



**AUGUSTA TOWNSHIP
COUNCIL AGENDA
REGULAR MEETING
May 26, 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 26, 2025 be adopted.
- E. Approval of Minutes of Previous Meetings
Regular Council Minutes – May 12, 2025
Recommendation: **BE IT RESOLVED THAT** Council approve the minutes of the May 12, 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 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 2025-058 – Signing Authority for RBC
Recommendation: **BE IT RESOLVED THAT** Council confirms Treasurer, Stephen Lunn, as signing authority on all RBC Bank financial documents effective May 12th, 2025, and;

THAT the former Treasurer, Mark McDonald, be removed as signing authority on all RBC financial documents effective immediately.

- Report 2025-059 – Council Compensation Expense Policy Amendments
Recommendation: **BE IT RESOLVED THAT** Council receive Staff Report 2025-059; and

THAT staff be directed to incorporate the feedback discussed to amend the Council Compensation Expense Policy to be brought back to a future Council meeting.

- Report 2025-060 – Procedural By-Law Amendments
Recommendation: **BE IT RESOLVED THAT** Council provide staff direction to bring back the draft amendments to the procedural By-Law as outlined in Staff Report 2025-060 for further consideration; and

THAT Council approve the time change from 6:00 p.m. to 5:00 p.m. for scheduled Council meetings effective June 9, 2025.

- Report 2025-061 – Prescott Family Medical Associates - Cost Sharing Agreement
Recommendation: **BE IT RESOLVED THAT** Council receive Staff Report 2025-061 and provide staff direction.

Operations and Recreation

Planning and Building Services

- Report 2025-062 – Severances B-35-25 & B-36-25 (5591 Skakum Road)
Recommendation: **BE IT RESOLVED THAT** Council recommends to the United Counties of Leeds and Grenville Consent Granting Authority that consent applications B-35-25 and B-36-25 be approved, subject to six (6) conditions of approval, as detailed in Staff Report 2025-062.
- Report 2025-063 – Stop Up and Close a Road Allowance (Marion Street)
Recommendation: **BE IT RESOLVED THAT** Council approve the stop up and closure of the road allowance known as part of Marion Street, Registered Plan 4, Village of North Augusta, Township of Augusta.

AUGUSTA TOWNSHIP

Protective Services

- Report 2025-064 – Joint Health & Safety Committee Procedure Policy
Recommendation: **BE IT RESOLVED THAT** Council approve the Joint Health and Safety Committee Policy as presented in Staff Report 2025-064.

L. Notice of Motions

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

Recommendation: **BE IT RESOLVED THAT** a staff report be required at a future Council meeting outlining the financial impact a conversion of the assessment of all Industrial Excess Lands, Industrial Vacant Lands, and Large Industrial Excess Lands, within the Township of Augusta, to Industrial Occupied Lands if made effective as of January 1, 2026.

M. By-Laws

- 3779-2025 – Stop Up and Close a Road Allowance (Marion Street)
Recommendation: **BE IT RESOLVED THAT** By-Law Numbered 3779-2025 being a By-Law to stop up, close and sell part of the road allowance generally described as 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-7367, being part of PIN 68173-0323(R) be read a first time, a second time, a third time, and be enacted as read.
- 3780-2025 – Development Agreement (6201 6th Concession Road)
Recommendation: **BE IT RESOLVED THAT** By-Law Numbered 3780-2025 being a By-Law to authorize the execution of a Development Agreement between Joshua Rudy Massimo and Allison Taylor Merkley and the Township of Augusta be read a first time, a second time, a third time, and be enacted as read.
- 3781-2025 – Appoint a CEMC, EIO and Alternates
Recommendation: **BE IT RESOLVED THAT** By-Law Numbered 3781-2025 being a By-Law to appoint a Community Emergency Management Coordinator (CEMC), an Emergency Information Officer (EIO), an Alternate Community Emergency Management Coordinator and 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.

N. Announcements

O. Questions on Agenda Items for the Press

P. Questions on Agenda Items for the Public

AUGUSTA TOWNSHIP

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 3782-2025 confirm the proceedings of the Council of the Township of Augusta at its meeting held on May 26, 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 meeting do now adjourn at _____ until June 9, 2025 at _____ pm or at the call of the Mayor subject to need.

**AUGUSTA TOWNSHIP
MINUTES
COUNCIL MEETING
May 12, 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

The South Grenville Beacon

STAFF PRESENT

Shannon Geraghty (CAO), Lindsey Veltkamp (Clerk), Steve Lunn (Treasurer), Jon Stadig (Mgr. of Public Works), Vikki Werner-Mackeler (Deputy Clerk)

REGRETS

Chief Rob Bowman (Mgr. of Protective Services), Melissa Banford (Planner), Kathleen Cole (Mgr. of Parks, Rec. & Facilities)

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 Henry, seconded by Councillor Bowman
BE IT RESOLVED THAT the agenda for May 12, 2025 be adopted as amended.
Carried

The agenda was amended by adding Item under J – Boards & Committee Reports – Administration Update.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

Moved by Councillor Bowman, seconded by Councillor Henry
BE IT RESOLVED THAT Council approve the minutes of the April 28, 2025 Council meeting as distributed to all members.
Carried

DISCLOSURE OF INTEREST

AUGUSTA TOWNSHIP

BUSINESS ARISING FROM THE MINUTES

DELEGATIONS & PETITIONS

CORRESPONDENCE & PETITIONS

BOARDS & COMMITTEE REPORTS

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

Moved by Councillor Henry, seconded by Councillor Pape

BE IT RESOLVED THAT Council approve the leasing of Augusta Residential Lands for the purpose of farming legal crops on the land; and

THAT staff be directed to release a request for proposals from interested proponents with a closing date of Friday, May 17, 2025.

Carried

STAFF REPORTS

ADMINISTRATION AND FINANCE

Report 2025-050

Moved by Councillor Henry, seconded by Councillor Bowman

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

Carried

Report 2025-051

Moved by Councillor Bowman, seconded by Councillor Henry

BE IT RESOLVED THAT Council receive Staff Report 2025-051 for information.

Carried

Report 2025-052

Moved by Councillor Henry, seconded by Councillor Bowman

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.

Carried

AUGUSTA TOWNSHIP

Report 2025-053

Moved by Councillor Bowman, seconded by Councillor Henry

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

Carried

OPERATIONS AND RECREATION

Report 2025-054

Moved by Councillor Henry, seconded by Councillor Bowman

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

Carried

Report 2025-055

Moved by Councillor Bowman, seconded by Councillor Henry

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

Carried

PLANNING AND BUILDING SERVICES

Report 2025-056

Moved by Councillor Henry, seconded by Councillor Bowman

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

Carried

PROTECTIVE SERVICES

Report 2025-057

Moved by Councillor Bowman, seconded by Councillor Henry

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

Carried

NOTICE OF MOTIONS

Mayor Shaver read the following Notice of Motion:

THAT all **Industrial Excess Lands**, **Industrial Vacant Lands**, and **Large Industrial Excess Lands**, within the Township of Augusta, be assessed as **Industrial Occupied Lands**; and

THAT the tax ratios and the calculated rates to be adjusted effective January 1, 2026; and

THAT a staff report be required by the next regular Council meeting of May 26, 2025.

AUGUSTA TOWNSHIP

BY-LAWS

Moved by Councillor Henry, seconded by Councillor Bowman

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.

Carried

Moved by Deputy Mayor Wynands, seconded by Councillor Pape

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.

Carried

Moved by Councillor Pape, seconded by Deputy Mayor Wynands

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.

Carried

ANNOUNCEMENTS

- Relay for Life is on May 29th from 10am to 10 pm at South Grenville District High School. Augusta will have a full team representing the Township.

QUESTION PERIOD FOR THE PUBLIC

QUESTION PERIOD FOR THE PRESS

Veronica Burchell from the South Grenville Beacon asked for clarification regarding the location of the community gardens. CAO Geraghty provided a general suggested area for the gardens near the Township Office.

Ms. Burchell asked if the beds would be raised and the size of the beds. CAO Geraghty stated that the beds would be raised and provided an approximate size.

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 7:03 pm to discuss matters pertaining to:

- Approval of 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

Carried

AUGUSTA TOWNSHIP

RISE FROM COUNCIL IN CAMERA

Moved by Deputy Mayor Wynands, seconded by Councillor Pape

BE IT RESOLVED THAT the Closed Session is adjourned at 7:47 pm and that Council resumed the open meeting to report out.

Carried

REPORTING OUT OF CLOSED SESSION

Moved by Councillor Pape, seconded by Deputy Mayor Wynands

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

Council:

- Provided Instruction to Staff

Carried

BY-LAW TO CONFIRM PROCEEDINGS OF COUNCIL

Moved by Deputy Mayor Wynands, seconded by Councillor Pape

BE IT RESOLVED THAT By-Law No. 3778-2025 confirm the proceedings of 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.

Carried

ADJOURNMENT

Moved by Councillor Pape, seconded by Deputy Mayor Wynands

BE IT RESOLVED THAT this Council do now adjourn at 7:48 p.m. until May 26, 2025 at 6:00 pm or at the call of the Mayor subject to need.

Carried.

AUGUSTA TOWNSHIP

REPORT NUMBER: 2025-058
REPORT TO COUNCIL: May 26, 2025
RE: Signing Authority for RBC
AUTHOR: Shannon Geraghty, Chief Administrative Officer

RECOMMENDATION:

THAT Council confirms Treasurer, Stephen Lunn, as signing authority on all RBC Bank financial documents effective May 12th, 2025, and;

THAT the former Treasurer, Mark McDonald, be removed as signing authority on all RBC financial documents effective immediately.


BACKGROUND:

Following the new appointment of Treasurer, Stephen Lunn, the Township of Augusta is required to update its signing authorities for banking purposes. The appropriate Master Client Agreement for Business Clients Authorization has been obtained from RBC – Royal Bank of Canada. A resolution of Council is required to support the addition of a signing authority. The remaining signing authority for the Mayor, Deputy Mayor, Deputy Treasurer and CAO will remain the same.

Assigned signing authority consists of two staff and two council members and all payments that require a signature are signed by one elected official and one appointed staff.

FINANCIAL CONSIDERATIONS:

None



Shannon Geraghty, CAO

AUGUSTA TOWNSHIP

REPORT NUMBER: 2025-059
REPORT TO COUNCIL: May 26, 2025
RE: Council Compensation Expense Policy Amendments
AUTHOR: Lindsey Veltkamp, Clerk

RECOMMENDATION:

THAT Council receive Staff Report 2025-059; and

THAT staff be directed to incorporate the feedback discussed to amend the Council Compensation Expense Policy to be brought back to a future Council meeting.

PURPOSE:

Council has expressed interest in amending the current Council Compensation Expense Policy to reflect potential areas of clarification, efficiencies, and cost savings.

BACKGROUND:

At the Council meeting of February 24, 2025, Council was asked to review and provide feedback to staff on the current Council Compensation Expense Policy in order to provide Council with an updated policy incorporating the suggested amendments for consideration at a future meeting.

The following amendments were submitted to staff:

Under Procedures/Steps amend:

- Section 1 – Salary
 - Remove (C) – The Mayor received additional remuneration from the United Counties of Leeds and Grenville as a Counties Councillor.

- Section 3 – Mileage Reimbursement
 - Remove (A) “monthly based on the market fuel price” to be replaced with “by Counties rate (Upper Tier).”
 - Option to include meetings outside of the Township, with a set distance outside of the Township to be covered
 - Include mileage reimbursement for any meeting attended
 - Replace the market fuel price with the kilometre rate as per the rate set by the Canada Revenue Agency (CRA) as outline in the approved Mileage Expense Reimbursement Policy

AUGUSTA TOWNSHIP

- Section 6 – Conferences, Training Session, Membership, or Event/Meeting Travel Expense
 - Remove (A) – Ontario Good Roads Conference and add in Association of Municipalities of Ontario.
 - Newly elected members should attend Good Roads at least once
 - Remove (B), which states a member may attend the Association of Municipalities of Ontario (AMO) once per term.
 - Allowing members the ability to attend AMO annually
 - Specifying that members of Council may only attend two conferences per year

- Section 7 – Per Diem Rates
 - Replace “...or is absent from their regular employment” with “or a half-day of regular employment is missed.”
 - Replace any language regarding missing regular employment with receiving a per diem of \$150 for a time period of over 4.0 hours and \$75 for a time period of less than 4.0 hours, available to all members of Council.

Under Responsibilities amend:

- Section 3 – Council/Committee Meeting Attendance
 - Addition of (B) Mileage must be submitted monthly by Council Member.

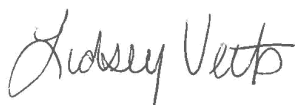
- Section 5 – Conferences, Training Session, Event/Meeting Travel Expenses
 - (B)(i) – replace economy class travel with best value option
 - (B)(ii) – the addition of “when possible” when considering accommodations selected in close proximity.

OPTIONS:

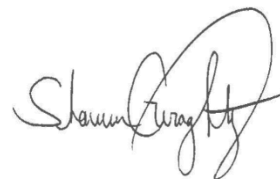
1. Council approve the recommendation provided - **Recommended**
2. Council does not approve the recommendation.
3. Council amends the recommendation.
4. Council defers back to staff for more information.

ATTACHMENTS:

- Council Compensation Expense Policy



Lindsey Veltkamp, Clerk



Shannon Geraghty, CAO

THE TOWNSHIP OF AUGUSTA

REPORT NUMBER: 2023-046

REPORT TO COUNCIL: April 24, 2023

RE: Council Compensation Expense Policy

AUTHOR: Steve McDonald, Chief Administrative Officer

RECOMMENDATION:

THAT the attached Council Compensation Expense Policy be approved and that Council confirm that by acceptance of this report that they have completed a review of their compensation for the 2022-2026 term as required by section 283(7) of the Municipal Act.

PURPOSE:

The purpose of this report is to provide an updated Council Compensation Expense Policy and to acknowledge the required review of compensation during the current term of Council.

BACKGROUND:

In order to provide clarity and transparency regarding Council Compensation, an updated policy has been drafted. The attached policy provides more detail on compensation and expenses and will remove any inconsistencies in compensation and expenses.

Council is also required to review their compensation during their term and the acceptance of this report acknowledges that review.

Attached for Council's information is a compensation survey completed by Rideau Lakes in 2022 that includes data for all Leeds and Grenville municipalities. Based on the information, it would appear that the compensation levels for Augusta Council are in line with similar sized municipalities.

FINANCIAL CONSIDERATIONS:

N/A

OPTIONS:

Council could choose to revise the policy as they see fit.

CONSULTATION:

Clerk, Treasurer

THE TOWNSHIP OF AUGUSTA

LINK TO MUNICIPAL PLANS:

N/A



Steve McDonald, Chief Administrative Officer

THE TOWNSHIP OF AUGUSTA

Policy:	Council Compensation Expense Policy	Date issued:	April 24, 2023
Coverage:	Council	Revised	N/A

PURPOSE

The purpose of the policy is to provide clear information to the members of Council and employees who are responsible for carrying out remuneration and benefit activities for members of Council and the public.

SCOPE

This policy applies to members of Council of the Township of Augusta and all employees undertaking activities under this policy.

Definitions and Examples

Approved Township business means the following:

- i) Return trip mileage from the member's residence to the Township Office for attendance at regular and special meetings of Township Council, and Standing Committees of which the claimant is a voting member; or
- ii) Return trip mileage from the member's residence to the site of an official function or business meeting requiring the Mayor, Deputy Mayor or Acting Deputy Mayor, to attend representing the Township.

Market Comparator group - means the list of municipalities used to compare non-union salary and benefits for the purposes of market salary or other similar reviews.

Procedures/Steps

1. Salary

- a) The target compensation salary rate for members of Council shall be the 60th percentile of the Market Comparator group.
- b) A cost of living adjustment shall be made to members of Council salaries on January 1st every year, based on the policy utilized for non-union staff.
- c) The Mayor receives additional remuneration from the United Counties of Leeds and Grenville as a Counties Councillor.

2. Benefits

- a) All members of Council shall be entitled to:
 - i. Health benefits provided by Township's benefits provider; and
 - ii. Out of Province/Country Travel Insurance up to and including the age of 75.

3. Mileage Reimbursement

- a) Mileage incurred by a member of Council for attendance at regular and special council meetings and standing committee meetings will be reimbursed at the per km rate determined monthly based on the market fuel price.

THE TOWNSHIP OF AUGUSTA

4. Municipal Office

- a) Council shall have access to meeting space at the Township Office if required.

5. Technology provisions

- a) To conduct their duties, each Member of Council will be provided with an Ipad that has the capability of sending and receiving Township email, and connecting to the Municipal Office wireless network to enable the viewing of electronic meeting agenda packages.
- b) Security, safekeeping, maintenance and support with respect to the electronic device, as well as its applications, any peripherals and internet connectivity support are the sole responsibility of the member of Council. Password protection of access to the device is required.

6. Conferences, Training Session, Membership, or Event / Meeting Travel Expenses

- a) Subject to Council approval, a member of Council may attend the Rural Ontario Municipal Association Conference, and the Ontario Good Roads Association Conference annually.
- b) A member may attend the Association of Municipalities of Ontario (AMO) once during their term.
- c) Attendance at Regional/local level conferences that are directly related to municipal business are at the discretion of Council.
- d) In addition to the above, the Mayor may attend two municipal business related conferences per year.
- e) All members of Council may attend one Ontario based professional organization's municipal business related training session that is offered to elected officials (ie AMO, or Association of Municipal Clerks and Treasurers (AMCTO)).
- f) Where a member of Council is representing the Township at an event, other than those listed above, the cost of registration and related expenses shall be reimbursed upon the submission of receipts/proof of expenses.

7. A per diem rate of \$150.00 a day will be paid to members of Council attending various conferences, seminars, workshops, courses, forums and meetings chosen and approved by Council for municipal purposes when the member is away from the municipality for a period of at least 7.5 hours or is absent from their regular employment.

8. Remuneration Review

- a) Once every Council term, a review of the Salary, Benefits and any other matter addressed in this policy identified by Council, will be undertaken at least 18 months prior to a municipal election. This review will be undertaken by Township staff and their recommendations reviewed by Council for implementation at the commencement of the new term of Council following the regular election.

THE TOWNSHIP OF AUGUSTA

Responsibilities

1. Salary Remuneration
 - a) Annual salaries for members of Council will be set by by-law, which will be passed following consideration of the recommendations of the Council Remuneration Review.
2. Benefits Remuneration
 - a) Finance staff will supply each member of Council with documentation from the Township's Benefits Provider, which includes instructions on claims submission.
 - b) Claims are to be submitted directly to the Township's Benefits Provider, or Travel Insurance Provider, by the member of Council.
3. Council/Committee Meeting Attendance
 - a) Mileage to regular and special council meetings and standing committee meetings will be determined for each Councillor by calculating the distance between their Township residence and the Township Office. Mileage will be reimbursed following confirmation of the member of Council's attendance at regular and special council meetings and standing committee meetings.
4. Technology
 - a) Where a member of Council also acts as a member of Counties Council, and where Counties Councillors are eligible to receive an allowance that is similar in nature to any allowance paid by the Township, the Township allowance will not be paid.
5. Conferences, Training Session, or Event/Meeting Travel Expenses
 - a) Arrangements for registration for a Conference, Training Session, or Event/Meeting shall be made through the Clerk or designate. To take advantage of discounts, early registration for the event or conference is encouraged.
 - b) Upon submission of appropriate documentation complete with receipts, the following expenses, billed directly to the member of Council, are eligible for reimbursement:
 - i. Economy class travel transportation to and from the conference, Training Session, Event/Meeting. The lowest cost mode of travel is encouraged whether by air, train or personal motor vehicle. If a personal motor vehicle is used mileage reimbursement shall be at the current established rate.
 - ii. Accommodation, which should be selected in close proximity to the institution, office or other point to be visited in order to reduce local transportation costs. Accommodation shall be requested and the most economical rate for suitable accommodations obtained prior to booking.
 - iii. Meals and expenses shall be reimbursed in accordance with Expenses for Township Business Policy.
 - c) The following expenses are not eligible for reimbursement:
 - i. Any pre and post conference social/recreational tours and/or events;
 - ii. Companion programs;
 - iii. Travel, means and/or accommodation expenses for accompanying family members or companions; and

THE TOWNSHIP OF AUGUSTA

- iv. Any other items of a personal or discretionary nature.
- d) Requests for reimbursement must be supported by itemized receipts and information noting the purpose of the Conference, Training Seminar or Event/Meeting, and name of attendee.
- e) When the Mayor or members of Council are present at a function with staff, the most senior staff member shall submit the expenditures for approval.
- f) The reimbursement of authorized expenses of Members of Council will be coded with the appropriate account number and approved for payment by the CAO or designate. Where disputes arise over the reimbursement of expense items, the matter will be brought forward to a meeting of Council for final decision-making.

6. Report

- a) Annually, prior to March 31st, the Finance Department shall report on the Township's website, the following prior year's matters for all members of Council:
 - i. Annual salary remuneration;
 - ii. Benefits;
 - iii. Meeting, event and other initiatives aggregated by Mayor and/or Council initiatives, meeting/other expenses;

Records Management and Privacy

All records relating to any issue pursuant to this policy shall be maintained in accordance with the Municipality's record retention schedule. Throughout all processes outlined in this policy, all Members of Council and municipal employees shall adhere to all applicable legislation regarding privacy in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Individuals should be aware that certain circumstances may identify them during an investigation.

THE TOWNSHIP OF AUGUSTA

From the Municipal Act:

REMUNERATION AND EXPENSES

Remuneration and expenses

283 (1) A municipality may pay any part of the remuneration and expenses of the members of any local board of the municipality and of the officers and employees of the local board. 2001, c. 25, s. 283 (1).

Limitation

(2) Despite any Act, a municipality may only pay the expenses of the members of its council or of a local board of the municipality and of the officers and employees of the municipality or local board if the expenses are of those persons in their capacity as members, officers or employees and if,

- (a) the expenses are actually incurred; or
- (b) the expenses are, in lieu of the expenses actually incurred, a reasonable estimate, in the opinion of the council or local board, of the actual expenses that would be incurred. 2001, c. 25, s. 283 (2).

Local boards

(3) A local board of a municipality may pay remuneration to and the expenses incurred by its members, officers and employees to the extent that the municipality is able to do so under this Act. 2001, c. 25, s. 283 (3).

Limitation

(4) No part of the remuneration of a member of a council or local board paid under this section is deemed to be for expenses incidental to his or her duties as a member and a municipality or local board shall not provide that any part of the remuneration is for such deemed expenses. 2001, c. 25, s. 283 (4).

Former by-law

(5) Despite subsection (4), if a resolution of a municipality under subsection 255 (2) or (3) of the old Act is not revoked before January 1, 2003, the resolution shall be deemed to be a by-law of the municipality and one-third of the remuneration paid to the elected members of the council and its local boards is deemed as expenses incidental to the discharge of their duties as members of the council or local board. 2001, c. 25, s. 283 (5); 2002, c. 17, Sched. A, s. 46 (1).

THE TOWNSHIP OF AUGUSTA

Repeal

(6) A council may repeal a by-law under subsection (5) and the repealing by-law shall be effective on January 1 of the year after the year in which it is passed. 2001, c. 25, s. 283 (6).

Review

(7) On or after December 1, 2003, a council shall review a by-law under subsection (5) at a public meeting at least once during the four-year period corresponding to the term of office of its members after a regular election. 2001, c. 25, s. 283 (7); 2002, c. 17, Sched. A, s. 46 (2); 2006, c. 9, Sched. H, s. 5 (4).

If by-law passed under subs. 255 (2) of old Act

(8) If the City of Mississauga or the Town of Markham, as the case may be, passes a resolution under subsection 255 (2) of the old Act and, as of January 1, 2003, is deemed to have passed a by-law under subsection (5), then, despite subsection (6), the by-law shall not be repealed by the City of Mississauga or the Town of Markham, as the case may be, unless the municipality proposing to repeal the by-law first ceases to provide any pension benefits under the *City of Mississauga Act, 1988* or the *Town of Markham Act, 1989*, respectively. 2002, c. 17, Sched. A, s. 46 (3); 2006, c. 11, Sched. B, s. 9 (3); 2006, c. 32, Sched. A, s. 116 (1).

If by-law not passed under subs. 255 (2) of old Act

(9) If the City of Mississauga or the Town of Markham, as the case may be, does not pass a resolution under subsection 255 (2) of the old Act,

- (a) despite the *City of Mississauga Act, 1988* or the *Town of Markham Act, 1989*, the City of Mississauga or the Town of Markham, as the case may be, shall not provide a contribution for a pension under those provisions and no calculation of a pension or combination of a pension with another pension shall be made under those provisions in respect of service of a council member after that date; and
- (b) any pension benefit earned or accruing under those provisions with respect to service on or before December 31, 2002 shall continue. 2002, c. 17, Sched. A, s. 46 (3); 2006, c. 11, Sched. B, s. 9 (4); 2006, c. 32, Sched. A, s. 116 (2).

Regulation

(10) The Minister may, by regulation, prescribe transition rules in respect of the matters set out in subsections (8) and (9). 2002, c. 17, Sched. A, s. 46 (3).

Section Amendments with date in force (d/m/y)

THE TOWNSHIP OF AUGUSTA

Statement

284 (1) The treasurer of a municipality shall in each year on or before March 31 provide to the council of the municipality an itemized statement on remuneration and expenses paid in the previous year to,

- (a) each member of council in respect of his or her services as a member of the council or any other body, including a local board, to which the member has been appointed by council or on which the member holds office by virtue of being a member of council;
- (b) each member of council in respect of his or her services as an officer or employee of the municipality or other body described in clause (a); and
- (c) each person, other than a member of council, appointed by the municipality to serve as a member of any body, including a local board, in respect of his or her services as a member of the body. 2001, c. 25, s. 284 (1).

Mandatory item

(2) The statement shall identify the by-law under which the remuneration or expenses were authorized to be paid. 2001, c. 25, s. 284 (2).

Statement to be provided to municipality

(3) If, in any year, any body, including a local board, pays remuneration or expenses to one of its members who was appointed by a municipality, the body shall on or before January 31 in the following year provide to the municipality an itemized statement of the remuneration and expenses paid for the year. 2001, c. 25, s. 284 (3).

Public records

(4) Despite the *Municipal Freedom of Information and Protection of Privacy Act*, statements provided under subsections (1) and (3) are public records. 2001, c. 25, s. 284 (4).

THE TOWNSHIP OF AUGUSTA

Municipality	2021 Census Population	2021 Census Households (Year Round and Seasonal)	2022 Mayor, Reeve, or Warden Remuneration	Deputy Mayor	2022 Councillor Remuneration	Notes
Township of Athens	3,042	1,325	\$6946		\$5241	Hybrid System – Additional \$25 meeting charge to a maximum of \$600; \$0.46/km; one conference per year.
Township of Augusta	7,386	3,046	\$25,811	\$17,202	\$14,948	No set training conference; ipad provided; dental and health provided, paid by Township
City of Brockville	22,116	11,088	\$43,485		\$19,182	\$500/year to training supplies; \$0.55/km, \$25,000 life insurance till age 70, ipad provided
Township of Edwardsburg Cardinal	7,505	3,285	\$15,850	\$12,679	\$10,566	Special Council additional \$30; \$3500-\$5000k conference and training, \$0.465/km milage, \$30 cell allowance, tablet provided
Township of Elizabethtown-Kitley	9,545	4,029	\$18,344		\$12,660	Hybrid System - Additional \$40 meeting charge; milage at \$0.51/km. Laptop or tablet provided.
Township of Front of Younge	2,595	1,208	\$12,516		\$9198	\$0.61/km; phone allowance of \$50/month
Town of Gananoque	5,383	2,767	\$27,545	\$18,121	\$15,397	\$0.58/km
Township of Leeds and the Thousand Islands	9,804	5,040	\$24,578	\$18,906	\$18,906	Use Ontario National Joint Council (Fed) rate for km, currently \$0.59/km

THE TOWNSHIP OF AUGUSTA

Municipality	2021 Census Population	2021 Census Households (Year Round and Seasonal)	2022 Mayor, Reeve, or Warden Remuneration	Deputy Mayor	2022 Councillor Remuneration	Notes
Village of Merrickville-Wolford	3,135	1,392	\$13,846		\$10,549	Flat rate honourarium. Training & conferences are at the will of the Council in office – 2018-2022 Council only sent Mayor to Ont. Police Svcs Boards Conf. \$0.50/km. No access to benefits. Mayor only is reimbursed for actual cell phone costs.
Municipality of North Grenville	17,964	7,244	\$34,050	\$20,429	\$20,429	\$0.495/km,; access to group benefits; phones and ipads provided
Town of Prescott	4,078	1,993	\$31,273		\$11,821	Training conference \$1800 Councillors, \$4000 mayor; \$0.54/km; Mayor cell, all ipads, \$200 branded clothing allowance, accident, legal and conflict of interest insurance coverage.
Township of Rideau Lakes	10,883	6,781	\$26,000		\$14,841	Flat rate plus annual set stipend for specific committee appointments. Each appointment can range from \$200-\$1000/year depending on meeting frequency and workload; \$55/month internet allowance; Mayor cell allowance; \$0.61/km fist 5000km, \$0.55/km thereafter; \$2000 conference and seminars plus 2 registrations

THE TOWNSHIP OF AUGUSTA

Municipality	2021 Census Population	2021 Census Households (Year Round and Seasonal)	2022 Mayor, Reeve, or Warden Remuneration	Deputy Mayor	2022 Councillor Remuneration	Notes
Village of Westport	634	359	\$11552		\$8728	Committee Chairs extra \$100 bi-annually; 1 conference each, meal allowance capped at \$17/51 day; \$0.495/km; Mayor cell
United Counties	104,070	49,557	\$53,682		\$27,491	Hybrid System – \$116 half day and \$232 full day for meetings outside main 5 Committees; two conferences per year; 61c/km up to 5,000 per year; 55c/km after that

AUGUSTA TOWNSHIP

REPORT NUMBER: 2025-060
REPORT TO COUNCIL: May 26, 2025
RE: Procedural By-Law Amendments
AUTHOR: Lindsey Veltkamp, Clerk

RECOMMENDATION:

THAT Council provide staff direction to bring back the draft amendments to the procedural By-Law as outlined in Staff Report 2025-060 for further consideration; and

THAT Council approve the time change from 6:00 p.m. to 5:00 p.m. for scheduled Council meetings effective June 9, 2025.

PURPOSE:

Interest has been expressed by Council to change the scheduled time of Council meetings from 6:00 p.m. to 5:00 p.m. Staff are suggesting additional changes to the Procedural By-Law in order to bring clarity and improvements to current procedure.

BACKGROUND:

Procedural By-Law 3642-2023, Section 4.2 - Regular Meeting states that regular meetings of Council shall take place in accordance with the following schedule: 2nd Monday of each month at 6:00 p.m. and 4th Monday of each month at 6:00 p.m. By approving an earlier start time could potentially mean an earlier end time resulting in a decrease in staff hours. If approved, this time change would be effective June 9, 2025.

Under Section 4.7 – Agenda, the agenda is to be delivered no later than Friday at noon preceding the scheduled regular Council meeting. In order to provide Council and the public more time to review the agenda, it is suggested that the agenda be delivered by noon on the Thursday preceding the Council meeting.

Staff are suggesting changes to Section 4.8 - Order of Proceeding, to align with the implementation of eScribe Agenda software anticipated for implementation in June. Approving the suggested changes to the order of proceedings prior to its roll out would be beneficial. The recommended changes are outlined in the chart below:

AUGUSTA TOWNSHIP

Current Order	Suggested Change
Public Meetings/ Public Information Sessions	Remove
Call to Order	No Change
Land Acknowledgement	No Change
Mayor's Opening Remarks	No Change
Approval of Agenda	No Change
Approval of Minutes of the Previous Meetings	Disclosure of Interest and Nature Thereof
Disclosure of Interest and Nature Thereof	Approval of Minutes of the Previous Meetings
Business Arising from Minutes	No Change
Delegations/Presentations	No Change
Correspondence and Petitions	No Change
Committee Reports/Staff Reports	Committee Reports
Notice of Motions	Staff Reports
By-Laws	Notice of Motions
Announcements	By-Laws
Question Period for the Public	Announcements
Question Period for the Press	Question Period for the Public
Closed Meetings as Per Section 239 of the <i>Municipal Act</i>	Question Period for the Press
Rise from Committee of the Whole in Camera	Closed Meeting as Per Section 239 of the <i>Municipal Act</i>
Reporting Out from Closed Session	Rise and Report Out from Closed Meeting
By-Law to Confirm Proceedings of Council	No Change
Adjournment	No Change

The suggested changes to the order of proceedings allow for an opportunity for Council to disclose any conflicts of interest earlier in the meeting, the separation of Committee Reports (PAC, EDTAC or any others rising to Council) and Staff Reports, and efficiencies such as combining the rise from the Closed Meeting and Reporting Out.

For consistency, staff are recommending changing the referencing format on the agenda from letters to numbers. This change will be consistent with the new formatting of recent policies passed by Council.

Under Section 7 - Delegations/Presentations staff are recommending the addition of a line that states no motions shall be made as a result of comments made during the delegation. This statement is currently on the municipal website but not reflected in the current Procedural By-Law. In situations where Council wishes to consider a motion following a delegation, they would have the ability to wave the rules of procedure.

AUGUSTA TOWNSHIP

Under Section 13.6 – Recorded Vote, staff are suggesting the following language replace the current procedure:

“When a member present requests a recorded vote, all members present at the Council or Committee meeting, including the presiding officer, except a member who is disqualified from voting by any Act, shall announce their vote verbally when called in alphabetical order, by the clerk, and the clerk shall record each member’s name and vote. The names of those who voted for and against shall be noted in the minutes.”

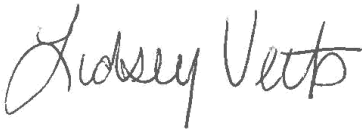
Additional amendments cover housekeeping items including updating definitions, improvements to the appendices, and the addition of Inaugural Meeting Schedule.

OPTIONS:

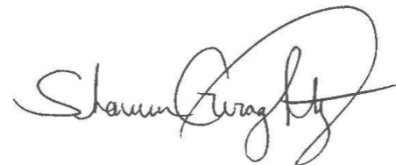
1. Council approves the recommendation provided – **Recommended.**
2. Council could decide not to approve the recommendation.
3. Council defers back to staff for more information.

ATTACHMENTS:

- Draft Amending Procedural By-Law



Lindsey Veltkamp, Clerk



Shannon Geraghty, CAO



AUGUSTA TOWNSHIP

PROCEDURAL BY-LAW

A BY-LAW TO GOVERN THE PROCEEDING OF COUNCIL
3642-2023

JULY 10, 2023

AUGUSTA TOWNSHIP
THE CORPORATION OF THE TOWNSHIP OF AUGUSTA
BY-LAW NUMBER 3642 - 2023
A BY-LAW TO GOVERN THE PROCEEDINGS OF COUNCIL
AND COMMITTEES OF COUNCIL

WHEREAS pursuant to Section 238 of the Municipal Act, 2001, as amended, every municipality shall pass a procedural By-Law for governing the calling, place and proceedings of meetings;

AND WHEREAS the Council of The Corporation of the Township of Augusta deems it advisable to adopt a procedural By-Law;

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

1. PURPOSE:

The intent of this By-Law is to establish general and specific principles for governing the procedures of Council, Committees and Local Boards to ensure order, fairness and principled meetings. The By-Law ensures that all Members are afforded the right to be heard with equal privileges and obligations and are treated with respect and courtesy.

2. APPLICATION:

The rules and regulations contained in this By-Law shall be observed in all proceedings of the Council, Committee of the Whole and of Committees and shall be the rules and regulations for the order and dispatch of business of Council.

If this By-Law does not provide a procedure for dealing with a particular matter, the procedure to be followed shall be, as near as possible, Robert's Rules of Order.

3. DEFINITIONS

- a) "Ad Hoc Committees" means a working group, either formed by council or committee (as a sub-committee), working together to achieve specified goals. The lifespan of a working group will last until it has achieved its goal(s), or until the Council or committee disbands the group.
- b) "Advisory Committees" (to be known as 'Committee') shall mean a collection of individuals, established by council, who bring unique knowledge and skills which complement the knowledge and skills of council in order to advise, make recommendations and more effectively govern the organization.

AUGUSTA TOWNSHIP

- c) "Abstain" means to refrain from voting. Failing to vote is considered an abstention and shall be considered a negative vote unless the member is not participating in the vote due to a declared pecuniary conflict of interest on the matter being considered.
- d) "Chief Administrative Officer" (CAO) means the CAO of the Corporation of the Township of Augusta.
- e) "Clerk" means the Clerk of The Corporation of the Township of Augusta.
- f) "Closed Meeting" means a meeting closed to the public as defined by the Municipal Act.
- g) "Committee" (reference advisory group).
- h) "Committee of the Whole" means participation of all members of the Council, which are present at meetings, where members of the Council consider questions with greater freedom of debate.
- i) "Council" means the Council of The Corporation of the Township of Augusta.
- j) "Electronic Meeting(s)" means a meeting using a method of communication when attendees are not in the same place.
- k) "Emergency" means a sudden, generally unexpected or time sensitive occurrence demanding immediate action by council.
- l) "Ex officio" means, by virtue of office, the Mayor is a member on all committees and may participate vote and make motions but does not count as quorum.
- m) "Head of Council" means the Mayor of The Corporation of the Township of Augusta.
- n) "Main Motion" means a motion to bring business before Council for consideration and decision.
- o) "Meeting" means any regular, special or other meeting of Council, local board or committee of either of them where:
 - (a) Quorum is present and
 - (b) Members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the Council, Local Board or Committee.
- p) "Members" means a Member of Council, or in the case of a Board or Committee, a member of the Board or Committee.
- q) "Motion" means the introduction of business before the members for consideration.

AUGUSTA TOWNSHIP

- r) "Notice of motion" means a written or oral notice advising members that the motion described that introduces new business not already on the agenda will be brought at a subsequent meeting.
- s) "Pecuniary interest" means any direct or indirect connection with money either positive or negative pursuant to the relevant conflict of interest legislation.
- t) "Point of Order/Information" means a motion made by a Member to call to the attention of Council a violation of the rules of order or a request for further information.
- u) "Point of Privilege" means a motion made by a Member to call to the attention of Council a disregard for an individual member's dignity or integrity or something that affects the council collectively. This motion that takes precedence over all other questions.
- v) "Presiding Officer" means the head of council, acting head of council who is responsible for presiding over the proceeding of council meetings or the Chair of a committee or Board.
- w) "Quorum" means the minimum number of members physically present required to be present at a meeting in order to legally transact business, and it means the majority (half of the total members rounded up to the next whole number for 51%).
- x) "Recorded Vote" means the recording of the name and vote of every member of Council or Committee.
- y) "Resolution" means a formal determination made by Council or a Committee, duly adopted at a properly constituted meeting.
- z) "Special meeting" means a meeting, other than a regular scheduled meeting.
- aa) "Working Group" (see Ad Hoc)

4. MEETINGS OF COUNCIL

4.1. Inaugural Meeting

The Inaugural meeting following each municipal election for elected Members of Council shall be held as close to the first day of the term as possible, but no later than 31 days after the new term commences, in the Council Chambers in accordance with the Municipal Act 2001, as amended,

A person shall not take their seat as a member until the member has taken the declaration of office in the form established by the Minister for that purpose.

AUGUSTA TOWNSHIP

4.2. Regular Meeting

Regular meetings of Council shall take place in accordance with the following schedule:
2nd Monday of each month at 56:00 p.m. – Committee of the Whole/Regular Meeting
4th Monday of each month at 56:00 p.m. – Committee of the Whole/Regular Meeting.

Formatted: Indent: Left: 0", Tab stops: Not at 0.5"

During the months of July, August and December a council meeting shall be held on the Monday of the week, in which the 15th day falls.

When the day for a regular meeting of Council is a public or civic holiday, the Council shall meet at the same hour on the day following that is not the weekend, public or civic holiday.

4.3. Special Meetings

The Mayor may at any time summon a special meeting of Council on twenty-four (24) hours' notice to the members of Council or upon receipt of the petition of the majority of the members of Council. The Clerk shall summon a special meeting for the purpose and at the time specified by the Mayor or in the petition. Twenty-four (24) hours' notice of all special meetings of Council shall be given to the members of council and public through the Clerk's office. The only business to be dealt with at a special meeting shall be that which is listed in the notice of the meeting or given orally to the members unless decided otherwise by consent of the entire Council. Special meetings may be either open or closed (in accordance with the Municipal Act) as decided by Council.

The Mayor may, in the event of an emergency, call a special meeting of Council without giving the mandatory twenty-four hours' notice, provided that the Clerk has diligently tried to advise all Members and public immediately on being advised by the Mayor of his intention to hold such an emergency meeting. In the case of an emergency, Council at its sole discretion may hold its meetings and keep its public offices at any convenient location within or outside the municipality.

4.4. Public Meetings

Council, from time to time, may conduct Public Meetings or Public Information Sessions for any purpose giving such notice as may be deemed necessary or required by legislation. Public Meetings required for an application, in accordance with the Planning Act, may be conducted during a scheduled meeting of Council or Committee, or if deemed necessary by the Clerk, or designate, may be conducted as a separate meeting on a designated day and place.

4.5. Notice of Meetings

The Clerk or designate shall ensure that the agenda for each meeting of Council shall be distributed to Council.

Posting of the Agenda on the Township website and website calendar and in any other manner deemed appropriate and shall constitute public notice of the meeting.

AUGUSTA TOWNSHIP

Notice of Special Council Meeting shall be given to the public by posting as above as soon as is practicable after notice of the Special Meeting has been given.

Notice of an Emergency Council Meeting shall be given to the public by posting as above as soon as practicable. Such posting may not occur prior to the Emergency meeting.

The Mayor (Presiding Officer) may cancel a meeting due to lack of items for consideration, or the Clerk, in consultation with the Mayor (Presiding Officer) may cancel a meeting when it has been confirmed before the meeting that there will be a lack of quorum present. Such cancellation shall be noted on the Township's website as soon as practicable after the meeting has been cancelled.

The Clerk's Department will ensure that the link for public access to open meetings (subject to available technology) will be provided on the website calendar on the Township website.

4.6. Place of Meetings

All meetings shall be held in Council Chambers or at such a place and location specified within the Township designated for such purpose by the Council.

Council meeting may be held in an adjacent municipality if the Council of two or more municipalities hold a joint meeting to consider matters of common interest.

4.7. Agenda

Staff reports shall be submitted for review to the CAO by Wednesday at 12:00pm, prior to the scheduled meeting, to ensure inclusion on the agenda and the timely publication of the agenda.

The agenda will be delivered by electronic transmission (e-genda) with hard copies available at the Township office to each Member of Council, upon request, not later than [Thursday/Friday](#) at noon, preceding the scheduled regular public Council meeting. A complete copy of the published agenda shall be posted on the municipal website for administration, members of the press and public and constitutes and provides notice of matters to be discussed. Paper copies can be made available upon request for accessibility reasons.

In Keeping with Accountability and Transparency, additions to the agenda shall not be permitted, except when the matter is of a time sensitive nature, the Member or staff shall provide the matter to the Clerk, along with justification as to why the matter is of a time sensitive nature.

If the Clerk, Head of Council and CAO are satisfied that the matter is of a time sensitive nature, and should not wait until the next regular meeting, it will be presented to council for approval to amend the agenda.

AUGUSTA TOWNSHIP

For the purpose of this section, a matter is deemed to be of a time sensitive nature, if it will negatively impact the health and safety and wellbeing of persons, expose the municipality to liability, negatively impact the municipalities position in negotiation or time available to initiate and/or complete a matter following the normal procedures is insufficient, if Council does not make a decision and the Township does not act on the matter prior to Council's next regular meeting.

4.8. Order of Proceeding

Regular meetings of Council agendas shall be comprised of the following:

- ~~1. public meetings/public information sessions~~
- ~~2-1. Call to Order;~~
- ~~3-2. Land Acknowledgement Statement~~
- ~~4-3. Mayor's Opening Remarks~~
4. Approval of Agenda;
5. ~~Disclosure of Interest and Nature Thereof;~~
- ~~5.-~~
6. Approval of Minutes of the Previous Meetings;
- ~~7-1. disclosure of interest and nature thereof;~~
- ~~8-7. Business Arising from Minutes;~~
- ~~9-8. Delegations/Presentations~~
- ~~10-9. Correspondence and Petitions~~
10. Committee Reports
- ~~11-8. Staff Reports;~~
12. Notice of Motions;
13. By-Laws;
14. Announcements;
15. Question Period for the Public;
16. Question Period for the Press;
17. Closed Meeting as per Section 239 of the Municipal Act, RSO 2001;
- ~~18- Rise and Report Out from Closed Meeting from committee of the whole in camera~~
- ~~19-18. Reporting Out from Closed Session~~
- ~~20-19. By-Law to Confirm Proceeding of Council;~~
- ~~21-20. Adjournment;~~

Public Meetings—Meetings for public notice or information

Call to Order – as soon as there is a quorum after the scheduled commencement time the Presiding Officer shall call the Members to order.

Land Acknowledgement Statement – [Augusta Township acknowledges that we live and work on ancestral territories of Indigenous People. The Township recognizes all Indigenous Peoples and honours their past, present, and future. The Township values and respects their cultural heritage and relationship to the land.](#)

AUGUSTA TOWNSHIP

Mayor's Opening Remarks – advise Council of pertinent information

Approval of the Agenda – motion to adopt the agenda. Motion may include any addenda items.

Disclosure of Interest – All Members shall declare any Disclosure of interest, any disclosure of Interest shall be recorded in the minutes.

Approval of the minutes of the previous meeting. – motion to adopt previous minutes. May include any amendments to be made.

Formatted: Left

~~Disclosure of Interest – All Members shall declare any Disclosure of interest, any disclosure of Interest shall be recorded in the minutes.~~

Business Arising from the Minutes – Inquiries of business from a previous meeting that required action.

Delegations/Presentations – Delegate that self-registers with a completed Delegation Request Form from the Township's webpage and submitted to the Clerk prior to the submission deadline. Information from an agency or a ceremonial presentation to the Township or an employee or council member of a certificate, cheque or award.

Correspondence and Petitions – Communications and petitions filed with the Clerk prior to the submission deadline shall be placed on the agenda

Committee Reports – Verbal updates from Council representatives of Committee and Board activities

~~-and~~

Staff reports – Verbal updates from Council representative of Committees and Boards activities and written staff reports for Council consideration.

Notice of Motions – a brief verbal explanation of the matter the Member wished to bring forward to the next meeting.

By-Laws – A listing of all By-Laws proposed for adoption.

Announcements – Council may state items related to events of interest that are taking place.

Question Period for the Public – Public attendees may ask Council clarification questions on the agenda items.

Questions Period for the Press – Press may ask Council clarification questions on agenda items.

AUGUSTA TOWNSHIP

Closed meeting – A meeting closed to the public as provided in the Municipal Act.

Rise and Report Out from Closed Session – Council resuming in Open Session and reporting any actions taken during the Closed Meeting.~~from committee of the whole in camera~~

~~Reporting Out from Closed Session – Back to Open session to declare what has been decided in Closed session~~

By-Law to confirm proceeding of Council – A By-Law to confirm the proceedings of Council with respect to each resolution and action of the meeting.

Adjournment – Close of the Meeting

4.9. Calling of Meeting to Order and Quorum

As soon after the hour fixed for the holding of the Council meeting as a quorum is present, the Mayor (or designate) shall take the chair and call the meeting to order.

A quorum is a simple majority of the elected Council, physically and/or electronically present at the time of the meeting.

If no quorum is present 15 minutes after the time appointed for the Meeting of the Council, the Clerk shall record the names of the members present and the meeting shall stand adjourned until the next regular meeting of council, or a new meeting date is set by the Mayor.

Electronic participation by members of Council, Local Boards and Committees shall count towards quorum in accordance with section 238 (3.3)(a) of the Municipal Act, 2001, as amended.

4.10. Attendance

Attendance shall be in person or electronically for Members of Council, Committee or Local Boards. Electronic participation is permitted for Members of Council, Committee or Local Boards. This applies to regular, special, emergency and closed sessions of council and meetings of local boards and committees and public meetings.

4.10.1. Electronic Meeting Participation

That while every effort shall be made by members to attend meetings physically in person, during the following circumstances members may participate fully in regular, special emergency and closed session meeting by electronic means to the extent and in the manner set out in this By-Law:

AUGUSTA TOWNSHIP

- a) It is not safe or possible to attend an in person meeting due to a natural weather event.
- b) Health and safety restrictions as determined by the CAO in consultation with the Head of Council.
- c) Restrictions, guidelines or recommendations set out by the Health Unit, the OPP or the Province of Ontario.
- d) The activation of the Emergency Control Group or a declared emergency by any level of government
- e) Illness or disability
- f) Need to care for a sick family member that make in person attendance difficult
- g) Trip/vacation

Members are responsible for ensuring they have the ability to allow them to participate electronically effectively. If a member is disconnected due to technology issues, Council may take a recess to allow the Member to try to rejoin. If after 10 minutes they cannot, they will be considered to have left the meeting and the meeting will proceed with the remaining members so long as there is still quorum. The Member may rejoin the meeting at any time they are able.

If there is technical failure at the place of the meeting, the Mayor or designate shall recess to allow the staff to try to reconnect. If after 15minutes they cannot, the meeting shall be adjourned.

Members of Council are required to notify they Clerk's office of any anticipated, but unavoidable, absences from meetings and any Member of Council participating electronically shall notify the Clerk, via email, as soon as possible in advance of the meeting.

The (Presiding officer) must be physically present to preside over the meeting, unless, due to necessity, all Members are participating electronically.

4.11. Absence of the Mayor

If the Mayor is unable to attend the meeting or does not attend within fifteen minutes after the time appointed for a meeting of the Council, and the Deputy Mayor shall call the meeting to order, if quorum is present, and preside until the arrival of the Mayor.

If the Mayor or the Deputy Mayor does not attend within fifteen minutes after the time appointed for a meeting of the Council, the member with the most votes from the current election shall preside until the arrival of the Mayor or the Deputy Mayor and while so presiding the acting Mayor shall have all the powers of the Mayor.

4.12. Meetings Open to the Public

All regular meetings of Council, Committee of the Whole and committee meetings shall be open to the public as per section 239 (1) of the *Municipal Act*, 2001 unless the subject

AUGUSTA TOWNSHIP

matter being considered would fall within section 239 (2,3) of the *Municipal Act, 2001*, and no person should be excluded except for improper conduct.

Unless declared to be necessary, an electronic and livestreaming a meeting is a convenience and not a necessity. Council may provide for electronic meetings as they find desirable. In the event of technical failure during the meeting, Council may take a recess to allow staff to reinstate the electronic participation. If the majority of Council is present in person, technical failure will not deem the meeting inappropriate or affect the validity of the meeting.

4.13. Livestreaming Meetings

Where circumstances allow, Council Meetings will be livestreamed through appropriate platforms.

Public will be informed of meeting broadcast on the agenda page, by signage on the door and the Presiding office shall make an announcement at the commencement of proceedings.

If technical issues are encountered that makes the livestream feed unavailable during the meeting, the following shall apply:

- a) If the meeting is open to the public for physical attendance, the meeting shall proceed as per the stated agenda.
- b) Staff will inform the Presiding Officer as soon as practicable that the livestream is unavailable.
- c) If the meeting is held wholly electronically and/or there is no opportunity for the public to view proceedings through other means, the Presiding Officer shall recess for 15 minutes, if the technical issue(s) can not be resolved, the meeting shall cease until such time as Council can be reconvened.

4.14. Meetings Closed to the Public

Council may, by resolution that states the general reason, close a meeting or part of a meeting to members of the public if the subject matter to be considered is permitted under the *Municipal Act, 2001* as amended.

Members of Council, Local Boards and Committees shall be permitted to participate electronically in a meeting that is open or closed "in camera" to the public in accordance with section 238 (3.3)(b) of the *Municipal Act, 2001*, as amended.

In the case that Members of Council participate electronically in closed sessions, all Members must attest to the fact that they recognize they will be in a closed session and are able to ensure confidentiality.

Members shall keep confidential any information:

- i. Disclosed or discussed at a meeting or part of a meeting that is closed to the public;
- ii. That is circulated to members and marked confidential; and

AUGUSTA TOWNSHIP

- iii. That is received in confidence verbally in preparation of the closed meeting.

At a closed meeting, no member shall discuss or otherwise deal with any matter that materially advances the business or decision making of the Council which falls outside of the stated purpose of the closed meeting.

A meeting shall resume in open session for the taking of a vote. All matters requiring a vote shall be brought forward and voted upon when Members rise from closed session. Council may hold a vote in closed for a procedural matter or for giving directions or instructions to officers, employees or agents of the municipality. Members participating electronically may vote on administrative matters in a closed session.

Any documentation marked confidential shall be kept securely by the member until no longer required in the course of business and shall at that time be destroyed by the member or returned to the office of the Clerk for destruction.

Members of Council have the duty to hold in strict confidence all information concerning matters dealt with at a closed meeting. The obligation to keep information confidential applies to a member after he or she ceases to be a member of Council.

Council shall return all closed meeting documents to the Clerk at the end of the closed session.

4.15. Enquiries Regarding Closed Meetings

The response of members to enquiries about any matter dealt with by Council or Committee at a closed meeting shall be 'no comment' as the matter was dealt with in a closed session or words to that effect. No member shall release or make public any information considered at a closed meeting or discuss the content of such a meeting with persons other than Council Members or relevant staff members.

After a closed meeting investigation, the report received by the closed meeting investigator shall be included in the next agenda of council and a resolution shall be passed on how it intends to address the outcomes of the report.

4.16. Violating Confidentiality of Closed Meetings

The release of any information about any matters dealt with by Council at a closed meeting shall be by the Mayor (or delegate) and only with the approval of Council.

Any violation of the closed meeting provisions of this By-Law may result in a determination of a breach of the Code of Conduct. At a closed session, any member alleged to have violated the closed meeting provisions shall be provided with full particulars of the alleged violation and given an opportunity to make a statement to Council responding to the allegation(s) before Council makes its decision, but shall otherwise not be entitled to participate in a discussion of, or vote on, any resolution of Council dealing with the allegation(s) or any sanctions to be imposed by Council.

AUGUSTA TOWNSHIP

Council shall determine by resolution passed at a closed meeting whether a member has violated the closed meeting provisions of this By-Law and upon making such determination, shall forward the complaint to the appointed Integrity Commissioner for investigation and review

4.17. Clerk Required

No meeting of Council, including closed sessions, shall be held in the absence of the Clerk or their designate. This provision of the By-Law may not be suspended.

4.18. Curfew

No meeting shall exceed 3 hours unless unanimous consent is given by the members of Council or Committee.

4.19. Vacant Seat

Notwithstanding Pregnancy and Parental Leave for members of council Policy, in accordance with section 259.1 c) the office of a member of Council of a municipality shall become vacant if the Member is absent from the meetings of council for three successive months without being authorized to do so by a resolution of council.

5. MINUTES

Minutes shall record without note or comment:

- a) the place, date and time of meeting
- b) the names of the presiding officer or officers and record of the attendance of the members
- c) the late arrivals and early departures of members
- d) disclosure(s) of pecuniary interest and general nature thereof
- e) the reading, correction, if necessary, and adoption of the minutes of prior meetings and
- f) all other proceedings of the meeting without note or comment.

It shall be the duty of the Clerk to ensure that the minutes of the last regular meeting, and all special meetings be circulated to all Members of Council.

If the minutes have been delivered to Members of Council, the minutes shall not be read and a resolution that the minutes be adopted as if read shall be in order.

The approved written minutes shall be the official record of all meetings. Video files shall not be maintained as a record. Files on the internet are part of the public realm and as such are subject to alteration by a member of the public with no municipal control over such alterations.

AUGUSTA TOWNSHIP

6. DISCLOSURE OF PECUNIARY INTEREST

It shall be the responsibility of each Member to identify and disclose any pecuniary interest in any item or matter at a meeting.

If a Member of Council or Committee having any pecuniary interest, direct or indirect, in any matter in which they are present at a meeting at which the matter is the subject of consideration, they shall disclose their interest and the general nature thereof to the Clerk, secretary of the Committee prior to the commencement of the meeting. If a member is not present and has a pecuniary interest, they shall disclose his/her interest as soon as possible thereafter.

Members shall complete and submit to the Clerk/Recording Secretary a written Pecuniary Interest Form (APPENDIX B) of the member's pecuniary interest for recording in the minutes.

A member who has declared a pecuniary or any interest in a question shall leave the table and at their discretion may remain or leave the meeting until the matter is dealt with but shall refrain from speaking and voting on the question.

If the meeting is not open to the public, the member in question shall forthwith leave the meeting or that part of the meeting that deals with the subject matter.

If quorum is lost due to declaration of interest, the remaining members shall be deemed to constitute a quorum, provided such number is not less than two.

The Clerk shall maintain a registry of any pecuniary interest for public view and the registry shall be available for public inspection during regular business hours.

Where the Pecuniary Interest of a Member has not been disclosed by reason of the Member's absence from a particular Meeting, the Member shall disclose the Pecuniary Interest at the first Meeting of the Council, which the Member attends.

7. DELEGATIONS/PRESENTATIONS

Delegations - Persons desiring to present information verbally on matters of fact, or make a request of Council, shall give notice to the Clerk in writing not later than 4:30 p.m. on the last Wednesday preceding the commencement of the meeting of the Council. There will be one spokesperson per delegation.

The individual or group shall provide to the Clerk with a delegation form (APPENDIX A) including their name or name of the group, the nature of the business to be discussed and if representing any organization, the name of the agency or other such body for inclusion on the agenda.

Council may, at its sole discretion, entertain Delegations not listed with the Clerk for inclusion on the agenda as circumstances warrant. When determining if a delegation will

AUGUSTA TOWNSHIP

be heard that is not on the agenda, consideration shall be given to the Township's Accountability and Transparency Policy.

A delegation intending to distribute any reports or supporting documentation shall provide it to the Clerk in order that the material can be circulated with the agenda.

The inclusion of a delegation on the agenda shall be determined on a first come first served basis and regard shall be given to the length of the agenda. No more than two (2) delegations will be heard at any meeting.

Delegations shall be limited to ten (10) minutes for presentation time with an additional five (5) minutes for questions and answers unless and until the presiding officer has extended or reduced such time allotment.

Council will not respond to a delegation during the meeting at which it occurs. Members may seek clarification from the speaker but will not enter into a debate or discussion on the subject matter of the delegation.

Any individual/group/organization shall be limited to one (1) deputation in a calendar year on the same subject matter, not including presentations requested by Council. If additional new information is available to provide to Council on the matter, they may provide written correspondence to the Clerk to be placed on the next regular meeting of Council.

[No motions shall be made as a result of comments made during a the delegation.](#)

Presentation – Township receiving and/or presenting an award cheque or certificate of accomplishment, appreciation or recognition.

8. CORRESPONDENCE AND PETITIONS

Requested correspondence for the agenda (including items in the information release) shall be placed on the agenda for council consideration.

Every petition filed with the Clerk intended to be presented to the Council, shall be legibly written or printed and shall not contain any obscene or improper matter or language and request a particular action.

A paper petition must contain their printed name and original signature from each petitioner.

Every petition or communication shall be delivered to the Clerk not later than 4:30 p.m. on the Wednesday preceding the date of the regular meeting of Council.

Petitions or communications not listed with the Clerk prior to the meeting may be heard upon unanimous consent of Council but decision may be deferred on the matter in question until further study.

AUGUSTA TOWNSHIP

9. COUNCIL COMMITTEES AND MUNICIPAL OFFICIALS REPORTING

Reports from either Council Committees or Municipal Officials shall deal with matters previously delegated to them or that fall within their jurisdiction.

Any member of Council may request, through the CAO, follow up information or give notice of a motion to the Clerk to be brought forward at the next Council meeting.

10. READING OF BY-LAWS AND PROCEEDINGS

Every By-Law shall be introduced upon motion by a member of the Council, specifying the title of the By-Law.

Every By-Law when introduced shall be in typed form and shall contain no blanks except such as may be required to conform to accepted procedure or to comply with provisions of any act and shall be complete with the exception of the number and date thereof.

Every By-Law shall have three readings; first, second and third and reading may be read jointly. The third reading may be delayed to a time designated by Council.

After the first and second reading of the By-Law it may be amended and or debated.

Amendments to any By-Law shall be deemed to be incorporated into the By-Law. If the Council determines that the By-Law is to be considered in Committee of the Whole, it shall be so considered previous to the third reading thereof.

If Council so determines, a By-Law may be taken as read. The Clerk shall set out on all By-Laws enacted by Council the date of the several readings thereof.

Every By-Law enacted by the Council shall be numbered, dated and shall be sealed with the seal of the Corporation and signed by the Clerk and the Presiding Officer and shall be deposited by the Clerk in their office for safe keeping.

If the By-Law has been delivered to members of Council, the By-Law shall not be read and a resolution that the By-Law be adopted as if read shall be in order.

The Clerk is authorized to make such minor additions, deletions or correct other grammatical and clerical errors or changes in form to any By-Law before same is signed and sealed, for the purpose of ensuring correct and complete implementation of the action of Council forming the subject matter of the By-Law.

11. ROLE OF THE PRESIDING OFFICER

It shall be the duty of the Mayor or designate:

AUGUSTA TOWNSHIP

- a) to open the meeting of Council by taking the chair and calling the meeting to order;
- b) to announce the business before the Council in the order in which it is acted upon;
- c) to receive and submit, in the proper manner, all motions presented by the members of Council;
- d) to put to vote all questions which are regularly moved and seconded, or necessarily arise in the course of proceedings and to announce the results;
- e) to decline to put to a vote motions which infringe upon the rules of procedure;
- f) to restrain the members, within the rules of order, when engaged in debate;
- g) to enforce on all occasions the observance of order and decorum among the members in accordance with the established code of conduct;
- h) to call by name any member persisting in breach of the rules of order of the Council, thereby ordering him to vacate the Council Chambers;
- i) to expel or exclude from any meeting any person who has engaged in improper conduct at the meeting.
- j) to receive all messages and other communications and announce them to Council;
- k) to authenticate, by his/her signature, when necessary, all By-Laws, resolutions and minutes of the Council;
- l) to inform Council, when necessary or when referred to for the purpose, on a point of order or usage;
- m) to represent and support the Council, declaring its will, and implicitly obeying its decision in all things;
- n) to ensure that the decisions of Council are in conformity with the laws and By-Laws governing the activities of the Council;
- o) to adjourn the meeting when the business is concluded;
- p) to adjourn the meeting without question put in the case of grave disorder arising in the Council Chamber.

The business of the Council shall be taken up in the order in which it stands on the agenda. The Mayor may vary the order of business to better deal with matters before Council.

12. MOTIONS

When a Motion is presented in Council in writing, the Mayor (Presiding Officer) shall state the names of Members moving and seconding the motion and read the motion before debate. A motion so stated shall be considered the main motion.

12.1 Introducing Motions

Council motions shall be signed by a mover and seconder, except those as otherwise provided by the rules of procedure. A Member may move a Motion in order to initiate discussion and debate and that Member may vote in opposition to the Motion. A seconder of a Motion may also vote against the Motion.

The presiding officer may state relevant facts and their position on any matter before council without leaving the chair, but the Presiding Officer must first leave the chair to

AUGUSTA TOWNSHIP

introduce a motion. They shall vacate the chair for that purpose only and shall call Deputy Mayor shall preside during the meeting until they resume the chair.

The Clerk shall note in the minutes when the Presiding Officer vacates and resumes the chair.

A motion which requires the exercise of power or powers by Council which are not within its jurisdiction shall not be in order. Whenever the Mayor (or designate) is of the opinion that a motion is contrary to the Rules of Procedure they shall rule the motion out of order.

If a motion is not ruled out of order, and after it is read and stated it shall be deemed to be in the possession of the members and, if applicable, immediately be open to debate or amendment. The mover is entitled to speak first if so desired.

12.2 Main Motion

Is a motion to consider any subject that is brought before Council for its consideration. Main motions are the lowest in the order of precedence and yields to all other motions.

12.3 Withdrawal

After a motion has been duly moved and seconded, it shall be deemed to be in the possession of Council, and it may only be withdrawn before decision or amendment with the permission of Council. A motion to withdraw shall be withdrawn from the mover with consent of the seconder and seconded and disposed of prior to any other secondary motion being presented.

12.4 Amendment

The purpose of an amendment is to modify the motion in some way by inserting or striking out certain words or phrases before it is voted on.

Such motions:

- (a) Are debatable (only on the amendment, cannot go into the merits of the main motion)
- (b) Must be seconded
- (c) Requires a majority vote

12.5 The Question be Now Put

The purpose of a motion to be 'Put' is to close debate and bring Council to a vote on a pending question.

A motion that is 'Now Put':
Is not debatable;
Cannot be amended;

AUGUSTA TOWNSHIP

Cannot be moved when there is an amendment under consideration.

12.6 Motion for Reconsideration (or reopen debate)

- (a) A Motion for Reconsideration is used to reconsider a matter decided by Council within the same meeting, subject to the following:
- (i) such motion must be moved by a member who voted on the prevailing side;
 - (ii) No discussion except obtaining information that justifies the reconsideration;
 - (iii) such motion must be supported by a majority vote of the Members of Council before the matter to be reconsidered can be debated;
 - (iv) debate on the question must be confined to such matters as new information that has come forward, an error in documentation presented or incorrect statements made during the original debate.
 - (v) a 2/3 vote is required to adopt a motion of reconsideration.
- (b) If a Motion for Reconsideration is approved
- (i) no action shall be taken in respect of the matter under reconsideration until it has again been presented to council for a decision at the next regular Council Meeting unless it has been deemed to be an emergency.
 - (ii) the matter shall be presented to Council in the exact manner in which it was first presented to Council.

12.7 Motion to Rescind (amend something previously adopted or bring back a defeated motion)

The purpose of a Motion to Rescind is to change part of the motion or substitute a different version or annul some action taken previously by council when it was too late to reconsider the vote. If it is considered necessary to rescind a motion, a notice of motion to rescind must be introduced and the motion can be voted on at a subsequent designated meeting. A 2/3 vote is required to introduce without notice.

To bring back a defeated motion, simply 'renew the main motion.

There is no time limit, but a motion to rescind or renewing a motion, shall be ruled out of order if any change to the previous decision would interfere with legally binding commitments of the Township of Augusta existing as of the date the motion to rescind is moved.

Rescinding and renewing can only be applied if the Member has valid new information that can be introduced.

12.8 Motion for Division of Question (split the question)

If a pending motion contains two or more parts capable of standing as separate questions, Council may vote to treat each part accordingly in succession.

Such a Motion:

- a) Must be seconded

AUGUSTA TOWNSHIP

- b) Is not debatable
- c) Requires Majority vote

12.9 Motion to Refer

The purpose of a Motion to Refer is to refer a question to a committee, for further clarification or opinion in the form of a recommendation to Council.

12.10 Motion to Defer or Postpone

The purpose of a Motion to Defer or Postpone is to postpone a motion to be taken up again at a specified date when some information necessary for consideration is temporarily unavailable. The Motion to Defer shall not be used if the intent is essentially to dismiss the item in question.

A Motion to defer or postpone indefinitely shall be treated as a motion to Table.

12.11 Motion to Table

The purpose of a Motion to Table is to set aside a motion temporarily in order to take up something else of immediate urgency. It removes the subject from consideration until a vote of council lifts it from the table. A Motion to Table cannot be debated or amended.

A Motion to Table with some condition, opinion, or qualification added to the Motion to Table shall be deemed to be a motion to postpone or defer.

A motion that has been tabled cannot be lifted off the table unless it has been added to the agenda prior to the meeting taking place.

A motion that has been tabled and not taken from the table for six months is deemed to be withdrawn and cannot be taken from the table.

12.12 Motion to Recess

The purpose of a motion to recess is for council to break for a short intermission for a specified length of time. Motion requires a seconder and majority vote.

12.13 Motion to Adjourn

The purpose of a motion to adjourn is to bring the Council meeting to a close even if business is pending. A motion to adjourn can be introduced orally, is not debatable, requires a seconder, majority vote and is not in order when someone has the floor or if a vote has been called, until after the vote has been declared.

12.14 Notice of Motion

A notice of a new item being brought before Council during the meeting, shall not be debated, does not require a seconder and shall be referred to the next Regular Council

AUGUSTA TOWNSHIP

meeting for discussion under new business. Notice of Motion requires the Member of Council to provide, at a minimum, a brief verbal explanation of the matter and to provide the Head of Council and the Clerk with a written motion for the next regularly scheduled meeting of Council. New items of an urgent nature may be considered if in the opinion of the Council they require an immediate decision. This shall be used only in urgent circumstances and shall take accountability and transparency into consideration.

A notice of motion submitted to the Clerk (Appendix C) prior to Wednesday at 4:30pm preceding the date of the Council meeting shall be included in the agenda for that meeting under the item Notice of Motion. The presiding Officer shall state the mover and seconder and read the motion to open for debate as a main motion.

13. VOTING ON MOTIONS

13.1. General

Except as otherwise exempt, every Member at a Council meeting shall have one vote and be able to debate when a question stated, unless the Member has declared a pecuniary interest in the matter. Any Member who abstains from voting on a matter before Council shall be recorded as voting in the negative except where they are prohibited from voting by statute.

Members participating in an electronic meeting have the same rights and responsibilities as if the Member was in physical attendance at the Meeting, including the right to vote.

The Mayor (Presiding Officer) has the same voting rights, except where disqualified by reason of interest or otherwise, as every member and may vote with the members on all questions. The Presiding Officer may protect impartiality by exercising voting rights only when their vote would affect the outcome.

13.2. Questions Stated

Immediately preceding the taking of the vote, the Presiding Officer may state the question in the form introduced and shall do so if required by a member except when a motion for the previous question has been resolved in the affirmative. He shall state the question in the precise form in which it will be recorded in the minutes.

13.3. No Interruption After Question

After a question is finally put by the Presiding Officer no member shall speak to the question nor shall any other Motion be made until after the vote is taken and the result has been declared. The decision of the Presiding Officer as to whether the question has been put is conclusive.

13.4. Unrecorded Vote

AUGUSTA TOWNSHIP

The manner of determining the decision of the Council on a motion shall be at the discretion of the Presiding Officer and may be by voice, show of hands, standing or otherwise.

13.5. Tie Vote

A motion on which the voting results in a tie shall be declared lost except where otherwise provided by any Act. A tie vote is not majority therefor the matter does not pass.

13.6. Recorded Vote

~~When a member present requests a recorded vote, all members present at the Council or Committee meeting, including the presiding officer, except a member who is disqualified from voting by any Act, shall announce their vote verbally when called in alphabetical order, by the clerk, and the clerk shall record each member's name and vote. The names of those who voted for and against shall be noted in the minutes. When a member present requests a recorded vote, all members present at the Council or Committee meeting must vote in alphabetical order, unless otherwise prohibited by statute. The names of those who voted for and others who voted against shall be noted in the minutes. A request for a recorded vote can be made immediately prior or immediately subsequent to the taking of the vote, if the oral vote count is in question.~~

14. RULES OF CONDUCT AND DEBATE

All Members shall govern themselves according to the rules and procedures set out in this By-Law, and the Code of Conduct.

No Member shall:

- (a) use offensive words or un-parliamentary language or speak disrespectfully in or against the Council, against any Member of Council or any municipal Employee;
- (b) speak on any subject other than the subject in debate;
- (c) criticize any decision of the Council except for the purpose of moving that the question be reconsidered;
- (d) express their opinion of a Council decision in a way that undermine the standing of a Council decision in the community.
- (e) disobey the rules of the Council or decision of the Presiding Officer or of the Council on questions of order or practice or upon the interpretation of the rules of the Council; and in case a Member persists in any such disobedience after having been called to order by the Presiding Officer, the Presiding Officer may forthwith put the question, no amendment, adjournment or debate being allowed, "that such Member be ordered to leave his seat for the duration of the meeting of the Council";

AUGUSTA TOWNSHIP

Every member prior to speaking to any question or Motion shall be recognized by the Presiding Officer. When two or more Members rise to speak, the Presiding Officer shall designate the Member who has the floor, who shall be the Member who, in the opinion of the Presiding Officer, rose first. Every Member present at a meeting of the Council when a question is put shall vote thereon unless prohibited by a statute.

If a member disagrees with the announcement of the Presiding Officer that a question is carried or lost they may, but only immediately after the said declaration is made, appeal the declaration and request that a recorded vote be taken.

When the Presiding Officer calls for the vote on a question, each Member shall occupy their seat and shall remain in place until the result of the vote has been declared by the Presiding Officer, and during such time no Member shall speak to any other Member or make any noise or disturbance.

When a Member is speaking no other Member shall interrupt except on a point of order, and during such time no other Member shall speak to any other Member or make any noise or disturbance.

Any Member may require the question or motion under discussion to be read at any time during the debate but not so as to interrupt a Member while speaking.

No Member, without leave of the Council, shall speak to the same question, or in reply, for longer than five (5) minutes.

When a Member has been recognized by the presiding officer as the next speaker, then immediately before speaking such Member may ask a question of the Presiding Officer or an official of the Municipality on the matter under discussion, but only for the purpose of obtaining information, following which the Member shall speak.

The Presiding Officer may also participate in the debate as long as they ensure that all Members have the opportunity to express their views and conduct debate in a fair manner. The Presiding Officer can speak in discussion with rising or leaving the Chair.

The following matters and motions with respect thereto may be introduced orally without written notice and without leave, except as otherwise provided in this By-Law:

- (a) a point of order or personal privilege;
- (b) presentations and petitions (should be presented in writing);
- (c) to lay on the table;
- (d) to postpone indefinitely or to a day certain;
- (e) to move the previous question;

The following motions may be introduced without notice and without leave, but such motions shall be in writing and signed:

- (a) to refer;

AUGUSTA TOWNSHIP

- (b) to adjourn;
- (c) to amend;
- (d) to suspend the Rules of Procedure;

Except as provided herein all motions shall be in writing and signed by the mover and the seconder.

In all un-provided cases in the proceedings of the Council or in the Committee of the Whole, the matter shall be decided by the Presiding Officer, subject to an appeal to the Council upon a point of order.

The Presiding Officer (or designate) shall preserve order and decide questions of order giving concise reasons for the ruling, subject to immediate appeal.

If the decision is appealed, the question "will the Chair be sustained?" will be put to Council without debate and Council's decision shall be final.

15. POINTS OF ORDER

15.1. Point of Privilege

A Member shall be permitted to raise a 'Point of Privilege' and address Council upon a matter that concerns the rights or privileges of Council collectively or as an individual Member. A Point of Privilege shall take precedence over other matters and the Presiding Officer (or designate) shall rule on the point and no one shall be considered to be in possession of the floor.

15.2. Point of Order

Through the Presiding Officer (or designate) a Member may raise a 'Point of Order' to call attention to a violation of the Rules of Procedure prior to the vote being put. After the Mayor (or designate) grants leave, the Member shall state the point of order.

15.3. Point of Information

Through the Presiding Officer (or designate) a Member may raise a 'Point of Information' to request information relevant to the business at hand any time prior to the vote being put.

16. CONDUCT OF MEMBERS OF PUBLIC

Members of the public who constitute the audience in the Council Chamber during a Council meeting shall maintain order and may not:

- i. address Council except upon request by the Presiding Officer or when permitted by the agenda and presentation

AUGUSTA TOWNSHIP

- ii. interrupt any speech or action of the Member of Council or any other person addressing Council
- iii. ask questions that do not pertain directly to items listed on the agenda or
- iv. use profanity or threatening behaviour, demean or intimidate any person.
- v. disrupt the debate, discussion or proceedings of council

The Presiding Officer may issue a warning or expel or exclude from any meeting any person who has been guilty of improper conduct at the meeting.

In the event of grave disorder, the Presiding Officer may unilaterally suspend the meeting until order is restored or adjourn the meeting with a motion.

17. INFORMATION RELEASE

Council Information Releases are prepared and circulated by the Clerk's Department to Members of Council and staff for their information. Information Releases may contain news releases, resolutions from other municipalities and general correspondence addressed to the

Mayor and Council. Council Members may request that an item be placed on the next available Council agenda under correspondence by forwarding the request to the Clerk.

18. ADVISORY GROUPS (COMMITTEES) STRUCTURE & COUNCIL APPOINTMENT

Council establishes various Boards and Advisory Groups (Committees) to help support their work. Some are discretionary and others are mandatory as required by legislation.

Committee Members are representatives of the Township, and their conduct reflects on the Township and Council. Committee Members are expected to perform their duties in good faith and in the best interest of the Township.

Except as otherwise provided, a committee will conform to the rules governing protocol and procedure of this By-Law as far as they are applicable.

At the commencement of the term of Council, Committee and Board members shall be appointed by Council for the term of Council, but not less than one year.

Council and Advisory Groups (Committees) may form ad hoc committees to act as working groups, from time to time, for a specific projects.

The recruitment and review of potential members will be done as a call for interested volunteers at the beginning of the term of Council. Selection will be through the Mayor in consultation with Council.

The Chair of the Committee shall be a councillor or a member of the Committee as selected by the Mayor.

AUGUSTA TOWNSHIP

The Mayor will be deemed an ex officio member on all committees to which the Mayor is not specifically named and may vote, but does not count as quorum of that committee.

Any Member of Council may attend any Advisory Groups (Committees) as an observer.

Subject to the provision of any general or special Act, the Council shall set forth terms of reference and such other provisions as the Council deems proper. The main purpose of Committees shall be as described in the Terms of Reference for each Committee.

The CAO will designate a staff person to be the recording secretary of Committees.

19. SUSPENSION OF RULES

Any procedure required by this By-Law may be suspended with consent of 2/3 majority of the Members of the Council present provided they are not inconsistent with any other statute.

A Motion to suspend shall only apply to the rule/procedure stated within the motion to suspend and only during the meeting in which such motion was introduced.

The following rule/procedure may not be suspended:

- a) Quorum necessary for meetings
- b) Special meeting rules
- c) Motion to reconsider
- d) Rules or procedures that are set out by legislation.

20. CONFIRMATORY BY-LAW

The proceedings at every meeting and special council meeting shall be confirmed by By-Law so that every decision of the Council at that meeting and every Resolution passed therein shall have the same force and effect as if each and every one of them had been the subject matter of a separate By-Law duly enacted.

The confirmation By-Law shall be listed separately on the agenda and is not amendable or debatable.

21. AMENDMENT

No amendment or repeal of this By-Law or any part thereof shall be considered at any meeting of the Council unless notice of proposed amendment or repeal has been given at a previous regular meeting of the Council and the waiving of this notice by the Council is prohibited.

22. SEVERABILITY

AUGUSTA TOWNSHIP

The provisions of this By-Law are severable. If any provision, section or word is held to be invalid or illegal, such invalidity or illegality shall not affect or impair any of the remaining provisions, sections or words.

This By-Law shall become effective on date of passing.

Any other By-Law, part of By-Laws inconsistent with this By-Law are hereby repealed.

By-Law 3611-2023 is hereby repealed.

READ a first time and second time this 10th day of July, 2023.

READ a third time and passed this 10th day of July, 2023.

Mayor

Clerk

AUGUSTA TOWNSHIP

APPENDIX A

DELEGATION REQUEST TO APPEAR BEFORE COUNCIL

Name of Individual/Organization: _____

Council Meeting Date Requested: _____

Topic: (If necessary, please attach additional correspondence)

Contact Information:

Name (if different from above): _____

Mailing Address: _____

Phone Number: _____

Email: _____

NOTE: All documents provided are open to the public. If you are providing communication to the township, please be aware that your name and information will appear on the Township's website and become part of the public record, unless you expressly request the Township to remove it. If requesting a closed (In-Camera) meeting with Council, the subject matter must meet the requirements of section 239(2) of the Municipal Act.

Additional Information:

1. Delegations on an agenda shall be determined on a first come, first serve basis.
2. No more than two (2) delegations shall be heard at any meeting.
3. Delegations shall be limited to five (5) minutes of presentation time and five (5) minutes for questions.
4. No motions shall be made as a result of comments made during the delegation.

Formatted: Indent: Left: 0.5", No bullets or numbering

AUGUSTA TOWNSHIP

APPENDIX B

DECLARATION OF PECUNIARY INTEREST OR CONFLICT OF INTEREST FORM

Council or Committee Meeting: _____
(Name of group meeting i.e. Regular Council)

Date of Meeting: _____

Name of Member declaring:

I, _____ declare a

Pecuniary interest

Conflict of interest

on item identified on this meeting's agenda as

_____;

OR

a past meeting agenda held on _____, 20____ at which meeting I was absent regarding agenda item

_____:

Due to (indicate the general nature of reason):

_____, 20____
Signature of Member **Date of Signed**

Members should complete this form and pass it on to the Clerk/Recording Secretary of the meeting to be read during the appropriate area/s on the Agenda. This document must be filed with the meeting supporting documentation and is open for public review through the Clerk's Department. The retention period of this document will conform to other relative meeting supporting documents.

AUGUSTA TOWNSHIP

APPENDIX C

Notice of Motion

In accordance with Section 13.14 of the Procedure By-law 3642-2023, this form is to be completed and submitted to the Clerk for any Notice of Motion.

When drafting a Notice of Motion, consideration should be given to the following conventions:

- Start with the word "That."
- Use the third person and avoid the use of the first person.
- Clearly indicate the intention of the Council.
- Avoid statements that are vague!
- Aim for clarity of expression.
- Indicate proposed action or reflect agreed views on a particular issue.
- Do not re-introduce a resolution which has already been rejected.
- Key questions to ask when drafting a resolution:
 - What is the issue?
 - Who does what?
 - How do they do it?
 - When do they do it?
 - Do they report back and when/how is that done?

I _____, a Member of Council,
(name)

propose the following to be considered at the _____
(date)

Regular Council Meeting: (if additional space is required, please use another page)

Signature: _____

Date submitted to the Clerk: _____

AUGUSTA TOWNSHIP

APPEDIX D Inaugural Meeting

	<u>Agenda Item:</u>	<u>Rules:</u>	<u>Conducted By:</u>
<u>1.</u>	<u>Call to Order</u>	<p>The first meeting of the new Council in the year of a Municipal Election shall be on the first weekday on or following November 15th at 56:00 p.m.</p> <p>The Clerk shall notify all Members at least one (1) week in advance of the meeting as to time and date.</p>	<u>Chief Administrative Officer</u>
<u>2.</u>	<u>Declaration of Office</u>		
<u>3.</u>	<u>Presentation of Chain of Office</u>	The Chain of Office is placed on the newly elected Mayor and the Mayor takes the Chair.	<u>Clerk</u>
<u>4.</u>	<u>Head of Council's Address</u>		<u>Mayor</u>
<u>5.</u>	<u>Councillor Remarks</u>	Each Councillor, in alphabetical order may give opening remarks	<u>Mayor</u>
<u>6.</u>	<u>Adjournment until Regular Meeting</u>	<u>Verbal Motion</u>	<u>Mayor</u>

Formatted: Font: Bold

Formatted: Font: 12 pt

Formatted: Font: (Default) Arial, 12 pt

Formatted: Left

Formatted: Font: (Default) Arial, 12 pt, Not Bold

Formatted: Left

Formatted: Font: (Default) Arial, 12 pt, Not Bold

Formatted: Superscript

Formatted: Left

Formatted: Font: (Default) Arial, 12 pt, Not Bold

Formatted: Left

Formatted: Font: (Default) Arial, 12 pt, Not Bold

Formatted: Font: (Default) Arial, 12 pt, Not Bold

Formatted: Left

Formatted: Font: (Default) Arial, 12 pt, Not Bold

Formatted: Font: (Default) Arial, 12 pt, Not Bold

Formatted: Font: (Default) Arial, 12 pt, Not Bold

Formatted: Left

Formatted: Font: (Default) Arial, 12 pt, Not Bold

Formatted: Left

Formatted: Left

Formatted: Font: Bold

Formatted: Centered, Indent: Left: 0", First line: 0"

AUGUSTA TOWNSHIP

REPORT NUMBER: 2025-061

REPORT TO COUNCIL: May 26, 2025

RE: Prescott Family Medical Associates – Cost Sharing Agreement

AUTHOR: Shannon Geraghty, Chief Administrative Officer

RECOMMENDATION:

THAT Council receive Staff Report 2025-061 and provide staff direction.

BACKGROUND:

On November 25, 2024, Augusta Council passed the following resolution in relation to the request by the Prescott Family Medical Associates (PFMA) for financial assistance to reduce their overhead costs.

WHEREAS the Prescott Medical Centre provided a delegation at the November 19, 2024, Tri-Council Meeting; and

WHEREAS Councils directed their respective staff to bring a resolution to their respective Council;

THEREFORE, BE IT RESOLVED THAT Council approve the amount of \$7,225.81 to be donated to the Prescott Medical Centre for the 2025 and 2026 calendar year to provide financial assistance for the increase in rent to reduce the amount of overhead to the current physicians; and

THAT Council directs staff to draft an MOU with the terms and conditions for Council's consideration.

Staff from the three partner municipalities have been working with a lawyer to draft a cost sharing agreement to outline the terms and conditions in a cost sharing agreement. A draft of the agreement was shared with the Executive Director of the Prescott Family Health Team (PFHT) on April 4, 2025. The intention was for the draft agreement to be brought forward to the Tri-Council meeting. However, due to time constraints and schedules, it was decided to bring it to each respective council for comments and direction.

DISCUSSION:

The following are highlights from the draft cost sharing agreement which are aimed at supporting the Prescott Family Medical Associates financial request, while also addressing the priorities of the municipal partners. This includes new patient priority access for residents and the integration of the recruitment efforts of the Prescott Family Medical Associates / Health Team with the county wide initiative through Health Force

AUGUSTA TOWNSHIP

Innovations. The recruitment of an additional physician would result in a proportional decrease in the share of overhead per physician, which would achieve the original purpose of the financial request thereby allowing the agreement to be terminated.

- The term of the agreement is from April 1, 2025, to April 1, 2028
- The total rent increase is \$32,516.16, however one of the Physicians is also part of the Landlord group for the space being rented. Once one third of the increase is removed the remaining increase is \$21,677.44. Splitting into three equal parts results an annual contribution of \$7,226.00 (rounded to the nearest whole dollar) per municipality.
- PFMA shall utilize the Grant for the sole purpose of subsidizing the increased rental costs associated with the Clinic.
- During the Term, the Prescott Family Health Organization (PFHO) and PFMA shall not be entitled to receive any other grants, funds, or subsidies from any of Augusta, Prescott and Edwardsburgh Cardinal for any purpose whatsoever including but not limited to funds for community programming or special events.
- On or before February 28th of each year during the Term commencing on February 28, 2026, PFMA shall provide each of Augusta, Prescott and Edwardsburgh Cardinal with a copy of its annual financial reports prepared in accordance with generally accepted accounting principles, together with a copy of a ledger tracking the use of the Grant for the most recent year of the Term.
- The PFHT shall make reasonable efforts during the Term to recruit a fourth physician to provide primary care services at the Clinic. In addition to the financial reporting required by section 3 of this Agreement, the PFHT shall, on or before February 28th of each year during the Term, provide Augusta, Prescott and Edwardsburgh/Cardinal with a detailed description of all steps taken to recruit a fourth physician which description shall include a list of all candidates contacted by PFHT or PFHO, interviews conducted, and incentives offered.
- In the event that PFHT recruits a fourth physician, PFHT shall immediately provide written notice to Augusta, Prescott and Edwardsburgh Cardinal.
- During the Term, PFHT will ensure that any primary care provider availability is allocated to residents of Augusta, Prescott and Edwardsburgh Cardinal.
- All advertisements for new patients must state that priority will be given to residents of Augusta, Prescott, and Edwardsburgh Cardinal.
- Termination clauses were added along with the general provisions for the agreement.

AUGUSTA TOWNSHIP

The Town of Prescott Council meet on May 20, 2025, to review the agreement and directed the removal of 2.3 and 4.1. It is the recommendation of staff that these sections remain in as it provides assurances that further requests from the PFHO or PFMA will not be made and does not preclude the Prescott Family Health Team from making requests through our grants/donations process. In addition, Section 4.1 provides accountability and transparency to the PFHT that all *reasonable* efforts will be made to recruit physicians, which is not meant to be additional work, but maintaining their current efforts to find a 4th doctor to reduce the obligation of the municipalities. There is nothing indicating that the agreement needs to be the same for each municipality, and recommend we maintain the language as outlined.

For Edwardsburgh Cardinal, the agreement will be brought forward by staff for review at their next Council Meeting on May 26, 2025.

FINANCIAL CONSIDERATIONS:

The amount of \$7,226.00 was included in the 2025 Operating Budget which saw the donations increase to \$34,170 due to the commitments for Sherwood Park Manor, Mapleview Lodge, Prescott Family Medical Associates, and our general annual donations to groups and events.



Shannon Geraghty, CAO

COST SHARING AGREEMENT

BETWEEN:

PRESCOTT FAMILY HEALTH ORGANIZATION

("PFHO")

-and-

PRESCOTT FAMILY MEDICAL ASSOCIATES

("PFMA")

-and-

THE CORPORATION OF THE TOWNSHIP OF AUGUSTA

("Augusta")

-and-

THE CORPORATION OF THE TOWN OF PRESCOTT

("Prescott")

-and-

THE CORPORATION OF THE TOWNSHIP OF EDWARDSBURGH/CARDINAL

("Edwardsburgh/Cardinal")

WHEREAS PFMA has requested financial assistance from Augusta, Prescott, and Edwardsburgh/Cardinal to help cover the costs associated with operating the clinic located at 555 King Street West, P.O. Box 729, Prescott, ON K0E 1T0 ("the Clinic").

AND WHEREAS the owner and landlord of the Clinic has increased PFMA's annual base rent by \$32,516.16.

AND WHEREAS PFMA has stated that it may be unable to operate the Clinic without financial assistance from August, Prescott and Edwardsburgh/Cardinal.

AND WHEREAS PFMA is affiliated with the Prescott Family Health Organization ("PFHO") which is composed of three (3) physicians being Dr. Bhatt, Dr. Cooke, and Dr. Felemegos.

AND WHEREAS The residents of Augusta, Prescott and Edwardsburgh/Cardinal benefit from the primary care programs offered by PFHO.

NOW THEREFORE in exchange for the mutual promises contained herein and the sum of \$1.00 and other good and valuable consideration, the sufficiency and receipt of which is hereby acknowledged, the parties agree as follows:

1. TERM:

- 1.1 The term of this Agreement shall commence on April 1, 2025, and shall expire on April 1, 2028 (“the Term”) unless otherwise terminated in accordance with the terms herein.
- 1.2 The Term may not be extended by any of the parties hereto.

2. GRANT:

- 2.1 For the duration of the Term, each of Augusta, Prescott and Edwardsburgh/Cardinal shall make a single, annual payment in the amount of **\$7,226.00** to PFMA (“the Grant”) on April 1st of each year during the Term with the first payment due on April 1, 2025, and the last due on April 1, 2027.
- 2.2 PFMA shall utilize the Grant for the sole purpose of subsidizing the increased rental costs associated with the Clinic.
- 2.3 During the Term, the PFHO/PFMA, shall not be entitled to receive any other grants, funds, or subsidies from any of Augusta, Prescott and Edwardsburgh/Cardinal for any purpose whatsoever including but not limited to funds for community programming or special events.

3. FINANCIAL REPORTING:

- 3.1 On or before February 28th of each year during the Term commencing on February 28, 2026, PFMA shall provide each of Augusta, Prescott and Edwardsburgh/Cardinal with a copy of its annual financial reports prepared in accordance with generally accepted accounting principles, together with a copy of a ledger tracking the use of the Grant for the most recent year of the Term.

4. RECRUITMENT OBLIGATIONS:

- 4.1 The PFHT shall make reasonable efforts during the Term to recruit a fourth physician to provide primary care services at the Clinic. In addition to the financial reporting required by section 3 of this Agreement, the PFHT shall, on or before February 28th of each year during the Term, provide Augusta, Prescott and Edwardsburgh/Cardinal with a detailed description of all steps taken to recruit a fourth physician which description shall include a list of all candidates contacted by PFHT or PFHO, interviews conducted, and incentives offered.
- 4.2 In the event that PFHT recruits a fourth physician, PFHT shall immediately provide written notice to Augusta, Prescott, and Edwardsburgh/Cardinal.

5. PATIENT PRIORITY:

- 5.1 During the Term, PFHT will ensure that any primary care provider availability is allocated to residents of Augusta, Prescott, and Edwardsburgh/Cardinal.
- 5.2 All advertisements for new patients must state that priority will be given to residents of Augusta, Prescott, and Edwardsburgh/Cardinal.

6. TERMINATION:

- 6.1 Either party shall be entitled to terminate this Agreement upon giving the other party no less than sixty (60) days written notice prior to April 1st of each year of the Term.
- 6.2 This Agreement shall automatically terminate in the event that the PFHO recruits a fourth physician to work at the Clinic at any point during the Term.
- 6.3 Subject to clause 6.4 of this Agreement, the PFMA will not be required to pay any amounts back to any of Augusta, Prescott and Edwardsburgh/Cardinal already disbursed during any given year of the Term. For example, if this Agreement is terminated prior to April 2026, the PFMA will not be required to pay any portion of the 2025 Grant back to Augusta, Prescott and Edwardsburgh/Cardinal. However, PFMA would not be entitled to the Grant monies otherwise payable pursuant to this Agreement on April 1, 2026.
- 6.4 This Agreement shall automatically terminate in the event that PFMA utilizes any portion of the Grant for any purpose other than rental costs at the Clinic. In the event that any portion of the Grant is spent elsewhere, PFMA shall be obligated to repay to Augusta, Prescott, and Edwardsburgh/Cardinal any amount applied to other costs with such repayment to be made within thirty (30) days of the termination of this Agreement.

7. NOTICE:

- 7.1 Any notice, report or other communication required or permitted to be given hereunder shall be in writing unless some other method of giving such notice, report or other communication is expressly accepted by the party to whom it is given by being delivered to an officer of such party during normal working hours, emailed or mailed to the following addresses of the parties respectively:

To Prescott Family Medical Associates:
555 King Street West
Prescott, ON K0E 1T0
F: (613) 925-1238

To the Corporation of the Township of Augusta:
3560 County Road 26
Prescott, ON K0E 1T0
F: (613) 925-4231

To the Corporation of the Town of Prescott:
360 Dibble Street West
Prescott, ON K0E 1T0
F: (613) 925-4381

To the Corporation of the Township of Edwardsburgh/Cardinal
18 Centre Street
Spencerville, ON K0E 1X0
F: (613) 658-3055

Any notice, report or other written communication, if delivered, shall be deemed to have been given or made on the date on which it was delivered to any employee of such party, or if mailed, postage prepaid, shall be deemed to have been given or made on the eighth business day following the day on which it was mailed (unless at the time of mailing or within forty-eight hours thereof there shall be a strike, interruption or lock-out in the Canadian postal service in which case service shall be by way of delivery only). Any party may at any time give notice in writing to the other parties of the change of its address for the purpose of this section.

8. GENERAL:

- 8.1 The effective date of this Agreement is the date on which the latter party signs it.
- 8.2 The interpretation of this Agreement shall be governed by the laws of Ontario or Canada applicable thereto.
- 8.3 There are no representations, collateral agreements, warranties, or conditions affecting this agreement. There are no implied agreements arising from the terms herein, and this agreement constitutes the entire agreement between the parties.
- 8.4 Any amendments to this agreement must be in writing, signed by both parties, dated, and witnessed.
- 8.5 Both parties shall execute any such further and other documents as may be necessary to give effect to the terms contained in this agreement.
- 8.6 Nothing herein shall be construed to constitute the parties as employer/employee, partner, joint venturers, co-owners or otherwise as participants in a joint or common undertaking. None of the parties, nor any of their employees, agents, or representatives shall have any right, power, or authority to act or create any obligation, expressed or implied, on behalf of any other.
- 8.7 The headings as to the contents of particular paragraphs herein are intended only for convenience and are in no way to be constructed as a part of this Agreement or as a limitation of the scope of the particular paragraphs to which they refer.
- 8.8 The terms and conditions of this Agreement shall be binding upon the parties and shall extend to and bind the heirs, personal representatives, successors and assigns as applicable.
- 8.9 If any provision of this Agreement is held to be illegal, invalid, or unenforceable at law it shall be deemed to be severed from this Agreement and the remaining provisions hereto shall continue to be in full force and effect.
- 8.10 This Agreement may be executed and delivered as follows:
 - (a) this Agreement may be signed in one more counterparts, as may be convenient or required. All counterparts of this Agreement will collectively constitute one document.

(b) This Agreement or any counterparts may be signed by electronic means and will bind any such party the same way as the party's handwritten signature would.

(c) Delivery of a signed Agreement or any signed counterparts by facsimile and/or electronic mail or other electronic means will be sufficient, and an electronic copy will have the same effect as an original executed Agreement.

8.11 The effective date of this Agreement shall be the date of which the last party hereto executes this Agreement.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed as of the date first written above by their respective officers thereunto duly authorized.

On behalf of Prescott Family Health Organization/Prescott Family Medical Associates

By: _____
Name:
Title:

Date: _____

On behalf of Prescott Family Health Organization/Prescott Family Medical Associates

By: _____
Name:
Title:

Date: _____

The Corporation of the Township of Augusta

By: _____
Name: Jeff Shaver
Title: Mayor

Date: _____

By: _____
Name: Shannon Geraghty
Title: Chief Administrative Officer

Date: _____

The Corporation of the Town of Prescott

By: _____
Name: Gauri Shankar
Title: Mayor

Date: _____

By: _____
Name: Matthew Armstrong
Title: Chief Administrative Officer/Treasurer

Date: _____

The Corporation of the Township of Edwardsburgh/Cardinal

By: _____
Name: Tory Deschamps
Title: Mayor

Date: _____

By: _____
Name: Sean Nicholson
Title: Chief Administrative Officer

Date: _____

-----END OF AGREEMENT-----

AUGUSTA TOWNSHIP

REPORT NUMBER: 2025-062

REPORT TO COUNCIL: May 26, 2025

RE: Severance Applications B-35-25 and B-36-25 (2 New Lots) Con. 4, Pt. Lot 11;
Assessment Roll 0706 000 015 15200
5591 Skakum Road
Owners: Earl & Kimberly Byers

AUTHOR: Melissa Banford, Planner

RECOMMENDATION:

THAT Council recommends to the United Counties of Leeds and Grenville Consent Granting Authority that consent applications B-35-25 and B-36-25 be approved, subject to six (6) conditions of approval, as detailed in Staff Report 2025-062.

CONDITIONS OF APPROVAL:

1. That the balance of any outstanding taxes, including penalties and interest, (and any local improvement charges, if applicable) (roll no. 0706 000 015 15200) shall be paid to Augusta Township.
2. That an acceptable reference plan, survey, or legal description of the severed lands be submitted to Augusta Township.
3. That a cash-in-lieu of parkland levy of \$617.00 (2025 rate) for each application B-35-25 and B-36-25 (\$1,234.00 total) be paid to Augusta Township, as two (2) new building lots are resulting.
4. That the road allowance of Skakum Road and Johnston Road be widened, if required, to provide for 10 metres from the centreline of the travelled road, across the frontage of the two severed lots and the retained lands, and that a Transfer/Deed conveying the said land to Augusta Township be prepared and executed and such lands be confirmed free/clear of any encumbrances, in consideration of the payment of \$1.00. If such widening already exists, a surveyor shall confirm such with the Township.
5. That all costs associated with the fulfillment of conditions are at the applicant's sole expense.
6. That the following note be placed on the Decision, to read as follows:
Note: The Township of Augusta advises that it is the responsibility of the property owner to ensure an adequate supply and quality of potable water to service the severed lot (new building lot).

AUGUSTA TOWNSHIP

PURPOSE:

The Planning Advisory Committee (PAC) met on May 7, 2025, and considered a Staff Report on Severance Applications B-35-25 and B-36-25.

Council's recommendation is required to provide Township requested conditions of approval on the severance to the United Counties of Leeds and Grenville.

BACKGROUND:

The subject property is currently 23.8 ha (58.85 ac.) +/- with approximately 410 m (1,345 ft.) +/- road frontage on Skakum Road and 1,025 m (3362 ft.) +/- road frontage on Johnston Road. The applications propose to sever two (2) new 0.8 ha (2 ac.) +/- vacant residential building lots. The lot to be severed under B-35-25 will have frontage onto Johnston Road, and the lot to be severed under B-36-25 will have frontage onto Skakum Road and Johnston Road. The retained 22.2 ha (54.85 ac.) +/- lot will also have future residential and agricultural use potential.

ANALYSIS:

The Planning Advisory Committee (PAC) discussed applications B-35-25 and B-36-25 and concurred in recommending the severances, subject to conditions of approval, as detailed in this Staff Report. The applications were also circulated internally by Township staff and no concerns were raised.

These severance applications, subject to the recommended conditions of approval, appear to conform with the intent of the Provincial Policy Statement (2020), the United Counties of Leeds and Grenville Official Plan, the Augusta Official Plan, and the Augusta Zoning By-Law. The recommended conditions capture policy considerations and current standard conditions of approval by the Township for severances.

POLICY IMPLICATIONS:

There are no implications for current policies, subject to recommended conditions of approval.

FINANCIAL CONSIDERATIONS:

There are no budgetary requirements for the Township.

OPTIONS:

1. Support the severance applications proceeding to the Counties' Consent Granting Authority based on PAC's recommendation with conditions as written.
2. Support the severance applications proceeding to the Counties' Consent Granting Authority based on PAC's recommendation with revisions as may be deemed appropriate by Council.

AUGUSTA TOWNSHIP

LINK TO MUNICIPAL PLANS:

The recommendations on Severance Applications B-35-25 and B-36-25, with stated conditions, appear to align with the Rural severance policies of Augusta's Official Plan and will meet zone provisions of Augusta's Zoning By-Law.



Melissa Banford, Planner



Shannon Geraghty, CAO

ATTACHMENTS:

- B-35-25 and B-36-25 Site Sketches and Location Map

5591 Skakum Road



Lot # 1

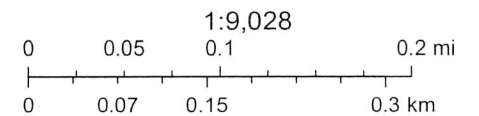


2025-03-06, 2:28:29 p.m.

Parcel LG_RoadNetwork

Municipal Road

 Severed Lands
 Retained Lands



Teranet Inc., Municipal Property Assessment Corporation (MPAC), and Geographic Information System (GIS) the United Counties of Leeds and

Leeds Grenville GIS

Disclaimer: The data provided is for informational purposes only. UCLG is not liable for positioning inaccuracies, subsequent updates, errors or omissions of data.

5591 Skakum Road

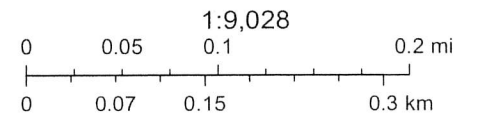
Lot # 1



2025-03-06, 2:28:29 p.m.

Parcel LG_RoadNetwork
Municipal Road

Severed Lands
Retained Lands

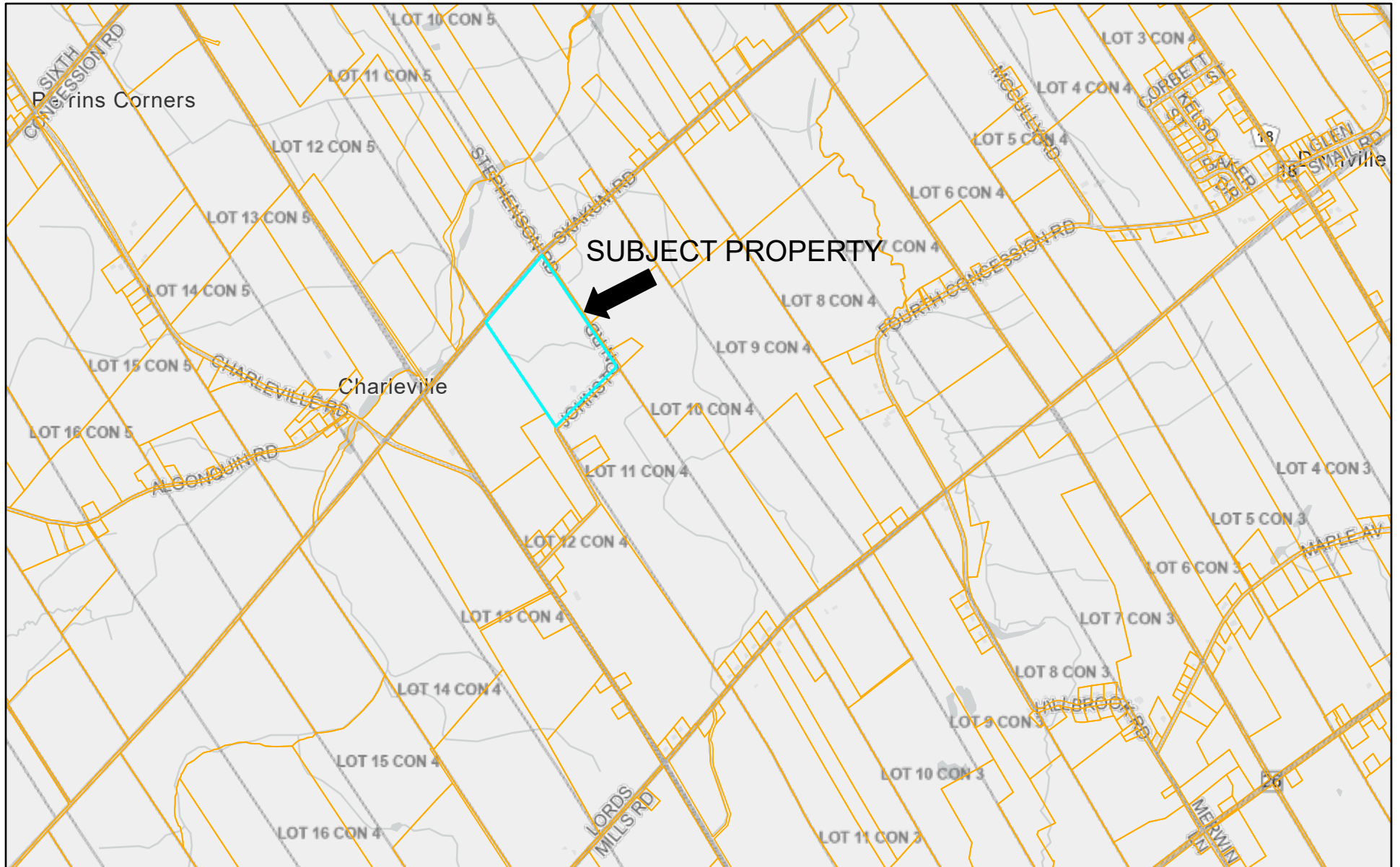


Teranet Inc., Municipal Property Assessment Corporation (MPAC), and Geographic Information System (GIS) the United Counties of Leeds and

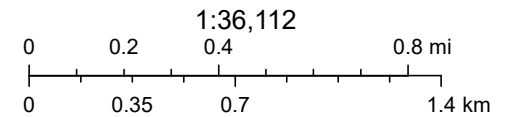
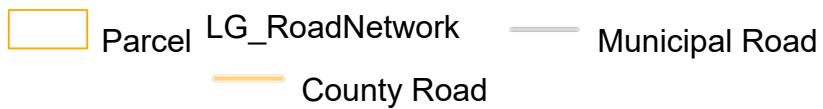
Leeds Grenville GIS

Disclaimer: The data provided is for informational purposes only. UCLG is not liable for positioning inaccuracies, subsequent updates, errors or omissions of data.

B-35-25 & B-36-25 LOCATION MAP



2025-05-02, 9:58:04 a.m.



Teranet Inc., Municipal Property Assessment Corporation (MPAC), and Geographic Information System (GIS) the United Counties of Leeds and

Leeds Grenville GIS

Disclaimer: The data provided is for informational purposes only. UCLG is not liable for positioning inaccuracies, subsequent updates, errors or omissions of data.

AUGUSTA TOWNSHIP

REPORT NUMBER: 2025-063

REPORT TO COUNCIL: May 26, 2025

RE: Stop Up and Close a Road Allowance
Part of Marion Street, Registered Plan 4, Village of North Augusta

AUTHOR: Lindsey Veltkamp, Clerk

RECOMMENDATION:

THAT Council approve the stop up and closure of the road allowance known as part of Marion Street, Registered Plan 4, Village of North Augusta, Township of Augusta.

PURPOSE:

A request was submitted for the stop up and closure of a portion of 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-7367, being part of PIN 68173-0323 (R). The lands are proposed to be conveyed to the property owners at 8474 County Road 15. It is understood from their lawyer that the subject property has not been able to be converted from the old Registry system to Land Titles as a result of this unopened road allowance crossing through the property. An image highlighting the closure area is below:



BACKGROUND:

On April 28, 2025, Council received Staff Report 2025-047, which approved the declaration of the road allowance located on part of Marion Street in the Village of North Augusta as surplus to the needs of the Township and directed staff to proceed with the

AUGUSTA TOWNSHIP

required posting and notice provisions for the road closure and conveyance as per By-Law 3214-2015.

A Notice of Intent to close the road allowance was posted on the property on April 30, 2025, and was advertised in the Brockville Recorder and Times. A copy of the Notice is attached to this report.

The Clerk directly notified abutting landowners, all utilities, and the United Counties of Leeds and Grenville.

The following comment was received from an abutting landowner to the rear/west, 8101 Amelia Street, regarding the stop up and close of the road allowance:

“I am writing to oppose the road closure of part of Marion Street in North Augusta. I spoke briefly to you about it yesterday on the phone.

Our property is also along the road closure and we feel this could cause potential problems if we choose to develop the land in the future. This was always our plan when purchasing the property. Although the road isn't land locked, in the event that we would like to develop the land and/or sell to a developer I feel this would cause problems having to figure out the dead end road if access at one end is closed. I am requesting time to meet with a lawyer and discuss options for our future before a final decision is made.”

Imagery of the location of 8101 Amelisa Street/additional road allowance to the west is below:



AUGUSTA TOWNSHIP

CONSULTATION:

On May 7, 2025, PAC discussed the proposed road allowance closure and reviewed all comments received to date. PAC did not consider the above comments received from the neighbour as they were received by planning staff after the PAC meeting.

PAC concurred in recommending the road allowance closure and conveyance to the two abutting property owners.

A Reference Plan, which provides a legal description for the lands, had been previously undertaken as Part 2 on 15R-7367. By-Law 3779-2025, being a By-Law to stop up and close the road allowance, is also appearing on Council's May 26, 2025 agenda.

POLICY IMPLICATIONS:

There are no implications for current policies.

FINANCIAL CONSIDERATIONS:

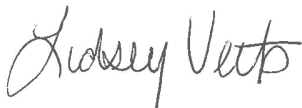
Costs related to the road allowance closure and conveyance, including costs to register the By-Law and costs for the preparation and registration of the Transfer/Deeds, will be paid by the applicant(s).

LINK TO MUNICIPAL PLANS:


The proposed road allowance closure and conveyance is **recommended for approval**, as detailed in By-Law 3779-2025 appearing on Council's May 26, 2025 agenda.

ATTACHMENTS:

- Public Notice of Road Allowance Closure



Lindsey Veltkamp, Clerk



Shannon Geraghty, CAO

**THE CORPORATION of the TOWNSHIP OF AUGUSTA
PUBLIC NOTICE OF ROAD ALLOWANCE CLOSURE**



The Council of the Township of Augusta declares the following as surplus and hereby gives notice of their intention to permanently close and sell the property to an adjoining landowner.

The part of the road allowance generally described as 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).



Should you wish to make a submission, either in favour of or in opposition to the proposal, please forward comments to the Clerk at 3560 County Road 26, Prescott, ON K0E 1T0, or via email to lveltkamp@augusta.ca prior to May 9, 2025 at 4:30pm. Following consideration of comments received, Council will consider the necessary by-law at a forthcoming meeting.

Contact the municipal office at 613-925-4231 X 105 if you have any questions or require additional information.

Dated the 29th day of April 2025.

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

AUGUSTA TOWNSHIP

REPORT NUMBER: 2025-064
REPORT TO COUNCIL: May 26, 2025
RE: Joint Health and Safety Committee Procedure Policy
AUTHOR: Ashleigh Trickey, Protective Services & Safety Coordinator

RECOMMENDATION:

THAT Council approves the Joint Health and Safety Committee Policy as presented in Staff Report 2025-064.

PURPOSE:

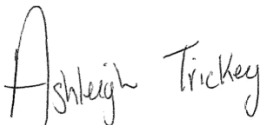
The purpose of this policy is to ensure the Township is compliant with current legislation, address any current/future workplace risks, and align with best practices. This is policy two out of five for required work to qualify for the WSIB rebate.

BACKGROUND:

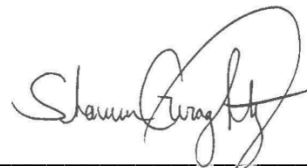
As part of our work with 4S and our continued commitment to updating Health and Safety Policies, staff have completed the attached policy for our Health and Safety Management System. This policy includes the new changes in the *Occupational Health and Safety Act*, legal compliance requirements, and enhances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

SECTION:	Health and Safety	POLICY NUMBER:	POL-0208
SUBJECT:	Joint Health and Safety Committee Procedure	DATE APPROVED:	

1. PURPOSE

The Joint Health and Safety Committee Procedure Policy provides the basic guidelines necessary to have an effective Joint Health and Safety Committee (JHSC) at the Township of Augusta. The *Occupational Health and Safety Act* (OHSA) is built upon the principle that workers and employers work together to ensure that the working environment is safe and that provincial standards are met. This is achieved with the assistance of Joint Health and Safety Committee member representatives.

The terms of reference define the purpose, role, powers, and responsibilities of the committee and ensure that the joint health and safety committee is functioning with a clear mandate to implement the principle of shared responsibilities of management and workers.

2. POLICY

The procedure applies to the Joint Health and Safety Committee of Township of Augusta. All JHSC members shall perform duties as legislated. All JHSC members shall comply with these standards, procedures and legislative requirements.

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.
- b. **Competent person** - means a person who:
 - i. is qualified because of knowledge, training and experience to organize the work and its performance,
 - ii. is familiar with the *Occupational Health and Safety Act* and the regulations that apply to the work, and
 - iii. has knowledge of any potential or actual danger to health or safety in the workplace.
- c. **Dangerous** – shall mean dangerous circumstances, meaning a situation in which a provision of the OHSA or the regulations are being contravened, the contravention poses a danger or a hazard to a worker, and the danger or hazard is such that any delay in controlling it may seriously endanger a worker.
- 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

TOWNSHIP OF AUGUSTA

SECTION:	Health and Safety	POLICY NUMBER:	POL-0208
SUBJECT:	Joint Health and Safety Committee Procedure	DATE APPROVED:	

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. **Internal Responsibility System (IRS)** – means the roles that everyone in a workplace has to play in order to keep the workplace safe and healthy.
- g. **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.
- h. **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.
- i. **Tailgate Talks** – means informal safety conversations, also referred to as toolbox talks.
- j. **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:
 - i. A person who performs work or supplies services for monetary compensation.
 - ii. 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.
 - iii. 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.
 - iv. Such other persons as may be prescribed who perform work or supply services to an employer for no monetary compensation.
- 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.

SECTION:	Health and Safety	POLICY NUMBER:	POL-0208
SUBJECT:	Joint Health and Safety Committee Procedure	DATE APPROVED:	

m. Safety Engagement – means involving and/or encouraging employees in discussions or informing them on safety aspects of an organization, so they may have a clear understanding of the organization’s safety objectives and are invested in achieving those outcomes.

2.2 PROCEDURE

The JHSC shall ensure that all health and safety concerns are brought forward and revisited until they have been resolved. The JHSC will meet on a quarterly basis to discuss issues including, but not limited to:

- First aid records
- Accident investigation reports
- Hazard reports
- Monthly inspection reports
- Review minutes of prior JHSC meeting
- Review training records.
- Health and Safety disciplinary actions
- Ministry of Labour, Immigration, Training and Skills Development (MLISTD) orders (if any)

a. The specific details of the JHSC are the following:

i. Purpose and Mission of the JHSC

The primary purpose and mission of the JHSC is to monitor, assist and support the Internal Responsibility System (IRS). This is best accomplished when the JHSC fulfills its essential role of identifying weaknesses in the Township of Augusta IRS and recommends solutions that enable all parties to understand, accept and carry out their individual and collective responsibilities for health and safety. The JHSC will endeavor to make recommendations that establish, implement, monitor, evaluate and improve Augusta’s policies, programs and procedures. An effective JHSC ensures that any weaknesses in Augusta’s chain of internal responsibility are identified, and that the attention remains focused on these weaknesses until they are addressed and resolved.



TOWNSHIP OF AUGUSTA

SECTION:	Health and Safety	POLICY NUMBER:	POL-0208
SUBJECT:	Joint Health and Safety Committee Procedure	DATE APPROVED:	

ii. Selection of JHSC Member and Co-Chairs

Worker representatives on the JHSC are to be selected by the workers who do not exercise managerial functions. The employer shall select the remaining members of a committee from persons who exercise managerial functions for the employer. Two members of the committee will co-chair the committee, one of whom will be selected by the members who represent workers and the other of whom will be selected by the members who exercise managerial function.

iii. Structure of the JHSC

The structure of the Township of Augusta JHSC will consist of at least one (1) management member and one (1) worker member, each from a different township location (main office, garage, fire station). Additional committee members are encouraged but not required. These additional members shall represent the various Township departments.

The JHSC shall consist of a minimum of two (2) certified members – one (1) member who does not exercise managerial functions, and one (1) member who does exercise managerial functions. The term of serving certified members will be a minimum of two years. Alternatives may be allowed; however, they shall only be used in emergency conditions and with the approval of the co-chairs. Each party will supply a list of one alternative.

The JHSC shall meet every quarter on a specific date and time, decided upon by the JHSC.

A co-chair may, with the consent of their counterpart, invite any additional person(s) to attend the meeting to provide additional information and comments. However, this individual(s) shall not participate in the regular business of the meeting unless asked to do so.

If a certified member resigns, steps shall be taken to ensure that the requirement for a certified member is met.

The certified member may bilaterally order the Township of Augusta to stop work if they agree that the work being performed is dangerous as defined in the *Occupational Health and Safety Act*, Section 44 (1).

A list of JHSC members will be posted in a conspicuous location such as bulletin board. This list will be updated as required.

SECTION:	Health and Safety	POLICY NUMBER:	POL-0208
SUBJECT:	Joint Health and Safety Committee Procedure	DATE APPROVED:	

iv. Functions of the JHSC

In accordance with the *Occupational Health and Safety Act*, the JHSC functions are as follows:

- I. To conduct meetings according to an established schedule.
- II. To conduct monthly workplace inspections.
- III. To receive and review all incident, inspection, and health and safety audit reports and to make recommendations as necessary.
- IV. To receive and review all health and safety-related test results and to make recommendations as necessary.
- V. To operate on the principle of consensus-building when reaching decisions.
- VI. To make written recommendations to the employer as necessary.
- VII. To have members accompany Safety Association representatives or MOL/Health and Safety Inspectors as required.
- VIII. To investigate incidents, injuries or occupational illnesses as required.
- IX. To report findings of investigations to the MOL and management as required.
- X. To assist and promote the development of Augusta health and safety policies, programs, procedures and best practices.
- XI. To obtain information from the employer regarding potential or actual workplace hazards.
- XII. To obtain information from the employer regarding statistics, trends, records, processes or any other information that may help it to fulfill its mandate.
- XIII. To always work in compliance with legislation, Augusta's health and safety policies, programs, procedures and industry best practices.
- XIV. To assist in hazard assessment of new or modified facilities, processes, procedures, equipment, devices and materials.
- XV. To monitor the effectiveness of the Internal Responsibility System and its own effectiveness on an ongoing basis through various auditing programs.
- XVI. To encourage adequate education and training programs in order that all employees are knowledgeable in their rights, restrictions, responsibilities, and duties under the Occupational Health and Safety Act.
- XVII. To evaluate all newly introduced potential hazards (i.e. machinery and/or chemicals) and communicate the hazard potentials to respective Management, prior to their use.
- XVIII. To develop and implement with Management training programs for all newly introduced hazards and participating in the development and delivery of health and safety training programs.
- XIX. To be present during a hygiene test if required at the workplace.
- XX. To advise the selection of personal protective equipment.
- XXI. To address matters related to Designated Substances Regulations and WHMIS, where applicable.

TOWNSHIP OF AUGUSTA

SECTION:	Health and Safety	POLICY NUMBER:	POL-0208
SUBJECT:	Joint Health and Safety Committee Procedure	DATE APPROVED:	

- XXII. To address any workplace harassment incident if it is brought to the committee.
- XXIII. To review this policy at least annually or sooner if required.
- XXIV. To carry out any other duties and functions as prescribed by the legislation.

n. Quorum

Both co-chairs should be present at every meeting and the management representatives must be not more than the worker members.

o. Health and Safety Meetings

JHSC meetings are to be held at least quarterly on a specified date and time, which will be decided as a committee. Records of the recent meeting must be posted on the health and safety board.

Meetings shall address a number of issues including the analysis of first aid records, accident investigation reports, hazard/near miss reports, and the hazards identified on the JHSC tour. In addition, meetings may include the review of minutes to the last JHSC meeting, applicable training records, hygiene test, safety/tailgate talk meeting minutes, health or safety related disciplinary action, repeat items, as well as any other items that may arise.

p. Minutes of Meetings

The committee will designate a secretary for the meeting to take minutes and be responsible for having the minutes typed, filed and circulated within 5 working days of the meeting, or as the committee may from time to time instruct. The secretary will use the JHSC Meetings Minutes. Minutes of the meetings will be reviewed and edited, where necessary, by the co-chairs. They will then be signed and circulated to all committee members.

q. Payment of Attending Meetings

All time spent in attendance at committee meetings or in activities relating to the function of the committee will be paid for at the members' current rate of pay for performing work, and the time spent shall be considered as time at work.

r. Meeting Agenda

TOWNSHIP OF AUGUSTA

SECTION:	Health and Safety	POLICY NUMBER:	POL-0208
SUBJECT:	Joint Health and Safety Committee Procedure	DATE APPROVED:	

The co-chair(s) will prepare an agenda using the JHSC Meeting Agenda Form (see Schedule C) and will forward a copy of the agenda to all committee members prior to the meeting. The committee may accept any item as proper for discussion and resolution pertaining to health and safety. All items raised from the agenda in meetings will be dealt with on the basis of consensus rather than voting. Formal motions will not be used. All items will be reported in the minutes. Unresolved items will be recorded and placed on the agenda for the next meeting.

s. Workplace Inspection

The JHSC will inspect the workplace once a month on a rotation schedule. A minimum of one worker and management member must do each inspection.

t. Further Required Trainings for all JHSC Members

In addition to the legislated requirement that at least one worker member and one management member of the JHSC receive certification training, all JHSC members are required to take the following training that pertains to their legislated responsibilities:

- i. Accident Investigation
- ii. Workplace Inspection
- iii. Emergency Response
- iv. Occupational Health and Safety Responsibilities

u. Confidentiality of Information

JHSC members are required by the *Occupational Health and Safety Act* to keep confidential any personal medical details or other sensitive information they receive. This means paying strict attention to the security of committee records. For the committee to function properly, all parties must be confident and trust that no improper use will be made of the information received.

v. Responding to Unsafe Conditions or Practices

One of the most important legislated functions of the JHSC is to develop recommendations to control hazards or address safety concerns at the workplace. Certified members of the JHSC have the authority to investigate and act upon dangerous circumstances that require immediate attention. Individual committee members may identify hazards during monthly inspections, incident investigations or through daily worker contacts. However, because committee members are workers under the legislation, they first have a legal duty to report any hazards or contravention they become aware of to their supervisor.

SECTION:	Health and Safety	POLICY NUMBER:	POL-0208
SUBJECT:	Joint Health and Safety Committee Procedure	DATE APPROVED:	

w. Accident Investigation

All accidents, injuries and incidents will be reviewed and discussed by the committee during the regular quarterly meeting to explore if anything can be done to prevent any similar occurrences in the future.

In the event of a critical injury, one of the designated members of the committee along with the CAO shall investigate the accident and refer to the First Aid, Incident, Accident Reporting and Investigation Procedure for further details.

- x. Critical Injury:** For the purposes of the *Ontario Health and Safety Act* and Regulations, “critically injured” means an injury of a serious nature that,
- i. Places life in jeopardy;
 - ii. Produces unconsciousness;
 - iii. Results in substantial loss of blood;
 - iv. Involves the fracture of a leg, arm, fingers and toes (but not a single finger or toe);
 - v. Involves the amputation of a leg, arm, hand, foot, fingers and toes (but not a single finger or toe);
 - vi. Consists of burns to a major portion of the body; or
 - vii. Causes the loss of sight to an eye.

y. Accompaniment

The committee will designate certified worker members to accompany a Ministry of Labour inspector while carrying out a Ministry inspection of the workplace.

z. Work Refusals

In the event of a work refusal, the certified worker member will investigate if possible. Refer to the Work Refusal Procedure for further details.

aa. Formal Written Recommendations

The JHSC will be required to submit formal written recommendations to control hazards at the workplace. Recommendations can be based on the following:

- i. Workplace Inspections
- ii. Observations
- iii. Discussions
- iv. Review of training programs
- v. Worker request or concerns

TOWNSHIP OF AUGUSTA

SECTION:	Health and Safety	POLICY NUMBER:	POL-0208
SUBJECT:	Joint Health and Safety Committee Procedure	DATE APPROVED:	

bb. In developing recommendations, the committee must complete the Joint Health and Safety Committee Management Recommendation Form (attached), which will meet the following criteria:

- i. Define the hazard.
- ii. Collect all necessary information.
 - 1. Description of the process and workplace layout.
 - 2. History/details of previous accident and investigations.
 - 3. Comments and suggestions from supervisors and workers in the area concerned.
 - 4. Maintenance schedules and manufacturers specifications.
- iii. Consider possible solutions, taking into account:
 - 1. The actual and potential seriousness of the problem.
 - 2. The range of possible solutions.
 - 3. The practicality of the solution being recommended.

In submitting recommendations, the recommendation must meet the following criteria:

- i. Submitted by either co-chair of the committee upon final agreement by the committee.
- ii. Submitted to the CAO.
- iii. Submitted within one week of the JHSC meeting at which the recommendation was decided upon.

cc. The CAO must send written communication directly to the co-chairs within 21 days in regard to recommendations of the committee included in the minutes. This can be done by giving an assessment of the problem(s) and outlining who is responsible for resolving the matter, along with a timeframe in which the matter will be resolved.

dd.General

All workers will be encouraged to discuss their problems with their supervisor before bringing them to the attention of the committee.

- i. Committee members will thoroughly investigate all complaints to get all the facts and will exchange these facts when searching for a resolution to the problem. All problem resolutions will be reported in the minutes.
- ii. Medical or trade secret information will be kept confidential by all committee members.

SECTION:	Health and Safety	POLICY NUMBER:	POL-0208
SUBJECT:	Joint Health and Safety Committee Procedure	DATE APPROVED:	

ee. Amendments to these Guidelines

Any amendments, deletions or additions to these guidelines must have the consensus of the total committee and shall be set out in writing and attached as an appendix to these guidelines.

3. RESPONSIBILITIES

3.1 CAO

- a. Providing assistance and co-operation where necessary for the committee to carry out its role.
- b. Respond to written recommendations to the committee within 21 days. The response must include corrective action time and dates, or reasons for disagreement of recommendations.
- c. Conducting a minimum of one workplace inspection annually.

3.2 Supervisors

- a. All supervisors, who are not committee members, shall attend at least one JHSC meeting per year and at least one JHSC inspection per year.
- b. Set an example by being consistently safety conscious and insisting on the safe performance of work.
- c. Observe the work in progress and provide positive input to the workers.
- d. Be involved in ongoing hazard assessments.
- e. Participate in the development and review of safe work practices and procedures.
- f. Take every reasonable precaution in the circumstances for the protection of a worker.

3.3 Workers

- a. All workers shall cooperate with the committee members while they perform their JHSC duties.
- b. All workers shall comply with this standard, procedures and legislative requirements.
- c. Report all accidents, injuries, first aid and near-misses immediately to the supervisor.
- d. Advise other workers of unsafe conditions or work practices.
- e. Participate in solving health and safety problems.
- f. Provide recommendations to the supervisor to improve health and safety.



TOWNSHIP OF AUGUSTA

SECTION:	Health and Safety	POLICY NUMBER:	POL-0208
SUBJECT:	Joint Health and Safety Committee Procedure	DATE APPROVED:	

4. ADDITIONAL APPLICABLE DOCUMENTS:

- 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*



TOWNSHIP OF AUGUSTA

SECTION:	Health and Safety	POLICY NUMBER:	POL-0208
SUBJECT:	Joint Health and Safety Committee Procedure	DATE APPROVED:	

Schedule A JHSC MEETING AGENDA

Date:	Time:	Location:	
List of Expected Attendees:			
ITEM			
1. REVIEW OF AGENDA AND MINUTES OF PREVIOUS MEETING			
2. OLD BUSINESS			
<ul style="list-style-type: none"> a) List action items from previous minutes b) List any approvals and/or responses from Management 			
3. INCIDENT SUMMARY			
<ul style="list-style-type: none"> a) Incident Reviews & Investigations 			
4. MONTHLY REPORTS			
<ul style="list-style-type: none"> a) Inspections (Review of priority or repeating issues) <ul style="list-style-type: none"> • Identify Trends (First Aid, Hazard Reports, Incident Reports) b) Audits 			
5. POLICY OR PROGRAM UPDATE			
<ul style="list-style-type: none"> a) Policy review and/or update 			
6. NEW BUSINESS :			
<ul style="list-style-type: none"> a) New items/issues b) Ministry of Labour, Immigration, Training and Skills Development visits c) Policies or programs 			
7. ANNUAL REVIEWS:			
8. OTHER BUSINESS:			
NEXT MEETING DATE:	TIME:	LOCATION:	CHAIRS (S):
			Worker co-chair: Management co-chair:



TOWNSHIP OF AUGUSTA

SECTION:	Health and Safety	POLICY NUMBER:	POL-0208
SUBJECT:	Joint Health and Safety Committee Procedure	DATE APPROVED:	

Schedule B

JHSC MEETING MINUTES

Joint Health and Safety Committee Meeting

Section I: Meeting Minutes Discussion

Section II: Action Items from Meeting Discussion

Date, Time and Location:

Meeting Attendees:

JHSC Worker Reps:

JHSC Management Reps:

Guests:

Meeting Minutes Discussion

SECTION I

#	Agenda Item	Discussion
1.1	REVIEW OF AGENDA AND MINUTES OF PREVIOUS MEETING	
1.2	OLD BUSINESS	
1.3	INCIDENT SUMMARY	
1.4	MONTHLY REPORTS	
1.5	POLICY OR PROGRAM UPDATE	
1.6	NEW BUSINESS	



TOWNSHIP OF AUGUSTA

SECTION:	Health and Safety	POLICY NUMBER:	POL-0208
SUBJECT:	Joint Health and Safety Committee Procedure	DATE APPROVED:	

1.7	ANNUAL REVIEWS	
1.8	OTHER BUSINESS	
1.9	JHSC Recommendations	

SECTION II: Action items following the meeting

No.	Action Items	Assigned To	Target Completion Date
2.1			
2.2			

Next Meeting Date and Time:	Location:
Worker Co-Chair (Worker Representative) Signature:	Management Co-Chair (Management Representative) Signature:

Note: Please provide any comments or feedback with respect to these minutes by **date**, post which it will be assumed that the Minutes are accepted in their current state.



TOWNSHIP OF AUGUSTA

SECTION:	Health and Safety	POLICY NUMBER:	POL-0208
SUBJECT:	Joint Health and Safety Committee Procedure	DATE APPROVED:	

Schedule C JHSC RECOMMENDATIONS FORMS

To: _____	Date: _____
From: Joint Health and Safety Committee	
_____ (Co-Chair Signature – Employer Representative) (Co-Chair Signature – Employer Representative)	
Please respond by:	(Within 21 calendar days.)
OH&S Issue: (Give a short, clear and complete description of the issue. Describe what, why, who, where and when.)	
Committee Recommendation: (attach a separate sheet if necessary) (Make sure the recommendation deals with workplace health and safety. Include reasons for your recommendation. For complex issues, list options, steps involved and suggested time frame for implementation/completion.)	
cc: Appropriate Manager, Safety Coordinator, CEO, etc.	
Employer Response: (attach a separate sheet if necessary)	
(Note to employer: In your response, if you accept this recommendation please include a time frame for completion. If you reject the recommendation please include your reasons.)	
Signature: _____ (Department Head or Designate)	
Date Returned: _____	
Committee Comments: (Note any follow-up or additional action required by the Committee.)	

AUGUSTA TOWNSHIP



THE CORPORATION OF THE TOWNSHIP OF AUGUSTA BY-LAW NUMBER 3779-2025

**BEING A BY-LAW TO STOP UP, CLOSE AND SELL
PART OF THE ROAD ALLOWANCE GENERALLY DESCRIBED AS
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-7367, BEING PART OF PIN
68173-0323(R)**

WHEREAS pursuant to the provisions of *Section 34 of the Municipal Act, R.S.O. 2001, c. 25*, as amended, the Council of every municipality may pass By-Laws for stopping up any highway or part thereof and selling same;

AND WHEREAS Council has deemed the above real property to be excess lands, and it expedient to stop up, close and sell the road being generally described as 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-7367, being part of PIN 68173-0323(R);

AND WHEREAS no persons would be deprived of a right of access by the closure of the road;

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

1. **THAT** the portion of the road allowance being generally described as 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-7367, being part of PIN 68173-0323(R) is hereby stopped up, closed and may be sold by the Township.
2. **THAT** the portion of the Road Allowance above be conveyed to the abutting landowner Rick Collins and Dawn Collins for the sum of \$1.00.
3. **THAT** the Mayor and Clerk are authorized and directed to execute all necessary documents in the name of the Township and to affix the seal of the Township thereto.
4. **THAT** this By-Law does not take effect until it has been registered.

Read a first, second, and third time and finally passed this 26th day of May 2025.

MAYOR

CLERK

AUGUSTA TOWNSHIP



EXPLANATORY NOTE TO BY-LAW 3780-2025

The purpose of this By-Law is to authorize the execution of a Development Agreement with the property owners Joshua Rudy Massimo and Allison Taylor Merkley.

A new 88.6 ac. +/- vacant building lot under Severance Application B-142-24 is the subject of this Development Agreement. The Development Agreement was required as a condition of severance approval (Condition 6), approved by the United Counties of Leeds and Grenville on February 26, 2025.

The Development Agreement will address Township archaeological assessment and Significant Woodlands considerations/policies in lieu of supporting studies being completed by the property owners at this time. It will also address Counties' Tertiary Sand and Gravel Resource areas and the future residential entrance location.

Archaeological Assessment

The property meets the provincial screening criteria for archaeological potential, being located within 300m of a historical watercourse to the east. As only a small portion of the new lot will be within the 300 m influence area, it was recommended by the Township that this be addressed via a Development Agreement.

Significant Woodlands

Section 6.1.10 of the Official Plan requires an Environmental Impact Assessment (EIS) for development within 120 m of Significant Woodlands to ensure no negative impacts. Given that only a small area of the new vacant lot is within 120 m of the Significant Woodlands, it was recommended to be regulated by a Development Agreement.

Counties' Official Plan - Tertiary Sand and Gravel Resources

Under the Counties' Official Plan, there is an area at the north of the severed lot/abutting 6th Concession Road, that is outside of Mineral Aggregate Resources - Tertiary Sand and Gravel areas. Township staff undertook consultation with the Counties and concurred that, in lieu of a Mineral Resource Impact Assessment, this could be satisfied through a Development Agreement requiring no future residential dwelling be located within the Tertiary areas.

Future Residential Entrance/Access

The new entrance for the severed lot was only assessed onto the local road, 6th Concession Road, and it is unlikely that a new residential entrance onto County Road 15 would meet the Counties' access policy. The Development Agreement requires the new main residential driveway to be located on 6th Concession Road.

AUGUSTA TOWNSHIP



**THE CORPORATION OF THE TOWNSHIP OF AUGUSTA
BY-LAW NUMBER 3780-2025
BEING A BY-LAW TO AUTHORIZE THE EXECUTION OF A DEVELOPMENT
AGREEMENT BETWEEN JOSHUA RUDY MASSIMO AND ALLISON TAYLOR
MERKLEY AND THE TOWNSHIP OF AUGUSTA.**

WHEREAS Condition (6) of the United Counties of Leeds and Grenville Consent Granting Authority Decision on Application B-142-24, requested by the Township, was imposed in accordance with Sections 51 (26) of the *Planning Act*, R.S.O., 1990;

AND WHEREAS Condition (6) requires that a Development Agreement be entered into between the Township and the property owner related to the severed lands under Severance Application B-142-24;

AND WHEREAS the Council of the Corporation of the Township of Augusta deems it advisable to enter into a Development Agreement with Joshua Rudy Massimo and Allison Taylor Merkley for Part of Lots 31, 32 and 33, Concession 5, Part 6, Reference Plan 15R-6865, in the Township Augusta, County of Grenville, 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 Joshua Rudy Massimo and Allison Taylor Merkley addressing Condition (5) of the Consent Granting Authority Decision on Application B-142-24, 6201 6th Concession Road, 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 severed lands under Severance Application B-142-24;
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 26th day of May, 2025.

MAYOR

CLERK

DEVELOPMENT AGREEMENT made this 26 day of May, 2025.

BETWEEN:

JOSHUA RUDY MASSIMO and ALLISON TAYLOR MERKLEY
Hereinafter called the “**Owners**” OF THE FIRST PART

And

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

WHEREAS, Condition (6) of Severance Application B-142-24 required the property owners to enter into a Development Agreement related to the Severed Lands, as described in Schedule “A” (“the Severed Lands”);

AND WHEREAS, the new resultant building lot on the Severed Lands, located in Part of Lots 31, 32 and 36, Concession 5, in the Township of Augusta, County of Grenville, United Counties of Leeds and Grenville is partially located within 300 m of a historical watercourse to the east, requiring Archaeological Assessment under the Township’s Official Plan (approved May 25, 2012), and the Provincial screening criteria for evaluating archaeological potential;

AND WHEREAS, the new resultant building lot on the Severed Lands, is partially located within 120 m of the Significant Woodlands designation under the Township’s Official Plan Constraints Schedule B (approved May 25, 2012);

AND WHEREAS, the new resultant building lot on the Severed Lands, is partially located within the Tertiary Sand and Gravel Resource Area identified on the United Counties of Leeds and Grenville Official Plan Schedule B (adopted July 23, 2015);

AND WHEREAS, the new resultant building lot on the Severed Lands, will have road frontages onto County Road 15 and 6th Concession Road.

NOW THEREFORE IN CONSIDERATION of the approval by the Consent Granting Authority and to satisfy Condition (6) of Severance Application B-142-24 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 Owners hereby agree that any future building areas, septic locations or construction areas requiring soil disturbance on the Severed Lands that are within 300 m of the historical watercourse identified on the County Atlas Map, circa 1880, shall require written confirmation from the Ministry of Citizenship and Multiculturalism (or any future named Ministry having jurisdiction over this matter) that a supportive Archaeological Assessment has been submitted to their Ministry (note: normal farm (tilling) practices would be exempt). The County Atlas Map, circa 1880, is on file in the Office of the Municipality and shall be referred to in the event of any dispute.
2. The Owners agree 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 Severed Lands have been addressed to the satisfaction of the Ministry.
3. The Owners further agree that until the confirmation described in paragraph 1 above is received by the Owners, only a licensed consultant archaeologist shall be permitted to carry out any soil disturbance or alterations on the specified distance of the Severed 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 Owners further agree that any application for a building permit shall be consistent with all recommendations contained in the archaeological report(s) prepared for the Severed 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 Owners hereby agree that any future residential dwelling on the Severed Lands, proposed to be located within 120 m of the Significant Woodlands designation on the Township's Official Plan Schedule B (approved May 25, 2012), requires a supportive Environmental Impact Assessment to address Section 6.1.10 of the Official Plan, to the satisfaction of the Township.
6. The Owners further agree that any application for a building permit shall be consistent with all recommendations contained in the Environmental Impact Assessment prepared for the Severed Lands within the distance specified in paragraph 5.
7. The Owners hereby agree that any future residential dwelling on the Severed Lands, will be located outside of the Tertiary Sand and Gravel Resource Area identified on the United Counties of Leeds and Grenville Official Plan Schedule B (adopted July 23, 2015);
8. The Owners hereby agree that any future main residential access/entrance on the Severed Lands shall be located onto 6th Concession Road and not onto County Road 15.
9. The Owners agree that this Development Agreement will be registered on title to the Severed Lands under B-142-24.
10. The Owners acknowledge and agree that the Township may rely on this Agreement as an estoppel in any action commenced by the Owners related to the Township's refusal to issue a building permit where the Owners are in breach of this Agreement.
11. The Owners 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 Owners, that are not caused by the negligent acts of the Township, its employees, servants and agents, related in any way to this Agreement.

12. The Owners agree 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 Owners under this Agreement shall be deemed to include the words “at the expense of the Owners,” unless specifically stated otherwise.
13. 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.
14. Each party shall pay its own costs of the arbitration referred to in paragraph 13 herein, and shall share equally the costs of the arbitrator(s).
15. It is agreed between the parties hereto that every covenant, provision and agreement herein shall enure 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.
15. The Owners covenant and agree that nothing in this Agreement releases the Owners 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

)
)
) _____
Joshua Rudy Massimo

)
)
) _____
Allison Taylor Merkley

**THE CORPORATION OF THE
TOWNSHIP OF AUGUSTA:**

Per:
)
) _____
Jeff Shaver, Mayor

)
) _____
Lindsey Veltkamp, Clerk

We have authority to bind the Corporation

SCHEDULE "A"

DESCRIPTION OF LAND TO WHICH THIS AGREEMENT APPLIES

Severed Lands under B-142-24

To be inserted by applicant's solicitor

Retained Lands under B-142-24

To be inserted by applicant's solicitor

AUGUSTA TOWNSHIP



EXPLANATORY NOTE TO BY-LAW 3781-2025

The purpose of this By-law is to appoint a Community Emergency Management Coordinator (CEMC), Emergency Information Officer (EIO) and their alternates for the Township of Augusta.

Currently, the CEMC is Robert Bowman, the EIO and Alternate CEMC is Ashleigh Trickey, and the Alternate EIO is Willow Anderson.

Staff have determined that a change would be beneficial to the Township by having Willow Anderson be the EIO and Ashleigh Trickey as both the Alternate CEMC and Alternate EIO.

There is no change to the CEMC position.

AUGUSTA TOWNSHIP



THE CORPORATION OF THE TOWNSHIP OF AUGUSTA BY-LAW NUMBER 3781-2025

BEING A BY-LAW TO APPOINT A COMMUNITY EMERGENCY MANAGEMENT COORDINATOR (CEMC), AN EMERGENCY INFORMATION OFFICER (EIO), AN ALTERNATE COMMUNITY EMERGENCY MANAGEMENT COORDINATOR AND AN ALTERNATE EMERGENCY INFORMATION OFFICER FOR THE CORPORATION OF THE TOWNSHIP OF AUGUSTA

WHEREAS subsection 10(1) of the Emergency Management and Civil Protection Act, Ontario Regulation 380/04, states every municipality shall designate an employee of the municipality or a member of council as its Emergency Management Program Coordinator;

AND WHEREAS subsection 14(1) of the Emergency Management and Civil Protection Act, Ontario Regulation 380/04, states every municipality shall designate an employee of the municipality as its Emergency Information Officer;

AND WHEREAS Council deems it desirable and expedient to appoint a Community Emergency Management Coordinator, Emergency Information Officer, Alternate Community Emergency Management Coordinator and Alternate Emergency Information Officer for the Township of Augusta;

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

1. **THAT** Rob Bowman is hereby appointed Community Emergency Management Coordinator for the Township of Augusta effective May 26, 2025.
2. **THAT** Willow Anderson is hereby appointed Emergency Information Officer for the Township of Augusta effective May 26, 2025.
3. **THAT** Ashleigh Trickey is hereby appointed Alternate Community Emergency Management Coordinator and Alternate Emergency Information Officer for the Township of Augusta effective May 26, 2025.
4. **THAT** the Chief Administrative Office shall notify the Office of the Fire Marshal and Emergency Management of the designations.
5. **THAT** By-Laws 3692-2024 and 3773-2025 are hereby repealed; and
6. **THAT** this By-Law shall come into full force and effect as of May 26, 2025.

Read a first, second, and third time and finally passed this 26th day of May, 2025.

MAYOR

CLERK

AUGUSTA TOWNSHIP



THE CORPORATION OF THE TOWNSHIP OF AUGUSTA BY-LAW NUMBER 3782-2025

BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL OF THE TOWNSHIP OF AUGUSTA AT ITS MEETING HELD ON MAY 26, 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 26, 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 26th day of May, 2025.

MAYOR

CLERK