

**AUGUSTA TOWNSHIP
AGENDA
C.O.W./REGULAR MEETING
July 10, 2023 at 6:00 P.M.
Meeting Livestreaming**

REGULAR COUNCIL – EXECUTIVE SESSION

A. Call to Order

B. Reconciliation Statement

Augusta Township acknowledges that we live and work on ancestral territories of indigenous people. The Township recognizes all indigenous peoples and honors their past, present, and future. The Township values and respects their cultural heritages and relationship to the land.

C. Mayor’s Opening Remark

D. Approval of Agenda

E. Approval of Minutes of Previous Meetings

F. Disclosure of Pecuniary Interest and General Nature Thereof

G. Business Arising from the Minutes

H. Delegations and Presentations

- 2023 Road Needs Study Project – Greer Galloway – Kevin Hawley

I. Correspondence and Petitions

J. COMMITTEE/STAFF REPORTS

UCLG Council	Mayor Shaver
SNCA/RVCA	Deputy Mayor Wynands
Recreation	Councillors
Library Board	Councillor Bowman
EDTAC	Councillor Henry
PAC	Deputy Mayor Wynands
Administration	CAO Geraghty

Administration and Finance

- Report 2023 – 076 – FoodCycler Program

Operations

AUGUSTA TOWNSHIP

Planning and Building Services

- Report 2023 – 073 – Severance B-55-23
- Report 2023 – 074 – Severance B-68-23
- Report 2023 – 075 – ZBLA Z-03-23
- Report 2023 – 078 – PPS

Protective Services

K. Notice of Motions

L. By-Laws

- 3642-2023 – Procedural By-Law
- 3643-2023 – ZBLA – Maitland Tower

M. Announcements

N. Questions on Agenda Items for the Press

O. Questions on Agenda Items for the Public

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

- Proposed or Pending Acquisition or Disposition of land by the municipality.
 - Proposed acquisition of industrial land by the Municipality
- Labour Relations
 - Employee Matter Update

Q. RISE FROM COMMITTEE OF THE WHOLE IN CAMERA

R. Reporting Out from Closed Session

S. By-Law to confirm Proceedings of Council

T. Adjournment

**AUGUSTA TOWNSHIP
MINUTES
C.O.W./REGULAR MEETING
June 26, 2023 at 6:00 P.M.
at the Municipal Office, 3560 County Road 26
Livestreamed**

PRESENT

Mayor Shaver
Deputy Mayor Wynands
Councillor Bowman
Councillor Pape

PRESS

STAFF PRESENT

Shannon Geraghty, Annette Simonian, Chief Rob Bowman (left at 6:03pm), Jon Stadig, Melissa Banford, Vikki Werner-Mackeler

REGRETS

Councillor Henry

PUBLIC MEETING

Mayor Shaver called the public meeting to order at 6:00 p.m. and outlined the process of the public meeting.

Zoning By-Law Amendment, 1241 and 1243 County Road 2.

The Planner stated how notice was given to the public, required agencies, and nearby property owners before reviewing the appeal process and how to request notice of the decision. It was noted no concerns were raised by circulated agencies.

Mayor Shaver adjourned the public meeting at 6:07 p.m.

CALL TO ORDER

Mayor Shaver called the meeting to order at 6:07 p.m.

MAYOR'S OPENING REMARKS

AUGUSTA TOWNSHIP

APPROVAL OF AGENDA

Moved by Councillor Pape, seconded by Deputy Mayor Wynands
BE IT RESOLVED THAT the agenda for June 26, 2023 be adopted as amended to include a closed session.
Carried

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

Moved by Deputy Mayor Wynands, seconded by Councillor Pape
BE IT RESOLVED THAT Council approve the minutes of the June 12, 2023 Council meeting as distributed to all members.
Carried

DISCLOSURE OF INTEREST

BUSINESS ARISING FROM THE MINUTES

DELEGATIONS & PRESENTATIONS

CORRESPONDENCE & PETITIONS

Moved by Councillor Pape, seconded by Deputy Mayor Wynands
BE IT RESOLVED THAT Council waive the Special Event permit fee of \$250 for the Dog Daze Festival, a non-profit fundraiser for Eastern Ontario Potcake Rescue, for their event on July 23, 2023.
Carried

MOVED TO COMMITTEE OF THE WHOLE

Moved by Deputy Mayor Wynands, seconded by Councillor Pape
BE IT RESOLVED THAT Council resolve itself into the Committee of the Whole Meeting.
Carried

COMMITTEE REPORTS

UCLG:	Mayor Shaver provided an update
SNCA/RVCA:	Deputy Mayor Wynands provided an update
Recreation:	Updates were provided by Council
Library Board:	Councillor Bowman provided an update
EDTAC:	
PAC:	
Administration:	

AUGUSTA TOWNSHIP

ADMINISTRATION AND FINANCE

Report 2023-069

Moved by Councillor Pape, seconded by Deputy Mayor Wynands

BE IT RESOLVED THAT Council review and comment on the amendments to the Procedural By-Law.

Carried

Report 2023-070

Moved by Deputy Mayor Wynands, seconded by Councillor Pape

BE IT RESOLVED THAT Council authorize staff to coordinate a Pitch In Day for September 16, 2023.

Carried

Report 2023-071

Moved by Councillor Pape, seconded by Deputy Mayor Wynands

BE IT RESOLVED THAT Council accepts the information as presented in the report and provides directions to staff on the Draft By-Law to Prohibit and Regulate Noise within the Township of Augusta.

Carried

Report 2023-072

Moved by Deputy Mayor Wynands, seconded by Councillor Pape

BE IT RESOLVED THAT Council accepts the information presented in the report and provides directions to staff on the Draft By-Law and supplemental documents regarding the regulating and licensing of short term rentals within the Township of Augusta.

Carried

OPERATIONS

PLANNING AND BUILDING SERVICES

Report 2023-068

Moved by Councillor Bowman, seconded by Deputy Mayor Wynands

BE IT RESOLVED THAT Council receive report 2023-068 for information and that this report be forwarded to the United Counties of Leeds and Grenville for consideration of the three (4) recommendations respecting the proposed Agricultural Area Review as detailed below:

- 1) That the areas in Augusta Township currently designated Rural Settlement Areas under the Counties' Official Plan remain unchanged and are removed from potential designation to Agricultural Area.
- 2) That consideration be given to applying a limited buffer area around the Rural Settlement Areas, where these lands would remain within their current Rural designations and not be included as Agricultural Area, to allow for future opportunities for limited and minor expansions or boundary adjustments to current Settlement Areas.
- 3) That the areas in Augusta Township currently designated Regionally Significant Employment Lands under the Counties' Official Plan remain unchanged and are removed from potential designation to Agricultural Area.

AUGUSTA TOWNSHIP

- 4) That Council requests that the Township be circulated the updated proposed mapping for further review and comment.

Carried

PROTECTIVE SERVICES

RETURN TO REGULAR MEETING OF COUNCIL

Moved by Councillor Bowman, seconded by Deputy Mayor Wynands

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

Carried

NEW AND UNFINISHED BUSINESS

NOTICE OF MOTIONS

BY-LAWS

ANNOUNCEMENTS

- Augusta's donation presentation to the Alaine Chartrand Arena will be on Thursday, June 29, 2023 at 12:30pm for those that can attend.
- Desjardin Insurance will be at the Township office tomorrow (June 27, 2023) at 1pm to discuss our benefit package with Council and staff.
- The Mayor will be on the Bruce Wylie talk show tomorrow (June 27, 2023) at 8:40 am.
- Family and Children's Services staff will possible be on strike as of July 10, 2023.
- The County's 'Foodie Shop Adventures' program launches on July 6 in Westport.
- The South Grenville Chamber of Commerce Breakfast with Steve Clarke will be on July 10, 2023.
- Tomorrow (June 27, 2023) there is an event at Limerick Forest where Sandra Lawn will be discussing Bioeconomy.
- South Grenville District High School's Commencement will be tomorrow (June 27, 2023) night. The Deputy Mayor will be attending to present on behalf of the Township.

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QUESTION PERIOD FOR THE PUBLIC

QUESTION PERIOD FOR THE PRESS

CLOSED SESSION AS PER SECTION 239 OF THE MUNICIPAL ACT 2001

Moved by Deputy Mayor Wynands, seconded by Councillor Bowman

BE IT RESOLVED THAT this Council move to a closed meeting at 6:50 pm., as per the Municipal Act c25, S.O. 2001 section 239 (2) to discuss:

- Proposed or Pending acquisition or disposition of land by the municipality
 - Disposition of land by the municipality

Carried

RISE FROM COMMITTEE OF THE WHOLE IN CAMERA

Moved by Councillor Bowman, seconded by Deputy Mayor Wynands

BE IT RESOLVED THAT the closed session adjourned at 7:15 pm and that Council resumed the open meeting to report out.

Carried

REPORTING OUT OF CLOSED SESSION

Moved by Deputy Mayor Wynands, seconded by Councillor Bowman

BE IT RESOLVED THAT Council met in closed session to discuss a proposed disposition of land.

Council

- Provided Instruction to Staff

Carried

BY-LAW TO CONFIRM PROCEEDINGS OF COUNCIL

Moved by Councillor Bowman, seconded by Deputy Mayor Wynands

BE IT RESOLVED THAT By-Law No. 3641-2023 confirm the proceedings of Council of the Township of Augusta at its meeting held on June 26, 2023 be read a first time, a second time, a third time, and be enacted as read.

Carried

ADJOURNMENT

Moved by Deputy Mayor Wynands, seconded by Councillor Bowman

BE IT RESOLVED THAT this Council do now adjourn at 7:16 pm until July 10, 2023 at 6:00 p.m. or until the call of the Mayor subject to need.

Carried.

AUGUSTA TOWNSHIP

REPORT NUMBER: 2023-076
REPORT TO COUNCIL: July 10, 2023
RE: FoodCycler Program
AUTHOR: Annette Simonian, Clerk

RECOMMENDATION

THAT Council receive the report regarding FoodCycler household waste diversion; and

THAT Council approve the subsidized purchase of 50 FoodCycler units; and

THAT Council direct staff to sign a contract with Food Cycle Science for a pilot project of 50 units at an upset limit of \$5,000 plus HST and shipping, if applicable.

BACKGROUND:

Food Cycle Science is actively working with municipalities across Canada to develop and support initiatives to divert food waste from landfills and reduce greenhouse gas emissions. Through the municipal program, Food Cycler can offer significant discounts and support for their product.

The FoodCycler is a closed-loop indoor compost alternative, which speeds up the natural decomposition process and produces a nutrient rich by-product that can be used to enrich your soil. The unit significantly reduces the weight and volume of organic waste to a tenth of its original volume thereby reducing trips to the waste site and saving on excess waste fees.

The system is a tool in an organic waste diversion strategy. It is good for built up areas where composting might be more difficult due to fears of attracting animals and storage or disposal of organic material.

Residents who purchase a unit will be required to track weekly usage of the FoodCycler during a 12-week period and report their usage and answer a few survey questions.

There is a growing interest in the FoodCycler in Augusta and a few residents have asked if we would be participating in the program.

Staff launched our new public engagement 'Have Your Say' site with a survey on the FoodCycler Program. The invite to participate in the survey was on our website and went out on Facebook four times. The posts reached a total of 2,569 people. 26 people completed the survey, and a total of 78 people went to the survey site but did not complete the survey for some reason. The site is very new so some people might have some apprehension about registering to take the surveys.

AUGUSTA TOWNSHIP

Results:

- 24 households are interested in a FoodCycler
- 20 of the respondents were in the \$55,000 to greater than \$70,000 income group and all but one is interested in the FoodCycler.
- Most of the respondents would be willing to pay \$150 for a FoodCycler and 3 would pay \$250, 2 would pay more than \$250 and 5 would not pay anything.
- Respondents were asked why they would use a FoodCycler:
 - o It is good for the environment – 20
 - o It is the right thing to do with food waste – 19
 - o There is less smell from the garbage can – 17
 - o It can be used for some items that you cannot compost – 15
 - o It diverts waste from landfills - 22

Prescott and E/C are participating in the program and the units are selling well.

E/C sold out of their first purchase of 100 and purchased 100 more units and although slower, they are still selling.

Prescott purchased 100 and is 75% sold with more waiting to be picked up.

ANALYSIS

The pilot program would allow residents to participate in a waste diversion solution at a cost well below market prices, reduce food waste being transferred to the waste stations for haulage and support waste diversion initiatives. The cost per unit for the residents would be \$150 for the FC-30 or \$300 for the Eco 5. The net cost to the Township would be an upset limit of 50 units at \$5,000 plus HST, regardless of which unit the resident chooses. If the registration does not go as well as initially thought, Food Science will reduce the contract to 40 units instead of the minimum 50 units. Shipping costs could be saved by picking up the units at the facility located in Prescott. If the program were successful and there was interest from residents, Council could consider purchasing more for 2023 or consider it in the 2024 budget.

The allotment of each FoodCycler model will be determined by resident selection. The Township would promote the program on our website and Facebook. Food Cycler Science will set up a registration period and handle/track the registration that will stay open until the total number of units have been claimed (at which point residents will be given the option to indicate their preference) and they will help us promote with further media pushes. Once the registration gets to a certain amount, they would send us the list of people that signed up for us to distribute the units and collect payment. After registration is complete and the units are picked up, Food Science will invoice the Township for the whole amount and the Township will recover the money from the residents as they pick up their units.

There is a buyback option available should all units not sell. FoodCycler will buy back any unsold units after a period of 1 year from the delivery date and eliminate the \$25 restocking fee. All units must be in new and unopened condition.

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OPTIONS


- Do not participate in 2023 and consider purchasing 50 units during the 2024 budget if Federal funding is still available.
- Purchase 100 units.
- Do not participate at all.

LINK TO MUNICIPAL PLANS

Strategic Plan – Financial Analysis of waste management revenues and expenses – Model various alternatives – bag limits, user pay options, disposal costs and recycling options.

FINANCIAL CONSIDERATIONS:

The Municipal subsidized portion was not earmarked in the 2023 Budget and would be a variance in 2023. The risk to the Township is low as any units not sold would be returned for refund, as well allows staff to gauge interest in this initiative for the community into the 2024 budget. The funds are minimal in the overall budget, and it is expected additional savings throughout the budget would cover this additional expense.



Annette Simonian, Clerk



Shannon Geraghty, CAO

AUGUSTA TOWNSHIP

REPORT NUMBER: 2023-073

REPORT TO COUNCIL: July 10, 2023

RE: Severance Application B-55-23 (New Lot)
Con. 6, Pt. Lot 22 and 23
6392 6th Concession Road (Easterbrook)

AUTHOR: Melissa Banford, Planner

RECOMMENDATION:

THAT Council recommends to the United Counties of Leeds and Grenville Consent Granting Authority that consent application B-55-23 be approved, subject to nine (9) conditions of approval, as detailed in Staff Report 2023-073.

CONDITIONS OF APPROVAL:

1. That the balance of any outstanding taxes, including penalties and interest, (and any local improvement charges, if applicable) (roll no. 0706 000 045 06300) shall be paid to Augusta Township.
2. That an acceptable reference plan, survey or legal description of the severed lands be submitted to Augusta Township.
3. That the road allowance of 6th Concession Road be widened if required to provide for 10 metres from the centreline of the travelled road, across the frontage of the severed and retained lands, and that a Transfer/Deed conveying the said land to Augusta Township be prepared and executed and such lands be confirmed free/clear of any encumbrances, in consideration of the payment of \$1.00. If such widening already exists, a surveyor shall confirm such with the Township.
4. That a cash-in-lieu of parkland levy of \$500.00 be paid to Augusta Township, as a new building lot is resulting.
5. That a groundwater assessment on the suitability of the quantity and quality of groundwater to service the severed lands be undertaken by a qualified hydrogeological consulting firm to confirm an acceptable opinion of groundwater quantity and quality and shall be provided to the Township of Augusta. This condition is deemed required as the new lot is being considered as an infill lot and would also result in being more than the fifth (5th) lot within a 5 ha area to be serviced by groundwater and/or is in a rural area where there is concentrated existing development.
6. That Minor Variance relief is granted for the retained lands proposed lot frontage of 68.58 m (225 ft.) +/- where the A zone requires a minimum lot frontage of 100m (328.08 ft.) for agricultural use (note: a \$1,000.00 application fee is required to be paid to the Township to file a Minor Variance application).
7. That the applicant's surveyor confirms that the proposed setback from the existing farm storage building meets the minimum interior side yard setback of 10m (32.8 ft.) for agricultural buildings to the new property line, or alternatively, Minor Variance relief is granted for any side yard setback deficiency.

AUGUSTA TOWNSHIP

8. That all costs associated with the fulfilment of conditions are at the applicant's sole expense.
9. That the following note be placed on the Decision, to read as follows:
Note: The retained lands/new building lot will require its own independent separate entrance onto 6th Concession Road. The applicant should consult with the Public Works Department for approval on the location of a new entrance and obtain an Entrance Permit from the Township.

PURPOSE:

Council's recommendation is required to provide Township requested conditions of approval on the severance to the United Counties of Leeds and Grenville.

BACKGROUND:

The subject property is currently a 58.7 ha (145 ac.) +/- lot with an existing residential dwelling and farm storage building located at 6392 6th Concession Road. The dwelling is proposed to be severed with 2.2 ha (5.52 ac.) +/- and the retained 56.45 ha (139.5 ac.) lot with the farm storage building is proposed for agricultural use but would also have future residential use/dwelling potential.

ANALYSIS:

The Planning Advisory Committee (PAC) was scheduled to meet on July 5, 2023, and discuss a Staff Report prepared on Severance Application B-55-23. PAC members present generally discussed the application and were supportive of the proposal. A copy of the detailed Staff Report prepared on the severance is attached to this Report.

The application was also circulated internally by Township staff. The Public Works Department, Fire Chief and Chief Building Official have not raised any concerns with the application.

This severance application, subject to the recommended conditions of approval, appears to conform with the intent of the Provincial Policy Statement (2020), the United Counties of Leeds and Grenville Official Plan, the Augusta Official Plan and the Augusta Zoning By-law. The recommended conditions capture policy considerations and current standard conditions of approval by the Township for severances.

POLICY IMPLICATIONS:

There are no implications for current policies, subject to recommended conditions of approval.

FINANCIAL CONSIDERATIONS:

There are no budgetary requirements for the Township.

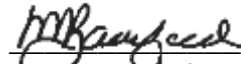
AUGUSTA TOWNSHIP

OPTIONS:


- 1) Support the severance application proceeding to the Counties Consent Granting Authority with conditions as written.
- 2) Support the severance application proceeding to the Counties Consent Granting Authority with revisions as may be deemed appropriate by Council.

LINK TO MUNICIPAL PLANS:

The recommendations on Severance Application B-55-23, with stated conditions, appear to align with the Rural severance policies of Augusta's Official Plan and will meet zone provisions of Augusta's Zoning By-Law.



Melissa Banford, Planner



Shannon Geraghty, CAO

Attachment – B-55-23 Site Sketch
– Staff Report, dated July 5, 2023 (excerpts)

AUGUSTA TOWNSHIP

B-55-23 SITE SKETCH





Perimeter ⓘ

3,408 ft ▾

Area

5.52 ac ▾

-  Severed Lands (5.2 A / 2.23 H)
-  Retained Lands (139.48 A / 56.446 H)

AUGUSTA TOWNSHIP

STAFF REPORT, DATED JULY 5, 2023 (EXCERPTS)

TO: PLANNING ADVISORY COMMITTEE (PAC)

DATE: July 5, 2023

RE: Severance Application B-55-23 - New Lot
Con. 6, Pt. Lot 22 and 23
6392 6th Concession Road (Easterbrook Property)

AUTHOR: Melissa Banford, Planner

RECOMMENDATION:

THAT the Planning Advisory Committee recommends that consent application B-55-23 be approved, subject to the following nine (9) conditions of approval:

1. That the balance of any outstanding taxes, including penalties and interest, (and any local improvement charges, if applicable) (roll no. 0706 000 045 06300) shall be paid to Augusta Township.
2. That an acceptable reference plan, survey or legal description of the severed lands be submitted to Augusta Township.
3. That the road allowance of 6th Concession Road be widened if required to provide for 10 metres from the centreline of the travelled road, across the frontage of the severed and retained lands, and that a Transfer/Deed conveying the said land to Augusta Township be prepared and executed and such lands be confirmed free/clear of any encumbrances, in consideration of the payment of \$1.00. If such widening already exists, a surveyor shall confirm such with the Township.
4. That a cash-in-lieu of parkland levy of \$500.00 be paid to Augusta Township, as a new building lot is resulting.
5. That a groundwater assessment on the suitability of the quantity and quality of groundwater to service the severed lands be undertaken by a qualified hydrogeological consulting firm to confirm an acceptable opinion of groundwater quantity and quality and shall be provided to the Township of Augusta. This condition is deemed required as the new lot is being considered as an infill lot and would also result in being more than the fifth (5th) lot within a 5 ha area to be serviced by groundwater and/or is in a rural area where there is concentrated existing development.
6. That Minor Variance relief is granted for the retained lands proposed lot frontage of 68.58 m (225 ft.) +/- where the A zone requires a minimum lot frontage of 100m (328.08 ft.) for agricultural use (note: a \$1,000.00 application fee is required to be paid to the Township to file a Minor Variance application).
7. That the applicant's surveyor confirms that the proposed setback from the existing farm storage building meets the minimum interior side yard setback of 10m (32.8 ft.) for agricultural buildings to the new property line, or alternatively, Minor Variance relief is granted for any side yard setback deficiency.

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8. That all costs associated with the fulfilment of conditions are at the applicant's sole expense.
9. That the following note be placed on the Decision, to read as follows:
Note: The retained lands/new building lot will require its own independent separate entrance onto 6th Concession Road. The applicant should consult with the Public Works Department for approval on the location of a new entrance and obtain an Entrance Permit from the Township.

PURPOSE:

The United Counties of Leeds and Grenville's Consent Granting Authority has received and circulated severance application B-55-23 (Easterbrook) to prescribed/required agencies, to area property owners within the prescribed distance, and to the Township for comment. The application has been filed by the property owners. Refer to the **attached application (excerpts) and site sketch.**

In brief:

- B-55-23 proposes to create one new 2.2 ha (5.52 ac.) +/- lot with 30.48 m (100 ft.) +/- of lot frontage with the existing dwelling at 6392 6th Concession Road.
- The retained vacant lot will have a lot size of 56.45 ha (139.5 ac.) +/- with 68.58 m (225 ft.) +/- of frontage on 6th Concession Road, with an existing barn, for residential and agricultural use.

CONSULTATION:

As of the date of this report, Township planning staff have not received any comments from the United Counties' Consent Granting Authority, regarding their public consultation and circulation of the application to prescribed agencies and area property owners.

At the Township level, the proposed severance was circulated internally by staff to the Chief Building Official, Public Works Department, Fire Chief and Treasurer. No concerns or foreseeable issues are anticipated, however, staff will confirm if any comments otherwise are received at the July 5, 2023 PAC meeting. The standard condition on severances requiring payment of any outstanding taxes should apply.

BACKGROUND:

The subject property is currently a 58.7 ha (145 ac.) +/- lot with an existing residential dwelling and farm storage building located at 6392 6th Concession Road. The dwelling is proposed to be severed with 2.2 ha (5.52 ac.) +/- and the retained 56.45 ha (139.5 ac.) lot with the farm storage building is proposed for agricultural use but would also have future residential use/dwelling potential.

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ANALYSIS:

Provincial Policy Statement (PPS)

The PPS directs that settlement areas are to be the focus of development and growth (Section 1.1.4.2), however, limited development in the rural area may be permitted.

Development in the rural area is to have consideration for the preservation of rural characteristics and that regard is to be given to the scale of development as well as the ability to provide appropriate servicing (Section 1.1.4.3).

The development standards for rural land uses are detailed within the Township of Augusta's Official Plan, Rural policies, which are discussed below.

United Counties of Leeds and Grenville Official Plan

Under the Counties' Official Plan, the lands are designated Rural Lands and Provincially Significant Wetlands. There are also some Sand and Gravel Resource Areas (Tertiary) and Unstable Soils identified.

Township of Augusta Official Plan

Under the Township's Official Plan, lot creation by severance from an original lot that existed as of July 26, 2004, may result in the creation of three (3) lots (including the retained lot, in effect, two (2) new building lots) subject to meeting other policies in the plan. The subject property is eligible for severance consideration, as no previous severance appears to have been taken off the original lot since the eligibility date. In addition to the eligibility criteria, the severance must also meet the other policies in the Official Plan.

This property is designated Rural and Provincially Significant Wetlands, located at the rear, under Schedule A of the Official Plan. Under the Development Constraints Schedule B, an area of Significant Woodlands and a small area of Bedrock Resources are located in the north/rear half +/- of the property. Two watercourses are also identified as crossing the property.

The application appears to be in keeping with the Township's rural policies for low-density residential development and the preservation of the identity and character of the rural area (Official Plan Section 3.1.1). The Official Plan discourages strip and scattered development in the rural areas, however, does provide some policies permitting limited infill development. Infill development in existing areas of strip development is defined as being less than 150 m between two existing residential dwellings that existed as of the date of the Plan (May 25, 2012). There appears to be 130 m between the existing dwellings at 6386 and 6392 6th Concession Road and would generally appear to meet the intent of this infill policy. A supportive hydrogeological assessment/opinion by a qualified consultant would be required as a condition of approval to support the severance to confirm the suitability of the quality and quantity of water under Section 3.1.3.3.

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The Public Works Department has been circulated with the severance proposal. The dwelling and barn currently share a driveway, however, the retained lands containing the barn/potential new building lot would need to have its own independent separate driveway onto 6th Concession Road. The exact final location of this new entrance will need further assessment/approval by the Public Works Department and the applicant will need to obtain an Entrance Permit from the Township.

Other rural policies to be considered are ensuring that new lot development meets the Minimum Separation Distance (MDS) standards from any livestock barns. No livestock barns in this area have been identified.

Under Section 6.1.5.5. of the Official Plan, development within the Provincially Significant Wetlands (PSW) is not permitted. There are PSW lands and Significant Woodlands located in the rear half +/- of the property. It appears that the retained/new building lot has sufficient area on which a dwelling could be constructed outside of the PSW and the 120m influence area. Should future construction be proposed within this 120m setback area, the Zoning By-law would require that a supportive Environmental Impact Study (EIS) be submitted prior to permit issuance.

Township of Augusta Zoning By-law

Under the Township's Zoning By-law 2965, as amended, the property appears to be zoned Rural (RU) zone and Provincially Significant Wetlands (PSW) at the rear/north.

The RU zone requires a minimum lot area of 0.8 ha (1.98 ac.) and 30 m (98.4 ft.) of road frontage for residential use. The severed lot, with the existing dwelling at 6392 6th Concession Road, meets/exceeds the RU minimum lot area and frontage requirements for residential use.

The RU zone requires a minimum lot area of 20 ha (49.42 ac.) and 100 m (328.8 ft.) of road frontage for agricultural use. The retained lands, with the existing farm storage building, will have a proposed lot size of 56.45 ha (139.5 ac.) +/- with 68.58 m (225 ft.) +/- of frontage on 6th Concession Road. Minor Variance approval will be required to seek relief for the proposed deficient lot frontage. Additionally, in the sketch submitted, the proposed setback to the "new" side property line to the existing barn is not illustrated. In the A zone, the barn needs to be 10m (32.8 ft.) to the interior side property line. This setback needs to be confirmed and, should the minimum setback not be met, Minor Variance relief would need to be sought and approved by the Committee of Adjustment for any side yard setback deficiency.

This severance application, subject to the recommended conditions of approval, appears to conform with the intent of the Provincial Policy Statement (2020), the United Counties of Leeds and Grenville Official Plan, the Augusta Official Plan and the Augusta Zoning By-law. The recommended conditions capture policy considerations and current standard conditions of approval by the Township for severances.

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POLICY IMPLICATIONS:

There are no implications for current policies, subject to recommended conditions of approval.

FINANCIAL CONSIDERATIONS:

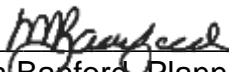
There are no budgetary requirements for the Township.

OPTIONS:

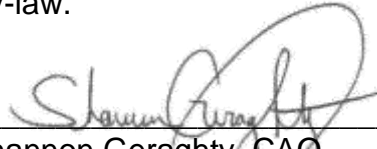
- 1. Support the severance application proceeding to the Counties' Consent Granting Authority based on the planner's recommendation with conditions as written.
- 2. Support the severance application proceeding to the Counties' Consent Granting Authority based on the planner's recommendation with revisions as may be deemed appropriate by the Planning Advisory Committee (PAC).

LINK TO MUNICIPAL PLANS:

The recommendations on Severance Application B-55-23, with stated conditions, appear to align with the rural severance policies of Augusta's Official Plan and will meet/exceed the zone provisions of Augusta's Zoning By-law.



Melissa Banford, Planner



Shannon Geraghty, CAO

Attachments: Severance B-55-23 (excerpts) and location map (**not attached**)

AUGUSTA TOWNSHIP

REPORT NUMBER: 2023-074

REPORT TO COUNCIL: July 10, 2023

RE: Severance Application B-68-23 (New Lot)
Con. 2, Pt. Lot 14 & 15, Pt. 1-4, 15R-7315
2951 Blue Church Road (Poole Property)

AUTHOR: Melissa Banford, Planner

RECOMMENDATION:

THAT Council recommend to the United Counties of Leeds and Grenville Consent Granting Authority that consent application B-68-23 be approved, subject to six (6) conditions of approval, as detailed in Staff Report 2023-074.

CONDITIONS OF APPROVAL:

1. That the balance of any outstanding taxes, including penalties and interest, (and any local improvement charges, if applicable) (roll no. 0706 000 055 16200) shall be paid to Augusta Township.
2. That an acceptable reference plan, survey, or legal description of the severed lands be submitted to Augusta Township.
3. That a cash-in-lieu of parkland levy of \$500.00 be paid to Augusta Township, as a new building lot is resulting.
4. That favourable comments are received by the Consent Granting Authority from circulated commenting agencies to the satisfaction of the Consent Granting Authority.
5. That all costs associated with the fulfillment of conditions are at the applicant's sole expense.
6. That the following note be placed on the Decision, to read as follows:
Note: The Township of Augusta advises that it is the responsibility of the property owner to ensure an adequate supply and quality of potable water to service the severed lot (new building lot).

PURPOSE:

Council's recommendation is required to provide Township requested conditions of approval on the severance to the United Counties of Leeds and Grenville.

BACKGROUND:

The subject property is currently an 11.97 ha (29.58 ac.) +/- lot on Blue Church Road. A 0.8 ha (1.98 ac.) +/- vacant residential building lot is proposed to be created. The retained 11.17 ha (27.6 ac.) lot is proposed for continued residential use with an existing dwelling, accessory buildings, and solar panels at 2951 Blue Church Road.

AUGUSTA TOWNSHIP

ANALYSIS:

The Planning Advisory Committee (PAC) was scheduled to meet on July 5, 2023, and discuss a Staff Report prepared on Severance Application B-68-23. PAC members present generally discussed the application and were supportive of the proposal. A copy of the detailed Staff Report prepared on the severance is attached to this Report.

The application was also circulated internally by Township staff and no concerns were raised with the application.

This severance application, subject to the recommended conditions of approval, appears to conform with the intent of the Provincial Policy Statement (2020), the United Counties of Leeds and Grenville Official Plan, the Augusta Official Plan and the Augusta Zoning By-Law. The recommended conditions capture policy considerations and current standard conditions of approval by the Township for severances.

POLICY IMPLICATIONS:

There are no implications for current policies, subject to recommended conditions of approval.

FINANCIAL CONSIDERATIONS:

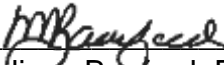
There are no budgetary requirements for the Township.

OPTIONS:

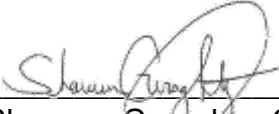
1. Support the severance application proceeding to the Counties' Consent Granting Authority with conditions as written.
2. Support the severance application proceeding to the Counties' Consent Granting Authority based with revisions as may be deemed appropriate by Council.

LINK TO MUNICIPAL PLANS:

The recommendations on Severance Application B-68-23, with stated conditions, appear to align with the Rural severance policies of Augusta's Official Plan and will meet zone provisions of Augusta's Zoning By-Law.



Melissa Banford, Planner



Shannon Geraghty, CAO

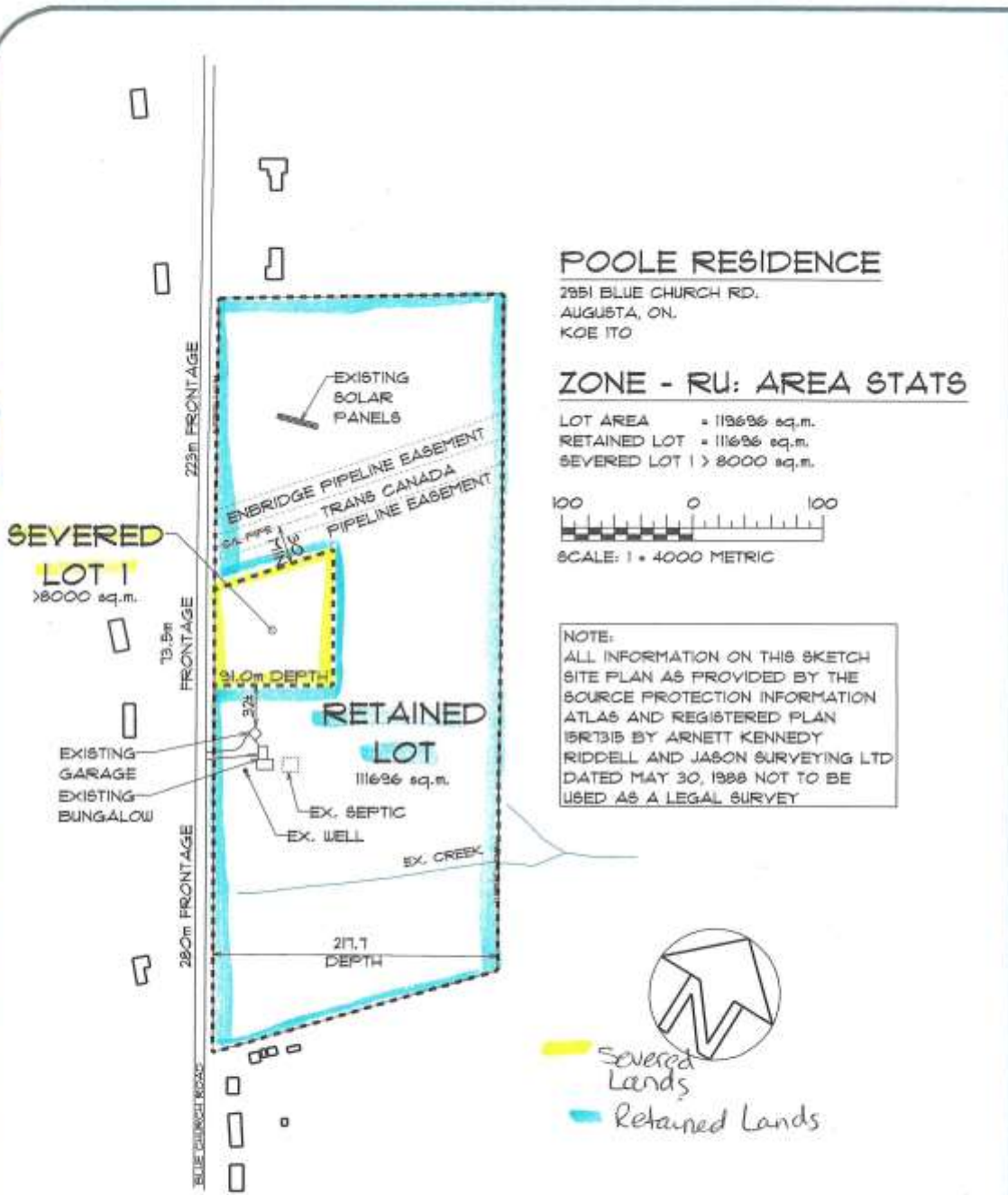
Attachment – B-68-23 Site Sketch
– Staff Report, dated July 5, 2023 (excerpts)

AUGUSTA TOWNSHIP

B-68-23 SITE SKETCH

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Serving the St. Lawrence Seaway and the Ottawa Valley



SKETCH SITE PLAN SEVERANCE
SCALE: 1:4000

REFERENCE FOR: FOOLE RESIDENCE 2951 BLUE CHURCH RD. AUGUSTA, ON K0E 1T0	DRAWING TITLE: PROPOSED SEVERANCE SKETCH	DATE: MAR. 2023 DRAWN BY: J. USL/EMAKER PROJECT NO: 23-POOLE BUNGALOW APPROVED: A.M.J. SCALE: AS SHOWN	All drawings, specifications and related documents are the copyright property of Seaway Design Group and must be returned upon request. Reproduction of drawings, specifications, and related documents in whole or in part is forbidden without the written permission of Seaway Design Group.	<p>SEAWAY DESIGN Group UNIT 10 - 4503 SOUTH AVENUE, BROCKVILLE ON L6K 1J3-704-8297 www.seawaydg.ca</p>	
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AUGUSTA TOWNSHIP

STAFF REPORT, DATED JULY 5, 2023 (EXCERPTS)

TO: PLANNING ADVISORY COMMITTEE (PAC)

DATE: July 5, 2023

RE: Severance Application B-68-23 - New Lot
Con. 2, Pt. Lot 14/15, Pt. 1-4, 15R-7315
2951 Blue Church Road (Poole Property/Anthony Wielemaker, agent)

AUTHOR: Melissa Banford, Planner

RECOMMENDATION:

THAT the Planning Advisory Committee recommends that consent application B-68-23 be approved, subject to the following six (6) conditions of approval:

1. That the balance of any outstanding taxes, including penalties and interest, (and any local improvement charges, if applicable) (roll no. 0706 000 055 16200) shall be paid to Augusta Township.
2. That an acceptable reference plan, survey, or legal description of the severed lands be submitted to Augusta Township.
3. That a cash-in-lieu of parkland levy of \$500.00 be paid to Augusta Township, as a new building lot is resulting.
4. That favourable comments are received by the Consent Granting Authority from circulated commenting agencies to the satisfaction of the Consent Granting Authority.
5. That all costs associated with the fulfillment of conditions are at the applicant's sole expense.
6. That the following note be placed on the Decision, to read as follows:
Note: The Township of Augusta advises that it is the responsibility of the property owner to ensure an adequate supply and quality of potable water to service the severed lot (new building lot).

PURPOSE:

The United Counties of Leeds and Grenville's Consent Granting Authority has received and circulated severance application B-68-23 (Poole) to prescribed/required agencies, to area property owners within the prescribed distance, and to the Township for comment. The application has been filed by the property owners. Refer to the **attached application (excerpts) and site sketch.**

In brief:

- B-68-23 proposes to create one new 0.8 ha (1.98 ac.) +/- vacant building lot with 73.5 m (241 ft.) +/- of lot frontage on Blue Church Road.
- The retained lands will have a lot size of 11.17 ha (27.6 ac.) +/- with 503 m (1650 ft.) +/- of split frontage with the existing dwelling at 2951 Blue Church Road.

AUGUSTA TOWNSHIP

CONSULTATION:

As of the date of this report, Township planning staff have not received any comments from the United Counties' Consent Granting Authority, regarding their public consultation and circulation of the application to prescribed agencies and area property owners.

At the Township level, the proposed severance was circulated internally by staff to the Chief Building Official, Public Works Department, Fire Chief, and Treasurer. No concerns or foreseeable issues are anticipated, however, staff will confirm if any comments otherwise are received at the July 5, 2023 PAC meeting. The standard condition related to the payment of taxes, as recommended by the Treasurer, should apply.

BACKGROUND:

The subject property is currently an 11.97 ha (29.58 ac.) +/- lot on Blue Church Road. A 0.8 ha (1.98 ac.) +/- vacant residential building lot is proposed to be created. The retained 11.17 ha (27.6 ac.) lot is proposed for continued residential use with an existing dwelling, accessory buildings, and solar panels at 2951 Blue Church Road.

ANALYSIS:

Provincial Policy Statement (PPS)

The PPS directs that settlement areas are to be the focus of development and growth (Section 1.1.4.2), however, limited development in the rural areas may be permitted. Development in the rural area is to have consideration for the preservation of rural characteristics and that regard is to be given to the scale of development as well as the ability to provide appropriate servicing (Section 1.1.4.3).

The development standards for rural land uses are detailed within the Township of Augusta's Official Plan, rural area policies, which are discussed below.

United Counties of Leeds and Grenville Official Plan

Under the Counties' Official Plan, the lands are designated Rural Lands with some Unstable Soils and Sand and Gravel Resource Area (Tertiary).

Township of Augusta Official Plan

Under the Township's Official Plan, lot creation by severance from an original lot that existed as of July 26, 2004, may result in the creation of three (3) lots (including the retained lot, in effect, two (2) new building lots) subject to meeting other policies in the plan. The subject property is eligible for severance consideration, as no previous severance appears to have been taken off the original lot since the eligibility date. In addition to the eligibility criteria, the severance must also meet the other policies in the Official Plan.

AUGUSTA TOWNSHIP

This property is designated Rural under Schedule A of the Official Plan. Under the Development Constraints Schedule B, an area of Organic Soils is located at the south/east corner.

A watercourse crosses the property to the south of the existing dwelling and the pipeline crosses the lot, approximately 30m to the north of the proposed severance. As part of the Counties' circulation of the severance, it is anticipated that TransCanada and Enbridge Pipelines have been circulated with the application to ensure that there are no concerns. Any comments received should be to the satisfaction of the Consent Granting Authority, as per recommended Condition 4.

The application appears to be in keeping with the Township's rural policies for low-density residential development and the preservation of the identity and character of the rural area (Official Plan Section 3.1.1).

The application does not appear to be creating or extending strip development along Blue Church Road.

Other rural policies to be considered are ensuring that new lot development meets the Minimum Separation Distance (MDS) standards from any livestock barns. Two area livestock barns were identified in the area by staff during preconsultation. These barns were assessed, and it was determined by staff that there are greater than four (4) existing residential uses, within the intervening area, closer to the barns than the proposed new building lot (MDS Guideline 12). As such, MDS was not deemed to be an issue for this application.

Development is proposed on private services (well/septic) to service the severed lot. The lot to be severed is located within a highly vulnerable aquifer. The need for any groundwater quality/quantity assessment is to be considered on a case-by-case basis, subject to criteria endorsed by Council (Resolution No. 6, March 28, 2022). The proposed new lot will meet the Township's minimum of 0.8 ha (1.98 acres) in the RU zone and Rural designation. As the severed lot will not result in being the 6th development within a 5 ha. area, a hydrogeological assessment would not be required. It is recommended that a note be placed on the Decision to flag that the provision of an adequate supply and quality of water is the property owners' responsibility.

Township of Augusta Zoning By-law

Under the Township's Zoning By-law 2965, as amended, the property appears to be a zoned Rural (RU) zone.

The RU zone requires a minimum lot area of 0.8 ha (1.98 ac.) and 30m (98.4) ft of road frontage. As the severed lot just meets the 0.8 ha. minimum lot size, the applicant will need to ensure that this minimum is met, in consideration of any potential road widening requested by the Counties on this application. The retained lot will exceed the minimums required for residential use in the RU zone and will also retain hobby farm potential, subject to meeting MDS requirements for any new livestock barn or manure storage area. Under Section 7.17.3, a hobby farm is permitted as a residential accessory use in the RU zone provided that the lot has a minimum lot size of 2 ha (4.94 ac.) and 38m (124.7 ft.) road frontage.

AUGUSTA TOWNSHIP

This severance application, subject to the recommended conditions of approval, appears to conform with the intent of the Provincial Policy Statement (2020), the United Counties of Leeds and Grenville Official Plan, the Augusta Official Plan and the Augusta Zoning By-law. The recommended conditions capture policy considerations and current standard conditions of approval by the Township for severances.

POLICY IMPLICATIONS:

There are no implications for current policies, subject to recommended conditions of approval.

FINANCIAL CONSIDERATIONS:

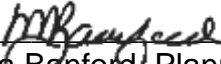
There are no budgetary requirements for the Township.

OPTIONS:

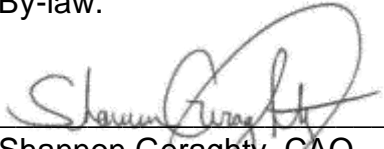
- 1. Support the severance application proceeding to the Counties' Consent Granting Authority based on the planner's recommendation with conditions as written.
- 2. Support the severance application proceeding to the Counties' Consent Granting Authority based on the planner's recommendation with revisions as may be deemed appropriate by the Planning Advisory Committee (PAC).

LINK TO MUNICIPAL PLANS:

The recommendations on Severance Application B-68-23, with stated conditions, appear to align with the rural severance policies of Augusta's Official Plan and will meet/exceed the zone provisions of Augusta's Zoning By-law.



Melissa Banford, Planner



Shannon Geraghty, CAO

Attachments: Severance B-68-23 excerpts and location map (**not attached**)

AUGUSTA TOWNSHIP

REPORT NUMBER: 2023-075

REPORT TO COUNCIL: July 10, 2023

RE: Zoning By-Law Amendment Z-03-23
1241 and 1243 County Road 2
(Maitland Tower Corporation Property)

AUTHOR: Melissa Banford, Planner

RECOMMENDATION:

THAT Council receive the Planner's Report 2023-075 for information.

PURPOSE:

By-Law No. 3643-2023, the related By-Law to amend Zoning By-Law 2965, as amended, will appear on Council's July 10, 2023, regular meeting agenda.

BACKGROUND:

This application was initiated by the property owner to rezone the property to a site-specific CV, Village Commercial zone (CV-X3), which would permit a number of specified permitted uses on the property. New definitions are also being introduced for some of these uses including: Biological Field Station; Community Garden; Marine Rental Facility; Micro-Brewery/Micro-Distillery; and Wildlife Rehabilitation Facility. Additionally, the uses of Hotel, Laundromat, Micro-Brewery/Micro-Distillery, Motel, Restaurant, Tavern and Tourist Establishment are proposed to be referenced in a "holding" zone/symbol and permitted only following further hydrogeological assessment.

A section of land area, located at the west end, is proposed to be placed in a "holding" zone to restrict any new development subject to further archaeological assessment.

This zoning amendment application is also proposed to:

- permit a maximum tower height of 32 m (105 ft.) to allow for roof construction onto the existing tower;
- permit a wharf setback (min.) of 2 m to the east lot line/projection; and
- remove the need for the provision of a loading space on the property.

The Public Meeting was held before Council on June 26, 2023. The Notice of the Zoning By-Law Amendment was advertised in the Brockville Recorder and Times on June 3, 2023, to provide public notice as required under the *Planning Act*. In addition, the Notice of Public Meeting was mailed to all property owners within 120m (400 ft.) of the subject property, to give the area property owners direct information regarding this amendment.

AUGUSTA TOWNSHIP

Notice was also provided to prescribed agencies as required and circulated internally by Township staff.

No concerns have been raised in relation to this amendment to date.

The Planning Advisory Committee (PAC) was scheduled to meet on July 5, 2023, and discuss a Staff Report prepared on the rezoning. PAC members present generally discussed the application and were supportive of the proposal. A copy of the detailed Staff Report prepared on the application is attached to this Report.

As no concerns have been expressed regarding the proposed Zoning By-Law Amendment, a By-Law has been prepared for Council's consideration/approval.

POLICY CONSIDERATIONS:

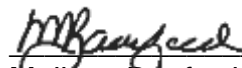
There are no implications for current policies.

FINANCIAL CONSIDERATIONS:

None. All costs related to the proposed amendment will be paid by the applicant.

LINK TO MUNICIPAL PLANS:

The proposed Zoning By-Law Amendment appears to align with the Settlement Area policies of Augusta's Official Plan and is **recommended for approval**, as detailed in By-Law 3643-2023 appearing on Council's July 10, 2023 agenda.



Melissa Banford, Planner



Shannon Geraghty, CAO

- Staff Report dated July 5, 2023 (excerpts)

AUGUSTA TOWNSHIP

STAFF REPORT DATED JULY 5, 2023 (EXCERPTS):

TO: PLANNING ADVISORY COMMITTEE (PAC)

DATE: July 5, 2023

RE: Zoning By-law Amendment (Z-03-23)
Maitland Tower Corporation Property
1241 & 1243 County Road 2; Assessment Roll 0706 000 035 13800

AUTHOR: Melissa Banford, Planner

RECOMMENDATION:

THAT the Planning Advisory Committee recommends that Zoning By-Law Amendment related to 1241 and 1243 County Road 2 be approved.

PURPOSE:

This Zoning By-Law Amendment application has been filed by the agent Fotenn Consultants Inc. in relation to this 6.23 acre property located on the St. Lawrence River at 1241 and 1243 County Road 2. The property includes a number of existing buildings and structures including a tower, chart house, stable, greenhouse, and other accessory buildings/structures. The property is located within the Settlement Area of Maitland and is currently zoned RV, Village Residential Zone, and CV, Village Commercial Zone under Zoning By-law 2965, as amended, Schedule G1.

A site-specific CV, Village Commercial zone is proposed for the property, which would permit a number of specified permitted uses, and is discussed in more detail below.

CONSULTATION:

A Public Meeting was held before Council on June 26, 2023. The Notice of Public Meeting was advertised in the Brockville Recorder and Times on June 3, 2023 to provide public notice as required under the *Planning Act* and related regulations. Notice was also provided to prescribed agencies as required.

In addition, the Notice of Public Meeting was mailed to all property owners within 120m (400 ft.) of the subject property on June 1, 2023. This added notice circulation is a standard Township procedure to give the area property owners direct information regarding these amendments. A copy of the Public Meeting Notice is attached.

No concerns were received at the Public Meeting before Council.

At the Township level, the proposed amendment was circulated internally by staff to the Chief Building Official, Public Works Department, Fire Chief and Treasurer. No concerns were raised.

AUGUSTA TOWNSHIP

South Nation Conservation (SNC) advised that they had no concerns with the amendment but that a permit may be required under Ont. Reg. 170/06.

BACKGROUND:

The property owner seeks to rezone the property to a site-specific CV, Village Commercial zone, which would permit a number of specified permitted uses on the property. The list of potential uses for the property was provided in detail in the Notice and is contained in the draft amendment documents.

Some of the uses are proposed to be referenced in a “holding” zone/symbol and permitted only following further hydrogeological assessment. The uses proposed for the holding zone are: Hotel; Laundromat; Micro-Brewery/Micro-Distillery; Motel; Restaurant; Tavern; and Tourist Establishment.

New definitions are also being introduced in the Zoning By-law including: biological field station; community garden; marine rental facility; micro-brewery/micro-distillery; and wildlife rehabilitation facility.

A section of land area, located at the west end, is proposed to be placed in a “holding” zone to restrict any new development subject to further archaeological assessment.

This zoning amendment application is also proposed to:

- permit a maximum tower height of 32 m (105 ft.) to allow for roof construction onto the existing tower;
- permit a wharf setback (min.) of 2 m to the east lot line/projection; and
- remove the need for the provision of a loading space on the property.

The following background studies/reports have been submitted to the Township in support of the proposal:

- Planning Rationale Report prepared by Fotenn Consultants Inc., dated March 13, 2023.
- Response to 1st Technical Comments by Fotenn Consultants Inc., dated April 21, 2023 (submitted in response to Township planning staff comments on the initially filed application).
- Stage 1 & 2 Archaeological Assessment prepared by Past Recovery Archaeological Services Inc. dated July 23, 2021 (note: Township is awaiting a copy of the confirmation letter from the Ministry that the Archaeological Assessment has been entered into their Registry).
- Stormwater Management Brief prepared by Eastern Engineering Group, dated February 22, 2023.
- Letter regarding Hydrogeological Assessment prepared by Malroz Engineering Inc. dated November 17, 2020.
- Environmental Impact Assessment prepared by Ecological Services, dated February 16, 2023.

Any new construction or modifications to the existing buildings, or change of use, triggers the need for a Site Plan approval under By-law 2778, where site servicing, on-site access/driveways, on-site parking, and lot grading/drainage will need to be

AUGUSTA TOWNSHIP

approved by the Township. It is anticipated that, upon finalization of the Zoning By-law Amendment, a Site Plan application will be submitted with details on the current/proposed use(s) of the property, the existing structures, and a new gazebo onto an existing foundation. The Site Plan and Stormwater Management Brief/Plan would be vetted through the Township's engineers for comment during the Site Plan approval process. Any future buildings would also require a future Site Plan approval process.

ANALYSIS:

PLANNING CONTEXT:

Provincial Policy Statement (PPS) (2020)

The PPS recognizes that settlement areas are to be the focus of development and growth (Section 1.1.3.1). Settlement areas are to provide for a mix of land uses as are an important part of the economic area of the municipality. The development standards for intensification and redevelopment of commercial uses are detailed within the Township of Augusta's Official Plan, settlement area policies, discussed below.

United Counties of Leeds and Grenville Official Plan

The subject lands are designated Rural Settlement Area under the Counties' Official Plan. No formal comment on the rezoning has been received from Counties' planning staff to date. It is anticipated that the Counties may provide comments during the future Site Plan process.

Township of Augusta Official Plan

The subject lands are designated Settlement Area under Schedule A of the Official Plan (sub-schedule G1). There are no identified development constraints under Schedule B.

The Settlement Area policy area of the Township permits a range of commercial uses that are to be compatible with the surrounding community and are appropriately serviced, as per Section 4.2.4.1. Such permitted uses under Section 4.2.5.1 include retail, office and service commercial, restaurant, recreational uses, tourist commercial, parks, open spaces, etc. Reviewing proposals for new commercial uses should have regard for the compatibility with the surrounding neighbourhood and assess any potential impacts with respect to parking, traffic, pedestrian access, etc.

The surrounding lands uses are primarily residential, with lands to the north, east and west zoned Village Residential (RV). The St. Lawrence River abuts the property to the south. There are two areas to the east, on the north side of County Road, which are zoned CV – Village Commercial Zone which are currently being used as a commercial office space and a take-out chip truck.

It is understood that the proposed uses are primarily a redevelopment/reuse of existing buildings which will not result in significant changes to the existing character of the area or negative visual impacts on neighbouring residential uses. Any future new buildings or structures on the property will need to be in conformance with the proposed CV zone requirements and will be subject to Site Plan Control.

AUGUSTA TOWNSHIP

Site servicing and the suitability and capacity of the existing septic sewage system will need to be further assessed for any intended use(s) and will be reviewed further as part of Site Plan approval.

A Hydrogeological Assessment, prepared by Malroz Engineering Inc., confirmed that the subject lands can support uses with a peak demand of a total of 18,000 litres per day. The report identified the need for additional testing on high water uses such as restaurant, hotel, etc. In order to ensure that this additional assessment is undertaken, a "holding" zone/symbol is proposed for the uses of: hotel; laundromat; micro-brewery/micro-distillery; motel; restaurant; tavern; and tourist establishment. Should any of these specific uses be proposed, further Hydrological Assessment would need to be completed, to the satisfaction of the Township, to lift the holding zone/use.

A Stage 1 & 2 Archaeological Assessment, prepared by Past Recovery Archaeological Services Inc., was submitted to the Township which identified two areas on the east side of the property that would require further archeological investigation prior to any development. In order to ensure that there is no development in these areas, a holding zone is proposed as part of this amendment application. No development or alteration to fill or grade would be permitted in these areas until the holding symbol is lifted by Council and supported by further archaeological assessment, save and except for normal farm practices which are understood to be exempt.

It would be staff's opinion, based on a review of the PPS, the Official Plan policies, and the supporting documentation submitted, that there do not appear to be any policy issues with the proposed rezoning subject to the proposed specific holding uses (requiring further hydrogeology assessment) and holding zoned area (requiring further archaeological assessment).

Township of Augusta Zoning By-Law

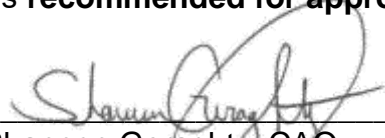
Subject to the proposed Zoning By-Law amendment, the property will need to be used in conformity with the permitted uses and any future additions/uses will need to comply with all provisions of the Zoning By-Law, including definitions and general provisions as applicable, including required on-site parking spaces based on uses proposed.

LINK TO MUNICIPAL PLANS:

The proposed Zoning By-Law Amendment to Schedule G1 appears to align with the Settlement Area policies of Augusta's Official Plan and is **recommended for approval**.



Melissa Banford, Planner



Shannon Geraghty, CAO

Attachments: - Notice of Public Meeting and draft Zoning Amendment By-Law (**not attached**)

AUGUSTA TOWNSHIP



**THE CORPORATION OF THE TOWNSHIP OF AUGUSTA
BY-LAW NUMBER 3643-2023
BEING A BY-LAW TO AMEND ZONING BY-LAW NO. 2965, AS AMENDED
(1241 & 1243 County Road 2)**

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

AND WHEREAS By-Law No. 2965, as amended regulates the use of land and the use and erection of buildings and structures within the Township of Augusta;

AND WHEREAS the Municipal Council of the Corporation of the Township of Augusta deems it desirable to amend Zoning By-Law No. 2965, as amended, under Section 34 of the Planning Act, R.S.O. 1990, as amended;

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

1. **THAT** Section 7.6.4 Exception Zones is amended by adding the following sub-section:

7.6.4.3 Village Commercial Exception Three Zone (CV-X3)

Notwithstanding the provisions of Section 6 and Section 7.6 hereof to the contrary, on the approximately 2.7 hectare parcel of land known as 1241 and 1243 County Road 2 in the Township of Augusta and zoned 'CV-X3' on Schedule A to By-law No. 3643-2023, the following provisions shall apply:

- | | |
|--------------------|---|
| (a) Holding Symbol | The Holding provision H-CV-X3 applies to restrict new development in Areas A and B subject to the Municipality's approval of sufficient archaeological assessment. |
| (b) Holding Symbol | The Holding provision applies to the following uses within the CV-X3 zone subject to the Municipality's approval of sufficient hydrogeological assessment: <ul style="list-style-type: none">/ Hotel;/ Laundromat./ Micro-Brewery / Micro-Distillery;/ Motel;/ Restaurant;/ Tavern;/ Tourist Establishment. |

(c) Permitted Uses

* denotes definition to be added
"H" denotes uses subject to the Municipality's approval of sufficient hydrogeological assessment

Accessory Dwelling
Bake Shop
Bank

AUGUSTA TOWNSHIP

Biological Field Station*
Business Office
Clinic
Commercial Club
Community Garden*
Convenience Store
Drug Store
Dry Cleaning Outlet
Equipment Rental Establishment
Farmer's Market
Flea Market
Garden Centre
Health Retreat
H - Hotel
H - Laundromat
Library
Marine Facility
Marine Rental Facility*
H- Micro-Brewery/Micro-Distillery*
H - Motel
Museum
Office
Outdoor Café
Personal Service Establishment
Pet Shop
Place of Amusement
Place of Assembly
Place of Worship
Private Club
Public Market
Public Service Use
Public Utility
Recreational Commercial Establishment
H - Restaurant
Retail Grocery Store
Retail Outlet
Retail Store
School, Commercial
Second Hand Shop
Service Outlet
Snack Bar or Coffee Shop
Studio
H - Tavern
Theater, Cinema
H - Tourist Establishment
Veterinary Establishment
Video Rental Outlet
Wildlife Rehabilitation Facility*
Workshop or Custom Workshop
Accessory uses to the foregoing

For the purposes of the CV-X Zone, the following definitions shall apply:

- (i) **Biological Field Station:** means the use of any lot or building for academic research, including laboratories and data collection sites, that are focused on ecology and support research, teaching, and public education.
- (ii) **Community Garden:** means the use of any lot or building managed and maintained by a group of individuals for the purpose of cultivation of plants for personal use or consumption and includes other forms of urban agriculture such as tree planting projects or similar uses.

AUGUSTA TOWNSHIP

Permitted accessory uses include the sale or donation of produce grown in the community garden.

- (iii) **Marine Rental Facility:** a commercial building, part of a building or structure wherein the primary use is the rental of marine equipment. This definition excludes a marina.
- (iv) **Micro-Brewery / Micro-Distillery:** means a facility for the small-scale production and distribution of spirit products and the brewing of beer producing a limited amount of beer per year for sale. Accessory retail commercial, office space, and tasting areas shall be permitted provided they are limited to 35% of the total gross floor area and are limited to production activities which are not deemed to be noxious to adjacent properties or the general public.
- (v) **Wildlife Rehabilitation Facility:** a facility that treats, rehabilitates, and releases injured animals.

- (d) Maximum Tower Height 32 metres
- (e) Wharf Setback (min) Notwithstanding Section 6.1.2, a wharf shall be permitted within 2 metres of the east lot line projection.
- (f) Loading Space A loading space shall not be required.

2. **THAT** Schedule G1 of By-Law 2965, as amended, is hereby amended by changing the zone symbol of the subject lands from Residential Village – RV zone and Village Commercial – CV zone to Village Commercial Exception Three Zone (CV-X3), as shown on Schedule A of this By-Law.
3. **THAT** Zoning By-Law 2965 is amended hereby to give effect to the foregoing, but Zoning By-Law 2965 shall remain in all other respects, in full force and effect save as may be amended otherwise or dealt with hereafter.
4. **THAT** this By-Law shall come into force on the date it is passed by the Council of the Corporation of the Township of Augusta subject to:
 - (a) The expiration of the time period specified for the filing of objections by the Notice of Passing of this By-Law, provided that no Notice of objection has been filed within the time period specified; or
 - (b) The approval of the By-Law by the Ontario Land Tribunal, where an objection to the approval of this By-Law has been filed within the time period specified in the Notice of Passing of this By-Law.

Read a first, second, and third time and finally passed this 10th day of July, 2023.

MAYOR

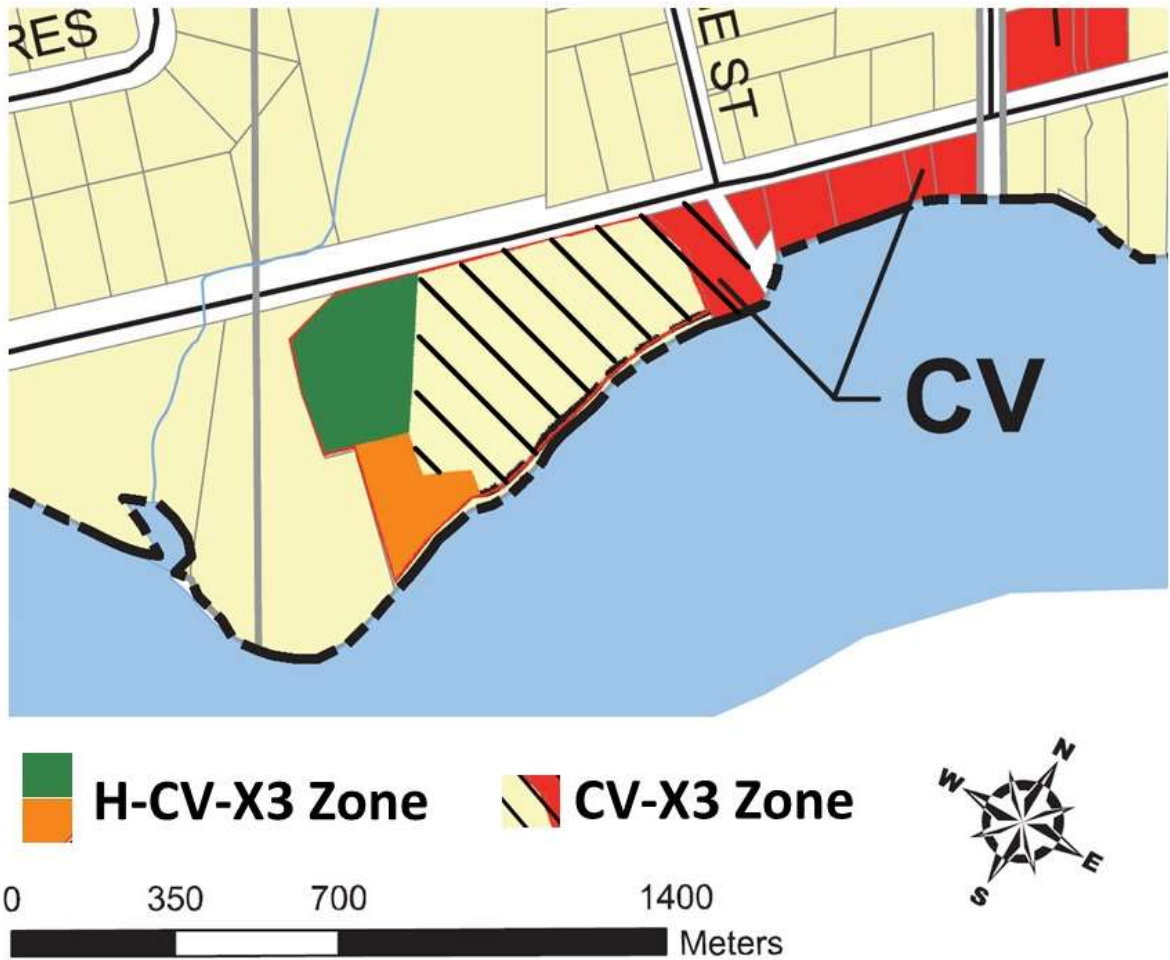
CLERK

AUGUSTA TOWNSHIP

SCHEDULE A to BY-LAW 3643-2023 (1241 & 1243 County Road 2)

To amend Schedule G1 of Zoning By-Law 2965, as amended
Applicable to Roll No. 0706 000 035 13800

RV and CV zone to be CV-X3 zone and Holding provision applicable to restrict new development in Areas A and B



THE TOWNSHIP OF AUGUSTA

REPORT NUMBER: 2023-078

REPORT TO COUNCIL: July 10, 2023

RE: Review of Proposed Provincial Policies from A Place to Grow and Provincial Policy Statement (PPS) to form a new Provincial Planning Instrument

AUTHOR: Melissa Banford, Planner

RECOMMENDATION:

THAT Council directs staff to submit the comments attached to Report 2023-078 to the Environmental Registry of Ontario (ERO) Posting No. 019-6813, prior to the August 4, 2023 deadline.

BACKGROUND:

Augusta Council held a Special Meeting on May 31, 2023 to discuss the Province's review of the planning policy documents: A Place to Grow and the Provincial Policy Statement (PPS) 2020 to form a new provincial planning instrument: the Provincial Planning Statement (PPS) 2023. The commenting period on the 2023 draft PPS on the ERO website expires on August 4, 2023.

DISCUSSION:

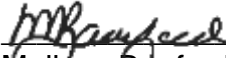
The ERO posting offers six (6) questions to assist with providing comments on the draft Provincial Planning Statement. Based on the discussion and direction of Council at the Special Meeting held on May 31, 2023, staff have summarized the discussion and are providing the attached responses for Council's concurrence and further recommendation and comment, if required.

FINANCIAL CONSIDERATIONS:


None.

OPTIONS:

1. Council direct staff to submit the attached comments to the ERO website as drafted.
2. Council direct staff to submit the attached comments to the ERO website with revised recommendations as may be deemed appropriate by Council.
3. Council receive this report with no further action.



Melissa Banford, Planner
Attachment – Draft ERO Response



Shannon Geraghty, CAO

THE TOWNSHIP OF AUGUSTA

Review of proposed policies adapted from A Place to Grow and Provincial Policy Statement to form a new provincial planning policy instrument.

Commenting period: April 6, 2023 - August 4, 2023 (120 days)

The province has offered six (6) questions for consideration on the draft policy document:

1. What are your thoughts on the policies that have been included from the PPS and A Place to Grow in the proposed policy document, including the proposed approach to implementation?

The Township of Augusta would be appreciative of more specifics/provincial guidance on the implementation of the new Provincial Planning Statement, particularly in relation to timing, where upper-tier and lower-tier municipal Official Plans have not yet been updated and existing policies conflict with new provincial policy directives.

2. What are your thoughts on the proposed policy direction for large and fast-growing municipalities and other municipalities?

The Township of Augusta has not been identified as a large or fast-growing municipality by the Province, so no comment is being offered.

3. What are your thoughts regarding the proposed policies to generate housing supply, including an appropriate range and mix of housing options?

The Township of Augusta appreciates the flexibility provided in the draft policies related to expansions of Settlement Area boundaries. A more streamlined approach to minor boundary adjustments and expansions will provide the Township of Augusta with the ability to direct more growth to areas within, and immediately surrounding, our existing Settlement Areas.

The Township of Augusta is supportive of the Province's proposal to expand on types of housing uses which may help to encourage appropriate redevelopment and intensification and provide alternative housing solutions. The Township of Augusta is also supportive of the concept of complete communities being introduced in the draft policy document.

THE TOWNSHIP OF AUGUSTA

4. What are your thoughts on the proposed policies regarding the conservation of agriculture, aggregates, natural and cultural heritage resources?

The Township of Augusta recognizes the importance of the long-term protection of prime agricultural areas and continues to strive to be supportive of its agricultural community. It is recognized that there are incompatibilities when new residential uses are introduced into the agricultural area. It also may result in creating barriers and restricting the future ability of livestock operators to expand or build new livestock barns and manure storage facilities, while having to meet the Minimum Distance Separation (MDS) setback to new residential uses/severances. While the need for new housing opportunities is recognized and supported, this may be more appropriately achieved through the Province's proposed policies for expansions to Settlement Areas. The Township of Augusta would respectfully request that the Province give consideration to reducing the proposed policy for new residential lot severances, currently proposed at (3) three on a farmed lot, within the prime agricultural area.

5. What are your thoughts on the proposed policies regarding planning for employment?

Further guidance on permitted uses in employment areas is requested. The Township of Augusta has a large Industrial District and the new provincial policies will result in creating some non-conforming uses in this area, or certain uses may need to be redesignated to an alternate Official Plan designation.

6. Are there any other barriers to, or opportunities for, accelerating development and construction (e.g., federal regulations, infrastructure planning and approvals, private/public partnerships for servicing, provincial permitting, urban design guidelines, technical standards, zoning, etc.)?

The Township of Augusta is pleased by opportunities for new housing, however, a shortage of qualified building inspectors and building officials is an ongoing challenge for municipalities. Provincial assistance/funding is requested for the training of new building inspectors and building officials to ensure timely oversight in implementing Ontario Building Code standards for new construction.

PROCEDURAL BY-LAW

A BY-LAW TO GOVERN THE PROCEEDING OF COUNCIL
3642-2023

JULY 10, 2023

THE TOWNSHIP OF AUGUSTA

THE CORPORATION OF THE TOWNSHIP OF AUGUSTA

BY-LAW NUMBER 3642 - 2023

A BY-LAW TO GOVERN THE PROCEEDINGS OF COUNCIL AND COMMITTEES OF COUNCIL

WHEREAS pursuant to Section 238 of the Municipal Act, 2001, as amended, every municipality shall pass a procedural By-Law for governing the calling, place and proceedings of meetings;

AND WHEREAS the Council of The Corporation of the Township of Augusta deems it advisable to adopt a procedural By-Law;

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

1. PURPOSE:

The intent of this By-Law is to establish general and specific principles for governing the procedures of Council, Committees and Local Boards to ensure order, fairness and principled meetings. The By-Law ensures that all Members are afforded the right to be heard with equal privileges and obligations and are treated with respect and courtesy.

2. APPLICATION:

The rules and regulations contained in this By-Law shall be observed in all proceedings of the Council, Committee of the Whole and of Committees and shall be the rules and regulations for the order and dispatch of business of Council.

If this By-Law does not provide a procedure for dealing with a particular matter, the procedure to be followed shall be, as near as possible, Robert's Rules of Order.

3. DEFINITIONS

- a) "Ad Hoc Committees" means a working group, either formed by council or committee (as a sub-committee), working together to achieve specified goals. The lifespan of a working group will last until it has achieved its goal(s), or until the Council or committee disbands the group.
- b) "Advisory Committees" (to be known as 'Committee') shall mean a collection of individuals, established by council, who bring unique knowledge and skills which complement the knowledge and skills of council in order to advise, make recommendations and more effectively govern the organization.

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- c) "Abstain" means to refrain from voting. Failing to vote is considered an abstention and shall be considered a negative vote unless the member is not participating in the vote due to a declared pecuniary conflict of interest on the matter being considered.
- d) "Chief Administrative Officer" (CAO) means the CAO of the Corporation of the Township of Augusta.
- e) "Clerk" means the Clerk of The Corporation of the Township of Augusta.
- f) "Closed Meeting" means a meeting closed to the public as defined by the Municipal Act.
- g) "Committee" (reference advisory group).
- h) "Committee of the Whole" means participation of all members of the Council, which are present at meetings, where members of the Council consider questions with greater freedom of debate.
- i) "Council" means the Council of The Corporation of the Township of Augusta.
- j) "Electronic Meeting(s)" means a meeting using a method of communication when attendees are not in the same place.
- k) "Emergency" means a sudden, generally unexpected or time sensitive occurrence demanding immediate action by council.
- l) "Ex officio" means, by virtue of office, the Mayor is a member on all committees and may participate vote and make motions but does not count as quorum.
- m) "Head of Council" means the Mayor of The Corporation of the Township of Augusta.
- n) "Main Motion" means a motion to bring business before Council for consideration and decision.
- o) "Meeting" means any regular, special or other meeting of Council, local board or committee of either of them where:
 - (a) Quorum is present and
 - (b) Members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the Council, Local Board or Committee.
- p) "Members" means a Member of Council, or in the case of a Board or Committee, a member of the Board or Committee.
- q) "Motion" means the introduction of business before the members for consideration.

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- r) "Notice of motion" means a written or oral notice advising members that the motion described that introduces new business not already on the agenda will be brought at a subsequent meeting.
- s) "Pecuniary interest" means any direct or indirect connection with money either positive or negative pursuant to the relevant conflict of interest legislation.
- t) "Point of Order/Information" means a motion made by a Member to call to the attention of Council a violation of the rules of order or a request for further information.
- u) "Point of Privilege" means a motion made by a Member to call to the attention of Council a disregard for an individual member's dignity or integrity or something that affects the council collectively. This motion that takes precedence over all other questions.
- v) "Presiding Officer" means the head of council, acting head of council who is responsible for presiding over the proceeding of council meetings or the Chair of a committee or Board.
- w) "Quorum" means the minimum number of members physically present required to be present at a meeting in order to legally transact business, and it means the majority (half of the total members rounded up to the next whole number for 51%).
- x) "Recorded Vote" means the recording of the name and vote of every member of Council or Committee.
- y) "Resolution" means a formal determination made by Council or a Committee, duly adopted at a properly constituted meeting.
- z) "Special meeting" means a meeting, other than a regular scheduled meeting.
- aa) "Working Group" (see Ad Hoc)

4. MEETINGS OF COUNCIL

4.1. Inaugural Meeting

The Inaugural meeting following each municipal election for elected Members of Council shall be held as close to the first day of the term as possible, but no later than 31 days after the new term commences, in the Council Chambers in accordance with the Municipal Act 2001, as amended,

A person shall not take their seat as a member until the member has taken the declaration of office in the form established by the Minister for that purpose.

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4.2. Regular Meeting

Regular meetings of Council shall take place in accordance with the following schedule:
2nd Monday of each month at 6:00 p.m. – Committee of the Whole/Regular Meeting
4th Monday of each month at 6:00 p.m. – Committee of the Whole/Regular Meeting.

During the months of July, August and December a council meeting shall be held on the Monday of the week, in which the 15th day falls.

When the day for a regular meeting of Council is a public or civic holiday, the Council shall meet at the same hour on the day following that is not the weekend, public or civic holiday.

4.3. Special Meetings

The Mayor may at any time summon a special meeting of Council on twenty-four (24) hours' notice to the members of Council or upon receipt of the petition of the majority of the members of Council. The Clerk shall summon a special meeting for the purpose and at the time specified by the Mayor or in the petition. Twenty-four (24) hours' notice of all special meetings of Council shall be given to the members of council and public through the Clerk's office. The only business to be dealt with at a special meeting shall be that which is listed in the notice of the meeting or given orally to the members unless decided otherwise by consent of the entire Council. Special meetings may be either open or closed (in accordance with the Municipal Act) as decided by Council.

The Mayor may, in the event of an emergency, call a special meeting of Council without giving the mandatory twenty-four hours' notice, provided that the Clerk has diligently tried to advise all Members and public immediately on being advised by the Mayor of his intention to hold such an emergency meeting. In the case of an emergency, Council at its sole discretion may hold its meetings and keep its public offices at any convenient location within or outside the municipality.

4.4. Public Meetings

Council, from time to time, may conduct Public Meetings or Public Information Sessions for any purpose giving such notice as may be deemed necessary or required by legislation. Public Meetings required for an application, in accordance with the Planning Act, may be conducted during a scheduled meeting of Council or Committee, or if deemed necessary by the Clerk, or designate, may be conducted as a separate meeting on a designated day and place.

4.5. Notice of Meetings

The Clerk or designate shall ensure that the agenda for each meeting of Council shall be distributed to Council.

Posting of the Agenda on the Township website and website calendar and in any other manner deemed appropriate and shall constitute public notice of the meeting.

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Notice of Special Council Meeting shall be given to the public by posting as above as soon as is practicable after notice of the Special Meeting has been given.

Notice of an Emergency Council Meeting shall be given to the public by posting as above as soon as practicable. Such posting may not occur prior to the Emergency meeting.

The Mayor (Presiding Officer) may cancel a meeting due to lack of items for consideration, or the Clerk, in consultation with the Mayor (Presiding Officer) may cancel a meeting when it has been confirmed before the meeting that there will be a lack of quorum present. Such cancellation shall be noted on the Township's website as soon as practicable after the meeting has been cancelled.

The Clerk's Department will ensure that the link for public access to open meetings (subject to available technology) will be provided on the website calendar on the Township website.

4.6. Place of Meetings

All meetings shall be held in Council Chambers or at such a place and location specified within the Township designated for such purpose by the Council.

Council meeting may be held in an adjacent municipality if the Council of two or more municipalities hold a joint meeting to consider matters of common interest.

4.7. Agenda

Staff reports shall be submitted for review to the CAO by Wednesday at 12:00pm, prior to the scheduled meeting, to ensure inclusion on the agenda and the timely publication of the agenda.

The agenda will be delivered by electronic transmission (e-genda) with hard copies available at the Township office to each Member of Council, upon request, not later than Friday at noon, preceding the scheduled regular public Council meeting. A complete copy of the published agenda shall be posted on the municipal website for administration, members of the press and public and constitutes and provides notice of matters to be discussed. Paper copies can be made available upon request for accessibility reasons.

In Keeping with Accountability and Transparency, additions to the agenda shall not be permitted, except when the matter is of a time sensitive nature, the Member or staff shall provide the matter to the Clerk, along with justification as to why the matter is of a time sensitive nature.

If the Clerk, Head of Council and CAO are satisfied that the matter is of a time sensitive nature, and should not wait until the next regular meeting, it will be presented to council for approval to amend the agenda.

For the purpose of this section, a matter is deemed to be of a time sensitive nature, if it will negatively impact the health and safety and wellbeing of persons, expose the

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municipality to liability, negatively impact the municipalities position in negotiation or time available to initiate and/or complete a matter following the normal procedures is insufficient, if Council does not make a decision and the Township does not act on the matter prior to Council's next regular meeting.

4.8. Order of Proceeding

Regular meetings of Council agendas shall be comprised of the following:

- a) public meetings/public information sessions
- b) call to order;
- c) reconciliation statement
- d) mayor's opening remarks
- e) approval of agenda;
- f) approval of minutes of the previous meetings;
- g) disclosure of interest and nature thereof;
- h) business arising from minutes;
- i) delegations/presentations
- j) correspondence and petitions
- k) committee/staff reports;
- l) notice of motions;
- m) By-Laws;
- n) announcements;
- o) question period for the public;
- p) question period for the press;
- q) closed meeting as per Section 239 of the Municipal Act, RSO 2001;
- r) rise from committee of the whole in camera
- s) Reporting Out from Closed Session
- t) By-Law to confirm proceeding of Council;
- u) adjournment;

Public Meetings – Meetings for public notice or information

Call to Order – as soon as there is a quorum after the scheduled commencement time the Presiding Officer shall call the Members to order.

Reconciliation Statement – Land Acknowledgement

Mayor's Opening Remarks – advise Council of pertinent information

Approval of the Agenda – motion to adopt the agenda. Motion may include any addenda items.

Approval of the minutes of the previous meeting. – motion to adopt previous minutes. May include any amendments to be made.

Disclosure of Interest – All Members shall declare any Disclosure of interest, any disclosure of Interest shall be recorded in the minutes.

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Business Arising from the Minutes – Inquiries of business from a previous meeting that required action.

Delegations/Presentations – Delegate that self-registers with a completed Delegation Request Form from the Township's webpage and submitted to the Clerk prior to the submission deadline. Information from an agency or a ceremonial presentation to the Township or an employee or council member of a certificate, cheque or award.

Correspondence and Petitions – Communications and petitions filed with the Clerk prior to the submission deadline shall be placed on the agenda

Committee and Staff reports – Verbal updates from Council representative of Committees and Boards activities and written staff reports for Council consideration.

Notice of Motions – a brief verbal explanation of the matter the Member wished to bring forward to the next meeting.

By-Laws – A listing of all By-Laws proposed for adoption.

Announcements – Council may state items related to events of interest that are taking place.

Question Period for the Public – Public attendees may ask Council clarification questions on the agenda items.

Questions Period for the Press – Press may ask Council clarification questions on agenda items.

Closed meeting – A meeting closed to the public as provided in the Municipal Act.

Rise from committee of the whole in camera

Reporting Out from Closed Session – Back to Open session to declare what has been decided in Closed session

By-Law to confirm proceeding of Council – A By-Law to confirm the proceedings of Council with respect to each resolution and action of the meeting.

Adjournment – Close of the Meeting

4.9. Calling of Meeting to Order and Quorum

As soon after the hour fixed for the holding of the Council meeting as a quorum is present, the Mayor (or designate) shall take the chair and call the meeting to order.

A quorum is a simple majority of the elected Council, physically and/or electronically present at the time of the meeting.

If no quorum is present 15 minutes after the time appointed for the Meeting of the Council, the Clerk shall record the names of the members present and the meeting shall stand

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adjourned until the next regular meeting of council, or a new meeting date is set by the Mayor.

Electronic participation by members of Council, Local Boards and Committees shall count towards quorum in accordance with section 238 (3.3)(a) of the Municipal Act, 2001, as amended.

4.10. Attendance

Attendance shall be in person or electronically for Members of Council, Committee or Local Boards. Electronic participation is permitted for Members of Council, Committee or Local Boards. This applies to regular, special, emergency and closed sessions of council and meetings of local boards and committees and public meetings.

4.10.1. Electronic Meeting Participation

That while every effort shall be made by members to attend meetings physically in person, during the following circumstances members may participate fully in regular, special emergency and closed session meeting by electronic means to the extent and in the manner set out in this By-Law:

- a) It is not safe or possible to attend an in person meeting due to a natural weather event.
- b) Health and safety restrictions as determined by the CAO in consultation with the Head of Council.
- c) Restrictions, guidelines or recommendations set out by the Health Unit, the OPP or the Province of Ontario.
- d) The activation of the Emergency Control Group or a declared emergency by any level of government
- e) Illness or disability
- f) Need to care for a sick family member that make in person attendance difficult
- g) Trip/vacation

Members are responsible for ensuring they have the ability to allow them to participate electronically effectively. If a member is disconnected due to technology issues, Council may take a recess to allow the Member to try to rejoin. If after 10 minutes they cannot, they will be considered to have left the meeting and the meeting will proceed with the remaining members so long as there is still quorum. The Member may rejoin the meeting at any time they are able.

If there is technical failure at the place of the meeting, the Mayor or designate shall recess to allow the staff to try to reconnect. If after 15minutes they cannot, the meeting shall be adjourned.

Members of Council are required to notify they Clerk's office of any anticipated, but unavoidable, absences from meetings and any Member of Council participating electronically shall notify the Clerk, via email, as soon as possible in advance of the meeting.

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The (Presiding officer) must be physically present to preside over the meeting, unless, due to necessity, all Members are participating electronically.

4.11. Absence of the Mayor

If the Mayor is unable to attend the meeting or does not attend within fifteen minutes after the time appointed for a meeting of the Council, and the Deputy Mayor shall call the meeting to order, if quorum is present, and preside until the arrival of the Mayor.

If the Mayor or the Deputy Mayor does not attend within fifteen minutes after the time appointed for a meeting of the Council, the member with the most votes from the current election shall preside until the arrival of the Mayor or the Deputy Mayor and while so presiding the acting Mayor shall have all the powers of the Mayor.

4.12. Meetings Open to the Public

All regular meetings of Council, Committee of the Whole and committee meetings shall be open to the public as per section 239 (1) of the *Municipal Act*, 2001 unless the subject matter being considered would fall within section 239 (2,3) of the *Municipal Act*, 2001, and no person should be excluded except for improper conduct.

Unless declared to be necessary, an electronic and livestreaming a meeting is a convenience and not a necessity. Council may provide for electronic meetings as they find desirable. In the event of technical failure during the meeting, Council may take a recess to allow staff to reinstate the electronic participation. If the majority of Council is present in person, technical failure will not deem the meeting inappropriate or affect the validity of the meeting.

4.13. Livestreaming Meetings

Where circumstances allow, Council Meetings will be livestreamed through appropriate platforms.

Public will be informed of meeting broadcast on the agenda page, by signage on the door and the Presiding office shall make an announcement at the commencement of proceedings.

If technical issues are encountered that makes the livestream feed unavailable during the meeting, the following shall apply:

- a) If the meeting is open to the public for physical attendance, the meeting shall proceed as per the stated agenda.
- b) Staff will inform the Presiding Officer as soon as practicable that the livestream is unavailable.
- c) If the meeting is held wholly electronically and/or there is no opportunity for the public to view proceedings through other means, the Presiding Officer shall recess for 15 minutes, if the technical issue(s) can not be resolved, the meeting shall cease until such time as Council can be reconvened.

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4.14. Meetings Closed to the Public

Council may, by resolution that states the general reason, close a meeting or part of a meeting to members of the public if the subject matter to be considered is permitted under the Municipal Act, 2001 as amended.

Members of Council, Local Boards and Committees shall be permitted to participate electronically in a meeting that is open or closed "in camera" to the public in accordance with section 238 (3.3)(b) of the Municipal Act, 2001, as amended.

In the case that Members of Council participate electronically in closed sessions, all Members must attest to the fact that they recognize they will be in a closed session and are able to ensure confidentiality.

Members shall keep confidential any information:

- i. Disclosed or discussed at a meeting or part of a meeting that is closed to the public;
- ii. That is circulated to members and marked confidential; and
- iii. That is received in confidence verbally in preparation of the closed meeting.

At a closed meeting, no member shall discuss or otherwise deal with any matter that materially advances the business or decision making of the Council which falls outside of the stated purpose of the closed meeting.

A meeting shall resume in open session for the taking of a vote. All matters requiring a vote shall be brought forward and voted upon when Members rise from closed session. Council may hold a vote in closed for a procedural matter or for giving directions or instructions to officers, employees or agents of the municipality. Members participating electronically may vote on administrative matters in a closed session.

Any documentation marked confidential shall be kept securely by the member until no longer required in the course of business and shall at that time be destroyed by the member or returned to the office of the Clerk for destruction.

Members of Council have the duty to hold in strict confidence all information concerning matters dealt with at a closed meeting. The obligation to keep information confidential applies to a member after he or she ceases to be a member of Council.

Council shall return all closed meeting documents to the Clerk at the end of the closed session.

4.15. Enquiries Regarding Closed Meetings

The response of members to enquiries about any matter dealt with by Council or Committee at a closed meeting shall be 'no comment' as the matter was dealt with in a closed session or words to that effect. No member shall release or make public any information considered at a closed meeting or discuss the content of such a meeting with persons other than Council Members or relevant staff members.

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After a closed meeting investigation, the report received by the closed meeting investigator shall be included in the next agenda of council and a resolution shall be passed on how it intends to address the outcomes of the report.

4.16. Violating Confidentiality of Closed Meetings

The release of any information about any matters dealt with by Council at a closed meeting shall be by the Mayor (or delegate) and only with the approval of Council.

Any violation of the closed meeting provisions of this By-Law may result in a determination of a breach of the Code of Conduct. At a closed session, any member alleged to have violated the closed meeting provisions shall be provided with full particulars of the alleged violation and given an opportunity to make a statement to Council responding to the allegation(s) before Council makes its decision, but shall otherwise not be entitled to participate in a discussion of, or vote on, any resolution of Council dealing with the allegation(s) or any sanctions to be imposed by Council.

Council shall determine by resolution passed at a closed meeting whether a member has violated the closed meeting provisions of this By-Law and upon making such determination, shall forward the complaint to the appointed Integrity Commissioner for investigation and review

4.17. Clerk Required

No meeting of Council, including closed sessions, shall be held in the absence of the Clerk or their designate. This provision of the By-Law may not be suspended.

4.18. Curfew

No meeting shall exceed 3 hours unless unanimous consent is given by the members of Council or Committee.

4.19. Vacant Seat

Notwithstanding Pregnancy and Parental Leave for members of council Policy, in accordance with section 259.1 c) the office of a member of Council of a municipality shall become vacant if the Member is absent from the meetings of council for three successive months without being authorized to do so by a resolution of council.

5. MINUTES

Minutes shall record without note or comment:

- a) the place, date and time of meeting
- b) the names of the presiding officer or officers and record of the attendance of the members
- c) the late arrivals and early departures of members

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- d) disclosure(s) of pecuniary interest and general nature thereof
- e) the reading, correction, if necessary, and adoption of the minutes of prior meetings and
- f) all other proceedings of the meeting without note or comment.

It shall be the duty of the Clerk to ensure that the minutes of the last regular meeting, and all special meetings be circulated to all Members of Council.

If the minutes have been delivered to Members of Council, the minutes shall not be read and a resolution that the minutes be adopted as if read shall be in order.

The approved written minutes shall be the official record of all meetings. Video files shall not be maintained as a record. Files on the internet are part of the public realm and as such are subject to alteration by a member of the public with no municipal control over such alterations.

6. DISCLOSURE OF PECUNIARY INTEREST

It shall be the responsibility of each Member to identify and disclose any pecuniary interest in any item or matter at a meeting.

If a Member of Council or Committee having any pecuniary interest, direct or indirect, in any matter in which they are present at a meeting at which the matter is the subject of consideration, they shall disclose their interest and the general nature thereof to the Clerk, secretary of the Committee prior to the commencement of the meeting. If a member is not present and has a pecuniary interest, they shall disclose his/her interest as soon as possible thereafter.

Members shall complete and submit to the Clerk/Recording Secretary a written Pecuniary Interest Form (APPENDIX B) of the member's pecuniary interest for recording in the minutes.

A member who has declared a pecuniary or any interest in a question shall leave the table and at their discretion may remain or leave the meeting until the matter is dealt with but shall refrain from speaking and voting on the question.

If the meeting is not open to the public, the member in question shall forthwith leave the meeting or that part of the meeting that deals with the subject matter.

If quorum is lost due to declaration of interest, the remaining members shall be deemed to constitute a quorum, provided such number is not less than two.

The Clerk shall maintain a registry of any pecuniary interest for public view and the registry shall be available for public inspection during regular business hours.

Where the Pecuniary Interest of a Member has not been disclosed by reason of the Member's absence from a particular Meeting, the Member shall disclose the Pecuniary Interest at the first Meeting of the Council, which the Member attends.

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7. DELEGATIONS/PRESENTATIONS

Delegations - Persons desiring to present information verbally on matters of fact, or make a request of Council, shall give notice to the Clerk in writing not later than 4:30 p.m. on the last Wednesday preceding the commencement of the meeting of the Council. There will be one spokesperson per delegation.

The individual or group shall provide to the Clerk with a delegation form (APPENDIX A) including their name or name of the group, the nature of the business to be discussed and if representing any organization, the name of the agency or other such body for inclusion on the agenda.

Council may, at its sole discretion, entertain Delegations not listed with the Clerk for inclusion on the agenda as circumstances warrant. When determining if a delegation will be heard that is not on the agenda, consideration shall be given to the Township's Accountability and Transparency Policy.

A delegation intending to distribute any reports or supporting documentation shall provide it to the Clerk in order that the material can be circulated with the agenda.

The inclusion of a delegation on the agenda shall be determined on a first come first served basis and regard shall be given to the length of the agenda. No more than two (2) delegations will be heard at any meeting.

Delegations shall be limited to ten (10) minutes for presentation time with an additional five (5) minutes for questions and answers unless and until the presiding officer has extended or reduced such time allotment.

Council will not respond to a delegation during the meeting at which it occurs. Members may seek clarification from the speaker but will not enter into a debate or discussion on the subject matter of the delegation.

Any individual/group/organization shall be limited to one (1) deputation in a calendar year on the same subject matter, not including presentations requested by Council. If additional new information is available to provide to Council on the matter, they may provide written correspondence to the Clerk to be placed on the next regular meeting of Council.

Presentation – Township receiving and/or presenting an award cheque or certificate of accomplishment, appreciation or recognition.

8. CORRESPONDENCE AND PETITIONS

Requested correspondence for the agenda (including items in the information release) shall be placed on the agenda for council consideration.

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Every petition filed with the Clerk intended to be presented to the Council, shall be legibly written or printed and shall not contain any obscene or improper matter or language and request a particular action.

A paper petition must contain their printed name and original signature from each petitioner.

Every petition or communication shall be delivered to the Clerk not later than 4:30 p.m. on the Wednesday preceding the date of the regular meeting of Council.

Petitions or communications not listed with the Clerk prior to the meeting may be heard upon unanimous consent of Council but decision may be deferred on the matter in question until further study.

9. COUNCIL COMMITTEES AND MUNICIPAL OFFICIALS REPORTING

Reports from either Council Committees or Municipal Officials shall deal with matters previously delegated to them or that fall within their jurisdiction.

Any member of Council may request, through the CAO, follow up information or give notice of a motion to the Clerk to be brought forward at the next Council meeting.

10. READING OF BY-LAWS AND PROCEEDINGS

Every By-Law shall be introduced upon motion by a member of the Council, specifying the title of the By-Law.

Every By-Law when introduced shall be in typed form and shall contain no blanks except such as may be required to conform to accepted procedure or to comply with provisions of any act and shall be complete with the exception of the number and date thereof.

Every By-Law shall have three readings; first, second and third and reading may be read jointly. The third reading may be delayed to a time designated by Council.

After the first and second reading of the By-Law it may be amended and or debated.

Amendments to any By-Law shall be deemed to be incorporated into the By-Law. If the Council determines that the By-Law is to be considered in Committee of the Whole, it shall be so considered previous to the third reading thereof.

If Council so determines, a By-Law may be taken as read. The Clerk shall set out on all By-Laws enacted by Council the date of the several readings thereof.

Every By-Law enacted by the Council shall be numbered, dated and shall be sealed with the seal of the Corporation and signed by the Clerk and the Presiding Officer and shall be deposited by the Clerk in their office for safe keeping.

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If the By-Law has been delivered to members of Council, the By-Law shall not be read and a resolution that the By-Law be adopted as if read shall be in order.

The Clerk is authorized to make such minor additions, deletions or correct other grammatical and clerical errors or changes in form to any By-Law before same is signed and sealed, for the purpose of ensuring correct and complete implementation of the action of Council forming the subject matter of the By-Law.

11. ROLE OF THE PRESIDING OFFICER

It shall be the duty of the Mayor or designate:

- a) to open the meeting of Council by taking the chair and calling the meeting to order;
- b) to announce the business before the Council in the order in which it is acted upon;
- c) to receive and submit, in the proper manner, all motions presented by the members of Council;
- d) to put to vote all questions which are regularly moved and seconded, or necessarily arise in the course of proceedings and to announce the results;
- e) to decline to put to a vote motions which infringe upon the rules of procedure;
- f) to restrain the members, within the rules of order, when engaged in debate;
- g) to enforce on all occasions the observance of order and decorum among the members in accordance with the established code of conduct;
- h) to call by name any member persisting in breach of the rules of order of the Council, thereby ordering him to vacate the Council Chambers;
- i) to expel or exclude from any meeting any person who has engaged in improper conduct at the meeting.
- j) to receive all messages and other communications and announce them to Council;
- k) to authenticate, by his/her signature, when necessary, all By-Laws, resolutions and minutes of the Council;
- l) to inform Council, when necessary or when referred to for the purpose, on a point of order or usage;
- m) to represent and support the Council, declaring its will, and implicitly obeying its decision in all things;
- n) to ensure that the decisions of Council are in conformity with the laws and By-Laws governing the activities of the Council;
- o) to adjourn the meeting when the business is concluded;
- p) to adjourn the meeting without question put in the case of grave disorder arising in the Council Chamber.

The business of the Council shall be taken up in the order in which it stands on the agenda. The Mayor may vary the order of business to better deal with matters before Council.

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12. MOTIONS

When a Motion is presented in Council in writing, the Mayor (Presiding Officer) shall state the names of Members moving and seconding the motion and read the motion before debate. A motion so stated shall be considered the main motion.

13.1 Introducing Motions

Council motions shall be signed by a mover and seconder, except those as otherwise provided by the rules of procedure. A Member may move a Motion in order to initiate discussion and debate and that Member may vote in opposition to the Motion. A seconder of a Motion may also vote against the Motion.

The presiding officer may state relevant facts and their position on any matter before council without leaving the chair, but the Presiding Officer must first leave the chair to introduce a motion. They shall vacate the chair for that purpose only and shall call Deputy Mayor shall preside during the meeting until they resume the chair.

The Clerk shall note in the minutes when the Presiding Officer vacates and resumes the chair.

A motion which requires the exercise of power or powers by Council which are not within its jurisdiction shall not be in order. Whenever the Mayor (or designate) is of the opinion that a motion is contrary to the Rules of Procedure they shall rule the motion out of order.

If a motion is not ruled out of order, and after it is read and stated it shall be deemed to be in the possession of the members and, if applicable, immediately be open to debate or amendment. The mover is entitled to speak first if so desired.

13.2 Main Motion

Is a motion to consider any subject that is brought before Council for its consideration. Main motions are the lowest in the order of precedence and yields to all other motions.

13.3 Withdrawal

After a motion has been duly moved and seconded, it shall be deemed to be in the possession of Council, and it may only be withdrawn before decision or amendment with the permission of Council. A motion to withdraw shall be withdrawn from the mover with consent of the seconder and seconded and disposed of prior to any other secondary motion being presented.

13.4 Amendment

The purpose of an amendment is to modify the motion in some way by inserting or striking out certain words or phrases before it is voted on.

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Such motions:

- (a) Are debatable (only on the amendment, cannot go into the merits of the main motion)
- (b) Must be seconded
- (c) Requires a majority vote

13.5 The Question be Now Put

The purpose of a motion to be 'Put' is to close debate and bring Council to a vote on a pending question.

A motion that is 'Now Put':

- Is not debatable;
- Cannot be amended;
- Cannot be moved when there is an amendment under consideration.

13.6 Motion for Reconsideration (or reopen debate)

- (a) A Motion for Reconsideration is used to reconsider a matter decided by Council within the same meeting, subject to the following:
 - (i) such motion must be moved by a member who voted on the prevailing side;
 - (ii) No discussion except obtaining information that justifies the reconsideration;
 - (iii) such motion must be supported by a majority vote of the Members of Council before the matter to be reconsidered can be debated;
 - (iv) debate on the question must be confined to such matters as new information that has come forward, an error in documentation presented or incorrect statements made during the original debate.
 - (v) a 2/3 vote is required to adopt a motion of reconsideration.
- (b) If a Motion for Reconsideration is approved
 - (i) no action shall be taken in respect of the matter under reconsideration until it has again been presented to council for a decision at the next regular Council Meeting unless it has been deemed to be an emergency.
 - (ii) the matter shall be presented to Council in the exact manner in which it was first presented to Council.

13.7 Motion to Rescind (amend something previously adopted or bring back a defeated motion)

The purpose of a Motion to Rescind is to change part of the motion or substitute a different version or annul some action taken previously by council when it was too late to reconsider the vote. If it is considered necessary to rescind a motion, a notice of motion to rescind must be introduced and the motion can be voted on at a subsequent designated meeting. A 2/3 vote is required to introduce without notice.

To bring back a defeated motion, simply 'renew the main motion.

There is no time limit, but a motion to rescind or renewing a motion, shall be ruled out of order if any change to the previous decision would interfere with legally binding

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commitments of the Township of Augusta existing as of the date the motion to rescind is moved.

Rescinding and renewing can only be applied if the Member has valid new information that can be introduced.

13.8 Motion for Division of Question (split the question)

If a pending motion contains two or more parts capable of standing as separate questions, Council may vote to treat each part accordingly in succession.

Such a Motion:

- a) Must be seconded
- b) Is not debatable
- c) Requires Majority vote

13.9 Motion to Refer

The purpose of a Motion to Refer is to refer a question to a committee, for further clarification or opinion in the form of a recommendation to Council.

13.10 Motion to Defer or Postpone

The purpose of a Motion to Defer or Postpone is to postpone a motion to be taken up again at a specified date when some information necessary for consideration is temporarily unavailable. The Motion to Defer shall not be used if the intent is essentially to dismiss the item in question.

A Motion to defer or postpone indefinitely shall be treated as a motion to Table.

13.11 Motion to Table

The purpose of a Motion to Table is to set aside a motion temporarily in order to take up something else of immediate urgency. It removes the subject from consideration until a vote of council lifts it from the table. A Motion to Table cannot be debated or amended.

A Motion to Table with some condition, opinion, or qualification added to the Motion to Table shall be deemed to be a motion to postpone or defer.

A motion that has been tabled cannot be lifted off the table unless it has been added to the agenda prior to the meeting taking place.

A motion that has been tabled and not taken from the table for six months is deemed to be withdrawn and cannot be taken from the table.

13.12 Motion to Recess

The purpose of a motion to recess is for council to break for a short intermission for a specified length of time. Motion requires a seconder and majority vote.

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13.13 Motion to Adjourn

The purpose of a motion to adjourn is to bring the Council meeting to a close even if business is pending. A motion to adjourn can be introduced orally, is not debatable, requires a seconder, majority vote and is not in order when someone has the floor or if a vote has been called, until after the vote has been declared.

13.14 Notice of Motion

A notice of a new item being brought before Council during the meeting, shall not be debated, does not require a seconder and shall be referred to the next Regular Council meeting for discussion under new business. Notice of Motion requires the Member of Council to provide, at a minimum, a brief verbal explanation of the matter and to provide the Head of Council and the Clerk with a written motion for the next regularly scheduled meeting of Council. New items of an urgent nature may be considered if in the opinion of the Council they require an immediate decision. This shall be used only in urgent circumstances and shall take accountability and transparency into consideration.

A notice of motion submitted to the Clerk (Appendix C) prior to Wednesday at 4:30pm preceding the date of the Council meeting shall be included in the agenda for that meeting under the item Notice of Motion. The presiding Officer shall state the mover and seconder and read the motion to open for debate as a main motion.

13. VOTING ON MOTIONS

13.1. General

Except as otherwise exempt, every Member at a Council meeting shall have one vote and be able to debate when a question stated, unless the Member has declared a pecuniary interest in the matter. Any Member who abstains from voting on a matter before Council shall be recorded as voting in the negative except where they are prohibited from voting by statute.

Members participating in an electronic meeting have the same rights and responsibilities as if the Member was in physical attendance at the Meeting, including the right to vote.

The Mayor (Presiding Officer) has the same voting rights, except where disqualified by reason of interest or otherwise, as every member and may vote with the members on all questions. The Presiding Officer may protect impartiality by exercising voting rights only when their vote would affect the outcome.

13.2. Questions Stated

Immediately preceding the taking of the vote, the Presiding Officer may state the question in the form introduced and shall do so if required by a member except when a motion for the previous question has been resolved in the affirmative. He shall state the question in the precise form in which it will be recorded in the minutes.

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13.3. No Interruption After Question

After a question is finally put by the Presiding Officer no member shall speak to the question nor shall any other Motion be made until after the vote is taken and the result has been declared. The decision of the Presiding Officer as to whether the question has been put is conclusive.

13.4. Unrecorded Vote

The manner of determining the decision of the Council on a motion shall be at the discretion of the Presiding Officer and may be by voice, show of hands, standing or otherwise.

13.5. Tie Vote

A motion on which the voting results in a tie shall be declared lost except where otherwise provided by any Act. A tie vote is not majority therefor the matter does not pass.

13.6. Recorded Vote

When a member present requests a recorded vote, all members present at the Council or Committee meeting must vote in alphabetical order, unless otherwise prohibited by statute. The names of those who voted for and others who voted against shall be noted in the minutes. A request for a recorded vote can be made immediately prior or immediately subsequent to the taking of the vote, if the oral vote count is in question.

14. RULES OF CONDUCT AND DEBATE

All Members shall govern themselves according to the rules and procedures set out in this By-Law, and the Code of Conduct.

No Member shall:

- (a) use offensive words or un-parliamentary language or speak disrespectfully in or against the Council, against any Member of Council or any municipal Employee;
- (b) speak on any subject other than the subject in debate;
- (c) criticize any decision of the Council except for the purpose of moving that the question be reconsidered;
- (d) express their opinion of a Council decision in a way that undermine the standing of a Council decision in the community.
- (e) disobey the rules of the Council or decision of the Presiding Officer or of the Council on questions of order or practice or upon the interpretation of the rules of the Council; and in case a Member persists in any such disobedience after having been called to order by the Presiding Officer, the Presiding Officer may forthwith put the question, no amendment,

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adjournment or debate being allowed, "that such Member be ordered to leave his seat for the duration of the meeting of the Council";

Every member prior to speaking to any question or Motion shall be recognized by the Presiding Officer. When two or more Members rise to speak, the Presiding Officer shall designate the Member who has the floor, who shall be the Member who, in the opinion of the Presiding Officer, rose first. Every Member present at a meeting of the Council when a question is put shall vote thereon unless prohibited by a statute.

If a member disagrees with the announcement of the Presiding Officer that a question is carried or lost they may, but only immediately after the said declaration is made, appeal the declaration and request that a recorded vote be taken.

When the Presiding Officer calls for the vote on a question, each Member shall occupy their seat and shall remain in place until the result of the vote has been declared by the Presiding Officer, and during such time no Member shall speak to any other Member or make any noise or disturbance.

When a Member is speaking no other Member shall interrupt except on a point of order, and during such time no other Member shall speak to any other Member or make any noise or disturbance.

Any Member may require the question or motion under discussion to be read at any time during the debate but not so as to interrupt a Member while speaking.

No Member, without leave of the Council, shall speak to the same question, or in reply, for longer than five (5) minutes.

When a Member has been recognized by the presiding officer as the next speaker, then immediately before speaking such Member may ask a question of the Presiding Officer or an official of the Municipality on the matter under discussion, but only for the purpose of obtaining information, following which the Member shall speak.

The Presiding Officer may also participate in the debate as long as they ensure that all Members have the opportunity to express their views and conduct debate in a fair manner. The Presiding Officer can speak in discussion with rising or leaving the Chair.

The following matters and motions with respect thereto may be introduced orally without written notice and without leave, except as otherwise provided in this By-Law:

- (a) a point of order or personal privilege;
- (b) presentations and petitions (should be presented in writing);
- (c) to lay on the table;
- (d) to postpone indefinitely or to a day certain;
- (e) to move the previous question;

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The following motions may be introduced without notice and without leave, but such motions shall be in writing and signed:

- (a) to refer;
- (b) to adjourn;
- (c) to amend;
- (d) to suspend the Rules of Procedure;

Except as provided herein all motions shall be in writing and signed by the mover and the seconder.

In all un-provided cases in the proceedings of the Council or in the Committee of the Whole, the matter shall be decided by the Presiding Officer, subject to an appeal to the Council upon a point of order.

The Presiding Officer (or designate) shall preserve order and decide questions of order giving concise reasons for the ruling, subject to immediate appeal.

If the decision is appealed, the question “will the Chair be sustained?” will be put to Council without debate and Council’s decision shall be final.

15. POINTS OF ORDER

15.1. Point of Privilege

A Member shall be permitted to raise a ‘Point of Privilege’ and address Council upon a matter that concerns the rights or privileges of Council collectively or as an individual Member. A Point of Privilege shall take precedence over other matters and the Presiding Officer (or designate) shall rule on the point and no one shall be considered to be in possession of the floor.

15.2. Point of Order

Through the Presiding Officer (or designate) a Member may raise a ‘Point of Order’ to call attention to a violation of the Rules of Procedure prior to the vote being put. After the Mayor (or designate) grants leave, the Member shall state the point of order.

15.3. Point of Information

Through the Presiding Officer (or designate) a Member may raise a ‘Point of Information’ to request information relevant to the business at hand any time prior to the vote being put.

16. CONDUCT OF MEMBERS OF PUBLIC

Members of the public who constitute the audience in the Council Chamber during a Council meeting shall maintain order and may not:

- i. address Council except upon request by the Presiding Officer or when permitted by the agenda and presentation

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- ii. interrupt any speech or action of the Member of Council or any other person addressing Council
- iii. ask questions that do not pertain directly to items listed on the agenda or
- iv. use profanity or threatening behaviour, demean or intimidate any person.
- v. disrupt the debate, discussion or proceedings of council

The Presiding Officer may issue a warning or expel or exclude from any meeting any person who has been guilty of improper conduct at the meeting.

In the event of grave disorder, the Presiding Officer may unilaterally suspend the meeting until order is restored or adjourn the meeting with a motion.

17. INFORMATION RELEASE

Council Information Releases are prepared and circulated by the Clerk's Department to Members of Council and staff for their information. Information Releases may contain news releases, resolutions from other municipalities and general correspondence addressed to the

Mayor and Council. Council Members may request that an item be placed on the next available Council agenda under correspondence by forwarding the request to the Clerk.

18. ADVISORY GROUPS (COMMITTEES) STRUCTURE & COUNCIL APPOINTMENT

Council establishes various Boards and Advisory Groups (Committees) to help support their work. Some are discretionary and others are mandatory as required by legislation.

Committee Members are representatives of the Township, and their conduct reflects on the Township and Council. Committee Members are expected to perform their duties in good faith and in the best interest of the Township.

Except as otherwise provided, a committee will conform to the rules governing protocol and procedure of this By-Law as far as they are applicable.

At the commencement of the term of Council, Committee and Board members shall be appointed by Council for the term of Council, but not less than one year.

Council and Advisory Groups (Committees) may form ad hoc committees to act as working groups, from time to time, for a specific projects.

The recruitment and review of potential members will be done as a call for interested volunteers at the beginning of the term of Council. Selection will be through the Mayor in consultation with Council.

The Chair of the Committee shall be a councillor or a member of the Committee as selected by the Mayor.

The Mayor will be deemed an ex officio member on all committees to which the Mayor is not specifically named and may vote, but does not count as quorum of that committee.

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Any Member of Council may attend any Advisory Groups (Committees) as an observer.

Subject to the provision of any general or special Act, the Council shall set forth terms of reference and such other provisions as the Council deems proper. The main purpose of Committees shall be as described in the Terms of Reference for each Committee.

The CAO will designate a staff person to be the recording secretary of Committees.

19. SUSPENSION OF RULES

Any procedure required by this By-Law may be suspended with consent of 2/3 majority of the Members of the Council present provided they are not inconsistent with any other statute.

A Motion to suspend shall only apply to the rule/procedure stated within the motion to suspend and only during the meeting in which such motion was introduced.

The following rule/procedure may not be suspended:

- a) Quorum necessary for meetings
- b) Special meeting rules
- c) Motion to reconsider
- d) Rules or procedures that are set out by legislation.

20. CONFIRMATORY BY-LAW

The proceedings at every meeting and special council meeting shall be confirmed by By-Law so that every decision of the Council at that meeting and every Resolution passed therein shall have the same force and effect as if each and every one of them had been the subject matter of a separate By-Law duly enacted.

The confirmation By-Law shall be listed separately on the agenda and is not amendable or debatable.

21. AMENDMENT

No amendment or repeal of this By-Law or any part thereof shall be considered at any meeting of the Council unless notice of proposed amendment or repeal has been given at a previous regular meeting of the Council and the waiving of this notice by the Council is prohibited.

22. SEVERABILITY

The provisions of this By-Law are severable. If any provision, section or word is held to be invalid or illegal, such invalidity or illegality shall not affect or impair any of the remaining provisions, sections or words.

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This By-Law shall become effective on date of passing.

Any other By-Law, part of By-Laws inconsistent with this By-Law are hereby repealed.

By-Law 3611-2023 is hereby repealed.

READ a first time and second time this 10th day of July, 2023.

READ a third time and passed this 10th day of July, 2023.

Mayor

Clerk

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APPENDIX A
DELEGATION REQUEST TO APPEAR BEFORE COUNCIL

Name of Individual/Organization: _____

Council Meeting Date Requested: _____

Topic: (If necessary, please attach additional correspondence)

Contact Information:

Name (if different from above): _____

Mailing Address: _____

Phone Number: _____

Email: _____

NOTE: All documents provided are open to the public. If you are providing communication to the township, please be aware that your name and information will appear on the Township's website and become part of the public record, unless you expressly request the Township to remove it. If requesting a closed (In-Camera) meeting with Council, the subject matter must meet the requirements of section 239(2) of the Municipal Act.

Additional Information:

1. Delegations on an agenda shall be determined on a first come, first serve basis.
2. No more than two (2) delegations shall be heard at any meeting.
3. Delegations shall be limited to five (5) minutes of presentation time and five (5) minutes for questions.

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APPENDIX B

DECLARATION OF PECUNIARY INTEREST OR CONFLICT OF INTEREST FORM

Council or Committee Meeting: _____
(Name of group meeting i.e. Regular Council)

Date of Meeting: _____

Name of Member declaring:

I, _____ declare a

Pecuniary interest

Conflict of interest

on item identified on this meeting's agenda as

_____;

OR

a past meeting agenda held on _____, 20____ at which meeting I was absent regarding agenda item

_____:

Due to (indicate the general nature of reason):

_____, 20____
Signature of Member **Date of Signed**

Members should complete this form and pass it on to the Clerk/Recording Secretary of the meeting to be read during the appropriate area/s on the Agenda. This document must be filed with the meeting supporting documentation and is open for public review through the Clerk's Department. The retention period of this document will conform to other relative meeting supporting documents.

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APPENDIX C

Notice of Motion

In accordance with Section 13.14 of the Procedure By-Law 3642-2023, this form is to be completed and submitted to the Clerk for any Notice of Motion.

When drafting a Notice of Motion, consideration should be given to the following conventions:

- Start with the word “That.”
- Use the third person and avoid the use of the first person.
- Clearly indicate the intention of the Council.
- Avoid statements that are vague!
- Aim for clarity of expression.
- Indicate proposed action or reflect agreed views on a particular issue.
- Do not re-introduce a resolution which has already been rejected.
- Key questions to ask when drafting a resolution:
 - What is the issue?
 - Who does what?
 - How do they do it?
 - When do they do it?
 - Do they report back and when/how is that done?

I _____, a Member of Council,
(name)

propose the following to be considered at the _____
(date)

Regular Council Meeting: (if additional space is required, please use another page)

Signature: _____

Date submitted to the Clerk: _____

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THE CORPORATION OF THE TOWNSHIP OF AUGUSTA
BY-LAW NUMBER 3644-2023

A BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL OF THE TOWNSHIP
OF AUGUSTA AT ITS MEETING HELD ON JULY 10, 2023

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

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

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

1. The action of the Council of the Corporation of the Township of Augusta at its meeting held on July 10, 2023, 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 10th day of July, 2023.

MAYOR

CLERK