



**THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD**

**BY-LAW No. 2019-75**

**A BY-LAW TO ADOPT THE 2020 SANITARY SEWER SYSTEM  
OPERATING AND CAPITAL BUDGETS**

**WHEREAS** it is necessary for the Council of the Township of Southwold, pursuant to Section 290 (1) of the Municipal Act 2001, S.O. 2001, c.25, to prepare and adopt a budget including estimates of all sums required during the year for the purposes of the municipality;

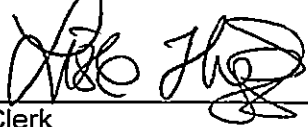
**AND WHEREAS** the Council for the Township of Southwold desires to adopt Operating and Capital Budgets for the Southwold Sanitary Sewer System.

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD ENACTS AS FOLLOWS:**

1. That the 2020 Sanitary Sewer System Operating Budget, attached as Schedule "A", and forming part of this by-law, is hereby adopted.
2. That the 2020 Sanitary Sewer System Capital Budget, attached as Schedule "B", and forming part of this by-law, is hereby adopted.

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND  
FINALLY PASSED THIS 25<sup>th</sup> DAY OF NOVEMBER, 2019.**

  
\_\_\_\_\_  
Mayor  
Grant Jones

  
\_\_\_\_\_  
Clerk  
Lisa Higgs

Schedule "A"

**Sanitary Operating**

Sanitary Operating	Account	2018 Budget	2018 Actual	2019 Budget	2019 Actual YTD	2020 Budget	\$ Variance	% Variance	2021 Budget	2022 Budget	Notes
<b>Revenue</b>											
	Sewer Fees - Net Capital Portion			(\$36,837)		(\$50,000)	(\$13,163)	35.73%	(\$51,500)	(\$53,045)	Ferndale/Lynhurst - offset below with Transfer to Reserve
01-4411-0385	Sewer Fees - WWTP Operating Portion	(\$35,764)	(\$17,908)	(\$36,837)	(\$18,745)	(\$46,649)	(\$9,811)	26.63%	(\$102,369)	(\$158,160)	
01-4411-0383	Sewer Investment Income	(\$2,000)	(\$1,911)	(\$2,000)	\$0	(\$2,000)	\$0	0.00%	(\$2,060)	(\$2,122)	Reserve Interest - offset below with Transfer to Reserve
01-4411-0611	Transfer from sewer reserve	\$0	(\$100,804)	\$0	\$0	\$0	\$0	0.00%	\$0	\$0	
	<b>Total Revenue</b>	<b>(\$37,764)</b>	<b>(\$120,624)</b>	<b>(\$75,674)</b>	<b>(\$212,388)</b>	<b>(\$98,649)</b>	<b>(\$22,974)</b>	<b>30.36%</b>	<b>(\$155,929)</b>	<b>(\$213,327)</b>	
<b>Expenses</b>											
01-4411-1112	Rds Wages	\$0	\$0	\$0	\$0	\$1,500	\$1,500	0.00%	\$1,545	\$1,591	Site Maint, Driveway
01-4411-1220	Training	\$0	\$1,460	\$0	\$0	\$500	\$500	0.00%	\$515	\$530	Misc. Training
01-4411-2120	Utilities	\$0	\$30,240	\$0	\$18,980	\$32,000	\$32,000	0.00%	\$32,960	\$33,949	
01-4411-2140	Materials Supplies	\$0	\$17,671	\$0	\$10,551	\$15,000	\$15,000	0.00%	\$15,450	\$15,914	Consumables
01-4411-2180	Property maintenance	\$0	\$0	\$0	\$770	\$1,500	\$1,500	0.00%	\$1,545	\$1,591	
01-4411-2700	Rds Machine Time to Talbotville Sewer	\$0	\$0	\$0	\$85	\$1,000	\$1,000	0.00%	\$1,030	\$1,061	Site Maint, Driveway
01-4411-3140	Insurance	\$0	\$1,872	\$0	\$47	\$2,500	\$2,500	0.00%	\$2,575	\$2,652	
01-4411-3160	System Maintenance	\$0	\$6,380	\$0	\$1,221	\$20,000	\$20,000	0.00%	\$20,600	\$21,218	includes annual items as per OCWA Recommendations \$13,200
01-4411-3300	Contracted Services	\$0	\$44,722	\$0	\$29,364	\$38,000	\$38,000	0.00%	\$39,140	\$40,314	OCWA \$32,500 (1.7% Inc)+ ORO \$3,000, Waste Coll \$1,000,
01-4411-3302	Wastewater Testing	\$0	\$8,510	\$0	\$6,521	\$9,000	\$9,000	0.00%	\$9,270	\$9,548	Based on Actuals
01-4411-4200	Plans and studies	\$0	\$7,857	\$0	\$0	\$13,500	\$13,500	0.00%	\$13,905	\$14,322	Rate Study 50% of overall rate study costs over 2019 and 2020 \$54,000 total
01-4411-6100	Transfer to sewer reserve	\$37,764	\$0	\$38,837	\$0	\$52,000	\$13,163	33.89%	\$53,560	\$55,167	investment int and quarterly charges transferred to reserve-FERNDAL/LYNHURST S
	<b>Total Expenses</b>	<b>\$37,764</b>	<b>\$118,712</b>	<b>\$38,837</b>	<b>\$327,552</b>	<b>\$186,500</b>	<b>\$147,663</b>	<b>380.21%</b>	<b>\$192,095</b>	<b>\$197,858</b>	
	<b>Net Operating (Revenue)/Expense</b>	<b>(\$0)</b>	<b>(\$1,911)</b>	<b>(\$36,837)</b>	<b>\$115,165</b>	<b>\$87,852</b>	<b>\$124,689</b>	<b>338.49%</b>	<b>\$36,166</b>	<b>(\$15,469)</b>	

**Schedule "B"**

**Sewer Capital - Not Raised from Tax Levy**

Capital Items and Projects	Budget	Funding Source		Notes
		Reserve	Other	
<b>2020 Capital</b>				
Talbot Meadows Subdivision - Engineering	\$25,000	\$25,000		Sewer Reserve
Lynhurst Reconstruction				Sewer Reserve -if needed during reconstruction
OCWA Recommendations	\$38,500	\$38,500		Sewer Reserve
Acoustic Audit - failed in 2018, needs to be redone	\$5,000	\$5,000		Sewer Reserve
Forcemain from 2019	\$1,300,000		\$1,300,000	To be funded by future connections
<b>2020 Total</b>	<b>\$1,368,500</b>	<b>\$68,500</b>	<b>\$1,300,000</b>	
<b>2021 Capital</b>				
Talbot Meadows Reconstruction - install Sewers	\$920,000		\$920,000	To be funded by future connections
OCWA Recommendations	\$13,500	\$13,500		Sewer Reserve
<b>2021 Total</b>	<b>\$933,500</b>	<b>\$13,500</b>	<b>\$920,000</b>	
<b>2022 Capital</b>				
OCWA Recommendations	\$5,500	\$5,500		Sewer Reserve
<b>2022 Total</b>	<b>\$5,500</b>	<b>\$5,500</b>	<b>\$0</b>	

# The Corporation of The Township of Southwold

## (6-Year Recommended Capital/Major Maintenance from 2020 to 2025)

The Ontario Clean Water Agency has identified the following capital projects/major maintenance for your review and approval.

Ref. No.	Scope of Work							Compliance	Health & Safety	Repair / Maintenance	Lifecycle Replacement	Improvement	Spare Parts Inventory	Approved by Client	Rationale for Project
		2020	2021	2022	2023	2024	2025								
<b>Talbotville Wastewater Treatment Plant</b>															
1	Purchase and installation of influent Composite Sampler	\$15,000	\$ -	\$ -	\$ -	\$ -	\$ -								There is no influent (raw) composite sampler at this facility. The ECA requires a composite sample to be obtained on a monthly basis. Currently, OCWA staff are obtaining grab samples over an 8-hour window and mixing to create a composite sample. This will continue for the remainder of 2019 until a permanent solution is implemented.
2	Purchase and installation of effluent composite sampler	\$10,000	\$ -	\$ -	\$ -	\$ -	\$ -								There is no effluent composite sampler at this facility. The ECA requires a composite sample to be obtained on a weekly basis. Currently, a rental unit is in place for the remainder of 2019 until a permanent solution is implemented.
3	Purchase remaining lab equipment	\$5,000	\$ -	\$ -	\$ -	\$ -	\$ -								Lab equipment is required for in house sampling. (oven, weigh scale, vacuum pump and glassware). This was identified in the 2019 MECP inspection as well.
4	Membrane room: purchase floor dehumidification units	\$1,500	\$ -	\$ -	\$ -	\$ -	\$ -								As a result of significant moisture in membrane room, OCWA recommends to purchase two floor dehumidification units to remove moisture in room. A long term permanent solution should be considered.
5	Influent flowmeter: piping modification	\$ -	\$3,500	\$ -	\$ -	\$ -	\$ -								The 2019 verification completed by Pierce indicates that draining of the influent raw line will cause issues over the long term with the sensor in the flowtube. It is recommended that sensor be continually submerged in water.
6	Screenings Room: Activated carbon. Testing of carbon to determine remaining life	\$1,000	\$ -	\$ -	\$ -	\$ -	\$ -								Recommend in 2020 to test remaining life of activated carbon in screenings room which is used to remove odours from the equalization tanks. The results will be determined to schedule for future replacement of activated carbon.
7	Raw equalization tanks: semi-annual cleaning	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500								OCWA recommends that at a frequency of no less than two times annually, that the raw eq tanks 301 and 302 be cleaned out and pressure washed to the bottom. Regular cleaning prevents possible damage to the pumps and blockages of downstream piping and valves.
8	Plant diesel generator: annual inspection	\$650	\$650	\$650	\$650	\$650	\$650								The stand-by generator is required to be annually inspected as per the requirements of the Environmental Compliance Approval (ECA).
9	Backflow preventers: annual verification/inspection	\$600	\$600	\$600	\$600	\$600	\$600								The two on site backflow preventers are required to be tested annually as per the Township's by-law.
10	Influent and effluent flowmeters: annual verifications	\$700	\$700	\$700	\$700	\$700	\$700								All flowmeters are required to be verified on an annual basis as per the Environmental Compliance Approval (ECA).
11	Screenings room: screenings bags	\$250	\$250	\$250	\$250	\$250	\$250								Screenings bags are required to be regularly replaced as they collect unwanted materials from entering the treatment plant. Two bags get replaced weekly.
12	Membranes: cleaning of membranes	\$ -	\$ -	\$5,500	\$ -	\$ -	\$5,500								Membranes were last cleaned by Newterra in 2019. Newterra recommends to be cleaned every 2-3 years. Next cleaning should be scheduled to be completed by 2022.
13	Site security: Installation of perimeter fencing	\$ -	\$10,000	\$ -	\$ -	\$ -	\$ -								The entirety of the plant doesn't have perimeter fencing which is a risk to the public and the Township. OCWA recommends to install fencing around the plant.
14	Plant chemicals: (Chlorine, Alum, Caustic)	\$3,000	\$3,200	\$3,400	\$3,600	\$3,800	\$4,000								Chemicals required for phosphorus removal, and pH adjustment and cleaning of the membranes during backwashes. Ongoing item.
15	Plant alarm system: Purchase and install dialer and DSL/phone line to plant	\$6,000	\$ -	\$ -	\$ -	\$ -	\$ -								OCWA recommends for a dedicated phone line to be brought to the plant and an alarm dialer installed and all critical process alarms be programmed to be sent through the dialer to a third party call centre. This will require for Newterra to amend the PLC. This will prevent unwanted nuisance alarms to the Operating Authority.

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		2020	2021	2022	2023	2024	2025								
16	Membrane room: lifting equipment annual inspection	\$500	\$500	\$500	\$500	\$500	\$500	H	H						Membrane room lifting equipment requires annual inspection/verification by third party.
17	Effluent UV System: semi-annual bulb and sleeve replacement	\$0	\$500	\$0	\$500	\$0	\$500	M			M				UV effluent bulbs and sleeves should be replaced every two years.
18	Plant blowers: maintenance items including air filters and annual oil changes	\$500	\$500	\$500	\$500	\$500	\$500	M			M				The wastewater plant has multiple blowers which require replacement of filters and annual replacement of oil.
19	Screenings Room: H2S gas detector annual inspection/verification	\$500	\$500	\$500	\$500	\$500	\$500	H	H						Screenings room H2S gas detector requires to be annually inspected and verified by a third party.
20	Sludge/biosolids: removal and disposal	\$2,500	\$2,750	\$3,000	\$3,250	\$3,500	\$3,750	H							generation of sludge/biosolids requires ongoing removal. Annual costs will increase as additional homes are connected into the treatment plant.
21	Contingency: items not planned for such as possible equipment failure(blowers, motors, pumps,switches)	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500								Placeholder for unknown breakdowns of equipment.

<b>Total Capital Estimate</b>	<b>\$51,700</b>	<b>\$27,650</b>	<b>\$19,600</b>	<b>\$15,050</b>	<b>\$15,000</b>	<b>\$21,450</b>
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2020 Recommended Capital Presented by:  
 2020 Recommended Capital Approved by:

Mike Taylor: Senior Operations Manager  
 Dale LeBritton: Regional Hub Manager

Legend:

- H High priority recommended to be completed in upcoming year
- M Medium priority recommended to be completed in 1 to 3 years
- L Low priority recommended to be completed in years 4 to 5