

The Corporation of the Municipality of Brockton



By-Law 2019-060

Being a By-Law to Amend By-Law 2019-026 to Adopt the Estimates of All Sums Required During the Year 2019 for the Municipality of Brockton.

Whereas the *Municipal Act S.O. 2001, c 25, Section 5(3)*, as amended provides that a municipal power, including a municipality's capacity rights, powers and privileges under section 9, shall be exercised by By-Law;

And Whereas the *Municipal Act, 2001, c.25, Section 290*, as amended provides that for each year, a local municipality shall, in the year or immediately preceding year, prepare and adopt a budget including estimates of all sums required during the year for the purposes of the municipality;

Now Therefore the Council of The Corporation of the Municipality of Brockton enacts as follows:

- 1.0 That The Corporation of the Municipality of Brockton Council hereby amends the estimates provided in By-Law 2019-026 – Approve 2019 Municipal Budget By-Law and approves the estimates attached hereto as Schedule "A", the 2019 Non-Tax Supported Budget and amends Schedule "B" the 2019 Tax Supported Budget and forming part of this by-law, and that they be adopted as the budget for the year 2019.
- 2.0 This By-Law shall come into full force and effect upon final passage.
- 3.0 This By-Law may be cited as the "Amend 2019 Municipal Budget By-Law".

Read, Enacted, Signed and Sealed this 18th day of June, 2019.

Mayor – Chris Peabody

Clerk – Fiona Hamilton

2019 Non-Tax Supported Budget Report



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Introduction

The 2019 proposed non-tax supported operating budget represents the Municipality of Brockton's commitment to meeting legislative requirements, maintaining the health and safety of the community, and providing exceptional customer service.

The Municipality's non-tax supported budget is comprised of Water Services and Wastewater Treatment and Collection Services, and the Ontario Building Code (OBC) Administration. Combined, the total proposed 2019 operating budget is \$2,594,176

Based on approved Water Works Financial Plan (2016-2021), the user fees and rates (Water and Wastewater), have a 3% increase, which reflects a flat rate increase of approximately \$6.07 and \$6.37 respectfully.

The proposed budget includes:

- \$1.294 million operating budget for Water Services that allows Brockton to continue to deliver a safe and sustainable water supply while renewing its aging infrastructure.
- \$1.511 million operating for Wastewater Collection & Treatment Services to support continued optimization of Brockton's wastewater systems.
- \$174 thousand operating for OBC Administration, which includes continued investments to maintain the health and safety of the community and to enhance services for our customers.

The operating costs associated with these service areas are recovered 100 per cent through user fees and other non-tax supported revenues, and therefore do not require a property tax transfer.

Building the Budget

When developing the budget, the Municipality must consider and prioritize projects that are required to meet legislative requirements and community need. To maximize the Municipality's investment, projects that align with Brockton's Sustainable Strategic Plan, Operational/Organizational Review and the Municipality Community Official Plan—to build an exceptional Municipality by providing outstanding municipal service and value, while supporting the environmental, economic, social, and cultural pillars of sustainability—are considered.

Although the budgets are broken down into service areas, the budget is considered and approved as a whole to enhance the Municipality's decision-making process.

The development of the non-tax supported operating budget is based on key elements that align with the Municipality's financial strategy:

- A strong financial foundation that is based on a financial policy framework, which includes debt management, reserve and reserve fund and investment policies. Specifically, water and wastewater have no rate supported debt.
- Solid financial performance as indicated through third party evaluations by the Municipality's external auditor and credit rating assessments.

Water and Wastewater budget development is centred on the objectives of ensuring regulatory compliance, managing our assets from water sources to the customer, and maintaining affordability for our customers.

Annual operating budget development for water and wastewater is based on net-zero funding principles, as defined by the Municipal Act, 2001, where revenues and expenses, including funding transfers to capital reserve funds, are balanced.

Reserves and Reserve Funds

In the 2019 proposed budget for water and wastewater services, a transfer from the contingency reserve is budgeted to maintain affordability for the ratepayer while ensuring reserves remain adequately funded at the target levels.

Most notably for the Municipality's water and wastewater infrastructure, the transfer to the capital reserves is measured against the municipalities capital need to maintain and replace our current assets. In each of water and wastewater, the operating transfer to fund capital is moving the Municipality closer to achieving sustainable asset investment.

Council receives an annual comprehensive Reserve and Reserve Fund Report that outlines fund balances, funding status compared to targets and significant transactions. Reserve and reserve fund forecasted balances are reflected in the departmental budget documentation.

2018 forecasted ending reserve fund balance: \$1,840,616.44

2019 forecasted ending reserve fund balance: \$1,947,779

Capital Budget

The non-tax supported capital projects are presented as part of the consolidated 2019–2028 capital budget and forecast.

Water and Wastewater Overview

Financial planning

As part of the Safe Drinking Water Act, 2002, the Province of Ontario requires municipal water service providers to develop or update a long-range financial plan every five years to renew municipal drinking water licences. In addition to satisfying provincial requirements, the Water and Wastewater Long-range Financial Plan (2016-2021) helps the Municipality provide long-term financial stability, system sustainability and community safety as it relates to our water supply. The plan also informs the budgets and rate increases submitted annually for Council approval.

Although not required by the province, the Municipality proactively includes Wastewater Services in long-range financial planning to provide a more complete and accountable picture of the water and wastewater systems and to ensure more accurate forecasting.

Summary of 2019 Proposed Water and Wastewater Rates

The following volumetric rates and basic service charges are proposed for 2019.

Table 4, Rate change and forecasted residential bill impact

	2018	2019	Change
Water volume charge \$/cubic metre	\$1.27	\$1.33	\$0.03
Water Annual Flat Rate \$/annual	\$202.18	\$209.00	\$6.82
Wastewater volume charge \$/cubic metre	\$1.32	\$1.36	\$0.04
Wastewater Annual Flat Rate \$/annual	\$225.18	\$231.55	\$6.37

The above-proposed water and wastewater rates reflect an overall expenditure increase of 7.2 and 2.6 per cent respectively to the water and wastewater operating budgets. Internal support costs, realignment of employee compensation, operating increases to utilities and studies required for asset management, and capital reserve transfers represent the largest impacts to the water and wastewater budgets.

Water Services

Water Services ensures a safe, secure and sustainable water supply for our community including water used for residential, business, recreational and firefighting purposes. The delivery of a safe, reliable water supply is a 24-hour business.

Council responsibility as owner

"The Safe Drinking Water Act, 2002 includes a statutory standard of care for individuals who have decision-making authority over municipal drinking water systems or who oversee the operating authority of the system.

It is important that members of municipal council and municipal officials with decision making authority over the drinking water system and oversight responsibilities over the accredited operating authority understand that they are personally liable, even if the drinking water system is operated by a corporate entity other than the municipality."

(Excerpted from: Taking Care of Your Drinking Water: A Guide for Members of Municipal Councils)

There are legal consequences for not acting as required by the standard of care, including possible fines or imprisonment.

Key functions

Water Services is responsible for planning, design, construction, operation, maintenance and overall management of the water infrastructure assets. To meet these needs and to care for its infrastructure, the Water Services operating budget provides funding for the following key functions:

Customer service and conservation

- customer service and support
- utility administration and revenue management
- staff training and development
- compliance and conformance programs

Supply, treatment and protection

- Provision of a secure, reliable and continuous supply of treated drinking water to the water distribution system.
- Implementation of programs to ensure operational and environmental compliance.
- Operation and maintenance of related infrastructure including disinfection systems, supply facilities, towers, pumping stations, and reservoirs.
- Management and replacement of water supply assets.

Distribution and metering

- Provision of a secure, reliable, and continuous supply of treated drinking water to customers and for fire protection.
- Operation and maintenance of infrastructure including water mains, valves, hydrants and service lines.
- Installation of new water billing meters and replacement of aging meter assets.
- Emergency response and reactive infrastructure maintenance.
- Capital infrastructure condition assessments and remediation to support loss mitigation (e.g. leak detection studies of municipal watermains).

2018 Accomplishments

- Completed reconstruction of Cayley Street
- UV System in Chepstow
- Refurbish South Water Tower (to be completed Spring 2019)

2019 initiatives

Our services

Initiation of key water supply projects including:

- Walkerton Well Generator
- Replace VFD North Towner
- Hydrant Replacement
- Lake Rosalind Well #3 repair
- SCADA Server Replacement

Our people

- Hire new Director of Operations
- Continued training and certification of licensed Water Services staff to support progressive licensing and continuous improvements within the Municipality's operations.

Water Services

Financial information

This budget represents 4.16 per cent increase over 2018.

Table 6, Revenue budget trend 2017 to 2019 (Water Services)

Revenue	2017 actuals	2018 approved budget	2019 purposed budget	2019 budget change	2019 budget change
User fees & service charges	(\$1,041,841)	(\$1,081,514)	(\$1,158,865)	\$77,351	7.15%
Grants	(\$0)	(\$31,000)	(\$0)	(\$31,000)	100.00%
Total revenue	(\$1,041,841)	(\$1,112,514)	(\$1,158,865)	\$46,351	4.16%

Explanation of changes

- \$77,351 increase in water consumption rate revenue
- Source Water Protection grant has been removed as this funding was completed

Table 7, Expenditure budget trend 2017 to 2019 (Water Services)

Expenditure	2017 actuals	2018 approved budget	2019 purposed budget	2019 budget change	2019 budget change
Salary, wage & benefits	\$108,160	\$74,021	\$74,464	\$443	0.60%
Maintenance	\$38,116	\$71,000	\$69,500	(\$1,500)	(2.1%)
General expenses	\$895,565	\$967,493	\$1,014,901	\$47,408	4.90%
Total expenditures	\$1,041,841	\$1,112,514	\$1,158,865	\$46,351	4.17%

Explanation of changes

- Increase in engineering to complete tower inspection and truck main design
- Increased transfer to Utility Reserve Fund

Table 8, Water rate trend 2017 to 2019

	2017	2018	2019	2019 change	2019 change
Water - connection	\$196.00	\$202.18	\$208.25	\$6.07	3.0%
Water - consumption	\$1.23	\$1.26	\$1.30	\$0.043	3.0%

**3.00 PERCENTAGE INCREASE
ON RATES as per Financial Plan**

**MUNICIPALITY OF BROCKTON
OPERATING BUDGET FOR WATER SERVICES - EXPENSES
FOR THE YEAR 2019**

OPERATING EXPENDITURES PARTICULARS	ACCOUNT NUMBER 01-3135	2017	2018		2019	% Increase from 2018
		ACTUAL	ACTUAL	BUDGETED	BUDGET	
Wages - Water	1200	80,780	42,474	55,850	56,742	1.60%
Wages - Public Works	1235	1,039	-	1,200	-	
Benefits - Water	1240	26,341	15,658	16,551	16,102	-2.71%
Benefits - Public Works	1244	-	-	420	-	
Clothing Allowance	1260	116	53	200	200	0.00%
Mileage	1270	319	-	250	250	0.00%
Training & Seminars	1271	895	3,089	3,500	3,500	0.00%
Longterm Debt -Principal	1300	64,735	25,749	45,482	45,482	0.00%
Longterm Debt -Interest	1301	11,338	16,980	19,804	19,804	0.00%
Memberships	1303	1,299	503	1,500	1,500	0.00%
Supplies	1305	4,927	2,828	3,000	3,000	0.00%
Legal Services	1310	-	-	-	-	
Engineering Services	1317	-	-	10,000	15,000	50.00%
Payroll Process	1315	417	-	500	500	
Maintenance - Equipment	1320	7,343	14,711	20,000	20,000	0.00%
Maintenance - Grounds	1325	5,685	6,417	6,000	6,500	8.33%
Maintenance - Vehicle	1330	111	153	1,000	1,000	0.00%
Maintenance - Watermains	1334	21,067	28,822	42,000	42,000	0.00%
Maintenance - Samples	1336	3,910	1,942	2,000	-	-100.00%
Postage	1340	3,830	4,927	5,500	5,500	0.00%
Service Agreements	1344	336,356	353,185	399,600	399,600	0.00%
Telephone	1350	859	1,060	874	874	0.05%
Fuel - Truck	1358	1,375	533	1,700	1,700	0.00%
Utilities-Hydro	1360	84,262	81,084	90,000	90,000	0.00%
Utilities-Natural Gas-Walkerton System	1365	-	-	-	-	
Utilities-Water	1366	94	114	400	400	0.00%
Insurance	1380	21,018	22,481	21,000	22,454	6.92%
Water Write-offs	1390	-	-	-	-	
Public Works Equipment Costs	1470	-	-	3,000	3,000	0.00%
Miscellaneous Expenses	1530	-	-	-	-	
Transfer to Capital Fund	1710	-	-	-	-	
Transfer to Reserve Fund	1720	363,725	-	361,183	388,337	7.52%
Inter-Department Expense	1820	-	-	-	15,420	
OPERATING EXPENDITURES		1,041,841	622,763	1,112,514	1,158,865	4.17%

**MUNICIPALITY OF BROCKTON
OPERATING BUDGET FOR WATER SERVICE - REVENUE
FOR THE YEAR 2019**

OPERATING PARTICULARS	ACCOUNT NUMBER 01-3135	2017	2018		2019	% Increase from 2018
		ACTUAL	ACTUAL	BUDGETED	BUDGET	
Ontario Grants	0126	-	-	31,000	-	-100.00%
Licenses and Permits	0133	-	-	-	-	
Water Penalty-Walkerton	0135	3,847	3,961	-	-	
Transfer from Reserves	0141	-	-	-	-	
Transfer from Reserve Fund	0142	-	-	-	-	
Recoveries-disconnect/reconnections	0145	1,595	1,800	-	-	
Miscellaneous Revenue	0150	7,714	5,841	-	-	
Meter Revenue	0255	1,025,111	991,840	1,081,514	1,158,865	7.15%
Flat Rate no Meters	0256	3,574	3,689	-	-	
OPERATING REVENUE		1,041,841	1,007,132	1,112,514	1,158,865	46,351
TOTAL OPERATING		-	(384,369)	-	-	-

Wastewater

Wastewater Services delivers reliable sanitary services, high-quality effluent (outflow) that meets or exceeds regulatory requirements and management of the sewer use bylaw. To meet these needs, the wastewater services is a 24/7 business.

Key functions

Wastewater Services is responsible for planning, design, construction, operation, maintenance and overall management of the wastewater infrastructure assets. To meet these needs and care for its infrastructure, the Wastewater Services operating budget provides funding for the following key functions:

Facility operations and maintenance

- Operation, maintenance, optimization, and compliance of the Wastewater Treatment Facility.
- Management, planning and compliance of the biosolids program.
- Planning and implementation of new capital projects to upgrade the wastewater treatment and biosolids processes.
- Laboratory testing and services.
- Adherence to the Saugeen Conservation Authority voluntary final effluent (outflow) limits.
- Continual improvement through benchmarking against industry best practice.
- Annual flushing program.
- Assume first lift station in the Riverview Subdivision.
- Continue the camera program for Asset Management.

Sewer use by-law enforcement, wastewater collection system operation and maintenance

- Upholding Brockton's Sewer Use bylaw.
- Addressing customer sewer blocks and carrying out preventative maintenance and repairs as required.
- Coordinating with Engineering and Transportation Services to plan infrastructure replacements and expansions.

2018 Accomplishments

- WWTP UV Disinfection System Feasibility Study
- Cayley Street Reconstruction
- Initiated the camera program for Asset Management – Phase I requirements

2019 initiatives

Our resources

- Initiate an Inflow and Infiltration Study
- Initiate an update of the consolidated wastewater services master plan.

Our people

- Hire new Director of Operations
- Encourage staff to participate in internal engagement initiatives and opportunities for interdepartmental collaboration.

Wastewater Treatment

Financial information

This budget represents 2.9 per cent increase over 2018.

Table 9 Revenue trend 2017 to 2019 (Wastewater Treatment)

Revenue	2017 actuals	2018 approved budget	2019 purposed budget	2019 budget change	2019 budget change
User fees & service charges	(\$947,962)	(\$1,013,476)	(\$1,044,983)	(\$31,507)	3.11%
Grants	(\$0)	\$0	\$0	\$0	0.0%
Agreements	(\$0)	(\$11,550)	(\$11,550)	(\$0)	0.0%
Total revenue	(\$947,962)	(\$1,025,026)	(\$1,056,533)	(\$31,507)	3.07%

Explanation of change

- \$31,507 increase in revenue due to proposed rate increase.

Table 10, Expenditure trend 2017 to 2019 (Wastewater Treatment)

Expenditures	2017 actuals	2018 approved budget	2019 purposed budget	2019 budget change	2019 budget change
Salary, wage & benefits	\$66,416	\$72,974	\$81,489	\$8,515	11.67%
Maintenance	\$38,080	\$78,800	\$89,000	\$10,200	12.94%
Utilities	\$125,254	\$105,000	\$150,000	\$45,000	42.86%
General Maintenance	\$718,212	\$768,252	\$736,044	(\$32,208)	(4.19%)
Total expenditures	\$947,962	\$1,025,026	\$1,056,533	\$31,507	3.07%

Explanation of change

- Increase in wages due to reallocation
- Increase in Utilities
- Decrease in contribution to Utilities Reserve Fund from prior year.

**3.00 PERCENTAGE INCREASE
ON RATES as per Financial Plan**

**MUNICIPALITY OF BROCKTON
BUDGET FOR WASTEWATER TREATMENT PLANT
FOR THE YEAR 2019**

	ACCOUNT NUMBER 01-3140	2017	2018		2019	% Increase from 2018
		ACTUAL	ACTUAL	BUDGETED	BUDGETED	
Wages	1200	50,359	71,145	56,233	63,312	12.59%
Wages - Public Works	1235	460	451	450	450	
Benefits	1240	15,597	22,859	16,133	17,570	8.91%
Benefits - Public Works	1244	-	-	158	158	
Clothing Allowance	1260	81	112	250	250	0.00%
Mileage	1270	66	-	250	-	-100.00%
Training & Seminars	1271	1,008	-	3,200	3,200	0.00%
Longterm Debt Charge-Principal	1300	-	22,767	38,904	38,904	
Longterm Debt Charges-Interest	1301	-	7,808	13,620	13,620	
Supplies - Lab	1305	-	605	2,000	2,000	0.00%
Engineering Projects	1317	6,672	25,049	10,000	10,000	0.00%
Maintenance & Purchase - Equipment	1320	23,881	51,264	62,800	73,000	16.24%
Maintenance - Building	1322	7,284	-	9,000	9,000	0.00%
Maintenance - Grounds	1325	5,014	4,576	5,000	5,000	0.00%
Maintenance - Vehicle	1330	111	961	1,000	1,000	0.00%
Maintenance - Health-Safety	1335	-	-	1,000	1,000	0.00%
Maintenance - Sewers	1337	1,790	2,658	-	-	
Postage	1340	3,602	5,245	5,500	6,000	9.09%
Service Agreements - Brewery Waste	1341	-	-	-	-	
Service Agreements	1344	330,103	363,911	425,800	414,800	-2.58%
Telephone	1350	491	739	874	874	0.05%
Fuel	1358	1,375	432	1,800	1,800	0.00%
Utilities - Hydro	1360	30,498	37,381	15,000	45,000	200.00%
Utilities - Natural Gas	1365	57,148	49,905	60,000	60,000	0.00%
Utilities - Water	1366	37,607	43,475	30,000	45,000	50.00%
Insurance	1380	16,704	17,802	16,750	20,016	19.50%
Sludge Handling	1385	25,865	39,062	31,000	40,000	29.03%
Sewer Write-off	1390	-	-	-	-	
Public Works Equipment Costs	1470	-	-	3,000	3,000	0.00%
Miscellaneous Expenses	1530	-	-	-	-	
Trans. to Capital Fund	1710	-	-	-	-	
Trans. to Reserve Fund	1720	332,245	-	215,304	170,579	-20.77%
Inter-Department Expense	1820				11,000	
OPERATING EXPENDITURES		947,962	768,208	1,025,026	1,056,533	
Subsidy	0125	-	-	-	-	
Licenses & Permits	0133	-	-	-	-	
Sewer Penalty-Treatment Plant	0135	-	-	-	-	
Trans. from Reserve Fund	0142	-	-	-	-	
Miscellaneous Revenue	0150	-	-	-	-	
Agreements	0190	3,850	150	-	-	
Agreements-Leachate	0194	-	-	11,550	11,550	0.00%
Meter Revenue	0255	938,315	899,903	1,013,476	1,039,483	2.57%
Unit Charges	0256	5,797	5,547	-	5,500	
OPERATING REVENUE		947,962	905,601	1,025,026	1,056,533	
TOTAL OPERATING		(0)	(137,392)	-	-	

**MUNICIPALITY OF BROCKTON
BUDGET FOR WASTEWATER TREATMENT PLANT
FOR THE YEAR 2019**

CAPITAL PARTICULARS	ACCOUNT NUMBER 02-3140	2017	2018		2019	% Increase from 2018
		ACTUAL	ACTUAL	BUDGETED	BUDGETED	
Capital - Purchases	1600	541,050	230,779	-	169,472	
Tran. to Reserve Fund	1720	-	-	-	-	
CAPITAL EXPENDITURES		541,050	230,779	-	169,472	
Ontario Grants	0126	-	192,641	-	-	
Longterm Borrowing	0129	-	450,000	-	-	
Trans. From Reserves Working Cap	0141	-	-	-	-	
Trans. from Reserve Fund	0142	26,933	-	45,000	169,472	276.60%
Trans. from Revenue Fund	0143	-	-	-	-	
Meter Revenue	0155	-	-	-	-	
Agreements	0190	-	-	-	-	
CAPITAL REVENUE		26,933	642,641	45,000	169,472	
TOTAL CAPITAL		514,117	(411,861)	(45,000)	-	
TOTAL SANITATION		514,117	(549,254)	(45,000)	-	45,000

Wastewater Collection

Financial information

This budget represents 7.91 per cent increase over 2018.

Table 1, Revenue trend 2017 to 2019 (Wastewater Collection)

Revenue	2017 actuals	2018 approved budget	2019 purposed budget	2019 budget change	2019 budget change
User fees & service charges	(\$115,972)	(\$125,261)	(\$128,918)	(\$3,214)	2.57%
Grants & Reserve Funds	(\$0)	(\$63,853)	(\$75,603)	(\$11,750)	18.4%
Total revenue	(\$115,972)	(\$189,114)	(\$204,079)	(\$14,965)	7.91%

Explanation of changes

- \$3,214 increase in revenue due to proposed rate increase.
- \$26,750 increase in reserve fund transfer.

Table 2, Expenditure trend 2017 to 2019 (Wastewater Collection)

Expenditures	2017 actuals	2018 approved budget	2019 purposed budget	2019 budget change	2019 budget change
Wages	\$2,699	\$14,950	\$15,703	\$753	5.03%
Maintenance	\$30,130	\$33,500	\$78,000	\$42,500	119.72%
General Expenses	\$83,143	\$138,664	\$110,376	(\$28,288)	(20.40%)
Total expenditures	\$115,972	\$189,114	\$194,482	\$14,965	7.91%

Explanation of changes

- \$50,000 increase to continue the camera and flushing of the sewer lines for Asset Management
- \$30,000 decrease in engineering, realignment of expense

**MUNICIPALITY OF BROCKTON
OPERATING BUDGET FOR WASTEWATER COLLECTION SYSTEM
FOR THE YEAR 2019**

OPERATING PARTICULARS	ACCOUNT NUMBER 01-3141	2017	2018		2019	% Increase from 2018
		ACTUAL	ACTUAL	BUDGETED	BUDGETED	
Wages - Sewers	1200	2,047	(22,408)	11,205	12,014	7.22%
Wages - Public Works-Sewers	1216	-	-	-	-	
Benefits - Sewers	1240	652	(5,724)	3,745	3,689	-1.50%
Benefits-Public Works-Sewers	1246	-	-	-	-	
Training & Seminars	1271	-	-	-	-	
Long-term Debt Charge	1300	20,740	27,559	44,216	46,480	5.12%
Long-term Debt Charge - Interest	1301	10,865	17,025	20,248	19,696	-2.73%
Engineering Projects	1317	-	-	40,000	10,000	-75.00%
Maintenance - Sewers	1337	30,130	52,616	35,500	78,000	119.72%
Service Agreements - Veolia	1344	28,087	32,930	34,200	34,200	0.00%
Sewer Write-offs	1390	-	-	-	-	
Public Works-Equipment Costs	1470	-	-	-	-	
Trans. to Capital Fund	1710	-	-	-	-	
Trans. to Reserve Fund	1720	23,451	-	-	-	
OPERATING EXPENDITURES		115,972	101,998	189,114	204,079	14,965
01-3141						
Grants	0126	-	-	15,000	-	-100.00%
Permits	0133	-	-	-	-	
Sewer Penalty-Collection System	0135	-	-	-	-	
Transfers from Reserve Fund	0142	-	-	48,853	75,603	54.76%
Recoveries	0145	-	260	-	-	
Miscellaneous Revenue	0150	-	-	-	-	
Meter Revenue	0255	115,972	111,224	125,261	128,475	2.57%
Unit Charges	0256	-	-	-	-	
OPERATING REVENUE		115,972	111,485	189,114	204,079	14,965
TOTAL OPERATING		-	(9,486)	-	-	-

**MUNICIPALITY OF BROCKTON
CAPITAL BUDGET FOR WASTEWATER COLLECTION SYSTEM
FOR THE YEAR 2019**

CAPITAL PARTICULARS	ACCOUNT NUMBER	2017	2018		2019	% Increase from 2018
		ACTUAL	ACTUAL	BUDGETED	BUDGETED	
Exp. 02-3141						
Capital Purchases	1600	242,687	61,257	430,000	-	-65.12%
Capital Engineering	1601				150,000	
Reconstruction Gibson Street	1605	-	-	-	40,000	
Sanitary Sewers - N.C	1655	-	-	-	-	
Transfers to Reserve Fund	1720	-	-	-	-	
CAPITAL EXPENDITURES		242,687	61,257	430,000	190,000	
Rev. 02-3141						
Ontario Grants	0126	-	-	-	-	
Long-term Borrowing	0129	205,341	68,570	-	-	
Trans. from Reserve Fund	0142	-	-	430,000	190,000	-55.81%
Trans. from Revenue Fund	0143	-	-	-	-	
Meter Charges - Capital Levy	0155	-	-	-	-	
CAPITAL REVENUE		205,341	68,570	430,000	190,000	
TOTAL CAPITAL		37,346	(7,313)	-	-	
0% Increase						
TOTAL COLLECTION SYSTEM		37,346	(16,799)	-	-	

Budgeted Capital Projects – See Appendix A for project detail sheet

- Sludge tank Mixer
- Effluent Pump Replacement
- Primary Clarifier Overhaul Replacement
- East Ridge Road Extension
- Walkerton Well Generator
- Meter Reading Upgrades
- South Standpipe Mixer
- Replace VFD North Tower
- Hydrant Replacement
- Lake Rosalind Well #3 repair
- SCADA Server update

MUNICIPALITY OF BROCKTON
2019 NON-TAX SUPPORTED CAPITAL BUDGET

Project #	Dept.	Project	Description	Estimated Cost	Reserve Fund	Deferred Revenue	Grants	Borrowing	2018 Tax Rate Carry over	Tax Rate Funded
2018 Carry Forward										
	Utilities - WWTP	Sludge Tank Mixer	Utilities Reserve Fund	30,000	30,000					0
	Utilities - Water	Cayley St	HOLDBACK ONLY	30,000	30,000					0
	Utilities - Water	South Standpipe (water tower)	Utilities Reserve Fund	30,000	30,000					0
	Utilities - Wastewater Collection	Eastringe Road Extension	Utilities Reserve Fund	150,000	150,000					0
			Total 2018 Carryforward	240,000	240,000	-	-	-	-	-
2019 Proposed Projects - High Priority										
	Utilities - WWTP	Effluent Pump Replacement	Utilities Reserve Fund	11,150	11,150					
	Utilities - WWTP	Primary Clarifier Overhaul Replacement	Utilities Reserve Fund	20,000	20,000					
	Utilities - WWTP	WWTP/Ball Diamond Entrance	Utilities Reserve Fund	108,322	108,322					
	Utilities - Water	Capital Engineering UV Disinfectant	Utilities Reserve Fund	40,000	40,000					
	Utilities - Wastewater Collection	Capital Engineering Road Reconstruction (Yonge St)	Utilities Reserve Fund	40,000	40,000					
	Utilities - Water	Walkerton Well Generator	Utilities Reserve Fund	65,000	65,000					
	Utilities - Water	South Standpipe Mixer	Utilities Reserve Fund	26,000	26,000					
	Utilities - Water	Replace VFD North Tower	Utilities Reserve Fund	22,000	22,000					
	Utilities - Water	Hydrant Replacement	Utilities Reserve Fund	8,000	8,000					
	Utilities - Water	Lake Rosalind Well #3 Repair	Utilities Reserve Fund	25,000	25,000					
	Utilities - Water	SCADA Server	Utilities Reserve Fund	30,000	30,000					
			TOTALS FOR CAPITAL PROJECTS FOR 2019	395,472	395,472	0	0	0	0	0
2020 - 2021 Proposed Projects - Secondary Priority										
	Utilities	Waste Water Treatment Plant - Holding Tank Engineering		50,000						
	Utilities	Jane - McNab - Gibson		130,000						
	Utilities	Waste Water Treatment Plant - Holding Tank		450,000						
	Utilities	Yonge St Update 2" Water Main From Durham to Prince St.		1,000,000						
	Utilities	Princess, Mary St Update 2" Water Main								
	Utilities	Waste Water Treatment Plant - UV		1,000,000						
	Utilities	Replacement of Aging Back-up Blowers		41,000						
	Utilities	Final Clarifier 3 & 4 Pontoon Replacement		5,000						
	Utilities	Replacement of Ferric Tank/Potential enclosure								
	Utilities	WWTP - Replace/Repair Gate and Fence								
			TOTAL CAPITAL PROJECTS FROM 2020 - 2021	2,676,000	0	0	0	0	0	0
2022 - 2023 Proposed Projects - Low Priority										
			TOTAL CAPITAL PROJECTS FROM 2022- 2023	0	0	0	0	0	0	0

Utilities Water Rates for 2019

AVERAGE INCREASE WOULD BE APP 3.0% ON A BILL

WATER - 2019

Flat Rate increase: \$6.07

2019			Input % here	2018		
Water Rates	Per 30 Days	Annual Rate	% increase	Water Rates	Per 30 Days	Annual Rate
Flat Rate	17.09	208.25	3.00000%	Flat Rate	16.59288	202.18000
Consumption	1.3049		3.00000%	Consumption	1.26690	
Consumption				Consumption		
after 292/mth	1.07		3.00000%	after 292/mth	1.04030	
after 1,400/mth	0.91				0.88426	

Must input opening figures

WATER FLAT RATES					WATER CONSUMPTION							INPUT FIGURES HERE				
												Need to input at budget year-end				
		2018			First 3550	Balance	2018 Consumption	Consumption @	Cost @	Consumption @	Cost @	Consumption @	Cost @	TOTALS	Budget Totals	Difference
Walkerton	Size	Flat Rate	Users	Annual Flat Rate				1.30	1.30	1.07	1.07	0.91	0.91	2019	2018	Btw Cal & Actual
Residential	3/4"	\$ 208	2042	425,237.11	1.30	1.07	303,134	303,134	395,561.68	-	-	-	-	820,798.79	788,512.31	32,286.48
Res- Flat No Mtrs	FLAT	\$ 656	7	4,591.81											4,591.81	133.74
Commercial	3/4"	\$ 236	2	472.30	1.30	1.07	530	530	691.60	-	-	-	-	1,163.90	1,089.46	74.44
Commercial	3/4" X 5/8"	\$ 208	23	4,789.64	1.30	1.07	29,897	13,109	17,106.03	16,788	17,988.49	-	-	39,884.16	39,812.06	72.10
Res/Commercial	1"	\$ 292	68	19,824.96	1.30	1.07	39,605	30,814	40,209.40	8,791	9,419.64	-	-	69,454.00	72,460.40	(3,006.40)
Commercial	1.5"	\$ 375	12	4,498.10	1.30	1.07	8,047	8,047	10,500.59	-	-	-	-	14,998.69	14,758.20	240.49
Commercial	2.0"	\$ 625	27	16,867.88	1.30	1.07	71,164	42,289	55,183.21	24,000	25,716.22	4,875	4,440.07	97,767.31	106,539.76	(8,772.45)
Comm-Subtr-Parent	2.0"	\$ 625	2	1,249.47	1.30	1.07	174	174	227.05	-	-	-	-	1,476.53	1,425.92	50.61
Commercial	3.0"	\$ 2,915	1	2,915.44	1.30	1.07	230	230	300.13	-	-	-	-	3,215.56	3,102.90	112.66
Commercial	4.0"	\$ 4,373	2	8,746.31	1.30	1.07	4,335	3,812	4,974.31	523	560.40	-	-	14,281.01	15,161.10	(880.09)
Commercial	6.0"	\$ 6,247	1	6,247.36	1.30	1.07	35	350	456.72	-	-	-	-	6,704.08	6,255.44	448.64
Walkerton					2187	495,440.38	457,151	525,210.71	53,684.74	4,440.07	1,074,335.84	1,053,575.62	20,760.21			
Lake Rosalind																
Residential	3/4" X 5/8"	208	62	12,911.21	1.30	1.07	6808	6,808	8,883.81	50,102	53,684.74	4,875.00		75,479.77	16,075.93	59,403.84
									8,883.81		53,684.74					
Chepstow																
Residential	3/4" X 5/8"	208	24	4,997.89	1.30	1.07	3105	3,105	4,051.74	-	-			9,049.63	11,862.38	(2,812.76)
									4,051.74		-					
TOTAL ALL 3					2273	513,349	467,064	412,402	551,082	50,102	161,054	4,875		1,158,865.23	1,081,513.93	77,351.30

SEWAGE - 2019

Flat Rate increase: \$6.37 the sewage rate is 1.26097 percent of the Water rate

2019			Input % here	2018		
Water Rates	Per 30 Days	Annual Rate	% increase	Water Rates	Per 30 Days	Annual Rate
Flat Rate	17.46	231.55	3.0000%	Flat Rate	16.94760	225.18000
Consumption	1.36		3.0000%	Consumption	1.31840	
after 292/mth	1.11		3.0000%	after 292/mth	1.08150	
after 1,400/mth	0.95			after 1,400/mth	0.91928	

Must input opening figures

SEWER FLAT RATES					SEWER CONSUMPTION								Need to input at budget year-end		
Walkerton	Size	Flat Rate	2017 users	Annual Flat Rate	First 3550	Balance	2018 Consumption	Consumption 1.36	Cost @ 1.36	Consumption @ 1.11	Cost @ 1.11		TOTALS	Budget Totals 2018	Difference Btw Cal & Actual
			Users										2019		
Residential	3/4"	232	2042	472,815.71	1.36	1.11	303,134	303,134	411,641	-	-		884,457.13	804,189.79	80,267.34
Res- Flat No Mtrs	FLAT	729	7	5,105.58				-	-	-	-		5,105.58	4,689.28	416.30
Commercial	3/4"	263	2	525.14	1.36	1.11	530	530	720	-	-		1,244.86	1,627.68	(382.82)
Commercial	3/4" X 5/8"	232	19	4,399.36	1.36	1.11	29,897	29,897	40,599	-	-		44,998.05	36,228.30	8,769.75
Res/Commercial	1"	324	68	22,043.12	1.36	1.11	39,605	39,605	53,782	-	-		75,824.81	64,868.86	10,955.95
Commercial	1.5"	417	12	5,001.38	1.36	1.11	8,047	8,047	10,927	-	-		15,928.82	15,201.45	727.37
Commercial	2.0"	695	25	17,365.91	1.36	1.11	71,338	71,338	96,874	-	-		114,239.48	91,170.85	23,068.63
														-	-
Commercial	3.0"	3,242	1	3,241.64	1.36	1.11	230	230	312	-	-		3,553.96	3,175.44	378.52
Commercial	4.0"	4,862	2	9,724.91	1.36	1.11	4,335	4,335	5,887	-	-		15,611.63	17,624.30	(2,012.67)
Commercial	6.0"	6,946	1	6,946.36	1.36	1.11	35	35	48	-	-		6,993.89	6,503.80	490.09
Walkerton			2179	547,169.10			457151		620,789.11		-		1,167,958.22	1,045,279.75	122,678.47
													1,167,958.22		

SEWER RATES 2016 Annual Rates		Annual Rate	Times the Residential
Residential	3/4"	225.00	1%
Res Flat/No Meter	FLAT	709.00	3.15%
Commercial	3/4"	255.00	1.13%
Commercial	3/4" X 5/8"	225.00	1.00%
Res/Commercial	1"	315.00	1.40%
Commercial	1.5"	405.00	1.80%
Commercial	2.0"	676.00	3.00%
Commercial	3.0"	3,153.00	14.00%
Commercial	4.0"	4,729.00	21.00%
Commercial	6.0"	6,755.00	30.00%

2019 Using Calculated Costs		
Total Revenue 2018	Budget	1,138,737.16
Proposed Inc 2019	Budget	1,167,958.22
Difference		29,221.06
Percentage Increase		2.5661%

Percentage Increase

Sewage Rate required to meet expenditures-current budget

-

2017 Total Calc.
Increase/Decrease
2017 Total Calc.

1,167,958.22	Percentage Plus Minus	11.74%
122,678.47		
1,045,279.75		

UPDATE BUDGET CELLS FOR THIS	
Treatment Plant % Meter Revenue	89.00%
Collection System % Meter Revenue	11.00%
	100.00%

Ontario Building Code Administration

The Municipality's Building Services division authorizes all building construction and demolition in Brockton. The division is provincially mandated to administer and enforce the Ontario Building Code (OBC); provincial legislation requires staff to maintain certification to meet provincial standards, perform mandatory inspections, and issue permits within mandated time frames.

Building Services provides the following public services associated with the administration and enforcement of the OBC:

- Pre-permit consultation, plans examination, technical reviews and application processing.
- Issuance of permits within mandated time frames to ensure conformity to the OBC.
- On-site inspections to ensure conformity with approved permit drawings, specifications, the OBC and regulations.
- Response to all technical inquiries throughout building projects.
- Enforcement of OBC and initiation of legal proceedings as required.

These activities are completely funded by revenue generated from building permit and administration fees.

2019 initiatives

Our services

- Review permit and inspection processes to find efficiencies and enhancements.

Our people

- Recruit for upcoming retirement as part of succession plan
- Encourage staff involvement in departmental initiatives to enhance work place culture and improve service delivery.

Financial information

This budget represents a 12.06 per cent increase over 2018.

Table 12, Revenue trend 2017 to 2019 (OBCA)

Revenue	2017 actuals	2018 approved budget	2019 purposed budget	2019 budget change	2019 budget change
Licences & permits	(\$130,095)	(\$155,000)	(\$155,000)	\$0	0%
Reserve Fund	(\$0)	(\$0)	(\$17,699)	\$17,699	100%
Internal recoveries	(\$2,494)	(\$1,397)	(\$2,000)	(\$603)	3.00%
Total revenue	(\$132,589)	(\$156,397)	(\$174,699)	(\$18,302)	11.7%

Explanation of changes

- No increase in permit revenue is forecasted for 2019 as a reflection of market trends.

Table 13, Expenditure trend 2017 to 2019 (OBCA)

Expenditure	2017 actuals	2018 approved budget	2019 purposed budget	2019 budget change	2019 budget change
Wages	\$113,502	\$100,052	\$135,440	\$35,388	35.37%
Maintenance	\$808	\$1,300	\$1,300	\$0	0.00%
General Expenses	\$18,249	\$55,045	\$37,959	(\$17,086)	(31.04%)
Total expenditure	\$132,559	\$156,397	\$174,699	\$18,302	11.70%

Explanation of changes

- Increase in wages due to succession planning and recruitment of new building official
- \$33,258 decrease in general expenses due to removal of reserve fund transfer.

Reserve funds: Building Services OBC stabilization

The Building Code Act allows municipalities to establish permit fees to cover the cost of administering and enforcing the Building Code Act, and make reasonable contributions to a reserve fund. The reserve fund can be used to offset periods of lower building and construction activity, make service enhancements and cover unexpected expenses.

The following chart describes the purpose of the reserve, the forecasted 2018 year-end balance.

Reserve Fund	Description	Balance as of December 2018
Protective Inspection/Building	Funds that may only be used to help stabilize slow years in terms of building activity and permit revenue	\$55,900

MUNICIPALITY OF BROCKTON

5/31/2019

B1

MUNICIPALITIES SHARE ONLY

TOTAL

BUDGET	REVENUE	EXPENDITURES	NET
TAXATION	\$339,600	\$65,000	(\$274,600)
COUNCIL	\$0	\$156,321	\$156,321
GENERAL GOVERNMENT	\$2,276,245	\$2,041,124	(\$235,121)
HUMAN RESOURCE/HEALTH & SAFETY	\$0	\$174,043	\$174,043
FIRE - BROCKTON	\$459,524	\$1,407,227	\$947,703
EMERGENCY MEASURES	\$32,000	\$74,182	\$42,182
OPP	\$2,500	\$1,907,332	\$1,904,832
CONSERVATION AUTHORITY	\$0	\$178,683	\$178,683
PROTECTIVE INSPECTION-Pro Stand	\$0	\$38,585	\$38,585
PROTECTIVE INSPECTION-Animal	\$35,750	\$32,450	(\$3,300)
STREETS	\$3,782,411	\$6,768,739	\$2,986,327
WINTER CONTROL	\$0	\$380,000	\$380,000
STREET LIGHTS	\$115,000	\$333,770	\$218,770
MATERIALS MANAGE B & G	\$236,260	\$295,735	\$59,475
MATERIALS MANAGE WALK	\$222,750	\$316,297	\$93,547
MATERIALS MANAGE RECYCLING	\$8,100	\$163,750	\$155,650
PHYS RECRUITMENT/CLINIC	\$0	\$84,750	\$84,750
CEMETERY-WALKERTON	\$39,094	\$67,588	\$28,494
CEMETERY-STARKVALE	\$4,932	\$8,167	\$3,235
BROCKTON CHILD CARE	\$1,423,130	\$1,493,904	\$70,774
RECREATION-ADMINISTRATION	\$0	\$366,863	\$366,863
RECREATION-CDCF	\$962,452	\$963,952	\$1,500
RECREATION-PARKS	\$146,934	\$470,564	\$323,630
RECREATION-POOL	\$101,500	\$221,065	\$119,565
RECREATION-COMMUNITY CENTRE	\$535,522	\$982,700	\$447,178
RECREATION-LOBIES	\$34,500	\$43,428	\$8,928
RECREATION-PLAYGROUND	\$60,000	\$54,819	(\$5,181)
RECREATION-PROGRAMS	\$95,000	\$73,240	(\$21,760)
RECREATION-SOCCER	\$74,000	\$217,654	\$143,654
LIBRARY -- Walkerton	\$92,750	\$135,565	\$42,815
LIBRARY -- Cargill	\$14,000	\$17,925	\$3,925
HERITAGE	\$3,060	\$16,390	\$13,330
PLANNING & DEVELOPMENT	\$984,000	\$1,112,973	\$128,973
EDC	\$27,000	\$205,464	\$178,464
ERBP	\$368,070	\$426,918	\$58,848
TOTAL	\$12,476,084	\$21,297,168	\$8,821,083

Gross

\$8,821,083

MUNICIPALITY OF BROCKTON

5/31/2019

B2

MUNICIPALITIES SHARE ONLY

OPERATING

BUDGET	REVENUE	EXPENDITURES	NET
TAXATION	\$339,600	\$65,000	(\$274,600)
COUNCIL	\$0	\$156,321	\$156,321
GENERAL GOVERNMENT	\$2,276,245	\$2,041,124	(\$235,121)
HUMAN RESOURCE/HEALTH & SAFETY	\$0	\$174,043	\$174,043
FIRE - BROCKTON	\$109,524	\$1,008,727	\$899,203
EMERGENCY MEASURES	\$0	\$42,182	\$42,182
OPP	\$2,500	\$1,907,332	\$1,904,832
CONSERVATION AUTHORITY	\$0	\$178,683	\$178,683
PROTECTIVE INSPECTION-Pro Stand	\$0	\$38,585	\$38,585
PROTECTIVE INSPECTION-Animal	\$35,750	\$32,450	(\$3,300)
STREETS	\$240,600	\$3,504,739	\$3,264,139
WINTER CONTROL	\$0	\$380,000	\$380,000
STREET LIGHTS	\$0	\$183,770	\$183,770
MATERIALS MANAGE B & G	\$236,260	\$295,735	\$59,475
MATERIALS MANAGE WALK	\$222,750	\$316,297	\$93,547
MATERIALS MANAGE RECYCLING	\$8,100	\$163,750	\$155,650
PHYS RECRUITMENT/CLINIC	\$0	\$84,750	\$84,750
CEMETERY-WALKERTON	\$39,094	\$67,588	\$28,494
CEMETERY-STARKVALE	\$4,932	\$8,167	\$3,235
BROCKTON CHILD CARE	\$1,363,130	\$1,433,904	\$70,774
RECREATION-ADMINISTRATION	\$0	\$366,863	\$366,863
RECREATION-CDCF	\$134,700	\$136,200	\$1,500
RECREATION-PARKS	\$45,600	\$316,864	\$271,264
RECREATION-POOL	\$69,000	\$156,065	\$87,065
RECREATION-COMMUNITY CENTRE	\$342,200	\$709,378	\$367,178
RECREATION-LOBIES	\$34,500	\$43,428	\$8,928
RECREATION-PARKGROUND	\$60,000	\$54,819	(\$5,181)
RECREATION-PROGRAMS	\$90,000	\$68,240	(\$21,760)
RECREATION-SOCCER	\$4,000	\$147,654	\$143,654
LIBRARY -- Walkerton	\$42,750	\$75,565	\$32,815
LIBRARY -- Cargill	\$14,000	\$17,925	\$3,925
HERITAGE	\$3,060	\$16,390	\$13,330
PLANNING & DEVELOPMENT	\$984,000	\$1,112,973	\$128,973
EDC	\$27,000	\$205,464	\$178,464
ERBP	\$333,070	\$391,918	\$58,848
TOTAL	\$7,062,365	\$15,902,894	\$8,840,529

Gross

\$8,840,529

MUNICIPALITY OF BROCKTON

5/31/2019

B3

MUNICIPALITIES SHARE ONLY

CAPITAL

BUDGET	REVENUE	EXPENDITURES	NET
TAXATION	\$0	\$0	\$0
COUNCIL	\$0	\$0	\$0
GENERAL GOVERNMENT	\$0	\$0	\$0
FIRE - BROCKTON	\$350,000	\$398,500	\$48,500
EMERGENCY MEASURES	\$32,000	\$32,000	\$0
OPP	\$0	\$0	\$0
CONSERVATION AUTHORITY	\$0	\$0	\$0
PROTECTIVE INSPECTION-Pro Stand	\$0	\$0	\$0
PROTECTIVE INSPECTION-Animal	\$0	\$0	\$0
STREETS	\$3,541,811	\$3,264,000	(\$277,811)
WINTER CONTROL	\$0	\$0	\$0
STREET LIGHTS	\$115,000	\$150,000	\$35,000
MATERIALS MANAGE B & G	\$0	\$0	\$0
MATERIALS MANAGE WALK	\$0	\$0	\$0
MATERIALS MANAGE RECYCLING	\$0	\$0	\$0
PHYS RECRUITMENT/CLINIC	\$0	\$0	\$0
CEMETERY-WALKERTON	\$0	\$0	\$0
CEMETERY-STARKVALE	\$0	\$0	\$0
BROCKTON CHILD CARE	\$60,000	\$60,000	\$0
RECREATION-ADMINISTRATION	\$0	\$0	\$0
RECREATION-CDCF	\$827,752	\$827,752	\$0
RECREATION-PARKS	\$101,334	\$153,700	\$52,366
RECREATION-POOL	\$32,500	\$65,000	\$32,500
RECREATION-COMMUNITY CENTRE	\$193,322	\$273,322	\$80,000
RECREATION-LOBIES	\$0	\$0	\$0
RECREATION-PLAYGROUND	\$0	\$0	\$0
RECREATION-PROGRAMS	\$5,000	\$5,000	\$0
RECREATION-SOCCER	\$70,000	\$70,000	\$0
LIBRARY -- Walkerton	\$50,000	\$60,000	\$10,000
LIBRARY -- Cargill	\$0	\$0	\$0
HERITAGE	\$0	\$0	\$0
PLANNING & DEVELOPMENT	\$0	\$0	\$0
EDC	\$0	\$0	\$0
ERBP	\$35,000	\$35,000	\$0
TOTAL	\$5,413,719	\$5,394,274	(\$19,445)

Gross

(\$19,445)
\$0