

October 25, 2016

████████████████████  
██████████  
Dear ██████████

**Re: Request for Access to Information Under Part II  
of the Access to Information and Protection Privacy Act  
REQUEST**

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On October 5, 2016, the City of St. John's received your request for access to the following information:

"Recently, Regional Water Management fees increased from \$5000.00 to \$25,000.00 for the Town of PCSP. An article in the October, Northeast Avalon Times stated that Deputy Mayor Ellsworth, Chair of the Regional Water Authority, said "the increase came about as part of a city review of services.

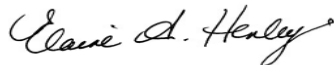
The article further quotes DM Ellsworth: "... the cost for legal, human resources, and risk management ... we all have to pay our fair share for services and programs.

1. Request record/copy of review of services.
2. Request record/documents etc. of specific legal positions/roles and salaries/costs of each, (a) prior to the increase, and (b) after the increase.
3. Request record/documents etc. of specific human resource positions/roles and salaries/cost of each, (a) prior to the increase, and (b) after the increase.
4. Request record of any additional costs that led to the increase in management fees."

Enclosed is the information you requested. As the provision of the information constitutes full disclosure, we now consider this matter completed and will be closing the file.

If you have any further questions, please feel free to contact the undersigned by telephone at 576-8202 or by e-mail: [ehenley@stjohns.ca](mailto:ehenley@stjohns.ca).

Yours truly,



Elaine A. Henley  
City Clerk

**ST. JOHN'S**

1. No formal report was written on this particular issue. The attached document forms the documents that were provided to the neighboring municipalities.
2. (a) this is a new methodology being used to implement the fee and as such the requested items were not used in the determination of the old management fee. (b) The increase is not yet finalized. Once the City's 2017 budget is finalized the personnel and budget information will be final and can be released at that time. The numbers in the attached document are estimates used for calculation and discussion purposes with the neighboring municipalities.
3. (a) this is a new methodology being used to implement the fee and as such the requested items were not used in the determination of the old management fee. (b) The increase is not yet finalized. Once the City's 2017 budget is finalized the personnel and budget information will be final and can be released at that time. The numbers in the attached document are estimates used for calculation and discussion purposes with the neighboring municipalities.
4. There are none

Note: The attached document contains assumptions and estimates which are predicated on historical experience. While these are assumed to be the relative best indicators of future expectations they can in no way be assumed to be 100% correct. The inherent use of estimates means actual results will be different.

**CURRENT & NEW MANAGEMENT FEES**

	Management Fee	2016 Operating Budget
Regional Fire	41,000	33,505,077
Regional Water	100,000	8,845,599
Riverhead Wastewater	-	5,298,532
Robin Hood Bay	65,040	15,732,839
	\$ 206,040	\$ 63,382,047

**PROGRAMS TO BE ALLOCATED**

Functional Area	Program	Total Budget	Allocation basis
HR Advisory Services	1218	1,037,887	# of employees
Organizational Development	1217	559,907	# of employees
Benefits Administration	1214	240,454	# of employees
Employee wellness	1216	649,315	# of employees
Human Resources Operations	1213	585,543	# of employees
		3,073,106	
Risk Management & Insurance (less insurance-direct charge)	1931	207,040	budgeted expenditures
Marketing & Communications (Salaries only)	1270	561,659	budgeted expenditures
Legal Services	1220	1,292,334	budgeted expenditures
Purchasing	1261	708,028	budgeted expenditures
Administration - Finance	1221	552,464	budgeted expenditures
Budgetary Services	1223	380,309	budgeted expenditures
Asset Reporting	1224	105,236	budgeted expenditures
Financial Services	1222	1,621,568	budgeted expenditures
		5,428,638	
Information Services (Salaries only)	1272	1,852,211	# of users
		\$ 10,353,955	

**REVISED MANAGEMENT FEES**

	Original Management Fee	Calculated Fee	Increase
Regional Fire	41,000	1,092,422	1,051,422
Regional Water	100,000	505,505	405,505
Riverhead Wastewater	-	259,070	259,070
Robin Hood Bay	65,040	734,289	669,249
	\$ 206,040	\$ 2,591,286	\$ 2,385,246

**IMPACT ON PARTNERS**

Partner	Old Total	New Total	Increase
Mount Pearl	35,752	384,489	348,737
Paradise	20,871	230,639	209,768
CBS	21,602	120,599	98,997
PCSP	5,000	25,275	20,275

Commercial users	46,178	534,596	488,418
	\$ 129,403	\$ 1,295,598	\$ 1,166,195

Partner	Old Total	New Total	Increase
St. John's	76,637	1,295,688	1,219,051

<b>TOTAL</b>	2,591,286
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<u>Allocating based on # FTE</u>						
DEPT	Program	Total Budget	Regional Fire Share	Regional Water Share	RWW Share	RHB Share
HR Advisory Services	1218	1,037,887	199,725	18,160	12,910	16,380
Organization Development	1217	559,907	107,746	9,797	6,964	8,837
Benefits Administration	1214	240,454	46,272	4,207	2,991	3,795
Employee wellness	1216	649,315	124,951	11,361	8,076	10,248
Human Resources Operations	1213	585,543	112,679	10,245	7,283	9,241
		3,073,106	591,372	53,771	38,224	48,501

<u>Allocating based on Expenditure \$ less salaries</u>						
DEPT						
Risk Management & Insurance (less insurance-direct charge)	1931	207,040	11,427	16,610	7,716.33	24,919
Marketing & Communications (Salaries only)	1270	561,659	31,000	45,061	20,932.89	67,600
Legal Services	1220	1,292,334	71,328	103,681	48,164.97	155,541
Purchasing	1261	708,028	39,078	56,803	26,388.03	85,216
Administration - Finance	1221	552,464	30,492	44,323	20,590.20	66,493
Budgetary Services	1223	380,309	20,990	30,511	14,174.02	45,773
Asset Reporting	1224	105,236	5,808	8,443	3,922.12	12,666
Financial Services	1222	1,621,568	89,499	130,095	60,435.44	195,167
		5,428,638	299,622	435,527	202,324	653,374

Information Services (Salaries only)	1272	1,852,211	201,427.95	16,206.85	18,522.11	32,413.69
		10,353,955				

	Calculated Fee	1,092,422	505,505	259,070	734,289	2,591,286
Current fee	Mgmt	41,000	100,000	-	65,040	
	Increase	1,051,422	405,505	259,070	669,249	
	Responsibility of partners	283,884	263,578	69,949	548,784	
	Partner % combined	27.00%	65.00%	27.00%	82.00%	

**Estimated impact on Partners:**

Partner	Regional Fire Share	Regional Water Share	RWW Share	RHB Share	Annual Total
Mount Pearl	157,713	109,486	59,586	21,951	\$ 348,737
Paradise	126,171	56,771	10,363	16,464	\$ 209,768
CBS		77,046		21,951	\$ 98,997
PCSP		20,275			\$ 20,275
Commercial users				488,418	\$ 488,418
	283,884	263,578	69,949	548,784	\$ 1,166,195

Control total - s/b Zero

	Table used for calc purposes - ESTIMATED shares								
	Fire	Water	Wastewater	Landfill					
Mount Pearl	15.00%	27.00%	23.00%	4.00%	6,150	27,000	-	-	2,602
Paradise	12.00%	14.00%	4.00%	3.00%	4,920	14,000	-	-	1,951
CBS		19.00%	0.00%	4.00%	-	19,000	-	-	2,602
PCSP		5.00%			-	5,000	-	-	-
Commercial users				71.00%	-	-	-	-	46,178

	% of Total City Employees
Regional Fire	19.24%
Regional Water	1.75%
Wastewater	1.24%
Landfill	1.58%

These are the percentages of human resources functions of the City allocated to the regional budgets

Summary	Total City	Regional Fire	RF Percent	Regional Water	RW Percentage	RWW	RWW Percentage	Reg. Waste	Waste %
FTE	1,172.19	225.57	19.24%	20.51	1.75%	14.58	1.24%	18.50	1.58%

Regional Water	FTE
4123 - Regional Water System	20.51

Regional Waste Water	FTE
4225 - Riverhead	14.58

Regional Fire	FTE
2491 - Fire Protection	194.38
2492 - Communication Centre	11.11
2493 - Goulds Volunteer Dept	-
2494 - Central Fire	-
2495 - Kenmount Road Fire	-
2496 Mt. Pearl Fire	-
2497 - Brookfield Rd Fire	-
2498 - Maint of East End Storage	-
2499 - West End Fire	-
2500 - St. Johns Fire	-
2501 - Kents Pond Fire	-
2502 - Support Services Division	8.00
2503 - Regional Fire Admin	7.00
2504 - Mechanical Division	4.33
2505 - Paradise Fire	-
2531 - Emergency Preparedness	0.75
<b>Total</b>	<b>225.57</b>

Regional Waste	FTE
4331 - Garbage & Litter Disposal	17.50
4335 - Easter Waste Mgmt Board	
4333 - Material Recovery Facility	

4334 - Residential Drop off	1.00
Total	18.50

	% of Expenditures
Regional Fire	5.52%
Regional Water	8.02%
Wastewater	3.73%
Landfill	12.04%

These are the percentages of finance, risk, legal , etc. functions of the City allocated to the regional budgets

Summary	Total City	Regional Fire	Regional Fire%	Regional Water	Regional Water %	Wastewater	Wastewater %	Landfill	Landfill %
Salary - Budget	86,645,153.00	20,889,791.00	24.11%	1,567,138.00	1.81%	1,185,512.00	1.37%	1,361,690.00	1.57%
Expenses	82,898,402.00	4,575,401.00	5.52%	6,650,748.00	8.02%	3,089,603.00	3.73%	9,977,396.00	12.04%

		Contractual Services (Less Current Admin Fee)			Excludes Salary & Financing
	Salary	52000's	55000's	Capital	Total Expenses
Regional Water					
4123 - Regional Water System	1,567,138.00	3,896,568.00	2,747,020.00	7,160.00	6,650,748.00
Regional Waste Water					
4225 - Riverhead	1,185,512.00	1,263,803.00	1,819,300.00	6,500.00	3,089,603.00

Regional Fire	Salary	52000's	55000's	56000's	Total Expenses
2491 - Fire Protection	18,287,662.00	194,660.00	652,573.00	1,455,950.00	2,303,183.00
2492 - Communication Centre	771,446.00	118,590.00	1,500.00	10,000.00	130,090.00
2493 - Goulds Volunteer Dept	103,272.00	19,570.00	760.00	-	20,330.00
2494 - Central Fire	-	140,283.00	101,147.00	-	241,430.00
2495 - Kenmount Road Fire	-	54,772.00	2,810.00	-	57,582.00
2496 Mt. Pearl Fire	-	143,579.00	4,450.00	-	148,029.00
2497 - Brookfield Rd Fire	-	38,706.00	7,980.00	-	46,686.00
2498 - Maint of East End Storage	-	2,346.00	-	-	2,346.00
2499 - West End Fire	-	65,051.00	4,790.00	-	69,841.00
2500 - St. Johns Fire	-	-	-	-	-
2501 - Kents Pond Fire	-	57,589.00	16,969.00	-	74,558.00
2502 - Support Services Division	740,508.00	2,920.00	27,350.00	-	30,270.00
2503 - Regional Fire Admin	581,049.00	835,615.00	14,540.00	-	850,155.00
2504 - Mechanical Division	330,471.00	61,260.00	130,100.00	-	191,360.00
2505 - Paradise Fire	-	65,051.00	4,790.00	315,000.00	384,841.00
2531 - Emergency Preparedness	75,383.00	19,750.00	1,450.00	3,500.00	24,700.00
<b>Total</b>	<b>20,889,791.00</b>	<b>1,819,742.00</b>	<b>971,209.00</b>	<b>1,784,450.00</b>	<b>4,575,401.00</b>

Regional Waste	Salary	52000's	55000's	56000's	Total Expenses



4331 - Garbage & Litter Disposal	1,307,499.00	2,791,610.00	1,272,292.00	-	4,063,902.00
4335 - Easter Waste Mgmt Board	-	3,418,764.00	-	-	3,418,764.00
4333 - Material Recovery Facility	-	1,627,090.00	-	-	1,627,090.00
4334 - Residential Drop off	54,191.00	867,490.00	-	150.00	867,640.00
Total	1,361,690.00	8,704,954.00	1,272,292.00	150.00	9,977,396.00

Fire	87	10.88%
Water	7	0.88%
Riverhead	8	1.00%
RHB	14	1.75%
	116	
Total*	800	

800 is the estimate and will be finalized after program review  
Small impact - even if the total is 700 Fire only changes by 1.55%