

## TOWN OF DUCK LAKE

### 2024 ANNUAL WATERWORKS INFORMATION POLICY

Resolution # 175/2025

---

**DATE:** August 11th, 2025.

#### **WATERWORKS RATE POLICY**

Bylaw #2023-02 was passed March 8<sup>th</sup>, 2023.

The waterworks rate policy for 2025 is:

- the minimum rate charge of \$20.00 per month for a maximum of 1,000 gallons of water
- the per 1000-gallon water rate of \$5.00 for usage from 1001 to 2000 gallons of water.
- the per 1000-gallon water rate of \$15.00 for usage from 2001 gallons upwards.
- the flat sewer fee of \$20.00 for residential and multi-residential, \$25.00 for commercial low, \$50.00 for commercial high and \$115.00 for commercial/industrial and institutions plus 20% of water charge over base amount.
- a \$54.00 water infrastructure fee and a \$15.00 sewer infrastructure fee.
- These rates are to ensure that water & sewer works revenues cover water and sewer works operating costs.
- These rates will be reviewed annually.

The Town has submitted a 3-year water rate bylaw, raising the water infrastructure fee \$3.00/annum for 2023, 2024 and 2025.

For waterworks, operating costs and expenditures include staff salaries, benefits, training, and the water well debenture, utilities, insurance, chemicals, equipment, and building maintenance. The major cost is the annual debenture payment.

In 2024, the Town incurred extraordinary expenses due to issues with the well system, resulting in a one-time cost of \$64,216 that significantly impacted the usual cost recovery ratios. These expenses included:

- Contracted well services – \$16,650
- Water hauling – \$29,000
- Well and water plant pump purchases – \$18,566

Although these items were relatively high in cost, they did not meet the capitalization threshold and were therefore recorded as maintenance expenses rather than capital assets.

Additionally, system enhancement costs included the purchase of water meter heads totaling \$16,425, which were also recorded as maintenance expenses due to not meeting capitalization criteria.

This waterworks rate policy should allow the Town to reserve some funding annually to help offset future waterworks infrastructure needs.

The objective of the waterworks rate policy is to work towards waterworks that are self-financing, where the users pay for the cost of the service. To accomplish this, waterworks rates need to increase over time in relation to expenses, so that the revenues cover the operating costs. Council will review its waterworks policy annually to determine if revenues are covering costs.

#### **WATERWORKS CAPITAL INVESTMENT STRATEGY**

i) The objective of the waterworks capital investment strategy is to address anticipated waterworks infrastructure maintenance, the immediate drinking water infrastructure problems and future infrastructure replacements in a timely fashion so as to ensure the municipal waterworks provide safe drinking water collection for residents and businesses. The strategy uses the 2011 and 2015 Waterworks System Assessment as required by Saskatchewan Environment for infrastructure planning, which are used to plan future capital expenditures and to help the Town understand and plan for required funding sources. The 2020 Waterworks System Assessment was not required by the Water Security Agency. In 2015 The Town of Duck Lake completed a Water & Sewer Asset Management Plan. This Asset Management plan will be utilized by the Town of Duck Lake in future Capital Asset planning and Acquisitions. This plan is also being updated and, along with the 2015 WSA and the 2019 asset condition assessment and other Tangible Capital Asset information collected in the last few years, a comprehensive capital policy will be worked towards. The Town of Duck Lake intends to continue building reserve funds through budgeted revenue surpluses annually.

ii) **ANNUAL FINANCIAL OVERVIEW**

Total 2024 waterworks revenues (as reported in the Financial Statements and including sewer and grants)	\$374,054.00
Total 2024 waterworks expenditures (as reported in the Financial Statements and including sewer)	\$462,115.00
Total 2024 TCA additions costs	\$0
Total debt payments on waterworks infrastructure loans	\$90,374
Comparison of waterworks and sewer revenues to expenditures plus debt payments, expressed as a ratio	
	$\frac{\$374,054.00}{\$552,489.00} = .677 \text{ times}$

For 2024, waterworks and sewer revenues covered 67.700% percent of the waterworks and sewer expenditures.

**RESERVES**

Reserves available for waterworks capital infrastructure at December 31, 2024: \$97,934.00

**TERM DEPOSIT**

Term deposit with funds from reserves at December 31, 2024: \$200,000.00

**OTHER AVAILABLE WATERWORKS INFORMATION**

- Engineering Assessments
- Drinking Water Quality and Compliance Report (Annual Notice to Consumers)
- Water Network Asset Management Plan
- Waterworks Quality Assurance Quality Control Policy
- Waterworks Emergency Plan
- Asset Condition Assessment