

**AUGUSTA TOWNSHIP
AGENDA
C.O.W./REGULAR MEETING
January 15, 2024 at 6:00 P.M.**

PUBLIC MEETING – ZBLA, 7000 County Road 18

REGULAR COUNCIL – EXECUTIVE SESSION

A. Call to Order

B. Land Acknowledgement 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

I. Correspondence and Petitions

- Rideau Mississippi Source Protection – Source Protection Committee Selection

J. REPORTS

COMMITTEES 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

AUGUSTA TOWNSHIP

STAFF REPORTS

Administration and Finance

- Report 2024 – 004 – Parks, Recreation and Facilities Year End Report
- Report 2024 – 006 – Finance & Variance
- Report 2024 – 007 – Transfer of Deficit Report

Operations

- Report 2024 – 005 – Public Works Year End Report

Planning and Building Services

- Report 2024 – 001 – Official Plan Amendment 4 (Phase 1 – LUS)
- Report 2024 – 002 – CBO Activity Report
- Report 2024 – 003 – Planning Dept. Year End Report (2023)

Protective Services

K. Notice of Motions

L. By-Laws

- 3675-2024 – OPA No. 4 (Augusta Land Use Strategy)
- 3676-2024 – Parking By-Law Enforcement Officers Appointment

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

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
NOTICE OF PUBLIC MEETING
CONCERNING PROPOSED AMENDMENT
TO ZONING BY-LAW 2965, AS AMENDED
7000 County Road 18
Part of Lot 6, Concession 6 (Schedule D)**

YOU HAVE BEEN CIRCULATED THIS NOTICE as you are a prescribed person or public body to be circulated under O.Reg 545/06, of this proposed amendment (or an area property owner provided mailed notice as per the Township's practice of providing added public notice). Formal Notice of the Public Meeting will be given by publication in the Brockville Recorder and Times Newspaper (on December 23, 2023). Attached is a Location Map of the subject lands.

TAKE NOTICE that the Council of the Corporation of the Township of Augusta will hold a Public Meeting on **Monday, January 15, 2024 at 6:00 p.m.** at the Township Municipal building located at 3560 County Road 26, in Maynard, Ontario to consider the following proposed Zoning By-law Amendment under Section 34 of the Planning Act, R.S.O., 1990:

**7000 County Road 18, Pt. Lot 6, Con. 6, Assessment Roll 0706 000 020 12601
(File Z-10-23)**

The subject property is 1.6 ha (3.95 acre) +/- having 165 m (541 ft.) of road frontage on County Road 18. The purpose of the application is to rezone the lands from CR, Rural Commercial to a **site specific CR, Rural Commercial zone (CR-X2)**, which would recognize and permit the current **Wildlife Conservation and Management Contractor Service - Retail Store** use as an additional permitted use on the property. A 4,240 sq.ft. main building exists on the property. A new 4,500 sq.ft. accessory storage building is currently proposed.

The amendment proposes other site-specific provisions including: introducing a new definition of Wildlife Conservation and Management Contractor Service - Retail Store; permitting a maximum accessory building height of 7.5 m (24.6 ft.) (where currently 5m is permitted by the CR zone); permitting a maximum accessory storage building size of 418 m (4,500 sq.ft.); permitting eighteen (18) parking spaces and a minimum of one (1) loading space to be provided on-site for this proposed use.

The new proposed accessory building will be subject to Site Plan Control under the Township's Site Plan By-law 2778.

The land areas to be rezoned are designated Rural and Agricultural Resource Lands in the Official Plan.

ANY PERSON may attend the public meeting and/or make written or verbal representation either in support of, or in opposition to the proposed amendment. If you wish to attend virtually, please contact the Clerk, by phone or email, as noted below to arrange such attendance. If you wish to provide written comments but are unable to attend the meeting, please ensure that your written comments are received by noon on January 15, 2024, so your comments can be relayed to Council at the public meeting.

AUGUSTA TOWNSHIP

IF YOU WISH TO BE NOTIFIED OF THE DECISION of the Township of Augusta on the proposed Zoning By-law amendment, you must make a written request to the Clerk, Township of Augusta, 3560 County Road 26, Maynard, ON K0E 1T0 or via email to asimonian@augusta.ca.

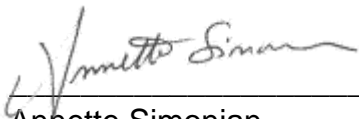
IF a person or public body would otherwise have an ability to appeal the decision of the Council of Augusta Township to the Ontario Land Tribunal, but the person or public body does not make oral submissions at a public meeting or make written submissions to the Township of Augusta before the by-law is passed, the person or public body is not entitled to appeal the decision.

IF a person or public body does not make oral submissions at a public meeting or make written submissions to the Township of Augusta before the by-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

ADDITIONAL INFORMATION relating to the proposed amendment to the Zoning By-law is available during business hours at the Township of Augusta administration office at 3560 County Road 26, Maynard, Ontario.

FOR MORE INFORMATION about this matter, including information about appeal rights, contact the Planner, Melissa Banford, by phone at 613-925-4231, Ext. 104 or via email to mbanford@augusta.ca.

Dated the 15th day of December, 2023.

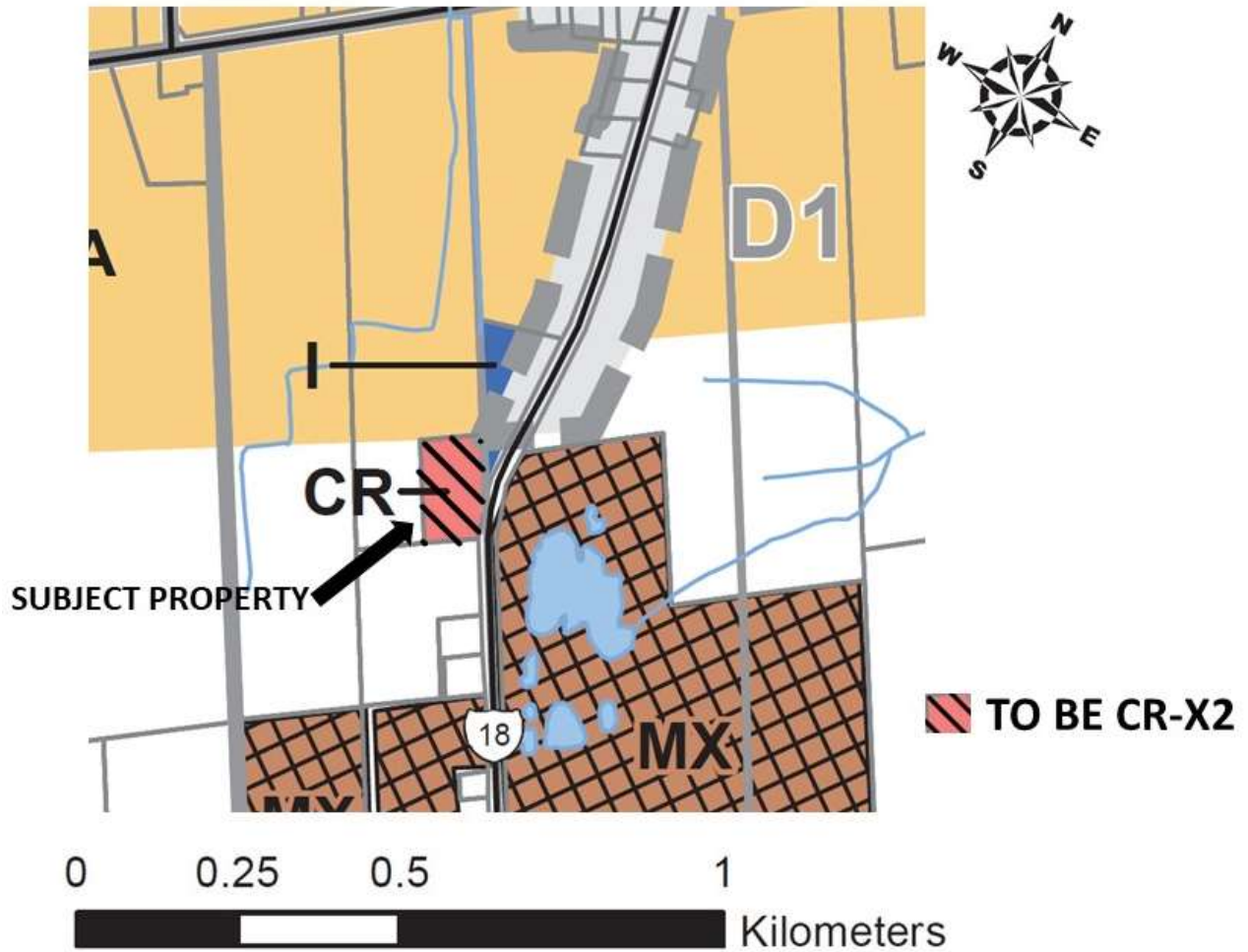


Annette Simonian
Clerk, Township of Augusta
3560 County Road 26
Prescott, ON, K0E 1T0
Telephone: (613) 925-4231 ext. 105
Email: asimonian@augusta.ca

AUGUSTA TOWNSHIP

7000 County Road 18

Part of Lot 6, Concession 6 (Schedule D)



**AUGUSTA TOWNSHIP
MINUTES
C.O.W./REGULAR MEETING
December 11, 2023 at 6:00 P.M.
at the Municipal Office, 3560 County Road 26.**

PRESENT

Mayor Shaver
Deputy Mayor Wynands
Councillor Henry
Councillor Pape (electronically)

PRESS

STAFF PRESENT

Shannon Geraghty, Annette Simonian, Mark McDonald, Jon Stadig, Chief Rob Bowman, Melissa Banford, Hans Werner-Mackeler, Vikki Werner-Mackeler

REGRETS

Councillor Bowman

PUBLIC MEETING

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

Official Plan Amendment – Land Use Strategy, Lands West of Prescott (Con. 1, PT Lot 5)

The Planner stated how notice was given to the public, required agencies, and nearby property owners of the Phase I area before reviewing the appeal process and how to request notice of the decision. It was noted no concerns were raised by circulated agencies, but that CN Rail had advised that supportive land-use compatibility, noise, and vibration studies may be required, depending on the distance of the proposed development to the rail line and rail yard.

Gordon McKinnon, of 658 Jessop St., questioned who would be responsible for road construction and maintenance for a future road to the east of the Prescott Public Works garage. The Planner noted that this area was within the Town of Prescott limits.

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

CALL TO ORDER

Mayor Shaver called the meeting to order at 6:08 p.m.

AUGUSTA TOWNSHIP

MAYOR'S OPENING REMARKS

APPROVAL OF AGENDA

Moved by Deputy Mayor Wynands, seconded by Councillor Henry
BE IT RESOLVED THAT the agenda for December 11, 2023 be adopted as amended to accept correspondence.
Carried

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

Moved by Councillor Henry, seconded by Deputy Mayor Wynands
BE IT RESOLVED THAT Council approve the minutes of the December 11, 2023 Council meeting as distributed to all members.
Carried

DISCLOSURE OF INTEREST

BUSINESS ARISING FROM THE MINUTES

DELEGATIONS & PRESENTATIONS

- GrantMatch Presentation – Michele Trempe, Senior Director of Business Development

CORRESPONDENCE & PETITIONS

- Prescott Family Health Team Donation Request

Moved by Deputy Mayor Wynands, seconded by Councillor Henry
BE IT RESOLVED THAT Council direct staff to include a donation of \$500.00 for the Prescott Family Health Team's Health and Wellness Event in the 2024 budget.
Carried

COMMITTEE REPORTS

UCLG:	Mayor Shaver provided an update
SNCA/RVCA:	Deputy Mayor Wynands provided an update
Recreation:	Council and CAO Geraghty provided updates
Library Board:	CAO Geraghty provided an update
EDTAC:	Councillor Henry provided an update
PAC:	Deputy Mayor Wynands provided an update
Administration:	CAO Geraghty provided an update

AUGUSTA TOWNSHIP

ADMINISTRATION AND FINANCE

Report 2023-129

Moved by Councillor Henry, seconded by Deputy Mayor Wynands

BE IT RESOLVED THAT Council receives the 2023 Annual Accessibility Status report for information.

Carried

Report 2023-130

Moved by Deputy Mayor Wynands, seconded by Councillor Henry

BE IT RESOLVED THAT Council accepts the attached statement of Revenue and Expenditures as of October 31, 2023 and November 30, 2023 for information.

Carried

Report 2023-131

Moved by Councillor Henry, seconded by Deputy Mayor Wynands

BE IT RESOLVED THAT Council approve Report 2023-131 approving the Visitor Sign In/Out Policy as presented.

Carried

OPERATIONS

PLANNING AND BUILDING SERVICES

Report 2023-124

Moved by Deputy Mayor Wynands, seconded by Councillor Henry

BE IT RESOLVED THAT Council receive the Building Department Activity Report for November 2023 for information.

Carried

Report 2023-126

Moved by Councillor Henry, seconded by Deputy Mayor Wynands

BE IT RESOLVED THAT Council receive the Planner's report 2023-126 for information.

Carried

Report 2023-128

Moved by Deputy Mayor Wynands, seconded by Councillor Henry

BE IT RESOLVED THAT Council recommend to the United Counties of Leeds and Grenville Consent Granting Authority that consent application B-142-23 be approved, subject to seven (7) conditions of approval, as detailed in Staff Report 2023-128.

Carried

AUGUSTA TOWNSHIP

PROTECTIVE SERVICES

Report 2023-125

Moved by Councillor Henry, seconded by Deputy Mayor Wynands

BE IT RESOLVED THAT Council receive report 2023-125 for information.

Carried

NOTICE OF MOTIONS

BY-LAWS

Moved by Deputy Mayor Wynands, seconded by Councillor Henry

BE IT RESOLVED THAT By-Law Numbered 3672-2023 being a By-Law to amend Zoning By-Law No. 2965, as amended be read a first time, a second time, a third time, and be enacted as read.

Carried

Moved by Councillor Henry, seconded by Deputy Mayor Wynands

BE IT RESOLVED THAT By-Law Numbered 3673-2023 being a By-Law to appoint a Drainage Superintendent for the Township of Augusta pursuant to the Drainage Act, RSO 1990 be read a first time, a second time, a third time, and be enacted as read.

Carried

ANNOUNCEMENTS

- North Augusta's Kids Christmas Party is on December 17, 2023.
- South Grenville Food Bank is holding an open house on December 16, 2023 from 9-2pm. At 1pm they will be announcing the winner of the Food Drive Challenge.
- Dixon's General Store will be having their Grand Opening on Wednesday, December 13, 2023 at 10 am.

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 Henry

BE IT RESOLVED THAT this Council move to a closed meeting at 7:00 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
 - Potential Purchase of Land by the Municipality
 - Potential Sale of Land by the Municipality

Carried

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RISE FROM COMMITTEE OF THE WHOLE IN CAMERA

Moved by Councillor Henry, seconded by Deputy Mayor Wynands

BE IT RESOLVED THAT the closed session adjourned at 7:46 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 Henry

BE IT RESOLVED THAT Council met in closed session to discuss the proposed or pending acquisition of land by the municipality.

Council

- Took no action beyond receiving the information from staff

Carried

Moved by Councillor Henry, seconded by Deputy Mayor Wynands

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

Council

- Took no action beyond receiving the information from staff

Carried

BY-LAW TO CONFIRM PROCEEDINGS OF COUNCIL

Moved by Deputy Mayor Wynands, seconded by Councillor Henry

BE IT RESOLVED THAT By-Law No. 3674-2023 confirm the proceedings of Council of the Township of Augusta at its meeting held on December 11, 2023 be read a first time, a second time, a third time, and be enacted as read.

Carried

ADJOURNMENT

Moved by Councillor Henry, seconded by Deputy Mayor Wynands

BE IT RESOLVED THAT this Council do now adjourn at 7:48 pm until January 15, 2024 at 6:00 p.m. or until the call of the Mayor subject to need.

Carried.

AUGUSTA TOWNSHIP



Augusta Township
Attention: Annette Simonian
3560 County Road 26, Augusta, ON

December 13, 2023

Re: Selection of Municipal SPC Members

Dear Annette Simonian,

The Mississippi-Rideau Source Protection Committee (SPC) includes members who represent municipal interests, economic interests and public interests. The SPC membership underwent a renewal and reduction in size in 2018 and 2019. The appointments in 2018 and 2019 were for a maximum 5-year term, per Ontario Regulation 288/07.

This letter contains information provided under section 3(4) of Ontario Regulation 288/07. This section of the Source Protection Committee (SPC) regulation requires source protection authorities to send a notice to all municipal clerks containing the following information:

Summary of SPC Functions:

- Oversee a science-based planning process to protect municipal drinking water sources in the Mississippi-Rideau Source Protection Region
- Guide the implementation of the Mississippi-Rideau source protection plan, amendments to the plan and assessment reports, and other source protection work in accordance with the *Clean Water Act* and its regulations.

SPC Member Obligations:

The following requirements are set out in the regulation:

- Members must reside in, own or rent property in, be employed or operate a business in, or be employed by a municipality that is located within the boundaries of the Mississippi-Rideau Source Protection Region
- Members cannot be a current board or staff member of the Mississippi Valley Conservation Authority or the Rideau Valley Conservation Authority
- Once appointed, members must regularly attend SPC meetings and comply with the committee's code of conduct

SPC members should be willing and able to:

- Contribute positively to the development of amendments to the technical assessment report and the source protection plans, and oversee their implementation
- Attend meetings, normally 2-3 meetings annually
- Make a long-term time commitment to participate (ideally five years)
- Review and understand scientific and technical reports
- Prepare for meetings by reviewing agendas and reports in advance of the meeting
- Attend training sessions, participate at public meetings and open houses on occasion
- Act as a liaison for the interest(s) you are representing (bring commonly held opinions to the committee table and communicate back to the committee's work)

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- Work with others collaboratively to solve problems and make decisions at the committee table
- Respect confidential information and abide by the process in place to safeguard confidential information

Selection of Municipal SPC Members:

Under the regulation, SPAs must appoint a municipal group's SPC member(s) from a list of names jointly submitted by the municipal councils within that group. If municipalities do not jointly submit a list of names, or submit too few names, source protection authorities must select municipal members.

Group	Municipalities	# of SPC Members
No Municipal Drinking Water System	Addington Highlands, Athens, Augusta, Beckwith, Central Frontenac, Clarence-Rockland, Drummond/North Elmsley, Elizabethtown-Kitley, Greater Madawaska, Lanark Highlands, Montague, North Dundas, North Frontenac, Rideau Lakes, South Frontenac, Tay Valley	1

We ask that councils within the no system group jointly submit a short list of names for each group to the source protection authorities. If the list exceeds the number of SPC members assigned to that group, that the names be ranked in order of preference. Municipal councils must submit their jointly approved names to the source protection authorities by **March 22, 2024**.

If any municipality or group has questions, concerns or would like assistance with facilitating the selection of names please contact Marika Livingston at 613-692-3571 or 1-800-267-3504 ext. 1148 or marika.livingston@mrsourcewater.ca.

Best regards,



Marika Livingston
Project Manager, Drinking Water Source Protection
Mississippi-Rideau Source Protection Region
Box 599, 3889 Rideau Valley Drive, Manotick ON, K4M 1A5
613-692-3571 x 1148 marika.livingston@mrsourcewater.ca

AUGUSTA TOWNSHIP

REPORT NUMBER: 2024-004

REPORT TO COUNCIL: January 15, 2024

RE: Parks, Recreation and Facilities Year End Report

AUTHOR: Kathleen Cole, Parks, Recreation & Facilities Manager

RECOMMENDATION:

THAT Council receive the Parks, Recreation and Facilities Year End Report.

PURPOSE:

To update Council of the activities and operations of the Parks, Recreation and Facilities Department for the year 2023.

BACKGROUND:

Recreation:

- Meeting with Ruth Shay, Executive Director, MTJB to further discuss their Emergency Evacuation site. As mentioned in the previous report, Maynard Hall was designated as the MTJB Emergency Evacuation site. However, with the hall now closed for an undetermined amount of time, it was decided that the Township Office would be a temporary Emergency Evacuation site. This is not ideal but until another location can be sourced it will keep MTJB in compliance with the Ministry.
- Discussion was had with Bonnie Pigeon-Coughler, Executive Director of the South Grenville Food Bank in follow up to providing wood to identified Augusta residents in need of assistance. Bonnie is working to confidentially identify residents and will keep us informed. It should be noted that this project might not be utilized this 2023-24 winter season, but it sets the Township up to move forward with it next 2024-25 winter season.
- The Summer Day Camp survey is now over, and the results have been provided and are currently being reviewed internally. Once this is complete, it will provide direction as to whether to move forward with the program this summer.
- The second annual Feed the Need was held on December 2nd for the South Grenville Food Bank "Food for All". Unfortunately, we were not able to collect as much as last year, which reflects the current economic situation. However, the amount collected did result in the Township of Augusta being awarded winners of the competition between the Town of Prescott, Township of Edwardsburg-Cardinal, and the Township of Augusta for the second year in a row.

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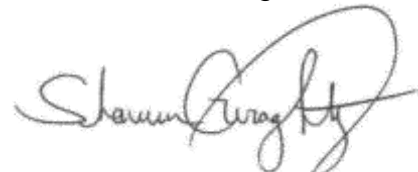
- A Recreation Committee handbook has been completed for volunteers of Recreation Committee's. The handbook will be presented to each committee at their regular February meetings. The handbook outlines the roles and responsibilities of being a volunteer on a committee as well as processes, procedures, and resources.
- A lease that will be consistent for all Recreation Committees will be presented at the regular Recreation meetings in February for signatures. MERC currently has a signed lease agreement which expires in 2025.

Facilities:

- The remediation work that was undertaken at North Augusta Hall during the week of October 23rd for the leak on the west side of the building did not rectify the situation. Thermo-imaging is to be completed Jan 10th and will hopefully provide information as to where the water leak is coming from. This leak is only impacting a small area of the floor on the west side of the storage room. However, it is important to identify where the water is coming in from as further damage will impact on the condition of the building.
- Building envelopes of Township facilities were conducted on November 7th. This identified much needed infrastructure work to be completed to bring all facilities up to a level of compliance. The figures to complete this work have been incorporated into the 2024 budget.
- Playgrounds were installed at the Maitland, Roebuck, North Augusta and Cedar Park sites during the summer of 2023. The playgrounds for Maynard and Domville will be installed in the Spring of 2024.
- The back door exit at MERC hall will not be completed this year as the deck that provides exiting will need to be rebuilt as the ground is not level for accessibility and does not meet current code. This work was outside of the CCRF grant and was negotiated by the Public Works Manager in 2022.
- The CCRF grant for MERC hall is complete and has been filed with the Federal Government. A discussion will be had with the MERC Recreation Committee on Tuesday, January 9th as to the monetary results of the grant.
- The CCRF grant for Maynard Recreation was to be completed by December 31, 2023. At this time, it is unclear as to whether the final report has been filed as there is still work that has yet to be finished. A meeting is being held with the committee on January 17th to have a discussion regarding the grant.
- The CCRF grant for Roebuck Recreation is also complete. Their report is to be forwarded to the Township the week of January 8th for review.
- The CCRF grant for North Augusta end date is the 31st of March 2024 which does not allow time to complete the work that has been requested. However, the CAO is currently in discussion with MP Michael Barrett to have this grant extended to the end of September 2024.



Kathleen Cole, Parks, Rec. & Facilities Manager



Shannon Geraghty, CAO

AUGUSTA TOWNSHIP

REPORT NUMBER: 2024-006
REPORT TO COUNCIL: January 15, 2024
RE: Financial and Indicator Variance Reports
AUTHOR: Mark McDonald

RECOMMENDATION:

THAT Council accepts the attached statement of Revenue and Expenditures as of December 31, 2023, for information.

BACKGROUND:

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

ANALYSIS:

Variance analysis and percentage complete are provided for each line item where appropriate. Detailed supporting analysis and documentation is available from the Finance Department as identified.

FINANCIAL CONSIDERATIONS:

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



Mark McDonald, Treasurer



Shannon Geraghty, CAO

AUGUSTA TOWNSHIP

REVENUES	<u>YTD</u> <u>ACTUAL</u>	<u>Variance</u>	<u>%</u>	<u>Budget</u>
Taxation and Payments-In-Lieu	5,696,201	(11,430)	99.80	5,707,631
Grants	1,427,671	4,039	100.28	1,423,632
Licences and permits	111,776	(62,974)	63.96	174,750
Fees and Service Charges	81,322	32,057	165.07	49,265
Other revenue				
Interest income	184,676	68,976	159.62	115,700
Interest and penalties on taxes	128,110	63,110	197.09	65,000
Transfer from reserves	876,820	(419,932)	67.62	1,296,752
Miscellaneous revenue	296,299	45,699	118.24	250,600
Total Other revenue:	1,485,905	(242,147)	85.99	1,728,052
TOTAL REVENUES:	8,802,875	(280,455)	96.91	9,083,330
Council	171,743	(20,613)	113.64	151,130
Administration	1,370,332	(118,816)	109.49	1,251,516
Total General Government:	1,542,075	(139,429)	109.94	1,402,646
Fire	849,047	423,032	66.74	1,272,079
Police	973,238	(6,225)	100.64	967,013
Conservation Authority	50,402		100.00	50,402
Protection, Inspection and Control	32,744	9,406	77.68	42,150
Emergency measures	18,664	(914)	105.15	17,750
Total Protective Services:	1,924,095	425,299	81.90	2,349,394
Roads - Maintenance	1,650,197	150,230	91.66	1,800,427
Roads - Capital	2,277,871	(709,721)	145.26	1,568,150
Winter Control	185,272	(10,272)	105.87	175,000
Street Lighting	11,307	4,858	69.95	16,165
Total Transportation:	4,124,647	(564,905)	115.87	3,559,742
Garbage Disposal	543,812	(4,862)	100.90	538,950
Recycling	1,039	1,961	34.63	3,000
Total Environmental Services:	544,851	(2,901)	100.54	541,950
Cemeteries	6,233	(233)	103.88	6,000
Total Health Services:	6,233	(233)	103.88	6,000
Recreation administration	22,735	65,615	25.73	88,350
Programs	93,921	9,079	91.19	103,000
Recreation Capital	37,530	100,470	27.20	138,000
Libraries	151,469	5,539	96.47	157,008
Donations	4,301	1,699	71.68	6,000
Total Parks and Recreation:	309,956	182,402	62.95	492,358

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Planning and Development Building Official	168,811	2,439	98.58	171,250
Planning and Zoning	198,900	77,360	72.00	276,260
Commercial and Industrial	291,986	(46,056)	118.73	245,930
Agricultural	60,731	(30,731)	202.44	30,000
Tile Drainage	7,772	28	99.64	7,800
Total Planning and Development:	728,200	3,040	99.58	731,240
Total EXPENDITURES:	9,180,057	(96,727)	01.06	9,083,330
TOTAL REVENUES:	8,802,875			
Deficit	377,182			

AUGUSTA TOWNSHIP

REPORT NUMBER: 2024-007

REPORT TO COUNCIL: January 15, 2024

RE: Year End Surpluses/Deficits as of December 31, 2023

AUTHOR: Mark McDonald, Treasurer

RECOMMENDATION:

THAT Council authorize all surplus/deficits on December 31, 2023 be transferred as follows:

1. Fire Department surpluses/deficits to/from Augusta Township Fire Vehicle/Equipment Reserve; and
2. Public Works/Roads surpluses/deficits to/from the Capital Roads Reserve; and
3. Building Department surpluses/deficits to/from the Building Department Reserve; and
4. That all other surpluses/deficits are transferred to/from the Working Funds Reserve to be utilized by Council to help offset future budgets, if required.

BACKGROUND:

Any surplus or deficit for 2023 year-end will be determined by our Municipal Auditors during the 2023 final audit. Jamie Pollock of MNP requests that Council provide him with direction, through resolution, as to where Council would like the surplus or deficit amounts be allocated and thus reflected in the Financial Report.

ANALYSIS:

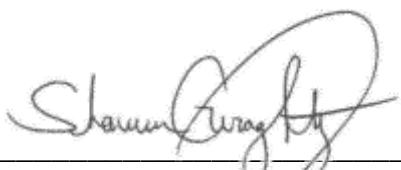
In the past Councils have indicated that surpluses and/or deficits be directed to the reserve or reserve funds within certain departments for future use by those departments to help offset their future budgets and that the balance of the surpluses and deficits be allocated into the General Working Reserve to be used at the discretion of Council during future budget discussions.

FINANCIAL CONSIDERATIONS:

The attached report is a part of the standard Finance/Treasury reporting responsibility, and any effects will be shown on the Audited Financial Statements.



Mark McDonald, Treasurer



Shannon Gerraghty, CAO

AUGUSTA TOWNSHIP

REPORT NUMBER: 2024-005

REPORT TO COUNCIL: January 15, 2024

RE: Public Works 2023 Accomplishments

AUTHOR: Jon Stadig, Acting Public Works Manager

RECOMMENDATION:

THAT Council receive the Public Works 2023 Accomplishments as prepared by the Acting Public Works Manager dated January 15, 2024, for information.

PURPOSE:

To update Council on the activities and operations of the Public Works Department.

PUBLIC WORKS PROJECTS COMPLETED 2023

- Rehabilitation of South Campbell Road
- Rehabilitation of Lemon Point Lane
- Rehabilitation of Diamond Bridge
- MERC Hall parking lot
- Main Office parking lot
- Public Works Garage renovations
- McLeansville Road cross culvert
- Forsythe Road (2) cross culverts
- New sweeper attachment
- New woodchipper
- Bucket truck
- New tandem snowplow
- New garbage compactor for Maynard Transfer Station
- 11,000+ tonnes of road maintenance stone
- 85 kilometers of unpaved roads sprayed with calcium
- Four speed zones brought into compliance
- Speed advisory corners getting chevrons for compliance
- Riverview Heights drain
- Maitland main drain
- Richmond Street drain
- New fencing at the Maynard Transfer Station



Jon Stadig, Acting Public Works Manager



Shannon Geraghty, CAO

AUGUSTA TOWNSHIP

REPORT NUMBER: 2024-001

REPORT TO COUNCIL: January 15, 2024

RE: Official Plan Amendment No. 4 (File OP-01-23) to Implement the Augusta Land Use Strategy (West of Prescott) – Phase I
Con. 1, Pt. Lot 5 and 6, Part of Assessment Roll 0706 000 010 00500

AUTHOR: Melissa Banford, Planner

RECOMMENDATION:

THAT Council receive the Planner's report 2024-001 for information.

PURPOSE:

The Planning Advisory Committee (PAC) met in December 2023 and considered a Staff Report on Official Plan Amendment No. 4 (File OP-01-23), to implement the Augusta Land Use Strategy (West of Prescott) – Phase I areas.

By-Law No. 3675-2024, the related By-Law to amend the Official Plan, will also appear on Council's January 15, 2024 regular meeting agenda.

BACKGROUND:

In August 2022, Council approved the preparation of a Secondary Plan for the area west of the Prescott boundary to Merwin Lane and south of Highway 401. Fotenn was retained by the Township to undertake the background policy review, lead the public and agency consultations, prepare the Final Concept Report, and draft Official Plan Amendment documents. This area was identified as a "focus area" in the Augusta/Prescott Joint Land Development/Needs Analysis, completed in 2021.

The purpose of the proposed Secondary Plan was to allow and guide future commercial and light industrial development, higher-density residential development, and development on municipal services. The initially proposed "Secondary Plan" was changed to a "Land Use Strategy" document, due to the broader nature of the resulting direction of the project and policies.

Official Plan Amendment No. 4 is proposed to allow a Phase I redesignation of a 4.85 ha (12 ac.) area to commercial/light industrial, and a 1 ha (2.47 ac.) area to a higher density settlement area, in the general location as identified on Schedule A1 on By-Law No. 3675-2024, to be serviced by water and wastewater services.

Following this Official Plan Amendment, Zoning By-Law Amendments, anticipated to be initiated by a developer, would be required to implement specific development standards for these new designations.

AUGUSTA TOWNSHIP

The balance of the focus area in the Augusta LUS (Phase II) will be considered at a later date.

CONSULTATION:

To date, the Township has undertaken a number of public consultations on this project, including a two-day series of workshops held in November 2022, and a public information session and presentation to Council on September 11, 2023 to discuss the Final Report and the proposed Phase I plan. Fotenn and Township staff responded to any questions that arose out of the public information session.

Notice of the Official Plan Amendment and Public Meeting, held on December 11, 2023, was advertised in the Brockville Recorder and Times on November 18, 2023 to provide public notice as required under the *Planning Act* and related regulations. Notice was also provided to prescribed agencies as required. Notice was additionally mailed to all property owners within 120m (400 ft.) of the proposed Phase I areas to give the area property owners direct/added information regarding these amendment matters.

To date, the following comments were received at, or after, the Public Meeting:

- Planning Advisory Committee received a Staff Report on the Official Plan Amendment at their meeting on December 6th and recommended approval to Council.
- Email from South Nation Conservation, dated December 8, 2023, advising of no concerns.
- Email from the Ministry of Transportation, dated December 5, 2023, advising of no concerns, noting that the Phase I area is outside of their permit control area.
- Email from WSP on behalf CN Rail, dated December 11, 2023, detailing requirements for studies and setbacks related to the railway line.
- Verbal comment by G. McKinnon, of 658 Jessop St., at the Public Meeting regarding responsibility for road construction and maintenance for a future road to the east of the Prescott Public Works garage (question was verbally responded to by the Planner at the Public Meeting, noting that this area was within the Town of Prescott limits and not part of the amendment).

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

ANALYSIS:

A copy of the full Final Concept Report (Appendix 1 to By-Law 3675-2024) can be accessed on the Township's website through the following link:

<https://augusta.ca/wp-content/uploads/Appendix-1-Augusta-Land-Use-Strategy-Final-Report-June-2023.pdf>

A copy of Joint Land Development/Needs Analysis, December 2021, (Appendix 2 to By-law 3675-2024) can be accessed on the Township's website through the following link:

AUGUSTA TOWNSHIP

<https://augusta.ca/wp-content/uploads/Land-Need-Analysis-Prescott-Augusta-FINAL-2021-12-07.pdf>

Staff have undertaken the required preliminary consultation with the United Counties of Leeds and Grenville on the draft Official Plan Amendment No. 4 documents in relation to Phase I of the LUS. The Counties will be advanced the adopted Official Plan Amendment for approval.

FINANCIAL CONSIDERATIONS:

As the proposed amendment was initiated by the Township, costs have been paid by the Township. The Augusta Land Use Strategy (West of Prescott) had been approved to be funded through the Municipal Modernization Program funding.

LINK TO MUNICIPAL PLANS:

The proposed Official Plan Amendment No. 4 is **recommended for approval**, as detailed in By-Law 3575-2024 appearing on Council's January 15, 2024 agenda.



Melissa Banford, Planner



Shannon Geraghty, CAO

AUGUSTA TOWNSHIP



**THE CORPORATION OF THE TOWNSHIP OF AUGUSTA
BY-LAW NUMBER 3675-2024**

**BEING A BY-LAW TO AMEND THE OFFICIAL PLAN
FOR THE TOWNSHIP OF AUGUSTA (AMENDMENT NO. 4)**

WHEREAS the Official Plan for the Township of Augusta was approved by the Ministry of Municipal Affairs and Housing on December 13, 2011;

AND WHEREAS pursuant to the provisions of Section 17 of the Planning Act, R.S.O. 1990, as amended, the Corporation of the Township of Augusta considers it desirable to adopt Official Plan Amendment No. 4;

AND WHEREAS the Corporation of the Township of Augusta is required to prepare, adopt, and submit an Official Plan Amendment to the United Counties of Leeds and Grenville for approval;

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

1. **THAT** Township of Augusta Official Plan Amendment No. 4 consisting of the attached text and map Schedule 'A1' is hereby adopted.
2. **THAT** the Clerk is hereby authorized to make application to the United Counties of Leeds and Grenville for approval of Official Plan Amendment No. 4 to the Township of Augusta Official Plan.
3. **THAT** this By-Law shall come into force and effect on the day of passing.

Read a first, second, and third time and finally passed this 15th day of January, 2024.

MAYOR

CLERK

AUGUSTA TOWNSHIP

Amendment No. 4
to the
OFFICIAL PLAN
of the
TOWNSHIP OF AUGUSTA

Augusta Land Use Strategy (West of Prescott)
Phase I Lands
Township of Augusta
United Counties of Leeds and Grenville

**AUGUSTA TOWNSHIP
Amendment No. 4
to the
OFFICIAL PLAN
of the
TOWNSHIP OF AUGUSTA**

PART A – THE PREAMBLE does not constitute part of this Amendment.

PART B – THE AMENDMENT, consisting of the explanatory text and attached Schedule A1, constitutes Amendment No. 4 to the Official Plan of the Township of Augusta

PART C – APPENDICES does not constitute part of this Amendment.

AUGUSTA TOWNSHIP

PART A – THE PREAMBLE

BACKGROUND

A Land Use Strategy (“LUS”) has been prepared for the Township of Augusta, applicable to the lands immediately west of the Town of Prescott, undertaken to further the findings of a Joint Land Development/Needs Analysis, prepared for the Town of Prescott. The LUS provides a detailed analysis of the LUS Area, including an area specific background review and policy analysis, as well as public engagement and stakeholder engagement sessions. Through the extensive review and engagement, an overall vision, guiding principles, opportunities, and constraints were identified for the LUS, supported by policies and guidelines to determine the future development potential of the lands, subject to ongoing joint infrastructure and transportation undertakings between the Township of Augusta and Town of Prescott.

The LUS was developed based on an extensive background review and policy analysis of the LUS Area, including an assessment of the site and surrounding context, existing land use, servicing, and transportation conditions, and existing Township of Augusta and Town of Prescott policies. A series of two-day public consultation workshops further informed the overall vision, guiding principles, and potential of the LUS Area, with information gathered via a Visioning Workshop, Community Design Workshop, and focused stakeholder engagement sessions with landowners, developers, and other agencies and municipal staff. An overall vision and guiding principles for the LUS Area was finalized based on the background review and feedback received, with an overall Neighbourhood Structure and Servicing Strategy prepared to realize the potential of the lands. From this, detailed Open Space, Mobility, and Land Use Structures provided detailed frameworks, policies, and guidelines to inform the development of the lands.

The LUS is intended to be implemented in two phases and through further consultation with stakeholders, particularly at the United Counties of Leeds and Grenville. This Official Plan Amendment (“OPA”) would allow for smaller portions of the LUS Area (the “Phase I Area”) to develop in accordance with the frameworks described within Section 5.0 of the LUS document. The policy framework for the remainder of the lands within the LUS Area (“Phase II”) would be considered at a later date, potentially at the time of the scheduled Township of Augusta Official Plan update, which would propose the redesignation of the lands from Rural Settlement Area to Urban Settlement Area and establishment of the Neighbourhood, Servicing, Mobility, Open Space, and Land Use policies and guidelines contained in Section 5.0 within the updated Official Plan.

PURPOSE

The purpose of this Official Plan Amendment is to provide policies to allow the development of the Phase I lands, as identified in Schedule A, in accordance with the Augusta Land Use Strategy, following endorsement by Township Council.

AUGUSTA TOWNSHIP

BASIS

Applicable policy frameworks, contextual analysis, and the findings of the Joint Land Development/Needs Analysis were highly considered in determining an approach for the LUS Area. In reviewing the United Counties of Leeds and Grenville and Township of Augusta Official Plans, both policy documents offer support for a range of residential uses with few limitations. Further, a contextual analysis of the Riverview Heights Settlement Area comparative to others within the Township of Augusta, and location near Prescott has informed an appropriate scale and character envisioned for the Phase I development.

Under the current upper tier and lower tier planning frameworks, the Phase I commercial uses and limited residential uses can be accommodated within the Land Use Strategy Area. For context, a population of 205 residents and dwelling count of 190 units are allocated to Augusta Township by the United Counties of Leeds and Grenville Official Plan. Per the Township of Augusta Official Plan, 60% of new growth is to occur in Settlement Areas and a total population of 123 residents and 114 units are to be directed to all Settlement Areas.

Since 2011, Augusta Township has permitted the development of 79 residential dwelling units in Settlement Areas, ranging from single family dwellings, to semi-detached, rowhouse, and stacked townhouse dwellings. By removing these from the projected new number of units over the lifetime of the United Counties of Leeds and Grenville Official Plan, the remaining number of units to be developed within Settlement Areas is 35 residential dwelling units. Applying a density range of between 12u/ha to 40u/ha, which will help to deliver on a diverse range of housing options, it is anticipated that 1 hectare of land could be developed for residential use under the existing upper tier planning policy framework, as confirmed by the Counties. A detailed analysis in support of this discussion is included below.

The Riverview Heights Rural Settlement Area is situated within a vastly different context than that of the other Rural Settlement Areas in Augusta in that:

- / It is not isolated away from existing “urban” types and forms of development. Specifically, the area abuts the Town of Prescott which is a highly urban context containing built forms that range from single family dwellings to multi-unit apartment dwellings;
- / A broad range of housing types, from single family dwellings, semi-detached dwellings, and stacked townhouse dwellings, currently exist in this Settlement Area;
- / It is situated between two major transportation networks, Highway 401 and County Road 2; and,
- / The extension of municipal servicing is supported by both Augusta Township and the Town of Prescott and would be feasible here considering the proximity to Prescott. However, extending services would be less feasible for other Rural Settlement areas in Augusta, which the Official Plans do not contemplate.

Although designated a Rural Settlement Area, the character of this particular area is varied and more contextually urban than other Rural Settlement Areas in Augusta. As such, this area is better suited for a broader range of housing types at a greater density than typically contemplated for Rural Settlement would be appropriate from a compatibility perspective and would maintain the character of the surrounding area.

AUGUSTA TOWNSHIP

Policy 2.3.3 (b) and (d) of the United Counties Of Leeds and Grenville Official Plan relate to scale and character of development in rural areas, where (b) directs growth and development to rural settlement areas through infilling and development of vacant lands, as well as via limited intensification. However, the Official Plan does not establish a maximum threshold to which new development can occur. Rather, Policy 2.3.3 (c) enables the local Official Plan to establish a range of permitted uses and land use policies. Additionally, Policy 2.3.3 (d) states that “Rural Settlement areas will generally maintain a rural settlement character and evolve as service and residential centres for their surrounding Rural Area, where appropriate.

In reviewing the Township of Augusta Official Plan, objectives of residential development in Settlement Areas include:

- / To ensure the provision of an adequate supply of residential land;
- / To provide for a range of housing types subject to the ability to provide private or communal services;
- / To provide for neighbourhood facilities and amenities which are appropriate to a residential living environment;
- / To ensure the provision of roads and other municipal services necessary to the development of functional neighbourhood areas.

Permitted uses include “a range of residential uses consistent with servicing types”, as well as parks and open spaces, and local commercial uses on appropriate collector roads.

The objectives of commercial / industrial development in Settlement Areas include:

- / To permit commercial / industrial uses which are compatible with the surrounding community;
- / To permit commercial / industrial development which can be appropriately serviced;
- / To ensure a broad range of commercial uses in order to provide local employment opportunities;
- / To facilitate control over the location and character of commercial development.
- / To help develop a range of local employment opportunities.

A range of permitted uses, including retail, service commercial, office, warehousing, manufacturing, etc. are permitted by the Augusta Official Plan in Settlement Areas.

The objectives and policies for residential, commercial, and industrial development for the Phase I lands in the Land Use Strategy Area are in accordance with the United Counties of Leeds and Grenville Official Plan and are of a nature which is in keeping with the character of Rural Settlement Areas. In this instance, permitting the initial commercial area of 4.85 hectares, as required by the Joint Land Development/Needs Analysis and a residential area of 1.0 hectares, within residential development ranging between 12u/ha to 40u/ha, maintains the objectives of the Rural Settlement Area and allows the area to evolve as a service and residential centre, further supported when considering the generally more urban context surrounding this settlement area.

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The Official Plan Amendment to the Township of Augusta Official Plan would allow the Phase I Commercial and Residential lands to be developed in the near term without full redesignation to an Urban Settlement Area. Schedule A1 is included and referenced in the Official Plan Amendment to describe the general location of the Phase I lands, while the policy language makes reference to the LUS Concept Report for guidance on the overall Servicing Strategy, as well as Neighbourhood, Mobility, Open Space, and Land Use Frameworks.

Site Specific Zoning By-law Amendments in accordance with above would be required for the Phase I lands to permit the uses and establish performance standards (lot area, frontage, building heights, densities, setbacks, landscaping, amenity space, parking rates, etc). These amendments are intended to be initiated by the developer of the lands, with zoning requirements and performance standards determined in collaboration with the developer through the development review process and regard for development standards on full municipal services.

A policy framework for the remainder of the lands within the LUS Area ("Phase II") would be considered at a later date, potentially at the time of the scheduled Township of Augusta Official Plan update, which would seek to redesignate the LUS Area from Rural Settlement Area to Urban Settlement Area in the Township of Augusta Official Plan, and establish the Neighbourhood, Servicing, Mobility, Open Space, and Land Use policies and guidelines (contained in Section 5.0 of the LUS Concept Report) within the updated Official Plan. The redesignation from a Rural Settlement Area to an Urban Settlement Area would typically be considered at the time of the United Counties of Leeds and Grenville municipal comprehensive review, however considering the changes proposed to the Provincial Policy Statement via Bill 97, the concept of municipal comprehensive reviews of Official Plans has not been carried forward into the 2023 Provincial Planning Statement. Therefore, with no requirement for municipal comprehensive reviews, the Township and United Counties may have the ability to consider settlement area redesignation at any time.

CONCLUSION

In order to allow the Phase I area of the LUS to develop, the Township of Augusta Official Plan is required to introduce policy direction to reflect and implement the intent of the LUS in accordance with the Rural Settlement Area designation, until such a time that redesignation of the Settlement Area is pursued through the Township of Augusta Official Plan update.

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PART B – THE AMENDMENT

All of this part of the document entitled Part B - THE AMENDMENT, consisting of the attached map (Schedule A1) and the explanatory text, constitutes Amendment No. 4 to the Official Plan of the Township of Augusta.

DETAILS OF THE AMENDMENT

1. Section 4.0 Where We Live – Our Villages and Hamlets is hereby amended by inserting a new subsection in Section 4.2 as follows:

- **Phase I Augusta Land Use Strategy - Residential Policies**

- **4.2.2.4** Notwithstanding the policies of Section 4.2.1 and 4.2.2, the Phase I Residential Area of 1.0 hectares, as shown on Schedule A1, shall be developed with a range of residential uses in accordance with the vision, guiding principles, policies, and guidelines of the Augusta Land Use Strategy. New residential development within the Phase I Residential Area shall comply with applicable Open Space, Mobility, and Land Use policies and guidelines described within the Land Use Strategy.
- **4.2.2.5** The Phase I Residential Area shall be no greater than 1.0 hectares in size and shall be located along the eastern boundary of the Land Use Strategy Area. The exact location and shape of the Phase I Residential Area to be determined based on the feasibility of full municipal servicing and road network extensions, to be determined through the development application process.

- **Phase I Augusta Land Use Strategy – Commercial / Light Industrial Lands Policies**

- **4.2.6.9** The Phase I Commercial / Light Industrial Area of no greater than 4.85 hectares in size, as shown on Schedule A1, shall be developed in accordance with the vision, guiding principles, policies, and guidelines of the Augusta Land Use Strategy. New development within the Phase I Commercial / Light Industrial Area shall comply with applicable Open Space, Mobility, and Land Use policies and guidelines described within the Land Use Strategy.
- **4.2.6.10** The Phase I Commercial / Light Industrial Area shall be no greater than 4.85 hectares in size and shall be located along the eastern boundary in the northern portion of the Land Use Strategy Area, as shown on Schedule A1. The exact location and shape of the Phase I Commercial / Light Industrial Area will be determined based on the feasibility of full municipal servicing and road network extensions, to be determined through the development application process.

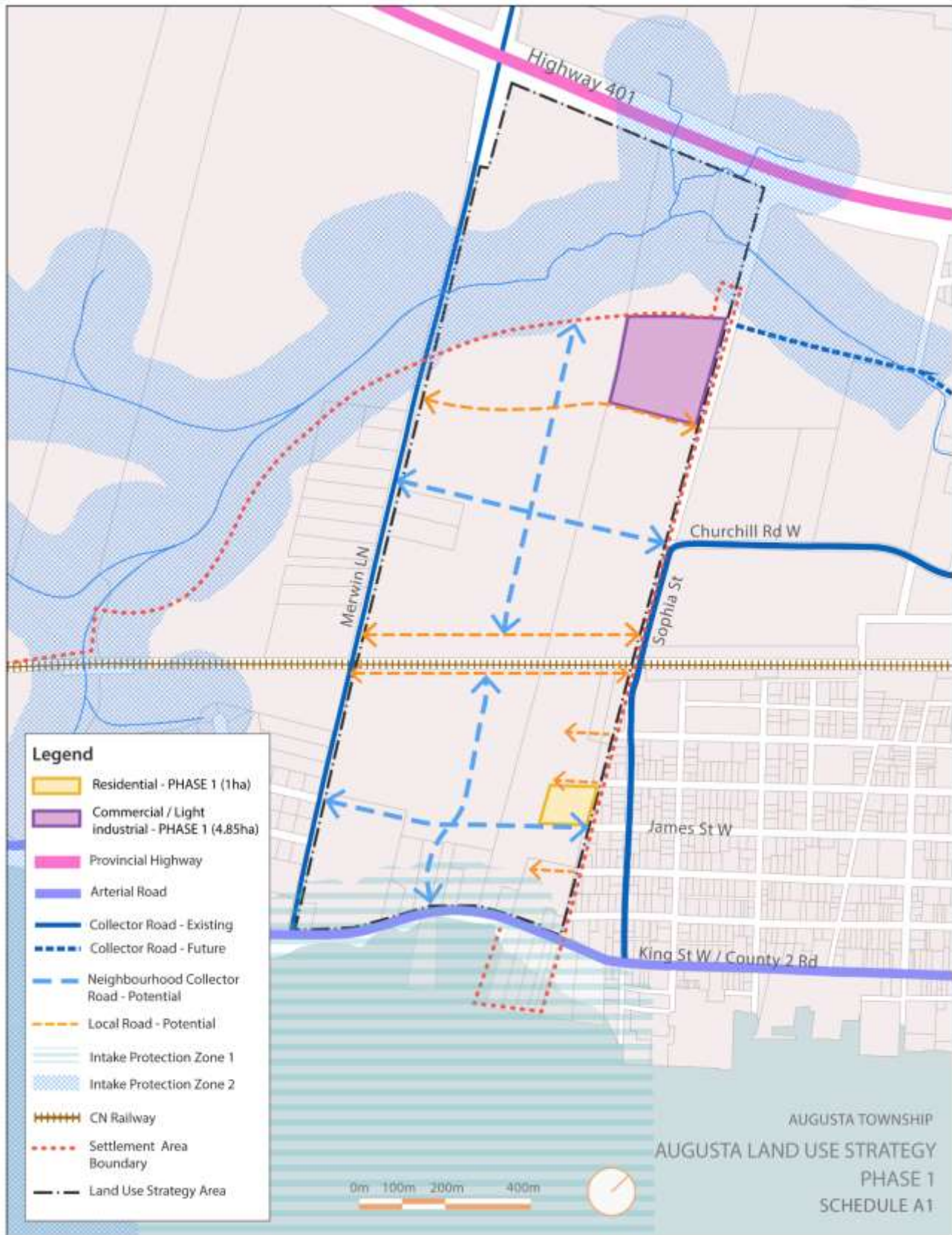
2. That Schedule A1 be included with the list of schedules within the Official Plan of the Township of Augusta to demonstrate the size, shape, and general location of the Phase I Areas.

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3. Section 4.3 Municipal Services is hereby amended by inserting a new subsection as follows:
 - **4.3.1.3** Notwithstanding the above policies of Section 4.3, the Phase I Residential and Commercial / Light Industrial Areas described on Schedule A1 may develop in accordance with the Servicing Strategy of the Augusta Land Use Strategy and through the extension of municipal services from the Town of Prescott

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Schedule A1



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PART C – APPENDICES

Appendix 1 – Augusta Land Use Strategy (West of Prescott) Final Concept Report, June 2023

Appendix 2 – Joint Land Development/Needs Analysis, December 2021

AUGUSTA TOWNSHIP

REPORT NUMBER: 2024-002

REPORT TO COUNCIL: January 15, 2024

RE: Building Department Activity Summary

AUTHOR: Karen Morrell, CBO, CBCO

RECOMMENDATION:

THAT Council receive the Building Department Activity Report for December 2023 for information.

BUILDING DEPARTMENT ACTIVITY SUMMARY:

December 2023	Permit Number	Cost of Project	Permit Cost	Type of Permit
*17/05/2023 Conditional permit issued	2023-7807	\$ 35,000.00	\$ 4,823.00	Detached garage – (conditional to dwelling fee being paid upfront & signing agreement to construct dwelling within 2yrs)
07/12/2023	2022-7800	\$ 150,000.00	\$ 576.00	Warehouse expansion
08/12/2023	2023-7858	\$ 660,000.00	\$10,993.00 waived	Ice rink & tennis court
December 2023 TOTAL		\$ 845,000.00	\$ 16,392.00	
2023 TOTAL		\$36,148,801.00	\$140,332.63	

December 2022	Permit Number	Cost of Project	Permit Cost	Type of Permit
12/12/2022	2022-7798	\$ 170,000.00	\$ 306.00	Renovation
01/12/2022	2022-7799	\$ 70,000.00	\$ 95.00	Renovation/repair
12/12/2022	2022-7801	\$ 2,000.00	\$ 75.00	Wood stove
December 2022 TOTAL		\$ 242,000.00	\$ 476.00	
2022 TOTAL		\$19,617,569.00	\$165,010.48	

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Inspections performed in December; 40
MPAC Finals for December; 8

Permits issued in December; 3
MPAC Occupancies for December; 4

Monthly reports submitted to MPAC, Statistics Canada, Tarion and CMHC for December 2023.

Permits issued in 2023; 126

Permits issued in 2022; 157



Karen Morrell, CBO



Shannon Geraghty, CAO

AUGUSTA TOWNSHIP

REPORT NUMBER: 2024-003

REPORT TO COUNCIL: January 15, 2024

RE: Planning Department Year End Report (2023)

AUTHOR: Melissa Banford, Planner

RECOMMENDATION:

THAT Council receive the Planner's report 2024-003 for information.

PURPOSE:

This report discusses applications and activities for 2023 by the Planning Department.

BACKGROUND:

The Planning Department is composed of a full-time Planner and a Planning & Community Development Coordinator, a position shared with the Building Department. A part-time Planner (typically one ½ day a week/and on an as-needed basis) also assists the Department.

The Planning Department acts as a staff resource to two Committees that make recommendations or decisions on filed planning applications.

With a new term of Council, the Township moved to an advisory committee system with the establishment of a **Planning Advisory Committee (PAC)** from the previous Agricultural and Rural Affairs Committee (ARAC). PAC met a total of nine times in 2023 to review and provide recommendations to Council on planning applications (severances, zoning amendments, etc.).

The **Committee of Adjustment (COA)** also commenced a new term in 2023. COA met twice in 2023 to consider filed Minor Variance and Permission applications.

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ANALYSIS:

The number of planning applications filed and processed by the Planning Department in 2023 is detailed below, with a comparison to 2022.

Planning Applications:

Type of Application:	2022	2023
Zoning By-law Amendments	5	10
Official Plan Amendments	0	1 (OPA 4, pending Council approval, early 2024)
Minor Variances	7	4
Severances	14 (includes one Validation Certificate application)	13
Site Plans (filed/may not be deemed complete)	3	6
Development Agreements	1	1
Deemings	0	2

Planning Inquiries:

At the beginning of 2022, the Planning Department started tracking planning inquiries in the planning module of the Township's existing CGIS software, which is also used for Building Permits. Inquiries tracked were inquiries that resulted in a detailed planning response, primarily by email. Short, general questions, and straightforward inquiries, were not recorded.

	2022	2023
Planning Inquiries	357	363

The 2023 planning inquiries are broken down as follows:

Type of Inquiry	Total	Percentage of Inquiries
Consent/Severance Inquiries	111	30.5%
Zoning Inquiries (uses, setbacks, etc.)	245	67.5%
Zoning Lawyer Confirmation Requests	7	2%
Total	363	100%

Significant time, particularly in relation to severance inquiries, is spent by staff to provide detailed planning assessments and opinions, address follow-up questions, and offer resources to advance their development proposals. Detailed severance assessments can provide helpful

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information to applicants/residents, before filing, on what they can expect in the process including, potential costs conditions of approval, and timelines. Staff have frequent counter visits and in-person meetings to review these proposals as well as assist residents with the completion of their forms.

Development/Planning Proposals:

In addition to the filed applications and inquiries, planning staff have been actively engaged in the ongoing Land Use Strategy (LUS) project, which is nearing completion with proposed OPA No. 4. Staff have been involved in the Technical Advisory Committee for the Counties Agricultural Lands review as well as assisting with a public information session on affordable housing/additional residential units with the Counties. Staff have also attended a number of meetings for potential multi-residential developments/subdivisions, and industrial/commercial developments in the Township's Industrial Park and other areas of the Township.

Recent provincial changes in 2023 impacting the commenting abilities of the Conservation Authorities, the delegation of Site Plan approval authority, and the requirement for automatic fee refunds for select planning applications if no decision is rendered within the prescribed period, have resulted in changes to processes and workloads for the Department.

Looking Towards 2024:

Terms of Reference for the Official Plan review are being finalized, with the anticipation that this process will commence in 2024. This would be followed by a comprehensive review of the Zoning By-Law. It is also anticipated that the proposed changes to the Provincial Planning Statement (PPS) will be in effect in early/mid-2024, which may have further implications on Township policies and documents.

With some anticipated new industrial and commercial development in the Township, and the finalization of the LUS, the year ahead is expected to be a very active and exciting year for the Planning Department in Augusta.



Melissa Banford, Planner



Shannon Geraghty, CAO

AUGUSTA TOWNSHIP



**THE CORPORATION OF THE TOWNSHIP OF AUGUSTA
BY-LAW NUMBER 3676 – 2024**

**A BY-LAW TO APPOINT BY-LAW ENFORCEMENT OFFICERS FOR THE PURPOSE
OF ENFORCING THE PARKING BY-LAW**

WHEREAS the Police Services Act s. 15(1) authorizes the Council of any municipality to appoint municipal By-Law Enforcement Officers to enforce the By-Laws of the municipality;

AND WHEREAS it is deemed necessary to have a By-Law Enforcement Officer that can issue notices at the times and location where the violation occurs;

AND WHEREAS the Council of the Corporation of the Township of Augusta deems it expedient to appoint the Public Works Manager and the Foreman as By-Law officers for the purposes of enforcing the parking and snow removal By-Law.

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

1. That Jon Stadig and Tom Shorey are hereby appointed By-Law Enforcement Officers for the purposes of enforcing the parking and snow removal restrictions for the Township of Augusta.
2. That By-Law 3430-2019 and all other By-Laws inconsistent herewith are hereby repealed.
3. That this By-Law shall come into effect on passing.

READ a first and second time this 15th day of January, 2024

READ a third time and passed this 15th day of January, 2024

MAYOR

CLERK

AUGUSTA TOWNSHIP



THE CORPORATION OF THE TOWNSHIP OF AUGUSTA
BY-LAW NUMBER 3677-2024

A BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL OF THE TOWNSHIP
OF AUGUSTA AT ITS MEETING HELD ON JANUARY 15, 2024

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 January 15, 2024 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 15th day of January, 2024.

MAYOR

CLERK