

**AGENDA  
AUGUSTA TOWNSHIP  
C.O.W./REGULAR MEETING  
July 27, 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
- H. Correspondence and Petitions
  - Edwardsburgh-Cardinal 2019 Arena Operations Financial Information

**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  
MECG – COVID-19 response**

**Administration and Finance**

- Report 2020 – 066 – Social Media and Customer Service
- Report 2020 – 068 – Establish Committees of Council
- Report 2020 – 070 – Advertising Promotion
- Report 2020 – 071 – Recreation Activity Report
- Report 2020 – 072 – A/P

## **Operations**

- Report 2020 – 073 – Grader Repair

## **Planning and Building Services**

- Report 2020 – 067 – CBO Report

## **Protective Services**

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

L. New and Unfinished Business

M. Notice of Motions

N. By-Laws

- By-law 3482-2020 – Committees and Terms of Reference

O. Announcements

P. Question Period for the Press

Q. Question Period for the Public

R. By-law to confirm Proceedings of Council

S. Adjournment



**MINUTES  
AUGUSTA TOWNSHIP  
C.O.W./REGULAR MEETING  
July 6, 2020 6:30 p.m.  
Electronic Meeting**

**PRESENT:**

Mayor Malanka, electronic attendance  
Deputy Mayor Shaver, electronic attendance  
Councillor Bowman, electronic attendance  
Councillor Henry, electronic attendance  
Councillor Schapelhouman

**PRESS:**

**STAFF PRESENT:** Ray Morrison, Brad Thake, Chief Rob Bowman

**REGRETS:** Annette Simonian

**CALL TO ORDER**

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

**MAYOR'S OPENING REMARKS**

**APPROVAL OF AGENDA**

Moved by Deputy Mayor Shaver, seconded by Councillor Henry  
**BE IT RESOLVED THAT** the Agenda for July 6, 2020 be adopted.  
Carried

**APPROVAL OF MINUTES OF PREVIOUS MEETING**

Moved by Councillor Henry, seconded by Deputy Mayor Shaver  
**BE IT RESOLVED THAT** Council approve the minutes of the June 29, 2020 Council meeting as distributed to all members.  
Carried

**DISCLOSURE OF INTEREST**

**BUSINESS ARISING FROM THE MINUTES**

## DELEGATIONS & PRESENTATIONS

Gary Findlay - Land Transfer Request

## CORRESPONDENCE & PETITIONS

### MOVED TO COMMITTEE OF THE WHOLE

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

## COMMITTEE REPORTS

**UCLG:**

**Health Unit Board:**

**Recreation:**

**Library Board:**

**EDTC:**

**Operations:** Brad Thake provided an update

**PAC:**

**Finance and Admin:**

**Fire Department:**

**PSB:** CAO/Treasurer Ray Morrison provided an update

**MECG (COVID/Flooding)** CAO/Treasurer Ray Morrison provided an update

## ADMINISTRATION AND FINANCE

### **Report 2020-064**

Moved by Councillor Henry, seconded by Deputy Mayor Shaver

**BE IT RESOLVED THAT** Council direct Township staff to draft for Council approval a joint Request for Proposal (RFP) with the Town of Prescott to:

1. Conduct an economic development study, with the outer boundaries being County Road 15 to the west; the St. Lawrence River to the south; County Road 26 to the north; and the municipal boundaries of Augusta and Prescott to the east; and
2. Prepare an Economic Development Strategy.

### **Recorded Vote**

For: Mayor Malanka, Deputy Mayor Shaver, Councillor Bowman, Councillor Henry, Councillor Schapelhouman

Against:

Carried

### **Report 2020-065**

Moved by Councillor Henry, seconded by Deputy Mayor Shaver

**BE IT RESOLVED THAT** Council receive, review and approve the payment of the accounts payable invoices paid on cheques #25465 - 25495 and online payments through to July 3, 2020 in the amount of \$148,501.31.

Carried

**OPERATIONS**

**PLANNING AND BUILDING SERVICES**

**PROTECTIVE SERVICES**

**RETURN TO REGULAR MEETING OF COUNCIL**

Moved by Councillor Henry seconded by Deputy Mayor Shaver  
**BE IT RESOLVED THAT** Council move to a regular meeting of Council.  
Carried

**NEW AND UNFINISHED BUSINESS**

**NOTICE OF MOTIONS**

**BY-LAWS**

**ANNOUNCEMENTS**

**QUESTION PERIOD FOR THE PUBLIC**

**QUESTION PERIOD FOR THE PRESS**

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

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

**REPORTING OUT OF CLOSED SESSION**

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

Moved by Councillor Schapelhouman, seconded by Councillor Bowman  
**BE IT RESOLVED THAT** By-Law No. 3481-2020 confirm the proceedings of Council of the Township of Augusta at its meeting held on July 6, 2020 be read a first time, a second time, a third time, and be enacted as read.  
Carried

**ADJOURNMENT**

Moved by Councillor Bowman, seconded by Councillor Schapelhouman  
**BE IT RESOLVED THAT** this Council do now adjourn at 7:17 pm until the call of the Mayor subject to need.  
Carried

July 20, 2020

Town of Prescott, Mayor and Council

Township of Augusta, Mayor and Council

On May 25<sup>th</sup>, 2020 our Township Council passed a resolution to receive and approve the 2019 Consolidated Financial Statements for the Township of Edwardsburgh Cardinal. With this task complete, the Township of Edwardsburgh Cardinal Council has asked me to provide you with a copy of the 2019 arena operations financial information. The table below summarizes revenue and expense, excluding debt and capital, and one-third cost sharing values for reference.

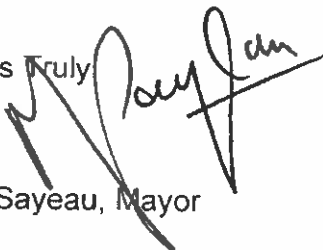
Please note the total net operating loss of \$189,078.56 borne by TWPEC taxpayers.

**Table 1: Operating Revenue/Expense/Net Operating Loss per Arena**

Description	Ingredion Centre (Cardinal)	Spencerville Arena
Total Operating Revenue	(\$441,886.43)	(\$238,052.67)
Total Operating Expense	\$528,582.77	\$340,434.89
Net operating Loss	\$86,696.34	\$102,382.22
1/3 Share of Net Operating Loss	\$28,898.78	\$34,127.41

We thought you might be interested in reviewing our cost of arena operations as our council grapples with the decision of whether or not to open one or both arenas for the coming season. Needless to say, any financial cost sharing of operating costs for 2019 would be beneficial.

Yours Truly



P.J. Sayeau, Mayor

**REPORT NUMBER:** 2020-066  
**REPORT TO COUNCIL:** July 27, 2020  
**RE:** Social Media and Customer Service  
**PREPARED BY:** Vikki Werner-Mackeler

**RECOMMENDATION:**

**THAT** Council accept this report regarding social media and customer service for information.

**PURPOSE:**

To detail the process in place for handling requests for service/complaints/questions from residents via social media i.e. Facebook.

**BACKGROUND:**

For those unfamiliar with Facebook, there are some basic features to be aware of. The page is set up with basic pertinent information about the Township (address, phone number, a map of where the office is located etc.). Staff administrators 'post' content to the page throughout the week (and occasionally on weekends). Anyone can read the page and the posts – it is not solely for residents, but they are our target audience. Anyone can also 'comment' on a post – give their opinion, ask questions, or 'tag' other people so they become aware of the post. Everyone can see these comments. People can also 'share' the post on their own Facebook page or to specific people or groups. Finally, people can 'private message' the Township page which allows them to comment or ask questions which only staff administrators are able to see.

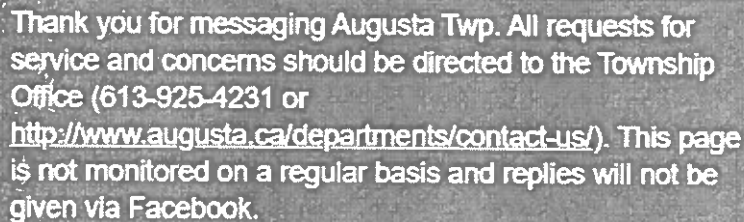
According to By-Law 3111-2014 (Establish a Social Media Usage Policy), social media is to be used by the Township of Augusta to enhance and increase public knowledge and engagement.

The Facebook page focus has been on doing just that. For example, there are posts reminding residents of upcoming Council and committee meetings, notifying them of road work and other public works projects, local charity fundraisers and opportunities for local businesses. There are also posts which educate residents on new initiatives in the Township, available services, building permit information, canine control reminders and other procedures/By-Laws that staff have noticed they receive a lot of complaints and/or inquiries about. Space is also allotted for posts that try to engage the public (contests, questions, introductions to new staff etc.).

The By-Law also outlines that where possible, posts should drive traffic to the website for more in-depth information and that negative non-constructive comments are not to be responded to (and may be restricted and/or edited by the Township).

As such, great thought and care is given in deciding whether to respond to comments or questions posted directly on the Facebook page. The general policy is that if it is a simple question that can be answered directly and simply, staff administrators will reply. These do not get logged in the Resident Relations program as they are usually very brief and there is a permanent record online of the interaction, if needed. If it is something that requires a more in-depth explanation, people are asked to call the Township office and given the extension number of the person best suited to help them. These requests are then logged in the Resident Relations program for follow up. If it is a negative non-constructive comment or question, administrators do not respond as per the By-Law.

As for private messages to the Township, the Facebook page is set up so that anyone who messages will automatically receive the following response:



Thank you for messaging Augusta Twp. All requests for service and concerns should be directed to the Township Office (613-925-4231 or <http://www.augusta.ca/departments/contact-us/>). This page is not monitored on a regular basis and replies will not be given via Facebook.

The purpose behind this message is to encourage residents to email or call the office in order to be directed to the staff member who can best serve them. While staff administrators always have access to the page as it is connected to their personal Facebook accounts, it is not policy for them to monitor it during off hours. Should the message be a question that can be answered directly and simply, staff administrators will usually reply, however. To date, most private messages that we have received have just been quick questions about services.

Our biggest challenge concerning Facebook has been that some residents do not understand that 'Augusta Township' is the *official* Facebook page. There are other pages on Facebook, created by residents, that are for Augusta residents to socialize on.

Occasionally, however, residents have posted messages/comments/complaints on these sites worded in such a way that made Township staff believe that they thought they were contacting the Township directly. This has put staff in an awkward position as there is no clear direction in the Social Media By-Law as to how to handle this situation and our Public Complaints Procedure Policy was written before the Township used social media. For example, we have seen posts asking how to get on the mailing



list for the Augusta Quarterly, asking for clarification on what could go into the construction bins at the transfer stations after they were closed due to COVID-19 concerns, and how to go about getting a burn permit if the website says they're phone number is already in the system. Without clear direction, staff have chosen to handle these comments on a case by case basis. Some are replied to, others are not. If we notice a lot of discussion on these pages about a certain topic, we will try and create a post on the topic for the official Township page so, at the very least, the correct information is available and may possibly be shared to these unofficial sites.

As for complaints posted on these sites, staff generally do not respond. The Public Complaints Procedure Policy states that complaints can be made by phone, in person or in writing which at the time implied by letter or email and again the Social Media Usage Policy states that negative non-constructive comments are not to be responded to.

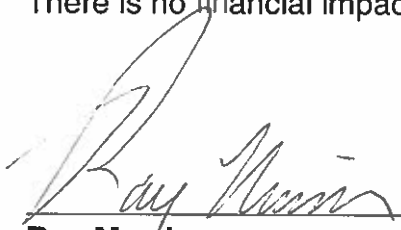
It should be noted that when staff do reply/comment on these pages, they are doing so under their own personal name as it is not possible to comment on any page other than the official Township page as 'Augusta Township'.


The By-Law also does not give direction on whether staff should be sharing posts from Township-run websites on these resident-run pages. If staff are to do so, it brings up the question of how staff should handle comments/questions on these pages once again.

Facebook is a very fluid entity. It's ever changing. When the Public Complaints Procedure Policy and By-Law 3111-2014 were written, the Township didn't even have a Facebook page (the page wasn't established until late 2018). In the last social media report to Council in November 2018 the page had just 418 followers. There are currently 1265 followers and that number increases daily. It has become an invaluable communication tool for our community which we should encourage and embrace as one of the primary communication tools of the future.

### **FINANCIAL IMPACTS:**

There is no financial impact at this time.

  
\_\_\_\_\_  
**Ray Morrison**  
CAO/Treasurer

  
\_\_\_\_\_  
**Vikki Werner-Mackeler**  
Deputy Clerk/Office Admin.



**THE CORPORATION OF THE TOWNSHIP OF AUGUSTA**

**BY-LAW NUMBER 3111 - 2014**

**Being A By- Law To Establish A Social Media Usage Policy**

WHEREAS the Township of Augusta recognizes that social media is increasingly used as a customer service and communication tool to enhance and increase public knowledge and engagement;


AND WHEREAS the Municipality supports the development of sustainable relationships with residents and stakeholders and encourages communication for the benefit of the community;

AND WHEREAS Council deems it expedient to adopt a Social Media Policy;

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


1. That a Social Media Policy as attached hereto as Schedule "A" be adopted.
2. This by-law shall come into force and effect on the day that it is passed.

Read a first time this 28 day of July 2014  
Read a second time this 28 day of July 2014  
Read a third time and passed this 28 day of July 2014.

  
\_\_\_\_\_  
REEVE

  
\_\_\_\_\_  
CAO/CLERK

Schedule A

 <b>Township of Augusta</b>			
Policy:	<b>Social Media Policy</b>	Date issued:	
Coverage:	Staff, Elected officials, committee and board members, volunteers and any party who use social media on behalf of the Township	Resolution:	

**1.0 Purpose**

The Township of Augusta recognizes that social media is increasingly used as a customer service and communication tool to enhance and increase public knowledge and engagement. This policy is intended to establish the rules, protocols and guidelines for the professional use of social media applications employed by the Township.

**2.0 Responsibility**

It is the responsibility of the CAO to approve access to, and proper use of, all social media sites and ensure that all persons that have access understand and follow the procedures set forth in this policy.

**3.0 Scope**

This policy applies to all persons that use social media on the Township's behalf.

**4.0 Policy**

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

- 1) Township social media sites will be used in an appropriate and secure manner and operate within, and comply with, all applicable laws and regulations.
- 2) Social media sites will be established for the purpose of public notification for the residents and stakeholders of Augusta Township.
- 3) Only posts furthering official Township business and safety will be posted with the exception of charity or nonprofit group events that benefit the community.
- 4) Inappropriate posts or comments shall not be permitted on any Township of Augusta social media site. These include but are not limited to:
  - i. Non constructive or negative comments
  - ii. Disseminating confidential and/or private Township, individual or organizational information.
  - iii. posts or comments containing any content that compromises the Township's image and integrity or individual privacy
  - iv. comments not related to the original topic, including random or unintelligible comments
  - v. profane, obscene, violent, or pornographic content, in nature and/or language
  - vi. Content that promotes fosters or perpetuates discrimination on the basis of race, creed, colour, age, religion, gender, national origin, sexual orientation or any human rights restricted group;
  - vii. Defamatory or personal attacks;
  - viii. Threats to any person or organization

- ix. Comments in support of, or in opposition to, any political campaigns or ballot measures;
  - x. Solicitation of commerce, including but not limited to advertising of any non-Township business or product for sale;
  - xi. Conduct in violation of any federal, provincial or local law;
  - xii. Encouragement of illegal activity;
  - xiii. Information that may compromise the safety or security of the public or public systems; or
  - xiv. Content that violates a legal ownership interest, such as copyright, of any party.
- 5) The Township reserves the right to determine the appropriateness and restrict and/or edit any comments in violation of this policy or applicable laws and regulations and will be at the sole discretion of the Clerk/CAO.
  - 6) The Township shall not respond to any negative non-constructive comments.
  - 7) All comments and posts will only be addressed during normal business hours. After hour comments or posts will be addressed in a timely manner as soon as possible.
  - 8) The Township's website shall remain the primary and predominant source for internet information. Where possible, social media sites should drive traffic to the website for more in-depth information.
  - 9) Usage of social media or the creation of a social media site shall not in any way negatively impact or compromise the performance or security of the Township's communications and technology systems.
  - 10) A designate will be responsible to monitor and post content on social media sites in accordance with this policy.
  - 11) Content posted to the Township's social media sites will be considered transitory records and will not be retained by the Township.

#### **5.0 Review**

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

#### **Disclaimer**

The Township is not responsible for comments made by subscribers or members related to its social media applications and reserves the right to remove any content that is inappropriate for any reason and at any time. Third-party social media sites are private businesses with their own terms of service and privacy policies. The Township does not accept any responsibility for the operation of third-party social media sites and is unable to guarantee the privacy of individuals who access content provided to such sites by the Township.

Comments posted by a member of the public on any Township social media site or personal site is the opinion of the commentator or poster only and publication of a comment does not necessarily reflect the opinion or imply endorsement of, or agreement by the Corporation of the Township of Augusta and the Township assumes no responsibility for such opinions.

Any content posted or submitted is subject to public disclosure.



# Township of Augusta

Policy:	<b>Public Complaints Procedure Policy</b>	Date issued: By-Law:	March 12, 2018
Application:	All Employees, contractors, elected officials, volunteers, consultants and residents	Revision No.	4
Page 1 of 2		Revision Date:	March 12, 2018

## 1. Introduction

### 1.1 Purpose

This policy is intended to ensure that we handle complaints fairly, efficiently and effectively.

Our complaint management system is intended to:

- enable us to respond to issues raised by people making complaints in a timely and cost-effective way
- boost public confidence in our administrative process, and
- provide information that can be used by us to deliver quality improvements in our, citizen engagement services, staff and complaint handling.

This policy provides guidance to our staff and people who wish to make a complaint on the key principles and concepts of our complaint management system.

### 1.2 Scope

This policy applies to all staff receiving or managing complaints from the public made to or about us, regarding our citizen engagements, infrastructure, systems, practices, procedures, services, staff and complaint handling.

## 2. Terms and Definitions

### Complaint

Expression of dissatisfaction relating to a township policy or program, service or operation, or lack thereof.

A complaint covered by this Policy does not include:

- Enquiry – General Requests for service or information
- Feedback – an opinion or comment regarding service delivery not directed as a complaint
- Compliment – express of appreciation or approval
- Suggestion – an idea for service improvements
- code of conduct or conflict of interest complaints
- reports of problems or wrongdoing merely intended to bring a problem to our notice with no expectation of a response
- Grievance - A clear, formal written statement by an individual staff member about another staff member or a work related problem.

**Complaint management system**

All policies, procedures, practices, staff, hardware and software used by township staff in the management of complaints.

**Dispute**

An unresolved complaint escalated either within or outside of our organization.

**Frivolous**

A complaint not having any serious purpose or value

**Procedure**

A statement or instruction that sets out how our policies will be implemented and by whom.

**Vexatious**

A complaint instituted without sufficient grounds so as to cause annoyance or embarrassment to the defendant.

**3. Guiding principles**

We are committed to seeking and receiving communications about our services, systems, practices, procedures, citizen engagements, infrastructure and complaint handling.

It is in the interest of all parties that complaints are dealt with promptly and be dealt with as quickly as possible.

Complaints will be dealt with integrity, equitability and in an unbiased manner within a reasonable time frame.

We will assess and prioritize complaints in accordance with the urgency and/or seriousness of the issues raised. If a matter concerns an immediate risk to safety or security the response will be immediate and will be escalated appropriately.

**No detriment to people making complaints**

We will take all reasonable steps to ensure that people making complaints are not adversely affected because a complaint has been made by them or on their behalf.

**Confidentiality**

We will protect the identity of people making complaints where it is practicable and appropriate.

Complaints, to the extent possible, will be dealt with confidentially. Privacy issues will be considered before information obtained about an individual during an investigation is released

**Anonymous or vexatious complaints**

Anonymous complaints are accepted, but not tracked, and investigations will be carried out in so far as practicable.

Complaints that are unreasonable, frivolous, vexatious, that include threats, harassing or abusive language will not be acknowledged.

## **Accessibility**

We will insure that information about how and where complaints may be made to or about us is easily understood and accessible to everyone, particularly people who may require assistance.

## **4. Procedure and Implementation**



### **4.1 Introduction**

When responding to complaints, staff should act in accordance with our complaint handling procedures as well as any other internal documents providing guidance on the management of complaints.

Staff should also consider any relevant legislation and/or regulations when responding to complaints and feedback.

Our staff are empowered to resolve complaints promptly and efficiently as possible. We will adopt flexible approaches to service delivery and problem solving to enhance accessibility for people making complaints and/or their representatives.

### **4.2 Complaint processing**

The five key stages in our complaint management system are set out below:

#### **1. Receipt and acknowledgement of complaints**

Complaints can be made by phone, in person or in writing.

Unless the complaint has been resolved at the outset, we will record the complaint and its supporting information in our complaint system. We will also assign a unique identifier to the complaint file.

The record of the complaint will document:

- the contact information of the person making a complaint
- the category of the complaint
- issues raised by the person making a complaint and the outcome/s they want
- any other relevant information and
- any additional support the person making a complaint requires.

We will assess and prioritize complaints in accordance with the urgency and/or seriousness of the issues raised. If a matter concerns an immediate risk to safety or security the response will be immediate and will be escalated appropriately.

Staff will strive to respond to a complaint in a timely manner, depending on the complexity of the issue.

## 2. Initial assessment and addressing complaints

### Initial assessment

After acknowledging receipt of the complaint, we will confirm whether the issue/s raised in the complaint is/are within our control. We will also consider the outcome/s sought by the person making a complaint and, where there is more than one issue raised, determine whether each issue needs to be separately addressed.

There are 5 levels of complaint handling. One being the highest priority and five being frontline resolutions.

When determining how a complaint will be managed, we will consider:

- How serious, complicated or urgent the complaint is
- Whether the complaint raises concerns about people's health and safety
- How the person making the complaint is being affected
- The risks involved if resolution of the complaint is delayed, and
- Whether a resolution requires the involvement of other organizations.

### Addressing complaints

After assessing the complaint, we will consider how to manage it. To manage a complaint we may:

- Give the person making a complaint information or an explanation
- Gather information from the product, person or area that the complaint is about, or
- Investigate the claims made in the complaint.

## 3. Action and reasons for decisions

Following consideration of the complaint and any investigation into the issues raised, the following will be recorded in the complaints system:

- the outcome of the complaint and any action we took
- the reason/s for our decision
- the remedy or resolution/s that we have proposed or put in place.

## 4. Closing the complaint, record keeping, redress and review

We will keep comprehensive records about:

- How we managed the complaint
- The outcome/s of the complaint, including whether it or any aspect of it was substantiated, any recommendations made to address problems identified and any decisions made on those recommendations
- Any outstanding actions that need to be followed up.

Where an email is provided, an automatic reply will be sent to the complainant at the close of the complaint. If no email is provided, staff will endeavor to contact complainant regarding the outcome.

We will ensure that outcomes are properly implemented, monitored and reported to senior management.



## **5. Accountability and Learning**

### **5.1 Monitoring of the complaint management system**

We will continually monitor our complaint management system to:

- ensure its effectiveness in responding to and resolving complaints, and
- identify and correct deficiencies in the operation of the system.

### **5.2 Continuous improvement**

We are committed to improving the effectiveness and efficiency of our complaint management system. To this end, we will:

- support the making and appropriate resolution of complaints
- implement best practices in complaint handling
- regularly review the complaints management system and complaint data to monitor systemic issues and trends, and
- implement appropriate system changes arising out of our analysis of complaints data and continual monitoring of the system.

**REPORT NUMBER: 2020-068**  
**REPORT TO COUNCIL July 27, 2020**  
**RE: Committee Structure Review**  
**AUTHOR: Annette Simonian, Clerk**

**RECOMMENDATION:**

That council dissolve the Planning Advisory and Operations and Waste Management Committees; and

That Council rescind by-law 3397-2019; and

That Council adopt by-law 3482-2020 to establish Committees of Council.

**BACKGROUND**

The Committee Policy Council adopted at the June 29, 2020 Council meeting, has the following clause:

**Amendment and/or dissolution**

All committees formed by Council will be formally amended or dissolved by Council by resolution and may be triggered by:

- a) Expiration of Term
- b) Council Request
- c) Merger with another committee
- d) Committee recommendation to Council
- e) Staff recommendation via report to Council
- f) Lack of material, purpose, function, or public interest
- g) New issues at Council or public pressure
- h) Changes in Legislation
- i) Committee's effectiveness in fulfilling its mandate & alignment with Council's term objectives and priorities
- j) Financial impact on required resources

At the direction of Council, Staff has drafted the restructured Committees based on report 2020-060 submitted at the July 29, 2020 meeting and feedback received from Council. Staff created a new by-law with two new committees, the Agriculture and Rural Affairs Committee and the Community Development Committee. The Operations and Waste Management Committee and the Planning Advisory Committee will be dissolved. The Terms of Reference for every Committee have been updated to align with the new Committee Policy and Council's focus. It was noted that although each individual Recreation Association was established as a Committee by Council, the Joint Recreation Committee was never established as an official Committee with its own Terms of Reference. The Youth Advisory Committee (YAC) has a stand-alone creation

by-law, but the Terms of Reference have never been formalized. Terms of Reference for YAC will be brought to Council in the Fall after school resumes and the Committee can review their mandate and goals. The Rental Property Standards Committee Terms of Reference will remain the same as it is a legislated Committee.

The Committee By-law and Terms of Reference are attached for Council's consideration.

If Council proceeds with the recommendations in this report, Staff will start the recruitment process, or the new committee membership based on the criteria in the attached Terms of Reference.

## **ANALYSIS**

Council recognizes the depth, knowledge and enthusiasm of our community members to be part of the local government process. As such, Council has established committees to advise staff and council regarding local issues and challenges and public views. Township also uses a variety of public engagement, dependent upon the initiative.

The new Terms of Reference criteria will place emphasis on the recruitment of members who can provide unique information, work/life experience, local knowledge, and a local lens. The outcome of the new criteria will produce Committee members with the necessary skills and local perspective to effectively review issues/topics and inform Council of unique challenges that will help Council make informed decisions and will be viewed as credible. Without this level of expertise, the value of the Committees may be diminished, and the integrity of their work questioned.

If a local lens is not applied when Council makes decisions it can result in a lack of understanding of pertinent issues. A past example of this would be road design within the Township. After consulting with the agriculture community, they explained the difficulty for large pieces of farm equipment to navigate roads with narrow shoulders and road closures that don't take into account the distance a large piece of farm equipment will have to go in a detour. Staff was better able to understand the impact on the agricultural community based on this input. With this consultation, we were able to accommodate local farmers and their equipment, without significantly impeding agricultural or other residential activities.

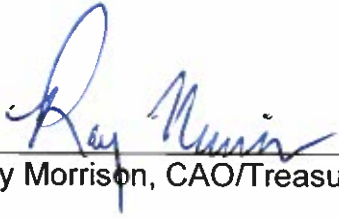
The new terms of reference also require an annual report to Council from each Committee. The report can be in written form or as a delegation, whichever way the Committee would like to proceed. Annual reports should be presented to Council to demonstrate the work the Committee has completed, and if they are on track with their mandate thereby reinforcing the contributions of the Committee.

## **OPTIONS**

Take the Staff Recommendation  
Status quo until the new term of Council  
Provide direction to staff for revised By-law and Terms of Reference

**FINANCIAL**

Cost of paper advertising for new members



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Ray Morrison, CAO/Treasurer



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Annette Simonian, Clerk



**THE CORPORATION OF THE TOWNSHIP OF AUGUSTA  
BY-LAW NUMBER 3482-2020**

**BEING A BY-LAW TO ESTABLISH COMMITTEES FOR  
THE TOWNSHIP OF AUGUSTA.**

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**WHEREAS** Section 5 of the Act provides that a municipality's power shall be exercised by by-law;

**AND WHEREAS** Council wishes to recognize and establish Committees of Council and their Terms of Reference,

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

1. THAT pursuant to this By-law the following committees of Council are hereby established
  - Agriculture and Rural Affairs Committee
  - Community Development Committee
  - Joint Parks, Recreation and Culture Committee
  - Economic Development and Tourism Committee
  - Rental Property Standards Committee
2. THAT the Committees shall operate in accordance with the Terms of Reference attached hereto as schedule A.
3. THAT By-laws 3397-2019 is hereby rescinded.
4. THAT all other by-laws inconsistent herewith are hereby repealed.
5. THAT this by-law shall come into force and effect on the date of passing.

**READ** a first and second time this 27 day of July, 2020.

**READ** a third time and passed this 27 day of July, 2020.

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MAYOR

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CLERK

## Schedule A By-law 3482-2020

### TERMS OF REFERENCE

<b>Committee Name: Agriculture &amp; Rural Affairs Committee</b>	
Frequency: Once a month or at the call of the Chair	
Enabling Legislation/By-law 3482-2020	Date of Formation: July 27, 2020
Staff Support: As assigned by the CAO	
Total # of Members: Public: Minimum 5 and Maximum 9 Council: 1 Councillor as Chair of the Committee	
<b>Mandate:</b> Review Policy and operational matters put before the Committee through the Committee Chair to provide advice, opinion, and comment on agricultural matters.	
<b>Goals/Objectives:</b> <p>Act as a continuing liaison committee to further the interests of and the promotion of agriculture and rural matters in Augusta Township by assisting members of Augusta Township's Council to be informed on the impact of proposed policy or operational matters in place or being considered. Review planning proposals referred by the Staff and provide advice, opinion, comment and community knowledge and identify issues relating to proposals.</p> <p>Act as a continuing liaison committee to further the interest of and promote agricultural and rural functions in Augusta Township through the identification of additional issues for the planner to consider in their report to Council on land use proposals from residents or landowners as they relate to the impact on agricultural and rural lands.</p> <p>Provide input on planning related matters that could have an impact on the agriculture and rural living that fall within the scope of their knowledge and experience.</p> <p>Provide input on how agriculture and rural issues can be incorporated into goals, objectives and policies in the review of the Official Plan and Zoning by-law.</p> <p>Offer positive and constructive ideas and advice on how their decisions can impact agriculture and rural matters.</p> <p>Have regard for and provide input, advice and comments to Council relative to issues affecting agricultural and rural activities today as provided for in the Ontario Federation of Agriculture Guide.</p> <p>Identify opportunities for local communities to support this untapped, and sometimes undervalued, economic sector.</p> <p>Provide input including advice, opinion and comment to Council in the form of Committee report(s) arising from Committee meetings on policy and operational matters of interest to or affecting agriculture and rural affairs in Augusta Township that includes: Land Use Planning and Economic Development; Environment and Animal Welfare; Energy; Infrastructure (including, but not limited to, roads, bridges and drainage) and Social Services.</p> <p>Provide a forum for the exchange of information on agricultural and rural issues and initiatives and apprising the Council and Staff on potential concerns.</p> <p>Provide information for Facebook posts and website on programs that will benefit the farm and rural community, for example, 911 numbering and obtaining a farm business registration program.</p> <p>Any other applications or duties which may be specifically referred by Council to the Committee.</p> <p>Report annually to Council on success or challenges in achieving its mandate.</p>	
<b>Skills required for members:</b> <p>Ability to be available on the meeting dates on a monthly basis</p> <p>Knowledge of geographical uniqueness of agriculture and rural lands.</p> <p>Broad knowledge of farming practices in the township.</p> <p>General knowledge of the Provincial Policy Statement as it relates to agricultural and rural lands and designation of woodlots, wetlands and species at risk.</p> <p>Knowledge of rural planning &amp; drainage issues</p>	



TERMS OF REFERENCE

Committee Name: <b>Economic Development &amp; Tourism Committee</b>	
Frequency: Once a Month or at the call of the Chair (hiatus, July and August)	
Enabling Legislation/By-law 3482-2020	Date of Formation: July 27, 2020
Staff Support: As assigned by the CAO	
Total # of Members: Public: minimum of 5, maximum of 9 Council: 1 Council member as Chair	
<p><b>Mandate:</b>            Enhance Council's Knowledge relating to economic development and Tourism's matter to maintain and improve economic development &amp; Tourism opportunities in Augusta.            Under the direction of Council and senior staff, work in an advisory capacity to attract, promote, retain and expand economic development and tourism within Augusta Township to make our Township an economically sustainable community in which to reside, work and play.</p>	
<p><b>Goals/Objectives:</b></p> <ul style="list-style-type: none"> <li>• Provide input including advice, opinion and comment for attraction, retention and expansion of businesses within Augusta.</li> <li>• Identify key sectors to target for growth and guide initiatives undertaken by the township.</li> <li>• Represent and advocate for Augusta in economic development matters.</li> <li>• Along with Council and staff, identify opportunities for economic stability and participate in future strategies to enhance Augusta's economic viability and assist in the implementation of Council adopted strategies and plans.</li> <li>• Provide input on economic development policies (for example marketing programs, special projects and initiatives);</li> <li>• Assist staff and Council in business development, retention and expansion initiatives and special projects as necessary.</li> <li>• Work with outside agencies and the private sector to ensure the development and promotion of Augusta.</li> <li>• Consult with community groups and businesses in matters relating to economic development.</li> <li>• Positively and constructively offer and build on ideas to communicate the township's vision for economic development to the community.</li> <li>• Have regard for and provide guidance to Council relative to issues affecting rural and agricultural activities today as provided for in the Ontario Federation of Agriculture Guide and identify opportunities for the community to support this untapped, and sometimes undervalued, economic sector.</li> <li>• Evaluate and review economic development programs/policies and provide advice and comments to Council.</li> </ul> <p>Provide valid information for Facebook posts and website on programs that will benefit the business community.</p> <ul style="list-style-type: none"> <li>• Any other duties which may be specifically referred by Council to the Committee.</li> <li>• Report to Council at least once annually to review the successes and challenges of achieving the mandate.</li> </ul>	
<p><b>Special skills required for members:</b>            Work in an economic development capacity            Knowledge of economic drivers            Education in economic development            Job experience in economic development</p>	



<b>Committee Name: Community Development Committee</b>	
Frequency: Once a month or at the call of the Chair	
Enabling Legislation/By-law 3482-2020	Date of Formation: July 27, 2020
Staff Support: As assigned by the CAO	
Total # of Members: Public: minimum of 5, maximum of 9 Council: 1 Councillor as Chair	
<b>Mandate:</b> To explore and document relevant issues/trends, consult with community partners, and develop programs and initiatives for consideration of Council and respective partners to enhance, promote and encourage the community development, and continuous improvement of services provided by the Township.	
<b>Goals/Objectives:</b> Review and evaluate revitalization initiatives for Council's consideration that take into account the fiscal capacity of the partners, legislative constraints and practicality. At Council's direction, form AdHoc subcommittees to act as working groups for specific projects. Investigate potential sources of funding to implement specific recommendations. Review and evaluate Township surveys. Review and consider applications for various Township grant initiatives. Communicate and collaborate with other organizations and community members. Offer positive and constructive ideas for the Continuous Community Development. Other activities deemed appropriate by the Committee and or Council Report annually to Council on successes and challenges in achieving mandate.	
<b>Skills required for members:</b> Interest and active participation toward improving the quality of life in Augusta Knowledge and understanding of community and social issues Communication skills Networking skills Creative thinking	



<b>Committee Name: Joint Parks, Recreation and Culture Committee</b>	
Frequency: Quarterly	
Enabling Legislation/By-law 3482-2020	Date of Formation: July 27, 2020
Staff Support: As assigned by the CAO	
Total # of Members: 5 to 7	
Public: 1 volunteer from each established Recreation Committee; Council: 1 Councillor	
<b>Mandate:</b> To support and encourage recreational programming and services to meet the needs and interests of the community.	
<b>Goals/Objectives:</b> <ul style="list-style-type: none"> <li>• To encourage and assist, where necessary, with the implementations of recommendations made in the Parks, Recreation and Culture Master Plan.</li> <li>• Recommend improvements in the delivery of recreation services and operation of Township recreation facilities.</li> <li>• Provide guidance to enhance Council's knowledge relating to recreation.</li> <li>• Bring awareness of opportunities for developing and promoting recreation.</li> <li>• Encourage and assist with recreational programs that meet community needs.</li> <li>• Promote recreation and use of recreation facilities within the Township</li> <li>• Provide guidance for making of rules and regulations regarding the use, conduct and behaviour in any recreation facility owned and operated by the Municipal Corporation.</li> <li>• Coordinate or assist with implementation of recreation programs for the advancement of recreation within the community.</li> <li>• Establish and maintain subcommittee for each facility.</li> <li>• Provide reports from each subcommittee.</li> <li>• Support the Township's grant applications with in-kind contributions to various programs and projects.</li> <li>• Report to Council annually regarding recreations activities and yearly budget.</li> </ul>	
<b>Skills required for members:</b> Experience in the following areas would be an asset: Recreation programming, management, facility maintenance, board governance, leadership experience.	

**RENTAL PROPERTY STANDARDS COMMITTEE  
TERMS OF REFERENCE**

**PURPOSE**

The Rental Property Standards Committee (Committee) is appointed by Council pursuant to the provisions of the building Code Act to deal with matters related to the Township of Augusta's Rental Property Standards By-law.

When the owner of a property, upon whom an order has been served by a Municipal By-law Officer, is not satisfied with the terms or conditions of the order, the owner may appeal to the Rental Property Standards Committee.

**TERMS OF REFERENCE**

The following Terms of Reference for the Rental Property Standards Committee were developed to guide committee members in the fulfillment of their duties.

**STRUCTURE OF THE COMMITTEE**

1. Committee shall be comprised of three (3) Members appointed by Council. The members shall appoint one member to act as the Chair. In the absence of the Chair, the Committee shall appoint another Committee Member to act in their absence.
2. Recruitment and review of potential members shall be done as a call of interest at the beginning of the term of Council. Selection will be through the Mayor in consultation with Council, and shall be appointed for the term of Council, but not less than one year.
3. The Township shall appoint a staff member as the secretary for the committee.
4. A quorum of the Committee shall consist of a majority of its members, or 51%.
5. All Township residents interested in serving on the Rental Standards Committee will be asked to identify themselves through the application process. Those names will be put forward to Council and representatives will be selected by Council for the term of Council, with consideration for the following criteria;
  - 6.1 Be a qualified elector in the Township of Augusta;
  - 6.2 Available and committed to attend all Committee Meetings;
  - 6.3 Understanding of the Building Code;
  - 6.4 Possess relevant education or experience in order to fully consider the evidence provided.
  - 6.5 Be available to conduct site inspections of subject properties
6. In the event that a committee member resigns from the committee, it must be in writing and they will be replaced within 60 days of the resignation.
7. The Committee shall meet on, an as needed basis, upon appeal of an Order under the Rental Property Standards By-Law.
8. Council Members do not reside on the Rental Property Standards Committee.

**FUNCTIONS OF THE COMMITTEE**

The Committee is a quasi-judicial body with the authority under the Building Code Act, to hold public hearings on appeals submitted to the Committee for matter related to The Corporation of the Municipality of Augusta's Rental Property Standards by-law.

To Committee shall convene to hear appeals that have been filed by property owners with respect to the rental property standards orders to repair issued by the Township's Property Standards Officer.

The Committee is authorized under the Building Code Act to:

- Hear an appeal filed
- Confirm, modify or rescind the order to demolish or repair (when it would maintain the general intent and purpose of the Rental Property Standards By-law)
- Extend the time for complying the Order.

The Committee operates independently from Council and its decisions may be appealed to the Superior Court of Justice.

## **OPERATION OF THE COMMITTEE**

The Committee is responsible for the maintaining the intent of the Rental Property Standards By-law and with protecting the rights of individuals affected by the decisions made.

### **Procedures**

Except as otherwise provided in the Terms of Reference, all other procedural matters shall be governed under the Municipal Procedural By-law.

#### **Notice of Appeal**

An Appeal by an owner served with a Rental Property Standards Order shall be made by sending a notice of appeal by registered mail to the Committee Secretary within fourteen (14) days after being served with the Order.

Notice of appeal shall include:

- A copy of the Order that was served;
- A statement setting out the grounds for the Appeal; and
- The name, address and telephone number of the Appellant and their representative, if applicable.

If the submitted notice is incomplete, the secretary shall send to the appellant a letter within twenty (20) days of receipt of the notice of appeal to specify what additional information is required by the Committee. If no response is received within twenty (20) days of the letter being sent, the Committee may consider the attempted appeal abandoned.

#### **Notice of Hearings/Hearings**

Upon receipt of a Notice of Appeal, the Secretary will send a Notice of Hearing to the Appellant and to affected parties by registered mail at least twenty-one (21) days prior to the hearing.

The Notice of Hearing shall include:

- A statement of the time, place and purpose of the Hearing; and
- A statement that, if the Appellant does not attend at the Hearing, the Committee may proceed in their absence and they shall not be entitled to any further notice in the proceedings.

Upon receipt, the Rental Property Standards Committee the Secretary shall convene the Committee.

Meetings of the Committee shall be held at the Municipal office.

When the Committee determines that an inspection of the property is warranted, the Committee Members may conduct an inspection of the property and the Parties shall be notified of the time of the inspection of the property and may be present with the Committee at the time of the inspection.

The Rental Property Standards Officer in support of the Order shall send a disclosure package to the Appellant which may include the following:

- A copy of the signed Order
- A copy of the Rental Property Standards notes
- A copy of photographs they have taken of the property
- Any additional material that the Committee deems pertinent

If the Appellant has any material, such as documents or photographs, that they wish to use during the hearing, they should disclose the information to the Rental Property Standards Officer in advance of the hearing.

If either the Rental Property Standards Officer or the Appellant brings forward material during the Hearing that was not disclosed, the Committee will recess the Hearing to allow the other party to review the material. When the Hearing resumes, the other party will be given the opportunity to state any objections to the use of the material during the

Hearing. The Committee will decide, based on the submissions to the parties, whether or not the material may be referred to or introduced into evidence.

### Public Meeting

An agenda is available for the public at the Hearing.

All information pertaining to an application will be presented at the hearing and all discussion on the specifics of an application will take place at the hearing.

All attendee must sign in.

The Chair will call the meeting to order and ask Members to declare any conflicts of interest.

The Chair will state the municipal address of the property for which the appeal is being held.

The Rental Property Standards Officer will present its case first and call any witnesses. Then the Appellant may call their witnesses, who may be the Appellant themselves. The Secretary shall swear in the witness, by affirmation. The Committee may ask their own question of the witnesses.

The Rental Property Standards Officer and the Appellant will make their final submissions, which should include what each party is requesting of the Committee.

The Committee may retire to deliberate in the absence of the public, and the secretary shall retire with the Committee.

The Secretary shall keep on file the records of all official business of the Committee.

### Decisions

The Committee decisions will be made at a public hearing.

The Secretary shall forward notice of the Committee's decision to all those notified of the Hearing and to everyone who appears before the Committee.

The written decision shall be signed by all Members of the Committee that took part in the Hearing and the Secretary shall forward notice of the Committee's decision, by register mail within two (2) weeks of the Public Hearing, to all those notified of the Hearing and to everyone who appears before the Committee.

If the Committee determines that additional information is required to render a decision, it may adjourn to matter to a future Hearing date.

### CODE OF CONDUCT

All Council Members, Municipal employees and volunteers will be guided by relevant policies and procedures including the Code of Conduct, Workplace Violence and Harassment Policy and Municipal Freedom of Information and Privacy and Protection Act.

Members have a decision-making ability, therefore should be cognizant of conflict of interest in terms of issues which may serve to benefit them, (or parent, spouse, or child, sibling) directly or indirectly.

In order to provide a positive and respectful workplace, all Council, staff and volunteers will refrain from personal harassment and workplace conflict behaviour, including offensive remarks or other actions that create intimidating, hostile or humiliating working conditions.



**THE CORPORATION OF THE TOWNSHIP OF AUGUSTA  
BY-LAW NUMBER 3397-2019**

**BEING A BY-LAW TO ESTABLISH COMMITTEES FOR  
THE TOWNSHIP OF AUGUSTA.**

**WHEREAS** Section 5 of the Act provides that a municipality's power shall be exercised by by-law;

**AND WHEREAS** Council wishes to recognize and establish Committees of Council and their Terms of Reference,


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

1. THAT pursuant to this By-law the following committees of Council are hereby established
  - Operations and Waste Management Committee
  - Economic Development and Tourism Committee
  - Planning Advisory Committee
  - Rental Property Standards Committee
2. THAT the Committees shall operate in accordance with the Terms of Reference attached hereto as schedule A
3. THAT By-laws 3142-2015, 3206-2015, 3288-2017 are hereby rescinded
4. THAT all other by-laws inconsistent herewith are hereby repealed
5. THAT this by-law shall come into force and effect on the date of passing.

**READ** a first and second time this 10 day of June, 2019.

**READ** a third time and passed this 10 day of June, 2019.

  
MAYOR

  
DEPUTY CLERK

## Schedule A By-law 3397-2019

### ECONOMIC DEVELOPMENT AND TOURISM COMMITTEE TERMS OF REFERENCE

#### MISSION

Under the Direction of Council and Senior Staff to work in an advisory capacity to attract, promote, retain and expand economic development and tourism within Augusta Township to make our Township a sustainable community in which to reside, work and play.

#### TERMS OF REFERENCE

The following Terms of Reference for the Economic Development and Tourism Committee (EDTC) were developed to guide committee members in the fulfillment of their duties. The EDTC is an important resource to assist Council in maintaining an economically sustainable community.

#### STRUCTURE OF THE COMMITTEE

1. Committee shall be comprised of seven to nine (7-9) Members appointed by Council. One (1) Members shall be a member of Council, who shall act as the Chair. In the absence of the Chair, the Committee may appoint a Member to act in their absence.
2. Recruitment and review of potential members shall be done as a call of interest at the beginning of the term of Council. Selection will be through the Mayor in consultation with Council, and shall be appointed for the term of Council, but not less than one year.
3. The Mayor shall be an Ex-officio Member, but shall not count as quorum.
4. The Township shall appoint a staff member as the secretary for the committee.
5. A quorum of the Committee shall consist of a majority of its members, or 51%.
6. All Township residents or representatives of businesses active in the Township interested in serving on the EDTC will be asked to identify themselves through the application process. Those names will be put forward to Council and representatives will be selected by Council for the term of Council, with consideration for the following criteria;
  - 6.1 Candidates from various business/industry sectors;
  - 6.2 Candidate's willingness to take on responsibilities for specific areas of the economic development program;
  - 6.3 Candidate's qualifications and commitment to the functions of the committee as outlined below; and
  - 6.4 Candidate's availability to participate.
7. In the event that a committee member resigns from the committee they will be replaced within 60 days of the resignation, if Membership falls below seven (7) total.
8. Any member who misses three consecutive meetings shall be dismissed from the Committee at the discretion of the Chair and be replaced by a qualified candidate appointed by Council.
9. The Committee shall meet every month, on the Monday of the first full week of that month (except July and August). More than one meeting or a change of schedule may occur at the discretion of the Chair.
10. The Chair may invite any additional person(s) to attend the meeting to provide additional information and comment, but such invited person(s) shall not participate in the regular business of the meeting.
11. The Committee from time to time, at their discretion may form ad hoc committees to act as working groups for a specific project.

12. Except as otherwise provided in the Terms of Reference, all other procedural matters shall be governed under the Municipal Procedural By-law.

### **FUNCTIONS OF THE COMMITTEE**

To achieve the mission of the EDTC the committee's functions shall be to:

- Maintain and improve economic development & Tourism opportunities in Augusta;
- Assist staff and Council and participate in marketing programs
- Represent and advocate for Augusta in economic development matters;
- Along with Council and staff, participate in future strategies to enhance Augusta's economic viability;
- Develop and/or recommend economic development policies (for example marketing programs, special projects and initiatives);
- Work with outside agencies and the private sector to ensure the development and promotion of Augusta;
- Consult with community groups and businesses in matters relating to economic development;
- Take into consideration relevant documents/guides from various agencies such as; the OFA's 'Agriculture Matters A Guide for Municipal Councillors and Staff' when deciding on issues that could affect the municipality, as well as identifying opportunities for local communities.
- Evaluate and review economic development programs/policies and make recommendations to Council;
- Assist in the implementation of Council adopted strategies and plans;
- Any other duties which may be specifically referred by Council to the Committee.

### **RECOMMENDATIONS OF THE COMMITTEE**

The EDTC shall report directly to Council. Any resolutions/recommendations that come out of the committee meeting will be forwarded to the Clerk in the form of a motion in order to include the item in the next Council agenda during the 'Committee Report' section.

### **CODE OF CONDUCT**

All Council Members, Municipal employees and volunteers will be guided by relevant policies and procedures including the Code of Conduct, Workplace Violence and Harassment Policy and the Conflict of Interest Act.

In order to provide a positive and respectful workplace, all Council, staff and volunteers will refrain from personal harassment and workplace conflict behaviour, including offensive remarks or other actions that create intimidating, hostile or humiliating working conditions.

**Operations and Waste Management Committee  
Terms of Reference**

**PURPOSE**

The Operations and Waste Management Committee is an advisory committee appointed by Council that is responsible for the provision of advice to Council on matters concerning the provision of waste management services at the Township's two waste transfer stations. It is also a function of this Committee to provide comments and advice on an ad-hoc basis with respect to the management and maintenance of the Township's municipal road system.

**STRUCTURE OF THE COMMITTEE**

1. Committee shall be comprised of seven to nine (7-9) Members appointed by Council. One (1) Members shall be a member of Council, who shall act as the Chair. In the absence of the Chair, the Committee may appoint a Member to act in their absence.
2. Recruitment and review of potential members shall be done as a call of interest at the beginning of the term of Council. Selection will be through the Mayor in consultation with Council, and shall be appointed for the term of Council, but not less than one year.
3. Mayor shall be an Ex-officio Member, but shall not count as quorum
4. The Township shall appoint a staff member as the secretary for the committee.
5. Committee staff support will be provided by the Manager of Public Works and the waste management services Contractor.
6. A quorum of the Committee shall consist of a majority of its members, or 51%.
7. All residents interested in serving on The Committee will be asked to identify themselves through the application process. Those names will be put forward to Council and representatives will be selected for the term of Council, with consideration for the following:
  - Candidates from various business/industry sectors;
  - Candidates with an understanding of the delivery of public services;
  - Candidate's qualifications and commitment to the functions of the committee as outlined below; and
  - Candidate's availability to participate.
8. In the event that a committee member resigns from The Committee they will be replaced within 60 days of resigning if the membership falls below seven (7) total.
9. Any member who misses three consecutive meetings shall be dismissed from the Committee at the discretion of the Chair and be replaced by a qualified candidate appointed by Council.
10. The Committee shall meet every month, on the second Thursday of the month (except July and August), with a quarterly focus on Operations and a monthly focus on Waste Management.
11. More than one meeting or a change of schedule may occur at the discretion of the Chair.
12. The Committee from time to time, at their discretion may form ad hoc committees to act as working groups for a specific project.
13. Except as otherwise provided in the Terms of Reference, all other procedural matters shall be governed under the Municipal Procedural By-law.
14. The Chair may invite any additional person(s) to attend the meeting to provide additional information and comment, but such invited person(s) shall not participate in the regular business of the meeting. Only committee members have voting rights.

**FUNCTIONS OF THE COMMITTEE**

1. To advise Council on preferred level of service regarding waste and recycling operations within the Township.
2. To make recommendations to Council on alternate waste handling



- systems.
3. To assist Council to promote recycling and waste management in the Township.
  4. To provide community based input or feedback into the waste and recycling functions of Council.
  5. To review the Township's asset management documents and to recommend priority capital projects for the municipal road infrastructure.
  6. Take into consideration relevant documents/guides from various agencies such as the OFA's *'Agriculture Matters A Guide for Municipal Councillors and Staff'* when deciding on issues that could affect the municipality, as well as identifying opportunities for local communities.
  7. The Committee from time to time, at their discretion may form ad hoc committees to act as working groups for a specific project.
  8. Other functions as may be assigned by Council on an ad-hoc basis.

(Note: The role of the committee does not include the operational management of the public works department as it relates to the delivery of transportation or waste management functions.)

#### **RECOMMENDATIONS OF THE COMMITTEE**

The Operations Review Committee shall report directly to Council. Any resolutions/recommendations that come out of the committee meeting will be forwarded to the Clerk in the form of a motion in order to include the item in the next Council agenda during the 'Committee Report' section.

#### **CODE OF CONDUCT**

All Council Members, Municipal employees and volunteers will be guided by relevant policies and procedures including the Code of Conduct, Workplace Violence and Harassment Policy and the Conflict of Interest Act.

In order to provide a positive and respectful workplace, all council, staff and volunteers will refrain from personal harassment and workplace conflict behaviour, including offensive remarks or other actions that create intimidating, hostile or humiliating working conditions.

**PLANNING ADVISORY COMMITTEE  
TERMS OF REFERENCE**

**PURPOSE**

The Planning Advisory Committee is appointed by Council under the authority granted by the Province of Ontario in the *Planning Act*, 1990 for the purposes of providing Council with recommendations specific to community planning matters, development and policies.

**TERMS OF REFERENCE**

The following Terms of Reference for the Planning Advisory Committee (PAC) were developed to guide committee members in the fulfillment of their duties. The PAC is an important resource and tool to assist Council in maintaining an economically sustainable community.

**STRUCTURE OF THE COMMITTEE**

9. Committee shall be comprised of seven to nine (7-9) Members appointed by Council. One (1) Members shall be a member of Council, who shall act as the Chair. In the absence of the Chair, the Committee may appoint a Member to act in their absence.
10. Recruitment and review of potential members shall be done as a call of interest at the beginning of the term of Council. Selection will be through the Mayor in consultation with Council, and shall be appointed for the term of Council, but not less than one year.
11. The Mayor shall be an Ex-officio Member, but shall not count as quorum.
12. The Township shall appoint a staff member as the secretary for the committee.
13. A quorum of Committee shall consist of a majority of its members, or 51%.
14. All residents interested in serving on The Committee will be asked to identify themselves through the application process. Those names will be put forward to Council and representatives will be selected for the term of Council, with consideration for the following;
  - Candidates from various business/industry sectors;
  - Candidates with an understanding of rural affairs;
  - Candidate's qualifications and commitment to the functions of the committee as outlined below; and
  - Candidate's availability to participate.
15. In the event that a committee member resigns from The Committee they will be replaced within 60 days of resigning, if Membership falls below seven (7) total.
16. Any member who misses three consecutive meetings shall be dismissed from the Committee at the discretion of the Chair and be replaced by a qualified candidate appointed by Council.
17. The Committee shall meet on an as needed basis. More than one meeting a month or a change of schedule may occur at the discretion of the Chair.
18. The Chair may invite any additional person(s) to attend the meeting to provide additional information and comment, but such invited person(s) shall not participate in the regular business of the meeting.
19. The Committee from time to time, at their discretion may form ad hoc committees to act as working groups for a specific project.
20. Except as otherwise provided in the Terms of Reference, all other procedural matters shall be governed under the Municipal Procedural By-law

**FUNCTIONS OF THE COMMITTEE**

The functions of the PAC shall be as follows:

- To review and provide Council with recommendations on Planning Act applications including:
  - Consents
  - Subdivisions
  - Site Plan Control
  - Zoning Amendments
  - Official Plan Amendments

- o Temporary Use By-laws
- Review of municipal drain improvement requests;
- Receive and address Drainage Superintendent recommendations, reports and studies;
- Any other applications or duties which may be specifically referred by Council to the Planning Advisory Committee.
- Take into consideration the OFA's 'Agriculture Matters A Guide of Municipal Councillors and Staff' when deciding on issues that could affect farmers today, as well as identifying opportunities for local communities to support this untapped, and sometime undervalued, economic sector.

#### **RECOMMENDATIONS OF THE COMMITTEE**

The Committee shall report directly to Council. Any resolutions/recommendations that come out of the Committee meeting will be forwarded for Council as a recommendation for consideration at the next Council meeting during the Committee report item on the agenda.

#### **CODE OF CONDUCT**

All Council Members, Municipal employees and volunteers will be guided by relevant policies and procedures including the Code of Conduct, Workplace Violence and Harassment Policy and the Conflict of Interest Act.

In order to provide a positive and respectful workplace, all Council, staff and volunteers will refrain from personal harassment and workplace conflict behaviour, including offensive remarks or other actions that create intimidating, hostile or humiliating working conditions.

**RENTAL PROPERTY STANDARDS COMMITTEE  
TERMS OF REFERENCE**

**PURPOSE**

The Rental Property Standards Committee (Committee) is appointed by Council pursuant to the provisions of the building Code Act to deal with matters related to the Township of Augusta's Rental Property Standards By-law.

When the owner of a property, upon whom an order has been served by a Municipal By-law Officer, is not satisfied with the terms or conditions of the order, the owner may appeal to the Rental Property Standards Committee.

**TERMS OF REFERENCE**

The following Terms of Reference for the Rental Property Standards Committee were developed to guide committee members in the fulfillment of their duties.

**STRUCTURE OF THE COMMITTEE**

1. Committee shall be comprised of three (3) Members appointed by Council. The members shall appoint one member to act as the Chair. In the absence of the Chair, the Committee shall appoint another Committee Member to act in their absence.
2. Recruitment and review of potential members shall be done as a call of interest at the beginning of the term of Council. Selection will be through the Mayor in consultation with Council, and shall be appointed for the term of Council, but not less than one year.
3. The Township shall appoint a staff member as the secretary for the committee.
4. A quorum of the Committee shall consist of a majority of its members, or 51%.
5. All Township residents interested in serving on the Rental Standards Committee will be asked to identify themselves through the application process. Those names will be put forward to Council and representatives will be selected by Council for the term of Council, with consideration for the following criteria;
  - 6.1 Be a qualified elector in the Township of Augusta;
  - 6.2 Available and committed to attend all Committee Meetings;
  - 6.3 Understanding of the Building Code;
  - 6.4 Possess relevant education or experience in order to fully consider the evidence provided.
  - 6.5 Be available to conduct site inspections of subject properties
6. In the event that a committee member resigns from the committee, it must be in writing and they will be replaced within 60 days of the resignation.
7. The Committee shall meet on, an as needed basis, upon appeal of an Order under the Rental Property Standards By-Law.
8. Council Members do not reside on the Rental Property Standards Committee.

**FUNCTIONS OF THE COMMITTEE**

The Committee is a quasi-judicial body with the authority under the Building Code Act, to hold public hearings on appeals submitted to the Committee for matter related to The Corporation of the Municipality of Augusta's Rental Property Standards by-law.

To Committee shall convene to hear appeals that have been filed by property owners with respect to the rental property standards orders to repair issued by the Township's Property Standards Officer.

The Committee is authorized under the Building Code Act to:

- Hear an appeal filed
- Confirm, modify or rescind the order to demolish or repair (when it would maintain the general intent and purpose of the Rental Property Standards By-law)
- Extend the time for complying the Order.

The Committee operates independently from Council and its decisions may be appealed to the Superior Court of Justice.

## **OPERATION OF THE COMMITTEE**

The Committee is responsible for the maintaining the intent of the Rental Property Standards By-law and with protecting the rights of individuals affected by the decisions made.

### **Procedures**

Except as otherwise provided in the Terms of Reference, all other procedural matters shall be governed under the Municipal Procedural By-law.

#### **Notice of Appeal**

An Appeal by an owner served with a Rental Property Standards Order shall be made by sending a notice of appeal by registered mail to the Committee Secretary within fourteen (14) days after being served with the Order.

Notice of appeal shall include:

- A copy of the Order that was served;
- A statement setting out the grounds for the Appeal; and
- The name, address and telephone number of the Appellant and their representative, if applicable.

If the submitted notice is incomplete, the secretary shall send to the appellant a letter within twenty (20) days of receipt of the notice of appeal to specify what additional information is required by the Committee. If no response is received within twenty (20) days of the letter being sent, the Committee may consider the attempted appeal abandoned.

#### **Notice of Hearings/Hearings**

Upon receipt of a Notice of Appeal, the Secretary will send a Notice of Hearing to the Appellant and to affected parties by registered mail at least twenty-one (21) days prior to the hearing.

The Notice of Hearing shall include:

- A statement of the time, place and purpose of the Hearing; and
- A statement that, if the Appellant does not attend at the Hearing, the Committee may proceed in their absence and they shall not be entitled to any further notice in the proceedings.

Upon receipt, the Rental Property Standards Committee the Secretary shall convene the Committee.

Meetings of the Committee shall be held at the Municipal office.

When the Committee determines that an inspection of the property is warranted, the Committee Members may conduct an inspection of the property and the Parties shall be notified of the time of the inspection of the property and may be present with the Committee at the time of the inspection.

The Rental Property Standards Officer in support of the Order shall send a disclosure package to the Appellant which may include the following:

- A copy of the signed Order
- A copy of the Rental Property Standards notes
- A copy of photographs they have taken of the property
- Any additional material that the Committee deems pertinent

If the Appellant has any material, such as documents or photographs, that they wish to use during the hearing, they should disclose the information to the Rental Property Standards Officer in advance of the hearing.

If either the Rental Property Standards Officer or the Appellant brings forward material during the Hearing that was not disclosed, the Committee will recess the Hearing to allow the other party to review the material. When the Hearing resumes, the other party will be given the opportunity to state any objections to the use of the material during the

**Hearing.** The Committee will decide, based on the submissions to the parties, whether or not the material may be referred to or introduced into evidence.

#### **Public Meeting**

An agenda is available for the public at the Hearing.

All information pertaining to an application will be presented at the hearing and all discussion on the specifics of an application will take place at the hearing.

All attendee must sign in.

The Chair will call the meeting to order and ask Members to declare any conflicts of interest.

The Chair will state the municipal address of the property for which the appeal is being held.

The Rental Property Standards Officer will present its case first and call any witnesses. Then the Appellant may call their witnesses, who may be the Appellant themselves. The Secretary shall swear in the witness, by affirmation. The Committee may ask their own question of the witnesses.

The Rental Property Standards Officer and the Appellant will make their final submissions, which should include what each party is requesting of the Committee.

The Committee may retire to deliberate in the absence of the public, and the secretary shall retire with the Committee.

The Secretary shall keep on file the records of all official business of the Committee.

#### **Decisions**

The Committee decisions will be made at a public hearing.

The Secretary shall forward notice of the Committee's decision to all those notified of the Hearing and to everyone who appears before the Committee.

The written decision shall be signed by all Members of the Committee that took part in the Hearing and the Secretary shall forward notice of the Committee's decision, by register mail within two (2) weeks of the Public Hearing, to all those notified of the Hearing and to everyone who appears before the Committee.

If the Committee determines that additional information is required to render a decision, it may adjourn to matter to a future Hearing date.

#### **CODE OF CONDUCT**

All Council Members, Municipal employees and volunteers will be guided by relevant policies and procedures including the Code of Conduct, Workplace Violence and Harassment Policy and Municipal Freedom of Information and Privacy and Protection Act.

Members have a decision-making ability, therefore should be cognizant of conflict of Interest in terms of issues which may serve to benefit them, (or parent, spouse, or child, sibling) directly or indirectly.

In order to provide a positive and respectful workplace, all Council, staff and volunteers will refrain from personal harassment and workplace conflict behaviour, including offensive remarks or other actions that create intimidating, hostile or humiliating working conditions.

**REPORT NUMBER:** 2020-070  
**REPORT TO COUNCIL** July 27, 2020  
**RE:** Advertising Promotion  
**AUTHOR:** Annette Simonian, Clerk

**RECOMMENDATION:**

THAT Council authorize the Clerk to enter into a contract with the Recorder and Times for their Shop Local Summer Promotion at an upset limit of \$1,575, plus HST.

**BACKGROUND**

The Recorder and Times is offering a media package to promote Shop Local This Summer.

The promotion is for a full-page advertisement in the local Brockville Recorder and Times and the Brockville and Prescott This Week, which are free to every household, plus 20,000 digital ads.

**ANALYSIS**

The Promotion can be for one to three weeks and includes 20,000 digital ads each week. Digital ads have a much larger reach and can be targeted to any geographical area we want, for example, to include Kingston and Cornwall we would ask for a 100km radius that would target users in that area.

This is similar to what we did in the South Grenville Journal when they approached us about their discounted rate promotion during May and June.

As we move into Stage 3 reopening, more businesses will be opening and offering more and different services than what they did when COVID first started. A full page advertisement would hold 24 – 27 business card size advertisements and still leave space for the Township to promote some of our own initiatives such as the farmer's market, COVID-19 business success stories and/or a promotion of the area.

Staff recommends Council approve a three-week promotion to help support our local business during COVID-19 Stage 3 reopening efforts.

Staff applied for the Post Media Marketing Grant and was awarded 50% extra advertising money to use based on the total amount we spend. Therefore, if we spend this \$1,575, we will get an extra \$787.50 to use for other advertising for the Township. For example, Public Notices, Survey requests and COVID-19 Rules and Guidelines for recreation centres and playgrounds etc.

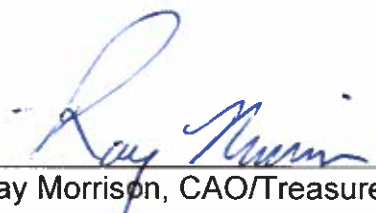
As a Community building activity, Staff is building a businesses database and would seek to ensure all who might benefit are offered the opportunity to be included in this promotion.

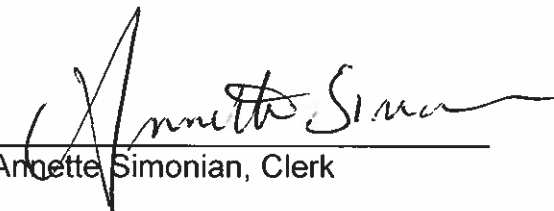
## OPTIONS

1. Take staff recommendation, participate for 3 weeks, total cost \$1575.
2. Participate for one week only. Price for one week is \$699.00/per week.
3. Participate for two weeks. Price for two weeks is \$599.00/per week.
4. Do not participate

## FINANCIAL

This expenditure was not included in the 2020 advertising budget, thus would represent an over expenditure. For 2020, it would be charged to COVID-19 one time expenditure account which is being tracked and reported separately, then considered further during 2021 budget planning.

  
\_\_\_\_\_  
Ray Morrison, CAO/Treasurer

  
\_\_\_\_\_  
Annette Simonian, Clerk



REPORT NUMBER: 2020-071  
REPORT TO COUNCIL: July 27<sup>th</sup>, 2020  
RE: Recreation Activity Report  
PREPARED BY: Nicole Walker, Comm. Dev & Rec Coord.  
Isaac Scott, Recreation Summer Student

RECOMMENDATION:

THAT Council receive the Recreation Activity Report as prepared by the Community Development and Recreation Coordinator dated July 27<sup>th</sup>, 2020 for information.

UPDATES:

COVID-19:

- All indoor recreational facilities are currently closed, we are working toward opening at decreased capacity and modified protocol. Volunteers and staff are not jumping at the idea of reopening sports and rec, as it poses a liability risk for the Township and volunteers. We will not open for weddings or parties that involve dancing. Masks must be worn inside; sanitation policies and social distancing guidelines must be adhered to before the halls can be rented out. A meeting will be held with the recreation committee to discuss next steps.

Recreational Lending Library:

- The recreation equipment storage unit has been placed behind the library. Excavation is complete. Selleck construction is constructing the storage cubby. Wiltsie's in Brockville will be replacing the back window with a door.



MERC:

- MERC is still interested in creating an outdoor wedding space, where the rink area can be dual purposed in the summer months. They are looking to have a professional give us some quotes. The area is very beautiful and would create a nice "in the woods" feeling.

Soccer and Baseball:

- Maitland Soccer registration refunds have been completed, finally! I had to reach out to 300 parents to gain a return address, or a request to defer

payment to next season. Over the span of 7 days, from June 10<sup>th</sup> to July 16<sup>th</sup>, I spent 25.5 hours coordinating information, organizing papers, reaching out to families, answering questions and creating return envelopes.

- Domville is interested in getting softball league up and running, but it will be a while before they can demonstrate, as a league, that they are able to run the league safely and under modified conditions.

#### Summer Student:

- Isaac Scott has returned to work in full swing. He is cleaning up the parks and doing some risk management work. We have created a budget for supplies and have a work schedule that will keep him very busy!
- Recreation Department Report to Council – June 2020
  - Daily watering and weeding of flowers, shrubs, bushes, and flower beds at Township Office
  - Daily cleaning of Township SUV following COVID-19 Safety Guidelines
  - Planted new shrubs at Township Office
  - Inspection of municipal parks and playgrounds three times weekly
  - Garbage pickup at Maitland Lookout Site three times weekly
  - Weekly garbage pickup and disposal from Township Office
  - Garbage pickup at all parks and playground when necessary
  - Disassembly of rink boards at Maynard Ball Park
  - Painted rink boards at Maynard Ball Park
  - Assembled rink boards in Maynard Tennis/Ball Hockey/Basketball courts
  - Installed chain link mesh on basketball hoops in Maynard
  - Attended meeting at North Augusta Masonic Hall and spoke with North Augusta Recreation Committee members and reporters
  - Installed new signage at Dive Site and cleaned up area for reopening
  - Fixed and painted merry go round



#### Dive Site:

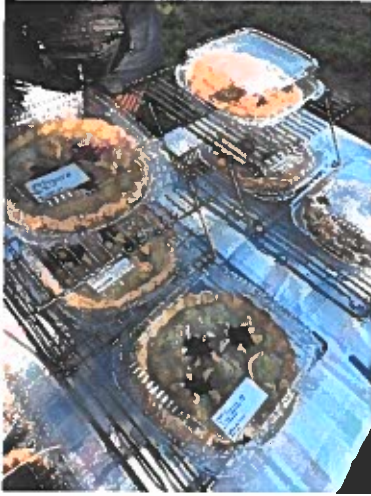
- The Rothesay Dive Site has been used well since reopening on June 26<sup>th</sup>, most site users have respected the regional guidelines posted in French and English on the site change rooms. Port-a-poty will be returned to the site, cleaning will be completed on a daily basis, in a co-operative arrangement with the Town of Prescott, who have hired a student full time to disinfect for Covid 19.

#### Masonic Hall:

- Ongoing improvements continue, with significant help and donations from local volunteers and supporters, including; preparations to replace the holding tank, new front door, tree removal and yard beautification and maintenance.
- Over the next five years, the Township, in collaboration with North Augusta recreation committee and local support, seeks to continue to update and upgrade the hall.

#### Farmers' Market:

- North Augusta Farmer's Market has been a huge success, we have around 10-12 weekly venders, who provide the community with farm fresh produce, amazing baked goods, award winning jams and preserves, hand made bath and body works, all natural products, hand made art and crafts and clothing. Saturday's rain or shine, 9-12pm at the Old Masonic Hall. Visitors are encouraged to wear face masks and social distancing is monitored by staff. Each vender has sanitizer at their stand.



*N. Walker*

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**Nicole Walker**  
**Comm. Dev. & Rec. Coord.**

*Ray Morrison*

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

**REPORT #:** 2020-072

**REPORT TO COUNCIL:** July 27, 2020

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

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

**RECOMMENDATION:**

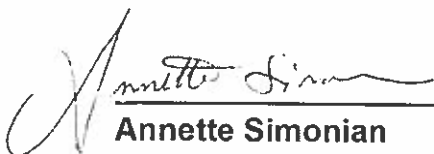
**THAT** Council receive, review and approve the payment of the accounts payable invoices paid on cheques #25496 – 25537 and online payments through to July 23, 2020 in the amount of \$437,890.28.

**PURPOSE**

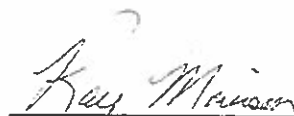
To provide Council the opportunity to review and approve the payment of the above noted invoices as provided on the attached list.

ATTACHMENT 1

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

  
Annette Simonian

Clerk



Ray Morrison  
CAO/Treasurer

Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
<b>Bank Code: AP - ACC/PAYABLE</b>					
Computer Cheques:					
25496 MAY102020	7/17/2020	ARTICULATE BUILD CONSULTI 600-01-014 - MAITLAND RECRE/	REPLACE LOST CH#25432 - MERC REPLACE LOST CH#25432 - M	250.00	250.00
25497 781789-1	7/17/2020	BEACH HOME HARDWARE 438-01-011 - P.W. SHOP SUPPLI	CUT SAW BLADE CUT SAW BLADE	152.59	
		102-01-099 - HST RECEIVABLE	HST Tax Code	16.85	
		900-01-099 - HST TRACKING	HST Tax Code	19.49	169.44
78309-1		600-01-025 - RECREATION PROI	GARBAGE BAGS	18.31	
		102-01-099 - HST RECEIVABLE	HST Tax Code	2.02	
		900-01-099 - HST TRACKING	HST Tax Code	2.34	20.33
183816-1		414-01-002 - BRUSHING - PART	BRUSHING	28.48	
		102-01-099 - HST RECEIVABLE	HST Tax Code	3.15	
		900-01-099 - HST TRACKING	HST Tax Code	3.64	31.63
784071-1		600-01-025 - RECREATION PROI	GARBAGE BAGS	18.31	
		102-01-099 - HST RECEIVABLE	HST Tax Code	2.02	
		900-01-099 - HST TRACKING	HST Tax Code	2.34	20.33
784952-1		438-01-011 - P.W. SHOP SUPPLI	CHAIN SAW PARTS	35.60	
		102-01-099 - HST RECEIVABLE	HST Tax Code	3.93	
		900-01-099 - HST TRACKING	HST Tax Code	4.55	39.53
785281-1		600-01-025 - RECREATION PROI	GARBAGE BAGS	36.61	
		102-01-099 - HST RECEIVABLE	HST Tax Code	4.05	
		900-01-099 - HST TRACKING	HST Tax Code	4.68	40.66
785782-1		600-01-005 - RECREATION PARI	SCREWS	14.03	
		102-01-014 - GST RECEIVABLE	BOTH-100% Tax Code	0.65	
		900-00-000 - Gst Paid (NI) (NI) (NI)	BOTH-100% Tax Code	0.65	14.68
787801-1		438-01-011 - P.W. SHOP SUPPLI	SHOP TOOLS	185.14	
		102-01-099 - HST RECEIVABLE	HST Tax Code	20.45	
		900-01-099 - HST TRACKING	HST Tax Code	23.65	205.59
788871-1		510-01-008 - WASTE DISPOSAL	MAYNARD WS PAINT & SUPPL	130.78	
		102-01-099 - HST RECEIVABLE	HST Tax Code	14.45	
		900-01-099 - HST TRACKING	HST Tax Code	16.71	145.23
				Payment Total:	687.42
25498 JUL2020	7/17/2020	BLAKEY'S POINT EAST PROPEI 428-01-002 - GRAVEL RESUR -	PRIVATE RD GRANT PRIVATE RD GRANT	1,620.00	1,620.00
25499 59445	7/17/2020	BROCKVILLE TRACTOR-TRAILI 457-01-002 - #8- 2014 FREIGHTL	TRUCK 8 REPAIRS TRUCK 8 REPAIRS	887.35	
		102-01-099 - HST RECEIVABLE	HST Tax Code	98.01	

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Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
		900-01-099 - HST TRACKING	HST Tax Code	113.36	985.36
59474		452-01-002 - #7 -2010 INT'L TANI TRUCK 7 COMPRESSOR		624.63	
		102-01-099 - HST RECEIVABLE	HST Tax Code	69.00	
		900-01-099 - HST TRACKING	HST Tax Code	79.80	693.63
59508		475-01-002 - #9- 2017 FREIGHTL TRUCK #9 REPAIRS		2,393.45	
		102-01-099 - HST RECEIVABLE	HST Tax Code	264.37	
		900-01-099 - HST TRACKING	HST Tax Code	305.77	2,657.82
59569		457-01-002 - #8- 2014 FREIGHTL TRUCK 8 PARTS		20.60	
		102-01-099 - HST RECEIVABLE	HST Tax Code	2.27	
		900-01-099 - HST TRACKING	HST Tax Code	2.63	22.87
59600		457-01-002 - #8- 2014 FREIGHTL MARKER LIGHTS TRUCK 8		28.34	
		102-01-099 - HST RECEIVABLE	HST Tax Code	3.13	
		900-01-099 - HST TRACKING	HST Tax Code	3.62	31.47
59626		457-01-002 - #8- 2014 FREIGHTL CAB AIR BAG TRUCK 8		98.16	
		102-01-099 - HST RECEIVABLE	HST Tax Code	10.84	
		900-01-099 - HST TRACKING	HST Tax Code	12.54	109.00
59656		465-01-002 - 2016 KUBOTA TRAC TRACTOR REPAIRS		115.75	
		102-01-099 - HST RECEIVABLE	HST Tax Code	12.79	
		900-01-099 - HST TRACKING	HST Tax Code	14.79	128.54
59685		457-01-002 - #8- 2014 FREIGHTL TRUCK 8 PARTS		6.03	
		102-01-099 - HST RECEIVABLE	HST Tax Code	0.67	
		900-01-099 - HST TRACKING	HST Tax Code	0.77	6.70
59723		457-01-002 - #8- 2014 FREIGHTL TRUCK 8 PARTS		12.17	
		102-01-099 - HST RECEIVABLE	HST Tax Code	1.34	
		900-01-099 - HST TRACKING	HST Tax Code	1.55	13.51
				Payment Total:	4,648.90
25500	7/17/2020	BROCK-IT LTD	MANAGED IT SERVICES		
1629		401-01-022 - COMPUTER EXPEN	MANAGED IT SERVICES	1,465.35	
		102-01-099 - HST RECEIVABLE	HST Tax Code	161.85	
		900-01-099 - HST TRACKING	HST Tax Code	187.20	1,627.20
25501	7/17/2020	CADUCEON ENVIRONMENTAL I	AUGUSTA LIBRARY		
20-8829		605-01-031 - LIBRARY - R&M - W	AUGUSTA LIBRARY	71.68	
		102-01-014 - GST RECEIVABLE	BOTH-100% Tax Code	3.32	
		900-00-000 - Gst Paid (NI) (NI) (NI	BOTH-100% Tax Code	3.32	75.00
20-8828		600-01-018 - NORTH AUGUSTA F	WATER TESTING - NA REC HA	67.54	
		102-01-099 - HST RECEIVABLE	HST Tax Code	7.46	
		900-01-099 - HST TRACKING	HST Tax Code	8.63	75.00
20-8827		402-01-013 - FIRE PROTECTION	WATER RESTING - FIRE STN	67.54	
		102-01-099 - HST RECEIVABLE	HST Tax Code	7.46	

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		900-01-099 - HST TRACKING	HST Tax Code	8.63	75.00
20-8825		600-01-014 - MAITLAND RECREA	WATER TESTING - MERC	75.00	75.00
20-8824		402-01-013 - FIRE PROTECTION	WATER TESTING FIRE STN #1	67.54	
		102-01-099 - HST RECEIVABLE	HST Tax Code	7.46	
		900-01-099 - HST TRACKING	HST Tax Code	8.63	75.00
20-8823		600-01-020 - ROEBUCK RECREA	WATER TESTING - ROEBUCK	67.54	
		102-01-099 - HST RECEIVABLE	HST Tax Code	7.46	
		900-01-099 - HST TRACKING	HST Tax Code	8.63	75.00
20-8822		600-01-016 - MAYNARD RECREA	WATER TESTING MAYNARD	75.00	75.00
20-8821		401-01-016 - REPAIRS & MAINTENANCE	WATER TESTING - OFFICE	81.05	
		102-01-099 - HST RECEIVABLE	HST Tax Code	8.95	
		900-01-099 - HST TRACKING	HST Tax Code	10.35	90.00
20-8826		438-01-028 - P.W. BLDG REPAIR	WATER TESTING	67.54	
		102-01-099 - HST RECEIVABLE	HST Tax Code	7.46	
		900-01-099 - HST TRACKING	HST Tax Code	8.63	75.00
			Payment Total:		690.00
25502	7/17/2020	CITY OF BROCKVILLE	MARRIAGE LICENCES		
13167		307-01-009 - LICENSES & PERMITS	MARRIAGE LICENCES	288.00	288.00
25503	7/17/2020	FALCON SECURITY CO.	FRONT DOOR UPGRADES		
1000063427		401-01-016 - REPAIRS & MAINTENANCE	FRONT DOOR UPGRADES	2,055.56	
		102-01-099 - HST RECEIVABLE	HST Tax Code	227.04	
		900-01-099 - HST TRACKING	HST Tax Code	262.60	2,282.60
25504	7/17/2020	FAST EDDIE'S AUTO RECYCLING	BAD PLASTICS		
7442		510-01-013 - CONTRACT SERVICES	BAD PLASTICS	2,675.39	
		102-01-099 - HST RECEIVABLE	HST Tax Code	295.51	
		900-01-099 - HST TRACKING	HST Tax Code	341.79	2,970.90
25505	7/17/2020	G. TACKABERRY & SONS	CONTRACT 2020-003		
G-0065984		428-01-002 - GRAVEL RESURFACING	CONTRACT 2020-003	140,713.30	
		102-01-099 - HST RECEIVABLE	HST Tax Code	15,542.32	
		900-01-099 - HST TRACKING	HST Tax Code	17,976.31	156,255.62
JUL152020		201-01-009 - ACCRUED LIABILITIES	2018/2019 HOLDBACKS BISSE	141,059.75	141,059.75
			Payment Total:		297,315.37
25506	7/17/2020	HOWARD CAMPBELL & SONS	MAYNARD & NA WASTE STATIONS		
34339		102-01-044 - DUE FROM FAST EDDIE'S	MAYNARD & NA WASTE STATIONS	90.05	
		102-01-099 - HST RECEIVABLE	HST Tax Code	9.95	
		900-01-099 - HST TRACKING	HST Tax Code	11.51	100.00



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Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
1931		102-01-044 - DUE FROM FAST E	MAYNARD & NA WASTE STATI	90.05	
		102-01-099 - HST RECEIVABLE	HST Tax Code	9.95	
		900-01-099 - HST TRACKING	HST Tax Code	11.51	100.00
MR2899		102-01-044 - DUE FROM FAST E	MONTHLY PORTABLE RENTAL	189.11	
		102-01-099 - HST RECEIVABLE	HST Tax Code	20.89	
		900-01-099 - HST TRACKING	HST Tax Code	24.16	210.00
				Payment Total:	410.00
25507	7/17/2020	INDUSTRIAL ELECTRICAL	JUNE 2020 STREETLIGHT MAINTEN/		
1028-7		500-01-014 - STREETLIGHT MAINT	JUNE 2020 STREETLIGHT MAINT	234.11	
		102-01-099 - HST RECEIVABLE	HST Tax Code	25.86	
		900-01-099 - HST TRACKING	HST Tax Code	29.91	259.97
25508	7/17/2020	J & L TRUCK & TRAILER	TANKER 8 NEW BATTERIES		
143300		402-01-014 - FIRE PROTECTION	TANKER 8 NEW BATTERIES	395.60	
		102-01-099 - HST RECEIVABLE	HST Tax Code	43.70	
		900-01-099 - HST TRACKING	HST Tax Code	50.54	439.30
25509	7/17/2020	JUNK TAXI	DUMPSTER RENTAL MASONIC HALL		
1495		401-01-009 - OTHER/MISCELLANEOUS	DUMPSTER RENTAL MASONIC	508.80	
		102-01-099 - HST RECEIVABLE	HST Tax Code	56.20	
		900-01-099 - HST TRACKING	HST Tax Code	65.00	565.00
25510	7/17/2020	KAREN LAVIGNE	JUNE MILEAGE		
JUN302020		406-01-004 - BUILDING MILEAGE	JUNE MILEAGE	247.05	
		102-01-099 - HST RECEIVABLE	HST Tax Code	27.29	
		900-01-099 - HST TRACKING	HST Tax Code	31.56	274.34
25511	7/17/2020	KEN MILLER EXCAVATING	CATCH BASIN CLEAN OUT		
36585		438-01-030 - PW - CONTRACT SERVICES	CATCH BASIN CLEAN OUT	3,556.68	3,556.68
25512	7/17/2020	GFL ENVIRONMENTAL INC	WDS CONTRACT SERVICES		
H30000028856		510-01-013 - CONTRACT SERVICES	WDS CONTRACT SERVICES	3,123.78	
		102-01-099 - HST RECEIVABLE	HST Tax Code	345.04	
		900-01-099 - HST TRACKING	HST Tax Code	399.07	3,468.82
H30000028924		510-01-013 - CONTRACT SERVICES	WDS CONTRACT SERVICES	3,188.07	
		102-01-099 - HST RECEIVABLE	HST Tax Code	352.13	
		900-01-099 - HST TRACKING	HST Tax Code	407.28	3,540.20
H30000028998		510-01-013 - CONTRACT SERVICES	WDS CONTRACT SERVICES	6,647.28	
		102-01-099 - HST RECEIVABLE	HST Tax Code	734.22	
		900-01-099 - HST TRACKING	HST Tax Code	849.20	7,381.50
				Payment Total:	14,390.52
25513	7/17/2020	LEVAC SUPPLY LIMITED	SHOP SUPPLIES		
1286221		438-01-011 - P.W. SHOP SUPPLIES	SHOP SUPPLIES	57.72	

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		102-01-099 - HST RECEIVABLE	HST Tax Code	6.37	
		900-01-099 - HST TRACKING	HST Tax Code	7.37	64.09
<b>25514</b>	<b>7/17/2020</b>	<b>M &amp; L SUPPLY</b>	<b>WATER PUMPS FOR 5 BACKPACKS</b>		
003370		402-01-015 - FIRE PROTECTION	WATER PUMPS FOR 5 BACKP,	728.91	
		102-01-099 - HST RECEIVABLE	HST Tax Code	80.51	
		900-01-099 - HST TRACKING	HST Tax Code	93.12	809.42
<b>25515</b>	<b>7/17/2020</b>	<b>MAXIMUM SIGNS</b>	<b>NO TRESPASSING SIGNS</b>		
86282		436-01-002 - SAFETY DEVICES -	NO TRESPASSING SIGNS	244.69	
		102-01-099 - HST RECEIVABLE	HST Tax Code	27.03	
		900-01-099 - HST TRACKING	HST Tax Code	31.26	271.72
<b>25516</b>	<b>7/17/2020</b>	<b>McINTOSH PERRY</b>	<b>PLANNING SERVICES</b>		
46837		615-01-001 - PLANNING & ZONIN	PLANNING SERVICES	580.03	
		102-01-099 - HST RECEIVABLE	HST Tax Code	64.07	
		900-01-099 - HST TRACKING	HST Tax Code	74.10	644.10
46878		625-01-001 - DRAINAGE SUPERI	DRAINAGE SUPERINTENDENT	488.70	
		102-01-014 - GST RECEIVABLE	BOTH-100% Tax Code	22.63	
		900-00-000 - Gst Paid (NI) (NI) (NI)	BOTH-100% Tax Code	22.63	511.33
				Payment Total:	1,155.43
<b>25517</b>	<b>7/17/2020</b>	<b>MORRIS CHEMICALS INC.</b>	<b>MUNICIPAL DUST CONTROL</b>		
0078331		426-01-002 - DUST LAYER-PART	MUNICIPAL DUST CONTROL	6,155.79	
		102-01-099 - HST RECEIVABLE	HST Tax Code	679.93	
		900-01-099 - HST TRACKING	HST Tax Code	786.41	6,835.72
0078367		426-01-002 - DUST LAYER-PART	MUNICIPAL DUST CONTROL	6,156.07	
		102-01-099 - HST RECEIVABLE	HST Tax Code	679.96	
		900-01-099 - HST TRACKING	HST Tax Code	786.45	6,836.03
0078366		426-01-002 - DUST LAYER-PART	MUNICIPAL DUST CONTROL	6,156.33	
		102-01-099 - HST RECEIVABLE	HST Tax Code	679.99	
		900-01-099 - HST TRACKING	HST Tax Code	786.48	6,836.32
0078690		426-01-002 - DUST LAYER-PART	MUNICIPAL DUST CONTROL	6,424.78	
		102-01-099 - HST RECEIVABLE	HST Tax Code	709.64	
		900-01-099 - HST TRACKING	HST Tax Code	820.77	7,134.42
0078729		426-01-002 - DUST LAYER-PART	MUNICIPAL DUST CONTROL	6,691.64	
		102-01-099 - HST RECEIVABLE	HST Tax Code	739.12	
		900-01-099 - HST TRACKING	HST Tax Code	854.87	7,430.76
0078751		426-01-002 - DUST LAYER-PART	MUNICIPAL DUST CONTROL	6,159.00	
		102-01-099 - HST RECEIVABLE	HST Tax Code	680.28	
		900-01-099 - HST TRACKING	HST Tax Code	786.82	6,839.28
0079654		426-01-002 - DUST LAYER-PART	MUNICIPAL DUST CONTROL	5,877.19	
		102-01-099 - HST RECEIVABLE	HST Tax Code	649.16	

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		900-01-099 - HST TRACKING	HST Tax Code	750.82	6,526.35
0079317		426-01-002 - DUST LAYER-PART MUNICIPAL DUST CONTROL		6,422.38	
		102-01-099 - HST RECEIVABLE	HST Tax Code	709.38	
		900-01-099 - HST TRACKING	HST Tax Code	820.47	7,131.76
0079655		426-01-002 - DUST LAYER-PART MUNICIPAL DUST CONTROL		6,691.37	
		102-01-099 - HST RECEIVABLE	HST Tax Code	739.09	
		900-01-099 - HST TRACKING	HST Tax Code	854.83	7,430.46
0079698		426-01-002 - DUST LAYER-PART MUNICIPAL DUST CONTROL		6,159.53	
		102-01-099 - HST RECEIVABLE	HST Tax Code	680.35	
		900-01-099 - HST TRACKING	HST Tax Code	786.89	6,839.88
0079738		426-01-002 - DUST LAYER-PART MUNICIPAL DUST CONTROL		6,278.22	
		102-01-099 - HST RECEIVABLE	HST Tax Code	693.45	
		900-01-099 - HST TRACKING	HST Tax Code	802.05	6,971.67
0079759		426-01-002 - DUST LAYER-PART MUNICIPAL DUST CONTROL		2,150.83	
		102-01-099 - HST RECEIVABLE	HST Tax Code	237.57	
		900-01-099 - HST TRACKING	HST Tax Code	274.77	2,388.40
				Payment Total:	79,201.05
25518	7/17/2020	<b>MOURAD ATALLAH</b>	<b>NEW HOME BUILD REFUND</b>		
JUL2020		307-01-020 - BUILDING & RELAT	NEW HOME BUILD REFUND	500.00	500.00
25519	7/17/2020	<b>MSC INDUSTRIAL SUPPLY ULC SHOP SUPPLIES</b>			
3847568001		438-01-011 - P.W. SHOP SUPPLI	43801011	438.37	
		102-01-099 - HST RECEIVABLE	HST Tax Code	48.42	
		900-01-099 - HST TRACKING	HST Tax Code	56.00	486.79
3848472001		438-01-011 - P.W. SHOP SUPPLI	SHOP SUPPLIES	117.01	
		102-01-099 - HST RECEIVABLE	HST Tax Code	12.93	
		900-01-099 - HST TRACKING	HST Tax Code	14.95	129.94
3726482001		438-01-011 - P.W. SHOP SUPPLI	SHOP SUPPLIES	275.75	
		102-01-099 - HST RECEIVABLE	HST Tax Code	30.46	
		900-01-099 - HST TRACKING	HST Tax Code	35.23	306.21
				Payment Total:	922.94
25520	7/17/2020	<b>NOVEXCO INC</b>	<b>OFFICE SUPPLIES</b>		
403411317		401-01-004 - OFFICE SUPPLIES	OFFICE SUPPLIES	13.51	
		402-01-005 - FIRE PROTECTION	CLIPBOARDS & TAPE	37.83	
		438-01-018 - P.W. OFFICE SUPP	PENS	18.23	
		102-01-099 - HST RECEIVABLE	HST Tax Code	7.68	
		900-01-099 - HST TRACKING	HST Tax Code	8.88	77.25
25521	7/17/2020	<b>OPTIMA SANTE GLOBALE</b>	<b>EAP FEES</b>		
F145278		401-01-011 - STAFF BENEFITS	EAP FEES	134.19	

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		102-01-099 - HST RECEIVABLE	HST Tax Code	14.82	
		900-01-099 - HST TRACKING	HST Tax Code	17.14	149.01
<b>25522</b>	<b>7/17/2020</b>	<b>POSTMEDIA NETWORK INC</b>	<b>ADVER FOR MERWIN LANE CROSSI</b>		
375055		401-01-018 - ADVERTISING & PF	ADVER FOR MERWIN LANE CF	457.92	
		102-01-099 - HST RECEIVABLE	HST Tax Code	50.58	
		900-01-099 - HST TRACKING	HST Tax Code	58.50	508.50
<b>25523</b>	<b>7/17/2020</b>	<b>PRESCOTT BUILDING CENTRE</b>	<b>SIGNS</b>		
2063727		436-01-002 - SAFETY DEVICES - SIGNS		44.67	
		102-01-099 - HST RECEIVABLE	HST Tax Code	4.94	
		900-01-099 - HST TRACKING	HST Tax Code	5.71	49.61
<b>25524</b>	<b>7/17/2020</b>	<b>PUROLATOR INC</b>	<b>SHIPPING FEES</b>		
444646366		402-01-005 - FIRE PROTECTION	SHIPPING FEES	10.59	
		102-01-099 - HST RECEIVABLE	HST Tax Code	1.17	
		900-01-099 - HST TRACKING	HST Tax Code	1.35	11.76
444862770		401-01-020 - POSTAGE	SHIPPING FEES	4.08	
		402-01-005 - FIRE PROTECTION	SHIPPING FEES	22.81	
		102-01-099 - HST RECEIVABLE	HST Tax Code	2.97	
		900-01-099 - HST TRACKING	HST Tax Code	3.44	29.86
444973481		402-01-005 - FIRE PROTECTION	SHIPPING FEES	4.08	
		102-01-099 - HST RECEIVABLE	HST Tax Code	0.45	
		900-01-099 - HST TRACKING	HST Tax Code	0.52	4.53
				Payment Total:	46.15
<b>25525</b>	<b>7/17/2020</b>	<b>RIVERSIDE BUICK GMC LTD.</b>	<b>TRUCK 1 REPAIRS</b>		
310698		462-01-002 - #1- 2017 GMC 1/2 T	TRUCK 1 REPAIRS	384.23	
		102-01-099 - HST RECEIVABLE	HST Tax Code	42.44	
		900-01-099 - HST TRACKING	HST Tax Code	49.09	426.67
<b>25526</b>	<b>7/17/2020</b>	<b>ROBERT BOWMAN</b>	<b>CHIEF CELL</b>		
JUL22020		402-01-004 - FIRE PROTECTION	CHIEF CELL	128.42	
		102-01-099 - HST RECEIVABLE	HST Tax Code	14.18	
		900-01-099 - HST TRACKING	HST Tax Code	16.40	142.60
<b>25527</b>	<b>7/17/2020</b>	<b>SANDS CANADA INC</b>	<b>GOWNS</b>		
BO703670		402-01-005 - FIRE PROTECTION	GOWNS	40.65	
		102-01-099 - HST RECEIVABLE	HST Tax Code	4.49	
		900-01-099 - HST TRACKING	HST Tax Code	5.19	45.14
<b>25528</b>	<b>7/17/2020</b>	<b>SOUTH NATION</b>	<b>2020 LEVY - 2ND INSTALLMENT</b>		
19690		403-01-002 - SOUTH NATION CC	2020 LEVY - 2ND INSTALLME	11,274.64	
		102-01-099 - HST RECEIVABLE	HST Tax Code	1,245.33	
		900-01-099 - HST TRACKING	HST Tax Code	1,440.35	12,519.97

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<b>25529</b>	<b>7/17/2020</b>	<b>JONATHAN STADIG</b>	<b>JON CELL PHONE</b>		
MAY92020		438-01-010 - P.W. TELEPHONE	JON CELL PHONE	72.75	
		102-01-099 - HST RECEIVABLE	HST Tax Code	8.03	
		900-01-099 - HST TRACKING	HST Tax Code	9.29	80.78
JUN92020		438-01-010 - P.W. TELEPHONE	JON CELL	72.75	
		102-01-099 - HST RECEIVABLE	HST Tax Code	8.03	
		900-01-099 - HST TRACKING	HST Tax Code	9.29	80.78
			Payment Total:		161.56
<b>25530</b>	<b>7/17/2020</b>	<b>STERLING GRACE</b>	<b>ASSISTANCE WITH SURVEY</b>		
2018		401-01-022 - COMPUTER EXPEN	ASSISTANCE WITH SURVEY	101.76	
		102-01-099 - HST RECEIVABLE	HST Tax Code	11.24	
		900-01-099 - HST TRACKING	HST Tax Code	13.00	113.00
<b>25531</b>	<b>7/17/2020</b>	<b>SUNBELT RENTALS OF CANAD</b>	<b>CONTRACT #2020-003</b>		
72600483-0001		428-01-002 - GRAVEL RESUR. -	CONTRACT #2020-003	167.19	
		102-01-099 - HST RECEIVABLE	HST Tax Code	18.47	
		900-01-099 - HST TRACKING	HST Tax Code	21.36	185.66
72598561-0002		428-01-002 - GRAVEL RESUR. -	EQUIP RENTAL - CONT 2020-	1,223.34	
		102-01-099 - HST RECEIVABLE	HST Tax Code	135.12	
		900-01-099 - HST TRACKING	HST Tax Code	156.28	1,358.46
72600483-0002		428-01-002 - GRAVEL RESUR. -	CONTRACT 2020-003	4,433.84	
		102-01-099 - HST RECEIVABLE	HST Tax Code	489.74	
		900-01-099 - HST TRACKING	HST Tax Code	566.43	4,923.58
			Payment Total:		6,467.70
<b>25532</b>	<b>7/17/2020</b>	<b>SUSAN BOSMAN</b>	<b>CLEANING SERVICES</b>		
JUL52020		401-01-001 - STAFF SALARIES	CLEANING SERVICES	82.53	82.53
JUL122020		401-01-001 - STAFF SALARIES	CLEANING SERVICES	82.53	82.53
			Payment Total:		165.06
<b>25533</b>	<b>7/17/2020</b>	<b>TNT DYNAMITE SIGNS</b>	<b>MERWIN LANE CLOSURE SIGNS</b>		
334931		436-01-002 - SAFETY DEVICES -	MERWIN LANE CLOSURE SIGI	457.92	
		102-01-099 - HST RECEIVABLE	HST Tax Code	50.58	
		900-01-099 - HST TRACKING	HST Tax Code	58.50	508.50
<b>25534</b>	<b>7/17/2020</b>	<b>TOMLINSON ENVIRONMENTAL</b>	<b>WASTE OIL</b>		
0000067414		510-01-017 - MHSW FEES	WASTE OIL	391.13	
		102-01-099 - HST RECEIVABLE	HST Tax Code	43.20	
		900-01-099 - HST TRACKING	HST Tax Code	49.97	434.33
<b>25535</b>	<b>7/17/2020</b>	<b>TOWN OF PRESCOTT</b>	<b>BLDG INSPECTOR COVERAGE</b>		
2020-0195		406-01-002 - BUILDING FEES	BLDG INSPECTOR COVERAGE	284.02	

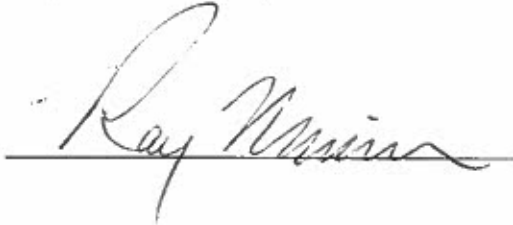
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		102-01-099 - HST RECEIVABLE	HST Tax Code	31.38	
		900-01-099 - HST TRACKING	HST Tax Code	36.29	315.40
<b>25536</b>	<b>7/17/2020</b>	<b>TUNNOCK CONSULTING LTD</b>	<b>REPLACE CH#25458 - AQUAWORLD</b>		
JUN112020		615-01-001 - PLANNING & ZONIN	REPLACE CH#25458 - AQUAW	418.14	
		102-01-014 - GST RECEIVABLE	BOTH-100% Tax Code	19.36	
		900-00-000 - Gst Paid (NI) (NI)	(NI BOTH-100% Tax Code	19.36	437.50
<b>25537</b>	<b>7/17/2020</b>	<b>VANZUYLEN AILIGNMENT LTD.</b>	<b>SERVICE CALL</b>		
3311389		467-01-001 - 2004 - 924G CAT LC	SERVICE CALL	109.39	
		102-01-099 - HST RECEIVABLE	HST Tax Code	12.09	
		900-01-099 - HST TRACKING	HST Tax Code	13.98	121.48
				Total for AP:	437,890.28

Certified Correct This July 23, 2020



**REPORT NUMBER:** 2020-073  
**REPORT TO COUNCIL** July 27, 2020  
**RE:** Grader Repair

**PREPARED BY:** Brad Thake, Public Works Manager

**RECOMMENDATION:**

**THAT** Council approve Township staff to proceed with option A for grader repair(s) with an upset limit of \$85,000(inclusive of tax) for necessary repairs to the 1998 Champion grader, model 740A.

**THAT** Council set aside the procurement policy to permit sole sourcing of this expenditure.

**BACKGROUND:**

Augusta Public Works has two graders which are heavily dependant on with regards to winter maintenance, road building and road maintenance. Our 1998 grader (#2) started showing signs of mechanical issues this Spring which lead us to having a grader mechanic/expert provide a synopsis of causes of breakdowns. It was brought to our attention through a detailed inspection that repairs in the approximate amount of \$75 000 are warranted. I requested an additional \$10 000 for unexpected repairs/parts/labour, should repairs move forward. This is not budgeted in the 2020 budget and these repairs were not foreseeable unfortunately. These repairs should prolong the use of this piece of equipment, with minimal expected repairs, for 10 years, upon which time the grader will reach a general use maturity age of approximately 30 years.

**OPTIONS:** **A- Proceed with grader repairs with an upset limit of \$85 000**

**B- Rent a grader for approximately \$30 000/season.**

**C- Purchase a new grader, similar attributes, for approximately \$450 000**

**ANALYSIS:**


Graders are a specialized piece of equipment. While reaching out to different companies, repair facilities for quotes and estimates, JADE EQUIPMENT is a preferred expert in this field and provided a detailed breakdown of repairs needed. Jade Equipment is the leading expert in grader repairs in Ontario. They have provided an estimate using rebuilt components which have a very long-life expectancy providing significant cost reductions compared to new parts through the manufacturer, i.e. Caterpillar.

**FINANCIAL IMPACTS:**

This was not a budgeted item. These funds will be allocated from the capital portion of the Public Works budget vs repairs and maintenance as the expenditure will extend the life of the asset for approximately 10 years, thus be considered a capital expenditure.

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Brad Thake  
Public Works Manager



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Ray Morrison  
CAO/Treasurer



**REPORT NUMBER 2020-067**

**REPORT TO COUNCIL** July 27, 2020  
**RE:** BUILDING DEPARTMENT ACTIVITY SUMMARY  
**AUTHOR:** Karen Lavigne CBO, CBCO

**RECOMMENDATION:**

That Council receive the building department activity report for June 2020 for information.

**BUILDING DEPARTMENT ACTIVITY SUMMARY**

<b>Date Issued</b>	<b>Permit Number</b>	<b>Cost of Project</b>	<b>Permit Cost</b>	<b>Type of Permit</b>
1/6/2020	2020-7405	\$4,000.00	\$95.00	Shed
1/6/2020	2020-7406	\$40,000.00	\$272.00	Sunroom
1/6/2020	2020-7407	\$10,000.00	\$155.00	Deck
1/6/2020	2020-7408	\$3,500.00	\$95.00	Deck repairs
3/6/2020	2020-7409	\$650,000.00	\$6,625.00	SFD + Garage
10/6/2020	2020-7410	\$500.00	\$75.00	AG Pool
11/6/2020	2019-7344-2	\$2,500.00	\$95.00	Pavilion
11/6/2020	2020-7411	\$45,000.00	\$75.00	IG Pool
15/6/2020	2020-7412	\$4,000.00	\$75.00	AG Pool
15/6/2020	2020-7413	\$5,000.00	\$120.00	Shed
15/6/2020	2020-7414	\$30,000.00	\$224.00	Sunroom
18/6/2020	2020-7415	\$15,000.00	\$240.00	Garage
18/6/2020	2020-7416	\$2,500.00	\$110.00	Garage Demo
22/6/2020	2020-7417	\$200,000.00	\$2,434.00	SFD + Garage
29/6/2020	2020-7418	\$3,100.00	\$95.00	Shed
30/6/2020	2020-7419	6,000.00	\$1,599.99	Renovation
<b>JUNE TOTAL</b>		<b>\$1,021,100.00</b>	<b>\$12,384.99</b>	
<b>2020 TOTAL</b>		<b>\$3,590,950.14</b>	<b>\$39,391.52</b>	

Date Issued	Permit Number	Cost of Project	Permit Cost	Type of Permit
4/6/2019	2019-7308	\$260,000.00	\$3,069.00	SFD + Garage
6/6/2019	2019-7309	\$750.00	\$95.00	Tents
6/6/2019	2019-7310	\$30,000.00	\$288.00	Garage
7/6/2019	2019-7311	\$3,500.00	\$75.00	Tent (<by-law)
12/6/2019	2019-7312	\$600,000.00	\$3,516.20	SFD + Garage
13/6/2019	2019-7313	\$270,000.00	\$3,369.75	SFD + Garage
13/6/2019	2019-7314	\$1,500.00	\$168.00	Deck
14/6/2019	2019-7315	\$500.00	\$110.00	Demolition
18/6/2019	2019-7316	\$80,000.00	\$75.00	IG Pool
19/6/2019	2019-7317	\$500.00	\$110.00	Garage Demo
19/6/2019	2019-7318	\$2,500.00	\$80.00	Deck
27/6/2019	2019-7319	\$10,000.00	\$389.00	Renovation
27/6/2019	2019-7320	\$2,500.00	\$125.00	Storage Sheds
27/6/2019	2019-7321	\$8,700.00	\$75.00	AG Pool
28/6/2019	2019-7322	\$875.00	\$95.00	Tents
28/6/2019	2019-7323	\$8,000.00	\$108.70	Mudroom Add.
<b>JUNE TOTAL</b>		<b>\$1,279,325.00</b>	<b>\$11,748.65</b>	
<b>2019 TOTAL</b>		<b>\$4,803,864.99</b>	<b>\$45,833.44</b>	

Inspections performed in June; 54

Permits issued in June; 16 ✓

Inspections performed in May; 23

Permits issued in May; 9

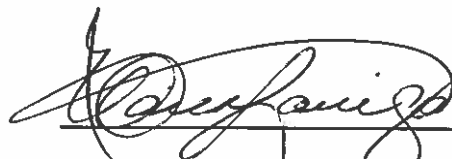
Monthly reports submitted to MPAC, Statistics Canada, Tarion and CMHC for June 2020.

MPAC finals for June; 9

MPAC occupancies for June; 0



Ray Morrison, CAO



Karen Lavigne, CBO



**THE CORPORATION OF THE TOWNSHIP OF AUGUSTA  
BY-LAW NUMBER 3483-2020**

**A BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL OF THE TOWNSHIP OF  
AUGUSTA AT ITS MEETING HELD ON JULY 27, 2020**

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**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 July 27, 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 27<sup>th</sup> day of July, 2020.

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MAYOR

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CLERK