access methods be documented and reviewed to ensure that complete records are being maintained, are readily accessible and the Firehouse program is being used to its potential.	AA, Chief, Deputy (or delegate) to review and implement.	AA/Deputy	complete
5 - Strategic Management	47	That office procedures, processes, record location and access methods be reviewed to determine if adequate back-up and alternative measures are in place to maintain business continuity should normal access or procedures be disrupted.	Admin Asst, Chief, Deputy (and/or delegate) to review and implement.	AA/Deputy	On Going
5 - Strategic Management	48	That electronic tools such as iPads as well as existing or enhanced capability of 'Firehouse' be explored to better keep track of performance measures and field documentation including fire inspections.	AA, Chief, Deputy (or delegate) to review and implement.	AA/Deputy	On Going
5 - Strategic Management	49	A target number of SOG's to be reviewed annually be established as well as an annual target for new SOG development.	To be reviewed and addressed by SOG / Training Committee / AA	SOG / Training Committee / AA	On Going
5 - Strategic Management	50	SOG's be developed for Electrical Emergencies (wires down, solar, transformer/pole fires, sub-station fires), Propane and Natural Gas Emergencies, Multi-Casualty Events, B.I.E.V.E., Safety Officer and Train Derailments.	To be reviewed and addressed by SOG / Training Committee / AA	SOG / Training Committee / AA	On Going
5 - Strategic Management	51	The SCBA related SOG's should be consolidated into a Respiratory Program as required by Sec. 21 Guidance Note # 4-9, CSA Z94.4 and NFPA 1981.	To be reviewed and addressed by SOG / Training Committee / AA	SOG / Training Committee / AA	Complete
5 - Strategic Management	52	That standard office automation software be used to facilitate communication and documentation access and that an employee purchase plan for basic laptops/tablets be initiated to ensure all firefighters and officers have access to calendar, email and other electronic communication modalities.	AA, Chief, Deputy (or delegate) to review and implement	AA/Deputy	Ceased
6 - Collaborative Relationships	53	That the County mutual aid agreement be reviewed to determine what technical rescue services can be provided and protocols for access.	To be reviewed and addressed by SOG / Training Committee	Chief	Complete

6 - Collaborative Relationships	54	Clear Policies and Procedures be developed to access Provincial or other municipal Technical Rescue Teams (CBRNE, HUSAR) and other resources.	To be reviewed and addressed by SOG / Training Committee/AA	Chief/AA	Complete
6 - Collaborative Relationships	55	In collaboration with Mutual Aid partners, Augusta Fire explore opportunities to improve mutual aid interoperability including a common truck identification system. Should a common system not be feasible, Augusta Fire should consider a coherent truck identification system that could be adapted to a common system in the future.	Continue active participation with mutual aid partners.	Chief	Complete
6 - Collaborative Relationships	56	That opportunities to continue and further develop shared personnel and other mutually beneficial opportunities be explored.	Chief to meet at least quarterly with neighbouring Chiefs to discuss matters of mutual concern	Chief	On Going

***Master Fire Plan Completion Summary***

Complete – 27

Ongoing – 16

In Process – 2

Not Started – 7

Ceased – 4

**2020 Preview**

- Continue re-launching our Fire Prevention Committee
- Large capital bunker gear replacement
- Training of 9 new recruits
- Purchasing of Sea-container to start Live Burn Training Facility
- Train on and Launch new accountability system
- Train on and Launch new Firefighter Decontamination Lifestyle