

THE TOWNSHIP OF AUGUSTA
AGENDA
C.O.W./REGULAR MEETING
December 13, 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
 - EVB Engineering, Review of Potential Impact of Biogas Facility – Marko Vincelli
- H. Correspondence and Petitions
 - AECOM – Highway 401 Improvements Public Notice

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

Administration and Finance

- Report 2021 – 109 – Recreation Activity Report
- Report 2021 – 110 – Accessibility Annual Report
- Report 2021 – 112 – Appoint a Police Services Board Member
- Report 2021 – 116 – Finance and Variance Report
- Report 2021 – 117 – Tax Write Offs

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- Report 2021 – 118 – Joint Initiatives Task Force Update
- Report 2021 – 119 – Auditors Management Letter Recommendations
- Report 2021 – 121 – Augusta and Prescott Land Needs and Economic Development Strategy

Operations

- Report 2021 – 122 – Tender Award Handy Hitch
- Report 2021 – 123 – PW Activity Report

Planning and Building Services

- Report 2021 – 113 – CBO Activity Report
- Report 2021 – 120 – Planner's Report

Protective Services

- Report 2021 – 111 – Emergency Management Year-end Report
- Report 2021 – 114 – Declare A Surplus Vehicle
- Report 2021 – 115 – Tanker Purchase

K. RETURN TO REGULAR MEETING OF COUNCIL

L. New and Unfinished Business

M. Notice of Motions

N. By-Laws

- By-Law 3547 – Appoint a CAO

O. Announcements

P. Question Period for the Press

Q. Question Period for the Public

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

S. RISE FROM COMMITTEE OF THE WHOLE IN CAMERA

T. Reporting Out from Closed Session

U. By-Law to confirm Proceedings of Council

V. Adjournment

THE TOWNSHIP OF AUGUSTA
MINUTES
C.O.W./REGULAR MEETING
November 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

STAFF PRESENT

Steve McDonald, Annette Simonian, Mark McDonald, Brad Thake, Chief Rob Bowman
(Electronically)

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 November 22, 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 November 8, 2021 Council meeting as distributed to all members.
Carried

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DISCLOSURE OF INTEREST

BUSINESS ARISING FROM THE MINUTES

DELEGATIONS & PETITIONS

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/STAFF REPORTS

UCLG:	Mayor Malanka provided an update
Health Unit Board:	Mayor Malanka provided an update
Recreation:	Councillor Bowman provided an update
Library Board:	
EDTC:	
Ag & Rural Affairs:	
Community Development:	Councillor Henry provided an update
MECG:	CAO Steve McDonald provided an update

ADMINISTRATION AND FINANCE

Report 2021-105

Moved by Councillor Henry, seconded by Deputy Mayor Shaver
BE IT RESOLVED THAT Council receives this report regarding the wooden ice rink boarding at Cedar Park; and

THAT Council authorize staff to purchase new rink boarding for Cedar Park with the cost of \$7,600 being included in the 2022 budget.
Carried

Report 2021-106

Moved by Deputy Mayor Shaver, seconded by Councillor Henry
BE IT RESOLVED THAT Council receive, review, and approve the payment of Accounts payable paid on Cheques 26751-26858 and Online payments and Direct Deposits paid from October 7th to November 12th, 2021 in the amount of \$724,704.72.
Carried

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Report 2021-107

Moved by Councillor Henry, seconded by Deputy Mayor Shaver

BE IT RESOLVED THAT Council receive for information the Auditors Management Letter from 2019 and 2020 and refer to Staff to take action as appropriate.

Carried

OPERATIONS

Report 2021-101

Moved by Deputy Mayor Shaver, seconded by Councillor Henry

BE IT RESOLVED THAT Council endorse speed limits of 60km/h for North Campbell Road and the portion of Dejong Road between Algonquin Road and Sixth Concession Road and direct Township staff to erect appropriate signage; and

THAT Council direct staff to erect stop signs on North Campbell Road at the McIntosh Road intersection creating an all way stop intersection.

Carried

Report 2021-102

Moved by Councillor Henry, seconded by Deputy Mayor Shaver

BE IT RESOLVED THAT Council authorize the Clerk to enter into an agreement with Upper Canada HVAC Services Ltd. for the supply and installation of four (4) new propane furnaces at the Public Works Building in the amount of \$16,71.00 plus H.S.T.

Carried

Report 2021-104

Moved by Councillor Bowman, seconded by Councillor Schapelhouman

BE IT RESOLVED THAT Council receive the Public Works Activity Report as prepared by the Public Works Manager dated November 22, 2021 for information.

Carried

PLANNING AND BUILDING SERVICES

Report 2021-108

Moved by Councillor Bowman, seconded by Councillor Schapelhouman

BE IT RESOLVED THAT the Planner's Report of November 22, 2021, be received for information and action in accordance with the individual resolutions.

Carried

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Report 2021-108

Moved by Councillor Schapelhouman, seconded by Councillor Bowman
BE IT RESOLVED THAT Augusta Council approve the Site Plan Control Application (Coville) for the property municipally known as 2328 Second Concession Road with the following conditions:

- The applicant shall submit a stormwater/drainage management plan/brief to the satisfaction of the Township's Drainage Superintendent.
- The applicant shall install screening between the proposed storage units and the adjacent residence to the west, to the satisfaction of the Township, including the trees/landscaping identified in the site plan along the property boundary to the west, prior to November 22, 2022, or completion of the fourth structure, whichever is later.
- The applicant shall satisfy the requirements of Ontario Hydro as provided in their letter to the Township dated November 16, 2021, such that Ontario Hydro provides a written release of their conditions to the Township.
- The applicant shall direct lighting downward to minimize the impact of light intrusion on adjacent lands.
- The applicant shall enter into a Site Plan Control Agreement with the Township and register the agreement on title.

Carried

Report 2021-108

Moved by Councillor Bowman, seconded by Councillor Schapelhouman
BE IT RESOLVED THAT expediting applications for strategically located telecommunications towers to enable the provision of enhanced cellular, internet and emergency communication services to Augusta residents is a priority for the Council of the Township of Augusta:

THAT the Mayor be authorized to sign a letter on behalf of the Township discontinuing its membership with CRINS, with the understanding that CRINS will complete the processing of its sole remaining 2021 application currently under review on behalf of the Township;

THAT the Township of Augusta discontinue use of the CRINS Antenna System Review and Consultation Protocol, with the exception of the sole remaining 2021 application currently under review by CRINS on behalf of the Township;

THAT the Treasurer collect all payments owing from CRINS, up to and including payment for the 2021 application currently under review by CRINS;

THAT the Township of Augusta reaffirm itself as Land Use Authority (LUA) for telecommunications tower land use reviews in Augusta Township, for all telecommunications tower applications received starting November 23, 2021;

THE TOWNSHIP OF AUGUSTA

AND THAT Township staff cooperate with proponents of telecommunication towers to explore possibilities for their timely installation, including on lands that already permit communications facilities under the Augusta Zoning By-Law and on underutilized municipally owned lands where practical.

Carried

PROTECTIVE SERVICES

RETURN TO REGULAR MEETING OF COUNCIL

Moved by Councillor Schapelhouman, seconded by Councillor Bowman

BE IT RESOLVED THAT Council move to a regular meeting of Council.

Carried

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 Councillor Schapelhouman

BE IT RESOLVED THAT this Council move to a closed meeting at 7:30 pm., as per the Municipal Act c25, S.O. 2001 section 239 (2) to discuss:

- Identifiable Individual
 - CAO Recruitment

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 8:24 pm and that Council resumed the open meeting to report out.

Carried

THE TOWNSHIP OF AUGUSTA

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.

Council

- Provided Instruction to Staff

Carried

BY-LAW TO CONFIRM PROCEEDINGS OF COUNCIL

Moved by Councillor Schapelhouman, seconded by Councillor Bowman
BE IT RESOLVED THAT By-Law No. 3546-2021 confirm the proceedings of Council of the Township of Augusta at its meeting held on November 22, 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 Councillor Schapelhouman
BE IT RESOLVED THAT this Council do now adjourn at 8:26 pm until December 13, 2021 at 6:30 p.m. or until the call of the Mayor subject to need.

Carried.

THE TOWNSHIP OF AUGUSTA

MINUTES

SPECIAL C.O.W. MEETING

November 25, 2021

12:00 p.m. at the Municipal Office, 3560 County Road 26

PRESENT

Mayor Malanka
Deputy Mayor Shaver
Councillor Bowman
Councillor Henry (Electronically)
Councillor Schapelhouman (Electronically)

PRESS

STAFF PRESENT

Steve McDonald, Annette Simonian

REGRETS

CALL TO ORDER

Mayor Malanka called the meeting to order at 12:00 p.m.

APPROVAL OF AGENDA

Moved by Councillor Bowman, seconded by Deputy Mayor Shaver
BE IT RESOLVED THAT the agenda for November 25, 2021 be adopted.
Carried

DISCLOSURE OF PECUNIARY INTEREST

STAFFING APPOINTMENT

Moved by Deputy Mayor Shaver, seconded by Councillor Bowman
BE IT RESOLVED THAT Council agrees to offer Mr. Steve McDonald the position of CAO subject to contract negotiations; and

THAT Council authorize the Mayor to negotiate a contract with Mr. Steve McDonald to retain his services as a CAO.
Carried

THE TOWNSHIP OF AUGUSTA

QUESTION PERIOD FOR THE PUBLIC

QUESTION PERIOD FOR THE PRESS

ADJOURNMENT

Moved by Councillor Bowman, seconded by Deputy Mayor Shaver
BE IT RESOLVED THAT this Council do now adjourn at 12:04 pm until
December 13, 2021 at 6:30 p.m. or until the call of the Mayor subject to need.
Carried.

THE TOWNSHIP OF AUGUSTA



AECOM
4th Floor, 30 Leek Crescent
Richmond Hill, ON
L4B 4N4
Canada
www.aecom.com

905-882-4401 tel

December 2, 2021

The Corporation of the Township of Augusta
3560 County Road 26, RR#2
Prescott ON K0E 1T0



To Whom it May Concern:

**RE: Notice of Public Information Centre (PIC) #1 - Highway 401 Improvements from 1 km East of Highway 16 to 3.3 km West of Maitland Road (GWP 4024-20-00)
Preliminary Design and Class Environmental Assessment Study
Ontario Ministry of Transportation**

The Ontario Ministry of Transportation (MTO) has retained AECOM to undertake a Planning, Preliminary Design and Class Environmental Assessment (Class EA) Study for Highway 401 from 1 km east of Highway 16 to 3.3 km west of Maitland Road for a total length of approximately 20.75 km, located within the Township of Augusta, Town of Prescott, and the Township of Edwardsburg Cardinal. The study will look to address current and future transportation needs by developing a plan for the rehabilitation and/or replacement of 10 bridges & 4 structural culverts, determining the long-term plans for the Maitland Road, Edward Street and Highway 16 interchanges, and will establish the future footprint for interim six lanes and ultimate eight lanes of Highway 401. This study is following the approved planning process for a Group 'B' project in accordance with the *MTO Class EA for Provincial Transportation Facilities (2000)* and the process will be documented in a Transportation Environmental Study Report (TESR) that will be made available for public comment at a future date.

The purpose of this letter is to notify you that Public Information Centre (PIC) #1 has now been scheduled for this project. The first of two PICs is being held to present and receive feedback on the study background, existing study area conditions, preliminary improvement alternatives, the evaluation process and to outline the next steps in the Class EA process. **Please be aware that some of the preliminary design alternatives developed to complete improvements within the area of study have the potential to impact your property with the PIN #681820183.** Once property impacts are confirmed during the current preliminary design phase, all impacted property owners will be invited to meet with the Project Team for further discussion.

In light of COVID-19 and the associated physical distancing requirements necessary for the foreseeable future, PIC #1 will be hosted virtually through the project website at www.Highway401prescottmaitland.ca and include a recorded presentation. The PIC material will be available for review and comment beginning **December 8th, 2021** with the recorded presentation available until **January 21st, 2021**. **Please refer to the attached notice for additional details.**

Representatives from external agencies, municipalities, Indigenous Communities, members of the public and elected officials are invited to participate in the PIC. The Project Team welcomes your input and encourages you to attend this PIC to provide your views and comments for consideration as the project progresses.

In the meantime, if you require any further information or if you have any questions, please feel free to contact the Project Team by email at projectteam@highway401prescottmaitland.ca.

Sincerely,
AECOM

Michael Weldon, P. Eng.
Project Manager

cc D. Brake MTO, Project Manager
A. Dickson MTO, Environmental Planner

H. Nottbeck AECOM, Deputy Project Manager
A. Potter AECOM, Senior Environmental Planner

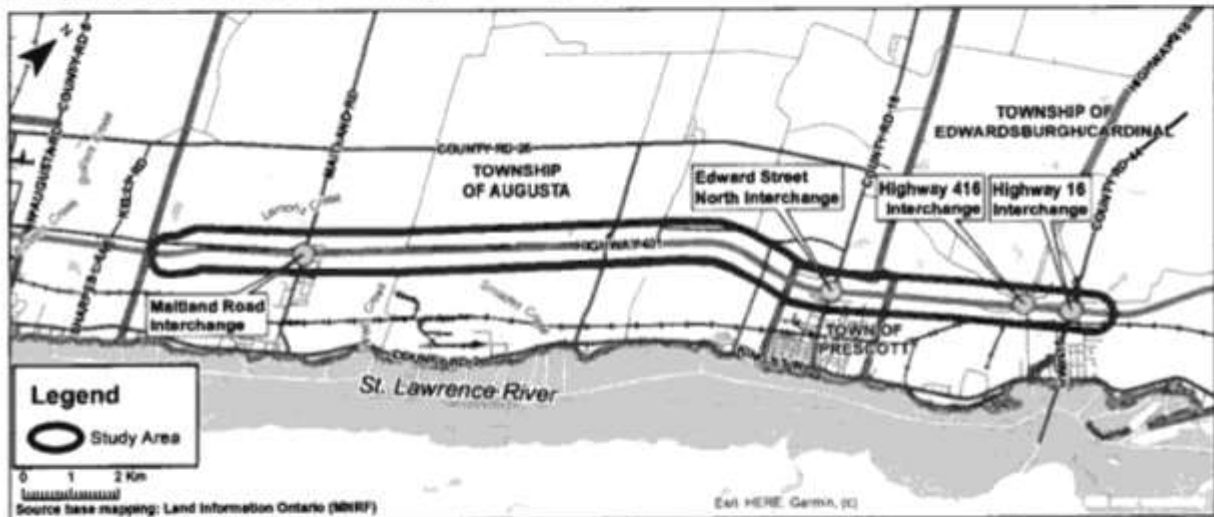
Encl. Notice of Public Information Centre #1

THE TOWNSHIP OF AUGUSTA

NOTICE OF PUBLIC INFORMATION CENTRE #1 HIGHWAY 401 IMPROVEMENTS FROM 1 KM EAST OF HIGHWAY 16 TO 3.3 KM WEST OF MAITLAND ROAD PRELIMINARY DESIGN AND CLASS ENVIRONMENTAL ASSESSMENT STUDY (GWP 4024-20-00)

THE PROJECT

The Ontario Ministry of Transportation (MTO) has retained AECOM to undertake a Planning, Preliminary Design, and Class Environmental Assessment (Class EA) Study for Highway 401 from 1 km east of Highway 16 to 3.3 km west of Maitland Road for a total length of approximately 20.75 km, located within the Township of Augusta, Town of Prescott, and the Township of Edwardsburg Cardinal. The study will look to address current and future transportation needs by developing a plan for the rehabilitation and/or replacement of 10 bridges & 4 structural culverts, determining the long-term plans for the Maitland Road, Edward Street and Highway 16 interchanges, and will establish the future footprint for interim six lanes and ultimate eight lanes of Highway 401.



THE PROCESS

This study is following the approved planning process for a Group 'B' project in accordance with the MTO Class EA for Provincial Transportation Facilities (2000). A Transportation Environmental Study Report (TESR) will be prepared to document the study process including the evaluation of alternatives, the Recommended Plan, environmental effects and proposed mitigation measures as well as the consultation undertaken throughout the process. Upon completion of this study, the TESR will be made available for a 30-day public comment period. The release of the TESR for review will be the subject of a future notice.

ONLINE PUBLIC INFORMATION CENTRE #1

The first of two Public Information Centres (PIC) is being held to present and receive feedback on the study background, existing study area conditions, preliminary improvement alternatives, the evaluation process and to outline the next steps in the Class EA process. In light of COVID-19 and the associated physical distancing requirements for the foreseeable future, PIC #1 will be hosted virtually through the project website at www.highway401prescottmaitland.ca. The PIC material will be available for review and comment beginning December 8th, 2021 with a recorded presentation available until January 21st, 2022.

COMMENTS

You are encouraged to participate in the study and to provide comments in writing to the study team. To provide comments, obtain additional information, or to be placed on the mailing list for this project, please visit the project website at <https://www.highway401prescottmaitland.ca/contact-us/> or contact one of the following Project Team members:

David Brake
Senior Project Manager
Ministry of Transportation
Capital Planning & Program Development East
1355 John Counter Boulevard, Postal Bag 4000
Kingston, Ontario K7L 5A3
Tel: 613-545-4221
Email: ProjectTeam@highway401PrescottMaitland.ca

Michael Weldon, P.Eng.
AECOM Project Manager
4th Floor, 30 Leek Crescent
Richmond Hill, ON L4B 4N4
Tel: 905-418-1482
Email: ProjectTeam@highway401PrescottMaitland.ca

There is an opportunity at any time during the study for interested persons to submit comments and identify concerns to the Project Team in accordance with the Ontario Environmental Assessment Act. This material will be maintained on file for use during the study and may be included in project documentation. Information collected will be used in accordance with the Freedom of Information and Protection of Privacy Act. With the exception of personal information, all comments will become part of the public record. If you have any accessibility requirements in order to participate in this project, please contact the Project Team as listed above. Renseignements en français disponibles en composant le 1-(705)-869-4709 (Amy Ingriselli) ou amy.ingriselli@aecom.com

THE TOWNSHIP OF AUGUSTA

REPORT NUMBER: 2021–109

REPORT TO COUNCIL: December 13, 2021

RE: Recreation Activity Report

AUTHOR: Matthijs van der Veen (MvdV),
Community Development & Recreation Coordinator

RECOMMENDATION:

THAT Council receive the Recreation Activity Report as prepared by the Community Development and Recreation Coordinator dated December 13, 2021, for information.

UPDATES:

COVID-19:

- We entered Step 3 of the Province of Ontario's COVID-19 Re-Opening Plan on July 16, 2021.
- As of September 22, 2021, proof of vaccination is required for most events organized at the community halls, as per Provincial regulation. Refer to the Proof of Vaccination Guidance for Businesses and Organizations under the Reopening Ontario Act.

Fund/Grant Application

- Staff has worked together with the Finance Department and representatives of the four Recreation Committees to apply for the following funding/grants:
 - Enabling Accessibility Fund (ESDC)
 - Canada Community Revitalization Fund (CCRF)

Staff expect to be notified if the applications are approved in December 2021 earliest.

- Staff has worked together with the North Augusta Recreation Committee and partners on the application for:
 - OTF Community Building Fund – Capital Stream (Masonic Hall)

Other opportunities to apply for funds and/or grants are being closely monitored.

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Recreational Facilities

Asset management

- July 1, 2024, municipalities need to have an approved asset management plan for all municipal infrastructure assets that identifies current levels of service and the cost of maintaining those levels of service.
- Staff is looking into this requirement and how to best go forward in implementing this for all recreational assets.
- Identifying the current situation of our assets will help determine which future grant/fund opportunities are interesting and necessary to apply for.

Outdoor - Recreational facilities

- All outdoor recreational facilities need upgrades, repairs and maintenance as noted in the 2021-076 Recreation Activity Report.
- Staff created an overview of ‘things to-do’ per outdoor recreational facility and prioritized them.
- Between Monday September 27 and Friday, November 26 a Public Works employee (FT) joined the Recreation department (reintegration into an adapted work environment) and assisted with priority items as shown in the following overview:

Algonquin

Issue	Action
Bleachers rotten/ falling apart	Removed
Fence broken	Chain link partly removed

Cedar Park

Issue	Action
Shed - Roof leaking	Metal roof installed
Shed - Siding rotten/broken	New siding installed

Dive Site

Issue	Action
Brush (blocking view, growing over signs)	Trimmed
Overhanging trees (blocking view, growing over signs)	Trimmed
Rotten stump under guardrail	Removed

Domville

Issue	Action
Hanging around small junk	Removed
Brush overgrown	Cleaned out/ cut back brush
Black piping diamond fence	Replaced broken parts

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Kemp Park

Issue	Action
Remove chain link fence + backstop	Removed
Remove fence posts + concrete footings	Removed
Backfill footing holes	Backfilled with topsoil
Brush / overgrown	Cleaned out/ cut back brush

Maynard

Issue	Action
Chain link fence diamond - loose from fence posts	Repaired with fencing wire
Black piping diamond fence	Replaced broken parts
Well - install culvert around to protect	Installed culvert around to protect
Snowblower ramp	Installed
Junk	Removed
Metal siding community hall	Fixed
Roof garage leaking	Changed roofing nails for roofing screws

MERC

Issue	Action
Bike rack broken	Removed

North Augusta

Issue	Action
Fence Diamond 1 - Black piping	Replaced broken and added extra black piping
Fence Diamond 2 - Black piping	Installed black piping
2 Concrete benches - broken	Removed
Stair main building basement - Masonic Hall	Fixed stairs - temporarily
Old deck - back entrance Masonic Hall	Removed
Dead tree in ditch soccer field	Removed

Roebuck

Issue	Action
Black piping diamond fence	Installed black piping
Little metal storage shed - broken	Removed
Wooden step canteen - broken	Removed
Junk inside canteen (tables)	Removed
Brush behind canteen	Removed
Old fence behind canteen	Removed
Metal cage	Removed
Holes in canteen wall	Repaired
Door washrooms - paint damaged	All 3 doors painted

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Letter sign - backboard	Painted
Letter sign - strips for letters	Replaced

Township Office & Cenotaph

Issue	Action
Flag posts (4x)	Painted

- This overview gives an impression of what has been done, but only represents a small part of the tasks that are still on the (growing) list.

Other important improvements/ actions initiated by Staff:

- Algonquin Park:
 - The fences of both diamonds are in a bad condition.
 - The metal fence posts have holes at the footings (due to rust).
 - Chain link is broken in many spots and/or not properly attached.
 - A plan for the future of this park needs to be developed.
 - The Park is named 'Lawrence Fox Memorial Ball Diamond', to honor the great voluntary work done by this gentleman. It is important to keep this recognition in place!

- Cedar Park:
 - Basketball court: backboard is broken. Will be replaced in spring.
 - Staff is researching the option of painting new court lines.
 - New boarding for the rink is ordered.
 - Ash trees, dead or ill, have been removed by Public Works/contractor.

- Dive site:
 - The Port-a-Potty has been removed from the dive site per Wednesday, November 17, 2021, and stored at the Public Works garage for the winter.
 - The stairs leading to the river and the fence adjacent to it are in need of replacement and an additional part needs to be installed.

- Lemon Point:
 - Staff is working on sign improvement, to be installed before the start of next season/Spring.

- Domville:
 - Electrical panels at both diamonds caused safety concerns. Replaced with new outdoor rated panels by an electrical contractor.

- Kemp Park:
 - The old diamond fencing, including backstop are removed.
 - The play structure is removed.
 - Only the flag post is left and needs to be relocated to a new location.
 - The Park is totally empty and a plan for the future of this park need to be developed.

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- Maynard:
 - The concrete footings of the goal posts at both soccer fields were exposed. Staff contacted Maynard Public School, they had it covered up.
 - The ice rink boarding is repaired and installed by the volunteers for the coming season.
 - A snowblower needs to be purchased to clean the rink.
 - A ramp to get the snowblower on and off the ice is installed.

- Merc:
 - Basketball court: backboard and hoop were broken, removed. Will be replaced in spring.
 - Staff is researching the option of painting new court lines.
 - Ice rink lights: In need of replacement, new LED lights are purchased and will be installed by a certified electrician on a voluntary basis.
 - Ski/ snowshoe trails: New signs directing to 'MERC Hall/ EXIT' are purchased and will be installed by volunteers.

- Roebuck:
 - Electrical boxes at the bottom of the light posts were broken, resulting in exposed wires. Repaired by an electrical contractor.

- All facilities:
 - Staff is working on an inventory of all benches, picnic tables and bleachers at the outdoor recreational facilities. (amount, condition, required improvements).
 - Many are in poor condition and repairs or replacements are necessary.
 - Intention is to make improvements in Spring 2022.

Outdoor - Playgrounds

- Staff is following up on the '2021-071 Playground Inspection Report' as presented to Council on September 13, 2021.
- Play structure at Kemp Park: sold as 'surplus equipment' and removed by the resident with the winning bid. The revenue is added to the Playground budget.
- Play structure at North Augusta: broken parts replaced or fixed by a certified playground installer.
- Playground RFP is planned to go out in December 2021.
- Timeline: have the suggested upgrades and new play equipment installed before June 1st, 2022.
- Staff ordered new swing seats (including accessible swing seats) for North Augusta and Roebuck in the start of June. The delivery is delayed several times.

THE TOWNSHIP OF AUGUSTA

Indoor / Community Halls

- Health & Safety checks, initiated by the 'Health & Safety Committee', are started on a monthly basis by Township staff.
- Issues that will come forward out of these checks will be addressed by Staff.
- The water is checked on a regular basis by Staff and the results that came back are good and are shared with the recreation committees.

Roebuck Hall:

- After 25 years, the lease contract between the Township and RERA for Roebuck Hall will expire at the last day of February 2022.
- Staff is looking at how to proceed after this date.
- RERA members are aware of the situation and invited to start having the conversation about how to proceed after the current lease comes to an end.
- A meeting will be scheduled in January 2022.

Maynard Hall:

- Staff advice to formalize the 'handshake agreement' between the Township and the Maynard Recreation Committee and put a lease agreement between both in place.
- The Maynard Recreation Committee looks forward to having this conversation in the new year.
- After installation of the accessible washroom in 2017, a problem of freezing water pipes appeared. Extra portable heaters were run to stop the freezing, but the problem was never solved.
- A contractor is invited on December 8, 2021, to give advice how to solve this situation.
- Two doors in the recreation hall need to be replaced. Staff visited the hall with a contractor and is expecting quotes.

Former Masonic Hall:

- The stairs in the basement of the main building are temporarily fixed to create an improved situation for people to work in.
- A priority list of structural work to be done to the building is made together with NAERC and Partner Mr. M. Lavigne from AMCT Ltd., who volunteered his time and expertise.

MERC Hall:

- The lease contract between the Township and MERC for MERC Hall will expire in August 31st, 2025.
- Staff advice to continue the ongoing conversation with MERC about the transition of responsibilities, started as the result of lack of volunteers.

THE TOWNSHIP OF AUGUSTA

PROGRAMMING:

Augusta Township drive-by Christmas Parade

- December 18th from 6 pm – 8 pm on Merwin Lane.
- Organized by Community Development Committee and Staff, in collaboration with Fire Department and Public Works.
- Decorated trucks and floats are parked on one side of the road, residents drive-by slowly in their cars.
- Funds are raised to support 'Connect Youth'

Augusta Farmer's and Craft Market (F&CM)

- The F&CM, both indoor and outdoor, couldn't have been organized without the help of Laurie King volunteering her time hosting the market.
- The Indoor F&CM started on Saturday, November 13, 2021, at MERC Hall.
- Other dates the indoor market run/ran: November 20 and December 4, 11 and 20 and it is open to the public from 9 am – 1 pm.
- All 25 available vendor spots are filled, and we work with a waiting list in case of cancellation.
- Funds are raised at the F&CM, with the goal to collect over \$500 to support the South Grenville Food Bank.
- Staff removed lawn signs that were on high traffic intersections to promote the market.

MERC

- Spooky Harvest Carnival: October 30th, games, crafts, treats and a spooky walk on the trails.
- Christmas Carnival: December 11th, games, treats and photos with Santa and his Elves.

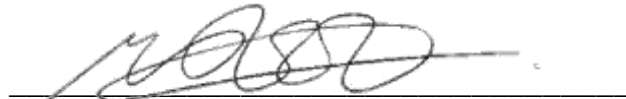
North Augusta

Kids Christmas party: December 5th, Meet & greet with Santa, games, crafts and presents.

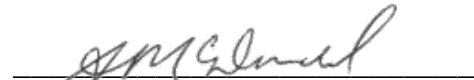
THE TOWNSHIP OF AUGUSTA

WINTER RECREATION

- Ice rinks at four locations in the Township are planned to be open and maintained by volunteers. The locations are Maynard, MERC, Cedar Park and North Augusta.
- Maitland Trails are planned to be open and maintained by volunteers.
- Staff is in contact with volunteers at all rinks and the trails to make sure they have what they need to run a successful season.
- Staff started the conversation with Maynard Public School and Maynard Recreation Committee with the idea of school classes skating on the Maynard rink. The conversation is ongoing with the intention to realize that this Winter. Augusta Township Public Library will support this initiative by having skates from the lending library available for kids that are not in the position to bring skates.



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



Steve McDonald, CAO

THE TOWNSHIP OF AUGUSTA

REPORT: 2021-110

COUNCIL: December 13, 2021

PREPARED BY: Annette Simonian, Clerk

RE: Accessibility 2021 Annual Status Report

RECOMMENDATION:

THAT Council receives the 2021 Annual Accessibility Status report for information.

BACKGROUND:

The purpose of this report and attached Status Report is to provide Council and the public with an annual update on the Augusta Multi-Year Accessibility Plan, which outlines the municipality's strategy to improve accessibility for people with disabilities.

The annual progress report outlines the accessibility initiatives that were completed in 2021 that support our strategy outlined in the Multi-Year Plan.

This Status Report will be posted on the website and fulfil our legal obligation to publish an annual accessibility plan under the Accessibility for Ontarians with Disabilities Act (AODA).

The current 5 Year Plan was renewed in 2020 and staff will complete this plan as required.

The municipality remains committed to proceeding with plans to ensure that we comply with the requirements under the AODA and continues to make continual improvements to prevent and remove barriers in all our operations. The update to the website was an important step toward meeting the requirements of the Accessibility for Ontarians with Disabilities Act, 2005.

Web Content Accessibility Guide (WCAG) Level 2.0 AA compliance is a 2021 requirement by July 2021, which was extended from January 1, 2021 due to COVID.

The Web Content Accessibility **Guidelines** (WCAG) are organized by four main principles, which state that content must be POUR: Perceivable, Operable, Understandable, and Robust.

The Township is working with a third-party vendor and working internally to remediate PDF documents to keep the website compliant. The update to the website included upgrades to the Wordpress plugins and fixing of the major accessibility hurdles. The purchase of accessible technology will make the website easier to use by everyone,

THE TOWNSHIP OF AUGUSTA

including those with visual, auditory, physical, speech, cognitive, or neurological disabilities.

AccessiBe is a tool that applies machine-learning to scan, analyze and modify your site's code and behavior so it complies with legislation and allow as many people as possible to be able to use this website including:

- Visually adjust website design to their specific needs such as colours, contrast levels and fonts
- Built in dictionary/glossary to ensure they fully comprehend content.
- navigate most of the website using just a keyboard.
- navigate most of the website using speech recognition software.
- listen to most of the website using a screen reader (including the most recent versions of JAWS, NVDA and VoiceOver)

AccessiBe also provides detailed downloadable compliance audit reports and a compliance certification document.

Staff has had ongoing training on how to build an accessible public facing document for the website, in order to remain compliant.

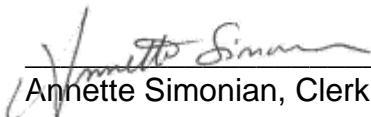
The accessibility regulations don't require us to fix PDFs or other documents published before 23 September 2018 but, if the document is essential to providing a service we will remediate.

It will have to be a business decision whether current documents should be remediated (and whether staff have enough time to remediate manually or purchase software to make it easier) or minimize the website by removing material that is not essential for information and requesting people contact us for the document if they require it. For example, the Master Plans will be very time consuming, even with software to remediate.

Once the website is accessible, the challenge will be keeping it that way. Ongoing staff training and monitoring is key to maintaining compliance.

FINANCIAL IMPACTS

Website redesign and upgrades, AccessiBe software \$750/year for a two/three-year purchase and possible purchase of software to remediate PDF documents related expenditures are eligible and will be offset by a transfer from the Municipal Modernization Fund reserve.


Annette Simonian, Clerk


Steve McDonald, CAO

THE TOWNSHIP OF AUGUSTA



ACCESSIBILITY STATUS REPORT: 2021

THE TOWNSHIP OF AUGUSTA

Introduction

This 2021 Accessibility Status Report provides an annual update on Augusta's 2020-2025 Multi-Year Accessibility Plan.

This Status report in conjunction with the Multi-Year Plan fulfills Augusta's legal obligations for 2021 under the Accessibility for Ontarians with Disabilities Act (AODA) to publish an annual status report on its multi-year plan.

This report and other accessibility documents can be found on the Augusta website at www.augusta.ca.

Augusta's accessibility program is guided by the following commitment statement:

The Township of Augusta is committed to treating all people in a way that allows them to maintain their dignity and independence. The Township believes in integration and equal opportunity. The Township is committed to meeting the needs of people with disabilities in a timely manner and will do so by preventing and removing barriers to accessibility and meeting accessibility requirements under the *Accessibility for Ontarians with Disabilities Act*.

The Council of the Corporation of the Township of Augusta is committed to:

- ensuring the participation of people with disabilities in the identification and review of barriers.
- considering recommendations from people with disabilities and the public with respect to accessibility of municipal buildings, facilities, operations, and services; and
- meeting the standards of the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA) thereby removing barriers creating a municipality where every person who lives or visits can participate fully.

Township Council and staff continue to show their commitment to creating a barrier free community for residents, businesses, and tourists by developing and implementing policies, procedures, and practices to provide service to persons with disabilities.

Accessibility planning will help ensure that Township services, policies, procedures, and practices meet the needs of everyone with a disability, including Township residents, visitors, tourists, and staff.

Augusta's accessibility accomplishments for 2021 included the following:

Municipal Facilities (built environment)

Employees continue to find ways to improve accessibility at municipal owned facilities for both small and large projects.

THE TOWNSHIP OF AUGUSTA

Renovations are pending for installation of accessible ramps, doors, and barrier free washroom at the property in North Augusta purchased by the Township through a grant received.

Accessible Employment

Accommodations continue to be available throughout the recruitment process and employment life cycle.

Orientation package includes human rights, accessibility customer service and integrated accessibility standard regulation.

Customer Service

2021 training continued to ensure all staff, including Councillors, volunteers and new employees are aware of the accessibility accommodation requirements under the AODA.

Information and Communication

The Township ensures all documents are available in an alternate format upon request.

Public facing documents are created in accessible format.

The Website has been upgraded to meet WCAG 2.0 level AA requirements.

Township will remediate documents for accessibility for the website on an ongoing basis.

2022 Accessibility Goals

Continue to improve the quality of documents on the website for increased accessibility.

Move to ensure renovations at municipal facilities and parks do not create barriers and address barriers which may still exist in our buildings and facilities.

Create a culture of Accessibility.

Availability of the Plan and Status Report

Multi-Year Plan and the annual accessibility Status Report can be accessed through Augusta's website: www.augusta.ca.

For more information contact the Clerk's Department

Phone: 613-925-4231

Email: asimonian@augusta.ca

Augusta Township

3560 County Road 26

Prescott, ON K0E 1T0

Alternate format available upon request.

THE TOWNSHIP OF AUGUSTA

REPORT NUMBER: 2021-112
REPORT TO COUNCIL: December 13, 2021
RE: Appointment to Police Services Board
AUTHOR: Steve McDonald, Chief Administrative Officer

RECOMMENDATION:

THAT Council appoint Glenn Mackey as the Township representative on the Police Services Board;

AND FURTHER that this appointment be and is hereby effective December 13th, 2021 and shall expire on November 14th, 2022;

AND FURTHER that Council direct staff to facilitate the appointment of Paul Van Luit with the Ministry of the Solicitor General as the Provincial Appointee representative on the Police Services Board.

PURPOSE:

The purpose of this report is to appoint a Township representative to the Police Services Board.

BACKGROUND:

The Police Services Act requires that there shall be a Police Services Board for every municipality that maintains a police force or has entered into a contract with the Ontario Provincial Police to provide policing services.

The composition of the Board is currently determined as three. Board members include the head of municipal council or, if the head chooses not to be a member of the board, another member of the council appointed by resolution; one person appointed by resolution of the Council, who is neither a member of the Council nor an employee of the municipality and one person appointed by the Lieutenant Governor in Council.

ANALYSIS:

It is anticipated that the Community Safety and Policing Act will be proclaimed in 2022 and may result in changes to the composition of the Police Services Board, however it is important to have an operating board in order to fulfill the legislated responsibilities under the Act.

Mr. Mackey, a former member of the Board, has agreed to serve on the Board until such time as changes to its composition come into force.

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The Township will be contacting the Ministry of the Solicitor General to facilitate the appointment of a Provincial appointee in order to bring the Board to full complement.

POLICY IMPLICATIONS:

While there are no direct policy implications for the Township, this appointment will fulfill the Townships' responsibility under the Police Services Act.

FINANCIAL CONSIDERATIONS:

There are no financial implications associated with this matter. The Police Services Board maintains its own bank account and receives revenues associated with fines quarterly.

OPTIONS:

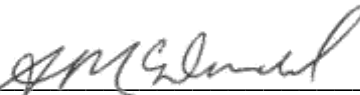
Council could choose not to proceed with an appointment to the Board and wait until the new legislation comes into effect however given that there are legislated responsibilities it is recommended that the appointment be approved.

CONSULTATION:

Township Clerk

LINK TO MUNICIPAL PLANS:

N/A



Steve McDonald, Chief Administrative Officer

THE TOWNSHIP OF AUGUSTA

REPORT NUMBER: 2021-116
REPORT TO COUNCIL: December 13, 2021
RE: Financial and Indicator Variance Reports
AUTHOR: Mark McDonald, Treasurer (Interim)

RECOMMENDATION:

THAT Council accepts for information the attached statement of Revenue and Expenditures- November 30, 2021

BACKGROUND:


Finance will provide the attached reports on a regular basis and supporting detailed information as required for Councils' review and feedback.

ANALYSIS:

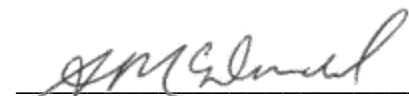
Variance analysis and commentary is provided for each line item where appropriate. Detailed supporting analysis and documentation is available from the Finance Department as identified.

FINANCIAL CONSIDERATIONS:

The attached report is a part of the standard Finance/Treasury reporting responsibility and is provided on a regular basis with other supporting reports. Individual financial considerations will be high-lighted in the attachments as identified throughout the year



Mark McDonald, Treasurer (Interim)



Steve McDonald, CAO

THE TOWNSHIP OF AUGUSTA

Statement of Revenue & Expenditures for the period ended: Nov 21

Account	YTD	YTD	YTD	YTD	Full Year	Full Year	Full Year	Full Year	
	Actual	Budget	Variance	% Var.	Projected	Budget	Variance	% Var.	Comments
Revenue									
Taxation and Payments in Lieu	4,864,116	4,903,377	39,260	1%	5,346,867	5,349,138	-2,271	0%	Awaiting Supp SCIFs - Supps billed Oct 2021
Grants	1,629,789	1,249,409	-380,379	-30%	1,442,675	1,362,992	79,683	6%	Refer to new Grants summary report
Licences and Permits	113,543	102,810	-10,733	-10%	122,401	112,156	10,245	9%	Building +++
Fees and Services and Misc	69,909	71,352	1,443	2%	87,056	77,839	9,217	12%	PW Culverts; Planning; Donations
Interest Income and Penalties	259,455	201,087	-58,367	-29%	277,735	219,368	58,367	27%	Collections improving, but certain large a/c O/S
Miscellaneous Revenue	0	504	504	100%	46	550	-504	-92%	
Transfer From Reserves	2,595,423	2,595,423	-1	0%	2,831,370	2,831,370	0	0%	Ongoing appl/management
Total Revenues	9,532,234	9,123,962	-408,272	-4%	10,108,150	9,953,413	154,737	2%	

Expenditures									
General Government									
Council	91,393	98,018	6,626	7%	103,303	106,929	3,626	3%	
Administration	881,443	757,902	-123,542	-16%	889,732	826,802	-62,930	-8%	IT Offset in MMF Grants; Legal
Administration Capital	7,114	0	-7,114	#DIV/0!	7,114	0	-7,114	#DIV/0!	Should be offset from Reserve; MMF Grants
Administration - Trsf to Reserve	78,491	36,667	-41,825	-114%	40,000	40,000	0	0%	Addition reserve created for COVID 19 Fund
Total General Government	1,058,441	892,587	-165,855	-19%	1,040,149	973,731	-66,418	-7%	

THE TOWNSHIP OF AUGUSTA

Account	YTD	YTD	YTD	YTD	Full Year	Full Year	Full Year	Full Year	
	Actual	Budget	Variance	% Var.	Projected	Budget	Variance	% Var.	Comments
Protective Services:									
Fire	464,302	528,573	64,271	12%	543,597	576,625	33,028	6%	Training & Vehicle, Equip Mtce and Fuel under YTD
Fire Capital	103,144	214,072	110,928	52%	233,533	233,533	0	0%	
Fire - Transfer to Reserves	168,813	361,695	192,882	1	394,576	394,576	0	0%	
Police	919,319	930,750	11,431	1%	1,015,364	1,015,364	0	0%	
Conservation Authority	47,527	42,621	-4,905	-12%	46,496	46,496	0	0%	
Protection, Inspection and Control	21,025	38,221	17,196	45%	35,695	41,696	6,001	14%	Timing of new shared Bylaw Officer
Emergency Measures	14,771	18,420	3,649	20%	16,445	20,094	3,649	18%	
Total Protective Services	1,738,900	2,134,352	395,452	19%	2,285,706	2,328,384	42,678	2%	

Public Works									
Roads - Maintenance	1,545,598	1,567,889	22,291	1%	1,702,811	1,710,424	7,613	0%	Vehicle, Equip Mtce and Fuel under YTD
Roads - Transfer to Reserves	906,346	906,346	0	0%	988,741	988,741	0	0%	
Roads - Capital	1,488,007	1,958,000	469,993	24%	2,136,000	2,136,000	0	0%	All major projects completed for the year
Winter Control	80,118	108,795	28,677	26%	90,008	118,685	28,677	24%	Lighter spring, Oct - Dec variable
Street Lighting	12,212	27,847	15,635	56%	30,959	30,379	-580	-2%	Upgrades in fall; Defer
Public Works subtotal	4,032,281	4,568,877	536,596	12%	4,948,519	4,984,229	35,710	1%	

THE TOWNSHIP OF AUGUSTA

Account	YTD	YTD	YTD	YTD	Full Year	Full Year	Full Year	Full Year	
	Actual	Budget	Variance	% Var.	Projected	Budget	Variance	% Var.	Comments
Environmental Services									
Garbage Disposal	369,589	436,611	67,022	15%	462,099	476,303	14,204	3%	Tracking with FEARAD and GFL
Waste Disposal Capital	0	165,000	165,000	100%	180,000	180,000	0	0%	Deferred
Capital Infrastructure	0	123,750	123,750	100%	135,000	135,000	0	0%	WMS Project deferred/delayed
Garbage Transfer to Reserve	9,728	9,728	0	0%	10,612	10,612	0	0%	
Recycling	2,956	4,125	1,169	28%	3,331	4,500	1,169	26%	
Total Environmental Services	382,273	739,214	356,941	48%	791,042	806,415	15,373	2%	

Health Services:									
Cemetaries	5,833	5,500	-333	-6%	6,333	6,000	-333	-6%	
Total Health Services	5,833	5,500	-333	-6%	6,333	6,000	-333	-6%	

Parks & Recreation:									
Recreation Administration	108,296	106,597	-1,699	-2%	110,063	116,288	6,225	5%	
Programs	56,064	46,823	-8,608	-18%	62,626	51,080	-11,546	-23%	
Recreation Capital	22,428	0	-22,428	#DIV/0!	40,000	0	-40,000	#DIV/0!	Rec IT upgrades-Comm Resiliency fund
Reserve for Recreation Projects	20,396	20,646	250	1%	22,523	22,523	0	0%	
Libraries	126,956	116,698	-10,258	-9%	136,220	127,307	-8,913	-7%	Offset in Covid-19 Funding above
Donations	200	7,333	7,133	97%	8,000	8,000	0	0%	
Total Parks and Recreation	334,341	298,098	-35,610	-12%	379,431	325,198	-54,233	-17%	

THE TOWNSHIP OF AUGUSTA

Account	YTD	YTD	YTD	YTD	Full Year	Full Year	Full Year	Full Year	
	Actual	Budget	Variance	% Var.	Projected	Budget	Variance	% Var.	Comments
Planning and Development:									
Building Official	109,747	121,246	11,498	9%	119,441	132,268	12,827	10%	
Planning and Zoning	57,884	218,411	160,527	73%	185,187	238,267	53,080	22%	DF, OP, ZBLA timing delayed
Commercial and Industrial	111,212	118,296	7,084	6%	108,864	129,050	20,186	16%	Main St. CIP Grants, offset
Agricultural	7,032	20,115	13,083	65%	8,861	21,944	13,083	60%	Saving re PW Mgr now Drainage Supervisor
Tile Drainage	7,266	7,266	0	0%	7,927	7,927	0	0%	
Total Planning and Development	293,141	485,335	192,194	40%	430,279	529,456	99,177	19%	

Total Expenditures	7,845,210	9,123,962	1,279,385	14%	9,881,460	9,953,413	71,953	0.7%	
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THE TOWNSHIP OF AUGUSTA

REPORT NUMBER: 2021-117
REPORT TO COUNCIL: December 13, 2021
RE: Supplemental Taxes and Write-offs
AUTHOR: Mark McDonald, Treasurer (Interim)

RECOMMENDATION:

THAT Council accept Report 2021-117 to approve Tax Write-offs in the amount of \$67,291.23 with the Township's portion being \$34,502.79

BACKGROUND:

During the year applications are received for the cancellation, reduction, refund of taxes pursuant to Section 357 of the Municipal Act. These applications are the result of a change to a property which includes the property or portion of the property is eligible to be reclassified in a different tax class, the land has become vacant land or excess land during the year, the land has become exempt for taxation, during the year a building on the land was razed by fire or damaged by fire or a structure or structures have been demolished.

Applications are also received from farmland owners who may be eligible to apply for a property tax reduction through the Farm Property Class Tax Rate Program. If eligible under the program your farm residence and one acre of surrounding land will be taxed at the Municipal Residential Tax Rate and the remainder of the farm assessment on the property will be taxed at 25% of the Residential Rate.

Supplemental Tax Billings are received from MPAC periodically throughout the year. These represent Assessment growth from any improvements or new Residential structures added to properties. Supplemental Taxes in the amount of \$58,546.00 were billed, with the Townships portion being \$29,443.67.

FINANCIAL CONSIDERATIONS:

The Budgeted amount for Supplemental/Omitted Assessment was approximately \$70,000 in 2021. This budgeted amount has historically been based on the CBO report of new Building Permits. Because of Covid, MPAC inspections for new Supplementals/Omitted Assessments are lower than expected.


There is no budget amount for Tax Write-offs

ATTACHMENTS:


Taxation Workbook 2021

THE TOWNSHIP OF AUGUSTA

Taxation Workbook 2021									
	#Properties	Township	COUNTIES	ENG PUB	ENG SEP	NO SUPPORT	FREN PUB	FREN SEP	TOTAL
Tax Write-offs	33	-\$34,502.79	-\$20,603.17	-\$12,165.17		-\$176.75			-\$67,291.23
Supplementals	23	\$29,443.67	\$17,543.94	\$5,624.76		\$5,294.45		\$639.17	\$58,546.00
Difference		-\$5,059.12	-\$3,059.23	-\$6,540.41	\$0.00	\$5,117.70	\$0.00	\$639.17	-\$8,745.23



 Mark McDonald, Treasurer (Interim)



 Steve McDonald, CAO

THE TOWNSHIP OF AUGUSTA

REPORT NUMBER: 2021 - 118
REPORT TO COUNCIL: December 13, 2021
RE: Augusta/Prescott Joint Task Force Update
AUTHOR: Steve McDonald, Chief Administrative Officer

RECOMMENDATION:

THAT Council receive the November 26th, 2021 Augusta/Prescott Joint Task Force meeting notes.

PURPOSE:

The purpose of this report is to provide an update to Council on the meeting of the Augusta/Prescott Joint Task Force meeting held on November 26th, 2021.

BACKGROUND:

The Township undertook a Service Delivery and Operational Review in 2020, which among other things, included gathering information and identifying areas for improvement, including consultation between Augusta and Prescott staff to identify areas for mutual collaboration.

As a result of the analysis undertaken by the consultants, Opportunities for Collaboration were identified. It was noted that work was already underway on some initiatives with the Town of Prescott and in order to facilitate the implementation of other initiatives that a Joint Collaborative Initiative Task Force be established.

The Joint Initiatives Task Force held their first meeting on February 26th, 2021 and had several meetings throughout 2021.

ANALYSIS:

While the TDC Group report identified various opportunities for collaboration, it is apparent that ongoing discussions between the two municipalities have and will continue to identify items for further study that could be mutually beneficial.

POLICY IMPLICATIONS:

Revisions to existing policies and/or approval of new policies may be required as a result of the items reviewed. New or revised policies will be brought forward on an item-by-item basis where required.

THE TOWNSHIP OF AUGUSTA

FINANCIAL CONSIDERATIONS:

There are no financial implications associated with ongoing meetings of the Joint Task Force.

While the intent of the Task Force is cost reductions/savings, there may be opportunity costs associated with certain items such as an upfront investment resulting in savings or reduced costs over the longer term. Expenditures not included in approved estimates will be brought to Council for approval.

OPTIONS:

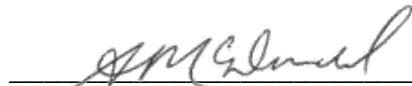
Council could choose to discontinue its involvement on the Task Force, however given the potential benefits of collaborating there does not seem to be any disadvantage to Augusta's continued participation.

CONSULTATION:

Matthew Armstrong, CAO, Town of Prescott

LINK TO MUNICIPAL PLANS:

Augusta Township Service Delivery and Operational Review



Steve McDonald
Chief Administrative Officer

THE TOWNSHIP OF AUGUSTA



Augusta / Prescott Joint Initiatives Task Force
Meeting Notes
November 26th 2021
Township of Augusta Council Chambers

Attendees:

Township of Augusta – Mayor Doug Malanka
Deputy Mayor Jeff Shaver
Steve McDonald, CAO

Town of Prescott - Mayor Brett Todd
Councillor Gauri Shankar
Matthew Armstrong, CAO

- Mayor Malanka provided opening remarks and advised of recent staffing transitions in Augusta.
- The scheduling of 2022 events was discussed noting that sharing a calendar of events would insure no conflicts with tourism events or recreation activities. This would also allow for the opportunity to partner.
- Potential 2022 joint purchasing opportunities were discussed noting that volume discounts may be available on certain items.
- The success of shared services, specifically street sweeping and grading was noted.
- Finance areas of common interest include review of policies, RFP's for audit and banking services. The use of banking tools to facilitate finance operations was also noted.
- The status of the Joint Economic Development Action Plan was discussed. It was suggested that each municipality receive/table the draft report in December in order to allow each Council to review the report over the holidays and tentatively schedule a joint presentation in January, 2022.
- Prescott provided an update on the Arena / Rec Complex
- The Fire Department Agreement between the municipalities was discussed noting that the CAO's are close to having it finalized.
- The path forward/mandate for the Task Force was discussed. It was the consensus that regular meetings continue in order to facilitate joint opportunities between the two municipalities.
- The CAO's will discuss possible mandates for the Task Force.

THE TOWNSHIP OF AUGUSTA

REPORT NUMBER: 2021-119
REPORT TO COUNCIL: December 13, 2021
RE: Auditors Management Letter Recommendations
Township Comments
AUTHOR: Mark McDonald, Treasurer

RECOMMENDATION:

THAT Council receive for information the Townships' response to the Auditors Management Letter recommendations from 2019 and 2020.

BACKGROUND:


As part of the 2019 and 2020 Audit Process, the Townships' Auditor has provided recommendations in the form of their Auditor's Management Letter. Copies of their report were provided to Council in November of 2021.

As requested by Council, a copy of the recommendations, with the Townships' response/comments shown in bold italics is attached.

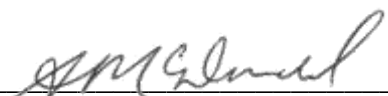
As previously noted, during the transition period, the Auditors recommendations will be reviewed by the Treasurer and management team and where possible, improvements to current processes will be identified and implemented.

FINANCIAL CONSIDERATIONS:

Costs of implementing certain recommendations will be nominal. Any additional costs will be included in the 2022 budget planning and deliberations.



Mark McDonald, Interim Treasurer



Steve McDonald, Interim CAO

THE TOWNSHIP OF AUGUSTA

Attachment 1

September 7, 2021

Mayor Doug Malanka, Members of Council
The Corporation of the Township of Augusta
3560 County Road 26
R. R. #2
Prescott, ON, K0E 1T0

Dear Council Members:

We would like to thank Ray Morrison and the employees of the accounting and administration departments of the Township for their assistance during the performance of the audit of the Township=s December 31st, 2019 year end consolidated financial statements.

In planning and performing our audit of the consolidated financial statements, we obtained an understanding of internal control over financial reporting relevant to the Township=s preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances for the purpose of expressing an opinion on the consolidated financial statements, but not for the purpose of expressing an opinion on the internal controls over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Township=s internal controls over financial reporting.

Our consideration of internal controls over financial reporting was for the limited purpose described above and was not designed to identify all control deficiencies that might be significant deficiencies and therefore, there can be no assurance that all significant deficiencies and other control deficiencies have been identified. As a result, any matters reported below are limited to those deficiencies in internal controls that we identified during the audit.

Our awareness of control deficiencies varies with each audit and is influenced by the nature, timing and extent of audit procedures performed as well as other factors.

Internal control may be broadly defined as processes which have been designed to ensure the orderly and efficient conduct of an entity=s business including the discharge of statutory responsibilities, for example safeguarding of assets, prevention and detection of fraud and error, the reliability of accounting records and timely preparation of financial information.

Deficiencies in controls arise when the design of the control is not sufficient to prevent or detect misstatements on a timely basis.

THE TOWNSHIP OF AUGUSTA

Deficiencies in operations arise when the designed control does not operate as designed or when the person performing the control does not possess the necessary authority or competency to perform the control effectively.

Significant control deficiencies could be identified during the course of the audit engagement. If it is our professional judgement that significant deficiencies exist that merit the attention of those charged with governance, we would address this as part of our year end management letter.

During the audit, there were not significant control deficiencies.

We would offer the following observations and recommendations to enhance the existing internal controls:

Observation	Recommendation
<p><u>Bank Reconciliations</u> We noted during the course of the audit that the bank reconciliations were not being reviewed and approved by the CAO/Treasurer. As there is limited segregation of duties and the individual preparing the bank reconciliation also has access to receipting and payables the compensating control would be the review and approval of the bank reconciliation. In this manner, items which are not clearing on a timely basis would be discussed and resolved.</p>	<p>We would recommend that the monthly bank reconciliations be reviewed and approved by the Treasurer. Reconciling items should be followed up on a timely basis to allow for corrective action to be taken.</p> <p><i>All 2019, 2020, and YTD 2021 reconciling items will be cleared in September 2021 and review/corrections will be completed monthly going forward.</i></p>
<p><u>Taxes Receivable</u> The tax subledger did not agree to the general ledger account. We discussed the monthly process with the deputy treasurer to ensure subledger entries are being recorded in the correct accounts in the general ledger.</p>	<p>We would recommend that the taxes receivable listing be reconciled to the general ledger on a monthly basis and differences be resolved and corrected on a timely basis.</p> <p><i>2019 corrections processed in 2020 and monthly in 2020 and 2021.</i></p>
<p><u>Local Board Surplus</u> We noted the local boards have an operating surplus. Under the Municipal Act section 290(4), prior year surpluses are to be included in the subsequent year=s budget.</p>	<p>We would recommend the local boards pass a resolution to transfer the year end surplus to reserves.</p> <p><i>Annual budget process modified to comply.</i></p>

THE TOWNSHIP OF AUGUSTA

Observation	Recommendation
<p><u>Late Filing Fees</u></p> <p>In our reconciliation of payroll liabilities, we noted late filing fees for late monthly remittances and late annual returns.</p>	<p>We would recommend the monthly procedures ensure returns are completed and submitted in accordance with established time frames set out by the governing body.</p> <p><i>Process in place to insure timely remittances and reporting.</i></p>
<p><u>Long Term Financial Plan</u></p> <p>We reviewed with Township staff the process for the development of capital budgets and acknowledge that multi year capital budgets for expenditures are developed and maintained for major infrastructure through the development charges and roads needs study.</p>	<p>In order to adequately fund the costs of infrastructure to manage the anticipated growth, we would recommend the continuing development of a long term financial plan.</p> <p>A long term financial plan is developed on an analysis of factors impacting capital and operating budgets. The plan includes assumptions with respect to growth, changes in assessment, tax rates, development charge revenue, interest rates impacting reserves and debt policies. The goal is to ensure the Township is in a sound financial position and can finance services to the public on a sustainable basis.</p> <p>We understand that staff have attended Asset Management development courses and that a draft plan will be included in the 2019 budget deliberations.</p> <p><i>Some work has been completed however potential funding will be explored for the completion of an Asset Management Plan in 2022.</i></p>

THE TOWNSHIP OF AUGUSTA

Observation	Recommendation
<p><u>PSAS Budget</u></p> <p>The budget did not include an amount for amortization.</p> <p>With the implementation of Public Sector Accounting Board Standards (PSAS), the Province has passed Ontario Regulation 284/09 which requires a reconciliation of the budget to include items considered under PSAS such as reserves, long term debt, amortization and tangible capital assets.</p>	<p>To make the budget to actual information more meaningful, we would recommend Council consider adopting the budget on a PSAS budget</p> <p>We understand that Management will prepare the required reconciliation to meet the requirements of Ontario Regulation 284/09.</p> <p><i>This item will be included going forward.</i></p>

Observation	Recommendation
<p><u>Segregation of Duties re: Electronic Payments</u></p> <p>We noted in prior audits that one employee has access to the entire electronic payment system. The payments are made after approval for payment is obtained from the Treasurer in the form of signature approval, however, payments are able to be made without the approval. The employee has the ability to redirect funds from the Township in the form of releasing electronic payments to unauthorized recipients.</p>	<p>In prior years we made recommendations to help ensure both the staff member making electronic payments and the assets of the Township are adequately protected.</p> <p>We understand that the Township has compensating controls in that electronic transfer amounts are limited to predefined amounts. We continue to recommend that electronic transfers be withheld until such time as an electronic approval is released by the Treasurer or second signatory to the bank. This effectively incorporates a second signatory to electronic payments similar to the requirement to have two authorized signatures on a cheque.</p> <p><i>Working with the Township financial institution to implement dual signature authorization.</i></p>

THE TOWNSHIP OF AUGUSTA

Observation	Recommendation
<p><u>Segregation of Duties re: Payroll Cycle</u></p> <p>During the course of previous audits we determined that the same employee is responsible for the entire payroll cycle. This employee is able to both add and delete employees to the system, alter wage rates, and release the payroll report to the payroll service. The employee has the ability to redirect funds from the Township via alteration of wages rates, or creation of fictitious employees. While we understand the payroll is reviewed by management after it is prepared, our key concern is that the one employee has access to the entire payroll cycle.</p>	<p>We continue to recommend that one step in the payroll cycle require electronic approval by the Treasurer or member of the management team before the electronic file can be released to the payroll service, before wage rates can be altered, or before an employee can be added to the system. This will help ensure the assets of the Township are protected.</p> <p><i>Working with the Township financial institution to implement dual signature authorization.</i></p>

It is our pleasure to be of service to the Township with the 2019 audited consolidated financial statements. If you have any questions on the above noted items, please do not hesitate to contact us.

Yours truly,

Howard A. Allan FCPA, FCA
 CF/dkp
 cc: Bryan Brown, CAO, Ray Morrison, Treasurer

Carole Fuller, CPA, CGA

THE TOWNSHIP OF AUGUSTA

October 13, 2021

Mayor Doug Malanka, Members of Council
The Corporation of the Township of Augusta
3560 County Road 26
Prescott, ON, K0E 1T0

Dear Council Members:

We would like to thank Ray Morrison and the employees of the accounting and administration departments of the Township for their assistance during the performance of the audit of the Township's December 31st, 2020 year end consolidated financial statements.

In planning and performing our audit of the consolidated financial statements, we obtained an understanding of internal control over financial reporting relevant to the Township's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances for the purpose of expressing an opinion on the consolidated financial statements, but not for the purpose of expressing an opinion on the internal controls over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Township's internal controls over financial reporting.

Our consideration of internal controls over financial reporting was for the limited purpose described above and was not designed to identify all control deficiencies that might be significant deficiencies and therefore, there can be no assurance that all significant deficiencies and other control deficiencies have been identified. As a result, any matters reported below are limited to those deficiencies in internal controls that we identified during the audit.

Our awareness of control deficiencies varies with each audit and is influenced by the nature, timing and extent of audit procedures performed as well as other factors.

Internal control may be broadly defined as processes which have been designed to ensure the orderly and efficient conduct of an entity's business including the discharge of statutory responsibilities, for example safeguarding of assets, prevention and detection of fraud and error, the reliability of accounting records and timely preparation of financial information.

Deficiencies in controls arise when the design of the control is not sufficient to prevent or detect misstatements on a timely basis.

Deficiencies in operations arise when the designed control does not operate as designed or when the person performing the control does not possess the necessary authority or competency to perform the control effectively.

THE TOWNSHIP OF AUGUSTA

Significant control deficiencies could be identified during the course of the audit engagement. If it is our professional judgement that significant deficiencies exist that merit the attention of those charged with governance, we would address this as part of our year end management letter.

During the audit, there were not significant control deficiencies.

We would offer the following observations and recommendations to enhance the existing internal controls:

Observation	Recommendation
<p><u>Bank Reconciliations</u></p> <p>We noted during the course of the audit that the bank reconciliations were not being reviewed and approved by the CAO/Treasurer. As there is limited segregation of duties and the individual preparing the bank reconciliation also has access to receipting and payables the compensating control would be the review and approval of the bank reconciliation. In this manner, items which are not clearing on a timely basis would be discussed and resolved.</p>	<p>We would recommend that the monthly bank reconciliations be reviewed and approved by the Treasurer. Reconciling items should be followed up on a timely basis to allow for corrective action to be taken.</p> <p><i>Treasurer has retroactively reviewed bank reconciliations for 2020, year to date 2021, made necessary and funds transfers and will review and sign off monthly upon completion.</i></p>
<p><u>Taxes Receivable</u></p> <p>The tax subledger did not agree to the general ledger account. We discussed the monthly process with the deputy treasurer to ensure subledger entries are being recorded in the correct accounts in the general ledger.</p>	<p>We would recommend that the taxes receivable listing be reconciled to the general ledger on a monthly basis and differences be resolved and corrected on a timely basis.</p> <p><i>Tax receivable subledger is being reconciled to general ledger monthly, necessary postings made and being reviewed to ensure reconciliation is complete on an ongoing monthly basis vs at year end.</i></p>

THE TOWNSHIP OF AUGUSTA

Observation	Recommendation
<p><u>Local Board Surplus</u></p> <p>We noted the local boards have an operating surplus. Under the Municipal Act section 290(4), prior year surpluses are to be included in the subsequent year’s budget.</p>	<p>We would recommend the local boards pass a resolution to transfer the year end surplus to reserves.</p> <p><i>We will create related reserves, pass necessary resolutions and transfer year end surplus to reserves for 2020, in November 2021, then upon completion of audit in 2022 for fiscal 2021.</i></p>
<p><u>Education Tax Rates</u></p> <p>The final tax billing did not have the correct tax rates for vacant and excess land. The education tax rates are set by Ontario Regulation and in 2020 the regulation did not provide for a reduced rate for vacant and excess land.</p>	<p>The tax rates should be in accordance with the Ontario Regulation for Education Tax Rates.</p> <p><i>This was a very isolated case, with small impact in 2020. Tax rates were triple checked by all Finance staff before final taxes were processed in September 2021 and will be going forward.</i></p>
<p><u>Fuel Logs</u></p> <p>We noted the year end adjustment for vehicle fuel was significant. We understand access to the fuel tanks is controlled by a key card and a log of fuel used by key card can be maintained.</p>	<p>We recommend the key card fuel logs be utilized on a monthly basis to allocate costs to the appropriate expenditures and the balance in the fuel inventory account be reviewed for reasonableness.</p> <p><i>The key card fuel logs are utilized on a monthly basis. The monthly fuel allocation to vehicles journal is reviewed by the department manager and signed off monthly. The significant adjustment was due to fuel being recorded at net cost without taxes. Additional physical controls, locks and monitoring have been installed.</i></p>

THE TOWNSHIP OF AUGUSTA

Observation	Recommendation
<p><u>Municipal Drains</u></p> <p>We noted no additional collection or billing for the unbilled and uncollected amounts owing to the Township for municipal drains.</p>	<p>We recommend the Township review and reconcile unpaid invoices and determine the collection efforts to either receive the funds or provide for an allowance for doubtful accounts. In addition, the Township review the status of unbilled completed projects to determine a timeline to invoice the landowners.</p> <p><i>Reconciliation and collection procedures are underway, in fall 2021 and will continue in co-ordination with additional tax collection efforts, processes.</i></p>
<p><u>Prepaid Recreation Fees</u></p> <p>The Township entered into an agreement for prepaid ice time for local groups. The agreement provided for annual reporting on the use of the funds to determine the annual expenditure to be recognized. A reconciliation was not requested for 2019 or 2020.</p>	<p>We recommend the Township request the utilization reports for 2019 and 2020 and thereafter on an annual basis, such that the annual expenditure may be recognized.</p> <p><i>Will be done during 2021 interim audit (fall 2021) and documented on a monthly basis by Recreation department staff moving forward.</i></p>

THE TOWNSHIP OF AUGUSTA

Observation	Recommendation
<p><u>Long Term Financial Plan</u></p> <p>We reviewed with Township staff the process for the development of capital budgets and acknowledge that multiyear capital budgets for expenditures are developed and maintained for major infrastructure through the roads needs study, bridge needs study and more recently Fire, Recreation and Operations Review plans.</p>	<p>In order to adequately fund the costs of infrastructure to manage the anticipated growth, we would recommend the continuing development of a long-term financial plan.</p> <p>A long term financial plan is developed on an analysis of factors impacting capital and operating budgets. The plan includes assumptions with respect to growth, changes in assessment, tax rates, development charge revenue, interest rates impacting reserves and debt policies. The goal is to ensure the Township is in a sound financial position and can finance services to the public on a sustainable basis.</p> <p>We understand that staff have attended Asset Management development courses and recommend that a formalized Asset Management and long term plan will be included in the 2022 budget deliberations.</p> <p><i>The draft plan was not included in the 2021 budget deliberations, but will be in the 2022 budget deliberations.</i></p>

THE TOWNSHIP OF AUGUSTA

Observation	Recommendation
<p><u>Segregation of Duties re: Electronic Payments</u></p> <p>We noted in prior audits that one employee has access to the entire electronic payment system. The payments are made after approval for payment is obtained from the Treasurer in the form of signature approval, however, payments are able to be made without the approval. The employee has the ability to redirect funds from the Township in the form of releasing electronic payments to unauthorized recipients.</p>	<p>In prior years we made recommendations to help ensure both the staff member making electronic payments and the assets of the Township are adequately protected.</p> <p>We understand that the Township has compensating controls in that electronic transfer amounts are limited to predefined amounts. We continue to recommend that electronic transfers be withheld until such time as an electronic approval is released by the Treasurer or second signatory to the bank. This effectively incorporates a second signatory to electronic payments similar to the requirement to have two authorized signatures on a cheque.</p> <p><i>We will work with RBC to implement two signature authentication, with anticipated live date in November 2021.</i></p>
<p><u>Segregation of Duties re: Payroll Cycle</u></p> <p>During the course of previous audits we determined that the same employee is responsible for the entire payroll cycle. This employee is able to both add and delete employees to the system, alter wage rates, and release the payroll report to the payroll service. The employee has the ability to redirect funds from the Township via alteration of wages rates, or creation of fictitious employees. While we understand the payroll is reviewed by management after it is prepared, our key concern is that the one employee has access to the entire payroll cycle.</p>	<p>We continue to recommend that one step in the payroll cycle require electronic approval by the Treasurer or member of the management team before the electronic file can be released to the payroll service, before wage rates can be altered, or before an employee can be added to the system. This will help ensure the assets of the Township are protected.</p> <p><i>We will work with RBC to implement two signature authentication, with anticipated live date in November 2021.</i></p>

THE TOWNSHIP OF AUGUSTA

It is our pleasure to be of service to the Township with the 2020 audited consolidated financial statements. If you have any questions on the above noted items, please do not hesitate to contact us.

Yours truly,

Howard A. Allan FCPA, FCA

Carole Fuller, CPA, CGA

CF/dkp

cc: Bryan Brown, CAO, Ray Morrison, Treasurer

THE TOWNSHIP OF AUGUSTA

REPORT NUMBER: 2021-121

REPORT TO COUNCIL: December 13, 2021

RE: Augusta and Prescott Land Needs and Economic Development Strategy Project

AUTHOR: Steve McDonald, Chief Administrative Officer

RECOMMENDATION:

THAT the documents forming part of the Augusta and Prescott Land Needs and Economic Development Project be tabled for Council review

PURPOSE:

The purpose of this report is to provide members of Council with copies of the documents forming part of the Augusta and Prescott Land Needs and Economic Development Project for their review and comment before the documents are finalized and public presentations scheduled.

BACKGROUND:

Council approved Report 2021-033 on April 12, 2021, authorizing an agreement with MDB Insight to undertake the Augusta and Prescott Land Needs and Economic Development Strategies with funding to be shared evenly between the Township of Augusta and the Town of Prescott.

The documents that are part of the Augusta and Prescott Land Needs and Economic Development Strategy project include three joint studies that cover both municipalities (Technical Report, Land Needs Analysis, Joint Action Plan), Augusta's Economic Development Strategy and the Town of Prescott's' strategy.

ANALYSIS:

The key deliverables of the project are:

- Two Distinct 5-year Economic Development Strategies – one for the Town of Prescott and Township of Augusta
- Joint Economic Development Action Plan highlighting common priorities across Township of Augusta and the Town of Prescott
- Land Development/Needs Analysis to identify a preferred servicing model and provide for municipal infrastructure/servicing requirements

THE TOWNSHIP OF AUGUSTA

The studies aimed to identify ways to strengthen the region's economic base and contribute to sustainable economic prosperity while retaining youth and attracting new talent. These strategies are expected to set the future direction for economic development to increase opportunities for growth of existing businesses, establish new firms, increase employment opportunities, develop new sectors, and set the stage for workforce renewal and upskilling.

The Provincial Policy Statement (PPS) establishes the requirement for municipalities to provide for an appropriate mix and range of employment to meet the long-term needs of both municipalities. To meet this requirement, both municipalities must ensure an adequate supply of land and/or favourable zoning and servicing to intensify existing lands suitable for employment uses. To support this policy, the partner municipalities requested a land development/needs assessment as part of this project. The full report is provided under separate cover.

POLICY IMPLICATIONS:

Revisions to existing policies and/or approval of new policies may be required as a result of the implementation of recommendations and/or actions noted in the studies. New or revised policies will be brought forward on a project-by-project basis where required.

FINANCIAL CONSIDERATIONS:

The cost of the studies was funded through the Municipal Modernization Grant funding received in 2019. Initiatives and projects resulting from the studies will be brought to Council for approval.

OPTIONS:

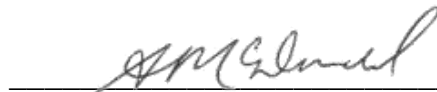
As this report is simply tabling the documents with Council for their review, there is no specific action required of Council at this time.

CONSULTATION:

Matthew Armstrong, CAO, Town of Prescott
Paul Blais, Executive Vice-President, MDB Insight

LINK TO MUNICIPAL PLANS:

Augusta Township Service Delivery and Operational Review



Steve McDonald, Chief Administrative Officer

THE TOWNSHIP OF AUGUSTA

REPORT NUMBER: 2021-122
REPORT TO COUNCIL: December 13, 2021
RE: Tender Award for Supply and Delivery of Handy Hitch
AUTHOR: Brad Thake, Public Works Manager

RECOMMENDATION:

THAT Council authorize the Clerk to enter into an agreement with Toromont Industries for the supply and delivery of a Handy Hitch in the amount of \$31,266.00 plus H.S.T.

PURPOSE

To award the supply and delivery of a Handy Hitch grader compactor attachment.

BACKGROUND:

During annual granular resurfacing operations, when fresh gravel is being placed on gravel roads, we rent a heavy vibratory drum roller to maintain and preserve our gravel road network. This process helps to pack the freshly placed gravel while keeping granules in place throughout the year and provides a smoother driving surface for the public. The annual cost for this much needed rented equipment is approximately \$7000.

There are only two distributors in Ontario for this equipment, both of which were invited to submit bids.

ANALYSIS:

An invitation only Tender was presented to the following bidders. The following bids were received:

- Toromont Industries \$31,266.00 plus HST
- Brandt Tractor Ltd. \$34,900.00 plus HST

Delivery date of unit is anticipated to be no later than April 15, 2022.

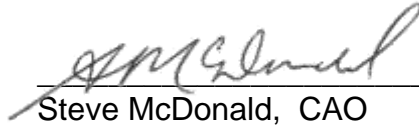
THE TOWNSHIP OF AUGUSTA

FINANCIAL CONSIDERATIONS:

Sufficient funds, in the amount of \$50,000 have been re-allotted in the 2021 Public Works Capital Budget for this contract.



Brad Thake, Public Works Manager



Steve McDonald, CAO

THE TOWNSHIP OF AUGUSTA

REPORT NUMBER: 2021-123
REPORT TO COUNCIL: December 13, 2021
RE: Public Works Activity Report
AUTHOR: Brad Thake, Public Works Manager

RECOMMENDATION:

THAT Council receive the Public Works Activity Report as prepared by the Public Works Manager dated December 13, 2021, for information.

PURPOSE:

To update Council of the activities and operations of the Public Works Department.

BACKGROUND:

Road Maintenance and Operations

- Residential entrance culvert installation program is complete for this year.
- Road and winter patrol is ongoing.
- Hardtop maintenance (pothole repair) is ongoing.
- Sign installations are ongoing.
- Spot grading on gravel roads ongoing, when required.
- Winter operations running at 100%.
- Three winter events recorded for November.
- Richmond Street one way traffic direction signage erected.

Projects/Tenders:

- Speed Radars continue to monitor and collect traffic data (on-going rotation schedule and targeted locations, subject to requests for service).
- Infrastructure Asset Mapping (catch basins, culverts, streetlights, etc.) continues to capture data and is being inputted into our MESH tracking system.
- Staff is generating good news stories and pictures for posting on the website pertaining to activities and projects involving Public Works.
- Handy Hitch for grader was tendered.

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Waste Transfer Sites and Wetlands:

- Transfer Sites: Traffic remains steady. Normal operations.
- Waste Sites: Monitoring/testing is winding down.
- Wetland's monitoring/testing is winding down.
- Data collection survey has commenced for tracking waste, recyclables and traffic at the Maynard Transfer Station

Health & Safety/ Training:

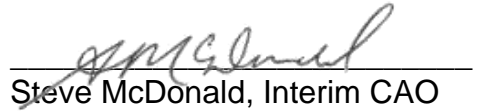
- Weekly safety meetings ongoing with Public Works staff.
- Additional fire extinguishers erected at the Public Works building.

COVID19:

- Safety protocols in place with staff.



Brad Thake, Public Works Manager



Steve McDonald, Interim CAO

THE TOWNSHIP OF AUGUSTA

REPORT NUMBER: 2021-113

REPORT TO COUNCIL: December 13, 2021

RE: Building Department Activity Summary

AUTHOR: Karen Lavigne, CBO, CBCO

RECOMMENDATION:

THAT Council receive the Building Department Activity Report for October and November 2021 for information.

BUILDING DEPARTMENT ACTIVITY SUMMARY:

	Permit Number	Cost of Project	Permit Cost	Type of Permit
1/10/2021	2021-7598	\$40,000.00	\$326.00	Garage
4/10/2021	2020-7621	\$12,000.00	\$360.00	Greenhouse
22/10/2021	2021-7620	\$421,369.31	\$4,676.00	SFD + Garage
5/10/2021	2021-7622	\$800,000.00	\$7,951.00	Add + Reno
8/10/2021	2021-7623	\$40,000.00	\$425.00	Garage/Shop
14/10/2021	2021-7624	\$7,380.00	\$144.00	Shed
18/10/2021	2021-7625	\$300,000.00	\$2,433.00	SFD + Garage
18/10/2021	2021-7625-2	\$10,000.00	\$110.00	Demolition
21/10/2021	2021-7625-3	\$1,000.00	\$95.00	Sugar Shack
22/10/2021	2021-7626	\$2,000.00	\$75.00	Wood Stove
OCTOBER TOTAL		\$1,633,749.31	\$16,595.00	
2021 TOTAL		\$10,205,616.31	\$100,672.04	

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	Permit Number	Cost of Project	Permit Cost	Type of Permit
2/11/2021	2021-7627	\$60,000.00	\$534.50	Garage/Reno
2/11/2021	2020-7628	\$50,000.00	\$390.00	D Garage
2/11/2021	2021-7629	\$66,380.00	\$600.00	D Garage
8/11/2021	2020-7631	\$7,000.00	\$266.00	Carport Add
8/11/2021	2021-7632	\$7,000.00	\$120.00	Shed
8/11/2021	2021-7633	\$10,000.00	\$95.00	Mudroom Add
9/11/2021	2021-7634	\$5,000.00	\$220.00	D Garage
10/11/2021	2021-7630	\$1,500.00	\$75.00	Shed
10/11/2021	2021-7635	\$500,000.00	\$4,956.00	Duplex
15/11/2021	2021-7636	\$15,000.00	\$170.00	Wood Stove + Reno
18/11/2021	2021-7638	\$10,000.00	\$110.00	Garage Demo
22/11/2021	2021-7637	\$35,000.00	\$1,695.00	Garage Conditional
23/11/2021	2021-7639	\$7,500.00	\$144.00	Shed
26/11/2021	2021-7640	\$140,000.00	\$2,744.00	SFD + Garage
29/11/2021	2021-7642	\$380,000.00	\$5,487	SFD + Garage
30/11/2021	2021-7641	\$5,000.00	\$95.00	Bathroom Reno
NOVEMBER TOTAL		\$1,289,380.00	\$17,766.50	
2021 TOTAL		\$11,494,996.31	\$118,438.54	

Date Issued	Permit Number	Cost of Project	Permit Cost	Type of Permit
1/10/2020	2020-7488	\$40,000.00	\$128.00	Renovation
7/10/2020	2020-7489	\$6,500.00	\$95.00	Deck
7/10/2020	2020-7490	\$3,000.00	\$95.00	Bathroom
7/10/2020	2020-7491	\$3,000.00	\$95.00	Garage Repair
8/10/2020	2020-7492	\$22,500.00	\$364.00	D Garage
7/10/2020	2018-7244-3	\$0.00	\$95.00	Renewal
14/10/2020	2020-7493	\$20,000.00	\$254.00	Demo/Rebuild Garage
15/10/2020	2020-7494	\$5,000.00	\$120.00	Shed
20/10/2020	2019-7369-2	\$57,200.00	\$119.00	Renovation
21/10/2020	2018-7252-3	\$5,000.00	\$95.00	Renewal
22/10/2020	2020-7462-2	\$12,000.00	\$1,564.79	4 Garages
OCT. TOTAL		\$174,200.00	\$3,024.79	
2020 TOTAL		\$7,310,502.97	\$84,930.65	

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Date Issued	Permit Number	Cost of Project	Permit Cost	Type of Permit
5/11/2020	2020-7495	\$16,000.00	\$432.00	Coverall
5/11/2020	2020-7496	\$3,500.00	\$138.00	Deck Add.
6/11/2020	2020-7497	\$40,000.00	\$240.00	Garage
9/11/2020	2020-7498	\$90,000.00	\$1600.00	Garage
11/11/2020	2020-7499	\$40,000.00	\$5,065.00	D Garage Conditional. + Paid 4 SFD
18/11/2020	2020-7429	\$80,000.00	\$968.00	Basement Apartment
23/11/2020	2020-7501	\$5,000.00	\$180.00	Shed
24/11/2020	2020-7500	\$50,000.00	\$270.00	Garage
NOV. TOTAL		\$324,500.00	\$8,893.00	
2020 TOTAL		\$7,635,002.97	\$93,823.35	

Inspections performed in October; 33
 Inspections performed in November; 49
 MPAC finals for October; 5
 MPAC Finals for November; 11

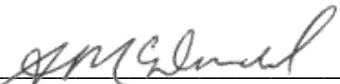
Permits issued in October; 10
 Permits issued in November; 16
 MPAC Occupancies for October; 2
 MPAC Occupancies for November; 2

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

The Building Department received a monetary tip exceeding the amount that is required to be disclosed, according to our Code of Conduct. This resident was of the impression that this was customary. He advised that it is normal procedure in Toronto. With his consent, the Township made a donation to the Leeds and Grenville Food Bank and I Am Alive Dog Rescue on his behalf.



 Karen Morrell, CBO



 Steve McDonald, CAO

THE TOWNSHIP OF AUGUSTA

REPORT NUMBER: 2021-120
REPORT TO COUNCIL: December 13, 2021
RE: Planner's Report
AUTHOR: Barbara Kalivas

RECOMMENDATION:

THAT the Planner's Report of December 13, 2021, be received for information and this report be forwarded to the United Counties of Leeds and Grenville for consideration of the two recommendations respecting the proposed Aggregate Resources Amendment, as highlighted on page 3.

PURPOSE:

This report addresses the following subject:

1. Proposed Amendments to the Official Plan for the United Counties of Leeds and Grenville (UCLG)

1. Proposed Amendments to the Official Plan for the United Counties of Leeds and Grenville (UCLG)

BACKGROUND:

Augusta Township is in receipt of the attached notice of public meetings to be held virtually by the Counties on December 14, 2021 at 9:00 a.m. regarding two proposed amendments to the UCLG Official Plan. This report is written to bring these two amendment matters to the attention of Council and the public.

Additional Residential Unit Amendment Policies

As detailed in the attached notice, the proposed amendment will expand the County second unit policies to not only permit one secondary dwelling unit within a detached dwelling, semi-detached and rowhouse or townhouse dwelling, but also introduces policies that would permit one additional dwelling unit in detached building, accessory to the above listed residential dwelling types. These proposed changes are in keeping with the provincial directives and the amendment directs that local municipal official plans and zoning by-law will implement policies and regulations/zone provisions around such added residential units. This will permit an added residential dwelling unit opportunity from a detached building for such residential type uses in the Township. Attached in full is the proposed Additional Residential Units proposed Amendment No. 2 to the UCLG Official Plan. No issues are raised with this proposed amendment.

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Aggregate Resources Amendment

As detailed in the notice, the aggregate study and proposed amendment policies related to aggregates were required by the initial UCLG Official Plan, to meet provincial policy. The amendment: provides for added bedrock mapping and sand/gravel resource mapping; allows certain types of development in proximity to mapped aggregate resources; requires assessments for other types of development in proximity to/within mapped aggregates and adds policies that apply to new or expanding aggregate resource extraction operations. Amendments to the County Official Plan will not be required for new or expanding aggregate resource extraction operations at the local municipal level, but local Official Plan Amendments may be required depending on the policies of local Official Plans.

Attached in full is the proposed Aggregate Resources proposed Amendment No. 3 to the UCLG Official Plan, which includes a Map identifying Bedrock Resource Areas, and Sand and Gravel Resource Areas (primary/secondary/tertiary). The map also denotes constraints, wherein aggregates resources are not applicable, e.g. within 120 m of a provincially significant wetland, within 500 m of a Settlement Area, and within 500 m of a lake or River. **Save and except for these noted buffered exceptions, the entirety of Augusta Township is delineated as a Bedrock Resource Area (hatched area on the map), with mainly tertiary sand and gravel resources/deposits denoted locations (in yellow on the map).**

While the amendments are in keeping with the Provincial Policy Statement (2020) regarding aggregate and bedrock resource protection, the amendment in full is being brought to Council's attention as the amendment requires that aggregate assessments done by a qualified consultant may be required to support certain types of non-exempted new development applications in areas of bedrock resources and sand and gravel resources, or in proximity thereto. The cost of such studies (and a possible peer review) would need to be borne by the applicant. This will also include a consultant assessment of the aggregate potential to be extracted to support rural residential lot severance applications, where there is the identification of bedrock resources and/or sand and gravel resources, or being in proximity thereto.

Existing lots of record would not be required to provide a supportive aggregates assessment in order to be built upon (provided the development otherwise complies otherwise with the Township's Zoning By-law and other applicable law).

The Map is to serve as a screening map, bringing the resources to the attention of the municipality when an application for development is being proposed or advanced. If the property is in a resource area an assessment is required if it is not an "exempted" type of development as detailed in the amendment.

The following types of new development would not require a supportive assessment: clusters of development in the Agriculture and Rural areas, as

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defined in the amendment; development/expansion of an agricultural use, an agriculture-related use/on-farm diversified use. The following types of Planning Act applications are also exempted from requiring an aggregate assessment study: agricultural use new lots, the severance of a surplus farm dwelling in an agricultural designation, lot line adjustments, the rezoning of land for commercial, industrial or recreation use in the Agriculture or Rural designations provided an amendment to the local Official Plan is not required and the use does not include new dwelling units or accommodations; any expansion of a legal non-conforming use (subject to meeting all other tests in a local Official Plan); any application for site plan or minor variance, regardless of location.

The policy language in the proposed amendment refers to types of new development that would be “exempted” from requiring a supportive assessment of the aggregate potential to be done. Given the list of “exempted” types of new development, it appears that any “new” application for any new residential lot creation and institutional type use and any Official Plan Amendment would require a supportive aggregates assessment study to be done by a qualified consultant to support the new development application. This would need to be done at the applicant’s sole expense and possibly include a peer review expense if deemed required by the County. **It is recommended that in lieu of listing “exempted” types of development or planning applications from having to undertake an aggregates assessment study, for clarity, ease of implementation, and transparency, that the policies instead, or in addition to, list the types of applications that would warrant a consultant’s assessment study of the impact on aggregate resources to support certain planning applications, e.g. new residential lot creation applications, institutional uses, Official Plan Amendments, other.**

There are also buffers from sand and gravel resource areas of 300 m and 500 m of Bedrock Resource Areas and licensed existing quarries to be regarded as adjacent lands to such resources, with policy implications. **It is recommended that these adjacent land/buffers of 300 m from sand and gravel resource areas and 500 m from Bedrock Resource Areas be added as a “note” to the screening map, for ease of policy reference/implementation, so these potential influence areas are flagged more immediately on the screening map itself.**

POLICY IMPLICATIONS:

Upon approval of the pending Official Plan Amendments by the UCLG, the Township will need to regard these added Official Plan policies in the implementation of planning at the Township level. The Township’s Official Plan would need to be updated to comply with the Counties Official Plan. There will be implications on applicants.

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FUTURE FINANCIAL CONSIDERATIONS:

There will be financial implications on applicants where aggregate/bedrock resource assessment studies are required by proponents advancing a new development application where their development application has aggregate/bedrock policy implications, such as new residential lot severances in bedrock/sand/gravel resource areas.

The Township will need to undertake changes to the Township's Official Plan to be compliant with the UCLG Official Plan and the Provincial Policy Statement (2020) with respect to added residential units and aggregates/bedrock resource policies.



Barbara Kalivas Planner (Interim)



Steve McDonald, CAO

Attachments.

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NOTICE OF PUBLIC MEETINGS REGARDING PROPOSED AMENDMENTS TO THE OFFICIAL PLAN FOR THE UNITED COUNTIES OF LEEDS AND GRENVILLE

TAKE NOTICE that the Planning Advisory Committee of the Corporation of the United Counties of Leeds and Grenville will hold public meetings on **Tuesday, December 14, 2021, at 9:00 a.m.**, to consider proposed Amendments to the Official Plan for the United Counties of Leeds and Grenville in accordance with Sections 17 and 21 of the Planning Act, R.S.O. 1990, as amended.

THESE WILL BE VIRTUAL MEETINGS. The public is encouraged to submit any written comments prior to the meetings. The meetings will be livestreamed at <https://www.leedsgrenville.com/en/government/agendas-minutes-and-video.aspx>. For information on how to participate, please see below under Participation and Submissions.

PURPOSE AND EFFECT: ADDITIONAL RESIDENTIAL UNITS (File: D09-COPA-LG-2021-02)

This is a Counties initiated Amendment to increase the number of additional residential units permitted in association with detached houses, semi-detached houses and rowhouses (townhouses). The Amendment will update the second residential unit policies in Section 2.7.4 in the Counties Official Plan to be consistent with the updated Planning Act (Section 16(3)). Specifically, the Amendment will modify Section 2.7.4 of the Official Plan to:

- replace the term “secondary dwelling units” with “additional dwelling units”; and
- enable one additional dwelling unit within a detached house, semi-detached house or rowhouse and one additional dwelling unit in an ancillary building or structure to a detached house, semi-detached house or rowhouse, subject to the policies and regulations of the local municipal Official Plan and zoning by-law.

PURPOSE AND EFFECT: AGGREGATE RESOURCES AMENDMENT (File D09-COPA-LG-2021-01)

This is a Counties initiated Amendment to implement the recommendations of the Aggregate Resources Master Plan, which was completed as a requirement of Section 3.5.2(c) of the Counties Official Plan. The Amendment will:

- add bedrock resource mapping and refine sand and gravel resource mapping;
- enable certain types of development in proximity to mapped aggregate resources;
- require specific assessments for other non-aggregate development in proximity to mapped aggregate resources; and
- add policies that apply to new or expanded aggregate resource extraction operations.

A Counties Official Plan Amendment will not be required for new or expanding resource extraction operations, however, a local Official Plan Amendment may be required depending on the policies of the local Official Plan.

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SUBJECT LANDS FOR BOTH AMENDMENTS: Includes all lands in the United Counties of Leeds and Grenville. Accordingly, no key map is provided. Maps illustrating areas of land with known bedrock or sand and gravel aggregate resources are available by contacting Planning staff or on the Counties website at www.leedsgrenville.com/aggregateplan.

NOTIFICATION OF DECISION(S): If you wish to be notified of the decision(s) of the United Counties of Leeds and Grenville on either of the proposed Official Plan Amendments, you must make a written request, with specified Amendment, to the County Clerk at the address below.

PARTICIPATIONS AND SUBMISSIONS: Any person may participate in the public meetings and/or make written or verbal representations, either in support or in opposition, to the proposed Amendments.

If you wish to provide any written comments, to be included in the meeting agenda, please submit them to Lesley Todd, County Clerk at the address below prior to **Friday, December 3, 2021**. Written comments will be accepted up to and during the meeting.

If you wish to participate in the virtual meeting, you can register with the County Clerk, Lesley.Todd@uclg.on.ca and a link to the meeting will be provided.

If you wish to provide comments during the virtual meeting please email the County Clerk at Lesley.Todd@uclg.on.ca.

APPEAL CONSIDERATIONS: If a person or public body would otherwise have an ability to appeal the decision of the Council of the United Counties of Leeds and Grenville to the Ontario Land Tribunal (OLT) but the person does not make oral submissions at a public meeting or make written submissions to the United Counties of Leeds and Grenville before the Official Plan Amendment(s) is (are) adopted, the person or public body is not entitled to appeal the decision.

If a person or public body does not make oral submissions at a public meeting or make written submissions to the United Counties of Leeds and Grenville before the proposed Official Plan Amendment(s) is (are) adopted, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to add the person or public body as a party.

PLEASE NOTE - For the proposed Amendment regarding Additional Residential Units, the Province (in the Planning Act), indicates that there is no appeal in respect of the policies described in Section 16(3) regarding additional residential units.

ADDITIONAL INFORMATION: For more information about these proposed Amendments or about appeal rights, contact Cherie Mills, Manager of Planning Services, by telephone at (613) 342-3840, ext. 2419 or by email at cherie.mills@uclg.on.ca. Additional information, including a copy (copies) of the

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proposed Amendment(s), is available by contacting the above Planning staff or on the Counties website at www.leedsgrenville.com.

PUBLIC CONSULTATION: Please note that Counties Council has delegated to the Planning Advisory Committee the authority to hold public meetings under the Planning Act. All representations, both verbal and written, will be considered by the Planning Advisory Committee.

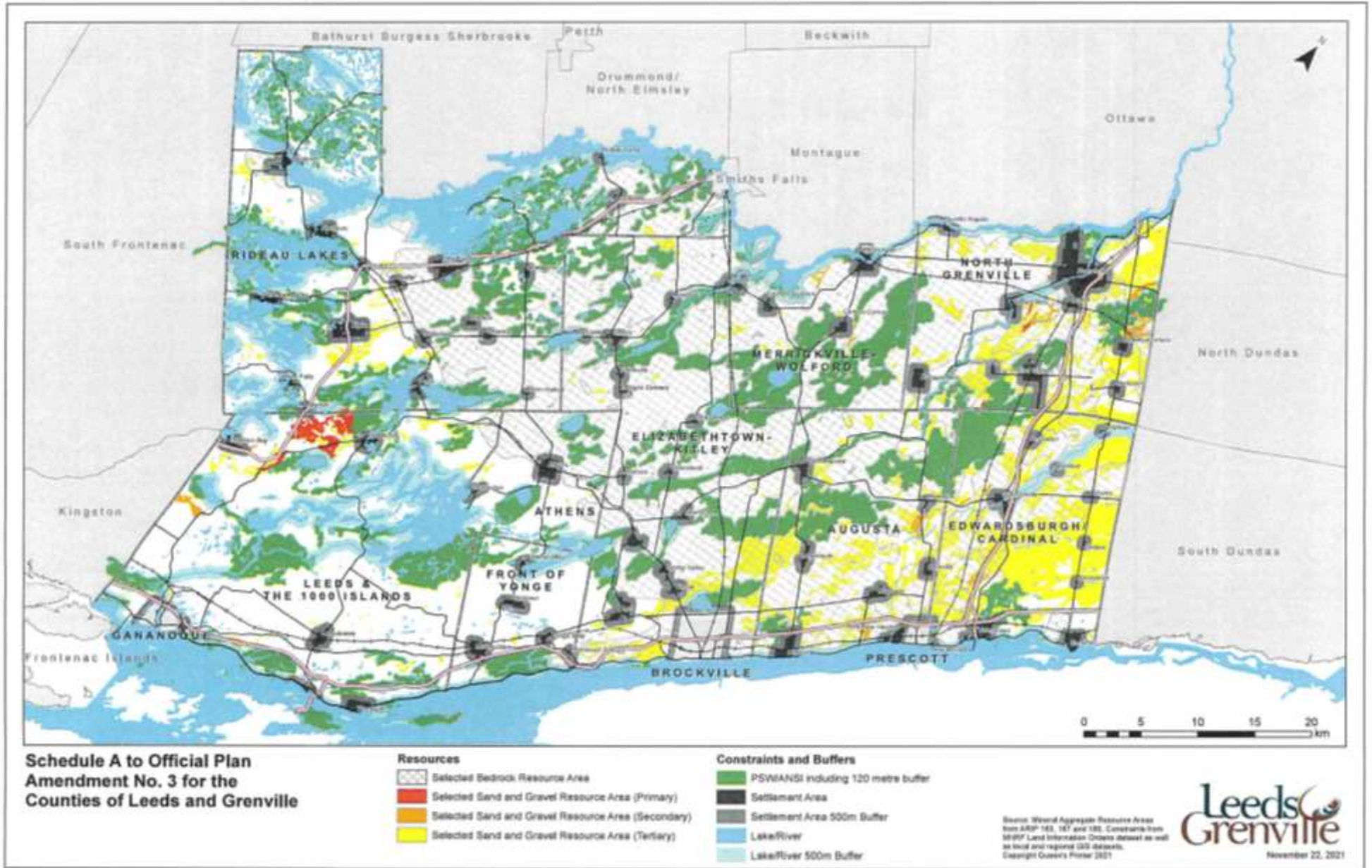
The Planning Advisory Committee will receive a staff recommendation report on each amendment during the regular part of the Planning Advisory Committee Meeting. Subject to the comments heard at the public meetings, the Planning Advisory Committee may choose to make a recommendation to the next Counties Council Meeting for a decision by Counties Council on the matters. The reports will be available to the public on the Friday before the public meeting on the Counties website at: <https://www.leedsgrenville.com/en/government/agendas-minutes-and-video.aspx>.

NOTICE OF COLLECTION: Personal information collected as a result of an Official Plan Amendment is collected under the authority of the Municipal Act, the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), the Planning Act, and all other relevant legislation, and will become part of the public record for the Amendment.

DATED: at the City of Brockville, this 15th day of November 2021.

Lesley Todd, County Clerk
United Counties of Leeds and Grenville
25 Central Avenue West, Suite 100
Brockville, ON K6V 4N6
Phone: 613-342-3840, ext. 2454
Email: Lesley.Todd@uclg.on.ca

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Schedule "A"

DRAFT OFFICIAL PLAN AMENDMENT NO. 2
TO THE OFFICIAL PLAN
FOR THE UNITED COUNTIES OF LEEDS AND GRENVILLE

(Additional Residential Units)

December 14, 2021

THE TOWNSHIP OF AUGUSTA
Amendment No. 2
to the Official Plan for the
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INTRODUCTION

The following Amendment to the Official Plan for the United Counties of Leeds and Grenville consists of two parts.

PART A - THE PREAMBLE consists of the purpose and effect, location and basis for the Amendment and does not constitute part of the actual Amendment.

PART B – THE AMENDMENT sets out the actual Amendment along with the specific policy changes to be made to the Official Plan for the United Counties of Leeds and Grenville.

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PART A – THE PREAMBLE

TITLE

The title of the Amendment is “Official Plan Amendment No. 2 to the Official Plan for the United Counties of Leeds and Grenville”, herein referred to as Amendment No. 2.

PURPOSE AND EFFECT

This is a Counties initiated Amendment to the Official Plan for the United Counties of Leeds and Grenville. The main purpose of this Amendment is to change the policies for second residential units to meet the provincial *Planning Act* changes. This includes updating the terminology from second residential units to additional residential units.

Further, the amendment will permit an additional residential unit within a detached house, semi-detached house or rowhouse and an additional residential unit in an ancillary building or structure to a detached house, semi-detached house or rowhouse. The amendment also identifies that detailed policies and requirements shall be contained in local official plans and zoning by-laws.

LOCATION

Official Plan Amendment No. 2 is an amendment to text and will apply to all lands in the United Counties of Leeds and Grenville.

BASIS

When the *Planning Act* was amended by Bill 140 - *Strong Communities through Affordable Housing Act* (2012), it used the term “secondary dwelling unit” to reflect one additional unit was permitted either in the main dwelling or in an accessory structure. This version of the *Planning Act* was in effect when the Counties Official Plan was originally prepared and approved in 2016, therefore this is what was reflected in the Plan.

In 2019, Bill 108 - *More Homes, More Choices Act* allowed one additional residential unit (ARU) in the main dwelling and one additional dwelling unit in an ancillary building or

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structure for a total of three potential units on a property within a detached, semi-detached or rowhouse residential dwelling. This resulted in changes to Section 16(3) of the *Planning Act* to reflect Bill 108 and requires official plans contain policies authorizing up to two additional residential units per residential dwelling.

Bill 108 was supported by *Ontario Regulation 299/19*, which set out specific regulations for ARUs relating to parking and occupancy such as:

- each additional unit shall have one parking space provided and maintained for the sole use of the occupant of the ARU unless a zoning by-law amendment has been approved which requires no parking;
- parking may be tandem parking (also known as stacked parking);
- property owners do not have to live on the property and tenants do not have to be related to the owner; and,
- where the use of ARUs is authorized, an ARU is permitted regardless of the date of construction of the principal dwelling.

The provisions of *Ontario Regulation 299/19* are too detailed to be included in the Counties Official Plan and are best implemented through local official plan policies and zoning by-law regulations.

The Provincial Policy Statement (2020) (PPS) sets the policy foundation for regulating development and land use and supports growth and development within Ontario. The policies state that healthy, livable and safe communities are sustained by accommodating an appropriate affordable and market-based range and mix of residential types (including single-detached, additional residential units, multi-unit housing, affordable housing and housing for older persons) to meet the province's long term needs (Section 1.1.1(b)).

Section 1.4 of the PPS provides policy direction for housing. Specifically, Section 1.4.3 sets out that planning authorities shall provide for an appropriate range and mix of housing options and densities required to meet projected requirements of current and future residents by permitting and facilitating all types of residential intensification, including additional residential units.

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The Counties Official Plan directs growth management and land use decisions across the Counties by providing upper-tier land use planning guidance for the ten member municipalities. One of the strategic directions of the Counties Official Plan is to encourage the provision of a range of housing opportunities of varying densities and tenures, including the construction of affordable housing. Additional residential units are a type of affordable housing.

Section 2.7 of the Counties Official Plan sets out the policies for housing and affordability. Specifically, Section 2.7.2 states that the provision of housing that is affordable and accessible to low and moderate-income households will be a priority. The Section further notes that the Counties will encourage the provision of affordable housing, where appropriate, through supporting increased residential densities in appropriate locations and a full range of housing types and sizes, provision of adequate land supply, and through redevelopment and residential intensification opportunities, where appropriate. Additional residential units do add to the range of housing types and sizes available across the Counties.

Currently, the Second Residential Unit policies in Section 2.7.4 recognize that second residential units are permitted within single detached, semi-detached, and townhouse dwelling units, where an accessory residential unit is currently not permitted in a structure which is accessory to those dwelling units, subject to appropriate servicing. Alternatively, local municipalities will permit the second residential unit to be located within a residential accessory structure, subject to the policies and regulations of the local municipality.

The current Counties Official Plan policies do not permit a second residential unit in the residential dwelling and an accessory structure at the same time. Through the Official Plan Amendment, Section 2.7.4 will incorporate the updated provincial terminology of additional residential units and clearly state that these additional residential units are permitted in both the dwelling unit and in an ancillary building or structure.

The proposed amendment is consistent with the recent *Planning Act* changes, the applicable policies of the Provincial Policy Statement (2020) and is supported by the policies of the Counties Official Plan.

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PART B – THE AMENDMENT

INTRODUCTION

Part B – The Amendment, provides the following text changes that constitute Amendment No. 2 to the Official Plan for the United Counties of Leeds and Grenville.

DETAILS OF THE AMENDMENT

The Official Plan for the United Counties of Leeds and Grenville is hereby amended as follows:

1. That the Section 2.7.4 titled “Second Residential Units and Garden Suites” be renamed to “Additional Residential Units and Garden Suites” and that the table of contents be amended to reflect this title change.
2. That “second residential units” be replaced with “additional residential units” in the first sentence of the preamble of Section 2.7.4.
3. That Section 2.7.4 a) and b) be deleted and replaced to read as follows:
 - a) Local municipalities shall develop policies in accordance with the *Planning Act*, to permit one additional residential unit within a detached house, semi-detached house or rowhouse and one additional residential unit in an ancillary building or structure to a detached house, semi-detached house or rowhouse, subject to the policies and regulations of the local municipal Official Plan and zoning by-law.
 - b) Local municipal Official Plans and implementing zoning by-laws shall contain detailed policies and requirements relating to additional residential units, and may have consideration for such matters as parking requirements, servicing, and compliance with other relevant municipal and provincial requirements including the Ontario Building Code.

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IMPLEMENTATION AND INTERPRETATION

The provisions of the Official Plan for the United Counties of Leeds and Grenville, as amended from time to time, shall apply in regard to this Amendment.

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Schedule "A"

DRAFT OFFICIAL PLAN AMENDMENT NO. 3
TO THE OFFICIAL PLAN
FOR THE UNITED COUNTIES OF LEEDS AND GRENVILLE

(Aggregate Resources)

December 14, 2021

THE TOWNSHIP OF AUGUSTA
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INTRODUCTION

The following Amendment to the Official Plan for the United Counties of Leeds and Grenville consists of two parts.

PART A - THE PREAMBLE consists of the purpose and effect, location and basis for the Amendment and does not constitute part of the actual Amendment.

PART B – THE AMENDMENT sets out the actual Amendment along with the specific policy changes to be made to the Official Plan for the United Counties of Leeds and Grenville.

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PART A – THE PREAMBLE

TITLE

The title of the Amendment is “Official Plan Amendment No. 3 to the Official Plan for the United Counties of Leeds and Grenville”, herein referred to as Amendment No. 3.

PURPOSE AND EFFECT

This is a Counties initiated Amendment to the Official Plan for the United Counties of Leeds and Grenville. The main purpose of this Amendment is to incorporate additional policies into the Official Plan on mineral aggregate resources and to amend Schedule ‘B’ to add information that identifies Selected Bedrock Resource Areas and which modifies the extent of Selected Sand and Gravel Areas of Primary, Secondary and Tertiary Significance.

LOCATION

Official Plan Amendment No. 3 includes policies and mapping that will apply to all lands in the United Counties of Leeds and Grenville.

BASIS

Official Plan Amendment No. 3 has three components. The first component involves the identification of Selected Bedrock Resource Areas on Schedule ‘B’ in the Official Plan. The second component involves the modification of the extent of the Selected Sand and Gravel Resource Areas of Primary, Secondary and Tertiary Significance. The third component involves the inclusion of additional policies on mineral aggregate resources in the Official Plan. Below is the rationale for these proposed changes.

Selected Bedrock Resource Area Mapping (Screening Tool)

The 2020 Provincial Policy Statement (‘2020 PPS’) requires that all Official Plans contain mapping that shows the location of known deposits of mineral aggregate resources.

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In the case of the United Counties of Leeds and Grenville Official Plan (as approved by the Province on February 19, 2016), Schedule 'B' already identifies the location of Selected Sand and Gravel Resource Areas of Primary, Secondary and Tertiary Significance. However, Schedule 'B' does not include mapping showing the location of Selected Bedrock Resource Areas. At the time that the Official Plan was being prepared, a number of concerns were raised about the extent of bedrock resources in the Counties of Leeds and Grenville and its impacts on rural development. The United Counties of Leeds and Grenville was also faced with a compressed timeline to complete the Official Plan Review that did not allow for a comprehensive exercise to refine the delineation of bedrock resource areas.

On the basis of the above, the Official Plan for the United Counties of Leeds and Grenville was modified through the approval process to indicate that the Counties must complete an Aggregate Resources Master Plan ('ARMP') to address specific aggregate and bedrock issues within three years of approval of the Official Plan. In this regard, this Official Plan Amendment No. 3 is required to implement the ARMP.

Following the adoption of the Official Plan for the United Counties of Leeds and Grenville, the Province through the Ministry of Northern Development, Mines, Natural Resources and Forestry ('MNDMNRF') provided the United Counties of Leeds and Grenville with accurate and up to date information on the location of Selected Bedrock Resource Areas in the Counties, as mapped in the Aggregate Resources Inventory Paper 183 ('ARIP 183') and through annual updates completed by the MNDMNRF.

An updated Schedule 'B' to the Official Plan for the United Counties of Leeds and Grenville has been prepared showing Selected Bedrock Resource Areas that include a drift thickness of between 0 metres and 8 metres. Lands within settlement areas, Provincially significant wetlands and Provincially significant Areas of Natural and Scientific Interest were not included. In addition, lands within 500 metres of the boundary of a settlement area or major river or lake and within 120 metres from the edge of a Provincially significant wetland and Provincially significant Areas of Natural and Scientific Interest were also not included. Schedule 'A' to this Amendment includes the Selected Bedrock Resource Area that will be added to Schedule 'B' of the Official Plan for the United Counties of Leeds and Grenville.

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As a consequence of the above, the outstanding concern about the accuracy of the mapping has been resolved. It should be noted that the identification of Selected Bedrock Resource Areas on Schedule 'B' is not intended to establish the principle of developing a mineral aggregate operation. In fact, an application to establish a mineral aggregate operation does not depend on the subject lands being identified as being the site of a resource in the first place. While the mapping shows where bedrock resource areas are, the mapping will be used primarily as a screening tool to trigger the potential need for an assessment of the impacts of an alternative land use on the feasibility of extracting the resource.

Selected Sand and Gravel Resource Areas Mapping (Screening Tool)

The extent of the Selected Sand and Gravel Resource Areas of Primary, Secondary and Tertiary Significance on Schedule 'B' is modified by this Amendment as they relate to settlement areas, rivers, lakes, Provincially significant wetlands and Provincially significant Areas of Natural and Scientific Interest in the same manner as described above as it relates to Selected Bedrock Resource Areas. Schedule 'A' to this Amendment includes the Selected Sand and Gravel resource Areas of Primary, Secondary and Tertiary Significance that will replace the existing Sand and Gravel Resource Areas shown on Schedule 'B' of the Official Plan for the United Counties of Leeds and Grenville.

Proposed Policy Changes

According to Schedule 'B', significant amounts of land are identified as being the site of Selected Bedrock Resource Areas in particular and concerns have been expressed about the implications of including so much land in this category on the potential for development of other forms of development in rural areas.

This is because once Selected Bedrock Resource Areas are identified on an Official Plan schedule, Section 2.5.2.5 of the 2020 PPS is then triggered. Section 2.5.2.5 is reproduced below:

In known deposits of mineral aggregate resources and on adjacent lands, development and activities which would preclude or hinder the establishment of new operations or access to the resources shall only be permitted if: a) resource use would not be feasible; or

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b) the proposed land use or development serves a greater long-term public interest; and c) issues of public health, public safety and environmental impact are addressed.

As set out in Section 2.5.2.5, an assessment of the impacts of proposed development on resource extraction is required to be carried out whenever development is proposed with development being defined as development requiring Planning Act approval.

It is noted that items a) and b) in Section 2.5.2.5 are separated by the word "or". This means that a case can be made that a proposed land use or development serves a greater long-term public interest than a proposed resource use even if it is determined that a resource use would be feasible. This means that the potential exists as part of the review of any application to make a determination on what use is in the greater long-term public interest to consider. In addition to the above, it is noted that one of the tests is *"The resource use would not be feasible."* In this regard, the presence of a resource is not in of itself a determinant of whether it is feasible to extract. There are a number of factors that need to be considered to determine feasibility and these are identified in this Amendment.

As noted above, Section 2.5.2.5 of the 2020 PPS is triggered when "development" as defined by the 2020 PPS and "activities" (which are not defined) are proposed. Given that "development" means a change in land use requiring a Planning Act approval, this section is triggered by an application to amend the Official Plan or Zoning By-law, and by an application for a Plan of Subdivision/Condominium, consent and minor variance.

On the basis of the above, applications to construct a dwelling or any other use on any property that is zoned to permit the use would not trigger Section 2.5.2.5 of the 2020 PPS since a Planning Act approval is not required. In addition, any application for development as per the Planning Act within the boundary of a settlement area would not trigger the application of Section 2.5.2.5 of the 2020 PPS.

Given the above, the purpose of this Amendment is to minimize the impact of Section 2.5.2.5 on future Planning Act approvals in the Agricultural Area and Rural Lands designations. In this regard, this Amendment will exempt the following types of development from requiring an assessment as per Section 2.5.2.5 of the 2020 PPS:

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1. Any form of development within clusters of non-agricultural development outside of settlement areas will be exempted, with the determination of where such clusters are located to be made by the local municipalities, with some guidance provided by the Counties.
2. The development and/or expansion of an agricultural use, an agriculture-related use and/or an on-farm diversified use, whether it involves the development of buildings or structures or not is exempted, regardless of whether a Planning Act approval is required.
3. The following applications are also exempted:
 - The creation of a new lot for an agricultural use or an agriculture-related use;
 - The creation of a lot to accommodate an existing habitable farm dwelling that has become surplus to a farming operation;
 - The adjustment of a lot line for legal or technical reasons;
 - The re-zoning of land for the development or expansion of a commercial, industrial or recreational use in the Agricultural Area or Rural Lands designations provided an amendment to the local Official Plan is not required and provided the use does not include the establishment of dwelling units or accommodation units;
 - The expansion of a legal non-conforming use, provided such an expansion meets all of the other tests in the local Official Plan; and,
 - Any application for a site plan or minor variance, regardless of location.

In addition to the above, this Amendment adds policies into the Official Plan that establish assessment requirements and criteria to be considered by a local municipality in determining whether a study in accordance with Section 2.5.2.5 of the 2020 PPS is required to support an application for development that is not exempted.

In this regard, this Amendment adds policies that provide local municipalities with the ability to make professional judgements that have the effect of scoping and/or waiving any of the assessment requirements if the local municipality is satisfied that the information is not required or relevant to assess an application for development. If a study is in fact required, the Amendment requires a proponent to submit a mineral aggregate resources study completed by a qualified professional to demonstrate that the criteria has been satisfied.

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A number of new policies are also included in the Amendment that address new and/or expanding mineral aggregate operations and they are intended to enhance existing policies in the Official Plan. The policies ensure the continued protection of mineral aggregate operations from development that would preclude or hinder their expansion and provide clarity for the continuation of existing mineral aggregate operations. A policy encouraging the co-location or grouping of recycling facilities has also been included in the Amendment.

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PART B – THE AMENDMENT

INTRODUCTION

Part B – The Amendment, outlines the changes that constitute Amendment No. 3 to the Official Plan for the United Counties of Leeds and Grenville.

DETAILS OF THE AMENDMENT

The Official Plan for the United Counties of Leeds and Grenville is hereby amended as follows:

1. That Schedule "B", Mineral and Mineral Aggregate Resources, to the Official Plan is hereby amended by deleting the Sand and Gravel Resource Area (Primary), Sand and Gravel Resource Area (Secondary) and Sand and Gravel Resource Area (Tertiary) data and replacing it with the Selected Sand and Gravel Resource Area and Selected Bedrock Resource Area as shown on Schedule "A" to this Amendment and the constraints and buffers as follows:
 - I. Lands within 500 metres of the boundary of a settlement area;
 - II. Lands within a Provincially significant wetland or within 120 metres of the boundary of a Provincially significant wetland;
 - III. Lands within a Provincially significant Area of Natural and Scientific Interest or within 120 metres of the boundary of a Provincially significant Area of Natural and Scientific Interest; and,
 - IV. Lands within 500 metres of the boundary of lakes or rivers.
2. That the Preamble in Section 3.5.2, to the Official Plan, is hereby modified as follows:

Deposits of mineral aggregate resources, including primary, secondary and tertiary sand and gravel resources and bedrock resources, are identified by the Province in the Aggregate Resources Inventory of the United Counties of Leeds-Grenville, Southern Ontario, Paper 183 (2009). Selected Sand and Gravel Resource Areas, which includes Primary, secondary and tertiary sand and gravel resources, and Selected Bedrock Resource Areas are identified as a

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Potential Development Constraint Overlay (Screening Map) on **Schedule B** of this Plan. As the extent of the bedrock resource areas identified by the Province is expansive and covers the majority of the Counties, Counties Council has directed that bedrock resource areas as depicted in the Schedules of the local municipal Official Plans will represent a detailed interpretation of the boundaries of viable bedrock resource areas until such time that a Counties' Aggregate Resources Master Plan is prepared. A Counties' Aggregate Resources Master Plan will be carried out by the County in consultation with local municipalities, the Province and other agencies, and the public. Such a study shall be undertaken within 3 years of the approval of this Plan, and, subsequently, the product of that review shall result in an amendment to this Plan. A Counties' Aggregate Resources Master Plan will consider all available mapping, potential constraints to resource extraction, and the associated policy framework, which may identify the criteria that should be considered when an application is submitted.

3. That Section 3.5.2 a) of the Official Plan is hereby modified as follows:

In accordance with provincial policy and the policies of this Plan, viable *mineral aggregate resources* will be protected for long-term use. Selected Sand and Gravel Resource Areas, which include Primary, secondary and tertiary sand and gravel resource areas, and Selected Bedrock Resource Areas are identified as a Potential Development Constraint Overlay (Screening Map) on **Schedule B**. Bedrock resource areas will be identified in the local municipal Official Plans. The identification of *deposits of mineral aggregate resources* on **Schedule B** and in the local municipal Official Plans does not presume that all lands located within these areas are suitable for the establishment of new or expansions to existing *mineral aggregate operations*. Furthermore, the *deposits of mineral aggregate resources* identified on **Schedule B** and in the local municipal Official Plans are not intended to be reserved in totality for extraction of these resources over other potential land uses in these areas. The effect of the overlay is to establish a screening tool to trigger the potential need for an assessment of the impacts of an alternative land use on the feasibility of extracting the resource.

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4. That Sections 3.5.2 c), d) and g) of the Official Plan are hereby deleted in their entirety.

5. That Section 3.5.2 e) of the Official Plan is hereby renumbered Section 3.5.2 c) and is modified as follows:

~~Until such time that an Aggregate Resources Master Plan has been prepared and implemented through an amendment to the Counties Official Plan, Local municipalities in their local municipal Official Plans may adjust or make minor refinements to the extent of the Selected Bedrock Resource Areas and/or Selected Sand and Gravel Resource Areas identified on Schedule B and the bedrock resource areas identified by the Province, in consultation with and to the satisfaction of the Counties and the extent to which the policies associated with deposits of mineral aggregate resources apply within these areas, without an amendment to the Counties Official Plan. Refinements or adjustments to the extent of the sand and gravel resource areas and the bedrock resource areas may be based on the consideration of the viability of the local resources, the location of settlement areas and existing development, the location of natural heritage features and areas, and setbacks from waterbodies, among other matters, and will be subject to provincial approval.~~

6. That Sections 3.5.2 f) and Section 3.5.2 h) of the Official Plan are hereby renumbered Sections 3.5.2 d) and 3.5.2 e).

7. That Section 3.5.2.1 of the Official Plan is hereby amended with the new title of 'New or Expanding Mineral Aggregate Operations'.

8. That Section 3.5.2.1 a) of the Official Plan is hereby amended as follows:

a) New *mineral aggregate resource operations* or any expansion to an existing *mineral aggregate resource operation* that extends beyond the licensed boundary identified in the local municipal Official Plan will require an amendment to the local municipal Official Plan, and will conform to the

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policies of this Plan and the local municipal Official Plan. An amendment to this Plan will not be required for new or expanding *mineral aggregate resource operations*. The licensed boundaries of existing *mineral aggregate resource operations* are identified on **Schedule B** of this Plan, and their boundaries will be identified in the local municipal Official Plans. An amendment to this Plan will not be required to identify a new *mineral aggregate resource operation* or changes to existing boundaries. New *mineral aggregate resource operations* and changes to existing boundaries will be updated at the time of the review of the Counties Official Plan under Section 26 of the *Planning Act*.

9. That Section 3.5.2.1 b) of the Official Plan is hereby amended as follows:

b) In considering new *mineral aggregate resource operations* or any expansion to an existing *mineral aggregate resource operation*, the Counties and local municipality will be satisfied that prior to approval of a local municipal Official Plan amendment that the impacts are minimized with respect to the following:

- I. Surrounding land uses and siting of extraction operations, including demonstrating compatibility with the rural character and landscape, including visual impacts;
- II. Surrounding sensitive uses through adequate buffering, screening, and other mitigation measures;
- III. Transportation *infrastructure*, particularly as it relates to County Roads and Provincial Highways;
- IV. Social and community considerations;
- V. Demonstration that the final rehabilitation plan is consistent with the policies of this Plan and the local municipal Official Plan; and
- VI. Requirements under the *Aggregate Resources Act*;
- VII. Hydrologic function of Provincially Significant Wetlands;
- VIII. On significant natural heritage features, including ANSI, significant woodlands, locally significant wetlands, and other wetlands;
- IX. On watercourses and fish habitat;
- X. On species at risk habitat;

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- XI. Drinking water sources including municipal and private drinking water sources;
- XII. The impact of noise, odour, dust and vibration; and,
- XIII. The impact of a mineral aggregate operation on agricultural resources cultural heritage resources and water resources.

10. That Section 3.5.2.1 of the Official Plan is hereby modified by deleting sub-section c) and re-numbering the remaining sections accordingly.

11. That Section 3.5.2.1 of the Official Plan is hereby modified by adding the policies below into new sub-sections f), g), h) and i), as follows:

- f) Mineral aggregate operations shall be protected from development and activities that would preclude or hinder their expansion or continued use or which would be incompatible for reasons of public health, public safety or environmental impact.
- g) Existing mineral aggregate operations that are licensed pursuant to the Aggregate Resources Act shall be permitted to continue without the need for official plan, zoning by-law or community planning permit amendment under the Planning Act. When a license for extraction or operation ceases to exist, Section 3.5.2 d) of this Plan continues to apply.
- h) When considering a new mineral aggregate operation, the co-location or grouping of such facilities and recycling of materials and progressive rehabilitation should be encouraged by the Counties and/or local municipality to be addressed by the Provincial approval authority.
- i) Extraction shall be undertaken in a manner which minimizes social, economic and environmental impacts.

12. That Section 3.5.2.3: Assessment Requirements for Development in a Mineral Aggregate Resource Area and Adjacent Lands is hereby introduced as a new section into the Official Plan as follows:

3.5.2.3 Assessment Requirements for Development in a Mineral Aggregate Resource Area and Adjacent Lands

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a) **Schedule B** identifies deposits of mineral aggregate resources, including Selected Sand and Gravel Resource Areas and Selected Bedrock Resource Areas, throughout the Counties. However, the identification of these deposits on **Schedule B** does not necessarily mean that all areas identified are appropriate for the development of mineral aggregate operations, because of reasons such as natural heritage, land use compatibility, transportation, accessibility, quantity and/or hydrogeological constraints nor does it imply that the quality of the mineral aggregate resource at any given location is also suitable. The effect of the mapping is such that it acts as a screening tool for the purposes of this section of the Plan.

b) For the purposes of the policies in Section 3.5.2 d) of this Plan, adjacent lands means:

- I. Lands within 300 metres of Selected Sand and Gravel Resource Areas and 500 metres of Selected Bedrock Resource Areas within the boundary of the Potential Development Constraint Overlay (Screening Map) as identified on **Schedule B** of this Plan;
- II. Lands within 300 metres of the licensed boundary of an existing pit and lands within 500 metres of the licensed boundary of an existing quarry and,
- III. Notwithstanding the above, adjacent lands do not apply to:
 - I. Lands within 500 metres of the boundary of a settlement area;
 - II. Lands within a Provincially significant wetland or within 120 metres of the boundary of a Provincially significant wetland;
 - III. Lands within a Provincially significant Area of Natural and Scientific Interest or within 120 metres of the boundary of a Provincially significant Area of Natural and Scientific Interest; and,
 - IV. Lands within 500 metres of the boundary of lakes or rivers.

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c) In cases where a proposed development is not exempt under Section 3.5.2.3 b) of this Plan or in accordance with Sections 3.5.2.4, 3.5.2.5 and 3.5.2.6, the local municipality may require studies to demonstrate that the proposed development will not preclude or hinder current or future extraction operations and/or access to the resources or in the alternative that resource use would not be feasible or alternatively that the proposed land use or development serves a greater long-term public interest and that issues of public health, public safety and environmental impact are addressed.

d) In addition to the above and in cases where a proposed development is not exempt under Section 3.5.2.3 b) of this Plan or in accordance with Sections 3.5.2.4, 3.5.2.5 and 3.5.2.6, the local municipality, may scope or waive any of the assessment requirements in Section 3.5.2.3 e) as a result of undertaking a desktop analysis of the available information against the criteria in Section 2.5.2.5 of the Provincial Policy Statement to justify that no further information is required to assess the proposed development, if the local municipality is satisfied that the information is not required or not relevant to assess an application for a proposed development on lands that have been identified as deposits of mineral aggregate resources or adjacent lands.

e) The following factors shall be considered by the local municipality, where relevant and appropriate, in determining whether an assessment is required in support of an application for development on lands that have been identified as deposits of mineral aggregate resources in accordance with the applicable Aggregate Resource Inventory Paper for the Counties, and adjacent lands on Schedule B and the criteria to be considered in an assessment if it is determined to be required:

- I. The nature and location of other aggregate and non-aggregate resource uses in the area and their potential impact on the feasibility of establishing a mineral aggregate operation on the subject lands and adjacent lands;
- II. The nature and location of the potential land uses in the area based on the land use policies in the local Official Plan and

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- zoning bylaw particularly if the land uses have yet to be established;
- III. The nature of the current road network in the area, consideration of future roads being added to the road network in the area and the ability to potentially accommodate mineral aggregate operations in the future. It is recognized the provincial highway network is the main transportation route to markets;
 - IV. The configuration of the parcels of land in the area and whether the parcels are individually or collectively large enough and of a shape that would support mineral aggregate operations;
 - V. The depth of the overburden on the subject lands and on adjacent lands and whether the depth precludes the economical extraction of the mineral aggregate resource;
 - VI. The quality of the mineral aggregate resource on the subject lands and in the immediate area;
 - VII. The nature and potential impact of natural heritage features and areas in the immediate area on the potential for mineral aggregate operations in the area in the future;
 - VIII. The nature and location of any sensitive surface water and ground water features in the area and its impact on mineral aggregate operations; and,
 - IX. The presence of significant built heritage resources, protected heritage properties, significant cultural heritage landscapes and significant archaeological resources on the subject lands or in the immediate area.

f) Where an assessment is determined to be required, proponents shall submit a mineral aggregate resources study completed by a qualified professional to demonstrate that the criteria of Section 3.5.2.3 e) have been met to the satisfaction of the local municipality. The Counties and/or the local municipality may look to the Province to provide information with respect to proposals affecting deposits of mineral aggregate resources. Aggregate resource testing and statements from local industry representatives may be recommended to better assess the viability of the resource.

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g) In cases where the Counties is the approval authority, the Counties has the ability to request an assessment, the methodology and conclusions of which shall be to the satisfaction of the Counties. The Counties also has the ability to have the mineral aggregate resources study peer reviewed at the applicant's cost.

13. That Section 3.5.2.4: Exemption #1 to Section 3.5.2.3 – Clusters of Development in the Agricultural Area and Rural Lands Designations is hereby introduced as a new section into the Official Plan as follows:

3.5.2.4 Exemption #1 to Section 3.5.2.3 – Clusters of Development in the Agricultural Area and Rural Lands Designations

- a) Any form of development within clusters of non-agricultural development outside of settlement areas is exempted from Section 3.5.2.3 of this Plan, with the determination of where such clusters are located to be made by the local municipalities on a site-specific basis based on policies contained in the municipal Official Plan.
- b) Examples of clusters include 4 or more lots near the intersection of two roads (on one or more corners), 3 or more lots that are close together on the same side of the road or across from each other.
- c) Factors to consider in making a determination on whether a cluster exists are below:
 - I. For such a cluster to be a cluster, the residential and other non-agricultural uses in the cluster should be predominately located on smaller lots that do not exceed 1.0 to 2.5 hectares in size.
 - II. If one or more uses inside the cluster were located on lots that have a considerable depth, only the portion of the lots in the cluster would be considered.
 - III. Vacant and potentially developable land within the cluster would be included in the cluster provided the residential and other non-agricultural uses are located close enough together.
 - IV. Lands between the edge of a cluster and a nearby physical feature such as a watercourse can be included in the cluster as well.

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14. That Section 3.5.2.5: Exemption #2 to Section 3.5.2.3 – Agricultural Development is hereby introduced as a new section into the Official Plan as follows:

3.5.2.5 Exemption #2 to Section 3.5.2.3 – Agricultural Development

The development and/or expansion of an agricultural use, an agriculture-related use and/or an on-farm diversified use, whether it involves the development of buildings or structures or not, is exempted from Section 3.5.2.3 of this Plan, regardless of whether a Planning Act approval is required.

15. That Section 3.5.2.6: Exemption #3 to Section 3.5.2.3 – Types of Planning Act Applications is hereby introduced as a new section into the Official Plan as follows:

3.5.2.6 Exemption #3 to Section 3.5.2.3 – Types of Planning Act Applications

The following applications are exempted from Section 3.5.2.3 of this Plan:

- a) The creation of a new lot for an agricultural use or an agriculture-related use;
- b) The creation of a lot to accommodate an existing habitable farm dwelling that has become surplus to a farming operation;
- c) The adjustment of a lot line for legal or technical reasons;
- d) The re-zoning of land for the development or expansion of a commercial, industrial or recreational use in the Agricultural Area and Rural Lands designations provided an amendment to the local Official Plan is not required and provided the use does not include the establishment of dwelling units or accommodation units;
- e) The expansion of a legal non-conforming use, provided such an expansion meets all of the other tests in the local Official Plan; and,
- f) Any application for site plan or minor variance, regardless of location.

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IMPLEMENTATION AND INTERPRETATION

The provisions of the Official Plan for the United Counties of Leeds and Grenville, as amended from time to time, shall apply in regard to this Amendment.

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REPORT NUMBER: 2021-111
REPORT TO COUNCIL: December 13, 2021
RE: Emergency Management Program Review, 2021
AUTHOR: Hans Werner-Mackeler, CEMC

RECOMMENDATION:

THAT Council receive this report for information.

BACKGROUND:

Each year, municipalities in Ontario are required to submit a year-end program review to the Office of the Fire Marshal and Emergency Management (OFMEM) as part of their legislated requirements under the Emergency Management and Civil Protection Act. The complete Municipal Compliance Report for 2021 will be submitted digitally. This report is a summary for your information.

Key Emergency Management Personnel

By-Laws 3052-2013 and 3323-2017 assigned township personnel to the following roles:

CEMC	Hans Werner-Mackeler
Alt. CEMC	Rob Bowman
EIO	Ashleigh Trickey
Alt. EIO	Hans Werner-Mackeler

Emergency Management Program Committee (EMPC)

By-Law 3269-2016, which includes a Terms of Reference, established the following positions as members of the EMPC:

- Mayor or appointed member of Council determined by the Mayor
- CAO
- Fire Chief
- Public Works Manager
- Emergency Information Officer
- Clerk
- CEMC (Chair)
- Other staff or outside agencies by invitation
- Non-designated Council members may attend by invitation

Due to changed staffing within the municipality, the By-Law will be reviewed in 2022 for the possible inclusion of other pertinent staff on the Committee.

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Hazard Identification Risk Assessment (HIRA)

The HIRA information remained the same in 2021 as it did in 2020. Renewed efforts will be undertaken in 2022 to update our HIRA information. The proposed updates will be discussed with the EMPC early in 2022 to obtain their input into the revision process.

A copy of Augusta Township's 2021 HIRA list was submitted to the EMPC for review.

Critical Infrastructure (CI)

The Critical Infrastructure list for Augusta Township was revised in 2019 based on previous comments by the OFMEM Field Officer. Only minor changes were made in 2021.

A copy of Augusta Township's 2021 CI list was submitted to the EMPC for review.

Municipal Emergency Plan

The Emergency Management Plan for Augusta Township was rewritten in 2017 and adopted as a part of By-Law 3325-2017. Minor revisions were undertaken in 2019 which did not require the passing of a new By-Law. A review and rewrite were undertaken in 2021 with only minor changes (particularly around the roles of township staff). The rewritten plan will be presented to Council in early 2022 for approval as a By-Law.

Continuity of Operations Plan (COOP)

A draft Continuity of Operations Plan or COOP has been prepared by the Clerk and CEMC and received limited circulation. This is the public facing version. Additional COOP components, not subject to public review, will be worked on in 2022. The COOP will direct the municipality when responding to emergency disruptions to administrative procedures, facilities, staff, and computer systems while still meeting the needs of our residents.

Our Municipal Emergency Control Group exercise in 2021 was based on the loss of continuity of operations by the municipality during an internal emergency (loss of the municipal office due to a fire).

Municipal Emergency Control Group (MECG)

As required by the OFMEM, an emergency exercise was conducted on November 17, 2021, involving the five members of the MECG and two staff members (EIO and CEMC). The exercise revolved around a Continuity of Operations event affecting municipal operations.

OFMEM has maintained a standard for the level of knowledge required by MECG members. The information required by the members was previously conveyed to them during MECG meetings, the annual exercise and via documentation. Each member has provided verification documentation with respect to their knowledge level.

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Emergency Operations Centers (EOC)

Augusta Township's primary and alternate EOCs remain as defined in the plan (exact locations are not public records). Each centre has a Media Relations Centre assigned.

All EOCs are equipped with appropriate technology to allow the MCEG to effectively deal with an emergency. The primary EOC has a stand-by unit that tests monthly. The current alternate EOC has portable generator capability and would benefit from a stand-by unit. We have a secondary alternate EOC location with full stand-by power.

The 2022 revision of the Township's Emergency Management Plan will reverse the roles of the two alternate EOCs. The center with full time backup power will become the primary alternate EOC and the center with portable backup power will become the secondary alternate center.

Public Education and Incidents of Note

The municipality's Emergency Management web page was revamped in 2017 including the addition of links to other municipal, provincial, federal and NGO website for pertinent emergency preparedness information.

The township Facebook page was launched in 2018. Information related to various emergency situations affecting or potentially affecting the municipality were posted on both sites in 2021.

Emergency Preparedness Week

Due to the on-going pandemic, no displays were set up at the municipal office and at the public library during EP WEEK in May.

Each day during the week, a Facebook post promoted emergency preparedness to our residents.

In conjunction with other Leeds and Grenville municipalities, we placed an emergency preparedness advertisement in local newspapers.

Low Water / Drought

The CEMC, as a member, participated in the Low Water Response Team conference calls of both the Rideau Valley Conservation Authority and South Nation Conservation. Over the course of the summer and early fall, both CAs moved the low water threat level from normal to a Level 1 and back to normal again. Residents were kept aware of the low water/drought hazard via postings on our website and Facebook page.

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Flooding

In preparation for the possibility of flooding on the St. Lawrence River in 2021, a promotional article was posted in the spring version of The Augusta Quarterly advising residents of efforts by various provincial and federal agencies to avoid flooding and asking residents if they were interested, they could sign up to receive copies of the township's River Watch newsletter should flooding start to occur. Fortunately, the municipality was not affected by flooding in 2021.

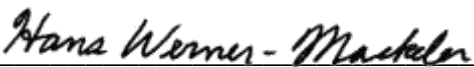
As of the submission of this report, Lake Ontario is approximately 1 foot higher than normal for this time of the year. Efforts are underway to reduce that level. If it appears that we may experience flooding in 2022, the River Watch newsletter will be reinstated.

Pandemic – COVID 19

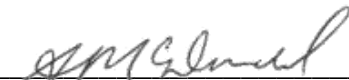
With the on-going pandemic, the MECG members met periodically during the year at the call of the chair (CAO). Two news releases were prepared this year. Both releases contained information about the township's COVID-19 assistance hotline. The hotline allows residents to reach out for information on services in our community, including vaccination locations, grocery delivery, senior assistance, mental health, how to access Federal and Provincial services, etc.

The municipality declared a state of emergency effective March 27, 2020, and that declaration was reviewed by the MECG in 2021. The declaration is still in effect.

The municipal office, other municipal facilities and staff are operating as per COVID guidelines established by the province and the Leeds, Grenville, and Lanark Public Health Unit. The Township's Fire Chief is the primary lead on all information related to the pandemic. Each of the three Augusta Quarterly's contained information about the pandemic.



Hans Werner-Mackeler, CEMC



Steve McDonald, CAO

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REPORT NUMBER: 2021-114
REPORT TO COUNCIL: December 13, 2021
RE: Sale of Surplus Vehicle
AUTHOR: Robert Bowman, Fire Chief

RECOMMENDATION:

Council declared old Pumper 11 surplus equipment and authorize the Fire Chief to sell old Pumper 11 in as is condition via Rideau Auctions, in Winchester.

PURPOSE:

To sell old Pumper 11.

BACKGROUND:

At the September 27th, Council meeting, Council approved the purchase of a used Pumper to replace Pumper 11 as the vehicle is 28 years old, and in need of major repairs.

The used Pumper has arrived and is ready to be placed in service shortly.

As per the procurement policy we are requesting Council approval to sell old Pumper 11 through Rideau Auctions, with a reasonable reserve bid in as is condition. Due to the age and condition of the vehicle, there is no other township department that is interested in the vehicle.

We are suggesting a sale through Rideau Auctions as other local fire departments have had great success with them. They were impressed with the ease of the transaction and the success of the auction bids.

The next auction being held by Rideau Auctions is January 11th, 2022, and the old pumper has to be in Winchester by January 5th to allow them to take pictures and list it online. Rideau Auctions retains 10% of the sale price of the vehicle.

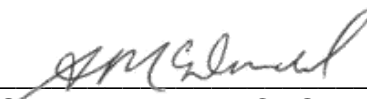
OPTIONS:

Option 1: Council declare old Pumper 11 surplus equipment and authorize the Fire Chief to sell old Pumper 11 in as is condition via Rideau Auctions, in Winchester.

Option 2: Council declare old Pumper 11 surplus equipment and authorize the Fire Chief to sell old Pumper 11 by sealed bid, with a reasonable reserve bid in as is condition.



Robert Bowman, Fire Chief



Steve McDonald, CAO

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REPORT NUMBER: 2021-115

REPORT TO COUNCIL: December 13, 2021

RE: Purchase (1) Tanker from Commercial Emergency Equipment Co.

AUTHOR: Robert Bowman, Fire Chief

RECOMMENDATION:

THAT Council grant an exemption from the Procurement Policy, By-Law 3423-2019, to sole source a new fire apparatus and authorize the Mayor and Clerk to enter into an agreement with *Commercial Emergency Equipment Co.* to purchase a MaxiMetal PIC3600 Tanker for \$455,000.00, plus HST, plus \$10,000.00 for contingency items that may arise.

PURPOSE:

To replace Tanker 7 which is 21 years old, as we are having difficulty finding replacement parts for, and maintenance costs are rising.

BACKGROUND:

Schedule A to By-law 3423-2019, being the Township Procurement Policy, under General conditions states;

- k) Notwithstanding the provisions in this By-law, where a Department Head or Manager or Council deems it necessary or in the best interests of the Township to acquire goods or services from a particular source, where a good or service is available from one source only or the extension of an existing contract would prove more cost-effective or beneficial, Council may pass a resolution to approve the procurement of the goods or services from that particular source, without using any of the procurement processes.

Tanker 7 is currently 21 years old, and as per our ongoing apparatus plan presented previously to Council, is due to be replaced in 2022.

After speaking to multiple manufacturers, we have been informed that due to the ongoing pandemic, we would not receive a new tanker until at least the end of 2023 or early 2024, unless a stock or demo model is available to be purchased.

We are asking Council to allow us to sole source the Tanker due to lack of current availability, and delay in new apparatus. *Commercial Emergency Equipment Co.* has a stock Tanker that is in production, meets our requirements and is available prior to the end of 2022.

Through research and speaking to multiple manufacturers, we were only able to find 3 stock/demo tankers that would be available in 2022 and meet our requirements. Fire Apparatus Manufacturers have been informed from chassis manufacturers that ordering

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is on hold/delayed a minimum of a year due to the ongoing pandemic. This means that there is no timeline on receiving a new chassis which delays the build of a fire apparatus until at least the end of 2023 or early 2024.

The Fire Chief and 3 Officers travelled to North Grenville on December 6, 2021, to look at a tanker made by the same manufacturer that is identical to the one that we are looking at. Our members were happy with the quality of the build and the functionality of the tanker. North Grenville Fire Chief and Deputy Chief travelled to Maximetal, who build the fire apparatus sold by *Commercial Emergency Equipment Co.* to examine the functionality of the facility, their build process, and the management team and were impressed with their quality.

Tanker 7 is 21 years old; we are starting to have difficulty finding replacement parts for both our GMC topkick tankers, which recently was apparent when a seatbelt needed to be replaced and we were unable to find a replacement from GMC. We had to remove the seatbelt from our out of service Pumper to replace it with, which meets all current safety regulations. In addition to the difficulty in replacement parts, maintenance costs are rising due to the age of the truck. Tanker 7 was our first tanker purchased and operates with a portable pump which is not easy to operate and causes issues.

The new Tanker from *Commercial Emergency Equipment Co.* holds 3,600 gallons of water compared to our current tankers which hold 2,400 gallons. This would allow us to bring more water to a fire which could be the difference between saving a house and not. A larger tanker could also increase our Tanker Shuttle Certification which may increase the insurance savings onto our residents.

ANALYSIS:

The new stock tanker is within budget, meets our requirements and is readily available.

POLICY IMPLICATIONS:

An exemption from the Procurement Policy is required to allow this purchase to be sole sourced.

FINANCIAL CONSIDERATIONS:

Sufficient funds are allocated in Fire Department Vehicle reserves as at the end of 2021 there will be approximately \$820,998, which will allow us to purchase this tanker without an increase in taxes for our residents.

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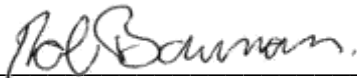
OPTIONS:

Option 1: THAT Council grant an exemption from the Procurement Policy, By-law 3423-2019, to sole source a new fire apparatus and authorize the Mayor and Clerk to enter into an agreement with *Commercial Emergency Equipment Co.* to purchase a MaxiMetal PIC3600 Tanker for \$455,000.00, plus HST, plus \$10,000.00 for contingency items that may arise.

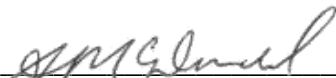
Option 2: THAT Council requests the Chief go to RFP for a new Tanker with delivery anticipated in 2023-2024 which is after the recommended lifespan of the Tanker in the apparatus replacement plan.

CONSULTATION:

Carl Thibault Emergency Vehicles
Commercial Emergency Equipment Co.
Dependable Emergency Vehicles
Fort Garry Fire Trucks
Maximetal
MetalFab Fire Trucks
North Grenville Fire Service
Safetek Profire
Westvac Industrial Limited



Robert Bowman, Fire Chief



Steve McDonald, CAO

THE TOWNSHIP OF AUGUSTA



COMMERCIAL EMERGENCY EQUIPMENT CO.

Township of Augusta Fire Rescue

**EQUIPMENT QUOTATION & SUPPLY CONTRACT OF One (1) Build to Order
MaxiMetal PIC3600 Tanker**

December 7, 2021



***Photo for reference**

Providing Expert Emergency Equipment Solutions Across Canada

www.ComEmerg.ca

1-800-665-6126

Delta (HO)	604 526 6126	Edmonton	780 468 5151	Woodstock	519 421 4488
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THE TOWNSHIP OF AUGUSTA



December 6, 2021

Augusta Fire Rescue
1022 County Road 15
Maitland, Ontario

Attention: Rob Bowman, Fire Chief

Dear Chief Bowman,

Thank you for the opportunity to quote the supply and delivery of one (1) stock MaxiMetal PIC3600 Tanker.

Commercial Emergency Equipment Co. (part of The Commercial Group of Companies) is Canada's largest supplier of truck mounted equipment. We've been in business since 1947 providing sales, service and parts support to our valued customers. Commercial Emergency Equipment represents the industry's leading products, Pierce Manufacturing and Maxi Fire.

Commercial Emergency Equipment has the largest service and parts network in Canada. We have five Pierce, Oshkosh and Maxi Certified locations to service and support your equipment and the largest quantity of locally stocked parts in the industry. Our onsite EVT's are experienced industry veterans and have been trained by Pierce, Oshkosh & Maxi to outfit and service your apparatus and equipment with the highest attention to detail and quality. We also offer mobile EVT service from our fleet of fully equipped service trucks, a 24-hour emergency service hotline, the best warranty support, and detailed training programs to ensure that every aspect of our customer support is the best in Canada. Together, Commercial Emergency Equipment, Pierce Manufacturing and Maxi Fire form an ideal partnership with an unmatched customer service footprint and the best fire apparatus in the world.

We are pleased to offer the following for your consideration.

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MaxiMetal PIC3600 Gallon Tanker

Key Points on the PIC 3600 Gallon Tanker:

- Freightliner M2-112 2 Door Chassis
- Cummins L9-450 HP Engine
- Allison EVS Automatic Transmission
- 64,000# GVW
- 3600 US Gallon Tank
- 1000 US GPM Darley LSP Pump
- Pump and Roll
- 911 Series Seats
- Center Console
- Whelen Emergency Lighting Package
- FireTech Scene Lights
- UPGRADE- Ziamatic Stainless Steel Electric Dump Chute

Delivery

Delivery for this unit is estimated at 240-270 days from the time of executing the purchase order. Timeline is subject to changes based on manufacturer's discretion.

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QUOTATION

MaxiMetal PIC3600 Tanker:

Total Equipment Cost: \$455,000.00 CAD

NOTE

- Plus Applicable Taxes
- Quote Valid for 14 Days
- Payment Terms: on delivery
- Alternate Payment Terms: Prepayment, Discounts will apply
- FOB: Maitland, Ontario
- Available until Sold
- Training and Orientation on the operation, care and maintenance of the apparatus.
- Parts, service and warranty are available through our local service centers and mobile service department.
- Terms and conditions below

We trust the above meets with your approval.

Should you wish to proceed, please note the general conditions below and sign under order acceptance.

Yours very truly,

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Alex Cafovski
Apparatus Specialist, Fire & Emergency
Commercial Emergency Equipment

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THE TOWNSHIP OF AUGUSTA



Commercial Truck Equipment Corp.
DBA Commercial Emergency Equipment Co.
(part of The Commercial Group of Companies)

1. APPLICATION OF GENERAL CONDITIONS. These general conditions (the "General Conditions") govern the supply of goods and services by Commercial Truck Equipment Corp. ("CTE") unless modified or supplemented by a term expressly set out in a CTE job order ("Job Order"). These General Conditions, together with a Job Order and invoice, collectively form a legally binding contract between CTE and its customer ("Customer") (the "Supply Contract"). Any change to the terms of the Supply Contract must be agreed in writing by CTE.

2. ENTIRE AGREEMENT. The Supply Contract is the complete and entire agreement between the parties with respect to the subject matter therein. No understandings or communications between the parties, whether written or verbal, form part of the Supply Contract or will have any legal effect between the parties unless expressly agreed in writing by CTE. If Customer's purchase order is attached as a schedule to the Supply Contract, other than any technical specifications that may be set out therein, it will have no legal effect.

3. SUPPLY OF GOODS AND SERVICES. CTE will supply, and Customer will purchase the goods and services at the price and in accordance with the other terms and conditions of the Supply Contract.

4. DELIVERY, PICK UP AND SHIPPING. Goods supplied by CTE and Customer equipment on which CTE services are performed will be deemed to have been delivered to Customer once CTE places such goods or Customer equipment at the disposal of Customer at a CTE branch. Upon delivery by CTE, Customer will be required to immediately pick up such goods and equipment at Customer's risk and expense. CTE may, upon Customer's request, arrange for shipping at Customer's risk and expense. Risk of loss or damage to goods and equipment will transfer to Customer once such goods and equipment are delivered to Customer at a CTE branch.

5. PAYMENT. Customer will pay the price of CTE's goods and services in cash on delivery by CTE. Title to goods shall remain with CTE and shall not pass to Customer until all amounts owing by Customer to CTE, including all applicable taxes, have been paid in full by Customer. If Customer does not fully pay all amounts owing when due, CTE may, without limiting its remedies under the Supply Contract and the law, (a) suspend delivery and other CTE performance until such amounts are fully paid and (b) terminate the Supply Contract.

6. DEPOSIT. If Customer has paid CTE a deposit on the Supply Contract price (the "Deposit") and Customer fails to complete the Supply Contract in accordance with the terms thereof (including, without limitation, failing to pick up goods and equipment and failing to fully pay all amounts when due) through no fault of CTE, CTE may terminate the Supply Contract and in such event the deposit will be absolutely forfeited to CTE on account of damages without limiting CTE's right to pursue Customer for additional damages and other remedies under the Supply Contract and the law.

7. LIMITED WARRANTY.

7.1 Goods – Manufacturer's Warranty. Goods supplied by CTE will be warranted by the manufacturer in accordance with the terms of the manufacturer's warranty (if any). CTE may, in its sole discretion and on terms acceptable to CTE, perform any warranty repair or replacement on goods covered by a manufacturer's warranty and in such event the terms of this Supply Contract (except section 7.2, unless CTE agrees in its sole discretion) will govern the warranty repair or replacement.

7.2 Services – CTE's Limited Warranty. CTE warrants, subject to the following limitations and conditions, that its services will be free from defects in workmanship for 90 days after service completion: (a) CTE will determine, in CTE's sole discretion, whether the workmanship is defective, (b) CTE's sole responsibility will be to repair the defective workmanship and, if necessary as determined by CTE, repair or replace a part that is damaged by the defective workmanship, at a CTE branch during its regular business hours, (c) Customer is responsible for shipping, at Customer's risk and expense, applicable equipment to and from a CTE branch for CTE's assessment and repair, (d) no further warranty is provided on any service warranty work, (e) prior to the discovery of the defect, the applicable equipment was being used and maintained properly by Customer and in accordance with CTE's and the equipment manufacturer's guidelines. All CTE service warranty work will be governed by the terms of this Supply Contract.

7.3 No Other Warranty. Other than the warranties expressly provided in sections 7.1 and 7.2 hereof, no other warranties, conditions, guarantees or similar obligations, whether express or implied by fact, by law, including any statute or regulation, by custom or trade usage, or by any course of dealing, including but not limited to any implied warranties or conditions of merchantability or fitness for purpose or fitness for a particular purpose, are applicable to goods and services supplied by CTE.

8. PROPERTY/GOODS LEFT ON CTE PREMISES. Any Customer property and CTE supplied goods left on CTE premises will be left at Customer's risk and expense and if any of the foregoing are left on CTE's premises more than 30 days after delivery at a CTE branch, CTE may store such property and goods at a third party site at Customer's risk and expense. If any Customer property and CTE supplied goods are left more than 90 days after delivery at a CTE branch, CTE may, at Customer's risk and expense, sell such property and goods, apply the proceeds of such sale to any amounts owed by Customer and hold the remaining proceeds (if any) in trust for Customer.

9. FORCE MAJEURE. "Force Majeure" means an event or circumstance that is beyond the reasonable control of a party and that prevents or delays that party in the performance of any of its obligations under the Supply Contract, including but not limited to a delay or failure by a subcontractor, or sub-supplier, in each case of any tier, to perform and complete their obligations in accordance with their respective contracts that is caused by an event that, if it occurred with respect to a party to this Supply Contract, would constitute Force Majeure. If a party is prevented or delayed in performing its obligations (other than a payment obligation) by Force Majeure, that party is not liable to the other party for failure to perform those obligations. The time for performance is deferred to the extent and for so long as performance is prevented or delayed and the completion, delivery and other dates contemplated under the Supply Contract shall be adjusted, if necessary, to accommodate the effects of Force Majeure.

10. LIMITATIONS OF LIABILITY. CTE is not liable to Customer under or in relation to the Supply Contract for any loss of use, loss of production, loss of profits, loss of markets, additional or incremental costs of operation, economic loss, or special, indirect or consequential loss or damage, or punitive and exemplary damages suffered or incurred by Customer, or by any third party who makes a claim against Customer for which Customer seeks recovery from CTE, whether Customer's claim, or that of the third party, is in contract, or tort, including negligence, or under any other theory of law or of equity. CTE's total liability arising out of or in relation to the Supply Contract, whether in contract, warranty, tort (including negligence), strict liability or otherwise, shall be limited to the price of the goods and services supplied under such Supply Contract.

11. APPLICABLE LAW. The Supply Contract shall be governed by and construed in accordance with the laws of the Province in which the Supply Contract is entered into and the laws of Canada applicable in such Province, excluding any conflict of laws principles or rules that would impose a law of another jurisdiction for the construction of the Supply Contract. The parties to the Supply Contract hereby irrevocably and unconditionally attorn to the non-exclusive jurisdiction of the courts of the Province in which the Supply Contract is entered into and all courts competent to hear appeals therefrom. The United Nations Convention on Supply Contracts for the International Sale of Goods (1980) shall not apply to the Supply Contract and is hereby excluded in its entirety.

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12. MISCELLANEOUS. Any additional supply or work performed by CTE in relation to the original supply of goods or services contemplated under this Supply Contract will be governed by the terms of this Supply Contract. The remedies available to CTE hereunder are in addition to any other remedy available under the law. If any provision of the Supply Contract is determined to be invalid or unenforceable in whole or in part, such invalidity or unenforceability attaches only to such provision and everything else in the Supply Contract continues in full force and effect. Rev. Aug 15/2019.

Order acceptance:

Customer acknowledges having read the conditions in this document and agrees to purchase

Signature: _____

Print Name: _____

Title: _____

Date (day/month/year): ____/____/20____

P/O#: _____

Upon completion please return to Commercial Emergency Equipment for order processing.

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CORPORATION OF THE TOWNSHIP OF AUGUSTA

BY-LAW NUMBER 3547-2021

BEING A BY-LAW TO APPOINT A CHIEF ADMINISTRATIVE OFFICER
FOR THE CORPORATION OF THE TOWNSHIP OF AUGUSTA

WHEREAS Section 229 of The Municipal Act, R.S.O. 2001, as amended, provides that Council may appoint a Chief Administrative Officer (CAO).

AND WHEREAS the Council of the Corporation of the Township of Augusta deems it expedient to appoint a Chief Administrative Officer (CAO) for the Corporation;

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

1. **THAT** Steve McDonald be appointed CAO for the Corporation of the Township of Augusta.
2. **THAT** the CAO shall perform the statutory duties of the CAO under the Municipal Act and other legislation.
3. **THAT** the CAO shall be appointed as Deputy Clerk to perform the statutory duties of the Clerk in their absence.
4. **THAT** By-Law 3541-2021 and all other by-laws inconsistent herewith are hereby repealed.
5. **THAT** this by-law come into full force and effect as of date of passing.

Read a first and second time this 13 day of December 2021.

Read a third time and passed this 13 day of December 2021.

MAYOR

CLERK

THE TOWNSHIP OF AUGUSTA



THE CORPORATION OF THE TOWNSHIP OF AUGUSTA
BY-LAW NUMBER 3548-2021

A BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL OF THE TOWNSHIP
OF AUGUSTA AT ITS MEETING HELD ON DECEMBER 13, 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 December 13, 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 13th day of December, 2021.

MAYOR

CLERK