

**AGENDA
AUGUSTA TOWNSHIP
C.O.W./REGULAR MEETING
December 14, 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
- I. MOVED TO COMMITTEE OF THE WHOLE**
- J. COMMITTEE/STAFF REPORTS**

**UCLG Council
Health Unit Board
Recreation
Library Board
EDTC
A&RAC
CDC
Admin & Finance
PWD
Fire Dept.
PSB
MECG – COVID-19**

Administration and Finance

- Report 2020 – 129 – Finance and Variance
- Report 2020 – 130 – A/P

Operations

- Report 2020 – 121 – Public Works Update
- Report 2020 – 125 – MESH

Planning and Building Services

- Report 2020 – 127 – CBO Report

Protective Services

- Report 2020 – 126 – Emergency Management Program Review, 2020
- Report 2020 – 128 – Open Air Burn By-law Update

K. RETURN TO REGULAR MEETING OF COUNCIL

L. New and Unfinished Business

M. Notice of Motions

N. By-Laws

- 3500-2020 – Fire Permit By-law

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
November 23, 2020 6:30 p.m.**

PRESENT:

Mayor Malanka
Deputy Mayor Shaver
Councillor Bowman
Councillor Henry
Councillor Schapelhouman

PRESS: The Brockville Recorder and Times, South Grenville Journal

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

REGRETS:

CALL TO ORDER

Mayor Malanka called the meeting to order at 6:35 p.m.

MAYOR'S OPENING REMARKS

APPROVAL OF AGENDA

Moved by Councillor Henry, seconded by Deputy Mayor Shaver

BE IT RESOLVED THAT the Agenda for November 23, 2020 be adopted as amended.

Carried

APPROVAL OF MINUTES OF PREVIOUS MEETING

Moved by Deputy Mayor Shaver, seconded by Councillor Henry

BE IT RESOLVED THAT Council approve the minutes of the November 9, 2020

Council meeting as distributed to all members.

Carried

DISCLOSURE OF INTEREST

BUSINESS ARISING FROM THE MINUTES

DELEGATIONS & PRESENTATIONS

CORRESPONDENCE & PETITIONS

MOVED TO COMMITTEE OF THE WHOLE

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

COMMITTEE REPORTS

UCLG:	Mayor Malanka provided an update
Health Unit Board:	Mayor Malanka provided an update
Recreation:	Councillor Bowman provided an update
Library Board:	Councillor Bowman provided an update
EDTC:	
Comm. Development:	
Ag. & Rural Affairs:	
Finance and Admin:	CAO/Treasurer Ray Morrison provided an update
Public Works:	Manager Brad Thake provided an update
Fire Department:	Chief Bowman provided an update
PSB:	CAO/Treasurer Ray Morrison provided an update
MECG:	

ADMINISTRATION AND FINANCE

Report 2020-116

Moved by Deputy Mayor Shaver, seconded by Councillor Henry
BE IT RESOLVED THAT Council direct staff to work with the City of Brockville, Town of Prescott, and the Township of Edwardsburgh Cardinal to explore and develop a submission to the Eastern Ontario's Leadership Council for a commuter service running from Brockville to Edwardsburgh Cardinal; and

THAT the submission be brought back to Council in January 2021 for further review and consideration prior to submission.

Carried

Report 2020-118

Moved by Councillor Henry, seconded by Deputy Mayor Shaver
BE IT RESOLVED THAT Council receive the Service Delivery Review and direct the CAO/Treasurer to include analysis of the report's recommendations in the 2021 and future budgeting processes.

Carried

Report 2020-119

Moved by Deputy Mayor Shaver, seconded by Councillor Henry

BE IT RESOLVED THAT Council receive, review, and approve the payment of the accounts payable invoices paid on cheques #25846 - 25898 and online payments through to November 20, 2020 in the amount of \$296,895.72.

Carried

Report 2020-120

Moved by Councillor Schapelhouman, seconded by Councillor Bowman

BE IT RESOLVED THAT Council accepts for information the attached preliminary Statement of Revenue and Expenditures - October 2020.

Carried

Report 2020-122

Moved by Councillor Bowman, seconded by Councillor Schapelhouman

BE IT RESOLVED THAT Council receive the following report for information.

Carried

OPERATIONS

Report 2020-124

Moved by Councillor Henry, seconded by Deputy Mayor Shaver

BE IT RESOLVED THAT Council authorize the Public Works Manager to enter into a snow removal contract with Elmer's Construction Ltd. in the amount of \$45/trip plus H.S.T. for the North Augusta Community Hall and \$95/trip plus H.S.T. for the #2 Firehall (North Augusta), as per RFQ 2020-011.

Carried

PLANNING AND BUILDING SERVICES

Report 2020-117

Moved by Councillor Schapelhouman, seconded by Councillor Bowman

BE IT RESOLVED THAT Council receive the building department activity report for October 2020 for information.

Carried

Report 2020-123

Moved by Councillor Bowman, seconded by Councillor Schapelhouman

BE IT RESOLVED THAT the Planner's Report of November 23, 2020 be received for action in accordance with the individual resolutions.

Carried

Report 2020-123

Moved by Councillor Bowman, seconded by Councillor Schapelhouman

BE IT RESOLVED THAT Augusta Council recommend to the Land Division Committee of Leeds and Grenville that consent application B-80-20 for lot addition be approved subject to the following conditions:

1. The balance of any outstanding taxes, including penalties and interest, (and any local improvement charges, if applicable) shall be paid to Augusta Township.

2. An acceptable reference plan, survey, or legal description of the severed lands and the deed or instrument conveying the severed lands shall be submitted to Augusta Township.
3. That the road allowance of McIntosh Road be widened as required to 10 metres from the centreline of the road, and that a Transfer/Deed conveying the said land to Augusta Township be prepared and executed in consideration of the payment of \$1.00.

Carried

Report 2020-123

Moved by Councillor Schapelhouman, seconded by Councillor Bowman

BE IT RESOLVED THAT Augusta Council recommend to the Land Division Committee of Leeds and Grenville that consent application B-81-20 for the creation of one (1) new lot be approved subject to the following conditions:

1. The balance of any outstanding taxes, including penalties and interest, (and any local improvement charges, if applicable) shall be paid to Augusta Township.
2. An acceptable reference plan, survey, or legal description of the severed lands and the deed or instrument conveying the severed lands shall be submitted to Augusta Township.
3. That the road allowance of McIntosh Road be widened as required to 10 metres from the centreline of the road, and that a Transfer/Deed conveying the said land to Augusta Township be prepared and executed in consideration of the payment of \$1.00.
4. That the final severed lot be at least 2.0 acres in size to meet the minimum lot area requirements of the Rural zone, as specified in the Augusta Zoning By-Law.
5. Applicant to submit a cash-in-lieu of parkland levy of \$500 to the Township.
6. Applicant to demonstrate that sufficient quantity/quality of water is available for the severed parcel.
7. To satisfy Provincial MDS (Minimum Distance of Separation) Guidelines, applicant to sign and register a letter of indemnification on title to the satisfaction of Augusta Township which permanently decommissions the existing barn/shed structure at 2706 McIntosh Road for any potential future livestock purpose to allow residential development on the new lot to proceed.
8. That favourable comments are received from circulated commenting agencies.

Carried

Report 2020-123

Moved by Councillor Bowman, seconded by Councillor Schapelhouman

BE IT RESOLVED THAT Augusta Council recommend to the Land Division Committee of Leeds and Grenville that consent application B-86-20 for the creation of one (1) new lot be approved subject to the following conditions:

1. The balance of any outstanding taxes, including penalties and interest, (and any local improvement charges, if applicable) shall be paid to Augusta Township.
2. An acceptable reference plan, survey, or legal description of the severed lands and the deed or instrument conveying the severed lands shall be submitted to Augusta Township.
3. That the road allowance of Land O’Nod Road be widened as required to 10 metres from the centreline of the road, and that a Transfer/Deed conveying the said land to Augusta Township be prepared and executed in consideration of the payment of \$1.00.

Carried

PROTECTIVE SERVICES

RETURN TO REGULAR MEETING OF COUNCIL

Moved by Councillor Schapelhouman seconded by Councillor Bowman
BE IT RESOLVED THAT Council move to a regular meeting of Council.
Carried

NEW AND UNFINISHED BUSINESS

NOTICE OF MOTIONS

BY-LAWS

ANNOUNCEMENTS

- There will be a Budget Meeting on November 30, 2020 at 2:30 pm.

QUESTION PERIOD FOR THE PUBLIC

QUESTION PERIOD FOR THE PRESS

CLOSED SESSION AS PER SECTION 239 OF THE MUNICIPAL ACT 2001

Moved by Councillor Bowman, seconded by Councillor Schapelhouman
BE IT RESOLVED THAT this Council move to a closed meeting at 7:47 p.m., as per the Municipal Act c 25, S.O. 2001 section 239 (2) to discuss:

- Identifiable Individual
- Potential contract negotiation
 - CAO Replacement Discussion

Carried

RISE FROM COMMITTEE OF THE WHOLE IN CAMERA

Moved by Deputy Mayor Shaver, seconded by Councillor Henry
BE IT RESOLVED THAT the closed session is adjourned at 8:28 p.m. and that Council resumed the open meeting to report out.
Carried

REPORTING OUT OF CLOSED SESSION

Moved by Councillor Henry, seconded by Deputy Mayor Shaver
BE IT RESOLVED THAT the Council met in closed session to discuss an identifiable individual.

Council

- Provided instruction to Staff

Carried

BY-LAW TO CONFIRM PROCEEDINGS OF COUNCIL

Moved by Councillor Bowman, seconded by Councillor Schapelhouman

BE IT RESOLVED THAT By-Law No. 3498-2020 confirm the proceedings of Council of the Township of Augusta at its meeting held on November 23, 2020 be read a first time, a second time, a third time, and be enacted as read.

Carried

ADJOURNMENT

Moved by Councillor Schapelhouman, seconded by Councillor Bowman

BE IT RESOLVED THAT this Council do now adjourn at 8:30 pm until November 30, 2020 at 2:30pm or at the call of the Mayor subject to need.

Carried



**MINUTES
AUGUSTA TOWNSHIP
SPECIAL C.O.W./BUDGET MEETING
November 30, 2020
2:30pm. at the Municipal Office 3560 County Road 26**

PRESENT

Mayor Malanka
Deputy Mayor Shaver
Councillor Bowman
Councillor Henry
Councillor Schapelhouman

PRESS The Brockville Recorder and Times

STAFF PRESENT Ray Morrison, Annette Simonian, Myron Belej

REGRETS

CALL TO ORDER

Mayor Malanka called the meeting to order at 2:38 pm.

APPROVAL OF AGENDA

Moved by Councillor Bowman seconded by Deputy Mayor Shaver

BE IT RESOLVED THAT the Agenda for November 30, 2020 be adopted as amended.

Carried

DISCLOSURE OF INTEREST AND NATURE THEREOF

CORRESPONDENCE & PETITIONS

Moved by Councillor Henry seconded by Deputy Mayor Shaver

BE IT RESOLVED THAT Council authorize the Mayor to sign the letter of support for the South Nation River Conservation Authority's application to the National Disaster Mitigation Program.

Carried

BUDGET PRESENTATIONS AND DISCUSSIONS

CAO/Treasurer provided summary of revenues.

QUESTIONS FOR THE PUBLIC

QUESTIONS FOR THE PRESS

CLOSED SESSION AS PER SECTION 239 OF THE MUNICIPAL ACT 2001

Moved by Councillor Schapelhouman, seconded by Councillor Henry

BE IT RESOLVED THAT this Council move to a closed meeting at 3:00 pm., as per the Municipal Act c25, S.O. 2001 section 239 (2) to discuss:

- Litigation or Potential Litigation
 - Advice sought from Solicitor

Carried

RISE FROM COMMITTEE OF THE WHOLE IN CAMERA

Moved by Deputy Mayor Shaver, seconded by Councillor Henry

BE IT RESOLVED THAT the closed session adjourned at 3:57 pm and that Council resumed the open meeting to report out.

Carried

REPORTING OUT OF CLOSED SESSION

Moved by Councillor Schapelhouman, seconded by Deputy Mayor Shaver

BE IT RESOLVED THAT Council met in closed session to discuss litigation or potential litigation.

Council

- Took no action beyond receiving the information from staff

Carried

ADJOURNMENT

Moved by Councillor Bowman seconded by Councillor Henry

BE IT RESOLVED THAT Council adjourn at 4:00pm until December 14, 2020 at 6:30 p.m. or until the call of the Mayor subject to need.

Carried

REPORT NUMBER: 2020-129

DATE SUBMITTED TO COUNCIL: December 14, 2020

RE: Financial and Indicator Variance Reports

AUTHOR: Ray Morrison, CAO/Treasurer

RECOMMENDATION:

THAT Council accepts for information the attached preliminary Statement of Revenue and Expenditures – November 2020.

BACKGROUND:

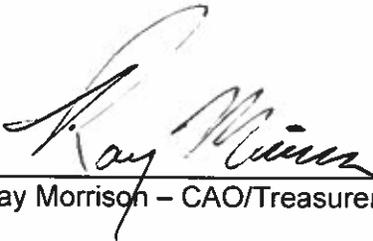
Finance will provide the attached reports on a regular basis and supporting detailed information as required for Council's review and feedback.

ANALYSIS:

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

FINANCIAL CONSIDERATIONS:

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



Ray Morrison – CAO/Treasurer



Annette Simonian – Clerk

Township of Augusta

Statement of Revenue & Expenditures for the period ended:

Account	YTD Actual	YTD Budget	YTD Variance	YTD % Var.	Nov-20		Full Year Variance	Full Year % Var.	Comments
					Full Year Projected	Full Year Budget			
Revenue									
Taxation and Payments in Lieu	4,607,338	4,609,658	2,321	0%	5,020,791	5,028,718	-7,927	0%	
Grants	1,409,355	1,205,996	-203,359	-17%	1,272,074	1,315,632	-43,558	-3%	WMS Grant deferred
Licences and Permits	99,080	91,050	-8,030	-9%	107,357	99,327	8,030	8%	
Fees and Services and Misc	79,598	77,786	-1,813	-2%	77,909	84,857	-6,948	-8%	Rec Covid-19 frustrated
Interest Income and Penalties	81,530	215,417	133,887	62%	201,026	235,000	-33,974	-14%	Int & Pen waived April; Inv.
Interest Income and Penalties	0	504	504	100%	46	550	-504	-92%	
Transfer From Reserves	39,138	2,019,475	1,980,337	98%	2,240,064	2,203,064	37,000	2%	Incl Main St. CIP grants
Total Revenues	6,316,039	8,219,886	1,903,847	23%	8,919,267	8,967,148	-47,881	-1%	
Expenditures									
General Government									
Council	102,897	107,275	4,378	4%	115,649	117,027	1,378	1%	
Administration	736,220	633,628	-102,591	-16%	786,570	691,231	-95,339	-14%	IT Offset in Grants; Legal
Administration Capital	102	9,167	9,065	99%	10,000	10,000	0	0%	
Administration - Trsf to Reserve	45,833	45,833	0	0%	50,000	50,000	0	0%	
Total General Government	885,051	795,903	-89,148	-11%	962,219	868,258	-93,961	-11%	
Protective Services:									
Fire	465,042	479,584	14,542	3%	531,448	523,183	-8,265	-2%	Comp vs Covid-19 PPE, etc.
Fire Capital	39,812	43,083	3,272	8%	47,000	47,000	0	0%	
Fire - Transfer to Reserves	168,541	370,883	202,342	1	404,600	404,600	0	0%	
Police	852,665	947,243	94,578	10%	1,033,356	1,033,356	0	0%	
Conservation Authority	50,559	41,763	-8,796	-21%	50,559	45,560	-4,999	-11%	
Protection, Inspection and Control	8,958	38,729	29,771	77%	29,218	42,250	13,032	31%	
Emergency Measures	17,835	15,453	-2,382	-15%	19,240	16,858	-2,382	-14%	
Total Protective Services	1,603,412	1,936,740	333,328	17%	2,115,421	2,112,807	-2,614	0%	

Township of Augusta

Statement of Revenue & Expenditures for the period ended:

Account	Nov-20								Comments
	YTD Actual	YTD Budget	YTD Variance	YTD % Var.	Full Year Projected	Full Year Budget	Full Year Variance	Full Year % Var.	
Public Works									
Roads - Maintenance	1,444,831	1,425,259	-9,182	-1%	1,573,137	1,554,828	-18,309	-1%	Proactive mtce; Bdlg mtce
Roads - Transfer to Reserves	879,948	879,948	0	0%	959,943	959,943	0	0%	
Roads - Capital	826,040	1,760,000	933,960	53%	1,920,000	1,920,000	0	0%	
Winter Control	106,312	145,292	38,980	27%	149,520	158,500	8,980	6%	Lighter spring, Oct & Nov
Street Lighting	9,769	28,931	19,162	66%	28,546	31,561	3,015	10%	Upgrades in fall; Defer
Public Works subtotal	3,266,900	4,239,429	982,920	23%	4,631,146	4,624,832	-6,314	0%	
Environmental Services									
Garbage Disposal	371,950	404,143	32,193	8%	452,461	440,883	-11,578	-3%	
Waste Disposal Capital	0	0	0	#DIV/0!	0	0	0	#DIV/0!	
Capital Infrastructure	1,383	187,917	186,534	99%	1,383	205,000	203,617	99%	WMS Project deferred
Garbage Transfer to Reserve	9,537	9,537	0	0%	10,404	10,404	0	0%	
Recycling	-604	3,930	4,534	115%	-247	4,287	4,534	106%	
Total Environmental Services	382,266	605,526	223,260	37%	464,001	660,574	196,573	30%	

Township of Augusta

Statement of Revenue & Expenditures for the period ended:

Nov-20

Account	YTD Actual	YTD Budget	YTD Variance	YTD % Var.	Full Year Projected	Full Year Budget	Full Year Variance	Full Year % Var.	Comments
Health Services:									
Cemetaries	5,883	7,333	1,450	20%	6,550	8,000	1,450	18%	
Total Health Services	5,883	7,333	1,450	20%	6,550	8,000	1,450	18%	
Parks & Recreation:									
Recreation Administration	88,859	93,486	4,627	5%	91,340	101,985	10,645	10%	
Programs	55,982	79,292	29,119	37%	92,664	86,500	-6,164	-7%	
Recreation Capital	34,728	27,500	-7,228	-26%	34,728	30,000	-4,728	-16%	Lending Lib shed; Domville
Reserve for Recreation Projects	20,241	20,241	0	0%	22,081	22,081	0	0%	
Libraries	120,170	117,644	-2,526	-2%	128,836	128,339	-497	0%	
Donations	8,003	6,875	-1,128	-16%	8,628	7,500	-1,128	-15%	
Total Parks and Recreation	327,984	345,038	22,864	7%	378,277	376,405	-1,872	0%	
Planning and Development:									
Building Official	116,267	118,537	2,270	2%	125,804	129,313	3,509	3%	
Planning and Zoning	70,061	97,687	27,627	28%	101,858	106,568	4,710	4%	DF, OP, ZBLA timing delayed
Commercial and Industrial	121,492	117,617	-3,876	-3%	152,745	128,309	-24,436	-19%	Main St. CIP Grants, offset
Agricultural	1,553	33,917	32,364	95%	9,636	37,000	27,364	74%	PW Mgr/Drainage Supervisor
Tile Drainage	7,772	7,266	-506	-7%	7,927	7,927	0	0%	
Total Planning and Development	317,145	375,024	57,879	15%	397,970	409,117	11,147	3%	
Total Expenditures	6,788,641	8,304,994	1,532,553	18%	8,955,584	9,059,993	104,409	1%	

REPORT #: 2020-130

REPORT TO COUNCIL: December 14, 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 #25899 – 25953 and online payments through to December 10, 2020 in the amount of \$1,448,294.37

PURPOSE

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

ATTACHMENT 1

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



Annette Simonian
Clerk



Ray Morrison
CAO/Treasurer

Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
Bank Code: AP - ACC/PAYABLE					
Computer Cheques:					
25899 6692	12/03/2020	AJ'S WATER TREATMENT 402-01-013 - FIRE PROTECTION	STATION #1 UV FILTER BULB STATION #1 UV FILTER BULB	332.25	
		102-01-099 - HST RECEIVABLE	HST Tax Code	36.70	
		900-01-099 - HST TRACKING	HST Tax Code	42.45	368.95
25900 PS001672	12/03/2020	AMO 401-01-018 - ADVERTISING & PF	CAO JOB AD CAO JOB AD	274.75	
		102-01-099 - HST RECEIVABLE	HST Tax Code	30.35	
		900-01-099 - HST TRACKING	HST Tax Code	35.10	305.10
25901 811798-1	12/03/2020	BEACH HOME HARDWARE 438-01-011 - P.W. SHOP SUPPLI	SHOP SUPPLIES SHOP SUPPLIES	156.66	
		102-01-099 - HST RECEIVABLE	HST Tax Code	17.30	
		900-01-099 - HST TRACKING	HST Tax Code	20.01	173.96
812502-1		438-01-011 - P.W. SHOP SUPPLI	SHOP SUPPLIES	48.76	
		102-01-099 - HST RECEIVABLE	HST Tax Code	5.39	
		900-01-099 - HST TRACKING	HST Tax Code	6.23	54.15
812943-1		438-01-011 - P.W. SHOP SUPPLI	SHOP SUPPLIES	55.78	
		102-01-099 - HST RECEIVABLE	HST Tax Code	6.16	
		900-01-099 - HST TRACKING	HST Tax Code	7.13	61.94
				Payment Total:	290.05
25902 60660	12/03/2020	BROCKVILLE TRACTOR-TRAILI TRUCK#7 452-01-002 - #7 -2010 INT'L TANI TRUCK#7		508.08	
		102-01-099 - HST RECEIVABLE	HST Tax Code	56.12	
		900-01-099 - HST TRACKING	HST Tax Code	64.91	564.20
60659		457-01-002 - #8- 2014 FREIGHTL TRUCK#8		153.00	
		102-01-099 - HST RECEIVABLE	HST Tax Code	16.90	
		900-01-099 - HST TRACKING	HST Tax Code	19.55	169.90
60674		464-01-002 - #2- 2011 INT'L TANI TRUCK#2		39.94	
		102-01-099 - HST RECEIVABLE	HST Tax Code	4.41	
		900-01-099 - HST TRACKING	HST Tax Code	5.10	44.35
				Payment Total:	778.45
25903 2644	12/03/2020	CAMERON MECHANICAL INC. 402-01-014 - FIRE PROTECTION	PUMP TESTING PUMP TESTING	1,217.05	
		102-01-099 - HST RECEIVABLE	HST Tax Code	134.43	
		900-01-099 - HST TRACKING	HST Tax Code	155.48	1,351.48
25904 91545706	12/03/2020	CANADIAN NATIONAL 437-01-002 - SAFETY DEVICES	GATES MAINTENANCE GATES MAINTENANCE	653.00	653.00

Report Date
12/10/2020 4:16 PM

Township of Augusta
List of Accounts for Approval
As of 12/10/2020
Batch: 2020-00102 to 2020-00110

Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
9151131		437-01-002 - SAFETY DEVICES & GATES MAINTENANCE		653.00	653.00
				Payment Total:	1,306.00
25905 NOV272020	12/03/2020	CHAD DAVIS 402-01-004 - FIRE PROTECTION	D/C CELL PHONE D/C CELL PHONE	96.67	
		102-01-099 - HST RECEIVABLE	HST Tax Code	10.68	
		900-01-099 - HST TRACKING	HST Tax Code	12.35	107.35
25906 535	12/03/2020	EVANS PRINTING LTD 401-01-018 - ADVERTISING & PF ADVERTISING	ADVERTISING	236.59	
		102-01-099 - HST RECEIVABLE	HST Tax Code	26.14	
		900-01-099 - HST TRACKING	HST Tax Code	30.23	262.73
25907 1000066370	12/03/2020	FALCON SECURITY CO. 438-01-030 - PW - CONTRACT SI	MISC SHOP SECURITY SYSTEM FOR FUEL	100.23	
		102-01-099 - HST RECEIVABLE	HST Tax Code	11.08	
		900-01-099 - HST TRACKING	HST Tax Code	12.81	111.31
25908 7760	12/03/2020	FAST EDDIE'S AUTO RECYCLIN 510-01-013 - CONTRACT SERVIC	BAD PLASTICS	2,989.34	
		102-01-099 - HST RECEIVABLE	HST Tax Code	330.18	
		900-01-099 - HST TRACKING	HST Tax Code	381.89	3,319.52
7819		510-01-001 - WASTE DISPOSAL	MONTHLY WDS CHARGES	16,281.63	
		102-01-044 - DUE FROM FAST E	MONTHLY WDS CHARGES	602.24	
		102-01-099 - HST RECEIVABLE	HST Tax Code	1,798.37	
		900-01-099 - HST TRACKING	HST Tax Code	2,080.00	17,477.76
				Payment Total:	20,797.28
25909 A-0904189	12/03/2020	G. TACKABERRY & SONS 418-01-002 - PATCHING-PARTS	FINE COLD MIX FINE COLD MIX	1,001.44	
		102-01-099 - HST RECEIVABLE	HST Tax Code	110.62	
		900-01-099 - HST TRACKING	HST Tax Code	127.94	1,112.06
25910 5634633	12/03/2020	HANSLER SMITH LIMITED 402-01-005 - FIRE PROTECTION	COVID SUPPLIES COVID SUPPLIES	414.21	
		102-01-099 - HST RECEIVABLE	HST Tax Code	45.75	
		900-01-099 - HST TRACKING	HST Tax Code	52.92	459.96
5634860		402-01-005 - FIRE PROTECTION	CREDIT COVID SUPPLIES	379.69	
		102-01-099 - HST RECEIVABLE	HST Tax Code	41.94	
		900-01-099 - HST TRACKING	HST Tax Code	48.51	421.63
5635575		402-01-005 - FIRE PROTECTION	COVID SUPPLIES	371.81	
		102-01-099 - HST RECEIVABLE	HST Tax Code	41.07	
		900-01-099 - HST TRACKING	HST Tax Code	47.50	412.88

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5635685		438-01-011 - P.W. SHOP SUPPLI	COVID SUPPLIES	51.92	
		102-01-099 - HST RECEIVABLE	HST Tax Code	5.73	
		900-01-099 - HST TRACKING	HST Tax Code	6.63	57.65
				Payment Total:	508.86
25911 45474	12/03/2020	INDEPENDENT TELEPHONE	FIX VOICEMAIL SYSTEM		
		401-01-003 - TELEPHONE & FAX	FIX VOICEMAIL SYSTEM	86.50	
		102-01-099 - HST RECEIVABLE	HST Tax Code	9.55	
		900-01-099 - HST TRACKING	HST Tax Code	11.05	96.05
25912 144706	12/03/2020	J & L TRUCK & TRAILER	TRUCK#7		
		452-01-002 - #7 -2010 INT'L TANI	TRUCK#7	4,254.56	
		102-01-099 - HST RECEIVABLE	HST Tax Code	469.93	
		900-01-099 - HST TRACKING	HST Tax Code	543.52	4,724.49
144728		477-01-002 - #6 -2006 INT'L TANI	TRUCK#6	2,261.09	
		102-01-099 - HST RECEIVABLE	HST Tax Code	249.75	
		900-01-099 - HST TRACKING	HST Tax Code	288.86	2,510.84
				Payment Total:	7,235.33
25913 826	12/03/2020	JMB EQUIPMENT	RIVERSIDE DITCHING		
		416-01-002 - DITCHING - PARTS	RIVERSIDE DITCHING	483.36	
		102-01-099 - HST RECEIVABLE	HST Tax Code	53.39	
		900-01-099 - HST TRACKING	HST Tax Code	61.75	536.75
25914 128044	12/03/2020	JOE COMPUTER	MONTHLY SERVICES		
		401-01-022 - COMPUTER EXPEN	MONTHLY SERVICES	305.28	
		102-01-099 - HST RECEIVABLE	HST Tax Code	33.72	
		900-01-099 - HST TRACKING	HST Tax Code	39.00	339.00
25915 NOV302020	12/03/2020	KAREN LAVIGNE	BUILDING INSPECTOR MILEAGE		
		406-01-004 - BUILDING MILEAGE	BUILDING INSPECTOR MILEAC	169.60	
		102-01-099 - HST RECEIVABLE	HST Tax Code	18.74	
		900-01-099 - HST TRACKING	HST Tax Code	21.67	188.34
25916 6029-189523	12/03/2020	KING EDWARD AUTO PARTS	SHOP SUPPLIES/TRUCK#1		
		438-01-011 - P.W. SHOP SUPPLI	SHOP SUPPLIES	162.73	
		462-01-002 - #1- 2017 GMC 1/2 T	TRUCK#1	45.57	
		102-01-099 - HST RECEIVABLE	HST Tax Code	23.01	
		900-01-099 - HST TRACKING	HST Tax Code	26.61	231.31
6029-190709		438-01-011 - P.W. SHOP SUPPLI	SHOP SUPPLIES	27.42	
		102-01-099 - HST RECEIVABLE	HST Tax Code	3.03	
		900-01-099 - HST TRACKING	HST Tax Code	3.50	30.45
6029-190874		438-01-011 - P.W. SHOP SUPPLI	SHOP SUPPLIES	53.41	
		102-01-099 - HST RECEIVABLE	HST Tax Code	5.90	
		900-01-099 - HST TRACKING	HST Tax Code	6.82	59.31

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				Payment Total:	321.07
25917 29644	12/03/2020	GFL ENVIRONMENTAL INC	WDS CONTRACT SERVICES		
		510-01-013 - CONTRACT SERV	WDS CONTRACT SERVICES	5,568.73	
		102-01-099 - HST RECEIVABLE	HST Tax Code	615.09	
		900-01-099 - HST TRACKING	HST Tax Code	711.41	6,183.82
29734		510-01-013 - CONTRACT SERV	WDS CONTRACT SERVICES	3,969.37	
		102-01-099 - HST RECEIVABLE	HST Tax Code	438.43	
		900-01-099 - HST TRACKING	HST Tax Code	507.09	4,407.80
				Payment Total:	10,591.62
25918 88372	12/03/2020	MAXIMUM SIGNS	SAFETY SIGNS & CONES		
		437-01-002 - SAFETY DEVICES	SAFETY SIGNS & CONES	608.52	
		102-01-099 - HST RECEIVABLE	HST Tax Code	67.21	
		900-01-099 - HST TRACKING	HST Tax Code	77.74	675.73
25919 4219771001	12/03/2020	MSC INDUSTRIAL SUPPLY ULC	MISC SHOP SUPPLIES		
		438-01-011 - P.W. SHOP SUPPLI	MISC SHOP SUPPLIES	197.71	
		102-01-099 - HST RECEIVABLE	HST Tax Code	21.84	
		900-01-099 - HST TRACKING	HST Tax Code	25.26	219.55
4219771002		438-01-011 - P.W. SHOP SUPPLI	MISC SHOP SUPPLIES	187.82	
		102-01-099 - HST RECEIVABLE	HST Tax Code	20.74	
		900-01-099 - HST TRACKING	HST Tax Code	23.99	208.56
				Payment Total:	428.11
25920 2020/21-02869	12/03/2020	MUNISOFT	NEW PROGRAMS MUNISOFT		
		401-01-022 - COMPUTER EXPEN	NEW PROGRAMS MUNISOFT	908.72	
		102-01-099 - HST RECEIVABLE	HST Tax Code	100.37	
		900-01-099 - HST TRACKING	HST Tax Code	116.09	1,009.09
2020/21-03966		401-01-022 - COMPUTER EXPEN	ANNUAL SOFTWARE CHARGE	4,021.31	
		102-01-099 - HST RECEIVABLE	HST Tax Code	444.17	
		900-01-099 - HST TRACKING	HST Tax Code	513.73	4,465.48
				Payment Total:	5,474.57
25921 964-345779	12/03/2020	NAPA PRESCOTT	TRUCK#6		
		477-01-002 - #6 -2006 INT'L TANI	TRUCK#6	138.72	
		102-01-099 - HST RECEIVABLE	HST Tax Code	15.32	
		900-01-099 - HST TRACKING	HST Tax Code	17.72	154.04
964-347107		438-01-011 - P.W. SHOP SUPPLI	SHOP SUPPLIES	20.34	
		462-01-002 - #1- 2017 GMC 1/2 T	TRUCK#1	20.34	
		452-01-002 - #7 -2010 INT'L TANI	TRUCK#1	40.69	
		102-01-099 - HST RECEIVABLE	HST Tax Code	8.98	

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		900-01-099 - HST TRACKING	HST Tax Code	10.39	90.35
964-347127		475-01-002 - #9- 2017 FREIGHTL	TRUCK#9	40.68	
		102-01-099 - HST RECEIVABLE	HST Tax Code	4.50	
		900-01-099 - HST TRACKING	HST Tax Code	5.20	45.18
				Payment Total:	289.57
25922	12/03/2020	NORTHNET MEDIA	WEBSITE CHANGES		
1053		401-01-022 - COMPUTER EXPEN	WEBSITE CHANGES	735.22	
		102-01-099 - HST RECEIVABLE	HST Tax Code	81.21	
		900-01-099 - HST TRACKING	HST Tax Code	93.93	816.43
25923	12/03/2020	OMERS	NOVEMBER OMERS		
NOV302020		204-01-003 - OMERS PAYABLE	NOVEMBER OMERS	17,313.38	17,313.38
25924	12/03/2020	OPSEU	Monthly Remittance Union Dues		
NOV302020		204-01-004 - OPSEU PAYABLE	Monthly Remittance Union	552.93	552.93
25925	12/03/2020	AUGUSTA TWP - PETTY CASH	REPLENSIH PETTY CASH		
NOV302020		401-01-004 - OFFICE SUPPLIES	REPLENSIH PETTY CASH	72.45	
		102-01-099 - HST RECEIVABLE	HST Tax Code	8.00	
		900-01-099 - HST TRACKING	HST Tax Code	9.25	80.45
25926	12/03/2020	PRESCOTT FIRE DEPARTMENT	FIT TESTING FOR 2 MEMBERS		
20-12		402-01-005 - FIRE PROTECTION	FIT TEST FOR 2 MEMBERS	45.03	
		102-01-099 - HST RECEIVABLE	HST Tax Code	4.97	
		900-01-099 - HST TRACKING	HST Tax Code	5.75	50.00
25927	12/03/2020	PRESCOTT BUILDING CENTRE	SIGNAGE		
2065679		438-01-011 - P.W. SHOP SUPPLI	SIGNAGE	317.61	
		102-01-099 - HST RECEIVABLE	HST Tax Code	35.09	
		900-01-099 - HST TRACKING	HST Tax Code	40.58	352.70
2065704		438-01-011 - P.W. SHOP SUPPLI	SIGNAGE	48.09	
		102-01-099 - HST RECEIVABLE	HST Tax Code	5.31	
		900-01-099 - HST TRACKING	HST Tax Code	6.14	53.40
				Payment Total:	406.10
25928	12/03/2020	RIVERSIDE BUICK GMC LTD.	WINTER DETAILING STAFF SUV		
313277		401-01-030 - CHEV EQUINOX - R	WINTER DETAILING STAFF SL	162.76	
		102-01-099 - HST RECEIVABLE	HST Tax Code	17.98	
		900-01-099 - HST TRACKING	HST Tax Code	20.79	180.74
25929	12/03/2020	RIVERSIDE CHEVROLET BUICK	TRUCK#11		
512412		472-01-002 - #11 2020 CHEVROL	TRUCK#11	114.57	
		102-01-099 - HST RECEIVABLE	HST Tax Code	12.66	
		900-01-099 - HST TRACKING	HST Tax Code	14.64	127.23

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25930 DEC12020	12/03/2020	SALLY BELL 404-01-010 - ANIMAL CONTROL	POUND FEE POUND FEE	407.04	
		102-01-099 - HST RECEIVABLE	HST Tax Code	44.96	
		900-01-099 - HST TRACKING	HST Tax Code	52.00	452.00
25931 202000016984	12/03/2020	SDR ELECTRIC & PLUMBING 600-01-026 - RECREATION - R&M	WORK AT MASONIC HALL WORK AT MASONIC HALL	517.19	
		102-01-099 - HST RECEIVABLE	HST Tax Code	57.12	
		900-01-099 - HST TRACKING	HST Tax Code	66.07	574.31
25932 15381	12/03/2020	STEVE POLITE SAND & GRAVE 411-01-002 - ENTRANCE CULVE	SOUTH NATION PARKING LOT SOUTH NATION PARKING LOT	5,478.41	
		102-01-099 - HST RECEIVABLE	HST Tax Code	605.11	
		900-01-099 - HST TRACKING	HST Tax Code	699.87	6,083.52
25933 2127	12/03/2020	STERLING GRACE 401-01-022 - COMPUTER EXPEN	WEBSITE DEVELOPMENT WEBSITE DEVELOPMENT	2,035.20	
		102-01-099 - HST RECEIVABLE	HST Tax Code	224.80	
		900-01-099 - HST TRACKING	HST Tax Code	260.00	2,260.00
25934 NOV222020	12/03/2020	SUSAN BOSMAN 401-01-001 - STAFF SALARIES	CLEANING SERVICES CLEANING SERVICES	82.53	82.53
NOV292020		401-01-001 - STAFF SALARIES	CLEANING SERVICES	82.53	82.53
				Payment Total:	165.06
25935 139949	12/03/2020	TOMLINSON ENVIRONMENTAL 510-01-017 - MHSW FEES	NON REGULATED LIQUID WASTE WASTE OIL	413.11	
		102-01-099 - HST RECEIVABLE	HST Tax Code	45.62	
		900-01-099 - HST TRACKING	HST Tax Code	52.77	458.73
25936 1731	12/10/2020	BROCK-IT LTD 402-01-004 - FIRE PROTECTION	MONTHLY PHONE SERVICE MONTHLY PHONE SERVICE	161.80	
		102-01-099 - HST RECEIVABLE	HST Tax Code	17.87	
		900-01-099 - HST TRACKING	HST Tax Code	20.67	179.67
25937 12152020	12/10/2020	CONSEIL SCOLAIRE DE DISTRI 640-01-004 - REQUISITION FREN	4TH QUARTER LEVY 4TH QUARTER LEVY	9,105.68	9,105.68
25938 0259	12/10/2020	CRISTILL ROCK 401-01-004 - OFFICE SUPPLIES	ANNUAL CLEANING ANNUAL CLEANING	30.48	
		102-01-099 - HST RECEIVABLE	HST Tax Code	3.36	
		900-01-099 - HST TRACKING	HST Tax Code	3.89	33.84
25939 157692	12/10/2020	FIRE MARSHAL'S PUBLIC FIRE 402-01-012 - FIRE PROTECTION	MANUALS FOR INSTRUCTOR COUR MANUALS FOR INSTRUCTOR (360.67	
		102-01-099 - HST RECEIVABLE	HST Tax Code	39.83	

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		900-01-099 - HST TRACKING	HST Tax Code	46.07	400.50
25940	12/10/2020	FUTURE OFFICE PRODUCTS	SERVICE CALL FOLDING MACHINE		
FOP187813		401-01-020 - POSTAGE	SERVICE CALL FOLDING MAC	88.60	
		102-01-099 - HST RECEIVABLE	HST Tax Code	9.79	
		900-01-099 - HST TRACKING	HST Tax Code	11.32	98.39
187639		401-01-020 - POSTAGE	LEASE POSTAGE MACHINE	97.93	
		102-01-099 - HST RECEIVABLE	HST Tax Code	10.82	
		900-01-099 - HST TRACKING	HST Tax Code	12.51	108.75
				Payment Total:	207.14
25941	12/10/2020	HOWARD CAMPBELL & SONS I	PUMP& CLEAN MAYNARD WDS		
38539		102-01-044 - DUE FROM FAST E	PUMP& CLEAN MAYNARD WD	58.53	
		102-01-099 - HST RECEIVABLE	HST Tax Code	6.47	
		900-01-099 - HST TRACKING	HST Tax Code	7.48	65.00
38635		600-01-014 - MAITLAND RECREA	PUMP HOLDING TANK MERC H	225.13	
		102-01-099 - HST RECEIVABLE	HST Tax Code	24.87	
		900-01-099 - HST TRACKING	HST Tax Code	28.76	250.00
MR3266		102-01-044 - DUE FROM FAST E	MONTHLY PORTABLE RENTAL	216.13	
		102-01-099 - HST RECEIVABLE	HST Tax Code	23.87	
		900-01-099 - HST TRACKING	HST Tax Code	27.61	240.00
				Payment Total:	555.00
25942	12/10/2020	INDUSTRIAL ELECTRICAL	STREETLIGHT MAINTENANCE		
1539		500-01-014 - STREETLIGHT MAI	STREETLIGHT MAINTENANCE	265.49	
		102-01-099 - HST RECEIVABLE	HST Tax Code	29.33	
		900-01-099 - HST TRACKING	HST Tax Code	33.92	294.82
25943	12/10/2020	M & L SUPPLY	CALIBRATION GAS/4 GAS METERS		
5523		402-01-005 - FIRE PROTECTION	CALIBRATION GAS/4 GAS MET	178.08	
		102-01-099 - HST RECEIVABLE	HST Tax Code	19.67	
		900-01-099 - HST TRACKING	HST Tax Code	22.75	197.75
25944	12/10/2020	McINTOSH PERRY	DRAINAGE SUPERINTENDENT		
48585		625-01-001 - DRAINAGE SUPERI	DRAINAGE SUPERINTENDENT	385.42	
		102-01-099 - HST RECEIVABLE	HST Tax Code	42.57	
		900-01-099 - HST TRACKING	HST Tax Code	49.24	427.99
25945	12/10/2020	MINISTER OF FINANCE	MONTHLY POLICING CHARGES		
101311200939007		404-01-090 - PROTECTIVE POLI	MONTHLY POLICING CHARGE	86,113.00	86,113.00
102711200914007		404-01-090 - PROTECTIVE POLI	MUNICIPAL REVENUES JUL-SI	1,634.98-	1,634.98-
				Payment Total:	84,478.02

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25946 DEC32020	12/10/2020	NICOLE WALKER 600-01-022 - RECREATION MAS 600-01-024 - CONFERENCE & E 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	AMCTO COURSE/MISC SUPPLIES MISC SUPPLIE AMCTO COURSE HST Tax Code HST Tax Code	241.88 371.42 67.75 78.35	681.05
25947 403868565	12/10/2020	NOVEXCO INC 401-01-004 - OFFICE SUPPLIES 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	MISC SUPPLIES MISC SUPPLIES HST Tax Code HST Tax Code	3.07 0.34 0.39	3.41
403919935		401-01-004 - OFFICE SUPPLIES 402-01-005 - FIRE PROTECTION 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	OFFICE SUPPLIES OFFICE SUPPLIES HST Tax Code HST Tax Code	45.70 129.95 19.40 22.44	195.05
				Payment Total:	198.46
25948 DE92020	12/10/2020	MARK O'NEIL 101-01-001 - CURRENT TAXES	RE-IMBURSE P/T CREDIT RE-IMBURSE P/T CREDIT	1,228.58	1,228.58
25949 446045	12/10/2020	POSTMEDIA NETWORK INC 401-01-018 - ADVERTISING & PF 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	ADVERTISING ADVERTISING HST Tax Code HST Tax Code	332.50 36.73 42.48	369.23
25950 DEC302020	12/10/2020	POSTMEDIA PAYMENT CENTEF 401-01-018 - ADVERTISING & PF 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	R&T YEARLY SUBSCRIPTION R&T YEARLY SUBSCRIPTION HST Tax Code HST Tax Code	202.09 22.32 25.82	224.41
25951 NOV292020	12/10/2020	ROBIN M. YANDEAU 402-01-012 - FIRE PROTECTION 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	FIRST AID CPR LEVEL REFRESHER FIRST AID CPR LEVEL REFRE HST Tax Code HST Tax Code	621.37 68.63 79.38	690.00
25952 DEC52020	12/10/2020	SUSAN BOSMAN 401-01-001 - STAFF SALARIES	CLEANING SERVICES CLEANING SERVICES	82.53	82.53
25953 DEC92020	12/10/2020	TOM SHOREY 438-01-007 - P.W. STAFF BENEF 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	BOOT ALLOWANCE BOOT ALLOWANCE HST Tax Code HST Tax Code	203.51 22.48 26.00	225.99
Other:					
131-Man 553441	11/25/2020	MACEWEN PETROLEUM 120-01-002 - STOCK - DIESEL 102-01-099 - HST RECEIVABLE	CLEAR DIESEL CLEAR DIESEL HST Tax Code	638.03 70.47	

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		900-01-099 - HST TRACKING	HST Tax Code	81.51	708.50
149-Man	11/18/2020	ROYAL BANK VISA	PARTS FOR ACCOUNTABILITY BOXI		
4112NOV32020		402-01-012 - FIRE PROTECTION	PARTS FOR RIT BOXES	178.15	
		102-01-099 - HST RECEIVABLE	HST Tax Code	19.68	
		900-01-099 - HST TRACKING	HST Tax Code	22.76	197.83
550-Man	11/18/2020	HYDRO ONE NETWORKS	P/W GARAGE		
8173NOV52020		438-01-026 - P.W. HYDRO	P/W GARAGE	630.29	
		102-01-099 - HST RECEIVABLE	HST Tax Code	69.62	
		900-01-099 - HST TRACKING	HST Tax Code	80.52	699.91
607-Man	11/18/2020	HYDRO ONE NETWORKS	MAITLAND FD		
4567NOV102020		402-01-002 - FIRE PROTECTION	MAITLAND FD	21.31	
		102-01-099 - HST RECEIVABLE	HST Tax Code	2.35	
		900-01-099 - HST TRACKING	HST Tax Code	2.72	23.66
1113-Man	11/09/2020	UNION GAS LIMITED	NEW FIRE STATION		
3893OCT262020		402-01-003 - FIRE PROTECTION	NEW FIRE STATION	293.67	
		102-01-099 - HST RECEIVABLE	HST Tax Code	32.44	
		900-01-099 - HST TRACKING	HST Tax Code	37.52	326.11
1191-Man	11/25/2020	HYDRO ONE NETWORKS	MEIKLE STRLIGHTS		
6593NOV182020		500-01-011 - MEIKLE SUBDIVISIO	MEIKLE STRLIGHTS	9.86	
		102-01-099 - HST RECEIVABLE	HST Tax Code	1.09	
		900-01-099 - HST TRACKING	HST Tax Code	1.26	10.95
1335-Man	11/25/2020	UNION GAS LIMITED	MAIN OFFICE HEAT		
7402NOV242020		401-01-021 - HEAT	MAIN OFFICE HEAT	146.17	
		102-01-099 - HST RECEIVABLE	HST Tax Code	16.14	
		900-01-099 - HST TRACKING	HST Tax Code	18.67	162.31
1477-Man	11/25/2020	FAMILY RESPONSIBILITY OFFIC	0711411		
NOV252020		201-01-003 - PAYROLL DEDUCTIO	0711411	2,144.00	2,144.00
1740-Man	11/18/2020	ROYAL BANK VISA	MAIN OFFICE VISA		
4054NOV32020		401-01-004 - OFFICE SUPPLIES	MISC OFFICE SUPPLIES	728.12	
		406-01-007 - BUILDING CONF & I	MMAH CBO	116.00	
		401-01-017 - CONFERENCES & I	FCM VIRTUAL CONFERENCE	71.24	
		401-01-009 - OTHER/MISCELLAN	DRINKS FOR LUNCH	18.01	
		401-01-020 - POSTAGE	PUROLATOR CHARGES	111.42	
		401-01-014 - HEALTH & SAFETY	AED4LIFE	164.30	
		616-01-001 - ECONOMIC DEVEL	EC.DEV.SUMMIT	9.99	
		102-01-099 - HST RECEIVABLE	HST Tax Code	120.73	
		900-01-099 - HST TRACKING	HST Tax Code	139.64	1,339.81
1811-Man	11/18/2020	ROYAL BANK VISA	ACCOUNTABILITY BOXES		
3109NOV32020		402-01-005 - FIRE PROTECTION	ACCOUNTABILITY BOXES	35.23	
		102-01-099 - HST RECEIVABLE	HST Tax Code	3.89	

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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	4.50	39.12
1824-Man 541349	11/25/2020	MACEWEN PETROLEUM 120-01-001 - STOCK - GAS	PREMIUM GAS PREMIUM GAS	2,002.34	
		102-01-099 - HST RECEIVABLE	HST Tax Code	221.16	
		900-01-099 - HST TRACKING	HST Tax Code	255.80	2,223.50
1931-Man 4249NOV32020	11/18/2020	ROYAL BANK VISA 402-01-005 - FIRE PROTECTION	ANNUAL FEE ANNUAL FEE	10.81	
		102-01-099 - HST RECEIVABLE	HST Tax Code	1.19	
		900-01-099 - HST TRACKING	HST Tax Code	1.38	12.00
2300-Man 2031NOV12020	11/09/2020	BELL CANADA 402-01-004 - FIRE PROTECTION	N/A FIRE DEPT N/A FIRE DEPT	46.72	
		102-01-099 - HST RECEIVABLE	HST Tax Code	5.16	
		900-01-099 - HST TRACKING	HST Tax Code	5.97	51.88
2326-Man 7331NOV112020	11/18/2020	HYDRO ONE NETWORKS 401-01-012 - ELLIS HOUSE EXPE	ELLIS HOUSE ELLIS HOUSE	25.17	
		102-01-099 - HST RECEIVABLE	HST Tax Code	2.78	
		900-01-099 - HST TRACKING	HST Tax Code	3.21	27.95
2503-Man 4134NOV102020	11/18/2020	HYDRO ONE NETWORKS 600-01-002 - RECREATION - HYI	CEDAR PARK CEDAR PARK	55.02	
		102-01-099 - HST RECEIVABLE	HST Tax Code	6.08	
		900-01-099 - HST TRACKING	HST Tax Code	7.03	61.10
2554-Man 2041OCT302020	11/09/2020	HYDRO ONE NETWORKS 600-01-012 - DOMVILLE RECRE/	DOMVILLE REC DOMVILLE REC	46.62	
		102-01-099 - HST RECEIVABLE	HST Tax Code	5.15	
		900-01-099 - HST TRACKING	HST Tax Code	5.96	51.77
3043-Man 2497NOV12020	11/09/2020	BELL CANADA 102-01-044 - DUE FROM FAST E	N/A WDS N/A WDS	50.48	
		102-01-099 - HST RECEIVABLE	HST Tax Code	5.58	
		900-01-099 - HST TRACKING	HST Tax Code	6.45	56.06
3235-Man 2002NOV12020	11/09/2020	BELL CANADA 438-01-010 - P.W. TELEPHONE	PW GARAGE PW GARAGE	103.83	
		102-01-099 - HST RECEIVABLE	HST Tax Code	11.46	
		900-01-099 - HST TRACKING	HST Tax Code	13.26	115.29
4038-Man 3997NOV92020	11/18/2020	HYDRO ONE NETWORKS 402-01-002 - FIRE PROTECTION	N/A FIRE N/A FIRE	286.11	
		102-01-099 - HST RECEIVABLE	HST Tax Code	31.60	
		900-01-099 - HST TRACKING	HST Tax Code	36.55	317.71
4269-Man 540339	11/25/2020	MACEWEN PETROLEUM 120-01-003 - STOCK - COLOURE	COLOURED DIESEL COLOURED DIESEL	1,520.31	1,520.31

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Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
4615-Man 1958NOV202020	11/25/2020	HYDRO ONE NETWORKS	F/D SOLAR		
		402-01-002 - FIRE PROTECTION	F/D SOLAR	5.49	
		102-01-099 - HST RECEIVABLE	HST Tax Code	0.61	
		900-01-099 - HST TRACKING	HST Tax Code	0.70	6.10
4845-Man 5844	11/18/2020	HYDRO ONE NETWORKS	N/A RECREATION		
		600-01-018 - NORTH AUGUSTA F	N/A RECREATION	53.59	
		102-01-099 - HST RECEIVABLE	HST Tax Code	5.91	
		900-01-099 - HST TRACKING	HST Tax Code	6.84	59.50
4978-Man 560376	11/25/2020	MACEWEN PETROLEUM	CLEAR DIESEL		
		120-01-002 - STOCK - DIESEL	CLEAR DIESEL	823.15	
		102-01-099 - HST RECEIVABLE	HST Tax Code	90.92	
		900-01-099 - HST TRACKING	HST Tax Code	105.16	914.07
5052-Man 560862	11/25/2020	MACEWEN PETROLEUM	COLOURED DIESEL		
		120-01-003 - STOCK - COLOURE	COLOURED DIESEL	1,699.68	1,699.68
5192-Man 9061NOV92020	11/18/2020	HYDRO ONE NETWORKS	N/A REC SOCCER		
		600-01-018 - NORTH AUGUSTA F	N/A REC SOCCER	29.25	
		102-01-099 - HST RECEIVABLE	HST Tax Code	3.23	
		900-01-099 - HST TRACKING	HST Tax Code	3.74	32.48
6327-Man 540356	11/25/2020	MACEWEN PETROLEUM	LCEAR DIESEL		
		120-01-002 - STOCK - DIESEL	LCEAR DIESEL	1,479.97	
		102-01-099 - HST RECEIVABLE	HST Tax Code	163.47	
		900-01-099 - HST TRACKING	HST Tax Code	189.07	1,643.44
6426-Man 6426	11/20/2020	UNITED COUNTIES OF LEEDS &	CULVERTS		
		410-01-002 - BRIDGES & CULVE	CULVERTS	657.67	
		102-01-099 - HST RECEIVABLE	HST Tax Code	72.64	
		900-01-099 - HST TRACKING	HST Tax Code	84.02	730.31
6434-Man 6434	11/20/2020	UNITED COUNTIES OF LEEDS &	LINE PAINTING		
		438-01-030 - PW - CONTRACT SI	LINE PAINTING	22,552.76	
		102-01-099 - HST RECEIVABLE	HST Tax Code	2,491.03	
		900-01-099 - HST TRACKING	HST Tax Code	2,881.14	25,043.79
6452		438-01-030 - PW - CONTRACT SI	CREDIT MEMO	2,941.66-	
		102-01-099 - HST RECEIVABLE	HST Tax Code	324.92-	
		900-01-099 - HST TRACKING	HST Tax Code	375.80-	3,266.58-
				Payment Total:	21,777.21
6444-Man 6444	11/20/2020	UNITED COUNTIES OF LEEDS &	SIGNS/CULVERTS		
		410-01-002 - BRIDGES & CULVE	SIGNS/CULVERTS	195.52	
		438-01-011 - P.W. SHOP SUPPLI	SIGNS/CULVERTS	454.49	
		102-01-099 - HST RECEIVABLE	HST Tax Code	71.80	

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		900-01-099 - HST TRACKING	HST Tax Code	83.04	721.81
6862-Man	11/09/2020	HYDRO ONE NETWORKS	MAYNARD REC		
4594NOV2020		600-01-016 - MAYNARD RECREA	MAYNARD REC	96.20	
		102-01-099 - HST RECEIVABLE	HST Tax Code	10.63	
		900-01-099 - HST TRACKING	HST Tax Code	12.29	106.83
6882-Man	11/09/2020	ROYAL BANK VISA	JEFF STEWART VISA		
6496OCT272020		402-01-020 - FIRE PROTECTION	FIREFIGHTER APPRECIATION	2,238.16	
		102-01-099 - HST RECEIVABLE	HST Tax Code	247.22	
		900-01-099 - HST TRACKING	HST Tax Code	285.93	2,485.38
7855-Man	11/09/2020	HYDRO ONE NETWORKS	NEW FIRE STATION		
3286NOV2020		402-01-002 - FIRE PROTECTION	NEW FIRE STATION	954.42	
		102-01-099 - HST RECEIVABLE	HST Tax Code	105.42	
		900-01-099 - HST TRACKING	HST Tax Code	121.93	1,059.84
8213-Man	11/18/2020	HYDRO ONE NETWORKS	N/A REC HALL		
0192NOV92020		600-01-018 - NORTH AUGUSTA I	N/A REC HALL	51.00	
		102-01-099 - HST RECEIVABLE	HST Tax Code	5.64	
		900-01-099 - HST TRACKING	HST Tax Code	6.52	56.64
8584-Man	11/09/2020	HYDRO ONE NETWORKS	MAYNARD WDS		
3573NOV22020		102-01-044 - DUE FROM FAST E	MAYNARD WDS	227.69	
		102-01-099 - HST RECEIVABLE	HST Tax Code	25.15	
		900-01-099 - HST TRACKING	HST Tax Code	29.09	252.84
8835-Man	11/18/2020	ROYAL BANK VISA	PW VISA		
4740NOV32020		438-01-011 - P.W. SHOP SUPPLI	MISC SHOP SUPPLIES	487.58	
		438-01-017 - P.W. CONFERENCE	LUNCH FOR PW STAFF	25.42	
		438-01-018 - P.W. OFFICE SUPP	MISC OFFICE SUPPLIES	1,853.01	
		102-01-099 - HST RECEIVABLE	HST Tax Code	261.33	
		900-01-099 - HST TRACKING	HST Tax Code	302.26	2,627.34
9136-Man	11/09/2020	MACEWEN PETROLEUM	WASHER FLUID		
520235		438-01-011 - P.W. SHOP SUPPLI	WASHER FLUID	223.88	
		102-01-099 - HST RECEIVABLE	HST Tax Code	24.73	
		900-01-099 - HST TRACKING	HST Tax Code	28.60	248.61
9282-Man	11/18/2020	ROYAL BANK VISA	FIRE CHIEF VISA		
4603NOV42020		402-01-005 - FIRE PROTECTION	MISC SUPPLIES	764.88	
		402-01-020 - FIRE PROTECTION	FIREFIGHTER MUGS	2,034.71	
		402-01-012 - FIRE PROTECTION	NFPA CERTIFICATE	23.83	
		102-01-099 - HST RECEIVABLE	HST Tax Code	309.22	
		900-01-099 - HST TRACKING	HST Tax Code	357.65	3,132.64
9315-Man	11/09/2020	HYDRO ONE NETWORKS	MAIN OFFICE		
5014NOV22020		401-01-002 - HYDRO	MAIN OFFICE	369.74	
		102-01-099 - HST RECEIVABLE	HST Tax Code	40.84	

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		900-01-099 - HST TRACKING	HST Tax Code	47.24	410.58
9375-Man	11/09/2020	ROYAL BANK VISA	KEVIN SPICER VISA		
6520	OCT272020	402-01-013 - FIRE PROTECTION	WATER SOFTENENER	67.26	
		402-01-005 - FIRE PROTECTION	BOTTLED WATER	35.48	
		102-01-099 - HST RECEIVABLE	HST Tax Code	11.35	
		900-01-099 - HST TRACKING	HST Tax Code	13.13	114.09
9532-Man	11/18/2020	HYDRO ONE NETWORKS	N/A WDS		
9094	NOV92020	102-01-044 - DUE FROM FAST E	N/A WDS	49.41	
		102-01-099 - HST RECEIVABLE	HST Tax Code	5.46	
		900-01-099 - HST TRACKING	HST Tax Code	6.31	54.87
149744-Man	11/20/2020	OPTIMA SANTE GLOBALE	EAP FLAT FEE		
F149744		401-01-011 - STAFF BENEFITS	EAP FLAT FEE	134.19	
		102-01-099 - HST RECEIVABLE	HST Tax Code	14.82	
		900-01-099 - HST TRACKING	HST Tax Code	17.14	149.01
201104-Man	11/20/2020	CDW CANADA LLC	NEW LAPTOPS		
LSNM844		401-01-022 - COMPUTER EXPEN	NEW LAPTOPS	8,649.18	
		102-01-099 - HST RECEIVABLE	HST Tax Code	955.33	
		900-01-099 - HST TRACKING	HST Tax Code	1,104.94	9,604.51
215148-Man	11/10/2020	MINISTER OF FINANCE	OCT16-OCT31 GOV'T REMITTANCES		
OCT312020		204-01-001 - PAYROLL DEDUCTI	OCT16-OCT31 GOV'T REMITTA	11,070.88	11,070.88
221594-Man	11/15/2020	ONTARIO EHT	OCTOBER HEALTH TAX		
OCT312020		204-01-002 - EHT PAYABLE	OCTOBER HEALTH TAX	2,360.44	2,360.44
8071583	11/25/2020	MINISTER OF FINANCE	GOV'T REMITTACNES NOV1-NOV15		
NOV152020		204-01-001 - PAYROLL DEDUCTI	GOV'T REMITTACNES NOV1-N	11,033.43	11,033.43
12152020	12/10/2020	UPPER CANADA DISTRICT	4TH QUARTER LEVY		
12152020		640-01-001 - REQUISITION ENGI	4TH QUARTER LEVY	333,068.06	333,068.06
12152020	12/10/2020	CATHOLIC DISTRICT SCHOOL	4TH QUARTER LEVY		
12152020		640-01-003 - REQUISITION ENGI	4TH QUARTER LEVY	69,096.76	69,096.76
12152020	12/10/2020	CONSEIL DE ECOLES PUBLIQU	4TH QUARTER LEVY		
12152020		640-01-002 - REQUISITION FREN	4TH QUARTER LEVY	2,132.51	2,132.51
12152020	12/10/2020	OPTIMA SANTE GLOBALE	EAP FLAT FEE		
F150957		401-01-011 - STAFF BENEFITS	EAP FLAT FEE	134.19	
		102-01-099 - HST RECEIVABLE	HST Tax Code	14.82	
		900-01-099 - HST TRACKING	HST Tax Code	17.14	149.01
12152020	12/10/2020	UNITED COUNTIES OF LEEDS	8 FOURTH QUARTER LEVY		
12152020		635-01-001 - REQUISITION	FOURTH QUARTER LEVY	778,828.43	778,828.43

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Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
				Total for AP:	1,448,294.37

Certified Correct This December 10, 2020

REPORT NUMBER: 2020-121
REPORT TO COUNCIL: December 14, 2020
RE: Public Works Activity Report
PREPARED BY: Brad Thake, Public Works Manager

RECOMMENDATION:

THAT Council receive the Public Works Activity Report as prepared by the Public Works Manager dated December 14, 2020 for information.

PURPOSE:

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

BACKGROUND:

Road Maintenance and Operations

- Hardtop maintenance (pothole repair) ongoing
- Litter picking/ditch clean up ongoing
- Sign replacement ongoing
- Road patrol
- Ditching/drainage work ongoing
- Winter operations in full effect
- Spot/road grading before “freeze up”
- “In-house” winter maintenance operations have commenced (Municipal Office, Library, Firehall’s, North Augusta Rec Hall)

Projects/Tenders:

- Weir Road: Road preservation method using Mastic completed
- Public Works ¾ ton truck equipped and ready for winter maintenance, being used in lieu contracting out on various Township lots
- Merwin Lane (North): Large drainage culvert replaced
- Speed Radars collecting data (ongoing rotation schedule and targeted locations, subject to requests for service)
- Storm sewer inspection initiative using Town of Prescott’s camera utilized at Lemon Point and North Augusta
- McCrea Road South Nation Conservation Authority “public use” access and parking lot project completed. Joint effort with Steve Polite Construction, South Nation Conservation Authority and Augusta Township (project manager)
- 2-way radios (internal communication system) installed in all Public Works vehicles
- Public Works renovation delayed until Spring 2021. ICIP COVID STREAM grant opportunity for project has delayed start date.
- Asset Mapping is underway using our MESH tracking system

Waste/Transfer sites:

- Transfer sites: New sand/salt bins to be located at heavy traffic areas for additional winter safety measures
- Wetlands monitoring complete for 2020

Health & Safety/ Training:

- Weekly safety talks ongoing with PW staff
- CET and Foreman attended two day "Winter Patroller" course in Napanee

COVID19:

- Physical distancing being practised with staff where practical
- Equipment/work area wipe down procedure ongoing
- PPE: gloves, masks, sanitizer, safety glasses procedure ongoing
- Minimal contact with public while working
- Information board created and updated as data becomes available
- Safety talks, procedural updates and news is conveyed as information becomes available



Brad Thake
Public Works Manager



Ray Morrison
CAO/Treasurer

REPORT NUMBER: 2020-125
REPORT TO COUNCIL: December 14, 2020
RE: MESH Software
PREPARED BY: Brad Thake, Public Works Manager

RECOMMENDATION:

THAT Council receive the Public Works MESH asset and work management software report as prepared by the Public Works Manager dated December 14th, 2020 for information.

BACKGROUND:

Augusta Township Public Works department added the MESH asset and work management software program in 2020. This program is used in conjunction with smart phones and/or tablets. Some examples of what this program is and will be used for are:

1. Work Orders and Service Requests with Live Dashboards
2. Digitize ANY Paper Form
3. Road Patrol (Winter and Routine) with Deficiencies Map (to document repair)
4. Create Inventories, Inspect and Manage ANY asset (i.e. culverts, signs, storm sewers, tile drains)
5. Fleet Management
6. Minimum Maintenance Standards Weather Reporting
7. Pavement Condition Index Inspection and Reports
8. Facility Inspections and Checklists
9. Parks and Rec Modules (Park inventory, play structure inspections)
10. By Law Department modules
11. Easily retrieve and file ANY form electronically
12. Automatic Notifications when work has been completed (email or Text Message)
13. Automatic report generation

OVERVIEW:

This program will benefit the Township in many aspects moving forward in the future regarding budget planning, grants, mandatory asset management plans, construction, risk management, MMS compliance as some examples. This program requires an annual subscription of approximately \$6000.

FINANCIAL IMPACTS:

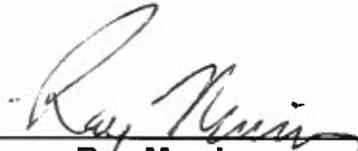
Sufficient funds have been allotted in the 2020 Public Work Budget for this program.

ATTACHEMENT:

Below are snapshots of the data the MESH dashboard provides. Verbal update/explanation during Council.



**Brad Thake
Public Works Manager**



**Ray Morrison
CAO/Treasurer**

Sign - Details

Inspection Status: INCOMPLETE EDIT

Details EDIT

Barcode 235432

Classification Warning

Sign Code And Name Wa6R WINDING ROAD (Right)

Sheeting Type High Int

Measurements EDIT

Dimensions 60cm x 60cm

Support VIEW

Support ID 42e3c851-3ad1-472e-8545-3366988a73f1

Location EDIT

GPS Location 44.709456 -75.569612

Sign - Details

Inspection ADD NEW

VIEW HISTORY

Last Inspection Date 11/11/2016

Overall Condition Good

Retroreflectivity Assessment Pass

Sign Condition Good

Sheeting Assessment Pass

Maintenance ADD NEW

VIEW HISTORY



Sign - Details

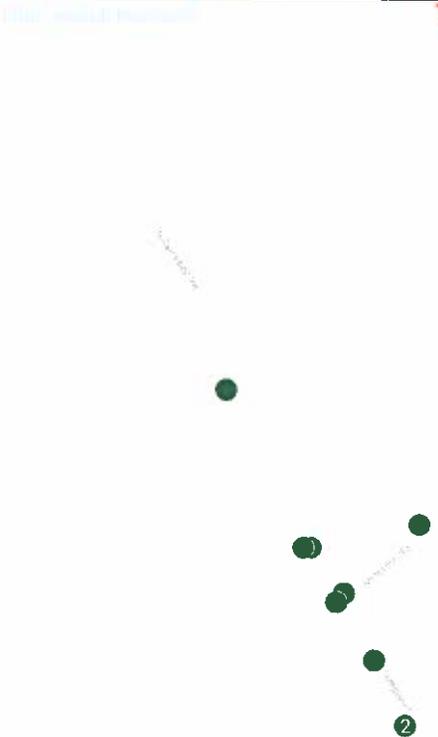
Maintenance ADD NEW

VIEW HISTORY



Sign - Map ADD NEW

Map view showing a location on a road network. The map includes a road labeled 'WINDING ROAD' and several green location markers. One marker is labeled '1' and another '2'.



View all signs & assets

235432
Wa6R WIND:NG PCAD (Right)

View all signs & assets

228459
Wa2L SHARP CURVE (Left)

View all signs & assets

Inspection Status: INCOMPLETE EDIT

Details EDIT

Barcode 228459

Classification Warning

Sign Code And Name Wa2L SHARP CURVE (Left)

Sheeting Type Engineer Grade

Measurements EDIT

Dimensions 60cm x 60cm

Support VIEW

Support ID 8334e5b1-486a-4ae8-b1c0-aaa390e8c49d

Location EDIT

GPS Location 44.695581 -75.57615



Sign - Details

GPS Location [44 695581 -75 57615](#)

Street Name [Concession Road 2](#)

Inspection

[ADD NEW](#)

[VIEW HISTORY](#)

Last Inspection Date 11/11/2016

Overall Condition Poor

Retroreflectivity Assessment Fail

Sign Condition Good

Sheeting Assessment Pass

Maintenance

[ADD NEW](#)

[VIEW HISTORY](#)

[1ce87991-2749-4af9-bbb0-0aea736187e5](#)

REPORT NUMBER 2020-127

REPORT TO COUNCIL December 14, 2020
RE: BUILDING DEPARTMENT ACTIVITY SUMMARY
AUTHOR: Karen Lavigne CBO, CBCO

RECOMMENDATION:

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

BUILDING DEPARTMENT ACTIVITY SUMMARY

Date Issued	Permit Number	Cost of Project	Permit Cost	Type of Permit
5/11/2020	2020-7495	\$16,000.00	\$432.00	Cover all
5/11/2020	2020-7496	\$3,500.00	\$138.00	Deck addition
6/11/2020	2020-7497	\$40,000.00	\$240.00	D. Garage
9/11/2020	2020-7498	\$90,000.00	\$1600.00	D. Garage
11/11/2020	2020-7499	\$40,000.00	\$5,065.00	Conditional D Garage
18/11/2020	2020-7429-2	\$80,000.00	\$968.00	Basement Apartment
23/11/2020	2020-7501	\$5,000.00	\$180.00	Shed
24/11/2020	2020-7500	\$50,000.00	\$270.00	D. Garage
NOV. TOTAL		\$324,500.00	\$8,893.00	
2020 TOTAL		\$7,635,002.97	\$93,823.35	

Inspections performed in November; 37

Permits issued in November; 8

Inspections performed in October; 38

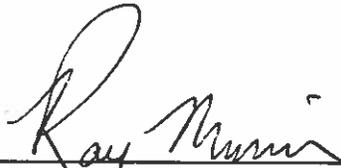
Permits issued in October; 11

MPAC finals for November; 12

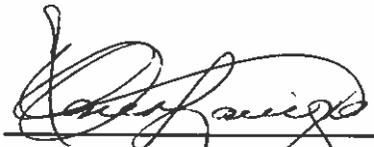
MPAC occupancies for November; 2

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

Date Issued	Permit Number	Cost of Project	Permit Cost	Type of Permit
4/11/2019	2019-7366	\$4,000.00	\$100.00	Shed
5/11/2019	2019-7367	40,000.00	\$95.00	Renovation
5/11/2019	2019-7368	\$20,000.00	\$130.00	Addition
5/11/2019	2019-7369	\$75,000.00	\$771.20	Addition/Reno
18/11/2019	2019-7370	\$30,000.00	\$171.00	Storage
21/10/2019	2019-7371	\$50,000.00	\$1,037.00	Renovation
27/11/2019	2019-7372	\$40,000.00	\$1,026	Renovation
NOV. TOTAL		\$259,000.00	\$3,330.20	
2019 TOTAL		\$7,624,486.00	\$84,785.44	



 Ray Morrison, CAO



 Karen Lavigne, CBO

December 14, 2020
REPORT TO COUNCIL
REPORT #: 2020-126
EMERGENCY MANAGEMENT PROGRAM REVIEW, 2020
PREPARED BY: HANS WERNER-MACKELER, CEMC

RECOMMENDATION:

THAT Council receive this report for information.

BACKGROUND:

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

Key Emergency Management Personnel

By-laws 3052-2013 and 3323-2017 assigned township personnel to the following roles:

CEMC	Hans Werner-Mackeler
Alt. CEMC	Rob Bowman
EIO	Ashleigh Trickey
Alt. EIO	Hans Werner-Mackeler

Emergency Management Program Committee (EMPC)

By-law 3269-2016, which includes a Terms of Reference, established the following positions as members of the EMPC:

- Mayor or appointed member of Council determined by the Mayor
- CAO
- Fire Chief
- Public Works Manager
- Emergency Information Officer
- Clerk
- CEMC (Chair)
- Other staff or outside agencies by invitation
- Non-designated Council members may attend by invitation

Hazard Identification Risk Assessment (HIRA)

The HIRA information remained the same in 2020 as it did in 2019. Renewed efforts will be undertaken in 2021 to update our HIRA information. The proposed updates will be discussed with the EMPC early in 2021 to obtain their input into the revision process.

A copy of Augusta Township's HIRA list is attached. If anyone has any comments please let me know.

Critical Infrastructure (CI)

The Critical Infrastructure list for Augusta Township was revised in 2019 based on previous comments by the OFMEM Field Officer. It remains the same for 2020 but will be reviewed in 2021.

A copy of Augusta Township's CI list is attached. If anyone has any comments, please let me know.

Municipal Emergency Plan

Attachment 2

The Emergency Management Plan for Augusta Township was rewritten in 2017 and adopted as a part of By-law 3325-2017. Minor revisions were undertaken in 2019 which did not require the passing of a new by-law. No changes were made in 2020 however, because of the pandemic, a major review and rewrite will be conducted in 2021.

A copy of the most current publicly available Emergency Management Plan is attached. If anyone has any comments, please let me know.

A draft Continuity of Operations Plan or COOP has been circulated. This is the public facing version. Additional COOP components, not subject to public review, will be worked on in 2021. The COOP will direct the municipality when actioning disruptions to administrative procedures, facilities, staff and computer systems.

Municipal Emergency Control Group (MECG)

As a result of the pandemic, the OFMEM have determined that municipalities were not required to conduct a training exercise in 2020.

OFMEM has maintained a standard for the level of knowledge required by MECG members. The information required by the members was previously conveyed to them via documentation. Each member has or will be providing verification documentation with respect to this material.

Emergency Operations Centres (EOC)

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

Both EOCs are equipped with appropriate technology to allow the MECG to effectively deal with an emergency. While the alternate EOC has portable generator capability it would benefit from a stand-by unit. The primary EOC has a stand-by unit that tests monthly. We also have a secondary alternate EOC location with full stand-by power. A municipal facility in the same community functions as the Media Relations Centre.

Public Education and Incidents of Note

The municipality's Emergency Management web page was revamped in 2017 including the addition of links to other municipal, provincial, federal and NGO website for pertinent

emergency preparedness information. This information was reviewed and updated in 2020 to ensure its relevance.

The township Facebook page was launched in 2018. Information related to various emergency situations affecting or potentially affecting the municipality were posted on both sites in 2020.

Emergency Preparedness Week

Attachment 1

Due to the pandemic, no displays were set up at the municipal office and the public library during EP WEEK in May.

In conjunction with other Leeds and Grenville municipalities we placed an emergency preparedness advertisement in local newspapers.

In partnership with the Town of Prescott and the Township of Edwardsburgh Cardinal, we sponsored four EP related radio advertisements on local radio station 107.9, The Coast (now referred to as The Moose).

A separate report on the township's EPW activities has been prepared and is included with this report.

High Water – St. Lawrence River

With respect to this year's threat of flooding on the St. Lawrence River, the municipality issued six River Watch 2020 information packages based on information obtained from the Lake Ontario-St. Lawrence River Board, South Nation Conservation, and the internet in general. The information went to residents who had signed up to receive the information and was also published on our website.

To ensure all riverfront residents were aware of the hazard and the municipality's policy with respect to the situation, a letter was sent to every homeowner along the river. The municipality also received flood hazard coverage via the South Grenville Journal. Fortunately, we did not experience the high-water events of 2017 and 2019.

Copies of all related information are available on our website or by emailing the writer.

Low Water / Drought

Similar to our situation in 2018, as soon as the threat of flooding subsided, we started to see the effects of the lack of rainfall. The CEMC participated in the Low Water Response Team conference calls of both the Rideau Valley Conservation Authority and South Nation Conservation. Over the course of June and July, both CAs moved the low water threat level from a Level 1 to a Level 2. August, in relation to our township, was quite wet. Dry conditions however returned in September. Residents were kept aware of the low water/drought hazard via our

website. We were also able to post the information on the electronic signboards at the township office and in the village of North Augusta.

Natural Gas Disruption

During August, another situation occurred that affected about 700 residents in the Maitland area. Enbridge Gas Inc. had a temporary disruption in natural gas service to the community. Fortunately, the outage occurred in the summer. If it had been in the winter, many residents would probably have had to evacuate their residences due to a lack of heat. Gas flow was restored in a few days by Enbridge Gas personnel.

Pandemic – COVID 19

None of the 2020 situations impacted the municipality as much as the COVID-19 pandemic. Since early March of this year, the municipality has been on full alert.

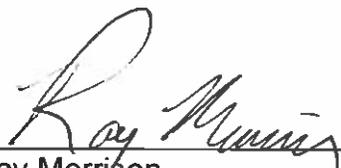
The MECG and support staff started meeting very early during the pandemic and continued to meet on a weekly basis (some members in person, others virtually via Teams) until the end of June. From July to September, the MECG came together at the call of the chair at least monthly. The group met twice in October.

The municipality declared a state of emergency effective March 27, 2020 and that declaration is still in effect.

Six COVID-19 news releases (reviewed and approved by the MECG) have been prepared by the Emergency Information Officer (EIO). The releases were sent out to the media and posted on our township webpage.

The municipal office and other municipal facilities were closed to the public after the first MECG meeting. COVID-19 procedures, as directed by the province and the Leeds, Grenville, and Lanark Public Health Unit, were implemented for those staff working from the office and the Public Works garage. Staff were/are encouraged to work from home when necessary. The municipal office was reopened to the public by appointment only. All COVID-19 safeguards must be adhered to. Other municipal facilities are open to the public provided event organizers sign an agreement and ensure they adhere to public safety guidelines. The Public Library reopened with stringent COVID-19 procedures in effect.

Hans Werner-Mackeler
CEMC



Ray Morrison
CAO/Treasurer

November 22, 2020

Report to: Augusta Township Emergency Management Program Committee

Report: **Augusta Township Activities / Emergency Preparedness Week 2020**

Emergency Preparedness Week in 2020 ran from May 03 – 09. Augusta Township staff were involved in EPW in the following areas:

Township Office: Due to the pandemic, no EPW were on display in the municipal office.

Township Library: As a result of the pandemic, the public library was closed during EP Week.

Township Website and Facebook Page: Each weekday had a different display for EP Week.

Monday

Are you ready?

As we all work together through the pandemic, we need to remember that other emergencies can also impact our families, neighbours and friends. The week of May 03rd to May 09th marks Emergency Preparedness Week. Multiple emergencies can and do happen. **Stay informed** and prepare to take care of your self and your family for a minimum of 72 hours in an emergency.



Tuesday

Are you prepared?

Being prepared includes developing a plan to shelter in place or to evacuate depending on the circumstances, putting together a kit or kits depending on if you plan to stay at home or to evacuate and staying informed. We are all gaining valuable insights in that regard as we live and work through COVID-19.



Wednesday

Power Outages

Most municipalities would rank long term power outages (greater than 24 hours) as one of the most severe emergencies to impact its residents. Most residents will recall the ice storm of 1998 or the blackout of 2003. Some residents were without power for two to three weeks during the ice storm. Visit the township's Emergency Management webpage or www.getprepared.gc.ca to learn more about being prepared for outages.



Thursday

Contagious Viruses

COVID-19 is a contagious virus that has impacted millions of individuals worldwide. The "flu" is also a virus that affects people on an annual basis and unfortunately, like COVID-19, can lead to death. Our prevention measures to deal with the flu are very similar to what we are currently practicing during the pandemic. Wash your hands with soap and water frequently, self-isolate and practice social distancing whenever necessary.



Friday

Staying informed!

At the onset of a major emergency that requires prompt actions by residents, the municipality will activate the provincial Alert Ready system. Information will be conveyed to residents via radio, television and specific cellphones. Follow-up messaging will be available via the 211 system. Check out the Augusta Township Emergency Management webpage for more information.



Radio Advertisements: The Town of Prescott and the Townships of Edwardsburgh Cardinal and Augusta partnered with four radio ads on Radio Station 107.9, The Coast, now referred to as The Moose.

EMERGENCY PREPAREDNESS WEEK ~ May 03rd - 09th, 2020

Are you ready?

As we all work together through the pandemic we need to remember that other emergencies can also impact our families, neighbours and friends . The week of May 03rd to May 09th marks Emergency Preparedness Week. The townships of Augusta, Edwardsburgh/Cardinal and Town of Prescott would like to remind residents that you should be prepared at all times to take care of yourself and your family for a minimum of 72 hours in an emergency. We need to be ready, in our homes, with canned goods, bottled water, batteries, cash and medication in case of a severe situation such as what we are currently experiencing. Spend some time this week learning what to put in your 72 hour emergency kit and how to be better prepared by visiting: www.getprepared.gc.ca

As we are all currently well aware emergencies can happen at any time and your best defense is to be prepared! Whether an emergency occurs from human-caused, technological or natural means, be assured that the townships of Augusta, Edwardsburgh/Cardinal and Town of Prescott have comprehensive emergency management plans and programs in place. It may take emergency workers some time to reach you during an emergency - so you should be prepared to take care of yourself and your family for a minimum of 72 hours. Visit www.getprepared.gc.ca for more information.

May 03-09th marks Emergency Preparedness Week in Ontario. During this time of COVID-19, we should also be prepared and ready to take care of ourselves and your families for a minimum of 72 hours if another emergency happens as it may take emergency workers some time to reach us. The townships of Augusta, Edwardsburgh/Cardinal and Town of Prescott want you to learn how quick and easy it is to become better prepared to face a range of emergencies – anytime, anywhere. Visit www.getprepared.gc.ca and use the guides and information sheets to create your own emergency plan. These basic steps will help you take care of yourself and your loved ones during an emergency.

From May 3rd to 9th, the townships of Augusta, Edwardsburgh/Cardinal and Town of Prescott are recognizing Emergency Preparedness Week and remind all residents to take steps to be

prepared in the event of another emergency. Ready yourself and your family to face possible emergencies by:

- Creating and practicing a household disaster plan to get out of the house in the event of fire, or other sudden emergency.
- Assembling a Household Emergency Supply Kit which will allow you and your family to shelter-in-place for at least 72 hours in the event of an emergency.
- Assembling a Go Bag. A Go Bag includes the essential items you will need if it is necessary to evacuate in an emergency

Visit www.getprepared.gc.ca for more information.

Correspondence EPW Promotion: During EPW 2020, the following EPW logo was added to the CEMC's correspondence to help promote the week.

EP Week E-mail Add-on

Hans Werner-Mackeler
Community Emergency Management Coordinator
Augusta Township
Telephone: 613-925-4231x104



Visit <http://www.augusta.ca/home/life-in-augusta/emergency-management-program/> to learn more.

Newspaper Advertisements: All municipalities in Leeds and Grenville joined with the United Counties to sponsor an EPW ad in local newspapers. Advertisement shown on next page.

EMERGENCY PREPAREDNESS WEEK

May 3 - May 9, 2020

Emergency Preparedness Week is a Canada-wide initiative to increase awareness of individual & family preparedness.

The Emergency Management & Civil Protection Act requires all municipalities to have a plan that outlines how it will respond to emergencies within its jurisdiction. Please check your local municipality's website for your local Emergency Plan.

KNOW THE RISKS

As we collectively manage and recover from the COVID-19 global emergency, remember to remain vigilant by being prepared for other possible emergencies. It's Emergency Preparedness Week.

This is an important part of being prepared during a natural disaster. Know the risks in your area & start to prepare. You should be aware of hazards that can trigger emergencies, such as bomb threats, chemical spills or infectious disease outbreaks.

WHAT DOES "SHELTER IN PLACE" MEAN?

Get Inside, Stay Inside

If local officials tell you to "stay put," act quickly. Listen carefully to local radio/TV stations for instructions, because the exact directions will depend on the emergency. You should:

- Get inside. Bring your emergency supplies, & pets, if possible.
- Find a safe spot in this location. The spot depends on the emergency, and stay put until officials say it is safe to leave.

For more information, visit emergency.cdc.gov/shelterinplace.asp

MAKE A PLAN

It will help your family to have an emergency plan & know what to do in case of an emergency. Your family may not be together when an emergency occurs. Plan how to meet or how to contact one another & discuss what you would do in different situations. To help fill out your home emergency plan, visit

emergencymanagementontario.ca/english/beprepared/beprepared.html

BUILD A KIT

In an emergency, you will need to be self-sufficient for at least 72 hours. Your kit needs to be easy to carry & in a location that your family knows where it is. For items in an Emergency Kit, visit emergencymanagementontario.ca/english/beprepared/beprepared.html

USING TECHNOLOGY DURING A DISASTER

- Use texting, email or social media to communicate.
- If you need to call, talk briefly to conserve phone battery.
- Unable to call? Wait 10 seconds before redialing to reduce network congestion. Remember cordless phones will not work in outages. Keep a corded phone in your home.
- Keep extra batteries or a charger for your mobile device.
- Keep your contact list updated.

ALERT READY In addition to TV & radio alerts, compatible mobile devices are able to receive emergency alert notifications from the Alert Ready system. Find out if your device is compatible at www.alertready.ca

Note: If your phone is not compatible, you can subscribe to receive emergency alerts by email, SMS texts and social media.

www.GetPrepared.ca





SCHEDULE "A"

MUNICIPAL

EMERGENCY

PLAN

AUGUSTA TOWNSHIP

CREATED: 2004
REVISIONS: 8
REWRITTEN: 2019

Municipal Emergency Plan Executive Summary

The purpose of this Municipal Emergency Plan is to:

- Comply with the Emergency Management and Civil Protection Act, Section 3(1) and Ontario Regulation 380/04 that require a municipality to have an Emergency Management Plan in place;
- Establish, by by-law, a Council approved policy document titled "Municipal Emergency Plan".

Augusta Township's Emergency Management Program Committee (EMPC) provides guidance and advice to the municipality regarding the development of its emergency program including hazardous situations within the municipality that could result in an emergency, staff training, exercises, and public education.

The compiled hazardous situation information has been analyzed and compiled by the Community Emergency Management Coordinator (CEMC) into a Hazard Identification and Risk Analysis (HIRA) document. The CEMC uses the HIRA information to prepare a Community Risk Profile. The Profile defines whether a hazard has a high, moderate or low chance of occurring, what the impacts to residents and property might be and what remedial action can be undertaken to negate or minimize the impacts.

The municipality is responsible for the management of emergencies within its boundaries. The Mayor, as Head of Council (HOC) has overall responsibility. The HOC is assisted by the Municipal Emergency Control Group (MECG) which is comprised of designated municipal officials. Representatives of supporting agencies, designated technical experts and municipal staff support the MECG. During emergencies, the MECG meets in the municipality's primary/alternate Emergency Operations Centre (EOC).

The roles and responsibilities of designated members (and alternates) of the MECG are outlined in this plan. The MECG will be considered activated when at least three members are present. However, any decisions of the MECG require the presence of the HOC and the Chief Administrative Officer (CAO).

A State of Municipal Emergency can be declared by the HOC in accordance with guidelines (Appendix G) from the Office of the Fire Marshal and Emergency Management (OFMEM). OFMEM must be immediately notified of a declaration or the termination of an emergency declaration. The mandate of the MECG includes providing support to the incident site(s); providing for the requirements of the broader affected area and providing a continuity of municipal services for the unaffected segments of the municipality.

The exchange of information, both internally and externally, is a critical component of any emergency. Information releases will be prepared by the Emergency Information Officer (EIO) and be approved by the CAO in consultation with the HOC. Media interviews will be conducted at a designated primary or alternate Media Information Centre which is not a part of the Emergency Operations Centre.

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 - 2.5.3 Chief, Augusta Fire and Rescue Services
 - 2.5.4 Public Works Manager

 - Supporting Agency Responsibilities:
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 - 2.5.7 Medical Officer of Health, Leeds, Grenville and Lanark District Health Unit or alternate
 - 2.5.8 Director of Community & Social Services, UCLG or Alternate
 - 2.5.9 CEMC, UCL&G
 - 2.5.10 OFMEM Field Officer, Loyalist Sector

 - Supporting Municipal Staff:
 - 2.5.11 Emergency Information Officer or Alternate
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SCHEDULE “A”

PART 1 - ADMINISTRATION

1.1 Foreword

Municipal emergencies can be defined as *“a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident, or an act whether intentional or otherwise”*. The situations or the threat of impending situations, abnormally affecting the lives and property of our residents, by their nature and magnitude require a controlled and co-ordinated response by a number of agencies, both government and private, under the direction of the appropriate elected officials, as distinct from routine operations carried out by a municipality, agency or agencies such as police forces, fire services and emergency medical services.

Whenever an emergency occurs, which affects the lives and property of residents, the initial and prime responsibility for providing immediate assistance rests with the local municipal government. This emergency plan has been designed for the municipality’s designated Municipal Emergency Control Group (MECG) to help ensure the co-ordination of municipal, provincial, federal, private and volunteer services in an emergency to bring the situation under control as quickly as possible.

All municipal officials of the Township of Augusta, whether elected or appointed, must be fully conversant with the contents of this emergency plan and be prepared at all times to carry out the functions and responsibilities allotted to them.

Wherever possible, the Incident Management System (IMS), as defined and promoted by the Office of the Fire Marshal and Emergency Management (OFMEM), has been incorporated into the Municipal Emergency Plan.

1.2 Authority

Authority for the development, content, and implementation of the Municipal Emergency Plan is provided or referenced in the following:

1. Emergency Management and Civil Protection Act

Section 3 (1) states: “Every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan”.

Declaration of emergency:

Section 4 (1) states: “The head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of

the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area.”

Declaration as to termination of emergency:

Section 4 (2) states: “The head of council or the council of a municipality may at any time declare that an emergency has terminated.”

2. Ontario Regulation 380/04

Regulation 380/04 Part II: Municipal Standards: Sections 10 through 15 provides direction on:

Section 10: Emergency Management Program Coordinator (CEMC)

Section 11: Emergency Management Program Committee (EMPC)

Section 12: Municipal Emergency Control Group (MECG)

Section 13: Emergency Operations Centre (EOC)

Section 14: Emergency Information Officer (EIO)

Section 15: Emergency Response Plan (details provided below)

Section 15 (1): The emergency plan that a municipality is required to formulate under subsection 3 (1) of the Act shall consist of an emergency response plan.

Section 15 (2): An emergency response plan shall,
(a) assign responsibilities to municipal employees, by position, respecting implementation of the emergency response plan; and
(b) set out the procedures for notifying the members of the municipal emergency control group of the emergency.

3. Accessibility for Ontarians with Disabilities Act / Ontario Regulation 429/11 and 191/11

The Act specifically identifies Standards to be set by Regulation.

Ontario Regulation 429/07 sets out requirements for Accessible Standards for Customer Service and Providing Documents in an Accessible Format

The Township of Augusta shall provide Emergency Plan information in an accessible format, upon request, in accordance with the Integrated Accessibility Standards Regulation (IASR) and the Multi-Year Accessibility Plan (By-law # 3120-2014).

Ontario Regulation 191/11 clarifies information requirements related to emergencies and to emergency plans.

Key references are provided as follows:

Emergency procedure, plans or public safety information

13. (1) In addition to its obligations under section 12, if an obligated organization prepares emergency procedures, plans or public safety information and makes the information available to the public, the obligated organization shall provide the information in an accessible format or with appropriate communication supports, as soon as practicable, upon request.

13. (2) Obligated organizations that prepare emergency procedures, plans or public safety information and make the information available to the public shall meet the requirements of this section by January 1, 2012.

4. Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Chapter M. 56

The Municipal Emergency Plan is a public document, excluding the **appendices, which are deemed confidential.**

As stated in the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990:

Section 8. (1) A Head of an institution may refuse to disclose a record if the disclosure could reasonably be expected to endanger the security of a building or the security of a vehicle carrying items, or of a system or procedure established for the protection of items, for which protection is reasonably required;

Section 9 (1); A head shall refuse to disclose a record if the disclosure could reasonably be expected to reveal information the institution has received in confidence from,

- (a) the Government of Canada;
- (b) the Government of Ontario or the government of a province or territory in Canada;
- (c) the government of a foreign country or state;
- (d) an agency of a government referred to in clause (a), (b) or (c); or
- (e) an international organization of states or a body of such an organization.

Section 10 (1) (a); A head shall refuse to disclose a record that reveals a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence implicitly or explicitly, if the disclosure could reasonably be expected to,

(b) Result in similar information no longer being supplied to the institution where it is in the public interest that similar information continues to be so supplied;

Section 13; A head may refuse to disclose a record whose disclosure could reasonably be expected to seriously threaten the safety or health of an individual.

1.3 Actions Prior To Declaration

When an emergency exists but has not yet been declared to exist, community employees may, during an initial response, take such action(s) as may be required to protect the property, the health, the safety and welfare of the citizens of the Township of Augusta.

Nothing in the Municipal Emergency Plan of Augusta Township is intended to hinder the initiatives of First Responders acting in accord with the laws / policies / procedures that govern their work unit.

1.4 Request for Outside Assistance

Requests for assistance can be made with or without a declared state of emergency.

Assistance may be requested from an adjacent Municipality and / or the United Counties of Leeds and Grenville by contacting either the Head of Council or the CAO. The request shall NOT be deemed a request for the assisting party to assume authority over and/or control of the emergency.

Technical or material assistance may be requested from the Province of Ontario at any time. Any request for assistance from the Province should be made with the help of the OFMEM Field Officer assigned to the emergency through the OFMEM Provincial Emergency Operations Center (PEOC). The request shall NOT be deemed a request for the assisting party to assume authority over and/or control of the emergency. Similarly Federal Government assistance must be requested with the help of the OFMEM Field Officer assigned to the emergency through the OFMEM Provincial Emergency Operations Center.

The Municipality may request assistance from Private Enterprise with due regard for the cost of such a request and the availability of funding to pay for the assistance. Compensation from upper tier governments may not be automatically available. The OFMEM Field Officer assigned to the emergency should be consulted regarding provincial funding availability. Contact names/numbers of relevant contractors can be found in Appendix B of this plan.

1.5 Declaration of an Emergency

The Mayor (HOC), or his/her designate, is responsible for declaring a state of local emergency. This decision should be made in consultation with the other members of the MECG and is based on the following general criteria:

- The situation or event poses danger of major proportions to the health and/or property of the residents of the municipality or the environment;
- The use of emergency resources creates an unacceptable risk to the balance of the municipality;
- The response exceeds the available resources and expertise and necessitates a multi-organizational and multi-jurisdictional response; and/or
- Additional legal powers are required.

Appendix G of this plan contains a checklist to assist in the decision making process. It also contains the prescribed form for the Declaration of an Emergency.

1.6 Termination of an Emergency

The MECG will make a recommendation to the Mayor or his/her designate, to officially declare the termination of an emergency. A municipal emergency may be terminated at any time by the Mayor, his/her designate, Council or the Premier of Ontario.

When terminating a municipal emergency, the Mayor or designate will ensure that the OFMEM, Augusta Council, the County Warden, the general public, the local MP and MPP and all involved agencies, personnel and neighbouring communities are notified, as required.

1.7 Municipal Hazard Analysis

The Township of Augusta has completed the Hazard Identification/Risk Assessment or HIRA process developed by the Office of the Fire Marshal and Emergency Management. Based on the probability of occurrence and level of impact, hazards have been prioritized as High, Medium, Low or Unpredictable. Some of the hazards designed as High include the following (not in any order of priority):

- Severe weather (both summer and winter)
- Critical infrastructure/power failures
- Road and Rail transportation accidents or other hazardous materials incident

1.8 Conceptual Response

Although the municipality's emergency plan is very comprehensive and lists the key steps and anticipated responsibilities to be fulfilled in most situations, it cannot predict and address all possible disaster scenarios. The concepts and principles of emergency management can be applied to all incidents in order to support a controlled and coordinated emergency response.

1.9 Plan Maintenance

The Municipal Emergency Plan has undergone continuous improvement as the level of provincial legislation changed. The plan is kept "current" through a Maintenance Schedule that is the responsibility of the CEMC. Some tasks may be delegated.

An **Annual Review** is conducted by the Community Emergency Management Program Committee with special emphasis to the following:

Contact Information: Municipal Emergency Control Group / Council / Staff
(Appendix A)

Notification System: (Appendix A)

The ability of the Municipal Emergency Control Group to function in an Exercise

The Training of the MECG and support staff

Support Resources: (Appendix B)

Communications Plan: (Appendix J)

The CEMC will amend / update / correct any information contained within the Emergency Management Plan and / or its Appendices on an as required basis.

1.10 Plan Distribution

POSITION / LOCATION	No. / TYPE
Mayor, Township of Augusta	1
Deputy Mayor, Township of Augusta	1
Councilors , Township of Augusta	3
CAO/Treasurer , Township of Augusta	1**
Chief , Augusta Fire and Rescue Services	1**
Public Works Manager	1**
Members, Emergency Management Program Review Committee	6
Chief, Leeds Grenville Paramedic Service	1
OPP , Grenville County Detachment	1
Community Emergency Management Coordinator , Township of Augusta	1**
Leeds , Grenville & Lanark District HEALTH UNIT	1
Director of Social Services , United Counties of Leeds & Grenville	1
Office of the Fire Marshal and Emergency Management (Toronto)	1
Field Officer, OFMEM	1
CEMC, United Counties of Leeds & Grenville	1
Locked Cabinet , CEMC Office , Township of Augusta	1 * + 1 **

- () SCHEDULE "A" ONLY
 (*) COMPLETE PLAN WITH ANNEXES
 (**) COMPLETE PLAN WITH ANNEXES DIGITIZED

PART 2 - OPERATIONS & PROCEDURES

2.1 Municipal Emergency Control Group (MECG)

The Municipal Emergency Control Group is the group responsible for the strategic direction and control of the overall emergency response within the municipality. The MECG's general responsibilities include:

- Providing support to the incident site, including:
 - Setting priorities and strategic direction,
 - Information collection, collation, evaluation and dissemination,
 - Management of resources,
 - Finance and administrative approvals.
- Providing for the Corporation and the Municipality at large:
 - Ensuring that continuity of operations and essential services are maintained and/or restored corporately, and for the municipality at large, including where possible, the areas impacted by the emergency.
- Under specific circumstances, the MECG may also exercise the following functions:
 - Performing an Area Command (as per ICS/IMS structure) role for multiple incident sites
 - Performing an incident command role (as per ICS/IMS structure)

Additional Responsibilities:

In addition, the members of the MECG may be responsible for the following actions or decisions:

- Calling out and mobilizing their emergency services, agency and equipment; coordinating and directing their service and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law;
- Determining if the location and composition of the MECG are appropriate;
- Establishing direct continuous communications with the incident site;
- Advising the Head of Council (Mayor) as to whether the declaration of an emergency is recommended;
- Advising the Head of Council (Mayor) on the need to designate all or part of the Township as an emergency area;
- Ensuring that an incident commander (IC) is established for each incident location;
- Ensuring support to the site I/C by offering equipment, staff and resources, as required;
- Ordering, coordinating and/or overseeing the evacuation of residents considered to be in danger;
- Discontinuing utilities or services provided by public or private concerns, i.e. hydro, gas, etc.
- Arranging for services and equipment from local agencies and non-governmental organizations (NGOs) i.e. private contractors, industry, volunteer agencies, service clubs;

- Notifying, requesting assistance from and/or liaison with various levels of government and any public or private agencies not under community control, as considered necessary;
- Determining if additional volunteers are required and if appeals for volunteers are warranted;
- Determining if additional transport is required for evacuation or transport of persons and/or supplies;
- Ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Officer, for dissemination to the media and public;
- Determining the need to establish additional advisory groups and/or subcommittees/working groups for any aspect of the emergency including recovery;
- Authorizing expenditure of funds required for dealing with the emergency;
- Notifying the services, agencies or groups under their direction, of the termination of the emergency;
- Maintaining a log outlining decisions made and actions taken;
- Participating in the debriefing following the emergency
- Notifying the County Emergency Control Group (if activated) as required.

The Augusta Township Municipal Emergency Control Group is composed of the Mayor; CAO/Treasurer/Deputy Clerk; Manager, Public Works; and Fire Chief, Augusta Fire Rescue. The CAO functions as the Chair of the MECG. If absent from a meeting, one of the other members will function as the Chair.

To assist the MECG in performing its duties, the following personnel from within the municipality or from external agencies may be requested to attend meetings:

Township of Augusta

Scribe
 Chief Building Officer
 By-law Enforcement Officer
 Deputy Treasurer
 Emergency Information Officer
 Community Emergency Management Coordinator

United Counties of Leeds and Grenville

CEMC / Chief, Leeds Grenville Paramedic Service
 Medical Officer of Health (MOH), Leeds, Grenville & Lanark District Health Unit
 Director of Community & Social Services

Province of Ontario

OPP – Grenville County Detachment
 OFMEM Field Officer, Loyalist Sector
 Note: Call OFMEM's PEOC (1-866-314-0472) to have a field officer deployed to the EOC. The PEOC will deploy the nearest officer available.

Other

Invited Technical Experts

Activation of Municipal Emergency Plan

Any member of the MECG may request, through the CAO, that the Emergency Management Plan for Augusta Township be initiated.

Emergency Services including Fire/Police/Ambulance are usually first “on scene” at a community mishap. If a situation is beyond the capacity or capability of on-site personnel or readily available reserve personnel, to stabilize the situation, the **on-site Officer-in-Charge of an Emergency Service** may request the Emergency Management Plan of the Municipality be activated. The request must be direct to the CAO and may involve “chain of command” discussions within the Emergency Service(s) involved. The Emergency Management Plan may be set in motion, in part or in whole, as the situation is examined in greater detail.

The CAO will keep the Mayor and the other MECG members briefed on the situation as it unfolds.

MUNICIPAL EMERGENCY CONTROL GROUP CALL UP PROCEDURES

(1) If a situation is developing in the municipality that may constitute a municipal emergency the following may request activation of the Municipal Emergency Control Group:

- The Mayor
- Council in Quorum
- Any member of the MECG

(2) The actual call up shall be the responsibility of:

	PRIMARY	BACK UP
1	CAO	Person in Charge Augusta Twp.
2	CEMC	Alternate CEMC

Detailed Call Up information is located in the Emergency Management Plan binder in the CEMC area and in the Emergency Management file in the CEMC’s area. Both the CAO and the CEMC will carry detailed Call Up specifics with them on a “24-7” basis.

A Call Up / Assessment of the situation would probably evolve through the following stages:

- a) An ad hoc meeting of readily available Augusta Township members of the MECG. The purpose of this meeting would be to assess the need to call up the entire Control Group.
- b) A formal call up of the Municipal Emergency Control Group. The purpose of this meeting is to assess the situation from the perspective of:
 - The Provincial Definition of an Emergency (Appendix C)
 - EMO Checklist of factors to be considered regarding a Declaration of a Municipal Emergency (Appendix G)

A MECG recommendation is made to the Head of Council (HOC) as to whether a Municipal State of Emergency should be declared. A Municipal State of Emergency may be declared in accordance with the package "Declaration of an Emergency", found in the Municipal Emergency Plan (Appendix G).

The MECG may decide to reconvene and reassess the situation at a specified time / date.

The situation may be left in the hands of existing on-duty Emergency Services and/or services & support staff.

If there has been a Call Up of the MECG and a Municipal State of Emergency has been declared an equally important role of the MECG is to give a recommendation to the HOC to terminate the state of emergency. The termination must be precise as to time and date, and, shall be done in accord with the package "Termination of an Emergency", found in the Emergency Plan (Appendix G).

2.2 Emergency Operations Centre (EOC) Procedures

The emergency operations centre is the central facility or headquarters, from which the MECG directs, coordinates, communicates and supports emergency operations within the municipality's jurisdiction. The Township of Augusta's primary EOC and attached office space are equipped with a back-up generator, telephones, maps, directories, radio communications (ARES) equipment and various supplies.

When the emergency plan is activated members of the MECG will be asked to report to the appropriate EOC. During a call up a minimum of information is relayed to the members; phone lines / cell phones / radio systems, etc., can be insecure. What will be an initially confused situation should not be confused further with curious spectators or premature media requests.

Example of CCG Activation Message

"Hello, this is (name and position), as a member of the Augusta Township MECG, we require your assistance at our primary (or alternate) Emergency Operations Center (provide location). We have a situation we would like to discuss."

The Township has a primary and alternate EOC (identified in Appendix A). An alternate EOC is deemed necessary if the impacts of an emergency render the primary EOC inoperable or unsafe. Neither EOC is set up on a permanent basis. Other areas (office space, equipment) must be commandeered for use by the MECG. The first arriving MECG members are responsible for setting up the EOC and making it operational.

Pending the arrival of the CAO, or designate, the first MECG member to arrive shall exercise control in establishing a functioning EOC and in assessing the situation.

Only members of the MECG or others assigned tasks in the EOC shall be permitted in the EOC.

Upon arrival at the EOC each MCEG member shall:

- (1) Sign in on the form designated
- (2) If necessary, obtain up-to-date information from his/her work unit or agency
- (3) Open a Personal Log, provided by Augusta Twp.
- (4) Participate in the opening briefing; provide information & a perspective of their work unit or agency involvement, issues, requirements, etc.
- (5) Participate in the decision making process as to whether an emergency should be declared.
- (6) Participate in the ensuing discussions as to how the situation should be managed
- (7) Pass along information on decisions / strategies to their agency/work unit
- (8) Return and continue to participate in the OPERATIONS CYCLE
- (9) Participate in discussions as to whether the Emergency should be reduced in area or be terminated

Upon leaving the EOC each member, or designate, shall:

- (1) Indicate recall specifics (contact telephone number or location)
- (2) Indicate recall specifics of Alternate if personally not available to be recalled

2.3 Operations Cycle

During an Emergency the MCEG does not remain assembled in a perpetual "state of meeting" at the EOC. MCEG members will come together as per an operations cycle set by the Chair. During a MCEG meeting, each member will report their agencies / work unit status and/or their actions in managing the situation. It is essential that every member / every operational area be heard from during this process. The MCEG is a team and the actions taken by one, or the lack of action by one, may have a significant impact upon operations.

The **overall function** of the MCEG is to *manage/mitigate/lessen* the repercussions of an emergency within our Municipality. The following are NOT the responsibility of the MCEG:

- (a) *Asserting the Emergency should not have occurred*
- (b) *Speculating on blame or responsibility for the Emergency*

After the impacts of an emergency have been stabilized there *may/will* be enquiries / investigations as to the above concerns. However those enquiries, if held, will occur *after* the work of the MCEG has been completed.

The round table discussions of the MCEG should include problems, questions, resource requests and any other relevant information so that timely informed decisions can be made by the group. The frequency of the meetings is determined by the Chair. The frequency of the meetings should reflect the pace of the emergency and occur on a scheduled basis.

Meetings of the MCEG are generally not in excess of 2 hours in length. One meeting per 24 hours is common. More frequent meetings may occur early in the emergency.

After a meeting of the MECG each member returns to their agency/work unit and:

- (1) Passes on information on the overall Emergency Management Strategy of the MECG
- (2) Assists their agency/work unit in implementing those portions of the agreed upon strategy that are relevant to the operations of the agency/work unit, *having due regard for the ongoing essential services of the parent work unit/agency.*
- (3) Documents the progress, problems, shortfalls and/or additional support required in implementing the agreed upon strategy of the MECG
- (4) Gathers new information / suggestions on how the Emergency might be better managed

Each member of the MECG then returns to the next scheduled meeting of the group and shares any or all of the above in the opening roundtable discussion on "Progress & Problems".

It is essential that the EOC be comfortable, have good communication capability, and be secure from unnecessary interruptions. Only MECG members, support staff and persons authorized by the Chair have access to the EOC. NO MEDIA are allowed in the EOC. A Media Centre will be established for that purpose.

Modern communications systems can be a blessing during an emergency; they can also be a curse. Communications with work units or parent agencies should occur before or after meetings of the MECG. The one exception would be what one might call "breaking news" about the problem under discussion. Discussions about background workloads in the parent work unit or agency have no place in a meeting of the MECG.

Procedure – Initial Meeting

Registration – include date and time

Round Table Discussion

- Discuss facts in issue, register on main events board (if used)
 - Circulate contact sheet for updates on name, role, phone #, alt. phone # and email
- Identify problems to be resolved, register on main events board
- Question: Is there a municipal emergency?
 - Consult guidelines in plan
 - If "NO", is more information needed? Is external advice needed?
 - Adjourn meeting to gather information, set time to reconvene
 - If "YES", should the Township declare?
 - If declaring, what is the extent of the declaration?
 - If declared, notify OFMEM of declaration.
- Identify/prioritize problems, register on main events board
- Identify strategies to resolve/mitigate problems
- Identify person/agencies to devise and implement tactics to resolve strategic problems
- Determine what logistical support/supplies are required
- Set time and location of next meeting; set call back specifics if circumstances change

Sign Out – include time and date

Members of MECG return to work units/agencies. Tactics for strategy implementation are worked out at home locations. Discussions with superiors and other staff members occur. Ideas of superiors and other staff members are gathered and brought back to the MECG.

Procedure – Subsequent Meetings

Registration – include date and time

Round Table Discussion – Existing Strategies

- Discuss progress in implementing strategies, register on main events board
- Identify problems in implementing strategies and develop solutions
- Identify additional logistical needs, supplies and/or support

Round Table – New Problems

- Identify new problems and strategies to deal with them, register on main events board
- Identify which individual/agencies will implement, any additional logistical supplies and support required and who will supply

Round Table

- Question: Do we still have a municipal state of emergency?
Is the size of the emergency area still appropriate?
- If any changes apply, notify OFMEM of changes
- Set time and location of next meeting; set call back specifics if circumstances change

Sign Out – include time and date

Procedure – Final Meeting

- Declare the Municipal State of Emergency to have ended (if declared initially)
- Notify OFMEM of declaration or advise that the emergency situation is over and that operations are returning to normal.

2.4 Incident Site - Incident Commander (IC)

Each incident site will be assigned an incident commander. Normally the highest level representative of the first arriving agency will establish incident command. If a higher-ranking officer then arrives or is assigned by the MECG, command will normally be transferred via a face to face meeting/briefing.

The Incident Commander's role is to provide the necessary on-site management, direction, control and coordination of the emergency response by initiating the incident command system (ICS) and establishing an incident command post (ICP).

Responsibilities of the Site Incident Commander

- ✓ Assume and establish the appropriate command structure for the incident (single or unified)
- ✓ Implement the ICS and direct, control and coordinate the on-site emergency response
- ✓ Establish and provide for Planning, Logistics, Finance and Admin., and Operations, as required
- ✓ Define the incident perimeter and convey information to MECG
- ✓ Establish an incident command post (ICP)

- ✓ Establish and maintain emergency response communications
- ✓ Establish and maintain communications with the EOC
- ✓ Provide situational reports to on-site personnel and agencies
- ✓ Provide situational reports to the MECG
- ✓ Conduct size-up and develop an incident action plan (IAP) and set the operational period
- ✓ Conduct the necessary briefings as required
- ✓ Seek approval from the EOC on financial limits for procurement of resources
- ✓ Provide for site visits and tours of municipal and other government officials, as required
- ✓ Take such action as deemed necessary to minimize the effects of the emergency or disaster
- ✓ Maintain a log of all actions taken

2.5 Municipal Emergency Control Group (MECG) Member, Supporting Agency and Supporting Municipal Staff Responsibilities:

2.5.1 THE MAYOR, “Head of Council” (HOC)

- ✓ Declares a Municipal State of Emergency
- ✓ Terminates a Municipal State of Emergency
- ✓ Notifies the Province of Declaration / Modification and Termination of a Municipal State of Emergency.
- ✓ Takes such actions and makes such orders, as are considered necessary and not contrary to law, in order to protect the health, safety, welfare, environment and property of the residents of the Township of Augusta.
- ✓ Ensures Council is kept abreast of Declarations, Terminations, and the overall management strategies of the MECG. (Council is the “work unit” to which the Mayor reports)
- ✓ Gathers information from Council on citizen concerns and/or ideas on how the Emergency can be better managed. Reports the aforementioned to the MECG.
- ✓ Ensures MP & MPP Constituency Offices, the UCL&G, and adjacent Municipalities are informed of Declarations/Terminations and problems & progress of the emergency management process.
- ✓ Assists the CAO in approving all major announcements/media information releases prepared by the Emergency Information Officer and the MECG
- ✓ Maintains a Personal Log

2.5.2 Chief Administrative Officer/Treasurer/Deputy Clerk, “Chair of MECG”

- ✓ Functions as Chair of the MECG
- ✓ Activates Call Up as per Appendix A
- ✓ Ensures operational set up of EOC
- ✓ Scheduling of subsequent meetings of MECG ... “The Operations Cycle”
- ✓ Advises HOC and MECG on relevant municipal By-Laws / Policy / Procedure regarding any proposed course of action of MECG
- ✓ Consults with HOC and issues final approval for all major announcements / media releases / information bulletins etc. prepared by the Communications Team / EIO and/or MECG
- ✓ Ensures Incident Site Commander(s) is/are appointed, ensures information flows

- to and from the Incident Site Commander(s)
- ✓ Secures additional support staff for EOC and/or other municipal work units
- ✓ Ensures a master record of all events and major decisions made is maintained (main events board)
- ✓ Maintains a Personal Log
- ✓ Functions as Media Events Coordinator (Emcee)

2.5.3 Chief, Augusta Fire Rescue (AFR)

- ✓ Can request activation of the Municipal Emergency Plan
- ✓ In site specific emergencies the AFR will probably have been a first responder. Reports to MCEG on site conditions / problems
- ✓ Ensures Fire Control, Fire Prevention, Hazmat and Rescue & Medical First Responder services occur in accordance with existing equipment & training.
- ✓ Can activate Mutual Aid Agreement assistance, (in an Initial Response, independent of the MCEG)
- ✓ Reports on the need for specialized manpower and equipment at site specific incidents (Dangerous Chemicals, Radiological, Nuclear and/or Bioterrorism, etc.)
- ✓ Ensures County Fire Dispatch, County Fire Coordinator and/or Office of the Fire Marshal and Emergency Management are kept informed of their emergency response activities.
- ✓ Ensures all Officers and Personnel of the AFR are kept informed of the decisions and actions of the MCEG
- ✓ Conveys the collective input of the AFR to the MCEG
- ✓ Can provide short term site specific manpower assistance to other Emergency Services, with regard for equipment, training and knowledge.
- ✓ Can function as Incident Site Commander/Incident Management Officer
- ✓ Ensures that a background Fire Call Response capability remains in place at an acceptable level.
- ✓ Maintains a Personal Log

2.5.4 Public Works Manager (PWM)

- ✓ Can request activation of the Municipal Emergency Plan
- ✓ Keeps Municipal works crews advised of the Municipal Emergency Management Program of the municipality
- ✓ Gathers opinions/suggestions from the crews regarding the management of the situation and reports same to the MCEG
- ✓ Secures logistical support for traffic control (barriers, detour signs, etc.) at roadblocks/road closures, etc.
- ✓ Ensures Township Roads are in working order, with due regard for Emergency Vehicle and Evacuation Routes i.e. wind debris
- ✓ Assists in the modification of Township Facilities if they become dedicated to special uses (cooling center/short term evacuation center, media center)
- ✓ Liaison with the Public Works of adjacent Municipalities, UCL&G and/or MTO; secures assistance from the aforementioned, if necessary
- ✓ Secures support from Private Enterprise Contractors
- ✓ Provides/secures engineering assistance/advice (example, the County Engineer)
- ✓ Liaison with Public Utilities; Hydro 1, Bell Telephone, Natural Gas Distribution

- ✓ Assists other Emergency Services, with regard to the training and knowledge of PW employees
- ✓ Liaison with flood advisory agencies such as Conservation Authorities/Ontario Ministry of Natural Resources and Forestry
- ✓ Secures/provides waste water pumping resources (Note: Hi speed FD pumps are NOT suitable)
- ✓ Maintains a Personal Log

Supporting Agency Responsibilities:

2.5.5 Ontario Provincial Police (OPP)

- ✓ Ensures that information/decisions from the MECG flows upwards to senior police officers and outwards to police officers in the field
- ✓ Ensures that the Communications Center in Smiths Falls is kept informed of the situation
- ✓ Brings requests/suggestions from personnel in the above two items to the MECG
- ✓ Ensures the protection of life and property and the provision of law and order within the Emergency Area in accord with the policies and procedures of the Ontario Provincial Police
- ✓ Provides traffic control with regard for Emergency Vehicles and Emergency Support Vehicles
- ✓ Provide lead input on Evacuation Routes, ensures any necessary traffic control along such routes
- ✓ At site specific incidents ensures Perimeter and Spectator Controls are set in place
- ✓ Arranges for the provision of police services in Evacuation Centers, Morgues or any other facility, if such are deemed necessary
- ✓ Ensures fatalities are managed in accord with the Coroners Act
- ✓ Liaison with external Police Forces (Brockville City/RCMP)
- ✓ Provides a "police" Incident Site Commander if requested by the MECG
- ✓ OPP Designee/Incident Site Commander maintains a log, separate from their police notebook.

2.5.6 Chief, Leeds Grenville Paramedic Service

- ✓ Ensures that information/decisions from the MECG flow upwards to senior managers and outwards to paramedics working in the field.
- ✓ Ensures that Kingston Central Ambulance Communications is kept abreast of the situation
- ✓ Brings requests/suggestions from the personnel noted in the above two items to the MECG
- ✓ Ensures the management of casualties within the Emergency Area: triage/ lifesaving care/transport to a medical treatment centre (hospital). The Paramedic Site Coordinator does this from the scene.
- ✓ Ensures the area hospitals are informed as to the diversity and number of casualties resulting from the situation Medical Officer of Health is generally not notified of casualties unless it is health related (infectious disease, chemicals, etc.)

- ✓ Ensures paramedics are alerted to evolving health problems that may escalate beyond the scene, ensures the Health Unit (Medical Officer of Health) is informed of such concerns
- ✓ Ensures additional staff, paramedics and resources from the UCL&G and outside the UCL&G are assigned to the situation, if such is necessary
- ✓ Will provide an “EMS” Site Manager, if such is requested by the MECG
- ✓ Will maintain a Personal Log

2.5.7 Medical Officer of Health, Leeds, Grenville & Lanark District Health Unit

- ✓ Can request, via the HOC or CAO, the activation of the Municipal Emergency Plan in Public Health related situations.
- ✓ Informs the MECG on the actual/potential human public health implications of any situation
- ✓ Provides the MECG with information on the human health implications of the situation to all persons involved in the response to an emergency situation
- ✓ Provides liaison with the Ontario Ministry of Health, Public Health Branch
- ✓ Liaison with the Community Care Access representative
- ✓ Provides clinically correct advice/instructions to the municipality’s Emergency Information Officer (EIO) regarding releases on Public Health matters
- ✓ May assume a lead role, through Health Unit Emergency Plans and Ministry of Health policies, regarding human disease related emergencies.
- ✓ Ensures liaison with volunteer or private agencies being used to augment Public Health Services
- ✓ Ensures that the emergency distribution of foodstuffs and drinking water and the management of human waste does not constitute a threat to human public health
- ✓ Liaison with UCL&G Community & Social Services to ensure that the management of evacuation centers does not threaten the human public health of evacuees in such centers
- ✓ Maintains a Personal Log

2.5.8 DIRECTOR of COMMUNITY and SOCIAL SERVICES, UCL&G

- ✓ Ensuring the care, feeding, shelter and transport of evacuees.
- ✓ Manages the reception/documentation and operation of evacuation centers
- ✓ Arranges for the use of municipal (or other) structures for short term (<24 hrs) evacuation centers
- ✓ Ensure that C&SS staff, in particular those persons at evacuation shelters, are kept informed of the decisions and progress of the MECG (forecasted time in the shelter will be the primary concern)
- ✓ Conveys staff concerns/suggestions from the above noted staff to the MECG
- ✓ Liaison with the Health Unit as to the adequacy of Public Health standards at Evacuation Centers
- ✓ Liaison with school board as to the use of school facilities as evacuation centers, if necessary
- ✓ Liaison with Nursing Homes/Homes for the Aged to ensure their baseline needs continue.
- ✓ Isolates special home care medical/medication situations and maintains a personal log.

2.5.9 CEMC, UCL&G

- ✓ Functions as Community Emergency Management Coordinator at United Counties level
- ✓ Advises the County Warden regarding assistance requests from local municipalities, the province or the Federal government
- ✓ Provides support/collaboration as needed to local municipalities in such areas as:
 - Skills support
 - Industry liaison
 - Services liaison
 - Liaison function between two or more affected municipalities

2.5.10 OFMEM FIELD OFFICER, Loyalist Sector (As Assigned)

- ✓ Should be advised of the activation of the municipality's Municipal Emergency Plan
- ✓ *Must* be advised of a Declaration of a Municipal State of Emergency
- ✓ Provides/secures advice on relevant sections of the Emergency Management and Civil Protection Act
- ✓ Advises on provincial emergency assistance to the municipality and ensures proper protocols are followed
- ✓ Advises on federal assistance available to the municipality and ensures proper protocols are followed
- ✓ Ensures there is an adequate information flow to the OFMEM's Provincial Emergency Operations Center (PEOC)
- ✓ Can be asked to provide advice/assistance to the EIO and/or the Communications Team
- ✓ Provides post emergency advice to the municipality on follow up provincial assistance
- ✓ *Should* be invited to post emergency debriefings

Supporting Municipal Staff Responsibilities:

2.5.11 Emergency Information Officer (EIO)

- ✓ Maintains a Main Events Log for the MCEG
- ✓ Maintains a Personal Log/Information Log
- ✓ Ensures operational set up of the primary and/or alternate Media Information Centre
- ✓ Attends MCEG meetings as necessary, gathers information for public release, may question any member of the MCEG as to the content of information considered for public release (5 W's)
- ✓ With precise regard for the above prepares press statements/media releases for public distribution. Obtains media release content approval from the CAO and HOC
- ✓ Establishes and maintains linkages with the EIOs of adjacent Municipalities, the County, the Province and/or Industries/Private Enterprise
- ✓ Arranges for Media Interviews/Media Conferences
- ✓ Manages the set up of Media Information Centers; sets time/date of Media Conferences

- ✓ May request the set up of a Public Enquiry line, manages the staff of any such line(s)
- ✓ Ensures all members of the Communications Team are kept informed of the overall progress of the MECG notably matters for public release
- ✓ Monitors media coverage of the situation; reports same to MECG
- ✓ Gathers citizen input regarding the situation; reports same to MECG
- ✓ Advises MECG as to the content / suggested approaches of the Township's Communications Plan, Appendix J
- ✓ Maintains a hard copy record of ALL media statements/releases, including those made by non municipal personnel

2.5.12 Deputy Treasurer

- ✓ Maintains documentation of Expenditures, Accounts Payable and Receivable in such a manner that there can be a rapid post emergency calculation made to determine the Municipality's cost of managing the emergency
- ✓ Provides advice on the financial procedures of the Municipality
- ✓ Ensures adequate financial procedures are followed in such matters as the purchase of goods and services deemed necessary for the management of the emergency
- ✓ May request the securing of additional clerical support during the management of extended emergencies
- ✓ Ensures VOLUNTEERS are adequately documented, notably with regard to WSIB
- ✓ Other duties as assigned by the CAO

2.5.13 Community Emergency Management Coordinator

- ✓ Provides the MECG with advice on the principles of emergency management and emergency management programs.
- ✓ Advises the MECG as to the directional guidance found within the Augusta Township Municipal Emergency Plan
- ✓ Informs the MECG of relevant reports/plans/information bulletins found in the CEMC's office
- ✓ Informs the MECG on relevant internet resources
- ✓ Assists in rendering the EOC/Media Information Centre operational
- ✓ During an emergency, outside meetings of the MECG, will assist the EIO
- ✓ Assumes the duties of the EIO as his/her Alternate, if required
- ✓ In conjunction with the CAO organizes a post emergency debriefing, documents such a meeting, prepares a report on the debriefing.
- ✓ Maintains a Personal Log

2.5.14 INVITED TECHNICAL EXPERTS

- ✓ Attend MECG meetings at the request of the Chair
- ✓ With the exception of matters related to statutory direction, technical experts function in an *advisory* capacity
- ✓ They are not expected to assume control of the emergency
- ✓ During general emergencies (snowstorm affecting entire municipality), they can

- be called upon to supply technical advice and guidance to the MECG.
- ✓ During site specific emergencies (industrial incident/hazmat accident), they may be requested to provide technical advice and guidance to the Incident Site Commander/Incident Management Officer or whoever is in charge of the site.
 - ✓ Technical experts *may* be requested to attend MECG meeting, in the company of the Incident Site Commander
 - ✓ Technical experts may include, but are not limited to:
 - Other municipal government personnel
 - Provincial or Federal government personnel/agencies
 - Crown Corporations such as Hydro One
 - Private Industry (i.e. Bell)
 - HAZMAT Clean Up Companies
 - Citizen/Volunteer Groups such as the Canadian Red Cross/St. John Ambulance Brigade, etc.
 - Legal Counsel

2.6 RECOMMENDED MECG MEETING CHECKLIST

ITEM	ACTION OR DIRECTION	REMARKS
1.	Are All Control Group Members Present?	Determine that all <u>appropriate</u> MECG members are present. If not, check on estimated time of arrival before the meeting begins.
2.	Advisors to MECG	Determine if specialist advisors are needed to provide info or advice to MECG.
3.	Situation Reports	Current situation and deployment of resources and priorities for immediate action presented by department heads.
4.	Appoint Site Commander or Lead Agency	This will be based on current priority of effort and advice from heads of departments. If appropriate consider Unified Command vs. Single Command option. Reassess at follow-up MECG meetings as priority of effort and tasks will likely changes over time.
5.	Define Emergency Site	Some emergencies will be easily geographically defined (i.e. train derailment) others will cover the entire community (health emergency, ice storm, etc.)
6.	Support Required by Site or Lead Agency	Determine and coordinate what must be urgently provided to site or lead agency. Determine priority of tasks and support requirements.
7.	Impact on Remainder of Community	Determine impact on remainder of community and actions that should be taken to mitigate.

8.	Activation of EOC	Consider EOC activation and to what level of staffing, determine expected duration of activation.
9.	Overall Emergency Management Strategy	Determine the overall strategy to support the site or lead agency, and to maintain the safety and well being of the community. Consider options: <ul style="list-style-type: none"> • Management by single municipality • Management in Cooperation with Upper Tier • Management in Cooperation with other Municipalities
10.	Activation of Key Procedures	Consider the need for activation of key procedures such as: <ul style="list-style-type: none"> • Evacuation and Evacuation Centre Procedures • Volunteer Management Procedures • Media and Emergency Information Management Procedures
11.	Declaration of Emergency	Consider the need to Declare an Emergency – Pros and Cons
12.	Next MCEG Meeting	Determine when the next meeting should be scheduled. The nature of the emergency will indicate how often the MCEG needs to meet to reevaluate the community strategy.
13.	Keep Track of MCEG Members	If situation changes rapidly, the MCEG may need to meet quickly. Establish a check-in/check-out procedure for MCEG members and other key staff.
14.	Maintain Communications Links	Ensure that the EOC is staffed and communications are maintained with site and other internal and external agencies.

PART 3 – EMERGENCY SUPPORT

3.1 Clergy Support

There may be a value to the presence of the clergy amidst persons who are under the stress of an emergency situation. This is particularly true of persons displaced into an evacuation center.

Some suggested roles of the clergy could include, but are not limited to:

- Individual/informal counseling.... “a friend to talk to”
- Pastoral visits amongst already established members of their congregation
- Provide “up spirits” social distractions.... a sing song
- General Interdenominational Services
- Small Denominational Services
- Provide guidance to the MECG, via the EIO, on matters of a religious nature
- Provide guidance to the MECG, via the EIO, on the religious care of deceased persons
- Grief Counseling

Church buildings are well known landmarks and historical “places of assembly”. They could be used for non religious functions such as: short term evacuation shelter (< 4 hours), evacuation assembly points, information centres, aid distribution centres, vaccination clinics, etc.

Contact information for community churches is contained in Appendix B of the plan.

FOOD DISTRIBUTION by religious organizations will require consultation with the LG&L Health Unit.

3.2 Board of Education

Any utilization of schools as emergency evacuation centres must be done with due regard for the normal schooling cycle of the students. We cannot compound the distress of an emergency situation with students that have “no school”. Should students need to be evacuated; any such evacuation will be done in accord with the emergency plan of the respective school board.

School buses are also often regarded as an automatic option when large numbers of people must be relocated. School buses are under contract with the School Board to move students at specific times/dates.

C&SS - UCL&G will function as the lead agency and liaison regarding the use of school board items for such purposes as:

- short term evacuation centers
- evacuation reception centers
- use of school buses

The use of “vacant” schools will have to be done with input from the Fire Prevention staff of Augusta Township Fire Rescue.

Infant Day Care Centers may be an item of special concern during an emergency.

3.3 Legal Advisor (Solicitor), Augusta Township

The Township of Augusta has the services of legal council (solicitor) on retainer. The solicitor has a background history of the legal affairs of the municipality. The solicitor IS NOT a regular sitting member of the MECG. The solicitor is a resource person who can be called to MECG meetings as a “technical expert” on legal affairs.

If there is a challenge to the authority of the municipality in managing an emergency the solicitor’s advice should be sought.

3.4 Canadian Armed Forces

The Canadian Armed Forces cannot enter into municipal affairs without strict adherence to protocol.

Canadian Armed Forces assistance must be requested via:

Head of Council to
Office of the Fire Marshal and Emergency Management,
Provincial Emergency Operations Centre (PEOC)

Concurrent with this formal request route background discussion should commence with our **Local Community Liaison Officer** at the Brockville Armouries (the chain of command will inevitably ask this person: “What’s this request all about?”). The Local Community Liaison Officer has no ability to initiate action on his/her own but should be promptly informed of the “what’s” and “why’s” of the situation.

Requests for military assistance should include precise and detailed descriptions of what we expect of their personnel/equipment. We want to ensure our requests reappear in the orders given to the military personnel that are assigned to assist in the emergency.

The Canadian Armed Forces have provided the name of an officer contact from Canadian Forces Base Kingston who will provide the municipality with additional information on the role of the military in domestic emergency situations. The officer’s contact information is contained in the appendices.

3.5 Amateur Radio Emergency Services (ARES)

The Amateur Radio Emergency Services may be activated either directly or during a multi-municipal event, via the CAO or CEMC. The primary EOC has been equipped with an antenna compatible with ARES equipment.

Under the direction of the CEMC, ARES personnel will:

- Provide radio communication where needed, in support of municipal emergency response
- Designate operators to report to the EOC
- Activate all ARES members to monitor the appropriate frequencies and to remain on stand-by
- Maintain a record of all activities

Local Amateur Radio Emergency Services (ARES) volunteer operators have the capability to send messages (including attachments) over local radio repeaters using a program called "Winlink" (see <https://www.winlink.org/>). Even if they are on an alternate/back up power source, they can send an email message to PEOC Duty Officer (PEOCDO01@ontario.ca) during a power outage. For those with ARES stations, please consider adding this to your contacts.

Contact information for a local ARES representative is included in the appendices.

REPORT NUMBER: 2020-128
REPORT TO COUNCIL: December 14, 2020
RE: Open Air Burn By-law Update
PREPARED BY: Robert Bowman; Fire Chief

RECOMMENDATION:

THAT Council authorize By-law 3500-2020 to prescribe the precautions and conditions under which fire may be set in open air.

PURPOSE:

To update our current By-Law to allow for some further clarification to residents.

BACKGROUND:

In March 2015 Council passed Bylaw- 3160-2015 being a bylaw to prescribe the precautions and conditions under which fires may be set in open air.

Over the last couple years and numerous times this year, we received questions from residents regarding the discharge of fireworks especially during a burn ban. As fireworks were not included in the current by-law, we were unable to provide residents with a direct answer, only recommendations. We believe that including fireworks in the by-law will add an additional level of safety during such time as a burn ban is active.

The brush pile size for residential burning has been lowered to 5ft from the original 10ft as we have attended multiple properties where the homeowner is unable to extinguish an open burn due to the size of the pile. We believe this size reduction still allows residential properties to burn adequate piles of brush while helping to ensure the safety of residents and their property.

Additional minor changes have been made to the by-law including some definitions and grammatical errors, which are highlighted in the attached. The green highlight identifies our additions, and the yellow highlight identifies the deletions.

FINANCIAL IMPACTS:

None at this time.



Robert Bowman
Fire Chief



Ray Morrison
CAO/Treasurer



THE CORPORATION OF THE TOWNSHIP OF AUGUSTA BY-LAW NUMBER 3500-2020

A BY-LAW TO PRESCRIBE THE PRECAUTIONS AND CONDITIONS UNDER WHICH FIRES MAY BE SET IN OPEN AIR

WHEREAS the *Fire Protection and Prevention Act, 1997*, as amended, authorizes the Council of a municipality to pass by-laws to prescribe times during which fires may be set in the open air and the precautions to be observed by persons setting out fires;

AND WHEREAS the *Municipal Act, 2001*, as amended, authorizes Council to recover the expense incurred in doing any such matter or thing as required by by-law, in default of its being done by the person directed or required to do it, by action, or in like manner as municipal taxes;

AND WHEREAS the *Municipal Act, 2001*, as amended, authorizes appointed officers to ascertain whether the by-law is obeyed, and to enforce or carry into effect the by-law;

AND WHEREAS the *Municipal Act 2001*, as amended, authorizes the Council of a municipality to pass by-laws to make such other regulations for preventing fire and the spread of fires as the Council considers necessary.

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

1. **DEFINITIONS**

1.1. In this by-law,

“Adverse Effect” means one or more of;

- a) damage to property,
- b) an adverse effect on the health of any person,
- c) impairment of the safety of any person, and
- d) loss of enjoyment of normal use of property

“Agricultural Fire” means an open air fire where the material to be burned does not exceed 125 cubic meters (4414 cubic ft) and that is set and maintained solely for the purposes of burning wood, tree limbs, yard waste and branches as part of normal farm practices for clearing agricultural land.

“Barbecue” means a portable or fixed device designed and intended solely for the cooking of food in the open air, but does not include outdoor fireplaces, campfires or any other open air burn.

“Building” means any structure used or intended for supporting or sheltering any use or occupancy;

“By-Law Officer” means a person appointed by the Council of Augusta Township as a Municipal Law Enforcement Officer to enforce the provisions of the by-law;

“Brush Pile Fire” means an open air fire where the material to be burned does not exceed 3m (10ft) in height, width and length 3m (10ft) in width and length, and 5ft in height, and where the open air fire is set and maintained solely for the purposes of burning wood, tree limbs, yard waste and branches;

“Burn Drum” means an open air fire set and maintained in an open top steel barrel similar in size to the common 45 gallon (208 Liter) drum that has an approximate dimensions of 35 inches tall and 25 inches in diameter. The only open side must be facing up and must be totally covered by a heavy mesh screen with openings of not more than 7 mm (1/4 inch). There may be no more than 10 holes with a width of no more than 1 inch near the bottom of the incinerator for draft purposes and where the open air fire is set and maintained for the purposes of burning wood, tree limbs, branches, yard waste and non-compostable material limited to paper, cardboard, and sisal twine;

“Campfire” means an open air fire where the material to be burned does not exceed 0.9m (3ft) in height, width and length, that is set and maintained solely for the purposes of cooking food, providing warmth and recreational enjoyment;

“Campground” means an area of land owned and operated by a person that contains campsites for the purpose of overnight accommodations for tents, trailers, or motorhomes in exchange for monetary payment.

“Chief Fire Official” means the Chief or Deputy Chief of Fire Services of the Municipality

“Competent” means properly or sufficiently qualified or capable

“Dangerous condition” means any condition as determined by the Fire Chief or Designate that increases the risk of the spread of a fire or creates an adverse effect;

“Discharge” means to light, fire or set off firecrackers or fireworks

“Farm” means a farm as defined in Part I of the Ontario Fire Code

“Fire Ban” means a period of time during which the Fire Chief or his designate Chief Fire Official declares a partial or total ban on open air fires and fireworks

“Fire Chief” means the Chief or Deputy Chief of Fire Services of the Municipality or authorized designates and includes a By-Law Officer;

“Fireworks” means a pyrotechnic device producing quantities or effects of light, sound and or smoke by the combustion of explosive and or flammable composition and includes but not limited to devices commonly known as fireworks, fireworks showers, fountains, golden rain, lawn lights, pin wheels roman candles, sparklers, volcanoes, mines and firecrackers.

“FPPA” means the *Fire Protection and Prevention Act*, 1997, as amended, and the regulations enacted thereunder as amended from time to time, or any Act or Regulation enacted in substitution therefor;

“Household Waste” means combustible material such as plastics, polyethylene terephthalate, paints, oils, solvents, rubber, insulation, batteries, acids, polystyrenes (Styrofoam), pressure treated or painted lumber, tires, upholstered furniture, synthetic fabrics, diapers and hazardous waste as defined in the *Environmental Protection Act* and all other similar and like materials but shall not include untreated wood and wood fiber products such as non-laminated paper and cardboard and boxboard, brush, tree branches / limbs and leaves;

“Highway” includes a common and public highway, street, avenue, parkway, driveway, square, place, bridge, viaduct or trestle, any part of which is intended for or used by the general public for the passage of vehicles and includes the area between the lateral property lines thereof;

“Incinerator” means an open air fire set and maintained in an enclosed container that does not exceed 1.5m(4.92ft) in Length, Width or Height. There may be one door for access on one side that securely latches closed while burning is taking place and has a chimney with a screen with openings of not more than 7 mm (1/4 inch) where the open air fire is set and maintained for the purposes of burning wood, tree limbs, branches, yard waste and non-compostable material limited to paper, cardboard and sisal twine;

“Maintain” means to allow an open air fire to continue to burn and “maintained” and “maintaining” have a corresponding meaning;

“Material to be burned” means the total volume of the materials contained in the fire;

“Municipality” means the Corporation of the Township of Augusta or the geographic area of Augusta Township as the context requires;

“Normal Farm Practice” means a practice that,
a) is conducted in a manner consistent with proper and acceptable customs and standards as established and followed by similar agricultural operations under similar circumstances, or
b) makes use of innovative technology in a manner consistent with proper advanced farm management practices;

“Open Air Fire” means the burning of material such as untreated wood and wood fiber products like non-laminated paper and cardboard and boxboard, brush, tree branches / limbs and leaves where the flame is not wholly contained and includes campfires, brush pile fires, burn drums, incinerator, and outdoor fireplaces, but does not include barbecues;

“Outdoor Fireplace” means a manufactured, non-combustible, enclosed container designed to hold a small fire for decorative purposes and the size of which does not exceed 1m (3.28ft) in any direction and includes, but is not limited, to a chimney;

“Owner” means the registered owner of the land;

“Person” means any individual, association, firm, partnership, corporation, agent or trustee and the heirs, executors, or other legal representatives of a person to whom the context can apply according to law;

“Prohibited Materials” includes household waste, rubber or rubber products, plastic or plastic products, and waste petroleum products and any material or materials which are prohibited by the *Environmental Protection Act*, as amended

“Set” means to light an open air fire and “setting” has a corresponding meaning;

“Special Events Fire” means an open air fire that does not meet the definition of any of the other types of fires/permits set out in this by-law.

2. INTERPRETATION

- 2.1.** In this by-law, a word interpreted in the singular number has a corresponding meaning when used in the plural.
- 2.2.** This by-law includes the Schedules attached hereto and the Schedules are hereby declared to form part of this by-law.
- 2.3.** It is declared that if any section, subsection or part or parts thereof be declared by any Court of Law to be bad, illegal, or ultra vires, such section, subsection or part or parts shall be deemed to be severable and all parts hereof are declared to be separate and independent and enacted as such.
- 2.4.** In this by-law, the word “meter” shall be represented by the abbreviation “m”, and the word “centimeter” shall be represented by the abbreviation “cm”, and the words “foot” or “feet” shall be represented by the abbreviation “ft”.

3. PROHIBITIONS FOR ALL OPEN BURNS

- 3.1.** No person shall set or maintain an open air fire without first having obtained the necessary permit ~~from the Municipal Office.~~ **in such a fashion as approved by the Chief Fire Official**
- 3.2.** No person shall set or maintain an open air fire **or discharge fireworks** on any municipally owned or operated property unless approved by the ~~Fire Chief or Designate.~~ **Chief Fire Official;**
- 3.3.** No person shall set or maintain an open air fire **or discharge fireworks** when a fire ban ~~on open air fires~~ has been issued by the ~~Fire Chief or Designate.~~ **Chief Fire Official;**
- 3.4.** No person shall set or maintain an open air fire that uses prohibited materials;
- 3.5.** No person shall set or maintain an open air fire to burn anything other than untreated wood and wood fiber products such as non-laminated paper and cardboard and boxboard, brush, tree branches / limbs, leaves, paper, and sisal twine;
- 3.6.** Burn permits shall not be issued for windrows.

4. APPLICATION FOR AN OPEN AIR FIRE PERMIT

- 4.1.** Any owner eighteen (18) years of age or older may apply for an open air fire permit to the Municipality prior to the proposed date of the first open air fire.
- 4.2.** The permit shall include:
 - 4.2.a.** the name, address, and phone number of the applicant;
 - 4.2.b.** the municipal address of the location of the proposed open air fire if it differs from the address of the applicant. A farm may offer multiple locations to reflect their agricultural property **and;**
 - 4.2.c.** the applicable open air fire permit fee in accordance with Schedule "A" **and;**
- 4.3.** The Municipality shall issue an open air fire permit unless,
 - 4.3.a.** the permit is incomplete;
 - 4.3.b.** there are reasonable grounds to believe that the open air fire may cause adverse effects **and;**
 - 4.3.c.** there are reasonable grounds to believe that the open air fire will result in a breach of this by-law, the FPPA, or any other provincial or federal statute **and.**
 - 4.3.d.** **The owner has a history of not abiding by the open burn bylaw.**

5. GENERAL CONDITIONS

- 5.1.** No owner shall undertake to set or maintain any open air fire except in accordance with the conditions of the permit.
- 5.2.** The owner shall comply at all times with the FPPA, and with all other applicable municipal by-laws and provincial and federal laws.
- 5.3.** A permit issued under this by-law is valid on the date of issue and for the balance of the calendar year in which the permit is issued.
- 5.4.** The holder of an un-revoked permit issued under this by-law may set or maintain an open air fire provided the following requirements and conditions are met:
 - 5.4.a.** calls the Township's open burning hotline to verify if a burn ban has been declared, campgrounds must call daily
 - 5.4.b.** produces his or her permit upon being so directed by the Fire Chief ~~or~~ **Designate and,**
 - 5.4.c.** immediately extinguishes the fire upon being so ordered by the Fire Chief ~~or~~ **Designate;** and
 - 5.4.d.** follows this bylaw in its entirety,
- 5.5.** The Fire Chief ~~or Designate~~ may attach such additional conditions to a permit as he or she deems necessary to ensure public safety.
- 5.6.** A permit for an open air fire is not transferable to another person or to a new location.

6. BRUSH PILE FIRES, INCINERATORS AND BURN DRUMS - Annual Open Air Fire Permit

- 6.1. No permit holder shall set or maintain a brush pile fire, incinerator or burn drum fire at a distance of less than 20 m (65 ft) from any building, overhead wiring, highway, or other combustible material;
- 6.2. No person shall set or maintain a brush pile fire, incinerator or burn drum fire when the wind is in such a direction or intensity to cause any or all of the following;
 - 6.2.a. the possible spread of the fire beyond the open burn site;
 - 6.2.b. a decreased in visibility on any highway
 - 6.2.c. an adverse effect for any person
- 6.3. No person shall set or maintain more than one brush pile fire, incinerator or burn drum fire at any time
- 6.4. No person shall begin a brush pile fire, incinerator or burn drum fire unless they ensure that a competent person or persons eighteen (18) years of age or older maintain constant watch and control over the open air fire at all times from the time of the setting of the fire until the fire is totally extinguished;
- 6.5. No person shall begin a brush pile fire, incinerator or burn drum fire unless they are equipped with sufficient persons, equipment, and tools to control and/or extinguish the fire and must have a phone to immediately contact 911 in case of emergency.

7. CAMPFIRES AND OUTDOOR FIREPLACES - Annual Open Air Fire Permit

- 7.1. No permit holder shall set or maintain a campfire or outdoor fireplace
 - 7.1.a. unless the campfire is located a distance of not less than 5m (16.5 ft) from any building, overhead wiring, highway, or other combustible material **and**
 - 7.1.b. that uses material other than dry firewood;
- 7.2. No person shall set or maintain a campfire or outdoor fireplace fire when the wind is in such a direction or intensity to cause any or all of the following;
 - 7.2.a. the possible spread of the fire beyond the open burn site;
 - 7.2.b. a decreased in visibility on any highway
 - 7.2.c. an adverse effect for any person
- 7.3. No person shall set or maintain more than one campfire or outdoor fireplace at any time
- 7.4. No person shall begin a campfire or outdoor fireplace unless they ensure that a competent person or persons eighteen (18) years of age or older maintain constant watch and control over the open air fire at all times from the time of the setting of the fire until the fire is totally extinguished;
- 7.5. No person shall begin a campfire or outdoor fireplace unless they are equipped with sufficient persons, equipment, and tools to control and/or extinguish the fire and must have a phone to immediately contact 911 in case of emergency.

8. CAMPGROUNDS – Annual Open Air Fire Permit

- 8.1. A campground fire permit transfers the responsibilities for control and extinguishment of a campfire from the campground campers to the campground property owner.
 - 8.1.a. As such the campground owner is responsible for any and all violations of this bylaw and is liable for recovery of any fees for response and or extinguishment of any open burn or any fires caused by any open burn.
- 8.2. The campground must have a means of extinguishment to control and or extinguish a fire that can be taken to any campsite within 10 minutes.
- 8.3. The campground must have staff available at all times that are trained to respond with and use the equipment noted in 8.2
- 8.4. Each and every campground staff must have a cell phone to call 911 should a fire escape containment.
- 8.5. If the campground is unable to comply with 8.4. Then the campground must have at least one staff member working at all times with a cell phone and a two-way Radio. All other staff members must also have a two way radio so they may contact the staff member with the cell phone to call 911 should the fire escape containment.
- 8.6. A map of such campground must be supplied to the Fire Chief which includes roadways, routes, lanes, water sources, and structures.
- 8.7. All campfires at campgrounds must meet all of Section 7 except for 7.5 as they pertain to campfires.

8.8. Campfires are the only fire permitted in Campgrounds and must meet the regulations in Section 7 of this bylaw.

9. AGRICULTURAL - Annual Open Air Fire Permit

- 9.1. A Person may conduct an Agricultural fire on a farm for Normal Farm Practices if it is part of a normal farm practice, and subject to the conditions set out in this bylaw
- 9.2. The Agricultural fire must be located at least 61 metres (approximately 200 feet) away from any building, structure, hydro or telephone wires, and highway).
- 9.3. No person shall set or maintain an Agricultural fire when the wind is in such a direction or intensity to cause any or all of the following;
- 9.3.a. the possible spread of the fire beyond the open burn site;
 - 9.3.b. a decrease in visibility on any highway
 - 9.3.c. a medical emergency to any person
- 9.4. Only competent persons eighteen (18) years of age or older may set an agricultural burn

10. SPECIAL EVENTS - Specific Dates

- 10.1. All persons seeking permission to hold a special event / large development land clearing involving an open air burning shall apply for a permit.
- 10.2. Application shall be made at least two weeks prior to the proposed date of the event on a form supplied at the Municipal Office and such application should be accompanied by the applicable fee.
- 10.3. The Fire Chief ~~or his designate~~ may issue permits to allow the event to reoccur over an extended period of time.
- 10.4. Prior to granting a permit to hold an open air burning for the event, the Fire Chief ~~or his designate~~ may arrange for a site visit and shall give consideration to the type of event, proposed location of the event, size of the fire, safety measures, supervision arrangements, the time of year, the time of day, and the anticipated weather conditions.
- 10.5. Distances from any building, overhead wiring, highway, or other combustible material will be determined by the Fire Chief ~~or his designate~~ and shall be noted on the permit
- 10.6. Burn Pile size will be determined by the Fire Chief ~~or his designate~~ and shall be noted on the permit
- 10.7. No person shall set or maintain a special event / large development land clearing fire when the wind is in such a direction or intensity to cause any or all of the following;
- 10.7.a. the possible spread of the fire beyond the open burn site;
 - 10.7.b. a decreased in visibility on any highway
 - 10.7.c. an adverse effect for any person
- 10.8. No person shall set or maintain more than one special event / large development land clearing fire at any time
- 10.9. No person shall begin a special event / large development land clearing fire unless they ensure that a competent person or persons eighteen (18) years of age or older maintain constant watch and control over the open air fire at all times from the time of the setting of the fire until the fire is totally extinguished;
- 10.10. No person shall begin a special event / large development land clearing fire unless they are equipped with sufficient persons, equipment, and tools to control and/or extinguish the fire and must have a phone to immediately contact 911 in case of emergency.
- 10.11. Any other rules or regulations deemed necessary by the Fire Chief ~~or his designate~~ and shall be noted on the permit.

11. INDEMNIFICATION

- 11.1. **By signing the permit,** the owner shall indemnify and save harmless Augusta Township from any and all claims, demands, causes of action, losses, costs or damages that the Municipality may suffer, incur or be liable for resulting from the open air fires as set out in the by-law whether with or without negligence on the part of the applicant, the applicant's employees, directors, contractors and agents.

12. REVOCATION

- 12.1. Permits issued to an owner under this by-law may be revoked by the Fire Chief ~~or Designate~~ if, in the opinion of the Fire Chief ~~or Designate~~, an adverse effect or dangerous condition exists in or near the site of the open air fire.
- 12.2. Permits issued to an owner under this by-law may be revoked by the Fire Chief ~~or Designate~~ if the permit holder fails to comply with the requirements of the permit or permits and any other provisions of this by-law.

13. EXEMPTIONS

- 13.1. The Augusta Fire Department shall be exempt from the provisions of this by-law with respect to open air fires for the purposes of training, educating individuals in fire safety or for research purposes.
- 13.2. Professional fire prevention trainers shall be exempt from the provisions of this by-law with respect to open air fires set for the purposes of fire safety training or education

14. OFFENCES AND PENALTIES

- 14.1. Every person who sets a fire **or discharges a firework** in contravention of this by-law or who fails to extinguish a fire once ordered to do so by the Fire Chief ~~or Designate~~ is guilty of an offence and may receive a penalty of \$410.00 for each and every offence.
- 14.2. Every person who sets an open burn, with or without a permit, **or causes an open burn by discharging** fireworks that requires the Fire Department to extinguish the burn, shall, in addition to any penalty provided for herein, be liable to the Municipality for all expenses incurred for the purpose of investigating, controlling, and extinguishing any fire set or left to burn.
- 14.3. Every person who sets a fire in contravention of this by-law or who fails to extinguish a fire once ordered to do so by the Fire Chief ~~or Designate~~ shall, in addition to any penalty provided for herein, be liable to the Municipality for all expenses incurred for the purpose of investigating, controlling and extinguishing any fire set or left to burn.
- 14.4. Any costs chargeable to any person pursuant to this section shall be invoiced to the person and paid to the Municipality within sixty (60) days of the date of such invoice, failing which the costs may be deemed to be municipal taxes added by the Clerk of the Municipality to the Collector's Roll and collected in the same manner and with the same priority as municipal taxes.

15. EFFECTIVE DATE

- 15.1. This by-law shall come into full force and effect upon the final reading thereof and may be referred to as the Open Air Burn By-Law.

15.2. That all by-laws inconsistent with this by-law are hereby repealed.

Read a first and second time this 14 day of December 2020.

Read a third time and passed this 14 day of December 2020.



**THE CORPORATION OF THE TOWNSHIP OF AUGUSTA
BY-LAW NUMBER 3499-2020**

**A BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL OF THE TOWNSHIP OF
AUGUSTA AT ITS MEETING HELD ON DECEMBER 14, 2020**

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

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

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

1. The action of the Council of the Corporation of the Township of Augusta at its meeting held on December 14, 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 14th day of December, 2020.

MAYOR

CLERK