

**The Corporation of the Town of Greater Napanee
By-law No. 2020-0001**

A By-law to Adopt the 2020 Greater Napanee Utilities Water and Sewer Services Operating and Capital Budgets and the 2020 Impost Fees and to Amend By-law No. 2011-07 (A By-law Respecting Water and Sewage Service Charges in the Town of Greater Napanee), as amended

WHEREAS The Corporation of The Town of Greater Napanee (the "Town") owns, operates and maintains the A.L. Dafoe Water Works and the Sandhurst Shores Water Works;

AND WHEREAS the Town owns, operates and maintains the Greater Napanee Sewage Works;

AND WHEREAS Section 11(3) of the *Municipal Act, 2001*, S.O. 2001, Chapter 25 authorizes the Town to pass by-laws respecting public utilities that includes water and sewage works and services;

AND WHEREAS Section 391(1) and (2) of the *Municipal Act, 2001*, authorizes the Town to pass by-laws imposing fees or charges on any class of persons for services or activities provided or done by or on behalf of the Town and for capital costs payable by the Town for sewage and water services which the Town will provide to those persons after the fees and charges are imposed;

AND WHEREAS Council of the Town passed By-law No. 2011-07, being a by-law respecting water and sewage service charges in the Town of Greater Napanee on January 25, 2011, as amended;

AND WHEREAS Council deems it expedient to amend the said by-law to modify fees charged for water and sewage services;

NOW THEREFORE the Council of The Corporation of the Town of Greater Napanee hereby enacts as follows:

1. That the 2020 Greater Napanee Utilities Operating and Capital Budgets, attached hereto as Schedule 'A' to this by-law, be hereby adopted.
2. That the 2020 Greater Napanee Utilities Impost Rates, attached hereto as Schedule 'B' to this by-law, be hereby adopted.
3. That Schedule '1' of By-law No. 2011-07 - Water Service Charges, as amended by By-law No. 2019-0014, be amended by deleting said Schedule '1' and replacing it with the Schedule '1' attached hereto and forming part of this by-law.

4. That Schedule '2' of By-law No. 2011-07 - Sewer Service Charges, as amended by By-law No. 2019-0014, be amended by deleting said Schedule '2' and replacing it with the Schedule '2' attached hereto and forming part of this by-law.
5. That Schedule '3' of By-law No. 2011-07 - Water and Sewer Billing and Collection Charges, as amended by By-law No. 2019-0014, be amended by deleting said Schedule '3' and replacing it with the Schedule '3' attached hereto and forming part of this by-law.
6. That Schedule '4' of By-law No. 2011-07 - Miscellaneous Water and Sewer Service Charges, as amended by By-law No. 2019-0014, be amended by deleting said Schedule '4' and replacing it with the Schedule '4' attached hereto and forming part of this by-law.
7. That any by-law or part thereof that conflicts with this by-law shall be hereby repealed.
8. This by-law shall come into force and take effect on the date it is finally passed.

Read a first and second time and finally passed this 14th day of January 2020.



Marg Isbester, Mayor



Susan Beckel, Clerk

**Schedule 'A' to By-law No. 2020-0001
2020 Greater Napanee Utilities Operating and Capital Budgets
(Pages 4 to 7)**

Greater Napanee Utilities 2020 Operating Budget

Line	Account	Account Description	2019 Budget	2019 Projected YE	2020 Budget	2020 Variance Over 2019 Budget
1	01-5-4000-(1023-<9004)	Administration Expenditures (exc. debentures)	\$296,300	\$282,313	\$288,110	-\$8,190
2	01-5-4000-9004	Transfer to Capital Reserve	\$524,760	\$524,760	\$550,000	\$25,240
3	01-5-4050-(3011-4018)	Utilities Garage (equipment, vehicles, JH&S)	\$102,500	\$96,681	\$99,500	-\$3,000
4	01-5-4100-(3011-4018)	Water Pollution Control Plant (WPCP)	\$414,400	\$412,568	\$416,810	\$2,410
5	01-5-4101-4001	Waste Water Collection Flushing	\$25,000	\$25,000	\$25,000	\$0
6	01-5-4110-(3015-4001)	Waste Water Collection Mains	\$49,140	\$44,034	\$50,050	\$910
7	01-5-4111-(3014-4001)	Waste Water Collection Clarksville Station	\$3,280	\$3,030	\$3,280	\$0
8	01-5-4112-(3014-4001)	Waste Water Collection EnviroPark Dump Station	\$0	\$0	\$0	\$0
9	01-5-4113-(3013-4001)	Waste Water Collection Grange	\$5,290	\$6,208	\$4,750	-\$540
10	01-5-4114-(3013-4001)	Waste Water Collection Hwy#2	\$14,480	\$13,741	\$13,740	-\$740
11	01-5-4115-(3014-4018)	Waste Water Collection Hwy#41	\$11,730	\$16,392	\$11,930	\$200
12	01-5-4116-(3032-4018)	Waste Water Collection Napier	\$1,000	\$1,911	\$1,000	\$0
13	01-5-4117-(3013-4018)	Waste Water Collection Victoria	\$6,365	\$5,186	\$5,625	-\$740
14	01-5-4118-4000	Waste Water Treatment Lagoons	\$95,000	\$95,000	\$95,000	\$0
15	01-5-4119-(3014-4001)	Waste Water Collection Jim Kimmitt	\$2,280	\$2,574	\$2,140	-\$140
16	01-5-4120-(3014-4000)	Waste Water Collection EnviroPark Dump Station	\$4,400	\$5,826	\$4,300	-\$100
17	01-5-4170-(1023-4001)	Waste Water Collection Sewer Service Repairs	\$45,700	\$40,692	\$45,700	\$0
18	01-5-4300-(1023-4001)	Water Distribution Water Mains	\$59,850	\$59,850	\$59,850	\$0
19	01-5-4301-(3015-3032)	Water Distribution Water Meters	\$4,000	\$2,250	\$4,000	\$0
20	01-5-4302 (n/a)	Water Distribution Lead Testing	\$0	\$0	\$0	\$0
21	01-5-4304-3014	Water Distribution Centre Street Bridge	\$0	\$0	\$0	\$0
22	01-5-4306-(3014-4018)	Water Distribution Bulk Loading Station	\$1,750	\$1,300	\$1,650	-\$100
23	01-5-4307-3029	Quarry	\$5,310	\$6,318	\$6,450	\$1,140
24	01-5-4308-(3014-3038)	Water Distribution Reservoir	\$3,270	\$1,941	\$2,800	-\$470
25	01-5-4309-(3011-4018)	Water Distribution Tower	\$6,675	\$5,525	\$6,290	-\$385
26	01-5-4310-(3011-4018)	A.L. Dafoe Water Treatment Plant	\$275,025	\$257,167	\$272,200	-\$2,825
27	01-5-4311-(3014-3038)	Water Distribution Branden Booster Station	\$22,250	\$20,157	\$22,250	\$0
28	01-5-4312-(3014-4001)	Water Treatment Lake Station	\$95,725	\$92,710	\$94,425	-\$1,300
29	01-5-4313-(3014-3038)	Water Distribution McCabe Booster Station	\$5,700	\$4,600	\$5,700	\$0
30	01-5-4314-(3014-8001)	Water Distribution Water Storage Tank	\$3,200	\$2,110	\$3,200	\$0
31	01-5-4320-(3011-4018)	Sandhurst Shores Water Treatment Plant	\$64,450	\$59,141	\$62,350	-\$2,100
32	01-5-4370-(3015-4001)	Water Distribution Water Service Repairs	\$55,200	\$52,200	\$55,200	\$0
33	01-5-4380-(3015-4007)	Water Distribution Hydrants	\$4,750	\$7,457	\$5,750	\$1,000
Total			\$2,208,780	\$2,148,642	\$2,219,050	\$10,270
			2019 Budget	2019 Projected YE	2020 Budget	
						Variance Over 2019 Budget (%)
						0.5
						Variance Over 2019 Projected YE (%)
						3.3
						Projected YE vs 2019 Budget
						-\$60,132

Greater Napanee Utilities 2020 Salaries and Benefits

Line	Account	Account Description	2019 Budget	2019 Projected YE	2020 Budget	2020 Variance Over 2019 Budget
1	01-5-4000-(1001-1009)	Administration Expenditures	\$685,168	\$579,632	\$655,879	-\$29,289
2	01-5-4003-(1001-1009)	Engineering Locates and Inspections	\$0	\$0	\$0	\$0
3	01-5-4050 (n/a)	Utilities Garage (equipment, vehicles, JH&S)	\$0	\$0	\$0	\$0
4	01-5-4100-(1001-1009)	Water Pollution Control Plant (WPCP)	\$207,627	\$193,197	\$218,611	\$10,984
5	01-5-4101-(1001-1009)	Waste Water Collection Flushing	\$0	\$0	\$0	\$0
6	01-5-4110-(1001-1009)	Waste Water Collection Mains	\$15,942	\$23,796	\$26,923	\$10,981
7	01-5-4111 (n/a)	Waste Water Collection Clarksville Station	\$0	\$0	\$0	\$0
8	01-5-4112 (n/a)	Waste Water Collection EnviroPark Lane	\$0	\$0	\$0	\$0
9	01-5-4113 (n/a)	Waste Water Collection Grange	\$0	\$0	\$0	\$0
10	01-5-4114 (n/a)	Waste Water Collection Hwy#2	\$0	\$0	\$0	\$0
11	01-5-4115 (n/a)	Waste Water Collection Hwy#41	\$167	\$0	\$0	-\$167
12	01-5-4116 (n/a)	Waste Water Collection Napier	\$0	\$0	\$0	\$0
13	01-5-4117 (n/a)	Waste Water Collection Victoria	\$0	\$0	\$0	\$0
14	01-5-4118 (n/a)	Waste Water Treatment Lagoons	\$0	\$0	\$0	\$0
15	01-5-4119 (n/a)	Waste Water Collection Jim Kimmitt	\$0	\$0	\$0	\$0
16	01-5-4120 (n/a)	Waste Water Collection EnviroPark Dump Station	\$0	\$0	\$0	\$0
17	01-5-4170 (n/a)	Waste Water Collection Sewer Service Repairs	\$0	\$0	\$0	\$0
18	01-5-4300-(1001-1009)	Water Distribution Water Mains	\$268,878	\$250,594	\$283,561	\$14,683
19	01-5-4301-(1001-1009)	Water Distribution Water Meters	\$45,223	\$41,394	\$46,610	\$1,387
20	01-5-4302-(1001-1009)	Water Distribution Lead Testing	\$0	\$0	\$0	\$0
21	01-5-4304-3014 (n/a)	Water Distribution Centre Street Bridge	\$0	\$0	\$0	\$0
22	01-5-4306 (n/a)	Water Distribution Bulk Loading Station	\$0	\$0	\$0	\$0
23	01-5-4307-3029 (n/a)	Quarry	\$0	\$0	\$0	\$0
24	01-5-4308 (n/a)	Water Distribution Reservoir	\$0	\$0	\$0	\$0
25	01-5-4309 (n/a)	Water Distribution Tower	\$0	\$0	\$0	\$0
26	01-5-4310-(1001-1009)	A.L. Defoe Water Treatment Plant	\$248,395	\$231,754	\$262,245	\$13,850
27	01-5-4311 (n/a)	Water Distribution Branden Booster Station	\$333	\$0	\$0	-\$333
28	01-5-4312 (n/a)	Water Treatment Lake Station	\$35	\$0	\$0	-\$35
29	01-5-4313 (n/a)	Water Distribution McCabe Booster Station	\$0	\$0	\$0	\$0
30	01-5-4320-(1001-1009)	Sandhurst Shores Water Treatment Plant	\$37,923	\$32,702	\$37,009	-\$914
31	01-5-4370 (n/a)	Water Distribution Water Service Repairs	\$160	\$0	\$0	-\$160
32	01-5-4380-(1001-1009)	Water Distribution Hydrants	\$26,027	\$31,258	\$35,365	\$9,338
	Total		\$1,535,878	\$1,384,127	\$1,566,204	\$30,326

Variance Over 2019 Budget (%)	1.97
2019 Projected Y.E. Variance	\$153,731

Greater Napanee Utilities 2020 Capital Expenditures

Line	Item	2019 Budget	2019 Projected YE	2020 Budget	2020 Variance Over 2019 Budget
1	Inground Works (including engineering)	\$1,583,814	\$1,547,032	\$1,100,000	-\$483,814
2	Vehicle Replacement	\$40,000	\$44,320	\$44,000	\$4,000
3	WPCP Sludge Loading Pump Replacement	\$0	\$0	\$0	\$0
4	Brandon Booster Station Generator	\$0	\$0	\$0	\$0
5	Water Meters	\$80,000	\$113,002	\$115,000	\$35,000
7	Water Pollution Control Plant Gas Sensors	\$5,000	\$5,000	\$0	-\$5,000
8	Raw Water Reservoir Liner Replacement	\$200,000	\$657	\$475,000	\$275,000
9	A.L. Dafoe WTP River Intake Improvements	\$0	\$0	\$100,000	\$100,000
10	Adlm Billing Software Upgrades (\$10K)	\$0	\$0	\$0	\$0
11	Fire Hydrant Improvements - Storz Connections	\$0	\$0	\$0	\$0
12	A.L. Dafoe WTP Roof	\$0	\$0	\$35,000	\$35,000
13	WPCP Upgrades	\$500,000	\$305,274	\$700,000	\$200,000
14	Sewer Use By-law Sampler	\$9,000	\$9,000	\$0	-\$9,000
15	WPCP Heat Exchanger	\$89,000	\$116,457	\$0	-\$89,000
16	Highway #2 Pump Replacement	\$18,000	\$16,448	\$0	-\$18,000
17	Sandhurst Shores Flooring	\$30,000	\$28,101	\$0	-\$30,000
18	A.L. Dafoe WTP HVAC System Repairs	\$0	\$13,785	\$0	\$0
19	Sewage Pump Station Upgrades - Enviro Park	\$0	\$0	\$10,000	\$10,000
	TOTAL	\$2,554,814	\$2,199,076	\$2,579,000	\$24,186

Projects Considered for 2020		2019 Budget	2020 Total
		\$2,554,814.00	\$2,579,000.00

Greater Napanee Utilities 2020 Projected Revenue

Line	Account	Account Description	2019 Budget	2019 Projected YE	2020 Budget @ 2.1%	2020 Variance Over 2019 Budget
1	01-4-4000-0013	Sewer Charges - Commercial	\$553,997	\$653,412	\$667,134	\$113,137
2	01-4-4000-0014	Sewer Charges - Residential	\$1,096,262	\$1,147,485	\$1,171,582	\$75,320
3	01-4-4000-0015	Water Charges - Commercial	\$623,833	\$670,694	\$684,779	\$60,945
4	01-4-4000-0016	Water Charges - Residential	\$1,000,079	\$1,046,273	\$1,068,245	\$68,165
5	01-4-4000-0018	Hydrant Flushing (actual in line 15)	\$0	\$0	\$0	\$0
6	01-4-4000-0019	Penalty and Interest	\$45,000	\$50,928	\$45,000	\$0
7	01-4-4000-0033	Hydrant, Sprinklers and Sump Pumps	\$44,018	\$46,354	\$47,327	\$3,310
8	01-4-4000-0035	Capital Surcharge	\$1,052,844	\$1,174,105	\$1,198,761	\$145,917
9	01-4-4000-0037	Maintenance Surcharge	\$1,052,844	\$1,174,105	\$1,198,761	\$145,917
10	01-4-4000-1003	Grant - Federal	\$0	\$0	\$0	\$0
11	01-4-4000-1004	Grant - Ontario Specific	\$0	\$0	\$0	\$0
12	01-4-4000-1007	Interest - Bank (included in capital and maintenance reserves)	\$0	\$0	\$0	\$0
13	01-4-4000-1024	Cost Recovered Termination/Residential	\$15,000	\$16,815	\$15,000	\$0
14	01-4-4000-1025	Cost Recovered Camera Inspections	\$1,500	\$1,851	\$1,500	\$0
15	01-4-4000-1026	Special Recoveries (does not include 09-4-1505-1006 capital grants)	\$2,405	\$1,751	\$1,800	-\$605
16	01-4-4000-1028	Rents	\$8,235	\$8,293	\$8,376	\$141
17	09-4-4301-1046	Water Meter Sales (offsets any variances in capital purchases)	\$25,000	\$36,318	\$25,000	\$0
18	01-4-4000-9002	Transfer from Capital/Maintenance Surplus *required to fund Capital Projects	\$600,000	\$0	\$0	-\$600,000
19	01-4-4000-9004	Transfer from Impost Reserves	\$0	\$0	\$0	\$0
20	01-4-4000-0015	Bulk Water Sales	\$90,000	\$105,021	\$105,000	\$15,000
21	01-4-4000-0015	Medium Fill Station	\$8,000	\$15,980	\$12,000	\$4,000
22	01-4-4120-0032	Septage	\$27,287	\$13,098	\$13,373	-\$13,914
23	01-4-4120-0032	Leachate	\$51,619	\$51,740	\$100,000	\$48,381
24	01-4-4309-1025	Cost Recovery for Hydro (Utilities Kingston)	\$1,550	\$1,096	\$1,200	-\$350
Total			\$6,299,472	\$6,215,319	\$6,364,838	\$65,366

Variance Over 2019 Budget (%)	1.0
Variance Over 2019 Projected YE (%)	2.4
Projected YE vs 2019 Budget	984.153

Schedule 'B' to By-law No. 2020-0001

Greater Napanee Utilities 2020 Impost Rates		
	Residential	Water and Sewer Rates
1	Each dwelling unit of a building with three or less dwelling units	\$4,585.02/dwelling unit
2	First three dwelling units of a building have four or more dwelling units	\$13,755.06
3	Each additional dwelling unit of a building with four or more dwelling units larger than 93 m ²	\$4,127.72/dwelling unit
4	Each additional dwelling unit of a building with four or more dwelling units of 70 m ² to 93m ²	\$3,670.42/dwelling unit
5	Each additional dwelling unit of a building with four or more dwelling units smaller than 70 m ²	\$3,213.13/dwelling unit
6	Each dwelling unit of a building subsidized and constructed exclusively for senior citizens	\$2,346.66/dwelling unit
7	Mobile homes	\$2,346.66/pad
	Non Residential, Commercial, Industrial, Institutional and Educational	Water and Sewer Rates
8	(The rates below apply to floor space below ground level with public access)	
9	Each institutional bed	\$1,377.91/bed
10	Each hotel or Motel like accommodation (note that areas used as lobbies, offices, fitness facilities and commercial space are subject to commercial rates.)	\$878.49/bedroom
11	Floor area up to 1,850 m ² including space below ground level with public access	\$9.21/m ²
12	Additional floor area between 1,850 m ² and 3,700 m ² including space below ground level with public access	\$4.63/m ²
13	Additional floor area greater than 3700 m ² including space below ground level with public access	\$2.35/m ²
14	Minimum for non-residential, commercial, industrial and educational	\$2,190.22
15	Maximum for non-residential, commercial, industrial and educational	\$43,804.40
	These rates above are the minimums that shall apply. The Town may impose further charges where it is considered that water consumption and/or sewage discharge will have a significant impact upon the water and/or sewage systems.	

Schedule 1 to By-law No. 2011-07 as amended by By-law No. 2020-0001

WATER SERVICE CHARGES

Water Consumption Charges

	<u>Water Rate</u>
Residential	\$1.00/m ³
<u>Industrial/Commercial</u>	
0 to 1,000 m ³	\$1.00/m ³
greater than 1,000 m ³	87¢/m ³

Water Service Base Charges for Two Month Billing Period

<u>Water Meter Size</u>	<u>Bi-Monthly Base Rate</u>
	<u>Water</u>
20mm or less (3/8")	\$30.60
25mm (1")	\$43.98
32mm (1 ¼")	\$73.77
37mm (1 ½")	\$98.49
50mm (2")	\$177.94
75mm (3")	\$266.49
100mm (4")	\$355.33
150mm (6") or larger	\$398.65

Note: Where multiple meters are present in one facility, the base rate charge (only one) shall be based upon the largest meter size for water and/or sewer plus \$21.37 for each extra meter, provided that the billing for each meter is sent to one individual customer, and that the meters service facilities within the same rate class (that is to say, only residential or only industrial/commercial/institutional). Meters serving multiple rate classes shall be billed at residential rates. Rate classes are as assessed in the municipal tax roll, in accordance with the *Assessment Act*, R.S.O. 1990, A31.

Schedule 2 to By-law No. 2011-07 as amended by By-law No. 2020-0001
SEWER SERVICE CHARGES
Sewer Consumption Charges

	<u>Sewer Rate</u> <u>(See note below)</u>
Residential	\$1.29/m ³
<u>Industrial/Commercial</u>	
0 to 1,000 m ³	\$1.29/m ³
more than 1,000 m ³	\$1.11/m ³

Note: Sewer charges will be based on metered water consumption, unless a separate sewage meter is installed. Where residential customers are connected to the sewer only - no meter, a rate of 2m³/day will be applied.

Sewer Service Base Charges for Two Month Billing Period

<u>Water Meter Size</u>	<u>Bi Monthly Base Rate</u>
	<u>Sewer</u>
20mm or less	\$30.60
25mm (1")	\$43.98
32mm (1 ¼")	\$78.73
37mm (1 ½")	\$106.20
50mm (2")	\$193.11
75mm (3")	\$289.67
100mm (4")	\$386.22
150mm (6") or larger	\$435.90

Note: Where multiple meters are present in one facility, the base rate charge (only one) shall be based upon the largest meter size for water and/or sewer plus \$21.37 for each extra meter, provided that the billing for each meter is sent to one individual customer, and that the meters service facilities within the same rate class (that is to say only residential or only industrial/commercial/institutional). Meters serving multiple rate classes shall be billed at residential rates. Rate classes are as assessed in the municipal tax roll, in accordance with the *Assessment Act*, R.S.O. 1990, A31.

Schedule 3 to By-law No. 2011-07 as amended by By-law No. 2020-0001**WATER AND SEWER BILLING AND COLLECTION CHARGES**
(subject to tax where applicable)**Temporary Service Disconnection or Restoration**

	<u>Off</u>	<u>On</u>
During Town business hours	\$42.86	\$42.86
After normal Town business hours	N/A	\$42.86 + \$60.00 surcharge

Schedule 4 to By-law No. 2011-07 as amended by By-law No. 2020-0001

MISCELLANEOUS WATER AND SEWAGE SERVICE CHARGES
(subject to tax where applicable)

Residential Services without Meters

- \$175.21/30 day period or part thereof - Water Only
- \$394.24/30 day period or part thereof - Water & Sewer

Fire Protection

- \$85.54/Bi-monthly - fire hydrant, fire stand pipes or sprinkler systems
- \$102.29/private hydrant for annual inspections upon request

Temporary Service Connection

- No charge for the first one day use
- \$40.68/day for services less than 50mm

Hydrant Use (Non-Fire Related)

- As per by-law plus commercial water use charges apply

Bulk Water

- \$2.30/m³ - metered consumption
- \$50.06/month, minimum charge
- \$50.06/load - assisted loading
- \$2.00/m³ - medium fill station

Account Changes at Customer's Request and Meter Reading

- \$37.54/event

Temporary Service Disconnection or Restoration

- \$42.86 includes meter reading (\$60 surcharge for services after normal business hours)

Services Rendered

- Cost plus 5% (+ HST if applicable)

Sewer Video Inspection

- \$64.38

New Water Meter and Appurtenances

- Cost with installation at customer's expense

Accounts in Arrears

- 10% one-time charge on billed amount

Transaction History/Copy of Bill

- \$5.00

**Schedule 4 to By-law No. 2011-07 as amended by By-law No. 2020-0001
(continued)**

Surcharges

Maintenance Reserve Fund	33⅓% of Water and Sewer Charges
Major Capital Reserve Fund	33⅓% of Water and Sewer Charges
TSS in excess of 350 mg/l	\$0.77/kg
Phenol in excess of 1mg/l	\$0.77/kg
BOD in excess of 300 mg/l	\$0.77/kg
Phosphorous in excess of 10 mg/l	\$13.67/kg
TKN in excess of 100 mg/l	\$3.05/kg
Leachate	COD \$0.38/kg & Volume \$8.90/m ³
Holding Tank	\$5.60/m ³
Septic Tank	\$8.90/m ³
Sump Pump 1/6 hp	\$56.27/Bi-monthly
Sump Pump ¼ hp	\$82.99/Bi-monthly
Sump Pump 1/3 hp	\$110.64/Bi-monthly