



**AGENDA**  
**Regular Council**  
**Deseronto Town Hall**  
**Wednesday, August 9, 2023**  
**6:30 PM**

	Page
1. <b>CALL TO ORDER</b>	
2. <b>ADOPTION OF AGENDA</b>	
3. <b>DISCLOSURE OF PECUNIARY INTEREST</b>	
4. <b>APPROVAL OF MINUTES</b>	
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6.6. OCWA Contract is being reviewed by lawyer	
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12.	<b>INFORMATION ITEMS</b>	
13.	<b>NEW BUSINESS</b>	
13.1.	Child Care - Deputy Mayor will speak on this topic	

14. **NOTICES OF MOTION**

15. **BY-LAWS**

15.1. By-law xx-2023 to provide for the issuance of building permits

16. **ANNOUNCEMENTS**

17. **CLOSED SESSION**

17.1. Closed Session Items Under Section 239

b) 3 under Personal matters about an identifiable person

d) 1 under Labour relations

f) 2 under Advice subject to solicitor-client privilege

18. **INSTRUCTION TO STAFF**

19. **BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL**

19.1. By-law XX-2023 to confirm the proceedings of Council for August 9, 2023.

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[XX-2023 Confirming by-law 08-09-23](#)

20. **ADJOURNMENT**



**MINUTES**  
**Special Council Meeting**  
**Deseronto Town Hall**  
**Monday, May 29, 2023**  
**7:00 PM**

**PRESENT:** Mayor Dan Johnston, Deputy Mayor Steven Everhardus, Councillor Norman Clark, Councillor Jamie Zieman, and Councillor Kevin Smith

**REGRETS:**

**STAFF  
PRESENT:**

**1. CALL TO ORDER**

Mayor Johnston called the Special Council meeting of May 29, 2023 to order at 7:00 pm.

**2. ADOPTION OF AGENDA**

**Resolution 20-23-01**

Moved by Councillor Kevin Smith  
 Seconded by Councillor Jamie Zieman

THAT the agenda for the May 29, 2023 Special Council meeting be accepted.

**Carried**

**3. DISCLOSURE OF PECUNIARY INTEREST**

None noted

**4. ITEMS TO BE DISCUSSED**

4.1. Appointing Melanie van Aarde to take minutes

**Resolution 20-23-02**

Moved by Councillor Norman Clark  
 Seconded by Councillor Jamie Zieman

THAT Council appoint Melanie van Aarde to take the minutes at both meetings.

**Carried**

**5. PURPOSE**

5.1. Move into Closed Session under Section 239(2)  
 (b) one item under personal matters about an identifiable person

**Resolution 20-23-03**

Moved by Councillor Kevin Smith  
 Seconded by Councillor Jamie Zieman

THAT Council rise at 7:05 pm, under Section 239 of the Municipal Act and move into Closed Session to discuss one matter under 2(b) personal matters about an identifiable individual, including municipal or local board employees,

**Carried**

5.2. Instruction to Staff

**Resolution 20-23-04**

Moved by Deputy Mayor Steven Everhardus  
 Seconded by Councillor Jamie Zieman

THAT staff follow direction as given in Closed Session.

**Carried**

**6. BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL**

6.1. By-law 35-2023 to confirm the proceedings of Special Council meeting of May 29, 2023

**Resolution 20-23-05**

Moved by Deputy Mayor Steven Everhardus  
Seconded by Councillor Jamie Zieman

THAT By-law 35-2023, being a by-law to confirm the proceedings of the Special Council meeting, having been read a first, second and third time, be finally passed this 29th day of May 2023.

**Carried**

**7. ADJOURNMENT**

**Resolution 20-23-06**

Moved by Deputy Mayor Steven Everhardus

THAT the May 29, 2023 Special Council meeting be adjourned.

**Carried**

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Mayor

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CAO/Clerk-Treasurer



**MINUTES**  
**Regular Council**  
**Deseronto Town Hall**  
**Wednesday, July 12, 2023**  
**6:30 PM**

**PRESENT:** Mayor Dan Johnston, Deputy Mayor Steven Everhardus, Councillor Norman Clark, Councillor Kevin Smith, and Councillor Jamie Zieman

**REGRETS:**

**STAFF PRESENT:** Clerk Gail Maracle

**1. CALL TO ORDER**

Mayor Johnston called the July 12, 2023 Regular Council meeting to order at 6:31 pm.

**2. ADOPTION OF AGENDA**

**Resolution 23-23-01**

Moved by Councillor Kevin Smith  
Seconded by Councillor Jamie Zieman

THAT the agenda for the July 12, 2023 Regular Council meeting be accepted with the addition of OCWA's report on the Mill & Maple pumping station and two legal items in Closed Session.

**Carried**

**3. DISCLOSURE OF PECUNIARY INTEREST**

None noted

**4. APPROVAL OF MINUTES**

4.1. Minutes of the June 28, 2023 Regular Council Meeting

**Resolution 23-23-02**

Moved by Councillor Norman Clark  
Seconded by Councillor Jamie Zieman

THAT the minutes of the June 28, 2023 Regular meeting of Council be approved as presented.

**Carried**

**5. DEPUTATIONS/PRESENTATIONS**

5.1. Marianne Moroney will appear before Council to discuss some recent acts of vandalism

Ms. Moroney did not attend Council.

**6. UNFINISHED BUSINESS**

6.1. Public Works Equipment List & Details

6.2. Tree Canopy

6.3. Derelict Properties

6.4. Community Centre - Multi-use Courts - Verbal Update

The Clerk advised that there may be quite a price increase in the court surfacing cost due to the outer areas. Council advised that they would like to keep the price as close to the original price as possible.

6.5. Fee Schedule - Credit Cards

6.6. OCWA

James Taylor spoke on the cost to replace the Mill & Maple pumping station.

**Resolution 23-23-03**

Moved by Deputy Mayor Steven Everhardus  
Seconded by Councillor Kevin Smith

THAT Council request Mr. Taylor to come up with a plan & cost to operate the pumping safely for the next 24-48 months.

**Carried**

**7. VARIANCE REPORT**

7.1. 2nd Quarter Variance Report

**Resolution 23-23-04**

Moved by Deputy Mayor Steven Everhardus  
Seconded by Councillor Norman Clark

THAT the Q2 Variance Report be deferred to the August Council meeting so that the Treasurer can be available to answer any questions that Council may have.

**Carried**

**8. APPROVAL OF ACCOUNTS**

8.1. Schedule of Accounts

**Resolution 23-23-05**

Moved by Councillor Norman Clark  
Seconded by Councillor Kevin Smith

THAT Schedule of Accounts numbered 12-2023 in the amount of \$181,360.30 be approved for payment.

**Carried**

**9. STAFF REPORTS**

9.1. Clerk's Report Regarding Mill Point Park

**Resolution 23-23-06**

Moved by Deputy Mayor Steven Everhardus  
Seconded by Councillor Kevin Smith

THAT Council receive the Clerk's Report on Mill Point expenses and proceed to purchase the furniture and spend the balance on installations, fill & sod.

**Carried**

9.2. Public Works Report on 106 Second Street

**Resolution 23-23-07**

Moved by Deputy Mayor Steven Everhardus  
Seconded by Councillor Kevin Smith

THAT the Clerk and Public Works Supervisor compile a list of attempted remediations, the engineer's letter and any possible suggestions to correct the problem.

**Carried**

9.3. Fire Chief's Report Regarding Certification of Firefighters

**Resolution 23-23-08**

Moved by Councillor Kevin Smith  
Seconded by Deputy Mayor Steven Everhardus

THAT Council select Option A, Ontario Seal Certification, for the training of the Deseronto Volunteer Fire Department.

**Carried**

**Resolution 23-23-09**

Moved by Deputy Mayor Steven Everhardus  
Seconded by Councillor Norman Clark

THAT Council direct the Fire Department to wait until September before entering into any mutual aid agreements with either the Mohawks of the Bay of Quinte or Napanee for auto extraction, water rescue, ice rescue and haz-mat.

**Carried**

9.4. Fire Chief's Report Regarding Dispatching Services

**Resolution 23-23-10**

Moved by Deputy Mayor Steven Everhardus  
Seconded by Councillor Kevin Smith

THAT Council receive and file the dispatching information and follow-up at a later date.

**Carried**

9.5. Fire Chief's Report Regarding Open Air Burning

**Resolution 23-23-11**

Moved by Deputy Mayor Steven Everhardus  
Seconded by Councillor Kevin Smith

THAT Council receive the information;  
AND FURTHER THAT the Fire Chief obtain the Open Air Burning by-law from Tyendinaga Township

**Carried**

**10. COMMITTEE/BOARD MEETING MINUTES**

**11. ACTION ITEMS**

**12. INFORMATION ITEMS**

12.1. Hastings County News Release Regarding Medical Recruitment

**Resolution 23-23-12**

Moved by Councillor Kevin Smith  
Seconded by Councillor Jamie Zieman

THAT Council receive the Hastings County news release.

**Carried**

**13. NEW BUSINESS**

**14. NOTICES OF MOTION**

**15. BY-LAWS**

**16. ANNOUNCEMENTS**

**17. CLOSED SESSION**



- 17.1. Closed Session Items Under Section 239  
b) 1 under Personal matters about an identifiable person  
e) 1 under Litigation or potential litigation

**Resolution 23-23-13**

Moved by Councillor Kevin Smith  
Seconded by Councillor Jamie Zieman

THAT Council rise at 7:59 pm, under Section 239 of the Municipal Act and move into Closed Session to discuss 4 matters;, 1 under 2(b) personal matters about an identifiable individual, including municipal or local board employees, 3 under 2(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board

**Carried**

**18. INSTRUCTION TO STAFF**

**Resolution 23-23-14**

Moved by Councillor Norman Clark  
Seconded by Councillor Jamie Zieman

THAT staff follow the direction of Council as discussed in Closed Session.

**Carried**

**19. BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL**

- 19.1. By-law 38-2023 to confirm the proceedings of Council for July 12, 2023

**Resolution 23-23-15**

Moved by Deputy Mayor Steven Everhardus  
Seconded by Councillor Kevin Smith

THAT By-law 38-2023, being a by-law to confirm the proceedings of the July 12, 2023 Council meeting, having been read a first, second and third time, be assigned a number and finally passed this 12th day of July 2023.

**Carried**

**20. ADJOURNMENT**

**Resolution 23-23-16**

Moved by Councillor Kevin Smith

THAT the July 12, 2023 Regular Council meeting be adjourned.

**Carried**

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Mayor

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Clerk



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## Agenda

- 1** Overview of Ontario Regulation
- 2** Asset Management 101
- 3** Summary of the AMP Findings
- 4** Recommendations

2

# O.Reg Compliance

3

## O.Reg 588/17 Requirements



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## AMP Requirements 2022



Phase I (2022) requires **CORE** assets to be included in your AMP

- Current Levels of Service
- Current performance of each asset category
- Particulars per asset category\*
- Per asset category—the lifecycle activities to maintain current levels of service
- <25,000 population requirements\*
- >25,000 population requirements\*

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## AMP Requirements 2024



Phase II (2024) requires **ALL** assets be included in your AMP

- Current Levels of Service
- Current performance of each asset category
- Particulars per asset category\*
- Per asset category—the lifecycle activities to maintain current levels of service
- <25,000 population requirements\*
- >25,000 population requirements\*

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## AMP Requirements 2025

Phase III  
2025



- Proposed Levels of Service
- Explanation of proposed Levels of Service
- Proposed performance of asset categories
- Lifecycle management and financial strategy

Phase III requires **ALL** asset categories to be included with additional requirements

- Proposed Levels of Service
- Explanation of the proposed Levels of Service
- Proposed performance of each asset category
- A lifecycle management and financial strategy
- <25,000 population requirements\*
- >25,000 population requirements\*
- Other key assumptions

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## Asset Management 101

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## Asset Management is Service Management

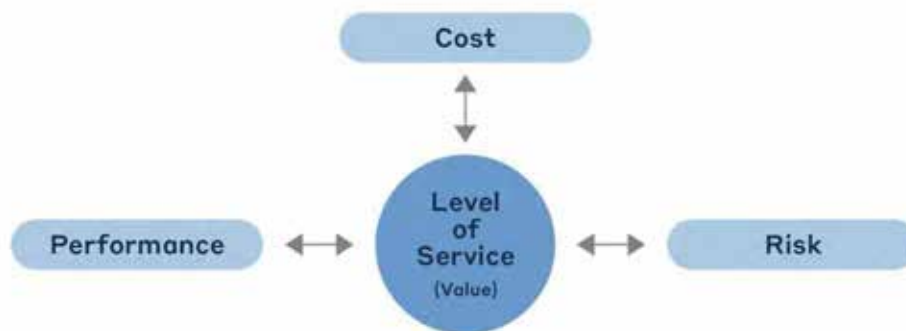
- The asset is the conduit for the service
- Infrastructure provides services that bring our municipalities to life
  - Pipes provide a clean drinking water service
  - Roads provide a transportation service
  - Buildings, Parks, Cultural Centres, provide recreation programs and service



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## What Does Asset Management Involve?

**ISO 55000:** “Coordinated activity of an organization to realize value from assets”



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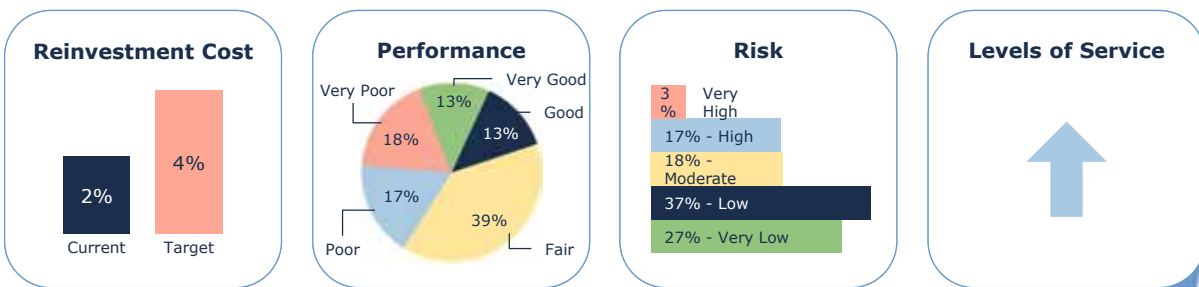
## What Does an Asset Management Plan Provide?

-  Documents current and/proposed work practices
-  Communication tool with key stakeholders
-  Meets legislative requirements
-  Business case for long-term requirements

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## An Asset Management Plan Answers Questions

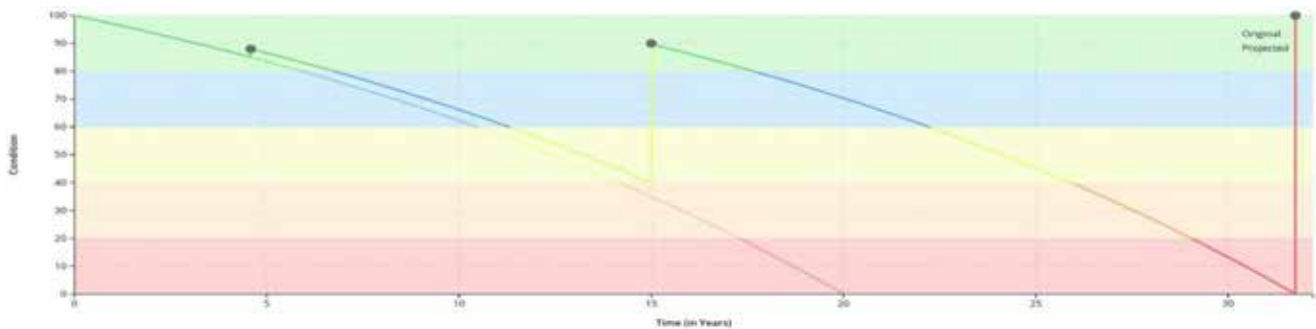
- What is the current state of municipal infrastructure?
- What process improvements can increase confidence in analysis and decision-making?
- What is the Town’s financial capacity to meet long-term capital requirements?



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## Lifecycle Management

Paved Roads (HCB)		
Event Name	Event Class	Event Trigger
Crack Sealing	Maintenance	85% Condition
Mill and Pave	Rehabilitation	Age of 15 Years
End of Life Replacement	Replacement	0% Condition



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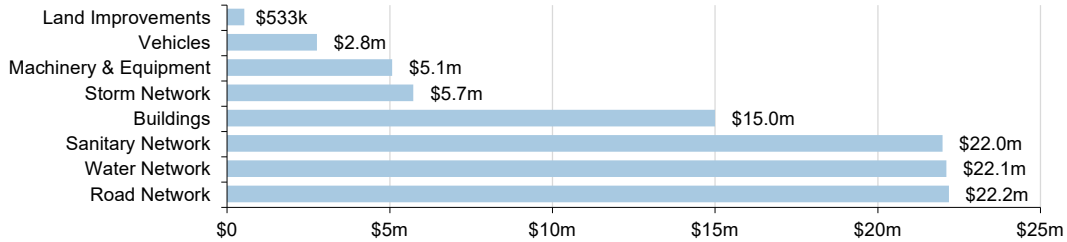
## Summary of the AMP Findings

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## Valuation of Asset Portfolio 2022 Year-End Data

Total Current Replacement Cost: \$95,380,000

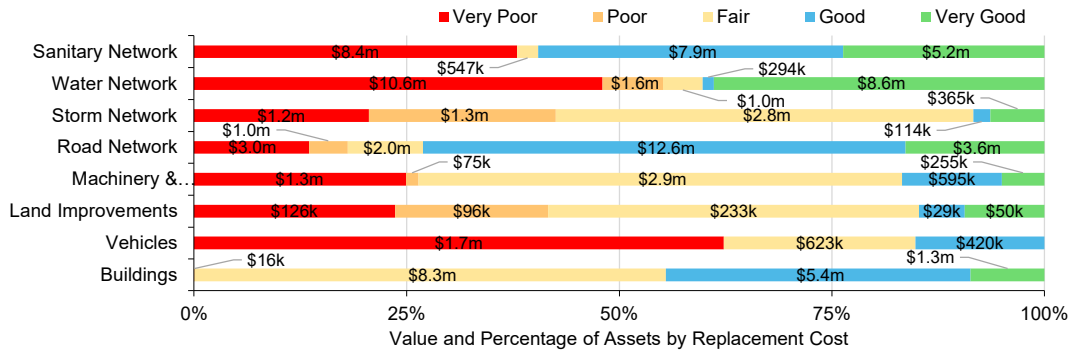


Replacement cost of  
asset portfolio  
**\$95.4 million**

Replacement cost of  
infrastructure per  
household  
**\$119,000**  
(based on 2021  
census)

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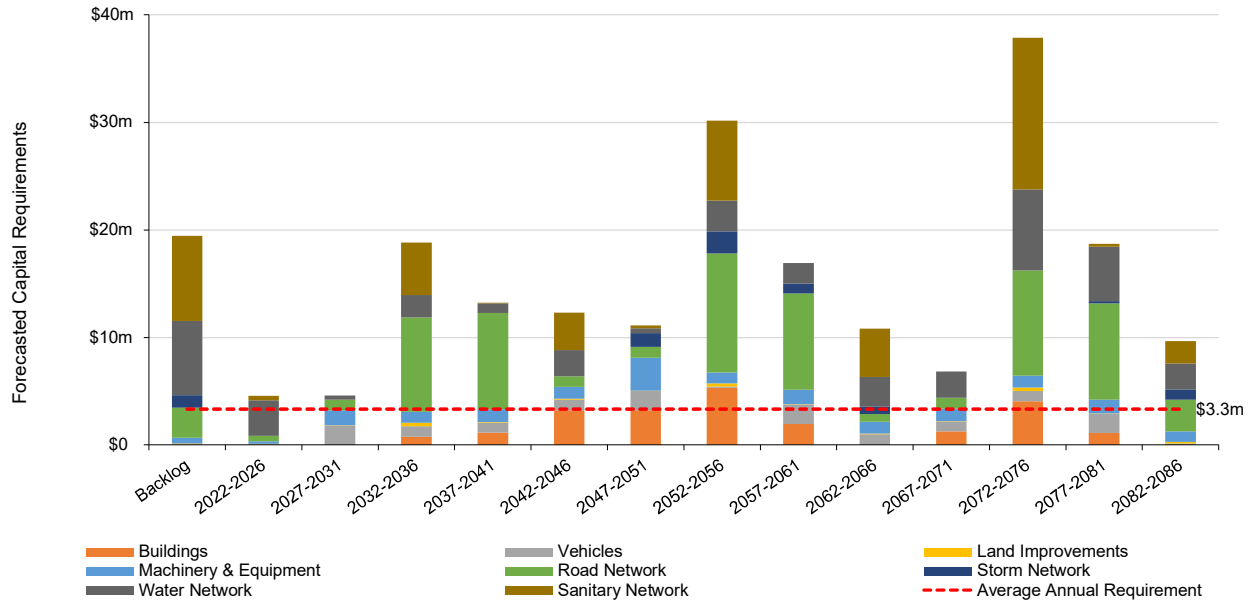
## State of the Infrastructure – Condition



Asset Category	Asset Segment	% of Assets with Assessed Condition	Source of Condition Data
Road Network	Paved Roads	97%	2020 Road Needs Study
Storm Network	All	0%	N/A
Buildings	All	99%	Staff Assessments
Machinery & Equipment	All	66%	Staff Assessments
Vehicles	All	94%	Staff Assessments
Land Improvements	All	43%	Staff Assessments
Water Network	All	0%	N/A
Sanitary Network	All	0%	N/A

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## Forecasted Capital Requirements



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## Annual Capital Requirement & Infrastructure Deficit

Asset Type	Avg. Annual Capital Requirement	Funding Available	Annual Capital Deficit
Tax-Funded Assets	\$2,092,000	\$573,000	\$1,519,000
Rate Funded Assets	\$1,234,000	\$386,000	\$848,000

- Funding available is all regular and sustainable funding
- One-time grants are not included as per O. Reg. 588/17 requirements
- The financial strategy and its recommendations are based on the capital replacement/rehabilitation needs required to maintain the **current** levels of service
- As staff establish their **target/desired** levels of service, the required capital investment and financial strategy may need to be revised

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# Recommendations

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## Financial Strategy Recommendations

- Increase taxes by 3.6% per year over 20 years
- Increase rates for water by 2.2% and sanitary by 3.2% per year over 20 years
- Both sustainable and one-time grants/transfers will continue to be an essential source of revenue for investment in capital infrastructure and to offset tax change requirements
- Adjustments to taxes/rates should be supplemented with project prioritization and evaluation of desired level of service

	Tax-Funded Assets								Water Network				Sanitary Network			
	Without Capturing Changes				With Capturing Changes				Reallocation of decrease in debt payments				Reallocation of decrease in debt payments			
	5 Years	10 Years	15 Years	20 Years	5 Years	10 Years	15 Years	20 Years	5 Years	10 Years	15 Years	20 Years	5 Years	10 Years	15 Years	20 Years
Infrastructure Deficit	1,519,000	1,519,000	1,519,000	1,519,000	1,519,000	1,519,000	1,519,000	1,519,000	394,000	394,000	394,000	394,000	454,000	454,000	454,000	454,000
Change in Debt Costs	N/A	N/A	N/A	N/A	12,000	3,000	-3,000	-3,000	11,000	11,000	11,000	-4,000	N/A	N/A	N/A	N/A
<b>Resulting Infrastructure Deficit</b>	1,519,000	1,519,000	1,519,000	1,519,000	1,531,000	1,522,000	1,516,000	1,516,000	405,000	405,000	405,000	390,000	454,000	454,000	454,000	454,000
Tax Increase Required	102.0%	102.0%	102.0%	102.0%	102.8%	102.2%	101.8%	101.8%	56.4%	56.4%	56.4%	54.4%	85.9%	85.9%	85.9%	85.9%
<b>Annually</b>	<b>15.2%</b>	<b>7.3%</b>	<b>4.9%</b>	<b>3.6%</b>	<b>15.2%</b>	<b>7.3%</b>	<b>4.8%</b>	<b>3.6%</b>	<b>9.4%</b>	<b>4.6%</b>	<b>3.1%</b>	<b>2.2%</b>	<b>13.3%</b>	<b>6.4%</b>	<b>4.3%</b>	<b>3.2%</b>


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## Key AM Program Recommendations

- Continuous refinement of asset inventory data
    - Accurate data is central to good asset management
    - Accurate in-service dates, condition, and replacement cost information is especially important
  - Evaluate and update strategies
    - Collect and utilize assessed condition data where possible, rather than relying on age
    - Develop a condition assessment program
    - Review and refine the risk and lifecycle models
- 


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## Key AM Program Recommendations (cont'd)

- Capital requirements
    - Review future contracts and quotes to obtain and update replacement costs, ideally on an annual basis
    - Regularly review short- and long-term asset capital requirements and incorporate this information into budget deliberations
  - Evaluation of levels of service
    - Continue to collect current levels of service data across all asset categories
    - Discuss proposed levels of service requirements for 2025 and the logistics of implementing a plan to meet them
- 

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## Key Takeaways from AMP

- 2024 compliant – further improvements are required in 2025
  - Snapshot in time – based on current available data
  - AMP should not “collect dust”
  - Centralized source of asset information and Town practices
  - Communication tool for staff, council, and public
- 

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## Next Steps

- Review and refine core asset inventory
    - Prioritize recommendations with internal stakeholders
    - Increase accuracy and confidence in data
  - Prepare for 2025 AMP compliance
    - Refine the inventory and identify levels of service metrics
  - Develop proposed levels of service for 2025 AMP compliance
    - Engage staff and public to determine levels of service targets
    - Develop a lifecycle and financial plan to meet proposed targets
- 

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## Questions?

**Nikki Pittman, P.Eng.**  
**Asset Management Advisor**

[npittman@psdcitywide.com](mailto:npittman@psdcitywide.com)



# Asset Management Plan

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Town of Deseronto

2023

This Asset Management Program was prepared by:



Empowering your organization through advanced asset management, budgeting & GIS solutions



# Key Statistics

Replacement cost of  
asset portfolio

**\$93.8 million**

Replacement cost of  
infrastructure per  
household

**\$117,000** (2021)

Percentage of assets in fair  
or better condition

**65%**

Percentage of assets with  
assessed condition data

**40%**

Annual capital  
infrastructure deficit

**\$2.4 million**

Recommended timeframe  
for eliminating annual  
infrastructure deficit

**20 Years**

Target reinvestment  
rate

**3.49%**

Actual reinvestment  
rate

**1.01%**

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# Executive Summary









Municipal infrastructure provides the foundation for the economic, social, and environmental health and growth of a community through the delivery of critical services. The goal of asset management is to deliver an adequate level of service in the most cost-effective manner. This involves the development and implementation of asset management strategies and long-term financial planning.

## Scope

This AMP identifies the current practices and strategies that are in place to manage public infrastructure and makes recommendations where they can be further refined. Through the implementation of sound asset management strategies, the Town can ensure that public infrastructure is managed to support the sustainable delivery of municipal services.

This AMP include the following asset categories:

### Asset Category

 Road Network	 Water Network
 Storm Network	 Buildings
 Sanitary Sewer Network	 Machinery & Equipment
 Vehicles	 Land Improvements

With the development of this AMP the Town has achieved compliance with O. Reg. 588/17 to the extent of the requirements that must be completed by July 1, 2024. There are additional requirements concerning proposed levels of service and growth that must be met by July 1, 2025.

## Findings

The overall replacement cost of the asset categories included in this AMP totals \$95.4 million. 68% of all assets analysed in this AMP are in fair or better condition and assessed condition data was available for 40% of assets. For the remaining 60% of assets, assessed condition data was unavailable, and asset age was used to approximate condition – a data gap that persists in most municipalities. Generally, age misstates the true condition of assets, making assessments essential to accurate asset management planning, and a recurring recommendation in this AMP.

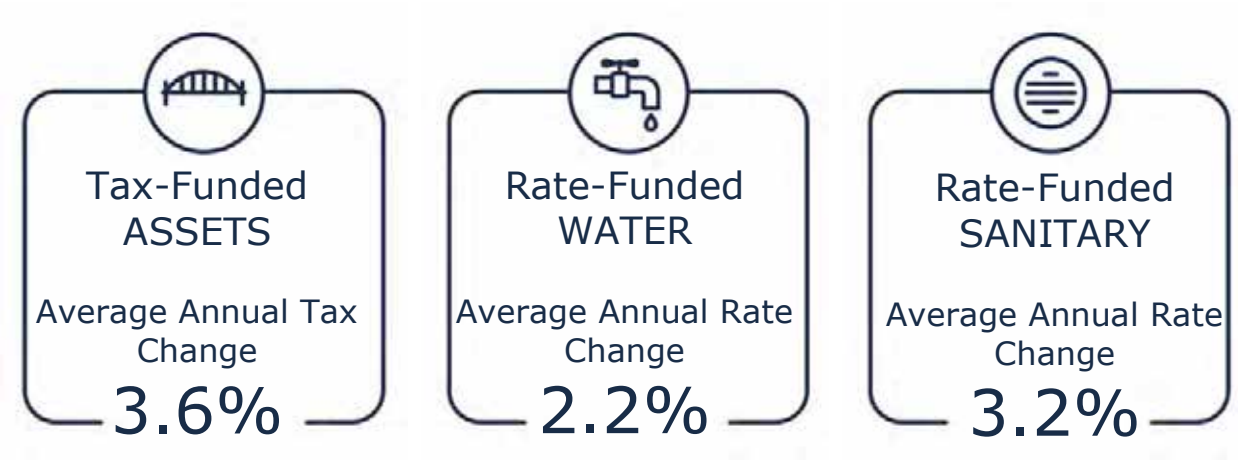
The development of a long-term, sustainable financial plan requires an analysis of whole lifecycle costs. This AMP uses a combination of proactive lifecycle strategies (paved roads) and replacement only strategies (all other assets) to determine the lowest cost option to maintain the current level of service.

To meet capital replacement and rehabilitation needs for existing infrastructure, prevent infrastructure backlogs, and achieve long-term sustainability, the Town's average annual capital requirement totals \$3.3 million. Based on a historical analysis of sustainable capital funding sources, the Town is committing approximately \$959,000 towards capital projects or reserves per year. As a result, there is currently an annual funding gap of \$2.4 million.

It is important to note that this AMP represents a snapshot in time and is based on the best available processes, data, and information at the Town. Strategic asset management planning is an ongoing and dynamic process that requires continuous improvement and dedicated resources.

# Recommendations

A financial strategy was developed to address the annual capital funding gap. The following graphics shows annual tax/rate change required to eliminate the Town’s infrastructure deficit based on a 20-year plan:



Recommendations to guide continuous refinement of the Town’s asset management program. These include:

- Review data to update and maintain a complete and accurate dataset
- Develop a condition assessment strategy with a regular schedule
- Review and update lifecycle management strategies
- Development and regularly review short- and long-term plans to meet capital requirements
- Measure current levels of service and identify sustainable proposed levels of service

# 1 Introduction & Context

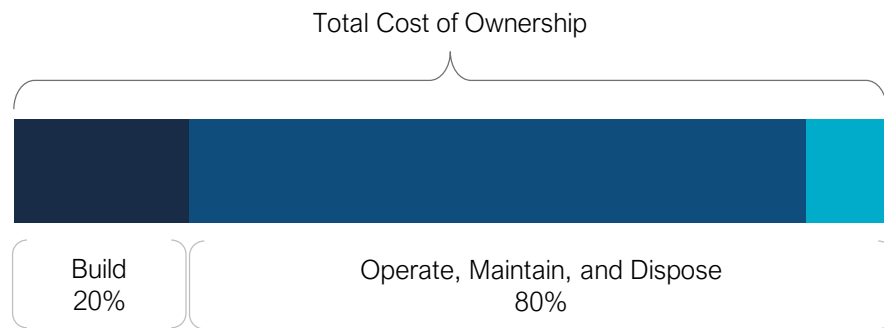
## Key Insights

- The goal of asset management is to minimize the lifecycle costs of delivering infrastructure services, manage the associated risks, while maximizing the value ratepayers receive from the asset portfolio
- The Town's asset management policy provides clear direction to staff on their roles and responsibilities regarding asset management
- An asset management plan is a living document that should be updated regularly to inform long-term planning
- Ontario Regulation 588/17 outlines several key milestone and requirements for asset management plans in Ontario between July 1, 2022 and 2025

# 1.1 An Overview of Asset Management

Municipalities are responsible for managing and maintaining a broad portfolio of infrastructure assets to deliver services to the community. The goal of asset management is to minimize the lifecycle costs of delivering infrastructure services, manage the associated risks, while maximizing the value ratepayers receive from the asset portfolio.

The acquisition of capital assets accounts for only 10-20% of their total cost of ownership. The remaining 80-90% derives from operations and maintenance. This AMP focuses its analysis on the capital costs to maintain, rehabilitate and replace existing municipal infrastructure assets.



These costs can span decades, requiring planning and foresight to ensure financial responsibility is spread equitably across generations. An asset management plan is critical to this planning, and an essential element of broader asset management program. The industry-standard approach and sequence to developing a practical asset management program begins with a Strategic Plan, followed by an Asset Management Policy and an Asset Management Strategy, concluding with an Asset Management Plan.

This industry standard, defined by the Institute of Asset Management (IAM), emphasizes the alignment between the corporate strategic plan and various asset management documents. The strategic plan has a direct, and cascading impact on asset management planning and reporting.



### 1.1.1 Asset Management Policy

An asset management policy represents a statement of the principles guiding the Town's approach to asset management activities. It aligns with the organizational strategic plan and provides clear direction to municipal staff on their roles and responsibilities as part of the asset management program.

The Town adopted By-law No. 45-19 "Strategic Asset Management Policy" on June 26<sup>th</sup>, 2019 in accordance with Ontario Regulation 588/17.

The objectives of the policy are to promote the efficient and sustainable use of infrastructure and public service facilities which are planned or available, and avoid the need for premature, unjustified and/or uneconomical expansions of such.

### 1.1.2 Asset Management Strategy

An asset management strategy outlines the translation of organizational objectives into asset management objectives and provides a strategic overview of the activities required to meet these objectives. It provides greater detail than the policy on how the Town plans to achieve asset management objectives through planned activities and decision-making criteria.

The Town's Asset Management Policy contains many of the key components of an asset management strategy and may be expanded on in future revisions or as part of a separate strategic document.

### 1.1.3 Asset Management Plan

The asset management plan (AMP) presents the outcomes of the Town's asset management program and identifies the resource requirements needed to achieve a defined level of service. The AMP typically includes the following content:

- State of Infrastructure
- Asset Management Strategies
- Levels of Service
- Financial Strategies

The AMP is a living document that should be updated regularly as additional asset and financial data becomes available. This will allow the Town to re-evaluate the state of infrastructure and identify how the organization's asset management and financial strategies are progressing.

# 1.2 Key Concepts in Asset Management

Effective asset management integrates several key components, including lifecycle management, risk management, and levels of service. These concepts are applied throughout this asset management plan and are described below in greater detail.

## 1.2.1 Lifecycle Management Strategies

The condition or performance of most assets will deteriorate over time. This process is affected by a range of factors including an asset’s characteristics, location, utilization, maintenance history and environment. Asset deterioration has a negative effect on the ability of an asset to fulfill its intended function, and may be characterized by increased cost, risk and even service disruption.

To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration.

There are several field intervention activities that are available to extend the life of an asset. These activities can be generally placed into one of three categories: maintenance, rehabilitation and replacement. The following table provides a description of each type of activity and the general difference in cost.

<b>Lifecycle Activity</b>	<b>Description</b>	<b>Example (Roads)</b>	<b>Cost</b>
Maintenance	Activities that prevent defects or deteriorations from occurring	Crack Seal	\$
Rehabilitation/ Renewal	Activities that rectify defects or deficiencies that are already present and may be affecting asset performance	Mill & Re-surface	\$\$
Replacement / Reconstruction	Asset end-of-life activities that often involve the complete replacement of assets	Full Reconstruction	\$\$\$

Depending on initial lifecycle management strategies, asset performance can be sustained through a combination of maintenance and rehabilitation, but at some point, replacement is required. Understanding what effect these activities will have on the lifecycle of an asset, and their cost, will enable staff to make better recommendations.

The Town's approach to lifecycle management is described within each asset category outlined in this AMP. Developing and implementing a proactive lifecycle strategy will help staff to determine which activities to perform on an asset and when they should be performed to maximize useful life at the lowest total cost of ownership.

## 1.2.2 Risk Management Strategies

Municipalities generally take a 'worst-first' approach to infrastructure spending. Rather than prioritizing assets based on their importance to service delivery, assets in the worst condition are fixed first, regardless of their criticality. However, not all assets are created equal. Some are more important than others, and their failure or disrepair poses more risk to the community than that of others. For example, a road with a high volume of traffic that provides access to critical services poses a higher risk than a low volume rural road. These high-value assets should receive funding before others.

By identifying the various impacts of asset failure and the likelihood that it will fail, risk management strategies can identify critical assets, and determine where maintenance efforts, and spending, should be focused.

This AMP includes a high-level evaluation of asset risk and criticality. Each asset has been assigned a probability of failure score and consequence of failure score based on available asset data. These risk scores can be used to prioritize maintenance, rehabilitation and replacement strategies for critical assets.

## 1.2.3 Levels of Service

A level of service (LOS) is a measure of what the Town is providing to the community and the nature and quality of that service. Within each asset category in this AMP, technical metrics and qualitative descriptions that measure both technical and community levels of service have been established and measured as data is available.

These measures include a combination of those that have been outlined in O. Reg. 588/17 in addition to performance measures identified by the Town as worth measuring and evaluating. The Town measures the level of service provided at two levels: Community Levels of Service, and Technical Levels of Service.

### Community Levels of Service

Community levels of service are a simple, plain language description or measure of the service that the community receives. For core asset categories (roads, bridges and culverts, water, wastewater, storm) the Province, through O. Reg. 588/17, has provided qualitative descriptions that are required to be included in this AMP. For non-core asset categories, the Town has determined the qualitative descriptions that

will be used to determine the community level of service provided. These descriptions can be found in the Levels of Service subsection within each asset category.

## Technical Levels of Service

Technical levels of service are a measure of key technical attributes of the service being provided to the community. These include mostly quantitative measures and tend to reflect the impact of the Town's asset management strategies on the physical condition of assets or the quality/capacity of the services they provide.

For core asset categories (roads, bridges and culverts, water, wastewater, storm) the Province, through O. Reg. 588/17, has provided technical metrics that are required to be included in this AMP. For non-core asset categories, the Town has determined the technical metrics that will be used to determine the technical level of service provided. These metrics can be found in the Levels of Service subsection within each asset category.

## Current and Proposed Levels of Service

This AMP focuses on measuring the current level of service provided to the community. Once current levels of service have been measured, the Town plans to establish proposed levels of service over a 10-year period, in accordance with O. Reg. 588/17.

Proposed levels of service should be realistic and achievable within the timeframe outlined by the Town. They should also be determined with consideration of a variety of community expectations, fiscal capacity, regulatory requirements, corporate goals and long-term sustainability. Once proposed levels of service have been established, and prior to July 2025, the Town must identify a lifecycle management and financial strategy which allows these targets to be achieved.

# 1.3 Ontario Regulation 588/17

As part of the *Infrastructure for Jobs and Prosperity Act, 2015*, the Ontario government introduced Regulation 588/17 - Asset Management Planning for Municipal Infrastructure (O. Reg 588/17). Along with creating better performing organizations, more liveable and sustainable communities, the regulation is a key, mandated driver of asset management planning and reporting. It places substantial emphasis on current and proposed levels of service and the lifecycle costs incurred in delivering them.

The diagram below outlines key reporting requirements under O. Reg 588/17 and the associated timelines.

**2019**

Strategic Asset Management Policy

**2022**

Asset Management Plan for Core Assets with the following components:

1. Current levels of service
2. Inventory analysis
3. Lifecycle activities to sustain LOS
4. Cost of lifecycle activities
5. Population and employment forecasts
6. Discussion of growth impacts

**2024**

Asset Management Plan for Core and Non-Core Assets (same components as 2022) and Asset Management Policy Update

**2025**

Asset Management Plan for All Assets with the following additional components:

1. Proposed levels of service for next 10 years
2. Updated inventory analysis
3. Lifecycle management strategy
4. Financial strategy and addressing shortfalls
5. Discussion of how growth assumptions impacted lifecycle and financial

### 1.3.1 O. Reg. 588/17 Compliance Review

The following table identifies the requirements outlined in Ontario Regulation 588/17 for municipalities to meet by July 1, 2024. Next to each requirement a page or section reference is included in addition to any necessary commentary.

<b>Requirement</b>	<b>O. Reg. Section</b>	<b>AMP Section Reference</b>	<b>Status</b>
Summary of assets in each category	S.5(2), 3(i)	4.1.1 - 5.2.1	Complete
Replacement cost of assets in each category	S.5(2), 3(ii)	4.1.1 - 5.2.1	Complete
Average age of assets in each category	S.5(2), 3(iii)	4.1.3 - 5.2.3	Complete
Condition of core assets in each category	S.5(2), 3(iv)	4.1.2 - 5.2.2	Complete
Description of municipality’s approach to assessing the condition of assets in each category	S.5(2), 3(v)	4.1.2 - 5.2.2	Complete
Current levels of service in each category	S.5(2), 1(i-ii)	4.1.6 - 5.2.6	Complete
Current performance measures in each category	S.5(2), 2	4.1.6 - 5.2.6	Complete
Lifecycle activities needed to maintain current levels of service for 10 years	S.5(2), 4	4.1.4 - 5.2.4	Complete
Costs of providing lifecycle activities for 10 years	S.5(2), 4	Appendix B	Complete
Growth assumptions	S.5(2), 5(i-ii) S.5(2), 6(i-vi)	6.1-6.2	Complete

# 2 Scope and Methodology

## Key Insights

- This asset management plan includes 8 asset categories and is divided between tax-funded and rate-funded categories
- The source and recency of replacement costs impacts the accuracy and reliability of asset portfolio valuation
- Accurate and reliable condition data helps to prevent premature and costly rehabilitation or replacement and ensures that lifecycle activities occur at the right time to maximize asset value and useful life

## 2.1 Asset Categories Included in this AMP

This asset management plan for the Town of Deseronto is produced in compliance with Ontario Regulation 588/17. The July 2024 deadline under the regulation—the second of three AMPs—requires analysis of both core and non-core assets.

The AMP summarizes the state of the infrastructure for the Town’s asset portfolio, establishes current levels of service and the associated technical and customer oriented key performance indicators (KPIs), outlines lifecycle strategies for optimal asset management and performance, and provides financial strategies to reach sustainability for the asset categories listed below.

Asset Category	Source of Funding
Road Network	Tax Levy
Storm Network	
Buildings	
Vehicles	
Machinery & Equipment	
Land Improvements	
Water Network	User Rates
Sanitary Network	

## 2.2 Deriving Replacement Costs

There are a range of methods to determine the replacement cost of an asset, and some are more accurate and reliable than others. This AMP relies on two methodologies:

- **User-Defined Cost and Cost/Unit:** Based on costs provided by municipal staff which could include average costs from recent contracts; data from engineering reports and assessments; staff estimates based on knowledge and experience
- **Cost Inflation/CPI Tables:** Historical cost of the asset is inflated based on Consumer Price Index or Non-Residential Building Construction Price Index

User-defined costs based on reliable sources are a reasonably accurate and reliable way to determine asset replacement costs. Cost inflation is typically used in the absence of reliable replacement cost data. It is a reliable method for recently



purchased and/or constructed assets where the total cost is reflective of the actual costs that the Town incurred. As assets age, and new products and technologies become available, cost inflation becomes a less reliable method.

## 2.3 Estimated Useful Life and Service Life Remaining

The estimated useful life (EUL) of an asset is the period over which the Town expects the asset to be available for use and remain in service before requiring replacement or disposal. The EUL for each asset in this AMP was assigned according to the knowledge and expertise of municipal staff and supplemented by existing industry standards when necessary.

By using an asset's in-service data and its EUL, the Town can determine the service life remaining (SLR) for each asset. Using condition data and the asset's SLR, the Town can more accurately forecast when it will require replacement. The SLR is calculated as follows:

$$\text{Service Life Remaining (SLR)} = \text{In Service Date} + \text{Estimated Useful Life (EUL)} - \text{Current Year}$$

## 2.4 Reinvestment Rate

As assets age and deteriorate they require additional investment to maintain a state of good repair. The reinvestment of capital funds, through asset renewal or replacement, is necessary to sustain an adequate level of service. The reinvestment rate is a measurement of available or required funding relative to the total replacement cost.

By comparing the actual vs. target reinvestment rate the Town can determine the extent of any existing funding gap. The reinvestment rate is calculated as follows:

$$\text{Target Reinvestment Rate} = \frac{\text{Annual Capital Requirement}}{\text{Total Replacement Cost}}$$

$$\text{Actual Reinvestment Rate} = \frac{\text{Annual Capital Funding}}{\text{Total Replacement Cost}}$$

## 2.5 Deriving Asset Condition

An incomplete or limited understanding of asset condition can mislead long-term planning and decision-making. Accurate and reliable condition data helps to prevent premature and costly rehabilitation or replacement and ensures that lifecycle activities occur at the right time to maximize asset value and useful life.

A condition assessment rating system provides a standardized descriptive framework that allows comparative benchmarking across the Town’s asset portfolio. The table below outlines the condition rating system used in this AMP to determine asset condition. This rating system is aligned with the Canadian Core Public Infrastructure Survey which is used to develop the Canadian Infrastructure Report Card. When assessed condition data is not available, service life remaining is used to approximate asset condition.

Condition	Description	Criteria	Service Life Remaining (%)
Very Good	Fit for the future	Well maintained, good condition, new or recently rehabilitated	80-100
Good	Adequate for now	Acceptable, generally approaching mid-stage of expected service life	60-80
Fair	Requires attention	Signs of deterioration, some elements exhibit significant deficiencies	40-60
Poor	Increasing potential of affecting service	Approaching end of service life, condition below standard, large portion of system exhibits significant deterioration	20-40
Very Poor	Unfit for sustained service	Near or beyond expected service life, widespread signs of advanced deterioration, some assets may be unusable	0-20

The analysis in this AMP is based on assessed condition data only as available. In the absence of assessed condition data, asset age is used as a proxy to determine asset condition. Appendix D includes additional information on the role of asset condition data and provides basic guidelines for the development of a condition assessment program.

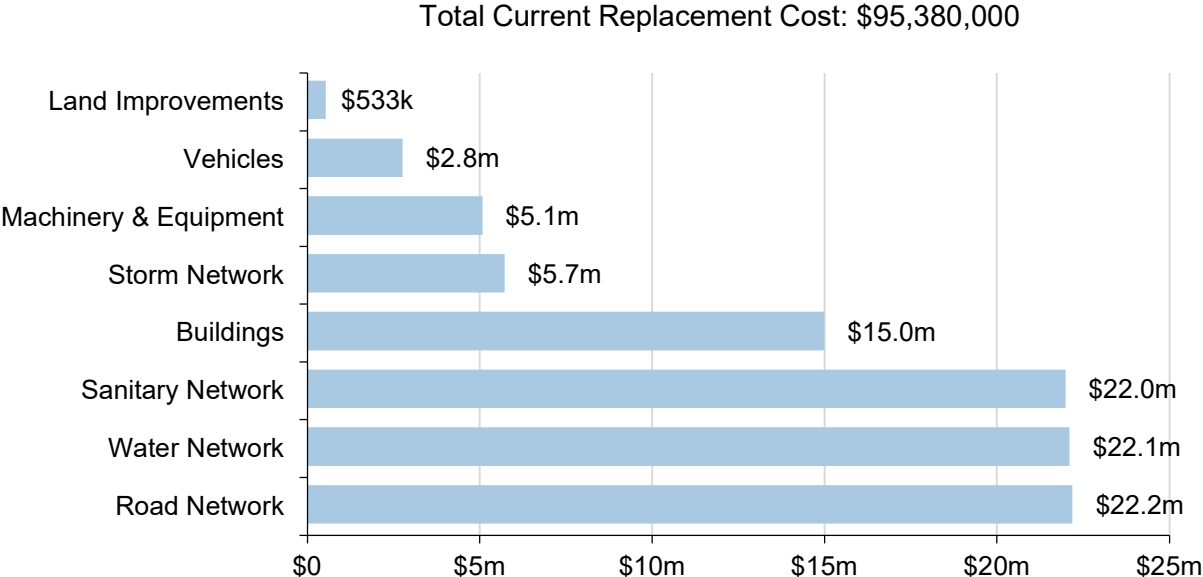
# 3 Portfolio Overview

## Key Insights

- The total replacement cost of the Town's asset portfolio is \$95.4 million
- The Town's target re-investment rate is 3.49%, and the actual re-investment rate is 1.01%, contributing to an expanding infrastructure deficit
- 68% of all assets are in fair or better condition
- Average annual capital requirements total \$3.3 million per year across all assets

# 3.1 Total Replacement Cost of Asset Portfolio

The asset categories analyzed in this AMP have a total replacement cost of \$95.4 million based on inventory data from 2022. This total was determined based on a combination of user-defined costs and historical cost inflation. This estimate reflects replacement of historical assets with similar, not necessarily identical, assets available for procurement today.

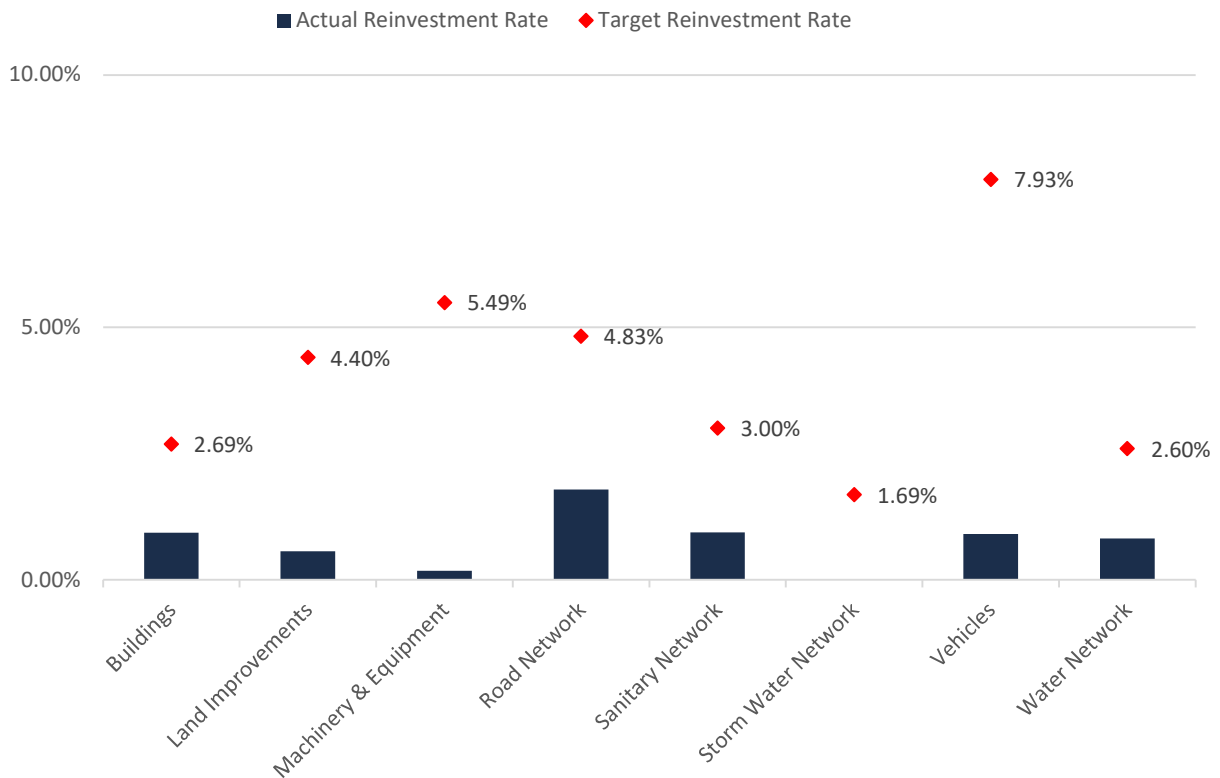


The following table identifies the methods employed to determine replacement costs across each asset category:

Asset Category	Replacement Cost Method	
	User-Defined	Notes
Road Network	100%	Road Needs Study & Staff Estimates
Storm Network	100%	Staff Estimates
Water Network	69.5%	Staff Estimates
Sanitary Network	100%	Staff Estimates
Buildings	100%	Staff Estimates
Machinery & Equipment	100%	Staff Estimates
Fleet	100%	Staff Estimates
Land Improvements	78.5%	Staff Estimates

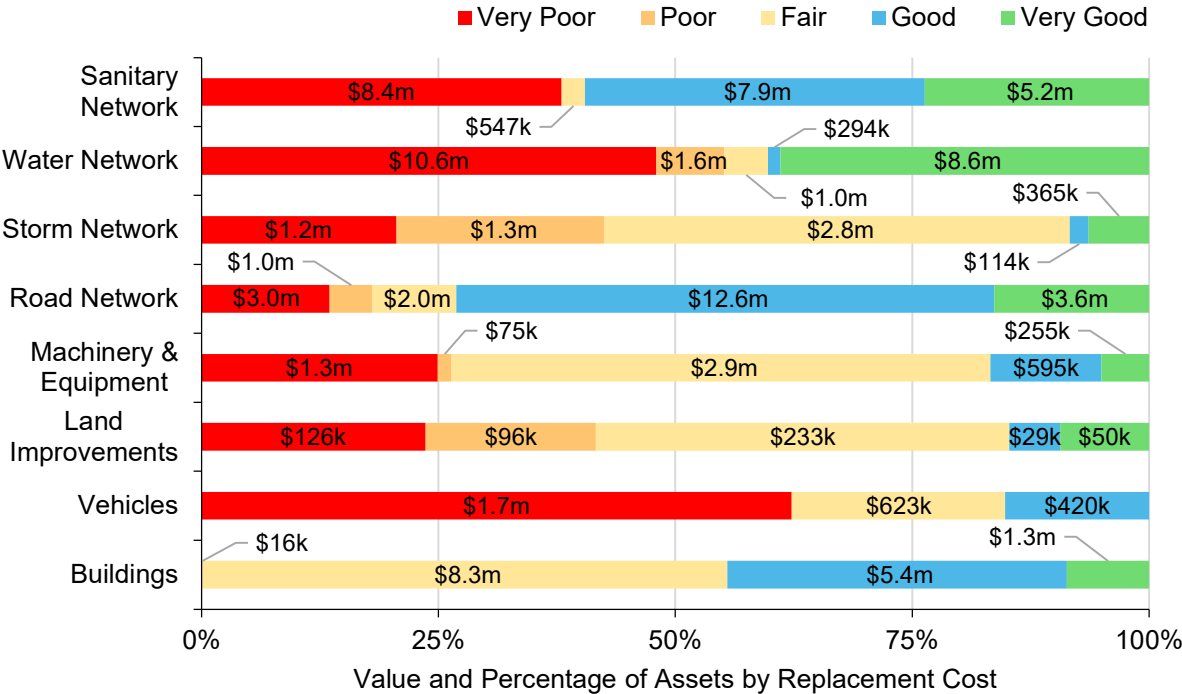
## 3.2 Target vs. Actual Reinvestment Rate

The graph below depicts funding gaps or surpluses by comparing target vs actual reinvestment rate. To meet the long-term replacement needs, the Town should be allocating approximately \$3.3 million annually, for a target reinvestment rate of 3.49%. Actual annual spending on infrastructure totals approximately \$959,000, for an actual reinvestment rate of 1.01%.



# 3.3 Condition of Asset Portfolio

The current condition of the assets is central to all asset management planning. Collectively, 68% of assets in Deseronto are in fair or better condition. This estimate relies on both age-based and field condition data.

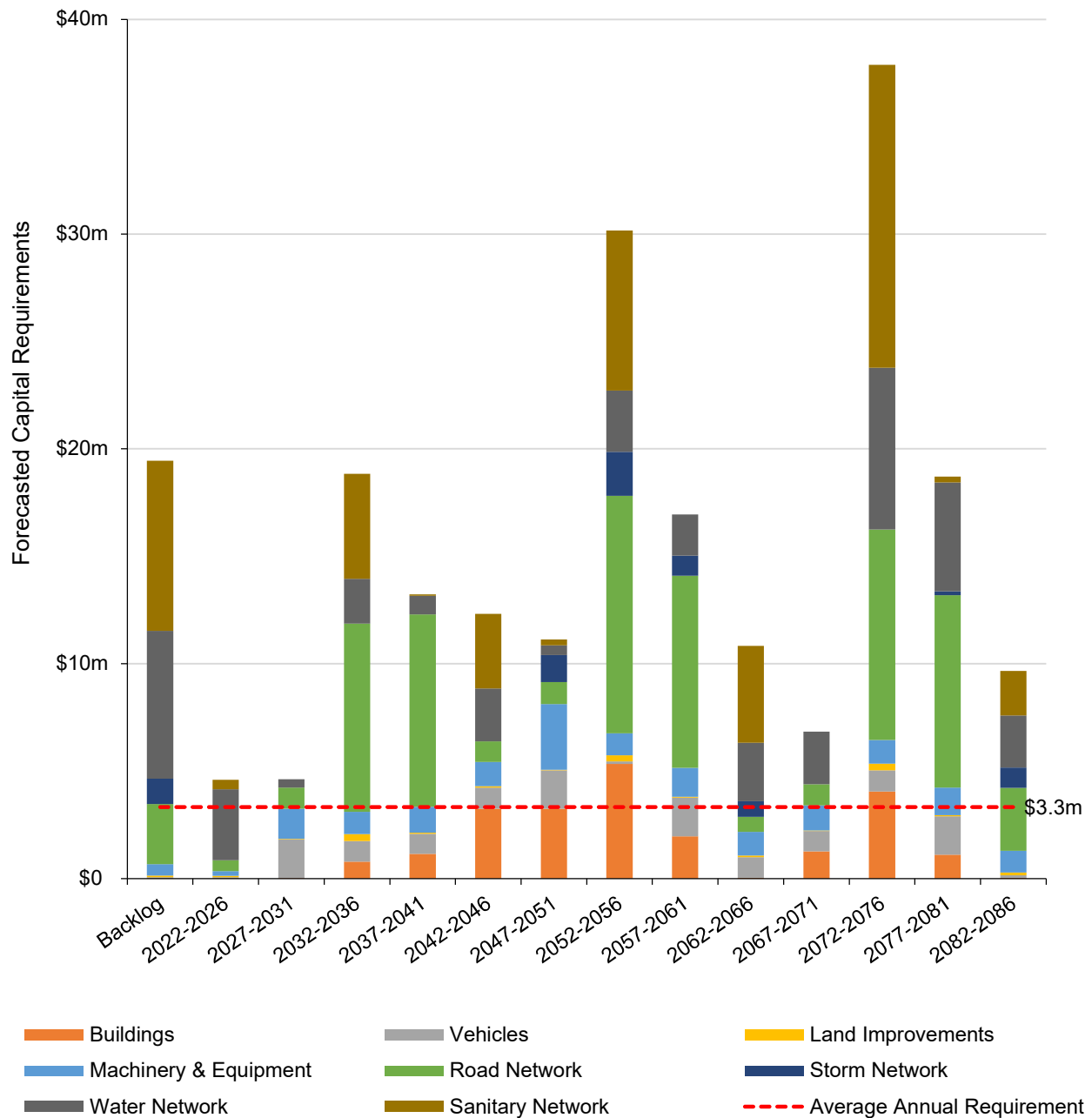


This AMP relies on assessed condition data for 40% of assets; for the remaining portfolio, age is used as an approximation of condition. Assessed condition data is invaluable in asset management planning as it reflects the true condition of the asset and its ability to perform its functions. The table below identifies the source of condition data used throughout this AMP.

Asset Category	Asset Segment	% of Assets with Assessed Condition	Source of Condition Data
Road Network	Paved Roads	97%	2020 Road Needs Study
Storm Network	All	0%	N/A
Buildings	All	99%	Staff Assessments
Machinery & Equipment	All	66%	Staff Assessments
Vehicles	All	94%	Staff Assessments
Land Improvements	All	43%	Staff Assessments
Water Network	All	0%	N/A
Sanitary Network	All	0%	N/A

### 3.4 Forecasted Capital Requirements

The development of a long-term capital forecast should include both asset rehabilitation and replacement requirements. With the development of asset-specific lifecycle strategies that include the timing and cost of future capital events, the Town can produce an accurate long-term capital forecast. The following graph identifies capital requirements over the next 65 years. This projection is used as it ensures that every asset has gone through one full iteration of replacement. The forecasted requirements are aggregated into 5-year bins and the trend line represents the average annual capital requirements.



# 4 Analysis of Tax-funded Assets

## Key Insights

- Tax-funded assets are valued at \$51.3 million
- 81% of tax-funded assets are in fair or better condition
- The average annual capital requirement to sustain the current level of service for tax-funded assets is approximately \$2.1 million
- Critical assets should be evaluated to determine appropriate risk mitigation activities and treatment options



## 4.1 Road Network

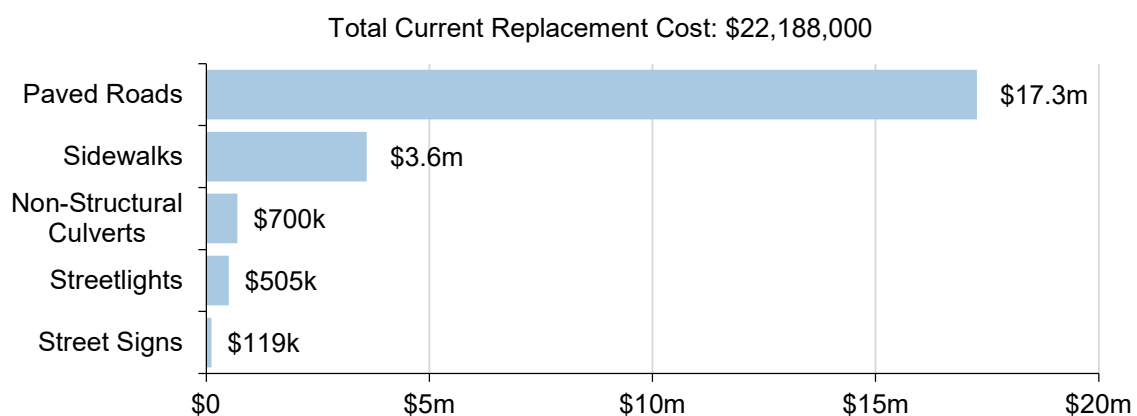
The road network is a critical component of the provision of safe and efficient transportation service. It includes all municipally owned and maintained roadways in addition to supporting roadside infrastructure including sidewalks, street signs, and streetlights.

The Town’s roads and sidewalks are maintained by the Public Works department who is also responsible for winter snow clearing, ice control and snow removal operations.

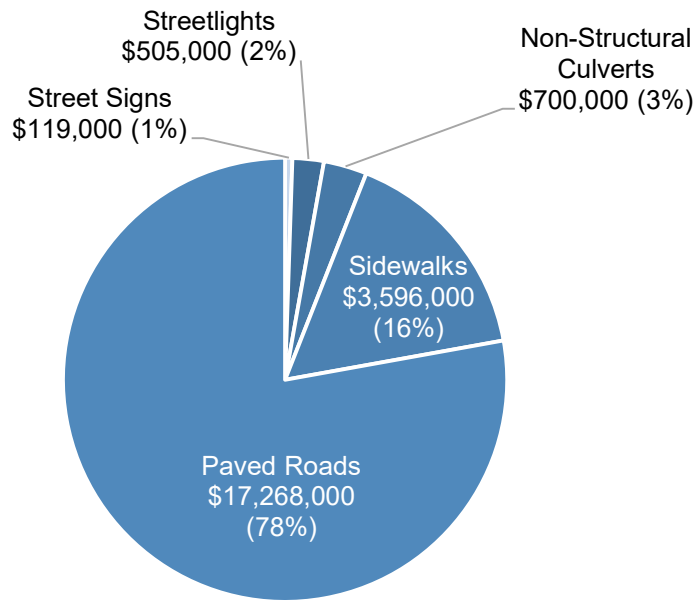
### 4.1.1 Asset Inventory & Replacement Costs

The table below includes the quantity, total replacement cost and annual capital requirements of each asset segment in the Town’s road network inventory.

Asset Segment	Quantity	Replacement Cost Method	Total Replacement Cost	Annual Capital Requirement
Gravel Roads	1.3 km	Not Planned for Replacement <sup>1</sup>		
Non-Structural Culvert	1	User-Defined	\$700,000	\$20,000
Paved Roads	15.1 km	User-Defined	\$17,268,000	\$898,000
Sidewalks	12.6 km	Cost Per Unit	\$3,596,000	\$136,000
Street Signs	177	User-Defined	\$119,000	\$6,000
Streetlights	253	User-Defined	\$505,000	\$18,000
			<b>\$22,188,000</b>	<b>\$1,078,000</b>



<sup>1</sup> Gravel roads undergo perpetual operating and maintenance activities. If maintained properly, they can theoretically have a limitless service life.



Total Current Replacement Cost: \$22,188,000

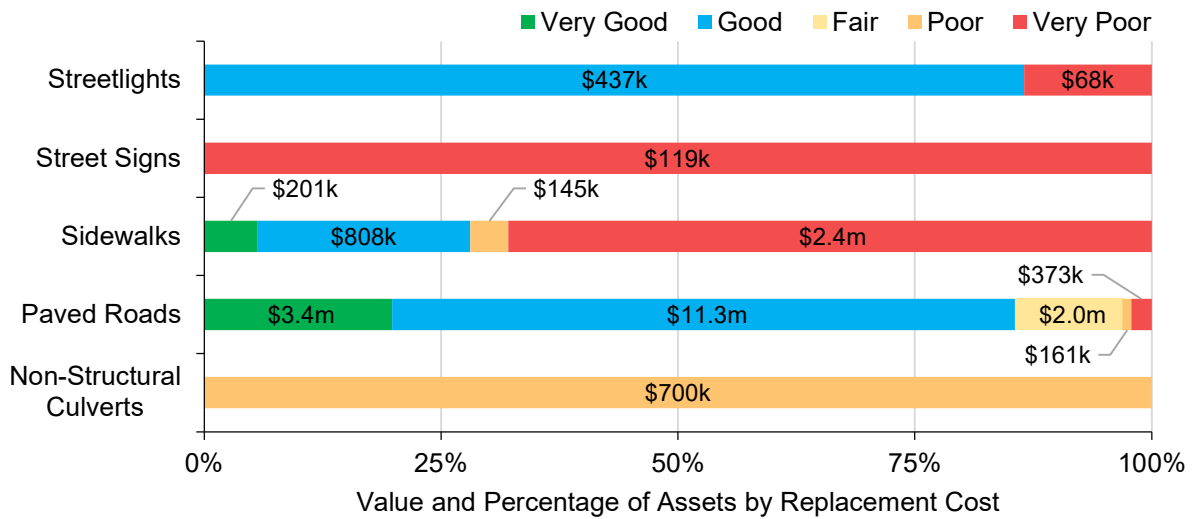
Each asset’s replacement cost should be reviewed periodically to determine whether adjustments are needed to more accurately represent realistic capital requirements.

### 4.1.2 Asset Condition & Age

The table below identifies the current average condition, the average age, and the estimated useful life for each asset segment. The average condition (60%) is a weighted value based on replacement cost.

Asset Segment	Estimated Useful Life (Years)	Average Age (Years)	Average Condition	Condition Source
Non-Structural Culvert	50	30	30% (Poor)	100% Assessed
Paved Roads	10 - 20	41.1	68% (Good)	97% Assessed
Sidewalks	20 - 30	13.2	20% (Very Poor)	Age-Based
Street Signs	20	26.3	1% (Very Poor)	Age-Based
Streetlights	30	9	61% (Good)	Age-Based
<b>Average</b>		<b>38</b>	<b>58% (Fair)</b>	

The graph below visually illustrates the average condition for each asset segment on a very good to very poor.



The average ages for the Streetlights segment is based on the assets populated with data. In-service dates are unknown for the Decorative Streetlights, which show as very poor in the graph above.

To ensure that the Municipality’s road network continues to provide an acceptable level of service, the Municipality should monitor the average condition of all assets. If the average condition declines, staff should re-evaluate their lifecycle management strategy to determine what combination of maintenance, rehabilitation, and replacement activities is required to increase the overall condition of the roads.

Each asset’s estimated useful life should also be reviewed periodically to determine whether adjustments need to be made to better align with the observed length of service life for each asset type.

## Current Approach to Condition Assessment

Accurate and reliable condition data allows staff to more confidently determine the remaining service life of assets and identify the most cost-effective approach to managing assets. The following describes the Town’s current approach:

- In 2020, a comprehensive Road Needs Study was conducted, providing a thorough assessment of the road infrastructure. As part of the ongoing maintenance strategy, roads are assessed on a ten-year cycle to ensure their optimal condition and functionality.
- Each morning, an internal road patrol is carried out to diligently inspect and evaluate the road conditions. Staff document their findings daily using standardized forms. Any minor to moderate deficiencies identified during the patrol are promptly noted and scheduled for repair within the same day. This

road patrol procedure also encompasses a visual inspection of signs and sidewalks to maintain their integrity and safety.

In this AMP the following rating criteria is used to determine the current condition of road segments and forecast future capital requirements:

<b>Condition</b>	<b>Rating</b>
Very Good	80-100
Good	60-80
Fair	40-60
Poor	20-40
Very Poor	0-20

### 4.1.3 Lifecycle Management Strategy

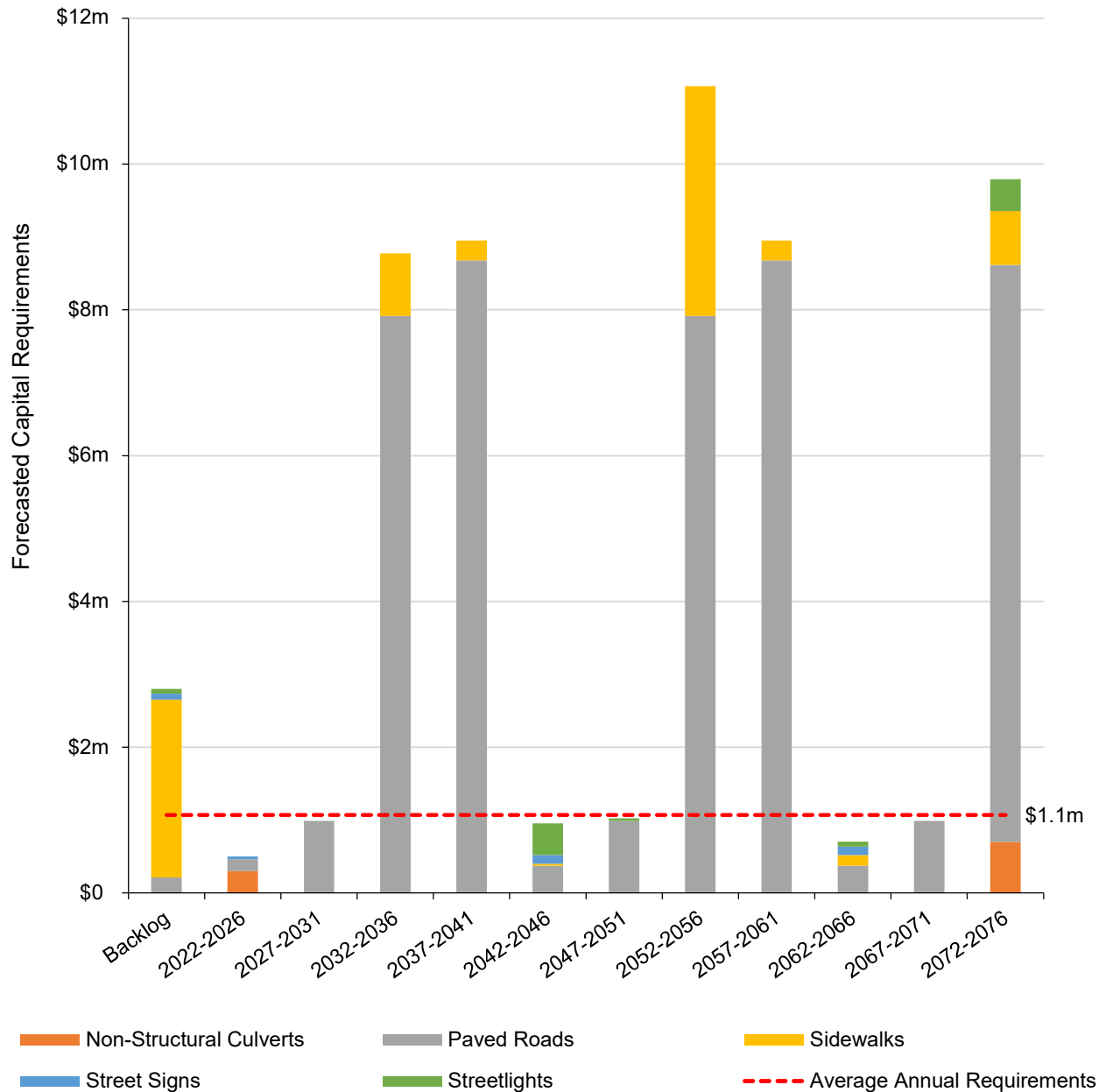
The condition or performance of most assets will deteriorate over time. This process is affected by a range of factors including an asset's characteristics, location, utilization, maintenance history and environment.

While the Town implements patching as a necessary, its primary focus lies in fulfilling the lifecycle strategies and activities outlined in the Road Needs Study. It is important to note that due to resource constraints, strict adherence to all the recommended measures may not always be feasible for the Town.

Concrete work and re-lining is planned for the non-structural culvert located on Main Street. This project is funding-dependent and may be deferred if necessary.

## Forecasted Capital Requirements

The following graph forecasts long-term capital requirements. The annual capital requirement represents the average amount per year that the Town should allocate towards funding rehabilitation and replacement needs. The following graph identifies capital requirements over the next 55 years. This projection is used as it ensures that every asset has gone through one full iteration of replacement. The forecasted requirements are aggregated into 5-year bins and the trend line represents the average annual capital requirements.



The projected cost of lifecycle activities that will need to be undertaken over the next 10 years to maintain the current level of service can be found in Appendix B.

## 4.1.4 Risk & Criticality

### Risk Matrix

The following risk matrix provides a visual representation of the relationship between the probability of failure and the consequence of failure for the assets within this asset category based on 2022 inventory data.



This is a high-level model developed for the purposes of this AMP and Town staff should review and adjust the risk model to reflect an evolving understanding of both the probability and consequences of asset failure.

The asset-specific attributes that municipal staff utilize to define and prioritize the criticality of the road network are documented below:

Probability of Failure (POF)	Consequence of Failure (COF)
Condition	Replacement Cost
Priority	

The identification of critical assets allows the Town to determine appropriate risk mitigation strategies and treatment options. Risk mitigation may include asset-specific lifecycle strategies, condition assessment strategies, or simply the need to collect better asset data.

# Risks to Current Asset Management Strategies

The following section summarizes key trends, challenges, and risks to service delivery that the Town is currently facing:



## **Organizational Cognizance and Capacity**

Currently, the staff members are operating at a workload surpassing full capacity. The inclusion of additional personnel would alleviate the strain on the Public Works department, particularly considering the forthcoming planned retirements that will exacerbate the existing burden. Moreover, the staff currently lacks redundancy measures, as only a limited number possess extensive knowledge of Deseronto's infrastructure. Consequently, any unforeseen and prolonged absence of such personnel would significantly and detrimentally impact the Town.

Adhering to new and evolving legislative and regulatory requirements mandated by the government can impose additional strain on the existing staff of the Town.



## **Aging Infrastructure**

Asset deterioration is a universal challenge for all municipalities. The street signs in Deseronto are exhibiting signs of fading due to their installation being approximately 15 years ago. The Town should develop a plan to replace them, which would continue to ensure effective, legible signage for improved public safety, navigation, and urban landscape enhancement.



## **Capital Funding Strategies**

Past budgeting constraints have necessitated the deferral of capital projects until adequate funding becomes available. However, the escalating costs of materials further restrict the extent of infrastructure upgrades in a given year. The volatile economic climate poses challenges in material sourcing and accurate budgeting.

A significant portion of capital projects rely on grants, but their diminishing availability, combined with existing budgetary limitations, make it arduous to execute all proposed activities outlined in the Road Needs Study for road maintenance. Additionally, complying with evolving legislative and regulatory mandates imposed by the government places additional financial strain on the Town's budget.



## 4.1.5 Levels of Service

The following tables identify the Town’s current level of service for the road network. These metrics include the technical and community level of service metrics that are required as part of O. Reg. 588/17 as well as any additional performance measures that the Town has selected for this AMP.

### Community Levels of Service

The following table outlines the qualitative descriptions that determine the community levels of service provided by the road network.

Service Attribute	Qualitative Description	Current LOS (2022)
Scope	Description, which may include maps, of the road network in the municipality and its level of connectivity	See Appendix C
Quality	Description or images that illustrate the different levels of road class pavement condition	<p>The Town completed a Road Needs Study in July 2020. Every road section received a surface condition rating (0-100%).</p> <p>A road in “very good” condition (rating between 80-100) is considered well maintained, exhibits few pavement distresses with a low severity and provides a smooth and pleasant ride for drivers.</p> <p>A road in “very poor” condition (rating between 0-20) exhibits several pavement distresses of increasing severity and is very rough and bumpy for drivers.</p>

## Technical Levels of Service

The following table outlines the quantitative metrics that determine the technical level of service provided by the road network.

<b>Service Attribute</b>	<b>Technical Metric</b>	<b>Current LOS (2022)</b>
Scope	Lane-km of arterial roads (MMS classes 1 and 2) per land area (km/km <sup>2</sup> )	0 : 2.52
	Lane-km of collector roads (MMS classes 3 and 4) per land area (km/km <sup>2</sup> )	28.66 : 2.52
	Lane-km of local roads (MMS classes 5 and 6) per land area (km/km <sup>2</sup> )	0.5 : 2.52
Quality	Average pavement condition index for paved roads in the municipality	68%
	Average surface condition for unpaved roads in the municipality (e.g. excellent, good, fair, poor)	Good
	Average sidewalk condition (e.g. excellent, good, fair, poor)	Very Poor
Performance	Average risk rating associated to the road network	12.59 / 25
	% of the road network in good or very good condition	73%
	% of the road network in poor or very poor condition	18%
	Average annual capital reinvestment rate vs. target reinvestment rate	1.78%:4.83%

## 4.1.6 Recommendations

### Asset Inventory

- Maintain the asset inventory and ensure updates to additions/disposals, replacement costs, and assessed condition occur annually at a minimum.

### Replacement Costs

- Gather accurate replacement costs and update on a regular basis to ensure the accuracy of capital projections.

### Condition Assessment Strategies

- The last comprehensive assessment of the road network was completed in 2020. Consider completing an updated assessment of all roads within the next 2-3 years.

### Lifecycle Management Strategies

- Implement lifecycle management strategies for paved roads to realize potential cost avoidance and maintain a high quality of road pavement condition.
- Evaluate the efficacy of the Town's lifecycle management strategies at regular intervals to determine the impact cost, condition and risk.

### Risk Management Strategies

- Address the knowledge transfer challenge due to upcoming retirements and implement a strategy for knowledge retention as soon as possible.
- Implement risk-based decision-making as part of asset management planning and budgeting processes. This should include the regular review of high-risk assets to determine appropriate risk mitigation strategies.
- Review risk models on a regular basis and adjust according to an evolving understanding of the probability and consequences of asset failure.

### Levels of Service

- Continue to measure current levels of service in accordance with the metrics identified in O. Reg. 588/17 and those metrics that the Town believes to provide meaningful and reliable inputs into asset management planning.

- Work towards identifying proposed levels of service as per O. Reg. 588/17 and identify the strategies that are required to close any gaps between current and proposed levels of service.

## 4.2 Storm Network

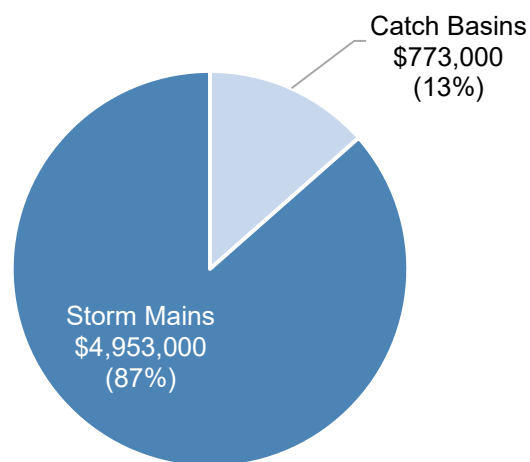
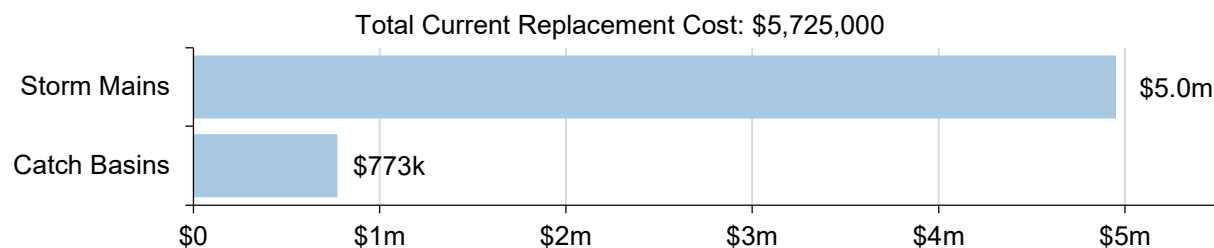
The Town is responsible for owning and maintaining a storm network of storm mains and catch basins.

Staff are working towards improving the accuracy and reliability of their storm network inventory to assist with long-term asset management planning.

### 4.2.1 Asset Inventory & Replacement Costs

The table below includes the quantity, total replacement cost and annual capital requirements of each asset segment in the Town’s storm network inventory.

Asset Segment	Quantity	Replacement Cost Method	Total Replacement Cost	Annual Capital Requirement
Catch Basins	309	Cost Per Unit	\$773,000	\$26,000
Storm Mains	9.3 km	Cost Per Unit	\$4,953,000	\$71,000
			<b>\$5,725,000</b>	<b>\$97,000</b>



Total Current Replacement Cost: \$5,725,000

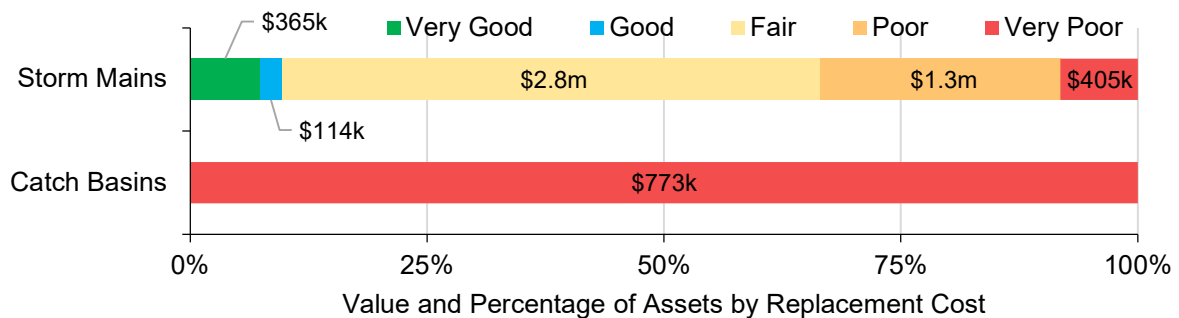
Each asset’s replacement cost should be reviewed periodically to determine whether adjustments are needed to more accurately represent realistic capital requirements.

## 4.2.2 Asset Condition & Age

The table below identifies the current average condition, the average age, and the estimated useful life for each asset segment. The average condition (60%) is a weighted value based on replacement cost.

Asset Segment	Estimated Useful Life (Years)	Average Age (Years)	Average Condition	Condition Source
Catch Basins	30	Unknown	Unknown	Age-Based
Storm Mains	70	53.4	46% (Fair)	Age-Based

The graph below visually illustrates the average condition for each asset segment on a very good to very poor.



To ensure that the Town's storm network continues to provide an acceptable level of service, the Town should determine approximate in-service dates for catch basins and monitor the average condition of all assets. If the average condition declines, staff should re-evaluate their lifecycle management strategy to determine what combination of maintenance, rehabilitation and replacement activities is required to increase the overall condition of the storm network.

Each asset's estimated useful life should also be reviewed periodically to determine whether adjustments need to be made to better align with the observed length of service life for each asset type.

## Current Approach to Condition Assessment

Accurate and reliable condition data allows staff to more confidently determine the remaining service life of assets and identify the most cost-effective approach to managing assets. The following describes the Town's current approach:

- The storm network is also assessed during the Road Needs Study, which is performed on a 10-year basis
- As the Town refines the available asset inventory for the storm network a regular assessment cycle should be established

In this AMP the following rating criteria is used to determine the current condition of storm segments and forecast future capital requirements:

<b>Condition</b>	<b>Rating</b>
Very Good	80-100
Good	60-80
Fair	40-60
Poor	20-40
Very Poor	0-20

### 4.2.3 Lifecycle Management Strategy

The condition or performance of most assets will deteriorate over time. To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration.

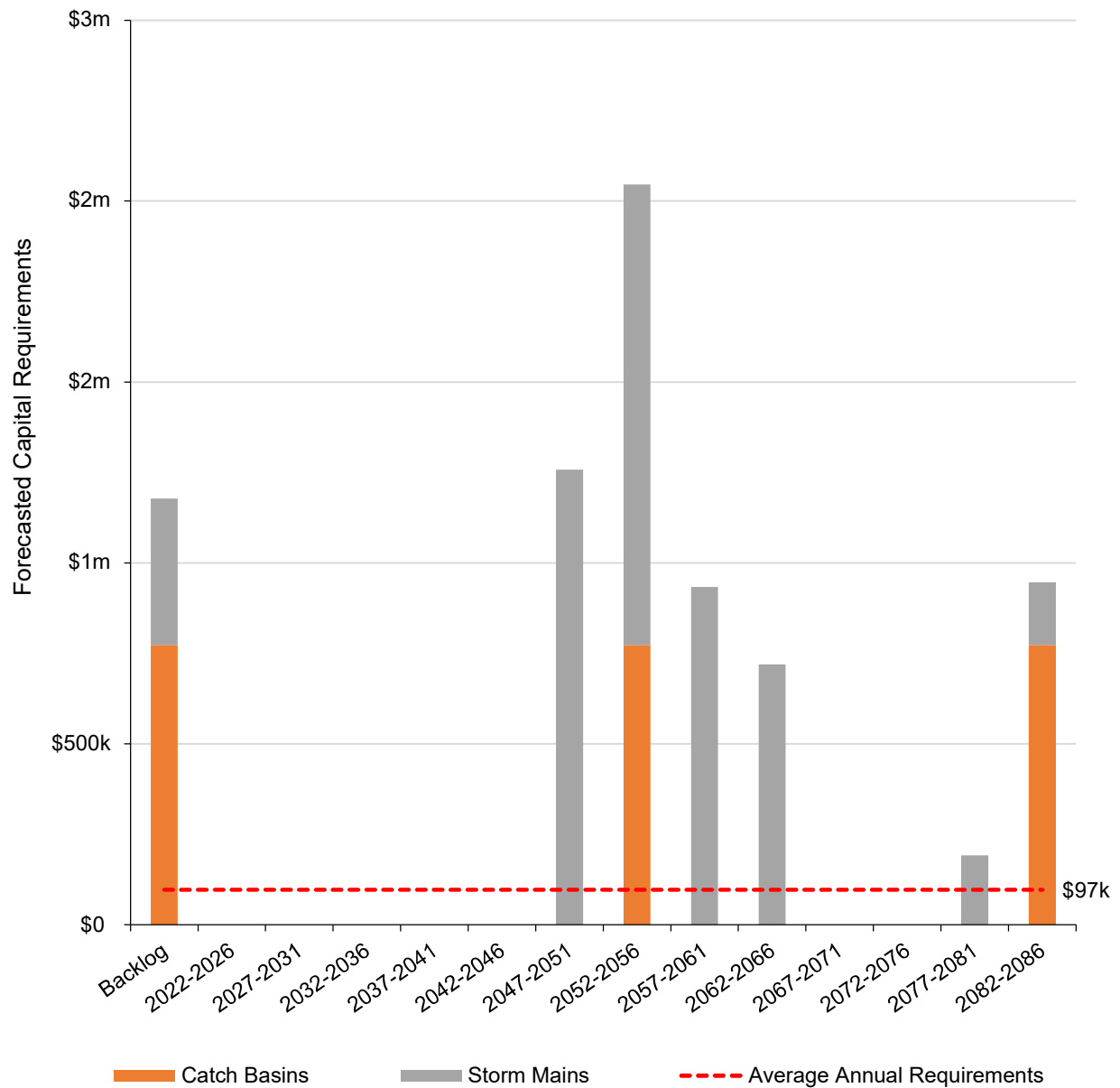
The following table outlines the Town’s current lifecycle management strategy.

Activity Type	Description of Current Strategy
Maintenance	Catch basin cleaning is performed regularly
Maintenance	Maintenance activities are completed to a lesser degree compared to other underground linear infrastructures, but is performed promptly if a need is identified
Rehabilitation/ Replacement	Replacement of storm network assets are done in conjunction with road and other underground asset projects
Rehabilitation/ Replacement	Without the availability of up-to-date condition assessment information replacement activities are purely reactive in nature



## Forecasted Capital Requirements

The following graph forecasts long-term capital requirements. The annual capital requirement represents the average amount per year that the Town should allocate towards funding rehabilitation and replacement needs. The following graph identifies capital requirements over the next 85 years. This projection is used as it ensures that every asset has gone through one full iteration of replacement. The forecasted requirements are aggregated into 5-year bins and the trend line represents the average annual capital requirements.



The projected cost of lifecycle activities that will need to be undertaken over the next 10 years to maintain the current level of service can be found in Appendix B.

## 4.2.4 Risk & Criticality

### Risk Matrix

The following risk matrix provides a visual representation of the relationship between the probability of failure and the consequence of failure for the assets within this asset category based on 2022 inventory data.



This is a high-level model developed for the purposes of this AMP and Town staff should review and adjust the risk model to reflect an evolving understanding of both the probability and consequences of asset failure.

The asset-specific attributes that municipal staff utilize to define and prioritize the criticality of the storm network are documented below:

Probability of Failure (POF)	Consequence of Failure (COF)
Condition	Replacement Cost

The identification of critical assets allows the Town to determine appropriate risk mitigation strategies and treatment options. Risk mitigation may include asset-specific lifecycle strategies, condition assessment strategies, or simply the need to collect better asset data.

## Risks to Current Asset Management Strategies

The following section summarizes key trends, challenges, and risks to service delivery that the Town is currently facing:



### **Asset Data Confidence**

In the absence of recent condition assessments, the evaluation of asset condition and thus risk prioritization within the storm network predominantly relies on age-based criteria. However, due to the unavailability of in-service dates for these assets, it leads to the understating of the condition and the resulting risk ratings. The thorough acquisition of historical data would greatly support the Town in preparing effective asset management strategies.



### **Lifecycle Management Strategies**

The Town presently employs a replacement-only approach for lifecycle strategies. It is recommended to consider the inclusion of proactive lifecycle management strategies, which have the potential to generate cost savings and extend the lifespan of existing assets.



### **Climate Change & Extreme Events**

The storm network may potentially face overloading challenges during extreme weather events due to the impacts of climate change and the heightened frequency of such events.

Therefore, when replacing assets, it becomes imperative to undertake a redesign process that incorporates current calculation criteria and updated intensity-duration-frequency (IDF) curves. This approach ensures effective mitigation of system overloading.



### **Capital Funding Strategies**

Currently, fiscal constraints impose limitations on the number of capital projects that can be undertaken within a given year. Furthermore, employing a replacement-only strategy adopts a "worst-first" approach, depleting available funds for the essential maintenance required to keep the storm network in satisfactory condition and extend their lifespan.

In the broader perspective, integrating lifecycle strategies has the potential to reduce the average annual demand for the storm network, thus enabling the reallocation of savings to areas requiring reinvestment.

## 4.2.5 Levels of Service

The following tables identify the Town’s current level of service for the storm network. These metrics include the technical and community level of service metrics that are required as part of O. Reg. 588/17 as well as any additional performance measures that the Town has selected for this AMP.

### Community Levels of Service

The following table outlines the qualitative descriptions that determine the community levels of service provided by the storm network.

<b>Service Attribute</b>	<b>Qualitative Description</b>	<b>Current LOS (2022)</b>
Scope	Description, which may include map, of the user groups or areas of the municipality that are protected from flooding, including the extent of protection provided by the municipal stormwater system	Currently unavailable

### Technical Levels of Service

The following table outlines the quantitative metrics that determine the technical level of service provided by the storm network.

<b>Service Attribute</b>	<b>Technical Metric</b>	<b>Current LOS (2022)</b>
Scope	% of properties in municipality resilient to a 100-year storm	TBD <sup>2</sup>
	% of the municipal stormwater management system resilient to a 5-year storm	100% <sup>3</sup>
Performance	Average risk rating associated to the road network	11.12 / 25
	% of the storm network in good or very good condition	8%
	% of the storm network in poor or very poor condition	43%
	Average annual capital reinvestment rate vs. target reinvestment rate	0% : 1.69%

<sup>2</sup> The Town does not currently have data available to determine this technical metric. The rate of properties that are expected to be resilient to a 100-year storm is expected to be low.

<sup>3</sup> This is based on the observations of municipal staff.

## 4.2.6 Recommendations

### Asset Inventory

- The catch basin segment does not have defined in-service dates. Gathering as much historical data as possible on the assets will improve the outcome of asset management planning.
- Maintain the asset inventory and ensure updates to additions/disposals, replacement costs, and assessed condition occur annually at a minimum.

### Replacement Costs

- Gather accurate replacement costs and update on a regular basis to ensure the accuracy of capital projections.

### Condition Assessment Strategies

- The development of a comprehensive inventory should be accompanied by a system-wide assessment of the condition of all assets in the storm network through CCTV inspections.

### Risk Management Strategies

- During replacement, calculations should be completed based on present-day design criteria for network sizing to mitigate system overloading.
- Implement risk-based decision-making as part of asset management planning and budgeting processes. This should include the regular review of high-risk assets to determine appropriate risk mitigation strategies.
- Review risk models on a regular basis and adjust according to an evolving understanding of the probability and consequences of asset failure.

### Lifecycle Management Strategies

- Document and review lifecycle management strategies for the storm network on a regular basis to achieve the lowest total cost of ownership while maintaining adequate service levels.

### Levels of Service

- Continue to measure current levels of service in accordance with the metrics that the Town has established in this AMP. Additional metrics can be

established as they are determined to provide meaningful and reliable inputs into asset management planning.

- Work towards identifying proposed levels of service as per O. Reg. 588/17 and identify the strategies that are required to close any gaps between current and proposed levels of service.

## 4.3 Buildings

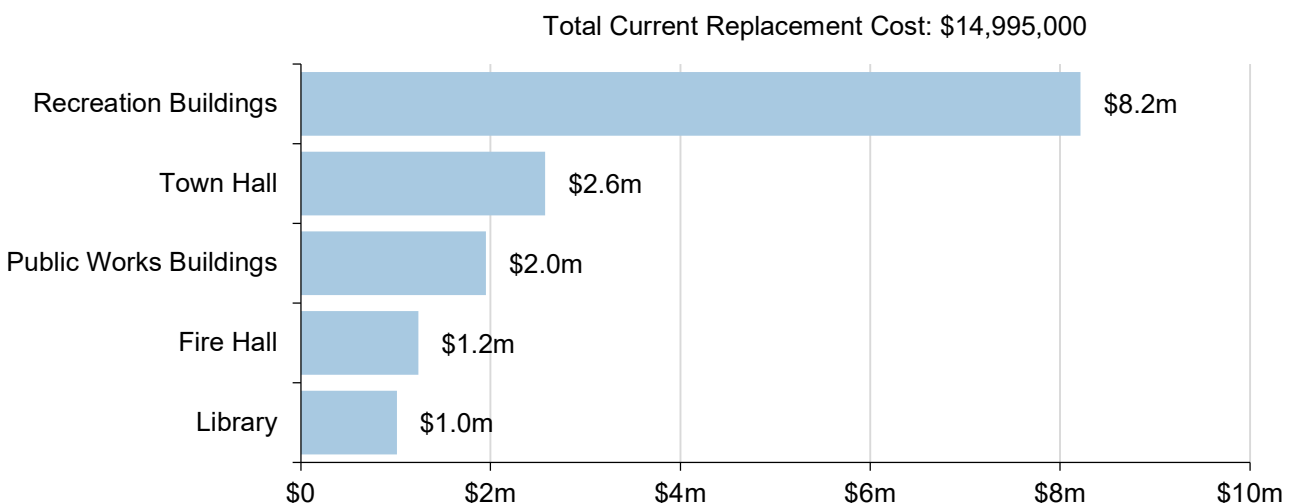
The Town of Deseronto owns and maintains several facilities and recreation centres that provide key services to the community. These include:

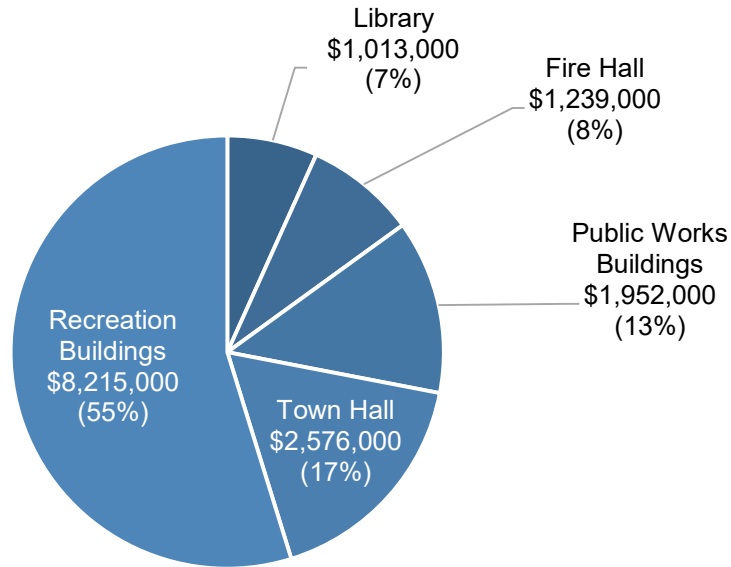
- Fire Hall
- Library
- Public Works Buildings
- Recreation Buildings
- Town Hall

### 4.3.1 Asset Inventory & Replacement Costs

The table below includes the quantity, total replacement cost and annual capital requirements of each asset segment in the Town's buildings inventory.

Asset Segment	Quantity	Replacement Cost Method	Total Replacement Cost	Annual Capital Requirement
Fire Hall	4	User-Defined	\$1,239,000	\$25,000
Library	5	User-Defined	\$1,013,000	\$25,000
Public Works Buildings	4	User-Defined	\$1,952,000	\$40,000
Recreation Buildings	13	User-Defined	\$8,215,000	\$221,000
Town Hall	15	User-Defined	\$2,576,000	\$92,000
	<b>41</b>		<b>\$14,995,000</b>	<b>\$403,000</b>





Total Current Replacement Cost: \$14,995,000

Each asset's replacement cost should be reviewed periodically to determine whether adjustments are needed to more accurately represent realistic capital requirements.

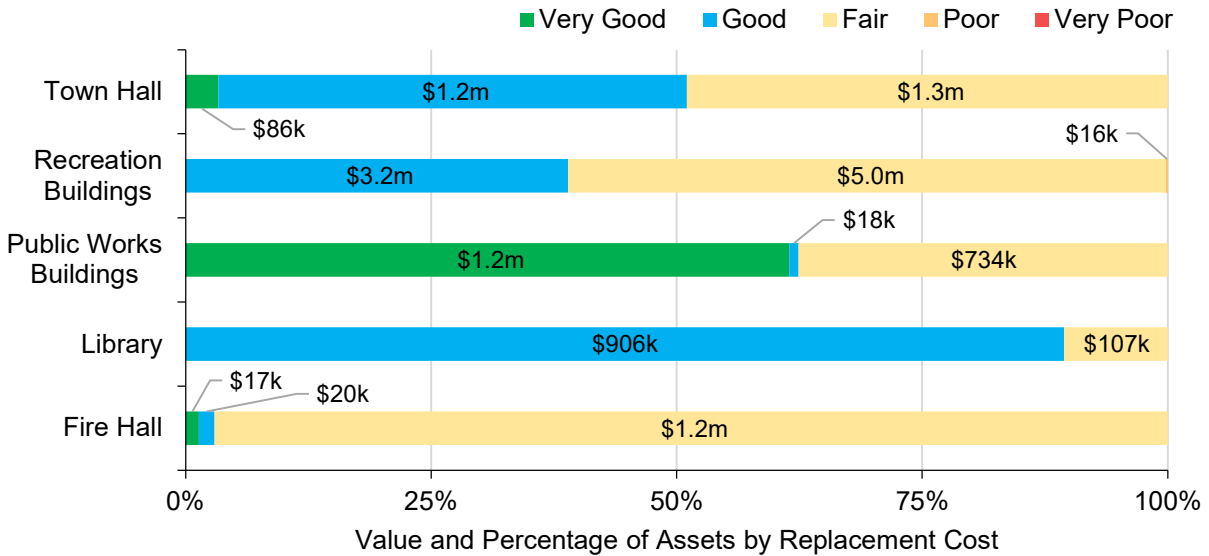
### 4.3.2 Asset Condition & Age

The table below identifies the current average condition, the average age, and the estimated useful life for each asset segment. The average condition (64%) is a weighted value based on replacement cost.

Asset Segment	Estimated Useful Life (Years)	Average Age (Years)	Average Condition	Condition Source
Fire Hall	20 - 50	16.9	51% (Fair)	100% Assessed
Library	20 - 50	15.6	69% (Good)	100% Assessed
Public Works Buildings	20 - 50	18.4	75% (Good)	100% Assessed
Recreation Buildings	20 - 50	19.4	66% (Good)	100% Assessed
Town Hall	10 - 50	18.8	63% (Good)	97% Assessed
<b>Average</b>		<b>18</b>	<b>66% (Good)</b>	



The graph below visually illustrates the average condition for each asset segment on a very good to very poor.



To ensure that the Town’s buildings continues to provide an acceptable level of service, the Town should monitor the average condition of all assets. If the average condition declines, staff should re-evaluate their lifecycle management strategy to determine what combination of maintenance, rehabilitation and replacement activities is required to increase the overall condition of the buildings.

Each asset’s estimated useful life should also be reviewed periodically to determine whether adjustments need to be made to better align with the observed length of service life for each asset type.

# Current Approach to Condition Assessment

Accurate and reliable condition data allows staff to more confidently determine the remaining service life of assets and identify the most cost-effective approach to managing assets. The following describes the Town’s current approach:

- Presently, the Town does not have a formalized condition assessment program, relying instead on internal staff to record asset condition for inclusion in their inventory.

In this AMP the following rating criteria is used to determine the current condition of road segments and forecast future capital requirements:

<b>Condition</b>	<b>Rating</b>
Very Good	8 – 10
Good	6 – 8
Fair	4 – 6
Poor	2 – 4
Very Poor	0 – 2

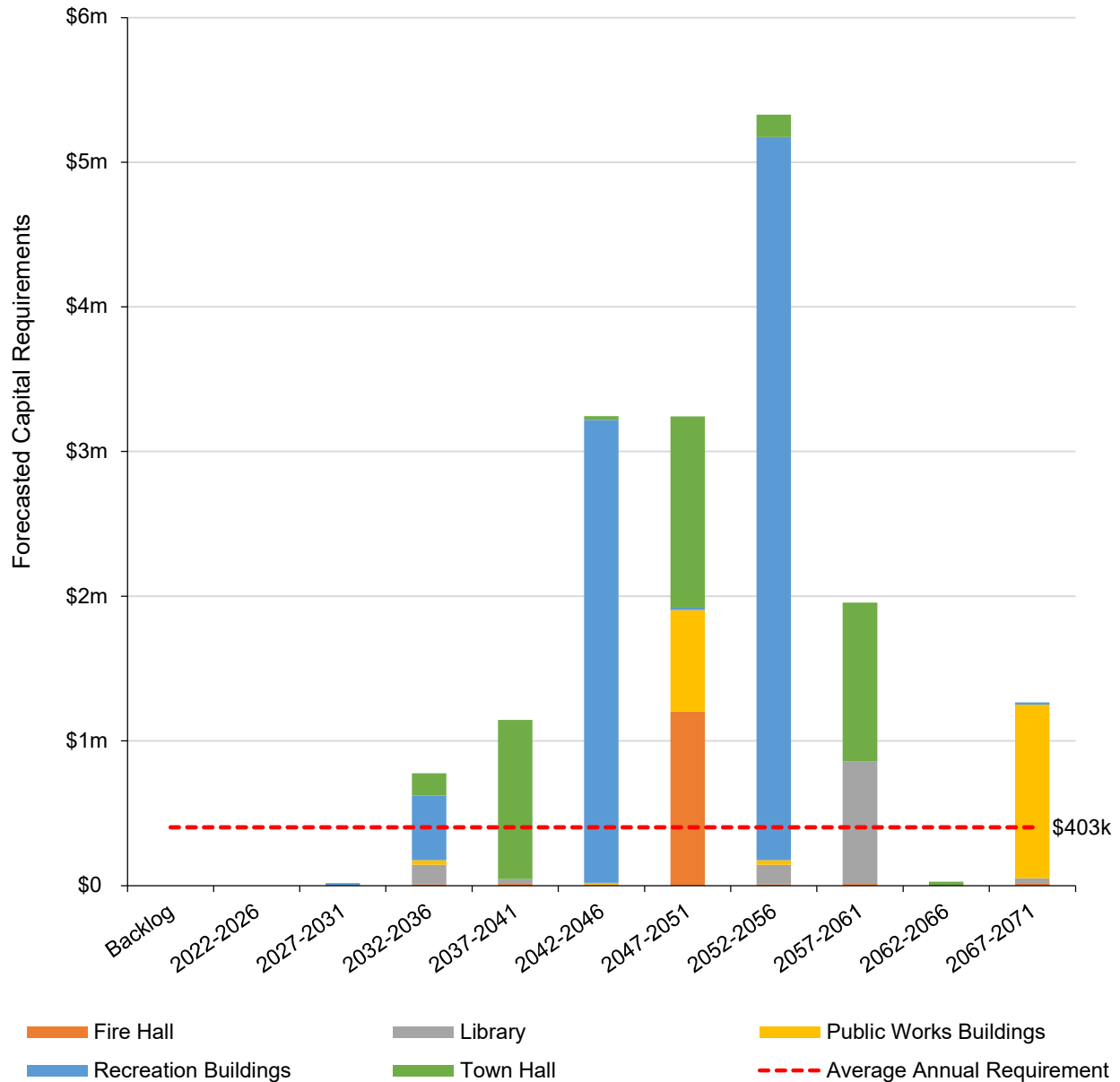
### 4.3.3 Lifecycle Management Strategy

The condition or performance of most assets will deteriorate over time. To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration. The following table outlines the Town’s current lifecycle management strategy.

<b>Activity Type</b>	<b>Description of Current Strategy</b>
Maintenance / Rehabilitation	<p>Municipal buildings are subject to regular inspections to identify health &amp; safety requirements as well as structural deficiencies that require additional attention</p> <p>Critical buildings (Water Treatment Plant, Wastewater Treatment Plant, Fire Stations etc.) have a detailed maintenance and rehabilitation schedule, while the maintenance of other facilities are dealt with on a case-by-case basis</p>
Replacement	<p>Although a formal assessment process is not currently implemented, internal staff visually identify deficiencies and, as buildings approach their end-of-life, assess whether replacement or rehabilitation measures are warranted.</p>

## Forecasted Capital Requirements

The following graph forecasts long-term capital requirements. The annual capital requirement represents the average amount per year that the Town should allocate towards funding rehabilitation and replacement needs. The following graph identifies capital requirements over the next 50 years. This projection is used as it ensures that every asset has gone through one full iteration of replacement. The forecasted requirements are aggregated into 5-year bins and the trend line represents the average annual capital requirements.



The projected cost of lifecycle activities that will need to be undertaken over the next 10 years to maintain the current level of service can be found in Appendix B.

### 4.3.4 Risk & Criticality

#### Risk Matrix

The following risk matrix provides a visual representation of the relationship between the probability of failure and the consequence of failure for the assets within this asset category based on 2022 inventory data.



This is a high-level model developed for the purposes of this AMP and Town staff should review and adjust the risk model to reflect an evolving understanding of both the probability and consequences of asset failure.

The asset-specific attributes that municipal staff utilize to define and prioritize the criticality of buildings are documented below:

<b>Probability of Failure (POF)</b>	<b>Consequence of Failure (COF)</b>
Condition	Replacement Cost

The identification of critical assets allows the Town to determine appropriate risk mitigation strategies and treatment options. Risk mitigation may include asset-specific lifecycle strategies, condition assessment strategies, or simply the need to collect better asset data.

## Risks to Current Asset Management Strategies

The following section summarizes key trends, challenges, and risks to service delivery that the Town is currently facing:



### **Organizational Capacity**

The Town is currently facing staffing limitations, which hinder its ability to effectively carry out the necessary level of building maintenance.

Furthermore, it is important to note that the Town is currently experiencing understaffing department-wide. Notably, manager positions remain unfilled for both the Transit building and the Arena. While an interim manager is presently overseeing the Arena, this arrangement is temporary due to the individual's existing full-time commitments, making it unsustainable for an extended duration.



### **Infrastructure Design/Aging Infrastructure**

A significant consideration pertains to the age and spatial limitations of several Town-owned buildings. One notable asset is the Fire Hall, which, despite its current functional state, faces constraints due to limited space. Strategic planning for its eventual replacement is crucial, given its historical age surpassing a century.

The municipal office building, originally repurposed from a former bank, presents notable challenges. Lack of an elevator creates accessibility issues, while the open layout hinders the establishment of quiet work areas and confidentiality in interactions where necessary. Future planning for a new municipal office should address these deficiencies and seek solutions for enhanced functionality and a suitable work environment.



### **Capital Funding Strategies**

Insufficient budget allocation for building reinvestment is a pressing concern within the Town, particularly regarding necessary upgrades and maintenance for various buildings, including the municipal office and arena. To address this challenge, the Town heavily relies on securing external grants and funding opportunities.

Active pursuit of additional grant opportunities may enable the Town to close the gap on budgetary constraints and continue to meet evolving community needs.

### 4.3.5 Levels of Service

The following tables identify the Town’s current level of service for buildings. These metrics include technical and community level of service measures that the Town has selected for this AMP.

#### Community Levels of Service

The following table outlines the qualitative descriptions that determine the community levels of service provided by the buildings.

<b>Service Attribute</b>	<b>Qualitative Description</b>	<b>Current LOS (2022)</b>
Quality	Appropriate actions and interventions are taken to ensure the regular safe use of Buildings assets.	Using internal staff condition assessments, building assets range in condition from 51% to 75% and are in an average condition of 66%.

#### Technical Levels of Service

The following table outlines the quantitative metrics that determine the technical level of service provided by the buildings.

<b>Service Attribute</b>	<b>Technical Metric</b>	<b>Current LOS (2022)</b>
Performance	Average risk rating associated to the buildings	12.19 / 25
	% of the buildings in good or very good condition	45%
	% of the buildings in poor or very poor condition	0%
	Average annual capital reinvestment rate vs. target reinvestment rate	0.93% : 2.69%

## 4.3.6 Recommendations

### Asset Inventory

- The Town's asset inventory contains a single record for all facilities. Facilities consist of several separate capital components that have unique estimated useful lives and require asset-specific lifecycle strategies. Staff should work towards a component-based inventory of all facilities to allow for component-based lifecycle planning.
- Maintain the asset inventory and ensure updates to additions/disposals, replacement costs, and assessed condition occur annually at a minimum

### Replacement Costs

- Gather accurate replacement costs and update on a regular basis to ensure the accuracy of capital projections.

### Condition Assessment Strategies

- The Town should implement regular condition assessments for all facilities to better inform short- and long-term capital requirements.

### Risk Management Strategies

- Planning should start for future upgrades to municipality-owned buildings to address space constraints.
- Implement risk-based decision-making as part of asset management planning and budgeting processes. This should include the regular review of high-risk assets to determine appropriate risk mitigation strategies.
- Review risk models on a regular basis and adjust according to an evolving understanding of the probability and consequences of asset failure.

### Levels of Service

- Continue to measure current levels of service in accordance with the metrics that the Town has established in this AMP. Additional metrics can be established as they are determined to provide meaningful and reliable inputs into asset management planning.
- Work towards identifying proposed levels of service as per O. Reg. 588/17 and identify the strategies that are required to close any gaps between current and proposed levels of service.



## 4.4 Vehicles

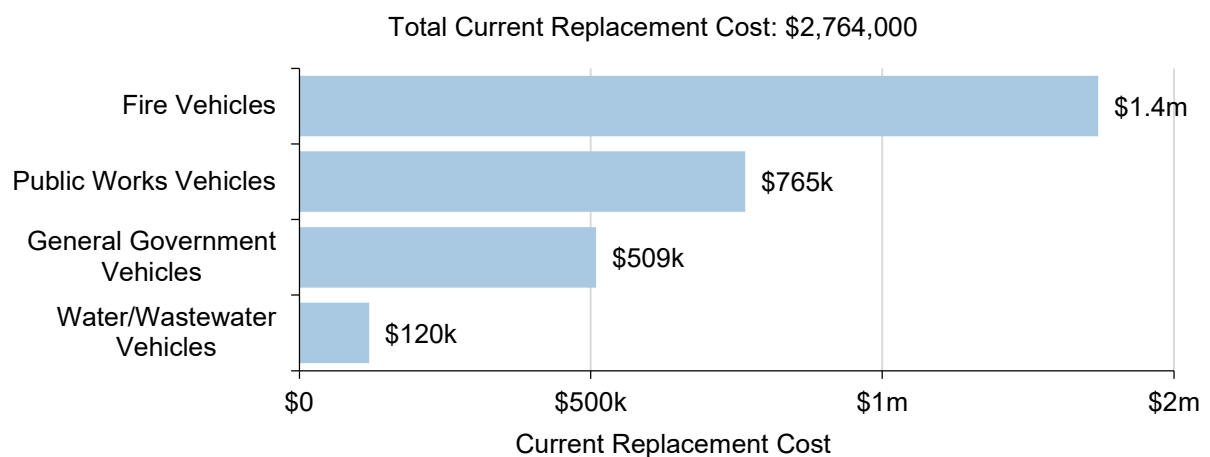
Vehicles allow staff to efficiently deliver municipal services and personnel. Municipal vehicles are used to support several service areas, including:

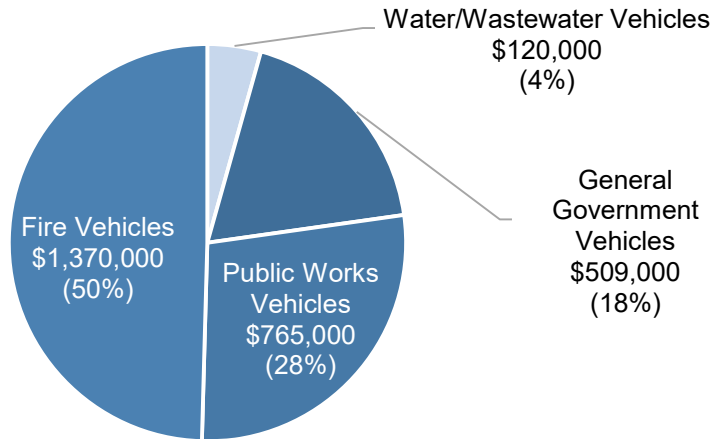
- Fire Vehicles
- General Government Vehicles
- Public Works Vehicles

### 4.4.1 Asset Inventory & Replacement Costs

The table below includes the quantity, replacement cost method and total replacement cost of each asset segment in the Town's vehicles.

Asset Segment	Quantity	Replacement Cost Method	Total Replacement Cost	Annual Capital Requirement
Fire Vehicles	3	User-Defined	\$1,370,000	\$91,000
General Government Vehicles	6	User-Defined	\$509,000	\$51,000
Public Works Vehicles	5	User-Defined	\$765,000	\$65,000
Water/Wastewater Vehicles	2	User-Defined	\$120,000	\$12,000
	<b>16</b>		<b>\$2,764,000</b>	<b>\$219,000</b>





Total Current Replacement Cost: \$2,764,000

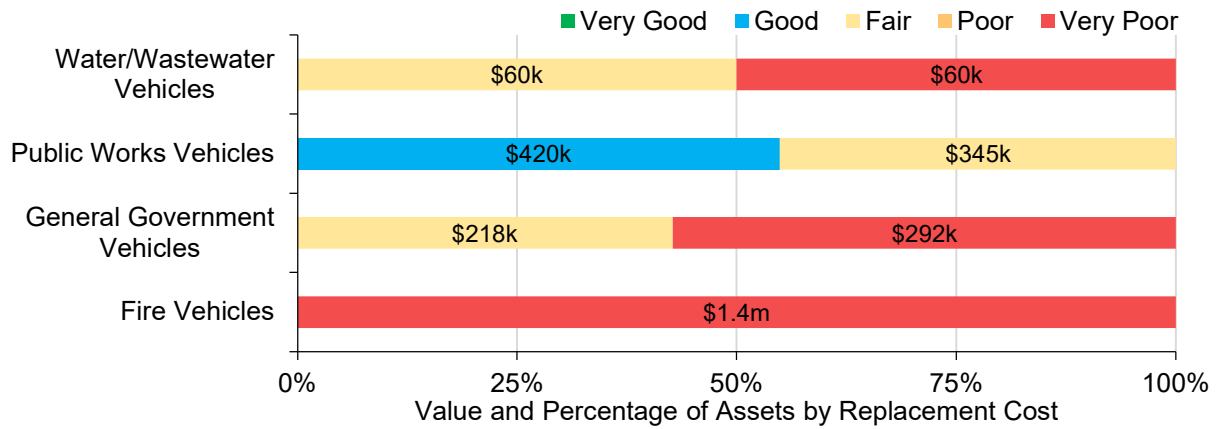
Each asset’s replacement cost should be reviewed periodically to determine whether adjustments are needed to more accurately represent realistic capital requirements.

#### 4.4.2 Asset Condition & Age

The table below identifies the current average condition and source of available condition data for each asset segment. The average condition (29%) is a weighted value based on replacement cost.

Asset Segment	Estimated Useful Life (Years)	Average Age (Years)	Average Condition	Condition Source
Fire Vehicles	15	22	6% (Very Poor)	100% Assessed
General Government Vehicles	10	9.2	27% (Poor)	89% Assessed
Public Works Vehicles	10 - 15	4.8	70% (Good)	100% Assessed
Water/Wastewater Vehicles	10	8	25% (Poor)	Age-Based
<b>Average</b>		<b>10</b>	<b>28% (Poor)</b>	

The graph below visually illustrates the average condition for each asset segment on a very good to very poor scale.



To ensure that the Town’s vehicles continue to provide an acceptable level of service, the Town should monitor the average condition of all assets. If the average condition declines, staff should re-evaluate their lifecycle management strategy to determine what combination of maintenance, rehabilitation and replacement activities is required to increase the overall condition of the vehicles.

Each asset’s estimated useful life should also be reviewed periodically to determine whether adjustments need to be made to better align with the observed length of service life for each asset type.

# Current Approach to Condition Assessment

Accurate and reliable condition data allows staff to more confidently determine the remaining service life of assets and identify the most cost-effective approach to managing assets. The following describes the Town’s current approach:

- Staff complete regular visual inspections of vehicles to ensure they are in state of adequate repair prior to operation
- Annual safety inspections are performed annually by an external mechanic

In this AMP the following rating criteria is used to determine the current condition of road segments and forecast future capital requirements:

<b>Condition</b>	<b>Rating</b>
Very Good	8 – 10
Good	6 – 8
Fair	4 – 6
Poor	2 – 4
Very Poor	0 – 2

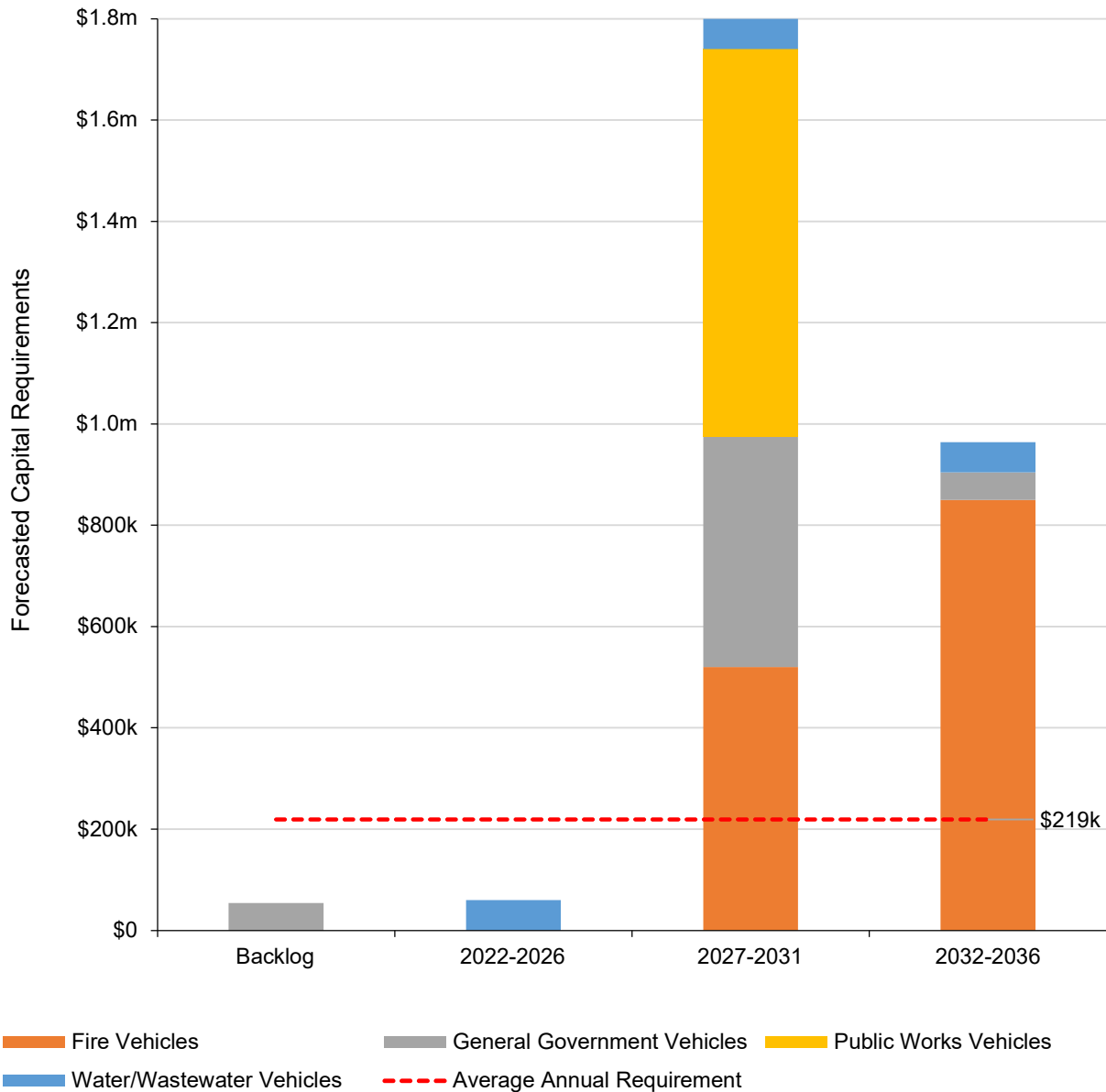
### 4.4.3 Lifecycle Management Strategy

The condition or performance of most assets will deteriorate over time. To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration. The following table outlines the Town’s current lifecycle management strategy.

Activity Type	Description of Current Strategy
Maintenance	Visual inspections completed and documented daily prior to operation
Maintenance	Oil changes are completed by either internal staff or an external mechanic. Greasing is done each day of use. Much of the maintenance is completed around the same time as the annual safety inspection
Rehabilitation/ Replacement	While the vehicle age and condition are the predominant deciding factors, repair and rehabilitation costs are taken into consideration when determining appropriate treatment options

## Forecasted Capital Requirements

The following graph forecasts long-term capital requirements. The annual capital requirement represents the average amount per year that the Town should allocate towards funding rehabilitation and replacement needs. The following graph identifies capital requirements over the next 15 years. This projection is used as it ensures that every asset has gone through one full iteration of replacement. The forecasted requirements are aggregated into 5-year bins and the trend line represents the average annual capital requirements.

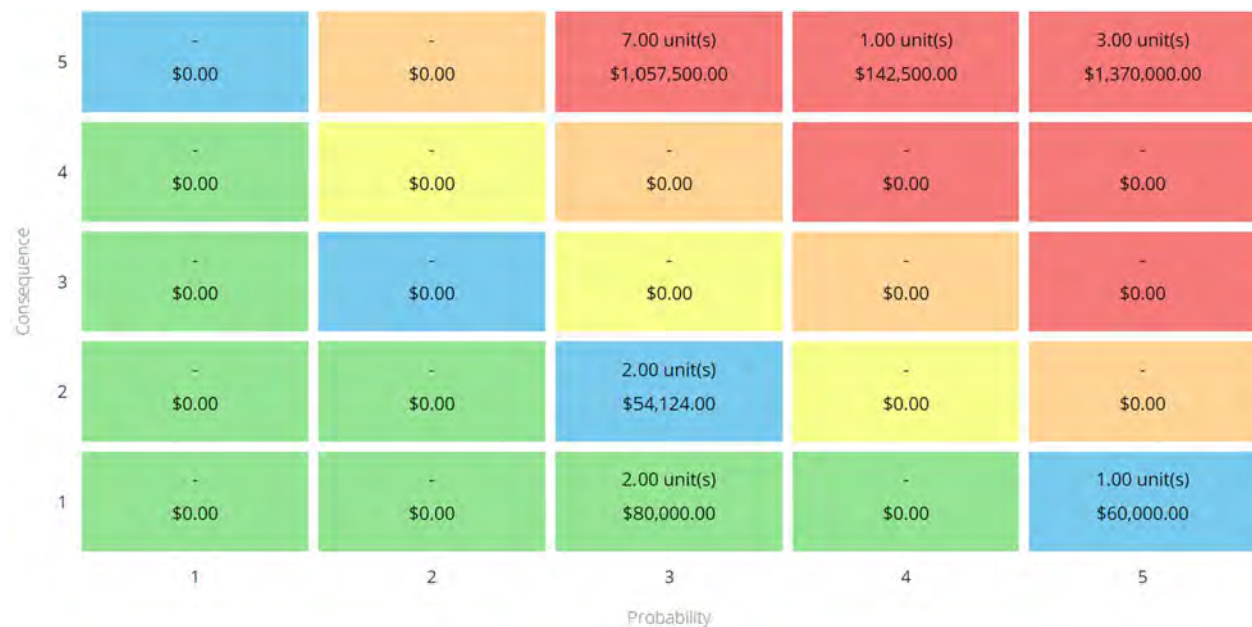


The projected cost of lifecycle activities that will need to be undertaken over the next 10 years to maintain the current level of service can be found in Appendix B.

## 4.4.4 Risk & Criticality

### Risk Matrix

The following risk matrix provides a visual representation of the relationship between the probability of failure and the consequence of failure for the assets within this asset category based on 2022 inventory data.



This is a high-level model developed for the purposes of this AMP and Town staff should review and adjust the risk model to reflect an evolving understanding of both the probability and consequences of asset failure.

The asset-specific attributes that municipal staff utilize to define and prioritize the criticality of vehicles are documented below:

<b>Probability of Failure (POF)</b>	<b>Consequence of Failure (COF)</b>
Condition	Replacement Cost
Asset Age	

The identification of critical assets allows the Town to determine appropriate risk mitigation strategies and treatment options. Risk mitigation may include asset-specific lifecycle strategies, condition assessment strategies, or simply the need to collect better asset data.

## Risks to Current Asset Management Strategies

The following section summarizes key trends, challenges, and risks to service delivery that the Town is currently facing:



### **Infrastructure Design**

In recent years, a discernible decline has become increasingly evident in both the quality and longevity of vehicles, specifically when considering the average estimated useful life. This trend has resulted in a higher annual demand to sustain existing levels of service.



### **Change & Extreme Events**

The more frequent freezing and thawing cycles, coupled with increased snowfall, have accelerated the rate of wear and tear on vehicles. Consequently, these climate change dynamics have led to reduced longevity of such assets, impacting their overall lifespan.



### **Redundancy & Public Expectation**

Currently, the absence of a backup for the plow poses a substantial risk in the event of any operational issues. Notably, if the plow itself becomes non-operational, the consequences are significant, as major repairs such as engine repair or rebuild can take up to 1-2 months to resolve.

Balancing feasible budgeting with public expectations is a complex challenge. Despite a commitment to enhancing service levels, inherent limitations impose constraints on achievable outcomes. Therefore, a continuous and meticulous effort is dedicated to striking a balance between resource allocation and meeting the diverse demands of the public.



## 4.4.5 Levels of Service

The following tables identify the Town’s current level of service for vehicles. These metrics include technical and community level of service measures that the Town has selected for this AMP.

### Community Levels of Service

The following table outlines the qualitative descriptions that determine the community levels of service provided by the vehicles.

<b>Service Attribute</b>	<b>Qualitative Description</b>	<b>Current LOS (2022)</b>
Quality	Appropriate actions and interventions are taken to ensure the regular safe use of Vehicles assets.	Using internal staff condition assessments, vehicles assets range in condition from 6% to 90% and are in an average condition of 28%.

### Technical Levels of Service

The following table outlines the quantitative metrics that determine the technical level of service provided by the vehicles.

<b>Service Attribute</b>	<b>Technical Metric</b>	<b>Current LOS (2022)</b>
Performance	Average risk rating associated to the vehicles	20.38 / 25
	% of the vehicles in good or very good condition	15%
	% of the vehicles in poor or very poor condition	62%
	Average annual capital reinvestment rate vs. target reinvestment rate	0.90%:7.93%

## 4.4.6 Recommendations

### Asset Inventory

- Maintain the asset inventory and ensure updates to additions/disposals, replacement costs, and assessed condition occur annually at a minimum.

### Replacement Costs

- Gather accurate replacement costs and update on a regular basis to ensure the accuracy of capital projections.

### Condition Assessment Strategies

- Identify condition assessment strategies for high value and high-risk equipment.
- Review assets that have surpassed their estimated useful life to determine if immediate replacement is required or whether these assets are expected to remain in-service. Adjust the service life and/or condition ratings for these assets accordingly.

### Risk Management Strategies

- Adjust capital forecasting to accommodate reduced lifecycle caused by climate change and increased extreme weather events.
- Address the knowledge transfer challenge due to upcoming retirements and implement a strategy for knowledge retention as soon as possible.
- Implement risk-based decision-making as part of asset management planning and budgeting processes. This should include the regular review of high-risk assets to determine appropriate risk mitigation strategies.
- Review risk models on a regular basis and adjust according to an evolving understanding of the probability and consequences of asset failure.

### Levels of Service

- Continue to measure current levels of service in accordance with the metrics that the Town has established in this AMP. Additional metrics can be established as they are determined to provide meaningful and reliable inputs into asset management planning.
- Work towards identifying proposed levels of service as per O. Reg. 588/17 and identify the strategies that are required to close any gaps between current and proposed levels of service.

## 4.5 Machinery & Equipment

In order to maintain the high quality of public infrastructure and support the delivery of core services, Town staff own and employ various types of machinery and equipment. This includes:

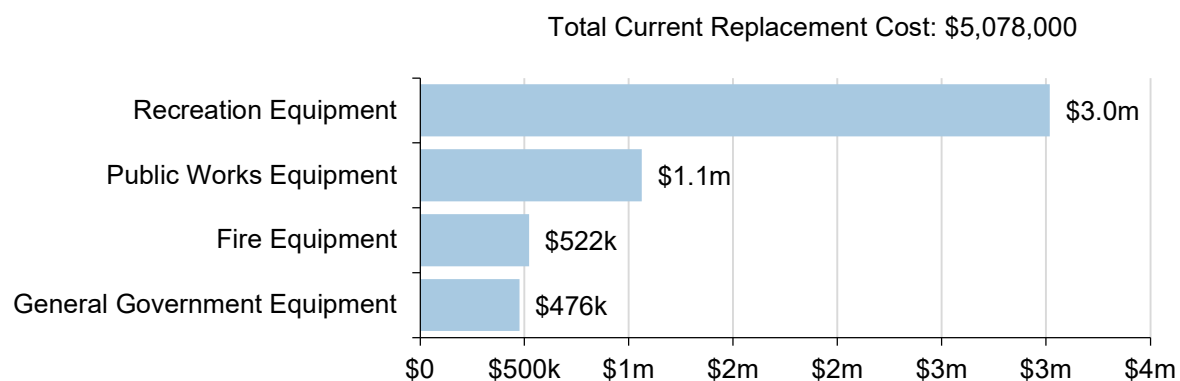
- Fire Equipment
- General Government Equipment
- Public Works Equipment
- Recreation Equipment

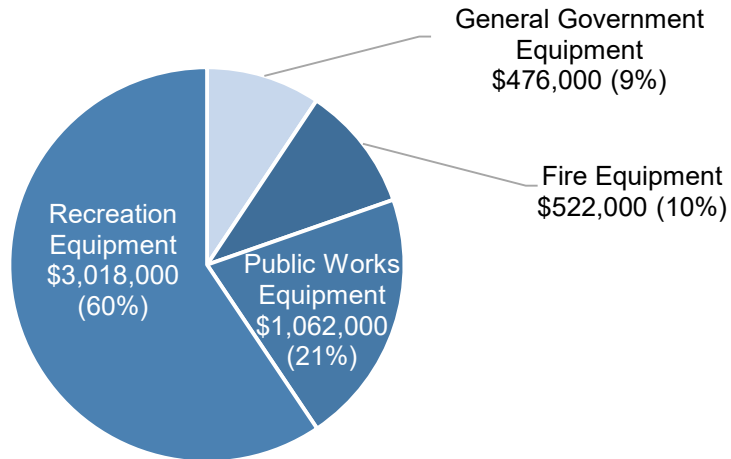
Keeping machinery and equipment in an adequate state of repair is important to maintain a high level of service.

### 4.5.1 Asset Inventory & Replacement Costs

The table below includes the quantity, total replacement cost and annual capital requirements of each asset segment in the Town’s machinery and equipment inventory.

Asset Segment	Quantity	Replacement Cost Method	Total Replacement Cost	Annual Capital Requirement
Fire Equipment	22	User-Defined	\$522,000	\$34,000
General Government Equipment	25	User-Defined	\$476,000	\$44,000
Public Works Equipment	11	User-Defined	\$1,062,000	\$84,000
Recreation Equipment	22	User-Defined	\$3,018,000	\$117,000
	<b>80</b>		<b>\$5,078,000</b>	<b>\$279,000</b>





Total Current Replacement Cost: \$5,078,000

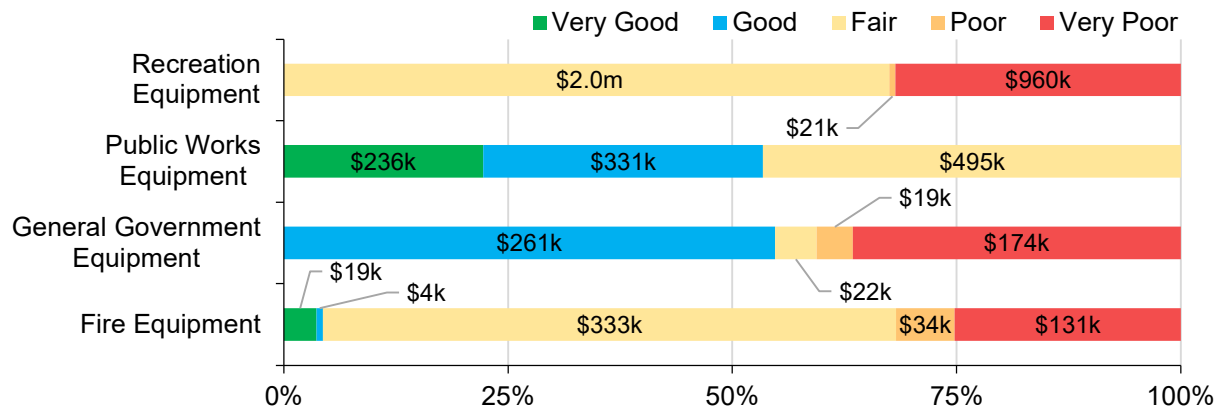
Each asset’s replacement cost should be reviewed periodically to determine whether adjustments are needed to more accurately represent realistic capital requirements.

## 4.5.2 Asset Condition & Age

The table below identifies the current average condition and source of available condition data for each asset segment. The average condition (40%) is a weighted value based on replacement cost.

Asset Segment	Estimated Useful Life (Years)	Average Age (Years)	Average Condition	Condition Source
Fire Equipment	7 - 20	9.4	39% (Poor)	Age-Based
General Government Equipment	5 - 20	9.3	44% (Fair)	27% Assessed
Public Works Equipment	10 - 15	8.5	66% (Good)	75% Assessed
Recreation Equipment	10 - 40	22.3	31% (Poor)	80% Assessed
<b>Average</b>		<b>13</b>	<b>41% (Fair)</b>	

The graph below visually illustrates the average condition for each asset segment on a very good to very poor.



Value and Percentage of Assets by Replacement Cost

To ensure that the Town’s machinery and equipment continues to provide an acceptable level of service, the Town should monitor the average condition of all assets. If the average condition declines, staff should re-evaluate their lifecycle management strategy to determine what combination of maintenance, rehabilitation and replacement activities is required to increase the overall condition of the machinery and equipment.

Each asset’s estimated useful life should also be reviewed periodically to determine whether adjustments need to be made to better align with the observed length of service life for each asset type.

## Current Approach to Condition Assessment

Accurate and reliable condition data allows staff to more confidently determine the remaining service life of assets and identify the most cost-effective approach to managing assets. The following describes the Town’s current approach:

- Staff complete regular visual inspections of machinery and equipment to ensure they are in state of adequate repair
- There are no formal condition assessment programs in place, but the Public Works manager conducts informal assessments and applies proactive strategies to ensure all equipment is ready when its needed

In this AMP the following rating criteria is used to determine the current condition of road segments and forecast future capital requirements:

<b>Condition</b>	<b>Rating</b>
Very Good	8 – 10
Good	6 – 8
Fair	4 – 6
Poor	2 – 4
Very Poor	0 – 2

### 4.5.3 Lifecycle Management Strategy

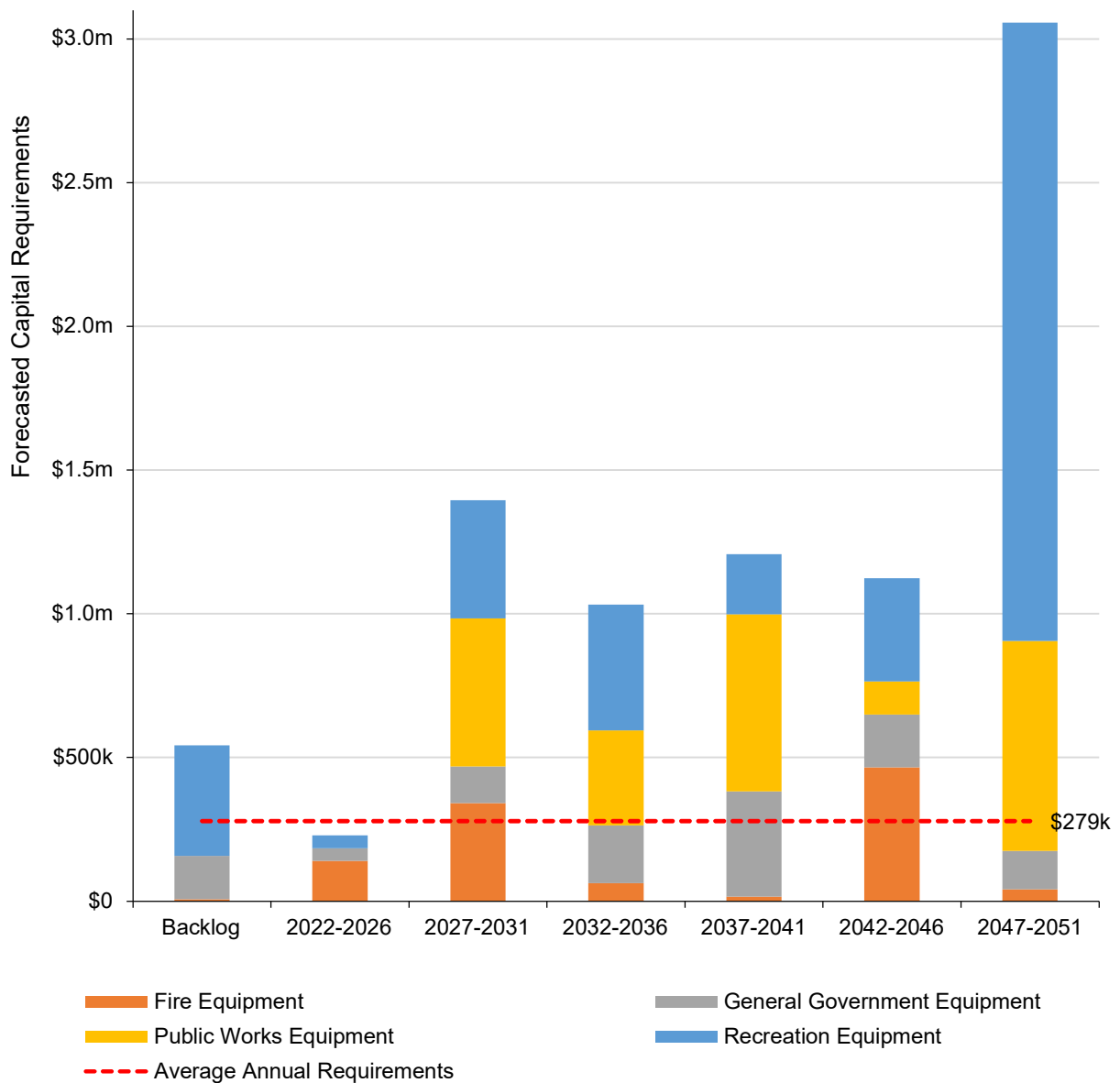
The condition or performance of most assets will deteriorate over time. To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration.

The following table outlines the Town’s current lifecycle management strategy.

Activity Type	Description of Current Strategy
Maintenance/ Rehabilitation	Maintenance program varies by department
	Fire Protection Services equipment is subject to a much more rigorous inspection and maintenance program compared to most other departments
	Machinery and equipment is maintained according to manufacturer recommended actions and supplemented by the expertise of municipal staff
Replacement	The replacement of machinery and equipment depends on deficiencies identified by operators that may impact their ability to complete required tasks

## Forecasted Capital Requirements

The following graph forecasts long-term capital requirements. The annual capital requirement represents the average amount per year that the Town should allocate towards funding rehabilitation and replacement needs. The following graph identifies capital requirements over the next 30 years. This projection is used as it ensures that every asset has gone through one full iteration of replacement. The forecasted requirements are aggregated into 5-year bins and the trend line represents the average annual capital requirements.



The projected cost of lifecycle activities that will need to be undertaken over the next 10 years to maintain the current level of service can be found in Appendix B.



## 4.5.4 Risk & Criticality

### Risk Matrix

The following risk matrix provides a visual representation of the relationship between the probability of failure and the consequence of failure for the assets within this asset category based on 2022 inventory data.



This is a high-level model developed for the purposes of this AMP and Town staff should review and adjust the risk model to reflect an evolving understanding of both the probability and consequences of asset failure.

The asset-specific attributes that municipal staff utilize to define and prioritize the criticality of machinery and equipment are documented below:

<b>Probability of Failure (POF)</b>	<b>Consequence of Failure (COF)</b>
Condition	Replacement Cost

The identification of critical assets allows the Town to determine appropriate risk mitigation strategies and treatment options. Risk mitigation may include asset-specific lifecycle strategies, condition assessment strategies, or simply the need to collect better asset data.

## Risks to Current Asset Management Strategies

The following section summarizes key trends, challenges, and risks to service delivery that the Town is currently facing:



### **Infrastructure Design**

In recent years, a discernible decline has become increasingly evident in both the quality and longevity of machinery and equipment, specifically when considering the average estimated useful life. This trend has resulted in a higher annual demand to sustain existing levels of service.



### **Change & Extreme Events**

The more frequent freezing and thawing cycles, coupled with increased snowfall, have accelerated the rate of wear and tear on machinery and equipment. Consequently, these climate change dynamics have led to reduced longevity of such assets, impacting their overall lifespan.



### **Organizational Cognizance & Capacity**

The current Public Works manager's expertise in machinery and equipment management has been invaluable for strategic planning and risk assessment. However, the lack of documentation and knowledge transfer poses a challenge.

With the manager's retirement approaching, urgent measures are needed to capture and preserve their knowledge through documentation, mentoring, and training. Identifying capable individuals within the department for leadership roles will ensure continuity and mitigate risks.

Addressing this knowledge transfer challenge will maintain machinery and equipment management capabilities for a smooth transition.



### **Public Expectation**

Balancing feasible budgeting with public expectations is a complex challenge. Despite a commitment to enhancing service levels, inherent limitations impose constraints on achievable outcomes. Therefore, a continuous and meticulous effort is dedicated to striking a balance between resource allocation and meeting the diverse demands of the public.

## 4.5.5 Levels of Service

The following tables identify the Town’s current level of service for vehicles. These metrics include technical and community level of service measures that the Town has selected for this AMP.

### Community Levels of Service

The following table outlines the qualitative descriptions that determine the community levels of service provided by the vehicles.

<b>Service Attribute</b>	<b>Qualitative Description</b>	<b>Current LOS (2022)</b>
Quality	Appropriate actions and interventions are taken to ensure the regular safe use of Machinery & Equipment assets.	Using internal staff condition assessments, machinery and equipment assets range in condition from 0% (based on age) to 96% and are in an average condition of 41%.

### Technical Levels of Service

The following table outlines the quantitative metrics that determine the technical level of service provided by the vehicles.

<b>Service Attribute</b>	<b>Technical Metric</b>	<b>Current LOS (2022)</b>
Performance	Average risk rating associated to the machinery and equipment	15.95 / 25
	% of the machinery and equipment in good or very good condition	17%
	% of the machinery and equipment in poor or very poor condition	26%
	Average annual capital reinvestment rate vs. target reinvestment rate	0.18%:5.49%

## 4.5.6 Recommendations

### Asset Inventory

- Maintain the asset inventory and ensure updates to additions/disposals, replacement costs, and assessed condition occur annually at a minimum.

### Replacement Costs

- Gather accurate replacement costs and update on a regular basis to ensure the accuracy of capital projections.

### Condition Assessment Strategies

- Identify condition assessment strategies for high value and high-risk equipment.
- Review assets that have surpassed their estimated useful life to determine if immediate replacement is required or whether these assets are expected to remain in-service. Adjust the service life and/or condition ratings for these assets accordingly.

### Risk Management Strategies

- Adjust capital forecasting to accommodate reduced lifecycle caused by climate change and increased extreme weather events.
- Address the knowledge transfer challenge due to upcoming retirements and implement a strategy for knowledge retention as soon as possible.
- Implement risk-based decision-making as part of asset management planning and budgeting processes. This should include the regular review of high-risk assets to determine appropriate risk mitigation strategies.
- Review risk models on a regular basis and adjust according to an evolving understanding of the probability and consequences of asset failure.

### Levels of Service

- Continue to measure current levels of service in accordance with the metrics that the Town has established in this AMP. Additional metrics can be established as they are determined to provide meaningful and reliable inputs into asset management planning.
- Work towards identifying proposed levels of service as per O. Reg. 588/17 and identify the strategies that are required to close any gaps between current and proposed levels of service.

## 4.6 Land Improvements

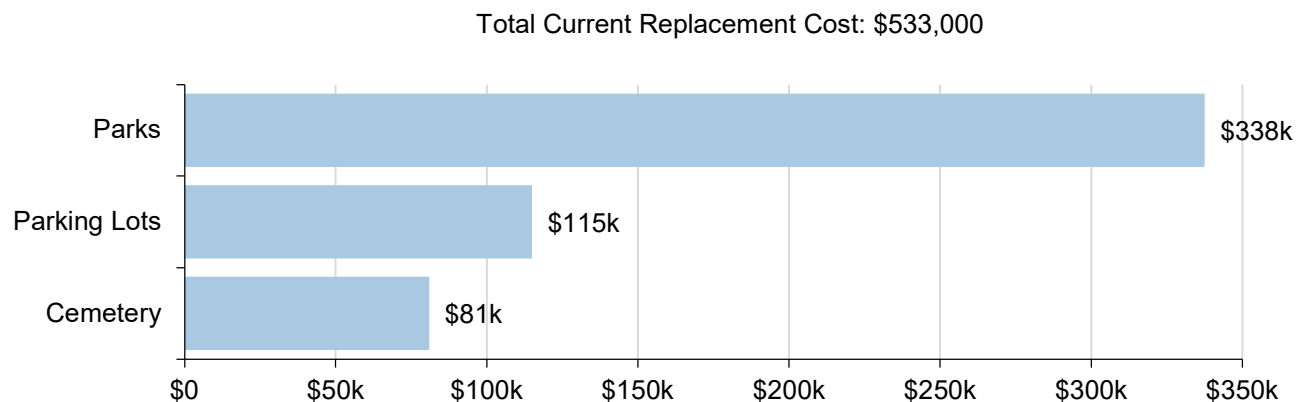
The Town of Deseronto owns a small number of assets that are considered land improvements. This category includes:

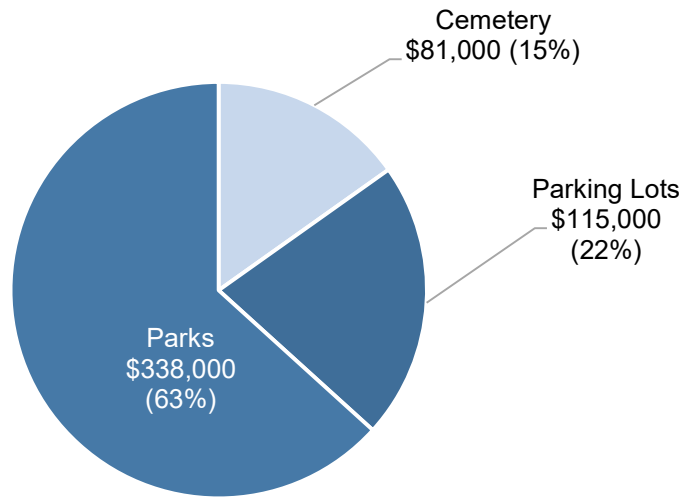
- Cemetery
- Parking Lots
- Parks

### 4.6.1 Asset Inventory & Replacement Costs

The table below includes the quantity, total replacement cost and annual capital requirements of each asset segment in the Town’s land improvements inventory.

Asset Segment	Quantity	Replacement Cost Method	Total Replacement Cost	Annual Capital Requirement
Cemetery	11	User-Defined	\$81,000	\$3,000
Parking Lots	3	CPI Tables	\$115,000	\$4,000
Parks	61	User-Defined	\$338,000	\$16,000
	<b>75</b>		<b>\$533,000</b>	<b>\$23,000</b>





Total Current Replacement Cost: \$533,000

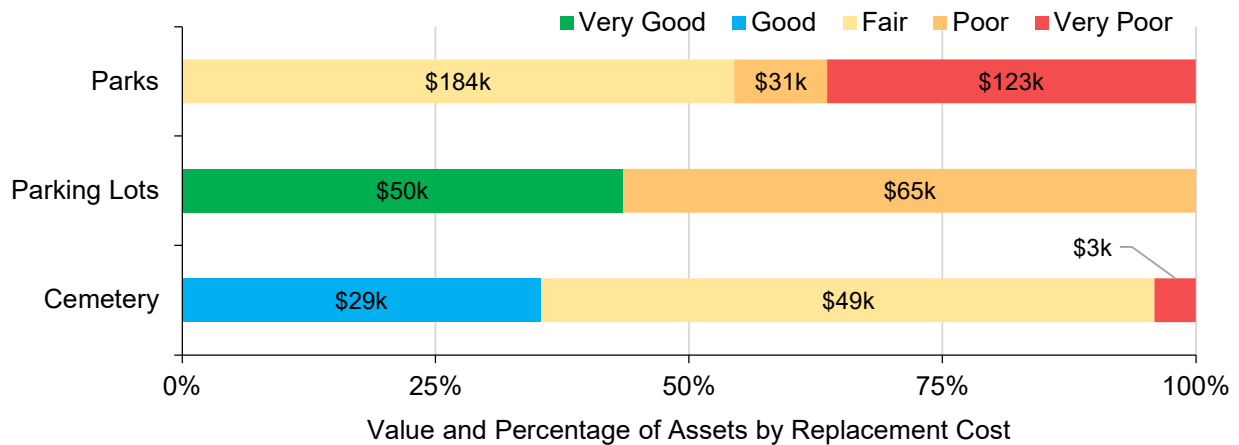
Each asset’s replacement cost should be reviewed periodically to determine whether adjustments are needed to more accurately represent realistic capital requirements.

## 4.6.2 Asset Condition & Age

The table below identifies the current average condition, the average age, and the estimated useful life for each asset segment. The average condition (43%) is a weighted value based on replacement cost.

Asset Segment	Estimated Useful Life (Years)	Average Age (Years)	Average Condition	Condition Source
Cemetery	10 - 50	12	57% (Fair)	61% Assessed
Parking Lots	20 - 50	14.1	52% (Fair)	Age-Based
Parks	10 - 50	19.8	36% (Poor)	53% Assessed
<b>Average</b>		<b>16.7</b>	<b>43% (Fair)</b>	

The graph below visually illustrates the average condition for each asset segment on a very good to very poor.



To ensure that the Town’s land improvements continues to provide an acceptable level of service, the Town should monitor the average condition of all assets. If the average condition declines, staff should re-evaluate their lifecycle management strategy to determine what combination of maintenance, rehabilitation and replacement activities is required to increase the overall condition of the land improvements.

Each asset’s estimated useful life should also be reviewed periodically to determine whether adjustments need to be made to better align with the observed length of service life for each asset type.

## Current Approach to Condition Assessment

Accurate and reliable condition data allows staff to more confidently determine the remaining service life of assets and identify the most cost-effective approach to managing assets. The following describes the Town’s current approach:

- There are no formal condition assessment programs in place for land improvements
- Playgrounds are professionally inspected annually. The findings are used for repairs to maintain compliance with all necessary legislation and regulations
- Staff complete regular visual inspections of land improvements assets on both a weekly and monthly basis to ensure they are in state of adequate repair
- Lights are checked each day during route patrol. Any deficiencies are noted and a work order is issued

In this AMP the following rating criteria is used to determine the current condition of road segments and forecast future capital requirements:

<b>Condition</b>	<b>Rating</b>
Very Good	8 – 10
Good	6 – 8
Fair	4 – 6
Poor	2 – 4
Very Poor	0 – 2

### 4.6.3 Lifecycle Management Strategy

The condition or performance of most assets will deteriorate over time. To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration.

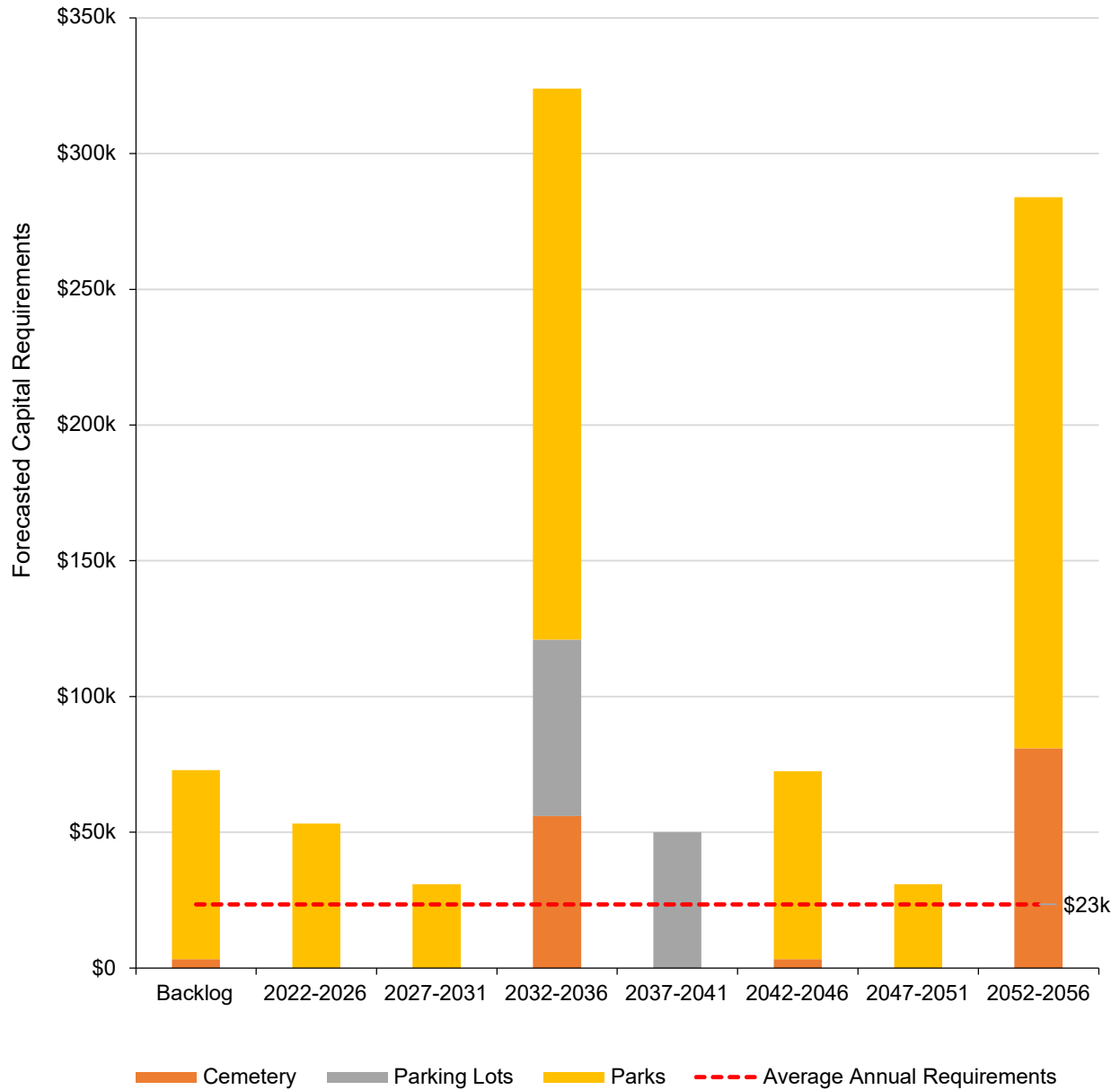
The following table outlines the Town’s current lifecycle management strategy.

<b>Activity Type</b>	<b>Description of Current Strategy</b>
Maintenance, Rehabilitation & Replacement	The land improvements asset category includes several unique asset types and lifecycle requirements are dealt with on a case-by-case basis



## Forecasted Capital Requirements

The following graph forecasts long-term capital requirements. The annual capital requirement represents the average amount per year that the Town should allocate towards funding rehabilitation and replacement needs. The following graph identifies capital requirements over the next 35 years. This projection is used as it ensures that every asset has gone through one full iteration of replacement. The forecasted requirements are aggregated into 5-year bins and the trend line represents the average annual capital requirements.



The projected cost of lifecycle activities that will need to be undertaken over the next 10 years to maintain the current level of service can be found in Appendix B.

## 4.6.4 Risk & Criticality

### Risk Matrix

The following risk matrix provides a visual representation of the relationship between the probability of failure and the consequence of failure for the assets within this asset category based on 2022 inventory data.



This is a high-level model developed for the purposes of this AMP and Town staff should review and adjust the risk model to reflect an evolving understanding of both the probability and consequences of asset failure.

The asset-specific attributes that municipal staff utilize to define and prioritize the criticality of land improvements are documented below:

<b>Probability of Failure (POF)</b>	<b>Consequence of Failure (COF)</b>
Condition	Replacement Cost

The identification of critical assets allows the Town to determine appropriate risk mitigation strategies and treatment options. Risk mitigation may include asset-specific lifecycle strategies, condition assessment strategies, or simply the need to collect better asset data.

## Risks to Current Asset Management Strategies

The following section summarizes key trends, challenges, and risks to service delivery that the Town is currently facing:



### **Demographics & Public Expectation**

The shifting demographics have increased the vulnerability of playgrounds to vandalism, posing a threat to children's safety and enjoyment. Understanding the underlying factors behind this trend is essential to develop effective strategies that preserve safe and welcoming playground environments for all residents.

Balancing feasible budgeting with public expectations is a complex challenge. Despite a commitment to enhancing service levels, inherent limitations impose constraints on achievable outcomes. Therefore, a continuous and meticulous effort is dedicated to striking a balance between resource allocation and meeting the diverse demands of the public.

## 4.6.5 Levels of Service

The following tables identify the Town’s current level of service for vehicles. These metrics include technical and community level of service measures that the Town has selected for this AMP.

### Community Levels of Service

The following table outlines the qualitative descriptions that determine the community levels of service provided by the vehicles.

<b>Service Attribute</b>	<b>Qualitative Description</b>	<b>Current LOS (2022)</b>
Quality	Appropriate actions and interventions are taken to ensure the regular safe use of Land Improvement assets.	Using internal staff condition assessments, land improvement assets range in condition from 0% (based on age) to 85% and are in an average condition of 41%.

### Technical Levels of Service

The following table outlines the quantitative metrics that determine the technical level of service provided by the vehicles.

<b>Service Attribute</b>	<b>Technical Metric</b>	<b>Current LOS (2022)</b>
Performance	Average risk rating associated to the land improvements	14.72 / 25
	% of the land improvements in good or very good condition	15%
	% of the land improvements in poor or very poor condition	42%
	Average annual capital reinvestment rate vs. target reinvestment rate	0.56%:4.40%

## 4.6.6 Recommendations

### Asset Inventory

- Maintain the asset inventory and ensure updates to additions/disposals, replacement costs, and assessed condition occur annually at a minimum.

### Replacement Costs

- Gather accurate replacement costs and update on a regular basis to ensure the accuracy of capital projections.

### Condition Assessment Strategies

- Identify condition assessment strategies for high value and high-risk assets.
- Review assets that have surpassed their estimated useful life to determine if immediate replacement is required or whether these assets are expected to remain in-service. Adjust the service life and/or condition ratings for these assets accordingly.

### Risk Management Strategies

- Implement risk-based decision-making as part of asset management planning and budgeting processes. This should include the regular review of high-risk assets to determine appropriate risk mitigation strategies.
- Review risk models on a regular basis and adjust according to an evolving understanding of the probability and consequences of asset failure.

### Levels of Service

- Continue to measure current levels of service in accordance with the metrics that the Town has established in this AMP. Additional metrics can be established as they are determined to provide meaningful and reliable inputs into asset management planning.
- Work towards identifying proposed levels of service as per O. Reg. 588/17 and identify the strategies that are required to close any gaps between current and proposed levels of service.

# 5

## Analysis of Rate-funded Assets

### Key Insights

- Rate-funded assets are valued at \$44.1 million
- 53% of rate-funded assets are in fair or better condition
- The average annual capital requirement to sustain the current level of service for rate-funded assets is approximately \$1.2 million
- Critical assets should be evaluated to determine appropriate risk mitigation activities and treatment options

## 5.1 Water Network

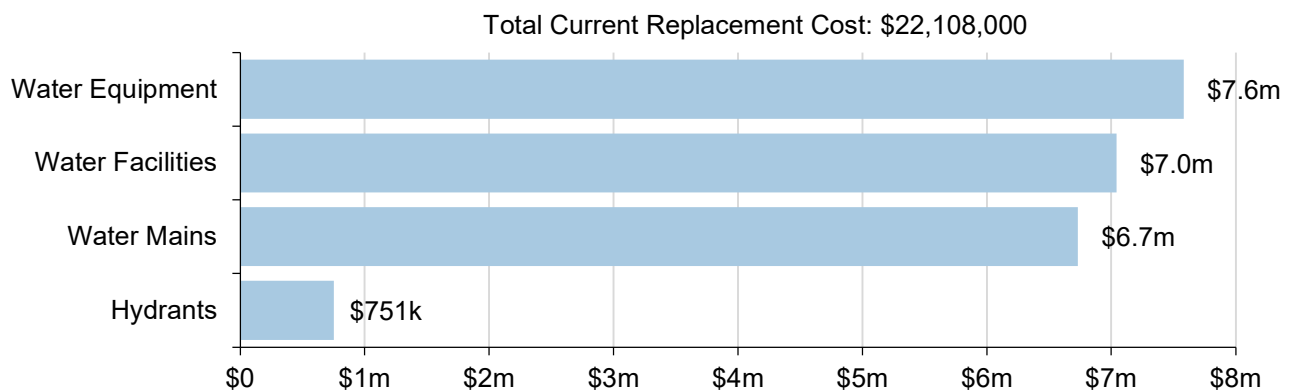
The water services provided by the Town are overseen by the Environmental Services department. The department is responsible for the following:

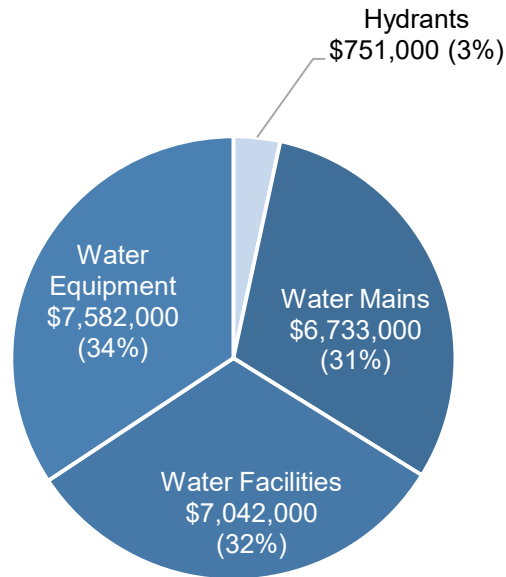
- Hydrants
- Water Equipment
- Water Facilities
- Water Mains

### 5.1.1 Asset Inventory & Replacement Costs

The table below includes the quantity, replacement cost method, and annual capital requirements of each asset segment in the Town’s water network inventory.

Asset Segment	Quantity	Replacement Cost Method	Total Replacement Cost	Annual Capital Requirement
Hydrants	59	CPI Tables	\$751,000	\$25,000
Water Equipment	793	CPI Tables	\$7,582,000	\$220,000
Water Facilities	11	CPI Tables	\$7,042,000	\$189,000
Water Mains	8.1 km	Cost Per Unit	\$6,733,000	\$141,000
			<b>\$22,108,000</b>	<b>\$574,000</b>





Total Current Replacement Cost: \$22,108,000

Each asset’s replacement cost should be reviewed periodically to determine whether adjustments are needed to more accurately represent realistic capital requirements.

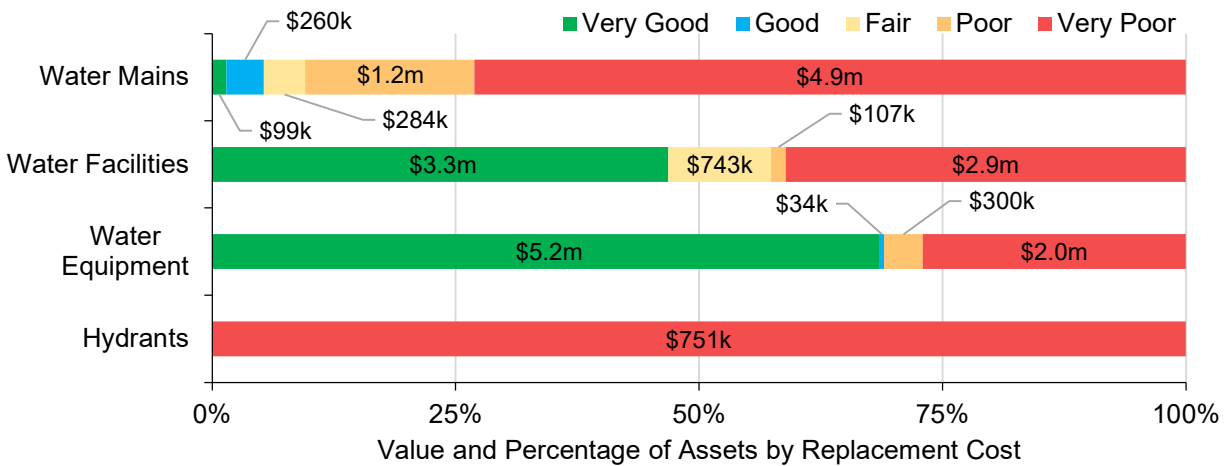
## 5.1.2 Asset Condition & Age

The table below identifies the current average condition, the average age, and the estimated useful life for each asset segment. The average condition (42%) is a weighted value based on replacement cost.

Asset Segment	Estimated Useful Life (Years)	Average Age (Years)	Average Condition	Condition Source
Hydrants	30	48	0% (Very Poor)	Age-Based
Water Equipment	10 - 60	19.8	63% (Good)	Age-Based
Water Facilities	15 - 60	29.4	49% (Fair)	Age-Based
Water Mains	30 - 50	51.1	15% (Very Poor)	Age-Based
<b>Average</b>		<b>42.3</b>	<b>42% (Fair)</b>	



The graph below visually illustrates the average condition for each asset segment on a very good to very poor scale.



To ensure that the Town’s water network continues to provide an acceptable level of service, the Town should monitor the average condition of all assets. If the average condition declines, staff should re-evaluate their lifecycle management strategy to determine what combination of maintenance, rehabilitation and replacement activities is required to increase the overall condition of the water network.

Each asset’s Estimated Useful Life should also be reviewed periodically to determine whether adjustments need to be made to better align with the observed length of service life for each asset type.

### Current Approach to Condition Assessment

Accurate and reliable condition data allows staff to more confidently determine the remaining service life of assets and identify the most cost-effective approach to managing assets. The following describes the Town’s current approach:

- Annual assessments are performed for the water system and watermain breaks are monitored
- The distribution system is primarily assessed by internal staff while external staff perform assessments for the collection system.
- Staff primarily rely on the age and material of water mains to determine the projected condition of water mains
- There are no formal condition assessment programs in place for the water network

In this AMP the following rating criteria is used to determine the current condition of water network assets and forecast future capital requirements:

<b>Condition</b>	<b>Rating</b>
Very Good	80 – 100
Good	60 – 80
Fair	40 – 60
Poor	20 – 40
Very Poor	0 – 20

### 5.1.3 Lifecycle Management Strategy

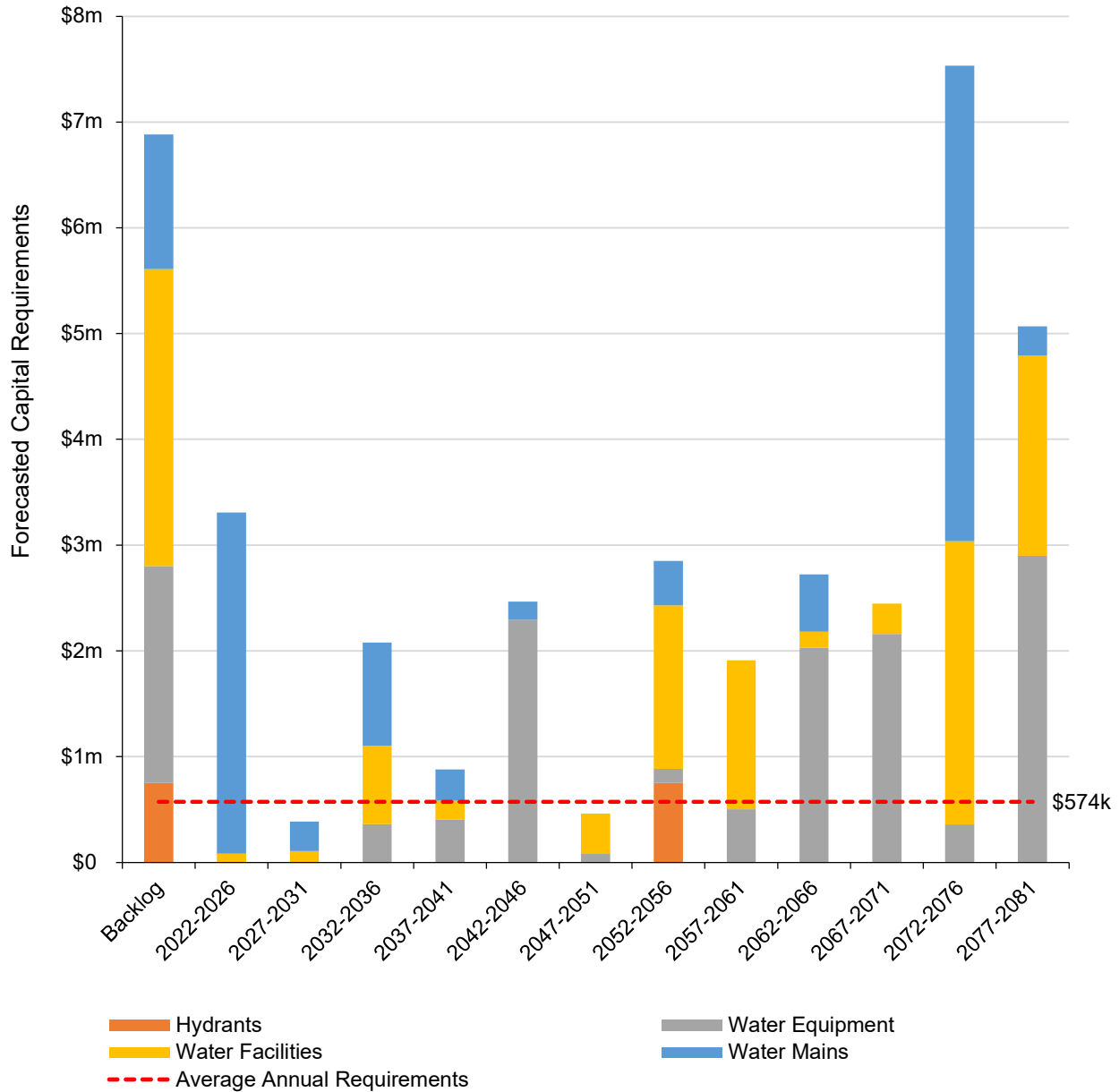
The condition or performance of most assets will deteriorate over time. To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration.

The following table outlines the Town’s current lifecycle management strategy.

<b>Activity Type</b>	<b>Description of Current Strategy</b>
Maintenance	Main flushing is completed on 100% of the network annually using in-house resources. Pressure testing is performed at the same time to identify deficiencies and potential leaks
Rehabilitation	Trenchless re-lining of water mains presents significant challenges and is not always a viable option
Replacement	In the absence of mid-lifecycle rehabilitative events, most mains are simply maintained with the goal of full replacement once it reaches its end-of-life
	Replacement activities are identified based on an analysis of the main break rate as well as any issues identified during regular maintenance activities

## Forecasted Capital Requirements

The following graph forecasts long-term capital requirements. The annual capital requirement represents the average amount per year that the Town should allocate towards funding rehabilitation and replacement needs. The following graph identifies capital requirements over the next 60 years. This projection is used as it ensures that every asset has gone through one full iteration of replacement. The forecasted requirements are aggregated into 5-year bins and the trend line represents the average annual capital requirements.



The projected cost of lifecycle activities that will need to be undertaken over the next 10 years to maintain the current level of service can be found in Appendix B.

## 5.1.4 Risk & Criticality

### Risk Matrix

The following risk matrix provides a visual representation of the relationship between the probability of failure and the consequence of failure for the assets within this asset category based on 2022 inventory data.



This is a high-level model developed for the purposes of this AMP and Town staff should review and adjust the risk model to reflect an evolving understanding of both the probability and consequences of asset failure.

The asset-specific attributes that municipal staff utilize to define and prioritize the criticality of the water network are documented below:

Probability of Failure (POF)	Consequence of Failure (COF)
Condition	Replacement Cost
Pipe Material	

The identification of critical assets allows the Town to determine appropriate risk mitigation strategies and treatment options. Risk mitigation may include asset-specific lifecycle strategies, condition assessment strategies, or simply the need to collect better asset data.

## Risks to Current Asset Management Strategies

The following section summarizes key trends, challenges, and risks to service delivery that the Town is currently facing:



### **Infrastructure Design/Aging Infrastructure**

Existing underground infrastructure is aging, necessitating the Town's attention to replacement efforts. It is imperative that during the replacement process, careful consideration is given to selecting materials with extended lifecycles, ensuring the longevity and durability of the newly installed assets.



### **Organizational Cognizance & Capacity**

Turnover of staff members poses a considerable challenge as critical knowledge and expertise related to asset management are not adequately captured and transferred. This lack of continuity hinders the organization's ability to maintain a sustained focus on effective asset management practices, highlighting the urgent need for robust documentation and knowledge transfer mechanisms to ensure the seamless flow of information and expertise.



### **Capital Funding Strategies**

Past budgeting constraints have necessitated the deferral of capital projects until adequate funding becomes available. However, the escalating costs of materials further restrict the extent of infrastructure upgrades in a given year. The volatile economic climate poses challenges in material sourcing and accurate budgeting.

A significant portion of capital projects rely on grants, but their diminishing availability, combined with existing budgetary limitations, make it arduous to properly schedule these projects.

## 5.1.5 Levels of Service

The following tables identify the Town’s current level of service for water network. These metrics include the technical and community level of service metrics that are required as part of O. Reg. 588/17 as well as any additional performance measures that the Town has selected for this AMP.

### Community Levels of Service

The following table outlines the qualitative descriptions that determine the community levels of service provided by water network.

<b>Service Attribute</b>	<b>Qualitative Description</b>	<b>Current LOS (2022)</b>
Scope	Description, which may include maps, of the user groups or areas of the municipality that are connected to the municipal water system	See Appendix C
	Description, which may include maps, of the user groups or areas of the municipality that have fire flow	See Appendix C
Reliability	Description of boil water advisories and service interruptions	The Town did not experience any service interruptions in 2022. When such events do occur, the Town delivers boil water advisories promptly to affected households. The Town follows Ontario's Drinking Water Quality Management Standard (DWQMS).

## Technical Levels of Service

The following table outlines the quantitative metrics that determine the technical level of service provided by the water network.

<b>Service Attribute</b>	<b>Technical Metric</b>	<b>Current LOS (2022)</b>
Scope	% of properties connected to the municipal water system	96%
	% of properties where fire flow is available	100%
Reliability	# of connection-days per year where a boil water advisory notice is in place compared to the total number of properties connected to the municipal water system	0
	# of connection-days per year where water is not available due to water main breaks compared to the total number of properties connected to the municipal water system	0
Performance	Average risk rating associated to the water network	10.22 / 25
	% of the water network in good or very good condition	40%
	% of the water network in poor or very poor condition	55%
	Average annual capital reinvestment rate vs. target reinvestment rate	0.81%:2.60%

## 5.1.6 Recommendations

### Asset Inventory

- Maintain the asset inventory and ensure updates to additions/disposals, replacement costs, and assessed condition occur annually at a minimum.
- Some water mains have an unknown length in the asset inventory. Staff should work to close this data gap.

### Replacement Costs

- Gather accurate replacement costs and update on a regular basis to ensure the accuracy of capital projections.

### Condition Assessment Strategies

- Identify condition assessment strategies for high value and high-risk water network assets.

### Risk Management Strategies

- Implement risk-based decision-making as part of asset management planning and budgeting processes. This should include the regular review of high-risk assets to determine appropriate risk mitigation strategies.
- Review risk models on a regular basis and adjust according to an evolving understanding of the probability and consequences of asset failure.

### Levels of Service

- During the onboarding process, integrate the necessary knowledge and training on asset management principles into the orientation and ongoing development of new employees.
- Continue to measure current levels of service in accordance with the metrics that the Town has established in this AMP. Additional metrics can be established as they are determined to provide meaningful and reliable inputs into asset management planning.
- Work towards identifying proposed levels of service as per O. Reg. 588/17 and identify the strategies that are required to close any gaps between current and proposed levels of service.



## 5.2 Sanitary Network

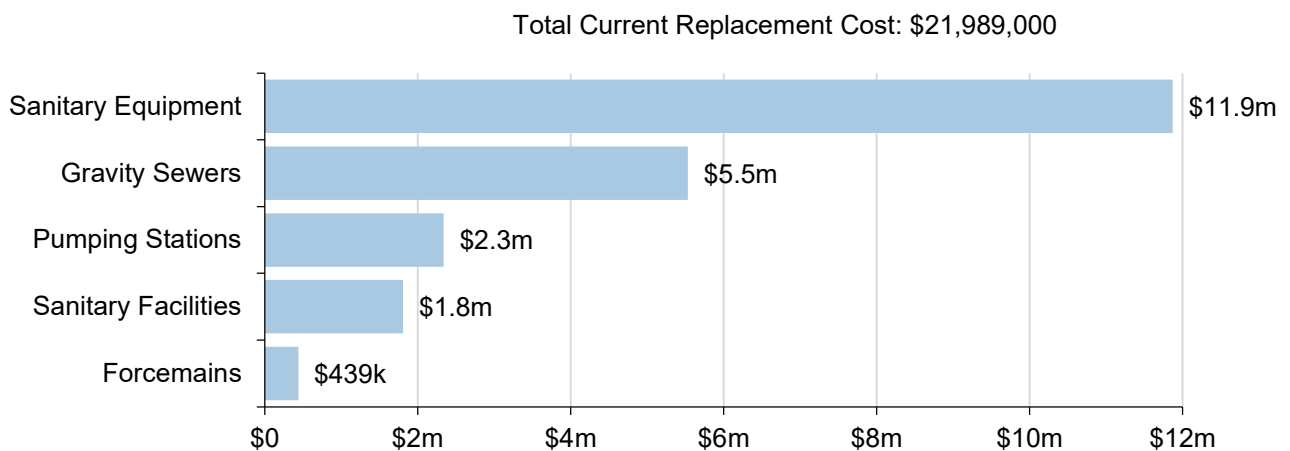
The sewer services provided by the Town are overseen by the Environmental Services department. The department is responsible for the following:

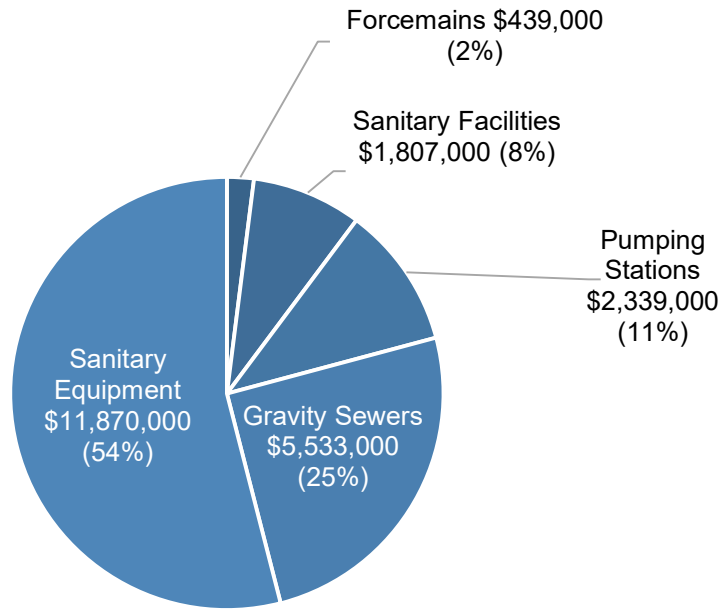
- Forcemains
- Gravity Sewers
- Pumping Stations
- Sanitary Equipment
- Sanitary Facilities

### 5.2.1 Asset Inventory & Replacement Costs

The table below includes the quantity, replacement cost method and total replacement cost of each asset segment in the Town's sanitary network inventory.

Asset Segment	Quantity	Replacement Cost Method	Total Replacement Cost	Annual Capital Requirement
Forcemains	1.1 km	Cost per unit	\$439,000	\$9,000
Gravity Sewers	11.3 km	Cost per unit	\$5,533,000	\$111,000
Pumping Stations	3	User-defined	\$2,339,000	\$78,000
Sanitary Equipment	16	User-defined	\$11,870,000	\$424,000
Sanitary Facilities	4	User-defined	\$1,807,000	\$39,000
			<b>\$21,989,000</b>	<b>\$660,000</b>





Total Current Replacement Cost: \$21,989,000

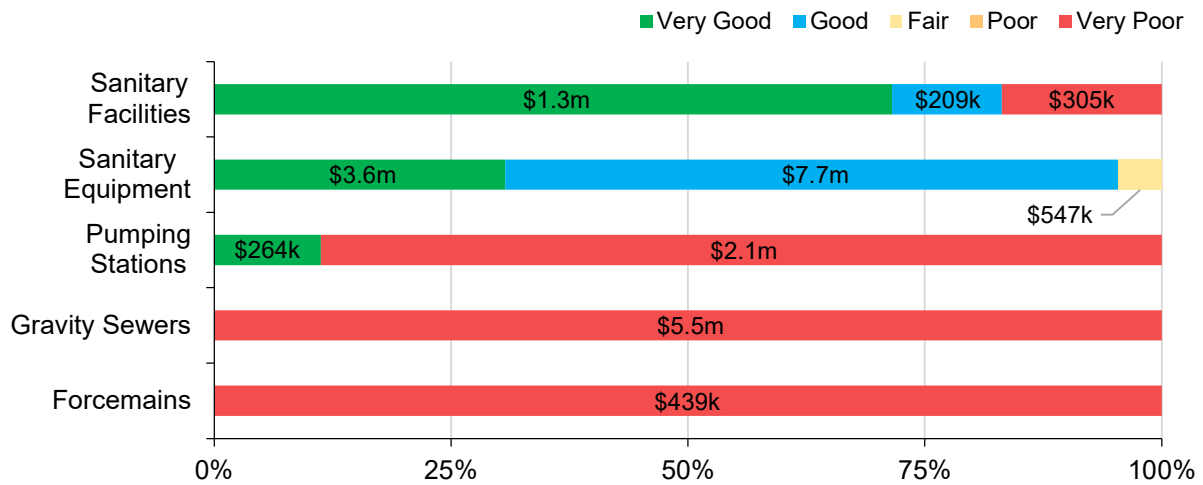
Each asset’s replacement cost should be reviewed periodically to determine whether adjustments are needed to more accurately represent realistic capital requirements.

## 5.2.2 Asset Condition & Age

The table below identifies the current average condition, the average age, and the estimated useful life for each asset segment. The average condition (46%) is a weighted value based on replacement cost.

Asset Segment	Estimated Useful Life (Years)	Average Age (Years)	Average Condition	Condition Source
Forcemains	50	48	4% (Very Poor)	Age-Based
Gravity Sewers	50	53	0% (Very Poor)	Age-Based
Pumping Stations	30	33.3	10% (Very Poor)	Age-Based
Sanitary Equipment	10 - 50	8.4	73% (Good)	Age-Based
Sanitary Facilities	25 - 50	18.8	70% (Good)	Age-Based
<b>Average</b>		<b>34</b>	<b>46% (Fair)</b>	

The graph below visually illustrates the average condition for each asset segment on a very good to very poor scale.



Value and Percentage of Assets by Replacement Cost

To ensure that the Town’s sanitary network continues to provide an acceptable level of service, the Town should monitor the average condition of all assets. If the average condition declines, staff should re-evaluate their lifecycle management strategy to determine what combination of maintenance, rehabilitation and replacement activities is required to increase the overall condition of the sanitary network.

Each asset’s Estimated Useful Life should also be reviewed periodically to determine whether adjustments need to be made to better align with the observed length of service life for each asset type.

## Current Approach to Condition Assessment

Accurate and reliable condition data allows staff to more confidently determine the remaining service life of assets and identify the most cost-effective approach to managing assets. The following describes the Town’s current approach:

- While the network is assessed on an annual basis, by looking into areas that have historical deficiencies, CCTV inspections have not been performed within the last five years
- There is no formal condition assessment program in place

In this AMP the following rating criteria is used to determine the current condition of sewer network assets and forecast future capital requirements:

<b>Condition</b>	<b>Rating</b>
Very Good	80 – 100
Good	60 – 80
Fair	40 – 60
Poor	20 – 40
Very Poor	0 – 20

### 5.2.3 Lifecycle Management Strategy

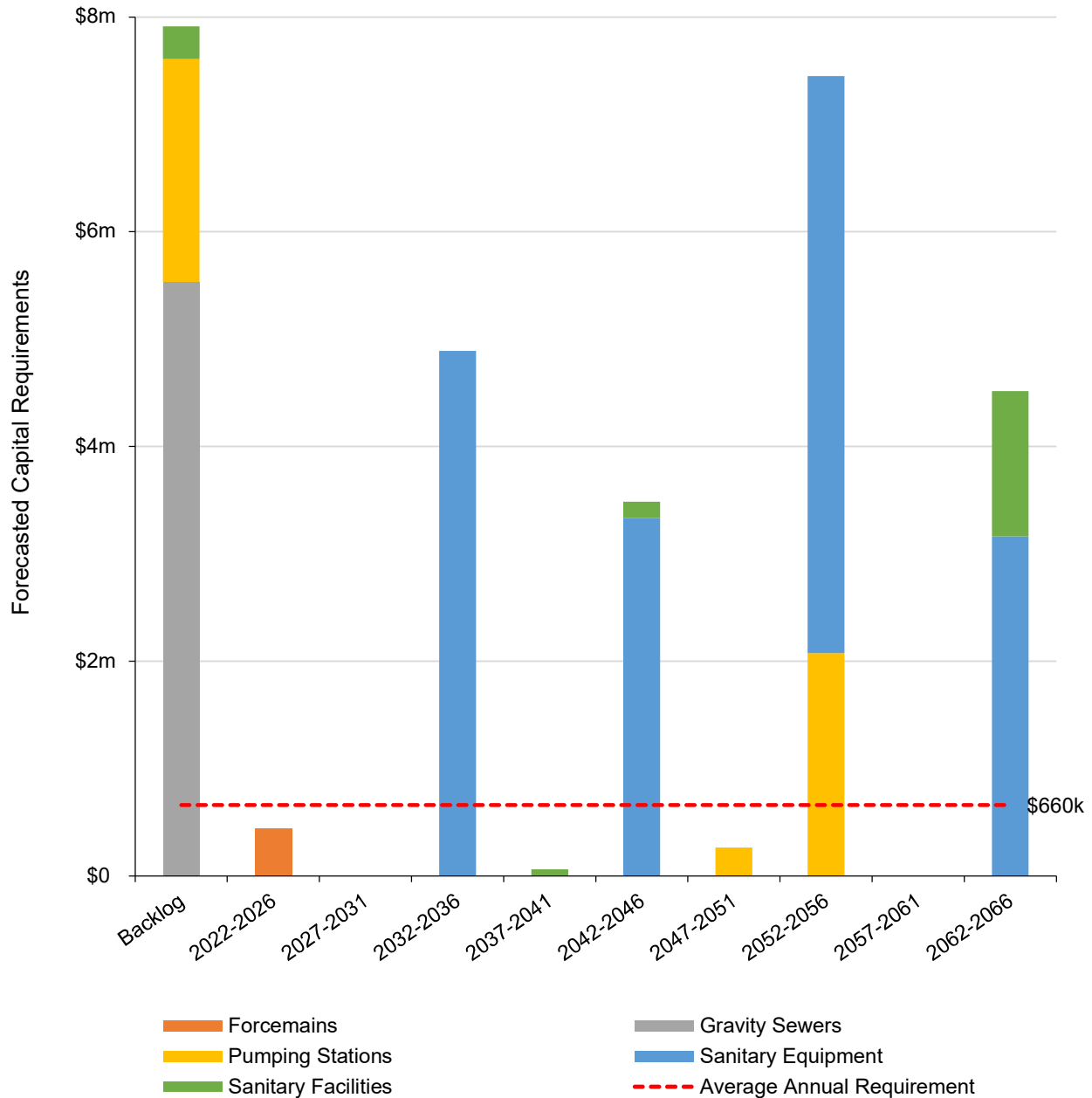
The condition or performance of most assets will deteriorate over time. To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration.

The following table outlines the Township’s current lifecycle management strategy.

<b>Activity Type</b>	<b>Description of Current Strategy</b>
Maintenance	Main flushing is planned to be completed on a 3-year cycle, but maintaining this frequency has been challenging
Replacement	Replacement activities are identified based on an analysis of the main break rate as well as any issues identified during regular maintenance activities.

## Forecasted Capital Requirements

The following graph forecasts long-term capital requirements. The annual capital requirement represents the average amount per year that the Town should allocate towards funding rehabilitation and replacement needs. The following graph identifies capital requirements over the next 45 years. This projection is used as it ensures that every asset has gone through one full iteration of replacement. The forecasted requirements are aggregated into 5-year bins and the trend line represents the average annual capital requirements.



The projected cost of lifecycle activities that will need to be undertaken over the next 10 years to maintain the current level of service can be found in Appendix B.

# 5.2.4 Risk & Criticality

## Risk Matrix

The following risk matrix provides a visual representation of the relationship between the probability of failure and the consequence of failure for the assets within this asset category based on 2022 inventory data.



This is a high-level model developed for the purposes of this AMP and Town staff should review and adjust the risk model to reflect an evolving understanding of both the probability and consequences of asset failure.

The asset-specific attributes that municipal staff utilize to define and prioritize the criticality of the sanitary network are documented below:

Probability of Failure (POF)	Consequence of Failure (COF)
Condition	Replacement Cost

The identification of critical assets allows the Town to determine appropriate risk mitigation strategies and treatment options. Risk mitigation may include asset-specific lifecycle strategies, condition assessment strategies, or simply the need to collect better asset data.

## Risks to Current Asset Management Strategies

The following section summarizes key trends, challenges, and risks to service delivery that the Town is currently facing:



### **Organizational Cognizance & Capacity**

Turnover of staff members poses a considerable challenge as critical knowledge and expertise related to asset management are not adequately captured and transferred. This lack of continuity hinders the organization's ability to maintain a sustained focus on effective asset management practices, highlighting the urgent need for robust documentation and knowledge transfer mechanisms to ensure the seamless flow of information and expertise.

Moreover, the orientation and training of new employees primarily prioritize their immediate job responsibilities, often resulting in insufficient attention being given to asset management practices. This neglect of asset management during the onboarding process calls for a comprehensive approach that integrates the necessary knowledge and training on asset management principles into the orientation and ongoing development of new employees.

## 5.2.5 Levels of Service

The following tables identify the Town’s current level of service for sanitary network. These metrics include the technical and community level of service metrics that are required as part of O. Reg. 588/17 as well as any additional performance measures that the Town has selected for this AMP.

### Community Levels of Service

The following table outlines the qualitative descriptions that determine the community levels of service provided by sanitary network.

<b>Service Attribute</b>	<b>Qualitative Description</b>	<b>Current LOS (2022)</b>
Scope	Description, which may include maps, of the user groups or areas of the municipality that are connected to the municipal wastewater system	See Appendix C
	Description of how combined sewers in the municipal wastewater system are designed with overflow structures in place which allow overflow during storm events to prevent backups into homes	The Town does not own any combined sewers
Reliability	Description of the frequency and volume of overflows in combined sewers in the municipal wastewater system that occur in habitable areas or beaches	The Town does not own any combined sewers
	Description of how storm can get into sanitary sewers in the municipal wastewater system, causing sewage to overflow into streets or backup into homes	Storm can enter into sanitary sewers due to cracks in sanitary mains or through indirect connections (e.g. weeping tiles). In the case of heavy rainfall events, sanitary sewers may experience a volume of water and sewage that exceeds its designed



Service Attribute	Qualitative Description	Current LOS (2022)
Description of how sanitary sewers in the municipal wastewater system are designed to be resilient to storm infiltration	capacity. In some cases, this can cause water and/or sewage to overflow backup into homes. the disconnection of weeping tiles from sanitary mains and the use of sump pumps and pits directing storm water to the storm drain system can help to reduce the chance of this occurring.	The Town follows a series of design standards that integrate servicing requirements and land use considerations when constructing or replacing sanitary sewers. These standards have been determined with consideration of the minimization of sewage overflows and backups.
Description of the effluent that is discharged from sewage treatment plants in the municipal wastewater system	Effluent refers to water pollution that is discharged from a wastewater treatment plant, and may include suspended solids, total phosphorous and biological oxygen demand. The Environmental Compliance Approval (ECA) identifies the effluent criteria for municipal wastewater treatment plants.	

## Technical Levels of Service

The following table outlines the quantitative metrics that determine the technical level of service provided by the sanitary network.

<b>Service Attribute</b>	<b>Technical Metric</b>	<b>Current LOS (2022)</b>
Scope	% of properties connected to the municipal wastewater system	94%
	# of events per year where combined sewer flow in the municipal wastewater system exceeds system capacity compared to the total number of properties connected to the municipal wastewater system	0
Reliability	# of connection-days per year having wastewater backups compared to the total number of properties connected to the municipal wastewater system	0
	# of effluent violations per year due to wastewater discharge compared to the total number of properties connected to the municipal wastewater system	0
	Average risk rating associated to the sanitary network	6.22 / 25
Performance	% of the sanitary network in good or very good condition	60%
	% of the sanitary network in poor or very poor condition	38%
	Average annual capital reinvestment rate vs. target reinvestment rate	0.94%:3.00%

## 5.2.6 Recommendations

### Asset Inventory

- Maintain the asset inventory and ensure updates to additions/disposals, replacement costs, and assessed condition occur annually at a minimum.

### Condition Assessment Strategies

- Identify condition assessment strategies for high value and high-risk water network assets.

### Risk Management Strategies

- Implement risk-based decision-making as part of asset management planning and budgeting processes. This should include the regular review of high-risk assets to determine appropriate risk mitigation strategies.
- Review risk models on a regular basis and adjust according to an evolving understanding of the probability and consequences of asset failure.

### Lifecycle Management Strategies

- A trenchless re-lining strategy is expected to extend the service life of sanitary mains at a lower total cost of ownership and should be implemented to extend the life of infrastructure at the lowest total cost of ownership.
- Evaluate the efficacy of the Town's lifecycle management strategies at regular intervals to determine the impact cost, condition and risk.

### Levels of Service

- During the onboarding process, integrate the necessary knowledge and training on asset management principles into the orientation and ongoing development of new employees.
- Continue to measure current levels of service in accordance with the metrics that the Town has established in this AMP. Additional metrics can be established as they are determined to provide meaningful and reliable inputs into asset management planning.
- Work towards identifying proposed levels of service as per O. Reg. 588/17 and identify the strategies that are required to close any gaps between current and proposed levels of service.

# 6

## Impacts of Growth

### Key Insights

- Understanding the key drivers of growth and demand will allow the Town to more effectively plan for new infrastructure, and the upgrade or disposal of existing infrastructure
- Minimal population and employment growth is expected
- The costs of growth should always be considered in long-term funding strategies that are designed to maintain the current level of service

## 6.1 Description of Growth Assumptions

The demand for infrastructure and services will change over time based on a combination of internal and external factors. Understanding the key drivers of growth and demand will allow the Town to more effectively plan for new infrastructure, and the upgrade or disposal of existing infrastructure. Increases or decreases in demand can affect what assets are needed and what level of service meets the needs of the community.

For Deseronto, information from Statistics Canada shows a population of 1,774 in 2016 and a drop to 1,747 in 2021. With the boundaries of the Town locked in place by neighboring municipalities as well as the decrease in population, the Town is not expecting significant growth over the next decade.

## 6.2 Impact of Growth on Lifecycle Activities

By July 1, 2025, the Town's asset management plan must include a discussion of how the assumptions regarding future changes in population and economic activity informed the preparation of the lifecycle management and financial strategy.

Planning for forecasted population growth may require the expansion of existing infrastructure and services. As growth-related assets are constructed or acquired, they should be integrated into the Town's AMP. While the addition of residential units will add to the existing assessment base and offset some of the costs associated with growth, the Town will need to review the lifecycle costs of growth-related infrastructure. These costs should be considered in long-term funding strategies that are designed to, at a minimum, maintain the current level of service.

# 7

## Financial Strategy

### Key Insights

- The Town is committing approximately \$959,000 towards capital projects per year from sustainable revenue sources
- Given the annual capital requirement of \$3,327,000, there is currently a funding gap of \$2,367,000 annually
- For tax-funded assets, we recommend increasing tax revenues by 3.6% each year for the next 20 years to achieve a sustainable level of funding
- For the sanitary network, we recommend increasing rate revenues by 3.2% annually for the next 20 years to achieve a sustainable level of funding
- For the water network, we recommend increasing rate revenues by 2.2% annually for the next 20 years to achieve a sustainable level of funding

## 7.1 Financial Strategy Overview

For an asset management plan to be effective and meaningful, it must be integrated with financial planning and long-term budgeting. The development of a comprehensive financial plan will allow the Town of Deseronto to identify the financial resources required for sustainable asset management based on existing asset inventories, desired levels of service, and projected growth requirements.

This report develops such a financial plan by presenting several scenarios for consideration and culminating with final recommendations. As outlined below, the scenarios presented model different combinations of the following components:

1. The financial requirements for:
  - a. Existing assets
  - b. Existing service levels
  - c. Requirements of contemplated changes in service levels (none identified for this plan)
  - d. Requirements of anticipated growth (none identified for this plan)
2. Use of traditional sources of municipal funds:
  - a. Tax levies
  - b. User fees
  - c. Reserves
  - d. Debt
3. Use of non-traditional sources of municipal funds:
  - a. Reallocated budgets
  - b. Partnerships
  - c. Procurement methods
4. Use of Senior Government Funds:
  - a. Gas tax
  - b. Annual grants

Note: Periodic grants are normally not included due to Provincial requirements for firm commitments. However, if moving a specific project forward is wholly dependent on receiving a one-time grant, the replacement cost included in the financial strategy is the net of such grant being received.

If the financial plan component results in a funding shortfall, the Province requires the inclusion of a specific plan as to how the impact of the shortfall will be managed. In determining the legitimacy of a funding shortfall, the Province may evaluate a Town's approach to the following:

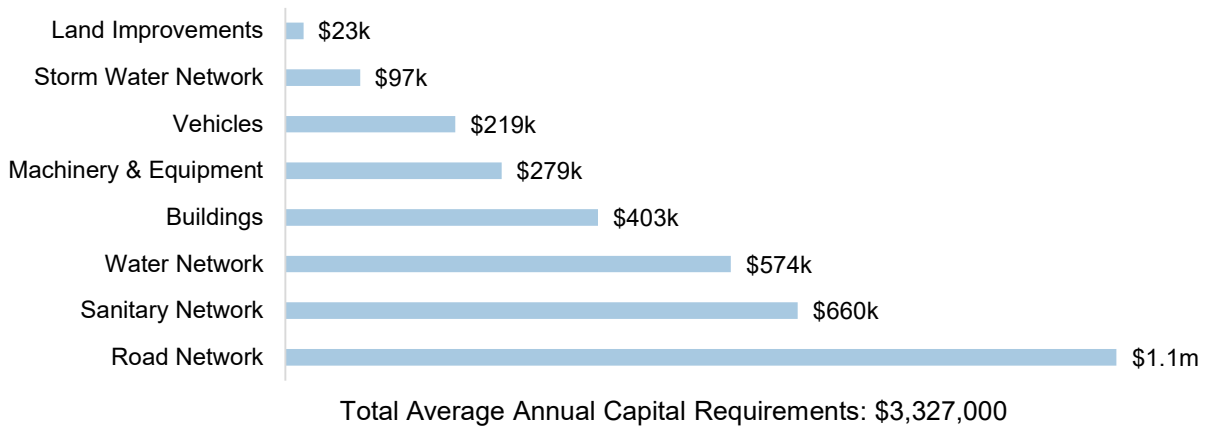
1. In order to reduce financial requirements, consideration has been given to revising service levels downward.

2. All asset management and financial strategies have been considered. For example:
  - a. If a zero-debt policy is in place, is it warranted? If not, the use of debt should be considered.
  - b. Do user fees reflect the cost of the applicable service? If not, increased user fees should be considered.

## 7.1.1 Annual Requirements & Capital Funding

### Annual Requirements

The annual requirements represent the amount the Town should allocate annually to each asset category to meet replacement needs as they arise, prevent infrastructure backlogs and achieve long-term sustainability. In total, the Town must allocate approximately \$3.3 million annually to address capital requirements for the assets included in this AMP.



Asset categories the annual requirement has been calculated based on a “replacement only” scenario, in which capital costs are only incurred at the construction and replacement of each asset.

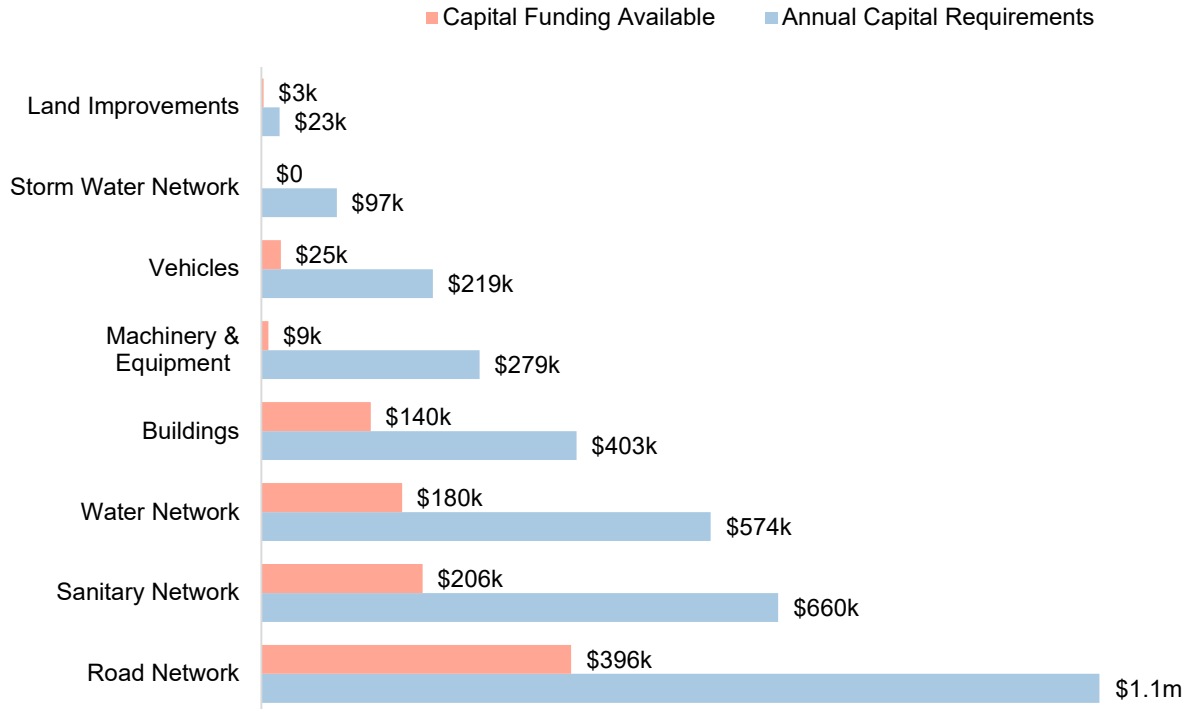
**Replacement Only Scenario:** Based on the assumption that assets deteriorate and – without regularly scheduled maintenance and rehabilitation – are replaced at the end of their service life.

1. **Lifecycle Strategy Scenario:** Based on the assumption that lifecycle activities are performed at strategic intervals to extend the service life of assets until replacement is required.



## Annual Funding Available

Based on a historical analysis of sustainable capital funding sources, the Town is committing approximately \$959,000 towards capital projects per year from sustainable revenue sources. Given the annual capital requirement of \$3,326,000, there is currently a funding gap of \$2,367,000 annually.



## 7.2 Funding Objective

We have developed a scenario that would enable Deseronto to achieve full funding within 20 years for the following assets:

1. **Tax Funded Assets:** Road Network, Storm Water Network, Buildings, Machinery & Equipment, Land Improvements Vehicles
2. **Rate-Funded Assets:** Water Network, Sanitary Network

**Note:** For the purposes of this AMP, we have excluded gravel roads since they are a perpetual maintenance asset and end of life replacement calculations do not normally apply. If gravel roads are maintained properly, they can theoretically have a limitless service life.

For each scenario developed we have included strategies, where applicable, regarding the use of cost containment and funding opportunities.

# 7.3 Financial Profile: Tax Funded Assets

## 7.3.1 Current Funding Position

The following tables show, by asset category, Deseronto’s average annual asset investment requirements, current funding positions, and funding increases required to achieve full funding on assets funded by taxes as of 2022.

Asset Category	Avg. Annual Requirement	Annual Funding Available			Total Available	Annual Deficit
		Taxes	Gas Tax & OCIF	Capital Reserve Allocation		
Road Network	1,071,000	73,000	273,000	50,000	396,000	675,000
Stormwater Network	97,000	0	0	0	0	97,000
Buildings	403,000	22,000	0	118,000	140,000	263,000
Machinery & Equipment	279,000	0	0	9,000	9,000	270,000
Land Improvements	23,000	3,000	0	0	3,000	20,000
Vehicles	219,000	0	0	25,000	25,000	194,000
	<b>2,092,000</b>	<b>98,000</b>	<b>273,000</b>	<b>202,000</b>	<b>573,000</b>	<b>1,519,000</b>

The average annual investment requirement for the above categories is \$2,092,000. Annual revenue currently allocated to these assets for capital purposes is \$573,000 leaving an annual deficit of \$1,519,000. Put differently, these infrastructure categories are currently funded at 27.4% of their long-term requirements.

## 7.3.2 Full Funding Requirements

In 2021, Town of Deseronto has annual tax revenues of \$1,488,620. As illustrated in the following table, without consideration of any other sources of revenue or cost containment strategies, full funding would require the following tax change over time:

<b>Asset Category</b>	<b>Tax Change Required for Full Funding</b>
Road Network	45.3%
Storm Network	6.5%
Buildings	17.7%
Machinery & Equipment	18.1%
Land Improvements	1.3%
Vehicles	13.0%
	<b>101.9%</b>

The following changes in costs and/or revenues over the next number of years should also be considered in the financial strategy:

- a) Deseronto's formula based OCIF grant is scheduled to grow from \$51,000 in 2021 to \$179,000 in 2022.
- b) Deseronto's debt payments for these asset categories will increase by \$12,000 over the next 5 years and by \$3,000 over the next 10 years. However, debt payments will decrease over the next 15 and 20 years by \$3,000 respectively.

Our recommendations include capturing the above changes and allocating them to the infrastructure deficit outlined above. The table below outlines this concept and presents several options:

	<b>Without Capturing Changes</b>				<b>With Capturing Changes</b>			
	<b>5 Years</b>	<b>10 Years</b>	<b>15 Years</b>	<b>20 Years</b>	<b>5 Years</b>	<b>10 Years</b>	<b>15 Years</b>	<b>20 Years</b>
Infrastructure Deficit	1,519,000	1,519,000	1,519,000	1,519,000	1,519,000	1,519,000	1,519,000	1,519,000
Change in Debt Costs	N/A	N/A	N/A	N/A	12,000	3,000	-3,000	-3,000
<b>Resulting Infrastructure Deficit</b>	1,519,000	1,519,000	1,519,000	1,519,000	1,531,000	1,522,000	1,516,000	1,516,000
Tax Increase Required	102.0%	102.0%	102.0%	102.0%	102.8%	102.2%	101.8%	101.8%
<b>Annually</b>	<b>15.2%</b>	<b>7.3%</b>	<b>4.9%</b>	<b>3.6%</b>	<b>15.2%</b>	<b>7.3%</b>	<b>4.8%</b>	<b>3.6%</b>

### 7.3.3 Financial Strategy Recommendations

Considering all the above information, we recommend the 20-year option. This involves full funding being achieved over 20 years by:

- a) when realized, reallocating the debt cost reductions of \$3,000 to the infrastructure deficit as outlined above.
- b) increasing tax revenues by 3.6% each year for the next 20 years solely for the purpose of phasing in full funding to the asset categories covered in this section of the AMP.
- c) allocating the current gas tax and OCIF revenue as outlined previously.
- d) allocating the scheduled OCIF grant increases to the infrastructure deficit as they occur.
- e) increasing existing and future infrastructure budgets by the applicable inflation index on an annual basis in addition to the deficit phase-in.

Notes:

1. As in the past, periodic senior government infrastructure funding will most likely be available during the phase-in period. By Provincial AMP rules, this periodic funding cannot be incorporated into an AMP unless there are firm commitments in place. We have included OCIF formula-based funding, if applicable, since this funding is a multi-year commitment<sup>4</sup>.
2. We realize that raising tax revenues by the amounts recommended above for infrastructure purposes will be very difficult to do. However, considering a longer phase-in window may have even greater consequences in terms of infrastructure failure.

Although this option achieves full funding on an annual basis in 20 years and provides financial sustainability over the period modeled, the recommendations do require prioritizing capital projects to fit the resulting annual funding available.

Prioritizing future projects will require the current data to be replaced by condition-based data. Although our recommendations include no further use of debt, the results of the condition-based analysis may require otherwise.

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<sup>4</sup> The Town should take advantage of all available grant funding programs and transfers from other levels of government. While OCIF has historically been considered a sustainable source of funding, the program is currently undergoing review by the provincial government. Depending on the outcome of this review, there may be changes that impact its availability.

# 7.4 Financial Profile: Rate Funded Assets

## 7.4.1 Current Funding Position

The following tables show, by asset category, Deseronto’s average annual asset investment requirements, current funding positions, and funding increases required to achieve full funding on assets funded by rates.

Asset Category	Avg. Annual Requirement	Annual Funding Available				Annual Deficit
		Rates	To Operations	OCIF	Total Available	
Water Network	574,000	180,000	0	0	180,000	394,000
Sanitary Network	660,000	206,000	0	0	206,000	454,000
	<b>1,234,000</b>	<b>386,000</b>	<b>0</b>	<b>0</b>	<b>386,000</b>	<b>848,000</b>

The average annual investment requirement for the above categories is \$1,234,000. Annual revenue currently allocated to these assets for capital purposes is \$386,000 leaving an annual deficit of \$848,000. Put differently, these infrastructure categories are currently funded at 31.3% of their long-term requirements.

## 7.4.2 Full Funding Requirements

In 2021, Deseronto had annual sanitary revenues of \$528,421 and annual water revenues of \$717,469. As illustrated in the table below, without consideration of any other sources of revenue, full funding would require the following changes over time:

Asset Category	Tax Change Required for Full Funding
Water Network	54.9%
Sanitary Network	85.9%

In the following tables, we have expanded the above scenario to present multiple options. Due to the significant increases required, we have provided phase-in options of up to 20 years:

Water Network								
	No reallocation of decrease in debt payment				Reallocation of decrease in debt payments			
	5 Years	10 Years	15 Years	20 Years	5 Years	10 Years	15 Years	20 Years
Infrastructure Deficit	394,000	394,000	394,000	394,000	394,000	394,000	394,000	394,000
Change in Debt Costs	N/A	N/A	N/A	N/A	11,000	11,000	11,000	-4,000
<b>Resulting Infrastructure Deficit</b>	394,000	394,000	394,000	394,000	405,000	405,000	405,000	390,000
Rate Increase Required	54.9%	54.9%	54.9%	54.9%	56.4%	56.4%	56.4%	54.4%
<b>Annually</b>	<b>9.2%</b>	<b>4.5%</b>	<b>3.0%</b>	<b>2.3%</b>	<b>9.4%</b>	<b>4.6%</b>	<b>3.1%</b>	<b>2.2%</b>

Sanitary Network								
	No reallocation of decrease in debt payment				Reallocation of decrease in debt payments			
	5 Years	10 Years	15 Years	20 Years	5 Years	10 Years	15 Years	20 Years
Infrastructure Deficit	454,000	454,000	454,000	454,000	454,000	454,000	454,000	454,000
Change in Debt Costs	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Resulting Infrastructure Deficit</b>	454,000	454,000	454,000	454,000	454,000	454,000	454,000	454,000
Rate Increase Required	85.9%	85.9%	85.9%	85.9%	85.9%	85.9%	85.9%	85.9%
<b>Annually</b>	<b>13.3%</b>	<b>6.4%</b>	<b>4.3%</b>	<b>3.2%</b>	<b>13.3%</b>	<b>6.4%</b>	<b>4.3%</b>	<b>3.2%</b>

### 7.4.3 Financial Strategy Recommendations

Considering all of the above information, we recommend the 20-year option that includes debt cost reallocations. This involves full funding being achieved over 20 years by:

- a) when realized, reallocating the debt cost reductions of \$4,000 for water services to the applicable infrastructure deficit.
- b) increasing rate revenues by 3.2% for sanitary services and 2.2% for water services each year for the next 20 years solely for the purpose of phasing in full funding to the asset categories covered in this section of the AMP.
- c) increasing existing and future infrastructure budgets by the applicable inflation index on an annual basis in addition to the deficit phase-in.

Notes:

1. As in the past, periodic senior government infrastructure funding will most likely be available during the phase-in period. This periodic funding should not be incorporated into an AMP unless there are firm commitments in place.
2. We realize that raising rate revenues for infrastructure purposes will be very difficult to do. However, considering a longer phase-in window may have even greater consequences in terms of infrastructure failure.
3. Any increase in rates required for operations would be in addition to the above recommendations.

Although this option achieves full funding on an annual basis in 20 years and provides financial sustainability over the period modeled, the recommendations do require prioritizing capital projects to fit the resulting annual funding available.

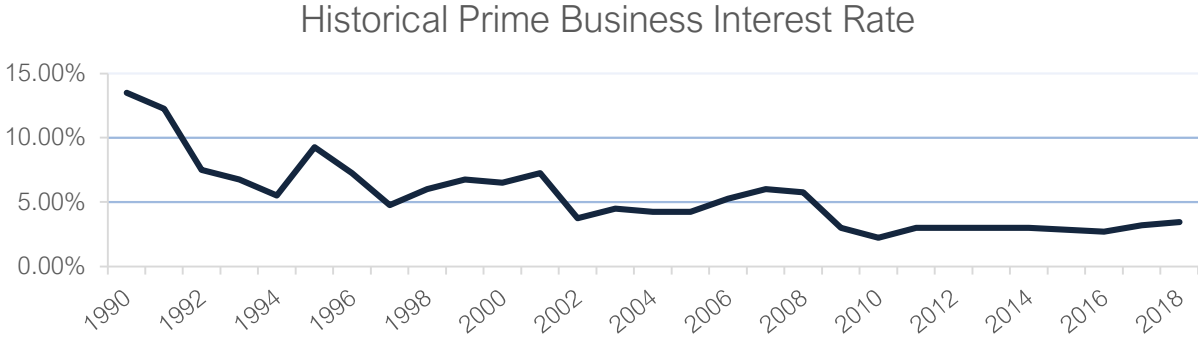
Prioritizing future projects will require the current data to be replaced by condition-based data. Although our recommendations include no further use of debt, the results of the condition-based analysis may require otherwise.

# 7.5 Use of Debt

For reference purposes, the following table outlines the premium paid on a project if financed by debt. For example, a \$1M project financed at 3.0%<sup>5</sup> over 15 years would result in a 26% premium or \$260,000 of increased costs due to interest payments. For simplicity, the table does not consider the time value of money or the effect of inflation on delayed projects.

Interest Rate	Number of Years Financed					
	5	10	15	20	25	30
<b>7.0%</b>	22%	42%	65%	89%	115%	142%
<b>6.5%</b>	20%	39%	60%	82%	105%	130%
<b>6.0%</b>	19%	36%	54%	74%	96%	118%
<b>5.5%</b>	17%	33%	49%	67%	86%	106%
<b>5.0%</b>	15%	30%	45%	60%	77%	95%
<b>4.5%</b>	14%	26%	40%	54%	69%	84%
<b>4.0%</b>	12%	23%	35%	47%	60%	73%
<b>3.5%</b>	11%	20%	30%	41%	52%	63%
<b>3.0%</b>	9%	17%	26%	34%	44%	53%
<b>2.5%</b>	8%	14%	21%	28%	36%	43%
<b>2.0%</b>	6%	11%	17%	22%	28%	34%
<b>1.5%</b>	5%	8%	12%	16%	21%	25%
<b>1.0%</b>	3%	6%	8%	11%	14%	16%
<b>0.5%</b>	2%	3%	4%	5%	7%	8%
<b>0.0%</b>	0%	0%	0%	0%	0%	0%

It should be noted that current interest rates are near all-time lows. Sustainable funding models that include debt need to incorporate the risk of rising interest rates. The following graph shows where historical lending rates have been:



<sup>5</sup> As of February 2023, the municipal Infrastructure Ontario rates for 15-year money is 4.3%.



A change in 15-year rates from 3% to 6% would change the premium from 26% to 54%. Such a change would have a significant impact on a financial plan.

The following tables outline how Deseronto has historically used debt for investing in the asset categories as listed. There is currently \$2,789,000 of debt outstanding for the assets covered by this AMP with corresponding principal and interest payments of \$150,000, well within its provincially prescribed maximum of \$632,406 as of 2021. The 2022 FIR has not yet been released.

Asset Category	Current Debt Outstanding	Use of Debt in the Last Five Years				
		2018	2019	2020	2021	2022
Buildings	238,000	0	0	0	0	242,000
Land Improvements	0	0	0	0	0	0
Machinery & Equipment	123,000	0	0	0	0	130,000
Road Network	0	0	0	0	0	0
Storm Water Network	0	0	0	0	0	0
Vehicles	0	0	0	0	0	0
<b>Total Tax Funded:</b>	<b>361,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>372,000</b>
Water Network	1,280,000	0	0	1,013,000	0	345,000
Sanitary Network	1,148,000	0	0	0	0	0
<b>Total Rate Funded:</b>	<b>2,428,000</b>	<b>0</b>	<b>0</b>	<b>1,013,000</b>	<b>0</b>	<b>345,000</b>
<b>Total:</b>	<b>2,789,000</b>	<b>0</b>	<b>0</b>	<b>1,013,000</b>	<b>0</b>	<b>717,000</b>

Asset Category	Principal & Interest Payments in the Next Ten Years						
	2022	2023	2024	2025	2026	2027	2028
Buildings	9,000	15,000	15,000	15,000	15,000	15,000	15,000
Land Improvements	0	0	0	0	0	0	0
Machinery & Equipment	9,000	15,000	15,000	15,000	15,000	15,000	6,000
Road Network	0	0	0	0	0	0	0
Storm Water Network	0	0	0	0	0	0	0
Vehicles	0	0	0	0	0	0	0
<b>Total Tax Funded:</b>	<b>18,000</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>21,000</b>
Water Network	62,000	73,000	73,000	73,000	73,000	73,000	73,000
Sanitary Network	70,000	70,000	70,000	70,000	70,000	70,000	70,000
<b>Total Rate Funded:</b>	<b>132,000</b>	<b>143,000</b>	<b>143,000</b>	<b>143,000</b>	<b>143,000</b>	<b>143,000</b>	<b>143,000</b>
<b>Total</b>	<b>150,000</b>	<b>173,000</b>	<b>173,000</b>	<b>173,000</b>	<b>173,000</b>	<b>173,000</b>	<b>164,000</b>

The revenue options outlined in this plan allow Deseronto to fully fund its long-term infrastructure requirements without further use of debt.

# 7.6 Use of Reserves

## 7.6.1 Available Reserves

Reserves play a critical role in long-term financial planning. The benefits of having reserves available for infrastructure planning include:

- a) the ability to stabilize tax rates when dealing with variable and sometimes uncontrollable factors
- b) financing one-time or short-term investments
- c) accumulating the funding for significant future infrastructure investments
- d) managing the use of debt
- e) normalizing infrastructure funding requirement

By asset category, the table below outlines the details of the reserves currently available to Deseronto.

<b>Asset Category</b>	<b>Balance on December 31, 2021</b>
Buildings	248,000
Land Improvements	280,000
Machinery & Equipment	592,000
Road Network	248,000
Storm Water Network	0
Vehicles	410,000
<b>Total Tax Funded:</b>	<b>1,778,000</b>
Water Network	542,000
Sanitary Network	548,000
<b>Total Rate Funded:</b>	<b>1,090,000</b>
<b>Total:</b>	<b>2,868,000</b>

There is considerable debate in the municipal sector as to the appropriate level of reserves that a Town should have on hand. There is no clear guideline that has gained wide acceptance. Factors that municipalities should take into account when determining their capital reserve requirements include:

- a) breadth of services provided
- b) age and condition of infrastructure
- c) use and level of debt
- d) economic conditions and outlook
- e) internal reserve and debt policies.

These reserves are available for use by applicable asset categories during the phase-in period to full funding. This coupled with Deseronto's judicious use of debt in the past, allows the scenarios to assume that, if required, available reserves and debt capacity can be used for high priority and emergency infrastructure investments in the short- to medium-term.

## 7.6.2 Recommendation

In 2025, Ontario Regulation 588/17 will require Deseronto to integrate proposed levels of service for all asset categories in its asset management plan update. We recommend that future planning should reflect adjustments to service levels and their impacts on reserve balances.

# 8

## Appendices

### Key Insights

- Appendix A includes a one-page report card with an overview of key data from each asset category
- Appendix B identifies projected 10-year capital requirements for each asset category
- Appendix C includes several maps that have been used to visualize the current level of service
- Appendix D provides additional guidance on the development of a condition assessment program

# Appendix A: Infrastructure Report Card

Asset Category	Replacement Cost (millions)	Asset Condition	Financial Capacity	
Road Network	\$22.2	Good	Annual Requirement:	\$1,071,000
			Funding Available:	\$396,000
			<b>Annual Deficit:</b>	<b>\$675,000</b>
Storm Network	\$5.7	Poor	Annual Requirement:	\$97,000
			Funding Available:	\$0
			<b>Annual Deficit:</b>	<b>\$97,000</b>
Buildings	\$15.0	Good	Annual Requirement:	\$403,000
			Funding Available:	\$140,000
			<b>Annual Deficit:</b>	<b>\$263,000</b>
Machinery & Equipment	\$5.1	Fair	Annual Requirement:	\$279,000
			Funding Available:	\$9,000
			<b>Annual Deficit:</b>	<b>\$270,000</b>
Vehicles	\$2.8	Poor	Annual Requirement:	\$219,000
			Funding Available:	\$25,000
			<b>Annual Deficit:</b>	<b>\$194,000</b>
Water Network	\$22.1	Fair	Annual Requirement:	\$574,000
			Funding Available:	\$180,000
			<b>Annual Deficit:</b>	<b>\$394,000</b>
Sanitary Network	\$22.0	Fair	Annual Requirement:	\$660,000
			Funding Available:	\$206,000
			<b>Annual Deficit:</b>	<b>\$454,000</b>
<b>Overall</b>	\$95.4	Fair	Annual Requirement:	\$3,327,000
			Funding Available:	\$959,000
			<b>Annual Deficit:</b>	<b>\$2,368,000</b>

## Appendix B: 10-Year Capital Requirements

The following tables identify the capital cost requirements for each of the next 10 years in order to meet projected capital requirements and maintain the current level of service.

Road Network											
Asset Segment	Backlog	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
Non-Structural Culverts	\$0	\$0	\$0	\$0	\$0	\$300k	\$0	\$0	\$0	\$0	\$0
Paved Roads	\$210k	\$0	\$0	\$0	\$0	\$163k	\$0	\$161k	\$407k	\$284k	\$139k
Sidewalks	\$2.4m	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Street Signs	\$81k	\$0	\$38k	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Streetlights	\$68k	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>\$2.8m</b>	<b>\$0</b>	<b>\$38k</b>	<b>\$0</b>	<b>\$0</b>	<b>\$463k</b>	<b>\$0</b>	<b>\$161k</b>	<b>\$407k</b>	<b>\$284k</b>	<b>\$139k</b>

Storm Network											
Asset Segment	Backlog	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
Catch Basins	\$773k	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Storm Mains	\$405k										
	<b>\$1.2m</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Buildings**

Asset Segment	Backlog	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
Fire Hall	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Library	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Public Works Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Recreation Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$16k	\$0	\$0	\$0
Town Hall	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$16k</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Machinery & Equipment**

Asset Segment	Backlog	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
Fire Equipment	\$6k	\$0	\$0	\$0	\$75k	\$65k	\$30k	\$0	\$10k	\$300k	\$0
General Government Equipment	\$151k	\$5k	\$7k	\$12k	\$9k	\$11k	\$79k	\$2k	\$38k	\$5k	\$5k
Public Works Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$380k	\$0	\$0	\$75k	\$60k
Recreation Equipment	\$385k	\$0	\$0	\$0	\$0	\$45k	\$0	\$21k	\$339k	\$50k	\$0
	<b>\$542k</b>	<b>\$5k</b>	<b>\$7k</b>	<b>\$12k</b>	<b>\$84k</b>	<b>\$121k</b>	<b>\$489k</b>	<b>\$23k</b>	<b>\$387k</b>	<b>\$430k</b>	<b>\$65k</b>



**Vehicles**

Asset Segment	Backlog	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
Fire Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$520k	\$0
General Government Vehicles	\$54k	\$0	\$0	\$0	\$0	\$0	\$455k	\$0	\$0	\$0	\$0
Public Works Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$440k	\$325k
Water/Wastewater Vehicles	\$0	\$60k	\$0	\$0	\$0	\$0	\$0	\$60k	\$0	\$0	\$0
	<b>\$54k</b>	<b>\$60k</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$455k</b>	<b>\$60k</b>	<b>\$0</b>	<b>\$960k</b>	<b>\$325k</b>

**Land Improvements**

Asset Segment	Backlog	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
Cemetery	\$3k	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Parking Lots	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Parks	\$70k	\$50k	\$0	\$3k	\$0	\$0	\$0	\$0	\$7k	\$23k	\$0
	<b>\$73k</b>	<b>\$50k</b>	<b>\$0</b>	<b>\$3k</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$7k</b>	<b>\$23k</b>	<b>\$0</b>

**Water Network**

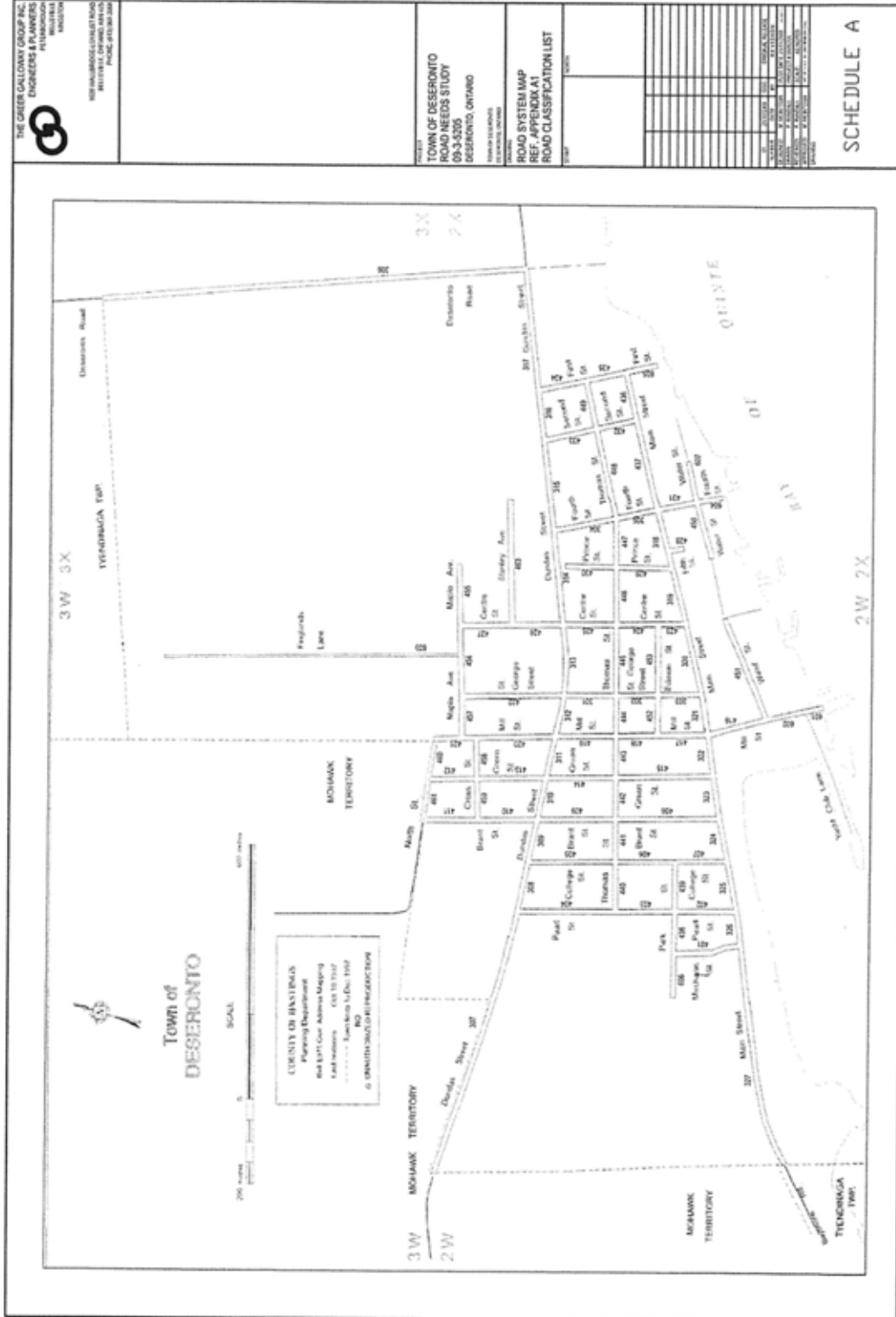
Asset Segment	Backlog	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
Hydrants	\$751k	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water Equipment	\$2.0m	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water Facilities	\$2.8m	\$0	\$0	\$0	\$0	\$83k	\$0	\$0	\$0	\$107k	\$0
Water Mains	\$1.3m	\$0	\$0	\$0	\$1.8m	\$1.4m	\$0	\$0	\$0	\$278k	\$0
	<b>\$6.9m</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1.8m</b>	<b>\$1.5m</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$384k</b>	<b>\$0</b>

**Sanitary Network**

Asset Segment	Backlog	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
Forcemains	\$0	\$0	\$0	\$0	\$439k	\$0	\$0	\$0	\$0	\$0	\$0
Gravity Sewers	\$5.5m	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Pumping Stations	\$2.1m	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sanitary Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sanitary Facilities	\$305k	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>\$7.9m</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$439k</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

# Appendix C: Level of Service Maps

## Road Network Map



**Water & Sanitary Network Map**



# Appendix D: Condition Assessment Guidelines

The foundation of good asset management practice is accurate and reliable data on the current condition of infrastructure. Assessing the condition of an asset at a single point in time allows staff to have a better understanding of the probability of asset failure due to deteriorating condition.

Condition data is vital to the development of data-driven asset management strategies. Without accurate and reliable asset data, there may be little confidence in asset management decision-making which can lead to premature asset failure, service disruption and suboptimal investment strategies. To prevent these outcomes, the Town's condition assessment strategy should outline several key considerations, including:

- The role of asset condition data in decision-making
- Guidelines for the collection of asset condition data
- A schedule for how regularly asset condition data should be collected

## Role of Asset Condition Data

The goal of collecting asset condition data is to ensure that data is available to inform maintenance and renewal programs required to meet the desired level of service. Accurate and reliable condition data allows municipal staff to determine the remaining service life of assets, and identify the most cost-effective approach to deterioration, whether it involves extending the life of the asset through remedial efforts or determining that replacement is required to avoid asset failure.

In addition to the optimization of lifecycle management strategies, asset condition data also impacts the Town's risk management and financial strategies. Assessed condition is a key variable in the determination of an asset's probability of failure. With a strong understanding of the probability of failure across the entire asset portfolio, the Town can develop strategies to mitigate both the probability and consequences of asset failure and service disruption. Furthermore, with condition-based determinations of future capital expenditures, the Town can develop long-term financial strategies with higher accuracy and reliability.

## Guidelines for Condition Assessment

Whether completed by external consultants or internal staff, condition assessments should be completed in a structured and repeatable fashion, according to consistent and objective assessment criteria. Without proper guidelines for the completion of

condition assessments there can be little confidence in the validity of condition data and asset management strategies based on this data.

Condition assessments must include a quantitative or qualitative assessment of the current condition of the asset, collected according to specified condition rating criteria, in a format that can be used for asset management decision-making. As a result, it is important that staff adequately define the condition rating criteria that should be used and the assets that require a discrete condition rating. When engaging with external consultants to complete condition assessments, it is critical that these details are communicated as part of the contractual terms of the project.

There are many options available to the Town to complete condition assessments. In some cases, external consultants may need to be engaged to complete detailed technical assessments of infrastructure. In other cases, internal staff may have sufficient expertise or training to complete condition assessments.

## Developing a Condition Assessment Schedule

Condition assessments and general data collection can be both time-consuming and resource-intensive. It is not necessarily an effective strategy to collect assessed condition data across the entire asset inventory. Instead, the Town should prioritize the collection of assessed condition data based on the anticipated value of this data in decision-making. The International Infrastructure Management Manual (IIMM) identifies four key criteria to consider when making this determination:

1. **Relevance:** every data item must have a direct influence on the output that is required
2. **Appropriateness:** the volume of data and the frequency of updating should align with the stage in the assets life and the service being provided
3. **Reliability:** the data should be sufficiently accurate, have sufficient spatial coverage and be appropriately complete and current
4. **Affordability:** the data should be affordable to collect and maintain

## Gail Maracle

---

**From:** Chris Morden <chris.morden@sympatico.ca>  
**Sent:** July 28, 2023 3:40 PM  
**To:** Gail Maracle  
**Subject:** Sports Court Coating  
**Attachments:** Deseronto Community Center.pdf

Hi Gail,

Please find attached the quotation to apply the surface coatings to the Sports Court. I have contacted Online Pavement Markings with several questions but I am still waiting for answers from them. I asked to what extent the "black acrylic resurfacer" was applied. They indicated it was applied first over the entire asphalt area and then two colour coats were applied over it in the playing areas. I then asked some questions about court colours and contrasting line colours and Online indicated that they had requested a mock-up rendering from their supplier on what the finished installation could look like. I am still waiting to receive this image. I will forward it as soon as it arrives.

The final price is 10% below the original budget but for more work. Things are looking good so far.

Thanks,

**Christopher J. Morden, P.Eng.**  
Building Design Specialist  
[chris.morden@sympatico.ca](mailto:chris.morden@sympatico.ca)



219 George Street  
Belleville, ON K8N 3H5  
Tel: (613)-962-6191  
Fax: (613)-962-1052

**IMPORTANT NOTICE:** This message is intended only for the use of the individual or entity to which it is addressed. The message may contain information that is privileged, confidential and exempt from disclosure under applicable law. If the reader of this message is not the intended recipient, or the employee or agent responsible for delivering the message to the intended recipient, you are notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please notify **R. Morden Engineering & Contracting Ltd.** immediately by email at [chris.morden@sympatico.ca](mailto:chris.morden@sympatico.ca). Thank you.



Online Pavement Markings & Maintenance  
 Box 10  
 Elginburg, Ontario  
 K0H 1M0  
 Phone: (613) 542-4200  
 Fax: (613) 549-3875

Date July 24<sup>th</sup>, 2023  
 Prepared For Chris Morden  
 Project Name Deseronto Community Center – Sports Courts  
 Location Deseronto, On

Description	Total Price
<p style="text-align: center;"><b>Tennis, Basketball &amp; Pickleball Court Surface Finishing Line Painting, Surface Coating</b></p> <p>(Includes one coat of black acrylic resurfacer, two coats of colour (red &amp; green is the most popular) with sand, layout and line painting)</p>	<p><b>\$36,210.00</b></p>
<p style="text-align: center;"><b>Additional Court Painting</b></p> <p>(Includes layout &amp; painting of one hopscotch court and two 4-square courts)</p>	

**Terms of Quote**

<p>Detailed drawings of the courts with dimensions required prior to work being completed.</p>	<p>HST on all quotes is extra.</p>
--	------------------------------------

*Brittney Taylor*

Brittney Taylor  
 Online Pavement Markings & Maintenance  
 613-542-4200



<b>TOPIC:</b>	<b>2023 Second Quarter Statements &amp; Variance Report</b>
<b>REPORT #</b>	<b>TRE-2023-34</b>
<b>REPORT BY:</b>	<b>Treasurer</b>
<b>DRAFTED:</b>	<b>July 7<sup>th</sup>, 2023</b>
<b>AMENDED:</b>	
<b>COUNCIL/COMMITTEE:</b>	<b>July 12<sup>th</sup>, 2023</b>

### ISSUE

To provide Council with up-to-date financial statements and variance report.

### Background

Attached are the Financial Statements for the second quarter of 2023. There are a few accounts that are over, and I have made comments about these below:

- Admin Occ. Health & Safety this is over because of the WSIB program, we will have off-setting revenue.
- Arena Bld Maint – over budget amount
- Arena Heat- over budget amount did not budget enough.
- Council Misc. Exp- management job search
- Economic Dev – Consultant SHCG Strat Plan
- Plan & Develop Advertising – over because of Official Plan Ads
- CEMC Salary – over as we didn't budget for this but need to have CEMC on staff.
- Roads Misc. Rev – reimbursement of securing bld
- Recreation Programming Rev- slightly over what we budgeted
- Recreation Programming Costs – over budget amount
- Water & Sewer Occ. Health & Safety – we are tracking exactly what we are spending on this program.
- Water & Sewer Consulting – OCWA expenses here
- Water & Sewer Capital – should be getting a credit for equipment that was sent back.
- Waste – Misc. Expense – bag tag expense

If you have questions about any line item, please feel free to contact me prior to the meeting so I can investigate and have answers for you and provide them at the meeting.

**Recommendation**

For information only.

# Town of Deseronto: Revenue & Expenses 2023

Fund Code	Account Class	Account	Year to Date	Budget	Variance (YTD - Budget)
ADMIN	Revenue	10-10-12-92009 - FCM Funding	0.00	26,000.00	(26,000.00)
		10-10-12-95100 - Tax Certificate Fee	1,100.00	2,000.00	(900.00)
		10-10-12-95300 - Photocopying	0.50	50.00	(49.50)
		10-10-12-95900 - Other Revenue	513.03	2,000.00	(1,486.97)
		10-10-12-95901 - Admin - Water and Sewer Admin Fees	0.00	45,000.00	(45,000.00)
		10-10-12-95911 - Gov-Program LAS Rebate	0.00	300.00	(300.00)
		10-10-12-95912 - WSIB Excellence Program Funding	1,000.00	0.00	1,000.00
		10-10-12-95915 - Admin - Administration Fee (Transit)	0.00	8,900.00	(8,900.00)
		10-10-12-96101 - Lottery Licence	487.60	500.00	(12.40)
		10-10-12-97200 - Penalties & Interest on Taxes	10,635.20	22,000.00	(11,364.80)
		10-10-12-98100 - Bank Interest	27,968.14	25,000.00	2,968.14
		10-10-12-98900 - Contributions from Reserves	0.00	29,500.00	(29,500.00)
		<b>Total Revenue</b>	<b>41,704.47</b>	<b>161,250.00</b>	<b>(119,545.53)</b>
	Expenditure	10-10-11-41100 - Admin - Salaries	144,137.59	289,041.00	(144,903.41)
		10-10-11-41302 - Admin - Payroll Costs	35,569.53	58,235.00	(22,665.47)
		10-10-11-41400 - Admin - Group Benefits	10,481.00	18,000.00	(7,519.00)
		10-10-11-44200 - Admin - Legal	1,769.58	35,000.00	(33,230.42)
		10-10-11-44201 - Legal Land Claim	0.00	35,000.00	(35,000.00)
		10-10-12-43110 - Admin - Office Supplies	3,620.18	5,000.00	(1,379.82)
		10-10-12-43130 - Admin - Photocopier R & M	1,921.31	4,000.00	(2,078.69)
		10-10-12-43140 - Admin - Postage	6,889.48	12,000.00	(5,110.52)
		10-10-12-43150 - Admin - Telephone	1,704.62	3,000.00	(1,295.38)
		10-10-12-43151 - Admin - Internet	696.70	1,450.00	(753.30)
		10-10-12-43180 - Admin - Janitorial	1,984.32	5,000.00	(3,015.68)
		10-10-12-43300 - Admin - Building Maintenance/Supplies	368.74	500.00	(131.26)
		10-10-12-43330 - Admin - Janitorial Supplies	25.19	250.00	(224.81)
		10-10-12-43410 - Admin - Hydro	1,210.51	3,500.00	(2,289.49)
		10-10-12-43420 - Admin - Water/Sewer	332.64	1,000.00	(667.36)
		10-10-12-43430 - Admin - Gas	1,635.73	2,500.00	(864.27)
		10-10-12-43500 - Admin - Computer Software/Service Contra	36,793.39	43,850.00	(7,056.61)

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Fund Code	Account Class	Account	Year to Date	Budget	Variance (YTD - Budget)
		10-10-12-43510 - Admin - Computer Hardware	929.91	2,000.00	(1,070.09)
		10-10-12-43600 - Admin - R & M Equipment	767.37	500.00	267.37
		10-10-12-43610 - Admin - Equipment Additions	1,521.31	5,000.00	(3,478.69)
		10-10-12-43700 - Admin - Advertising	736.54	350.00	386.54
		10-10-12-43720 - Admin - Occ. Health & Safety	4,266.35	500.00	3,766.35
		10-10-12-43730 - Admin - Miscellaneous	330.74	500.00	(169.26)
		10-10-12-43801 - Admin - Mileage & Travel	0.00	250.00	(250.00)
		10-10-12-43804 - Admin - Memberships/Assoc	2,267.55	2,200.00	67.55
		10-10-12-43900 - Admin - Insurance	31,977.72	28,970.00	3,007.72
		10-10-12-44100 - Admin - Audit	0.00	28,000.00	(28,000.00)
		10-10-12-44115 - Admin - Consulting	0.00	35,500.00	(35,500.00)
		10-10-12-44300 - Admin - Services ( Agreement)	0.00	300.00	(300.00)
		10-10-12-44400 - Admin - Christmas Gifts	0.00	3,300.00	(3,300.00)
		10-10-12-47300 - Admin - Bank Charge/Interest	1,496.39	3,500.00	(2,003.61)
		10-10-12-50000 - ADMIN - TFR TO RESERVES	0.00	46,500.00	(46,500.00)
		<b>Total Expenditure</b>	<b>293,434.39</b>	<b>674,696.00</b>	<b>(381,261.61)</b>
		<b>Surplus (Deficit) ADMIN Fund</b>	<b>(251,729.92)</b>	<b>(513,446.00)</b>	<b>261,716.08</b>
CEM	Expenditure	10-50-51-48200 - Grant to Cemetery Board	0.00	12,000.00	(12,000.00)
		<b>Total Expenditure</b>	<b>0.00</b>	<b>12,000.00</b>	<b>(12,000.00)</b>
		<b>Surplus (Deficit) CEM Fund</b>	<b>0.00</b>	<b>(12,000.00)</b>	<b>12,000.00</b>
COMM	Revenue	10-80-83-93202 - Arena - Fed Funding	0.00	269,220.00	(269,220.00)
		10-80-83-93203 - Arena - Prov Funding	0.00	224,125.00	(224,125.00)
		10-80-83-95100 - Ice Rental	50,418.46	69,000.00	(18,581.54)
		10-80-83-95150 - Summer Rentals	7,898.05	6,700.00	1,198.05
		10-80-83-95300 - Arena - Building Rental	3,014.10	2,000.00	1,014.10
		10-80-83-95410 - Fitness Centre Rental	278.73	1,000.00	(721.27)
		10-80-83-95500 - Vending Machines Rev	398.94	0.00	398.94
		10-80-83-95700 - Sign/Bd Rental	2,650.00	2,500.00	150.00
		10-80-83-99100 - Arena - Conti From Reserves	0.00	179,705.00	(179,705.00)
		<b>Total Revenue</b>	<b>64,658.28</b>	<b>754,250.00</b>	<b>(689,591.72)</b>
	Expenditure	10-80-83-41100 - Arena - Salaries	38,506.10	100,000.00	(61,493.90)
		10-80-83-41302 - Arena - Payroll Costs	4,916.35	11,320.00	(6,403.65)

Fund Code	Account Class	Account	Year to Date	Budget	Variance (YTD - Budget)
		10-80-83-43110 - Arnea -Office Supplies	296.58	200.00	96.58
		10-80-83-43150 - Arena -Telephone	644.97	1,600.00	(955.03)
		10-80-83-43151 - Arena -Internet Expense	1,031.96	2,000.00	(968.04)
		10-80-83-43180 - Arena -Outside Services	1,235.77	2,000.00	(764.23)
		10-80-83-43300 - Arena -Building Maintenance	7,552.20	5,000.00	2,552.20
		10-80-83-43301 - Ice Plant Maintenance	5,835.00	10,000.00	(4,165.00)
		10-80-83-43302 - Ice Maintenance	1,438.67	5,000.00	(3,561.33)
		10-80-83-43330 - Arena -Janitorial Supplies	952.50	1,500.00	(547.50)
		10-80-83-43410 - Arena -Hydro	30,191.17	63,000.00	(32,808.83)
		10-80-83-43420 - Arena -Water/Sewer	1,862.07	3,500.00	(1,637.93)
		10-80-83-43430 - Arena -Heat	9,889.33	8,000.00	1,889.33
		10-80-83-43510 - Arena -Computer Hardware	0.00	800.00	(800.00)
		10-80-83-43600 - Arena -R & M Equipment	190.53	500.00	(309.47)
		10-80-83-43650 - Fitness Centre Expenses	707.21	2,000.00	(1,292.79)
		10-80-83-43700 - Arena -Advertising	0.00	500.00	(500.00)
		10-80-83-43720 - Arena -Occ. Health & Safety	0.00	200.00	(200.00)
		10-80-83-43730 - Arena -Miscellaneous	0.00	200.00	(200.00)
		10-80-83-43803 - Arena -Education	0.00	1,000.00	(1,000.00)
		10-80-83-43804 - Arena -Memberships/Assoc	179.97	165.00	14.97
		10-80-83-43806 - Arena -Licencing Fees	250.00	230.00	20.00
		10-80-83-43900 - Arena -Insurance	34,846.20	34,846.00	0.20
		10-80-83-44400 - Arena -Waste Collection	1,511.13	6,500.00	(4,988.87)
		10-80-83-47100 - Arena -Equipment Rental	0.00	1,000.00	(1,000.00)
		10-80-83-49100 - Arena -Capital Exp - Building	130,502.08	673,050.00	(542,547.92)
		<b>Total Expenditure</b>	<b>272,539.79</b>	<b>934,111.00</b>	<b>(661,571.21)</b>
		<b>Surplus (Deficit) COMM Fund</b>	<b>(207,881.51)</b>	<b>(179,861.00)</b>	<b>(28,020.51)</b>
COUNCIL	Revenue	10-10-10-98900 - Transfer from Reserves or Reserve Funds	0.00	1,500.00	(1,500.00)
		<b>Total Revenue</b>	<b>0.00</b>	<b>1,500.00</b>	<b>(1,500.00)</b>
	Expenditure	10-10-10-41200 - Council - Honorariums	27,465.65	54,931.00	(27,465.35)
		10-10-10-41302 - Council Payroll Costs	1,459.12	2,918.00	(1,458.88)
		10-10-10-43150 - Council - Telephone	0.00	600.00	(600.00)
		10-10-10-43736 - Council - Grants Unspecified	633.00	500.00	133.00

Fund Code	Account Class	Account	Year to Date	Budget	Variance (YTD - Budget)
		10-10-10-43801 - Council - Mileage & Travel	324.55	500.00	(175.45)
		10-10-10-43805 - Council - Misc. Expenses	16,749.60	3,000.00	13,749.60
		<b>Total Expenditure</b>	<b>46,631.92</b>	<b>62,449.00</b>	<b>(15,817.08)</b>
		<b>Surplus (Deficit) COUNCIL Fund</b>	<b>(46,631.92)</b>	<b>(60,949.00)</b>	<b>14,317.08</b>
ED	Expenditure	10-90-92-43825 - Econ Dev- Sundry Expenses	3,971.01	9,600.00	(5,628.99)
		10-90-92-43835 - Eco Dev - Marketing (Revitalization)	0.00	500.00	(500.00)
		10-90-92-44115 - Consultant	7,662.02	0.00	7,662.02
		<b>Total Expenditure</b>	<b>11,633.03</b>	<b>10,100.00</b>	<b>1,533.03</b>
		<b>Surplus (Deficit) ED Fund</b>	<b>(11,633.03)</b>	<b>(10,100.00)</b>	<b>(1,533.03)</b>
FIRE	Revenue	10-20-21-95101 - Fire - Burn Permit Revenue	720.00	700.00	20.00
		10-20-21-95102 - Fire - Sundry Revenue	200.00	100.00	100.00
		10-20-21-98900 - Contributions from Reserves	0.00	15,000.00	(15,000.00)
		<b>Total Revenue</b>	<b>920.00</b>	<b>15,800.00</b>	<b>(14,880.00)</b>
	Expenditure	10-20-21-41200 - Fire - Honorariums	15,405.60	65,000.00	(49,594.40)
		10-20-21-41302 - Fire - Payroll Costs	1,732.30	1,265.00	467.30
		10-20-21-43110 - Fire - Office Supplies	13.17	100.00	(86.83)
		10-20-21-43151 - Fire - Internet	366.00	750.00	(384.00)
		10-20-21-43180 - Fire - Janitorial	61.38	300.00	(238.62)
		10-20-21-43190 - Fire - Medical Supplies	1,236.14	3,000.00	(1,763.86)
		10-20-21-43200 - Fire - Material Purchases	0.00	500.00	(500.00)
		10-20-21-43201 - Fire - Fire Equip Gas and Oil	0.00	1,400.00	(1,400.00)
		10-20-21-43202 - Fire - Mutual Aid	51.08	500.00	(448.92)
		10-20-21-43205 - Fire- Personal Protection Equipment	439.37	5,000.00	(4,560.63)
		10-20-21-43210 - Fire - Radio Licences	714.56	670.00	44.56
		10-20-21-43300 - Fire - Building Maintenance	804.23	1,000.00	(195.77)
		10-20-21-43410 - Fire - Hydro	1,363.41	3,500.00	(2,136.59)
		10-20-21-43420 - Fire - Water/Sewer	332.64	1,000.00	(667.36)
		10-20-21-43430 - Fire - Heat	2,804.26	4,500.00	(1,695.74)
		10-20-21-43600 - Fire - R & M Equipment	1,871.70	7,000.00	(5,128.30)
		10-20-21-43630 - Fire - Small Tools Purchases	56.96	3,000.00	(2,943.04)
		10-20-21-43710 - Fire - Uniforms/Clothing	0.00	3,300.00	(3,300.00)
		10-20-21-43730 - Fire - Miscellaneous	0.00	150.00	(150.00)

Fund Code	Account Class	Account	Year to Date	Budget	Variance (YTD - Budget)
		10-20-21-43740 - Fire - Fire Prevention	797.67	1,000.00	(202.33)
		10-20-21-43801 - Fire - Mileage & Travel	0.00	250.00	(250.00)
		10-20-21-43803 - Fire - Education	1,272.63	4,000.00	(2,727.37)
		10-20-21-43804 - Fire - Memberships/Assoc	0.00	400.00	(400.00)
		10-20-21-43900 - Fire - Insurance	15,452.28	15,452.00	0.28
		10-20-21-44510 - Fire - Dispatch Service	0.00	15,500.00	(15,500.00)
		10-20-21-45000 - FIRE-MEDICAL/LICENCE REIMB.	130.00	700.00	(570.00)
		10-20-21-49100 - Fire - Capital Expenditures - Building	4,962.59	15,000.00	(10,037.41)
		10-20-21-50000 - Fire - Transfer to Reserves	0.00	45,900.00	(45,900.00)
		10-20-21-50532 - 1993 Ford MHV Parts	0.00	2,000.00	(2,000.00)
		10-20-21-50533 - 1993 Ford MHV Labour	0.00	2,000.00	(2,000.00)
		10-20-21-50534 - 1999 Ford DRW Parts	0.00	2,000.00	(2,000.00)
		10-20-21-50535 - 1999 Ford DRW Labour	0.00	2,000.00	(2,000.00)
		10-20-21-50536 - 2010 INTL 40S Parts	1.93	2,000.00	(1,998.07)
		10-20-21-50537 - 2010 INTL 40S Labour	0.00	2,000.00	(2,000.00)
		<b>Total Expenditure</b>	<b>49,869.90</b>	<b>212,137.00</b>	<b>(162,267.10)</b>
		<b>Surplus (Deficit) FIRE Fund</b>	<b>(48,949.90)</b>	<b>(196,337.00)</b>	<b>147,387.10</b>
FUNDING	Revenue	10-10-12-92100 - OMPF GRANT (ONT. MUNICIPAL PARTNERSHIP F	361,550.00	723,100.00	(361,550.00)
		<b>Total Revenue</b>	<b>361,550.00</b>	<b>723,100.00</b>	<b>(361,550.00)</b>
		<b>Surplus (Deficit) FUNDING Fund</b>	<b>361,550.00</b>	<b>723,100.00</b>	<b>(361,550.00)</b>
LIB	Expenditure	10-80-84-48200 - Grant to Library	74,200.43	150,968.28	(76,767.85)
		<b>Total Expenditure</b>	<b>74,200.43</b>	<b>150,968.28</b>	<b>(76,767.85)</b>
		<b>Surplus (Deficit) LIB Fund</b>	<b>(74,200.43)</b>	<b>(150,968.28)</b>	<b>76,767.85</b>
PARKS	Revenue	10-80-81-99100 - Parks - Contribution to Reserve	0.00	18,000.00	(18,000.00)
		<b>Total Revenue</b>	<b>0.00</b>	<b>18,000.00</b>	<b>(18,000.00)</b>
	Expenditure	10-80-81-43151 - Internet	0.00	750.00	(750.00)
		10-80-81-43200 - Parks - Material Expenses	951.57	3,000.00	(2,048.43)
		10-80-81-43209 - Parks - Equipment Gas & Oil	0.00	1,500.00	(1,500.00)
		10-80-81-43250 - Parks - Maintenance	152.73	800.00	(647.27)
		10-80-81-43300 - Parks - Building Maintenance	1,470.25	5,000.00	(3,529.75)
		10-80-81-43305 - Flowers/Planters	2,825.57	2,500.00	325.57

Fund Code	Account Class	Account	Year to Date	Budget	Variance (YTD - Budget)
		10-80-81-43410 - Parks - Hydro	422.67	900.00	(477.33)
		10-80-81-43600 - Parks - R & M Equipment	2,045.28	3,500.00	(1,454.72)
		10-80-81-43610 - Parks - Sprinkler System Maintenance	378.59	500.00	(121.41)
		10-80-81-43620 - Parks - Dock Repairs	697.46	7,500.00	(6,802.54)
		10-80-81-43630 - Parks - Small Tools Purchases	539.61	250.00	289.61
		10-80-81-43640 - Parks - Centennial Park Expense	254.40	6,000.00	(5,745.60)
		10-80-81-43641 - Centennial Park BBQ	159.36	3,000.00	(2,840.64)
		10-80-81-43642 - Mill Point Park	0.00	15,000.00	(15,000.00)
		10-80-81-43650 - PARKS - FOUNTAIN MTCE	360.83	500.00	(139.17)
		10-80-81-43730 - Parks - Miscellaneous	67.14	250.00	(182.86)
		10-80-81-43900 - Parks - Insurance	14,288.40	14,288.00	0.40
		10-80-81-44306 - Memorial Tree Planting	0.00	3,000.00	(3,000.00)
		10-80-81-49300 - Parks - Capital Exp - Vehicles	0.00	33,900.00	(33,900.00)
		<b>Total Expenditure</b>	<b>24,613.86</b>	<b>102,138.00</b>	<b>(77,524.14)</b>
		<b>Surplus (Deficit) PARKS Fund</b>	<b>(24,613.86)</b>	<b>(84,138.00)</b>	<b>59,524.14</b>
PLAN	Revenue	10-90-91-95102 - Zoning Amendments Applications	0.00	600.00	(600.00)
		10-90-91-95900 - Planning - Misc Revenue	600.00	1,000.00	(400.00)
		<b>Total Revenue</b>	<b>600.00</b>	<b>1,600.00</b>	<b>(1,000.00)</b>
	Expenditure	10-90-91-43710 - Advertising	1,373.88	200.00	1,173.88
		10-90-91-44200 - Plan & Develop Exp	8,144.89	12,500.00	(4,355.11)
		<b>Total Expenditure</b>	<b>9,518.77</b>	<b>12,700.00</b>	<b>(3,181.23)</b>
		<b>Surplus (Deficit) PLAN Fund</b>	<b>(8,918.77)</b>	<b>(11,100.00)</b>	<b>2,181.23</b>
PPP	Revenue	10-20-22-95900 - Police - Misc Revenue	183.00	1,000.00	(817.00)
		10-20-24-95101 - Building Permits	0.00	15,000.00	(15,000.00)
		10-20-25-95101 - By-law - Ticket Revenue	646.00	500.00	146.00
		10-20-27-96103 - Animal Cont-Dog Tag Fees	685.00	1,000.00	(315.00)
		<b>Total Revenue</b>	<b>1,514.00</b>	<b>17,500.00</b>	<b>(15,986.00)</b>
	Expenditure	10-20-22-44520 - Police - OPP Contracted Services	161,770.48	487,948.00	(326,177.52)
		10-20-23-45200 - Quinte Conservation Authority	14,431.00	14,431.00	0.00
		10-20-25-43140 - By-Law - postage	22.02	100.00	(77.98)
		10-20-25-43735 - By-Law Contracted Services	0.00	14,000.00	(14,000.00)
		10-20-25-44200 - By-law enforcement - Legal	0.00	400.00	(400.00)

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Fund Code	Account Class	Account	Year to Date	Budget	Variance (YTD - Budget)
		10-20-26-41100 - Crossing Guards - Wages	15,720.39	29,400.00	(13,679.61)
		10-20-26-41302 - Crossing Guards - Payroll Costs	2,069.94	3,100.00	(1,030.06)
		10-20-26-43710 - Crossing Guards - Clothing	0.00	450.00	(450.00)
		10-20-26-43730 - Crossing Guards - Misc	0.00	250.00	(250.00)
		10-20-27-43735 - Animal Control - Contracted Services	0.00	6,000.00	(6,000.00)
		10-20-27-44500 - Dog Tags Fees	168.15	168.00	0.15
		10-20-28-41100 - CEMC-Salaries	1,500.00	0.00	1,500.00
		10-20-28-43730 - Emergency Measures -Misc.	0.00	1,500.00	(1,500.00)
		<b>Total Expenditure</b>	<b>195,681.98</b>	<b>557,747.00</b>	<b>(362,065.02)</b>
		<b>Surplus (Deficit) PPP Fund</b>	<b>(194,167.98)</b>	<b>(540,247.00)</b>	<b>346,079.02</b>
PW	Revenue	10-30-31-95100 - Roads - Misc Revenue	933.33	300.00	633.33
		10-30-31-95130 - Roads Entrance Permit Revenue	0.00	300.00	(300.00)
		10-30-31-95160 - ROADS - OCIF GRANTS	0.00	151,860.00	(151,860.00)
		10-30-31-95200 - Roads - Sweeper Revenue	0.00	8,000.00	(8,000.00)
		10-30-31-95250 - Roads - Water and Sewer Maintenance	0.00	32,400.00	(32,400.00)
		10-30-31-95300 - Roads - Cemetery Maint. Revenue (trans.	0.00	7,000.00	(7,000.00)
		<b>Total Revenue</b>	<b>933.33</b>	<b>199,860.00</b>	<b>(198,926.67)</b>
	Expenditure	10-30-31-41100 - Roads - Salaries	100,843.57	253,400.00	(152,556.43)
		10-30-31-41302 - Roads - Payroll Costs	16,950.68	45,000.00	(28,049.32)
		10-30-31-41400 - Roads - Group Benefits	8,153.47	18,600.00	(10,446.53)
		10-30-31-42300 - Loan Payments Backhoe Principal	3,693.93	11,212.92	(7,518.99)
		10-30-31-42350 - Loan Payment Backhoe Interest	1,426.67	4,148.88	(2,722.21)
		10-30-31-42351 - Loan Payment Principal Bld	1,978.31	6,011.17	(4,032.86)
		10-30-31-42352 - Loan Payment Interest Bld	3,017.97	8,977.67	(5,959.70)
		10-30-31-43110 - Roads - Office Supplies	239.74	500.00	(260.26)
		10-30-31-43120 - Roads - Office Equipment	0.00	200.00	(200.00)
		10-30-31-43150 - Roads - Telephone	839.15	2,000.00	(1,160.85)
		10-30-31-43151 - Roads - Internet	362.78	750.00	(387.22)
		10-30-31-43202 - Roads Materials - Catch Basin	0.00	2,000.00	(2,000.00)
		10-30-31-43203 - Roads Materials - Culverts	0.00	1,000.00	(1,000.00)
		10-30-31-43204 - Roads Materials - Oil (Dust Lay)	0.00	200.00	(200.00)
		10-30-31-43205 - Roads Materials - Crushed Stone	778.65	3,000.00	(2,221.35)

Fund Code	Account Class	Account	Year to Date	Budget	Variance (YTD - Budget)
		10-30-31-43206 - Roads Materials - Cold & Hot Patch	0.00	5,000.00	(5,000.00)
		10-30-31-43207 - Roads Materials - Signs & Fences	880.00	7,500.00	(6,620.00)
		10-30-31-43208 - Roads Materials - Sidewalk Repairs	0.00	5,000.00	(5,000.00)
		10-30-31-43209 - Roads Materials - Gas and Oil	10,895.89	15,000.00	(4,104.11)
		10-30-31-43210 - Roads - Tree Removal	5,189.76	5,000.00	189.76
		10-30-31-43212 - Roads - Line Painting	0.00	8,000.00	(8,000.00)
		10-30-31-43300 - Roads - Building Maintenance	137.81	500.00	(362.19)
		10-30-31-43320 - Roads - Building Supplies	876.68	5,000.00	(4,123.32)
		10-30-31-43410 - Roads - Hydro	1,496.42	3,500.00	(2,003.58)
		10-30-31-43420 - Roads - Water/Sewer	931.60	2,500.00	(1,568.40)
		10-30-31-43430 - Roads - Heat	4,211.58	5,500.00	(1,288.42)
		10-30-31-43600 - Roads - R & M Equipment	0.00	0.00	0.00
		10-30-31-43605 - Vehicles Stickers	598.00	4,823.00	(4,225.00)
		10-30-31-43630 - Roads - Small Tools Purchases	0.00	500.00	(500.00)
		10-30-31-43710 - Roads - Clothing	305.28	2,000.00	(1,694.72)
		10-30-31-43720 - Roads - Occ. Health & Safety	17.81	0.00	17.81
		10-30-31-43730 - Roads - Miscellaneous	93.69	500.00	(406.31)
		10-30-31-43741 - ROADS- CEMETARY MAINTENANCE	0.00	7,000.00	(7,000.00)
		10-30-31-43801 - Roads - Mileage & Travel	0.00	100.00	(100.00)
		10-30-31-43803 - Roads - Education	529.15	2,000.00	(1,470.85)
		10-30-31-43804 - Roads - Memberships/Assoc	937.43	900.00	37.43
		10-30-31-43900 - Roads - Insurance	51,703.76	51,704.00	(0.24)
		10-30-31-44400 - Roads - Waste Collection	1,213.90	4,000.00	(2,786.10)
		10-30-31-47100 - Roads - Equipment Rental	0.00	3,500.00	(3,500.00)
		10-30-31-47101 - Roads - Property Rental	1,831.68	3,663.36	(1,831.68)
		10-30-31-50000 - Roads - Transfer to Reserves	0.00	151,860.00	(151,860.00)
		10-30-31-50506 - Equipment Maintenance	841.18	2,000.00	(1,158.82)
		10-30-31-50516 - 2017 Ford 1/2 Ton Parts	105.80	0.00	105.80
		10-30-31-50518 - 2019 GMC V2G Parts	0.00	1,200.00	(1,200.00)
		10-30-31-50519 - 2019 GMC V2G Labour	0.00	300.00	(300.00)
		10-30-31-50520 - 2010 FRHT FM2 Parts	0.00	5,000.00	(5,000.00)
		10-30-31-50521 - 2010 FRHT FM2 Labour	0.00	3,000.00	(3,000.00)

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Fund Code	Account Class	Account	Year to Date	Budget	Variance (YTD - Budget)
		10-30-31-50522 - 2017 POLS PLS Parts	0.00	300.00	(300.00)
		10-30-31-50524 - 2010 PTRB CON Parts	1,169.25	6,000.00	(4,830.75)
		10-30-31-50525 - 2010 PTRB CON Labour	783.54	3,000.00	(2,216.46)
		10-30-31-50526 - 2010 UD Sweeper Parts	605.11	4,500.00	(3,894.89)
		10-30-31-50527 - 2010 UD Sweeper Labour	239.12	1,000.00	(760.88)
		10-30-31-50538 - Trackless Sidewalk Plow Parts	5,982.51	4,000.00	1,982.51
		10-30-31-50539 - Trackless Sidewalk Plow Labour	22.37	500.00	(477.63)
		10-30-31-50540 - ODB Leaf Collector Parts	0.00	500.00	(500.00)
		10-30-31-50542 - Case 580 Backhoe Parts	485.12	1,500.00	(1,014.88)
		10-30-31-50543 - Case 580 Backhoe Labour	0.00	1,500.00	(1,500.00)
		10-30-31-50544 - Vemeer Woodchipper Parts	0.00	500.00	(500.00)
		10-30-32-43201 - Roads Materials -Sand/Salt	25,788.21	20,000.00	5,788.21
		10-30-33-43410 - Street Lighting - Hydro	8,204.02	18,000.00	(9,795.98)
		10-30-33-44630 - Street Lighting - Contracted Maintenance	1,268.00	5,500.00	(4,232.00)
		10-30-33-49200 - Street Lighting - Capital Exp	1,301.60	2,500.00	(1,198.40)
		<b>Total Expenditure</b>	<b>266,931.19</b>	<b>732,851.00</b>	<b>(465,919.81)</b>
		<b>Surplus (Deficit) PW Fund</b>	<b>(265,997.86)</b>	<b>(532,991.00)</b>	<b>266,993.14</b>
REC	Revenue	10-80-82-98503 - Recreation Programming Revenue	793.25	600.00	193.25
		<b>Total Revenue</b>	<b>793.25</b>	<b>600.00</b>	<b>193.25</b>
	Expenditure	10-80-82-41410 - Recreation Program Costs	5,700.00	5,000.00	700.00
		10-80-82-41419 - Recreation-Ball Diamond Expenses	0.00	3,000.00	(3,000.00)
		10-80-82-44150 - Recreation - Family Day Expense	2,039.15	2,000.00	39.15
		10-80-82-44180 - Canada Day Expenses	11,977.06	12,000.00	(22.94)
		10-80-82-48250 - Santa Claus Parade Expenses	0.00	5,000.00	(5,000.00)
		<b>Total Expenditure</b>	<b>19,716.21</b>	<b>27,000.00</b>	<b>(7,283.79)</b>
		<b>Surplus (Deficit) REC Fund</b>	<b>(18,922.96)</b>	<b>(26,400.00)</b>	<b>7,477.04</b>
TRAN	Revenue	10-95-95-95150 - Town of Deseronto-Transit-Provincial Fun	33,535.77	67,000.00	(33,464.23)
		10-95-95-95900 - Transit - Single Tickets	9,986.30	23,000.00	(13,013.70)
		10-95-95-95915 - Transit- Books of Tickets	2,545.00	8,000.00	(5,455.00)
		10-95-95-95920 - Transit-Monthly Passes	5,630.00	7,500.00	(1,870.00)
		10-95-95-95960 - Transit - Hastings County Grant	0.00	25,200.00	(25,200.00)
		10-95-95-95975 - Transit - Provincial Gas Tax Monies	148,390.00	197,853.00	(49,463.00)

Fund Code	Account Class	Account	Year to Date	Budget	Variance (YTD - Budget)
		10-95-95-95980 - Transit - United Way Grant	6,999.99	13,000.00	(6,000.01)
		10-95-95-95990 - Transit - Grant from Other Municipalltie	1,000.00	2,000.00	(1,000.00)
		<b>Total Revenue</b>	<b>208,087.06</b>	<b>343,553.00</b>	<b>(135,465.94)</b>
	Expenditure	10-95-95-41100 - Transit - Salaries	0.00	18,000.00	(18,000.00)
		10-95-95-41105 - Transit - Bus Drivers Wages	60,017.67	95,000.00	(34,982.33)
		10-95-95-41405 - Transit - Bus Drivers Payroll Costs	10,989.77	15,400.00	(4,410.23)
		10-95-95-43110 - Transit -Office Supplies	30.51	200.00	(169.49)
		10-95-95-43150 - Transit- Telephone	796.66	2,500.00	(1,703.34)
		10-95-95-43201 - Transit- Gas and Oil	20,227.50	50,000.00	(29,772.50)
		10-95-95-43210 - Transit - Licence fees	225.00	1,000.00	(775.00)
		10-95-95-43300 - Building Maintenance	0.00	2,500.00	(2,500.00)
		10-95-95-43410 - Transit- -Hydro	267.77	1,000.00	(732.23)
		10-95-95-43420 - Water	332.64	1,000.00	(667.36)
		10-95-95-43430 - Transit - Heat	1,097.70	1,000.00	97.70
		10-95-95-43510 - Transit- -Computer Hardware	0.00	1,000.00	(1,000.00)
		10-95-95-43600 - Transit - R & M Equipment	478.16	2,000.00	(1,521.84)
		10-95-95-43607 - Transit - R&M 2018 Dodgevan (parts)	656.58	1,500.00	(843.42)
		10-95-95-43608 - Transit - R&M 2018 Dodgevan (labour)	649.06	1,500.00	(850.94)
		10-95-95-43624 - Transit - R&M 2012 GM Girardin Parts	0.00	2,500.00	(2,500.00)
		10-95-95-43625 - Transit - R&M 2012 GM Girardin Labour	0.00	2,500.00	(2,500.00)
		10-95-95-43626 - Transit - R & M 2016 Econoline Parts	4,118.37	9,000.00	(4,881.63)
		10-95-95-43627 - Transit - R & M 2016 Econoline Labour	1,653.18	7,500.00	(5,846.82)
		10-95-95-43628 - TRANSIT- 2018 FORD R & M - PARTS	2,504.02	4,000.00	(1,495.98)
		10-95-95-43629 - TRANSIT - 2018 FORD R & M - LABOUR	1,389.55	3,000.00	(1,610.45)
		10-95-95-43705 - Transit - Promotion & Ad Production	0.00	1,000.00	(1,000.00)
		10-95-95-43730 - Transit - Miscellaneous	137.50	500.00	(362.50)
		10-95-95-43804 - Transit - Membership	1,938.88	1,845.00	93.88
		10-95-95-43900 - Transit- Insurance	17,696.48	17,686.00	10.48
		10-95-95-44300 - Transit - Administration	0.00	8,900.00	(8,900.00)
		10-95-95-45000 - Medical/Licence Reimb.	130.00	0.00	130.00
		10-95-95-47305 - Transit - Internet	0.00	650.00	(650.00)
		10-95-95-50338 - COVID Expenses	101.94	10,000.00	(9,898.06)

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Fund Code	Account Class	Account	Year to Date	Budget	Variance (YTD - Budget)
		<b>Total Expenditure</b>	<b>125,438.94</b>	<b>262,681.00</b>	<b>(137,242.06)</b>
		<b>Surplus (Deficit) TRAN Fund</b>	<b>82,648.12</b>	<b>80,872.00</b>	<b>1,776.12</b>
W&S	Revenue	15-40-41-95100 - Sewer Charges	313,430.18	550,000.00	(236,569.82)
		15-40-41-95150 - WATER CHARGES	393,099.11	737,000.00	(343,900.89)
		15-40-41-95400 - W & S - Penalty Interest	1,406.39	3,500.00	(2,093.61)
		15-40-41-95450 - Wastewater - Septage Receiving	29,974.87	74,200.00	(44,225.13)
		15-40-41-95500 - Water Metres	0.00	1,000.00	(1,000.00)
		15-40-41-95900 - W & S - Other Revenue	380.00	1,000.00	(620.00)
		15-40-41-95902 - Tower Rental Revenue	9,045.00	17,793.00	(8,748.00)
		15-40-41-98100 - W & S - Bank Interest	25,952.33	10,000.00	15,952.33
		15-40-41-99100 - Contri From Reserve - W & S	0.00	40,000.00	(40,000.00)
		<b>Total Revenue</b>	<b>773,287.88</b>	<b>1,434,493.00</b>	<b>(661,205.12)</b>
	Expenditure	15-40-41-41100 - W & S - Salaries	117,620.20	234,791.00	(117,170.80)
		15-40-41-41302 - W & S - Payroll Costs	25,577.39	37,755.00	(12,177.61)
		15-40-41-41400 - W & S - Group Benefits	7,090.42	13,000.00	(5,909.58)
		15-40-41-42400 - Principal - Infrastructure Ontario Waste	10,037.67	30,463.44	(20,425.77)
		15-40-41-42450 - Interest - Infrastructure Ontario Wastew	13,196.60	39,239.64	(26,043.04)
		15-40-41-42460 - Principal - Infrastructure Ont Loan Wat	11,846.95	23,847.91	(12,000.96)
		15-40-41-42461 - Interest Infrastructure Ont Loan Water E	12,259.09	24,364.17	(12,105.08)
		15-40-41-43110 - W & S - Supplies	611.55	500.00	111.55
		15-40-41-43140 - W & S - Postage	0.00	100.00	(100.00)
		15-40-41-43150 - W & S - Telephone	3,148.07	10,000.00	(6,851.93)
		15-40-41-43151 - W & S - Internet	1,056.49	2,000.00	(943.51)
		15-40-41-43201 - W & S - Gas & Oil	3,922.43	8,000.00	(4,077.57)
		15-40-41-43300 - W & S - Building Maintenance	682.69	2,000.00	(1,317.31)
		15-40-41-43340 - W & S - Payment in Lieu of Taxes	0.00	40,000.00	(40,000.00)
		15-40-41-43410 - Water - Hydro	33,525.93	90,000.00	(56,474.07)
		15-40-41-43411 - Wastewater - Hydro	37,979.17	100,000.00	(62,020.83)
		15-40-41-43430 - Water Heat	7,843.60	28,000.00	(20,156.40)
		15-40-41-43500 - W & S - Computer Software/ Support	671.62	5,000.00	(4,328.38)
		15-40-41-43510 - W & S - Computer Hardware	528.27	2,000.00	(1,471.73)
		15-40-41-43601 - Wastewater - Collection R&M Equipment	9,215.99	45,000.00	(35,784.01)

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Fund Code	Account Class	Account	Year to Date	Budget	Variance (YTD - Budget)
		15-40-41-43602 - Water - Distribution Service R&M	5,954.06	30,000.00	(24,045.94)
		15-40-41-43603 - Wastewater - Treatment R&M	21,811.26	45,000.00	(23,188.74)
		15-40-41-43620 - W & S - Office Supplies	704.55	100.00	604.55
		15-40-41-43630 - W & S - Small Tools Purchases	118.23	2,000.00	(1,881.77)
		15-40-41-43640 - W & S - Lab Equipment	27.24	4,000.00	(3,972.76)
		15-40-41-43660 - Water - Chemicals	29,719.95	70,000.00	(40,280.05)
		15-40-41-43661 - Wastewater - Chemicals	27,604.64	40,000.00	(12,395.36)
		15-40-41-43670 - W & S - Calibrations and Equip. Cert.	0.00	3,000.00	(3,000.00)
		15-40-41-43700 - Advertising	0.00	300.00	(300.00)
		15-40-41-43710 - W & S - Uniforms/Clothing	1,181.68	1,500.00	(318.32)
		15-40-41-43720 - Occ. Health & Safety	1,191.27	0.00	1,191.27
		15-40-41-43730 - W & S - Miscellaneous	564.77	500.00	64.77
		15-40-41-43801 - W & S - Mileage/ Travel	150.03	500.00	(349.97)
		15-40-41-43803 - W & S - Education	4,008.85	7,000.00	(2,991.15)
		15-40-41-43804 - W & S - Memberships	508.50	1,000.00	(491.50)
		15-40-41-43900 - Sewer - Insurance Premium	73,828.80	73,829.00	(0.20)
		15-40-41-44100 - W & S - Audit	1,729.92	10,000.00	(8,270.08)
		15-40-41-44105 - W & S - Engineering	0.00	1,000.00	(1,000.00)
		15-40-41-44115 - Consulting	81,995.64	15,000.00	66,995.64
		15-40-41-44205 - W & S - Inspections	0.00	7,000.00	(7,000.00)
		15-40-41-44400 - W & S - Waste Collection	1,213.86	3,500.00	(2,286.14)
		15-40-41-44730 - W & S - Town Hall Administration fees	0.00	45,000.00	(45,000.00)
		15-40-41-44731 - W/S - Roads Maintenance Expense	0.00	32,400.00	(32,400.00)
		15-40-41-44741 - Wastewater - Lab Analysis	7,540.08	24,000.00	(16,459.92)
		15-40-41-44745 - Water - Lab Analysis	7,540.97	17,000.00	(9,459.03)
		15-40-41-44750 - W & S - Bio Solids Management	0.00	65,000.00	(65,000.00)
		15-40-41-44755 - W & S - Safety	1,918.55	1,500.00	418.55
		15-40-41-44830 - Water - Treatment Equipment R&M	4,491.97	50,000.00	(45,508.03)
		15-40-41-47300 - W & S - Bank Charges	269.72	750.00	(480.28)
		15-40-41-49800 - Capital Project	46,596.80	40,000.00	6,596.80
		15-40-41-50001 - Transfer to Unfinanced Capital	0.00	54,050.04	(54,050.04)
		15-40-41-50210 - Water Meter Loan Principal	3,951.23	12,004.00	(8,052.77)

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Fund Code	Account Class	Account	Year to Date	Budget	Variance (YTD - Budget)
		15-40-41-50211 - Water Meter Loan Interest	4,216.37	12,498.80	(8,282.43)
		15-40-41-50302 - Waterwater Heat	1,042.68	12,000.00	(10,957.32)
		15-40-41-50317 - Wastewater Computer Hardware	0.00	4,000.00	(4,000.00)
		15-40-41-50339 - Wastewater Lab Equipment	0.00	2,000.00	(2,000.00)
		15-40-41-50505 - Wastewater Bld Maintenance	0.00	4,000.00	(4,000.00)
		15-40-41-50519 - Wastewater Computer Software/Support	0.00	3,000.00	(3,000.00)
		15-40-41-50528 - 2010 GMC Siera Parts	0.00	1,000.00	(1,000.00)
		15-40-41-50529 - 2010 GMC Sieralabour	0.00	1,000.00	(1,000.00)
		15-40-41-50530 - 2018 Ford COF Parts	0.00	1,000.00	(1,000.00)
		15-40-41-50531 - 2018 Ford COF Labour	0.00	1,000.00	(1,000.00)
		<b>Total Expenditure</b>	<b>626,695.75</b>	<b>1,434,493.00</b>	<b>(807,797.25)</b>
		<b>Surplus (Deficit) W&amp;S Fund</b>	<b>146,592.13</b>	<b>0.00</b>	<b>146,592.13</b>
WASTE	Revenue	10-40-43-95100 - Bag Tag Fees	58,002.00	103,345.00	(45,343.00)
		10-40-43-95200 - Waste - Special Pick Up Days Revenue	2,435.60	2,200.00	235.60
		10-40-43-95300 - Recycling Revenue	4,406.88	15,000.00	(10,593.12)
		<b>Total Revenue</b>	<b>64,844.48</b>	<b>120,545.00</b>	<b>(55,700.52)</b>
	Expenditure	10-40-42-43730 - Misc Expense	1,831.68	0.00	1,831.68
		10-40-43-44730 - Waste Contracted Services - Pick-up	44,024.78	102,958.00	(58,933.22)
		10-40-43-44732 - Waste - Spring Cleanup	6,629.46	5,000.00	1,629.46
		10-40-43-44750 - Contract Services Recycling	27,585.43	71,500.00	(43,914.57)
		<b>Total Expenditure</b>	<b>80,071.35</b>	<b>179,458.00</b>	<b>(99,386.65)</b>
		<b>Surplus (Deficit) WASTE Fund</b>	<b>(15,226.87)</b>	<b>(58,913.00)</b>	<b>43,686.13</b>
		<b>Total Surplus (Deficit)</b>	<b>(578,084.76)</b>	<b>(1,573,478.28)</b>	<b>995,393.52</b>



2023-08-09

**Corporation of the  
TOWN OF DESERONTO**

Schedule of Accounts No. **13-2023**

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

"That Schedule of Accounts Numbered **13-2023**  
be approved in the amount of \$ 263,645.51

Carried.

**BREAKDOWN OF SCHEDULE OF ACCOUNTS**

**ACCOUNTS PAYABLES**  
*See Attached List*

	<u>BATCH</u>	<u>AMOUNT</u>
	2023-00086	\$ 647.50
	2023-00088	\$ 84,833.25
	2023-00090	\$ 84,996.43
	2023-00092	\$ 93,168.33

TOTAL SCHEDULE OF ACCOUNTS NO. **13-2023** Total \$ 263,645.51



Report Date  
2023-07-07 11:18 AM

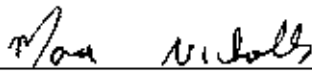
Town of Deseronto  
List of Accounts for Approval  
As of 2023-07-07  
Batch: 2023-00086

Page 1

Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
<b>Bank Code: GEN - General</b>					
Computer Cheques:					
3146 4019SRR	2023-07-07	Arthur, Doug 10-95-95-43629 - TRANSIT - 201	Tow Truck Cancellation Fee Tow Truck Cancellation Fe	139.00	139.00
3147 June 2023	2023-07-07	Betty's Cleaning Service 10-10-12-43180 - Admin - Janitor; 10-00-00-12103 - Federal Rebate 10-00-00-12104 - Provincial Reba	Cleaning Services June Cleaning Services June HST Tax Code HST Tax Code	457.92 22.50 28.08	508.50
Total for GEN:					647.50

Certified Correct This July 7, 2023

\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Treasurer

Report Date  
2023-07-19 11:06 AM

List of Accounts for Approval  
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Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
<b>Bank Code: GEN - General</b>					
Computer Cheques:					
3148	2023-07-19	Arthurs, Doug	Oil Change 2018 Van		
01902-36602		10-95-95-43007 - Transit - R&M 2	Oil Change 2018 Van	68.18	
		10-95-95-43608 - Transit - R&M 2	Oil Change 2018 Van	68.17	
		10-00-00-12103 - Federal Rebate	HST Tax Code	6.70	
		10-00-00-12104 - Provincial Reba	HST Tax Code	8.36	151.39
3149	2023-07-19	Bakertilly	Extra Consultation 2021 Audit		
292979		10-10-12-44100 - Admin - Audit	Extra Consultation 2021	4,146.72	
		10-00-00-12103 - Federal Rebate	HST Tax Code	203.75	
		10-00-00-12104 - Provincial Reba	HST Tax Code	254.28	4,604.75
292980		10-10-12-44100 - Admin - Audit	1st Payment 2022 Audit	20,352.00	
		10-00-00-12103 - Federal Rebate	HST Tax Code	1,000.00	
		10-00-00-12104 - Provincial Reba	HST Tax Code	1,248.00	22,600.00
			<b>Payment Total</b>		<b>27,204.75</b>
3150	2023-07-19	Cassels Brock & Blackwell LLP	Land Claim Upto Mar31/23		
2198079		10-10-11-44200 - Admin - Legal	Land Claim Upto Mar31/23	15,250.26	
		10-00-00-12103 - Federal Rebate	HST Tax Code	749.33	
		10-00-00-12104 - Provincial Reba	HST Tax Code	935.16	16,934.75
2193587		10-10-11-44200 - Admin - Legal	Land Claim upto Jan31/23	1,309.65	
		10-00-00-12103 - Federal Rebate	HST Tax Code	64.35	
		10-00-00-12104 - Provincial Reba	HST Tax Code	80.31	1,454.31
2196012		10-10-11-44200 - Admin - Legal	Land Claim upto Feb28/23	4,248.48	
		10-00-00-12103 - Federal Rebate	HST Tax Code	208.75	
		10-00-00-12104 - Provincial Reba	HST Tax Code	260.52	4,717.75
2190838		10-10-11-44200 - Admin - Legal	Land Claim upto Dec 31/22	1,465.34	
		10-00-00-12103 - Federal Rebate	HST Tax Code	72.00	
		10-00-00-12104 - Provincial Reba	HST Tax Code	89.86	1,627.20
2187952		10-10-11-44200 - Admin - Legal	Land Claim upto Nov 30/23	532.71	
		10-00-00-12103 - Federal Rebate	HST Tax Code	26.18	
		10-00-00-12104 - Provincial Reba	HST Tax Code	32.67	591.56
			<b>Payment Total:</b>		<b>25,325.57</b>
3151	2023-07-19	First National Financial LP	Over Paid on Taxes Pd Twice		
Over Payment		10-00-00-21545 - A/P Other	Over Paid on Taxes Pd Twi	12,278.42	12,278.42
3152	2023-07-19	R. Morden Engineering	Construction Cost upto June 30		
22-26-08		10-80-83-49100 - Arena -Capital E	Construction Cost upto Ju	8,133.84	
		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	406.69	
		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	650.71	9,191.24

Payment # Invoice #	Date	Vendor Name Gl. Account	Reference GL Transaction Description	Detail Amount	Payment Amount
3153 6-1874-23	2023-07-19	Palmer & Associates 10-10-10-43805 - Council - Misc	1st Retain Fee Manager Search 1st Retain Fee Manager Se	5,792.69	
		10-00-00-12103 - Federal Rebate	HST Tax Code	284.63	
		10-00-00-12104 - Provincial Reba	HST Tax Code	355.20	6,432.52
6-1872-23		10-10-10-43805 - Council - Misc	1 Career Transition Service	661.44	
		10-00-00-12103 - Federal Rebate	HST Tax Code	32.50	
		10-00-00-12104 - Provincial Reba	HST Tax Code	40.50	734.50
				Payment Total:	7,167.02
3154 01-15520	2023-07-19	Templeman 10-10-11-44200 - Admin - Legal	MAT58469 ats T. Clarke MAT58469 ats T. Clarke	518.98	
		10-00-00-12103 - Federal Rebate	HST Tax Code	25.50	
		10-00-00-12104 - Provincial Reba	HST Tax Code	31.82	576.30
01-15515		10-10-11-44200 - Admin - Legal	MAT58400 ats F. Dubeau	630.91	
		10-00-00-12103 - Federal Rebate	HST Tax Code	31.00	
		10-00-00-12104 - Provincial Reba	HST Tax Code	38.69	700.60
01-15532		10-10-11-44200 - Admin - Legal	Employment Matters	2,015.35	
		10-00-00-12103 - Federal Rebate	HST Tax Code	99.03	
		10-00-00-12104 - Provincial Reba	HST Tax Code	123.58	2,237.96
				Payment Total:	3,514.86
				Total for GEN:	84,833.25

Certified Correct This July 19, 2023



\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Treasurer

Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
<b>Bank Code: GEN - General</b>					
<b>Computer Cheques:</b>					
3155	2023-07-25	A.R.C. Integration Inc.	PLC support for PLC100 comms		
230630-03-2306		15-40-41-43500 - W & S - Comput	PLC support for PLC100 co	366.34	
		10-00-00-12103 - Federal Rebate	HST Tax Code	18.00	
		10-00-00-12104 - Provincial Reba	HST Tax Code	22.46	406.80
3156	2023-07-25	Battlefield Equipment Rental	Submersible Pump		
23228639		15-40-41-43003 - Wastewater - Tr	Submersible Pump	597.59	
		10-00-00-12103 - Federal Rebate	HST Tax Code	29.36	
		10-00-00-12104 - Provincial Reba	HST Tax Code	36.64	663.59
3157	2023-07-25	Bayview Variety	Fuel for June Transit		
June2023		10-95-95-43201 - Transit- Gas an	Fuel for June Transit	4,030.43	
		10-00-00-12103 - Federal Rebate	HST Tax Code	198.04	
		10-00-00-12104 - Provincial Reba	HST Tax Code	247.14	4,475.61
3158	2023-07-25	Bell Mobility	Junes Cellphone bill		
May2023		10-10-12-43150 - Admin - Telephc	Junes Cellphone bill	112.31	
		15-40-41-43150 - W & S - Telephc	Junes Cellphone bill	72.90	
		10-30-31-43150 - Roads - Telephc	Junes Cellphone bill	15.00	
		10-30-31-43150 - Roads - Telephc	Junes Cellphone bill	112.31	
		10-80-83-43150 - Arena - Telephor	Junes Cellphone bill	35.00	
		10-95-95-43150 - Transit- -Teleph	Junes Cellphone bill	70.03	
		10-00-00-12103 - Federal Rebate	HST Tax Code	14.62	
		10-00-00-12104 - Provincial Reba	HST Tax Code	18.24	
		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	5.25	
		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	8.40	464.06
June2023		10-10-12-43150 - Admin - Telephc	Julys Cellphone Bill	51.73	
		15-40-41-43150 - W & S - Telephc	Julys Cellphone Bill	72.97	
		10-00-00-12592 - AVR - Other	Devans overage July	19.21	
		10-30-31-43150 - Roads - Telephc	Julys cellphone bill	15.00	
		10-30-31-43150 - Roads - Telephc	Julys cellphone bill	113.43	
		10-80-83-43150 - Arena - Telephor	Julys cellphone bill	35.00	
		10-95-95-43150 - Transit- -Teleph	Julys cellphone bill	70.04	
		10-00-00-12103 - Federal Rebate	HST Tax Code	11.70	
		10-00-00-12104 - Provincial Reba	HST Tax Code	14.61	
		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	5.25	
		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	8.40	417.34
				<b>Payment Total:</b>	<b>881.40</b>
3159	2023-07-25	Canadian Tire	2 gallon air compressor		
14555		15-40-41-43300 - W & S - Butlding	2 gallon air compressor	182.81	
		10-00-00-12103 - Federal Rebate	HST Tax Code	8.00	
		10-00-00-12104 - Provincial Reba	HST Tax Code	9.98	180.79
3160	2023-07-25	CarQuest Auto Parts	Fuel filter for sweeper		

Town of Deseronto

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Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
5291-356822		10-30-31-50526 - 2010 UD Sweep	Fuel filler for sweeper	187.32	
		10-00-00-12103 - Federal Rebate	HST Tax Code	9.20	
		10-00-00-12104 - Provincial Reba	HST Tax Code	11.49	208.01
5291-357058		10-80-81-43600 - Parks - R & M E Breaker with bracket		48.82	
		10-00-00-12103 - Federal Rebate	HST Tax Code	2.40	
		10-00-00-12104 - Provincial Reba	HST Tax Code	3.00	54.22
				<b>Payment Total:</b>	<b>262.23</b>
3161	2023-07-25	ChoiceCom Networks & Comm.	Billing Period 7/15/23-8/14-23		
136946		10-10-12-43130 - Admin - Photoc	Billing Period 7/15/23-8/	173.24	
		10-00-00-12103 - Federal Rebate	HST Tax Code	8.51	
		10-00-00-12104 - Provincial Reba	HST Tax Code	10.62	192.37
3162	2023-07-25	Cintas Canada Limited	Mat Rental x2 July 18		
4161823909		10-80-83-43180 - Arena -Outside	Mat Rental x2 July 18	58.22	
		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	2.91	
		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	4.66	65.79
4160567572		10-80-83-43180 - Arena -Outside	Mat Rental x2 July 5	58.22	
		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	2.91	
		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	4.66	65.79
				<b>Payment Total:</b>	<b>131.58</b>
3163	2023-07-25	Claro Environmental Tech.	grit system removal		
101528		15-40-41-43603 - Wastewater - Tr	grit system removal	661.44	
		10-00-00-12103 - Federal Rebate	HST Tax Code	32.50	
		10-00-00-12104 - Provincial Reba	HST Tax Code	40.56	734.50
3164	2023-07-25	Cogeco Connexion Inc.	Water & Sewer bill Jul11-Aug10		
110065457503		15-40-41-43151 - W & S - Internet	Water & Sewer bill Jul11-	106.80	
		10-00-00-12103 - Federal Rebate	HST Tax Code	5.25	
		10-00-00-12104 - Provincial Reba	HST Tax Code	6.54	118.59
110065482489		10-80-83-43151 - Arena -Internet	Arena Bill Jul11-Aug10	4.95	
		10-80-83-43150 - Arena -Telepho	Arena Bill Jul11-Aug10	11.89	
		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	0.84	
		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	1.35	19.03
				<b>Payment Total:</b>	<b>137.62</b>
3165	2023-07-25	County of Hastings	July support services		
00000000007637		10-10-12-43600 - Admin - Comput	July support services	783.33	783.33
3166	2023-07-25	Counterforce	Monitoring Service Aug-Sep		
R13493071		10-80-83-43180 - Arena -Outside	Monitoring Service Aug-Sep	36.32	
		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	1.82	
		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	2.90	41.04

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3167 143766	2023-07-25	D&D Electrocraft Limited 15-40-41-43601 - Wastewater - Cr 12V Battery	12V Battery	40.70	
		10-00-00-12103 - Federal Rebate	HST Tax Code	2.00	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	2.50	45.20
3168 0000239070	2023-07-25	Davis & Davis 10-30-31-50542 - Case 580 Backf	male pipe swivel	19.13	
		10-00-00-12103 - Federal Rebate	HST Tax Code	0.94	
		10-00-00-12104 - Provincial Reba	HST Tax Code	1.17	21.24
3169 P41203	2023-07-25	Deerhaven Farm & Garden Issued To John Deere Financial Inc.	V-belt for mower		
		10-80-81-43600 - Parks - R & M E	V-belt for mower	181.24	
		10-00-00-12103 - Federal Rebate	HST Tax Code	8.91	
		10-00-00-12104 - Provincial Reba	HST Tax Code	11.11	201.26
3170 23-2114-103	2023-07-25	Ecovue Consulting Services Inc 10-90-91-44200 - Plan & Develop	Site plan control by-law	1,373.76	
		10-00-00-12103 - Federal Rebate	HST Tax Code	67.50	
		10-00-00-12104 - Provincial Reba	HST Tax Code	84.24	1,525.50
3171 June23Townhall	2023-07-25	Enbridge Gas 10 10-12-43430 - Admin - Gas	Billing Per Jun6-Jul4	27.54	
		10-00-00-12103 - Federal Rebate	HST Tax Code	1.35	
		10-00-00-12104 - Provincial Reba	HST Tax Code	1.69	30.58
June23Firehall		10-20-21-43430 - Fire - Heat	Billing Per Jun6-Jul4	24.40	
		10-00-00-12103 - Federal Rebate	HST Tax Code	1.20	
		10-00-00-12104 - Provincial Reba	HST Tax Code	1.50	27.10
June23OfficeRds		10-30-31-43430 - Roads - Heat	Billing Per May3-Jul5	16.64	
		10-00-00-12103 - Federal Rebate	HST Tax Code	0.82	
		10-00-00-12104 - Provincial Reba	HST Tax Code	1.02	18.48
June23Transit		10-30-31-43430 - Roads - Heat	Billing Per May03-Jul04	1.41	
		10-95-95-43430 - Transit - Heat	Billing Per May03-Jul04	0.71	
		10-00-00-12103 - Federal Rebate	HST Tax Code	0.10	
		10-00-00-12104 - Provincial Reba	HST Tax Code	0.13	2.35
June23Water		15-40-41-43430 - Water Heat	Billing Per Mar 4-Jul5	2,033.66	
		15-40-41-43430 - Water Heat	Billing Per Mar 4-Jul5	28.19	
		10-00-00-12103 - Federal Rebate	HST Tax Code	99.92	
		10-00-00-12104 - Provincial Reba	HST Tax Code	124.71	2,230.10
			Payment Total:		2,308.61
3172 0000168508	2023-07-25	Evans Utility & Municipal 15-40-41-43602 - Water - Distribu	Neptune software renewal	3,358.08	
		10-00-00-12103 - Federal Rcbate	HST Tax Code	165.00	

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Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
		10-00-00-12104 - Provincial Reba	HST Tax Code	205.92	3,729.00
3173 July23	2023-07-25	Gray's IDA Drug Store	Distilled water		
		15-40-41-43640 - W & S - Lab Eq	Distilled water	4.46	
		10-00-00-12103 - Federal Rebate	HST Tax Code	0.22	
		10-00-00-12104 - Provincial Reba	HST Tax Code	0.27	4.95
3174 U109560	2023-07-25	Grand & Toy Limited	multiple toners		
		15-40-41-43110 - W & S - Supplie	multiple toners	361.74	
		10-10-12-43110 - Admin - Office E	multiple toners	222.63	
		10-00-00-12103 - Federal Rebate	HST Tax Code	28.71	
		10-00-00-12104 - Provincial Reba	HST Tax Code	35.83	648.91
3175 0048249	2023-07-25	Hetek Solution Inc.	in house repair		
		15-40-41-43601 - Wastewater - Cr	in house repair	175.90	
		10-00-00-12103 - Federal Rebate	HST Tax Code	8.64	
		10-00-00-12104 - Provincial Reba	HST Tax Code	10.79	195.33
3176 June23Lights	2023-07-25	Hydro One Networks Inc	Billing Period May27-Jun26		
		10-30-33-43410 - Street Lighting -	Billing Period May27-Jun2	1,849.82	
		10-30-33-43410 - Street Lighting -	Billing Period May27-Jun2	208.97	
		10-00-00-12103 - Federal Rebate	HST Tax Code	90.89	
		10-00-00-12104 - Provincial Reba	HST Tax Code	113.44	1,845.18
June23Townhall		10-10-12-43410 - Admin - Hydro	Billing Period June1-June	300.17	
		10-10-12-43410 - Admin - Hydro	Billing Period June1-June	34.51	
		10-00-00-12103 - Federal Rebate	HST Tax Code	14.75	
		10-00-00-12104 - Provincial Reba	HST Tax Code	18.41	298.82
June23Transit		10-30-31-43410 - Roads - Hydro	Billing Period June1-June	57.71	
		10-95-95-43410 - Transit - Hydro	Billing Period June1-June	28.86	
		10-30-31-43410 - Roads - Hydro	Billing Period June1-June	6.63	
		10-95-95-43410 - Transit - Hydro	Billing Period June1-June	3.32	
		10-00-00-12103 - Federal Rebate	HST Tax Code	4.25	
		10-00-00-12104 - Provincial Reba	HST Tax Code	5.31	86.18
June23316Edmon		10-20-21-43410 - Fire - Hydro	Billing Period June1-June	122.48	
		10-20-21-43410 - Fire - Hydro	Billing Period June1-June	14.08	
		10-00-00-12103 - Federal Rebate	HST Tax Code	6.02	
		10-00-00-12104 - Provincial Reba	HST Tax Code	7.51	121.93
June23MBQ		15-40-41-43410 - Water - Hydro	Billing Period June1-June	37.19	
		15-40-41-43410 - Water - Hydro	Billing Period June1-June	4.28	
		10-00-00-12103 - Federal Rebate	HST Tax Code	1.83	
		10-00-00-12104 - Provincial Reba	HST Tax Code	2.28	37.02
June23Cantecn		10-80-81-43410 - Parks - Hydro	Billing Period June1-June	71.53	
		10-80-81-43410 - Parks - Hydro	Billing Period June1-June	8.21	
		10-00-00-12103 - Federal Rebate	HST Tax Code	3.51	
		10-00-00-12104 - Provincial Reba	HST Tax Code	4.38	71.21

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June23NPW		10-30-31-43410 - Roads - Hydro	Billing Period May26-June	210.41	209.46
		10-30-31-43410 - Roads - Hydro	Billing Period May26-June	24.19	
		10-00-00-12103 - Federal Rebate	HST Tax Code	10.34	
		10-00-00-12104 - Provincial Reba	HST Tax Code	12.90	
June23SewerPInt		15-40-41-43411 - Wastewater - H	Billing Period May27-June	7,299.51	8,105.78
		10-00-00-12103 - Federal Rebate	HST Tax Code	358.66	
		10-00-00-12104 - Provincial Reba	HST Tax Code	447.61	
June23WaterPInt		15-40-41-43410 - Water - Hydro	Billing Period May27-June	7,164.51	7,955.88
		10-00-00-12103 - Federal Rebate	HST Tax Code	352.03	
		10-00-00-12104 - Provincial Reba	HST Tax Code	439.34	
June23MapleAve		15-40-41-43411 - Wastewater - H	Billing Period June6-July	105.32	104.85
		15-40-41-43411 - Wastewater - H	Billing Period June6-July	12.11	
		10-00-00-12103 - Federal Rebate	HST Tax Code	5.18	
		10-00-00-12104 - Provincial Reba	HST Tax Code	6.46	
June23FirstSt		15-40-41-43411 - Wastewater - H	Billing Period June5-July	139.84	139.20
		15-40-41-43411 - Wastewater - H	Billing Period June5-July	16.08	
		10-00-00-12103 - Federal Rebate	HST Tax Code	6.87	
		10-00-00-12104 - Provincial Reba	HST Tax Code	8.57	
June23FourthSt		15-40-41-43411 - Wastewater - H	Billing Period June5-July	52.14	51.90
		15-40-41-43411 - Wastewater - H	Billing Period June5-July	6.00	
		10-00-00-12103 - Federal Rebate	HST Tax Code	2.50	
		10-00-00-12104 - Provincial Reba	HST Tax Code	3.20	
				Payment Total:	19,027.41
3177 IN-74605-01	2023-07-25	ITI Canada Inc.	FortiGate 1 year renewal		
		10-10-12-43500 - Admin - Comput	FortiGate 1 year renewal	741.93	
		10-00-00-18100 - Prepaid Expens	FortiGate 1 year renewal	741.94	
		10-00-00-12103 - Federal Rebate	HST Tax Code	72.91	
		10-00-00-12104 - Provincial Reba	HST Tax Code	91.00	1,647.78
3178 132777	2023-07-25	Kemira Water Solutions	Kemira Pax-XL6 11,040.000KG		
		15-40-41-43000 - Water - Chemic	Kemira Pax-XL6 11,040.000	11,391.58	
		10-00-00-12103 - Federal Rebate	HST Tax Code	559.73	
		10-00-00-12104 - Provincial Reba	HST Tax Code	698.54	12,649.85
132777Credit		15-40-41-43660 - Water - Chemic	Credit June20 2023	2,891.90	
		10-00-00-12103 - Federal Rebate	HST Tax Code	142.10	
		10-00-00-12104 - Provincial Reba	HST Tax Code	177.33	3,211.39
				Payment Total:	9,438.46
3179 017565	2023-07-25	3635112 Canada Inc	Annual SCBA inspections		
		10-20-21-43600 - Fire - R & M Eq	Annual SCBA inspections	2,134.62	
		10-00-00-12103 - Federal Rebate	HST Tax Code	104.89	
		10-00-00-12104 - Provincial Reba	HST Tax Code	130.89	2,370.40



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Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
3180 3184	2023-07-25	Minitel Corporation 10-10-12-43500 - Admin - Comput	remote programming for phones remote programming for ph	81.41	
		10-00-00-12103 - Federal Rebate	HST Tax Code	4.00	
		10-00-00-12104 - Provincial Reba	HST Tax Code	4.99	90.40
3181 MortReinburse23	2023-07-25	Murphy, Dillion&Autumn 10-00-00-21545 - A/P Other	Refund of Tax Overpayment Refund of Tax Overpayment	662.05	662.05
3182 DA7594	2023-07-25	Napanee Home Hardware 15-40-41-43300 - W & S - Building	black shelving and CLR black shelving and CLR	65.10	
		10-00-00-12103 - Federal Rebate	HST Tax Code	3.20	
		10-00-00-12104 - Provincial Reba	HST Tax Code	3.99	72.29
DA5762		15-40-41-43110 - W & S - Supplie	soap refill, detergent,sa	72.70	
		10-00-00-12103 - Federal Rebate	HST Tax Code	3.57	
		10-00-00-12104 - Provincial Reba	HST Tax Code	4.46	80.73
			Payment Total		153.02
3183 23754	2023-07-25	Napanee Truck Services 10-95-95-43627 - Transit - R & M	Inspection 2016 stuck in park Inspection 2018 stuck in	60.80	
		10-00-00-12103 - Federal Rebate	HST Tax Code	2.99	
		10-00-00-12104 - Provincial Reba	HST Tax Code	3.73	67.52
3184 5018686-00	2023-07-25	Noble Corporation 15-40-41-43602 - Water - Distribu	credit to invoice 5018519-00 credit to invoice 5018519	228.96	
		10-00-00-12103 - Federal Rebate	HST Tax Code	11.25	
		10-00-00-12104 - Provincial Reba	HST Tax Code	14.04	254.25
5018519-00		15-40-41-43602 - Water - Distribu	ball valve, weld tube	347.17	
		10-00-00-12103 - Federal Rebate	HST Tax Code	17.08	
		10-00-00-12104 - Provincial Reba	HST Tax Code	21.29	385.52
			Payment Total		131.27
3185 25161	2023-07-25	O'Sullivan Repair 10-95-95-43607 - Transit - R&M 2i	Oil Change 2018 Van Oil Change 2018 Van	83.94	
		10-95-95-43608 - Transit - R&M 2i	Oil Change 2018 Van	24.23	
		10-00-00-12103 - Federal Rebate	HST Tax Code	5.31	
		10-00-00-12104 - Provincial Reba	HST Tax Code	6.63	120.11
25100		10-95-95-43607 - Transit - R&M 2i	Wiperblade 2018 Van	27.47	
		10-00-00-12103 - Federal Rebate	HST Tax Code	1.35	
		10-00-00-12104 - Provincial Reba	HST Tax Code	1.68	30.50
25159		10-95-95-43628 - TRANSIT- 2018	u-joint, balance rear sha	89.51	
		10-95-95-43629 - TRANSIT - 2018	u-joint, balance rear sha	314.84	
		10-00-00-12103 - Federal Rebate	HST Tax Code	19.87	
		10-00-00-12104 - Provincial Reba	HST Tax Code	24.80	449.02

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Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
				Payment Total:	599.63
3186 19467	2023-07-25	PSD Citywide Inc. 10-10-12-43500 - Admin - Comput 10-00-00-12103 - Federal Rebate 10-00-00-12104 - Provincial Reba	Compliant asset manage plan Compliant asset manage pl HST Tax Code HST Tax Code	7,123.20 350.00 436.80	7,910.00
3187 12385	2023-07-25	Quinte Sewer Service 15-40-41-43603 - Wastewater - Tr 10-00-00-12103 - Federal Rebate 10-00-00-12104 - Provincial Reba	Sewer backup 303 edmon Sewer backup 303 edmon HST Tax Code HST Tax Code	2,116.61 104.00 129.79	2,350.40
3188 6289078	2023-07-25	Quadient Leasing Canada Ltd. 10-10-12-43140 - Admin - Postagi 10-00-00-12103 - Federal Rebate 10-00-00-12104 - Provincial Reba	Payment # 49 August Payment # 49 August HST Tax Code HST Tax Code	136.06 6.69 8.34	151.09
3189 June2023	2023-07-25	Reliance Home Comfort 10-80-83-43650 - Fitness Centre f 10-80-83-43650 - Fitness Centre f 10-00-00-12101 - ITC Receivable 10-00-00-12101 - ITC Receivable	Billing Period June2-July4 Billing Period June2-July Billing Period June2-July HST-ITC Tax Code HST-ITC Tax Code	141.02 2.39 7.05 11.28	161.74
3190 IN000000080637	2023-07-25	Savaria 10-80-83-43300 - Arena -Building	Maintenance renewal Maintenance renewal	999.00	999.00
3191 06172320230710	2023-07-25	Telizon 15-40-41-43150 - W & S - Teleph 10-00-00-12103 - Federal Rebate 10-00-00-12104 - Provincial Reba	Billing Period Jul10-Aug9 Billing Period Jul10-Aug9 HST Tax Code HST Tax Code	461.53 22.68 28.30	512.51
06857020230710		10-30-31-43150 - Roads - Teleph 10-30-31-43151 - Roads - Internet 10-00-00-12103 - Federal Rebate 10-00-00-12104 - Provincial Reba	Billing Period Jul10-Aug9 Billing Period Jul10-Aug9 HST Tax Code HST Tax Code	46.48 61.01 5.28 6.59	119.36
				Payment Total:	631.87
3192 99001TM	2023-07-25	Culligan Water 10-30-31-43320 - Roads - Building 10-10-12-43300 - Admin - Building 10-10-12-43300 - Admin - Building 10-00-00-12103 - Federal Rebate 10-00-00-12104 - Provincial Reba	Water exchange Water exchange Water exchange HST Tax Code HST Tax Code	9.65 5.60 19.30 0.28 0.34	35.17
3193 01R60329	2023-07-25	Tim's Truck & Equipment 10-20-21-50536 - 2010 INTL 40S 10-20-21-50537 - 2010 INTL 40S	Perform a heavy wet service Perform a heavy wet servi Perform a heavy wet servi	775.03 1,551.03	

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		10-00-00-12103 - Federal Rebate	HST Tax Code	114.29	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	142.64	2,582.99
3194 12525826	2023-07-25	Uline Canada Corporation	bathroom supplies, leather glo		
		15-40-41-43110 - W & S - Supplie	bathroom supplies, leathe	773.07	
		10-00-00-12103 - Federal Rebate	HST Tax Code	37.99	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	47.40	858.46
3195 7150-0000424431	2023-07-25	Waste Connection of Canada In	commercial front load pickup		
		15-40-41-44400 - W & S - Waste	commercial front load pic	239.41	
		10-30-31-44400 - Roads - Waste	commercial front load pic	239.41	
		10-80-83-44400 - Arena -Waste C	commercial front load pic	303.22	
		10-00-00-12103 - Federal Rebate	HST Tax Code	23.53	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	29.36	
		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	15.16	
		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	24.26	874.35
7150-0000423673		10-40-43-44750 - Contract Service	Residential waste pickup	5,517.09	
		10-40-43-44730 - Waste Contract	Residential waste pickup	9,506.07	
		10-00-00-12103 - Federal Rebate	HST Tax Code	738.17	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	921.23	16,682.56
				Payment Total:	17,556.91
				Total for GEN:	84,996.43

Certified Correct This July 25, 2023

\_\_\_\_\_  
Mayor

*Mon Nicholls*

\_\_\_\_\_  
Treasurer

Town of Deseronto

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<b>Bank Code: GEN - General</b>					
Computer Cheques.					
3196 9574	2023-08-02	All About Signs 10-10-12-43730 - Admin - Miscella	Two renovation signs Two renovation signs	407.04	
		10-80-83-49100 - Arena -Capital E	Two renovation signs	400.00	
		10-00-00-12103 - Federal Rebate	HST Tax Code	20.00	
		10-00-00-12104 - Provincial Reba	HST Tax Code	24.96	
		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	20.00	
		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	32.00	904.00
3197 23228848	2023-08-02	Battlefield Equipment Rental 10-30-31-43320 - Roads - Building	Paintx2 Paintx2	29.63	
		10-00-00-12103 - Federal Rebate	HST Tax Code	1.46	
		10-00-00-12104 - Provincial Reba	HST Tax Code	1.82	32.91
23228809		15-40-41-43601 - Wastewater - Cr	suction hose,pump, trash	462.12	
		10-00-00-12103 - Federal Rebate	HST Tax Code	22.71	
		10-00-00-12104 - Provincial Reba	HST Tax Code	28.34	513.17
23228810		15-40-41-44830 - Water - Treatme	Pump, submersible 2"	597.59	
		10-00-00-12103 - Federal Rebate	HST Tax Code	29.36	
		10-00-00-12104 - Provincial Reba	HST Tax Code	36.64	603.59
				<b>Payment Total:</b>	<b>1,209.67</b>
3198 10	2023-08-02	Betty's Cleaning Service 10-10-12-43180 - Admin - Janitor	Cleaning Services July Cleaning Services July	407.04	
		10-00-00-12103 - Federal Rebate	HST Tax Code	20.00	
		10-00-00-12104 - Provincial Reba	HST Tax Code	24.96	452.00
3199 July2023	2023-08-02	Bristol, Bonnie 10-95-95-50338 - COVID Expense	Garbage bags, cleaner Garbage bags, cleaner	10.42	
		10-00-00-12103 - Federal Rebate	HST Tax Code	0.51	
		10-00-00-12104 - Provincial Reba	HST Tax Code	0.64	11.57
3200 123-008636	2023-08-02	Caduceon Enterprises 15-40-41-44741 - Wastewater - Le	Testing BOD5,E.Coli Etc Testing BOD5,E.Coli Etc	1,558.68	
		10-00-00-12103 - Federal Rebate	HST Tax Code	76.59	
		10-00-00-12104 - Provincial Reba	HST Tax Code	95.57	1,730.84
123-008639		15-40-41-44745 - Water - Lab Ana	Testing Coliform, E.Coli	1,694.44	
		10-00-00-12103 - Federal Rebate	HST Tax Code	83.26	
		10-00-00-12104 - Provincial Reba	HST Tax Code	103.90	1,881.60
				<b>Payment Total:</b>	<b>3,612.44</b>
3201 14520	2023-08-02	Canadian Tire 10-30-31-43320 - Roads - Building	Fabreeze, Bucket, Airwick Fabreeze Bucket, Airwick	59.99	
		10-00-00-12103 - Federal Rebate	HST Tax Code	2.95	

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Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
		10-00-00-12104 - Provincial Reba	HST Tax Code	3.67	66.61
3202	2023-08-02	<b>Cogeco Connexion Inc.</b>	<b>Billing date Jul21-Aug20</b>		
110065645435		10-20-21-43151 - Fire - Internet	Billing date Jul21-Aug20	61.00	
		10-00-00-12103 - Federal Rebate	HST Tax Code	3.00	
		10-00-00-12104 - Provincial Reba	HST Tax Code	3.74	67.74
110065647313		10-10-12-43151 - Admin - Internet	Billing date Jul21-Aug20	152.53	
		10-00-00-12103 - Federal Rebate	HST Tax Code	7.49	
		10-00-00-12104 - Provincial Reba	HST Tax Code	9.36	169.38
110065051265		10-95-95-43150 - Transil- -Teleph	Billing date Jul21-Aug20	75.09	
		10-00-00-12103 - Federal Rebate	HST Tax Code	3.69	
		10-00-00-12104 - Provincial Reba	HST Tax Code	4.60	83.38
			<b>Payment Total</b>		<b>320.50</b>
3203	2023-08-02	<b>Hydro One Networks Inc</b>	<b>Billing Period Jun1-Jun30</b>		
June23Storage		10-80-81-43410 - Parks - Hydro	Billing Period Jun1-Jun30	33.53	
		10-80-81-43410 - Parks - Hydro	Billing Period Jun1-Jun30	3.87-	
		10-00-00-12103 - Federal Rebate	HST Tax Code	1.65	
		10-00-00-12104 - Provincial Reba	HST Tax Code	2.06	33.37
June23WtrTwr		15-40-41-43410 - Water - Hydro	Billing Period Jun1-Jun30	238.63	
		15-40-41-43410 - Water - Hydro	Billing Period Jun1-Jun30	27.44-	
		10-00-00-12103 - Federal Rebate	HST Tax Code	11.73	
		10-00-00-12104 - Provincial Reba	HST Tax Code	14.63	237.55
June23315Edmon		10-20-21-43410 - Fire - Hydro	Billing Period Jun1-Jun30	102.69	
		10-20-21-43410 - Fire - Hydro	Billing Period Jun1-Jun30	11.81-	
		10-00-00-12103 - Federal Rebate	HST Tax Code	5.05	
		10-00-00-12104 - Provincial Reba	HST Tax Code	6.29	102.22
June23Arena		10-80-83-43410 - Arena -Hydro	Billing Period Jun6-Jul6	4,147.46	
		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	207.37	
		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	331.80	4,686.63
			<b>Payment Total.</b>		<b>5,059.77</b>
3204	2023-08-02	<b>ICONIX Waterworks LP</b>	<b>plugs,pipes, etc</b>		
C2316062980		15-40-41-43601 - Wastewater - Co	plugs,pipes, etc	234.28	
		10-00-00-12103 - Federal Rebate	HST Tax Code	11.51	
		10-00-00-12104 - Provincial Reba	HST Tax Code	14.37	260.16
3205	2023-08-02	<b>ITL Canada Inc.</b>	<b>Backup July</b>		
IN-74760-01		10-10-12-43500 - Admin - Comput	Backup July	166.55	
		10-00-00-12103 - Federal Rebate	HST Tax Code	8.18	
		10-00-00-12104 - Provincial Reba	HST Tax Code	10.22	184.95
3206	2023-08-02	<b>Lake Effects</b>	<b>Adirondack Chair x12</b>		

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MillPointJuly		10-80-81-43642 - Mill Point Park	Adirondack Chair x12	4,884.36	
		10-00-00-12103 - Federal Rebate	HST Tax Code	239.99	
		10-00-00-12104 - Provincial Reba	HST Tax Code	209.51	5,423.86
3207 50928	2023-08-02	Lalonde, Nicholas	Drivers Medical		
		10-20-21-45000 - FIRE-MEDICAL	Drivers Medical	225.00	225.00
3208 mistrsafety202	2023-08-02	Madden, Sophia	Safety Boots		
		15-40-41-43710 - W & S - Uniform	Safety Boots	91.53	
		10-00-00-12103 - Federal Rebate	HST Tax Code	4.50	
		10-00-00-12104 - Provincial Reba	HST Tax Code	5.61	101.64
3209 Aug2023	2023-08-02	Manulife Financial	August Benefits		
		10-10-11-41400 - Admin - Group E	August Benefits	1,001.48	
		10-30-31-41400 - Roads - Group E	August Benefits	1,183.64	
		15-40-41-41400 - W & S - Group E	August Benefits	280.08	2,465.20
3210 June2023	2023-08-02	Minister of Finance - OPP	OPP Billing for June		
		10-20-22-44520 - Police - OPP Cr	OPP Billing for June	40,662.00	40,662.00
3211 3340	2023-08-02	Minitel Corporation	Monthly billing August		
		10-10-12-43150 - Admin - Telepho	Monthly billing August	161.80	
		10-00-00-12103 - Federal Rebate	HST Tax Code	7.95	
		10-00-00-12104 - Provincial Reba	HST Tax Code	9.92	179.67
3212 DB0636	2023-08-02	Napanee Home Hardware	Blade set for sawzall		
		10-30-31-43320 - Roads - Building	Blade set for sawzall	35.59	
		10-00-00-12103 - Federal Rebate	HST Tax Code	1.75	
		10-00-00-12104 - Provincial Reba	HST Tax Code	2.18	39.52
DB1027		15-40-41-43110 - W & S - Supplie	Wipes, Key setx2 Extensio	93.23	
		10-00-00-12103 - Federal Rebate	HST Tax Code	4.58	
		10-00-00-12104 - Provincial Reba	HST Tax Code	5.72	103.53
				Payment Total	143.05
3213 5019944-02	2023-08-02	Noble Corporation	Gaskets		
		15-40-41-44830 - Water - Treatme	Gaskets	19.28	
		10-00-00-12103 - Federal Rebate	HST Tax Code	0.95	
		10-00-00-12104 - Provincial Reba	HST Tax Code	1.18	21.41
5019944-00		15-40-41-44830 - Water - Treatme	gaskets, hex nuts, hex bo	84.41	
		10-00-00-12103 - Federal Rebate	HST Tax Code	4.15	
		10-00-00-12104 - Provincial Reba	HST Tax Code	5.17	93.73
5020100-00		15-40-41-43601 - Wastewater - Cr	Male adapter, Female sock	19.90	
		10-00-00-12103 - Federal Rebate	HST Tax Code	0.98	
		10-00-00-12104 - Provincial Reba	HST Tax Code	1.22	22.10

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				<b>Payment Total:</b>	<b>137.24</b>
3214 453961151	2023-08-02	Purolator Inc 10-10-12-43140 - Admin - Postage	Shipment Jul 19 Shipment Jul 19	4.73	
		10-00-00-12103 - Federal Rebate	HST Tax Code	0.23	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	0.29	5.25
3215 July2023	2023-08-02	Receiver General 10-00-00-21530 - Employee Tax F	Tax deductions July Tax deductions July	17,414.87	17,414.87
3216 July2023	2023-08-02	Royal Plumbing Ltd 15-40-41-43602 - Water - Distribu	Back flow preventers Back flow preventers	427.39	
		10-00-00-12103 - Federal Rebate	HST Tax Code	21.00	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	26.21	474.00
3217 00718011	2023-08-02	Sands 10-20-21-43190 - Fire - Medical S	Zoll statz pads Zoll statz pads	226.04	
		10-00-00-12103 - Federal Rebate	HST Tax Code	11.11	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	13.86	251.01
3218 12631767	2023-08-02	Uline Canada Corporation 10-80-81-43642 - Mill Point Park	6' Picnic Tables 6' Picnic Tables	3,323.83	
		10-00-00-12103 - Federal Rebate	HST Tax Code	163.32	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	203.81	3,690.96
3219 2300	2023-08-02	Wilson, Mandi 10-80-82-41410 - Recreation Pro	Bootcamp, Yoga July Bootcamp, Yoga July	1,050.00	1,050.00
<b>Other</b>					
22-Man 2023Aug	2023-08-04	O.M.E.R.S 10-00-00-21536 - OMERS Payabl	Payroll Remittances August Payroll Remittances Augus	7,438.64	7,438.64
28-Man July-Aug	2023-08-05	Foss National Leasing 10-30-31-43209 - Roads Materials	Gas Charges Jul-Aug Gas Charges Jul-Aug	644.65	
		15-40-41-43201 - W & S - Gas & (	Gas Charges Jul-Aug	653.70	
		10-30-31-43209 - Roads Materials	Gas Charges Jul-Aug	8.47	
		15-40-41-43201 - W & S - Gas & (	Gas Charges Jul-Aug	9.61	
		10-00-00-12103 - Federal Rebate	HST Tax Code	63.79	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	79.61	1,423.67
				<b>Total for GEN.</b>	<b>93,168.33</b>

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Certified Correct This August 2, 2023

\_\_\_\_\_  
Mayor

*Mou Nicks*  
\_\_\_\_\_  
Treasurer



<b>TOPIC:</b>	<b>Mill &amp; Maple Pumping Station</b>
<b>REPORT #</b>	<b>TRE-2023-35</b>
<b>REPORT BY:</b>	<b>Treasurer</b>
<b>DRAFTED:</b>	<b>July 25<sup>th</sup>, 2023</b>
<b>AMENDED:</b>	
<b>COUNCIL/COMMITTEE:</b>	<b>Aug 9<sup>th</sup>, 2023</b>

### ISSUE

Mill and Maple Pumping Station needs electrical and health and safety upgrades.

### Background

Greer Galloway did a report on the Mill and Maple Sewage Pumping Station and supplied this information to the former Town Manager in May. James Taylor from OCWA has reviewed this document and he has assessed the pumping station as well.

James agrees that the station needs upgrades to the electrical to bring it up to code as well as health and safety concerns. When this station is upgraded it will require the Ministry of the Environment, Conservation and Parks (MECP) approval as outlined in the attached Environmental Compliance Approval (CLI). Under this new proposed Environmental Compliance Approval (ECA) CLI, new equipment, flow meters, level monitoring and/or larger pumps are being added, that are not in the original scope of the Ministry approval, therefore it will require the ECA CLI to be amended. James also thinks that a full electrical inspection should be done, even the incoming hydro supply, should be verified. The actual influent/discharge flow to the station should be verified for volume discharged. Presently we do not monitor for flow as there is no flow meter that allows us to record flows, but that is something that Greer Galloway can perform or have done, so we have actual flows for the station. The pipework in the chamber is in good shape. James performed a confined space inspection and went down and inspected the mechanical system. The ideal situation is not to have pumps installed in the chamber in the ground, but in the wet well itself. The Ministry of Labour (MOL)

and the MECP prefer this pumping chamber not be used, due to the health and safety concerns of working in a confined space. If the pumps are not designed to go into the wet well, but back in the chamber, it is acceptable. We must make sure all health & safety and confined space equipment is installed on site to allow it to be easily accessible to enter the site.

James thinks that the upgrade to this pump station would be greater than \$650,000.

Earlier this year we needed to report a project to OCIF to receive our 2023 funding. We put down the Mill and Maple Pump Station as the project. Since we have completed the report, we have received 4 of our 6 payments. At the end of 2023 we should have a total of \$431,930 in our OCIF account. We must spend this money or any future OCIF funding will be cut off.

According to our asset management plan this station was installed in 1975 and has a useful life of 30 years. This asset is rated very poor and is overdue on repairs/replacement.

#### Recommendation

That Council consider the completion of this project and have staff go ahead and do the tender process to get pricing for this project.

**ENVIRONMENTAL COMPLIANCE APPROVAL  
For a Municipal Sewage Collection System**

**ECA Number: 154-W601**

**Issue Number: 1**

Pursuant to the *Environmental Protection Act*, R.S.O 1990, c. E. 19 (EPA), and the regulations made thereunder and subject to the limitations thereof, this environmental compliance approval is issued under section 20.3 of Part II.1 of the EPA to:

**Deseronto, The Corporation of the Town of**

**331 Main St P.O. Box 310  
Deseronto, ON K0K 1X0**

For the following Sewage Works:

**Deseronto Wastewater Collection System**

This Environmental Compliance Approval (ECA) includes the following:

Schedule	Description
Schedule A	System Information
Schedule B	Municipal Sewage Collection System Description
Schedule C	List of Notices of Amendment to this ECA: Additional Approved Works
Schedule D	General
Schedule E	Operating Conditions
Schedule F	Residue Management

All prior ECAs, or portions thereof, issued by the Director for Sewage Works described in section 1 of Schedule B are revoked and replaced by this Approval.

DATED at TORONTO this 11th day of January, 2023

Signature



Aziz Ahmed, P.Eng.  
Director, Part II.1, *Environmental Protection Act*

### Schedule A: System Information

System Owner	Deseronto, The Corporation of the Town of
ECA Number	154-W601
System Name	Deseronto Wastewater Collection System
ECA Issue Date	January 11th, 2023

#### 1.0 ECA Information and Mandatory Review Date

ECA Issue Date	January 11th, 2023
Application for ECA Review Due Date	November 15, 2028

1.1 Pursuant to section 20.12 of the EPA, the Owner shall submit an application for review of the Approval no later than the Application for ECA Review Date indicated above.

#### 2.0 Related Documents

2.1 STPs, Satellite Treatment Facilities, and Pumping Stations connected to the Authorized System that are not part of the Authorized System:

System/Facility Name	Wastewater System Number	Location	ECA Number	Issue Date
Deseronto Wastewater Treatment Plant		322 Water Street	0589-AXZPCW	June 21, 2018

#### 2.2 Other Documents

Document Title	Version
Design Criteria for Sanitary Sewers, Storm Sewers, and Forcemains for future Alterations Authorized under ECA	v.1.1 (Jul 28, 2022)

#### 3.0 Asset Management Plan

Document Title	Version
City Wide	January 2019

#### 4.0 Pollution Prevention and Control Plan (if applicable)

Document Title	Version
N/A	

5.0 Operating Authority

System	Operating Authority
Deseronto Wastewater Collection System	The Corporation of the Town of Deseronto

## Schedule B: Municipal Sewage Collection System Description

System Owner	Deseronto, The Corporation of the Town of
ECA Number	154-W601
System Name	Deseronto Wastewater Collection System
ECA Issue Date	January 11th, 2023

### 1.0 System Description

- 1.1 The following is a summary description of the Sewage Works comprising the Municipal Sewage Collection System:

#### Overview

The Deseronto Wastewater Collection System consists of works for the collection and transmission of sewage, consisting of 11 km of sanitary sewer system, three sewage pumping stations with discharge into the Sewage Treatment Plant.

#### Sewage Collection System

- 1.2 The Authorized System comprises:

- 1.2.1 The Sewage Works described and depicted in each document or file identified in column 1 of Table B1.

Column 1 Document or File Name	Column 2 Date
Deseronto Atlas-2020	May 22, 2007

- 1.2.2 Sewers, forcemains, pumping stations and other Sewage Works that have been added, modified, replaced, or extended through authorization provided in a Schedule C Notice respecting this Approval, where Completion occurs on or after the date identified in column 2 of Table B1 for each document or file identified in column 1.
- 1.2.3 Sewers, forcemains, pumping stations and other Sewage Works that have been added, modified, replaced, or extended through authorization provided in Schedule D of this Approval, where Completion occurs on or after the date identified in column 2 of Table B1 for each document or file identified in column 1.
- 1.2.4 Any Sewage Works described in conditions 1.3, through 1.7 below.

## Sewage Pumping Stations

1.3 The following are Sewage pumping stations in the Authorized System:

### PS #1 - First St Pumping Station

Asset ID and Name	PS #1 - First St Pumping Station
Site Location	104 First Street
Latitude and Longitude	44.19827 – 77.04175
Coordinates (optional)	
Description	1.83 m diameter wet well/dry well type,
Pumping Station Capacity	16 l/s at TDH of 14.5 m
Equipment	Two (2) dry pit submersible pumps (one duty and one standby) each rated at 16 l/s at a TDH of 14.5 m. The station is connected to a 150mm forcemain from First St Pumping Station to approximately 360m west discharging into the gravity sewer manhole at the corner of Main St and Fourth St
Emergency Storage	
Equipment: Associated controls and Appurtenances	Equipped with pressure transmitter and backup float controls.
Sewage Pumping Station – Collection System Overflow Receiving Stations (if applicable)	N/A
Odour Control Units	N/A
Standby Power	Manual Transfer Switch and portable diesel generator for backup power supply 55 kW
Notes	Discharging to Wastewater Treatment Plant

### PS #2 - Fourth St Pumping Station

Asset ID and Name	PS #2 - Fourth St Pumping Station
Site Location	41 Fourth Street
Latitude and Longitude	44.19513 – 77.04436
Coordinates (optional)	
Description	2.18m x 1.78m wet well type,
Pumping Station Capacity	20 l/s at TDH of 7.9 m Capacity of pump station should be the peak flow with n-1 pumps running against a head with the wet well full.
Equipment	Two (2) submersible pumps (one duty and one standby) each rated at 20 l/s at a TDH of 7.9 m. The station is connected to a 100mm forcemain from Fourth St Pumping Station to approximately 130m north discharging into the gravity sewer manhole at the corner of Main St and Fourth St

Emergency Storage	
Equipment: Associated controls and Appurtenances	Equipped with float to control pump operations and high level alarm
Sewage Pumping Station – Collection System Overflow	Overflow discharge by pipe south to Bay of Quinte
Receiving Stations (if applicable)	N/A
Odour Control Units	N/A
Standby Power	Manual Transfer Switch and portable diesel generator for backup power supply 55 kW
Notes	Discharging to Wastewater Treatment Plant

**PS #3 - Mill St Pumping Station**

Asset ID and Name	PS #3 - Mill St Pumping Station
Site Location	200 Mill Street
Latitude and Longitude	44.19883 – 77.05380
Coordinates (optional)	
Description	1.83 m diameter wet well/dry well type,
Pumping Station Capacity	17 l/s at TDH of 8.8 m Capacity of pump station should be the peak flow with n-1 pumps running against a head with the wet well full.
Equipment	Two (2) dry pit submersible pumps (one duty and one standby) each rated at 17 l/s at a TDH of 8.8 m. The station is connected to a 150mm forcemain from Mill St Pumping Station to approximately 140m south discharging into the gravity sewer manhole adjacent to 172 Mill Street
Emergency Storage	
Equipment: Associated controls and Appurtenances	Equipped with bubbler system to control pump operations and float for high level alarm
Sewage Pumping Station – Collection System Overflow	Overflow that discharges to storm sewer manhole, into creek and south to the Bay of Quinte
Receiving Stations (if applicable)	N/A
Odour Control Units	N/A
Standby Power	N/A
Notes	Discharging to Wastewater Treatment Plant

**[Combined Sewage Pumping Stations] Not Applicable**

Asset ID and Name	N/A
Site Location	
Latitude and Longitude	



Coordinates (optional)	
Description	
Pumping Station Capacity	
Equipment	
Emergency Storage	
Equipment: Associated controls and Appurtenances	
Sewage Pumping Station – Collection System Overflow	
Receiving Stations (if applicable)	
Odor Control Units	
Standby Power	
Notes	

**Real-Time Control**

1.4 The following are identified Real-Time Control Systems in the Authorized System:

	Description
Process Equipment/System Elements	N/A
Flow Measurement Locations	
Level Measurement Locations	
Other Instrumentation and Controls	

**Combined Sewage Structures**

1.5 The following are regulators and combined Sewage storage structures in the Authorized System:

Table B2: Identified Combined Sewer Overflow Regulators			
Column 1 Asset ID/Name	Column 2 Site Location (Latitude & Longitude)	Column 3 Regulator Capacity (m <sup>3</sup> /s)	Column 4 Overflow Location (Latitude & Longitude)
N/A			

<b>Table B3: Identified Combined Sewage Storage Tanks and Storage Structures</b>
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Column 1 Asset ID/Name	Column 2 Site Location (Latitude & Longitude)	Column 3 Regulator Capacity (m <sup>3</sup> /s)	Column 4 Overflow Location (Latitude & Longitude)
N/A			

**Collection System Overflow Points**

1.6 The following are Collection System Overflow points in the Authorized System:

<b>Table B4: Identified Combined Sewer Overflow Points including Pumping Stations</b>			
Column 1 Asset ID / Name	Column 2 Regulator or Combined Sewer Storage Asset ID	Column 3 Overflow Location (Latitude & Longitude)	Column 4 Point of Entry to Receiver (Latitude and Longitude)
N/A			

<b>Table B5: Identified Sanitary Sewer Overflow Points including Pumping Stations</b>			
Column 1 Asset ID	Column 2 Asset Name	Column 3 Overflow Location (Latitude & Longitude)	Column 4 Point of Entry to Receiver (Latitude and Longitude)
	Fourth St Pumping Station	44.19513 – 77.04436	44.19513 – 77.04436
	Mill St Pumping Station	44.19883 – 77.05380	44.19044 – 77.05744

**Other Works:**

1.7 The following works are part of Authorized System:

<b>Table B6: Other Works</b>			
Column 1 Asset ID / Name	Column 2 Site Location (Latitude & Longitude)	Column 3 Component	Column 4 Description
N/A			

**Schedule C: List of Notices of Amendment to this ECA:  
Additional Approved Sewage Works**

System Owner	Deseronto, The Corporation of the Town of
ECA Number	154-W601
System Name	Deseronto Wastewater Collection System
ECA Issue Date	January 11th, 2023

**1.0 General**

1.1 Table C1 provides a list of all notices of amendment to this Approval that have been issued pursuant to clause 20.3(1) of the EPA that impose terms and conditions in respect of the Authorized System after consideration of an application by the Director (Schedule C Notices).

Table C1: Schedule C Notices				
Column 1 Issue #	Column 2 Issue Date	Column 3 Description	Column 4 Status	Column 5 DN#
N/A	N/A	N/A	N/A	N/A

### Schedule D: General

System Owner	Deseronto, The Corporation of the Town of
ECA Number	154-W601
System Name	Deseronto Wastewater Collection System
ECA Issue Date	January 11th, 2023

#### 1.0 Definitions

1.1 For the purpose of this Approval, the following definitions apply:

**"Adverse Effect(s)"** has the same meaning as defined in section 1 of the EPA.

**"Alteration(s)"** includes the following, in respect of the Authorized System, but does not include repairs to the system:

- a) An extension of the system,
- b) A replacement or retirement of part of the system, or
- c) A modification of, addition to, or enlargement of the system.

**"Approval"** means this Environmental Compliance Approval including any Schedules attached to it.

**"Appurtenance(s)"** has the same meaning as defined in O. Reg. 525/98 (Approval Exemptions) made under the OWRA.

**"Authorized System"** means the Sewage Works comprising the Municipal Sewage Collection System authorized under this Approval".

**"Average Year"** means the long term average of flow based on:

- a) Simulation of at least twenty years of rainfall data;
- b) A year in which the rainfall pattern (e.g., intensity, volume, and frequency) is consistent with the long-term mean of the area;
- c) A year in which the runoff pattern resulting from the rainfall (e.g., rate, volume, and frequency) is consistent with the long-term mean of the area; or
- d) Any combination of a), b) and c).

**“Collection System Overflow(s)”** means a discharge (SSO or CSO) to the environment at designated location(s) from the Authorized System.

**“Combined Sewer(s)”** means pipes that collect and transmit both sanitary Sewage and other Sewage from residential, commercial, institutional and industrial buildings, and facilities and Stormwater through a single-pipe system, but does not include Nominally Separate Sewers.

**“Completion”** means substantial performance as described in s.2 (1) of the *Construction Act*, R.S.O. 1990, c. C.30.

**“Compound of Concern”** means a Contaminant that is discharged from the Facility in an amount that is not negligible.

**“Contaminant”** has the same meaning as defined in section 1 of the EPA.

**“CSO”** means a combined sewer overflow which is a discharge to the environment at designated location(s) from a Combined Sewer or Partially Separated Sewer as per Table B4 that usually occurs as a result of precipitation when the capacity of the Sewer is exceeded. An intervening time of twelve hours or greater separating a CSO from the last prior CSO at the same location is considered to separate one overflow Event from another.

**“CWA”** means the *Clean Water Act*, R.S.O. 2006, c.22.

**“Design Criteria”** means the design criteria set out in the Ministry’s publication “Design Criteria for Sanitary Sewers, Storm Sewers and Force mains for Alterations Authorized under Environmental Compliance Approval”, (as amended from time to time).

**“Design Guidelines for Sewage Works”** means the Ministry document titled “Design Guidelines for Sewage Works”, 2008 (as amended from time to time).

**“Director”** means a person appointed by the Minister pursuant to section 5 of the EPA for the purposes of Part II.1 of EPA (Environmental Compliance Approvals).

**“Director Notification Form”** means the most recent version of the Ministry form titled Director Notification – Alterations to a Municipal Sewage Collection System, as obtained directly from the Ministry or from the Ministry’s website.

**“District Manager”** means the district manager or a designated representative of the Local Ministry Office.

**"Dry Weather Flow(s)"** means Sewage flow resulting from both sanitary Sewage, and infiltration and inflows from foundation drains or other drains occurring during periods with an absence of rainfall or snowmelt.

**"EAA"** means the *Environmental Assessment Act*, R.S.O. 1990, c. E.18.

**"EPA"** means the *Environmental Protection Act*, R.S.O. 1990, c.E.19.

**"Emergency Situation"** means a structural, mechanical, electrical failure, or operational health and safety incident, that causes a temporary reduction in the capacity, function, or performance of any part of the Authorized System or an unforeseen flow condition that may result in:

- a) Danger to the health or safety of any person;
- b) Injury or damage to any property, or serious risk of injury or damage to any property;
- c) Adverse Effect to the Natural Environment; or
- d) Spill.

**"Equipment"** means equipment or processes described in this Approval and any other equipment or process that supports the operation or maintenance of the Authorized System.

**"ESC"** means erosion and sediment control.

**"Event(s)"** means an action or occurrence, at any given location within the Authorized System that causes a Collection System Overflow. An Event ends when there is no recurrence of a CSO or SSO in the Collection System at the same location in the 12-hour period following the last Collection System Overflow.

**"Facility"** means the entire operation located on the property where the Sewage Works or Equipment is located.

**"Form A1"** means the most recent version of the Ministry form titled Record of Future Alteration Authorized for Equipment Discharging a Contaminant of Concern to the Atmosphere from a Municipal Sewage Collection System, as obtained directly from the Ministry or from the Ministry's website.

**"Form CS1"** means the most recent version of the Ministry form titled Record of Future Alteration Authorized for Combined Sewers/Partially Separated Sewers/Combined Sewage Storage Tanks and Storage Structures as obtained directly from the Ministry or from the Ministry's website.

**"Form SS1"** means the most recent version of the Ministry form titled Record of Future Alteration Authorized for Separate Sewers/Nominally Separate Sewers/Force mains, as obtained directly from the Ministry or from the Ministry's website.

**"Form SS2"** means the most recent version of the Ministry form titled Record of Future Alteration Authorized for Components of the Municipal Sewage Collection System, as obtained directly from the Ministry or from the Ministry's website.

**"Hauled Sewage"** has the same meaning as defined in section 1 of Regulation 347 (General – Waste Management) made under the EPA.

**"Licensed Engineering Practitioner"** means a person who holds a licence, limited licence, or temporary licence under the *Ontario Professional Engineers Act* R.S.O. 1990, c. P.28.

**"Local Ministry Office"** means the local office of the Ministry responsible for the geographic area where the Authorized System is located.

**"Minister"** means the Minister of the Ministry, or such other member of the Executive Council as may be assigned the administration of the EPA and OWRA under the *Executive Council Act*, R.S.O. 1990, c. E.25.

**"Ministry"** means the Ministry of the Minister and includes all employees or other persons acting on its behalf.

**"Municipal Sewage Collection System"** means all Sewage Works, located in the geographical area of a municipality that collect and transmit Sewage and are owned, or may be owned pursuant to an agreement with a municipality entered into under the *Planning Act* or *Development Charges Act*, 1997, by:

- a) A municipality, a municipal service board established under the *Municipal Act*, 2001 or a city board established under the *City of Toronto Act*, 2006; or
- b) A corporation established under sections 9, 10, and 11 of the *Municipal Act*, 2001 in accordance with section 203 of that Act or under sections 7 and 8 of the *City of Toronto Act*, 2006 in accordance with sections 148 and 154 of that Act.

**"Natural Environment"** has the same meaning as defined in section 1 of the EPA.

**"Nominally Separate Sewer(s)"** mean Separate Sewers that also have connections from roof leaders and foundation drains, and are not considered to be Combined Sewers.

**"Operating Authority"** means, in respect of the Authorized System, the person, entity, or assignee that is given responsibility by the Owner for the operation, management, maintenance or Alteration of the Authorized System or a portion of the Authorized System.

**"Owner"** for the purposes of this Approval means The Corporation of the Town of Deseronto, and includes its successors and assigns.

**"OWRA"** means the *Ontario Water Resources Act*, R.S.O. 1990, c. O.40.

**"O&M Manual"** means the operation and maintenance manual prepared and maintained by the Owner under condition 3.2 in Schedule E of this Approval.

**"Partially Separated Sewer(s)"** means Combined Sewers that have been retrofitted to transmit sanitary Sewage but in which roof leaders or foundation drains still contribute Stormwater inflow to the Partially Separated Sewer.

**"Peak Hourly Flow"** means the the largest volume of flow to be received during a one-hour period expressed as a volume per unit time. This is also referred to as maximum hourly flow or maximum hour flow.

**"Point of Entry"** has same meaning as in the Wastewater Systems Effluent Regulations (SOR/2012-139) under the *Fisheries Act*, R.S.C 1985, c. F-14.

**"Pollution Prevention and Control Plan" or "PPCP"** means a plan developed for Combined Sewers in the Authorized System to meet the goals of Procedure F-5-5.

**"Prescribed Person"** means a person prescribed in O. Reg. 208/19 (Environmental Compliance Approval in Respect of Sewage Works) for the purpose of ss. 20.6 (1) of the EPA, and where the alteration, extension, enlargement, or replacement is carried out under an agreement with the Owner.

**"Procedure F-5-1"** means the Ministry document titled "F-5-1 Determination of Treatment Requirements for Municipal and Private Sewage Treatment Works" (as amended from time to time).

**"Procedure F-5-5"** means the Ministry document titled "F-5-5 Determination of Treatment Requirements for Municipal and Private Combined and Partially Separated Sewer System" (as amended from time to time).

**"Publication NPC-207"** means the Ministry draft technical publication "Impulse Vibration in Residential Buildings", November 1983,



supplementing the Model Municipal Noise Control By-Law, Final Report, August 1978, (as amended from time to time).

“**Publication NPC-300**” means the Ministry publication NPC-300, “Environmental Noise Guideline: Stationary and Transportation Sources – Approval and Planning” August 2013, (as amended from time to time).

“**Pumping Station Capacity**” means the design Peak Hourly Flow of Sewage which the Sewage pumping station is designed to handle.

“**Real-time Control System**” means the dynamic operation of the collection system, including Real-Time Physical Control Structures, by responding to continuous field monitoring to maintain and achieve performance and operational objectives, during dry and wet weather conditions.

“**Real-time Physical Control Structure**” means a structure (e.g., pumps, gates, and weirs) that reacts in real-time based on direction from the Real-Time Control System.

“**Regulator Capacity**” means the flowrate (m<sup>3</sup>/s) at which Collection System Overflow begins.

“**SAC**” means the Ministry’s Spills Action Centre.

“**SCADA**” means a supervisory control and data acquisition system used for process monitoring, control, automation, recording, and/or reporting within the Sewage system.

“**Schedule C Notice(s)**” means a notice(s) of amendment to this Approval issued pursuant to clause 20.3(1) of the EPA that imposes terms and conditions in respect of the Authorized System after consideration of an application by the Director.

“**Separate Sewer(s)**” means pipes that collect and transmit sanitary Sewage and other Sewage from residential, commercial, institutional, and industrial buildings.

“**Sewage**” has the same meaning as defined in section 1 of the OWRA.

“**Sewage Works**” has the same meaning as defined in section 1 of the OWRA.

“**Sewer**” has the same meaning as defined in section 1 of O. Reg. 525/98 under the OWRA.

“**Significant Drinking Water Threat**” has the same meaning as defined in section 2 of the CWA.

**“Significant Snowmelt Event(s)”** means the melting of snow at a rate which adversely affects the performance and function of the Authorized System and/or the STP(s) identified in Schedule A of this Approval.

**“Significant Storm Event(s)”** means a minimum of 25 mm of rain in any 24 hours period.

**“Source Protection Authority”** has the same meaning as defined in section 2 of the CWA.

**“Source Protection Plan”** means a drinking water source protection plan prepared under the CWA.

**“Spill(s)”** has the same meaning as defined in subsection 91(1) of the EPA.

**“SSO”** means a sanitary sewer overflow which is a discharge of Sewage from a Separate Sewer or Nominally Separate Sewer to the environment from designated location(s) in the Authorized System as per Table B5.

**“Standard Operating Policy for Sewage Works”** means the standard operating policy developed by the Ministry to assist in the implementation of Source Protection Plan policies related to Sewage Works and providing minimum design and operational standards and considerations to mitigate risks to sources of drinking water, as amended from time to time.

**“Storm Sewer”** means Sewers that collect and transmit, but not exfiltrate or lose by design, Stormwater resulting from precipitation and snowmelt.

**“Stormwater”** means rainwater runoff, water runoff from roofs, snowmelt, and surface runoff.

**“Stormwater Management Facility(ies)”** means a Facility for the treatment, retention, infiltration, or control of Stormwater.

**“STP”** means sewage treatment plant.

**“STP Bypass(es)”** means diversion of Sewage around one or more treatment processes, excluding preliminary treatment system, within the STP with the diverted Sewage flows being returned to the STP treatment train upstream of the final effluent sampling point(s) and discharged via the approved effluent disposal facilities.

**“STP Overflow(s)”** means a discharge to the environment from the STP at designed location(s) other than the approved effluent disposal facilities or via the effluent disposal facilities downstream of the final effluent sampling point.

**“Uncommitted Reserve Hydraulic Capacity”** means uncommitted reserve capacity as described in the Ministry document titled “D-5-1 Calculating and Reporting Uncommitted Reserve Capacity at Sewage and Water Treatment Plants” (as amended from time to time).

**“Undertaking”** has the same meaning as in the EAA.

**“Vulnerable Area(s)”** has the same meaning as in the CWA.

**“Wet Weather Flow(s)”** means the flow resulting from the combination of sanitary Sewage and extraneous flows resulting from the inflow and infiltration of groundwater, rainfall or snowmelt, and snow or ice melt that enters the Authorized System.

## 2.0 General Conditions

- 2.1 The works comprising the Authorized System shall be constructed, installed, used, operated, maintained, replaced, or retired in accordance with the conditions of this Approval, which includes the following Schedules:

Schedule A – System Information

Schedule B – Municipal Sewage Collection System Description

Schedule C – List of Notices of Amendment to this ECA

Schedule D – General

Schedule E – Operating Conditions

Schedule F – Residue Management

- 2.2 The issuance of this Approval does not negate the requirements of other regulatory bodies, which includes but is not limited to, the Ministry of Northern Development, Mines, Natural Resources and Forestry and the local Conservation Authority.
- 2.3 Where there is a conflict between a provision of any document referred to in this Approval and the conditions of this Approval, the conditions in this Approval shall take precedence. Where there is a conflict between the information in a Schedule C Notice and another section of this Approval, the document bearing the most recent date shall prevail.
- 2.4 The Owner shall ensure that any person authorized to carry out work on or operate any aspect of the Authorized System is provided with a print or electronic copy of this Approval and the conditions herein and shall take all reasonable measures to ensure any such person complies with the same.
- 2.5 The conditions of this Approval are severable. If any condition of this Approval, or the application of any requirement of this Approval to any circumstance, is held invalid or unenforceable, the application of such

condition to other circumstances and the remainder of this Approval shall not be affected thereby.

### **3.0 Alterations to the Municipal Sewage Collection System**

- 3.1 Any Schedule C Notice shall provide authority to alter the Authorized System in accordance with the conditions of this Approval.
- 3.2 All Schedule C Notices issued by the Director for the Municipal Sewage Collection System shall form part of this Approval.
- 3.3 The Owner and a Prescribed Person shall ensure that the documentation required through conditions in this Approval and the documentation required in the Design Criteria are prepared for any Alteration of the Authorized System.
- 3.4 The Owner shall notify the Director within thirty (30) calendar days of the placing into service or Completion of any Alteration of the Authorized System which had been authorized:
  - 3.4.1 Under Schedule D to this Approval where the Alteration results in a change to Sewage Works or Equipment specifically described in Schedule B of this Approval;
  - 3.4.2 Through a Schedule C Notice respecting Sewage Works other than Sewers or forcemains; or
  - 3.4.3 Through another approval that was issued under the EPA prior to the issue date of this Approval.
- 3.5 The notification requirements set out in condition 3.4 do not apply to any Alteration in respect of the Authorized System which:
  - 3.5.1 Is exempt under section 53(6) of the OWRA or by O. Reg. 525/98;
  - 3.5.2 Constitutes maintenance or repair of the Authorized System; or
  - 3.5.3 Is a Sewer or forcemain authorized by condition 4.1 of Schedule D of this Approval.
- 3.6 The Owner shall notify the Director within ninety (90) calendar days of:
  - 3.6.1 The discovery of existing Sewage Works not described or depicted in Schedule B, or
  - 3.6.2 Additional or revised information becoming available for any Sewage Works or Equipment described in Schedule B of this Approval.

- 3.7 The notifications required in condition 3.4 and 3.6 shall be submitted to the Director using the Director Notification Form.
- 3.8 The Owner shall ensure that an ESC plan is prepared, and temporary ESC measures are installed in advance of and maintained during any construction activity on the Authorized System, subject to the following conditions:
- 3.8.1 Inspections of ESC measures are to be conducted at a frequency specified per the ESC plan, for dry weather periods (active and inactive construction phases), after Significant Storm Events and Significant Snowmelt Events, and after any extreme weather events.
- 3.8.2 Any deficiencies shall be addressed, and any required maintenance actions(s) shall be undertaken as soon as practicable once they have been identified.
- 3.8.3 Inspections and maintenance of the temporary ESC measures shall continue until they are no longer required.
- 3.8.4 The ESC plan, ESC measures and its installation, inspections and maintenance shall have regard to at least one of the following:
- a) CSA W202 Erosion and Sediment Control Inspection and Monitoring Standard, as amended from time to time;
  - b) Erosion and Sediment Control Guideline for Urban Construction (2019), as amended from time to time, prepared by the Toronto Region Conservation Authority; or
  - c) CSA W208 Erosion and Sediment Control Installation and Maintenance, as amended from time to time.
- 3.9 The Owner shall ensure that records of inspections required by this Approval during any construction activity, including those required under condition 3.8:
- 3.9.1 Include the name of the inspector, date of inspection, visual observations, and the remedial measures, if any, undertaken to maintain the temporary ESC measures.
- 3.9.2 Be retained with records relating to the Alteration that the construction relates to, such as the form required in conditions 4.3.1, 5.4.1, 6.9.1, or 7.6.1 of Schedule D, or the Schedule C Notice.

- 3.9.3 Be retrievable and made available to the Ministry upon request.
- 3.10 The document(s) or file(s) referenced in Table B1 of Schedule B of this Approval shall:
- 3.10.1 Be retained by the Owner;
- 3.10.2 Include at a minimum:
- a) Identification of the type of Sewers in the Municipal Sewage Collection System (e.g., Separate Sewer; Combined Sewer; Partially Separated Sewer; Nominally Separate Sewer) including:
    - i Location of Sewers relative to street names or easements;
    - ii Sewer and/or forcemain diameters;
    - iii Identification of pumping stations and storage structures, including asset IDs;
    - iv Identification of SSO and/or CSO locations, including asset IDs;
    - v Identification of small-bore systems, if any; and
    - vi Identification of any source protection Vulnerable Areas.
- 3.10.3 Be updated to include:
- a) Alterations authorized under Schedule D of this Approval or through a Schedule C Notice within twelve (12) months of the Alteration being placed into service.
  - b) Updates to information contained in the document(s) or file(s) not associated with an Alteration within twelve (12) months of becoming aware of the updated information.
- 3.11 An Alteration is not authorized under Schedule D of this ECA for projects that impact Indigenous treaty rights or asserted rights where:
- 3.11.1 The project is on Crown land or would alter access to Crown land;
- 3.11.2 The project is in an open or forested area where hunting, trapping or plant gathering occur;

- 
- 3.11.3 The project involves the clearing of forested land unless the clearing has been authorized by relevant municipal, provincial, or federal authorities, where applicable;
- 3.11.4 The project alters access to a water body;
- 3.11.5 The proponent is aware of any concerns from Indigenous communities about the proposed project and these concerns have not been resolved; or
- 3.11.6 Conditions respecting Indigenous consultation in relation to the project were placed in another permit or approval and have not been met.
- 3.12 No less than 60 days prior to construction associated with an Alteration the Director may notify the Owner in writing that a project is not authorized through Schedule D of this ECA where:
- 3.12.1 Concerns regarding treaty rights or asserted rights have been raised by one or more Indigenous communities that may be impacted by the Alteration; or
- 3.12.2 The Director believes that it is in the public interest due to site specific, system specific, or project specific considerations.
- 3.13 Where an Alteration is not authorized under condition 3.11 or 3.12 above:
- 3.13.1 An application respecting the Alteration shall be submitted to the Ministry; and,
- 3.13.2 The Alteration shall not proceed unless:
- a) Approval for the Alteration is granted by the Ministry (i.e., a Schedule C Notice); or,
  - b) The Director provides written notice that the Alteration may proceed in accordance with conditions in Schedule D of this ECA.
- 4.0 Authorizations of Future Alterations for Separate Sewers, Nominally Separate Sewers and Forcemains - Additions, Modifications, Replacements and Extensions**
- 4.1 The Owner or a Prescribed Person may alter the Authorized System by adding, modifying, replacing, or extending a Separate Sewer, Nominally Separate Sewer or forcemain within the Authorized System subject to the following conditions and condition 4.2 below:

- 4.1.1 The design of the addition, modification, replacement, or extension:
- a) Has been prepared by a Licensed Engineering Practitioner;
  - b) Has been designed only to collect and transmit Sewage and has not been designed to treat Sewage;
  - c) Satisfies the Design Criteria or any municipal criteria that have been established that exceed the minimum requirements set out in the Design Criteria;
  - d) Is consistent with or otherwise addresses the design objectives contained within the Design Guidelines for Sewage Works; and
  - e) Includes design considerations to protect sources of drinking water, including those set out in the Standard Operating Policy for Sewage Works, and any applicable local Source Protection Plan policies.
- 4.1.2 The addition, modification, replacement, or extension shall be designed so that it will:
- a) Not cause overflows or backups nor increase surcharging at any maintenance holes or privately owned infrastructure (e.g., service connections to basements) connected to the Authorized System or any Municipal Sewage Collection System connected to it;
  - b) Provide smooth flow transition to existing gravity Sewers; and
  - c) Not increase the generation of sulfides and other odorous compounds in the Municipal Sewage Collection System.
- 4.1.3 The maximum discharge/generation of Sewage by users who will be served by the addition, modification, replacement, or extension will not result in:
- a) An exceedance of the Authorized System hydraulic capacity, STP Uncommitted Reserve Hydraulic Capacity, or the downstream Pumping Station Capacity as specified in this Approval;
  - b) Adverse Effects;
  - c) Any increase in Collection System Overflows that is not offset by measures; or



- d) Any increase in the frequency or volume of STP Bypasses or STP Overflows that is not offset by measures.
- 4.1.4 The addition, modification, replacement, or extension is wholly located within the municipal boundary over which the Owner has jurisdiction or there is a written agreement in place with the adjacent municipality respecting the Alteration and resulting Sewage Works.
- 4.1.5 The Owner consents in writing to the addition, modification, replacement, or extension.
- 4.1.6 A Licensed Engineering Practitioner has verified in writing that the addition, modification, replacement, or extension meets the requirements of conditions 4.1.1 a) to d).
- 4.1.7 The Owner has verified in writing that the addition, modification, replacement, or extension has complied with inspection and testing requirements in the Design Criteria.
- 4.1.8 The Owner has verified in writing that the addition, modification, replacement, or extension meets the requirements of conditions 4.1.4 e) and 4.1.2 to 4.1.6.
- 4.2 The Owner or a Prescribed Person is not authorized to undertake an Alteration described above in condition 4.1 where the Alteration relates to the addition, modification, replacement or extension of a Separate Sewer, Nominally Separate Sewer, or forcemain that:
  - 4.2.1 Passes under or through a body of surface water unless trenchless construction methods are used, or the local Conservation Authority has authorized an alternative construction method.
  - 4.2.2 Has a nominal diameter greater than 750 mm for a Separate Sewer or Nominally Separate Sewer.
  - 4.2.3 Has a nominal diameter greater than 350 mm for a forcemain.
  - 4.2.4 Is a Combined Sewer or Partially Separated Sewer.
  - 4.2.5 Connects to another Municipal Sewage Collection System, unless:
    - a) Prior to construction, the Owner of the Authorized System obtains written consent from the Owner or Owner's delegate of the Municipal Sewage Collection System being connected to; and
    - b) The Owner of the Authorized System retains a copy of the written consent from the Owner or Owner's delegate of the

Municipal Sewage Collection System being connected to as part of the record that is recorded and retained under condition 4.3.

- 4.2.6 Creates a new discharge point to the Natural Environment.
- 4.2.7 Is part of an Undertaking in respect of which:
  - a) A request under s.16(6) of the EAA has been made, namely a request that the Minister make an order under s.16;
  - b) The Minister has made an order under s.16; or
  - c) The Director under that EAA has given notice under s.16.1 (2) that the Minister is considering making an order under s.16.
- 4.3 The consents and verifications required in conditions 4.1 and 4.2, if applicable, shall be:
  - 4.3.1 Recorded on Form SS1 prior to the Separate Sewer, Nominally Separate Sewer or forcemain addition, modification, replacement, or extension being placed into service; and
  - 4.3.2 Retained for a period of at least ten (10) years by the Owner.
- 4.4 For greater certainty, the verification requirements set out in condition 4.3 do not apply to any Alteration in respect of the Authorized System which:
  - 4.4.1 Is exempt under section 53(6) of the OWRA or by O. Reg. 525/98; or
  - 4.4.2 Constitutes maintenance or repair of the Authorized System.
- 5.0 Authorizations of Future Alterations for Combined Sewers, Partially Separated Sewers and Combined Sewage Storage Tanks and Storage Structures**
  - 5.1 Subject to conditions 5.2 and 5.3, the Owner or a Prescribed Person may alter the Combined Sewers, Partially Separated Sewers and combined Sewage storage tanks and storage structures in the Authorized System by:
    - 5.1.1 Modifying or replacing Combined Sewers, Partially Separated Sewers, overflow Regulators and/or outfalls if the purpose of the project is to restore the Sewage Works to good condition.
    - 5.1.2 Replacing Combined Sewers with Separate Sewers for Stormwater and sanitary Sewage.

- 5.1.3 Modify or replace Combined Sewers, Partially Separated Sewers, overflow regulators, outfalls, or combined Sewage storage tanks, provided that:
- a) The Alteration is designed in such a manner that will contribute to the ultimate attainment of the capture and treatment for an Average Year all the Dry Weather Flow plus a minimum of 90% of the volume resulting from Wet Weather Flow that is above Dry Weather Flow;
  - b) The volume control criterion described in 5.1.3 a) is applied:
    - i For a consecutive seven (7) month period commencing within fifteen (15) calendar days of April 1; and
    - ii To the flows collected by the Authorized System immediately above each Collection System Overflow location unless it can be shown through modelling that the criterion is being achieved on a system-wide basis.
  - c) The Alteration is designed in a manner that will not increase CSO volumes above existing levels at each outfall except where the increase is due to the elimination of upstream CSO outfalls as part of the Alteration; and
  - d) During the remainder of the year following the seven (7) month period described in condition 5.1.3 b) above, at least the same storage and treatment capacity are maintained for treating Wet Weather Flow.
- 5.1.4 Add oversized pipes provided they are designed to alleviate local / neighbourhood basement flooding and the Alteration satisfies condition 5.1.3 a), b), c), and d).
- 5.2 Any Alteration to the Authorized System authorized under condition 5.1 is subject to the following conditions:
- 5.2.1 The design of the Alteration shall:
- a) Be prepared by a Licensed Engineering Practitioner;
  - b) Be designed only to collect and transmit Sewage and shall not be designed to treat Sewage;
  - c) Satisfy the Design Criteria or any municipal criteria that have been established that exceed the minimum requirements set out in the Design Criteria;

- d) Be consistent with or otherwise address the design objectives contained within the Design Guidelines for Sewage Works; and
- e) Include design considerations to protect sources of drinking water, including those set out in the Standard Operating Policy for Sewage Works and any applicable local Source Protection Plan policies.

5.2.2 The design of the Alteration shall be:

- a) Undertaken in accordance with a Pollution Prevention and Control Plan; or
- b) If no Pollution Prevention and Control Plan is available, undertaken in accordance with an interim detailed plan for the local sewershed that:
  - i Describes the location, frequency, and volume of the CSOs, as well as the concentrations and mass pollutant loadings resulting from CSOs from the study area.
  - ii Includes the following minimum information:
    - 1. Location and physical description of CSO outfalls in the Authorized System, Collection System Overflows at pumping stations in Emergency Situations, STP Bypass and STP overflows locations;
    - 2. Location and identification of receiving water bodies, including sensitive receivers, for all Combined Sewer outfalls;
    - 3. Authorized System flow and STP treatment component capacities, present and future expected peak flow rates during dry weather and wet weather;
    - 4. Capacity of all regulators; and
    - 5. Location of cross connections between Sewage and Stormwater infrastructure.
  - iii Is intended to reduce the overall CSO volume, frequency, duration, or by-pass of treatment in the Authorized and/or municipal STP; and

- iv If there is a temporary Storm Sewer connection to a combined system as part of a Combined Sewer separation project, the construction plan includes a timeline to disconnect the Storm Sewer to a separated storm outlet.

5.2.3 The Alteration shall not result in:

- a) An exceedance of hydraulic capacity of the Authorized System, STP Uncommitted Reserve Hydraulic Capacity, or the Pumping Station Capacity as specified in this Approval;
- b) Adverse Effects;
- c) Any increase in Collection System Overflows that is not offset by measures elsewhere in the Authorized System; or
- d) Any increase in the frequency and/or volume of STP Bypasses or STP Overflows that is not offset by measures.

5.2.4 Where replacement of pipes to achieve Combined Sewer separation has been authorized under conditions 5.1.2 or 5.1.3, the following conditions apply:

- a) Stormwater quantity, quality and water balance control shall be provided such that Combined Sewer separation shall not result in an overall increase in pollutants discharged to the Natural Environment;
- b) Any new Storm Sewers that result from the Combined Sewer separation can be constructed but not operated until the proposed Stormwater Management Facilities designed to satisfy condition 5.2.4 a) are in operation; and
- c) Where any temporary structures have been installed to facilitate Combined Sewer separation, the Owner shall ensure that immediately upon Completion of the Combined Sewer separation, the temporary structure connection shall be disconnected and decommissioned.

5.2.5 The Alteration shall:

- a) Not cause overflows or backups nor increase surcharging at any maintenance holes or privately owned infrastructure (e.g., service connections to basements) connected to the Authorized System or any Municipal Sewage Collection System connected to it;

- b) Provide smooth flow transition to existing gravity sewers; and
  - c) Not increase the generation of sulfides and other odourous compounds in the Authorized System.
- 5.2.6 The Alteration is wholly located within the municipal boundary over which the Owner has jurisdiction or there is a written agreement in place with the adjacent municipality respecting the Alteration and resulting Sewage Works.
- 5.2.7 The Owner consents in writing to the Alteration authorized under condition 5.1.
- 5.2.8 A Licensed Engineering Practitioner has verified in writing that the Alteration authorized under condition 5.1 meets the design requirements of conditions 5.2.1 a) to e) and to 5.2.2.
- 5.2.9 The Owner has verified in writing that the Alteration authorized under condition 5.1 has complied with inspection and testing requirements in the Design Criteria.
- 5.2.10 The Owner has verified in writing that the Alteration authorized under condition 5.1 meets the requirements of conditions 5.2.1 f) and 5.2.3 to 5.2.8.
- 5.3 The authorization in condition 5.1 does not apply:
- 5.3.1 To the modification or replacement of a Combined Sewer or Partially Separated Sewer that has a nominal diameter greater than 750 mm.
  - 5.3.2 To the modification or replacement of a Combined Sewer or Partially Separated Sewer that connects to another Municipal Sewage Collection System, unless:
    - a) Prior to construction, the Owner of the Authorized System seeking the connection obtains written consent from the Owner or Owner's delegate of the Municipal Sewage Collection System being connected to; and
    - b) The Owner of the Authorized System retains a copy of the written consent from the Owner or Owner's delegate of the Municipal Sewage Collection System being connected to as part of the record that is recorded and retained under condition 5.4.
  - 5.3.3 Where the Alteration would create a new discharge point to the Natural Environment.

- 5.3.4 Where the Alteration would result in the addition of a new combined Sewage storage tank in the Authorized System.
- 5.4 The consents and verifications required in conditions 5.2.7 to 5.2.10, and 5.3.2 if applicable, shall be:
  - 5.4.1 Recorded on Form CS1, prior to the Combined Sewer or Partially Separated Sewer modification or replacement being placed into service; and
  - 5.4.2 Retained for a period of at least ten (10) years by the Owner.
- 5.5 For greater certainty, the verification requirements set out in condition 5.4 do not apply to any Alteration in respect of the Authorized System which:
  - 5.5.1 is exempt under section 53(6) of the OWRA or by O. Reg. 525/98; or,
  - 5.5.2 Constitutes maintenance or repair of the Authorized System.
- 6.0 Authorizations of Future Alterations to Components of the Municipal Sewage Collection System**
  - 6.1 The Owner or a Prescribed Person may make the following Alterations to the Authorized System subject to conditions 6.4 through 6.7:
    - 6.1.1 Adding, modifying, or replacing storage the following components of Sewage pumping stations, Separate Sewers, or Nominally Separate Sewers:
      - a) In-line and/or off-line storage to manage peak flow / inflow and infiltration that does not require pumping;
      - b) Off-line storage to manage peak flow / inflow and infiltration that only requires electricity to empty the structure;
      - c) Any associated Equipment for cleaning; and
      - d) All Appurtenances associated with in-line or off-line storage facilities, including odour, and corrosion control.
    - 6.1.2 Modifying existing Sewage pumping stations and odour control units / Facilities, including adding, replacing, or modifying the following components:
      - a) Pumps, including replacement parts, in an existing pumping system;
      - b) Grinders and screens;

- c) Aeration and/or mixing Equipment;
- d) Chemicals and associated Equipment and tanks (including secondary containment);
- e) Odour and corrosion control structures;
- f) Instrumentation and controls;
- g) Discharge and process piping;
- h) Valves;
- i) Wet-wells; and
- j) Fat, oil, and grease separators (FOGs).

6.1.3 Adding new Sewage pumping stations, where they:

- a) Are designed to transmit a Peak Hourly Flow of no greater than 30 L/s;
- b) Include emergency stand-by power, Spill containment, and emergency alarms (SCADA, if applicable);
- c) Include emergency storage designed to provide at minimum two (2) hours of response time at peak design flow;
- d) Include odour and corrosion control, as applicable;
- e) Would serve a new residential development (or new phased residential development), which may include existing residential development that has no Combined or Partially Separated Sewers;
- f) Are designed to only collect sanitary Sewage and not Stormwater; and
- g) Do not include an emergency sanitary overflow or piping to a municipal Stormwater management system or a natural receiver to prevent the discharge to the Natural Environment.

6.1.4 Adding, modifying, or replacing Equipment associated with Real-time Control Systems, where:

- a) The Equipment is designed and implemented as part of the Owner's CSO reduction strategy or to optimize use of Sewage Works comprising the Authorized System;



- b) The Real-Time Control System is designed and integrated with fail-safe procedures such that they are automatically activated when the requirements of the current mode of operation cannot be met;
  - c) Risk management procedures are in place or will be in place prior to use of the Real-time Control System; and
  - d) Station alarms to control center are in place or will be in place prior to use of the Real-time Control System.
- 6.1.5 Adding, modifying, replacing, or removing chemical storage tanks (including fuel storage tanks) with Spill containment and associated Equipment.
- 6.1.6 Adding, modifying, replacing, or removing Motor Control Centre (MCC) and/or associated electrical.
- 6.2 The Owner or a Prescribed Person may alter the Authorized System by adding, modifying, replacing, or removing the following components subject to conditions 6.4 through 6.7:
- 6.2.1 Valves and their associated controls installed for maintenance purposes;
  - 6.2.2 Instrumentation for monitoring and controls, including SCADA systems, and hardware associated with these monitoring devices;
  - 6.2.3 Spill containment works for chemicals used within the Authorized System;
  - 6.2.4 Chemical metering pumps and chemical handling pumps;
  - 6.2.5 Measuring and monitoring devices that are not required by regulation, by a condition in this Approval, or by a condition otherwise imposed by the Ministry;
  - 6.2.6 Process piping within a Sewage pumping station, storage tank, or other structures; and
  - 6.2.7 Valve chambers or maintenance holes.
- 6.3 The Owner or a Prescribed Person may alter the Authorized System by adding, modifying, or replacing the following components subject to conditions 6.4 through 6.7:

- 6.3.1 Measuring and monitoring devices that are required by regulation, by a condition in this Approval, or by a condition otherwise imposed by the Ministry.
- 6.4 The design of the Alteration shall:
- 6.4.1 Be prepared by a Licensed Engineering Practitioner, where the Alteration falls within the practice of professional engineering as defined in the *Professional Engineers Act*, R.S.O. 1990;
- 6.4.2 Be consistent with or otherwise address the design objectives contained within the Design Guidelines for Sewage Works; and
- 6.4.3 Include design considerations to protect sources of drinking water, such as those included in the Standard Operating Policy for Sewage Works, and any applicable local Source Protection Plan policies.
- 6.5 The Alteration shall:
- 6.5.1 Not cause overflows or backups nor increase surcharging at any maintenance holes or privately owned infrastructure (e.g., service connections to basements) connected to the Authorized System or any Municipal Sewage Collection System connected to it;
- 6.5.2 Provide smooth flow transition to existing gravity Sewers;
- 6.5.3 Not increase the generation of sulfides and other odourous compounds in the Authorized System; and
- 6.5.4 Be wholly located within the municipal boundary over which the Owner has jurisdiction or there is a written agreement in place with the adjacent municipality respecting the Alteration and resulting Sewage Works.
- 6.6 Any Alteration of the Authorized System made under conditions 6.1, 6.2, or 6.3 shall not result in:
- 6.6.1 Exceedance of hydraulic capacity (including Uncommitted Reserve Hydraulic Capacity, as applicable) of the downstream:
- a) Municipal Sewage Collection System; or
- b) Receiving STPs.
- 6.6.2 Exceedance of any downstream Pumping Station Capacity as specified in Schedule B of this Approval.

- 6.6.3 An increase in the capacity of an existing Pumping Station Capacity of greater than 30%.
- 6.6.4 Any increase in Collection System Overflows that is not offset by measures taken elsewhere in the Authorized System.
- 6.6.5 Any increase in the frequency and/or volume of STP Bypasses or STP Overflows that is not offset by measures.
- 6.6.6 Deterioration of the normal operation of municipal STPs and/or the Authorized System.
- 6.6.7 A negative impact on the ability to undertake monitoring necessary for the operation of the Authorized System.
- 6.6.8 Adverse Effects.
- 6.7 The Alteration is subject to the following conditions:
  - 6.7.1 The Owner consents in writing to the Alteration.
  - 6.7.2 The person responsible for the design has verified in writing that the Alterations meets the requirements of conditions 6.4.1 and 6.4.2, as applicable.
  - 6.7.3 The Owner has verified in writing that the Alteration meets the requirements of conditions 6.4.3, 6.7.1, and 6.7.2.
- 6.8 The Owner shall verify in writing that any Alteration of the Authorized System in accordance with conditions 6.1 or 6.2 has met the requirements of the conditions listed in conditions 6.5 and 6.6.
- 6.9 The consents, verifications and documentation required in conditions 6.7 and 6.8 shall be:
  - 6.9.1 Recorded on Form SS2 prior to undertaking the Alteration; and
  - 6.9.2 Retained for a period of at least ten (10) years by the Owner.
- 6.10 For greater certainty, the verification requirements set out in condition 6.9 do not apply to any Alteration in respect of the Authorized System which:
  - 6.10.1 Is exempt under section 53(6) of the OWRA or by O. Reg. 525/98; or
  - 6.10.2 Constitutes maintenance or repair of the Authorized System, including changes to software for an existing SCADA system resulting from Alterations authorized in condition 6.2.

- 6.11 The Owner shall update, within twelve (12) months of the Alteration of the Sewage Works being placed into service, any drawings maintained for the Municipal Sewage Collection System to reflect the Alterations of the Sewage Works, where applicable.

#### **7.0 Authorizations of Future Alterations to Equipment with Emissions to the Air**

- 7.1 The Owner and a Prescribed Person may alter the Authorized System by adding, modifying, or replacing the following Equipment in the Municipal Sewage Collection System:

- 7.1.1 Venting for odour control using solid scavenging or carbon adsorption units;
- 7.1.2 Venting for odour control by replacing existing biofiltration or wet air scrubbing systems, including any components, with Equipment of the same or better performance characteristics; and
- 7.1.3 Emergency generators that fire No. 2 fuel oil (diesel fuel) with a sulphur content of 0.5 per cent or less measured by weight, natural gas, propane, gasoline, or biofuel, and that are used for emergency duty only with periodic testing.

- 7.2 Any Alteration of the Municipal Sewage Collection System made under condition 7.1 that may discharge or alter the rate or manner of a discharge of a Compound of Concern to the atmosphere is subject to the following conditions:

- 7.2.1 The Owner shall, at all times, take all reasonable measures to minimize odorous emissions and odour impacts from all potential sources at the Facility.
- 7.2.2 The Owner shall ensure that the noise emissions from the Facility comply with the limits set out in Publication NPC-300.
- 7.2.3 The Owner shall ensure that the vibration emissions from the Facility comply with the limits set out in Publication NPC-207.

- 7.3 The Owner shall not add, modify, or replace Equipment in the Municipal Sewage Collection System as set out in condition 7.1 unless the Equipment performs an activity that is directly related to municipal Sewage collection and transmission.

- 7.4 The emergency generators identified in condition 7.1.3 shall not be used for non-emergency purposes (excluding generator testing) including the generation of electricity for sale or for peak shaving purposes.

- 7.5 The Owner shall verify in writing that any addition, modification, or replacement of Equipment in accordance with condition 7.1 has met the requirements of the conditions listed in conditions 7.2, 7.3, and 7.4.
- 7.6 The verifications and documentation required in condition 7.5 shall be:
- 7.6.1 Recorded on Form A1 prior to the additional, modified or replacement Equipment being placed into service; and
- 7.6.2 Retained for a period of at least ten (10) years by the Owner.
- 7.7 For greater certainty, the verification and documentation requirements set out in condition 7.5 and 7.6 do not apply to any addition, modification, or replacement in respect of the Authorized System which:
- 7.7.1 Is exempt from the requirements of the EPA, or for Equipment that is exempt from s.9 of the EPA under O. Reg. 524/98; or
- 7.7.2 Constitutes maintenance or repair of the Authorized System.

#### **8.0 Previously Approved Sewage Works**

- 8.1 If approval for an Alteration to the Authorized System was issued under the EPA and is revoked by this Approval, the Owner may make the Alteration in accordance with:
- 8.1.1 The terms of this Approval; or
- 8.1.2 The terms and conditions of the revoked approval as of the date this approval was issued, provided that the Alteration is commenced within five (5) years of the date that the revoked approval was issued.

#### **9.0 Transition**

- 9.1 An Alteration of the Authorized System is exempt from the requirements in clause (c) of condition 4.1.1 and clause (c) of condition 5.2.1 where:
- 9.1.1 Effort to undertake the Alteration, such as tendering or commencement of construction of the Sewage Works associated with the Alteration, begins on or before July 17, 2023.
- 9.1.2 The design of the Alteration conforms to the Design Guidelines for Sewage Works;
- 9.1.3 The design of the Alteration was completed on or before the issue date of this Approval or a Class Environmental Assessment was

completed for the Alteration and changes to the design result in significant cost increase or significant project delays; and

- 9.1.4 The Alteration would be otherwise authorized under this Approval.

## **Schedule E: Operating Conditions**

System Owner	Deseronto, The Corporation of the Town of
ECA Number	154-W601
System Name	Deseronto Wastewater Collection System
ECA Issue Date	January 11th, 2023

### **1.0 General Operations**

- 1.1 The Owner shall ensure that, at all times, the Sewage Works comprising the Authorized System and the related Equipment and Appurtenances used to achieve compliance with this Approval are properly operated and maintained.
- 1.2 Prescribed Persons and Operating Authorities shall ensure that, at all times, the Sewage Works under their care and control and the related Equipment and Appurtenances used to achieve compliance with this Approval are properly operated and maintained.
- 1.3 In conditions 1.1 and 1.2 "properly operated and maintained" includes effective performance, adequate funding, adequate operator staffing and training, including training in applicable procedures and other requirements of this Approval and the EPA, OWRA, CWA, and regulations, adequate laboratory services, process controls and alarms and the use of process chemicals and other substances used in the Authorized System.

### **2.0 Duties of Owners and Operating Authorities**

- 2.1 The Owner, Prescribed Persons and any Operating Authority shall ensure the following:
  - 2.1.1 At all times that the Sewage Works within the Authorized System are in service the Sewage Works are:
    - a) Operated in accordance with the requirements under the EPA and OWRA, and
    - b) Maintained in a state of good repair.
  - 2.1.2 The Authorized System is operated by persons having the training or expertise for their operating functions that is required by O. Reg. 129/04 (Licensing of Sewage Works Operators) under the OWRA and this Approval.

- 2.1.3 All sampling, testing, monitoring, and reporting requirements under the EPA and this Approval that relate to the Authorized System are complied with.
- 2.1.4 Any person who is operating the Sewage Works within the Authorized System is supervised by an operator-in-charge as described in O. Reg. 129/04 under the OWRA.
- 2.2 For clarity, the requirements outlined in the above conditions 2.1.1 through 2.1.4 for Prescribed Persons and any Operating Authority only apply to Sewage Works within the Authorized System where they are responsible for the operation.
- 2.3 The Owner, Prescribed Persons and Operating Authority shall take all reasonable steps to minimize and ameliorate any Adverse Effect on the Natural Environment or impairment of the quality of water of any waters resulting from the operation of the Authorized System, including such accelerated or additional monitoring as may be necessary to determine the nature and extent of the effect or impairment.

### **3.0 Operations and Maintenance**

#### **3.1 Inspection**

- 3.1.1 The Owner shall ensure that all Sewage Works within the Authorized System are inspected at the frequency and in accordance with procedures set out in their O&M Manual.
- 3.1.2 The Owner shall ensure that:
  - a) Any pumping stations, combined Sewage storage tanks, and any Collection System Overflow within the Authorized System as of the date of issuance of this Approval are inspected at least once per calendar year starting the year after the O&M Manual is required to be prepared and implemented as per condition 3.2.1 in Schedule E of this Approval, and more frequently if required by the O&M Manual; and
  - b) Any pumping stations, combined Sewage storage tanks, and any Collection System Overflow established or replaced within the Authorized System after the date of issuance of this Approval are inspected within one year of being placed into service and thereafter once per calendar year and more frequency if required by the O&M Manual.
- 3.1.3 The inspection of the combined Sewage storage tanks required in condition 3.1.2 shall include physical inspection at the Point of



Entry, including looking for signs of unplanned discharges from Wet Weather Flow and Dry Weather Flow.

- 3.1.4 The Owner shall clean and maintain Sewage Works within the Authorized System to ensure the Sewage Works perform as designed.
- 3.1.5 The Owner shall maintain records of the results of the inspections required in condition 3.1.1, 3.1.2, and 3.1.3, monitoring (if applicable) and any cleaning and maintenance operations undertaken, and shall make available the records for inspection by the Ministry upon request. The records shall include the following:
  - a) Asset ID and name of the Sewage Works;
  - b) Date and results of each inspection, maintenance, or cleaning; and
  - c) Name of person who conducted the inspection, maintenance, or the name of the inspecting official, where applicable.

### 3.2 Operations & Maintenance (O&M) Manual

- 3.2.1 The Owner shall prepare and implement an operations and maintenance manual for Sewage Works within the Authorized System on or before July 17, 2023, that includes or references, but is not necessarily limited to, the following information:
  - a) Procedures for the routine operation of the Sewage Works;
  - b) Inspection programs, including the frequency of inspection, and the methods or tests employed to detect when maintenance is necessary;
  - c) Maintenance and repair programs, including:
    - i The frequency of maintenance and repair for the Sewage Works.
    - ii Clean out requirements for any storage or overflow tanks, if applicable.
  - d) Operational and maintenance requirements to protect sources of drinking water, such as those included in the Standard Operating Policy for Sewage Works, and any applicable local Source Protection Plan policies;

- e) Procedures for routine physical inspection and checks of controlling systems (e.g., SCADA) to ensure the mechanical integrity of Equipment and its accuracy on the controlling system.
- f) Procedures for preventing odours and odour impacts;
- g) Procedures for calibration of monitoring Equipment (e.g., flow, level, pressure);
- h) Emergency Response, Spill Reporting and Contingency Plans and Procedures for dealing with Equipment breakdowns, potential Spills and any other abnormal situations, including notification to the SAC, the Medical Officer of Health, and the District Manager, as applicable;
- i) Procedures for receiving, responding and recording public complaints, including recording any follow-up actions taken; and
- j) As-built drawings or record drawings of the Sewage Works.

3.2.2 The Owner shall review and update the O&M Manual and ensure that operating staff have access, as per O. Reg 129/04 (Licensing of Sewage Works Operators) under the OWRA. Upon request, the Owner shall make the O&M Manual available to Ministry staff.

3.2.3 The Owner shall revise the O&M Manual to include procedures necessary for the operation and maintenance of any Sewage Works within the Authorized System that are established, altered, extended, replaced, or enlarged after the date of issuance of this approval prior to placing into service those Sewage Works.

3.2.4 For greater certainty, the O&M Manual may be a single document or a collection of documents that, when considered together, apply to all parts of the Authorized System.

### 3.3 Collection System Overflows

3.3.1 Any CSO at a point listed in Table B4 of Schedule B is considered a Class 1 approved discharge type Spill under O.Reg.675/98:

- a) Where the CSO is as a result of wet weather events when the designed capacity of the Authorized System is exceeded;
- b) Where the CSO is a direct and unavoidable result of a planned repair and/or maintenance procedure, the Owner has notified the Local Ministry Office fifteen at least (15) calendar days

prior to the CSO and the Local Ministry Office has provided written consent of the CSO; or

- c) Where the CSO is planned for research or training purposes, the Owner has notified the Local Ministry Office fifteen at least (15) calendar days prior to the CSO and the Local Ministry Office has provided written consent of the CSO.
- 3.3.2 Any SSO at a point listed in Table B5 of Schedule B is considered a Class 1 approved discharge type Spill under O.Reg. 675/98:
- a) Where the SSO is a direct and unavoidable result of a planned repair or maintenance procedure and the Owner has notified the Local Ministry Office at least fifteen (15) calendar days prior to the SSO and the Director for the purposes of s.4 of O. Reg. 675/98 under the EPA has provided written consent of the SSO; or
  - b) Where the SSO is planned for research or training purposes, the Owner has notified the Local Ministry Office at least fifteen (15) calendar days prior to the SSO and the Director for the purposes of s.4 of O. Reg. 675/98 under the EPA has provided written consent of the SSO.
- 3.3.3 On or before July 17, 2025, the Owner shall establish signage to notify the public, at the nearest publicly accessible point(s) downstream of any CSO outfall location identified in Schedule B, Table B4, and any SSO when the overflow is piped to a specified outlet point. If the nearest publicly accessible point is more than 100m away, then signage shall be established at the CSO or SSO outfall location. The signage shall include the following minimum information:
- a) Type of Collection System Overflow;
  - b) Identification of potential hazards and limitations of water use, as applicable;
  - c) ECA number and/or asset ID; and
  - d) The Owner's contact information.

#### 3.4 Monitoring

- 3.4.1 For a Collection System Overflow that occurs at a designated location, the following conditions apply:

- 
- a) For CSO storage tanks/facilities listed in Table B3, the Owner shall:
- i intentionally deleted to preserve numbering.
  - ii On or before January 17, 2023 or within six (6) months of the date of the publication of the Ministry's monitoring guidance, whichever is later, collect a composite sample of the combined Sewage from the CSO tank whenever the tank(s) is(are) in operation. If there is more than one tank, the tank nearest to the discharge point shall be sampled. The composite sample shall consist, at a minimum, of one sample at the beginning of the Event, and one sample at approximately every 8-hours until the end of the Event. The composite sample shall be analyzed, at a minimum, for Biochemical Oxygen Demand (BOD) (or Chemical Oxygen Demand (COD) if agreed upon by the District Manager), total suspended solids, total phosphorus and total Kjeldahl nitrogen. If the CSO continues for more than one day, multiple composite samples are allowed.
  - iii If 3.4.1 a) ii) cannot be achieved, then surrogate sampling may be used to determine the contamination concentrations of the discharge CSO tank overflow, at a minimum, for BOD (or COD), total suspended solids, total phosphorus and total Kjeldahl nitrogen. The methodology in determining, applying, and analyzing surrogate sampling shall be proposed by the Owner and subject to the written approval of the District Manager.
- b) For CSO regulator structures listed in Table B2, and for any CSO or SSO locations listed under Table B4 or Table B5, the Owner shall:
- i intentionally deleted to preserve numbering.
  - ii On or before January 17, 2023 or within six (6) months of the date of publication of the Ministry's monitoring guidance, whichever is later, take at least one (1) grab sample, for BOD (or COD, if agreed upon by the District Manager), total suspended solids, total phosphorus, total Kjeldahl nitrogen, and E. Coli, or
  - iii On or before January 17, 2023 or within six (6) months of the date of publication of the Ministry's monitoring guidance, whichever is later, use surrogate sampling to

determine the Contaminant concentrations of the discharged Collection System Overflow, at a minimum, for BOD (or COD), total suspended solids, total phosphorus, total Kjeldahl nitrogen, and E. Coli. The methodology in determining, applying, and analyzing surrogate sampling shall be proposed by the Owner and subject to the written approval of the District Manager.

- c) The Owner shall use the Event discharged volume and the concentrations as determined in condition 3.4.1 to calculate the loading to the Natural Environment for each parameter.

3.4.2 For any Spill of Sewage that does not meet 3.4.1 a) or b):

- a) Where practicable, take a least one (1) grab sample, for BOD (or COD, if agreed upon by the District Manager), total suspended solids, total phosphorus, total Kjeldahl nitrogen, and E. Coli
- b) The Owner shall use the discharged volume, where possible, and the concentrations as determined in condition 3.4.2 a) to calculate the loading to the Natural Environment for each parameter.

3.4.3 If COD sampling was completed, the equivalent BOD values are required to be included with the data reported to the Ministry.

3.4.4 The methods and protocols for sampling, analysis and recording shall conform, in order of precedence, to the methods and protocols specified in the following documents and all analysis shall be conducted by a laboratory accredited to the ISO/IEC:17025 standard or as directed by the District Manager:

- a) Procedure F-10-1, "Procedures for Sampling and Analysis Requirements for Municipal and Private Sewage Treatment Works (Liquid Waste Streams Only)", as amended from time to time.
- b) The Ministry's publication "Protocol for the Sampling and Analysis of Industrial/Municipal Wastewater Version 2.0" (January 2016), as amended from time to time.
- c) The publication "Standard Methods for the Examination of Water and Wastewater", as amended from time to time.

#### 4.0 Reporting

- 4.1 The Owner shall, upon request, make all manuals, plans, records, data, procedures and supporting documentation available to Ministry staff.
- 4.2 Collection System Overflows
- 4.2.1 If the Collection System Overflow meets the criteria listed in condition 3.3.1 or 3.3.2:
- a) The Owner shall report the Event as a Class 1 approved discharge type Spill as soon as practicable to the Ministry either by a verbal to SAC or in an electronic format if the Ministry makes a system available;
  - b) The Owner shall report the Event to the local Medical Officer of Health in a manner agreed upon with the local Medical Officer of Health;
  - c) The manner of notification to the Ministry shall be in two (2) stages and include, at a minimum, the following information:
    - i The Asset ID, infrastructure description as detailed in Table B5 in Schedule B, the outfall location, and the Point of Entry (as applicable), and the reason(s) for the Event.
    - ii First stage of reporting:
      - a. The date and time (start) of the Event.
    - iii Second stage of reporting (as soon as practicable and may be reported at same time as first stage):
      - a. The date, duration, and time (start and end) of the Event;
      - b. The estimated or measured volume of the Event, accurate to at least +/- 20% of the volume;
        - i. If the volume of the Event is not readily available at the time of the second stage of reporting, the estimated volume can be provided to the Ministry within seven (7) calendar days of the second stage of reporting;
      - c. If any, summary of complaints, observed adverse impacts, any additional sampling obtained, disinfection, and any corrective measures taken;

- d) Upon request of the local office, the Owner shall within fifteen (15) calendar days of the occurrence of any Collection System Overflow, the Owner shall submit a full written report of the occurrence to the District Manager describing the cause and discovery of the Collection System Overflow, clean-up and recovery measures taken, preventative measures to be taken and schedule of implementation, or an alternate report as agreed to in writing by the District Manager.

#### 4.3 Spills

4.3.1 If the Collection System Overflow does not meet the criteria listed in condition 3.3.1 or 3.3.2, or is otherwise considered a Spill of Sewage:

- a) The Owner shall report the Spill to SAC pursuant to O.Reg.675/98 and Part X of the EPA;
- b) The Owner shall report the Event to the local Medical Officer of Health in a manner agreed upon with the local Medical Officer of Health;
- c) In addition to the obligations under Part X of the Environmental Protection Act, the Owner shall, within fifteen (15) calendar days of the occurrence of any reportable Spill, submit a full written report of the occurrence to the District Manager describing the cause and discovery of the spill or loss, actual/estimated volume of the Spill, clean-up and recovery measures taken, preventative measures to be taken and schedule of implementation.

4.4 If the Owner is unable to determine the volume of a Collection System Overflow for the purpose of reporting, the Owner shall develop procedures that enable estimated or measured volumes to be included in the required reporting for any Collection System Overflow occurring on or after July 17, 2023.

4.5 The Owner shall follow the direction of the Ministry and the local Medical Officer of Health regarding any Collection System Overflows.

4.6 The Owner shall prepare an annual performance report for the Authorized System that:

- 4.6.1 Is submitted to the Director on or before March 31<sup>st</sup> of each year and covers the period from January 1<sup>st</sup> to December 31<sup>st</sup> of the preceding calendar year.

- a) For clarity, the first report shall cover the period of January 1st, 2023 to December 31st, 2023 and be submitted to the Director on or before March 31st, 2024.
  - b) For the transitional period of January 1, 2022 to December 31, 2022, annual reporting requirements from previous ECAs pertaining to Spills only, where these occurred in the reporting period, and that have been revoked through issuance of this ECA shall apply.
    - i For the transitional period, condition 4.7.2 does not apply.
- 4.6.2 Is also submitted to the District Manager where a Collection System Overflow or Spill of Sewage has occurred in the reporting period.
- 4.6.3 If applicable, includes a summary of all required monitoring data along with an interpretation of the data and any conclusion drawn from the data evaluation about the need for future modifications to the Authorized System or system operations.
- 4.6.4 Includes a summary of any operating problems encountered and corrective actions taken.
- 4.6.5 Includes a summary of all calibration, maintenance, and repairs carried out on any major structure, Equipment, apparatus, mechanism, or thing forming part of the Municipal Sewage Collection System.
- 4.6.6 Includes a summary of any complaints related to the Sewage Works received during the reporting period and any steps taken to address the complaints.
- 4.6.7 Includes a summary of all Alterations to the Authorized System within the reporting period that are authorized by this Approval including a list of Alterations that pose a Significant Drinking Water Threat.
- 4.6.8 Includes a summary of all Collection System Overflow(s) and Spill(s) of Sewage, including:
- a) Dates;
  - b) Volumes and durations;
  - c) If applicable, loadings for total suspended solids, BOD, total phosphorus, and total Kjeldahl nitrogen, and sampling results for E.coli;



- d) Disinfection, if any; and
  - e) Any adverse impact(s) and any corrective actions, if applicable.
- 4.6.9 Includes a summary of efforts made to reduce Collection System Overflows, Spills, STP Overflows, and/or STP Bypasses, including the following items, as applicable:
- a) A description of projects undertaken and completed in the Authorized System that result in overall overflow reduction or elimination including expenditures and proposed projects to eliminate overflows with estimated budget forecast for the year following that for which the report is submitted.
  - b) Details of the establishment and maintenance of a PPCP, including a summary of project progresses compared to the PPCP's timelines.
  - c) An assessment of the effectiveness of each action taken.
  - d) An assessment of the ability to meet Procedure F-5-1 or Procedure F-5-5 objectives (as applicable) and if able to meet the objectives, an overview of next steps and estimated timelines to meet the objectives.
  - e) Public reporting approach including proactive efforts.
- 4.7 The report described in condition 4.6 shall be:
- 4.7.1 Made available, on request and without charge, to members of the public who are served by the Authorized System; and
  - 4.7.2 Made available, by June 1<sup>st</sup> of the same reporting year, to members of the public without charge by publishing the report on the Internet, if the Owner maintains a website on the Internet.

## 5.0 Record Keeping

- 5.1 The Owner shall retain for a minimum of ten (10) years from the date of their creation:
  - 5.1.1 All records, reports and information required by this Approval and related to or resulting Alterations to the Authorized System, and
  - 5.1.2 All records, report and information related to the operation, maintenance and monitoring activities required by this Approval.

- 5.2 The Owner shall update, within twelve (12) months of any Alteration to the Authorized System being placed into service, any drawings maintained for the Municipal Sewage Collection System to reflect the Alteration of the Sewage Works, where applicable.

#### 6.0 Review of this Approval

- 6.1 No later than the date specified in Condition 1 of Schedule A of this Approval, the Owner shall submit to the Director an application to have the Approval reviewed. The application shall, at minimum:
- 6.1.1 Include an updated description of the Sewage Works within the Authorized System, including any Alterations to the Sewage Works that were made since the Approval was last issued; and
  - 6.1.2 Be submitted in the manner specified by Director and include any other information requested by the Director.

#### 7.0 Source Water Protection

- 7.1 The Owner shall ensure that any Alteration in the Authorized System is designed, constructed, and operated in such a way as to be protective of sources of drinking water in Vulnerable Areas as identified in the Source Protection Plan, if available.
- 7.2 The Owner shall prepare a "Significant Drinking Water Threat Assessment Report for Proposed Alterations" for the Authorized System on or before July 17, 2023 that includes, but is not necessarily limited to:
- 7.2.1 An outline of the circumstances under which the proposed Alterations could pose a Significant Drinking Water Threat based on the Director's Technical Rules established under the CWA.
  - 7.2.2 An outline of how the Owner assesses the proposed Alterations to identify drinking water threats under the CWA.
  - 7.2.3 For any proposed Alteration a list of components, Equipment, or Sewage Works that are being altered and have been identified as a Significant Drinking Water Threat.
  - 7.2.4 A summary of design considerations and other measures that have been put into place to mitigate risks resulting from construction or operation of the components, Equipment or Sewage Works identified in condition 7.2.3, such as those included in the Standard Operating Policy for Sewage Works.
- 7.3 The Owner shall make any necessary updates to the report required in condition 7.2 at least once every twelve (12) months.

- 7.4 Any components, Equipment or Sewage Works added to the report required in condition 7.2 shall be include in the report for the operational life of the Sewage Works.
- 7.5 Upon request, the Owner shall make a copy of the report required in condition 7.2 available to the Ministry or Source Protection Authority staff.

## 8.0 Additional Studies

### Assessment of Wet Weather Flows Compared to Dry Weather Flows

8.1 This condition and the following requirements apply where:

- a) The Authorized System has no Combined Sewers or Partially Separated Sewers; and
- b) There has been one or more of: an STP Overflow, STP Bypass, or Collection System Overflow within the ten (10) year period starting January 1, 2012 and ending December 31, 2021.

The following requirements do not apply if:

- a) The Collection System Overflow is a result of emergency overflows at pumping stations during power outage or Equipment failure; and
- b) There has been no STP Overflow or STP Bypass.

8.1.1 The Owner shall conduct an assessment of Wet Weather Flows compared to the Dry Weather Flows in the Authorized System and/or to the STP(s) described in Schedule A, as per the following conditions:

- a) The assessment shall evaluate available data from the ten (10) year period starting January 1, 2012 and ending December 31, 2021.
- b) The assessment shall be completed and submitted to the Director by January 17, 2024.
- c) In the event that Wet Weather Flows in the ten (10) year period described above have created STP Bypasses or STP Overflows at the STP(s) specified in Schedule A or Collection System Overflows in an Average Year, then the study shall include:
  - i) Actions and timelines to meeting the Procedure F-5-1 objectives;

- ii Review of causes of STP Overflow, STP Bypass and/or Collection System Overflow Events, including inflow and infiltration, sewer use, and characteristics of rainfall events, as applicable;
- iii Inspection of the Sewers and bypass structures; and
- iv Identification of any near and/or long-term corrective actions with anticipated timelines.

**Assessment of Conformance to Procedure F-5-1 and F-5-5**

8.2 This condition and the following requirements apply where:

- a) The Authorized System includes Combined Sewers or Partially Separated Sewers, and
- b) The Authorized System experienced a Collection System Overflow, an STP Bypass, or STP Overflow within the ten (10) year period starting January 1, 2012 and ending December 31, 2021.

8.2.1 The Owner shall conduct an assessment to demonstrate conformance of the Authorized System to Procedure F-5-1 or Procedure F-5-5, as applicable, in accordance with the following conditions:

- a) The assessment shall:
  - i Be prepared by a Licensed Engineering Practitioner and be submitted to the Director by January 17, 2024;
  - ii Be performed for each of the years 2012 through to 2021;
  - iii Include the number of Collection System Overflows as a result of storms that are not Significant Storm Events for each year;
  - iv Include the estimated length of Combined Sewers and Separate Sewers within the collection system;
  - v Include the date of the most recent PPCP;
  - vi Include the status of each action items specified in the PPCP, as applicable;
  - vii Include a summary of additional action items not specified in a PPCP which have been taken to prevent

Collection System Overflows in the ten (10) year period starting January 1, 2012 and ending December 31, 2021; and

- viii Identify timelines for achieving conformance to Procedure F-5-1 or Procedure F-5-5 objectives, as applicable.
- 8.2.2 The Owner shall submit a new or updated PPCP to the Director, no later than July 17, 2027, if:
- a) No PPCP exists for the Authorized System, or
  - b) The PPCP for the Authorized System is older than ten (10) years as of January 11th, 2023.
- 8.2.3 The PPCP shall include, at minimum:
- a) Characterization of the Combined Sewer System (CSS)– Monitoring, modeling and other appropriate means shall be used to characterize the CSS and the response of the CSS to precipitation events. The characterization shall be based on the ten (10) year period starting January 1, 2012 and ending December 31, 2021 and include the determination of the location, frequency and volume of the CSOs, concentrations and mass pollutants resulting from CSOs, and identification and severity of suspected CSS deficiencies. Records shall be kept for CCS including the following:
    - i Location and physical description of CSO and SSO outfalls in the collection systems, emergency overflows at pumping stations, and bypass locations at STPs;
    - ii Location and identification of receiving water bodies, including sensitive receivers, for all Combined Sewer outfalls;
    - iii Combined Sewer system flow and STP treatment capacities, present and future (20-year timeframe) expected peak flow rates during dry weather and wet weather;
    - iv Capacity of all regulators;
    - v Location of cross connections between sanitary Sewage and Stormwater infrastructure; and

- vi Location and identification of infrastructure in the CSS where monitoring Equipment is installed.
- b) Operational procedures shall be developed including the following:
  - i Combined Sewer maintenance program; and
  - ii Regulator inspection and maintenance programs.
- c) An examination of non-structural and structural CSO control alternatives that may include:
  - i Source control;
  - ii Inflow/Infiltration reduction;
  - iii Operation and maintenance improvements;
  - iv Control structure improvements;
  - v Collection system improvements;
  - vi Storage technologies;
  - vii Treatment technologies; and
  - viii Sewer separation.
- d) An implementation plan with a schedule of all practical measures to eliminate dry weather overflows and minimize wet weather overflows, as well as an overflow percent reduction target.
  - i The implementation plan shall show how the minimum CSO prevention and control requirements and other criteria in Procedure F-5-5 are being achieved.

8.2.4 The Owner shall ensure that an updated PPCP for the Authorized System is prepared within ten (10) years of the date of that the previous PPCP was finalized.

#### **Sewer Model**

8.3 The Owner shall prepare a new/updated Sewer model, within three (3) years of January 11th, 2023, if any of the following pertain to the Authorized System:

8.3.1 It includes Combined Sewers;

- 8.3.2 It services a population greater than 10,000; or
- 8.3.3 The Sewer model for the Authorized System was last updated prior to 2012 and 8.3.1 or 8.3.2 apply.

### **Schedule F: Residue Management**

System Owner	Deseronto, The Corporation of the Town of
ECA Number	154-W601
System Name	Deseronto Wastewater Collection System
ECA Issue Date	January 11th, 2023

#### **1.0 Residue Management System**

1.1 Not Applicable:



<b>TOPIC:</b>	<b>Mill Point Park Sign</b>
<b>REPORT #</b>	<b>TRE-2023-36</b>
<b>REPORT BY:</b>	<b>Treasurer</b>
<b>DRAFTED:</b>	<b>July 28<sup>th</sup>, 2023</b>
<b>AMENDED:</b>	
<b>COUNCIL/COMMITTEE:</b>	<b>Aug 9<sup>th</sup>, 2023</b>

### **ISSUE**

To provide Council with a proof of a sign design for Mill Point Park.

### **Background**

Council gave staff direction to design a sign for Mill Point Park. We went to All-About -Signs in Napanee and they came up with the attached design. The sign would be aluminum, which is good for 20 years outside. This sign has a picture of Mill Point, which they got off Google. We could take our own picture if we wanted something different. The letters are made of formed acrylic plastic and are at least 12" in size so they can be seen from the road. The letters are guaranteed for life. The letters would have a 1" stand-off so it gives them a three-dimensional look. We can have white around the outside of the letters (like the Mill Point Park on the design), so they pop, or no white (like Deseronto on the design). We can also add our logo on the sign see second sample sheet (the letters would be blue; the proof keeps printing in yellow).

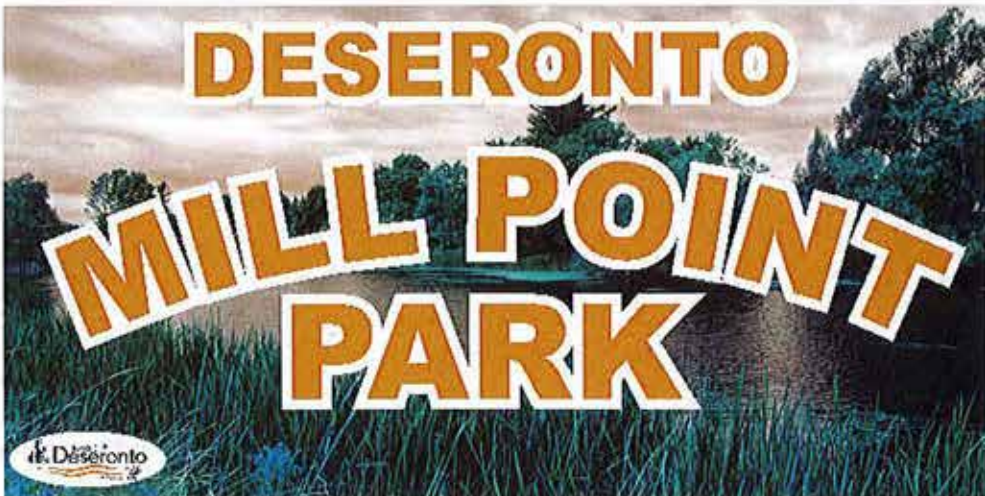
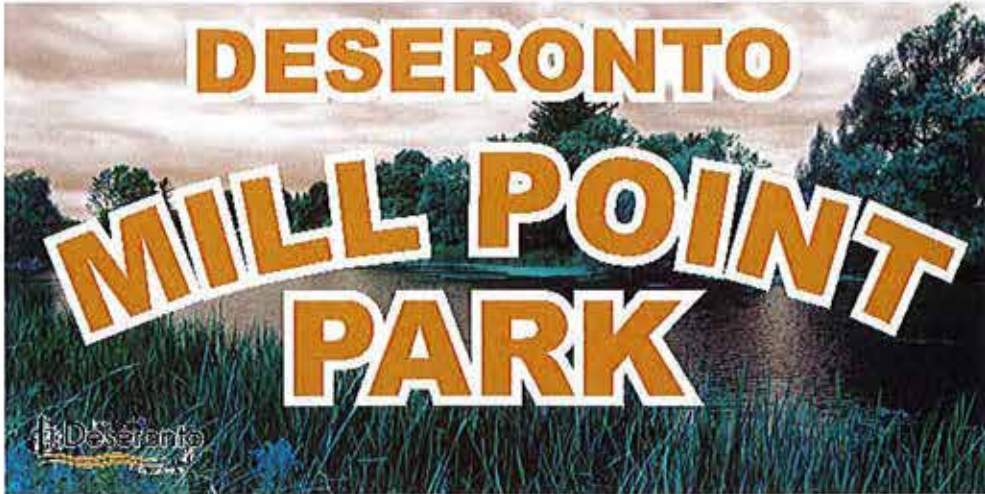
We have a larger copy for the design, as well as samples of the letters that Council can see at the meeting.

### **Recommendation**

This design is to get the discussion started on the final Mill Point Park sign.

**DESERONTO**

**MILL POINT  
PARK**



<b>TOPIC:</b>	<b>Welcome to Deseronto Information</b>
<b>REPORT #</b>	<b>TRE-2023-37</b>
<b>REPORT BY:</b>	<b>Treasurer</b>
<b>DRAFTED:</b>	<b>July 28<sup>th</sup>, 2023</b>
<b>AMENDED:</b>	
<b>COUNCIL/COMMITTEE:</b>	<b>Aug 9<sup>th</sup>, 2023</b>

### **ISSUE**

To provide Council with a proof of a “Welcome to Deseronto” information sheet.

### **Background**

When I worked at my previous municipality, I would provide the Mayor and/or Deputy Mayor with a list of new homeowners that purchased property in the municipality. The Mayor and/or Deputy Mayor would pay the new homeowner a visit and welcome them to the area and provide them with important information.

We thought this would be something that this Council would like to start doing here so all new homeowners feel welcome and have the information that they may require. The Town could purchase some “Deseronto swag” to give to the new homeowner along with the information package.

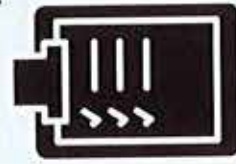
I had one of our summer students working on this information sheet and I welcome comments and/or changes to the design of this sheet.

### **Recommendation**

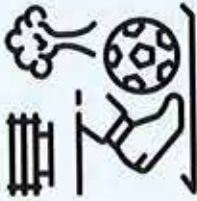
We hope that this will spark a good discussion and all ideas are welcome.

## Things to do and see!

- Spend the day at one of Deseronto's Parks or Recreation areas
- Learn about the unique history of the Town
- Take a day trip to any of the surrounding communities or attractions
- Have a meal at one of the restaurants
- Visit any or all of the community events that take place throughout the year in Deseronto:
  - The annual Santa Claus Parade / Tree Lighting
  - Fireworks
  - Family Day
  - Community Yard/Sidewalk Sales



## Recreation



The parks in Deseronto offer a wide variety of activities for everyone. Rathbun Park nestled behind Town Hall, has a beautiful landscape. Enjoy a picnic while taking in the scenery. Centennial Park, right by the water, offers many activities. A climber and other activities for the kids, a boat launch for the adults, maybe even meet a goose or two. Mill Point is a new park the Town is working on. It will be located on Mill and Water Street. The Community Centre (arena) also has so much for everyone to enjoy: basketball courts, tennis courts, pickle ball courts and 4 square.

Join us in the fall and winter for free public skating, Wednesdays 6-7pm and Sundays 2-3pm.



## WELCOME TO DESERONTO



### Deseronto Has Much To Offer

Deseronto offers a welcome reprieve from mainstream sights and activities, while providing ease of access to both rural and urban amenities. Characterized by its beautiful open waterfront on the Bay of Quinte, there is much to explore. Spend the day walking the neighbourhood, enjoy the view from the water's edge or take a trip to one of our neighbouring Towns and Communities.

## Important Numbers

Deseronto Town Hall - 613-396-2440  
 Post Office - 613-396-2616  
 Non-Urgent OPP - 1-800-310-1122  
 Deseronto Public School - 613-396-2448  
 Deseronto Public Library - 613-396-2744  
 L&A General County Hospital - 613-354-3501  
 Deseronto Transit - 613-396-4008  
 Hastings County Social Services- 613-966-8032  
 Ambulance - 911  
 MP-Shelby Kramp-Neuman - 613-354-6886  
 MPP- Ric Bresee - 613-354-3031  
 Health Unit - 613-966-5500  
 Community Care - 613-396-6591  
 Registry Office - 613-968-4597

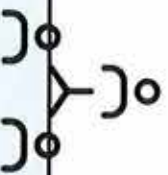


## Deseronto Council Members

Mayor: Dan Johnston,  
 djohnston@deseronto.ca  
 Deputy Mayor: Steve Everhardus,  
 severhardus@deseronto.ca  
 Councilor: Norm Clark,  
 normclark@deseronto.ca  
 Councilor: Kevin Smith, ksmith@deseronto.ca  
 Councilor: Jamie Ziemann,  
 jziemann@deseronto.ca

## Department Heads

Administration:  
 Gail Maracle, Clerk 613-396-2440 Ext. 202  
 gmaracle@deseronto.ca  
 Mora Nicholls, Treasurer - 613-396-2440 Ext 203  
 mnicholls@deseronto.ca  
 Public Works:  
 Joe Carter, Public Works Manager- 543-265-0002  
 jcarter@deseronto.ca  
 Fire:  
 Darrell Brinklow, Fire Chief,  
 firechief@deseronto.ca  
 Library:  
 Julie Lange, Librarian - 613-396-2744  
 ceo@deserontopubliclibrary.ca  
 Building Inspections:  
 Richard Cook, CBO - 1-888-414-0088  
 inspector@stirling-rawdon.com  
 By-Law Enforcement:  
 Kevin Gauthier, By-Law Officer 613-396-2440 Ext. 205  
 bylaw@stirling-rawdon.com



## Important Information



- Bag Tags: Waste Connections of Canada provides waste/recycling collection services for the Town of Deseronto. The Garbage/Recycling curbside pick-up is Fridays. Bag tags for wet garbage are \$3.50/tag and can be purchased at the following locations:
  - Town Hall
  - Gray's IDA
  - Your Town Quinte Food Mart
  - Pharmsave
- All dogs in the Town of Deseronto must be licensed annually, as per Dog License By-Law #14-05. Dog licenses can be purchased at Town Hall. The annual dog license fee is \$20.00 January 1 to March 31st. After March 31st, dog tags are \$25.00.

[www.deseronto.ca](http://www.deseronto.ca)

<b>TOPIC:</b>	<b>MPAC Data Sharing &amp; Services Agreement</b>
<b>REPORT #</b>	<b>TRE-2023-38</b>
<b>REPORT BY:</b>	<b>Treasurer</b>
<b>DRAFTED:</b>	<b>July 27<sup>th</sup>, 2023</b>
<b>AMENDED:</b>	
<b>COUNCIL/COMMITTEE:</b>	<b>Aug 9<sup>th</sup>, 2023</b>

### ISSUE

To provide Council with the Municipal Property Assessment Corporation (MPAC) Data Sharing and Services Agreement (DSSA), that is required to be signed by December 23, 2023.

### Background

For municipalities to use MPAC services municipalities had to sign the following agreements:

- Municipal License Agreement, 2007
- Municipal Connect Terms & Condition of Use, 2007
- MPAC Terms and Conditions, 2007
- Product Use Sheets (relating to us at Kiosk/website), 2007
- Ontario Parcel Master Agreement, 2007
- Service Level Agreement, 2008

The new DSSA was developed in consultation with a municipal working group made up of members from our Municipal Liaison Group (MLG) and will consolidate the agreements listed above. This new agreement will modernize MPAC's data sharing relationship to provide greater clarity with respect to:

- Permitted uses of MPAC data by municipalities
- Protection of municipal data by MPAC
- Service Level Performance obligations

This will come into effect January 1<sup>st</sup>, 2024. The terms of the DSSA is four years with auto-renewal each year thereafter. MPAC is requesting that all 444 Ontario Municipalities sign the DSSA before the deadline. Not signing the DSSA could

result in eventual restriction to Municipal Connect and other MPAC products but MPAC's statutory services would not be affected.

I have attached a Fact Sheet as well as Frequently Asked Questions that MPAC has provided to explain more about this agreement for your information.

Recommendation

That Council approve that the Treasurer and Clerk sign the MPAC Data Sharing and Service Agreement (DSSA) on behalf of the municipality.





MUNICIPAL PROPERTY ASSESSMENT CORPORATION  
SOCIÉTÉ D'ÉVALUATION FONCIÈRE DES MUNICIPALITÉS

**Data Sharing and Services Agreement**

This Data Sharing and Services Agreement (the "DSSA") integrates and clarifies many existing MPAC-Municipality agreements including: The Service Level Agreement (the "SLA"), the Municipal License Agreement and Product Use Sheets, the Municipal Connect License and the Ontario Parcel Master Agreement General Municipal Licence Agreement (the "OPMA GMLA").

The DSSA contains the following areas of focus:

- The ***Service Level Agreement*** establishes service levels for a comprehensive set of MPAC services and dependencies that the Municipality will make reasonable efforts to fulfill. These are the same service levels established by MPAC in 2018 with all municipalities. Dependencies include the Municipality's timely delivery of building permits and building plans to MPAC. Notification of missed service levels has been reduced to 10 days and escalation procedures have been clarified.
- The ***MPAC Permitted Uses of Municipality Documents*** clarify how MPAC will use information supplied by the Municipality to fulfill its legislated mandate. In addition to meeting service levels, performing property assessment activities and fulfilling other statutory duties, MPAC will also use the Municipality's information to update its databases to provide assessment data to the Municipality, other municipalities, taxpayers and stakeholders, and commercialize data and insights to offset the Municipality's levy payments. The Municipality's information will be protected from disclosure to, and unauthorized access by, third parties.
- The ***Municipality Permitted Uses of MPAC Data Products*** provide the Municipality and its consultants with expanded uses of MPAC data for internal planning, internal operational and external distribution uses. It also provides easier access to license custom products and for Municipality-owned and funded entities to access MPAC data.
- Finally, the ***Data Terms and Conditions of Use*** provide a reciprocal set of terms and conditions that govern all information licensed under this DSSA. The terms and conditions acknowledge the intellectual property rights of licensed information and require that both MPAC and the Municipality protect information (including third party information) in accordance with their respective obligations under the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), the *Assessment Act* and this DSSA. Remedies are provided in the event of unauthorized use or disclosure of the information.

The DSSA was developed in consultation with representatives from the Municipal Liaison Group and is intended to be a framework for the continued evolution of the relationship between MPAC and the Municipality. The DSSA includes commitments for MPAC to regularly update service levels, dependencies and data products in consultation with the Municipal Liaison Group.



MUNICIPAL PROPERTY ASSESSMENT CORPORATION  
SOCIÉTÉ D'ÉVALUATION FONCIÈRE DES MUNICIPALITÉS

### **Data Sharing and Services Agreement**

This Data Sharing and Services Agreement is dated as of the January 1, 2024 (the "Effective Date")

Between:

Municipal Property Assessment Corporation ("MPAC")

And

The Town of Deseronto (the "Municipality"), (collectively the "Parties")

#### **1. Overview**

This Agreement includes the following sections:

- Section 3: Service Level Agreement
- Section 4: MPAC Permitted Uses of Municipality Documents
- Section 5: Municipality Permitted Uses of MPAC Data Products
- Section 6: Data Terms and Conditions of Use

#### **2. Appendices**

The following appendices are incorporated into this Agreement:

- Appendix 1: Definitions
- Appendix 2: Service Level Agreement Exhibits

#### **3. Service Level Agreement**

##### **3.1. Purpose**

This Service Level Agreement (the "SLA") is a statement of MPAC's commitment to the Municipality to maintain high performance standards when providing Services, and the Municipality's commitment to perform the Dependencies that MPAC requires to meet these standards.

##### **3.2. MPAC Service Levels**

MPAC will provide the Services in a manner that meets the Service Levels in Appendix 2 (Service Level Agreement Exhibits) pertaining to the Assessment Roll (Part 1); Assessment In-Year Maintenance (Part 2) and Support Services (Part 3).

### **3.3. Municipality Documents and Dependencies**

The Municipality will make reasonable efforts to perform the Dependencies in such a manner and on a timely basis to enable MPAC to meet the Service Levels.

The Dependencies include:

- Dependencies specified in Appendix 2 (Service Level Agreement Exhibits); and
- Delivery of the following source documents (the “**Municipality Documents**”):

#### **3.3.1. Building Permits and Building Plans**

- Provide MPAC with all Complete Building Permits and available Building Plans within 30 days of issuance by the Municipality.
- Provide non-residential Building Plans to MPAC within 10 days of a request from MPAC.
- Provide MPAC with timely updates on the progress of construction, alterations and additions and notify MPAC that applicable properties have become occupied.
- Notify MPAC of any available information pertaining to new construction, alterations and additions to properties owned by the Province of Ontario or the Government of Canada in a timely manner.

#### **3.3.2. Severances and Consolidations**

- Deliver to MPAC (or MPAC's agent) information required to process SCIFs including information on lot zoning, lot addresses and lot servicing.

#### **3.3.3. Tax Applications and Vacancy Rebates**

- Deliver all required supporting documentation available for a Tax Application to allow MPAC to process a Completed MPAC Response Form, including all documentation required from the taxpayer.
- Provide MPAC with all required supporting documentation by May 15th (or the next Business Day) for MPAC to respond to the Municipality regarding a Tax Application prior to August 15<sup>th</sup> of that same calendar year, or on such timeline as agreed to by the Parties.
- Deliver all required supporting documentation and information to support the processing of a Vacancy Unit Rebate Application.

#### **3.3.4. Other Data as Mutually Agreed Upon by the Municipality and MPAC**

- Deliver available digital official plan and zoning schedules (shape files), planning information and development application information (staff reports, studies, by-laws, etc.) as requested by MPAC and agreed to by the Municipality, acting reasonably.
- Deliver other Dependencies as agreed to by the Parties during the Term.

### **3.4. Delivery and Reporting**

Each Party will make reasonable efforts to provide SLA deliverables to the other Party in the manner specified by the other Party, acting reasonably. This may include delivery by MPAC to the Municipality's Consultants and the use of electronic portals, e-permitting solutions and APIs.

MPAC will report on its Service Level performance through Municipal Connect. Where possible, SLA reports will indicate whether a failure to meet a Dependency affected MPAC's performance of the Services in accordance with a Service Level.

### **3.5. Relationship Meetings**

Upon request from the Municipality, a MPAC Regional Manager and/or MPAC Account Manager shall meet the Municipality at an agreed-upon schedule to discuss the Service Levels, provided that MPAC shall meet the Municipality at least once per year unless otherwise declined by the Municipality.

### **3.6. MPAC Failure to Achieve a Service Level**

If MPAC fails to meet a Service Level, MPAC will:

- 3.6.1. Within 10 days, initiate a problem review to identify the causes of such failure;
- 3.6.2. Within 30 days, provide a remediation plan and timelines to correct the problem;
- 3.6.3. Within 60 days, make recommendations to improve procedures and communications between MPAC and the Municipality;
- 3.6.4. Discuss the failure at the next relationship meeting;
- 3.6.5. In the event of two consecutive failures of such Service Level or a failure of a Service Level with a Measurement Period of more than one year, the non-performance will be brought to the attention of the MPAC Vice President and Chief Operating Officer and the MPAC Vice President and Chief Valuation and Standards Officer; and
- 3.6.6. In the event of additional consecutive failures of such Service Level after escalation, MPAC or the Municipality may refer the non-performance to the MPAC Quality Service Commissioner appointed pursuant to the *Municipal Property Assessment Corporation Act, 1997, S.O. 1997, c. 43, Sched. G*.

### **3.7. Municipality Failure to Meet Dependencies**

MPAC will notify the Municipality of instances where a missed Dependency is at risk of causing or has caused a missed Service Level. MPAC will discuss the Dependency at the

next relationship meeting and work with the Municipality to make recommendations to improve procedures and communications between MPAC and the Municipality. The Municipality shall have no further liability or responsibility to MPAC whatsoever for any costs, expenses, losses or damages of any kind in relation to the Municipality's missed Dependency.

### **3.8. Exceptions to Failures to Meet Service Levels and Dependencies**

Neither Party will be considered to have missed their respective Service Level or Dependency if the non-performance occurs as a consequence of any of the following events and the non-performing Party has taken reasonable efforts to mitigate non-performance:

- 3.8.1. Changes in Applicable Laws;
- 3.8.2. Failures by third parties not subcontracted by MPAC or the Municipality to provide data or information necessary for performance of the Service Level, including property owners, government, the ARB, courts and the Land Registry Office;
- 3.8.3. Directions from any Governmental or Regulatory Authority that delay or prevent the performance of a Service Level; or
- 3.8.4. Any other cause beyond the Party's reasonable control, including, third party network failures, cyberattacks, fires, riots, acts of war, labour disputes (including strikes and lockouts), pandemic, acts of terrorism, accident, explosion, flood, storm, acts of third party providers.

In addition, MPAC will not be considered to have missed a Service Level if the non-performance occurs as a consequence of any of the following events and MPAC has taken reasonable efforts to mitigate non-performance:

- 3.8.5. Non-performance by the Municipality of a Dependency required by such Service Level; or
- 3.8.6. The occurrence of any applicable exceptions in Appendix 2 (Service Level Agreement Exhibits).

### **3.9. Changes to Service Levels and Dependencies**

MPAC will conduct a review of the Service Levels and Dependencies at least once every four years with the Municipal Liaison Group.

MPAC may propose the addition or modification of a Service Level or Dependency in consultation with the Municipal Liaison Group and other municipalities. MPAC will make reasonable efforts to agree on the proposed addition or modification with the Municipal Liaison Group.

MPAC will provide at least 90 days written notice to the Municipality of the addition or modification of Service Levels or Dependencies following consultation with and approval by the Municipal Liaison Group. Upon the expiry of such notice period, the Service Levels or Dependencies will be deemed amended in accordance with the written notice.

Notwithstanding any other provision in this SLA, MPAC may at any time change or terminate any Service Levels or other provisions in this SLA if required by Applicable Laws.

### **3.10. Service Level Agreement Limitation of Liability**

With respect to this Section 3 (Service Level Agreement), neither Party will be liable for any claim for a failure to meet a Service Level or Dependency, or any associated losses or damages, including any direct, indirect, consequential, special, tax related (including, for greater clarity, liability for loss of past or future tax revenue in the event an assessment is amended by MPAC, the ARB, or a court for any reason), administrative, or other loss or damage, credit, discount or other remedy in relation to this SLA or any alleged breach thereof, regardless of whether such claim arises in contract (including fundamental breach), tort or any other legal theory.

This SLA does not create any rights or liabilities for either Party beyond those set out in any applicable legislation, including the *Municipal Act, 2001, S.O. 2001, c. 25* and the regulations thereunder, and the *Assessment Act, R.S.O. 1990, c. A.31* (the "**Assessment Act**") and the regulations thereunder, in each case, as amended from time to time.

For greater clarity, this SLA does not impact MPAC's obligations under the *Assessment Act*, and MPAC will continue to perform such obligations as required by, and in compliance with, the *Assessment Act*. This SLA does not derogate from MPAC's obligations under such policies, procedures and standards established by the Minister under Section 10 of the *Municipal Property Assessment Corporation Act, 1997, S.O. 1997, c. 43, Sched. G* (the "*MPAC Act*") or the statutory duties of MPAC under the *Assessment Act* and/or *MPAC Act*. Where MPAC's Service Levels under the DSSA differ from or conflict with such policies, procedures and standards, the requirement containing a more stringent, more timely or higher level of service by MPAC to the Municipality shall apply. The Municipality may request that the Minister issue an order under Section 10(3) of the *MPAC Act* to compel compliance by MPAC and/or may refer any non-compliance to the MPAC Quality Service Commissioner.

## **4. MPAC Permitted Uses of Municipality Documents**

### **4.1. MPAC Licence to Municipality Documents**

The Municipality will licence Municipality Documents to MPAC, subject to the Data Terms and Conditions of Use in Section 6 below, for the following uses pursuant to MPAC's rights and obligations under the *Assessment Act*, the *MPAC Act* and other applicable legislation (the "**MPAC Permitted Uses**"):

- 4.1.1. To meet the Service Levels outlined in the SLA;
- 4.1.2. To perform property assessment, valuation and other duties assigned to MPAC and its property assessors pursuant to Section 9(1) of the *MPAC Act*; and
- 4.1.3. To update, maintain, modify, adapt and verify MPAC databases and information. Pursuant to Section 9(2) of the *MPAC Act*, updated MPAC databases are used to engage in any activity consistent with MPAC's duties that MPAC's board of directors considers to be advantageous to MPAC, which include the following:
  - 4.1.3.1. Providing taxpayers with information to review whether their property assessments are accurate and equitable;
  - 4.1.3.2. Providing MPAC Data Products to municipalities, including upper-tier municipalities through Municipal Connect and other stakeholders; and
  - 4.1.3.3. Commercialization of data to offset MPAC's levy on municipalities.

For greater certainty, the MPAC Permitted Uses shall be in compliance with Applicable Law including MFIPPA and do not include disclosing the Municipality Documents (or any reproduction of the Municipality Documents) directly to any third party or enabling any third party to ascertain, derive, determine or recreate the Municipality Documents.

#### **4.2. Access to Municipality Documents by MPAC Consultants**

MPAC may disclose Municipality Documents to a consultant, contractor, agent or supplier retained by MPAC (a "**Consultant**") solely for the MPAC Permitted Uses in accordance with this Agreement. MPAC is responsible for ensuring that any Consultant abides by the terms and conditions as set out in Section 6 (Data Terms and Conditions).

### **5. Municipality Permitted Uses of MPAC Data Products**

#### **5.1. MPAC Data Products**

MPAC will licence products to the Municipality (the "**MPAC Data Products**"), subject to the Data Terms and Conditions of Use in Section 6 below, for the following permitted uses (the "**Municipality Permitted Uses**"):

- MPAC Data Products licensed only for Internal Planning Purposes;
- MPAC Data Products licensed only for Internal Planning Purposes and Internal Operational Purposes;
- MPAC Data Products licensed for Internal Planning Purposes, Internal Operational Purposes and specified External Distribution Purposes; and
- Custom Products subject to additional licensing terms.

#### **5.2. Delivery**

All MPAC Data Products will be delivered to the Municipality through Municipal Connect unless otherwise agreed to by the Parties. MPAC will provide an up-to-date list of all available MPAC Data Products and the associated Municipality Permitted Use(s) through Municipal Connect.

#### **5.3. Internal Planning Purposes**

For the purposes of this Agreement, an "**Internal Planning Purpose**" is defined as a municipal planning or assessment base management activity pursuant to Section 53 of the *Assessment Act* where MPAC Data is kept internal to the Municipality and not used for the delivery of operations, programs, services, information or any other purposes by the Municipality.

#### **5.4. Internal Operational Purposes**

For the purposes of this Agreement, an "**Internal Operational Purpose**" is defined as the delivery of operations, programs, services or information by the Municipality where MPAC Data is kept internal to the Municipality and only used for such operational purposes by the Municipality.

## **5.5. Access to MPAC Data Products by Consultants**

The Municipality may disclose MPAC Data Products to a consultant, contractor, agent or supplier retained by the Municipality (a "**Consultant**") solely for the Municipality's use of such MPAC Data Products in accordance with this Agreement. The Municipality is responsible for ensuring that Consultant abides by the terms and conditions set out in Section 6 (Data Terms and Conditions).

## **5.6. External Distribution**

For the purposes of this Agreement, an "**External Distribution Purpose**" is defined as the distribution of MPAC Data Products to any third party other than to a Consultant.

Certain MPAC Data Products are licensed to the Municipality for External Distribution Purposes. These MPAC Data Products will append terms and conditions that specify the permitted avenues for distribution and any access, use and security requirements.

The Municipality is responsible for ensuring that its distribution of such MPAC Data Products abides by any appended terms and conditions. Only specified MPAC Data Products are permitted to be published on the Municipality's open data websites.

Other MPAC Data Products are not available for external distribution. The municipality may make a Custom Product request for additional external distribution licences.

## **5.7. Municipality Requests for Custom Products**

The Municipality and wholly owned municipal entities may request that MPAC create and license additional custom products for the Municipality's purposes ("**Custom Products**"). Fees and other licensing terms (including Municipality Permitted Uses) may apply.

In emergency situations and during any declared federal, provincial, or municipal states of emergency, MPAC will make all reasonable efforts to support a Custom Product request including those pertaining to External Distribution Purposes for the purpose of responding to or dealing with, or facilitating a response to or dealing with, the emergency situation or state of emergency.

## **5.8. Access to MPAC Data Products by Other Third Parties**

Unless otherwise expressly permitted by the terms appended to an MPAC Data Product, other third parties to the Municipality including wholly owned and wholly funded municipal entities are not entitled to receive or use MPAC Data Products. Such third parties may contact their MPAC Account Manager to inquire about licensing MPAC Data for their own business purposes. Licensing terms will apply to all MPAC Data Products.

In determining whether fees will apply to MPAC Data Products for other third parties, MPAC will consider the following framework in collaboration with the third party requestor:



Entity Type	Fee for MPAC Data Products	Fee for Supplier Data	May Include But Not Limited To
<b>100% Municipally Funded or Created Entities / DSSABs / LRAs / LSBs / Planning Boards / Conservation Authorities</b>  <b>Non-Profit Purpose</b>	No, Unless Custom Product	Yes  Supplier Discounts May Apply	BIA / Economic Development, Childcare, Police Services, Fire Services, Emergency Services, Library Boards, Water / Wastewater, Social / Community Housing, Boards of Council, Committees of Council, DSSABs, LRAs, LRBs, Planning Boards, Conservation Authorities
<b>Partially Municipally Owned / Funded Entities</b>  <b>Non-Profit Purpose</b>	Reduced or No Fees	Yes  Supplier Discounts May Apply	Community Partnerships, Arena Boards, Business Incubators, Public Health Units
<b>Municipal Entities, and Entities Not Created by the Municipality</b>  <b>For-Profit Purpose</b>	Commercial Rates, With Consideration For Exceptional Circumstances	Yes	LDCs, Telecommunication Companies, Airports, Certain Infrastructure Projects

## 5.9. Changes to MPAC Data Products

MPAC may propose the addition or modification of a MPAC Data Product including any appended terms and conditions in consultation with the Municipal Liaison Group.

MPAC will provide at least 90 days written notice for the addition or modification of any MPAC Data Product following consultation with the Municipal Liaison Group. Upon the expiry of such notice period, the amended MPAC Data Product will be deemed effective in accordance with the written notice.

## 6. Data Terms and Conditions of Use

### 6.1. Application

- 6.1.1. This Data Terms and Conditions of Use (the "**Terms and Conditions**") will apply to the licensing of all MPAC Data Products and Municipality Documents (the "**Licensed Data**").
- 6.1.2. Where supplementary terms and conditions have been appended to MPAC Data Products, they will override any conflict with these Terms and Conditions.
  - 6.1.2.1. This includes data from the Ontario Parcel, where the provisions of the General Municipal Licence Agreement – OPMA Assessment Mapping Data Products (the "**OPMA GMLA**") apply.

### 6.2. Licence Grants

- 6.2.1. MPAC hereby grants to the Municipality a non-exclusive, non-transferable and revocable right to use MPAC Data Products solely for the Municipality Permitted Uses

set out in Section 5, provided that the Municipality complies with these Terms and Conditions.

- 6.2.2. The Municipality hereby grants to MPAC a non-exclusive, non-transferable and revocable right to use Municipality Documents solely for the MPAC Permitted Uses set out in Section 4, provided that MPAC complies with these Terms and Conditions.
- 6.2.3. No other uses of the Licensed Data are permitted.

### **6.3. Restrictions**

- 6.3.1. Unless otherwise authorized by these Terms and Conditions, the Licensee will not:
  - 6.3.1.1. transfer, sell, lend, trade, pledge, sublicense, assign, lease, disseminate, disclose or otherwise dispose of Licensed Data, in whole or in part, or any reproduction of Licensed Data, in whole or in part, to any other person or entity, including its Affiliates;
  - 6.3.1.2. post or transmit Licensed Data on any publicly accessible network or open data website, including the Internet, or on any network that does not have secure access by internal authorized users only;
  - 6.3.1.3. modify, adapt, disassemble, reverse engineer, screen scrape, or otherwise tamper with Licensed Data, in whole or in part, or incorporate Licensed Data, in whole or in part, into anything to be used by another person or entity;
  - 6.3.1.4. use Licensed Data to engage in the development of any product or service that competes with the Licensor such as creating a product that competes with commercial data offerings;
  - 6.3.1.5. ascertain, derive or determine, or attempt to ascertain, derive or determine, algorithms or methodologies related to the creation or development of Licensed Data, in whole or in part, including the development of a model, algorithm or artificial intelligence which predicts an estimate or a proxy for any data element contained in the Licensed Data;
  - 6.3.1.6. remove, obscure or otherwise alter markings or notices on Licensed Data relating to the use or distribution of Licensed Data or the intellectual property and proprietary rights of the Licensor and its Suppliers in or to Licensed Data;
  - 6.3.1.7. store, attempt to store or knowingly permit any person or entity to store Licensed Data, in whole or in part, so as to create a separate depository of Licensed Data or any part thereof, or a database.

For clarity, where the Municipality is the Licensee, the restrictions in this Section 6.3 apply only to the MPAC Data Products; where MPAC is the Licensee, the restrictions in this Section 6.3 apply only to the Municipality Documents.

### **6.4. Ownership of Licensed Data**

- 6.4.1. The Licensee acknowledges that Licensed Data contains confidential technical and commercial information of the Licensor and its Suppliers and agrees to ensure that Licensed Data will only be used for the applicable MPAC or Municipality Permitted Purposes by the Licensee.
- 6.4.2. The Licensee acknowledges that (i) copyright, trade secret rights and other intellectual property and proprietary rights reside in Licensed Data, (ii) the Licensor and its Suppliers hold copyright and other intellectual and proprietary rights in Licensed Data and all right, title and interest in and to Licensed Data will at all times be vested in and remain the property of the Licensor, (iii) no change made to Licensed Data, however extensive, will affect or negate the right, title and interest of the Licensor and its

Suppliers in the Licensed Data; (iv) no ownership rights in the Licensed Data are transferred to the Licensee, and (v) the Licensor reserves all copyright, trade secret, intellectual property and proprietary rights not expressly granted hereunder.

## **6.5. Disclaimers**

- 6.5.1.** The Licensee acknowledges that (i) the Licensor provides Licensed Data on an “as is” and “where available” basis and makes no guarantee, warranty, representation or condition of accuracy, completeness, usefulness for the Licensee’s purpose or intent to provide updates, fixes, maintenance or support, (ii) the Licensor and its Suppliers expressly disclaim all warranties, representations or conditions, express or implied, including warranties of merchantability and fitness for use, non-infringement of third party rights or those arising by law or by usage of trade or course of dealing, and (iii) all risk as to the results and performance of the Licensed Data is assumed by the Licensee.
- 6.5.2.** Where the Licensed Data is supplied by the Licensor through a website, the Licensee recognizes that the operation of the Licensor’s website may not be uninterrupted or secure. Without limiting the foregoing disclaimer, the Licensor makes no representation, warranty or condition that (i) its website is compatible with the Licensee’s equipment and/or software, (ii) its website will be continuously available or will function without interruption, (iii) its website will be error free or that errors will be corrected, (iv) use of its website will be free of viruses or other destructive or disruptive components, or (v) use of its website will not infringe the rights (including intellectual property rights) of any person.
- 6.5.3.** The Licensee will not be obligated to defend any third party intellectual property claims made against the Licensor.

## **6.6. Indemnity and Limitation of Liability**

- 6.6.1.** The Licensee agrees that (i) the Licensor and its Suppliers will not be liable to the Licensee or any other person for any late delivery of Licensed Data, loss of revenue, profit or savings, lost or damaged data or other commercial or economic loss or for any indirect, incidental, special or consequential damages whatsoever, even if the Licensor or its Suppliers have been advised of the possibility of such damages or for claims of any nature by a third party, (ii) such limitation of liability will apply whether or not liability results from a fundamental term or condition or a fundamental breach of these Terms and Conditions, arising from use of Licensed Data or otherwise (and whether arising in contract, tort or under any other theory of law or equity) under, arising from, connected with or related to, these Terms and Conditions, (iii) the Licensee agrees to indemnify and hold harmless the Licensor and its Suppliers and their respective officers, directors, employees and representatives from and against all claims, actions, damages or losses in respect of any breach of these Terms and Conditions by the Licensee, its Consultants or any third party that accesses the Licensor Data; and (iv) in respect of the indemnity provided in this section, the Licensee will pay resulting costs, damages, reasonable legal fees, penalties and expenses finally awarded. Subject to the above limitations, the Licensor’s maximum aggregate liability for this Section 6 hereunder for the Licensed Data is limited to \$5,000.

## **6.7. No Unauthorized Disclosure of Licensed Data**

- 6.7.1.** Unless otherwise authorized by these Terms and Conditions, the Licensee will hold all Licensed Data in confidence, and will not reproduce or otherwise disclose any

Licensed Data except to the Licensee's employees and Consultants to the extent such parties need to know such information to fulfil or perform their obligations under these Terms and Conditions, are informed of the confidential nature of Licensed Data, are directed to hold Licensed Data in the strictest confidence, and agree to act in accordance with these Terms and Conditions.

- 6.7.2. The Licensee will make all reasonable efforts to ensure that Licensed Data is stored on its system or otherwise handled such that Licensed Data is secure from unauthorized access.
- 6.7.3. The Licensee will promptly notify the Licensor of any misuse, misappropriation or unauthorized disclosure of such Licensed Data which has come to the Licensee's attention and promptly take all reasonably necessary corrective actions to investigate, contain and remediate the incident.
- 6.7.4. The Licensee acknowledges that: (i) unauthorized disclosure of Licensed Data could reasonably be expected to significantly prejudice the competitive position of the Licensor and its Suppliers and, absent any final decision or order of any competent court or tribunal, will not disclose Licensed Data to any other person without the written consent of the Licensor; and (ii) the Licensee will give, where reasonably practical and legally permissible, at least three business days notice to the Licensor of the possibility of any such decision, order or decision and will co-operate with the Licensor and its Suppliers in respect thereto.

#### **6.8. Compliance with Applicable Laws Including Freedom of Information Requests and/or Disclosure to External Parties**

- 6.8.1. The Licensee agrees to comply with all Applicable Laws including the Licensee's obligations under MFIPPA.
- 6.8.2. For greater certainty, when considering the statutory disclosure of any Licensed Data, in respect to a Freedom of Information request or otherwise, the Licensee acknowledges that it may be required to provide notice of Third Party Information to the Licensor under Section 21 of MFIPPA before any release decision is made. The Licensee may also transfer the relevant parts of an FOI request to the Licensor using the greater interest provisions of Section 18 of MFIPPA.

#### **6.9. Records and Audit**

- 6.9.1. The Licensee agrees to maintain adequate records during the Term and for at least two years after termination of the Agreement to substantiate compliance. For greater certainty, such records may include user requests, access and storage logs, security policies, documented controls and contracts with third parties accessing Licensed Data.
- 6.9.2. Upon at least ten days' written notice by MPAC, the Municipality will permit the MPAC or its representatives to access its premises, equipment and software during business hours to allow electronic or manual audits to be conducted solely for compliance with the Permitted Uses of MPAC Data Products, provided that MPAC and its representatives take all reasonable steps to minimize interference with the Municipality's operations.

#### **6.10. Term and Termination**

- 6.10.1. The Term of this Agreement shall be four years from the Effective Date.
- 6.10.2. Upon the conclusion of the Term, the Agreement shall automatically renew for an additional year unless the Municipality provides written notice to MPAC of its intent to

not renew the Agreement, in which event the Agreement shall terminate at the conclusion of the current Contract Year.

- 6.10.3. The Parties may mutually agree in writing to terminate this Agreement.
- 6.10.4. The Licensor may provide written notice to the Licensee where (i) the Licensee is in breach of any Terms and Conditions; or (ii) if these Terms and Conditions conflict with any Applicable Laws or legal instrument arising thereunder.
- 6.10.5. The Parties will meet within ten days of such notice and make all reasonable efforts to develop and agree to a remedial course of action.
- 6.10.6. Should the Parties be unable to agree to a remedial course of action, the Licensor may terminate the Licensee's licence and right to use the Licensor Data.
- 6.10.7. In addition to or in lieu of termination rights, the Licensee agrees that the Licensor is entitled to injunctive relief to restrain any continuation of a breach of these Terms and Conditions after receipt of written notice to the Licensee to cease activities causing the breach.
- 6.10.8. For greater clarity, any termination under these Terms and Conditions does not impact either Party's obligations to provide legislated products to the other Party, including MPAC's obligations to provide statutory products to the Municipality under the *Assessment Act* or other applicable legislation.

#### **6.11. Destruction and Post Termination Obligations**

- 6.11.1. When Licensed Data is no longer required for the purposes set out in these Terms and Conditions or upon termination of the Agreement, upon request of the Licensor, the Licensee agrees to destroy Licensed Data and provide written confirmation of same.
- 6.11.2. Notwithstanding the foregoing, if applicable, the Parties may retain one copy of applicable Licensed Data to permit the Parties to satisfy their respective regulatory record retention obligations, where such copy of Licensed Data will not be accessible by the Licensee or its officers, directors, employees, representatives or agents in the ordinary course.

#### **7. General**

- 7.1.1. This Agreement will not be assignable, either in whole or in part, by either Party without the prior written consent of the other Party.
- 7.1.2. This Agreement replaces and supersedes any earlier agreements, undertakings, arrangements or otherwise, verbal or in writing, between the Parties with respect to the subject matter covered, including the Service Level Agreement, the Municipal Licence Agreement and Product Use Sheets, the Municipal Connect Licence and the OPMA GMLA.
- 7.1.3. Sections 6.3 (Restrictions), 6.4 (Ownership of Licensed Data), 6.5 (Disclaimers), 6.6 (Indemnity and Limitation of Liability), 6.7 (No Unauthorized Disclosure of Licensed Data), 6.9 (Records and Audit) and 6.11 (Destruction and Post Termination Obligations) will survive the termination of this Agreement.
- 7.1.4. This Agreement will be construed and interpreted in accordance with the laws of the Province of Ontario and the Parties agree to attorn to the exclusive jurisdiction of the courts of Ontario for resolution of any dispute hereunder.
- 7.1.5. Unless otherwise advised in writing, any notice to be delivered hereunder will, in the case of the Municipality, be to its Clerk at City Hall or Administrative Centre and, in the case of MPAC, will be to its President and Chief Administrative Officer.
- 7.1.6. No waivers or amendments will be effective unless expressly written and signed by both Parties.

7.1.7. If any provision of this Agreement is held to be invalid, illegal or unenforceable by a court of competent jurisdiction, the validity, legality and enforceability of the remaining provisions will not in any way be affected or impaired thereby, and such provision will be deemed to be restated to reflect the parties' original intentions as nearly as possible in accordance with Applicable Laws.

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By signing below, each Party acknowledges that it has read and understood the terms of this Agreement, and for good and valuable consideration, agrees to be bound by these terms:

**"MUNICIPALITY"**

**MUNICIPAL PROPERTY ASSESSMENT CORPORATION**

Signed: \_\_\_\_\_

Signed: Carmelo Lipsi

Name: \_\_\_\_\_

Name: Carmelo Lipsi

Title: \_\_\_\_\_

Title: Vice-President and COO

Date: \_\_\_\_\_

Date: April 24, 2023.

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Data Sharing and Services Agreement Appendix 1 – Definitions**

<b><u>Term</u></b>	<b><u>Definition</u></b>
<b>Acknowledgment</b>	The successful registration of an Enquiry in MPAC's WorkSight portal, which will be communicated to the Municipality.
<b>Affiliates</b>	An affiliate as defined in the <i>Business Corporations Act, R.S.O. 1990, c. B.16</i> .
<b>Agreement</b>	The Data Sharing and Services Agreement.
<b>API</b>	Application Programming Interface
<b>Applicable Laws</b>	Applicable statutes, bylaws, regulations, orders, ordinances or judgments, in each case of any Governmental or Regulatory Authority.
<b>Apportionment</b>	An apportionment by MPAC of the assessed value made pursuant to Section 356 of the <i>Municipal Act, 2001, S.O. 2001, c. 25</i> , as amended, or Section 322 of the <i>City of Toronto Act, 2006, S.O. 2006, c. 11, Sched. A</i> , as amended.
<b>ARB</b>	Assessment Review Board.
<b>Assessment Act</b>	<i>Assessment Act, R.S.O. 1990, c. A.31</i> .
<b>Assessment-Sale Price Ratio or ASR</b>	Assessment-Sale Price Ratio has the meaning defined in the IAAO Glossary for Property Appraisal and Assessment (Second Edition).
<b>Building Plan</b>	Documents outlining the details of construction projects submitted to the Municipality.
<b>Building Permit</b>	A new official permit, or any updates or revisions to an existing official permit, issued by the Municipality, that evidences the granting by the Municipality of its formal permission for the commencement of construction, demolition, addition or renovation to a property.
<b>Business Day</b>	Monday to Friday, excluding Federal and Provincial statutory holidays observed by MPAC at its offices in Pickering, Ontario.
<b>Condominium Plan</b>	A new registered condominium plan.
<b>Condominium Plan Information Form or CPIF</b>	Condominium plan information form which is used by the Municipality as a basis to apportion the unpaid taxes pursuant to Section 356 of the <i>Municipal Act, 2001, S.O. 2001, c. 25</i> , as amended, or Section 322 of the <i>City of Toronto Act, 2006, S.O. 2006, c. 11, Sched. A</i> , as amended.
<b>Coefficient of Dispersion or COD</b>	Coefficient of Dispersion has the meaning defined in the IAAO Glossary for Property Appraisal and Assessment (Second Edition).
<b>Complete Building Permit</b>	A Building Permit that includes, at a minimum, the following information to enable MPAC to log it into the Permit Tracking System: (i) permit number; (ii) issue date; (iii) municipal address (iv) legal description and (iv) assessment roll number (where known).

<b><u>Term</u></b>	<b><u>Definition</u></b>
<b>Completed MPAC Response Form</b>	An MPAC Response Form completed by MPAC and delivered to the Municipality.
<b>Completed Tax Application</b>	A Tax Application whose factual information MPAC has reviewed and for which MPAC has provided a response on MPAC's Response Form, for the Municipality's use in deciding whether to approve or reject the Tax Application.
<b>Completed Vacant Unit Rebate Application</b>	A Vacant Unit Rebate Application whose factual information MPAC has reviewed and responded to.
<b>Consolidation</b>	The amalgamation of two or more lots or parcels of land that have the same ownership, into one parcel or lot of land.
<b>Consultant</b>	A consultant, contractor, agent or supplier retained by the Licensee who uses Licensed Data solely for the Licensee's use of Licensed Data in accordance with this Agreement, provided that prior to delivery of Licensed Data to Consultant, the Licensee has an executed contract with Consultant wherein Consultant agrees to adhere to Section 6 (Data Terms and Conditions of Use).
<b>Contract Year</b>	Initially, the period commencing on the Effective Date and ending 12 months following the Effective Date, and thereafter, each successive twelve-month period during the Term, provided that the final Contract Year will end on the last day of the Term.
<b>Custom Products</b>	Custom products created and licensed by MPAC to the Municipality subject to additional licensing terms and conditions. Custom Products may also be created and licensed by MPAC to third parties.
<b>Data Terms and Conditions of Use</b>	The terms and conditions for use by the Municipality, MPAC and Consultants of Licensed Data.
<b>Dependencies</b>	The activities which the Municipality must complete in a timely manner in order for MPAC to be able to perform the Services in a manner that meets the Service Levels.
<b>DSSA</b>	The Data Sharing and Services Agreement.
<b>Effective Date</b>	The date upon which the Agreement shall be effective.
<b>Enquiry</b>	An Urgent Enquiry and a Non-Urgent Enquiry.
<b>External Distribution Purpose</b>	The distribution of MPAC Data Products to any third party other than to a Consultant.
<b>Governmental or Regulatory Authority</b>	Any government, regulatory authority, governmental department, agency, commission, bureau, official, minister, court, board or tribunal or other law or regulation making entity having jurisdiction over MPAC or the Municipality.
<b>IAAO</b>	International Association of Assessing Officers.



<b><u>Term</u></b>	<b><u>Definition</u></b>
<b>IAAO Standards</b>	The technical standards related to property tax administration, property tax policy, valuation of property, mass appraisal and related disciplines that are maintained and published by the IAAO, as amended from time to time.
<b>Internal Planning Purposes</b>	A municipal planning or assessment base management activity pursuant to Section 53 of the <i>Assessment Act</i> where MPAC Data Products are kept internal to the Municipality and not used for the delivery of operations, programs, services, information or any other purposes by the Municipality.
<b>Internal Operational Purposes</b>	The delivery of operations, programs, services or information by the Municipality where MPAC Data Products are kept internal to the Municipality and only used for such operational purposes by the Municipality.
<b>Land Registry Office</b>	Offices of the government of Ontario in which title or ownership in real property is registered.
<b>Land Registry System</b>	System through which land registration documents are submitted to and recorded by the Land Registry Office.
<b>Licensed Data</b>	MPAC Data Products for the Municipality; Municipality Documents for MPAC.
<b>Licensee</b>	The Municipality for MPAC Data Products; MPAC for Municipality Documents.
<b>Licensor</b>	MPAC for MPAC Data Products; the Municipality for Municipality Documents.
<b>MFIPPA</b>	<i>Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56.</i>
<b>Monthly PRAN Report</b>	The report prepared by MPAC that sets out: (i) all of the PRANs issued by MPAC during the immediately preceding calendar month; (ii) changes in property values and Property Class associated with such PRANs, excluding changes due to factual errors related to school support and MPlans; and (iii) reasons for MPAC's issuance of such PRANs.
<b>MPAC</b>	Municipal Property Assessment Corporation.
<b>MPAC Data Products</b>	Licensed MPAC data products made available by MPAC in accordance with the Agreement.
<b>MPAC Regional Manager</b>	MPAC's Regional Manager of Municipal and Stakeholder Relations for the Municipality.
<b>MPAC Account Manager</b>	MPAC's Account Manager of Municipal and Stakeholder Relations for the Municipality.
<b>MPAC's Response Form</b>	MPAC's form used for recording Tax Application information.
<b>Measurement Period</b>	The period of time used to measure MPAC's performance of a Service against the related Service Level.
<b>MPlan</b>	A new registered plan of subdivision.
<b>Municipal Connect</b>	MPAC's website portal for distributing MPAC Data Products to the Municipality.

<b>Term</b>	<b>Definition</b>
<b>Municipal Liaison Group (MLG)</b>	An MPAC committee comprised of municipal and association representatives. Membership reflects a broad spectrum of Ontario municipal issues and interests.
<b>Municipal Licence Agreement</b>	The Property Assessment Information Licence – Municipalities effective January 1, 2007 previously executed by the Parties.
<b>Municipality</b>	The municipality which is a Party to the Agreement.
<b>Municipal Connect Licence</b>	The Municipal Connect Terms and Conditions Of Use which authorized municipal users agreed to when accessing MPAC data on Municipal Connect.
<b>Municipality Documents</b>	Source documents from the Municipality required to meet the Dependencies.
<b>New Assessment Forecast</b>	MPAC's forecasted increase to the assessed value of each Property Category during a calendar year that directly results from either: (i) Building Permits issued in respect of such Property Categories during such calendar year; or (ii) the Municipality notifying MPAC of new construction, alterations or additions to properties owned by the Province of Ontario or the Government of Canada.
<b>New Assessment Report</b>	A report that sets out: (i) MPAC's forecasted increase to the assessed value of each Property Category during each of the <u>immediately preceding five calendar quarters</u> that directly results from Building Permits issued in respect of such Property Category during each such quarter or notifications from the Municipality in respect of new construction, alterations or additions to properties owned by the Province of Ontario or the Government of Canada; and (ii) MPAC's forecasted increase to the assessed value of each Property Category <u>during a calendar year</u> that directly results from Building Permits issued in respect of such Property Category during such calendar year or notifications from the Municipality in respect of new construction, alterations or additions to properties owned by the Province of Ontario or the Government of Canada.
<b>Non-Urgent Enquiry</b>	Any Enquiry received by MPAC from the Municipality submitted to MPAC's WorkSight portal.
<b>Omitted Assessment Change</b>	A change in assessed value as a consequence of construction following issuance of a Building Permit that is liable for omitted tax treatment in accordance with Section 33 of the <i>Assessment Act, R.S.O. 1990, c. A.31</i> .
<b>OPMA Agreement</b>	The General Municipal Licence Agreement – OPMA Assessment Mapping Data Products which licenses Ontario Parcel data to the Municipality.
<b>Parties</b>	MPAC and the Municipality and Party means either one of them, as applicable.

<b><u>Term</u></b>	<b><u>Definition</u></b>
<b>Permit Tracking System</b>	MPAC's central repository of Building Permits.
<b>PRAN</b>	The Post Roll Amended Notice, which MPAC may issue to correct one or more factual errors in the assessed value, classification or tax status of a property pursuant to Section 32(1.1) of the <i>Assessment Act, R.S.O. 1990, c. A. 31</i> , as amended from time to time.
<b>Preliminary New Assessment Forecast</b>	MPAC's forecasted increase to the assessed value of each Property Category during the immediately subsequent calendar year, based on: (i) Building Permits; (ii) notifications from the Municipality in respect of new construction, alterations or additions to properties owned by the Province of Ontario or the Government of Canada; and (iii) other historical data and information that MPAC previously received in respect of each such Property Category.
<b>Product Use Sheets</b>	Amendments to the Municipal Licence Agreement for MPAC data to fulfill the Municipality's custom MPAC data requests previously executed by the Parties.
<b>Property Category</b>	All properties located in the Province of Ontario that MPAC classifies as: (i) residential; (ii) residential condominium; (iii) commercial and industrial; or (iv) new registered plans of subdivision; or (v) properties owned by the Province of Ontario or the Government of Canada.
<b>Property Class</b>	The property classes set forth under the <i>Assessment Act, R.S.O. 1990, c. A. 31</i> , and the property subclasses provided in the regulations made thereunder, all as amended from time to time.
<b>Response</b>	The provision of a sufficient answer to the Municipality's Enquiry, not including any follow up or further Enquiries, and/or the provision of a reasonable timeline for the complete resolution of the Enquiry.
<b>RPlan</b>	A reference plan, a graphical representation of descriptions of land, and representations of divisions of land, under the <i>Planning Act, RSO 1990 Ch.P. 13</i> , following a transfer of a property, that is deposited in a Land Registry Office located within the Province of Ontario.
<b>Severance / Consolidation Information Form or SCIF</b>	The form which sets out information related to an Apportionment, and is used by the Municipality to apportion unpaid taxes among the parcels as provided under section 356(1) of <i>Municipal Act, 2001, S.O. 2001, c. 25</i> , as amended, or Section 322(1) of the <i>City of Toronto Act, 2006, S.O. 2006, c. 11, Sched. A</i> , as amended.
<b>Service Levels</b>	The criteria set out in the SLA that MPAC commits to achieving when providing the Services.
<b>Services</b>	The services that MPAC provides to the Municipality as provided in the SLA.

<b><u>Term</u></b>	<b><u>Definition</u></b>
<b>Service Level Agreement (SLA)</b>	A set of Service Levels developed by MPAC and municipalities that establishes meaningful performance standards for assessment services.
<b>Severance</b>	The separation, authorized by the Municipality or its authorized delegate, of a piece of land to form a new lot or a new parcel of land.
<b>Supplementary Assessment Change</b>	A change in assessed value as a consequence of construction following issuance of a Building Permit that is liable for supplementary treatment in accordance with Section 34 of the <i>Assessment Act, R.S.O. 1990, c. A.31</i> , effective on the date on which the property commences to be used for any purpose.
<b>Suppliers</b>	For MPAC Data Products, MPAC and MPAC data licensors which may include Teranet Inc. and its affiliates and the Province of Ontario. For Municipality Documents, the Municipality and the Municipality's data suppliers.
<b>Tax Application</b>	An application for a refund of, or adjustment to, property taxes that: (i) in the case of the City of Toronto, has been filed under Sections 323 or 325 of the <i>City of Toronto Act, 2006, S.O. 2006, c. 11, Sched. A</i> , as amended from time to time; (ii) in the case of a municipality other than the City of Toronto, has been filed under Sections 357 or 358 of the <i>Municipal Act, 2001, S.O. 2001, c. 25</i> , as amended from time to time; and (iii) the Municipality has delivered to MPAC for MPAC's review.
<b>Term</b>	The duration of the Agreement as specified in Section 6.10.
<b>Terms and Conditions</b>	The Data Terms and Conditions of Use.
<b>Third Party Information</b>	Trade secrets or scientific, technical, commercial, financial or labour relations information that is supplied by the Licensor to the Licensee in confidence, either implicitly or explicitly, pursuant to MFIPPA.
<b>Timely Building Permit</b>	A Building Permit that MPAC added into the Permit Tracking System within 30 days following MPAC's receipt of such Building Permit from the Municipality.
<b>Timely Completed Tax Application</b>	A Completed Tax Application that MPAC has delivered to the Municipality within 90 days following MPAC's receipt of such Tax Application.
<b>Timely Completed Vacant Unit Rebate Application</b>	Collectively, a Completed Vacant Unit Rebate Application and the property specific facts related to such Vacant Unit Rebate Application, that MPAC has delivered to the Municipality within 60 days of MPAC's receipt of such Vacant Unit Rebate Application.
<b>Urgent Enquiry</b>	An Enquiry that would reasonably be viewed by the Municipality and MPAC as having a material impact on the Municipality's ability to properly bill and collect taxes or which is required for the purposes of answering a question of material importance at a council meeting.

<u>Term</u>	<u>Definition</u>
<b>Vacant Unit Rebate Application</b>	An application for a vacant unit rebate of property taxes that: (i) in the case of the City of Toronto, has been filed as part of Toronto's tax rebate program that it created and maintains as required by Section 331 of the <i>City of Toronto Act, 2006, S.O. 2006, c. 11, Sched. A</i> , as amended from time to time; or (ii) in the case of a municipality other than the City of Toronto, has been filed as part of such Municipality's tax rebate program that it created and maintains as required by Section 364 of the <i>Municipal Act, 2011, S.O. 2001, c. 25</i> , as amended from time to time.
<b>Year End Tax File</b>	The electronic data file that MPAC delivers to the Municipality each calendar year for municipal planning and tax purposes.
<b>Year End Tax File Error</b>	A problem with the Year-End Tax File that requires revisions by MPAC in order for the Municipality to load or levy taxes from such Year-End Tax File.

**Appendix 2 - Service Level Agreement Exhibits**

Pursuant to Section 3.2 of the Agreement, the following exhibits collectively provide the Service Levels to the Service Level Agreement.

**PART 1  
SERVICE LEVELS APPLICABLE TO THE ASSESSMENT ROLL**

<b>Service Level Name:</b>	<b>Accuracy of Assessment of Residential Properties</b>
<b>Service Level Objective:</b>	To measure the accuracy and/or uniformity of reassessment values, for residential properties, against the internationally recognized mass appraisal IAAO Standards.
<b>Service Level Requirement:</b>	Accuracy will meet the acceptable range of the Assessment-Sale Price Ratio ("ASR") as set forth in the IAAO Standards.  Uniformity will meet the Coefficient of Dispersion ("COD") standards as set forth in the IAAO Standards.
<b>Definitions:</b>	"IAAO Standards" means the technical standards related to property tax administration, property tax policy, valuation of property, mass appraisal and related disciplines that are maintained and published by the IAAO, as amended from time to time.
<b>Measurement Process:</b>	This Service Level will be measured in accordance with the IAAO Standards.  Where MPAC determines, acting reasonably, that there is inadequate sales data within a Municipality to calculate the ASR or COD, MPAC shall determine the appropriate geographic area to use to calculate a statistically reliable ASR or COD, as applicable.
<b>Measurement Period:</b>	N/A.
<b>Frequency:</b>	At the time of the province-wide reassessment.
<b>Formula:</b>	N/A.
<b>Dependencies:</b>	N/A.
<b>Additional Exceptions:</b>	N/A.
<b>Delivery of Service Level Report by MPAC:</b>	With the assessment roll.

<b>Service Level Name:</b>	<b>Accuracy of Assessment of Farm Properties</b>
<b>Service Level Objective:</b>	To measure the accuracy and/or uniformity of reassessment values, for farm properties, against the internationally recognized mass appraisal IAAO Standards.
<b>Service Level Requirement:</b>	Accuracy will meet the acceptable range of the Assessment-Sale Price Ratio ("ASR") as set forth in the IAAO Standards.  Uniformity will meet the Coefficient of Dispersion ("COD") standards as set forth in the IAAO Standards.
<b>Definitions:</b>	"IAAO Standards" means the technical standards related to property tax administration, property tax policy, valuation of property, mass appraisal and related disciplines that are maintained and published by the IAAO, as amended from time to time.
<b>Measurement Process:</b>	This Service Level will be measured in accordance with the IAAO Standards.  Where MPAC determines, acting reasonably, that there is inadequate sales data within a Municipality to calculate the ASR or COD, MPAC shall determine the appropriate geographic area to use to calculate a statistically reliable ASR or COD, as applicable.
<b>Measurement Period:</b>	N/A.
<b>Frequency:</b>	At the time of the province-wide reassessment.
<b>Formula:</b>	N/A.
<b>Dependencies:</b>	N/A.
<b>Additional Exceptions:</b>	N/A.
<b>Delivery of Service Level Report by MPAC:</b>	With the assessment roll.

<b>Service Level Name:</b>	<b>Accuracy of Assessment of Multi-Residential Properties</b>
<b>Service Level Objective:</b>	To measure the accuracy and/or uniformity, for multi-residential properties, against the internationally recognized mass appraisal IAAO Standards.
<b>Service Level Requirement:</b>	Accuracy will meet the acceptable range of the Assessment-Sale Price Ratio ("ASR") as set forth in the IAAO Standards.  Uniformity will meet the Coefficient of Dispersion ("COD") standards as set forth in the IAAO Standards.
<b>Definitions:</b>	"IAAO Standards" means the technical standards related to property tax administration, property tax policy, valuation of property, mass appraisal and related disciplines that are maintained and published by the IAAO, as amended from time to time.
<b>Measurement Process:</b>	This Service Level will be measured in accordance with the IAAO Standards.  Where MPAC determines, acting reasonably, that there is inadequate sales data within a Municipality to calculate the ASR or COD, MPAC shall determine the appropriate geographic area to use to calculate a statistically reliable ASR or COD, as applicable.
<b>Measurement Period:</b>	N/A.
<b>Frequency:</b>	At the time of the province-wide reassessment.
<b>Formula:</b>	N/A.
<b>Dependencies:</b>	N/A.
<b>Additional Exceptions:</b>	N/A.
<b>Delivery of Service Level Report by MPAC:</b>	With the assessment roll.



<b>Service Level Name:</b>	<b>Accuracy of Assessment of Commercial and Industrial Properties</b>
<b>Service Level Objective:</b>	To measure the accuracy and/or uniformity, for commercial and industrial properties, against the internationally recognized mass appraisal IAAO Standards.
<b>Service Level Requirement:</b>	Accuracy will meet the acceptable range of the Assessment-Sale Price Ratio ("ASR") as set forth in the IAAO Standards.  Uniformity will meet the Coefficient of Dispersion ("COD") standards as set forth in the IAAO Standards.
<b>Definitions:</b>	" <b>IAAO Standards</b> " means the technical standards related to property tax administration, property tax policy, valuation of property, mass appraisal and related disciplines that are maintained and published by the IAAO, as amended from time to time.
<b>Measurement Process:</b>	This Service Level will be measured in accordance with the IAAO Standards.  Where MPAC determines, acting reasonably, that there is inadequate sales data within a Municipality to calculate the ASR or COD, MPAC shall determine the appropriate geographic area to use to calculate a statistically reliable ASR or COD, as applicable.
<b>Measurement Period:</b>	N/A.
<b>Frequency:</b>	At the time of the province-wide reassessment.
<b>Formula:</b>	N/A.
<b>Dependencies:</b>	N/A.
<b>Additional Exceptions:</b>	N/A.
<b>Delivery of Service Level Report by MPAC:</b>	With the assessment roll.

<b>Service Level Name:</b>	<b>Accuracy and Timeliness of Delivery of the Year-End Tax File</b>
<b>Service Level Objective:</b>	To provide the Year-End Tax File annually no later than December 8th, in the agreed upon format, that can be successfully loaded into a Municipality's system.
<b>Service Level Requirements:</b>	MPAC will deliver the Year-End Tax File to Municipalities no later than December 8 <sup>th</sup> of each calendar year. If a Year-End Tax File Error is discovered that prevents the Year-End Tax File from being loaded, MPAC will provide a Year-End Tax File Error free replacement Year-End Tax File within seven Business Days of a Municipality notifying MPAC of the Year-End Tax File Error.  MPAC will provide a minimum of six months' notice of any changes to the format of the Year-End Tax File.
<b>Definitions:</b>	"Year-End Tax File Error" means a problem with the Year-End Tax File that requires revisions by MPAC in order for the Municipality to load or levy taxes from such Year-End Tax File.  "Year-End Tax File" means the electronic data file that MPAC delivers to each Municipality each calendar year for municipal planning and tax purposes.
<b>Measurement Process:</b>	MPAC will monitor the number of timely Year-End Tax Files delivered by December 8th each calendar year to Municipalities in the agreed upon format, and will identify the number of Year-End Tax Files that cannot be loaded.
<b>Measurement Period:</b>	Calendar year.
<b>Formula:</b>	N/A.
<b>Dependencies:</b>	Each Municipality must be capable of accepting the Year-End Tax File in the applicable format.  Data provided in the Year-End Tax File may be used only in accordance with Section 53(3) of the <i>Assessment Act</i> , R.S.O. 1990, c. A.31.
<b>Additional Exceptions:</b>	N/A.
<b>Delivery of Service Level Report by MPAC:</b>	Annually, and the report will include a list, provided by MPAC, of the quality control process checks performed by MPAC on the Year-End Tax File.

**Part 2**  
**SERVICE LEVELS APPLICABLE TO ASSESSMENT IN-YEAR MAINTENANCE**

<b>Service Level Name:</b>	<b>Timeliness of Processing Building Permit Notifications</b>
<b>Service Level Objective:</b>	To ensure all Building Permit notifications are loaded to MPAC's Permit Tracking System database within a specified time.
<b>Service Level Requirements :</b>	<p><u>Paper Building Permits.</u> At least 90% of the total number of Building Permits that MPAC receives in paper format from a Municipality in a calendar month will be added into MPAC's Permit Tracking System within 30 days following MPAC's receipt of such Building Permits from such Municipality.</p> <p><u>Electronic Building Permits Not Received in the Predefined Format.</u> At least 90% of the total number of Building Permits that MPAC receives electronically from a Municipality in a calendar month that have not been completed in the predefined format as published by MPAC will be added into MPAC's Permit Tracking System within 30 days following MPAC's receipt of such Building Permits from such Municipality.</p> <p><u>Electronic Building Permits Received in the Predefined Format:</u> All Building Permits that MPAC receives electronically from a Municipality in a calendar month completed in the predefined format as published by MPAC, will be added into MPAC's Permit Tracking System within 30 days following MPAC's receipt of such Building Permits from such Municipality.</p>
<b>Definitions:</b>	<p><b>"Complete Building Permit"</b> means a Building Permit that includes, at a minimum, the following information to enable MPAC to log it into the Permit Tracking System: (i) permit number; (ii) issue date; (iii) municipal address (iv) legal description and (iv) assessment roll number (where known).</p> <p><b>"Permit Tracking System"</b> means MPAC's central repository of Building Permits.</p> <p><b>"Timely Permit"</b> means a Building Permit that MPAC added into the Permit Tracking System within 30 days following MPAC's receipt of such Building Permit from the Municipality.</p>

<b>Measurement Process:</b>	<p>MPAC will track each Building Permit that it receives in paper format from the moment it arrives in MPAC's central processing facility. Each paper-format Building Permit that MPAC receives at its Central Processing Facility will be stamped with the date and time of such receipt.</p> <p>MPAC will track each Building Permit that it receives electronically from the moment it is received in the designated mailbox or through the MPAC-designated web service.</p>
<b>Measurement Period:</b>	Calendar month.
<b>Formula:</b>	Total number of Timely Permits in a calendar month + Total number of Building Permits loaded into MPAC's Permit Tracking System for the Municipality in the same calendar month, expressed as a percentage.
<b>Dependencies:</b>	All Building Permits delivered by Municipalities to MPAC, whether electronically or in paper format, must be Complete Building Permits.
<b>Additional Exceptions:</b>	N/A.
<b>Delivery of Service Level Report by MPAC:</b>	Monthly.

<b>Service Level Name:</b>	<b>Timeliness of Delivery of the Quarterly and Preliminary New Assessment Forecasts</b>
<b>Service Level Objective:</b>	To deliver preliminary and quarterly forecasting reports to Municipalities predicting new assessment growth.
<b>Service Level Requirements:</b>	<p>MPAC will deliver a New Assessment Forecast to Municipalities within 30 days following the end of each of the first three quarters in a calendar year. For clarity, MPAC will deliver a total of three New Assessment Forecasts to Municipalities during a calendar year.</p> <p>MPAC will deliver a Preliminary New Assessment Forecast to Municipalities within 30 days following the commencement of the fourth quarter of each calendar year.</p>
<b>Definitions:</b>	<p><b>"New Assessment Forecast"</b> means MPAC's forecasted increase to the assessed value of each Property Category during a calendar year that directly results from either</p> <p>(i) Building Permits issued in respect of such Property Categories during such calendar year or (ii) the Municipality notifying MPAC of new construction, alterations or additions to properties owned by the Province of Ontario or the Government of Canada.</p> <p><b>"Preliminary New Assessment Forecast"</b> means MPAC's forecasted increase to the assessed value of each Property Category during the immediately subsequent calendar year, based on: (i) Building Permits; (ii) notifications from the Municipalities in respect of new construction, alterations or additions to properties owned by the Province of Ontario or the Government of Canada; and (iii) other historical data and information that MPAC previously received in respect of each such Property Category.</p>
<b>Measurement Process:</b>	<p>MPAC will track the period of time from the end of the calendar quarter until MPAC delivers the New Assessment Forecast.</p> <p>MPAC will track the period of time beginning at the commencement of the fourth calendar quarter until MPAC delivers the Preliminary New Assessment Forecast.</p>
<b>Measurement Period:</b>	Calendar quarter.
<b>Formula:</b>	N/A.

<p><b>Dependencies:</b></p>	<p>All Building Permits delivered by Municipalities to MPAC must be Complete Building Permits and must be received by MPAC within 30 days following their issuance by the Municipality.</p> <p>Municipalities must notify MPAC of new construction, alterations or additions to properties owned by the Province of Ontario or the Government of Canada in a timely manner.</p> <p>All notifications by Municipalities to MPAC of new construction, alterations or additions to properties owned by the Province of Ontario or the Government of Canada must contain sufficient information to enable MPAC to predict accurate new assessment growth.</p>
<p><b>Additional Exceptions:</b></p>	<p>N/A.</p>
<p><b>Delivery of Service Level Report by MPAC:</b></p>	<p>Quarterly for the New Assessment Forecasts (except for the fourth calendar quarter of a calendar year).</p> <p>Annually for the Preliminary New Assessment Forecast.</p>

<b>Service Level Name:</b>	<b>Timeliness of MPAC's delivery of the New Assessment Report to Municipalities.</b>
<b>Service Level Objective:</b>	To provide a report to Municipalities that compares actual versus forecasted new assessment growth.
<b>Service Level Requirement:</b>	MPAC will deliver the New Assessment Report to Municipalities within 30 days following the end of each calendar year.
<b>Definitions:</b>	" <b>New Assessment Report</b> " means a report that sets out: (i) MPAC's forecasted increase to the assessed value of each Property Category <u>during each of the immediately preceding five calendar quarters</u> that directly results from Building Permits issued in respect of such Property Category during each such quarter or notifications from the Municipality in respect of new construction, alterations or additions to properties owned by the Province of Ontario or the Government of Canada; and (ii) MPAC's forecasted increase to the assessed value of each Property Category <u>during a calendar year</u> that directly results from Building Permits issued in respect of such Property Category during such calendar year or notifications from the Municipality in respect of new construction, alterations or additions to properties owned by the Province of Ontario or the Government of Canada.
<b>Measurement Process:</b>	MPAC will track the period of time from the end of the calendar year until MPAC delivers the New Assessment Report.
<b>Measurement Period:</b>	Calendar year.
<b>Formula:</b>	N/A.
<b>Dependencies:</b>	All Building Permits delivered by Municipalities to MPAC must be Complete Building Permits and must be received by MPAC within 30 days following their issuance by the Municipality.  Municipalities must notify MPAC of new construction, alterations or additions to properties owned by the Province of Ontario or the Government of Canada in a timely manner.  All notifications by Municipalities to MPAC of new construction, alterations or additions to properties owned by the Province of Ontario or the Government of Canada must

	contain sufficient information to enable MPAC to predict accurate new assessment growth.
<b>Additional Exceptions:</b>	N/A.
<b>Delivery of Service Level Report by MPAC:</b>	Annual.



<b>Service Level Name:</b>	<b>Processing of Supplementary and Omitted Assessments</b>
<b>Service Level Objective:</b>	Process Supplementary Assessment Change and Omitted Assessment Change in a timely manner.
<b>Service Level Requirement:</b>	Process at least 85% of the total value of Supplementary Assessment Change and related Omitted Assessment Change within one year of such Supplementary Assessment Change or Omitted Assessment Change, and the balance of the total value of Supplementary Assessment Change and related Omitted Assessment Change in accordance with the requirements of Sections 33 and 34 of the <i>Assessment Act</i> .
<b>Definitions:</b>	<p><b>"Supplementary Assessment Change"</b> means a change in assessed value as a consequence of construction following issuance of a Building Permit that is liable for supplementary treatment in accordance with Section 34 of the <i>Assessment Act</i>, <i>R.S.O. 1990, c. A.31</i>, effective on the date on which the property commences to be used for any purpose.</p> <p><b>"Omitted Assessment Change"</b> means a change in assessed value as a consequence of construction following issuance of a Building Permit that is liable for omitted tax treatment in accordance with Section 33 of the <i>Assessment Act</i>, <i>R.S.O. 1990, c. A.31</i>.</p>
<b>Measurement Process:</b>	<p>For each Property Category, MPAC will track the period of time it takes from when the property commences to be used until the Supplementary Assessment Change and the related Omitted Assessment Change is entered into and approved in MPAC's systems.</p> <p>For each Property Category, MPAC will measure the Supplementary Assessment Change and the related Omitted Assessment Change attributable to properties that commence to be used that are entered and approved in MPAC's systems.</p>
<b>Measurement Period:</b>	Calendar year.
<b>Formula:</b>	Total value of Supplementary Assessment Change and Omitted Assessment Change for each Property Category within the calendar year approved in MPAC's systems within one year following the date each property becomes occupied ÷ Total value of Supplementary Assessment Change and the Omitted Assessment Change for that same Property Category within the calendar year, expressed as a percentage.

<b>Dependencies:</b>	All Building Permits delivered by Municipalities to MPAC must be Complete Building Permits and must be received by
	<p>MPAC within 30 days following their issuance by the Municipality.</p> <p>The Municipality must provide non-residential building plans to MPAC within 10 days of request by MPAC.</p> <p>The Municipality must notify MPAC that applicable properties have become occupied and/or provide MPAC with timely updates on the progress of construction, alterations or additions.</p>
<b>Additional Exceptions:</b>	N/A.
<b>Delivery of Service Level Report by MPAC:</b>	Annually.

<b>Service Level Name:</b>	<b>Timeliness of Delivery of Monthly PRAN Reports</b>
<b>Service Level Objective:</b>	To deliver Monthly PRAN Reports to Municipalities by specified dates.
<b>Service Level Requirements:</b>	MPAC will deliver the Monthly PRAN Report to Municipalities within 30 days following the end of each calendar month.
<b>Definitions:</b>	<p><b>"Monthly PRAN Report"</b> means the report prepared by MPAC that sets out: (i) all of the PRANs issued by MPAC during the immediately preceding calendar month; (ii) changes in property values and Property Class associated with such PRANs, excluding changes due to factual errors related to school support and MPlans; and (iii) reasons for MPAC's issuance of such PRANs.</p> <p><b>"MPlan"</b> means a new registered plan of subdivision.</p> <p><b>"PRAN"</b> means the Post Roll Amended Notice, which MPAC may issue to correct one or more factual errors in the assessed value, classification or tax status of a property pursuant to Section 32(1.1) of the <i>Assessment Act, R.S.O. 1990, c. A. 31</i>, as amended from time to time.</p> <p><b>"Property Class"</b> means the property classes set forth under the <i>Assessment Act, R.S.O. 1990, c. A. 31</i>, and the property subclasses provided in the regulations made thereunder, all as amended from time to time.</p>
<b>Measurement Process:</b>	N/A.
<b>Measurement Period:</b>	Calendar month.
<b>Formula:</b>	N/A.
<b>Dependencies:</b>	N/A.
<b>Additional Exceptions:</b>	N/A.
<b>Delivery of Service Level Report by MPAC:</b>	Monthly

<b>Service Level Name:</b>	<b>Timeliness of Delivery of the Severance/Consolidation Information Form ("SCIF")</b>
<b>Service Level Objective:</b>	To deliver to Municipalities at least 90% of the total number of SCIFs within 150 days of plan registration
<b>Service Level Requirement:</b>	<p>At least 90% of the total number of SCIFs in respect of MPlans registered in the Land Registry System during a calendar year will be delivered by MPAC to the Municipality within 150 days following such registration.</p> <p>100% of the total number of SCIFs in respect of MPlans registered in the Land Registry System will be delivered by MPAC to the Municipality within one year following such registration.</p> <p>At least 90% of the total number of SCIFs in respect of RPlans registered in the Land Registry System during a calendar year will be delivered by MPAC to the Municipality within 150 days following the registration of the first sale on such RPlan.</p> <p>100% of the total number of SCIFs in respect of RPlans registered in the Land Registry System will be delivered by MPAC to the Municipality within one year following such registration of the first sale on such RPlan.</p>
<b>Definitions:</b>	<p><b>"Apportionment"</b> means an apportionment by MPAC of the assessed value made pursuant to Section 356 of the <i>Municipal Act, 2001, S.O. 2001, c. 25</i>, as amended, or Section 322 of the <i>City of Toronto Act, 2006, S.O. 2006, c. 11, Sched. A</i>, as amended.</p> <p><b>"Consolidation"</b> means the amalgamation of two or more lots or parcels of land that have the same ownership, into one parcel or lot of land.</p> <p><b>"MPlan"</b> means a new registered plan of subdivision.</p> <p><b>"RPlan"</b> means a reference plan, a graphical representation of descriptions of land, and representations of divisions of land, under the <i>Planning Act, RSO 1990 Ch.P.13</i>, following a transfer of a property, that is deposited in a Land Registry Office located within the Province of Ontario.</p> <p><b>"SCIF"</b> means the Severance/Consolidation Information Form, which sets out information related to an Apportionment, and is used by Municipalities to apportion unpaid taxes among the parcels as provided under section 356(1) of <i>Municipal Act</i>,</p>

	<p>2001, S.O. 2001, c. 25, as amended, or Section 322(1) of the <i>City of Toronto Act, 2006</i>, S.O. 2006, c. 11, Sched. A, as amended.</p> <p>"Severance" means the separation, authorized by a Municipality or its authorized delegate, of a piece of land to form a new lot or a new parcel of land.</p>
<b>Measurement Process:</b>	For each property, MPAC will track the period of time commencing when the applicable MPlan or RPlan and sale is registered in the Land Registry System until the SCIF in respect of such MPlan or RPlan is entered into MPAC's systems and thereby delivered to the Municipality.
<b>Measurement Period:</b>	Semi-annually.
<b>Formula:</b>	<p>Total number of SCIFs in respect of MPlans delivered to the Municipality within 150 days in a given reporting period + total number of SCIFs in respect of MPlans were delivered to the Municipality within the same reporting period, expressed as a percentage.</p> <p>Total number of SCIFs in respect of RPlans delivered to the Municipality within 150 days in a given reporting period + total number of SCIFs in respect of RPlans were delivered to the Municipality within the same reporting period, expressed as a percentage.</p>
<b>Dependencies:</b>	Delivery by the Municipality to MPAC (or MPAC's agent) of required information in order for MPAC to be able to process SCIFs including, without limitation, information on lot zoning, lot addresses, and lot servicing.
<b>Additional Exceptions:</b>	Any delay in MPAC's receipt of the information from the Land Registry System and/or any other third party required in order to complete the SCIF.
<b>Delivery of Service Level Report by MPAC:</b>	Semi-annually.

<b>Service Level Name:</b>	<b>Timeliness of Delivery of the Condominium Plan Information Form ("CPIF")</b>
<b>Service Level Objective:</b>	To deliver to Municipalities at least 90% of the total number of CPIFs within 150 days following registration.
<b>Service Level Requirement:</b>	At least 90% of the total number of CPIFs in respect of Condominium Plans registered in the Land Registry System during a calendar year will be delivered by MPAC to Municipalities within 150 days following such registration.  100% of the total number of CPIFs in respect of Condominium Plans registered in the Land Registry System will be delivered by MPAC to Municipalities within one year following such registration.
<b>Definitions:</b>	"Condominium Plan" means a new registered condominium plan.  "CPIF" means condominium plan information form which is used by the Municipality as a basis to apportion the unpaid taxes pursuant to Section 356 of the <i>Municipal Act, 2001</i> , S.O. 2001, c. 25, as amended, or Section 322 of the <i>City of Toronto Act, 2006</i> , S.O. 2006, c. 11, Sched. A, as amended.
<b>Measurement Process:</b>	For each property, MPAC will track the period of time from when the Condominium Plan in respect of such property is registered in the Land Registry System until the CPIF in respect of such Condominium Plan is entered into MPAC's systems and thereby delivered to the Municipality.
<b>Measurement Period:</b>	Semi-annually.
<b>Formula:</b>	Total number of CPIFs delivered to the Municipality within 150 days in a given reporting period ÷ total number of CPIFs delivered to the Municipality in the same reporting period, expressed as a percentage.
<b>Dependencies:</b>	N/A.
<b>Additional Exceptions:</b>	Any delay in MPAC's receipt of information from the Land Registry System and/or any other third party required in order to complete the CPIF.
<b>Delivery of Service Level Report by MPAC:</b>	Semi-annually.

<b>Service Level Name:</b>	<b>Timeliness of delivery of completed Tax Applications</b>
<b>Service Level Objective:</b>	To complete and return to Municipalities at least 90% of Tax Applications within 90 days of receipt.
<b>Service Level Requirements</b> :	<p>At least 90% of the total number of Tax Applications received by MPAC during a calendar year will be reviewed, responded to and such response delivered through MPAC's Response Form to the Municipality within 90 days following MPAC's receipt of such Tax Application.</p> <p>All Tax Applications received by MPAC on or before May 15<sup>th</sup> of a calendar year will be reviewed, responded to and such responses delivered by MPAC to the Municipality on or before August 15<sup>th</sup> of that same calendar year.</p>
<b>Definitions:</b>	<p><b>"Completed Tax Application"</b> means a Tax Application whose factual information MPAC has reviewed and for which MPAC has provided a response on MPAC's Response Form, for the Municipality's use in deciding whether to approve or reject the Tax Application.</p> <p><b>"MPAC's Response Form"</b> means MPAC's form used for recording Tax Application information.</p> <p><b>"Completed MPAC Response Form"</b> means an MPAC Response Form completed by MPAC and delivered to the Municipality.</p> <p><b>"Tax Application"</b> means an application for a refund of, or adjustment to, property taxes that: (i) in the case of the City of Toronto, has been filed under Sections 323 or 325 of the <i>City of Toronto Act, 2006, S.O. 2006, c. 11, Sched. A</i>, as amended from time to time; (ii) in the case of a Municipality other than the City of Toronto, has been filed under Sections 357 or 358 of the <i>Municipal Act, 2001, S.O. 2001, c. 25</i>, as amended from time to time; and (iii) the Municipality has delivered to MPAC for MPAC's review.</p> <p><b>"Timely Completed Tax Application"</b> means a Completed Tax Application that MPAC has delivered to the Municipality within 90 days following MPAC's receipt of such Tax Application.</p>
<b>Measurement Process:</b>	MPAC will track the period of time commencing when MPAC receives a Tax Application from the Municipality until MPAC

	delivers a Completed Tax Application to such Municipality. MPAC will track the accuracy of Completed Tax Applications.
<b>Measurement Period:</b>	Calendar quarter.
<b>Formula:</b>	Total number of Timely Completed Tax Applications in a calendar quarter for the Municipality + Total number of Tax Applications received by MPAC in that same calendar quarter for the Municipality, expressed as a percentage.
<b>Dependencies:</b>	<p>MPAC must receive all required supporting documentation to the Tax Application in order to process a Completed MPAC Response Form, including, without limitation, all documentation required from the taxpayer.</p> <p>In order for MPAC to deliver a response in respect of a Tax Application to a Municipality prior to August 15<sup>th</sup>, MPAC must receive all required supporting documentation to such Tax Application, including, without limitation, all documentation required from the taxpayer, by May 15<sup>th</sup> (or the next Business Day) of that same calendar year.</p>
<b>Additional Exceptions:</b>	The failure of any third party to provide any information required to accurately provide a Completed Tax Application or MPAC's Response Form.
<b>Delivery of Service Level Report by MPAC:</b>	Quarterly.



<b>Service Level Name:</b>	<b>Timeliness of Delivery of Completed Vacant Unit Rebate Applications</b>
<b>Service Level Objective:</b>	To complete and return 100% of the original and interim Vacant Unit Rebate Applications within 60 days.
<b>Service Level Requirement:</b>	100% of the total number of Vacant Unit Rebate Applications received by MPAC during the calendar quarter will be reviewed, responded to and such response delivered by MPAC to the Municipality within 60 days following MPAC's receipt of such Vacant Unit Rebate Application.
<b>Definitions:</b>	<p><b>"Completed Vacant Unit Rebate Application"</b> means a Vacant Unit Rebate Application whose factual information MPAC has reviewed and responded to.</p> <p><b>"Timely Completed Vacant Unit Rebate Application"</b> means collectively, a Completed Vacant Unit Rebate Application and the property specific facts related to such Vacant Unit Rebate Application, that MPAC has delivered to the Municipality within 60 days of MPAC's receipt of such Vacant Unit Rebate Application.</p> <p><b>"Vacant Unit Rebate Application"</b> means an application for a vacant unit rebate of property taxes that: (i) in the case of the City of Toronto, has been filed as part of Toronto's tax rebate program that it created and maintains as required by Section 331 of the <i>City of Toronto Act, 2006, S.O. 2006, c. 11, Sched. A</i>, as amended from time to time; or (ii) in the case of a Municipality other than the City of Toronto, has been filed as part of such Municipality's tax rebate program that it created and maintains as required by Section 364 of the <i>Municipal Act, 2011, S.O. 2001, c. 25</i>, as amended from time to time.</p>
<b>Measurement Process:</b>	MPAC will track the period of time commencing when MPAC receives a Vacant Unit Rebate Application from the Municipality until MPAC delivers a Completed Vacant Unit Rebate Application and related factual information in respect of such Vacant Unit Rebate Application to such Municipality.
<b>Measurement Period:</b>	Calendar quarter.
<b>Formula:</b>	Total number of Timely Completed Vacant Unit Rebate Applications for a Municipality in a calendar quarter ÷ Total number of Vacant Unit Rebate Applications received by MPAC for such Municipality in that same calendar quarter, expressed as a percentage.

<b>Dependencies:</b>	MPAC must be in receipt of all necessary information from the Municipality in order to process a Vacant Unit Rebate Application.
<b>Additional Exceptions:</b>	This Service Level does not apply to Vacant Unit Rebate Applications that are resubmitted pursuant to section 41(1) of O. Reg. 121/07 made under the <i>City of Toronto Act</i> , as amended from time to time, in the case of the City of Toronto, or in the case of all Municipalities except for the City of Toronto, section 4(1) of O. Reg. 325/01 made under the <i>Municipal Act</i> , as amended from time to time.
<b>Delivery of Service Level Report by MPAC:</b>	Quarterly.

**Part 3**  
**SERVICE LEVEL APPLICABLE TO SUPPORT SERVICES**

<b>Service Level Name:</b>	<b>Response to and Resolution of Municipal Enquiries</b>
<b>Service Level Objective:</b>	To acknowledge and resolve Enquiries from Municipalities within specified time periods
<b>Service Level Requirement:</b>	<p><b>Urgent Enquiries:</b> Response to Municipality of Urgent Enquiries received by the MPAC Regional Manager or the MPAC Account Manager (as applicable) within two Business Days of MPAC's receipt of such Enquiry.</p> <p><b>Non-Urgent Enquiries:</b> Acknowledgment to Municipality of Non-Urgent Enquiries submitted to MPAC's WorkSight portal within one Business Day of MPAC's receipt of such enquiry.</p> <p>Response to Municipality of Non-Urgent Enquiries submitted to MPAC's WorkSight portal within 30 days of MPAC's receipt of such email.</p>
<b>Definitions:</b>	<p>"<b>Acknowledgment</b>" means the successful registration of an Enquiry in MPAC's WorkSight portal, which will be communicated to the Municipality.</p> <p>"<b>Enquiry</b>" means an Urgent Enquiry and a Non-Urgent Enquiry.</p> <p>"<b>Non-Urgent Enquiry</b>" means any Enquiry received by MPAC from a Municipality submitted to MPAC's WorkSight portal.</p> <p>"<b>Response</b>" means the provision of a sufficient answer to a Municipality's Enquiry, not including any follow up or further Enquiries, and/or the provision of a reasonable timeline for the complete resolution of the Enquiry.</p> <p>"<b>Urgent Enquiry</b>" means an Enquiry that would reasonably be viewed by the Municipality and MPAC as having a material impact on the Municipality's ability to properly bill and collect taxes or which is required for the purposes of answering a question of material importance at a council meeting.</p>
<b>Measurement Process:</b>	MPAC will track all Urgent Enquiries and Non-Urgent Enquiries and will track all Acknowledgment and Response times.

<b>Measurement Period:</b>	Calendar quarter
<b>Formula:</b>	For a given Municipality, the total number of Enquiries addressed within 30 days of receipt in a given reporting period + the total number of Enquiries addressed in the same reporting period, expressed as a percentage.
<b>Dependencies:</b>	<p>Municipalities must clearly articulate each question and provide to MPAC all required supporting information.</p> <p>Municipalities must properly identify and justify that an Enquiry is an Urgent Enquiry.</p>
<b>Additional Exceptions:</b>	<p>Any Urgent Enquiries or Non-Urgent Enquires that are part of a Request for Reconsideration or any appeal proceeding will not be counted for the purposes of this Service Level.</p> <p>Any Urgent Enquiries or Non-Urgent Enquires that must be reviewed by MPAC's Legislation and Policy Support Services Department will not be counted for the purposes of this Service Level.</p> <p>In order for this Service Level to apply, Urgent Enquiries or Non-Urgent Enquiries must be MPAC's sole responsibility. If MPAC requires any information, data, or advice from any third party, this Service Level will not apply.</p>
<b>Delivery of Service Level Report by MPAC:</b>	Quarterly.



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## Data Sharing and Services Agreement (DSSA) Fact Sheet

### Overview.

MPAC's new Data Sharing and Services Agreement (DSSA) was developed in consultation with a municipal working group and will modernize MPAC's data sharing relationship to provide greater clarity with respect to:

- Permitted uses of MPAC data by municipalities
- Protection of municipal data by MPAC
- Service Level Performance obligations

The DSSA consolidates and updates the following agreements into one simplified document:

- Municipal License Agreement, 2007
- Municipal Connect Terms & Conditions of Use, 2007
- MPAC Terms and Conditions, 2007
- Product Use Sheets (relating to use at Kiosk/websites), 2007
- Ontario Parcel Master Agreement, 2007
- Service Level Agreement, 2018

The deadline for signing the DSSA is December 23, 2023. The agreement will come into effect on January 1, 2024 and any person with the authority to bind the municipality may sign the agreement. The term of the DSSA is four (4) years with auto-renewal each year thereafter. MPAC is requesting that all 444 Ontario Municipalities sign the DSSA before the deadline.

Not signing the DSSA could result in eventual restrictions to Municipal Connect and other MPAC products, but MPAC's statutory services would not be affected.

The DSSA is a standardized document for all municipalities which offers a flexible framework for future enhancements.

### Background.

MPAC's Data Sharing and Services Agreement (DSSA) integrates and clarifies many existing MPAC-Municipal agreements including: the Service Level Agreement (SLA), the Municipal

License Agreement (MLA) and Product Use Sheets, the Municipal Connect License, and the Ontario Parcel Master Agreement (OMPA).

The DSSA contains the following areas of focus:

- The *Service Level Agreement* establishes service levels for a comprehensive set of MPAC services and dependencies that the Municipality will make reasonable efforts to fulfill. These are the same service levels established by MPAC in 2018 with all municipalities. Dependencies include the Municipality's timely delivery of building permits and building plans to MPAC. Notification of missed service levels has been reduced to 10 days and escalation procedures have been clarified. Commitment to review Service Level commitments and dependencies every four years with Municipal Working Group.
- The *MPAC Permitted Uses of Municipality Documents* clarify how MPAC will use information supplied by the Municipality to fulfill its legislated mandate. In addition to meeting service levels, performing property assessment activities and fulfilling other statutory duties, MPAC will also use the Municipality's information to update its databases to provide assessment data to the Municipality, other municipalities, taxpayers, and stakeholders, and commercialize data and insights to offset the Municipality's levy payments. The Municipality's information will be protected from disclosure to, and unauthorized access by, third parties in accordance with *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* and the *Assessment Act*.
- The *Municipality Permitted Uses of MPAC Data Products* provide the Municipality with expanded uses of MPAC data for internal planning, internal operational and external distribution uses. It also provides easier access to license custom products and for Municipality-owned and funded entities to access MPAC data.
- Finally, the *Data Terms and Conditions of Use* provide a reciprocal set of terms and conditions that govern all information licensed under this DSSA. The terms and conditions acknowledge the intellectual property rights of licensed information and require that both MPAC and the Municipality protect information (including third party information) in accordance with their respective obligations under the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*, the *Assessment Act* and this DSSA. Remedies are provided in the event of unauthorized use or disclosure of the information.

### How was the DSSA developed?

The DSSA was developed in consultation with a municipal working group of representatives from the MPAC Municipal Liaison Group (MLG). It is intended to be a framework for the

continued evolution of the relationship between MPAC and the Municipality. The working group was comprised of tax, assessment, legal and other municipal representatives from seven municipalities.

#### DSSA Webinar.

Watch our [April 4 webinar](#) recording to learn about our new DSSA, the benefit for municipalities, and our roll-out plan.

#### Have additional questions?

Reach out to your local [Municipal and Stakeholder Relations Account Manager](#) to learn more.







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## Data Sharing and Services Agreement (DSSA) - Frequently Asked Questions

### Overview

#### Q.1 What is the purpose of the Data Sharing and Services Agreement (DSSA)?

The new DSSA reflects the evolving relationship between MPAC and municipalities by consolidating and replacing several dated agreements between MPAC and municipalities governing data sharing and services into a single document that is easy to use and understand.

In addition, the new DSSA addresses municipal concerns over data sharing, including protection of municipal documents, obligations of the parties, and reciprocal obligations. It also clarifies the permitted uses of MPAC data by municipalities, and the permitted uses of municipal data by MPAC.

#### Q.2 What MPAC agreements and licenses are being consolidated in this new agreement?

The new DSSA consolidates and updates: the Municipal License Agreement and its Product Use Sheets (including those pertaining to kiosks and websites), the Municipal Connect Terms and Conditions of Use, the Ontario Parcel Master Agreement General Municipal Licence Agreement, and the Service Level Agreement (SLA).

#### Q.3 Was there municipal involvement in the development of the new DSSA?

Yes. A working group of municipalities contributed and provided feedback to MPAC's project team at multiple points throughout the development of the DSSA.

#### Q.4 Does my Municipality have to sign the new agreement?

Yes. Like previous MPAC-Municipal agreements, the DSSA is standardized for all municipalities and requires a signature by a person who can bind your Municipality.

**Q.12 What are the consequences of not signing the agreement?**

MPAC will provide ample time for municipalities to sign the agreement, but not signing the DSSA could result in restrictions to Municipal Connect and other MPAC non-statutory products. However, the provision of MPAC's statutory services and products would not be affected. In addition, not signing the DSSA would not relieve a Municipality from complying with any of its legislative obligations.

## **Service Level Agreement**

**Q.13 What is the Service Level Agreement (SLA)?**

The Service Level Agreement (SLA) is MPAC's promise to deliver timely, accurate and measurable products and services to municipalities. It is MPAC's commitment to all municipalities to maintain high performance standards and each Municipality's commitment to perform the Dependencies that MPAC requires in order to meet these standards.

The SLA and its Service Levels were established in consultation with municipalities to align service delivery expectations and create opportunities for collaboration and information sharing.

The SLA also covers the activities that municipalities are required to perform (Dependencies) to meet the Service Levels, while allowing municipalities to review MPAC's performance and resolve issues.

**Q.14 Where can I find information on my Municipality's Service Levels?**

Municipalities can access performance metrics for their jurisdiction through a self-service dashboard in Municipal Connect or by contacting their MPAC Account Manager. Through the SLA Dashboard, each Municipality can access and view an at-a-glance snapshot of performance for each reported Service Level. The Dashboard indicates whether MPAC met or did not meet the applicable Service Level and if a municipal Dependency was not met.

**Q.15 When would MPAC change a municipal Service Level or Dependency within the SLA?**

MPAC would not typically make a change unilaterally to the SLA unless required to by Applicable Laws. Any proposed changes to the SLA would be considered in consultation with our Municipal Liaison Group (MLG) and other municipalities prior to their introduction and require the approval of MLG.

*Assessment Act* where MPAC Data is kept internal to the municipality and not used for the delivery of operations, programs, services, information, or any other purposes by the municipality.

Examples of “Internal Planning Purposes” include:

- Activities involving internal land use planning under the *Planning Act*.
- Activities leading up to a decision pertaining to the Official Plan, lot creation, land development, zoning, site plans or building permits would be considered planning.
- The creation of a municipal by-law for development charges under the Development Charges Act.
- Debt collection activities added to the property tax bill, and as authorized under the *Municipal Act*.
- Activities involving consultation such as seeking input from property owners, as part of a planning activity.

For the purposes of the DSSA, an “Internal Operational Purpose” is defined as the delivery of operations, programs, services, or information by the Municipality where MPAC Data is kept internal to the Municipality and only used for such operational purposes by the Municipality.

Examples of “Internal Operational Purposes” include:

- Creation of mailing lists or issuance of notices to property owners once a decision has been made and is considered operational.
- Information notices to owners for fire prevention initiatives or local roadway changes.
- Collection of fines or monetary penalties resulting from the Provincial Offences Act.
- Use of MPAC Data for social assistance business delivery, emergency services, delivery of public health service operations, energy conservation, rent reduction notices, issuance of waste collection bag tags, etc.

MPAC will provide an up-to-date list of all available MPAC Data Products and the associated Municipality Permitted Use(s) through Municipal Connect. Municipalities may wish to seek their own legal advice regarding whether their intended use of an MPAC Data Product aligns with the permitted uses of each MPAC Data Product.

**Q.20** What is a ‘Consultant’ to the Municipality and can MPAC products be disclosed to service providers and agents?

A Consultant to the Municipality is a consultant, contractor, agent, or supplier retained by the Municipality who may access MPAC Data Products solely to fulfill their engagement

Please contact your local MPAC Account Manager to understand and to assist with any data request from a municipal entity. A Custom Product Use Sheet may be required to ensure that the data is properly licensed before sharing with a municipal entity.

**Q.24 How can third parties access MPAC Data Products?**

Third parties may contact the local MPAC Account Manager to inquire about licensing MPAC Data for their own business purposes. Licensing terms will apply to all MPAC Data Products.

The DSSA provides a framework which considers fee discounts depending on the type of entity. MPAC will consider how the entity is created, owned, and funded and for what purposes is the data being used.

**Q.25 Does the DSSA accommodate open data as an external distribution purpose?**

Currently, no MPAC Data Products are licensed for use on a Municipality's open data website. However, the agreement framework is flexible and could be changed to allow for open data products in the future. MPAC Data Products will specify whether they are available for distribution as open data on a Municipality's website.

**Q.26 What is 'Supplier Data' under the DSSA?**

Supplier data is data that is licensed to MPAC by MPAC's data suppliers which include Teranet, the Province, and other suppliers. In addition to being governed by legislation and the DSSA, supplier data is bound by agreements between MPAC and its suppliers. Some MPAC Data Products may be limited in their use or distribution due to their inclusion of supplier data.

Many data products on Municipal Connect include or are derived from supplier data. Some examples include Current Value Assessments (CVA), sale amount, sale date, legal description, AVMs, parcel boundaries, X-Y coordinates, and photos.

**Q.27 How can I request additional MPAC Data Products be made available on Municipal Connect?**

MPAC takes requests on an ongoing basis as it continues to expand its product offerings to its municipal partners. Please contact your local MPAC Account Manager.



## **STAFF REPORT TO COUNCIL**

**To: Council**

**From: Public Works**

**Date: August 4, 2023**

**Trackless;**

**Machine has exceeded its useful life span as per our asset management plan, of 15 Years. Plus, in the last 4-5 years the machine has taken on an additional approximately 20% more work load.**

**2023 Breakdowns to date.**

**January – 3 times**

**February – 6 times**

**March – 2 times**

**May – 1 time**

**July – 2 times**

**2023 Maintenance budget for the machine of \$4000.00 for parts, \$6000.00 has been spent on parts up until now.**

**With a new Trackless machine, the attachments from either machine could be used in the event of a break down and would be required for the extra workload.**

**A new machine would require a 5 – way blade and sander, along with a 4-foot snowblower if extra sidewalk work is going to be done.**

With the trade value due to its age 2008 @ approximately \$10,000, it would make more sense to keep the machine as a back-up or help with major snow events and could be used to clean-up behind snow removal operations. With new snow clearing policy it will help with operations from switching blowers or blades back and forth in a timelier fashion.

The blades, blowers and boom flail mower would all be transferrable to either machine.

The trackless machine is a major piece of equipment in winter control operations and as a specialized piece of equipment are not readily available for rent or purchase in the case of a major breakdown. Stock is usually limited to on order machines only. Napanee ran into this issue this past winter when their machine broke down, and the cost of repairs were more than the value of the machine and a new machine was not available and wasn't delivered until April.

To maintain current winter operations a new machine is more than warranted, plus the current machine as a helper/ Back-up machine will help in snow clearing operations in a more safe and timely fashion.

Trackless machines are Canadian made in Courtland, Ontario. They have the best parts availability, they are the most reliable and trusted machine on the market. Plus, they are a very financially stable company and are almost guaranteed to be in business in the coming years.

Some competitors have come and gone with constant ownership changes or bankruptcies along with different dealers and suppliers almost yearly. Trackless is the only stable supplier with a consistent track record. Belleville, Kingston, Trenton, Napanee and Stirling all have Trackless Machines, And there is a reason why.

Machine delivery at this time is still available for December 2023 as of one week ago and will depend on orders received in the future.

Joe Johnson Equipment can arrange for payment in 2024 to help with the current Budget (2023)



## **STAFF REPORT TO COUNCIL**

**To: Council**

**From: Public Works**

**Date: August 4, 2023**

### **Additional Sidewalk Clearing**

**Most areas would be possible with the purchase of a 4 foot snowblower. The current snowblowers are 5 foot wide which makes them too wide for any additional areas.**

**Most walkways are 4 foot wide with poles, homeowner's walkways, curbs fire hydrants etc. Next to town sidewalks, making it too narrow for our existing snowblowers to work.**

**Also the level of service in these areas would not be maintained to the level of existing sidewalk maintenance. As cars parked on roads, in driveways extending out on the sidewalk area, elevated homeowner sidewalks etc. would be based on removal or clearing only when the opportunity would allow.**

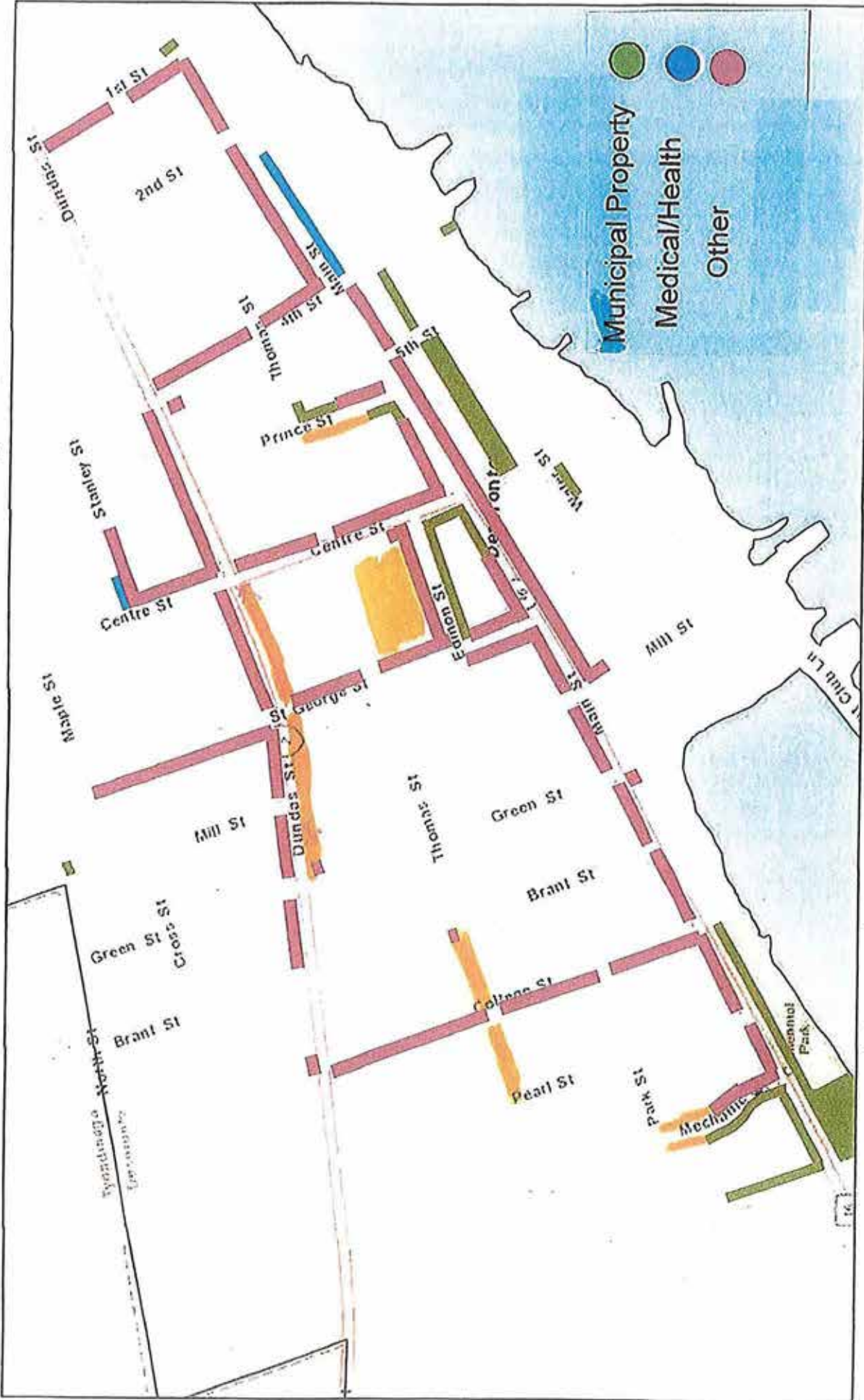
**Areas where machine could not do;**

- **Mechanic St. east side, pole in the middle of the sidewalk.**
- **Second St Both sides, Has narrow asphalt pathway between Dundas St & Thomas St only. With poles on westside.**
- **Dundas St., First St – Fourth St. Too small and dangerous in spots, 3 - 4 foot drop at the sidewalk edge, and believe the machines weight would break the walkway causing the machine to roll over.**
- **Fourth St., Thomas St – Dundas St west side, Poles are in the middle of the sidewalk.**
- **Dundas St. Southside St. George St to Mill St, too narrow and no place to put or blow the snow.**
- **Green St Dundas St to Cross St west side, Hydro poles against the sidewalk face, trees and walkways makes it too narrow to get through.**

**Most of this secondary sidewalk clearing would be done with snow removal due to the limitation of snow piling on the road edge or private property (Lawns).**



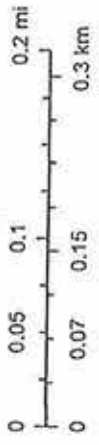
# Appendix A - Sidewalk Snow Clearing Map



2/18/2021, 3:39:37 PM

*Handwritten notes:*  
 + points to snow clearing  
 in areas for US  
 Current Plowing.

1:9,028

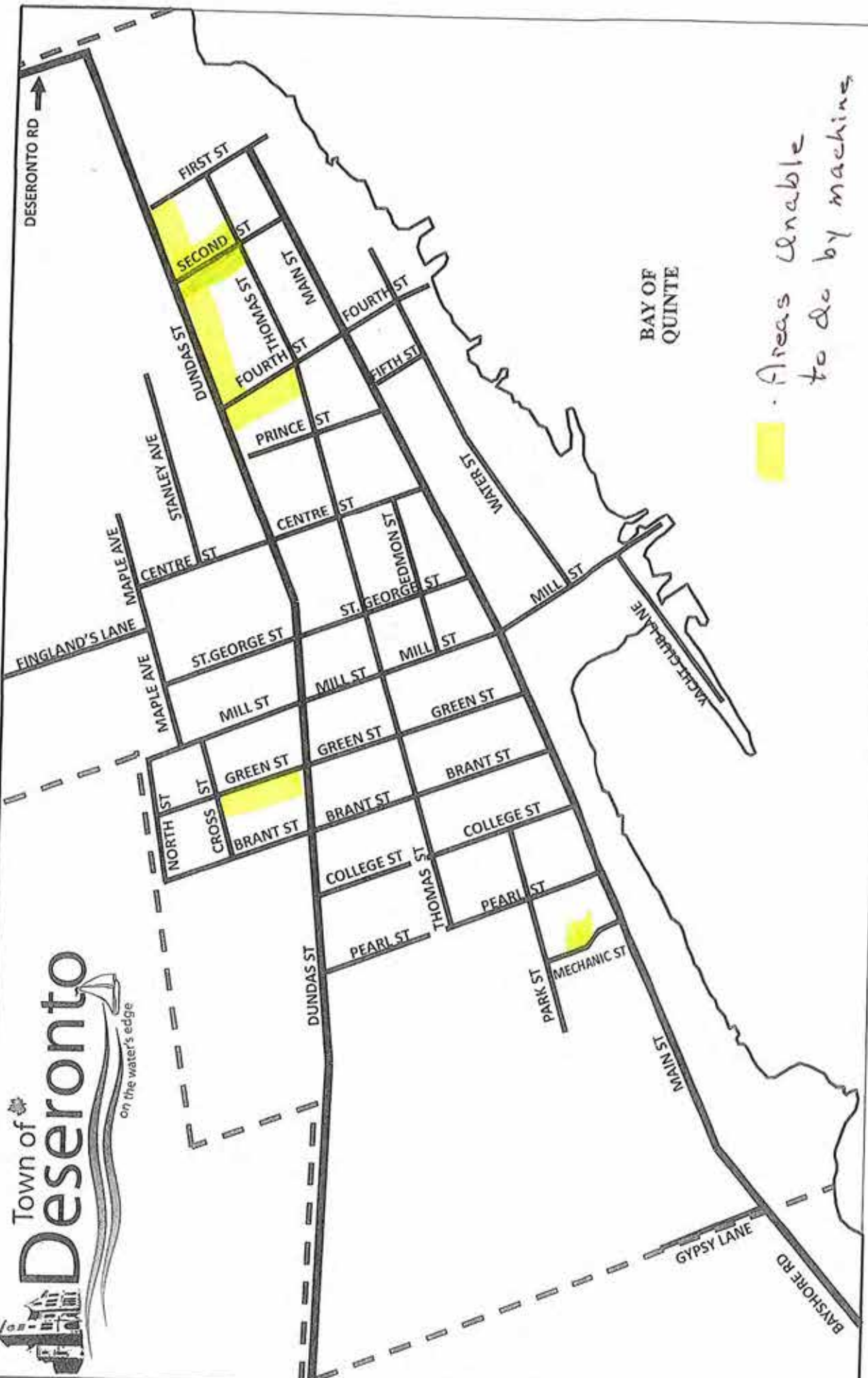


Esri, HERE, Garmin, INCREMENT P, Intermap, NGA, USGS, NRCAN

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DESERONTO RD



BAY OF QUINTE

Areas unable to do by machine





## **STAFF REPORT TO COUNCIL**

**To: Council**

**From: Public Works**

**Date: August 4, 2023**

**Mill Point Park Update;**

**4 Picnic Tables- Delivered**

**4 Garbage Cans – Delivered**

**12 Chairs – Ordered.**

**Area Northwest corner of lot, all old, piled concrete has been removed and disposed off site. Tree trimming and brush removal half done in this area.**

**Placement of new product to be determined through staff and council.**

**Grounds are being cleaned and time and weather permits.**



## **STAFF REPORT TO COUNCIL**

**To: Council**

**From: Public Works**

**Date: August 4, 2023**

### **Parks Update;**

**Centennial Park BBQ repairs are being done along with repairs to the Centennial Monument by Elliott Tee Masonry. Will be completed this week.**

**Along with cleaning up vandalism paint and markers on the park benches and fountain in Rathbun Park.**

**TOPIC:** unpaid probation period

**REPORT BY:** Duncan McIlvaney

**DRAFTED:** 01-Aug-2023

**AMENDED:**

**COUNCIL/COMMITTEE:**

**Issue:** – We have a policy where recruits are not paid for the first 6 months after they are hired, and I would like to change this so that the recruits are paid for the hours they work.

**Background:** I believe this policy was put in place as we had several recruits leave shortly after they started.

**Financial Impact:** Currently we have 4 recruits in total they put in 164 training hours, so at minimum wage that adds up to approximately \$2500 or \$625 per person. If someone did make every training night for 6 months, then it would add up to approximately \$840.

**Recommendations:** I recommend that we retroactively go back to the start of the pay period (December 1, 2022) and pay our staff for the hours they have worked.

# of Permits Issued In June 2023	
	#
Deseronto	0
Madoc	6
Marmora and Lake	16
Stirling-Rawdon	10
Tweed	18
Tyendinaga	15
Total	65

# Building Inspection Services Board Report 2023

## Permit Report



### Building Permits Issued

JUNE 2023 Report	Residential Permit	Commercial Permit	Construction Value	Revenue
<b>Deseronto</b>	0	0	\$0.00	\$0.00
Maldoc	6	0	\$11,280.50	\$880,000.00
Marmora and Lake	16	0	\$22,375.46	\$1,011,250.00
Spring Rowdon	9	1	\$6,246.00	\$412,500.00
Tweed	18	0	\$71,081.00	\$1,400,100.00
Tyendinaga	14	1	\$26,502.75	\$2,432,675.00
<b>Totals</b>		65	\$87,485.71	\$6,147,125.00
<b>Deseronto</b>	Residential Permit	Commercial Permit	Construction Value	Revenue
New Construction	0	0	\$0.00	\$0.00
Renovations	6	1	\$632,850.00	\$7,235.00
Demolition	0	0	\$0.00	\$0.00
<b>Totals</b>		7	\$632,850.00	\$7,235.00
<b>Maldoc</b>	Residential Permit	Commercial Permit	Construction Value	Revenue
New Construction	6	1	\$1,748,500.00	\$17,856.55
Renovations	8	1	\$113,600.00	\$5,344.50
Demolition	0	0	\$0.00	\$0.00
<b>Totals</b>		16	\$1,862,100.00	\$23,101.05
<b>Marmora and Lake</b>	Residential Permit	Commercial Permit	Construction Value	Revenue
New Construction	25	1	\$1,736,900.00	\$60,009.06
Renovations	24	2	\$1,649,455.00	\$23,103.54
Demolition	2	0	\$3,000.00	\$400.00
<b>Totals</b>		54	\$5,389,355.00	\$83,512.60
<b>Spring-Rowdon</b>	Residential Permit	Commercial Permit	Construction Value	Revenue
New Construction	24	2	\$6,993,450.00	\$65,522.76
Renovations	33	2	\$76,150.00	\$20,534.44
Demolition	1	0	\$25,000.00	\$300.00
<b>Totals</b>		50	\$7,744,600.00	\$86,357.20
<b>Tweed</b>	Residential Permit	Commercial Permit	Construction Value	Revenue
New Construction	15	0	\$2,299,600.00	\$24,431.50
Renovations	26	6	\$4,543,870.00	\$61,431.85
Demolition	4	0	\$192,500.00	\$800.00
<b>Totals</b>		51	\$7,235,970.00	\$86,663.35
<b>Tyendinaga</b>	Residential Permit	Commercial Permit	Construction Value	Revenue
New Construction	30	1	\$4,342,731.75	\$86,271.25
Renovations	16	2	\$819,675.00	\$11,535.00
Demolition	2	0	\$16,000.00	\$400.00
<b>Totals</b>		51	\$5,183,406.75	\$98,206.25
<b>Year-To-Date Totals</b>	Residential Permit	Commercial Permit	Construction Value	Revenue
New Construction 2023	75	4	\$21,126,241.25	\$254,153.12
Renovations 2023	77	12	\$8,685,600.00	\$128,084.33
Demolition 2023	7	0	\$436,500.00	\$1,800.00
<b>Totals 2023</b>		229	\$30,248,341.25	\$384,037.45

## Building Inspection Services Board Report 2023

### Month By Month Permit Report



	May			June			July			August		
	Permits	Construction	Revenue	Permits	Construction	Revenue	Permits	Construction	Revenue	Permits	Construction	Revenue
DESERONTO	3	\$355,500	\$1,290.00	0	\$0	\$0.00						

	May			June			July			August		
	Permits	Construction	Revenue	Permits	Construction	Revenue	Permits	Construction	Revenue	Permits	Construction	Revenue
STIRLING-RAWDON	21	\$2,813,200	\$49,425.06	10	\$422,500	\$6,246.00						

	May			June			July			August		
	Permits	Construction	Revenue	Permits	Construction	Revenue	Permits	Construction	Revenue	Permits	Construction	Revenue
TWEED	15	\$1,492,500	\$29,124.85	18	\$1,400,100	\$21,081.00						

	May			June			July			August		
	Permits	Construction	Revenue	Permits	Construction	Revenue	Permits	Construction	Revenue	Permits	Construction	Revenue
TYENDINAGA	16	\$2,277,012	\$38,972.50	15	\$2,432,675	\$26,502.75						

	May			June			July			August		
	Permits	Construction	Revenue	Permits	Construction	Revenue	Permits	Construction	Revenue	Permits	Construction	Revenue
MADOC	5	\$169,000	\$806.50	6	\$880,600	\$11,280.50						

	May			June			July			August		
	Permits	Construction	Revenue	Permits	Construction	Revenue	Permits	Construction	Revenue	Permits	Construction	Revenue
MARMORA & LAKE	11	\$939,400	\$18,858.19	16	\$1,011,250	\$22,375.46						



# BY-Law Enforcement Services Board Report 2023

June 2023 CALL REPORT	DES	MADOC	S/R	TWEED	TYN	TOTAL
Property Standards	3	1	8	9	2	23
Zoning	1	1	2	4	2	10
Noise	1	0	0	1	2	4
Parking Complaints	0	0	1	0	0	1
Parking Patrol (In Vehicle)	3	0	3	2	0	8
Parking Patrol (On Foot)	1	0	1	1	0	3
Animal	1	0	1	1	3	6
Miscellaneous	1	0	2	0	1	4
Frivolous	0	0	1	1	0	2
Inter-Departmental Assistance	0	0	1	0	0	1
Cannabis	0	0	0	0	0	0
Court	0	0	0	0	0	0
<b>Totals</b>	<b>11</b>	<b>2</b>	<b>20</b>	<b>19</b>	<b>10</b>	<b>62</b>

YEAR-TO-DATE CALL TOTALS	DES	MADOC	S/R	TW	TYN	TOTAL
Property Standards	9	4	19	21	7	60
Zoning	5	3	16	14	4	42
Noise	1	3	4	3	3	14
Parking Complaints	0	1	3	0	0	4
Parking Patrol (In Vehicle)	15	0	11	16	3	45
Parking Patrol (On Foot)	3	0	4	1	0	8
Animal	3	2	1	4	10	20
Miscellaneous	5	1	7	8	10	31
Frivolous	1	0	1	3	0	5
Inter-Departmental Assistance	0	0	2	0	0	2
Cannabis	0	0	0	0	0	0
Court	0	0	0	0	0	0
<b>Totals</b>	<b>42</b>	<b>14</b>	<b>68</b>	<b>70</b>	<b>37</b>	<b>231</b>

YEAR-TO-DATE HOUR TOTALS	DES	MADOC	S/R	TW	TYN	TOTAL
JANUARY	19	12	41	41.5	32	145.50
FEBRUARY	18	12	52	50	31	163.00
MARCH	20	33	52	53	32	190.00
APRIL	12	8	38	28	16	102.00
MAY	20	20	60	64	37	201.00
JUNE	28	32	60	64	44	228.00
JULY	0	0	0	0	0	0.00
AUGUST	0	0	0	0	0	0.00
SEPTEMBER	0	0	0	0	0	0.00
OCTOBER	0	0	0	0	0	0.00
NOVEMBER	0	0	0	0	0	0.00
DECEMBER	0	0	0	0	0	0.00
	<b>117</b>	<b>117</b>	<b>303</b>	<b>300.5</b>	<b>192</b>	<b>1029.50</b>

YEAR-TO-DATE ACTUAL	DES	MADOC	S/R	TW	TYN
\$43,760.74	\$4,973.29	\$4,973.29	\$12,879.56	\$12,773.29	\$8,161.30



# BY-Law Enforcement Services Board Report 2023

July 2023 CALL REPORT	DES	MADOC	S/R	TWEED	TYN	TOTAL
Property Standards	9	3	8	6	1	27
Zoning	0	1	2	3	1	7
Noise	0	0	2	0	0	2
Parking Complaints	2	0	1	0	0	3
Parking Patrol (In Vehicle)	10	0	15	7	0	32
Parking Patrol (On Foot)	2	0	2	1	0	5
Animal	0	0	0	1	1	2
Miscellaneous	1	0	1	3	1	6
Frivolous	0	0	0	3	0	3
Inter-Departmental Assistance	0	0	0	0	0	0
Cannabis	0	0	0	0	0	0
Court	0	0	0	0	0	0
<b>Totals</b>	<b>24</b>	<b>4</b>	<b>31</b>	<b>24</b>	<b>4</b>	<b>87</b>

YEAR-TO-DATE CALL TOTALS	DES	MADOC	S/R	TW	TYN	TOTAL
Property Standards	18	7	27	27	8	87
Zoning	5	4	18	17	5	49
Noise	1	3	6	3	3	16
Parking Complaints	2	1	4	0	0	7
Parking Patrol (In Vehicle)	25	0	26	23	3	77
Parking Patrol (On Foot)	5	0	6	2	0	13
Animal	3	2	1	5	11	22
Miscellaneous	6	1	8	11	11	37
Frivolous	1	0	1	6	0	8
Inter-Departmental Assistance	0	0	2	0	0	2
Cannabis	0	0	0	0	0	0
Court	0	0	0	0	0	0
<b>Totals</b>	<b>66</b>	<b>18</b>	<b>99</b>	<b>94</b>	<b>41</b>	<b>318</b>

YEAR-TO-DATE HOUR TOTALS	DES	MADOC	S/R	TW	TYN	TOTAL
JANUARY	19	12	41	41.5	32	145.50
FEBRUARY	18	12	52	50	31	163.00
MARCH	20	33	52	53	32	190.00
APRIL	12	8	38	28	16	102.00
MAY	20	20	60	64	37	201.00
JUNE	28	32	60	64	44	228.00
JULY	34.75	38.75	88	92	34.5	288.00
AUGUST	0	0	0	0	0	0.00
SEPTEMBER	0	0	0	0	0	0.00
OCTOBER	0	0	0	0	0	0.00
NOVEMBER	0	0	0	0	0	0.00
DECEMBER	0	0	0	0	0	0.00
	151.75	155.75	391	392.5	226.5	1317.50

YEAR-TO-DATE ACTUAL	DES	MADOC	S/R	TW	TYN
\$64,444.53	\$7,422.74	\$7,618.40	\$19,125.47	\$19,198.84	\$11,079.08

## By-Law Enforcement Services Board

	DESERONTO	MADOC	STIRLING- RAWDON	TWEED	TYENDINAGA	
Property Standards	9	3	8	6	1	
Zoning	0	1	2	3	1	
Noise	0	0	2	0	0	
Parking Complaints	2	0	1	0	0	
Parking Patrol (In Vehicle)	10	0	15	7	0	
Parking Patrol (On Foot)	2	0	2	1	0	
Animal	0	0	0	1	1	
Miscellaneous	1	0	1	3	1	
Frivolous	0	0	0	3	0	
Inter-Departmental Assistance	0	0	0	0	0	
Cannabis	0	0	0	0	0	
Court	0	0	0	0	0	
<b>TOTAL</b>	<b>24</b>	<b>4</b>	<b>31</b>	<b>24</b>	<b>4</b>	<b>0</b>

July 17, 2023

Napanee Valley Cruisers  
c/o Steve Lowry  
13 Angus Drive  
Napanee, ON  
K7R 3W7

Town of Deseronto  
331 Main Street  
Deseronto, ON  
K0K1X0

**RE: Request to use Centennial Park – Labour Day 2023**

The Napanee Valley Cruisers held a car show and corn roast/potluck event at your beautiful, waterfront Centennial Park for a number of years up to 2018. This is a very popular event with Club members and with the viewing public.

We are seeking permission to return to Centennial Park on Monday, September 4<sup>th</sup>, 2023 to hold a car show and club corn roast/potluck. The car show is open to the public at no charge and the corn roast/potluck is for participating club members. We use propane water heaters to cook the corn so no open fire is required.

We commence set up at approximately 2 pm and we are finished by dusk. Vehicles will be parked on the grass and spectator parking is available in the parking lot. We would ask that, as in previous years, we have the power turned on at the pavilion for our sound system; garbage and recycling containers be available; and the washroom facilities be open.

This partnership with the Town of Deseronto has been beneficial to both your residents and our Club and we are hopeful that we can return on Labour Day.

You can contact me by phone at home 613-354-3245 or cell 613-530-7277. My email address is: [my69dart@bell.net](mailto:my69dart@bell.net).

Thank you in advance for your consideration of this request.

Steve Lowry, Club President

**To:** Gail Maracle <gmaracle@deseronto.ca>  
**Subject:** FW: Draft Reference Plan for B111/21

Good morning Gail,

I wasn't certain if you had received the below and attached separately. Copies are for your review and reply to Watson's if you should have any questions or concerns.

Kind regards,  
Liz

**Liz Westerhof | Land Division Secretary**  
Hastings County | 235 Pinnacle St., P.O. Bag 4400 Belleville, ON K8N 3A9  
(613) 966-6712 ext. 4008 | [westerhofl@hastingscounty.com](mailto:westerhofl@hastingscounty.com)

[www.hastingscounty.com](http://www.hastingscounty.com)



## Home

Hastings County is the second largest county in Ontario, stretching almost 160 kilometers from the Bay of Quinte to Algonquin Park.

[www.hastingscounty.com](http://www.hastingscounty.com)

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**From:** Tom MacDonald <[TMacDonald@hopkinschitty.com](mailto:TMacDonald@hopkinschitty.com)>  
**Sent:** Monday, July 24, 2023 9:41 AM  
**To:** Westerhof, Liz <[WesterhofL@hastingscounty.com](mailto:WesterhofL@hastingscounty.com)>  
**Subject:** Draft Reference Plan for B111/21

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Liz,

I hope all is well.

Attached for your review is a draft of the Reference Plan for Consent Application 8111/21

PART 1 of the draft plan represents the severed parcel having 21.90 metres of frontage along Brant Street and an area of 7718 square metres.

PART 2 of the draft plan represent the retained parcel having 20.938 metres of frontage along Brant Street and an area of 931 square metres. The existing house is situated on PART 2.

Once you have had a chance to review the plan we will return to the property to set the necessary survey bars so the plan can be finalized.

If you have any questions or require any further information please do not hesitate to contact me.

Sincerely,

Tom  
Hopkins Chitty Land Surveyors Inc.  
613 384 9266

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12 July 2023

**PRELIMINARY REPORT**

**Owner:** David and Kathryn Ware  
**Agent:** Devry Smith Frank LLP  
**Civic Address:** 476A Thomas Street  
**Legal Description:** Part of Lot 47 of Registered Plan 43 and being Part 1 of 21R-25573, Town of Deseronto, Hastings County

<b>Lot Addition</b>	<b>Frontage:</b> +/- 4 m	<b>Area:</b> +/-48 square metres
<b>Easement</b>	<b>Frontage:</b> +/- 1.5 m	<b>Area:</b> +/- 6 square metres
<b>Retained Land</b>	<b>Frontage:</b> +/- 10.5 m	<b>Area:</b> +/- 508 square metres
<b>Benefitting Land</b>	<b>Frontage:</b> +/- 13 m	<b>Area:</b> +/- 500 square metres
<b>Official Plan Designation</b>	Urban Residential	
<b>Existing Zoning</b>	Residential Type 1 (R1) Zone	
<b>Previous Consents</b>	B95/19	
<b>Type of Consent</b>	New Lot ( )	Lot Addition ( X ) Other: easement

The County of Hastings has received the above-mentioned application for severance. Further review and a site inspection will be undertaken that may result in additional comments and conditions to be incorporated into the final recommendation. Should you have any questions or require additional information regarding this preliminary report, please contact me at this office. After a preliminary review, we offer the following comments:

**Description of Proposal**

The owner is proposing to provide a lot addition to the abutting property on the west side of the subject lands, municipally known as 474 Thomas Street, for the purpose of conveying lands that are partially occupied by a garage. The benefitting lands garage straddles the current property line. In addition to the proposed lot addition the owners are proposing to create an easement in favour of the abutting lands to the west for parking. The lot addition and easement would recognize the existing built form and conditions present on the subject lands.

The retained land is an existing lot with approximately 14.5 metres of frontage and 556 square metres in area. The subject property is accessed from Thomas Street. There is an existing semi-detached dwelling constructed on the property. The garage used by the benefitting property encroaches approximately 3 metres onto the property. The proposed lot addition is rectangular shaped parcel that encompasses the encroaching garage with approximately 4 metres of frontage on Thomas Street and approximately 48 square metres in area. The proposed easement, approximately 1.5 metres in width and 4.7 metres in depth is to recognize the existing parking area in front of and associated with the garage.

The benefitting property has approximately 13 metres of frontage on Thomas Street and is approximately 500 square metres in area. The property is an existing residential lot consisting of a single detached dwelling and a portion of the garage.

### **Planning Act**

The application for consent appears to be complete. The proposed application appears to satisfy Section 53 of the Planning Act.

### **Provincial Policy Statement**

The Provincial Policy Statement (2020) (PPS) provides policy direction on matters of provincial interest related to land use planning and development, which are intended to be complemented by local policies addressing local interests. Under Section 3 of the Planning Act, all municipal decisions regarding planning matters "shall be consistent with" applicable provincial policy. The Hastings County Official Plan obtained Ministry approval in August 2018. The Hastings County Planning and Development Department has reviewed the new PPS against the policies of the Official Plan. It was determined that the relevant policies of the Official Plan remain consistent with the policies of the PPS and therefore a proposed development, which upon review is determined to be in conformity will also be consistent with the policies of the PPS.

It appears based upon a preliminary review that this application is consistent with the PPS.

### **Official Plan**

The Hastings County Official Plan puts an emphasis on focusing growth within the urban areas of the county. The subject property is located within the urban boundary of the Town of Deseronto Urban Secondary Plan area and is designated as Urban Residential. The proposed lot addition and easement is within the Urban Residential land use designation.

### **Urban Residential:**

The purpose of the urban residential land use designation is to identify existing and future residential areas within the urban boundary. The policy protects the integrity of these areas by defining the primary and accessory uses to be developed within this land use designation. The urban residential land use designation is designed to promote a range of residential development supported by ancillary uses such as parks (including private parks), places of worship and small-scale neighbourhood commercial development.

The proposed lot addition and easement conform to the Urban Residential policies of the Official Plan.

### **Zoning By-law**

The subject property is zoned Residential Type 1 (R1) Zone in the Town of Deseronto Comprehensive Zoning By-Law No. 27-2023. The R1 zone permits a single detached dwelling and the establishment of accessory uses in accordance with the provisions of the Zoning By-Law.

Section 6.3.6.1 of the Official Plan states, "Rezoning the severed parcel and/or retained parcel and/or the benefiting lot in the instance of an addition to holding, if necessary;"

The retained parcel will comply with the yard and lot area requirements of the R1 zone for a semi-detached dwelling.

The benefiting property does not comply with the yard (and possibly minimum lot area) provisions of the R1 zone. As a Condition of Consent the existing structures on the benefiting property should be brought into compliance with the zoning by-law.



235 Pinnacle Street  
Postal Bag 4400  
Belleville, ON  
K8N 3A9

**Servicing/Roads/Other**

The municipality may want to investigate the need for a road widening applied to the severed and retained parcels to establish a 20 metres right-of-way on Thomas Street, if required.

The municipality may want to consider applying cash-in-lieu of parkland dedication.

The municipality may want to ensure that all taxes and municipal fees have been paid prior to the stamping of the deed.

Should you have any questions or require additional information please contact the undersigned.

Sincerely,

A handwritten signature in black ink that reads "Jason Budd". The signature is written in a cursive style.

Jason Budd  
Senior Planner

**Attachments:**

- Attachment 1 - Key Map
- Attachment 2 - Consent Sketch
- Attachment 3 - Official Plan Land Use Designation
- Attachment 4 - Current Zoning

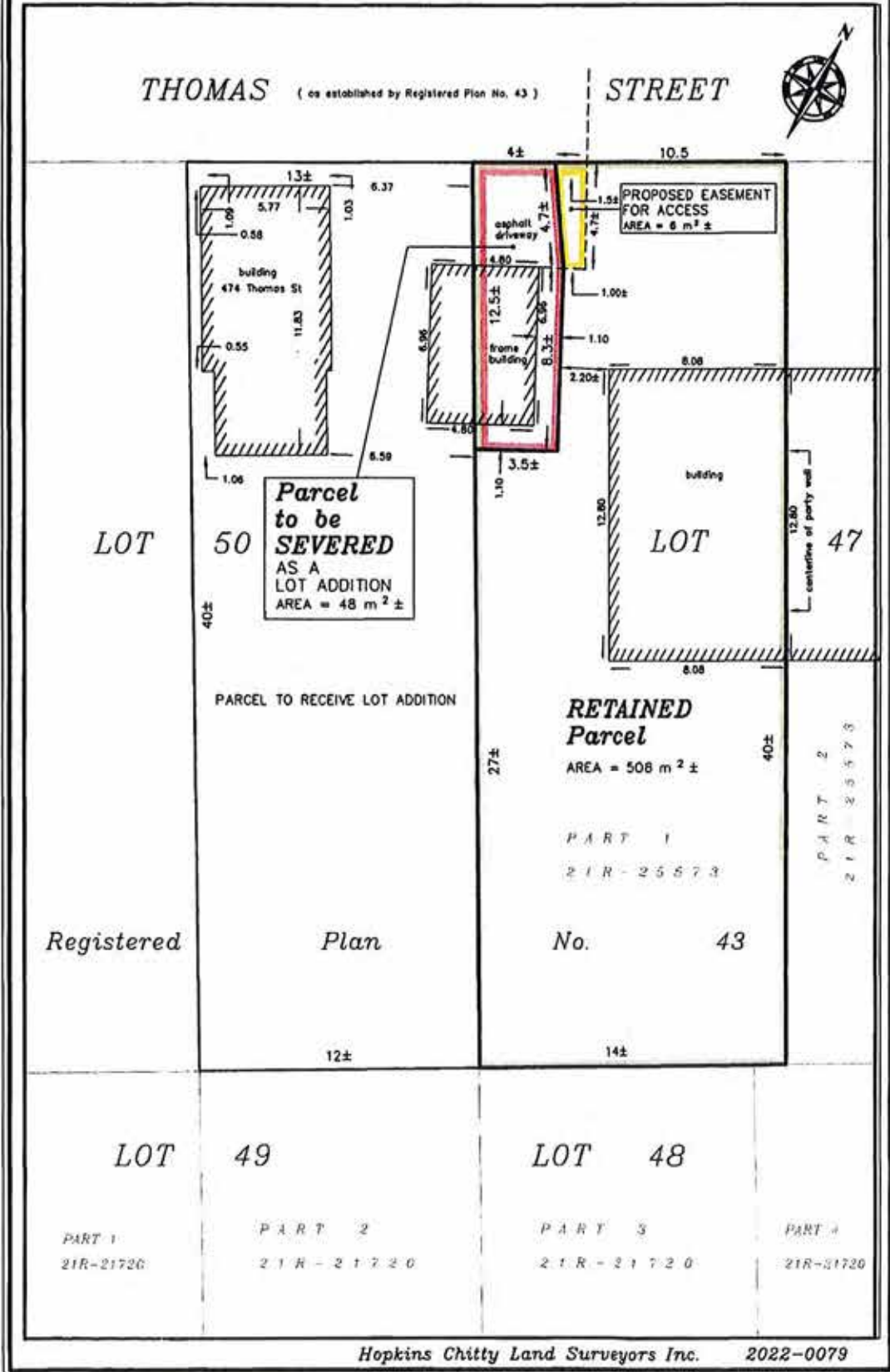


# SEVERANCE SKETCH

GRANTOR'S NAME *David and Kathryn Ware*

ADDRESS *476A Thomas Street, Deseronto*

LOCATION *Part of LOT 47, Registered Plan No. 43, Town of Deseronto*

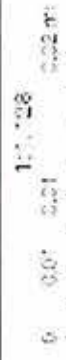


# 476A Thomas Street - Official Plan Map



4/4/2023 12:57:25 PM

-  Override 1
-  ICSP\_LandUse - Urban Landuse Designations
-  Property Information
-  Local Trail
-  Urban Residential



City of Mississauga  
Planning Department  
476A Thomas Street  
Mississauga, Ontario L4V 1P4  
Tel: 905.874.2600  
www.mississauga.ca

# 476A Thomas Street - Zone Map



04-23-23 12:59:13 PM

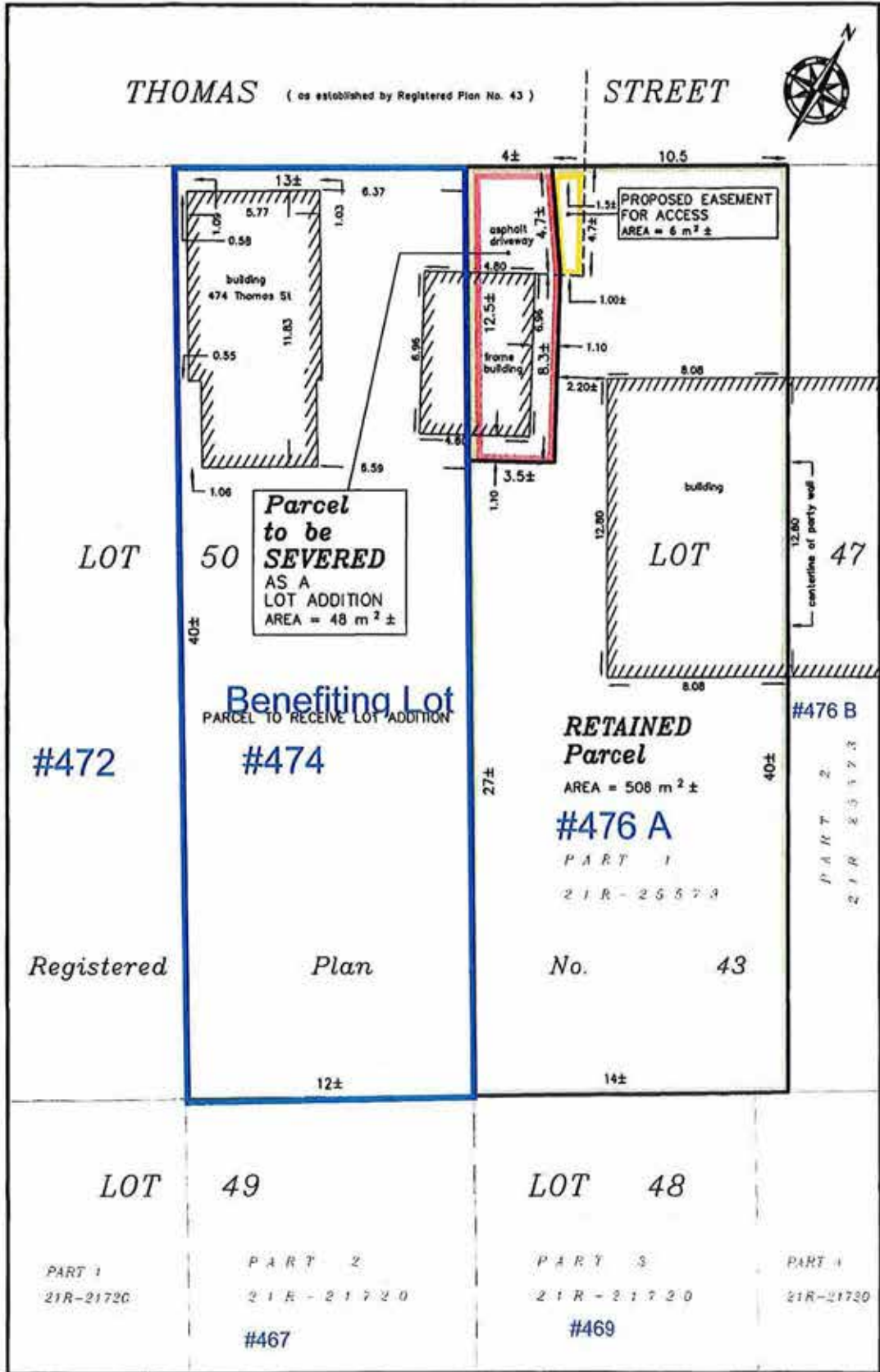
- Override
- Residential Type 1 (R1)
- Residential Type 3 (R3)
- Local Trail
- Property Information



Map of the City of Toronto, Ontario, Canada, for the purpose of zoning, planning, and development. The map is based on the City of Toronto's zoning by-law, which is subject to change without notice. The map is provided for informational purposes only and does not constitute a guarantee or warranty of any kind.

SEVERANCE SKETCH

GRANTOR'S NAME *David and Kathryn Ware*  
 ADDRESS *476A Thomas Street, Deseronto*  
 LOCATION *Part of LOT 47, Registered Plan No. 43, Town of Deseronto*







**APPLICATION FOR CONSENT**

<p>Note to Applicant: All questions must be answered or application may be returned. Application Fee of \$900.00 must accompany fully completed application. It is strongly advised the applicant complete a Pre-Consultation Review with the County of Hastings Planning Department.</p> <p>Have you done so:                  Y/N <u>Y</u> Date: <u>11 March 2022</u></p> <p>If yes, were there any Studies required?                  Y/N <u>N</u> (i.e. Traffic Study, Archaeological Study and Environmental Impact Analysis).</p> <p>Have you attached 2 copies of each to this application?                  Y/N _____</p>	<p>Office Use:</p> <p style="font-size: 2em; text-align: center;">B59/23</p> <p>File No. _____</p> <p style="text-align: center;">JUN 02 2023</p> <p>Date Submitted: _____</p>
---	--

**Registered Owner(s)**

Registered Owner(s) – If more than one owner with different contact information please provide further contact information in section 11 on page 6.

Name: David George Ware and Kathryn Anne Ware

Mailing Address: 476A Thomas Street, Deseronto K0K 1X0

Phone Number: (Home) 343-464-0753 (Business/Cell) \_\_\_\_\_

Email address: KWare3@coje.co.ca

**Authorized Agent**

If the application will be represented by someone other than the registered owner(s), please specify.

Name: Marc Kemerer

Mailing Address: 100 - 95 Barber Greene Road Toronto M3C 3E9

Phone Number: (Home) 416 529 0099 (Business/Cell) 416 446 3529

Email Address: marc.kemerer@dcmjlaw.ca

Communication – Please specify where communication (phone, mail and email) should be directed:

Owner                       Authorized Agent

1. Name of person(s), if known, to whom land or interest in land is intended to be transferred, leased or charged:

2. Purpose of the Application

New Lot Creation     Lot Addition     Right-of-Way     Easement  
 Lease                       Validation Certificate     Other: Specify     Charge/Partial Discharge

3. Description of Subject Lands (Include any abutting property registered under the same ownership)

Municipality: Deseronto Former Geographic Township: \_\_\_\_\_  
 Municipal Address or Street/Road: 476A Thomas Street  
 Lot: 47 Concession: \_\_\_\_\_ PIN(s): 40590-01230142  
 Registered Plan No.: 43 Lot/Block: Pt Lot 47  
 Reference Plan No.: ZIR 25573 Part No.: 1  
 Total Lot Area: 556. M Total Lot Frontage: 4.5m  
 Do you own any adjoining lands? If so, please describe: \_\_\_\_\_  
 Assessment Roll No. 12 02 030 035 05000

4. Description of Proposal

a)

	Severed Land	Retained Land	Benefiting Land (if applicable)
Frontage (m)	4	10.5	17m
Depth (m)	12.5	14.5 - 140	27
Area (ac/ha/m <sup>2</sup> )	48 m <sup>2</sup>	509 m <sup>2</sup>	
Existing Use	residential	residential	residential
Proposed Use	residential	residential	residential
No. of Existing Buildings/Structures	1	1	2
No. of Proposed Buildings/Structures	1	1	2
Dimensions of Existing Buildings/Structures			
Dimensions of Proposed Buildings/Structures			

b) Type of Sewage Disposal:

Private/Individual  Public/Municipal  Other: \_\_\_\_\_

c) Type of Water Supply:

Private/Individual  Public/Municipal  Other: \_\_\_\_\_

d) Type of Stormwater Drainage Proposed:

Sewers  Road Side Ditches  Swales  Other: \_\_\_\_\_

e) Type of Access Proposed:

Provincial Highway  Municipal Road (Maintained Year Round)  Water  
 Private (Right-of-Way)  Municipal Road (Seasonal)  Other: \_\_\_\_\_

f) If only water access is proposed, on a separate page describe the parking and docking facilities to be used and the approximate distance of these facilities from the subject lands to the nearest public access.

Schedule Attached:  Yes  No

**Land Uses/Features:**

a) Are any of the following uses or features on the subject lands and/or within 500 metres of the subject lands: (Please indicate if it applies with a 'Yes' and an 'N/A' if it does not. Any features indicated with a 'Yes' please identify on your sketch).

	On Subject Lands	Within 500 Metres
An agricultural operation (any livestock facility, occupied or vacant, including manure storage) <i>If yes, please fill in information on page 9 for each operation.</i>	N/A	N/A
A landfill (active or non-operating)	u	u
A sewage treatment plant or waste stabilization pond	u	u
A Municipal or Federal Airport (including an aerodrome)	u	u
An active mine site or aggregate operation (within 1000 m) (specify mine site or aggregate operations)	u	u
A rehabilitated or abandoned mine site or mine hazards	u	u
Any Industrial use	u	u
Provincial Park or Crown Lands	u	u
An active or abandoned rail line and/or trail	u	u
A natural gas or petroleum pipeline	u	u
A floodplain	u	u
Significant wildlife habitat and/or significant habitat of Species at Risk (including but not limited to endangered and threatened species)	u	u
Fish habitat	u	u
A contaminated site	u	u
Utility Corridor, electricity generating station, transformer etc.	u	u
A Wellhead Protection Area (WHPA) or Intake Protection Zone (IPZ)	u	u

b) Is the property located within 1 km (0.6 miles) of a First Nation Reserve?

Yes  No

c) Is there a Provincially Significant Wetland (Class 1, 2 or 3) on or within 120m of the subject lands?

Yes  No

d) Do the subject lands contain any known cultural heritage, archaeological resources and/or areas of archaeological potential?

Yes  No  Unknown

e) If Yes to 5 d) does the application propose to develop lands within the subject lands that contain known cultural heritage, archaeological resources and/or areas of archaeological potential?

Yes  No  Unknown

If Yes to 5 d) and/or 5 e) please contact the Ministry of Citizenship and Culture to determine the need for any additional information or reports.

**6. Former Land Use on the Subject Lands and Adjacent Lands**

a) Has there been an Industrial or Commercial Use or an Orchard on the subject lands or adjacent lands?

Yes  No  Unknown

b) If yes, please provide details.

Use: \_\_\_\_\_

c) Has the grading of the subject lands been changed by adding/removing earth or other material(s)?

Yes  No  Unknown

d) Has a gas station been located on the subject lands or adjacent lands at any time?

Yes  No  Unknown

e) Has there been petroleum or other fuel stored on the subject lands or adjacent lands?

Yes  No  Unknown

f) Is there any reason to believe the subject lands may have been contaminated by former uses on the site or adjacent lands?

Yes  No  Unknown

g) If yes to any of 6 a) to f) has an Environmental Site Assessment (ESA) been conducted under the Environmental Assessment Act or has a Record of Site Condition (RSC) been filed?

Yes  No  Unknown

**7. Previous Planning Applications**

a) Have the subject lands ever been the subject of an application for approval of a Minister's Zoning Order, Official Plan Amendment, Zoning By-Law Amendment, Plan of Subdivision, Site Plan Control, Consent, Minor Variance or any other application/approval under the Planning Act?

Yes  No  Unknown

b) If yes to question 7 a) and known, provide the application file number, the status and decision made on this application: B7519. New lot approved

c) Is this a resubmission of an application previously made under the Planning Act?

Yes  No

If yes to 7 c) above, what was the previously approved Land Division File Number? B \_\_\_\_\_

**8. Land Use Classification**

a) Existing Official Plan designation of the subject lands: Residential

b) Existing zoning category of the subject lands: Residential Type 1

**9. Current Applications**

Is the owner or agent applying for additional consents on the subject lands concurrently with this application?

Yes  No

a) If yes, and known, specify File Number: Not assigned yet

b) Are the subject lands currently the subject of an application or an Official Plan Amendment, Zoning By-Law Amendment, Plan of Subdivision, Site Plan Control or Minor Variance (including applications before the Ontario Land Tribunal)?

Yes  No  Unknown

c) If yes, and known, please specify the File No: \_\_\_\_\_

d) Is the application consistent with the Provincial Policy Statement?  
 Yes     No     Unknown

How is the application consistent with the Provincial Policy Statement?

Connects an encroachment and makes  
more efficient use of the land

e) Is this application consistent with the County of Hastings' Official Plan?  
 Yes     No     Unknown

f) Are the subject lands subject to any easements and/or rights-of-way or restrictive covenants?  
 Yes     No     Unknown

g) If yes to f) and known, specify the description of the easements/right-of-way or restrictive covenants and its effect on a separate schedule. (A copy of the registered document may be included).

Schedule Attached     Yes     No

h) Have you pre-consulted with the County of Hastings Planning Department, Local Municipality or any other Agency (i.e. Conservation Authority, Provincial Ministries)?  
 Yes     No

i) If yes, please specify the agencies that you have pre-consulted with and provide a copy of any comments received:

We have consulted with the County's Planning  
Department to ensure there are no zoning  
or other issues which will arise from  
this application.

**10. Other Information/Planning Rationale**

Please provide other background information or planning justification that you think may be useful to the Planning Department (or to any agency) when reviewing and making a decision on the application \_\_\_\_\_

The proposed consent and granting of an  
associated easement will resolve the issue  
of an inadvertent encroachment of the  
garage and parking on the subject lands.  
This certainly represents good planning.

12/1/2020

2. Name of the person(s) who obtained information (if applicable)  
of the information source for the violation (s) (6)

Carroll, K. S. and Brandon Rutledge  
1416 10th Ave SE, Ste 101, Denver  
613.413.4758

**Section 27102, 27103, 27104, 27105, 27106**

3. Which title block or certificate validation Certificate request, when did the contravention of Section  
of the Uniform Act or provisions thereof occur?

4. Attach a copy of the information regarding the contravention (attach a schedule, if required). Please attach copies  
of all pertinent documents.

5. Date of receipt of this information

10/21/2020

6. A sketch drawn to scale, showing the boundaries and dimensions of the subject land, the designation of  
adjacent properties, roads, lands, etc., and the location and description of all existing buildings and structures  
on the property along with setbacks to the property boundaries, is required. All copies of the sketch or  
survey must be color-coded - red for severed lots, green for retained, yellow for easements or rights-of-ways, and  
orange for benefiting lot (when it is a consent for a lot addition).

7. Attach Enclosure



**PART A: OWNER ACKNOWLEDGEMENT AND CONSENT**

When applying for a lot addition, a completed 'Acknowledgement of Application' (page 10) by the owner(s) of the benefiting property is required to be submitted with the application.

To be completed by all registered owner(s).

I/We DAVID WARE and Kathryn Ware the registered owners of the property described as  
476A THOMAS ST DESERONTO ONT

**Collection, Use and Disclosure of Information**

- a) acknowledge that personal information collected on this form is collected pursuant to the Planning Act, R.S.O. 1990, c.P.13 for the purpose of processing this planning application;
- b) acknowledge that it is the practice of the County of Hastings, in accordance with section 1.0.1 of the Planning Act, R.S.O. 1990, c.P.13, to provide public access to all planning applications and documents, including but not limited to reports, studies and drawings, required by the County of Hastings in support of this application ('Supporting Documentation') and provided to the County by me, my agents, my consultants and my solicitors;
- c) in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, consent to the use and disclosure of this application and any Supporting Documentation, inclusive of any personal information, to any person or entity, in any manner chosen by the County, including copying, posting on the County's website advertising in a newspaper, routine distribution to members of Council, and in staff reports, or releasing to a third party upon third party request;
- d) grant the County permission to reproduce, in whole or in part, the application and Supporting Documentation for internal use, inclusion in staff reports, distribution to the public for the purpose of public consultation or any other use associated with the purpose of review and implementation of the application;

**Authority to Enter Land and Photograph**

- e) grant the County of Hastings and/or the local municipality and/or their agents permission to attend, photograph and conduct inspections of the lands subject to this application as part of the County's review and processing of this application.

**Appointment of Authorized of Agent (if applicable)**

- f) appoint and authorize Marc Keneper (please print name of Agent), to act as my/our agent with regard to this Application for Consent to the County of Hastings, including but not limited to receiving all correspondence, attending any hearings, fulfilling any conditions and providing any approvals or consents and ratify, confirm and adopt as my/our own, the acts, representations, replies and commitments made by the agent on my/our behalf.

Dated this 9th day of November, 2012

Charlot Wilson  
Witness

[Signature]  
Signature of registered Owner or Signing Officer  
\* I have the authority to bind the Corporation

Charlot Wilson  
Witness

[Signature]  
Signature of registered Owner or Signing Officer  
\* I have the authority to bind the Corporation

### Declaration

This section must be signed before a Commissioner for Taking Affidavits or a designated Official.  
(i.e. Clerk of the Municipality, Lawyer etc.)

I/We Marc Kemere of the City/Town of Toronto in the County/Region/Municipality of \_\_\_\_\_ solemnly declare that all of the statements contained in this application are true, and I make this solemn declaration as if made under oath and by virtue of the Canada Evidence Act.

DECLARED before me at the City of Toronto )  
In the \_\_\_\_\_ of \_\_\_\_\_ )  
this 27th day of November, 2022 )

Commissioner of Oaths  
(Affix Commissioner Stamp below)  
Christopher Steinhilber  
LSO#606231E

[Signature]  
Owner(s) or Agent or Signing Officer  
\* I have the authority to bind the Corporation

\_\_\_\_\_  
Owner(s) or Agent or Signing Officer  
\* I have the authority to bind the Corporation

\* Where the owner is a firm or corporation, the person signing this instrument shall state that he/she has authority to bind the corporation or affix the corporate seal.

**Personal information contained on this form is legally authorized under Sec.53 of the Planning Act and O.Reg.197/96 for the purpose of processing your planning application and will become part of a public record.**

**Pursuant to Sec.1.0.1 of the Planning Act, and in accordance with Sec.32(e) of the Municipal Freedom of Information and Protection of Privacy Act the County of Hastings may make all planning applications and supporting material available to the public in hard copy or electronically. If you have any questions about the collection, use or disclosure of this information by the County of Hastings, please contact the Clerk, County of Hastings, 235 Pinnacle Street, Belleville, Ontario K8N 3A9.**



### NDS I DATA COLLECTION FORM

(Complete if there is an existing livestock facility that is vacant or occupied within 1000m)

**Farm Contact Information**

Owner's Name: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Owner's Telephone: \_\_\_\_\_

**General Information**

Size of Barn: \_\_\_\_\_

Distance from livestock facility to new lot line and/or building envelope: \_\_\_\_\_

Distance from manure storage to the new lot line and/or building envelope: \_\_\_\_\_

**Livestock Information:**

Type of Livestock	Maximum Housing Capacity	Manure System (check box that applies)			
		Covered Tank	Open Liquid Tank	Earthen Manure Storage	Other ** (see below)
<b>DAIRY</b> <input type="checkbox"/> Milking Cows <input type="checkbox"/> Heifers					
<b>BEEF</b> <input type="checkbox"/> Cows (Barn confinement) <input type="checkbox"/> Cows (Barn with yard) <input type="checkbox"/> Feeders (Barn confinement) <input type="checkbox"/> Feeders (Barn with yard)					
<b>SWINE</b> <input type="checkbox"/> Sows <input type="checkbox"/> Weaners <input type="checkbox"/> Feeder Hogs					
<b>POULTRY</b> <input type="checkbox"/> Chicken Broiler/Roaster <input type="checkbox"/> Caged Layers <input type="checkbox"/> Chicken Breeder Layers <input type="checkbox"/> Pullets <input type="checkbox"/> Meat Turkeys (>10kg) <input type="checkbox"/> Meat Turkeys (6-10kg) <input type="checkbox"/> Meat Turkeys (< 5 kg) <input type="checkbox"/> Turkeys Breeder Layers					
<b>SHEEP</b> <input type="checkbox"/> Adult Sheep <input type="checkbox"/> Feeder lambs					
<b>GOATS</b> <input type="checkbox"/> Adult Goats <input type="checkbox"/> Feeder Goats					
<b>HORSES</b>					
<b>OTHER (Specify)</b>					

Describe type of manure storage: \_\_\_\_\_

**ACKNOWLEDGEMENT OF APPLICATION**

"Benefiting property owner(s) to complete for a consent application creating a lot addition.

I/We Caroline Armstrong / Brandon Rutledge the registered owners of the benefiting property described as 474 Thomas Street, Deseronto

**Purpose and Effect of the Application**

- a) acknowledge that this application for a lot addition accurately reflects the proposed parcel of land to be added to the benefiting land described above;

**Collection, Use and Disclosure of Information**

- b) acknowledge that personal information collected on this form is collected pursuant to the Planning Act, R.S.O. 1990, c.P.13 for the purpose of processing this planning application;
- c) acknowledge that it is the practice of the County of Hastings, in accordance with section 1.0.1 of the Planning Act, R.S.O. 1990, c.P.13, to provide public access to all planning applications and documents, including but not limited to reports, studies and drawings, required by the County of Hastings in support of this application ("Supporting Documentation") and provided to the County by me, my agents, my consultants and my solicitors;
- d) in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, consent to the use and disclosure of this application and any Supporting Documentation, (inclusive of any personal information, to any person or entity, in any manner chosen by the County, including copying, posting on the County's website advertising in a newspaper, routine distribution to members of Council, and in staff reports, or releasing to a third party upon third party request;
- e) grant the County permission to reproduce, in whole or in part, the application and Supporting Documentation for internal use, inclusion in staff reports, distribution to the public for the purpose of public consultation or any other use associated with the purpose of review and implementation of the application;

**Authority to Enter Land and Photograph**

- f) grant the County of Hastings and/or the local municipality and/or their agents permission to attend, photograph and conduct inspections of the lands subject to this application as part of the County's review and processing of this application;

Dated this 9<sup>th</sup> day of November, 2021.

Charlene Carver  
Witness

Caroline Armstrong  
Signature of registered Owner or Signing Officer  
\* I have the authority to bind the Corporation

Charlene Carver  
Witness

Brandon Rutledge  
Signature of registered Owner or Signing Officer  
\* I have the authority to bind the Corporation

\* Where the owner is a firm or corporation, the person signing this instrument shall state that he/she has authority to bind the corporation of affix the corporate seal.



**APPLICATION FOR CONSENT**

<p>Note to Applicant: All questions must be answered or application may be returned. Application Fee of \$900.00 must accompany fully completed application. It is strongly advised the applicant complete a Pre-Consultation Review with the County of Hastings Planning Department.</p> <p>Have you done so:        Y/N <u>Y</u> Date: <u>11 March 2022</u></p> <p>If yes, were there any Studies required? <u>24 January 2023</u>        Y/N _____ (i.e. Traffic Study, Archaeological Study and Environmental Impact Analysis).</p> <p>Have you attached 2 copies of each to this application?        Y/N _____</p>	<p>Office Use:</p> <p>File No. <b>B 60/a3</b></p> <p>Date Submitted: <u>JUN 02 2023</u></p>
---	---

**Registered Owner(s)**

Registered Owner(s) – If more than one owner with different contact information please provide further contact information in section 11 on page 6.

Name: David George Ware and Kathryn Anne Ware  
 Mailing Address: 476 A Thomas Street Deseronto  
 Phone Number: (Home) 343-464-0753 (Business/Cell) \_\_\_\_\_  
 Email address: KWare3@Cogeco.ca

**Authorized Agent**

If the application will be represented by someone other than the registered owner(s), please specify.

Name: Marc Kemener  
 Mailing Address: 100 - 95 Bowbar Greene Road Toronto M3C 3E9  
 Phone Number: (Home) 416-529-0091 (Business/Cell) 416-446-3329  
 Email Address: Marc.Kemener@DevmyLaw.ca

Communication – Please specify where communication (phone, mail and email) should be directed:

Owner  Authorized Agent

1. Name of person(s), if known, to whom land or interest in land is intended to be transferred, leased or charged:

2. Purpose of the Application

New Lot Creation   
  Lot Addition   
  Right-of-Way   
  Easement  
 Lease   
  Validation Certificate   
  Other: Specify   
 Charge/Partial Discharge

3. Description of Subject Lands (include any abutting property registered under the same ownership)

Municipality: Deerwinto Former Geographic Township: \_\_\_\_\_  
 Municipal Address or Street/Road: 4th. A Thomas Street  
 Lot: 47 Concession: \_\_\_\_\_ PIN(s): 40590-0125  
 Registered Plan No.: 43 Lot/Block: Pt Lot 47  
 Reference Plan No.: UR 25573 Part No.: 1  
 Total Lot Area: 5562 m<sup>2</sup> Total Lot Frontage: 14.5 m  
 Do you own any adjoining lands? If so, please describe: \_\_\_\_\_  
 Assessment Roll No. 12 02 030 035 05000

4. Description of Proposal

a)

*see attached cover letter*

	Severed Land	Retained Land	Benefiting Land (if applicable)
Frontage (m)			
Depth (m)			
Area (ac/ha/m <sup>2</sup> )			
Existing Use			
Proposed Use			
No. of Existing Buildings/Structures			
No. of Proposed Buildings/Structures			
Dimensions of Existing Buildings/Structures			
Dimensions of Proposed Buildings/Structures			

b) Type of Sewage Disposal:

Private/Individual  Public/Municipal  Other: \_\_\_\_\_

c) Type of Water Supply:

Private/Individual  Public/Municipal  Other: \_\_\_\_\_

d) Type of Stormwater Drainage Proposed:

Sewers  Road Side Ditches  Swales  Other: \_\_\_\_\_

e) Type of Access Proposed:

Provincial Highway  Municipal Road (Maintained Year Round)  Water  
 Private (Right-of-Way)  Municipal Road (Seasonal)  Other: \_\_\_\_\_

f) If only water access is proposed, on a separate page describe the parking and docking facilities to be used and the approximate distance of these facilities from the subject lands to the nearest public access.

Schedule Attached:  Yes  No

**6. Former Land Use on the Subject Lands and Adjacent Lands**

- a) Has there been an Industrial or Commercial Use or an Orchard on the subject lands or adjacent lands?  
 Yes  No  Unknown
- b) If yes, please provide details.

Use: \_\_\_\_\_

- c) Has the grading of the subject lands been changed by adding/removing earth or other material(s)?  
 Yes  No  Unknown
- d) Has a gas station been located on the subject lands or adjacent lands at any time?  
 Yes  No  Unknown
- e) Has there been petroleum or other fuel stored on the subject lands or adjacent lands?  
 Yes  No  Unknown
- f) Is there any reason to believe the subject lands may have been contaminated by former uses on the site or adjacent lands?  
 Yes  No  Unknown
- g) If yes to any of 6 a) to f) has an Environmental Site Assessment (ESA) been conducted under the Environmental Assessment Act or has a Record of Site Condition (RSC) been filed?  
 Yes  No  Unknown

**7. Previous Planning Applications**

- a) Have the subject lands ever been the subject of an application for approval of a Minister's Zoning Order, Official Plan Amendment, Zoning By-Law Amendment, Plan of Subdivision, Site Plan Control, Consent, Minor Variance or any other application/approval under the Planning Act?  
 Yes  No  Unknown
- b) If yes to question 7 a) and known, provide the application file number, the status and decision made on this application: B 9519 (New lot approved)
- c) Is this a resubmission of an application previously made under the Planning Act?  
 Yes  No

If yes to 7 c) above, what was the previously approved Land Division File Number? B. \_\_\_\_\_

**8. Land Use Classification**

- a) Existing Official Plan designation of the subject lands: Residential
- b) Existing zoning category of the subject lands: Residential Type 1

**9. Current Applications**

- Is the owner or agent applying for additional consents on the subject lands concurrently with this application?  
 Yes  No
- a) If yes, and known, specify File Number: Not assigned yet
- b) Are the subject lands currently the subject of an application or an Official Plan Amendment, Zoning By-Law Amendment, Plan of Subdivision, Site Plan Control or Minor Variance (including applications before the Ontario Land Tribunal)?  
 Yes  No  Unknown

g) If a lot addition, identify the lands to which the parcel will be added

5. **Land Uses/Features:**

a) Are any of the following uses or features on the subject lands and/or within 500 metres of the subject lands: (Please indicate if it applies with a 'Yes' and on 'N/A' if it does not. Any features indicated with a 'Yes' please identify on your sketch).

	On Subject Lands	Within 500 Metres
An agricultural operation (any livestock facility, occupied or vacant, including manure storage) <i>If yes, please fill in information on page 9 for each operation.</i>	N/A	N/A
A landfill (active or non-operating)		
A sewage treatment plant or waste stabilization pond		
A Municipal or Federal Airport (including an aerodrome)		
An active mine site or aggregate operation (within 1000 m) (specify mine site or aggregate operations)		
A rehabilitated or abandoned mine site or mine hazards		
Any industrial use		
Provincial Park or Crown Lands		
An active or abandoned rail line and/or trail		
A natural gas or petroleum pipeline		
A floodplain		
Significant wildlife habitat and/or significant habitat of Species at Risk (including but not limited to endangered and threatened species)		
Fish habitat		
A contaminated site		
Utility Corridor, electricity generating station, transformer etc.		
A Wellhead Protection Area (WHPA) or Intake Protection Zone (IPZ)	∇	∇

b) Is the property located within 1 km (0.6 miles) of a First Nation Reserve?

Yes  No

c) Is there a Provincially Significant Wetland (Class 1, 2 or 3) on or within 120m of the subject lands?

Yes  No

d) Do the subject lands contain any known cultural heritage, archaeological resources and/or areas of archaeological potential?

Yes  No  Unknown

e) If Yes to b d) does the application propose to develop lands within the subject lands that contain known cultural heritage, archaeological resources and/or areas of archaeological potential?

Yes  No  Unknown

If Yes to 5 d) and/or 5 e) please contact the Ministry of Citizenship and Culture to determine the need for any additional information or reports

c) If yes, and known, please specify the File No: \_\_\_\_\_

d) Is the application consistent with the Provincial Policy Statement?  
 Yes     No     Unknown

How is the application consistent with the Provincial Policy Statement?  
\_\_\_\_\_  
\_\_\_\_\_

e) Is this application consistent with the County of Hastings' Official Plan?  
 Yes     No     Unknown

f) Are the subject lands subject to any easements and/or rights-of-way or restrictive covenants?  
 Yes     No     Unknown

g) If yes to f) and known, specify the description of the easements/right-of-way or restrictive covenants and its effect on a separate schedule. (A copy of the registered document may be included).

Schedule Attached     Yes     No

h) Have you pre-consulted with the County of Hastings Planning Department, Local Municipality or any other Agency (i.e. Conservation Authority, Provincial Ministries)?  
 Yes     No

i) If yes, please specify the agencies that you have pre-consulted with and provide a copy of any comments received:

We have consulted with the County Planning Department to ensure there are no zoning or other uses.

**10. Other Information/Planning Rationale**

Please provide other background information or planning justification that you think may be useful to the Planning Department (or to any agency) when reviewing and making a decision on the application

The proposed easement will resolve the issue of an inadvertent encroachment of access to the parking area for the existing garage. This represents good planning.

**11. Additional Owners and Contact Information (if applicable)**

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**12. Benefiting Land Owners and Contact Information (if applicable)  
(Benefiting Owners must review and sign Page 10)**

Caroline Armstrong and Brandon Rutledge  
476 Thomas Street  
613.453.4710

**13. Background for Validation Certificate Requests**

a. If the application is regarding a Validation Certificate request, when did the contravention of Section 50 of the Planning Act, or a predecessor thereof occur?

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b. Please describe the nature of the contravention (attach a schedule, if required). Please attach copies of all pertinent title documents.


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**14. Date of purchase of subject land:**

May 1 2010

**15. Sketch/Site Plan**

A sketch, drawn to scale, showing the boundaries and dimensions of the subject land, the designation of adjacent properties, roads, lands etc., and the location and description of all existing buildings and structures located on the property along with setbacks to the property boundaries, is required. All copies of the sketch or survey must be coloured -- red for severed lots, green for retained, yellow for easements or rights of ways, and orange for benefiting lot (when it is a consent for a lot addition).

Sketch Enclosed 



**PART A: OWNER ACKNOWLEDGEMENT AND CONSENT**

-- When applying for a lot addition, a completed "Acknowledgement of Application" (page 18) by the owner(s) of the benefiting property is required to be submitted with this application.

To be completed by all registered owner(s).

We DAVID WARE and Kathryn Ware the registered owners of the property described as 416A THOMAS ST, DESERONTO ONT

**Collection, Use and Disclosure of Information**

- a) acknowledge that personal information collected on this form is collected pursuant to the Planning Act, R.S.O. 1990, c.P.13 for the purpose of processing this planning application;
- b) acknowledge that it is the practice of the County of Hastings, in accordance with section 1.0.1 of the Planning Act, R.S.O. 1990, c.P.13, to provide public access to all planning applications and documents, including but not limited to reports, studies and drawings, required by the County of Hastings in support of this application ("Supporting Documentation") and provided to the County by me, my agents, my consultants and my solicitors;
- c) in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, consent to the use and disclosure of this application and any Supporting Documentation, inclusive of any personal information, to any person or entity, in any manner chosen by the County, including copying, posting on the County's website advertising in a newspaper, routine distribution to members of Council, and in staff reports, or releasing to a third party upon third party request;
- d) grant the County permission to reproduce, in whole or in part, the application and Supporting Documentation for internal use, inclusion in staff reports, distribution to the public for the purpose of public consultation or any other use associated with the purpose of review and implementation of the application.

**Authority to Enter Land and Photograph**

- e) grant the County of Hastings and/or the local municipality and/or their agents permission to attend, photograph and conduct inspections of the lands subject to this application as part of the County's review and processing of this application.

**Appointment of Authorized of Agent (if applicable)**

- f) appoint and authorize Marc Kemner (please print name of Agent), to act as my/our agent with regard to this Application for Consent to the County of Hastings, including but not limited to receiving all correspondence, attending any hearings, fulfilling any conditions and providing any approvals or consents and ratify, confirm and adopt as my/our own, the acts, representations, replies and commitments made by the agent on my/our behalf.

Dated this 9th day of November, 2012

Charlot Wilson  
Witness

Steve  
Signature of registered Owner or Signing Officer  
\* I have the authority to bind the Corporation

Charlot Wilson  
Witness

Kathryn Ware  
Signature of registered Owner or Signing Officer  
\* I have the authority to bind the Corporation



**MDS I DATA COLLECTION FORM**

(Complete if there is an existing livestock facility that is vacant or occupied within 1000m)

**Farm Contact Information**

Owner's Name: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Owner's Telephone: \_\_\_\_\_

**General Information**

Size of Barn: \_\_\_\_\_

Distance from livestock facility to new lot line and/or building envelope: \_\_\_\_\_

Distance from manure storage to the new lot line and/or building envelope: \_\_\_\_\_

**Livestock Information:**

Type of Livestock	Maximum Housing Capacity	Manure System (check box that applies)			
		Covered Tank	Open Liquid Tank	Earthen Manure Storage	Other ** (see below)
<b>DAIRY</b>					
<input type="checkbox"/> Milking Cows					
<input type="checkbox"/> Heifers					
<b>BEEF</b>					
<input type="checkbox"/> Cows (Barn confinement)					
<input type="checkbox"/> Cows (Barn with yard)					
<input type="checkbox"/> Feeders (Barn confinement)					
<input type="checkbox"/> Feeders (Barn with yard)					
<b>SWINE</b>					
<input type="checkbox"/> Sows					
<input type="checkbox"/> Weaners					
<input type="checkbox"/> Feeder Hogs					
<b>POULTRY</b>					
<input type="checkbox"/> Chicken Broiler/Roaster					
<input type="checkbox"/> Caged Layers					
<input type="checkbox"/> Chicken Breeder Layers					
<input type="checkbox"/> Pullets					
<input type="checkbox"/> Meat Turkeys (>10kg)					
<input type="checkbox"/> Meat Turkeys (5-10kg)					
<input type="checkbox"/> Meat Turkeys (< 5 kg)					
<input type="checkbox"/> Turkeys Breeder Layers					
<b>SHEEP</b>					
<input type="checkbox"/> Adult Sheep					
<input type="checkbox"/> Feeder lambs					
<b>GOATS</b>					
<input type="checkbox"/> Adult Goats					
<input type="checkbox"/> Feeder Goats					
<b>HORSES</b>					
<b>OTHER (Specify)</b>					

Describe type of manure storage: \_\_\_\_\_

ACKNOWLEDGEMENT OF APPLICATION

\*Benefiting property owner(s) to complete for a tentative application creating a lot addition.

We Caroline Armstrong/ Brandon Rutledge the registered owners of the benefiting property described as 474 Thomas Street, Des Moines

Purpose and Effect of the Application

- a) acknowledge that this application for a lot addition accurately reflects the proposed parcel of land to be added to the benefiting land described above;

Collection, Use and Disclosure of Information

- b) acknowledge that personal information collected on this form is collected pursuant to the Planning Act, R.S.O. 1990, c.P.13 for the purpose of processing this planning application;
- c) acknowledge that it is the practice of the County of Hastings, in accordance with section 1.0.1 of the Planning Act, R.S.O. 1990, c.P.13, to provide public access to all planning applications and documents, including but not limited to reports, studies and drawings, required by the County of Hastings in support of this application ("Supporting Documentation") and provided to the County by me, my agents, my consultants and my solicitors;
- d) in accordance with the Municipal Freedom of Information and Protection of Privacy Act, consent to the use and disclosure of this application and any Supporting Documentation, inclusive of any personal information, to any person or entity, in any manner chosen by the County, including copying, posting on the County's website, advertising in a newspaper, routine distribution to members of Council, and in staff reports, or releasing to a third party upon third party request;
- e) grant the County permission to reproduce, in whole or in part, the application and Supporting Documentation for internal use, inclusion in staff reports, distribution to the public for the purpose of public consultation or any other use associated with the purpose of review and implementation of the application;

Authority to Enter Land and Photograph

- f) grant the County of Hastings and/or the local municipality and/or their agents permission to enter, photograph and conduct inspections of the lands subject to this application as part of the County's review and processing of this application;

Dated this 9th day of November, 2022

Charita Warner  
Witness

Caroline Armstrong  
Signature of registered Owner or Signing Officer  
\* I have the authority to bind the Corporation

Charita Warner  
Witness

Brandon Rutledge  
Signature of registered Owner or Signing Officer  
\* I have the authority to bind the Corporation

\* Where the owner is a firm or corporation, the person signing this instrument shall state that he/she has authority to bind the corporation of which the corporate seal.

File No. B59/23 & B60/23  
 Owner Name: WARE, David & Kathryn  
 Roll Number: 120203003505000  
**Legal Description: PT LT 47 PL 43 BEING PT 1 ON PL 21R-25573; TOWN OF DESERONTO**  
 Municipality and Former Township: Deseronto

MUNICIPAL CONTROLS	
What is the current zoning for the subject property?	
Is the property in compliance with the zoning?	
Is rezoning recommended?	
ADDITIONAL INFORMATION	
Which of the following services will be available to the subject land?	School Bus
	Snow Ploughing
	Municipal Water
	Sanitary Sewers
	Electricity
Garbage Collection	
ROADS INFORMATION	
Do the lots concerned have direct access to a public road which is open and maintained year round by the municipality?	
If on a Township road, is the subject road 66 ft. in width?	
Do you request road widening across the frontage of the severed or retained lands?	
	Severed:
	Retained:
ADJOINING LANDS	
What is the surrounding land currently used for?	
North:	East:
South:	West:
MUNICIPAL SERVICES	
If this application results in a new building lot, does Council consider the location to be satisfactory taking into account the rest of the municipality?	
Does Council foresee new demands for municipal services as a result of this kind of application?	
Does Council intend to provide new municipal services as a result of this kind of application?	
RECOMMENDATIONS	
Does council wish to recommend that up to 5% of the land be set aside for public purposes under Sec. 51.1 of The Planning Act?	
<b>OR</b> , alternately, does Council wish to seek authorization to accept cash to the value of 5% land under Sec. 51.1 of the Act?	
If you have a Planning Board, does it recommend consent be given to this kind of application?	
Does Council recommend consent be given? If YES, why?	
Should consent be granted, what conditions, if any, would Council request to see attached?	
<i>Please attach council resolution</i>	

Dated at Deseronto, Ontario this \_\_\_\_ day of \_\_\_\_\_, 2023.

Name: \_\_\_\_\_  
 Title: Gail Maracle  
 CAO/Clerk  
 Municipality: Deseronto

**Please complete this form and return to:**  
 Liz Westerhof, Land Division Secretary  
 235 Pinnacle Street, PO Bag 4400, Belleville, Ontario K8N 3A9  
 Facsimile: 613-966-7654  
 Email: [westerhoff@hastingscounty.com](mailto:westerhoff@hastingscounty.com)

**THE CORPORATION OF THE TOWN OF DESERONTO**

**BY-LAW NUMBER XX-2023**

**BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE REGULAR COUNCIL MEETING HELD ON THE 9th DAY OF AUGUST 2023.**

THE TOWN OF DESERONTO ENACTS AS FOLLOWS:

1. Every decision of the Council taken at the meeting at which this by-law is passed and every motion and resolution passed at that meeting shall have the same force and effect as if each and every one of them had been the subject matter of a separate by-law duly enacted, except where prior approval of the Ontario Municipal Board is required and where any legal prerequisite to the enactment of a specific by-law has not been satisfied.
2. The Mayor and the proper civic employees of the Town of Deseronto are hereby authorized and directed to execute and deliver all documents as are required to give effect to the decisions, motions and resolutions taken at the meeting at which this by-law is passed.
3. This by-law comes into force on the day it is passed.

READ a first, second and third time, number assigned and finally passed this 9th day of August, 2023.

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**MAYOR**

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**CLERK**