



**AUGUSTA TOWNSHIP
COUNCIL AGENDA
REGULAR MEETING
June 9, 2025, at 5:00 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, June 9, 2025 be adopted.
- E. Approval of Minutes of Previous Meetings
Special Council Minutes – May 26, 2025
Recommendation: **BE IT RESOLVED THAT** Council approve the minutes of the May 26, 2025 Special Council meeting as distributed to all members.

Regular Council Minutes – May 26, 2025
Recommendation: **BE IT RESOLVED THAT** Council approve the minutes of the May 26, 2025 Council meeting as distributed to all members.
- F. Disclosure of Pecuniary Interest and General Nature Thereof
- G. Business Arising from the Minutes
- H. Report 2025-069 – North Augusta Infrastructure (**PG Engineering Solutions Report, supplied by North Augusta Recreation Committee following the release of the agenda**)
- I. Delegations and Presentations
- J. Correspondence and Petitions
- K. 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

L. Staff Reports

Administration and Finance

- Report 2025-065 – Council Compensation Expense Policy
Recommendation: **BE IT RESOLVED THAT** Council approve the amended Council Compensation Expense Policy as attached to Staff Report 2025-065.

Operations and Recreation

Planning and Building Services

- Report 2025-066 – Building Activity Report for May
Recommendation: **BE IT RESOLVED THAT** Council receive the Building Department Activity Report for May 2025 for information.
- Report 2025-067 – Severance Application B-38-25 (3924 Hillbrook Road)
Recommendation: **BE IT RESOLVED THAT** Council recommend to the United Counties of Leeds and Grenville Consent Granting Authority that consent application B-38-25 be approved, subject to six (6) conditions of approval, as detailed in Staff Report 2025-067.

Protective Services

- Report 2025-068 – Illness, Injury and Incident Reporting Policy
Recommendation: **BE IT RESOLVED THAT** Council approve the Injury, Illness and Incident Reporting Policy as presented in Staff Report 2025-068.

M. Notice of Motions

N. By-Laws

- 3783-2025 – Procedural By-Law
Recommendation: **BE IT RESOLVED THAT** By-Law Numbered 3783-2025 being a By-Law to govern the proceeding of Council be read a first time, a second time, a third time, and be enacted as read.
- 3784-2025 – ZBLA Z-02-25 (7025 County Road 18)
Recommendation: **BE IT RESOLVED THAT** By-Law Numbered 3784-2025 being a By-Law to amend Zoning By-Law No. 2965, as amended (7025 County Road 18) be read a first time, a second time, a third time, and be enacted as read.
- 3785-2025 – ZBLA Z-03-25 (13 Sarah Street)
Recommendation: **BE IT RESOLVED THAT** By-Law Numbered 3785-2025 being a By-Law to amend Zoning By-Law No. 2965, as amended (13 Sarah Street) be read a first time, a second time, a third time, and be enacted as read.

AUGUSTA TOWNSHIP

- 3786-2025 – Development Agreement for Severed Lands (Coville Road)
Recommendation: **BE IT RESOLVED THAT** By-Law Numbered 3786-2025 being a By-Law to authorize the execution of an agreement between Victor John Bourguignon and the Corporation of the Township of Augusta be read a first time, a second time, a third time, and be enacted as read.

O. Announcements

P. Questions on Agenda Items for the Press

Q. Questions on Agenda Items for the Public

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

S. Rise From Council in Closed Session

T. Reporting Out from Closed Session

U. By-Law to confirm Proceedings of Council

Recommendation: **BE IT RESOLVED THAT** By-Law Numbered 3788-2025 confirm the proceedings of the Council of the Township of Augusta at its meeting held on June 9, 2025, be read a first time, a second time, a third time, and be enacted as read.

V. Adjournment

Recommendation: **BE IT RESOLVED THAT** this Council meeting do now adjourn at _____ until June 23, 2025 at 5:00 pm or at the call of the Mayor subject to need.



**MINUTES
SPECIAL MEETING
May 26, 2024 at 6:00 P.M.
at the Municipal Office, 3560 County Road 26**

PRESENT

Mayor Shaver
Deputy Mayor Wynands
Councillor Bowman
Councillor Henry
Councillor Pape

PRESS

STAFF PRESENT

Shannon Geraghty (CAO), Lindsey Veltkamp (Clerk), Steve Lunn (Treasurer) Melissa Banford (Planner), Kathleen Cole (Mgr. Parks, Rec. & Facilities) Vikki Werner-Mackeler (Deputy Clerk)

REGRETS

Chief Rob Bowman (Mgr. Protective Services), Jon Stadig (Mgr. Public Works)

PUBLIC MEETING

Mayor Shaver called the public meeting to order at 6:00 p.m. and outlined the process for the public meeting.

Zoning By-Law Amendment, 7025 County Road 18

Melissa Banford, Planner, spoke to the notice provided to the public and the required agencies, and neighbouring property owners. She reviewed the appeal process and ability to request the notice of the decision. She stated that no concerns were raised by the circulated agencies. Ms. Banford reviewed all written comments received to date on the application.

Mayor Shaver asked for clarification on the zoning changes. Ms. Banford spoke to the zoning in Roebuck as RV – Residential Village, which includes uses such as bed and breakfast establishments, day nurseries, garden suites, group homes, home occupations, parks, parking areas, public service uses, public utilities, secondary suites and accessory uses.

Ms. Banford spoke to the proposed use for the property as Residential Village Exception 8, which will remove some of these uses, due to the size of the property. She clarified that secondary/garden suites and uses for the purposes of group homes are provincially required.

QUESTION PERIOD FOR THE PUBLIC

Karie Neddo Skuce spoke to concerns regarding possible issues caused by the proximity to her agricultural storage shed and livestock. Melissa Banford, Planner, referenced the exemptions to meeting Minimum Distance Separation (MDS) within the settlement zone of Roebuck and the zoning setback included with the church property.

Ms. Neddo Skuce spoke to her original concerns regarding the ability for group home to be included in the zoning and misunderstanding that the new owners had requested this use be included in the zoning request.

Derrick Skuce asked about the process with licensing a group home, and if the approval was the Township's responsibility. Melissa Banford, Planner, spoke to the provincial licensing approvals. Mr. Skuce asked about the option to oppose the opening of a group home. Shannon Geraghty, CAO, spoke to the potential for the Township to provide comments during the approval process but stated that the province approves the licensing.

Zoning By-Law Amendment, 13 Sarah Street

Melissa Banford, Planner, spoke to the notice provided to the public and the required agencies, and neighbouring property owners. She reviewed the appeal process and ability to request the notice of the decision. She stated that no concerns were raised by the circulated agencies. Ms. Banford reviewed all written comments received to date on the application.

QUESTION PERIOD FOR THE PUBLIC

There were no comments from the public on the proposed zoning amendment.

ADJOURNMENT

Moved by Councillor Bowman, seconded by Councillor Henry

BE IT RESOLVED THAT Council adjourns the special meeting at 6:23 p.m.

Carried



**MINUTES
COUNCIL MEETING
May 26, 2025 at 6:00 P.M.
Municipal Office, 3560 County Road 26**

PRESENT

Mayor Shaver
Deputy Mayor Wynands
Councillor Bowman
Councillor Henry
Councillor Pape

PRESS

STAFF PRESENT

Shannon Geraghty (CAO), Lindsey Veltkamp (Clerk), Steve Lunn (Treasurer), Melissa Banford (Planner), Kathleen Cole (Mgr. of Parks, Rec. & Facilities), Vikki Werner-Mackeler (Deputy Clerk)

REGRETS

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

CALL TO ORDER

Mayor Shaver called the meeting to order at 6:23 p.m.

MAYOR'S OPENING REMARKS

APPROVAL OF AGENDA

Moved by Councillor Henry, seconded by Councillor Bowman
BE IT RESOLVED THAT the agenda for Monday, May 26, 2025 be adopted.
Carried

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

Moved by Councillor Bowman, seconded by Councillor Henry
BE IT RESOLVED THAT Council approve the minutes of the May 12, 2025 Special Council meeting as distributed to all members.
Carried

DISCLOSURE OF INTEREST

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:
PAC:
OPPDB:
River Route: CAO Geraghty provided an update

STAFF REPORTS

ADMINISTRATION AND FINANCE

Report 2025-058

Moved by Councillor Henry, seconded by Councillor Bowman

BE IT RESOLVED THAT Council confirms Treasurer, Stephen Lunn, as signing authority on all RBC Bank financial documents effective May 12, 2025, and:

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

Carried

Report 2025-059

Moved by Councillor Bowman, seconded by Councillor Henry

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.

Carried

Report 2025-060

Moved by Councillor Henry, seconded by Councillor Bowman

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.

Carried

Report 2025-061

Moved by Councillor Bowman, seconded by Councillor Henry

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

Carried

OPERATIONS AND RECREATION

CAO Geraghty provided an update to Council regarding the light at the ball diamond in North Augusta. He spoke to the repositioning of the lights as a temporary fix and referenced the deterioration of the poles and safety concerns.

Discussion was held regarding performing additional condition assessments for the poles at all recreation sites. Short-term fixes, replacement options, costing, and potential funding opportunities, including Toronto Blue Jays Care Funding.

Council directed staff to close the North Augusta ball diamond and assist with finding other locations for scheduled games until replacement lighting can be installed due to health and safety concerns. They also requested a report from staff regarding the conditions of the poles at the other ball diamonds and options for replacement materials and cost.

Deputy Mayor Wynands and CAO Geraghty provided an update regarding the Request for Proposal for the temporary lease of 66 acres of municipally owned land for agricultural purposes.

PLANNING AND BUILDING SERVICES

Report 2025-062

Moved by Councillor Henry, seconded by Councillor Bowman

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

Carried

Report 2025-063

Moved by Deputy Mayor Wynands, seconded by Councillor Pape

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

Carried

PROTECTIVE SERVICES

Report 2025-064

Moved by Councillor Pape, seconded by Deputy Mayor Wynands

BE IT RESOLVED THAT Council approve the Joint Health and Safety Committee Policy as presented in Staff Report 2025-064.

Carried

NOTICE OF MOTIONS

Moved by Deputy Mayor Wynands, seconded by Councillor Pape

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 Excell Lands within the Township of Augusta, to Industrial Occupied Lands if made effective as of January 1, 2026.

Carried

BY-LAWS

Moved by Councillor Pape, seconded by Deputy Mayor Wynands

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.

Carried

Moved by Deputy Mayor Wynands, seconded by Councillor Pape

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.

Carried

Moved by Councillor Pape, seconded by Deputy Mayor Wynands

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), and 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.

Carried

ANNOUNCEMENTS

- Augusta Township registered a Relay for Life team for the fundraising event being held at South Grenville District High School on Thursday, May 29th.

QUESTION PERIOD FOR THE PUBLIC

Laurie King, a member of the Roebuck Recreation Committee, spoke to providing previous notice regarding issues with the poles at the recreation centre in Roebuck and requested the pole be straightened.

QUESTION PERIOD FOR THE PRESS

CLOSED SESSION AS PER SECTION 239 OF THE MUNICIPAL ACT 2001

RISE FROM COUNCIL IN CAMERA

REPORTING OUT OF CLOSED SESSION

BY-LAW TO CONFIRM PROCEEDINGS OF COUNCIL

Moved by Deputy Mayor Wynands, seconded by Councillor Pape

BE IT RESOLVED THAT By-Law No. 3782-2025 confirm the proceedings of 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.

Carried

ADJOURNMENT

Moved by Councillor Pape, seconded by Deputy Mayor Wynands

BE IT RESOLVED THAT this Council meeting do now adjourn at 7:44 p.m. until June 9, 2025 at 5:00 p.m. or at the call of the Mayor subject to need.

Carried.

From : PG Engineering Solutions
Joshua Reinhart P.Eng.
3325 Burnie Road Spencerville Ontario
K0E-1X0

To: North Augusta Recreation Committee
c/o: T.J. Smith, Amy Finucan
Project Location: 8110 Mill St, North
Augusta K0G-1R0

Introduction

PG Engineering Solutions was retained by the North Augusta Recreation Committee to provide a second opinion of the condition of the three remaining light poles at the Augusta ball field after a fourth had failed in late winter/early spring. The objective of the review was to assess the condition of the poles to determine their state of health, and identify recommendations as to whether treatment, repair or complete replacement is required.

Purpose

The purpose of this review is to provide a professional engineering opinion on the structural integrity of the three remaining light poles based on visual review and proven pole testing methods.

Methods

On June 7th an independent contractor employed full-time as a hydro pole inspector, and a representative of PG Engineering Solutions reviewed the three remaining poles and the base of the failed pole using a series of proven wood pole inspection methods.

The following inspection methods were used:

- Circumferences of each pole were measured at grade and at approximately 5 feet above grade.
- Visual inspection of the entirety of each pole was undertaken using a lift to assess for signs of decay, weathering, or damage, including the body, roof section and upper roof section for signs of decay, weathering, or structural compromise.
- Excavation of three evenly spaced holes around each pole base to inspect below grade for rot or degradation; and assess the condition of the original protective treatment.
- Drilling of three 12–14" angled holes per pole (at 6" below grade, grade, and 6" above grade) to evaluate the wood condition from approximately 18" below to 6" above grade.
- Probing of all bore holes and drilled holes to detect voids, seams, or soft material.
- Hammer testing/Sounding was conducted on three sides of each pole from grade to 7 feet, at mid-span, at any visible external defects and at the tops of the poles using a lift to detect internal hollowness or deterioration.

- Comparative drilling and probing at the base of a previously failed pole was completed to benchmark severely compromised conditions.

Document Review

The following documents were reviewed in preparing this report:

- Hydro One pole testing and training manuals
- United States Navy Inspection, Maintenance and Procurement Procedures for Wood Poles
- United States Bureau of Reclamation Facilities Instructions, Standards, & Techniques volume 4-6 Wood Pole Maintenance

Field Test Results

- Below-grade inspections revealed no signs of rot, decay, or voids. The presence of factory-applied preservative treatment was confirmed at each location.
- Drilled profiles from below to above grade revealed continuous sound wood with no voids or loss of material. Probe testing confirmed the integrity of these zones.
- Hammer sound tests at grade, mid-span, and at the tops of each pole indicated solid material with no hollow sounds, except as noted below.
- Visual inspection using a lift allowed close examination of each pole top:
 - **Left field pole:** Exhibited light weathering and light decay at the pole top.
 - **Center field pole:** Showed light to medium weathering with no significant decay.
 - **Right field pole:** Exhibited medium weathering and **visible decay in the uppermost 4 feet** of the pole, confirmed both visually and through hammer testing.
- All pole-mounted light brackets were observed to have slight play between the nut and washer, i.e. minimal movement was observed at connections. This does not pose a significant immediate risk, but indicates a gap in preventative maintenance methods.
- Several PVC conduit support straps have failed. This does not pose a significant immediate risk, but indicates a gap in preventative maintenance methods.

Pole	Section	Test Location	Circumference	Sounding	Bore /shell thickness Test	Shell Thickness	Void Diameter	Butt Rot
Right Field	body	5' up	45.5"	clear and sharp	y	Full	n.d	Ø
	base	6" up	n.d	clear and sharp	y	Full	n.d	Ø
	base	At Grade	47.5"	clear and sharp	y	Full	n.d	Ø
	below grade	6" Down	n.d	clear and sharp	y	Full	n.d	Ø
	roof	49'	30"	resonant thud	y	3.5"	9.75"	Ø
	upper roof	50'6"	n.d	n.d	y	1.5"	n.d	Ø
Center Field	body	5' up	44.75"	clear and sharp	y	Full	Ø	Ø
	base	6" up	n.d	clear and sharp	y	Full	Ø	Ø
	base	At Grade	46.5"	clear and sharp	y	Full	Ø	Ø
	below grade	6" Down	n.d	clear and sharp	y	Full	Ø	Ø
	roof	49'	n.d	clear and sharp	y	Full	Ø	Ø
	upper roof	50'6"	n.d	n.d	y	Full	Ø	Ø
Left Field	body	5' up	44"	clear and sharp	y	Full	Ø	Ø
	base	6" up	n.d	clear and sharp	y	Full	Ø	Ø
	base	At Grade	45"	clear and sharp	y	Full	Ø	Ø
	below grade	6" Down	n.d	clear and sharp	y	Full	Ø	Ø
	roof	49'	n.d	clear and sharp	y	Full	Ø	Ø
	upper roof	50'6"	n.d	clear and sharp	y	Full	n.d	Ø
Failed Pole	base	At Grade	n.d	n.d.	y	1 - 3"	2 - 4.5"	3 - 1"

Recommendations

- The poles retain adequate structural capacity at their bases and below-grade sections. These regions are assessed to have sufficient strength to potentially remain in service at this time.
- External pockets observed on the centre field pole are a sign of progressive deterioration; however, they are currently within acceptable tolerances for pocket width and depth and their impact on pole strength is negligible. These external pockets should be routinely monitored for progressive deterioration.
- The right field pole exhibits observable top-end decay in the upper roof section. Though complete replacement could be undertaken to mitigate risk, a more cost-effective solution may be to remove the upper roof section of the pole and implement re-installation of light fixtures at a lower height.
- If the township accepts the above assessments, continued monitoring and reinspection, particularly of the upper portions of all poles, should be scheduled annually or bi-annually depending on seasonal exposure and loading conditions. If the poles are to remain in service part of the monitoring and inspection process should include re-torquing the light fixture mounting brackets and resealing the PVC power conduits.
- If decay at the tops of all poles progresses, consideration should be given to removing the upper roof section of the poles down to structurally sound height and reattaching fixtures accordingly.
- While the age of the utility poles in service is not known, it is estimated they were recycled hydro poles and installed some time in the early 90's. Utility poles typically remain in service between 30 to 70 years. Based on this and the condition observed through field measurements these poles could reasonably be anticipated to be in the later portion of their service life; however, they do not necessarily require immediate replacement.
- Interim remedial measures have proven to be an effective method of extending the service life of wood poles. Treatment with diffusible boron treatment rods and dousing with liquid borate can significantly preserve the external shell of the pole thereby extending its service life.
- Rather than the complete immediate removal of the existing poles and renting of temporary lights for the season, resources may be more effectively allocated towards a phased replacement approach targeting the right field pole, then centre field pole, then left field pole. This could potentially reduce the capital expenditure and distribute the cost over time.
- Alternatively, the existing poles could be intermittently monitored by an engineer familiar with utility pole testing, trained utility pole inspector, or pole testing company while they remain in service, thereby giving council enough time to tender replacement of the poles.
- Should the risk profile of keeping these wood utility poles in service without remedial measures exceed councils risk tolerance, remediation in the form of treatment, sistering partial poles to reinforce the base and below grade portion, and/or removing the upper

roof section of the poles and lowering lights could be undertaken to reduce the upfront capital expenditure.

- Should the poles remain in service in the interim, the ball diamond should be closed during high wind or extreme weather events to reduce or mitigate any risk to life safety.
- Regardless of the outcome of council's decision, a preventative maintenance approach should be taken moving forward which includes testing and treatment of all wood poles in service.

If you have any questions regarding this report on the condition of the North Augusta Ball Diamond wood utility poles or wish to discuss the findings or recommendations further, please do not hesitate to contact me.

Sincerely,



June 09 2025

Joshua Reinhart, P.Eng.
Professional Engineer, Master Electrician – Ontario
PG Engineering Solutions

Appendix A

Pole inspector Field Notes

'Pole...	--/--- Loc.AM	Grw.....ferewiQ	S II	Vo. il. D.d.M-def	Butt Rot	
<i>Kf+</i> 0eJd.	5 'up (/{(p MC:reML t, " Diw...	%.6" L{(l. S"	y:5 f5 ff fJ	0 J?f fl f5	d fJ fo	
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Appendix B

Photos

Left Field Pole



Divots taken to assess below grade condition. Treatment is visible



Boring below grade to conduct shell thickness reading



Shell thickness reading conducted at base of left field pole



External void exhibiting approximately $\frac{3}{4}$ " Depth 2.5" wide



External void exhibiting approximately $\frac{3}{4}$ " Depth 2.5" wide



Upper roof portion of left field pole indicating light to medium weathering

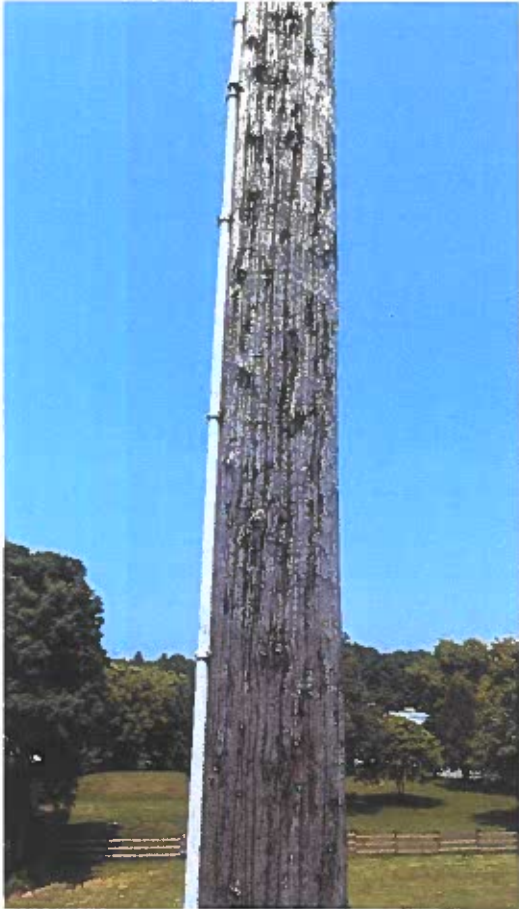


Light fixture mounted at 16" from top of pole



Fixture support bolts exhibit very slight movement indicating fasteners could be re-torqued

Centre Field Pole



Body Section of Centre Field Pole



Body Section of Centre Field Pole



Void at upper roof section of centre field pole



Roof section of Pole exhibiting medium weathering

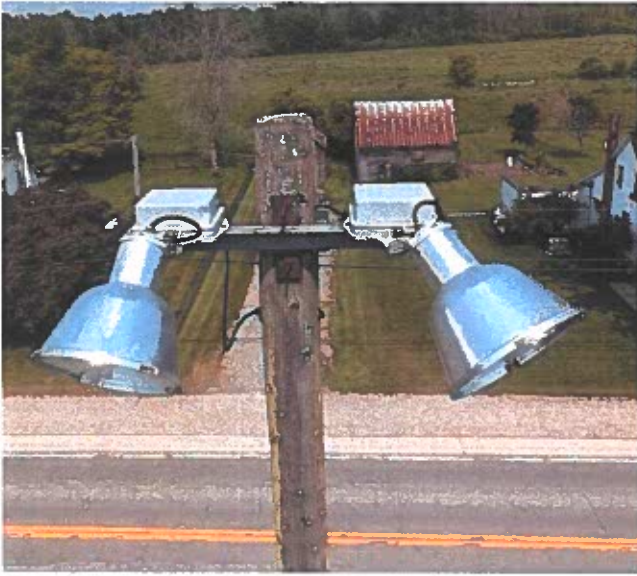


Shell thickness test of upper roof section at old cross arm mounting hole

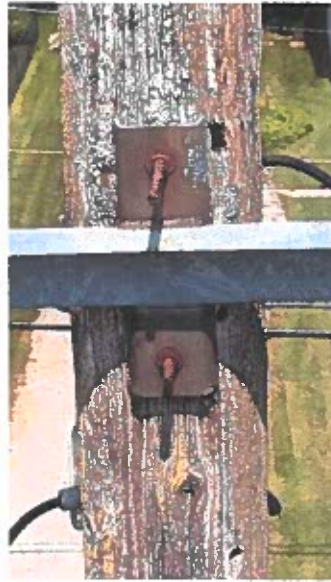


Centre field Roof section bore hole drilled for shell thickness testing

Right Field Pole



Roof and Upper Roof of right field pole exhibiting medium to heavy weathering



Old cross arm mounting holes suspected to have accelerated deterioration of roof and upper roof sections



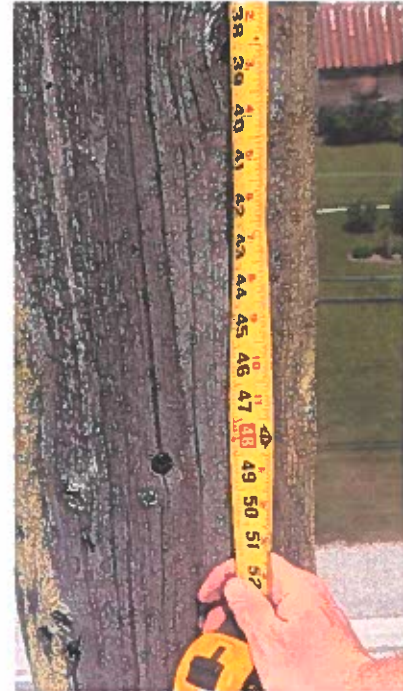
Boring at roof section of right field pole where sounding resulted in a resonant thud indicating a void



Bore hole at roof section of right field pole



Shell thickness reading conducted at roof section of right field pole



Plug inserted into bore hole conducted in roof section of right field pole

REPORT NUMBER: 2025-065
REPORT TO COUNCIL: June 9, 2025
RE: Council Compensation Expense Policy
AUTHOR: Lindsey Veltkamp, Clerk

RECOMMENDATION:

THAT Council approve the amended Council Compensation Expense Policy as attached to Staff Report 2025-065.

PURPOSE:

Council expressed interest in amending the current Council Compensation Expense Policy to reflect potential areas for clarification, efficiencies, and consistencies.

BACKGROUND:

At the Council meeting of May 26, 2025, Council received Staff Report 2025-059 which reviewed suggested amendments submitted to staff regarding changes to the Council Compensation Expense Policy.

The following information was either removed, added, or replaced in the current policy.

Under Definitions and Examples – Approved Township Business: i) was removed based on the discussion of Council regarding the reimbursement of mileage to and from Special Council and Council meetings.

Under Procedures/Steps: Section 1 – Salary, the following was removed “The Mayor received additional remuneration from the United Counties of Leeds and Grenville as a Counties Councillor.”

Under Responsibilities: Section 3 – Council/Committee Meeting Attendance section b was added “Mileage must be submitted monthly by Council Member.”

Under Responsibilities: Section 5 – Conferences, Training Session, Event/Meeting Travel Expenses (B)(ii) the addition of “when possible” was added when considering accommodations selected in close proximity.

Under Procedures/Steps: Section 3 – Mileage Reimbursement market fuel price was replaced with the kilometre rate as per the rate set by the Canada Revenue Agency (CRA) as outline in the approved Mileage Expense Reimbursement Policy. This is the rate the United Counties of Leeds and Grenville includes under their Mileage Reimbursement Rate.

Reminbursment for mileage incurred travelling to and from meetings was removed.

Under Responsibilities: Section 5 – Conferences, Training Session, Event/Meeting Travel Expenses (B)(i) economy class travel was replaced with 'best value option'.

Under Procedures/Steps: Section 6 Conferences, Training Session, Membership, or Event/Meeting Travel Expense the entire section was replaced with the following:

- i. Members of Council may attend up to two (2) conferences annually. The Mayor and Deputy Mayor may attend up to three (3) conferences annually.
- ii. Attendance at Regional/local level conferences that are directly related to municipal business are at the discretion of Council.
- iii. All members of Council may attend one (1) Ontario-based professional organization's municipal business-related training session that is offered to elected officials (i.e. AMO, or AMCTO).
- iv. Where a member of Council represents 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.

Under Procedures/Steps: Section 7 – Per Diem Rates, the entire section was replaced with the following:

- i. A per diem rate of \$150 for a time period of more than 4.0 hours will be paid to all 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.
- ii. For a time period of less than 4.0 hours, a per diem rate of \$75 will be paid to all 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.

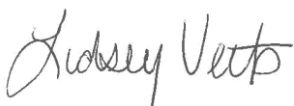
The formatting of the policy was also updated to match policies that have been recently approved by Council for consistency purposes.

OPTIONS:

1. Council approves the Council Compensation Expense Policy. (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

TOWNSHIP OF AUGUSTA

SECTION:	Council	POLICY NUMBER:	POL-0107
SUBJECT:	Council Compensation Expense Policy	DATE APPROVED:	

1. 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.

2. POLICY

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

2.1 Definitions and Examples

- a. Approved Township Business** - means the following:
 - i. 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.
- b. Market Comparator Group** - means the list of municipalities used to compare non-union salaries and benefits for the purposes of market salary or other similar reviews.

2.2 Procedures/Steps

- a. Salary**
 - i. The target compensation salary rate for members of Council shall be the 60th percentile of the Market Comparator group.
 - ii. 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.
- b. Benefits**
 - i. All members of Council shall be entitled to:
 - Health benefits provided by Township's benefits provider; and
 - Out of Province/Country Travel Insurance up to and including the age of 75.
- c. Mileage Reimbursement**
 - i. Mileage incurred by a member of Council for attendance at meetings and approved Council business outside the Township shall be reimbursed at the per km rate set by the Canada Revenue Agency (CRA) as outline in the approved Mileage Expense Reimbursement Policy.

- d. Municipal Office**
 - i.** Council shall have access to meeting space at the Township Office if required.

- e. Technology provisions**
 - i.** To conduct their duties, each Member of Council will be provided with a tablet 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.
 - ii.** 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.

- f. Conferences, Training Session, Membership, or Event / Meeting Travel Expenses**
 - i.** Members of Council may attend up to two (2) conferences annually. The Mayor and Deputy Mayor may attend up to three (3) conferences annually.
 - ii.** Attendance at Regional/local level conferences that are directly related to municipal business are at the discretion of Council.
 - iii.** All members of Council may attend one (1) Ontario-based professional organization's municipal business-related training session that is offered to elected officials (i.e. AMO, or AMCTO).
 - iv.** Where a member of Council represents 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.

- g. Per Diem Rates**
 - i.** A per diem rate of \$150 for a time period of more than 4.0 hours will be paid to all 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.
 - ii.** For a time period of less than 4.0 hours, a per diem rate of \$75 will be paid to all members of Council attending various conferences, seminars, workshops, courses, forums, and meetings chosen, and approve by Council for municipal purposes when the member is away from the municipality.

- h. Remuneration Review**
 - i.** 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.

3. RESPONSIBILITIES

3.1 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.

3.2 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.

3.3 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.
- b.** Any mileage incurred shall be submitted monthly to the Treasurer.

3.4 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.

3.5 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 completed with receipts, the following expenses, billed directly to the member of Council, are eligible for reimbursement:
 - i.** The best value option for 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 (when possible) 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
 - 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.

3.6 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.

REPORT NUMBER: 2025-066
REPORT TO COUNCIL: June 9, 2025
RE: Building Department Activity Summary
AUTHOR: Karen Morrell, CBO, CBCO

RECOMMENDATION:

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

BUILDING DEPARTMENT ACTIVITY SUMMARY:

May 2025	Permit Number	Cost of Project	Permit Cost	Type of Permit
06/05/2025	2025-0020	\$340,000.00	\$4,354.00	SFD
06/05/2025	2025-0021	\$75,000.00	\$1,500.00	Pole Barn
01/05/2025	2025-0024	\$11,168.00	\$95.00	Pool
14/05/2025	2025-0025	\$65,000.00	\$600.00	Detached Garage
06/05/2025	2025-0026	\$9,492.00	\$110.00	Demolition
02/05/2025	2025-0027	\$0.00	\$95.00	Change of use
06/05/2025	2025-0028	\$13,000.00	\$95.00	Pool
22/05/2025	2025-0030	\$32,000.00	\$120.00	Outdoor bar
05/05/2025	2025-0031	\$2,500.00	\$195.00	Deck
06/05/2025	2025-0032	\$800.00	\$110.00	Demolition
27/05/2025	2025-0034	\$450,000.00	\$1,686.00	SFD
15/05/2025	2025-0035	\$2,500.00	\$110.00	Demolition
14/05/2025	2025-0028-2	\$25,000.00	\$364.00	Pool Deck
28/05/2025	2025-0037	\$146,000.00	\$632.00	Addition and Detached Garage
May 2025 TOTAL		\$1,172,460.00	\$10,066.00	
2025 TOTAL		\$6,719,860.00	\$29,807.00	

May 2024	Permit Number	Cost of Project	Permit Cost	Type of Permit
28/05/2024	2021-7556-4	\$0.00	\$95.00	Garage - Renewal
17/05/2024	2023-7918	\$50,000.00	\$1,856.00	cover all on shipping containers
13/05/2024	2024-0006-2	\$115,000.00	\$1,270.00	Renovation
02/05/2024	2024-0020	\$130,000.00	\$95.00	UG pool
24/05/2024	2024-0021	\$6,000.00	\$497.00	Deck repair
09/05/2024	2024-0023	\$675,000.00	\$3,249.00	SFD
09/05/2024	2024-0024	\$110,000.00	\$660.00	detached garage
22/05/2024	2024-0025	\$5,000.00	\$272.00	shed renovation
14/05/2024	2024-0026	\$10,000.00	\$144.00	Storage shed (pre-fab)
22/05/2024	2024-0030	\$5,000.00	\$95.00	AG pool
24/05/2024	2024-0031	\$16,000.00	\$278.00	detached garage
28/05/2024	2024-0035	\$20,000.00	\$240.00	Deck (add add. Sqft assessed at inspection)
28/05/2024	2024-0037	\$10,000.00	\$95.00	AG pool
May 2024 TOTAL		\$1,152,000.00	\$8,846.00	
2024 TOTAL		\$2,745,080.00	\$23,456.00	

Inspections performed in May; 52
MPAC Finals for May; 9

Permits issued in May; 14
MPAC Occupancies for May; 0

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



Karen Morrell, CBO



Shannon Geraghty, CAO

REPORT NUMBER: 2025-067

REPORT TO COUNCIL: June 9, 2025

RE: Severance Application B-38-25 - New Lot
3924 Hillbrook Road
Con. 3, Pt. Lot 9; Roll 0706 000 015 07000
Owner: Ernest and Shelva Moore
Applicant: Shelby Moore

AUTHOR: Melissa Banford, Planner

RECOMMENDATION:

THAT Council recommend to the United Counties of Leeds and Grenville Consent Granting Authority that consent application B-38-25 be approved, subject to six (6) conditions of approval, as detailed in Staff Report 2025-067.

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 07000) 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 the road allowance of 4th Concession Road be widened, if required to provide for 10 metres from the centreline of the travelled road, across the frontage of the severed 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.
4. That a cash-in-lieu of parkland levy of \$617.00 (2025 rate) be paid to Augusta Township, as a new building lot is resulting.
5. That all costs associated with fulfilment 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).

PURPOSE:

The Planning Advisory Committee (PAC) met on June 4, 2025 and considered a Staff Report on Severance Application B-38-25. At the PAC meeting, the Committee concurred that only the frontage along the severed lot on 4th Concession Road should be requested for road widening, and not on the frontage of the retained lands along Hillbrook Road.

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 a 33.18 ha (82 ac.) +/- lot, municipally addressed as 3924 Hillbrook Road. The application proposes to sever a 8.09 ha (20 ac.) +/- vacant lot with 307 m (1,007 ft. +/-) road frontage on 4th Concession Road. The retained lands will have a proposed lot size of 25.09 ha (62 ac.) +/- with 365 m (1,197.5 ft.) +/- split road frontages on Hillbrook Road with the existing dwelling located at 3924 Hillbrook Road. A site sketch of the proposed severance is attached.

ANALYSIS:

PAC discussed application B-38-25 and concurred in recommending the severance, subject to conditions of approval, as detailed in this Staff Report.

This severance application, subject to the recommended conditions of approval, appears to conform with the intent of the Provincial Policy Statement (2024), 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.

FINANCIAL CONSIDERATIONS:

There are no budgetary requirements for the Township.

OPTIONS:

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

LINK TO MUNICIPAL PLANS:

The recommendations on Severance Application B-38-25, 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.



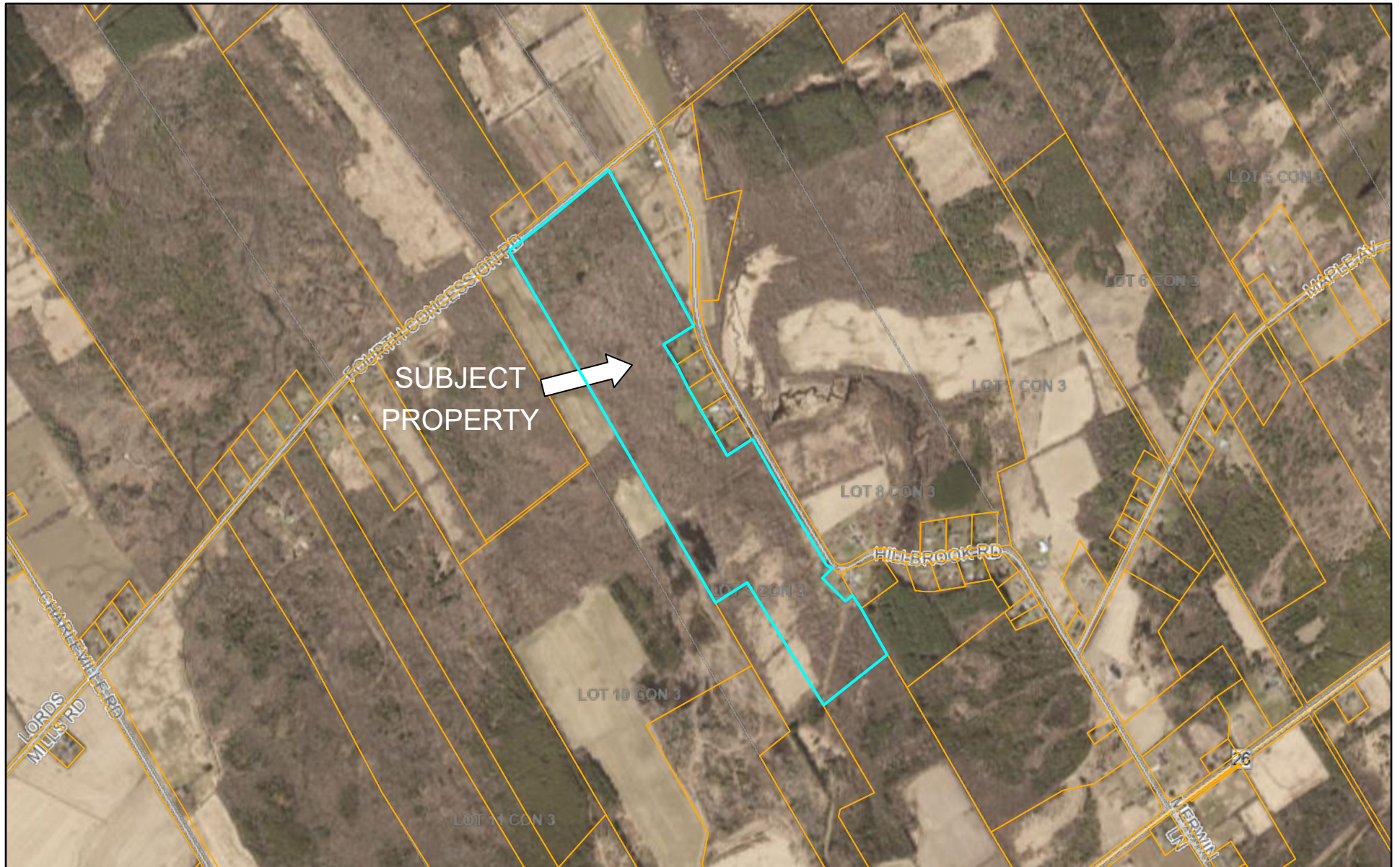
Melissa Banford, Planner



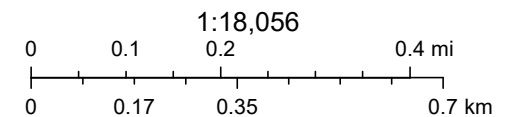
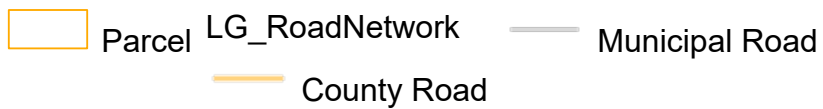
Shannon Geraghty, CAO

Attachments: B-38-25 Site Sketch and Location Map

B-38-25 - LOCATION MAP - 3924 Hillbrook Road



2025-05-28, 1:54:24 p.m.



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

REPORT NUMBER: 2025-068
REPORT TO COUNCIL: June 9, 2025
RE: Injury, Illness, and Incident Reporting Policy
AUTHOR: Ashleigh Trickey, Protective Services & Safety
Coordinator

RECOMMENDATION:

THAT Council approve the Injury, Illness and Incident Reporting Policy as presented in Staff Report 2025-068.

PURPOSE:

The purpose of this policy is to ensure the Township is compliant with current legislation, provides an understanding to staff on the steps required should an employee get injured, and align with best practices. This is policy three out of five for required work to qualify for the WSIB rebate.

BACKGROUND:

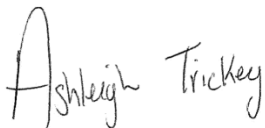
As part of our work with 4S and our continued commitment to updating Health and Safety Policies, staff have completed the attached policy for our Health and Safety Management System. This policy includes the new changes in the *Occupational Health and Safety Act*, legal compliance requirements, and enhances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

FINANCIAL CONSIDERATIONS:

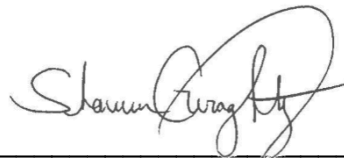
The funding for additional staff training will be covered within the 2025 Health and Safety budget.

ATTACHMENTS:

- Injury, Illness, and Incident Reporting Policy



Ashleigh Trickey, Protective Services
and Safety Coordinator



Shannon Geraghty, CAO



TOWNSHIP OF AUGUSTA

SECTION:	Health and Safety	POLICY NUMBER:	POL-0209
SUBJECT:	Injury, Illness, and Incident Reporting	DATE APPROVED:	

1. PURPOSE

The Injury, Illness, and Incident Reporting policy provides instruction and guidance to all Township of Augusta workers to ensure that all reportable workplace incidents are investigated, as necessary. This procedure ensures that all incidents are reported to the appropriate workplace parties as per all applicable *Occupational Health and Safety Act* (OSHA) regulations and the analysis of the investigations are reviewed by the management team. The goal of an investigation is to find the root cause of the incident and identify corrective and preventative actions so that recommendations are made to prevent fatalities or the same incident from occurring again.

2. POLICY

This policy applies to all types of workplace incidents and includes all work or work-related activities performed under the control of the Township of Augusta by workplace parties.

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:

- is qualified because of knowledge, training, and experience to organize the work and its performance
- is familiar with the *Occupational Health and Safety Act* and the regulations that apply to the work, and
- has knowledge of any potential or actual danger to health or safety in the workplace.

c. Critically Injured - means an injury of a serious nature that:

- places life in jeopardy
- produces unconsciousness, results in substantial loss of blood
- involves the fracture of a leg or arm but not a finger or toe
- involves the amputation of a leg, arm, hand, or foot but not a finger or toe
- consists of burns to a major portion of the body, or
- causes the loss of sight in an eye.

- d. Environmental Release** - means an accidental discharge of a physical, biological, or chemical substance into the workplace and/or community. This includes any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, disposing or migration into the environment.
- e. Employer** – means a person who employs one or more workers or contracts for the services of one or more workers and includes a contractor or subcontractor who performs work or supplies services and a contractor or subcontractor who undertakes with an owner, constructor, contractor, or subcontractor to perform work or supply services.
- f. Document** – means but is not limited to any documentation of incident, near misses, certification, and any record pertaining to an incident.
- g. Fatality** – means an injury that results in the loss of life.
- h. Fire or Explosions** – means an event where undesired combustion occurs.
- i. First Aid** - means only injuries that can be treated on the job without any days lost. Includes but is not limited to, cleaning minor cuts, scrapes, or scratches, treating a minor burn, applying bandages and/or dressings, cold compress, cold pack, ice bag, splint, changing a bandage or a dressing after a follow-up observation visit, and any follow-up for observation purposes only.
- j. Hazard** – means a source with a potential to cause injury and ill health.
- k. Incident** – means work related event(s) in which an injury (including psychological injury), fatality or occupational illness occurred; and includes event(s) where no injury or illness occurred, such as a near hit or property damage
- l. Injury and Ill Health** - means an adverse effect on the physical, mental, or cognitive condition of a person
- m. Legal requirements and other requirements** – mean legal requirements that an organization has to comply with and other requirements that an organization has to choose to comply with.
- n. Medical Aid** - means any injury not severe enough to warrant more than the day of injury off, but where medical treatment by a health care provider is given.
- o. Near Miss** - means a situation in which no injury or damage occurred but might have resulted in physical harm to an individual or damage to the environment, equipment, property, or material if conditions had been slightly different.

- p. Occupational Health and Safety (OHS)** – means conditions and factors that affect or could affect the health and safety of employees or other workers, inclusive of temporary workers and contractor personnel, visitors, suppliers, vendors, or any other person in the workplace.
- q. Occupational Illness** – means a condition that results from exposure in a workplace to a physical, chemical, or biological agent to the extent that the normal physiological mechanisms are affected, and the health of the worker is impaired thereby and includes an occupational disease for which a worker is entitled to benefits under the *Workplace Safety and Insurance Act, 1997*.
- r. 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.
- s. Reportable Incidents** - means incidents that result in fatalities, critical injuries, lost time, medical aid, occupational illnesses, significant property damage, fires/explosions, or environmental releases.
- t. Significant Property Damage** – means physical harm to tangible property, including all resulting loss of use of that property. All such loss of use shall be deemed to occur at the time of the physical incident to the property.
- u. 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.
- v. Tailgate Talks** – means informal safety conversations, also referred to as toolbox talks.
- w. Worker** - means any of the following, but does not include an inmate of a correctional institution or like institution or facility who participates inside the institution or facility in a work project or rehabilitation program:
- A person who performs work or supplies services for monetary compensation.
 - A secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates the school in which the student is enrolled.
 - A person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university, private career college or other post-secondary institution. Such other persons as may be prescribed who perform work or supply services to an employer for no monetary compensation.

- x. Workplace Injury** - means harm or damage to the body resulting from a workplace accident or occupational exposure.
- y. Workplace Violence** - means the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker; an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker, or; a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker

2.2 INJURY, ILLNESS, AND INCIDENT REPORTING PROGRAM

As part of the Township of Augusta Injury, Illness, and Incident Reporting Program, any incident or injury resulting from an accident must be promptly reported to and investigated by the Chief Administrative Officer and/or Supervisor, immediately.

The Supervisor is responsible for evaluating the cause of all incidents or accidents, in order to reassess hazard controls to be put in place at the site.

2.3 PROCEDURE

a. TRANSPORTING THE INJURED PERSON

In the case of a non-critical injury, administer first aid immediately, if possible. If further medical assistance is needed, the Township of Augusta will provide transportation to the hospital, doctor, or medical professional's office or employee's home when necessary, following an injury or illness. The preferred method of transportation, if required, is by ambulance.

Should this method of transportation not be appropriate, Augusta will provide transportation in a Township vehicle. A first aid certified individual, or a designated person will accompany the injured employee.

Should the employee refuse transportation by a Township vehicle, we will attempt to:

- i.** Identify any other transportation methods that the employee would prefer
- ii.** Reiterate the importance of accepting the transportation to the hospital, doctor's office, or home
- iii.** Call 9-1-1 and to have an ambulance attend to administer medical attention at the accident scene
- iv.** Not allowing the employee to continue work until medical clearance is provided

b. TRANSPORTING COMPANION

The assisting employee will not be held responsible for any actions taken in good faith to assist the injured employee. Upon arrival at the hospital, the assisting employee will notify their supervisor of the injured employee's status and will continue to do so throughout the day until the situation of the injured employee is stabilized.

c. INCIDENT REPORTING

The Township of Augusta is committed to preventing workplace injuries and illnesses. To achieve this, all the following will be reported:

- i. Fatalities
- ii. Critical injuries
- iii. Lost time injuries
- iv. Workplace violence and harassment
- v. Medical aid
- vi. First aid
- vii. Occupational illness
- viii. Property damage
- ix. Environmental releases
- x. Near misses
- xi. Incidents with potential for psychological injuries

d. NON-CRITICAL INJURY

In case of a non-critical injury:

- i. The first witness must contact the First Aider for assistance. If deemed appropriate, the First Aider must perform First Aid. The First Aid Treatment Log must be completed.
- ii. The witness must then notify the Supervisor.
- iii. In case the injury cannot be attended on site by the First Aider, the injured person should be sent to the hospital. If transportation is required, it will be arranged by the Supervisor.
- iv. The Supervisor must complete the Accident/Incident Investigation Form.

e. CRITICAL INJURY OR FATALITY

- i. If the injury is critical or a fatality occurs, the witness should immediately call 9-1-1 and the Supervisor. A person shall be assigned to direct the ambulance upon arrival.
- ii. The employer shall notify an inspector from the Ministry of Labour, Immigration, Training and Skills Development (MLITSD), and the Joint Health and Safety Committee, Health and Safety Representative and Trade Union, if any, immediately after the occurrence by telephone or other direct means.

- iii. After emergency medical service has removed the injured worker from the site, individuals on site shall preserve the accident scene and immediate area, until the Ministry of Labour, Immigration, Training and Skills Development (MLITSD) Ontario investigates the scene. The scene must remain undisturbed except for the following purposes:
- Saving life or relieving human suffering
 - Maintaining an essential public service
 - Preventing unnecessary damage to equipment or other property
- iv. No one must be allowed to interfere with, disturb, destroy, alter, or carry away any wreckage, article, or thing at the scene of or connected with the occurrence until permission to do so has been given by an inspector.
- v. The employer shall, after the occurrence, complete Form - ON00276E (2021/07) - Report of a workplace fatality, injury, illness, or incident
- vi. The Form must be sent to the Director of the Ministry of Labour, Immigration, Training and Skills Development (MLITSD), and to the Committee, Health and Safety Representative and Trade Union, if any, within forty-eight (48) hours.

f. NOTICE OF OCCUPATIONAL ILLNESS

If an employer is advised by or on behalf of a worker that the worker has an occupational illness or that a claim in respect of an occupational illness has been filed with the Workplace Safety and Insurance Board by or on behalf of the worker, the employer shall give notice in writing, within four days of being so advised, to the Director of the Ministry of Labour, Immigration, Training and Skills Development (MLITSD), to the Committee or a Health and Safety Representative and to the Trade Union, if any, containing such information and particulars as are prescribed.

Workers must complete the Incident Report Form, and hand it in to their Supervisor. As prescribed by the Occupational Health and Safety Act s. 51-53.1 and O. Reg 420/21, the following table outlines what external reports must be made, at a minimum:

Type of Incident or Accident	Reported By	Reported to	When to report	How to Report
If a person, whether a worker or not, has been critically injured or killed at the workplace	Employer	Ministry of Labour, Immigration, Training and Skills Development (MLITSD) Health & Safety Contact Centre Health and Safety Representative or the Trade Union if applicable MLITSD Inspector (Health & Safety Contact Centre) JHSC/H&S Rep and the trade union, if applicable WSIB	Immediately	By telephone: 1-877-202-0008 or direct means Toll-free: 1-877-202-0008 TTY: 1-855-653-9260 Fax: 905-577-1316
	Employer	A director of the MLITSD	Within 48 hours	In writing
If an accident, explosion, or fire occurs, or if there is an incident of workplace violence, and a person is disabled or requires medical attention	Employer	A director of the MLITSD Health and Safety Representative or the Trade Union if applicable JHSC/H&S Rep and the Trade Union, if applicable	Within 4 days	In writing

Type of Incident or Accident	Reported By	Reported to	When to report	How to Report
If occupational illness or that a claim for an occupational illness has been filed with the Workplace Safety and Insurance Board	Employer	A Director of the MLITSD Health and Safety Representative or the Trade Union if applicable JHSC/H&S Rep and the Trade Union, if applicable	Within 4 days	In writing
If the injured worker: <ul style="list-style-type: none"> • requires treatment from a health professional (beyond first aid), or • is absent from, or • earns less than regular pay 	Employer	WSIB by the employer	Within 3 days	In writing (Form 7) Online submission
If a worker is injured at work or becomes ill because of a job, or if a worker subsequently loses time from work due to a workplace injury/illness or there is an incident with potential for psychological injury	Worker	WSIB by the worker	Immediately	In writing by submitting a Form 6 Online submission
Environmental Release (As per O.Reg 675/98)	Employer	Ontario Spill Action Centre Ministry of Environment Local Municipality HS Rep	Immediately	By telephone: 416-325-3000 Or 1-800-268-6060

Type of Incident or Accident	Reported By	Reported to	When to report	How to Report
<p>Serious Electrical Incidents</p> <ul style="list-style-type: none"> Any electrical contact that causes death. Any electrical incidents that cause critical injury Any fire or explosion or any condition suspected of being electrical in origin which might have caused a fire, explosion, loss of life, critical injury to a person, environmental release, or damage to property. Any electrical contact with electrical equipment operating at over 750 volts. Any explosion or fire of electrical equipment operating at over 750 volts. 	Employer	<p>MLITSD Health & Safety Contact Centre</p> <p>Health and Safety Representative or the Trade Union if applicable</p> <p>Electrical Safety Authority (ESA)</p>	<p>Immediately</p> <p>Within 48 Hours</p>	<p>By telephone:</p> <p>Toll-free: 1-877-202-0008</p> <p>TTY: 1-855-653-9260</p> <p>Fax: 905-577-1316</p> <p>By telephone:</p> <p>1-877-372-7233 or 1-877-ESA-SAFE.</p>
<p>If the injured worker:</p> <ul style="list-style-type: none"> does not receive health care, and requires modified work due to the injury or illness, and has been doing modified work at regular pay for more than 7 days 	Employer	WSIB by the employer	8th day of modified work.	<p>In writing</p> <p>(Form 7)</p> <p>Online submission</p>

Type of Incident or Accident	Reported By	Reported to	When to report	How to Report
<p>On a project site:</p> <ul style="list-style-type: none"> • A worker falling a vertical distance from any height. • A worker falling and having the fall arrested by a fall arrest system other than a fall restricting system. • A worker becomes unconscious for any reason. • Accidental contact by a worker or by a worker's tool or equipment with a live electrical conductor or live electrical equipment. • Contact by a backhoe, shovel, crane or similar lifting device or its load with an energized power line, utility line or anything else outside the scope of the work. • Structural failure of all or part of false work designed by a professional engineer. 	Employer	<p>The Health and Safety Representative and Trade Union (if any); and</p> <p>A director of the MLITSD</p> <p>JHSC/H&S Rep and the trade union, if applicable</p>	Immediately Within 2 days	Telephone In writing

<ul style="list-style-type: none"> • Structural failure of a principle supporting member, including a column, beam, wall, or truss, of a structure. • Failure of all or part of the structural supports of a scaffold. • Structural failure of all or parts of an earth-or water-retaining structure, including a failure of the temporary or permanent supports for a shaft, tunnel, caisson, cofferdam, or trench. • Failure of a wall of an excavation or of similar earthwork with respect to which a professional engineer has given a written opinion that the stability of the wall is such that no worker will be endangered by it. • Overturning or the structural failure of all or part of a crane or similar hoisting device. 				
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In addition, the Township of Augusta clarifies the following must be reported:

- a. Lost Time
- b. Property Damage
- c. Medical Aid
- d. Near Misses and Incidents
- e. First Aid
- f. Environmental Releases

In case of a critical injury or fatality, the Supervisor must secure the scene immediately unless to relieve the person from more suffering or damage to the property. A Supervisor will investigate the scene, with the help of the site H&S Representative, Joint Health and Safety Committee, or Chief Administrative Officer if required. An Investigation Form must be completed and given to management within 24 hours. Chief Administrative Officer will then notify the MLITSD, WSIB, etc. as required.

g. WRITTEN REPORTING INFORMATION REQUIREMENTS

In accordance with the reporting requirements set out in O. Reg. 420/21 s. 2-6, The Township of Augusta shall provide a written report or written notice as prescribed by regulation.

Injury And Illness Reporting Requirements

Type of Injury/Incident/Illness	Required Form	Completed By	Reported To	Retention
Accident (Critical/Non-Critical/Medical/LTI)	Accident Investigation Report	Company Supervisor	Company Corporate Office Provincial Director	Corporate office
Injury or Occupational Disease	WSIB Form 7	The Company	WSIB	3 Years
Injury or Occupational Disease	WSIB Form 6	Affected Worker	WSIB	3 Years
Injury or Occupational Disease	WSIB Form 8	Affected Worker's Doctor	WSIB	3 Years
Injury or Occupational Disease	WSIB Treatment Memorandum	The Company Affected Worker	WSIB	3 Years

Type of Injury/Incident/Illness	Required Form	Completed By	Reported To	Retention
First Aid Injury	First Aid Treatment Record	Injured Worker	Company Corporate Office	3 Years
Incidents Resulting in Property Damage Only	Incident Investigation Report	Supervisor	Company Corporate Office Project Site	3 Years
Near Misses	Incident Investigation Report	Supervisor	Company Corporate Office Project Site	3 Years
Environmental Release	Must report by phone	Employer	Spills Action Centre Ministry of Environment	Class V, VII, VIII, IX, XI – 2 years Class X – 5 years

2.4 TRAINING

All Township of Augusta employees who may be required to investigate an accident/injury must be provided training in Accident Investigation. Training records will be retained to ensure all Supervisors have been trained. Training will also occur on a periodic basis during refresher training sessions and periodic safety meetings.

2.5 FOLLOW UP AND CORRECTIVE ACTIONS

The JHSC or Supervisor will review all accident/incident reports and make recommendations for corrective actions to the employer. The Employer will determine if any corrective actions can be implemented, if so, when, and how. All corrective and preventative actions, if taken, will be communicated to all personnel through safety meetings, tailgate talks, or posted material.

Supervisors are responsible for following up on corrective actions to ensure effectiveness.

3. RESPONSIBILITIES

3.1 CHIEF ADMINISTRATIVE OFFICER (CAO)

- a. Review investigation reports.
- b. Implement necessary corrective actions.
- c. Follow up on corrective and preventative actions to ensure effectiveness.
- d. Allocating resources and assigning investigators.
- e. Ensure that the incidents are reported to applicable parties as required.
- f. Ensure that the incident investigation is completed immediately in the case of reportable incidents upon notification of injury.
- g. Accountable to implement necessary corrective and preventative actions.
- h. Ensure all Supervisors, JHSC members and/ or Health and Safety Representatives receive training about incident investigation and reporting procedures.
- i. Ensure all workers are aware of the incident investigation and reporting procedures.
- j. Communicate results to all relevant workplace parties of all reportable incident investigations and actions taken.
- k. Retain records of incident reporting and investigation results.
- l. Communicate the Injury Illness and Incident procedure to all workers by means that includes but not limited to, new hire orientation training, health & safety binder, sample incident reports, and incident investigation formal training sessions.

3.2 SUPERVISOR

- a. Conduct an investigation (if required).
- b. Complete the Accident/Incident Investigation Form and hand it in to CAO.
- c. Recommend corrective and preventative actions to CAO.
- d. Participate in all initial incident investigations.
- e. Ensure to report the incident to applicable parties as required.
- f. Support the CAO in measuring the effectiveness of corrective and preventative actions.
- g. The CAO will ensure ALL workers are aware of the company's incident reporting procedures.

3.3 WORKERS

- a. Report all incidents/near misses immediately to their Supervisor.
- b. Understand and acknowledge the Incident Investigation Policy and Procedure.
- c. Follow the reporting as required.
- d. Receive training on reporting and identifying incidents and near misses.
- e. Report all incidents regardless of how small they might be to their direct Supervisor.
- f. Participate in the incident investigation where required or requested by Supervisor. This includes any requests for witness statements.
- g. Report, record, and submit near misses (as defined) to direct Supervisor.
- h. Review corrective and preventative actions as provided by Supervisor.

3.4 JOINT HEALTH & SAFETY COMMITTEE

- a. Investigate and review all accident/incident reports.
- b. Recommend any corrective actions to CAO.
- c. Accompany the Supervisor during an investigation, if required.

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
- Notices – *Occupational Health and Safety Act*, s. 51-53
- Notices and Reports Under Sections 51 to 5.3.1 of the Act – Fatalities, Critical Injuries,
- Occupational Illnesses and Other Incidents – O. Reg. 420/21
- Health and Safety Representative – *Occupational Health and Safety Act*, s. 8
- Worker report form
- Incident Investigation form
- WSIB forms 6, 7, 8
- Records Retention By-Law



EXPLANATORY NOTE TO BY-LAW 3783-2025

The purpose of this By-Law is to approve the suggested amendments to By-Law 3642-2023, being a By-Law to govern the proceedings of Council and Committees of Council.

The amendments came before Council at the Council meeting held on May 26, 2025 and were included in Staff Report 2025-060.



AUGUSTA TOWNSHIP

PROCEDURAL BY-LAW

A BY-LAW TO GOVERN THE PROCEEDING OF COUNCIL
3783-2025

JUNE 9, 2025

THE CORPORATION OF THE TOWNSHIP OF AUGUSTA

BY-LAW NUMBER 3783-2025

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.
- 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 or designate.
- 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.
- 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.

4.2. Regular Meeting

Regular meetings of Council shall take place in accordance with the following schedule:
 2nd Monday of each month at 5:00 p.m. – Committee of the Whole/Regular Meeting
 4th Monday of each month at 5:00 p.m. – Committee of the Whole/Regular Meeting.

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.

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 possible.

The Mayor (Presiding Officer) may cancel a meeting due to a 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 meetings 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 with hard copies available at the Township office to each Member of Council, upon request, not later than Thursday at noon, preceding the scheduled regular public Council meeting. A complete copy of the published agenda shall be posted on the municipal website 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.

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. Call to Order;
2. Land Acknowledgement Statement
3. Mayor's Opening Remarks
4. Approval of Agenda;
5. Disclosure of Interest and Nature Thereof;
6. Approval of Minutes of the Previous Meetings;
7. Business Arising from Minutes;
8. Delegations/Presentations
9. Correspondence and Petitions
10. Committee Reports
11. 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
19. By-Law to Confirm Proceeding of Council;
20. Adjournment;

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.

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.

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.

Staff Reports – 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.

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.

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:

- 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 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 livestreamed 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.

The public will be notified of a live meeting broadcast by signage on the door and the Chair shall make an announcement at the commencement of the meeting.

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
- 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 they cease 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. Inquiries Regarding Closed Meetings

The response of members to inquiries 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.

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.

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 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 in advance to the Clerk in order to ensure 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 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.

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 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:

- 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 introduce a motion. They shall vacate the chair for that purpose only and the 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;
- 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 renew 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
- 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. The 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 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 is 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

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 therefore 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.

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 undermines 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".

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 without rising or leaving their 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;
- (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;
- 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;
- 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.

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 Boards or Committee meetings 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 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

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 3642-2023 is hereby repealed.

READ a first time and second time this 9th day of June, 2025.

READ a third time and passed this 9th day of June, 2025.

Mayor

Clerk

**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.

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.

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 reintroduce 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: _____

**APPENDIX D
INAUGURAL MEETING**

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



**ZONING BY-LAW AMENDMENT
UNDER THE PLANNING ACT, R.S.O. 1990 (AS AMENDED)
EXPLANATORY NOTE TO BY-LAW 3784-2025**

The purpose of this By-Law is to amend Zoning By-Law 2965, to make amendments to Schedule D1 of the Zoning By-Law, for lands located at 7025 County Road 18, Assessment Roll No. 0706 000 020 10900.

The subject property is currently a 0.11 ha (0.27 ac.) lot with 36.6 m (120 ft.) road frontage, located in the Settlement Area of Roebuck.

The property was the location of a former church, where the church building is proposed/currently being used as a residential dwelling.

The purpose of this Zoning By-Law Amendment application is to rezone the lands from Institutional (I) Zone to Residential Village Exception Eight (RV-X8) Zone. The effect of the RV-X8 zone is to permit single-dwelling residential use and other possible specific RV uses.

The land areas to be rezoned are designated Settlement Area in the Official Plan Schedule A.

The Planning Advisory Committee (PAC) at their June 4, 2025 meeting, received a Staff Report prepared on the application and concurred in advancing a recommendation on the Zoning By-Law Amendment to Council

The proposed Zoning By-Law Amendment appears to align with the Settlement Area policies of Augusta's Official Plan and is **recommended for approval**, as detailed in By-Law 3784-2025 appearing on Council's June 9, 2025 agenda.



**THE CORPORATION OF THE TOWNSHIP OF AUGUSTA
BY-LAW NUMBER 3784-2025**

BEING A BY-LAW TO AMEND ZONING BY-LAW NO. 2965, AS AMENDED

**(7025 COUNTY ROAD 18; CONCESSION 6, PART LOT 5,
REFERENCE PLAN 15R12059, PART 11; ROLL 0706 000 020 10900)**

WHEREAS pursuant to the provisions of the Planning Act, Section 34, the Council of a Municipality may enact By-Laws to regulate the use of land, buildings or structures for any purpose set out therein that is otherwise prohibited;

AND WHEREAS By-Law No. 2965, as amended, regulates the use of land and the use and erection of buildings and structures within the Township of Augusta;

AND WHEREAS the Municipal Council of the Corporation of the Township of Augusta deems it desirable to amend Zoning By-Law No. 2965, as amended, under Section 34 of the Planning Act, R.S.O. 1990, as amended;

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

1. **THAT** Section 7.2.4 Exception Zones is amended by adding the following sub-section:

7.2.4.7 Residential Village Exception Eight Zone, (RV-X8):

1. Notwithstanding the permitted uses listed in Section 7.2.1, on lands zoned Residential Village Exception Eight Zone, (RV-X8), only the following uses shall be permitted:

- Bed and Breakfast Establishment
- Day Nursery - Private
- Dwelling - Single Detached
- Garden Suite (Subject to a Temporary Use By law)
- Group Home
- Home Occupation
- Park
- Parking Area
- Public Service Use
- Public Utility
- Secondary Suite in accordance with 6.39
- Accessory uses to the foregoing

2. All other applicable provisions of By-Law 2965 shall continue to apply.

2. **THAT** Schedule B of By-Law 2965, as amended, is hereby amended by changing the zone symbol of the subject lands from Institutional (I) Zone to Residential Village Exception Eight Zone, (RV-X8), as shown on Schedule A of this By-Law.

3. THAT Zoning By-Law 2965 is amended hereby to give effect to the foregoing, but Zoning By-Law 2965 shall remain in all other respects, in full force and effect save as may be amended otherwise or dealt with hereafter.

4, THAT this By-Law shall come into force on the date it is passed by the Council of the Corporation of the Township of Augusta subject to:

- (a) The expiration of the time period specified for the filing of objections by the Notice of Passing of this By-Law, provided that no Notice of Objection has been filed within the time period specified; or
- (b) The approval of the By-Law by the Ontario Land Tribunal, where an objection to the approval of this By-Law has been filed within the time period specified in the Notice of Passing of this By-Law.

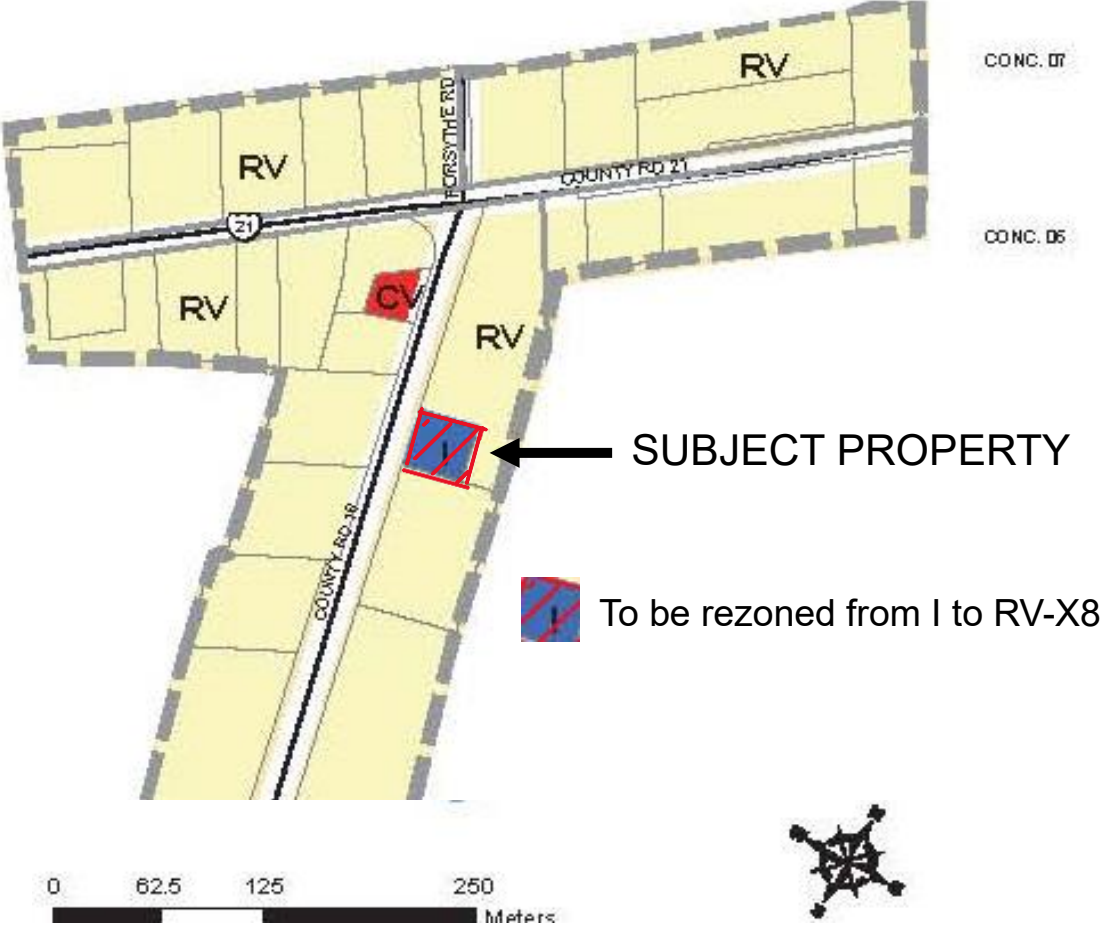
Read a first, second, and third time and finally passed this 9th day of June, 2025.

MAYOR

CLERK

SCHEDULE A to BY-LAW 3784-2025

Subject Lands:
7025 COUNTY ROAD 18
CONCESSION 6, PART LOT 5, REFERENCE PLAN 15R12059, PART 11
ROLL 0706 000 020 10900)





**ZONING BY-LAW AMENDMENT
UNDER THE PLANNING ACT, R.S.O. 1990 (AS AMENDED)
EXPLANATORY NOTE TO BY-LAW 3785-2025**

The purpose of this By-Law is to amend Zoning By-Law 2965, to make amendments to Schedule G1 of the Zoning By-Law, for lands located at 13 Sarah Street, Maitland, Assessment Roll No. 0706 000 035 14700.

This 5.2 acre (2.1 ha) property is currently zoned RV-X4, Special Exception Four Residential Village Zone.

This application is for a Temporary Use Zoning By-Law Amendment to permit a 1500 sq.ft. (139.35 sq.m.) portion (up to 50 seats) of the existing residential dwelling and a 150 x 400 (60,000 sq.ft./5574 sq.m.) portion (up to 200 seats) of the rear yard area on the south side of the dwelling to be used as an Assembly Hall/outdoor venue for hosting weddings and other events for a temporary three (3) year period. A RV-X4(T) Zone provision is proposed to be added to the RV-X4 Zone.

The land areas to be rezoned are designated Settlement Area in the Official Plan Schedule A.

The Planning Advisory Committee (PAC) at their June 4, 2025 meeting, received a Staff Report prepared on the application and concurred in advancing a recommendation on the Temporary Use Zoning By-Law Amendment to Council

The proposed Temporary Use Zoning By-Law Amendment appears to align with the Settlement Area policies of Augusta's Official Plan and is **recommended for approval**, as detailed in By-Law 3785-2025 appearing on Council's June 9, 2025 agenda.



**THE CORPORATION OF THE TOWNSHIP OF AUGUSTA
BY-LAW NUMBER 3785-2025**

BEING A BY-LAW TO AMEND ZONING BY-LAW NO. 2965, AS AMENDED

**(13 SARAH STREET; PLAN 9 PT UNNUMBERED LOT N; KING ST PT
UNNUMBERED LOTS; GRAND TRUNK RWY, RP 15R10237;PART 1;
ROLL 0706 000 035 14700)**

WHEREAS pursuant to the provisions of the Planning Act, R.S.O. 1990, as amended, Section 39, the Council of a Municipality may enact By-Laws to permit temporary land uses for specific periods of time;

AND WHEREAS the Municipal Council of the Corporation of the Township of Augusta deems it desirable to amend Zoning By-Law No. 2965, as amended, under Section 39 of the Planning Act, to permit the use of part of a residential dwelling on certain lands in the Township of Augusta as an Assembly Hall on a temporary use period;

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

1. **THAT** Assembly Hall use shall be permitted on lands identified municipally as 13 Sarah Street, in the Village of Maitland, in the Township of Augusta, identified as the Subject Lands on Schedule A attached to and forming part of this By-Law, an amendment to Schedule G1.

2. **THAT** Section 7.2.4 Exception Zones is amended by adding the following sub-section:

7.2.4.3.1 Residential Village Exception Four Zone, Temporary Use (RV-X4(T)).

- Assembly Hall (indoor and outdoor) use may be permitted as an added use on the subject lands for a temporary period commencing on the date of the passing of this By-Law for a period of three (3) years, at which time Assembly Hall use must cease.

- Assembly Hall (indoor and outdoor) is defined as: a part of an existing residential building and outdoor area in which facilities are provided for such purpose as meetings or events for civic, educational, political, cultural, private, recreational, or social activities and may include banquet hall, wedding venue types uses. The use shall be serviced by off-site food catering.

- A maximum indoor floor area of 1,500 sq.ft. (139.35 sq.m.) shall be permitted for the Assembly Hall use (up to 50 person occupancy) and a maximum outdoor area of 150 ft by 400 ft. (60,000 sq. ft./1.37ac. or 5574 sq.m./0.55 ha) area of the property shall be permitted for Assembly Hall use (up to 200 person occupancy).

- As a temporary use, the lands shall not be subject to site plan control.

3. **THAT** Zoning By-Law 2965 is amended hereby to give effect to the foregoing, but Zoning By-Law 2965 shall remain in all other respects, in full force and effect save as may be amended otherwise or dealt with hereafter.
4. **THAT** this By-Law shall come into force on the date it is passed by the Council of the Corporation of the Township of Augusta subject to:
 - (a) The expiration of the time period specified for the filing of objections by the Notice of Passing of this By-Law, provided that no Notice of objection has been filed within the time period specified; or
 - (b) The approval of the By-Law by the Ontario Land Tribunal, where an objection to the approval of this By-Law has been filed within the time period specified in the Notice of Passing of this By-Law.

Read a first, second, and third time and finally passed this 9th day of June, 2025.

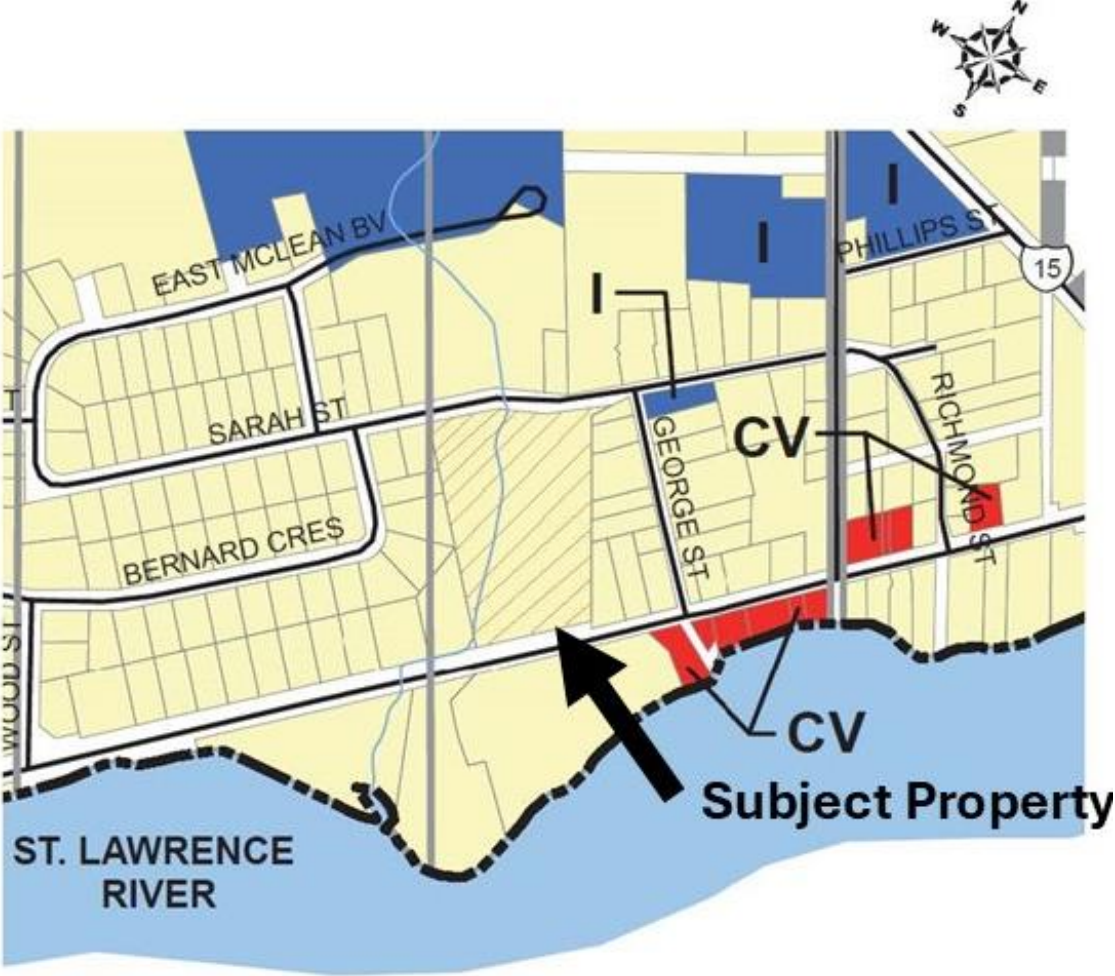
MAYOR


CLERK

SCHEDULE A to BY-LAW 3785-2025

Subject Lands:

13 SARAH STREET
PLAN 9, PT UNNUMBERED LOT N; KING ST PT UNNUMBERED LOT S; GRAND
TRUNK RWY, RP 15R10237; PART 1
ROLL 0706 000 035 14700



 Area to be rezoned to RV-X4(T)



EXPLANATORY NOTE TO BY-LAW 3786-2025

The purpose of this By-Law is to authorize the execution of a Development Agreement with the property owner Victor John Bourguignon.

The severed 3.24 ha (8 ac.) +/- lot and the retained 4 ha (10 ac.) +/- lot under Severance Application B-141-24 are the subject of this Development Agreement.

The Development Agreement was required as a condition of severance approval (Condition 6), recommended by the Township, and was approved by the United Counties of Leeds and Grenville on March 28, 2025.

The Development Agreement will address drainage related to the development of the severed and retained vacant building lots. A drainage plan, to the satisfaction of the Chief Building Official(s) will be required before a Building Permit is issued for construction or septic installation on these lots, to ensure no negative drainage impacts onto abutting properties.



**THE CORPORATION OF THE TOWNSHIP OF AUGUSTA
BY-LAW NUMBER 3786-2025**

**BEING A BY-LAW TO AUTHORIZE THE EXECUTION OF AN
AGREEMENT BETWEEN VICTOR JOHN BOURGUIGNON AND THE
CORPORATION OF THE TOWNSHIP OF AUGUSTA.**

WHEREAS Condition (6) of the United Counties of Leeds and Grenville Consent Granting Authority Decision on Application B-141-24, 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 and retained lands under Severance Application B-141-24;

AND WHEREAS the Council of the Corporation of the Township of Augusta deems it advisable to enter into a Development Agreement with Victor John Bourguignon for Part of Lot 28, Concession 8, Part 2, Reference Plan 15R-10544, 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 Victor John Bourguignon addressing Condition (6) of the Consent Granting Authority Decision on Application B-141-24, Vacant Lands on Coville 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 and retained lands under Severance Application B-141-24;
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 9th day of June, 2025.

MAYOR

CLERK

DEVELOPMENT AGREEMENT made this 9 day of June, 2025.

BETWEEN:

VICTOR JOHN BOURGUIGNON

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-141-24 required the property owner to enter into a Development Agreement related to the Severed Lands, as described in Schedule “A” (“the Severed Lands”) and the Retained Lands, as described in Schedule “A” (“the Retained Lands”);

AND WHEREAS, the Severed Lands and Retained Lands, located in Part of Lots 28, Concession 8, Part 2, 15R-10544, in the Township of Augusta, County of Grenville, United Counties of Leeds and Grenville is located within an area in close proximity to a Provincially Significant Wetland and there are unevaluated wetlands identified of the subject property.

NOW THEREFORE IN CONSIDERATION of the approval by the Consent Granting Authority and to satisfy Condition (6) of Severance Application B-141-24 therein, the premises set out herein and other valuable consideration, the sufficiency of which is hereby acknowledged, the parties agree each with the other as follows:

1. The Owner hereby agrees to provide a drainage plan to the Township for any future building areas or septic locations or construction on the Severed Lands and Retained Lands. The drainage plan shall be to the satisfaction of the Chief Building Official(s) to ensure no negative drainage onto abutting properties with respect to a proposed new building construction or septic installation.

2. The Owner agrees not to apply for a building permit for any construction or septic installation until such time as confirmation is obtained from the Chief Building Official(s) that all concerns for drainage on any proposed building areas and septic locations have been addressed.
3. The Owner agrees that this Development Agreement will be registered on title to the Severed Lands and Retained Lands under B-141-24.
4. The Owner acknowledges and agrees 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.
5. The Owner shall indemnify the Township against all actions, causes of action, suits claims, charges, fees, regulatory orders, prosecutions, expenses (including legal costs on a full recovery basis) and demands whatsoever that may arise from the actions of the Owner, that are not caused by the negligent acts of the Township, its employees, servants and agents, related in any way to this Agreement.
6. The Owner agrees to pay all costs of the Township associated with this Agreement with the intent that the Township shall not incur any expense arising from the preparation, implementation or enforcement of this Agreement unless otherwise expressly stated, and every obligation of the Owner under this Agreement shall be deemed to include the words "at the expense of the Owner," unless specifically stated otherwise.
7. 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.

8. 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).

9. 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.

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

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

SIGNED, SEALED AND DELIVERED

In the Presence of

)
)
) _____
 Victor John Bourguignon

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-141-24

To be inserted by applicant's solicitor

Retained Lands under B-141-24

To be inserted by applicant's solicitor



**THE CORPORATION OF THE TOWNSHIP OF AUGUSTA
BY-LAW NUMBER 3788-2025**

**BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL OF THE
TOWNSHIP OF AUGUSTA AT ITS MEETING HELD ON JUNE 9, 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 June 9, 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 9th day of June, 2025.

MAYOR

CLERK