

AGENDA

Regular Council Meeting
Tuesday, May 2, 2023, at 7:00 p.m.
Powassan Council Chambers
(Firehall Station 1)

1. CALL TO ORDER & ACKNOWLEDGE FIRST PEOPLES AND TRADITIONAL LAND

“We respectfully acknowledge that we are on the traditional territory of the Anishinaabe Peoples, in the Robinson-Huron and Williams Treaties areas. We wish to acknowledge the long history of First Nations and Métis Peoples in Ontario and show respect to the neighbouring Indigenous communities. We offer our gratitude for their care of, and teachings about, our earth and our relations. May we continue to honour these teachings.”

2. ROLL CALL

3. DISCLOSURE OF MONETARY AND GENERAL NATURE THEREOF

4. APPROVAL OF THE AGENDA

5. PRESENTATIONS:

5.1 – Jessica Dion, Baker Tilly – 2022 Auditor’s Report

6. ADOPTION OF MINUTES

6.1 Regular Council meeting of April 18, 2023

7. MINUTES AND REPORTS FROM COMMITTEES OF COUNCIL

7.1 Public Works Committee meeting of April 25, 2023

8. MINUTES AND REPORTS FROM APPOINTED BOARDS

8.1 The Golden Sunshine Municipal Non-Profit Housing Corporation minutes of March 23, 2023

8.2 The Police Services Board minutes of March 20, 2023

8.3 District of Parry Sound Social Services Administration Board CAO Report of April 2023

9. STAFF REPORTS

9.1 Deputy Clerk, K. Bester – Consent Application B5/B6/B7/B8 Powassan 2023

9.2 Treasurer/Director of Corporate Services, B. Robinson – User Fees By-law

9.3 Treasurer/Director of Corporate Services, B. Robinson – Facilities Report

10. BY-LAWS

11. UNFINISHED BUSINESS

12. NEW BUSINESS

12.1 Ontario Clean Water Agency (OCWA) Quarterly Operations Report

12.2 MPAC 2022 Annual Report

12.3 MPAC 2022 Performance Report

13. CORRESPONDENCE

13.1 Almaguin Prom Committee – donation request

13.2 Women’s Own Resource Centre – 2023/24 New Initiative Support

13.3 Women’s Own Resource Centre – Community Kitchen Program

14. ADDENDUM

15. ACCOUNTS PAYABLE

16. NOTICE OF SCHEDULE OF COUNCIL AND BOARD MEETINGS

17. PUBLIC QUESTIONS

18. CLOSED SESSION

19. MOTION TO ADJOURN



AUDIT FINDINGS REPORT

**Presented to the Corporation of the
Municipality of Powassan**

Prepared by Baker Tilly SNT

May 2, 2023

PURPOSE OF THE REPORT

We have been engaged to express an audit opinion on the consolidated financial statements of the Corporation of the Municipality of Powassan ("the Municipality") for the year ended December 31, 2022. We have substantially completed our audit and are pleased to report our findings to date.

The purpose of this report is to summarize certain aspects of the audit that we believe to be of interest to the members of Council. This report should be read in conjunction with the draft consolidated financial statements and our audit report thereon.

We have received full cooperation during the course of our audit and unrestricted access to all documents, books and records. We did not encounter any significant difficulties during the audit.

This report is intended for use by the Council only.



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RESPONSIBILITIES

AUDITOR

Express an opinion on whether the consolidated financial statements present fairly, in all material respects, the consolidated financial position and its consolidated operations and its consolidated cash flows for the year in accordance with Canadian Public Sector Accounting Standards

Perform the audit in accordance with Canadian generally accepted auditing standards

Assess risk that the consolidated financial statements may contain material misstatements that, individually or in the aggregate are material to the consolidated financial statements as a whole

COUNCIL

Act as an objective, independent liaison between the auditor and management

Assist in the planning process when appropriate

Meet with the auditors prior to the release and approval of the audited consolidated financial statements to review the audit, disclosure and compliance issues

MANAGEMENT

Ensure consolidated financial statements are prepared and presented in accordance with Canadian Public Sector Accounting Standards

Ensure completeness of information with regards to financial records and data and provide information on non-compliance, illegal acts, related party transactions

Ensure proper controls are in place to prevent and detect fraud and error, assess risk and provide information on any fraud or suspected fraud



RESPONSIBILITIES (continued)

AUDITOR	COUNCIL	MANAGEMENT
Assessing the accounting policies used and their application	Review selection of accounting policies	Ensure proper recognition, measurement and disclosure for selection of accounting policies, significant assumptions, future plans, related party transactions, any claims and possible claims and contingent gains and losses
Assessing the significant estimates made by management Examine on a test basis, evidence supporting the amounts and disclosures in the consolidated financial statements	Review and approve draft consolidated financial statements Advise auditor of any issues of disclosure, governance, fraud or illegal acts	Provide a written confirmation of significant representations to the auditor



OUR AUDIT PROCESS

1 INITIAL PLANNING

- Assess and respond to engagement risk
- Assessment of audit management process
- Enhance understanding of the Municipality and accounting processes
- Determine planning materiality
- Perform walkthroughs
- Establish an overall audit strategy

2 DEVELOP THE AUDIT PLAN

- Assess risk at account balance and potential error levels
- Plan use of working papers
- Plan substantive and control tests

3 EXECUTE THE AUDIT PLAN

- Perform substantive and control tests including sampling techniques using the appropriate tools and software
- Review completion documents and working papers for areas with significant or high risk

4 REPORT & ASSESS PERFORMANCE

- Obtain management representations
- Complete engagement reporting
- Issue audit report and management letter
- Summarize audit results
- Assess engagement quality

OUR AUDIT APPROACH

We determined, based on our understanding of internal controls, that limited reliance would be placed on the system of internal controls due to the size of the Municipality.

Testing of internal controls was not, in our view, cost effective for the level of assurance such tests would provide.

We adopted a substantive approach for the audit.



AUDIT RISKS & RESULTS

There were no significant audit risks identified.

SIGNIFICANT FINDINGS FROM THE AUDIT

Audit Opinion

The Independent Auditor's Report will be issued without modification.

Accounting Policies

No new accounting policies were adopted in the current year.

Key Estimates

Key estimates in the consolidated financial statements include:

- Landfill closure and post-closure costs
- Useful life of tangible capital assets and related amortization

MATERIALITY

Materiality is the term used to describe the significance of financial statement information to decision makers. An item of information, or an aggregate of items, is material if it is probable that its omission or misstatement would influence or change a decision. Materiality is a matter of professional judgement in the particular circumstances.

FACTORS

COMMENTS

AMOUNT

Basis for Calculation	Total expenses	\$ 7,197,280
Factors Used	Upper end of the range accepted by Canadian Auditing Standards	2.75%
Overall Materiality	Level at which misstatements individually or in aggregate would affect the decisions of the users of the consolidated financial statements	\$ 198,000
Performance Materiality	Amount that is used when determining the extent of substantive testing	\$ 168,000 (85%)
Trivial Error Threshold	Matters identified during the audit, which are trivial	\$ 9,900 (5%)

MISSTATEMENTS

Misstatements are categorized as corrected audit misstatements and uncorrected audit misstatements. These include disclosure deficiencies as well.

Significant Misstatements

We have not found any material misstatements or unadjusted items that exceed the threshold for trivial errors.

INDEPENDENCE

Canadian auditing standards require us to confirm our independence with the Council and those responsible with governance.

To our knowledge, Baker Tilly SNT has no independence issues in the following areas:

- Holding a financial interest, either directly or indirectly, in the Municipality;
- Holding a position, either directly or indirectly, that gives the right of responsibility to exert significant influence over the financial or account policies of the Municipality;
- Personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with the Municipality;
- Economic dependence on the Municipality; and
- Provision of services in addition to the audit engagement.



OTHER MATTERS

Related Party Transactions

All related party transactions are disclosed in the notes to the consolidated financial statements.

Significant Unusual Transactions

No significant transactions were entered into by the Municipality that you should be made aware of.

Significant Matters Discussed with Management

There were no significant matters arising from the audit discussed with management and no disagreements.

Written Representations Requested from Management

We request that management prepare a letter to us reaffirming various representations that were provided to us and we have relied upon.

Internal Control Recommendations and Management Letter

We will be issuing a management.

Other

No instances of illegal acts, fraud, intentional misstatements or errors were noted during the audit.

No instances of non-compliance of laws and regulation were identified during our audit.



Changes to auditing standard CAS 315 (revised)

Identifying and Assessing the Risks of Material Misstatement

A revised Canadian Auditing Standard has been issued for identifying and assessing the risk of material misstatement (CAS 315 (revised)). The changes apply to audits of all entities regardless of their size and complexity.

The Standard has been revised to reflect the increasing complexity of businesses and the environments in which they operate, greater use of technology and automation by companies, and how those changes affect our audits.

The revisions are intended to clarify the requirements, enhance risk identification and assessment, and promote a more focused response to the risks identified.

The changes are in effect now and will impact the current year's audit as CAS 315 (revised) is effective for audits of financial statements for periods beginning on or after December 15, 2021.

Changes to auditing standard CAS 315 (Continued)

Key changes to the standard and the potential impact on your audit

Changes in the standard

New and enhanced requirements for understanding the system of internal control.

There is an increased focus on understanding and assessing the organization's overall control environment, including the monitoring of controls by management, as well as financial statement preparation process and communication that takes place within the organization. As a result, you will see more questions regarding your internal controls and more discussion with the audit team about risks being identified by the organization and by us during our audit.

New and enhanced requirements for understanding of Information Technology as it relates to the audit.

More questions will be asked to obtain greater detail on the various applications and systems relevant to financial reporting function. In some cases, we may request to speak to those within your organization that are responsible for Information Technology. We may also decide to involve our internal IT experts.

Specific areas have been identified where controls must be assessed for whether they are designed appropriately and have been implemented.

Discussions with you about specific controls and their intended purpose will assist us in our assessment of the design of controls. We may also ask you for additional information to support our procedures in determining whether controls are implemented. In some cases, we may ask to observe some controls.

How we identify and assess risks has changed. Inherent risks are now considered on a spectrum by assessing the likelihood of a risk occurring and the magnitude of the risk should it occur.

Addition of specific categories of risk factors will require more extensive documentation of risks in our files, driven by our understanding of your business, strategies and objectives, any changes in operations, control environment and financial reporting considerations. We will discuss areas of focus and increased risk with you. More risks could be identified as a result of additional requirements, and the assessment of risk based on the spectrum may result in the need for additional audit procedures.



Changes to auditing standard CAS 315 (Continued)

How are we ensuring compliance with the new requirements?



In-depth training has been provided to our audit teams to ensure they understand the new requirements and resulting impact on the work they will perform.



Our audit tools have been updated to facilitate effective gathering of additional information.



We've amended our Information required for the year end audit list to include additional documentation requirements.

Impact on Audit Fees

The application of the changes to revised CAS 315 will undoubtedly have an impact on our time and the resources necessary to execute the audit. We expect a one-time fee increase for the year ending December 31, 2022 of approximately \$1,500 and an increase in our annual base fee of approximately \$750 for subsequent years.



CONCLUSION

We are ready to release the consolidated financial statements subject to completion of the following:

- Receipt of signed management representation letter
- Completing our discussion with Council
- Receipt of evidence of Council approval of the consolidated financial statements

KEY DELIVERABLES

KEY DELIVERABLES

EXPECTED DATE

Present draft consolidated financial statements to
Council

May 2, 2023

Issue audited consolidated financial statements

May 5, 2023

We would like to take this opportunity to note our appreciation to management and administrative personnel for their cooperation and assistance.

We welcome any feedback on our performance as we strive to continually improve our service.



Tax

Our Tax Services are designed to meet your business tax compliance and consulting needs.

- Tax
- Advisory
- Indirect Tax
- Transfer Pricing
- Cross Border & International
- SR&ED
- Personal and Corporate Tax Compliance
- Tax Minimizing Strategies
- Corporate Reorganizations
- Tax Dispute Resolution

Transaction

Whether you are a buyer or a seller, knowledge is power and decisive action begins with clarity.

- Mergers and Acquisitions
- Capital Raising
- Transaction Support
- Valuations
- Corporate
- Finance
- Restructuring and Recovery

IT

Navigating through the maze of information technology needs and business optimization planning is a challenge to most businesses in today's evolving world.

- Security and Data Protection
- Network Assessment
- Infrastructure
- Recommendations and Implementation
- Backup Solutions

Assurance

When you're facing a changing global economy, it's important to have someone next to you who will help navigate through the evolving accounting standards and changing regulatory environment.

- Entrepreneurial
- Audit and Accounting
- Private Enterprise
- Public Markets

Data Analytics

At Baker Tilly, we strive to be up-to-date on the latest data analytic trends and software.

Techniques commonly performed include:

- Predictive modelling
- Key Performance Indicator (KPI) analysis
- Historical operational analysis
- Tax recovery
- Improved production line efficiency
- Reduction of unnecessary costs
- Analyze complex forex
- Data visualization
- Risk analysis
- Benchmarking
- System implementation

Advisory

Across our advisory service lines, we get to the essence of value drivers, so clients can realize optimal value and achieve their business objectives.

- Organizational Effectiveness & Productivity
- Operational Performance Reviews
- Business Development
- Social Enterprise Development
- Project Management
- Corporate and Organizational Governance
- Human Resources
- Financial and Risk Management
- Government
- Funding Applications
- Succession Planning
- Marketing and Client Strategy

BT Advantage

As a business owner, you need information that's timely and relevant to drive daily decisions. Baker Tilly Advantage addresses that need by leveraging best-in-class technologies to deliver customized accounting, finance and operational assistance. Traditional accounting solutions focus on where you have been. Baker Tilly Advantage transforms this approach into proactive solutions that focus on where you are going. The difference is a powerful combination of innovative cloud technology, financial expertise and industry insight delivered by experienced advisors, who are committed to helping you gain a competitive advantage.

THANK YOU

Now, for tomorrow



**The Corporation of the
Municipality of Powassan**

**Independent Auditor's Report and
Financial Report**

December 31, 2022

**The Corporation of the
Municipality of Powassan**

Financial Report

December 31, 2022

Management Report

Independent Auditor's Report

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Management's Responsibility for the Consolidated Financial Statements

The accompanying consolidated financial statements of the Corporation of the Municipality of Powassan (the "Municipality") are the responsibility of the Municipality's management and have been prepared in accordance with Canadian Public Sector Accounting Standards established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada, as described in Note 1 to the consolidated financial statements.

The preparation of consolidated financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The Municipality's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in accordance with Canadian Public Sector Accounting Standards established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada, and reliable financial information is available on a timely basis for preparation of the consolidated financial statements. These systems are monitored and evaluated by management. Council meets with management and the external auditor to review the consolidated financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the consolidated financial statements.

The consolidated financial statements have been audited by Baker Tilly SNT LLP, independent external auditor appointed by the Municipality. The accompanying Independent Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the Municipality's consolidated financial statements.

Treasurer
May 2, 2022

Independent Auditor's Report

To the Members of Council, Inhabitants and Ratepayers of The Corporation of the Municipality of Powassan

Opinion

We have audited the consolidated financial statements of The Corporation of the Municipality of Powassan, which comprise the consolidated statement of financial position as at December 31, 2022, and the consolidated statements of operations and accumulated surplus, cash flows, and change in net debt for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of The Corporation of the Municipality of Powassan as at December 31, 2022, and its consolidated results of operations and its consolidated cash flows for the year then ended in accordance with Canadian Public Sector Accounting Standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Consolidated Financial Statements section of our report. We are independent of the Municipality in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Independent Auditor's Report (continued)

Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian Public Sector Accounting Standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the Municipality's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Municipality or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Municipality's financial reporting process.

Auditor's Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

Independent Auditor's Report (continued)

Auditor's Responsibilities for the Audit of the Consolidated Financial Statements (continued)

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Municipality's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Municipality's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Municipality to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the Group to express an opinion on the consolidated financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

North Bay, Ontario
May 2, 2022

CHARTERED PROFESSIONAL ACCOUNTANTS,
LICENSED PUBLIC ACCOUNTANTS

The Corporation of the Municipality of Powassan
Consolidated Statement of Financial Position
December 31, 2022

	<u>2022</u>	<u>2021</u>
Financial Assets		
Cash and cash equivalents (note 4)	\$ 1,032,979	\$ 128,782
Short-term investments	-	742,351
Taxes receivable	735,951	833,636
Accounts receivable (note 5)	423,161	1,236,739
Mortgage receivable (note 6)	43,145	47,320
	<u>2,235,236</u>	<u>2,988,828</u>
Liabilities		
Temporary borrowing (note 7)	-	500,000
Accounts payable and accrued liabilities (note 8)	363,211	696,030
Deferred revenues - other (note 9)	140,965	-
Deferred revenues - obligatory reserve fund (note 10)	296,534	298,541
Municipal debt (note 11)	6,306,370	6,413,623
Employee future benefits payable (note 12)	144,666	197,841
Landfill closure and post-closure (note 13)	289,148	258,027
Contractual obligations (note 14)	149,436	188,187
	<u>7,690,330</u>	<u>8,552,249</u>
Net Debt	<u>(5,455,094)</u>	<u>(5,563,421)</u>
Non-Financial Assets		
Tangible capital assets (note 15)	19,570,284	19,958,278
Prepaid expenses	103,004	101,134
Inventories	103,207	87,123
	<u>19,776,495</u>	<u>20,146,535</u>
Accumulated Surplus (note 16)	<u>\$ 14,321,401</u>	<u>\$ 14,583,114</u>
Contingencies (note 17)		
Commitments (note 18)		
Approved by:		
_____	_____	

The accompanying notes are an integral part of these consolidated financial statements.

The Corporation of the Municipality of Powassan
Consolidated Statement of Operations and Accumulated Surplus
For The Year Ended December 31, 2022

	2022		2021
	Budget (Unaudited)	Actual	Actual
Revenues			
Net taxation	\$ 3,791,636	\$ 3,816,137	\$ 3,522,901
User charges	1,233,655	1,369,447	1,088,166
Government grants and transfers - Provincial	1,525,519	1,220,542	1,349,340
Government grants and transfers - Federal	145,531	35,615	26,917
Other	146,896	192,957	966,935
Total revenues	6,843,237	6,634,698	6,954,259
Expenses			
General government	1,611,599	1,514,903	2,264,871
Protection services	1,179,342	1,158,999	1,158,146
Transportation services	2,086,542	2,084,508	1,960,564
Environmental services	860,929	830,465	1,075,846
Health services	229,809	229,244	431,099
Social and family services	264,683	264,683	144,235
Recreation and cultural services	997,387	1,000,015	932,026
Planning and development	139,780	114,463	143,494
Total expenses	7,370,071	7,197,280	8,110,281
Annual deficit before other	(526,834)	(562,582)	(1,156,022)
Other			
Government grants and transfers related to capital - Provincial	-	-	450,605
Government grants and transfers related to capital - Federal	338,000	300,869	1,252,468
	<u>338,000</u>	<u>300,869</u>	<u>1,703,073</u>
Annual surplus (deficit)	(188,834)	(261,713)	547,051
Accumulated surplus, beginning of year	14,583,114	14,583,114	14,036,063
Accumulated surplus, end of year	\$ 14,394,280	\$ 14,321,401	\$ 14,583,114

The accompanying notes are an integral part of these consolidated financial statements.

The Corporation of the Municipality of Powassan
Consolidated Statement of Cash Flows
For The Year Ended December 31, 2022

	<u>2022</u>	<u>2021</u>
Operating transactions		
Annual surplus (deficit)	\$ (261,713)	\$ 547,051
Cash and cash equivalents provided by (applied to)		
Non-cash items:		
Amortization of tangible capital assets	1,181,233	1,120,467
(Gain) loss on disposal of tangible capital assets	(10,958)	652,798
Change in non-cash working capital balances		
Decrease in taxes receivable	97,685	417,130
Decrease (increase) in accounts receivable	813,578	(929,858)
Decrease in accounts payable and accrued liabilities	(332,819)	(538,053)
Increase (decrease) in deferred revenues - other	140,965	(2,878)
Decrease in deferred revenues - obligatory reserve fund	(2,007)	(1,241)
Increase (decrease) in employee future benefits payable	(53,175)	179,954
Increase in landfill closure and post-closure	31,121	55,720
Increase in prepaid expenses	(1,870)	(38,548)
Increase in inventories	(16,084)	(17,390)
Cash and cash equivalents provided by operating transactions	<u>1,585,956</u>	<u>1,445,152</u>
Investing transactions		
Change in short-term investments	742,351	(204,583)
Change in mortgage receivable	4,175	(47,320)
Cash and cash equivalents provided by (applied to) investing transactions	<u>746,526</u>	<u>(251,903)</u>
Capital transactions		
Acquisition of tangible capital assets	(809,506)	(2,880,650)
Proceeds on disposal of tangible capital assets	27,225	-
Cash and cash equivalents applied to capital transactions	<u>(782,281)</u>	<u>(2,880,650)</u>
Financing transactions		
Temporary borrowing repaid	(500,000)	(156,929)
Municipal debt issued	418,980	2,233,099
Municipal debt repaid	(526,233)	(378,411)
Contractual obligations repaid	(38,751)	(40,137)
Cash and cash equivalents provided by (applied to) financing transactions	<u>(646,004)</u>	<u>1,657,622</u>
Increase (decrease) in cash and cash equivalents	904,197	(29,779)
Cash and cash equivalents, beginning of year	<u>128,782</u>	<u>158,561</u>
Cash and cash equivalents, end of year	<u>\$ 1,032,979</u>	<u>\$ 128,782</u>
Cash and cash equivalents is comprised of the following:		
Unrestricted cash	\$ (153,965)	\$ (1,150,751)
Internally restricted cash	<u>1,186,944</u>	<u>1,279,533</u>
	<u>\$ 1,032,979</u>	<u>\$ 128,782</u>

The Corporation of the Municipality of Powassan
Consolidated Statement of Change in Net Debt
For The Year Ended December 31, 2022

	<u>2022</u> Budget <small>(Unaudited)</small>	<u>2022</u> Actual	<u>2021</u> Actual
Annual surplus	\$ (188,834)	\$ (261,713)	\$ 547,051
Amortization of tangible capital assets	1,181,233	1,181,233	1,120,467
Proceeds on disposal of tangible capital assets		27,225	-
(Gain) loss on disposal of tangible capital assets	-	(10,958)	652,798
Acquisition of tangible capital assets	(1,342,684)	(809,506)	(2,880,650)
Change in prepaid expenses	-	(1,870)	(38,548)
Change in inventories	-	(16,084)	(17,390)
Decrease (increase) in net debt	(350,285)	108,327	(616,272)
Net debt, beginning of year	(5,563,421)	(5,563,421)	(4,947,149)
Net debt, end of year	<u>\$ (5,913,706)</u>	<u>\$ (5,455,094)</u>	<u>\$ (5,563,421)</u>

The Corporation of the Municipality of Powassan
Notes to the Consolidated Financial Statements
December 31, 2022

1. Significant Accounting Policies

These consolidated financial statements of the Municipality are the representation of management prepared in accordance with accounting policies recommended by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. Since precise determination of many assets and liabilities is dependent upon future events, the preparation of periodic consolidated financial statements necessarily involves the use of estimates and approximations. These have been made using careful judgement.

(a) Basis of Consolidation

Consolidated Entities

- (i) These consolidated financial statements reflect the financial assets, liabilities, non-financial assets, accumulated surplus, revenues and expenses of the Municipality and include the activities of all committees of Council.

Joint Local Boards

- (ii) Activities in joint local boards are accounted for using the proportionate consolidation method. Under this method, the Municipality's proportionate share of joint local board revenues, expenses, assets and liabilities are included in the accounts. The following joint local boards are proportionately consolidated:

Powassan and District Union Library (60%)

All interfund assets and liabilities and revenues and expenses have been eliminated.

(iii) Non-Consolidated Entities

The following joint local boards are not consolidated:

North Bay Parry Sound District Health Unit
District of Parry Sound Services Administration Board
Eastholme Home for the Aged

The Corporation of the Municipality of Powassan
Notes to the Consolidated Financial Statements
December 31, 2022

1. Significant Accounting Policies (Continued)

(a) Basis of Consolidation (Continued)

(iv) Accounting for School Board Transactions

The Municipality is required to collect and remit education support levies in respect of residential and other properties on behalf of the area school boards. The Municipality has no jurisdiction or control over the school boards operations. Therefore, taxation, other revenues, expenses, assets and liabilities with respect to the operations of the school boards are not reflected in the accumulated surplus of these consolidated financial statements.

(b) Basis of Accounting

(i) Accrual Basis

The accrual basis of accounting recognizes revenues as they become available and measurable; expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

(ii) Cash and Cash Equivalents

The Municipality's policy is to disclose bank balances under cash and cash equivalents, including bank overdrafts with balances that fluctuate frequently from being positive to overdrawn and term deposits with maturities of three months from the date of acquisition or less or those that can be readily convertible to cash.

(iii) Deferred Revenues

Deferred revenues represent user charges and fees that have been collected for which the related services have yet to be performed. Revenue is recognized in the period when the services are performed.

(iv) Deferred Revenues - Obligatory Reserve Funds

The Municipality receives certain government grants, transfers and other revenues under the authority of legislation. These funds, by their nature, are restricted in their use and, until applied to specific expenses, are recorded as deferred revenues. Amounts applied to qualifying expenses are recorded as revenue in the fiscal period they are expended.

(v) Employee Future Benefits

The Municipality makes contributions to the Ontario Municipal Employees Retirement Fund (OMERS) which is a multi-employer contributory defined benefit program with contributions expensed as incurred.

The Corporation of the Municipality of Powassan

Notes to the Consolidated Financial Statements

December 31, 2022

1. Significant Accounting Policies (Continued)

(b) Basis of Accounting (Continued)

(vi) Landfill Closure and Post-Closure

The estimated costs to close and maintain solid waste landfill sites are based on estimated future expenses in current dollars, adjusted for estimated inflation, and are charged to operations as the landfill site's capacity is used.

(vii) Segmented Information

The Municipality reports its segmented information on functional areas and programs in its consolidated financial statements similar to reporting reflected as part of the Ontario Financial Information Return. These functional areas represent segments for the Municipality:

General Government

General government is comprised of Council, administration, and Ontario Property Assessment.

Protection Services

Protection is comprised of police, fire and other protective services.

Transportation Services

Transportation services are responsible for road maintenance, culverts, bridges, winter control and streetlights.

Environmental Services

Environmental services include water supply and distribution, wastewater treatment, waste and recycling services.

Health Services

Health services include public health services, land ambulance and cemetery services.

Social and Family Services

Social and family services include social assistance, long-term care, social housing and child care services.

Recreation and Cultural Services

Recreation and cultural services include parks and recreation, recreation facilities, culture and libraries.

Planning and Development

Planning and development manages development for residential and business interests as well as services related to the Municipality's economic development programs.

The Corporation of the Municipality of Powassan
Notes to the Consolidated Financial Statements
December 31, 2022

1. Significant Accounting Policies (Continued)

(b) Basis of Accounting (Continued)

(vii) Segmented Information (Continued)

For each reported segment, revenues and expenses represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. Certain allocation methodologies are employed in the preparation of segmented financial information. Taxation, payments-in-lieu of taxes and certain unconditional government transfers are apportioned based on each segment's expenses in proportion to total municipal expenses.

(viii) Non-Financial Assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the annual surplus, provides the Consolidated Change in Net Debt for the year.

i) *Tangible Capital Assets*

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets are amortized on a straight-line basis over their estimated useful lives as follows:

Land improvements	10 years
Buildings	10 to 50 years
Automotive equipment	5 to 15 years
Equipment	10 to 25 years
Computer hardware and software	3 to 10 years
Roads and bridges	10 to 50 years
Water and sewer	15 to 100 years

In the year of purchase or disposal the asset amortization is prorated by month. Assets under construction are not amortized until the asset is available for productive use.

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and also are recorded as revenue.

The Corporation of the Municipality of Powassan
Notes to the Consolidated Financial Statements
December 31, 2022

1. Significant Accounting Policies (Continued)

(b) Basis of Accounting (Continued)

(viii) Non-Financial Assets (Continued)

ii) Inventories

Inventories held for consumption are recorded at the lower of cost and replacement cost.

iii) Prepaid Expenses

Prepaid expenses represent amounts paid in advance for a good or service not yet received. The expense is recognized once the goods have been received or the services have been performed.

(ix) Taxation and Other Revenues

Property tax billings are prepared by the Municipality based on assessment rolls issued by the Municipal Property Assessment Corporation ("MPAC") and in accordance with the provisions of the Municipal Act, 2001. Tax rates are established annually by Council, incorporating amounts to be raised for local services and amounts the Municipality is required to collect on behalf of the Province of Ontario in respect of education taxes.

A normal part of the assessment process is the issue of supplementary assessment rolls which provide updated information with respect to changes in property assessment. Once a supplementary assessment roll is received, the Municipality determines the taxes applicable and renders supplementary tax billings. Taxation revenues are recorded at the time tax billings are issued.

Assessment and the related property taxes are subject to appeal. Tax adjustments as a result of appeals are recorded when the result of the appeal process is known or based on management's best estimates.

The Municipality is entitled to collect interest and penalties on overdue taxes. These revenues are recorded in the period the interest and penalties are levied.

User charges are recognized in the period in which the revenue relates.

Other income is recognized as revenue when earned. Fines and fees are recognized as revenue when collected.

The Corporation of the Municipality of Powassan
Notes to the Consolidated Financial Statements
December 31, 2022

1. Significant Accounting Policies (Continued)

(b) Basis of Accounting (Continued)

(x) Government Grants and Transfers

Government grants and transfers are recognized in the financial statements in the period in which events giving rise to the transfer occurs, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made, except when and to the extent that stipulations associated with the transfer give rise to a liability. Transfers are recognized as deferred revenue when transfer stipulations give rise to a liability. The transfer revenue is recognized in the consolidated statement of operations and accumulated surplus as the stipulations giving rise to the liabilities are settled.

(xi) Estimates

The preparation of consolidated financial statements in conformity with Canadian Public Sector Accounting Standards requires management to make estimates and assumptions. These estimates and assumptions are based on management's best information and judgment and may differ significantly from actual results.

2. Measurement Uncertainty

Certain items recognized in the consolidated financial statements are subject to measurement uncertainty. The recognized amounts of such items are based on the Municipality's best information and judgment.

- The amounts recorded for landfill closure and post-closure depend on estimates of usage, remaining life and capacity. The provision for future closure and post-closure costs also depends on estimates of such costs.
- The amounts recorded for amortization and opening costs of tangible capital assets are based on estimates of useful life, residual values and valuation rates.

By their nature, these estimates are subject to measurement uncertainty and the effect on the consolidated financial statements of changes in such estimates in future periods could be significant.

The Corporation of the Municipality of Powassan

Notes to the Consolidated Financial Statements

December 31, 2022

3. Future Accounting Pronouncements

These standards and amendments were not effective in the year ended December 31, 2022, and have therefore not been applied in preparing these consolidated financial statements. Management is currently assessing the impact of the following accounting standards updates on the future consolidated financial statements.

Section PS 3450 - Financial Instruments, establishes recognition, measurement, and disclosure requirements for derivative and non-derivative financial instruments for public sector entities. The standard requires fair value measurement of derivatives and portfolio investments that are equity instruments quoted in an active market. All other non-derivative financial instruments will be measured at cost or amortized cost. A government can elect to record other financial assets or liabilities on a fair value basis, if they manage and evaluate the asset and liability groups on that basis. Unrealized gains and losses are represented in the new statement of re-measurement gains and losses. New requirements clarify when financial liabilities can be de-recognized. Disclosure of the nature and extent of risks arising from holding financial instruments is also required. This section is effective for fiscal years beginning on or after April 1, 2022. Early adoption is permitted.

Section PS 1201 - Financial Statement Presentation, was issued in June 2011. This standard requires entities to present a new statement of re-measurement gains and losses separate from the statement of operations. This new statement includes unrealized gains and losses arising from re-measurement of financial instruments and items denominated in foreign currencies and any other comprehensive income that arises when a government includes the results of government business enterprises and partnerships. This section is effective for fiscal years beginning on or after April 1, 2022 and applies when PS 2601 and PS 3450 are adopted.

Section PS 2601 - Foreign Currency Translation, was issued in June 2011 and replaces the existing Section PS 2600. This standard has been revised to ensure consistency with the financial instruments standard. The standard requires that non-monetary items denominated in foreign currency that are included in the fair value category are adjusted to reflect the exchange rate at the financial statement date. Unrealized exchange gains and losses are presented in the new statement of re-measurement gains and losses. This section is effective for fiscal years beginning on or after April 1, 2022. Early adoption is permitted.

Section PS 3041 – Portfolio Investments, was issued in March 2012 and replaces the existing section PS 3040. This standard has been revised to ensure consistency with the financial instruments standards. This standard provides revised guidance on accounting for, presentation and disclosure of portfolio investments. The distinction between temporary and portfolio investments has been removed in this new standard, and upon adoption, PS 3030 Temporary Investments will no longer apply. This section is effective for fiscal years beginning on or after April 1, 2022 and applies when PS 2601 and PS 3450 are adopted.

The Corporation of the Municipality of Powassan

Notes to the Consolidated Financial Statements

December 31, 2022

3. Future Accounting Pronouncements (Continued)

Section PS 3280 - Asset Retirement Obligations, was issued in August 2018. This standard establishes standards on how to account for and report a liability for asset retirement obligations. It defines which activities would be included in a liability for retirement of a tangible capital asset, establishes when to recognize and how to measure a liability for an asset retirement obligation and provides the related financial statement presentation and disclosure requirements. This section is effective for fiscal years beginning on or after April 1, 2022. Early adoption is permitted.

Section PS 3400 - Revenue, establishes standards on how to account for and report on revenue, specifically differentiating between transactions that include performance obligations (i.e. the payor expects a good or service from the public sector entity), referred to as exchange transactions, and transactions that do not have performance obligations, referred to as non-exchange transactions. This section applies to fiscal years beginning on or after April 1, 2023. Early adoption is permitted.

Guideline PSG-8 - Purchased Intangibles, provides guidance on the accounting and reporting for purchased intangible assets that are acquired through arm's length exchange transactions between knowledgeable, willing parties that are under no compulsion to act. This guideline applies to fiscal years beginning on or after April 1, 2023. Early adoption is permitted.

Section PS 3160 - Public Private Partnerships (P3s), provides specific guidance on the accounting and reporting for public private partnerships between public and private sector entities where the public sector entity procures infrastructure using a private sector partner. This section applies to fiscal years beginning on or after April 1, 2023. Early adoption is permitted.

4. Cash and Cash Equivalents

	<u>2022</u>	<u>2021</u>
Cash and cash equivalents	\$ 1,532,908	\$ 766,780
Outstanding cheques	<u>(499,929)</u>	<u>(637,998)</u>
	<u>\$ 1,032,979</u>	<u>\$ 128,782</u>

5. Accounts Receivable

	<u>2022</u>	<u>2021</u>
Federal government	\$ 54,034	\$ 624,916
Province of Ontario	13,806	314,395
School Boards	-	5,689
User charges	124,683	123,060
Other	<u>230,638</u>	<u>168,679</u>
	<u>\$ 423,161</u>	<u>\$ 1,236,739</u>

The Corporation of the Municipality of Powassan

Notes to the Consolidated Financial Statements

December 31, 2022

6. Mortgage Receivable

The Municipality has a mortgage receivable, repayable in monthly instalments of \$518, including interest of 4.50%, maturing April 13, 2031.

7. Temporary Borrowing

The Municipality has authorized credit facilities totalling \$1,600,000, which is unsecured. As at December 31, 2022, the Municipality has utilized \$0 (2021 - \$500,000). The interest is calculated at the bank's prime lending rate.

8. Accounts Payable and Accrued Liabilities

	<u>2022</u>	<u>2021</u>
Federal government	\$ 7,509	\$ 9,334
Province of Ontario	594	1,906
Trade payables and accrued liabilities	304,164	631,104
Accrued interest	<u>50,944</u>	<u>53,686</u>
	<u>\$ 363,211</u>	<u>\$ 696,030</u>

9. Deferred Revenues - Other

	Balance as at December 30, 2021	Amounts received during the year	Recognized as revenues during the year	Balance as at December 31, 2022
Northern Ontario Resource Development Support Fund	\$ -	\$ 103,594	\$ 6,800	\$ 96,794
Municipal Modernization Program	-	39,882	-	39,882
Other	-	4,289	-	4,289
Total Deferred Revenues - Other	<u>\$ -</u>	<u>\$ 147,765</u>	<u>\$ 6,800</u>	<u>\$ 140,965</u>

The Corporation of the Municipality of Powassan

Notes to the Consolidated Financial Statements

December 31, 2022

10. Deferred Revenues - Obligatory Reserve Fund

A requirement of the Chartered Professional Accountants Canada Public Sector Accounting Handbook, is that obligatory reserve funds be reported as deferred revenue. This requirement is in place as legislation and external agreements restrict how these funds may be used and under certain circumstances these funds may possibly be refunded. The balance in the obligatory reserve funds of the Municipality are summarized below:

	Balance as at December 30, 2021	Amounts received during the year	Recognized as revenues during the year	Balance as at December 31, 2022
Canada Community - Building Fund	\$ 289,302	\$ 225,363	\$ 300,869	\$ 213,796
Ontario Community Infrastructure Fund	9,239	104,581	31,082	82,738
Total Deferred Revenues - Obligatory Reserve Fund	<u>\$ 298,541</u>	<u>\$ 329,944</u>	<u>\$ 331,951</u>	<u>\$ 296,534</u>

11. Municipal Debt

	<u>2022</u>	<u>2021</u>
Term loan, repayable in blended monthly instalments of \$1,122, plus interest at the fixed rate of 3.69%, maturing August 14, 2023	\$ 8,487	\$ 21,951
Term loan, repayable in monthly instalments of \$1,460, plus interest at the bank's prime lending rate plus 1.00%, maturing September 14, 2023	13,152	30,672
Term loan, repayable in monthly instalments of \$1,427, plus interest at the bank's prime lending rate plus 0.5%, maturing September 30, 2024	322,402	339,526
Term loan, repayable in monthly instalments of \$3,751, including interest at the fixed rate of 3.90%, maturing in October 16, 2024	76,362	117,520
Term loan, repayable in monthly instalments of \$6,191, including interest at the fixed rate of 6.20%, maturing August 31, 2025	406,914	-
Debenture loan, repayable in semi-annual instalments of \$86,958 including interest at the fixed rate of 3.88%, maturing October 15, 2025	488,075	638,658
Term loan, repayable in monthly instalments of \$1,647, plus interest at the bank's prime lending rate plus 1.00%, maturing May 22, 2026	67,519	87,281

The Corporation of the Municipality of Powassan
Notes to the Consolidated Financial Statements
December 31, 2022

11. Municipal Debt (Continued)

Term loan, repayable in monthly instalments of \$2,500, plus interest at the bank's prime lending rate plus 1.00%, maturing July 7, 2026	107,500	137,500
Term loan, repayable in monthly instalments of \$5,952, plus interest at the bank's prime lending rate plus 0.50%, maturing September 30, 2026	416,672	488,096
Debenture loan, repayable in semi-annual instalments of \$58,400, including interest at the fixed rate of 2.21%, maturing August 16, 2036	1,399,830	1,484,290
Debenture loan, repayable in semi-annual instalments of \$89,409 including interest at the fixed rate of 3.61%, maturing September 4, 2048	<u>2,999,457</u>	<u>3,068,129</u>
	<u>\$ 6,306,370</u>	<u>\$ 6,413,623</u>

The Municipality has an authorized revolving credit facility totalling \$500,000 to finance the purchase of long-term assets. As at December 31, 2022, the Municipality has utilized \$428,553 (2021 - \$52,623). The interest is calculated at the bank's prime lending rate plus 1.00% or a fixed rate for the balance of the term. Withdrawals are included in the above municipal debt.

Principal instalments required to be paid over the next five years are as follows:

2023	\$ 566,639
2024	838,098
2025	760,416
2026	399,594
2027	176,396
Thereafter	<u>3,565,227</u>
Total	<u>\$ 6,306,370</u>

12. Employee Future Benefits Payable

The Municipality provides certain employee benefits which will require funding in future periods, as follows:

	<u>2022</u>	<u>2021</u>
Accumulated sick leave entitlements	\$ 74,599	\$ 123,444
Vacation payable	<u>70,067</u>	<u>74,397</u>
	<u>\$ 144,666</u>	<u>\$ 197,841</u>

The Corporation of the Municipality of Powassan

Notes to the Consolidated Financial Statements

December 31, 2022

13. Landfill Closure and Post-Closure

Under environmental law, there is a requirement for closure and post-closure maintenance of solid waste landfill sites. This requirement is to be provided for over the estimated remaining life of the landfill site based on usage. The reported liability is based on estimates and assumptions with respect to events extending over an extended period using the best information available to management. Future events may result in significant changes to the estimated total expenses, capacity used or total capacity and the estimated liability, and would be recognized prospectively, as a change in estimate, when applicable.

The main components of the landfill closure plan are final capping using selected specific layers of earthen materials based on an engineered cap design and implementation of a drainage management plan. The post-closure maintenance requirements will involve cap maintenance, installation of monitoring wells, groundwater monitoring, inspections and annual reports. Post-closure care is estimated to continue for a period of approximately 25 years.

The estimated liability for this maintenance is the present value of future cash flows associated with closure and post-closure costs discounted using the Municipality's estimated average borrowing rate of 3.75% (2021 - 3.75%). The change in liability is recorded based on the capacity of the landfill used to date. The liability is currently unfunded and is expected to be funded through budget allocations to a landfill reserve over the remaining life of the landfill.

The Municipality operates the following landfill sites:

	Estimated Remaining Capacity	Estimated Remaining Life	Recorded Liability	Total Estimated Undiscounted Outflow in the Future	Amounts to be Recognized in the Future
2022					
Powassan	94% (722,400 m ³)	140 years	<u>\$ 289,148</u>	<u>\$ 3,183,193</u>	<u>\$ 2,894,045</u>
2021			<u>\$ 258,027</u>	<u>\$ 3,183,193</u>	<u>\$ 2,925,166</u>

14. Contractual Obligations

During 2003, the Municipality passed a resolution committing to pay \$1,392 per year for 20 years for the Sudbury Regional Hospital and the Northeastern Ontario Regional Cancer Centre redevelopment projects. During 2006, the Municipality passed a resolution committing to pay \$37,359 per year for 20 years for the North Bay Regional Health Centre Hospital capital project. Formal agreements have been executed and payments commenced in 2004 and 2007 respectively. The remaining balance of these commitments as at December 31, 2022 is \$149,436 (2021 - \$188,187).

The Corporation of the Municipality of Powassan
Notes to the Consolidated Financial Statements
December 31, 2022

15. Tangible Capital Assets

	Cost			Balance, end of year	Balance, beginning of year	Accumulated Amortization		Balance, end of year	Net Book Value	
	Balance, beginning of year	Additions	Transfers/ Disposals			Amortization	Disposals		December 31, 2022	December 31 2021
Land	\$ 443,247	\$ -	\$ -	\$ 443,247	\$ -	\$ -	\$ -	\$ -	\$ 443,247	\$ 443,247
Land improvements	964,088	9,658	-	973,746	53,395	31,230	-	84,625	889,121	910,693
Buildings	10,446,847	-	-	10,446,847	3,065,702	212,014	-	3,277,716	7,169,131	7,381,145
Automotive equipment	2,134,738	-	-	2,134,738	1,297,909	120,620	-	1,418,529	716,209	836,829
Equipment	1,908,956	464,800	(96,445)	2,277,311	1,336,172	104,951	(96,445)	1,344,678	932,633	572,784
Computer hardware and software	99,257	-	-	99,257	64,827	12,549	-	77,376	21,881	34,430
Roads and bridges	13,745,775	305,794	(63,811)	13,987,758	7,349,312	565,336	(47,544)	7,867,104	6,120,654	6,396,463
Water and sewer	5,827,263	14,854	30,477	5,872,594	2,475,053	134,533	-	2,609,586	3,263,008	3,352,210
Assets under construction	30,477	14,400	(30,477)	14,400	-	-	-	-	14,400	30,477
	<u>\$ 35,600,648</u>	<u>\$ 809,506</u>	<u>\$ (160,256)</u>	<u>\$ 36,249,898</u>	<u>\$ 15,642,370</u>	<u>\$ 1,181,233</u>	<u>\$ (143,989)</u>	<u>\$ 16,679,614</u>	<u>\$ 19,570,284</u>	<u>\$ 19,958,278</u>

The Corporation of the Municipality of Powassan
Notes to the Consolidated Financial Statements
December 31, 2022

16. Accumulated Surplus

	<u>2022</u>	<u>2021</u>
Surplus		
Invested in tangible capital assets	\$ 19,570,284	\$ 19,958,278
General (see note (a) below)	(326)	(1,028,178)
Unfunded Liabilities		
Municipal debt	(6,306,370)	(6,413,623)
Landfill closure and post-closure	(289,148)	(258,027)
Employee future benefits payable	(144,666)	(197,841)
Contractual obligations	(149,436)	(188,187)
Total surplus	<u>12,680,338</u>	<u>11,872,422</u>
Reserves		
Special purpose reserves		
Water and sewer systems	623,302	1,592,911
Office, recreation and other	9,664	9,664
Public works equipment and infrastructure	612,742	718,667
Garbage and landfill	99,701	99,701
Eides principal	50,000	50,000
Gravel pit closure	61,925	61,925
Water contingency	130,432	130,432
Library	53,297	47,392
Total reserves	<u>1,641,063</u>	<u>2,710,692</u>
Accumulated Surplus	<u>\$ 14,321,401</u>	<u>\$ 14,583,114</u>

(a) General Deficit:

The general deficit of \$(326) (2021 - \$(1,028,178)) at the end of the year is comprised of the following:

	<u>2022</u>	<u>2021</u>
Opening balance	\$ (1,028,178)	\$ (3,124,481)
Annual surplus (deficit)	(257,304)	543,047
Transfer from reserves	1,069,629	44,464
Net change in tangible capital assets	387,994	(1,107,385)
Increase (decrease) in unfunded liabilities	(168,058)	2,612,173
Powassan and District Union Public Library surplus	<u>(4,409)</u>	<u>4,004</u>
Closing balance	<u>\$ (326)</u>	<u>\$ (1,028,178)</u>

The Corporation of the Municipality of Powassan
Notes to the Consolidated Financial Statements
December 31, 2022

17. Contingencies

Legal Matters

The Municipality is involved in certain legal matters and litigations, the outcomes of which are not presently determinable. The loss, if any, from these contingencies will be accounted for in the periods in which the matters are resolved.

Council is of the opinion that it is unlikely that any liability, to the extent not provided by insurance or otherwise, would be material in relation to the Municipality's consolidated financial position.

18. Commitments

Commitments

The Municipality entered into a five-year contractual agreement from September 30, 2019 to September 30, 2024 for recycling collection. The minimum commitment for recycling collection is \$124,869 per year.

The Municipality entered into a ten-year contractual agreement with Ontario Clean Water Agency (OCWA) from January 1, 2018 to December 31, 2027 for management, operation and maintenance of the municipal water system. The minimum commitment for OCWA services is \$191,228 per year.

The Municipality entered into a four-year agreement with the Ontario Provincial Police from January 1, 2020 to December 31, 2023 to provide police services. The minimum commitment for police services is \$487,200 per year.

19. Operations of School Boards

Further to note 1(a)(iv), the taxation, other revenues, and expenses of the school boards are comprised of the following:

	<u>2022</u>	<u>2021</u>
Taxation and user charges	<u>\$ 779,156</u>	<u>\$ 767,723</u>
Total amounts received or receivable	<u>779,156</u>	<u>767,723</u>
Requisitions	<u>779,156</u>	<u>767,723</u>
	<u>\$ -</u>	<u>\$ -</u>

The Corporation of the Municipality of Powassan
Notes to the Consolidated Financial Statements
December 31, 2022

20. Pension Agreements

The Municipality makes contributions to the Ontario Municipal Employees Retirement Fund (OMERS), which is a multi-employer plan, on behalf of all qualifying members of its staff. The plan is a defined benefit plan which specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay. The OMERS Administration Corporation Board of Directors, representing plan members and employers, is responsible for overseeing the management of the pension plan, including investment of the assets and administration of the benefits. OMERS provides pension services to approximately 559,000 active and retired members and approximately 1,000 employers.

Each year an independent actuary determines the funding status of OMERS Primary Pension Plan ('the Plan') by comparing the actuarial value of invested assets to the estimated present value of all pension benefits that members have earned to date. On December 31, 2022, the estimated accrued pension obligation for all members of the Plan was \$128,789 million (2021 - \$119,342 million). The Plan had an actuarial value of net assets at that date of \$122,111 million (2021 - \$116,211 million) indicating an actuarial deficit of \$6,678 million (2021 - \$3,131 million). The Plan is a multi-employer plan, therefore any pension plan surpluses or deficits are a joint responsibility of Ontario municipal organizations and their employees. As a result, the Municipality does not recognize any share of the OMERS pension surplus or deficit.

The amount contributed by the Municipality to OMERS for 2022 was \$139,319 (2021 - \$130,873) for current services and is included as an expense on the Consolidated Statement of Operations and Accumulated Surplus.

On January 1, 2022 the yearly maximum pension earnings increased to \$64,900 from \$61,600 in 2021. The contributions are calculated at a rate of 9.0% (2021 - 9.0%) for amounts up to the yearly maximum pension earnings stated above and at a rate of 14.6% (2021 - 14.6%) for amounts above the yearly maximum pension earnings.

The Corporation of the Municipality of Powassan

Notes to the Consolidated Financial Statements

December 31, 2022

21. Budget Figures

Budget figures have been provided for comparison purposes and have been derived from the budget approved by Council. The budget approved by Council is developed in accordance with the provincially mandated funding model for municipalities and is used to manage program spending within the guidelines of the funding model. Given differences between the funding model and generally accepted accounting principles for local governments established by the Public Sector Accounting Board, the budget figures presented have been adjusted to conform with the basis of accounting that is used to prepare the consolidated financial statements. The budget figures are unaudited.

	<u>2022</u>	<u>2021</u>
Budget By-law surplus for the year	\$ -	\$ -
Add: Acquisition of tangible capital assets	1,342,684	2,483,100
Municipal debt repaid	535,296	144,905
Contractual obligations repaid	38,751	-
Contributions to reserves	974,490	142,200
Less: Amortization of tangible capital assets	(1,181,232)	(1,120,467)
Municipal debt issued	(1,425,000)	(526,600)
Contributions from reserves	(473,823)	(481,787)
	<u> </u>	<u> </u>
Budget (deficit) surplus per statement of operations and accumulated surplus	<u>\$ (188,834)</u>	<u>\$ 641,351</u>

22. Comparative Figures

The presentation of certain accounts of the previous year has been changed to conform with the presentation adopted for the current year.

The Corporation of the Municipality of Powassan
Notes to the Consolidated Financial Statements
December 31, 2022

23. Segmented Information

	General Government	Protection Services	Transportation Services	Environmental Services	Health Services	Social and Family Services	Recreation and Cultural Services	Planning and Development	2022 Total
Revenues									
Net taxation	\$ 803,231	\$ 614,524	\$ 1,105,246	\$ 440,329	\$ 121,550	\$ 140,340	\$ 530,227	\$ 60,690	\$ 3,816,137
User charges	28,624	119,856	-	783,391	46,131	-	387,095	4,350	1,369,447
Government grants and transfers - Provincial	241,959	185,114	332,935	183,964	36,615	47,275	179,398	18,282	1,220,542
Government grants and transfers - Federal	29,699	-	-	-	-	-	5,916	-	35,615
Other	129,866	5,540	47,155	3,540	977	1,128	4,263	488	192,957
Total revenues	1,233,379	925,034	1,485,336	1,411,224	205,273	183,743	1,106,899	83,810	6,634,698
Expenses									
Salary, wages and employee benefits	790,235	309,434	763,353	69,799	-	-	323,120	-	2,254,941
Materials, contracted services, rents, and financial expenses	528,117	182,220	634,511	588,718	3,436	-	507,926	114,463	2,559,391
Interest on long term debt	127,395	54,956	7,007	25,912	-	-	4,939	-	220,209
Transfers to other governments and the public	-	495,844	-	-	220,979	264,683	-	-	981,506
Amortization	69,156	116,545	679,637	147,036	4,829	-	164,030	-	1,181,233
Total expenses	1,514,903	1,158,999	2,084,508	830,465	229,244	264,683	1,000,015	114,463	7,197,280
Annual surplus (deficit) before other	(281,524)	(233,965)	(599,172)	580,759	(23,971)	(80,940)	106,884	(30,653)	(562,582)
Other									
Government grants and transfers related to capital - Provincial	-	-	-	-	-	-	-	-	-
Government grants and transfers related to capital - Federal	-	-	300,869	-	-	-	-	-	300,869
Annual surplus (deficit)	\$ (281,524)	\$ (233,965)	\$ (298,303)	\$ 580,759	\$ (23,971)	\$ (80,940)	\$ 106,884	\$ (30,653)	\$ (261,713)

The Corporation of the Municipality of Powassan
Notes to the Consolidated Financial Statements
December 31, 2022

23. Segmented Information (Continued)

	General Government	Protection Services	Transportation Services	Environmental Services	Health Services	Social and Family Services	Recreation and Cultural Services	Planning and Development	2021 Total
Revenues									
Net taxation	\$ 983,803	\$ 503,069	\$ 851,619	\$ 467,320	\$ 187,259	\$ 62,652	\$ 404,849	\$ 62,330	\$ 3,522,901
User charges	26,749	144,224	-	686,944	-	-	219,785	10,464	1,088,166
Government grants and transfers - Provincial	360,502	184,343	312,065	216,402	68,618	22,958	161,612	22,840	1,349,340
Government grants and transfers - Federal	21,182	-	-	-	-	-	5,735	-	26,917
Other	237,779	313,848	360,495	2,177	872	292	51,182	290	966,935
Total revenues	1,630,015	1,145,484	1,524,179	1,372,843	256,749	85,902	843,163	95,924	6,954,259
Expenses									
Salary, wages and employee benefits	724,100	276,782	713,357	200,992	19,551	-	384,531	20,000	2,339,313
Materials, contracted services, rents, and financial expenses	1,387,652	226,682	613,297	708,669	23,444	-	370,631	123,494	3,453,869
Interest on long term debt	87,279	51,155	1,087	29,800	-	-	7,451	-	176,772
Transfers to other governments and the public	-	503,848	-	-	371,777	144,235	-	-	1,019,860
Amortization	65,840	99,679	632,823	136,385	16,327	-	169,413	-	1,120,467
Total expenses	2,264,871	1,158,146	1,960,564	1,075,846	431,099	144,235	932,026	143,494	8,110,281
Annual surplus (deficit) before other	(634,856)	(12,662)	(436,385)	296,997	(174,350)	(58,333)	(88,863)	(47,570)	(1,156,022)
Other									
Government grants and transfers related to capital - Provincial	-	-	450,605	-	-	-	-	-	450,605
Government grants and transfers related to capital - Federal	-	-	982,309	270,159	-	-	-	-	1,252,468
Annual surplus (deficit)	\$ (634,856)	\$ (12,662)	\$ 996,529	\$ 567,156	\$ (174,350)	\$ (58,333)	\$ (88,863)	\$ (47,570)	\$ 547,051

Regular Council Meeting
Tuesday, April 18, 2023, at 7:00 pm
Powassan Council Chambers

Present: Peter McIsaac, Mayor
Leo Patey, Councillor
Dave Britton, Councillor

Staff: Allison Quinn, Acting Clerk
Brayden Robinson, Treasurer/Director of Corporate Services

Absent, With
Regrets: Markus Wand, Deputy Mayor
Randy Hall, Councillor

Disclosure of Monetary Interest and General Nature Thereof: None.

- 2023-118** Moved by: L. Patey Seconded by: D. Britton
That the agenda of the Regular Council Meeting of April 18, 2023, be approved. **Carried**
- 2023-119** Moved by: D. Britton Seconded by: L. Patey
That the minutes of the Regular Council Meeting of April 4, 2023, be adopted. **Carried**
- 2023-120** Moved by: D. Britton Seconded by: L. Patey
That the minutes from the Maple Syrup Committee meeting dated April 12, 2023, be received. **Carried**
- 2023-121** Moved by: L. Patey Seconded by: D. Britton
That the minutes from the Golden Sunshine Municipal Non-Profit Housing Corporation committee meeting of February 21, 2023, be received. **Carried**
- 2023-122** Moved by: D. Britton Seconded by: L. Patey
That the memo dated April 11, 2023, from Protective Services Official, B. Mousseau, regarding the Tender 2023-01 – Demolition, be received;

AND FURTHER that Tender 2023-01 – Demolition in the amount of \$16,780.50, including HST, be awarded to Evan Hughes Excavating. **Carried**
- 2023-123** Moved by: L. Patey Seconded by: D. Britton
That By-Law 2023-09, being a By-Law to amend By-Law No. 2003-38, as amended, the Zoning By-Law for the Municipality of Powassan with respect to lands located in Lot 18, Concession 16 (505 Peever Line), in the Municipality of Powassan;

Be considered **READ** a **FIRST** and **SECOND** time, April 18th, 2023, and **READ** a **THIRD** and **FINAL** time and considered passed as such in open Council April 18th, 2023. **Carried**

2023-124

Moved by: D. Britton Seconded by: L. Patey
That By-Law 2023-11, being a By-Law to close up highways for the purpose of the
Powassan Maple Syrup Festival,

Be considered **READ** a **FIRST, SECOND, and THIRD** and **FINAL** time and adopted
as such, for the immediate wellbeing of the Municipality, this the 18th day of
April 2023.

Carried

2023-125

Moved by: D. Britton Seconded by: L. Patey
WHEREAS, Enbridge recently made an announcement of their intention to begin
charging third-party contractors and other utilities \$200 CAD (plus applicable taxes) for
utility locates where a field locate is required;

AND WHEREAS, third-party contractors include Ontario municipalities;

AND WHEREAS, these locate requests are only required as Ontario municipalities have
allowed utilities to use municipal right of ways at no charge to the utilities;

AND WHEREAS, this announcement of new downloaded costs will negatively impact
the budgets of Ontario municipalities which are already burdened;

AND WHEREAS, if Enbridge is successful in implementing this new charge, a
precedence is set for other utility companies to also begin charging for locates;

THEREFORE IT BE RESOLVED, that the Municipality of Powassan strongly opposes
these utility locate costs being downloaded to Ontario municipalities by Enbridge Gas or
other utilities;

AND THAT, the Province of Ontario's Ministry of Public and Business Service Delivery
make it clear that these costs must be borne by the utilities themselves;

AND THAT, this decision be forwarded to Minister of Public and Business Service Delivery
Kaleed Rasheed, Minister of Infrastructure Kinga Surma, Minister of Energy Todd Smith,
Premier Doug Ford, Municipality of Powassan's MPP, the Association of Ontario Road
Supervisors and the Association of Municipalities of Ontario.

Carried

2023-126

Moved by: L. Patey Seconded by: D. Britton
That the donation request dated January 26, 2023, from the Powassan Agricultural Society,
be received,

AND FURTHER, that Council donate \$500.00 towards the 2023 Fall Fair.

Carried

2023-127

Moved by: D. Britton Seconded by: L. Patey
That the donation request date March 14, 2023, from the Powassan and District Union Public
Library, be received,

AND FURTHER that Council donate \$50.00 towards sponsorship for the Maple Syrup
Storywalk.

Carried

2023-128

Moved by: L. Patey Seconded by: D. Britton
That the correspondence from Ms. Tina McGill regarding the location of business "Track Side
Fries" be received,

AND that Council agrees to rent the space directly adjacent to the Powassan Sportsplex;

AND FURTHER that staff enter into negotiations with “Track Side Fries”. **Carried**

2023-129

Moved by: D. Britton Seconded by: L. Patey

That the correspondence from Almaguin Adult Learning Centre regarding their request for support, be received. **Carried**

2023-130

Moved by: L. Patey Seconded by: D. Britton

That the Correspondence regarding Support for Bill 5 and the Women of Ontario Say No be received; and further that:

WHEREAS municipally elected leaders do not have an appropriate accountability structure when it comes to perpetrating violence and harassment in the workplace; and

WHEREAS a fundamental, underlying principle of broadening diversity, equity, and inclusion in politics rests on the assumption that the workplace is safe; and

WHEREAS Bill 5, the Stopping Harassment and Abuse by Local Leaders Act would require Councillors to comply with the workplace violence and harassment policies of the municipality they represent, permit municipalities to direct the Integrity Commissioner to apply to the court to vacate a member's seat for failing to comply with the municipality's workplace violence and harassment policies as well as restrict officials whose seat has been vacated from seeking immediate subsequent re-election; and

WHEREAS over 20 municipalities have formally endorsed and communicated public support for Bill 5; and

WHEREAS Bill 5 would both hold accountable and protect all municipal officials;

Now Therefore Be It Resolved that the Council of the Municipality of Powassan express its support for Bill 5, Stopping Harassment and Abuse by Local Leaders Act;

Further that this resolution be circulated to the Hon. Doug Ford, Premier of Ontario, Victor Fedeli, MPP for Nipissing and the Association of Municipalities of Ontario. **Carried**

2023-131

Moved by: D. Britton Seconded by: L. Patey

That the correspondence dated March 31, 2023, from the Town of Plympton-Wyoming regarding municipalities retaining surplus proceeds from tax sales be received;

AND that Council support the Town of Essex Resolution R23-03-081 urging the reinstatement of previous legislation that permitted a Municipality to apply for and retain the surplus proceeds from a tax sale in their jurisdiction;

AND FURTHER THAT this resolution be circulated to all relevant taxation bodies, including the Ministry of Municipal Affairs, the Ministry of Finance, Essex County Council, MPP Anthony Leardi, MPP Victor Fedeli, Association of the Municipalities of Ontario and all other Municipalities in Ontario. **Carried**

- 2023-132** Moved by: L. Patey Seconded by: D. Britton
That the correspondence dated March 29, 2023, from the Minister of Canadian Heritage's office, regarding Celebrate Canada funding, be received. **Carried**
- 2023-133** Moved by: D. Britton Seconded by: L. Patey
That the accounts payable listing reports of April 11, 2023, be approved for payment. **Carried**
- 2023-134** Moved by: D. Britton Seconded by: L. Patey
That Council now adjourns at 7:19 p.m. **Carried**

Mayor

Clerk

MINUTES – Public Works Committee
Tuesday, April 25, 2023 – 7:00 pm

Present: Councillor/Chair M. Wand
Councillor R. Hall, Councillor M. Wand, Councillor D. Britton, Councillor L. Patey
Deputy Clerk/ Recording Secretary K. Bester, Public Works Foreman, B. Slingerland
Treasurer/Director of Corporate Services, B. Robinson

Absent with regrets: Mayor McIsaac

1. Meeting called to order at 7:00 pm
2. Councillors Wand, Britton, Hall and Patey were in attendance. Mayor McIsaac sent his regrets
3. No Declarations of Pecuniary Interest.
4. Moved D. Britton, Seconded by R. Hall
That the agenda of the meeting of April 25, 2023 be approved, with the following additions:
 - 8.4. Meeting Schedule
 - 8.5. Chair Position Carried
5. Approval of the Minutes of August 9, 2022: Deferred
6. Staff Reports:
 - 6.1 Maintenance Program Update – B. Slingerland provided a brief summary of maintenance being done at this time. Councillor Hall offered to assist in providing Public Works staff with maintenance checklists and putting schedules in place to ensure ongoing and annual maintenance is being done on municipal equipment.
 - 6.2 Budget Variance – B. Robinson provided a Year-to-Date Budget variance report for Public Works items. B. Slingerland advised that the condition of the garbage truck and associated maintenance costs may warrant discussions about replacement options in the near future.
 - 6.3 Council Term Capital Plan – B. Robinson and Public Works staff provided a 5 year Capital Plan, which identified projects which are proposed to be completed in the next 5 years. This included road grinding for Latour and a portion of Lindquist, Forestry and Memorial Park culverts, and gravel and calcium applications. The condition of the Alsace to be discussed with Nipissing Township to determine whether a new agreement should be put in place and what options might be for remediation.
7. Unfinished Business – NA

8. New Business:

- 8.1 Lawn Maintenance – Public Works will have 3 summer students to assist with lawn maintenance, beginning mid June until the end of August. Committee members discussed whether or not contracting out lawn maintenance would be a cost effective option that might be considered. Contracting out would free up Public Works full time staff to do other work, and current lawn equipment will need to be replaced in the not too distant future.
- 8.2 Grading – B. Slingerland advised that the new grader is working very well, is very efficient and does a much better job than the old one. The grader has rust starting in areas – the committee asked that Public Works staff reach out to the manufacturer to determine whether there is warranty to cover this.
- 8.3 Industrial Park – Councillors Wand and Britton to meet with Vic Fedeli to discuss the Industrial Park. Both provincial and federal funding were provided to create the industrial park. The Traffic Impact Study done when the park was being constructed is no longer valid and a new study may be required by MTO for the two new proposed developments (Home Hardware and gas station). The entrance to the park needs to be widened or better aligned to provide access to transport trucks delivering goods for the business which will be constructed here, and for future development in the industrial park.
- 8.4 Meeting Schedule – The committee decided that they will meet again in June and potentially every two months after that. At some point the Public Works items may be included within the regular Council meeting agenda.
- 8.4 Chair Position – Councillor Wand agreed to continue as Chair of the committee.

9. Correspondence: NA

10. Notice of Schedule of Next Committee meeting – next meeting will be June 13th, 2023 at 7 pm.

11. Public Questions:

Councillor Hall requested that a driveway culvert at 208 Sweezy Street be dug out and realigned. Public Works staff to follow up.

12. No Closed Session

13. Moved by D. Britton, Seconded by R. Hall

That the meeting be adjourned at 8:00 pm

Carried.

Chair Markus Wand

The Golden Sunshine Municipal Non-Profit Housing Corporation
Minutes of the Board of Directors Meeting
2023-03

Tuesday March 23, 2023

A regular meeting of the Golden Sunshine Municipal Non-Profit Housing Corporation board was held on Tuesday March 23, 2023.

Present: Doug Walli, Bernadette Kerr, Mieke Krause, Nancy McFadden Tom Piper & Amber Mclsaac, Property Manager. Regrets: Dave Britton, Leo Patey

1. Call to order

Resolution No. 2023-17– Moved by Doug, seconded by Tom that the meeting was called to order at 9:27 am. Carried

2. Additions to Agenda – none

3. Approval of the Agenda-

Resolution No. 2023-18– Moved by Tom, seconded by Mieke that the agenda be adopted as presented.

4. Conflict of Interest Disclosure –none

5. Approval of the Minutes from the February 21, 2023 board meeting

Resolution No. 2023-19– Moved by Tom seconded by Mieke that the minutes from the board meeting on February 21, 2023 were adopted as presented.

6. **Business arising**

a) MUA

Amber reported the gas line has been installed make up air unit is up and running. Ainsworth needs to come back to set up the AC when the weather is warmer.

b) **Quote Evan Hughes Landscaping**

The board members discussed the quote as presented for landscaping.

Resolution No. 2023-20– Moved by Nancy, seconded by Doug that the GSMNP accepts the quote for Landscaping around HVAC system/Retaining wall from Evan Hughes Landscaping in the amount of \$2120.00 plus HST, to be completed in the spring of 2023. Carried

c) COCHI Project Updates

Amber presented that the new heat sensors will be installed on March 29th by TransCanada Safety. Next projects discussed installation of the fence around the retaining wall will begin once the frost is out of the ground. Security cameras possible for June. A discussion took place regarding possibility of painting before the carpets are installed.

d) Policy Review

The Smoke Free Policy was reviewed and no changes were made.

e) Hydro Rate Comparison

Amber presented hydro bills from the same period this year and last year. Hydro One confirmed they will be switching the Pines to tiered rate from seasonal. As per Dave's request from last meeting Amber asked for a bill credit based on difference of pricing and was advised this is not an option. A discussion took place and the board will continue to monitor rates.

f) Garden Committee

A letter will be sent to the garden committee inviting them to the April meeting to present a plan for the 2023 gardens and request a budget amount from the board. Doug discussed the raised garden beds.

7. Correspondences

a) Managers Report

Painting request and quotes presented, differed to next meeting.

b) Financial Report

Resolution No. 2023-21– Moved by Tom, seconded by Doug that the board approves the February 2023 financials that were presented. Carried

8. Next Board Meeting – April 18, 2023 @ 9:30am

9. Adjournment - Resolution No. 2023-22– Moved by Tom, seconded by Doug that the board meeting be adjourned at 10:33 am. Carried



President, Bernadette Kerr



Property Manager, Amber Mclsaac



Police Service Board Minutes: March 20, 2023

Attendees: Markus Wand Chair/Councillor, Jeff Dagg Provincial Appointee, Staff Sergeant Detachment Commander William McMullen, Sergeant Andrew Kraemer Interim Detachment Commander, Rebecca Metcalf Member at Large

Absent with regrets: Lauren Ryckman Director of Support Services North Almaguin Highlands Community Living, Ben Mousseau Protective Services, Mary Houghton Crime Stoppers

Staff: Norma Conrad Recording Secretary

1. Call to Order @ 6:02pm

Motion 2023-01

Moved By: Jeff Dagg Seconded By: Rebecca Metcalf

2. Disclosure of pecuniary interests and general nature thereof: None

3. Approval of Agenda

Adoption of the agenda of March 20, 2023

Motion 2023-02

Moved By: Rebecca Metcalf Seconded By: Jeff Dagg

Adopted

4. Approval of Minutes

Approval of minutes of December 19, 2022

Motion 2023-03

Adopted

5. Presentation(s): None

6. Manager's Report

-Sergeant Andrew Kraemer started off with the calls for service report prepared by Jessica Jacques.

-Reviewed the following calls that stood out on the report:

Increases: sexual assaults, fraud, property crime, violent crime, and speeding

Decreases: break & enter, mischief, noise complaints, 911 calls and hang ups,

-Sergeant Kraemer advised that OPP officers were present on all snowmobile trails quite a bit for the 2022-2023 season and advised that the main violation contributor was speed for this year. Everyone should know that the speed limit on the snowmobile trails is a maximum of 50km.

-Sergeant Natalie Muirhead is the Liaison Officer for schools, and media.

-OPP Officers will patrol at the Maple Syrup festival as requested by the Maple Syrup Committee.

7. Member's Report – None

8. Crime Stoppers

-Mary Houghton was unable to attend this scheduled meeting. In place she sent an email to inform the Board that the Near North Crime Stoppers will be participating in the Powassan Maple Syrup Festival on Saturday April 29, 2023. She advised that they will be sharing a booth with the OPP, Fire and Ambulance.

-Annual golf tournament date has been rescheduled to Friday, June 23, 2023, 1:00pm at the Highview golf course in Powassan.

9. Old Business

- A Bridge Dedication is in the planning to honour Constable Clayton Armstrong who was posted here in Powassan in 1963 when an on-duty motor vehicle collision took his life. A ceremony date has finally been set for Tuesday, July 18, 2023, in Powassan. Further information details to follow.

10. New Business - None

11. Correspondence

-Bank statement added to the agenda for viewing purpose only.

12. Addendums- None

13. Accounts Payable - None

14. Notice of Meeting -

Next meeting will be scheduled for Monday June 19, 2023, at 6:00pm

Motion 2023-04

Moved By: Rebecca Metcalf

Seconded By: Jeff Dagg

15. Closed Session - None

16. Adjournment

Meeting adjourned at 7:09pm

Motion 2023-05

Moved By: Rebecca Metcalf

Seconded By: Jeff Dagg

Chair

Recording Secretary

District of Parry Sound



Social Services
Administration Board

Chief Administrative Officer's Report

April 2023

Mission Statement

To foster healthier communities by economically providing caring human services that empower and enable the people we serve to improve their quality of life.

HSC Board of Directors

The Housing Services Corporation (HSC) is a non-profit organization committed to ensuring that Ontario residents have access to safe and affordable housing that improves their quality of life. They support this vision by focusing on the long-term health and sustainability of Ontario's social housing properties.

HSC (formerly Social Housing Services Corporation) was created by the province under the Social Housing Reform Act (2000); this act was later replaced by the *Housing Services Act* (2011). Since opening its doors in 2002, they have worked with Ontario's 1,400+ community housing providers and 47 Service Managers to help them make the best use of their resources and manage their buildings more effectively. HSC is governed by a Board of Directors that is made up of key stakeholders in the housing community, including Service Managers, housing providers and provincial representatives.

HSC issued a call for nominations for Service Manager representatives to serve on the Board for a term beginning April 1, 2023 and ending March 31, 2027. The HSC Board of Directors met and considered the recommendations of the HSC Executive Committee, acting as the Nominating Committee, to make these selections. I am very pleased to share that I have been selected to fill one of these positions.

Human Resources Update

In continuing our commitment to support ongoing development and training of staff, and to better support the people we serve, we recently required all staff to complete Human Rights training through the Ontario Human Rights Commission. The training provides a basic understanding of rights and responsibilities under the Ontario Human Rights code and includes topics such as harassment, duty to accommodate, discrimination and the human rights system. For your information, the training can be found here: <https://www.ohrc.on.ca/en/learning/elearning/hr101-3rd-edition>

To further support our staff, and in agreement with the union, we have extended the increased mileage rate of \$0.55 (from \$0.52) until the end of the year.

In March, our Human Resources team attended the YMCA job fair at the Bobby Orr Community Centre in Parry Sound. The event was well attended, and we are hopeful it will result in some quality applicants to our job postings. We are investigating similar opportunities on the east side of the district. We have also revitalized our student co-op/placement program to assist people in our district who are interested in working in Social Services and childcare. We currently have 4 placements in our organization. One in Housing Stability and three in childcare. In addition, we have entered into an agreement with Northern College where two pre-ECE students are hired for a two-week job experience. We are hopeful that these programs will lead to future DSSAB employees.

Effective June 1, 2023, Ontario's *Occupational Health and Safety Act* will require certain workplaces to have a Naloxone kit in the workplace. In a workplace in which the employer becomes aware, or ought reasonably to be aware, there may be a risk of a worker having an opioid overdose at the workplace, there must be a naloxone kit onsite and staff must be trained appropriately. Fortunately, we have trained all of our staff prior to this requirement. We believe the safest course of action is to set up a Naloxone program where we have kits available at all worksites in case there is a need. The Ontario government has committed to providing free naloxone kits for at least the first two years of the program.

Information Technology Update

The I.T. Department has been busy this first quarter with preparation for a major network shift across the district. The team has been working to swap out wireless and network equipment at all our sites starting with our housing buildings and moving to our childcare and primary office buildings through the spring. The goal is to perform the upgrade with little to no disruption to the day-to-day operations of each site.

Additionally, we completed the implementation and a portion of the move to our new virtual server environment. Currently we have transferred 90% of our internal servers and will have the remainder fully transitioned by the end of April. This move provides us with a more secure and efficient platform for all our local services and servers, cutting down the management time and costs associated with these systems.

As always, these projects have been taking place in parallel to our daily support.

The I.T. department has continued to run the cyber security campaigns behind the scenes, consistently testing staff on general cyber security awareness and email security.

These campaigns are leading up to a training plan that will be rolled out in early May to all staff. This will cover a refresher course on email and cyber security, as well as targeted training around Credit Card security and best practices. The goal is to increase our **Security Awareness Proficiency** across the organization. Our latest scores have been positive, however there is always room for improvement.

Ticket Stats

January to March 2023

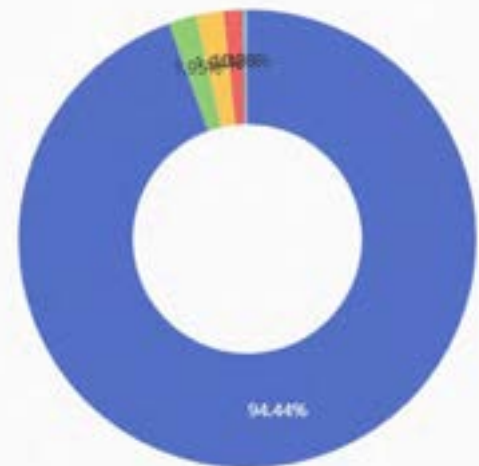
Tickets created during period: 360

Of them closed: 340

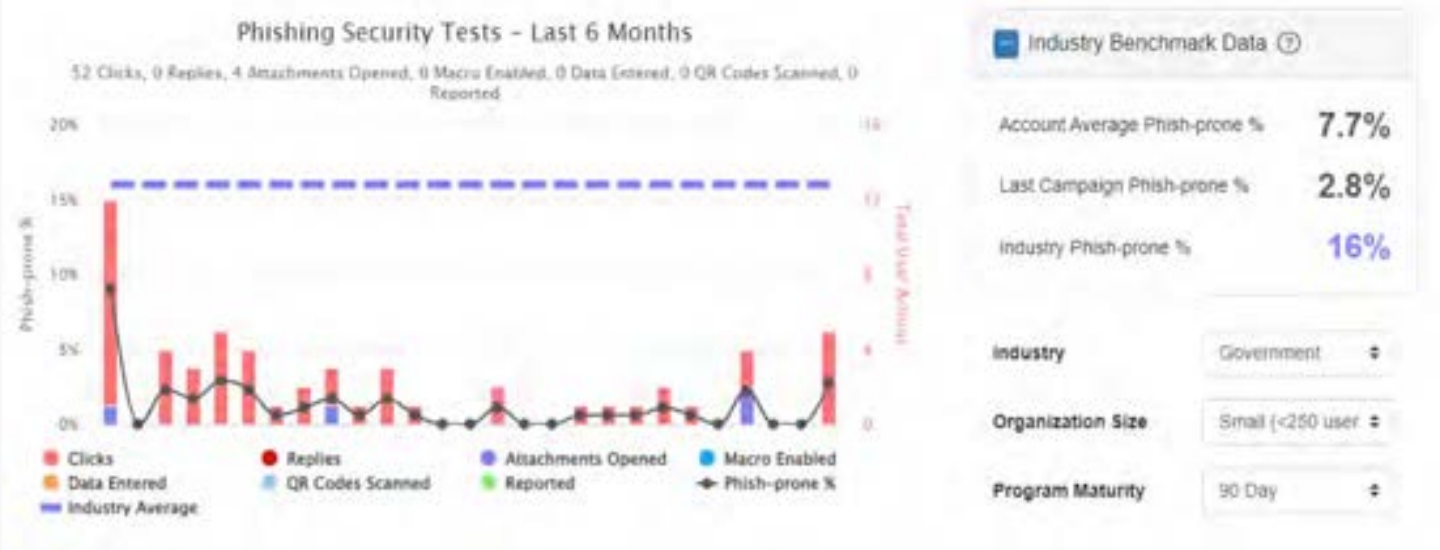
Still open: 20

Tickets that were reopened: 4

Average response time: 2h 49m 12s



Phishing



Facebook Pages



A friendly reminder to follow our Facebook pages!

- ◆ [District of Parry Sound Social Services Administration Board](#)
- ◆ [Esprit Place Family Resource Centre](#)
- ◆ [EarlyON Child and Family Centres in the District of Parry Sound](#)
- ◆ [The Meadow View](#)

Social Media

Facebook Stats

District of Parry Sound Social Services Administration Board	OCT 2022	NOV 2022	DEC 2022	JAN 2023	FEB 2023	MAR 2023
Total Page Followers	400	409	410	428	446	462
Post Reach this Period (# of people who saw post)	3,827	6,431	4,180	8,907	4,645	7,891
Post Engagement this Period (# of reactions, comments, shares)	406	437	59	234	565	757

Esprit Place Family Resource Centre	OCT 2022	NOV 2022	DEC 2022	JAN 2023	FEB 2023	MAR 2023
Total Page Followers	121	127	127	128	128	132
Post Reach this Period (# of people who saw post)	32	1,155	353	103	75	124
Post Engagement this Period (# of reactions, comments, shares)	1	46	36	1	3	7

The Meadow View	OCT 2022	NOV 2022	DEC 2022	JAN 2023	FEB 2023	MAR 2023
Total Page Followers	479	487	488	493	496	498
Post Reach this Period (# of people who saw post)	260	8,588	750	480	251	220
Post Engagement this Period (# of reactions, comments, shares)	31	101	70	4	36	57

Twitter Stats

Link to DSSAB's Twitter page - <https://twitter.com/psdssab>

	OCT 2022	NOV 2022	DEC 2022	JAN 2023	FEB 2023	MAR 2023
Total Tweets	3	8	1	3	7	13
Total Impressions	63	50	13	178	158	300
Total Profile Visits	11	18	24	66	57	217
Total Followers	23	25	26	27	28	28

Linkedin Stats - used primarily for HR recruitment & RFP/Tender postings

Link to DSSAB's LinkedIn page - <https://bit.ly/2YyFHIE>

	OCT 2022	NOV 2022	DEC 2022	JAN 2023	FEB 2023	MAR 2023
Total Followers	297	377	377	382	395	399
Search Appearances (in last 7 days)	338	225	176	239	318	308
Total Page Views	150	73	45	46	31	31
Post Impressions	397	767	374	266	828	929
Total Unique Visitors	47	29	15	15	16	17

Out and About in the Community

On April 6th, 2023 members of our Housing Stability Team and Esprit Place Family Resource Centre (Children's Voices program) attended a mental health and wellness initiative hosted by the Student Senators at Parry Sound High School called **Mind Frame Education and Resource Fair**. This purpose of this event was to bring awareness to the students at Parry Sound High School (grades 9-12) of the support available to them.



Licensed Child Care Programs

Total Children Utilizing Directly Operated Child Care in the District February 2023

Age Group	Fairview ELCC	First Steps ELCC	Highlands ELCC	Waubeek ELCC	HCCP	Total
Infant (0-18M)	0	0	3	2	8	13
Toddler (18-30M)	16	8	13	17	31	85
Preschool (30M-4Y)	20	15	19	39	45	138
# of Active Children	36	23	35	58	84	236

The Become an ECE marketing campaign has rolled out to all Directly Operated Child Care Programs, and we have welcomed 4 Early Childhood Education placement students into our Early Learning and Child Care Centres.

Some programs were able to continue the Seeds of Empathy program where preschool children are exposed to and follow the development of a community infant through visits, discussions, and stories. Our hope is that we can expand this program to other locations as staff become trained in the delivery model.

The Directly Operated Child Care Programs have been consulting with the Child Care Service Management team to revise the Child Care 5-Year Plan and identify gaps in service and where possible expansion can occur, mainly within the Home Child Care Program. With this in mind, the HCCP Supervisor has begun working with the Communications Officer to create a targeted marketing plan.

School Age Programs

February 2023

Location	Enrollment	Waitlist
Mapleridge After School	21	10
Mapleridge Before School	8	
St. Gregory's After School	14	1
Sundridge Centennial After School	14	5
Land of Lakes After School	15	4
Home Child Care	38	10
# of Active Children	110	30

The move from St. Gregory's Before School Program to Mapleridge has now been completed. The School Age Program has now been transitioned to the HiMama App billing and fee paying module where families are billed in advance of care and payments are automatically collected through 'autopay' within the application settings.

The School Age Program is partnering once again with the Near North District School Board to analyze the annual viability surveys which will assist with the decision making process for operations in September.

Directly Operated Child Care Waitlist by Program February 2023



All Directly Operated Child Care licensed programs are experiencing an increase in parent inquiries for care needing both immediate care as well as pre-booking for care 6 – 12 months in the future. Inquiries are coming from most communities in the District of Parry Sound, with Burk's Falls, Town of Parry Sound, Seguin, and Emsdale leading the way. Ten requests have come from out of district families that are working in the District of Parry Sound and would like to have their children close to their place of employment.

Inclusion Support Services

February 2023

Age Group	EarlyON	Licensed ELCC's	Monthly Total	YTD Total	Waitlist	New Referrals	Discharges
Infant (0-18M)	0	0	0	0	0	0	0
Toddler (18-30M)	2	3	5	6	2	2	0
Preschool (30M-4Y)	6	38	44	44	3	5	0
School Age (4Y+)	2	15	17	17	0	0	0
Monthly Total	10	56	66	-	5	7	0
YTD Total	10	56	-	79	6	9	1

The ISS Program has been experiencing an increase in referrals, especially in the preschool age group. The Resource Consultants are busy supporting the School Age Program and we have families that have relocated to the Parry Sound area from the Ukraine and have reached out to receive assistance with English as a second language for their children.

Within the 2023 ISS transformation project, the Supervisor and Director have been making connections with counterparts in other regions of the province to network and gain insight into models of practice that support the Ministry of Education's delivery guidelines while building capacity of the Resource Consultants, program educators, EarlyON facilitators, and HCCP providers in enhancing inclusive programming for all children regardless of their individual abilities.

EarlyON Child and Family Programs

February 2023

Activity	February	YTD
Number of Children Attending	817	1,706
Number of New Children Attending	47	86
Number of Adults Attending	536	1,112
Number of Virtual Programming Events	4	8
Number of Engagements through Social Media	386	460
Number of Views through Social Media	5,006	10,857

Statistical information being now reported on aligns with the new Ministry of Education EarlyON Program Guidelines. While social media continues to be a great venue for sharing information, families are showing a strong preference to in-person programming. Attendance continues to increase in all programs, particularly Port Loring. We are hoping to add the communities of Kearney and Trout Creek to our list of programs re-opening in the near future.

The Early Literacy Facilitator collaborated with the South River Machar Library to offer Toddlers for Tales in early February and Family Literacy events were held in Parry Sound and Burk's Falls. These special events were offered through collaboration with the public libraries, child care programs, and community partners. In total 70 participants were recorded in Parry Sound and 10 families participated in Burk's Falls.

**Funding Sources for District Wide Childcare Spaces
February 2023**

Active	# of Children	# of Families
CWELCC*	134	130
CWELCC Full Fee	194	191
Afterschool Fee Subsidy	4	4
Fee Subsidy	29	26
Full Fee	32	27
Ontario Works	7	7
Total	400	384

Funding Source - New	# of Children	# of Families
CWELCC	2	2
CWELCC Full Fee	2	2
Total	4	4

* CWELCC – Canada-Wide Early Learning Child Care; eligible for children 0 - 6

Funding Source - Exits	# of Children	# of Families
CWELCC	3	3
Full Fee	1	1
Total	4	4

Child Care Service Management Update

The Child Care Service Management team has worked diligently to successfully implement invoicing and fee collection practices using the HiMama platform with support from the directly operated child care programs, the HiMama team and our CFO. The implementation strategy began in the fall of 2022 and was completed in March 2023. The HiMama platform is a direct, efficient way to manage a child care program in terms of classroom management, attendance, communication, documentation, invoicing and fee collection.

Transitional Milestones:

- July 2022 – Preliminary conversation with HiMama and CFO
- August 2022 – Entered into a Purchase of Service Agreement
- September & October 2022 – CCSM team engaged in training and system preparation.
- October 2022 – Test transactions made to ensure payment efficiency.
- November 2022 – Fairview – HiMama billing process implemented.
- January 2023 – First Steps, Highlands & Waubeek – HiMama billing process implemented.
- March 2023 – School Age Programs & Home Child Care – HiMama billing process implemented.



HiMama is a great resource for parents and has both desktop and mobile applications; it allows an increased connection of the child to parents, as well as keeping recorded pedagogical documentation, photos, and messages regarding children’s development based on entries of the educators and supervisor. For the CCSM team, the invoicing and fee collection functions better supports the ability to adhere to the policies and procedure in place and eliminates the risk of revenue loss due to unpaid fees.

Quality Assurance Update

On February 23, 2023, a professional development workshop was offered to all Supervisors of child care programs in the district of Parry Sound. In attendance were 11 Child Care Supervisors and Child Care Service Management staff. The Lego Serious Play full day workshop was hosted by L & F Mahon Consulting and funded by the Workforce Development Strategy to support Supervisors in setting a vision and creating a Team Charter for their team. During the session the group used Lego building activities to identify team values and goals they felt were important. The exercises and discussions throughout the day were designed to assist Supervisors in completing similar exercises with their own teams to help create a Team Charter for each individual program. The day was highly successful in supporting Supervisors and assisting in creating new partnerships for future networking. A similar session will be offered to all educators in the district of Parry Sound in April. These two upcoming sessions are designed to help re-ignite the passion in their work. The focus will be on the importance of building relationships, self-care and the value an early childhood educator brings to the lives of families.



Recognizing the importance of early learning and childcare and showing the value in the role early childhood educators have and the impact they have on children and families in our community is key for retention and recruitment of high-quality childcare. Through the support of the Workforce Development Strategy funding, programs have been offered an array of continuous professional learning opportunities to both enhance and support both program and self-growth & development. All programs were provided with a variety of educational learning kits for use in both the indoors and outdoors, Indigenous storytelling kits and educational resources to assist in increasing the quality of not only the environment, but also creating new resources for educators to promote new learning experiences for children in the early years setting.

Educational equipment was purchased for each childcare program to promote sensory play and enhance learning opportunities for the children, as well as provide a new resource to ignite new inspiration for the educators. All educators will receive appreciation of their hard work at the upcoming staff training sessions by means of a storytelling apron and a journal to assist in supporting the importance of mental health and well-being. Support is being provided to the Inclusion Support Staff attending the Early Childhood Resource Teacher Network conferences in the upcoming months. This training will support the importance of inclusive practices and how best we can support families and children in our district.

Income Support & Stability Update

Various program staff attended presentations in North Bay and Parry Sound on the Icelandic Prevention Model. The model is based on the collaboration of numerous parties, e.g., parents, teachers, community centers, sports clubs and more in the immediate vicinity of children and young people as means of Drug Abuse prevention.

Staff have also been attending many training opportunities such as Human Rights Training, Violence Against Women Training, Bereavement 101 training to individuals who work in the public sector. Some staff are wrapping up their George Brown Life Skills Coaching Program and will be starting to hand in proposals for workshops to facilitate with our clients throughout 2023.

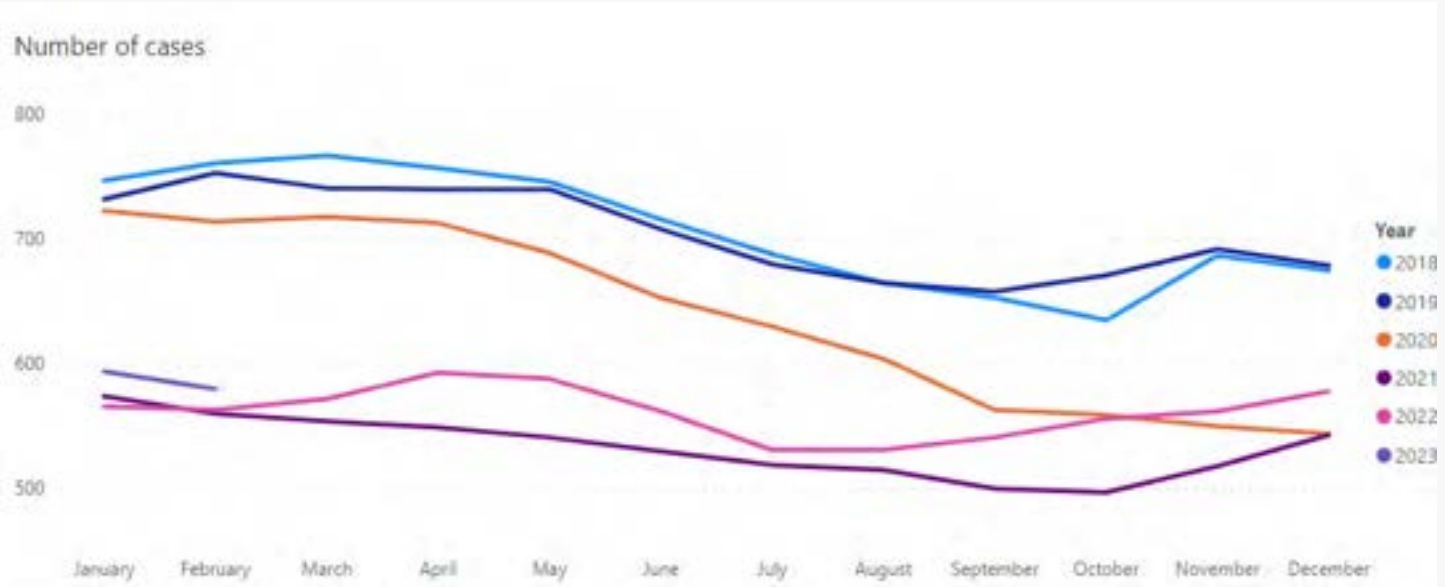
As we enhance our collaboration with Esprit, Income Support and Stability staff are completing VAW Training via OAHIT. Our goal is to improve our knowledge and understanding so we can work with the Esprit team in a more meaningful way.

We hosted the Almaguin Highlands Community Partners meeting in our South River office in March. The Director of Income Support and Stability and Supervisor of Income Support attended.

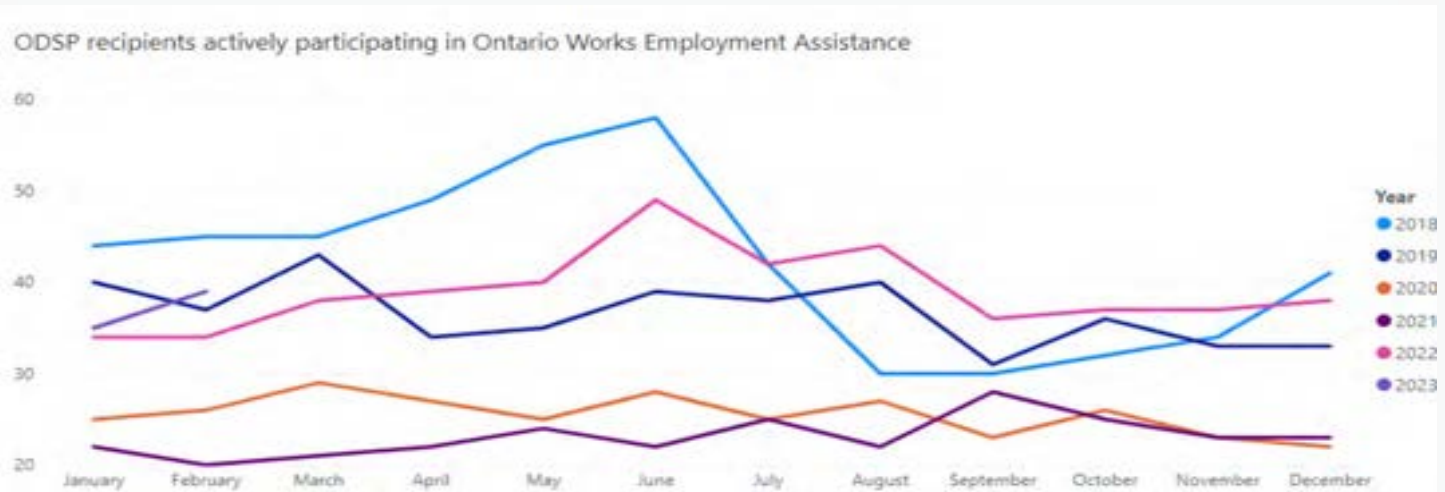
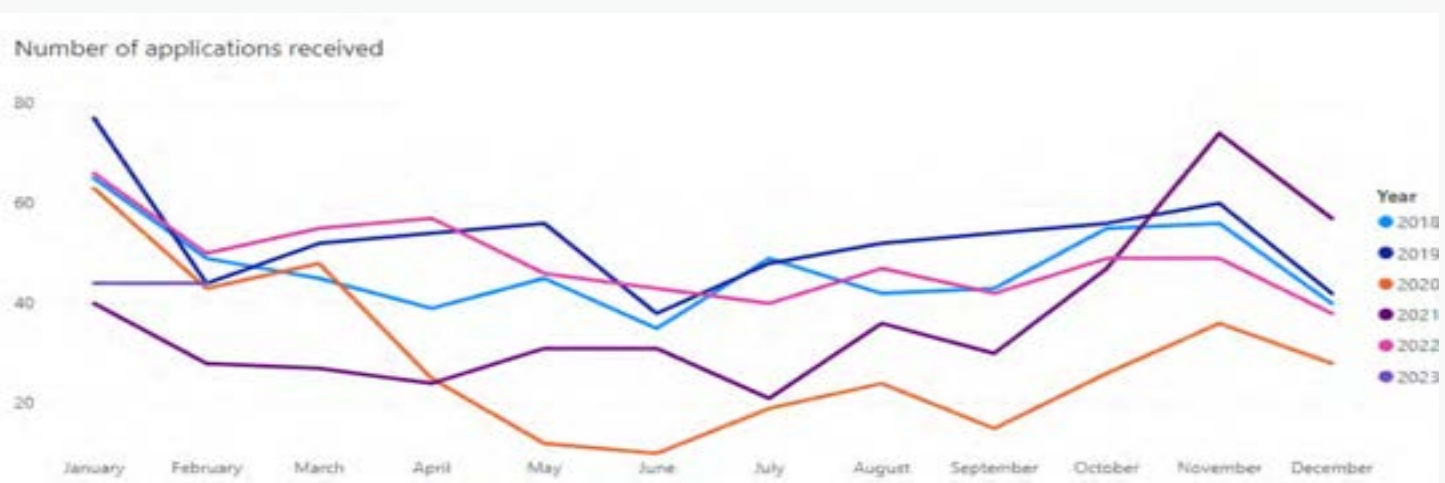
The Director of Income Support and Stability attended the Directly Operated Child Care Programs Operations meeting to discuss OW and Housing Stability and how to support families that may need our support.

The Director also attended the HSSN meeting with various health care, mental health and community service partners.

Ontario Works Caseload February 2023



Ontario Works Intake - Social Assistance Digital Application (SADA) & Local Office February 2023

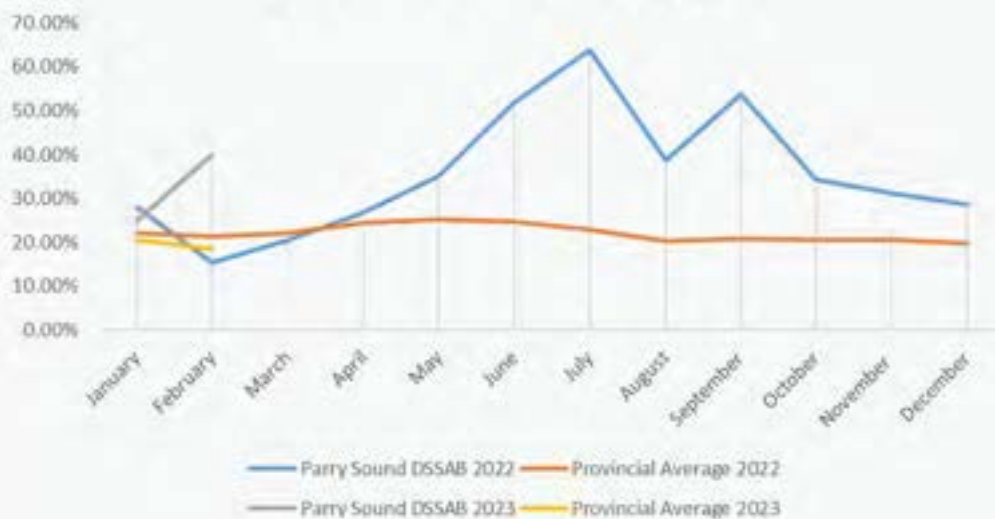




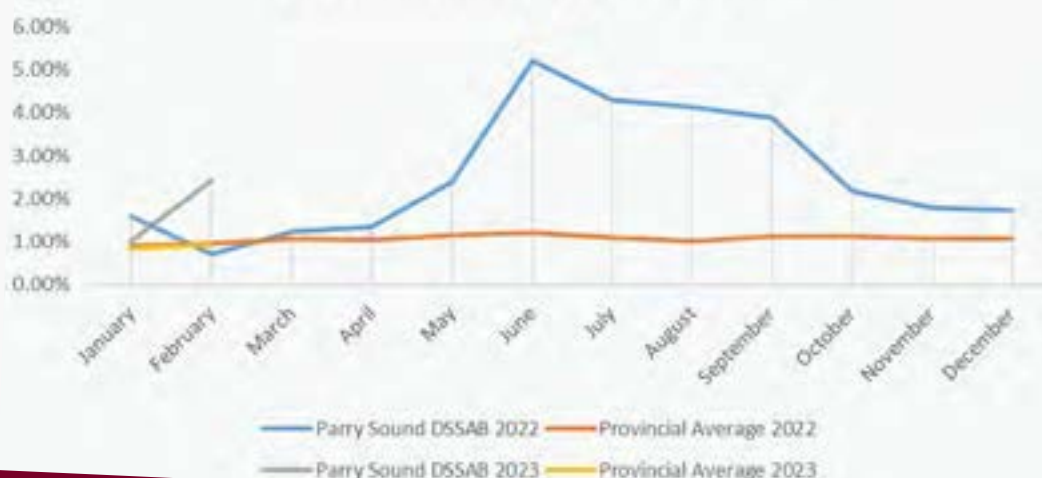
The OW Caseload for February was **580**. We are supporting 39 ODSP participants in our Employment Assistance program. We also have 52 Temporary Care Assistance cases. We also had 45 Ontario Works Applications and 29 applications for Emergency Assistance which is up from January.

Employment Assistance & Performance Outcomes

% of Closures Exiting to Employment

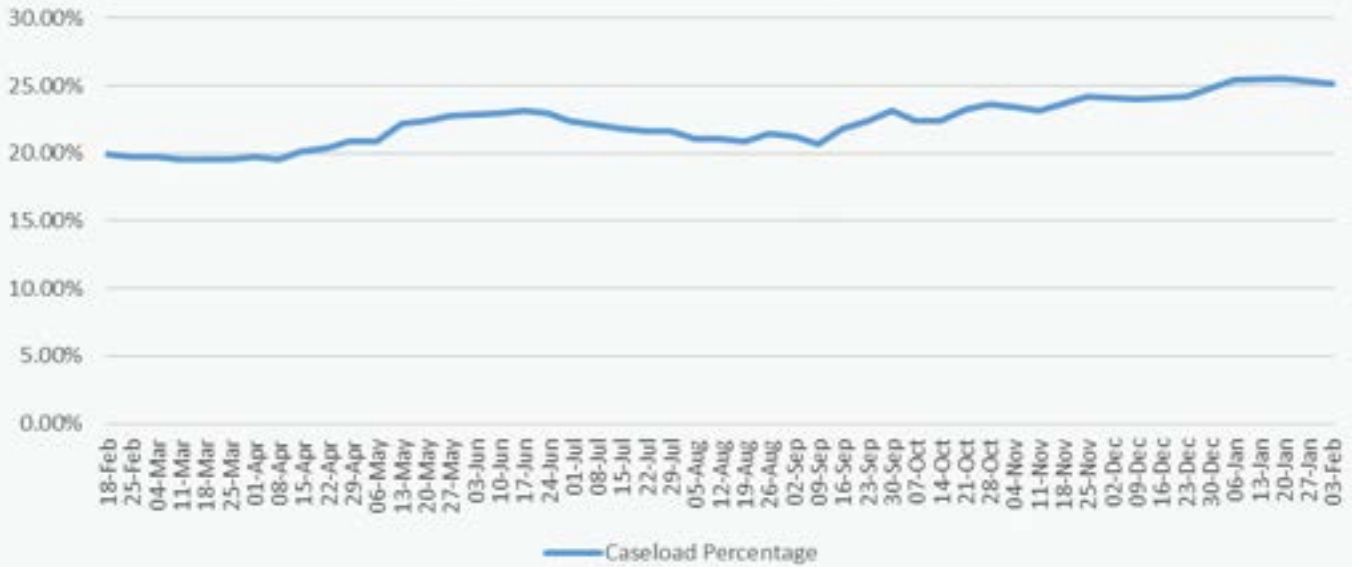


% of Caseload Exiting to Employment



MyBenefits Enrollment 2022/2023

MyBenefits Enrollment by Week



DBD Enrollment

Payment Receipt Method
February 2023



Overpayment Recovery Rate

February 2023



Ontario Works Update

In January, Community Paramedicine staff attended the OW west staff meeting and gave an overview of their services.

In February, CMHA staff attended the OW West staff meeting to review their programs and new initiatives. Our Income Support Supervisor in the West and a Case Worker met with their Addiction team to talk about the services and supports OW provides.

All Case Workers and Case Support Workers attended a training by TESS on Interpreting Third Party Information. OW uses various third-party information from sources like Equifax, MTO and Revenue Canada to verify eligibility for Social Assistance.

We are very excited to offer an online payment option to those that may have a historical overpayment and are looking to make repayments.

On March 2nd, the YMCA hosted the first in-person Job Fair in 2 years at the Bobby Orr Community Centre. We provided some Wellness and Job Readiness materials and supplies for this event. Many staff attended the event as well to support clients that were in attendance.

We have also provided support to Women's Own Resource Centre for their Life Skills Training by providing incentives for those that attended the program.

We have extended our Service Agreements with the Community Counselling Centre of Nipissing and with our Registered Social Worker to provide Mental Health support and access to psychological assessments with Dr. Jeffrey Phillips.

Ontario Works has become a Paperless by Default site. Any client that is registered with MyBenefits will receive letters and their Statement of Assistance through that platform. We also utilize a SAMS Data Extract provided by the Ministry that is uploaded into the system our Dental Program Adjudicator, Accerta, uses to eliminate manual letters. We are also using the extract in FiiT to reduce duplication for staff by utilizing SAMS information.

We attended the Labour Market Groups Job Data events, reviewing local data, census data and regional employment and labour market information. This information was valuable in the development of the 2023 OW Service Plan Addendum that was completed for MCCSS.

Employment North, our vendor for Employment Placement, has so far secured 2 placements with local employers. Employment Placement provides funding for training and other support to employers to help Ontario Works participants secure fulltime employment.

Staff continue with their informal outreach to our Municipal offices and Food Banks. Ontario Works staff have been working diligently on building relationships with community partners and offering outreach. One of the significant challenges for Ontario Works clients is food instability due to their limited income. Ontario Works & Housing Stability have partnered up to attend local food banks on the days they distribute food to the community and to offer any supports and suggestions on how to get the most amount of food into the community as possible. Staff and Supervisors have attended food bank meetings in order to educate food bank staff on our services. We will continue to maintain this collaborative approach to ensure that clients receive the resources they need to thrive.

The Labour Market Group Jobs Report for February saw 175 job postings in February which is up 20 from the previous month, but slightly below the same time last year. Nearly 10% of those postings were minimum wage jobs.

Housing Stability Program - Community Relations Workers

Support

All services performed, provided, or arranged by the Homelessness Stability Program staff to promote, improve, sustain, or restore appropriate housing for individuals active with the Homelessness Stability Program, periodically within the month, not requiring intense case management.

February 2023

Income Source	East	West
Senior	6	16
ODSP	11	36
Ontario Works	4	12
Low Income	17	22

Intense Case Management

Intense Case Management involves the coordination of appropriate services and the provision of consistent and on-going weekly supports, required by the individual to obtain, and sustain housing stability.

February 2023

Income Source	East	West
Senior	13	22
ODSP	11	25
Ontario Works	9	13
Low Income	10	37

Contact/Referrals

February 2023	East	West	YTD
Homeless	0	1	10
At Risk	0	2	14
Esprit Outreach Homeless	0	0	0
Esprit Outreach at Risk	0	2	5
Esprit in Shelter		1	3
Program Total			32

Short Term Housing Allowance

	Active	YTD
February 2023	14	20

Housing Stability: Household Income Sources and Issuance from HPP & CHPI:

February 2023	Total	CHPI
Income Source		
ODSP	7	\$1,135.90
Ontario Works	3	\$1,480.41
Low Income	4	\$2,527.34

February 2023	Total
Reason for Issue	
Rental Arrears	\$2,579.29
Transportation	\$36.00
Food/Household/Misc.	\$1,545.45
Emergency Housing	\$982.91
Total	\$5,143.65

Ontario Works: Household Income Sources and Issuance from HPP

February 2023 Income Source	Total	HPP
Senior	1	\$118.00
ODSP	12	\$7,871.86
Ontario Works	6	\$5,101.23
Low Income	10	\$5,393.56

February 2023 Reason for Issue	Total
Rental Arrears	\$7,679.41
Utilities/Firewood	\$4,037.55
Transportation	\$147.75
Food/Household/Misc.	\$5,369.94
Emergency Housing	\$1,250.00
Total	\$18,484.65

Housing Stability Update

We are very excited that in March, we implemented the Digital HPP Funding Application in OW and Housing Stability. This process change streamlines and reduces many manual and paper-based processes and allows us to issue HPP funding through SAMS. Our Program Leads worked very closely with the Finance Team to develop the process and implement it with the staff.

The Supervisor of Housing Stability and Supervisor of Income Support attended the NPLC (Nurse Practitioner Led Clinic) Team meeting and provided info on OW and HSP. Staff also have begun utilizing space in the clinics to meet with clients that may not be able to access our offices.

The Supervisor of Housing Stability is participating in a Focus Group on Coordinated Access in Rural Communities. This group is hosted by the National Alliance to End Rural and Remote Homelessness.

The Housing Stability Program is hosting a placement student from Northern College until the end of April.

Members of the Housing Stability team attended the Muskoka DART (Domestic Abuse Review Team) Conference March 23rd - 24th. The Director of Income Support and Stability now sits on the DPSVAW Coordinating Committee.

Our Northern College student's time is coming to an end with us, during his time with us he was able to learn about the agency, the services the district has to offer and gain experience in interacting with the referrals our programs receive. Our team provided him with valuable lessons in case management, time management and client burn out. We wish him all the best in his upcoming endeavors and appreciate the opportunity to work with him.

The referrals this quarter aligned with previous years, however the referrals received are very complex and the needs of the clients are high, which require more time to build the relationships, bring in suitable community partners, and create a sustainability plan to support the client.

The team continues to do outreach with agencies that serve the individuals of the district. Including but not limited too food banks, libraries, Municipality offices, Nursing Stations, etc.

The Mental Health & Addiction Worker has had 34 cases over the last quarter and 11 of those have been discharged and has had 177 client contacts in that period. Clients have received support and referrals for CMHA, the Safe Justice Bed at WPSHC, the Parry Sound Family Health Team and Home & Community Care.

Staff embraced the following training opportunities that enhanced their knowledge:

- Icelandic Homelessness model
- Leadership training
- OAITH Training in Violence Against Women
- Program staff completed Human Rights training
- Attended the Canada Home Share presentation
- Staff attended the high school in February providing a presentation on services provided by our agency
- Attended the Wellness Fair in Point-Au-Brail
- By-Name List refresher
- Grand Rounds calls hosted by the West Parry Sound Health Centre
- Community Practice calls hosted by the Canadian Alliance to End Homelessness

Housing Programs

Social Housing Centralized Waitlist Report February 2023

	East Parry Sound	West Parry Sound	Total
Seniors	37	110	147
Families	131	434	565
Individuals	474	208	682
Total	642	752	1,394
Total Waitlist Unduplicated			474

**Social Housing Centralized Waitlist (CWL) 2022 - 2023 Comparison
Applications and Households Housing from the CWL**

Month 2022	New App.	New SPP	Cancelled	Housed	SPP Housing	Month 2023	New App.	New SPP	Cancelled	Housed	SPP Housing
Jan	5			1		Jan	5	1	13		
Feb	9	1	2			Feb	5	1	10		
Mar	12		5	2	1	Mar					
Apr	12	1	1			Apr					
May	11	1		3		May					
June	15		3	2		June					
July	13	2	10	1		July					
Aug	5		17	2	1	Aug					
Sept	16		10	1	1	Sept					
Oct	14		12	6		Oct					
Nov	12	1	8	3		Nov					
Dec	1			5		Dec					
Total	125	6	68	26	3	Total	10	2	23		

SPP = Special Priority Applicant

Housing Programs Update

Housing Programs had a great start to 2023. We have continued to receive applications for Canada Ontario Housing Benefit (COHB) and have received approval from the Ministry of Municipal Affairs and Housing to begin submitting applications for the next fiscal year. We were fortunate that applications were not halted as we have seen in previous years, and staff were able to continue helping clients find affordable housing.

Over the last few months, staff have been busy developing the Secondary Suites program and we are happy to finally be introducing it to the district as an additional funding opportunity to create affordable housing.

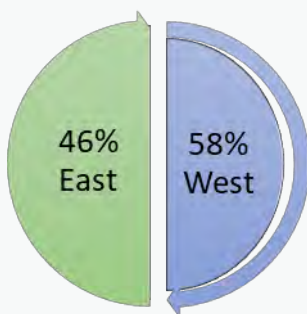
What is a Secondary Suite?



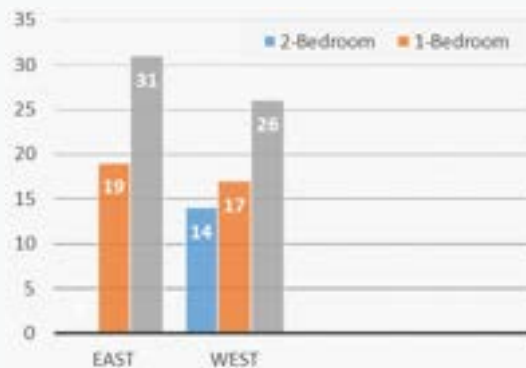
A secondary suite is a private, self-contained unit within an existing home. It has its own bathroom, kitchen, living area and sleeping area. Secondary suites offer several benefits to homeowners at all stages of life. They can act as a mortgage helper, increase the value of your home, facilitate aging in place, and provide affordable housing options for the community. While most homeowners live in the main part of the house, you can also choose to live in the secondary suite and rent the main area to boost your earnings. A secondary suite can also add resale value to your home.

Homeowners who are eligible will have access to funding in the form of a forgivable loan. The unit rent must be at or below the average market rent for the District for a specified period. The Secondary Suites program is intended to increase the supply of affordable rental housing for low-income households in the District of Parry Sound.

Each year, Housing Programs reports on the affordable units within our District. These units have been made possible by several landlords, along with various funding allocations from the Ministry of Municipal Affairs and Housing. Below is a recent update on the affordable housing stock in the District of Parry Sound.



Percentage of affordable units in the east compared to the west in the District of Parry Sound



Illustrates the amount and unit size throughout the district

**Parry Sound District Housing Corporation
February 2023**

Activity for Tenant and Maintenance Services

	Current	YTD
Move outs	1	3
Move in	4	7
L1/L2 forms	0	0
N4 - notice of eviction for non payment of rent	0	0
N5 - notice of eviction disturbing the quiet enjoyment of the other occupants	0	1
N6 - notice of eviction for illegal acts or misrepresenting income for RGI housing	0	0
N7 - notice of eviction for willful damage to unit	1	1
Repayment agreements	1	21 (18 carried from 2022)
Tenant Home Visits	10	29
Mediation/Negotiation/Referrals	8	8
Tenant Engagements/Education	6	15

Note: statistical information is based on the east side; west side will be included next report

Tenant Services Update

Tenant Services department completed a program plan for the year starting in January, which included items like tenant meetings and educationals (quarterly), collaboration meetings with Ontario Works, Housing Stability, and Housing Programs (quarterly), and regular day-to-day activities associated to target dates in order to keep on track and progressing as a team. One of the main objectives for this department for the year is to work very hard at rebuilding and strengthening relationships with our tenants. The past few years have been very difficult on the relationships and rapport that Community Relations Workers would very much like to have with their tenants, and disruption has occurred due to Covid as well as department changes and turnover. Our goal this year is to work diligently to try and correct this and move toward a relationship built on honesty, trust, collaboration, and a keen desire to provide the best quality service and advocacy for tenants residing in our buildings.

As such we have completed 2 rounds of tenant meetings and educationals, with positive results. Common themes relayed to us during these meetings are the desire to re-group again and do things as a “building community” such as BBQs and summer gardening. We have made some plans to incorporate these ideas into our plans for future gatherings.

Another initiative introduced are *positive feedback forms* that go along with our longstanding complaints form and maintenance request form. Our department receives many complaints, often about issues that there is little we can do to rectify as they are neighbour issues related to living in a shared building. What we were not receiving was anything stating things that people liked about where they live or what’s involved or including in their tenancy. We were pleasantly surprised at what we received when this was implemented, and it goes a long way in relationship building and also staff morale! Examples of things written are:

“I’m especially grateful for how quickly I receive a response back from anyone in your office when I email”

“I am very happy with my apartment it is bright and comfortable. All of the tenants are friendly and helpful. The staff are very nice and easy to deal with. Any of the housing staff that I have dealt with are kind, helpful and understanding. It is really quiet here at night. I love it.”

“I like that you are visiting more often and that you listen when I ask about things. The common room is lovely now, clean, and bright.”

“The new windows are a much-needed improvement. Thank you.”

“This is a great place to live. The staff are kind and respectful.”



Educational engagement at Sundridge Building
February 2023

Property Maintenance and Capital Projects February 2023

Pest Control	8	8 buildings monitored monthly
Vacant Units	12	one-bedroom (8); multiple bedroom (4) (not inclusive of The Meadow View)
Vacant Units - The Meadow View	8	one-bedroom market units (8)
After Hours Calls	5	Leak from window, no hot water, toilet plugged
Work Orders	176	Created for maintenance work, and related materials for the month of February
Fire Inspections		A total of 15 units were inspected for fire safety in the month of February

We are continually working with Orkin to remove bedbugs within 2 of the buildings. We have removed the infested areas and are monitoring them bi-monthly to ensure the infestation has been eliminated.

The window replacement on 66 Church Street has been completed. We have received reports of improved unit heat retention and minimal air movement through the wall system.

The Housing team is currently meeting with consultants to update our software and procedures where needed. We are excited for this to be implemented as we believe this will streamline the processes, foster better communication, and therefore provide improved service to the people we serve.

After many months of research, building analysis, and quote requests, the building condition assessments (BCA) are underway. We are looking forward to the summary, as this will outline priority projects and provide an idea of the remaining life span of our systems.

In collaborating with Tenant services, the Maintenance team provided services in order to complete the common room finishes in all of the PSDHC buildings. Together Tenant Services and Property Maintenance and Capital Projects have provided a welcoming atmosphere.

Two additional Facility Maintenance Technicians are currently being recruited for the east side of the district. These positions will minimize the travel time currently accrued from west side to east side, along with provide Toronto Ave office with a full-time custodian/maintenance staff (was previously contracted).

We were proud to have partnered with Tenant Services in efforts to rehouse a current tenant due to fire damage done to their unit. The tenant's belongings were sorted, packed, and moved while Tenant Services worked with community partners to ensure the required household items were replaced.

Retirement notice has been provided by a long-term employee within the position of Property Management Clerk, Program Support Worker. We are sad to say goodbye, but excited for her next chapter. The recruitment process has been initiated.

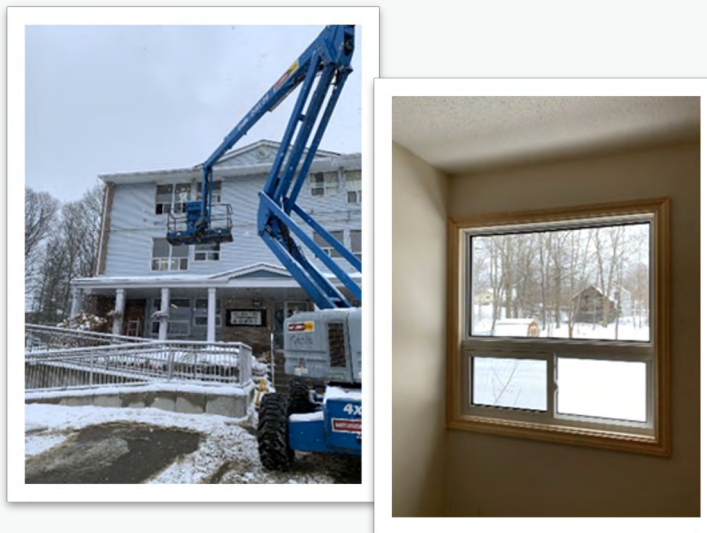
Local Housing Corporation and DSSAB Buildings

- BCA approval received and assessment is underway
- Looking at various options for replacing the retaining wall at Belvedere
- We have received 3 quotes for the replacement of the HVAC systems at Waubeck Daycare; we will be awarding this contract in April
- Asbestos abatement is underway on a unit located at 66 Church St.; the renovation of this unit should be complete before the end of April.]
- 3A Dublin mould remediation is underway and should be completed in April
- In the process of requesting an RFP for the Belvedere window replacement consultant contract
- In the process of removing large antennas that pose as climbing hazards at some of the family units
- In the process of retaining an engineer to assess the stair railings within 173 Main St. Sundridge

Challenges:

Difficulty securing contractors/labourers as well as materials are often backordered. Obtaining quotes, as per our Procurement Policy, from contractors is presenting a challenge.

We continue to complete capital projects; however, this is taking longer then expected.



Window replacements at 66 Church Street, Parry Sound

Esprit Place Family Resource Centre

February 2023

Emergency Shelter Services	February 2023	YTD
Number of women who stayed in shelter this month	8	17
Number of children who stayed in the shelter this month	6	16
Number of hours of direct service to women (shelter and counselling)	89	196
Number of days at capacity	26	36
Number of days over capacity	18	25
Overall capacity %	105%	89%
Resident bed nights (women & children)	295	526
Phone interactions (crisis/support)	26	60

Outreach Services	February 2023	YTD
Number of women served this month	2	7
Number of NEW women registered in the program	0	0
Number of public ed/groups offered	0	0

Transitional Support	February 2023	YTD
Number of women served this month	9	15
Number of NEW women registered in the program	0	0
Number of public ed/groups offered	0	0

Child Witness Program	February 2023	YTD
Number of children/women served this month	6	10
Number of NEW clients (mothers and children) registered in the program	2	3
Number of public ed/groups offered	0	0

Women’s Services Update

Esprit Place has been operating at greater than 100% capacity since the end of January. During the period of January to March we were required to deny access to a shelter bed to 44 women and children, either because the shelter was over capacity or because a women did not meet our Ministry directed mandate. In all cases, we worked to support women in accessing other accommodations or supports to ensure their immediate safety.

Staff illness and ongoing challenges with recruitment have created challenges with scheduling and appropriate shelter coverage. COVID continues to have an impact. Staff, clients, and visitors continue to wear masks while in shelter and must complete routine Rapid Antigen Tests. Our capacity continues to be reduced by 3 beds as a result of continued physical distancing requirements mandated by MCCSS.

Outreach and shelter client circumstances continue to be complex and challenging. This creates difficult and stressful situations for staff and requires significant advocacy and system navigation to ensure that our clients receive the support they need. Women’s Services is working diligently in cooperation with Income Support and Stability in order to provide or advocate for comprehensive services for our clients. This effort consists of strengthening the existing relationships between DSSAB programs and improving lines of communication related to shared clients. It also involves a direct and coordinated effort to develop and grow our network of community partners.

MEMORANDUM

TO: MAYOR / COUNCIL
FROM: K. BESTER
RE: B5/B6/B7 AND B8/POWASSAN/2023
DATE: APRIL 27, 2023

Please find attached the Notice of Meeting and Resolution we received from the North Almaguin Planning Board re: the above noted Consent Applications. The purposes of the applications are to sever four (4) new 1.62 ha (4 acre) lots on Highway 522.

Our Planner's report and recommendation is attached.

K

Hi Kim,

I've had a chance to review the proposed severance applications. A detailed planning analysis has been completed to ensure consistency with the Provincial Policy Statement, conformity with the Official Plan, and compliance with the Zoning By-law, and the following comments are offered:

OVERVIEW

1. Two severance applications are proposed on two abutting vacant lots. No civic addresses have been assigned.
2. Severance #1 (Application no. B5/B6) proposes to create two new lots 1.62 ha in area with 82.3 m and 89.7 m of frontage on Highway 522 respectfully. The retained lot has 41.7 ha of area and 231.5 m of frontage on Highway 522.
3. Severance #2 (Application no. B7/B8) proposes to create two new lots 1.62 ha in area with 71.6 m and 76.4 m of frontage on Highway 522 respectfully. The retained lot has 41.7 ha of area and 255.5 m of frontage on Highway 522.
4. The proposed new lots abut Highway 522, a provincial highway and are setback more than 500 m from the South River.
5. The proposed new lots are to be developed for residential purposes. The retained lots are to remain vacant.

ZONING BY-LAW

6. Both of the subject lots are zoned Rural (RU) and Hazard Overlay (HZ) on Schedule A of the Powassan Zoning By-law.
7. The RU zone requires a minimum lot area of 1.0 ha and a minimum frontage of 50 m for Column B uses which include a single detached residential dwelling. A minimum lot area of 10.0 ha and a minimum frontage of 135 m for Column A uses which include more land extensive rural uses such as a farm.
8. The proposed severed lots comply with the minimum lot requirements for Column B uses. The proposed retained lots comply with the minimum lot requirements for Column A and B uses.
9. Section 3.8 of the Zoning By-law requires frontage on an improved public road. The proposed subject lots all have direct frontage on to Highway 522, a year-round maintained public road.
10. Section 3.13 of the Zoning By-law applies to Minimum Distance Separation requirements and states that no building shall be constructed which does not conform to the MDSI and MDSII formulas. Confirmation of compliance with the MDS and MDSII formulas will be required at the time of building permit application. Based on a review of air photo imagery there are no barns or agricultural operations located in the vicinity.
11. The proposed severance applications comply with the Powassan Zoning By-law.

OFFICIAL PLAN

12. Both of the subject lots are designated 'Rural Area' and 'Open Space' on Schedule A of the Powassan Official Plan.
13. The South River crosses through the southern portion of both subject lots. The lands adjacent to South River are designated 'Wetland/Flood Plain' on Schedule B of the Powassan Official Plan.
14. The proposed new lots are located in the 'Rural Area' designation.
15. The 'Rural Area' designation of the Powassan Official Plan permits the creation of new lots, provided that: A maximum of two lot area created from any existing parcel since January 1, 1996; A maximum of 15 lots are created each year in the Rural Area; and The new lots have frontage on a publicly maintained road where the School Board provides service.

16. The existing two subject lots have not been previously severed. No new lots have been created in the Rural Area designation in 2023. Highway 522 is a year-round maintained public road. It is unclear if the School Board has confirmed if service is provided to the proposed new lot.
17. Section 8 of the Official Plan includes the land division policies and requires that: The lot size and setback requirements will satisfy specific requirements of
18. this Plan and meet the implementing zoning by-law requirements; The proposed lot must front on a publicly maintained road; The lot size, soil and drainage conditions must allow for an adequate building site and to allow for the provision of an adequate means of sewage disposal and water supply, which meets the requirements of the Building Code; New lots in Rural areas shall have a minimum lot size of 1.0 ha; Any lot for permanent residential use shall be located on a year round maintained municipal road or Provincial highway; and Any lot created by severance in the vicinity of livestock operations shall meet the Minimum Distance Separation formulae.
19. Highway 522 is a publicly maintained road. The proposed lot sizes exceed 1.0 ha and the Conservation Authority has confirmed the lots can be adequately serviced with individual private onsite services. There are no barns or agricultural operations located in the vicinity.
20. The proposed severance applications conform to the Powassan Official Plan, provided the confirmation is obtained by the School Board that service is provided to the proposed lots.

PROVINCIAL POLICY STATEMENT

21. The Provincial Policy Statement, 2020 (PPS) identifies the subject lots to be located in the Rural Area. The PPS permits residential development, including lot creation, that is locally appropriate on Rural Lands.
22. The proposed severance applications are consistent with the PPS.

CONDITIONS

23. The standard conditions on consent should apply (i.e. reference plan, transfer/deeds, confirmation of adequate servicing, confirmation of adequate access, etc.)
24. To ensure conformity with the Official Plan confirmation should be obtain that the School Board provides service to the proposed lots.

Please contact me if you have any questions.

Regards,

Rian Allen MSc, MCIP, RPP

NORTH ALMAGUIN PLANNING BOARD

NOTICE OF A COMPLETE APPLICATION AND A PUBLIC MEETING FOR A CONSENT

B5/POWASSAN/2023, B6/POWASSAN/2023, B7/POWASSAN/2023, B8 POWASSAN/2023

(UNDER THE PLANNING ACT RSO 1990 CH P 13 AS AMENDED)

TAKE NOTICE that the North Almaguin Planning Board (NAPB) will be considering the noted application for a consent under Section 53 of the *Planning Act* at a public meeting to be held Thursday 13 April 2023 at 6:00 p.m. at 250 Clark Street, Powassan, Ontario.

THE PURPOSE AND EFFECT of the proposed Consents are to:

- B5/POWASSAN/2023: CREATE a new 1.62 ha (4 acre) LOT fronting on Hwy 522 from Lot 33 Concession 2 (Himsworth)
- B6/POWASSAN/2023: CREATE a new 1.62 ha (4 acre) LOT fronting on Hwy 522 from Lot 33 Concession 2 (Himsworth)
- B7/POWASSAN/2023: CREATE a new 1.62 ha (4 acre) LOT fronting on Hwy 522 from Lot 34 Concession 2 (Himsworth)
- B8/POWASSAN/2023: CREATE a new 1.62 ha (4 acre) LOT fronting on Hwy 522 from Lot 34 Concession 2 (Himsworth)

PROPERTY OWNER(s): Hallstead Farms Limited (Jerry Newall)

IF A PERSON OR A PUBLIC BODY WISHES TO OBTAIN ADDITIONAL INFORMATION OR TO BE NOTIFIED OF THE DECISION OR FILE AN APPEAL to the Local Appeal Tribunal (OLT), PLEASE CONTACT THE NAPBoard AND QUOTE FILE NUMBER(s). IF YOU WISH TO BE NOTIFIED OF THE DECISION you must make a written request to the NAPBoard.

O. Reg 544/06: Plans of subdivision sets out that:

1. If a person or public body does not make oral submissions at a public meeting, if one is held, or make written submissions to the approval authority (NAPBoard) in respect of the proposed Consent before the approval authority gives or refuses approval of the Consent, the person or public body is not entitled to appeal the decision of the NAPBoard to the Local Planning Appeal Tribunal (Ontario Land Tribunal).

2. If a person or public body does not make oral submissions at a public meeting, if one is held, or make written submissions to the NAPBoard in respect of the proposed Consent before the approval authority gives or refuses to give approval of the Consent, the person or public body may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

DATED AT POWASSAN THIS 23rd day of March 2023.

PLEASE EXPRESS ANY QUESTIONS or COMMENTS BY WRITTEN SUBMISSION via email no later than Tuesday 11 April 2023.

NOTE that the COVID containment regulations recommend that persons entering the building must be symptom free and are encouraged to wear a mask while in 6m proximity to other persons.

North Almaguin Planning Board
Box 57, Powassan ON P0H 1Z0

705-724-6758 / Email northalmaguinplanningboard2018@gmail.com



The North Almaguin Planning Board

RESOLUTION #24-2023

MEETING DATE: 13 April 2023

MOVED BY Dave BRITTON

SECONDED BY RAWOY HALL

THAT Consent applications B5, B6, B7, and B8/POWASSAN/2023 seeking two (2) new 1.62ha (4 acre) lots on each of Concession Lots 33 and 34 Concession 2 presented at the statutory Public Meeting on 13 April 2023, be received;

AND THAT the record show there were no written submissions nor comments received at this statutory public meeting;

NOW THEREFORE BE IT RESOLVED THAT Consent applications B5, B6, B7, and B8/POWASSAN/2023 be referred to Powassan for its Planner's report to Powassan Council for its comments to the NAPBoard.

✓ CARRIED

CHAIRPERSON

RECORDED VOTE (IF CALLED)

MEMBER NAME	YEAH	NAY
BORLASE		
BRITTON		
GATES		
GLABB		
HALL		

To: Council
From: Treasurer/Director of Corporate Services
Re: User Fees By-law

RECOMMENDATION:

Received for information purposes.

ANALYSIS:

Enclosed please find a first draft update for the Municipality's comprehensive User Fees By-law.

As with the previous version, wherever possible the By-law represents an attempt to recover the Municipality's costs to provide non-core services to the public. In certain categories, where full cost recovery would be unfeasible, the fees represent an attempt to strike a balance between cost recovery and market prices.

We have attempted to ensure that all facilities are priced reasonably relative to each other, and that the rental fees are at least sufficient to cover staff costs associated with facilitating any rentals. While in some cases the fee increases are substantial, we believe that they are reasonable relative to our actual costs and can be implemented with minimal impact on public demand.

These schedules include a five-year forward-looking period for all fees. While the By-law will be reviewed more frequently, this at least allows the Municipality to ensure that fees rise each year by an inflationary factor, to help offset increases in costs. Note that, while certain fees are subject to annual increases, the step-up method varies for different categories of fees. There were many factors underlying each of the fees, but ultimately, this system was necessary to ensure that the nexus between many of the fees in these schedules were maintained throughout the period.

A few substantial increases to note are:

- Cemetery internment fees: increase from \$350.00 to \$425.00, based on the PW hourly rate and the rental rate for a mini-excavator.
- Planning- substantial increase across the board, to better reflect external costs and time associated with processing planning applications and bring the fees more substantially in line with other municipalities.
- 250 Clark: rental fees increased based on hourly staffing costs, including a higher rate for rentals outside of regular operating hours.
- Fitness Centre: fees increased based on market rate for comparably equipped facilities.
- Building: increase in zoning compliance certificate fee from \$65.00 to \$105.00 based on staff time required to complete; other fees increased across the board based on staffing costs and time to process.
- Sportsplex: created a new 'game' rate for PMHA of \$163.00, \$27.00 over the previous rate based on the requirement for multiple staff members to be present. All other non-game bookings to remain at the previous level.
- Sportsplex and TCCC: modified rental rates to be comparable with each other and 250 Clark, and based on staff time required to maintain the facility before, during, and after rentals.
- Field Rate: increased the weekend rate from \$235.00 to \$355.00, based on staff time, bathroom servicing, and a provision for overhead costs. The day rate was also increased accordingly.

In addition to these, there are a number of new fees introduced in various categories. These include:

- Filming: fees introduced as per the filming manual previously adopted.
- Treasury: introduced fees for transferring fees and water/sewer balances to the tax roll.
- 250 Clark: as per the facilities report also included in this agenda, introduced standardized rental rates for all offices in the 250 Clark building.

At this stage, staff are providing the draft schedules to Council for preliminary review and discussion. There are a number of other policy documents that need to be prepared concurrent with the fees update, that are currently under development. The schedules will be brought back for further discussion at a future meeting, before the public input process is commenced.

THE CORPORATION OF THE MUNICIPALITY OF POWASSAN
SCHEDULE "B" TO BY-LAW XX - 23
TREASURY FEES

	2022	2023	2024	2025	2026	2027
Tax and Water Certificates (each)	\$65.00	\$65.00	\$65.00	\$70.00	\$70.00	\$70.00
NSF Payment Charge	\$35.00	\$45.00	\$46.00	\$47.00	\$48.00	\$49.00
Interest on Past Due Accounts- per month	1.25%					
Application of Fee to Tax Roll	-	\$45.00	\$46.00	\$47.00	\$48.00	\$49.00
Transfer Water/Sewer Balance to Tax Roll	-	\$45.00	\$46.00	\$47.00	\$48.00	\$49.00
<i>Tax Sale Fees</i>						
Upon Delivery to Solicitor	\$200.00*	\$205.00*	\$210.00*	\$215.00*	\$220.00*	\$225.00*
Registration of Tax Arrears Certificate	\$400.00*	\$410.00*	\$420.00*	\$430.00*	\$440.00*	\$450.00*
Processing of Final Notice	\$200.00*	\$205.00*	\$210.00*	\$215.00*	\$220.00*	\$225.00*
Processing of Cancellation Certificate	\$100.00*	\$100.00*	\$105.00*	\$105.00*	\$110.00*	\$110.00*
Entering into Extension Agreement	\$300.00*	\$305.00*	\$310.00*	\$320.00*	\$330.00*	\$340.00*
Upon Advertising for Sale	\$300.00*	\$305.00*	\$310.00*	\$320.00*	\$330.00*	\$340.00*
Tender Opening	\$300.00*	\$305.00*	\$310.00*	\$320.00*	\$330.00*	\$340.00*
Finalization of Process	\$500.00*	\$510.00*	\$520.00*	\$530.00*	\$540.00*	\$550.00*
Tax Sale Tender Information Package	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
*Professional fees of a lawyer, planner, surveyor, or other professional consultant and their disbursements will be charged at their actual cost to the Municipality in addition to the Municipal administration fee.						

**THE CORPORATION OF THE MUNICIPALITY OF POWASSAN
 SCHEDULE "E" TO BY-LAW XX - 23
 PROPERTY STANDARDS FEES**

Description	2022	2023	2024	2025	2026	2027
Necessary Work Fee (any work undertaken by the Municipality as the result of an order issued by an Officer)	100% of the cost					
Administrative Fee (in addition to the necessary work fee)	Greater of \$100.00 or 25% of the necessary work fee					

THE CORPORATION OF THE MUNICIPALITY OF POWASSAN
SCHEDULE "F" TO BY-LAW XX - 23
PUBLIC WORKS FEES

Description	2022	2023	2024	2025	2026	2027
Public Works Staff (per hour)	cost recovery	\$35.00	\$36.00	\$37.00	\$38.00	\$39.00
Equipment Rates	as per OPSS 127					
Materials (sand, gravel, etc.)	full cost recovery					
Road Damage Reinstatement	full cost recovery					
Damage to Guiderails, signs, posts, hydrants, etc	full cost recovery					
Excess Weight Exemption Permit	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
Oversize or Weight Exemption Permit	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00
Road Occupancy Permit	\$120.00	\$120.00	\$120.00	\$130.00	\$130.00	\$130.00
Encroachment Permit*	\$250.00	\$300.00	\$300.00	\$325.00	\$325.00	\$325.00
Encroaching on Municipal Property Without Permit	full cost recovery for removal of materials from municipal property					
*applicant will assume all legal, engineering, and land survey fees						
<i>Engineering</i>						
Engineering review and approval	3% of the estimated work value, minimum of \$600.00					
Site Inspection	\$150.00	\$150.00	\$155.00	\$160.00	\$165.00	\$170.00
<i>Entrances</i>						
Residential Entrance Permit	\$120.00	\$120.00	\$120.00	\$130.00	\$130.00	\$130.00
Commercial Entrance Permit	\$400.00	\$400.00	\$410.00	\$410.00	\$420.00	\$420.00
Civic Address/911 Sign	\$120.00	\$120.00	\$120.00	\$130.00	\$130.00	\$130.00
<i>Water & Sewer</i>						
Water and Sewer Offences	Per by-law 2009-12, 2021-18, or amending or superceding by-law					

THE CORPORATION OF THE MUNICIPALITY OF POWASSAN
SCHEDULE "G" TO BY-LAW XX - 23
WASTE MANAGEMENT FEES

Description	2022	2023	2024	2025	2026	2027
<i>Standard Waste</i>						
Household bags (per bag)	\$1.50	\$1.50	\$1.75	\$1.75	\$2.00	\$2.00
Commercial pick-up (per yd ³)*	\$45.00	\$43.00	\$47.00	\$47.00	\$53.00	\$53.00
Commercial dropoff (per yd ³)	\$24.00	\$24.00	\$28.00	\$28.00	\$32.00	\$32.00
Sorted shingles (per yd ³)	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00
Sorted wood (per yd ³)	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
Sorted compostables (per yd ³)	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
Sorted scrap metal (per yd ³)	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
Sorted masonry (per yd ³)	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00
Mixed Load (per yd ³)	\$30.00	\$30.00	\$35.00	\$35.00	\$40.00	\$40.00
Residential Waste (per yd ³)	\$24.00	\$24.00	\$28.00	\$28.00	\$32.00	\$32.00
Contaminated Waste	\$40/yd ³ + landfill attendant					
Asbestos	\$40/yd ³ + landfill attendant					
<i>Recycling and Other Items</i>						
Large Appliances	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
Medium Appliances	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00
Small Metal Items	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00
Untagged Appliances	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00
Dishwasher	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
Mattress or Boxspring	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00
Small/Mid Sized Furniture	\$7.00	\$7.00	\$7.00	\$7.00	\$7.00	\$7.00
Large Furniture	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
Fiberglass Boat (per foot)	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
Tires	No charge if dropped in tire pile					
Electronics/Batteries	No charge if dropped in electronics bin					
Boxes and Recyclables	No charge if dropped in recycling bin					
<i>Standard Load Sizes</i>						
Pickup Truck 6' Box	1.5 yd ³					
Pickup Truck 8' Box	1.8 yd ³					
One Ton Dump Truck	3.0 yd ³					
Single/Tandem Trailer	1.5-2.0 yd ³					
Dump Trailer	3.0 yd ³					
Tri-Axle Dump Truck	16 yd ³					
Tandem Dump Truck	12 yd ³					

Roll-off	As per bin size					
<i>Standard Rates</i>						
Service Call	\$50.00 + landfill attendant					
Landfill Attendant (per hour)	\$25.00	\$30.00	\$31.00	\$32.00	\$33.00	\$34.00

*for 2023, commercial garbage pickup fees are as follows:

Jan-Mar: 28.75/yd³

Apr-Jun: 33.50/yd³

Jul-Sept: 38.25/yd³

Oct-Dec: 43.00/yd³

THE CORPORATION OF THE MUNICIPALITY OF POWASSAN
SCHEDULE "H" TO BY-LAW XX - 23
CEMETERY FEES

Description	2022	2023	2024	2025	2026	2027
<i>Municipal Fees</i>						
Regular Plot	\$241.50	\$241.50	\$241.50	\$241.50	\$241.50	\$241.50
Cremation Plot	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
Regular Interment	\$350.00	\$425.00	\$435.00	\$445.00	\$455.00	\$465.00
Cremation Interment	\$150.00	\$150.00	\$155.00	\$160.00	\$165.00	\$170.00
Interment- Child's Casket	\$115.00	\$150.00	\$155.00	\$160.00	\$165.00	\$170.00
Monument Under 4' Upright	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00
Pillow Monument	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00
Death Registration	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
Vault (Participating Municipality)	\$115.00	\$115.00	\$115.00	\$115.00	\$115.00	\$115.00
Vault (Non-Participating Municipality)	\$172.50	\$172.50	\$172.50	\$172.50	\$172.50	\$172.50
Administrative Fee (Burial on Existing Plot)	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00
<i>Care and Maintenance Fund</i>						
Care and Maintenance Fund Fees	as per the BAO fee schedule					

*where applicable, HST is in addition to the above fees

THE CORPORATION OF THE MUNICIPALITY OF POWASSAN
SCHEDULE "I" TO BY-LAW XX - 23
PLANNING FEES

Description	2022		2023-2024		2025-2027	
	Fee	Deposit	Fee	Deposit	Fee	Deposit
Official Plan Amendment	\$500.00	\$1,000.00	\$1,000.00	\$2,000.00	\$1,100.00	\$2,500.00
Zoning By-law Amendment	\$500.00	\$1,000.00	\$1,000.00	\$2,000.00	\$1,100.00	\$2,500.00
Subdivision Review	\$1,000.00	\$0.00	\$2,500.00	\$5,000.00	\$2,500.00	\$5,000.00
Subdivision Agreement	\$500.00	\$2,000.00	\$1,000.00	\$5,000.00	\$1,000.00	\$5,000.00
In Lieu of Parkland for Subdivision Agreement	5% of vacant land value					
Site Plan Agreement	\$500.00	\$750.00	\$800.00	\$1,000.00	\$850.00	\$1,000.00
Minor Variance	\$500.00	\$500.00	\$600.00	\$1,000.00	\$650.00	\$1,000.00
Removal of Holding Symbol	\$50.00	\$0.00	\$50.00	\$0.00	\$60.00	\$0.00
Removal of Holding Zone Provision	\$0.00	\$100.00	\$0.00	\$100.00	\$0.00	\$100.00
Deeming By-law	\$400.00	\$800.00	\$500.00	\$1,000.00	\$550.00	\$1,100.00
Reviewing Consent Applications	\$100.00	\$0.00	\$500.00	\$0.00	\$500.00	\$0.00
Consent- Parkland Dedication Fee	5% of vacant land value					

*where applicable, HST is in addition to the above fees

THE CORPORATION OF THE MUNICIPALITY OF POWASSAN
SCHEDULE "J" TO BY-LAW XX - 23
BUILDING FEES

Description	2022	2023	2024	2025	2026	2027
Building/Zoning Certificate	\$65.00	\$105.00	\$105.00	\$105.00	\$113.00	\$113.00
Minimum Fee for Processing and Issuance of Permits (except as noted)	\$120.00	\$140.00	\$140.00	\$140.00	\$150.00	\$150.00
Minimum Fee for Construction (per \$1,000 construction cost)	\$9.00	\$9.00	\$10.00	\$10.00	\$11.00	\$11.00
Demolition Permit	\$120.00	\$140.00	\$140.00	\$140.00	\$150.00	\$150.00
Temporary Building	\$120.00	\$140.00	\$140.00	\$140.00	\$150.00	\$150.00
Swimming Pools	\$180.00	\$210.00	\$210.00	\$210.00	\$225.00	\$225.00
Outstanding Work Order	\$120.00	\$140.00	\$140.00	\$140.00	\$150.00	\$150.00
911 Signs	\$120.00	\$120.00	\$120.00	\$130.00	\$130.00	\$130.00
<i>Administrative Fees</i>						
Additional Plan Review (resubmission)	full cost recovery					
Additional Permit Fee (revision)	full cost recovery					
Change of Use Permit- Part 9	\$100.00	\$105.00	\$105.00	\$105.00	\$113.00	\$113.00
Change of Use Permit- Part 3	\$300.00	\$315.00	\$315.00	\$315.00	\$339.00	\$339.00
Conditional Permit Fee	based on proposals					
Permit Renewal Fee (per 12 months inactive)	\$60.00	\$70.00	\$70.00	\$70.00	\$75.00	\$75.00
Premature/Additional Inspections (per hour)	\$100.00	\$105.00	\$105.00	\$105.00	\$113.00	\$113.00
Transfer of Permit	\$120.00	\$140.00	\$140.00	\$140.00	\$150.00	\$150.00
Construction Without a Permit; Stop Work Orders	minimum \$300.00 plus 5% of construction costs, to a maximum of \$1,000.00					

THE CORPORATION OF THE MUNICIPALITY OF POWASSAN
SCHEDULE "K" TO BY-LAW XX - 23
250 CLARK FEES

Description	2022	2023	2024	2025	2026	2027
<i>Rental Spaces</i>						
Gymnasium (Mon-Fri 8 a.m. - 5p.m.)- one hour	\$25.00	\$30.00	\$30.00	\$30.00	\$35.00	\$35.00
Gymnasium (Mon-Fri after 5p.m., weekends)- one hour	\$50.00	\$45.00	\$45.00	\$45.00	\$52.50	\$52.50
Gymnasium (Mon-Fri after 5p.m., weekends)- 3 hours	\$75.00	\$120.00	\$120.00	\$120.00	\$140.00	\$140.00
Gymnasium- day rental	-	\$240.00	\$240.00	\$240.00	\$280.00	\$280.00
Maple Room (room only)- per hour	\$25.00	\$30.00	\$30.00	\$30.00	\$35.00	\$35.00
Maple Room (room only)- half day	-	\$105.00	\$105.00	\$105.00	\$122.50	\$122.50
Maple Room (room only)- day rental	-	\$210.00	\$210.00	\$210.00	\$245.00	\$245.00
Maple Room (including kitchen)- per hour- two hour minimum	\$75.00	\$45.00	\$45.00	\$45.00	\$52.50	\$52.50
Maple Room (including kitchen)- half day rental	-	\$157.50	\$157.50	\$157.50	\$183.75	\$183.75
Maple Room (including kitchen)- day rental	-	\$315.00	\$315.00	\$315.00	\$367.50	\$367.50
Cedar/Elm Room (Meeting/Class)- per hour	\$15.00	\$15.00	\$16.00	\$17.00	\$18.00	\$19.00
Office Rentals- per square foot, per month	-	\$2.75	\$2.89	\$3.03	\$3.18	\$3.34
<i>Fitness Centre</i>						
Adult Membership- Annual	\$200.00	\$240.00	\$240.00	\$250.00	\$250.00	\$260.00
Youth Membership- Annual (16-18 years old, with adult supervision)	\$75.00	\$100.00	\$100.00	\$105.00	\$105.00	\$110.00
Monthly Membership	\$20.00	\$24.00	\$24.00	\$25.00	\$25.00	\$26.00
Replacement FOB- First Occurrence	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00
Replacement FOB- Second and each Subsequent Occurrence	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00

*all public events require proof of insurance and a \$500 refundable security/cleaning deposit

*gymnasium rental includes use of sports equipment

*HST is additional to all fees outlined above

THE CORPORATION OF THE MUNICIPALITY OF POWASSAN
SCHEDULE "N" TO BY-LAW XX - 23
RECREATION AND FACILITY FEES

Description	2022	2023	2024	2025	2026	2027
<i>Fields</i>						
Field Tournament Rate- Per Weekend (up to three days)	\$235.00	\$355.00	\$364.00	\$373.00	\$382.00	\$392.00
Field- Day Rate	\$98.00	\$125.00	\$128.00	\$131.00	\$134.00	\$137.00
Field- League Game (per game)	-	\$35.00	\$36.00	\$37.00	\$38.00	\$39.00
<i>Facilities Rentals</i>						
Setup Fee- per hour	-	\$30.00	\$30.00	\$30.00	\$35.00	\$35.00
Tech Support- per hour	-	\$70.00	\$70.00	\$70.00	\$75.00	\$75.00
AV Equipment- per rental	-	\$250.00	\$256.00	\$262.00	\$269.00	\$276.00
Additional staff required- any facility rentals- per hour of staff time	-	\$35.00	\$36.00	\$37.00	\$38.00	\$39.00
All Facilities- if user group has exclusive access	full cost recovery- all operating costs					

*where applicable, HST is in addition to the above fees

*set-up services available for all facilities rentals, at the request of the renter. Above charges apply.

*all rentals include the use of tables and chairs

THE CORPORATION OF THE MUNICIPALITY OF POWASSAN
SCHEDULE "O" TO BY-LAW XX - 23
POOL FEES

Description	2022	2023	2024	2025	2026	2027
<i>10 Day Lessons</i>						
Parented Lessons (30 mins)	\$40.00	\$40.00	\$45.00	\$45.00	\$50.00	\$50.00
Preschool - Level 7 (30 mins)	\$50.00	\$50.00	\$56.00	\$56.00	\$63.00	\$63.00
Levels 8-9 (45 mins)	\$66.00	\$66.00	\$74.00	\$74.00	\$83.00	\$83.00
Semi-Private (30 mins)	\$83.00	\$100.00	\$103.00	\$106.00	\$109.00	\$112.00
Private (30 mins)	\$110.00	\$132.00	\$135.00	\$138.00	\$141.00	\$145.00
<i>Other Fees</i>						
Aquafitness	\$5.00	\$5.00	\$5.00	\$6.00	\$6.00	\$6.00
Season Pass	\$95.00	\$115.00	\$118.00	\$121.00	\$124.00	\$127.00
Family Pass	\$215.00	\$265.00	\$272.00	\$279.00	\$286.00	\$293.00
Public Swimming	\$4.00	\$4.00	\$4.00	\$5.00	\$5.00	\$5.00
Private Rental (One Hour)	\$90.00	\$120.00	\$123.00	\$126.00	\$129.00	\$132.00
Private Rental (Two consecutive hours)	\$160.00	\$210.00	\$215.00	\$220.00	\$226.00	\$232.00

To: Council
From: Treasurer/Director of Corporate Services
Re: Municipal Facilities Report

RECOMMENDATION:

Received for information purposes. Council to discuss and provide feedback on each of the proposed suggestions for the facilities as outlined below.

BACKGROUND AND ANALYSIS:

At the meeting of April 4, 2023, direction was provided by Council for staff to prepare a preliminary report on next steps for each of our Municipal facilities. Below is a brief overview of the current use and condition of each of the facilities, financial data, and proposed next steps.

Legion Building

The Legion is run by Royal Canadian Legion Branch 453 for Legion members. The building is rented to the public by the Legion, with no funds directed to the Municipality.

This building is rented exclusively to the Powassan Legion for \$2.00 per year, with the Municipality covering all operating and capital expenditures. Total operating costs for 2022 were \$24,345.25, with no revenue to offset as the Legion controls all bookings and has full right to any rental revenues earned. The building needs structural repairs and upgrades, including a new ramp to meet accessibility requirements, which are not financially feasible in the near future. This building also serves as the Municipal Emergency Evacuation Centre.

Proposal: That the building be sold 'as is', and the Legion move to the upstairs hall at the Powassan Sportsplex.

Glendale Hall

This building is used by the Powassan Lion's Club as their clubhouse.

Currently, the municipality takes care of capital costs and the Powassan Lion's Club handles the maintenance of the building and all rentals, with revenue going to the Lion's Club. Total annual operating costs amounted to \$6,316.98 (2022), with no operating revenues earned. This building is in need of substantial structural repairs, for which the municipality is in the process of securing grant financing to help offset.

Proposal: The Lion's Club continues to have exclusive control of the building and can rent out the facility accordingly, with a requirement for them to reimburse the municipality for all operating costs incurred for the facility. Alternatively, the municipality could take control of the building with an hourly rental rate established that would be applicable to all user groups.

Trout Creek Seniors Friendship Centre

This building is used exclusively by the Trout Creek Seniors club members. Any rental income earned goes to them, with no funds directed to the Municipality.

Overall, this building is in relatively fair condition, with operating costs totalling \$1,772.55 in 2022. There are no substantial immediate capital repairs to note, outside of the partial floor replacement caused by a water heater malfunction (\$6,591.07, completed in 2023).

Proposal: The same as Glendale Hall.

Powassan Sportsplex

The ice surface and upstairs hall are available to rent by the public, through the Municipality. It is underutilized during the summer months.

Excluding staffing costs, total operating expenditures for 2022 were \$230,776.08, with an additional \$16,997.16 in capital repairs. Against revenues of \$136,481.41, this computes a deficit of \$111,291.83. Budgeted work for 2023 include bleacher repairs (\$10,000) and compressor maintenance (\$5,000). Other minor repairs and regular maintenance are also needed.

Proposal: That user fees be increased to help offset costs, and the upstairs hall be leased to the Legion to help reduce staff time and associated costs.

Curling Club

This building is run exclusively for club members. Any outside rentals are run through the curling club organization.

Total municipal expenses for the facility in 2022 were estimated at \$32,114.37, with \$19,520.40 in rental revenues to offset for a total deficit of \$12,593.97. The Curling Club handles regular repairs and maintenance and often contributes to capital expenditures when needed.

Proposal: That rent be increased to help this facility run closer to cost-neutral.

Trout Creek Community Centre

The ice surface and upstairs hall are available for rent by the public, through the Municipality. It is a relatively popular wedding venue but is largely inactive during the summer months.

Excluding staffing costs, total operating costs for this facility in 2022 were \$73,947.29, with an additional \$16,235.67 in capital expenditures against \$59,214.73 of revenues for a total deficit of \$30,968.23. The building is in need of major repairs. A new roof is needed, as well as new footings as they are sinking and contributing to the roof issues. Upgrades to make it the building safe (dressing rooms need major repair, including electrical, plumbing, and ceiling work; additional fire exits at south end of the building) are needed. Many upgrades are needed to meet accessibility requirements; for example, the current ramp leading from outside to the upper hall is not to grade or properly supported.

Proposal: A full engineering report should be completed. The ice surface should be closed until necessary repairs and a plan for future maintenance is completed. When the ice surface can be reopened, the hall should be closed for maintenance and repairs, specifically to address accessibility issues. User fees should be increased to help offset rising operating costs.

250 Clark Street

Used for various municipal and public events. This building is available for rentals as well, around the municipal programming schedule.

Total building expenses in 2022 were \$93,883.60 against revenues of \$26,550.49, for a total deficit of \$67,333.11. Some minor repairs are needed, but there are substantial capital costs coming in the near future for the roof units and boilers.

Proposal: An increase in user fees to cover staff time, including cleaning. All users should pay the applicable fee or meet the Community Group requirements.

Leased Office Space at 250 Clark Street

Currently there are four offices being used on a regular basis: EMS, North Almaguin Planning Board, the Powassan and District Food Bank, and Grace House. Of those, EMS and North Almaguin Planning Board pay rent of \$500.00 per month.

Proposal: The updated User Fees By-law includes a per-square foot rental rate for office space in 250 Clark. EMS and the North Almaguin Planning Board have agreements that will continue, under the revised rent structure. Grace House should pay rent based on the User Fee schedule. The Food Bank may continue to use the space for free if it obtains Community Group status. Other communities whose residents use the Food Bank should contribute to the costs associated with their space that the municipality covers.

General Recommendations

To further assist in ensuring that it moves closer towards cost recovery, the municipality needs to ensure that all user groups are paying the appropriate fees for their use of municipal facilities.

In conjunction with the updated User Fee By-law, Council could consider adopting a Community Affiliate Program similar to that offered by the Municipality of Callander. This would allow for a competitive process to unfold whereby groups that meet specific criteria, which in general terms separate groups whose mandate generates a substantial benefit to the Municipality as a whole, have access to preferred rates for their use of municipal facilities.

Council may also wish to consider allocating a certain dollar amount per rental to a Capital Reserve Fund. This would help ensure that we have started putting funding aside for major capital projects, while reducing our need to take on additional debt in the future.

SYSTEM OVERVIEW

January 1st to March 31st, 2023

OPERATIONAL HIGHLIGHTS

Drinking Water System

- The water treatment system operated well during the first quarter.

Wastewater Treatment

- The wastewater treatment system performed well during the first quarter.

CAPITAL PLAN PROGRESS

Drinking Water System

- N/A

Wastewater Treatment System

- N/A

ASSET MANAGEMENT

See Appendix A - Work Order summary for water treatment plant (WTP)

See Appendix B - Work Order summary for wastewater treatment lagoon (WWTL)

CALL-OUT SUMMARY

No Call-out Reports for WTP

See Appendix C – Call-out Report for WWTL

REGULATORY

- All drinking water samples required under O. Regulation 170/03 were collected and tested in the first quarter of 2023 and all results fell within regulatory limits.
- 2022 annual report completed January 10, 2023.
- Quarterly trihalomethanes (THM), haloacetic acids (HAA), Nitrate and Nitrite sampling completed January 17, 2023.

- Permit to take Water (PTTW) reporting completed January 20, 2023.
- No Ministry of the Environment Conservation and Parks (MECP) or Ministry of Labour (MOL) inspections conducted this quarter.
- All required sewage samples required under the system’s Environmental Compliance Approval (ECA) were collected and tested in the first quarter of 2023.
- 2022 annual sewage report completed January 16, 2023.
- Annual WSER reporting completed January 25, 2023.

INCIDENTS AND COMPLAINTS

Powassan Drinking Water System

Incident	N/A
Date	
Details	

Powassan Wastewater System

Incident	N/A
Date	
Details	

HEALTH AND SAFETY

- Staff training completed on WHMIS.
- Staff training completed on H&S Workplace Inspection Program.
- Staff training completed on Hearing Protection.
- Staff training completed on Eyewash Requirements.
- Annual certifications for confined space lifting rigs and gas meters completed.

POWASSAN DRINKING WATER SYSTEM PERFORMANCE

See Appendix D – Performance Assessment Report Water

POWASSAN WASTEWATER TREATMENT LAGOON – WASTEWATER FLOW SUMMARY

See Appendix E – Performance Assessment Report Wastewater



Appendix A - Work Order Summary for WTP

Workorder Summary Report

Report Start Date: Jan 1, 2023 12:00 AM
 Report End Date: Mar 31, 2023 11:59 PM
 Location: 6033*
 Work Order Type: CAP,CORR,OPER,PM
 Work Order Class:

WO #	Asset ID	Asset Description	Location Description	WorkOrder		PM Schedule		Workorder Details				WorkLog Detail	
				Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start		Actual Finish
3150419	0000235294	PANEL ALARM/ DIALER 01 POWASSAN GROUND WATER WELL	6033, Powassan WTP, Process, Lowlift, Well System	PM	Inspection	1	MONTHS	Critical Building Intrusion Alarm Testing (1m) 6033	COMP	1/1/23 12:00 AM	1/18/23 10:09 AM	1/18/23 10:09 AM	Critical Building Intrusion Alarm Testing (1m) 6033 -January 17, 2023. Dan Finnigan performed a test of the well supply building entrance door intrusion alarm by not disarming the alarm when entering the building. This caused an intrusion alarm, which True Steel Alarm Monitoring Service received and notified the on- call operator. This confirms that the building door intrusion alarm is working. DF
3162537	0000296004	GENERATOR NATURAL GAS GENSET McRae Road Reservoir	6033, Powassan WTP, Facility, Power Generation	PM	Refurbish/ Replace/Repair	1	MONTHS	Reservoir Natural Gas Generator Inspection/Functional Test (1m) 6033	COMP	1/1/23 12:00 AM	1/31/23 01:15 PM	1/31/23 01:15 PM	Reservoir Natural Gas Generator Inspection/Functional Test (1m) 6033 -January 27, 2023 by Dan Finnigan. The oil level was checked and found to be "full", and the air filter was checked and was clean. The main power to the building was disconnected and the generator started without any issues. Power was transferred to the generator a moment later, and all building functionality was returned. After the test period the power to the building was re-instated, and after a cool- down period the generator shut down.

Workorder Summary Report

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 Location: 6033*
 Work Order Type: CAP,CORR,OPER,PM
 Work Order Class:

WO #	Asset ID	Asset Description	Location Description	WorkOrder		PM Schedule			Workorder Details			WorkLog Detail
				Type	Class	FEQ	Units	Status	Schedule Start	Actual Start	Actual Finish	
3171674	0000235294	PANEL ALARM/DIALER 01 POWASSAN GROUND WATER WELL	6033, Powassan WTP, Process, Lowlift, Well System	PM	Inspection	1	MONTHS	COMP	1/1/23 12:00 AM	1/18/23 10:16 AM	1/18/23 10:16 AM	<p>Critical Alarm/Dialer Testing (1m) 6033</p> <p>- January 17, 2023, Dan Finnigan performed a test of the well supply building entrance door intrusion alarm by not disarming the alarm when entering the building. This caused an intrusion alarm, which True Steel Alarm Monitoring Service received and notified the on-call operator. This confirms that the building door intrusion alarm is working. DF</p> <p>Critical Alarm/Dialer Testing (1m) 6033</p> <p>- *Previous Log entered by mistake, Critical Alarm/Dialer Testing (1m) 6033 was completed by Dan Finnigan on January 17, 2023. The CI2 probe was pulled out of the sample cells to perform a monthly inspection and cleaning and to force an alarm condition for the monthly testing of the low chlorine alarm, the alarm dialer and the well pump interlock lockout. True Steel called to advise they had received an alarm notification re the low chlorine alarm. The CI2 probe was placed back into the flow thru sample cell after it was inspected, cleaned and the electrolyte topped up. A new membrane cap was installed. After the low chlorine alarm cleared, the well pump lockout was reset to resume normal operation of the well house. These actions verified proper operation of the low CI2/instrument alarm, alarm dialer and well pump interlock.</p>

Workorder Summary Report

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 Report End Date: Mar 31, 2023 11:59 PM
 Location: 6033*
 Work Order Type: CAP,CORR,OPER,PM
 Work Order Class:

WO #	Asset ID	Asset Description	Location Description	WorkOrder		PM Schedule			Workorder Details				WorkLog Detail
				Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finish	
3172886			6033, Powassan WTP	PM	Health and Safety	1	MONTHS	Health And Safety Inspection (1m) 6033	COMP	1/1/23 12:00 AM	1/18/23 10:08 AM	1/18/23 10:08 AM	Health And Safety Inspection (1m) 6033 The monthly H&S Inspection was conducted on January 17, 2023 and consisted of checking/verifying the following items: 1. Chemical Apron 2. Face Shield 3. Spill Kit(s) X 2: all items were available 4. Chemical secondary containment (intact) 5. Safety Signage (all intact and visible) 6. First aid kit 7. Hearing protection earmuffs 8. Emergency lighting (all tested and working) 9. Emergency Eyewash (tested and working)
3173048		6033, Powassan WTP, Process, Process Control & Monitoring		PM	Calibration	1	MONTHS	Analyzer Chlorine Inspection/Service (1m) 6033	COMP	1/1/23 12:00 AM	1/18/23 10:18 AM	1/18/23 10:18 AM	Analyzer Chlorine Inspection/Service (1m) 6033 January 17, 2023 by Dan Finnigan. During the monthly low chlorine critical alarm / lockout test the analyzer housing was flushed and inspected for damage and wear, and the electrolyte solution level was checked and topped up. A new membrane cap was installed. The probe was re-inserted into the housing and a single point verification was conducted with the following results: Online analyzer: 2.09 mg/L Free Cl2 Handheld analyzer: 2.07 mg/L Free Cl2 The online analyzer was within 0.02 mg/L Free Cl2 and therefore did not require adjustment.

Workorder Summary Report

Report Start Date: Jan 1, 2023 12:00 AM

Report End Date: Mar 31, 2023 11:59 PM

Location: 6033*

Work Order Type: CAP,CORR,OPER,PM

Work Order Class:

WO #	Asset ID	Asset Description	Location Description	WorkOrder		PM Schedule		Workorder Details				WorkLog Detail	
				Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start		Actual Finish
3173427		6033, Powassan WTP		OPER	Health and Safety	1	YEARS	WHMIS/MSDS/NSF Review And Update (1y) 6033	COMP	1/1/23 12:00 AM	1/24/23 09:15 AM	1/24/23 09:15 AM	WHMIS/MSDS/NSF Review And Update (1y) 6033 -Reviewed status of SDS sheets, checked NSF, updated index and and applicable SDS sheets.
3175293		6033, Powassan WTP		PM	Inspection	1	MONTHS	TPM Inspection/Maintenance (1m) 6033	COMP	1/1/23 12:00 AM	1/18/23 10:11 AM	1/18/23 10:11 AM	TPM Inspection/Maintenance (1m) 6033 -January 17, 2023. Reviewed trending to ensure both submersible well pump is operating within normal parameters. Started exhaust fan and observed motorized louvers operating properly. Verified chlorine pump on hand, as well as duty chlorine pump operating satisfactorily.
3175298	0000209142	GENERATOR DIESEL POWASSAN GROUND WATER WELL:	6033, Powassan WTP, Facility, Power Generation	PM	Refurbish/ Replace/Repair	1	MONTHS	Wellhouse Diesel Generator Inspection/Functional Test (1m) 6033	COMP	1/1/23 12:00 AM	1/31/23 01:12 PM	1/31/23 01:12 PM	Wellhouse Diesel Generator Inspection/Functional Test (1m) 6033 -January 27, 2023 by Dan Finnigan. All fluid levels were checked, belts inspected, battery charging system, etc. The generator was started and the electrical load was transferred to generator power successfully, and transferred back to shore power properly when the test was completed. While running, the system was observed for leaks or any other deficiencies. Electrical volts and amps were recorded, along with the following generator values: RPM's = 1839 Oil Level = Full Coolant Temp=170 Deg.F Battery Voltage= 13.7V Oil Pressure 64 psi Fuel level = approximately 5.0 inches Hrs at start: 6381 hr 45 min Hrs at stop: 6383 hr 18 min (approx..)

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 Work Order Class:

WO #	Asset ID	Asset Description	Location Description	WorkOrder		PM Schedule		Workorder Details			WorkLog Detail		
				Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start		Actual Start	Actual Finish
3176494			6033, Powassan WTP	OPER	Compliance	1	MONTHS	WISKI Review (1m) 6033	CLOSE	1/1/23 12:00 AM	1/10/23 04:57 PM	1/10/23 04:57 PM	<p>WISKI Review (1m) 6033</p> <p>-WISKI Review (1m) for the month of December 2022 was completed on January 05, 2022 by Dan Finnigan. All values were checked and entered, lab data entries were reviewed, WISKI Graphs corrected, and this Work Order closed off.</p>
3187428	0000258571	ANALYZER CHLORINE AIT-601 RESERVOIR	6033, Powassan WTP, Process, Storage, Elevated Reservoir	PM	Calibration	1	MONTHS	Analyzer Chlorine Inspection/ Service (1m) 6033	COMP	1/1/23 12:00 AM	1/31/23 01:19 PM	1/31/23 01:19 PM	<p>Analyzer Chlorine Inspection/ Service (1m) 6033</p> <p>-Analyzer Chlorine Inspection/ Service (1m) at the Reservoir was performed by Dan Finnigan on January 27, 2023. Electrolyte levels were checked and filled, air was flushed from the analyzer housing, and readings checked against a pocket colorimeter. However, due to the suspected age of the c12 probe, a residual reading was not re-established. A grab sample was taken with a result of 1.40 mg/L although the analyzer was still reading 0.00 mg/L. The probe was monitored and several hours later began to read normally. A calibration will be completed in the near future.</p>
3207618	0000235294	PANEL ALARM/DIALER 01 POWASSAN GROUND WATER WELL	6033, Powassan WTP, Process, Lowlift, Well System	PM	Inspection	1	MONTHS	Critical Building Intrusion Alarm Testing (1m) 6033	COMP	2/1/23 12:00 AM	2/18/23 11:24 PM	2/18/23 11:24 PM	<p>Critical Building Intrusion Alarm Testing (1m) 6033</p> <p>-February 17, 2023. Dan Finnigan performed a test of the well supply building entrance door intrusion alarm by not disarming the alarm when entering the building. This caused an intrusion alarm, which True Steel Alarm Monitoring Service received and notified the on-call operator. This confirms that the building door intrusion alarm is working. DF</p>

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				Type	Class	FEQ	Units	Status	Schedule Start	Actual Start	Actual Finish	
3216561	0000296004	GENERATOR NATURAL GAS GENSET McRae Road Reservoir	6033, Powassan WTP, Facility, Power Generation	PM	Refurbish/ Replace/Repair	1	MONTHS	COMP	2/1/23 12:00 AM	2/4/23 07:29 AM	2/4/23 07:29 AM	<p>Reservoir Natural Gas Generator Inspection/Functional Test (1m) 6033 -February 2, 2023 by Dan Finnigan. The oil level was checked and found to be "full", and the air filter was checked and was clean. The main power to the building was disconnected and the generator started without any issues. Power was transferred to the generator a moment later, and all building functionality was returned. After the test period the power to the building was re-instated, and after a cool-down period the generator shut down.</p>
3222361	0000235294	PANEL ALARM/DIALER 01 POWASSAN GROUND WATER WELL	6033, Powassan WTP, Process, Lowlift, Well System	PM	Inspection	1	MONTHS	COMP	2/1/23 12:00 AM	3/1/23 02:51 PM	3/1/23 02:51 PM	<p>-Critical Alarm/Dialer Testing (1m) 6033 was completed by Curtis Green on February 23, 2022. The CI2 probe was pulled out of the sample cells to perform a monthly inspection and cleaning and to force an alarm condition for the monthly testing of the low chlorine alarm, the alarm dialer and the well pump interlock lockout. True Steel called to advise they had received an alarm notification re the low chlorine alarm. The CI2 probe was placed back into the flow thru sample cell after it was inspected, cleaned and the electrolyte topped up. After low chlorine alarm cleared the well pump lockout was reset to resume normal operation of the well house. These actions verified proper operation of the low CI2/instrument alarm, alarm dialer and well pump interlock.</p>

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WO #	Asset ID	Asset Description	Location Description	WorkOrder		PM Schedule		Workorder Details				WorkLog Detail	
				Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start		Actual Finish
3222845			6033, Powassan WTP	PM	Health and Safety	1	MONTHS	Health And Safety Inspection (1m) 6033	COMP	2/1/23 12:00 AM	2/18/23 11:21 PM	2/18/23 11:21 PM	Health And Safety Inspection (1m) 6033 The monthly H&S Inspection was conducted on February 17, 2023 and consisted of checking/verifying the following items: 1. Chemical Apron 2. Face Shield 3. Spill Kit(s) X 2: all items were available 4. Chemical secondary containment (intact) 5. Safety Signage (all intact and visible) 6. First aid kit 7. Hearing protection earmuffs 8. Emergency lighting (all tested and working) 9. Emergency Eyewash (tested and working)
3223222			6033, Powassan WTP, Process, Process Control & Monitoring	PM	Calibration	1	MONTHS	Analyzer Chlorine Inspection/ Service (1m) 6033	COMP	2/1/23 12:00 AM	2/18/23 11:28 PM	2/18/23 11:28 PM	Analyzer Chlorine Inspection/ Service (1m) 6033 Analyzer Chlorine Inspection/ Service (1m) at the Well House was performed by Dan Finnigan on February 17, 2023. Electrolyte levels were recently checked and analyzer housing, and readings checked against a pocket colorimeter. A single point calibration was conducted after placing the analyzer probe online. The new slope after calibration was 2.53 mA/ppm (within spec). Online = 1.80 mg/L Tested = 1.96 mg/L

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WO #	Asset ID	Asset Description	Location Description	WorkOrder		PM Schedule		Workorder Details				WorkLog Detail	
				Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start		Actual Finish
3224644			6033, Powassan WTP	PM	Inspection	1	MONTHS	TPM Inspection/Maintenance (1m) 6033	COMP	2/1/23 12:00 AM	2/18/23 11:22 PM	2/18/23 11:22 PM	TPM Inspection/Maintenance (1m) 6033 -February 17, 2023. Reviewed trending to ensure both submersible well pump is operating within normal parameters. Started exhaust fan and observed motorized louvers operating properly. Verified chlorine pump on hand, as well as duty chlorine pump operating satisfactorily.
3224649	0000209142	GENERATOR DIESEL POWASSAN GROUND WATER WELL:	6033, Powassan WTP, Facility, Power Generation	PM	Refurbish/ Replace/Repair	1	MONTHS	Wellhouse Diesel Generator Inspection/Functional Test (1m) 6033	COMP	2/1/23 12:00 AM	3/1/23 03:08 PM	3/1/23 03:08 PM	Wellhouse Diesel Generator Inspection/Functional Test (1m) 6033 -February 23, 2022 by Curtis Green. All fluid levels were checked, belts inspected, battery charging system, etc. The generator was started and the electrical load was transferred to generator power successfully, and transferred back to shore power properly when the test was completed. While running, the system was observed for leaks or any other deficiencies. Electrical volts and amps were recorded, along with the following generator values: RPM's = 1782 Oil Level = Full Coolant Temp=74 Deg.F Battery Voltage= 13 V Oil Pressure 66 psi Fuel level = approximately 4.5 inches Hrs at start: 6421 hr Hrs at stop: 6422 hr
3225475			6033, Powassan WTP	OPER	Compliance	1	MONTHS	WISKI Review (1m) 6033	COMP	2/1/23 12:00 AM	2/15/23 11:10 AM	2/15/23 11:10 AM	WISKI Review (1m) 6033 -WISKI Review (1m) for the month of January 2023 was completed on February 15, 2023 by Dan Finnigan. All values were checked and entered, lab data entries were reviewed, WISKI Graphs corrected, and this Work Order closed off.

Workorder Summary Report

Report Start Date: Jan 1, 2023 12:00 AM
 Report End Date: Mar 31, 2023 11:59 PM
 Location: 6033*
 Work Order Type: CAP,CORR,OPER,PM
 Work Order Class:

WO #	Asset ID	Asset Description	Location Description	WorkOrder		PM Schedule		Workorder Details				WorkLog Detail	
				Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start		Actual Finish
3233421	0000258571	ANALYZER CHLORINE AIT-601 RESERVOIR	6033, Powassan WTP, Process, Storage, Elevated Reservoir	PM	Calibration	1	MONTHS	Analyzer Chlorine Inspection/ Service (1m) 6033	COMP	2/1/23 12:00 AM	2/4/23 07:24 AM	2/4/23 07:24 AM	Analyzer Chlorine Inspection/ Service (1m) 6033 -Analyzer Chlorine Inspection/ Service (1m) at the Reservoir was performed by Dan Finnigan on February 02, 2023. Electrolyte levels were recently checked and filled, air was flushed from the analyzer housing, and readings checked against a pocket colorimeter. A single point calibration was conducted after placing the analyzer probe online. The online analyzer did not need calibration.
3244507			6033, Powassan WTP, Facility	CORR	Refurbish/ Replace/Repair	0		backflow preventer parts for Powassan 6033	COMP		4/14/23 02:42 PM	4/14/23 02:42 PM	backflow preventer parts for Powassan 6033 - total rebuild kit required for bfp. TF Feb 6/23 parts installed - installed kit and tested. both checks failed. recommend new back flow preventer. TF April 14/2023
3248387	0000235294	PANEL ALARM/ DIALER 01 POWASSAN GROUND WATER WELL	6033, Powassan WTP, Process, Lowlift, Well System	PM	Inspection	1	MONTHS	Critical Building Intrusion Alarm Testing (1m) 6033	COMP	3/1/23 12:00 AM	3/17/23 10:58 AM	3/17/23 10:58 AM	Critical Building Intrusion Alarm Testing (1m) 6033 -March 16, 2023. Dan Finnigan performed a test of the well supply building entrance door intrusion alarm by not disarming the alarm when entering the building. This caused an intrusion alarm, which True Steel Alarm Monitoring Service received and notified the on-call operator. This confirms that the building door intrusion alarm is working. DF

Workorder Summary Report

Report Start Date: Jan 1, 2023 12:00 AM
 Report End Date: Mar 31, 2023 11:59 PM
 Location: 6033*
 Work Order Type: CAP,CORR,OPER,PM
 Work Order Class:

WO #	Asset ID	Asset Description	Location Description	WorkOrder		PM Schedule			Workorder Details				WorkLog Detail
				Type	Class	FEQ	Units	Status	Schedule Start	Actual Start	Actual Finish		
3258098	0000296004	GENERATOR NATURAL GAS GENSET McRae Road Reservoir	6033, Powassan WTP, Facility, Power Generation	PM	Refurbish/ Replace/Repair	1	MONTHS	COMP	3/1/23 12:00 AM	3/17/23 11:05 AM	3/17/23 11:05 AM	Reservoir Natural Gas Generator Inspection/Functional Test (1m) 6033 -March 16, 2023 by Dan Finnigan. The oil level was checked and found to be "full", and the air filter was checked and was clean. The main power to the building was disconnected and the generator started without any issues. Power was transferred to the generator a moment later, and all building functionality was returned. After the test period the power to the building was re-instated, and after a cool-down period the generator shut down.	
3264789	0000235294	PANEL ALARM/DIALER 01 POWASSAN GROUND WATER WELL	6033, Powassan WTP, Process, Lowlift, Well System	PM	Inspection	1	MONTHS	COMP	3/1/23 12:00 AM	3/17/23 10:56 AM	3/17/23 10:56 AM	Critical Alarm/Dialer Testing (1m) 6033 -Critical Alarm/Dialer Testing (1m) 6033 was completed by Dan Finnigan on March 16, 2023. The CI2 probe was pulled out of the sample cells to perform a monthly inspection and cleaning and to force an alarm condition for the monthly testing of the low chlorine alarm, the alarm dialer and the well pump interlock lockout. True Steel called to advise they had received an alarm notification re the low chlorine alarm. The CI2 probe was placed back into the flow thru sample cell after it was inspected, cleaned and the electrolyte topped up. After the low chlorine alarm cleared, the well pump lockout was reset to resume normal operation of the well house. These actions verified proper operation of the low CI2/instrument alarm, alarm dialer and well pump interlock.	

Workorder Summary Report

Report Start Date: Jan 1, 2023 12:00 AM
 Report End Date: Mar 31, 2023 11:59 PM
 Location: 6033*
 Work Order Type: CAP,CORR,OPER,PM
 Work Order Class:

WO #	Asset ID	Asset Description	Location Description	WorkOrder		PM Schedule			Workorder Details				WorkLog Detail
				Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finish	
3265045			6033, Powassan WTP	PM	Health and Safety	1	MONTHS	Health And Safety Inspection (1m) 6033	COMP	3/1/23 12:00 AM	3/17/23 10:51 AM	3/17/23 10:51 AM	Health And Safety Inspection (1m) 6033 The monthly H&S Inspection was conducted on March 16, 2023 and consisted of checking/verifying the following items: 1. Chemical Apron 2. Face Shield 3. Spill Kit(s) X 2: all items were available 4. Chemical secondary containment (intact) 5. Safety Signage (all intact and visible) 6. First aid kit 7. Hearing protection earmuffs 8. Emergency lighting (all tested and working) 9. Emergency Eyewash (tested and working)
3265147		6033, Powassan WTP, Process, Process Control & Monitoring		PM	Calibration	1	MONTHS	Analyzer Chlorine Inspection/ Service (1m) 6033	COMP	3/1/23 12:00 AM	3/17/23 10:54 AM	3/17/23 10:54 AM	Analyzer Chlorine Inspection/ Service (1m) 6033 - March 16, 2023 by Dan Finnigan. During the monthly low chlorine critical alarm / lockout test the analyzer housing was flushed and inspected for damage and wear, and the electrolyte solution level was checked and topped up. The probe was re-inserted into the housing and a single point verification was conducted with the following results: Online analyzer: 1.75 mg/L Free Cl2 Handheld analyzer: 1.80 mg/L Free Cl2 The online analyzer was within 0.05 mg/L Free Cl2 and therefore did not require adjustment.

Workorder Summary Report

Report Start Date: Jan 1, 2023 12:00 AM
 Report End Date: Mar 31, 2023 11:59 PM
 Location: 6033*
 Work Order Type: CAP,CORR,OPER,PM
 Work Order Class:

WO #	Asset ID	Asset Description	Location Description	WorkOrder		PM Schedule		Workorder Details				WorkLog Detail	
				Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start		Actual Finish
3266940			6033, Powassan WTP	PM	Inspection	1	MONTHS	TPM Inspection/Maintenance (1m) 6033	COMP	3/1/23 12:00 AM	3/17/23 10:57 AM	3/17/23 10:57 AM	TPM Inspection/Maintenance (1m) 6033 -March 16, 2023. Reviewed trending to ensure both submersible well pump is operating within normal parameters. Started exhaust fan and observed motorized louvers operating properly. Verified chlorine pump on hand, as well as duty chlorine pump operating satisfactorily.
3266945	0000209142	GENERATOR DIESEL POWASSAN GROUND WATER WELL:	6033, Powassan WTP, Facility, Power Generation	PM	Refurbish/ Replace/Repair	1	MONTHS	Wellhouse Diesel Generator Inspection/Functional Test (1m) 6033	COMP	3/1/23 12:00 AM	3/17/23 11:01 AM	3/17/23 11:01 AM	Wellhouse Diesel Generator Inspection/Functional Test (1m) 6033 - March 16, 2023 by Dan Finnigan. All fluid levels were checked, belts inspected, battery charging system, etc. The generator was started and the electrical load was transferred to generator power successfully, and transferred back to shore power properly when the test was completed. While running, the system was observed for leaks or any other deficiencies. Electrical volts and amps were recorded, along with the following generator values: RPM's = 1794 Oil Level = Full Coolant Temp=168 Deg.F Battery Voltage= 13.7V Oil Pressure 66 psi Fuel level = approximately 5.0 inches Hrs at start: 6515 hr 48 min Hrs at stop: 6517 hr 33 min

Workorder Summary Report

Report Start Date: Jan 1, 2023 12:00 AM

Report End Date: Mar 31, 2023 11:59 PM

Location: 6033*

Work Order Type: CAP,CORR,OPER,PM

Work Order Class:

WO #	Asset ID	Asset Description	Location Description	WorkOrder		PM Schedule		Workorder Details				WorkLog Detail	
				Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start		Actual Finish
3268194			6033, Powassan WTP	OPER	Compliance	1	MONTHS	WISKI Review (1m) 6033	COMP	3/1/23 12:00 AM	3/2/23 05:17 PM	3/2/23 05:17 PM	WISKI Review (1m) 6033 - WISKI Review (1m) for the month of February 2023 was completed on March 2, 2023 by Dan Finnigan. All values were checked and entered, lab data entries were reviewed, WISKI Graphs corrected, and this Work Order closed off.
3276208	0000258571	ANALYZER CHLORINE AIT-601 RESERVOIR	6033, Powassan WTP, Process, Storage, Elevated Reservoir	PM	Calibration	1	MONTHS	Analyzer Chlorine Inspection/ Service (1m) 6033	COMP	3/1/23 12:00 AM	3/17/23 11:04 AM	3/17/23 11:04 AM	Analyzer Chlorine Inspection/ Service (1m) 6033 - Analyzer Chlorine Inspection/ Service (1m) at the Reservoir was performed by Dan Finnigan on March 16, 2023. Electrolyte levels were checked and filled, air was flushed from the analyzer housing, and readings checked against a pocket colorimeter. A single point calibration was conducted after placing the analyzer probe online. The online analyzer did not need calibration. Online = 1.58 mg/L Tested = 1.54 mg/L



Appendix B - Work Order Summary for WWTL

Workorder Summary Report

Report Start Date: Jan 1, 2023 12:00 AM
 Report End Date: Mar 31, 2023 11:59 PM
 Location: 5747*
 Work Order Type: CAP,CORR,OPER,PM
 Work Order Class:

WO #	Asset ID	Asset Description	Location Description	WorkOrder		PM Schedule		Workorder Details				WorkLog Detail	
				Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start		Actual Finish
3162521	0000296003	GENERATOR NATURAL GAS GENSET Clark Street	5747, Clark SPS, Facility	PM	Refurbish/ Replace/Repair	1	MONTHS	Diesel Generator Inspection/ Functional Test (1m) 5747	CLOSE	1/1/23 12:00 AM	1/10/23 06:12 PM	1/10/23 06:12 PM	Diesel Generator Inspection/ Functional Test (1m) 5747 -January 09, 2023. Dan Finnigan performed the monthly Generator/ Functional test.. All fluid levels were checked, belts inspected, battery charging system, etc. The generator transfer button was pressed and the start command to the generator was initiated. While running, the system was observed for leaks or any other deficiencies. The following generator values were recorded while running: RPM's= 1825 Oil Level = Full Coolant Temp=160 Deg.F Battery Voltage= 12.0 V Oil Pressure 60 psi Hrs at start: 501.2 Hrs at stop: 501.5
3171377			5747, Powassan WWTL	OPER	Health and Safety	1	YEARS	WHMIS/MSDS/NSF Review And Update (1y) 5747	COMP	1/1/23 12:00 AM	1/24/23 09:13 AM	1/24/23 09:13 AM	WHMIS/MSDS/NSF Review And Update (1y) 5747 -Reviewed status of SDS sheets, updated as required.

Workorder Summary Report

Report Start Date: Jan 1, 2023 12:00 AM
 Report End Date: Mar 31, 2023 11:59 PM
 Location: 5747*
 Work Order Type: CAP,CORR,OPER,PM
 Work Order Class:

WO #	Asset ID	Asset Description	Location Description	WorkOrder		PM Schedule			Workorder Details				WorkLog Detail
				Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finish	
3171506			5747, Powassan WWTL	PM	Health and Safety	1	MONTHS	Health And Safety Inspection (1m) 5747	CLOSE	1/1/23 12:00 AM	1/10/23 05:28 PM	1/10/23 05:28 PM	Health And Safety Inspection (1m) 5747 Dan Finnigan conducted the monthly H&S Inspection on January 09, 2023 which consisted of checking/ verifying the following items: 1. Spill Kit: all items were available 2. Safety Signage (all intact and visible) 3. First aid kit 4. Hearing protection earmuffs 5. Emergency lighting (was not working) 6. Emergency Eyewash (bottles are within use before date) 7. Fire Extinguisher 8. CO Monitor
3171577			5747, Powassan WWTL	PM	Inspection	1	MONTHS	TPM Inspection/Maintenance (1m) 5747	CLOSE	1/1/23 12:00 AM	1/10/23 06:09 PM	1/10/23 06:09 PM	TPM Inspection/Maintenance (1m) 5747 -Completed by Dan Finnigan on January 09, 2023. The operation of all sewage station lift pumps were visually and audibly observed at both St. Gregory's Lift Station and the Clark Street Lift station. Pump #1 at St. Gregory SLS seemed a little noisy but pump output was normal. The control panels were also checked for functionality with nothing unusual noted. Ventilation screens at the Clark Station were in good condition, and there was nothing else to report.

Workorder Summary Report

Report Start Date: Jan 1, 2023 12:00 AM
 Report End Date: Mar 31, 2023 11:59 PM
 Location: 5747*
 Work Order Type: CAP,CORR,OPER,PM
 Work Order Class:

WO #	Asset ID	Asset Description	Location Description	WorkOrder		PM Schedule		Workorder Details				WorkLog Detail	
				Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start		Actual Finish
3171590			5747, Powassan WWTL	PM	Inspection	1	MONTHS	Critical Alarm/Dialer Testing (1m) 5747	COMP	1/1/23 12:00 AM	1/31/23 01:57 PM	1/31/23 01:57 PM	Critical Alarm/Dialer Testing (1m) 5747 -Conducted by Dan Finnigan on January 30, 2023. Both sewage pumps were turned off in "hand" and the wet well level was allowed to rise until the High Level alarm setpoint was reached. It was verified by receiving the WIN911 alarm once the alarm condition was met. The on-call operator received the alarm call-out and both pumps were turned back on to pump down the level. Both sewage pumps were shut off in Auto when the level returned to normal settings in less than 10 minutes of pumping.
3176499			5747, Powassan WWTL	OPER	Compliance	1	MONTHS	WISKI Review (1m) 5747	CLOSE	1/1/23 12:00 AM	1/10/23 04:55 PM	1/10/23 04:55 PM	WISKI Review (1m) 5747 -WISKI Review (1m) for the month of December 2022 was completed on January 05, 2022 by Dan Finnigan. All values were checked and entered, lab data entries were reviewed, and this Work Order closed off.

Workorder Summary Report

Report Start Date: Jan 1, 2023 12:00 AM
 Report End Date: Mar 31, 2023 11:59 PM
 Location: 5747*
 Work Order Type: CAP,CORR,OPER,PM
 Work Order Class:

WO #	Asset ID	Asset Description	Location Description	WorkOrder		PM Schedule		Workorder Details				WorkLog Detail	
				Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start		Actual Finish
3216545	0000296003	GENERATOR NATURAL GAS GENSET Clark Street	5747, Clark SPS, Facility	PM	Refurbish/ Replace/Repair	1	MONTHS	Diesel Generator Inspection/ Functional Test (1m) 5747	COMP	2/1/23 12:00 AM	3/1/23 02:28 PM	3/1/23 02:28 PM	Diesel Generator Inspection/ Functional Test (1m) 5747 -Curtis Green performed the monthly Generator/Functional test on February 23, 2023. All fluid levels were checked, belts inspected, battery charging system, etc. The generator transfer button was pressed and the start command to the generator was initiated. While running, the system was observed for leaks or any other deficiencies. The following generator values were recorded while running: RPM's= 1840 Oil Level = Full Coolant Temp=130 Deg.F Battery Voltage= 12 V Oil Pressure 60 psi Hrs at start: 502.4 Hrs at stop: 502.8
3222287			5747, Powassan WWTL	PM	Health and Safety	1	MONTHS	Health And Safety Inspection (1m) 5747	COMP	2/1/23 12:00 AM	3/1/23 02:21 PM	3/1/23 02:21 PM	-Curtis Green conducted the monthly H&S Inspection on February 23, 2022 which consisted of checking/verifying the following items: 1. Spill Kit: all items were available 2. Safety Signage (all intact and visible) 3. First aid kit 4. Hearing protection earmuffs 5. Emergency lighting (not working) 6. Emergency Eyewash (bottles are within use before date) 7. Fire Extinguisher 8. CO Monitor

Workorder Summary Report

Report Start Date: Jan 1, 2023 12:00 AM
 Report End Date: Mar 31, 2023 11:59 PM
 Location: 5747*
 Work Order Type: CAP,CORR,OPER,PM
 Work Order Class:

WO #	Asset ID	Asset Description	Location Description	WorkOrder		PM Schedule		Workorder Details				WorkLog Detail	
				Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start		Actual Finish
3222298			5747, Powassan WWTL	PM	Inspection	1	MONTHS	TPM Inspection/Maintenance (1m) 5747	COMP	2/1/23 12:00 AM	3/1/23 02:13 PM	3/1/23 02:13 PM	TPM Inspection/Maintenance (1m) 5747 -Completed by Curtis Green on February 23, 2022. The operation of all sewage station lift pumps were visually and audibly observed at both St. Gregory's Lift Station and the Clark Street Lift station. Pump #1 at St. Gregory SLS seemed a little noisy but pump output was normal. The control panels were also checked for functionality with nothing unusual noted. Ventilation screens at the Clark Station were in good condition, and there was nothing else to report.
3222308			5747, Powassan WWTL	PM	Inspection	1	MONTHS	Critical Alarm/Dialer Testing (1m) 5747	COMP	2/1/23 12:00 AM	3/2/23 05:22 PM	3/2/23 05:22 PM	Critical Alarm/Dialer Testing (1m) 5747 -There was an actual High Level event that occurred on Feb 15, 2023 during a warm winter melt and rainfall event. The high level float was activated, and True Steel contacted the on call operator within minutes.
3225480			5747, Powassan WWTL	OPER	Compliance	1	MONTHS	WISKI Review (1m) 5747	COMP	2/1/23 12:00 AM	4/13/23 01:48 PM	4/13/23 01:48 PM	

Workorder Summary Report

Report Start Date: Jan 1, 2023 12:00 AM
 Report End Date: Mar 31, 2023 11:59 PM
 Location: 5747*
 Work Order Type: CAP,CORR,OPER,PM
 Work Order Class:

WO #	Asset ID	Asset Description	Location Description	WorkOrder		PM Schedule		Workorder Details				WorkLog Detail	
				Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start		Actual Finish
3258082	0000296003	GENERATOR NATURAL GAS GENSET Clark Street	5747, Clark SPS, Facility	PM	Refurbish/ Replace/Repair	1	MONTHS	Diesel Generator Inspection/ Functional Test (1m) 5747	COMP	3/1/23 12:00 AM	3/17/23 12:01 PM	3/17/23 12:01 PM	Diesel Generator Inspection/ Functional Test (1m) 5747 -March 16, 2023. Dan Finnigan performed the monthly Generator/ Functional test.. All fluid levels were checked, belts inspected, battery charging system, etc. The generator transfer button was pressed and the start command to the generator was initiated. While running, the system was observed for leaks or any other deficiencies. The following generator values were recorded while running: RPM's= n/a Oil Level = Full Coolant Temp=165 Deg.F Battery Voltage= 12.0 V Oil Pressure 59 psi Hrs at start: 503.1 Hrs at stop: 503.6
3264725			5747, Powassan WWTL	PM	Health and Safety	1	MONTHS	Health And Safety Inspection (1m) 5747	COMP	3/1/23 12:00 AM	3/7/23 11:40 AM	3/7/23 11:40 AM	Health And Safety Inspection (1m) 5747 - Dan Finnigan conducted the monthly H&S Inspection on March 03, 2023, which consisted of checking/ verifying the following items: 1. Spill Kit: all items were available 2. Safety Signage (all intact and visible) 3. First aid kit 4. Hearing protection earmuffs 5. Emergency lighting (removed for repair / replacement) 6. Emergency Eyewash (bottles are within use before date) 7. Fire Extinguisher 8. CO Monitor

Workorder Summary Report

Report Start Date: Jan 1, 2023 12:00 AM
 Report End Date: Mar 31, 2023 11:59 PM
 Location: 5747*
 Work Order Type: CAP,CORR,OPER,PM
 Work Order Class:

WO #	Asset ID	Asset Description	Location Description	WorkOrder		PM Schedule		Workorder Details				WorkLog Detail	
				Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start		Actual Finish
3264736			5747, Powassan WWTL	PM	Inspection	1	MONTHS	TPM Inspection/Maintenance (1m) 5747	COMP	3/1/23 12:00 AM	3/7/23 11:42 AM	3/7/23 11:42 AM	TPM Inspection/Maintenance (1m) 5747 - TPM Inspection/Maintenance (1m) 5747 Completed by Dan Finnigan on March 03, 2023. The operation of all sewage station lift pumps were visually and audibly observed at both St. Gregory's Lift Station and the Clark Street Lift station. Pump #1 at St. Gregory SLS seemed a little noisy but pump output was normal. The control panels were also checked for functionality with nothing unusual noted. Ventilation screens at the Clark Station were in good condition, and there was nothing else to report.
3264741			5747, Powassan WWTL	PM	Inspection	1	MONTHS	Critical Alarm/Dialer Testing (1m) 5747	COMP	3/1/23 12:00 AM	3/17/23 11:59 AM	3/17/23 11:59 AM	Critical Alarm/Dialer Testing (1m) 5747 - Conducted by Dan Finnigan on March 16, 2023. Both sewage pumps were turned off in "hand" and the wet well level was allowed to rise until the High Level alarm setpoint was reached (via WIN911). The WIN911 Autodialer was triggered and messaged the operator and both pumps were turned back on to pump down the level. Both sewage pumps were shut off in Auto when the level returned to normal settings in less than 5 minutes of pumping.
3268199			5747, Powassan WWTL	OPER	Compliance	1	MONTHS	WISKI Review (1m) 5747	COMP	3/1/23 12:00 AM	3/2/23 05:19 PM	3/2/23 05:19 PM	WISKI Review (1m) 5747 - WISKI Review (1m) for the month of February 2023 was completed on March 2, 2023 by Dan Finnigan. All values were checked and entered, lab data entries were reviewed, and this Work Order closed off.



Appendix C - Call-out Report for WWTL

Workorder Summary Report

Report Start Date: Jan 1, 2023 12:00 AM

Report End Date: Mar 31, 2023 11:59 PM

Location: 5747*

Work Order Type: CALL,EMER

Work Order Class:

WO #	Asset ID	Asset Description	Location Description	WorkOrder		PM Schedule		Workorder Details			WorkLog Detail	
				Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start		Actual Start
3246367			5747, Clark SPS	CALL	Compliance	0		Powassan Clark St. Sewage Stn Well High Level	COMP	2/15/23 05:15 PM	2/15/23 10:30 PM	Powassan Clark St. Sewage Stn Well High Level - 16:01--Received WIN911 Alarm for Clark Street High Wet Well Level 17:20--Received True Steel notification of High Level Float. Checked forecast: rain event has ended with a brief amount of rain expected later tonight. Reviewed trending: trending has flattened but no more precipitation in the forecast. 22:00-Onsite to inspect wet well: inspection shows high level was at least 20 inches below overflow with no signs of overflow (chlorine pucks are dry, wet level below, etc.). Both pumps are running and High Level float is almost disengaged. 22:30--High level float is now disengaged and wet well level is back to normal.



Appendix D - Performance Assessment Report Water

**Powassan Drinking Water System
Performance Assessment Report Water**

From: 01/01/2023 to 31/03/2023

Report extracted 04/18/2023 12:42
Facility: [6033] POWASSAN DRINKING WATER SYSTEM
Works: [220000576]

	01/2023	02/2023	03/2023	<--Total-->	<--Avg.-->	<--Max.-->	<--Min.-->
Flows:							
Raw Flow: Monthly Total - Raw Well 1 (m³)	5827.51	5334.01	6187.17	17348.69			
Raw Flow: Monthly Total - Raw Well 2 (m³)	5713.44	5065.07	5692.99	16471.5			
Raw Flow: Monthly Avg - Raw Well 1 (m³/d)	187.98	190.5	199.59	192.69			
Raw Flow: Monthly Avg - Raw Well 2 (m³/d)	184.3	180.9	183.64	182.95			
Raw Flow: Monthly Max - Raw Well 1 (m³/d)	281.62	280.71	307.72			307.72	
Raw Flow: Monthly Max - Raw Well 2 (m³/d)	265.18	251.95	265.97			265.97	
Raw Flow: Monthly Total - Raw Water - Total (m³)	11540.95	10399.08	11880.16	33820.19			
Raw Flow: Monthly Avg - Raw Water - Total (m³/d)	372.29	371.4	383.23	375.64			
Raw Flow: Monthly Max - Raw Water - Total (m³/d)	438.5	442.18	495.95			495.95	
Turbidity:							
Raw: Max Turbidity - Raw Well 1 (NTU)	0.12	0.11	0.1			0.12	
Raw: Max Turbidity - Raw Well 2 (NTU)	0.16	0.17	0.12			0.17	
Chemical Parameters:							
Treated: Max Nitrite - TW1 (mg/L)	<					0.003	
Treated: Max Nitrate - TW1 (mg/L)	0.863					0.863	
Distribution: Max THM - Distribution (µg/l)	5.5					5.5	
Chlorine Residuals:							
Treated: Min Free Cl2 Resid - Treated Water (mg/L)	1.108	1.141	1.307				1.108
Treated: Max Free Cl2 Resid - Treated Water (mg/L)	2.383	2.545	2.373			2.545	
Dist: Min Free Cl2 Resid - Distribution (mg/L)	1.32	1.3	1.33				1.3
Dist: Max Free Cl2 Resid - Distribution (mg/L)	2.05	1.95	2.16			2.16	
Bactl Samples Collected:							
Raw Bacti: # of samples - Raw Well 1	5	4	4	13			
Raw Bacti: # of samples - Raw Well 2	5	4	4	13			
Treated Bacti: # of samples - TW1	2	2	4	8			
Treated Bacti: # of samples - TW2	3	2	2	5			
Dist Bacti: # of samples - Distribution	15	12	12	39			
Treated Bacti: # of TC exceedances - TW1	0	0	0	0			
Treated Bacti: # of TC exceedances - TW2	0	0	0	0			
Treated Bacti: # of EC exceedances - TW1	0	0	0	0			
Treated Bacti: # of EC exceedances - TW2	0	0	0	0			
Dist Bacti: # of TC exceedances - Distribution	0	0	0	0			
Dist Bacti: # of EC exceedances - Distribution	0	0	0	0			



Appendix E - Performance Assessment Report Wastewater

5747 POWASSAN WASTEWATER TREATMENT LAGOON

	1 / 2023	2 / 2023	3 / 2023	<--Total-->	<--Avg-->	<--Max-->	<-Criteria-->
Flows							
Raw Flow: Total - Raw m ³ /d	14,905.50	13,274.10	16,957.80	45,137.40			0.00
Raw Flow: Total - St Gregory m ³ /d	500.30	462.00	532.70	1,495.00			0.00
Raw Flow: Total - Clark Street m ³ /d	14,405.20	12,812.10	16,425.10	43,642.40			0.00
Raw Flow: Avg - Raw m ³ /d	480.82	474.08	547.03	501.53			940.00
Raw Flow: Avg - St Gregory m ³ /d	16.14	16.50	17.18	16.61			
Raw Flow: Avg - Clark Street m ³ /d	464.68	457.58	529.84	484.92			
Raw Flow: Max - Raw m ³ /d	599.40	1,065.30	823.00			1,065.30	0.00
Raw Flow: Max - St Gregory m ³ /d	25.40	26.80	25.20			26.80	0.00
Raw Flow: Max - Clark Street m ³ /d	584.50	1,038.80	802.10			1,038.80	0.00
Raw Flow: Count - Raw m ³ /d	31.00	28.00	31.00	90.00			0.00
Raw Flow: Count - St Gregory m ³ /d	31.00	28.00	31.00	90.00			0.00
Raw Flow: Count - Clark Street m ³ /d	31.00	28.00	31.00	90.00			0.00
Biochemical Oxygen Demand: BOD5							
Raw: Avg BOD5 - Raw mg/L	159.00	250.00	263.00		224.00	263.00	0.00
Raw: # of samples of BOD5 - Raw	1.00	1.00	1.00	3.00			0.00
Total Suspended Solids: TSS							
Raw: Avg TSS - Raw mg/L	158.00	139.00	162.00		153.00	162.00	0.00
Raw: # of samples of TSS - Raw	1.00	1.00	1.00	3.00			0.00
Total Phosphorus: TP							
Raw: Avg TP - Raw mg/L	2.92	1.60	2.51		2.34	2.92	0.00
Raw: # of samples of TP - Raw	1.00	1.00	1.00	3.00			0.00
Nitrogen Series							
Raw: Avg TKN - Raw mg/L	19.90	14.90	20.40		18.40	20.40	0.00
Raw: # of samples of TKN - Raw	1.00	1.00	1.00	3.00			0.00



Leading the way forward

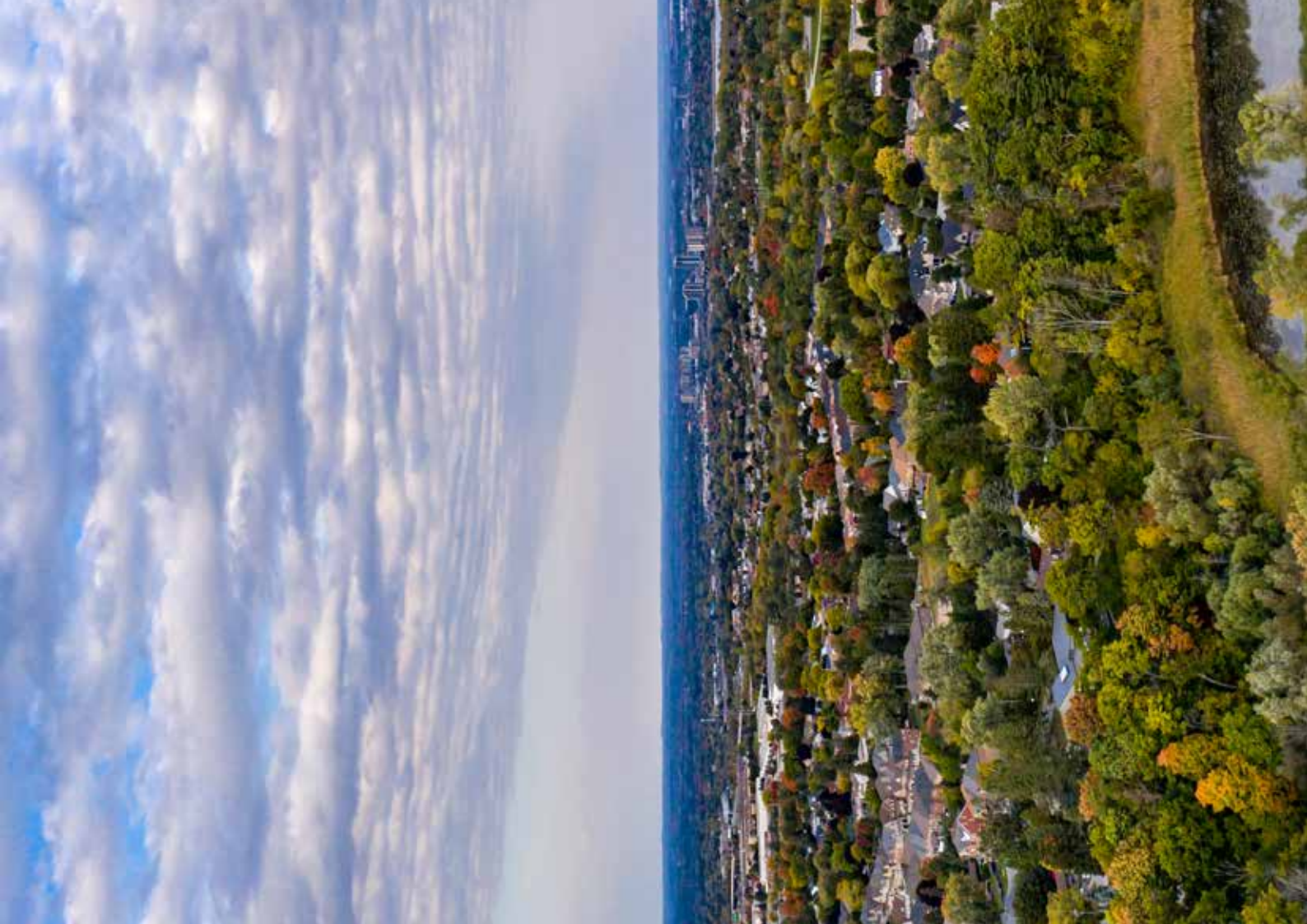
| 2022 Annual Report



MUNICIPAL
PROPERTY
ASSESSMENT
CORPORATION

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Introduction

Governments, property owners and businesses rely on us for impartial, expert data and insights on Ontario's property market. In times of uncertainty and change, we are here to help you make informed decisions for today, and the future.

In 2022, we focused on supporting our municipal partners, stakeholders and the people of Ontario

The Provincial Government has set ambitious targets for housing. As Ontario's property market experts, we are ready to support municipalities and the province in achieving these goals.

I am proud of MPAC's commitment to being a flexible, transparent and world-class property assessment organization that puts its people and corporate culture at the forefront. While the last few years have been difficult for all of us, MPAC remains committed to providing outstanding service and support to our partners and stakeholders.

For a third year, we strategically managed our finances and operations to deliver a budget with a 0% increase to the overall municipal levy. As we move forward, we will work hard to balance the lasting financial impacts of the pandemic that municipalities must grapple with against the effects of rising inflation, labour and other costs. More than ever, we will drive for innovation to support our municipal partners.

To further support municipalities, we continued to enhance our data collection process, improving the quality of our data and strengthening our relationship with property owners in the process. We worked collaboratively with municipalities



Alan Spacek
Chair, MPAC Board of Directors

“As we move forward, we will work hard to balance the lasting financial impacts of the pandemic that municipalities must grapple with against the effects of rising inflation, labour and other costs.”

to digitize their building permit processes and to deliver a Preliminary List of Electors for the 2022 municipal and school board elections.

In 2022, we increased our public education efforts to help Ontarians learn more about the property assessment process. Our “myth versus fact” campaign is reaching millions of Ontarians to help them understand our role and debunk common myths so that the public better understands that MPAC does not, for example, set or increase tax rates.

It is essential to us that we are transparent with all Ontarians about our work. That is why we have again published our annual [Performance Report](#), which evaluates our performance against our goals in areas including: capturing new construction and modifications to existing properties, the proportion of property assessments accepted without going to appeal, and satisfaction with our customer service.



Alan Spacek

Chair, MPAC Board of Directors

Leading the way forward

We know that property, and the future of property values, are of interest to all Ontarians, including property owners, municipalities and our commercial customers. At MPAC, we are here to provide the insights and services you rely on.

MPAC's leading expertise, technology and processes allow us to manage the world's largest property database. Our real-time property values, attributes, and reports are used by governments, banks, lenders, insurers, and the real estate industry.

To provide our clients with the information they need, we completed various strategic initiatives in 2022 that contributed to continuous data readiness, and we have exciting milestones ahead. Our real-time values project is particularly noteworthy because it will enable us to deliver a value for any property on any given day and will contribute to improvements in our commercial product offerings.

One of those offerings is our propertyline™ e-store, which enables users to obtain accurate, real-time property information quickly and easily for over five million properties in Ontario, and over 10 million properties Canada-wide. In 2022, we insourced the development of a new store, with innovations like our seamless integration with MLS platforms and geospatial mapping.



Nicole McNeill

MPAC President and Chief Administrative Officer

“By nurturing an innovative and inclusive workplace, we are equipping our people with the tools they need to be industry pioneers who are prepared to lead the way forward, no matter what comes next.”

Due in part to the advancements of this new store, our Business Development division achieved record-breaking annual revenue of over \$26 million. Through supporting the Valuation Office of Ireland with our innovative assessment technology, we also generated over \$1 million in additional revenue, which helps offset the fee municipalities pay for assessment services.

None of these achievements would be possible without the dedication of our employees and our commitment to making MPAC a great place to work. Dedicated to transparency, openness and collaboration, we are navigating new paths toward a healthy, positive work environment where employees can be their whole, authentic selves.

This past year, we strengthened our commitment to ensuring all voices are respected, valued and heard by establishing MPAC's Equity, Diversity, Inclusion and Anti-Racism office. We also encouraged healthier work-life balance and habits by introducing flexible work arrangements and workplace wellness initiatives.

By nurturing an innovative and inclusive workplace, we are equipping our people with the tools they need to be industry pioneers who are prepared to lead the way forward, no matter what comes next.



Nicole McNeill

MPAC President and Chief Administrative Officer

Who we are

We are Ontario's property market experts. Our job is to assess and classify the value of the more than five million properties across the province and provide an accurate and impartial property inventory.

Our property assessments are used by municipalities to distribute property taxes. The work we do is vital input for government programs, business decisions and property transactions. Our data also helps identify changes and trends in communities and in property uses throughout Ontario.

Property owners can visit mpac.ca and log in to **AboutMyProperty™** to learn more about how we assessed their property, see the information we have on file and compare their property to others in their neighbourhood. If a property owner disagrees with their assessment, they have the right to file a Request for Reconsideration and/or an appeal to the Assessment Review Board.

Ontario's Property Assessment and Taxation System

1.

Property assessments are determined. →

2.

Assessments are shared with municipalities. →

3.

Municipalities use the assessed values to set municipal tax rates.



Government of Ontario
Establishes the province's assessment and taxation laws and determines education tax rates.



MPAC
Determines property assessments for all properties in Ontario.



Municipalities
Determine revenue requirements, set municipal tax rates and collect property taxes to pay for municipal services.



Property Owners
Pay property taxes which pay for services in the community, in addition to education taxes that help fund elementary and secondary schools in Ontario.

| Testimonial

“I am proud that I am a part of a team of assessment professionals who excel at collaborating with each other and other departments. Collectively, we work to support MPAC’s corporate strategy while promoting a culture of excellence.”

Paul S. | Governance and Strategy

Did you receive a Property Assessment Notice from us?

We review properties every day. Whenever we make a change to a property's details, we notify the property owner by mailing a Property Assessment Notice. Some of the most common changes we reflect are to ownership, assessed value or classification.



Navigating new paths, together

People and culture

As outlined in our 2021-2025 Strategic Plan, MPAC is implementing new strategies for workforce and workspace planning and succession, and creating and implementing an Equity, Diversity, Inclusion and Anti-Racism (EDIA) strategy, policy and metrics.

Elevating our workforce

Putting our people first is about making MPAC a great place to work, from the ground up. We are proud to boast impressive employee retention, with more than 50% of our employees having been with MPAC for more than 10 years. We are also honoured to share 85 employees have reached a milestone of 25 years or more.

We are continuously inviting new talent to join our existing team of bright and innovative individuals to help co-create the future. This year, we amped up our efforts to attract and retain emerging talent by:

- Fostering a culture of continuous learning, credibility, and professionalism. Our valuation employees are working towards obtaining recognized designations and our fully accredited valuation employees continue to grow in their personal development. By the end of 2022, 683 valuation employees held a recognized accreditation.
- Including our commitment to equity, diversity, inclusion and anti-racism in our job postings and began embedding it into our hiring processes.

“Our goal is to embed equity, diversity, inclusion, and anti-racism in every facet of the organization, and have it reflected in everything we do.”



Rupa Aggarwal
Executive Director
Equity, Diversity,
Inclusion and
Anti-Racism





- Investing in social media advertising and a new applicant tracking system.
- Offering hybrid and flexible work options.
- Focusing special efforts on IT recruitment.

Thanks to these continued efforts, MPAC was recognized as one of **Greater Toronto's Top Employers** for the fourth year in a row.



Equity, Diversity, Inclusion and Anti-Racism by the numbers



6 events for Pride:

- Virtual Leader Chat
- 2SLGBTQIA+ resource library launched for staff
- Pride Run/Walk fundraiser
- 2SLGBTQIA+ panel discussion
- 2 Flag Raisings at our Head office
 - International Day Against Homophobia, Transphobia & Biphobia



8 learning opportunities for the National Day for Truth and Reconciliation:

- Learning via Woodland Cultural Centre
 - 3 Virtual Tours of the former Mohawk Institute Residential School (355 participants)
- 2 Truth and Reconciliation Workshops (241 participants)
- Employee article and Educational Resources made available to employees
- Article from Nicole McNeill
- National Day for Truth and Reconciliation online learning module (137 participants)



Inspiring an inclusive workplace

In 2022, we began paving the way towards a more inclusive workplace and we have made impressive strides towards this goal:

- MPAC continued to build employee engagement and involvement in EDIA initiatives, with over 250 employees taking part in an employee-led committee by the end of the year.
- A third-party assessment of our workforce, culture and practices was completed through an EDIA lens, resulting in 43 recommendations for building a more equitable, diverse, inclusive, and anti-racist workplace.

- Implemented the first of the 43 recommendations by hiring an Executive Director, Equity, Diversity, Inclusion and Anti-Racism.
- We founded MPAC's first EDIA office, led by an Executive Director, which will play a critical role in the continued success of our EDIA journey.
- We also reviewed MPAC's Flexible Work policies and began a review of our Code of Conduct through an EDIA lens, ensuring these corporate policies are inclusive and accessible to all MPAC employees.

EDIA by the numbers



14 active EDIA Weekly Coffee Chats with over 133 participants.
▲ (vs six coffee chats in 2021).



19 awareness articles on the intranet (topics such as implicit bias, Truth and Reconciliation, Pride Month, etc.).



19 employee PROfiles bringing awareness to days of religious or cultural significance.
▲ (an increase from six profiles in 2021).



34 employee webinars and training sessions were offered, focused on the EDIA initiative, allyship, engagement opportunities and definitions of EDIA.



252 EDIA committee members
(24 when the initiative began in 2020).

Uniting our people

The importance of EDIA at MPAC resonated loudly during our 2022 Zone Meetings. After almost three years of working apart, these meetings brought us back together. Connecting over 1,600 employees at 11 meetings across the province, including a virtual session for those who were unable to attend in person, these meetings allowed for team members to reunite, and in some cases, even meet for the first time.

During these sessions, we heard powerful stories and shared meaningful moments. Over 500 employees completed a feedback survey, yielding overwhelmingly positive results, with our sessions focusing on EDIA leaving the most affirmative impression on attendees.



| Testimonial

“The Equity, Diversity, Inclusion and Anti-Racism initiative is important to me because it is driving the culture change here at MPAC. Each one of us has a role in ensuring that equity, diversity, inclusion and anti-racism is part of the fabric of our organization. Having a leadership role in this change has allowed me to actively take part in creating a workplace culture where diversity, inclusion and belonging is embraced, and equity truly exists.”

Judith Regis | Director, Equity, Diversity, Inclusion and Anti-Racism

Charting a path beyond the pandemic with flexible work options

Another important theme we explored during our 2022 Zone Meetings was the popularity of our flexible work options. This year, we introduced a flexible work pilot with varying schedule options to suit our diverse workforce, as part of our broader commitment to improving the employee experience.

The program was one of the first of its kind in Ontario's public sector. Over the course of three phases, we gathered information about the benefits and challenges of offering a flexible work program.

The pilot also supported operational goals as we navigated relaxing pandemic restrictions. It allowed us to chart a new path beyond the pandemic and adapt to the needs of our employees as we looked to the future of work, while also minimizing any impacts to our products and services.





Refreshing our workspaces

We cannot deny the pandemic changed how we work. It compelled us to take a fresh look at MPAC's workplaces. After leading collaborative discussions with employees about what is most important to them, our team is considering how MPAC's pivot to remote work during the pandemic has changed our workplace needs – for today, tomorrow, and the future.

As our IT Operations team continuously works to ensure MPAC resources are accessible from remote locations across the province, employees have been encouraged to use MPAC's offices for essential activities, including team collaborations and meetings.

As a result, we have lowered our carbon footprint. This past year, MPAC has reduced its total Green House Gas emissions by 5.45% to a reported 503 Kg CO₂e/FTE, exceeding our target of 532 Kg CO₂e/FTE or less.

With an increased reliance on digital platforms, we have reduced our printers by 54% and we have committed to using 100% recycled paper for all MPAC multi-function printers and copiers. We also recycle all MPAC e-waste, such as laptops.

In pursuit of a happier, healthier future, we are driving towards a cleaner environment with our vehicle inventory made up of 145 fuel-efficient vehicles, including 106 hybrid electric vehicles, which account for 73% of our entire fleet.



CSR by the numbers



\$41,377 raised:

We surpassed our corporate-wide goal of \$25,000 in support of Feed Ontario.



Earth Day Cleanup with over 50% participation in Pembroke and Timmins.



\$2,200 raised for the Betty White Challenge, and one lucky dog named Dewey found a home!



Food donations across the province to more than 10 locations.



Over \$1,800 raised for Trees for Life: Trees for Heroes. Our Trenton office had the highest percentage of participation with 58%.

Fostering thriving communities

By investing in our employee health and well-being, we are taking strides towards a brighter future. In 2022, we increased our efforts through educational sessions focused on physical, emotional and mental health and providing direct access to a wide range of resources and support.

When employees feel safe, healthy, and respected at work, they are poised to make positive contributions to their community.



“When employees feel safe, healthy, and respected at work, they are poised to make positive contributions to their community.”



We are proud to report in 2022, our employee-led Corporate Social Responsibility committees from offices across Ontario raised over \$68,000 to invest in our communities.

Our employees wholeheartedly participated in the Pride and Remembrance Walk-Run, championed animal welfare through the ‘Betty White Challenge’ and contributed to a greener Ontario by supporting the ‘Trees for Life’ tree planting initiative, in addition to leading Earth Day clean-ups across the province. MPAC also raised over \$41,000 for Feed Ontario, providing over 124,000 meals to people facing food insecurity.

We are also investing in future generations. In support of higher learning at post-secondary institutions, we awarded over \$25,000 in scholarships in 2022 through MPAC’S Continuing Academic Excellence Awards and we participated in the Take our Kids to Work program.



FOR THE
FUTURE

Striving for operational excellence

Modernizing our operations

On the road to reassessment, we cleared a new path. Our work continues every day to maintain Ontario's property database and provide property values, insights and services that property owners, municipalities and businesses can count on. We are implementing data readiness processes which will enable us to deliver on any valuation date, at any time.

Sharing our property insights

As we prepare for the next province-wide reassessment, we are also working to ensure that property owners understand our role and how we assess properties. We know property owners and municipalities are concerned about the future of property values and potential impacts on their property taxes, so we have undertaken important work to educate Ontarians about the relationship between property assessments and property taxes to ease concerns about updated values.

In April 2022, we launched our [Facebook channel](#) to better connect with the people of Ontario. Through our social media campaigns, we have been working to debunk the myths around property assessment and taxation.

We also continued to monitor the market and share insights and analysis to support government policy and planning. Through our media campaigns, we are demonstrating the value our data and insights provide to Ontarians every day.

This fall, we launched our property insights campaign [Condos getting smaller, detached homes getting bigger](#), which provided interesting insights regarding building trends occurring in Ontario's residential market.

These insights reached over 11.2 million unique online visitors and over 252,400 households through news releases and media coverage by 23 major media outlets, leading to 16 media requests for additional municipal data.

Campaign Insights by the numbers



Launched MPAC's Facebook page and first integrated education and awareness campaign – mpac.ca pageviews up 85% year-over-year.



Rolled out a Property Tax and Assessment Toolkit to Ontario municipalities, which has been accessed by 1,940 unique visitors.



Launched the Property Insights campaign which generated 36 media hits with a PR value of more than \$1.2 million.



MPAC's Building Permit campaign generated 43 media hits and reached over 8.6 million people.





Maintaining Ontario's property database

Our role is to create and maintain an accurate, complete and up-to-date record of all properties in Ontario. We do this by analyzing the market, reviewing property sales information, inspecting properties, supporting property owners, and responding to Requests for Reconsideration and assessment appeals.

Ontario's property inventory continued to grow in 2022, with more than \$37.8 billion in new assessment, which includes

new construction and improvements to existing properties. Residential homes made up over \$28.6 billion of the increase, while commercial and industrial properties comprised of \$4.6 billion.

The assessed value of Ontario's 5.5 million properties is now estimated to be more than \$3.08 trillion. MPAC summarizes these changes in the annual assessment rolls that we delivered to Ontario's municipalities.

2022 Assessment Roll

TOTAL PROPERTIES
2022 - 166K
2021 - 164K
COMMERCIAL

TOTAL ASSESSMENT VALUE
2022 - \$321.3B
2021 - \$319.6B
COMMERCIAL

TOTAL PROPERTIES

2022 - 5.5M | 2021 - 5.5M

 **2022 - 5M**
 2021 - 5M
RESIDENTIAL

 **2022 - 221K**
 2021 - 222K
FARM

 **2022 - 166K**
 2021 - 164K
COMMERCIAL

 **2022 - 80K**
 2021 - 80K
INDUSTRIAL

 **2022 - 49K**
 2021 - 49K
SPECIAL/EXEMPT

 **2022 - 17K**
 2021 - 17K
MULTI-RESIDENTIAL

TOTAL ASSESSMENT VALUE

2022 - \$3.1T | 2021 - \$3T

 **2022 - \$2.2T**
 2021 - \$2.2T
RESIDENTIAL

 **2022 - \$141.6B**
 2021 - \$140.6B
FARM

 **2022 - \$321.3B**
 2021 - \$319.6B
COMMERCIAL

 **2022 - \$118.5B**
 2021 - \$116.8B
INDUSTRIAL

 **2022 - \$153.2B**
 2021 - \$151.2B
SPECIAL/EXEMPT

 **2022 - \$124.6B**
 2021 - \$122.3B
MULTI-RESIDENTIAL

New Assessment

New assessment by property type

In 2022, MPAC captured \$37.8 billion in new assessment. New assessment refers to new construction and/or additions to existing properties that have been recently completed and assessed during the year.



2022 - \$20.5B
2021 - \$18.6B

RESIDENTIAL



2022 - \$8.1B
2021 - \$10.7B

RESIDENTIAL
CONDOMINIUMS



2022 - \$2.3B
2021 - \$3.6B

COMMERCIAL



2022 - \$2.3B
2021 - \$2.1B

INDUSTRIAL



2022 - \$2.5B
2021 - \$1.6B

MULTI-RESIDENTIAL



2022 - \$1.1B
2021 - \$948.3M

FARM



2022 - \$783.8M
2021 - \$415.8M

SPECIAL/EXEMPT



2022 - \$60.2M
2021 - \$46.8M

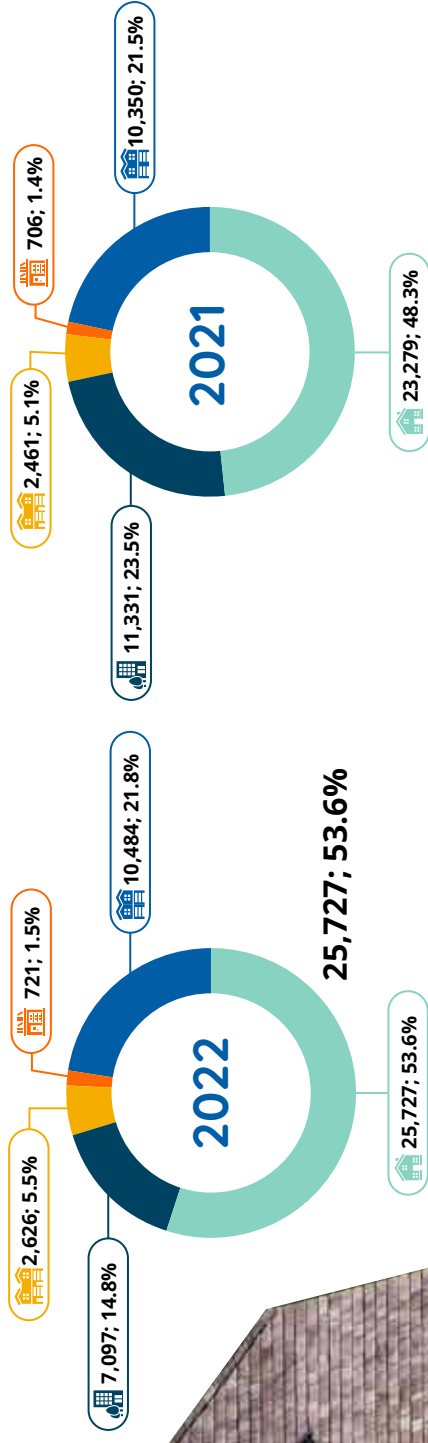
MANAGED FOREST/
CONSERVATION

2022 - \$2.3B
2021 - \$2.1B
INDUSTRIAL

New Assessment

New residential homes

In 2022, Ontario saw more than 48,000 new residential homes constructed. Here's the breakdown by type.




2022 - 25,727, ↑10.5%
 2021 - 23,279
DETACHED HOMES



DETACHED HOMES



TOWNHOUSES



SEMI-DETACHED HOMES



OTHER



RESIDENTIAL CONDOMINIUMS

Breaking ground on new initiatives

To keep employees up-to-date on various initiatives, we hosted corporate-wide events where staff learned about our many 100-day projects. MPAC's 100-day projects bring employees from across the province together to tackle significant challenges and push us forward as an organization. They are critical to our success in executing our [2021-2025 Strategic Plan](#) and meeting our goal to provide continuous operational excellence through the innovation of MPAC's technologies and processes, and elevated data quality.



One of the most riveting projects underway is our work in developing real time values. Real time values are point-in-time value estimates developed through advanced analytics and data science. They rely on current and timely data and are measured against rigorous industry standards for accuracy and quality.

Through the Real Time Values project, MPAC aims to evolve our business processes, valuation capabilities and technology to deliver real time values, related market information and products that enhance our ability to deliver on our legislative mandate, while creating opportunities to provide value-added insights to our stakeholders.

We are also improving IT architecture to improve the user experience, create efficiencies and enhance the quality of the data we obtain through programs like the Property Income and Expense Return program.

Likewise, our Data Collection Initiative aims to enhance our data collection process, improve the quality of our data and strengthen our relationship with property owners. This will improve our ability to deliver timely property assessments to our municipal partners and ensure consistent communication to property owners.

| Testimonial

“When performing property inspections, I was often questioned about why I’d be visiting a property. Since implementing the new process of sending letters ahead of time to inform property owners that we’ll be visiting, I’ve noticed that, not only are property owners less surprised to see me, but also much more receptive to my presence and my work.”

Annette M. | Valuation and Customer Relations





Letter Mailout

The document contains text and a logo. The logo is a stylized 'L' with a blue and red color scheme. The text is partially obscured but appears to be a report or informational document related to the 'Letter Mailout' initiative.

Building bridges and forming new partnerships

Elevating the property owner and stakeholder experience

2022 brought a lot of changes to the municipal landscape. In our continuous efforts to elevate our municipal and stakeholder experience, we welcomed new and returning MPPs, Heads of Council, and council members from across the province following the 2022 provincial and municipal elections. With a return to in-person events and conferences, we also had the opportunity to meet new industry partners and reintroduce ourselves to our stakeholders as Ontario's property market experts.

The 2022 municipal and school board elections

The October 24, 2022 municipal and school board elections marked MPAC's final delivery of a province-wide Preliminary List of Electors (PLE).

Leading up to the elections, MPAC worked closely with municipalities and association partners to promote VoterLookUp.ca, our online tool which enables eligible electors to confirm or update their electoral information, add an elector name to an address, and change school support for the purpose of voting in a school board election.

We provided municipalities with both print and digital content. We deployed a targeted outreach campaign for tenants and



students, and created **digital toolkits** that municipalities could use to encourage potential voters to confirm their information on [VoterLookup.ca](https://www.voterlookup.ca).

With more than 215,000 VoterLookup.ca searches leading up to the elections, the campaign's success was a result of municipalities' efforts to help promote and educate their residents about the tool.

MPAC will continue to work closely with our elections partners to transfer responsibility for the PLE to Elections Ontario on January 1, 2024. MPAC will, however, retain responsibility for receiving and approving any changes to direction of school support beyond this date, and in the meantime, we will continue to support municipal by-elections up to the end of 2023.

Supporting MPPs, municipal councils, and municipal staff

Along with our monthly webinar series, our 'In Touch' municipal newsletter continues to provide municipal elected and nonelected staff with timely updates.

To help better serve our municipal partners, we also offered many council orientation sessions to newly formed councils between the October 24 election and December 31, 2022, with more underway in 2023. The sessions served as an opportunity to discuss MPAC's



role in the property assessment and taxation process, explore the relationships between property values and taxes, share information about MPAC's services, and hear about local priorities.

We continued to support MPPs through various channels, including our quarterly 'Assessment Matters' newsletter, outreach initiatives and responding to constituent inquiries.

Developing meaningful connections through creative solutions

We recognize that when homeowners have questions about their property taxes, they typically turn to their municipal government. When it comes to the relationship between property taxes and assessment, however, municipal leaders and employees do not always have the necessary tools to provide their constituents with the big picture.

To help bridge the gap, MPAC built a **Property Assessment and Taxation Toolkit** that municipalities can use to provide information and support when residents have questions. The toolkit includes:

- MPAC's **new video** on how property taxes are calculated.
- Information on MPAC's **Myth vs Fact education campaign**.

- Key messages about the relationship between property assessment and property taxes.
- **Frequently asked questions** for municipalities to share with their frontline staff to support them in responding to inquiries they may receive from property owners.
- Shareable content for municipalities to post on their websites, in newsletters and on social media channels.
- Downloadable print materials for both **municipal** and **provincial** stakeholders that outline MPAC's role in the property assessment and taxation process.



| Testimonial

“It was great to have our MPAC representative out to meet with our staff and new council to help them understand the valued relationship between our municipality and MPAC, and how we ensure property tax and assessment work together.”

Annie Rochefort | Clerk for the Township of Alfred-Plantagenet



Enhancing our partnerships through in-person engagements

In addition to our success in developing creative digital solutions for our municipal partners, we enjoyed reconnecting in-person with a return to municipal conferences.

MPAC had the pleasure of meeting municipal representatives at events across the province – from the Northwestern Ontario Municipal Association (NOMA) conference to the Association of Municipalities of Ontario (AMO) conference. Our Municipal and Stakeholder Relations team attended 14 municipal conferences this year, in-person and virtually, where

we provided update sessions and had productive discussions with municipal leaders during focus groups and exhibitor tradeshows.

After a three-year pause, we were also excited to return to the International Plowing Match & Rural Expo (IPM) as an exhibitor. Attracting over 67,000 visitors from across the province and beyond, the five-day celebration of agriculture and rural living is the largest event of its kind in North America.

“It was important for us to connect with MPPs, Ministers and their staff and share our plans to reach out to constituencies and showcase our latest products and services. The casual environment was perfect for having candid dialogues and we are looking forward to continuing our conversations.” James H. | Government Relations



With nearly 50 MPPs in attendance, including Ministers and their staff, the event was an important opportunity for our Government Relations team to listen to issues and concerns, answer questions, and share how MPAC can support them.

Beyond events, our team engaged with municipal staff and elected officials more than 1,500 times in 2022 and responded to 97.7% of municipal inquiries within the time periods outlined in our Service Level Agreement with municipalities.

To learn more about how we demonstrated our commitment to elevating the municipal experience, read our [2022 Municipal Partnerships Report](#).

Building permits for the modern world

Electronic submissions of building permits and building plans expedite our process for providing new assessments to municipalities, thus creating new municipal revenue opportunities.

In 2022, we continued to collaborate with municipalities to digitize their building permitting process. In partnership with the Association of Municipalities of Ontario's (AMO) business arm, Licensing Automation System (LAS), we developed the [e-permitting pilot project](#) to demonstrate the value of digital permitting for Ontario municipalities.

As a result of our continued efforts this year, 31% of all permits are now being submitted electronically.

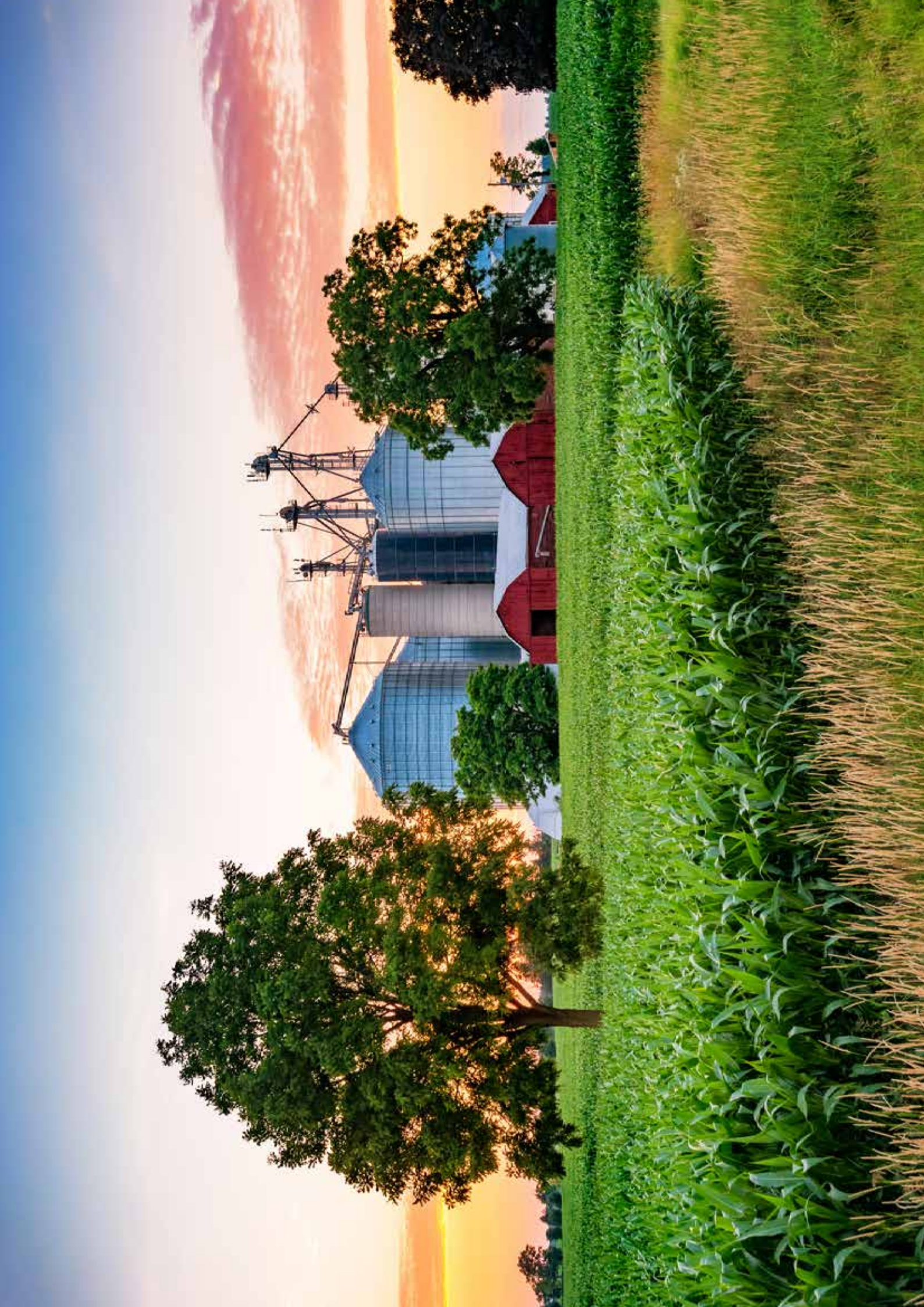
We also created our Application Programming Interface (API), which allows MPAC to electronically retrieve approved building plans prior to construction. Since rolling it out in June 2022, 84 municipalities have adopted the API, with more municipalities being onboarded on an ongoing basis.

“The Building Permit Modernization project is a great example of MPAC’s commitment to innovative solutions that support efficient service delivery and provide further value to our municipal partners.”



Carmelo Lipsi

Vice-President and
Chief Operating Officer



New frontiers: Innovating how we work

Unlocking opportunities to drive value and additional revenue

MPAC's leading expertise, technology and processes allow us to manage the world's largest property database. To provide exceptional service to property owners, municipalities and our commercial partners, we are constantly implementing innovative improvements to our products and processes.

Leaving legacy systems in the rear-view mirror

As we continue to build secure, modern and cost-effective IT systems, we are creating more effective work management processes to better support our corporate information needs through the elimination of our legacy programs.

In 2022, we successfully decommissioned our Work Management System, which was an evolutionary step in our journey towards the elimination of legacy software.

We successfully consolidated 21 business workflows into a single application known as WorkSight, which is continuously undergoing enhancements to better support our employees and external partners.

This internal work management program seamlessly intersects with consumer-facing platforms, such as Municipal Connect,

ultimately increasing our efficiency, transparency and ability to achieve our Service Level Agreement for municipalities.

We also merged our geospatial data to support map functionality in consumer-facing applications, including Municipal Connect, AboutMyProperty™ and propertyline™, leading to improved municipal and customer service support.

These ambitious initiatives would not be possible without the commitment and ingenuity of our IT department's top talent, who are committed to meeting international standards in IT.

We are proud to announce we achieved our IT Support HDI Certification and Pinnacle Award, in addition to being one of 100 companies in Canada to hold both ISO/IEC 27001 and ISO/IEC 27017 re-certifications in 2022.



Our ongoing achievements prove that we have put in place the systems, policies and procedures to help us protect property assessment data and increase our resilience against cyber-attacks.

New horizons in Business Development

Our new propertyline™ e-store is an illustrative example of how MPAC's property data and innovative solutions are changing the real estate industry.

In 2022, MPAC's Business Development team signed new agreements with every Real Estate Board in Ontario, which represents approximately 100,000 REALTORS® across the province. These agreements provide Boards with the option of leveraging our API services by integrating MPAC's property assessment data directly into their MLS applications and GeoWarehouse™, while also providing direct access to our new propertyline™ e-commerce platform.



Developed in-house by MPAC's IT Revenue Services team, the propertyline™ platform provides our customers with access to real-time property information and variety of reports, such as our industry-leading Automated Valuation Model (AVM) products.

In recognition of the exceptional internal development of the new propertyline™ platform, MPAC was highlighted in the [2022](#)

[Proptech in Canada Report](#) surrounding new Canadian Real Estate Technology.

The successful launch of the new propertyline™ platform also provided MPAC the opportunity to strengthen relationships with REALTORS® across Ontario by offering training sessions to help introduce the new application and showcase the platform's enhanced features. In 2022, MPAC delivered over

260 training sessions, offered both online and in-person for the first time since 2019.

Business Development also saw the highest growth within the Financial Services industry, even amongst a declining real estate market. Through the proven success and demand of quality products like our AVM, MPAC is continuing to increase market share within this space while gaining further recognition on a national level.

In addition to providing innovative solutions to the real estate and financial services industries, we secured new commercial contracts, including a multi-year deal with the Ministry of Municipal Affairs and Housing to support their Growth Plan for the Greater Golden Horseshoe.

Through the success and continued hard work conducted by all areas within the division, Business Development achieved a record-breaking annual revenue of over \$26 million – 13% ahead of our 2022 target.

Going international

In 2022, we made significant progress in the commercialization of our assessment technology for our first client, the Valuation Office of Ireland. This has been an exciting journey that has proved the value of our “Made in Ontario” solutions and services – both for our technology and our property assessment expertise.

Our commercial product, Insight, is the result of a decade’s worth of investments into Ontario’s assessment system. Now, not only is it supporting Ontario, but it is generating revenue internationally and monetizing MPAC’s innovation initiatives. Our investment into our commercialization efforts earned over \$1 million in added revenue, which helped offset the levy for Ontario’s municipalities.

| Testimonial

“From in-house internal application programs to cyber security, it’s evident that our IT team fosters innovation and creativity where new products and ideas are encouraged.”

Ashley K. | Architecture and Information Systems





Leadership

2022 Executive Management Group



Nicole McNeill
MPAC President and Chief
Administrative Officer



Rupa Aggarwal
Executive Director, Equity, Diversity,
Inclusion and Anti-Racism (EDIA)



Jamie Bishop
Vice-President, Corporate
and Government Relations



Michael Bowman
Advisor and Counsel



Ed Broderick
Vice-President,
Human Resources



Chris Devadason
Vice-President, Innovation



Carla Hipolito
Culture and Engagement Advisor



Sujit Jagdev
Vice-President and Chief
Information and Technology Officer



Matthew Kanter
Vice-President and
General Counsel



Don Leblond
Vice-President and
Chief Strategy Officer



Carmelo Lipsi
Vice-President, Valuation & Customer
Relations and Chief Operating Officer



Greg Martino
Vice-President and Chief
Valuation and Standards Officer



Mary Meffe
Vice-President, Corporate and Information
Services and Chief Financial Officer



Lee Taylor
Vice-President,
Business Development

Leadership

2022 Board of Directors

We are accountable to the people of Ontario through our Board of Directors appointed by the Minister of Finance. The Board provides governance and oversight to ensure our organization's overall direction, effectiveness, supervision and accountability.



Niels Christensen
Managing Director and Broker,
Christensen Real Estate Group



Andrew Gassmann
President and Chief Executive Officer,
ABG Analytika Consulting Inc.



Jon Olinski
(Vice-Chair) Professor and Program
Coordinator, Public Administration program,
Seneca College



Delia Reiche
Development Liaison, County
of Brant and (Former) Deputy
Mayor, Thames Centre



Alan Spacek
(Chair) (Retired) Mayor,
Town of Kapuskasing



Nazmin Gupta
Managing Director of Capital Raising and
Investor Relations, BentallGreenOak



Roberto Rossini
(Retired) Deputy City Manager and Chief
Financial Officer, City of Toronto



Janice Baker
Chief Administrative
Officer, Region of Peel



Ray Kindiak
Lawyer and Corporate
Finance Professional



Ken Seiling
(Retired) Regional Chair, Region
of Waterloo and (Former) Mayor,
Woolwich Township



Paul Bernards
Finance Professional



Wendy Landry
Mayor, Municipality of Shuniah and
President, Northwestern Ontario



Patricia Vanini
(Retired) Executive Director, Association
of Municipalities of Ontario

Additional reporting

2022 Municipal Partnerships Report

Our [Municipal Partnerships Report](#) showcases the ways we stayed focused on delivering the services Ontario municipalities rely on during a challenging year, while also looking toward the future.

2022 Performance Report

Our [Performance Report](#) provides insight into our strategic and operational performance. It includes measures such as new assessment growth, customer experiences, the proportion of property assessments accepted without going to appeal, financial efficiencies and levy offsets.



Financial highlights

Statement of Operations (In Thousands of Dollars)		
Revenue	2022	2021
Municipal	214,919	214,919
Other	27,094	23,601
Interest and Dividend Income	4,297	3,353
Total Revenue	246,310	241,873
Expenses	2022	2021
Salaries and Benefits	193,095	186,315
Professional Services	11,909	13,320
Information Technology	11,732	11,222
Facilities	8,600	8,581
General and Administrative	6,937	6,096
Royalties	4,290	4,024
Amortization of Capital and Intangible Assets	3,171	3,601
Gain on Disposal of Capital Assets	(618)	(65)
Total Expenses	239,116	233,094
Excess of Revenue Over Expenses for the Year Before Changes in Fair Value of Investments	7,194	8,779
Changes in Fair Value of Investments	(13,711)	6,998
(Deficiency) Excess of Revenue Over Expenses for the Year	(6,517)	15,777

Statement of Changes in Net Assets (In Thousands of Dollars)		
	2022	2021
Net Assets - Beginning of Year	95,792	77,187
Excess of Revenue Over Expenses for the Year	(6,517)	15,777
Net Actuarial Gain (Loss) on Employee Future Benefits	16,339	2,828
Net Assets - End of Year	105,614	95,792

*Note: the above is an excerpt from the 2022 Audited Financial Statements prepared in accordance with Canadian accounting standards for not-for-profit organizations.

Appendix: List of measures and performance

Measure	Target	Baselines	2021	2022
Assessment Excellence				
Assessment Growth Capture				
Growth assessed within one year of occupancy	>=85% (SLA)	85.85% (2020) Total Transactions: \$37,312,049,482	85.76% Total Transactions: \$38,031,359,997	86.06% Total Transactions: \$37,756,994,206
		Within One Year: \$32,033,366,701	Within One Year: \$32,613,885,004	Within One Year: \$32,492,375,015
Severance and Consolidation Information Forms (SCIFs) delivered within 150 days of registration and within one year of registration (NEW)				
	90% within 150 days 100% within one year	150 Days (2020) 95.71% 8,426 of 8,804 One Year 98.30% 8,654 of 8,804	150 Days 96.76% 9,258 of 9,568 One Year 97.67% 9,345 of 9,568	150 Days 97.49% 9,976 of 10,233 One Year 98.93% 10,123 of 10,233
Condominium Plan Information Forms (CPIFs) delivered within 150 days of registration and within one year of registration (NEW)				
	90% within 150 days 100% within one year	150 Days (2020) 72.49% 224 of 309 One Year 96.76% 299 of 309	150 Days 91.41% 234 of 256 One Year 99.61% 255 of 256	150 Days 93.13% 217 of 233 One Year 99.57% 232 of 233

Measure	Target	Baselines	2021	2022
Assessment Accuracy & Equity				
Number of property reviews performed	Total reviews >= 550,000	2019 Total reviews = 710,633 (*Assessment Update year)	Total reviews = 531,189	Total reviews = 434,899
	Off-site 75%, 412,500 reviews	Off-site = 72.71%; 516,863	Off-site = 84.63%; 449,534	Off-site = 82.92%; 360,608
		Onsite = 27.29%; 193,950	Onsite = 15.37%; 81,655	On-site = 17.08%; 74,261
Assessment Stability				
Percentage of all properties experiencing a valuation change via the RfR process.	No Target	0.15% (2020) 8,273 of 5,425,834	0.25% 13,449 of 5,488,567	0.09% 5,070 of 5,547,280
Percentage of all property assessments accepted without appeal.	>=99%	99.38% (2020) 5,390,357 of 5,425,834	99.31% 5,449,865 of 5,488,567	99.26% 5,506,383 of 5,547,280
Appeals concluded for properties during the year with no value change.	No Target	66.36% (2020) 5,551 of 8,365	63.34% 6,454 of 10,189	42.04% 2,429 of 5,778
Percentage of lower tier/single tier municipalities not experiencing appeal & RfR losses greater than 0.5%	>=85%	96.1% (2018)	86.23% 357 of 414	93.24% 386 of 414
Percentage of lower tier/single tier municipalities with assessment base remaining the same or increasing	>=90% (Revised)	93.5% (2020)	97.83% 405 of 414	98.55% 408 of 414

Measure	Target	Baselines	2021	2022
Customer Service & Stakeholder Engagement				
Customer Satisfaction				
Overall customer satisfaction with MPAC's Customer Contact Centre	>=90%	92% (2020)	93%	94%
Percentage of calls responded to by staff within 5 minutes	>=90%	85% (2020)	91%	90%
Percentage of emails responded to by staff within 2 business days	>=90%	87% (2020)	81%	80%
Percentage of Municipal Service Levels Met	>=90% (SLA) (Revised)	82% (2020)	94%	94%
Percentage of municipal inquiries responded to by staff within 30 calendar days	>=100% (SLA)	99.42% (2020) 18,256 of 18,363	99.8% 13,260 of 13,287	99.72% 13,485 of 13,523

Stakeholder Engagement

Number of municipal engagement sessions

One quarterly engagement for all 444 municipalities (1,776)

4,051 (2020) engagements completed

5,547 engagements completed

“engagements” includes quarterly meetings, days with MPAC, conference work, monthly webinars, training session and MPAC 101 for new staff, Council Session, etc.

Measure	Target	Baselines	2021	2022
Operational Efficiency				
Financial Efficiency				
Year-end operating budget variance	<=3%	5% (2020)	1%	1.6%
Annual Levy Offset	>=\$14.4 M in surplus generated from value-added products (Revised)	\$12.5M (2020)	\$15.5M	\$17.3M
Cost Per Property	<=\$40.68 (Revised)	\$40.91(2020)	\$40.68	\$41.31



Connect with us

MPAC has offices across Ontario to meet the needs of property owners in every community.

CUSTOMER CONTACT CENTRE

Toll Free: 1-866-296-6722

TTY: 1-877-889-6722

mpac.ca/contact

Monday to Friday – 8 a.m. to 5 p.m.

MAIL

1340 Pickering Parkway, Suite 101

Pickering, ON L1V 0C4

ONLINE

mpac.ca



MUNICIPAL
PROPERTY
ASSESSMENT
CORPORATION

Compliance statement: In keeping with the reporting requirements under the Municipal Property Assessment Corporation Act, the Corporation has complied with any policies, procedures and standards established by the Minister under Section 10, and with the process established regarding the development and implementation of quality service standards by the Quality Service Commissioner.

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2022
Performance
Report

 MUNICIPAL
PROPERTY
ASSESSMENT
CORPORATION

Contents

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Introduction

The Municipal Property Assessment Corporation (MPAC) is an independent, not-for-profit corporation funded by Ontario municipalities, with a duty to accurately assess and classify all properties in Ontario. MPAC's role, responsibilities and authority are spelled out in the *Municipal Property Assessment Corporation Act*, the *Assessment Act* and regulations set by the Government of Ontario. We are accountable to the Province, municipalities and the property taxpayers of Ontario through a 13-member Board of Directors.

This report provides the public, our partners, and our stakeholders with insight into MPAC's strategic and operational performance. It is one way we work to ensure that we are accountable for generating property assessments that are fair, accurate, equitable and transparent.



For most measurements, MPAC has set performance targets by analyzing past performance, or by adopting existing targets from other reporting mechanisms, such as the Service Level Agreement (SLA) established between MPAC and Ontario municipalities. Targets are flagged as “SLA” where this is the case. Across the organization, we are driven to be more innovative, efficient, and forward thinking than ever, and that is reflected in our new 2021-2025 Strategic Plan, which contains four pillars:

- Putting our people and culture first
- Delivering continuous operational excellence
- Unlocking opportunities to drive value and additional revenue
- Elevating the property owner and stakeholder experience

The Performance Report contains a total of 18 measures organized into 3 broad goals.

Each goal contains objectives and associated performance indicators to gauge our ability to achieve each goal. The chart below provides a summary of results of the operational metrics outlined in the performance report.

In 2022, MPAC met 13 of the 16 performance measure targets. Details about each measure and how they fulfill MPAC’s operational goals are included in this report.

Performance Goal	Number of Measures	Number of Measures That Include a Target	Number of Measures That Met or Partially Met Their Targets
Assessment excellence	9	7	6/7
Customer service and stakeholder engagement	6	6	5/6
Operational efficiency	3	3	2/3
Total	18	16	13/16





Goal: Assessment excellence

Property assessments are the foundation of Ontario's property tax system, which generates nearly \$30 billion of revenue for municipalities each year. We continuously update our assessment data by monitoring property sales transactions, rental information, and new construction. This work ensures that the assessed values of properties across Ontario meet high standards as set out by the [International Association of Assessing Officers \(IAAO\)](#), and meet our commitment to ensure a fair, equitable and transparent property taxation system for Ontario municipalities and the taxpayers they serve. We are committed to delivering operational excellence and assessment excellence in the work that we do.

MPAC works to provide Ontario municipalities with a stable assessment base. This means that municipalities can expect a limited impact on their property tax base due to appeals, and property owners can expect an accurate assessment so that their share of property taxes is calculated fairly.

Assessment Growth Capture, Assessment Accuracy, Equity and Stability are important metrics for gauging our delivery of Assessment Excellence.

Objective: Assessment growth capture

MPAC updates our database daily to ensure we maintain up-to-date information for every property in Ontario—totalling

more than 5.5 million properties. Our work includes gathering information on new properties, and changes to existing properties, to capture what is known as new assessment.

When MPAC processes new assessment, we issue a [Property Assessment Change Notice](#) to the property owner. This new assessment is captured on the assessment roll and can result in assessment growth to a municipality and the Province as a whole.

The taxes generated from new assessment are a key source of new revenue for municipalities, which they can use to fund local priorities and reduce the need for property tax increases.



Indicator: New assessment service

In 2022, MPAC added roughly \$37.8 billion in new assessment across Ontario. We are proud to report that we processed 86.06% of new assessment within 1 year of occupancy, meeting our target of 85%.

Although we met our target, not all municipalities have the same experience with assessment growth. Some new assessment will not be completed until at least 2023, which will decrease new assessment for some municipalities. When

this is the case, we are having regular conversations with impacted municipalities.

Indicator: Parcel maintenance timelines

MPAC processes parcel information including severances, consolidations, new registered plans of subdivision, reference plans and condominium plans which contributes to and support new assessment by way of [Severance and Consolidation Information Forms](#) (SCIFs) and Condominium Plan Information Forms (CPIFs). The timely processing of

these parcel changes supports the timely delivery of new assessment growth; the timely delivery of parcel maintenance details to municipalities supports any necessary changes to their tax rolls. Please note that the time period for this indicator does not commence when MPAC receives the

information but the date on which it is registered with the Province. Our primary reason for not meeting the targets is where a severance is linked to another work object such as a Request for Reconsideration (RfR), appeal or requires complex valuation.

Measure	Target	Baselines	2021	2022
Growth assessed within one year of occupancy	>=85% (SLA)	85.85% (2020) Total Transactions: \$37,312,049,482	85.76% Total Transactions: \$38,031,359,997	86.06% Total Transactions: \$37,756,994,206
Severance and Consolidation Information Forms (SCIFs) delivered within 150 days of registration and within one year of registration (NEW)	90% within 150 days 100% within one year (SLA)	Within One Year: \$32,033,366,701 150 Days (2020) 95.71% 8,426 of 8,804 One Year 98.30% 8,654 of 8,804	Within One Year: \$32,613,885,004 150 Days 96.76% 9,258 of 9,568 One Year 97.67% 9,345 of 9,568	Within One Year: \$32,492,375,015 150 Days 97.49% 9,976 of 10,233 One Year 98.93% 10,123 of 10,233
Condominium Plan Information Forms (CPIFs) delivered within 150 days of registration and within one year of registration (NEW)	90% within 150 days 100% within one year (SLA)	150 Days (2020) 72.49% 224 of 309 One Year 96.76% 299 of 309	150 Days 91.41% 234 of 256 One Year 99.61% 255 of 256	150 Days 93.13% 217 of 233 One Year 99.57% 232 of 233

Objective: Assessment accuracy and equity

Accurate and equitable assessments provide municipalities and the Government of Ontario with a suitable foundation for taxation.

The Office of the Quality Service Commissioner measures the quality of MPAC's assessed values against industry standards set by the IAAO. The IAAO is a non-profit, educational and research association that promotes global excellence in property appraisal, assessment administration and property tax policy. These industry standards are only measured when MPAC updates property values provincewide. The assessment update originally scheduled for the 2021 taxation year was postponed by the Ontario government to provide stability and certainty to taxpayers and to enable municipalities to focus on responding to the challenges posed by the COVID-19 pandemic. To maintain continued stability, property assessments for the 2022 and 2023 tax years are based on the same valuation date that was used for 2020. MPAC will report our performance on these metrics in a future Performance Report, once a new valuation date is in place.

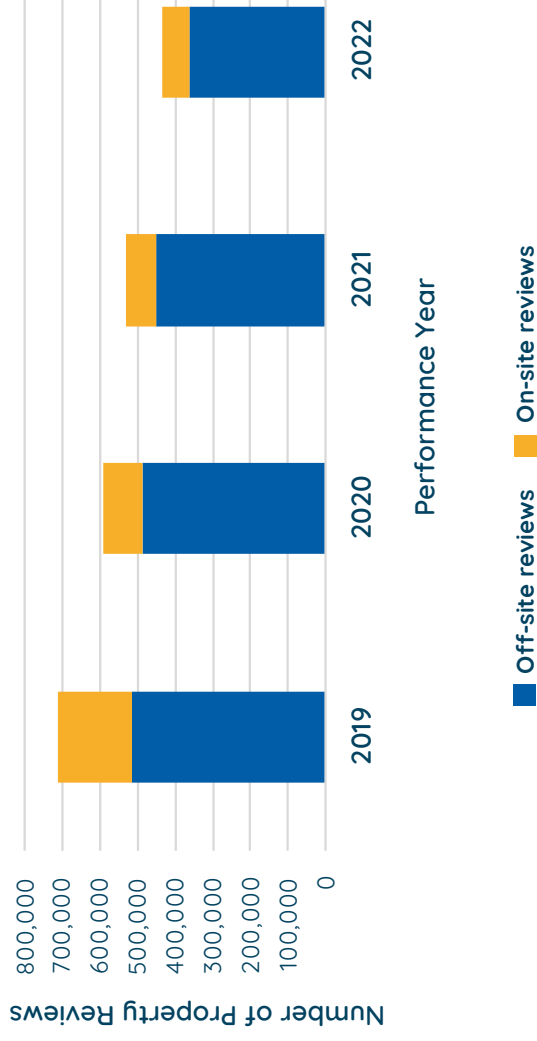
In between assessment updates, MPAC is able to measure the accuracy and equity of our assessments through other metrics, detailed below.

Indicator: Property reviews performed

When changes occur to a property, it is our job to keep the data we have on file up-to-date and accurate. This does not mean that the assessment was incorrect. When changes happen to a property, we conduct a review to ensure our assessments accurately reflect the current state and condition of the property. MPAC may conduct a property review because of a recent sale, a new building permit, a data integrity review, a request for reconsideration, or an appeal. MPAC focuses our resources on properties where property data may require updating through a review. Our goal is to complete 550,000 property reviews annually and to utilize technology and various data sources to complete approximately 75% of all property reviews.

Property reviews are also part of our work to capture assessment growth. In some cases, property reviews may result in a decrease of a property's assessed value, such as when a home is demolished or damaged. MPAC distinguishes between reviews conducted on-site, and those completed off-site using building plans, financials, digital imagery, and information gathered directly from the property owner.

Property Reviews



In 2022, MPAC conducted a total of 434,869 property reviews; the number of reviews were limited due to a decrease in off-site reviews. This decrease is consistent with business decisions to place more emphasis on property reviews that are tied to other work objects such as building permits, recent sales and/or appeals, and less emphasis on alternative reviews for data readiness edits, as well as Post Valuation Review-related work objects. MPAC completed 83% of property reviews off-site. Of these, 42.01% resulted in a change to the assessed value to the property. In contrast, 17.08% of property reviews included on-site inspections, and 68.13% of them resulted in a change to the assessed value to the property.

Measure	Target	Baselines	2021	2022
Number of property reviews performed	Total reviews	2019 Total reviews =	Total reviews =	Total reviews =
	>=550,000	710,633 (Assessment Update year) ¹	531,189	434,899
	Off-site ~75%, 412,500	Off-site = 72.71%; 516,863	Off-site = 84.63%; 449,534	Off-site = 82.92%; 360,608
		On-site = 27.29%; 193,950	On-site = 15.37%; 81,655	On-site = 17.08%; 74,261

¹ In preparation for the regularly scheduled 2020 Assessment Update, MPAC committed additional resources to completing property reviews.

Objective: Assessment stability

MPAC's property assessments are delivered to municipalities in annual assessment rolls covering every property in their jurisdiction. MPAC works to maintain assessment rolls that are complete, traceable, predictable, and stable. MPAC staff and representatives advocate for accurate and equitable assessments using their professional skills and knowledge. The Assessment Stability performance measures highlight the high degree of accuracy, equity and fairness of MPAC assessments, and the stability they provide to municipal finances.

Requests for Reconsideration (RfR) and Appeals

If a property owner disagrees with the assessed value and/or classification of their property, they may submit a Request for Reconsideration (RfR) to MPAC. When MPAC receives an RfR, we review the property's assessment in detail, free of charge, to determine its accuracy as long as it has met requirements set out in section 39.1 of the *Assessment Act*. The RfR process enables MPAC to resolve property owner concerns without the need for an appeal.

If a property includes land classified in the residential, farm or managed forest property tax class, the property owner must attempt to resolve the matter through the RfR process. If the

property owner disagrees with the results of their RfR, they may appeal MPAC's assessment to the Assessment Review Board (ARB). Property owners of other properties may submit an RfR to MPAC or file an appeal directly to the ARB.

The ARB is an independent tribunal of the Ontario Ministry of the Attorney General. The ARB's decisions are final and binding; they can only be appealed to the Divisional Court on questions of law. The ARB plays an important role in the fairness and transparency of the Ontario property taxation system.

If an RfR or appeal results in a reduction in a property's assessed value, then the municipality where the property is located must adjust the taxes they have levied. The length of time to complete an RfR or an appeal can vary, so the municipality may have to adjust taxes retroactively for multiple years. This presents a financial risk for municipalities and their taxpayers. As such, MPAC measures how many property owners accept their assessment without an RfR or appeal, and how many property values change as a result of the RfR process. These are key indicators of assessment excellence and stability.

Indicator: Request for Reconsideration related assessment change

The RfR and appeal processes provide an opportunity for MPAC and property owners to collaboratively exchange information. New and corrected information about the property may result in a revision to the assessment of a property. MPAC welcomes the opportunity to work with property owners to revise our property data to reflect new information. MPAC does not set a target for RfR and Appeal related assessment change performance measures since it may influence the quality of review by MPAC staff.

During 2022, we completed a total of 10,069 RfRs. Of these, 5,070 RfRs led to a change to the current value assessment

of the property, representing a change to only 0.09% of all properties in Ontario. As the assessment cycle moves further from the base year, MPAC tends to receive fewer RfRs.

Indicator: Assessment accepted without appeals

High acceptance of assessments by property owners in Ontario indicate the stability, quality, accuracy, equity, and uniformity of MPAC's property assessments. Approximately 40,897 properties were appealed between 2017-2022, based on MPAC's January 1, 2016 current value assessment. This means that of Ontario's 5,547,280 properties, 99.26% of assessments were accepted without appeal for the 2017-2022 taxation years.

Measure	Target	Baselines	2021	2022
Percentage of all properties experiencing a valuation change via the RfR process	No Target	0.15% 8,273 of 5,425,834 (2020)	0.25% 13,449 of 5,488,567	0.09% 5,070 of 5,547,280
Percentage of all property assessments accepted without appeal	>=99%	99.38% (2020) 5,390,357 of 5,425,834	99.31% 5,449,865 of 5,488,567	99.26% 5,506,383 of 5,547,280

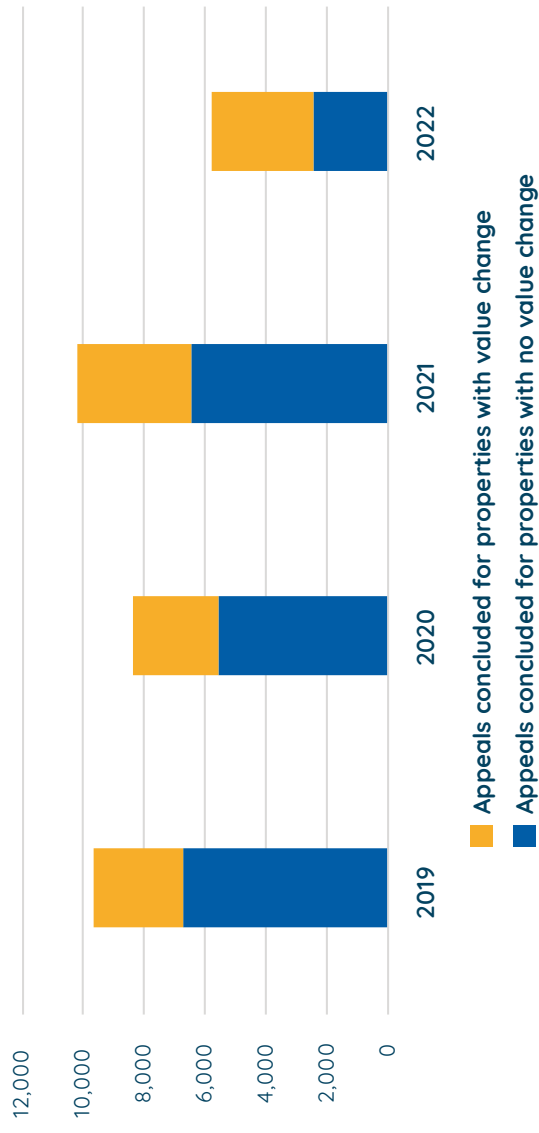


Indicator: Appeals related assessment change

As seen below, MPAC contributed to the resolution of appeals on 5,778 properties in 2022. This includes appeals initiated in the current tax year, and previous years. Of these appeals, 42.04% resulted in no change in assessed value. This includes appeals where the ARB confirmed the assessed value, as well as those that were dismissed or withdrawn.

Withdrawals often happen because MPAC works with property owners to correct issues with their assessment or clarify the basis for their assessment. Because of these efforts, the property owner may choose not to proceed further with their appeal. In 2022, fewer appeals were resolved compared to previous years, since remaining appeals with a 2016 current value assessment are more complex and less likely to be withdrawn by appellants.

Appeals Related Assessment Change



Measure	Target	Baselines	2021	2022
Appeals concluded for properties during the year with no value change	No Target	66.36% (2020) 5,551 of 8,365	63.37% 6,456 of 10,187	42.04% 2,429 of 5,778

Indicator: Request for Reconsideration and appeal changes

When RfRs and appeals result in changes to a property's value, this is reflected in the assessment roll, thus impacting municipal finances for the taxation year. Roll stability is a critical issue for our municipal partners, which rely largely on property taxes to fund local services. As seen in the figures below, MPAC met our targets for maintaining municipal stability in 2022.

Indicator: Municipal stability

To calculate the second measure, we included RfR and appeal losses that subtracted from the assessment base, and the new assessment we captured that added to the assessment base.

Measure	Target	Baselines	2021	2022
Percentage of lower tier/single tier municipalities not experiencing appeal & RfR losses greater than 0.5%	>=85%	96.1% (2018)	86.23% 357 of 414	93.24% 386 of 414
Percentage of lower tier/single tier municipalities with assessment base remaining the same or increasing	>=90% (Revised)	93.5% (2020)	97.83% 405 of 414	98.55% 408 of 414

Goal: Customer service and stakeholder engagement

As part of the [2021-2025 Strategic Plan](#), MPAC is working to elevate the property owner and stakeholder experience. We are dedicated to strengthening our municipal, industry, and provincial relationships by expanding value-added products and services to meet their diverse and evolving needs. At the same time, MPAC's core work to deliver property assessments remains critical to Ontario's municipalities.

Our work to better engage and serve municipal partners includes an ongoing series of webinars, new systems that provide improved, real-time access to assessment data, and the shift to digital e-permits. Although many of these innovations were spurred by the pandemic, the benefits will continue into the post-pandemic era.

the CCC was able to respond to 90% of phone inquiries in 5 minutes or less, and 80% of email inquiries within 2 business days. Although volumes from enumeration activities were anticipated the additional call times for these contacts prevented agents from responding to emails in a timely manner. As a measure of the customer's overall experience, 10,703 customers completed a post contact survey resulting in 94% either satisfied or very satisfied.

Objective: Customer satisfaction

Indicator: Customer Contact Centre satisfaction and responsiveness

In 2022, MPACs Customer Contact Centre (CCC) received 169,389 calls, emails, faxes and chat messages from our customers. As a key performance indicator of timeliness,

Measure	Target	Baselines	2021	2022
Overall customer satisfaction with MPAC's Customer Contact Centre	>=90%	92% (2020)	93%	94%
Percentage of calls responded to by staff within 5 minutes	>=90%	85% (2020)	91%	90%
Percentage of emails responded to by staff within 2 business days	>=90%	87% (2020)	81%	80%

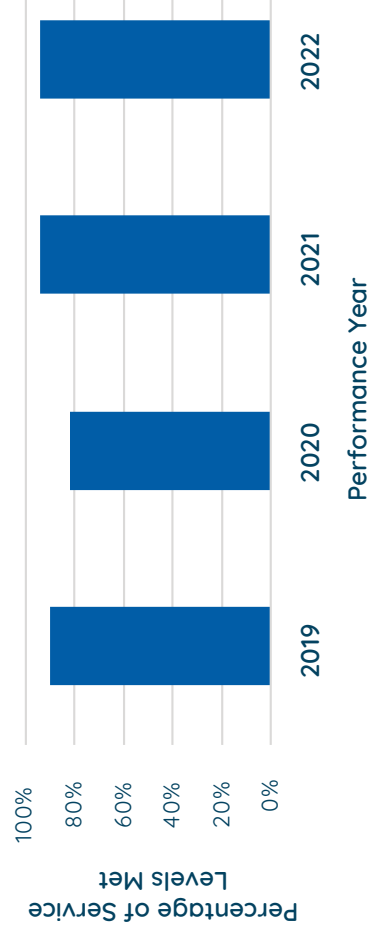
Indicator: Municipal services levels met

To measure the delivery of services to Ontario's municipalities, and to ensure mutual accountability, MPAC and its municipal partners jointly developed a Service Level Agreement (SLA). The SLA spells out fair, meaningful and achievable performance standards for the assessment services that municipalities and taxpayers rely on most. In addition, the agreement fosters continuous improvement in service delivery by nurturing collaboration between MPAC and municipalities.

- The SLA measures 12 different service levels, including:
- Processing of building permits,
 - Delivery of Post-Roll Reports and New Assessment Forecasts,
 - Response to and Resolution of Municipal enquiries, and
 - Delivery of Year-End Tax File.

During 2022, we were able to meet 94% of all Municipal Service Levels. Our partnerships with municipalities and stakeholders are stronger than ever, and where we are not able to meet a service level, there is a fact-based conversation with the municipality to discuss the cause of the missed service level and how it can be remedied in the future.

Municipal Service Levels Met





Indicator: Municipal inquiry responsiveness

Under the SLA, our staff must acknowledge and respond to municipal inquiries within 30 calendar days. This service level demonstrates MPAC's accountability and overall customer service commitment to our municipal partners which we achieved in 2022. By responding in a timely fashion, MPAC ensures municipalities have the information they need to answer any property-specific questions their constituents may have.

Measure	Target	Baselines	2021	2022
Percentage of municipal service levels met	>=90% (SLA) (Revised)	82% (2020)	94%	94%
Percentage of municipal inquiries responded to by staff within 30 calendar days	>=100% (SLA)	99.42% (2020) 18,256 of 18,363	99.79% 13,260 of 13,287	99.72% 13,485 of 13,523

Objective: Stakeholder engagement

Our liaison groups bring municipalities, municipal sector associations, industry representatives and our experts together, setting the foundation for greater engagement and partnership. Through ongoing engagement, we are committed to building trust and strengthening relationships as part of our commitment to assessment excellence.

Indicator: Stakeholder engagement frequency

As part of our municipal and stakeholder engagement strategy, in 2022 we had a total of 4,756 engagement sessions with our municipal partners, which included meetings, webinars, conferences, and training opportunities. MPAC provides municipal partners with assessment-related information through a variety of channels, including Municipal Connect, virtual conferences, MPAC webinars and MPAC.ca. MPAC engages municipalities, Members of Provincial Parliament and local industry stakeholders on the following topics, and has maintained a strong presence at the following conferences:

Topics	Conferences/Events			
<ul style="list-style-type: none"> Who we are/what we do Property tax vs. assessment 2022 Enumeration Project Update Municipal Connect and enhancements to the municipal experience Status of next assessment update Assessment Growth E-permitting Annotated Assessment Act Resource Small Business Property Subclass 	<ul style="list-style-type: none"> Rural Ontario Municipal Association (ROMA) Economic Developers Council of Ontario (EDCO) Ontario Business Improvement Area Association (OBIAA) Northwestern Ontario Municipal Association (NOMA) Ontario Small Urban Municipalities (OSUM) Ontario Municipal Administrator' Association (OMAA) Federation of Northern Ontario Municipalities (FONOM) Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) Association of Municipalities of Ontario (AMO) Ontario Municipal Tax and Revenue Association (OMTRA) Municipal Finance Officers Association (MFOA) Ontario East Municipal Conference (OEMC) International Association of Assessing Officers (IAAO) and Institute of Municipal Assessors (IMA) Ontario Professional Planners Institute (OPPI) Ontario Building Officials Association (OBOA) 			
Measure	Target	Baselines	2021	2022
Number of municipal engagement sessions “engagements” includes quarterly meetings, days with MPAC, conference work, monthly webinars, training sessions and MPAC 101 for new staff, Council Session, etc.	One quarterly engagement for all 444 municipalities (1,776)	4,051 (2020) engagements completed	5,547 engagements completed	4,756 engagements completed



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Goal: Operational efficiency

As our province has grown and some of our workload has increased, we have worked to offset the cost of our services through innovation and finding new ways of doing business. Historically, we have tried to keep budget increases – and by extension municipal levy increases – at or below inflation. We are committed to delivering our services efficiently by controlling expenses while unlocking opportunities to provide value and generate additional revenue.

MPAC calculates the levy for each municipality based on the proportion of the province's properties, and the proportion of the province's total assessed value in their jurisdiction. MPAC's funding requirements include the cost of operations, capital spending and reserve requirements. However, the cost to municipalities is offset by revenues from commercial activities, such as selling services and technologies and investment income. The net amount is the total municipal levy.

Objective: Financial efficiency

As a public sector organization, we are also accountable to the Ontario property taxpayer. As such, we are committed to managing our budget and resources responsibly by strategically investing dollars and focusing our attention where it matters the most.

Indicator: Budget variance

At the beginning of 2022, we forecast our annual expenditures and committed to managing our operating budget variance of no more than a 3%. This metric is an indicator of budgeting and forecasting accuracy, holding MPAC accountable to efficient use of funds in that requested funds are wholly and appropriately utilized. In 2022, MPAC is proud to report that we had an operating budget variance within 1.6%.

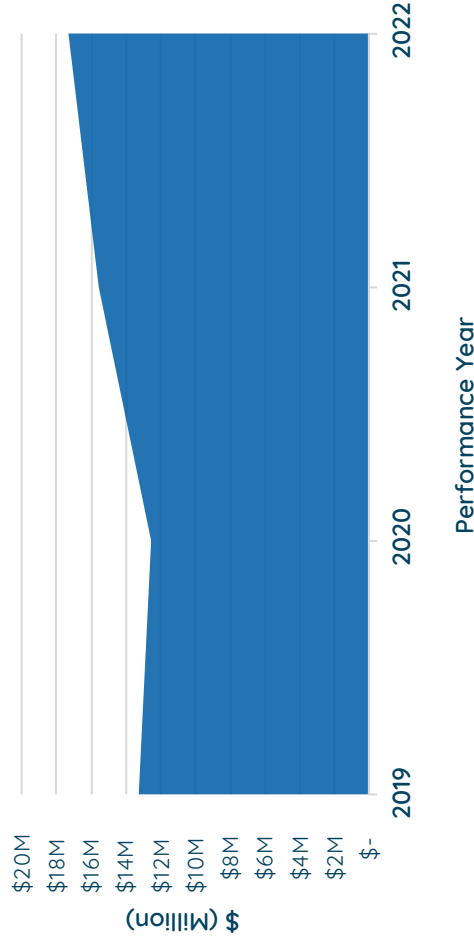
MPAC is continuously working to control expenses while continuing to deliver timely and efficient services. Although we faced increases in collectively bargained labour costs, we were able to offset the additional expense by managing costs in other areas and applying savings from 2022. As a result, we avoided a budget increase for 2023 and thus were able to freeze the total municipal levy for the year.

For more information on our Statement of Operations, please find our Financial Highlights for 2022 in the [2022 Annual Report](#).

Indicator: Annual levy offset

MPAC data is used extensively in commercial markets, including real estate, financial services, insurance, and utility. The revenue generated from our Business Development activities offsets municipal funding and has a direct benefit to the people of Ontario, saving municipalities over \$115 million since 2002. At the beginning of 2022, we set out to achieve at least \$14.4 million in surplus generated from value-added products. We greatly exceeded this target, with revenue from business development activities generating \$17.3 million in 2022, an increase of 12% from the prior year.

Annual Levy Offset



Indicator: Cost per property

To demonstrate the efficiency of our services we calculate the Cost Per Property by adding up MPAC's total core (i.e. excluding Business Development and Enumeration) operating and capital expenses and dividing by the total number of properties in Ontario. This is a common practice in other assessment jurisdictions. It does not consider weighting of

different property types. Cost Per Property reflects MPAC's commitment to keeping costs to the taxpayer as low as possible while delivering the services that our stakeholders rely on. In 2022, MPAC's cost per property was \$41.31. This is a 1.55% increase from the 2021 cost per property due to an overall expense increase as MPAC moved out of its COVID posture.

Measure	Target	Baselines	2021	2022
Year-end operating budget variance	<=3%	5% (2020)	1%	1.6%
Annual levy offset	>= \$14.4 M in surplus generated from value-added products (Revised)	\$12.5M (2020)	\$15.5M	\$17.3M
Cost per property	<=\$40.68 (Revised)	\$40.91(2020)	\$40.68	\$41.31



Appendix A: Changes to measures

The list below of Performance Measures were altered in some way from last year's iteration of MPAC's Performance Report.

Indicator	Measure	Target (New)	Target (Old)	Reason for Change
Municipal stability	Percentage of lower tier/ single tier municipalities with assessment base remaining the same or increasing	>=90%	>=85%	Target increased based on past operational performance exceeding previous targets.
Municipal service levels met	Percentage of Municipal Service Levels Met	>=90% (SLA)	>=85% (SLA)	Target increased based on past operational performance exceeding previous targets.
Annual levy offset	Annual Levy Offset	>= \$14.4 M	>=\$13.3	Target changes yearly based on departments internal target setting.
Cost per property	Cost Per Property	<=\$40.68	<=\$40.91	Target changes yearly. New target is based on last year's results.

Connect with us

MPAC has offices across Ontario to meet the needs of customers in every community.

CUSTOMER CONTACT CENTRE

Toll Free: 1-866-296-6722

TTY: 1-877-889-6722

mpac.ca/contact

Monday to Friday – 8 a.m. to 5 p.m.

MAIL

1340 Pickering Parkway, Suite 101

Pickering, ON L1V 0C4

ONLINE

mpac.ca



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PROPERTY
ASSESSMENT
CORPORATION

Compliance statement: In keeping with the reporting requirements under the Municipal Property Assessment Corporation Act, the Corporation has complied with any policies, procedures and standards established by the Minister under Section 10, and with the process established regarding the development and implementation of quality service standards by the Quality Service Commissioner.

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04/21/23

Municipality of Powassan
250 Clark Street
Powassan, ON
P0A1X0

RE: Almaguin Highlands Secondary School 2023 Prom

Dear Mayor and Members of Council,

It is that time of year again when spring is in the air and graduating students of Almaguin Highlands Secondary School are planning for their future. As we look towards the horizon, making decisions on where and how to begin our journey, we also look to celebrate our many accomplishments and our time spent together.

Unfortunately, the challenges experienced by our community during the COVID-19 pandemic have also impacted students. Learning to navigate online learning, connecting with teachers and classmates virtually, losing out on opportunities for in person co-op placements and most of all, losing the chance to develop the all-important building blocks that will set us up for success as we exit high school.

It is for all these reasons and more, students are excited to join together at the 2023 Prom celebration. We hope to share in the experience of Prom like so many students have before us. To this extent we respectfully ask for a monetary contribution to the 2023 Prom. Without the financial support of our community, prom would not be possible, thus, we kindly ask for a donation in the amount of \$200.00. We are reaching out to our Almaguin Highlands Municipalities, in hopes of receiving financial support, that when combined with additional student fundraising efforts, we will successfully host a memorable send off for our 2023 graduating class.

The 2023 Prom Committee has established a dedicated bank account to receive funds and we hope that Council will support the graduating class of 2023.

On behalf of the graduating students and Prom Committee,
Adelle Brooker

7. DONATION / CONTRIBUTION APPLICATION

Name of Organization Almaguin Prom 2023		Registered Charity # if applicable
Address: 474 High St. Box 986, Burk's Falls, ON. POA 100 Mailing address if different:		
Contact Name Adelle Brooker		Position within Organization Chair
Contact No. (705) (249) 358-4654	Email: adelle.brooker15@gmail.com	
List of Current Executive (name/position)		Contact No.
1. Alexis Anderson-Secretary		(705) 493-7963
2. Elayna Loucks-CO-Chair		(705) 303-7697
3.		
4.		
Statement of Goals and Objectives of your Organization: To host a memorable 2023 prom for 200 Students.		
Benefit of Donation or Contribution Requested: To provide support in the payment of the venue		
Donation or Contribution Request: <i>If Municipal Resource must include date/time/hours</i> \$200.00		
Monetary (Cash) Request Maximum of \$500.00		
Has your Organization requested assistance in the past? (Y/N)		
If yes amount requested: _____ Amount received: _____		
Is your Organization requesting assistance from others (local groups/provincially): (Y/N)		
If yes whom: Almaguin Municipalities		
amount requested: \$200.00 Amount received: \$0.00		
Signature AB		Date 04/24/23



Women's Own Resource Centre

The Town of Powassan

April 11th, 2023

Dear Mayor and Council,

I am writing to you on behalf of the Women's Own Resource Centre (WORC), which is a non-profit, registered charitable organization. We provide information, referral and support to women, girls and families of the Almaguin Highlands to assist them in working toward their economic goals. Our Rural Outreach Program Endeavour (ROPE) provides workshops in self-employment, networking, mentoring and life skills.

The Women's Own Resource Centre was established in 2000, is centrally located in the Almaguin Highlands district and has been successfully helping women and their families for over twenty years. We serve a rural population of approximately 30,000 permanent residents that include many working poor families that are unable to qualify for current forms of government assistance and services. WORC serves northern, low-income, rural women who may have experienced violence or abuse in their lives. Many of these women have poor self esteem, few assets and limited family support. These women face numerous barriers which are worsened by their isolation and increased financial cost of basic social inclusion. The support of WORC is essential in working with them on a plan for recovery and growth.

The Rural Outreach Program Endeavor encompasses workshops which are offered free of charge with financial support being available for transportation and childcare costs to increase accessibility and remove as many barriers as possible. In addition to supporting women in creating sustainable livelihoods through achieving economic independence, WORC provides business services, business plan assistance, one to one consultations, information sharing, support, referrals, resources and hosts a large donation network.

From April 1st, 2022 to March 31st, 2023, our Centre recorded 3,093 drop-ins, 801 phone calls, 2,645 emails and 93 one to one consultations for business development, personal and crisis calls throughout the year. Our Entrepreneurial Skills Training workshop supported 16 women in 2022 through the process of starting a small business with 9 of these women launching businesses throughout the Almaguin Highlands and an additional 2 hoping to launch within the next year. Our Life Skills Training workshop supported 21 women in 2022 and 225 individual women participated in local Resource & Business Network Luncheons. WORC responded to 12 crisis calls which includes 10 in regards to violence against women. 951 clients accessed our donation network this past year, once again exceeding all previous tracking for this program.

In addition to core programming, WORC partnered with local organizations including ACED, AHCC, NECO, The Labour Market Group and others to organize and host the RED Gala in November of 2022. WORC also organized and hosted an International Women's Day Celebration on Wednesday March 8th, 2023 bringing in Internationally known speaker and best selling author, Samra Zafar, to speak on the 2023 theme of Embracing Equity, women's mental health and Violence Against Women supports. The event was sold out with 125 women attending from across Almaguin. In 2022, WORC supported 19 families from across the region for our annual Christmas Sponsorship Program with grocery gift cards and toys for children. In addition to the Christmas Sponsorship Program, in 2023 WORC will be launching a 'Back to School' drive campaign providing backpacks, school supplies, running shoes and lunch kits to Almaguin children.

105 Ottawa Ave., Box 155, South River, ON P0A 1X0

Phone: (705) 386-9672 Toll Free: 1-888-640-8668

Fax: (705) 386-7111 Email: info@womensownresource.org

www.womensownresource.org

Women's Own Resource Centre

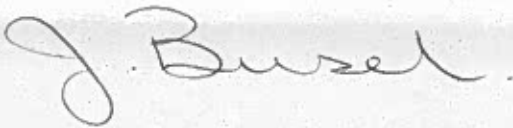
In 2023, WORC is excited to be launching a Travelling Rural Community Kitchen program with support from the Resilient Communities Fund delivered through the Ontario Trillium Foundation. This program is being organized in response to the increasing struggle we are seeing across the region with food insecurity due to the drastic increase in the price of living – grocery prices have climbed by 11% in the past year with another expected increase of 6% over the course of 2023. WORC has secured \$70,000 to deliver a two-year program that will reach out to North Almaguin, South Almaguin and Central Almaguin in order to increase accessibility and reach those most in need.

WORC's services continue to be needed in our region, as indicated by engagement numbers, to foster growth and ensure that the most vulnerable are not left without the supports they need to build sustainable livelihoods. As always, we will continue to be there for the residents of the Almaguin Highlands and are continually striving to address needs and create programming that helps to build the resiliency of women and their families in the Almaguin Highlands. We have been able to increase our reach dramatically this year through our Resource & Business Network Meetings seeing 341 women participating throughout the year with 225 of these being individual women. These programs are helping to ease some of the social isolation we have all experienced these last couple of years and which are most felt in rural regions such as the Almaguin Highlands.

In order to continue to offer these free programs and supports, the Women's Own Resource Centre is dependent upon funding from several sources. Donations help to ensure that we can continue to make important services and supports available to the women and families of the Almaguin Highlands. Donations also help us to provide outreach to those clients who are made increasingly vulnerable by their severe isolation due to the sheer size of our region.

We are asking for support from each municipality in the amount of .50 cents per capita to support new and continuing initiatives in 2023/24. We thank those who have supported us in the past and look forward to new working relationships and opportunities. Should you wish WORC to make a presentation to your council to discuss upcoming projects, or if you have any questions, please call 705-386-9672 or email jessica@womensownresource.org

We thank you for your time and consideration in this matter and we look forward to continuing our efforts to help women in the Almaguin Highlands thrive.



Jessica Busch
Program Manager

Women's Own Resource Centre

The Town of Powassan

April 11th, 2023

Dear Mayor and Council,

I am writing to you on behalf of the Women's Own Resource Centre (WORC), which is a non-profit, registered charitable organization. We provide information, referral and support to women, girls and families of the Almaguin Highlands to assist them in working toward their economic goals. Our Rural Outreach Program Endeavour (ROPE) provides workshops in self-employment, networking, mentoring and life skills.

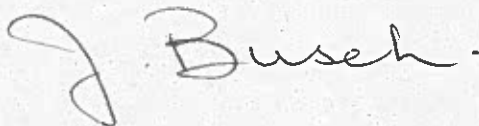
In November of 2022, WORC submitted an application to the Resilient Communities Fund provided by the Ontario Trillium Foundation in the hopes of securing funding to launch a Rural Community Kitchen Program in the Almaguin Highlands. We have seen a dramatic increase in the cost of living over the last few years and since COVID, the cost of food has sky rocketed with an estimated 11% increase in cost over the course of 2022 alone with an additional 6% increase forecasted for 2023. More and more clients are connecting with us in search of financial resources and supports to assist with food insecurity issues and the demand on our local Food Banks is steadily increasing. Many residents of our communities are struggling to afford the basic necessities of life. Moreover, we have connected with many residents who lack the knowledge and skills to prepare healthy food at home and often turn to convenience foods which can be more expensive in the long run while also lacking in nutritional value.

In March of 2023, we received confirmation from the Ontario Trillium Foundation that our proposal was chosen as a recipient to receive \$70,000 in funding to develop and launch a travelling Community Kitchen Program over the next two years. These free Community Kitchen Sessions will run on a quarterly basis with 30 participants per session and would teach food preparation skills, food budgeting skills and encourage participants in a socially inclusive environment, to engage with their community while working hands-on together to create healthy meals that participants will take home and share on-site. Each participant will take home three separate meals that have been cooperatively prepared and enjoy a meal together on site.

It is our hopes to bring this Community Kitchen to communities in South Almaguin, Central Almaguin and North Almaguin with transportation being a huge barrier for many of the most vulnerable within the Almaguin Highlands. Specifically, we are hoping to serve the North Almaguin sector by utilizing space at 250 Clark in Powassan. The dates we are proposing for Powassan are as follows: June 13th, 2023; September 12th, 2023; November 21st, 2023; January 23rd, 2024; April 23rd, 2024; June 25th, 2024; October 22nd, 2024; February 11th, 2025 for a total of eight sessions.

I am writing council today to request the use of the kitchen facilities as well as a work room that we can utilize at the 250 Clark location in order to provide these workshops to residents of North Almaguin at no cost to them. If the 250 Clark is not suitable or available, I would request the Community Centre. With budgeting we are currently able to provide rental payment of \$200.00 inclusive for each workshop session.

I thank you for considering allowing us to bring this new support program to the Town of Powassan and I look forward to hearing back from you at your earliest convenience. Should you have any questions or concerns, please don't hesitate to contact me.



Jessica Busch
Program Manager

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Fax: (705) 386-7111 Email: info@womensownresource.org
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Municipality of Powassan A/P Preliminary Cheque Run (Council Approval Report)

Vendor	Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
GENERAL GOVERNMENT										
	8792		HYDRO ONE NETWORKS, P.O. BOX 4102, STN A, TORONTO, ON, M5W 3L3							
	200109358575	4/21/23	423 HST 8%	04/21/23	\$129.55	\$129.55	10-10-24110	A/R-FEDERAL GST-ITC	\$0.00	(\$4,351.02)
	200116322165	4/21/23	423 HST 8%	04/21/23	\$389.92	\$389.92	10-10-24110	A/R-FEDERAL GST-ITC	\$0.00	(\$4,351.02)
	200126071473	4/21/23	423 HST 8%	04/21/23	\$800.22	\$800.22	10-10-24110	A/R-FEDERAL GST-ITC	\$0.00	(\$4,351.02)
	200003755079	4/21/23	423 HST 5%	04/21/23	\$58.80	\$58.80	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$16,210.80)
	200025335054	4/21/23	423 HST 5%	04/21/23	\$7.69	\$7.69	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$16,210.80)
	200031148485	4/21/23	423 HST 5%	04/21/23	\$14.67	\$14.67	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$16,210.80)
	200051438461	4/21/23	423 HST 5%	04/21/23	\$20.51	\$20.51	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$16,210.80)
	200058393361	4/21/23	423 HST 5%	04/21/23	\$13.70	\$13.70	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$16,210.80)
	200067996361	4/21/23	423 HST 5%	04/21/23	\$2.19	\$2.19	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$16,210.80)
	200087941884	4/21/23	423 HST 5%	04/21/23	\$1.38	\$1.38	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$16,210.80)
	200095870626	4/21/23	423 HST 5%	04/21/23	\$14.90	\$14.90	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$16,210.80)
	200096240842	4/21/23	423 HST 5%	04/21/23	\$12.61	\$12.61	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$16,210.80)
	200097443945	4/21/23	423 HST 5%	04/21/23	\$10.19	\$10.19	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$16,210.80)
	200097470823	4/21/23	423 HST 5%	04/21/23	\$8.47	\$8.47	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$16,210.80)
	200109358575	4/21/23	423 HST 5%	04/21/23	\$80.97	\$80.97	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$16,210.80)
	200116322165	4/21/23	423 HST 5%	04/21/23	\$243.70	\$243.70	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$16,210.80)
	200118558926	4/21/23	423 HST 5%	04/21/23	\$10.60	\$10.60	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$16,210.80)
	200126071473	4/21/23	423 HST 5%	04/21/23	\$500.14	\$500.14	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$16,210.80)
	200204347544	4/21/23	423 HST 5%	04/21/23	\$21.42	\$21.42	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$16,210.80)
	200210054174	4/21/23	423 HST 5%	04/21/23	\$35.16	\$35.16	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$16,210.80)
	200210054174	4/21/23	423 HST 5%	04/21/23	\$82.04	\$82.04	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$16,210.80)
	200212441081	4/21/23	423 HST 5%	04/21/23	\$2.08	\$2.08	10-10-24120	A/R-FEDERAL HST- 5%	\$0.00	(\$16,210.80)
	200003755079	4/21/23	423 HST recoverable	04/21/23	\$73.38	\$73.38	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$15,040.01)
	200025335054	4/21/23	423 HST recoverable	04/21/23	\$9.59	\$9.59	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$15,040.01)
	200031148485	4/21/23	423 HST recoverable	04/21/23	\$18.31	\$18.31	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$15,040.01)
	200051438461	4/21/23	423 HST recoverable	04/21/23	\$25.59	\$25.59	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$15,040.01)
	200058393361	4/21/23	423 HST recoverable	04/21/23	\$17.09	\$17.09	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$15,040.01)
	200067996361	4/21/23	423 HST recoverable	04/21/23	\$2.73	\$2.73	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$15,040.01)
	200087941884	4/21/23	423 HST recoverable	04/21/23	\$1.72	\$1.72	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$15,040.01)
	200095870626	4/21/23	423 HST recoverable	04/21/23	\$18.59	\$18.59	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$15,040.01)
	200096240842	4/21/23	423 HST recoverable	04/21/23	\$15.73	\$15.73	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$15,040.01)
	200097443945	4/21/23	423 HST recoverable	04/21/23	\$12.71	\$12.71	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$15,040.01)
	200097470823	4/21/23	423 HST recoverable	04/21/23	\$10.57	\$10.57	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$15,040.01)
	200118558926	4/21/23	423 HST recoverable	04/21/23	\$13.23	\$13.23	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$15,040.01)
	200204347544	4/21/23	423 HST recoverable	04/21/23	\$26.73	\$26.73	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$15,040.01)
	200210054174	4/21/23	423 HST recoverable	04/21/23	\$102.38	\$102.38	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$15,040.01)
	200210054174	4/21/23	423 HST recoverable	04/21/23	\$43.88	\$43.88	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$15,040.01)
	200212441081	4/21/23	423 HST recoverable	04/21/23	\$2.60	\$2.60	10-10-24125	A/R HST 8% (6.24) PRO	\$0.00	(\$15,040.01)

A/P Preliminary Cheque Run
(Council Approval Report)

Vendor	Invoice Number	Date	Description	Due Date	Invoice Amt.	Approved Amt.	Account Number	Account Description	Budgeted \$	YTD Balance
	200210054174	4/21/23	HYDRO @ 250 CLARK	04/21/23	\$715.56	\$715.56	10-10-61610	HYDRO	\$0.00	(\$1,660.97)
Total GENERAL GOVERNMENT										
250 CLARK										
	8792		HYDRO ONE NETWORKS, P.O. BOX 4102, STN A, TORONTO, ON, M5W 3L3							
	200210054174	4/21/23	HYDRO @ 250 CLARK	04/21/23	\$1,669.66	\$1,669.66	10-12-61753	250 CLARK-UTILITIES	\$0.00	(\$3,875.57)
Total 250 CLARK										
FIRE DEPARTMENT										
	8792		HYDRO ONE NETWORKS, P.O. BOX 4102, STN A, TORONTO, ON, M5W 3L3							
	200058393361	4/21/23	FIRE DEPT.-OPERATIONS	04/21/23	\$278.75	\$278.75	10-15-62020	FIRE DEPT -INSURANC	\$0.00	(\$8,060.81)
	200095870626	4/21/23	HYDRO TC FIRE HALL	04/21/23	\$303.18	\$303.18	10-15-62020	FIRE DEPT -INSURANC	\$0.00	(\$8,060.81)
Total FIRE DEPARTMENT										
PUBLIC WORKS										
	8792		HYDRO ONE NETWORKS, P.O. BOX 4102, STN A, TORONTO, ON, M5W 3L3							
	200031148485	4/21/23	PUBLIC WORKS BLDGS UTILITIES	04/21/23	\$298.53	\$298.53	10-20-63062	PUBLIC WORKS BLDGS	\$0.00	(\$8,240.94)
	200067996361	4/21/23	PUBLIC WORKS BLDGS UTILITIES	04/21/23	\$44.50	\$44.50	10-20-63062	PUBLIC WORKS BLDGS	\$0.00	(\$8,240.94)
	200118558926	4/21/23	PUBLIC WORKS BLDGS UTILITIES	04/21/23	\$215.70	\$215.70	10-20-63062	PUBLIC WORKS BLDGS	\$0.00	(\$8,240.94)
Total PUBLIC WORKS										
ENVIRONMENT										
	8792		HYDRO ONE NETWORKS, P.O. BOX 4102, STN A, TORONTO, ON, M5W 3L3							
	200051438461	4/21/23	LANDFILL SITE-MAT/SUPPLIES HYDRO	04/21/23	\$417.37	\$417.37	10-25-64910	LANDFILL SITE-MAT/SU	\$0.00	(\$1,976.03)
Total ENVIRONMENT										
WATER										
	8792		HYDRO ONE NETWORKS, P.O. BOX 4102, STN A, TORONTO, ON, M5W 3L3							
Total WATER										

Vendor	Invoice Number	Date	Description	Due Date	Invoice Amt.	Approved Amt.	Account Number	Account Description	Budgeted \$	YTD Balance
	200210054174	4/21/23	HYDRO @ 250 CLARK	04/21/23	\$715.56	\$715.56	10-10-61610	HYDRO	\$0.00	(\$1,660.97)
Total GENERAL GOVERNMENT										
250 CLARK										
	8792		HYDRO ONE NETWORKS, P.O. BOX 4102, STN A, TORONTO, ON, M5W 3L3							
	200210054174	4/21/23	HYDRO @ 250 CLARK	04/21/23	\$1,669.66	\$1,669.66	10-12-61753	250 CLARK-UTILITIES	\$0.00	(\$3,875.57)
Total 250 CLARK										
FIRE DEPARTMENT										
	8792		HYDRO ONE NETWORKS, P.O. BOX 4102, STN A, TORONTO, ON, M5W 3L3							
	200058393361	4/21/23	FIRE DEPT.-OPERATIONS	04/21/23	\$278.75	\$278.75	10-15-62020	FIRE DEPT -INSURANC	\$0.00	(\$8,060.81)
	200095870626	4/21/23	HYDRO TC FIRE HALL	04/21/23	\$303.18	\$303.18	10-15-62020	FIRE DEPT -INSURANC	\$0.00	(\$8,060.81)
Total FIRE DEPARTMENT										
PUBLIC WORKS										
	8792		HYDRO ONE NETWORKS, P.O. BOX 4102, STN A, TORONTO, ON, M5W 3L3							
	200031148485	4/21/23	PUBLIC WORKS BLDGS UTILITIES	04/21/23	\$298.53	\$298.53	10-20-63062	PUBLIC WORKS BLDGS	\$0.00	(\$8,240.94)
	200067996361	4/21/23	PUBLIC WORKS BLDGS UTILITIES	04/21/23	\$44.50	\$44.50	10-20-63062	PUBLIC WORKS BLDGS	\$0.00	(\$8,240.94)
	200118558926	4/21/23	PUBLIC WORKS BLDGS UTILITIES	04/21/23	\$215.70	\$215.70	10-20-63062	PUBLIC WORKS BLDGS	\$0.00	(\$8,240.94)
Total PUBLIC WORKS										
ENVIRONMENT										
	8792		HYDRO ONE NETWORKS, P.O. BOX 4102, STN A, TORONTO, ON, M5W 3L3							
	200051438461	4/21/23	LANDFILL SITE-MAT/SUPPLIES HYDRO	04/21/23	\$417.37	\$417.37	10-25-64910	LANDFILL SITE-MAT/SU	\$0.00	(\$1,976.03)
Total ENVIRONMENT										
WATER										
	8792		HYDRO ONE NETWORKS, P.O. BOX 4102, STN A, TORONTO, ON, M5W 3L3							
Total WATER										

Municipality of Powassan
A/P Preliminary Cheque Run
 (Council Approval Report)

Vendor	InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
	200003755079	04/21/23	WATER PUMPHOUSE-MAT/SUPPLIES	04/21/23	\$1,196.66	\$1,196.66	10-30-64510	WATER PUMPHOUSE	\$0.00	(\$3,046.91)
	200025335054	04/21/23	WATER DISTRIBUTION-MAT/SUPPLIES	04/21/23	\$156.43	\$156.43	10-30-64530	WATER DISTRIBUTION	\$0.00	(\$4,484.96)
Total WATER					\$1,353.09	\$1,353.09				
RECREATION										
	8792		HYDRO ONE NETWORKS, P.O. BOX 4102, STN A, TORONTO, ON, M5W 3L3							
	200097470823	04/21/23	PARKS-MAT/SUPPLIES HYDRO	04/21/23	\$172.36	\$172.36	10-55-67010	PARKS-MAT/SUPPLIES	\$0.00	(\$403.65)
	200087941884	04/21/23	POOL-MATERIAL & SUPPLIES HYDRO	04/21/23	\$27.98	\$27.98	10-55-67110	POOL-MATERIAL & SUP	\$0.00	(\$1,130.26)
	200096240842	04/21/23	SHCC-MAT/SUPPLIES HYDRO	04/21/23	\$256.59	\$256.59	10-55-67410	SHCC-MAT/SUPPLIES	\$0.00	(\$1,624.84)
Total RECREATION					\$456.93	\$456.93				
HISTORICAL & CULTURE										
	8792		HYDRO ONE NETWORKS, P.O. BOX 4102, STN A, TORONTO, ON, M5W 3L3							
	200204347544	04/21/23	POWASSAN LEGION EXPENSE	04/21/23	\$435.98	\$435.98	10-65-67680	POWASSAN LEGION E	\$0.00	(\$4,768.29)
Total HISTORICAL & CULTURE					\$435.98	\$435.98				
TROUT CREEK COMMUNITY CENTRE										
	8792		HYDRO ONE NETWORKS, P.O. BOX 4102, STN A, TORONTO, ON, M5W 3L3							
	200109358575	04/21/23	HYDRO	04/21/23	\$1,619.39	\$1,619.39	10-75-61610	HYDRO	\$0.00	(\$10,921.06)
	200116322165	04/21/23	HYDRO	04/21/23	\$4,874.05	\$4,874.05	10-75-61610	HYDRO	\$0.00	(\$10,921.06)
Total TROUT CREEK COMMUNITY CENTRE					\$6,493.44	\$6,493.44				
SPORTSPLEX										
	8792		HYDRO ONE NETWORKS, P.O. BOX 4102, STN A, TORONTO, ON, M5W 3L3							
	200097443945	04/21/23	HYDRO	04/21/23	\$207.35	\$207.35	10-80-61610	HYDRO	\$0.00	(\$18,765.99)
	200126071473	04/21/23	HYDRO	04/21/23	\$10,002.79	\$10,002.79	10-80-61610	HYDRO	\$0.00	(\$18,765.99)
Total SPORTSPLEX					\$10,210.14	\$10,210.14				

Municipality of Powassan
A/P Preliminary Cheque Run
 (Council Approval Report)

Vendor	Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
	CEMETERIES									
	8792		HYDRO ONE NETWORKS, P.O. BOX 4102, STN A, TORONTO, ON, M5W 3L3							
	200212441081	423	04/21/23 CEMETRY-HYDRO	04/21/23	\$42.42	\$42.42	10-85-65110	CEMETRY-SERVICE-MA	\$0.00	(\$63.59)
					\$42.42					
					\$42.42					
						\$25,790.99				

Total Bills To Pay:

Municipality of Powassan
 1000 Lakeshore Blvd. East
 Unit 100
 Scarboro, Ontario M1S 4T6
 Tel: (416) 291-1000
 Fax: (416) 291-1001
 Email: info@powassan.ca
 Website: www.powassan.ca

May 2023

June 2023

Su	Mo	Tu	We	Th	Fr	Sa
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

May 2023

Su	Mo	Tu	We	Th	Fr	Sa
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

Apr 30	May 1	2 Council Zpm	3	4	5	6
7	8	9	10 Recreation Committee Meeting	11 DSSAB	12	13
14	15	16 Council Zpm	17	18	19	20
21	22	23	24 NBMCA	25 NAPB	26	27
28	29 Library Board Meeting	30	31	Jun 1	2	3