



CITY OF NORTH BAY

2021

WATER &

WASTEWATER

OPERATING BUDGET



City of North Bay Report to Council

Report No: CORP 2020 – 95 **Date:** October 14, 2020
Originator: Laura Boissonneault
Business Unit: Corporate Services **Department:** Financial Services
Subject: 2021 Water and Wastewater Operating Budget
Closed Session: yes no

Recommendation

That Report to Council CORP 2020-95 regarding the 2021 Water & Wastewater Operating Budget be received and referred to a Special Committee Meeting to be held on October 28, 2020.

Background

During September and October, Infrastructure & Operations management team members met with the Chief Administrative Officer, the Chief Financial Officer, and finance staff to review the Preliminary Water & Wastewater Operating Budget submissions. The proposed 2021 Water and Wastewater Operating Budget is attached to this report as Appendix A.

Financial/Legal Implications

Drinking water system owners are required to prepare a long-range financial plan for their drinking water system as part of the Municipal Drinking Water Licensing Program as set out in Part V of the Safe Drinking Water Act (SDWA). The financial plan must be prepared in accordance with the Ministry of Environment Financial Plans Regulation 453/07.

Regulation 453/07 requires the following:

- The financial plan be approved by resolution of Council that specifies that the drinking water system is financially viable;
- Full-cost accounting be utilized to determine the true cost of the drinking water system; and
- Projections be at least six years, but recommends a longer term plan.

An updated plan has been prepared by City staff and is being tabled through Report to Council CORP 2020-106. The plan is required as part of the City's water license renewal. The principles laid out in the financial plan were used in setting the preliminary 2021 Water and Wastewater Operating Budget to ensure that the drinking water system remains financially viable.

Corporate Strategic Plan

- | | |
|---|--|
| <input type="checkbox"/> Natural North and Near | <input type="checkbox"/> Economic Prosperity |
| <input checked="" type="checkbox"/> Affordable Balanced Growth | <input type="checkbox"/> Spirited Safe Community |
| <input checked="" type="checkbox"/> Responsible and Responsive Government | |

Specific Objectives

- Provide smart, cost effective services and programs to residents and businesses.
 - Ensure that Council and staff have a shared perception of goals.
-

Options Analysis

Budget Guidelines – The 2021 Water & Wastewater Operating Budget was prepared with the following guidelines:

Service Delivery – The budget was prepared with Management’s projections and cost estimates to deliver existing service levels to the ratepayers. Suggestions that provide Council with options to change the current level of service have been included in the Service Level section of Appendix A.

Expenditures – These represent Management’s best estimates to deliver current levels of services. Management’s estimates include items such as:

- Annualized approved Council initiatives
- Inclusion of contractual agreements
- Legislated changes that came into effect

Utility Costs – Budget estimates take into consideration the prior year’s data, projected actual billings, as well as expected future trends. Calculations include such items as the benefit of energy efficiencies gained through capital investments and enhanced education programs to improve energy conservation. The enclosed budget assumes hydro and natural gas costs will increase by the 5 year average (1.2% and 7% respectfully) over 2019 year-end actuals.

Fuel – Fuel costs are estimated based on the anticipated usage for 2021 using the 2019 consumption and average fuel rate of \$1.014 per litre. This includes an assumption for the annual federal carbon tax increase of \$0.0221per litre. The federal carbon tax on fuels came into effect on April 1, 2019 and will continue to increase annually until April 2022.

Other Revenue Estimates – These estimates are based on trends, historical data, current rates, approved rate increases, and any known revenue reductions.

Staff Complement – All staffing costs and Full Time Equivalent (FTE), including positions grant funded or directly related to Capital, are reported in the personnel costs with any associated offsetting revenues being recorded accordingly.

Fringe Benefits - Staff benefit costs have been updated by the Finance Department. Benefits include items such as Employment Insurance, Canada Pension Plan, WSIB, OMERS, EHT, LTD, Life, AD&D, dental and major medical. 2021 Manulife rates have been approved with a zero percent increase (life, AD&D, Dental, and major medical). However, not all 2021 benefit rates were known at the date of this report which may lead to 2021

operational variances. Any new information received will be brought forward to Council during the Special Budget Committee Meetings.

Insurance – The City’s insurance period is from May to April. Therefore, the first 4 months of 2021 is known and any risk of variance is applicable to the remaining 8 months. The insurance premiums for 2021 were not confirmed as at the date of this report. The enclosed budget has been prepared with a 10% increase in insurance premiums over the 2020 contract. Any new information received regarding 2021 premiums will be brought forward to Council during the Special Budget Committee Meetings.

Capital Levy – The capital levy is the annual funding contribution from the City’s Water and Wastewater Operating Budget that is used to finance projects within the City’s Water and Wastewater Capital Budget. The City’s Long-Term Capital Funding Policy outlines the formula to be used to calculate the amount of the levy. One component of the calculation is to add an inflationary adjustment (CPI) to the prior year’s levy amount when calculating the current year’s levy. After reviewing the preliminary water and wastewater capital projects identified for 2021, staff is recommending that the CPI adjustment be removed from the calculation for the 2021 budget only as there are sufficient funds available without the addition of the CPI to support projects identified. This recommendation has been incorporated into the presented budget attached as Appendix A and results in a reduction of (\$313,064) in costs to the 2021 Operating Budget from what the policy formula otherwise would have required.

Debenture Financing – As per the City’s Long Term Capital Funding Policy, the annual funding allowance for the Water and Wastewater Capital Budget includes \$3 million in debt financing to support capital projects. Principal and interest payments are budgeted within the Water and Wastewater Operating Budget.

Risks – As with any budget, there are risks associated with forecasting expenditures and revenues. Many water and wastewater expenditures are non-discretionary. Factors such as water and sewer line breaks, emergencies, fuel costs, insurance rates, utilities, etc. may significantly impact actual net Water and Wastewater operating costs resulting in budget to actual variances. Revenues are volatile due to the fact they are dependent upon the volume being consumed by users. Water and Wastewater operations are also highly contingent on weather conditions. The tabled Budget does not contain any contingency to mitigate any of the aforementioned risks.

Reserves – The establishment of reserves provides some ability to respond to emergencies and to absorb some operational deficits. The balance in the associated Operating Reserves as at October 1, 2020 is as follows:

- Water Operating (99576R): \$1,341,829
- Sewer Operating (99577R): \$1,378,873

The combined Water and Wastewater Operating Reserves represent funds available to mitigate the ongoing operational risks, including risks associated with operating a metered billing system or any unforeseen circumstances. As per the City’s Reserve Policy, the Water and Wastewater Stabilization Reserve target is 10% to 15% of budgeted expenditures. Accordingly, with 2021 gross Water Operating Budgeted expenditures of \$13.7 million, the Water Operating Reserve should ideally be in the range of approximately \$1.4 million to \$2.1 million. Based on 2021

gross Wastewater Operating Budgeted expenditures of approximately \$11.9 million, the Sanitary Sewer Operating Reserve should be in the range of \$1.2 million to \$1.8 million. The water reserve balance is slightly under targeted levels.

A separate reserve, 'Water Treatment Surcharge', Reserve No. 99580R, is available to offset any shortfalls in the Water Filtration Charge should actual revenues be lower than budget. This reserve was established with surplus funds from the Water Treatment Capital Project No. 2592WS and is intended to be applied against the principal and interest on debt issued for the Water Treatment Facility. A reserve transfer in the amount of \$164,100 will be utilized annually to pay a portion of the on-going principal and interest on debt issued. The balance in this Reserve as at the date of this report is \$1,199,266.

Water Rates – Water rates are calculated on a full cost recovery model. The enclosed Water and Wastewater Operating Budget will be used as a basis for calculating the 2021 Water and Wastewater rates. The calculated rates will be presented to Council through a separate report.

COVID-19 – Throughout 2020, there have been limited interruptions to essential water and wastewater services due to COVID-19. Since March, departments have reviewed operational practices and set in place necessary steps to ensure minimal possible disruptions to users and staff. It is assumed that the 2020 mitigating COVID-19 measures, such as the waiving of certain fees, will not be required in 2021.

The City continues to closely monitor the COVID-19 outbreak and will provide further updates should there be any major unforeseen service disruptions or financial impacts.

Recommendation

That Report to Council CORP 2020-95 regarding the 2021 Water & Wastewater Operating Budget be received and referred to a Special Committee Meeting to be held on October 28, 2020.

Respectfully submitted,

Laura Boissonneault, BBA, CPA, CGA
Manager of Financial Services

We concur in this report and recommendation.

Margaret Karpenko, CPA, CMA
Chief Financial Officer / Treasurer

Domenic Schiavone
Director of Public Works and Parks

David Euler, P.Eng., PMP
Chief Administrative Officer

Personnel designated for continuance: Chief Financial Officer/Treasurer
Attachments: Appendix A – 2021 Water & Wastewater Operating Budget



Water and Wastewater Operating

Budget Year: 2021

YTD End Date: October 2020

Execution Date: October 15, 2020

	2019 Actuals	2020 Actuals YTD *	2020 Budget	2021 Council Review	Variance Increase /(Decrease)	Change %
Wastewater System						
SANITARY SEWER DISTRIBUTION	(2,330,682)	(808,553)	8,389,937	9,165,565	775,628	9.24%
SANITARY SEWER PLANT	2,330,682	1,838,186	2,002,361	2,224,423	222,062	11.09%
Total Wastewater System:	0	1,029,633	10,392,298	11,389,988	997,690	9.60%
Water System						
WATER DISTRIBUTION	(2,024,003)	678,520	10,568,808	10,579,459	10,651	0.10%
WATER PLANT	2,024,003	1,663,813	1,867,795	2,048,345	180,550	9.67%
Total Water System:	0	2,342,333	12,436,603	12,627,804	191,201	1.54%
Water and Wastewater Total:	0	3,371,966	22,828,901	24,017,792	1,188,891	5.21%
Service Level Changes:						
Eliminate Temporary Summer Construction Positions & Create 3 Full-time Operator Positions				-		
Water and Wastewater Total after Service Level Changes:				24,017,792	1,188,891	5.21%

* Actuals subject to year-end adjustments and accrual

** Totals may vary slightly from computer generated budget reports due to rounding

INTER OFFICE

City of North Bay

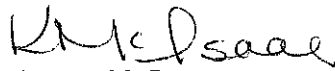
MEMO

To: Laura Boissonneault
From: Karen McIsaac
Subject: 2021 Water and Wastewater Operating Budget
Date: 28 October 2020

This is Resolution No. 2020-322 which was passed by Council at its Regular Meeting held on Tuesday, October 27, 2020.

Resolution No. 2020-322:

"That Report to Council CORP 2020-95 dated October 14, 2020 from Laura Boissonneault regarding the 2021 Water and Wastewater Operating Budget be received and referred to a Special Committee Meeting to be held on October 28, 2020."



Karen McIsaac
City Clerk

KM/ck

cc: D. Schiavone
M. Karpenko

SIRE/F05/2021/OPEBU/GENERAL

City of North Bay Report to Council

Report No: CORP 2020 – 103 **Date:** October 14, 2020
Originator: Marc A. Gauthier
Business Unit: Corporate Services **Department:** Financial Services
Subject: 2021 Preliminary Water and Wastewater Calculated Rates
Closed Session: yes no

Recommendation

1. That Report to Council CORP 2020 -103 2021 Preliminary Water and Wastewater Calculated Rates be received and referred to the Special Committee Meeting – 2021 Water and Wastewater Operating Budget and Water Rates on October 28th, 2020; and
 2. That Council hold a public meeting on November 23rd, 2020 with respect to the calculated rates for Water, Wastewater Surcharge and Water Filtration Charges as per Appendix A to Report to Council CORP 2020-103; and
 3. That City Council continue to support the residential low-flow toilet replacement rebate program, and maintain the per account limit at two (2) toilets until such time as the \$100,000 initial program funding is spent.
-

Background

User rates are calculated on a full cost recovery model based on consumption and meter size. The 2021 rates are based on the expenditures contained within the preliminary 2021 Water and Wastewater Operating Budget as per Report to Council No. CORP 2020-95. Should changes occur to the preliminary Water and Wastewater Operating Budget during budget deliberations, then the preliminary rates outlined in Appendix A will need to be updated accordingly.

Financial/Legal Implications

See Options/Analysis for Financial Implications.

Full cost recovery principles used to calculate rates is consistent with Provincial legislation and formed the basis of the City's Water Financial Plan that was endorsed by Council Resolution No. 2016-46 in January 2016 to meet the requirements of the City's water operating license.

Corporate Strategic Plan

- | | |
|---|--|
| <input type="checkbox"/> Natural North and Near | <input type="checkbox"/> Economic Prosperity |
| <input checked="" type="checkbox"/> Affordable Balanced Growth | <input type="checkbox"/> Spirited Safe Community |
| <input checked="" type="checkbox"/> Responsible and Responsive Government | |

Specific Objectives

- Provide smart, cost effective services and programs to residents and businesses.
- Ensure that Council and staff have a shared perception of goals.

Options Analysis

The City's water and wastewater systems are driven by demand placed on the systems by its consumers. The following are key highlights of the systems:

- In 2021 it is anticipated that the City will bill 16,646 connections for water services.
- Not all users connected to the municipal Water System receive wastewater services; therefore, the number of wastewater customers is marginally lower at 16,506 connections.
- The water and wastewater general operation and maintenance costs used in the rate calculations are based on the 2021 Water & Wastewater Operating Budget as submitted in Report to Council CORP 2020-95. The total net budget for the Water System is projected to be approximately \$12.63 million and the total net budget for the Wastewater System is approximately \$11.39 million.
- The monthly average household consumption was slightly impacted in 2020 – likely due to COVID-19 temporary restrictions on travel, recreation and workplace limits compounded by a warm May and June. Average consumption increased slightly to a range of 15 to 16 cubic meters. Since the inception of the metered system the average household consumption has been in the 14 to 15 cubic meters range despite fluctuations experienced on a yearly basis due to changes in weather conditions. The attached 2021 rates have been calculated using the average total residential consumption of 2017 and 2018 of 2.53 million cubic meters. We have used the average of those two years since they represent two opposite peaks in residential consumption behaviour as well, the average is consistent with 2019 consumption.
- In 2020 ICI (Industrial, Commercial, and Institutional) customers were also impacted by COVID-19 temporary restrictions; however to a lesser degree. These sectors have demonstrated consistent consumption and as such the rates have been calculated using a projected total consumption rate of 2 million cubic meters.
- According to the 2019 BMA Study, North Bay ranks 4th among the 10 northern municipalities that participated. The yearly residential water/wastewater costs for the

consumption of 200 cubic meters of water (16^{m3} per month) in North Bay was \$1067. This was \$130 less than the average for northern communities and \$49 less than the Ontario average. Below is a table outlining the 2019 BMA study for the five large Northern Municipalities.

Municipality	Water Costs (Yearly)	WasteWater Costs (Yearly)	Total (Yearly)
SS Marie	\$ 505.00	\$ 313.00	\$ 818.00
Timmins	\$ 426.00	\$ 482.00	\$ 908.00
North Bay	\$ 593.00	\$ 474.00	\$ 1,067.00
Thunder Bay	\$ 624.00	\$ 562.00	\$ 1,186.00
Sudbury	\$ 603.00	\$ 674.00	\$ 1,277.00
Northern Average	\$ 593.00	\$ 603.00	\$ 1,196.00
Ontario Average	\$ 539.00	\$ 577.00	\$ 1,116.00

The most recent comparable data available is as of 2019. Should any new information become available, staff will bring it forward at committee.

- Since 2017 the rate structure for variable and fixed components has been billed at 50% fixed / 50% variable. Our consumption forecasts are currently based on limited historical trending data. This coupled with the fact that the Water Operating Reserve balance is slightly under the 10-15% reserve benchmark as explained in Report to Council No. CORP 2020-95; staff is recommending that the fixed / variable weighting remains with the 50% / 50% model.
- Effective January 1, 2016 Council approved a Residential Low-flow Toilet Replacement Rebate Program. The rebate of \$50.00 per replacement of a WaterSense low-flow toilet or efficiency toilet is available to residential units located within the City of North Bay that are connected to the municipal water system. A limit of one rebate per account was also implemented with the rebate being in the form of a credit on the water account. Council approved a reserve transfer of up to \$100,000 to support this initiative. This program was continued in 2018, 2019 and 2020. As well, in 2018 the limit was increased to two rebates per account for the low-flow toilet rebates. At the time of the writing this report, \$68,845 has been applied as credits to various accounts. Administration is recommending that the program continue until the \$100,000 is applied and is also recommending that the per account limit be maintained at two low-flow toilets. This program assists customers with conservation and helps to prevent unexpected high water bills.
- In accordance with the 2021 Budget Timelines as per Report to Council CORP 2020-79, the goal is to have the 2021 Water and Wastewater Rates approved in November and come into effect on January 1, 2021 so that no annualization is required.

Recommendation

1. That Report to Council CORP 2020-103 2021 Preliminary Water and Wastewater Calculated Rates be received and referred to the Special Committee Meeting – 2021 Water and Wastewater Operating Budget and Water Rates on October 28th, 2020;
2. That Council hold a public meeting on November 23rd, 2020 with respect to the calculated rates for Water, Wastewater Surcharge and Water Filtration Charges as per Appendix A to Report to Council CORP 2020-103; and
3. That City Council continue to support the residential low-flow toilet replacement rebate program, and maintain the per account limit at two (2) toilets until such time as the \$100,000 initial program funding is spent.

Respectfully submitted,

Marc A. Gauthier, CPA, CMA
Manager of Revenues and Taxation

We concur in this report and recommendation.

Margaret Karpenko, CPA, CMA
Chief Financial Officer / Treasurer

Domenic Schiavone
Director, Public Works & Parks

David Euler, P.Eng., PMP
Chief Administrative Officer

Attachments: Appendix A – 2021 Water and Wastewater Rates 50% Fixed / 50% Variable
Appendix B – Sample Invoice projections

APPENDIX B

2020 Approved Rates

Basic Customer Bill with Water and Sanitary usage

Fixed / Variable Split:

<u>Fixed</u>	<u>Variable</u>
50%	50%

Monthly Consumption (m3)		14	16	20
		m3	m3	m3
Fixed rate		\$ 25.47	\$ 25.47	\$ 25.47
Variable	\$ 1.37	\$ 19.18	\$ 21.92	\$ 27.40
Water cost		\$ 44.65	\$ 47.39	\$ 52.87
Wastewater Rate	83.56%	\$ 37.31	\$ 39.60	\$ 44.18
Filtration Plant		\$ 1.54	\$ 1.54	\$ 1.54
Total Monthly Invoice		\$ 83.50	\$ 88.53	\$ 98.59
Total Yearly Fixed and Variable		\$ 1,002.00	\$ 1,062.36	\$ 1,183.08

2021 Preliminary Rates

Basic Customer Bill with Water and Sanitary usage

Fixed / Variable Split:

<u>Fixed</u>	<u>Variable</u>
50%	50%

Monthly Consumption (m3)		14	16	20
		m3	m3	m3
Fixed rate		\$ 25.77	\$ 25.77	\$ 25.77
Variable	\$ 1.39	\$ 19.46	\$ 22.24	\$ 27.80
Water cost		\$ 45.23	\$ 48.01	\$ 53.57
Wastewater Rate	90.20%	\$ 40.80	\$ 43.31	\$ 48.32
Filtration Plant		\$ 1.48	\$ 1.48	\$ 1.48
Total Monthly Invoice		\$ 87.51	\$ 92.80	\$ 103.37
Monthly Dollar Change		\$ 4.01	\$ 4.27	\$ 4.78
Total Yearly Fixed and Variable		\$ 1,050.12	\$ 1,113.60	\$ 1,240.44

INTER OFFICE

City of North Bay**MEMO**

To: Marc Gauthier
From: Karen McIsaac
Subject: 2021 Preliminary Water and Wastewater Calculated Rates
Date: 28 October 2020

This is Resolution No. 2020-325 which was passed by Council at its Regular Meeting held on Tuesday, October 28, 2020.

Resolution No. 2020-325:

- "That 1) Report to Council CORP 2020-103 - 2021 Preliminary Water and Wastewater Calculated Rates be received and referred to the Special Committee Meeting – 2021 Water and Wastewater Operating Budget and Water Rates on October 28, 2020;
- 2) City Council hold a public meeting on November 23, 2020 with respect to the calculated rates for Water, Wastewater Surcharge and Water Filtration Charges, as per Appendix "A" to Report to Council CORP 2020-103 dated October 14, 2020 by Marc Gauthier; and
- 3) Council continue to support the residential low-flow toilet replacement rebate program, and maintain the per account limit at two (2) toilets until such time as the \$100,000.00 initial program funding is spent."



Karen McIsaac
City Clerk

KM/ck

cc: D. Schlavone
M. Karpenko

SIRE/F22/2020/TAXR/GENERAL



FINAL APPROVALS

2021

WATER &

WASTEWATER

OPERATING BUDGET

City of North Bay

Supplemental Report to Council

Report No: CORP 2020 – 114 **Date:** October 30, 2020
Originator: Marc A. Gauthier
Business Unit: Corporate Services **Department:** Financial Services
Subject: 2021 Water and Wastewater Calculated Rates
Closed Session: yes no

Recommendation

That the revised 2021 Water and Wastewater calculated rates as outlined in Report to Council CORP 2020-114 be received by the General Government Committee.

Background

Preliminary Water and Wastewater rates were calculated and presented to Council through Report to Council CORP 2020-103. These rates were calculated based on an Operating Budget increase of 5.21%.

Special Committee Meetings were held on October 28 and 29, 2020 during which the 2021 Water and Wastewater Operating Budget was reduced by \$300,000 by utilizing \$300,000 in reserves. It was also recommended that a one year suspension of the water filtration charge for all water system users be implemented for 2021. The recommendation coming forward to Council from the Special Committee Meeting is a 2021 Water and Wastewater Operating Budget increase of of \$888,891 from 2020 for a total budget of \$23,717,792.

Water and Wastewater Rates are calculated based on a full cost recovery model which means that the rates are calculated so that sufficient revenues are generated to meet the net operating expenses. Since the rates are a function of the net operating budget, new rates are calculated in order to reflect the recommended changes to the 2021 Water and Wastewater Operating Budget.

Financial/Legal Implications

See Options/Analysis for Financial Implications.

Corporate Strategic Plan

- | | |
|---|--|
| <input type="checkbox"/> Natural North and Near | <input type="checkbox"/> Economic Prosperity |
| <input checked="" type="checkbox"/> Affordable Balanced Growth | <input type="checkbox"/> Spirited Safe Community |
| <input checked="" type="checkbox"/> Responsible and Responsive Government | |

Specific Objectives

- Provide smart, cost effective services and programs to residents and businesses.
 - Ensure that Council and staff have a shared perception of goals.
-

Options Analysis

- The 2021 Water and Wastewater Calculated Rates presented in Appendix A are based on a 50% Fixed / 50% Variable methodology. These rates were presented at the Special Committee Meetings on October 28 and 29, 2020.
 - It is recommended the rates become effective January 1, 2021.
 - The net budget is broken down as follows:
 - Net Budget for the Water System is \$12.6m
 - Net Budget for the Wastewater System is \$11.09m
 - In order to calculate the rates in Appendix A to this report, administration was required to make predictions regarding future consumption patterns. It is important to recognize that the City will continue to experience changes in consumption patterns based on seasonal trends, changing weather patterns and conservation initiatives undertaken by customers as they continue to adapt to the new metered structure. Deviations between actual consumption and projected consumption will be monitored throughout the fiscal year and any significant changes will be communicated to Council. As per CORP 2020-103 total consumption is estimated to be 4.53 cubic meters.
-

Recommendation

That the revised 2021 Water and Wastewater calculated rates as outlined in Report to Council CORP 2020-114 be received by the General Government Committee.

Respectfully submitted,

Marc A. Gauthier, CPA, CMA
Manager of Revenues and Taxation

We concur in this report and recommendation.

Margaret Karpenko, CPA, CMA
Chief Financial Officer / Treasurer

Domenic Schiavone
Director, Public Works & Parks

David Euler, P.Eng., PMP
Chief Administrative Officer

Attachments: Appendix A – 2021 Water and Wastewater Rates 50% Fixed / 50% Variable

Appendix A
2021 Water and Wastewater Rates

50.0%	Fixed
50.0%	Variable

Monthly Fixed Rate	2020 Approved	2021 Calculated 50% Fixed, 50% Variable	Difference
Meter Size			
5/8X3/4	25.47	25.77	0.30
5/8 INCH	25.47	25.77	0.30
3/4 INCH	25.47	25.77	0.30
1 INCH	66.22	67.01	0.79
1.5 INCH	132.45	134.03	1.58
2 INCH	211.40	213.93	2.53
3 INCH	422.81	427.85	5.04
4 INCH	659.68	667.56	7.88
6 INCH	1,319.36	1,335.11	15.75

Water Filtration Surcharge

Meter Size			
5/8X3/4	1.54	-	(1.54)
5/8 INCH	1.54	-	(1.54)
3/4 INCH	1.54	-	(1.54)
1 INCH	4.61	-	(4.61)
1.5 INCH	7.69	-	(7.69)
2 INCH	12.30	-	(12.30)
3 INCH	26.14	-	(26.14)
4 INCH	39.98	-	(39.98)
6 INCH	79.96	-	(79.96)

Variable Rate	1.37	1.39	0.02
Wastewater Surcharge	83.56%	87.82%	4.26%

INTER OFFICE

City of North Bay

MEMO

To: Marc Gauthier
From: Karen McIsaac
Subject: 2021 Water and Wastewater Calculated Rates
Date: November 25, 2020

Resolution No. 2020-362:

This is Clause 1 of General Government Committee Report No. 2020-05 which was passed at Council at its Regular Meeting held on Tuesday, November 24, 2020.

Clause No. 1:

- "That 1) in accordance with Provincial Legislation and the City's Sustainable Financial Plan for Water and Wastewater Systems approved by Council, the current policy of recovering all Water and Wastewater operating, capital and financial costs from user rates be maintained;
- 2) the Water and Wastewater Calculated Rates, as per Appendix "A" to Report to Council CORP 2020-114 dated October 30, 2020 by Marc Gauthier, be approved by Council effective January 1st, 2021, and that a by-law be presented to Council for three (3) readings on December 8th, 2020; and
- 3) Council continue to support the residential low-flow toilet replacement rebate program, and maintain the per account limit at two (2) toilets until such time as the \$100,000 initial program funding is spent."



Karen McIsaac
City Clerk

KM/ck

cc: M. Karpenko
D. Schiavone

SIRE/F22/2020/TAXR/GENERAL

IO Recommendation:

That Council approve the 2021 Water and Wastewater Operating Budget in the net amount of \$23,717,792 as per attached Appendix "A."



Water and Wastewater Operating Budget Summary

Budget Year: 2021

YTD End Date: October 2020

Execution Date: October 30, 2020

	2019 Actuals	2020 Actuals YTD *	2020 Budget	2021 Approved	Variance Increase /(Decrease)	Change %
Wastewater System						
SANITARY SEWER DISTRIBUTION	(2,330,682)	(738,517)	8,389,937	8,865,565	475,628	5.67%
SANITARY SEWER PLANT	2,330,682	1,890,604	2,002,361	2,224,423	222,062	11.09%
Total Wastewater System:	0	1,152,087	10,392,298	11,089,988	697,690	6.71%
Water System						
WATER DISTRIBUTION	(2,024,003)	737,104	10,568,808	10,579,459	10,651	0.10%
WATER PLANT	2,024,003	1,691,854	1,867,795	2,048,345	180,550	9.67%
Total Water System:	0	2,428,958	12,436,603	12,627,804	191,201	1.54%
Water and Wastewater Total:	0	3,581,045	22,828,901	23,717,792	888,891	3.89%

NOTE 1

* Actuals subject to year-end adjustments and accrual

** Totals may vary slightly from computer generated budget reports due to rounding

NOTE 1:

Preliminary 2021 Water and Wastewater Operating Budget as per RTC CORP 2020-95	24,017,792
Changes as per October 29th Special Committee Meeting:	
Transfer from Wastewater Capital Reserve	(300,000)
Transfer from Water Filtration Surcharge Reserve	(363,652)
Eliminate Water Filtration Revenue	363,652
SLC - Eliminate Temp Summer Construction & Create FT Operator positions	- (300,000)
Revised 2021 Water and Wastewater Operating Budget	23,717,792

INTER OFFICE

City of North Bay**MEMO**

To: Margaret Karpenko
From: Jenn Montreuil
Subject: IO Committee Report No. 2020-02 re 2021 Water and Wastewater Operating Budget
Date: November 12, 2020

Resolution No. 2020-337(a):

This is Clause 1 of Infrastructure and Operations Committee Report No. 2020-02 which was passed at Council at its Regular Meeting held on Tuesday, November 10, 2020.

Clause No. 1:

“That Council approve the 2021 Water and Wastewater Operating Budget in the net amount of \$23,717,792.00 as per attached Appendix ‘A’.”



Jenn Montreuil
Deputy City Clerk

JM/ac

cc: D. Schiavone

SIRE/F05/2021/OPEBU/GENERAL



BUDGET INFORMATION

2021

WATER & WASTEWATER

OPERATING BUDGET



Water and Wastewater Operating Budget Summary

Budget Year: 2021

YTD End Date: November 2020

	2019 Actuals	2020 Actuals YTD *	2020 Budget	2021 Approved	Variance Increase/ (Decrease)	Change %
Wastewater System						
SANITARY SEWER DISTRIBUTION	(2,330,682)	(1,374,564)	8,389,937	8,865,565	475,628	5.67 %
SANITARY SEWER PLANT	2,330,682	2,060,204	2,002,361	2,224,423	222,062	11.09 %
Total Wastewater System:	0	685,640	10,392,298	11,089,988	697,690	6.71 %
Water System						
WATER DISTRIBUTION	(2,024,003)	(45,496)	10,568,808	10,579,459	10,651	0.10 %
WATER PLANT	2,024,003	1,861,742	1,867,795	2,048,345	180,550	9.67 %
Total Water System:	0	1,816,246	12,436,603	12,627,804	191,201	1.54 %
Water and Wastewater Total:	0	2,501,886	22,828,901	23,717,792	888,891	3.89 %

* Actuals subject to year-end adjustments and accrual

** Totals may vary slightly from computer generated budget reports due to rounding

Activity Summary Overview - 2021 Budget

Water & Wastewater

The enclosed Water & Wastewater Budget represents the requirement to provide for the operation and maintenance of the water treatment plant and the water distribution system to ensure the sourcing and delivery of clean, safe, drinking water to the citizens of North Bay, as well as to provide for the operation and maintenance of the sanitary sewer collection system and the sewage treatment plant to ensure safe transportation and disposal of sewage. These services are highly regulated and are provided in accordance with Provincial regulations and guidelines.

Recent capital investment in water and wastewater assets is helping to mitigate increases in operating repairs. Spending less time on emergency repairs allows staff to focus on more preventive maintenance and other activities that further improve the sustainability of the system.

Water Distribution Systems:

The water distribution system, including mains, valves, hydrants, and services contains approximately 15,500 service connections, approximately 304 kilometers of water main and 2,500 valves.

In 2019, the department repaired 63 broken water mains and 39 service leaks. As of September 10th, 2020, staff had repaired 20 broken water mains and 31 service leaks. In addition to repairs, the major duties include: water on/off's, water locates, new servicing, dead end flushing, water sampling, replacement of valves, various appurtenances and conducting preventative maintenance.

Wastewater System:

The wastewater system including sanitary mains, 17 lift stations, manholes, force mains, and services contain approximately 270 kilometers of sanitary main, 15,000 services and 3,500 sanitary maintenance holes.

In 2019, the department serviced 35 sanitary main back-ups and 65 sanitary service back-ups. As of September 10th, 2020, staff had attended to 21 sanitary main back-ups and 27 sanitary service back-ups.

Other major duties include: repair and replacement of sanitary sewer connections, sewer locates, sanitary main cleaning, service and main repairs, lift station repair and maintenance, manhole repairs, new servicing, and sewer camera inspections.

Water and Wastewater Facilities:

The City of North Bay Water Treatment System is classified as a "Large Municipal Residential" Class 3 Drinking-Water System. The Ministry of the Environment, Conservation and Parks Permit to Take Water allows the City to consume up to 79,500 cubic meters per day.

The water distribution facilities consist of the following: Ellendale Reservoir, High Lift Pump Station & Re-chlorination Facility; CFB Reservoir; Cedar Heights Pumping Station & Standpipe; Judge Avenue Valve Chamber & Re-chlorination Station; Birch's Road Standpipe

and Re-chlorination Station; and Airport Road Standpipe, Booster Pumping Station and Re-chlorination Facility.

The membrane filtration water treatment plant is SCADA controlled with ultraviolet and chlorine disinfection systems. The plant also includes fluoride addition along with corrosion control addition prior to delivery to the distribution system.

The City of North Bay Wastewater Treatment System has a design capacity of 54,500 m³/day and is a Class 4 Wastewater System (highest class possible in Ontario). The conventional activated sludge facility uses biological oxidation, anaerobic digestions and centrifugation.

The major duties for the water and wastewater facilities department include:

- a. Regulatory monitoring and recording and reporting of operational data of plants and remote facilities.
- b. Adjusting process parameters and procedures to ensure efficient operations.
- c. Responding to SCADA alarms and other emergencies within the water and wastewater facilities.
- d. Performing preventative and emergency maintenance.
- e. Managing capital projects at existing facilities as well as assisting with design and inspection for new facilities within the water and wastewater system.
- f. Operators and maintenance personnel assist other departments as required (leachate facilities, lift stations, etc.).

Water and Wastewater Positions:

Below are the Full Time Equivalent (FTE) of staff who deliver water and wastewater services. FTE is used to measure a worker's involvement in the service and indicates the workload of an employed person in a way that makes workloads comparable across various contexts.

Therefore, an FTE of 1.0 means that the person is equal to a full-time worker, while an FTE of 0.5 signals that the worker is only allocated to the service half the time. Throughout the City's budget, one staff may be allocated to several services.

Water and Wastewater Positions	2020 FTE	2021 FTE
Senior Facilities & Env. Engineer	0.50	0.67
Operations Manager, Water & Wastewater Facilities	1.00	1.00
Operations Supervisor, Water & Wastewater Facilities	1.00	1.00
WWTP Clerk	1.00	1.00
WWF Operator In Training	1.00	1.00
WWF Operator 1	3.00	3.00
WWF Scada Tech*	1.00	1.00
WWF Industrial Millwright	3.00	3.00
WWF Operator II	1.00	1.00
WWF / D&C Operator	2.00	2.00
Scada Electrician	1.00	1.00
City Engineer	0.40	0.40
Director of Public Works	0.45	0.45
Manager of Operations	0.90	0.90
Supervisor	2.70	2.70
Supervisor Summer Construction *	0.48	0.48
Operator 1 Summer Construction *	2.40	0.00
Capital Project Coordinator*	1.00	1.00

Water and Wastewater Positions	2020 FTE	2021 FTE
Chargehand	7.20	7.20
Operator 1*	12.12	15.92
Loader Backhoe Excavator	0.45	0.45
Certified Sewer Cleaner/Flusher	2.70	2.70
Mechanic (Lift Stations)	1.00	1.00
Truck Driver	2.70	1.80
Heavy Equipment Operator	2.70	2.70
Clerk	0.90	0.90
Students *	3.41	3.41
Water Meter Clerk	2.00	2.00
Administrative Supervisor	0.45	0.45
Engineering Tech I*	1.00	1.00
Operator 1 – Water Meter Maintenance	1.00	1.00
Totals	61.46	61.73

**Note: Of the total Facility Plants, (1) Scada Electrician is allocated to capital as approved in prior years. Of the total Water & Wastewater Distribution complement, (1) Supervisor Summer Construction, (3) Operator 1, (1) Engineering Tech I, (1) Capital Project Coordinator, and (3.5) students are funded through capital.*

Notable Adjustments - 2021 Budget

Water and Wastewater

Item #	Description	Dollar Amount
1.	1001 to 1802 – Personnel Costs – Anticipated contractual salary and benefits. Partially offset with line #0460 – Transfer from Capital Fund.	\$170,245
2.	2055 – Chemicals – Increase budget to reflect actuals.	\$12,500
3.	2425 – Repair Parts – Increase budget to reflect actuals.	\$15,200
4.	2701 – Hydro – Increase budget to reflect usage and projected increase.	\$40,595
5.	2705 – Natural Gas - Increase budget to reflect usage and projected increase.	\$14,351
6.	3426 – Patching – Increase budget to reflect actual costs.	\$16,767
7.	3601 – Insurance Premiums – Increase due to reallocation of premiums based on insured values plus an anticipated 10% increase for 8 months of the year.	\$283,049
8.	4015 – Debenture Principal – As per the Long-Term Capital Funding Policy.	(\$11,426)
9.	4020 – Debenture Interest – As per the Long-Term Capital Funding Policy.	(\$115,885)
10.	5101 – Capital Levy – As per the Long-Term Capital Funding Policy, as well as staff recommended reduction in CPI.	\$572,114
11.	7010 – Administration & Overhead - Reflects internal support provided by other City departments.	\$180,130
12.	0177 – Filtration Plant Levy – Annual requirement of principal and interest to be covered by reserves.	(\$375,425)
13.	0470 – Transfer From Reserve Fund – Increase in reserve transfers to offset filtration levy revenue.	\$663,652
14.	0876 – Water Connections – Increase budget to reflect actuals.	\$15,000

Executive Report

Budget Year: 2021; YTD End Date: November 2020

Department(s): Wastewater System, Water System

Division(s): SANITARY SEWER DISTRIBUTION, SANITARY SEWER PLANT, WATER DISTRIBUTION, WATER FINANCE ADMIN, WATER PLANT

	2019 Actuals	2020 Actuals YTD	2020 Budget	2021 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	2,636,065	2,377,139	3,478,529	3,599,481	120,952	3.48 %
1002 TEMPORARY SALARIES	79,988	5,220	18,054	64,319	46,265	256.26 %
1003 SHIFT PREMIUM	3,391	4,676	4,747	4,897	150	3.16 %
1004 OTHER/STANDBY	100,574	89,773	96,542	97,275	733	0.76 %
1010 MODIFIED/ACCOMMODATED	1,283	38,698	0	0	0	0.00 %
1011 SALARIES CAPITAL/Special Projects	0	0	541,146	548,360	7,214	1.33 %
1101 OVERTIME FULLTIME	354,719	165,538	242,057	258,575	16,518	6.82 %
1102 OVERTIME PART TIME	286	72	0	0	0	0.00 %
1202 VACATION	263,433	198,472	3,971	4,043	72	1.81 %
1203 COMPASSIONATE LEAVE	1,381	5,107	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	123,465	77,254	0	0	0	0.00 %
1207 SICK LEAVE	119,546	93,528	0	0	0	0.00 %
1299 OTHER LABOUR COSTS	531	0	0	0	0	0.00 %
1301 WSIB LEAVE	(12,910)	(6,106)	0	0	0	0.00 %
1401 TRAINING & SAFETY	28,619	23,151	0	0	0	0.00 %
1499 OTHER EMP ALLOWANCES	2,563	691	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	1,046,015	1,009,933	1,197,150	1,177,041	(20,109)	-1.68 %
1802 FRINGE BENEFITS-PARTTIME	12,015	1,722	13,099	11,549	(1,550)	-11.83 %
PERSONNEL TOTAL	4,760,964	4,084,868	5,595,295	5,765,540	170,245	3.04 %
GOODS & SERVICES						
2001 SAND	0	664	0	0	0	0.00 %
2002 SALT	42	871	0	0	0	0.00 %
2006 ASPHALT - COLD MIX	28,443	9,111	21,000	21,630	630	3.00 %
2007 CONSTRUCTION SUPPLIES	0	288	0	0	0	0.00 %
2008 CEMENT	0	0	4,000	4,000	0	0.00 %
2009 METALS	840	3,129	0	0	0	0.00 %
2010 TRAFFIC SUPPLIES	110	0	0	0	0	0.00 %
2020 SEWER/WATER PIPE & PARTS	119,487	123,115	146,000	148,700	2,700	1.85 %
2030 GRAVEL	67,733	16,362	88,500	88,500	0	0.00 %
2055 CHEMICALS	512,867	510,725	418,000	430,500	12,500	2.99 %
2099 MISC. MATERIALS	24,799	2,340	4,000	4,000	0	0.00 %
2401 GAS FUEL	37,801	23,310	36,430	37,045	615	1.69 %
2405 DIESEL FUEL	104,334	63,085	98,399	99,025	626	0.64 %
2407 COLOURED/DYED DIESEL	46,372	28,987	51,191	46,422	(4,769)	-9.32 %
2410 PROPANE	0	7	0	0	0	0.00 %
2415 LUBRICANTS	7,100	4,597	6,000	6,000	0	0.00 %
2425 REPAIR PARTS	33,941	41,531	4,800	20,000	15,200	316.67 %
2430 MECHANIC SHOP SUPPLIES	7,174	4,310	4,500	4,500	0	0.00 %
2435 TOOLS	36,719	31,197	34,068	34,068	0	0.00 %

Executive Report

Budget Year: 2021; YTD End Date: November 2020

Department(s): Wastewater System, Water System

Division(s): SANITARY SEWER DISTRIBUTION, SANITARY SEWER PLANT, WATER DISTRIBUTION, WATER FINANCE ADMIN, WATER PLANT

	2019 Actuals	2020 Actuals YTD	2020 Budget	2021 Approved	Variance	Variance %
2440 MAINTENANCE SUPPLIES	9,374	13,593	4,085	6,085	2,000	48.96 %
2601 OFFICE SUPPLIES	15,524	12,324	10,400	10,400	0	0.00 %
2615 JANITORIAL SUPPLIES	3,626	3,944	6,200	7,200	1,000	16.13 %
2625 BUILDING MAINT SUPPLIES	3,219	2,255	2,150	2,150	0	0.00 %
2650 CLOTHING / UNIFORM	17,286	15,819	21,475	20,975	(500)	-2.33 %
2655 SAFETY SUPPLIES	47,754	34,524	45,481	46,031	550	1.21 %
2660 SAFETY BOOT ALLOWANCE	6,748	8,293	11,997	12,397	400	3.33 %
2690 ELECTRONIC MATERIALS	196	0	0	0	0	0.00 %
2699 MISC GENERAL SUPPLIES	69	0	1,500	1,500	0	0.00 %
2701 HYDRO	1,332,493	961,775	1,278,118	1,318,713	40,595	3.18 %
2705 NATURAL GAS	82,129	121,597	76,515	90,866	14,351	18.76 %
2715 WATER	21,196	15,403	20,276	22,626	2,350	11.59 %
2720 MUNICIPAL TAXES	230,007	231,550	239,209	240,813	1,604	0.67 %
2975 LAB TESTING	39,418	28,645	30,000	30,000	0	0.00 %
2977 LABORATORY CONSUMABLES	19,403	25,053	15,000	18,000	3,000	20.00 %
2980 INSTRUMENTATION	18,477	38,438	14,000	15,000	1,000	7.14 %
2985 LAB EQUIPMENT	760	5,583	2,000	2,000	0	0.00 %
2987 ELECTRICAL SUPPLIES	3,266	8,959	1,500	1,500	0	0.00 %
3001 POSTAGE	123,653	103,377	129,600	125,000	(4,600)	-3.55 %
3005 COURIER & DELIVERY	2,001	1,344	2,000	3,000	1,000	50.00 %
3007 ONTARIO 1 CALL CENTER	5,154	5,935	6,000	8,000	2,000	33.33 %
3010 TELEPHONE	50,013	50,806	45,500	47,000	1,500	3.30 %
3025 PHOTOCOPY EXPENSES	0	338	0	0	0	0.00 %
3030 TRAVEL	689	0	0	0	0	0.00 %
3035 MILEAGE	7,550	6,594	6,500	6,700	200	3.08 %
3055 MEETING COSTS	1,090	820	0	700	700	100.00 %
3060 MEALS	81	0	0	0	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	5,542	3,520	5,137	5,825	688	13.39 %
3070 TRAINING COURSES - OUT	8,680	7,889	0	0	0	0.00 %
3075 TRAINING COURSES- IN	28,709	18,165	53,000	53,000	0	0.00 %
3088 REBATES/REFUNDS	7,413	7,572	10,000	10,000	0	0.00 %
3089 CONSUMPTION CREDITS	20,527	24,221	17,500	17,500	0	0.00 %
3099 MISC ADMIN EXPENSES	34	0	0	0	0	0.00 %
3115 ENGINEERING FEES	1,505	0	0	0	0	0.00 %
3130 CONSULTANT FEES	5,304	0	0	0	0	0.00 %
3170 LEGAL SEARCHES	452	0	0	0	0	0.00 %
3199 MISC PROFESSIONAL FEES	2,601	2,290	2,545	2,945	400	15.72 %
3205 VEHICLE LEASE/RENTAL	1,784	5,588	10,000	6,000	(4,000)	-40.00 %
3207 EQUIPMENT LEASE	612	563	0	600	600	100.00 %
3299 MISC LEASES & RENTS	0	1,000	0	0	0	0.00 %

Executive Report

Budget Year: 2021; YTD End Date: November 2020

Department(s): Wastewater System, Water System

Division(s): SANITARY SEWER DISTRIBUTION, SANITARY SEWER PLANT, WATER DISTRIBUTION, WATER FINANCE ADMIN, WATER PLANT

	2019 Actuals	2020 Actuals YTD	2020 Budget	2021 Approved	Variance	Variance %
3301 RADIO MAINTENANCE	68,431	66,894	67,470	69,683	2,213	3.28 %
3305 BUILDING MAINTENANCE	0	556	0	0	0	0.00 %
3325 WATER METER MAINTENANCE	14,261	1,613	40,000	40,000	0	0.00 %
3340 SOFTWARE MAINTENANCE	97,124	102,952	98,640	99,532	892	0.90 %
3350 DRY CLEANING/LAUNDERING	592	1,589	1,000	1,050	50	5.00 %
3412 INTERNET FEES	3,541	2,410	2,000	3,500	1,500	75.00 %
3425 CONSTRUCTION CONTRACT	340,020	51,873	135,315	135,315	0	0.00 %
3426 PATCHING	581,477	315,095	558,084	574,851	16,767	3.00 %
3427 HYDROSEEDING	28,412	32,309	34,957	36,005	1,048	3.00 %
3428 CONCRETE RESTORATION	11,598	14,395	39,140	40,314	1,174	3.00 %
3445 SNOW REMOVAL CONTRACT	11,066	0	0	0	0	0.00 %
3455 SECURITY SERVICES	0	985	0	700	700	100.00 %
3489 CONTRACT/OUTSIDE SERVICES	58,800	69,583	40,000	40,000	0	0.00 %
3499 MISC CONTRACTS	0	763	0	0	0	0.00 %
3601 INSURANCE PREMIUMS	160,007	326,195	157,527	440,576	283,049	179.68 %
3969 SLUDGE DISPOSAL	130,969	82,957	100,000	100,000	0	0.00 %
GOODS & SERVICES TOTAL	4,658,399	3,701,575	4,258,709	4,658,442	399,733	9.39 %
FINANCIAL EXPENSES						
4015 DEBENTURE PRINCIPAL	2,411,088	2,811,425	2,811,426	2,800,000	(11,426)	-0.41 %
4020 DEBENTURE INTEREST	343,340	415,175	458,608	342,723	(115,885)	-25.27 %
FINANCIAL EXPENSES TOTAL	2,754,428	3,226,600	3,270,034	3,142,723	(127,311)	-3.89 %
CAPITAL/RESERVE TRANSACTIONS						
5010 MACHINERY & EQUIPMENT	0	3,050	0	0	0	0.00 %
5015 OFFICE FURNITURE & EQUIP	3,507	1,448	500	500	0	0.00 %
5020 WATER METERS	6,903	10,902	50,000	50,000	0	0.00 %
5101 CAPITAL LEVY	8,547,187	8,864,428	8,864,428	9,436,542	572,114	6.45 %
5115 TRANSFER TO RESERVE FUND	599,873	0	0	0	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	9,157,470	8,879,828	8,914,928	9,487,042	572,114	6.42 %
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	628,117	590,454	757,005	765,659	8,654	1.14 %
7010 ADMINISTRATON & OVERHEAD	1,548,080	1,411,983	1,540,344	1,720,474	180,130	11.69 %
7050 FLEET CHARGEBACK CHARGES	23,218	7,013	0	1,500	1,500	100.00 %
INTERNAL TRANSFERS TOTAL	2,199,415	2,009,450	2,297,349	2,487,633	190,284	8.28 %
EXPENSE TOTAL	23,530,676	21,902,321	24,336,315	25,541,380	1,205,065	4.95 %
REVENUE						
0175 DIRECT WATER BILLINGS	12,425,337	10,234,944	0	0	0	0.00 %
0177 FILTRATION PLANT LEVY	407,525	346,584	375,425	0	(375,425)	-100.00 %
0178 CONSTRUCTION WATER	34,349	17,146	10,000	10,000	0	0.00 %
0180 SEWER SURCHARGE	10,002,167	8,367,023	0	0	0	0.00 %
0431 PENALTIES/WATER ACCOUNTS	53,198	22,329	47,000	47,000	0	0.00 %



Executive Report

Budget Year: 2021; YTD End Date: November 2020

Department(s): Wastewater System, Water System

Division(s): SANITARY SEWER DISTRIBUTION, SANITARY SEWER PLANT, WATER DISTRIBUTION, WATER FINANCE ADMIN, WATER PLANT

	2019 Actuals	2020 Actuals YTD	2020 Budget	2021 Approved	Variance	Variance %
0456 SALE OF SCRAP METALS	3,031	2,540	5,000	5,000	0	0.00 %
0459 OTHER SALES	193	0	0	0	0	0.00 %
0460 TRANSFER FRM CAPITAL FUND	0	0	650,489	653,434	2,945	0.45 %
0468 METER REPLACEMENT	6,260	2,123	4,300	4,300	0	0.00 %
0470 TSF FROM RESERVE FUND	164,271	164,100	164,100	827,752	663,652	404.42 %
0472 REIMB - CUPE BENEFITS	5,403	2,110	0	0	0	0.00 %
0476 REIMBURSEMENT-CUPE WAGES	16,357	5,848	0	0	0	0.00 %
0480 SUNDRY REVENUE	12,077	3,914	15,000	15,000	0	0.00 %
0856 RETURN CHEQUE CHARGE	7,625	1,151	7,000	7,000	0	0.00 %
0860 ACCOUNT ADJ./METER READS	33,808	27,472	36,000	36,000	0	0.00 %
0861 OFFICIAL RECEIPTS	58	0	100	100	0	0.00 %
0873 SANITARY SEWER CONNECTION	9,932	14,406	10,000	10,000	0	0.00 %
0874 SEWER RODDINGS	19,850	10,721	25,000	25,000	0	0.00 %
0876 WATER CONNECTIONS	59,590	21,104	20,000	35,000	15,000	75.00 %
0877 WATER THAWS	5,692	0	3,000	3,000	0	0.00 %
0878 WATER TURN ON/OFF	43,573	27,077	25,000	30,000	5,000	20.00 %
0897 PATTON BULK WATER	36,288	28,136	15,000	20,000	5,000	33.33 %
0899 OTHER SERVICE CHARGES	122,070	32,781	45,000	45,000	0	0.00 %
0985 SEPTAGE TREATMENT	62,027	68,926	50,000	50,000	0	0.00 %
REVENUE TOTAL	23,530,681	19,400,435	1,507,414	1,823,586	316,172	20.97 %
GRAND TOTAL:	(5)	2,501,886	22,828,901	23,717,794	888,893	3.89 %



WATER

2021 OPERATING BUDGET



Executive Report

Budget Year: 2021; YTD End Date: November 2020

Department(s): Wastewater System, Water System

Division(s): WATER DISTRIBUTION, WATER FINANCE ADMIN, WATER PLANT

	2019 Actuals	2020 Actuals YTD	2020 Budget	2021 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	1,553,610	1,488,200	1,855,179	1,904,306	49,127	2.65 %
1002 TEMPORARY SALARIES	38,101	5,025	0	23,712	23,712	100.00 %
1003 SHIFT PREMIUM	2,372	3,630	3,647	3,797	150	4.11 %
1004 OTHER/STANDBY	65,771	51,361	53,857	42,220	(11,637)	-21.61 %
1010 MODIFIED/ACCOMMODATED	504	33,160	0	0	0	0.00 %
1011 SALARIES CAPITAL/Special Projects	0	0	259,286	272,654	13,368	5.16 %
1101 OVERTIME FULLTIME	228,859	103,424	143,857	154,082	10,225	7.11 %
1102 OVERTIME PART TIME	0	36	0	0	0	0.00 %
1202 VACATION	226,194	155,309	1,677	1,707	30	1.79 %
1203 COMPASSIONATE LEAVE	966	5,107	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	105,841	53,729	0	0	0	0.00 %
1207 SICK LEAVE	109,558	69,763	0	0	0	0.00 %
1299 OTHER LABOUR COSTS	404	0	0	0	0	0.00 %
1301 WSIB LEAVE	(12,755)	(6,106)	0	0	0	0.00 %
1401 TRAINING & SAFETY	28,619	16,450	0	0	0	0.00 %
1499 OTHER EMP ALLOWANCES	1,803	311	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	767,982	720,314	633,129	624,151	(8,978)	-1.42 %
1802 FRINGE BENEFITS-PARTTIME	9,524	1,722	5,531	4,877	(654)	-11.82 %
PERSONNEL TOTAL	3,127,353	2,701,435	2,956,163	3,031,506	75,343	2.55 %
GOODS & SERVICES						
2001 SAND	0	664	0	0	0	0.00 %
2002 SALT	0	871	0	0	0	0.00 %
2006 ASPHALT - COLD MIX	26,023	6,740	16,000	16,480	480	3.00 %
2007 CONSTRUCTION SUPPLIES	0	96	0	0	0	0.00 %
2008 CEMENT	0	0	1,000	1,000	0	0.00 %
2009 METALS	0	1,697	0	0	0	0.00 %
2010 TRAFFIC SUPPLIES	110	0	0	0	0	0.00 %
2020 SEWER/WATER PIPE & PARTS	101,545	88,243	91,000	93,700	2,700	2.97 %
2030 GRAVEL	52,013	14,678	69,900	69,900	0	0.00 %
2055 CHEMICALS	291,263	283,808	225,500	228,000	2,500	1.11 %
2099 MISC. MATERIALS	3,777	917	2,000	2,000	0	0.00 %
2401 GAS FUEL	16,258	8,957	14,754	14,924	170	1.15 %
2405 DIESEL FUEL	62,195	34,988	54,666	55,014	348	0.64 %
2407 COLOURED/DYED DIESEL	27,741	22,720	32,495	29,846	(2,649)	-8.15 %
2410 PROPANE	0	7	0	0	0	0.00 %
2415 LUBRICANTS	2,803	2,034	3,000	3,000	0	0.00 %
2425 REPAIR PARTS	18,647	22,952	1,300	12,000	10,700	823.08 %
2430 MECHANIC SHOP SUPPLIES	507	31	500	500	0	0.00 %
2435 TOOLS	16,604	16,595	18,038	18,038	0	0.00 %

Executive Report

Budget Year: 2021; YTD End Date: November 2020

Department(s): Wastewater System, Water System

Division(s): WATER DISTRIBUTION, WATER FINANCE ADMIN, WATER PLANT

	2019 Actuals	2020 Actuals YTD	2020 Budget	2021 Approved	Variance	Variance %
2440 MAINTENANCE SUPPLIES	1,403	9,712	3,085	3,085	0	0.00 %
2601 OFFICE SUPPLIES	12,847	8,368	7,400	7,400	0	0.00 %
2615 JANITORIAL SUPPLIES	1,743	2,811	5,200	5,200	0	0.00 %
2625 BUILDING MAINT SUPPLIES	77	736	500	500	0	0.00 %
2650 CLOTHING / UNIFORM	6,971	6,785	8,845	8,845	0	0.00 %
2655 SAFETY SUPPLIES	23,318	20,130	20,823	21,373	550	2.64 %
2660 SAFETY BOOT ALLOWANCE	2,594	4,835	5,415	5,815	400	7.39 %
2699 MISC GENERAL SUPPLIES	0	0	1,000	1,000	0	0.00 %
2701 HYDRO	763,731	563,003	732,282	775,054	42,772	5.84 %
2705 NATURAL GAS	12,956	11,716	11,091	14,334	3,243	29.24 %
2715 WATER	19,525	14,038	18,577	20,843	2,266	12.20 %
2720 MUNICIPAL TAXES	136,964	137,846	142,444	143,361	917	0.64 %
2975 LAB TESTING	23,741	19,436	20,000	20,000	0	0.00 %
2977 LABORATORY CONSUMABLES	13,565	15,612	9,000	11,000	2,000	22.22 %
2980 INSTRUMENTATION	7,571	18,273	6,000	7,000	1,000	16.67 %
2985 LAB EQUIPMENT	760	739	2,000	2,000	0	0.00 %
2987 ELECTRICAL SUPPLIES	1,038	1,656	0	0	0	0.00 %
3001 POSTAGE	123,653	103,362	129,600	125,000	(4,600)	-3.55 %
3005 COURIER & DELIVERY	0	73	0	0	0	0.00 %
3007 ONTARIO 1 CALL CENTER	2,863	3,916	6,000	8,000	2,000	33.33 %
3010 TELEPHONE	15,144	17,287	15,000	16,500	1,500	10.00 %
3030 TRAVEL	689	0	0	0	0	0.00 %
3035 MILEAGE	3,094	2,392	4,000	4,000	0	0.00 %
3055 MEETING COSTS	290	686	0	700	700	100.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	3,392	2,242	5,137	5,825	688	13.39 %
3070 TRAINING COURSES - OUT	8,380	5,494	0	0	0	0.00 %
3075 TRAINING COURSES- IN	18,322	15,869	34,000	34,000	0	0.00 %
3088 REBATES/REFUNDS	7,413	7,572	10,000	10,000	0	0.00 %
3089 CONSUMPTION CREDITS	11,739	13,373	10,000	10,000	0	0.00 %
3099 MISC ADMIN EXPENSES	30	0	0	0	0	0.00 %
3115 ENGINEERING FEES	1,505	0	0	0	0	0.00 %
3130 CONSULTANT FEES	5,304	0	0	0	0	0.00 %
3199 MISC PROFESSIONAL FEES	1,462	1,540	1,255	1,655	400	31.87 %
3205 VEHICLE LEASE/RENTAL	889	3,461	10,000	6,000	(4,000)	-40.00 %
3207 EQUIPMENT LEASE	612	563	0	600	600	100.00 %
3301 RADIO MAINTENANCE	63,520	66,792	62,470	64,683	2,213	3.54 %
3305 BUILDING MAINTENANCE	0	556	0	0	0	0.00 %
3325 WATER METER MAINTENANCE	14,261	1,613	40,000	40,000	0	0.00 %
3340 SOFTWARE MAINTENANCE	50,990	51,476	51,800	52,296	496	0.96 %
3350 DRY CLEANING/LAUNDERING	250	1,065	1,000	1,050	50	5.00 %

Executive Report

Budget Year: 2021; YTD End Date: November 2020

Department(s): Wastewater System, Water System

Division(s): WATER DISTRIBUTION, WATER FINANCE ADMIN, WATER PLANT

	2019 Actuals	2020 Actuals YTD	2020 Budget	2021 Approved	Variance	Variance %
3412 INTERNET FEES	1,939	2,410	1,500	2,000	500	33.33 %
3425 CONSTRUCTION CONTRACT	62,659	23,169	70,175	70,175	0	0.00 %
3426 PATCHING	230,762	223,556	320,461	330,100	9,639	3.01 %
3427 HYDROSEEDING	15,169	18,309	20,890	21,516	626	3.00 %
3428 CONCRETE RESTORATION	4,596	4,668	30,900	31,827	927	3.00 %
3445 SNOW REMOVAL CONTRACT	6,595	0	0	0	0	0.00 %
3455 SECURITY SERVICES	0	802	0	700	700	100.00 %
3489 CONTRACT/OUTSIDE SERVICES	30,036	40,652	15,000	15,000	0	0.00 %
3601 INSURANCE PREMIUMS	61,175	131,446	58,803	178,995	120,192	204.40 %
GOODS & SERVICES TOTAL	2,395,023	2,086,038	2,421,806	2,621,834	200,028	8.26 %
FINANCIAL EXPENSES						
4015 DEBENTURE PRINCIPAL	1,640,410	1,745,748	1,695,748	1,734,323	38,575	2.27 %
4020 DEBENTURE INTEREST	219,867	245,685	252,765	200,276	(52,489)	-20.77 %
FINANCIAL EXPENSES TOTAL	1,860,277	1,991,433	1,948,513	1,934,599	(13,914)	-0.71 %
CAPITAL/RESERVE TRANSACTIONS						
5020 WATER METERS	6,903	10,902	50,000	50,000	0	0.00 %
5101 CAPITAL LEVY	4,700,953	4,875,435	4,875,435	4,718,271	(157,164)	-3.22 %
5115 TRANSFER TO RESERVE FUND	110,000	0	0	0	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	4,817,856	4,886,337	4,925,435	4,768,271	(157,164)	-3.19 %
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	313,378	300,648	397,246	409,144	11,898	3.00 %
7010 ADMINISTRATON & OVERHEAD	845,274	762,485	831,801	920,563	88,762	10.67 %
7050 FLEET CHARGEBACK CHARGES	23,074	5,467	0	0	0	0.00 %
INTERNAL TRANSFERS TOTAL	1,181,726	1,068,600	1,229,047	1,329,707	100,660	8.19 %
EXPENSE TOTAL	13,382,235	12,733,843	13,480,964	13,685,917	204,953	1.52 %
REVENUE						
0175 DIRECT WATER BILLINGS	12,425,337	10,234,944	0	0	0	0.00 %
0177 FILTRATION PLANT LEVY	407,525	346,584	375,425	0	(375,425)	-100.00 %
0178 CONSTRUCTION WATER	34,349	17,146	10,000	10,000	0	0.00 %
0431 PENALTIES/WATER ACCOUNTS	26,599	16,060	23,500	23,500	0	0.00 %
0456 SALE OF SCRAP METALS	1,796	2,508	0	0	0	0.00 %
0459 OTHER SALES	193	0	0	0	0	0.00 %
0460 TRANSFER FRM CAPITAL FUND	0	0	325,937	326,460	523	0.16 %
0468 METER REPLACEMENT	6,260	2,123	4,300	4,300	0	0.00 %
0470 TSF FROM RESERVE FUND	164,271	164,100	164,100	527,752	363,652	221.60 %
0472 REIMB - CUPE BENEFITS	4,958	1,997	0	0	0	0.00 %
0476 REIMBURSEMENT-CUPE WAGES	15,352	5,484	0	0	0	0.00 %
0480 SUNDRY REVENUE	11,279	3,564	15,000	15,000	0	0.00 %
0856 RETURN CHEQUE CHARGE	7,625	1,151	7,000	7,000	0	0.00 %
0860 ACCOUNT ADJ./METER READS	33,808	27,472	36,000	36,000	0	0.00 %



Executive Report

Budget Year: 2021; YTD End Date: November 2020

Department(s): Wastewater System, Water System

Division(s): WATER DISTRIBUTION, WATER FINANCE ADMIN, WATER PLANT

	2019 Actuals	2020 Actuals YTD	2020 Budget	2021 Approved	Variance	Variance %
0861 OFFICIAL RECEIPTS	58	0	100	100	0	0.00 %
0874 SEWER RODDINGS	598	0	0	0	0	0.00 %
0876 WATER CONNECTIONS	59,590	21,104	20,000	35,000	15,000	75.00 %
0877 WATER THAWS	5,692	0	3,000	3,000	0	0.00 %
0878 WATER TURN ON/OFF	43,573	27,077	25,000	30,000	5,000	20.00 %
0897 PATTON BULK WATER	36,288	28,136	15,000	20,000	5,000	33.33 %
0899 OTHER SERVICE CHARGES	97,089	18,151	20,000	20,000	0	0.00 %
REVENUE TOTAL	13,382,240	10,917,601	1,044,362	1,058,112	13,750	1.32 %
GRAND TOTAL:	(5)	1,816,242	12,436,602	12,627,805	191,203	1.54 %



WASTEWATER

2021 OPERATING BUDGET

Executive Report

Budget Year: 2021; YTD End Date: November 2020

Department(s): Wastewater System, Water System

Division(s): SANITARY SEWER DISTRIBUTION, SANITARY SEWER PLANT

	2019 Actuals	2020 Actuals YTD	2020 Budget	2021 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	1,082,455	888,939	1,623,350	1,695,175	71,825	4.42 %
1002 TEMPORARY SALARIES	41,887	195	18,054	40,607	22,553	124.92 %
1003 SHIFT PREMIUM	1,019	1,046	1,100	1,100	0	0.00 %
1004 OTHER/STANDBY	34,803	38,412	42,685	55,055	12,370	28.98 %
1010 MODIFIED/ACCOMMODATED	779	5,538	0	0	0	0.00 %
1011 SALARIES CAPITAL/Special Projects	0	0	281,860	275,706	(6,154)	-2.18 %
1101 OVERTIME FULLTIME	125,860	62,114	98,200	104,493	6,293	6.41 %
1102 OVERTIME PART TIME	286	36	0	0	0	0.00 %
1202 VACATION	37,239	43,163	2,294	2,336	42	1.83 %
1203 COMPASSIONATE LEAVE	415	0	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	17,624	23,525	0	0	0	0.00 %
1207 SICK LEAVE	9,988	23,765	0	0	0	0.00 %
1299 OTHER LABOUR COSTS	127	0	0	0	0	0.00 %
1301 WSIB LEAVE	(155)	0	0	0	0	0.00 %
1401 TRAINING & SAFETY	0	6,701	0	0	0	0.00 %
1499 OTHER EMP ALLOWANCES	760	380	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	278,033	289,619	564,021	552,890	(11,131)	-1.97 %
1802 FRINGE BENEFITS-PARTTIME	2,491	0	7,568	6,672	(896)	-11.84 %
PERSONNEL TOTAL	1,633,611	1,383,433	2,639,132	2,734,034	94,902	3.60 %
GOODS & SERVICES						
2002 SALT	42	0	0	0	0	0.00 %
2006 ASPHALT - COLD MIX	2,420	2,371	5,000	5,150	150	3.00 %
2007 CONSTRUCTION SUPPLIES	0	192	0	0	0	0.00 %
2008 CEMENT	0	0	3,000	3,000	0	0.00 %
2009 METALS	840	1,432	0	0	0	0.00 %
2020 SEWER/WATER PIPE & PARTS	17,942	34,872	55,000	55,000	0	0.00 %
2030 GRAVEL	15,720	1,684	18,600	18,600	0	0.00 %
2055 CHEMICALS	221,604	226,917	192,500	202,500	10,000	5.19 %
2099 MISC. MATERIALS	21,022	1,423	2,000	2,000	0	0.00 %
2401 GAS FUEL	21,543	14,353	21,676	22,121	445	2.05 %
2405 DIESEL FUEL	42,139	28,097	43,733	44,011	278	0.64 %
2407 COLOURED/DYED DIESEL	18,631	6,267	18,696	16,576	(2,120)	-11.34 %
2415 LUBRICANTS	4,297	2,563	3,000	3,000	0	0.00 %
2425 REPAIR PARTS	15,294	18,579	3,500	8,000	4,500	128.57 %
2430 MECHANIC SHOP SUPPLIES	6,667	4,279	4,000	4,000	0	0.00 %
2435 TOOLS	20,115	14,602	16,030	16,030	0	0.00 %
2440 MAINTENANCE SUPPLIES	7,971	3,881	1,000	3,000	2,000	200.00 %
2601 OFFICE SUPPLIES	2,677	3,956	3,000	3,000	0	0.00 %
2615 JANITORIAL SUPPLIES	1,883	1,133	1,000	2,000	1,000	100.00 %

Executive Report

Budget Year: 2021; YTD End Date: November 2020

Department(s): Wastewater System, Water System

Division(s): SANITARY SEWER DISTRIBUTION, SANITARY SEWER PLANT

	2019 Actuals	2020 Actuals YTD	2020 Budget	2021 Approved	Variance	Variance %
2625 BUILDING MAINT SUPPLIES	3,142	1,519	1,650	1,650	0	0.00 %
2650 CLOTHING / UNIFORM	10,315	9,034	12,630	12,130	(500)	-3.96 %
2655 SAFETY SUPPLIES	24,436	14,394	24,658	24,658	0	0.00 %
2660 SAFETY BOOT ALLOWANCE	4,154	3,458	6,582	6,582	0	0.00 %
2690 ELECTRONIC MATERIALS	196	0	0	0	0	0.00 %
2699 MISC GENERAL SUPPLIES	69	0	500	500	0	0.00 %
2701 HYDRO	568,762	398,772	545,836	543,659	(2,177)	-0.40 %
2705 NATURAL GAS	69,173	109,881	65,424	76,532	11,108	16.98 %
2715 WATER	1,671	1,365	1,699	1,783	84	4.94 %
2720 MUNICIPAL TAXES	93,043	93,704	96,765	97,452	687	0.71 %
2975 LAB TESTING	15,677	9,209	10,000	10,000	0	0.00 %
2977 LABORATORY CONSUMABLES	5,838	9,441	6,000	7,000	1,000	16.67 %
2980 INSTRUMENTATION	10,906	20,165	8,000	8,000	0	0.00 %
2985 LAB EQUIPMENT	0	4,844	0	0	0	0.00 %
2987 ELECTRICAL SUPPLIES	2,228	7,303	1,500	1,500	0	0.00 %
3001 POSTAGE	0	15	0	0	0	0.00 %
3005 COURIER & DELIVERY	2,001	1,271	2,000	3,000	1,000	50.00 %
3007 ONTARIO 1 CALL CENTER	2,291	2,019	0	0	0	0.00 %
3010 TELEPHONE	34,869	33,519	30,500	30,500	0	0.00 %
3025 PHOTOCOPY EXPENSES	0	338	0	0	0	0.00 %
3035 MILEAGE	4,456	4,202	2,500	2,700	200	8.00 %
3055 MEETING COSTS	800	134	0	0	0	0.00 %
3060 MEALS	81	0	0	0	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	2,150	1,278	0	0	0	0.00 %
3070 TRAINING COURSES - OUT	300	2,395	0	0	0	0.00 %
3075 TRAINING COURSES- IN	10,387	2,296	19,000	19,000	0	0.00 %
3089 CONSUMPTION CREDITS	8,788	10,848	7,500	7,500	0	0.00 %
3099 MISC ADMIN EXPENSES	4	0	0	0	0	0.00 %
3170 LEGAL SEARCHES	452	0	0	0	0	0.00 %
3199 MISC PROFESSIONAL FEES	1,139	750	1,290	1,290	0	0.00 %
3205 VEHICLE LEASE/RENTAL	895	2,127	0	0	0	0.00 %
3299 MISC LEASES & RENTS	0	1,000	0	0	0	0.00 %
3301 RADIO MAINTENANCE	4,911	102	5,000	5,000	0	0.00 %
3340 SOFTWARE MAINTENANCE	46,134	51,476	46,840	47,236	396	0.85 %
3350 DRY CLEANING/LAUNDERING	342	524	0	0	0	0.00 %
3412 INTERNET FEES	1,602	0	500	1,500	1,000	200.00 %
3425 CONSTRUCTION CONTRACT	277,361	28,704	65,140	65,140	0	0.00 %
3426 PATCHING	350,715	91,539	237,623	244,751	7,128	3.00 %
3427 HYDROSEEDING	13,243	14,000	14,067	14,489	422	3.00 %
3428 CONCRETE RESTORATION	7,002	9,727	8,240	8,487	247	3.00 %

Executive Report

Budget Year: 2021; YTD End Date: November 2020

Department(s): Wastewater System, Water System

Division(s): SANITARY SEWER DISTRIBUTION, SANITARY SEWER PLANT

	2019 Actuals	2020 Actuals YTD	2020 Budget	2021 Approved	Variance	Variance %
3445 SNOW REMOVAL CONTRACT	4,471	0	0	0	0	0.00 %
3455 SECURITY SERVICES	0	183	0	0	0	0.00 %
3489 CONTRACT/OUTSIDE SERVICES	28,764	28,931	25,000	25,000	0	0.00 %
3499 MISC CONTRACTS	0	763	0	0	0	0.00 %
3601 INSURANCE PREMIUMS	98,832	194,749	98,724	261,581	162,857	164.96 %
3969 SLUDGE DISPOSAL	130,969	82,957	100,000	100,000	0	0.00 %
GOODS & SERVICES TOTAL	2,263,376	1,615,537	1,836,903	2,036,608	199,705	10.87 %
FINANCIAL EXPENSES						
4015 DEBENTURE PRINCIPAL	770,678	1,065,677	1,115,678	1,065,677	(50,001)	-4.48 %
4020 DEBENTURE INTEREST	123,473	169,490	205,843	142,447	(63,396)	-30.80 %
FINANCIAL EXPENSES TOTAL	894,151	1,235,167	1,321,521	1,208,124	(113,397)	-8.58 %
CAPITAL/RESERVE TRANSACTIONS						
5010 MACHINERY & EQUIPMENT	0	3,050	0	0	0	0.00 %
5015 OFFICE FURNITURE & EQUIP	3,507	1,448	500	500	0	0.00 %
5101 CAPITAL LEVY	3,846,234	3,988,993	3,988,993	4,718,271	729,278	18.28 %
5115 TRANSFER TO RESERVE FUND	489,873	0	0	0	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	4,339,614	3,993,491	3,989,493	4,718,771	729,278	18.28 %
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	314,739	289,806	359,759	356,515	(3,244)	-0.90 %
7010 ADMINISTRATON & OVERHEAD	702,806	649,498	708,543	799,911	91,368	12.90 %
7050 FLEET CHARGEBACK CHARGES	144	1,546	0	1,500	1,500	100.00 %
INTERNAL TRANSFERS TOTAL	1,017,689	940,850	1,068,302	1,157,926	89,624	8.39 %
EXPENSE TOTAL	10,148,441	9,168,478	10,855,351	11,855,463	1,000,112	9.21 %
REVENUE						
0180 SEWER SURCHARGE	10,002,167	8,367,023	0	0	0	0.00 %
0431 PENALTIES/WATER ACCOUNTS	26,599	6,269	23,500	23,500	0	0.00 %
0456 SALE OF SCRAP METALS	1,235	32	5,000	5,000	0	0.00 %
0460 TRANSFER FRM CAPITAL FUND	0	0	324,552	326,974	2,422	0.75 %
0470 TSF FROM RESERVE FUND	0	0	0	300,000	300,000	100.00 %
0472 REIMB - CUPE BENEFITS	445	113	0	0	0	0.00 %
0476 REIMBURSEMENT-CUPE WAGES	1,005	364	0	0	0	0.00 %
0480 SUNDRY REVENUE	798	350	0	0	0	0.00 %
0873 SANITARY SEWER CONNECTION	9,932	14,406	10,000	10,000	0	0.00 %
0874 SEWER RODDINGS	19,252	10,721	25,000	25,000	0	0.00 %
0899 OTHER SERVICE CHARGES	24,981	14,630	25,000	25,000	0	0.00 %
0985 SEPTAGE TREATMENT	62,027	68,926	50,000	50,000	0	0.00 %
REVENUE TOTAL	10,148,441	8,482,834	463,052	765,474	302,422	65.31 %
GRAND TOTAL:	0	685,644	10,392,299	11,089,989	697,690	6.71 %



2021

SERVICE LEVEL CHANGES

Service Level Reduction / Increase 2021

Description/Title: Eliminate temporary summer construction distribution and collection positions and create 3 full time operator positions

Service Enhancement or Reduction: Enhancement

Public: X **In Camera:** ___ **Service Area/Business Unit** Water & Wastewater

Department: Water and Wastewater Facilities / Water and Sewer Distribution

Costing Center #: 3317/3399/3138

Budget Impacted: Municipal Levy ___ Building Permit ___ Reserve ___ Other ___ Water X Sewer X

Detail:

This service level change eliminates the temporary summer construction positions for the distribution & collection department and adds three (3) full time equivalent Level 1 Operator Distribution & Collection positions. The net FTE change is 0.10.

The water and wastewater distribution and collection department currently has 5 positions which are temporary full-time positions dedicated to summer construction. Historically it has been difficult to fill these positions due to lack of qualified applicants. Staff retention has also been an issue as these positions are temporary and therefore once staff is trained they will relocate to a different community in order to obtain full time work. It also takes significant time and resources to fill these temporary positions annually. This change proposes that these 5 temporary positions (Equivalent to 2.90FTE) be eliminated and that 3 full time Operator 1 positions (3.00FTE) be created.

This service level change will aid with staff retention and reduce the amount of time being spent on recruitment annually. This change will also allow for a greater number of staff to be available for operation and maintenance tasks over the winter months. With the elimination of the 5 temporary summer construction FTEs the overall FTE impact to the organization is 0.1. The budget change would be minimal and would be absorbed by Capital and therefore the operating budget would not be affected.

Link to Strategic Plan: _____

<u>Current Year Budget Impact:</u>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
Expense 001 - 3317 - Personnel 40% 001 - 3399 - Personnel 50% 001 - 3138 - Personnel 10%			
(Revenue)			
Net Cost (Savings)	\$0		
Full Time Equivalent (FTE) Impact:	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
	0.10		
<u>Future Years Budget Impact</u> (only required for phased-in Service Level changes)	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
Year / Expense			
Year / Revenue			
Net Cost (Savings)			

Capital Requirements (if applicable):