Fact Sheet on Waterworks Provisions
Ministry of Government Relations

Updated July 2026

The Municipalities Regulations (Sec. 50 to Sec. 55)

The Cities Regulations (Sec. 22.1 to Sec. 22.6)

The Northern Municipalities Regulations (Sec. 40 to Sec. 45)

Waterworks Provisions

Annual Submission of Public Reporting on Municipal Waterworks

Pursuant to Section 55 of *The Municipalities Regulations*, Section 22.6 of *The Cities Regulations,* and Section 45 of *The Northern Municipalities Regulations,* your municipality must submit its Public Reporting on Municipal Waterworks to the Ministry of Government Relations (ministry).

The ministry will annually provide municipalities with a questionnaire by email to assist them in fulfilling this obligation.

The ministry has implemented annual eligibility requirements for municipalities to receive their unconditional Municipal Revenue Sharing (MRS) grant. Submission of waterworks information to the ministry is one of the requirements to receive the MRS Grants.

Please note: If a municipality does not submit the waterworks information to the ministry, the municipality will be considered non-compliant, and MRS grants will be withheld.

Guidance to Complete the Questionnaire

The amounts requested in the questionnaire are for the prior year.

Once you begin, you may want to save it and come back later to finish your questionnaire. The Save and Continue button, located in the top right corner, allows you to enter your email address to receive a link to return to your questionnaire later.

Question 1: Municipality name (This field is prepopulated)
Question 2: Waterworks name (This field is prepopulated)
Question 3: Total Waterworks Revenues (R) – this is the total revenue attributed to waterworks
Question 4: Total Waterworks Expenses (E) – this is the total expenses attributed to waterworks
Question 5: Ratio - $\frac{(R)}{(E)}$
(This ratio will be auto calculated by the survey based on the revenue and expense amount entered in question 3 and 4 above)
Question 6: Any explanation of the ratio that council wishes to provide (i.e. reasons for variation from other years, unusual expenses, revenues, etc.).
Question 7: Declaration that the required waterworks information has been provided to consumers. Details regarding why the municipality has not yet provided the information to consumers, if applicable.
Question 8: Name of the person completing the questionnaire.
Question 9: Job title of the person completing the questionnaire.
Question 10: Contact email of the person completing the questionnaire.
Question 11: Provide comments in case you disagree with any of the prepopulated data in the questionnaire.

What are municipal waterworks?

- Municipal waterworks refers to waterworks that are:
    - Owned by a municipality, directly or through a controlled corporation.
    - Operated by a municipality, directly or through a controlled corporation, or by another person on behalf of a municipality.

- Waterworks are infrastructure used to supply, collect, treat, store, or distribute water intended or used for human consumption or hygienic use, whether any other use is or has been made of that water.

- Human consumption includes the following applications:
  - Drinking
  - Cooking and food preparation
  - Oral hygiene

What water systems do the regulations apply to?

- The regulations apply to municipal waterworks that:
  - Supply water through a distribution system.
  - Are used to supply, collect, treat, store, or distribute water intended or used for human consumption.

What water systems do the regulations not apply to?

- The regulations do not apply to municipal waterworks:
  - Used to supply water for hygienic use, as authorized pursuant to *The Waterworks and Sewage Works Regulations*, but not for human consumption; or
  - Regulated pursuant to *The Health Hazard Regulations.*

What are the requirements?

- On or before September 1 of each year, the municipality must provide its consumers with the information below via its website, in a newspaper, or mailout:
  1. A statement on the annual total waterworks revenues and expenses for the previous calendar year.
  2. A comparison of the revenues to expenses (expressed as a ratio).
  3. Any explanation of the above ratio that the municipality considers necessary.
  4. Notice that the information required to be made available to the public (see next section) is available for inspection at the municipality's municipal office during regular office hours. Please note that revenues and expenses related to sewers should not be included in the above numbers.

Reminder of effective changes starting in and after 2024, for Public Reporting on Municipal Waterworks

- Recent amendments to *The Cities Regulations, The Municipalities Regulations,* and *The Northern Municipalities Regulations* reduced the amount of waterworks information that municipalities must submit to the ministry. The Public Reporting on Municipal Waterworks questionnaire now requests items 1 to 3 above, plus a declaration (question 6 of the questionnaire) that item 4 has been provided to consumers.
- The term "expenditures" was replaced by "expenses." "Debt payments," previously combined with expenditures as part of the denominator of the ratio, have been removed. These changes were made to align the waterworks regulatory requirements with the accounting standards followed in municipal financial statements. The main implications of the changes in determining expenses are summarized below:
  - Items that are part of expenses include:
    - Amortization of assets related to the municipal waterworks.

        - Interest on any debt associated with the municipal waterworks.
        - Regular expenses such as wages and supplies associated with the municipal waterworks continue to be part of the denominator of the ratio to the extent that they were incurred during the reporting year, regardless of when they are paid. For example, wages for work done in December 2024 are incurred in 2024, even if the payment takes place in 2025.
    - Items that are not part of expenses include:
        - Purchases of capital assets.
        - Payment of debt associated with the municipal waterworks.

Made Available for Public Inspection

- On or before September 1 of each year, the following is to be made available to the public at the municipal office:
    1. The municipality's current waterworks rate policy and capital investment strategy (adopted by bylaw).
    2. A brief statement on the previous year's total waterworks revenues and expenses.
    3. A comparison of the waterworks revenues to expenses (expressed as a ratio).
    4. Any explanation of the above ratio that the municipality considers necessary.
    5. The municipality's current waterworks reserves.
    6. A copy of the most recent waterworks independent engineering assessment conducted pursuant to Sec. 32 of *The Waterworks and Sewage Works Regulations*, if applicable.
    7. Capital plans (projects, costs and timing) for infrastructure projects, if applicable.
    8. Funding sources for the capital plans, if applicable.
    9. All current agreements entered into by the municipality respecting the provision of municipal waterworks services, if applicable.

Reminder of effective changes starting in and after 2024, for Public Reporting on Municipal Waterworks

- Based on the amendments to the regulations, the above-mentioned items 5 to 8 will need to be available for public inspection only if they are applicable.
- If any of them do not apply to the municipality, the notice should include a statement providing a reason why that is the case.

What is a waterworks rate policy?

- A rate policy describes:
    - The waterworks rates or fees charged by the municipality, including the price per unit.
    - How the waterworks rates or fees are determined, including the types of costs used for determining the rates or fees.
    - The objectives of the rates and fees (i.e. recover costs, encourage conservation, generate revenue, stimulate economic activity, etc.).

What is a waterworks capital investment strategy?

- A capital investment strategy describes:
    - How capital plans are determined, including how they are identified and prioritized.
    - The source of funding for projects.

- The objectives of the capital investment strategy (i.e. to address immediate safe drinking water infrastructure problems, minimize rate increases, minimize debt, capture funding from other levels of government, expand the system, etc.).

Sample of Public Reporting on Municipal Waterworks to be Provided to Consumers
Municipalities may follow the sample below when providing their waterworks information to consumers.

***(Year)* Public Reporting on Municipal Waterworks**

- Total waterworks revenues (R) - $___
- Total waterworks expenses (E) - $___
- Comparison of waterworks revenues to expenses, expressed as a ratio:

$$\frac{R}{E} = \frac{(\$\_\_\_)}{(\$\_\_\_)} = \_\_\_$$

For *(Year)*, waterworks revenues covered __% of the waterworks expenses.

Ratio explanation (if applicable):

Note that the following information required pursuant to section 54 of the *Municipalities Regulations* is available for inspection at the municipal office during regular office hours:

- Current waterworks rate policy and capital investment strategy.
- *(Year)* waterworks revenues, expenses, revenues to expenses (expressed as a ratio), and any explanation of the ratio that the municipality considers necessary.
- Current waterworks reserves.
- A copy of the most recent waterworks independent engineering assessment *(or a statement providing a reason why this item is not applicable)*.
- Capital plans for infrastructure projects *(or a statement providing a reason why this item is not applicable)*.
- Sources of funding for the capital plans *(or a statement providing a reason why this item is not applicable)*.
- All current agreements entered into by the municipality respecting the provision of municipal waterworks services *(or a statement providing a reason why this item is not applicable)*.

If you have any questions regarding the questionnaire, please call 306-787-8859 or 306-787-2655 or email us at waterworks@gov.sk.ca.