



**2025
Utility Fund Budget**



City of
Prince Albert

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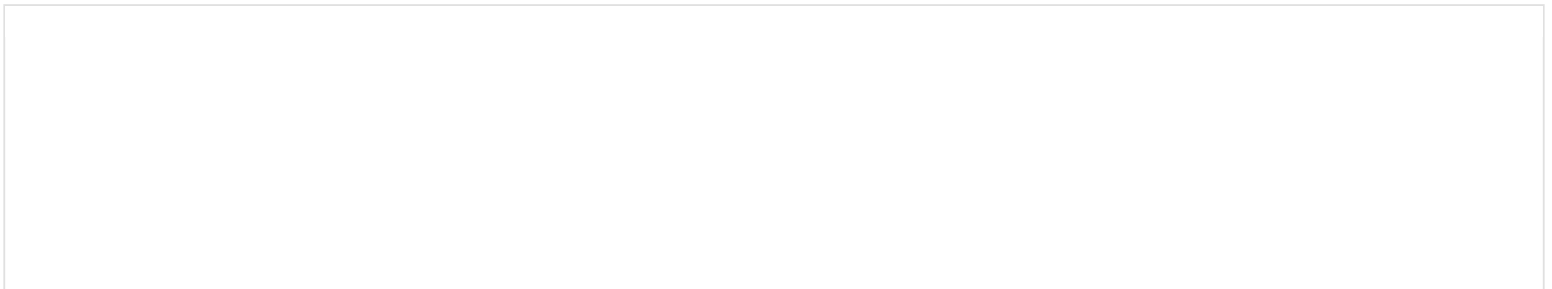
Instructions

The City of Prince Albert is excited to offer the 2025 Budget in a new digital format. Instructions on how to interact with this new format can be found in the video below.

The structure of the 2025 Budget has remained similar to previous years. The sections are broken down to provide detailed information regarding:

- Capital projects
- Operating budget summary
 - Revenue and expense breakdown
- Reserve allocations

The 2025 Budget is also available in a printable PDF format by clicking "Download PDF" in the top right hand corner. Note that the PDF version does not support the interactive features of the digital version.



Budget Overview

The Water Utility Fund budget includes operating and capital. The Water Utility Fund is intended to be self-sustaining by generating an operating surplus sufficient for debt repayment and future capital expenditures in order to operate the water and waste water systems independent of the City's tax base. It generates revenue by collecting utility fees for providing safe potable drinking water and for treating the effluent generated by the City.

The Water and Sewer Utility Rates and Fees Bylaw No. 22 of 2021 included a 3% increase in the average annual rates and fees paid by an average Prince Albert household for years 2022, 2023 and 2024. This Budget includes a 3% increase similar to the last three years. The recommended rate increases are required to ensure that sufficient funds exist to cover annual operating and capital costs for 2025. The rate increase partially address the need to recover prior Water Utility Fund losses and the need to address the increase in projected capital spending.

The 2025 Budgeted Surplus is as follows:

<u>SUMMARY</u>	<u>Year 2025</u>	<u>Year 2024</u>	<u>Variance</u>
Administration, Billing and Meter Maintenance	\$17,222,938	\$16,650,800	\$572,138
Water Treatment Plant Operations	(\$6,685,255)	(\$6,382,745)	(\$302,510)
Waste Water Treatment Plant Operations	(\$5,138,147)	(\$4,707,130)	(\$431,019)
Total Operations Surplus	\$5,399,536	\$5,560,925	(\$161,390)
Funding for Capital Projects	(\$3,025,000)	(\$2,675,000)	(\$350,000)
Funding for Long Term Debt Financing Payments	(\$1,183,956)	(\$1,834,425)	\$650,469
Interfund Transfers	(\$909,813)	(\$885,398)	(\$24,415)
Add: Capital Revenues	\$0	\$629,870	(\$629,870)
Total Capital and Interfund Transactions	(\$5,118,769)	(\$4,764,955)	(\$353,814)

Surplus Revenue:	\$280,767	\$795,970	(\$515,203)
Transfer to Water Utility Improvement Fund			

Item Referred to 2025 Utility Fund Budget

During the September 16, 2024 City Council meeting, Council passed the following resolution:

“That Administration prepare a report for the 2025 Budget Committee regarding removal of private side residential lead pipe placements in conjunction with the City’s lead pipe removal efforts, including payment options for the removal of lead pipes on the private side.”

Reference Report 2025-01 - Lead Service Replacement for further information.



2025 Water and Sewer Utility Rates

The 2025 Utility Fund Budget includes a 3% increase in the average annual rates and fees paid by an average Prince Albert household for 2025. This is consistent with the last three year increases.

The recommended rate increases are required to ensure that sufficient funds exist to cover annual operating and capital costs for 2025.

Consumption Charges

WATER CONSUMPTION CHARGE

Consumers **within** the City of Prince Albert Corporate Limits will see a \$0.05 rate increase/cubic meter:

Water Consumption In-City User	Rate per Cubic Meter
Year 2021	\$1.32
Year 2022	\$1.37
Year 2023	\$1.41
Year 2024	\$1.45
Year 2025	\$1.50

Consumers **outside** the City of Prince Albert Corporate Limits will see a \$0.08 rate increase/cubic meter:

Water Consumption OUTSIDE USER	Rate per cubic meter (In-City Rate x 175%)
Year 2021	\$2.31

Water Consumption OUTSIDE USER	Rate per cubic meter (In-City Rate x 175%)
Year 2022	\$2.40
Year 2023	\$2.47
Year 2024	\$2.54
Year 2025	\$2.62

Consumers outside the City of Prince Albert Corporate Limits include:

- Trailer Courts (Driftwood and Eastview)
- Saskatchewan Penitentiary
- Western First Nations (Super 8 Motel)
- Heartland Livestock Services
- Twilite Motel Inc.

SEWER CONSUMPTION CHARGE

Consumers **within** the City of Prince Albert Corporate Limits will see a \$0.04 rate increase/cubic meter:

Sewer Consumption In-City User	Rate per Cubic Meter
Year 2021	\$1.18
Year 2022	\$1.21
Year 2023	\$1.25
Year 2024	\$1.29
Year 2025	\$1.33

Consumers outside the City of Prince Albert Corporate Limits will see a \$0.07 rate increase/cubic meter:

Sewer Consumption OUTSIDE USER	Rate per cubic meter (In-City Rate x 175%)
Year 2021	\$2.07

Sewer Consumption OUTSIDE USER	Rate per cubic meter <i>(In-City Rate x 175%)</i>
Year 2022	\$2.12
Year 2023	\$2.19
Year 2024	\$2.26
Year 2025	\$2.33

Fixed Meter Charges

The proposed fixed meter charges for water and sewer are as follows:

Monthly Water Fixed Charge	2025 Water Fixed	2024 Water Fixed	Monthly Increase	Annual Increase
5/8 inches	\$29.65	\$28.90	\$0.75	\$9.00
3/4 inches	\$29.65	\$28.90	\$0.75	\$9.00
1 inch	\$41.51	\$40.46	\$1.05	\$12.60
1.5 inches	\$53.37	\$52.02	\$1.35	\$16.20
2 inches	\$85.99	\$83.81	\$2.18	\$26.16
3 inches	\$326.15	\$317.90	\$8.25	\$99.00
4 inches	\$415.10	\$404.60	\$10.50	\$126.00

Monthly Sewer Fixed Charge	2025 Sewer Fixed	2024 Sewer Fixed	Monthly Increase	Annual Increase
5/8 inches	\$27.65	\$26.90	\$0.75	\$9.00
3/4 inches	\$27.65	\$26.90	\$0.75	\$9.00
1 inch	\$38.71	\$37.66	\$1.05	\$12.60
1.5 inches	\$49.77	\$48.42	\$1.35	\$16.20
2 inches	\$80.19	\$78.01	\$2.18	\$26.16
3 inches	\$304.15	\$295.90	\$8.25	\$99.00
4 inches	\$387.10	\$376.60	\$10.50	\$126.00

Water and Sewer Fixed Charges - Outside Users

The fixed water and sewer charges for Trailer Courts, Sask Pen and Provincial Correctional Facilities and Federal Institutions (Penitentiaries) are as follows:

Trailer Courts

Based on the number of users/households “outside of the City of Prince Albert Corporate Limits” connected to the City’s watermain and sanitary sewer system = Equivalent Customers

- Equivalent Customers x \$ rate = Monthly Water Service Charge
- Equivalent Customers x \$ rate = Monthly Sewer Service Charge

Equivalent Customers x \$ rate = Monthly Water Service Charge

2024 → \$53.01

2025 → \$55.00

Equivalent Customers x \$ rate = Monthly Sewer Service Charge

2024 → \$26.90

2025 → \$27.65

Provincial Correctional Facilities and Federal Institutions (Penitentiaries)

Based on the number of inmates divided by 2.5 = Equivalent Customers

Equivalent Customers x \$ rate = Monthly Water Service Charge

Equivalent Customers x \$ rate = Monthly Sewer Service Charge

The number of users for the Provincial Correctional Facilities and Federal Institutions (Penitentiaries) is based on inmate estimates.

Historical rates have been the following:

	Monthly Water Service Charge	Monthly Sewer Service Charge
2021	\$40.53	\$30.94
2022	\$45.66	\$31.63
2023	\$49.37	\$32.63
2024	\$53.01	\$33.63

2025	\$55.00	\$34.56
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Utility Rate Impacts

The below tables provide a summary of the proposed rate changes for 2025 compared to 2024.

The proposed rate increase is approximately 3% for various users:

Average Residential - Monthly Charges for 14 cubic meters monthly

14 cubic meters 5/8 or 3/4 inch meter	Year 2024		Year 2025	
	Utility Rates	Utility Costs	Utility Rates	Utility Costs
Water Consumption	\$1.45	\$20.30	\$1.50	\$21.00
Sewer Consumption	\$1.29	\$18.06	\$1.33	\$18.62
Water Fixed Charges	\$28.90	\$28.90	\$29.65	\$29.65
Monthly Fixed Charges	\$26.90	\$26.90	\$27.65	\$27.65
TOTAL MONTHLY CHARGES		\$94.16		\$96.92
Monthly Increase				\$2.76
Yearly Increase				\$33.12
Percentage Increase				3%

Average Residential - Monthly Charges for 22.9 cubic meters monthly

22.9 cubic meters 5/8 or 3/4 inch meter	Year 2024		Year 2025	
	Utility Rates	Utility Costs	Utility Rates	Utility Costs
Water Consumption	\$1.45	\$33.21	\$1.50	\$34.35
Sewer Consumption	\$1.29	\$29.54	\$1.33	\$30.46
Water Fixed Charges	\$28.90	\$28.90	\$29.65	\$29.65
Monthly Fixed Charges	\$26.90	\$26.90	\$27.65	\$27.65
TOTAL MONTHLY CHARGES		\$118.55		\$122.11

Monthly Increase **\$3.56**
Yearly Increase **\$42.73**
Percentage Increase **3%**

Average Residential - Monthly Charges for 45.8 cubic meters monthly

45.8 cubic meters 5/8 or 3/4 inch meter	Year 2024		Year 2025	
	Utility Rates	Utility Costs	Utility Rates	Utility Costs
Water Consumption	\$1.45	\$66.41	\$1.50	\$68.70
Sewer Consumption	\$1.29	\$59.08	\$1.33	\$60.91
Water Fixed Charges	\$28.90	\$28.90	\$29.65	\$29.65
Monthly Fixed Charges	\$26.90	\$26.90	\$27.65	\$27.65
TOTAL MONTHLY CHARGES		\$181.29		\$186.91

Monthly Increase **\$5.62**
Yearly Increase **\$67.46**
Percentage Increase **3%**

Commercial User – Monthly Charges for 250 cubic meters monthly

Average Commercial 250 cubic meters 1" Meter Size	Year 2024		Year 2025	
	Utility Rates	Utility Costs	Utility Rates	Utility Costs
Water Consumption	\$1.45	\$362.50	\$1.50	\$375.00
Sewer Consumption	\$1.29	\$322.50	\$1.33	\$332.50
Water Fixed Charges	\$40.46	\$40.46	\$41.51	\$41.51
Monthly Fixed Charges	\$37.66	\$37.66	\$38.71	\$38.71
TOTAL MONTHLY CHARGES		\$763.12		\$787.72

Monthly Increase **\$24.60**
Yearly Increase **\$295.20**
Percentage Increase **3%**

Balanced Budget

Operating Budget:

	2025: Budget	2024: Budget	Variance
Revenues	20,519,612	19,766,456	753,155
<i>User Charges and Fees</i>	20,267,972	19,491,156	776,815
<i>Sundry</i>	135,000	140,000	(5,000)
<i>Interest and Penalties</i>	116,640	135,300	(18,660)
Expenses	(15,120,076)	(14,205,530)	(914,546)
<i>Bad Debt Expense</i>	(50,000)	(50,000)	0
<i>Insurance</i>	(69,768)	(62,390)	(7,378)
<i>Interest on Long Term Debt</i>	(929,754)	(998,834)	69,080
<i>Fleet Expense</i>	(1,116,745)	(877,900)	(238,845)
<i>Contracted and General Services</i>	(1,199,900)	(1,260,540)	60,640
<i>Utilities</i>	(1,293,786)	(1,252,721)	(41,064)
<i>Maintenance, Materials, and Supplies</i>	(3,574,538)	(3,138,548)	(435,990)
<i>Salaries, Wages, and Benefits</i>	(6,885,585)	(6,564,597)	(320,988)
Grand Total	5,399,536	5,560,926	(161,390)

Capital, Debt Principal, Interfund, Improvement Fund:

	2025: Budget	2024: Budget	Variance
Capital Revenue	0	629,867	(629,867)
Transfer to Improvement Fund	(280,767)	(795,970)	515,203
Transfer from other Funds	(909,813)	(885,398)	(24,415)
Long Term Debt Principal	(1,183,956)	(1,834,425)	650,469
Provision for Capital	(3,025,000)	(2,675,000)	(350,000)
Grand Total	(5,399,536)	(5,560,926)	161,390

Balanced Budget

	2025: Budget	2024: Budget	Variance
Capital, Interfund, Reserves, Debt Principal	(5,399,536)	(5,560,926)	161,390
Operating	5,399,536	5,560,926	(161,390)
Grand Total	(0)	(0)	(0)

Revenue Breakdown

User Charges and Fees

Revenue within the Utility Fund is primarily from User Charges and Fees which has four main sources:

Water Service

This is the water consumption rate or volumetric charge. The amount charged is based on the amount of water consumed. You are charged for the amount of water you use. Metered Water Rate is per cubic meter of the water used.

Sewage Treatment

This charge is based on the amount of water consumed. This is the sewer consumption rate or volumetric charge. Metered Sewer Consumption Rate is per cubic meter of the water used.

Water Capital Works

The water capital works charge is a fixed meter charge that is a monthly flat charge. The amount charged monthly is based on the meter size to reflect the demand placed on utilities. This charge is for the capital replacement of the water distribution system.

Sewer Capital Works

The sewer capital works charge is a fixed meter charge that is a monthly flat charge. The amount charged monthly is based on the meter size to reflect the demand placed on utilities. This charge is for the capital replacement of the waste water collection system.

User charges and fees also contain other smaller revenue streams related to reconnection charges and septic dumping fees.

Other Revenue

The Utility Fund also contains Sundry revenue which is generated from tag fees, bill reprint fees, frozen or burnt water meters, etc., and interest revenue for overdue utility accounts.

Overall Change

Budgeted revenue for the Utility Fund **increased by the amount of \$753,155, an increase of 3.8%**. The increase in revenue is attributed to an increase in the consumption and fixed meter charges. The projected water to be sold has increased slightly for In City Users.

	2025: Budget	2024: Budget	Variance	% Change
User Charges and Fees	20,267,972	19,491,156	776,815	4.0%
Sundry	135,000	140,000	(5,000)	-3.6%
Interest and Penalties	116,640	135,300	(18,660)	-13.8%
Grand Total	20,519,612	19,766,456	753,155	3.8%

User Charges and Fees

User Charges and Fees can be broken down as follows:

	2025 Budget	2024 Budget	Variance	% Change
Water: Consumption	5,439,562	5,159,100	280,462	5.4%
Water: Fixed Charge	4,904,814	4,747,111	157,703	3.3%
Sewer: Consumption	4,518,439	4,286,315	232,124	5.4%
Sewer: Fixed Charge	4,380,607	4,236,180	144,427	3.4%
PA Rural Water	919,550	960,450	(40,900)	-4.3%
Septic Dumping Fees	65,000	70,000	(5,000)	-7.1%
Reconnection Charges	40,000	32,000	8,000	25.0%

	2025 Budget	2024 Budget	Variance	% Change
Grand Total	20,267,972	19,491,156	776,815	4.0%

Details on water and sewer fixed and consumption charges can be found in the subsequent pages.

Prince Albert Rural Water

The Prince Albert Rural Water entered into a new Water Supply Agreement for a term of five (5) years effective May 15, 2024 for the supply of water by the City. The new Water Supply Agreement includes a water consumption charge based on the amount of water sold. There is no longer a fixed monthly charge.

The new proposed rate structure is strictly charged on **water sold to the Prince Albert Rural Water Utility**. The new rate structure is calculated based on water usage by the users of the Prince Albert Rural Water Utility.

The new proposed rate structure is based on a markup over the City's cost per cubic meter for water. Over time, with the expansion of the Prince Albert Rural Water Utility, water consumption will increase which will generate additional revenue for water sold in the years to come.

The new rate structure provides transparency to the Prince Albert Rural Water Utility users and transparent costs for the City to produce water for its consumers.

The new Agreement between The City and Prince Albert Rural Water Utility (PARWU) includes a mark up of \$1.10 per cubic meter above the yearly calculated City water costs.

Based on 2025 budgeted expenditures, the rate for Prince Albert Rural Water is \$3.47. The projected consumption for Prince Albert Rural Water has been decreased as a result of the loss of Muskoday as a user. **As such, for 2025, you will only see a consumption charge for Prince Albert Rural Water, as the consumption and fixed charges have been combined into one fee with a mark-up cost to the users of PARWU.**



User Charges and Fees: Water

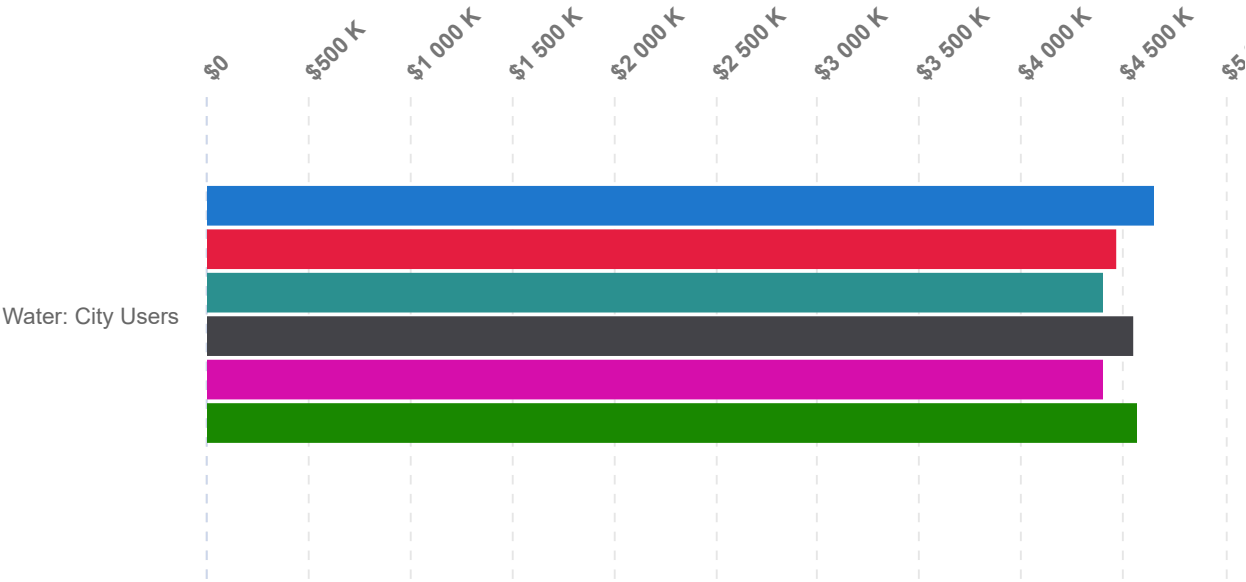
The following chart provides a summary of the sale of water budget and actual amounts over the past number of years relating to the consumption charge.

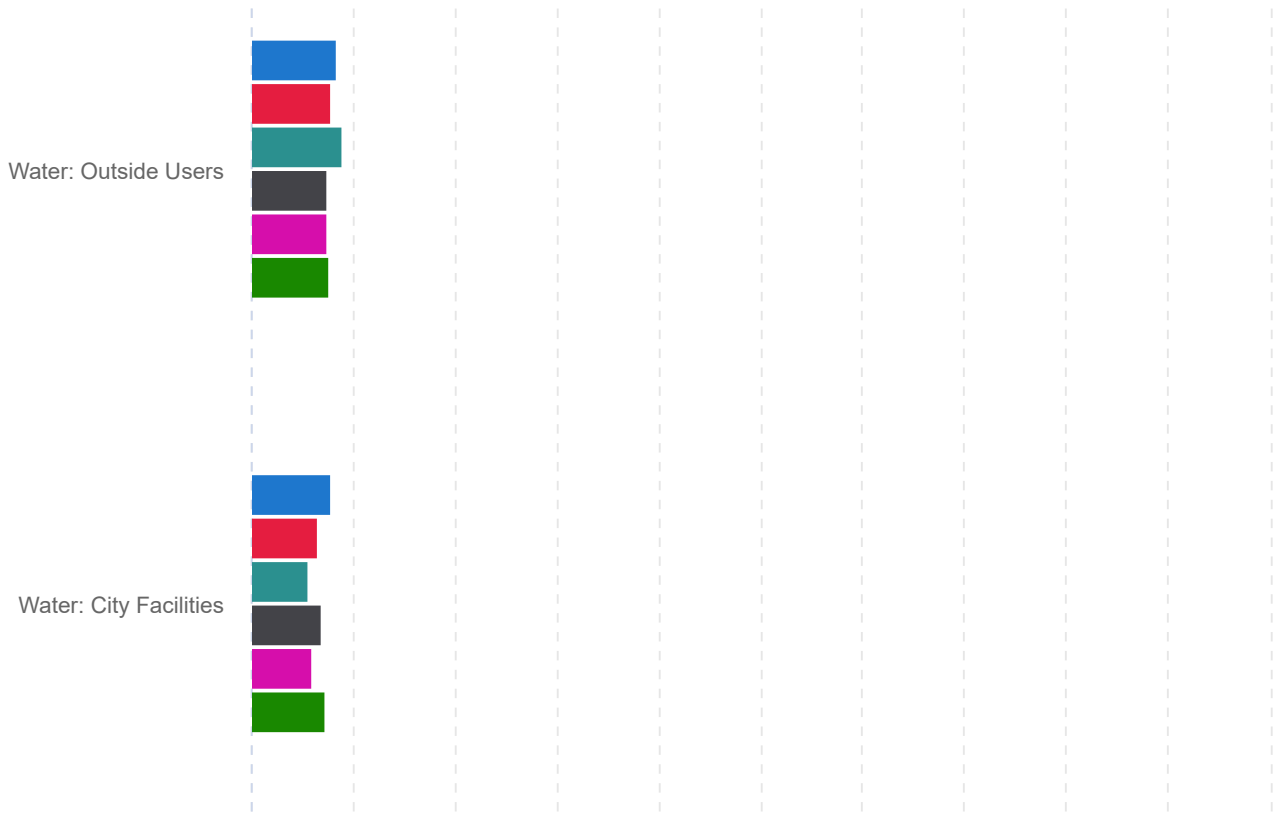
Water Consumption Revenue | \$5.4M



Amount | Sorted By(2025: Budget) | Broken down by Line Item

Water Consumption Revenue



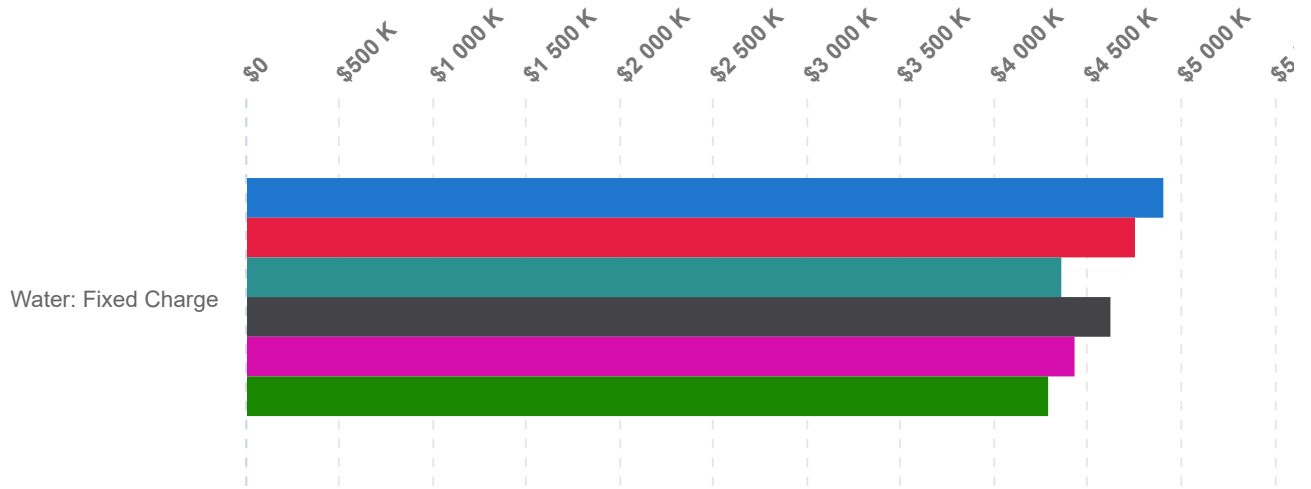


The following chart provides a summary of the sale of water budget and actual amounts over the past number of years relating to the water fixed charge.

Water Fixed Charge Revenue | \$4.9M



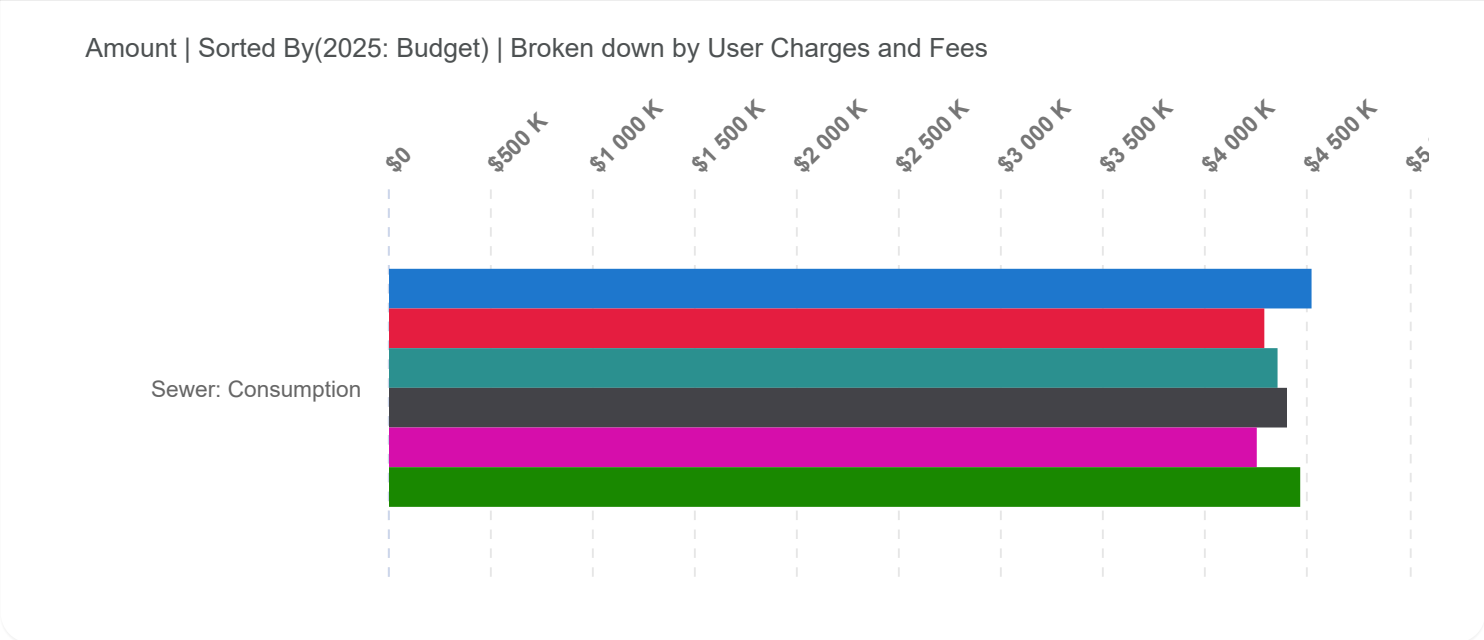
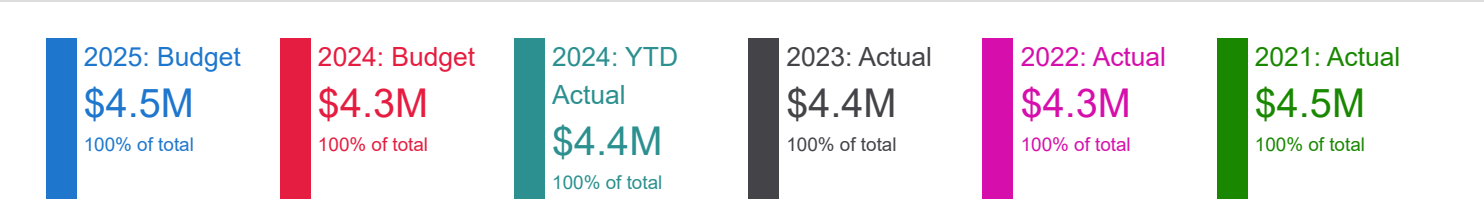
Amount | Sorted By(2025: Budget) | Broken down by User Charges and Fees



User Charges and Fees: Sewer

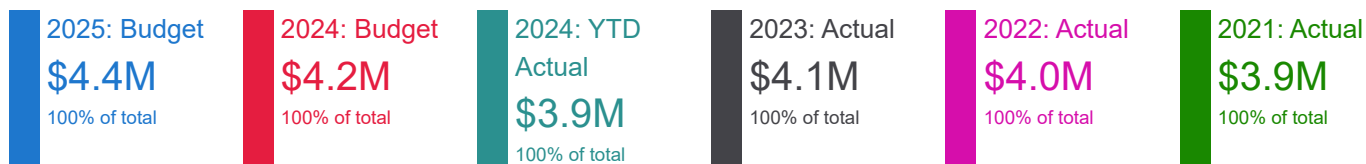
The following chart provides a summary of the sale of sewer services budget and actual amounts over the past number of years relating to the consumption charge.

Sewer Revenue | \$4.5M

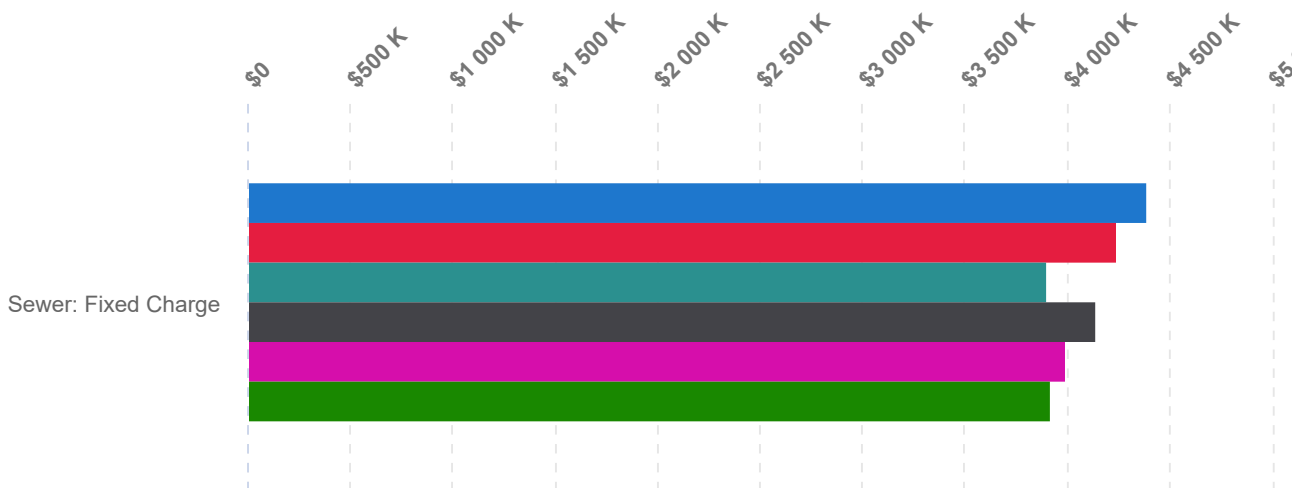


The following chart provides a summary of the sale of sewer services budget and actual amounts over the past number of years relating to the sewer fixed charge.

Sewer Revenue | \$4.4M



Amount | Sorted By(2025: Budget) | Broken down by User Charges and Fees



Other Revenue

Sundry Revenue

Sundry revenue is generated from tag fees, bill reprint fees, frozen or burnt water meters, etc.
Budget reduced to \$135,000 based on a review of prior year actuals and expectations for 2025.

Interest and Penalties

The revenue for 2025 is expected to be **\$116,640** for interest and penalties.

Interest and Penalties revenue has **decreased** by **\$18,660** as there has been a reduction in penalties being charged on accounts. With the change to monthly billing and more people signing up for MIPPS (monthly installment payment plan which allows utility customers to make monthly payments on their utility account as opposed to making quarterly payments), there are less penalties being charged.

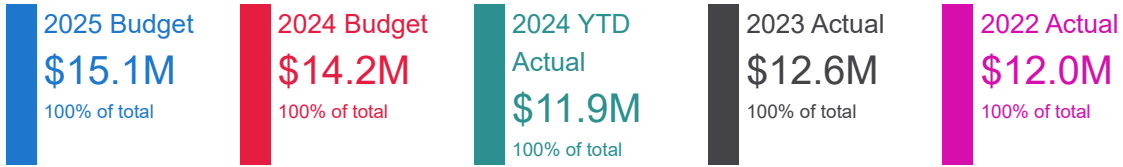
Expense Breakdown

The majority of the costs within the Utility Fund relate to salaries, wages, and benefits as the Utility Fund provides a service to residents and that service is provided by staff such as engineers, operators, and maintenance workers. The following provides a summary of the different types of expenses budgeted within the Utility Fund. Please see the subsequent pages and the breakdown by Functional Area for further information.

	2025 Budget	2024 Budget	Variance
Expenses	15,120,076	14,205,530	914,546
<i>Salaries, Wages, and Benefits</i>	6,885,585	6,564,597	320,988
<i>Maintenance, Materials, and Supplies</i>	3,574,538	3,138,548	435,990
<i>Utilities</i>	1,293,786	1,252,721	41,064
<i>Contracted and General Services</i>	1,199,900	1,260,540	(60,640)
<i>Fleet Expense</i>	1,116,745	877,900	238,845
<i>Interest on Long Term Debt</i>	929,754	998,834	(69,080)
<i>Insurance</i>	69,768	62,390	7,378
<i>Bad Debt Expense</i>	50,000	50,000	0
Grand Total	15,120,076	14,205,530	914,546

The increase in expenditures from year 2025 is **\$914,546** which represents an increase of **6.45%** from the previous year.

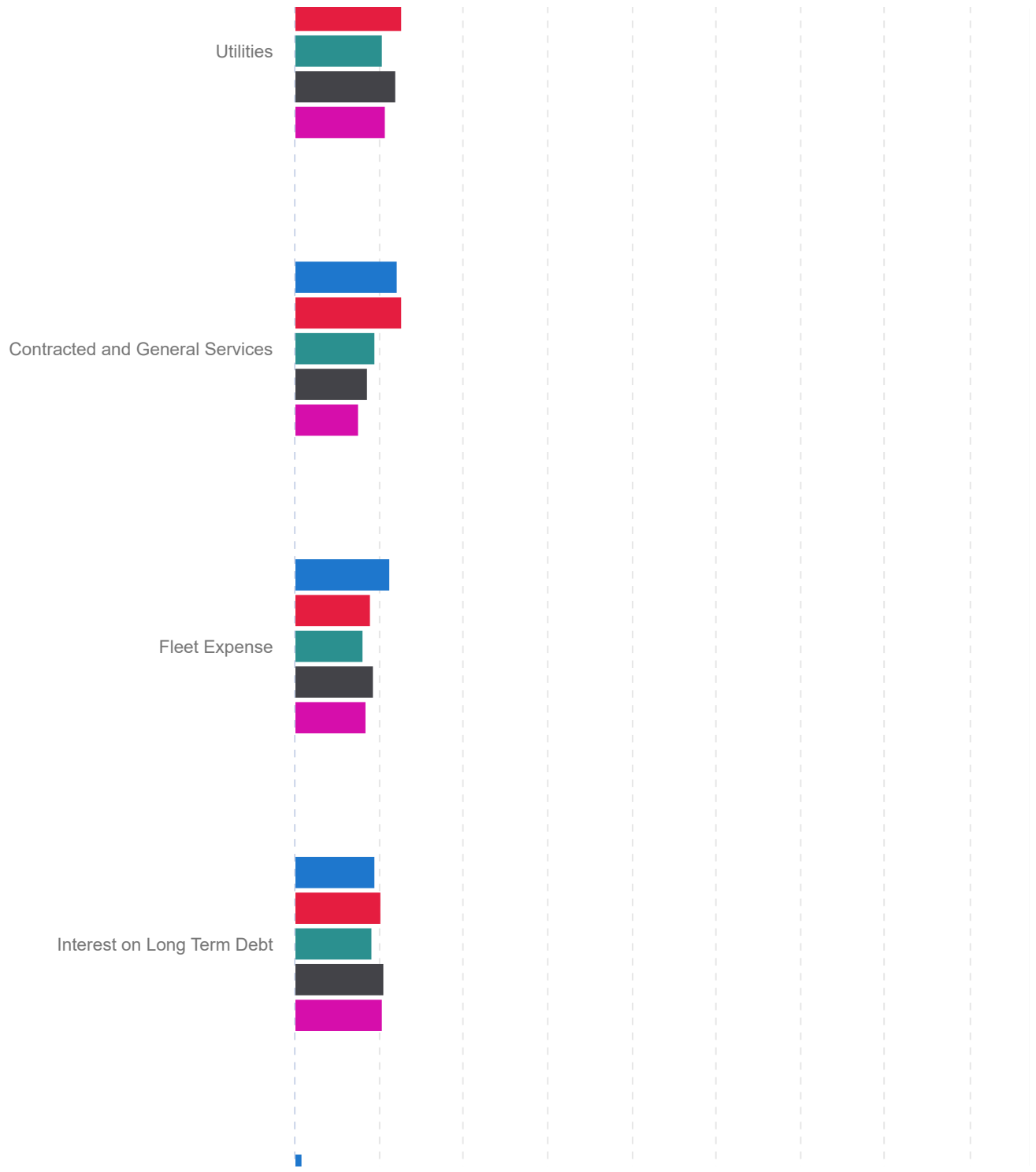
Expense Breakdown | \$15.1M

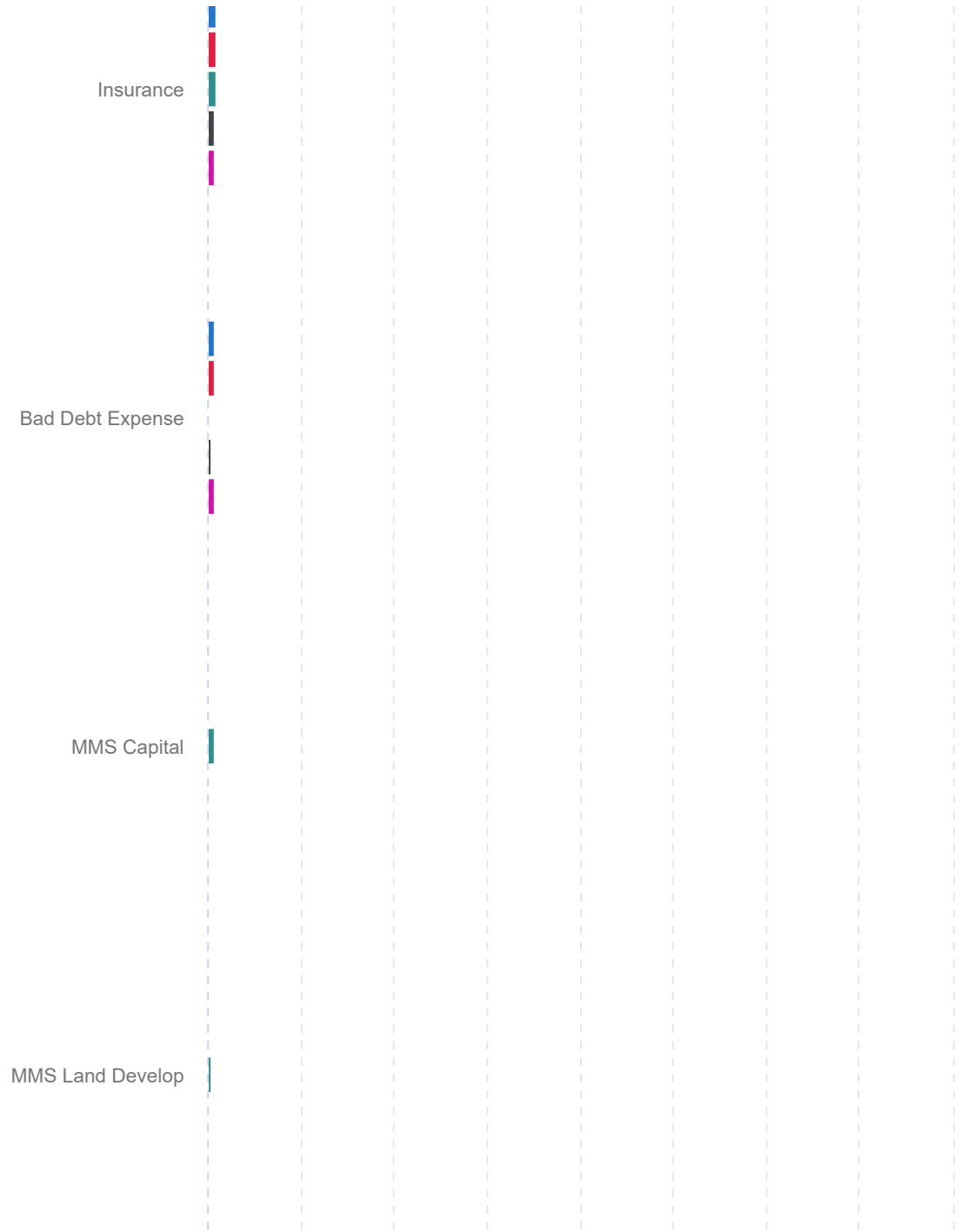


Amount | Sorted By(2025 Budget) | Broken down by Object Category

Expense Breakdown









Salaries, Wages, and Benefits

General Wages Adjustments

City Council has approved the following wage adjustments for 2025:

- Out of Scope Staff: 3% effective January 1, 2025
- CUPE 882 Staff:
 - 1.5% increase effective January 1, 2025
 - 1.5% increase effective July 1, 2025
- CUPE 160 Staff:
 - 3% increase effective January 1, 2025

Payroll Benefits

The maximum CPP cost will increase to \$4,028 in 2025 from \$3,820 in 2024. The employer matches the employee cost for CPP.

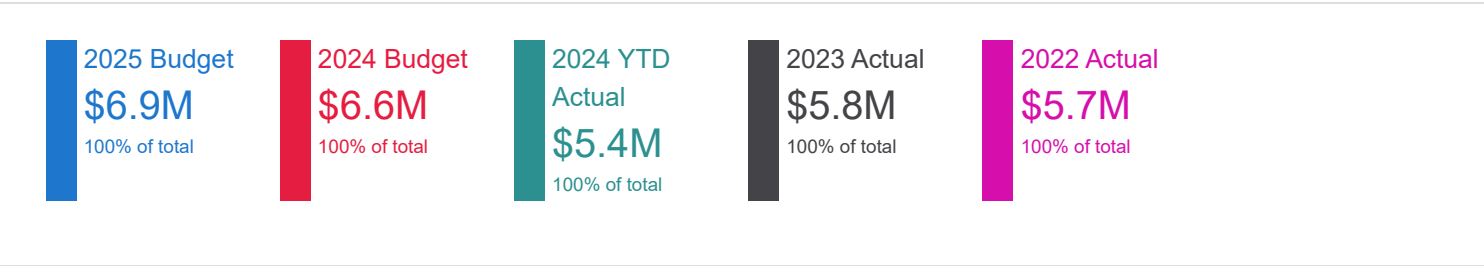
The WCB costs have risen from \$2.25/\$100 of WCB assessable earnings in 2024 to \$2.70/\$100 of WCB assessable earnings in 2025.



Breakdown of Salaries, Wages, and Benefits

	2025 Budget	2024 Budget	Variance
Wages Regular	3,185,724	3,095,872	89,852
Payroll Benefits	1,620,399	1,555,367	65,031
Salaries Regular	1,151,638	928,944	222,694
Salary Allocation	411,540	506,990	(95,450)
Wages Overtime	366,663	312,955	53,708
Stat Pay	117,053	113,644	3,409
Wages Special	30,000	0	30,000
Salaries Overtime	2,568	0	2,568
Salaries Casual	0	50,823	(50,823)
Clothing Allowance	0	0	0
Grand Total	6,885,585	6,564,597	320,988

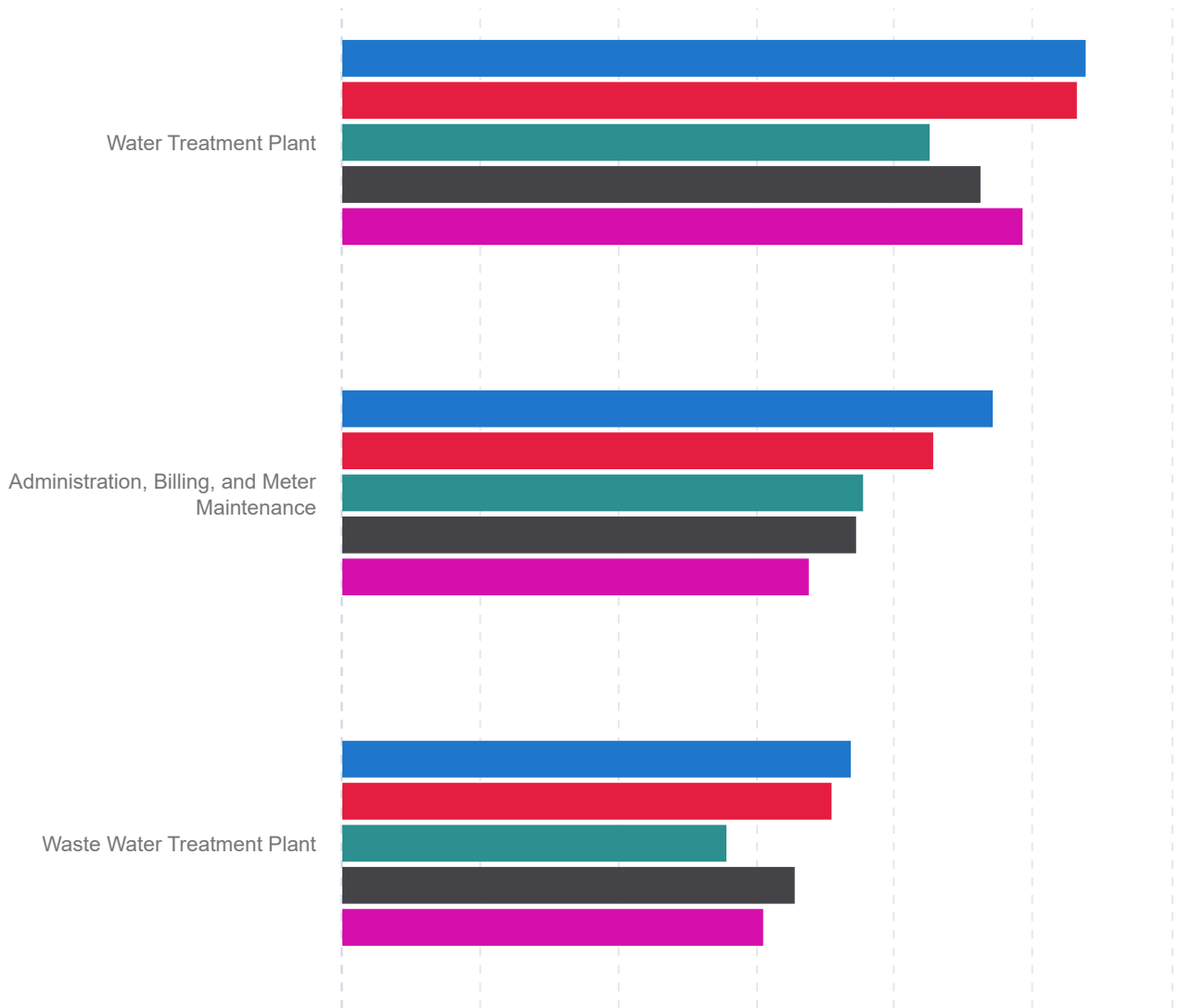
Utility Fund Salaries | \$6.9M



Amount | Sorted By(2025 Budget) | Broken down by Costing Centre Grouping

Utility Fund Salaries





Fleet Expense

Fleet Increase

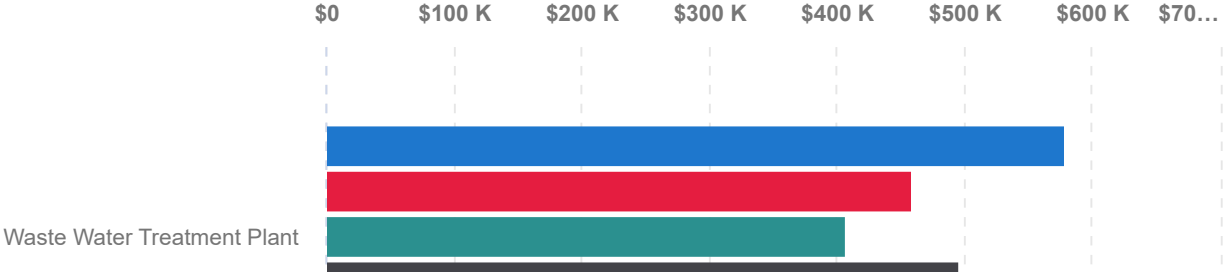
Fleet expenses cover the costs to operate, maintain, and replace fleet vehicles. The charge associated in the budget is based on an hourly, monthly, or annual rental rate that is aimed to cover all operating costs (fuel), maintenance costs (repairs), and replacement costs. The budget developed is based on the different types of units the Utility Fund utilizes, with each unit having a different cost associated to run, maintain, and replace it. There is fleet for the staffing of both Water and Waste Water Treatment Plants, the Water and Sewer Division along with Water Meter Servicers.

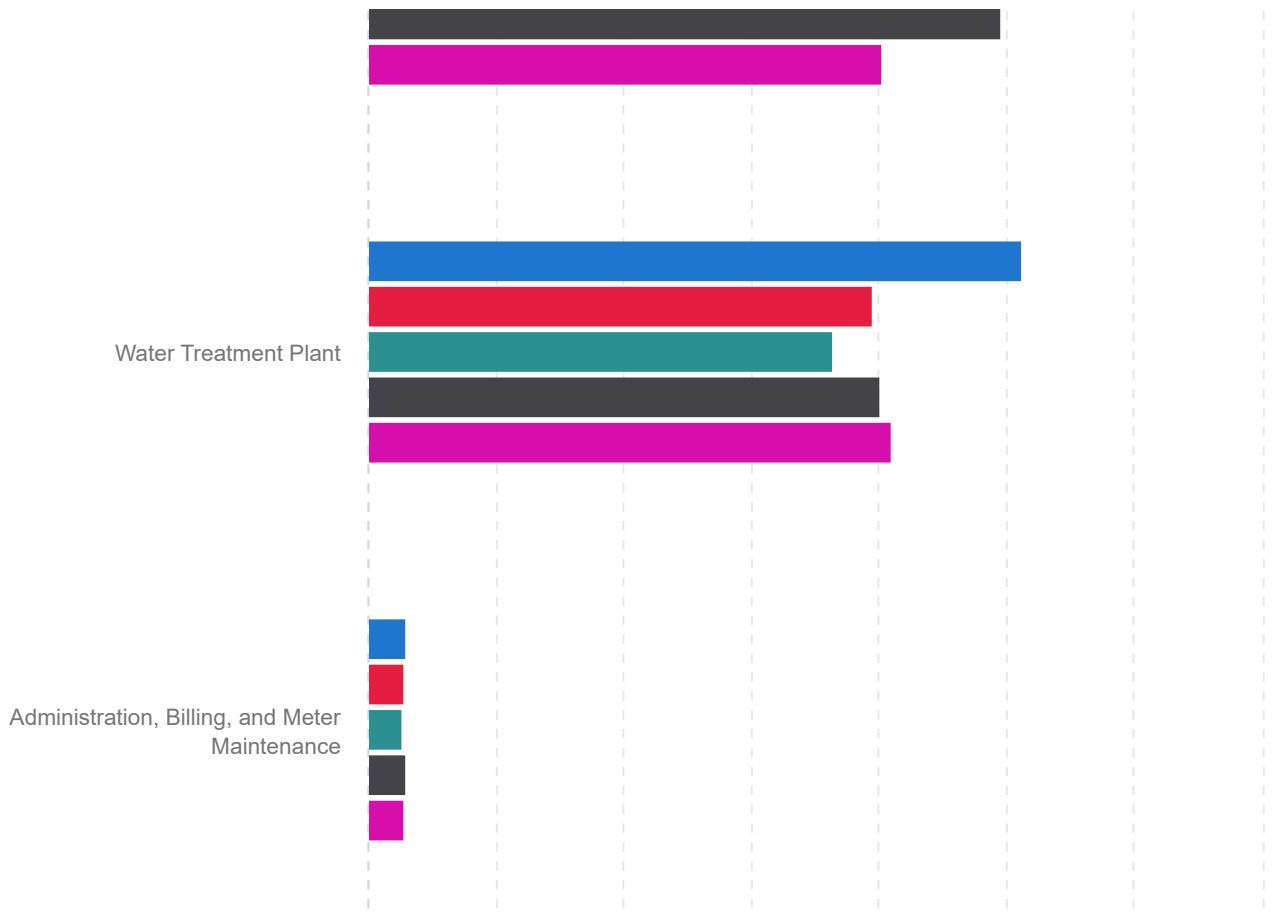
Fleet Expenses | \$1.1M



Amount | Sorted By(2025 Budget) | Broken down by Costing Centre Grouping

Fleet Expenses





Breakdown of Fleet Budget by Functional Area

Fleet is budgeted in the following functional areas based on operations of the Utility Fund:

	2025 Budget	2024 Budget	Variance
Administration, Billing, and Meter Maintenance	28,080	27,000	1,080

	2025 Budget	2024 Budget	Variance
Waste Water Treatment Plant	577,625	456,810	120,815
Water Treatment Plant	511,040	394,090	116,950
Grand Total	1,116,745	877,900	238,845

Contracted and General Services

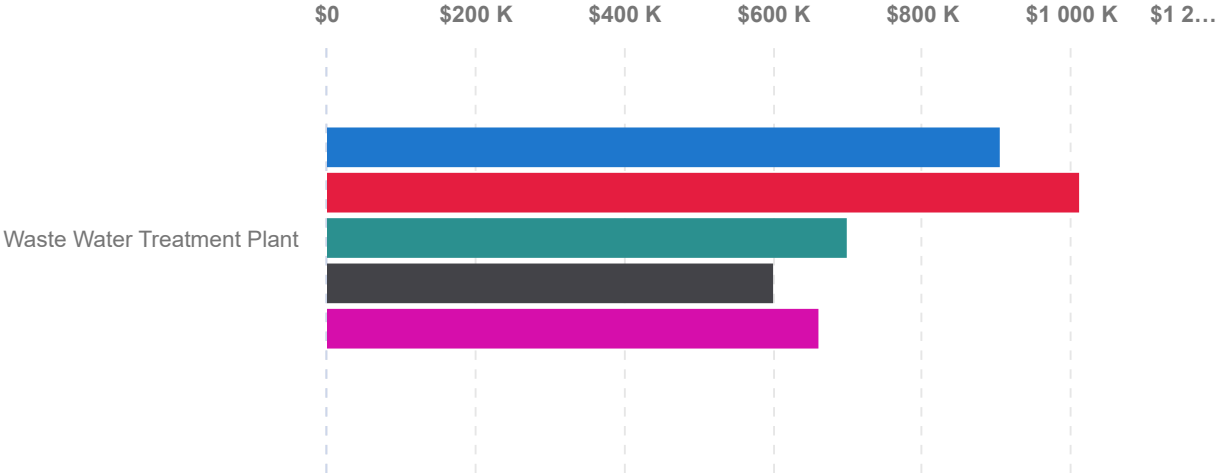
Contracted and general services relate to costs paid to an external provider. These services are often required to be done by a third party. Contracted and general services have **decreased by the amount of \$60,640**, representing a 4.81% **decrease** over year 2024 as follows:

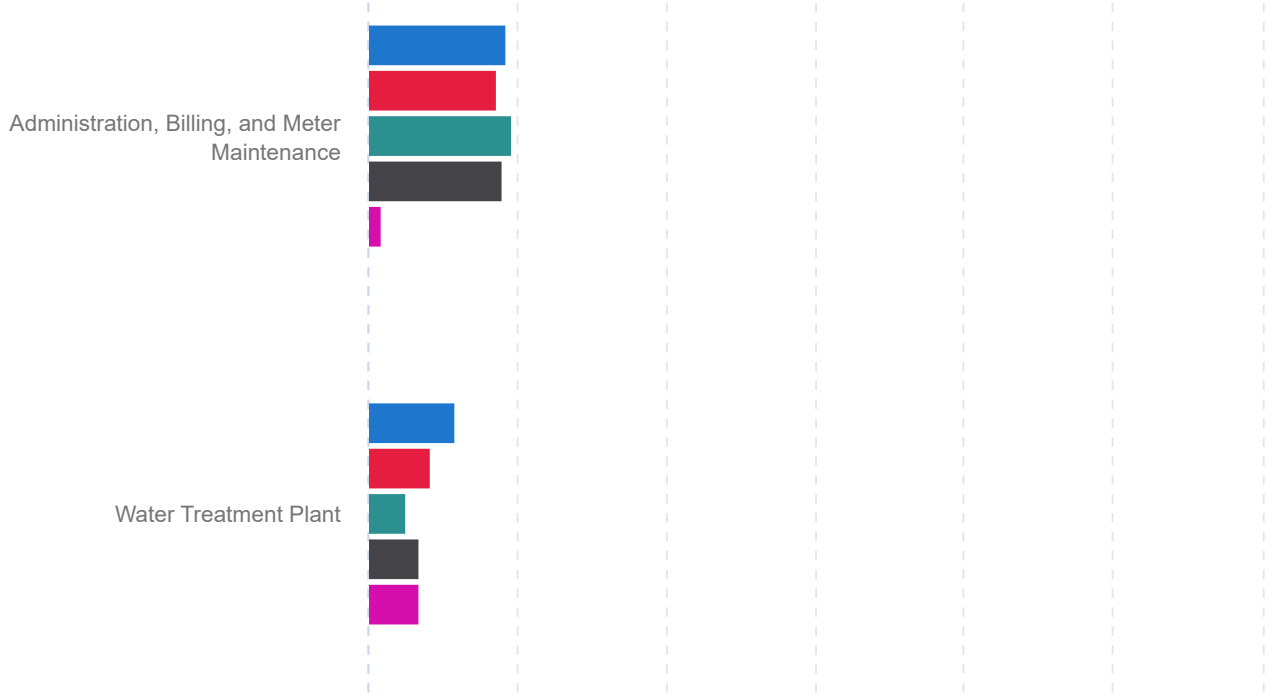
Contracted and General Services | \$1.2M



Amount | Sorted By(2025 Budget) | Broken down by Costing Centre Grouping

Contracted and General Services





	2025 Budget	2024 Budget	Variance	% Change
Administration, Billing, and Meter Maintenance	183,600	170,000	13,600	8.0%
Waste Water Treatment Plant	902,300	1,008,800	(106,500)	-10.6%
Water Treatment Plant	114,000	81,740	32,260	39.5%
Grand Total	1,199,900	1,260,540	(60,640)	-4.8%

Large Contracted and General Services Variances

- **Decrease** of \$350,000 for Sewer Relining as the amount is being budgeted as a Capital Project for 2025, as the costs are capitalized at the end of the year. Sewer relining includes contractors performing short spot repairs or full block realigning as determined after the completion of the sewer photography on the City's sewer system.
- **Increase** of \$150,000 as a one time item to repair the roof on the lower admin building.
- **Increase** of \$40,000 for janitorial cleaning at the Water and Waste Water Treatment Plants. The 2024 Budget included the amount of \$40,000 as salaries wages and benefits, however, there is no City staffing to complete housekeeping. The 2025 Budget includes the amount to be contracted housekeeping services.
- **Increase** of \$13,500 for computer repairs and software annual renewals (WaterTrax and Port-a-logic new for 2025).
- **Increase** of \$10,000 for allowance to clean out lift station wet wells.
- **Increase** of \$15,000 for emergency repairs.
- **Increase** of \$25,000 for communication and consulting with process experts.

Maintenance, Materials, and Supplies

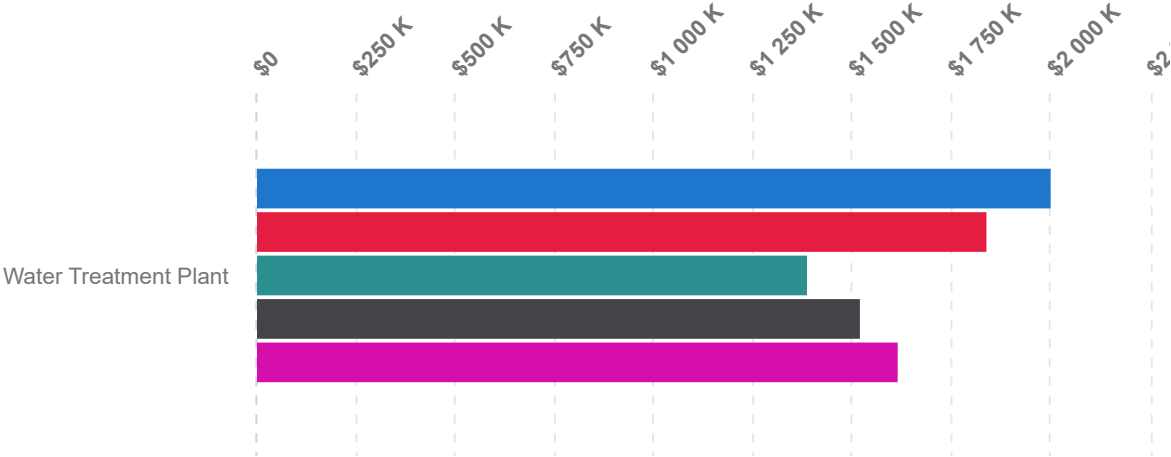
Maintenance, materials, and supplies are those costs associated with maintaining the Utilities' infrastructure and operations. The overall budgeted amount is **\$3.574 million** which has **increased by \$435,990** as compared to 2024 budget.

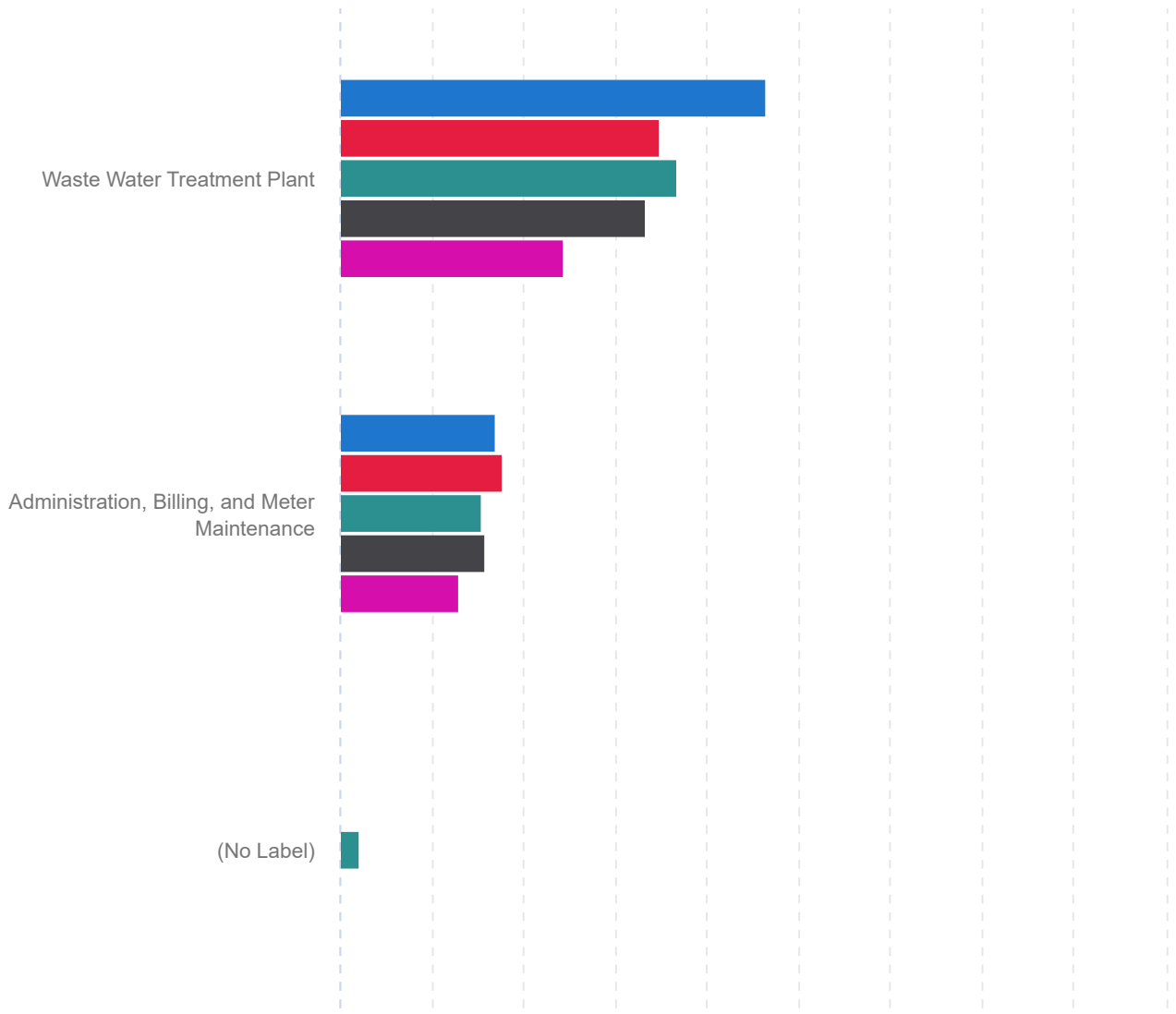
Maintenance Materials and Supplies | \$3.6M



Amount | Sorted By(2025 Budget) | Broken down by Costing Centre Grouping

Maintenance Materials and Supplies





	2025 Budget	2024 Budget	Variance
Water Treatment Plant	2,000,081	1,838,398	161,683
Waste Water Treatment Plant	1,156,653	863,930	292,723
Administration, Billing, and Meter Maintenance	417,804	436,220	(18,417)

	2025 Budget	2024 Budget	Variance
Grand Total	3,574,538	3,138,548	435,990

Some of the large increases in the 2025 Budget for maintenance materials and supplies include:

- \$241,000 **increase** in the budget of chemicals used for the wastewater process. The only current chemical used is a cationic polymer.
- \$155,000 **increase** for filter media replacement on filters E & F as per new media design. The plan is to replace filter media for 2 filter cells every year for next four years. The cost covers the material cost, installation, underdrain inspection and removal of old media.
- \$15,000 **increase** as the WTP is a very large facility with 3 stories to maintain. Different sections of the facility were built in different years dating back to 1954. The required upkeep and maintenance of the facility varies throughout the year and from year to year. Efficiencies in building operations and savings in power and energy are realized by keeping the facility properly maintained.
- \$33,100 **increase** in concrete and \$5,500 increase in granular required for repair to sidewalks and curbs after water main breaks, and repairs are made to valves, water services, sewer services, catch basins and fire hydrants.
- \$18,000 **increase** for the installation cost of new system from FLOWPOINT Environmental Systems.
- \$15,000 **increase** for the annual Waterworth Subscription fee.
- \$13,500 **increase** for annual Watertrax software fees along the SCADA software subscription fees.

Utilities

Utility costs include power, energy, and water/sewer services.

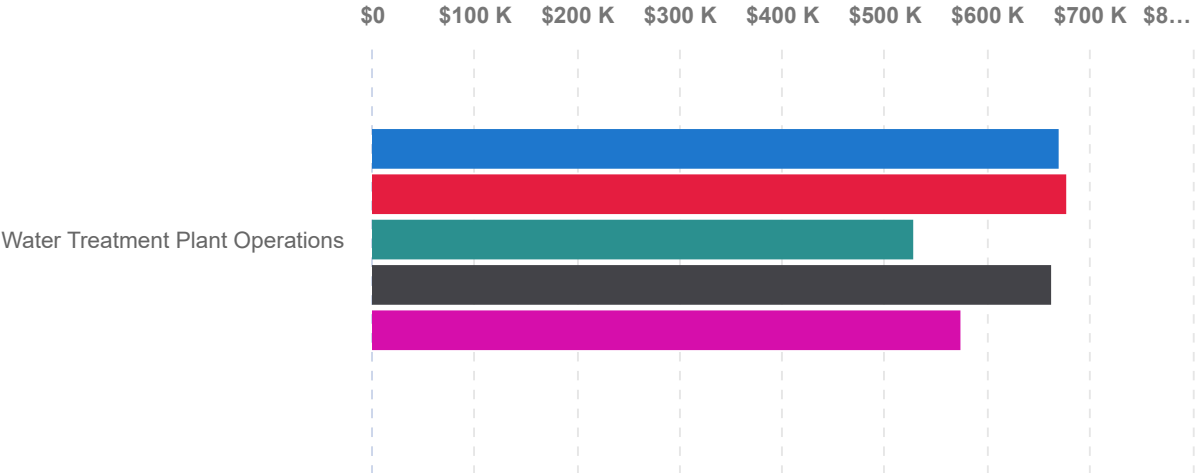
To determine a budget, Financial Services reviews historical usage and charges at each facility and applies rate and/or usage increases based on the upcoming year. An increase of 4% on April 1, 2025 is assumed by SaskPower which is consistent with previous rate increases. SaskEnergy repealed their previous rate increases in 2023 and 2024, therefore the current budget is based on a historical review along with the anticipated increase in carbon tax from \$80/tonne to \$95/tonne.

Utilities | \$1.3M

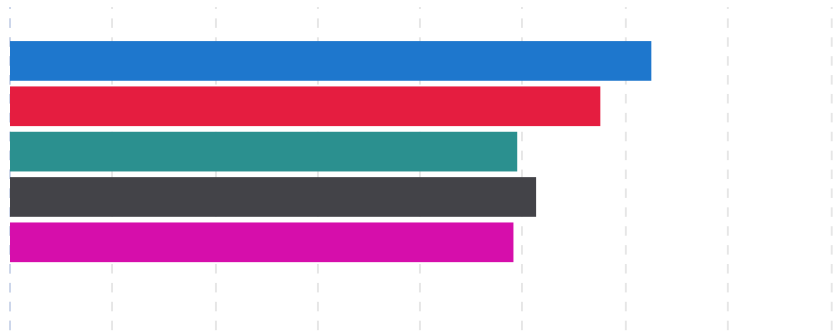


Amount | Sorted By(2025 Budget) | Broken down by Functional Area

Utilities



Waste Water Treatment Plant Operations



	2025 Budget	2024 Budget	Variance
Electricity	980,507	988,785	(8,278)
Heat Fuel	184,154	181,933	2,221
Water and Sewer	129,125	82,003	47,122
Grand Total	1,293,786	1,252,721	41,064

Utilities have **increased by \$41,064 or 3.27%**. The increase is reflective of water and sewer.

Water and Sewer relates to the charge for sewer and water for City Facilities. There is a corresponding increase in User Charges and Fees Revenue for Water and Sewer for City Facilities. That is the entry that records the water used by City Facilities.

Below is a breakdown relating to utility costs:

Utilities	2025 Budget	2024 Budget	Variance
WTP - Water & Sewer	\$2,640	\$2,640	\$0
WTP - Heating Fuels	\$61,978	\$62,337	(\$359)
WTP - Electricity	\$355,101	\$352,270	\$2,831
Raw Water Operation - Heating Fuels	\$19,191	\$15,918	\$3,273
Raw Water Operation - Electricity	\$102,905	\$118,408	(\$15,503)
2nd Avenue Reservoir - Heating Fuels	\$3,522	\$2,917	\$605
2nd Avenue Reservoir - Electricity	\$60,211	\$59,360	\$851
Marquis Road Reservoir - Heating Fuels	\$4,119	\$2,968	\$1,151
Marquis Road Reservoir - Electricity	\$59,314	\$60,502	(\$1,188)
Lift Station - Heating Fuels	\$14,938	\$14,899	\$39
Lift Station - Electricity	\$51,061	\$49,934	\$1,127
WWTP -Water & Sewer	\$126,485	\$79,363	\$47,122
WWTP - Heating Fuels	\$74,383	\$77,128	(\$2,745)
WWTP - Electricity	\$343,170	\$336,556	\$6,614
Sewage Treatment Composting - Heating Fuels	\$6,025	\$5,766	\$259
Sewage Treatment Composting - Electricity	\$8,745	\$11,754	(\$3,009)
Total Utilities	\$1,293,786	\$1,252,721	\$41,064



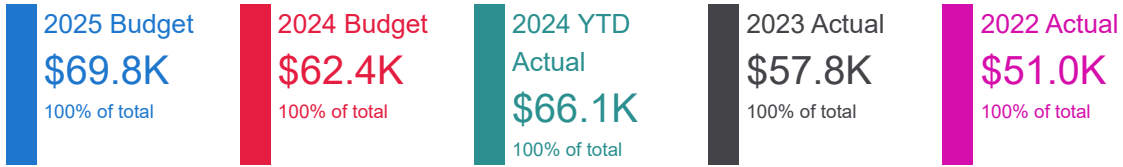
Insurance

The insurance budget relates to the premiums the City pays to maintain insurance policies. For the Plants and Reservoirs, the City's insurance policies cover the buildings and administration liability. The insurance on buildings is expected to increase by 6% and liability insurance is expected to increase by 2% in 2025 as per the information provided by City's insurance broker.

Insurance has overall increased by the amount of \$7,378 over 2024, representing a 11.82% increase.

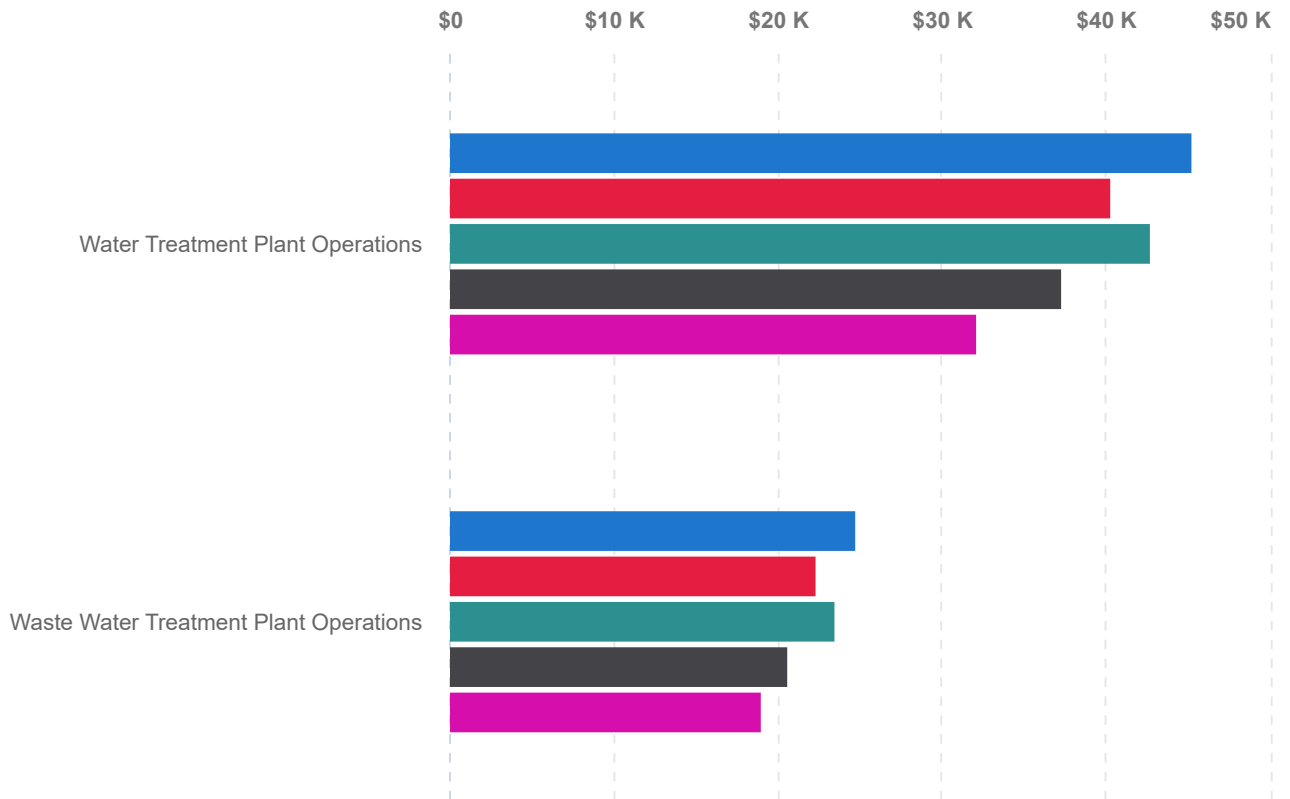
The increase also incorporates estimates for annual increases provided by the City's insurance Broker and insurance related to new property additions since prior year's budget.

Insurance | \$69.8K



Amount | Sorted By(2025 Budget) | Broken down by Functional Area

Insurance



Interest on Long Term Debt

Interest on Long Term Debt **decreased by the amount of \$69,081** as the Loan for the Upgrades at the Water Treatment Plant concluded September 2024. The last payment was made September 2024.

Commencing Year 2025, the funding for the WTP Upgrades debt financing will fund the Raw Water Pump House debt financing as there is no additional Canada Community Building Funding allocated to the Raw Water Pump House Project.

For the loans showing a decrease in interest, the principal payments are increasing, and the interest payments are decreasing.

On February 15, 2022, Council approved the Capital Financing for:

- Raw Water Pump House - \$12,803,000 to be payable over a period of 35 years.
- Waste Water Treatment Plant Design - \$2,400,000 to be payable over a period of 35 years.

Water Meter Replacement Project

Interest is being charged internally for the Water Meter Replacement Project. However, there is no interest charged internally for the overall deficit of the Water Utility Fund that is covered by the General Fund.

- Water Utility Fund: interest is shown as an expense in the Water Utility Fund.
- General Fund: interest shows as revenue to the General Fund.

The loan principal for the project comes from the Water Utility Improvement Fund Balance annually. This is shown in the budget document. The surplus from the Water Utility Fund operating budget covers the principal payment.

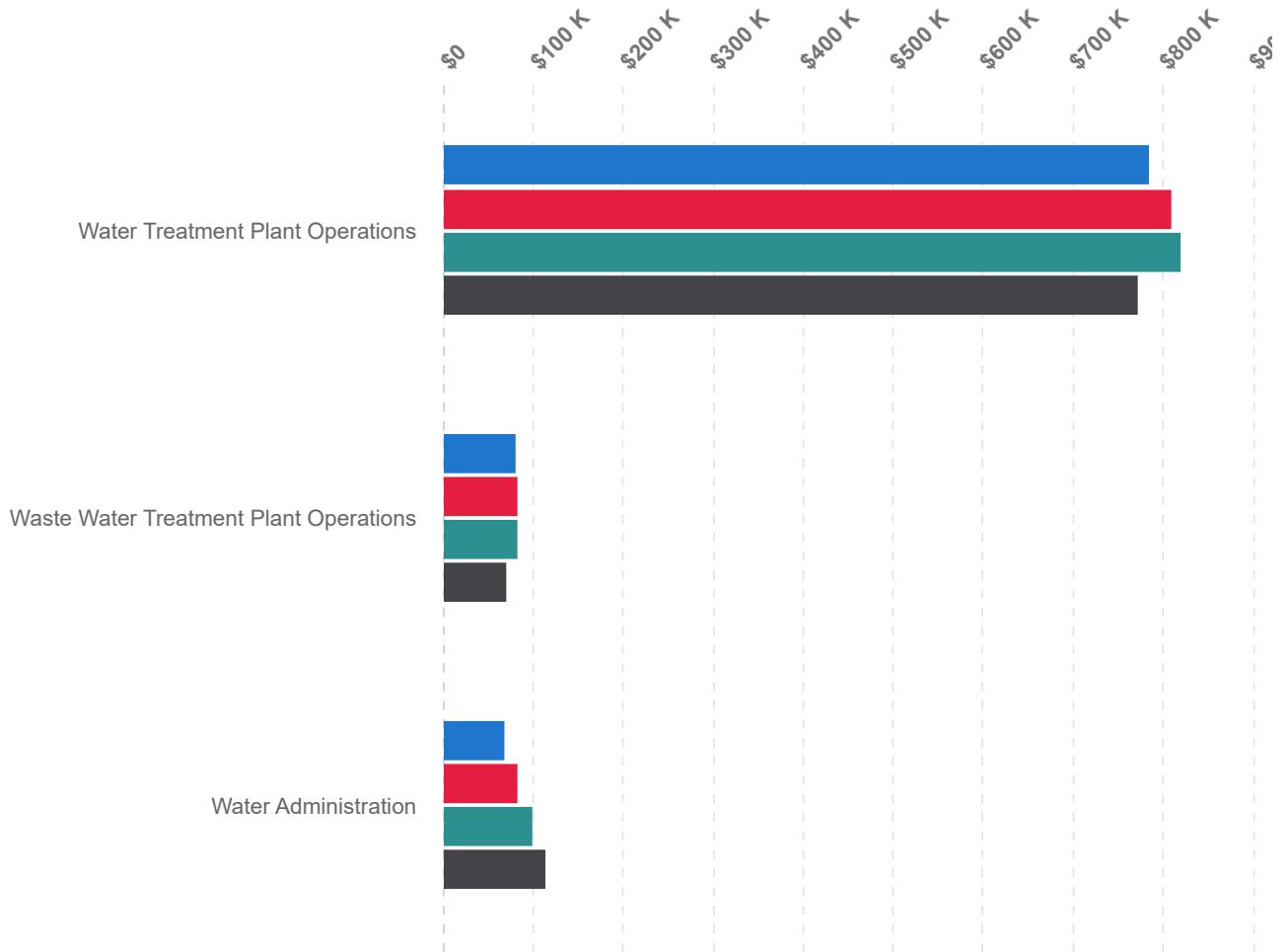
The 2025 Interest Payments for Long Term Debt Financing is as follows:

Interest on Long Term Debt | \$929.8K

2025 Budget \$929.8K 100% of total	2024 Budget \$998.8K 100% of total	2023 Actual \$1.0M 100% of total	2022 Actual \$1.0M 100% of total
--	--	--	--

Amount | Sorted By(2025 Budget) | Broken down by Functional Area

Interest on Long Term Debt



Public Works Administration



Interest on Long Term Debt	Expiry of Loan	2025 Budget	2024 Budget	Variance
Upgrades at the Water Treatment Plant	24-Sep	\$0	\$27,500	(\$27,500)
River Street Reservoir	Dec-42	\$187,052	\$196,255	(\$9,203)
2nd Avenue and Marquis Road Reservoir	Dec-42	\$175,041	\$183,635	(\$8,594)
Water Meter Replacement Project	28-Dec	\$66,401	\$81,735	(\$15,334)
Raw Water Pump House	Mar-57	\$422,130	\$429,250	(\$7,120)
Waste Water Treatment Plant Design	Mar-57	\$79,130	\$80,460	(\$1,330)
Total Interest on Long Term Debt		\$929,754	\$998,835	(\$69,081)

Bad Debt

Bad Debt Expense is **budgeted at \$50,000 for 2025**.

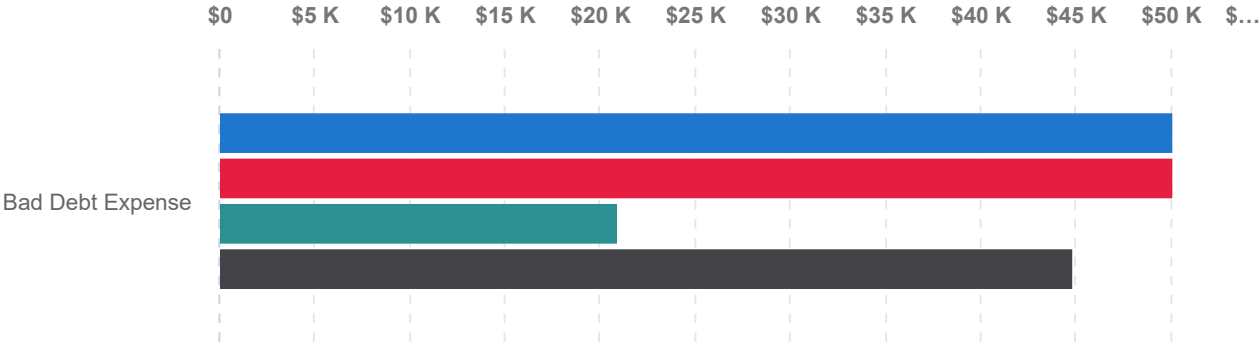
Bad debt expense relates to the water bills that have been deemed to be uncollectible due to becoming "inactive". An account becomes inactive when an individual moves and they do not pay their final water bill. In these instances, the City would have received a deposit up front from that person which is applied to the final bill, however the deposit does not always cover their entire final bill. The bad debt account covers that deficiency.

Bad Debt Expense | \$50.0K



Amount | Sorted By(2025 Budget) | Broken down by Object Category

Bad Debt Expense



Functional Area Summary

	2025: Budget	2024: Budget	Variance
Administration, Billing, and Meter Maintenance	11,823,402	11,089,873	733,529
<i>Capital, Interfund, Reserves, Debt Principal</i>	(5,399,536)	(5,560,926)	161,390
<i>Operating</i>	17,222,938	16,650,800	572,138
Waste Water Treatment Plant	(5,138,147)	(4,707,128)	(431,019)
Water Treatment Plant	(6,685,255)	(6,382,745)	(302,510)
Grand Total	(0)	(0)	(0)



Functional Area: Administration, Billing and Meter Maintenance: Operating

This functional area includes the costs associated with Administration working for the Water Utility Fund, Water Billing and Meter Maintenance. The Salaries Wages and Benefits will include the allocations from staffing that work on the Utility Fund such as Public Works Managers, GIS, Finance and Solutions Hub Customer Service.

This is the Functional Area for the following costs:

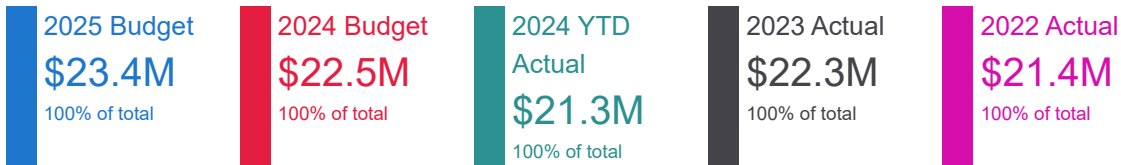
- Cellular water meter reading
- IT Allocations for Computer Software and Licenses
- Postage Budget for mailing of Utility Bills
- Costs of Printing Utility Bills

	2025: Budget	2024: Budget	Variance
Revenues	20,324,612	19,581,456	743,155
<i>User Charges and Fees</i>	20,072,972	19,306,156	766,815
<i>Sundry</i>	135,000	140,000	(5,000)
<i>Interest and Penalties</i>	116,640	135,300	(18,660)
Expenses	(3,101,674)	(2,930,656)	(171,017)
<i>Fleet Expense</i>	(28,080)	(27,000)	(1,080)
<i>Bad Debt Expense</i>	(50,000)	(50,000)	0
<i>Interest on Long Term Debt</i>	(66,401)	(109,238)	42,837
<i>Contracted and General Services</i>	(183,600)	(170,000)	(13,600)
<i>Maintenance, Materials, and Supplies</i>	(417,804)	(436,220)	18,417
<i>Salaries, Wages, and Benefits</i>	(2,355,789)	(2,138,198)	(217,591)
Grand Total	17,222,938	16,650,800	572,138

Budget Composition

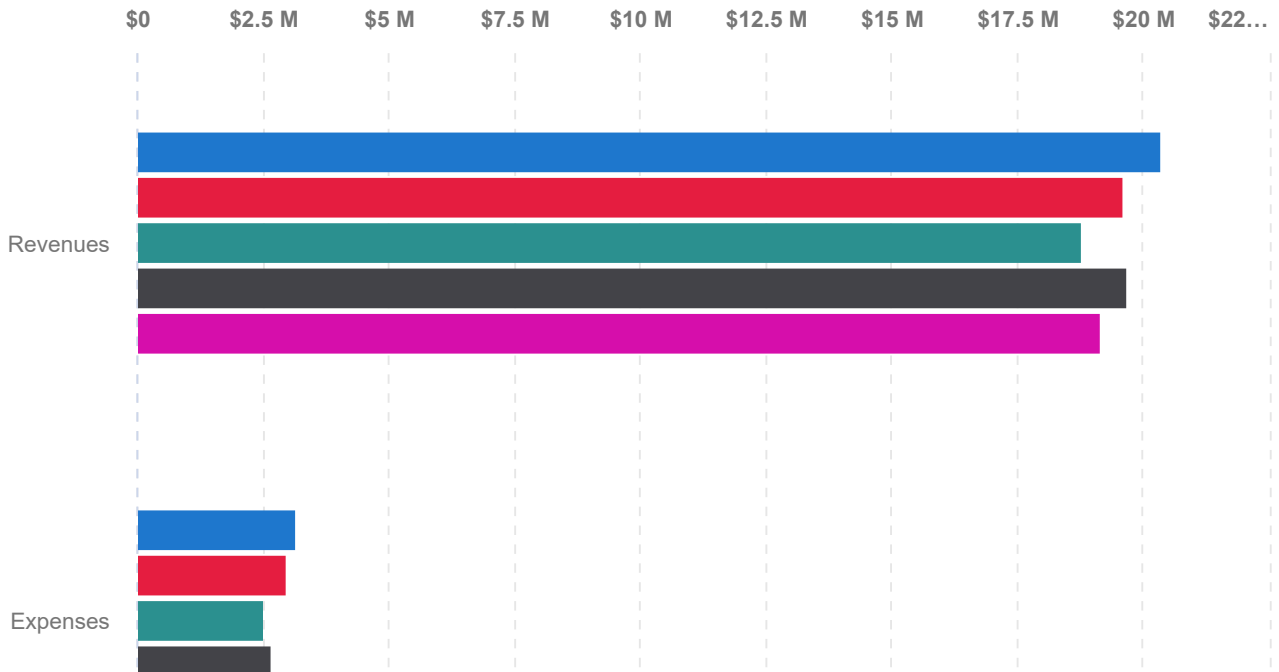
The below chart provides a breakdown of the maintenance, materials, and supplies budgets. The chart provides a comparison to the previous year's budget, along with actual amounts realized in 2022, 2023, and unaudited 2024 amounts (as of mid-December).

Functional Area Budget | \$23.4M



Amount | Sorted By(2025 Budget) | Broken down by Object Code Type

Functional Area Budget





Revenue Changes

User Charges and Fees

User Charges and Fees Revenue is derived from water sold to In-City Residential and Commercial Users, Outside Users and Prince Albert Rural Water.

Large outside water users consists of Saskatchewan Penitentiary, Trailer Courts, Heartland, etc.

It is projected that water sold to In City Residential, Industrial and Commercial Users will generate additional revenue based on water sold. Water sold to Prince Albert Rural Water is reduced due to Muskoday building their own Water Treatment Plant. As such, 2025 Budget has been adjusted.

Water and Sewer Monthly Fixed Charges are also generating additional revenue based on increased rates:

User Charges and Fees Revenue	2025 Budget	2024 Budget	Variance
Sale of Water - Residential	\$4,650,000	\$4,466,000	\$184,000
Sale of Water - Outside Users	\$409,244	\$376,425	\$32,819
Sale of Water - Prince Albert Rural Water	\$919,550	\$960,450	(\$40,900)
Sewer Consumption Sales	\$4,412,650	\$4,204,930	\$207,720
Water Fixed Meter Charges	\$4,868,716	\$4,709,980	\$158,736
Sewer Fixed Meter Charges	\$4,347,874	\$4,202,970	\$144,904
CF - Sale of Water	\$250,318	\$201,680	\$48,638
CF - Water Capital Works (meters)	\$36,099	\$37,131	(\$1,032)
CF - Sewer Service Charges	\$105,789	\$81,385	\$24,404
CF - Sewer Capital Works (meters)	\$32,732	\$33,205	(\$473)

Reconnection Charges	\$40,000	\$32,000	\$8,000
Total User Charges and Fees	\$20,072,972	\$19,306,156	\$766,815

City Facilities

The City makes an accounting entry to record these costs to City Facilities.

Sundry Revenue

Sundry revenue is generated from tag fees, bill reprint fees, frozen or burnt water meters, etc.

Budget reduced to \$135,000 based on a review of prior year actuals and expectations for 2025.

Interest and Penalties

The revenue for 2025 is expected to be \$116,640 for interest and penalties.

Interest and Penalties revenue has decreased by \$18,660 as there has been a reduction in penalties being charged on accounts. With the change to monthly billing and more people signing up for MIPPS (monthly installment payment plan which allows utility customers to make monthly payments on their utility account as opposed to making quarterly payments), there are less penalties being charged.

Expense Changes

Salaries, Wages, and Benefits

Increase of \$217,591 in salaries wages and benefits as follows:

- \$210,989 increase for the allocation of Public Works Administration. As per the Public Works recent restructure, there are some positions for 2025 Budget that will be charged 100% to the Utility Fund. Those positions include the Senior Utilities Manager and the Water and Sewer Manager. The 2024 Budget included only 30% of the salary and benefits for the Senior Utilities Manager and 70% of the salary and benefits for the Water and Sewer Manager. Both positions should be funded 100% from the Utility Fund as their roles are specific to operations of the Utility. That is the majority of the increase under Salaries Regular. As well, the increase awarded of 3% effective January 1, 2025 for out of scope is reflective in the increased allocations for Public Works management.
- \$29,297 increase for the water meter readers and installers. The 2025 budget is based on the actual salary and benefits costs for the three permanent water meter readers, and not based on historical averages. Budget is reflective of the true cost of three permanent Water Meter Servicers that will tag doors, turn on and off water, issue notices, install new water meters, change broken meters and provide an added level of customer service by trouble shooting.
- \$79,900 increase for Field Operations Lead position as per restructure within the Utility Fund.
- \$10,823 decrease for casual staffing in Public Works Admin, as the budget is not required.
- \$95,450 decrease in the allocation of staff to the Utility Fund. This is reflective positions are budgeted under Salaries Regular and not as a Salary Allocation. That includes an allocation of staffing time from Financial Services. The Salary Allocations are budgeted the

same as Year 2024 to be funded from the Utility Fund. The positions include a Utilities Manager and an Accounting Clerk. There is a dedicated Accounting Clerk that processes the utility bills and provides the listing of houses to be tagged. The Accounting Clerk prepares the list of water shutoffs and processes Water Applications.

- \$3,678 increase for overtime.

The 2025 Budget includes the amount of \$31,857 budgeted for 1% Vacancy Management Savings.

Please see below for the allocations of Public Works Staffing costs charged to the Water and Sewer Utility Fund to reflect the amount of time spent on Utility Fund related duties:

Director of Public Works	30%
Engineering Services Manager	20%
Operations Manager	20%
Senior Utilities Manager	100%
Water Treatment Plant Manager	100%
Waste Water Treatment Plant Manager	100%
Water and Sewer Manager	100%
Capital Projects Manager	60%
Engineering Coordinator	50%
Engineering Manager	60%
Senior CAD Technician	90%
GIS Technician	100%
Secretary II	100%
Utilities Manager - Finance	100%
Accounting Clerk II - Water Clerk - Finance	100%

Salary Allocations reflect an allocation from the Financial Services Functional Area and the Solutions Hub Functional Area to the Utility Fund. This reflects the time that Financial Services and Customer Service Representatives from the Solutions Hub spends on Utility Fund related accounting duties and customer service. The total allocation of \$411,540 is broken down as follows:

2025 Salary Allocation - Solutions Hub Functional Area ~ \$196,040

This Allocation represents 30% of the staffing compliment for the Solutions Hub.

The Solutions Hub is a centralized customer service team that receives all public inquiries including water and sewer requests. Customer Service Representatives process utility payments, billing inquiries, water applications, and create work orders for reconnection and disconnection requests. Water and sewer maintenance issues that need to be escalated to Public Works are submitted into Cityworks and sent to the appropriate manager to resolve.

2025 Salary Allocation - Financial Services Functional Area ~ \$215,500

Financial Services provides financial support for budgeting and financial reporting. Finance also assist in analyzing and forecasting projections. Finance also processes all the invoices payable for the Utility operations. Finance assists with the Water and Sewer Utility Rates.

Director of Financial Services	15%
Senior Accounting Manager	15%
Finance Manager	15%
Finance Analyst	25%
Audit Manager	25%
Secretary	12%
Accounting Clerk - Accounts Payable	50%
Chief Clerk - Accounts Payable	25%

Contracted and General Services

\$13,600 increase for cellular water meter reading. Total Budget for 2025 for payment to Badger Meter for cellular water meter reading in the amount of \$183,600.

Maintenance Materials and Supplies

\$18,417 decrease in maintenance materials and supplies as follows:

- \$15,000 decrease for the purchase of water meters. Reduction based on review of historical actuals.
- \$21,573 increase for utility fund usage of City Yards. 1/3 of the costs are allocated to the Utility Fund.
- \$7,000 decrease in training for managerial staffing.
- \$4,500 decrease as 2024 included the budget for replacement of jack hammer.
- \$22,800 decrease in the cost of postage for mailing water bills. There is an increase in water bills being emailed, as such, reduction in postage costs.
- \$7,768 increase in the allocation of IT software costs.
- \$2,842 increase relating to the increased cost for envelopes to mail water bills, tagging notices, etc.
- \$1,300 decrease in printer costs.

Interest on Long Term Debt

\$42,837 decrease in long term debt as follows:

- \$15,334 decrease in long term debt relating to the internal loan for the Water Meter Replacement Project.
- \$27,503 decrease in long term debt relating to the loan for the Water Treatment Plant Upgrades. This loan concluded September of 2024.

Total 2025 budget is \$66,401 for the Water Meter Replacement Project.

Water Meter Replacement Project

Interest is being charged internally for the Water Meter Replacement Project. However, there is no interest charged internally for the overall deficit of the Water Utility Fund that is covered by the General Fund.

- Water Utility Fund: interest is shown as an expense in the Water Utility Fund.
- General Fund: interest shows as revenue to the General Fund.

The loan principal for the project comes from the Water Utility Improvement Fund Balance annually. This is shown in the budget document. The surplus from the Water Utility Fund operating budget covers the principal payment.

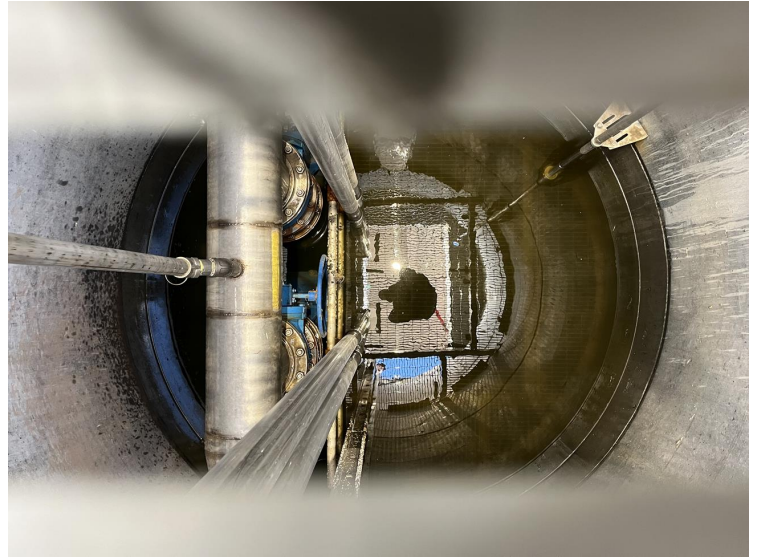
Bad Debt Expense

Bad Debt Expense is budgeted at \$50,000 for 2025.

Bad debt expense relates to the water bills that have been deemed to be uncollectible due to becoming “inactive”. An account becomes inactive when an individual moves and they do not pay their final water bill. In these instances, the City would have received a deposit up front from that person which is applied to the final bill, however the deposit does not always cover their entire final bill. The bad debt account covers that deficiency.

Fleet Expenses

\$1,080 increase in fleet expenses for a total budget of \$28,080 specific to the fleet vehicles used by the Water Meter Servicers.



Capital, Debt Principal, Interfund, & Improvement Fund

The City creates a balanced budget, which means that non-income statement related items such as capital expenditures and reserve transactions (which sit on the balance sheet) are budgeted for in the year they occur:

- Accounting treatment for capital items has them being capitalized on the balance sheet to demonstrate the City possessing a future economic benefit from that item. Annually, to demonstrate the usage of that capital item, amortization is expensed on the income statement. Once that capital asset is at the end of its useful life, it will have been fully expensed through amortization on the income statement, and will no longer have a value on the balance sheet.
 - The City is required to budget for the entire capital outlay of an asset in the year it is acquired, instead of budgeting for the annual amortization. This results in a capital budget item for 100% of the capital cost, and no budget for amortization.
- Principal debt repayment is reflected on the City's balance sheet and is demonstrated as a reduction to the liability amount. The City budgets to ensure these debt repayments are funded either through revenue sources or other means, such as reserves.
- Transfer to Improvement Fund relates to the projected surplus/deficit for the Water Utility Improvement Fund. The Improvement Fund is an equity account which has accumulated the surpluses/deficits of the Utility Fund since its inception.
- Interfund transfers have a nil impact to the City on an overall, consolidated basis. However, because the funds are operating on a self-sustaining basis, it is important to quantify the services provided between the funds. This quantification happens with interfund transfers.

The below table provides a summary of the capital, debt principal, interfund, and improvement fund amounts proposed in the budget. Please see the subsequent pages for additional information.

	2025: Budget	2024: Budget	Variance
Capital Revenue	0	629,867	(629,867)
Long Term Debt Principal	(1,183,956)	(1,834,425)	650,469
<i>2nd Avenue Reservoir Upgrades</i>	(214,000)	(206,000)	(8,000)
<i>New Reservoirs</i>	(229,000)	(220,000)	(9,000)
<i>Raw Water Pump House</i>	(207,538)	(200,620)	(6,918)

	2025: Budget	2024: Budget	Variance
<i>Wastewater Treatment Plant Upgrade - Detailed Design</i>	(38,904)	(37,605)	(1,299)
<i>Water Meter Replacement</i>	(494,514)	(479,180)	(15,334)
<i>Water Treatment Plant</i>	0	(691,020)	691,020
Provision for Capital	(3,025,000)	(2,675,000)	(350,000)
Transfer from other Funds	(909,813)	(885,398)	(24,415)
<i>Transfer from Sanitation Fund</i>	3,600	3,600	0
<i>Transfer to Airport Fund</i>	(3,727)	(3,709)	(18)
<i>Transfer to General Fund</i>	(906,909)	(883,087)	(23,822)
<i>Transfer to Sanitation Fund</i>	(2,777)	(2,202)	(575)
Transfer to Improvement Fund	(280,767)	(795,970)	515,203
Grand Total	(5,399,536)	(5,560,926)	161,390

Interfund Transfers

Total increase of \$24,415 experienced in interfund transfers, primarily related to an increase in the interfund amount for City Facilities within the General Fund.

Interfund transfers have a nil impact to the City on an overall, consolidated basis. However, because the funds are operating on a self-sustaining basis, it is important to quantify the services provided between the funds. This quantification happens with interfund transfers.

Transfers for City Facilities relate to offsetting the costs within specific functional area budgets for water/sewer, or sanitation services.

Transfers for Administrative fees represent the costs incurred in different funds for administrative functions

	2025: Budget	2024: Budget	Variance
Transfer from Sanitation Fund	3,600	3,600	0
<i>City Facilities</i>	3,600	3,600	0
Transfer to Airport Fund	(3,727)	(3,709)	(18)
<i>City Facilities</i>	(3,727)	(3,709)	(18)
Transfer to General Fund	(906,909)	(883,087)	(23,822)
<i>Administration Fee</i>	(614,000)	(614,000)	0
<i>City Facilities</i>	(292,909)	(269,087)	(23,822)
Transfer to Sanitation Fund	(2,777)	(2,202)	(575)
<i>City Facilities</i>	(2,777)	(2,202)	(575)
Grand Total	(909,813)	(885,398)	(24,415)

Transfer **from** Sanitation Fund - City Facilities: \$3,600

Budget relates to the sanitation charges budgeted within the functional areas of the Utility Fund. The amounts are budgeted and charged to understand the true cost of running a facility, however an interfund transfer comes back from the Sanitation Fund to cover those costs.

Transfer **to** General Fund - Administration Fee: \$614,000

Prior to 2010, the franchise fee was based on five percent of the total revenues received in the Water Utility Fund. Since 2010, it was suggested that the amount of the transfer be changed to reflect the actual apportionment of costs for people who currently contribute to the operation of the Water Utility Fund but would otherwise not be charged to that Fund. In 2012 the total dollars being transferred to the General Fund was set at \$614,000. This amount has not changed since 2012 as it was determined to be sufficient.

Transfer **to** Airport Fund - City Facilities: \$3,727

Budget represents the transfer back to the Airport Fund for Airport Facilities who include utility services within their functional area budget.

Transfer **to** General Fund - City Facilities: \$292,909

Budget represents the transfer back to the General Fund for City Facilities who include utility services within their functional area budget.

Transfer **to** Sanitation Fund - City Facilities: \$2,777

Budget represents the transfer back to the Sanitation Fund for Sanitation Facilities who include utility services within their functional area budget.

Utility Improvement Fund Balance

The table below shows a continuity of the anticipated Improvement Fund balance for the Utility Fund. The opening balance is obtained from the 2023 audited financial statements.

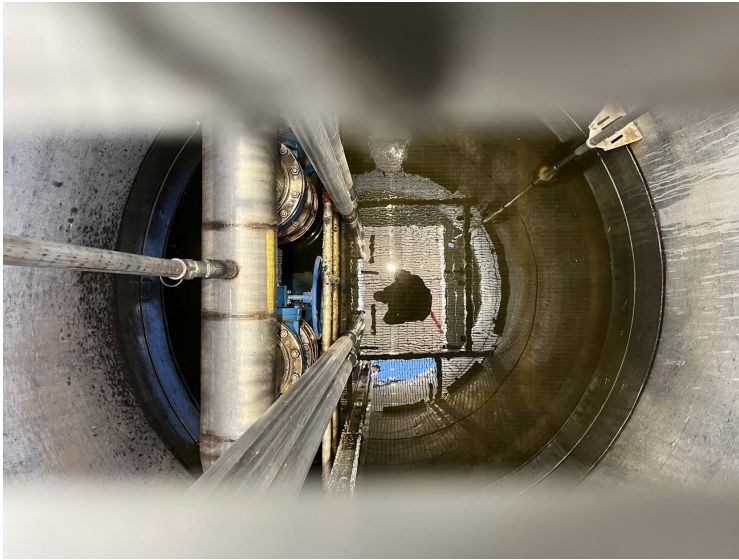
The sustainability of the Utility Fund is dependent on users being charged rates and fees that result in sufficient revenues to cover required operating costs and capital costs. As always, administration works hard to provide a budget that is fiscally responsible and palatable for the residents of Prince Albert.

A summary of the 2025 budget impacts on the Utility Improvement Fund Balance is as follows:

- The contribution from operations is **\$4,489,723**.
- The funding of **\$4,208,965** is required for the Capital Committed 2025 Capital Expenditures.
- The Committed Funds of **\$5,041,973** is earmarked and not available to offset the Water Utility Improvement Fund Balance.
- This results in a **deficit** of **\$4,268,668** for the Water Improvement Fund Balance ending 2025.

WATER UTILITY IMPROVEMENT FUND BALANCE	Year 2025	Year 2024
(UNCOMMITTED EQUITY)	Budget	Budget
Budgeted Transactions		
Funding:		
Contribution from Operations	\$4,489,723	\$5,305,395
Expenses:		
Transfer to Capital Committed Reserve	(\$4,208,965)	(\$4,509,425)
Committed Funds:		
Allocation of Debt Financing to General Fund	(\$3,997,443)	
Unspent Debt Financing for WWTP Detailed Design	(\$1,044,530)	
	(\$5,041,973)	

Budgeted Increase / (Decrease) to Fund	(\$4,761,215)	\$795,970
Fund Surplus / (Deficit) Balance, Beginning of Year (Estimated)	\$492,547	(\$303,423)
Fund Surplus / (Deficit) Balance, End of Year (Estimated)	(\$4,268,668)	\$492,547



Capital & Debt Principal

The proposed 2025 Utility Fund Capital Projects are included in the chart below.

There is an increase of \$350,000 for Sewer Relining. In previous years, this was budgeted under Operating, however, is capitalized each year. As such, for 2025, Sewer Relining is being budgeted under Capital.

The Loan for the Upgrades at the Water Treatment Plant concluded September of 2024. As such, for 2025 there is no payment.

Commencing Year 2025, the funding for the WTP Upgrades Debt Financing will be funding the Raw Water Pump House Debt Financing.

All capital projects and debt principal payments are funded by Utility Fund's surplus.

Capital Projects

	2025 Budget
Fire Hydrant - Fire Protection	
<p>20910</p> <p><i>Installation of 2-3 Fire Hydrants in areas where the City's design standard spacing of 150 unobstructed meters between hydrants do not currently exist. The addition of these hydrant will improve fire protection. In 2022 one of the new hydrants the City installed improved the fire protection to the Norther Lights Casino, Prince Albert Inn and Lakeland Ford.</i></p> <p><i>Funding Source: Water Utility Improvement Fund</i></p>	65,000
Fire Hydrant Replacement	
<p>20909</p> <p><i>Replacement of the old fire hydrants brands that are failing, no longer manufactured and replacement parts are not available. Average material cost for the hydrant only was</i></p>	

\$4800 in 2022. This does not include material fittings to tie the hydrant to the water line, labor or equipment costs. The City of Prince Albert has 1,030 Fire Hydrants. In 2021 the replacement of the John East Hydrants was completed. The City Standard is the Mueller Canada Valve hydrant of which there are 475. The program will replace the hydrants that are prone to failure and to which parts are not available. When these hydrants fail, usually in winter, there are huge repair costs, disruption in service issues, and fire protection issues. It is much more cost effective to schedule summer replacement of these hydrants with new Mueller Canada Valve hydrants.

Funding Source: Water Utility Improvement Fund

105,000

Lead Service Replacement Program

21351

In the 19th century lead was the most common type of pipe used for in house plumbing and for the water service that connected to the cast iron water mains in the street. Lead continued to be used up to 1955. In 2023, approximately 430 properties in Prince Albert had lead water service connections. Some may experience lead leaching into the drinking water from the service connection or plumbing system if it contains lead. Through investigation into the archived paper copies of the service connection notes and the annual replacement program, the remaining number of lead services has been greatly reduced. A combination of the lead services replaced in conjunction with the water main replacement program and known lead services with the highest test results are derived to generate the replacement locations each year.

Funding Source: Water Utility Improvement Fund

155,000

Sanitary and Storm Sewer Replacement

21355

This multi-year project involves the renewal of existing aged / deteriorated sanitary and storm sewer mains by

replacing or relining the entire length of pipe materials along a significant span of the line, typically a city block. In cases of replacement there may be concurrent rehabilitation of the asphalt roadway and concrete curbs, gutters and sidewalks required. The locations of repair are normally confirmed in advance with sewer photography inspections. Sites of interest may be identified through one of the following factors; The occurrence of repetitive performance problems in the main requiring ongoing maintenance, consistently poor pipe appearing in the video, and/or a history of localized emergency and repair digs at the location or the roadway section identified as a rehabilitation project within the roadway recapping program.

Funding Source: Water Utility Improvement Fund

850,000

Sewer Relining

20912

Contractors performing short spot repairs or full block relining as determined after the completion of the sewer photography on the City's sewer system.

Funding Source: Water Utility Improvement Fund

350,000

Watermain Replacement

21362

This program replaces 1900 to 1970 cast iron water mains which are problematic, have the most breaks and are past their life expectancy, mains that have persistent leaks, dead end water mains that require looping and mains that have been identified as undersized to provide adequate daily demand and fire flow. The cast iron water mains are constantly failing with 23 breaks per year and must be replaced. Presently we are averaging 1,700 m (11 blocks) of replacement per year. This needs to increase to reduce the 52,900 m (352 blocks) back log of cast iron water main to replace. Replacing old breaking and leaking water main on an annual basis, reduces water main breaks thereby

reducing future operation and maintenance costs and improves service delivery to the residents. Increasing the sizing of the water mains and looping or connecting water mains provides for additional flow to meet the daily demands and fire protection. The 2025 locations will be determined from previous water main break records and identified projects from the Hydraulics System Analysis.

Funding Source: Water Utility Improvement Fund

1,500,000

Grand Total

3,025,000

Debt Principal

		2025 Budget
Raw Water Pump House Loan		
20011		
<i>Principal payment of loan for Raw Water Pump House. Originally borrowed \$12,803,000 in 2022 at a rate of 3.45%, due 2057.</i>		
<i>Funding Source: Water Utility Improvement Fund</i>		207,538
River Street Reservoir Loan		
20008		
<i>Principal payment on loan for River Street Reservoir. Originally borrowed \$7,000,000 in 2017 at a rate of 3.4%, due December 2042.</i>		
<i>Funding Source: Water Utility Improvement Fund</i>		229,000
Water Meter Replacement		
20007		
<i>Principal payment of internal loan for water meter replacement project. Originally borrowed \$4,326,900 from the General Fund in 2019 at a rate of 3.2%, due 2028.</i>		
<i>Funding Source: Water Utility Improvement Fund</i>		494,514
WWTP Detailed Design Loan		
20010		
<i>Principal payment of loan for Waste Water Treatment Plant Detailed Design. Originally borrowed \$2,400,000 in 2022 at a rate of 3.45%, due 2057.</i>		
<i>Funding Source: Water Utility Improvement Fund</i>		38,904
Zone 2 Water Reservoir Upgrades Loan		
20009		

2025 Budget

Principal payment of loan for reservoir upgrades. Originally borrowed \$6,553,000 in 2017 at a rate of 3.4%, due December 2042.

Funding Source: Water Utility Improvement Fund

214,000

Grand Total

1,183,956

Functional Area: Water Treatment Plant

This functional area includes the expenditures related to the costs associated with the operation of the Water Treatment Plant and associated water delivery network.

The Water Treatment Plant collects and treats drinking water for distribution to Prince Albert and area. The City of Prince Albert supplies water to the Prince Albert Rural Water.

	2025: Budget	2024: Budget	Variance
Revenues	130,000	115,000	15,000
<i>User Charges and Fees</i>	130,000	115,000	15,000
Expenses	(6,815,255)	(6,497,745)	(317,510)
<i>MMS Capital</i>	0	0	0
<i>Insurance</i>	(45,170)	(40,200)	(4,970)
<i>Contracted and General Services</i>	(114,000)	(81,740)	(32,260)
<i>Fleet Expense</i>	(511,040)	(394,090)	(116,950)
<i>Utilities</i>	(668,980)	(677,322)	8,342
<i>Interest on Long Term Debt</i>	(784,223)	(809,136)	24,913
<i>Maintenance, Materials, and Supplies</i>	(2,000,081)	(1,838,398)	(161,683)
<i>Salaries, Wages, and Benefits</i>	(2,691,761)	(2,656,859)	(34,902)
Grand Total	(6,685,255)	(6,382,745)	(302,510)

Budget Composition

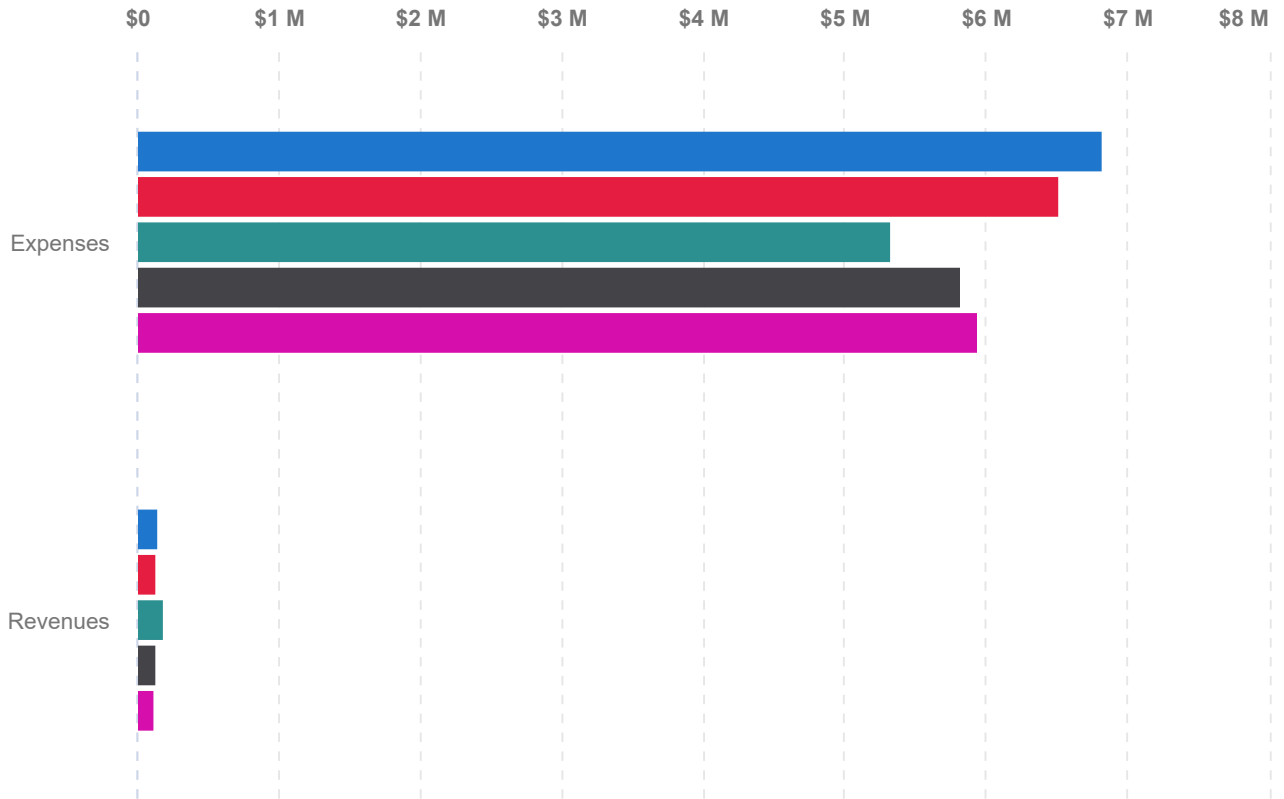
The below chart provides a breakdown of the maintenance, materials, and supplies budgets. The chart provides a comparison to the previous year's budget, along with actual amounts realized in 2022, 2023, and unaudited 2024 amounts (as of mid-December).

Functional Area Budget | \$6.9M



Amount | Sorted By(2025 Budget) | Broken down by Object Code Type

Functional Area Budget



Revenue Changes

User Charges and Fees

\$15,000 increase in user charges and fees revenue relating to revenue generated from the water crane.

Total 2025 budget of \$130,000 for water crane revenue.

Expense Changes

Salaries, Wages, and Benefits

\$34,902 increase in salaries wages and benefits as follows:

- \$54,902 increase per awarded general wage increases approved by City Council, including applicable step increases, and payroll benefit increases.
- \$20,000 decrease for casual janitorial cleaning at the Water Treatment Plant . Upon a review of casual janitorial staffing, the 2025 Budget is budgeting the amounts as contracted housekeeping services for both the Water Treatment Plant and Wastewater Treatment Plant. As such, the amount of \$40,000 has been decreased from Salaries Casual specific to janitorial cleaning.

Council approved a 3% increase effective January 1, 2025.

This includes the Water Treatment Plant Operators, Relief Operators, Tradesperson, Instrument Technician, etc. to support the operations of producing safe water to our residents.

Water Treatment Plant Operators:

- Add chemicals, such as ammonia or chlorine, to disinfect water or other liquids.
- Inspect equipment on a regular basis.
- Monitor operating conditions, meters, and gauges.
- Collect and test water and sewage samples

The budget also includes staff dedicated to the maintenance of the City's watermains. Pipe age and condition, soil condition, pipe material and pressure changes in the water system can all play a part in a water main break, but one of the biggest causes is freezing temperatures. Cold temperatures in the winter cause water mains to contract and in the spring warmer temperatures cause pipes to expand. In some cases, and especially with cast iron pipes where there is very little flexibility, this is enough to cause a break in the water main. The freeze-thaw cycles in the spring also cause the ground to shift which contributes to water main breaks.

Contracted and General Services

\$32,260 increase in contracted services for the Water Treatment Plant

- Increase of \$20,000 for janitorial cleaning at the Water Treatment Plant. The 2024 Budget included the amount of \$20,000 as salaries wages and benefits, however, there is no City staffing completing the housekeeping. The 2025 Budget includes the amount to be contracted housekeeping.
- Decrease of \$9,000 for specialized engineering services required for specialized equipment.

- Increase of \$25,000 for consulting services. \$12,000 for structural analysis, review & designing of beam extension in the Actiflo area to support hoisting & rigging for safe lifting/handling of mixers and equipment in the 3 Contact basins. OH&S requirement under PART 13. \$13,000 for testing contaminant removing capabilities of the treatment facility. This to facilitate Schedule 'C' of the agreement that is to be signed between various WTP facilities across the province and the regulatory bodies.
- Increase of \$260 for Canadian Linen to supply floor mats for the outside entrance areas and carbon room.
- Increase of \$2,000 for specialized computer programming on the Programable Logic Controls (PLC) and Supervisory Control & Data Acquisition (SCADA) operating systems of the WTP.
- Decrease of \$5,000 for conducting analytical testing on potable water.
- Decrease of \$1,000 for contractors used if needed to repair water main breaks.

Total Budget of \$114,000 for contacted and general services for Water Treatment Plant as follows:

- \$5,000 as base funds used for specialized engineering services through the year for specialized equipment repair or analysis.
- \$2,400 for Canadian Linen to supply floor mats for the outside entrance areas and carbon room. 7 mats = \$89.52 every 2 weeks (26) invoices throughout the year = \$2400 (approx.)
- \$25,000 for conducting analytical testing on the potable water. A certified laboratory must be used for compliance to the Permit to Operate a Waterworks.
- \$2,500 for the replacement of switches, routers, keyboards, and other computer related equipment to operate the SCADA system operational & office computers.
- \$5,000 for specialized computer programming on the Programable Logic Controls (PLC) and Supervisory Control & Data Acquisition (SCADA) operating systems of the WTP.
- \$12,000 for structural analysis, review & designing of beam extension in the Actiflo area to support hoisting & rigging for safe lifting/handling of mixers and equipment in the 3 Contact basins.
- \$13,000 for testing contaminant removing capabilities of the treatment facility. This to facilitate Schedule 'C' of the agreement that is to be signed between various WTP facilities across the province and the regulatory bodies.
- \$20,000 for contracted janitorial housekeeping services at Water Treatment Plant.
- \$15,000 for contractors used if needed to repair water main breaks. Ex: Tow Trucks to move vehicles if in the work zone, Contractor needed to haul City equipment or power poles need to be removed or supported by SaskPower.
- \$6,500 for conducting analytical testing on potable water. A certified laboratory must be used for compliance to the Permit to Operate a Waterworks. Also used for jugged water for residence if a water service leak or a frozen water service lasts longer than one day.
- \$4,000 for specialized engineering services through out the year for specialized equipment or analysis. Ex: Compaction Tests.
- \$3,600 for annual software license fee for the Water Crane.

Interest on Long Term Debt

\$24,913 decrease in long term debt as follows:

- \$7,120 decrease in interest relating to debt financing borrowed for the Raw Water Pump House.
- \$8,590 decrease in interest relating to debt financing borrowed for 2nd Avenue and Marquis Road Reservoir.
- \$9,203 decrease in interest relating to debt financing borrowed for River Street Reservoir.

\$784,223 total interest on long term debt as follows:

- \$422,130 for Raw Water Pump House.
- \$175,041 for 2nd Avenue and Marquis Road Reservoir.

- \$187,052 for River Street Reservoir.

Fleet Expenses

\$116,950 increase in fleet expenses as follows:

- \$23,320 in fleet charges for the three service trucks belonging to the facility.
- \$93,630 in fleet charges for equipment utilized when repairing or replacing water services. This can fluctuate from year to year if City equipment is busy with other tasks and external hired equipment is utilized (eg. Hired Tandem Trucks).

Insurance

\$4,970 increase in insurance.

The insurance budget relates to the premiums the City pays to maintain insurance policies. For the Plants and Reservoirs, the City's insurance policies cover the buildings and administration liability. The insurance on buildings is expected to increase by 6% and liability insurance is expected to increase by 2% in 2025 as per the information provided by City's insurance broker.

The increase also incorporates estimates for annual increases provided by the City's insurance Broker and insurance related to new property additions since prior year's budget.

Insurance	2025 Budget	2024 Budget	Variance
Water Treatment Plant	\$33,783	\$29,930	\$3,853
Raw Water Pump House	\$7,329	\$6,610	\$719
2nd Avenue Reservoir	\$2,060	\$1,860	\$200
Marquis Road Reservoir	\$1,998	\$1,800	\$198

Maintenance Materials and Supplies

\$161,683 increase in maintenance materials and supplies as follows:

- \$18,000 increase for the installation cost of new system from FLOWPOINT Environmental Systems.
- \$15,000 decrease in parts for the Water Treatment Plant. Proper routine preventative maintenance must be performed on all operational equipment to ensure proper working order. Properly maintaining operational assets ensures they can provide trouble free service to reach their potential end of life cycle without premature capital replacement. This account pays all equipment maintenance for the Water treatment process and potable water distribution. There are hundreds of different types of equipment requiring routine repair and maintenance. A few examples are things like pump repair kits, rotork actuator repairs, chlorine system repairs, chemical injection quills, backflow preventer repairs, variable frequency drive repairs, electric motor rebuild/repairs, pressure relief valve repair kits, gauges, pressure sensors, level sensors, flow meters, chemical pump repairs, etc.
- \$15,000 increase as the WTP is a very large facility with 3 stories to maintain. Different sections of the facility were built in different years dating back to 1954. The required upkeep and maintenance of the facility varies throughout the year and from year to year. Efficiencies in building operations and savings in power and energy are realized by keeping the facility properly maintained. This

- account pays for repairs/routine maintenance to 7 air handling units, 7 air conditioners, 6 boilers, 12 heat exchangers, windows, doors, plumbing, exterior, building security, etc.
- \$155,000 increase for filter media replacement E & F as per new media design. The plan is to replace filter media for 2 filter cells every year for next four years. The cost covers the material cost, installation, underdrain inspection and removal of old media.
 - \$5,500 increase in operating supplies for consumable materials in conducting equipment maintenance. Includes but not limited to: Bolts, nuts, screws, stainless steel pipe, fittings and valves, PVC pipe, fittings and valves, electrical wire, electrical connectors, shrink tape, wire labeling equipment, lights, electrical conduits, fuses, cable tray, etc. etc.
 - \$3,000 increase for any maintenance or repairs to building equipment not related to heating, cooling or air movement. This would be things like overhead cranes/hoists, lifting devices, etc. There are 3 overhead cranes, and 5 electric hoists within the facility. Total Budget of \$21,000 includes \$18,000 for the purchase of material required for the extension of the beam structure in the Actiflo area (overhead travelling crane). This is to ensure safe handling/lifting of mixers/equipment from the three Contact Basins for maintenance work.
 - \$13,500 increase for annual Watertrax software fees along the SCADA software subscription fees.
 - \$1,600 increase for postage and freight.
 - \$1,000 increase for safety supplies such as first aid kits, safety harnesses, lifting slings, etc.
 - \$26,100 decrease for hired equipment.
 - \$1,500 increase for operating supplies and building maintenance for Raw Water Pump House.
 - \$6,500 decrease for asphalt.
 - \$4,500 decrease for concrete.
 - \$317 decrease in allocation to utility fund for City Yards and MSC.

The largest factors for Maintenance Materials and Supplies is as follows:

- \$1,041,038 is budgeted for chemicals used in the Water Treatment Plant. The water purification materials (potassium permanganate, coagulant, carbon, polymer, chlorine, sodium hydroxide, fluoride, orthophosphate and mic-ro-sand are all consumable products required to properly treat the raw water providing a safe reliable potable water to the consumers. The raw water quality is very unpredictable and dictates the demand placed on these consumable materials through the treatment process making it very hard to accurately predict the volume of materials required year to year. These material are subject to world trade market fluctuations/tariffs, exchange rates and transportation costs.
- \$206,500 for operating supplies. This entails a wide variety of parts and tools involved in repairing or replacing a water service for fire hydrant. This acct. can vary depending on the amount of water service leaks or any other repairs that are needed in any year.
- \$175,000 for special equipment maintenance. Filter media replacement E & F as per new design; The plan is to replace filter media for 2 filter cells every year for next four years. The cost covers the material cost, installation, underdrain inspection and removal of old media.
- \$115,000 budgeted as proper routine preventative maintenance must be performed on all operational equipment to ensure proper working order. Properly maintaining operational assets ensures they can provide trouble free service to reach their potential end of life cycle without premature capital replacement. This account pays all equipment maintenance for the water treatment process and potable water distribution. There are hundreds of different types of equipment requiring routine repair and maintenance. A few examples are things like pump repair kits, rotork actuator repairs, chlorine system repairs, chemical injection quills, backflow preventer repairs, variable frequency drive repairs, electric motor rebuild/repairs, pressure relief valve repair kits, gauges, pressure sensors, level sensors, flow meters, chemical pump repairs, etc.
- \$84,500 for asphalt.

- \$20,000 for concrete.
- \$30,500 for granular.
- \$35,000 for building maintenance. The WTP is a very large facility with 3 stories to maintain. Different sections of the facility were built in different years dating back to 1954. The required upkeep and maintenance of the facility varies throughout the year and from year to year. Efficiencies in building operations and savings in power and energy are realized by keeping the facility properly maintained. This account pays for repairs/routine maintenance to 7 air handling units, 7 air conditioners, 6 boilers, 12 heat exchangers, windows, doors, plumbing, exterior, building security, etc.
- \$45,360 for equipment maintenance. This budget is used for maintaining specialized equipment serviced by outside agencies and for purchasing specialized items/equipment like chemical pumps, flow meters, probes. For instance there are 13 different dosing pumps alone throughout the facility at varying service life stages. Many of these dosing pumps range in price from \$3,000 to \$15,000 each.
- \$35,000 budgeted for software such as Waterworth and Watertrax.
- \$18,308 for allocation of IT software costs.
- \$35,000 for training. The Manager and operational staff need to obtain 1.2 Continuing education units(CEU) every 2 years to retain Mandatory Operator Certification.



Functional Area: Waste Water Treatment Plant

This functional area includes the expenditures related to the costs associated with the operation of the Waste Water Treatment Plant.

Lift stations are part of the pumping system that help keep wastewater moving through the sanitary sewer system to the Wastewater Treatment Plant.

Every time you flush the toilet, take a shower or wash the dishes, you send wastewater down the drain to an underground network of pipes. These pipes, through gravity and a series of pumping stations, carry the wastewater to the Wastewater Treatment Plant.

	2025: Budget	2024: Budget	Variance
Revenues	65,000	70,000	(5,000)
<i>User Charges and Fees</i>	65,000	70,000	(5,000)
Expenses	(5,203,147)	(4,777,128)	(426,019)
<i>MMS Land Develop</i>	0	0	0
<i>MMS Capital</i>	0	0	0
<i>Insurance</i>	(24,598)	(22,190)	(2,408)
<i>Interest on Long Term Debt</i>	(79,130)	(80,460)	1,330
<i>Fleet Expense</i>	(577,625)	(456,810)	(120,815)
<i>Utilities</i>	(624,806)	(575,399)	(49,407)
<i>Contracted and General Services</i>	(902,300)	(1,008,800)	106,500
<i>Maintenance, Materials, and Supplies</i>	(1,156,653)	(863,930)	(292,723)
<i>Salaries, Wages, and Benefits</i>	(1,838,035)	(1,769,539)	(68,495)
Grand Total	(5,138,147)	(4,707,128)	(431,019)

Budget Composition

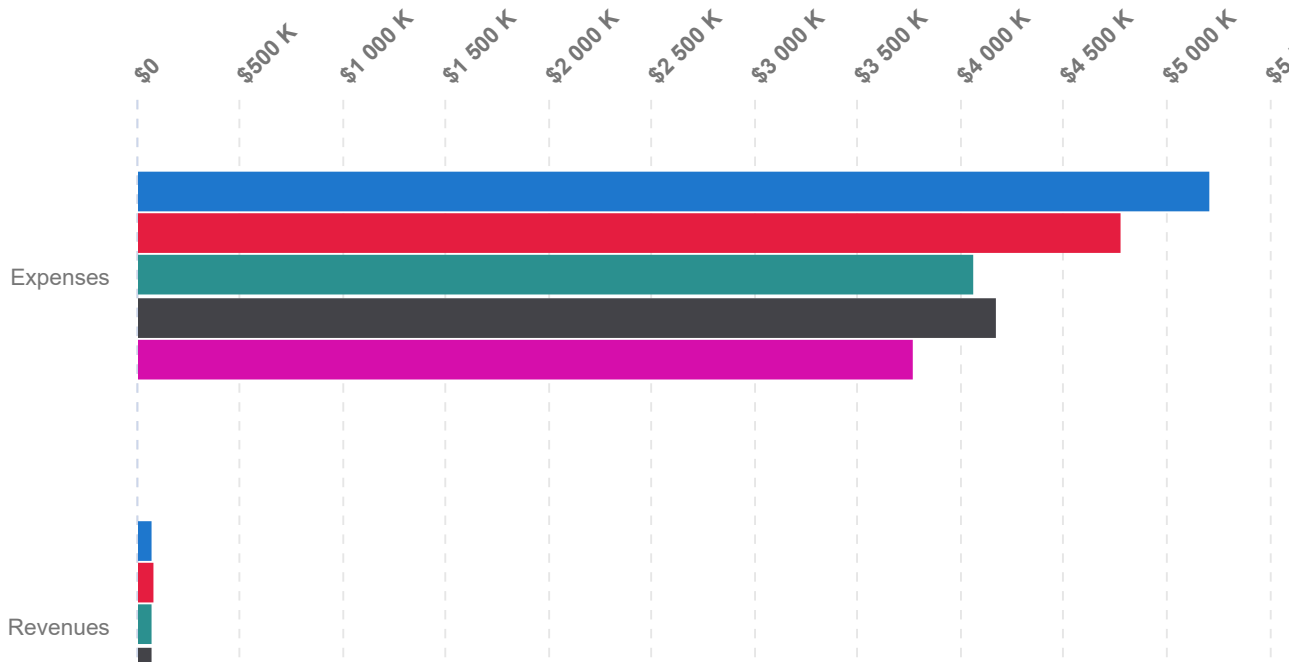
The below chart provides a breakdown of the maintenance, materials, and supplies budgets. The chart provides a comparison to the previous year's budget, along with actual amounts realized in 2022, 2023, and unaudited 2024 amounts (as of mid-December).

Functional Area Budget | \$5.3M



Amount | Sorted By(2025 Budget) | Broken down by Object Code Type

Functional Area Budget





Revenue Changes

User Charges and Fees

\$5,000 reduction in revenue generated from septic dumping fees. Total budget of \$65,000 for septic dumping fees.

Expense Changes

Salaries, Wages, and Benefits

\$68,495 increase in salaries wages and benefits as follows:

- \$45,613 increase per awarded general wage increases approved by City Council, including applicable step increases, and payroll benefit increases.
- \$30,000 increase relating to Duty On Call when operators are called work.
- \$12,882 for overtime relating to operators.
- \$20,000 decrease for casual janitorial cleaning at the Wastewater Treatment Plant. Upon a review of casual janitorial staffing, the 2025 Budget is budgeting the amounts as contracted housekeeping services for both the Water Treatment Plant and Wastewater Treatment Plant. As such, the amount of \$40,000 has been decreased from Salaries Casual specific to janitorial cleaning.

Council approved a 3% increase effective January 1, 2025.

This includes the Waste Water Treatment Plant Operators, Relief Operators, Tradesperson, Instrument Technician, etc. to support the operations of producing safe water to our residents.

Waste Water Treatment Plant Operators:

- Add chemicals, such as ammonia or chlorine, to disinfect water or other liquids.
- Inspect equipment on a regular basis.
- Monitor operating conditions, meters, and gauges.
- Collect and test water and sewage samples

The budget also includes staff dedicated to the maintenance of the City's sewer mains. Pipe age and condition, soil condition, pipe material and pressure changes in the water system can all play a part in a sewer main break, but one of the biggest causes is freezing temperatures. Cold temperatures in the winter cause water mains to contract and in the spring warmer temperatures cause pipes to expand.

Contracted and General Services

Decrease of \$106,500 for contracted and general services for Wastewater Treatment Plant resulting from:

- Decrease of \$350,000 for Sewer Relining as the amount is being budgeted as a Capital Project for 2025, as the costs are capitalized at the end of the year. Sewer relining includes contractors performing short spot repairs or full block realigning as determined after the completion of the sewer photography on the City's sewer system.
- Increase of \$150,000 as a one time item to repair the roof on the lower admin building.
- Increase of \$20,000 for janitorial cleaning at the Waste Water Treatment Plant. The 2024 Budget includes the amount of \$20,000 as salaries wages and benefits, however, there is no City staffing completing the housekeeping. The 2025 Budget includes the amount to be contacted housekeeping.
- Increase of \$13,500 for computer repairs and software annual renewals (WaterTrax and Port-a-logic new for 2025).
- Increase of \$10,000 for allowance to clean out lift station wet wells.
- Increase of \$15,000 for emergency repairs.
- Increase of \$25,000 for communication and consulting with process experts.
- Increase of \$8,000 for inspection and testing of primary clarifier during routine maintenance intervals.
- Increase of \$2,000 for vac truck and miscellaneous costs in draining, cleaning and inspecting the blended sludge tank.

Total budget of \$902,300 includes the following contracted and general services for Waste Water Treatment Plant:

- \$350,000 for Sewer Photography. Contractors performing cleaning and photography of the City's sewer mains. Information is utilized to identify areas requiring maintenance replacement or re-lining.
- \$150,000 is budgeted 2025 as a one time item to repair the roof on the lower admin building.
- \$90,000 for reimbursements for Septic pump outs for City Residential that are not connected to the collection system.
- \$135,000 for re-lining of sanitary sewer services, sewer photography, root cleaning costs.
- \$3,000 for Pest Control Contractors. Depending on the year, Beaver control is needed. The Beaver's plug culverts and dam up natural drainage systems and drainage channels within the city. Contractors used for mulching and cleaning drainage channels.
- \$2,000 for contractors like Roto Rooter utilized for photographing sewer main in order to investigate and possibly repair a problem in the sewer main.
- \$1,500 for contractors used if needed to repair Trunk Sewer Mains. Ex: Tow Trucks to move vehicles if in the work zone or Power Poles need to be removed or supported by SaskPower.
- \$14,000 for an accredited lab which is requirement of the permit to operate for testing effluent water quality.
- \$50,000 for computer repairs and software annual renewals.
- \$1,500 to perform Qualitative Analysis on the Sludge material that is hauled to the landfill on quarterly basis. This is a requirement by Ministry of Environment.
- \$40,000 for emergency repairs.
- \$25,000 for communication and consulting with process experts.
- \$8,000 for inspection and testing of primary clarifier during routine maintenance intervals.
- \$2,000 for vac truck and miscellaneous costs in draining, cleaning and inspecting the blended sludge tank.
- \$10,000 for allowance to clean out lift station wet wells.
- \$20,000 for contracted housekeeping services.
- \$300 for Hep A and B Shots.

Interest on Long Term Debt

\$1,330 decrease in long term debt relating to the debt financing borrowed for the Waste Water Treatment Plant Design.

Total 2025 budget of \$79,130 for the Waste Water Treatment Plant Design.

Fleet Expenses

\$120,815 increase in fleet expenses relating to various equipment used for utility services such as culverts and drainage, catch basins, sewer and storm sewer maintenance, storm channel, trunk sewer and service connections.

Insurance

\$2,408 increase in insurance.

The insurance budget relates to the premiums the City pays to maintain insurance policies. For the Plants and Reservoirs, the City's insurance policies cover the buildings and administration liability. The insurance on buildings is expected to increase by 6% and liability insurance is expected to increase by 2% in 2025 as per the information provided by City's insurance broker.

The increase also incorporates estimates for annual increases provided by the City's insurance Broker and insurance related to new property additions since prior year's budget.

Insurance	2025 Budget	2024 Budget	Variance
Lift Stations	\$6,440	\$5,820	\$620
Waste Water Treatment Plant	\$15,516	\$14,030	\$1,486
Sewage Treatment Compost (building at landfill)	\$2,642	\$2,340	\$302

Utilities

\$49,407 increase in utilities mainly attributed to water and sewer.

Water and Sewer relates to the charge for sewer and water for City Facilities. There is a corresponding increase in User Charges and Fees Revenue for Water and Sewer for City Facilities. That is the entry that records the water used by City Facilities.

Maintenance Materials and Supplies

\$292,723 increase in maintenance materials and supplies as follows:

- \$241,000 increase in the budget of chemicals used for the wastewater process. The only current chemical used is a cationic polymer. Includes the amount of \$40,000 for Nanfloc implementation as well as \$200,000 for NO3 trials and seasonal implementation at the thickener tank.
- \$6,500 increase in asphalt.
- \$5,500 increase in granular.
- \$37,600 increase in concrete.
- \$2,600 operating supplies and office supplies.
- \$9,700 decrease for hired equipment.
- \$2,200 increase in managerial monthly travel costs.

- \$1,500 increase in safety supplies such as first aid kits, safety harnesses, lifting slings, etc.
- \$1,000 increase in postage and freight.
- \$2,350 increase for telephone.
- \$250 increase for advertising to post for vacant job positions (operators, etc.)
- \$500 for memberships and dues. Funds used for payment of employee professional membership fees such as: Association of Certified Technologists, Fireman's certificates, Operator Certification, Saskatchewan Wastewater Association, etc.
- \$14,660 increase in licenses and software such as Waterworth, SCADA software, etc.
- \$41,920 decrease for miscellaneous mechanical parts based on average use. Total Budget for 2025 is \$118,000. Items to address in 2025 include possible upgrade to HMI/HSC for UV system \$30,000, UV bulbs annual replacement \$60,000, Chemsan yearly costs and service \$25,000, and spare vacuum breaker \$3,000.
- \$26,000 increase for planned maintenance rehabilitation projects.
- \$3,000 increase for any maintenance or repairs to building equipment not related to heating, cooling or air movement. This would be things like overhead cranes/hoists, lifting devices, etc. There are 3 overhead cranes, and 5 electric hoists within the facility. Total Budget of \$21,000 includes \$18,000 for the purchase of material required for the extension of the beam structure in the Actiflo area (overhead travelling crane). This is to ensure safe handling/lifting of mixers/equipment from the three Contact Basins for maintenance work.
- \$417 decrease in allocation to utility fund relating to MSC and City Yards.

The largest factors for Maintenance Materials and Supplies is as follows:

- \$300,000 for chemicals used for the wastewater process. The only current chemical used is a cationic polymer. Despite the fact that the chemical prices are instable and market dependent, the ask for this item will be same as last year's.
- \$300,000 for parts special equipment. Includes items such as planned maintenance re-habilitation projects N Primary Blast & Coat \$150,000, N Secondary Blast & Coat \$130,000, both spare Sec Clarifier arms Coat \$7,000, and crane cost to install \$5,000.
- \$118,000 for mechanical parts to address in 2025 possible upgrade to HMI/HSC for UV system \$30,000, UV Bulbs Annual replacement \$60,000, Spar Bio-reactor mixer \$25,000, Chemsan Yearly Costs and service \$25,000, Spare Vaccuum Breaker \$3000, Replacement Grinder for headworks \$45,000.
- \$78,000 for asphalt.
- \$35,000 for supplies for the lab tests. include COB, ammonia high and low range, phosphorus, pipets tips, and reagents. The existing apparatus needs to changed (more than 15 years old).
- \$24,500 for granular supplies.
- \$15,000 for Waterworth annual subscription.
- \$14,500 for telephone costs.
- \$14,640 for training such as VFD, backflow preventer, ISA conference and trade shows, etc.
- \$11,200 for concrete.
- \$11,000 for safety supplies.
- \$50,200 for variety of parts and tools for various services such as drainage of storm water, parts for steamers for culverts, repairing a storm sewer main, sanitary sewer services, cleaning and jetting of sewer lines, and repair of catch basins.
- \$10,000 for the hiring of external equipment.

