

2019 BUDGET – ANCILLARY DEPARTMENTS

Municipality of West Nipissing

March 12, 2019

Workbook



West Nipissing Ouest

Solid Waste

The Environmental Services team is responsible for the management, development and operation of all solid waste programs in West Nipissing. The department manages seven landfill sites, the municipal recycling centre, and four recycling depots within the community. Approximately 75% of the households in West Nipissing are serviced by the Curbside Recycling program, with the remaining households utilizing the Recycling Depot program.

- **700 tons of paper products** per year are diverted from our landfills → equivalent to **25** transport trailers
- **3000 tires** per year are sent for processing
- **40 tons of electronic waste** is shipped out yearly
- Our three major diversion programs generated **over \$337,000 in revenue** between 2012 and 2016

Services

Waste Collection

Bi-weekly curbside collection of recycling
Weekly curbside collection of garbage
Recycling depot collection
Commercial Bin Service
Commercial Recycling Service
Seasonal collection of leaf and yard waste

Waste Diversion

Blue Box Program
Electronic Waste Program
Tire Recycling Program
Education of access to North Bay
Hazardous Waste Depot
Backyard Composting Program

Operations

Maintenance and management of landfills:
Sturgeon Falls, Verner, Field, Lavigne, River
Valley, Kipling and Muskosung
Operation of the Recycling Centre
General administration and
ongoing public education

Focus and Goals

- Improve established programs, procedures and infrastructure
- Increase efficiencies in the curbside procedures by developing up-to-date By-laws

2019 Budget Highlights

- Proposed increases to operational expenses in an effort to maintain and improve existing landfill facilities
- Considering video surveillance in order to preserve existing assets



2019 Solid Waste Budget

	Actual	2018 Budget	Variance	2019 Budget	Variance
Revenues					
Rate Revenue	1,363,539	1,357,162	6,377	1,363,539	6,377
Stewardship	138,796	138,721	75	144,487	5,766
Miscellaneous Income	57,380	10,000	47,380	10,000	-
Total Revenues	1,559,715	1,505,883	53,832	1,518,026	12,143
Expenditures					
HR Costs					
Salaries & Wages	131,116	131,940	824	116,813	15,127
Benefits	13,249	14,456	1,207	14,668	(212)
Education	1,313	6,000	4,687	6,000	-
Total HR Costs	145,678	152,396	6,718	137,481	14,915
Operating Costs					
Advertising	2,303	5,000	2,697	2,500	2,500
Contractors	1,206,631	1,226,767	20,136	1,311,779	(85,012)
General Insurance	5,618	5,620	2	5,861	(241)
Materials	1,177	10,000	8,823	10,000	-
Office Supplies	933	1,700	767	1,700	-
Professional Fees	77,335	70,000	(7,335)	73,000	(3,000)
Services and Rents	4,445	13,100	8,655	10,100	3,000
Supplies	13,108	17,500	4,392	15,000	2,500
Utilities & Telecommunication	3,366	3,800	434	3,700	100
Non TCA Expenses	-	-	-	-	-
Total Material, Supplies & Rents	1,317,127	1,353,487	36,360	1,433,640	(80,153)
Total Expenditures	1,462,805	1,505,883	43,078	1,571,121	(65,238)
Net Surplus (Deficit) Operations	96,910	-	96,910	(53,095)	(53,095)
Transfer to Reserve					
Contribution from Reserve	(26,010)	(30,000)	(3,990)	(41,000)	(11,000)
Total Change in Reserves	(26,010)	(30,000)	(3,990)	(41,000)	(11,000)



Capital Assets

Capital expenditures	26,010	30,000	3,990	41,000	11,000
Total Capital Assets	26,010	30,000	3,990	41,000	11,000
	-	-	-	-	-
Surplus (Deficit)	96,910	-	96,910	(53,095)	(53,095)

2018 Rate Based Revenue	1,357,162
% increase	3.91%
1% increase	13,572

Reserve Position as of December 31, 2018

Opening Balance 2018	472,847
Approved Transactions in 2018	(26,010)
	(26,010)
Interim Balance 2018	446,837
Surplus from 2018	96,910
Ending Balance 2018	543,747

Contractors

	2018			2019	
	Actual	Budget	Variance	Budget	Variance
SF, Springer, Cache Bay	954,271	954,489	218	1,027,770	(73,281)
Field Collection	42,277	42,278	1	45,530	(3,252)
Field Landfill	19,477	10,000	(9,477)	20,500	(10,500)
Verner Garbage Collection	26,663	30,000	3,337	30,000	-
Verner Recycling & Landfill	51,113	30,000	(21,113)	51,501	(21,501)
Lavigne Landfill cost	37,510	31,000	(6,510)	39,239	(8,239)
North Monetville Collection	24,683	26,000	1,317	26,000	-
River Valley Landfill	21,559	24,000	2,441	25,500	(1,500)
Kipling Landfill	21,181	24,000	2,819	27,239	(3,239)
Badgerow Landfill	6,397	15,000	8,603	13,500	1,500
Site Maintenance	1,500	40,000	38,500	5,000	35,000
Total Contractors	1,206,632	1,226,767	20,135	1,311,779	(85,012)



Solid Waste Rates

	2018 Rate	Proposed 2019 Rate
Sturgeon Falls, Spring, and Cache Bay, Verner and Field		
Per household unit	256.90	267.00
Each additional Unit	156.25	162.25
Seasonal units	156.25	162.25
Outlying Area		
Residential – Where landfill access and garbage pickup is provided		
Per household unit	222.60	231.25
Each additional Unit	122.00	127.00
Seasonal units	122.00	127.00
Residential – Where landfill access only is provided		
Per household unit	122.00	127.00
Each additional Unit	60.00	62.25
Seasonal units	60.00	62.25
Island units	60.00	62.25
Commercial and Industrial		
Group 1: Lodges, Trailer Parks, Restaurants, Grocery Stores, and Confectionaries	360.70	375.00
Group 2: Professional Office, Banks, Motels, Garages, Bell, and all others not in Group 1		
Where landfill access and garbage pickup is provided	222.60	231.25
Where landfill access only is provided	122.00	127.00



Water and Wastewater

The Water and Wastewater department is responsible for the treatment, supply and delivery of safe drinking water as well as the reliable collection and treatment of wastewater. The department operates in a highly regulated structure of federal, provincial and municipal regulations, policies and standards. Some of the Municipality's facilities are operated by the Ontario Clean Water Agency (OCWA).

Facilities

Field Wastewater Treatment Plant
Sturgeon Falls Wastewater Treatment Plant – Built in 1974
Sturgeon Falls Water Treatment Plant – Built in 1991
Verner Water Treatment Plant (Operated by OCWA)
Verner Lagoon (Operated by OCWA)

Services

Deliver safe drinking water to the community
Provide reliable and sanitary sewage collection
Supply water for firefighting services where drinking water is available

In 2018

- We received over **500** Distribution and Collection related service requests
- The Sturgeon Falls Water Plant supplied over **1.5 million cubic metres** of drinking water to 8000 residents
→ equivalent to more than **2100 glasses** of water per person, per day
- The Sturgeon Falls Wastewater Plant treated over **2 000 000 cubic metres** of wastewater
- The Verner Water Plant supplied over **140 000 cubic metres** of drinking water to 1000 residents
→ equivalent to more than **1600 glasses** of water per person, per day
- The Verner lagoons treated over **269 000 cubic metres** of wastewater

Focus and Goals

- Continue to provide safe and reliable services
- Ensure safe drinking water and properly treated wastewater
- Cost effective services
- Preventive maintenance and upgrades of equipment
- Forecast and plan to ensure sustainability and growth



Recent CWWF Projects

The Municipality is eligible to apply for federal and provincial support through the Clean Water and Wastewater Fund (CWWF) for projects involving rehabilitation, new construction, optimization, or planning work relative to drinking water, wastewater, and stormwater. Recent projects include:

- Structural Upgrade to Wastewater Forcemain at Holditch Street Extension
- Replacement of Main Street Watermains (100m)
- Replacement and Extension of Ramsay Street Watermain (100m)
- Structural Upgrade of Sand Hill Area Water Services
- Upgrade of Manholes Throughout Sturgeon Falls

2019 Budget Highlights

- Maintenance and upgrades of various plant equipment
- Replace 100 m of watermain on Railway Street before Public Works paving commences
- Install watermain on Main Street from Salter to First (extension to a CWWF project)
- Directionally drill new watermain and sanitary forcemain under highway and railway tracks
- Engineering design services for Nipissing, Ethel, Main, King, and Salter Streets (to be shovel ready for grants)

Projects currently in progress

- Change filter media at the Sturgeon Falls Water Plant
- Upgrade filter media at the Verner Water Plant
- Robotic cleaning and inspections of both water plants



2019 Water and Wastewater Budget

	Actual	2018 Budget	Variance	2019 Budget	Variance
Revenues					
Provincial Grant	1,680	-	1,680	-	-
Rate Revenue	5,525,700	5,497,394	28,306	5,497,394	-
Interest Revenue	23,785	15,000	8,785	20,000	5,000
Other Income	17,251	34,500	(17,249)	29,500	(5,000)
West Nipissing Power Generation	100,000	100,000	-	70,000	(30,000)
Total Revenues	5,668,416	5,646,894	21,522	5,616,894	(30,000)
Expenditures					
HR Costs					
Salaries & Wages	911,846	933,728	21,882	980,847	(47,119)
Benefits	223,804	226,499	2,695	240,267	(13,768)
Education	14,293	25,000	10,707	25,000	-
Total HR Costs	1,149,943	1,185,227	35,284	1,246,114	(60,887)
Operating Costs					
Advertising	408	500	92	500	-
Contractors	201,261	180,000	(21,261)	180,000	-
General Insurance	126,050	126,049	(1)	139,269	(13,220)
Interest on Loans	481,932	490,650	8,718	449,264	41,386
Materials & Supplies	145,848	142,750	(3,098)	142,750	-
Office Supplies	29,427	34,850	5,423	35,165	(315)
Process Materials	627,589	675,000	47,411	685,250	(10,250)
Professional Fees	16,919	20,000	3,081	20,000	-
Repairs & Maintenance	78,901	120,000	41,099	120,000	-
Services and Rents	289,068	285,240	(3,828)	295,070	(9,830)
Special Projects	-	-	-	-	-
Utilities & Telecommunication	519,047	538,478	19,431	546,308	(7,830)
Vehicle Expenses	15,821	21,000	5,179	21,000	-
Total Material, Supplies & Rents	2,532,271	2,634,517	102,246	2,634,576	(59)
Total Expenditures	3,682,214	3,819,744	137,530	3,880,690	(60,946)
Net Surplus (Deficit) Operations	1,986,202	1,827,150	159,052	1,736,204	(90,946)



Transfer to Reserve	1,125,000	1,125,000	-	1,125,000	-
Contribution from Reserve	(432,508)	(708,400)	(275,892)	(904,242)	195,842
Funding	(1,044,770)	(1,168,600)	(123,830)	(625,869)	(542,731)
Other revenue			-		-
Total Change in Reserves	(352,278)	(752,000)	(399,722)	(405,111)	(346,889)
Repayment to General Reserve	-	-	-	-	-
Payments on Loans	702,153	702,150	(3)	743,586	(41,436)
Total Change in Financing	702,153	702,150	(3)	743,586	(41,436)
Capital Assets					
Capital expenditures-Infrastructure	1,376,075	1,627,000	250,925	1,092,061	534,939
Capital expenditures-Equipment	101,203	250,000	148,797	438,050	(188,050)
Total Capital Assets	1,477,278	1,877,000	399,722	1,530,111	346,889
	1,827,153	1,827,150	(3)	1,868,586	(41,436)
Surplus (Deficit)	159,049	(0)	159,049	(132,382)	(132,382)

Budgeted Rate Revenue for 2018
 % Rate increase
 Budgeted Rate Revenue for 2019

5,497,394
 2.41%
 5,629,776



Reserve Position as of December 31, 2018

Opening Balance 2018	288,476
Approved Transactions in 2018	
<hr/> Interim Balance 2018	<hr/> 288,476
Surplus from 2018	159,049
<hr/> Ending Balance 2018	<hr/> 447,525

Summary of Dedicated Reserves as of December 31, 2018

	Opening Balance	Additions	Transfer to Capital Fund	Reserve Available	Expenditure	Ending Balance
Equipment	37,795	25,000		62,795		62,795
Infrastructure	1,215,494	1,100,000		2,315,494	432,508	1,882,986
Infrastructure (Planning)	18,037			18,037		18,037
	<hr/> 1,271,326	<hr/> 1,125,000		<hr/> 2,396,326	<hr/> 432,508	<hr/> 1,963,818

Water and Wastewater Rates

	2018 Rate	Proposed 2019 Rate
Water service	594.18	608.49
Sanitary sewer service	742.72	760.61
Both water and sewer	<hr/> 1,336.90	<hr/> 1,369.10



Water and Wastewater Infrastructure

	Project	Projected Cost
Sturgeon Falls Water Plant	High lift rebuild	25,000
	Roof Repair/Entrance	10,000
	Filter regeneration	120,000
	Reservoir cleaning	30,000
Field Wastewater Treatment Plant	Panel and cover for 3rd SLS	10,000
	Plant optimization	20,000
Sewage Pump Station / Sewage Lift Station	Covers/guides/piping for Lisgard SLS	25,000
Sturgeon Falls Wastewater Treatment Plant	Digester/Sludge - Class EA	30,000
	Rebuild degritter for old side of plant	40,000
	Cleaning Digester 1	60,000
	2 Mixer rebuild	20,000
Verner	Verner Water Treatment	42,250
	Buildings	2,500
	Sewage Lift Stations	3,000
	Lagoons	300
Distribution / Collection	CWWF Projects	277,061
	Main Street from Salter to First	60,000
	Sanitary forcemain (Holditch) and watermain	350,000
	Designs - Nipissing, Ethel, King, Main, Salter	200,000
	Railway - Levesque to Main - 57m sanitary; 100m water	50,000
	Holditch - William to John - water and sewer	100,000
	Manhole at John and King	25,000
	2 manholes in Cache Bay	30,000
Total Infrastructure Projects		1,530,111

