

THE TOWNSHIP OF AUGUSTA

**AGENDA
C.O.W./REGULAR MEETING
January 11, 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 Interest and Nature Thereof
- F. Business Arising from the Minutes
- G. Delegations and Presentations
- H. Correspondence and Petitions
- I. **MOVED TO COMMITTEE OF THE WHOLE**
- J. **COMMITTEE/STAFF REPORTS**

**UCLG Council
Health Unit Board
Recreation
Library Board
EDTC
A&RAC
CDC
Admin & Finance
PWD
Fire Dept.
PSB
MECG – COVID-19**

Administration and Finance

- Report 2021 – 001 – Records Retention By-Law
- Report 2021 – 003 – Resident Relations Program Quarterly & Y/E report
- Report 2021 - 004 - A/P

Operations

THE TOWNSHIP OF AUGUSTA

Planning and Building Services

- Report 2021 – 002 – CBO Y/E Report

Protective Services

K. RETURN TO REGULAR MEETING OF COUNCIL

L. New and Unfinished Business

M. Notice of Motions

N. By-Laws

- By-Law 3502-2021 – Interim Billing
- By-Law 3503-2021 - Temporary Borrowing

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

- Identifiable Individual
 - CAO Interview Summary

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
December 14, 2020 at 6:30 P.M.
6:30 p.m. at the Municipal Office, 3560 County Road 26**

PRESENT

Mayor Malanka
Deputy Mayor Shaver
Councillor Bowman
Councillor Henry

PRESS

The Brockville Recorder and Times (Electronically)

STAFF PRESENT

Ray Morrison, Annette Simonian, Brad Thake, Chief Rob Bowman, Hans Werner-Mackeler (Electronically)

REGRETS

Councillor Schapelhouman

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 March 8, 2021 be adopted.
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 23, 2020 and November 30, 2020 Council meetings as distributed to all members.
Carried

THE TOWNSHIP OF AUGUSTA

DISCLOSURE OF INTEREST

BUSINESS ARISING FROM THE MINUTES

DELEGATIONS & PETITIONS

CORRESPONDENCE & PETITIONS

Moved by Mayor Malanka, seconded by Councillor Henry

BE IT RESOLVED THAT Council recommend to the United Counties of Leeds and Grenville that the speed limit along the east portion of County Road 2 (CR 2) between Dewar's Inn and the Blue Church Road be reduced from 80 km/hr. to 60 km/hr. as requested by residents residing along the subject portion of CR 2 in a petition delivered to the United Counties of Leeds and Grenville on December 6th, 2020.

Carried

MOVED TO COMMITTEE OF THE WHOLE

Moved by Deputy Mayor Shaver, seconded by Councillor Henry

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

Carried

COMMITTEE REPORTS

UCLG:	Mayor Malanka provided an update
Health Unit Board:	Mayor Malanka provided an update
Recreation:	Councillor Bowman provided an update
Library Board:	Councillor Bowman provided an update
EDTC:	Deputy Mayor Shaver provided an update
Comm. Development:	Councillor Henry provided an update
Ag. & Rural Affairs:	Mayor Malanka provided an update
Finance and Admin:	CAO/Treasurer Ray Morrison provided an update
Public Works:	Manager Brad Thake provided an update
Fire Department:	Chief Bowman provided an update
PSB:	CAO/Treasurer Ray Morrison provided an update
MECG:	CAO/Treasurer Ray Morrison provided an update

ADMINISTRATION AND FINANCE

Report 2020-129

Moved by Deputy Mayor Shaver, seconded by Councillor Henry

BE IT RESOLVED THAT Council accepts for information the attached preliminary Statement of Revenue and Expenditures - November 2020.

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Carried

Report 2020-130

Moved by Councillor Henry, seconded by Deputy Mayor Shaver

BE IT RESOLVED THAT Council receive, review, and approve the payment of the accounts payable invoices paid on cheques #25889 - 5953 and online payments through to December 10, 2020 in the amount of \$1,448,294.37.

Carried

OPERATIONS

Report 2020-121

Moved by Deputy Mayor Shaver, seconded by Councillor Henry

BE IT RESOLVED THAT Council receive the Public Works Activity Report as prepared by the Public Works Manager dated December 14, 2020 for information.

Carried

Report 2020-125

Moved by Councillor Henry, seconded by Deputy Mayor Shaver

BE IT RESOLVED THAT Council receive the Public Works MESH asset and work management software report as prepared by the Public Works Manager dated December 14, 2020 for information.

Carried

PLANNING AND BUILDING SERVICES

Report 2020-127

Moved by Councillor Bowman, seconded by Deputy Mayor Shaver

BE IT RESOLVED THAT Council receive the building department activity report for November 2020 for information.

Carried

PROTECTIVE SERVICES

Report 2020-126

Moved by Deputy Mayor Shaver, seconded by Councillor Bowman

BE IT RESOLVED THAT Council receive this report for information.

Carried

Report 2020-128

Moved by Councillor Bowman, seconded by Deputy Mayor Shaver

BE IT RESOLVED THAT Council authorize By-Law 3500-2020 to prescribe the precautions and conditions under which fire may be set in open air.

Carried

THE TOWNSHIP OF AUGUSTA

RETURN TO REGULAR MEETING OF COUNCIL

Moved by Councillor Henry, 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

Moved by Councillor Bowman seconded by Councillor Henry

BE IT RESOLVED THAT By-Law Numbered 3500-2020 being a By-Law to prescribe the precautions and conditions under which fires may be set in open air be read a first time, a second time, a third time and enacted as read.

Carried

ANNOUNCEMENTS

QUESTION PERIOD FOR THE PUBLIC

QUESTION PERIOD FOR THE PRESS

CLOSED SESSION AS PER SECTION 239 OF THE MUNICIPAL ACT 2001

RISE FROM COMMITTEE OF THE WHOLE IN CAMERA

REPORTING OUT OF CLOSED SESSION

BY-LAW TO CONFIRM PROCEEDINGS OF COUNCIL

Moved by Councillor Henry, seconded by Councillor Bowman

BE IT RESOLVED THAT By-Law No. 3499-2020 confirm the proceedings of Council of the Township of Augusta at its meeting held on December 14, 2020 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 Henry

BE IT RESOLVED THAT this Council do now adjourn at 7:53pm until January 11, 2021 at 6:30pm or at the call of the Mayor subject to need.

Carried

THE TOWNSHIP OF AUGUSTA

REPORT NUMBER: 2021 - 001
REPORT TO COUNCIL: January 11, 2021
RE: Records Retention Policy
AUTHOR: Annette Simonian, Clerk

RECOMMENDATION:

THAT Council adopt By-law 3501-2021 to enact the Retention Policy to establish the records management policy and retention periods for corporate records of the Township of Augusta.

BACKGROUND:

Records management is the process of planning, organizing, and controlling the life cycle of records under the control of the Municipality. The Municipal Act, 2001 provides direction regarding the records of a municipality. Section 254 provides that a Record of a municipality shall be retained and preserved in a secure and accessible manner. Section 255 provides that a Record of a municipality may be destroyed if a retention period for the Record has been established and the retention period has expired.

The Municipality has a duty to document business related activities and to be transparent and accountable to the public. Policies to ensure appropriate preservation and protection of records in accordance with legislation are essential to ensure our obligation under the Municipal Act and MFIPPA are being met. Access to records must be protected against premature disposal and effectively managed to ensure that the Acts continue to work for the benefit of the Ontario public.

Bill 8 introduced new measures to ensure the preservation of records and made it an offence to intentionally destroy or conceal records with the intention of denying a right under MFIPPA to access a record.

At a meeting held August 10, 2020, Council passed a resolution instructing the Clerk to enter into an agreement with Image Advantage and The Information Professionals to establish a records management system and have the server upgraded for this and other Township purposes.

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Staff has had preliminary training for the new records management system. Going forward in 2021, each department will have one on one training with FileHold to analyze how to best move forward with file migration from our current S:Drive to the new Filehold system using TOMRMS. The successful transfer of all historical documents is

expected to take several months. During the transition the S:Drive will be read only and all new documents created will be saved to the new system.

ANALYSIS:

The current record retention by-law was passed by Council in 1992. The proposed Records Management by-law repeals by-law 2206 Schedules of Retention Periods for Documents.

Attachment 1

Individual users are in control of creating records (ie. emails), therefore corporate standards are essential in order to effectively maintain an organization's record holdings.

Staff is recommending that Council pass the attached by-law 3501-2021 to update the 1992 Records Retention By-law and schedule, which also includes a new Records Management Policy and incorporates legislative changes regarding records management.

Attachment 2

The retention period for this policy is based on The Ontario Municipal Records Management System (TOMRMS) a universal coding/file classification system which is utilized by many Ontario municipalities and supported by the Association of Municipal Clerks and Treasurers of Ontario (AMCTO).

Township staff will receive training on the new system and over the next several months will work towards migrating paper documents and all electronic documents from various drives to one central drive.

There shall be ongoing training to build awareness around the management of corporate records and information assets.

CONSIDERATIONS:

An up to date record retention schedule will:

- provide the residents of Augusta with a listing of Township records enhancing public access to information;
- reduce storage issues and reduce liability by ensuring that the right information is available at the right time;
- provide staff with a tool to improve all records and information management practices to encourage efficient and effective access to records and service delivery and;
- Address the corporate goal to:
 - be transparent and accountable;

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- continuously improve our programs and services and;
- meet legislative requirements.

FINANCIAL CONSIDERATIONS:

There are no financial or budget impacts associated with the recommendation.

OPTIONS:

Accept Staff Recommendation.

Defer and request staff to revise policy based on Council's recommendations.

CONSULTATION:

FileHold and TOMRMS


Review of similar polices from other Municipalities

LINK TO MUNICIPAL PLANS:


Municipal Act

Service Delivery Review

Transparency and Accountability policy



Annette Simonian, Clerk



Ray Morrison, CAO/Treasurer

THE CORPORATION OF THE TOWNSHIP OF AUGUSTA

BY-LAW NUMBER 2206


BEING A BY-LAW TO ESTABLISH SCHEDULES OF RETENTION PERIODS FOR DOCUMENTS, RECORDS AND OTHER PAPERS OF THE MUNICIPALITY


Section 249 of The Municipal Act provides that the Council of a municipality may pass a by-law approved by the auditor(s) of the municipality establishing schedules of retention periods during which the receipts, vouchers, instruments, rolls or other documents, records and papers must be kept by the municipality.

THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF AUGUSTA ENACTS AS FOLLOWS:

1. The retention periods for the records of the Township of Augusta as outlined in Schedule A attached hereto and forming part of this by-law, are hereby adopted and established as the retention periods for each such record.
2. The schedule attached hereto as Schedule A is hereby approved and adopted.
3. The clerk has the authority to destroy all of the documents provided they have been retained until the retention period as outlined in Schedule A of this by-law has expired.
4. The clerk shall make a record of those documents destroyed.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 2nd DAY OF JUNE 1992.


REEVE


ADMINISTRATOR, CLERK/TREASURER

SCHEDULE A

MUNICIPAL RECORDS-RETENTION SCHEDULE

FINANCIAL

<u>RECORD</u>	<u>RETENTION (Years)</u>
Bank Statements	10
Final Tax Billing	10
Welfare Payments	10
Welfare-Case Records	10
Paid (Cancelled) Cheques	10
Bank Debit and Credit Memos	10
Deposit Slips	10
Final Budgets - Operating	7
Final Budgets - Capital	7
Tax-Ledger Cards	7
Paid Debenture and Coupons (upon maturity)	7
Duplicate Tax-Prepayment Certificates	7
Duplicate Cash Receipts	7
Duplicate Vouchers	7
Duplicate Accounts-Receivable	7
Invoice	
Accounts-Payable Vouchers	7
Paid Invoices	7
Paid Purchases	7
Paid Purchase Orders	7
Paid Requisitions	7
Paid Accounts Summary Sheet	7
Budget Estimates Working Papers	7
Tax-Collectors' Certificate	7
General Correspondence	7
Receipt Books	7
Cheque Stubs	7
Cash Books	7
Deposit (Pass) Book	7
Daily Cash Summaries	7
Tax Receipts	7
Welfare Ledger Cards	7
Year-End Trial Balance	7
Tax-Arrear Cards	6
Inactive Welfare Files	5
Monthly Trial Balances	3
Interim Financial Statements	3
Cancelled Refuse-Dump Tickets	3
Petty-Cash Vouchers	7
Bank Reconciliations	2
Year End Bank Reconciliations	7
Mortgage Lists	1

MUNICIPAL RECORDS-RETENTION SCHEDULE

<u>RECORD</u>	<u>CLERK'S</u>	<u>RETENTION (Years)</u>
By-Laws (original)		Infinity
Council Minute Books		Infinity
Resolutions		Infinity
Assessment Appeals		7
Assessment Review Court Records		6
Duplicate Assessment Rolls		6
Contracts (If not part of by-law)		6
Agreements (If not part of By-law)		6
General Correspondence		6
Licences (after expired)		6
Duplicate Dog Licences		6
Insurance Records (after expiration)		6
Court of Revision Records		6
Voters List		6
Committee Minutes		6
Petitions		6
Returned Notices		6
Agendas		6
Registered Letters		6
School-Support Lists		6
Fence-Viewers Files		6
Fence-Viewers Awards		6
Election Records		As per Election Act
Nomination Papers		As per Election Act

MUNICIPAL RECORDS-RETENTION SCHEDULE

ENGINEERING AND WORKS

<u>RECORDS</u>	<u>RETENTION (Years)</u>
Road-Construction Records (after completion)	8
Truck Hire - Time Reports	7
Contract Files (upon completion of contract)	7
General Correspondence	6
Vehicle-Distribution Sheets	6
Equipment-Distribution Sheets	6
Labour-Distribution Sheets	6
Material-Distribution Sheets	6
Production-Control Records	6
Duplicate Street-Cut Permits	6
Yearly Work Diaries	6
Vehicle Records (after disposal of vehicle)	2
Gravel Tickets	1

MUNICIPAL RECORDS-RETENTION SCHEDULE

LEGAL

<u>RECORDS</u>	<u>RETENTION (Years)</u>
Agreements	20
Writs	20
Statements of Claims	20
Notices of Claims	20
Expropriation Files (as per Expropriation Act)	15
Purchase-of-Land Files	15
Sale-of-Land Files	15
Exchange-of-Land Files	12
Road-Closing	12
Road-Dedication Files	12
Road-Widening Files	12
General Correspondence	6
Notices of Applications to The Ontario Municipal Board (OMB)	6
Land-Appraisal Files	3

MUNICIPAL RECORDS-RETENTION SCHEDULE

PERSONNEL

<u>RECORDS</u>	<u>RETENTION (Years)</u>
Terminated Employees Records	10
Training and Development Files	10
Vacation Records	7
Sick Leave	7
Garnishees re: Employees	7
Time Cards	7
Employees Income-Tax Deductions	7
W.C.B. Claims	7
Bonuses and Commissions	7
Job Descriptions	7
Overtime Sheets	7
Car-Allowance Sheets	7
T-4 Slips	7
Time-Distribution Sheets	7
U.I.C. Records	7
Bi-Weekly Payroll Summary	7
Daily Time Sheets	7
Weekly Time Sheets	7
Grievance Files	7
O.H.I.P., O.H.S.C., Medical, etc Files	7
General Correspondence	6
Job Applications - of Those Not Hired	2
TD-1 Forms	Upon Replacement

NOTE

Although the suggested retention period for records dealing with income tax, unemployment and pensions may satisfy municipal needs, permission to destroy them after the retention period has been completed must still be obtained from Revenue Canada - Taxation. Please refer to Revenue Canada circular #78-10 dated August 21, 1978 entitled "Books and Records Retention/Destruction."

MUNICIPAL RECORDS-RETENTION SCHEDULE

PLANNING

<u>RECORDS</u>	<u>RETENTION (Years)</u>
Land Division Committee - Decisions	P
General Correspondence	6
Subdivision Files (after final approval)	5
Zoning-Amendment Applications	5
Zoning By-Laws - Copies	3
Planning Board or Planning Committee Agendas	2
Land Division Committee-Applications	2
Committee of Adjustment-Applications	2
Subdivision Applications (after final approval)	2
Site-Plan Approval - Applications	2
Zoning Files	Until Decision Made
Zoning By-Law Enforcement Files	Until Acted Upon
O.H.R.P. Files (after agreement)	Until Loan Fully Repaid

MUNICIPAL RECORDS-RETENTION SCHEDULE

PURCHASING

<u>RECORDS</u>	<u>RETENTION (Years)</u>
Tender Purchase Quotations	7
Major Successful Tenders	7
General Correspondence	6
Vendors' Contracts	6
Tender Files	6
Unsuccessful Tenders	2

**CRAIG
GAREAU
KEEN
DESPATIE
MARKELL**
Chartered Accountants

ROBERT W. CRAIG, B.COMM., C.A.
JOHN J. GAREAU, C.A.
BRIAN D. KEEN, B.COMM., C.A.
MICHAEL D. DESPATIE, B. ADMIN., C.A.
ROSS M. MARKELL, B.COMM., C.A.

Morrisburg, Ontario
June 18, 1992

Mr. R.N. Gilmour
Administrator, Clerk-Treasurer
Township of Augusta
R.R. #2
Prescott, Ontario
K0E 1T0

RE: RECORD RETENTION BY-LAW

Dear Ray:

As requested, we have reviewed Record Retention By-law 2206 and approve said by-law 2206 as required under Section 249 of The Municipal Act.

Yours truly,

CRAIG GAREAU KEEN DESPATIE & MARKELL



John J. Gareau, C.A.

seb

CORNWALL

1343 Rosemount Ave., Box 789
Cornwall, Ontario K6H 5T7
Telephone (613) 932-3610
Fax (613) 938-3215

MORRISBURG

Fifth Street, Box 774
Morrisburg, Ontario K0C 1X0
Telephone (613) 543-2981
Fax (613) 543-4316

THE TOWNSHIP OF AUGUSTA



THE CORPORATION OF THE TOWNSHIP OF AUGUSTA BY-LAW NUMBER 3501-2021

A BY-LAW TO ESTABLISH A RECORDS RETENTION POLICY FOR THE CORPORATION OF THE TOWNSHIP OF AUGUSTA

WHEREAS Section 254(1) of the Municipal Act, 2001, c25, as amended, provides that a municipality shall retain and preserve the records of the municipality and its local boards in a secure and accessible manner;

AND WHEREAS subsection 255(3) of the Municipal Act provides that a municipality may establish retention periods during which its records must be retained and preserved;

AND WHEREAS subsection 255(2) of the Municipal Act provides that a record of a municipality or a local board may be destroyed if a retention period for the record has been established and the retention has expired or the record is a copy of the original record;

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

1. **THAT** the Policy to establish a Records Retention Policy attached hereto as Schedule A and forming part of this by-law be approved;
2. **THAT** the Records Retention Schedule identified as Schedule 'B' in substantively the same form as that attached hereto which forms an integral part of this by-law, be adopted;
3. **THAT** the Clerk be authorized to amend the Records Retention Schedule annually, as required, based on updates in legislation only;

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4. **THAT** notwithstanding #3 above, any other updates requested to the retention schedule be brought back to Council for approval;
5. **THAT** this by-law shall not be interpreted to contradict or violate any statute or regulation of the Province of Ontario;
6. **THAT** By-Law 2206 or any other by-law inconsistent are hereby repealed.
7. **THAT** this By-law shall come into force and take effect immediately upon passing.

Read a first and second time this 11 day of January, 2021

Read a third time and passed this 11 day of January, 2021

MAYOR

CLERK

THE TOWNSHIP OF AUGUSTA

Section: Clerks	Policy Number: By-Law 3501-2021
Subject: Records Retention	Effective Date: January 11, 2021
	Revision Date:

Policy for Records Retention

Statement:

The Township of Augusta views records as a corporate asset and is committed to promoting and facilitating a comprehensive records management system that ensures the efficient and effective government administration of records, regardless of their format, throughout their life cycle.

Purpose:

This policy is to provide a standard for the preservation, retention and destruction of Township records, regardless of the format, that are created in the course of furthering corporate business.

SCOPE

The Clerk oversees and coordinates the management of corporate records and provides guidance and procedures to ensure compliance with all relevant legal requirements.

Members of Council and individual staff are responsible for ensuring that they safeguard corporate records in their custody or control are protected from inadvertent destruction or damage.

Under MFIPPA and Ontario’s Personal Health Information Protection Act, The Township must make every effort possible to protect confidential information held within its custody. Careful consideration of legal obligations under MFIPPA, PHIPA and other legislation is required before any record is publicly released or disclosed.

The Act also prohibits any person from altering, concealing or destroying a record, or causing any other person to do so, with the intention of denying a right under MPIPPA to access the record or the information in a record.

This policy applies equally to paper and electronic records created or received by Staff, Councillors and Council Committees of the Township of Augusta.

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RESPONSIBILITY

It is the responsibility of all municipal employees, Councillors and contractors who create, work or manage records to comply with the Records Retention By-law and Policy and ensure official records in their custody and control are protected from inadvertent destruction or damage.

Definitions:

Active Record means a record that is actively referred.

Archived Records means a record that has been appraised for enduring significance and permanent retention because of its historical value.

Corporate Record means any official record, in any format, created, received or held in the course of business that is used to support a Township function or to conduct municipal business and documents business activities.

Disposition means the final phase of a records life cycle meaning:

- Destruction;
- Designation as inactive for storage; or
- Designation of a record as archived/permanent.

e-mail means a message received electronically that can be transitory or information that supports operations, make decisions or account for organizational business activities.

Inactive Record means a record that has outlived its usefulness but is not yet slated for destruction.

Life Cycle means the life span of a record from its creation or receipt throughout its active and inactive stage, to final disposition.

Official Record means recorded information in any format or medium that documents the corporation's business activities.

Orphan Data means data that:

- Is not machine readable by any of the Township's computer systems in place during the disposal year, because the data exists with no identifiable computer application that can retrieve the data; or
- Is machine readable but does not have sufficient content, context or structure to render it understandable by an experienced Township employee who is knowledgeable about the business function or functions to which the data relates.

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Record means information however recorded, made or received (on any device) in the course of the conduct of the affairs of the Township and retained by the Township for the purpose of future reference.

Records Management means the process of planning, organizing, directing and controlling all the steps involved in a record's life cycle.

Retention means the length of time a record is to be retained before its final disposition.

Retention Schedule means an approved document that authorizes the length of time records are to be retained before their final disposition.

TOMRMS means the Ontario Municipal Records Management System which is the Corporation's standardized file classification system.

Transitory Record means a record that is non-corporate and is temporary by nature. A non-exhaustive list of examples of transitory records includes:

- Retained solely for convenience of reference (duplicate document);
- Copies of official records kept solely for convenience;
- Required solely for the completion of routine action, or the preparation of another record;
- Of insignificant or of no value in documenting Township business transactions;
- Not an integral part of the Township record;
- Not filed regularly within the Township's records keeping system;
- Not required to meet statutory obligations or to sustain administrative or operational functions;
- Special events that are not Township events;
- Not a File related to Township Business (no evidence of official decision);
- A publication that originated outside the Township;
- Personal emails, not related to township.

Policy Guidelines and Principles:

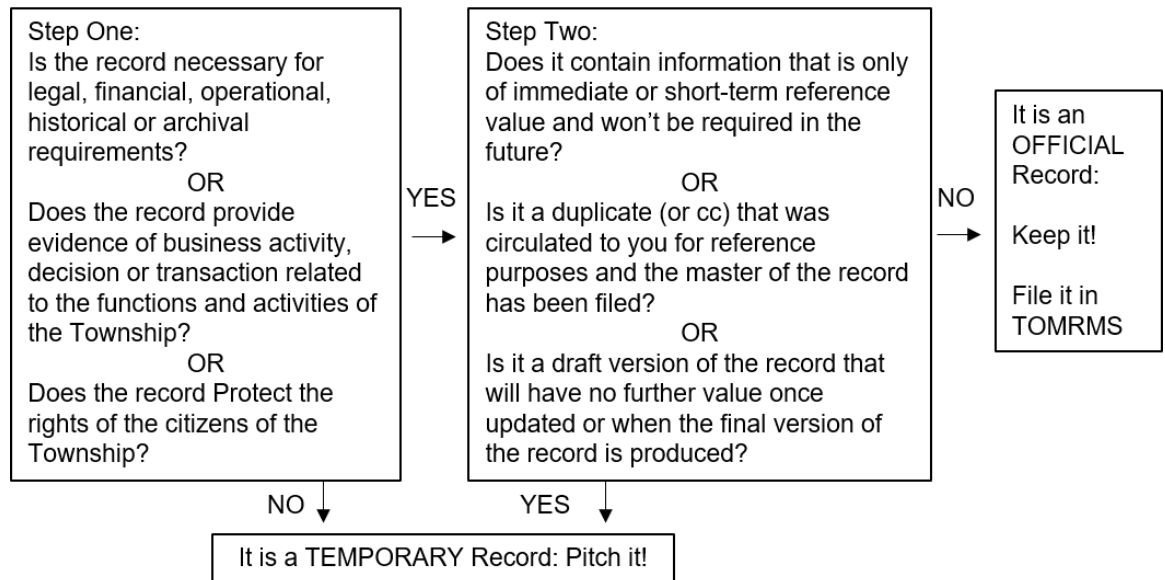
The following shall govern the destruction of records:

1. All records created or received in the course of official business are subject to this policy.
2. No official record shall be destroyed unless first classified according to the current records retention policy.
3. No official record shall be destroyed unless the retention period has expired, or the record is a copy of the original.
4. All records shall be destroyed in a manner that preserves the confidentiality of any information contained in such records.
5. No official record shall be destroyed without the appropriate authority.
6. The final disposition action will take place in a timely manner.

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7. Any records pertaining to pending/actual litigation, an investigation or a request under the privacy legislation shall not be destroyed until such records are no longer required for this purpose.
8. A copy or duplicate of a record do not require formal approval for destruction if the original is subject to a retention period.
9. Records retention does not apply to records that were not made in the course of Township business or are transitory in nature unless required for legal purposes.
10. Records deemed to have long term value may be retained as an archived record for longer for historical purposes.
11. When electronic documents are produced in hard copy the electronic version may be considered a copy and can be discarded when it is no longer useful. Otherwise, the electronic version is the official record.

Records: Keep it or Pitch It



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Implementation:

Staff shall receive the necessary training to enable them to implement the Records Management system to ensure vital records are protected and the efficient retrieval of records.

The Clerk shall provide an updated retention schedule to department managers annually, when released by TOMRMS, noting the changes from the previous year.

The Clerk shall provide a list of records scheduled for destruction to department managers who will request in writing any documents they wish retained for an additional period.

Upon the Clerks satisfaction that the retention period as set out in Appendix A of the current retention policy, has expired, there is no further business or legal reasons for retaining official record and disposal has been properly authorized by the auditor, they shall then order the records to be destroyed, in a manner which preserves the confidentiality of any information contained in such records.

ELECTRONIC DATA

Electronic data stored in systems shall be retained in the same manner as paper records.

An electronic record includes any information that is recorded or stored by means of any device.

Electronic records involving litigation cases must also be identified and protected against inadvertent deletion. In legal proceedings the corporation may be required to produce and surrender electronic records to authorities.

Official records in electronic format must be managed systematically throughout their life cycles.

When new software is introduced, the corporation will take all reasonable measures to convert their active records to the new system or retain the ability to access them.

All collection, use, retention and destruction of any personal information held in any system is required to meet the requirements of MFIPPA

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ORPHAN DATA

Prior to the destruction of any orphan data, the following documentation is required:

- The title of the orphan data (if available)
- Department (classification section)
- Format data stored in
- Brief description of originating department and relationship to main data.

E-MAILS

E-mails are now commonly used as a convenient mode of communication. When received as part of the activities of government, they must be managed in accordance with the requirements of managing traditional corporate records. Care should be taken to ensure that they are organized, maintained and stored separately to ensure accessibility.

E-mail records may be subject to an access request under MFIPPA, where a councillor may be advancing the business of Council and/or played an integral part in council decision.

All electronic messaging records sent or received by authorized users of the Township of Augusta, as well as no board members and Councillors for the purpose of carrying out Township activities shall be managed throughout their life cycle according to the requirements of the current records retention by-law.

For example:

Emails instructing staff to write a report regarding the state of a municipal road.

Such electronic messaging records where a Councillor is acting as an officer of the municipality are subject to the custody and control of the Township Records Management Program.

Email messages that meet the definition of a Transitory Record can be deleted together with any associated attachments.

Note: Staff electronic messaging records are considered “personal” records where they are not received, used, circulated or communicated in the course of carrying out government activities. Correspondence between a Councillor, in their political role, and their constituents are not considered a corporate record. For example:

Emails to/from citizens regarding their opinion on the state of a municipal road.

Such electronic messaging records may not constitute public records and are not subject to the custody or control of the Township’s Records Management Program.

THE TOWNSHIP OF AUGUSTA

TEXT MESSAGES

Text messages should be avoided for business purposes. If texts are used and they advance the business of the Township, they should be followed up with an email message to better manage as a record.

DAMAGED RECORDS

In the event that a record is unexpectedly destroyed whether by accident or natural event, the Clerk shall, with the assistance from the department head will assess the damage and decide if the record(s) is considered vital and decide if it can be recovered and restored and action required depending on damage.

WEBSITE

The Township website is used as a means of making information available to the public. Once records that are published on the website, they can be accessed by anyone and there should be consideration of privacy implications before posting documents on the website.

SUSPENSION OF POLICY

In the event of a notice of litigation, notice of claim, audit or investigation for which the Township may have relevant records, the suspension of this policy shall come into effect for all records applicable to the issue.

THE TOWNSHIP OF AUGUSTA

REPORT NUMBER: 2021 - 003

REPORT TO COUNCIL: January 11, 2021

RE: Resident Relations Program Quarterly & Year End Report

AUTHOR: Vikki Werner-Mackeler, Deputy Clerk/Office Admin

RECOMMENDATION:

THAT Council receive this Resident Relations program report for the final quarter of 2020 as well as the year end statistics for information.

BACKGROUND:

Overall, 2020 was a successful year when it came to Access E11 cases. Throughout most of the year, our open case count was kept at acceptable levels (20 or less) and we closed most of our outstanding cases from pre-2020 having just 2 still open.

There was a noticeable drop in the total number of cases this year, presumably due to the pandemic. We processed nearly half of the cases in 2020 that we did in 2019 - 275 compared to 468 in 2019. Most departments saw their case numbers drop by about half with the exception of two. The number of Planning cases nearly doubled. In part, it is believed this increase is due to the fact that the special section that Access E11 set up at our request to assist with the process and track the progress of planning issues back in 2019 was not utilized. In the past the planning department would receive the emails/calls and enter them directly into this special planning section and these cases were not included in the quarterly reports to Council. Instead, this year cases were entered into the main section of the program by the Deputy Clerk as they came in order to track and ensure that cases were followed up on. Having a Planner on staff that residents could contact directly with questions may also explain the increase. Due to the complaints regarding the issues at the Lemon Point Boat Launch, Recreation's case numbers also doubled.

Our plan for 2020 to continue working with staff on opening their own cases, specifically ones not received via the website or through reception, was sidelined due to the pandemic as well. This, along with working with staff to get them more comfortable and willing to update case files on their own, will be our goal for 2021.

The final quarter of 2020 saw the least number of new cases of any quarter this year with just 52, only 12 of which remain open. The majority of open cases are actively being worked on and updated regularly.

THE TOWNSHIP OF AUGUSTA

Open cases for all departments will continue to be monitored and followed up bi-weekly with the department as required in 2021. As of January 1, 2021, there were just **18** open cases.

The following is the summary from the last quarter – **October 1, 2020 to December 31, 2020**:

Department	New Cases this Quarter	New Cases this Quarter Still Open as of Jan 1	Cases Still Open from Previous Quarters	Total # of Open Cases
Administration/Police Services	1	1	3	4
Building	1	0	0	0
By-Law	7	3	2	5
Civil/Non Township Matters	1	0	0	0
Clerk Services/BR & E	0	0	0	0
Contracted Services	2	0	0	0
County Issues	4	1	0	1
Emergency Management	0	0	0	0
Fire/Burning	0	0	0	0
Planning	9	3	0	3
Public Works & Waste Management	24	3	0	3
Recreation	1	1	1	2
Other	2	0	0	0
Totals	52	12	6	18

The breakdown by Department Category for the same time frame is as follows:

Administration/Police Services

Category	# of Cases
Increased Speed	1
Total # of New Cases	1
New Cases Still Open	1

Building

Category	# of Cases
Building	1
Total # New of Cases	1
New Cases Still Open	0

THE TOWNSHIP OF AUGUSTA

By-Law

Category	# of Cases
Dog at Large	2
Unkempt Property Report (Health Hazard)	1
Dangerous Animal Report	1
Hunting on Township Property without Permission	1
Illegal Dumping	1
Other	1
Total # New of Cases	7
New Cases Still Open	3

Civil/Non Township Matters

Category	# of Cases
Civil/Non Township Matters	1
Total # New of Cases	1
New Cases Still Open	0

Contracted Services

Category	# of Cases
Streetlight Out/Damaged/Out of Place	2
Total # of New Cases	2
New Cases Still Open	0

County Issues

Category	# of Cases
Mailbox Damaged	2
Danger/Hazard on the Road/Shoulder Report	1
Signage Missing/Damaged	1
Total # of New Cases	4
Total Cases Still Open	1

Emergency Management

Category	# of Cases
	0
Total # of New Cases	0
Total Cases Still Open	0

THE TOWNSHIP OF AUGUSTA

Fire/Burning

Category	# of Cases
	0
Total # of New Cases	0
Total Cases Still Open	0

Planning

Category	# of Cases
Zoning Questions	6
Severance Questions	1
Other	2
Total # of New Cases	9
Total Cases Still Open	3

Public Works

Category	# of Cases
Ditching/Drainage/Culvert Issues	6
Tree/Brush Cleanup Required	5
Sign Request	2
Other Snow Removal Damage (Not Mailbox)	2
Calcium Required on Road	1
Waste Management: Accepted Materials Questions	1
Transfer Station Staff	1
Snow Plowing/Sanding Issues	1
Mailbox Damaged - Initial Report	1
Signage Missing/Broken	1
Other	3
Total # New of Cases	24
Total Cases Still Open	3

Recreation

Category	# of Cases
Facility Booking Questions	1
Total # of Cases	1
New Cases Still Open	1

THE TOWNSHIP OF AUGUSTA

Other

Category	# of Cases
Other	2
Total # of Cases	2
New Cases Still Open	0

The following is the summary for **2020**:

Department	Total New Cases in 2020	2020 Cases Still Open as of Jan 1	Cases Still Open pre 2020	Total # of Open Cases	Average # of Days 2020 Cases Open
Administration/Police Services	12	2	2	4	125
Building	5	0	0	0	4
By-Law	48	5	0	5	48
Civil/Non Township Matters	7	0	0	0	39
Clerk Services/BR & E	0	0	0	0	0
Contracted Services	8	0	0	0	21
County Issues	14	1	0	1	5
COVID-19	9	0	0	0	22
Emergency Management	0	0	0	0	0
Fire/Burning	4	0	0	0	5
Planning	40	3	0	3	34
Public Works & Waste Management	106	3	0	3	22
Recreation	18	2	0	2	39
Other	4	0	0	0	16
TOTAL	275	15	2	18	33

The breakdown by Department Category for the same time frame is as follows:

Administration/Police Services

Category	# of Cases
Administration	7
Increased Speeding	3
Speed Limit Reduction Request	1
Other - Police Services	1
Total # of Cases	12

THE TOWNSHIP OF AUGUSTA

Building

Category	# of Cases
Building	5
Total # of Cases	5

By-Law

Category	# of Cases
Dog at Large	8
Unkempt Property Report (Health Hazard)	7
Illegal Dumping	6
Dog Nuisance/Noise Issues	5
Dangerous Animal Report	4
Illegal Parking	3
Unkempt Property Report (Non-Health Hazard)	2
Noise	2
Building without a Permit	2
Livestock at Large	1
Hunting on Township Property without Permission	1
Littering	1
Defacing Property	1
Kennel Complaint/Issue	1
Other	4
Total # of Cases	48

Civil/Non-Township Matters

Category	# of Cases
Civil/Non-Township Matters	5
Neighbour Disputes	2
Total # of Cases	7

Clerk Services/Business Retention & Economic Development

Category	# of Cases
	0
Total # of Cases	0

Contracted Services

Category	# of Cases
Streetlight Out/Damaged/Out of Place	5
Beaver Issues	3
Total # of Cases	8

THE TOWNSHIP OF AUGUSTA

County Issues

Category	# of Cases
Danger/Hazard on the Road/Shoulder Report	4
Mailbox Damaged	3
Toxic Weed Report	2
Signage Missing/Damaged	1
Ditching/Drainage/Culvert Issues	1
Other	3
Total # of Cases	14

COVID-19

Category	# of Cases
Changes to Service Complaints	4
COVID-19 Hotline	3
Waiting on Courts to Reopen to Continue Case	2
Total # of Cases	9

Emergency Management

Category	# of Cases
	0
Total # of Cases	0

Fire/Burning

Category	# of Cases
Nuisance Burning (smoke/ash)	1
Prohibited Materials (waste/rubber/plastic etc.) Burning	1
Fire - Other	2
Total # of Cases	4

Planning

Category	# of Cases
Zoning Questions	21
Aquaworld Questions	6
Bud the Spud Chip Truck Complaints/Issues	5
Severance Questions	3
Other	5
Total # of Cases	40

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Public Works & Waste Management

Category	# of Cases
Ditching/Drainage/Culvert Issues	27
Tree/Brush Cleanup Required	15
Sarah/Bernard/Wood/E. McLean Stop Signs Requested	5
Snow Plowing/Sanding Issues	5
Signage Missing/Broken	5
Mailbox Damaged - Needs Replacing/Repair	5
Calcium Required on Road	3
Road Repairs Required	3
Road Markings/Line Painting	3
Danger/Hazard on the Road/Shoulder Report	3
Potholes/Damaged Asphalt/Possible Sink Hole	3
Other Snow Removal Damage (Not Mailbox)	2
Sign Request	2
Road Grading & Issues	2
Road Kill Report	2
Mailbox Damaged - Not Replacing/Repairing	2
Accepted Materials Question	2
Transfer Station Staff	2
Mailbox Damaged - Initial Report	1
Possible Future Garbage/Recycling/Transfer Site Changes	1
Recycling Sorting/Signage Issues	1
Transfer Station Conditions	1
Other	11
Total # of Cases	106

Recreation

Category	# of Cases
Lemon Point Boat Launch	13
Facility Booking Questions	1
Broken Play Equipment/Municipal Repairs & Maintenance	1
Broken Glass or Other Dangers	1
Other	2
Total # of Cases	18

Other

Category	# of Cases
Other	4
Total # of Cases	4

THE TOWNSHIP OF AUGUSTA

Vikki Werner-Mackeler, Deputy Clerk/Office Admin

Ray Morrison, CAO/Treasurer

THE TOWNSHIP OF AUGUSTA

REPORT NUMBER: 2021 - 004
REPORT TO COUNCIL: January 11, 2021
RE: Review and Approval of A/P Cheques
AUTHOR: Ray Morrison, CAO/Treasurer

RECOMMENDATION:

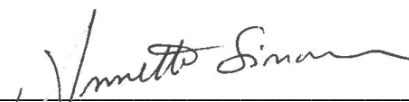
THAT Council receive, review, and approve the payment of the accounts payable invoices paid on cheques #25954 – 26045 and online payments through to January 8, 2021 in the amount of \$505,953.11

PURPOSE:


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

ATTACHMENT 1

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



Annette Simonian, Clerk



Ray Morrison, CAO/Treasurer

Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
Bank Code: AP - ACC/PAYABLE					
Computer Cheques:					
25954 DEC152020	12/18/2020	BRIAN ABLETT 101-01-001 - CURRENT TAXES	REFUND TAX ACCOUNT CREDIT REFUND TAX ACCOUNT CREC	536.80	536.80
25955 6542	12/18/2020	AJ'S WATER TREATMENT 402-01-013 - FIRE PROTECTION 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	REPAIR UV SYSTEM STATION#1 REPAIR UV SYSTEM STATION#1 HST Tax Code HST Tax Code	330.72 36.53 42.25	367.25
25956 813795-1	12/18/2020	BEACH HOME HARDWARE 402-01-005 - FIRE PROTECTION 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	ACCOUNTABILITY TAG HARDWARE ACCOUNTABILITY TAG HARDV HST Tax Code HST Tax Code	13.35 1.48 1.71	14.83
25957 12290	12/18/2020	ADAM BEEHLER PLUMBING INC 402-01-013 - FIRE PROTECTION 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	REAPIR OUTSIDE TAP STATION#1 REAPIR OUTSIDE TAP STATIO HST Tax Code HST Tax Code	287.18 31.72 36.69	318.90
25958 1746	12/18/2020	BROCK-IT LTD 401-01-022 - COMPUTER EXPEN 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	MONTHLY CHARGES IT MONTHLY CHARGES IT HST Tax Code HST Tax Code	1,543.50 170.48 197.18	1,713.98
25959 988251	12/18/2020	CASSIDY'S ENGRAVING & TROI 402-01-005 - FIRE PROTECTION 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	ACCOUNTABILITY TAGS ACCOUNTABILITY TAGS HST Tax Code HST Tax Code	170.96 18.88 21.84	189.84
25960 699840 699836	12/18/2020	CRISTILL ROCK 401-01-004 - OFFICE SUPPLIES 401-01-004 - OFFICE SUPPLIES	WATER MAIN OFFICE WATER MAIN OFFICE BOB GREGAS WATER	26.00 39.00	26.00 39.00
				Payment Total:	65.00
25961 30359	12/18/2020	EVANS PRINTING LTD 401-01-004 - OFFICE SUPPLIES 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	TAX BILL FORMS TAX BILL FORMS HST Tax Code HST Tax Code	578.20 63.87 73.87	642.07
25962 23961	12/18/2020	GREER GALLOWAY CONSULTII 445-01-090 - ROADS CAPITAL 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	KYLE/KLITBO RD CONTRACT KYLE/KLITBO RD CONTRACT HST Tax Code HST Tax Code	305.28 33.72 39.00	339.00
25963	12/18/2020	HAVE TENTS WILL TRAVEL	VOLUNTEER APP DAY		

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DEC52020		600-01-022 - RECREATION MAS`	VOLUNTEER APP DAY	844.61	
		102-01-099 - HST RECEIVABLE	HST Tax Code	93.29	
		900-01-099 - HST TRACKING	HST Tax Code	107.90	937.90
25964	12/18/2020	AMANDA KEELEY ENTERTAINM	VOLUNTEER APP DAY		
DEC72020		600-01-022 - RECREATION MAS`	VOLUNTEER APP DAY	225.13	
		102-01-099 - HST RECEIVABLE	HST Tax Code	24.87	
		900-01-099 - HST TRACKING	HST Tax Code	28.76	250.00
25965	12/18/2020	WILFID LAROUX	VOLUNTEER APP DAY		
DEC72020		600-01-022 - RECREATION MAS`	VOLUNTEER APP DAY	108.07	
		102-01-099 - HST RECEIVABLE	HST Tax Code	11.93	
		900-01-099 - HST TRACKING	HST Tax Code	13.80	120.00
25966	12/18/2020	LEISA	VOLUNTEER APP DAY		
DEC72020		600-01-022 - RECREATION MAS`	VOLUNTEER APP DAY	315.19	
		102-01-099 - HST RECEIVABLE	HST Tax Code	34.81	
		900-01-099 - HST TRACKING	HST Tax Code	40.26	350.00
25967	12/18/2020	MINISTER OF FINANCE	LICENSE PLATE RENEWALS		
DEC112020		101-01-008 - PREPAID EXPENSE	LICENSE PLATE RENEWALS	10,778.00	10,778.00
25968	12/18/2020	NICOLE WALKER	REC MASTER PLANS		
DEC72020		600-01-022 - RECREATION MAS`	REC MASTER PLANS	666.33	
		102-01-099 - HST RECEIVABLE	HST Tax Code	73.60	
		900-01-099 - HST TRACKING	HST Tax Code	85.13	739.93
DEC172020		600-01-022 - RECREATION MAS`	RINK BLATTER CEDAR ST	457.91	
		102-01-099 - HST RECEIVABLE	HST Tax Code	50.58	
		900-01-099 - HST TRACKING	HST Tax Code	58.50	508.49
				Payment Total:	1,248.42
25969	12/18/2020	NOVEXCO INC	OFFICE SUPPLIES		
403954692		401-01-004 - OFFICE SUPPLIES	OFFICE SUPPLIES	34.30	
		102-01-099 - HST RECEIVABLE	HST Tax Code	3.79	
		900-01-099 - HST TRACKING	HST Tax Code	4.38	38.09
403982921		401-01-004 - OFFICE SUPPLIES	CREDIT FOR BATTERIES	3.57-	
		102-01-099 - HST RECEIVABLE	HST Tax Code	0.40-	
		900-01-099 - HST TRACKING	HST Tax Code	0.46-	3.97-
				Payment Total:	34.12
25970	12/18/2020	SUE PROSSER	VOLUNTEER APP DAY		
DEC72020		600-01-022 - RECREATION MAS`	VOLUNTEER APP DAY	270.16	
		102-01-099 - HST RECEIVABLE	HST Tax Code	29.84	
		900-01-099 - HST TRACKING	HST Tax Code	34.51	300.00

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Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
25971 DEC112020	12/18/2020	ROBERT BOWMAN 402-01-004 - FIRE PROTECTION	FIRE CHIEF CELL PHONE FIRE CHIEF CELL PHONE	136.93	
		102-01-099 - HST RECEIVABLE	HST Tax Code	15.12	
		900-01-099 - HST TRACKING	HST Tax Code	17.49	152.05
25972 DEC132020	12/18/2020	SUSAN BOSMAN 401-01-001 - STAFF SALARIES	CLEANING SERVICES CLEANING SERVICES	82.53	82.53
25973 5925	12/18/2020	TSC STORES LP 438-01-011 - P.W. SHOP SUPPLI	MISC SUPPLIES MISC SUPPLIES	30.51	
		102-01-099 - HST RECEIVABLE	HST Tax Code	3.37	
		900-01-099 - HST TRACKING	HST Tax Code	3.90	33.88
25974 P56659877	12/18/2020	XEROX CANADA LTD 401-01-004 - OFFICE SUPPLIES	MONTHLY PHOTOCOPY CHARGES MONTHLY PHOTOCOPY CHAR	73.14	
		102-01-099 - HST RECEIVABLE	HST Tax Code	8.08	
		900-01-099 - HST TRACKING	HST Tax Code	9.34	81.22
P56782352		401-01-004 - OFFICE SUPPLIES	MONTHLY PHOTOCOPY CHAR	149.68	
		102-01-099 - HST RECEIVABLE	HST Tax Code	16.53	
		900-01-099 - HST TRACKING	HST Tax Code	19.12	166.21
			Payment Total:		247.43
25975 26061	12/23/2020	ABC FIRE PROTECTION INC 402-01-013 - FIRE PROTECTION	EXINGUSIHER TESTING STATION #2 EXINGUSIHER TESTING STATI	73.01	
		102-01-099 - HST RECEIVABLE	HST Tax Code	8.07	
		900-01-099 - HST TRACKING	HST Tax Code	9.33	81.08
25976 DEC122020	12/23/2020	LUCAS ANDERSON 402-01-005 - FIRE PROTECTION	MTO MEDICAL MTO MEDICAL	126.07	
		102-01-099 - HST RECEIVABLE	HST Tax Code	13.93	
		900-01-099 - HST TRACKING	HST Tax Code	16.11	140.00
25977 21-4497	12/23/2020	BATTLESIELD INDUSTRIES L1 402-01-014 - FIRE PROTECTION	REPAIRS/REPLACE DOOR LIGHTS REPAIRS/REPLACE DOOR LIG	1,072.66	
		102-01-099 - HST RECEIVABLE	HST Tax Code	118.48	
		900-01-099 - HST TRACKING	HST Tax Code	137.03	1,191.14
25978 DEC202020	12/23/2020	CHAD DAVIS 402-01-004 - FIRE PROTECTION	DEPUTY CHIEF CELL DEPUTY CHIEF CELL	96.67	
		102-01-099 - HST RECEIVABLE	HST Tax Code	10.68	
		900-01-099 - HST TRACKING	HST Tax Code	12.35	107.35
25979 10069455	12/23/2020	CITY OF CLARENCE-ROCKLAN 402-01-012 - FIRE PROTECTION	TRAINING COURSES TRAINING COURSES	976.90	
		102-01-099 - HST RECEIVABLE	HST Tax Code	107.90	
		900-01-099 - HST TRACKING	HST Tax Code	124.80	1,084.80

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25980 DEC112020	12/23/2020	DARYL & CARMELA DUTKEWIC NON RESIDENT USER FEES 600-01-007 - PROGRAMS - FIGU		323.60	
		102-01-099 - HST RECEIVABLE	HST Tax Code	35.74	
		900-01-099 - HST TRACKING	HST Tax Code	41.34	359.34
25981 444633	12/23/2020	FIRESERVICE MANAGEMENT L WASH AND INSPECT BUNKER GEAF 402-01-005 - FIRE PROTECTION WASH AND INSPECT BUNKER		309.31	
		102-01-099 - HST RECEIVABLE	HST Tax Code	34.16	
		900-01-099 - HST TRACKING	HST Tax Code	39.51	343.47
25982 157773	12/23/2020	FIRE MARSHAL'S PUBLIC FIRE SMOKE AND CO3 ALARMS 402-01-016 - FIRE PROTECTION SMOKE AND CO3 ALARMS		276.77	
		102-01-099 - HST RECEIVABLE	HST Tax Code	30.57	
		900-01-099 - HST TRACKING	HST Tax Code	35.36	307.34
157772		402-01-012 - FIRE PROTECTION TRAINING MANUALS		371.86	
		102-01-099 - HST RECEIVABLE	HST Tax Code	41.07	
		900-01-099 - HST TRACKING	HST Tax Code	47.50	412.93
				Payment Total:	720.27
25983 1295114	12/23/2020	LEVAC SUPPLY LIMITED 402-01-015 - FIRE PROTECTION YEARLY TESTING HYDRO GLC	YEARLY TESTING HYDRO GLOVES	199.25	
		102-01-099 - HST RECEIVABLE	HST Tax Code	22.00	
		900-01-099 - HST TRACKING	HST Tax Code	25.45	221.25
25984 DEC182020	12/23/2020	JOEY LIRETTE 402-01-005 - FIRE PROTECTION DRIVERS MEDICAL	DRIVERS MEDICAL	120.00	120.00
25985 100912201542007	12/23/2020	MINISTER OF FINANCE 404-01-090 - PROTECTIVE POLIK	MONTHLY POLICING CHARGES MONTHLY POLICING CHARGE	86,113.00	86,113.00
25986 403990727	12/23/2020	NOVEXCO INC 401-01-004 - OFFICE SUPPLIES	OFFICE SUPPLIES	56.76	
		102-01-099 - HST RECEIVABLE	HST Tax Code	6.27	
		900-01-099 - HST TRACKING	HST Tax Code	7.25	63.03
25987 DEC182020	12/23/2020	PHILIP LAWSON 402-01-005 - FIRE PROTECTION DRIVERS MEDICAL/WRITTEN	DRIVERS MEDICAL/WRITTEN TEST	218.60	
		102-01-099 - HST RECEIVABLE	HST Tax Code	24.15	
		900-01-099 - HST TRACKING	HST Tax Code	27.93	242.75
25988 DEC202020	12/23/2020	TODD SHONEWILLE 402-01-005 - FIRE PROTECTION DRIVERS MEDICAL	DRIVERS MEDICAL	120.00	120.00
25989 JAN222020	12/23/2020	STEWART CORBETT 401-01-028 - LEGAL EXPENSE	FILE23564 NEW STATION HOLDBAC FILE23564 NEW STATION HOL	874.53	
		102-01-099 - HST RECEIVABLE	HST Tax Code	96.59	

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Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
		900-01-099 - HST TRACKING	HST Tax Code	111.72	971.12
25990	12/23/2020	SUSAN BOSMAN	CLEANING SERVICES		
DEC202020		401-01-001 - STAFF SALARIES	CLEANING SERVICES	82.53	82.53
25991	12/23/2020	TRICK'D OUT PROMOTIONS	SURGICAL MASKS		
NOV112020		402-01-005 - FIRE PROTECTION	SURGICAL MASKS	407.04	
		102-01-099 - HST RECEIVABLE	HST Tax Code	44.96	
		900-01-099 - HST TRACKING	HST Tax Code	52.00	452.00
25992	12/23/2020	WE FINANCE	XEROX COPIERS LEASE		
11463		401-01-004 - OFFICE SUPPLIES	XEROX COPIERS LEASE	979.58	
		102-01-099 - HST RECEIVABLE	HST Tax Code	108.20	
		900-01-099 - HST TRACKING	HST Tax Code	125.14	1,087.78
25993	1/08/2021	BEACH HOME HARDWARE	SHOP SUPPLIES		
813202-1	Accrual	438-01-011 - P.W. SHOP SUPPLI	SHOP SUPPLIES	99.70	
		102-01-099 - HST RECEIVABLE	HST Tax Code	11.02	
		900-01-099 - HST TRACKING	HST Tax Code	12.74	110.72
813942-1	Accrual	438-01-011 - P.W. SHOP SUPPLI	MISC SHOP SUPPLIES	30.47	
		102-01-099 - HST RECEIVABLE	HST Tax Code	3.36	
		900-01-099 - HST TRACKING	HST Tax Code	3.89	33.83
814600-1	Accrual	456-01-002 - #4- 2016 GMC 3500	TRUCK#4	4.76	
		102-01-099 - HST RECEIVABLE	HST Tax Code	0.53	
		900-01-099 - HST TRACKING	HST Tax Code	0.61	5.29
815226-1	Accrual	438-01-028 - P.W. BLDG REPAIR	GATES FOR THE SHOP	32.55	
		102-01-099 - HST RECEIVABLE	HST Tax Code	3.60	
		900-01-099 - HST TRACKING	HST Tax Code	4.16	36.15
				Payment Total:	185.99
25994	1/08/2021	BROCKVILLE TRACTOR-TRAILER	TRUCK#7		
60788	Accrual	452-01-002 - #7 -2010 INT'L TAN	TRUCK#7	240.40	
		102-01-099 - HST RECEIVABLE	HST Tax Code	26.55	
		900-01-099 - HST TRACKING	HST Tax Code	30.71	266.95
60826	Accrual	475-01-002 - #9- 2017 FREIGHTL	TRUCK#9	97.49	
		102-01-099 - HST RECEIVABLE	HST Tax Code	10.76	
		900-01-099 - HST TRACKING	HST Tax Code	12.45	108.25
60825	Accrual	452-01-002 - #7 -2010 INT'L TAN	TRUCK#7	16.89	
		102-01-099 - HST RECEIVABLE	HST Tax Code	1.87	
		900-01-099 - HST TRACKING	HST Tax Code	2.16	18.76
60863	Accrual	452-01-002 - #7 -2010 INT'L TAN	TRUCK#7	276.73	
		102-01-099 - HST RECEIVABLE	HST Tax Code	30.56	
		900-01-099 - HST TRACKING	HST Tax Code	35.35	307.29

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60865		Accrual 452-01-002 - #7 -2010 INT'L TANI TRUCK#7		110.39	
		102-01-099 - HST RECEIVABLE	HST Tax Code	12.19	
		900-01-099 - HST TRACKING	HST Tax Code	14.10	122.58
60867		Accrual 452-01-002 - #7 -2010 INT'L TANI TRUCK#7		419.93	
		102-01-099 - HST RECEIVABLE	HST Tax Code	46.39	
		900-01-099 - HST TRACKING	HST Tax Code	53.65	466.32
				Payment Total:	1,290.15
25995	1/08/2021	BROCKVILLE GIRLS (ANGELS) SKATING GRANT			
DEC312020		Accrual 600-01-007 - PROGRAMS - FIGU SKATING GRANT		200.00	200.00
25996	1/08/2021	BROCK-IT LTD	HDMI CABLE		
1759		Accrual 401-01-022 - COMPUTER EXPEN	HDMI ADAPTER	15.26	
		102-01-099 - HST RECEIVABLE	HST Tax Code	1.69	
		900-01-099 - HST TRACKING	HST Tax Code	1.95	16.95
1760		402-01-004 - FIRE PROTECTION	MONTHLY PHONE SERVICE	161.80	
		102-01-099 - HST RECEIVABLE	HST Tax Code	17.87	
		900-01-099 - HST TRACKING	HST Tax Code	20.67	179.67
				Payment Total:	196.62
25997	1/08/2021	CANADIAN NATIONAL	GATES MAINTENANCE		
91555835		437-01-002 - SAFETY DEVICES &	GATES MAINTENANCE	653.00	653.00
25998	1/08/2021	CASSIDY'S ENGRAVING & TROI ANNIVERSARY PLAQUE FIRE			
988256		Accrual 402-01-020 - FIRE PROTECTION	ANNIVERSARY PLAQUE FIRE	70.21	
		102-01-099 - HST RECEIVABLE	HST Tax Code	7.76	
		900-01-099 - HST TRACKING	HST Tax Code	8.97	77.97
25999	1/08/2021	FAST EDDIE'S AUTO RECYCLIN	NOVEMBER BAD PLASTICS		
7849		Accrual 510-01-013 - CONTRACT SERVIK	NOVEMBER BAD PLASTICS	3,475.38	
		102-01-099 - HST RECEIVABLE	HST Tax Code	383.87	
		900-01-099 - HST TRACKING	HST Tax Code	443.99	3,859.25
JAN12021		510-01-001 - WASTE DISPOSAL	MONTHLY CHARGES	15,583.17	
		102-01-099 - HST RECEIVABLE	HST Tax Code	1,721.22	
		900-01-099 - HST TRACKING	HST Tax Code	1,990.77	17,304.39
				Payment Total:	21,163.64
26000	1/08/2021	FIRE MARSHAL'S PUBLIC FIRE	INTSRUCTOR MANUALS		
157802		Accrual 402-01-012 - FIRE PROTECTION	INTSRUCTOR MANUALS	180.32	
		102-01-099 - HST RECEIVABLE	HST Tax Code	19.92	
		900-01-099 - HST TRACKING	HST Tax Code	23.04	200.24
26001	1/08/2021	FLOYD DIXON	15 FT SIDEBOARDS FOR PW TRUCK		

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DEC22020		Accrual 477-01-002 - #6 -2006 INT'L TAN	15 FT SIDEBARDS FOR PW T	112.56	
		452-01-002 - #7 -2010 INT'L TAN	15 FT SIDEBARDS FOR PW T	112.57	
		102-01-099 - HST RECEIVABLE	HST Tax Code	24.87	
		900-01-099 - HST TRACKING	HST Tax Code	28.76	250.00
26002 5466	1/08/2021	FLUENT INFORMATION	BURN PERMIT SOFTWARE		
		402-01-016 - FIRE PROTECTION	BURN PERMIT SOFTWARE	610.56	
		102-01-099 - HST RECEIVABLE	HST Tax Code	67.44	
		900-01-099 - HST TRACKING	HST Tax Code	78.00	678.00
26003 89273	1/08/2021	GAL POWER SYSTEMS OTTAWA	GENERATOR MTCE		
		Accrual 402-01-013 - FIRE PROTECTION	GENERATOR MTCE	1,806.24	
		102-01-099 - HST RECEIVABLE	HST Tax Code	199.51	
		900-01-099 - HST TRACKING	HST Tax Code	230.75	2,005.75
26004 1363	1/08/2021	GO EVO	MESH (SAFETY DEVICES)		
		Accrual 436-01-002 - SAFETY DEVICES -	MESH (SAFETY DEVICES)	9,463.66	
		102-01-099 - HST RECEIVABLE	HST Tax Code	1,045.29	
		900-01-099 - HST TRACKING	HST Tax Code	1,208.99	10,508.95
26005 1870	1/08/2021	GORDON SIGNS	SIGN REPLACEMENT		
		Accrual 436-01-002 - SAFETY DEVICES -	SIGN REPLACEMENT	127.20	
		102-01-099 - HST RECEIVABLE	HST Tax Code	14.05	
		900-01-099 - HST TRACKING	HST Tax Code	16.25	141.25
26006 C-11137	1/08/2021	GROUND MASTER	WEED SPRAYING RECREATION		
		Accrual 600-01-025 - RECREATION PROI	WEED SPRAYING RECREATIO	259.69	
		102-01-099 - HST RECEIVABLE	HST Tax Code	28.68	
		900-01-099 - HST TRACKING	HST Tax Code	33.17	288.37
C-11138		Accrual 600-01-025 - RECREATION PROI	MAITLAND REC	56.69	
		402-01-013 - FIRE PROTECTION	MAITLAND FIRE DRY HYDRAN	41.16	
		102-01-099 - HST RECEIVABLE	HST Tax Code	10.81	
		900-01-099 - HST TRACKING	HST Tax Code	12.50	108.66
C-11139		Accrual 401-01-016 - REPAIRS & MAINT	WEEDS SPRAYING	260.52	
		438-01-028 - P.W. BLDG REPAIR	WEEDS SPRAYING	260.52	
		102-01-099 - HST RECEIVABLE	HST Tax Code	57.55	
		900-01-099 - HST TRACKING	HST Tax Code	66.56	578.59
C-11148		Accrual 401-01-016 - REPAIRS & MAINT	WEED SPRAYING	70.62	
		102-01-099 - HST RECEIVABLE	HST Tax Code	7.80	
		900-01-099 - HST TRACKING	HST Tax Code	9.02	78.42
				Payment Total:	1,054.04
26007 G-0069474	1/08/2021	G. TACKABERRY & SONS	CONTRACT 2020-09 MAIN ST N/A		
		Accrual 445-01-090 - ROADS CAPITAL	CONTRACT 2020-09 MAIN ST	119,011.44	
		102-01-099 - HST RECEIVABLE	HST Tax Code	13,145.27	
		900-01-099 - HST TRACKING	HST Tax Code	15,203.87	132,156.71

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26008	1/08/2021	HANSLER SMITH LIMITED	COVID WIPES		
5630616	Accrual	438-01-011 - P.W. SHOP SUPPLI	COVID WIPES	11.68	
		102-01-099 - HST RECEIVABLE	HST Tax Code	1.29	
		900-01-099 - HST TRACKING	HST Tax Code	1.49	12.97
5635446	Accrual	438-01-011 - P.W. SHOP SUPPLI	SHOP SUPPLIES	199.04	
		102-01-099 - HST RECEIVABLE	HST Tax Code	21.99	
		900-01-099 - HST TRACKING	HST Tax Code	25.43	221.03
5636652	Accrual	438-01-011 - P.W. SHOP SUPPLI	SHOP SUPPLIES	34.51	
		102-01-099 - HST RECEIVABLE	HST Tax Code	3.81	
		900-01-099 - HST TRACKING	HST Tax Code	4.41	38.32
				Payment Total:	272.32
26009	1/08/2021	HOWARD CAMPBELL & SONS I	MAYNARD WDS		
36811	Accrual	102-01-044 - DUE FROM FAST E	MAYNARD WDS	58.53	
		102-01-099 - HST RECEIVABLE	HST Tax Code	6.47	
		900-01-099 - HST TRACKING	HST Tax Code	7.48	65.00
36823	Accrual	102-01-044 - DUE FROM FAST E	NORTH AUGUSTA WDS	117.07	
		102-01-099 - HST RECEIVABLE	HST Tax Code	12.93	
		900-01-099 - HST TRACKING	HST Tax Code	14.96	130.00
MR3358	Accrual	102-01-044 - DUE FROM FAST E	MONTHLY PORTABLE RENTAL	216.13	
		102-01-099 - HST RECEIVABLE	HST Tax Code	23.87	
		900-01-099 - HST TRACKING	HST Tax Code	27.61	240.00
				Payment Total:	435.00
26010	1/08/2021	JMB EQUIPMENT	RIVERSIDE DITCHING		
826	Accrual	416-01-002 - DITCHING - PARTS	RIVERSIDE DITCHING	483.36	
		102-01-099 - HST RECEIVABLE	HST Tax Code	53.39	
		900-01-099 - HST TRACKING	HST Tax Code	61.75	536.75
26011	1/08/2021	JOE COMPUTER	MONTHLY COMPUTER SERVICES		
130073		401-01-022 - COMPUTER EXPEN	MONTHLY COMPUTER SERVIC	305.28	
		102-01-099 - HST RECEIVABLE	HST Tax Code	33.72	
		900-01-099 - HST TRACKING	HST Tax Code	39.00	339.00
130049		402-01-013 - FIRE PROTECTION	STATION #1 INTERNET	720.46	
		102-01-099 - HST RECEIVABLE	HST Tax Code	79.58	
		900-01-099 - HST TRACKING	HST Tax Code	92.04	800.04
				Payment Total:	1,139.04
26012	1/08/2021	JONAS COLE	WILDLIFE VALUATION FEES		
DEC312020	Accrual	404-01-008 - LIVESTOCK KILLEC	WILDLIFE VALUATION FEES	114.30	
		102-01-099 - HST RECEIVABLE	HST Tax Code	12.62	

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		900-01-099 - HST TRACKING	HST Tax Code	14.60	126.92
26013	1/08/2021	KAREN LAVIGNE	BUILDING INSPECTOR MILEAGE		
DEC2020	Accrual	406-01-004 - BUILDING MILEAGE	BUILDING INSPECTOR MILEAC	154.12	
		102-01-099 - HST RECEIVABLE	HST Tax Code	17.02	
		900-01-099 - HST TRACKING	HST Tax Code	19.69	171.14
26014	1/08/2021	KEN MILLER EXCAVATING	PUBLIC WORKS GARAGE		
37235	Accrual	438-01-091 - P.W. GARAGE REN	PUBLIC WORKS GARAGE	8,496.53	
		102-01-099 - HST RECEIVABLE	HST Tax Code	938.47	
		900-01-099 - HST TRACKING	HST Tax Code	1,085.44	9,435.00
26015	1/08/2021	KING EDWARD AUTO PARTS	TRUCK#6		
6029-190920	Accrual	477-01-002 - #6 -2006 INT'L TAN	TRUCK#6	212.31	
		102-01-099 - HST RECEIVABLE	HST Tax Code	23.45	
		900-01-099 - HST TRACKING	HST Tax Code	27.12	235.76
6029-191810	Accrual	453-01-002 - #5 - 2014 GMC 1/2 T	TRUCK#5	121.99	
		102-01-099 - HST RECEIVABLE	HST Tax Code	13.47	
		900-01-099 - HST TRACKING	HST Tax Code	15.58	135.46
6029-191880	Accrual	438-01-028 - P.W. BLDG REPAIR	GATES REPAIRS	39.22	
		102-01-099 - HST RECEIVABLE	HST Tax Code	4.33	
		900-01-099 - HST TRACKING	HST Tax Code	5.01	43.55
6029-192309	Accrual	457-01-002 - #8- 2014 FREIGHTL	TRUCK#8	141.24	
		102-01-099 - HST RECEIVABLE	HST Tax Code	15.60	
		900-01-099 - HST TRACKING	HST Tax Code	18.04	156.84
6029-192315	Accrual	438-01-011 - P.W. SHOP SUPPLI	SHOP SUPPLIES	67.04	
		102-01-099 - HST RECEIVABLE	HST Tax Code	7.40	
		900-01-099 - HST TRACKING	HST Tax Code	8.56	74.44
			Payment Total:		646.05
26016	1/08/2021	GFL ENVIRONMENTAL INC	WDS CONTRACT SERVICES		
29820	Accrual	510-01-013 - CONTRACT SERVIC	WDS CONTRACT SERVICES	5,363.87	
		102-01-099 - HST RECEIVABLE	HST Tax Code	592.46	
		900-01-099 - HST TRACKING	HST Tax Code	685.24	5,956.33
29918	Accrual	510-01-013 - CONTRACT SERVIC	WDS CONTRACT SERVICES	4,816.25	
		102-01-099 - HST RECEIVABLE	HST Tax Code	531.97	
		900-01-099 - HST TRACKING	HST Tax Code	615.28	5,348.22
			Payment Total:		11,304.55
26017	1/08/2021	M & L SUPPLY	2 NAME BADGES FOR BUNKER GEA		
5816	Accrual	402-01-005 - FIRE PROTECTION	2 NAME BADGES FOR BUNKEI	160.68	
		102-01-099 - HST RECEIVABLE	HST Tax Code	17.75	
		900-01-099 - HST TRACKING	HST Tax Code	20.53	178.43

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26018	1/08/2021	MARK DAWSON	RE-IMBURSE RUBBER BOOTS		
DEC172020	Accrual	438-01-007 - P.W. STAFF BENEF	RE-IMBURSE RUBBER BOOTS	162.81	
		102-01-099 - HST RECEIVABLE	HST Tax Code	17.98	
		900-01-099 - HST TRACKING	HST Tax Code	20.80	180.79
26019	1/08/2021	MAXIMUM SIGNS	SAFETY SIGNS & CONES		
89143	Accrual	437-01-002 - SAFETY DEVICES &	SAFETY SIGNS & CONES	49.39	
		102-01-099 - HST RECEIVABLE	HST Tax Code	5.46	
		900-01-099 - HST TRACKING	HST Tax Code	6.31	54.85
89172	Accrual	437-01-002 - SAFETY DEVICES &	SAFETY SIGNS & CONES	32.36	
		102-01-099 - HST RECEIVABLE	HST Tax Code	3.58	
		900-01-099 - HST TRACKING	HST Tax Code	4.14	35.94
				Payment Total:	90.79
26020	1/08/2021	MSC INDUSTRIAL SUPPLY ULC	SHOP SUPPLIES		
4219771003	Accrual	438-01-011 - P.W. SHOP SUPPLI	SHOP SUPPLIES	24.58	
		102-01-099 - HST RECEIVABLE	HST Tax Code	2.71	
		900-01-099 - HST TRACKING	HST Tax Code	3.14	27.29
26021	1/08/2021	MUNISOFT	AUDIT PREPARATION WORKSHOP		
2020/21-04562		401-01-017 - CONFERENCES & I	AUDIT PREPARATION WORKS	110.92	
		102-01-099 - HST RECEIVABLE	HST Tax Code	12.25	
		900-01-099 - HST TRACKING	HST Tax Code	14.17	123.17
26022	1/08/2021	NAPA PRESCOTT	CREDIT RE:964-343704		
964-345098	Accrual	464-01-002 - #2- 2011 INT'L TANI	CREDIT RE:964-343704	248.25-	
		102-01-099 - HST RECEIVABLE	HST Tax Code	27.42-	
		900-01-099 - HST TRACKING	HST Tax Code	31.71-	275.67-
964-347105	Accrual	472-01-002 - #11 2020 CHEVROL	TRUCK#11	247.60	
		102-01-099 - HST RECEIVABLE	HST Tax Code	27.35	
		900-01-099 - HST TRACKING	HST Tax Code	31.63	274.95
964-347697	Accrual	450-01-002 - #1- 2013 JOHN DEE	GRADER #1	294.62	
		102-01-099 - HST RECEIVABLE	HST Tax Code	32.54	
		900-01-099 - HST TRACKING	HST Tax Code	37.64	327.16
964-348258	Accrual	477-01-002 - #6 -2006 INT'L TANI	TRUCK#6	134.29	
		102-01-099 - HST RECEIVABLE	HST Tax Code	14.84	
		900-01-099 - HST TRACKING	HST Tax Code	17.16	149.13
964-348424	Accrual	438-01-011 - P.W. SHOP SUPPLI	SHOP SUPPLIES	81.40	
		102-01-099 - HST RECEIVABLE	HST Tax Code	8.99	
		900-01-099 - HST TRACKING	HST Tax Code	10.40	90.39
964-348694	Accrual	438-01-011 - P.W. SHOP SUPPLI	SHOP SUPPLIES	1,424.63	
		102-01-099 - HST RECEIVABLE	HST Tax Code	157.36	

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		900-01-099 - HST TRACKING	HST Tax Code	182.00	1,581.99
				Payment Total:	2,147.95
26023 1056	1/08/2021	NORTHNET MEDIA	WEBSITE SERVICES		
	Accrual	401-01-050 - MODERNIZATION/R	WEBSITE SERVICES	1,037.95	
		102-01-099 - HST RECEIVABLE	HST Tax Code	114.65	
		900-01-099 - HST TRACKING	HST Tax Code	132.60	1,152.60
26024 1790	1/08/2021	NUISANCE WILDLIFE CONTROL	BEAVER CONTROL		
	Accrual	625-01-002 - DRAINAGE - BEAVE	BEAVER CONTROL	3,866.89	
		102-01-099 - HST RECEIVABLE	HST Tax Code	427.11	
		900-01-099 - HST TRACKING	HST Tax Code	494.00	4,294.00
26025 DEC312020	1/08/2021	OMERS	DECMBER OMERS		
	Accrual	204-01-003 - OMERS PAYABLE	DECMBER OMERS	23,577.22	23,577.22
26026 DEC312020	1/08/2021	OPSEU	Monthly Remittance Union Dues		
	Accrual	204-01-004 - OPSEU PAYABLE	Monthly Remittance Union	720.03	720.03
26027 DEC242020	1/08/2021	PRESCOTT FIGURE SKATING C	SKATING GRANT		
	Accrual	600-01-007 - PROGRAMS - FIGU	SKATING GRANT	275.00	275.00
26028 2065898	1/08/2021	PRESCOTT BUILDING CENTRE	AS PER K LAVIGNE 4TH CON HOUSI		
	Accrual	436-01-002 - SAFETY DEVICES - AS PER K LAVIGNE 4TH CON		96.13	
		102-01-099 - HST RECEIVABLE	HST Tax Code	10.62	
		900-01-099 - HST TRACKING	HST Tax Code	12.28	106.75
2065906	Accrual	436-01-002 - SAFETY DEVICES - AS PER K LAVIGNE 4TH CON		32.04	
		102-01-099 - HST RECEIVABLE	HST Tax Code	3.54	
		900-01-099 - HST TRACKING	HST Tax Code	4.09	35.58
				Payment Total:	142.33
26029 181047	1/08/2021	RED STALLION - E MAY	STATION#2 CLEANING SUPPLIES		
	Accrual	402-01-005 - FIRE PROTECTION	STATION#2 CLEANING SUPPL	40.69	
		102-01-099 - HST RECEIVABLE	HST Tax Code	4.50	
		900-01-099 - HST TRACKING	HST Tax Code	5.20	45.19
26030 93096875	1/08/2021	RICOH CANADA INC	PRINTER CONTRACT FIRE		
	Accrual	402-01-013 - FIRE PROTECTION	PRINTER CONTRACT FIRE	329.50	
		102-01-099 - HST RECEIVABLE	HST Tax Code	36.40	
		900-01-099 - HST TRACKING	HST Tax Code	42.10	365.90
26031 1207	1/08/2021	ROADBLAST ASPHALT& SEALI	MASTIC PROJECT WEIR RD		
	Accrual	419-01-002 - CRACK SEALING &	MASTIC PROJECT WEIR RD	44,774.49	
		102-01-099 - HST RECEIVABLE	HST Tax Code	4,945.51	
		900-01-099 - HST TRACKING	HST Tax Code	5,720.00	49,720.00

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26032 JAN72021	1/08/2021	ROBERT BOWMAN 402-01-004 - FIRE PROTECTION	FIRE CHIEF CELL PHONE FIRE CHIEF CELL PHONE	131.66	
		102-01-099 - HST RECEIVABLE	HST Tax Code	14.54	
		900-01-099 - HST TRACKING	HST Tax Code	16.82	146.20
26033 JAN12021	1/08/2021	SALLY BELL 404-01-010 - ANIMAL CONTROL	POUND FEE POUND FEE	407.04	
		102-01-099 - HST RECEIVABLE	HST Tax Code	44.96	
		900-01-099 - HST TRACKING	HST Tax Code	52.00	452.00
26034 707467	1/08/2021	SANDS CANADA INC 402-01-005 - FIRE PROTECTION	BIOHAZARD BAG BIOHAZARD BAG	30.53	
		102-01-099 - HST RECEIVABLE	HST Tax Code	3.37	
		900-01-099 - HST TRACKING	HST Tax Code	3.90	33.90
26035 DEC312020	1/08/2021	SOUTH GRENVILLE MINOR Accrual600-01-007 - PROGRAMS - FIGU	SKATING GRANT SKATING GRANT	2,175.00	2,175.00
26036 DEC222020	1/08/2021	JONATHAN STADIG Accrual438-01-012 - HEALTH & SAFETY	RE-IMBURSE TRAINING LUNCH RE-IMBURSE TRAINING LUNCH	20.85	
		102-01-099 - HST RECEIVABLE	HST Tax Code	2.30	
		900-01-099 - HST TRACKING	HST Tax Code	2.66	23.15
26037 2148	1/08/2021	STERLING GRACE Accrual401-01-022 - COMPUTER EXPEN	WEBSITE DEVELOPMENT WEBSITE DEVELOPMENT	763.20	
		102-01-099 - HST RECEIVABLE	HST Tax Code	84.30	
		900-01-099 - HST TRACKING	HST Tax Code	97.50	847.50
26038 DEC312020	1/08/2021	ST. LAWRENCE SPEEDSKATING Accrual600-01-007 - PROGRAMS - FIGU	SKATING GRANTS SKATING GRANTS	375.00	375.00
26039 DEC262020	1/08/2021	SUSAN BOSMAN Accrual401-01-001 - STAFF SALARIES	CLEANING SERVICES CLEANING SERVICES	82.53	82.53
DEC312020		Accrual401-01-001 - STAFF SALARIES	CLEANING SERVICES	82.53	82.53
				Payment Total:	165.06
26040 DEC142020	1/08/2021	BRAD THAKE Accrual438-01-010 - P.W. TELEPHONE	BRAD THAKE CELL PHONE BRAD THAKE CELL PHONE	86.50	
		102-01-099 - HST RECEIVABLE	HST Tax Code	9.55	
		900-01-099 - HST TRACKING	HST Tax Code	11.05	96.05
26041 11711	1/08/2021	R THURSTON TECHNOLOGIES Accrual438-01-028 - P.W. BLDG REPAIR	2 WAY RADIOS P/W 2 WAY RADIOS P/W	2,736.80	
		102-01-099 - HST RECEIVABLE	HST Tax Code	302.29	
		900-01-099 - HST TRACKING	HST Tax Code	349.63	3,039.09
11713		Accrual438-01-028 - P.W. BLDG REPAIR	TWO WAY RADIOS P/W	2,244.07	

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		102-01-099 - HST RECEIVABLE	HST Tax Code	247.86	
		900-01-099 - HST TRACKING	HST Tax Code	286.68	2,491.93
11712	Accrual	438-01-028 - P.W. BLDG REPAIR TWO WAY RADIOS P/W		2,105.67	
		102-01-099 - HST RECEIVABLE	HST Tax Code	232.58	
		900-01-099 - HST TRACKING	HST Tax Code	269.00	2,338.25
11720	Accrual	438-01-028 - P.W. BLDG REPAIR TWO WAY RADIOS P/W		2,271.54	
		102-01-099 - HST RECEIVABLE	HST Tax Code	250.90	
		900-01-099 - HST TRACKING	HST Tax Code	290.19	2,522.44
11721	Accrual	438-01-028 - P.W. BLDG REPAIR TWO WAY RADIOS		2,287.38	
		102-01-099 - HST RECEIVABLE	HST Tax Code	252.65	
		900-01-099 - HST TRACKING	HST Tax Code	292.22	2,540.03
11722	Accrual	438-01-028 - P.W. BLDG REPAIR TWO WAY RADIOS P/W		1,084.06	
		102-01-099 - HST RECEIVABLE	HST Tax Code	119.74	
		900-01-099 - HST TRACKING	HST Tax Code	138.49	1,203.80
				Payment Total:	14,135.54
26042	1/08/2021	TRILLIUM MUNICIPAL SUPPLY ITRUCK#11			
5682	Accrual	472-01-002 - #11 2020 CHEVROL TRUCK#11		73.13	
		102-01-099 - HST RECEIVABLE	HST Tax Code	8.08	
		900-01-099 - HST TRACKING	HST Tax Code	9.34	81.21
26043	1/08/2021	VANZUYLEN AILIGNMENT LTD. GRADER #2			
3395355	Accrual	451-01-002 - 1999 -CHAMP 740 S GRADER #2		480.63	
		102-01-099 - HST RECEIVABLE	HST Tax Code	53.09	
		900-01-099 - HST TRACKING	HST Tax Code	61.40	533.72
3406423	Accrual	451-01-002 - 1999 -CHAMP 740 S GRADER#2		766.92	
		102-01-099 - HST RECEIVABLE	HST Tax Code	84.70	
		900-01-099 - HST TRACKING	HST Tax Code	97.97	851.62
3443332	Accrual	467-01-002 - 2004 - 924G CAT LC CAT LOADER		307.62	
		102-01-099 - HST RECEIVABLE	HST Tax Code	33.98	
		900-01-099 - HST TRACKING	HST Tax Code	39.30	341.60
3443928	Accrual	467-01-002 - 2004 - 924G CAT LC CAT LOADER		582.88	
		102-01-099 - HST RECEIVABLE	HST Tax Code	64.38	
		900-01-099 - HST TRACKING	HST Tax Code	74.46	647.26
3469105	Accrual	467-01-002 - 2004 - 924G CAT LC CAT LOADER		81.41	
		102-01-099 - HST RECEIVABLE	HST Tax Code	8.99	
		900-01-099 - HST TRACKING	HST Tax Code	10.40	90.40
				Payment Total:	2,464.60
26044	1/08/2021	WEAGANT FARM SUPPLIES LT KUBOTA TRACTOR			
IB35859	Accrual	465-01-002 - 2016 KUBOTA TRAC KUBOTA TRACTOR		56.73	

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		102-01-099 - HST RECEIVABLE	HST Tax Code	6.27	
		900-01-099 - HST TRACKING	HST Tax Code	7.25	63.00
IB36079		Accrual 452-01-002 - #7 -2010 INT'L TAN	TRUCK#7	26.99	
		102-01-099 - HST RECEIVABLE	HST Tax Code	2.98	
		900-01-099 - HST TRACKING	HST Tax Code	3.45	29.97
IB36086		Accrual 452-01-002 - #7 -2010 INT'L TAN	TRUCK#7	12.87	
		102-01-099 - HST RECEIVABLE	HST Tax Code	1.42	
		900-01-099 - HST TRACKING	HST Tax Code	1.64	14.29
IB36166		Accrual 452-01-002 - #7 -2010 INT'L TAN	TRUCK#7	166.94	
		102-01-099 - HST RECEIVABLE	HST Tax Code	18.44	
		900-01-099 - HST TRACKING	HST Tax Code	21.33	185.38
				Payment Total:	292.64
26045	1/08/2021	L. ZIGMAN & SONS LTD	PW SHOP GATES		
130497		Accrual 438-01-028 - P.W. BLDG REPAIR	PW SHOP GATES	692.99	
		102-01-099 - HST RECEIVABLE	HST Tax Code	76.54	
		900-01-099 - HST TRACKING	HST Tax Code	88.53	769.53
Other:					
4-Man	7/15/2020	CST CANADA CO.	FURNACE OIL P/W OFFICE		
949045		438-01-024 - P.W. HEAT	FURNACE OIL P/W OFFICE	313.39	
		102-01-099 - HST RECEIVABLE	HST Tax Code	34.62	
		900-01-099 - HST TRACKING	HST Tax Code	40.04	348.01
141-Man	12/03/2020	MACEWEN PETROLEUM	PREMIUM GAS		
564438		120-01-001 - STOCK - GAS	PREMIUM GAS	1,758.29	
		102-01-099 - HST RECEIVABLE	HST Tax Code	194.21	
		900-01-099 - HST TRACKING	HST Tax Code	224.62	1,952.50
288-Man	6/30/2020	CST CANADA CO.	PREMIUM GAS		
6749		120-01-001 - STOCK - GAS	PREMIUM GAS	699.95	
		102-01-099 - HST RECEIVABLE	HST Tax Code	77.31	
		900-01-099 - HST TRACKING	HST Tax Code	89.42	777.26
293-Man	7/15/2020	CST CANADA CO.	PREMIUM GAS		
6752		120-01-001 - STOCK - GAS	PREMIUM GAS	695.92	
		102-01-099 - HST RECEIVABLE	HST Tax Code	76.86	
		900-01-099 - HST TRACKING	HST Tax Code	88.90	772.78
294-Man	12/21/2020	HYDRO ONE NETWORKS	MAITLAND F/D		
4567DEC82020		402-01-002 - FIRE PROTECTION	MAITLAND F/D	21.28	
		102-01-099 - HST RECEIVABLE	HST Tax Code	2.35	
		900-01-099 - HST TRACKING	HST Tax Code	2.72	23.63
324-Man	6/30/2020	CST CANADA CO.	CLEAR DIESEL		

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6748		120-01-002 - STOCK - DIESEL	CLEAR DIESEL	1,842.58	
		102-01-099 - HST RECEIVABLE	HST Tax Code	203.52	
		900-01-099 - HST TRACKING	HST Tax Code	235.39	2,046.10
379-Man	12/03/2020	MACEWEN PETROLEUM	COLOURED DIESEL		
567937		120-01-003 - STOCK - COLOURE	COLOURED DIESEL	156.17	
		102-01-099 - HST RECEIVABLE	HST Tax Code	17.25	
		900-01-099 - HST TRACKING	HST Tax Code	19.95	173.42
515-Man	12/03/2020	HYDRO ONE NETWORKS	ALGONQUIN STRLIGHTS		
4210NOV2020		500-01-005 - ALGONQUIN STREI	ALGONQUIN STRLIGHTS	9.00	
		102-01-099 - HST RECEIVABLE	HST Tax Code	0.99	
		900-01-099 - HST TRACKING	HST Tax Code	1.15	9.99
619-Man	6/30/2020	HYDRO ONE NETWORKS	N/A STRLIGHTS		
4591JUN222020		500-01-008 - VILLAGE OF NORTI	N/A STRLIGHTS	28.99	
		102-01-099 - HST RECEIVABLE	HST Tax Code	3.21	
		900-01-099 - HST TRACKING	HST Tax Code	3.71	32.20
896-Man	12/03/2020	BELL CANADA	MAYNARD WDS		
4604NOV192020		102-01-044 - DUE FROM FAST E	MAYNARD WDS	36.46	
		102-01-099 - HST RECEIVABLE	HST Tax Code	4.03	
		900-01-099 - HST TRACKING	HST Tax Code	4.66	40.49
1081-Man	12/21/2020	TELUS MOBILITY	MAIN OFFICE CELL PHONES		
2883DEC132020		438-01-010 - P.W. TELEPHONE	PW CELL PHONES	240.76	
		406-01-008 - BUILDING CELL PH	BUILDING CELL PHONE	36.23	
		401-01-003 - TELEPHONE & FAX	OFFICE CELL PHONES	134.83	
		102-01-099 - HST RECEIVABLE	HST Tax Code	45.49	
		900-01-099 - HST TRACKING	HST Tax Code	52.61	457.31
1143-Man	6/30/2020	HYDRO ONE NETWORKS	MAITLAND BY THE TRAILS STLIGHT		
9985JUN222020		500-01-010 - MAITLAND BY THE	MAITLAND BY THE TRAILS ST	7.68	
		102-01-099 - HST RECEIVABLE	HST Tax Code	0.85	
		900-01-099 - HST TRACKING	HST Tax Code	0.98	8.53
1222-Man	6/30/2020	HYDRO ONE NETWORKS	MAITLAND STRLIGHTS		
2162		500-01-004 - MAITLAND STREET	MAITLAND STRLIGHTS	206.39	
		102-01-099 - HST RECEIVABLE	HST Tax Code	22.80	
		900-01-099 - HST TRACKING	HST Tax Code	26.37	229.19
1346-Man	12/22/2020	HYDRO ONE NETWORKS	RIVERVIEW HTS STR		
5201DEC182020		500-01-003 - RIVERVIEW HEIGH	RIVERVIEW HTS STR	470.59	
		102-01-099 - HST RECEIVABLE	HST Tax Code	51.98	
		900-01-099 - HST TRACKING	HST Tax Code	60.12	522.57
1391-Man	12/14/2020	BELL MOBILITY INC.	FIRE DEPT TABLETS		
9109NOV32020		402-01-004 - FIRE PROTECTION	FIRE DEPT TABLETS	78.02	
		102-01-099 - HST RECEIVABLE	HST Tax Code	8.62	

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		900-01-099 - HST TRACKING	HST Tax Code	9.97	86.64
1421-Man	12/03/2020	HYDRO ONE NETWORKS	RIVERVIEW HTS STRLIGHTS		
5201NOV202020		500-01-003 - RIVERVIEW HEIGH	RIVERVIEW HTS STRLIGHTS	528.14	
		102-01-099 - HST RECEIVABLE	HST Tax Code	58.33	
		900-01-099 - HST TRACKING	HST Tax Code	67.47	586.47
1427-Man	6/30/2020	HYDRO ONE NETWORKS	MAYNARD STRLIGHTS		
4283JUN222020		500-01-009 - MAYNARD SUBD. S	MAYNARD STRLIGHTS	63.08	
		102-01-099 - HST RECEIVABLE	HST Tax Code	6.97	
		900-01-099 - HST TRACKING	HST Tax Code	8.06	70.05
1452-Man	7/15/2020	HYDRO ONE NETWORKS	MAYNARD WDS		
3573JUL32020		102-01-044 - DUE FROM FAST E	MAYNARD WDS	155.36	
		102-01-099 - HST RECEIVABLE	HST Tax Code	17.16	
		900-01-099 - HST TRACKING	HST Tax Code	19.85	172.52
1518-Man	12/14/2020	HYDRO ONE NETWORKS	ELLIS HOUSE		
7331DEC72020		401-01-012 - ELLIS HOUSE EXPE	ELLIS HOUSE	22.92	
		102-01-099 - HST RECEIVABLE	HST Tax Code	2.53	
		900-01-099 - HST TRACKING	HST Tax Code	2.93	25.45
1595-Man	7/15/2020	HYDRO ONE NETWORKS	MAITLAND F/D		
3286JUL22020		402-01-002 - FIRE PROTECTION	MAITLAND F/D	756.94	
		102-01-099 - HST RECEIVABLE	HST Tax Code	83.61	
		900-01-099 - HST TRACKING	HST Tax Code	96.70	840.55
1686-Man	12/11/2020	HYDRO ONE NETWORKS	PW GARAGE		
8173DEC42020		438-01-026 - P.W. HYDRO	PW GARAGE	222.07	
		102-01-099 - HST RECEIVABLE	HST Tax Code	24.53	
		900-01-099 - HST TRACKING	HST Tax Code	28.37	246.60
1755-Man	6/30/2020	HYDRO ONE NETWORKS	LUGTHART STRLIGHTS		
8512JUN222020		500-01-002 - LUGTHART SUBDIV	LUGTHART STRLIGHTS	7.68	
		102-01-099 - HST RECEIVABLE	HST Tax Code	0.85	
		900-01-099 - HST TRACKING	HST Tax Code	0.98	8.53
1799-Man	12/03/2020	HYDRO ONE NETWORKS	STLAWRENCE CRT STRLIGHTS		
5429NOV202020		500-01-006 - ST LAWRENCE CR	STLAWRENCE CRT STRLIGHT	6.75	
		102-01-099 - HST RECEIVABLE	HST Tax Code	0.74	
		900-01-099 - HST TRACKING	HST Tax Code	0.86	7.49
1856-Man	12/14/2020	BELL MOBILITY INC.	FIRE DEPT TABLETS		
9109DEC32020		402-01-004 - FIRE PROTECTION	FIRE DEPT TABLETS	85.49	
		102-01-099 - HST RECEIVABLE	HST Tax Code	9.44	
		900-01-099 - HST TRACKING	HST Tax Code	10.92	94.93
1868-Man	12/21/2020	HYDRO ONE NETWORKS	N/A FIRE		
3997DEC82020		402-01-002 - FIRE PROTECTION	N/A FIRE	333.38	

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		102-01-099 - HST RECEIVABLE	HST Tax Code	36.82	
		900-01-099 - HST TRACKING	HST Tax Code	42.59	370.20
1907-Man	12/22/2020	HYDRO ONE NETWORKS	LIONS GATE STR		
9461DEC182020		500-01-013 - LIONS GATE STREI	LIONS GATE STR	7.94	
		102-01-099 - HST RECEIVABLE	HST Tax Code	0.88	
		900-01-099 - HST TRACKING	HST Tax Code	1.02	8.82
2139-Man	12/03/2020	HYDRO ONE NETWORKS	BURNSIDE DR STRLIGHTS		
1784NOV202020		500-01-001 - BURNSIDE ESTATE	BURNSIDE DR STRLIGHTS	6.75	
		102-01-099 - HST RECEIVABLE	HST Tax Code	0.74	
		900-01-099 - HST TRACKING	HST Tax Code	0.86	7.49
2315-Man	7/15/2020	BELL CANADA	N/A WDS		
2497JUL12020		102-01-044 - DUE FROM FAST E	N/A WDS	50.48	
		102-01-099 - HST RECEIVABLE	HST Tax Code	5.58	
		900-01-099 - HST TRACKING	HST Tax Code	6.45	56.06
2442-Man	12/22/2020	HYDRO ONE NETWORKS	MAITLAND TRAILS STR		
9985DEC182020		500-01-010 - MAITLAND BY THE	MAITLAND TRAILS STR	7.43	
		102-01-099 - HST RECEIVABLE	HST Tax Code	0.82	
		900-01-099 - HST TRACKING	HST Tax Code	0.95	8.25
2634-Man	12/03/2020	MACEWEN PETROLEUM	CLEAR DIESEL		
567251		120-01-002 - STOCK - DIESEL	CLEAR DIESEL	1,177.45	
		102-01-099 - HST RECEIVABLE	HST Tax Code	130.05	
		900-01-099 - HST TRACKING	HST Tax Code	150.42	1,307.50
2708-Man	6/30/2020	HYDRO ONE NETWORKS	MEIKLE STRLIGHTS		
6593JUN222020		500-01-011 - MEIKLE SUBDIVISIO	MEIKLE STRLIGHTS	9.59	
		102-01-099 - HST RECEIVABLE	HST Tax Code	1.05	
		900-01-099 - HST TRACKING	HST Tax Code	1.22	10.64
2795-Man	6/30/2020	HYDRO ONE NETWORKS	KEMP STRLIGHTS		
6433JUN222020		500-01-007 - KEMP SUBDIVISION	KEMP STRLIGHTS	7.86	
		102-01-099 - HST RECEIVABLE	HST Tax Code	0.86	
		900-01-099 - HST TRACKING	HST Tax Code	1.00	8.72
2907-Man	12/03/2020	COGECO CONNEXION INC	STATION #1 INTERNET		
110047889763		402-01-013 - FIRE PROTECTION	STATION #1 INTERNET	86.44	
		102-01-099 - HST RECEIVABLE	HST Tax Code	9.55	
		900-01-099 - HST TRACKING	HST Tax Code	11.04	95.99
2923-Man	12/22/2020	HYDRO ONE NETWORKS	ST.LAWRENCE CRT STR		
5429DEC182020		500-01-006 - ST LAWRENCE CR	ST.LAWRENCE CRT STR	6.22	
		102-01-099 - HST RECEIVABLE	HST Tax Code	0.68	
		900-01-099 - HST TRACKING	HST Tax Code	0.79	6.90
2976-Man	12/11/2020	MACEWEN PETROLEUM	CLEAR DIESEL		

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5763291		120-01-002 - STOCK - DIESEL	CLEAR DIESEL	1,044.55	
		102-01-099 - HST RECEIVABLE	HST Tax Code	115.37	
		900-01-099 - HST TRACKING	HST Tax Code	133.44	1,159.92
3299-Man 581256	12/21/2020	MACEWEN PETROLEUM	COLOURED DIESEL		
		120-01-003 - STOCK - COLOURE	COLOURED DIESEL	98.37	
		102-01-099 - HST RECEIVABLE	HST Tax Code	10.87	
		900-01-099 - HST TRACKING	HST Tax Code	12.57	109.24
3380-Man 584262	12/21/2020	MACEWEN PETROLEUM	PREMIUM GAS		
		120-01-001 - STOCK - GAS	PREMIUM GAS	1,439.05	
		102-01-099 - HST RECEIVABLE	HST Tax Code	158.95	
		900-01-099 - HST TRACKING	HST Tax Code	183.84	1,598.00
3447-Man 1784JUN192020	6/30/2020	HYDRO ONE NETWORKS	BURNSIDE DR STRLIGHTS		
		500-01-001 - BURNSIDE ESTATE	BURNSIDE DR STRLIGHTS	6.46	
		102-01-099 - HST RECEIVABLE	HST Tax Code	0.72	
		900-01-099 - HST TRACKING	HST Tax Code	0.83	7.18
3471-Man 6433NOV202020	12/03/2020	HYDRO ONE NETWORKS	KEMP STRLIGHTS		
		500-01-007 - KEMP SUBDIVISION	KEMP STRLIGHTS	8.13	
		102-01-099 - HST RECEIVABLE	HST Tax Code	0.90	
		900-01-099 - HST TRACKING	HST Tax Code	1.04	9.03
3505-Man 0192DEC82020	12/21/2020	HYDRO ONE NETWORKS	N/A REC HALL		
		600-01-018 - NORTH AUGUSTA I	N/A REC HALL	51.48	
		102-01-099 - HST RECEIVABLE	HST Tax Code	5.69	
		900-01-099 - HST TRACKING	HST Tax Code	6.58	57.17
3569-Man 3286DEC12020	12/09/2020	HYDRO ONE NETWORKS	NEW FIRE STATION		
		402-01-002 - FIRE PROTECTION	NEW FIRE STATION	579.93	
		102-01-099 - HST RECEIVABLE	HST Tax Code	64.06	
		900-01-099 - HST TRACKING	HST Tax Code	74.09	643.99
3579-Man 5014JUL32020	7/15/2020	HYDRO ONE NETWORKS	MAIN OFFICE		
		401-01-002 - HYDRO	MAIN OFFICE	384.88	
		102-01-099 - HST RECEIVABLE	HST Tax Code	42.51	
		900-01-099 - HST TRACKING	HST Tax Code	49.17	427.39
3591-Man 3091DEC32020	12/14/2020	ROYAL BANK VISA	JEFF SLOAN VISA		
		402-01-005 - FIRE PROTECTION	YEARLY FEES	10.81	
		102-01-099 - HST RECEIVABLE	HST Tax Code	1.19	
		900-01-099 - HST TRACKING	HST Tax Code	1.38	12.00
3610-Man 4837JUN132020	7/15/2020	COGECO CONNEXION INC	STATION #1 INTERNET		
		402-01-013 - FIRE PROTECTION	STATION #1 INTERNET	86.44	
		102-01-099 - HST RECEIVABLE	HST Tax Code	9.55	
		900-01-099 - HST TRACKING	HST Tax Code	11.04	95.99

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Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
3737-Man 4210JUN222020	6/30/2020	HYDRO ONE NETWORKS	ALGONQUIN STRLIGHTS		
		500-01-005 - ALGONQUIN STREI	ALGONQUIN STRLIGHTS	8.72	
		102-01-099 - HST RECEIVABLE	HST Tax Code	0.96	
		900-01-099 - HST TRACKING	HST Tax Code	1.11	9.68
3806-Man 5844DEC82020	12/21/2020	HYDRO ONE NETWORKS	N/A RECREATION		
		600-01-018 - NORTH AUGUSTA F	N/A RECREATION	57.52	
		102-01-099 - HST RECEIVABLE	HST Tax Code	6.35	
		900-01-099 - HST TRACKING	HST Tax Code	7.35	63.87
3890-Man 9061DEC82020	12/21/2020	HYDRO ONE NETWORKS	N/A REC SOCCER		
		600-01-018 - NORTH AUGUSTA F	N/A REC SOCCER	27.23	
		102-01-099 - HST RECEIVABLE	HST Tax Code	3.01	
		900-01-099 - HST TRACKING	HST Tax Code	3.48	30.24
3948-Man 4104DEC32020	12/14/2020	ROYAL BANK VISA	MAYNARD VANDEVELDE VISA		
		402-01-005 - FIRE PROTECTION	YEARLY FEES	10.81	
		102-01-099 - HST RECEIVABLE	HST Tax Code	1.19	
		900-01-099 - HST TRACKING	HST Tax Code	1.38	12.00
4067-Man 5201JUN222020	6/30/2020	HYDRO ONE NETWORKS	RIVERVIEW HTS STRLIGHTS		
		500-01-003 - RIVERVIEW HEIGH	RIVERVIEW HTS STRLIGHTS	426.60	
		102-01-099 - HST RECEIVABLE	HST Tax Code	47.12	
		900-01-099 - HST TRACKING	HST Tax Code	54.50	473.72
4074-Man 4732DEC32020	12/09/2020	ROYAL BANK VISA	BRAD THAKE VISA		
		438-01-018 - P.W. OFFICE SUPP	OFFICE SUPPLIES	443.44	
		438-01-011 - P.W. SHOP SUPPLI	SHOP SUPPLIES	782.48	
		102-01-099 - HST RECEIVABLE	HST Tax Code	135.41	
		900-01-099 - HST TRACKING	HST Tax Code	156.61	1,361.33
4188-Man 4594JUL32020	7/15/2020	HYDRO ONE NETWORKS	MAYNARD REC		
		600-01-016 - MAYNARD RECREA	MAYNARD REC	94.72	
		102-01-099 - HST RECEIVABLE	HST Tax Code	10.46	
		900-01-099 - HST TRACKING	HST Tax Code	12.10	105.18
4238-Man 6750	6/30/2020	CST CANADA CO.	COLOURED DIESEL		
		120-01-003 - STOCK - COLOURE	COLOURED DIESEL	1,065.66	
		102-01-099 - HST RECEIVABLE	HST Tax Code	117.71	
		900-01-099 - HST TRACKING	HST Tax Code	136.14	1,183.37
4241-Man 2002JUL12020	7/15/2020	BELL CANADA	PW GARAGE		
		438-01-010 - P.W. TELEPHONE	PW GARAGE	103.83	
		102-01-099 - HST RECEIVABLE	HST Tax Code	11.46	
		900-01-099 - HST TRACKING	HST Tax Code	13.26	115.29
4342-Man 2162NOV202020	12/03/2020	HYDRO ONE NETWORKS	MAITLAND STRLIGHTS		
		500-01-004 - MAITLAND STREET	MAITLAND STRLIGHTS	253.92	

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		102-01-099 - HST RECEIVABLE	HST Tax Code	28.05	
		900-01-099 - HST TRACKING	HST Tax Code	32.44	281.97
4350-Man 394053	7/15/2020	MACEWEN PETROLEUM	LUBE OILS FOR SHOP		
		438-01-011 - P.W. SHOP SUPPLI	LUBE OILS FOR SHOP	301.12	
		102-01-099 - HST RECEIVABLE	HST Tax Code	33.26	
		900-01-099 - HST TRACKING	HST Tax Code	38.47	334.38
4444-Man 2041JUL22020	7/15/2020	HYDRO ONE NETWORKS	DOMVILLE REC		
		600-01-012 - DOMVILLE RECREA/	DOMVILLE REC	43.81	
		102-01-099 - HST RECEIVABLE	HST Tax Code	4.84	
		900-01-099 - HST TRACKING	HST Tax Code	5.60	48.65
4505-Man 4231DEC212020	12/21/2020	ROYAL BANK VISA	FIRE DEPT TRAINING PROGRAM		
		402-01-012 - FIRE PROTECTION	FIRE DEPT TRAINING PROGR/	4,245.08	
		102-01-099 - HST RECEIVABLE	HST Tax Code	468.88	
		900-01-099 - HST TRACKING	HST Tax Code	542.31	4,713.96
4510-Man 6593DEC182020	12/22/2020	HYDRO ONE NETWORKS	MEIKLE STREETLIGHTS		
		500-01-011 - MEIKLE SUBDIVISIO	MEIKLE STREETLIGHTS	9.33	
		102-01-099 - HST RECEIVABLE	HST Tax Code	1.03	
		900-01-099 - HST TRACKING	HST Tax Code	1.19	10.36
4526-Man 9461JUN222020	6/30/2020	HYDRO ONE NETWORKS	LIONS GATE STRLIGHTS		
		500-01-013 - LIONS GATE STREI	LIONS GATE STRLIGHTS	8.19	
		102-01-099 - HST RECEIVABLE	HST Tax Code	0.91	
		900-01-099 - HST TRACKING	HST Tax Code	1.05	9.10
4622-Man 8512DEC182020	12/22/2020	HYDRO ONE NETWORKS	LUGTHART STR		
		500-01-002 - LUGTHART SUBDIV	LUGTHART STR	7.43	
		102-01-099 - HST RECEIVABLE	HST Tax Code	0.82	
		900-01-099 - HST TRACKING	HST Tax Code	0.95	8.25
4742-Man 4591DEC182020	12/22/2020	HYDRO ONE NETWORKS	N/A STREETLIGHTS		
		500-01-008 - VILLAGE OF NORTH	N/A STREETLIGHTS	30.55	
		102-01-099 - HST RECEIVABLE	HST Tax Code	3.37	
		900-01-099 - HST TRACKING	HST Tax Code	3.90	33.92
5104-Man 6488NOV272020	12/09/2020	ROYAL BANK VISA	JEFF STEWART VISA		
		402-01-017 - FIRE PROTECTION	JEFF STEWART VISA	54.03	
		102-01-099 - HST RECEIVABLE	HST Tax Code	5.97	
		900-01-099 - HST TRACKING	HST Tax Code	6.90	60.00
5161-Man 2162DEC182020	12/22/2020	HYDRO ONE NETWORKS	MAITLAND STREETLIGHTS		
		500-01-004 - MAITLAND STREET	MAITLAND STREETLIGHTS	226.79	
		102-01-099 - HST RECEIVABLE	HST Tax Code	25.05	
		900-01-099 - HST TRACKING	HST Tax Code	28.97	251.84
5217-Man	7/15/2020	BELL CANADA	N/A FIRE PHONE		

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2031	JUL1/2020	402-01-004 - FIRE PROTECTION	N/A FIRE PHONE	46.72	
		102-01-099 - HST RECEIVABLE	HST Tax Code	5.16	
		900-01-099 - HST TRACKING	HST Tax Code	5.97	51.88
5268-Man	12/22/2020	HYDRO ONE NETWORKS	MAYNARD STREETLIGHTS		
4283	DEC182020	500-01-009 - MAYNARD SUBD. S	MAYNARD STREETLIGHTS	68.58	
		102-01-099 - HST RECEIVABLE	HST Tax Code	7.57	
		900-01-099 - HST TRACKING	HST Tax Code	8.76	76.15
5370-Man	7/15/2020	ROYAL BANK VISA	MAIN OFFCIE VISA		
4054	JUL32020	401-01-004 - OFFICE SUPPLIES	OFFICE SUPPLIES	73.02	
		401-01-020 - POSTAGE	OFFICE MAILOUT	709.33	
		401-01-014 - HEALTH & SAFETY	DEFIBRALATOR MAIN OFFICE	164.28	
		102-01-099 - HST RECEIVABLE	HST Tax Code	104.56	
		900-01-099 - HST TRACKING	HST Tax Code	120.93	1,051.19
5448-Man	12/22/2020	HYDRO ONE NETWORKS	ALGONQUIN STREETLIGHTS		
4210	DEC182020	500-01-005 - ALGONQUIN STREI	ALGONQUIN STREETLIGHTS	8.47	
		102-01-099 - HST RECEIVABLE	HST Tax Code	0.93	
		900-01-099 - HST TRACKING	HST Tax Code	1.08	9.40
5527-Man	12/09/2020	HYDRO ONE NETWORKS	MAYNARD WDS		
3573	DEC32020	102-01-044 - DUE FROM FAST E	MAYNARD WDS	345.63	
		102-01-099 - HST RECEIVABLE	HST Tax Code	38.17	
		900-01-099 - HST TRACKING	HST Tax Code	44.15	383.80
5530-Man	12/21/2020	HYDRO ONE NETWORKS	N/A WDS		
9094	DEC82020	102-01-044 - DUE FROM FAST E	N/A WDS	68.38	
		102-01-099 - HST RECEIVABLE	HST Tax Code	7.56	
		900-01-099 - HST TRACKING	HST Tax Code	8.74	75.94
5794-Man	12/21/2020	FAMILY RESPONSIBILITY OFFK	0711411		
DEC21	2020	201-01-003 - PAYROLL DEDUCTI	0711411	2,144.00	2,144.00
5836-Man	12/09/2020	HYDRO ONE NETWORKS	MAIN OFFICE		
5014	DEC32020	401-01-002 - HYDRO	MAIN OFFICE	465.24	
		102-01-099 - HST RECEIVABLE	HST Tax Code	51.38	
		900-01-099 - HST TRACKING	HST Tax Code	59.43	516.62
5904-Man	6/30/2020	HYDRO ONE NETWORKS	ST LAWRENCE CRT STRLIGHTS		
5429	JUN222020	500-01-006 - ST LAWRENCE CR	ST LAWRENCE CRT STRLIGHI	6.46	
		102-01-099 - HST RECEIVABLE	HST Tax Code	0.72	
		900-01-099 - HST TRACKING	HST Tax Code	0.83	7.18
5991-Man	12/21/2020	HYDRO ONE NETWORKS	CEDAR PARK		
4134	DEC92020	600-01-002 - RECREATION - HYI	CEDAR PARK	82.75	
		102-01-099 - HST RECEIVABLE	HST Tax Code	9.14	
		900-01-099 - HST TRACKING	HST Tax Code	10.57	91.89

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6033-Man 4732JUL32020	7/15/2020	ROYAL BANK VISA 438-01-011 - P.W. SHOP SUPPLI 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	PUBLIC WORKS VISA PUBLIC WORKS VISA HST Tax Code HST Tax Code	255.31 28.19 32.61	283.50
6131-Man 4047DEC32020	12/09/2020	ROYAL BANK VISA 401-01-004 - OFFICE SUPPLIES 406-01-010 - BUILDING - PROFE 401-01-020 - POSTAGE 401-01-014 - HEALTH & SAFETY 401-01-004 - OFFICE SUPPLIES 600-01-050 - SPECIFIC GRANT - 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	MAIN OFFICE VISA OFFICE SUPPLIES OBOA MEMBERSHIP QUARTERLY LUNCH FOR MEETING BUSINESS CARDS/FLAGS REC LENDING LIBRARY HST Tax Code HST Tax Code	883.77 330.72 607.54 206.05 147.48 1,058.71 357.24 413.18	3,591.51
6323-Man 4594DEC32020	12/09/2020	HYDRO ONE NETWORKS 600-01-016 - MAYNARD RECREA 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	MAYNARD REC MAYNARD REC HST Tax Code HST Tax Code	110.85 12.24 14.16	123.09
6364-Man 1958JUN222020	6/30/2020	HYDRO ONE NETWORKS 402-01-002 - FIRE PROTECTION 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	N/A SOLAR HYDRO BILL N/A SOLAR HYDRO BILL HST Tax Code HST Tax Code	5.49 0.61 0.70	6.10
6433-Man 6433DEC182020	12/22/2020	HYDRO ONE NETWORKS 500-01-007 - KEMP SUBDIVISION 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	KEMP STREETLIGHTS KEMP STREETLIGHTS HST Tax Code HST Tax Code	7.60 0.84 0.97	8.44
6539-Man 2041DEC22020	12/09/2020	HYDRO ONE NETWORKS 600-01-012 - DOMVILLE RECREA 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	DOMVILLE REC DOMVILLE REC HST Tax Code HST Tax Code	50.30 5.55 6.42	55.85
6563-Man 6746	6/30/2020	CST CANADA CO. 120-01-001 - STOCK - GAS 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	PREMIUM GAS PREMIUM GAS HST Tax Code HST Tax Code	1,058.96 116.96 135.28	1,175.92
6623-Man 8173JUL72020	7/15/2020	HYDRO ONE NETWORKS 438-01-026 - P.W. HYDRO 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	PW GARAGE PW GARAGE HST Tax Code HST Tax Code	258.50 28.56 33.03	287.06
7033-Man 7264OCT272020	12/03/2020	CST CANADA CO. 402-01-003 - FIRE PROTECTION 102-01-099 - HST RECEIVABLE 900-01-099 - HST TRACKING	STATION #2 HEAT STATION #2 HEAT HST Tax Code HST Tax Code	205.31 22.68 26.23	227.99

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7697-Man 8512NOV202020	12/03/2020	HYDRO ONE NETWORKS	LUGTHART STRLIGHTS		
		500-01-002 - LUGTHART SUBDIV	LUGTHART STRLIGHTS	7.96	
		102-01-099 - HST RECEIVABLE	HST Tax Code	0.88	
		900-01-099 - HST TRACKING	HST Tax Code	1.02	8.84
7705-Man 7402NOV24/2020	12/09/2020	UNION GAS LIMITED	MAIN OFFICE HEAT		
		401-01-021 - HEAT	MAIN OFFICE HEAT	146.17	
		102-01-099 - HST RECEIVABLE	HST Tax Code	16.14	
		900-01-099 - HST TRACKING	HST Tax Code	18.67	162.31
7832-Man 2497DEC12020	12/09/2020	BELL CANADA	N/A WDS		
		102-01-044 - DUE FROM FAST E	N/A WDS	50.48	
		102-01-099 - HST RECEIVABLE	HST Tax Code	5.58	
		900-01-099 - HST TRACKING	HST Tax Code	6.45	56.06
7835-Man 4283NOV202020	12/03/2020	HYDRO ONE NETWORKS	MAYNARD STRLIGHTS		
		500-01-009 - MAYNARD SUBD. S	MAYNARD STRLIGHTS	76.45	
		102-01-099 - HST RECEIVABLE	HST Tax Code	8.45	
		900-01-099 - HST TRACKING	HST Tax Code	9.77	84.90
7934-Man 2031DEC12020	12/09/2020	BELL CANADA	N/A FIRE DEPT		
		402-01-004 - FIRE PROTECTION	N/A FIRE DEPT	46.72	
		102-01-099 - HST RECEIVABLE	HST Tax Code	5.16	
		900-01-099 - HST TRACKING	HST Tax Code	5.97	51.88
7995-Man 2002DEC12020	12/09/2020	BELL CANADA	PUBLIC WORKS		
		438-01-010 - P.W. TELEPHONE	PUBLIC WORKS	103.83	
		102-01-099 - HST RECEIVABLE	HST Tax Code	11.46	
		900-01-099 - HST TRACKING	HST Tax Code	13.26	115.29
8001-Man 7818DEC32020	12/09/2020	ROYAL BANK VISA	RAY MORRISON VISA		
		401-01-017 - CONFERENCES & I	RAY MORRISON VISA	723.36	
		102-01-099 - HST RECEIVABLE	HST Tax Code	79.90	
		900-01-099 - HST TRACKING	HST Tax Code	92.41	803.26
8072-Man 6751	6/30/2020	CST CANADA CO.	CLEAR DIESEL		
		120-01-002 - STOCK - DIESEL	CLEAR DIESEL	1,586.52	
		102-01-099 - HST RECEIVABLE	HST Tax Code	175.24	
		900-01-099 - HST TRACKING	HST Tax Code	202.68	1,761.76
8199-Man 4591NOV202020	12/03/2020	HYDRO ONE NETWORKS	N/A STRLIGHTS		
		500-01-008 - VILLAGE OF NORTH	N/A STRLIGHTS	33.37	
		102-01-099 - HST RECEIVABLE	HST Tax Code	3.68	
		900-01-099 - HST TRACKING	HST Tax Code	4.26	37.05
8310-Man 4595DEC42020	12/21/2020	ROYAL BANK VISA	FIRE CHIEF VISA		
		402-01-005 - FIRE PROTECTION SUPPLIES		498.58	
		402-01-015 - FIRE PROTECTION BATTERY FOR DEFIB		402.97	

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		402-01-013 - FIRE PROTECTION	DRIVEWAY MARKERS	40.71	
		402-01-016 - FIRE PROTECTION	SURVEY MEMBERSHIPS	257.90	
		402-01-012 - FIRE PROTECTION	FOOD FOR TRAINING COURSE	117.30	
		102-01-099 - HST RECEIVABLE	HST Tax Code	145.52	
		900-01-099 - HST TRACKING	HST Tax Code	168.31	1,462.98
8620-Man	12/14/2020	MACEWEN PETROLEUM	OILS LUBRICANTS PW SHOP		
577156		438-01-011 - P.W. SHOP SUPPLI	OILS LUBRICANTS PW SHOP	567.60	
		102-01-099 - HST RECEIVABLE	HST Tax Code	62.69	
		900-01-099 - HST TRACKING	HST Tax Code	72.51	630.29
8868-Man	12/03/2020	TELUS MOBILITY	OCTOBER CELL PHONES		
OCT132020		438-01-010 - P.W. TELEPHONE	PW CELL PHONES	234.05	
		401-01-003 - TELEPHONE & FAX	MAIN OFFICE CELL PHONES	112.44	
		406-01-008 - BUILDING CELL PH	MAIN OFFICE CELL PHONES	36.33	
		102-01-099 - HST RECEIVABLE	HST Tax Code	42.29	
		900-01-099 - HST TRACKING	HST Tax Code	48.91	425.11
9036-Man	12/03/2020	TELUS MOBILITY	MAIN OFFICE CELL PHONES		
NOV132020		438-01-010 - P.W. TELEPHONE	P/W CELL PHONES	234.26	
		406-01-008 - BUILDING CELL PH	BUIDLING CELL PHONE	43.66	
		401-01-003 - TELEPHONE & FAX	BUIDLING CELL PHONE	124.73	
		102-01-099 - HST RECEIVABLE	HST Tax Code	44.47	
		900-01-099 - HST TRACKING	HST Tax Code	51.44	447.12
9053-Man	6/30/2020	CST CANADA CO.	COLOURED DIESEL		
6745		120-01-003 - STOCK - COLOURE	COLOURED DIESEL	1,134.26	
		102-01-099 - HST RECEIVABLE	HST Tax Code	125.28	
		900-01-099 - HST TRACKING	HST Tax Code	144.90	1,259.54
9333-Man	6/30/2020	TELUS MOBILITY	JUNE CELL PHONES CHAREGES		
JUN132020		438-01-010 - P.W. TELEPHONE	PUBLIC WORKS	244.33	
		401-01-003 - TELEPHONE & FAX	MAIN OFFICE	117.65	
		406-01-008 - BUILDING CELL PH	MAIN OFFICE	64.00	
		102-01-099 - HST RECEIVABLE	HST Tax Code	47.03	
		900-01-099 - HST TRACKING	HST Tax Code	54.41	473.01
9491-Man	12/03/2020	BELL CANADA	MAIN OFFICE PHONES		
NOV192020		401-01-003 - TELEPHONE & FAX	MAIN OFFICE PHONES	235.08	
		102-01-099 - HST RECEIVABLE	HST Tax Code	25.96	
		900-01-099 - HST TRACKING	HST Tax Code	30.03	261.04
9634-Man	12/03/2020	HYDRO ONE NETWORKS	LIONS GATE STRLIGHTS		
9461NOV202020		500-01-013 - LIONS GATE STREI	LIONS GATE STRLIGHTS	8.48	
		102-01-099 - HST RECEIVABLE	HST Tax Code	0.93	
		900-01-099 - HST TRACKING	HST Tax Code	1.08	9.41
9755-Man	12/03/2020	HYDRO ONE NETWORKS	MAITLAND TRAILS STRLIGHTS		
9985NOV202020		500-01-010 - MAITLAND BY THE	MAITLAND TRAILS STRLIGHTS	7.96	

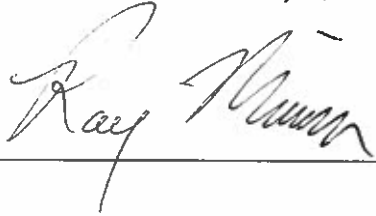
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		102-01-099 - HST RECEIVABLE	HST Tax Code	0.88	
		900-01-099 - HST TRACKING	HST Tax Code	1.02	8.84
1695300	12/10/2020	MINISTER OF FINANCE	NOV15-NOV30 GOV'T REMITTANCES		
NOV302020		204-01-001 - PAYROLL DEDUCTI	NOV15-NOV30 GOV'T REMITT/	35,879.60	35,879.60
1701689	12/10/2020	ONTARIO EHT	NOVEMBER HEALTH TAX		
NOV302020		204-01-002 - EHT PAYABLE	NOVEMBER HEALTH TAX	4,312.19	4,312.19
8161996	12/21/2020	MINISTER OF FINANCE	DEC1-DEC15 GOV'T REMITTANCES		
DEC152020		204-01-001 - PAYROLL DEDUCTI	DEC1-DEC15 GOV'T REMITTAN	10,744.26	10,744.26
				Total for AP:	505,953.11

Certified Correct This January 8, 2021



THE TOWNSHIP OF AUGUSTA

REPORT NUMBER: 2021 - 002
REPORT TO COUNCIL: January 11, 2021
RE: Building Department Activity Summary
AUTHOR: Karen Lavigne, CBO, CBCO

RECOMMENDATION:

That Council receive the building department activity report for December 2020 for information and consideration; and

That Council authorize the temporary suspension of the Renewal fee in Schedule A of Building By-Law 3413 for the year 2021.

BUILDING DEPARTMENT ACTIVITY SUMMARY:

	Permit Number	Cost of Project	Permit Cost	Type of Permit
4/12/2020	2020-7502	\$6,000.00	\$140.00	Shed
7/12/2020	2020-7503	\$65,000.00	\$737.500	Renovation
DEC. TOTAL		\$71,000.00	\$877.50	
2020 TOTAL		\$7,706,002.97	\$94,700.85	

Inspections performed in December; 35

Permits issued in December; 2

Inspections performed in November; 37

Permits issued in November; 8

MPAC finals for December; 11

MPAC occupancies for December; 1

Monthly reports submitted to MPAC, Statistics Canada, Tarion and CMHC for December 2020.

Date Issued	Permit Number	Cost of Project	Permit Cost	Type of Permit
11/12/2019	2019-7373	\$6,500.00	\$75.00	Wood Stove
20/12/2019	2019-7305-2	\$0.00	\$95.00	Re-inspection
DEC. TOTAL		\$6,500.00	\$160.00	
2019 TOTAL		\$7,630,986.00	\$84,954.44	

THE TOWNSHIP OF AUGUSTA

2020 was quite a year. With the pandemic closing the township office down we expected the construction industry to grind to a halt, but that was not the case. The government considers municipal offices and construction to be essential services. Once the directive on how to operate safely was put in place, building inspections could resume.

The Golden Triangle Chapter building officials had discussions on the safe operation of our departments so that we were all following the same procedures. We decided that the use of PPE was essential and that we would not enter into an occupied building, at our discretion. Personally, I ask the homeowners and the trades to vacate the building while I am performing an inspection inside a building and wear a mask. If I deem the situation to be unsafe, I will ask for it to be brought up to a level of safety where I feel comfortable enough to perform the inspection.

With the new provincial lockdown that came into effect December 26th and additional restrictions in place, construction remains an essential service and construction sites remain unaffected, as per Schedule 2, number 42 in O.Reg.82/20.

Due to Covid-19, people are not travelling and are spending time and money on upgrades to their homes and properties. The construction industry was booming last year all over the province and I expect it will continue.

Residents with building permits have experienced difficulty finding contractors to complete jobs. Building materials are in short supply and have increased dramatically in price. Truss manufacturers are experiencing shortages with lumber, which puts delivery of trusses into spring or summer of 2021 for 2020 projects. We have new buildings that have only foundations completed and are not going to be built until spring or summer of 2021, depending on availability of products.

FINANCIAL CONSIDERATIONS:

The building department is requesting that consideration be given to suspend the fee for permit renewals for construction projects started during the pandemic in 2020. The renewal fee is currently \$95.00 if a project extends beyond one year. In the past five years there have been eighteen renewal permits issued.

Karen Lavigne, CBO

Ray Morrison, CAO/Treasurer

AUGUSTA TOWNSHIP

RESIDENTIAL HOUSING SUMMARY

Year	Location	# of New Units	Housing Mix	Servicing	Construction Value	Permit Value
2002	Augusta	24		Private	3,255,646.32	19,754.45
2003	Augusta	17		Private	2,521,200.00	13,703.65
2004	Augusta	21		Private	3,460,500.00	18,836.34
2005	Augusta	17		Private	3,655,717.00	15,834.63
2006	Augusta	28		Private	5,445,000.00	24,544.64
2007	Augusta	25		Private	5,564,500.00	30,626.00
2008	Augusta	13		Private	2,528,000.00	10,048.23
2009	Augusta	16		Private	4,417,500.00	19,056.85
2010	Augusta	20		Private	5,193,200.00	24,056.81
2011	Augusta	15		Private	4,952,500.00	12,895.10
2012	Augusta	12		Private	4,640,000.00	23,542.65
2013	Augusta	15		Private	3,822,900.00	23,050.59
2014	Augusta	3		Private	900,000.00	6,804.55
2015	Augusta	16+	4-4 Plex	Private	5,945,000.00	54,987.67
2016	Augusta	15+	1-Duplex	Private	4,231,000.00	39,085.86
2017	Augusta	14+	1-Duplex	Private	4,350,000.00	32,563.61
2018	Augusta	11		Private	3,222,800.00	26,249.00
2019	Augusta	14		Private	4,931,000.00	53,935.40
2020	Augusta	10+	2-4 Plex	Private	3,703,879.00	53,651.33

	SFD		Garage/Carport/Shop		Addition		Renovation		Pool/Pool & Deck		Deck/Veranda/Gazebo		Wood Stove/Tent		Storage Bldg/Shed		Agr. Storage		Demolition		Renewal		HVAC		Boathouse or Dock		Revision/Change of Use		Insulation/Siding		Total Const. \$	Total Permit \$		
	Permit \$	Const. \$	Permit \$	Const. \$	Permit \$	Const. \$	Permit \$	Const. \$	Permit \$	Const. \$	Permit \$	Const. \$	Permit \$	Const. \$	Permit \$	Const. \$	Permit \$	Const. \$	Permit \$	Const. \$	Permit \$	Const. \$	Permit \$	Const. \$	Permit \$	Const. \$	Permit \$	Const. \$	Permit \$	Const. \$				
	\$3,038	\$382,879	\$364	\$26,000	\$950	\$40,000	\$583	\$80,000	\$75	\$500	\$155	\$15,000	\$75	\$8,000	\$120	\$4,900	\$985	\$5,000	\$110	\$10,000	\$95	\$40,000	\$95	\$10,000	\$190	\$35,000	\$385	\$3,500	\$95	\$5,000	\$665,779	\$7,314		
	\$4,555	\$250,000	\$240	\$15,000	\$355	\$7,200	\$1,674	\$100,000	\$75	\$45,000	\$160	\$8,000	\$95	\$2,000	\$256	\$25,000	\$750	\$45,000	\$110	\$2,500	\$95	\$0	\$95	\$0	\$95	\$10,000	\$190	\$35,000	\$385	\$3,500	\$95	\$5,000	\$514,700	\$8,556
	\$4,754	\$700,000	\$540	\$60,000	\$1,502	\$80,000	\$1,140	\$6,000	\$75	\$4,000	\$268	\$7,000	\$95	\$4,000	\$96	\$9,185	\$750	\$14,000	\$0	\$0	\$95	\$0	\$95	\$0	\$95	\$3,000	\$95	\$3,000	\$95	\$3,000	\$95	\$3,000	\$887,185	\$9,410
	\$4,825	\$553,000	\$288	\$42,500	\$95	\$15,887	\$95	\$2,000	\$75	\$1,300	\$95	\$6,000	\$95	\$2,000	\$227	\$10,000	\$432	\$16,000	\$110	\$15,000	\$95	\$0	\$95	\$0	\$95	\$3,000	\$95	\$3,000	\$95	\$3,000	\$663,687	\$6,432		
	\$1,245	\$100,000	\$260	\$5,000	\$272	\$40,000	\$128	\$40,000	\$75	\$44,000	\$162	\$2,800	\$95	\$3,000	\$95	\$4,000	\$95	\$4,000	\$0	\$2,000	\$95	\$5,000	\$95	\$0	\$95	\$3,000	\$95	\$3,000	\$95	\$3,000	\$245,800	\$2,427		
	\$6,625	\$650,000	\$144	\$14,000	\$224	\$30,000	\$95	\$3,000	\$325	\$22,000	\$75	\$2,000	\$95	\$3,000	\$120	\$5,000	\$95	\$4,000	\$660	\$410,000	\$95	\$0	\$95	\$0	\$95	\$3,000	\$95	\$3,000	\$95	\$3,000	\$1,136,000	\$8,268		
	\$2,434	\$200,000	\$280	\$14,000	\$95	\$3,000	\$119	\$57,200	\$75	\$36,000	\$174	\$6,000	\$95	\$3,100	\$95	\$3,100	\$110	\$5,000	\$0	\$2,000	\$95	\$0	\$95	\$0	\$95	\$3,000	\$95	\$3,000	\$95	\$3,000	\$324,300	\$3,382		
4-plex	\$7,678	\$600,000	\$1,610	\$80,000	\$120	\$28,000	\$968	\$80,000	\$308	\$15,000	\$334	\$16,000	\$95	\$3,000	\$330	\$30,000	\$144	\$10,000	\$95	\$4,000	\$95	\$0	\$95	\$0	\$95	\$3,000	\$95	\$3,000	\$95	\$3,000	\$849,000	\$11,348		
4-plex	\$7,678	\$600,000	\$675	\$50,000	\$454	\$70,000	\$738	\$65,000	\$75	\$7,639	\$155	\$10,000	\$95	\$3,000	\$144	\$10,000	\$144	\$10,000	\$95	\$4,000	\$95	\$0	\$95	\$0	\$95	\$3,000	\$95	\$3,000	\$95	\$3,000	\$812,639	\$9,919		
	\$5,337	\$400,000	\$398	\$25,000	\$174	\$2,400	\$75	\$8,000	\$95	\$3,500	\$144	\$8,000	\$95	\$3,000	\$140	\$5,000	\$140	\$5,000	\$95	\$2,500	\$95	\$0	\$95	\$0	\$95	\$3,000	\$95	\$3,000	\$95	\$3,000	\$444,500	\$6,049		
	\$4,188	\$340,000	\$174	\$2,400	\$1,350	\$43,000	\$450	\$8,000	\$75	\$7,570	\$95	\$8,000	\$95	\$3,000	\$144	\$5,000	\$144	\$5,000	\$95	\$8,000	\$95	\$0	\$95	\$0	\$95	\$3,000	\$95	\$3,000	\$95	\$3,000	\$357,400	\$4,672		
			\$1,350	\$43,000	\$450	\$8,000	\$75	\$7,570	\$95	\$8,000	\$95	\$3,000	\$95	\$3,000	\$144	\$5,000	\$144	\$5,000	\$95	\$8,000	\$95	\$0	\$95	\$0	\$95	\$3,000	\$95	\$3,000	\$95	\$3,000	\$61,579	\$1,683		
			\$552	\$5,000	\$240	\$35,000	\$75	\$22,965	\$288	\$14,400	\$153	\$12,000	\$120	\$5,000	\$120	\$5,000	\$120	\$5,000	\$129	\$2,000	\$186	\$15,000	\$180	\$5,000	\$180	\$5,000	\$180	\$5,000	\$180	\$5,000	\$28,570	\$764		
			\$240	\$35,000	\$750	\$50,000	\$420	\$40,000	\$420	\$40,000	\$300	\$20,000	\$484	\$45,000	\$216	\$60,000	\$95	\$3,000	\$364	\$22,500	\$144	\$15,000	\$1,565	\$12,000	\$240	\$40,000	\$1,600	\$90,000	\$800	\$40,000	\$54,365	\$1,068		
			\$1,565	\$12,000	\$240	\$40,000	\$1,600	\$90,000	\$800	\$40,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$92,000	\$564		
			\$750	\$50,000	\$420	\$40,000	\$420	\$40,000	\$300	\$20,000	\$484	\$45,000	\$216	\$60,000	\$95	\$3,000	\$364	\$22,500	\$144	\$15,000	\$1,565	\$12,000	\$240	\$40,000	\$1,600	\$90,000	\$800	\$40,000	\$270	\$50,000	\$70,000	\$1,116		
			\$300	\$20,000	\$484	\$45,000	\$216	\$60,000	\$95	\$3,000	\$364	\$22,500	\$144	\$15,000	\$1,565	\$12,000	\$240	\$40,000	\$1,600	\$90,000	\$800	\$40,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$54,000	\$688		
			\$484	\$45,000	\$216	\$60,000	\$95	\$3,000	\$364	\$22,500	\$144	\$15,000	\$1,565	\$12,000	\$240	\$40,000	\$1,600	\$90,000	\$800	\$40,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$26,500	\$420		
			\$484	\$45,000	\$216	\$60,000	\$95	\$3,000	\$364	\$22,500	\$144	\$15,000	\$1,565	\$12,000	\$240	\$40,000	\$1,600	\$90,000	\$800	\$40,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$50,500	\$579		
			\$95	\$3,000	\$364	\$22,500	\$144	\$15,000	\$1,565	\$12,000	\$240	\$40,000	\$1,600	\$90,000	\$800	\$40,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$74,000	\$321		
			\$95	\$3,000	\$364	\$22,500	\$144	\$15,000	\$1,565	\$12,000	\$240	\$40,000	\$1,600	\$90,000	\$800	\$40,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$14,000	\$243		
			\$144	\$15,000	\$1,565	\$12,000	\$240	\$40,000	\$1,600	\$90,000	\$800	\$40,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$29,000	\$459		
			\$144	\$15,000	\$1,565	\$12,000	\$240	\$40,000	\$1,600	\$90,000	\$800	\$40,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$18,500	\$282		
			\$1,565	\$12,000	\$240	\$40,000	\$1,600	\$90,000	\$800	\$40,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$12,000	\$1,565		
			\$240	\$40,000	\$1,600	\$90,000	\$800	\$40,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$40,000	\$240		
			\$240	\$40,000	\$1,600	\$90,000	\$800	\$40,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$90,000	\$1,600		
2020-7499	\$4,265	\$0	\$800	\$40,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$40,000	\$5,065		
			\$800	\$40,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$40,000	\$5,065		
			\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$270	\$50,000	\$50,000	\$270		
TOTAL	\$56,621	\$4,775,879	\$14,813	\$912,400	\$4,067	\$314,087	\$5,540	\$433,200	\$1,608	\$279,476	\$3,389	\$177,777	\$455	\$19,000	\$2,667	\$153,185	\$2,917	\$80,000	\$1,100	\$444,500	\$475	\$45,000	\$95	\$10,000	\$190	\$35,000	\$480	\$3,500	\$285	\$23,000	\$7,706,003	\$94,701		

From Permit Schedule \$7,706,003 \$94,701

Difference - -

AUGUSTA TOWNSHIP



THE CORPORATION OF THE TOWNSHIP OF AUGUSTA BY-LAW NO. 3502-2021

A BY-LAW TO AUTHORIZE TEMPORARY BORROWING FROM TIME TO TIME TO MEET CURRENT EXPENDITURES DURING THE FISCAL YEAR ENDING DECEMBER 31, 2021

WHEREAS Section 407 of the Municipal Act, 2001, as amended, provides authority for a council by by-law to authorize the head of council or the treasurer or both of them to borrow from time to time, such sums as the council considers necessary to meet, until taxes are collected and other revenues are received, the current expenditures of the Municipality for the year; and

WHEREAS the total amount which may be borrowed from all sources at any one time to meet the current expenditures of the Municipality, except with the approval of the Municipal Board, is limited by Section 407 of the Municipal Act, 2001;

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

1. The head of council or the treasurer or both of them are hereby authorized to borrow from time to time during the fiscal year (hereinafter referred to as the current year) such sums as may be necessary to meet, until taxes are collected and other revenues are received, the current expenditures of the Municipality for the current year.
2. The lender(s) from whom amounts may be borrowed under authority of this by-law shall be ROYAL BANK OF CANADA and such other lender(s) as may be determined from time to time by by-law of Council.
3. The total amount which may be borrowed at any one time under this by-law plus any outstanding amounts of principal borrowed and accrued interest under Section 407 together with the total of any similar borrowings that have not been repaid, shall not exceed from January 1st to September 30th of the current year, 50 percent of the total estimated revenues of the Municipality as set out in the budget adopted for the current year, and from October 1st to December 31st of the current year, 25 percent of the total of the estimated revenues of the Municipality as set out in the budget adopted for the current year or \$1,000,000, whichever is less.

AUGUSTA TOWNSHIP

4. The Treasurer shall, at the time when any amount is borrowed under this by-law, ensure that the lender is or has been furnished with a certified copy of this by-law, (a certified copy of the resolution mentioned in section 2 determining the lender,) if applicable, and a statement showing the nature and amount of the estimated revenues for the current year and also showing the total of any other amounts borrowed from any and all sources under authority of section 407 of the Municipal Act, 2001 that have not been repaid.
5. a) If the budget for the current year has not been adopted at the time an amount is borrowed under this by-law, the statement furnished under section 4 shall show the nature and amount of the estimated revenues of the Municipality as set forth in the budget adopted for the previous year and the nature and amount of the revenues received for and on account of the current year.

b) If the budget for the current year has not been adopted at the time an amount is borrowed under this by-law, the limitation on borrowing set out in section 3 shall be calculated for the time being upon the estimated revenues of the Municipality as set forth in the budget adopted for the previous year less all revenues received for and on account of the current year.
6. For purposes of this by-law the estimated revenues referred to in section 3, 4, and 5 do not include revenues derivable or derived from, a) any borrowing, including through any issue of debentures; b) a surplus, including arrears of taxes, fees or charges; or c) a transfer from the capital fund, reserve funds or reserves.
7. The Treasurer is hereby authorized and directed to apply in payment of all or any sums borrowed under this by-law, together with interest thereon, all or any of the moneys hereafter collected or received, either on account of or realized in respect of the taxes levied for the current year and preceding years or from any other source, which may lawfully be applied for such purpose.
8. Evidences of indebtedness in respect of borrowings made under section 1 shall be signed by the Head of Council or the Treasurer or both of them.
9. The Bank shall not be responsible for establishing the necessity of temporary borrowing under this by-law or the manner in which the borrowing is used.
10. This by-law shall take effect at time of passing.

Read a first and second time this 11th day of January 2021.

Read a third time and passed this 11th day of January 2021.

MAYOR

CLERK

AUGUSTA TOWNSHIP



THE CORPORATION OF THE TOWNSHIP OF AUGUSTA BY-LAW NO. 3503-2021

A BY-LAW TO AUTHORIZE AN INTERIM LEVY IN ADVANCE OF THE ADOPTION OF THE ESTIMATES FOR 2021

WHEREAS Section 317 (1) of the Municipal Act, S.O. 2001, c.25, provides that the Council of a local municipality, before the adoption of the estimates for the year, may pass a by-law levying amounts on the assessment of property in the local municipality rateable for local municipality purposes;

AND WHEREAS Section 317(3) of the Municipal Act, S.O. 2001, c.25, provides that the total amount levied on a property shall not exceed the prescribed percentage, or 50 per cent of the total amount of taxes for municipal and school purposes levied on the property for the previous year, and that for the purposes of calculating the total amount of taxes for the previous year, if any taxes for municipal and school purposes were levied on a property for only part of the previous year because assessment was added to the tax roll during the year, an amount shall be added equal to the additional taxes that would have been levied on the property if the taxes for municipal and school purposes had been levied for the entire year.

AND WHEREAS the Council of the Corporation of the Township of Augusta deems it advisable to authorize an interim levy in advance of the adoption of the estimates for 2021;

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

1. A separate tax rate equal to fifty per cent of the 2020 tax rate is hereby imposed upon the assessment in each property tax class for the purposes of collecting the 2021 interim levy, provided that taxes billed for any property will not exceed fifty per cent of taxes billed in 2020, except in accordance with Section 317 (3) of the Municipal Act, S.O. 2001, c.25.
2. The due date for payment of taxes under this by-law shall be the last working day in March 2021, specifically Wednesday, March 31, 2021.
3. The Treasurer, not later than 21 days prior to the date that the Interim Installment is due, shall mail or cause to be mailed to the address of the residence or place of business of each person a notice setting out the tax payment or payments required to be made pursuant to this by-law, the date by which they are to be paid to avoid

AUGUSTA TOWNSHIP

penalty and the particulars of the penalties imposed by this by-law for late payments.

4. A failure to receive the aforesaid notice in advance of the date for payment of the interim levy or any installment, does not affect the timing of default or the date from which interest shall be imposed.
5. A percentage charge of 1.25% per month shall be imposed as a penalty for non-payment of and shall be added to every tax installment or part thereof remaining unpaid on the first day following the last day for payment of each such installment and thereafter an additional charge of 1.25% shall be imposed and shall be added to every tax installment or part thereof remaining unpaid on the first day of each calendar month in which default continues up to and including December, 2021. Interest on arrears of taxes is at the rate of 1.25% per month.
6. Where arrears of taxes exist, any payment toward taxes received shall first be applied against penalty and interest and then arrears until fully paid, before being applied to current taxes.
7. Taxes shall be payable to the Township of Augusta and shall be paid to the Treasurer at the Township Office, 3560 County Road 26, Prescott, Ontario, by mail or in person. Taxes may also be paid through a financial institution, to the credit of the Township of Augusta, either directly, by telephone or internet.
8. This by-law shall come into force and take effect upon final reading.

Read a first and second time this 11th day of January 2021.

Read a third time and passed this 11th day of January 2021.

MAYOR

CLERK

AUGUSTA TOWNSHIP



THE CORPORATION OF THE TOWNSHIP OF AUGUSTA BY-LAW NUMBER 3504-2021

A BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL OF THE TOWNSHIP OF AUGUSTA AT ITS MEETING HELD ON JANUARY 11, 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 January 11, 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 11th day of January, 2021.

MAYOR

CLERK

AUGUSTA TOWNSHIP