

**AGENDA
AUGUSTA TOWNSHIP
SPECIAL BUDGET COW MEETING
February 28, 2020 @ 1:00 P.M.**

- A. Call to Order
- B. Approval of Agenda
- C. Disclosure of Interest and Nature Thereof
- D. Delegations
 - 1. Bonnie Pidgeon Cougler, Food for All Food Bank
 - 2. Debra Murphy - Irving H. Miller Insurance
- E. Budget Summary of Changes
- F. 2020 Budget Planning Discussions
- G. Report 2020 – 015 – Land Sale to SNCA
 - Report 2020 – 016 – Council Remuneration
 - Report – By-law Officer – walk-in
 - Report – 2020 Property and Insurance Renewal – walk-in
- H. By-laws
 - 3465-2020 – Council Remuneration
- I. Questions for the Public
- J. Questions for the Press
- K. Closed Session as per Section 239 of the Municipal Act 2001
 - Proposed Acquisition of Property
 - Litigation and potential Litigation
- L. RISE FROM COMMITTEE OF THE WHOLE IN CAMERA**
- M. Reporting Out from Closed Session
- N. By-law to Confirm Proceedings of Council
- O. Adjournment



DELEGATION REQUEST TO APPEAR BEFORE COUNCIL

**Name of Individual/ Organization: Food For All Food Bank
(South Grenville Food Bank)**

Council Meeting Date Requested: Friday February 28,2020

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

Funding request for the food bank.

The South Grenville Food Bank would like to thank you for the opportunity to present to council in regard to the food bank. Hungry is a problem in South Grenville County nearly 40% of Children here in our back-yard miss meals and go hungry. Your ongoing support over the last 18 years is much appreciated.

Contact Information:

Name (if different from above): Bonnie Pidgeon Cougler

Mailing Address: P.O. Box 1692, Prescott, Ontario, K0E 1T0

Phone Number: 613-925-2444 X2

Email: foodforallbonnie@bellnet.ca

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.

REPORT NUMBER: 2020-015
REPORT TO COUNCIL February 10, 2020
RE: Saleable surplus property – McCrea Road to SNCA
AUTHOR: Ray Morrison, CAO/Clerk

RECOMMENDATION:

THAT Council declare a portion of property being comprised of Part of Concession 5, Lot 6, (Roll # 07 06 000 020 03401 0000), more specifically, the portion of this property located south of McCrea Road, north of the South Nation river in accordance with By-law 3214-2015, and

THAT Council direct staff to sever this southerly section and sell the severed portion only to the South Nation Conservation Authority (SNCA) for a nominal amount of \$1, with an irrevocable option to purchase back as per Schedule “B”, attached.

THAT Council waive the requirement for public notice of the sale.

THAT Council direct staff to continue to work co-operatively with the SNCA to develop this portion of the property into a conservation education and interpretive and public access area.

BACKGROUND

The Township owns approximately 73.5 acres of property between the 6th concession, crossing McCrea Road and extending south to the South Nation river (See attachment 1). The larger north section, approximately 68 acres has valuable sand aggregate in it and is used to provide the Township’s annual road sand requirements. The section south of McCrea road has no current or future proposed internal use and as a result it would be reasonable to declare the property surplus to the Township’s needs with the intent to sell the lands.

The South Nation Conservation Authority would like to develop an conservation educational facility on the south portion of the property, using the higher land near the road for parking and reception and the lower lands surrounding the river for educational programming, interpretive centre, river access, etc.. While the Township has a long history of working co-operatively with the SNCA, it does not at this time have any similar properties within the Township. The South portion of this property is an excellent site for parking, disembarking, accessing the river and the riverfront itself has a number of unique characteristics which make it valuable for educational purposes to the SNCA. Because a significant portion of the south section is in the South Nation river flood plain, it is not of significant market value for housing or other property development. As a Township owned property it is currently exempt from taxation, so no tax revenue by the transfer at nominal value. As can be seen in Attachment 1, the property has a unique, extended waterfront access to the South Nation river.

Following discussions with the SNCA, it is proposed that the Township provide the land to the SNCA at a nominal value as a In Kind contribution and the SNCA will develop it using a combination of own funds and government grants. To this end, the SNCA has received approval for development funding related to this specific project from the Federal government.

By-law 3214-2015 requires that prior to the disposal of municipal owned property, Council,

- a) shall by resolution declare the property surplus, See Resolution above.
- b) obtain as least one appraisal of the fair market value of the real property.... This requirement is excluded under Section 6.v of the Bylaw, land sold to a conservation authority.
- c) Give public notice of intent to sell. This condition can be waived by Council resolution. This is recommended in this situation where the Township is effectively entering into an agreement with the SNCA to develop the property.

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

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

FINANCIAL

Severance and legal costs related to the sale of property would be minimal to the Township and treated as a contribution in kind to the project.

Ray Morrison, CAO

Annette Simonian, Clerk

Schedule "B"

OPTION TO PURCHASE

To: The Corporation of the Township of Augusta (Augusta)

IN CONSIDERATION of the closing of the transaction by Augusta and other good and valuable consideration, the vendor; South Nation River Conservation Authority (SNCA) in this option, grants to Augusta, the purchaser the irrevocable option to purchase the property for the sum of \$1.00.

1. This option and the agreement of purchase and sale arising from it shall be subject to compliance by SNCA at SNCA's expense with the provision of the Planning Act, R.S. O. 1990, c P.13.
2. This option is exercisable by notice in writing delivered to SNCA at P.O. Box 29, 38 Victoria Street, Finch, Ontario, KOC 1K0. This option may be exercised at any time by Augusta in the event that SNCA sells, leases or in any way disposes of the property or a substantial interest therein or enters into any contract or arrangement which might result in such a transfer, sale or disposition in the future. This option shall terminate on the 100 anniversary of the closing of the sale of the property to South Nation. The option may be terminated prior to the expiry of the foregoing term only with the written consent of both parties.
3. When exercising this option there shall be no deposit paid.
4. This option is not assignable.
5. Time shall be of the essence in this option.
6. On the option being exercised, the following shall be the terms of the agreement of purchase and sale of the property:
 - a. A payment of \$1.00 shall be paid to South Nation, together with the exercise of the option.
 - b. The purchase price for the property shall be \$100.00 and shall be paid on the date of completion, subject to the usual adjustments.
 - c. The sale shall be completed on the 60th day after the date of the exercise of the option, unless on that day the Land Registry Office is closed, in which case the sale shall be completed on the next following day when the office is open.
 - d. Augusta shall be permitted to inspect the property immediately prior to closing.

REPORT NUMBER: 2020-016

DATE SUBMITTED TO COUNCIL: February 28, 2020

RE: Council Compensation Review

AUTHOR: Ray Morrison, CAO/Treasurer

RECOMMENDATION:

THAT Council receive and consider a report prepared by the United Counties of Leeds and Grenville CAO which provides recommendations on the compensation provided to members of the Augusta Township Council; and

THAT Council approves option _____ Council Remuneration and direct staff to bring forward the appropriate by-law.

REPORT:

By-law 2629, adopted by Council in September 2006, establishes the compensation package provided to members of Council. The By-law also includes a clause which provides for the review of Council remuneration as follows:

“That overall Council remuneration and expenses be reviewed by a person or committee independent of Council during the final year of a term of Council for implementation during the first year of a new term of Council.”

In order to ensure conformity with the By-law, the CAO of the United Counties of Leeds and Grenville was requested to undertake a review and provide recommendations. His report is attached.

As the By-law requires that the process be led by a person or committee independent of Council, staff will not provide recommendations to Council with respect to any changes to the compensation package other than to outline the available alternatives.

In order to provide some measure of context to the discussion it is important to note that over the past 4 years Council compensation has been adjusted to bring it up to the County average. The UCLG CAO’s report demonstrates if cost of living increases are continued, Council rates should remain comparable to the average.

Historically, the federal government allowed a portion of an elected municipal officer’s remuneration, specifically one-third of compensation to be excluded from their taxable income as expenses incurred in the discharge of the member’s duties. In 2017, the Minister of Finance introduced measures to eliminate tax exemptions for expenses paid to elected officials starting in 2019. As noted in the report from the UCLG “it is important to note that in 2019, many municipalities are adjusting the honoraria up to offset the loss of the one-third tax free portion”. The impact of this on Council’s net take home pay depends on their individual tax situations and tax brackets. As such it is difficult to quantify an average impact.

OPTIONS:

From staff's perspective the following alternatives are available:

1. Keep the compensation the same with no cost of living increase and no offset for the loss of the one-third tax-free portion.
2. Increase the compensation to include cost of living increases but no offset for the loss of the one-third tax-free portion.
3. Increase the base compensation to include cost of living increases and offset the financial loss experienced due to the elimination of the one-third tax-free portion.
4. Increase the compensation to include cost of living increases for 2019 and revisit comparison to peers for 2020, to reflect average adjustments approved locally.

FINANCIAL CONSIDERATIONS:

The recommendations in the report prepared by Mr. Brown have been considered in the draft 2019 and 2020 budgets. Should Council adopt the proposed compensation adjustment number 4, the impact on the 2020 draft budget, will not be significant.

Ray Morrison – CAO/Treasurer



Annette Simonian, Clerk

FEBRUARY 14, 2019

TOWNSHIP OF AUGUSTA COUNCIL

REPORT ON COUNCIL HONORARIUM SURVEY

**ANDY BROWN,
CHIEF ADMINISTRATIVE OFFICER
UNITED COUNTIES OF LEEDS & GRENVILLE**

RECOMMENDATIONS

THAT the Township of Augusta Council receive the honorarium report.

BACKGROUND

The Township of Augusta, through its Chief Administrative Officer, requested an independent review of Council's remuneration. The purpose of the review was to examine the honoraria paid to members of Council of comparable municipalities and to consider any adjustments to the honoraria paid to Augusta Council members.

For comparison purposes, the 2018 honorarium was used. Many of the surveyed municipalities had either not set their 2019 honoraria or if they had, adjustments were made to cover the loss of the one-third tax free portion of the member's honorarium which took effect on January 1, 2019.

DISCUSSION/ALTERNATIVES

The following criteria were used to select comparable municipalities:

1. located in eastern Ontario
2. rural municipalities in a 2-tier system
3. population of the municipality was similar – within 1,500 either above or below (between 5,765 and 8,765)

Based on the above criteria, there are 12 comparable municipalities in eastern Ontario. They are:

1. Township of Beckwith
2. Township of Drummond-North Elmsley
3. Township of Augusta
4. Township of Edwardsburgh/Cardinal
5. Township of Stone Mills
6. Township of Alniwiche/Haldimand
7. Township of Otonabee-South Monaghan
8. Township of Douro-Dummer
9. Township of Champlain
10. Township of McNab/Braeside
11. Township of Whitewater Region
12. Township of North Stormont

Of these 12 municipalities surveyed, 11 municipalities responded. Of the eleven responding municipalities, two did not have the position of "Deputy Mayor". A complete report of the survey results is attached to this report. Based on the responding municipalities, the honoraria ranges were:

- for Head of Council, between \$33,780 to \$15,000 per annum
- for Deputy Head of Council, between \$21,000 to \$12,000 per annum
- for Councillor, between \$17,860 and \$10,000 per annum.

Based on the results, the Township of Augusta's honoraria for members of Council are very close to the average of the eleven comparable municipalities. For the Mayor and Deputy Mayor, the Township's honoraria are slightly higher, while for Councillor, the honorarium is slightly lower. Even when using median (removing the highest and lowest), the results are similar.

Unlike four years ago, there is no significant variance in the 2018 honoraria when compared to comparable municipalities in eastern Ontario.

In summary, the average honoraria paid to the responding municipalities' members of council compared to the Township of Augusta are:

| | <i>Head of Council</i> | <i>Deputy Head of Council</i> | <i>Councillor</i> |
|-----------------------------------|-----------------------------|-------------------------------|----------------------------|
| <i>Average Honorarium</i> | \$22,142 | \$15,858 | \$14,222 |
| <i>Township of Augusta</i> | \$22,693 | \$15,125 | \$13,384 |
| <i>Difference:</i> | <u><i>-\$551</i></u> | <u><i>-\$733</i></u> | <u><i>\$838</i></u> |

FINANCIAL IMPLICATIONS

The purpose of this report is to provide a comparison between the honoraria paid to members of Augusta Council and to Councils of similarly sized municipalities in eastern Ontario. There is minimal difference based on the 2018 rates.

It is important to note that in 2019, many municipalities are adjusting the honoraria up to offset the loss of the one-third tax-free portion.

ATTACHMENTS

Township of Augusta Honorarium Survey Results – 2018

ANDY BROWN,
CHIEF ADMINISTRATIVE OFFICER
UNITED COUNTIES OF LEEDS & GRENVILLE

February 14, 2019

Township of Augusta 2018 Honorary Survey Results

| Municipality | Telephone | Population | Households | # on Council | Head of Council | Deputy Head of Council | Councillor | Other Paid Benefits (non-mandatory) |
|--------------------------------|--------------|------------|------------|--------------|-----------------|------------------------|------------|-------------------------------------|
| Lanark: | | | | | | | | |
| Beckwith | 613-257-1539 | 6,986 | 2,954 | 5 | \$28,318 | \$18,710 | \$16,018 | |
| Drummond-North Elmsley | 613-267-6500 | 7,487 | 3,538 | 5 | \$23,032 | \$15,716 | \$14,160 | |
| Leeds & Grenville: | | | | | | | | |
| Augusta | 613-925-4231 | 7,265 | 2,941 | 5 | \$22,693 | \$15,125 | \$13,284 | |
| Edwardsburch Cardinal | 613-658-3055 | 6,194 | 2,936 | 5 | \$15,000 | \$12,000 | \$10,000 | |
| Lennox & Addington: | | | | | | | | |
| Stone Mills | 613-378-2475 | 6724 | 3282 | 6 | \$17,189 | \$12,557 | \$11,235 | |
| Northumberland: | | | | | | | | |
| Airliwich/Haldimand | 905-349-2822 | 6,567 | 3,377 | 5 | | | | |
| Peterborough: | | | | | | | | |
| Otonabee-South Monaghan | 705-295-6852 | 6,274 | 2,991 | 5 | \$16,385 | \$13,338 | \$11,940 | |
| Douro-Dummer | 705-652-8392 | 6,449 | 3,356 | 5 | \$22,190 | \$19,484 | \$17,860 | |

Township of Augusta 2018 Honorarium Survey Results

| Municipality | Telephone | Population | Households | # on Council | Head of Council | Deputy Head of Council | Councillor | Other Paid Benefits (non-mandatory) |
|---|--------------|------------|------------|--------------|-----------------|------------------------|-----------------|--|
| Prescott Russell: | | | | | | | | |
| Champaign | 613-678-3003 | 8,683 | 3,972 | 9 | \$33,780 | | \$15,256 | no deputy Mayor; all members also paid \$125 per meeting outside of regular meetings |
| Renfrew: | | | | | | | | |
| McNab/Braeside | 613-623-5756 | 7,500 | 3,114 | 5 | \$17,061 | \$14,796 | \$13,265 | |
| Whitewater Region | 613-646-2282 | 6,192 | 3,238 | 7 | \$22,915 | | \$17,425 | no deputy Mayor, but have Reeve - paid same as Councillor |
| Stormont Dundas & Glengarry: | | | | | | | | |
| North Stormont | 613-984-2821 | 6,538 | 2,698 | 5 | \$25,000 | \$21,000 | \$16,000 | |
| Average: | | | | | <u>\$72,142</u> | <u>\$15,858</u> | <u>\$14,222</u> | |

highest honorarium

lowest honorarium



CORPORATION OF THE TOWNSHIP OF AUGUSTA

BY-LAW NUMBER 3465-2020

**A BY-LAW TO SET RATES FOR REMUNERATION
FOR MEMBERS OF COUNCIL WHEN ON MUNICIPAL BUSINESS**

WHEREAS, the Corporation of the Township of Augusta deems it necessary to set rates for remuneration and expenses for members of Council when on municipal business;

AND WHEREAS, the Municipal Act, R.S.O. 2001, Section 283 provides that the Council may establish by By-Law the remuneration for members of Council and that such remuneration may be determined in any manner that Council considers advisable;

AND WHEREAS council honorarium is set in accordance with an independent remuneration study conducted by the United Counties of Leeds and Grenville;

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

1. That for the calendar year 2019, the Mayor be paid an annual amount of \$25,231.00, the Deputy Mayor be paid an annual amount of \$16,815.00, and that each Councillor be paid the annual amount of \$14,612.00;
2. That for calendar year 2020, staff be directed to perform a follow up Council remuneration survey to assess the impact of the elimination of the one-third tax-free portion on the peer average;
3. That Members of Council's remuneration be paid monthly;
4. That members of Council's annual rate be further adjusted on January 1st of each year during a council's term of office based on the cost of living adjustment for the previous calendar year;
5. That overall Council remuneration be reviewed by a person or committee independent of Council during the final year of a term of Council for implementation during the first year of a new term of Council;
6. That mileage shall be paid at the rate per kilometer established by Council from time to time by resolution or by-law;
7. That a per diem rate of \$150.00 a day be paid to members of Council attending various conferences, seminar, workshops, courses, forums and meetings chosen and approved by Council for municipal purposes when the member is away from the municipality for a period of at least 8 hours;
8. That this By-Law takes effect upon passing;
9. That all by-laws inconsistent with this by-law are hereby repealed.

READ a first time and second time this 28 day of February, 2020

READ a third time and passed this 28 day of February, 2020.

MAYOR

CLERK



THE CORPORATION OF THE TOWNSHIP OF AUGUSTA BY-LAW NUMBER 3464-2020

A BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL OF THE TOWNSHIP OF AUGUSTA AT ITS MEETING HELD ON FEBRUARY 28, 2020

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

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

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

1. The action of the Council of the Corporation of the Township of Augusta at its meeting held on February 28, 2020, in respect of each recommendation contained in the report of the Committees and each motion and resolution passed and other action taken by Council of the Corporation of the Township of Augusta at its meeting be hereby adopted and confirmed as it fall such proceedings were expressly embodied in the By-Law.
2. The Mayor and the proper officers of the Municipality are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain approvals where required, and except where otherwise provided, the Mayor and the Clerk are hereby directed to execute all documents necessary in that behalf, and the said Clerk is hereby authorized and directed to affix the Corporate Seal of the Municipality to all such documents.

Read a first, second, and third time and finally passed this 28th day of February, 2020.

MAYOR

CLERK