

**AUGUSTA TOWNSHIP
COUNCIL AGENDA
REGULAR MEETING
March 10, 2025 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

- Regular Council Minutes - February 24, 2025

F. Disclosure of Pecuniary Interest and General Nature Thereof

G. Business Arising from the Minutes

H. Delegations and Presentations

I. Correspondence and Petitions

J. Boards & Committee Reports

UCLG Council
SNCA/RVCA
Recreation
Library Board
EDTAC
PAC
OPPDB
River Route

Mayor Shaver
Deputy Mayor Wynands
Councillors
Councillor Bowman
Councillor Pape
Deputy Mayor Wynands
Mayor Shaver
CAO Geraghty

AUGUSTA TOWNSHIP

K. Staff Reports

Administration and Finance

- Report 2025 – 029 – Council Statement of Remuneration & Expenses
- Report 2025 – 031 – Stop Up & Close a Road Allowance (Con. 1 & 2)
- Report 2025 – 032 – eScribe Subscription Agreement
- Report 2025 – 033 – Municipal Grants Policy & Disbursements
- Report 2025 – 034 – Fleet Replacement Financing Options

Operations and Recreation

Planning and Building Services

- Report 2025 – 030 – Building Department Activity Summary (February)

Protective Services

L. Notice of Motions

M. By-Laws

- Amend By-Law 3768-2025 (Fees & Charges By-Law)

N. Announcements

O. Questions on Agenda Items for the Press

P. Questions on Agenda Items for the Public

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

- Approval of the Previous Closed Session Minutes
- One matter under Section 239 (2)(b), personal matters about an identifiable individual, including municipal or local board employees
Specifically: Staffing

R. Rise From Council In Closed Session

S. Reporting Out from Closed Session

T. By-Law to confirm Proceedings of Council

U. Adjournment

**AUGUSTA TOWNSHIP
MINUTES
COUNCIL MEETING
February 24, 2025 at 6:00 P.M.
Municipal Office, 3560 County Road 26**

PRESENT

Mayor Shaver
Deputy Mayor Wynands
Councillor Bowman
Councillor Henry
Councillor Pape

PRESS

STAFF PRESENT

Shannon Geraghty (CAO), Lindsey Veltkamp (Clerk), Chief Rob Bowman (Mgr. of Protective Services), Jon Stadig (Mgr. of Public Works), Melissa Banford (Planner), Kathleen Cole (Mgr. Parks, Recreation & Facilities), Vikki Werner-Mackeler (Deputy Clerk)

REGRETS

CALL TO ORDER

Mayor Shaver called the meeting to order at 6:00 p.m.

MAYOR'S OPENING REMARKS

APPROVAL OF AGENDA

Moved by Councillor Bowman, seconded by Councillor Henry
BE IT RESOLVED THAT the agenda for February 24, 2025 be adopted.
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 February 10, 2025 Council meeting and the February 14, 2025 Special Budget Council meeting as distributed to all members.
Carried

DISCLOSURE OF INTEREST

BUSINESS ARISING FROM THE MINUTES

AUGUSTA TOWNSHIP

DELEGATIONS & PETITIONS

- Every Kid in Our Community Leeds & Grenville – Jane Hess

CORRESPONDENCE & PETITIONS

- AMO Request for Support re: Social & Economic Prosperity Review

Moved by Councillor Bowman, seconded by Councillor Henry

WHEREAS current provincial-municipal fiscal arrangements are undermining Ontario's economic prosperity and quality of life; and

WHEREAS nearly a third of municipal spending in Ontario is for services in areas of provincial responsibility and expenditures are outpacing provincial contributions by nearly \$4 billion a year; and

WHEREAS municipal revenues, such as property taxes, do not grow with the economy or inflation; and

WHEREAS unprecedented population and housing growth will require significant investments in municipal infrastructure; and

WHEREAS municipalities are being asked to take on complex health and social challenges – like homelessness, supporting asylum seekers and addressing the mental health and addictions crises; and

WHEREAS inflation, rising interest rates, and provincial policy decisions are sharply constraining municipal fiscal capacity; and

WHEREAS property taxpayers – including people on fixed incomes and small businesses – can't afford to subsidize income re-distribution programs for those most in need; and

WHEREAS the province can, and should, invest more in the prosperity of communities; and

WHEREAS municipalities and the provincial government have a strong history of collaboration.

THEREFORE, BE IT RESOLVED THAT the Province of Ontario commit to undertaking with the Association of Municipalities of Ontario a comprehensive social and economic prosperity review to promote the stability and sustainability of municipal finances across Ontario;

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AND FURTHER THAT a copy of this motion be sent to the Premier of Ontario (premier@ontario.ca); Minister of Municipal Affairs and Housing (minister.mah@ontario.ca); the Minister of Finance (minister.fin@ontario.ca); and to the Association of Municipalities of Ontario (amo@amo.on.ca).

Carried

COMMITTEE/STAFF REPORTS

UCLG Council:	Mayor Shaver provided an update
SNCA/RVCA:	Mayor Shaver provided an update
Recreation:	Councillors provided an update
Library Board:	
EDTAC:	Councillor Pape provided an update
PAC:	Deputy Mayor Wynands provided an update
SGODB:	
Administration:	CAO Geraghty provided an update

ADMINISTRATION AND FINANCE

Report 2025-027

Moved by Councillor Henry, seconded by Councillor Bowman

BE IT RESOLVED THAT Council directs staff to renew the River Route Transit Service Partnership Agreement for the period of April 1, 2025 to March 31, 2026.

Carried

Report 2025-028

Moved by Councillor Bowman, seconded by Councillor Henry

BE IT RESOLVED THAT Council support the submission of an application through the Rural Transit Solutions Fund for the purchase of a bus for the River Route service with the Town of Prescott and the Township of Edwardsburg Cardinal.

Carried

Shannon Geraghty, CAO, provided Council with a review of the Council Compensation Expense Policy. He highlighted areas including the required review of the policy 18 months prior to a municipal election and conference attendance. He requested that Council provide feedback to staff with any changes to be brought forward to the next Council meeting.

OPERATIONS

AUGUSTA TOWNSHIP

PLANNING AND BUILDING SERVICES

Report 2025-007

Moved by Councillor Henry, seconded by Councillor Bowman

BE IT RESOLVED THAT Council recommend to the United Counties of Leeds and Grenville Consent Granting Authority that consent application B-141-24 be approved, subject to seven (7) conditions of approval, as detailed in Staff Report 2025-007.

Carried

Report 2025-025

Moved by Councillor Bowman, 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-2-25 be approved, subject to four (4) conditions of approval, as detailed in Staff Report 2024-025.

Carried

Report 2025-026

Moved by Deputy Mayor Wynands, seconded by Councillor Pape

BE IT RESOLVED THAT Council receive the Planner's report 2025-026 for information.

Carried

PROTECTIVE SERVICES

NOTICE OF MOTIONS

BY-LAWS

Moved by Councillor Pape, seconded by Deputy Mayor Wynands

BE IT RESOLVED THAT By-Law Numbered 3763-2025 being a By-Law to authorize civil marriage solemnization services and issuance of marriage licenses in 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 Councillor Pape

BE IT RESOLVED THAT By-Law Numbered 3764-2025 being a By-Law to adopt and levy the 2025 tax rates and to further provide for penalty and interest in default of payment in the Township of Augusta be read a first time, a second time, a third time, and be enacted as read.

Carried

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ANNOUNCEMENTS

- The Grenville Federation of Agriculture Annual General Meeting on Friday, February 28th starting at 6pm. Tickets are available from Deputy Mayor Wynands. There will be live and silent auctions.
- The Mayor's Breakfast is on Friday, March 28th. Registration is available on the Township's website.
- Spaghetti Dinner fundraiser to raise funds for the families effected by the recent fire in Prescott. The fundraiser is being held on Saturday, March 1st at 5pm and 6:30pm at St. John's Anglican Church. There will be 2 sittings.

QUESTION PERIOD FOR THE PUBLIC

QUESTION PERIOD FOR THE PRESS

CLOSED SESSION AS PER SECTION 239 OF THE MUNICIPAL ACT 2001

Moved by Councillor Pape, seconded by Deputy Mayor Wynands

BE IT RESOLVED THAT this Council move to a closed meeting at 7:04 pm. To discuss matters pertaining to:

- Approval of Closed Session Minutes (February 10, 2025)
- One matter under Section 239(2)(c), proposed or pending acquisition or disposition of land by the municipality – specifically purchase offer for municipal land
- One matter under Section 239(2)(b), personal matters about an identifiable individual, including municipal or local board employees – specifically staffing

Carried

Council recessed at 7:04 p.m.

Council resumed at 7:11 p.m.

RISE FROM COUNCIL IN CAMERA

Moved by Deputy Mayor Wynands, seconded by Councillor Pape

BE IT RESOLVED THAT the Closed Session is adjourned at 8:07 pm and that Council resumed the open meeting to report out.

Carried

AUGUSTA TOWNSHIP

REPORTING OUT OF CLOSED SESSION

Moved by Councillor Pape, seconded by Deputy Mayor Wynands

BE IT RESOLVED THAT the Council met in closed session to discuss proposed disposition of land and receive information from staff regarding staffing

Council:

- Provided Instruction to Staff

Carried

BY-LAW TO CONFIRM PROCEEDINGS OF COUNCIL

Moved by Deputy Mayor Wynands, seconded by Councillor Pape

BE IT RESOLVED THAT By-Law No. 3765-2025 confirm the proceedings of Council of the Township of Augusta at its meeting held on February 24, 2025 be read a first time, a second time, a third time, and be enacted as read.

Carried

ADJOURNMENT

Moved by Councillor Bowman, seconded by Councillor Henry

BE IT RESOLVED THAT Council be adjourned to March 10, 2025 at 8:10pm.

Carried.

AUGUSTA TOWNSHIP

REPORT NUMBER: 2025-029
REPORT TO COUNCIL: March 10, 2025
RE: Council Statement of Remuneration and Expenses
AUTHOR: Ann Shorey, Deputy Treasurer

RECOMMENDATION:

THAT Council receive this report for information purposes.

PURPOSE:

As per Section 284 of The Municipal Act requires municipalities to report annually to Council a statement of remuneration showing the remuneration and expenses paid to members of the Council in the previous year.

FINANCIAL CONSIDERATIONS:

Attachment 1 – Treasurer’s Statement of Remuneration and Expenses.



Ann Shorey, Deputy Treasurer



Shannon Geraghty, CAO

AUGUSTA TOWNSHIP

PAID TO COUNCIL MEMBERS FOR THE YEAR ENDED DECEMBER 31, 2024

Council Remuneration and Expenses

Council Member	Remuneration (1)	Expenses (2)	Total
SHAYER, Jeff	\$29,678.04	\$2,988.79	\$32,666.83
WYNANDS, Adrian	\$19,778.64	\$5,191.73	\$24,970.37
HENRY, Tanya	\$17,187.48	\$3,638.00	\$20,825.48
BOWMAN, Michelle	\$17,187.48	\$1,041.64	\$18,228.94
PAPE, Hendrik	\$17,187.48	\$3,579.18	\$20,766.66
Total	\$101,019.12	\$16,439.15	\$117,458.27

(1) Includes Salary

(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	\$499.00
GERAGHTY, Shannon	\$499.00	\$0.00	\$499.00
SHAYER, Jeff	\$499.00	\$75.20	\$574.20
Total	\$1,497.00	\$75.20	\$1,572.20

(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	\$1,450.30

(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	\$4,003.40

(1) Yearly Per Diem

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

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REPORT NUMBER: 2025-031

REPORT TO COUNCIL: March 10, 2025

RE: Stop Up and Close a Road Allowance – Between Concession 1 and 2, Part Lots 1 and 2

AUTHOR: Lindsey Veltkamp, Clerk

RECOMMENDATION:

THAT Council approve the stop up and closure of the road allowance located between Concession 1 and 2, Part Lots 1 and 2, Township of Augusta; and

THAT Council direct staff to proceed with the required posting and notice provisions as per By-Law 3214-2015 being a By-Law to regulate the sale of municipally owned real property.

BACKGROUND:

This request follows the previously approved stop up and closure of a portion of the road allowance located between Concession 1 and 2. The closure and conveyance of this 79.01 meters of road allowance was approved on December 16, 2024, by By-Law 3747-2024. The abutting landowner to the south (Mega Holdings Inc.) has requested an additional 685 metres of the road allowance be closed and to be conveyed 50/50 with the abutting landowner to the north (1178420 Ontario Ltd.). An image highlighting the closure area is below.

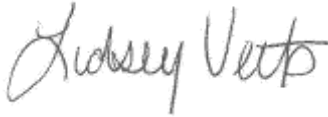


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Should Council approve the stop up and closure of the 685 metres of this section of the road allowance, Mega Holdings Inc./1178420 Ontario Ltd. will be notified to proceed with acquiring a survey. Once the survey is complete, staff will provide notice as per By-Law 3215-2015, being a By-Law to establish procedures governing the closure and sale of a municipal road allowance.

FINANCIAL:

Legal fees and registration of By-Law and Transfer cost will be borne by the adjoining landowner(s).



Lindsey Veltkamp, Clerk



Shannon Geraghty, CAO

AUGUSTA TOWNSHIP

REPORT NUMBER: 2025-032

REPORT TO COUNCIL: March 10, 2025

RE: eScribe Subscription Agreement

AUTHOR: Shannon Geraghty, Chief Administrative Officer

RECOMMENDATION:

THAT Council authorizes the Mayor and Chief Administrative Officer to execute a three-year agreement with eScribe Software Ltd, for the purpose of providing a meeting and agenda automation platform for the Township of Augusta; and

THAT Council approves the Year 1 subscription and implementation fee of \$12,575.00 plus HST (\$10,950 annual subscription and \$1,625.00 one-time implementation Fee) plus an additional 4% annual increase for Year 2 (2026) and Year 3 (2027).

BACKGROUND:

The Township of Augusta is looking to help improve efficiencies around their meeting processes, both internally and for public transparency.

Based on the discussions to date, the Township of Augusta is seeking a way to improve meeting management to achieve the following project goals:

- Digitally create and manage public meetings for staff, elected officials and public.
- Improve staff efficiency with automated workflow and approval processes.
- Reduce late items and change to agenda items after they have been published.
- Efficiently create and distribute paperless agendas to meeting attendees.
- Improve citizen transparency with Web-streaming and digitally inclusive documents.

Modules included in the Premium bundle:

- **Meeting Manager** – Streamlines and automates meeting preparation and post meeting activities and conducting meetings.
- **Participant Portal** – Secure access for board and elected official.
- **Internet Publishing Plus** – Easily engage stakeholders through their existing website, without programming and fully supports evolving accessibility requirements.
- **Report Manager** – Revolves around the preparation and approval of reports and items for submission to meetings.
- **Video Manager & YouTube Integration** – Leverage YouTube’s no-cost video storage and global content distribution with minimal configuration.
- **Single Sign-On Integration – MS Entra ID (fka MS AzureAD)** – integrate with your identity provider for an added security layer.
- **Storage – Up to 25GB**

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DISCUSSION:

Benefits of a Council Meeting Management Software System

1) Benefits to the Township:

- a) Improved and streamlined workflow for the entire pre-and-post Council meeting process.
- b) Centralized document version control (thereby eliminating the current duplication of staff efforts through use of e-mails to manage version control).
- c) Audit trail of all changes to the reports, benefiting both the report writers as well as their final approvers.
- d) Reduced room for inefficiencies and human error through customized workflows to replace the current manual processes that rely on the use of e-mails and shared drives.
- e) Ability to build on and enhance the use of the platform in the future by onboarding the rest of the Township's Committees and Boards. This would provide for a synchronized, integrated approach to the management of all of the Township's committees.
- f) Ability to build on and add future enhancements such as streamlining of delegation requests.
- g) Integration with the Township's website allowing for automatic agenda uploads to the website, thereby eliminating the current manual process.
- h) Enhanced integration with the current Council meeting web streaming solution used by the Township. This integration will timestamp the web stream so that interested parties can move through the agenda and automatically jump to the corresponding video segment in the post-meeting recording.
- i) Through efficiencies gained staff are committed to redeploy time on other priority projects and initiatives.

2) Overall Benefits to the Public, and to Members of Council

- a) More efficient and sustainable approach to providing Council and Committee information. A significant reduction in the reliance for paper agendas can be realized.
- b) An integrated, user-friendly interface that allows for improved viewing and web search functions (as agendas are posted in HTML format, in addition to the current PDF only option).
- c) Increased accessibility features including a fully responsive WCAG 2.0 AA design and the ability to publish documents in HTML format.
- d) Advanced webcasting capabilities. Council meeting webcasts would be recorded and posted within one system. Agenda items can be synched to videos so that residents/staff/Council can locate a specific agenda item on a video without having to watch the entire video, or search for that specific item.
- e) The system is a web-based interface that can be accessed from anywhere, at any time and is compatible and adaptable with multiple devices.

The proposed vendor is a leader in its industry with over 200 Ontario Municipal clients. This ensures that the vendor and their software is already compliant with all applicable

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Ontario legislation to safeguard and manage all Township Council records to meet the highest standards. The proposed award would align the platform with others within Leeds & Grenville and Eastern Ontario.

In addition, as part of the 2025 Budget upgrades to the Council communication equipment, the company we are looking at is iSi to provide web hosting services for Council meetings. iSi is wholly owned by eScribe, and as such offers full compatibility with the existing software and hardware that is utilized by the Township.

Implementation and Change Management

Subject to Council approval and the finalization of the agreement, the Clerk's Department will oversee the implementation, working closely with Brock IT to ensure the system is installed, configured and fully tested before engaging with stakeholders across the organization to migrate existing agenda creation processes into the new and improved workflows. The project will take approximately six months to roll out within the organization.

Staff are aware that, similar to the implementation of any new workflow efficiency initiatives, users of this system will be asked to adapt to the change management in implementing to the new system. In that respect, we have ensured that the impact to all of the system's users is a positive one, with the following benefits being implemented to all the user groups:

- Report writers will see familiarity in the new process whereby Microsoft Office will still be used to create and write reports. Report writers will see improvement in the process whereby they will be logging their reports into a system that will track the approvals and provide them with an audit trail of all comments without the use of multiple e-mails and drives.
- Report approvers will also see improvements through the ability to track the life cycle of all their reports through one centralized viewing and approval system. Unlike the use of e-mails and drives, multiple senior managers can be logged into the system and can track updates and changes to the reports and agendas as they are happening.
- Members of Council will have access to their own portal within the system which will provide a one-stop shop with all of the up-to date agenda information. The system will provide increased version control for Council, reducing the need to use e-mails to send revised agendas, additional presentations and confidential items.

Next Steps

The six-month implementation process will include the following:

- Significant outreach to receive feedback from users, including staff and Council members.
- Training to staff and Council to ensure that workflows are created to mirror, where necessary, and to improve upon current processes.
- Updates to the website as implementation nears completion

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FINANCIAL CONSIDERATIONS:

An agreement has been received from eScribe for the initial implementation as well as the annual licensing of the software for a three-year period. The initial setup and training come with a cost of \$1,675.00. Following that, annual service and support fees will start at \$10,950.00 in year one, and grow to \$11,844.00 by year three, for a total cost of \$35,857.00. All figures exclude HST.

Implementation Fees – One-time	\$3,250
Less Discount Expiring February 28, 2025	(\$1,625)
Annual Subscription Fee 2025	\$10,950
Annual Subscription Fee 2026	\$11,388
Annual Subscription Fee 2027	\$11,844
Total Cost of Agreement	\$35,857

The funding has been allocated in the 2025 Operating Budget which was passed by Council on February 24, 2025.



Shannon Geraghty, CAO

AUGUSTA TOWNSHIP

REPORT NUMBER: 2025-033

REPORT TO COUNCIL: March 10, 2025

RE: Municipal Grant Policy & Disbursements

AUTHOR: Shannon Geraghty, Chief Administrative Officer

RECOMMENDATION:

THAT Council direct staff to bring back a new Municipal Grant Policy that provides further assistance in providing Council and staff with awarding the requested funds.

BACKGROUND:

As part of the budget process, funds are allocated to donations to be used to provide financial support to organizations/agencies/groups for community events and other initiatives within our community or Leeds & Grenville.

The purpose for having a Municipal Grant Policy is to provide Council, staff and the public with a framework by which Township grants will be applied for, reviewed and awarded.

DISCUSSION:

The Township of Augusta currently has a Donation Request Policy (Appendix "A") that was passed on December 22, 2014, which provides some guidelines on eligibility. It also states that all requests are to be received by December 31 of the previous year for consideration at budget time. It would be the recommendation of staff that the current policy be updated to provide criteria, evaluation processes, and an application process so that municipal funds that are being issued are transparent and comply with the intent of the policy.

The Township has received requests to date from the following organizations and agencies looking for financial assistance in 2025:


- Prescott Family Health Team
- South Grenville Food Bank
- South Grenville District High School (Ontario Student Leadership)
- St. Lawrence Academy
- RNJ Services
- Prescott Figure Skating Club
- St. Lawrence Shakespeare Festival
- Every Kid in our Community Leeds & Grenville
- South Grenville Chamber of Commerce
- Grenville Snowmobile Club – Cabin Fever Jam

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FINANCIAL CONSIDERATIONS:

In the 2025 Operation and Capital Budget an amount of \$34,170 was allocated under donations which is comprised of the following requests/commitments.


Organization/Agency	Commitment	Amount \$
Sherwood Park Manor	<i>Year 2 of 3</i>	\$10,835
Mapleview Lodge	<i>Year 2 of 3</i>	\$8,335
Prescott Family Health Team	<i>Year 1 of 3</i>	\$7,226
Events/Parades		\$1,774
Miscellaneous (Unallocated)		\$6,000
TOTAL		\$34,170



Shannon Geraghty, CAO

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APPENDIX A

 Township of Augusta			
Policy:	Donation Request Policy	Date issued:	December 22, 2014
Coverage:	Staff & Council	Resolution:	Passed

1.0 Purpose

This policy has been developed to assist the township Council in administering its annual donations budget as well as providing guidance on the allocation of public funds to applicants. The maximum funds available for donation will be determined by Council during the preparation of the annual budget.

2.0 Definitions

Council – means the council of the Township of Augusta

Donation – any direct monetary contribution or provision of Council services, facilities or equipment that is not eligible for assistance under any other township program.

3.0 Objectives

To provide Council with a consistent response to request for donations.

To provide clear procedures for staff when responding to requests for donations.

4.0 Guidelines

To be considered eligible for a donation an individual, group or organization must:

- Be received by the township by December 31 of each year for consideration in the upcoming budget deliberations.
- Be based or affiliated with, or otherwise benefit residents of the Township of Augusta;
- Not be the recipient of any other financial or other type of assistance from the Township;
- Acknowledge Council's contribution in all publicity relating to an event or program;
- Provide copies of prior year financial statements, where available;

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5.0 Considerations

Council may at its discretion consider requests for funds not budgeted for events relating to regional, provincial or national significance.

Notwithstanding any of the above, Council at its discretion may refuse to fund any application.

6.0 Any former policies with respect to donations are hereby repealed and this policy thereby substituted.

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REPORT NUMBER: 2025-034
REPORT TO COUNCIL: March 10, 2025
RE: Fleet Replacement Financing Options
AUTHOR: Shannon Geraghty, Chief Administrative Officer
RECOMMENDATION:

THAT Council approves financing option ___ for the purchase of a new 2026 Tandem Freightliner Snowplow (Truck # 2).

BACKGROUND:

The Public Works Department currently relies on a five (5) truck route in the winter months to meet the Ontario Minimum Maintenance Standards for winter maintenance. The Township's current 2011 snowplow, Truck #2, is requiring more frequent maintenance as it is reaching the 15-year mark and the end of its useful life. The cost to maintain Truck #2 in parts alone in November 2024 was \$8,650.00 and recently another \$5,000 in January. Truck #2 now requires significant engine repairs or a complete replacement in order for it to remain suitable for the fleet.

DISCUSSION:

The issue was brought forward to Council prior to our budget deliberations on February 14, 2025, where the options below were provided to Council for consideration.

Option #1 – Engine Replacement

Currently Truck #2 is inoperable until a new engine is purchased and installed. The cost estimate for the purchase of a new engine is \$62,765.24 which includes taxes. There will also be costs for additional parts and the labour to install which could be upwards of \$100,000. This would ensure that Truck #2 is suitable for the remaining 2025 winter season, however it is almost 15 years old and will continue to require more frequent maintenance as it reaches the end of its useful life. If option #1 is chosen it is likely that Truck #2 will need to be replaced in 2026. In the determination to repair or replace the existing Truck #2, environmental factors including emissions and fuel efficiency should also be taken into consideration. Due to the age of Truck #2, it has a higher emissions rate and lower fuel efficiency than that of a new 2026 snowplow.

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Option #2 – Purchase of New Tandem Snowplow

Option # 2 is the more costly option with the new tandem snowplow costing \$416,000.00 plus taxes. However, this figure would include a two (2) year bumper-to-bumper warranty. It would also create a reduction in maintenance costs as the vehicle and equipment would be brand new. Purchasing a new truck would also decrease the downtime for maintenance of the truck during critical weather events. Which is expected to create service improvements for the community as the snowplow will require less upkeep and spend more time performing winter maintenance activities. Due to the uncertainty surrounding international tariffs and the value of the Canadian dollar, staff recommend purchasing from a Canadian company to avoid unexpected costs.

Option #3 – Run a Four (4) Route System

Option #3 is the least costly, however it will impact the Township's level of service during the winter months as Public Works currently runs a five (5) plow route system. Although this option is the most inexpensive the Township will see increased overtime costs as plow routes will lengthen. Reducing the number of snowplow routes will lead to an increase in complaint volumes due to failure to meet the public's expectations for timely snow removal. Therefore, higher administration costs as well. As the demand for snow removal increases, this decision may need to be revisited in the future if option #3 is pursued, as a fifth plow truck will be necessary in the upcoming years to avoid contracting out the service.

A resolution was passed on February 14, 2025, Council Meeting;

BE IT RESOLVED THAT Council accepts the information presented in Report 2025-024 and provides direction to staff on how to proceed, with staff's recommendation being to replace Truck #2 with a new 2026 Tandem Freightliner Snowplow; and

THAT Council approves Option # 2, and that staff bring a report back at a future date on financing options for consideration and direction.

FINANCIAL CONSIDERATIONS:

Based on the 2024 Annual Repayment Limit, the Township of Augusta has an Estimated Annual Repayment Limit of \$1,272,668 which, based on the current loans and payments, have approximately \$867,763 capacity remaining. It is recommended that we never utilize the full capacity as it would prevent the Township from borrowing in the future for emergencies or long-term projects.

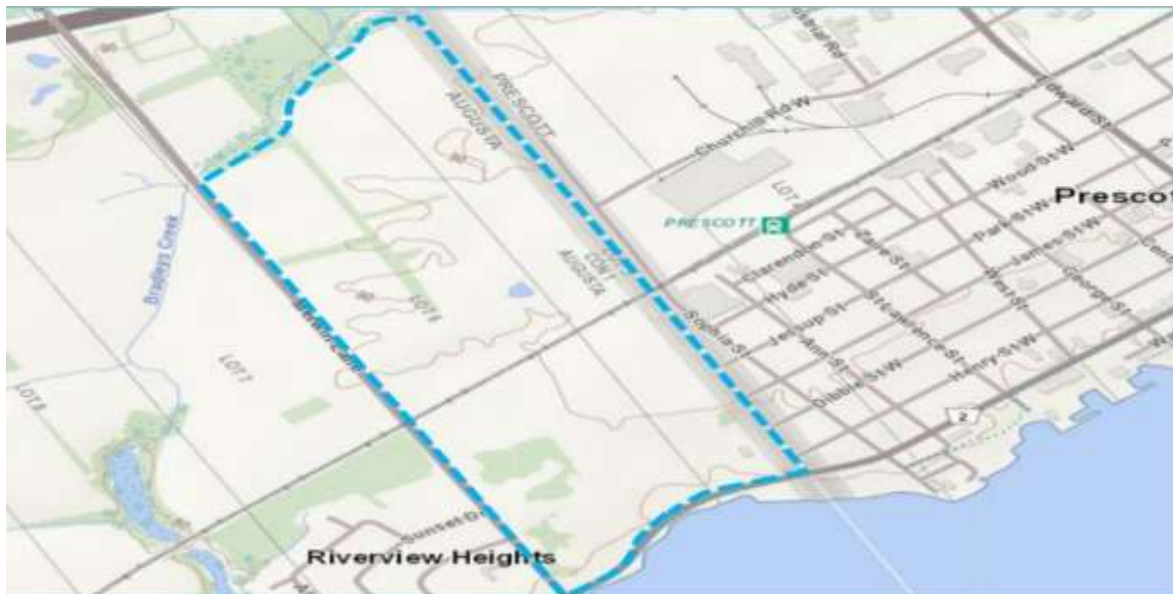
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	Principal Amount	Year Debt Incurred	Term of Debt	2025
Land Purchase 77 acres (West of Prescott), 4.66%, paid monthly	\$2,185,000	2024	20	\$168,170
Fire Station (Maitland), 2.67%, paid monthly - Renews May 1/25 and estimated at 4.00%	\$3,400,000	2020	20	\$236,735

The chart below illustrates two options for financing the purchase and the implications to the budget which, based on the annual payments, are estimated at a 1.5% tax rate increase.

Lender	Interest Rate as of March 5, 2025	Annual Payments	Total Interest Paid over Loan
Infrastructure Ontario (Option 1)	3.04%	\$91,731	\$33,655
Royal Bank of Canada (Option 2)	4.32%	\$94,662	\$48,313

Council needs to be aware that as part of the \$24 million funding that was received under the Housing Enabling Water System Fund there will be an expectation that the Township will need to invest approximately \$3.5 million into the project that will see water and wastewater infrastructure being extended from Prescott west into Augusta. Based on estimates, this would add \$250,000 to \$275,000 in additional debt payments, decreasing the ARL to slightly below \$500,000.



Shannon Geraghty, CAO

AUGUSTA TOWNSHIP

REPORT NUMBER: 2025-030

REPORT TO COUNCIL: March 10, 2025

RE: Building Department Activity Summary

AUTHOR: Karen Morrell, CBO, CBCO

RECOMMENDATION:

THAT Council receive the Building Department Activity Report for February 2025 for information.

BUILDING DEPARTMENT ACTIVITY SUMMARY:

February 2025	Permit Number	Cost of Project	Permit Cost	Type of Permit
22/02/2025	2025-0002	\$ 10,000.00	\$ 384.00	Renovate basement of church
27/02/2025	2025-0003	\$ 4,000,000.00	\$ 1357.00	(Invista) Steel/concrete block building for boiler
28/02/2025	2025-0005	\$ 67,800.00	\$ 190.00	Garage renovation
28/02/2025	2025-0007	\$ 3,000.00	\$ 110.00	Demolition
28/02/2025	2025-0008	\$ 1,100.00	\$ 95.00	Bedroom reno
February 2025 TOTAL		\$ 4,081,900.00	\$ 2,136.00	
2025 TOTAL		\$ 4,466,900.00	\$ 6,830.00	

February 2023	Permit Number	Cost of Project	Permit Cost	Type of Permit
01/02/2024	2024-0002	\$ 30,000.00	\$ 750.00	<i>Greenhouse</i>
14/02/2024	2024-0004	\$ 8,000.00	\$ 95.00	Pergola
15/02/2024	2024-0005	\$ 16,000.00	\$ 120.00	Storage shed
14/02/2024	2024-0006	\$ 10,000.00	\$ 212.00	Renovation
February 2024 TOTAL		\$ 64,000.00	\$ 1,177.00	
2024 TOTAL		\$ 184,000.00	\$ 1,327.00	

AUGUSTA TOWNSHIP

Inspections performed in February; 20 Permits issued in February; 5
MPAC Finals for February; 8 MPAC Occupancies for February; 2

Monthly reports submitted to MPAC, Statistics Canada, Tarion and CMHC for February 2025.



Karen Morrell, CBO



Shannon Geraghty, CAO

AUGUSTA TOWNSHIP



THE CORPORATION OF THE TOWNSHIP OF AUGUSTA BY-LAW NUMBER 3768-2025

A BY-LAW TO AMEND BY-LAW 3759-2025, BEING A BY-LAW TO ESTABLISH FEES AND CHARGES TO BE COLLECTED BY VARIOUS MUNICIPAL DEPARTMENTS

WHEREAS the *Municipal Act*, S.O. 2001, c.25 permits a municipality to pass By-Laws imposing fees and charges on persons for services or activities provided or done by or on behalf of it;

AND WHEREAS By-Law 3759-2025 being a By-Law to establish fees and charges to be collected by various municipal departments was passed on January 27th, 2025; and

AND WHEREAS the Council of the Corporation of the Township of Augusta deems advisable and expedient to amend By-Law 3759-2025.

NOW THEREFORE BE IT RESOLVED THAT the Corporation of the Township of Augusta enacts as follows:

1. **THAT** Schedule A (Fees and Charges), under Parks and Recreation Fees, be amended by replacing the Day Camp fee from \$35 per day to \$40 per day, per child for residents of Augusta Township; and
2. **THAT** the addition of a separate fee of \$50 per day, per child for non-Augusta residents; and
3. **THAT** the remainder of the By-Law shall remain in full force and effect; and
4. **THAT** this By-Law shall come into full force and effect as of February 14, 2025.

Read a first, second, and third time and finally passed this 10th day of March 2025.

MAYOR

CLERK

AUGUSTA TOWNSHIP



THE CORPORATION OF THE TOWNSHIP OF AUGUSTA BY-LAW NUMBER 3769-2025

BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL OF THE TOWNSHIP OF AUGUSTA AT ITS MEETING HELD ON MARCH 10, 2025

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 March 10, 2025 in respect of each recommendation contained in the report of the Committees and each motion and resolution passed and other action taken by Council of the Corporation of the Township of Augusta at its meeting be hereby adopted and confirmed as it fall such proceedings were expressly embodied in the By-Law.
2. The Mayor and the proper officers of the Municipality are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain approvals where required, and except where otherwise provided, the Mayor and the Clerk are hereby directed to execute all documents necessary in that behalf, and the said Clerk is hereby authorized and directed to affix the Corporate Seal of the Municipality to all such documents.

Read a first, second, and third time and finally passed this 10th day of March, 2025.

MAYOR

CLERK