



## 2021/2022 Budget

### Environmental Services

### Wastewater & Communal Tile Systems

## Introduction:

This division, as delivered through Environmental Services, is responsible for the maintenance and operation of the Township's seven (7) Communal Tile systems located in the Horseshoe Valley area, servicing approximately 100 homes. Communal Tile service is funded by user pay; meaning only those receiving the service pay.

The Municipality does *not* own or operate the current Horseshoe Valley Wastewater Treatment Plant or Collection System. This private wastewater treatment facility is owned and operated by Skyline Utilities and serves a portion of Horseshoe Valley, providing wastewater services for select areas. Under the provisions of a Municipal Responsibility Agreement and Municipal Capital Facility Agreement between the Municipality, Ministry and Skyline Resort Communities ('Skyline'), the Municipality completes the following duties in relation to the private operations:

- Periodic inspections of the Horseshoe Wastewater Treatment Plant lagoon system by the Municipality's Environmental Services Department.
- Annual, third party, peer review of Horseshoe Wastewater Treatment Plant operations by a licensed Engineering consultant.
- Customer invoicing on behalf of Skyline for wastewater services related to the Horseshoe Wastewater Treatment Plant by the Municipality's Finance Department.
  - Expenses in excess of revenue is funded through the general tax levy.

Licensed wastewater operators from the Township also provide contracted operations services to Big Cedar Estates (up to October 2020) under a full cost recovery structure.

## In 2020, the division was staffed by the following:

- (1) Manager/Acting Director, one (1) Coordinator, one (1) Technologist, one (1) Foreman, five (5) licensed water/wastewater Technicians and one (1) Administrative Assistant.

## The division provides the following services:

- Horseshoe Valley Communal Tile Beds
- Private Wastewater Servicing (Skyline Utilities) as above
- Private Contract Wastewater Servicing (Big Cedar Estates) to October 2020

## Major Accomplishments – 2020:

- Completed proactive maintenance and legislated activities across all Communal Tile system locations; investigated the condition of existing collection systems feeding Tile Fields 4 to 7 through the use of non- invasive sewer technologies (CCTV- digital data capture).
- Prepared supporting document packages and ultimately received amended Environmental Compliance Approvals for Tile Fields 2 & 4, increasing future connection capacity based on existing conditions of beds.
- Completed full reconstruction of Tile Field 6.
- Completed a Communal Tile Financial Plan and received Council endorsement of a user rate adjustment to 2023 supporting the goal of providing three (3) year posted rates for customers.
- Increased focus on development of paperless maintenance records.
- Process mapping of existing procedures for ultimate development of a Quality Management System (QMS) for communal tile systems (to be drafted and implemented in 2021).
- Provided customer service and billing services to Skyline Utilities for wastewater services related to the Horseshoe Wastewater Treatment Plant and associated customer base; completed plant Engineering inspection in accordance with referenced agreements; completed field trench inspections for new development with connection to private plant.
- Provided contracted services to Big Cedar Estates through the updated terms and conditions of the Water and Wastewater Systems Operations Agreement to the end of the contract period (up to October 2020).

## Environmental Scan:

- Further develop a unique QMS system to support the operation and management of the communal tile systems; aligning divisions across the department to comparable platforms.
- The continued delivery of an enhanced maintenance program to address operating and capital costs related to communal tile operations.
- Continue to educate staff and further develop licenced operators in accordance with legislated requirements and succession planning; continue to work cross departmentally to support the service area.
- Continue to work with legal counsel and consultants to address matters relating to Skyline Utilities and the operation of the private wastewater treatment plant and the recommendations in the Horseshoe Craighurst Master Plan Study.
- Prepare for an increase in resource requirements in the near-term future due to the potential assumption of new wastewater systems and/or private wastewater systems under continued provincial regulatory pressures and regulatory compliance.

Communal Tile Beds	A	B	C	D	E	VARIANCES Increase / (Decrease)			Variance Explanation Number
	2020 Original Budget	2020 Adjusted (COVID-19) Budget	2020 Projection	2021 Budget	2022 Budget	2020 Projection vs 2020 Adjusted Budget (C - B)	2021 Budget vs 2020 Original Budget (D - A)	2022 Budget vs 2021 Budget (E - D)	
Salaries & Benefits	-	-	-	47,896	50,557	-	47,896	2,661	1
Operating Costs	52,436	52,436	24,114	60,255	57,958	(28,322)	7,819	(2,297)	2
Transfer to CTB Reserves (Capital)	10,695	10,695	10,695	14,725	19,000	-	4,030	4,275	3
Less: Costs Funded From CTB Reserves	(31,131)	(31,131)	(10,584)	(78,226)	(70,515)	20,547	(47,095)	7,711	4
<b>Total User Pay Requirement</b>	<b>32,000</b>	<b>32,000</b>	<b>24,226</b>	<b>44,650</b>	<b>57,000</b>	<b>(7,775)</b>	<b>12,650</b>	<b>12,350</b>	

<u>Variance Explanations:</u>	
1	redistribution of distributed wages; greater program focus in 2021/2022
2	maintenance and repair cost diversion in 2020
3	-
4	reserve transfer required to offset operating costs as a result of new rate smoothing

Waste Water Treatment	A	B	C	D	E	VARIANCES Increase / (Decrease)			Variance Explanation Number
						2020 Original Budget  (C - B)	2021 Budget vs 2020 Original Budget (D - A)	2022 Budget vs 2021 Budget (E - D)	
Salaries & Benefits	44,066	41,899	41,900	20,701	22,177	1	(23,365)	1,476	1
Skyline WWTP Matters	25,000	25,000	5,000	25,000	25,000	(20,000)	-	-	2
Less: Revenues Generated - Administration	(15,000)	(15,000)	(13,370)	(15,000)	(15,000)	1,630	-	-	3
<b>Total Tax Levy Requirement</b>	<b>54,066</b>	<b>51,899</b>	<b>33,530</b>	<b>30,701</b>	<b>32,177</b>	<b>(18,369)</b>	<b>(23,365)</b>	<b>1,476</b>	

<u>Variance Explanations:</u>	
1	decreased allocation for distributed wages in 2021 & 2022 based on projected needs
2	reduced project activity/needs in 2020; resume allocation and anticipated demands in 2021/2022
3	-