

**VIRTUAL ZOOM MEETING / RÉUNION VIRTUELLE PAR ZOOM**

**AGENDA / ORDRE DU JOUR**

- A) Declaration of Pecuniary Interest / Déclaration d'intérêts pécuniaires
- B) Agenda / Ordre du jour
  - B-1 Resolution to adopt the Agenda
- C) 2021 Budget Deliberations / Délibérations budgétaires pour l'année 2021
  - C-1 Water and Wastewater Budget
  - C-2 Solid Waste Budget
- D) Adjournment / Ajournement
  - D-1 Resolution to adopt By-law **2021/36** confirming proceedings of meeting
  - D-2 Resolution to adjournment the meeting

# MEMORANDUM

**TO:** MAYOR and COUNCIL

**FROM:** Jean-Pierre (Jay) Barbeau, CAO

**DATE:** April 22<sup>nd</sup>, 2021

**SUBJECT:** RECYCLING IN LAVIGNE AND CACHE BAY

The following is a breakdown of costs to be considered if Council wish to enhance recycling services in Cache Bay or Lavigne. The amounts were presented and discussed at the budget session for West Nipissing Environmental services. The amount you have presented in the booklet does not reflect the possible additional cost of this initiative. The increase of 1% this year represents \$2.75 to the highest rate group.

The total 2021 cost for considering this initiative is \$143,624. This is broken down as follows.

## UPFRONT COSTS

12 containers (6 per site)	\$ 123,414
Site prep (getting the base ready)	7,000
Signage and installation	5,000
	\$ 135,414

## ONGOING COSTS (YEARLY)

Collection labour rate and fuel	\$ 16,420
(less half a year)	(8,210)
2021 operating	\$ 8,210

The investment for 2021 (\$143,624) represents a 10.86% increase to all rates if accepted. This would represent an increase this year of \$29.81/household to the highest rate. The final rate would be \$304.30/household this year.

Once the upfront costs are paid, in today's dollars, the ongoing increase to operations in future years related to this project alone would be approximately 1.3%.

I trust that the above is self- explanatory.

Jay

from the desk of :  
Jean-Pierre (Jay) Barbeau  
C.A.O.



# Joie de vivre

[www.westnipissingouest.ca](http://www.westnipissingouest.ca)

# 2021 BUDGET

## Workbook

WATER AND WASTEWATER

April 2021



**West Nipissing Ouest**



# 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. The Verner facilities are operated by the Ontario Clean Water Agency (OCWA).

## Facilities

Field Wastewater Treatment Plant  
Sturgeon Falls Wastewater Treatment Plant  
Sturgeon Falls Water Treatment Plant  
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 2020

- We received approximately **119** Distribution and Collection related service requests
- The Sturgeon Falls Water Plant supplied over **1.36 million cubic metres** of drinking water to 8000 residents  
→ Equivalent to **3000 Community and Recreation Centre Swimming Pools**
- The Sturgeon Falls Wastewater Plant treated over **1 850 000 cubic metres** of wastewater
- The Verner Water Plant supplied over **106 110 cubic metres** of drinking water to 1000 residents  
→ Equivalent to **240 Community and Recreation Centre Swimming Pools**
- The Verner lagoons treated about **260 000 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
- Emergency preparedness
- Forecast and plan to ensure sustainability and growth



## 2021 Budget Highlights

- Maintenance and upgrades of various plant equipment.
- The purchase of critical water plant equipment as identified in the risk management process.
- Replace chlorine dioxide with potassium permanganate for manganese removal.
- Trial use of a sequestrant to aid controlling discolouration due to manganese in the Verner water supply.
- Belanger Street construction including sanitary and storm sewer collection upgrades.
- Assuming the Class Environmental Assessment and public input are favourable for Sturgeon Falls to supply the drinking water system for Verner, attain an agreement with CPR and start the design work.

### Previously approved projects

- Complete the Municipal Class Environmental Assessment to determine preferred option to supply drinking water in Verner.
- Engineering design services for Nipissing, Ethel, Main, King, and Salter Streets (to be shovel ready for grants)





## 2021 Budget

	2020			2021	
	Actual	Budget	Variance	Budget	Variance
<b>Revenues</b>					
Provincial Grant	-	-	-	-	-
Rate Revenue	5,817,803	5,818,973	(1,170)	5,818,973	-
Interest Revenue	13,826	15,000	(1,174)	15,000	-
Other Income	5,966	34,500	(28,534)	34,500	-
West Nipissing Power Generation	70,000	70,000	-	70,000	-
<b>Total Revenues</b>	<b>5,907,595</b>	<b>5,938,473</b>	<b>(30,878)</b>	<b>5,938,473</b>	<b>-</b>
<b>Expenditures</b>					
<b>HR Costs</b>					
Salaries & Wages	1,011,072	1,044,380	33,308	1,078,845	(34,465)
Benefits	258,870	266,699	7,829	279,490	(12,791)
Education	20,923	25,000	4,077	35,000	(10,000)
<b>Total HR Costs</b>	<b>1,290,865</b>	<b>1,336,079</b>	<b>45,214</b>	<b>1,393,335</b>	<b>(57,256)</b>
<b>Operating Costs</b>					
Advertising	-	500	500	500	-
Contractors	104,355	200,000	95,645	190,000	10,000
General Insurance	161,268	161,269	1	206,060	(44,791)
Interest on Loans	401,365	407,233	5,868	358,554	48,679
Materials & Supplies	105,419	162,750	57,331	172,750	(10,000)
Office Supplies	20,773	35,800	15,027	35,800	-



Process Materials	703,488	715,250	11,762	715,250	-
Professional Fees	4,903	20,000	15,097	10,000	10,000
Repairs & Maintenance	145,922	123,000	(22,922)	126,000	(3,000)
Services and Rents	334,822	295,070	(39,752)	320,000	(24,930)
Utilities & Telecommunication	440,678	551,659	110,981	541,659	10,000
Vehicle Expenses	19,098	21,000	1,902	21,000	-
<b>Total Material, Supplies &amp; Rents</b>	<b>2,442,091</b>	<b>2,693,531</b>	<b>251,440</b>	<b>2,697,573</b>	<b>(4,042)</b>
<b>Total Expenditures</b>	<b>3,732,956</b>	<b>4,029,610</b>	<b>296,654</b>	<b>4,090,908</b>	<b>(61,298)</b>
<b>Net Surplus (Deficit) Operations</b>	<b>2,174,639</b>	<b>1,908,863</b>	<b>265,776</b>	<b>1,847,565</b>	<b>(61,298)</b>
Transfer to Reserve	1,125,000	1,125,000	-	1,130,000	(5,000)
Contribution from Reserve	(1,299,933)	(1,409,007)	(109,074)	(980,855)	(428,152)
Funding	(192,092)	(281,493)	(89,401)	(310,145)	28,652
Other revenue			-		-
<b>Total Change in Reserves</b>	<b>(367,025)</b>	<b>(565,500)</b>	<b>(198,475)</b>	<b>(161,000)</b>	<b>(404,500)</b>
Payments on Loans	784,690	783,863	(827)	832,542	(48,679)
<b>Total Change in Financing</b>	<b>784,690</b>	<b>783,863</b>	<b>(827)</b>	<b>832,542</b>	<b>(48,679)</b>
<b>Capital Assets</b>					
Capital expenditures-Infrastructure	1,104,507	1,260,000	155,493	700,000	560,000
Capital expenditures-Equipment	333,707	365,500	31,793	526,000	(160,500)
Capital expenditures-Fleet	53,811	65,000	11,189	65,000	-
<b>Total Capital Assets</b>	<b>1,492,025</b>	<b>1,690,500</b>	<b>198,475</b>	<b>1,291,000</b>	<b>399,500</b>
	1,909,690	1,908,863	(827)	1,962,542	(53,679)
<b>Surplus (Deficit)</b>	<b>264,949</b>	<b>-</b>	<b>264,949</b>	<b>(114,977)</b>	<b>(114,977)</b>





<b>Budgeted Rate Revenue for 2020</b>	<b>5,818,973</b>
<b>% Rate increase</b>	<b>1.98%</b>
<b>Budgeted Rate Revenue for 2021</b>	<b>5,933,950</b>
 1% represents	 58,190

## Reserve Position as of December 31, 2020

Opening Balance 2020	978,383
Approved Transactions in 2020	-
<hr/>	
Interim Balance 2020	978,383
<hr/>	
Surplus from 2020	264,949
<hr/>	
Ending Balance 2020	1,243,332
<hr/>	





## Summary of Dedicated Reserves as of December 31, 2020

	Opening Balance	Additions	Transfer to Capital Fund	Reserve Available	Expenditure	Ending Balance
Equipment	121,626	25,000		146,626	53,811	92,815
Infrastructure	2,308,707	1,100,000		3,408,707	1,242,447	2,166,260
Infrastructure (Planning)	18,037	-		18,037		18,037
	<b>2,448,370</b>	<b>1,125,000</b>	<b>-</b>	<b>3,573,370</b>	<b>1,296,258</b>	<b>2,277,112</b>





## Rates

	2020 Rate	Proposed 2021 Rate
Water service	\$618.10	\$630.31
Sanitary sewer service	\$772.63	\$787.90
Both water and sewer	\$1,390.73	\$1,418.21

## Capital Infrastructure

	2021
<b>Field Wastewater Treatment Plant</b>	
Chemical pump	5,000
Programming/remote control	10,000
Influent pumps	5,000
	<b>\$20,000</b>
<b>Sturgeon Falls Wastewater Treatment Plant</b>	
Chemical pump	5,000
Replace weirs, parge concrete	9,000
Coat concrete	50,000
Baffeling for contact chamber	10,000
Grit Auger	40,000
Computers & software	60,000
Thermophilic treatment project	50,000
	<b>\$224,000</b>
<b>Sturgeon Falls Water Treatment Plant</b>	
High lift pump - preventive maintenance	30,000
Facility maintenance	30,000
Computers & software	53,000
Turbidity Analyzer	14,000
	<b>\$127,000</b>



**Verner**

Level Sensors	5,000
3 Clearwell valves	30,000
2 Knife gate valves	20,000
Sewage Station Pump	15,000
Computers & software	30,000

---

**\$100,000****Lift Stations/Pump Stations**

Flyght pump for Bay/Cache Bay	35,000
2 VFD Bay and Cache Bay installed	20,000

---

**55,000****Distribution/Collection**

Manholes (2 M/H per year)	10,000
Belanger - Sewer and Water	320,000
Verner CPR Agreement Prelim Design	170,000
Designs - Nipissing, Ethel, King, Main, Salter	200,000

---

**\$700,000****Fleet**

Wastewater plant fleet	65,000
------------------------	--------

---

**\$65,000**

---

<b>Total projects</b>	<b>\$1,291,000</b>
-----------------------	--------------------

---



# 2021 BUDGET

## Workbook SOLID WASTE

April 2021



West Nipissing Ovest



# 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.

## In 2020:

- **800 tons of blue box material** were diverted from our landfills → equivalent to **30** transport trailers
- **2500 tires** were sent for processing
- **32 tons of electronic waste** were shipped out

## 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  
Access to North Bay Hazardous  
Waste Depot  
Backyard Composting Program  
Recycle Coach Web and Mobile App

### 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

- Extended communication plan and continued promotion and use of Recycle Coach App
- Review of unmanned Rural Recycling Depot Systems
- Continued work on Sturgeon Falls Landfill expansion plan including but not limited to, road access and land engineering
- Continued development of fleet maintenance plan and upgrade of equipment

## 2021 Budget Highlights

- Sturgeon Falls Landfill engineering work for expansion plans
- Land clearing and brushing at required sites
- Wood grinding at required sites
- Gate house replacement at required sites





## 2021 Operating Budget

	2020			2021	
	Actual	Budget	Variance	Budget	Variance
<b>Revenues</b>					
Rate Revenue	1,467,719	1,456,350	11,369	1,467,720	11,370
Stewardship	141,655	144,487	(2,832)	160,074	15,587
Miscellaneous Income	33,515	10,000	23,515	10,000	-
<b>Total Revenues</b>	<b>1,642,889</b>	<b>1,610,837</b>	<b>32,052</b>	<b>1,637,794</b>	<b>26,957</b>
<b>Expenditures</b>					
<b>HR Costs</b>					
Salaries & Wages	80,630	77,628	(3,002)	79,010	(1,382)
Benefits	13,312	14,882	1,570	15,230	(348)
Education	550	6,000	5,450	6,000	-
<b>Total HR Costs</b>	<b>94,492</b>	<b>98,510</b>	<b>4,018</b>	<b>100,240</b>	<b>(1,730)</b>
<b>Operating Costs</b>					
Advertising	2,510	2,500	(10)	2,500	-
Contractors	1,359,537	1,386,073	26,536	1,407,050	(20,977)
General Insurance	6,054	6,054	-	9,960	(3,906)
Materials & Supplies	66	15,100	15,034	15,100	-
Office Supplies	4,834	4,900	66	4,900	-
Professional Fees	86,428	73,000	(13,428)	85,925	(12,925)
Repairs & Maintenance	1,539	-	(1,539)	2,000	(2,000)



Services and Rents	416	5,000	4,584	5,000	-
Hazardous Waste	13,108	15,000	1,892	15,000	-
Utilities & Telecommunication	2,420	4,700	2,280	4,700	-
Non TCA Expenses	-	-	-	-	-
<hr/>					
<b>Total Material, Supplies &amp; Rents</b>	<b>1,476,912</b>	<b>1,512,327</b>	<b>35,415</b>	<b>1,552,135</b>	<b>(39,808)</b>
<b>Total Expenditures</b>	<b>1,571,404</b>	<b>1,610,837</b>	<b>39,433</b>	<b>1,652,375</b>	<b>(41,538)</b>
<b>Net Surplus (Deficit) Operations</b>	<b>71,485</b>	<b>(0)</b>	<b>71,485</b>	<b>(14,581)</b>	<b>(14,581)</b>
Transfer to Reserve					
Contribution from Reserve	(84,642)	(62,000)	22,642	(141,000)	(79,000)
<b>Total Change in Reserves</b>	<b>(84,642)</b>	<b>(62,000)</b>	<b>22,642</b>	<b>(141,000)</b>	<b>(79,000)</b>
<b>Capital Assets</b>					
Capital expenditures	84,642	62,000	(22,642)	141,000	79,000
<b>Total Capital Assets</b>	<b>84,642</b>	<b>62,000</b>	<b>(22,642)</b>	<b>141,000</b>	<b>79,000</b>
	-	-	-	-	-
<b>Surplus (Deficit)</b>	<b>71,485</b>	<b>0</b>	<b>71,485</b>	<b>(14,581)</b>	<b>(14,581)</b>

2020 Rate Based Revenue	1,456,350
% increase	1.00%
1% increase	14,563





## Reserve Position as of December 31, 2020

Opening Balance 2020	528,499
Approved Transactions in 2020	(84,642)
	(84,642)
Interim Balance 2020	443,857
Surplus from 2020	71,485
Ending Balance 2020	515,342

## Contractors

	2020			2021	
	Actual	Budget	Variance	Budget	Variance
SF, Springer, Cache Bay	1,071,238	1,072,636	1,398	1,092,206	(19,570)
Field Collection	47,502	47,513	11	48,381	(868)
Field Landfill	13,798	20,742	6,944	20,750	(8)
Verner Garbage Collection	26,663	30,000	3,337	30,000	-
Verner Recycling & Landfill	56,445	57,708	1,263	58,147	(439)
Lavigne Landfill cost	48,858	44,556	(4,302)	44,598	(42)
North Monetville Collection	24,856	26,000	1,144	26,000	-
River Valley Landfill	26,888	30,742	3,854	30,750	(8)
Kipling Landfill	26,894	32,556	5,662	32,598	(42)
Badgerow Landfill	11,388	13,620	2,232	13,620	-
Site Maintenance	5,007	10,000	4,993	10,000	-
<b>Total Contractors</b>	<b>1,359,537</b>	<b>1,386,073</b>	<b>26,536</b>	<b>1,407,050</b>	<b>(20,977)</b>







## Solid Waste Rates

	2020 Rate	Proposed 2021 Rate
<b>Sturgeon Falls, Spring, and Cache Bay, Verner and Field</b>		
Per household unit	\$274.50	\$277.25
Each additional Unit	\$166.80	\$168.50
Seasonal units	\$166.80	\$168.50
<b>Outlying Area</b>		
<b>Residential</b>		
<b>Where landfill access and garbage pickup is provided</b>		
Per household unit	\$237.75	\$240.00
Each additional Unit	\$130.55	\$131.75
Seasonal units	\$130.55	\$131.75
<b>Where landfill access only is provided</b>		
Per household unit	\$130.55	\$131.75
Each additional Unit	\$64.00	\$64.75
Seasonal units	\$64.00	\$64.75
Island units	\$64.00	\$64.75
<b>Commercial and Industrial</b>		
Group 1	\$385.50	\$389.25
(Lodges, Trailer Parks, Restaurants, Grocery Stores, and Confectionaries)		
Group 2		
(Professional Office, Banks, Motels, Garages, Bell, and all others not in Group 1)		
Where landfill access and garbage pickup is provided	\$237.75	\$240.00
Where landfill access only is provided	\$130.55	\$131.75



## Special Projects 2021

<b>Verner</b>	Cell development	22,500
	Well installation	7,500
	Gate attendant building	10,000
<b>Sturgeon Falls</b>	Engineering (expansion)	51,000
	Engineering (special project)	50,000
		<hr/>
		\$ 141,000

