

Municipality of Trent Hills

2024 WATER & WASTEWATER BUDGET
MEETING DATE: DECEMBER 12, 2023

APPROVED DECEMBER 12, 2023





Municipality of Trent Hills
2024 Water & Wastewater Budget
Meeting Date: December 12, 2023

Background

The Municipality of Trent Hills has drinking water and wastewater systems located in the communities of Campbellford, Hastings and Warkworth. These systems are considered “user pay” and properties utilizing municipal water and wastewater services and/or are within the mandatory connection areas are subject to the applicable rates, fees and charges.

The Municipal drinking water systems and wastewater systems are operated by the Municipality of Trent Hills in compliance with the Safe Drinking Water Act and the Environmental Protection Act and related Ontario Regulations.

On an annual basis, the Municipality prepares a Budget for Council to authorize expenditures for the year. The Budget is a plan to implement municipal goals and priorities and provides a method to monitor and control income and expenses throughout the year.

The Budget document is organized by three main categories: Operating, Transfers and Capital.

- The Operating Budget includes amounts for activities related to day-to-day operations.
- Transfers are amounts dedicated each year to Reserves to help finance projects over a long-term period. Transfers may be allocated for operating and capital projects.
- The Capital Budget includes amounts for the acquisition or maintenance of assets that provide or support services to residents over many years.

Council approved the financial plan outlined in the Water and Wastewater Rate Study on February 4, 2020, prepared by Watson & Associates Economists Ltd.

2024 Revenue and Expenditure totals have been adjusted to align with the recommendations outlined in the Study.



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Water Operations

The following list outlines an overview of the operational activities the Water Department is responsible for that are included in the annual Budget.

- Administration-software fees for water meter reading, bulk water; bank fees,
- Vehicle Maintenance-3 light duty vehicles, 2 SUVs, 1 trailer
- Filtration Plants-3 water plants to process treated potable water
- Water Towers-3 water towers for offsite storage of treated potable water for consumption and fire protection
- Watermain Maintenance-repairs to maintain infrastructure for distribution system
- Water Service Maintenance-installation, repairs and maintenance of customer water services
- Locates-identifying buried infrastructure for other utility services
- Hydrant Maintenance-flushing and maintaining fire hydrants in accordance with application regulations
- Water Meter Maintenance-installation and repair of customer water meters
- Booster Pumps-operation and maintenance to ensure adequate water pressure in distribution system



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**Water-Summary of Gross Revenues and Expenditures
 Operating, Transfers and Capital Budgets**

Operating	Expenditures	Revenue			
		Fees/Chgs	Grants	Reserves/ Financing	User Rates
2024	1,989,125	204,043	-	-	1,785,082
2023	1,965,372	205,590	-	-	1,759,782
Total	23,753	(1,547)	-	-	25,300

Transfers	Expenditures	Revenue			
		Fees/Chgs	Grants	Reserves/ Financing	User Rates
2024	311,760	-	-	-	311,760
2023	248,743	-	-	-	248,743
Total	63,017	-	-	-	63,017

Capital	Expenditures	Revenue			
		Fees/Chgs	Grants	Reserves/ Financing	User Rates
2024	5,315,567	-	1,913,363	3,402,204	-
2023	6,718,505	-	3,804,877	2,913,628	-
Total	(1,402,938)	-	(1,891,514)	488,576	-

Total	Expenditures	Revenue			
		Fees/Chgs	Grants	Reserves	User Rates
2024	7,616,452	204,043	1,913,363	3,402,204	2,096,842
2023	8,932,620	205,590	3,804,877	2,913,628	2,008,525
Total	(1,316,168)	(1,547)	(1,891,514)	488,576	88,317

4.40%



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Detailed Water Budget Summary

Operating	2023 Budget	2024 Budget	Y:Y Change
Wages & Benefits	662,643	681,945	19,302
Materials & Supplies	314,120	321,740	7,620
Contracted Services	476,479	473,672	(2,807)
Financial-General	12,148	11,786	(362)
Debt Payments	499,982	499,982	0
Sub-total	1,965,372	1,989,125	23,753
Fees & Charges	(205,590)	(204,043)	1,547
Net Operating Budget	1,759,782	1,785,082	25,300

Transfers	2023 Budget	2024 Budget	Y:Y Change
Transfer to Reserve	248,743	311,760	63,017
Total Transfers	248,743	311,760	63,017

Capital	2023 Budget	2024 Budget	Y:Y Change
Capital Expenditures	6,718,505	5,315,567	(1,402,938)
Reserve Revenue	(2,913,628)	(3,402,204)	488,576
Grant Revenue	(3,804,877)	(1,913,363)	(1,891,514)
Net Capital	-	-	-

Total (to be recovered from user rate revenue)	2,008,525	2,096,842	88,317
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Notes re Operating Budget

Wages & Benefits-adjusted each year in accordance with corporate cost of living and benefit costs.

Materials & Supplies-Memberships, Licenses, Parts, Fuel, Chemicals, etc.

Contracted Services-Insurance, Connectivity, Hydro, Telephone, other related contracted services.

Financial-External equipment rentals.

Debt Payments-Payments for infrastructure projects.

Fees & Charges-Bulk water sales, connection/disconnection fees, late payment charges.



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Water Capital

Category	Location	Description	Gross Expenditure	Revenue	Revenue
				Grants	Reserve
Construction	Hastings	Standpipe Replacement	4,245,000	1,913,363	2,331,637
Construction	Hastings	High Lift Pump Replacement	300,000		300,000
Construction	Campbellford	Ranney St. N-Renewal	365,567	-	365,567
Treatment	Campbellford	Clarifier and Filter Upgrades (Engineering)	250,000	-	250,000
Treatment	Warkworth	Generator and Instrumentation	100,000	-	100,000
Treatment	Warkworth	WTP Roof Replacement	55,000		55,000
Total			5,315,567	1,913,363	3,402,204

As per Water & Wastewater Study Report prepared by Watson in 2020, Capital to be funded from Reserves/Reserve Funds. Reserve and Reserve Fund contributions are derived from Connection Charges and annual Budget contributions.

Notes:

- **Hastings Standpipe:** ICIP Green Stream I: Federal & Provincial Grant Revenue \$ 1,913,363; balance to be funded through Water Reserve/Reserve Fund and/or borrowing. Shown above as financed by Reserve for Budget purposes.
- **High Lift Pump Replacement**-annual provisional Capital.
- **Ranney St. N Renewal**-Water portion of project only shown above, funded by Water Reserve/Reserve Fund.
- **Campbellford Clarifier & Filter Upgrades (Engineering only)**-annual provisional Capital.
- **Warkworth Generator and Instrumentation**-annual provisional Capital.
- **Warkworth WTP Roof Replacement**-annual provisional Capital.

Annual provisional Capital amounts are included in the Budget each year. The 2024 annual provisional Capital amount in accordance with the last approved Water and Wastewater Rate Study is \$ 696,000. If annual provisional Capital projects are not completed during the year, the related budget amount is transferred to the Water Reserve and projects are funded by the Reserve in subsequent years. Additional funds may be required from the Water Reserve or Reserve Fund if project costs exceed the annual provisional amounts.



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Summary of Water Debt Payments

Annual Payments	Year of Expiration
\$ 113,390	2024
\$ 108,493	2026
\$ 47,122	2027
\$ 57,788	2030
\$ 173,189	2039
\$ 499,982	

Annual payments include principal and interest.

Water Debt Payments represent 25.13% of the Water Operating Budget.



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Monthly Water Service Charges & Volumetric (Consumption) Rates

Description	% of customers	2023 Rate (\$)	2024 Rate (\$)	Monthly Change (\$)
Service Charge 19mm (3/4")	97.06%	30.81	31.79	.98
Service Charge 25mm (1")	1.45%	52.37	54.05	1.68
Service Charge 37mm (1 1/2")	.35%	101.66	104.92	3.26
Service Charge 50mm (2")	.97%	163.28	168.50	5.22
Service Charge 75mm (3")	.14%	308.07	317.93	9.86
Service Charge 100mm (4")	.03%	514.48	530.94	16.46
Service Charge 150mm (6")	.00%	1025.87	1058.70	32.83

Volumetric Rate m ³	1.30	1.35	.05
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Water Consumption Flat Rate-Residential (11 cubic meters X \$ 1.35)	14.85
Water Consumption Flat Rate-Non-Residential (45 cubic meters X \$ 1.35)	60.75

The monthly service charges are differentiated by meter size, based on American Water Works Association (AWWA) meter factors and industry best practices.



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**Examples of Monthly Water Billing Amounts
 Residential Customers 19mm (3/4") meter
 Includes Service Charges and Consumption**

Water Consumption	2023 Dollars SC \$ 30.81 Vol \$ 1.30	2024 Dollars SC \$ 31.79 Vol \$ 1.35	Increase Dollars
5 m ³	37.31	38.54	1.23
10 m ³	43.81	45.29	1.48
15 m ³	50.31	52.04	1.73
25 m ³	63.31	65.54	2.23
35 m ³	76.31	79.04	2.73
50 m ³	95.81	99.29	3.48



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Wastewater Operations

The following list outlines an overview of the operational activities the Wastewater Department is responsible for that are included in the annual Budget:

- Administration-software fees
- Vehicle Maintenance-1 light duty vehicle, 1 van
- Sewer Flushing-cleaning sewer mains within collection system
- Sewer Collapse/Laterals-repairs to sewer mains up to property lines
- CCTV-inspection of sewer mains (covering entire system over 5 year period)
- Sewer Repairs-repairs to sewer mains as a result of CCTV inspections
- Flow Monitoring-at wastewater plants and pumping stations to optimize processes
- Sewer Locates-identifying buried infrastructure for other utility services
- Treatment-2 wastewater treatment plants, 1 stabilization pond
- Pumping Stations-9 wastewater pumping stations, conveying raw sewage to plants
- Manholes-inspections, maintenance to ensure adequate access to sewer mains



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**Wastewater-Summary of Gross Revenues and Expenditures
 Operating, Transfers and Capital Budgets**

Operating	Expenditures	Revenue			
		Fees/Chgs	Grants	Reserves	User Rates
2024	1,860,269	4,000	-	-	1,856,269
2023	1,842,547	3,900	-	-	1,838,647
Total	17,722	100			17,622

Transfers	Expenditures	Revenue			
		Fees/Chgs	Grants	Reserves	User Rates
2024	828,456	-	-	-	828,456
2023	733,336	-	-	-	733,336
Total	95,120	-	-	-	95,120

Capital	Expenditures	Revenue			
		Fees/Chgs	Grants	Reserves	User Rates
2024	3,505,353	-	-	3,505,353	-
2023	617,421	-	-	617,421	-
Total	2,887,932		-	2,887,932	-

Total	Expenditures	Revenue			
		Fees/Chgs	Grants	Reserves	User Rates
2024	6,194,078	4,000	-	3,505,353	2,684,725
2023	3,193,304	3,900	-	617,421	2,571,983
Total	3,000,774	100	-	2,887,932	112,742

4.38%



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Detailed Wastewater Budget Summary

Operating	2023 Budget	2024 Budget	Y:Y Change
Wages & Benefits	454,361	466,645	12,284
Materials & Supplies	213,074	210,622	(2,452)
Contracted Services	610,149	625,008	14,859
Financial-General	318	1,124	806
Debt Payments	564,645	556,870	(7,775)
Sub-total	1,842,547	1,860,269	17,722
Fees & Charges	(3,900)	(4,000)	(100)
Net Operating Budget	1,838,647	1,856,269	17,622

Transfers	2023 Budget	2024 Budget	Y:Y Change
Transfer to Reserve	733,336	828,456	95,120
Total Transfers			

Capital	2023 Budget	2024 Budget	Y:Y Change
Capital Expenditures	617,421	3,505,353	2,887,932
Reserve Revenue	(617,421)	(3,505,353)	(2,887,932)
Net Capital	-	-	-

Total (to be recovered from user rate revenue)	2,571,983	2,684,725	112,742
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Notes re Operating Budget
 Wages & Benefits-adjusted each year in accordance with corporate cost of living and benefit costs.
 Materials & Supplies-Memberships, Licenses, Parts, Fuel, Chemicals, etc.
 Contracted Services-Insurance, Connectivity, Hydro, Telephone, other related contracted services.
 Financial-External equipment rentals.
 Debt Payments-Payments for infrastructure projects.
 Fees & Charges-Connection/disconnection fees.



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Wastewater Capital

Category	Location	Description	Gross Expenditure	Revenue	Revenue
				Grants	Reserves
Treatment	Hastings	Capacity Assess/Disinfection Upgr	2,500,000	-	2,500,000
Treatment	Hastings	North Pumping Station Upgrade	125,000	-	125,000
Treatment	Hastings	Channel Grinder Replacement	60,000	-	60,000
Treatment	Campbellford	Treatment Plant Upgrades (Railings, MCC Upgrades, PLC)	90,000	-	90,000
Construction	Campbellford	Ranney St.	405,353	-	405,353
Treatment	Campbellford	Main Pumping Station Upgrades - Ladder Upgrades	25,000	-	25,000
Treatment	Campbellford	Pump Station No. 2 Electrical Upgrades and Emergency Generator	150,000	-	150,000
Treatment	Campbellford	New Pump Station Control Panel - Wellness Centre	75,000	-	75,000
Treatment	Warkworth	George St. Pumping Station Upgr	75,000	-	75,000
Total			3,505,353	-	3,505,353

As per Water & Wastewater Study Report prepared by Watson in 2020, Capital to be funded from Reserves/Reserve Funds. Reserve and Reserve Fund contributions are derived from Connection Charges and annual Budget contributions.

Notes:

- **Hastings Capacity Assessment/Disinfection Upgrades**-funded by Wastewater Reserve/Reserve Fund and/or borrowing. Shown above as financed by Reserve for Budget purposes.
- **Campbellford Ranney St. N.**-Wastewater portion of project only shown above, funded by Wastewater Reserve/Reserve Fund.
- **Hastings North Pumping Stn Upgrade, Hastings Channel Grinder Replacement, Campbellford Treatment Plant Upgrades, Campbellford Main Pumping Stn Upgrades, Campbellford Pump Stn 2, Warkworth George St Pumping Stn Upgrades**-annual provisional Capital.

Annual provisional Capital amounts are included in the Budget each year. The 2024 annual provisional Capital amount in accordance with the last approved Water and Wastewater Rate Study is \$ 453,000. If annual provisional Capital projects are not completed during the year, the related budget amount is transferred to the Wastewater Reserve and projects are funded by the Reserve in subsequent years. Additional funds may be required from the Wastewater Reserve or Reserve Fund if project costs exceed the annual provisional amounts.



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Summary of Wastewater Debt Payments

Annual Payments	Year of Expiration
\$ 28,347	2024
\$ 32,239	2027
\$ 57,787	2030
\$ 282,572	*2031
\$ 155,925	2033
\$ 556,870	

Annual payments include principal and interest.

*Serial Debenture

Wastewater Debt Payments represent 29.93% of the Wastewater Operating Budget.



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Monthly Wastewater Service Charges & Volumetric (Consumption) Rates

Description	% of customers	2023 Rate (\$)	2024 Rate (\$)	Monthly Change (\$)
Service Charge 19mm (3/4")	97.09%	52.22	53.70	1.48
Service Charge 25mm (1")	1.23%	88.78	91.28	2.50
Service Charge 37mm (1 1/2")	.41%	172.33	177.20	4.87
Service Charge 50mm (2")	1.15%	276.77	284.59	7.82
Service Charge 75mm (3")	.12%	522.21	536.96	14.75
Service Charge 100mm (4")	.00%	872.09	896.72	24.63
Service Charge 150mm (6")	.00%	1738.96	1788.07	49.11

Volumetric Rate m ³	2.21	2.27	.06
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Wastewater Consumption Flat Rate-Residential (11 cubic meters X \$ 2.27)	24.97
Wastewater Consumption Flat Rate-Non-Residential (45 cubic meters X \$ 2.27)	102.15

The monthly service charges differentiated by meter size, based on American Water Works Association (AWWA) meter factors and industry best practices.



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**Examples of Wastewater Billing Amounts
 Residential Customers 19mm (3/4") meter
 Includes Service Charges and Consumption**

Wastewater Consumption	2023 Dollars SC \$ 52.22 Vol \$ 2.21	2024 Dollars SC \$ 53.70 Vol \$ 2.27	Increase Dollars (Monthly)
5 m ³	63.27	65.05	1.78
10 m ³	74.32	76.40	2.08
15 m ³	85.37	87.75	2.38
25 m ³	107.47	110.45	2.98
35 m ³	129.57	133.15	3.58
50 m ³	162.72	167.20	4.48



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**Combined Monthly Water & Wastewater Charges
 Residential Customers 19mm (3/4") meter
 Example 1**

Consumption	2023	2024	Increase
10 m³	Dollars	Dollars	Dollars
Water Service Charge	30.81	31.79	.98
Water Consumption	13.00	13.50	.50
Sewer Service Charge	52.22	53.70	1.48
Sewer Consumption	22.10	22.70	.60
Total Monthly	118.13	121.69	3.56
Total Annual	1,417.56	1,460.28	42.72



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**Combined Monthly Water & Wastewater Charges
 Residential Customers 19mm (3/4") meter
 Example 2**

Consumption	2023	2024	Increase
15 m³	Dollars	Dollars	Dollars
Water Service Charge	30.81	31.79	.98
Water Consumption	19.50	20.25	.75
Sewer Service Charge	52.22	53.70	1.48
Sewer Consumption	33.15	34.05	.90
Total Monthly	135.68	139.79	4.11
Total Annual	1,628.16	1,677.48	49.32



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**Other Water and Wastewater
 Rates, Fees, Charges**

Category	Description	2023	2024	Change
Water & Wastewater Administration	Account Changes/New Customer Account Set Up	\$ 10.00	\$ 15.00	\$ 5.00
	Account Status Request (Owner/Lawyer)	No Charge	No Charge	No change
	Late Payment Charge	5%	5%	No change
	Returned Item (NSF, Stop Payment)	\$ 35.00	\$ 35.00	No change
	Water/Sewer Arrears Transfer to Tax Account	\$ 25.00	\$ 25.00	No change
	Removal of Services/Abandonment	Labour/material/equip	Labour/material/equip	No change
	Service Installations (New) From water or sewer main to property line. No oversize watermain charges.	Labour/material/equip	Labour/material/equip	No change



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**Other Water and Wastewater
 Rates, Fees, Charges**

Category	Description	2023	2024	Change
Water	Bulk Water Charge	Cubic meter \$ 3.59 1000 imp gal \$ 16.30	Cubic meter \$ 3.70 1000 imp gal \$ 16.83	\$.11 \$.53
	Bulk Water Key Deposit	\$ 25.00	\$ 25.00	No change
	Disconnection/Reconnection			
	o Regular Business Hours	\$ 48.00	\$ 50.00	\$ 2.00
	o After Regular Business Hours	\$ 288.00	\$ 296.00	\$ 8.00
	Water-Fire Protection Line Charge	Monthly service charge based on water meter size	Monthly service charge based on water meter size	Various
	Hydrant Rental (each; annual; Municipal)	\$ 250.00	\$ 250.00	No change
	Meters (New)	Labour/material/equip	Labour/material/equip	No change
	Non-Metered Seasonal per month	\$ 60.00	\$ 61.00	\$ 1.00
	Temporary Water Service	Labour/material/equip	Labour/material/equip	No change
Thawing Frozen Lines/Meter	Labour/material/equip \$ 50.00 minimum	Labour/material/equip \$ 50.00 minimum	No change	
Water Connection Inspection Fee Existing water service (due to repair/alteration)	\$ 50.00	\$ 50.00	No change	



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**Other Water and Wastewater
 Rates, Fees, Charges**

Category	Description	2023	2024	Change
Wastewater	Leachate/Waste Processing/m ³			
	o Low Strength	\$ 14.78	\$ 15.43	\$ 0.65
	o High Strength	\$ 28.69	\$ 29.95	\$ 1.26
	o Imported/Abnormal Waste	\$ 36.75	\$ 35.00	\$ (1.75)
	Sanitary Lateral/Main Video Inspection and/or clearing of debris For pipes up to 125mm (5") in size	\$ 200.00	\$ 200.00	No change
Sanitary Lateral/Main Video Inspection and/or clearing of debris For pipes larger than 125mm (5") in size	First hour \$ 300.00	First hour \$ 300.00	No change	
	Add'l hours \$ 100.00	Add'l hours \$ 100.00	No change	
Wastewater Connection Inspection Fee Existing wastewater service (due to repair/alteration)	\$ 50.00	\$ 50.00	No change	