



**AUGUSTA TOWNSHIP
COUNCIL AGENDA
REGULAR MEETING
May 12, 2025, at 6:00 P.M.**

REGULAR COUNCIL

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 heritage and relationship to the land.

C. Mayor's Opening Remark

D. Approval of Agenda

Recommendation: **BE IT RESOLVED THAT** the Council Agenda for Monday, May 12, 2025 be adopted.

E. Approval of Minutes of Previous Meetings

Regular Council Minutes – April 28, 2025

Recommendation: **BE IT RESOLVED THAT** Council approve the minutes of the April 28, 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

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

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K. Staff Reports

Administration and Finance

- Report 2025-050 – 2025 Community Futures Grant Application
Recommendation: **BE IT RESOLVED THAT** Council direct staff to submit an application to the Futures Grant through Community Futures Grenville for a community garden.
- Report 2025-051 – Communications Strategy Update and Policy Development
Recommendation: **BE IT RESOLVED THAT** Council receive Staff Report 2025-051 for information.
- Report 2025-052 – Industrial Park Land – Site Ready Development
Recommendation: **BE IT RESOLVED THAT** Council receive Staff Report 2025-052 regarding the Augusta Industrial Park land and direct staff to obtain proposals for the completion of the site/costing analysis to bring back to Council for further discussion.
- Report 2025-053 – RBC Loan Renewal – Fire Station No. 1
Recommendation: **BE IT RESOLVED THAT** Council receives the attached report for information purposes in reference to By-Law 3777-2025.

Operations and Recreation

- Report 2025-054 – Public Works Activity Report – May 2025
Recommendation: **BE IT RESOLVED THAT** Council receives the Public Works Activity Report as prepared by the Public Works Manager dated May 12, 2025, for information.
- Report 2025-055 – Video Surveillance Policy
Recommendation: **BE IT RESOLVED THAT** Council approve the Video Surveillance Policy as outlined in Staff Report 2025-055.

Planning and Building Services

- Report 2025-056 – Building Department Activity Report – April 2025
Recommendation: **BE IT RESOLVED THAT** Council receive the Building Department Activity Report for April 2025 for information.

Protective Services

- Report 2025-057 – Health and Safety Communication Policy
Recommendation: **BE IT RESOLVED THAT** Council approve the Health and Safety Communication Policy as presented in Staff Report 2025-057.

L. Notice of Motions

- Industrial Excess Lands, Industrial Vacant Lands, and Large Industrial Lands – Mayor Shaver

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M. By-Laws

- 3775-2025 – Development Agreement for Severed Lands – Concession 1, Part Lot 37, Part 1 on Reference Plan 15R-12530
Recommendation: **BE IT RESOLVED THAT** By-Law Numbered 3775-2025 being a By-Law to authorize the execution of a development agreement between Nyssa McAllister Trip and the Corporation of the Township of Augusta be read a first time, a second time, a third time, and be enacted as read.
- 3776-2025 – Appoint a Treasurer (Lunn)
Recommendation: **BE IT RESOLVED THAT** By-Law Numbered 3776-2025 being a By-Law to appoint a Treasurer for the Corporation of the Township of Augusta be read a first time, a second time, a third time, and be enacted as read.
- 3777-2025 – Amend By-Law 3451-2019 Municipal Long Term Loan Borrowing
Recommendation: **BE IT RESOLVED THAT** By-Law Numbered 3777-2025 being a By-Law to amend By-Law 3451-2019, being a By-Law to authorize a bank loan agreement with Royal Bank of Canada be read a first time, a second time, a third time, and be enacted as read.

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

Recommendation: **BE IT RESOLVED THAT** Council move to a Closed Session at _____ p.m. to discuss matters pertaining to:

- Approval of the Previous Closed Session Minutes (April 28, 2025)
- Matters 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

Recommendation: **BE IT RESOLVED THAT** By-Law Numbered 3778-2025 confirm the proceedings of the Council of the Township of Augusta at its meeting held on May 12, 2025, be read a first time, a second time, a third time, and be enacted as read.

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U. Adjournment

Recommendation: **BE IT RESOLVED THAT** this Council meeting do now adjourn at _____ until May 26, 2025 at 6:00 pm or at the call of the Mayor subject to need.

**AUGUSTA TOWNSHIP
MINUTES
COUNCIL MEETING
April 28, 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), Vikki Werner-Mackeler (Deputy Clerk), Kathleen Cole (Mgr. of Parks, Rec. & Facilities)

REGRETS

Chief Rob Bowman (Mgr. of Protective Services), Jon Stadig (Mgr. of Public Works), Melissa Banford (Planner)

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 Monday, April 28, 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 April 14, 2025 Council meeting and as distributed to all members.
Carried

DISCLOSURE OF INTEREST

BUSINESS ARISING FROM THE MINUTES

DELEGATIONS & PETITIONS

AUGUSTA TOWNSHIP

CORRESPONDENCE & PETITIONS

BOARDS & COMMITTEE REPORTS

UCLG Council: Deputy Mayor Wynands provided an update
SNCA/RVCA: Deputy Mayor Wynands provided an update
Recreation: Councillors provided an update

Moved by Councillor Bowman, seconded by Councillor Henry
BE IT RESOLVED THAT Council approve the request from the Maitland Education Recreation Committee to allow for the MERC Community BBQ to be held on municipal property on May 24, 2025; and

THAT Council declare the event as one of municipal significance in the Township of Augusta.
Carried

Library Board: Councillor Bowman provided an update

Moved by Councillor Henry, seconded by Councillor Bowman
BE IT RESOLVED THAT Council appoint the following members to the Augusta Township Public Library Board for the remainder of the term of Council:
- Laura Deimling
- Amanda Kavanagh
Carried

EDTAC: Councillor Pape provided an update
PAC: Deputy Mayor Wynands provided an update
OPPDB: Mayor Shaver provided an update
River Route: CAO Geraghty provided an update

STAFF REPORTS

ADMINISTRATION AND FINANCE

Report 2025-045

Moved by Councillor Bowman, seconded by Councillor Henry
BE IT RESOLVED THAT Council approve the Municipal Donation Policy as outlined in Staff Report 2025-045.
Carried

Report 2025-046

Moved by Councillor Henry, seconded by Councillor Bowman
BE IT RESOLVED THAT Council approve the Information Security and Privacy Default Policies as outlined in Staff Report 2025-046.
Carried

AUGUSTA TOWNSHIP

Report 2025-047

Moved by Deputy Mayor Wynands, seconded by Councillor Pape

BE IT RESOLVED THAT Council declare the road allowance located on part of Marion Street, Registered Plan 4, Village of North Augusta, Township of Augusta, County of Grenville, designated as Part 2 on Reference Plan 15R-7369, being part of PIN 68173-003(R) as surplus to the needs to the Township; 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

OPERATIONS AND RECREATION

Report 2025-048

Moved by Councillor Pape, seconded by Deputy Mayor Wynands

BE IT RESOLVED THAT Council receive the Parks, Recreation and Facilities 1st Quarter 2025 Report.

Carried

Report 2025-049

Moved by Deputy Mayor Wynands, seconded by Councillor Pape

BE IT RESOLVED THAT Council approve the Playground Equipment Inspection Policy as outlined in Staff Report 2025-049.

Carried

PLANNING AND BUILDING SERVICES

PROTECTIVE SERVICES

NOTICE OF MOTIONS

BY-LAWS

Moved by Councillor Pape, seconded by Deputy Mayor Wynands

BE IT RESOLVED THAT By-Law Numbered 3773-2025 being a By-Law to amend By-Law 3692-2024 and appoint an alternate Emergency Information Officer for the Corporation of the Township of Augusta be read a first time, a second time, a third time, and be enacted as read.

Carried

ANNOUNCEMENTS

- April 28 is the National Day of Mourning. The Leeds-Grenville Labour Council held a National Day of Mourning Ceremony on Sunday, April 27th honouring workers who have lost their lives or been injured on the job.
- Councillor Pape thanked members of Augusta Township is Awesome Facebook Group, for keeping conversations civil during the Federal Election.

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- A Summer Feeding Program meeting will be held on Wednesday, April 30th at 1p.m. at Town Hall in Prescott.
- Beacon Bags will be hosting a Corporate Breakfast at the New Hope Church in Brockville on May 14 from 7-9am. Registration closes next week.
- The auditors will be at the Township office starting Tuesday, April 29th. Staff expect to receive the audit the last week of May with the financial statements being presented to Council in late June.

QUESTION PERIOD FOR THE PUBLIC

QUESTION PERIOD FOR THE PRESS

CLOSED SESSION AS PER SECTION 239 OF THE MUNICIPAL ACT 2001

Moved by Deputy Mayor Wynands, seconded by Councillor Pape

BE IT RESOLVED THAT this Council move to a closed meeting at 6:45 pm to discuss matters pertaining to:

- Approval of Previous Closed Session Minutes (March 10, 2025)
- Matters under Section 239(2)(b), personal matters about an identifiable individual, including municipal or local board employees
Specifically: Staffing & Board Members

Carried

Council recessed at 6:35 p.m.

Kathleen Cole, Manager of Parks, Recreation and Facilities, and Vikki Werner-Mackeler, Deputy Clerk, left the meeting at 6:35 p.m.

Council resumed at 6:45 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 7:17 p.m. and that Council resume the open meeting to report out.

Carried

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REPORTING OUT OF CLOSED SESSION

Moved by Councillor Pape, seconded by Deputy Mayor Wynands
BE IT RESOLVED THAT 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 Deputy Mayor Wynands, seconded by Councillor Pape
BE IT RESOLVED THAT By-Law No. 3774-2025 confirm the proceedings of Council of the Township of Augusta at its meeting held on April 28, 2025 be read a first time, a second time, a third time, and be enacted as read.

Carried

ADJOURNMENT

Moved by Councillor Pape, seconded by Deputy Mayor Wynands
BE IT RESOLVED THAT this Council meeting do now adjourn at 7:18 p.m. until May 12, 2025 at 6:00 pm or at the call of the Mayor subject to need.
Carried.

AUGUSTA TOWNSHIP

REPORT NUMBER: 2025-050

REPORT TO COUNCIL: May 12, 2025

RE: 2025 Community Futures Grant Application –
Community Garden and Butterflyway Project

AUTHOR: Willow Anderson, Communications and Camp
Coordinator

RECOMMENDATION:

THAT Council direct staff to submit an application to the Futures Grant through Community Futures Grenville for a community garden.

PURPOSE:

The purpose of this report is to seek Council's support for a community-driven initiative aimed at creating an inclusive, educational, and ecologically focused outdoor space. The project will involve the installation of garden boxes, picnic tables or benches, native and pollinator-friendly plantings, and interpretive signage. It will also promote environmental learning and community engagement through partnerships with local schools and organizations.

This report seeks Council's endorsement to submit a funding application to the Futures Grant, administered by Community Futures Grenville, with a submission deadline of June 2, 2025. Council support will strengthen the application and demonstrate municipal commitment to local sustainability and education initiatives.

BACKGROUND:

The proposed community garden and learning space reflects growing public interest in sustainable food systems, biodiversity conservation and environmental education for children and residents within and surrounding our community. If funded, the project would be projected to begin fall of 2025. The project is to be completed, and all Community Futures Grenville funds are to be expended by March 31, 2026. The project has interest from several stakeholders, including:

- South Grenville High School – Potential partner in building garden infrastructure such as planter boxes and benches.
- Economic Development Committee – Supports the application and is a proposed collaborator in the long-term maintenance and care of the gardens.
- Heidi Linnen-MacDonald (Butterflyway Project) – Would help guide the integration of native pollinator-friendly plantings and habitat design, following her delegation to Council.
- Maynard Public School – An educational partner to engage students in learning about pollinators, ecosystems, and gardening.

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- South Grenville Food Bank – Donation of food produce that is not being used to help reduce food waste and supply local families with healthy and fresh alternatives during warmer months.

To fund this initiative, staff are proposing an application to the Futures Grant from Community Futures Grenville, which provides non-repayable funding for legacy projects that will enhance local communities for years to come.

About the Futures Grant:

- Funding Available: Up to 100% of eligible project expenses.
- Recommended Project Size: Between \$5,000 and \$10,000.
- Program Budget: \$20,000 total for the 2025 fiscal year.
- Application Deadline: June 2, 2025, at 4:00 PM.

The grant prioritizes projects that:

- Enhance public spaces.
- Support long-term environmental and cultural vitality.
- Foster education, engagement, and community connections.
- Create a legacy for future generations.

Eligible applicants include municipalities, not-for-profits, BIAs, and businesses operating within Grenville County. Applications must demonstrate community benefit, include a clear budget and timeline, and show potential for long-term impact.

ANALYSIS:

This project presents a unique opportunity to create a multifunctional outdoor hub within the Township of Augusta that integrates food production, environmental education, biodiversity, and community engagement. The initiative is well-aligned with the objectives of the Futures Grant, particularly in enhancing public space, supporting environmental and cultural vitality, and fostering long-term community impact.

The development of garden boxes, pollinator-friendly native plantings, seating areas, and interpretive signage will transform the site into an accessible, outdoor learning environment. By partnering with local schools and organizations, the space will become a vibrant platform for both structured and informal education. It is intended to serve as a legacy project that benefits residents of all ages.

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Key community benefits include:

- **Education and Awareness:** The site will act as an open-air classroom featuring plant ID cards, pollinator information, and ecological learning tools accessible to the public.
- **Youth Engagement:** Collaborations with South Grenville High School and Maynard Public School will provide students with practical experiences in gardening, sustainability, and environmental stewardship. Additionally, this initiative could create opportunities for schools outside the Township to visit the area for educational field trips.
- **Environmental Impact:** Native and pollinator-supportive plantings will strengthen local biodiversity, improve ecological health, and contribute to broader conservation goals.
- **Community Building:** Shared activities such as planting, maintenance, and seasonal events will encourage intergenerational participation and strengthen social ties.

Financially, the project is modest in scale, with a proposed budget of \$5,000 to \$10,000 - fully eligible under the Futures Grant. Additional value will be derived from in-kind support, including volunteer hours and material contributions from community partners. These resources will help maximize the impact of the initiative while minimizing direct costs.

By endorsing this initiative and supporting the grant application, Council would contribute to the creation of a sustainable, inclusive community asset. The project reflects local values and priorities around education, environmental responsibility, and civic engagement, with the potential to leave a meaningful, lasting legacy.



Willow Anderson, Communications &
Camp Coordinator



Shannon Geraghty, CAO

AUGUSTA TOWNSHIP

REPORT NUMBER: 2025-051

REPORT TO COUNCIL: May 12, 2025

RE: 2025 Communications Strategy Update and Policy Development – Social Media, Branding, Website Design, and Signage

AUTHOR: Willow Anderson, Communications and Camp Coordinator

RECOMMENDATION:

THAT Council receive Staff Report 2025-051 for information.

PURPOSE:

The purpose of this report is to update Council on the progress made in 2025 regarding communication strategies, including social media performance, branding consistency, and the creation of new policies. This report also provides notice for upcoming policies that will further enhance community engagement and the Township's brand.

BACKGROUND:

In 2025, the Township has made significant strides in enhancing communication efforts. This includes creating a cohesive voice, aligning with branding, and fostering community engagement through digital and physical platforms.

Accomplishments to date include:

- **Social Media Analytics:** Analysis of engagement, growth, and public interaction on platforms such as Facebook and Instagram.
- **Branding Consistency:** Continued roll-out of the new visual identity across all communications, from social media to printed materials.
- **Public Engagement:** A strategic approach to creating a more unified voice, including the use of storytelling in posts and responding to resident feedback.

Our social media presence as a Township has grown, including the addition of Instagram to enhance our outreach to residents and the surrounding community. Attached to this report is the Quarterly Social Media Report for both Instagram and Facebook, which includes the following information:

Instagram:

- Established: August 2024, fully operational by October 2024
- Current Followers: 591 (in 6 months)
- Top Posts (January to April 2025): Attached for reference
- Popular Content:
 - *Township Tip Tuesdays* have been highly engaging, often shared across platforms, saved for future reference, and provide valuable community information.

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Goals Moving Forward:

- Increase the use of short-form video content (reels)
- Maintain consistent posting with a focus on single-image photos
- Share family and community-oriented content
- Expand the use of interactive stories
- Continue posting content that encourages saves, shares, and broader engagement

Facebook:

- Established: 8 years ago
- Current Followers: 3,020
- Recent Growth: Steady increase in followers due to refreshed branding and voice on social media
- Engagement Spike: Notable increase in March 2025 due to the Operational and Capital Budget media release
- Top Posts (January to April 2025):
 - 2025 Operating and Capital Budget
 - Summer Camp Registration
 - PA Day Camp Openings
 - Mayor's Message
 - Augusta Township is Hiring

Goals Moving Forward:

- Continue building community collaborations to increase reach and views on posts
- Maintain momentum from recent engagement spikes
- Focus on expanding content that resonates with the community

In addition to these accomplishments, the following initiatives are in development to further improve how we engage with our community:

- **Social Media Policy:** To define best practices, roles, and responsibilities in engaging with residents online.
- **Branding and Signage Guidelines:** To standardize the use of visual elements in both digital and physical materials.
- **Website Redesign and Digital Signage:** A plan to make the website more accessible and to integrate real-time information-sharing via electronic signage.

These policies are crucial for establishing a sustainable communication strategy that promotes transparency, fosters community connections, and ensures consistency in how the Township presents itself both online and offline.

ANALYSIS:

The creation and implementation of these policies will have a significant positive impact on our communication strategy and public engagement. Here are key benefits:

- **Social Media Policy:**
 - Establishes clear guidelines for posting, moderating content, and engaging with residents online.
 - Encourages transparency, ensuring that all communication aligns with the Township's values.

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- **Branding Guidelines:**

- Ensures consistent use of the Township's visual identity across all channels (social media, signage, marketing materials).
- Strengthens brand recognition and helps the community connect with the Township's mission.

- **Signage and Website Design:**

- Signage, including electronic signage, will enhance the visibility of Township messages and foster better wayfinding in the community.
- The redesigned website will improve user experience and provide residents with easy access to Township services, news, and updates.

Key outcomes anticipated:

- **Community Engagement:** Consistent branding and clear communication policies will help residents feel more connected and informed.
- **Public Transparency:** Clear guidelines around social media engagement and branding will foster trust and transparency with the public.
- **Operational Efficiency:** A unified communications strategy will ensure that all team members are aligned and working within the same framework, enhancing operational efficiency.

ATTACHMENTS:

- Quarterly Instagram Report
- Top 5 Posts- Instagram
- Quarterly Facebook Report
- Top 5 Posts- Facebook



Willow Anderson, Communications &
and Camp Coordinator



Shannon Geraghty, CAO

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QUARTERLY INSTAGRAM REPORT

Period : January 9, 2025 - April 30, 2025

Total Views :

21, 073K

Total Interactions :

421

Total Followers:

591

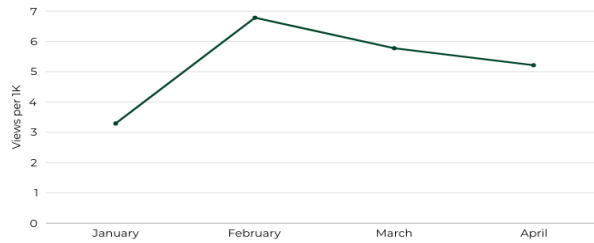
Date Account Created:

August 2024

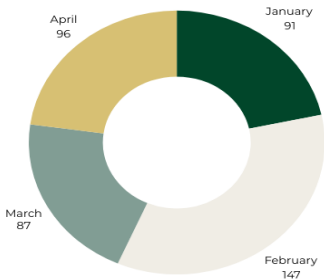
Social Media Reach :

- January: 356 ▲
- February: 581 ▲
- March: 746 ▲
- April: 820 ▲

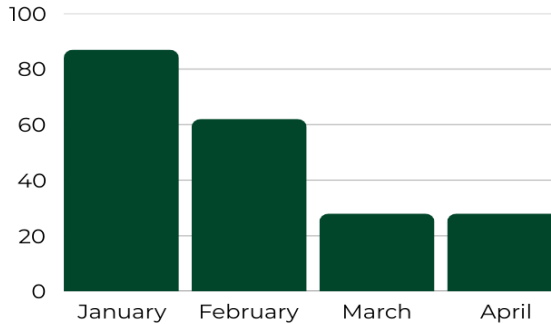
Social Media Views Over the Last Quarter :



Interactions:



Follower Growth per month:





Top 5 Posts - Instagram

January 9 - April 30, 2025

1. Township Tips - Skating

Views: 932
 Likes: 17
 Shares: 16
 Saves: 1



2. Township Tips - Marriage Licenses

Views: 873
 Likes: 5
 Shares: 1
 Saves: 2



3. Township Tips - Recycling Tips

Views: 591
 Likes: 4
 Shares: 8
 Saves: 0



4. Welcome to the Team - Chad and Willow

Views: 581
 Likes: 29
 Shares: 1
 Saves: 2



5. Maynard Recreation Family Day Weekend

Views: 581
 Likes: 8
 Shares: 3
 Saves: 2



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QUARTERLY FACEBOOK REPORT

Period : January 1, 2025 - April 30, 2025

Total Views :

243K

Total Interactions :

2.5K

Total Followers:

3,020

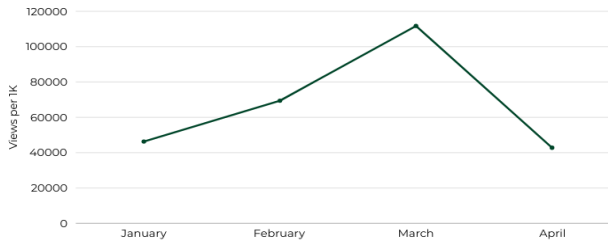
Date Account Created:

October 2017

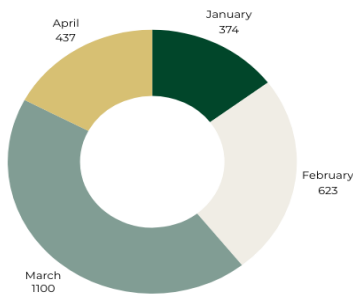
Social Media Reach :

- January: 7.9K ▲
- February: 10.4K ▲
- March: 25.9K ▲
- April: 6.3K ▼

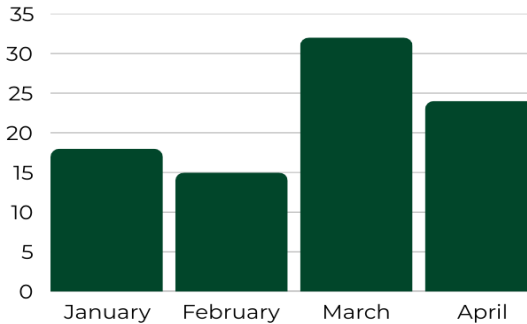
Social Media Views Over the Last Quarter :



Interactions:



Follower Growth per month:



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Top 5 Posts - Facebook

January 1 - April 9, 2025

1. 2025 Operating and Capital Budget

Views: 23.5K
 Reactions: 123
 Shares: 15
 Comments: 237



2. Summer Camp Registration Now Open

Views: 15.5K
 Reactions: 11
 Shares: 28
 Comments: 3



3. PA Day Camp Space Availability

Views: 7.3K
 Reactions: 14
 Shares: 12
 Comments: 3



4. Mayor's Message 2025

Views: 6.1K
 Reactions: 22
 Shares: 11
 Comments: 57



5. Augusta Township is Hiring

Views: 4.5K
 Reactions: 23
 Shares: 13
 Comments: 3



AUGUSTA TOWNSHIP

REPORT NUMBER: 2025-052
REPORT TO COUNCIL: May 12, 2025
RE: Augusta Industrial Park – 180 Acres
AUTHOR: Shannon Geraghty, Chief Administrative Officer

RECOMMENDATION:

THAT Council receive Staff Report 2025-052 regarding the Augusta Industrial Park land and direct staff to obtain proposals for the completion of the site/costing analysis to bring back to Council for further discussion.

BACKGROUND:

The purpose of this report is to propose the initiation of a comprehensive process to prepare our designated industrial lands to be fully site-ready for potential investments. As our community continues to grow and seeks economic diversification, ensuring that our industrial lands are attractive, accessible, and ready for development is essential to attract new businesses, create jobs, and enhance local economic resilience.

Maitland has a well-established 1,500 acres industrial chemical cluster that consists of the world-wide recognized chemical companies of Invista Canada and Evonik Industries. The Township of Augusta has approximately 180 acres within the park designated as Employment Lands – Industrial Park (MP-X2), strategically located near the 401/416 highway corridor, and urban centers. However, to maximize their potential, these lands require targeted planning, infrastructure upgrades, and site preparation to meet the needs of prospective investors.

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DISCUSSION:

The Township over the last several years have taken steps to better assess the lands through completing several studies including;

1. Stage 1 & 2 Archaeological Assessment – 2013
2. Environmental Impact Assessment – 2014
3. Natural Environment Due Diligence Screening – 2024
4. Black Ash Assessment – 2024
5. Butternut Tree Assessment – 2023
6. Hydrological Assessment & Terrain Analysis – 2014
7. Site Specific MP-X2, Industrial Park Exception Zone - 2024
8. Survey Updated – 2024
9. Undertaking a Feasibility Study for a 401 interchange off Blue Church Road - 2025

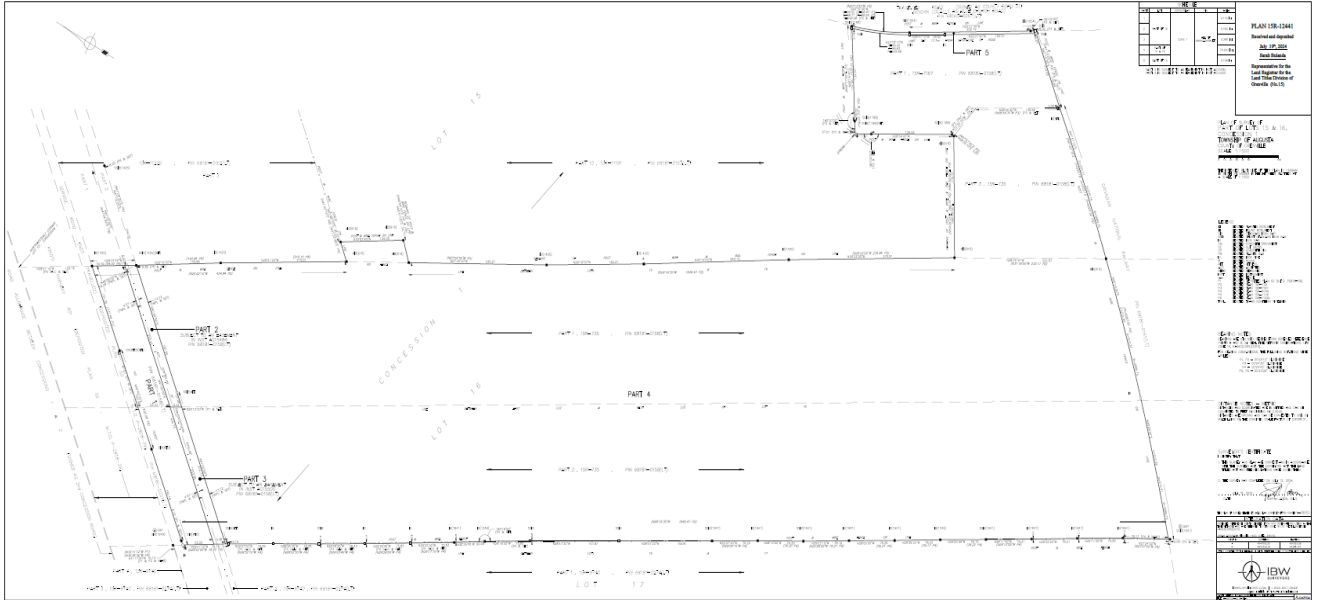
In addition to the studies, the Township has been actively engaging ministries and agencies regarding plans for necessary infrastructure enhancements such as roads, water, sewer electricity, and broadband.

Preparing our industrial land to be site-ready is a strategic move to position our community as a competitive, investment-ready destination for industrial development. In order to facilitate economic growth and community prosperity, a plan to address these challenges needs to occur so we can look at potential funding sources, including grants, public-private partnerships, and future budgets.

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Current needs should include the following items:

1. Butternut/Black Ash Removal – in accordance with the Ministry of Environment.
2. Clear Cutting 180 acres.
3. Address the deep ravine that is located just north of the tracks.
4. Relocation of watercourses to perimeter of land.
5. Municipal Road/Access the Industrial Park and west to the Invista lands.

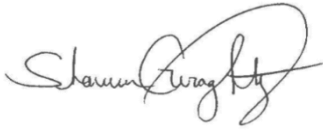


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FINANCIAL CONSIDERATIONS:

The Township of Augusta allocated \$75,000 in the Economic Development budget for 2025, approximately \$45,000 has been allocated to Ainley Group who is undertaking the Feasibility Study for Blue Church Road.

In addition, the Township does have access to the EODF Funding Agreement, executed in 2022/2023 which is a 50/50 partnership for the improvement to the lands including drainage, roads, tree clearing/grubbing, etc.



Shannon Geraghty, CAO

AUGUSTA TOWNSHIP

REPORT NUMBER: 2025-053
REPORT TO COUNCIL: May 12, 2025
RE: RBC Loan Renewal – Fire Station No. 1
AUTHOR: Shannon Geraghty, Chief Administrative Officer

RECOMMENDATION:

THAT Council receives the attached report for information purposes in reference to By-Law 3777-2025.

BACKGROUND:

Council approved Report No. 2019-087 on July 15, 2019, authorizing a loan agreement in the amount of \$3,400,000 for the construction of Fire Station No. 1 – Maitland over 20 years with 5-year terms. The Royal Bank of Canada disbursed the funds to finance the construction with an initial 5-year term rate of 2.67% from the period of April 16, 2020, to April 15, 2025 (\$18,299.05 monthly payments). In discussion with the RBC the bank has provided a new rate of 4.05% for the next term, which covers the period of **April 16, 2025, to April 15, 2030 (\$20,267.54 monthly payments)**.

The remaining balance as of the renewal period is \$2,711,817.08.

It was determined that rather than locking in a 15-year term for the remainder of the loan it was fiscally prudent to enter into a shorter term in hopes that the next terms interest rate may be lower.

FINANCIAL CONSIDERATIONS:

The Township of Augusta allocated additional funds in the 2025 Budget expecting higher rates than 2019 and estimated a rate of 4.00% and a budget of \$240,000. The impact on the budget moving forward is estimated to be \$3,211.00 higher.



Shannon Geraghty, CAO

AUGUSTA TOWNSHIP

REPORT NUMBER: 2025-054
REPORT TO COUNCIL: May 12, 2025
RE: Public Works Activity Report – May 2025
AUTHOR: Jon Stadig, Public Works Manager

RECOMMENDATION:

THAT Council receives the Public Works Activity Report as prepared by the Public Works Manager dated May 12, 2025, for information.

PURPOSE:

This report provides an overview of the Public Works Department's activities for the Spring and Summer seasons. Highlights include road grading, tree cleanup, equipment changeover, Capital projects, and the start of seasonal infrastructure monitoring programs such as traffic counts.

Fleet and Equipment Maintenance

- Winter equipment (snowplows, salters) removed, cleaned, serviced, and stored
- Street sweepers, mowers, and summer maintenance tools prepped and deployed
- Multi-purpose equipment changed over and inspected
- Summer equipment is fully serviced and ready for use
- Ongoing staff training on seasonal equipment and safety protocols

Road Maintenance and Construction

- Regular grading underway on unpaved roads to correct surface wear and drainage issues
- On-going pothole maintenance
- Storm sewers catch basins inspections on-going
- On-going tree cleanup

AUGUSTA TOWNSHIP

Capital Projects

- Double Surface Treatment with Fog Seal: Contract awarded to Miller Paving Limited
- Hot Mix Patching: Contract awarded to Blair Asphalt Products Limited
- Contracts for maintenance stone and calcium road spray have been renewed for the 2025 season

Traffic Counts Initiated

- Seasonal traffic data collection began May 6
- Data will be collected to support infrastructure planning, funding applications, and safety assessments

Grounds Maintenance

- Regular mowing and trimming across municipal properties have started

Waste Transfer Sites and Wetlands

- Annual waste management reports submitted to MECP
- Annual monitoring reports submitted to MECP
- Ongoing environmental monitoring
- Site inspections conducted to ensure compliance with MECP regulations
- Valve replacement for Manhole 4 has been approved
- Proposal received for construction of Cell Zero



Jon Stadig, Public Works Manager



Shannon Geraghty, CAO

AUGUSTA TOWNSHIP

REPORT NUMBER: 2025-055
REPORT TO COUNCIL: May 12, 2025
RE: Video Surveillance Policy
AUTHOR: Kathleen Cole, Parks, Recreation & Facilities
Manager

RECOMMENDATION:

THAT Council approve the Video Surveillance Policy as outlined in Staff Report 2025-055.

BACKGROUND:

The Township of Augusta currently uses video surveillance equipment to promote the safety and security of the public, as well as the Township's assets, employees and property. In order to be compliant with the provisions of relevant legislation, the policy as attached to Staff Report 2025-055, is being proposed.

The policy incorporates the legislated requirements under the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), the guidelines outlined by the Ontario Privacy Commissioner of Ontario (IPC), and the role of public consultation moving forward.

The policy outlines the procedures for the installation and placement of video surveillance equipment, the public notice for the installation of new video surveillance equipment, ensuring proper notification as shown in Schedule A of the policy, and the responsibilities of staff.


Currently, video surveillance equipment is installed at the following locations:

Public Works Garage
North Augusta Warming Shed
Maynard Recreation Centre

The policy includes a release form for Law Enforcement Agencies to access records under specific situations, a listing of current locations of installed video surveillance equipment and purpose, and sample signage with the required information as outlined by the IPC guidelines and under MFIPPA.



Kathleen Cole, Parks, Recreation & Facilities Manager



Shannon Geraghty, CAO



AUGUSTA TOWNSHIP TOWNSHIP OF AUGUSTA

DEPARTMENT:	Administration	POLICY NUMBER:	POL- 0105
SUBJECT:	Video Surveillance Policy	DATE APPROVED:	

1. PURPOSE:

The Township of Augusta recognizes the balance between an individual's right to be free from invasion of privacy and the need to protect the safety and security of the public, its employees, and municipal property.

This policy defines the criteria and procedures associated with the installation and use of video surveillance equipment by the Township. Video surveillance shall be used to promote the safety and security of the public, as well as the Township's assets, employees and property in accordance with the provisions of relevant legislation and established policies and procedures.

Although a video surveillance system may be required for legitimate operational purposes, it must be used in accordance with the *Municipal Freedom of Information and Protection of Privacy Act ("MIFPPA")*, as well as the Ontario Human Rights Code and the Canadian Charter of Rights and Freedoms.

This policy establishes the guidelines for the use of overt and fixed video surveillance systems within and around Township-owned buildings and properties including the collection, use, disclosure, and disposal of record information.

This policy does not apply to the recording of municipal Council, Board, Committee, or public meetings.

2. POLICY:

2.1. LEGISLATED REQUIREMENTS

This policy reflects the provisions of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), Ontario Human Rights Code, and the Canadian Charter of Rights and Freedoms.

This policy is intended to conform with the guidelines outlined by the Information and Privacy Commissioner of Ontario ("IPC") in their document titled "Guidelines for the Use of Video Surveillance".

2.2. DEFINITIONS

"Fixed Video Surveillance" – means a system that is attached to an immobile object, such as a poll or building.

"Municipal Staff" – mean employees of the Corporation of the Township of Augusta.

"Overt Video Surveillance" – means a system that is made known to individuals that are affected by the surveillance.

AUGUSTA TOWNSHIP

“Personal Information” – as defined in Section 2 of MFIPPA, as recorded information about an identifiable individual, which includes, but is not limited to, information relating to an individual’s race, colour, national or ethnic origin, sex and age. If a video surveillance system displays these characteristics of an identifiable individual or the activities in which he or she is engaged, its contents will be considered “personal information” under MFIPPA.

“Record” - as defined in Section 2 of MFIPPA Information, means any record of information however recorded, whether in printed form, on film, by electronic means or otherwise, and includes: a photograph, a film, a microfilm, a videotape, a machine-readable record, and any record that is capable of being produced from a machine-readable record.

“Service Provider” – means the Township’s Security Solutions provider.

“Township” – means the Corporation of the Township of Augusta.

“Video Surveillance System” - means a video, physical or other mechanical electronic or digital surveillance system or device that enables continuous or periodic video recording, observing or monitoring of personal information about individuals.

2.3. PUBLIC CONSULTATION

The Township of Augusta acknowledges the importance of public consultation when new or additional video surveillance systems are considered for municipally owned buildings and property. The extent of public consultation may vary depending on the extent of public access.

When new or additional video surveillance systems are being considered for open public spaces such as roads, parks, or municipal facilities, the Township shall consult with relevant stakeholders and the public to determine the necessity and acceptability.

When new or additional video surveillance systems are being considered for municipally owned or operated buildings to which the public are invited, such as a library or Township Hall, notice shall be provided at the site and on the Township’s website with an opportunity for public feedback.

The Township must ensure that any agreements with its Service Providers state that the records dealt with or created while delivering a video surveillance program are under the Township’s ownership and are subject to privacy legislation (MFIPPA).

Employees and Service Providers involved with a video surveillance system, through a written agreement, must review and comply with this Policy and the MFIPPA in performing their duties and functions related to the operation of the video surveillance system.

AUGUSTA TOWNSHIP

3. PROCEDURES:

3.1. PRIVACY

Prior to the installation of video surveillance equipment, departments must ensure that the use is justified on the basis of significant safety concerns, or for crime prevention. Effects that the video surveillance system may have on personal privacy must be minimized.

3.2. INSTALLATION AND PLACEMENT

Video surveillance equipment shall be installed in strictly controlled access areas that have been identified as requiring video surveillance and should never include areas where the public and employees have a reasonable expectation of privacy such as washrooms and change rooms. Adjustment of video surveillance camera positioning must be restricted to ensure that only designated areas are being monitored.

3.3. NOTIFICATION

The public must be notified of the existence of video surveillance equipment with clear signage prominently displayed at the video surveillance areas. Signage must satisfy the notification requirements under section 29(2) of *Municipal Freedom of Information and Protection of Privacy Act* and be designed as per Schedule 'A' and contain the following information:

- The legal authority for the collection;
- The principal purpose(s) for which the personal information is intended to be used; and
- The title, business address and business telephone number of someone who can answer questions about the collection.

3.4. COLLECTION, USE AND DISCLOSURE

Personal information collected pursuant to this Policy will be recorded and will only be used for the purposes set out herein, or as may otherwise be permitted or required by law. For example, Personal Information may be disclosed to the police or other law enforcement agencies in Canada to aid an investigation.

Disclosure of storage devices will only be made to authorities upon the presentation of a warrant or to aid in an investigation in addition to the completion of Schedule 'A' setting out the name of the individual(s) who took the storage device, under what legal authority, the date, and whether the storage device will be returned or destroyed after its use by the authorities.

AUGUSTA TOWNSHIP

3.5 RECORDS RETENTION

The retention periods for video surveillance images are governed by the receiving equipment and range from ten (10) to fifteen (15) days and up to 5,000 clips per month in online storage. Requests from law enforcement agencies, department managers, or MFIPPA requests will be for the same duration as an Freedom of Information request as governed by the Township of Augusta's Records Retention By-Law.

3.6 RESPONSIBILITIES

Municipal staff are responsible for requesting and ensuring that the implementation and administration of any video surveillance system is in accordance with this procedure and the Video Surveillance Policy. This includes:

- Maintaining a record of the locations and purpose for the video surveillance equipment (Schedule 'C');
- Maintaining a list of personnel who are authorized to access and operate the system(s);
- Maintaining a record of the times when video surveillance will be in effect;
- Posting Video Surveillance Signage (Schedule 'A'); and
- Assigning a person responsible for the day-to-day operation of the system in accordance with the policy, procedures and directions that may be issued.

The Chief Administrative Officer shall approve all requests to purchase and install any video surveillance device and review the video needs assessment to ensure compliance with the principles of the *Municipal Freedom of Information and Protection of Privacy Act* and other relevant legislation.

Where the Township has a contract with a Service Provider, the contract shall provide that failure by the Service Provider to comply with the policy or the provisions of the *Municipal Freedom of Information and Protection of Privacy Act* and other relevant legislation is considered a breach of contract leading to penalties up to and including contract termination.

The Service Provider shall, in conjunction with Departments, provide management and control over video surveillance application systems in order to ensure corporate strategies are supported, standardized, consistent and reliability.

The Clerk shall be responsible for administering the requirements of the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) and maintaining the following:

- Control over the access and release of personal information recorded by the system (Schedule 'D')
- Maintain a log of all releases to law enforcement or for Freedom of Information requests

AUGUSTA TOWNSHIP

4. CONTRAVENTION OF POLICY:

All employees shall abide by the written standards of this policy. Failing to do so may result in disciplinary action subject to the Township's Disciplinary Policy.

5. POLICY REVIEW:

The Township shall periodically review the Video Surveillance Policy at any time the Township is considering changing or adding a new video surveillance system or Service Provider.

6. APPLICABLE ADDITIONAL DOCUMENTS:

- Records Retention Policy By-Law
- Disciplinary Policy

AUGUSTA TOWNSHIP
SCHEDULE 'A'
Video Surveillance Signage

WARNING



**PREMISES
MONITORED BY
24 HOUR
VIDEO
SURVEILLANCE**

**AUGUSTA TOWNSHIP
SCHEDULE 'B'
Video Surveillance Release Form
Record of Disclosure to Law Enforcement Agency**

Name of Law Enforcement Officer:	Badge Number:
Agency:	Incident #:
Description of Record Being Seized:	
Date of Incident:	Time of Incident:

Date of Record seized: _____

In signing below, the representative of the law enforcement agency named above certified that the record(s) seized are required by the named law enforcement agency to aid in an investigation from which proceedings are likely to result or are proceeding.

After use, the record seized shall be:
 Destroyed Returned

Staff Member/Service Provider releasing record: _____

Staff Member/Service Provider Signature: _____

Seizing Officer's Signature: _____

**AUGUSTA TOWNSHIP
SCHEDULE 'C'
List of Video Surveillance System Locations**

Location	Purpose	Area Covered	Signage Posted	Authorization to Access Determined by
Maynard Recreation Centre	- Site Security - Prior Damage	- Playground - Outdoor Rink - Pickleball Courts	Required	CAO
North Augusta Warming Shed	- Site Security - Prior Damage	- Playground - Outdoor Rink	Required	CAO
Public Works Garage	- Site Security	- Public Works entrance and yard	Required	CAO

AUGUSTA TOWNSHIP

REPORT NUMBER: 2025-056

REPORT TO COUNCIL: May 12, 2025

RE: Building Department Activity Summary

AUTHOR: Karen Morrell, CBO, CBCO

RECOMMENDATION:

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

BUILDING DEPARTMENT ACTIVITY SUMMARY:

April 2025	Permit Number	Cost of Project	Permit Cost	Type of Permit
09/04/2025	2025-0013	\$50,000.00	\$240.00	Detached Garage
03/04/2025	2023-7827	\$300,000.00	\$3,546.00	Renovation
03/04/2025	2025-0014	\$26,000.00	\$270.00	Shed
10/04/2025	2025-0015	\$150,000.00	\$1,320.00	Detached Garage
09/04/2025	2025-0016	\$50,000.00	\$331.00	Renovation
11/04/2025	2025-0017	\$3,000.00	\$376.00	Lean-to & carport
11/04/2025	2025-0018	\$30,000.00	\$460.00	Renovation- Structural, Insulation, ventilation
17/04/2025	2025-0019	\$3,500.00	\$112.00	Renovation- Convert part of garage to mudroom
30/04/2025	2025-0022	\$20,000.00	\$270.00	Deck
30/04/2025	2025-0023	\$8,000.00	\$450.00	Garage
April 2025 TOTAL		\$ 640,500.00	\$ 7,375.00	
2025 TOTAL		\$ 5,547,400.00	\$ 19,741.00	

AUGUSTA TOWNSHIP

April 2024	Permit Number	Cost of Project	Permit Cost	Type of Permit
16/04/2024	2023-7921	\$375,000.00	\$4,607.00	SFD
10-042024	2024-0001	\$30,000.00	\$220.00	Demolition x2
10/04/2024	2024-0011-1	\$176,280.00	\$600.00	detached garage
11/04/2024	2024-0015	\$7,000.00	\$750.00	Agricultural storage
10/04/2024	2024-0016	\$6,000.00	\$125.00	AG Pool and deck
12/04/2024	2024-0017	\$1,500.00	\$216.00	Deck & shade pergola
24/04/2024	2024-0018	\$9,000.00	\$108.00	Storage shed
22/04/2024	2024-0019	\$6,000.00	\$95.00	Insulation & VB retrofit
30/04/2025	2024-0022	\$3,000.00	\$283.00	chicken coop
April 2024 TOTAL		\$ 613,780.00	\$ 7,004.00	
2024 TOTAL		\$ 1,593,080.00	\$ 14,610.00	

Inspections performed in April; 23 Permits issued in April; 10
 MPAC Finals for April; 4 MPAC Occupancies for April; 1
 Monthly reports submitted to MPAC, Statistics Canada, Tarion and CMHC for April 2025.



Karen Morrell, CBO



Shannon Geraghty, CAO

AUGUSTA TOWNSHIP

REPORT NUMBER: 2025-057
REPORT TO COUNCIL: May 12, 2025
RE: Health and Safety Communication Policy
AUTHOR: Ashleigh Trickey, Protective Services & Safety Coordinator

RECOMMENDATION:

THAT Council approves the Health and Safety Communication Policy as presented in Staff Report 2025-057.

PURPOSE:

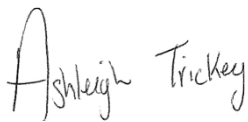
The purpose of this policy is to ensure the Township is compliant with current legislation, address any current/future workplace risks, and align with best practices.

BACKGROUND:


As part of our work with 4S and our continued commitment to updating Health and Safety Policies, staff have completed the attached policy for our Health and Safety Management System. This policy includes the new changes in the *Occupational Health and Safety Act*, legal compliance requirements, and enhances employee well-being.

FINANCIAL CONSIDERATIONS:

The funding for additional staff training will be covered within the 2025 Health and Safety Budget.



Ashleigh Trickey, Protective Services
and Safety Coordinator



Shannon Geraghty, CAO



AUGUSTA TOWNSHIP TOWNSHIP OF AUGUSTA

SECTION:	Health and Safety	POLICY NUMBER:	POL- 0207
SUBJECT:	Health and Safety Communication Policy	DATE APPROVED:	

1. PURPOSE

Communication is key to a safe and healthy workplace. The purpose of this policy is to outline the Health and Safety Communication Policy at Township of Augusta. The Township is committed to ensuring that all workers have the necessary instruction and information to ensure they perform their work safely. This policy outlines the various communication channels used by Township of Augusta to facilitate open dialogue across the organization among workplace parties and with the external stakeholders such as emergency services and regulatory bodies.

2. POLICY

The Communication Policy applies to all work or work-related activities performed under the control of the organization by all workplace parties and includes:

- The roles and responsibilities of relevant workplace parties who are responsible for communicating health and safety information.
- A process of ensuring that a two-way communication process is in place and effective, internal between management and workers as well as vice versa as well as external parties.
- A process of ensuring that any communication barriers are removed to ensure information communicated is received and understood by the recipients.
- A process for delivering safety meetings as a means of communicating health and safety information.
- The required Township wide health and safety meetings to be held by senior management.
- A process for maintaining records of communication

2.1 DEFINITIONS

- a. **Chief Administrative Officer (CAO)** – means an individual at the highest level of an organization’s structure responsible for leading, managing and /or directing an organization’s day-to-day activities and/or operations.

AUGUSTA TOWNSHIP

- b. Competency** - means a person performing a task for, or on behalf of, the organization is competent to do so by means of appropriate:
- Knowledge of the hazards and risks associated with the tasks for the operations and activities.
 - Demonstrated understanding and working knowledge of the control measures associated with the hazards and risks.
 - Training regarding the hazards, risks, and associated control measures
 - Aptitudes, such as skillset, ability, and willingness to deal with the hazards, risks, and control measure.
- c. Competent person** - means a person who:
- is qualified because of knowledge, training, and experience to organize the work and its performance,
 - is familiar with this Occupational Health and Safety Act and the regulations that apply to the work, and
 - has knowledge of any potential or actual danger to health or safety in the workplace.
- d. Employer** – means a person who employs one or more workers or contracts for the services of one or more workers and includes a contractor or subcontractor who performs work or supplies services and a contractor or subcontractor who undertakes with an owner, constructor, contractor, or subcontractor to perform work or supply services.
- e. Joint Health and Safety Committee (JHSC)** – means an advisory body composed of worker and management representatives that are committed to improving health and safety conditions in the workplace.
- f. Hazard** – means a source, situation, or act with a potential for harm in terms of human injury.
- g. Health, Safety, Environment (HSE)** – means Health, Safety and Environment and encompasses a range of practices, policies, and regulations to minimize hazards, prevent accidents and injuries, and promote sustainable practices.
- h. Occupational Health and Safety (OHS)** – means conditions and factors that affect or could affect the health and safety of employees or other workers, inclusive of temporary workers and contractor personnel, visitors, suppliers, vendors, or any other person in the workplace.
- i. Organization** – means a company, corporation, firm, enterprise, authority or institution, or part or combination thereof, whether incorporated or not, public, or private, that has its own functions, management, and administration.

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- j. Policy** – means a general commitment, direction or intention and is formally stated by top management. A quality policy statement should express top management's commitment to the implementation and improvement of its management system.
- k. Procedure** – means a documented, specified method to carry out an activity.
- l. Process** – means a set of interrelated or interacting activities that transforms inputs into outputs.
- m. Record** – means a document stating results achieved or providing evidence of activities performed.
- n. Supervisor** – means a person who has charge of a workplace or authority over a worker. In Augusta Township, this includes but is not limited to Managers.
- o. Tailgate Talks** – means informal safety conversations, also referred to as toolbox talks.
- p. Townhalls** – means the annual safety meetings in the Township of Augusta.
- q. WSIB** – means Workplace Safety and Insurance Board, the provincial agency in Ontario.
- r. Worker** – means any of the following, but does not include an inmate of a correctional institution or like institution or facility who participates inside the institution or facility in a work project or rehabilitation program:
- A person who performs work or supplies services for monetary compensation.
 - A secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates the school in which the student is enrolled.
 - A person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university, private career college or other post-secondary institution.
 - Such other persons as may be prescribed who perform work or supply services to an employer for no monetary compensation.

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- s. **Workplace** – means any land, premises, location, or thing at, upon, in or near which a worker works.
- t. **Workplace Parties** - means but are not limited to, the employer, supervisor(s), workers, constructor, visitors, and owner.

2.2 PROCEDURE

a. COMMUNICATION METHODS AND DELIVERY

The overall communication policy will be managed by the CAO or designate with the support of supervisors. The manner of delivering communication as well as the content of the message will take into consideration the receiver's ability to understand the message including literacy and language skills. Communication will be appropriate for the audience.

b. MANAGEMENT OF COMMUNICATION FROM INTERNAL PARTIES

Internal communication is essential for the effective operation of the health and safety policy. Providing all workplace parties with relevant information regarding the health and safety policy allows for transparency between workplace parties regarding matters of health and safety and is crucial to keep workers informed of the hazards and controls in their workplace.

The table below outlines areas of the health and safety policy at Township of Augusta, which are to be internally communicated to staff at various levels of the organization.

What is to be communicated	When is it to be communicated	Who is it communicated to	How is it to be communicated	Documentation Required
Health and safety information	Ongoing	All relevant Workplace Parties	Posters, health and safety boards, emails, signage, townhalls, tailgate talks, meetings, workshops, feedback forms etc.	Examples include: <ul style="list-style-type: none"> • Snapshot of emails • Photo of H&S board • Photo of posters/signage • Meeting Minutes • Attendance sheets • Feedback forms • Hazard reporting forms Evidence of tailgate talks, meetings, workshops etc.

AUGUSTA TOWNSHIP

What is to be communicated	When is it to be communicated	Who is it communicated to	How is it to be communicated	Documentation Required
Changes to HSE processes	On occurrence of changes	Relevant workplace parties	Email, intranet, in-person, memos, tailgate talks etc.	Examples include: <ul style="list-style-type: none"> • Snapshot of emails • Photo of H&S board, if posted on the board • Meeting Minutes Evidence of tailgate talks, meetings, etc.
Action plans from Management Reviews	Upon approval of action plan	Relevant workplace parties	Same as above	Copy of Action Plan
Critical Injuries	Post-occurrence, after completed investigation	Relevant workplace parties	Email, intranet, in-person, memos, tailgate talks etc.	Examples include: <ul style="list-style-type: none"> • Snapshot of emails • Photo of H&S board, if posted on the board • Meeting Minutes Evidence from tailgate talks, meetings, etc.
Injuries/safety incidents	As soon as possible after the investigation is complete and the root cause has been identified	Relevant workplace parties	Email, intranet, in-person, memos, tailgate talks etc.	Examples include: <ul style="list-style-type: none"> • Snapshot of emails • Photo of H&S board, if posted on the board • Meeting Minutes Evidence from tailgate talks, meetings, etc.
Provincial inspector orders	Immediately on issuance of orders	All workplace parties	Health and Safety Board	Copy of orders

AUGUSTA TOWNSHIP

What is to be communicated	When is it to be communicated	Who is it communicated to	How is it to be communicated	Documentation Required
HSE documentation (Job Hazard Assessments, HSE manual, Procedures etc.)	Immediately upon completion and approval of documentation	Relevant employees based on job function and type of document	Digitally Paper based Internal Training	Digital records Paper Copies Internal Training records
Minutes of JHSC meetings	Immediately (upon completion and approval of minutes)	All personnel at the facility	Posting a copy on the Health and Safety Board	Copy of JHSC minutes

c. MANAGEMENT OF COMMUNICATION FROM EXTERNAL PARTIES

Any communication between Township of Augusta and external parties (including, but not limited to, regulatory and enforcement provincial authorities, clients, vendors, and media), will be managed directly by the CAO or by a person to whom such duties are delegated. Prior to reporting to any provincial authority, supervisors will be consulted before submitting any verbal or formal written response to any requests. Communication with the media will be done only with the approval of the CAO. Any requests for interviews or comments from the media on a sensitive occupational health and safety matter must be forwarded to CAO. All communication correspondence with external parties will be documented.

The table below outlines areas of the health and safety policy at Township of Augusta, which is to be communicated to external parties and stakeholders when necessary.

What is to be communicated	When is it to be communicated	Who is it communicated to	How is it to be communicated	Documentation Required
Any structural inadequacies of the building that may present a hazard to workers	As soon as reasonably possible	Provincial OHS Director	No specific requirement in legislation	No specific requirement in legislation
The use or introduction of a biological, chemical, or physical agent prescribed by regulation	As soon as reasonably possible	Provincial OHS Director	No specific requirement in legislation	No specific requirement in legislation

AUGUSTA TOWNSHIP

What is to be communicated	When is it to be communicated	Who is it communicated to	How is it to be communicated	Documentation Required
Death or Critical Injury	Initial notice: Immediately	Provincial OHS Director	Initial Notice: Telephone or other direct means	Retain written report
	Written Notice: Forty-eight hours after the occurrence		Written Notice: Written report of the circumstances of occurrence	
Notice by employer of accident	Within three days after learning of an accident	WSIB Injured Worker	Form approved by the Board	Approved WSIB Form
Notice of Dispute re: early and safe return to work	On occurrence	WSIB	No specific requirement in legislation	No specific requirement in legislation

d. INTERNAL COMMUNICATIONS

Internal communication platforms are a combination of verbal, virtual and physical means of communicating. The goal is to ensure that there is a two-way communication process in place for information to be brought to management from worker and from worker to management.

Other means of communicating include:

- Safety Board
- Signage
- Memos
- Emails
- Internal communication between workplace parties
- Safety meetings (virtual/in person) – each facility/organization
- Brochure

f. WORKER CONTACT INFORMATION

Updating worker contact information will be done yearly by senior management or designate.

g. ADDRESSING LANGUAGE BARRIERS

Addressing any communication barriers is important when implementing a process to remove those communication barriers and ensure information communicated is received and understood by the recipients.

AUGUSTA TOWNSHIP

h. TAILGATE TALKS

Supervisors will conduct tailgate talks as required with their workers. Each worker will acknowledge that they have understood the topics discussed. The topic and the worker's signatures will be documented using the Tailgate Safety Form on file.

2.3 ANNUAL HEALTH AND SAFETY MEETINGS ANNUAL HEALTH AND SAFETY MEETINGS

The CAO will coordinate a Township-wide health and safety meeting annually. The meeting agenda will be provided in advance to all workers. Health and safety objectives for the year and an action plan will be communicated to workers that includes an update on the Occupational Health and Safety Management System (OHSMS) and its implementation. Workers are encouraged to provide their feedback and raise any concerns to ensure two-way communication. The meeting minutes will be posted on the health and safety board or on a digital platform that is easily accessible by all employees. Action plans will be updated based on the discussion with workers, if required. Attendance of the meeting will be recorded on the sign-in sheet.

The schedule for Safety Meetings shall be as follows:

- Annually
- Tailgate Talks as required
- Quarterly JHSC safety meeting

3. Responsibilities

3.1 CAO

- a. Conduct annual safety meeting with all workplace parties.
- b. Take workers' feedback and concerns and update the OHSMS and annual action plan if necessary.
- c. Allocate resources and address barriers that could exist that may impact the ability to effectively communicate health and safety information.
- d. Ensure sufficient channels of communication are available between workplace parties that include but are not limited to safety boards, posters, emails, signage, meetings, tailgate talks, townhalls, workshops, feedback forms, etc.
- e. Ensure measures and procedures are in place to properly record attendance, agendas, meeting minutes and corrective action plans.

AUGUSTA TOWNSHIP

3.2 Supervisors

- a. Conduct and document all H&S communication that is communicated to workers and request, receive and document worker feedback.
- b. Maintain two-way communication with workers and give a platform that allows them the opportunity to provide input without reprisal.
- c. Ensure prompt notification to workers when there are changes in the workplace and OHSMS.
- d. Ensure communication is delivered in a manner that is understood by the receiver of the message and takes into consideration their ability, language skills and literacy.
- e. Record attendance and meeting minutes.

3.3 Workers

- a. Participate in all health and safety related events, training and meetings and provide feedback.
- b. Provide feedback when current methods of communication are ineffective or when barriers are in place.
- c. Adhere to all external communication protocols and comply with attendance recording requirements.

4. ADDITIONAL APPLICABLE DOCUMENTS:

- Tailgate Safety
- Meeting Agenda
- Meeting Minutes
- Sign-In Sheets
- Surveys
- Safety Board postings
- Duties of employers – Occupational Health and Safety Act, s. 25, 26
- Duties of supervisors – Occupational Health and Safety Act, s. 27
- Duties of workers– Occupational Health and Safety Act, s. 28
- Joint Health and Safety Committee– Occupational Health and Safety Act, s. 9

AUGUSTA TOWNSHIP



EXPLANATORY NOTE TO BY-LAW 3775-2025

The purpose of this By-Law is to authorize the execution of a Development Agreement with the property owner Nyssa MacAllister Trip.

The property is a 120 ac.+/- lot which was the subject of Severance Application B-140-24. The application will sever the existing dwelling at 1106 County Road 2 with 5 ac.+/. The retained 115 ac. +/- vacant building lot is the subject of this Development Agreement, required as a condition of severance approval (Condition 5), approved by the United Counties of Leeds and Grenville on February 26, 2025.

The Development Agreement will address Archaeological Assessment and Bedrock Resources considerations/policies in lieu of supporting studies being completed by the property owner at this time.

Archaeological Assessment

Section 9.10.3.4 of the Official Plan requires regard for areas of archaeological potential, as does the Provincial Planning Statement (PPS). The property meets the provincial screening criteria for archaeological potential, being located within 300m of the St. Lawrence River. As only a small portion of the proposed 115 ac. +/- vacant lot will be within the 300m influence area, it was recommended by the Township that this be addressed via a Development Agreement.

Bedrock Resources

Section 5.2.4, of the Official Plan, Bedrock Resources and Section 5.2.5, Adjacent Land, do not permit development within 500m unless it can be supported through such studies as a Mineral Resource Impact Assessment/Land Use Compatibility Study and a Hydro-geological Assessment. There is area on the southern portion of the retained lands/resulting building lot near the County Road where a dwelling could be located outside of this 500m influence area. The Township also recommended that this be regulated by a Development Agreement.

AUGUSTA TOWNSHIP



THE CORPORATION OF THE TOWNSHIP OF AUGUSTA BY-LAW NUMBER 3775-2025

BEING A BY-LAW TO AUTHORIZE THE EXECUTION OF A DEVELOPMENT AGREEMENT BETWEEN NYSSA MCALLISTER TRIP AND THE CORPORATION OF THE TOWNSHIP OF AUGUSTA.

WHEREAS Condition (5) of the United Counties of Leeds and Grenville Consent Granting Authority Decision on Application B-140-24, requested by the Township, was imposed in accordance with Sections 51 (26) of the *Planning Act*, R.S.O., 1990;

AND WHEREAS Condition (5) requires that a Development Agreement be entered into between the Township and the property owner related to the retained lands under Severance Application B-140-24;

AND WHEREAS the Council of the Corporation of the Township of Augusta deems it advisable to enter into a Development Agreement with Nyssa MacAllister Trip for Part of Lots 36 and 37, Concession 1, in the Township Augusta, in the United Counties of Leeds & Grenville, in order to fulfill said condition of approval;

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

1. **THAT** the Corporation enter into an Agreement with Nyssa MacAllister Trip addressing Condition (5) of the Consent Granting Authority Decision on Application B-140-24, Vacant Lands County Road 2, more particularly described in the Development Agreement;
2. **THAT** the Mayor and the Clerk are hereby authorized to execute an appropriate Development Agreement, to be attached hereto, to be registered on title to the retained lands under Severance Application B-140-24;
3. **THAT** the Agreement attached hereto as Schedule 'A' shall form part of this By-Law;
4. **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 12th day of May, 2025.

MAYOR

CLERK

AUGUSTA TOWNSHIP

DEVELOPMENT AGREEMENT made this ____ day of _____, 2025.

BETWEEN:

NYSSA MACALLISTER TRIP
Hereinafter called the “**Owner**”

OF THE FIRST PART

And

THE CORPORATION OF THE TOWNSHIP OF AUGUSTA
Hereinafter called the “**Township**”

OF THE SECOND PART

WHEREAS, Condition (5) of Severance Application B-140-24 required the property owner to enter into a Development Agreement related to the Retained Lands, as described in Schedule “A” (“the Retained Lands”);

AND WHEREAS, the new resultant building lot on the Retained Lands, located in Part of Lots 36 and 37, Concession 1, in the Township of Augusta, County of Grenville, is partially located within 300m of the St. Lawrence River, requiring Archaeological Assessment under the Township’s Official Plan, adopted October 26, 2015, and the Provincial screening criteria for evaluating archaeological potential.

AND WHEREAS, the new resultant building lot on the Retained Lands, is partially located within 500 m of the Bedrock Resource designation under the Township’s Official Plan Constraints Schedule B, adopted October 26, 2015.

NOW THEREFORE IN CONSIDERATION of the approval by the Consent Granting Authority and to satisfy Condition (5) of Severance Application B-140-24 therein, the premises set out herein and other valuable consideration, the sufficiency of which is hereby acknowledged, the parties agree each with the other as follows:

1. The Owner hereby agrees that any future building areas, septic locations or construction areas requiring soil disturbance within 300 m of the St. Lawrence River on the Retained Lands shall require written confirmation from the Ministry of Citizenship and Multiculturalism (or any future named Ministry having

AUGUSTA TOWNSHIP

jurisdiction over this matter) that a supportive Archaeological Assessment has been submitted to their Ministry (note: normal farm (tilling) practices would be exempt).

2. The Owner agrees not to apply for a building permit for any construction within the 300 m distance/area detailed in paragraph 1 herein until such time as a written confirmation is obtained from the Ministry of Citizenship and Multiculturalism that all concerns for archaeological resources on any proposed building areas, septic locations or construction areas requiring soil disturbance on the Retained Lands have been addressed to the satisfaction of the Ministry.
3. The Owner further agrees that until the confirmation described in paragraph 1 above is received by the Owner, only a licensed consultant archaeologist shall be permitted to carry out any soil disturbance or alterations on the specified distance of the Retained Lands. Normal farm (tilling) practices are exempted from this requirement and do not constitute soil disturbance or alterations for the purpose of this section.
4. The Owner further agrees that any application for building permit shall be consistent with all recommendations contained in the archaeological report(s) prepared for the Retained Lands within the distance specified in paragraph 1 and all recommendations and conditions as may be imposed by the Ministry of Citizenship and Multiculturalism.
5. The Owner hereby agrees that any future residential dwelling on the Retained Lands proposed to be located within 500 m of the Bedrock Resource designation on the Township's Official Plan Schedule B, adopted October 26, 2015, requires a supportive Mineral Aggregate Impact Assessment and a Hydrogeological Assessment to address Section 5.2.5 of the Official Plan, to the satisfaction of the Township.

AUGUSTA TOWNSHIP

6. The Owner further agrees that any application for building permit shall be consistent with all recommendations contained in the Mineral Aggregate Impact Assessment and a Hydrogeological Assessment prepared for the Retained Lands within the distance specified in paragraph 5.
7. The Owner agrees that this Development Agreement will be registered on title to the Retained Lands under B-140-24.
8. The Owner acknowledges and agrees that the Township may rely on this Agreement as an estoppel in any action commenced by the Owner related to the Township's refusal to issue a building permit where the Owner is in breach of this Agreement.
9. The Owner shall indemnify the Township against all actions, causes of action, suits claims, charges, fees, regulatory orders, prosecutions, expenses (including legal costs on a full recovery basis) and demands whatsoever that may arise from the actions of the Owner, that are not caused by the negligent acts of the Township, its employees, servants and agents, related in any way to this Agreement.
10. The Owner agrees to pay all costs of the Township associated with this Agreement with the intent that the Township shall not incur any expense arising from the preparation, implementation or enforcement of this Agreement unless otherwise expressly stated, and every obligation of the Owner under this Agreement shall be deemed to include the words "at the expense of the Owner," unless specifically stated otherwise.
11. Any dispute between the parties with respect to this Agreement shall, at the request of a party, be submitted to arbitration pursuant to the *Arbitration Act* and the decision of the arbitrator or, if more than one, the decision of a majority shall be final and binding on the parties.

AUGUSTA TOWNSHIP

- 12. Each party shall pay its own costs of the arbitration referred to in paragraph 11 herein, and shall share equally the costs of the arbitrator(s).

- 13. It is agreed between the parties hereto that every covenant, provision and agreement herein shall endure to the benefit of and be binding upon the parties hereto, and their heirs, executors, administrators, successors and assigns, that all covenants herein shall be construed as being joint and several and that, when the context so requires or permits, the singular number shall be read as if the plural were expressed, and the masculine gender as if the feminine gender, as the case may be, were expressed.

- 14. The Owner covenants and agrees that nothing in this Agreement releases the Owner from the obligation to comply with the provisions of the Township's Zoning By-laws, as amended, or any by-laws of the Township that may now or in the future be in effect.

IN WITNESS WHEREOF the parties hereto have hereunto set their hands and seals on this as of the day and year first written above.

SIGNED, SEALED AND DELIVERED

In the Presence of

)
)
) _____
 Nyssa MacAllister Trip

THE CORPORATION OF THE TOWNSHIP OF AUGUSTA:

Per:
)
) _____
 Jeff Shaver, Mayor

)
) _____
 Lindsey Veltkamp, Clerk

We have authority to bind the Corporation

**AUGUSTA TOWNSHIP
SCHEDULE "A"**

DESCRIPTION OF LAND TO WHICH THIS AGREEMENT APPLIES

Severed Lands

B-140-24

Concession 1, Part Lot 37
Part 1 on Reference Plan 15R-12530
Township of Augusta
County of Grenville

Retained Lands under B-140-24

To be inserted by applicant's solicitor

AUGUSTA TOWNSHIP



EXPLANATORY NOTE TO BY-LAW 3776-2025

The purpose of this By-Law is to authorize the appointment of a new Treasurer for the municipality.

The *Municipal Act, R.S.O. 2001, as amended* states:

286 Treasurer

- (1) A municipality **shall** appoint a treasurer who is responsible for handling all of the financial affairs of the municipality on behalf of and in the manner directed by the council of the municipality, including,
- (a) collecting money payable to the municipality and issuing receipts for those payments;
 - (b) depositing all money received on behalf of the municipality in a financial institution designated by the municipality;
 - (c) paying all debts of the municipality and other expenditures authorized by the municipality;
 - (d) maintaining accurate records and accounts of the financial affairs of the municipality;
 - (e) providing the council with such information with respect to the financial affairs of the municipality as it requires or requests;
 - (f) ensuring investments of the municipality are made in compliance with the regulations made under section 418, if applicable; and
 - (g) complying with any requirements applicable to the treasurer under section 418.1.

This By-Law is to fill the position of Treasurer, which has been vacant since February, 2025.

AUGUSTA TOWNSHIP



CORPORATION OF THE TOWNSHIP OF AUGUSTA

BY-LAW NUMBER 3776-2025

BEING A BY-LAW TO APPOINT A TREASURER FOR THE CORPORATION OF THE TOWNSHIP OF AUGUSTA

WHEREAS Section 286(1) of the *Municipal Act, R.S.O. 2001, as amended*, provides that Council shall appoint a Treasurer responsible for handling all of the financial affairs of the municipality on behalf of and in the manner directed by the council of the municipality as outlined in the *Municipal Act* and any other Acts;

AND WHEREAS the Council of the Corporation of the Township of Augusta deems it expedient to appoint a Treasurer.

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

1. **THAT** Stephen Lunn is hereby appointed Treasurer for the Township of Augusta.
2. **THAT** By-Law 3590-2022 and all other By-Laws inconsistent herewith are hereby repealed.
3. **THAT** this By-Law come into full force and effect as of May 12, 2025.

Read a first and second time this 12th day of May, 2025.

Read a third time and passed this 12th day of May 2025.

MAYOR

CLERK

AUGUSTA TOWNSHIP



**THE CORPORATION OF THE TOWNSHIP OF AUGUSTA
BY-LAW NUMBER 3777-2025
BEING A BY-LAW TO AMEND BY-LAW 3451-2019, BEING A BY-LAW TO
AUTHORIZE A BANK LOAN AGREEMENT WITH ROYAL BANK OF CANADA**

WHEREAS the Municipal Act 2001, S.O. 2001, Chapter 25, Section 401 authorizes a municipality to 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 into prescribed financial agreements for or in relation to the debt;

AND WHEREAS Ontario Regulation 276/02, as amended, permits a municipality to enter into a bank loan agreement for the purpose of long term borrowing;

AND WHEREAS the Council of the Corporation of the Township of Augusta passed By-Law 3451-2019 to approve the execution of a bank loan agreement with Royal Bank of Canada for the construction of Fire Station No. 1 in Maitland, Ontario, and approved an interest term of five (5) years;

AND WHEREAS the Council of the Corporation of the Township of Augusta deems it advisable and expedient to amend By-Law 3451-2019.

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

1. **THAT** a schedule (Schedule A) be added to By-Law 3451-2019, listing the interest rate as well as term, and that the Schedule A makes up part of this By-Law; and
2. **THAT** Schedule A of By-Law 3451-2019 be amended at the end of each interest term to reflect the change in rates; 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 May 12, 2025.

Read a first, second, and third time and finally passed this 12th day of May, 2025.

MAYOR

CLERK

AUGUSTA TOWNSHIP

By-Law 3777-2025 Schedule A Interest Rate & Term Table

Institution	Interest Rate	Term
RBC Bank	2.67%	April 16, 2020, to April 15 2025
RBC Bank	4.05%	April 16, 2025, to April 15, 2030
RBC Bank	TBD	April 16, 2030, to April 15, 2035
RBC Bank	TBD	April 16, 2035, to April 15, 2040

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THE CORPORATION OF THE TOWNSHIP OF AUGUSTA BY-LAW NUMBER 3778-2025

BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL OF THE TOWNSHIP OF AUGUSTA AT ITS MEETING HELD ON MAY 12, 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 May 12, 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 12th day of May, 2025.

MAYOR

CLERK