



CITY OF NORTH BAY
2022
WATER &
WASTEWATER
OPERATING BUDGET



City of North Bay Report to Council

Report No: CORP-2021-114

Date: October 5, 2021

Originator: Laura Boissonneault

Business Unit:

Department:

Corporate Services

Financial Services Department

Subject: 2022 Water Wastewater Operating Budget

Closed Session: yes no

Recommendation

That Council receive and refer the 2022 Water & Wastewater Operating Budget to a Special Committee Meeting to be held on October 25, 2021.

Background

Water and Wastewater 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 2022 Water & 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 was approved in 2020 as part of the City's water license renewal. The principles laid out in the financial plan were used in setting the preliminary 2022 Water & 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 2022 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
- Expected future operational requirements

Utility Costs – Budget estimates take into consideration the prior year’s data and projected demands. 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 rates and usage costs will increase by the 5 year average (1.2% and 7% respectfully) over projected 2021 year-end actuals.

Fuel – Fuel costs are estimated based on the anticipated usage at an average fuel rate of \$1.058 per litre. This includes an assumption for the annual federal carbon tax increase of \$0.0221 per litre. The federal carbon tax on fuel 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. 2022 Manulife rates include an estimated combined increase of 9.9% for dental, major medical, Life and AD&D. Some benefit rates were unknown at the date of this report (WSIB, EI, etc.), but assumptions have been made for anticipated increases. 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 2022 is known and any risk of variance is applicable to the remaining 8 months. The insurance premiums for 2022/23 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 2021/22 contract. Any new information received regarding 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 & Wastewater Operating Budget that is used to finance projects within the City’s Water & 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. Consistent with the approach followed since 2019, it is recommended that the CPI factor be removed from the 2022 calculation as there is sufficient funding in 2022 to support water and wastewater capital projects. This recommendation has been incorporated into the proposed budget attached as Appendix A and results in a reduction of approximately (\$501,900) in costs to the 2022 Operating Budget from what the policy formula otherwise would have required.

Staff is recommending that the CPI adjustment be removed from the calculation for the 2022 budget only. Upon finalization of the update to the City’s Asset Management Plan, a determination will be made as to whether the Long Term Capital Funding Policy should be amended to eliminate the CPI on a permanent basis.

The Long Term Capital Funding Policy provides for an increase in the Capital Funding Allowance of 2% over the prior year’s budgeted water and wastewater user fee revenue. Accordingly, this increase has been included in the Preliminary 2022 Budget and represents an increase of approximately \$474,400.

Debenture Financing – In accordance with the City’s Long Term Capital Funding Policy, the annual funding allowance for the Water & Wastewater Capital Budget includes \$3 million in debt financing to support capital projects. Principal and interest payments are budgeted within the Water & 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, 2021 (before any changes that may occur as a result of 2021 operational surplus/deficit) is as follows:

- Water Operating (99576R): \$1,034,951
- Sewer Operating (99577R): \$1,484,674

The combined Water and Wastewater Operating Reserves represent funds available to mitigate the on-going 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 2022 gross Water Operating Budgeted expenditures of \$13.85 million, the Water Operating Reserve should ideally be in the range of approximately \$1.4 million to \$2.1 million. Based on 2022 gross Wastewater Operating Budgeted expenditures of approximately \$12.3 million, the Sanitary Sewer

Operating Reserve should be in the range of \$1.2 million to \$1.8 million. The water reserve balance is below the target range while the Sanitary Sewer reserve balance is within the target range.

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 in 2022 to pay the on-going principal and interest on debt issued. The balance in this Reserve as at the date of this report is \$679,283. In 2021, Council approved increasing the transfer from reserve to \$527,752 (total 2021 principal and interest costs for the water treatment plant loan) in order to provide one-time financial relief to residents during the pandemic.

Council also approved a reserve transfer from the Wastewater Capital Reserve in the amount of \$300,000 for the 2021 budget. The transfer was approved in order to provide financial relief to residents during the pandemic. The transfer is being phased out and is recommended to decrease to \$150,000 in 2022.

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 2022 Water Wastewater rates. The calculated rates will be presented to Council through a separate report.

COVID-19 – Throughout 2021, there have been limited interruptions to essential water and wastewater services due to COVID-19. Departments continue to review operational practices and establish necessary steps to ensure minimal possible disruptions to users and staff.

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.

Recommended Option

That the 2022 Water & Wastewater Operating Budget be received and referred to a Special Committee Meeting to be held on October 25, 2021.

Respectfully submitted,

Name: Laura Boissonneault, CPA, CGA

Title: Manager, Financial Services

I concur with this report and recommendation

Name Margaret Karpenko, CPA, CMA

Title: Chief Financial Officer /Treasurer

Name Domenic Schiavone

Title: Director Public Works and Parks

Name David Euler, P.Eng., PMP

Title: Chief Administrative Officer

Attachments: Appendix A – 2022 Water Wastewater Operating Budget

Personnel designated for continuance:

Margaret Karpenko, CPA, CMA

Chief Financial Officer /Treasurer



Water and Wastewater Operating

Budget Year: 2022

YTD End Date: September 2021

Execution Date: October 4, 2021

	2020 Actuals	2021 Actuals YTD *	2021 Budget	2022 Finance Review	Variance Increase/ (Decrease)	Change %
Wastewater System						
SANITARY SEWER DISTRIBUTION	(2,327,719)	737,014	8,865,594	9,260,661	395,067	4.46%
SANITARY SEWER PLANT	2,327,719	1,835,924	2,224,394	2,328,279	103,885	4.67%
Total Wastewater System:	0	2,572,938	11,089,988	11,588,940	498,952	4.50%
Water System						
WATER DISTRIBUTION	(2,031,734)	527,491	10,579,496	10,605,420	25,924	0.25%
WATER PLANT	2,031,734	1,403,418	2,048,308	2,064,891	16,583	0.81%
Total Water System:	0	1,930,909	12,627,804	12,670,311	42,507	0.34%
Water and Wastewater Total:	0	4,503,847	23,717,792	24,259,251	541,459	2.28%

Proposed Service Level Changes

In Camera - identifiable individual	0
User Fee \$2 per paper bill per month	0
	24,259,251
	541,459
	2.28%

* Actuals subject to year-end adjustments and accrual

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

Infrastructure and Operations Committee Report No. 2021-04

November 16, 2021

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

Your Worship and Councillors:

The Infrastructure and Operations Committee presents Report No. IO 2020-04 and recommends:

- “That 1) Council approve the 2022 Water and Wastewater Operating Budget in the net amount of \$24,259,251 as per attached Appendix “A”; and
- 2) Council authorize a transfer in the amount of \$2,245,200 from Capital Project No. 3828WS, West Ferris Trunk Watermain Refining, to the Water Treatment Surcharge Reserve No. 99580R to be used to fund the annual principal and interest payments remaining on the Water Treatment Plant loan.”

All of which is respectfully submitted.

Appendix A



Water and Wastewater Operating Budget Summary

Budget Year: 2022

YTD End Date: September 2021

Execution Date: October 4, 2021

	2020 Actuals	2021 Actuals YTD *	2021 Budget	2022 Finance Review	Variance Increase/ (Decrease)	Change %
Wastewater System						
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Water and Wastewater Total:	0	4,503,847	23,717,792	24,259,251	541,459	2.28%

Proposed Service Level Changes

In Camera - identifiable individual	0	Approved
User Fee \$2 per paper bill per month		Not Approved - to be considered next year
	24,259,251	541,459 2.28%

* Actuals subject to year-end adjustments and accrual

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



Council Meeting

Resolution Number 2021-439
Title: 2022 Water and Wastewater Operating Budget
Date: Tuesday, November 16, 2021

Moved by Councillor Mayne
Seconded by Councillor King

That Infrastructure and Operations Committee Report No. 2021-04 relating to:
- 2022 Water and Wastewater Operating Budget
be adopted as presented.

Infrastructure and Operations Committee Report No. 2021-04

November 16, 2021

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

Your Worship and Councillors:

The Infrastructure and Operations Committee presents Report No. IO 2020-04 and recommends:

"That:

- 1) Council approve the 2022 Water and Wastewater Operating Budget in the net amount of \$24,259,251 as per attached Appendix "A"; and
- 2) Council authorize a transfer in the amount of \$2,245,200 from Capital Project No. 3828WS, West Ferris Trunk Watermain Refining, to the Water Treatment Surcharge Reserve No. 99580R to be used to fund the annual principal and interest payments remaining on the Water Treatment Plant loan."

All of which is respectfully submitted.

Recorded vote upon the Request of Councillor Bain:

Yeas: Councillors Bain, Brousseau, T. Vrebosch, Mayne, Valenti, B. Vrebosch, Robertson, Mendicino, Maroosis, King, Mayor McDonald.

Nays: Nil

Carried

Karen McIsaac, City Clerk



City of North Bay Report to Council

Report No: CORP-2021-112

Date: October 8, 2021

Originator: Marc A. Gauthier

Business Unit:

Department:

Corporate Services

Financial Services Department

Subject: 2022 Preliminary Water and Wastewater Calculated Rates

Closed Session: yes no

Recommendation

That Council:

1. receive and refer Report to Council CORP 2021 -112 from Marc Gauthier dated October 8, 2021 re: 2022 Preliminary Water and Wastewater Calculated Rates to the Special Committee Meeting on October 25th, 2021; and
2. hold a public meeting on November 3rd, 2021 with respect to the calculated rates for Water, Wastewater Surcharge and Water Filtration Charges as per Appendix A to Report to Council CORP 2021-112.

Background

User rates are calculated on a full cost recovery model based on consumption and meter size. The 2022 rates are based on the expenditures contained within the preliminary 2022 Water and Wastewater Operating Budget as per Report to Council No. CORP 2021-114. 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

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. 2020-338 in November 2020 to meet the requirements of the City's water operating license.

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 2022 it is anticipated that the City will bill 16,721 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 16,585 connections.
- The water and wastewater general operation and maintenance costs used in the rate calculations are based on the 2022 Water & Wastewater Operating Budget as submitted in Report to Council CORP 2021-114. The total net budget for the Water System is projected to be approximately \$12.67 million and the total net budget for the Wastewater System is approximately \$11.58 million.
- Average residential consumption remained in the range of 15 to 15.5 cubic meters per month during 2021. On average since the inception of the metered system household consumption has been in the 14 to 15 cubic meters range. Changes in weather during the early to late summer months in particular (May to August) continue to have the greatest impact on residential consumption fluctuations. The attached 2022 rates have been calculated using the total cumulative average residential consumption over the last 4 years of 2.5 million cubic meters.
- In 2021 ICI (Industrial, Commercial, and Institutional) customers continued to be impacted by COVID-19 re-opening restrictions during the first half of 2021. The rates have been calculated using a projected total consumption cumulative average of 1.9 million cubic meters.
- According to the 2020 BMA Study, North Bay ranks 4th lowest in total water/wastewater rate costs 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 \$1082. This was \$167 less than the average for northern communities and \$75 less than the Ontario average. Below is a table outlining the 2020 BMA study for the five large Northern Municipalities.

Municipality	Water Costs (Yearly)	WasteWater Costs (Yearly)	Total (Yearly)
SS Marie	\$ 543.00	\$ 337.00	\$ 880.00
Timmins	\$ 445.00	\$ 502.00	\$ 947.00
North Bay	\$ 598.00	\$ 484.00	\$ 1,082.00
Thunder Bay	\$ 650.00	\$ 585.00	\$ 1,235.00
Sudbury	\$ 632.00	\$ 707.00	\$ 1,339.00
Northern Average	\$ 618.00	\$ 631.00	\$ 1,249.00
Ontario Average	\$ 555.00	\$ 602.00	\$ 1,157.00

- At the time of writing this report, \$78,740 has been applied as credits to various accounts from \$50.00 rebates issued for the replacement of older fixtures with WaterSense low-flow toilets. Administration is recommending that the program continue until the initial reserve transfer of \$100,000 is fully applied and is also recommending that the limit be maintained at two low-flow toilets per account. This program assists customers with conservation and helps to prevent unexpected high water bills.
- In accordance with the 2022 Budget Timelines as per Report to Council CORP 2021-99, the 2022 Water and Wastewater Rates are proposed to be approved in November and come into effect on January 1, 2022 so that no annualization is required.

Corporate Strategic Plan

- Natural North and Near
- Economic Prosperity
- Affordable Balanced Growth
- Spirited Safe Community
- 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

Since 2017 the rate structure for variable and fixed components has been billed at 50% fixed / 50% variable. A sensitivity analysis of a 1% shift between fixed and variable demonstrated that by increasing the variable component and placing more emphasis on consumption, every percentage increase in the variable rate would result in an approximate impact of a \$0.03 reduction per cubic meter in the variable rate and a \$0.50 increase in the fixed rate for residential customers.

The higher consumption trends in the ICI sector result in considerably greater impacts from a 1% shift. Every one percent (1%) increase in the variable

billing component would result in an increase of approximately \$20 per month for the average commercial consumer, \$85 per month for larger operations and \$160 per month for some of our significant community partners.

Sectors such as tourism providers, commercial operations, non-for profit and community partners are still attempting to regain their footing lost due to COVID-19 related restrictions and changes in consumer behaviour. As such, a shift in the variable rate will have an even larger impact to their overall operations. It is also important to note that these sectors represent some of the City's largest consumers.

The Water Operating Reserve balance is under the 10-15% reserve benchmark as explained in Report to Council No. CORP 2021-114. Increasing the variable component would put more risk on the City should either consumption behaviours change or weather conditions continue to vary significantly. Therefore, staff is recommending that the fixed / variable weighting remains with the 50% / 50% model.

Recommended Option

1. That Report to Council CORP 2021 -112 2022 Preliminary Water and Wastewater Calculated Rates be received and referred to the Special Committee Meeting – 2022 Water and Wastewater Operating Budget and Water Rates on October 25th , 2021; and
2. That Council hold a public meeting on November 3rd, 2021 with respect to the calculated rates for Water, Wastewater Surcharge and Water Filtration Charges as per Appendix A to Report to Council CORP 2021-112.

Respectfully submitted,

Name: Marc A. Gauthier, CPA, CMA
Title: Manager, Revenues & Taxation

We concur with this report and recommendation

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

Name Domenic Schiavone
Title: Director Public Works and Parks

Name David Euler, P.Eng., PMP
Title: Chief Administrative Officer

Personnel designated for continuance:
Marc A. Gauthier, CPA, CMA
Manager, Revenues & Taxation

Appendix A
2022 Water and Wastewater Rates

50.0%	Fixed
50.0%	Variable

Monthly Fixed Rate	2022 Recommended		Difference
	2021 Approved	50% Fixed, 50% Variable	
Meter Size			
5/8X3/4	25.77	25.73	(0.04)
5/8 INCH	25.77	25.73	(0.04)
3/4 INCH	25.77	25.73	(0.04)
1 INCH	67.01	66.90	(0.11)
1.5 INCH	134.03	133.80	(0.23)
2 INCH	213.93	213.56	(0.37)
3 INCH	427.85	427.12	(0.73)
4 INCH	667.56	666.41	(1.15)
6 INCH	1,335.11	1,332.82	(2.29)

Water Filtration Surcharge

Meter Size			
5/8X3/4	-	1.43	1.43
5/8 INCH	-	1.43	1.43
3/4 INCH	-	1.43	1.43
1 INCH	-	4.29	4.29
1.5 INCH	-	7.15	7.15
2 INCH	-	11.44	11.44
3 INCH	-	24.31	24.31
4 INCH	-	37.18	37.18
6 INCH	-	74.37	74.37

Variable Rate	1.39	1.42	0.03
Wastewater Surcharge	87.82%	91.47%	3.65%

APPENDIX B

2021 Approved Rates

Basic Customer Bill with Water and Sanitary usage

Fixed / Variable Split:

Fixed	Variable
50%	50%

Monthly Consumption (m3)	14	16	20
	<i>m3</i>	<i>m3</i>	<i>m3</i>
Fixed rate	\$ 25.77	\$ 25.77	\$ 25.77
Variable	\$ 1.39	\$ 19.46	\$ 22.24
Water cost	\$ 45.23	\$ 48.01	\$ 53.57
Wastewater Rate	87.82%	\$ 39.72	\$ 42.16
Filtration Plant	\$ -	\$ -	\$ -
Total Monthly Invoice	\$ 84.95	\$ 90.17	\$ 100.62
Total Yearly Fixed and Variable	\$ 1,019.40	\$ 1,082.04	\$ 1,207.44

2022 Preliminary Rates

Basic Customer Bill with Water and Sanitary usage

Fixed / Variable Split:

Fixed	Variable
50%	50%

Monthly Consumption (m3)	14	16	20
	<i>m3</i>	<i>m3</i>	<i>m3</i>
Fixed rate	\$ 25.73	\$ 25.73	\$ 25.73
Variable	\$ 1.42	\$ 19.88	\$ 22.72
Water cost	\$ 45.61	\$ 48.45	\$ 54.13
Wastewater Rate	91.47%	\$ 41.72	\$ 44.32
Filtration Plant	\$ 1.43	\$ 1.43	\$ 1.43
Total Monthly Invoice	\$ 88.76	\$ 94.20	\$ 105.07
Monthly Dollar Change	\$ 3.81	\$ 4.03	\$ 4.45
Total Yearly Fixed and Variable	\$ 1,065.12	\$ 1,130.40	\$ 1,260.84



Council Meeting

Resolution Number 2021-440
Title: 2022 Water and Wastewater Calculated Rates
Date: Tuesday, November 16, 2021

Moved by Councillor T. Vrebosch
Seconded by Councillor B. Vrebosch

That General Government Committee Report No. 2021-10 relating to:
- 2022 Water and Wastewater Calculated Rates
be adopted as presented.

General Government Committee Report No. 2021-10

November 16, 2021

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

Your Worship and Councillors:

The General Government Committee presents Report No. 2021-10 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" to Supplemental Report to Council CORP 2021-125 dated October 26, 2021 by Marc Gauthier, be approved by Council effective January 1st, 2022, and that a by-law be presented to Council for three (3) readings on November 30, 2021;
- 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; and

4) Council directs staff to review the fixed variable rate structure policy goal of 40% fixed / 60% variable and that staff bring forward the appropriate analysis and policy recommendations for Councils consideration during the 2023 budget process."

All of which is respectfully submitted.

Carried

Karen McIsaac, City Clerk



BUDGET INFORMATION

2022

WATER & WASTEWATER

OPERATING BUDGET

Business Unit Overview - 2022 Budget

Water & Wastewater

2022 Business Unit Pressures:

The proposed budget includes the cost to deliver existing service levels to ratepayers. There are no significant increases in routine operating revenues and expenditures. Items contributing to the overall net water and wastewater revenue increase required of \$541,459 or 2.28% over 2021 are as follows:

- **Capital Funding (Capital Levy, Debenture Principal and Interest) - \$474,357** – In accordance with the City’s Long Term Capital Funding Policy, a 2% increase over the prior year’s budgeted water and wastewater revenue has been included in the proposed budget to support the capital levy and debenture principal and interest payments. Furthermore, staff is recommending the elimination of the CPI adjustment for 2022 as this funding is not required to support 2022 water and wastewater projects.
- **Reserve Transfers - \$150,000** – In 2021, \$300,000 was approved in funding from the Wastewater Capital Reserve to assist in minimizing the budget impact on users and to provide some relief during the pandemic. This reserve transfer is being phased out and has been reduced to \$150,000 for 2022. Additionally, Council approved an increase in the reserve funding from the Water Filtration reserve to provide users with a one year holiday from the Water Filtration Levy. In 2022, the reserve transfer has been reduced from \$527,752 to \$164,100 and the remainder of the principal and interest costs on the Water Treatment Plant loan will be recovered through the Water Filtration Levy.

Service Level Changes (SLC):

- In Camera item – identifiable individual - Approved
- New user fee for users requesting a paper bill - Not Approved



Water and Wastewater Operating

Budget Year: 2022

YTD End Date: December 2021

Execution Date: December 30, 2021

	2020 Actuals	2021 Actuals YTD *	2021 Budget	2022 Approved	Variance Increase/ (Decrease)	Change %
Wastewater System						
SANITARY SEWER DISTRIBUTION	(2,327,719)	(1,211,956)	8,865,594	9,259,667	394,073	4.44%
SANITARY SEWER PLANT	2,327,719	2,320,460	2,224,394	2,329,273	104,879	4.71%
Total Wastewater System:	0	1,108,504	11,089,988	11,588,940	498,952	4.50%
Water System						
WATER DISTRIBUTION	(2,031,734)	(1,651,140)	10,579,496	10,605,417	25,921	0.25%
WATER PLANT	2,031,734	1,836,581	2,048,308	2,064,891	16,583	0.81%
Total Water System:	0	185,441	12,627,804	12,670,308	42,504	0.34%
Water and Wastewater Total:	0	1,293,945	23,717,792	24,259,248	541,456	2.28%

* Actuals subject to year-end adjustments and accrual

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

Activity Summary Overview - 2022 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 2020, the department repaired 35 broken water mains and 39 service leaks. As of September 10th, 2021, staff had repaired 27 broken water mains and 37 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 2020, the department serviced 48 sanitary main back-ups and 28 sanitary service back-ups. As of September 10th, 2021, staff had attended to 35 sanitary main back-ups and 42 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. A 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	2021 FTE	2022 FTE
Senior Facilities & Env. Engineer	0.67	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

Water and Wastewater Positions	2021 FTE	2022 FTE
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
Capital Project Coordinator*	1.00	1.00
Chargehand*	7.20	6.30
Operator 1*	15.72	16.62
Loader Backhoe Excavator	0.45	0.45
Certified Sewer Cleaner/Flusher	2.70	2.70
Mechanic (Lift Stations)	1.00	1.00
Truck Driver	1.80	0.90
Heavy Equipment Operator*	2.70	3.60
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	61.93	61.93

**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, (1) Chargehand, (4) Operator 1, (1) Heavy Equipment Operator, (1) Engineering Tech I, (1) Capital Project Coordinator, and (3.5) students are funded through capital.*

Executive Report

Budget Year: 2022; YTD End Date: December 2021

Department(s): Wastewater System, Water System

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

	2020 Actuals	2021 Actuals YTD	2021 Budget	2022 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	2,753,560	2,615,297	3,599,314	3,435,109	(164,205)	-4.56 %
1002 TEMPORARY SALARIES	5,673	48,987	64,319	64,770	451	0.70 %
1003 SHIFT PREMIUM	5,151	3,945	4,897	4,906	9	0.18 %
1004 OTHER/STANDBY	102,654	92,973	97,275	99,612	2,337	2.40 %
1010 MODIFIED/ACCOMMODATED	42,928	11,050	0	0	0	0.00 %
1011 SALARIES CAPITAL/Special Projects	0	23	503,464	652,975	149,511	29.70 %
1101 OVERTIME FULLTIME	199,779	235,186	258,575	243,434	(15,141)	-5.86 %
1102 OVERTIME PART TIME	72	0	0	0	0	0.00 %
1201 VACATION other	0	438	0	0	0	0.00 %
1202 VACATION	237,262	226,964	4,043	4,071	28	0.69 %
1203 COMPASSIONATE LEAVE	5,107	3,557	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	95,392	105,616	0	0	0	0.00 %
1207 SICK LEAVE	105,901	72,503	0	0	0	0.00 %
1299 OTHER LABOUR COSTS	0	160	0	0	0	0.00 %
1301 WSIB LEAVE	(6,106)	(2,438)	0	0	0	0.00 %
1401 TRAINING & SAFETY	38,829	33,998	0	0	0	0.00 %
1499 OTHER EMP ALLOWANCES	1,358	845	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	1,094,048	1,098,182	1,222,105	1,372,208	150,103	12.28 %
1802 FRINGE BENEFITS-PARTTIME	1,790	9,839	11,549	14,059	2,510	21.73 %
PERSONNEL TOTAL	4,683,398	4,557,125	5,765,541	5,891,144	125,603	2.18 %
GOODS & SERVICES						
2001 SAND	664	0	0	0	0	0.00 %
2002 SALT	876	353	0	0	0	0.00 %
2006 ASPHALT - COLD MIX	17,422	13,004	21,630	20,119	(1,511)	-6.99 %
2007 CONSTRUCTION SUPPLIES	533	5,478	0	0	0	0.00 %
2008 CEMENT	0	0	4,000	1,500	(2,500)	-62.50 %
2009 METALS	3,129	10,256	0	0	0	0.00 %
2010 TRAFFIC SUPPLIES	0	127	0	0	0	0.00 %
2020 SEWER/WATER PIPE & PARTS	143,391	113,321	148,700	148,335	(365)	-0.25 %
2030 GRAVEL	88,062	1,797	88,500	88,500	0	0.00 %
2055 CHEMICALS	458,274	524,008	430,500	463,740	33,240	7.72 %
2099 MISC. MATERIALS	2,784	2,268	4,000	2,500	(1,500)	-37.50 %
2401 GAS FUEL	28,499	40,482	37,045	34,615	(2,430)	-6.56 %
2405 DIESEL FUEL	77,540	82,913	99,025	93,193	(5,832)	-5.89 %
2407 COLOURED/DYED DIESEL	23,786	39,313	46,422	40,657	(5,765)	-12.42 %
2410 PROPANE	7	13	0	0	0	0.00 %
2415 LUBRICANTS	5,538	5,519	6,000	6,000	0	0.00 %
2425 REPAIR PARTS	46,091	66,057	20,000	34,000	14,000	70.00 %
2430 MECHANIC SHOP SUPPLIES	5,061	9,785	4,500	4,500	0	0.00 %



Executive Report

Budget Year: 2022; YTD End Date: December 2021

Department(s): Wastewater System, Water System

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

	2020 Actuals	2021 Actuals YTD	2021 Budget	2022 Approved	Variance	Variance %
2435 TOOLS	36,914	48,165	34,068	37,068	3,000	8.81 %
2440 MAINTENANCE SUPPLIES	17,418	14,905	6,085	8,085	2,000	32.87 %
2601 OFFICE SUPPLIES	16,790	13,644	10,400	10,400	0	0.00 %
2615 JANITORIAL SUPPLIES	5,693	5,519	7,200	7,200	0	0.00 %
2625 BUILDING MAINT SUPPLIES	2,687	3,325	2,150	2,650	500	23.26 %
2650 CLOTHING / UNIFORM	16,185	15,298	20,975	20,001	(974)	-4.64 %
2655 SAFETY SUPPLIES	43,235	35,141	46,031	46,031	0	0.00 %
2660 SAFETY BOOT ALLOWANCE	10,280	6,357	12,397	13,045	648	5.23 %
2690 ELECTRONIC MATERIALS	102	0	0	0	0	0.00 %
2699 MISC GENERAL SUPPLIES	0	177	1,500	1,500	0	0.00 %
2701 HYDRO	1,192,207	851,446	1,318,713	1,220,478	(98,235)	-7.45 %
2705 NATURAL GAS	155,952	59,257	90,866	90,438	(428)	-0.47 %
2715 WATER	18,272	15,751	22,626	23,637	1,011	4.47 %
2720 MUNICIPAL TAXES	231,550	269,426	240,813	264,398	23,585	9.79 %
2975 LAB TESTING	35,304	52,868	30,000	42,000	12,000	40.00 %
2977 LABORATORY CONSUMABLES	30,542	23,610	18,000	21,000	3,000	16.67 %
2980 INSTRUMENTATION	48,035	44,345	15,000	20,000	5,000	33.33 %
2985 LAB EQUIPMENT	6,668	8,132	2,000	2,000	0	0.00 %
2987 ELECTRICAL SUPPLIES	14,478	24,838	1,500	5,000	3,500	233.33 %
2999 MISCELLANEOUS SUPPLIES	0	25	0	0	0	0.00 %
3001 POSTAGE	124,009	112,823	125,000	125,000	0	0.00 %
3005 COURIER & DELIVERY	2,037	1,915	3,000	2,500	(500)	-16.67 %
3007 ONTARIO 1 CALL CENTER	7,071	5,516	8,000	8,000	0	0.00 %
3010 TELEPHONE	57,385	53,812	47,000	49,000	2,000	4.26 %
3035 MILEAGE	8,711	7,907	6,700	5,700	(1,000)	-14.93 %
3055 MEETING COSTS	1,352	930	700	700	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	4,549	4,411	5,825	7,675	1,850	31.76 %
3070 TRAINING COURSES - OUT	31,883	4,179	0	0	0	0.00 %
3075 TRAINING COURSES- IN	20,994	20,543	53,000	53,000	0	0.00 %
3088 REBATES/REFUNDS	9,771	7,051	10,000	10,000	0	0.00 %
3089 CONSUMPTION CREDITS	24,329	9,472	17,500	17,500	0	0.00 %
3130 CONSULTANT FEES	0	0	0	0	0	0.00 %
3199 MISC PROFESSIONAL FEES	2,435	4,079	2,945	2,945	0	0.00 %
3205 VEHICLE LEASE/RENTAL	13,149	4,454	6,000	6,000	0	0.00 %
3207 EQUIPMENT LEASE	563	0	600	0	(600)	-100.00 %
3299 MISC LEASES & RENTS	14,927	2,669	0	0	0	0.00 %
3301 RADIO MAINTENANCE	66,895	64,836	69,683	70,400	717	1.03 %
3305 BUILDING MAINTENANCE	500	76	0	0	0	0.00 %
3307 EQUIPMENT MAINTENANCE/CONTRACTS	2,550	0	0	0	0	0.00 %



Executive Report

Budget Year: 2022; YTD End Date: December 2021

Department(s): Wastewater System, Water System

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

	2020 Actuals	2021 Actuals YTD	2021 Budget	2022 Approved	Variance	Variance %
3325 WATER METER MAINTENANCE	1,613	181	40,000	20,000	(20,000)	-50.00 %
3340 SOFTWARE MAINTENANCE	102,952	76,152	99,532	79,984	(19,548)	-19.64 %
3350 DRY CLEANING/LAUNDERING	1,807	2,542	1,050	1,500	450	42.86 %
3399 MISC MAINTENANCE FEES	0	174	0	0	0	0.00 %
3412 INTERNET FEES	2,820	6,233	3,500	3,500	0	0.00 %
3425 CONSTRUCTION CONTRACT	120,933	108,621	135,315	120,140	(15,175)	-11.21 %
3426 PATCHING	441,747	429,264	574,851	502,100	(72,751)	-12.66 %
3427 HYDROSEEDING	34,320	23,369	36,005	36,005	0	0.00 %
3428 CONCRETE RESTORATION	14,364	9,281	40,314	20,000	(20,314)	-50.39 %
3455 SECURITY SERVICES	1,122	3,498	700	700	0	0.00 %
3489 CONTRACT/OUTSIDE SERVICES	87,470	96,119	40,000	50,000	10,000	25.00 %
3601 INSURANCE PREMIUMS	326,195	458,085	440,576	501,281	60,705	13.78 %
3969 SLUDGE DISPOSAL	102,576	139,649	100,000	105,000	5,000	5.00 %
GOODS & SERVICES TOTAL	4,414,998	4,064,764	4,658,442	4,571,220	(87,222)	-1.87 %
FINANCIAL EXPENSES						
4015 DEBENTURE PRINCIPAL	2,811,425	2,800,000	2,800,000	2,820,000	20,000	0.71 %
4020 DEBENTURE INTEREST	411,892	339,658	342,723	334,656	(8,067)	-2.35 %
FINANCIAL EXPENSES TOTAL	3,223,317	3,139,658	3,142,723	3,154,656	11,933	0.38 %
CAPITAL/RESERVE TRANSACTIONS						
5010 MACHINERY & EQUIPMENT	3,050	4,124	0	0	0	0.00 %
5015 OFFICE FURNITURE & EQUIP	1,448	7,184	500	500	0	0.00 %
5020 WATER METERS	15,178	33,737	50,000	25,000	(25,000)	-50.00 %
5101 CAPITAL LEVY	8,864,428	9,436,543	9,436,542	9,887,446	450,904	4.78 %
5115 TRANSFER TO RESERVE FUND	105,801	0	0	0	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	8,989,905	9,481,588	9,487,042	9,912,946	425,904	4.49 %
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	722,871	624,417	765,659	788,448	22,789	2.98 %
7010 ADMINISTRATION & OVERHEAD	1,540,344	1,720,474	1,720,474	1,844,392	123,918	7.20 %
7050 FLEET CHARGEBACK CHARGES	7,402	10,083	1,500	1,500	0	0.00 %
INTERNAL TRANSFERS TOTAL	2,270,617	2,354,974	2,487,633	2,634,340	146,707	5.90 %
EXPENSE TOTAL	23,582,235	23,598,109	25,541,381	26,164,306	622,925	2.44 %
REVENUE						
0175 DIRECT WATER BILLINGS	12,273,586	5,669,186	0	0	0	0.00 %
0177 FILTRATION PLANT LEVY	409,062	2,882	0	0	0	0.00 %
0178 CONSTRUCTION WATER	17,671	47,176	10,000	15,000	5,000	50.00 %
0179 FIXED WATER	0	5,762,564	0	0	0	0.00 %
0180 SEWER SURCHARGE	10,029,158	9,844,346	0	0	0	0.00 %
0431 PENALTIES/WATER ACCOUNTS	39,598	49,537	47,000	47,000	0	0.00 %
0456 SALE OF SCRAP METALS	3,835	3,954	5,000	3,000	(2,000)	-40.00 %
0460 TRANSFER FRM CAPITAL FUND	0	0	653,434	870,925	217,491	33.28 %



Executive Report

Budget Year: 2022; YTD End Date: December 2021

Department(s): Wastewater System, Water System

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

	2020 Actuals	2021 Actuals YTD	2021 Budget	2022 Approved	Variance	Variance %
0468 METER REPLACEMENT	2,320	5,126	4,300	4,300	0	0.00 %
0470 TSF FROM RESERVE FUND	470,978	527,752	827,752	666,232	(161,520)	-19.51 %
0472 REIMB - CUPE BENEFITS	2,306	3,694	0	0	0	0.00 %
0476 REIMBURSEMENT-CUPE WAGES	6,823	11,583	0	0	0	0.00 %
0479 REIMBURSEMENTS	42,500	317	0	0	0	0.00 %
0480 SUNDRY REVENUE	10,417	13,595	15,000	10,000	(5,000)	-33.33 %
0621 SUMMER STUD PROG GRANT	0	22,171	0	0	0	0.00 %
0856 RETURN CHEQUE CHARGE	1,561	5,896	7,000	7,000	0	0.00 %
0860 ACCOUNT ADJ./METER READS	31,693	39,123	36,000	36,000	0	0.00 %
0861 OFFICIAL RECEIPTS	0	125	100	100	0	0.00 %
0873 SANITARY SEWER CONNECTION	14,653	20,630	10,000	12,500	2,500	25.00 %
0874 SEWER RODDINGS	10,795	20,623	25,000	20,000	(5,000)	-20.00 %
0876 WATER CONNECTIONS	21,459	31,974	35,000	30,000	(5,000)	-14.29 %
0877 WATER THAWS	0	3,375	3,000	3,000	0	0.00 %
0878 WATER TURN ON/OFF	32,488	36,394	30,000	30,000	0	0.00 %
0897 PATTON BULK WATER	30,475	33,617	20,000	30,000	10,000	50.00 %
0899 OTHER SERVICE CHARGES	52,553	27,241	45,000	45,000	0	0.00 %
0985 SEPTAGE TREATMENT	78,303	121,279	50,000	75,000	25,000	50.00 %
REVENUE TOTAL	23,582,234	22,304,160	1,823,586	1,905,057	81,471	4.47 %
GRAND TOTAL:	1	1,293,949	23,717,795	24,259,249	541,454	2.28 %



WATER

2022 OPERATING BUDGET

Executive Report

Budget Year: 2022; YTD End Date: December 2021

Department(s): Water System

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

	2020 Actuals	2021 Actuals YTD	2021 Budget	2022 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	1,703,869	1,475,003	1,904,219	1,819,714	(84,505)	-4.44 %
1002 TEMPORARY SALARIES	5,478	26,011	23,712	23,878	166	0.70 %
1003 SHIFT PREMIUM	3,951	2,447	3,797	2,642	(1,155)	-30.42 %
1004 OTHER/STANDBY	57,529	41,279	42,220	42,407	187	0.44 %
1010 MODIFIED/ACCOMMODATED	35,741	9,872	0	0	0	0.00 %
1011 SALARIES CAPITAL/Special Projects	0	0	251,657	339,665	88,008	34.97 %
1101 OVERTIME FULLTIME	120,896	133,362	154,082	153,434	(648)	-0.42 %
1102 OVERTIME PART TIME	36	0	0	0	0	0.00 %
1201 VACATION other	0	243	0	0	0	0.00 %
1202 VACATION	128,808	114,387	1,707	1,719	12	0.70 %
1203 COMPASSIONATE LEAVE	5,107	1,837	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	62,906	56,718	0	0	0	0.00 %
1207 SICK LEAVE	76,748	38,204	0	0	0	0.00 %
1299 OTHER LABOUR COSTS	0	100	0	0	0	0.00 %
1301 WSIB LEAVE	(6,106)	(2,438)	0	0	0	0.00 %
1401 TRAINING & SAFETY	30,472	17,368	0	0	0	0.00 %
1499 OTHER EMP ALLOWANCES	598	456	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	760,378	541,845	645,236	726,543	81,307	12.60 %
1802 FRINGE BENEFITS-PARTTIME	1,790	7,022	4,877	5,937	1,060	21.73 %
PERSONNEL TOTAL	2,988,201	2,463,716	3,031,507	3,115,939	84,432	2.79 %
GOODS & SERVICES						
2001 SAND	664	0	0	0	0	0.00 %
2002 SALT	871	353	0	0	0	0.00 %
2006 ASPHALT - COLD MIX	15,051	12,460	16,480	17,119	639	3.88 %
2007 CONSTRUCTION SUPPLIES	96	343	0	0	0	0.00 %
2008 CEMENT	0	0	1,000	500	(500)	-50.00 %
2009 METALS	1,697	451	0	0	0	0.00 %
2010 TRAFFIC SUPPLIES	0	127	0	0	0	0.00 %
2020 SEWER/WATER PIPE & PARTS	99,908	81,806	93,700	98,335	4,635	4.95 %
2030 GRAVEL	69,538	736	69,900	69,900	0	0.00 %
2055 CHEMICALS	225,370	240,670	228,000	232,240	4,240	1.86 %
2099 MISC. MATERIALS	1,250	1,390	2,000	2,000	0	0.00 %
2401 GAS FUEL	10,839	16,883	14,924	13,982	(942)	-6.31 %
2405 DIESEL FUEL	42,991	46,079	55,014	51,774	(3,240)	-5.89 %
2407 COLOURED/DYED DIESEL	15,956	29,913	29,846	26,643	(3,203)	-10.73 %
2410 PROPANE	7	13	0	0	0	0.00 %
2415 LUBRICANTS	2,034	2,117	3,000	3,000	0	0.00 %
2425 REPAIR PARTS	23,906	27,268	12,000	14,000	2,000	16.67 %
2430 MECHANIC SHOP SUPPLIES	31	66	500	500	0	0.00 %



Executive Report

Budget Year: 2022; YTD End Date: December 2021

Department(s): Water System

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

	2020 Actuals	2021 Actuals YTD	2021 Budget	2022 Approved	Variance	Variance %
2435 TOOLS	20,813	16,038	18,038	18,038	0	0.00 %
2440 MAINTENANCE SUPPLIES	12,464	547	3,085	3,085	0	0.00 %
2601 OFFICE SUPPLIES	11,366	10,666	7,400	7,400	0	0.00 %
2615 JANITORIAL SUPPLIES	4,268	2,061	5,200	5,200	0	0.00 %
2625 BUILDING MAINT SUPPLIES	736	2,516	500	1,000	500	100.00 %
2650 CLOTHING / UNIFORM	6,785	6,863	8,845	8,917	72	0.81 %
2655 SAFETY SUPPLIES	23,510	14,263	21,373	21,373	0	0.00 %
2660 SAFETY BOOT ALLOWANCE	4,412	4,287	5,815	6,175	360	6.19 %
2699 MISC GENERAL SUPPLIES	0	113	1,000	1,000	0	0.00 %
2701 HYDRO	695,700	520,103	775,054	712,661	(62,393)	-8.05 %
2705 NATURAL GAS	16,334	8,265	14,334	14,116	(218)	-1.52 %
2715 WATER	16,623	14,206	20,843	21,774	931	4.47 %
2720 MUNICIPAL TAXES	137,846	176,381	143,361	167,631	24,270	16.93 %
2975 LAB TESTING	24,067	34,712	20,000	30,000	10,000	50.00 %
2977 LABORATORY CONSUMABLES	20,722	9,781	11,000	11,000	0	0.00 %
2980 INSTRUMENTATION	25,462	19,254	7,000	10,000	3,000	42.86 %
2985 LAB EQUIPMENT	1,226	2,104	2,000	2,000	0	0.00 %
2987 ELECTRICAL SUPPLIES	1,858	4,673	0	0	0	0.00 %
3001 POSTAGE	123,994	112,817	125,000	125,000	0	0.00 %
3005 COURIER & DELIVERY	139	260	0	0	0	0.00 %
3007 ONTARIO 1 CALL CENTER	3,928	3,633	8,000	8,000	0	0.00 %
3010 TELEPHONE	17,744	18,576	16,500	18,000	1,500	9.09 %
3035 MILEAGE	3,286	5,030	4,000	3,000	(1,000)	-25.00 %
3055 MEETING COSTS	1,000	309	700	700	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	2,749	2,832	5,825	7,675	1,850	31.76 %
3070 TRAINING COURSES - OUT	29,488	4,179	0	0	0	0.00 %
3075 TRAINING COURSES- IN	15,300	13,510	34,000	34,000	0	0.00 %
3088 REBATES/REFUNDS	9,771	7,051	10,000	10,000	0	0.00 %
3089 CONSUMPTION CREDITS	13,432	5,080	10,000	10,000	0	0.00 %
3130 CONSULTANT FEES	0	0	0	0	0	0.00 %
3199 MISC PROFESSIONAL FEES	1,540	2,242	1,655	1,655	0	0.00 %
3205 VEHICLE LEASE/RENTAL	5,598	2,531	6,000	6,000	0	0.00 %
3207 EQUIPMENT LEASE	563	0	600	0	(600)	-100.00 %
3299 MISC LEASES & RENTS	0	281	0	0	0	0.00 %
3301 RADIO MAINTENANCE	66,793	64,696	64,683	65,400	717	1.11 %
3305 BUILDING MAINTENANCE	278	18	0	0	0	0.00 %
3307 EQUIPMENT MAINTENANCE/CONTRACTS	2,550	0	0	0	0	0.00 %
3325 WATER METER MAINTENANCE	1,613	181	40,000	20,000	(20,000)	-50.00 %
3340 SOFTWARE MAINTENANCE	51,476	38,076	52,296	39,992	(12,304)	-23.53 %

Executive Report

Budget Year: 2022; YTD End Date: December 2021

Department(s): Water System

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

	2020 Actuals	2021 Actuals YTD	2021 Budget	2022 Approved	Variance	Variance %
3350 DRY CLEANING/LAUNDERING	1,005	1,763	1,050	1,500	450	42.86 %
3412 INTERNET FEES	2,820	5,889	2,000	2,000	0	0.00 %
3425 CONSTRUCTION CONTRACT	40,080	37,973	70,175	55,000	(15,175)	-21.62 %
3426 PATCHING	157,402	181,353	330,100	250,000	(80,100)	-24.27 %
3427 HYDROSEEDING	17,744	11,802	21,516	21,516	0	0.00 %
3428 CONCRETE RESTORATION	4,512	5,480	31,827	10,000	(21,827)	-68.58 %
3455 SECURITY SERVICES	802	397	700	700	0	0.00 %
3489 CONTRACT/OUTSIDE SERVICES	48,992	29,050	15,000	15,000	0	0.00 %
3601 INSURANCE PREMIUMS	131,446	186,619	178,995	204,474	25,479	14.23 %
GOODS & SERVICES TOTAL	2,290,446	2,049,136	2,621,834	2,480,975	(140,859)	-5.37 %
FINANCIAL EXPENSES						
4015 DEBENTURE PRINCIPAL	1,745,748	1,734,323	1,734,323	1,686,823	(47,500)	-2.74 %
4020 DEBENTURE INTEREST	243,552	198,304	200,276	180,500	(19,776)	-9.87 %
FINANCIAL EXPENSES TOTAL	1,989,300	1,932,627	1,934,599	1,867,323	(67,276)	-3.48 %
CAPITAL/RESERVE TRANSACTIONS						
5015 OFFICE FURNITURE & EQUIP	0	3,257	0	0	0	0.00 %
5020 WATER METERS	15,178	33,737	50,000	25,000	(25,000)	-50.00 %
5101 CAPITAL LEVY	4,875,435	4,718,271	4,718,271	4,943,723	225,452	4.78 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	4,890,613	4,755,265	4,768,271	4,968,723	200,452	4.20 %
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	370,139	320,147	409,144	421,805	12,661	3.09 %
7010 ADMINISTRATION & OVERHEAD	831,801	920,563	920,563	995,266	74,703	8.11 %
7050 FLEET CHARGEBACK CHARGES	5,856	7,454	0	0	0	0.00 %
INTERNAL TRANSFERS TOTAL	1,207,796	1,248,164	1,329,707	1,417,071	87,364	6.57 %
EXPENSE TOTAL	13,366,356	12,448,908	13,685,918	13,850,031	164,113	1.20 %
REVENUE						
0175 DIRECT WATER BILLINGS	12,273,586	5,669,186	0	0	0	0.00 %
0177 FILTRATION PLANT LEVY	409,062	2,882	0	0	0	0.00 %
0178 CONSTRUCTION WATER	17,671	47,176	10,000	15,000	5,000	50.00 %
0179 FIXED WATER	0	5,762,564	0	0	0	0.00 %
0431 PENALTIES/WATER ACCOUNTS	19,799	39,169	23,500	23,500	0	0.00 %
0456 SALE OF SCRAP METALS	3,803	3,460	0	1,500	1,500	100.00 %
0460 TRANSFER FRM CAPITAL FUND	0	0	326,460	453,089	126,629	38.79 %
0468 METER REPLACEMENT	2,320	5,126	4,300	4,300	0	0.00 %
0470 TSF FROM RESERVE FUND	470,978	527,752	527,752	516,232	(11,520)	-2.18 %
0472 REIMB - CUPE BENEFITS	2,193	3,522	0	0	0	0.00 %
0476 REIMBURSEMENT-CUPE WAGES	6,459	10,805	0	0	0	0.00 %
0479 REIMBURSEMENTS	0	317	0	0	0	0.00 %
0480 SUNDRY REVENUE	10,067	10,498	15,000	10,000	(5,000)	-33.33 %
0621 SUMMER STUD PROG GRANT	0	15,763	0	0	0	0.00 %



Executive Report

Budget Year: 2022; YTD End Date: December 2021

Department(s): Water System

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

	2020 Actuals	2021 Actuals YTD	2021 Budget	2022 Approved	Variance	Variance %
0856 RETURN CHEQUE CHARGE	1,561	5,896	7,000	7,000	0	0.00 %
0860 ACCOUNT ADJ./METER READS	31,693	39,123	36,000	36,000	0	0.00 %
0861 OFFICIAL RECEIPTS	0	125	100	100	0	0.00 %
0876 WATER CONNECTIONS	21,459	31,974	35,000	30,000	(5,000)	-14.29 %
0877 WATER THAWS	0	3,375	3,000	3,000	0	0.00 %
0878 WATER TURN ON/OFF	32,488	36,394	30,000	30,000	0	0.00 %
0897 PATTON BULK WATER	30,475	33,617	20,000	30,000	10,000	50.00 %
0899 OTHER SERVICE CHARGES	32,744	14,740	20,000	20,000	0	0.00 %
REVENUE TOTAL	13,366,358	12,263,464	1,058,112	1,179,721	121,609	11.49 %
GRAND TOTAL:	(2)	185,444	12,627,806	12,670,310	42,504	0.34 %



WASTEWATER

2022 OPERATING BUDGET

Executive Report

Budget Year: 2022; YTD End Date: December 2021

Department(s): Wastewater System

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

	2020 Actuals	2021 Actuals YTD	2021 Budget	2022 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	1,049,691	1,140,294	1,695,095	1,615,395	(79,700)	-4.70 %
1002 TEMPORARY SALARIES	195	22,976	40,607	40,892	285	0.70 %
1003 SHIFT PREMIUM	1,200	1,498	1,100	2,264	1,164	105.82 %
1004 OTHER/STANDBY	45,125	51,694	55,055	57,205	2,150	3.91 %
1010 MODIFIED/ACCOMMODATED	7,187	1,178	0	0	0	0.00 %
1011 SALARIES CAPITAL/Special Projects	0	23	251,807	313,310	61,503	24.42 %
1101 OVERTIME FULLTIME	78,883	101,824	104,493	90,000	(14,493)	-13.87 %
1102 OVERTIME PART TIME	36	0	0	0	0	0.00 %
1201 VACATION other	0	195	0	0	0	0.00 %
1202 VACATION	108,454	112,577	2,336	2,352	16	0.68 %
1203 COMPASSIONATE LEAVE	0	1,720	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	32,486	48,898	0	0	0	0.00 %
1207 SICK LEAVE	29,153	34,299	0	0	0	0.00 %
1299 OTHER LABOUR COSTS	0	60	0	0	0	0.00 %
1401 TRAINING & SAFETY	8,357	16,630	0	0	0	0.00 %
1499 OTHER EMP ALLOWANCES	760	389	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	333,670	556,337	576,869	645,665	68,796	11.93 %
1802 FRINGE BENEFITS-PARTTIME	0	2,817	6,672	8,122	1,450	21.73 %
PERSONNEL TOTAL	1,695,197	2,093,409	2,734,034	2,775,205	41,171	1.51 %
GOODS & SERVICES						
2002 SALT	5	0	0	0	0	0.00 %
2006 ASPHALT - COLD MIX	2,371	544	5,150	3,000	(2,150)	-41.75 %
2007 CONSTRUCTION SUPPLIES	437	5,135	0	0	0	0.00 %
2008 CEMENT	0	0	3,000	1,000	(2,000)	-66.67 %
2009 METALS	1,432	9,805	0	0	0	0.00 %
2020 SEWER/WATER PIPE & PARTS	43,483	31,515	55,000	50,000	(5,000)	-9.09 %
2030 GRAVEL	18,524	1,061	18,600	18,600	0	0.00 %
2055 CHEMICALS	232,904	283,338	202,500	231,500	29,000	14.32 %
2099 MISC. MATERIALS	1,534	878	2,000	500	(1,500)	-75.00 %
2401 GAS FUEL	17,660	23,599	22,121	20,633	(1,488)	-6.73 %
2405 DIESEL FUEL	34,549	36,834	44,011	41,419	(2,592)	-5.89 %
2407 COLOURED/DYED DIESEL	7,830	9,400	16,576	14,014	(2,562)	-15.46 %
2415 LUBRICANTS	3,504	3,402	3,000	3,000	0	0.00 %
2425 REPAIR PARTS	22,185	38,789	8,000	20,000	12,000	150.00 %
2430 MECHANIC SHOP SUPPLIES	5,030	9,719	4,000	4,000	0	0.00 %
2435 TOOLS	16,101	32,127	16,030	19,030	3,000	18.71 %
2440 MAINTENANCE SUPPLIES	4,954	14,358	3,000	5,000	2,000	66.67 %
2601 OFFICE SUPPLIES	5,424	2,978	3,000	3,000	0	0.00 %
2615 JANITORIAL SUPPLIES	1,425	3,458	2,000	2,000	0	0.00 %



Executive Report

Budget Year: 2022; YTD End Date: December 2021

Department(s): Wastewater System

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

	2020 Actuals	2021 Actuals YTD	2021 Budget	2022 Approved	Variance	Variance %
2625 BUILDING MAINT SUPPLIES	1,951	809	1,650	1,650	0	0.00 %
2650 CLOTHING / UNIFORM	9,400	8,435	12,130	11,084	(1,046)	-8.62 %
2655 SAFETY SUPPLIES	19,725	20,878	24,658	24,658	0	0.00 %
2660 SAFETY BOOT ALLOWANCE	5,868	2,070	6,582	6,870	288	4.38 %
2690 ELECTRONIC MATERIALS	102	0	0	0	0	0.00 %
2699 MISC GENERAL SUPPLIES	0	64	500	500	0	0.00 %
2701 HYDRO	496,507	331,343	543,659	507,817	(35,842)	-6.59 %
2705 NATURAL GAS	139,618	50,992	76,532	76,322	(210)	-0.27 %
2715 WATER	1,649	1,545	1,783	1,863	80	4.49 %
2720 MUNICIPAL TAXES	93,704	93,045	97,452	96,767	(685)	-0.70 %
2975 LAB TESTING	11,237	18,156	10,000	12,000	2,000	20.00 %
2977 LABORATORY CONSUMABLES	9,820	13,829	7,000	10,000	3,000	42.86 %
2980 INSTRUMENTATION	22,573	25,091	8,000	10,000	2,000	25.00 %
2985 LAB EQUIPMENT	5,442	6,028	0	0	0	0.00 %
2987 ELECTRICAL SUPPLIES	12,620	20,165	1,500	5,000	3,500	233.33 %
2999 MISCELLANEOUS SUPPLIES	0	25	0	0	0	0.00 %
3001 POSTAGE	15	6	0	0	0	0.00 %
3005 COURIER & DELIVERY	1,898	1,655	3,000	2,500	(500)	-16.67 %
3007 ONTARIO 1 CALL CENTER	3,143	1,883	0	0	0	0.00 %
3010 TELEPHONE	39,641	35,236	30,500	31,000	500	1.64 %
3035 MILEAGE	5,425	2,877	2,700	2,700	0	0.00 %
3055 MEETING COSTS	352	621	0	0	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	1,800	1,579	0	0	0	0.00 %
3070 TRAINING COURSES - OUT	2,395	0	0	0	0	0.00 %
3075 TRAINING COURSES- IN	5,694	7,033	19,000	19,000	0	0.00 %
3089 CONSUMPTION CREDITS	10,897	4,392	7,500	7,500	0	0.00 %
3199 MISC PROFESSIONAL FEES	895	1,837	1,290	1,290	0	0.00 %
3205 VEHICLE LEASE/RENTAL	7,551	1,923	0	0	0	0.00 %
3299 MISC LEASES & RENTS	14,927	2,388	0	0	0	0.00 %
3301 RADIO MAINTENANCE	102	140	5,000	5,000	0	0.00 %
3305 BUILDING MAINTENANCE	222	58	0	0	0	0.00 %
3340 SOFTWARE MAINTENANCE	51,476	38,076	47,236	39,992	(7,244)	-15.34 %
3350 DRY CLEANING/LAUNDERING	802	779	0	0	0	0.00 %
3399 MISC MAINTENANCE FEES	0	174	0	0	0	0.00 %
3412 INTERNET FEES	0	344	1,500	1,500	0	0.00 %
3425 CONSTRUCTION CONTRACT	80,853	70,648	65,140	65,140	0	0.00 %
3426 PATCHING	284,345	247,911	244,751	252,100	7,349	3.00 %
3427 HYDROSEEDING	16,576	11,567	14,489	14,489	0	0.00 %
3428 CONCRETE RESTORATION	9,852	3,801	8,487	10,000	1,513	17.83 %
3455 SECURITY SERVICES	320	3,101	0	0	0	0.00 %

Executive Report

Budget Year: 2022; YTD End Date: December 2021

Department(s): Wastewater System

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

	2020 Actuals	2021 Actuals YTD	2021 Budget	2022 Approved	Variance	Variance %
3489 CONTRACT/OUTSIDE SERVICES	38,478	67,069	25,000	35,000	10,000	40.00 %
3601 INSURANCE PREMIUMS	194,749	271,466	261,581	296,807	35,226	13.47 %
3969 SLUDGE DISPOSAL	102,576	139,649	100,000	105,000	5,000	5.00 %
GOODS & SERVICES TOTAL	2,124,552	2,015,628	2,036,608	2,090,245	53,637	2.63 %
FINANCIAL EXPENSES						
4015 DEBENTURE PRINCIPAL	1,065,677	1,065,677	1,065,677	1,133,177	67,500	6.33 %
4020 DEBENTURE INTEREST	168,340	141,354	142,447	154,156	11,709	8.22 %
FINANCIAL EXPENSES TOTAL	1,234,017	1,207,031	1,208,124	1,287,333	79,209	6.56 %
CAPITAL/RESERVE TRANSACTIONS						
5010 MACHINERY & EQUIPMENT	3,050	4,124	0	0	0	0.00 %
5015 OFFICE FURNITURE & EQUIP	1,448	3,927	500	500	0	0.00 %
5101 CAPITAL LEVY	3,988,993	4,718,272	4,718,271	4,943,723	225,452	4.78 %
5115 TRANSFER TO RESERVE FUND	105,801	0	0	0	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	4,099,292	4,726,323	4,718,771	4,944,223	225,452	4.78 %
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	352,732	304,270	356,515	366,643	10,128	2.84 %
7010 ADMINISTRATION & OVERHEAD	708,543	799,911	799,911	849,126	49,215	6.15 %
7050 FLEET CHARGEBACK CHARGES	1,546	2,629	1,500	1,500	0	0.00 %
INTERNAL TRANSFERS TOTAL	1,062,821	1,106,810	1,157,926	1,217,269	59,343	5.12 %
EXPENSE TOTAL	10,215,879	11,149,201	11,855,463	12,314,275	458,812	3.87 %
REVENUE						
0180 SEWER SURCHARGE	10,029,158	9,844,346	0	0	0	0.00 %
0431 PENALTIES/WATER ACCOUNTS	19,799	10,368	23,500	23,500	0	0.00 %
0456 SALE OF SCRAP METALS	32	494	5,000	1,500	(3,500)	-70.00 %
0460 TRANSFER FRM CAPITAL FUND	0	0	326,974	417,836	90,862	27.79 %
0470 TSF FROM RESERVE FUND	0	0	300,000	150,000	(150,000)	-50.00 %
0472 REIMB - CUPE BENEFITS	113	172	0	0	0	0.00 %
0476 REIMBURSEMENT-CUPE WAGES	364	778	0	0	0	0.00 %
0479 REIMBURSEMENTS	42,500	0	0	0	0	0.00 %
0480 SUNDRY REVENUE	350	3,097	0	0	0	0.00 %
0621 SUMMER STUD PROG GRANT	0	6,408	0	0	0	0.00 %
0873 SANITARY SEWER CONNECTION	14,653	20,630	10,000	12,500	2,500	25.00 %
0874 SEWER RODDINGS	10,795	20,623	25,000	20,000	(5,000)	-20.00 %
0899 OTHER SERVICE CHARGES	19,809	12,501	25,000	25,000	0	0.00 %
0985 SEPTAGE TREATMENT	78,303	121,279	50,000	75,000	25,000	50.00 %
REVENUE TOTAL	10,215,876	10,040,696	765,474	725,336	(40,138)	-5.24 %
GRAND TOTAL:	3	1,108,505	11,089,989	11,588,939	498,950	4.50 %



2022

SERVICE LEVEL CHANGES

Service Level Reduction / Increase 2022

Description/Title: In Camera Item

Service Enhancement or Reduction: Enhancement

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

Department: Water and Wastewater Facilities

Costing Center #: 3385/3321

Budget Impacted: Municipal Levy Building Permit Reserve Other Water Sewer

Detail:

This Service Level Change will be discussed In Camera as it deals with an identifiable individual.

Link to Strategic Plan: _____

<u>Current Year Budget Impact:</u>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
Expense			
(Revenue) Transfer from capital			
Net Cost (Savings)			
<u>Full Time Equivalent (FTE) Impact:</u>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
<u>Future Years Budget Impact</u> <small>(only required for phased-in Service Level changes)</small>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
Year / Expense			
Year / Revenue			
Net Cost (Savings)			

Capital Requirements (if applicable):