

**AUGUSTA TOWNSHIP
AGENDA
C.O.W./REGULAR MEETING
February 8, 2021 at 6:30 P.M.**

REGULAR COUNCIL – EXECUTIVE SESSION

- A. Call to Order
- B. Mayor's Opening Remarks
- C. Approval of Agenda
- D. Approval of Minutes of Previous Meetings
- E. Disclosure of Pecuniary Interest and General Nature Thereof
- F. Business Arising from the Minutes
- G. Delegations and Presentations
- H. Correspondence and Petitions
 - Town of Prescott Report 13-2021 - EOLC - Commuter Strategy Pilot Project Request for Applications

I. MOVED TO COMMITTEE OF THE WHOLE

J. COMMITTEE/STAFF REPORTS

**UCLG Council
Health Unit Board
Recreation
Library Board
EDTC
A&RAC
CDC
MECG – COVID-19**

Resolution

Administration and Finance

- Report 2021 - 012 - Recreation Y/E
- Report 2021 - 015 - A/P

Operations

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Planning and Building Services

- Report 2021 - 011 - Planner's Y/E Report
- Report 2021 - 013 - CBO Report

Protective Services

- Report 2021 - 014 - Fire Department Y/E

K. RETURN TO REGULAR MEETING OF COUNCIL

L. New and Unfinished Business

M. Notice of Motions

N. By-Laws

- 3508-2021 - Rate of Speed By-Law

O. Announcements

P. Question Period for the Press

Q. Question Period for the Public

R. By-Law to confirm Proceedings of Council

S. Adjournment

**AUGUSTA TOWNSHIP
MINUTES
C.O.W./REGULAR MEETING
March 22, 2021 at 6:30 P.M.
Municipal Office, 3560 County Road 26**

PRESENT

Mayor Malanka
Deputy Mayor Shaver
Councillor Bowman
Councillor Henry
Councillor Schapelhouman

PRESS

The Brockville Recorder and Times (Electronically)

STAFF PRESENT

Ray Morrison, Annette Simonian, Brad Thake, Chief Rob Bowman

REGRETS

CALL TO ORDER

Mayor Malanka called the meeting to order at 6:30 p.m.

MAYOR'S OPENING REMARKS

APPROVAL OF AGENDA

Moved by Deputy Mayor Shaver, seconded by Councillor Henry
BE IT RESOLVED THAT the Agenda for January 25, 2021 be adopted as amended.
Carried

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

Moved by Councillor Henry, seconded by Deputy Mayor Shaver
BE IT RESOLVED THAT Council approve the minutes of the January 11, 2021 Council meeting as distributed to all members.
Carried

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DISCLOSURE OF INTEREST

BUSINESS ARISING FROM THE MINUTES

DELEGATIONS & PETITIONS

Moved by Deputy Mayor Shaver, seconded by Councillor Henry

BE IT RESOLVED THAT Council directs staff to reduce the speed limit on Rocky Road from 80km/hr to 60km/hr.

Carried

CORRESPONDENCE & PETITIONS

MOVED TO COMMITTEE OF THE WHOLE

Moved by Deputy Mayor Shaver, seconded by Councillor Henry

BE IT RESOLVED THAT Council resolve itself into the Committee of the Whole meeting.

Carried

COMMITTEE REPORTS

UCLG:

Mayor Malanka provided an update

Health Unit Board:

Mayor Malanka provided an update

Recreation:

Councillor Bowman provided an update

Library Board:

Councillor Bowman provided an update

EDTC:

Deputy Mayor Shaver provided an update

Community Development:

Ag & Rural Affairs:

Finance and Admin:

CAO/Treasurer Ray Morrison provided an update

Public Works:

Manager Brad Thake provided an update

Fire Department:

Chief Rob Bowman provided an update

Moved by Councillor Henry, seconded by Deputy Mayor Shaver

WHEREAS the Ontario Fire College has been in existence since 1949; and

WHEREAS the Ontario Fire College is one of the primary sources of certified training

for Ontario Firefighters; and

WHEREAS the Ontario Fire College has built a reputation of integrity, credibility, and

reliability in providing some of the best training to our Fire Services within the Province

of Ontario; and

WHEREAS the Ontario Fire College has been used to train and certify both

Volunteer,

Part-Time and Career firefighters throughout Ontario; and

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WHEREAS the Ontario Fire College gives Ontario Firefighters another option other than Regional Training Centers to obtain National Fire Protection Association (NFPA)

certifications; and

WHEREAS the Ontario Fire College is the most cost-effective method to certify Firefighters to NFPA Standards in Ontario; and

WHEREAS the Ontario Government enacted and revoked O. Reg. 379/18: Firefighter

Certification in 2018; and

WHEREAS when the Ontario Government revoked O. Reg. 379/18: Firefighter Certification, it was made known by the Office of the Solicitor General that the act would be amended and brought back in the future; and

THEREFORE, BE IT RESOLVED THAT the Township of Augusta requests that the

Province of Ontario reverse their decision to close the Ontario Fire College as the OFC

is one of the best and most cost-effective methods for municipalities to train their firefighters which assists us in protecting our residents; and

BE IT FURTHER RESOLVED THAT this Resolution is forwarded to the Honourable

Doug Ford Premier of Ontario, the Honourable Sylvia Jones; Ontario Solicitor General,

the Honourable Steve Clark, Minister of Municipal Affairs and Housing, the Ontario Fire

Marshal; Jon Pegg, and all municipalities within the Province of Ontario.

Carried

Police Services:

MECG:

ADMINISTRATION AND FINANCE

Report 2021-005

Moved by Deputy Mayor Shaver, seconded by Councillor Henry

BE IT RESOLVED THAT Council receives the 2020 Annual Accessibility Status report for information.

Carried

Report 2021-006

Moved by Councillor Bowman, seconded by Councillor Schapelhouman

BE IT RESOLVED THAT Council receive this year-end report regarding the status of various Township communication programs for information.

Carried

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Report 2021-009

Moved by Councillor Schapelhouman, seconded by Councillor Bowman
BE IT RESOLVED THAT Council accepts for information the attached preliminary Statement of Revenue and Expenditures - December 2020.
Carried

Report 2021-010

Moved by Councillor Bowman, seconded by Councillor Schapelhouman
BE IT RESOLVED THAT Council receive, review, and approve the payment of the accounts payable invoices paid on cheques #26046 - 26074 and online payments through to January 21, 2021 in the amount of \$46,950.93.
Carried

OPERATIONS

Report 2021-007

Moved by Councillor Schapelhouman, seconded by Councillor Bowman
BE IT RESOLVED THAT Council receive the Public Works Activity Report as prepared by the Public Works Manager dated January 21, 2021 for information.
Carried

Report 2021-008

Moved by Councillor Schapelhouman, seconded by Councillor Bowman
BE IT RESOLVED THAT Council recommend to the County of Leeds and Grenville to create and enact a By-Law in support of an all way stop by way of erecting stop signs on County Road 15, Northbound and Southbound at the intersecting road known as Algonquin Road within the village, known as Algonquin within the Township of Augusta.
Carried

PLANNING AND BUILDING SERVICES

PROTECTIVE SERVICES

RETURN TO REGULAR MEETING OF COUNCIL

Moved by Councillor Bowman seconded by Councillor Schapelhouman
BE IT RESOLVED THAT Council move to a regular meeting of Council.
Carried

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NEW AND UNFINISHED BUSINESS NOTICE OF MOTIONS

BY-LAWS

ANNOUNCEMENTS

QUESTION PERIOD FOR THE PUBLIC

QUESTION PERIOD FOR THE PRESS

CLOSED SESSION AS PER SECTION 239 OF THE MUNICIPAL ACT 2001

Moved by Councillor Bowman, seconded by Deputy Mayor Shaver

BE IT RESOLVED THAT this Council move to a closed meeting at 7:27 pm., as per the Municipal Act c25, S.O. 2001 section 239 (2) to discuss:

- Identifiable Individual
 - CAO Interview Summary
- Acquisition of Property
 - Industrial Park

Carried

RISE FROM COMMITTEE OF THE WHOLE IN CAMERA

Moved by Councillor Schapelhouman, seconded by Councillor Bowman

BE IT RESOLVED THAT the closed session adjourned at 8:48 pm and that Council resumed the open meeting to report out.

Carried

REPORTING OUT OF CLOSED SESSION

Moved by Councillor Bowman, seconded by Councillor Schapelhouman

BE IT RESOLVED THAT Council met in closed session to discuss an identifiable individual and acquisition of property.

Council

- Took no action beyond receiving the information from staff
- Shall now consider a resolution in open session

Carried

Moved by Councillor Bowman, seconded by Councillor Henry

BE IT RESOLVED THAT By-Law Numbered 3506-2021 being a By-Law to appoint a Chief Administrative Officer and Deputy Clerk for the Township of Augusta be read a first time, a second time, a third time and enacted as read.

Carried

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Moved by Councillor Schapelhouman, seconded by Deputy Mayor Shaver
BE IT RESOLVED THAT By-Law Numbered 3507-2021 being a By-Law to appoint a Treasurer for the Corporation of the Township of Augusta be read a first time, a second time, a third time and enacted as read.

Carried

BY-LAW TO CONFIRM PROCEEDINGS OF COUNCIL

Moved by Councillor Schapelhouman, seconded by Councillor Bowman
BE IT RESOLVED THAT By-Law No. 3505-2021 confirm the proceedings of Council of the Township of Augusta at its meeting held on January 25, 2021 be read a first time, a second time, a third time, and be enacted as read.

Carried

ADJOURNMENT

Moved by Councillor Bowman, seconded by Deputy Mayor Shaver
BE IT RESOLVED THAT this Council do now adjourn at 8:54 pm until February 8, 2021 at 6:30 p.m. or until the call of the Mayor subject to need.

Carried

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		Date Req'd
Information Purposes		
Policy / Action Req'd	X	Feb. 1 ' 21
Strategic Plan		

STAFF REPORT TO COUNCIL

Report No. 13-2021

Date: February 1, 2021

From: Matthew Armstrong, Chief Administrative Officer and Treasurer

RE: Eastern Ontario's Leadership Council – Commuter Strategy Pilot Projects – Request for Applications

Recommendation:

That Council direct Staff to submit a proposal to the Eastern Ontario's Leadership Council for a commuter service from Brockville to Cardinal in partnership with the City of Brockville, Township of Augusta, and the Township of Edwardsburgh Cardinal.

Background:

On November 16, 2020 Council directed staff to work with the City of Brockville, Township of Augusta, and the Township of Edwardsburgh Cardinal to explore and develop a submission to the Eastern Ontario's Leadership Council (EOLC) for a commuter service running from Brockville to Edwardsburgh Cardinal. The application submission was to be brought back to Council for further review and consideration prior to submission.

Analysis:

On January 14, 2021, the Eastern Ontario's Leadership Council (EOLC) released the Request for Application to the Commuter Transportation Services Pilot Projects. The purpose of the pilot projects is as follows.

As part of the Commuter Strategy Project (CSP), the Working Group is inviting applications for community-led pilot projects that will design, implement and evaluate solutions to commuter transportation challenges across Eastern Ontario. The EOLC and its Integrated, Intelligent Transportation Systems (i2TS) Working Group anticipates multiple pilot projects to be funded and expects to see different solutions proposed in

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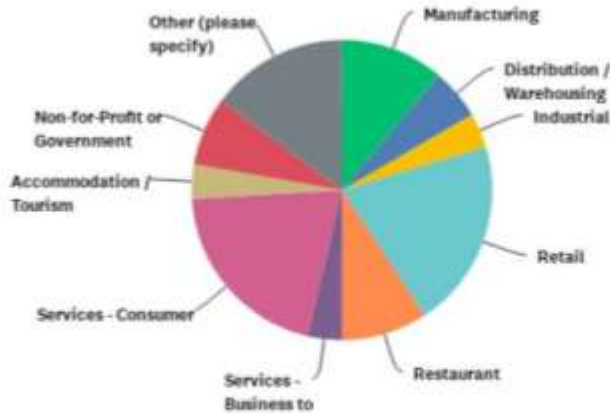


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different parts of the region, tailored to meet the needs of current and potential commuters in a financially sustainable way.

To gain a better understanding of the demand for a commuter service a survey was undertaken. This survey was sent to businesses along the County Road 2 route in Augusta, Edwardsburgh Cardinal, and Prescott. The following are highlights from the 54 responses received.

Q1 Please select the category that best describes your business



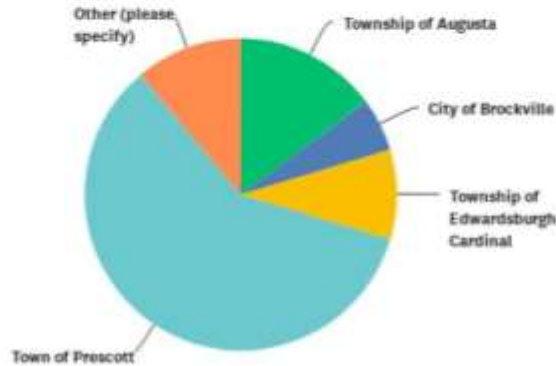
There was a broad cross section of businesses that responded.

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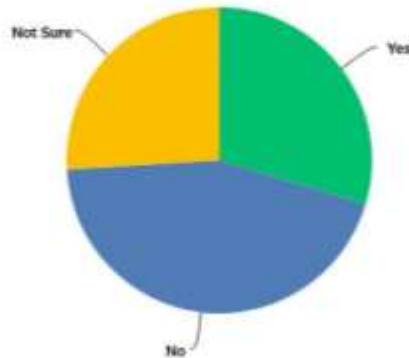
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Q2 Where is your business located?



The majority of businesses that responded were from Prescott, which was expected as there is a larger commercial and industrial sector in Prescott in comparison to Augusta and Edwardsburgh Cardinal.

Q4 Would any of your current employees use a commuter service that runs between Cardinal and Brockville?



30% of businesses responded that their current employees would use a commuter service while 26% were not sure. 44% of businesses indicated that a commuter service would not be used by its current employees.

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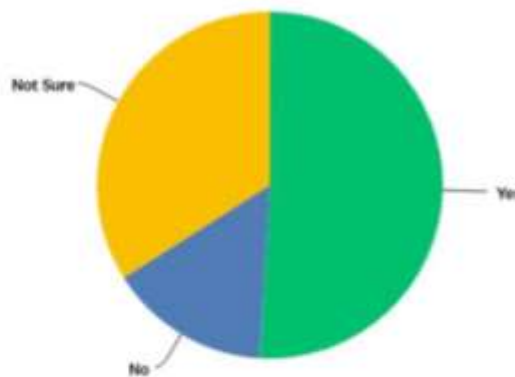


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When asked to estimate the number of current employees that would use this service the following was put forward.

Number of Employee Users	Number of Responses	Potential Users
1	7	7
2	8	16
3	4	12
4	2	8
5	2	10
6	1	6
10+	3	30+
Total	27	89+

Q8 Would a commuter service that runs between Cardinal and Brockville help you to attract future employees?



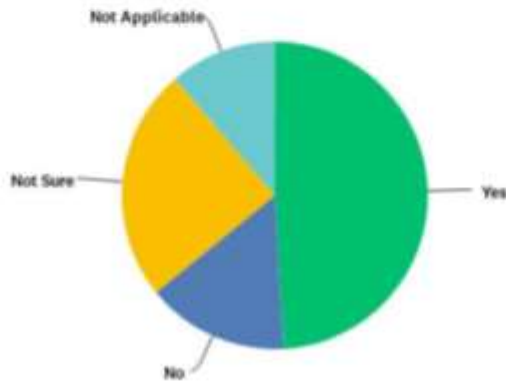
51% of businesses identified that having a commuter service would help attract future employees while only 15% said it would not. 34% of businesses were unsure.

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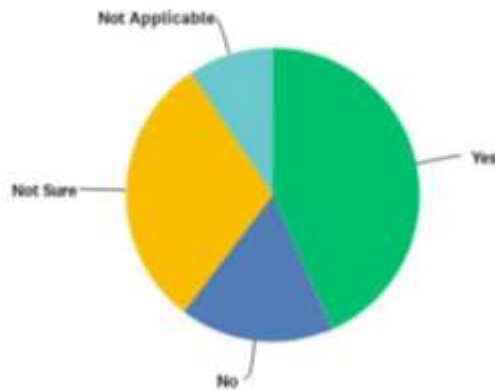
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Q9 Would a commuter service that runs between Cardinal and Brockville be attractive to your current customers?



49% of businesses answered that having a commuter service would be attractive to their current customers.

Q10 Would a commuter service that runs between Cardinal and Brockville help to attract new customers?



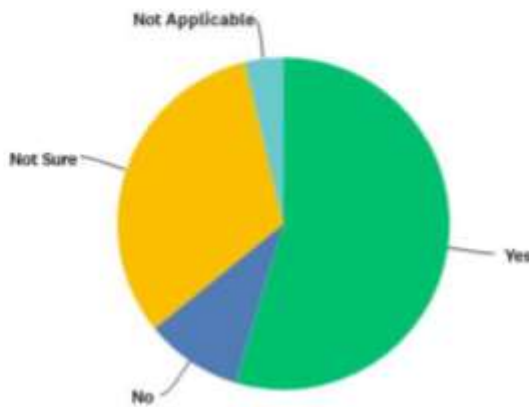
43% of businesses felt that a commuter service would help attract new customers.

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Q11 Would a commuter service that runs between Cardinal and Brockville help to retain and grow your business in our region?



55% of respondents identified that a commuter service would help retain and grow their business in our region.

Some of the comments and feedback received included the following.

A lot would depend on the frequency of the commuting buses. We have several different shift times that would be possible and they do rotate

Perhaps think of this as part of an integrated strategy to broaden and attract workers to the area. Expect it would take several years for this service to be financially sustainable.

A commuter service between cardinal and Brockville will allow so many more people to be able to conduct their shopping/business/ Dr appointment independently without relying on friends and neighbours

I think routes and times are key

Very proud of our town 🍌 Putting up this effort to gain more business to town and help people to commute

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It's one of the best ideas that has come forward in a long time.

Our organization is just about to launch, and we are planning to run programming at the Maitland Tower site to serve the local community. This would be a TREMENDOUS opportunity to permit students, families, folks without their own cars to take advantage of the work, volunteer and community activities we plan.

This would open up the opportunity for job seekers that we work with, including students, to travel to potential employment opportunities. This is particularly challenging for those living in rural areas.

A very good and environmentally responsible idea

While I like the concept, as a business seasonal with varying workhours (sometimes daily for several employees), it would be hard to define a set bus schedule that would always work. Also more than half of our employees work north of the Cardinal-Brockville corridor so would still have to drive to a pick up/drop off location. In talking to employees along the corridor a few said they would use the service when the schedules align well.

I think this is a wonderful idea and a long time coming. Thank you for working on this plan, hopefully it will be a go. I have worked on transportation issues for the region of L & G and served on working committees four times over 20 years, would be happy to help

We hope this commuter service can start asap

We feel that this could be a wonderful addition to the area especially if and when we can ever do events /weddings again the option of the wellness center

Parking spots for clients that live close by but not on #2 Service to run 3 shifts through the week Cost comparative to driving yourself vs bus

A great for the community. As Maitland Tower activities ramp up and connect to the public, this service would have meaningful benefits including help us employ people who can't afford a car (6++) and more visitors as our parking is limited.

I am not sure there would be enough of a population base to support the initiative. It would be great for rural municipalities to have access to public

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transportation but not sure if it can be supported here hence your survey. And we also have to consider the local taxi businesses as well.

Even though this would not benefit my business, I feel it would benefit many others in our community.

This service will help grow our current operation as well as add more consideration for expansion in the Johnstown area. Very excited that this is being looked at.

Multiple runs between Cardinal and Brockville. 7 days a week. Low cost/ passes weekly or monthly. Allowed to have packages/ laundry/ groceries etc.

I feel a commuting bus to Brockville would benefit a lot more as A lot of my clients are from Brockville

Given the numerous taxis a more affordable transit it necessary

Transportation has always been an issue here it feel it could help citizen without transportation. Also a better way to go green.

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The timelines established by the EOLC for the pilot project are as follows.

Summary of Timeline

Stage/Phase	2021											
Formal Release of Request for Applications	Jan 14											
Final Date for Submission of Proponent Questions About the RFA		Jan 22										
Final Date for Responses to Questions To Be Circulated to All Potential Proponents			Jan 29									
Deadline for Submission of Applications				Feb 12								
Deadline for Evaluation of Applications and Notification to Proponents					Feb 26							
Final Date for Approval of Applications with Letters of Agreement Executed						Mar 12						
Target Timeline for Funding Transfers							Mar 19 to April 23					
Timeline for First Six Months of Pilot Projects								Mar 26 to Oct 15				
Evaluation of First Six Months of Pilot Projects									Oct 16 to Nov 19			
Full Evaluation of Commuter Strategy Project												31-Dec

The application is due February 12, 2021. The successful projects will be notified by the end of February. Funding agreements are to be in place by mid-March so that pilot projects can start by April 15, 2021 at the latest.

Based on the feedback received from the survey of the business community, there appears to be a demand for a commuter service that runs between Brockville and Cardinal.

Further work is required to determine the exact details of the service such as hours and days of operation, the exact route, stops along the route, and user fees. These details will be worked on between the four partners as part of the application process and based on feedback from the application to the EOLC.

CSE in Prescott is very supportive of a service such as this being established to help employees looking for work to have access to the services they need to be successful, and for employees to be able get to work at a reasonable cost.

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Once the outcome of the application is known, a report will come to Council with further details on the commuter model for review and consideration.

Alternatives:

Council could choose not to proceed with an application or pilot project at this this time.

Environmental Implications:

A public commuter service would be environmentally beneficial by reducing the number of vehicles used by employees to commute back and forth to work.

Financial Implications:

The financial implications will be largely based on the frequency of the service. This has yet to be determined however there are several possible concepts which include;

- Monday to Friday service – 3 times per day, morning, noon, afternoon/evening
- Monday to Friday service – Continual service morning to afternoon/evening
- Monday to Friday services plus modified Saturday schedule

As the days and times of the operation are determined, along with the route and stops, the financial model will become clearer.

The EOLC is providing project funding up to \$25,000 for a six-month period. User fees have yet to be determined but will help to defray some of the operating costs while not being too onerous to discourage the population most likely to benefit from this service.

The current model is based on working with the City of Brockville to operate the service using surplus buses and available, experienced bus drivers. Any incremental expenses such as driver salaries and wages, insurance, fuel, and maintenance would be covered by the other municipal partners.

If the pilot project is successful, the municipalities of Augusta, Edwardsburgh Cardinal and Prescott can apply for provincial gas tax funding which is available to municipalities running a bus service and can be used to subsidize the cost.

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Any additional subsidy required by the municipality could be funded by the modernization grant funding received in 2019.

Attachments:

- EOLC Request for Applications – Commuter Transportation Services Pilot Project – January 14, 2021

Submitted by

Matthew Armstrong
Chief Administrative Officer & Treasurer

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REQUEST FOR APPLICATIONS Commuter Transportation Services Pilot Projects January 14, 2021

1. Background – Commuter Strategy Project

A significant share of the labour force in Eastern Ontario commutes across municipal boundaries each day, and most do so by private automobile. At the same time as there may be individuals in communities across the region who do not have transportation to get back and forth to work, there are also employers who continue to report real challenges finding employees.

In late 2019, the [Eastern Ontario Leadership Council](#) (EOLC) structured a proposal and sought funding from the Ontario Ministry of Labour, Training and Skills Development (MLTSD) to understand potential demand for commuter-oriented transportation services and support multi-community collaborations to address this type of transportation need. The project includes a component through which multiple stakeholder groups could submit applications for funding support to undertake pilot projects across the region. These pilots would be jointly evaluated by the EOLC and proponents to extract lessons learned and gain insight into ways to improve services for ongoing operation.

2. Purpose of Pilot Projects

As part of the *Commuter Strategy Project* (CSP), the Working Group is inviting applications for community-led pilot projects that will design, implement and evaluate solutions to commuter transportation challenges across Eastern Ontario. The EOLC and its Integrated, *Intelligent Transportation Systems* (i2TS) Working Group anticipates multiple pilot projects to be funded and expects to see different solutions proposed in different parts of the region, tailored to meet the needs of current and potential commuters in a financially sustainable way. The EOLC also encourages applications for commuter transportation services that particularly support essential workers, especially in areas where there are currently no alternatives for those workers (and their employers) other than private automobile.

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While the EOLC hopes that proponents will come forward with applications for services that will operate for an extended period of time, there will be an in-region evaluation of all funded projects after six months, to begin the learning process from the pilots. Data and best practices from the evaluation will be shared with pilot project proponents, the EOLC and its funder (MLTSD) as well as with external stakeholders across Ontario and beyond.

3. Total Funding Available

The Commuter Strategy Project has total funding for all projects of between \$100,000 and \$150,000, proposed to be allocated among six to eight projects that are assessed as a) **being operationally viable now** ('developmental' projects will not be considered), with b) **prospects of longer-term financial viability**. Commuter Strategy funding is intended to offset some **upfront costs** (ex. Insurance, marketing costs or minor capital expenditures) or **early operating costs** (before revenues rise to at least breakeven status). Major capital expenditures, such as purchase of vehicles or buildings are ineligible costs).

Proponents should understand from the foregoing that the Commuter Strategy will not likely cover 100 per cent of six-month costs for pilot projects and that the clarity of pilot project budgets will be important to the Evaluation Committee's review of applications. The Evaluation Committee will not use a fixed percentage contribution 'rule' (ex. 20% of total budget) but will consider how best to support upfront costs and/or early operating costs. Proponents are encouraged to highlight these expenses in their budget documentation.

The EOLC also reserves the right to fund projects at different levels based on project specifics. Proponents might expect per project funding to be within a certain range (i.e. \$15,000 to \$25,000) but this range may change based on the EOLC's internal work to maximize the amount of available funds available for pilot project purposes, and the total number of viable project applications. The minimum amount of total funding available for all approved projects is \$100,000.

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4. Timeline for Submission of Applications for Pilot Projects

Release of Formal Request for Applications – January 14, 2021

- **Final date for submission of proponent questions about the Request for Applications (RFA) – 5:00 pm EST on January 22, 2021** Questions with respect to individual applications are permitted after the 22nd. The January 22, 2021 deadline is just for questions about this Request for Applications (e.g. clarification on content, deadlines, process). This first phase is to help proponents decide if they wish to participate in the process and if so, understand the types of proposals that are likely to meet with success. Questions should be submitted by email to contact@eolc.info.

Note: By sending a brief email to contact@eolc.info, potential proponents are asked to signal their request for inclusion on circulation of responses to RFA questions. This request is to ensure that all proponents are included in any circulated information and to give the Evaluation Committee an idea of how many potential applicants there might be for pilot project support.

- **Final date for responses to questions to be circulated to all potential proponents – January 29, 2021.** Note that the Evaluation Committee reserves the right to hold an information meeting for any/all interested applicants, by Zoom, at approximately the same time as responses are circulated. This would provide an extra opportunity for proponents to ask questions.
- **Deadline for submission of applications – 4:30 pm on February 12, 2021.** Applications must be received by 4:30 pm EST on Friday, February 12, 2021. Applications should be provided by email to contact@eolc.info and should be in PDF form. One or more PDFs as attachments is acceptable. The Evaluation Committee will confirm receipt of all applications to the email address from which the application was received. Proponents are strongly encouraged to send proposals well before the 4:30 pm deadline to avoid difficulties due to internet outages or other technical issues. A 'heads-up' email to contact@eolc.info, a few hours before the application is actually sent, is encouraged so that the Evaluation Committee will be alerted to any transmittal issues.

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5. Timelines for Evaluation, Notification and Funding Transfers for Pilot Projects:

- **Deadline for evaluation of applications and notification to proponents – February 26, 2021.** The Evaluation Committee will review and assess all applications, prepare and present recommendations to the EOLC's I2TS Working Group, secure funding decisions from the Working Group, and notify all applicants of the outcome of their applications no later than Friday, February 26, 2021. In the interests of time, the Evaluation Committee reserves the right to use either email or telephone (or both) for providing notifications.
- **Target Final Date for approval of applications with Letters of Agreement executed – March 12, 2021.** On the Working Group's behalf, the Evaluation Committee will follow up on the communication of funding notification to discuss and execute a Letter of Agreement (LOA) with proponents. The target date of March 12, 2021 has been established to allow for negotiations specific to each successful application. Note that not all LOAs must be concluded at the same time. The Working Group reserves the right to 'stagger' completion of the LOAs (not as a batch) to allow applicants to proceed on an individualized timeline.
- **Target Timeframe for funding transfers – March 19 to April 23, 2021.** The Working Group anticipates that transfer of pilot project funds will begin no earlier than March 19 and will be completed no later than April 23, 2021. Funding transfers will be tied to successful completion of LOAs, proposed start dates for specific pilot project, and any other terms and conditions negotiated in the LOA.

6. Timelines for Operation and Evaluation of Pilot Projects (Summary Chart at End of This Section)

- **Timeframe for First Six Months of Pilot Projects – March 26 to October 15, 2021.** The Working Group anticipates that all funded pilot projects will begin no earlier than March 26, 2021 and no later than April 15, 2021 to allow for a staggered start to pilot projects and ensure that each project will operate for at least six months before any evaluation begins. The latest end date for the six-month pilot period is expected to be October 15, 2021.

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- **Timeframe for Evaluation of First Six Months Evaluation of Pilot Projects – October 16 to November 19, 2021.** The Working Group will carry out collaborative evaluations of each pilot project within the October 16 to November 19, 2021 timeframe. Collaborative means that proponents will be active participants in the evaluation process. The Working Group anticipates that the pilot projects that are the first to begin operation will be the first to be evaluated but the timing will be addressed with individual proponents. Note that the Working Group anticipates regular but not burdensome interaction with pilot project proponents as the pilot project progresses. This may reduce the intensity of evaluation activity at the end of the six-month pilot period and will provide an opportunity for pilot project proponents to show how the EOLC funding was/is being utilized.

Note: the EOLC will be carrying out a separate evaluation of the entire Commuter Strategy project (including but not limited to the pilot project phase), before the end of 2021. This must be submitted to the funder by mid-December of 2021 at the latest.

See summary of pilot project process on the following page...

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Summary of Timeline

Stage/Phase	2021											
Formal Release of Request for Applications	Jan 14											
Final Date for Submission of Proponent Questions About the RFA		Jan 22										
Final Date for Responses to Questions To Be Circulated to All Potential Proponents			Jan 29									
Deadline for Submission of Applications				Feb 12								
Deadline for Evaluation of Applications and Notification to Proponents					Feb 26							
Final Date for Approval of Applications with Letters of Agreement Executed						Mar 12						
Target Timeline for Funding Transfers							Mar 19 to April 23					
Timeline for First Six Months of Pilot Projects							Mar 26 to Oct 15					
Evaluation of First Six Months of Pilot Projects									Oct 16 to Nov 19			
Full Evaluation of Commuter Strategy Project												31-Dec

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7. Evaluation of Applications for Pilot Projects

To be considered for pilot project support, the EOLC requires all candidates to submit an application (as outlined in a later stage of this RFA). Applicants will see that this application is similar --- but not identical --- to a Request for Proposal (RFP). The major difference between an RFP and this RFA is that the EOLC anticipates multiple successful pilot projects rather than just one RFP “winner”. Note that the Evaluation Committee will also be looking for a range of different types of solutions (e.g. “models”) reflecting the specific conditions/needs in different parts of the region. In addition, the Evaluation Committee will be looking to support pilot projects in multiple parts of the region.

If there are proposals that are similar in geographic location(s) served or in the type of proposed solution, the Committee reserves the right to select only one application from that group. The Evaluation Committee expressly wishes to maximize the extent of learning through the pilot projects --- for other stakeholders in the region as well as for the EOLC and its funder.

Applications received by the deadline will be assessed by consensus using the scoring system outlined on the following page. Subject to the notations in the scoring chart, all criteria will be weighted equally. A minimum score of 50 must be obtained to be considered for funding.

After the application deadline has passed, all submissions will be reviewed and evaluated by an Evaluation Committee so designated by the EOLC’s I2TS Working Group. Recommendations will be made to the Working Group regarding which applications should be funded and for what amount. The Evaluation Committee will also advise the Working Group if there are applications that are not of sufficient quality to warrant funding support. The Working Group will be advised of any and all applications received by the deadline, regardless of evaluation and recommendation.

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Criteria (all criteria will be weighted equally but the Evaluation Committee reserves the right to disqualify applications that do not address criteria 1 or 2.)	Assessment (0 to 10 where 0 is the lowest and 10 is the highest)
1. Description of the commuter transportation challenge to be addressed by the proposed pilot project (target groups and geographic areas; impact of challenge on economy and labour market. <i>Note: the proposed project must cross municipal boundaries (ex. City-county; two counties)</i>)	
2. Quality and extent of evidence to substantiate the existence of the challenge and for demand and service design analysis	
3. Explanation and depth of understanding provided for the proposed service model, and how the proposed model meets the needs of the identified target groups	
4. Depth of relevant experience in similar projects, or in transportation services generally and/or in addressing labour market issues	
5. Description of operational plan (ex. Who will provide the service, key characteristics describing service plan, specific service targets, service areas and routes if applicable)	
6. Quality of marketing and promotional plan	
7. Quality of financial plan and first-year budget	
8. Evidence of operational and financial partnerships and other types of cross-boundary collaborations (including associated governance expertise)	
9. Overall quality and clarity of the application	
Total	
Check box to indicate that mandatory requirements page is complete and attached/submitted	

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Once the Working Group has considered and made decision(s) on the Evaluation Committee's recommendations, proponents for all pilot project proposals will be notified --- successful or otherwise. Successful proponents will be required to sign a Letter of Agreement before funding can be released. Note that the proponent's proposal will be attached to the Letter of Agreement as an appendix. The Letter of Agreement will also include a set of mandatory conditions (outlined in this RFA); these conditions include a waiver releasing the Eastern Ontario Leadership Council and their agents from any liability associated with the pilot project.

Commuter Transportation Services Pilot Project Application

Proponents making application to the EOLC for pilot project funding support are strongly encouraged to include the following content in their submission. While there is no maximum number of pages for the submission, proponents are encouraged to be as succinct and clear as possible with additional detail/supporting documentation included as appendices.

Proponents are encouraged to avoid thinking that extensive detail "in the application boxes" enhances prospects for success. Instead refer to the Guidance descriptions following each 'box' and focus on providing clear succinct responses to each section and put supporting detail in the appendices.

The actual application form starts on the following page...

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B. Description of Commuter Transportation Challenge to Be Addressed

Commuter Transportation Challenge to Be Addressed

Transportation Infrastructure and Services

Impacts of Challenge on Employers, Local Regional Economy and on Commuters

Guidance for completing this section of the application:

Outline the commuting challenges faced by employers, the workforce or other members of the labour force who are seeking work. Describe the existing network for transportation (existing roads or highways, rail or air infrastructure available in the target geographic area as well as any transportation services currently available.

Provide a description how inadequate commuter transportation might be impacting both employers and members of the workforce. Examples: impacts on recruitment/talent attraction and/or retention, costs of recruitment and/or replacement, intensity of recruitment and time to fill positions, inability to maintain staffing for production levels, inability to get back and forth to work for which workers are qualified. Provide information on any employer or employee surveys or expressions of support for the proposed pilot project.

Outline how these transportation challenges translate into business impacts for the employers as well as economic impacts for the community. Describe how the solution will contribute to the local or regional economy and/or provide a catalyst for both short-term economic recovery and ongoing economic benefits for the area.

You may delete the preceding guidance before submitting your application.

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C. Evidence that Commuter Transportation is a Barrier to Efficient Labour Market Operation

Evidence Supporting Challenge Description and Solution Options

Sources of Information, Data or Solution Ideas

Guidance for completing this section of the application:

Provide an overview of the research that has been undertaken to arrive at the proposed solution, and any data or other information (evidence) that suggests the proposed solution is a good one and that there is some prospect for medium-long term success.

Note anyone, including transportation services experts/consultants, operators, employers/associations with whom you have been in touch to gather information and/or discuss possible solutions. Outline any articles, studies or other research that has been reviewed to help arrive at the proposed solution.

You may delete the preceding guidance before submitting your application.

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D. Demand and Service Design Analysis

Analysis Undertaken to Determine Potential Demand

Analysis in Support of Commuter Transportation Service Design

Guidance for completing this section of the application:

In this section, describe the data/information gathered and analysis completed to support the solution proposed in this application. This includes but may not be limited to:

- a) place of work/place of residence analysis of commuters;*
- b) indications of the number of commuters/persons accessing employment who will use the service; or*
- c) survey results.*

Presentation of data in either chart or map form is acceptable.

You may delete the preceding guidance before submitting your application.

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F. Proposed Solution to Commuter Transportation Needs

<p>Description of Model/Solution and Services to Be Offered</p> <p>Operator(s) or Other Third Parties Engaged</p> <p>Service Design and Logistics</p>
--

Guidance for completing this section of the application:

Describe the proposed model or solution to the specific commuter transportation challenge identified, including the mode(s) of travel to be used singly or in combination, whether new services will connect to/extend existing services to address currently unmet needs.

Describe the design of the service (routes, timing, on demand/scheduled etc) and explain why this is the best design for the challenge being addressed. Demonstrate how the particular target groups or geographic areas will be served by the proposed solution.

Identify any third parties that will be part of the service and the role(s) they will play. Identify any other infrastructure required to make the solution work and note if these project components have been confirmed. Explain how commuters will access the proposed service.

You may delete the preceding guidance before submitting your application.

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G. Proposed Financial Plan and First-Year Budget

<p>Description of Operating Costs and any Capital Costs for the First Year of Service (Indicate which costs that EOLC financial support might be used to address)</p> <p>Description of Anticipated Revenue Source(s) and Other Financial Contributors</p> <p>Projection of Time to Breakeven</p> <p>Identify Ridership Segments to Contribute to Revenues</p> <p>Financial Host/Sponsor</p>

Guidance for completing this section of the application:
Provide a description of the proposed financial plan for the pilot project, including operating costs --- leasing, fuel, salaries, insurance, maintenance etc.--- (and how they were determined), as well as capital costs (and how they will be covered) Describe any other upfront costs for the solution, including how they will be covered.

Describe the revenue model for the proposed pilot project (what sources of revenue, assumptions behind projections, revenue amounts from each source). Describe any other identified opportunities for funding including grants or user fees; and indicate if any are confirmed at the time of application submission. Describe how the revenues are expected to change over the next several years and at what point the proposed service would be operating on at least a breakeven basis or be financially sustainable. Consolidating financial information in an Excel attachment would be appreciated.

Provide the name of the organization that will serve as the financial host/sponsor and/or provide financial oversight.

You may delete the preceding guidance before submitting your application.

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H. Marketing and Promotion

<p>Profiles of Anticipated Service Users</p> <p>Marketing Outreach and Promotion Tactics</p> <p>Timing and Duration of Marketing Efforts</p> <p>Handling Enquiries and Signing Up Clients</p> <p>Customer Satisfaction Tracking</p>
--

Guidance for completing this section of the application:

Describe the most likely users of the proposed service --- whether commuters themselves or employers --- and how the service design has been tailored to address their needs.

Lay out the tactics (media, techniques) to be used to bring the pilot project to the attention of these users. Explain the pricing model(s) to be used (ex. Per trip fare, subscription, per trip subsidy etc.)

Describe when and for how long particular marketing efforts will take place and how the operations team will handle enquiries and encourage potential employers and riders/users to sign up.

Note any plans to monitor 'customer' satisfaction, identify and enact improvements within the first six months of the proposed service.

You may delete the preceding guidance before submitting your application.

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I. Pilot Project Management

<p>Description of Governance Structure</p> <p>Partnerships, Collaborations and Senior Management Support</p> <p>Description of Operational Management, Roles and Responsibilities</p>
--

Guidance for completing this section of the application:

Provide an overview of the governance structure for the project (ex. Lead organization, integrated into existing organization, financial management, project accountability and evaluation), and how the pilot project will be managed both during and after the pilot phase and after the pilot project. If the pilot project has multiple partners, explain how partners participate and the composition of any committee/forum for shared decision-making.

Outline the support for this project from senior levels of the lead organization including potentially the CEO/CAO or General Manager/Executive Director. Provide a letter or email confirming that this support includes management resources to be dedicated to this pilot project during the pilot project. In addition, note any partnerships, collaborations or subcontracting arrangements that may be in place to deliver a successful project. Letters of support may be included as an appendix to the submission or attached to the transmittal email.

Describe how day-to-day operational management will be handled, including pilot project leadership, and major operational roles (ex. operational oversight, marketing and promotion, customer relations, financial management, ongoing evaluation and making any necessary changes to the system.)

You may delete the preceding guidance before submitting your application.

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Mandatory Requirements:

(include a completed copy of this page with your application)

Proponents should check the boxes beside each mandatory requirement and initial each one to signify understanding of and agreement with these requirements. The completed mandatory requirements form (this page) must be included in/attached to the formal application.

- Ability and willingness to sign a waiver releasing the EOLC from liability for any/all risks associated with the pilot project**

Initial: _____

- Ability and willingness to implement required protocols related to COVID-19 health and safety**

Initial: _____

- Ability and willingness to ensure that any and all services offered will be provided by qualified personnel and within the legal and other regulations associated with provision of passenger transportation services in the Province of Ontario**

Initial: _____

- Ability and willingness to participate in an evaluation of the pilot project (first six months)**

Initial: _____

Initialed by: _____

Organization: _____

Role/Title/Position _____

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Additional Background:

Ability and Willingness to Participate in Pilot Project Evaluation

All funded pilot projects will be evaluated by the EOLC as part of the funding agreement with the Ministry of Labour, Training and Skills Development (MLTSD). Acting as a representative of the EOLC, the Project Coordinator will be in touch with funded projects, to track pilot projects' progress, at the beginning of the pilot phase (six months) and no less frequently than every 60 days as the pilot unfolds,

After six (6) months, the Project Coordinator will work with project proponents to undertake a formal (written) evaluation. The formal evaluation will be shared with the funder (MLTSD) with a summary posted in the public domain for the purpose of helping other communities learn from Eastern Ontario's efforts. Proponents will be required to share basic statistics associated with their pilot project and will be able to view and comment on the formal evaluation and summary before they are shared with others.

The evaluation of the pilot project at the six-month mark will include but may not be limited to these criteria:

- Ridership/User volumes, as compared to pre-launch targets and growth projections
- Stakeholder satisfaction information (from employers, riders/commuters and potentially other stakeholders with direct involvement in the pilot project)
- Evidence of pilot project's contribution to addressing a commuter transportation challenge, economic recovery and/or efficient operation of the local/regional labour market
- Overall financial performance over the first six months, in comparison to projection
- Degree to which proponents learned and adapted (if required) throughout the six-month pilot period
- Quality of governance, operational and financial management, including being able to sustain partnerships or collaborations that were the basis for pilot project design
- Ability to articulate lessons learned and/or best practices that would be useful to others seeking to address commuter transportation services.

Note that the EOLC will be responsible for providing the funder with a consolidated report on all pilot projects, as part of a comprehensive project report.

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Request for Applications - EOLC Commuter Transportation Services Pilot Projects

AUGUSTA TOWNSHIP
TOWNSHIP OF AUGUSTA

Moved By:

Date: February 8, 2021

Seconded By:

Resolution No _____

WHEREAS there is an abattoir crisis in Ontario, widely recognized by livestock producers and abattoir operators—which will be magnified in the near future as aging abattoir operators retire;

WHEREAS training, attracting and retaining skilled labour in the abattoir sector is increasingly challenging;

WHEREAS a significant investment is required to support upgrades to existing abattoirs, to meet regulatory requirements—and recently announced provincial/federal funds do not begin to address the scale of the problem;

WHEREAS existing abattoirs cannot keep up with demand and leave large regions of the province unserved, or with unreasonably lengthy travel times;

WHEREAS animal welfare is increasing in priority for both livestock producers and consumers;

WHEREAS COVID-19 has increased the profile of local-direct marketing, highlighted the issues of local abattoir capacity, and encouraged policy change to facilitate the implementation of mobile abattoir facilities in jurisdictions with food safety standards matching or exceeding those of Ontario (including Scotland, Germany, Sweden, France and the UK);

THEREFORE BE IT RESOLVED THAT the NFU call on the provincial government to upgrade regulatory standards to facilitate the successful implementation of mobile abattoirs in underserved regions across Ontario.

BE IT FURTHER RESOLVED THAT the NFU recommend for the provincial government to fully fund a minimum of four mobile abattoirs equipped with cameras and wifi to enable remote inspection.

AUGUSTA TOWNSHIP

RECORDED VOTE:

	FOR	AGAINST
Councillor Bowman	—	—
Councillor Henry	—	—
Mayor Malanka	—	—
Councillor Schapelhouman	—	—
Deputy Mayor Shaver	—	—

CARRIED _____
Mayor

DEFEATED _____
Mayor

Declaration of pecuniary interest by: _____

Nature of interest: _____

- Disclosed His/Her/Their Interest
- Vacated His/Her/Their Seat
- Abstained from discussion & did not vote on the question

AUGUSTA TOWNSHIP

REPORT NUMBER: 2021-012
REPORT TO COUNCIL: February 8, 2021
RE: Recreation Activity Report
PREPARED BY: Matthijs van der Veen, Comm. Dev & Rec Coord.

RECOMMENDATION:

THAT Council receive the Recreation Activity Report as prepared by the Community Development and Recreation Coordinator dated February 8, 2021 for information.

UPDATES:

COVID-19:

- All indoor recreational facilities are closed until at least February 11th, 2021.
- Once the lockdown restrictions are lifted, we will discuss with the MECG if and under which conditions we can re-open the recreational facilities.

Augusta Farmers and Craft Market (F&CM):

Last years Farmers and Craft Market was a great success!

- High number of local vendors showed (40+) interest in participating.
- 23 vendors attended the last edition on December 19th and fulfilled the questionnaire that was handed out. Some of the highlights:
 - Willingness of the vendors to keep coming back next year → 95%
 - The variety of merchandise is good and there is a good balance between merchandise offered (baking and preserves, farm produce and meat, gluten free produce, custom signs, maple sirup and local honey, jewelry, home sewn items, knitting & wool)
 - 96% of the vendors prefers Saturday morning and 30% are interested in Sunday afternoon.
 - Full overview on the last page
- Good numbers of people attending the F&CM → average of 125 visitors per event
 - Full overview on the last page
- We conclude that the F&CM was a successful event, that is embraced by the community. Therefore, we see the need to continue organizing the F&CM this year and offer local vendors and the inhabitants of the Augusta area a place to come together.
- With all recreational facilities closed, we must let go of the idea of organizing a Valentine's F&CM.
- The first F&CM we would like to organize is around Easter.
- It has not been decided yet if we will continue indoor on a weekly base after Easter or that we start the weekly F&CM outside in May like last year.
- We are looking into ways to promote the F&CM even better then last year, to reach and attract a larger number of people.

AUGUSTA TOWNSHIP

Recreational Lending Library:

- The window had been replaced by a door on January 6th, giving a direct exit/entrance next to the new shed.
- Electricity has been installed on January 7th. There are lights in the shed, as well as outside with motion detectors, lighting the shed entrances for security reasons.
- The storage units from IKEA are built and in place.
- Last step before transferring all the recreational equipment to the shed, is including the shed and new door into the libraries security system. Falcon Security has been at the library to examine the situation and will give advice on the best way to adjust the system.
- The final report has been submitted to the Ontario Trillium Foundation (OTF)



Shelving units, electricity + lights



New door, seen from shed

MERC:

- MERC hall is closed due to COVID regulations.
- There are not a lot of leads and the ones that are there, intend to plan a wedding somewhere the second half of 2021 or even 2022.
- Business meetings or other events are not being scheduled now. Looks like everybody is waiting for better times.

Soccer and Baseball:

- Domville (both baseball fields) and Maynard ball field have been strayed for weeds and are ready for a fresh batch of stone dust in the spring.

Maynard Recreation Association:

- Got a new hall tree to provide a nice seating area for visitors to put their shoes on and a place to hang their coats in the winter months. It's a great addition to the hall.

Roebuck Recreation Association:

- Due to a driver who lost control over his vehicle and fled the scene, the baseball diamond fence was severely damaged. The current situation doesn't endanger road users and the intention is to have the fence fixed in spring. Quotes are being sought.

AUGUSTA TOWNSHIP

Ice Rinks:

North-Augusta rink:

- North Augusta Recreation Association has built their new rink behind the Masonic Hall.



- SDR Plumbing and Heating insulated the pressure tank room with foam and a heating unit is installed, to ensure adequate water supply for the rink.
- Lights were installed by volunteers to keep the rink open until 8pm, after which it was flooded.
-
- Cedar St Park rink:
- This rink is not open this year. Contrary to agreements made earlier with the group of volunteers, they decided no longer to participate due to the 'no hockey rule'. Their main intention was to facilitate a rink where people could play hockey.

Maitland rink (MERC):

- The "In the Woods" skating rink is up and running, as well as the cross country / snowshoe trails. Both are operated by Ivan Limburg and a group of committed volunteers.

Maynard rink:

- This rink, operated by Mike Horan, has been the main volunteer for the rink for many years.
- Councillor Bowman forwarded the contact information of a person interested in volunteering at the rink. Connection has been made and he now stops by regularly to help with the rink maintenance. This is a good start, but we are still looking for more hands to help run the rink.

AUGUSTA TOWNSHIP

- Temporary COVID-19 related signage is posted at all rinks, as well as open/closed signs. As soon as the COVID regulation and/or weather changes, the signs will be adjusted where necessary.
- Great thanks to the Fire Department for their help flooding the rinks at North-Augusta and Maynard.

Masonic Hall:

- Over the next five years, the Township, in collaboration with North Augusta Recreation Committee and local support, seeks to continue to update and upgrade the hall.
- Masonic Hall will get a name change perhaps in the new year. It may return to a former name or a new one entirely.
- Thanks to the Main Street Revitalization Grant, we can replace all the windows at the hall.



Community Development Committee:

- The CDC meeting scheduled January 20th was cancelled. Next meeting is scheduled for February 17th, 2021.
Points from earlier meeting:
- Ideas for the Trillium Foundation Grant: Maitland Tower Project: interested in hosting cultural activities on the property and purchase large outdoor tent which can also be used by the Farmer's Market. They are looking to run gardening workshops, outdoor kitchens, harvesting and preparing foods, etc.
- Meals to go: Work with Connect Youth and/or Augusta Youth Advisory Committee and/or Local food Bank
- Looking at building accessible boat launch.
- Fall festival

Contact:

In case of questions about any of the above or other questions and/or suggestions, feel free to contact me by phone: 613-340-7706 or email: mvanderveen@augusta.ca.



Matthijs van der Veen
Comm. Dev. & Rec. Coord.

Bryan Brown
CAO

AUGUSTA TOWNSHIP

Farmer & Craft market 'End of season questionnaire' results:

Question	Product?		Next year?		Day of preference?					Other markets?	
	Farm	Craft	yes	no	Wed	Thu	Fri	Sat	Sun	yes	no
Total	13	10	18	1	2	3	4	22	7	8	12
%	57	43	95	5	9	13	17	96	30	40	60

How important is the '...' to the success of the market?

Question	'Look/feel'					'Location'					'Time'				
	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Total	0	0	2	5	12	1	0	2	4	16	0	0	2	5	16
%	0	0	11	26	63	4	0	9	17	70	0	0	9	22	70
	(scale 1 = Not important - 5 = Very important)														

How important is the '...' to the success the market?

Question	'Promotion'					'Size customer base'					'Variety Products'				
	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Total	0	0	0	3	16	1	0	2	9	11	0	0	0	6	17
%	0	0	0	16	84	4	0	9	39	48	0	0	0	26	74
	(scale 1 = Not important - 5 = Very important)														

Farmers & Craft market editions and numbers of visitors:

	Date	Visitors
1	10-Oct	92
2	17-Oct	87
3	24-Oct	73
4	31-Oct	118
5	7-Nov	116
6	14-Nov	145
7	21-Nov	171
8	28-Nov	166
9	5-Dec	146
10	12-Dec	146
11	19-Dec	113
	Total	1373
	Average	125

AUGUSTA TOWNSHIP

REPORT #: 2021-015

REPORT TO COUNCIL: February 8, 2021

RE: REVIEW AND APPROVAL OF A/P CHEQUES

PREPARED BY: Ray Morrison, CAO/Treasurer

RECOMMENDATION:

THAT Council receive, review, and approve the payment of the accounts payable invoices paid on cheques #26075 and online payments through to February 3, 2021 in the amount of \$61,513.47.

PURPOSE

To provide Council the opportunity to review and approve the payment of the above noted invoices as provided on the attached list.

ATTACHMENT 1

Any questions that Councilors may have can be directed to the Treasurer prior to or after the Council meeting for follow up.

Bryan Brown
CAO



Ray Morrison
Treasurer

AUGUSTA TOWNSHIP

Report Date
02/04/2021 9:17 AM

Township of Augusta
List of Accounts for Approval
As of 02/04/2021
Batch: 2021-00008 to 2021-00011

Page 1

Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
Bank Code: AP - ACC/PAYABLE					
Computer Cheques:					
26075 2021-01	01/28/2021	ST.LAWRENCE CORRIDOR ECC 2021 YEARLY LEVY 616-01-015 - Ec Dev Projects (CO 2021 YEARLY LEVY		29,412.00	29,412.00
Other:					
1418-Man 9109JAN32021	01/20/2021	BELL MOBILITY INC. 402-01-004 - FIRE PROTECTION 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	FIRE STATION TABLETS FIRE STATION TABLETS HST Tax Code HST Tax Code	87.82 9.70 11.22	97.52
2459-Man 2002JAN12021	01/20/2021	BELL CANADA 438-01-010 - P.W. TELEPHONE 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	PW GARAGE PW GARAGE HST Tax Code HST Tax Code	103.83 11.46 13.26	115.29
3637-Man 5844JAN112021	01/20/2021	HYDRO ONE NETWORKS 600-01-018 - NORTH AUGUSTA I 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	N/A RECREATION N/A RECREATION HST Tax Code HST Tax Code	50.47 5.58 6.45	56.05
4149-Man 9094JAN112021	01/20/2021	HYDRO ONE NETWORKS 102-01-044 - DUE FROM FAST E 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	N/A WDS N/A WDS HST Tax Code HST Tax Code	95.07 10.50 12.14	105.57
4444-Man 3997JAN112021	01/20/2021	HYDRO ONE NETWORKS 402-01-002 - FIRE PROTECTION 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	N/A FD N/A FD HST Tax Code HST Tax Code	336.63 37.19 43.01	373.82
4723-Man 6488DEC292020	01/20/2021	ROYAL BANK VISA 402-01-014 - FIRE PROTECTION 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	JEFF STEWART F/D VISA REPAIRS TANKER #8 HST Tax Code HST Tax Code	1,086.59 120.02 138.81	1,206.61
4900-Man 4595JAN42021	01/04/2021	ROYAL BANK VISA 402-01-005 - FIRE PROTECTION 402-01-020 - FIRE PROTECTION 402-01-012 - FIRE PROTECTION 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	FIRE CHIEF VISA SUPPLIES FIREFIGHTER APPRECIATION TRAINING HST Tax Code HST Tax Code	99.16 705.93 362.81 129.00 149.20	1,296.90
5006-Man 611375	01/20/2021	MACEWEN PETROLEUM 120-01-002 - STOCK - DIESEL 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	CLEAR DIESEL CLEAR DIESEL HST Tax Code HST Tax Code	1,031.42 113.93 131.77	1,145.35

AUGUSTA TOWNSHIP

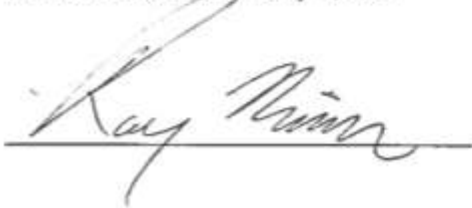
Report Date
02/04/2021 9:17 AM

Township of Augusta
List of Accounts for Approval
As of 02/04/2021
Batch: 2021-00008 to 2021-00011

Page 3

Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
8605-Man 615421	01/20/2021	MACEWEN PETROLEUM	COLOURED DIESEL		
		120-01-003 - STOCK - COLOURE	COLOURED DIESEL	715.86	
		102-01-099 - HST RECEIVABLE	HST Tax Code	79.07	
		900-01-099 - HST TRACKING	HST Tax Code	91.45	794.93
9105-Man 2031JAN12021	01/20/2021	BELL CANADA	N/A FIRE STATION		
		402-01-004 - FIRE PROTECTION	N/A FIRE STATION	46.72	
		102-01-099 - HST RECEIVABLE	HST Tax Code	5.16	
		900-01-099 - HST TRACKING	HST Tax Code	5.97	51.88
9133-Man 613157	01/20/2021	MACEWEN PETROLEUM	PREMIUM GAS		
		120-01-001 - STOCK - GAS	PREMIUM GAS	1,097.17	
		102-01-099 - HST RECEIVABLE	HST Tax Code	121.18	
		900-01-099 - HST TRACKING	HST Tax Code	140.16	1,218.35
9218-Man 615428	01/20/2021	MACEWEN PETROLEUM	CLEAR DIESEL		
		120-01-002 - STOCK - DIESEL	CLEAR DIESEL	1,940.09	
		102-01-099 - HST RECEIVABLE	HST Tax Code	214.29	
		900-01-099 - HST TRACKING	HST Tax Code	247.85	2,154.38
19613-Man 19613	01/28/2021	UNITED COUNTIES OF LEEDS & COMPLIANCE AUDIT HONORARIUM			
		Accrual 401-01-015 - PROFESSIONAL SE COMPLIANCE AUDIT HONORA		34.63	
		102-01-099 - HST RECEIVABLE	HST Tax Code	3.83	
		900-01-099 - HST TRACKING	HST Tax Code	4.43	38.46
210121-Man LWHK484	01/28/2021	CDW CANADA LLC	ADOBE PRO PURCHASE		
		401-01-050 - MODERNIZATION/F	ADOBE PRO PURCHASE	632.94	
		102-01-099 - HST RECEIVABLE	HST Tax Code	69.91	
		900-01-099 - HST TRACKING	HST Tax Code	80.86	702.85
8037748 JAN1520221	01/25/2021	MINISTER OF FINANCE	PAYROLL REMITTANCES		
		204-01-001 - PAYROLL DEDUCTI	PAYROLL REMITTANCES	17,723.18	17,723.18
				Total for AP:	61,513.47

Certified Correct This February 4, 2021



AUGUSTA TOWNSHIP

REPORT NUMBER: 2020 - 011
REPORT TO COUNCIL February 8, 2021
RE: Planner's Year End Report (2020)
AUTHOR: Myron Belej, Township Planner

RECOMMENDATION:

THAT the Planner's Year End Report (2020) be received for information.

PURPOSE:

This report discusses planning and economic development activities of 2020 and highlights areas of opportunity going into 2021.

BACKGROUND:

We have made some significant gains together over the last year, particularly with regards to strategic planning, new national partnerships, regional leadership, progressive new committees, advancing planning applications, educating the public, bringing forward rezoning and site plan control applications for multi-unit waterfront developments, new land deals, tenants, and severance activity at the Maitland Industrial Park and municipal servicing connections.

Together, we have generated positive media coverage, managed significant interest in Augusta real estate and increased participation by local developers, investors and entrepreneurs. Our Main Street grant program leveraged Provincial dollars to encourage redevelopment and draw interest from business owners in both the northern and southern halves of the Township.

Participation in the South Grenville Digital Service Squad will continue into 2021, with more Augusta businesses being eligible for the Future Proof program to enhance the digital marketing strategies of local companies than were able to access the original Digital Transformation Grant, which all eligible businesses were approached about.

The Great Augusta Community Survey, conducted in July, has provided a benchmark for quality-of-life considerations in the Township and key insights into the preferences and aspirations of local residents. Augusta's first Community Improvement Plan may be built upon with additional grant programs to help make these a reality.

The Community Improvement Plan is progressive because it introduces new concepts, encouraging the promotion of "rural destination zones" and "congregating commercial uses". Subsequently, a rezoning application for the Aqua World Resort property on

AUGUSTA TOWNSHIP

Merwin Lane incorporated rural destination elements such as agricultural use for local food production into the original concept, which Council supported.

In 2020, Augusta's Committee of Adjustment met for the first time in two years. As COVID-19 began to spread globally, we adapted by hosting public meetings to discuss planning applications virtually. Several committee members have joined monthly meetings virtually as well.

In addition to supporting the work of internal departments and internal task teams such as Augusta's Grants Committee, support was provided to a number of external agencies and partners as well. In 2020, the Planner served on the Leeds-Grenville Small Business Support and Transformation Task Team, and Prescott's Economic Recovery Task Force participated in the Leeds-Grenville Business Support Working Group, the St. Lawrence Corridor Economic Development Commission and the United Counties of Leeds and Grenville Planners Group: The Planner also present at the unveiling of the Bioindustrial Innovation Canada (BIC) East office.

Participating in weekends at the LG Trade Show and the Augusta Farmers' Market provided excellent opportunities to network and engage with community members. Our Fall Harvest Event to celebrate progress being made in the realms of agriculture, community, sustainability, economic development and the environment was also very well received.

National partnerships with Bee City Canada and the Canadian Wildlife Federation, and regional partnerships with the Grenville Federation of Agriculture and South Nation Conservation were specifically highlighted at the World Energy Day event. They were all in attendance to connect with our local entrepreneurs, Township staff and Council members.

Ongoing networking efforts have strengthened our connection with St. Lawrence College, generated teaching opportunities for our local entrepreneurs, and helped realize new agriculturally based courses, with potentially more to come. Letters of intent signed in 2020 to support regional networks for various agricultural producers, as support for local bioeconomic development increases, should grow the demand further.

Additional networking and education opportunities are being coordinated with key stakeholder groups into 2021, including our aggregate producers, suppliers of technological solutions and promoters of bioeconomy development opportunity zones to foster business growth, create jobs and enable more new construction to follow 2020 as the top year in the last two decades for building permit applications.

Staff and Council members alike have gained a better understanding of the challenges of and opportunities for local developers, including with respect to environmental and servicing constraints and multi-unit residential housing development. It has been confirmed that Augusta's settlement areas can be reconfigured with an Official Plan amendment to further enable residential development near established communities such as Maitland and North Augusta.

AUGUSTA TOWNSHIP

Discussions will continue about optimal utility servicing for new neighbourhoods, conceptual design plans for groups of interested landowners and starting this month, a new Developer's Digest e-newsletter will further build engagement with residential, commercial, and industrial developers in anticipation of updates to Augusta's Official Plan and Zoning By-law.

ANALYSIS:

Demand remains high into the winter months for planning and economic development resources. Real estate continues to sell quickly, frequently with multiple offers, and ongoing local and regional economic development efforts are likely to further increase the need for planning services.

In addition, with the expectation that many of the seeds planted in 2020 will bear fruit in 2021, we anticipate the year ahead to be an active, exciting, and memorable one for both planning and economic development in Augusta Township.

Bryan Brown, CAO

Myron Belej, RPP, MCIP

AUGUSTA TOWNSHIP

REPORT NUMBER: 2020-013
REPORT TO COUNCIL February 8, 2021
RE: BUILDING DEPARTMENT ACTIVITY SUMMARY
AUTHOR: Karen Lavigne CBO, CBCO

RECOMMENDATION:

THAT Council receive the Building Department Activity Report for January 2021 for information.

BUILDING DEPARTMENT ACTIVITY SUMMARY

	Permit Number	Cost of Project	Permit Cost	Type of Permit
9/12/2020	2020-7504	\$6,000.00	\$288.00	Greenhouse
4/1/2021	2021-7505	\$250,000.00	\$1,564.00	Renovation
4/1/2021	2021-7506	\$4,000.00	\$100.00	Shed
8/1/2021	2021-7507	\$80,000.00	\$800.00	D Garage
11/1/2021	2021-7508	\$6,100.00	\$144.00	Shed
25/1/2021	2021-7509	\$352,000.00	\$5,048.32	Addition, Reno, D Garage
28/1/2021	2021-7510	\$173,566.50	\$750.00	Barn Addition
JAN. TOTAL		\$871,666.50	\$8,694.32	
2021 TOTAL		\$871,666.50	\$8,694.32	

Inspections performed in January; 27

Permits issued in January; 7

Inspections performed in December; 35

Permits issued in December; 2

MPAC finals for January; 4

MPAC occupancies for January; 3

Monthly reports submitted to MPAC, Statistics Canada, Tarion and CMHC for January 2021.

AUGUSTA TOWNSHIP

Date Issued	Permit Number	Cost of Project	Permit Cost	Type of Permit
6/1/2020	2020-7374	\$8,000.00	\$75.00	Wood Stove
7/1/2020	2020-7375	\$35,000.00	\$190.00	Dock/Ret. Wall
14/1/2020	2020-7376	\$40,000.00	\$95.00	Renewal
16/1/2020	2020-7377	\$0.00	\$95.00	Renewal
21/1/2020	2020-7378	\$4,900.00	\$120.00	Storage Shed
JAN. TOTAL		\$87,900.00	\$575.00	
2020 TOTAL		\$87,900.00	\$575.00	

Following up on last months report, a new Provincial shut down became effective January 12, 2021, with possibilities of the lock down being extended.

Certain construction projects are deemed essential under these new Provincial regulations.

Essential residential construction projects are described as, a project where a footing permit has been granted for single family, semi-detached and townhomes. (Although the wording is not clear, building officials have discussed and come to a consensus that these projects are to have had the permit issued before January 12, 2021.)

Projects such as a condominium, mixed use, or other residential building (not clear again) and projects involving renovations to residential properties where construction work was started before January 12, 2021 are also deemed essential.

Projects that are intended to provide shelter or supports for vulnerable persons or affordable housing, below-grade multi-unit residential construction projects, such as apartments and condominiums, and construction to prepare a site for an institutional, commercial, industrial or residential development, including any necessary excavation, grading, roads, or utilities infrastructure are also permitted to begin, even if the permit was issued after January 12, 2021. (We have determined this to not include a new foundation.)

The majority of Augusta Township's building permits consist of residential renovations, additions, and accessory buildings, followed by new residential single-family dwellings and apartments. Pool, deck, and patio permits have increased this past year due to stay at home recommendations. Applications in general have increased. Agricultural, commercial, and industrial have remained about even with past years.

AUGUSTA TOWNSHIP

The Ontario Building Code Act mandates that building officials issue permits if the application is deemed to be complete. The OBC mandates the timelines for permit issuance. The recent lock down has not suspended these timelines, as was previously done under the previous Provincial order.

The Building Department continues to issue permits, but it is the responsibility of the permit holder and builders to ensure they are following Provincial Orders. We have created a cover letter for them to sign off on stating that they understand this. Building officials will not perform inspections on projects that are not deemed essential or are considered unsafe, and continue to use common sense, PPE and best practices during inspections.

FINANCIAL IMPACTS:

I forecast that applications and revenue from building permits will continue to increase during the pandemic as we are trying to bring Covid-19 under control. Vacant land and residential housing are in demand. We are experiencing persons from near and far wanting to move to this area or to make their homes a better place to live, love and stay safe.

Bryan Brown, CAO

Karen Lavigne, CBO

AUGUSTA TOWNSHIP

REPORT NUMBER: 2021-014
REPORT TO COUNCIL: February 8th, 2021
RE: Fire Year End Report
PREPARED BY: Robert Bowman; Fire Chief

RECOMMENDATION:

THAT Council receive Augusta Fire Rescue 2020 Year End Report for information and provide any additional feedback for future report.

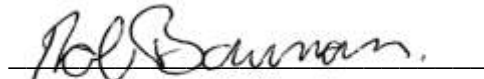
BACKGROUND:

Please see the attached document

ATTACHMENT 1

FINANCIAL IMPACTS:

None at this time



Robert Bowman
Fire Chief

Bryan Brown
CAO

AUGUSTA TOWNSHIP

AUGUSTA FIRE RESCUE



2020 Annual Report

AUGUSTA TOWNSHIP

AUGUSTA FIRE RESCUE 2020 Annual Report

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AUGUSTA TOWNSHIP

AUGUSTA FIRE RESCUE
2020 Annual Report

Message from Fire Chief Rob Bowman

I am pleased to present our 2020 Annual Report and to thank you for taking the time to review our many accomplishments and ongoing activities over the past year. The last year has been extremely challenging as COVID-19 has forced us to rethink how we respond to emergencies and how we protect our member so we can protect our Municipality. Augusta Fire Rescue investigated new ways of completing many tasks including day to day operations, training and emergency response. We continue to face many obstacles and challenges as we forge ahead committed to our overall mission, vision and values for those whom we serve faithfully and diligently. Through the challenges of 2020, we have continued to offer our residents fire suppression, rescue, first response medical care, prevention, education and life safety services, albeit sometimes differently.

As the Fire Chief of Augusta Township for the last ten years, one thing that never ceases to amaze me is the dedication of the members of Augusta Fire Rescue. They provide lifesaving services to those who live, work, visit and have fun in Augusta Township and they do so while sacrificing time with their own families and careers. The efforts demonstrated by each of our professionally trained members is our commitment to providing delivery of the highest level of skilled and dedicated service to those who find themselves in need.

It is a pleasure to serve our community as Fire Chief and we will continue to meet new challenges head on and ensure that Augusta Township is protected. I do not take this responsibility or the safety of our residents lightly. On behalf of all our members, we wish to thank the entire community for the support and necessary funding, as we continually seek new methods and techniques toward effectively and responsibly meeting the challenges, we face in our excellent delivery of life safety services.

Sincerely,

Robert Bowman

Fire Chief, Augusta Township

AUGUSTA TOWNSHIP

AUGUSTA FIRE RESCUE
2020 Annual Report

Mission, Vision, Values

Mission:

To professionally provide protection and assistance to residents and visitors of Augusta Township from the effects of fires, medical emergencies and dangerous conditions. We achieve this through public education and prevention as well as emergency response.

Vision:

We strive to deliver innovative All Hazard emergency response, public education and prevention services in an effective, efficient manner with utmost pride, professionalism and respect.

Values:

Our Values provide the guiding principles as to how we work together to deliver our mission and achieve our vision. Our Values include:

Excellence: *We are committed to continuous improvement, learning and innovation*

Teamwork: *We understand the importance of cooperation and working together, valuing the contribution of each other and recognize the value of diversity.*

Respect: *We are respectful of each other and those we serve.*

Safety: *In all we do, our first priority is the safety of the Public, our community and ourselves.*

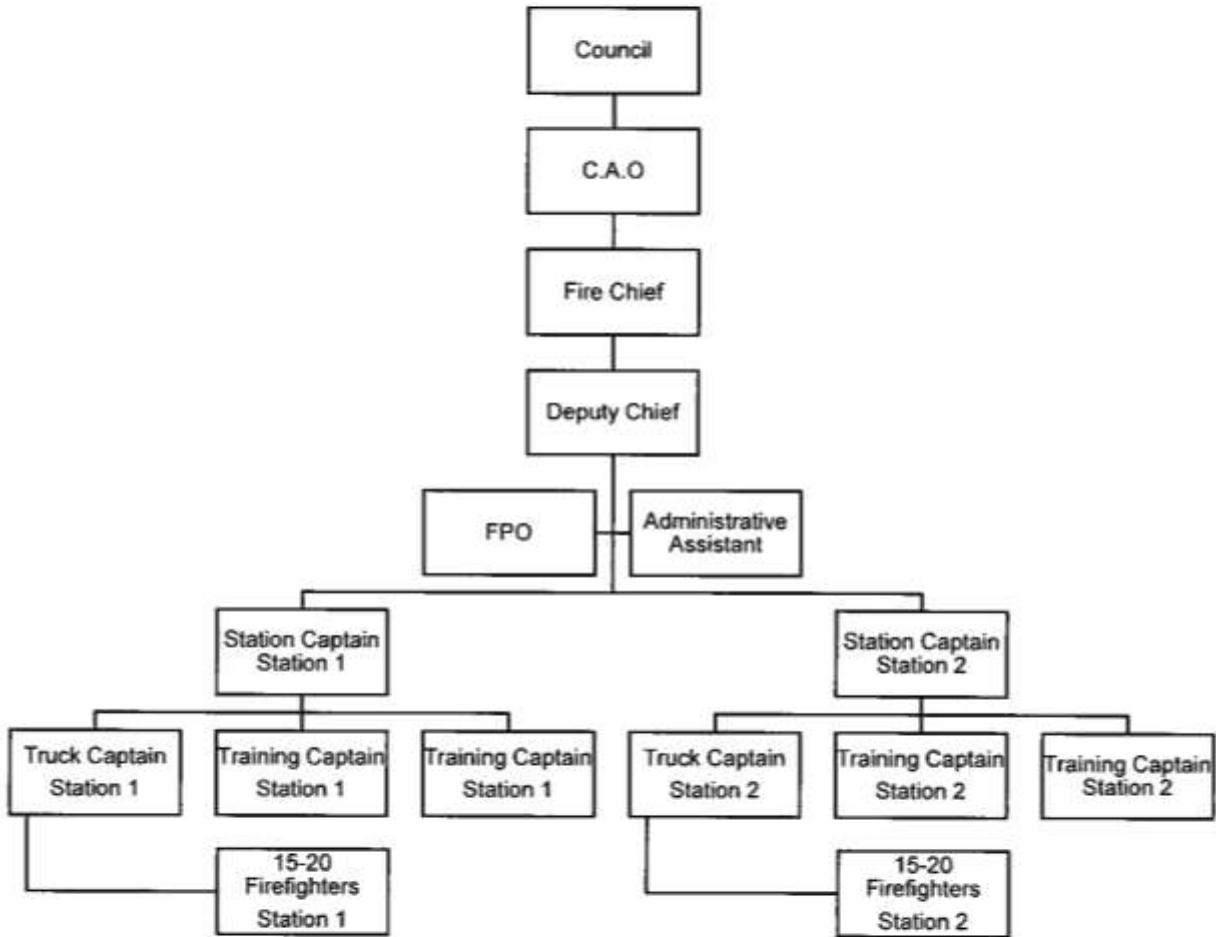
AUGUSTA TOWNSHIP

AUGUSTA FIRE RESCUE
2020 Annual Report

Fire Administration

- Fire Administration consists of the Fire Chief, Deputy Chief and Administration Assistant operating out of Station #1 in Maitland. The Chief is responsible for 41 staff depending on recruitment/turnover.

Organizational Structure



AUGUSTA TOWNSHIP

AUGUSTA FIRE RESCUE 2020 Annual Report

Budget 2020

- The budget for Augusta Fire Rescue is identified through Operating and Capital allocations approved by Council yearly.
 - Operating Budget - \$523,183
 - Operating Actual - \$481,484
 - Capital Budget - \$47,000
 - Capital Actual - \$39,811

Buildings

- Augusta Fire Rescue currently operates from 2 Fire Stations.
 - Station #1 is proving to be everything we had hoped. Hopefully by 2022 we can hold some public events to truly become a community building.
 - Station #2 continues to serve our residents and firefighters well, however the station is 47 years old. In 2021 we have some required upgrades to complete. Plans for replacement in 14-20 years should be investigated.

Staffing

- We have 39 firefighters with 20 at Station 1 and 19 at Station 2
- 3 new firefighters were hired in 2020.
 - one who had previously been on Augusta Fire Rescue for 2 years
 - one who had 4 years' experience with another Fire Service in Leeds and Grenville and moved to Augusta Township.
 - one who had 10 years' experience with another Fire Service in Leeds and Grenville and has also been a career firefighter for 17 years.
- 4 members resigned.
 - 2 members resigned due to the time commitment required between Augusta Fire Rescue and a new career.
 - 2 newly hired members resigned due not fully understanding the time commitment.

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AUGUSTA FIRE RESCUE
2020 Annual Report

Fleet and Equipment

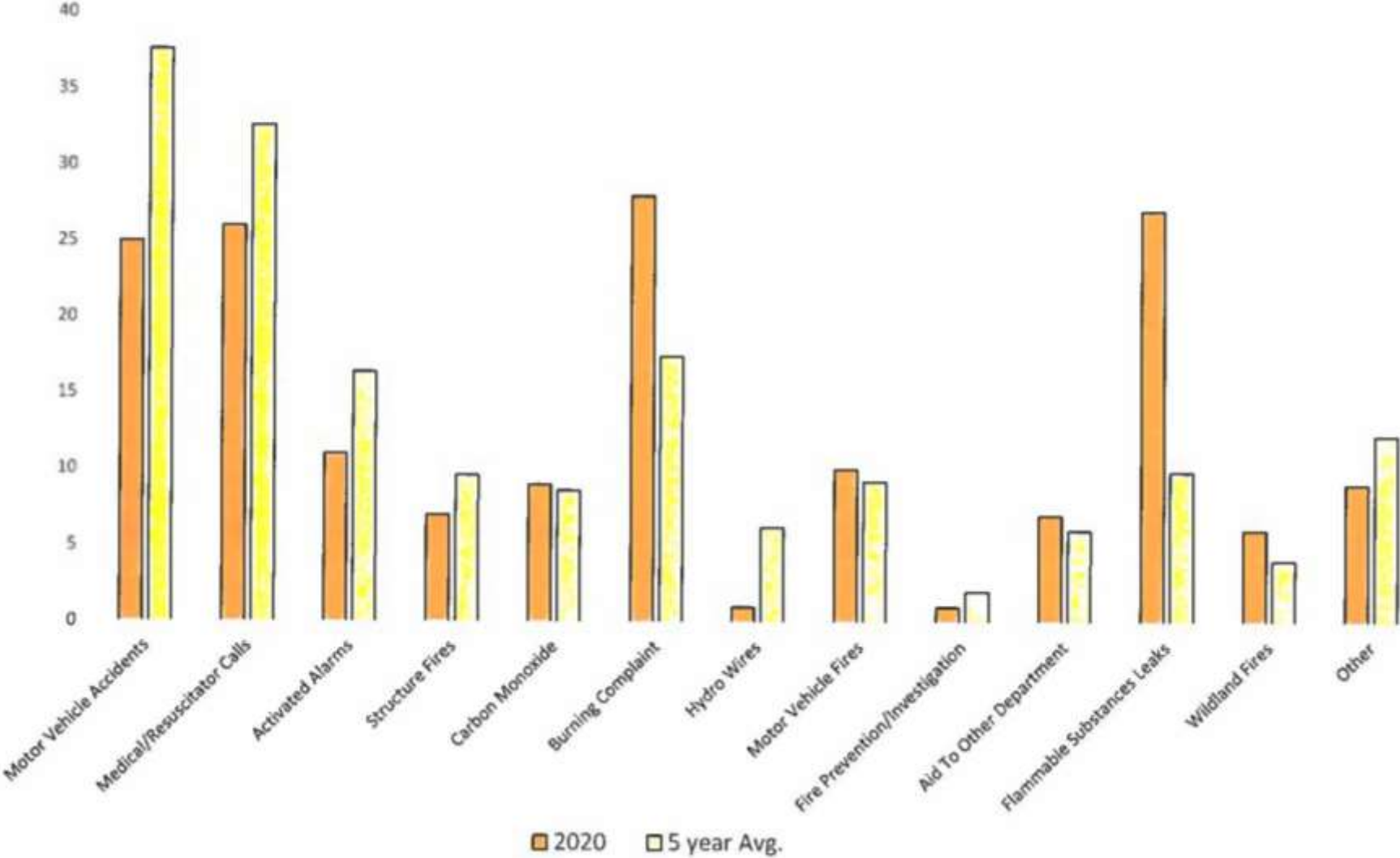
- The main apparatus includes 3 pumper/tankers, 2 rescues, 2 tankers, 2 ¾ Ton Trucks, 1 side by side, and 1 Brush Fire/Rescue Trailer
- All vehicles except Pumper 11 passed annual pump testing.



AUGUSTA TOWNSHIP

Response Statistics

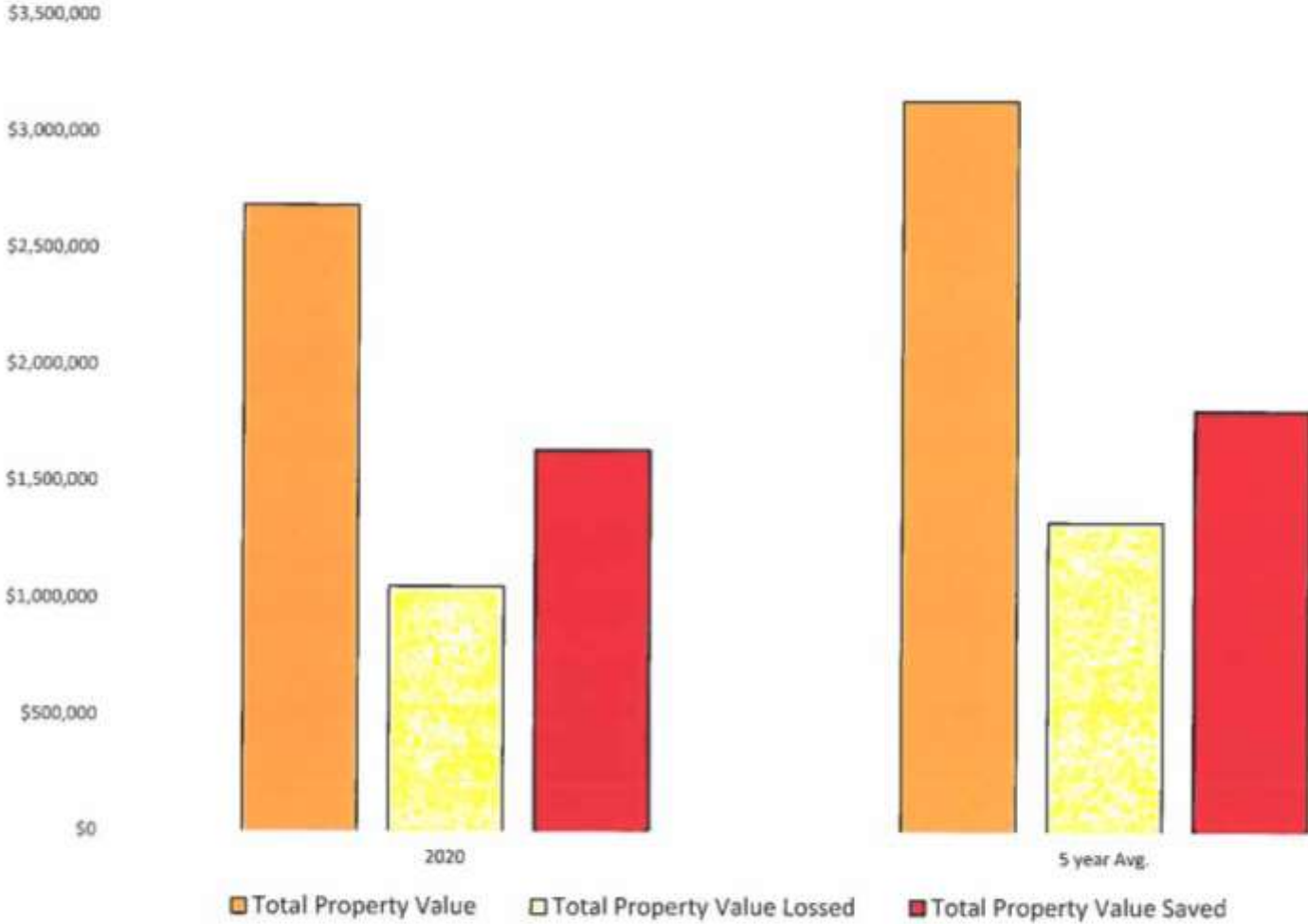
Responses Bases on Types



AUGUSTA TOWNSHIP

AUGUSTA FIRE RESCUE 2020 Annual Report

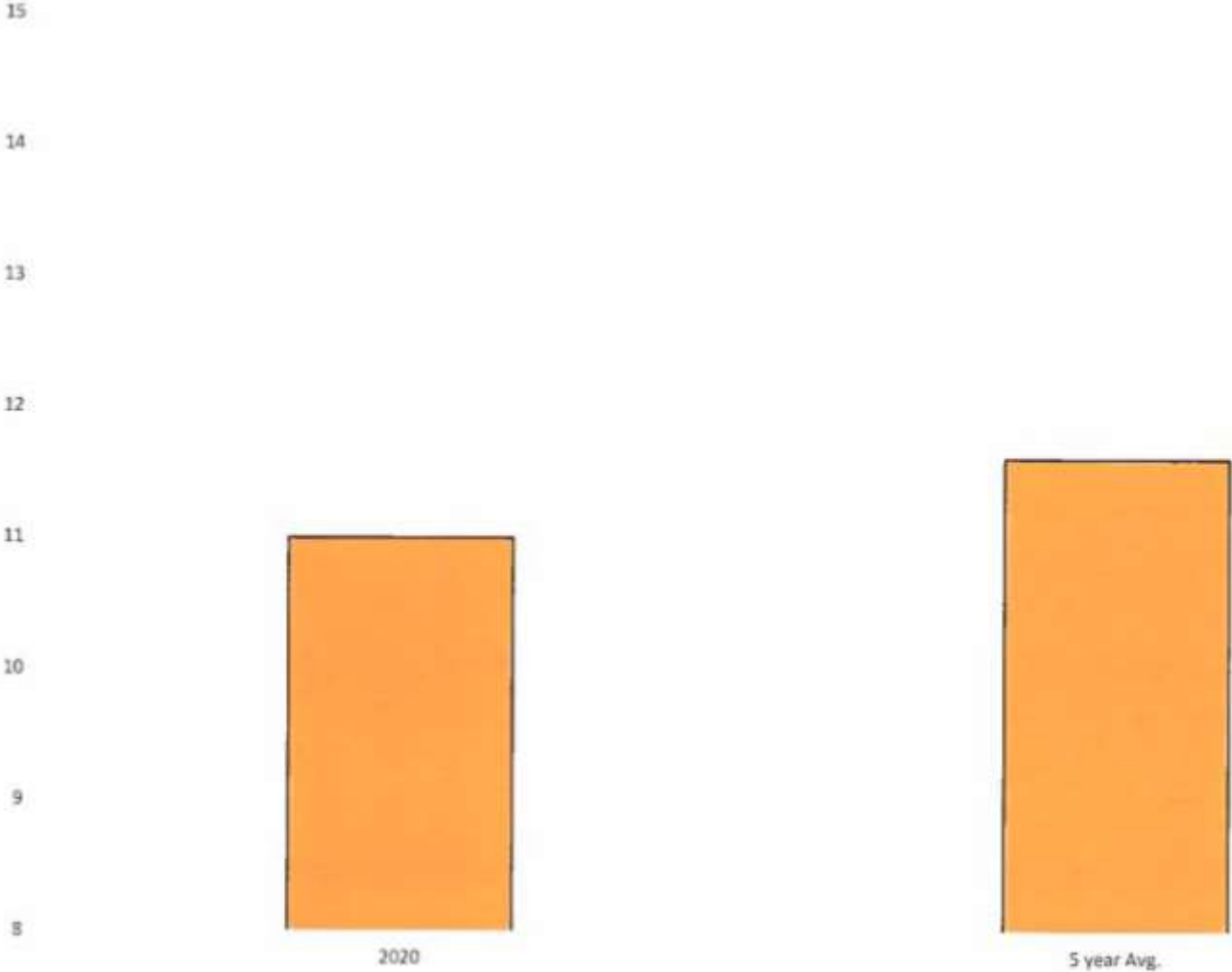
Property Values / Damage / Saved Fire Incidents



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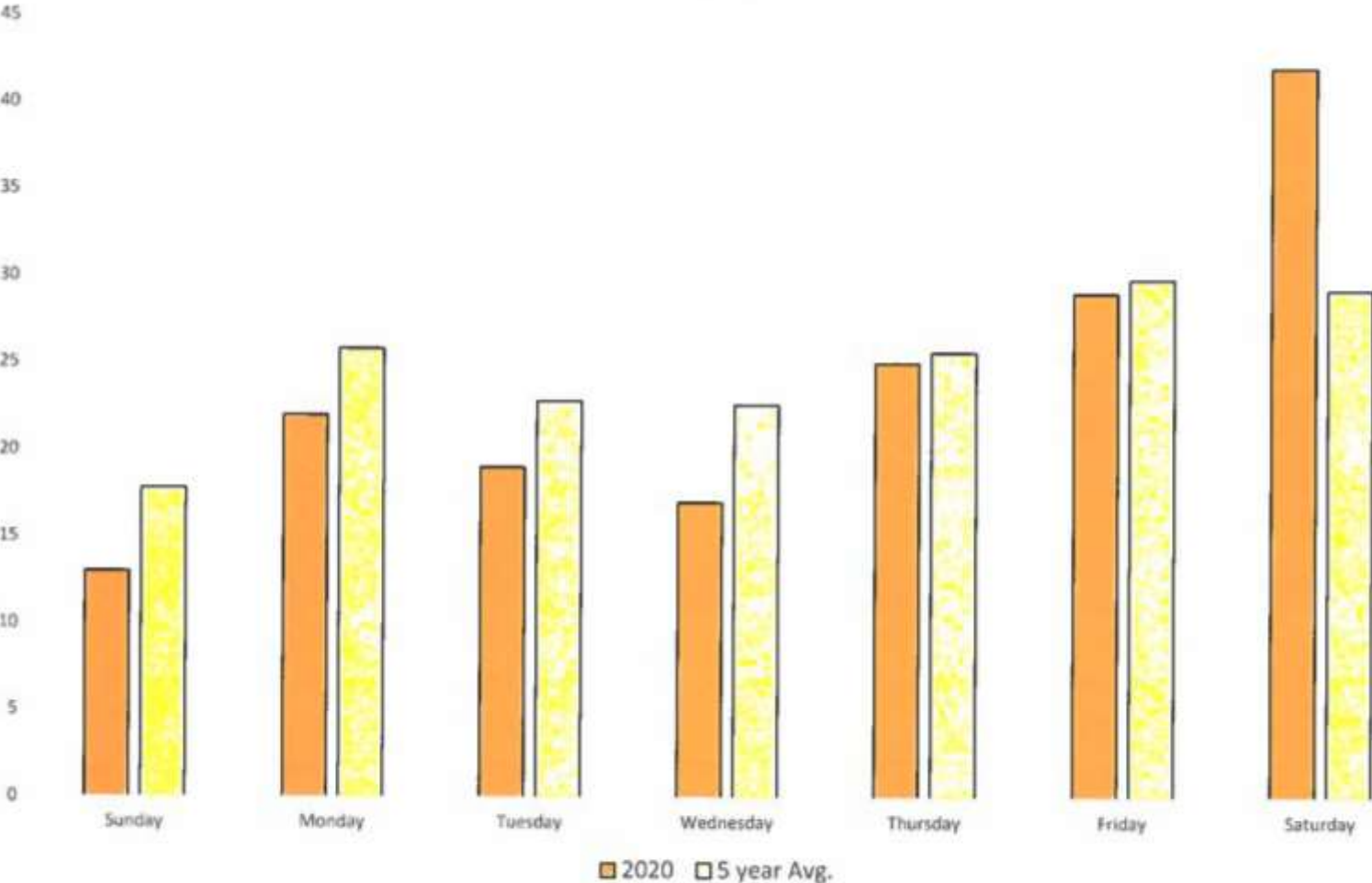
Average Firefighter Turnout



AUGUSTA TOWNSHIP

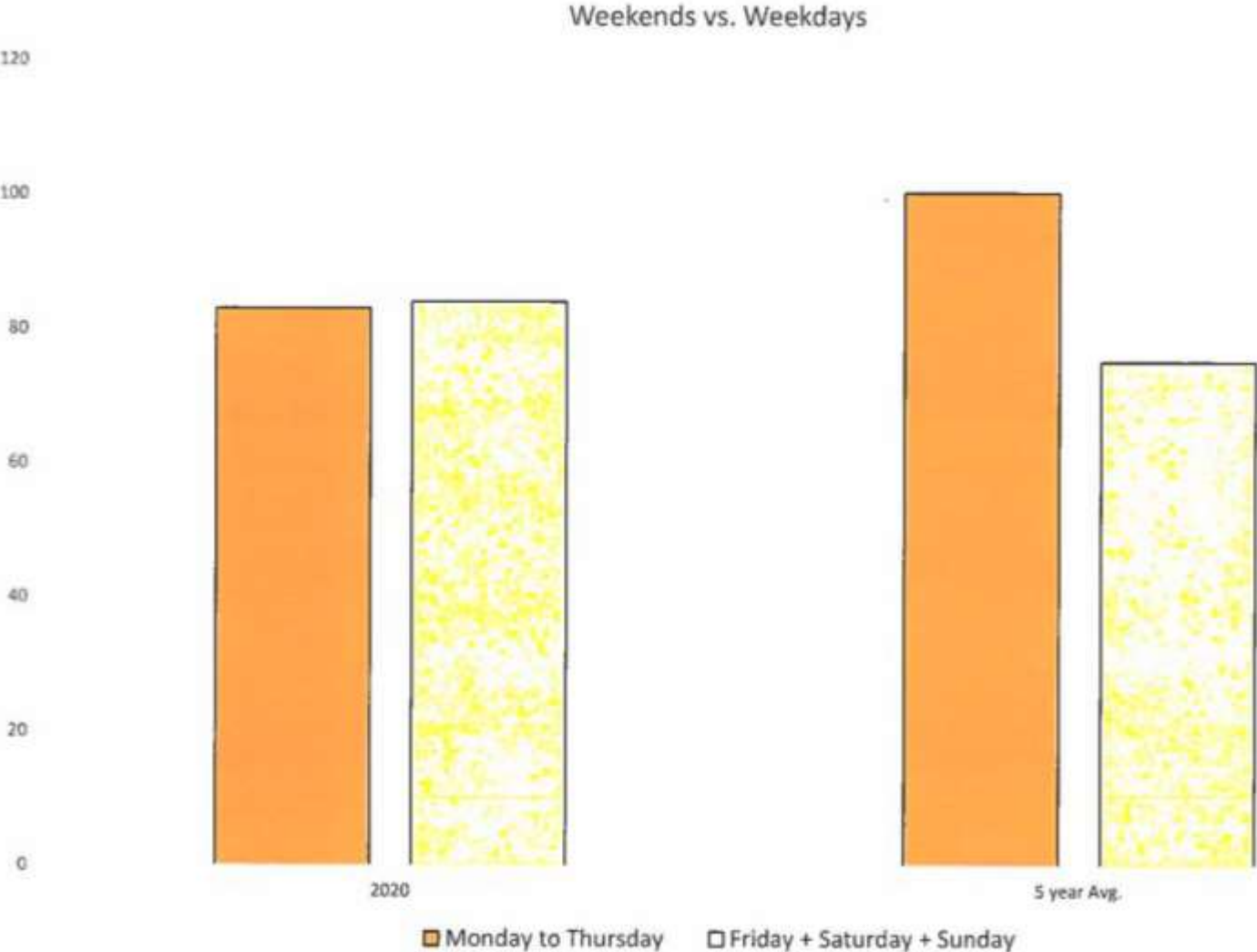
AUGUSTA FIRE RESCUE 2020 Annual Report

Incidents by Day of Week



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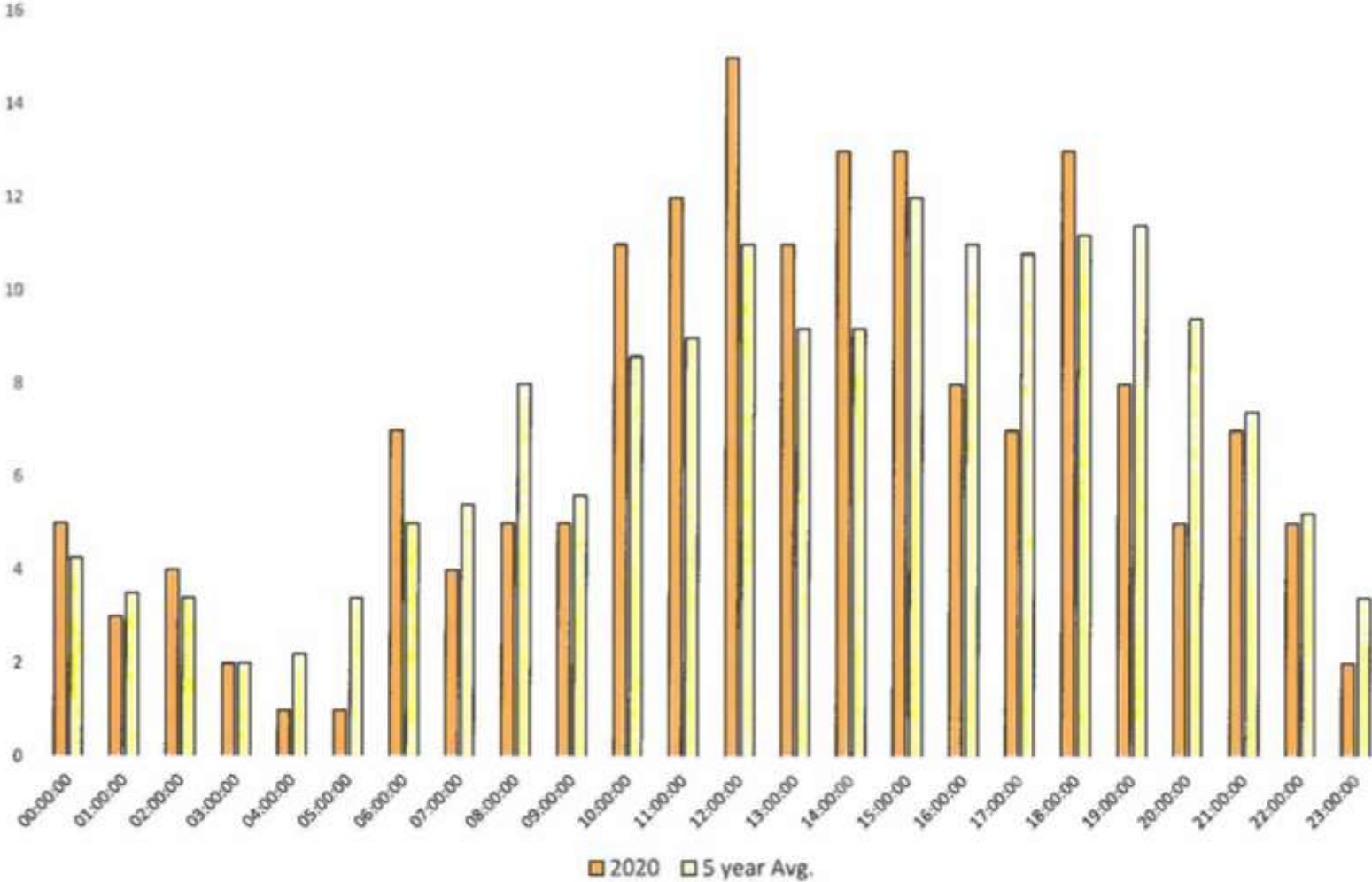
AUGSUTA FIRE RESCUE
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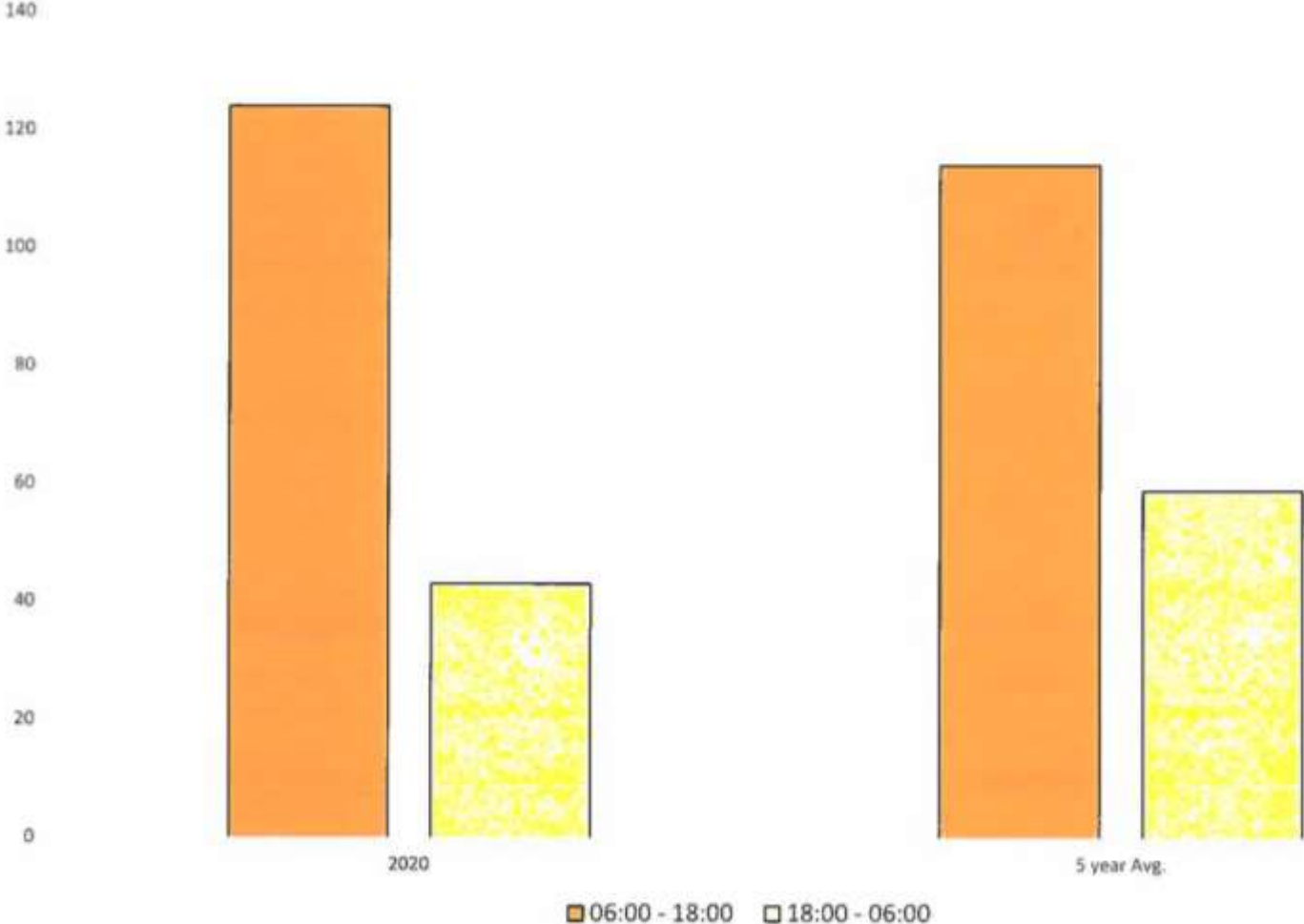
Alarm Time Analysis



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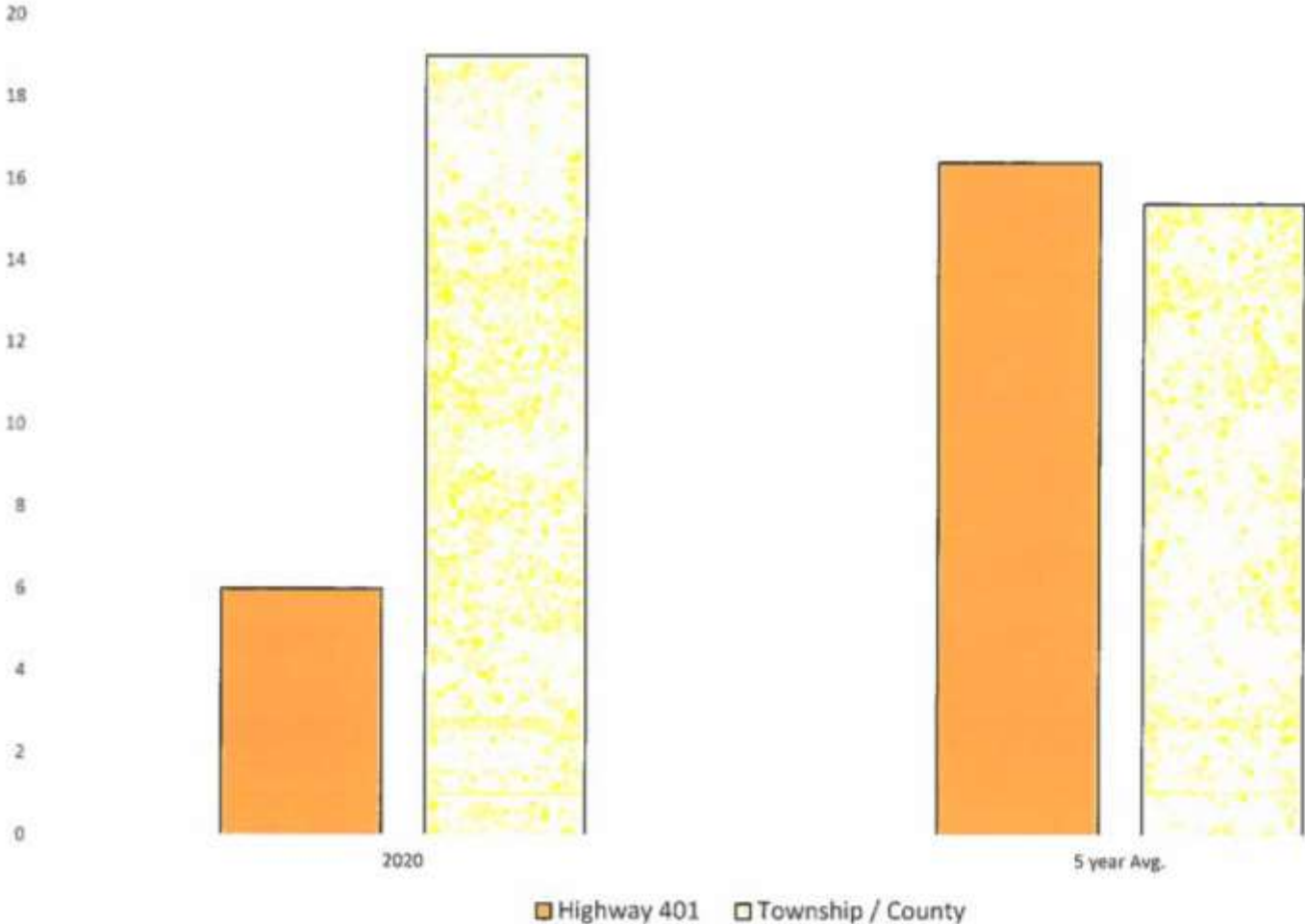
Days vs. Nights



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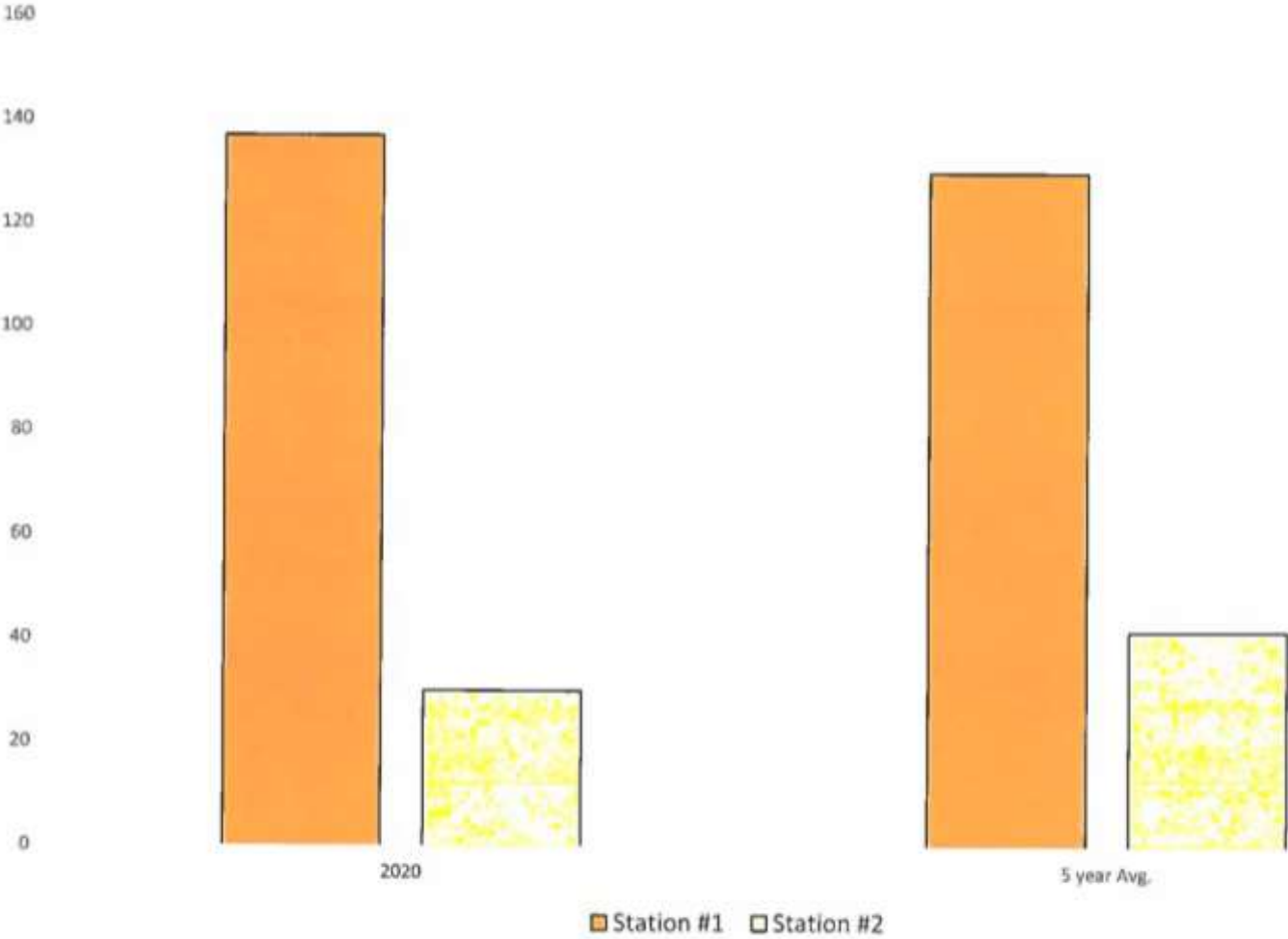
Accident Locations



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Station Responses



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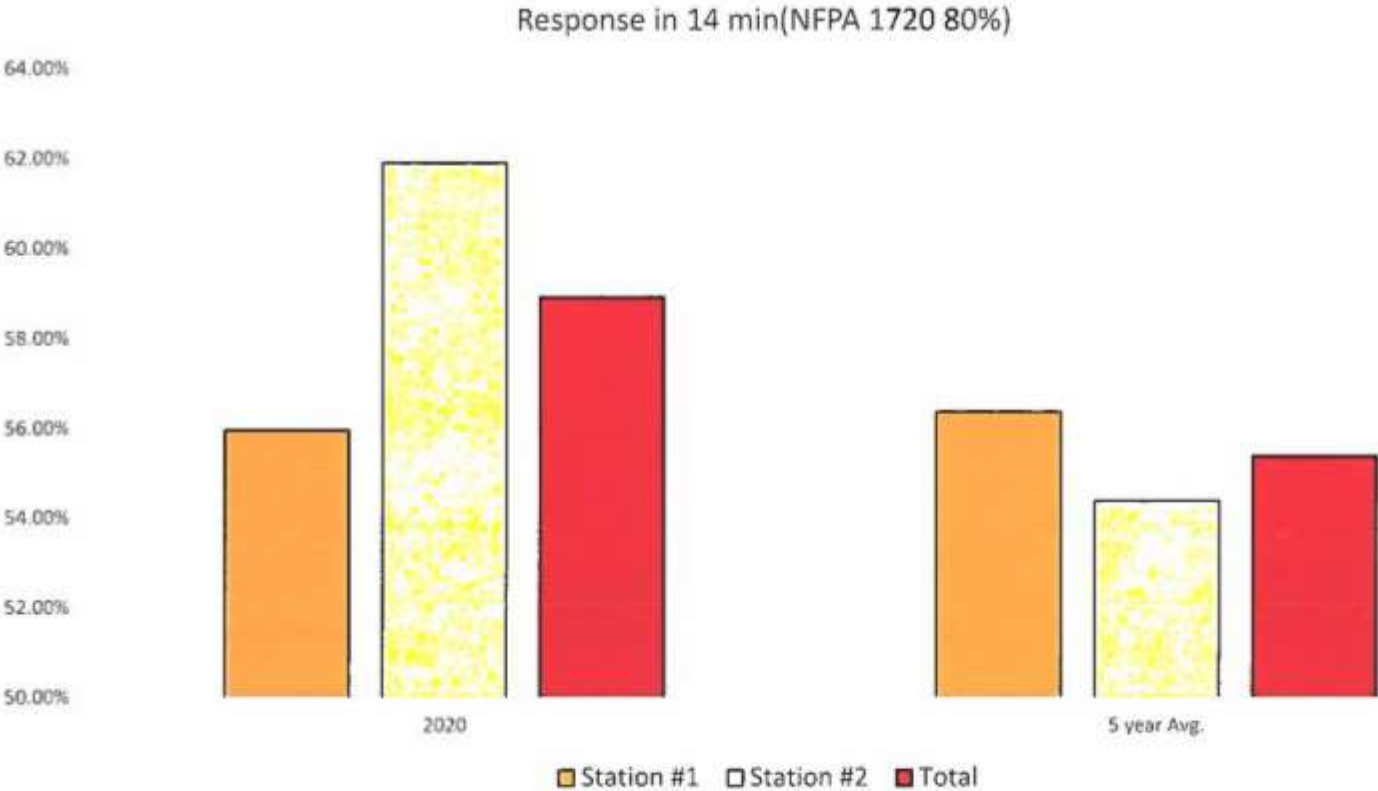
AUGSUTA FIRE RESCUE
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NFPA 1720

Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments

The response time standard for Volunteer Fire Departments is 14 minutes 80% of the time. Our results:

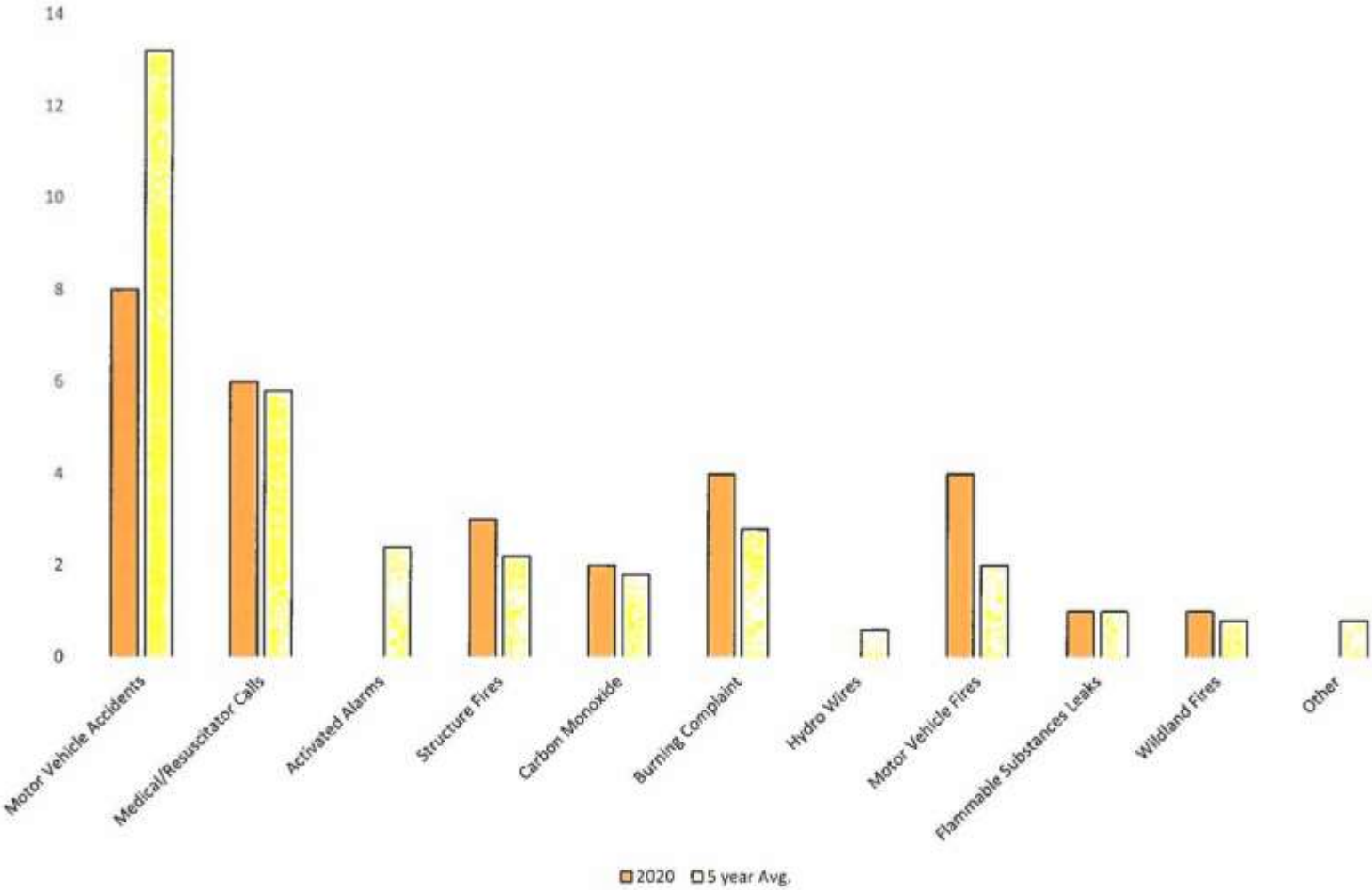
Currently we split the Township into two response areas. The Station #1 response area is Algonquin Rd South. The Station #2 response area is Algonquin Rd North.



AUGUSTA TOWNSHIP

AUGUSTA FIRE RESCUE
2020 Annual Report

Prescott Fire Responses



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Fire Prevention

Public Education

The *Fire Protection and Prevention Act, 1997* (FPPA) was proclaimed into law on October 29, 1997 and introduced a new framework for the provision of fire protection in Ontario. This includes specific roles for the Province and municipalities. Within this framework, municipalities are responsible for funding and delivering services and the Province is responsible for providing advice, guidance, and support to municipalities. The vision of the FPPA is that every residents of Ontario will receive an appropriate level of fire protection.

Fire Prevention Week: October 4th- 10th 2020

"Serve Up FIRE SAFETY in the Kitchen" was the 2020 theme for Fire Prevention Week. The theme was aimed at educating everyone about the simple but important actions they can take to keep themselves and those around them, safe and in the kitchen.

The Fire Prevention Team was unable to attend Maynard Public School due to an abundance of caution with COVID-19.

However, we posted 11 different post pertaining to Kitchen Safety on our social media platforms. The posts on Facebook were seen by 10,137 people. We use social media for a variety of topics, but its main purpose if Fire Safety. We posted a number of other posts like weather alerts, road restrictions or closures, training pictures etc. Although those posts are helpful and provide an element of safety for our residents, the main purpose is to get the user to "like" and "follow" our social media. This is to expand our reach with Fire Safety messages. To assist with expanding our social media reach we also post on several pages and groups such as buy and sells, trading and suggestion boxes.

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AUGUSTA FIRE RESCUE 2020 Annual Report

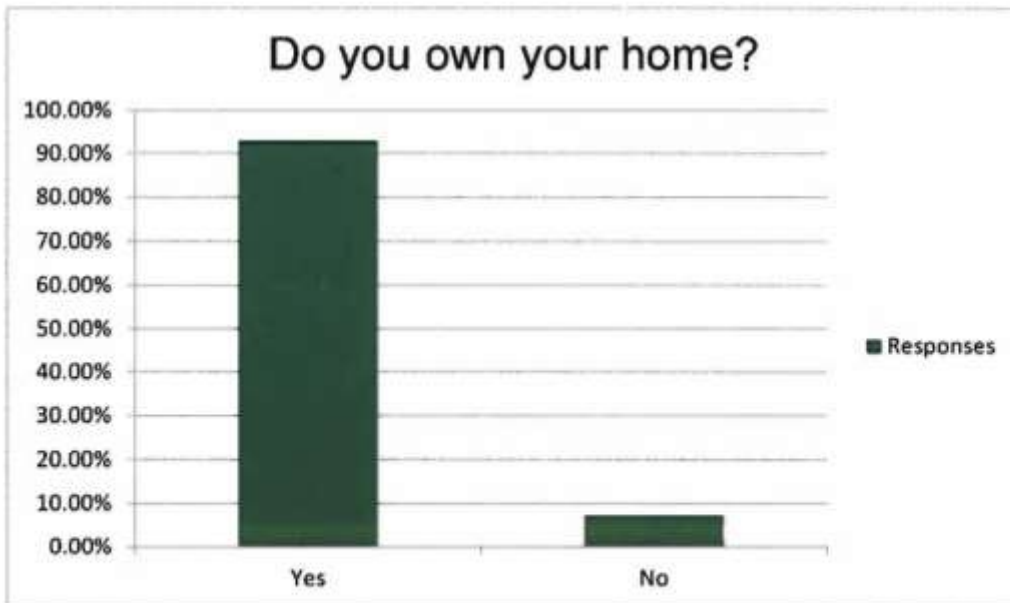
Carbon Monoxide Awareness Week- November 1st – 7th 2020

This year for Carbon Monoxide Awareness Week we did a giveaway of 5 Combination Alarms to residents who correctly answered questions. Everyday we posted a new question about Carbon Monoxide on our social media pages and residents had to answer. Those who answered correctly were placed into a draw to win an alarm. We reached over 1,500 residents with our social media posts.

Project Zero

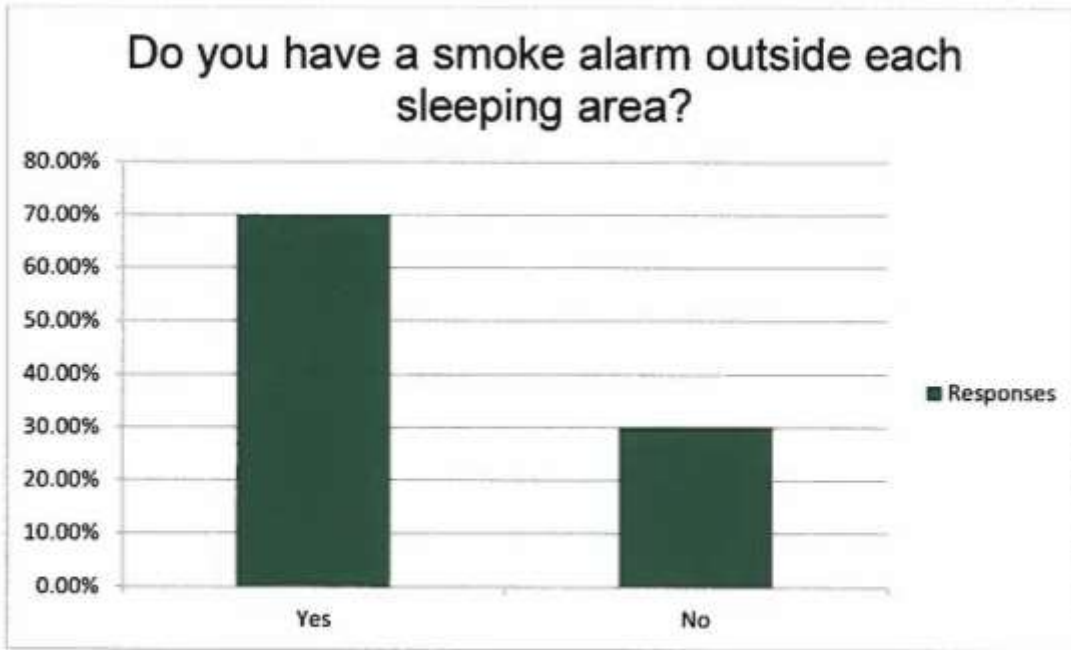
In 2020 we received the Project Zero Grant from Enbridge Gas and the Fire Marshal Public Fire Safety Council. This grant was for 144 Combination Smoke/CO Alarms to be distributed to our residents free of charge. We partnered with CPHC and the South Grenville Food Bank to help reach some of our most vulnerable residents. We also created a survey and shared it on our social media pages to find residents in need. The survey was completed by 232 people, with 209 living in Augusta Township. We went through all the survey responses and scheduled Combination Alarm drop offs too 80 homes in our Township.

The survey taught us that we have a long way to go with educating our residents on smoke and carbon monoxide alarm rules and regulations. We will be focusing our 2021 social media on educating the importance of smoke and carbon monoxide alarms and where they need to be located. We compiled some of the responses below.



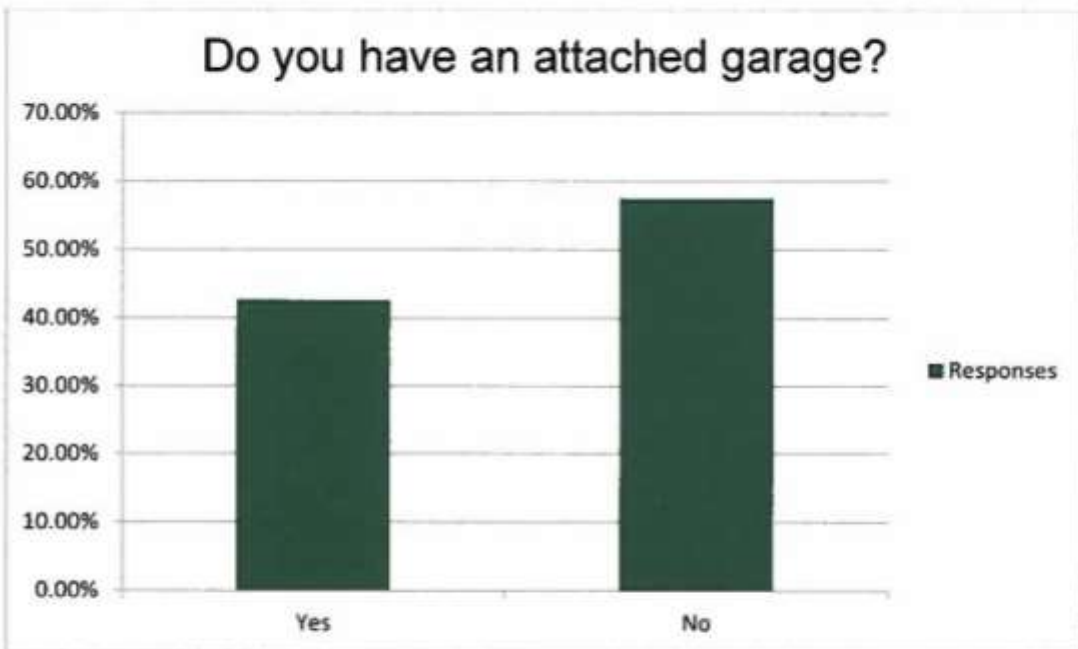
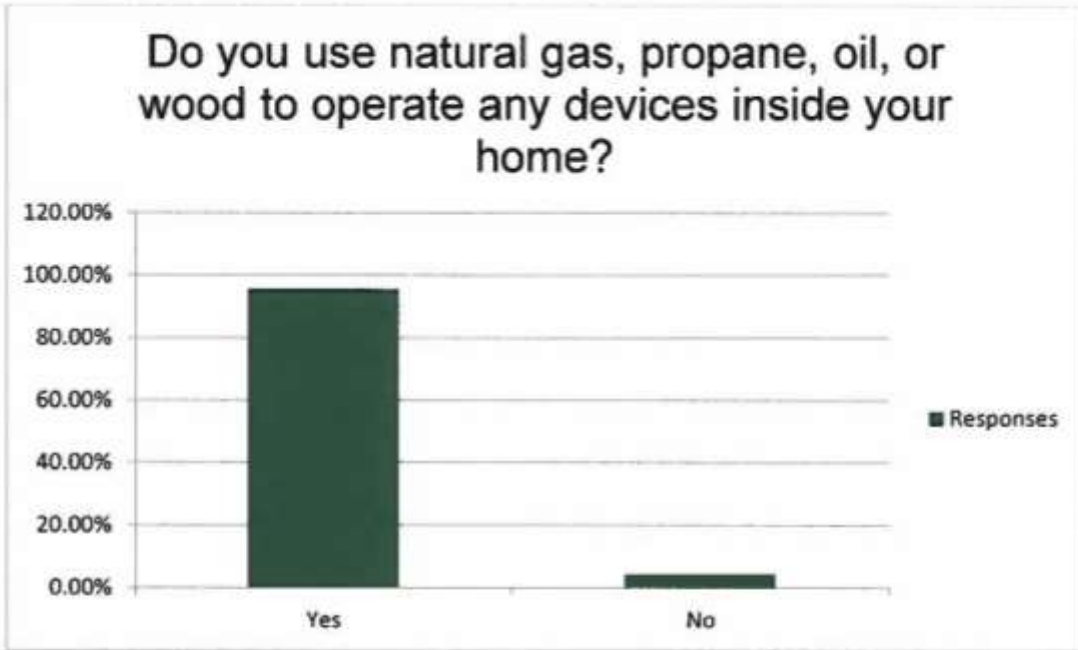
AUGUSTA TOWNSHIP

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2020 Annual Report



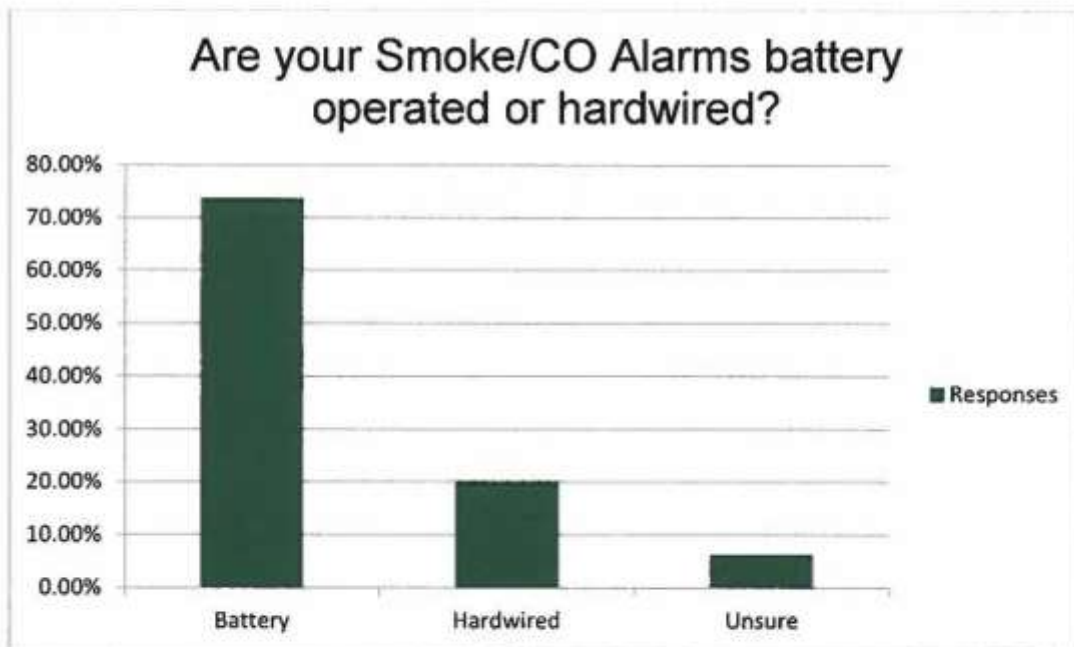
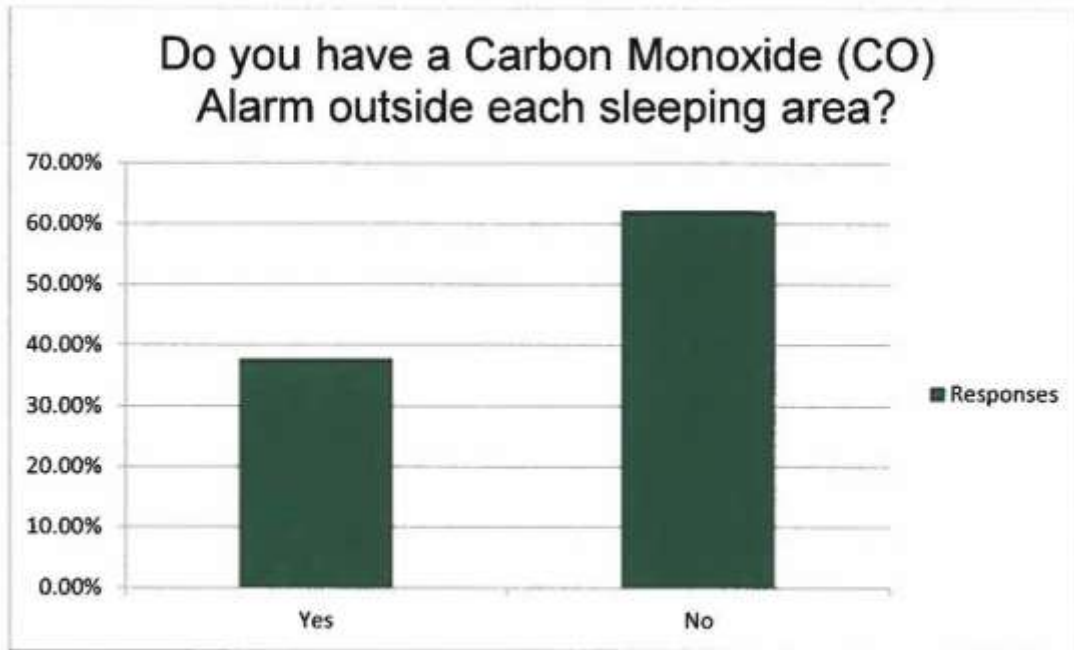
AUGUSTA TOWNSHIP

AUGUSTA FIRE RESCUE
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AUGUSTA FIRE RESCUE
2020 Annual Report



AUGUSTA TOWNSHIP

AUGUSTA FIRE RESCUE
2020 Annual Report

Snowsuit and Toy Drive

Our Firefighters Association also held their 3rd annual Snow Suit and Toy Drive. The residents of Augusta were very generous and we were able to fill one of our Fire trucks and donate to the Salvation Army.



AUGUSTA TOWNSHIP

AUGUSTA FIRE RESCUE
2020 Annual Report

Major Inspections

Inspection Type	# of Inspections
Complaints from public	0
Complaints from first responders/other agencies	1
Annual Compliance Inspections	0
Liquor license Inspections	0
Plans examinations	0
Request inspections	3
Hoarding	1

Other Activities

Activity Type	# of Occurrences
Burn Permits- Online	470
Burn Permits- Paper	617
Fire Safety Plans Reviewed	0

Legal Proceedings

Type	# of Proceedings
Fire Safety Orders issued under the FFPA	4
Provincial Offences Act Part 3 Information	0

Training Division

- The Training Division is staffed by the Deputy Chief, and 2 training officers at each station.
- The Training staff delivers and oversees training to the entire staff department. Delivery has been provided by many in-house instructors.
- Continue to use of Online Training. Other Departments coming to evaluate online system.
- We completed:
 - 17 in house training courses
 - 62 online training courses completed by our firefighters
 - 2 firefighters attend NFPA 1001 Firefighter 2

AUGUSTA TOWNSHIP

AUGUSTA FIRE RESCUE 2020 Annual Report

- Due to COVID-19 we switched from training as a Department to training as crews of 5-6 firefighters. This method has allowed us to receive more hands-on training and has been well received by our firefighters.
- One of our firefighters built a bail out simulator, a low profile box, entanglement box and a Denver drill simulation. This equipment helps us train for Rapid Intervention Team (RIT), which is used if a firefighter is trapped. We are looking at expanding on these boxes in 2021 to provide different uses.



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Master Fire Plan

Strategic Direction	Rec #	Recommendation	Implementation Plan	Responsibility	Status
1 - Safe Community	1	That annual inspections be undertaken as required by Ont. Reg 150/13 and a summary report be provided to Council quarterly.	Implementation Plan to be developed by Fire Prevention/Public Education Task Force/AA	Chief/AA	Complete
1 - Safe Community	2	The request/complaint based Inspection Process be augmented with pro-active, risk-based 'education' visits with annual targets established and quarterly reports provided to Council.	Implementation Plan to be developed by Fire Prevention/Public Education Task Force/AA	CFPO/FPO/ Chief/AA	In process
1 - Safe Community	3	The Inspection/Education Process be integrated with Pre-Plan development and Training to facilitate emergency response.	Implementation Plan to be developed by Fire Prevention/Public Education Task Force	FPO/ CFPO/ Chief	On Going
1 - Safe Community	4	It is recommended that the Township Establishing and Regulating By-Law be revised to require the Chief to develop and provide an effective fire prevention program that will: a) Ensure, through plan examination and inspection, that required fire protective equipment is installed and maintained within buildings, b) Reduce or eliminate fire hazards, c) Ensure compliance with applicable Municipal, Provincial and Federal Fire Prevention Legislation, Statutes, Codes in respect to fire safety, and d) Develop and maintain an effective public information system and educational program, with particular emphasis on school fire safety programs, and commercial, industrial and institutional staff training.	Implementation Plan to be developed by Fire Prevention/Public Education Task Force/AA	Fire Prevention/ Public Education Committee/ Chief/ AA	Complete

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1 - Safe Community	5	<p>It is recommended that the Department develop a Fire Prevention, Inspection and Public Education Policy which requires that:</p> <ul style="list-style-type: none"> • The Chief Fire Official and/or Fire Prevention Personnel will conduct inspections of the properties specified in Table 6 at the frequencies indicated. • Fire Services Personnel will conduct a home inspection program for residential dwelling units for installation and maintenance of smoke alarms and carbon monoxide detectors. • Fire Prevention Personnel examine plans and specifications of new buildings for compliance with applicable fire regulations. • Fire Services Personnel and/or other volunteers in the community will provide fire safety lectures and/or demonstrations for various public sectors such as industries, community groups, service clubs, business groups, day care facilities and schools, upon request and where resources are available. 	Implementation Plan to be developed by Fire Prevention/Public Education Task Force / AA	CFPO/FPO/Chief/AA	In process
1 - Safe Community	6	That a Policy and Procedure be developed regarding the respective roles of the Fire and Buildings Department with respect to Building Permit and Planning Application Approvals as well as Building Inspections.	Implementation Plan to be developed by Fire Prevention/Public Education Task Force	CBO/Chief	Not Started
1 - Safe Community	7	Specific Plans for Public Education and Awareness including Smoke and CO Alarms, in-school programs and seniors programs be developed annually and activity reports be provided quarterly to Council.	Implementation Plan to be developed by Fire Prevention/Public Education Task Force/AA	FPO/ CFPO/ Chief/ AA	On Going
1 - Safe Community	8	Due to safety hazards and age related building deficiencies, it is recommended that planning commence immediately for the replacement of Station 1.	Business case to be developed by New Station Task Force for Council approval to proceed with funding of tender documents. Detailed implementation plan, tender documents and formal cost estimate to receive Council	New Station Task Force/ AA	Complete
1 - Safe Community	9	That an additional station be built to improve response times and enable more Township residents to be eligible for Insurance discounts.	Business case to be developed by New Station Task Force for Council approval to proceed with funding of tender documents. Detailed implementation plan, tender documents and formal cost estimate to receive Council	New Station Task Force/AA	Ceased
1 - Safe Community	10	That the additional station be located in Maynard on Township owned lands proximate to the Town Hall.	See Rec. 9 above	New Station Task Force/AA	Ceased

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1 - Safe Community	11	An additional 12 firefighters be recruited with an explicit preference for candidates able to be available workdays.	Chief/CAO to bring forward a report with costing for Council's approval.	Chief	Ceased
1 - Safe Community	12	That the current range of services provided by Augusta Fire be specified in the Establishing and Regulating By- Law.	To be reviewed and addressed by SOG / Training Committee/AA	Chief/AA	Complete
1 - Safe Community	13	That a multi-year plan be developed to add one dry hydrant every two years to ensure all areas of the Township have year-round access to dry or pressurised hydrants or equivalent within 5 kms.	Apparatus Committee's Role to be expanded to include equipment & infrastructure including dry hydrants. Suggest Apparatus, Equipment & Infrastructure Committee	Apparatus, Equipment Committee / Chief	On Going
1 - Safe Community	14	NFPA 1120 "Standard on Water Supplies for Suburban and Rural Fire Fighting" be used to guide any future commercial, industrial or multi-occupant residential development.		Chief	Complete
1 - Safe Community	15	On an ongoing basis, the annual budget include the purchase of 1 portable radios to 'evergreen' the current number as well as build an inventory to ensure adequate numbers are available during major events.	Apparatus Committee's Role to be expanded to include equipment & infrastructure including dry hydrants. Suggest Apparatus, Equipment & Infrastructure Committee	Apparatus, Equipment & Infrastructure Committee / Chief	On Going
1 - Safe Community	16	That Augusta Fire in collaboration with other South- Eastern Fire Departments initiate discussions with the South-East CACC to explore the perceived dispatch delay issue and explore possible solutions to improve	Continue active participation with mutual aid partners.	Chief	Complete
1 - Safe Community	17	Further study be undertaken to audit the number of emergency first responders present in the first-on- scene apparatus to determine if a single station response would be appropriate.	Ongoing AA Responsibility	AA/Chief	Complete
2 - Organizational Culture	18	That the Township of Augusta approve the recruitment and appropriate compensation for a full-time Fire Chief.	Report & Recommendation to Council to begin selection process.	CAO/Council	Complete
3 - Accountability	19	That the Augusta Fire Department develop and implement quarterly reporting based on the Balanced Scorecard accountability framework.	AA, Chief, Deputy (and/or delegate) to review and implement.	AA/Deputy/ Chief	Complete
4 - Supporting Innovation	20	That the review and updating of Standard Operating Guidelines (SOG's) continue with a specific target performance metric regarding number to be developed, reviewed and updated be identified as part of the Departments	To be reviewed and addressed by SOG / Training Committee, AA	SOG / Training Committee / AA	On Going
4 - Supporting Innovation	21	Subject matter experts/teams be identified and supported to assist in the review and development of SOG's, Lesson Plans, and to deliver common training to each station to ensure a consistent interpretation of the SOG's	To be reviewed and addressed by SOG / Training Committee / AA	SOG / Training Committee / AA	Complete
4 - Supporting Innovation	22	Augusta Fire should seek opportunities to develop regional training initiatives including a common recruit program.	To be reviewed and addressed by SOG / Training Committee	Chief	On Going

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4 - Supporting Innovation	23	That Augusta Fire continues to encourage and support Emergency First Responder or equivalent certification for all Firefighters and require Emergency First Responder or equivalent certification for advancement to	To be reviewed and addressed by SOG / Training Committee	SOG / Training Committee	Complete
4 - Supporting Innovation	24	An optional third monthly training night be added to enhance medical and other firefighter competencies for those firefighters who wish to advance and maintain competency as NFPA Firefighter II.	To be reviewed and addressed by SOG / Training Committee	SOG / Training Committee	Not Started
4 - Supporting Innovation	25	That a SOG and Training Program be developed and implemented for on-scene initial management of mass casualty events such as school bus rollovers, tornadoes, long term care facility fires, multi-vehicle accidents	To be reviewed and addressed by SOG / Training Committee / AA	SOG / Training Committee / AA	Not Started
4 - Supporting Innovation	26	Senior Firefighters and all Officers be encouraged and supported to take Technical Awareness Level Training to facilitate safe and effective initial response to emergency situations requiring resources not authorized by	To be reviewed and addressed by SOG / Training Committee	Chief	On Going
4 - Supporting Innovation	27	That written protocols be developed regarding access to specialized technical rescue teams.	To be reviewed and addressed by SOG / Training Committee/AA	Chief/AA	Complete
5 - Strategic Management	28	The Fire Department Joint Occupational Health & Safety Committee meet at least every 3 months, and the frequency of meetings, number of workers trained, and number of station inspections be reported to Council on a	Safety Committee	D/C + Safety Committee	Complete
5 - Strategic Management	29	The implementation of Accountability System be supported as a means to insure accountability is in place for every call. A concurrent audit should be initiated to report quarterly on whether Accountability was set up during	To be reviewed and addressed by SOG / Training Committee/AA	D/C, AA	On Going
5 - Strategic Management	30	Current work to consider an updated accountability system should continue.	To be reviewed and addressed by SOG / Training Committee	Chief	On Going
5 - Strategic Management	31	That a SOG and related training be developed for the role and deployment of a Safety Officer based on Guidance Note 2-4 and NFPA 1521. A concurrent audit process should be developed to provide quarterly reports	To be reviewed and addressed by SOG / Training Committee / AA	Chief / AA	Not Started
5 - Strategic Management	32	Formal Lesson/Training Plans, approved by the Chief, need to be in place that include specific safety procedures including incorporating a safety officer.	To be reviewed and addressed by SOG / Training Committee/AA	Chief/AA	On Going
5 - Strategic Management	33	Health and Safety Issues, policies and practices be continually monitored and reviewed including attendance at Ontario Association of Fire Chiefs annual Health & Safety Conference.	Health & Safety Committee / AA	D/C, AA	Complete
5 - Strategic Management	34	The Township replace the election system with a process whereby Council identifies the skills and abilities necessary in a Chief and, after satisfying itself that an individual has been identified who possesses those qualities,	HR Task Force to be struck and bring forward recommendations to Council through Chief/CAO	CAO/Chief	Complete

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5 - Strategic Management	35	The by-law appointing the Chief should be accompanied by an employment contract.	Will be brought forward as part of recommendation to Council to appoint.	CAO/Chief	Complete
5 - Strategic Management	36	The Chief's performance should then be overseen and reviewed on a regular basis, with consequences being imposed in the event that the Chief does not perform as expected.	Annual performance review to be completed by CAO	CAO	Complete
5 - Strategic Management	37	The Chief, in turn, should have the authority to hire a Deputy and appoint officers.	Confirm in By-Law	Chief/AA	Complete
5 - Strategic Management	38	Hiring and promotions should be on the basis of skills and abilities and should be accompanied by contracts. Best practice Human Resource policies should be in place for Hiring and Promotions including requirements.	HR Task Force to be struck and bring forward recommendations to Council through Chief/CAO/AA	HR Task Force/AA	Complete
5 - Strategic Management	39	Certain key positions should be filled only where the Chief is satisfied that the member has the requisite training.	HR Task Force to recommend qualifications required for department positions.	HR Task Force/Chief/ AA	Complete
5 - Strategic Management	40	The Chief should oversee the performance of Officers and Firefighters, (Performance Appraisals) with consequences being imposed for failing to meet expectations.	Ongoing	Chief/AA	On Going
5 - Strategic Management	41	The Township should also consider having the Fire Department share some, or all, of the human resources policies of the municipality.	HR Task Force to be struck and bring forward recommendations to Council through Chief/CAO / AA	AA/Chief	On Going
5 - Strategic Management	42	That a formal Retention and Recruitment Strategy be developed using community and Firefighter focus groups to identify issues and propose recommendations.	HR Task Force to be struck and bring forward recommendations to Council through Chief/CAO / AA	Chief / AA	Not Started
5 - Strategic Management	43	That the point system be reviewed to identify alternative compensation methods to support Firefighter retention and recruitment.	HR Task Force to be struck and bring forward recommendations to Council through Chief/CAO	HR Task Force	Complete
5 - Strategic Management	44	That a formal Succession plan and Retirement Policy be developed.	HR Task Force to be struck and bring forward recommendations to Council through Chief/CAO/AA	AA/Chief	Not Started
5 - Strategic Management	45	A formal preventative maintenance program should be developed and documented for apparatus and other major equipment based on the manufacturer's recommendations.		Truck Captains / Apparatus Committee / AA	Complete
5 - Strategic Management	46	That office procedures, processes, record location and access methods be documented and reviewed to ensure that complete records are being maintained.	AA, Chief, Deputy (or delegate) to review and implement.	AA/Deputy	Complete

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5 - Strategic Management	47	That office procedures, processes, record location and access methods be reviewed to determine if adequate back-up and alternative measures are in place to maintain business continuity should normal access or procedures	Admin Asst, Chief, Deputy (and/or delegate) to review and implement.	AA/Deputy	On Going
5 - Strategic Management	48	That electronic tools such as iPads as well as existing or enhanced capability of 'Firehouse' be explored to better keep track of performance measures and field documentation including fire inspections.	AA, Chief, Deputy (or delegate) to review and implement.	AA/Deputy	On Going
5 - Strategic Management	49	A target number of SOG's to be reviewed annually be established as well as an annual target for new SOG development.	To be reviewed and addressed by SOG / Training Committee / AA	SOG / Training Committee / AA	On Going
5 - Strategic Management	50	SOG's be developed for Electrical Emergencies (wires down, solar, transformer/pole fires, sub-station fires), Propane and Natural Gas Emergencies, Multi-Casualty Events, B.L.E.V.E., Safety Officer and Train	To be reviewed and addressed by SOG / Training Committee / AA	SOG / Training Committee / AA	On Going
5 - Strategic Management	51	The SCBA related SOG's should be consolidated into a Respiratory Program as required by Sec. 21 Guidance Note # 4.9 CSA 296.4 and NFPA 1981	To be reviewed and addressed by SOG / Training Committee / AA	SOG / Training Committee / AA	Complete
5 - Strategic Management	52	That standard office automation software be used to facilitate communication and documentation access and that an employee purchase plan for basic laptops/tablets be initiated to ensure all firefighters and	AA, Chief, Deputy (or delegate) to review and implement.	AA/Deputy	Ceased
6 - Collaborative Relationships	53	That the County mutual aid agreement be reviewed to determine what technical rescue services can be provided and protocols for access.	To be reviewed and addressed by SOG / Training Committee	Chief	Complete
6 - Collaborative Relationships	54	Clear Policies and Procedures be developed to access Provincial or other municipal Technical Rescue Teams (CBRNE, HUSAR) and other resources.	To be reviewed and addressed by SOG / Training Committee/AA	Chief/AA	Complete
6 - Collaborative Relationships	55	In collaboration with Mutual Aid partners, Augusta Fire explore opportunities to improve mutual aid interoperability including a common truck identification system. Should a common system not be feasible,	Continue active participation with mutual aid partners.	Chief	Complete
6 - Collaborative Relationships	56	That opportunities to continue and further develop shared personnel and other mutually beneficial opportunities be explored.	Chief to meet at least quarterly with neighbouring Chiefs to discuss matters of mutual concern	Chief	On Going

AUGUSTA TOWNSHIP

Master Fire Plan Completion Summary

- Complete: 27
- Ongoing: 17
- In Process: 2
- Not Started: 6
- Ceased: 4

2021 Preview

- Continue re-launching our Fire Prevention Committee
 - Investigate Fire Prevention Team using members of the public
- Replace Pumper 11 with a used Pumper
- Health and Safety upgrade at Station 2
- Investigate live burn training facility in conjunction with Prescott and Edwardsburgh Cardinal Departments
- Training of 4 new recruits

AUGUSTA TOWNSHIP



THE CORPORATION OF THE TOWNSHIP OF AUGUSTA

BY-LAW NUMBER 3508-2021

A BY-LAW TO RESTRICT THE RATE OF SPEED FOR MOTOR VEHICLES ON A HIGHWAY PORTION WITHIN THE MUNICIPALITY

WHEREAS Section 27(1) of the municipal Act S.O. 2001 as amended authorizes municipalities to pass by-law in respect of a highway under its jurisdiction.

WHEREAS the Highway Traffic Act, R.S.O. 1990, Chapter H.8 Section 128(2) as amended authorizes the Municipal Council of a Township to prescribe a lower rate of speed for motor vehicles on a highway or a portion of highway under its jurisdiction;

AND WHEREAS it is deemed expedient by Council to restrict the speed of motor vehicles on certain highways in the Corporation of the Township of Augusta;

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

1. When any highway or portion of highway set out below is marked in compliance with the regulations under the Highway Traffic Act, the maximum rate of speed thereon shall be 60 kilometres per hour for motorized vehicles:

<u>HIGHWAY</u>	<u>FROM</u>	<u>TO</u>
Rocky Road	2 nd Concession	County Rd. 26 (3 rd Con.)
Merwin Lane	County Rd. 26	McIntosh Road

3. The penalties provided in subsection 128(14) of the *Highway Traffic Act* shall apply to offences against this by-law.

4. That this by-law shall be effective from the date and time of the posting of the prescribed signs pursuant to Regulation 615 under The Highway Traffic Act, R.S.O. 1990, Chapter H.8 as amended.

READ a first and second time this 8 day of February, 2021.

READ a third time and passed this 8 day of February, 2021.

MAYOR

CLERK

AUGUSTA TOWNSHIP



THE CORPORATION OF THE TOWNSHIP OF AUGUSTA BY-LAW NUMBER 3509-2021

A BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL OF THE TOWNSHIP OF AUGUSTA AT ITS MEETING HELD ON FEBRUARY 8, 2021

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 February 8, 2021, 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 8th day of February, 2021.

MAYOR

CLERK