

**City of Port Colborne
Council Meeting Agenda**

Date: Tuesday, September 9, 2025
Time: 6:30 pm
Location: Council Chambers, 3rd Floor, City Hall
66 Charlotte Street, Port Colborne

Pages

1. Call to Order

2. National Anthem

3. Land Acknowledgement

The Niagara Region is situated on treaty land. This land is steeped in the rich history of the First Nations such as the Hatiwendaronk, the Haudenosaunee, and the Anishinaabe, including the Mississaugas of the Credit First Nation. There are many First Nations, Métis, and Inuit people from across Turtle Island that live and work in Niagara today. The City of Port Colborne stands with all Indigenous people, past and present, in promoting the wise stewardship of the lands on which we live.

4. Adoption of Agenda

5. Disclosures of Interest

6. Proclamations

6.1 September is Charcot-Marie-Tooth (CMT) Disease

1

7. Presentations

7.1 Isadore Sponder Award Presentation

7.2 Grant Award Presentation

7.3 Parks and Recreation Strategic Plan Update

2

8. Delegations

In order to speak at a Council meeting, individuals must register no later than 12 noon on the date of the scheduled meeting. To register, complete the online application at www.portcolborne.ca/delegation, email deputyclerk@portcolborne.ca or phone 905-228-8118.

9. Mayor's Report

10. Regional Councillor's Report

11. Consent Agenda

All items listed in the Consent Agenda are subject to a single motion that is not debatable. A Member may make a brief comment or ask a question regarding a Consent Item prior to the consideration of the motion, however, if an item requires further discussion, debate, or an amendment it must be removed from the Consent Agenda and dealt with under Items Requiring Separate Discussion.

11.1 Approval of Minutes

11.2 Receipt of Minutes of Boards & Committees

- | | | |
|----|--|----|
| a. | Grant Allocation Advisory Committee - February 13, 2025 | 15 |
| b. | Port Colborne Historical and Marine Museum Board - June 17, 2025 | 18 |
| c. | Port Colborne Public Library Board - June 4, 2025 | 25 |

11.3 Staff Reports

- | | | |
|----|--|-----|
| a. | 2024 Consolidated Financial Statements, 2025-162 | 30 |
| b. | Adjustments to Council Remuneration By-law, 2025-174 | 100 |
| c. | Recommendation Report for Zoning By-law Amendment D14-01-25 (70 Nickel Street), 2025-180 | 105 |

11.4 Receipt of Correspondence Items

- | | | |
|----|--------------------------------------|-----|
| a. | Niagara Transit - 2025 Q2 Statistics | 114 |
|----|--------------------------------------|-----|

12. Items Requiring Separate Discussion

13. Staff Remarks

14. Councillors' Remarks

15. Motions

16. Notice of Motions

17. Procedural Motions

18. By-laws

18.1 By-law No. 7383/74/25 137

Being a By-Law to Amend By-Law No. 7036/73/22, Being a By-law to provide for the Remuneration for Councillors

18.2 By-law No. 7384/75/25 139

Being a by-law to amend Zoning By-law 6575/30/18 for the lands legally known as Lot 26 on Plan 19, on the northeast corner of Nickel and Mitchell Streets

18.3 By-law No. 7385/76/25 141

By-law to Adopt, Ratify and Confirm the Proceedings of the Council of The Corporation of the City of Port Colborne

19. Adjournment



September 9, 2025

Moved by Councillor
Seconded by Councillor

WHEREAS September is Charcot-Marie-Tooth (CMT) Disease Awareness Month;
and

WHEREAS CMT Disease, is named after the three doctors who first described the disease in 1886. Doctors Jean-Martin Charcot, Pierre Marie, and Howard Henry Tooth. Today, CMT refers to any peripheral neuropathy with a genetic cause, whether or not the specific genetic mutation is known; and

WHEREAS CMT is a rare multisystem, multiorgan disease that causes lifelong, progressive symptoms, including muscle weakness and atrophy in the arms and legs, sensory loss, and other complications. These symptoms often lead to challenges with balance, walking, hand use, and other daily activities; and

WHEREAS CMT affects 1 in 2,500 people, CMT is a rare disease but also the most common inheritable peripheral neuropathy. It is inheritable because the genetic mutations that cause CMT can be passed from parents to children.

NOW THEREFORE I, Mayor William C. Steele, do hereby proclaim the month of September 2025 as “**Charcot-Marie-Tooth (CMT)**” awareness month in the City of Port Colborne.

Whether you live with CMT or love someone who does, you can make a difference this month by helping spread awareness, supporting vital research, and empowering others to live boldly.

William C. Steele
Mayor



PORT COLBORNE

PHASE 1 – ENGAGEMENT Parks and Recreation Strategic Plan

Council Presentation
September 9th



BACKGROUND

A part of the deliverable for the Parks and Recreation Strategic Plan was to report to Council on our **first phase of engagement.**





WHO DID WE INTERVIEW?



STAKEHOLDER INTERVIEWS



- User groups,
- Event coordinators
- Community leaders



STAFF & COUNCIL WORKSHOPS



Interviews with
City Staff and
members of Council



YOUTH ENGAGEMENT



Session
at the
high school



PARTNER INTERVIEWS



- YMCA
- Conservation
Authority
- School Board



POP-UP EVENTS



Engagement
and survey at the
Farmer's Market



We received hundreds of inputs and we grouped them into 7 themes

1. Facilities Indoor and Outdoor
2. Program and Events
3. Recreation & Sport-Specific Feedback
4. Policy & Agreements
5. Community Needs, Equity & Public Education
6. Staffing & Organizational Structure
7. Planning for Growth



Facilities Indoor and Outdoor

Current Use, Gaps, and Future Planning

- Indoor Facilities
- Outdoor Facilities and Parks
 - Park enhancement and experiences
- Marina & Waterfront
- Vale Health and Wellness Centre





Programming and Events

- Coordination & Delivery
- Fees and Affordability
- Use of Partners
- Programs and Event Enhancement





Recreation & Sport-Specific Feedback

- Sport group needs
- Ice scheduling
- Cycling and trail use





Policy & Agreements

- Agreements needing review
- Tools needed for strategic Planning and decision making





Community Needs, Equity & Public Education

- Needs for equity and public education
- Public Communication
- Inclusivity and Access
- Cultural & Social Inclusion





Staffing & Organizational Structure

- Efficiency
- Alignment with other departments
- Are the resources balanced between departments



Planning for Growth

- New housing
- Alignment with capital and operating budgets to meet future growth demands sustainably





Next Steps

- **On-line survey** – September 30th – October 30th
- **Draft Plan** to staff – November/December
- **Council** – January 2026

THANK YOU!



ANY QUESTIONS ??

City of Port Colborne
Grant Allocation Committee Meeting Minutes

Date: Thursday, February 13, 2025
Time: 4:30 pm
Location: Committee Room 3-City Hall
66 Charlotte St., Port Colborne ON L3K 3C8

Members Present: T. Hoyle, Councillor
M. Aquilina, Councillor
B. Kenny, Chair
B. Haymes

Member(s) Absent: W. Steele, Mayor

Staff Present: G. Todd, Staff Liaison

1. Call to Order

The Chair called the meeting to order at 4:30pm

2. Adoption of the Agenda

Moved by B. Haymes, seconded by T. Hoyle, that the agenda be adopted.

3. Disclosures of Interest

3.1 Councillor T. Hoyle - Order of Business

T. Hoyle declared a conflict as he serves on the board of one of the grant applicants. He recused himself from any discussion or decision.

4. Approval of Minutes

Moved by M. Aquilina, seconded by B. Haymes, that the minutes of the last meeting July 29, 2024, be approved.

4.1 Grant Policy Advisory Committee Minutes - July 29, 2024

5. Staff Updates

5.1 Thank you letters received

6. Order of Business

Councillor T. Hoyle declared a conflict on this item. (T. Hoyle declared a conflict as he serves on the board of one of the grant applicants. He recused himself from discussion and decision.)

7. Closed Session

Moved By B. Haymes

Seconded By T. Hoyle

That the Grant Policy Advisory Committee proceed to closed session at 4:45pm under the *Municipal Act, 2001*, subsection 239(2)(i) where a closed session meeting is held if the subject matter being considered is a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization.

Carried

7.1 Grant applications

- a. Grant app 1**
- b. Grant app 2**
- c. Grant App 3**
- d. Grant app 4**
- e. Grant app 5**
- f. Grant app 6**

8. Back to Open Session

Moved By T. Hoyle

Seconded By B. Haymes

That the Grant Policy Advisory Committee does now rise and reconvene from Closed Session at 5:45 pm with report:

Moved by B. Haymes, seconded by M. Aquilina, that the funding requests be approved for a total of \$20,304 in the first allocation of grants for 2025 as follows:

\$3,000 for Community Living Port Colborne Wainfleet

\$4,335 for Port Colborne Feline Initiative

\$3,600 for Friends of Port Colborne Lighthouses

\$4,000 for Port Colborne Optimist Club

\$5,369.35 for Port Colborne Wave girls' minor hockey

9. New Business

None.

10. Adjournment

The Chair adjourned the meeting at 5:55pm.

Next meeting: July 2025

Port Colborne Historical and Marine Museum Board Meeting Minutes

Date: Tuesday, June 17, 2025
Time: 7:00 pm
Location: Roselawn Centre
296 Fielden Ave, Port Colborne, ON L3K 4T6

Members Present: B. Heaslip
C. MacMillan
T. Huffman
C. Brema
J. Piniak
G. Hoyle
L. Brazeau
J. van Dillen
M. Hili
A. Lessard
B. Schneider
M. Heaslip

Member(s) Absent: E. Beauregard, Councillor

Staff Present: M. Mason, Museum Curator
Tami Nail

1. Call to Order

The Chair called the meeting to order at 6:58pm.

2. Disclosures of Interest

None to report.

3. Adoption of Agenda

Moved by C. MacMillan
Seconded by L. Brazeau

That the agenda dated June 17, 2025 be confirmed, as circulated or as amended.

Carried

4. Approval of Minutes

Moved by B. Heaslip
Seconded by C. Brema

That the minutes from the previous meeting dated May 20, 2025, be confirmed as circulated or amended.

Carried

5. Business Arising from the Minutes

Cheryl reported that the CAA Tour that will be coming to the Museum, will not be coming to the Tea Room.

6. Correspondence

Tami reported that 3 pieces of correspondence were received.

A thank you from the Mayor's Youth Advisory Council to Katelynn for chaperoning their dance at the Archives.

Two thank you cards from Rheanna to Michelle Vosburgh and Katelynn for helping her during her 6 week placement from Mohawk College.

7. Council Report

None to report as Councilor Beauregard was absent.

8. Curator's Report

Michelle presented the Ontario Senior of the Year Award to Bonnie Schneider. The Award is presented by municipalities across to the province to recognize exceptional seniors who, after the age of 65, continue to enrich the social, cultural, or civic fabric of their communities.

This year, the City of Port Colborne is proud to nominate Yvonne (Bonnie) Schneider for this prestigious honour. Bonnie's remarkable journey of volunteerism began at 12 years old, when she started as a Sunday School teacher at her local church. Over the past 60 years, her dedication to serving others has never wavered. Bonnie has been an active contributor to numerous local organizations, including the Port Colborne Historical & Marine Museum, the Friends of Roselawn Centre, the Port Colborne Optimist Club, Friends over 55, Bethel United Church, as well as the Port Colborne Operatic Society, the Port

Colborne Art Club, Scouts Canada, United Way Centraide Canada, the Canadian Cancer Society, the Port Colborne Terry Fox Run, and signature city events like Canal Days.

Michelle also reported that Jasmaya Echlin and Nicole Berry have started to work at the Tea Room.

Michelle has met with the city's new Fire Chief Stan Double and Deputy Fire Chief Mark Middleton. She gave them tours of both the Museum and Roselawn.

At the end of May, Tracey-Mae Chambers installed two fabric art installations, one at Roselawn and one at the Museum. This was her 180th installation. Tracey-Mae is a Metis artist and a member of the Metis Nation of Ontario. Her art work raises awareness about reconciliation and decolonization. Her art work helps bridge the gap between settlers and Indigenous, Metis and Inuit people by creating art that is approachable and non-confrontational. Many people stopped and talked to her while she was installing her art.

Michelle and Michelle Vosburgh attended a Parks, Recreation & Culture strategic planning session. They have expressed the importance of the museum and Roselawn being included in the plan. The consultant was gathering information to work from, then will create a strategic plan.

Etched in Time is a collaboration exhibit at the library. The exhibit showcases etchings from the Artspark behind the library. An opening reception will be held on July 2 from 2pm-4pm, everyone is welcome.

A new online exhibit: Postcard Perspectives of Port Colborne went live on June 9. It highlights the central role of the Welland Canal in Port Colborne's past. This new online exhibit (our 8th so far) was announced on the Archives' Facebook page and link to it is provided on the museum's online exhibit webpage.

The next online exhibit, featuring the Neff Steam Buggy, is about 95% complete, and will go live once the final edits are done.

Our first digital accession has been made. It consists of scans of the Port Colborne Volunteer Fire Company minute books from 1945-56, and a record book. The fire company is retaining their original books, but the digital scans are now part of our archival collection. This represents a very important step forward for the archives and museum as we expand our digital presence, capacity, and collections.

The date for the Port Colborne lecture in the Welland Canal Bicentennial Travelling Lecture series has been confirmed for Saturday, November 15 at 1pm.

Our Urban History Walking Tours are going well so far, although the West Street construction has presented some challenges.

A slide show of 1970s era photographs from the collection has been put together for the upcoming 50th anniversary picnic.

Michelle Vosburgh has been asked to speak at the September meeting of the Pelham Historical Society, which is celebrating its 50th anniversary.

9. Auxiliary Report

Marianne reported that 189 patrons were served at the Pie Social, and 68 patrons were served for Tea for Two week. June has been slow as it usually is. Two new conveyors have started.

The Tea Room will be open on July 6th during the 50th anniversary picnic from 12pm-4pm.

On May 27, the auxiliary went to Roselawn for a guided tour of the Beneath the Mansard Roof exhibit and were served pie and tea and coffee after.

Ten more bags of biscuit mix have been made.

10. Friends of Roselawn Centre Liaison Report

Arlene reported that the Friends of Roselawn Annual General Meeting was held on June 2. The new executive consists of Barb Butters as chair, Anne Kennerly as Vice Chair, Glenda Buck as Treasurer, and Arlene Lessard as secretary.

Music on the Lawn with the Marty Allen Band had a great turn out and the 50/50 draw was successful.

The FORC board were presented with the information on the Option B of the Ramp. The board have requested to see the drawings.

They are supporting the Community Grant application for tools and equipment for the Building and Property Committee.

11. Committee Report

11.1 Finance Committee

Bonnie reported that to date we have received \$1,711 in memberships, \$714.45 in donations with memberships, \$1183.69 in donations from CanadaHelps.

From grants, we have received \$3750 for a summer student to help with the translations from the Francophone oral histories, \$31,680 for a Francophone exhibit, and \$3741 for a Community Engagement Assistant.

11.2 Membership Committee

Claudia reported that to date we have 28 senior memberships, 7 individual memberships, 28 family memberships , and 14 life patrons for a total of 77 memberships.

11.3 Building and Property Committee

Brian reported that work has continued at Roselawn with the concrete at the entrance to the basement by the front entrance being completed, repairing the flagstone around the rose garden, and putting UV film on the windows in the gallery space.

Work has also begun at the Museum with the replacing of old boards on the Blacksmith shop with new ones, as well as repairing the split rail fencing around the historic buildings and the picket fence.

11.4 Programme Committee

Cheryl reported that on May 27, the Tea Room Auxiliary visited Roselawn for guided tour of Beneath the Mansard Roof. On June 2, Dewitt Carter Kindergarten Classes visited the Museum for the morning and completed a Scavenger Hunt with a total of 75 students, and on June 10, the Port Colborne Historical Society visited the Roselawn for a behind the scenes tour of the exhibit, the Tea Room, and the Museum for behind-the-scenes tour of Step Right Up.

June 6 was a PD Day which was a free ship craft. It was well received with regular attendees

Coming up on June 28 is the first Hands on Heritage for 2025 – Lino cuts, 1-3pm at the Museum. \$10/person, it is more than halfway sold out with a few spots left.

- July 12 is Tile Painting – also already halfway sold out
- August 9 is making a Tea Blend and also halfway sold out

a. 50th Anniversary Committee

Cheryl reported that the final meeting was held and everything is ready for the event. They are just looking for retro tablecloths and

picnic baskets, if anybody has some they would like to loan for the event.

Bonnie created line drawings of the Museum, School house, and the Tea Room which will be available as colouring pages at the event.

11.5 Fundraising Committee

Claudia reported that there were approximately 200 attendees for the first Music on the Lawn concert with the Marty Allen band. There were many compliments received on the band. Barry sold out of hotdogs.

There were some concerns about dogs on the grounds during the concert. Michelle will look into the by-laws.

The next Music on the Lawn concert is No Illusions on June 29th. Set up will begin at 10:30am.

11.6 Policy Committee

None to report.

11.7 Accession Committee

Luke reported that a meeting was held on June 3. Twenty-four items were accepted, and 15 were rejected.

Cheryl requested the tour be given a tour of the Heritage Resource Centre to see the collection and how the re-organization is coming along. The programming committee will organize the tour.

11.8 Heritage Committee

Luke reported that the invite and the documentation for the last meeting did not go out in time in for the meeting. Taya attended in lieu of Diana Vasu. Updates will be given at the July meeting.

The committee did receive a Heritage permit application from the owner of the former Shickluna Garage at 293 King St. The owner wants to make changes that alter designated features. The Heritage Committee is rejecting the application based on it being incomplete. The designated featured should be restored not modified. Luke is working with Charlotte Madden to ensure that the correct proposal goes to Council.

12. Confidential Items

None to report.

13. New Business

Michelle reported that the first drawings for the ramp at Roselawn was received, but the project manager wanted to speak to the architects before sharing with the Board. Steve Shypowskyj will be at July meeting to share any updates.

The architectural drawings haven also been received for the Archives' expansion, but some modifications need to be made before they are brought to the Board.

Gary reported that the Steele Street School's designation plaque has been set again.

Jeff requested an update on the additional accessible parking spaces out front of the Tea Room. Michelle said that we are on the list to have it done this summer.

14. Adjournment

The Chair adjourned the meeting at approximately 7:45pm.

Chair

Staff Liaison

Port Colborne Public Library Board Meeting Minutes

Date: Wednesday, June 4, 2025
Time: 6:00 pm
Location: Library Auditorium, Port Colborne Public Library
310 King St, Port Colborne

Members Present: A. Desmarais, Vice Chair
M. Bagu, Councillor
B. Ingram, Chair
C. MacMillan
B. Beck
M. Booth
E. Tanini
A. Smits

Member(s) Absent: H. Cooper

Staff Present: R. Tkachuk, Chief Executive Officer (Board Secretary-Treasurer)
L. MacDonald, Library Services Manager

Others Present: A. Pigeau, Chief Financial Officer/Treasurer
J. McDowall, Manager of Financial Services/Deputy Treasurer

1. Call to Order

The Chair called the meeting to order at 6:06 PM.

2. Land Acknowledgement

The Chair recited the Land Acknowledgement.

3. Disclosures of Interest

There were no disclosures of interest.

4. Adoption of Agenda

An error was noted on Consent Item 7.2.a.

Moved by C. MacMillan

Seconded by A. Desmarais

That the agenda dated June 4, 2025, be confirmed, as amended.

Carried

5. Approval of Minutes

Moved by A. Desmarais

Seconded by E. Tanini

That the minutes dated April 2, 2025, be approved, as circulated.

Carried

6. Decision Items

6.1 2026 Library Capital Budget

The CEO presented the 2026 Capital Budget Report to the Board.

Moved by M. Booth

Seconded by B. Beck

That the Board receives the 2026 Capital Budget, as presented; AND

That the Port Colborne Public Library Board approves the decision not to submit a capital funding request for 2026.

Carried

6.2 2026 Library Operating Budget Report

The CEO presented the 2026 Library Operating Budget to the Board.

Moved by C. MacMillan

Seconded by B. Beck

That the Board receives the 2026 Operating Budget, as presented; AND

That the Port Colborne Public Library Board approves the 2026 Operating Budget submission, as presented.

Carried

a. Appendix A: 2026 Library Operating Budget

7. Consent Items

Moved by A. Desmarais
Seconded by E. Tanini

That consent items 7.1 to 7.6 be received, as presented.

Carried

7.1 Circulation Reports

- a. **Circulation Report, March 2025**
 - a. **Circulation Snapshot, March 2025**
- b. **Circulation Report, First Quarter - January to March 2025**
 - a. **Circulation Snapshot, First Quarter - January to March 2025**
- c. **Circulation Report, April 2025**
 - a. **Circulation Snapshot, April 2025**

7.2 Financial Reports

- a. **2025 Operating Budget (as of May 30, 2025)**

7.3 Staff Reports

- a. **CEO's Report - April 2025**
- b. **CEO's Report - May 2025**
- c. **Strategic Plan Update**
- d. **Annual Report, 2024**

7.4 Media Items

- a. **Off-the-Shelf Newsletter - May/June 2025**

7.5 Public Relations

- a. **Librarian's Report - April 2025**
- b. **Librarian's Report - May 2025**

7.6 Correspondence

- a. **Dreams Become Reality in the Port Colborne Library Contest**

8. Policies

Moved by A. Desmarais
Seconded by M. Booth

That the Board approves the policy listed in 8.1, as presented.

Carried

8.1 Circulation

9. Confidential Items

Moved by C. MacMillan
Seconded by A. Desmarais

That the Board do now proceed into closed sessions in order to address the following matters at approximately 6:45 PM.

Carried

9.1 Minutes of the closed session of the April 2, 2025 meeting

9.2 Confidential Human Resources Matter

9.3 Confidential Human Resources Matter

Moved by A. Desmarais
Seconded by A. Smits

That the Board do now rise from closed session at approximately 7:49 PM.

Carried

10. Roundtable

Trustee MacMillan noted the new flowers in the library garden beds thanks to the Public Works team and the gardener.

Trustee Smits reported on the response to My Dream Ballots at a local elementary school.

Councillor Bagu represented the Mayor at Niagara's 40 Under 40 on Thursday, May 29, 2025, to recognize two City of Port Colborne staff members receiving the award.

Chair Ingram congratulated staff on the achievements at the 2025 40 Under 40.

Trustee Tanini shared information about a new community garden on the corner of Fielden and Neff St. and reported on the response to the My Dream Borrow ballots at a local elementary school.

11. Next Meeting Date and Adjournment

The next meeting will be held Wednesday, September 3, 2025, at 6 PM in the Library Auditorium.

The Chair adjourned the meeting at 7:59 PM.

Bryan Ingram, Chair

Rachel Tkachuk, Chief Executive
Officer (Board Secretary-
Treasurer)

Subject: 2024 Consolidated Financial Statements

To: Council

From: Financial Services Department

Report Number: 2025-162

Meeting Date: September 9, 2025

Recommendation:

That Financial Services Department Report 2025-162 be received; and

That the reserve transfers proposed in this report and included in the consolidated financial statements, be approved; and

That the consolidated financial statements in Appendix A of Financial Services Department Report 2025-162 be approved.

Purpose:

The purpose of this report is to seek Council's approval of the consolidated financial statements for the year ended December 31, 2024, for The Corporation of the City of Port Colborne (the City).

Background:

The *Municipal Act, 2001*, states that a municipality shall prepare financial statements each fiscal year. Management, in accordance with Canadian public sector accounting standards (PSAS) as recommended by the Public Sector Accounting Board (PSAB), prepares the consolidated financial statements for the City. PSAB serves the public interest by establishing standards and other guidance for financial reporting by all Canadian entities in the public sector and by contributing to the development of internationally accepted public sector financial reporting standards.

The Consolidated statement of financial position; the consolidated statement of operations; the consolidated statement of changes in debt; the consolidated statement of cash flows; and notes to the consolidated financial statements, comprising a

summary of significant accounting policies, have been audited by the City's auditor, Doane Grant Thornton LLP.

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

The Auditor's responsibility is to express an opinion on the consolidated financial statements based on their audit fieldwork. Following completion of the audit, Doane Grant Thornton has stated, in their opinion, that "the accompanying consolidated financial statements present fairly in all material respects, the financial position of The Corporation of the City of Port Colborne as at December 31, 2024, and its results of operations, its changes in its net debt, and its cash flows for the year ended in accordance with Canadian public sector accounting standards".

Discussion:

Consolidated Financial Statements (Appendix A)

A draft copy of the consolidated financial statements for the year ended December 31, 2024, is attached to this report as Appendix A – 2024 Consolidated Financial Statements.

The most significant change year over year with respect to the audited consolidated financial statements is the City now needs to account for non-refundable revenues at the time when performance obligations have been satisfied and not just when the money has been received. In the case of building permits revenue, these revenues would be partially earned after completion of performance obligations such as the permit issuance, site inspections, and final inspection.

As a reminder the consolidated financial statements, including the attached segmented disclosure, follow full accrual accounting whereas the 2024 Year End Surplus and Project Closeout Report (Report 2025-68) follows a modified cash model for budget and cash flow purposes. The comparison of budget to actual occurred in Report 2025-68. Further, there may be certain presentation differences between the two as a result of PSAB vs managerial accounting. To support comparison, staff recommend users of this report and Report 2025-68 compare the reserve balances. Users of both reports will find the reserve balances agree with the proposed adjustments below to account for capital close-out funding requirements finalized after Report 2025-68 was issued. The adjustment to the general government reserve represents an accounting entry made after Report 2025-68 was issued. The adjustment to the capital reserve represents unallocated year end surplus.

Total Reserve Balance by Type	Reserve Balances in Report 2025-68	Adjustments	Airport Consolidation	New Reserve Balances
Boards and Committees	1,327,348			1,327,348
Programs, Grants and Activities	502,389			502,389
Self Sustaining Entities	- 58,475			- 58,475
General Government	9,739,083	- 70,715	31,291	9,699,659
Capital	7,644,303	23,875		7,668,178 *
Total Reserves before WIP	19,154,648	- 46,840	31,291	19,139,099
Work-in-progress (WIP)	7,898,322			7,898,322
Total Reserves	27,052,970	- 46,840	31,291	27,037,421

* This balance includes deferred revenue (\$2,268,902) reported in Note 6 of the Consolidated Financial Statements.

Financial Services Staff continue to move financial reporting practices to meet leading practices set out through the Government Finance Officers Association (GFOA). This process has taken time as comparative year data was compiled. Staff anticipate submitting to the GFOA in 2026 for verification the GFOA standard has been achieved.

Auditors Audit Strategy and Results (Appendix B)

The Financial Services Division, in preparing the financial statements, has historically, and in the current year, utilized Doane Grant Thornton LLP to finalize reserve transaction accounting as well as the consolidation of certain boards and committees. The summation of these entries is recorded on page 9 of Appendix B – Audit Strategy and Results.

Staff highlight the following in Appendix B – Audit Strategy and Results, which also provides Council with:

- the auditors; approach to the audit and how they treated certain risks;
- comments on the auditors' independence;
- the management representation letter that staff are required to sign upon approval of the consolidated financial statements;
- a letter of internal control with management's plan to address; and
- upcoming audit and accounting developments.

Internal Consultations:

Financial Services would like to thank staff, boards, and committees across the City and associated with the City for their efforts in the completion of the Audited Financial Statements.

Financial Implications:

As stated within this report, the auditors have identified “the accompanying consolidated financial statements presents fairly in all material respects”.

Public Engagement:

The consolidated financial statements will be publicly posted on the City’s website.

Strategic Plan Alignment:

The initiative contained within this report supports the following pillar(s) of the strategic plan:

- Environment and Climate Change
 - Welcoming, Livable, Healthy Community
 - Economic Prosperity
 - Increased Housing Options
 - Sustainable and Resilient Infrastructure
-

Conclusion:

That Council approve the recommendations as presented above.

Appendices:

- a. Appendix A – 2024 Consolidated Financial Statements
- b. Appendix B – Port Colborne 2024 Communication of Audit Results

Respectfully submitted,

Adam Pigeau, CPA, CA
Chief Financial Officer/Treasurer
(905) 228-8019
Adam.Pigeau@portcolborne.ca

Report Approval:

All reports reviewed and approved by the Department Director and also the City Treasurer when relevant. Final review and approval by the Chief Administrative Officer.

Financial Statements

City of Port Colborne

December 31, 2024

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City of Port Colborne

Consolidated Statement of Financial Position

As at December 31, 2024

	<u>2024</u>	<u>2023</u>
Financial assets		
Cash (Note 3)	\$ 2,839,791	\$ 3,507,690
Portfolio investments (Note 4)	17,428,790	23,029,057
Taxes receivable	4,551,251	3,504,933
User charges receivable	2,262,208	1,858,746
Other receivables	9,186,686	7,052,872
Asset held for sale	-	266,417
	<u>36,268,726</u>	<u>39,219,715</u>
Liabilities		
Payables and accruals	6,345,694	6,397,088
Other liabilities and deposits	3,489,387	3,854,778
Deferred revenue (Note 6)	2,268,902	2,794,328
Asset retirement obligations (Note 7)	1,737,337	1,737,310
Long term debt (Note 8)	25,079,923	26,242,743
Employee benefit obligations (Notes 9 and 18)	8,337,800	8,380,400
	<u>47,259,043</u>	<u>49,406,647</u>
Net debt	<u>(10,990,317)</u>	<u>(10,186,932)</u>
Non-financial assets		
Tangible capital assets (Note 10)	147,742,072	139,510,200
Prepaid expenses	609,225	64,316
	<u>148,351,297</u>	<u>139,574,516</u>
Accumulated surplus (Note 11)	<u>\$ 137,360,980</u>	<u>\$ 129,387,584</u>

Contingencies (Note 22)

Approved by

Chief Administrative Officer

Chief Financial Officer/Treasurer

See accompanying notes to the consolidated financial statements

City of Port Colborne

Consolidated Statement of Operations

For the Year Ended December 31, 2024

	Budget <u>2024</u> (Note 25)	Actual <u>2024</u>	Actual <u>2023</u>
Revenues			
Taxation (Note 13)	\$ 25,293,820	\$ 25,684,290	\$ 23,863,750
User charges (Note 15)	20,200,337	20,312,848	17,287,613
Government transfers (Note 16)	5,084,887	8,770,056	7,093,825
Penalties and interest	489,400	697,363	570,737
Investment income	1,071,418	1,553,507	1,713,603
Other (Note 17)	3,434,894	2,054,096	1,708,527
	<u>55,574,756</u>	<u>59,072,160</u>	<u>52,238,055</u>
Expenses			
General government	5,950,934	6,018,128	7,605,292
Protection to persons and property	5,805,980	5,679,153	5,561,567
Transportation services	7,463,900	8,693,339	8,075,729
Environmental services	15,416,616	15,541,611	12,943,592
Health services	327,021	208,055	129,152
Recreation and culture services	12,314,995	12,737,904	11,926,454
Planning and development	1,958,349	2,220,574	1,927,811
	<u>49,237,795</u>	<u>51,098,764</u>	<u>48,169,597</u>
Annual surplus	6,336,961	7,973,396	4,068,458
Accumulated surplus (Note 11)			
Beginning of year	<u>129,387,584</u>	<u>129,387,584</u>	<u>125,319,126</u>
End of year	<u>\$ 135,724,545</u>	<u>\$ 137,360,980</u>	<u>\$ 129,387,584</u>

See accompanying notes to the consolidated financial statements.

City of Port Colborne

Consolidated Statement of Changes in Net Debt

For the Year Ended December 31, 2024

	Budget <u>2024</u> (Note 25)	Actual <u>2024</u>	Actual <u>2023</u>
Annual surplus	\$ 6,336,961	\$ 7,973,396	\$ 4,068,458
Amortization of tangible capital assets	6,604,787	6,618,132	7,635,296
Acquisition of tangible capital assets	(10,054,959)	(14,884,527)	(13,002,327)
Proceeds from disposal of tangible capital assets	-	336,004	329,118
Gain on disposal of tangible capital assets	<u>-</u>	<u>(301,481)</u>	<u>(249,531)</u>
	2,886,789	(258,476)	(1,218,986)
(Acquisition) usage of prepaid expenses	<u>-</u>	<u>(544,909)</u>	<u>893,673</u>
(Increase) decrease in net debt	2,886,789	(803,385)	(325,313)
Net debt			
Beginning of year	<u>(10,186,932)</u>	<u>(10,186,932)</u>	<u>(9,861,619)</u>
End of year	<u>\$ (7,300,143)</u>	<u>\$ (10,990,317)</u>	<u>\$ (10,186,932)</u>

See accompanying notes to the consolidated financial statements.

City of Port Colborne

Consolidated Statement of Cash Flows

For the Year Ended December 31, 2024

	<u>2024</u>	<u>2023</u>
Increase (decrease) in cash		
Operating activities		
Annual surplus	\$ 7,973,396	\$ 4,068,458
Non-cash items:		
Amortization of tangible capital assets	6,618,132	7,635,296
Gain on disposal of tangible capital assets	(301,481)	(249,531)
Accretion of asset retirement obligations	27	82
Increase in taxes receivable	(1,046,318)	(262,513)
Increase in user charges receivable	(403,462)	(12,501)
Increase in other receivables	(2,133,814)	(433,348)
Decrease in asset held for sale	266,417	-
(Decrease) increase in payables and accruals	(51,394)	534,119
Decrease in other liabilities and deposits	(365,391)	(137,819)
Decrease in deferred revenue	(525,426)	(612,009)
Increase in asset retirement obligations	-	1,737,228
(Increase) decrease in prepaid expenses	(544,909)	893,673
	<u>9,485,777</u>	<u>13,161,135</u>
Capital activities		
Proceeds from disposal of tangible capital assets	336,004	329,118
Acquisition of tangible capital assets	(14,884,527)	(13,002,327)
	<u>(14,548,523)</u>	<u>(12,673,209)</u>
Financing activities		
Issue of long term debt	-	116,843
Repayment of long term debt	(1,161,073)	(1,288,785)
Issue of capital lease obligation	-	162
Repayment of capital lease obligation	(1,747)	(1,593)
Decrease in employee benefit obligation	(42,600)	(45,900)
	<u>(1,205,420)</u>	<u>(1,219,273)</u>
Investing activities		
Increase in portfolio investments	5,600,267	2,942,688
Net (decrease) increase in cash	(667,899)	2,211,341
Cash (Note 3)		
Beginning of year	3,507,690	1,296,349
End of year	<u>\$ 2,839,791</u>	<u>\$ 3,507,690</u>

See accompanying notes to the consolidated financial statements.

City of Port Colborne

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2024

1. Significant accounting policies

Management responsibility

The consolidated financial statements of the City of Port Colborne (the "Municipality") are the responsibility of and prepared by management in accordance with Canadian public sector accounting standards. The preparation of the consolidated financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The significant accounting policies used are as follows:

(a) Reporting entity

The consolidated financial statements reflect the financial assets, liabilities, non-financial assets, revenues, expenses and changes in accumulated surplus of the reporting entity. The reporting entity is comprised of all organizations and enterprises accountable for the administration of their affairs and resources to the Municipality and which are owned or controlled by the Municipality. In addition to general government tax-supported operations, they include the following:

Port Colborne Public Library Board
Port Colborne Downtown Development Board
Port Colborne Main Street Business Improvement Area
Niagara's South Coast Tourism Association

Interdepartmental and organizational transactions and balances are eliminated.

The following joint local board is proportionally consolidated:

Niagara Central Dorothy Rungeling Airport Commission (Joint Board)

Related party transactions are eliminated (Note 19).

The statements exclude trust assets that are administered for the benefit of external parties (Note 20).

(b) Basis of accounting

Sources of revenue and expenses are reported on the accrual basis of accounting. The accrual basis of accounting records revenues in the period they are earned and measurable and expenses in the period the goods and services are acquired and a liability is incurred.

City of Port Colborne

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2024

1. Significant accounting policies (continued)

(c) Deferred revenue

Resources restricted by agreement with an external party are recognized as revenue in the entity's financial statements in the period in which the resources are used for the purpose or purposes specified. An externally restricted inflow received before this criterion has been met is recorded as a liability until the resources are used for the purpose or purposes specified.

(d) Employee future benefits

The present value of the cost of providing employees with future benefit programs is expensed as employees earn these entitlements through service.

(e) Contaminated sites liability

Contaminated sites are a result of contamination being introduced into air, soil, water or sediment of a chemical, organic or radioactive material or live organism that exceeds an environmental standard. The liability is recorded net of any expected recoveries. A liability for remediation of contaminated sites is recognized when a site is not in productive use and all the following criteria are met:

- an environmental standard exists;
- contamination exceeds the environmental standard;
- the Municipality:
 - is directly responsible; or
 - accepts responsibility;
- it is expected that future economic benefits will be given up; and
- a reasonable estimate of the amount can be made.

The liability is recognized as management's estimate of the cost of post-remediation including operation, maintenance and monitoring that are an integral part of the remediation strategy for a contaminated site.

(f) Tangible capital assets

Tangible capital assets are recorded at cost. Cost includes all directly attributable expenses in the acquisition, construction, development and/or betterment of the asset required to install the asset at the location and in the condition necessary for its intended use. Contributed tangible capital assets are capitalized at their estimated fair value upon acquisition. The Municipality does not capitalize interest as part of the costs of its capital assets.

Works of art for display in municipal property are not included as capital assets. The works of art are held for exhibition, educational and historical interest. Such assets are deemed worthy of preservation because of the social rather than financial benefits they provide to the community. The cost of art is not determinable or relevant to their significance. No valuation of the collection has been conducted or disclosed in the consolidated financial statements.

City of Port Colborne

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2024

1. Significant accounting policies (continued)

(f) Tangible capital assets (continued)

Leases are classified as capital or operating leases. Leases that transfer substantially all benefits incidental to ownership are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

Amortization is calculated on a straight-line basis to write-off the net cost of each asset over its estimated useful life for all classes except land. Land is considered to have an infinite life without amortization. Residual values of assets are assumed to be zero with any net gain or loss arising from the disposal of assets recognized in the consolidated statement of operations as "other revenues". Assets under construction are not amortized until the asset is available for productive use.

Amortization is based on the following classifications and useful lives:

<u>Classification</u>	<u>Useful Life</u>
Land improvements	10-100 years
Buildings	20-50 years
Leasehold improvements	20-50 years
Vehicles	10-20 years
Office equipment and furniture and fixtures	5-10 years
Machinery and equipment	3-30 years
Infrastructure	10-100 years

(g) Subdivision infrastructure

Subdivision streets, lighting, sidewalks, drainage and other infrastructure are required to be provided by subdivision developers. Upon completion they are turned over to the Municipality and recorded as tangible capital assets. The Municipality is not involved in the construction.

(h) Revenue recognition

i) Taxation

Property tax billings are prepared by the Municipality based on assessment rolls issued by the Municipal Property Assessment Corporation ("MPAC"). Tax rates are established annually by Council, incorporating amounts to be raised for local services and amounts the Municipality is required to collect on behalf of the Province of Ontario in respect of education taxes. Realty taxes are billed based on the assessment rolls provided by MPAC. Taxation revenues are recorded at the time tax billings are issued.

A normal part of the assessment process is the issue of supplementary assessment rolls which provide updated information with respect to changes in property assessment.

City of Port Colborne

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2024

1. Significant accounting policies (continued)

(h) Revenue recognition (continued)

i) Taxation (continued)

Once a supplementary roll is received, the Municipality determines the taxes applicable and renders supplementary tax billings. Assessments of the related property taxes are subject to appeal. Any supplementary billing adjustments made necessary by the determination of such changes will be recognized in the fiscal year they are determined and the effect shared with the school boards, as appropriate.

ii) User charges

User charges are recognized when the services are performed or goods are delivered and there is reasonable assurance of collection.

iii) Government transfers

Government transfers received are recognized in the financial statements as revenue when the transfers are authorized and all eligibility criteria have been met except when there is a stipulation that gives rise to an obligation that meets the definition of a liability. In that case, the transfer is recorded as a liability and recognized as revenue as the stipulations are met. Government transfers to individuals and other entities are recognized as an expense when the transfers are authorized and all eligibility criteria have been met.

iv) Other

Other revenue is recorded when it is earned, any performance obligations have been satisfied and collection is reasonably assured.

(i) Reserves for future expenses

Certain amounts, as approved by Municipal Council, are set aside in reserves and reserve funds for future operating and capital expenses.

(j) Local improvements

The Municipality records capital expenses funded by local improvement agreements as they are incurred. Revenues are recognized in the year they become payable.

(k) Region and school board transactions

The taxation, other revenues, expenses, assets and liabilities with respect to the operations of the school boards and the Region of Niagara are not reflected in the accumulated surplus of these consolidated financial statements.

(l) Use of estimates

The preparation of financial statements in accordance with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates. Areas in which management make estimates are with regards to an allowance for uncollectible taxes receivable, useful lives of tangible capital assets and obligations for asset retirement and employee benefits.

City of Port Colborne

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2024

1. Significant accounting policies (continued)

(m) Financial instruments

All financial instruments are recorded at their cost or amortized cost except for portfolio investments in equity instruments quoted in an active market and derivatives which are recorded at their fair value with unrealized remeasurement gains and losses recorded in the Statement of Remeasurement Gains and Losses. Once realized, remeasurement gains and losses are transferred to the Statement of Operations. Changes in the fair value on restricted assets are recognized as a liability until the criterion attached to the restrictions has been met, upon which the gain or loss is recognized in the Statement of Operations.

Transaction costs related to financial instruments measured at cost or amortized cost are added to the carrying value of the financial instrument. Transaction costs related to financial instruments recorded at their fair values are expensed as incurred.

Financial liabilities (or part of a financial liability) are removed from the Statement of Financial Position when, and only when, they are discharged or cancelled or expire.

Financial assets measured at amortized cost include cash and cash equivalents, portfolio investments and other receivables.

Financial liabilities measured at amortized cost include payables, other liabilities and long term debt.

(n) Asset retirement obligations

A liability for an asset retirement obligation is recognized when all of the following criteria are met:

- there is a legal obligation to incur retirement costs in relation to a tangible capital asset;
- the past transaction or event giving rise to the liability has occurred;
- it is expected that future economic benefits will be given up; and
- a reasonable estimate of the amount can be made.

The liability is measured at the Municipality's best estimate of the amount required to retire a tangible capital asset (or a component thereof) at the financial statement date. The estimate includes costs directly attributable to the asset retirement activities. The costs also include post-retirement operation, maintenance and monitoring that are an integral part of the retirement of the tangible capital asset and the costs of tangible capital assets acquired as part of asset retirement activities to the extent those assets have no alternative use.

City of Port Colborne

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2024

1. Significant accounting policies (continued)

(n) Asset retirement obligations (continued)

Upon initial recognition of the liability for an asset retirement obligation, the carrying amount of the corresponding tangible capital asset (or component thereof) is increased by the same amount. The capitalized asset retirement cost is expensed in a rational and systematic manner over the useful life of the tangible capital asset (or a component thereof). For obligations for which there is no tangible capital asset recognized or for tangible capital assets that are no longer in productive use, the asset retirement costs are expensed immediately. Subsequently, the liability is reviewed at each financial statement reporting date and adjusted for (1) changes as a result of the passage of time with corresponding accretion expense and (2) adjusted for any revisions to the timing, amount of the original estimate of undiscounted cash flows, or the discount rate. Adjustments to the liability as a result of revisions to the timing, amount of the estimate of undiscounted cash flows or the discount rate are adjusted to the cost of the related tangible capital asset and the revised carrying amount of the related tangible capital asset is amortized except for adjustments related to tangible capital assets that are not recognized or no longer in productive use, which are expensed in the period they are incurred.

The asset retirement costs are amortized on a straight-line basis over the estimated useful life of the related asset.

A recovery related to asset retirement obligation is recognized when the recovery can be appropriately measured; reasonably estimated and it is expected that future economic benefits will be obtained. The recovery is not netted against the liability.

2. Adoption of new guidance

Effective January 1, 2024, the Municipality adopted the revised Public Sector Accounting Standards Section PS 3400 Revenue. Revised Section PS 3400 requires accounting for revenue transactions by distinguishing between transactions with and without performance obligations.

Revenue is recognized for transactions with performance obligations when the public sector entity has satisfied a performance obligation by providing goods or services to a payor in an exchange transaction.

Revenue is recognized for transactions without performance obligations when the public sector entity has the authority to collect and retains the benefit from the revenue source, with no specific obligation to provide goods or services directly in exchange.

The revenue recognition criteria is dependent on whether the transaction is an exchange or non-exchange transaction, with consideration given to enforceability and the nature of the obligations imposed.

The new guidance has been applied prospectively. As a result of this change, \$ 363,127 in building permit fees received in the fiscal year 2024 were deferred until such time that performance obligations have been met. There were no changes to the comparative period.

City of Port Colborne

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2024

3. Cash	<u>2024</u>	<u>2023</u>
Cash on hand	\$ 2,450	\$ 3,125
Bank balances	<u>2,837,341</u>	<u>3,504,565</u>
	<u>\$ 2,839,791</u>	<u>\$ 3,507,690</u>

4. Portfolio investments

Guaranteed investment certificates carry an effective interest rate from 2.50% to 6.31% with maturity dates ranging between January, 2025 to November, 2026. Interest is receivable on maturity. Carrying value approximates market value.

5. Bank indebtedness

An operating line of credit of \$ 6,000,000 (2023 - \$4,000,000) has been established with the CIBC, of which \$ Nil (2023 - \$ Nil) was used at December 31, 2024. An executed borrowing by-law in form and content satisfactory to CIBC is in effect to a limit of \$ 6,000,000. Interest is calculated at prime minus 0.50% (4.95% as of December 31, 2024; 2023 - 6.70%). Overdrafts outstanding under the line of credit are converted to a promissory note at the CIBC's request which has not been enacted.

City of Port Colborne

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2024

6. Deferred revenue	<u>2024</u>	<u>2023</u>
Development Charges Act	\$ 609,924	\$ 361,652
Parkland	1,134,860	906,523
Canada Community Building Fund	456,670	1,422,129
Ontario Community Infrastructure Fund	<u>67,448</u>	<u>104,024</u>
	<u>\$ 2,268,902</u>	<u>\$ 2,794,328</u>

The continuity of deferred revenue is made up of the following:

Balance, beginning of year	<u>\$ 2,794,328</u>	<u>\$ 3,406,337</u>
Contributions from		
Development charges	384,824	270,817
Interest earned	154,242	165,574
Government transfers received		
Federal	638,885	605,820
Provincial	<u>1,191,331</u>	<u>1,035,940</u>
	<u>2,369,282</u>	<u>2,078,151</u>
Utilized for		
Tangible capital asset acquisitions	<u>(2,894,708)</u>	<u>(2,690,160)</u>
Balance, end of year	<u>\$ 2,268,902</u>	<u>\$ 2,794,328</u>

City of Port Colborne
Notes to the Consolidated Financial Statements
For the Year Ended December 31, 2024

7. Asset retirement obligations

The Municipality has recognized an asset retirement obligation related to the removal and disposal of designated substances such as asbestos and lead paint from Municipality buildings. The Municipality reports liabilities related to the legal obligations where the Municipality is obligated to incur costs to retire a tangible capital asset.

The Municipality's ongoing efforts to assess the extent to which designated substances exist in Municipality assets, and new information obtained through regular maintenance and renewal of Municipality assets may result in additional asset retirement obligations from better information on the nature and extent the substance exists or from changes to in the estimated cost to fulfil the obligation. The measurement of asset retirement obligations is also impacted by activities that occurred to settle all or part of the obligation, or any changes in the legal obligation. Revisions to the estimated cost of the obligation will result in revisions to the carrying amount of the associated assets that are in productive use and amortized as part of the asset on an ongoing basis. When obligations have reliable cash flow projections, the liability may be estimated using the present value of future cash flows. Subsequently, accretion of the discounted liability due to the passage of time is recorded as an in-year expense.

As at December 31, 2024, all liabilities for asset retirement obligations are reported at estimated present value.

A reconciliation of the aggregate carrying amount of the liability is as follows:

	<u>2024</u>	<u>2023</u>
Opening balance	\$ 1,737,310	\$ 1,737,228
Increase in liabilities due to accretion	<u>27</u>	<u>82</u>
	<u>\$ 1,737,337</u>	<u>\$ 1,737,310</u>

City of Port Colborne

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2024

8. Long term debt 2024 2023

- (a) The balance of net long term debt reported on the consolidated statement of financial position is made up of the following:

The Municipality has assumed responsibility for the payment of principal and interest charges on certain long term debt issued by the Region of Niagara. At the end of the year, the outstanding principal amount of this debt is

\$ 25,078,439 \$ 26,239,512

Capital lease obligations

1,484 3,231

Net long term debt

\$ 25,079,923 \$ 26,242,743

- (b) The net long term debt is made up of the following:

<u>Debenture Type</u>	<u>Interest Rate</u>	<u>Maturity Date</u>	<u>2024</u>	<u>2023</u>
Serial	1.15 to 2.80%	2025	\$ 303,000	\$ 598,000
Amortizer	3.18%	2028	249,218	315,513
Amortizer	3.37%	2033	406,078	446,705
Amortizer	3.46%	2035	1,335,636	1,433,891
Amortizer	3.22%	2037	323,919	343,701
Amortizer	3.70%	2043	1,397,934	1,449,791
Amortizer	3.43%	2047	11,692,051	12,021,606
Amortizer	3.56%	2048	4,746,738	4,874,161
Amortizer	2.29%	2050	4,513,489	4,639,302
Airport loan from City of Welland	3.75%	2038	110,376	116,842
Capital leases	Various	2025	<u>1,484</u>	<u>3,231</u>
			<u>\$ 25,079,923</u>	<u>\$ 26,242,743</u>

- (c) Principal repayments in each of the next five years are due as follows:

2025	\$ 1,199,201
2026	923,962
2027	954,543
2028	948,248
2029	941,202

- (d) The Municipality recorded \$ 805,886 (2023 - \$ 877,434) in expenses for interest on long term debt during the year.

City of Port Colborne
Notes to the Consolidated Financial Statements
For the Year Ended December 31, 2024

9. Employee benefit obligations	<u>2024</u>	<u>2023</u>
Workplace Safety and Insurance Board future benefits	\$ 2,085,200	\$ 2,171,500
Vested sick leave benefits	402,700	388,500
Retirement benefits	<u>5,849,900</u>	<u>5,820,400</u>
	<u>\$ 8,337,800</u>	<u>\$ 8,380,400</u>

(a) Workplace Safety and Insurance Board future benefits

The City of Port Colborne is a Workplace Safety and Insurance Board ("WSIB") Schedule 2 employer.

In 2024, an actuarial estimate of future liabilities has been completed and forms the basis for the estimated liability reported in these financial statements. During the year \$ 164,897 (2023 - \$ 211,386) was paid by the Municipality to the WSIB in relation to these benefits.

The accrued benefit obligation at December 31, 2024 of \$ 2,085,200 (2023 - \$ 2,171,500) was determined by an actuarial valuation using a discount rate of 4.60% (2023 - 4.60%).

The most recent actuarial valuation was prepared at December 31, 2022.

The main actuarial assumptions employed above are as follows (where applicable):

(i) Interest (discount) rate

The obligations as at December 31, 2024 of the present value of future liabilities were determined using a discount rate of 4.60% (2023 - 4.60%).

(ii) Future benefit indexing rate

The rates used for loss of earnings benefits and pension and survivors benefits are assumed to be 5.00% in 2024 (2023 - 6.50%), 3.50% in 2025 and 2.00% thereafter. The rate for health benefits is assumed to be 4.00% per annum.

City of Port Colborne

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2024

9. Employee benefit obligations (continued)

(a) Workplace Safety and Insurance Board future benefits (continued)

	<u>2024</u>	<u>2023</u>
Accrued benefit obligation		
Beginning of year	\$ 2,171,500	\$ 2,255,500
Benefit payments	(179,800)	(174,600)
Current service cost	106,800	103,700
Interest cost	66,400	66,600
Amortization of actuarial gain	(79,700)	(79,700)
	<u>\$ 2,085,200</u>	<u>\$ 2,171,500</u>
Funded status		
Deficit	\$ 1,419,800	\$ 1,426,400
Unamortized actuarial gain	665,400	745,100
	<u>\$ 2,085,200</u>	<u>\$ 2,171,500</u>
The net benefit expense is as follows:		
Current service cost	\$ 106,800	\$ 103,700
Interest cost	66,400	66,600
Amortization of actuarial gain	(79,700)	(79,700)
	<u>\$ 93,500</u>	<u>\$ 90,600</u>

(b) Vested sick leave benefits

Under the sick leave benefit plan for employees of the Port Colborne Firefighters' Association, sick leave can accumulate and employees may become entitled to a cash payment upon leaving the Municipality's employment.

The accrued benefit obligation at December 31, 2024 of \$ 402,700 (2023 - \$ 388,500) was determined by an actuarial valuation using a discount rate of 4.60% (2023 - 4.60%).

The most recent actuarial valuation for the vested sick leave was prepared at December 31, 2022.

The main actuarial assumptions employed for the vested sick leave and retirement benefits valuations above are as follows (where applicable):

(i) Interest (discount) rate

The obligations as at December 31, 2024 of the present value of future liabilities were determined using a discount rate of 4.60% (2023 - 4.60%).

(ii) Salary increase rate

The rate used to increase salaries is assumed to be 3.00% (2023 - 3.00%) per annum. This rate reflects management's best estimate of future salary increases.

City of Port Colborne

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2024

9. Employee benefit obligations (continued)

(b) Vested sick leave benefits (continued)

	<u>2024</u>	<u>2023</u>
Accrued benefit obligation		
Beginning of year	\$ 388,500	\$ 370,500
Benefit payments	(22,900)	(17,100)
Current service cost	25,400	24,300
Interest cost	15,800	14,900
Amortization of actuarial gain	(4,100)	(4,100)
	<u>\$ 402,700</u>	<u>\$ 388,500</u>
Funded status		
Deficit	\$ 348,500	\$ 330,200
Unamortized actuarial gain	54,200	58,300
	<u>\$ 402,700</u>	<u>\$ 388,500</u>
The net benefit expense is as follows:		
Current service cost	\$ 25,400	\$ 24,300
Interest cost	15,800	14,900
Amortization of actuarial gain	(4,100)	(4,100)
	<u>\$ 37,100</u>	<u>\$ 35,100</u>

During the year \$ Nil (2023 - \$ Nil) was paid to employees who left the Municipality's employment.

(c) Retirement benefits

The Municipality pays certain retirement benefits on behalf of its retired employees. The Municipality recognizes these retirement costs in the period in which the employees rendered the services. The plan is substantially unfunded and requires no contributions from employees.

The accrued benefit obligation at December 31, 2024 of \$ 5,849,900 (2023 - \$ 5,820,400) was determined by an actuarial valuation using a discount rate of 4.60% (2023 - 4.60%).

The Municipality's obligation under the retirement provision of employment agreements will be funded out of current revenue. During the year benefit payments of \$ 328,300 (2023 - \$ 323,400) were paid to retirees.

Actuarial valuations for accounting purposes are performed every three years using the projected benefit method, pro-rated on service. Under this method, the projected retirement benefits are deemed to be earned on a pro-rata basis over the employee's years of service.

The most recent actuarial valuation for the retirement benefits was prepared at December 31, 2022.

City of Port Colborne

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2024

9. Employee benefit obligations (continued)

(c) Retirement benefits (continued)

The main actuarial assumptions employed for retirement benefits valuation above are as follows (where applicable):

(i) Interest (discount) rate

The obligations as at December 31, 2024 of the present value of future liabilities were determined using a discount rate of 4.60% (2023 - 4.60%).

(ii) Medical costs

Drug costs were assumed to be 7.81% in 2024 (2023 - 7.99%) and decrease 0.18% per year until 2043 when the rate will be 4.50% and continue thereafter.

Vision costs were assumed to be 4.50% in 2024 (2023 - 4.50%) and continue thereafter.

Other health costs were assumed to be 4.50% in 2024 (2023 - 4.50%) and continue thereafter.

(iii) Dental costs

Dental costs were assumed to be 4.50% in 2024 (2023 - 4.50%) and continue thereafter.

	<u>2024</u>	<u>2023</u>
Accrued benefit obligation		
Beginning of year	\$ 5,820,400	\$ 5,800,300
Benefit payments	(328,300)	(323,400)
Current service cost	212,600	203,300
Interest cost	223,900	218,900
Amortization of actuarial gain	(78,700)	(78,700)
	<u>\$ 5,849,900</u>	<u>\$ 5,820,400</u>
Funded status		
Deficit	\$ 4,925,600	\$ 4,817,400
Unamortized actuarial gain	924,300	1,003,000
	<u>\$ 5,849,900</u>	<u>\$ 5,820,400</u>

The net benefit expense is as follows:

Current service cost	\$ 212,600	\$ 203,300
Interest cost	223,900	218,900
Amortization of actuarial gain	(78,700)	(78,700)
	<u>\$ 357,800</u>	<u>\$ 343,500</u>

City of Port Colborne

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2024

10. Tangible capital assets

	<u>Land</u>	<u>Land Improvements</u>	<u>Buildings and Leaseholds</u>	<u>Vehicles</u>	<u>Furniture and Equipment</u>	<u>Infrastructure</u>	<u>Construction in Process</u>	<u>2024</u>
Cost								
Beginning of year	\$ 6,073,518	\$ 21,719,069	\$ 64,358,948	\$ 6,912,426	\$ 11,563,919	\$ 133,569,543	\$ 2,371,000	\$ 246,568,423
Additions	409,714	1,050,629	581,159	1,330,871	861,810	5,844,938	5,227,663	15,306,784
Disposals	<u>(17,562)</u>	<u>-</u>	<u>(34,120)</u>	<u>(433,653)</u>	<u>(388,467)</u>	<u>(223,271)</u>	<u>(422,257)</u>	<u>(1,519,330)</u>
End of year	<u>6,465,670</u>	<u>22,769,698</u>	<u>64,905,987</u>	<u>7,809,644</u>	<u>12,037,262</u>	<u>139,191,210</u>	<u>7,176,406</u>	<u>260,355,877</u>
Accumulated amortization								
Beginning of year	-	11,242,519	22,511,758	3,981,234	6,088,614	63,234,098	-	107,058,223
Amortization	-	632,756	2,050,508	421,335	914,610	2,598,923	-	6,618,132
Amortization on disposals	<u>-</u>	<u>-</u>	<u>(29,310)</u>	<u>(433,653)</u>	<u>(388,159)</u>	<u>(211,428)</u>	<u>-</u>	<u>(1,062,550)</u>
End of year	<u>-</u>	<u>11,875,275</u>	<u>24,532,956</u>	<u>3,968,916</u>	<u>6,615,065</u>	<u>65,621,593</u>	<u>-</u>	<u>112,613,805</u>
Net book value	<u>\$ 6,465,670</u>	<u>\$ 10,894,423</u>	<u>\$ 40,373,031</u>	<u>\$ 3,840,728</u>	<u>\$ 5,422,197</u>	<u>\$ 73,569,617</u>	<u>\$ 7,176,406</u>	<u>\$ 147,742,072</u>

The value of contributed tangible capital assets during the year is \$Nil.

City of Port Colborne

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2024

10. Tangible capital assets (continued)

	<u>Land</u>	<u>Land Improvements</u>	<u>Buildings and Leaseholds</u>	<u>Vehicles</u>	<u>Furniture and Equipment</u>	<u>Infrastructure</u>	<u>Construction in Process</u>	<u>2023</u>
Cost								
Beginning of year	\$ 5,112,955	\$ 20,211,442	\$ 60,342,614	\$ 5,693,789	\$ 11,138,815	\$ 130,329,979	\$ 3,557,740	\$ 236,387,334
Additions	962,960	1,507,627	5,590,187	1,300,227	1,287,864	3,540,202	1,562,420	15,751,487
Disposals	<u>(2,397)</u>	<u>-</u>	<u>(1,573,853)</u>	<u>(81,590)</u>	<u>(862,760)</u>	<u>(300,638)</u>	<u>(2,749,160)</u>	<u>(5,570,398)</u>
End of year	<u>6,073,518</u>	<u>21,719,069</u>	<u>64,358,948</u>	<u>6,912,426</u>	<u>11,563,919</u>	<u>133,569,543</u>	<u>2,371,000</u>	<u>246,568,423</u>
Accumulated amortization								
Beginning of year	-	10,629,344	20,783,731	3,712,061	6,038,279	61,001,163	-	102,164,578
Amortization	-	613,175	3,300,702	350,763	889,657	2,480,999	-	7,635,296
Amortization on disposals	<u>-</u>	<u>-</u>	<u>(1,572,675)</u>	<u>(81,590)</u>	<u>(839,322)</u>	<u>(248,064)</u>	<u>-</u>	<u>(2,741,651)</u>
End of year	<u>-</u>	<u>11,242,519</u>	<u>22,511,758</u>	<u>3,981,234</u>	<u>6,088,614</u>	<u>63,234,098</u>	<u>-</u>	<u>107,058,223</u>
Net book value	<u>\$ 6,073,518</u>	<u>\$ 10,476,550</u>	<u>\$ 41,847,190</u>	<u>\$ 2,931,192</u>	<u>\$ 5,475,305</u>	<u>\$ 70,335,445</u>	<u>\$ 2,371,000</u>	<u>\$ 139,510,200</u>

The value of contributed tangible capital assets during the year is \$Nil.

City of Port Colborne

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2024

11. Accumulated surplus	<u>2024</u>	<u>2023</u>
Consists of:		
Surpluses (deficits)		
Operating	\$ -	\$ -
Port Colborne Public Library Board	-	-
Port Colborne Downtown Development Board	97,879	86,396
Port Colborne Main Street Business Improvement Area	35,639	40,521
Niagara's South Coast Tourism Association	2,337	2,337
Niagara Central Dorothy Rungeling		
Airport Commission (Note 19)	(130,406)	(121,461)
	<u>5,449</u>	<u>7,793</u>
Investment in tangible capital assets	<u>147,742,072</u>	<u>139,510,200</u>
Unfunded liabilities		
Asset retirement obligation	(1,737,337)	(1,737,310)
Long term debt	(25,079,923)	(26,242,743)
Employee benefit obligations	(8,337,800)	(8,380,400)
	<u>(35,155,060)</u>	<u>(36,360,453)</u>
Reserves and reserve funds (Note 12)	<u>24,768,519</u>	<u>26,230,044</u>
	<u>\$ 137,360,980</u>	<u>\$ 129,387,584</u>

12. Reserves and reserve funds	<u>2024</u>	<u>2023</u>
Reserves and reserve funds set aside for specific purposes by Council or agreement		
Boards and committees		
Community Safety Committee	\$ 4,947	\$ 4,947
Library bequest	4,188	4,188
Library future liabilities	111,793	105,183
Library capital	275,887	70,864
Library stabilization	108,307	118,307
Grant Committee	2,199	2,199
Niagara's South Coast Tourism Association	45,353	36,831
Museum bequests	219,694	218,524
Museum capital	1,729	1,729
Roselawn	489,299	515,799
Tourism	63,952	63,952
	<u>1,327,348</u>	<u>1,142,523</u>

City of Port Colborne

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2024

12. Reserves and reserve funds (continued)	<u>2024</u>	<u>2023</u>
Programs, grants and activities		
Canal Days	106,672	106,672
CIP incentives	316,134	343,510
Municipal elections	<u>79,583</u>	<u>32,031</u>
	<u>502,389</u>	<u>482,213</u>
Self-sustaining entities		
Building department	590,078	149,085
Nickel Beach	198,165	198,165
Cemeteries	65,600	32,000
Marina	<u>(912,319)</u>	<u>(950,618)</u>
	<u>(58,476)</u>	<u>(571,368)</u>
General government		
Encumbrance	906,071	391,086
Future liabilities	3,070,006	2,823,350
Opportunity Fund	2,000,000	2,000,000
Subject matter experts	264,680	208,598
General stabilization	2,500,641	2,350,158
Working capital	2,559,135	2,469,350
Economic development	<u>(1,600,874)</u>	<u>(814,984)</u>
	<u>9,699,659</u>	<u>9,427,558</u>
Capital and related projects		
Drains	(178,960)	137,650
Facilities	437,386	131,386
Goderich maintenance	161,241	151,074
Infrastructure	1,218,784	1,143,204
Storm sewer	213,702	61,317
Wastewater	2,800,595	3,029,733
Water	<u>746,529</u>	<u>812,848</u>
	<u>5,399,277</u>	<u>5,467,212</u>
Allocated capital and related projects	<u>7,898,322</u>	<u>10,281,906</u>
Total reserves and reserve funds	<u>\$ 24,768,519</u>	<u>\$ 26,230,044</u>

The marina, economic development and drains reserves represent internal financing balances that will be funded from future revenue sources.

City of Port Colborne

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2024

13. Taxation	Budget 2024	Actual 2024	Actual 2023
Real property		\$ 49,120,217	\$ 45,704,101
From other governments			
Payments in lieu of taxes		<u>546,027</u>	<u>568,028</u>
		<u>49,666,244</u>	<u>46,272,129</u>
Less: taxation collected on behalf of (Note 14):			
Region of Niagara		<u>19,018,266</u>	<u>17,585,512</u>
School boards		<u>4,963,688</u>	<u>4,822,867</u>
		<u>23,981,954</u>	<u>22,408,379</u>
Net taxes available for municipal purposes		<u>\$ 25,684,290</u>	<u>\$ 23,863,750</u>
Residential, multi-residential and farm	\$ 24,878,820	\$ 19,689,025	\$ 18,376,272
Commercial and industrial	<u>415,000</u>	<u>5,995,265</u>	<u>5,487,478</u>
Net taxes available for municipal purposes	<u>\$ 25,293,820</u>	<u>\$ 25,684,290</u>	<u>\$ 23,863,750</u>

14. Collections for the Region of Niagara and school boards

Total taxation and development charges received or receivable on behalf of the Region of Niagara and the school boards were as follows:

	2024	2023
Region of Niagara	\$ 19,018,266	\$ 17,585,512
School boards	<u>4,963,688</u>	<u>4,822,867</u>
	<u>\$ 23,981,954</u>	<u>\$ 22,408,379</u>

The Municipality is required to levy and collect taxes on behalf of the Region of Niagara and the school boards. The taxes levied over (under) the amounts requisitioned are recorded as accounts payable (receivable).

City of Port Colborne
Notes to the Consolidated Financial Statements
For the Year Ended December 31, 2024

15. User charges	Budget <u>2024</u>	Actual <u>2024</u>	Actual <u>2023</u>
Operating			
Fees and service charges	\$ 4,829,792	\$ 4,596,092	\$ 4,529,551
Direct water billings	5,910,413	6,030,109	5,029,977
Wastewater surcharges	8,654,300	8,456,914	7,043,343
Licences and permits	<u>805,832</u>	<u>1,229,733</u>	<u>684,742</u>
	<u>\$ 20,200,337</u>	<u>\$ 20,312,848</u>	<u>\$ 17,287,613</u>

16. Government transfers	Budget <u>2024</u>	Actual <u>2024</u>	Actual <u>2023</u>
Operating			
Government of Canada	\$ 4,000	\$ 72,239	\$ 92,209
Province of Ontario	2,729,800	2,858,190	2,794,880
Municipal	<u>132,000</u>	<u>80,213</u>	<u>353,183</u>
	<u>2,865,800</u>	<u>3,010,642</u>	<u>3,240,272</u>
Capital			
Government of Canada	682,177	3,225,702	1,616,841
Province of Ontario	1,231,655	2,050,257	1,747,785
Municipal	<u>305,255</u>	<u>483,455</u>	<u>488,927</u>
	<u>2,219,087</u>	<u>5,759,414</u>	<u>3,853,553</u>
	<u>\$ 5,084,887</u>	<u>\$ 8,770,056</u>	<u>\$ 7,093,825</u>

City of Port Colborne

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2024

17. Other revenues	Budget 2024	Actual 2024	Actual 2023
Operating			
Fines	\$ 47,000	\$ 86,857	\$ 83,117
Rental income	780,250	857,849	841,381
Transfer from trust funds	4,000	23,427	13,346
Donations	298,300	388,726	215,453
Other	333,160	349,814	246,982
	<u>1,462,710</u>	<u>1,706,673</u>	<u>1,400,279</u>
Capital			
Donations	500	37,143	54,306
Other	1,971,684	8,799	4,411
Gain on disposal of tangible capital assets	-	301,481	249,531
	<u>1,972,184</u>	<u>347,423</u>	<u>308,248</u>
	<u>\$ 3,434,894</u>	<u>\$ 2,054,096</u>	<u>\$ 1,708,527</u>

18. Pension agreements

The Municipality makes contributions to the Ontario Municipal Employees Retirement System ("OMERS"), which is a multi-employer plan, on behalf of the members of its staff. The plan is a defined benefit plan that specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay. Employees and employers contribute jointly to the plan.

Since OMERS is a multi-employer pension plan, the Municipality does not recognize any share of the pension plan deficit of \$ 4.3 billion (2023 - \$ 7.6 billion deficit) based on the fair market value of the plan's assets, as this is a joint responsibility of all Ontario municipal entities and their employees. Contributions were made in the 2024 calendar year at rates ranging from 9.0% to 15.8% depending on the member's designated retirement age and level of earnings. Employer contributions for current and past service are included as an expense in the consolidated statement of operations. Employer contributions to OMERS for 2024 current and past service was \$ 1,254,453 (2023 - \$ 1,247,742) and were matched by employee contributions in a similar amount.

City of Port Colborne

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2024

19. Niagara Central Dorothy Rungeling Airport Commission

The Niagara Central Dorothy Rungeling Airport Commission operates a two runway airport offering a year round fixed base operation. The Commission is funded by the four nearby municipalities, City of Welland, City of Port Colborne, Town of Pelham and the Township of Wainfleet. The Municipality has a non-controlling interest in the airport of 19.83% (2023 - 20%) based on population.

The following table provides condensed supplementary financial information for the Niagara Central Dorothy Rungeling Airport Commission:

	<u>2024</u>	<u>2023</u>
Statement of Financial Position		
Financial assets		
Cash and cash equivalents	\$ 43,423	\$ 51,908
Investments	170,944	290,072
Receivables	<u>36,497</u>	<u>23,927</u>
	<u>250,864</u>	<u>365,907</u>
Liabilities		
Accounts payable and accrued liabilities	68,221	27,402
Loans payable	721,272	794,395
Capital lease obligation	7,472	16,154
Asset retirement obligation	<u>42,367</u>	<u>41,940</u>
	<u>839,332</u>	<u>879,891</u>
Net financial debt	<u>(588,468)</u>	<u>(513,984)</u>
Non-financial assets		
Prepaid expenses	20,580	15,492
Fuel inventory	19,035	6,785
Tangible capital assets	<u>2,074,826</u>	<u>2,131,101</u>
	<u>2,114,441</u>	<u>2,153,378</u>
Accumulated surplus	<u>\$ 1,525,973</u>	<u>\$ 1,639,394</u>
Accumulated surplus consists of:		
Operating deficit	\$ (706,392)	\$ (649,246)
Reserves	157,539	157,539
Investment in tangible capital assets	<u>2,074,826</u>	<u>2,131,101</u>
	<u>\$ 1,525,973</u>	<u>\$ 1,639,394</u>

City of Port Colborne
Notes to the Consolidated Financial Statements
For the Year Ended December 31, 2024

19. Niagara Central Dorothy Rungeling Airport Commission (continued)

Statement of Operations

Revenues

Grants	\$	172,000	\$	154,770
Fuel, rentals and other		247,340		151,417
Interest		13,541		15,741
		432,881		321,928

Expenses

(546,302) **(312,042)**

Annual (deficit) surplus

\$ (113,421) **\$ 9,886**

The financial position information is as reported by the Niagara Central Dorothy Rungeling Airport Commission as at December 31, 2024 and the results of operations are as reported for the year ended December 31, 2024. The comparative financial position and results of operations figures are as reported by the Niagara Central Dorothy Rungeling Airport Commission at December 31, 2023.

The Municipality has recorded in the financial statements its 19.83% (2023 - 20%) share of the Niagara Central Dorothy Rungeling Airport Commissions' assets, liabilities, accumulated surplus, revenues, expenses, and annual surplus.

The following summarizes the Municipality's related party transactions with the Niagara Central Dorothy Rungeling Airport Commission for the year. All transactions are in the normal course of operations, and are recorded at the exchange value based on normal commercial rates, or as agreed to by the parties.

	<u>2024</u>	<u>2023</u>
Government transfers	\$ 34,163	\$ 30,954
Interest	563	716
Loan, bearing interest of 3.5% per annum repayable in annual instalments of \$ 6,012, commencing June 15, 2018, due June 15, 2027	\$ 17,165	\$ 22,504
Loan, bearing interest of 4.3% per annum repayable in annual instalments of \$ 4,113, commencing August 24, 2019, due August 24, 2028	15,051	18,434
	\$ 32,216	\$ 40,938

20. Trust funds

Trust funds administered by the Municipality amounting to \$ 636,744 (2023 - \$ 553,343) have not been included in the Consolidated Statement of Financial Position nor have these operations been included in the Consolidated Statement of Operations.

City of Port Colborne
Notes to the Consolidated Financial Statements
For the Year Ended December 31, 2024

21. Subdividers' deposits

The Municipality holds bank letters of credit as security to ensure the provision of subdivision services and the completion of contracts.

	<u>2024</u>	<u>2023</u>
Letters of credit, beginning of year	\$ 650,158	\$ 1,127,007
Net additions (deletions)	<u>1,479,725</u>	<u>(476,849)</u>
Letters of credit, end of year	<u>\$ 2,129,883</u>	<u>\$ 650,158</u>

These letters of credit are not reflected in the accounts.

22. Contingencies

The Municipality is involved from time to time in litigation, which arises in the normal course of business. In respect of any outstanding claims, the Municipality believes that insurance coverage is adequate and that no material exposure exists on the eventual settlement of such litigation, therefore no provision has been made in the accompanying financial statements.

23. Liabilities for contaminated sites

The Municipality reports environmental liabilities related to the management and remediation of any contaminated sites where the Municipality is obligated or likely obligated to incur such costs. The Municipality has identified one property where environmental assessments have indicated soil contamination exceeds environmental standards. A reasonable estimate of any liability cannot be made as the Municipality has not determined how the property will be used, therefore, no liability has been recognized.

The Municipality's ongoing efforts to assess contaminated sites may result in future environmental remediation liabilities related to newly identified sites, or changes in the assessments or intended use of existing sites. Any changes to the Municipality's liabilities for contaminated sites will be accrued in the year in which they are assessed as likely and reasonably estimable.

24. Comparative figures

Certain of the comparative figures have been reclassified to conform with the consolidated financial statement presentation adopted for the current year.

City of Port Colborne

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2024

25. Budget

The budget bylaw adopted by Council on October 18, 2023 was not prepared on a basis consistent with that used to report actual results in accordance with Canadian public sector accounting standards. The budget was prepared on a modified accrual basis while Canadian public sector accounting standards require a full accrual basis. As a result, the budget figures presented in the Consolidated Statement of Operations and Consolidated Statement of Changes in Net Debt represent the budget adopted by Council with the following adjustments:

Budgeted annual deficit	\$ (23,103)
Add:	
Acquisition of tangible capital assets	10,054,959
Repayment of long term debt	1,312,056
Transfers from reserves, net	12,399,353
Less:	
Amortization of tangible capital assets	(6,604,787)
Operating expenses approved in capital budgets	(801,517)
Debenture proceeds	<u>(10,000,000)</u>
Budgeted surplus per Consolidated Statement of Operations	<u>\$ 6,336,961</u>

Amounts included in the original Council approved capital budget which are not recognized as tangible capital assets are included in the Consolidated Statement of Operations under the appropriate functional expense categories, while those recognized as tangible capital assets are included in the Consolidated Statement of Changes in Net Debt.

26. Financial instruments

The Municipality is exposed to various risks through its financial instruments. The Municipality's overall risk management program seeks to minimize potential adverse effects on financial performance. The following analysis provides a measure of the Municipality's risk exposures as at December 31, 2024:

Credit risk

Credit risk is the risk that a counterparty may default on its contractual obligations resulting in financial loss to the Municipality. The Municipality is exposed to credit risk with respect to cash, other receivables and portfolio investments. The Municipality holds its cash accounts with a federally regulated chartered bank who is insured by the Canadian Deposit Insurance Corporation. In the event of default, the Municipality's cash accounts are insured up to \$ 319,694 (2023 - \$ 460,032).

Receivables are primarily due from government, corporations and individuals. The Municipality is not subject to credit risk with regards to government receivables and it assesses, on a continuous basis, other receivables and sets up an allowance for doubtful accounts for those considered not collectible. The exposure to credit risk of the Municipality is the carrying value of these receivables.

There have been no significant changes to credit risk exposure from the previous year.

City of Port Colborne

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2024

26. Financial instruments (continued)

Liquidity risk

Liquidity risk is the risk that the Municipality will be unable to fulfill its obligations on a timely basis or at a reasonable cost. The Municipality manages its liquidity risk by monitoring its operating requirements, preparing a budget, as well as cash forecasts to ensure that it has sufficient funds to settle its financial liabilities. Management has determined that the liquidity risk exposure to the Municipality is low.

There have been no significant changes to the liquidity risk exposure from the previous year.

Market risk

Market risk is the risk that the fair value or expected future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency risk, interest rate risk and other price risk.

The Municipality is exposed to interest and currency risks.

a) Interest rate risk

Interest rate risk is the risk that the fair value of future cash flows or a financial instrument will fluctuate because of changes in the market interest rates. The Municipality is not subject to significant interest rate risk as its cash, portfolio investments and long-term debt have fixed interest rates and are intended to be carried until maturity. These financial instruments are carried at amortized cost, therefore their valuation does not change when interest rates fluctuate. In addition, the Municipality follows a conservative investment policy approved by Council.

b) Currency risk

Foreign currency risk is the risk that the fair value or future cash flows of a financial instruments will fluctuate due to changes in foreign exchange rates. The Municipality is not significantly exposed to currency risk as the level of cash denominated in U.S. dollars is not substantial.

There have been no significant changes from the previous year in the exposure to risk or policies, procedures and methods used to measure interest rate and currency risks.

City of Port Colborne

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2024

27. Segmented reporting

The Municipality is a diverse municipal government that provides a wide range of services to its citizens. Segmented information has been identified for the service lines that reflect the way in which the operations are managed and resource needs are identified and budgeted. Municipal activities are reported by function in the body of the financial statements.

Certain departments that have been separately disclosed in the segmented information, along with the services they provide, are as follows:

General

The general provision of municipal services includes general government, fire services, transportation services, storm sewer services, planning and development, facilities, parks and cemeteries.

Water

The water operations install and maintain water capital infrastructure to ensure the safe supply, metering and cost recovery for all treated water to serviced areas within all urban and settlement areas of the Municipality.

Wastewater

The wastewater operations install and maintain wastewater capital infrastructure and recover costs of providing this service within all urban and settlement areas of the Municipality.

Storm sewer

The storm sewer operations install and maintain storm sewer capital infrastructure and recover costs of providing this service within all urban and settlement areas of the Municipality.

Port Colborne Public Library Board

The Port Colborne Public Library Board provides library services, materials and facilities. The Municipality controls the board and consolidates the financial activities.

For each reported segment, revenues and expenses represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis.

The accounting policies used in these segments are consistent with those followed in the preparation of the consolidated financial statements as disclosed in Note 1. The consolidated schedule of segment disclosure and the schedules of segment disclosure with budget information follow the notes.

City of Port Colborne

Consolidated Schedule of Segment Disclosure

For the Year Ended December 31, 2024

	<u>General</u>	<u>Library</u>	<u>Eliminations</u>	<u>Levy</u>	<u>Water</u>	<u>Wastewater</u>	<u>Storm sewer</u>	<u>2024</u>
Revenues								
Taxation	\$ 25,684,290	\$ -	\$ -	\$ 25,684,290	\$ -	\$ -	\$ -	\$ 25,684,290
User charges	3,808,292	9,658	-	3,817,950	6,123,624	8,459,660	1,911,614	20,312,848
Government transfers	8,718,546	1,229,448	(1,179,677)	8,768,317	1,739	-	-	8,770,056
Penalties and interest	649,960	-	-	649,960	19,363	28,040	-	697,363
Investment income	1,546,897	6,610	-	1,553,507	-	-	-	1,553,507
Other	<u>2,024,009</u>	<u>6,680</u>	<u>-</u>	<u>2,030,689</u>	<u>22,645</u>	<u>762</u>	<u>(1,160)</u>	<u>2,054,096</u>
	<u>42,431,994</u>	<u>1,252,396</u>	<u>(1,179,677)</u>	<u>42,504,713</u>	<u>6,167,371</u>	<u>8,488,462</u>	<u>1,910,454</u>	<u>59,072,160</u>
Expenses								
Wages and benefits	15,899,344	702,991	-	16,602,335	1,000,977	957,309	306,505	18,867,126
Materials	7,038,387	182,348	-	6,041,058	425,431	304,738	87,471	8,038,375
Contracted services	7,452,311	48,539	(1,179,677)	6,321,173	3,050,909	5,695,190	660,666	15,727,938
Rents and financial expenses	357,182	18	-	357,200	(106)	-	-	357,094
External transfers to others	583,761	-	-	583,761	14,500	10,500	-	608,761
Interest on long term debt	390,609	-	-	390,609	57,000	73,077	285,200	805,886
Tax write-offs	75,452	-	-	75,452	-	-	-	75,452
Amortization	<u>5,046,290</u>	<u>97,147</u>	<u>-</u>	<u>5,143,437</u>	<u>700,666</u>	<u>406,659</u>	<u>367,370</u>	<u>6,618,132</u>
	<u>36,843,336</u>	<u>1,031,043</u>	<u>(1,179,677)</u>	<u>36,694,702</u>	<u>5,249,377</u>	<u>7,447,473</u>	<u>1,707,212</u>	<u>51,098,764</u>
Annual surplus	<u>\$ 5,588,658</u>	<u>\$ 221,353</u>	<u>\$ -</u>	<u>\$ 5,810,011</u>	<u>\$ 917,994</u>	<u>\$ 1,040,989</u>	<u>\$ 203,242</u>	<u>\$ 7,973,396</u>

City of Port Colborne

Consolidated Schedule of Segment Disclosure

For the Year Ended December 31, 2023

	<u>General</u>	<u>Library</u>	<u>Eliminations</u>	<u>Levy</u>	<u>Water</u>	<u>Wastewater</u>	<u>Storm sewer</u>	<u>2023</u>
Revenues								
Taxation	\$ 23,863,750	\$ -	\$ -	\$ 23,863,750	\$ -	\$ -	\$ -	\$ 23,863,750
User charges	3,795,045	11,390	-	3,806,435	5,058,112	7,044,173	1,378,893	17,287,613
Government transfers	6,989,352	1,116,540	(1,075,860)	7,030,032	-	63,793	-	7,093,825
Penalties and interest	528,496	-	-	528,496	16,636	25,605	-	570,737
Investment income	1,708,915	4,688	-	1,713,603	-	-	-	1,713,603
Other	<u>1,681,093</u>	<u>18,455</u>	<u>-</u>	<u>1,699,548</u>	<u>16,492</u>	<u>(7,513)</u>	<u>-</u>	<u>1,708,527</u>
	<u>38,566,651</u>	<u>1,151,073</u>	<u>(1,075,860)</u>	<u>38,641,864</u>	<u>5,091,240</u>	<u>7,126,058</u>	<u>1,378,893</u>	<u>52,238,055</u>
Expenses								
Wages and benefits	15,047,308	637,417	-	15,684,725	1,013,144	675,281	189,397	17,562,547
Materials	6,124,382	172,601	-	6,296,983	342,994	238,691	64,714	6,943,382
Contracted services	7,106,321	31,967	(1,075,860)	6,062,428	2,729,842	5,231,162	87,907	14,111,339
Rents and financial expenses	548,504	310	-	548,814	1,153	-	1,798	551,765
External transfers to others	376,951	-	-	376,951	10,988	10,988	-	398,927
Interest on long term debt	526,705	-	-	526,705	65,559	-	285,170	877,434
Tax write-offs	88,907	-	-	88,907	-	-	-	88,907
Amortization	<u>6,143,404</u>	<u>93,507</u>	<u>-</u>	<u>6,236,911</u>	<u>666,114</u>	<u>370,147</u>	<u>362,124</u>	<u>7,635,296</u>
	<u>35,962,482</u>	<u>935,802</u>	<u>(1,075,860)</u>	<u>35,822,424</u>	<u>4,829,794</u>	<u>6,526,269</u>	<u>991,110</u>	<u>48,169,597</u>
Annual surplus	<u>\$ 2,604,169</u>	<u>\$ 215,271</u>	<u>\$ -</u>	<u>\$ 2,819,440</u>	<u>\$ 261,446</u>	<u>\$ 599,789</u>	<u>\$ 387,783</u>	<u>\$ 4,068,458</u>

City of Port Colborne

Consolidated Schedule of Segment Disclosure with Budget Information

For the Year Ended December 31, 2024

	Budget <u>2024</u>	Actual <u>2024</u>	Actual <u>2023</u>
General			
Revenues			
Taxation	\$ 25,293,820	\$ 25,684,290	\$ 23,863,750
User charges	3,693,624	3,808,292	3,795,045
Government transfers	3,866,910	8,718,546	6,989,352
Penalties and interest	439,000	649,960	528,496
Investment income	1,071,418	1,546,897	1,708,915
Other	<u>3,423,444</u>	<u>2,024,009</u>	<u>1,681,093</u>
	<u>37,788,216</u>	<u>42,431,994</u>	<u>38,566,651</u>
Expenses			
Wages and benefits	15,268,539	15,899,344	15,047,308
Materials	6,695,475	7,038,387	6,124,382
Contracted services	4,392,995	7,452,311	7,106,321
Rents and financial expenses	392,200	357,182	548,504
External transfers to others	641,437	583,761	376,951
Interest on long term debt	506,100	390,609	526,705
Tax write-offs	264,900	75,452	88,907
Amortization	<u>5,032,945</u>	<u>5,046,290</u>	<u>6,143,404</u>
	<u>33,194,591</u>	<u>36,843,336</u>	<u>35,962,482</u>
Annual surplus	<u>\$ 4,593,625</u>	<u>\$ 5,588,658</u>	<u>\$ 2,604,169</u>

City of Port Colborne Consolidated Schedule of Segment Disclosure with Budget Information

For the Year Ended December 31, 2024

	Budget <u>2024</u>	Actual <u>2024</u>	Actual <u>2023</u>
Library			
Revenues			
User charges	\$ 3,500	\$ 9,658	\$ 11,390
Government transfers	1,217,977	1,229,448	1,116,540
Investment income	-	6,610	4,688
Other	5,450	6,680	18,455
	<u>1,226,927</u>	<u>1,252,396</u>	<u>1,151,073</u>
Expenses			
Wages and benefits	801,960	702,991	637,417
Materials	183,052	182,348	172,601
Contracted services	27,615	48,539	31,967
Rents and financial expenses	-	18	310
Amortization	97,147	97,147	93,507
	<u>1,109,774</u>	<u>1,031,043</u>	<u>935,802</u>
Annual surplus	<u>\$ 117,153</u>	<u>\$ 221,353</u>	<u>\$ 215,271</u>

City of Port Colborne

Consolidated Schedule of Segment Disclosure with Budget Information

For the Year Ended December 31, 2024

	Budget <u>2024</u>	Actual <u>2024</u>	Actual <u>2023</u>
Water			
Revenues			
User charges	\$ 5,913,413	\$ 6,123,624	\$ 5,058,112
Government transfers	-	1,739	-
Penalties and interest	19,700	19,363	16,636
Other	<u>6,000</u>	<u>22,645</u>	<u>16,492</u>
	<u>5,939,113</u>	<u>6,167,371</u>	<u>5,091,240</u>
Expenses			
Wages and benefits	1,034,660	1,000,977	1,013,144
Materials	432,361	425,431	342,994
Contracted services	2,795,292	3,050,909	2,729,842
Rents and financial expenses	-	(106)	1,153
External transfers to others	50,000	14,500	10,988
Interest on long term debt	57,000	57,000	65,559
Amortization	<u>700,666</u>	<u>700,666</u>	<u>666,114</u>
	<u>5,069,979</u>	<u>5,249,377</u>	<u>4,829,794</u>
Annual surplus	<u>\$ 869,134</u>	<u>\$ 917,994</u>	<u>\$ 261,446</u>

City of Port Colborne

Consolidated Schedule of Segment Disclosure

with Budget Information

For the Year Ended December 31, 2024

	Budget <u>2024</u>	Actual <u>2024</u>	Actual <u>2023</u>
Wastewater			
Revenues			
User charges	\$ 8,655,000	\$ 8,459,660	\$ 7,044,173
Government transfers	-	-	63,793
Penalties and interest	30,700	28,040	25,605
Other	-	762	(7,513)
	<u>8,685,700</u>	<u>8,488,462</u>	<u>7,126,058</u>
Expenses			
Wages and benefits	945,085	957,309	675,281
Materials	321,755	304,738	238,691
Contracted services	6,045,600	5,695,190	5,231,162
External transfers to others	50,000	10,500	10,988
Interest on long term debt	502,000	73,077	-
Amortization	<u>406,659</u>	<u>406,659</u>	<u>370,147</u>
	<u>8,271,099</u>	<u>7,447,473</u>	<u>6,526,269</u>
Annual surplus	<u>\$ 414,601</u>	<u>\$ 1,040,989</u>	<u>\$ 599,789</u>

City of Port Colborne

Consolidated Schedule of Segment Disclosure

with Budget Information

For the Year Ended December 31, 2024

	Budget <u>2024</u>	Actual <u>2024</u>	Actual <u>2023</u>
Storm sewer			
Revenues			
User charges	\$ 1,934,800	\$ 1,911,614	\$ 1,378,893
Other	<u>-</u>	<u>(1,160)</u>	<u>-</u>
	<u>1,934,800</u>	<u>1,910,454</u>	<u>1,378,893</u>
Expenses			
Wages and benefits	296,455	306,505	189,397
Materials	88,187	87,471	64,714
Contracted services	553,140	660,666	87,907
Rents and financial expenses	2,000	-	1,798
Interest on long term debt	285,200	285,200	285,170
Amortization	<u>367,370</u>	<u>367,370</u>	<u>362,124</u>
	<u>1,592,352</u>	<u>1,707,212</u>	<u>991,110</u>
Annual surplus	<u>\$ 342,448</u>	<u>\$ 203,242</u>	<u>\$ 387,783</u>

City of Port Colborne

For the year ended December 31, 2024

Report to Members of Council
Audit results

September 9, 2025

James D. Brennan, CPA, CA
Principal
T 905-834-6622
E James.Brennan@doane.gt.ca



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Appendices

Appendix A – Draft independent auditor’s report
Appendix B – Draft Management representation letter
Appendix C – Internal control letter
Appendix D – PSAS Accounting developments

Executive summary

Purpose of report and scope

The purpose of this report is to engage in an open dialogue with you regarding our audit of the consolidated financial statements of City of Port Colborne (the "City") for the year ended December 31, 2024. This communication will assist Members of Council in understanding the results of audit procedures and includes comments on misstatements, significant accounting policies, sensitive estimates and other matters.

The information in this document is intended solely for the information and use of Council. It is not intended to be distributed or used by anyone other than these specified parties.

We were engaged to provide the following deliverables:

Deliverable	[Timing/Status]
Communication of audit strategy	February 5, 2025
Report on the December 31, 2024 consolidated financial statements	September, 2025
Communication of audit results	Septembe, 2025

Status of our audit

We have substantially completed our audit of the consolidated financial statements of the City and the results of that audit are included in this report.

We will finalize our report (a draft copy has been attached in **Appendix A**) upon resolution of the following items that were outstanding as at September 9, 2025:

- Approval of the consolidated financial statements by Council
- Receipt of signed management representation letter (a draft has been attached in **Appendix B**)
- Procedures regarding subsequent events
- Responses for legal inquires

We have successfully executed our audit strategy in accordance with the plan presented to Members of Council on February 5, 2025.

Independence

We confirm that there have been no changes to our status with respect to independence since we confirmed our independence to you on February 5, 2025.

Audit risks and results

We highlight our significant findings in respect of economic factors, accounting practices and other areas of focus.

Areas of focus

The following is a summary of areas of focus, and the related matters and findings we would like to communicate to Members of Council.

Area of focus	Matter	Our response and findings
Fraud risk from revenue recognition	<p>There is a presumed risk of fraud in revenue.</p> <ul style="list-style-type: none">The risk primarily relates to revenue recognized under water and sewer and other revenue	<ul style="list-style-type: none">Analytical assessment of revenues based on budgeted expectationsMonthly water and wastewater analytical based on expectations from prior yearsTested the details of the other revenue transactions during the year (statistical sample)Subsequent receipts testing of receivables as at December 31, 2024 (statistical sample) <p>There were no significant findings as a result of these procedures.</p>
Fraud risk from management override / segregation of duties	<p>This is a presumed fraud risk.</p> <ul style="list-style-type: none">The risk primarily relates to limited segregation of duties, administrative access to accounting system and the senior finance management's ability to post journal entries	<ul style="list-style-type: none">Tested the appropriateness of journal entries recorded in the general ledger and other adjustments made in the preparation of the financial statementsReviewed accounting estimates for biasesEvaluated the business rationale for significant transactions that are or appear to be outside the normal course of business <p>There were no significant findings as a result of these procedures.</p>

Area of focus	Matter	Our response and findings
Taxation revenue and receivables	The taxes receivable balances may be invalid and the allowance for uncollectible taxes understated.	<ul style="list-style-type: none"> Recalculation of the net tax revenues based on verified assessment rolls and approved tax rates Subsequent receipts testing of taxes receivable as at December 31, 2024 (statistical sample) Assessing the adequacy of the allowance for doubtful accounts by testing subsequent receipts, reviewing management estimates and examining support for the value of underlying property <p>There were no significant findings as a result of these procedures.</p>
Government transfers	Allocation of government transfers may not be appropriate and recognition of revenue may not meet government transfer conditions.	<ul style="list-style-type: none"> Reviewed the allocation of funds between fiscal periods to determine if it is appropriate and tested revenue recognition in accordance with grant terms and conditions. Reviewed grant terms to determine if any deferrals, receivables or payables are appropriate. <p>There were no significant findings as a result of these procedures.</p>
Purchases and payables	Payables may be understated or not recorded in the correct period.	<ul style="list-style-type: none"> Analytical assessment of expenses based on budgeted expectations Reviewed supporting documentation and management estimates with respect to the completeness and accuracy of significant year end accruals Performed a search for unrecorded liabilities <p>There were no significant findings as a result of these procedures.</p>
Provisions for employee benefits	Provision and related expenses may be understated.	<ul style="list-style-type: none"> Reviewed actuarial reports, method and assumptions used Tested supporting calculations relating to the various amounts and disclosures <p>There were no significant findings as a result of these procedures.</p>
Provision for asset retirement obligations	Provision and tangible capital assets and/or related expenses may be understated.	<ul style="list-style-type: none"> Reviewed process and assumptions used by management to develop the estimate Tested supporting calculations relating to the various amounts and disclosures <p>There were no significant findings as a result of these procedures.</p>
Provision for contaminated sites	Provision and related expenses may be understated.	<ul style="list-style-type: none"> Reviewed assumptions used by management Tested supporting calculations relating to the various amounts and disclosures <p>There were no significant findings as a result of these procedures.</p>

Area of focus	Matter	Our response and findings
Commitments and contingencies	There is uncertainty regarding contingent liabilities.	<ul style="list-style-type: none"> Verified the accuracy and reasonableness of amounts and disclosures, with reference to correspondence with lawyers, examination of supporting documentation, and discussions with management <p>There were no significant findings as a result of these procedures.</p>
Tangible capital assets	Valuation of additions, including contributed assets, as well as appropriateness of amortization	<ul style="list-style-type: none"> Reviewed supporting documentation for capital asset additions with respect to the validity of the additions, on a test basis. Reviewed disposals to determine if any gain/loss is calculated appropriately. Recalculated amortization expense. Reviewed capital project costs to determine if any additional costs should be capitalized. <p>There were no significant findings as a result of these procedures.</p>

Accounting practices

Area of focus	Matter	Our response and findings
Sensitive accounting estimates and disclosures	The provision for vested sick leave of approximately \$ 403,000 and retirement benefits of approximately \$ 5,850,000.	<ul style="list-style-type: none"> Management engaged an actuary to calculate the liabilities for vested sick leave and for employees who have taken early retirement based on the current annual benefits and the number of years until the employees turn 65. Liabilities have been recognized in the financial statements for vested sick leave and employee retirement benefits. The objective is to recognize a liability in the reporting period in which employees have provided the services that give rise to the benefits. Management's estimate is based on the actuary's valuation report and is reasonable in the context of the consolidated financial statements taken as a whole. The actuary's valuation was performed in accordance with the standards of the Canadian Institute of Actuaries. <p>Management's estimate is reasonable in the context of the consolidated financial statements taken as a whole.</p>

Area of focus	Matter	Our response and findings
Sensitive accounting estimates and disclosures	The provision for the Workplace Safety and Insurance Board future benefits of approximately \$ 2,085,000.	<ul style="list-style-type: none"> The Municipality is a Workplace Safety and Insurance Board ("WSIB") Schedule II employer under the Workplace Safety & Insurance Act and follows a policy of self-insurance for all its employees. An actuarial estimate of future liabilities has been completed and forms the basis for the estimated liability reported in these financial statements. The Municipality remits payments to the WSIB as required to fund disability payments. <p>Management's estimate is reasonable in the context of the consolidated financial statements taken as a whole.</p>
Sensitive accounting estimates and disclosures	The provision for uncollectible taxes of approximately \$ 0.	<ul style="list-style-type: none"> Management reviews previous year's rebates to determine the current years. Management also reviews accounts which are significantly in arrears and determines if it is likely that they will be collected either through the land owner or through tax sale. For tax revenue amounts billed but may not be collected as of December 31, 2023. For uncollected accounts, management estimates the collectability of these receivables based on their age and their knowledge of the specific properties. As part of our audit, we review the age of the receivables and search for any subsequent receipts or relevant communications to assess whether management's allowance for uncollectable receivables is reasonable. <p>Management's estimate is reasonable in the context of the consolidated financial statements taken as a whole.</p>
Sensitive accounting estimates and disclosures	The asset retirement obligations are approximately \$1,737,000.	<ul style="list-style-type: none"> We discussed with management regarding their process for developing the estimate, including assumptions made. We obtained and verified reasonableness of management's summary calculation sheet and calculation of the present value of the asset retirement obligations. We reviewed the adjustments to the financial statements and related note disclosure to ensure it is in accordance with PS 3280. <p>Management's estimate is reasonable in the context of the consolidated financial statements taken as a whole.</p>

Area of focus	Matter	Our response and findings
Factors affecting disclosure values	Useful life estimates of tangible capital assets	The estimated useful lives assigned to tangible capital assets are as follows:
		Land improvements10 to 100 years
		Buildings20 to 50 years
		Leasehold improvements20 to 50 years
		Vehicles10 to 20 years
		Office equipment and furniture and fixtures5 to 10 years
		Machinery and equipment3 to 30 years
		Infrastructure10 to 100 years
		Management’s estimate is reasonable in the context of the consolidated financial statements taken as a whole.
Adoption of new guidance	The Canadian Public Sector Accounting Standards Board issued new Sections PS 3400 Revenue, effective for fiscal years beginning on or after April 1, 2023.	<ul style="list-style-type: none">Management’s adopted PS 3400 Revenue as at January 1, 2024 and applied the new accounting standard prospectively. Based on the audit work performed, no issues were noted.

Other areas of focus

Fraud and illegal acts	Our audit procedures were performed for the purpose of forming an opinion of the financial statements and although these procedures might bring possible fraudulent or illegal activities to our attention, our audit procedures are less likely to detect material misstatements arising from fraud or other illegal acts because such acts are usually accompanied by acts designed to conceal their existence.	We did not detect any fraudulent or illegal activities or material misstatements resulting from fraudulent or illegal activities during our audit.
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Use of experts

We used the work of independent third-party specialists for the following:

- Employee benefit obligations

Adjustments and uncorrected misstatements

Adjustments

Misstatements identified and adjusted in the consolidated financial statements by the City as a result of our audit procedures are as follows:

Increase (Decrease)	Statement of Financial Position			Statement of Operations
Description	Assets	Liabilities	Accumulated surplus	Annual surplus
To consolidate the Main St and Downtown BIAs into the City.	\$ (1,416)	\$ (12,586)	\$ -	\$ 11,170
To proportionately consolidate the Niagara Central Dorothy Rungeling Airport Commission into the City	\$ (30,802)	\$ (7,793)	\$ (7)	\$ (23,002)
To adjust ownership of airport to 19.83% from 20%	\$ (3,259)	\$ (928)	\$ 7	\$ (2,338)
To correct cemetery interest transfer from Trust and payable to City	\$ 6,971	\$ -	\$ -	\$ 6,971
Total adjusted misstatements	\$ (28,506)	\$ (21,307)	\$ -	\$ (7,199)

Uncorrected misstatements

We have no non-trivial unadjusted misstatements to report.

Summary of disclosure matters

Our audit did not identify any unadjusted non-trivial misstatements of disclosure matters.

Other reportable matters

Internal control

The audit is designed to express an opinion on the consolidated financial statements. We obtain an understanding of internal control over financial reporting to the extent necessary to plan the audit and to determine the nature, timing and extent of our work. Accordingly, we do not express an opinion on the effectiveness of internal control.

If we become aware of a deficiency in your internal control over financial reporting, the auditing standards require us to communicate to Members of Council those deficiencies we consider significant. However, a financial statement audit is not designed to provide assurance on internal control.

Please refer to **Appendix C** for a detailed explanation of the following internal control observations noted during our audit:

- **Journal entry controls**

Technical updates – highlights

Accounting

Accounting standards issued by the Accounting Standards Board that may affect the City in future years include:

- **Section PS 1202 Financial Statement Presentation**
- **Conceptual Framework for Financial Reporting in the Public Sector**

Further details of the changes to accounting standards, including management's preliminary comments on their applicability to the City, are included in **Appendix D**. If you have any questions about these changes we will be pleased to address your concerns.

Assurance

Recent changes in accounting standards were communicated to senior management in our previous report dated February 5, 2025. There have been no changes to note since that date.

Appendix A – Draft independent auditor’s report

Independent auditor's report

**To the Members of Council, Inhabitants and Taxpayers of the
Corporation of the City of Port Colborne**

Opinion

We have audited the consolidated financial statements of the City of Port Colborne ("the Municipality"), which comprise the consolidated statement of financial position as at December 31, 2024, and the consolidated statements of operations, change in net debt and cash flow for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the financial position of the City of Port Colborne as at December 31, 2024, and its results of operations, its changes in its net debt, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

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

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

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

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

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

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

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

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Municipality's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Municipality's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Municipality to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Plan and perform the group audit to obtain sufficient appropriate audit evidence regarding the financial information of the entities or business units within the Group as a basis for forming an opinion on the group financial statements. We are responsible for the direction, supervision and review of audit work performed for purposes of the group audit. We remain solely responsible for our audit opinion.

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

Port Colborne, Canada
September XX, 2025

Chartered Professional Accountants
Licensed Public Accountants

Appendix B – Draft management representation letter

City Letterhead

Management Representation Letter

September , 2025

Doane Grant Thornton LLP

Chartered Professional Accountants
PO Box 336
Port Colborne, ON
L3K 5W1

Dear Sirs:

We are providing this letter in connection with your audit of the consolidated financial statements of the City of Port Colborne ("municipality") as of December 31, 2024, and for the year then ended, for the purpose of expressing an opinion as to whether the consolidated financial statements present fairly, in all material respects, the financial position, results of operations, and cash flows of the City of Port Colborne in accordance with Canadian public sector accounting standards.

We acknowledge that we have fulfilled our responsibilities for the preparation of the consolidated financial statements in accordance with Canadian public sector accounting standards and for the design and implementation of internal controls to prevent and detect fraud and error. We have assessed the risk that the consolidated financial statements may be materially misstated as a result of fraud, and have determined such risk to be low. Further, we acknowledge that your examination was planned and conducted in accordance with Canadian generally accepted auditing standards (GAAS) so as to enable you to express an opinion on the consolidated financial statements. We understand that while your work includes an examination of the accounting system, internal controls and related data to the extent you considered necessary in the circumstances, it is not designed to identify, nor can it necessarily be expected to disclose, fraud, shortages, errors and other irregularities, should any exist.

Certain representations in this letter are described as being limited to matters that are material. An item is considered material, regardless of its monetary value, if it is probable that its omission from or misstatement in the consolidated financial statements would influence the decision of a reasonable person relying on the consolidated financial statements.

We confirm, to the best of our knowledge and belief, as of **September , 2025**, the following representations made to you during your audit.

Financial statements

- 1 The consolidated financial statements referred to above present fairly, in all material respects, the financial position of the municipality as at December 31, 2024 and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards, as agreed to in the terms of the audit engagement.

Completeness of information

- 2 We have made available to you all financial records and related data and all minutes of the meetings of Council and committees of Council, as agreed in the terms of the audit engagement. Summaries of actions of recent meetings for which minutes have not yet been prepared have been provided to you. All significant Council and committee actions are included in the summaries.
- 3 We have provided you with unrestricted access to persons within the municipality from whom you determined it necessary to obtain audit evidence.
- 4 There are no material transactions that have not been properly recorded in the accounting records underlying the consolidated financial statements. The adjusting journal entries which have been proposed by you are approved by us and will be recorded on the books of the municipality.
- 5 We are unaware of any known or probable instances of non-compliance with the requirements of regulatory or governmental authorities, including their financial reporting requirements.
- 6 We are unaware of any violations or possible violations of laws or regulations the effects of which should be considered for disclosure in the consolidated financial statements or as the basis of recording a contingent loss.
- 7 We have disclosed to you all known deficiencies in the design or operation of internal control over financial reporting of which we are aware.
- 8 We have identified to you all known related parties and related party transactions, including sales, purchases, loans, transfers of assets, liabilities and services, leasing arrangements guarantees, non-monetary transactions and transactions for no consideration.
- 9 You provided a non-attest service by assisting us with drafting the consolidated financial statements and related notes. In connection with this non-attest service, we confirm that we have made all management decisions and performed all management functions, have the knowledge to evaluate the accuracy and completeness of the consolidated financial statements, and accept responsibility for such consolidated financial statements.

Fraud and error

- 10 We have no knowledge of fraud or suspected fraud affecting the municipality involving management; employees who have significant roles in internal control; or others, where the fraud could have a non-trivial effect on the consolidated financial statements.
- 11 We have no knowledge of any allegations of fraud or suspected fraud affecting the municipality's financial statements communicated by employees, former employees, analysts, regulators or others.
- 12 We acknowledge our responsibility for the design, implementation and maintenance of internal control to prevent and detect fraud.

Recognition, measurement and disclosure

- 13 We believe that the significant assumptions used by us in making accounting estimates, including those used in arriving at the fair values of financial instruments as measured and disclosed in the consolidated financial statements, are reasonable and appropriate in the circumstances.
- 14 We have no plans or intentions that may materially affect the carrying value or classification of assets and liabilities, both financial and non-financial, reflected in the consolidated financial statements.
- 15 All related party transactions have been appropriately measured and disclosed in the consolidated financial statements.
- 16 The nature of all material measurement uncertainties has been appropriately disclosed in the consolidated financial statements, including all estimates where it is reasonably possible that the estimate will change in the near term and the effect of the change could be material to the consolidated financial statements.
- 17 All outstanding and possible claims, whether or not they have been discussed with legal counsel, have been disclosed to you and are appropriately reflected in the consolidated financial statements.
- 18 All liabilities and contingencies, including those associated with guarantees, whether written or oral, have been disclosed to you and are appropriately reflected in the consolidated financial statements.
- 19 With respect to environmental matters:
 - a) at year end, there were no liabilities or contingencies that have not already been disclosed to you;
 - b) liabilities or contingencies have been recognized, measured and disclosed, as appropriate, in the consolidated financial statements; and
 - c) commitments have been measured and disclosed, as appropriate, in the consolidated financial statements.
- 20 The municipality has satisfactory title to (or lease interest in) all assets, and there are no liens or encumbrances on the municipality's assets nor has any been pledged as collateral.
- 21 We have disclosed to you, and the municipality has complied with, all aspects of contractual agreements that could have a material effect on the consolidated financial statements in the event of non-compliance, including all covenants, conditions or other requirements of all outstanding debt.
- 22 The Harmonized Sales Tax (HST) transactions recorded by the municipality are in accordance with the federal and provincial regulations. The HST liability/receivable amounts recorded by the municipality are considered complete.

- 23 Employee future benefit costs, assets, and obligations have been determined, accounted for and disclosed in accordance with the requirements of Section 3255 *Post-Employment Benefits, Compensated Absences and Terminations Benefits* of the Canadian Institute of Chartered Accountants (CICA) Public Sector – Accounting.
- 24 Events subsequent to the statement of financial position date up to the date hereof have been recognized or disclosed in the financial statements. Further, there have been no events subsequent to the date of the comparative financial statements that would require adjustment of those financial statements and related notes.

Other

- 25 We have considered whether or not events have occurred or conditions exist which may cast significant doubt on the municipality's ability to continue as a going concern and have concluded that no such events or conditions are evident.

Yours very truly,

Bryan Boles, CPA, CA, MBA
Chief Administrative Officer

Adam Pigeau, CPA, CA
Chief Financial Officer/Treasurer

Appendix C – Internal control letter

September 9, 2025

City of Port Colborne
66 Charlotte Street
Port Colborne, ON
L3K 3C8

Doane Grant Thornton LLP
222 Catharine Street, Suite B
PO Box 336
Port Colborne, ON
L3K 5W1
T +1 905 834 3651
F +1 905 834 5095

Dear Members of Management:

In connection with our audit of the City of Port Colborne consolidated financial statements as of December 31, 2024 and for the year then ended, the Canadian Auditing Standards require that we advise management and Council (hereinafter referred to as “those charged with governance”) of the following internal control matters identified during our audit.

Our responsibilities

Our responsibility, as prescribed by the Canadian Auditing Standards, is to plan and perform our audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether caused by error or fraud. An audit includes consideration of internal control over financial reporting (hereinafter referred to as “internal control”) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of identifying deficiencies in internal control or expressing an opinion on the effectiveness of the City’s internal control. Accordingly, we express no such opinion on internal control effectiveness.

Identified deficiencies in internal control

We identified the following internal control matters as of the date of this letter that are of sufficient importance to merit your attention.

Significant deficiencies

Our consideration of internal control would not necessarily identify all deficiencies in internal control that, individually or in combination, may be material weaknesses or significant deficiencies.

A deficiency in internal control (“control deficiency”) exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control over financial reporting, such that there is a reasonable possibility that a material misstatement of the City’s annual or interim financial statements will not be prevented or detected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control over financial reporting that is less severe than a material weakness, yet important enough to merit attention by those responsible for oversight of the City’s financial reporting (also referred to as those charged with governance).

We consider the following identified control deficiencies to be significant deficiencies.

Financial Reporting

Journal entry controls

The Director of Corporate Services and the Manager, Financial Services have the ability to post journal entries into the financial reporting application. Duties of senior financial reporting personnel should not include the ability to make journal entries as it is important to have an appropriate level of review and authorization over journal entries. Staff members who have responsibility for authorization and approval of journal entries should not have the ability to post entries into the system.

Management response

Given the size of the City's Finance department it is not unreasonable for management to have the ability to create journal entries in the event that staff are not available. Management agrees that staff, regardless of position, should not have the ability to both create and approve their own entries. A working group consisting of the Director, Corporate Services, the Manager, Financial Services, the Supervisor, Financial Reporting, and the Manager, Information Technology Services, has been formed and has met to review both system access rights and journal entry approvals. This group meets on a trimesterly basis. This mitigating control was in place for all of 2024.

Management responses

The Management's written responses to the internal control matters identified herein have not been subjected to our audit procedures and accordingly, we express no opinion on them.

* * *

This communication is intended solely for the information and use of management, those charged with governance, and others within the City and is not intended to be and should not be used by anyone other than these specified parties.

Yours sincerely,

Doane Grant Thornton LLP



James D. Brennan, CPA, CA
Principal

Appendix D – PSAS

Accounting developments

Public Sector Accounting Standards [updated September 30, 2024]	Effective date
<p>Section PS 1202 Financial Statement Presentation</p> <p>New Section PS 1202 <i>Financial Statement Presentation</i> replaces Section PS 1201 <i>Financial Statement Presentation</i>.</p> <p>The main features of the new Section include:</p> <ul style="list-style-type: none"> • Changes to the statement of financial position to present financial assets, non-financial assets, total assets, financial liabilities, non-financial liabilities total liabilities and net assets/net liabilities • Separate statement of changes in net assets or net liabilities (formerly known as accumulated surplus) by required categories • The addition of a statement of net financial assets or net financial liabilities that presents a revised net financial assets or net financial liabilities (formerly known as “net debt”) calculation • The option to present the change in net financial assets or net financial liabilities on the statement of net financial assets or net financial liabilities • Ability to present an amended budget when there is an election or the majority of the governing body of a government organization is newly elected or appointed • The requirement to provide a subtotal prior to financing activities in the statement of cash flow • Guidance on assessing the going concern assumption <p>As a result of the issuance of the new Section, various Sections and Guidelines of the Handbook have been amended to include references to the Section. The impacted Sections and Guidelines include:</p> <ul style="list-style-type: none"> • PS 1300 <i>Government Reporting Entity</i> • PS 2120 <i>Accounting Changes</i> • PS 2500 <i>Basic Principles of Consolidation</i> • PS 2510 <i>Additional Areas of Consolidation</i> • PS 2601 <i>Foreign Currency Translation</i> • PS 3041 <i>Portfolio Investments</i> • PS 3060 <i>Interest in Partnerships</i> • PS 3070 <i>Investments in Government Business Enterprises</i> • PS 3100 <i>Restricted Assets and Revenues</i> • PS 3160 <i>Public Private Partnerships</i> • PS 3230 <i>Long-Term Debt</i> • PS 3250 <i>Retirement Benefits</i> • PS 3255 <i>Post-Employment Benefits, Compensated Absences and Termination Benefits</i> • PS 3260 <i>Liability for Contaminated Sites</i> • PS 3280 <i>Asset Retirement Obligations</i> • PS 3300 <i>Contingent Liabilities</i> • PS 3310 <i>Loan Guarantees</i> • PS 3400 <i>Revenue</i> • PS 3410 <i>Government Transfers</i> • PS 3430 <i>Restructuring Transactions</i> • PS 3450 <i>Financial Instruments</i> • PS 4200 <i>Financial Statement Presentation by Not-for-Profit Organizations</i> • PSG-2 <i>Leased Tangible Capital Assets</i> • PSG-4 <i>Funds and Reserves</i> • PSG-5 <i>Sale-Leaseback Transactions</i> 	<p>Fiscal years beginning on or after April 1, 2026.</p> <p>Earlier adoption is permitted <u>only if</u> the Conceptual Framework is also adopted at the same time.</p> <p>Prior period amounts would need to be restated to conform to the presentation requirements for comparative financial information in Section PS 1202.</p>

Conceptual Framework for Financial Reporting in the Public Sector

PSAB's Conceptual Framework for Financial Reporting in the Public Sector replaces Sections PS 1000 *Financial Statement Concepts* and PS 1100 *Financial Statement Objectives*.

Fiscal years beginning on or after April 1, 2026.

Earlier adoption is permitted.

The new Conceptual Framework includes:

- Characteristics of public sector entities
- Objectives of financial reporting
- Primary users of financial reporting and their expectations
- Role of financial statements
- Foundations and objectives of financial statements
- Qualitative characteristics of information in financial statements
- Qualitative characteristics of information in financial statements and related considerations
- Definitions of elements
- Criteria of general recognition and derecognition; and,
- Concepts of general measurement and presentation

As a result of the issuance of the Conceptual Framework, various Sections and Guidelines of the Handbook have been amended to include references to the new Conceptual Framework, add/clarify key definitions that are consistent with the Conceptual Framework, and/or remove references to qualitative characteristics that are no longer qualitative characteristics in the new Conceptual Framework. These Sections include:

- Introduction to the Public Sector Accounting Handbook (formerly the Introduction to the Public Sector Accounting Standards)
- PS 1150 *Generally accepted Accounting Principles*
- PS 1201 *Financial Statement Presentation*
- PS 1300 *Government Reporting Entity*
- PS 2100 *Disclosure of Accounting Policies*
- PS 2120 *Accounting Changes*
- PS 2130 *Measurement Uncertainty*
- PS 2200 *Related Party Transactions*
- PS 3150 *Tangible Capital Assets*
- PS 3200 *Liabilities*
- PS 3210 *Assets*
- PS 3400 *Revenue*
- PS 3430 *Restructuring Transactions*
- PS 3450 *Financial Instruments; and*
- PS 4230 *Capital Assets Held by Not-for-Profit Organizations*

The Conceptual Framework will be applied prospectively.

Subject: Adjustments to Council Remuneration By-law

To: Council

From: Legislative Services Department

Report Number: 2025-174

Meeting Date: September 9, 2025

Recommendation:

That Legislative Services Department Report 2025-174 be received; and

That the by-law to amend By-law No. 7036/73/22, Being a By-law to Provide for the Remuneration for Councillors, be brought forward.

Purpose:

The purpose of this report is to notify Council of two adjustments that are proposed to be made to Council Remuneration by-law.

Background:

Council Members are able to contribute to the Ontario Municipal Employee Retirement System (OMERS). The purpose of OMERS is to assist members in funding their future retirement when the member is no longer working and or earning income.

For OMERS, generally, the employer matches the contributions of each eligible Council Member registered in the plan. The base contribution for each party is 9% of the Council Member's earnings per pay period.

Council Members can participate in the OMERS pension plan until or unless:

- They are no longer on Council and paying into OMERS by virtue of their Council role;
- a person retires and starts collecting a pension, if the pension is OMERS, pension for teachers, or any other pensions related to any other Ontario public sector employees;

- a person is no longer eligible to contribute to the pension starting the first day of the month preceding the month that the person turns 71 years old regardless of whether the person continues to work or retires; or
- a person has completed 35 years of contributing to OMERS.

In Ontario, once a Council Member turns 71 years old, the person is no longer eligible to contribute to any registered retirement program, such as OMERS.

On October 11, 2022, By-law No. 7036/73/22, Being a By-law to Provide for the Remuneration for Councillors was enacted by Council. This By-law inadvertently did not include provisions with respect to an annual cost of living increase or a supplemental plan for Council Members ineligible to participate in OMERS.

Discussion:

By way of an adjustment to the October 11th, 2022 Council Remuneration By-law, the City is implementing a supplemental program for Council Members that are ineligible to participate in OMERS.

This program involves the City making a payment to Council Members who are ineligible to participate in OMERS. This payment would be in lieu of the employer's contribution. The amount paid to each Council Member who is ineligible for OMERS would be an equivalent amount ("OMERS Equivalent") to what would be paid by the City if the Council Member was eligible to participate in the OMERS program (approximately 9% of earnings).

The draft amending by-law, attached as Appendix A, will implement this adjustment retroactively back to when the last by-law was put in place in October of 2022. Any Council Members who have been or have become ineligible for OMERS since October 11, 2022 will receive their payment in lieu retroactively. Staff identify that this supplemental program has been implemented in other municipalities as best practice.

Additionally, and as previously mentioned, By-law No. 7036/73/22, Being a By-law to Provide for the Remuneration for Councillors inadvertently did not capture annual inflation increases. Staff recommend correcting this administrative error by including an annual cost of living increase in the by-law amendment.

Internal Consultations:

The Chief Administrative Officer, Chief Human Resources Officer, City Clerk and Legal Solicitor have collaborated on these proposed adjustments.

Financial Implications:

There are no additional financial implications to the budget. The retroactive pay will be addressed in the current budget.

Strategic Plan Alignment:

The initiative contained within this report supports the following pillar(s) of the strategic plan:

- Welcoming, Livable, Healthy Community
 - Economic Prosperity
-

Conclusion:

Staff have prepared this report to notify Council of two proposed adjustments to be made to the Council remuneration by-law; one that would implement a supplemental payment program for Council Members ineligible to participate in OMERS, and one that includes a provision with respect to annual cost of living increases.

Appendices:

- a. Draft Amending Council Remuneration By-law

Respectfully submitted,

Charlotte Madden
City Clerk/Manager of Legislative Services
905-228-8031
charlotte.madden@portcolborne.ca

Report Approval:

All reports reviewed and approved by the Department Director and also the City Treasurer when relevant. Final review and approval by the Chief Administrative Officer.

The Corporation of the City of Port Colborne

By-law No. _____

Being a By-Law to Amend By-Law No. 7036/73/22, Being a By-law to provide for the Remuneration for Councillors

Whereas Section 8 of the Municipal Act, 2001, S.O. 2001, as amended ("the Act") provides that the powers of a municipality shall be interpreted broadly to enable the municipality to govern its affairs as it considers appropriate;

Whereas Section 9 of the Act provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

Whereas Council of The Corporation of the City of Port Colborne considers it appropriate to provide fair compensation to members of council for their work as councillors:

Whereas Section 283 (5) of the Municipal Act, R.S.O. 1990, c. M.45, as amended, provided that one-third of the salary, indemnity, allowance or other remuneration paid under a by-law or resolution to the council, shall be deemed for expenses incident to the discharge of his or her duties as a member of Council if a bylaw to that effect was enacted prior to January 1, 2003 and not revoked;

Whereas the Council of The Corporation of the City of Port Colborne enacted By-law No. 7036/73/22, Being a By-law to provide for the Remuneration for Councillors on the 11th day of October, 2022;

Now therefore the Council of The Corporation of the City of Port Colborne enacts as follows:

1. That section 1 of By-law No. 7036/73/22 be amended by striking out the following words:

"The Councillors of the Corporation of the City of Port Colborne shall each be paid an annual remuneration of \$22,973.00 commencing November 15, 2022."

And adding thereto the following words:

"The Councillors of The Corporation of the City of Port Colborne shall each be paid an annual remuneration of \$22,973.00, as well as an annual cost of living increase in January of each year in accordance with CAP 5 – Incremental Adjustments, Salary Classification and Retro Pay, commencing November 15, 2022."

2. That the following be added thereto as a new section 3 to By-law No. 7036/73/22:

“That Councillors ineligible for OMERS enrolment receive payment, based on the contribution rates set out by OMERS on their earnings per pay period, in lieu of the employer’s contribution, in this case The Corporation of the City of Port Colborne, commencing November 15, 2022.”

3. That one-third of the salary, indemnity, allowance or other remuneration paid under a by-law or resolution to the council, shall be deemed for expenses incident to the discharge of his or her duties as a member of Council.
4. That the first two recitals in By-law No. 7036/73/22 be deleted and replaced with the following:

“Whereas Section 8 of the Municipal Act, 2001, S.O. 2001, as amended (“the Act”) provides that the powers of a municipality shall be interpreted broadly to enable the municipality to govern its affairs as it considers appropriate;

Whereas Section 9 of the Act provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

Whereas Council of The Corporation of the City of Port Colborne considers it appropriate to provide fair compensation to members of council for their work as councillors:

Whereas Section 283 (5) of the Municipal Act, R.S.O. 1990, c. M.45, as amended, provided that one-third of the salary, indemnity, allowance or other remuneration paid under a by-law or resolution to the council, shall be deemed for expenses incident to the discharge of his or her duties as a member of Council if a bylaw to that effect was enacted prior to January 1, 2003 and not revoked;”

5. That the Clerk is authorized to affect any minor modifications, corrections, or omissions, solely of an administrative, numerical, grammatical, semantical, or descriptive nature to this by-law after passage of this by-law.

Enacted and passed this 9th day of September, 2025.

William C. Steele
Mayor

Charlotte Madden
City Clerk

**Subject: Recommendation Report for Zoning By-law Amendment
D14-01-25 (70 Nickel Street)**

To: Council

From: Development and Government Relations Department

Report Number: 2025-180

Meeting Date: September 9, 2025

Recommendation:

That Development and Government Relations Report 2025-180 be received; and

That the Zoning By-law Amendment attached to this report as Appendix A, being a bylaw to amend Zoning By-law 6575/30/18 for the lands municipally known as 70 Nickel Street, in the City of Port Colborne, Regional Municipality of Niagara, be approved; and

That no further public notification is required prior to the passing of this by-law, pursuant to section 34(17) of the Planning Act.

Purpose:

The purpose of this report is to provide Council with a recommendation regarding an application for a Zoning By-law Amendment submitted by LandPro Planning Solutions, on behalf of their client 2866403 Ontario Inc. for the lands municipally known as 70 Nickel Street.

Background:

A complete application for a Zoning By-law Amendment was received by the City on May 9, 2025 to add parking as the primary use of 70 Nickel Street. This amendment is being sought to permit 70 Nickel Street to be used as a parking lot to support parking requirements for a residential development at 174 Mitchell Street. Figure 1 illustrates the location of the subject lands.

The City of Port Colborne is the owner of these lands and has authorized LandPro Planning Solutions to act as an agent for this application. LandPro's client (2866403

Ontario Inc.) has a conditional agreement to purchase the above-described lands from the City of Port Colborne, subject to rezoning.

The property has been declared as surplus to the City and is proposed to be sold and used as an off-site parking lot for a proposed 10-unit residential development at 174 Mitchell Street.

A Planning Brief was submitted in support of the application, which can be found on the Current Applications webpage on the City's website, along with the Notice of Public Meeting and the application form.

This property was previously the subject of a Zoning By-law Amendment (D14-10-23) which was approved by Council on April 9, 2024. While this previous amendment reduced landscape buffer setbacks for parking, it did not add parking as a primary use. This application seeks to recognize parking as the primary use of the property.



Figure 1: Subject Lands

Site and Surrounding Area

The subject lands are located at the northeast corner of Mitchell Street and Nickel Street. The lands are legally known as Lot 26 on Plan 19, New Plan 857, in the City of Port Colborne, Regional Municipality of Niagara, and municipally known as 70 Nickel Street. The lands measure approximately 7.6 metres in frontage along Nickel Street and 0.02 hectares in area.

Figure 2 and Table 1 identify the zoning of the subject and surrounding lands.

Table 1: Surrounding Land Uses and Zoning

Direction	Use	Zoning in Zoning By-law 6575/30/18
North	Single and duplex dwellings	Third Density Residential (R3)
East	Several vacant lots	Fourth Density Residential (R4)
South	Vacant lot, single and duplex dwellings	Third Density Residential (R3)
West	Residential and former commercial uses and Port Cares Reach out Centre	Fourth Density Residential (R4), Third Density Residential (R3) and Institutional (I)

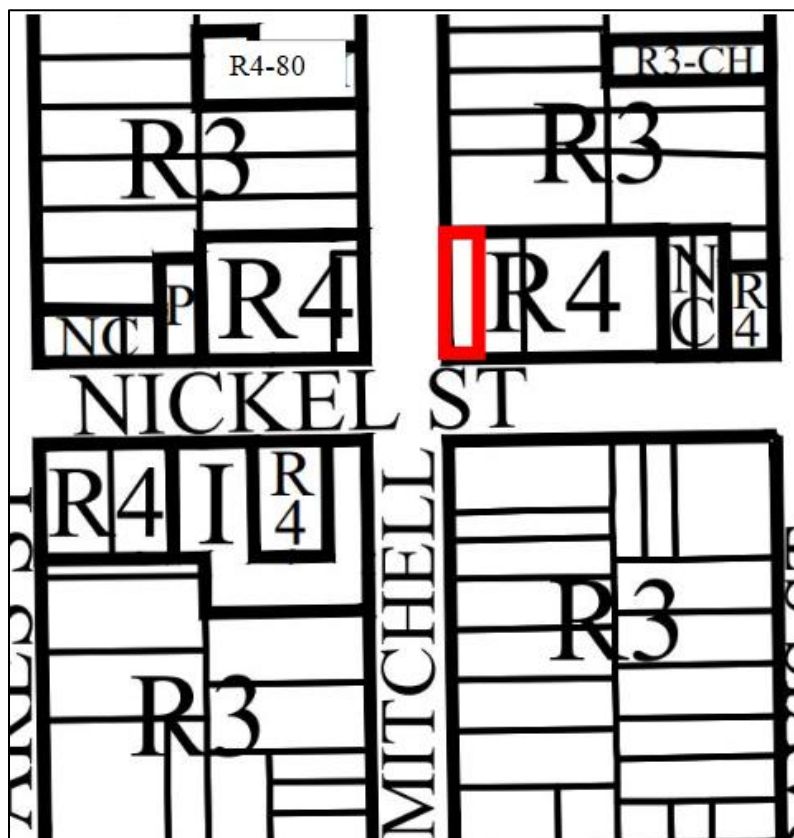


Figure 2 Zoning Map

Discussion:

Zoning Bylaw Amendment application D14-01-25 has been reviewed with consideration for the relevant planning documents including the *Planning Act, R.S.O., 1990*, as amended, the Provincial Planning Statement (2024), the Niagara Region Official Plan (2022), City of Port Colborne Official Plan (2013), and City of Port Colborne Comprehensive Zoning Bylaw 6575/30/18.

Planning Act, 1990

Section 3 of the Planning Act (the Act) requires that, in exercising any authority that impacts a planning matter, the decisions of planning authorities “shall be consistent with the policy statements” issued under the Act and “shall conform with the provincial plans that are in effect on that date, or shall not conflict with them, as the case may be”. Section 34 of the Act allows for the consideration of a Zoning By-law Amendment.

Provincial Planning Statement (2024)

The Provincial Planning Statement (2024) establishes the policy direction on matters of provincial interest related to land use planning and development, which is to be implemented through Official Plans. Section 3 of the Planning Act requires that decisions affecting planning matters shall be consistent with policy statements issued under the Act.

The subject lands are identified as being within a settlement area in the City’s Official Plan and, as such, the applicable policies of Section 2.3 of the Provincial Planning Statement must be considered.

Section 2.3.1.1 of the PPS states that settlement areas shall be the focus of growth and development. Section 2.3.1.2 encourages land use patterns within settlement areas to be based on densities and a mix of uses which efficiently use land and resources, optimizing existing and planned infrastructure. Section 2.3.1.3 requires that planning authorities support redevelopment to help achieve complete communities.

Planning staff are of the opinion that the Zoning By-law Amendment application is consistent with the PPS. The proposal to add parking as a primary use supports the provincial requirement to direct growth and development to settlement areas.

Niagara Official Plan (NOP)

According to Schedule A to the NOP, the subject lands are located within the Settlement Area of Port Colborne. Schedule B identifies the lands as being located within the Delineated Built-up Area.

Planning staff are of the opinion that the proposed Zoning Amendment conforms to the NOP. The proposal to permit parking as a primary use allows an existing building on a neighbouring property to be redeveloped as a multi-unit apartment.

City of Port Colborne Official Plan (OP)

The subject lands are designated East Waterfront Secondary Plan area. The Mixed-Use Designation (Section 5.2.2c of the OP) permit Low and Medium Residential, Mixed-Use, Industrial, and Parks and Open Space and the uses associated with those designations.

Section 5.2.1 of the OP outlines a long-term vision for the East Waterfront which includes attracting new investment and development of vacant properties.

Planning staff are of the opinion that the proposed Zoning Amendment meets the requirements of the OP.

City of Port Colborne Zoning By-law 6575/30/18

Schedule A6 of the City of Port Colborne Zoning By-law 6575/30/18 (Zoning By-law) identifies the subject lands as within a site specific Fourth Density Residential zone (R4-81). The proposed ZBA requests that the property be rezoned to permit parking as the primary use to the existing site specific zoning (R4-81)

The current site specific zoning (R4-81) permits:

Notwithstanding the provisions of section 8.7 of the Zoning Bylaw 6575/30/18, following regulations shall apply:

Landscape buffer 0 metres

The proposed site-specific zoning (R4-81) would be amended to include:

Notwithstanding the provisions of section 8.2 of the Zoning Bylaw 6575/30/18, the only permitted use is Parking Area

The provisions of Section 8.3 to 8.10 do not apply

The provisions of Section 3.11.1a) do not apply, and a Landscape Buffer of 0 metres is permitted.

The recommended Zoning Bylaw Amendment is appropriate to serve the applicant's request to supply parking for 174 Mitchell Street.

Internal Consultations:

The application was circulated to appropriate internal departments and to external agencies on July 28, 2025, and the following comments have been received as of the date of preparing this report.

Fire Department

No objections to the proposed zoning amendment.

Niagara Region Infrastructure Planning and Development Engineering

No objections to the proposed zoning amendment.

Enbridge

No objections to the proposed zoning amendment.

Drainage Superintendent

No objections to the proposed zoning amendment.

Mississaugas of the Credit First Nation (MCFN)

No objections to the proposed zoning amendment in principle, but requested, at minimum, a Stage 1 Archaeological Assessment with a Ministry acknowledgement letter.

Financial Implications:

The City of Port Colborne has declared 70 Nickel Street to be surplus to the City's needs. The City has entered into a conditional purchase agreement with 2866403 Ontario Inc. subject to this rezoning. If this rezoning is not completed, the sale to 2866403 Ontario Inc. may not proceed. However, the City has consistent interest in the sale of vacant City parcels and new offers could be solicited.

Public Engagement:

Notice of the Public Meeting was circulated in accordance with section 34 of the Planning Act. The Notice was mailed to property owners within a 120-metre radius of the subject property on July 10, 2025. A sign was posted on the property by the same date.

The public meeting was held at 6:30 p.m. on August 19, 2025. Aside from the applicant's agent (LandPro Planning Solutions) no members of the public were present to speak to this matter. Further to this, as of the date of preparing this report, no public comments have been received.

Strategic Plan Alignment:

The initiative contained within this report supports the following pillar(s) of the strategic plan:

- Economic Prosperity
 - Increased Housing Options
-

Conclusion:

Based on the review of the application and applicable Provincial, Regional, and City planning policies, Planning staff are of the opinion that the proposal is consistent with the Provincial Planning Statement and conforms to the Niagara Official Plan, and City Official Plan, and represents good planning. Accordingly, Planning staff recommends that the Zoning By-law Amendment attached as Appendix A be approved.

Appendices:

- a. Zoning By-law Amendment

Respectfully submitted,

Erik Acs
Chief Planner
905-228-8117
Erik.acs@portcolborne.ca

Report Approval:

All reports reviewed and approved by the Department Director and also the City Treasurer when relevant. Final review and approval by the Chief Administrative Officer.

The Corporation of the City of Port Colborne

By-law no. _____

Being a By-law to amend Zoning By-law 6575/30/18 for the lands legally known as Lot 26 on Plan 19, on the northeast corner of Nickel and Mitchell Streets

Whereas By-law 6575/30/18 is a By-law of The Corporation of the City of Port Colborne restricting the use of land and the location and use of buildings and structures; and

Whereas the Council of The Corporation of the City of Port Colborne desires to amend the said by-law.

Now therefore, and pursuant to the provisions of Section 34 of the *Planning Act*, R.S.O. 1990, The Corporation of the City of Port Colborne enacts as follows:

1. This amendment shall apply to those lands described on Schedule “A” attached to and forming part of this by-law.
2. That Section 37 entitled “Special Provisions” of Zoning By-law 6575/30/18, is hereby amended by deleting the following:

R4-81

Notwithstanding the provisions of section 8.7 of the Zoning By-law 6575/30/18, following regulations shall apply:

Landscape buffer 0 meters

3. That Section 37 entitled “Special Provisions” of Zoning By-law 6575/30/18, is hereby amended by adding the following:

R4-81

Notwithstanding the provisions of section 8.2 of the Zoning Bylaw 6575/30/18, the only permitted use is Parking Area

The provisions of Section 8.3 to 8.10 do not apply

The provisions of Section 3.11.1a) do not apply, and a Landscape Buffer of 0 metres is permitted.

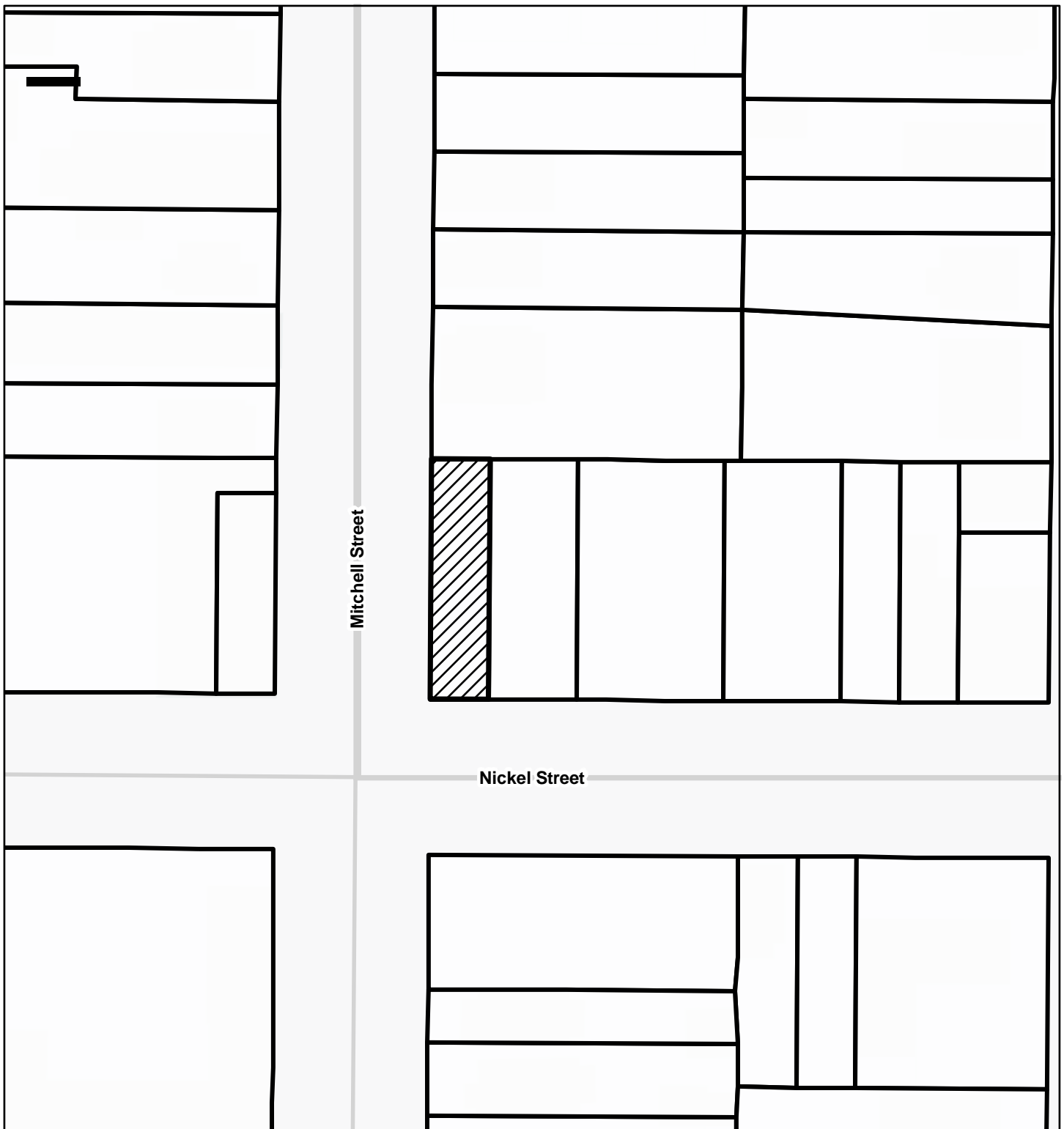
4. That this by-law shall come into force and take effect on the day that it is passed by Council, subject to the provisions of the *Planning Act*.
5. The City Clerk is hereby authorized and directed to proceed with the giving notice of the passing of this by-law, in accordance with the *Planning Act*.

Enacted and passed this 9th day of September, 2025.

William C Steele
Mayor

Charlotte Madden
City Clerk

Schedule A



This is Schedule "A" to By-law No _____

Passed _____, 2025

Mayor

Clerk Page 113 of 141

 - Lands zoned R4-81

September 2025

File No. D14-01-25

Drawn by: EA - City of Port
Colborne

Not to scale

September 2, 2025

Mayor and Council
City of Port Colborne
66 Charlotte St
Port Colborne ON
L3K 3C8

Dear Mayor Steele and Council,

I am pleased to provide the 2025 Q2 statistics from our commingled services. We provide this data to our Board, Regional Council, and local municipalities on an ongoing basis. Building on the outcomes and observations reported in Q1, this update highlights ridership trends, operational insights, and service developments specific to the second quarter of 2025.

During Q2 2025, the commingled service provided a total of 65,171 trips. This represents a 3% increase compared to the 2023 baseline data, though a 12.7% decrease relative to the same period in 2024. In comparison to Q1 2025, which realized a total of 70,856 trips, Q2 serviced approximately 435 fewer trips per week on average. While seasonality may be a factor, the presence of user trip denials suggests the demand exists.

Specialized transit ridership totaled 11,039 trips, representing a 4% increase over the RFP baseline and a 19.4% decrease compared to Q2 2024. However, due to the comingled integrated service, registered specialized customers were able to book 2,581 local microtransit trips reflecting an increase in accessibility. Microtransit accounted for 51,551 trips, excluding the 2,581 provided to registered specialized transit users. Combined there were a total of 54,132 microtransit trips booked which represents a 2% increase over the RFP data and an 11% reduction compared to Q2 2024. In comparison to Q1 2025, which realized a 9.3% growth over the RFP data, Q2 only realized a 2% growth over the RFP data.

For further information, please see the [full report](#) presented at the August 26, 2025 meeting of the Niagara Transit Commission.

Thank you for your ongoing support of transit. Together we're continuing to create a truly connected, barrier free Niagara.

Sincerely,



Carla Stout
General Manager, Niagara Transit

Overall NT+ Service Metrics - 2025 (Q2)

Number of Passengers

89,414

Number of Trips

79,887

Number of Accessible Trips

12,988

Number of Micro Trips with an Accessibility Device

928

Average Direct Distance (km)

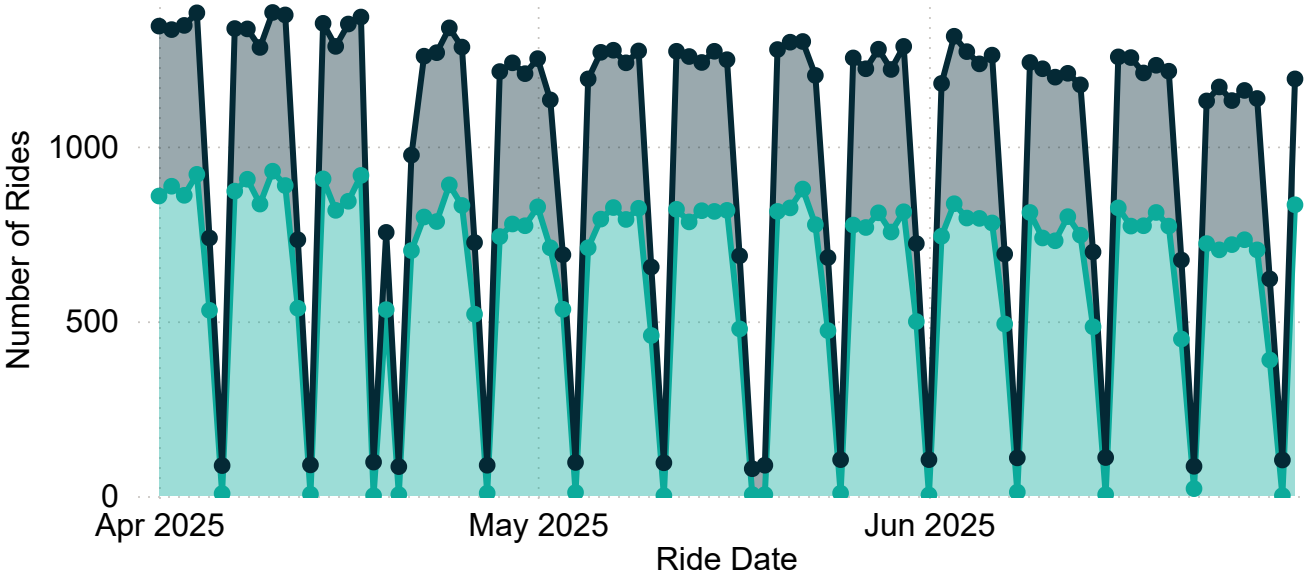
9.51

Average Time On-Board (min)

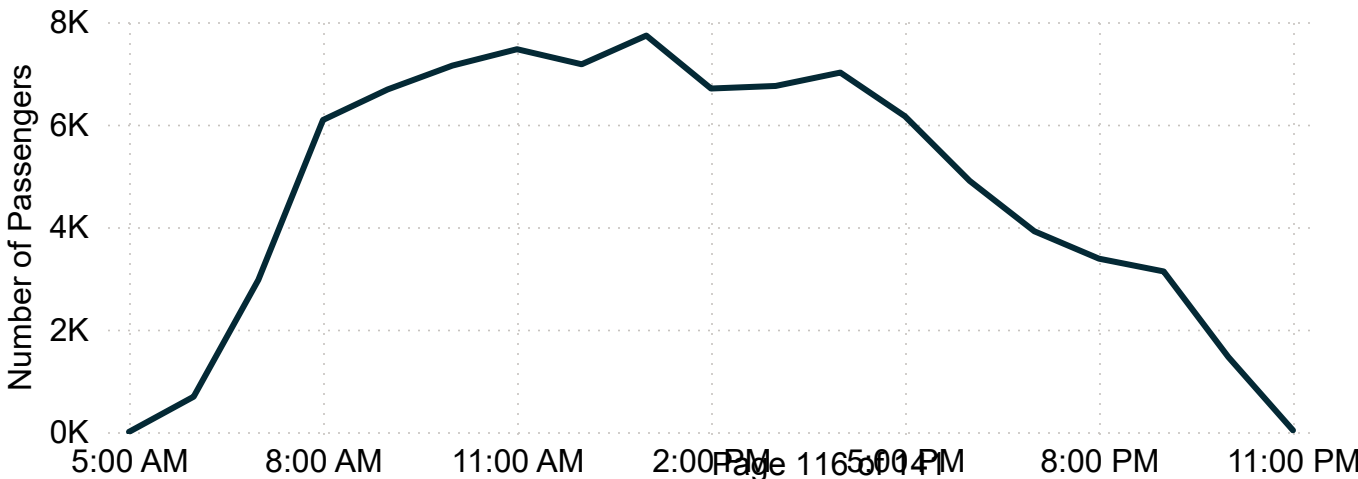
17.97

Daily Ridership

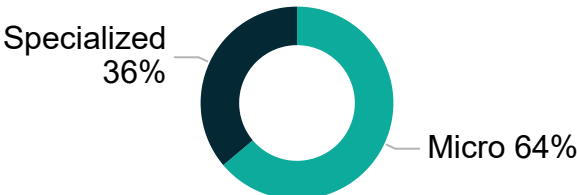
● Micro ● Specialized



Peak Hours



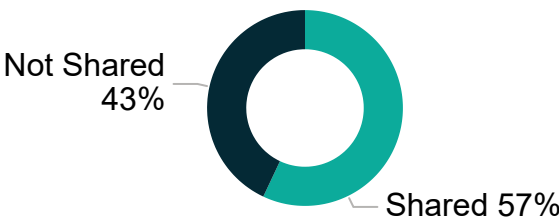
Service Type



Trip Type



Trip Utilization



Booking Method	Day Of	Pre-Booked	Total
Agent	3081	13874	16955
App	29510	29501	59011
Subscription		3921	3921
Total	32591	47296	79887

Overall NT+ In-House Service Metrics - 2025 (Q2)

Number of Passengers

21,237

Number of Trips

18,023

Number of Accessible Trips

7,304

Number of Micro Trips with an Accessibility Device

68

Average Direct Distance (km)

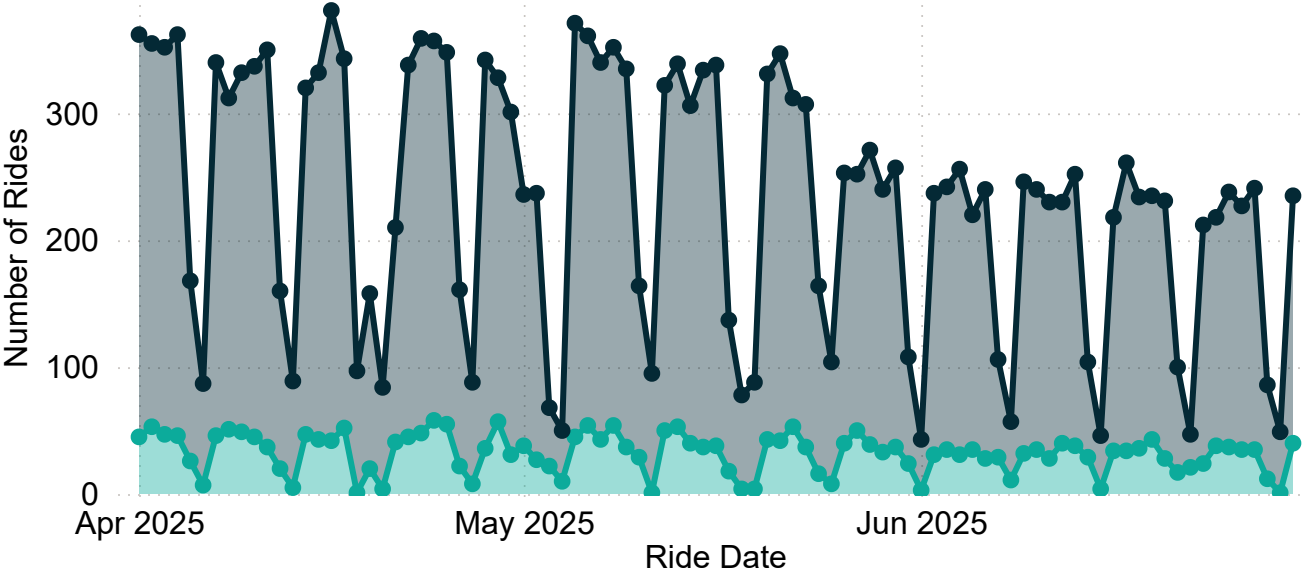
5.12

Average Time On-Board (min)

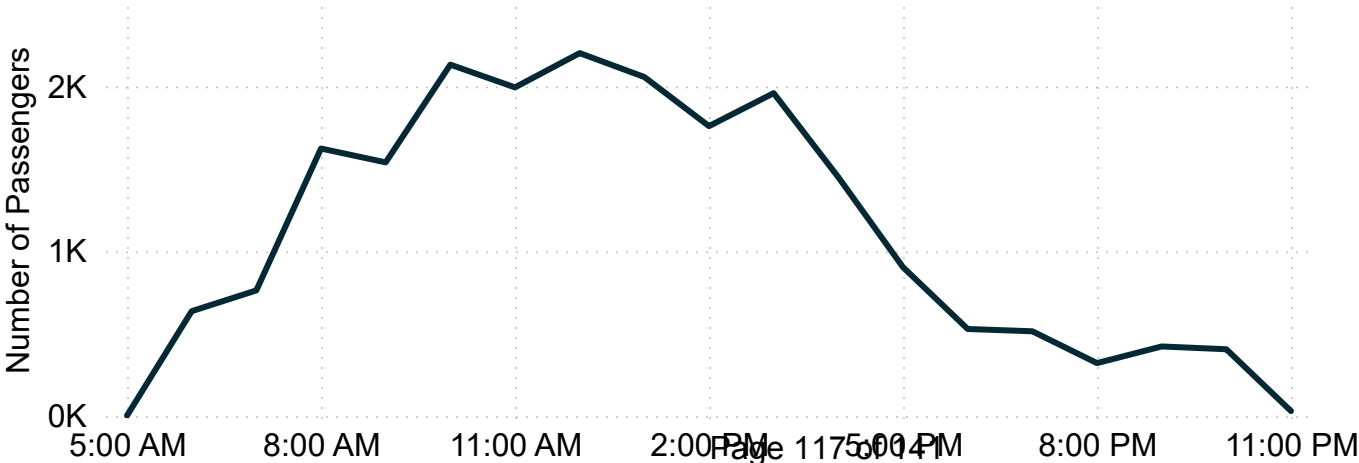
17.67

Daily Ridership

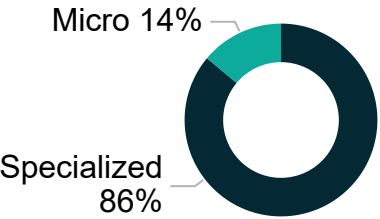
Micro Specialized



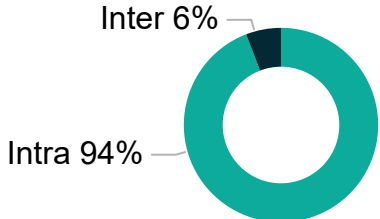
Peak Hours



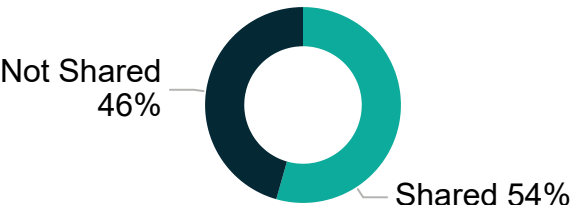
Service Type



Trip Type



Trip Utilization



Booking Method	Day Of	Pre-Booked	Total
Agent	1005	7719	8724
App	2596	6138	8734
Subscription		565	565
Total	3601	14422	18023

Overall NT+ In-House 2025 (Q2) Service Metrics - Niagara Falls

Number of Passengers

3,816

Number of Trips

3,311

Number of Accessible Trips

1,180

Number of Micro Trips with an Accessibility Device

(Blank)

Average Direct Distance (km)

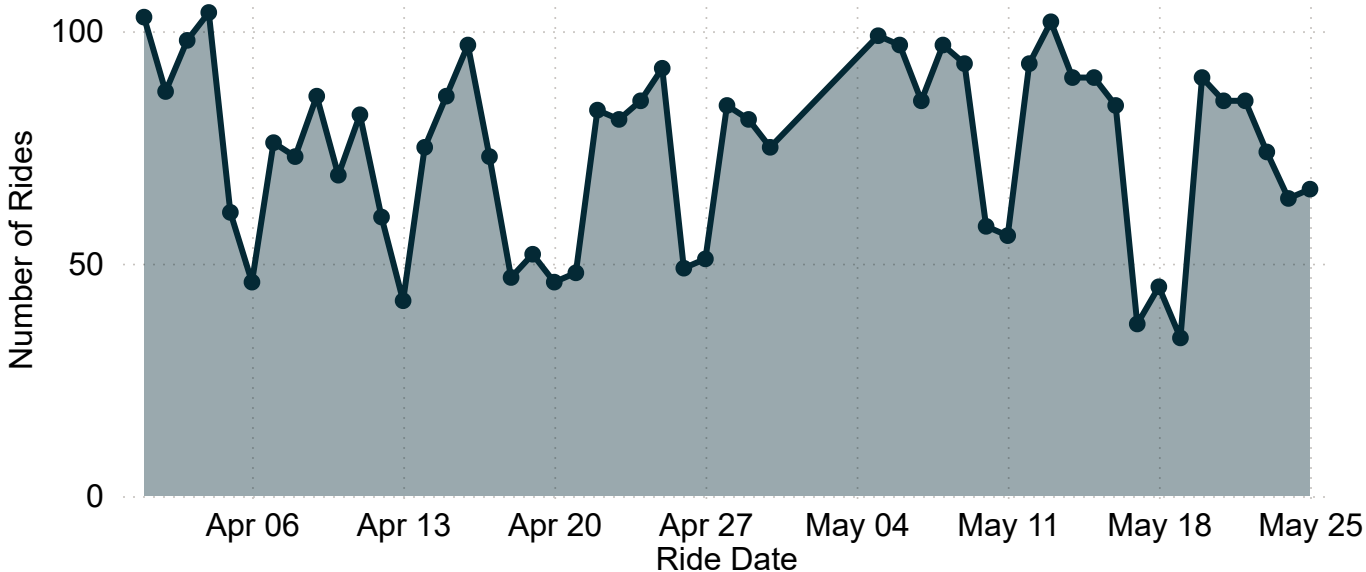
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Average Time On-Board (min)

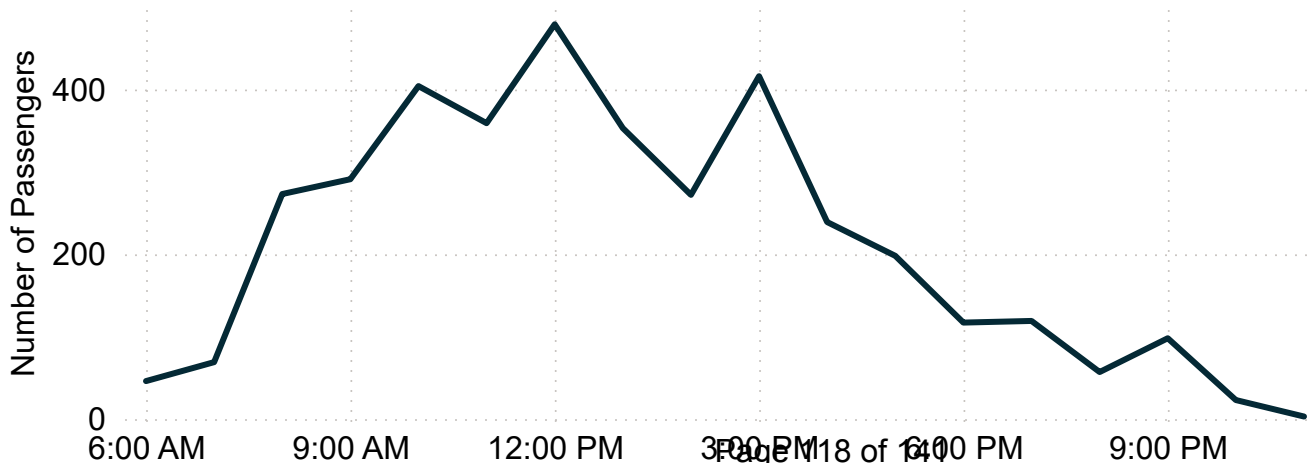
17.65

Daily Ridership

● Specialized



Peak Hours



Service Type

Specialized 100%



Trip Type

Intra 100%



Trip Utilization

Not Shared 49%

Shared 51%



Booking Method	Day Of	Pre-Booked	Total
Agent	281	1534	1815
App	344	587	931
Subscription		565	565
Total	625	2686	3311

Overall NT+ In-House 2025 (Q2) Service Metrics - St. Catharines

Number of Passengers

9,640

Number of Trips

7,795

Number of Accessible Trips

3,515

Number of Micro Trips with an Accessibility Device

3

Average Direct Distance (km)

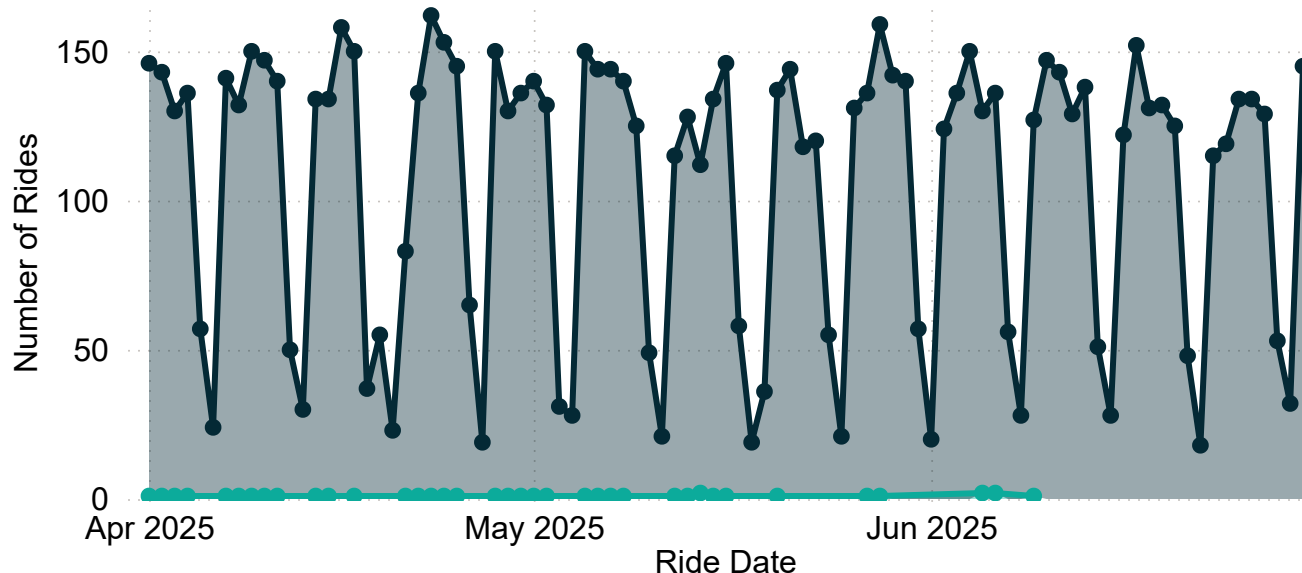
5.10

Average Time On-Board (min)

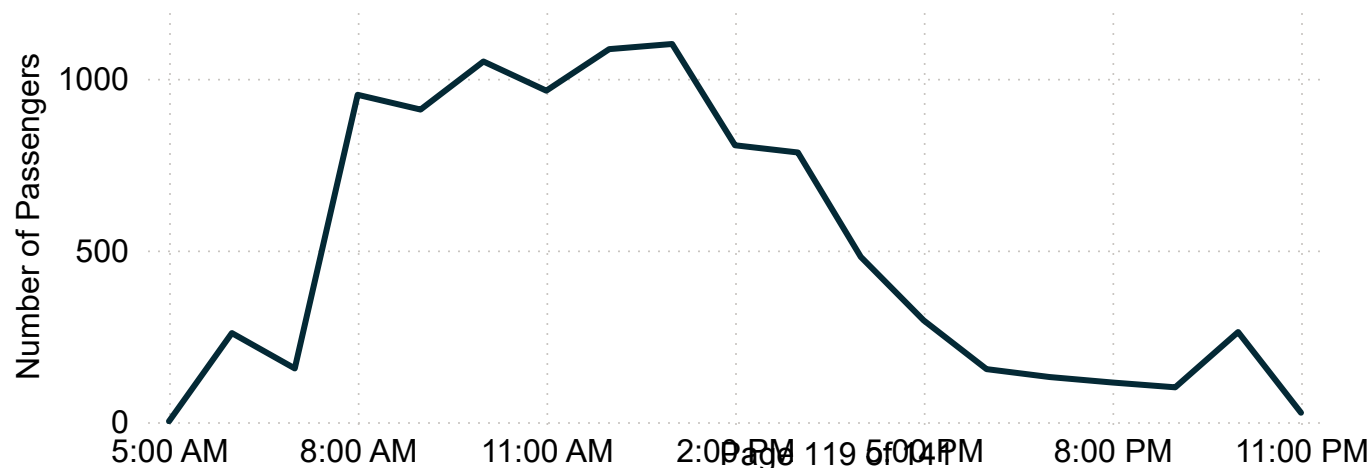
18.77

Daily Ridership

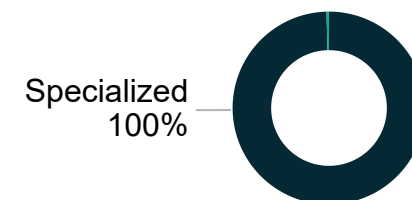
● Micro ● Specialized



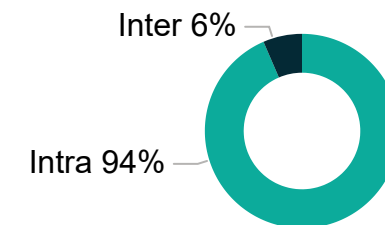
Peak Hours



Service Type



Trip Type



Trip Utilization



Booking Method	Day Of	Pre-Booked	Total
Agent	444	3555	3999
App	554	3242	3796
Total	998	6797	7795

Overall NT+ In-House 2025 (Q2) Service Metrics - Thorold

Number of Passengers

649

Number of Trips

599

Number of Accessible Trips

399

Number of Micro Trips with an Accessibility Device

(Blank)

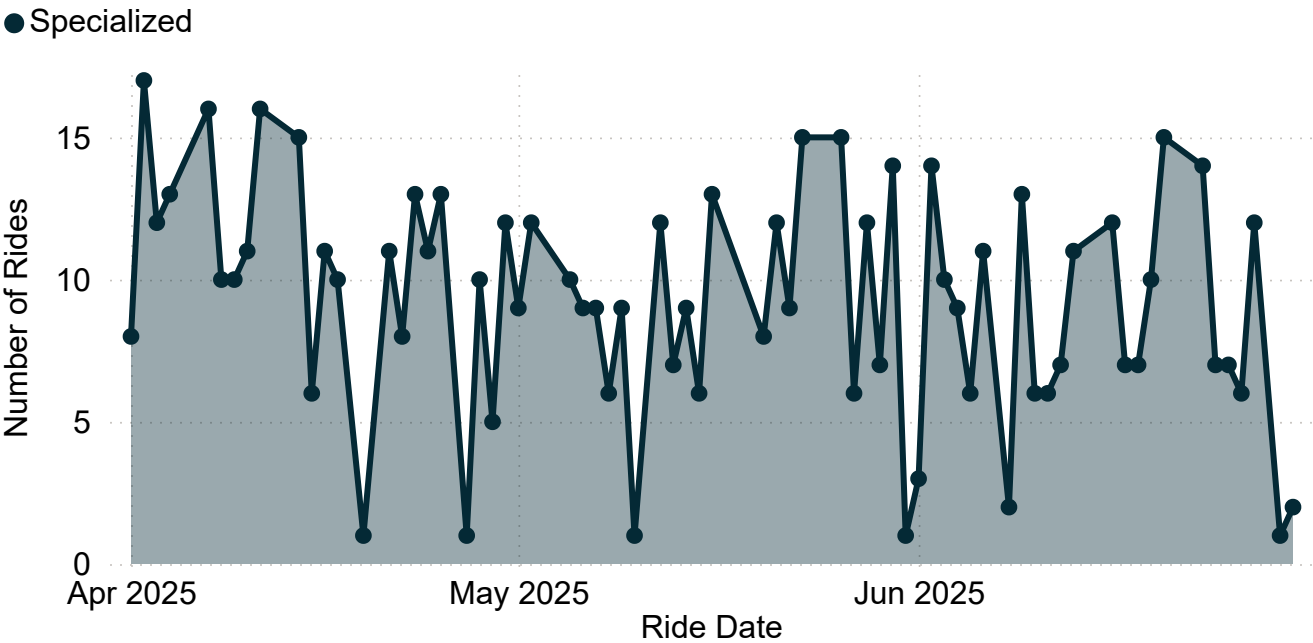
Average Direct Distance (km)

8.06

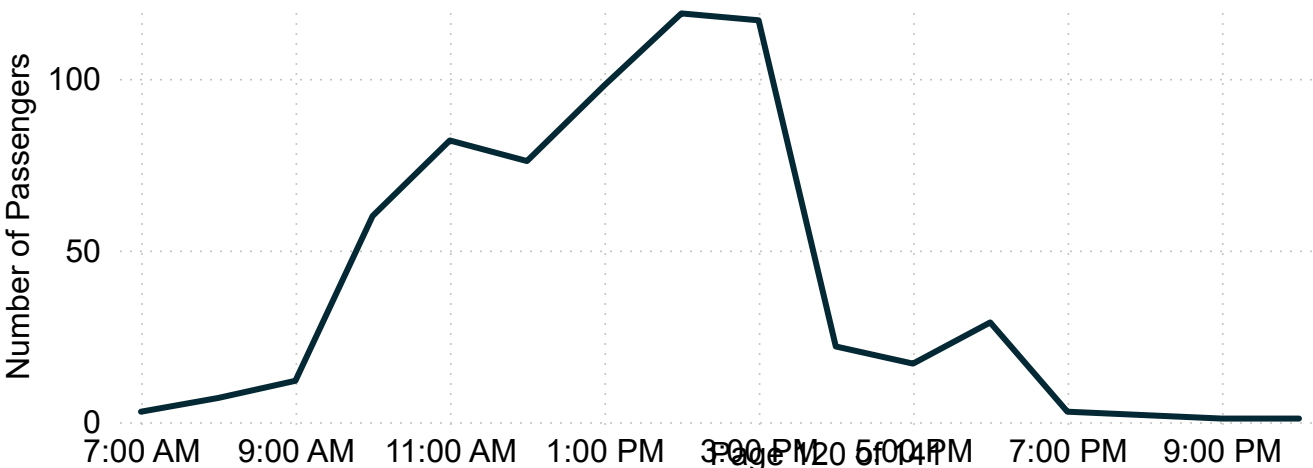
Average Time On-Board (min)

22.29

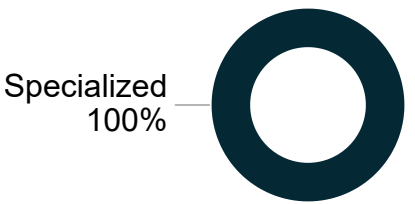
Daily Ridership



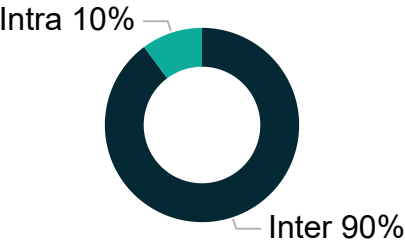
Peak Hours



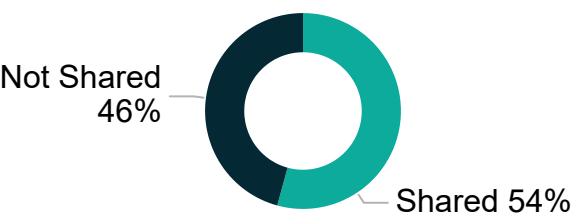
Service Type



Trip Type



Trip Utilization



Booking Method	Day Of	Pre-Booked	Total
Agent	18	178	196
App	37	366	403
Total	55	544	599

Overall NT+ In-House 2025 (Q2) Service Metrics - Welland

Number of Passengers

7,116

Number of Trips

6,309

Number of Accessible
Trips

2,206

Number of Micro Trips with
an Accessibility Device

65

Average Direct Distance
(km)

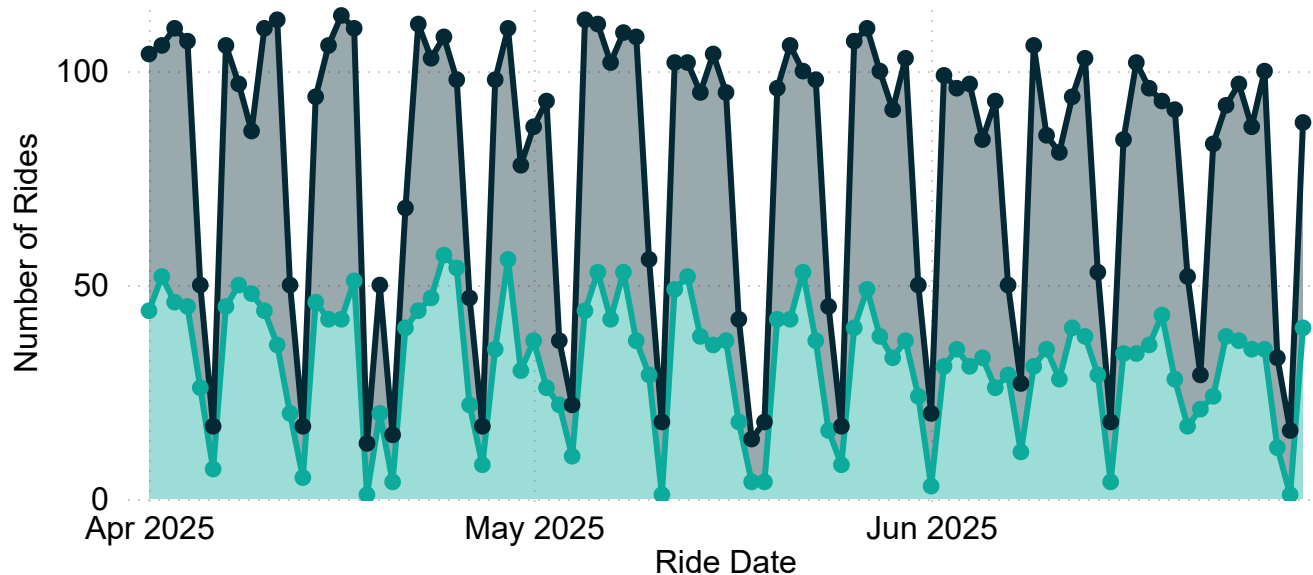
4.88

Average Time On-Board
(min)

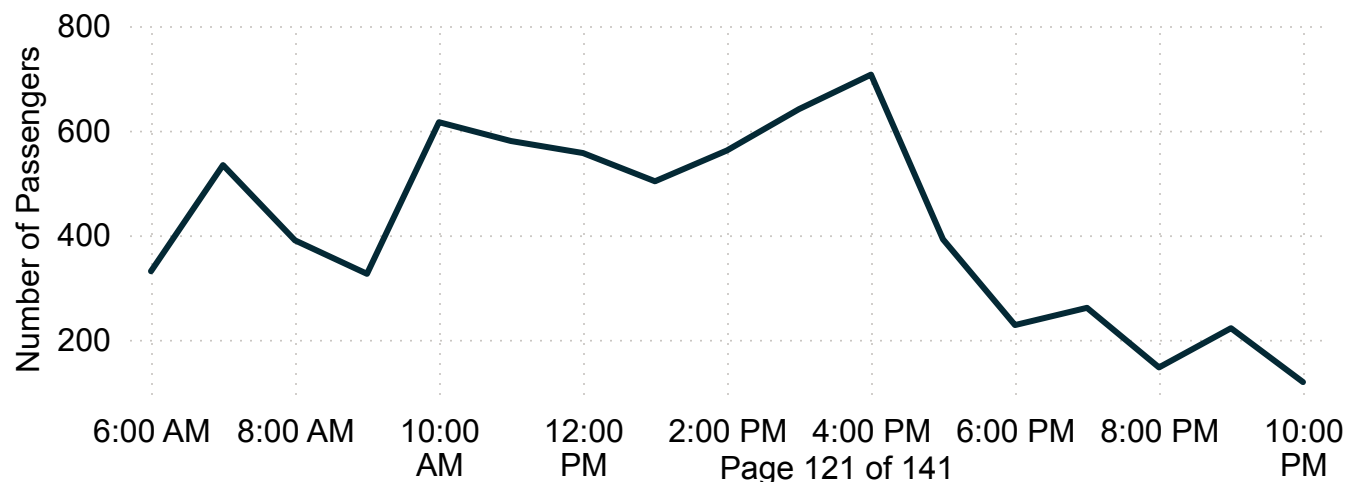
15.86

Daily Ridership

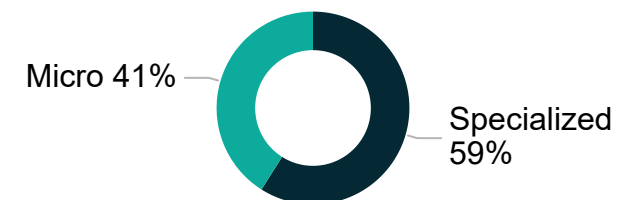
● Micro ● Specialized



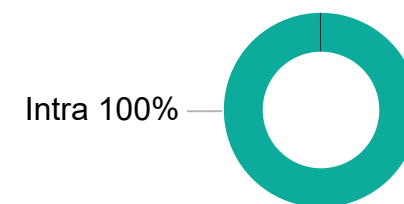
Peak Hours



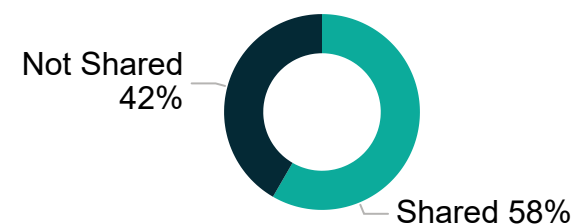
Service Type



Trip Type



Trip Utilization



Booking Method	Day Of	Pre-Booked	Total
Agent	262	2449	2711
App	1661	1937	3598
Total	1923	4386	6309

Overall NT+ (Contract) Voyago Service Metrics - 2025 (Q2)

Number of Passengers

65,171

Number of Trips

59,223

Number of Accessible Trips

4,766

Number of Micro Trips with an Accessibility Device

860

Average Direct Distance (km)

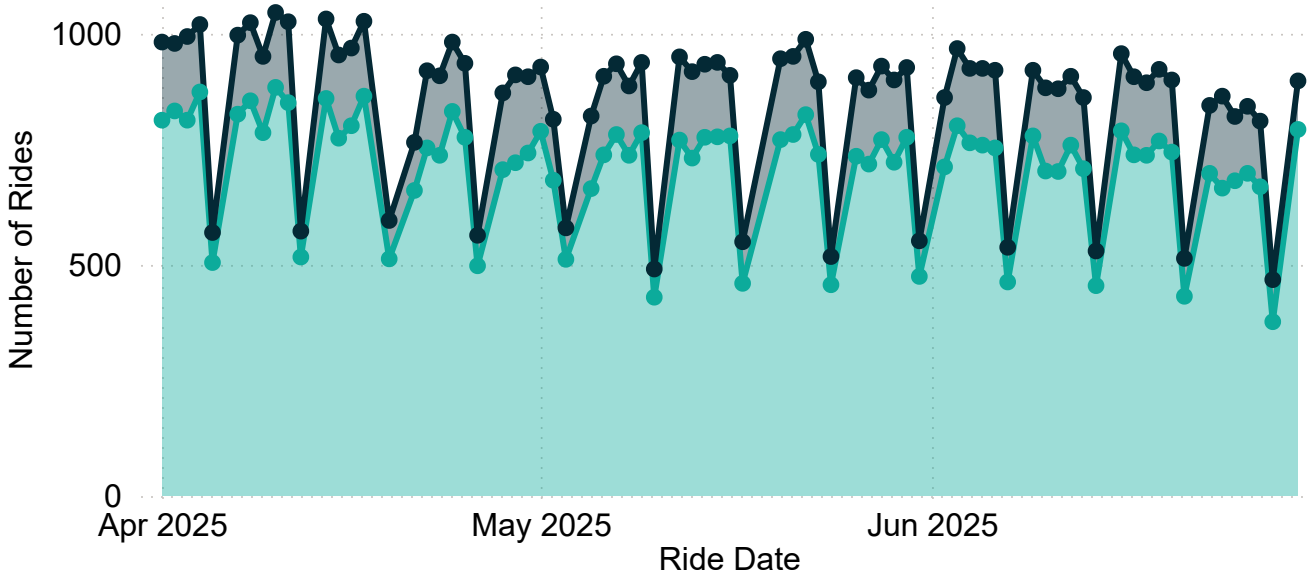
11.06

Average Time On-Board (min)

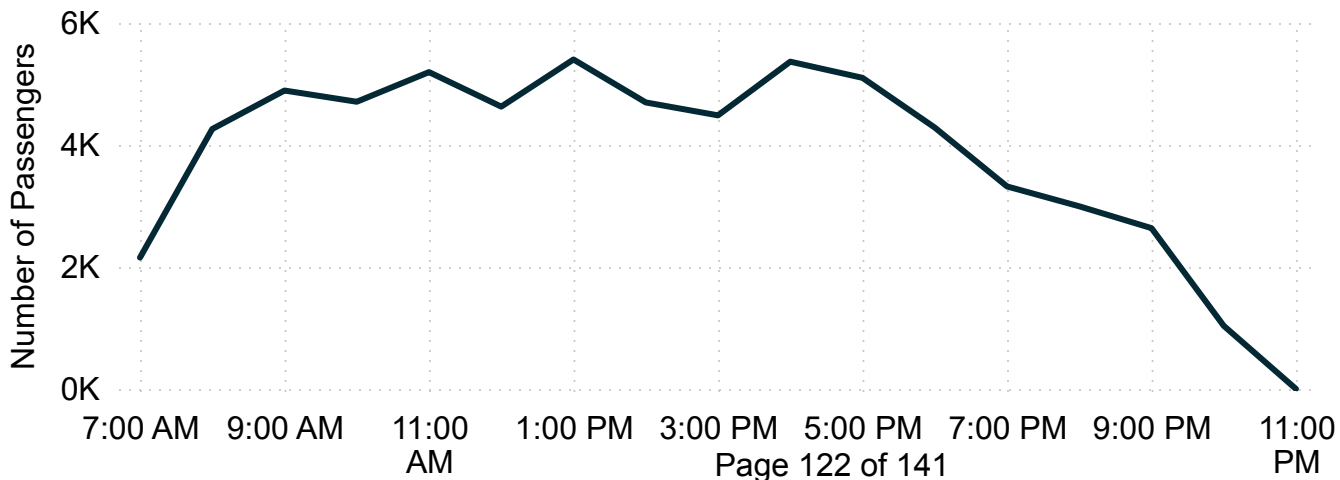
18.13

Daily Ridership

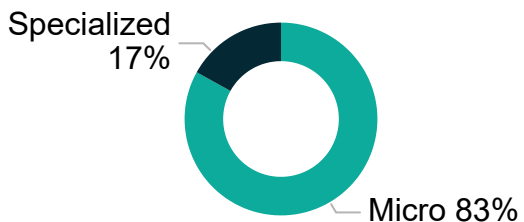
● Micro ● Specialized



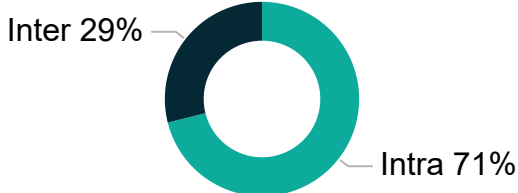
Peak Hours



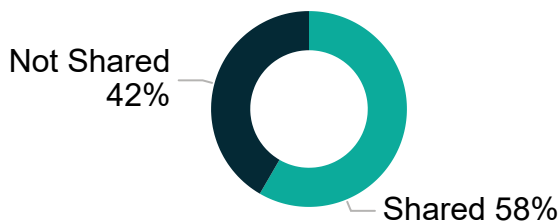
Service Type



Trip Type



Trip Utilization



Booking Method	Day Of	Pre-Booked	Total
Agent	1775	4988	6763
App	26558	22960	49518
Subscription		2942	2942
Total	28333	30890	59223

NT+ (Contract) Voyago 2025 (Q2) Service Metrics - Fort Erie

Number of Passengers

24,406

Number of Trips

21,314

Number of Accessible Trips

1,042

Number of Micro Trips with an Accessibility Device

409

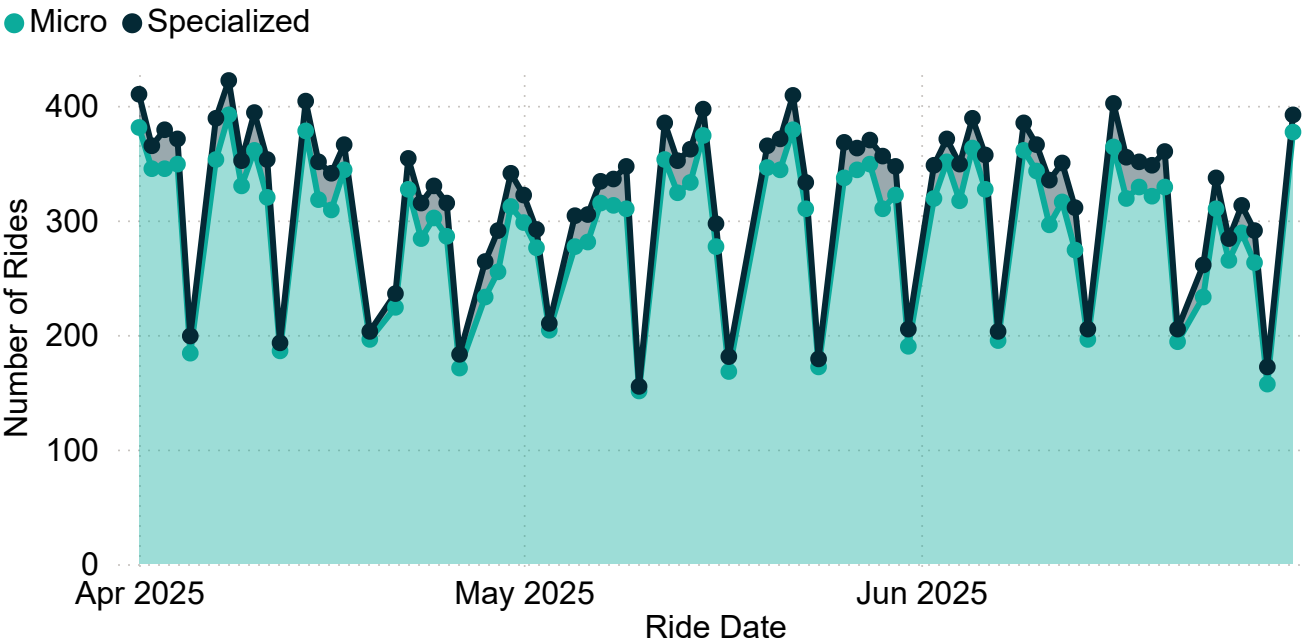
Average Direct Distance (km)

8.05

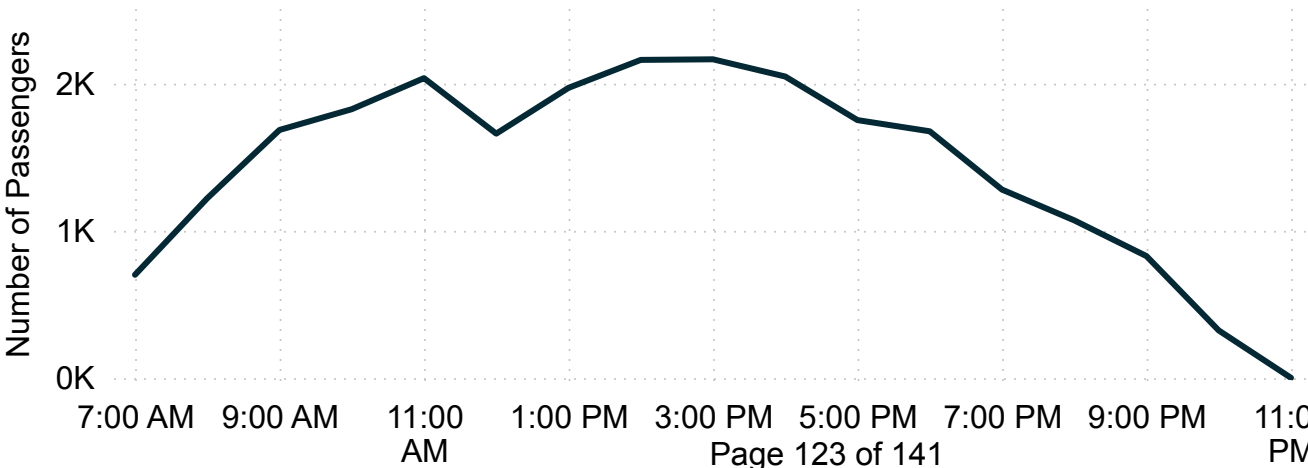
Average Time On-Board (min)

14.34

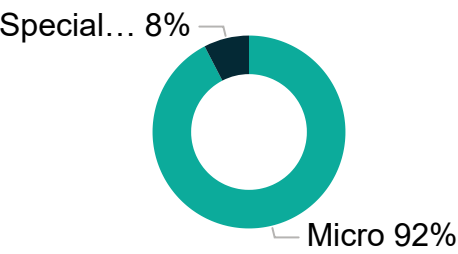
Daily Ridership



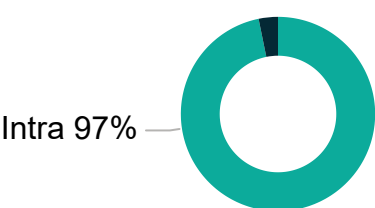
Peak Hours



Service Type



Trip Type



Trip Utilization



Booking Method	Day Of	Pre-Booked	Total
Agent	1027	1250	2277
App	12131	6334	18465
Subscription		572	572
Total	13158	8156	21314

NT+ (Contract) Voyago 2025 (Q2) Service Metrics - Grimsby

Number of Passengers

6,255

Number of Trips

5,910

Number of Accessible Trips

186

Number of Micro Trips with an Accessibility Device

108

Average Direct Distance (km)

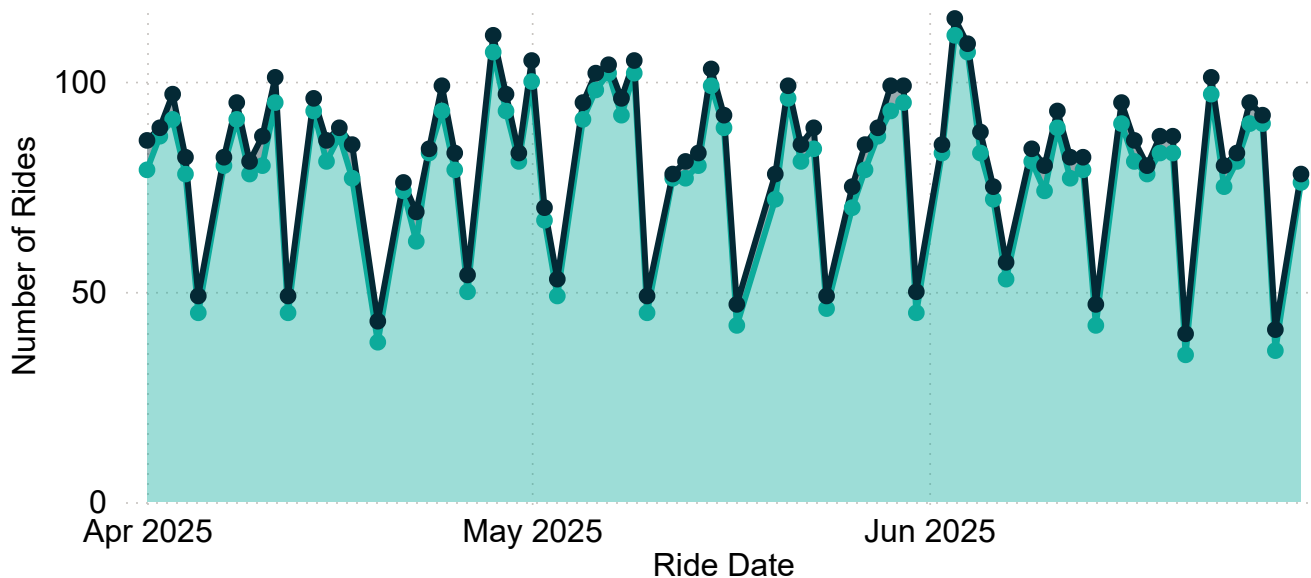
9.77

Average Time On-Board (min)

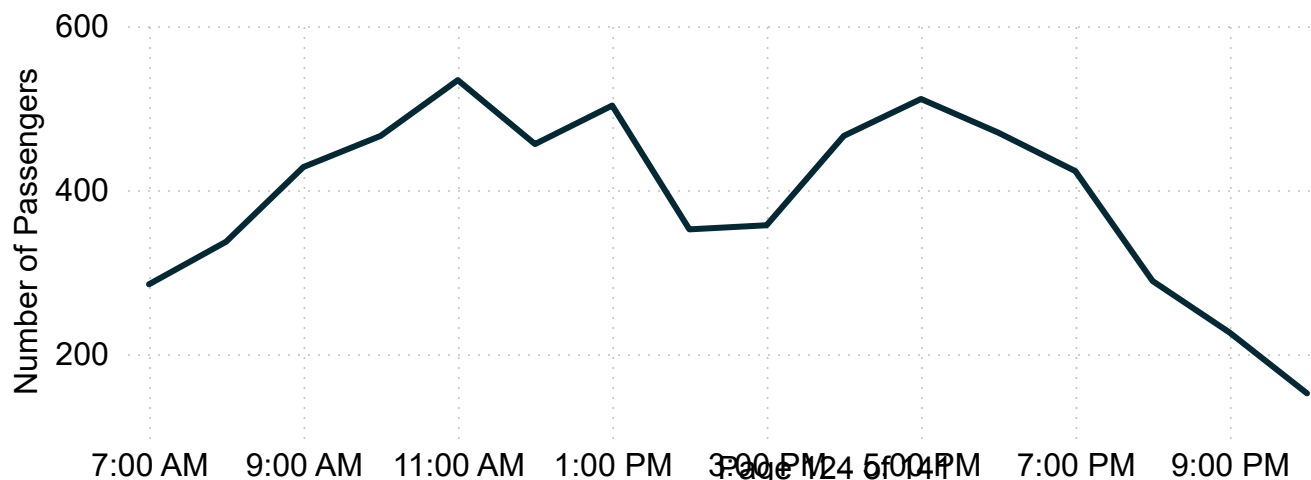
15.89

Daily Ridership

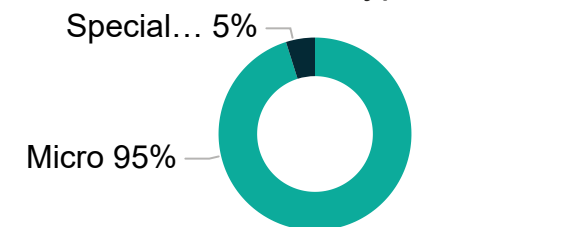
● Micro ● Specialized



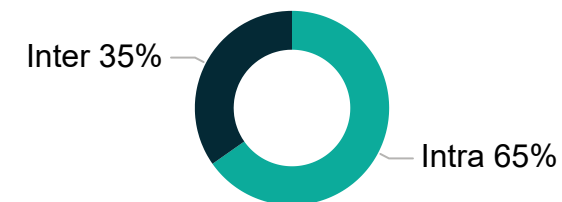
Peak Hours



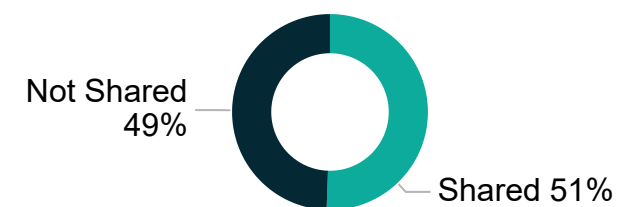
Service Type



Trip Type



Trip Utilization



Booking Method	Day Of	Pre-Booked	Total
Agent	138	229	367
App	2510	2859	5369
Subscription		174	174
Total	2648	3262	5910

NT+ (Contract) Voyago 2025 (Q2) Service Metrics - Lincoln

Number of Passengers

5,856

Number of Trips

5,520

Number of Accessible Trips

241

Number of Micro Trips with an Accessibility Device

117

Average Direct Distance (km)

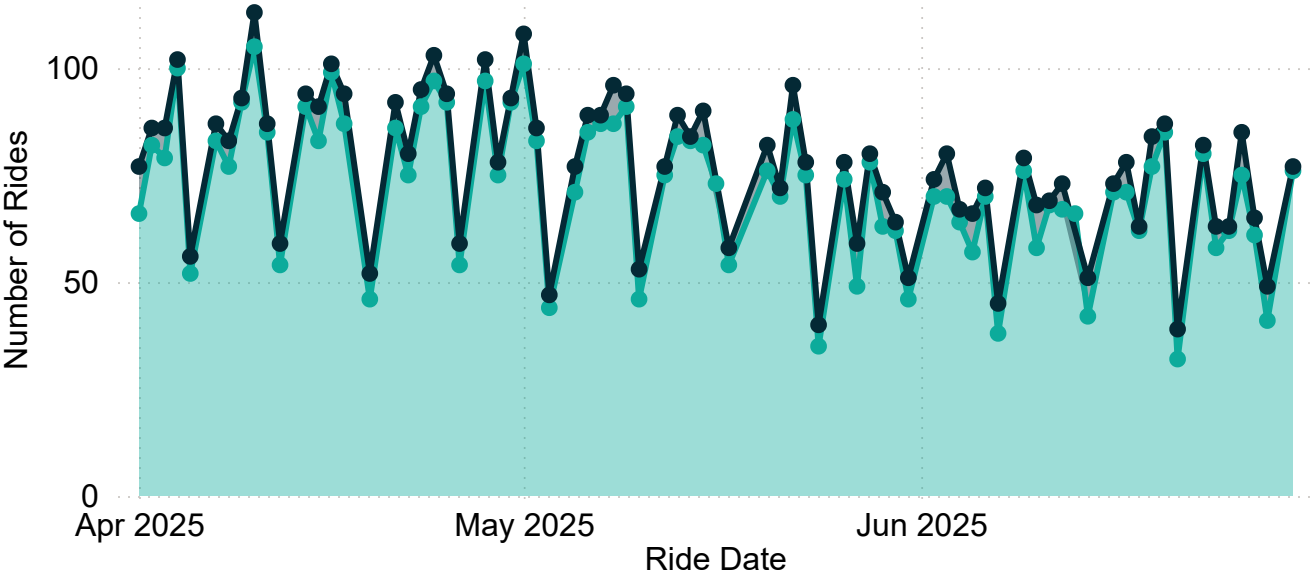
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Average Time On-Board (min)

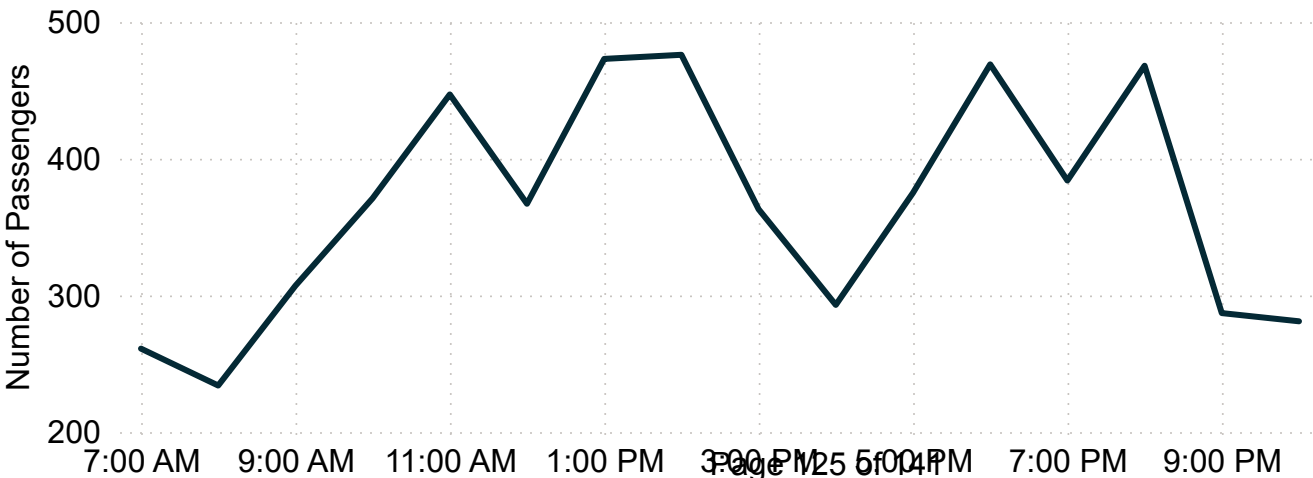
18.29

Daily Ridership

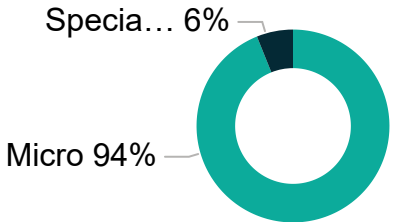
● Micro ● Specialized



Peak Hours



Service Type



Trip Type



Trip Utilization



Booking Method	Day Of	Pre-Booked	Total
Agent	89	219	308
App	2390	2704	5094
Subscription		118	118
Total	2479	3041	5520

NT+ (Contract) Voyago 2025 (Q2) Service Metrics - Niagara Falls

Number of Passengers

2,125

Number of Trips

1,859

Number of Accessible Trips

724

Number of Micro Trips with an Accessibility Device

2

Average Direct Distance (km)

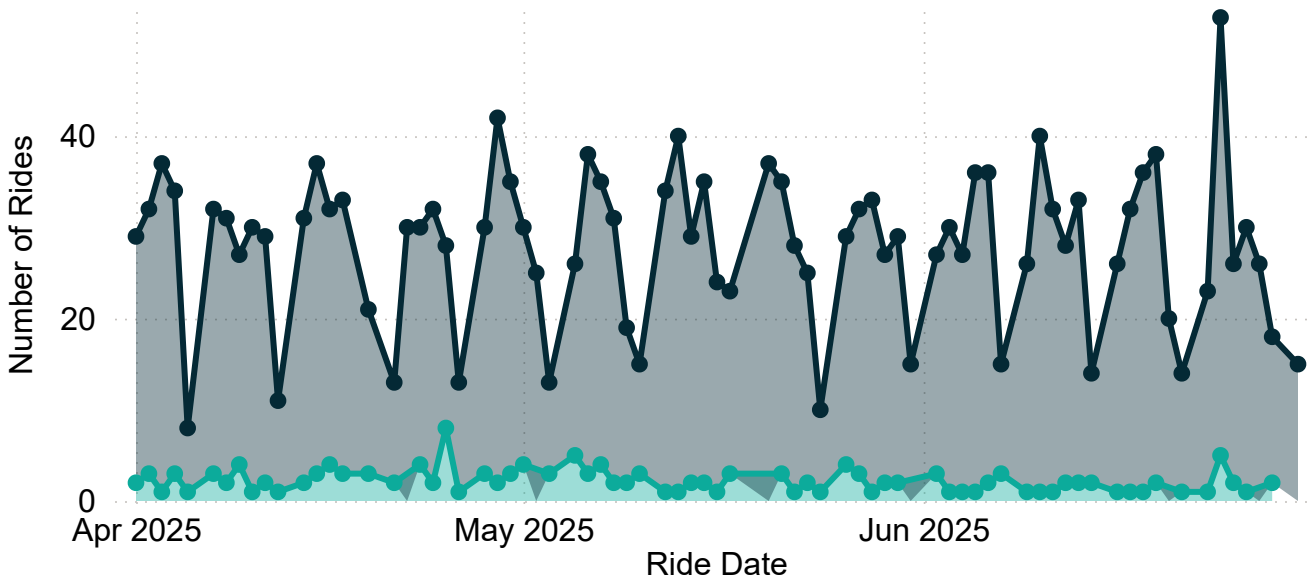
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Average Time On-Board (min)

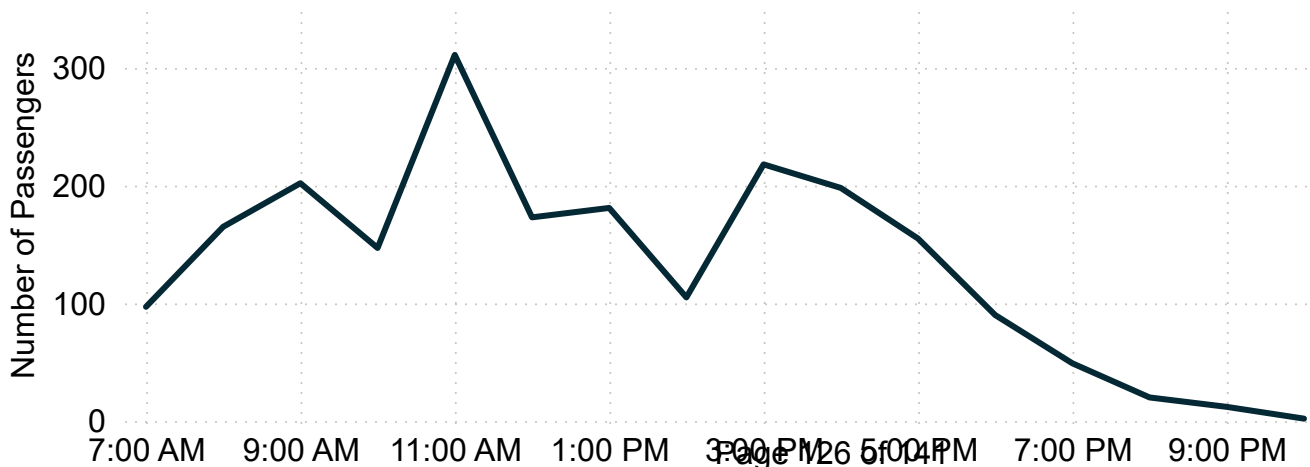
34.16

Daily Ridership

● Micro ● Specialized



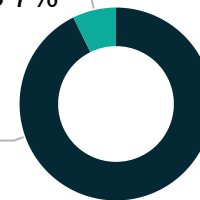
Peak Hours



Service Type

Micro 7%

Specialized 93%



Trip Type

Inter 100%



Trip Utilization

Not Shared 46%

Shared 54%



Booking Method	Day Of	Pre-Booked	Total
Agent	23	766	789
App	112	478	590
Subscription		480	480
Total	135	1724	1859

NT+ (Contract) Voyago 2025 (Q2) Service Metrics - Niagara-on-the-Lake

Number of Passengers

12,212

Number of Trips

11,536

Number of Accessible
Trips

242

Number of Micro Trips with
an Accessibility Device

132

Average Direct Distance
(km)

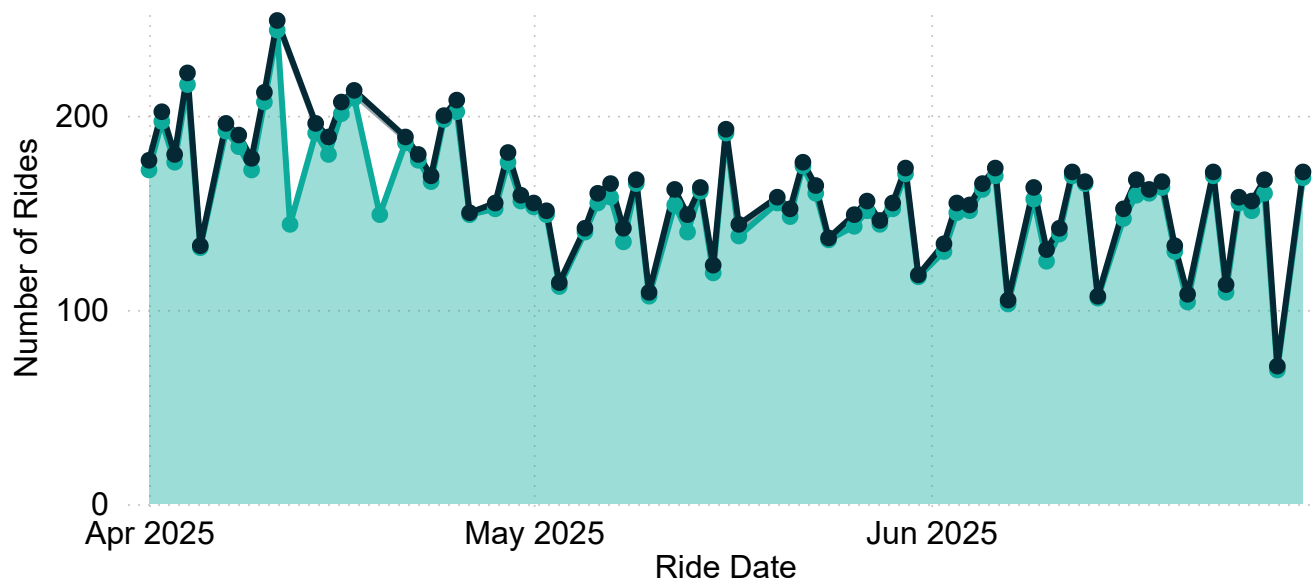
10.00

Average Time On-Board
(min)

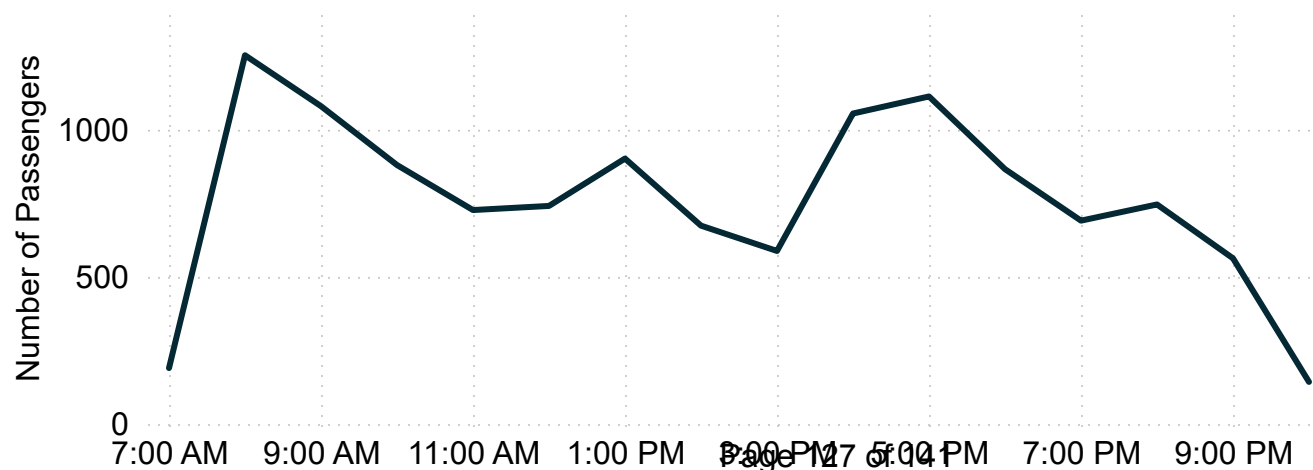
17.80

Daily Ridership

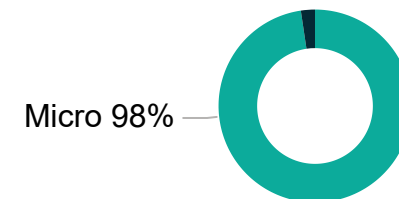
● Micro ● Specialized



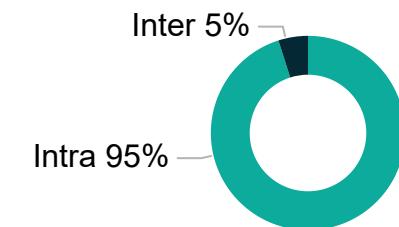
Peak Hours



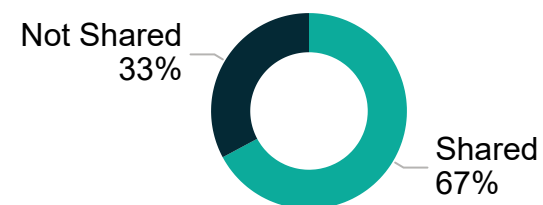
Service Type



Trip Type



Trip Utilization



Booking Method	Day Of	Pre-Booked	Total
Agent	110	164	274
App	6100	5081	11181
Subscription		81	81
Total	6210	5326	11536

NT+ (Contract) Voyago 2025 (Q2) Service Metrics - Pelham

Number of Passengers

1,458

Number of Trips

1,400

Number of Accessible Trips

214

Number of Micro Trips with an Accessibility Device

51

Average Direct Distance (km)

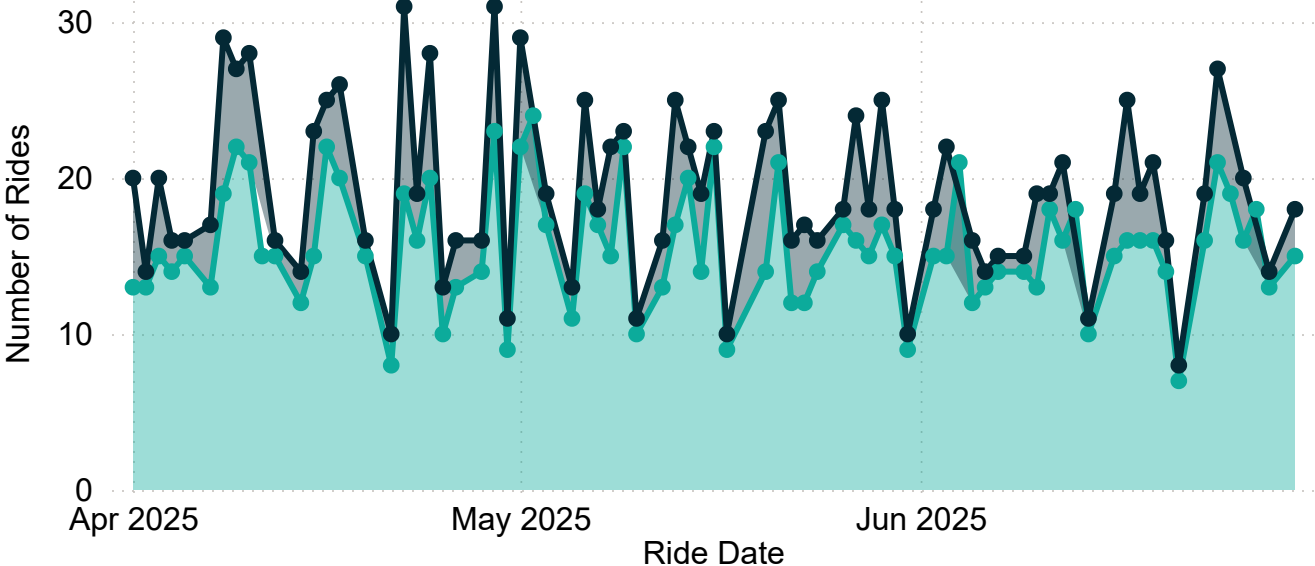
12.25

Average Time On-Board (min)

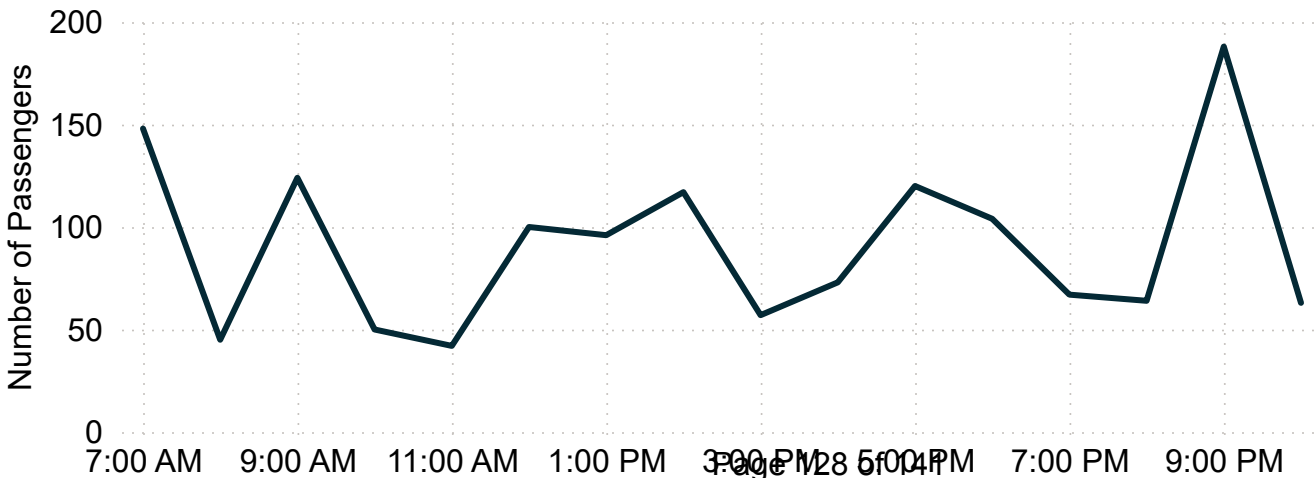
19.27

Daily Ridership

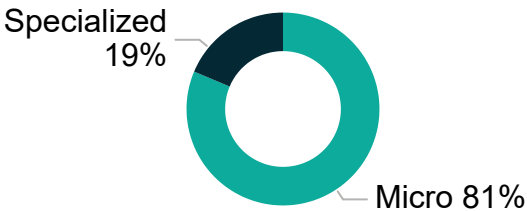
● Micro ● Specialized



Peak Hours



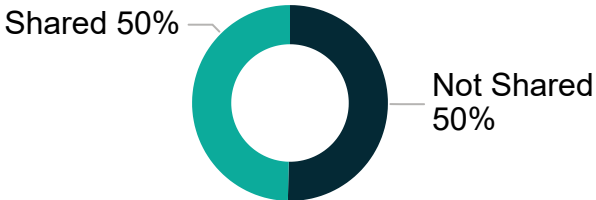
Service Type



Trip Type



Trip Utilization



Booking Method	Day Of	Pre-Booked	Total
Subscription		126	126
App	480	579	1059
Agent	36	179	215
Total	516	884	1400

NT+ (Contract) Voyago 2025 (Q2) Service Metrics - Port Colborne

Number of Passengers

3,976

Number of Trips

3,546

Number of Accessible Trips

190

Number of Micro Trips with an Accessibility Device

21

Average Direct Distance (km)

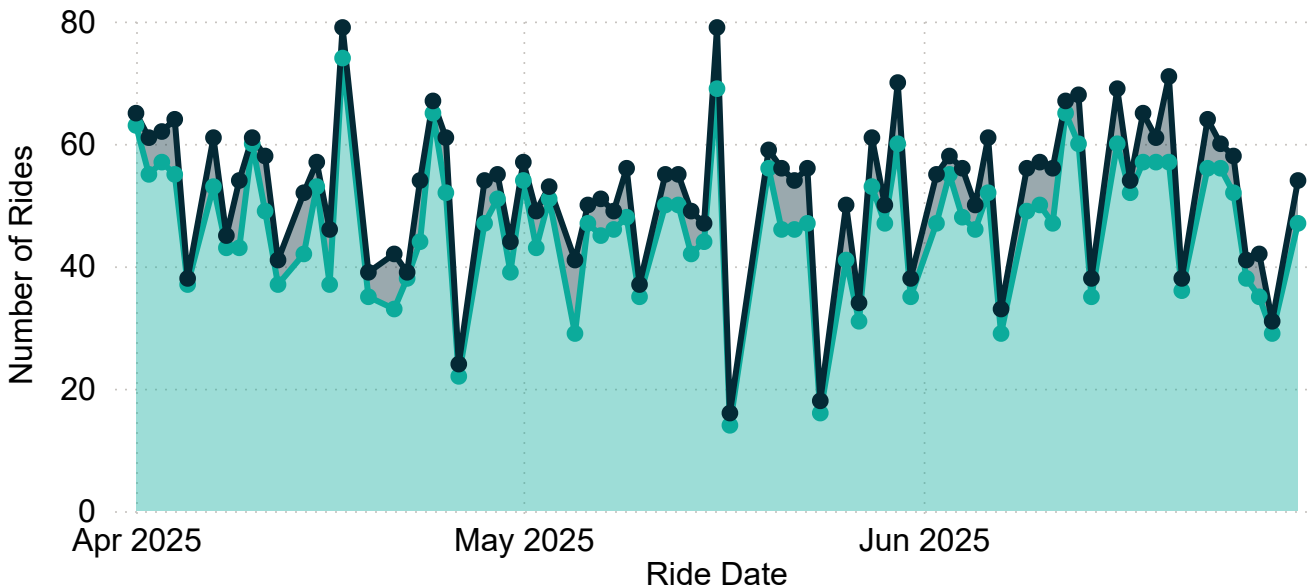
6.05

Average Time On-Board (min)

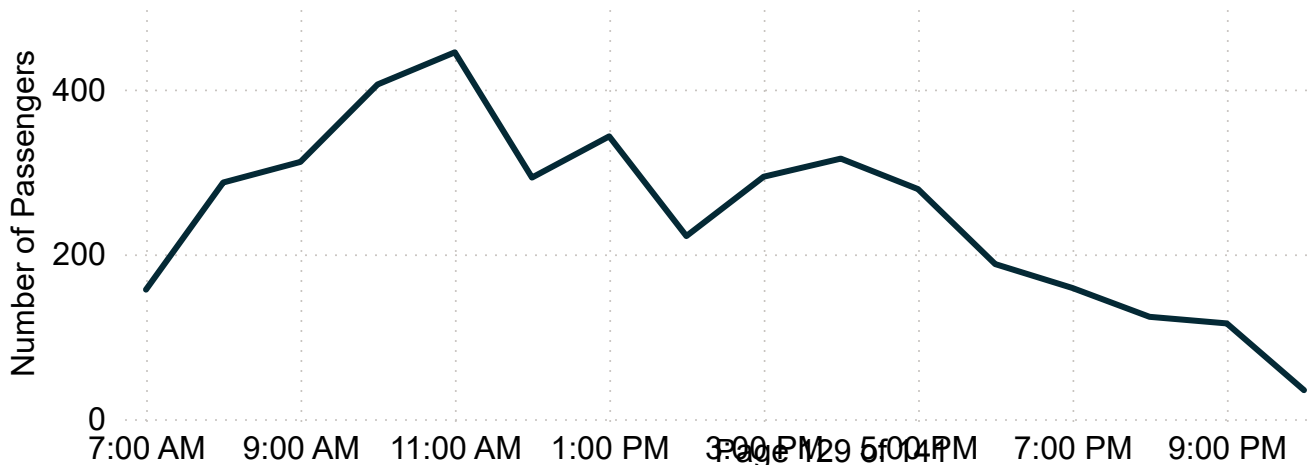
11.43

Daily Ridership

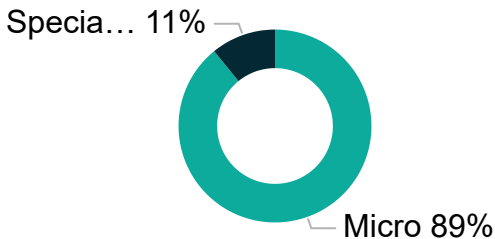
● Micro ● Specialized



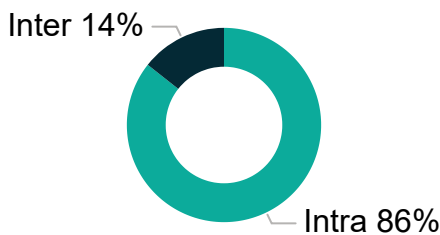
Peak Hours



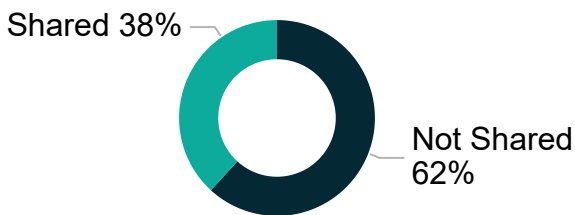
Service Type



Trip Type



Trip Utilization



Booking Method	Day Of	Pre-Booked	Total
Agent	193	317	510
App	1976	817	2793
Subscription		243	243
Total	2169	1377	3546

NT+ (Contract) Voyago 2025 (Q2) Service Metrics - St. Catharines

Number of Passengers

4,250

Number of Trips

3,947

Number of Accessible Trips

750

Number of Micro Trips with an Accessibility Device

9

Average Direct Distance (km)

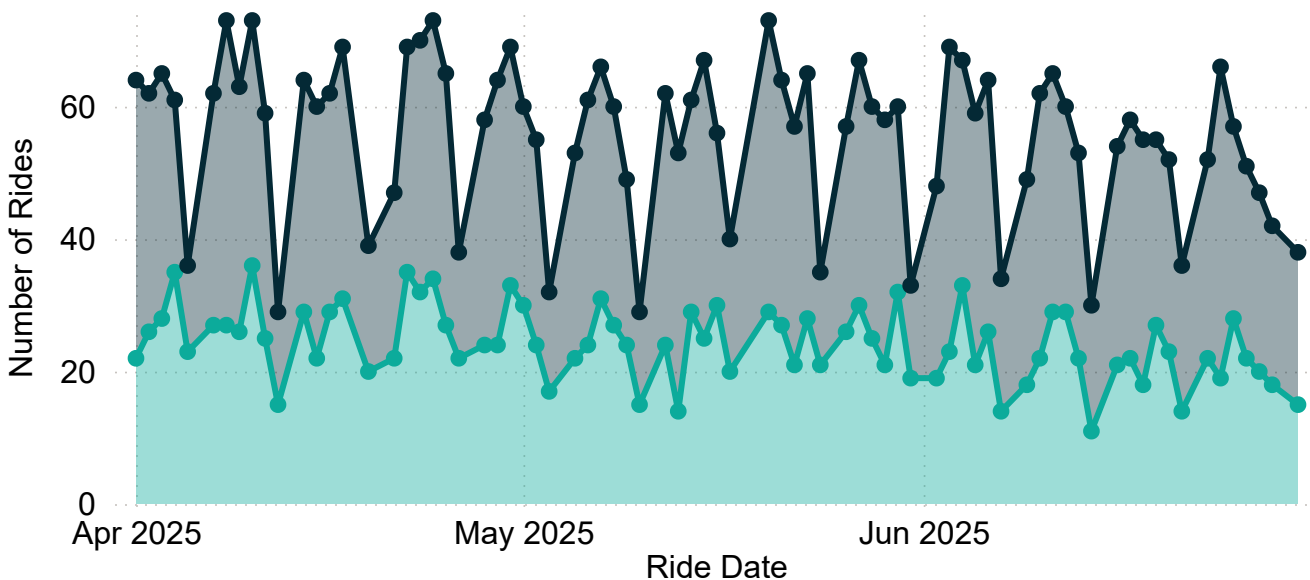
21.67

Average Time On-Board (min)

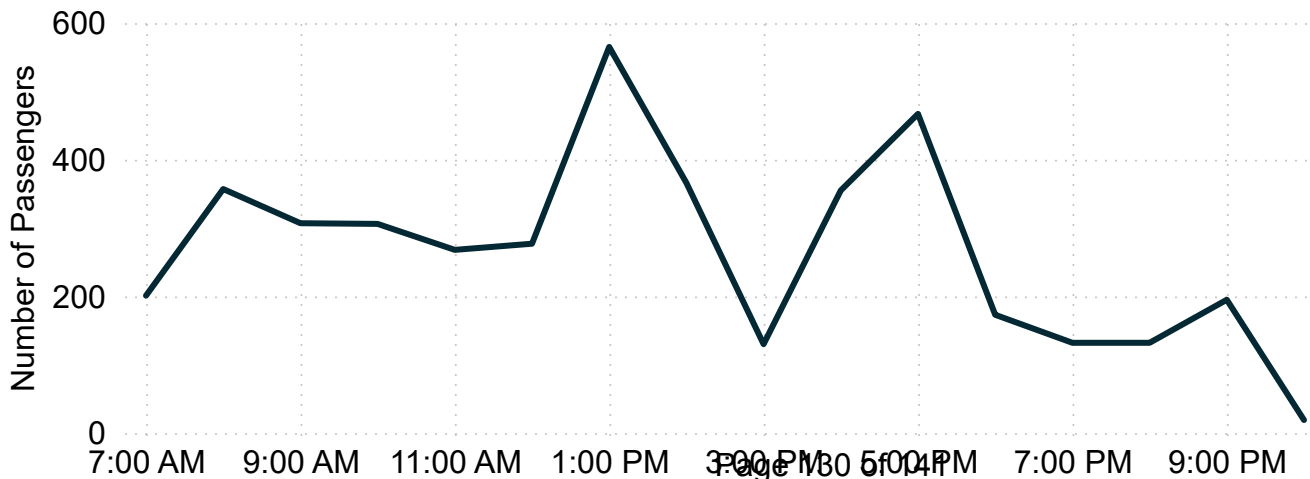
29.75

Daily Ridership

● Micro ● Specialized



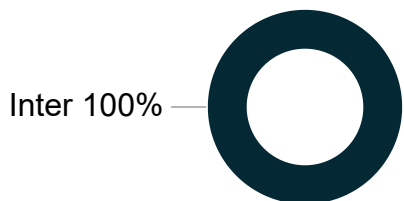
Peak Hours



Service Type



Trip Type



Trip Utilization



Booking Method	Day Of	Pre-Booked	Total
Agent	82	791	873
App	412	2205	2617
Subscription		457	457
Total	494	3453	3947

NT+ (Contract) Voyago 2025 (Q2) Service Metrics - Thorold

Number of Passengers

1,187

Number of Trips

1,002

Number of Accessible Trips

432

Number of Micro Trips with an Accessibility Device

(Blank)

Average Direct Distance (km)

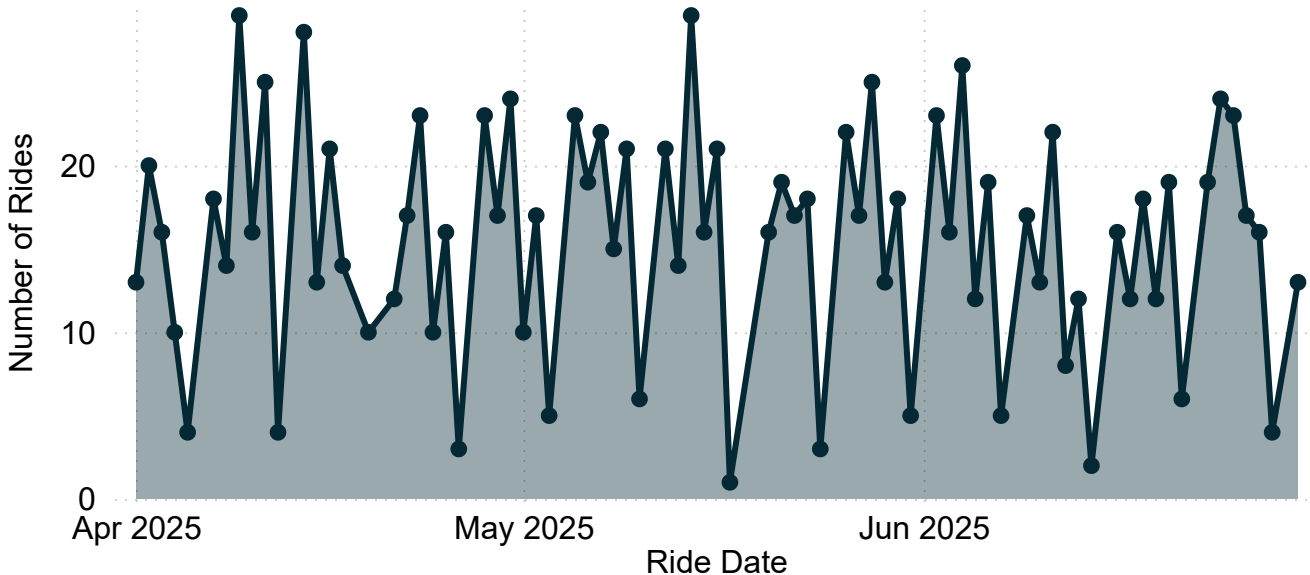
11.15

Average Time On-Board (min)

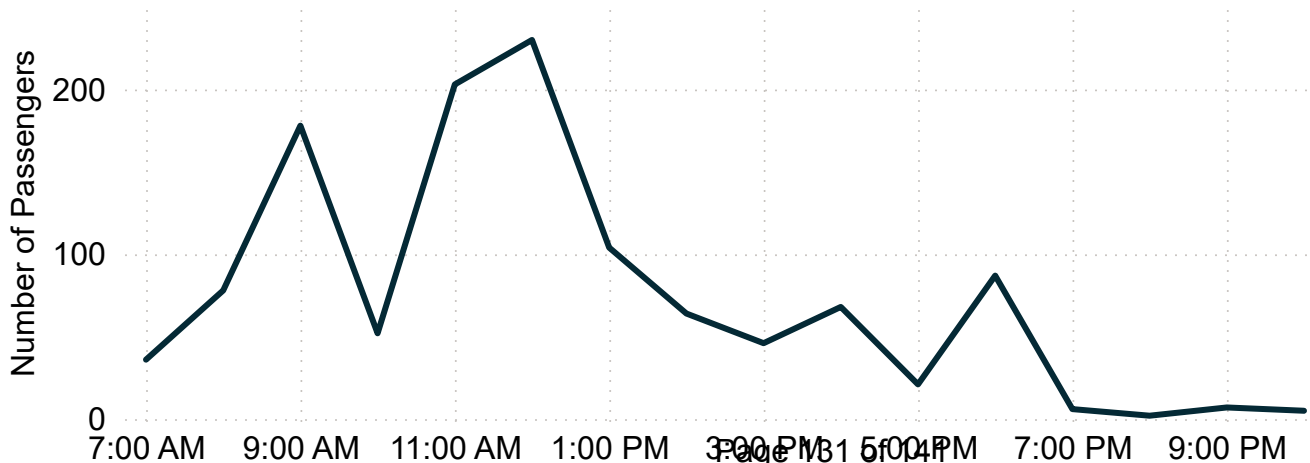
21.65

Daily Ridership

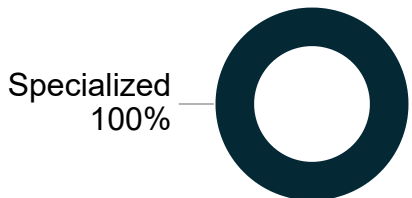
● Specialized



Peak Hours



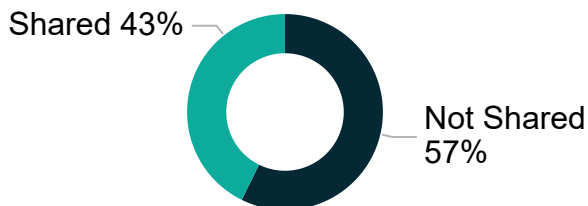
Service Type



Trip Type



Trip Utilization



Booking Method	Day Of	Pre-Booked	Total
Agent	31	356	387
App	12	458	470
Subscription		145	145
Total	43	959	1002

NT+ (Contract) Voyago 2025 (Q2) Service Metrics - Wainfleet

Number of Passengers

213

Number of Trips

203

Number of Accessible
Trips

37

Number of Micro Trips with
an Accessibility Device

1

Average Direct Distance
(km)

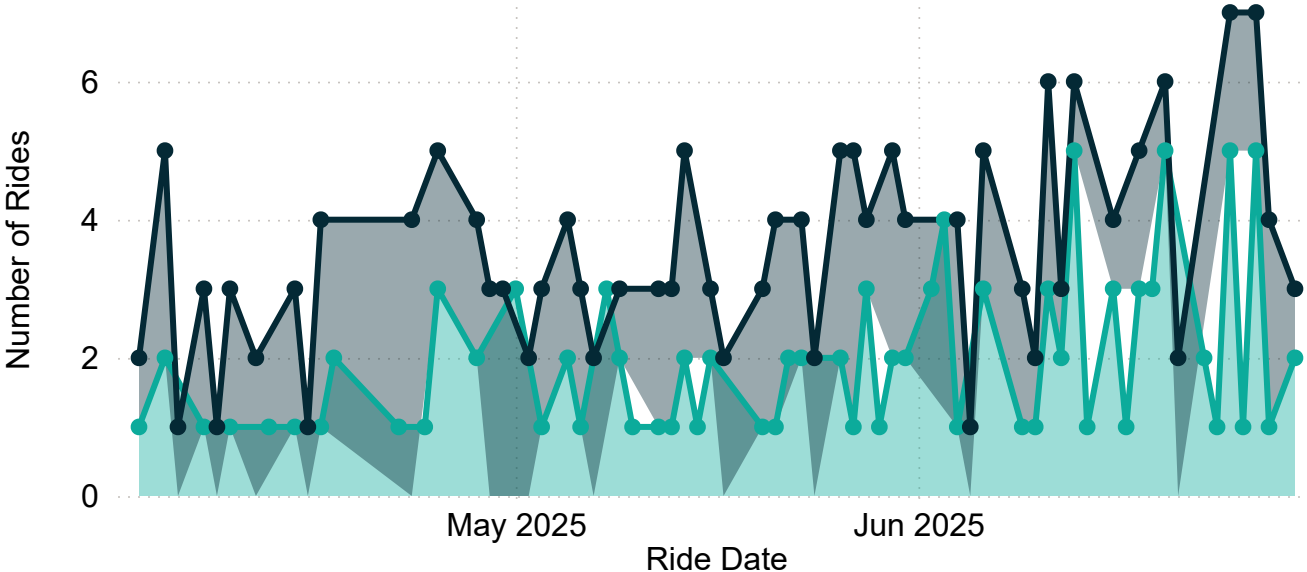
22.45

Average Time On-Board
(min)

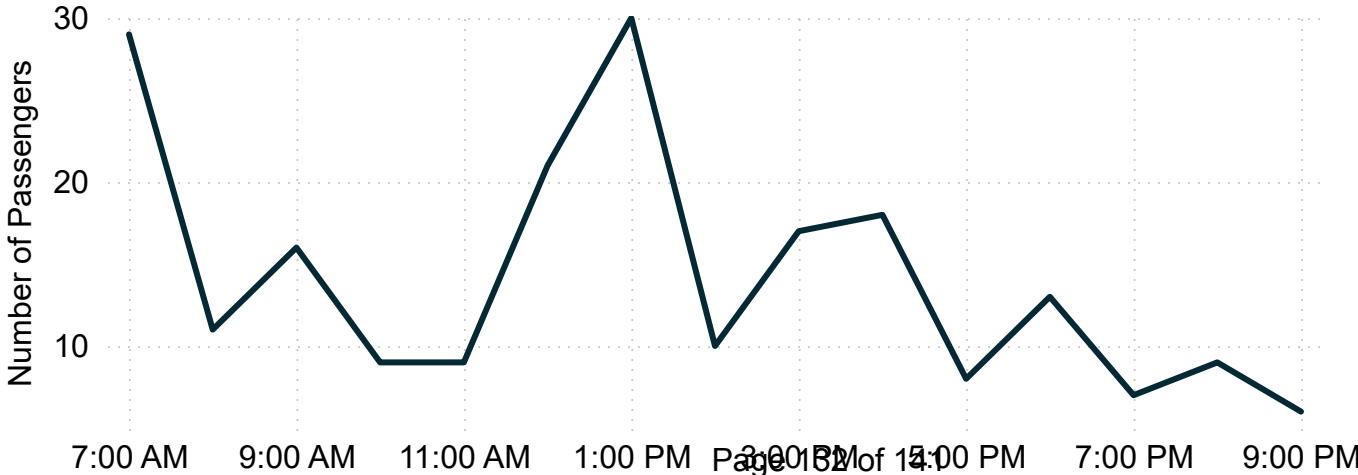
27.63

Daily Ridership

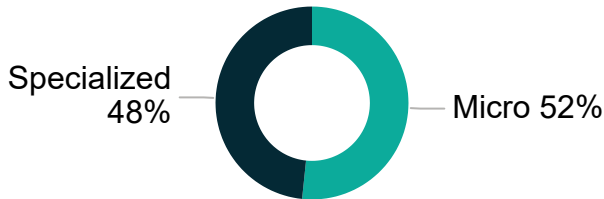
● Micro ● Specialized



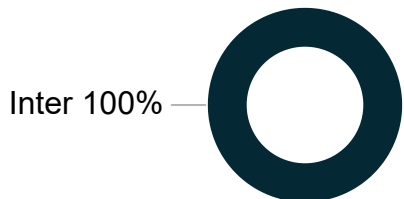
Peak Hours



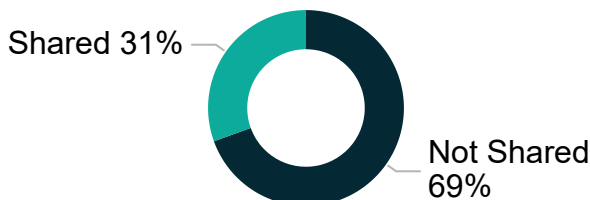
Service Type



Trip Type



Trip Utilization



Booking Method	Day Of	Pre-Booked	Total
Agent	3	48	51
App	26	123	149
Subscription		3	3
Total	29	174	203

NT+ (Contract) Voyago 2025 (Q2) Service Metrics - Welland

Number of Passengers

2,482

Number of Trips

2,284

Number of Accessible
Trips

690

Number of Micro Trips with
an Accessibility Device

4

Average Direct Distance
(km)

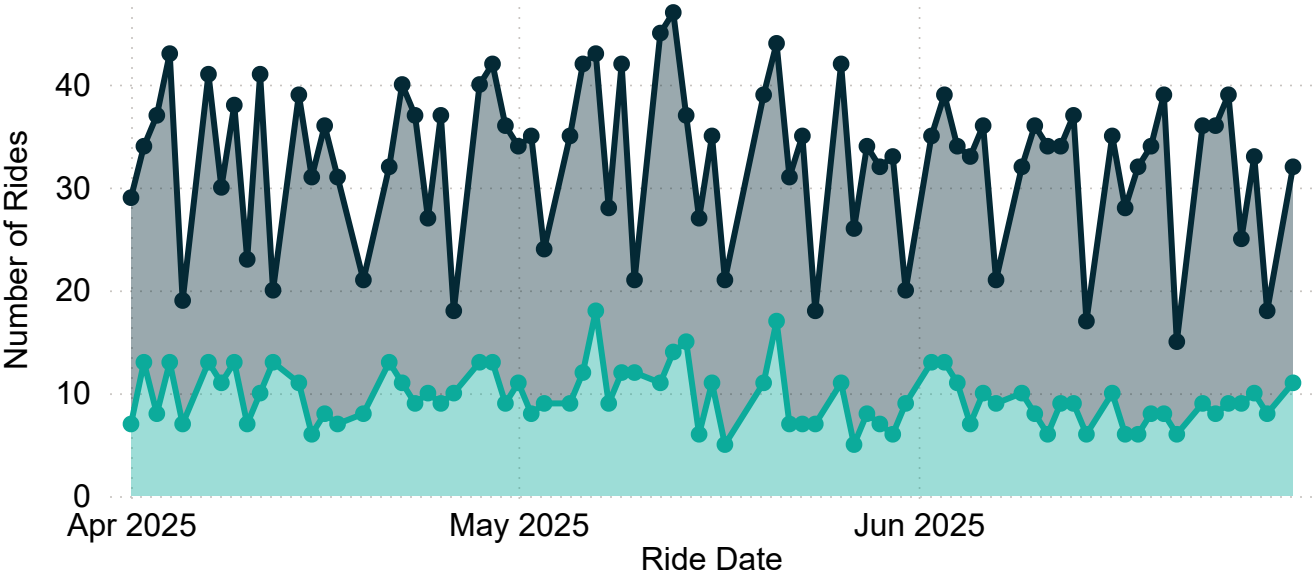
20.58

Average Time On-Board
(min)

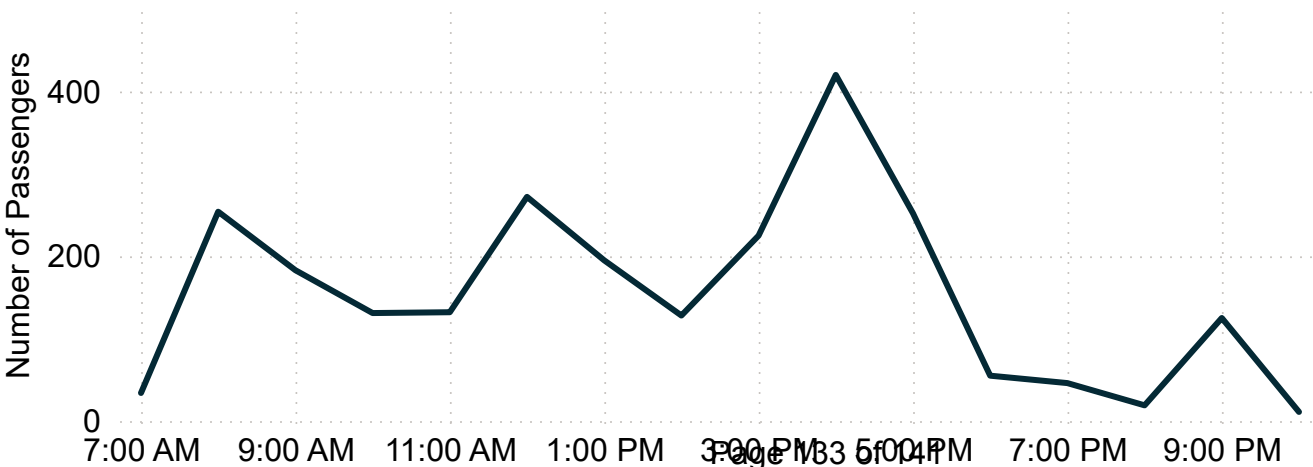
31.18

Daily Ridership

● Micro ● Specialized



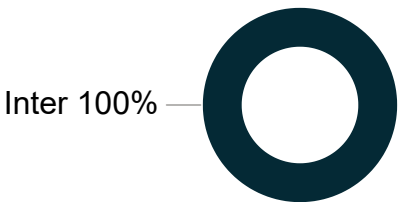
Peak Hours



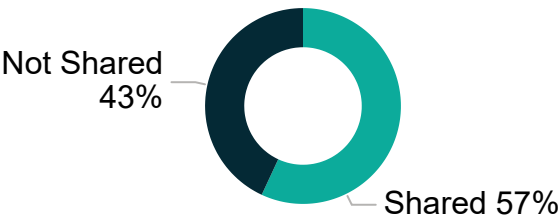
Service Type



Trip Type



Trip Utilization



Booking Method	Day Of	Pre-Booked	Total
Agent	30	601	631
App	250	860	1110
Subscription		543	543
Total	280	2004	2284

NT+ (Contract) Voyago 2025 (Q2) Service Metrics - West Lincoln

Number of Passengers

715

Number of Trips

675

Number of Accessible Trips

8

Number of Micro Trips with an Accessibility Device

6

Average Direct Distance (km)

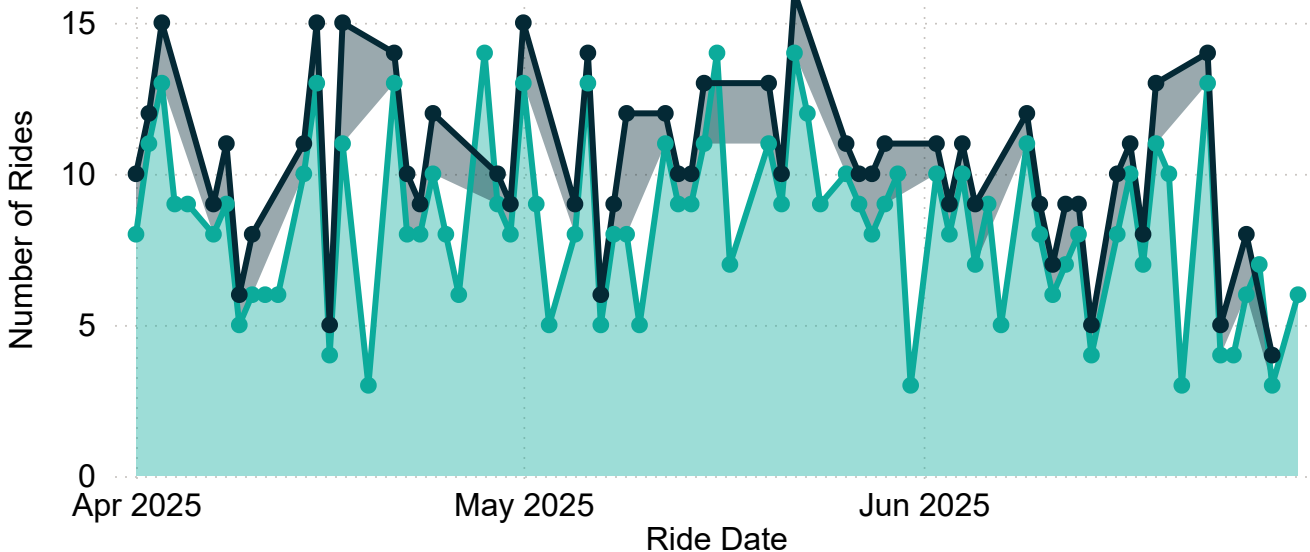
23.63

Average Time On-Board (min)

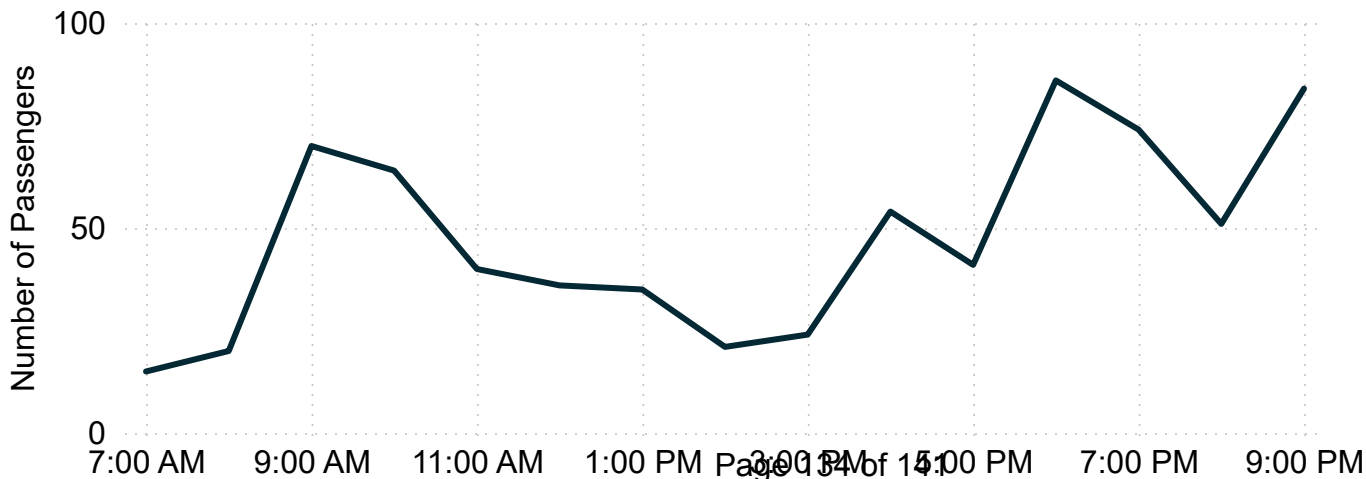
29.33

Daily Ridership

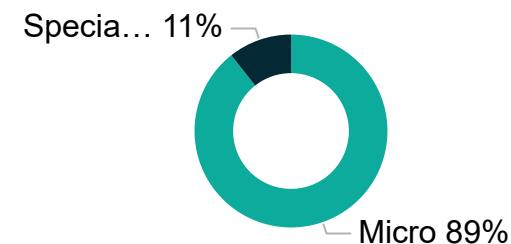
● Micro ● Specialized



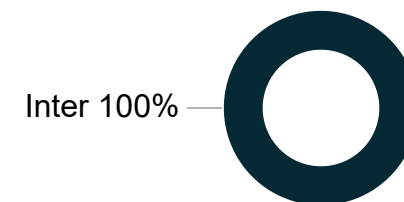
Peak Hours



Service Type



Trip Type



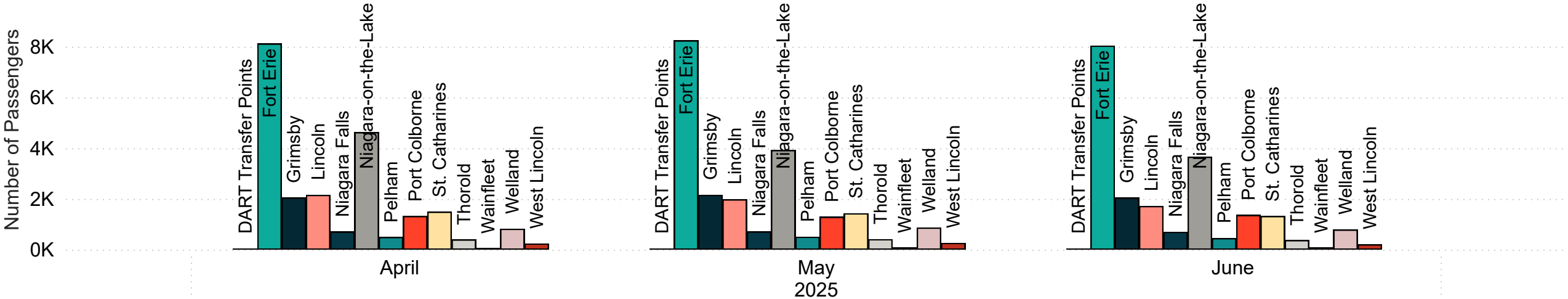
Trip Utilization



Booking Method	Day Of	Pre-Booked	Total
Agent	12	48	60
App	159	456	615
Total	171	504	675

Overall NT+ (Contract) Voyago Trip Origin Metrics - 2025 (Q2)

Ridership By Trip Origin



Origin Municipality	DART Transfer Points	Fort Erie	Grimsby	Lincoln	Niagara Falls	Niagara-on-the-Lake	Pelham	Port Colborne	St. Catharines	Thorold	Wainfleet	Welland	West Lincoln	Total
DART Transfer Points		7	1		8				10			10		36
Fort Erie	7	23624			219	4		108	135	30		279		24406
Grimsby			4082	1119	6	1	29	12	755	3	3	52	193	6255
Lincoln			1058	2770	17	13	71	9	1554	21	1	127	215	5856
Niagara Falls	9	181	6	19		236	21	11	803	202	12	622	3	2125
Niagara-on-the-Lake		5		16	393	11610	18		126	36	1	5	2	12212
Pelham		3	47	70	18	19	464	6	226	32	10	554	9	1458
Port Colborne		116	11		12		8	3405	17	6	60	335	6	3976
St. Catharines	8	116	726	1387	795	188	201	17		296	14	353	149	4250
Thorold		30	3	21	207	42	32	4	358	378	16	92	4	1187
Wainfleet			3	4	11		12	25	7	22		122	7	213
Welland	10	247	21	179	600	6	516	327	367	92	74		43	2482
West Lincoln			178	233	1	5	9	6	167	50	7	59		715
Total	34	24329	6136	5818	2287	12124	1381	3930	4525	1168	198	2610	631	65171

Glossary

- **Agent Booking Method** - Rides that are booked by phoning in and speaking with a customer service representative
- **App Booking Method** - Rides that are booked by using the Niagara Transit Plus application on a mobile device
- **Average Direct Distance** - The average distance in kilometres it would take to drive directly from origin to destination without any stops
- **Average Time On-Board** - The average time a passenger is spending on-board the vehicle
- **Day of Booking Type** - Rides that are booked on the same day of use
- **Inter Trip Type** - Rides that travel from one municipality to another, crossing municipal boundaries
- **Intra Trip Type** - Rides that stay within the municipal boundary in which the trip originated
- **Micro Daily Ridership** - Number of passengers taking micro transit trips per day
- **Micro Service Type** - Number of trips that are using the micro transit service
- **Number of Accessible** - Number of trips that are using either the micro or specialized transit service that are accessible, where the passenger is using a mobility device
- **Number of Micro Trips with Accessible Device** - Number of trips using the micro transit service that are accessible, where the passenger is using a mobility device
- **Number of Passengers** - Total number of passengers that have completed trips
- **Number of Trips** - Total number of trips being completed
- **Peak Hours** - Hours of the day that have the highest demand for ridership
- **Pre-Book Booking Type** - Rides that are booked in advance of the requested trip day
- **Specialized Daily Ridership** - Number of passengers taking specialized transit trips per day
- **Specialized Service Type** - Number of trips that are using the specialized transit service
- **Subscription Booking Method** - Trips that are booked once and happen on a recurring schedule ie. trips to dialysis

The Corporation of the City of Port Colborne

By-law No. _____

Being a By-Law to Amend By-Law No. 7036/73/22, Being a By-law to provide for the Remuneration for Councillors

Whereas Section 8 of the Municipal Act, 2001, S.O. 2001, as amended ("the Act") provides that the powers of a municipality shall be interpreted broadly to enable the municipality to govern its affairs as it considers appropriate;

Whereas Section 9 of the Act provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

Whereas Council of The Corporation of the City of Port Colborne considers it appropriate to provide fair compensation to members of council for their work as councillors:

Whereas Section 283 (5) of the Municipal Act, R.S.O. 1990, c. M.45, as amended, provided that one-third of the salary, indemnity, allowance or other remuneration paid under a by-law or resolution to the council, shall be deemed for expenses incident to the discharge of his or her duties as a member of Council if a bylaw to that effect was enacted prior to January 1, 2003 and not revoked;

Whereas the Council of The Corporation of the City of Port Colborne enacted By-law No. 7036/73/22, Being a By-law to provide for the Remuneration for Councillors on the 11th day of October, 2022;

Now therefore the Council of The Corporation of the City of Port Colborne enacts as follows:

1. That section 1 of By-law No. 7036/73/22 be amended by striking out the following words:

"The Councillors of the Corporation of the City of Port Colborne shall each be paid an annual remuneration of \$22,973.00 commencing November 15, 2022."

And adding thereto the following words:

"The Councillors of The Corporation of the City of Port Colborne shall each be paid an annual remuneration of \$22,973.00, as well as an annual cost of living increase in January of each year in accordance with CAP 5 – Incremental Adjustments, Salary Classification and Retro Pay, commencing November 15, 2022."

2. That the following be added thereto as a new section 3 to By-law No. 7036/73/22:

“That Councillors ineligible for OMERS enrolment receive payment, based on the contribution rates set out by OMERS on their earnings per pay period, in lieu of the employer’s contribution, in this case The Corporation of the City of Port Colborne, commencing November 15, 2022.”

3. That one-third of the salary, indemnity, allowance or other remuneration paid under a by-law or resolution to the council, shall be deemed for expenses incident to the discharge of his or her duties as a member of Council.
4. That the first two recitals in By-law No. 7036/73/22 be deleted and replaced with the following:

“Whereas Section 8 of the Municipal Act, 2001, S.O. 2001, as amended (“the Act”) provides that the powers of a municipality shall be interpreted broadly to enable the municipality to govern its affairs as it considers appropriate;

Whereas Section 9 of the Act provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

Whereas Council of The Corporation of the City of Port Colborne considers it appropriate to provide fair compensation to members of council for their work as councillors:

Whereas Section 283 (5) of the Municipal Act, R.S.O. 1990, c. M.45, as amended, provided that one-third of the salary, indemnity, allowance or other remuneration paid under a by-law or resolution to the council, shall be deemed for expenses incident to the discharge of his or her duties as a member of Council if a bylaw to that effect was enacted prior to January 1, 2003 and not revoked;”

5. That the Clerk is authorized to affect any minor modifications, corrections, or omissions, solely of an administrative, numerical, grammatical, semantical, or descriptive nature to this by-law after passage of this by-law.

Enacted and passed this 9th day of September, 2025.

William C. Steele
Mayor

Charlotte Madden
City Clerk

The Corporation of the City of Port Colborne

By-law no. _____

Being a By-law to amend Zoning By-law 6575/30/18 for the lands legally known as Lot 26 on Plan 19, on the northeast corner of Nickel and Mitchell Streets

Whereas By-law 6575/30/18 is a By-law of The Corporation of the City of Port Colborne restricting the use of land and the location and use of buildings and structures; and

Whereas the Council of The Corporation of the City of Port Colborne desires to amend the said by-law.

Now therefore, and pursuant to the provisions of Section 34 of the *Planning Act*, R.S.O. 1990, The Corporation of the City of Port Colborne enacts as follows:

1. This amendment shall apply to those lands described on Schedule “A” attached to and forming part of this by-law.
2. That Section 37 entitled “Special Provisions” of Zoning By-law 6575/30/18, is hereby amended by deleting the following:

R4-81

Notwithstanding the provisions of section 8.7 of the Zoning By-law 6575/30/18, following regulations shall apply:

Landscape buffer 0 meters

3. That Section 37 entitled “Special Provisions” of Zoning By-law 6575/30/18, is hereby amended by adding the following:

R4-81

Notwithstanding the provisions of section 8.2 of the Zoning Bylaw 6575/30/18, the only permitted use is Parking Area

The provisions of Section 8.3 to 8.10 do not apply

The provisions of Section 3.11.1a) do not apply, and a Landscape Buffer of 0 metres is permitted.

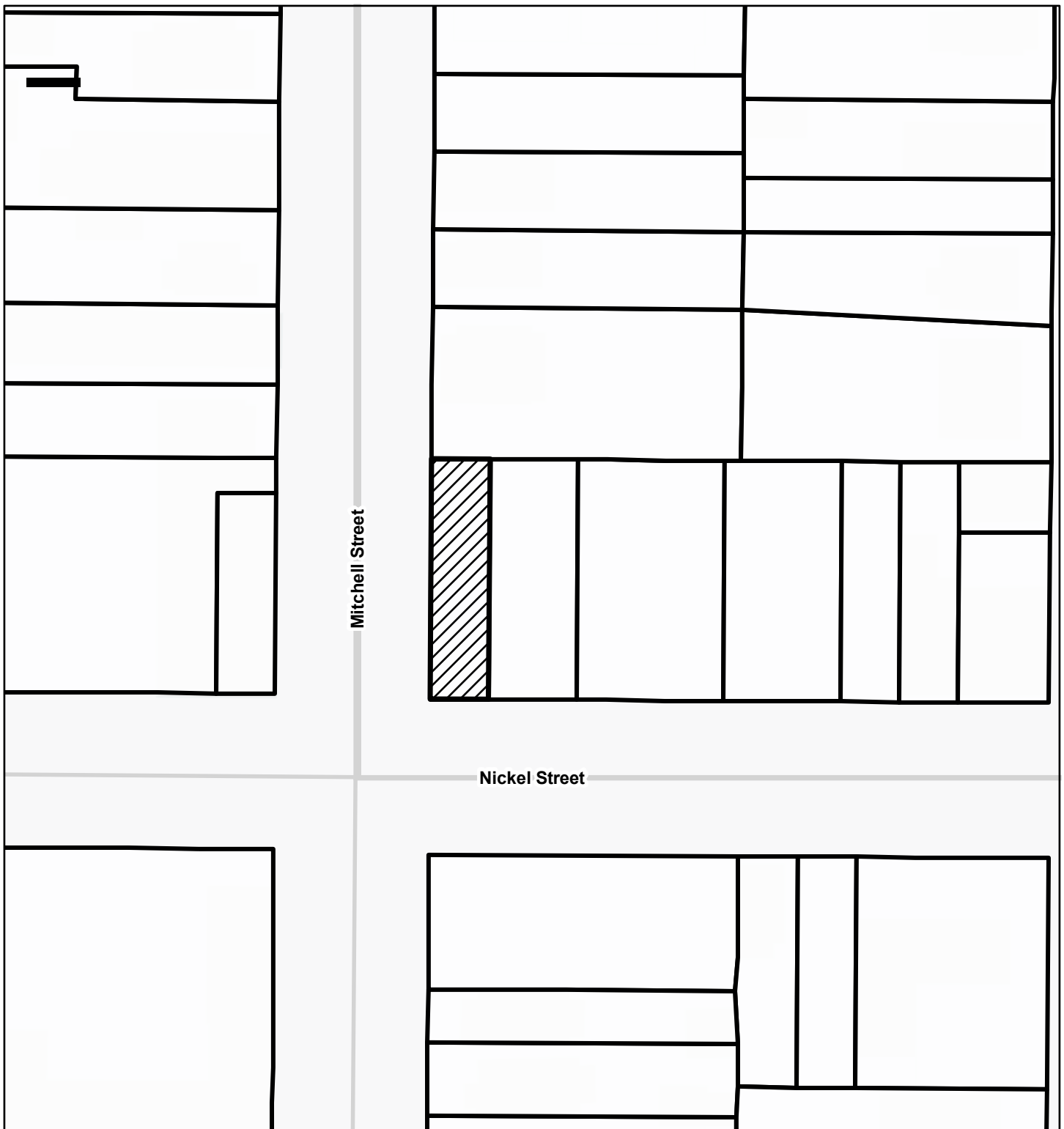
4. That this by-law shall come into force and take effect on the day that it is passed by Council, subject to the provisions of the *Planning Act*.
5. The City Clerk is hereby authorized and directed to proceed with the giving notice of the passing of this by-law, in accordance with the *Planning Act*.

Enacted and passed this 9th day of September, 2025.

William C Steele
Mayor

Charlotte Madden
City Clerk

Schedule A



This is Schedule "A" to By-law No _____

Passed _____, 2025

Mayor

Clerk Page 140 of 141

 - Lands zoned R4-81

September 2025

File No. D14-01-25

Drawn by: EA - City of Port
Colborne

Not to scale

The Corporation of the City of Port Colborne

By-law No. _____

**Being a by-law to Adopt, Ratify and Confirm the proceedings of
the Council of The Corporation of the City of Port Colborne at its Regular
Meeting of September 9, 2025**

Whereas Section 5(1) of the *Municipal Act, 2001*, provides that the powers of a municipality shall be exercised by its council; and

Whereas Section 5(3) of the *Municipal Act, 2001*, provides that a municipal power, including a municipality's capacity rights, powers and privileges under section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise; and

Whereas it is deemed expedient that the proceedings of the Council of The Corporation of the City of Port Colborne be confirmed and adopted by by-law;

Now therefore the Council of The Corporation of the City of Port Colborne enacts as follows:

1. Every action of the Council of The Corporation of the City of Port Colborne taken at its Regular Meeting of September 9, 2025, upon which a vote was taken and passed whether a resolution, recommendations, adoption by reference, or other means, is hereby enacted as a by-law of the City to take effect upon the passing hereof.
2. That where no individual by-law has been or is passed with respect to the taking of any action authorized in or with respect to the exercise of any powers by the Council, then this by-law is deemed for all purposes to be the by-law required for such authorization or exercise of any powers.
3. That the Mayor and Clerk are authorized to execute any documents required on behalf of the City and affix the corporate seal of the City and the Mayor and Clerk, and such other persons as the action directs, are authorized and directed to take the necessary steps to implement the action.
4. That the Clerk is authorized to affect any minor modifications, corrections, or omissions, solely of an administrative, numerical, grammatical, semantical, or descriptive nature to this by-law or its schedules after the passage of this by-law.

Enacted and passed this 9th day of September, 2025.

William C. Steele
Mayor

Charlotte Madden
City Clerk