



Date: June 11, 2024

To: Mayor Sherry Senis and Council Members

From: Adam Tobin, Manager of Public Works
R. Lane Vance, Manager of Financial Services

Subject: Lakefield Water & Sewer Budget 2024

Status: For Endorsement.

Recommendation

That the report related to the Lakefield Water & Sewer Budget 2024 be received for information; and

That Council adopt the Budget Compliance Report for expenses excluded from the 2024 Lakefield Water & Sewer budget as outlined in and as a requirement of Ontario Regulation 284/09; and

That the Department # 30 Lakefield Sewer and Department # 31 Lakefield Water Budget 2024 be approved as presented.

Information

Staff are pleased to present the proposed budgets for department # 30 Lakefield Sewer and department # 31 Lakefield Water for Council's consideration.

As Council is aware, effective July 1st, Selwyn Township will be managing in-house operations of the Township's Municipal Water and Wastewater systems. This initial budget represents onboarding costs associated with new staff, the replacement of PUG owned equipment at various Township facilities and operational expenses previously included in the contract.

This year's budget once again includes significant capital investments in the system as outlined in the capital project worksheets attached. While the Township has received an ICIP grant for works on Strickland Street, any additional amounts for capital are funded through the respective reserve.

Strategic Plan Reference

Goal # 2 - Achieve excellence in governance and service delivery.

Goal # 3 - Support a sustainable, balanced, and investment-ready community

The annual budget process demonstrates *fiscal responsibility* and ensures that resources are managed responsibly and that taxpayers in the affected area continue to receive the best value for their service area charge.

Financial Impact

The rates increased in July 2023 by 1%. As this is a transition year in operations and billing over to an in-house solution, rate stability has been a goal and as such no rate changes are proposed as part of the 2024 budget. The budget still allows for reserve contributions to support capital investments and maintains a good contingency working reserve for operational matters that may arise.

Attachments

- PSAB Compliance Report – Lakefield Water & Sewer
- Budget Narrative & Worksheet Summary - Department # 30 Lakefield Sewer
- Capital Project Sheets and Related Photos
- Budget Narrative & Worksheet Summary - Department # 31 Lakefield Water
- Capital Projects Sheets and related photos
- Budget Narrative & Worksheet Summary - Department # 35 S&W Equipment
- Replacement Schedule
- Reserve Summary for Lakefield Water and Sewer

Adam Tobin

Prepared By: Adam Tobin
Manager of Public Works

R. Lane Vance

Prepared By: R. Lane Vance
Manager of Financial Services/Treasurer

Janice Lavalley

Approved By: Janice Lavalley
CAO

Township of Selwyn
2024 PSAB Budget Reconciliation
For Ontario Regulation 284/09

Description	Lakefield
Non Water & Sewer Rates per water & sewer budgets	2,668,572
Water & Sewer Rates	2,339,891
Total Township revenues per budget	<u>5,008,463</u>
Less transfer from reserves - water & sewer budgets	-918,054
Total PSAB revenues	<u>4,090,409</u>
Total Township expenses per Water & Sewer budgets	5,008,463
Add Annual Amortization (2022 updated as initial estimate)	535,605
Less TCA costs in budget (from below)	-1,689,831
Less transfer to reserves - water & sewer budgets	-1,530,991
Total PSAB expenses	<u>2,323,246</u>
Annual surplus/(deficit) in PSAB format	<u>1,767,163</u>

2024 Budgeted TCA Costs

Sewer - Plant & Collection	219,521
Water - Distribution	1,324,892
Water & Sewer - Vehicles	145,418
Total	<u>1,689,831</u>

Department 30 – Lakefield Sewer

Overview

This Department captures all costs related to sanitary sewers in the Lakefield service area and is funded through user fees of the respective sewer ratepayers.

The system uses a combination of gravity sewer mains and five (5) local pumping stations, to collect and direct wastewater to the main pumping station. The main pumping station, located on Water Street, is equipped to pump wastewater through one of two forcemains to the lagoon for treatment.

The lagoon consists of an aerated south pond and a non-aerated north pond. The aerated south pond accepts wastewater from the pumping station and facilitates most of the treatment through aeration and settling. The north cell operates as a polishing pond to allow for additional settling and passive chemical treatment. All treated effluent is directed through a bank of ultraviolet lights for disinfection before it is discharged to the environment in accordance with provincial guidelines.

Revenue

The sewer ratepayers of Lakefield pay their respective costs in their service area through utility billings provided directly by the Township as of January 2024. Most ratepayers are billed with a flat-rate fee structure. Large commercial, industrial, and institutional customers are billed based on volume generated, which is related to flow captured by their water meters.

The Lakefield College School and SGS Lakefield Research are billed directly by the Township based on longstanding agreements. The actual rates are updated annually based on sewer rates established by Council through by-law.

Expenditures

The majority of the operating expenses that the Township must recover are those incurred via operating, maintaining, and managing the system, and providing related billing services. For the first six months of 2024, these operational, maintenance, and management costs were paid to Peterborough Utilities Services as part of a service agreement. That service agreement terminates as of 12:00am July 1, 2024, with the Township becoming the operating authority at that time. The expenses to be incurred after this transition date are included.

In addition to costs related to the transition of service, operation, maintenance and management of the Lakefield sanitary sewer system, additional costs are also budgeted to offset unforeseen expenses, emergency call-ins and specific capital maintenance items.

While there will be upfront costs related to taking over as the operating authority that will necessarily draw on the sewer reserves, ongoing annual reserve contributions combined with efficiencies inherent in direct operational control of the system, the sewer utility will be prepared for future expenditures both planned and unplanned.

Township of Selwyn
Budget Worksheets 2024

Department 30 - Lakefield Sewer

Details	2022 Year to Date Actuals	2022 Approved Budget	2023 Year to Date Actuals	2023 Approved Budget	2024 Proposed Budget
Revenues					
Grants	0	0	0	0	34,232
Interest Receipts	18,592	4,158	92,504	34,476	103,254
Operating - Rates	1,095,215	1,044,170	1,077,684	1,105,615	1,133,808
Operating - Fees & Receipts	14,733	0	5,730	0	0
Transfers					
- From Other Departments	0	0	0	0	5,205
- Accumulated Revenue	72,821	72,821	95,952	95,952	180,303
- Reserves & Deferred Revenues	281,912	290,806	225,080	333,711	242,283
Total Revenue	1,483,273	1,411,955	1,496,950	1,569,754	1,699,085
Expenditures					
General Administration					
- Salaries & Benefits	55,631	59,512	41,130	61,830	153,913
- Supplies & Overhead	20,972	23,405	21,011	24,405	52,556
- Services Hired	43,349	47,451	62,710	78,706	45,357
Testing & Lab	7,228	9,000	8,227	9,000	10,366
Operating Agreement	454,095	436,275	445,390	449,363	231,660
Main Pumping Station	-10,252	0	-9,820	-1,500	37,517
Pumping Stations	5,241	11,118	4,397	6,740	32,141
Lagoon	-18,252	-6,507	-20,641	-13,000	36,240
Collection System	24,714	37,000	16,646	27,500	33,836
Capital - Equipment & Tools	0	0	0	0	56,994
Capital - Main Pumping Station	97,460	117,995	21,790	16,975	95,146
Capital - Pumping Stations	8,071	8,242	0	0	0
Capital - Lagoon	65,402	61,958	15,342	15,978	24,790
Capital - Collection System	110,979	102,611	187,949	300,758	99,585
Transfers					
- to Other departments	22,684	22,684	22,516	23,365	38,287
- to Accum. Revenue & Reserves	595,952	481,211	680,303	569,634	750,697
Total Expenditures	1,483,273	1,411,955	1,496,950	1,569,754	1,699,085
Balance	0	0	0	0	0

Township of Selwyn
Sewer - Capital

Date: June 11, 2024

Capital Budget 2024

Department Name: **Sewer**

General Ledger Code(s): **2.30.4000.6400**

Capital Project Name: **Operational Equipment**

Description:

A variety of equipment and materials are required as the Township assumes operational control of water and wastewater infrastructure.

Attachments: Photos

Supporting Rationale: Sub-Committee Support: Not applicable

Various equipment is used on a daily basis by operators who monitor the wastewater treatment processes and maintain sewers. Some equipment currently in use is property of the Township, while other pieces of equipment are property of PUG and require replacement. Some equipment is specific to wastewater operations, and other equipment cost will be shared between the Water and Sewer department if it pertains to both departments.

Strategic Plan/Related Plans Reference:

Achieve excellence in governance and service delivery.

Estimated Total Project Cost	<u>\$56,994</u>	Costs in Current Year's Budget	<u>\$56,994</u>
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Financial Plan:

These are transition costs for bringing water / wastewater operations in-house, will be funded proportionally through Water & Sewer reserves.

Part of Long Term Replacement Schedule: Capital purchases

Other Key Considerations:

(accessibility, impact on future operations, annual savings, etc.)



Township of Selwyn
Sewer - Capital

Date: June 11, 2024

Capital Budget 2024

Department Name: **Sewer**

General Ledger Code(s): **2.30.4601.6360**

Capital Project Name: **Water Street SPS - Pump Replacement**

Description:

Water Street Sewage Pumping Station directs all wastewater collection from the Village of Lakefield to the Lagoon.

Attachments: Photos

Supporting Rationale: Sub-Committee Support: Not applicable

There are currently 3 - 60HP pumps that operate this station on a rotating basis or concurrently depending on incoming flow. Recently the Operating Authority has identified a leak on a mechanical seal on one of the pumps. As these pumps are slated to be replaced with increased capacity for development, staff are investigating the most economical approach to address this issue, repair versus replacement.

Strategic Plan/Related Plans Reference:

Achieve excellence in governance and service delivery.

Estimated Total Project Cost	<u>\$95,146</u>	Costs in Current Year's Budget	<u>\$95,146</u>
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Financial Plan:

This project would be a capital maintenance project and funded through Sewer reserves. Additionally, this upgrade is noted in our Development Charges study as an eligible expense.

Part of Long Term Replacement Schedule: Capital purchases

Other Key Considerations:

(accessibility, impact on future operations, annual savings, etc.)



Township of Selwyn
Water and Sewer Budget

Date: June 11, 2024

Capital Budget 2024

Department Name: **Sewer**

General Ledger Code(s): **2.30.4603.0000**
various accounts

Capital Project Name: **Lagoon Stormwater Management Facility**

Description:

Installation of dry pond at the Lagoon site including an outlet pipe to a drainage ditch along County Road 33. This work will be completed using Township labour and equipment.

Attachments: **Photos**

Supporting Rationale: **Sub-Committee Support: Not applicable**

The purpose of the stormwater pond is to reduce stormwater runoff peak flows to the receiving drainage system at County Road 33. This feature will be used by the County in their technical design for the reconstruction of County Road #33 - road construction planned for 2024. Treated effluent from the sewage lagoons is conveyed through the site by a piped gravity system to the south side of County Road 33, and flows westerly to the Otonabee River through a municipal outfall system that is located within the County right-of-way. Surface drainage from the sewage lagoon property is conveyed overland to an ditch inlet at County Road 33 where it is collected in a ditch inlet and conveyed westerly in combination with the effluent from the sewage lagoons. Delays with County design and construction of County Road 33 may extend this project completion timeline in 2026.

Strategic Plan/Related Plans Reference:

Achieve excellence in governance and service delivery.

Estimated Total Project Cost	<u>\$40,132</u>	Costs in Current Year's Budget	<u>\$24,790</u>
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Financial Plan:

This is a capital project and will be funded through the Lakefield Sewer Reserve.

Part of Long Term Replacement Schedule: **Capital Project**

Other Key Considerations:
(accessibility, impact on future operations, annual savings, etc.)

The proposed facility will ensure that surface drainage from the lagoon property can be feasibly conveyed within the roadside ditch in the County Road right-of-way limits.

Township of Selwyn
Water and Sewer Budget

Date: June 11, 2024

Capital Budget 2024

Department Name: **Lakefield Sewer**

General Ledger Code(s): **2.30.4604.6360**

Capital Project Name: **Trenchless Sanitary Sewer Repair**

Description:

Repair failing sections of sewer main or municipal sections of sanitary service laterals with cured-in-place pipe liner.

Attachments:

Supporting Rationale:

Sub-Committee Support: Not applicable

A sanitary sewer assessment from 2016/2017 assessed the sanitary sewer network in the Township and identified areas of highest priority for rehabilitation. Cured-in-place pipe (CIPP) technology allows for sections of sewer pipe to be repaired without digging. Funds are set aside for targeted rehabilitations of sewer main based on priorities in sewer assessment. Repairs not to exceed budget based on pricing received.

Strategic Plan/Related Plans Reference:

Achieve excellence in governance and service delivery.

Estimated Total Project Cost

\$25,000

Costs in Current Year's Budget

\$25,000

Financial Plan:

This is a capital project and would be funded through Lakefield sewer reserves.

Part of Long Term Replacement Schedule: Capital project

Other Key Considerations:

(accessibility, impact on future operations, annual savings, etc.)

Township of Selwyn
Water and Sewer Budget

Date: June 11, 2024

Capital Budget 2024

Department Name: **Lakefield Sewer**

General Ledger Code(s): **2.30.4604.6360**

Capital Project Name: **Trenchless Sanitary Sewer Repair**

Description:

Repair failing sections of sewer main or municipal sections of sanitary service laterals with cured-in-place pipe liner.

Attachments:

Supporting Rationale:

Sub-Committee Support: Not applicable

A sanitary sewer assessment from 2016/2017 assessed the sanitary sewer network in the Township and identified areas of highest priority for rehabilitation. Cured-in-place pipe (CIPP) technology allows for sections of sewer pipe to be repaired without digging. Funds are set aside for targeted rehabilitations of sewer main based on priorities in sewer assessment. Repairs not to exceed budget based on pricing received.

Strategic Plan/Related Plans Reference:

Achieve excellence in governance and service delivery.

Estimated Total Project Cost **\$25,000**

Costs in Current Year's Budget **\$25,000**

Financial Plan:

This is a capital project and would be funded through Lakefield sewer reserves.

Part of Long Term Replacement Schedule: Capital project

Other Key Considerations:

(accessibility, impact on future operations, annual savings, etc.)

Capital Budget 2024

Department Name: **Lakefield Sewer**

General Ledger Code(s): **2.30.4604.6360**

Capital Project Name: **Strickland Street - Engineering/Contract Administration and Sanitary Service Repairs**

Description:

Repair and/or replace failing or deficient sections of sanitary sewer pipe between sewer main and property line.

Attachments:

Supporting Rationale:

Sub-Committee Support: Not applicable

The Township is responsible for repair of sanitary sewer main and sanitary sewer service up to the property line. The watermain rehabilitation project on Strickland Street included CCTV inspection of all sewer main and services in the construction zone. Several sewer service laterals were identified as needing repair to prevent repeated sewage backups and ultimately sewer failure. These repairs would be planned during excavation of the construction zone. Included in this budget item would be the respective Engineering and Contract Administration contributions for the Strickland Street contract.

Strategic Plan/Related Plans Reference:

Achieve excellence in governance and service delivery.

Estimated Total Project Cost

\$74,145

Costs in Current Year's Budget

\$74,145

Financial Plan:

A portion of this project is included in the ICIP project. Some federal and provincial grant will be used and the remainder funded with Lakefield sewer reserves.

Part of Long Term Replacement Schedule: Capital project

Other Key Considerations:

(accessibility, impact on future operations, annual savings, etc.)

Strickland Street – Sanitary Sewer Service Repairs

2024

1)

Deposits Attached Encrustation, 75% of cross-sectional area from 9 o'clock to 11 o'clock.



2)

Deposits Attached Encrustation, 25% of cross-sectional area from 4 o'clock to 10 o'clock.



3)

Roots Ball Joint from 1 o'clock to 8 o'clock, 65% lost.



4)

Roots Ball Barrell from 7 o'clock to 5 o'clock, 80% lost.



Department 31 – Lakefield Water

Overview

This Department captures all costs related to drinking water in the Lakefield service area and is funded through user fees paid by the respective water ratepayers.

The water treatment plant is located on Water Street North and consists of intake pipes from the Otonabee River, a low-lift pumping system, and a treatment process that uses chemically-assisted coagulation, flocculation, sedimentation, filtration, and disinfection. The plant has a two-celled baffled clearwell and a high lift pumping facility that discharges treated water to the distribution system.

The water distribution system consists of water mains, hydrants, a booster station, a standpipe, and an elevated storage tank. The standpipe and elevated storage tank allow the system to operate as one pressure zone, aside from a small area near the standpipe which operates in isolation with periodic assistance from the booster station.

Revenue

The water ratepayers of Lakefield pay their respective costs in their service area through utility billings provided directly by the Township as of January 2024. Most ratepayers are billed with a flat-rate fee structure. Large commercial, industrial, and institutional customers are billed based on volume of water consumed, which is captured by Township-owned water meters.

The Lakefield College School is billed directly by the Township based on a longstanding arrangement at the request of the Ministry of the Environment. The rates are now updated annually based on water rates established by Council through by-law.

Expenditures

The majority of the operating expenses that the Township must recover are those incurred via operating, maintaining, and managing the system, and providing related billing services. For the first six months of 2024, these operational, maintenance, and management costs were paid to Peterborough Utilities Services as part of a service agreement. That service agreement terminates as of 12:00am July 1, 2024, with the Township becoming the operating authority at that time. The expenses to be incurred after this transition date are included.

In addition to costs related to the transition of service, operation, maintenance and management of the Lakefield water system, additional costs are also budgeted to offset unforeseen expenses, emergency call-ins, and specific capital maintenance items.

In comparison to the sewer system, the water system typically includes more additional charges including auto-dialer call outs for system alarms, fluctuating readings, challenging conditions, watermain breaks, and related restoration costs.

While there will be significant upfront costs related to taking over as the operating authority that will necessarily draw on the water reserves, ongoing annual reserve contributions combined with efficiencies inherent in direct operational control of the system, the water utility will be prepared for future expenditures both planned and unplanned.

Department 31 - Lakefield Water

Details	2022 Year to Date Actuals	2022 Approved Budget	2023 Year to Date Actuals	2023 Approved Budget	2024 Proposed Budget
Revenues					
Grants	0	0	88,410	412,249	924,127
Interest Receipts	89,233	20,997	266,790	136,307	263,711
Operating - Rates	1,193,857	1,177,476	1,127,765	1,198,396	1,206,083
Operating - Fees & Receipts	12,149	11,689	13,789	11,689	0
Transfers					
- Other Departments	0	0	0	0	29,909
- Accumulated Revenue	129,253	129,253	146,677	146,677	233,603
- Reserves & Deferred Revenues	767,352	958,843	756,072	963,862	530,353
Total Revenue	2,191,844	2,298,258	2,399,503	2,869,180	3,187,786
Expenditures					
General Administration					
- Salaries & Benefits	56,885	60,012	42,212	67,316	157,807
- Supplies & Overhead	11,229	13,355	9,465	14,224	37,071
- Services Hired	50,056	69,439	69,514	88,360	67,308
Testing & Lab	11,102	11,000	12,310	12,000	23,900
Operating Agreement	455,752	454,858	447,528	458,504	226,660
WTP	-26,134	-10,506	-23,466	-10,000	180,988
Distribution System	96,240	88,997	91,341	80,234	182,864
Capital - Equipment & tools	0	0	0	0	102,322
Capital - Water Treatment Plant	46,214	167,793	201,192	584,211	281,772
Capital - Water Tower/Standpipe	0	0	0	0	27,267
Capital - Distribution System	721,138	791,050	643,289	791,900	1,043,120
Transfers					
- to Other departments	22,684	22,684	22,516	23,364	38,287
- to Accum. Revenue & Reserves	746,677	629,576	883,603	759,067	818,420
Total Expenditures	2,191,844	2,298,258	2,399,503	2,869,180	3,187,786
Balance	0	0	0	0	0

Township of Selwyn
Water

Date: June 11, 2024

Capital Budget 2024

Department Name: **Water**

General Ledger Code(s): **2.30.4700.6400**

Capital Project Name: **Operational Equipment**

Description:

A variety of equipment and materials are required as the Township assumes operational control of water and wastewater infrastructure.

Attachments: Photos

Supporting Rationale: Sub-Committee Support: Not applicable

Various equipment is used on a daily basis by operators who monitor the water treatment processes and maintain the distribution system. Some equipment currently in use is property of the Township, while other pieces of equipment are property of PUG and require replacement. Some equipment is specific to water operations, and other equipment costs will be shared between the Water and Sewer department if it pertains to both departments. Lab equipment is used to satisfy regulatory requirements for testing of different parameters, with various lab equipment used on a daily basis by operators who monitor the water and wastewater treatment processes.

Strategic Plan/Related Plans Reference:

Achieve excellence in governance and service delivery.

Estimated Total Project Cost	<u>\$102,322</u>	Costs in Current Year's Budget	<u>\$102,322</u>
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Financial Plan:

These are transition costs for bringing water / wastewater operations in-house, will be funded proportionally through Water & Sewer reserves.

Part of Long Term Replacement Schedule: Capital purchases

Other Key Considerations:
(accessibility, impact on future operations, annual savings, etc.)

Most equipment is expected to have long lifespans, with some lab equipment requiring routine consumables to be purchased.



Township of Selwyn
Lakefield Water and Sewer Budget

Date: June 11, 2024

Capital Budget 2024

Department Name: **Water**

General Ledger Code(s): **2.31.4701.6360**

Capital Project Name: **Actiflo Air Scour**

Description:

Install system to add air scour cleaning capability to lamella tubes in Actiflo system.

Attachments: Photos

Supporting Rationale: Sub-Committee Support: Not Applicable

Lamella tubes are a key component to the Actiflo system at the Lakefield Water Treatment Plant. The surface area of the lamella tubes, and the angle at which they are fabricated, aid in settling the floc (particulate) out of the water before it goes to the filters. Maintaining and cleaning these tubes produces better quality of water and increases system efficiency. Adding an air scour system will be an enormous upgrade over the current system used to clean the lamella tubes.

Strategic Plan/Related Plans Reference:

Achieve excellence in governance and service delivery.

Estimated Total Project Cost	\$25,849	Costs in Current Year's Budget	\$25,849
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Financial Plan:

This project is eligible for funding through the federal and provincial governments via the "Investing in Canada Infrastructure Program's (ICIP) Green Infrastructure Stream fund. Under the ICIP, the federal government contributes 40% of total cost, the provincial government contributes 33% of the total cost, and the Township contributes 27% of the total cost. Township funding to be drawn from Lakefield Water Reserves.

Part of Long Term Replacement Schedule: Capital Project

Other Key Considerations:
(accessibility, impact on future operations, annual savings, etc.)

Township of Selwyn
Water and Sewer Budget

Date: June 11, 2024

Capital Budget 2024

Department Name: **Lakefield Water**

General Ledger Code(s): **2.31.4701.6360 / 2.31.4701.6370**

Capital Project Name: **WTP High Lift Pump #4 & High Lift Discharge Header**

Description:

High lift pumps are those in the water treatment plant that are designated for pumping treated water out of the reservoirs in the plant into the water distribution system. The high lift discharge header is a common pipe that receives treated water from the individual high lift pumps and connects to the water distribution system.

Attachments: Photos

Supporting Rationale: Sub-Committee Support: Not applicable

Current high lift pumps are nearing end of life, it has been indicated that refurbishment of these pumps would cost approximately 75% of their replacement value. It is recommended that the existing pumps are replaced and consideration given to future demands when sizing replacement pumps. The high lift header has developed leaks on some of the welds and flanges, replacement of these sections is recommended to coincide with the high lift pump work. Work would include installing a fourth high lift pump in the south high lift well and associated variable frequency drive, and commissioning engineering plans for replacement of the high lift header.

Strategic Plan/Related Plans Reference:

Achieve excellence in governance and service delivery & support a sustainable, balanced and investment-ready community.

Estimated Total Project Cost	\$256,283	Costs in Current Year's Budget	\$256,283
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Financial Plan:

This project is eligible for funding through the federal and provincial governments via the "Investing in Canada Infrastructure Program's (ICIP) Green Infrastructure Stream fund. Under the ICIP, the federal government contributes 40% of total cost, the provincial government contributes 33% of the total cost, and the Township contributes 27% of the total cost. Township funding to be drawn from Lakefield Water Reserves, and future development charges.

Part of Long Term Replacement Schedule: Capital project

Other Key Considerations:
(accessibility, impact on future operations, annual savings, etc.)



Township of Selwyn
Water and Sewer Budget

Date: June 11, 2024

Capital Budget 2024

Department Name: **Water**

General Ledger Code(s): **2.31.4703.6360**

Capital Project Name: **Standpipe and Elevated Tank Fall Arrest Systems**

Description:

The standpipe and elevated tank provide drinking water storage in the water distribution system in Lakefield and maintain system pressure. Routine inspections of these reservoirs is important to maintain performance and ensure safety and security of the drinking water system. Safety systems are reviewed by relevant ministries from time-to-time to reflect emerging best practices.

Attachments: Photos

Supporting Rationale: Sub-Committee Support: Not applicable

The existing fall arrest and vertical lifeline systems that are used for climbing the Lakefield standpipe and elevated water tower no longer meet Ministry of Labour requirements and are in need of upgrade. Replacement of these systems will permit Township staff to perform annual inspections of drinking water reservoirs in a safe manner.

Strategic Plan/Related Plans Reference:

Achieve excellence in governance and service delivery.

Estimated Total Project Cost **\$27,267**

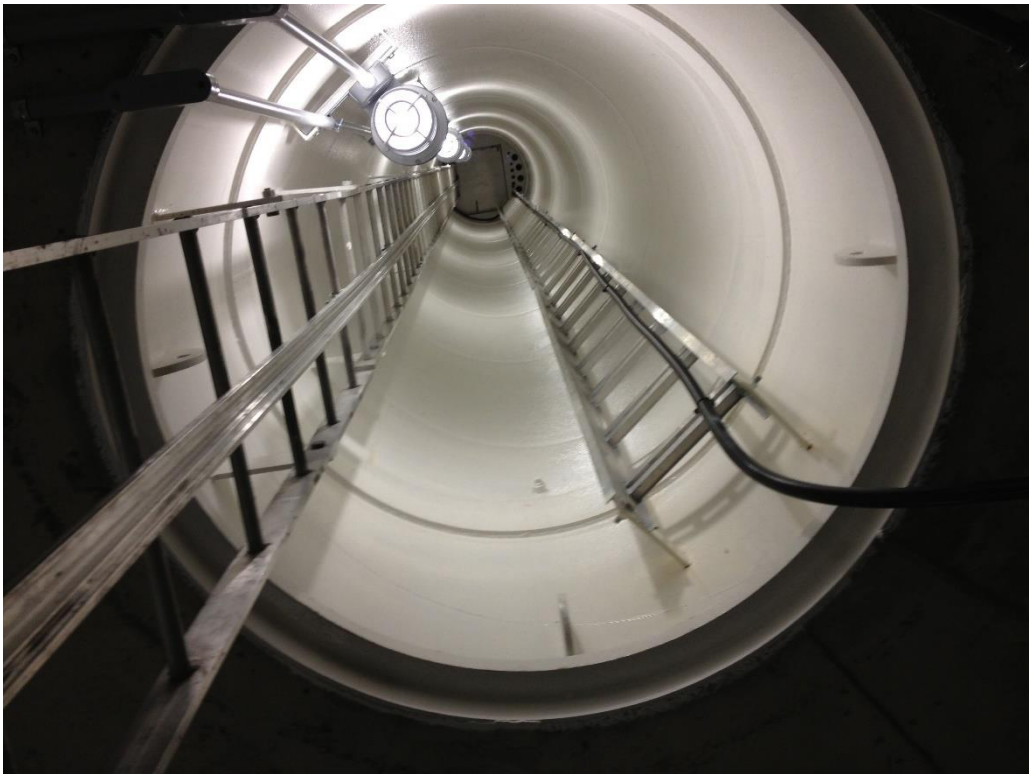
Costs in Current Year's Budget **\$27,267**

Financial Plan:

This project is capital maintenance and as such is being funded from the Lakefield Water Reserve

Part of Long Term Replacement Schedule: Capital Project

Other Key Considerations:
(accessibility, impact on future operations, annual savings, etc.)





Township of Selwyn
 Lakefield Water and Sewer Budget

Date: June 11, 2024

Capital Budget 2024

Department Name: **Lakefield Water**

General Ledger Code(s): **2.31.4704.6360 & 2.31.4704.6370**

Capital Project Name: **Strickland Street Watermain Rehabilitation**

Description:

Construction and contract administration (engineering) costs associated with the watermain rehabilitation project on Strickland Street. Construction area includes Strickland Street between Queen Street and Prospect Street, and a portion of Prospect Street.

Attachments:

Supporting Rationale:

Sub-Committee Support:

The section of watermain under Strickland Street between Queen Street and Prospect Street has had multiple watermain breaks over the years and leads to red water complaints during flushing season. Installed in 1955, it is near / at end of useful life. This is part of the greater rehabilitation of the Lakefield Water System project. Recent excavation around the Strickland and Queen Street intersection have identified contaminated soils. Contingency funds have been allocated to remediate disturbed areas that are discovered.

Strategic Plan/Related Plans Reference:

Achieve excellence in governance and service delivery.

Estimated Total Project Cost

\$1,043,120

Costs in Current Year's Budget

\$1,043,120

Financial Plan:

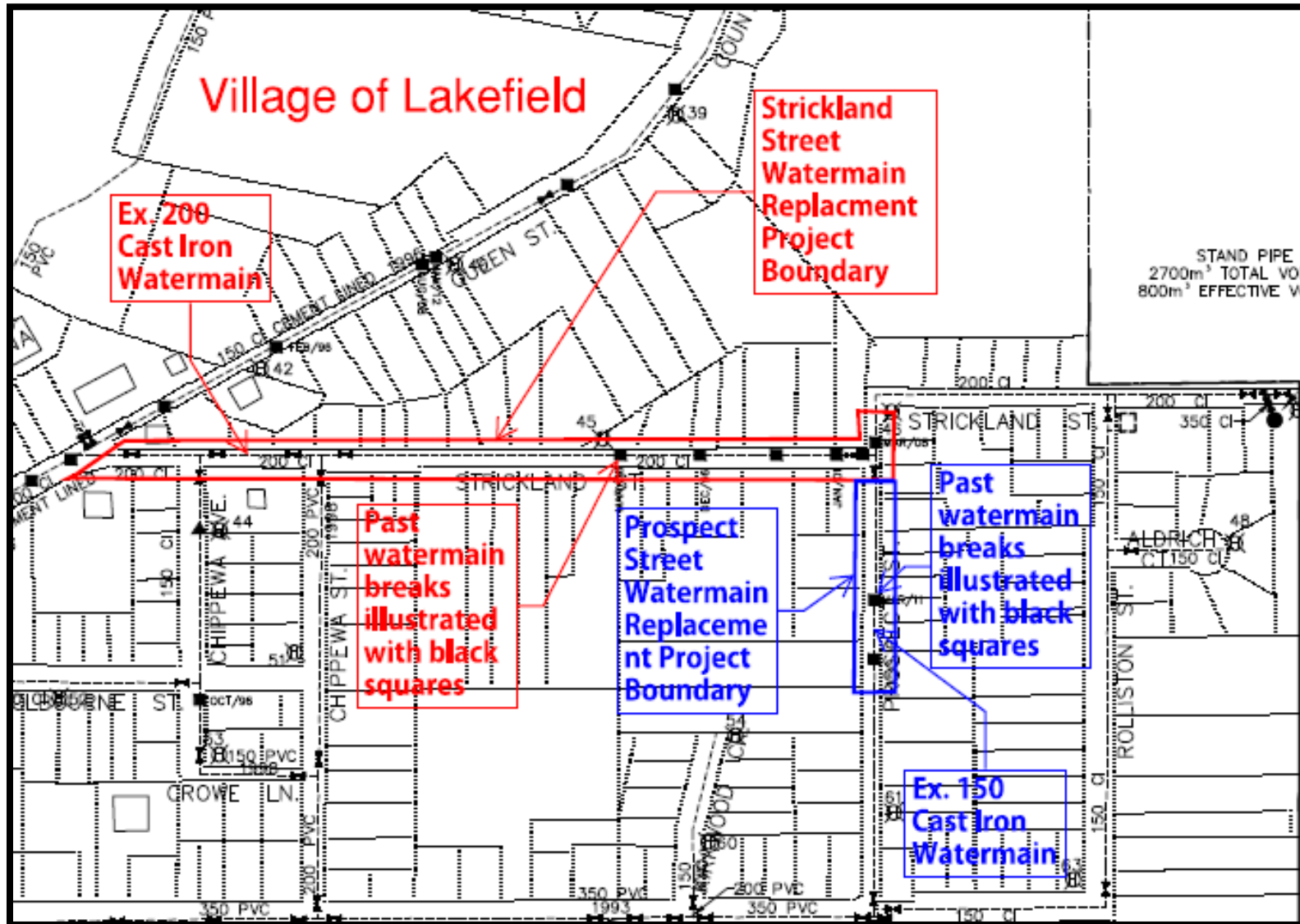
This project is eligible for funding through the federal and provincial governments via the "Investing in Canada Infrastructure Program's (ICIP) Green Infrastructure Stream fund. Under the ICIP, the federal government contributes 40% of total cost, the provincial government contributes 33% of the total cost, and the Township contributes 27% of the total cost. Township funding (approximately \$421,716) to be drawn from Lakefield Water Reserves.

Part of Long Term Replacement Schedule: Capital Project

Other Key Considerations:

(accessibility, impact on future operations, annual savings, etc.)

ICIP Eligible. Replacement of the existing watermain will reduce maintenance expenses, coloured water complaints and increase reliability.



Department 35 – Water and Wastewater Equipment

Overview

This department captures revenues and expenses related to the two Water and Wastewater department vehicles.

Revenues

There is an annual charge in place for each Water and Wastewater Department vehicle. The annual charge out is intended to fund, not only the repairs, licensing, insurance and fuel to operate the vehicles, but also their eventual replacement.

Expenditures

Typical annual operating costs are included for 2024.

An initial transfer from the respective Water and Sewer Reserves will be made to Department #35. An annual transfer from operations to reserve will be made in future budgets to ensure that adequate funding is available for the eventual replacement of equipment.



Activity Update – Beyond Budget and Dollars and Cents

With the recent assumption of in-house operations of water and wastewater services, vehicle purchases were required to maintain and operate the respective system.

Aside from some specialty features these vehicles are equipped in a similar traffic safety manner as the rest of the Public Works fleet which would allow for interdepartmental use when required.

**The Corporation of the Township of Selwyn
Budget Worksheets 2024**

Department 35 - Water & Sewer Vehicles & Equipment

**2024
Proposed
Budget**

Revenues

Operating Sales - Revenues & Fees	29,000
Transfers In	145,418
Total Revenues	<hr/> 174,418

Expenses

Fuel, Oil, Insurance	11,800
Equipment Maintenance - Wages, Materials	2,500
Capital Purchases	145,418
Transfers Out	14,700
Total Expenses	<hr/> 174,418

Balance	<hr/> <hr/> 0
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Township of Selwyn
Lakefield Water and Sewer Budget

Date: June 11, 2024

Capital Budget 2024

Department Name: **Water and Sewer Equipment**

General Ledger Code(s): **2.35.4300.6400**

Capital Project Name: **Pick-up Trucks Procurement**

Description:

Staff are required to operate and maintain equipment at various water and wastewater facilities in the Township. Operation of equipment at these sites can include routine adjustments and maintenance but may also include repair or replacement. Maintenance and repair of the distribution and collection systems require continued preventative maintenance and the ability to quickly respond to adverse conditions. Tools, equipment, and resources are required for many of these mobile activities. In addition to these activities routine sampling is completed throughout the system to ensure regulatory quality control and monitoring requirements are satisfied

Attachments:

Supporting Rationale:

Sub-Committee Support:

Day-to-day operations of the Selwyn water and wastewater systems include a variety of tasks in the field and at the facilities. Efficient deployment of resources is required to meet regulatory compliance and operational needs. Due to the type/variety of work and the necessity for a quick response, it is recommended that both vehicles be a pick-up truck to ensure that they are interchangeable and suitable for the required tasks. Pick-up trucks will also provide adequate space for the transportation of job specific equipment and tools. At the March 12, 2024 Council Meeting Resolution No. 2024 – 037 was passed, approving the purchase of the Pick- up Trucks.

Strategic Plan/Related Plans Reference:

Achieve excellence in governance and service delivery.

Estimated Total Project Cost

\$145,418

Costs in Current Year's Budget

\$145,418

Financial Plan:

The pick-up trucks for the Water and Sewer Department will be included in the 2024 capital budget and funded from reserves.

Part of Long Term Replacement Schedule: Replacement Schedule

Other Key Considerations:

(accessibility, impact on future operations, annual savings, etc.)

**Township of Selwyn
Water & Sewer Equipment Replacement Schedule
Budget Working Papers 2024**

	Details	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
	Balance Forward Jan. 1st	0	19,860	35,391	51,388	67,865	84,835	102,316	120,320	138,865	69,374
	Yearly Contribution - Sewer	82,350	7,250	7,250	7,250	7,250	7,250	7,250	7,250	7,250	7,250
	Yearly Contribution - Water	82,350	7,250	7,250	7,250	7,250	7,250	7,250	7,250	7,250	7,250
	Total Available	164,700	34,360	49,891	65,888	82,365	99,335	116,816	134,820	153,365	83,874
Dept.Life											
Years	Equipment Description										
10	WS01 GMC 1500 Crew Pro	71,160									
8	WS02 Chev 1500 Crew LT	74,258								86,011	
	Total Year Expenditure	145,418	0	0	0	0	0	0	0	86,011	0
	Reserve Balance - before Interest	19,282	34,360	49,891	65,888	82,365	99,335	116,816	134,820	67,354	83,874
	Interest on Reserve - 3%	578	1,031	1,497	1,977	2,471	2,980	3,504	4,045	2,021	2,516
	Reserve Balance - ending	19,860	35,391	51,388	67,865	84,835	102,316	120,320	138,865	69,374	86,390

Township of Selwyn
 Lakefield Sewer and Water Reserves
 Budget Working Paper

Dept. #	Details	Balance Jan. 1, 2024	Transfers Into Reserves	(revenue) Transfers from Reserves	(capital) Transfers from Reserves	Balance Dec. 31, 2024
<u>Working Funds:(Accumulated Revenue)</u>						
Dept. 30	Lakefield Sewer	180,303	200,697	-180,303		200,697
Dept. 31	Lakefield Water	233,603	268,420	-233,603		268,420
	Total Working Funds	413,906		-413,906	0	469,117
<u>Specific Reserves:</u>						
Dept. 30	Lakefield Sewer	1,682,108	550,000	-75,000	-242,283	1,914,825
Dept. 31	Lakefield Water	4,850,089	550,000	-75,000	-530,353	4,794,736
Dept. 35	Water & Sewer Equipment	0	14,700	150,000	-145,418	19,282
	Total Reserves	6,532,197	1,114,700	0	-918,054	6,728,843
	Grand Total	6,946,103	1,114,700	-413,906	-918,054	7,197,960