

PETERBOROUGH UTILITIES COMMISSION

March 4, 2024

COMMISSION AGENDA

2024:04:11

NOTICE & AGENDA

A MEETING OF THE PETERBOROUGH UTILITIES COMMISSION WILL BE HELD ON **THURSDAY, APRIL 11, 2024 AT 4:00 PM.** THE MEETING WILL BE HELD IN THE BOARDROOM OF PETERBOROUGH UTILITIES GROUP, LOCATED AT 1867 ASHBURNHAM DRIVE, PETERBOROUGH, ONTARIO.

0.01 **CALL TO ORDER**

0.02 **DECLARATION OF PECUNIARY INTEREST**

1. **CONSENT AGENDA**

1.01 MINUTES – DECEMBER 7, 2023

1.02 OPERATING REPORTS

- SEPTEMBER 2023
- OCTOBER 2023
- NOVEMBER 2023
- DECEMBER 2023
- JANUARY 2024
- FEBRUARY 2024

2. **REPORTS**

2.01 2023 SUMMARY REPORT FOR MUNICIPALITIES PETERBOROUGH WATER TREATMENT PLANT

2.02 FISCAL 2023 AUDITOR'S REPORT

2.03 FISCAL 2023 AUDITED FINANCIAL RESULTS

2.04 WATER DEVELOPMENT CHARGES FOR THE YEAR ENDING DECEMBER 31, 2003

2.05 TENDER CONTRACT W-2024-01 CLEANING AND CEMENT MORTOR LINING EXISITING WATER MAINS

3. **COMMUNICATIONS**

4. **DATE OF NEXT MEETING**

TBD

5. ADJOURNMENT

John Stephenson
President & CEO

DECEMBER 7, 2023

MINUTES OF THE MEETING OF THE PETERBOROUGH UTILITIES COMMISSION
HELD ON **THURSDAY, DECEMBER 7, 2023, AT 6:30 P.M.** THE MEETING WAS HELD
VIRTUALLY VIA TEAMS PLATFORM.

0.01 CALL TO ORDER

0.02 DECLARATION OF PECUNIARY INTEREST

1. **CONSENT AGENDA**

1.01 MINUTES – NOVEMBER 2, 2023

2. **REPORTS**

2.01 2024 OPERATING AND CAPITAL BUDGET (**SECOND READING**)

2.02 2024 WATER UTILITY RATE SCHEDULE (**SECOND READING**)

3. **COMMUNICATIONS**

4. **DATE OF NEXT MEETINGS**

MARCH 21, 2024

5. **ADJOURNMENT**

Chair

Read and approved this

day of

2023

DECEMBER 7, 2023

MINUTES OF THE MEETING OF THE PETERBOROUGH UTILITIES COMMISSION
HELD ON **THURSDAY, DECEMBER 7, 2023, AT 6:30 P.M.** THE MEETING WAS HELD
VIRTUALLY VIA TEAMS PLATFORM.

Present: Councillor Lesley Parnell
Councillor Don Vassiliadis
Councillor Dave Haacke
Councillor Keith Riel

Staff members present: Mr. John Stephenson, President and CEO
Mr. Kyle Davis, CFO, VP Corporate Services
Mr. Pat Devlin, VP, Water Utility and Customer Service
Ms. Patricia Skopelianos, Water Quality Assurance Manager
Ms. Suzette Lake, Corporate Communications

Regrets: Mayor Jeff Leal

0.01 **CALL TO ORDER**

The Chair called the meeting to order at 6:30 p.m.

0.02 **DECLARATION OF PECUNIARY INTEREST**

None

1. **CONSENT AGENDA**

1.02 **MINUTES – NOVEMBER 2, 2023**

It was moved by Councillor, L. Parnell seconded by Councillor K. Riel, and carried:

“THAT the consent agenda be approved.”

2. **REPORTS**

2.01 **2024 OPERATING AND CAPITAL BUDGET – SECOND READING**

It was moved by Councillor K. Riel, seconded by Councillor D. Haacke, and carried:

Chair

Read and approved this

day of

2023

DECEMBER 7, 2023

“THAT the 2024 operating and capital budget reflecting a water rate increase of 2.29%, an operating surplus of \$2.36 million, and capital expenditures of \$9.97 million be approved.”

Councillor D. Vassiliadis joined the meeting at 6:31 pm

2.02 2024 WATER UTILITY RATE SCHEDULE – SECOND READING

It was moved by Councillor Vassiliadis, seconded by Councillor D. Haacke, and carried:

“THAT the 2024 Water Utility Rate Schedule reflecting a water rate increase of 2.29% be approved.”

3. COMMUNICATIONS

None

4. DATE OF NEXT MEETINGS

March 21, 2024 – tentatively

5. ADJOURNMENT

The Chair accepted a motion of adjournment by Councillor D. Vassiliadis seconded by Councillor D. Haacke at 6:32 p.m.

Chair

Read and approved this

day of

2023

PETERBOROUGH UTILITIES COMMISSION **REPORT**

October 13, 2023

1.02

COMMISSION AGENDA
2024:04:11

OPERATING REPORT – SEPTEMBER 2023

INFORMATION ITEM

The following monthly operating report is provided for the Commission's information.

Prepared by: Ginette Power, Administrative Assistant

Submitted by: Patrick Devlin, Vice-President Water Utility Services

Approved for Submission by: _____
President & CEO

Management Discussion

Following is the Operating Report for the month of September 2023 for the various departments:

Water Distribution Department

	<u>September 2023</u>	<u>September 2022</u>	<u>Increase Or Decrease</u>
Services Installed	0	0	0
Services Repaired	4	8	-4
Services Replaced	0	1	-1
Services Cut-Off	0	0	0
Services Lowered or Insulated	0	0	0
Service Valves and Posts Repaired	7	12	-5
Fire Hydrants Installed	0	0	0
Fire Hydrants Replaced	0	0	0
Fire Hydrants Repaired	1	3	-2
Mainline Valves Installed	0	2	-2
Mainline Valves Replaced	0	0	0
Mainline Valves Repaired	0	0	0
Mainline Valve Box Repairs	0	0	0

Customer Service Interruptions

<u>Address</u>	<u>Reason</u>	<u>Length of Interruption</u>	<u>No. of Customers Affected</u>
33 Jackson Avenue	Service repair	2 hrs	1

Four hundred and thirty-nine backflow tests and 24 backflow prevention surveys were completed.

Staff attended the EWWWA Conference.

Staff completed chainsaw training.

Large diameter valve inspections commenced.

Water Treatment Plant and Pumping Stations

	September <u>2023</u>	September <u>2022</u>	Increase Or <u>Decrease</u>	<u>%</u>
<u>Water Pumpage (ML)</u>				
Total Pumpage (ML)	918.5	872.6	45.9	5%
<u>Rate of Pumpage (ML per day)</u>				
Maximum Day	35.7	31.6	4.1	13%
Average Day	30.6	29.0	1.6	6%
<u>Chemical Treatment (Average) (Milligrams per Litre)</u>				
Contact Tank – Chlorine	2.6	2.7	-0.1	-4%
Coagulant (Alum)	48.1	45.3	2.8	6%
Sodium Hydroxide	8.6*	3.3*	5.3	161%
Fluoride – Total	0.7	0.7	0	
Water °C	21.3	20.6	0.7	
Precipitation (mm)	22.1	47.1	-25.0	

**Sodium Hydroxide – 2023 total is for 30 days, 2022 total is for 16 days*

Water Treatment Plant

The air agitator valve for Filter #6 failed and required a rebuild.

Our maintenance team fabricated stands to be put in place to mount Filter #10 and #11 turbidity analyzers.

Staff participated in a few different public tours.

Water Street Pumphouse

Zone 1 Pump #4 was converted from a water turbine driven pump to an electric driven pump. This switch was made to facilitate the pumphouse being shut down for the trash rack support system being replaced.

Reservoirs, Elevated Tanks and Pumping Stations

High Street Elevated - tank security and safety alarms were updated physically on site and updated in SCADA.

Pressure relief valves at both Chemong and Cumberland Pumping stations were inspected and adjusted as needed

Riverview Park and Zoo

Education programs were run by volunteers and staff for school groups including the Fleming College Museum Management & Curatorship Program. Local partnerships with Authors and library to host Critters Corner for visitors. Park staff members participated in the OPA invasive species training. The course was hosted in the education center for Ontario Parks.

Volunteer onboarding and orientation for adult and post-secondary volunteers from Trent/Fleming Volunteer fairs including Education Stream, Ecosystems Management, Conservation Biology and Museum Studies. Events and programs are scheduled in November.

There was a Global news segment September 1st to thank the public for their effort in fundraising for the meerkat exhibit which is now the largest in Canada and an update on the train fundraising campaign status of \$300,000 goal met; triggering the procurement process for the new train.

September saw the loss of 0.0.1 Dyeing poison dart frog, 1.0.0 green winged Macaw and 0.1.0 red-rumped Agouti. The macaw went to a specialist to help determine ailment ahead of euthanasia and autopsy. Acquisitions included 0.0.1 Green Frog, 1.0.0 wild Turkey, 1.0.0 Sun Conure and 1.0.0 Monk Parakeet all for social health of existing birds. Dispositions included in the month 0.0.2 Elongated Tortoises, 0.0.2 West African Dwarf Crocodiles and 2.0.0 Red-necked wallaby were sent to other accredited facilities that had appropriate space and as a part of our Species Survival Plans. *Legend: (0.0.0) indicate species number (Male. Female. Juvenile /Unknown).*

No routine animal health processing was performed in September. Routine deworming was performed on 3.0.0 River otters and 2.1.0 macaws.

Full-time staff achieved 42 individual training sessions occurring on 4 species during the month and 1,824 individual specimen enrichment activities were performed and tracked for evaluation and goal setting.

Continued progress on the Primate Building roof through insurance process, including electrical systems and HVAC have been installed, completed, and inspected. Next phase is the construction including insulation, drywall, and painting – final HVAC, alarm systems and electrical. Target date is end of October early November to return animals to the exhibit and holdings. Contingency spaces for animal spaces have been arranged with Peterborough Human Society, Trent University, Toronto Zoo, and Little Rays Nature Centre if the project is delayed longer due to unforeseen circumstances.

Scheduled Public Hours

Weekday and Weekends

PARK PROPERTY	ZOO EXHIBITS	SNACK BAR	TRAIN RIDE
Open	Open	Open	Weekends Only

GUEST SERVICES	NORTH WASHROOM	SOUTH WASHROOM	PICNIC AREA & WASHROOM
Weekends Only	Open	Closed	Open

Budget and Financial Implications

There were no significant changes in expenditures that would upset the budget or have financial implications.

Risk Evaluation

There were no significant changes in risk profile during this operating period.

Attachments: Nil

PETERBOROUGH UTILITIES COMMISSION **REPORT**

November 10, 2023

1.02

COMMISSION AGENDA
2024:04:11

OPERATING REPORT – OCTOBER 2023

INFORMATION ITEM

The following monthly operating report is provided for the Commission's information.

Prepared by: Ginette Power, Administrative Assistant

Submitted by: Patrick Devlin, Vice-President Water Utility Services

Approved for Submission by: _____
President & CEO

Management Discussion

Following is the Operating Report for the month of October 2023 for the various departments:

Water Distribution Department

	<u>October 2023</u>	<u>October 2022</u>	<u>Increase Or Decrease</u>
Services Installed	1	1	0
Services Repaired	7	10	-3
Services Replaced	1	0	+1
Services Cut-Off	0	0	0
Services Lowered or Insulated	0	0	0
Service Valves and Posts Repaired	12	22	-10
Fire Hydrants Installed	0	0	0
Fire Hydrants Replaced	0	0	0
Fire Hydrants Repaired	0	5	-5
Mainline Valves Installed	0	0	0
Mainline Valves Replaced	0	0	0
Mainline Valves Repaired	0	1	-1
Mainline Valve Box Repairs	0	0	0

Customer Service Interruptions

<u>Address</u>	<u>Reason</u>	<u>Length of Interruption</u>	<u>No. of Customers Affected</u>
62 Edgewood Road	Service repair	0.1 hrs	10
248 Rink Street	Service repair	0	0
615 Reid Street	Service repair	2.5 hrs	1

1518 Monaghan Rd Service repair 0.1 hrs 1

Four hundred and six backflow tests and 25 backflow prevention surveys were completed.
Staff leak detected a river crossing.

Water Treatment Plant and Pumping Stations

	October <u>2023</u>	October <u>2022</u>	Increase Or <u>Decrease</u>	<u>%</u>
<u>Water Pumpage (ML)</u>				
Total Pumpage (ML)	853.8	804.2	49.6	6%
<u>Rate of Pumpage</u> (ML per day)				
Maximum Day	31.4	28.2	3.2	11%
Average Day	27.5	25.9	1.6	6%
<u>Chemical Treatment (Average)</u> (Milligrams per Litre)				
Contact Tank – Chlorine	2.2	2.4	-0.2	-8%
Coagulant (Alum)	48.6	45.7	2.9	6%
Sodium Hydroxide	7.2*	5.5	1.7	31%
Fluoride – Total	0.7	0.6	0.1	17%
Water °C	15.1	13.3	1.8	
Precipitation (mm)	53.8	45.6	8.2	

**Sodium Hydroxide – 2023 total is for 24 days, 2022 total is for 31 days*

Water Treatment Plant

Sedimentation Basins #1, #2, #3, and #4, including the flocculation tanks, were drained, cleaned, and sludge car maintenance was performed.

The turbo heat exchanger on the Natural Gas Generator was rebuilt with new heat exchange plates and gaskets.

Electrical modifications were made to allow the portable diesel generator to be hooked up with WTP transfer switches as a back-up to the natural gas generator.

New SWAN turbidity meters were installed on Filters #10 and #11 as part of capital work.

Water Street Pumphouse

All water driven pumps and generators were shut down and isolated to facilitate the start of the trash rack rehabilitation capital project.

Reservoirs, Elevated Tanks and Pumping Stations

High Street Elevated – ROV (Remotely Operated Vehicle) inspection was completed as part of the 2-year warranty period on the tank coatings.

Riverview Park and Zoo

Education programs ran this month included 100 participants. Winter Zoo Crew is sold out and begins in November. Education and behind-the-scenes tour for Fleming Museum Curatorship Program class.

Volunteer program recruiting for adults and students throughout the Winter months including Co-op from Adam Scott and placements for Animal Care and Vet Tech as well as onboarding for Alternative Education Placements and students from the Museum Curatorship course from Fleming College for the 2023/2024 semester.

Miniature Train Ride procurement process underway within the Purchasing Department narrowing the manufacturer options and specifications of the new train ride. Consultation with TSSA and City on maintenance is ongoing.

Tourism Industry Association of Ontario (TIAO) Award Gala. Riverview Park and Zoo was awarded the Top Outdoor Attraction by voters. RPZ received Attraction of the Year (Attractions Ontario) Finalist Certificate.

October welcomed the birth of (0.0.1) Domestic Yak on October 14. There were no acquisitions or dispositions in the month. 1.0.0 Eastern painted turtle and 0.0.1 Dyeing poison dart frog.

Legend: (0.0.0) indicate species number (Male. Female. Juvenile /Unknown).

Preventative health was performed on 3.0.0 Sichuan Takin in the month of October. Routine deworming was performed on 3.0.0 River otters and 2.1.0 macaws.

Full-time staff achieved 12 individual training sessions occurring on 4 species during the month and 1,984 individual specimen enrichment activities were performed and tracked for evaluation and goal setting.

Continued progress on the Primate Building construction phase including insulation, drywall, and painting – final HVAC, alarm systems and electrical are still to come as well as the outdoor exhibits and interior content. Target date has been moved to mid to end November to return animals to the exhibit and holdings. Contingency spaces for animal spaces have been enacted.

Scheduled Public Hours

Weekday and Weekends

PARK PROPERTY	ZOO EXHIBITS	SNACK BAR	TRAIN RIDE
Open	Open	Closed after Thanksgiving	Closed after October 1

GUEST SERVICES	NORTH WASHROOM	SOUTH WASHROOM	PICNIC AREA & WASHROOM
Closed after Thanksgiving	Open	Closed	Closed after Thanksgiving

Budget and Financial Implications

There were no significant changes in expenditures that would upset the budget or have financial implications.

Risk Evaluation

There were no significant changes in risk profile during this operating period.

Attachments: Nil

PETERBOROUGH UTILITIES COMMISSION **REPORT**

December 4, 2023

1.02

COMMISSION AGENDA
2024:04:11

OPERATING REPORT – NOVEMBER 2023

INFORMATION ITEM

The following monthly operating report is provided for the Commission's information.

Prepared by: Ginette Power, Administrative Assistant

Submitted by: Patrick Devlin, Vice-President Water Utility Services

Approved for Submission by: _____
President & CEO

Management Discussion

Following is the Operating Report for the month of November 2023 for the various departments:

Water Distribution Department

	<u>November 2023</u>	<u>November 2022</u>	<u>Increase Or Decrease</u>
Services Installed	1	0	+1
Services Repaired	9	13	-4
Services Replaced	0	0	0
Services Cut-Off	1	0	+1
Services Lowered or Insulated	0	0	0
Service Valves and Posts Repaired	5	5	0
Fire Hydrants Installed	0	0	0
Fire Hydrants Replaced	1	0	+1
Fire Hydrants Repaired	2	1	+1
Mainline Valves Installed	0	0	0
Mainline Valves Replaced	0	1	0
Mainline Valves Repaired	0	1	-1
Mainline Valve Box Repairs	0	0	0

Customer Service Interruptions

<u>Address</u>	<u>Reason</u>	<u>Length of Interruption</u>	<u>No. of Customers Affected</u>
1155 Edmison Drive	Broken main	2 hrs	3
91 Lansdowne St W	Service repair	0	0
11 Claudette Court	Service repair	0	0

234 Romaine Street	Service repair	0.1 hrs	15
26 Larchwood Ave	Service repair	0.1 hrs	9
1548 Cherryhill Rd	Service repair	0	0

Three hundred and nine backflow tests and 30 backflow prevention surveys were completed.

Staff attended Wolsely's virtual training days.

Staff participated in Take your Kids to Work day.

Water Treatment Plant and Pumping Stations

	November <u>2023</u>	November <u>2022</u>	Increase Or <u>Decrease</u>	<u>%</u>
<u>Water Pumpage (ML)</u>				
Total Pumpage (ML)	798.0	763.3	34.7	5%
<u>Rate of Pumpage</u> (ML per day)				
Maximum Day	29.1	26.6	2.5	9%
Average Day	26.6	25.4	1.2	5%
<u>Chemical Treatment (Average)</u> (Milligrams per Litre)				
Contact Tank – Chlorine	2.0	2.2	-0.2	-9%
Coagulant (Alum)	49.0	45.5	3.5	8%
Sodium Hydroxide	5.3	3.9	1.4	36%
Fluoride – Total	0*	0.7	-0.7	-100%
Water °C	6.2	7.4	-1.2	
Precipitation (mm)	10.8	57.1	-46.3	

***Fluoride – November 2023 - off**

Water Treatment Plant

Annual inspection and maintenance were completed on Sedimentation Basin 5 and Flocculation Tanks.

The fluoride feed pump was disconnected from the system and shipped out for repairs or replacement.

A new battery charger was installed on Zone 2 Pump #1 diesel engine.

Process Waste: Decant Tank inspection, cleaning and maintenance was performed on Decant Tanks #1 to #4.

Water Street Pumphouse

The river level transducer was disconnected to facilitate concrete work for the trash rack structure work. Once the concrete work was completed, the level transducer was reinstalled.

Reservoirs, Elevated Tanks and Pumping Stations

Heat tracers were installed on radio communication antennas at Clonsilla Reservoir, High Street Elevated Tank, Sherbrooke Elevated Tank, and Milroy Elevated Tank.

Sherbrooke Elevated Tank: Plywood and shingles on the roof of valve house inside the tank were replaced.

Riverview Park and Zoo

Education programs ran this month included 75 participants and a tour of visually impaired Trent exchange students from Panama helping to develop new accessible features on tours. Winter Zoo Crew parent tot program began in November with 24 participants, and we had visitors from grade 9 Take Your Kid to Work Day.

Volunteer program recruiting for adults and students throughout the Winter months including Co-op from Adam Scott and placements for Animal Care and Vet Tech as well as onboarding for Alternative Education Placements and students from the Museum Curatorship course from Fleming College for the 2024 semester. Fall Litter clean up with all volunteers. A nomination was submitted for recognition for long standing volunteers.

Management attended the CAZA conference in Quebec while reading for the CAZA audit and accreditation in 2024. The Conservation Coordinator attended the Canadian Freshwater Mollusc Research meeting.

November welcomed an acquisition of one male and one female (0.1.1) Wild Turkey. There were no births or dispositions in the month. Our senior serval, named Friday, at 21 years old, was humanly euthanized in November due to prolonged renal failure (0.1.0)

Preventative health was performed on 1.5.0 Domestic yak. Routine deworming was performed on 3.0.0 River otters.

Full-time staff achieved 20 individual training sessions occurring on 5 species during the month and 1,848 individual specimen enrichment activities were performed and tracked for evaluation and goal setting.

Continued progress on the Primate Building final construction phase including further insulation, drywall, and painting – final HVAC, alarm systems and electrical work has been completed with engineered and ESA and building inspections to be accomplished in December. The target date has been moved to December to return animals to the exhibit and holdings. Contingency spaces for animal spaces have been enacted.

Scheduled Public Hours

Weekday and Weekends

PARK PROPERTY	ZOO EXHIBITS	SNACK BAR	TRAIN RIDE
Open	Open	Closed	Closed

GUEST SERVICES	NORTH WASHROOM	SOUTH WASHROOM	PICNIC AREA & WASHROOM
Open limited dates	Open	Closed	Closed

Budget and Financial Implications

There were no significant changes in expenditures that would upset the budget or have financial implications.

Risk Evaluation

There were no significant changes in risk profile during this operating period.

Attachments: Nil

PETERBOROUGH UTILITIES COMMISSION **REPORT**

January 8, 2024

1.02

COMMISSION AGENDA
2024:04:11

OPERATING REPORT – DECEMBER 2023

INFORMATION ITEM

The following monthly operating report is provided for the Commission's information.

Prepared by: Ginette Power, Administrative Assistant

Submitted by: Patrick Devlin, Vice-President Water Utility Services

Approved for Submission by: _____
President & CEO

Management Discussion

Following is the Operating Report for the month of December 2023 for the various departments:

Water Distribution Department

	<u>December 2023</u>	<u>December 2022</u>	<u>Increase Or Decrease</u>
Services Installed	0	0	0
Services Repaired	4	0	+4
Services Replaced	0	0	0
Services Cut-Off	0	0	0
Services Lowered or Insulated	0	0	0
Service Valves and Posts Repaired	0	4	-4
Fire Hydrants Installed	0	0	0
Fire Hydrants Replaced	0	0	0
Fire Hydrants Repaired	3	0	+3
Mainline Valves Installed	0	0	0
Mainline Valves Replaced	0	0	0
Mainline Valves Repaired	0	0	0
Mainline Valve Box Repairs	0	0	0

Customer Service Interruptions

<u>Address</u>	<u>Reason</u>	<u>Length of Interruption</u>	<u>No. of Customers Affected</u>
853 George Street N	Service repair	0.3 hrs	1
53 Beechwood Drive	Service repair	0.15 hrs	1
531 Romaine Street	Service repair	0.15 hrs	6

908 Webber Avenue	Dresser leaking	2 hrs	21
58 Merino Road	Broken main	1 hr	19
1197 Kenneth Ave	Service repair	0.4 hrs	22

One hundred and seventy-three backflow tests and 39 backflow prevention surveys were completed.

Staff worked on our large diameter valve inspections.

Water Treatment Plant and Pumping Stations

	<u>December 2023</u>	<u>December 2022</u>	<u>Increase Or Decrease</u>	<u>%</u>
<u>Water Pumpage (ML)</u>				
Total Pumpage (ML)	789.4	793.8	-4.4	-1%
<u>Rate of Pumpage (ML per day)</u>				
Maximum Day	32.9	34.1	-1.2	-4%
Average Day	25.4	25.6	-0.2	-1%
<u>Chemical Treatment (Average) (Milligrams per Litre)</u>				
Contact Tank – Chlorine	2.0	2.2	-0.2	-9%
Coagulant (Alum)	49.1	51.3	-2.2	-4%
Sodium Hydroxide	3.5	4.8	-1.3	-27%
Fluoride – Total	0.7	0.6	0.1	17%
Water °C	1.7	1.1	0.6	
Precipitation (mm)	85.7	94.9	-9.2	

***Fluoride** – November 2023 - off

Water Treatment Plant**Process Waste Facility:**

- a. Decant tanks 1 to 4 were drained, cleaned out, and maintenance was performed on the sludge transfer pumps.
- b. Thinking tank #2 was drained, cleaned out, and maintenance was performed on the motors for the rakes.

Filters #10 and #11 had new SWAN turbidity meters installed.

Maintenance staff replaced the heat exchange plates in the heat exchanger for the Natural Gas backup generator.

The rebuilt fluoride pump was reinstalled and placed back in service.

The soil seal on Zone 2 Pump #1 was replaced with a new one.

Quarterly turbidity meter calibrations were completed.

Water Street Pumphouse

Gain heaters were tested and replaced as needed.

The heat exchanger on Water Wheel #2 was replaced with a new unit.

Riverview Park and Zoo

Winter Zoo Crew parent tot program course is running Saturdays with 24 participants. Four visiting grade 8 classrooms programming from Durham and Kawartha Pine Ridge district school boards.

RPZ Joined Association of Managers of Volunteer Services (AMVS) Peterborough. Nominated M. Cave for Ontario Volunteer Service Award (10 years of service). Community outreach included connecting with annual donors, social media workplan, a Global TV segment featuring Caribou: <https://globalnews.ca/news/10183101/caribou-riverview-park-and-zoo/> and Cottage Country Magazine article submission for winter issue.

Consultation with TSSA and City on maintenance and mechanic succession planning is ongoing.

December welcomed an acquisition of one male and two female (1.2.0) Barbary Sheep and one male and one female Linne's two-toed Sloth. There were no births this month. Dispositions included the Blue-and-Yellow Macaw to the Greater Vancouver Zoo, Chestnut-fronted Macaw went to the African Lion Safari, both facilities are better suited to these tropical birds. Our eldest emu, the Muscovy duck, a barbary sheep, and a plated

lizard passed away this month. Autopsies showed many age-related conditions in our senior animals.

No preventative health was performed in December 2023. Routine deworming was performed on 3.0.0 River otters.

Full-time staff achieved 19 individual training sessions occurring on 3 species during the month and 1,592 individual specimen enrichment activities were performed and tracked for evaluation and goal setting.

The Primate Building repairs are complete, and the permits and reconciliation are currently under final approval from the City Building Department office based on inspections completed last month. We are awaiting final directions from the contracted Construction Manager.

Scheduled Public Hours

Weekday and Weekends

PARK PROPERTY	ZOO EXHIBITS	SNACK BAR	TRAIN RIDE
Open	Open	Closed	Closed

GUEST SERVICES	NORTH WASHROOM	SOUTH WASHROOM	PICNIC AREA & WASHROOM
Open limited dates	Open	Closed	Closed

Budget and Financial Implications

There were no significant changes in expenditures that would upset the budget or have financial implications.

Risk Evaluation

There were no significant changes in risk profile during this operating period.

Attachments: Nil

PETERBOROUGH UTILITIES COMMISSION **REPORT**

February 7, 2024

1.02

COMMISSION AGENDA
2024:04:11

OPERATING REPORT – JANUARY 2024

INFORMATION ITEM

The following monthly operating report is provided for the Commission's information.

Prepared by: Ginette Power, Administrative Assistant

Submitted by: Patrick Devlin, Vice-President Water Utility Services

Approved for Submission by: _____
President & CEO

Management Discussion

Following is the Operating Report for the month of January 2024 for the various departments:

Water Distribution Department

	<u>January 2024</u>	<u>January 2023</u>	<u>Increase Or Decrease</u>
Services Installed	0	0	0
Services Repaired	6	6	0
Services Replaced	0	0	0
Services Cut-Off	1	0	+1
Services Lowered or Insulated	0	0	0
Service Valves and Posts Repaired	4	1	+3
Fire Hydrants Installed	0	0	0
Fire Hydrants Replaced	0	0	0
Fire Hydrants Repaired	4	1	+3
Mainline Valves Installed	2	0	+2
Mainline Valves Replaced	0	0	0
Mainline Valves Repaired	0	0	0
Mainline Valve Box Repairs	0	0	0

Customer Service Interruptions

<u>Address</u>	<u>Reason</u>	<u>Length of Interruption</u>	<u>No. of Customers Affected</u>
267 Wolsely Street	Broken main	1.5 hrs	8
486 Cordach Cres	Broken main	4 hrs	30

482 Cordach Cres	Broken main	2 hrs	25
210 Braidwood Ave	Broken main	0	0
250 King George St	Service repair	1 hr	1
50 Wallis Drive	Service repair	0	0
325 Woodbine Ave	Service repair	0	0
Monaghan Rd @ GE main entrance	Broken main	0	0

One hundred and seventy-four backflow tests and 14 backflow prevention surveys were completed.

Water Treatment Plant and Pumping Stations

	January <u>2024</u>	January <u>2023</u>	Increase Or <u>Decrease</u>	<u>%</u>
<u>Water Pumpage (ML)</u>				
Total Pumpage (ML)	815.0	821.2	-6.2	-1%
<u>Rate of Pumpage</u> (ML per day)				
Maximum Day	33.6	33.7	-0.1	0
Average Day	26.2	26.4	-0.2	-1%
<u>Chemical Treatment (Average)</u> (Milligrams per Litre)				
Contact Tank – Chlorine	2.1	2.3	-0.2	-9%
Coagulant (Alum)	50.3	51.9	-1.6	-3%
Sodium Hydroxide	3.3*	6.5	-3.2	-49%
Fluoride – Total	0.7	0.6	0.1	17%
Water °C	0.1	0.3	-0.2	
Precipitation (mm)	74.4	74.4	0	

***Sodium Hydroxide** – January 2024 is for 26 days and January 2023 is for 31 days

Water Treatment Plant

Annual filter maintenance has commenced on the Water Treatment Plant's eleven dual media filters.

A new SWAN turbidity meter was installed on Sedimentation Basin #1 - #4. The new SWAN meter replaces the aging HACH turbidity meter.

Process Waste Facility: Inspection and maintenance were performed on the thickening tank rake gear boxes.

The remote terminal unit (RTU) in Control Cabinet #1 (CC#1) was replaced. The old unit was failing and not communicating properly.

Water Street Pumphouse

Generator #3 speed increaser was returned from Standard Machine following a complete overhaul. The speed increaser was installed by maintenance staff and reconnected to the generator.

Log depth sensors on the Pumphouse logging machine were replaced.

Reservoirs, Elevated Tanks and Pumping Stations

Chemong Pumping Station: The limit switches for the operating cylinder for Pump #1 required replacement.

Riverview Park and Zoo

Winter Zoo Crew parent tot program course is running Saturdays with 24 participants.

Consultation with TSSA and City on maintenance and mechanic succession planning and research is ongoing, retraining, license renewal, inspection date scheduling.

January had no births or dispositions. We welcomed an acquisition of one Emu (0.1.0) and 2 red-eared sliders as rescues from inadequate facilities through our partners at Animal Welfare Services and the Ministry of Natural Resources and Forestry. There was one death in the month of a male axolotl (1.0.0).

We had one Adam Scott Student Animal Care Co-op position commence and on boarded a new TAS student for 2024 semester in the Facility Maintenance and Trades apprenticeship. Three Fleming Museum and Curatorship Course Student placements began to support march break program development and video resources for AODA compliance and enhancement of exhibit accessibility.

Annual event planning, Summer Student requisition's, meeting and training schedule completed along with project management planning began in January. Work continued

with the CAZA accreditation requirements and obtaining 2024 license renewals. Our 4-year package submission is due March 31, with inspection planned for late July 2024.

No preventative health was performed in January 2024. Routine deworming was performed on 3.0.0 River otters.

Zookeepers achieved 60 individual training sessions occurring on 5 species during the month and 1,840 individual specimen enrichment activities were performed and tracked for evaluation and goal setting.

The Primate Building repairs are complete, and the permits and reconciliation are currently under final approval from the City Building Department office based on inspections completed last month. We are awaiting final directions from the contracted Construction Manager.

Scheduled Public Hours

Weekday and Weekends

PARK PROPERTY	ZOO EXHIBITS	SNACK BAR	TRAIN RIDE
Open	Open	Closed	Closed

GUEST SERVICES	NORTH WASHROOM	SOUTH WASHROOM	PICNIC AREA & WASHROOM
Open limited dates	Open	Closed	Closed

Budget and Financial Implications

There were no significant changes in expenditures that would upset the budget or have financial implications.

Risk Evaluation

There were no significant changes in risk profile during this operating period.

Attachments: Nil

PETERBOROUGH UTILITIES COMMISSION **REPORT**

March 8, 2024

1.02

COMMISSION AGENDA
2024:04:11

OPERATING REPORT – FEBRUARY 2024

INFORMATION ITEM

The following monthly operating report is provided for the Commission's information.

Prepared by: Ginette Power, Administrative Assistant

Submitted by: Patrick Devlin, Vice-President Water Utility Services

Approved for Submission by: _____
President & CEO

Management Discussion

Following is the Operating Report for the month of February 2024 for the various departments:

Water Distribution Department

	February <u>2024</u>	February <u>2023</u>	Increase Or Decrease
Services Installed	0	0	0
Services Repaired	6	0	+6
Services Replaced	0	0	0
Services Cut-Off	0	0	0
Services Lowered or Insulated	0	0	0
Service Valves and Posts Repaired	3	3	0
Fire Hydrants Installed	0	0	0
Fire Hydrants Replaced	0	0	0
Fire Hydrants Repaired	1	1	0
Mainline Valves Installed	0	0	0
Mainline Valves Replaced	0	0	0
Mainline Valves Repaired	0	0	0
Mainline Valve Box Repairs	0	0	0

Customer Service Interruptions

<u>Address</u>	<u>Reason</u>	<u>Length of Interruption</u>	<u>No. of Customers Affected</u>
89 Hunter Street E	Service repair	1 hr	22
75 Morrow Street	Service repair	0.3 hrs	1
107 Park Street N	Service repair	2.15 hrs	1

1008 Western Avenue Service repair 0 0

One hundred and seventy-four backflow tests and 14 backflow prevention surveys were completed.

Water Treatment Plant and Pumping Stations

	February <u>2024</u>	February <u>2023</u>	Increase Or <u>Decrease</u>	<u>%</u>
<u>Water Pumpage (ML)</u>				
Total Pumpage (ML)	743.8	734.4	9.4	1%
<u>Rate of Pumpage</u> (ML per day)				
Maximum Day	34.1	34.7	-0.6	-2%
Average Day	25.6	26.2	-0.6	-2%
<u>Chemical Treatment (Average)</u> (Milligrams per Litre)				
Contact Tank – Chlorine	2.0	2.0	0	
Coagulant (Alum)	51.2	51.9	-0.7	-1%
Sodium Hydroxide	4.8*	4.8	0	
Fluoride – Total	0.6**	0.7	-0.1	-14%
Water °C	0.6	0.1	0.5	
Precipitation (mm)	21.0	87.3	-66.3	

***Sodium Hydroxide** – February 2024 is for 28 days, and February 2023 is for 25 days

****Fluoride** – February 2024 is for 29 days, and February 2023 is for 22 days

Water Treatment Plant

The potentiometer was replaced on Filter #4 Rotork effluent actuator.

A leak was repaired on the Zone 2 Pump #1 oil cooler.

Annual filter maintenance was completed on Filters #10 and #11.

Backup batteries on the Water Treatment Plant PLCs were exchanged for new batteries.

Low Lift #3 was taken out of service. The impeller is severely worn and requires replacement.

Water Street Pumphouse

Oil changes were completed on Water Wheel #1 and #2 gearboxes.

Generator #3:

- a. Timer on the automatic bearing greaser was replaced.
- b. Babbitt bearing was removed, cleaned out and realigned.

Generator #4 was isolated, and the generator was removed and shipped out for rebuilding.

Reservoirs, Elevated Tanks and Pumping Stations

High Street Elevated Tank: The sampling port for the elevated tank was repositioned, tested and put back into service.

Riverview Park and Zoo

Winter Zoo Crew parent tot program course was running Saturdays with 24 participants.

Consultation with TSSA and City on maintenance and mechanic succession planning and research is ongoing, retraining, license renewal, inspection date scheduling.

Shoreline planting partnership meeting with Otonabee Conservation and Trent University.

Meeting on collaboration for emergency response with the Area 2 Peterborough Police Department and tour of grounds.

February had no births, acquisitions, deaths, or dispositions.

Completed training and orientation of the new TAS student in the Facility Maintenance and Trades apprenticeship. Two Fleming Museum and Curatorship Course Student placements continued to support march break program development and video resources for AODA compliance and enhancement of exhibit accessibility. Two carpentry students from Fleming College began their 60-hour placement during the month. Two students from the Trent University Teacher Education Stream Placements began their alternative placement settings.

Annual event planning, Summer Student requisition, meeting and training schedule was completed along with project management. Continued work on the CAZA accreditation requirements and obtaining 2024 license renewals.

Preventative health was performed on (1.0.0.) Sichuan Takin. Routine deworming was performed on 3.0.0 River otters.

Zookeepers achieved 45 individual training sessions occurring on 6 species during the month and 1,960 individual specimen enrichment activities were performed and tracked for evaluation and goal setting.

The Primate Building repairs are complete, and the permits and reconciliation are currently under final approval from the City Building Department office based on inspections completed last month. We are awaiting final direction from contracted Construction Manager of Service Master.

In February, fundraising/revenue generation activities and accomplishments included applying for eligible grants for student employment, Conservation and Species Survival Program projects and annual budget planning.

Scheduled Public Hours

Weekdays and Weekends

PARK PROPERTY	ZOO EXHIBITS	SNACK BAR	TRAIN RIDE
Open	Open	Closed	Closed

GUEST SERVICES	NORTH WASHROOM	SOUTH WASHROOM	PICNIC AREA & WASHROOM
Open limited dates	Open	Closed	Closed

Budget and Financial Implications

There were no significant changes in expenditures that would upset the budget or have financial implications.

Risk Evaluation

There were no significant changes in risk profile during this operating period.

Attachments: Nil

PETERBOROUGH UTILITIES COMMISSION **REPORT**

January 31, 2024

COMMISSION AGENDA
2024:04:11

2.01

2023 SUMMARY REPORT FOR MUNICIPALITIES PETERBOROUGH WATER TREATMENT PLANT

INFORMATION ITEM

Attached is the **Summary Report for Municipalities**, as required to be completed under O. Reg 170/03 for the Peterborough Water Treatment Plant (WTP).

Prepared by: P. Skopelianos, Water Quality Assurance Manager

Submitted by: Patrick Devlin, Vice-President Water Utility Services

Approved for Submission by: _____
President & CEO

Background

The Summary Report for Municipalities is required under Schedule 22 of O. Reg. 170/03 of the Safe Drinking Water Act. The purpose of this report is to provide information to the owner of the drinking water system so that they may assess the capability of the system to meet the existing and planned uses.

This report for Peterborough must also be supplied to the Township of Selwyn as the Peterborough system supplies the Woodland Acres development.

Management Discussion

This report does not have to be submitted to the Ministry of the Environment, Conservation & Parks, but must be given to the Commission prior to March 31st of each year. This report does not have to go to City Council, unless it is the Commission's wish. Please note that the period covered by this report is from January 1, 2023, to December 31, 2023.

The primary focus of the report is on the system's ability to meet the regulatory and flow requirements. The report is somewhat redundant with the Ministry's inspection report and the Permit to Take Water Report sent to the Ministry annually.

Results in the report indicate that the Peterborough water treatment plant and distribution system continue to meet the needs of its customers in the City of Peterborough.

Budget and Financial Implications

There are no cost implications with this report.

Risk Evaluation

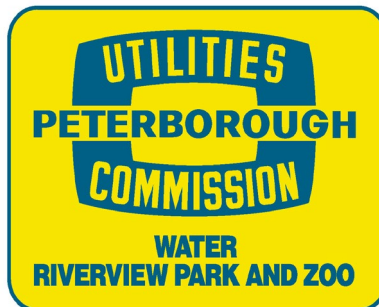
This report is intended to provide the Peterborough Utilities Commission the information necessary to determine if their drinking water system is capable of meeting the needs for which it is intended. This will in turn assist the Commission in mitigating their risks based on informed decision-making.

Attachments: Summary Report for Municipalities 2023, 3 pages

2023 SUMMARY REPORT FOR MUNICIPALITIES

Peterborough Water Treatment Plant

PERIOD: JANUARY 1, 2023– DECEMBER 31, 2023



Municipal Drinking Water Licence: 145-101, Issue No. 6

Municipal Waterworks No: 220000497

January 5, 2024

Capability of Water System

The annual summary of water delivered in 2023 is as follows:

Month	Average Day (M³/d)	Maximum Day (M³/d)	Peak Flows (L/m)
January	26,492	33,785	23,462
February	26,229	34,729	24,117
March	26,269	33,094	22,982
April	26,932	28,713	19,940
May	29,723	36,990	25,688
June	31,295	35,656	24,761
July	31,172	36,161	25,112
August	29,794	34,001	23,612
September	30,619	35,737	24,817
October	27,545	31,427	21,824
November	26,602	29,115	20,219
December	25,465	32,901	22,848
Rated Capacity	----	104,000	----
Maximum Taken per day (Permit to Take Water 5167-9BVR6A*)	----	190,680	132,743 L/m

The Municipal Drinking Water Licence rates the plant at 104,000 M³/day; therefore, there were no exceedances of this Licence. The Permit to Take Water allows a maximum raw water taking of 190.68 ML/day, therefore there were no exceedances of this permit. The Permit to Take Water also stipulates a maximum allowable limit of 132,743 L/m, again there were no exceedances.

* A new PTTW was issued on October 31, 2023, number 0232-CWCS6X with the same limits and is valid for a period of 10 years.

Submission of this Report

Schedule 22, section 22-2(1) of O. Reg. 170/03 under the Safe Drinking Water Act requires this report be submitted to the Peterborough Utilities Commission as it is the Peterborough drinking water system owner and a municipal service board under the Municipal Act, 2001.

Period Covered by this Report

Schedule 22, section 22-2(5) of O. Reg. 170/03 under the Safe Drinking Water Act requires this report cover the period of January 1, 2023, to December 31, 2023.

Failure to Meet Requirements of the Safe Drinking Water Act and Regulations

There are no known failures to meet the requirements of the Safe Drinking Water Act, 2002 or any current regulation made under this Act.

Failure to Meet Requirements of the Municipal Drinking Water Licence

There are currently no known failures to meet the requirements of the terms and conditions of Municipal Drinking Water Licence, number 145-101, Issue No.6.

Failure to Meet Requirements of Provincial Officer Orders

There were no Provincial Officer's Orders issued during the period covered by this report. Any previously issued orders have been addressed. There are currently no known failures to meet the requirements of the terms and conditions of any Provincial Officer's Orders.

Water Supplied to Others

The Township of Selwyn's Woodland Acres development receives all of its drinking water from the Peterborough municipal water system. A copy of this report has been provided to the Township of Selwyn as required by Schedule 22, section 22-2(4) of O. Reg. 170/03 under the Safe Drinking Water Act.

This report has been prepared by Patrick J. Devlin, HBSc., PUG Services Corp., representative of the contracted operating authority.



Patrick J. Devlin, HBSc.
Vice-President, Water Utility Services
PUG Services Corp.

PETERBOROUGH UTILITIES COMMISSION **REPORT**

March 28, 2024

2.02

COMMISSION AGENDA
2023:04:11

FISCAL 2023 AUDITOR'S REPORT

INFORMATION

The following Fiscal 2023 Auditor's Report is provided for the Commission's information.

Prepared by: Kyle Davis, CFO

Submitted by: Kyle Davis, CFO

Approved for Submission by: _____
President & CEO

April 11, 2024

Members of the Commission
Peterborough Utilities Commission
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Re: Audit of the Financial Statements of Peterborough Utilities Commission

We have been engaged to express an audit opinion on the financial statements of Peterborough Utilities Commission ("the company") for the year ended December 31, 2023. We have substantially completed our audit and are pleased to report on the following items.

The purpose of this report is to summarize certain aspects of the audit that we believe to be of interest to the Commission. This report should be read in conjunction with the draft financial statements and our report thereon.

Auditor Independence

Canadian Auditing Standards ("CAS") require communications with audit committees, or other appropriate parties responsible for governance, at least annually, regarding all relationships between the company and our Firm that, in our professional judgement, may reasonably be thought to bear on our independence.

Paragraph 17 of CAS 260 requires (for listed entities) that the auditor communicate with those charged with governance stating that the engagement team and others in the firm as appropriate, the firm and, when applicable, network firms have complied with relevant ethical requirements regarding independence.

Through our planning process, we identify any potential independence threats and communicate any concerns we identify. The company, management and the Commission have a proactive role in this process, and are responsible for understanding the independence requirements applicable to the company and its auditor. You must bring to our attention any changes in the threshold status of the company, any concerns you may have, or any knowledge of situations or relationships between the company, management, personnel (acting in an oversight or financial reporting role) and our Firm, its partners/principals and audit team personnel that may reasonably be thought to bear on our independence.

In determining which relationships to report, these standards require us to consider relevant rules and related interpretations prescribed by the Chartered Professional Accountants of Ontario and applicable legislation, covering such matters as:

- (a) Holding a financial interest, either directly or indirectly, in a client;
- (b) Holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client;
- (c) Personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client;

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- (d) Economic dependence on a client; and
- (e) Provision of services in addition to the audit engagement.

In accordance with our professional requirements, we advise you that we are not aware of any relationships between the company and our Firm that, in our professional judgement, may reasonably be thought to bear on our independence.

Accordingly, we hereby confirm that our audit engagement team, our Firm and the other Baker Tilly Canada offices are independent with respect to the company within the meaning of the Code of Professional Conduct Rule 204 of the Chartered Professional Accountants of Ontario.

Our Responsibilities as Auditor

As stated in the engagement letter, our responsibility as auditor of your company is to express an opinion on whether the financial statements present fairly, in all material respects, the financial position, results of operations and cash flows of the company in accordance with Canadian Public Sector Accounting Standards.

An audit is performed to obtain reasonable but not absolute assurance as to whether the financial statements are free of material misstatement. Due to the inherent limitations of an audit, there is an unavoidable risk that some misstatements of the financial statements will not be detected (particularly intentional misstatements concealed through collusion), even though the audit is properly planned and performed.

Our audit includes:

- Assessing the risk that the financial statements may contain material misstatements that, individually or in the aggregate, are material to the financial statements taken as a whole;
- Examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements;
- Assessing the accounting principles used, and their application;
- Assessing the significant estimates made by management;
- Concluding on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the company's ability to continue as a going concern; and
- Evaluating the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

As part of our audit, we obtained a sufficient understanding of the business and internal control structure of the company to plan the audit. This included management's assessment of:

- The risk that the financial statements may be materially misstated as a result of fraud and error; and
- The internal controls put in place by management to address such risks.

The engagement team undertook a documented planning process prior to commencement of the audit to identify concerns, address independence considerations, assess the engagement team requirements, and plan the audit work and timing.

An audit does not relieve management or those responsible for governance of their responsibilities for the preparation of the company's financial statements.

The firm maintains a system of quality management that supports the consistent performance of quality audit engagements.

Commission's Responsibilities

The Commission's role is to act in an objective, independent capacity as a liaison between the auditor and management to ensure the auditor has a facility to consider and discuss governance and audit issues with parties not directly responsible for operations.

The Commission's responsibilities include:

- Being available to assist and provide direction in the audit planning process when and where appropriate;
- Meeting with the auditor as necessary and prior to release and approval of financial statements to review audit, disclosure and compliance issues;
- Where necessary, reviewing matters raised by the auditor with appropriate levels of management, and reporting back to the auditor their findings;
- Making known to the auditor any issues of disclosure, corporate governance, fraud or illegal acts, non-compliance with laws or regulatory requirements that are known to them, where such matters may impact the financial statements or Independent Auditor's Report;
- Providing guidance and direction to the auditor on any additional work the auditor feels should be undertaken in response to issues raised or concerns expressed;
- Making such enquiries as appropriate into the findings of the auditor with respect to corporate governance, management conduct, cooperation, information flow and systems of internal controls; and
- Reviewing the draft financial statements prepared by management, including the presentation, disclosures and supporting notes and schedules, for accuracy, completeness and appropriateness, and approving same to be passed to directors for approval.

At the end of our audit, we are required to evaluate, as part of our audit, whether the two-way communication between us and the audit committee has been adequate for the purpose of the audit.

Audit Approach

Outlined below are certain aspects of our audit approach which are intended to help you in discharging your oversight responsibilities. Our general approach to the audit of Peterborough Utilities Commission was to assess the risks of material misstatement in the financial statements and then respond by designing audit procedures.

Independent Auditor's Report

We anticipate that our Independent Auditor's Report will be issued without modification.

Our Independent Auditor's Report will be dated no earlier than the date on which we have obtained sufficient appropriate audit evidence on which to base our audit opinion on the financial statements, including evidence that all the statements and disclosures that comprise the financial statements have been prepared and the Board of Directors has approved the financial statements.

Illegal Acts, Fraud, Intentional Misstatements and Errors

Our auditing procedures, including tests of your accounting records, were limited to those considered necessary in the circumstances and will not necessarily disclose all illegal acts should any exist. Under CAS, we consider the company's control environment, governance structure, circumstances encountered during the audit and the potential likelihood of fraud and illegal acts occurring.

These procedures are not designed to test for fraudulent or illegal acts, nor will they necessarily detect such acts or recognize them as such, even if the effect on the financial statements is material. However, should we become aware that an illegal or possibly illegal act or act of fraud may have occurred, other than one considered clearly inconsequential, we will communicate directly to the Commission.

It is our responsibility to maintain professional skepticism throughout the audit. This recognizes the possibility that a material misstatement due to fraud could exist, notwithstanding our past experience of the honesty and integrity of the company's management and the audit committee.

It is management's responsibility to detect and prevent illegal action. If such acts are discovered or the Commission members become aware of circumstances under which the company may have been involved in fraudulent, illegal or regulatory non-compliance situations, such circumstances must be disclosed to us.

Testing during our audit did not reveal any illegal, improper or questionable payments or acts, nor any acts committed with the intent to deceive, involving either misappropriation of assets or misrepresentation of assets or misrepresentation of financial information.

Related Party Transactions

During our audit, we conduct various tests and procedures to identify transactions considered to involve related parties. Related parties exist when one party has the ability to exercise, directly or indirectly, control, joint control or significant influence over the other. Two or more parties are related when they are subject to common control, joint control or common significant influence. Related parties also include management, directors and their immediate family members and companies with which these individuals have an economic interest.

All related party transactions that were identified during the audit have been represented by management to have been disclosed in the notes to financial statements, recorded in accordance with Canadian Public Sector Accounting Standards, and have been reviewed with you.

Management has advised that no other related party transactions have occurred that have not been disclosed to us. The Commission is required to advise us if it is aware of or suspects any other related party transactions have occurred, which have not been disclosed in the financial statements.

Significant Accounting Principles and Policies

Management is responsible for the appropriate selection and application of accounting policies. Our role is to review the appropriateness and application as part of our audit. The significant accounting principles and policies are disclosed in the notes to the financial statements.

The accounting policies adopted may be acceptable policies under Canadian Public Sector Accounting Standards; however, alternative policies may also be acceptable under Canadian Public Sector Accounting Standards. The company and the Commission have a responsibility to not adopt extreme or inappropriate interpretations of Canadian Public Sector Accounting Standards that may have inappropriate or misleading results. Alternative policies, if adopted, may produce significant changes in the reported results of the operations, financial position and disclosures of the company.

The Commission has a responsibility to review the accounting policies adopted by the company, and where alternative policies are available, make determinations as to the most appropriate policies to be adopted in the circumstances. If members of the Commission believe that the adoption or change in accounting policy may produce an inappropriate or misleading result in financial reporting or disclosure, this concern must be discussed with management and us.

There were no new accounting policies adopted or changes to the application of accounting policies of the company during the year.

Accounting Estimates

Management is responsible for the accounting estimates included in the financial statements. Estimates and the related judgements and assumptions are based on management's knowledge of the business and past experience about current and future events.

Our responsibility as auditor is to obtain sufficient appropriate evidence to provide reasonable assurance that management's accounting estimates are reasonable within the context of the financial statements as a whole. An audit includes performing appropriate procedures to verify the:

- Calculation of accounting estimates;
- Analyzing of key factors such as underlying management assumptions;
- Materiality of estimates individually and in the aggregate in relation to the financial statements as a whole;
- Estimate's sensitivity to variation and deviation from historical patterns;
- Estimate's consistency with the entity's business plans; and
- Other audit evidence.

Risk-based

Our risk-based approach focuses on obtaining sufficient appropriate audit evidence to reduce the risk of material misstatement in the financial statements to an appropriately low level. This means that we focus our audit work on areas that have a higher risk of being materially misstated.

Materiality

Materiality is used throughout the audit and in particular when:

- a) Identifying and assessing risk of material misstatement;
- b) Determining the nature, timing and extent of further audit procedures; and
- c) Evaluating the effect of uncorrected misstatements, if any, on the financial statements and in forming an opinion on the Auditor's Report.

Materiality is defined as:

Materiality is the term used to describe the significance of financial statement information to decision makers. An item of information, or an aggregate of items, is material if it is probable that its omission or misstatement would influence or change a decision. Materiality is a matter of professional judgement in the particular circumstances.

We used an overall materiality of \$400,000 and a performance materiality of \$340,000. The overall materiality for last year's audit was \$380,000 and the performance materiality was \$323,000.

Audit Procedures

The objective of the tests of controls is to evaluate whether certain controls operated effectively. The objective of the tests of details is to detect material misstatements in the account balances and transaction streams. Substantive analytical procedures are used to identify differences between recorded amounts and predictable expectations in larger volumes of transactions over time.

In response to our risk assessment and based on our understanding of internal controls, we adopted a combined approach for the audit.

Evaluation of Internal Controls

Audits include a review and evaluation of the system of internal controls to assist in determining the level of reliance that may or should be placed on the system in assessing the nature and extent of audit procedures to be undertaken.

There are no internal control matters that we wish to bring to your attention.

Written Representations Requested From Management

As part of our audit, we request that management prepare a letter to us to re-affirm various representations that they have provided to us and we have relied upon. A copy of this letter is attached for your convenience.

Significant Misstatements

In the course of our audit, we have not found any material misstatements or unadjusted items that, in aggregate, exceed materiality thresholds established for the audit, nor have we found significant misstatements that would likely cause future financial statements to be materially misstated.

Uncorrected Misstatements

In the course of our audit, we have not identified any uncorrected financial statement misstatements.

Significant Unusual Transactions

We are not aware of any significant transactions entered into by the company that you should be informed about.

Disagreements with Management

We are required to communicate any disagreements with management, whether or not resolved, about matters that are individually or in aggregate significant to the company's financial statements or Auditor's Report. Disagreements may arise over:

- Selection or application of accounting principles;
- Assumptions and related judgements for accounting estimates;
- Financial statement disclosures;
- Scope of the audit; or
- Wording of the Auditor's Report.

In the course of our audit, we did not have any significant disagreements with management, nor were we under any significant time pressures or poor working conditions. We are not aware of any cause for concern as to management's attitude, competence or credibility with respect to matters affecting the financial statements.

Difficulties Encountered During the Audit

We encountered no significant difficulties during our audit that should be brought to the attention of the Commission.

Management Letter

During our audit, we did not note any significant issues on internal controls to report to management.

Conclusion

We wish to express our appreciation for the co-operation we received during the audit from the company's management.

Should any member of the Commission wish to discuss or review any matter addressed in this letter or any other matters related to financial reporting, please do not hesitate to contact us at any time.

Yours truly,



per: Joanna Park, CPA, CA
Partner

Peterborough Utilities Commission
1867 Ashburnham Drive
PO Box 1425, Station Main
Peterborough, Ontario
K9J 6Z5

April 11, 2024

Baker Tilly KDN LLP
272 Charlotte St.
Peterborough, Ontario
K9J 2V4
Canada
Attention: Joanna Park, CPA, CA

Dear Madam:

This representation letter is provided in connection with your audit of the financial statements of Peterborough Utilities Commission (the "commission") for the year ended December 31, 2023 for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects, in accordance with Canadian Public Sector Accounting Standards.

We confirm that:

Financial statements

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated February 20, 2024 for the preparation of the financial statements in accordance with Canadian Public Sector Accounting Standards; in particular, the financial statements are fairly presented in accordance therewith.
2. We acknowledge our responsibility for the design, implementation and maintenance of internal control to prevent and detect fraud.
3. We have assessed that the commission is able to continue as a going concern and the financial statements have been prepared on a going concern basis.
4. The methods, the data, and the significant assumptions used in making accounting estimates and their related disclosures are appropriate to achieve recognition, measurement or disclosure that is reasonable in the context of the applicable financial reporting framework.
5. Related-party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of Canadian Public Sector Accounting Standards.
6. There have been no events subsequent to the date of the financial statements up to the date hereof that would require recognition or disclosure in the financial statements. Furthermore, there have been no events subsequent to the date of the comparative financial statements that would require adjustment of those financial statements and the related notes.
7. Unrecorded adjustments at year end are trivial in amount and nature, therefore the effects of unrecorded adjustments are, both individually and in the aggregate, immaterial to the financial statements.

8. The accounting policies selected and the application thereof is appropriate, including those for complex areas of accounting and areas involving management's judgement and estimates, for example, revenue recognition, fair value measurements, transfers of receivables, hedging relationships and consolidation of variable interest entities.
9. We have no plans or intentions that may materially affect the carrying value or classification of assets and liabilities reflected in the financial statements.
10. We are aware of the environmental laws and regulations that impact on our commission and we are in compliance. There are no known environmental liabilities that have not been accrued for or disclosed in the financial statements.
11. The nature of all material measurement uncertainties has been appropriately disclosed in the financial statements, including all estimates where it is reasonably possible that the estimate will change in the near term and the effect of the change could be material to the financial statements.
12. We have informed you of all outstanding and possible claims, whether or not they have been discussed with legal counsel.
13. There are no derivative or off-balance sheet financial instruments held at year end.
14. We have made the appropriate determination, accounting and disclosure in the financial statements of the costs, assets and obligations associated with employee future benefits.
15. All liabilities and contingencies, including those associated with guarantees, whether written or oral, have been disclosed to you and are appropriately reflected in the financial statements.
16. The commission has satisfactory title to all assets, and there are no liens or encumbrances on the commission's assets.

Information provided

17. We have provided you with:
 - Access to all information of which we are aware that is relevant to the preparation of the financial statements such as records, documentation and other matters;
 - Additional information that you have requested from us for the purpose of the audit; and
 - Unrestricted access to persons within the commission from whom you determined it necessary to obtain audit evidence.
18. All transactions have been recorded in the accounting records and are reflected in the financial statements.
19. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
20. We have disclosed to you all information in relation to fraud or suspected fraud that we are aware of and that affects the commission and involves:
 - Management;
 - Employees who have significant roles in internal control; or
 - Others where the fraud could have a material effect on the financial statements.

21. We have disclosed to you all information in relation to allegations of fraud, or suspected fraud, affecting the commission's financial statements communicated by employees, former employees, analysts, regulators or others.
22. We have disclosed to you, and the commission has complied with, all aspects of contractual agreements that could have a material effect on the financial statements in the event of non-compliance, including all covenants, conditions or other requirements of all outstanding debts.
23. We have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing financial statements.
24. We have disclosed to you the identity of the commission's related parties and all the related-party relationships and transactions of which we are aware.
25. The minute books of the commission are a complete record of all meetings and resolutions of the commission throughout the year and to the present date.

Journal entry approval

26. We approve of and acknowledge responsibility for the journal entries summarized in the accompanying schedule.

Yours very truly,

Name, Title

Name, Title

Signature

Signature

Peterborough Utilities Commission
Year End: December 31, 2023
BT Suggested Adjusted Entries for Mgmt Approval
Date: 1/01/23 To 12/31/23

H90

Preparer	Reviewer	Partner	-
JCP 3/27/24			
-	-	Scanned	Published

Number	Date	Name	Account No	Reference	Annotation	Debit	Credit
BT01	12/31/23	Water Treatment Plant	1234			38,950.00	
BT01	12/31/23	Water Street Pump House	1251			16,100.00	
BT01	12/31/23	Riverview Zoo	1301			4,600.00	
BT01	12/31/23	Asset Retirement Obligation	BT200				59,650.00
		To set up initial liability					
BT02	12/31/23	Acc Amort-Pump House	15001251				805.00
BT02	12/31/23	Acc Amort Riverview Zoo	15001301				230.00
BT02	12/31/23	AccAmort-Water Treatment Plant	15001304				1,947.50
BT02	12/31/23	Amort - Pump House	56001251			805.00	
BT02	12/31/23	Amort-Riverview Zoo	56001301			230.00	
BT02	12/31/23	Amort - Water Treatment Plant	56001304			1,947.50	
		To record 2023 amortization on ARO					
						62,632.50	62,632.50

Net Income (Loss) 5,772,523.85

PETERBOROUGH UTILITIES COMMISSION REPORT

March 27, 2024

2.03

COMMISSION AGENDA
2024:04:11

FISCAL 2023 FINANCIAL RESULTS

RECOMMENDATION

That the Peterborough Utilities Commission draft audited financial statements for the year ended December 31, 2023, be approved.

Prepared by: Kyle Davis, CFO

Submitted by: Kyle Davis, CFO

Approved for Submission by: _____
President & CEO

BUSINESS OF THE PETERBOROUGH UTILITIES COMMISSION

The Peterborough Utilities Commission (“PUC”) is responsible for supplying Peterborough residents and businesses with safe, clean water. Peterborough has a plentiful supply of source water from the Otonabee River. This water is treated in a government-inspected facility before being distributed throughout the City. Each year the external and PUC labs perform approximately twenty thousand tests to ensure that the drinking water both surpasses health-related standards and is aesthetically pleasing.

The PUC Commission also provides the Riverview Park and Zoo (“RP&Z”) for the enjoyment and education of the public. The RP&Z strives to provide the citizens of Peterborough with an outstanding recreational and educational facility located in a park setting and endeavors to create an environment suitable for conservation and preservation of wildlife and parkland.

On December 11, 2023, the City of Peterborough Council approved in principle the cancellation of the service agreement and the subsequent transfer of the management of the PUC, including the RP&Z to the City. This transfer is expected to take place in 2024 and should not have a material impact on the overall operations of the PUC.

SUMMARY

The surplus for the year ended December 31, 2023, is \$3.13 million compared to \$3.28 million in 2022.

Selected interim comparative financial data is presented in the following tables:

Financial Activities						
	Twelve months ended December 31,				2023	% of
(unaudited, \$ thousands)	2023	2022	\$ Change	% Change	Budget	Budget
Revenues	23,181	22,612	569	3%	22,836	102%
Expenditures						
Operating	13,509	12,884	625	5%	13,582	99%
Amortization	6,231	6,100	131	2%	6,375	98%
Interest	307	346	(39)	-11%	360	85%
	20,047	19,330	717	4%	20,317	99%
Surplus	3,134	3,282	(148)	-5%	2,519	124%

A summary of financial position is as follows:

Financial Position		
(unaudited, \$ thousands)	As at	
	December 31, 2023	December 31, 2022
Cash	25,718	26,536
Other financial assets	6,133	6,675
Liabilities	(20,227)	(21,383)
Net financial assets	11,624	11,828
Capital assets	124,809	121,612
Other non-financial assets	934	792
Net non-financial assets	125,743	122,404
Accumulated surplus	137,367	134,232

FUND ACCOUNTING

The following summary represents the consolidated results of the Restricted Reserve, Contributed Capital and Current funds.

Surplus Summary			
(unaudited, \$ thousands)	Twelve months ended December 31,		2023
	2023	2022	Budget
Restricted Reserve	1,401	1,840	1,809
Contributed Capital	131	522	300
Operating	3,384	2,648	2,000
Riverview Park and Zoo	(1,782)	(1,728)	(1,590)
Surplus	3,134	3,282	2,519

The surplus for the year ended December 31, 2023, is \$3.13 million. This result is \$148 thousand below the prior year, and \$615 thousand above budget.

The components of the surplus are discussed in the following paragraphs.

(a) Restricted Reserve Funds Annual Surplus

Restricted reserve funds surplus for the year ended December 31, 2023, is \$1.40 million, compared to \$1.84 million during 2022 and a total year budget amount of \$1.81 million.

The Restricted funds balance consists of three specific reserve funds. Revenues received for these funds are mainly derived from water revenues, developer activity, public donations and internal transfers.

The following table provides the source of the restricted funds, the fund balances, and the percentage of actual to budget.

	Composition of Restricted Funds		Annual Surplus		Funding Source
	Twelve months ended December 31, (unaudited, \$ thousands)		2023 Budget	% Budget	
	2023	2022			
Water Treatment Plant	1,201	1,061	1,059	113%	4.167% of water revenues, plus interest
Development Charges Act	40	605	667	6%	Developer charges
Riverview Park and Zoo	160	174	83	193%	Donations, SOGR contributions
	1,401	1,840	1,809	77%	

Funds restricted under the Water Treatment Plant fund are above both budget and the prior year, due to increased interest earned on the cash held in the fund.

Development Charge Act (“DCA”) revenue earned in 2023 was 6% of budget due to lower than expected development activity during the year. DCA revenues are based on new development activities and are authorized under the City of Peterborough by-laws.

Restricted funds relating to the Riverview Park and Zoo of \$160 thousand were received in 2023 representing 193% of budget. The increase in donations comes as a result of the multi-year fundraising efforts to replace the miniature train.

(b) Contributed Capital Fund Annual Surplus

The Contributed Capital fund surplus for the year ended December 31, 2023, is \$131 thousand compared to \$522 thousand in 2022, and a budget of \$300 thousand.

The Contributed Capital fund includes frontage charges, distribution systems assumed from developers and cost recovery from system installations. The value of the systems installed by developers is recorded as revenue in the year in which the PUC assumes ownership.

(c) Operating Fund Annual Surplus

The Operating fund surplus for the year ended December 31, 2023, is \$3.39 million compared to \$2.65 million in 2022. The departmental costs will be discussed in detail below.

(d) Riverview Park and Zoo Annual Surplus

Net operating activities in the Riverview Park and Zoo accounted for \$1.78 million in 2023 compared to \$1.73 million in 2022 and a budget of \$1.59 million. The RPZ continued to experience upward pressure in animal health and wellness costs as well as increased maintenance costs on the train. These were partially offset by operating revenues that exceeded both budget and the prior year.

Revenues:

Revenue from all sources for the year ended December 31, 2023 was \$23.18 million, compared to \$22.64 61 in the prior year.

Revenue					
	Twelve months ended December 31,			2023	% of
(unaudited, \$ thousands)	2023	2022	\$ Change	Budget	Budget
Sale of Water	19,242	18,730	512	19,025	101%
Capital installation charges	131	522	(391)	300	44%
Development charges	35	597	(562)	667	5%
Fire Protection	650	650	0	650	100%
Sewer surcharge billings	448	439	9	448	100%
Riverview Park & Zoo	335	313	22	321	104%
Riverview Park & Zoo - donations	81	139	(58)	50	162%
Interest	1,493	621	872	700	213%
Electricity	291	280	11	350	83%
Other	475	321	154	325	146%
	23,181	22,612	569	22,836	102%

(a) Sale of Water

Revenue from the sale of water of \$19.24 million is \$512 thousand more than the prior year and 101% of the 2023 budget. Water revenues are directed to the operating fund, 95.833%, and to the WTP Reserve fund, 4.167%.

(b) Development Charges

Revenue from development charges was \$35 thousand in 2023 compared to \$597 thousand in 2022. The budget included a total of \$667 million, the majority of which was related to subdivision expansion during the year which did not occur.

(c) Riverview Park and Zoo

Revenue at the Park and Zoo increased to \$335 thousand in 2023 from \$313 thousand in 2022 and a budget of \$321 thousand. The past year saw the second year of increasing revenues following several years in which the Zoo dealt with pandemic related restrictions.

(d) Other sources of revenue

The other significant change in revenue was in the interest revenue which was 213% of budget. This was due to the increases in interest earned on cash holdings due to the increased rates in 2023.

Expenses:

Expenses are \$20.05 million for the year compared to \$19.33 million last year and were 99% of budget.

Expenditures						
(unaudited, \$ thousands)	Twelve months ended December 31,				2023 Budget	% of Budget
	2023	2022	\$ Change	% Change		
Water treatment and storage	4,618	4,356	262	6%	4,793	96%
Distribution systems	2,135	2,239	(104)	-5%	2,454	87%
Administrative	1,547	1,443	104	7%	1,560	99%
Support Services	3,092	2,805	287	10%	2,864	108%
Riverview Park and Zoo	2,117	2,041	76	4%	1,911	111%
Interest	307	346	(39)	-11%	360	85%
Amortization	6,231	6,100	131	2%	6,375	98%
	20,047	19,330	717	4%	20,317	99%

(a) Water Treatment and Storage

The total cost of water treatment and storage is \$4.62 million compared to \$4.36 million in 2022 and represents 96% of the annual budget. Total 2023 results were consistent with quarterly results shared throughout the year with no unexpected variances. The main increase year over year is in the cost of chemicals which was 102% of budget for the year due to increases in raw materials costs.

(b) Distribution Systems

Distribution expenses of \$2.14 million are 87% of budget, and \$104 thousand lower than 2022. The majority of the savings relates to a decrease in the number of water main breaks during the year. Typically, the largest budget fluctuations relate to breaks during the winter months that drive up the cost of materials and labour hours. In 2023, favourable conditions led to fewer breaks resulting in savings on labour and overtime callouts.

(c) Administrative

Administrative expense is made up of primarily building rent, insurance and equipment rental fees and are \$104 thousand greater than the prior year and 99% of the annual budget. The increases compared to the prior year relate to increases in insurance and property taxes.

(d) Support Services

Support services for the year ended December 31, 2023, were \$3.01 million which was 108% of budget. Support services allocations are based upon the level of support required by PUC from related company service departments during the year.

(e) Riverview Park and Zoo

The expenses to operate the Riverview Park & Zoo (“RPZ”) were \$2.12 million in 2023, an increase from \$76 thousand in 2022 and 111% of budget.

The main drivers of cost increase are the increases in cost of animal health care which continues to be impacted by above normal inflation. Train maintenance costs were also above budget and the prior year as costs to maintain the train and repairs related to vandalism both contributed to the increase in 2023.

(f) Interest expense

Interest expense of \$307 thousand was 85% of budget with no new debt taken on by the PUC during 2023.

(g) Amortization

Amortization for the year was \$6.23 million, above the prior year and 98% of budget. Amortization levels increased in 2023 as total capital expenditures were 95% of budget following several years of below normal spend due to the pandemic.

(unaudited, \$ thousands)	Capital Expenditures			
	Twelve months ended December 31,		2023	% of
	2023	2022	Budget	Budget
Water treatment plant	467	252	1,685	28%
Pumphouse and dam	2,138	239	640	334%
Booster pumping stations	0	32	10	-
Reservoirs and storage tanks	3	328	10	30%
Trunkmains	2,181	3,623	2,525	86%
Distribution mains	189	98	295	64%
New water services	155	17	296	52%
Rehabilitation of distribution system	3,468	1,875	3,595	96%
Hydrants	13	15	70	19%
Meters	244	431	342	71%
Riverview Park & Zoo	511	263	360	142%
	9,369	7,173	9,828	95%

The largest capital projects for 2023 were the trash rack repairs completed at the water street dam along with the return to normal levels of rehabilitation work relating to the trunkmains and cement mortar lining.

Attachments:

- Quarterly Certification
- PUC draft audited financial statements for the year ended December 31, 2023

QUARTERLY CERTIFICATION

With respect to Peterborough Utilities Commission,

We hereby certify that:

1. Statutory Obligations

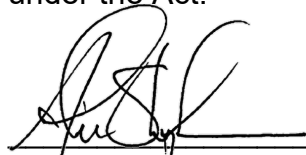
As of December 31, 2023 that all statutory obligations required to be paid or actions required to be performed, have been paid, performed or submitted to the relevant statutory bodies or agencies. To the best of our knowledge there are no material regulatory or legal actions with respect to these matters.

2. Health and Safety, Litigation

As of December 31, 2023 and to the best of our knowledge there are no material violations of Health and Safety regulation or law, or material matters of litigation that have not been disclosed.

3. Safe Drinking Water Act

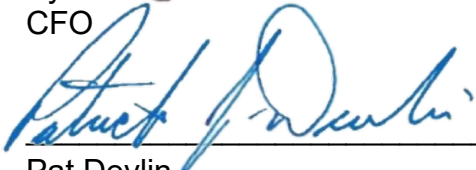
As of December 31, 2023 and to the best of our knowledge there are no violations of the Safe Drinking Water Act, and the Commission has been provided with the necessary information required to fulfill their Standard of Care under the Act.



John Stephenson
President and CEO



Kyle Davis
CFO



Pat Devlin
VP Water Utility

Dated: March 28, 2024

PETERBOROUGH UTILITIES COMMISSION
FINANCIAL STATEMENTS
AT DECEMBER 31, 2023

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INDEPENDENT AUDITOR'S REPORT

To the Chair and Members of the Peterborough Utilities Commission

Opinion

We have audited the financial statements of Peterborough Utilities Commission (the Commission), which comprise the statement of financial position as at December 31, 2023 and the statements of operations and accumulated surplus, changes in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Commission as at December 31, 2023, and the results of its operations and cash flows for the year then ended in accordance with Canadian Public Sector Accounting Standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Commission in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian Public Sector Accounting, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Commission's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Commission or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Commission's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Commission's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Commission's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Commission to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants
Licensed Public Accountants

Peterborough, Ontario
April 11, 2024

PETERBOROUGH UTILITIES COMMISSION

STATEMENT OF FINANCIAL POSITION

At December 31, 2023

	2023 \$	2022 \$
FINANCIAL ASSETS		
Cash (Note 4)	25,717,042	26,535,573
Accounts receivable		
Customer accounts	1,212,234	1,170,531
Sewer surcharge	1,300,824	1,318,861
Sundry	705,208	768,759
Unbilled water revenue on customer accounts	1,434,036	1,708,280
Unbilled sewer surcharge	1,481,206	1,708,280
	31,850,550	33,210,284
LIABILITIES		
Accounts payable and accrued charges	5,085,989	5,130,242
Sewer surcharge payable (Note 7)	3,615,038	3,726,876
Long term debt (Note 5)	11,044,023	12,115,977
Customer deposits	423,211	409,910
Asset retirement obligation (Note 6)	59,650	-
	20,227,911	21,383,005
NET FINANCIAL ASSETS	11,622,639	11,827,279
NON-FINANCIAL ASSETS		
Inventories	933,764	792,049
Tangible capital assets (Note 8)	124,809,205	121,612,018
	125,742,969	122,404,067
ACCUMULATED SURPLUS (Note 9)	137,365,608	134,231,346

Approved By The Commission

_____, Chair

_____, Member

The accompanying notes are an integral part of this financial statement.

PETERBOROUGH UTILITIES COMMISSION
STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS
For The Year Ended December 31, 2023

	Budget 2023 \$ (Unaudited)	Actual 2023 \$	Actual 2022 \$
REVENUES			
Sale of water	19,025,000	19,242,005	18,729,962
Contributed capital installation charges	300,000	131,369	522,022
Development charges earned	667,000	34,963	596,951
Fire protection	650,000	650,000	650,000
Sewer surcharge billings	448,000	447,625	439,000
Riverview Park and Zoo (Note 13)	321,000	335,288	312,822
Interest	700,000	1,492,773	620,939
Other	325,000	473,910	321,136
Electricity	350,000	291,424	280,452
Donations	50,000	81,460	139,411
	22,836,000	23,180,817	22,612,695
EXPENSES			
Water treatment and storage	4,793,000	4,617,042	4,357,134
Water distribution	2,454,000	2,135,722	2,213,994
Riverview Park and Zoo (Note 13)	1,911,000	2,117,380	2,041,057
Administration	4,424,000	4,639,100	4,272,235
Amortization	6,375,000	6,230,539	6,099,524
Interest	360,000	306,772	346,116
	20,317,000	20,046,555	19,330,060
ANNUAL SURPLUS	2,519,000	3,134,262	3,282,635
OPENING ACCUMULATED SURPLUS	132,612,000	134,231,346	130,948,711
CLOSING ACCUMULATED SURPLUS	135,131,000	137,365,608	134,231,346

The accompanying notes are an integral part of this financial statement.

PETERBOROUGH UTILITIES COMMISSION

STATEMENT OF CASH FLOWS

For The Year Ended December 31, 2023

	2023 \$	2022 \$
CASH PROVIDED BY (USED IN):		
OPERATIONS		
Annual surplus	3,134,262	3,282,635
Add: Non-cash charges to operations		
Amortization	6,230,539	6,099,524
Contributed capital installation charges	(131,369)	(522,022)
	9,233,432	8,860,137
Change in non-cash working capital items (Note 10)	256,698	(1,541,226)
	9,490,130	7,318,911
INVESTING ACTIVITY		
Purchase of tangible capital assets	(9,236,707)	(6,650,835)
FINANCING ACTIVITIES		
Repayment of long term debt	(1,071,954)	(1,057,298)
NET CHANGE IN CASH DURING THE YEAR	(818,531)	(389,222)
CASH POSITION - BEGINNING OF YEAR	26,535,573	26,924,795
CASH POSITION - END OF YEAR	25,717,042	26,535,573

The accompanying notes are an integral part of this financial statement.

PETERBOROUGH UTILITIES COMMISSION
STATEMENT OF CHANGES IN NET FINANCIAL ASSETS
For The Year Ended December 31, 2023

	Budget 2023 \$ (Unaudited)	Actual 2023 \$	Actual 2022 \$
ANNUAL SURPLUS	2,519,000	3,134,262	3,282,635
Acquisition of Tangible Capital Assets	(9,828,000)	(9,368,076)	(7,172,857)
Amortization of Tangible Capital Assets	6,375,000	6,230,539	6,099,524
Decrease in Inventories	(100,000)	(141,715)	(183,046)
Increase in Asset Retirement Obligation	-	(59,650)	-
CHANGE IN NET FINANCIAL ASSETS	(1,034,000)	(204,640)	2,026,256
NET FINANCIAL ASSETS, BEGINNING OF YEAR	9,504,000	11,827,279	9,801,023
NET FINANCIAL ASSETS, END OF YEAR	8,470,000	11,622,639	11,827,279

The accompanying notes are an integral part of this financial statement.

PETERBOROUGH UTILITIES COMMISSION

NOTES TO THE FINANCIAL STATEMENTS

For The Year Ended December 31, 2023

1. NATURE OF ORGANIZATION

Operating under the authority of the Municipal Act, the Peterborough Utilities Commission (the "Commission") provides water services to the residents of the City of Peterborough along with operational governance and funding for the Riverview Park and Zoo.

Under a service arrangement model, PUG Services Corp., a subsidiary of the City of Peterborough Holdings Inc., a company owned 100% by the City of Peterborough, provides the PUC operations, all of the employees and related supporting assets and systems to run the PUC operations.

On December 11, 2023, the City of Peterborough Council approved in principle the cancellation of the service agreement and the transfer of the Commission, including the Riverview Park and Zoo to the City. This transfer of the operations is expected to take place in 2024 and should not have a material impact on the overall operations of the Commission.

2. SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Peterborough Utilities Commission have been prepared in accordance with Canadian generally accepted accounting principles for local governments and their local boards as recommended by the Public Sector Accounting Board of the Chartered Professional Accountants Canada.

Significant aspects of the accounting policies adopted by the Commission are as follows:

(a) Recognition of Revenue and Expenses

Revenue is recorded using the accrual basis of accounting, as water is used by customers. Unbilled revenue is calculated as the estimated consumption between the last meter reading date and the year end date.

The value of distribution systems installed by developers is recorded in revenue as capital installation charges in the year in which the Commission assumes ownership at the fair market value.

Development charges are recognized as revenue when they are transferred out of the reserve fund and spent on growth related projects.

Revenue from fire protection, sewer charges and electricity is recognized when the service is provided.

Expenses are recognized in the period the goods or services are acquired and a legal liability is incurred by transfers are due.

(b) Management Estimates

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities as well as the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures during the year. Significant estimates and assumptions used in the preparation of financial statements include, but are not limited to: estimates of revenue, allowance for doubtful

PETERBOROUGH UTILITIES COMMISSION
NOTES TO THE FINANCIAL STATEMENTS
For The Year Ended December 31, 2023

2. SIGNIFICANT ACCOUNTING POLICIES – (Continued)

accounts, and amortization rates, carrying values of property, plant and equipment, and asset retirement obligations. Actual results could differ from these estimates.

(c) Inventories

Inventories consist of maintenance supplies and construction materials and are valued at the lower of moving average cost and replacement cost.

(d) Tangible Capital Assets

Tangible capital assets are stated at cost or deemed cost. Amortization on the water treatment plant and reservoirs, distribution system and Riverview Park and Zoo (purchased from operating and donated funds) is recorded on a declining balance basis at a rate of 5% per annum. Water meters are amortized on a straight-line basis over 20 years. The Commission capitalizes assets with a value of \$5,000 or greater.

Tangible capital assets categorized as construction-in-progress are not amortized until they are put into service.

(e) Reserve Funds

Certain amounts as approved by the Commission and those required under legislative or other authority are set aside in reserve funds for future operating or capital purposes. Transfers to and/or from reserve funds are an adjustment to the respective fund when approved or required by agreement.

The following reserve funds are included in the accumulated surplus:

(i) Water Treatment Plant Reserve Fund

In December 1990, the City of Peterborough passed a by-law authorizing the Peterborough Utilities Commission to establish a reserve fund for the purpose of upgrading the water treatment plant. The established practice is to appropriate 4.2% of the water revenues to this fund each year. Utilization of these funds is authorized by the Commission.

(ii) Park And Zoo Major Projects Reserve Fund

In September 1993, the City of Peterborough passed a by-law authorizing the Peterborough Utilities Commission to establish a reserve fund for major projects at the Riverview Park and Zoo. The revenues received for this fund include donations from estates and the general public, the utility's share of profits from the refreshment booth operations and profits from the sale of birds and animals. Utilization of these funds is authorized by the Commission on a project-by-project basis based upon the recommendation of the Riverview Park and Zoo Advisory Committee.

PETERBOROUGH UTILITIES COMMISSION
NOTES TO THE FINANCIAL STATEMENTS
For The Year Ended December 31, 2023

2. SIGNIFICANT ACCOUNTING POLICIES – (Continued)

(iii) Park and Zoo Animal Care Reserve Fund

In July 1999, the City of Peterborough passed a by-law authorizing the Peterborough Utilities Commission to establish a reserve fund for animal care at the Riverview Park and Zoo. The fund was established through a capital donation from a Peterborough resident. The income generated annually will be used for the care, treatment, habitat or display of the animals at the Riverview Park and Zoo for special or exceptional purposes beyond standard care.

(iv) Park and Zoo State of Good Repair Reserve Fund

In November 2016, the Commission authorized the establishment of an internally restricted Riverview Park and Zoo state of good repair reserve fund. The purpose of the fund is to cover major repair and maintenance costs incurred by the Riverview Park and Zoo that would be required to maintain the quality of its tangible capital assets.

(f) Non-Financial Assets

Tangible capital and other non-financial assets are accounted for as assets by the Commission because they can be used to provide services in future periods. These assets do not normally provide resources to discharge the liabilities of the Commission unless they are sold.

(g) Inter-Entity Transactions

The Commission has an agreement with the City of Peterborough, which results in transactions between the two entities.

Allocated costs between the City of Peterborough and the Commission, are measured at the exchange amount, which is the amount of consideration established and agreed to by the parties.

Unallocated costs are measured at the carrying amount, which is the amount recorded in the records of the City of Peterborough.

(h) Financial Instruments

Financial instruments are classified into three categories: fair value, amortized cost or cost. The following chart shows the measurement method for each type of financial instrument.

Financial Instrument	Measured Method
Cash	Amortized Cost*
Accounts receivable	Cost
Unbilled revenue	Amortized Cost*
Accounts payable	Amortized Cost*
Sewer surcharge payable	Amortized Cost*
Customer deposits	Amortized Cost*
Long term debt	Amortized Cost*

PETERBOROUGH UTILITIES COMMISSION
NOTES TO THE FINANCIAL STATEMENTS
For The Year Ended December 31, 2023

2. SIGNIFICANT ACCOUNTING POLICIES – (Continued)

*Upon standard implementation, amortized cost will be measured using the effective interest rate method, as opposed to the straight-line method.

Fair value category: The Commission manages and reports performance for groups of financial assets on a fair-value basis. Investments traded in an active market are reflected at fair value as at the reporting date. Sales and purchases of investments are recorded on the trade date. Transaction costs related to the acquisition of investments are recorded as an expense. Unrealized gains and losses on financial assets are recognized in the Statement of Remeasurement Gains and Losses until such time that the financial asset is derecognized due to disposal or impairment. At the time of derecognition, the related realized gains and losses are recognized in the Statement of Operations and Accumulated Surplus and related balances reversed from the Statement of Remeasurement Gains and Losses. The Commission has no such investments at the reporting date and therefore, the Statement of Remeasurement Gains and Losses is not provided.

Amortized cost: Amounts are measured using the effective interest rate method. The effective interest method is a method of calculating the amortized cost of a financial asset or financial liability (or a group of financial assets or financial liabilities) and of allocating the interest income or interest expense over the relevant period, based on the effective interest rate. It is applied to financial assets or financial liabilities that are not in the fair value category and is now the method that must be used to calculate amortized cost.

Cost category: Amounts are measured at cost less any amount for valuation allowance. Valuation allowances are made when collection is in doubt.

(i) Asset Retirement Obligation

An asset retirement obligation is recognized when, as at the financial reporting date, all of the following criteria are met:

- There is a legal obligation to incur retirement costs in relation to a tangible capital asset;
- The past transaction or event giving rise to the liability has occurred;
- It is expected that future economic benefits will be given up; and
- A reasonable estimate of the amount can be made.

The liability for the removal of asbestos in several of the buildings owned by the Commission has been recognized based on estimated future expenses on closure or remediation of the site.

The recognition of a liability resulted in an accompanying increase to the respective tangible capital assets. The increase to the tangible capital assets is being amortized in accordance with the depreciation accounting policies outlined in (d).

PETERBOROUGH UTILITIES COMMISSION
NOTES TO THE FINANCIAL STATEMENTS
For The Year Ended December 31, 2023

3. CHANGE IN ACCOUNTING POLICIES

The Commission has implemented the following sections which are now effective under the Public Sector Accounting ("PSA") Handbook: PS 1201 Financial Statement Presentation, PS 2601 Foreign Currency Translation, PS 3041 Portfolio Investments, PS 3450 Financial Instruments and PS 3280 Asset Retirement Obligations were adopted prospectively on January 1, 2023.

PS1201 Financial Statement Presentation replaces PS 1200 Financial Statement Presentation. This standard establishes general reporting principles and standards for the disclosure of information in government financial statements. The standard introduces the Statement of Remeasurement Gains and Losses separate from the Statement of Operations. Requirements in PS 2601 Foreign Currency Translation, PS 3450 Financial Instruments, and PS 3041 Portfolio Investments, which are required to be adopted at the same time, can give rise to the presentation of gains and losses as remeasurement gains and losses.

PS 2601 Foreign Currency Translation replaces PS 2600 Foreign Currency Translation. The standard provides comprehensive requirements for the recognition, measurement, presentation and disclosure of foreign currency transactions. The adoption of this standard did not have an impact on the financial statements.

PS 3041 Portfolio Investments replaces PS 3040 Portfolio Investments. The standard provides revised guidance on accounting for, and presentation and disclosure of, portfolio investments to conform to PS 3450 Financial Instruments.

PS 3450 Financial Instruments establishes accounting and reporting requirements for all types of financial instruments including derivatives. Financial instruments are included on the statement of financial position and are measured either at fair value or cost or amortized cost based on the characteristics of the instrument and the accounting policy choices (see Note 1. Significant Accounting Policies). The new standard provides comprehensive requirements for the recognition, measurement, presentation and disclosure of financial instruments. The adoption of this standard did not have an impact on the financial statements.

PS 3280 Asset Retirement Obligations addresses the reporting of legal obligations associated with the retirement of certain tangible capital assets, such as asbestos removal in buildings by public sector entities.

In accordance with the provisions of this new standard, the Commission reflected the following adjustments at January 1, 2023:

- An increase of \$38,950 to the water treatment plant capital asset account, \$16,100 to the water distribution capital asset account and \$4,600 to the Riverview Park and Zoo capital asset account representing the estimate of the obligation as of the date of the adoption of the standard.
- An asset retirement obligation in the amount of \$59,650, representing the estimate of the obligation as of the date of adoption of the standard.

PETERBOROUGH UTILITIES COMMISSION
NOTES TO THE FINANCIAL STATEMENTS
For The Year Ended December 31, 2023

4. **CASH**

	2023 \$	2022 \$
Unrestricted cash	15,905,229	18,085,308
Restricted cash	9,811,813	8,450,265
	25,717,042	26,535,573

5. **LONG TERM DEBT**

Long term debt is issued on behalf of the Commission by The Corporation of the City of Peterborough and consists of the following:

	Interest Rate	2023	2022
Date of Maturity/Payment Terms	%	\$	\$
July 5, 2027, semi-annual blended payments of \$274,120	3.18	2,044,023	2,515,977
November 6, 2036, semi-annual principal payments of \$150,000 plus interest	2.79	3,900,000	4,200,000
December 15, 2040, semi-annual principal payments of \$150,000 plus interest	2.04	5,100,000	5,400,000
		11,044,023	12,115,977

PETERBOROUGH UTILITIES COMMISSION
NOTES TO THE FINANCIAL STATEMENTS
For The Year Ended December 31, 2023

5. **LONG TERM DEBT - (Continued)**

Future repayments for the long term debt are as follows:

	Principal \$	Interest \$	Total \$
2024	1,087,083	270,947	1,358,030
2025	1,102,695	240,262	1,342,957
2026	1,118,808	209,659	1,328,467
2027	1,135,437	178,540	1,313,977
2028	600,000	151,670	751,670
Thereafter	6,000,000	743,781	9,743,781
	11,044,023	1,794,859	15,838,882

6. **ASSET RETIREMENT OBLIGATION**

The Commission's asset retirement obligation consists of the following:

Asbestos Obligation

The Commission owns and operates several buildings that are known to have asbestos, which represent a health hazard upon demolition or remediation of the buildings and there is a legal obligation to remove it. Following the adoption of PS3280 – Asset retirement obligations, the Commission recognized an obligation relating to the removal and post-removal care of the asbestos in these buildings as estimated at January 1, 2023.

PETERBOROUGH UTILITIES COMMISSION
NOTES TO THE FINANCIAL STATEMENTS
For The Year Ended December 31, 2023

7. RELATED PARTY AND INTER-ENTITY TRANSACTIONS

The Commission is a board of the City of Peterborough and is consolidated with the City's financial statements. In the ordinary course of business, the Commission enters into transactions with the Corporation of the City of Peterborough and other related corporations. These transactions, which include the sale of water and the purchase and sale of other goods and services, are exchanged at the same prices and terms as arm's length customers. The affiliated corporations of the Commission are:

The City of Peterborough Holdings Inc.,
Peterborough Utilities Services Inc.,
Peterborough Utilities Inc., and
PUG Services Corp.

Details of services provided during the year by the affiliated corporations to the Commission are:

	2023 \$	2022 \$
Expenditures		
Professional services	9,951,070	9,262,355
Building rent	391,419	394,678
Software and equipment rent	163,759	183,788
	10,506,248	9,840,821

Billing and collecting for the sewer surcharge is done by the Commission for the City of Peterborough. During the year \$447,625 (2022 - \$439,000) was recognized as revenue for providing this service. At December 31, the sewer surcharge payable of \$3,615,038 (2022 - \$3,726,876) recognized on the Statement of Financial Position is payable to the City of Peterborough. All amounts owing to the City are unsecured, without interest and no specific terms of repayment.

PETERBOROUGH UTILITIES COMMISSION

NOTES TO THE FINANCIAL STATEMENTS

For The Year Ended December 31, 2023

8. TANGIBLE CAPITAL ASSETS

	Water Treatment Plant and Reservoirs \$	Water Distribution System \$	Riverview Park and Zoo \$	Other \$	Construction in Progress \$	Total \$
Cost or Deemed Cost						
Balance at January 1, 2022	51,537,973	188,995,195	11,778,388	17,403	3,679,034	256,007,993
Additions	590,569	3,725,006	174,977	-	2,682,305	7,172,857
Balance at December 31, 2022	52,128,542	192,720,201	11,953,365	17,403	6,361,339	263,180,850
Additions	2,516,776	8,676,264	436,487	-	(2,261,451)	9,368,076
Asset retirement obligation adjustments	38,950	16,100	4,600	-	-	59,650
Balance at December 31, 2023	54,684,268	201,412,565	12,394,452	17,403	4,099,888	272,608,576

PETERBOROUGH UTILITIES COMMISSION
NOTES TO THE FINANCIAL STATEMENTS
For The Year Ended December 31, 2023

8. **TANGIBLE CAPITAL ASSETS – (Continued)**

	Water Treatment Plant and Reservoirs \$	Water Distribution System \$	Riverview Park and Zoo \$	Other \$	Construction in Progress \$	Total \$
Accumulated Amortization						
Balance at January 1, 2022	28,250,733	101,540,671	5,660,638	17,266	-	135,469,308
Amortization for the year	1,066,642	4,722,613	310,262	7	-	6,099,524
Balance at December 31, 2022	29,317,375	106,263,284	5,970,900	17,273	-	141,568,832
Amortization for the year	1,092,942	4,827,325	310,265	7	-	6,230,539
Balance at December 31, 2023	30,410,317	111,090,609	6,281,165	17,280	-	147,799,371
Net Book Value						
At December 31, 2022	22,811,167	86,456,917	5,982,465	130	6,361,339	121,612,018
At December 31, 2023	24,273,951	90,321,956	6,113,287	123	4,099,888	124,809,205

PETERBOROUGH UTILITIES COMMISSION

NOTES TO THE FINANCIAL STATEMENTS

For The Year Ended December 31, 2023

9. ACCUMULATED SURPLUS

Accumulated surplus consists of the following:

	2023 \$	2022 \$
Operating surplus	13,848,263	16,285,040
Investment in tangible capital assets		
Tangible capital assets - net book value	124,809,205	121,612,018
Long term debt	(11,044,023)	(12,115,977)
Asset retirement obligation	(59,650)	-
Reserve funds (Note 12)	9,811,813	8,450,265
	137,365,608	134,231,346

10. CHANGE IN NON-CASH WORKING CAPITAL ITEMS AND OTHER INFORMATION

	2023 \$	2022 \$
Accounts receivable	39,885	(686,663)
Unbilled revenue and sewer surcharge	501,318	(241,560)
Inventories	(141,715)	(183,046)
Accounts payable and sewer surcharge payable	(156,091)	(409,179)
Customer deposits	13,301	(20,778)
	256,698	(1,541,226)
Other information:		
Interest paid	299,982	329,129

PETERBOROUGH UTILITIES COMMISSION

NOTES TO THE FINANCIAL STATEMENTS

For The Year Ended December 31, 2023

11. BUDGET FIGURES

The budget, approved by the Commission, for 2023 is reflected on the Statement of Operations and Accumulated Surplus and the Statement of Changes in Net Financial Assets. The budgets established for capital investment in tangible capital assets are on a project-oriented basis, the costs of which may be carried out over one or more years and therefore may not be comparable with current year's actual amounts. Budget figures have been reclassified for the purposes of these financial statements to comply with Public Sector Accounting Board reporting requirements. Budget figures are not subject to audit.

12. RESERVE FUNDS

	Budget 2023 \$ (Unaudited)	Actual 2023 \$	Actual 2022 \$
TRANSFERS FROM OPERATIONS:			
Sale of water	793,000	810,581	775,028
Development charges	667,000	34,963	596,951
Interest	299,000	474,722	332,592
Donations	50,000	81,460	139,411
	1,809,000	1,401,726	1,843,982
TRANSFERS			
For tangible capital assets	(667,000)	(40,178)	(4,605,397)
CHANGE IN RESERVE FUNDS	1,142,000	1,361,548	(2,761,415)
OPENING RESERVE FUNDS	8,132,000	8,450,265	11,211,680
CLOSING RESERVE FUNDS	9,274,000	9,811,813	8,450,265
ANALYZED AS FOLLOWS:			
INTERNALLY RESTRICTED			
Water treatment plant reserve fund		8,214,933	7,013,962
Park and zoo state of good repair reserve fund		113,056	107,348
		8,327,989	7,121,310
EXTERNALLY RESTRICTED			
Park and Zoo major projects reserve fund		949,012	821,140
Park and Zoo major animal care reserve fund		534,812	507,815
		1,483,824	1,328,955
		9,811,813	8,450,265

PETERBOROUGH UTILITIES COMMISSION

NOTES TO THE FINANCIAL STATEMENTS

For The Year Ended December 31, 2023

13. OPERATIONS FOR RIVERVIEW PARK AND ZOO

	Budget 2023 \$ (Unaudited)	Actual 2023 \$	Actual 2022 \$
EXPENSES			
Maintenance park	728,000	686,756	652,768
Maintenance train	99,000	142,278	97,154
Animal care and zoo maintenance	1,084,000	1,288,346	1,291,135
	1,911,000	2,117,380	2,041,057
REVENUES			
Train	130,000	128,623	133,094
Miscellaneous	191,000	206,665	179,728
	321,000	335,288	312,822
NET EXPENSES FOR THE YEAR	1,590,000	1,782,092	1,728,235

14. FINANCIAL INSTRUMENTS

Risks Arising From Financial Instruments and Risk Management

The Commission's financial instruments consist of cash, accounts receivable, unbilled revenue, accounts payable and accrued charges, sewer surcharge payable, customer deposits and long-term debt. It is the Commission's opinion that the Commission is not exposed to significant market, interest rate, liquidity or currency risks arising from these financial instruments except as otherwise disclosed.

Credit risk

Credit risk is the risk that one party to a transaction will fail to discharge an obligation and cause the other party to incur a financial loss. The Commission's principal financial assets are cash, accounts receivable and unbilled revenue, which are subject to credit risk. The carrying amounts of financial assets on the Statement of Financial Position represent the Commission's maximum credit exposure as at the Statement of Financial Position date.

PETERBOROUGH UTILITIES COMMISSION REPORT

March 13, 2024

2.04

COMMISSION AGENDA
2023:04:11

WATER DEVELOPMENT CHARGES FOR THE YEAR ENDING DECEMBER 31, 2023

INFORMATION

This report is presented for the Commission's information.

Prepared by: Kyle Davis, Chief Financial Officer

Submitted by: Kyle Davis, Chief Financial Officer

Approved for Submission by: _____
President & CEO

Background

Development charges (*Development Charges Act, 1997, S.O.*) provide a mechanism for funding additional major system capacity to service new growth. All new users contribute on an equitable basis to fund new service through additions to the citywide utility system or expansions to existing services. Future capacity includes changes to the treatment plant, pumping and booster stations, reservoirs and trunk mains. These funds are not used to pay for ongoing operations or maintenance, or replacement capital of existing facilities, unless capacity is being increased, and then only to fund the portion relating to the increase.

Management Discussion

Attached to this report is a copy of the Statement of Continuity of Reserve Funds for Development Charges ("DC") and supporting statements summarizing cash receipts, balance due to general funds and eligible development costs incurred for the fiscal year ending December 31, 2023.

The DCA reserve fund had an opening balance on January 1, 2023 of nil. A total of \$34,963 was collected during the year and the fund earned interest of \$5,214 for a total fund value of \$40,177.

In 2023, \$342,858 of capital expenditures incurred were eligible for addition to the reserve fund. The opening balance from eligible expenditures in the prior years was \$2,440,011 of which, the total available for transfer of \$40,177 was transferred from the reserve fund to the general fund. The reserve fund balance at December 31, 2023 was nil.

A copy of this report will be submitted to Richard Freymond, Financial Services Manager, for presentation to City Council. The *Development Charges Act, 1997*, states that the Treasurer of the Municipality shall furnish to Council statements in respect of each Reserve Fund. The Treasurer must also forward this information to the Minister of Municipal Affairs and Housing within 60 days of the DCA statements being reported to City Council.

Budget and Financial Implications

There is no budget or financial implications as this report summarizes the prior year transactions affecting the Development Charges Reserve Fund.

Risk Evaluation

None. This report is provided as a status update to the Commission.

**PETERBOROUGH UTILITIES COMMISSION
WATER DEVELOPMENT CHARGES
ANNUAL STATEMENTS
For the Year ended December 31, 2023**

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Development Charges – Fee Schedule	5

**PETERBOROUGH UTILITIES COMMISSION
WATER DEVELOPMENT CHARGES
STATEMENT OF CONTINUITY OF RESERVE FUND
FOR THE YEAR ENDING DECEMBER 31, 2023**

	2023	2022
Balance, as at January 1,	\$ -	\$ -
Add:		
Cash Receipts	34,963	596,951
Interest Earned	5,214	8,447
Total Available	40,177	605,398
Less:		
Contributions to Capital Operations	40,177	605,398
Balance, as at December 31	-	-

Balance due to General Funds:

	2023	2022
Balance, as at January 1,	\$ 2,440,011	\$ 2,947,439
Eligible expenditures	342,858	97,970
Transferred to General Funds	(40,177)	(605,398)
Balance, as at December 31,	2,742,692	2,440,011

**PETERBOROUGH UTILITIES COMMISSION
WATER DEVELOPMENT CHARGES
SUMMARY OF CASH RECEIPTS
FOR THE YEAR ENDING DECEMBER 31, 2023**

	2023	2022
Residential	\$ 34,963	\$ 596,951
Non-residential	-	-
Balance, as at December 31,	34,963	596,951

**PETERBOROUGH UTILITIES COMMISSION
WATER DEVELOPMENT CHARGES
SUMMARY OF DEVELOPMENT COSTS
FOR THE YEAR ENDING DECEMBER 31, 2023**

Project #	Description	2023 Expenditures	Growth Factor	Growth Related Portion of Expenditures
2176-1	Design, inspection and approval of new subdivisions/services	189,441	100%	189,441
2178-2	New residential services	153,417	100%	153,417
		342,858		342,858

PETERBOROUGH UTILITIES COMMISSION

DEVELOPMENT ACT CHARGES

EFFECTIVE DECEMBER 31, 2023

WATER UTILITY DEVELOPMENT CHARGES DRAFT

Effective March 1, 2023

Residential

Planning Area	Res. A Singles & Semis	Res. B Other Multiples	Res.C Apart- ments
1. Auburn North	\$3,068	\$2,646	\$1,800
2. Jackson	\$3,594	\$3,098	\$2,106
3. Carnegie West (Zone 3N)	\$2,980	\$2,569	\$1,746
4. Chemong	\$2,369	\$2,043	\$1,390
5. Lily Lake	\$3,506	\$3,023	\$2,055
6. Liftlock	\$2,401	\$2,069	\$1,408
7. Coldsprings	\$3,021	\$2,602	\$1,770
8. Outside Planning Areas	\$1,939	\$1,670	\$1,138
9. Carnegie East (Zone 2)	\$920	\$793	\$539
10. Chemong East	\$1,399	\$1,206	\$821

Non-Residential, all planning areas \$7.93 /m²

PETERBOROUGH UTILITIES COMMISSION REPORT

March 14, 2024

2.05

COMMISSION AGENDA
2024:04:11

TENDER CONTRACT W-2024-01 CLEANING & CEMENT MORTAR LINING EXISTING WATER MAINS

RECOMMENDATION

THAT tender W-2024-01 for the Cleaning and Cement Mortar Lining of Existing Water Mains be awarded to **New Tide Construction** for the tendered amount of **\$1,491,479.40.**

Prepared by: Michael Meyers, P. Eng., Water Utility Manager

Submitted by: Patrick Devlin, Vice-President Water Utility Services

Approved for Submission by: _____
President & CEO

Background

As part of the approved capital budget for 2024, the PUC will be proceeding with the cleaning and cement mortar lining of approximately 2,666 metres of water mains throughout the City of Peterborough in order to maintain acceptable water quality parameters in the water distribution system, improve flow and extend the serviceable life of the pipes.

With the passage of time, an internal growth of rust tubercles develops in the unlined cast iron water mains causing significant loss in the carrying capacity, reduction in pressures and thereby contributing significantly to discoloured water events. Causes of degrading water quality levels, either bacteriological or aesthetics, can be due to internal corrosion as the tubercles provide a site for microbial growth.

The work consists of first scraping and flushing out the debris and then applying a thin layer of cement mortar to the internal surfaces of the pipe, thus forming a protective coating, which inhibits the growth of further tuberculation and provides permanent protection. It is estimated that water main rehabilitation extends the life of the water main by approximately 30 years by reducing internal pipe wall corrosion.

The proposed CML construction schedule was coordinated with City of Peterborough to ensure completion prior to planned paving in the project areas.

Management Discussion

Tender for Contract W-2024-01, Cleaning and Cement Mortar Lining Existing Water Mains was called and closed at 2:00 p.m., Wednesday, March 20th, 2024.

The work includes the cleaning and lining of approximately 1,157 m of 200 mm dia water main, 1,190 m of 125 mm water main and 319 m of 100 mm water main on various streets in the City of Peterborough as outlined below:

- Aylmer Street
- McDonnell Street
- London Street
- Water Street
- Murray Street
- Maiden Lane
- Harvey Street
- Waterford Street
- Spurway Pl.
- Parkhill Rd W.
- Elcombe Cr.
- Dennistoun Avenue

Budget and Financial Implications

This tender follows the water distribution work program presented at the 2024 Budget & Finance Committee meeting, in the report titled “Water Utility, Capital Budget 2024”.

Three (3) tenders were received and all were acceptable for evaluation. Tenders were evaluated based on three criteria – safety, experience and price. The overall scores of the three tenders (out of 100) are summarized below:

New Tide Construction	94.0 points
Trisan Construction	72.3 points
Main Rehabilitation	67.4 points

The tender pricing ranged from \$1,491,479.40 to \$2,280,580.00 for the work in the City of Peterborough. New Tide Construction was the low bidder and scored the highest following the evaluation criteria described above.

The value of the work in the tender was estimated to be \$1,650,000, with a total approved project budget of \$2,000,000. The total approved project budget includes related overhead PUC costs. The highest rated bidder was New Tide Construction who had an acceptable bid of \$1,491,479.40 and is within budget.

Risk Evaluation

Three (3) bids were received and all three were (3) evaluated. These bids were carefully reviewed by staff to ensure that an appropriate level of due diligence was performed. Aspects considered by staff were total cost, ensuring a balanced bid, bidder competency and experience, and company safety. The submitted bids provided a range of pricing as noted above which is indicative of a competitive bidding process.

Attachments: Nil