

**AUGUSTA TOWNSHIP  
AGENDA  
C.O.W./REGULAR MEETING  
February 12, 2024 at 6:00 P.M.**

**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

- Optimist Club – Larry Harper

I. Correspondence and Petitions

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
MECG	Chief Robert Bowman

# **AUGUSTA TOWNSHIP**

## **STAFF REPORTS**

### **Administration and Finance**

- Report 2024 – 015 – Council Remuneration & Expenses for 2023
- Report 2024 – 016 – River Route Transit Service Partnership
- Report 2024 – 017 – Agreement of Purchase & Sale re: Arcand

### **Operations**

### **Planning and Building Services**

- Report 2024 – 013 – Building Activity Report (January)
- Report 2024 – 014 – Building Permit Fee Changes

### **Protective Services**

K. Notice of Motions

L. By-Laws

- 3683-2024 – Appoint Rental Property Standards Officer
- 3684-2024 – Borrowing By-law
- 3685-2024 – Interim Taxes By-Law
- 3686-2024 – Purchase and Sales Agreement

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  
MINUTES  
C.O.W./REGULAR MEETING  
January 29, 2024 at 6:00 P.M.  
at the Municipal Office, 3560 County Road 26**

**PRESENT**

Mayor Shaver  
Deputy Mayor Wynands  
Councillor Bowman  
Councillor Henry  
Councillor Pape

**PRESS**

The South Grenville Beacon

**STAFF PRESENT**

Shannon Geraghty, Annette Simonian, Mark McDonald, Chief Rob Bowman, Vikki Werner-Mackeler, Kathleen Cole

**REGRETS**

**CALL TO ORDER**

Mayor Shaver called the meeting to order at 6:04 p.m.

**MAYOR'S OPENING REMARKS**

**APPROVAL OF AGENDA**

Moved by Councillor Bowman, seconded by Councillor Henry  
**BE IT RESOLVED THAT** the agenda for January 29, 2024 be adopted as amended to include Report 2024-012.  
Carried

**APPROVAL OF MINUTES OF PREVIOUS MEETINGS**

Moved by Councillor Henry, seconded by Councillor Bowman  
**BE IT RESOLVED THAT** Council approve the minutes of the January 15, 2024 Council meeting as distributed to all members.  
Carried

**DISCLOSURE OF INTEREST**

# AUGUSTA TOWNSHIP

## BUSINESS ARISING FROM THE MINUTES

## DELEGATIONS & PRESENTATIONS

## CORRESPONDENCE & PETITIONS

Moved by Councillor Bowman, seconded by Councillor Henry

**BE IT RESOLVED THAT** Council authorize the Mayor to sign a letter in support of South Nation Conservation's application to the Flood Hazard Identification and Mapping Program on behalf of Council.

Carried

## COMMITTEE REPORTS

**UCLG:** Mayor Shaver provided an update

**SNCA/RVCA:** Deputy Mayor Wynands provided an update

**Recreation:** Councillors provided an update

**Library Board:** Councillor Bowman provided an update

**EDTAC:**

**PAC:**

**Administration:** CAO Geraghty provided an update

## ADMINISTRATION AND FINANCE

### Report 2024-012

Moved by Councillor Henry, seconded by Councillor Bowman

**BE IT RESOLVED THAT** Council accepts for information the attached report on the ROMA Conference 2024.

Carried

## OPERATIONS

## PLANNING AND BUILDING SERVICES

### Report 2024-008

Moved by Councillor Bowman, seconded by Councillor Henry

**BE IT RESOLVED THAT** Council receive the Planner's report 2024-008 for information.

Carried

### Report 2024-009

Moved by Councillor Henry, seconded by Councillor Bowman

**BE IT RESOLVED THAT** Council receive the Residential Housing Summary for information.

Carried

## AUGUSTA TOWNSHIP

### PROTECTIVE SERVICES

#### **Report 2024-010**

Moved by Councillor Henry, seconded by Councillor Bowman

**BE IT RESOLVED THAT** Council set aside the Procurement Policy, By-Law 3423-2019, to sole source a new fire apparatus and authorize the Clerk to enter into an agreement with Battleshield Industries Limited to purchase a Battleshield Tanker for with an upset limit of \$672,553 plus HST.

Carried

#### **Report 2024-011**

Moved by Deputy Mayor Wynands, seconded by Councillor Pape

**BE IT RESOLVED THAT** Council receive Augusta Fire Rescue's 2023 Year End Report for information and provide any additional feedback for future report.

Carried

### NOTICE OF MOTIONS

#### BY-LAWS

Moved by Councillor Pape, seconded by Deputy Mayor Wynands

**BE IT RESOLVED THAT** By-Law Numbered 3678-2024 being a By-Law to prohibit the depositing of snow on highways within the Township of Augusta be read a first time, a second time, a third time, and be enacted as read.

Carried

Moved by Deputy Mayor Wynands, seconded by Councilor Pape

**BE IT RESOLVED THAT** By-Law Numbered 3679-2024 being a By-Law to regulate parking for vehicles in the Township of Augusta be read a first time, a second time, a third time, and be enacted as read.

Carried

Moved by Councillor Pape, seconded by Deputy Mayor Wynands

**BE IT RESOLVED THAT** By-Law Numbered 3680-2024 being a By-Law to appoint a By-Law Officer and Certified Building Official Intern for the Township of Augusta be read a first time, a second time, a third time, and be enacted as read.

Carried

Moved by Deputy Mayor Wynands, seconded by Councilor Pape

**BE IT RESOLVED THAT** By-Law Numbered 3682-2024 being a By-Law to amend the Official Plan for the Township of Augusta (Amendment No. 4) be read a first time, a second time, a third time, and be enacted as read.

Carried

## **AUGUSTA TOWNSHIP**

### **ANNOUNCEMENTS**

- The Agricultural Lands Review Consultation Meeting will be on February 6, 2024 at 1pm at the Township office.
- The Grenville Federation of Agriculture will be holding their annual meeting and fundraiser on March 8, 2024.
- The broadband test is still ongoing for another month and while there is an option to register, but it is not required to participate.

### **QUESTION PERIOD FOR THE PUBLIC**

### **QUESTION PERIOD FOR THE PRESS**

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

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

### **REPORTING OUT OF CLOSED SESSION**

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

Moved by Councillor Pape, seconded by Deputy Mayor Wynands

**BE IT RESOLVED THAT** By-Law No. 3681-2024 confirm the proceedings of Council of the Township of Augusta at its meeting held on January 29, 2024 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 Pape

**BE IT RESOLVED THAT** this Council do now adjourn at 6:40 pm until February 12, 2024 at 6:00 p.m. or until the call of the Mayor subject to need.

Carried.

## AUGUSTA TOWNSHIP



## AUGUSTA TOWNSHIP

### DELEGATION REQUEST TO APPEAR BEFORE COUNCIL

Name of Individual/Organization: Larry Harper

Optimist International  
Council Meeting Date Requested: This month's meeting

Topic: (If necessary, please attach additional correspondence)

I will like to talk about the possibility of starting an Optimist club in Maynard.

#### Contact Information:

Name (if different from above): Larry Harper

Mailing Address: 3945 County Road 26 Brockville

Phone Number: 613-340-3833

Email: larryharper@ripnet.com

**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 ten (10) minutes of presentation time and five (5) minutes for questions.

## AUGUSTA TOWNSHIP

**REPORT NUMBER:** 2024-015

**REPORT TO COUNCIL:** February 12, 2024

**RE:** Council Statement of Remuneration and Expenses

**AUTHOR:** Mark McDonald, Treasurer

### RECOMMENDATION:

**THAT** Council receive this report for information purposes.

### PURPOSE:

To provide Council with information required under section 284 of the Municipal Act.

### FINANCIAL CONSIDERATIONS:

Attachment 1- Treasurers Statement of Remuneration and Expenses.



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Mark McDonald, Treasurer



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Shannon Geraghty, CAO

**PAID TO COUNCIL MEMBERS**



## AUGUSTA TOWNSHIP

FOR THE YEAR ENDED DECEMBER 31, 2023

### Council Remuneration and Expenses

Council Member	Remuneration (1)	Expenses (2)	Total
SHAYER, Jeff	\$28,454.52	\$2,567.60	<b>\$31,022.12</b>
WYNANDS, Adrian	\$18,963.24	\$4,542.22	<b>\$23,505.46</b>
HENRY, Tanya	\$16,478.88	\$2,938.29	<b>\$19,417.17</b>
BOWMAN, Michelle	\$16,478.88	\$2,704.56	<b>\$19,183.44</b>
PAPE, Hendrik	\$16,478.88	\$3,342.67	<b>\$19,821.55</b>
<b>Total</b>	<b>\$96,854.40</b>	<b>\$16,095.34</b>	<b>\$112,949.74</b>

(1) Includes Salary (\$96,854.40)

(2) Expenses include mileage, meals, accommodations, share of dues/conferences expenses.

### Police Services Board

Board Member	Remuneration (1)	Expenses (2)	Total
MACKEY, Glenn	\$499.00	\$0.00	<b>\$499.00</b>
GERAGHTY, Shannon	\$499.00	\$0.00	<b>\$499.00</b>
SHAYER, Jeff	\$499.00	\$75.20	<b>\$574.20</b>
<b>Total</b>	<b>\$1,497.00</b>	<b>\$75.20</b>	<b>\$1,572.20</b>

(1) Expenses include mileage, meals, and incidental expenses.

### Rideau Valley Conservation Authority

Board Member	Remuneration (1)	Expenses (2)	Total
WYNANDS, Adrian	\$700.00	\$750.30	<b>\$1,450.30</b>

(1) Yearly Per Diem

(2) Expenses include mileage, meals, accommodations, and incidental expenses.

### South Nation Conservation Authority

Board Member	Remuneration (1)	Expenses (2)	Total
WYNANDS, Adrian	\$1,810.94	\$2,192.46	<b>\$4,003.40</b>

(1) Yearly Per Diem

(2) Expenses include mileage, meals, accommodations, and incidental expenses.

## **AUGUSTA TOWNSHIP**

**REPORT NUMBER:** 2024-016

**REPORT TO COUNCIL:** February 12, 2024

**RE:** River Route Transit Service Partnership Renewal

**AUTHOR:** Shannon Geraghty, Chief Administrative Officer

### **RECOMMENDATION:**

**THAT** Council direct staff to renew the River Route Transit Partnership Agreement for the period of April 1, 2024, to March 31, 2025: and

That Council authorize staff to explore funding options that could support the purchase of a new bus and shelters for the program and to report back to Council at a future date.

### **BACKGROUND:**

The River Route Transit Service Partnership Agreement between the Township of Augusta, City of Brockville, Township of Edwardsburgh Cardinal, and the Town of Prescott requires a yearly review by the partners to affirm their commitment to renew the agreement. The Term, Renewal, and Termination clauses in the agreement are reproduced below.

#### **Term**

The term of this agreement shall run from April 1, 2023, to March 31, 2024, which coincides with the Provincial Gas Tax funding year.

#### **Renewal**

Each partner shall provide written notice of their intent to renew this agreement for 12 months (April 1st to March 31st) by February 28th of each year.

#### **Termination**

If a partner wishes to terminate their participation in this agreement, they must provide written notice by February 28th for termination on March 31st.

The information contained in this report is to help each partner to evaluate the River Route Transit Service.

# AUGUSTA TOWNSHIP

## OPTIONS:

- Approve staff recommendation.
- Defer back to staff for further information.
- Terminate the agreement and review other options for providing transportation to residents.

## CONSULTATION:

Treasurer, Township of Augusta  
 CAO, Town of Prescott  
 CAO, Township of Edwardsburgh Cardinal  
 Supervisor of Transportation & Fleet Services, City of Brockville

## LINK TO MUNICIPAL PLANS:

Economic Development Strategy, December 2021, MDB Insight - Resident and Workforce Attraction.

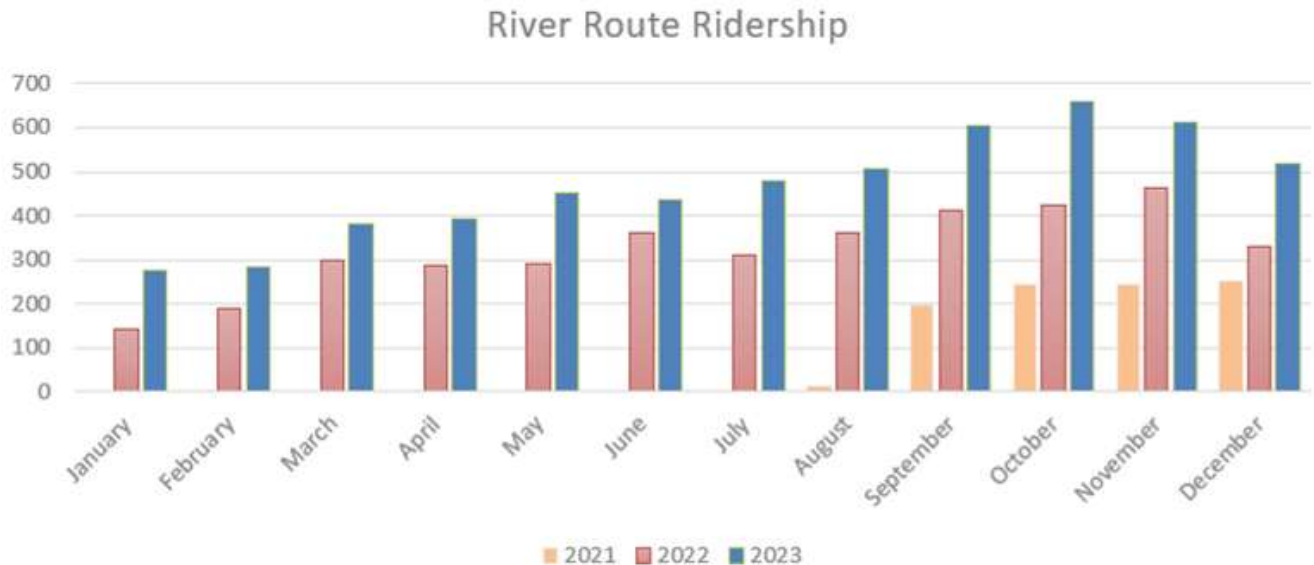
## FINANCIAL CONSIDERATIONS:

The table below provides the financial results for December 31, 2023.

River Route Transit Income Statement						
	2023 Total	2023 Budget	2024 Budget	Notes	2022 Total	2021 4 Months
<b>Revenue</b>						
Bus Fares	25,239	20,220	25,996	3% Increase in Ridership	19,258	5,231
EOLC Pilot Funding	-	-	-		-	25,000
Provincial Gas Tax (Est.)	72,970	74,271	78,086	As per calculation	71,553	-
Augusta	24,018	26,270	26,040	As per calculation	25,382	6,667
Edwardsburgh Cardinal	24,018	26,270	26,040	As per calculation	25,382	6,667
Prescott	24,018	26,270	26,040	As per calculation	25,382	9,251
<b>Total Revenue</b>	<b>170,262</b>	<b>173,300</b>	<b>182,200</b>		<b>166,956</b>	<b>52,816</b>
<b>Expenses</b>						
Salaries	115,027	116,400	119,900	3% Increase	113,008	34,292
Fuel	37,162	40,000	42,000	5% Increase	38,090	10,669
Maintenance	17,904	15,400	18,800	5% Increase	14,660	7,855
Tickets, Signs, Prog	170	1,500	1,500	Same	1,197	-
<b>Total Expenses</b>	<b>170,262</b>	<b>173,300</b>	<b>182,200</b>		<b>166,956</b>	<b>52,816</b>
<b>Ridership</b>						
Total Rides	5,694	4,058	5,865	3% Increase in ridership	3,865	951
Operating Days	249	252	252		252	86
Rides per Day	22.87	16.10	23.27		15.34	11.06
<b>Continuous Improvement Measurement</b>						
Cost per Ride	29.90	42.71	31.07		43.20	55.54

## AUGUSTA TOWNSHIP

The total ridership for the River Route increased by 47% in 2023 from 3,865 in 2022 to 5,694. This average number of rides per day for the year was 22.87 compared to 15.34 in 2022.



Each of the three municipalities contributed \$30,000 for the 12-month period which was sufficient to cover the operating costs for 2023. A contribution from each municipality of \$30,000 for 2024 will be sufficient to cover the operating costs. Any surplus will be put into reserve to support the ongoing operations and future capital costs.

The costs for 2023 were \$3,038 lower than budget. The success of the River Route Transit Service is measured on the concept of continuous improvement in decreasing the cost per ride. Cost per rider will be calculated by taking the total operating expenses of the River Route Transit Service and dividing them by the number of rides provided for the applicable period of time. During the initial pilot period in 2021 the cost per ride was \$55.54. Even with drastic increases in fuel costs in 2022, the growth in daily ridership resulted in a decreased cost per ride to \$43.20. The increase in ridership in 2023 resulted in a decrease in the average cost per ride to \$29.90.

The 2024 Budget has been developed accounting for inflation increases in costs with an overall aim to increase ridership by 3%.

## AUGUSTA TOWNSHIP

The use of a spare bus from the City of Brockville made it possible to get the River Route Transit Service off the ground. As the bus continues to age and the use of the River Route continues to grow the need for a newer bus to support the transit service for years to come will become necessary. The Federal government has a capital funding program for rural transit services which will cover 80% of the cost to purchase buses and shelters. It is recommended that Council direct Staff to explore funding options that could support the purchase of a new bus and shelters and return with details for consideration.

A handwritten signature in dark ink, appearing to read "Shannon Geraghty", written in a cursive style.

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Shannon Geraghty, CAO

## AUGUSTA TOWNSHIP

**REPORT NUMBER:** 2024-017

**REPORT TO COUNCIL:** February 12, 2024

**RE:** Agreement of Purchase & Sale re. Arcand

**AUTHOR:** Shannon Geraghty, Chief Administrative Officer

### RECOMMENDATION:

**THAT** a Purchase and Sale Agreement be executed by the Mayor and Clerk with Corey James Arcand and James Francis Arcand for the purpose of purchasing land described as South Parcel (20 acres) PT LT 5 CON 1 Augusta and North Parcel (57 acres) PT LT 5 CON 1 Augusta for a total of 77 acres; and

**THAT** Council authorizes the CAO to proceed with the due diligence to be undertaken by Cambium Inc. and Past Recovery Archaeological Services Inc. which is conditional to the purchase.

### BACKGROUND:

The Township of Augusta has been looking at increasing its land portfolio in accordance with the Economic Development Strategy completed in 2021 which referenced supporting residential, commercial, and industrial development. Over the last year, Council and staff have been in discussions with the property owners to discuss the purchase of the lands which is near the Town of Prescott and the Alaine Chartrand Community Centre.

The maps below illustrate the location which includes the north and south portions.



## **AUGUSTA TOWNSHIP**

In early 2023 the Township retained Merkley Appraisals to undertake a current market value assessment of the property, including comparable properties within Augusta and surrounding municipalities to provide data on market values and trends. This provided the Township with valuable data to begin further discussions and come to an agreement for purchasing the land.

The land currently allows for the development of 2.5 acres of residential, and 12 acres of commercial/light industrial under the Official Plan Amendment No. 4 which has been submitted to the Counties. Further discussions and expansion will need to be undertaken in 2026 when the Counties complete an Official Plan Review.

### **OPTIONS:**

- Approve the Purchase and Sale Agreement in accordance with the By-Law.
- Defer back to staff for further information.
- Deny proceeding with the sale and provide staff with further direction.

### **CONSULTATION:**

Treasurer - Township of Augusta, CAO - Town of Prescott, Township Solicitor, Planner - Township of Augusta, and RBC.

### **LINK TO MUNICIPAL PLANS:**

Economic Development Strategy, December 2021, MDB Insight

### **FINANCIAL CONSIDERATIONS:**

As part of the purchase there will be a financial impact that will require the Township to borrow funds to purchase the 77 acres for future development (residential, commercial, and light industrial). As the Township is unable to fund the cost with reserves, staff have reviewed several options with Infrastructure Ontario and our bank provider RBC.

As the Township looks to move forward with development and growing the community, it has been determined that the bank may be the best option as it can be paid out at any time, whereas Infrastructure Ontario would be committed for a minimum of 10-20 years. A deposit at this time of \$10,000 is required, and staff are working with the Royal Bank to prepare a loan that is competitive with the current rates of IO which will be brought forward to Council in March 2024.

It is expected that payments would not commence against the loan until August 2024.



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Shannon Geraghty, CAO

THE TOWNSHIP OF AUGUSTA



THE CORPORATION OF THE TOWNSHIP OF AUGUSTA  
BY-LAW NUMBER 3686-2024

BEING A BY-LAW TO ENTER INTO AN AGREEMENT FOR THE PURCHASE OF  
LAND

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**WHEREAS** the Municipal Act 2001, S.O. 2001, Chapter 25, Section 5(3) authorizes municipal power, including a municipality's capacity, rights, powers and privileges under Section 8, shall be exercised by By-law unless the municipality is specifically authorized to do otherwise;

**AND WHEREAS** Section 9 of the Municipal Act S.O. 2001 c.25, as amended, the Council of every municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

**AND WHEREAS** the Township has agreed to transfer to James Lloyd Andress. the land legally described a:

**Lot U Plan 19, Prescott; Part Lot 5, Concession 1, Augusta, as in PR144760 (secondly); S/T AG16176, AG9788, PD10480, PR984; Augusta/Prescott being all of PIN 68164-0147 (LT) and Part Lot 5, Concession 1, Augusta; Part Lot V, Plan 19, Prescott as in PR144760 (thirdly) except PR149223; S/T AG12861, AG13325; Augusta/Prescott being all of PIN 68163-0064 (LT).**

**AND WHEREAS** the Council of the Municipality of Augusta deems it desirable to enter into an agreement to purchase land for development purposes;

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

1. **THAT** the land described above of this by-law be transferred to The Corporation of the Township of Augusta from Corey James Arcand and James Francis Arcand.
2. **THAT** the Mayor and the Clerk are hereby authorized to execute any and all documents and to do anything necessary to complete the sale and transfer of property described above.
3. **THAT** this By-Law shall come into force and effect upon the date of the final passing thereof.

**Read a first, second, and third time and finally passed this 12<sup>th</sup> day of February, 2024.**

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MAYOR

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CLERK



## THE TOWNSHIP OF AUGUSTA

**REPORT NUMBER:** 2024-013

**REPORT TO COUNCIL:** February 12, 2024

**RE:** Building Department Activity Summary

**AUTHOR:** Karen Morrell, CBO, CBCO

### RECOMMENDATION:

**THAT** Council receive the Building Department Activity Report for January 2024 for information.

### BUILDING DEPARTMENT ACTIVITY SUMMARY:

January 2024	Permit Number	Cost of Project	Permit Cost	Type of Permit
29/01/2024	2024-0003	\$ 150,000.00	\$ 150.00	Renovation
<b>January 2024 TOTAL</b>		<b>\$ 150,000.00</b>	<b>\$ 150.00</b>	
<b>2024 TOTAL</b>		<b>\$ 150,000.00</b>	<b>\$ 150.00</b>	

January 2023	Permit Number	Cost of Project	Permit Cost	Type of Permit
09/01/2023	2022-7802	\$ 15,000.00	\$ 409.00	Repair Barn
30/01/2023	2023-7804	\$ 60,000.00	\$ 996.00	Basement apt.
<b>January 2023 TOTAL</b>		<b>\$ 75,000.00</b>	<b>\$1,405.00</b>	
<b>2023 TOTAL</b>		<b>\$ 75,000.00</b>	<b>\$1,405.00</b>	

Inspections performed in January; 20      Permits issued in January; 1  
Inspections performed for other Twp; 1      Inactive/abandoned permit applications; 3

MPAC Finals for January; 14      MPAC Occupancies for January; 1

Monthly reports submitted to MPAC, Statistics Canada, Tarion and CMHC for January 2024.



Karen Morrell, CBO



Shannon Geraghty, CAO

## THE TOWNSHIP OF AUGUSTA

**REPORT NUMBER:** 2024-014  
**REPORT TO COUNCIL:** February 12, 2024  
**RE:** Change of Fees to Building By-Law Permits  
**AUTHOR:** Karen Morrell, CBO, CBCO

### RECOMMENDATION:

**THAT** Council direct staff to provide the required 21 days' notice to increase building fees as outlined in this report and to schedule the required public meeting on March 11, 2024

### BACKGROUND:

The intention of this report is to update fees and provide the necessary public notice for the Building Department's proposed fee increase.

The Building By-Law has not been updated since 2019.

Updated fee structure for agricultural use buildings:

- Over 20,000 sq ft at .05 cents per sq ft
- under 20,000 sq ft will remain .25 cents per sq ft to a maximum of \$750.00.

New fees proposed include:

- Alternative Solution applications at \$1,000, plus third-party review costs
- Inspections required beyond 2 years from date of permit issuance - \$250
- Orders issued under the Building Code Act - \$100 each
- Tents greater than 646 sq ft - \$95
- Revocation of issued permit – 65% of total value of the permit, min of \$95

Proposed increased fees include:

- Re-inspections and re-plan examinations from \$85 to \$95
- Pool Permit applications from \$75 to \$95
- Woodstove Permit from \$75 to \$95
- Miscellaneous Inspections \$85 to \$95

As per the Ontario Building Code, Division C, Article 1.9.1.2., before passing a By-Law to introduce a change of fee imposed for permit applications or issuance, a principal authority shall hold at least one public meeting at which any person who attends has an opportunity to comment or make representations with respect to the matter for Council to take into consideration when passing the By-Law. A minimum of 21 days' notice of the public meeting must be given.

## **THE TOWNSHIP OF AUGUSTA**

This report serves as notice and sets out the intentions of Council to hold the required public meeting at the Council meeting on March 11, 2024, at 6:00pm.

Building By-Law fees will be updated as part of the new Fees and Charges By-Law to be presented to council at the March 11, 2024, council meeting.

### **ANALYSIS:**

An evaluation of our building services fee schedule states that agricultural construction is based on \$0.25 per square foot, up to a maximum fee of \$750.00. Recent large scale agricultural commercial buildings were only able to be charged the capped \$750 and did not cover the expenses and therefore depleted reserves to cover the cost of the build.

A review of our Permit Schedule shows our agricultural structures ranging in size from 1,248 square feet up to 7,480 square feet, from barns to cover all buildings to riding arenas. The intent of the maximum fee was to give our local farmers a break on permit fees and allow the local agricultural industry to flourish. This fee structure will not affect typical farm practice structures as they would rarely meet the 20,000 sq ft size.

To qualify for this maximum fee for buildings under 20,000 sq ft, the agricultural use building may be required to provide a valid Farm Business Registration (FBR) number registered through Agricorp, an agency of the Ontario Ministry of Agriculture and Rural Affairs (OMAFRA).

The lack of development fees encourages large commercial/agricultural businesses to build in our Township. This is promising for development and job creation.

Applications for agricultural structures greater than 20,000 sq ft involve a greater level of plans review and inspections, which are above the level of cost recovery.

Should these applications require a peer review or inspections by an outside organization the municipality will have to rely on reserves to cover costs over \$750.00.

The proposed addition to Building fees By-Law is for Alternative Solution applications and the Building By-Law shall allow the Township to charge for any peer review it may require accepting their application.

Alternative Solutions must be proposals that are equal to or greater than the minimum required performance level as prescribed by the Ontario Building Code in Division B, Acceptable Solution. Alternative Solution approvals should not be accepted lightly, as by accepting them the municipality is accepting the liability associated to the structural integrity of the design for the building.

Alternative Solutions are a specialty item that are very seldom used and would not impact the overall budgetary outcomes on a year-to-year basis.

Staff recommends that if an applicant submits an appropriate Alternative Solution application that a third-party engineer be hired to review the application and provide an

## THE TOWNSHIP OF AUGUSTA

opinion of acceptance to support the CBO's decision to accept the alternative solution. The cost of the third-party engineer shall also be recoverable from the applicant as per the new Fees By-Law.

The fees for enforcing the Ontario Building Code and the Building Code Act are based on the direct and indirect costs of delivering services related to the administration and enforcement of the Code and the Act.

Below are the actual revenue vs expenses for the building department:

### Building Revenues and Reserves

Year	2021	2022	2023
Revenues	(\$119,649)	(\$161,725)	(\$101,716)
Expenses	\$122,020	\$154,529	\$167,948
(Surplus)/Deficit	\$2,371	(\$7,196)	\$66,232
Reserve	Transfer Out	Transfer In	Transfer Out

Building department services are provided as a benefit to specific users and target rates should aim for 100% recovery. Currently operating costs are exceeding revenues.

It is recommended that the building department reserves be built to a reasonable amount to cover operating costs in slower years.

### FINANCIAL CONSIDERATIONS:

The proposed increase in fees should help offset expenditure and revenue related to cost recovery for the delivery of building-related services.

### CONSULTATION:

Other Municipal building staff  
CAO  
Clerk


### NEED FOR PUBLIC CONSULTATION:

Public Meeting March 11, 2024, at 6:00PM

This information will be made available at no cost to any member of the public upon request.



Karen Morrell, CBO



Shannon Geraghty, CAO

THE TOWNSHIP OF AUGUSTA



THE CORPORATION OF THE TOWNSHIP OF AUGUSTA  
BY-LAW NUMBER 3683-2024

BEING A BY-LAW TO APPOINT A RENTAL PROPERTY STANDARDS OFFICER  
FOR THE TOWNSHIP OF AUGUSTA

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**WHEREAS** Part III section 27 of By-Law 2399-2000 requires that a Property Standards Officer be appointed for the administration and enforcement of By-Law 2399-2000 for Residential Rental Property in the Township of Augusta

**NOW THEREFORE THE COUNCIL OF THE TOWNSHIP OF AUGUSTA ENACTS AS FOLLOWS:**

1. That the following person be appointed as the Rental Property Standards Officer under the requirements of By-Law 2399-2000:

**Daniel Barnett**

2. That all other By-Laws inconsistent herewith are hereby repealed.
3. This By-Law comes into full force on passing thereof.

**READ** a first and second time this 12<sup>th</sup> day of February, 2024

**READ** a third time and passed this 12<sup>th</sup> day of February, 2024

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MAYOR

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CLERK

# THE TOWNSHIP OF AUGUSTA



## THE CORPORATION OF THE TOWNSHIP OF AUGUSTA BY-LAW NO. 3684-2024

### A BY-LAW TO AUTHORIZE TEMPORARY BORROWING FROM TIME TO TIME TO MEET CURRENT EXPENDITURES DURING THE FISCAL YEAR ENDING DECEMBER 31, 2024

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**WHEREAS** Section 407 of the Municipal Act, 2001, as amended, provides authority for a council by By-Law to authorize the head of council or the treasurer or both of them to borrow from time to time, such sums as the council considers necessary to meet, until taxes are collected and other revenues are received, the current expenditures of the Municipality for the year; and

**WHEREAS** the total amount which may be borrowed from all sources at any one time to meet the current expenditures of the Municipality, except with the approval of the Municipal Board, is limited by Section 407 of the Municipal Act, 2001;

**NOW THEREFORE** the Council of the Corporation of the Township of Augusta does hereby enact as follows:

1. The head of council or the treasurer or both of them are hereby authorized to borrow from time to time during the fiscal year (hereinafter referred to as the current year) such sums as may be necessary to meet, until taxes are collected and other revenues are received, the current expenditures of the Municipality for the current year.
2. The lender(s) from whom amounts may be borrowed under authority of this By-Law shall be ROYAL BANK OF CANADA and such other lender(s) as may be determined from time to time by By-Law of Council.
3. The total amount which may be borrowed at any one time under this By-Law plus any outstanding amounts of principal borrowed and accrued interest under Section 407 together with the total of any similar borrowings that have not been repaid, shall not exceed from January 1st to September 30th of the current year, 50 percent of the total estimated revenues of the Municipality as set out in the budget adopted for the current year, and from October 1st to December 31st of the current year, 25 percent of the total of the estimated revenues of the Municipality as set out in the budget adopted for the current year or \$1,000,000, whichever is less.
4. The Treasurer shall, at the time when any amount is borrowed under this By-Law, ensure that the lender is or has been furnished with a certified copy of this By-Law, (a certified copy of the resolution mentioned in section 2 determining the lender,) if applicable, and a statement showing the nature and amount of the estimated revenues for the current year and also showing the total of any other amounts borrowed from any and all sources under authority of section 407 of the Municipal Act, 2001 that have not been repaid.
5. a) If the budget for the current year has not been adopted at the time an amount is borrowed under this By-Law, the statement furnished under section 4 shall show the nature and amount of the estimated revenues of the Municipality as set forth in the budget adopted for the previous year and the nature and amount of the revenues received for and on account of the current year.

THE TOWNSHIP OF AUGUSTA

- b) If the budget for the current year has not been adopted at the time an amount is borrowed under this By-Law, the limitation on borrowing set out in section 3 shall be calculated for the time being upon the estimated revenues of the Municipality as set forth in the budget adopted for the previous year less all revenues received for and on account of the current year.
6. For purposes of this By-Law the estimated revenues referred to in section 3, 4, and 5 do not include revenues derivable or derived from, a) any borrowing, including through any issue of debentures; b) a surplus, including arrears of taxes, fees, or charges; or c) a transfer from the capital fund, reserve funds or reserves.
7. The Treasurer is hereby authorized and directed to apply in payment of all or any sums borrowed under this By-Law, together with interest thereon, all or any of the moneys hereafter collected or received, either on account of or realized in respect of the taxes levied for the current year and preceding years or from any other source, which may lawfully be applied for such purpose.
8. Evidence of indebtedness in respect of borrowings made under section 1 shall be signed by the Head of Council or the Treasurer or both of them.
9. The Bank shall not be responsible for establishing the necessity of temporary borrowing under this By-Law or the manner in which the borrowing is used.
10. This By-Law shall take effect at time of passing.

**Read** a first and second time this 12<sup>th</sup> day of February 2024.

**Read** a third time and passed this 12<sup>th</sup> day of February 2024.

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MAYOR

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CLERK

# THE TOWNSHIP OF AUGUSTA



## THE CORPORATION OF THE TOWNSHIP OF AUGUSTA BY-LAW NUMBER 3685-2024

### A BY-LAW TO AUTHORIZE AN INTERIM LEVY IN ADVANCE OF THE ADOPTION OF THE ESTIMATES FOR 2024

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**WHEREAS** Section 317 (1) of the Municipal Act, S.O. 2001, c.25, provides that the Council of a local municipality, before the adoption of the estimates for the year, may pass a By-Law levying amounts on the assessment of property in the local municipality rateable for local municipality purposes;

**AND WHEREAS** Section 317(3) of the Municipal Act, S.O. 2001, c.25, provides that the total amount levied on a property shall not exceed the prescribed percentage, or 50 per cent of the total amount of taxes for municipal and school purposes levied on the property for the previous year, and that for the purposes of calculating the total amount of taxes for the previous year, if any taxes for municipal and school purposes were levied on a property for only part of the previous year because assessment was added to the tax roll during the year, an amount shall be added equal to the additional taxes that would have been levied on the property if the taxes for municipal and school purposes had been levied for the entire year.

**AND WHEREAS** the Council of the Corporation of the Township of Augusta deems it advisable to authorize an interim levy in advance of the adoption of the estimates for 2024:

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

1. A separate tax rate equal to fifty per cent of the 2023 tax rate is hereby imposed upon the assessment in each property tax class for the purposes of collecting the 2024 interim levy, provided that taxes billed for any property will not exceed fifty per cent of taxes billed in 2023, except in accordance with Section 317 (3) of the Municipal Act, S.O. 2001, c.25.
2. The due date for payment of taxes under this By-Law shall be the last working day in March 2024, specifically Thursday, March 28, 2024.
3. The Treasurer, not later than 21 days prior to the date that the Interim Installment is due, shall mail or cause to be mailed to the address of the residence or place of business of each person a notice setting out the tax payment or payments required to be made pursuant to this By-Law, the date by which they are to be paid to avoid penalty and the particulars of the penalties imposed by this By-Law for late payments.
4. A failure to receive the aforesaid notice in advance of the date for payment of the interim levy or any installment does not affect the timing of default or the date from which interest shall be imposed.
5. A percentage charge of 1.25% per month shall be imposed as a penalty for non-payment of and shall be added to every tax installment or part thereof remaining unpaid on the first day following the last day for payment of each such installment and thereafter an additional charge of 1.25% shall be imposed and shall be added



THE TOWNSHIP OF AUGUSTA

to every tax installment or part thereof remaining unpaid on the first day of each calendar month in which default continues up to and including December, 2024. Interest on arrears of taxes is at the rate of 1.25% per month.

- 6. Where arrears of taxes exist, any payment toward taxes received shall first be applied against penalty and interest and then arrears until fully paid, before being applied to current taxes.
- 7. Taxes shall be payable to the Township of Augusta and shall be paid to the Treasurer at the Township Office, 3560 County Road 26, Prescott, Ontario, by mail or in person. Taxes may also be paid through a financial institution, to the credit of the Township of Augusta, either directly, by telephone or internet.
- 8. This By-Law shall come into force and take effect upon final reading.

**Read** a first and second time this 12<sup>th</sup> day of February 2024.

**Read** a third time and passed this 12<sup>th</sup> day of February 2024.

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MAYOR

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CLERK

THE TOWNSHIP OF AUGUSTA



THE CORPORATION OF THE TOWNSHIP OF AUGUSTA  
BY-LAW NUMBER 3687-2024

A BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL OF THE TOWNSHIP OF  
AUGUSTA AT ITS MEETING HELD ON FEBRUARY 12, 2024

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

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

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

1. The action of the Council of the Corporation of the Township of Augusta at its meeting held on February 12, 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 12<sup>th</sup> day of February, 2024.

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MAYOR

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CLERK