



CITY OF NORTH BAY
2019
FINAL
WATER &
WASTEWATER
OPERATING BUDGET

City of North Bay

Report to Council

Report No: CORP 2018 - 80 Date: November 1, 2018
Originator: Laura Boissonneault
Business Unit: **Department:**
Corporate Services Financial Services
Subject: 2019 Water and Wastewater Operating Budget
Closed Session: yes no

Recommendation

That Report to Council CORP 2018-80 regarding the 2019 Water & Wastewater Operating Budget be received and referred to a Special Committee Meeting – 2019 Water and Wastewater Operating Budget and Water Rates to be held on January 7th, 2019.

Background

During October and November 2018, the Managing Director of Engineering, Environmental Services, and Works and associated management team members met with the Chief Administrative Officer, Chief Financial Officer, and associated finance staff to review the 2019 Preliminary Water & Wastewater Operating Budget submissions. The proposed 2019 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 financial plan for their drinking water system as part of the new 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 a least six years, but recommends a long term plan.

The City of North Bay Water Financial Plan was prepared by City staff and encompass years 2016-2025. This plan was endorsed by Council Resolution No. 2016-46 in January 2016 and a copy was provided to the Ministry of the Environment, Conservation and Parks (MECP). The principles laid out in the approved financial plan were used in setting the preliminary 2019

Water and Wastewater Operating Budget and ensures 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 2019 Water & Wastewater Operating Budget was prepared with the following guidelines:

Service Delivery – The preliminary 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. Any additional costs or savings resulting from proposed Service Level changes have not been incorporated into the preliminary budget numbers as these options are subject to Council approval.

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 projected actual billings and 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 costs will increase by 3.1% and natural gas by 7.7% from the 2018 projected year-end actuals resulting in an overall 2019 utility budget increase of only \$1,293 or 0%.

Fuel – Fuel costs are estimated based on the anticipated usage for 2019 and the 9-month average fuel rate of \$1.12 per litre.

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 and are reflected within the departments that individuals are assigned. Benefits include items such as Employment Insurance, Canada Pension Plan, WSIB, OMERS, EHT, LTD, Life, AD&D, dental and major medical.

Insurance – These costs are estimated to increase by 5% from 2018 actuals resulting in an overall decrease of (\$45,019) due to policy renewal savings. The City’s insurance

period is from May to April. Therefore, the first 4 months of 2019 is known and the increase is then applied to the remaining 8 months.

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 2019, staff is recommending that the CPI be removed from the calculation for the 2019 budget only as there are sufficient funds available without the addition of the CPI to support projects identified for 2019. This recommendation has been incorporated into the preliminary budget attached as Appendix A and results in a reduction of \$388,620 in costs to the 2019 Operating Budget from what the policy formula otherwise would have required. The CPI adjustment will be maintained as part of the funding formula for the remainder of the 10 year capital budget plan.

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. The corresponding principal and interest payments are budgeted within the Water and Wastewater Operating Budget. Currently, there is \$6 million in debt financing being carried forward into 2019 from the 2017 and 2018 Capital Budgets which has not been issued as the related capital projects are still in progress. The \$6 million in debt authority is not expected to be issued until 2019. The forecasted principal and interest payments for 2019 assume that the 2017 authority will be issued in early 2019 and the 2018 authority will not be issued until late 2019. This means that repayments on the 2018 authority will not occur until 2020 thus reducing the amount of principal and interest budgeted for 2019.

The Long Term Capital & Funding Policy requires that the capital funding allowance first be used to pay the required principal and interest on the debt and then the remainder of the funds be used to support the capital budget. Accordingly, the reduction in principal and interest payments for the year results in a higher capital levy allocation.

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 and economic 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 November 1, 2018 is as follows:

• Water Operating (99576R):	\$103,640
• Sewer Operating (99577R):	<u>\$2,833,388</u>
Total Operating Reserves	\$2,937,028

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 2019 gross operating budgeted expenditures estimated at \$23.4 million, the Operating Reserves should ideally be in the range of approximately \$2.3 million to \$3.5 million. While collectively the water and sanitary sewer reserves are within the policy target, the Water Operating Reserve remains well below the policy target while the Sanitary Sewer Operating Reserve is within the policy range. Note that the above reserve balances are subject to year-end accruals and allocations. Should future deficits exceed the water and sewer reserves, departments would need to obtain Council approval to borrow from the City's other reserves.

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 budgeted. 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. The balance in this Reserve as at the date of this report is \$1,473,844. Staff is recommending that the reserve be drawn down on an annual basis to offset a portion of the principal and interest costs on the Water Treatment Plant loan over the remaining 9 year term of the loan. Accordingly, the preliminary budget includes a transfer from the Water Treatment Surcharge reserve in the amount of \$164,100. This recommendation will assist in reducing the costs that need to be recovered from customers through the Water Filtration Surcharge.

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 2019 Water and Wastewater rates. The calculated rates will be presented to Council under a separate report CORP 2018-82 on December 4, 2018.

Recommendation

That Report to Council CORP 2018-80 regarding the 2019 Water & Wastewater Operating Budget be received and referred to a Special Committee Meeting – 2019 Water and Wastewater Operating Budget and Water Rates to be held on January 7th, 2019.

Respectfully submitted,

Name: Laura Boissonneault, BBA, CPA, CGA
Title: Manager of Financial Services
We concur in this report and recommendation.

Name: David Euler, P.Eng., PMP
Title: Managing Director, Engineering,
Environmental Services and Works

Name: Margaret Karpenko CPA, CMA
Title: Chief Financial Officer/Treasurer

Name: A. Keith Robicheau
Title: Chief Administrative Officer

Personnel designated for continuance: Chief Financial Officer and Manager of Financial Services
Attachment: Appendix A – 2019 Water & Wastewater Operating Budget



Water and Wastewater Operating Budget Summary

Budget Year: 2019

YTD End Date: November 2018

Execution Date: November 20, 2018

	2017 Actuals	2018 Actuals YTD *	2018 Budget	2019 Council Review	Variance Increase/ (Decrease)	Change %
Wastewater System						
SANITARY SEWER DISTRIBUTION	(1,881,854)	(1,789,602)	7,702,015	8,025,947	323,932	4.21 %
SANITARY SEWER PLANT	1,881,854	1,621,849	1,886,518	1,878,080	(8,438)	-0.45 %
Total Wastewater System:	0	(167,753)	9,588,533	9,904,027	315,494	3.29 %
Water System						
WATER DISTRIBUTION	(1,785,928)	(648,617)	10,188,606	10,346,559	157,953	1.55 %
WATER PLANT	1,785,928	1,652,709	1,846,073	1,812,875	(33,198)	-1.80 %
Total Water System:	0	1,004,092	12,034,679	12,159,434	124,755	1.04 %
Water and Wastewater Total:	0	836,339	21,623,212	22,063,461	440,249	2.04 %

* Actuals subject to year-end adjustments and accrual

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



City of North Bay Report to Council

Report No: 2018-82

Date: November 22, 2018

Originator: Marc A. Gauthier

Business Unit:

Corporate Services

Department:

Financial Services Department

Subject: [Click here to enter text.](#)

2019 Preliminary Water and Wastewater Calculated Rates

Closed Session: yes no

Recommendation

1. That Report to Council CORP 2018-82 2019 Preliminary Water and Wastewater Calculated Rates be received and referred to the Special Committee Meeting – 2019 Water and Wastewater Operating Budget and Water Rates on January 7th, 2019;
2. That Council hold a public meeting on January 9th, 2019 with respect to the calculated rates for Water, Wastewater Surcharge and Water Filtration Charges as per Appendix A to Report to Council CORP 2018-82; 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 2019 rates are based on the expenditures contained within the preliminary 2019 Water and Wastewater Operating Budget as per Report to Council No. CORP 2018-80. 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 2019 it is anticipated that the City will bill 16,662 connections for water services. This number has grown slightly from 16,568 in 2018.
- Not all users connected to the municipal Water System receive wastewater services therefore the number of wastewater customers is marginally lower at 16,482 connections.
- The water and wastewater general operation and maintenance costs used in the rate calculations are based on the 2019 Water & Wastewater Operating Budget as submitted in Report to Council CORP 2018-80. The total net budget for the Water System is projected to be approximately \$12.16 million and the total net budget for the Wastewater System is approximately \$9.9 million.
- Monthly average household consumption has remained in the range of 14 cubic meters since inception of the metered system despite fluctuations experienced on a yearly basis due to changes in weather conditions. The attached 2019 rates have been calculated using a residential consumption level consistent with the 2018 budget being 2.42 million cubic meters.
- The 2019 ICI (Industrial, Commercial, and Institutional) rates have been calculated using a projected consumption of 1.98 million cubic meters which is consistent with

the 2018 budgeted consumption.

- Based on the results of process reviews and commitments from the Special Water Review Committee meetings of 2015, the rate structure for 2017 shifted the variable and fixed rate components from 60% fixed / 40% variable in 2016 to 50% fixed / 50% variable. Placing more weight on the variable component provides customers with increased control over their water and wastewater bill. Conversely, the higher variable rate puts more risk on the Water and Wastewater budgets. Attached as Appendix A are the calculated rates under the existing 50% fixed /50% variable model. For review, a rate structure based on a 40% fixed / 60% variable model is provided in Appendix B. Appendix C provides a sample invoice to illustrate how an individual household may be impacted under each of the rate structures. A risk to the Water and Wastewater budgets of shifting to a higher variable rate model is that the Water Operating Reserve balance is currently well below the 10-15% reserve benchmark as explained in Report to Council No. CORP 2018-79. Consumption forecasts are currently based on limited historical trending consumption data. Yearly expansion of the City's historical consumption records will assist in normalizing the data and help minimize the influence of weather impacts. Given these risks, Administration recommends to maintain the current 50% fixed 50% variable structure.
- 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. In January 2018, this program was continued, and increased the limit to two rebates per account. At the time of the writing this report, \$53,360 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 2019 Budget Timelines as per Report to Council CORP 2018-81, the goal is to have the 2019 Water and Wastewater Rates approved in January and come into effect on January 1, 2019 so that no annualization is required.

Recommendation

1. That Report to Council CORP 2018-82 2019 Preliminary Water and Wastewater Calculated Rates be received and referred to the Special Committee Meeting – 2019 Water and Wastewater Operating Budget and Water Rates on January 7th, 2019;
2. That Council hold a public meeting on January 9th, 2019 with respect to the

calculated rates for Water, Wastewater Surcharge and Water Filtration Charges as per Appendix A to Report to Council CORP 2018-82; 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

Margaret Karpenko, CPA, CMA
Chief Financial Officer

David Euler, P.Eng, PMP
Managing Director of Engineering,
Environmental Services & Works

I concur with this report and recommendation.

A. Keith Robicheau
Chief Administrative Officer

Attachment: Appendix A - 2019 Water and Wastewater Rates 50% Fixed / 50% Variable
Appendix B - 2019 Water and Wastewater Rates 40% Fixed / 60% Variable
Appendix C - Sample invoice projections for each rate structure

APPENDIX C

2018 Approved Rates

Basic Customer Bill with Water and Sanitary usage

Fixed / Variable Split:

Fixed	Variable
50%	50%

Monthly Consumption (m3)	14	16	20
	m3	m3	m3
Fixed rate	\$ 24.68	\$ 24.68	\$ 24.68
Variable	\$ 1.36	\$ 19.04	\$ 21.76
Water cost	\$ 43.72	\$ 46.44	\$ 51.88
Wastewater Rate	81.33%	\$ 35.56	\$ 37.77
Filtration Plant	\$ 2.72	\$ 2.72	\$ 2.72
Total Monthly Invoice	\$ 82.00	\$ 86.93	\$ 96.79
Total Yearly Fixed and Variable	\$ 984.00	\$ 1,043.16	\$ 1,161.48

2019 Preliminary Rates

Basic Customer Bill with Water and Sanitary usage

Fixed / Variable Split:

Fixed	Variable
50%	50%

Monthly Consumption (m3)	14	16	20
	m3	m3	m3
Fixed rate	\$ 24.77	\$ 24.77	\$ 24.77
Variable	\$ 1.38	\$ 19.32	\$ 22.08
Water cost	\$ 44.09	\$ 46.85	\$ 52.37
Wastewater Rate	82.83%	\$ 36.52	\$ 38.81
Filtration Plant	\$ 1.58	\$ 1.58	\$ 1.58
Total Monthly Invoice	\$ 82.19	\$ 87.24	\$ 97.33
Monthly Dollar Change 2018 to 2019	\$ 0.19	\$ 0.31	\$ 0.54
Monthly Percentage Change 2018 to 2019	0.23%	0.36%	0.56%
Total Yearly Fixed and Variable	\$ 986.28	\$ 1,046.88	\$ 1,167.96

2019 Preliminary Rates

Basic Customer Bill with Water and Sanitary usage

Fixed / Variable Split:

Fixed	Variable
40%	60%

Monthly Consumption (m3)	14	16	20
	m3	m3	m3
Fixed rate	\$ 19.81	\$ 19.81	\$ 19.81
Variable	\$ 1.65	\$ 23.10	\$ 26.40
Water cost	\$ 42.91	\$ 46.21	\$ 52.81
Wastewater Rate	82.83%	\$ 35.54	\$ 38.28
Filtration Plant	\$ 1.58	\$ 1.58	\$ 1.58
Total Monthly Invoice	\$ 80.03	\$ 86.07	\$ 98.13
Monthly Dollar Change 2018 to 2019	\$ (1.97)	\$ (0.86)	\$ 1.34
Monthly Percentage Change 2018 to 2019	-2.40%	-0.99%	1.38%
Total Yearly Fixed and Variable	\$ 960.36	\$ 1,032.84	\$ 1,177.56

General Government Committee Report No. 2019-04

January 30, 2019

To The Council
Of The Corporation
Of The City Of North Bay

Your Worship and Councillors:

The General Government Committee presents Report No. 2019-04 and recommends:

- "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", be approved by Council effective January 1st, 2019, and that a by-law be presented to Council for three (3) readings on January 30th, 2019; 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.

All of which is respectfully submitted.

Appendix A
2019 Water and Wastewater Rates

50.0%	Fixed
50.0%	Variable

Monthly Fixed Rate	2019		Difference
	2018 Approved	Calculated at 50% Fixed, 50% Variable	
Meter Size			
5/8X3/4	24.68	24.84	0.16
5/8 INCH	24.68	24.84	0.16
3/4 INCH	24.68	24.84	0.16
1 INCH	64.17	64.58	0.41
1.5 INCH	128.33	129.16	0.83
2 INCH	204.84	206.17	1.33
3 INCH	409.68	412.33	2.65
4 INCH	639.19	643.34	4.15
6 INCH	1,278.38	1,286.68	8.30

Water Filtration Surcharge

Meter Size			
5/8X3/4	2.72	1.58	(1.14)
5/8 INCH	2.72	1.58	(1.14)
3/4 INCH	2.72	1.58	(1.14)
1 INCH	7.08	4.73	(2.35)
1.5 INCH	14.16	7.88	(6.28)
2 INCH	22.60	12.60	(10.00)
3 INCH	45.20	26.78	(18.42)
4 INCH	70.53	40.96	(29.57)
6 INCH	141.06	81.93	(59.13)

Variable Rate	1.36	1.38	0.02
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Wastewater Surcharge	81.33%	82.58%	1.25%
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Res. #2019-05: Moved by Councillor T. Vrebosch, seconded by Councillor B. Vrebosch That General Government Committee Report No. 2019-03 relating to:

- User Fees – City Departments and Fire and Emergency Services
- be adopted as presented.

“Carried”

General Government Committee Report No. 2019-03

January 15, 2019

To The Council
Of The Corporation
Of The City Of North Bay

Your Worship and Councillors:

The General Government Committee presents Report No. 2019-03 and recommends:

1. “That Council authorizes the City Clerk to amend the User Fees charged by various City Departments (By-Law No. 2015-23, as amended and By-Law No. 2015-24, as amended), as outlined in Report to Council CORP 2018-94 dated November 23, 2018 from Shannon Saucier.”

All of which is respectfully submitted.

<u>Assents</u>	<u>Dissents</u>
T. Vrebosch	
B. Vrebosch	
King	
Bain	
Mayor McDonald	

Res. #2019-06(a): Moved by Councillor Anthony, seconded by Councillor Mayne That Engineering and Works Committee Report No. 2019-01 relating to:

- 2019 Water and Wastewater Operating Budget
- be adopted as presented.

“Carried as amended”

Engineer and Works Committee Report No. 2019-01

January 15, 2019

To The Council
Of The Corporation
Of The City Of North Bay

Your Worship and Councillors:

The Engineering and Works Committee presents Report No. 2019-01 and recommends:

1. “That Council approve the 2019 Water and Wastewater Operating Budget with an increase of 1.03%, as per attached Appendix “A”.”

All of which is respectfully submitted.

Assents
Anthony

Dissents
Tignanelli
Mayor McDonald

Res. #2019-06(b): Moved by Councillor Tignanelli, seconded by Councillor Bain That Engineering and Works Committee Report No. 2019-01 be amended by deleting the increase of 1.03% and inserting in lieu thereof 2.19% and by replacing Appendix "A" to reflect the 2.19% increase.

"Carried"

Res. #2019-06(c): Moved by Councillor Anthony, seconded by Councillor Mayne That Engineering and Works Committee Report No. 2019-01 be amended by deleting the increase of 1.03% and inserting in lieu thereof 1.25% and by replacing Appendix "A" to reflect the 1.25% increase.

"Lost"

Res. #2019-07: Moved by Councillor Brousseau, seconded by Councillor Mayne That the 2018 Municipal Heritage Committee Annual Report be received and referred to the Community Services Committee.

"Carried"

Res. #2019-08: Moved by Councillor Anthony, seconded by Councillor Tignanelli That City Council approve the award of a contract to Venasse Building Group Inc. in the amount of \$145,000.00 (plus HST), for the renovations to the Memorial Gardens Hall of Fame Washrooms.

"Carried"

Res. #2019-09: Moved by Councillor Anthony, seconded by Councillor Tignanelli That City Council approve the renewal of the lease agreement with Fisheries and Oceans Canada for the management and operation of the North Bay Marina expiring March 31, 2021, with the annual rental rate based on the greater of 20% of gross marina revenue of \$500.00.

"Carried"

Res. #2019-10: Moved by Councillor Brousseau, seconded by Councillor Mayne That Council 1) direct staff to proceed with the "Family of Rotary Splash Pad Project" in a phased manner, as detailed within Report to Council CSBU 2019-01 dated January 10, 2019 from Paula McCloskey; and

- 2) authorize the Interim Chief Administrative Officer and City Clerk to enter into an agreement with the Rotary Clubs of North Bay and North Bay-Nipissing, that is satisfactory to the City Solicitor for legal implications, the Chief Financial Officer for financial requirements and the City Engineer for capital project management and operating requirements.

"Carried"



Water and Wastewater Operating Budget Summary

Budget Year: 2019

YTD End Date: December 2018

Execution Date: February 1, 2019

	2017 Actuals	2018 Actuals YTD *	2018 Budget	2019 Approved	Variance Increase/ (Decrease)	Change %
Wastewater System						
SANITARY SEWER DISTRIBUTION	(1,881,854)	(2,747,419)	7,702,015	8,023,817	321,802	4.18 %
SANITARY SEWER PLANT	1,881,854	1,910,759	1,886,518	1,878,177	(8,341)	-0.44 %
Total Wastewater System:	0	(836,660)	9,588,533	9,901,994	313,461	3.27 %
Water System						
WATER DISTRIBUTION	(1,785,928)	(2,164,842)	10,188,606	10,381,190	192,584	1.89 %
WATER PLANT	1,785,928	1,748,526	1,846,073	1,812,972	(33,101)	-1.79 %
Total Water System:	0	(416,316)	12,034,679	12,194,162	159,483	1.33 %
Water and Wastewater Total:	0	(1,252,976)	21,623,212	22,096,156	472,944	2.19 %

* Actuals subject to year-end adjustments and accrual

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

Activity Summary Overview - 2019 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 2017, the department repaired 47 broken water mains and 44 service leaks. As of October 29th, 2018, staff had repaired 34 broken water mains and 35 service leaks.

In addition to repairs, the major duties include: water on/off, 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 2017, the department serviced 28 sanitary main back-ups and 97 sanitary service back-ups. As of October 29th, 2018, staff had attended to 35 sanitary main back-ups and 87 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 MECP 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; Canadore Pumping Station; 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	2018 FTE	2019 FTE
Senior Facilities & Env. Engineer	0.50	0.50
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
Scada Electrician*	1.00	1.00
Managing Director	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 *	3.36	3.36
Chargehand	7.20	7.20
Operator 1	11.22	11.22
Loader Backhoe Excavator	0.45	0.45

Water and Wastewater Positions	2018 FTE	2019 FTE
Certified Sewer Cleaner/Flusher	2.70	2.70
Mechanic (Lift Stations)	1.00	1.00
Truck Driver	3.60	3.60
Excavator Operator	1.80	1.80
Backhoe Operator	0.90	0.90
Clerk	0.90	0.90
Students *	3.41	3.41
Water Meter Clerk	2.00	2.00
Administrative Supervisor	0.45	0.45
Engineer Tech 1	0.00	0.50
Operator 1 – Water Meter Maintenance	0.00	0.50
Totals	57.42	58.42

**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, (7) Operator 1 Summer Construction, (1) Engineering Tech and (3.5) students are funded through capital.*



Executive Report

Budget Year: 2019; YTD End Date: December 2018

Department(s): Wastewater System, Water System

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

	2017 Actuals	2018 Actuals YTD	2018 Budget	2019 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	2,277,722	2,533,830	3,217,983	3,308,833	90,850	2.82 %
1002 TEMPORARY SALARIES	127,655	58,787	18,054	18,054	0	0.00 %
1003 SHIFT PREMIUM	3,176	3,643	3,835	4,647	812	21.17 %
1004 OTHER/STANDBY	95,287	84,028	101,592	102,280	688	0.68 %
1010 MODIFIED/ACCOMMODATED	20,154	3,547	0	0	0	0.00 %
1011 SALARIES CAPITAL/Special Projects	0	0	384,224	388,701	4,477	1.17 %
1101 OVERTIME FULLTIME	190,365	263,191	232,500	238,000	5,500	2.37 %
1102 OVERTIME PART TIME	566	460	0	0	0	0.00 %
1201 VACATION other	45	0	0	0	0	0.00 %
1202 VACATION	299,118	259,779	3,971	3,971	0	0.00 %
1203 COMPASSIONATE LEAVE	3,509	5,382	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	112,217	110,751	0	0	0	0.00 %
1207 SICK LEAVE	126,272	119,017	0	0	0	0.00 %
1299 OTHER LABOUR COSTS	106	342	0	0	0	0.00 %
1301 WSIB LEAVE	(1,184)	(468)	0	0	0	0.00 %
1401 TRAINING & SAFETY	58,875	44,984	0	0	0	0.00 %
1499 OTHER EMP ALLOWANCES	3,203	2,146	2,160	0	(2,160)	-100.00 %
1801 FRINGE BENEFITS-FULLTIME	915,698	1,001,081	1,109,393	1,131,214	21,821	1.97 %
1802 FRINGE BENEFITS-PARTTIME	18,814	12,291	11,746	11,771	25	0.21 %
PERSONNEL TOTAL	4,251,598	4,502,791	5,085,458	5,207,471	122,013	2.40 %
GOODS & SERVICES						
2006 ASPHALT - COLD MIX	10,521	10,723	30,000	21,000	(9,000)	-30.00 %
2008 CEMENT	1,536	1,073	4,000	4,000	0	0.00 %
2020 SEWER/WATER PIPE & PARTS	166,493	160,340	179,999	165,722	(14,277)	-7.93 %
2030 GRAVEL	70,202	92,407	88,500	88,500	0	0.00 %
2055 MATERIALS	365,576	376,558	431,000	383,000	(48,000)	-11.14 %
2099 MISC. MATERIALS	10,522	6,848	4,000	4,000	0	0.00 %
2401 GAS FUEL	0	36,637	31,080	34,607	3,527	11.35 %
2405 DIESEL FUEL	0	107,528	103,000	105,489	2,489	2.42 %
2407 COLOURED/DYED DIESEL	686	37,067	10,564	43,075	32,511	307.75 %
2410 PROPANE	0	9	0	0	0	0.00 %
2415 LUBRICANTS	5,016	8,582	4,000	4,500	500	12.50 %
2425 REPAIR PARTS	5,029	8,587	2,800	2,800	0	0.00 %
2430 MECHANIC SHOP SUPPLIES	4,836	5,933	2,500	3,500	1,000	40.00 %
2435 TOOLS	50,316	31,274	33,068	34,068	1,000	3.02 %
2440 MAINTENANCE SUPPLIES	400	456	200	200	0	0.00 %
2499 MISC FLEET SUPPLIES	44	0	0	0	0	0.00 %
2601 OFFICE SUPPLIES	13,950	14,283	9,400	9,900	500	5.32 %
2615 JANITORIAL SUPPLIES	2,409	636	1,077	1,050	(27)	-2.51 %



Executive Report

Budget Year: 2019; YTD End Date: December 2018

Department(s): Wastewater System, Water System

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

	2017 Actuals	2018 Actuals YTD	2018 Budget	2019 Approved	Variance	Variance %
2625 BUILDING MAINT SUPPLIES	1,790	4,773	2,150	2,150	0	0.00 %
2650 CLOTHING / UNIFORM	18,006	16,075	22,480	23,980	1,500	6.67 %
2655 SAFETY SUPPLIES	45,924	51,211	46,981	47,981	1,000	2.13 %
2660 SAFETY BOOT ALLOWANCE	6,200	8,341	13,239	11,997	(1,242)	-9.38 %
2690 ELECTRONIC MATERIALS	1,844	822	0	0	0	0.00 %
2699 MISC GENERAL SUPPLIES	2,537	6,173	2,100	2,500	400	19.05 %
2701 HYDRO	1,326,884	1,099,293	1,297,452	1,284,679	(12,773)	-0.98 %
2702 GAS	0	0	500	0	(500)	-100.00 %
2705 NATURAL GAS	78,665	58,414	59,923	74,571	14,648	24.44 %
2715 WATER	13,694	20,658	15,389	14,807	(582)	-3.78 %
2720 MUNICIPAL TAXES	231,272	227,233	245,802	236,323	(9,479)	-3.86 %
2975 LAB TESTING	26,776	39,923	22,000	30,000	8,000	36.36 %
2977 LABORATORY CONSUMABLES	0	3,375	0	0	0	0.00 %
2980 INSTRUMENTATION	12,682	9,054	4,000	8,000	4,000	100.00 %
2985 LAB EQUIPMENT	6,428	2,828	3,000	4,000	1,000	33.33 %
2987 ELECTRICAL SUPPLIES	1,434	4,881	250	250	0	0.00 %
2999 MISCELLANEOUS SUPPLIES	64	348	0	1,000	1,000	100.00 %
3001 POSTAGE	124,368	115,697	129,600	129,600	0	0.00 %
3005 COURIER & DELIVERY	4,408	2,106	2,000	2,000	0	0.00 %
3007 ONTARIO 1 CALL CENTER	5,180	5,263	8,000	8,000	0	0.00 %
3010 TELEPHONE	45,358	47,483	45,960	47,960	2,000	4.35 %
3025 PHOTOCOPY EXPENSES	2,011	0	1,400	0	(1,400)	-100.00 %
3030 TRAVEL	0	337	0	0	0	0.00 %
3035 MILEAGE	5,262	8,305	5,400	6,250	850	15.74 %
3055 MEETING COSTS	365	929	0	0	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	8,785	4,087	6,735	7,375	640	9.50 %
3070 TRAINING COURSES	40,064	43,744	60,000	55,000	(5,000)	-8.33 %
3080 ADVERTISING & PROMOTION	109	0	0	0	0	0.00 %
3088 REBATES/REFUNDS	23,875	9,240	10,000	10,000	0	0.00 %
3089 CONSUMPTION CREDITS	6,908	18,429	10,000	17,500	7,500	75.00 %
3099 MISC ADMIN EXPENSES	0	0	(50,000)	0	50,000	-100.00 %
3102 CONSULTANT FEES I.S.	85,704	0	0	0	0	0.00 %
3105 LEGAL FEES	1,015	0	0	0	0	0.00 %
3199 MISC PROFESSIONAL FEES	605	1,186	0	525	525	100.00 %
3205 VEHICLE LEASE/RENTAL	23,974	22,221	17,000	17,000	0	0.00 %
3207 EQUIPMENT LEASE	458	0	0	0	0	0.00 %
3299 MISC LEASES & RENTS	0	585	0	0	0	0.00 %
3301 RADIO MAINTENANCE	52,607	56,509	63,970	62,470	(1,500)	-2.34 %
3305 BUILDING MAINTENANCE	179	231	0	0	0	0.00 %



Executive Report

Budget Year: 2019; YTD End Date: December 2018

Department(s): Wastewater System, Water System

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

	2017 Actuals	2018 Actuals YTD	2018 Budget	2019 Approved	Variance	Variance %
3307 EQUIPMENT MAINTENANCE/CONTRACTS	215	0	0	0	0	0.00 %
3310 OFFICE EQUIPMENT MAINTEN	346	0	0	0	0	0.00 %
3325 WATER METER MAINTENANCE	5,825	12,618	40,000	40,000	0	0.00 %
3340 SOFTWARE MAINTENANCE	0	91,606	85,491	95,940	10,449	12.22 %
3350 DRY CLEANING/LAUNDERING	612	728	1,000	1,000	0	0.00 %
3412 INTERNET FEES	2,203	1,941	1,424	1,924	500	35.11 %
3418 WATER ANALYSIS	5,754	0	0	0	0	0.00 %
3425 CONSTRUCTION CONTRACT	136,960	96,218	126,315	126,315	0	0.00 %
3426 PATCHING	386,146	503,083	561,830	541,830	(20,000)	-3.56 %
3427 HYDROSEEDING	23,610	36,297	33,940	33,940	0	0.00 %
3428 CONCRETE RESTORATION	13,836	17,868	15,000	38,000	23,000	153.33 %
3430 MAINTENANCE CONTRACT	11,568	0	15,000	0	(15,000)	-100.00 %
3445 SNOW REMOVAL CONTRACT	10,551	12,242	5,000	12,000	7,000	140.00 %
3489 CONTRACT/OUTSIDE SERVICES	10,124	73,107	30,000	40,000	10,000	33.33 %
3499 MISC CONTRACTS	65	426	0	0	0	0.00 %
3601 INSURANCE PREMIUMS	199,485	162,064	202,546	157,527	(45,019)	-22.23 %
3969 SLUDGE DISPOSAL	103,491	98,102	100,000	100,000	0	0.00 %
GOODS & SERVICES TOTAL	3,823,762	3,894,995	4,198,065	4,199,805	1,740	0.04 %
FINANCIAL EXPENSES						
4015 DEBENTURE PRINCIPAL	2,710,426	2,710,751	3,010,751	2,711,088	(299,663)	-9.95 %
4020 DEBENTURE INTEREST	486,909	410,746	518,985	445,531	(73,454)	-14.15 %
FINANCIAL EXPENSES TOTAL	3,197,335	3,121,497	3,529,736	3,156,619	(373,117)	-10.57 %
CAPITAL/RESERVE TRANSACTIONS						
5010 MACHINERY & EQUIPMENT	0	46,645	0	0	0	0.00 %
5015 OFFICE FURNITURE & EQUIP	518	340	0	0	0	0.00 %
5020 WATER METERS	18,688	10,621	49,800	50,000	200	0.40 %
5030 COMPUTER H/WARE & S/WARE	92	0	0	0	0	0.00 %
5101 CAPITAL LEVY	8,140,780	7,854,924	7,854,924	8,547,187	692,263	8.81 %
5115 TRANSFER TO RESERVE FUND	267,251	300,000	0	0	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	8,427,329	8,212,530	7,904,724	8,597,187	692,463	8.76 %
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	1,045,660	594,993	736,379	694,146	(42,233)	-5.74 %
7010 ADMINISTRATON & OVERHEAD	1,103,374	1,532,611	1,532,611	1,548,080	15,469	1.01 %
7050 USER FAULT FLEET CHARGES	0	18,427	0	0	0	0.00 %
EXPENSE TOTAL	21,849,058	21,877,844	22,986,973	23,403,308	416,335	1.81 %
REVENUE						
0175 DIRECT WATER BILLINGS	11,742,660	12,270,782	0	0	0	0.00 %
0177 FILTRATION PLANT LEVY	681,142	717,904	664,110	386,692	(277,418)	-41.77 %
0178 CONSTRUCTION WATER	10,829	14,007	10,000	10,000	0	0.00 %
0180 SEWER SURCHARGE	8,807,502	9,746,506	0	2,500	2,500	100.00 %



Executive Report

Budget Year: 2019; YTD End Date: December 2018

Department(s): Wastewater System, Water System

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

	2017 Actuals	2018 Actuals YTD	2018 Budget	2019 Approved	Variance	Variance %
0426 MISAPPLIED PAYMENTS	18	18	0	0	0	0.00 %
0431 PENALTIES/WATER ACCOUNTS	47,691	49,026	40,000	47,000	7,000	17.50 %
0456 SALE OF SCRAP METALS	6,529	4,138	2,500	2,500	0	0.00 %
0460 TRANSFER FRM CAPITAL FUND	0	0	437,154	446,063	8,909	2.04 %
0468 METER REPLACEMENT	4,456	4,907	0	4,300	4,300	100.00 %
0470 TSF FROM RESERVE FUND	266,823	0	0	164,100	164,100	100.00 %
0472 REIMB - CUPE BENEFITS	1,548	2,837	0	0	0	0.00 %
0476 REIMBURSEMENT-CUPE WAGES	5,254	7,506	0	0	0	0.00 %
0480 SUNDRY REVENUE	15,704	13,684	15,000	15,000	0	0.00 %
0856 RETURN CHEQUE CHARGE	7,164	7,679	0	7,000	7,000	100.00 %
0860 ACCOUNT ADJ./METER READS	36,174	36,846	30,000	36,000	6,000	20.00 %
0861 OFFICIAL RECEIPTS	0	83	0	0	0	0.00 %
0873 SANITARY SEWER CONNECTION	14,714	16,260	5,000	10,000	5,000	100.00 %
0874 SEWER RODDINGS	32,304	31,700	25,000	25,000	0	0.00 %
0876 WATER CONNECTIONS	38,942	40,133	5,000	15,000	10,000	200.00 %
0877 WATER THAWS	742	4,330	3,000	3,000	0	0.00 %
0878 WATER TURN ON/OFF	28,726	32,260	25,000	25,000	0	0.00 %
0897 PATTON BULK WATER	5,328	22,299	4,000	10,000	6,000	150.00 %
0899 OTHER SERVICE CHARGES	39,377	51,629	40,000	40,000	0	0.00 %
0985 SEPTAGE TREATMENT	55,427	59,924	58,000	58,000	0	0.00 %
REVENUE TOTAL	21,849,054	23,134,458	1,363,764	1,307,155	(56,609)	-4.15 %
GRAND TOTAL:	4	(1,256,614)	21,623,209	22,096,153	472,944	2.19 %



WATER

2019 OPERATING BUDGET

Executive Report

Budget Year: 2019; YTD End Date: December 2018

Department(s): Water System

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

	2017 Actuals	2018 Actuals YTD	2018 Budget	2019 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	1,374,199	1,508,056	1,704,926	1,767,833	62,907	3.69 %
1002 TEMPORARY SALARIES	44,245	41,871	0	0	0	0.00 %
1003 SHIFT PREMIUM	2,382	2,524	3,485	3,547	62	1.78 %
1004 OTHER/STANDBY	68,789	62,376	54,620	55,308	688	1.26 %
1010 MODIFIED/ACCOMMODATED	7,251	3,389	0	0	0	0.00 %
1011 SALARIES CAPITAL/Special Projects	0	0	166,520	168,353	1,833	1.10 %
1101 OVERTIME FULLTIME	122,635	161,067	139,000	141,000	2,000	1.44 %
1102 OVERTIME PART TIME	475	18	0	0	0	0.00 %
1201 VACATION other	45	0	0	0	0	0.00 %
1202 VACATION	252,606	226,742	1,677	1,677	0	0.00 %
1203 COMPASSIONATE LEAVE	3,509	5,382	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	99,399	94,681	0	0	0	0.00 %
1207 SICK LEAVE	119,869	106,889	0	0	0	0.00 %
1299 OTHER LABOUR COSTS	106	342	0	0	0	0.00 %
1301 WSIB LEAVE	(1,184)	(468)	0	0	0	0.00 %
1401 TRAINING & SAFETY	55,170	42,807	0	0	0	0.00 %
1499 OTHER EMP ALLOWANCES	2,484	1,103	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	605,583	669,926	578,495	594,337	15,842	2.74 %
1802 FRINGE BENEFITS-PARTTIME	10,975	7,551	4,960	4,971	11	0.22 %
PERSONNEL TOTAL	2,768,538	2,934,256	2,653,683	2,737,026	83,343	3.14 %
GOODS & SERVICES						
2006 ASPHALT - COLD MIX	8,346	7,834	25,000	16,000	(9,000)	-36.00 %
2008 CEMENT	721	0	1,000	1,000	0	0.00 %
2020 SEWER/WATER PIPE & PARTS	106,349	112,464	102,222	100,722	(1,500)	-1.47 %
2030 GRAVEL	62,495	74,679	69,900	69,900	0	0.00 %
2055 MATERIALS	180,353	173,982	221,000	190,500	(30,500)	-13.80 %
2099 MISC. MATERIALS	1,624	1,379	2,000	2,000	0	0.00 %
2401 GAS FUEL	0	15,674	12,165	14,600	2,435	20.02 %
2405 DIESEL FUEL	0	59,794	57,000	58,605	1,605	2.82 %
2407 COLOURED/DYED DIESEL	44	23,166	9,564	28,175	18,611	194.59 %
2410 PROPANE	0	9	0	0	0	0.00 %
2415 LUBRICANTS	2,461	5,970	2,500	2,500	0	0.00 %
2425 REPAIR PARTS	1,772	2,433	1,300	1,300	0	0.00 %
2430 MECHANIC SHOP SUPPLIES	584	777	500	500	0	0.00 %
2435 TOOLS	14,819	16,568	18,038	18,038	0	0.00 %
2440 MAINTENANCE SUPPLIES	86	0	0	0	0	0.00 %
2499 MISC FLEET SUPPLIES	44	0	0	0	0	0.00 %
2601 OFFICE SUPPLIES	11,539	9,701	7,400	7,400	0	0.00 %
2615 JANITORIAL SUPPLIES	467	142	0	200	200	100.00 %



Executive Report

Budget Year: 2019; YTD End Date: December 2018

Department(s): Water System

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

	2017 Actuals	2018 Actuals YTD	2018 Budget	2019 Approved	Variance	Variance %
2625 BUILDING MAINT SUPPLIES	301	2,283	500	500	0	0.00 %
2650 CLOTHING / UNIFORM	7,238	6,888	9,600	11,500	1,900	19.79 %
2655 SAFETY SUPPLIES	22,540	30,556	20,823	20,823	0	0.00 %
2660 SAFETY BOOT ALLOWANCE	3,159	4,197	6,105	5,415	(690)	-11.30 %
2699 MISC GENERAL SUPPLIES	771	4,104	600	1,000	400	66.67 %
2701 HYDRO	761,048	640,330	756,128	746,698	(9,430)	-1.25 %
2705 NATURAL GAS	6,530	8,028	22,683	10,571	(12,112)	-53.40 %
2715 WATER	9,278	14,873	13,645	12,846	(799)	-5.86 %
2720 MUNICIPAL TAXES	137,398	135,312	141,279	140,725	(554)	-0.39 %
2975 LAB TESTING	15,782	24,544	12,000	20,000	8,000	66.67 %
2977 LABORATORY CONSUMABLES	0	1,708	0	0	0	0.00 %
2980 INSTRUMENTATION	9,541	4,452	2,000	6,000	4,000	200.00 %
2985 LAB EQUIPMENT	5,551	1,811	3,000	3,000	0	0.00 %
2987 ELECTRICAL SUPPLIES	253	584	250	250	0	0.00 %
3001 POSTAGE	124,368	115,697	129,600	129,600	0	0.00 %
3005 COURIER & DELIVERY	149	12	0	0	0	0.00 %
3007 ONTARIO 1 CALL CENTER	2,878	3,156	8,000	8,000	0	0.00 %
3010 TELEPHONE	13,314	14,018	17,624	18,124	500	2.84 %
3030 TRAVEL	0	337	0	0	0	0.00 %
3035 MILEAGE	3,106	4,617	2,000	3,750	1,750	87.50 %
3055 MEETING COSTS	0	350	0	0	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	5,467	2,365	6,735	6,625	(110)	-1.63 %
3070 TRAINING COURSES	23,262	28,399	35,000	34,000	(1,000)	-2.86 %
3080 ADVERTISING & PROMOTION	109	0	0	0	0	0.00 %
3088 REBATES/REFUNDS	23,875	9,240	10,000	10,000	0	0.00 %
3089 CONSUMPTION CREDITS	4,098	10,404	10,000	10,000	0	0.00 %
3099 MISC ADMIN EXPENSES	0	0	(50,000)	0	50,000	-100.00 %
3102 CONSULTANT FEES I.S.	42,852	0	0	0	0	0.00 %
3105 LEGAL FEES	1,015	0	0	0	0	0.00 %
3199 MISC PROFESSIONAL FEES	315	529	0	525	525	100.00 %
3205 VEHICLE LEASE/RENTAL	9,955	11,121	10,000	10,000	0	0.00 %
3299 MISC LEASES & RENTS	0	39	0	0	0	0.00 %
3301 RADIO MAINTENANCE	52,607	54,821	61,900	60,400	(1,500)	-2.42 %
3305 BUILDING MAINTENANCE	28	231	0	0	0	0.00 %
3307 EQUIPMENT MAINTENANCE/CONTRACTS	215	0	0	0	0	0.00 %
3310 OFFICE EQUIPMENT MAINTEN	346	0	0	0	0	0.00 %
3325 WATER METER MAINTENANCE	5,825	12,618	40,000	40,000	0	0.00 %
3340 SOFTWARE MAINTENANCE	0	48,091	44,994	50,080	5,086	11.30 %
3350 DRY CLEANING/LAUNDERING	340	404	1,000	1,000	0	0.00 %

Executive Report

Budget Year: 2019; YTD End Date: December 2018

Department(s): Water System

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

	2017 Actuals	2018 Actuals YTD	2018 Budget	2019 Approved	Variance	Variance %
3412 INTERNET FEES	2,197	1,547	1,424	1,424	0	0.00 %
3418 WATER ANALYSIS	4,360	0	0	0	0	0.00 %
3425 CONSTRUCTION CONTRACT	67,540	42,186	70,175	70,175	0	0.00 %
3426 PATCHING	160,959	209,914	311,128	311,128	0	0.00 %
3427 HYDROSEEDING	9,336	14,068	20,282	20,282	0	0.00 %
3428 CONCRETE RESTORATION	5,874	8,200	15,000	30,000	15,000	100.00 %
3430 MAINTENANCE CONTRACT	3,424	0	7,000	0	(7,000)	-100.00 %
3445 SNOW REMOVAL CONTRACT	5,848	5,750	2,000	7,500	5,500	275.00 %
3489 CONTRACT/OUTSIDE SERVICES	5,577	29,862	10,000	15,000	5,000	50.00 %
3601 INSURANCE PREMIUMS	72,450	60,497	76,072	58,803	(17,269)	-22.70 %
GOODS & SERVICES TOTAL	2,022,783	2,072,715	2,358,136	2,387,184	29,048	1.23 %
FINANCIAL EXPENSES						
4015 DEBENTURE PRINCIPAL	1,939,748	1,940,073	2,050,073	1,750,410	(299,663)	-14.62 %
4020 DEBENTURE INTEREST	327,160	270,525	311,412	257,493	(53,919)	-17.31 %
FINANCIAL EXPENSES TOTAL	2,266,908	2,210,598	2,361,485	2,007,903	(353,582)	-14.97 %
CAPITAL/RESERVE TRANSACTIONS						
5020 WATER METERS	18,688	10,621	49,800	50,000	200	0.40 %
5030 COMPUTER H/WARE & S/WARE	92	0	0	0	0	0.00 %
5101 CAPITAL LEVY	4,477,429	4,320,208	4,320,208	4,700,953	380,745	8.81 %
5115 TRANSFER TO RESERVE FUND	0	110,000	0	0	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	4,496,209	4,440,829	4,370,008	4,750,953	380,945	8.72 %
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	703,212	268,716	387,316	368,041	(19,275)	-4.98 %
7010 ADMINISTRATON & OVERHEAD	632,483	878,954	878,954	845,274	(33,680)	-3.83 %
7050 USER FAULT FLEET CHARGES	0	10,000	0	0	0	0.00 %
EXPENSE TOTAL	12,890,133	12,816,068	13,009,582	13,096,381	86,799	0.67 %
REVENUE						
0175 DIRECT WATER BILLINGS	11,742,660	12,270,782	0	0	0	0.00 %
0177 FILTRATION PLANT LEVY	681,142	717,904	664,110	386,692	(277,418)	-41.77 %
0178 CONSTRUCTION WATER	10,829	14,007	10,000	10,000	0	0.00 %
0426 MISAPPLIED PAYMENTS	18	18	0	0	0	0.00 %
0431 PENALTIES/WATER ACCOUNTS	23,859	24,504	20,000	23,500	3,500	17.50 %
0456 SALE OF SCRAP METALS	4,264	409	0	0	0	0.00 %
0460 TRANSFER FRM CAPITAL FUND	0	0	183,795	187,627	3,832	2.08 %
0468 METER REPLACEMENT	4,456	4,907	0	4,300	4,300	100.00 %
0470 TSF FROM RESERVE FUND	266,823	0	0	164,100	164,100	100.00 %
0472 REIMB - CUPE BENEFITS	1,548	2,837	0	0	0	0.00 %
0476 REIMBURSEMENT-CUPE WAGES	5,254	7,506	0	0	0	0.00 %
0480 SUNDRY REVENUE	15,410	13,085	15,000	15,000	0	0.00 %
0856 RETURN CHEQUE CHARGE	7,164	7,679	0	7,000	7,000	100.00 %



Executive Report

Budget Year: 2019; YTD End Date: December 2018

Department(s): Water System

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

	2017 Actuals	2018 Actuals YTD	2018 Budget	2019 Approved	Variance	Variance %
0860 ACCOUNT ADJ./METER READS	36,174	36,846	30,000	36,000	6,000	20.00 %
0861 OFFICIAL RECEIPTS	0	83	0	0	0	0.00 %
0876 WATER CONNECTIONS	38,942	40,133	5,000	15,000	10,000	200.00 %
0877 WATER THAWS	742	4,330	3,000	3,000	0	0.00 %
0878 WATER TURN ON/OFF	28,726	32,260	25,000	25,000	0	0.00 %
0897 PATTON BULK WATER	5,328	22,299	4,000	10,000	6,000	150.00 %
0899 OTHER SERVICE CHARGES	16,792	32,793	15,000	15,000	0	0.00 %
REVENUE TOTAL	12,890,131	13,232,382	974,905	902,219	(72,686)	-7.46 %
GRAND TOTAL:	2	(416,314)	12,034,677	12,194,162	159,485	1.33 %



WASTEWATER

2019 OPERATING BUDGET



Executive Report

Budget Year: 2019; YTD End Date: December 2018

Department(s): Wastewater System

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

	2017 Actuals	2018 Actuals YTD	2018 Budget	2019 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	903,523	1,025,774	1,513,057	1,541,000	27,943	1.85 %
1002 TEMPORARY SALARIES	83,410	16,916	18,054	18,054	0	0.00 %
1003 SHIFT PREMIUM	794	1,119	350	1,100	750	214.29 %
1004 OTHER/STANDBY	26,498	21,652	46,972	46,972	0	0.00 %
1010 MODIFIED/ACCOMMODATED	12,903	158	0	0	0	0.00 %
1011 SALARIES CAPITAL/Special Projects	0	0	217,704	220,348	2,644	1.21 %
1101 OVERTIME FULLTIME	67,730	102,124	93,500	97,000	3,500	3.74 %
1102 OVERTIME PART TIME	91	442	0	0	0	0.00 %
1202 VACATION	46,512	33,037	2,294	2,294	0	0.00 %
1204 STATUTORY HOLIDAYS	12,818	16,070	0	0	0	0.00 %
1207 SICK LEAVE	6,403	12,128	0	0	0	0.00 %
1401 TRAINING & SAFETY	3,705	2,177	0	0	0	0.00 %
1499 OTHER EMP ALLOWANCES	719	1,043	2,160	0	(2,160)	-100.00 %
1801 FRINGE BENEFITS-FULLTIME	310,115	331,155	530,898	536,877	5,979	1.13 %
1802 FRINGE BENEFITS-PARTTIME	7,839	4,740	6,786	6,800	14	0.21 %
PERSONNEL TOTAL	1,483,060	1,568,535	2,431,775	2,470,445	38,670	1.59 %
GOODS & SERVICES						
2006 ASPHALT - COLD MIX	2,175	2,889	5,000	5,000	0	0.00 %
2008 CEMENT	815	1,073	3,000	3,000	0	0.00 %
2020 SEWER/WATER PIPE & PARTS	60,144	47,876	77,777	65,000	(12,777)	-16.43 %
2030 GRAVEL	7,707	17,728	18,600	18,600	0	0.00 %
2055 MATERIALS	185,223	202,576	210,000	192,500	(17,500)	-8.33 %
2099 MISC. MATERIALS	8,898	5,469	2,000	2,000	0	0.00 %
2401 GAS FUEL	0	20,963	18,915	20,007	1,092	5.77 %
2405 DIESEL FUEL	0	47,734	46,000	46,884	884	1.92 %
2407 COLOURED/DYED DIESEL	642	13,901	1,000	14,900	13,900	1,390.00 %
2415 LUBRICANTS	2,555	2,612	1,500	2,000	500	33.33 %
2425 REPAIR PARTS	3,257	6,154	1,500	1,500	0	0.00 %
2430 MECHANIC SHOP SUPPLIES	4,252	5,156	2,000	3,000	1,000	50.00 %
2435 TOOLS	35,497	14,706	15,030	16,030	1,000	6.65 %
2440 MAINTENANCE SUPPLIES	314	456	200	200	0	0.00 %
2601 OFFICE SUPPLIES	2,411	4,582	2,000	2,500	500	25.00 %
2615 JANITORIAL SUPPLIES	1,942	494	1,077	850	(227)	-21.08 %
2625 BUILDING MAINT SUPPLIES	1,489	2,490	1,650	1,650	0	0.00 %
2650 CLOTHING / UNIFORM	10,768	9,187	12,880	12,480	(400)	-3.11 %
2655 SAFETY SUPPLIES	23,384	20,655	26,158	27,158	1,000	3.82 %
2660 SAFETY BOOT ALLOWANCE	3,041	4,144	7,134	6,582	(552)	-7.74 %
2690 ELECTRONIC MATERIALS	1,844	822	0	0	0	0.00 %
2699 MISC GENERAL SUPPLIES	1,766	2,069	1,500	1,500	0	0.00 %

Executive Report

Budget Year: 2019; YTD End Date: December 2018

Department(s): Wastewater System

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

	2017 Actuals	2018 Actuals YTD	2018 Budget	2019 Approved	Variance	Variance %
2701 HYDRO	565,836	458,963	541,324	537,981	(3,343)	-0.62 %
2702 GAS	0	0	500	0	(500)	-100.00 %
2705 NATURAL GAS	72,135	50,386	37,240	64,000	26,760	71.86 %
2715 WATER	4,416	5,785	1,744	1,961	217	12.44 %
2720 MUNICIPAL TAXES	93,874	91,921	104,523	95,598	(8,925)	-8.54 %
2975 LAB TESTING	10,994	15,379	10,000	10,000	0	0.00 %
2977 LABORATORY CONSUMABLES	0	1,667	0	0	0	0.00 %
2980 INSTRUMENTATION	3,141	4,602	2,000	2,000	0	0.00 %
2985 LAB EQUIPMENT	877	1,017	0	1,000	1,000	100.00 %
2987 ELECTRICAL SUPPLIES	1,181	4,297	0	0	0	0.00 %
2999 MISCELLANEOUS SUPPLIES	64	348	0	1,000	1,000	100.00 %
3005 COURIER & DELIVERY	4,259	2,094	2,000	2,000	0	0.00 %
3007 ONTARIO 1 CALL CENTER	2,302	2,107	0	0	0	0.00 %
3010 TELEPHONE	32,044	33,465	28,336	29,836	1,500	5.29 %
3025 PHOTOCOPY EXPENSES	2,011	0	1,400	0	(1,400)	-100.00 %
3035 MILEAGE	2,156	3,688	3,400	2,500	(900)	-26.47 %
3055 MEETING COSTS	365	579	0	0	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	3,318	1,722	0	750	750	100.00 %
3070 TRAINING COURSES	16,802	15,345	25,000	21,000	(4,000)	-16.00 %
3089 CONSUMPTION CREDITS	2,810	8,025	0	7,500	7,500	100.00 %
3102 CONSULTANT FEES I.S.	42,852	0	0	0	0	0.00 %
3199 MISC PROFESSIONAL FEES	290	657	0	0	0	0.00 %
3205 VEHICLE LEASE/RENTAL	14,019	11,100	7,000	7,000	0	0.00 %
3207 EQUIPMENT LEASE	458	0	0	0	0	0.00 %
3299 MISC LEASES & RENTS	0	546	0	0	0	0.00 %
3301 RADIO MAINTENANCE	0	1,688	2,070	2,070	0	0.00 %
3305 BUILDING MAINTENANCE	151	0	0	0	0	0.00 %
3340 SOFTWARE MAINTENANCE	0	43,515	40,497	45,860	5,363	13.24 %
3350 DRY CLEANING/LAUNDERING	272	324	0	0	0	0.00 %
3412 INTERNET FEES	6	394	0	500	500	100.00 %
3418 WATER ANALYSIS	1,394	0	0	0	0	0.00 %
3425 CONSTRUCTION CONTRACT	69,420	54,032	56,140	56,140	0	0.00 %
3426 PATCHING	225,187	293,169	250,702	230,702	(20,000)	-7.98 %
3427 HYDROSEEDING	14,274	22,229	13,658	13,658	0	0.00 %
3428 CONCRETE RESTORATION	7,962	9,668	0	8,000	8,000	100.00 %
3430 MAINTENANCE CONTRACT	8,144	0	8,000	0	(8,000)	-100.00 %
3445 SNOW REMOVAL CONTRACT	4,703	6,492	3,000	4,500	1,500	50.00 %
3489 CONTRACT/OUTSIDE SERVICES	4,547	43,245	20,000	25,000	5,000	25.00 %
3499 MISC CONTRACTS	65	426	0	0	0	0.00 %
3601 INSURANCE PREMIUMS	127,035	101,567	126,474	98,724	(27,750)	-21.94 %

Executive Report

Budget Year: 2019; YTD End Date: December 2018

Department(s): Wastewater System

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

	2017 Actuals	2018 Actuals YTD	2018 Budget	2019 Approved	Variance	Variance %
3969 SLUDGE DISPOSAL	103,491	98,102	100,000	100,000	0	0.00 %
GOODS & SERVICES TOTAL	1,800,979	1,822,280	1,839,929	1,812,621	(27,308)	-1.48 %
FINANCIAL EXPENSES						
4015 DEBENTURE PRINCIPAL	770,678	770,678	960,678	960,678	0	0.00 %
4020 DEBENTURE INTEREST	159,749	140,221	207,573	188,038	(19,535)	-9.41 %
FINANCIAL EXPENSES TOTAL	930,427	910,899	1,168,251	1,148,716	(19,535)	-1.67 %
CAPITAL/RESERVE TRANSACTIONS						
5010 MACHINERY & EQUIPMENT	0	46,645	0	0	0	0.00 %
5015 OFFICE FURNITURE & EQUIP	518	340	0	0	0	0.00 %
5101 CAPITAL LEVY	3,663,351	3,534,716	3,534,716	3,846,234	311,518	8.81 %
5115 TRANSFER TO RESERVE FUND	267,251	190,000	0	0	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	3,931,120	3,771,701	3,534,716	3,846,234	311,518	8.81 %
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	342,448	326,277	349,063	326,105	(22,958)	-6.58 %
7010 ADMINISTRATON & OVERHEAD	470,891	653,657	653,657	702,806	49,149	7.52 %
7050 USER FAULT FLEET CHARGES	0	8,427	0	0	0	0.00 %
EXPENSE TOTAL	8,958,925	9,061,776	9,977,391	10,306,927	329,536	3.30 %
REVENUE						
0180 SEWER SURCHARGE	8,807,502	9,746,506	0	2,500	2,500	100.00 %
0431 PENALTIES/WATER ACCOUNTS	23,832	24,522	20,000	23,500	3,500	17.50 %
0456 SALE OF SCRAP METALS	2,265	3,729	2,500	2,500	0	0.00 %
0460 TRANSFER FRM CAPITAL FUND	0	0	253,359	258,436	5,077	2.00 %
0480 SUNDRY REVENUE	294	599	0	0	0	0.00 %
0873 SANITARY SEWER CONNECTION	14,714	16,260	5,000	10,000	5,000	100.00 %
0874 SEWER RODDINGS	32,304	31,700	25,000	25,000	0	0.00 %
0899 OTHER SERVICE CHARGES	22,585	18,836	25,000	25,000	0	0.00 %
0985 SEPTAGE TREATMENT	55,427	59,924	58,000	58,000	0	0.00 %
REVENUE TOTAL	8,958,923	9,902,076	388,859	404,936	16,077	4.13 %
GRAND TOTAL:	2	(840,300)	9,588,532	9,901,991	313,459	3.27 %