

**AUGUSTA TOWNSHIP  
COUNCIL AGENDA  
REGULAR MEETING  
March 24, 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

Recommendation: BE IT RESOLVED THAT the Council Agenda for Monday, March 24, 2025, be adopted.

E. Approval of Minutes of Previous Meetings

- Regular Council Minutes – March 10, 2025

Recommendation: BE IT RESOLVED THAT Council approve the minutes of the March 10, 2025 Council meeting as distributed to all members.

F. Disclosure of Pecuniary Interest and General Nature Thereof

G. Business Arising from the Minutes

H. Delegations and Presentations

I. Correspondence and Petitions

- World Autism Day Proclamation – April 2, 2025

J. Committee Reports

UCLG Council	Mayor Shaver
SNCA/RVCA	Deputy Mayor Wynands
Recreation	Councillors
Library Board	Councillor Bowman
EDTAC	Councillor Pape
PAC	Deputy Mayor Wynands
OPPDB	Mayor Shaver
River Route	CAO Geraghty

## AUGUSTA TOWNSHIP

### K. Staff Reports

#### Administration and Finance

- Report 2025 – 039 – 2025/2026 Insurance Renewal  
Recommendation: THAT Council approve the submission from Marsh Canada Limited for the general insurance program renewal covering the period of February 17, 2025, to May 17, 2026, in the amount of \$261,665.00 plus applicable taxes.

#### Operations and Recreation

- Report 2025 – 035 – Public Works 2025 Contract Renewals  
Recommendation: THAT Council receives Staff Report 2025-035 for information; and

THAT staff be directed to proceed with the one-year contract extensions with Grant Bartholomew, G. Tackaberry & Sons Construction Company, and Da-Lee Dust Control.

#### Planning and Building Services

#### Protective Services

- Report 2025 – 036 – Junior Firefighter Program  
Recommendation: THAT Council approve the creation of an Augusta Fire Rescue Junior Firefighter Program.
- Report 2025 – 037 – Fire Prevention Policy  
Recommendation: THAT Council approve the Fire Prevention Policy as attached to Staff Report 2025-037.

### L. Notice of Motions

### M. By-Laws

- By-Law 3770-2025 – Ontario Infrastructure and Lands Corporation (“OILC”) – Rate Offer Letter Agreement  
Recommendation: BE IT RESOLVED THAT By-Law 3770-2025, being a By-Law to approve the submission of an application to the Ontario Infrastructure and lands Corporation (“OILC”) for the long term financing of certain capital work(s) of the Township of Augusta (The “Municipality”); and to authorize the entering into of a Rate Offer Letter Agreement pursuant to which the municipality will issue debentures to OILC, be read a first time, a second time, a third time, and be enacted as read.

### N. Announcements

## **AUGUSTA TOWNSHIP**

- 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
- R. Rise From Council In Closed Session
- S. Reporting Out from Closed Session
- T. By-Law to confirm Proceedings of Council  
Recommendation: BE IT RESOLVED THAT By-Law Numbered 3771-2025 confirm the proceedings of the Council of the Township of Augusta at its meeting held on March 24, 2025, be read a first time, a second time, a third time, and be enacted as read.
- U. Adjournment  
Recommendation: BE IT RESOLVED THAT this Council do now adjourn at \_\_\_\_\_ until April 14, 2025 at 6:00 p.m. or at the call of the Mayor subject to need.

**AUGUSTA TOWNSHIP**  
**MINUTES**  
**COUNCIL MEETING**  
**March 10, 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), 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 Deputy Mayor Wynands, seconded by Councillor Pape  
**BE IT RESOLVED THAT** the agenda for March 10, 2025 be adopted.  
Carried

**APPROVAL OF MINUTES OF PREVIOUS MEETINGS**

Moved by Councillor Pape, seconded by Deputy Mayor Wynands  
**BE IT RESOLVED THAT** Council approve the minutes of the February 24, 2025 Council meeting as distributed to all members.  
Carried

**DISCLOSURE OF INTEREST**

**BUSINESS ARISING FROM THE MINUTES**

**DELEGATIONS & PETITIONS**

**CORRESPONDENCE & PETITIONS**

## AUGUSTA TOWNSHIP

### BOARDS & COMMITTEE REPORTS

<b>UCLG Council:</b>	Mayor Shaver provided an update
<b>SNCA/RVCA:</b>	Deputy Mayor Wynands provided an update
<b>Recreation:</b>	Councillors provided an update
<b>Library Board:</b>	
<b>EDTAC:</b>	Councillor Pape provided an update
<b>PAC:</b>	Deputy Mayor Wynands provided an update
<b>OPPDB:</b>	CAO Geraghty provided an update
<b>River Route:</b>	CAO Geraghty provided an update

### STAFF REPORTS

#### ADMINISTRATION AND FINANCE

##### **Report 2025-029**

Moved by Deputy Mayor Wynands, seconded by Councillor Pape

**BE IT RESOLVED THAT** Council receive this report for information purposes and accept the Council statement of remuneration and expenses for 2024.

Carried

##### **Report 2025-031**

Moved by Councillor Pape, seconded by Deputy Mayor Wynands

**BE IT RESOLVED 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.

Carried

##### **Report 2025-032**

Moved by Deputy Mayor Wynands, seconded by Councillor Pape

**BE IT RESOLVED THAT** Council authorizes the Mayor and Chief Administrative Officer to execute a three-year agreement with eScribe Software Ltd. for the purpose of provided 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).

Carried

## AUGUSTA TOWNSHIP

### Report 2025-033

Moved by Councillor Pape, seconded by Deputy Mayor Wynands

**BE IT RESOLVED 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.

Carried

Council discussed donations to the Grenville Snowmobile Club and the Prescott Figure Skating Club due to the timing of the events.

### Report 2025-034

Moved by Deputy Mayor Wynands, seconded by Councillor Pape

**BE IT RESOLVED THAT** Council approves financing option 1 for the purchase of a new 2026 Tandem Freightliner Snowplow (Truck # 2).

Carried on a division of 4 FOR and 1 AGAINST as follows:

For: Deputy Mayor Wynands, Councillor Bowman, Councillor Henry, Councillor Pape

Against: Mayor Shaver

## OPERATIONS AND RECREATION

## PLANNING AND BUILDING SERVICES

### Report 2025-030

Moved by Councillor Henry, seconded by Councillor Bowman

**BE IT RESOLVED THAT** Council receive the Building Department Activity Report for February 2025 for information.

Carried

## PROTECTIVE SERVICES

## NOTICE OF MOTIONS

## BY-LAWS

Moved by Councillor Bowman, seconded by Councillor Henry

**BE IT RESOLVED THAT** By-Law Numbered 3768-2025 being 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 be read a first time, a second time, a third time, and be enacted as read.

Carried

## ANNOUNCEMENTS

- Councillors Bowman and Henry attended the International Women's Day event held in Brockville last week. Councillor Bowman spoke to the event and the presentation of the Lifetime Achievement Award to Lynn Laming-Kerr, owner of the Kitley Grocery & Service Centre.

## AUGUSTA TOWNSHIP

- The Grenville Federation of Agriculture Annual General Meeting held on on February 28<sup>th</sup> went very well raising \$4,000 through their auctions for 4H. They also donated \$20,000 to the food banks in the area as well as Kings Kitchen and Connect Youth. These funds partially came from the sale of crops grown on land donated by the Township.
- The Augusta Firefighters Association Annual Pancake Supper will be April 12<sup>th</sup> from 4-7pm at the Fire Station 2 (North Augusta).
- The Mayor's Breakfast is on Friday, March 28<sup>th</sup>. Registration is available on the Township's website.

### QUESTION PERIOD FOR THE PUBLIC

Adam Beckstead requested justification for the approved tax increase.

Mayor Shaver provided Mr. Beckstead with a background on the reasoning behind the tax increase, including the reduction in reserves, the unadjusted MPAC assessments, the municipal land purchase, and increases in insurances.

### QUESTION PERIOD FOR THE PRESS

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

Moved by Councillor Henry, seconded by Councillor Bowman

**BE IT RESOLVED THAT** this Council move to a closed meeting at 7:24 pm. to discuss matters pertaining to:

- Approval of Closed Session Minutes (February 24, 2025)
- 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 7:24 p.m.

Council resumed at 7:36 p.m.

### RISE FROM COUNCIL IN CAMERA

Moved by Councillor Bowman, seconded by Councillor Henry

**BE IT RESOLVED THAT** the Closed Session is adjourned at 7:44 pm and that Council resumed the open meeting to report out.

Carried

## AUGUSTA TOWNSHIP

### REPORTING OUT OF CLOSED SESSION

Moved by Councillor Henry, seconded by Councillor Bowman

**BE IT RESOLVED THAT** the Council met in closed session to discuss personal matters about an identifiable individual, including municipal or local board employees.

Council:

- Took no action beyond receiving the information from staff.

Carried

### BY-LAW TO CONFIRM PROCEEDINGS OF COUNCIL

Moved by Councillor Bowman, seconded by Councillor Henry

**BE IT RESOLVED THAT** By-Law No. 3769-2025 confirm the proceedings of Council of the Township of Augusta at its meeting held on March 10, 2025 be read a first time, a second time, a third time, and be enacted as read.

Carried

### ADJOURNMENT

Moved by Councillor Henry, seconded by Councillor Bowman

**BE IT RESOLVED THAT** this Council do now adjourn at 7:46 p.m. until March 24, 2025 at 6:00 pm or at the call of the Mayor subject to need.

Carried.

## AUGUSTA TOWNSHIP

**From:** Erika Luoma <[erika.luoma@autismontario.com](mailto:erika.luoma@autismontario.com)>

**Subject:** Fly the Flag on April 2, 2025, for World Autism Day

Dear Office of the Clerk, Augusta Township,

Autism Ontario is a charitable organization founded in 1973, and we are privileged to support the autism community of Augusta Township. We have more than 50 years of supporting, representing, and advocating for all autistic individuals across the province regardless of race, ethnicity, income, religion, gender identity, or sexual orientation.

Join Autism Ontario as we *Celebrate the Spectrum* this upcoming World Autism Day by flying your flag for our “Fly the Flag” campaign and formally proclaiming **April 2, 2025, as World Autism Day**. This is an excellent opportunity for your municipality to show support for autistic individuals across Ontario and in your communities.

You can purchase a flag through our website at: <https://celebratethespectrum.com/shop/>

### **What is Celebrate the Spectrum?**

Celebrate the Spectrum is our campaign for World Autism Day celebrations. It is an opportunity for positive action to provide spaces of support and advocacy for our diverse communities while learning about autism, and how we can all make our communities better for autistic individuals. Our campaign theme is tie-dye, symbolizing the beautiful uniqueness and individuality of every autistic person. Celebrate the Spectrum unites families, schools, communities, businesses, government, and professionals in recognizing World Autism Day by celebrating autistic people and bringing to light the systemic barriers that must be removed to create a more supportive and inclusive Ontario.

We are always available to help with resources and ideas on how you can get involved. Let's come together and embrace our diversity, exploring endless possibilities in every pattern!

Let us know if you will be flying the flag! Register your municipality.

I can be reached via email or at the telephone number below. Thank you for your time and I look forward to connecting with you soon.

With appreciation,

Erika Luoma

Fund and Volunteer Coordinator, Mom of an Autistic Adult

**Autism**ONTARIO

[autismontario.com](http://autismontario.com)

1179 King St. West, Suite 004 | Toronto, ON | M6K 3C5

T: 1-800-472-7789 ext. 223 | E: [erika.luoma@autismontario.com](mailto:erika.luoma@autismontario.com)

## AUGUSTA TOWNSHIP

# World Autism Day Proclamation April 2, 2025

**Whereas** World Autism Day is recognized on April 2, 2025, in Canada. Autism Ontario is one of the largest collective voices representing the autism community, and the work we do helps all autistic individuals and families in their communities have access to meaningful support, information, and connections — not only on April 2 but every day throughout the year; and

**Whereas** Autism impacts more than 135,000 individuals in Ontario, representing 1 in every 50 Canadian children and youth. It not only influences the lives of autistics but also their friends, families, and communities. It's crucial for us to raise awareness, and acceptance, provide support and promote a more inclusive society; and

**Whereas** Autism is a diverse spectrum that varies widely among individuals. Each person's experience with autism can change over time. This evolving journey highlights the uniqueness of every autistic individual, emphasizing the need for understanding and support tailored to their specific needs; and

**Whereas** Autism Ontario is the leading source of information and referral on autism, and since 1973, has been providing support, information, and opportunities for thousands of families and individuals across the province: and

**Whereas** Autism Ontario is devoted to raising public awareness about autism and addressing the everyday challenges faced by individuals with autism, their families, and the professionals who work alongside them. We urge everyone to recognize and celebrate the unique differences and needs of others, fostering an inclusive environment where all individuals can participate fully in activities and discussions. Together, we can create a society that values and includes everyone.

**Therefore** be it resolved that April 2<sup>nd</sup>, 2025 be recognized as April 2 as World Autism Day while committing to embrace awareness and acceptance today and every day throughout the year.

Dated at the Township of Augusta, Ontario this 2nd day of April 2025.

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Jeff Shaver, Mayor Augusta Township

**AUGUSTA TOWNSHIP**

**REPORT NUMBER:** 2025-039  
**REPORT TO COUNCIL:** March 24, 2025  
**RE:** 2025/2026 Insurance Renewal  
**AUTHOR:** Shannon Geraghty, Chief Administrative Officer

**RECOMMENDATION:**

**THAT** Council approve the submission from Marsh Canada Limited for the general insurance program renewal covering the period of February 17, 2025, to May 17, 2026, in the amount of \$261,665.00 plus applicable taxes.

**BACKGROUND:**

Marsh Canada Limited have submitted their price for 2025-26 for the Township's general insurance program renewal effective February 17, 2025.

The policy remains unchanged, except for some wording updates and updates to the list of Township owned vehicles and property.

The 2025-2026 Township Insurance Program Renewal from Marsh, with a premium total of \$210,214.00 included with the cyber insurance policy with a premium of \$7,402.00, plus applicable provincial tax has been received.

The change to the insurance premium for 2025/2026 is impacted due to the period of the policy which was changed from February to May to allow staff more time to provide the information needed for the policy review. In the past, information was requested from November to January, which was due to budget preparations, year-end, etc. Moving the coverage date to May will provide more time and accuracy on the submissions. The cost from January to May will be allocated to a prepaid expense and budgeted in 2026.

Along with the vehicle and property schedules, additional information on the history of claims, the summary of coverages, limits and deductibles for the program was presented including highlights of changes to the program. Following a review of the above noted, it is recommended that no further adjustments be made to the 2025-2026 insurance program.

The 2025/2026 annual premium \$210,214.00 represents an 11.3% increase from 2024 which has been a standard increase in the industry. The additional premium from February 17, 2026, to May 17, 2026, accounts for \$51,451.00.

Unfortunately, we are still in a "hard market" in insurance, which consists of increased premiums, reduced coverage, and fewer insurers able to write various class of business. A hard market is caused by several contributing factors that include falling investment rates, increases in claims and larger global losses. Insurance is the loss of

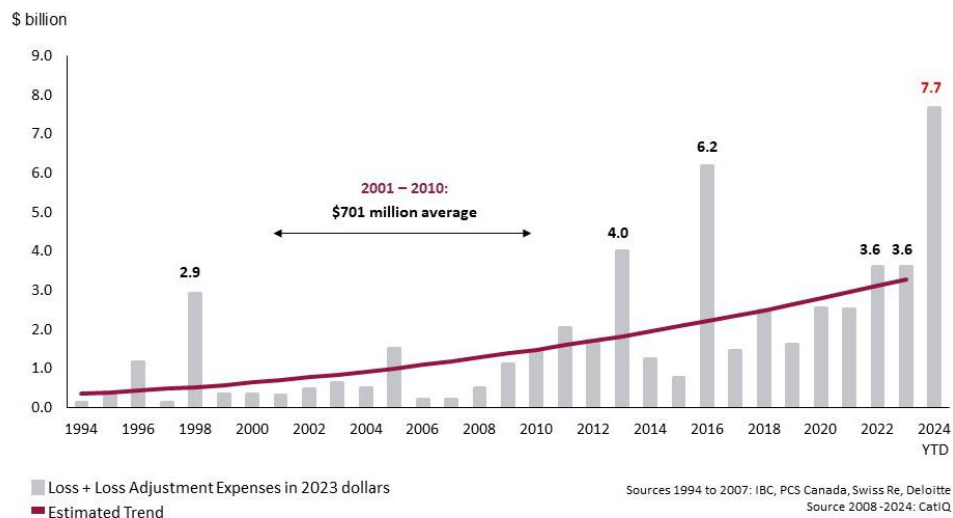
## AUGUSTA TOWNSHIP

the many spread among the few. There are many factors impacting municipal claims such as:

- Higher award settlements
- Accelerating future care costs
- Class actions
- Claim Inflations – this is running between 6% to 8% annually.
- Increasingly litigious society with higher frequency where municipalities are named in the claim.
- Joint & Several Liability – Negligent Act

According to Canadian Underwriter, climate change trends are having a significant impact on the insurance industry, as the insurance Bureau of Canada notes an increase in catastrophic losses from 1994 to 2024. As such, rates and deductibles are continuing to increase which is being driven due to restrictions to insurers reinsurance capacity and risk appetite with insurers hoping to regain profitability.

### CATASTROPHIC LOSSES IN CANADA IN \$000,000,000, 1994 TO 2024 AND TREND



### OPTIONS:

1. Approve the renewal as presented in the report. (Recommended)
2. Defer back to staff for further information.
3. Terminate the coverage with Marsh Canada Limited.

### CONSULTATION:

Matthew White & Jousette Giffen – Halpenny Insurance Brokers Ltd., Township Staff

## AUGUSTA TOWNSHIP

### LINK TO MUNICIPAL PLANS:

N/A

### FINANCIAL CONSIDERATIONS:

The renewal from February 17, 2025, to May 17, 2026, (Policy Term – 15 months) has been reflected in the 2025 budget. The premiums have increased 11.3% or \$21,338.00 from 2024/2025 which was \$188,876.00.

The additional premium of \$51,451 will be placed in a prepaid expense and allocated as part of the 2026 budget.

A handwritten signature in black ink, appearing to read "Shannon Geraghty". The signature is fluid and cursive, with a large loop at the end.

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Shannon Geraghty, CAO

## AUGUSTA TOWNSHIP

**REPORT NUMBER:** 2025-035  
**REPORT TO COUNCIL:** March 24, 2025  
**RE:** Public Works 2025 Contract Renewals  
**AUTHOR:** Jon Stadig, Public Works Manager

### **RECOMMENDATION:**

**THAT** Council receives Staff Report 2025-035 for information purposes; and

**THAT** Staff be directed to proceed with the one-year contract extensions with Grant Bartholomew, G. Tackaberry & Sons Construction Company, and Da-Lee Dust Control.

### **PURPOSE:**

To update Council on the terms surrounding the contracts the Township has entered regarding Township grass cutting, maintenance stone and liquid dust suppressant supply.

### **BACKGROUND:**

In 2024, Council entered into a one-year contract with Grant Bartholomew to cut the grass at several Township owned properties throughout Augusta as per Tender 2024-03. This contract has the option of two additional one-year renewals, 2025 being the first renewal year. Grant Bartholomew provided excellent service last year and therefore staff intend to renew this contract in 2025.

The Township also entered into a contract with G. Tackaberry & Sons Construction Company Limited for the supply of Granular "M" in 2024. As per Tender 2024-02, maintenance stone was provided, hauled, and spread for the Township for the maintenance of unpaved roads for a period of one year. This contract comes with the option of an extension for an additional one-year period by mutual agreement. The Public Works Department plans to extend the contract into 2025 to the upper limit of \$140,000.

In 2023, Council authorized a contract with Da-Lee Dust Control to supply the Township with liquid dust suppressant to minimize dust levels on unpaved roads. This contract came with the option of negotiating two additional one-year extensions as per Tender 2023-03. This contract was previously extended to 2024, and staff are prepared to renew it in 2025 for the third and final year. This contract to supply liquid dust suppressant will be renewed to the upper limit of \$115,000.

### **FINANCIAL CONSIDERATIONS:**

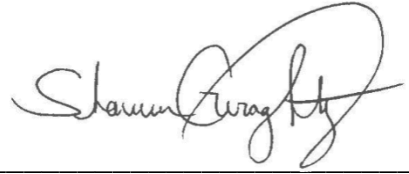
Sufficient funds were allocated and approved in the 2025 budget for the renewal of all three of these contracts.

**AUGUSTA TOWNSHIP**



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Jon Stadig, Public Works Manager



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Shannon Geraghty, CAO

## **AUGUSTA TOWNSHIP**

**REPORT NUMBER:** 2025-036  
**REPORT TO COUNCIL:** March 24, 2025  
**RE:** Junior Firefighter Program  
**AUTHOR:** Robert Bowman, Manager of Protective Services

### **RECOMMENDATION:**

**THAT** Council approve the creation of an Augusta Fire Rescue Junior Firefighter Program.

### **BACKGROUND:**

Augusta Firefighters have expressed interest in having a Junior Firefighter Program for youth aged 16-17. In speaking with other Fire Chief's who have ran similar programs with success, staff believe this to be a positive initiative for youth in our community.

### **ANALYSIS:**

Firefighters have met and decided that they would like to run the program alternating Monday and Tuesday nights from the beginning of June to the end of November, so as not to interfere with regular department training. Members of the Junior Firefighter Program will not be attending emergency responses, as the focus will be on skill building, health and safety in the fire service, and mentorship.

Firefighters will work with the youth to teach them firefighter skills two hours each scheduled evening. Some of the skills that the Junior Firefighter Program will focus on include:

- wearing bunker gear
- use of SCBA
- use of extrication tools
- hose handling
- fire prevention
- participation at community functions

It is the intent of the program to assist in helping youth have a sense of belonging, gain confidence, and have an opportunity to be involved in the community.

The Junior Firefighter Program will also provide:

- teamwork
- discipline
- physical exercise
- role models
- problem solving skills
- communication skills

## AUGUSTA TOWNSHIP

An additional benefit to the creation of a Junior Firefighter Program is the potential future interest of the youth, once they reach the age of majority, to become firefighters with Augusta Fire Rescue.

### FINANCIAL CONSIDERATIONS:

Minimal costs (\$2,000) are associated with wages for Augusta Fire Rescue members who will be instructing the students, which will be covered through our current firefighter salary budget.

### OPTIONS:

1. Council approve the Junior Firefighter Program.
2. Council amend the recommendation.
3. Council defeats the Junior Firefighter Program.



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Robert Bowman, Fire Chief



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Shannon Geraghty, CAO

**AUGUSTA TOWNSHIP**

**REPORT NUMBER:** 2025-037  
**REPORT TO COUNCIL:** March 24, 2025  
**RE:** Fire Prevention Policy  
**AUTHOR:** Robert Bowman, Manager of Protective Services

**RECOMMENDATION:**

**THAT** Council approve the Fire Prevention Policy as attached to Staff Report 2025-037.

**BACKGROUND:**

*Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4 states:*

**2 (1) Every municipality shall,**

*(a) establish a program in the municipality which must include public education with respect to fire safety and certain components of fire prevention; and*

The Ministry of Community Safety and Correctional Services Public Fire Safety Guidelines PFSG 04-45-03 states:

*To assist municipalities in developing strategies for the development of a municipal fire prevention policy in accordance with the minimum acceptable model for the provision of fire prevention and fire safety education under section 2 (1)(a) of the Fire Protection and Prevention Act, 1997.*

**ANALYSIS:**

In consultation with the Ontario Fire Marshal and other municipalities, Staff have completed the attached policy. The policy is a guiding document for the Fire Department’s prevention and inspection program and includes a schedule for when inspections are to be completed.

**FINANCIAL CONSIDERATIONS:**

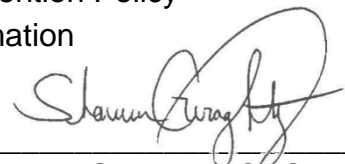
None at this time.

**OPTIONS:**

1. Council review and approve the Fire Prevention Policy
2. Council direct staff to come back with further information



Robert Bowman, Fire Chief



Shannon Geraghty, CAO



# Augusta Fire Rescue Policy

<b>SECTION:</b>	Administration	<b>POLICY NUMBER:</b>	POL- 0110
<b>SUBJECT:</b>	Fire Prevention Policy	<b>DATE APPROVED:</b>	March 2025
<b>AUTHORITY:</b>	Manager of Protective Services	<b>REVIEW DATE:</b>	March 2026

## 1. POLICY

1.1. Augusta Fire Rescue shall adopt this Fire Prevention Policy.

## 2. PURPOSE

2.1. To establish policies and procedures for Augusta Fire Rescue personnel for fire prevention, public education programs and activities as a primary means of protecting lives and property from fire.

2.2. To maintain compliance with fire prevention and public education activities as required by the *Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4. (FPPA)*.

## 3. FIRE PREVENTION RECORD KEEPING AND RISK ASSESSMENT

3.1. Current records relating to all fire prevention activities must be prepared and retained. These records may include:

3.1.1. Fire prevention inspection program that includes complaints, requests, licensing, and other inspection types;

3.1.2. Smoke and Carbon Monoxide Alarm Program;

3.1.3. Distribution of Public Fire Safety information and media releases.

3.1.4. Public displays, fire station tours etc.;

3.1.5. Lectures, demonstrations, presentations to the public.

## 4. COMMUNITY RISK ASSESSMENT

4.1. The Community Risk Assessment will be reviewed and if necessary, revised every year by the Manager of Protective Services as per *O. Reg. 378/18: Community Risk Assessments*.

## AUGUSTA TOWNSHIP

### 5. PUBLIC EDUCATION PROGRAM

- 5.1. Fire Prevention Officer(s), with the assistance of the firefighters, will provide fire prevention education programs within the municipality in accordance with the priorities identified in the community's risk assessment that may include:
  - 5.1.1. Alarmed for Life Program (community smoke alarm program);
  - 5.1.2. TAPP-C Program (The Arson Prevention Program for Children);
  - 5.1.3. Saved by the Beep;
  - 5.1.4. Home Fire Escape Planning.
- 5.2. Community groups may request fire safety related presentations, demonstrations, tours of fire stations, or other related programs.
- 5.3. Fire safety education materials, print media, public service announcements will be distributed to address fire safety issues and concerns based upon needs and circumstances.

### 6. INSPECTION AND ENFORCEMENT

- 6.1. Fire Inspector(s) will complete inspections within the Township in accordance with the priorities identified within the *Community Risk Assessment*, the *FPPA* and this policy. Where Augusta Fire Rescue receives a request or complaint on any property or building in the municipality, the inspection shall be given priority and conducted as soon as practical under authority of the *FPPA* regardless of the frequency established in this *Fire Prevention Policy*.
- 6.2. It is the goal of Augusta Fire Rescue to conduct fire inspections of occupancies as defined by the *O. Reg. 213/07: Ontario Fire Code (OFC)* at the frequency listed below. This list is not to be considered inclusive.
  - 6.2.1. **Assembly Occupancies (A) Inspected Annually:**
    - 6.2.1.1. Schools
    - 6.2.1.2. Recreation Centers
    - 6.2.1.3. Licensed Premises
    - 6.2.1.4. Nursery/Day care facilities
    - 6.2.1.5. All municipally owned buildings
    - 6.2.1.6. Churches
    - 6.2.1.7. Special Occasion Permits (upon request)

## AUGUSTA TOWNSHIP

### 6.2.2. Institutional (B) Inspected Annually:

- 6.2.2.1. Care and Treatment and Retirement Homes
- 6.2.2.2. Group Homes

### 6.2.3. Residential (C) Inspected Every Two Years:

- 6.2.3.1. Residential occupancies regulated by Parts 9.3, 9.5, 9.6 and 9.8
- 6.2.3.2. Hotels / Motels

### 6.2.4. Commercial or Business (D & E) Every Two Years:

- 6.2.4.1. Mercantile
- 6.2.4.2. Business/Personal Services

### 6.2.5. Industrial (F) Inspected Annually:

- 6.2.5.1. Factories or Industrial Complexes

6.3. Additional inspections may be conducted of any property or buildings as deemed necessary to address the needs and circumstances of the municipality or a targeted risk.

6.4. Where a fire has occurred, a Fire Inspector shall inspect the property to ensure compliance with the *OFC* or any provisions under the *FPPA*.

6.5. Appropriate action will be taken to ensure the elimination of serious fire hazards, immediate threats to life, and to enforce the *OFC* under the authority and in accordance with the provisions outline in the *FPPA*.

## 7. COMPLIANCE STRATEGIES FOR SMOKE AND CARBON MONOXIDE ALARMS

7.1. Augusta Fire Rescue will enforce the *OFC* and municipal by-laws concerning public education and prevention, fire safety standards and code enforcement and emergency response.

7.2. Education is a critical component in helping to ensure residents are knowledgeable about smoke and carbon monoxide alarm types, placement, installation, and maintenance. Residents must also be informed of the *OFC* regulations and the consequences for non-compliance. All efforts will be made to seek voluntary compliance before proceeding to enhanced enforcement. Individual circumstances of each case must be taken into consideration. Augusta Fire Rescue will exercise discretion and flexibility when choosing to enforce or prosecute individuals or corporations.

## AUGUSTA TOWNSHIP

**7.3.** The following compliance and enforcement strategies shall be utilized to assist with ensuring resident fire and life safety:

**7.3.1. Emergency Services Response:** In situations where Emergency Services have responded to a residential dwelling, Augusta Fire Rescue will ensure the dwelling is in compliance with the *OFC* smoke and carbon monoxide alarm regulations prior to their departure. In situations where a fire has occurred, a warning to the owner or tenant may not be sufficient and further action may be required with a complete inspection by the Fire Inspector or the Manager of Protective Services.

**7.3.2. Enforcement Strategies for Property Owners:** Whenever a dwelling is found to be non-compliant with the *OFC*, all efforts and strategies shall be used to gain compliance. If, however, the dwelling owner refuses or fails to comply, or has been found to have been in non-compliance previously, proceedings will commence under Part I (ticket) or Part III of the *Provincial Offences Act, R.S.O. 1990, c. P.33 (POA)*.

**7.3.3. Enforcement Strategies for Landlords:** Proceedings will commence under Part I (ticket) or Part III of the *POA* for landlords who are found to be negligent complying with the *OFC* for their rental dwelling units as determined through routine inspections or through a fire department response.

**7.3.4. Enforcement Strategies for Tenants:** For tenants in rental accommodations who disable smoke and carbon monoxide alarms are not only putting themselves at risk, but possibly tenants in neighbouring units. Proceedings will commence under Part I (ticket) or Part III of the *POA* for tenants who are found to have removed batteries or otherwise disable alarms.

## 8. OPEN-AIR BURNING

**8.1.** Open-Air burning will only be completed in accordance with the terms and conditions set out in the current edition of the Open-Air Burning By-Law.

## 9. FIREPLACES AND SOLID-FUEL BURNING APPLIANCES

**9.1.** Augusta Fire Rescue does not inspect fireplaces, solid-fuel-burning appliances, or equipment. Augusta Fire Rescue will inform the owner that the appliance shall be inspected by a WETT Certified inspector, when possible, deficiencies are noted.

## **AUGUSTA TOWNSHIP**

### **10. INVESTIGATION OF FIRES**

- 10.1.** All fires will be investigated by a certified Fire Investigator and will notify *the Office of the Fire Marshal* based on the current *Fire Marshal Directive Notification of Fires and Explosions*.

### **11. FEES FOR SERVICES**

- 11.1.** Fees may be charged for any or all of the above referenced services in accordance with the current addition of the Township Fees and Charges By-Law.

### **12. RESPONSIBILITIES**

- 12.1.** This policy provides for the participation of all members of the department in fire prevention and public education activities and also addresses the types of inspection services that have been approved by Council.
- 12.2.** This policy gives direction to the level of service for fire prevention and inspections.
- 12.3.** This policy is intended as an affirmative direction to the Manager of Protective Services, all fire department personnel and the public.
- 12.4.** This policy will be reviewed annually by the Manager of Protective Services, Fire Prevention Officer, Fire Inspectors with any and all changes brought forward for approval by Council.
- 12.5.** It is the responsibility of all Fire Service members to adhere to this policy.

# AUGUSTA TOWNSHIP



## THE CORPORATION OF THE TOWNSHIP OF AUGUSTA

### BY-LAW NUMBER 3770-2025

**BEING A BY-LAW TO APPROVE THE SUBMISSION OF AN APPLICATION TO ONTARIO INFRASTRUCTURE AND LANDS CORPORATION (“OILC”) FOR THE LONG-TERM FINANCING OF CERTAIN CAPITAL WORK(S) OF THE TOWNSHIP OF AUGUSTA (THE “MUNICIPALITY”); AND TO AUTHORIZE THE ENTERING INTO OF A RATE OFFER LETTER AGREEMENT PURSUANT TO WHICH THE MUNICIPALITY WILL ISSUE DEBENTURES TO OILC.**

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**WHEREAS** the *Municipal Act, 2001* (Ontario), as amended, (the “**Act**”) provides that a municipal power shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

**AND WHEREAS** the Council of the Municipality has passed the by-law(s) enumerated in column (1) of Schedule “A” attached hereto and forming part of this By-law (“**Schedule “A”**”) authorizing the capital work(s) described in column (2) of Schedule “A” (“**Capital Work(s)**”) in the amount of the respective estimated expenditure set out in column (3) of Schedule “A”, subject in each case to approval by OILC of the long-term financing for such Capital Work(s) requested by the Municipality in the Application as hereinafter defined;

**AND WHEREAS** before the Council of the Municipality approved the Capital Work(s) in accordance with section 4 of Ontario Regulation 403/02 (the “**Regulation**”), the Council of the Municipality had its Treasurer calculate an updated limit in respect of its then most recent annual debt and financial obligation limit received from the Ministry of Municipal Affairs and Housing (as so updated, the “**Updated Limit**”), and, on the basis of the authorized estimated expenditure for the Capital Work or each Capital Work, as the case may be, as set out in column (3) of Schedule “A” (the “**Authorized Expenditure**” for any such Capital Work), the Treasurer calculated the estimated annual amount payable in respect of the Capital Work or each Capital Work, as the case may be, and determined that the estimated annual amount payable in respect of the Capital Work or each Capital Work, as the case may be, did not cause the Municipality to exceed the Updated Limit, and accordingly the approval of the Ontario Land Tribunal pursuant to the Regulation, was not required before any such Capital Work was authorized by the Council of the Municipality;

## AUGUSTA TOWNSHIP

**AND WHEREAS** subsection 401(1) of the Act provides that a municipality may incur a debt for municipal purposes, whether by borrowing money or in any other way, and may issue debentures and prescribed financial instruments and enter prescribed financial agreements for or in relation to the debt;

**AND WHEREAS** the Act also provides that a municipality shall authorize long-term borrowing by the issue of debentures or through another municipality under section 403 or 404 of the Act;

**AND WHEREAS** OILC has invited Ontario municipalities desirous of obtaining long-term debt financing in order to meet capital expenditures incurred on or after the year that is five years prior to the year of an application in connection with eligible capital works to make application to OILC for such financing by completing and submitting an application in the form provided by OILC;

**AND WHEREAS** the Municipality has completed and submitted or is in the process of submitting an application to OILC, as the case may be to request financing for the Capital Work(s) by way of long-term borrowing through the issue of debentures to OILC, substantially in the form of Schedule "B" hereto and forming part of this By-law (the "**Application**");

**AND WHEREAS** OILC has accepted and has approved or will notify the Municipality only if it accepts and approves the Application, as the case may be;

**AND WHEREAS** at least five (5) business days prior to the passing of the debenture by-law in connection with the issue of Debentures as defined below, OILC will provide the Municipality with a rate offer letter agreement substantially in the form as provided to the Municipality on or prior to the date of this By-law (the "**Rate Offer Letter Agreement**");

**NOW THEREFORE** the council of the Township of Augusta enacts as follows:

1. The Council of the Municipality hereby confirms, ratifies and approves the execution by the Treasurer of the Application and the submission by such authorized official of the Application, duly executed by such authorized official, to OILC for the long-term financing of the Capital Work(s) in the maximum principal amount of \$425,000, with such changes thereon as such authorized official may hereafter, approve such execution and delivery to be conclusive evidence of such approval.
2. The Mayor and the Treasurer are hereby authorized to execute and deliver for and on behalf of the Municipality the Rate Offer Letter Agreement under the authority of this By-law in respect of the Capital Work(s) on such terms and conditions as such authorized officials may approve, such execution and delivery to be conclusive evidence of such approval.
3. Subject to the terms and conditions of the Rate Offer Letter Agreement, the Mayor and the Treasurer are hereby authorized to long-term borrow for the Capital Work(s) and to issue debentures to OILC on the terms and conditions provided in the Rate Offer Letter Agreement (the "**Debentures**"); provided that the principal amount of the Debentures issued in respect of the Capital Work or of each Capital Work, as the case may be, does not exceed the Authorized

## AUGUSTA TOWNSHIP

Expenditure for such Capital Work and does not exceed the related loan amount set out in column (4) of Schedule "A" in respect of such Capital Work.

4. In accordance with the provisions of section 25 of the *Ontario Infrastructure and Lands Corporation Act, 2011*, as amended from time to time hereafter, the Municipality is hereby authorized to agree in writing with OILC that the Minister of Finance is entitled, without notice to the Municipality, to deduct from money appropriated by the Legislative Assembly of Ontario for payment to the Municipality, amounts not exceeding the amounts that the Municipality fails to pay to OILC on account of any unpaid indebtedness of the Municipality to OILC under the Debentures (the "**Obligations**") and to pay such amounts to OILC from the Consolidated Revenue Fund.
5. For the purposes of meeting the Obligations, the Municipality shall provide for raising in each year as part of the general levy, the amounts of principal and interest payable in each year under the Debentures issued pursuant to the Rate Offer Letter Agreement, to the extent that the amounts have not been provided for by any other available source including other taxes or fees or charges imposed on persons or property by a by-law of any municipality.
6.
  - (a) The Mayor and the Treasurer are hereby authorized to execute and deliver the Rate Offer Letter Agreement, and to issue the Debentures, one or more of the Clerk and the Treasurer are hereby authorized to generally do all things and to execute all other documents and papers in the name of the Municipality in order to perform the terms and conditions that apply to the Municipality as set out in the Rate Offer Letter Agreement and to perform the Obligations of the Municipality under the Debentures, and the Treasurer is authorized to affix the Municipality's municipal seal to any such documents and papers.
  - (b) The money realized in respect of the Debentures, including any premium, and any earnings derived from the investment of that money, after providing for the expenses related to the issue of the Debentures, if any, shall be apportioned and applied to the respective Capital Work and to no other purpose except as permitted by the Act.
7. This By-law takes effect on the day of passing.

ENACTED AND PASSED this 24<sup>th</sup> day of March, 2025.

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JEFF SHAVER  
MAYOR

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LINDSEY VELTKAMP  
CLERK

# AUGUSTA TOWNSHIP

## Schedule "A" to By-Law Number 2025-3770 (Capital Work(s))

(1) <u>By-Law Number</u>	(2) <u>Description of Capital Work</u>	(3) <u>Estimated Expenditure</u>	(4) <u>Loan Amount</u>
2025-3770	2026 Tandem Freightliner	\$425,000.00	\$425,000.00

## Webloans Loan Application PDF

FA Number 1994

Application for Augusta, The Corporation of The Township of

### Projects

Loan Application ID	Project Name	Construction/Purchase Start	Construction/Purchase End	Project Cost	OILC Loan Amount
1012	Purchase of a 2026 Tandem Freightliner Snowplow	06/01/2025	07/15/2025	\$425,000.00	425,000.00

### Details of Project Purchase of a 2026 Tandem Freightliner Snowplow

Project Category Municipal Other Infrastructure

Work Type Others

Other Description Public Works

Project Name Purchase of a 2026 Tandem Freightliner Snowplow

Construction/Purchase Start 06/01/2025

Construction/Purchase End 07/15/2025

Energy Conservation

Project Address 1 5328 Algonquin Road

Project Address 2

City / Town Brockville

Province ON

Postal Code K6V5T2

Description

To supply one(1) only 2026 Freightliner 114SD chassis, equipped with a Detroit Diesel DD13 engine rated at 470 hp, Allison 4500 RDS automatic transmission, aluminum rims, and cab painted Freightliner L0006EY White Elite EY

To supply and install one(1) only of the following equipment:

Viking model PL1415HW Generation II Praline combination dump body/ spreader Bi-directional rubber belt cross conveyor

Left side urethane spinner and chute Right side chute only

3/16" thick Carten rust resistant steel construction throughout Hardox 450 steel conveyor cover

**Comments and/or Special Requests**

(For HEW projects, please specify the initial fixed interest term of the debenture amortization period (e.g. the first 10/20/30 years in a 40 year amortization period)

Useful Life of Asset (Years)

**Project Financial Information**

Type of Financing

Payment Frequency

Project Cost (A)

**Other Project Funding / Financing (B):**

Other Project Funding/Financing Total (B)

OILC Loan Amount (A-B)

**Only include long-term borrowing in this section**

Required Date	Amount	Term	Type
<input type="text" value="06/01/2025"/>	<input type="text" value="\$425,000.00"/>	<input type="text" value="5"/>	<input type="text" value="Serial"/>
<b>Long-term Borrowing Total</b>	<input type="text" value="\$425,000.00"/>		

**Debt and Re-payments Summary**

Has there been any new/undisclosed debt acquired since last FIR was submitted?

Yes  No

Please describe any re-financing plans for any existing "interest only" debt, if applicable.

**Non Re-payments of Loans or Debenture**

In the last 10 years, has the borrower ever failed to make a loan payment or debenture repayment on time to any lender, including the Provincial Government?

If yes, please provide details.

**OILC Loan Repayment Information**

Please indicate the source(s) of revenue you plan to use to repay the OILC Loan

Taxation

User Fees

Service Charges

0.00

Development Charges

0.00

Connection Fees

0.00

Repayment Subsidies

0.00

Other

Total

100.00%

## Documentation and Acknowledgements

Please ensure all required documents are submitted with the signed application. OILC requires originals as noted below to be mailed or couriered. Also, please retain a copy of all documents submitted to OILC for your records.

To obtain templates for documents see listed below.

- Loan Application Signature Page signed and dated by the appropriate individual (original to be submitted)
- Certificate and sealed copy of OILC template By-law authorizing project borrowing and applying for a loan (original with seal)
- Certificate of Treasurer Regarding Litigation using the OILC template (original, signed & sealed)
- Updated Certified Annual Repayment Limit Calculation (original)

I acknowledge and agree that all of the above referenced documents must be submitted in the form required by OILC and understand that the application will not be processed until such documents have been fully completed and received by Infrastructure Ontario.

**Please note: OILC retains the right to request and review any additional information or documents at its discretion.**

### Confidential Information

OILC is an institution to which the Freedom of Information and Protection of Privacy Act (Ontario) applies. Information and supporting documents submitted by the Borrower to process the loan application will be kept secure and confidential, subject to any applicable laws or rules of a court or tribunal having jurisdiction.

## Infrastructure Ontario

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# AUGUSTA TOWNSHIP



## THE CORPORATION OF THE TOWNSHIP OF AUGUSTA BY-LAW NUMBER 3771-2025

### BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL OF THE TOWNSHIP OF AUGUSTA AT ITS MEETING HELD ON MARCH 24, 2025

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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 March 24, 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 24<sup>th</sup> day of March, 2025.

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MAYOR

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CLERK