

2019 OPERATING and CAPITAL BUDGET

(Proposed November 15, 2018)

***A HEALTHY natural environment where
communities THRIVE***



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1.0 OPERATING BUDGET OVERVIEW

Similar to last year the operating budget has been organized and presented at the activity level and summarized under the four core program and service levels.

For each activity area there is expense and revenue information (including a comparison to the previous year), a description of the activity, performance objectives and results expected to be achieved and reference to advancing the Authority's strategic goals. The activity areas of the Authority include:

- Plan Review & Permitting Services
- Flood Plain Mapping Projects
- Conservation Lands Management
- Warsaw Caves Conservation Area & Campground
- Beavermead Campground
- Environmental Services
- Source Water Protection
- Water Management
- Corporate Services

The Proposed 2019 Operating Budget addresses the following priorities:

- Updating flood plain mapping throughout the watershed;
- Undertaking projects and initiatives that advance the implementation of the 2017-2020 Strategic Plan; and
- Ongoing focus on the Authority's commitment to organizational excellence.

The Operating Budget proposes a 3.02% or \$87,809 increase in expenses for a total operating budget of \$2,996,378.

The significant new investments proposed in the 2019 Operating Budget include:

- A \$37,500 one-time project to transfer three Authority-owned hydrometric stations to the Water Survey of Canada. Once implemented, the Authority will be fully reliant on the Water Survey of Canada for water flow and level information for the Flood Forecasting & Warning Program. The long-term benefit to the Authority is that the information will be collected to a higher QA/QC standard, is readily available on-line and the future operating and capital costs for the three stations will be entirely borne by the federal government. This project will be funded by grants and a draw from the General Reserve.
- Permanently incorporating the \$100,000 one-year investment made in 2018 to upgrade the Authority's Information Technology Infrastructure and to create staffing capacity to support the monitoring and reporting programs, the review of natural heritage values as part of the planning and permitting function and to undertake projects and initiatives to advance the

implementation of the Strategic plan. In 2018 these investments were funded by a \$100,000 draw from the General Reserve. Beginning in 2019 these activities will be funded by a combination of levy and fees.

- \$50,309 for year over year cost of living increases including a 2.0% increase to the salary schedule.

The Operating Budget proposes to generate additional revenue in the amount of \$187,809 as follows:

- \$31,054 from a 2.85% increase in the general operating levy
- \$38,955 in additional fees (i.e. conservation area fees and development and planning fees)
- \$24,125 in government grants, specifically the National Disaster Mitigation Program
- \$76,175 from other sources of income including donations, fees for services, timber sales, etc.
- \$17,500 draw from the General Reserve

The proposed 2019 Operating Budget does not include a contingency allocation to respond to unexpected expenses that may arise through the course of the year. Should such a situation arise, staff will first seek to pay for the expense with in-year savings and alternatively will seek Board approval to draw from the General Reserve.

The proposed 2019 Operating Budget assumes that provincial grants will remain unchanged in 2019. Should the provincial government choose to reduce or eliminate provincial grants such a decision will most likely be announced after the tabling of the provincial budget in the spring of 2019. Should this situation arise staff will prepare for Board approval a strategy to address the situation.

The proposed 2019 Operating Budget does not include an allocation for amortization costs or accrued liabilities. These are typically covered with year-end surpluses if available.

1.1 Plan Review & Permitting Services

Budget Information

Expenses	2019	2018
Salaries, Benefits & Training	\$ 591,943	\$ 584,140
Insurance, Taxes & Utilities	20,000	20,000
Maintenance, Services & Supplies	11,000	11,000
Professional Services	21,000	21,000
Travel & Staff Expenses	6,801	6,200
Other Expenses	7,300	-
	<u>\$ 658,044</u>	<u>\$ 642,340</u>
Revenue		
Governments Grants	\$ 62,881	\$ 59,700
User Fees & Sales	285,280	264,000
Other Income	44,345	2,500
Transfers from Reserves		59,000
General Levy	265,538	257,140
	<u>\$ 658,044</u>	<u>\$ 642,340</u>

Description of Activity

Deliver the Authority's permitting responsibilities ensuring adherence to Ontario Regulation 167/06 and related policies, timely customer service and appropriate enforcement action.

Meet the Authority's delegated responsibility to represent the provincial interest in natural hazards through timely engagement with member municipalities in the review of applications under the *Planning Act*, and fulfill the Authority's obligations in its Memorandum of Agreements with member municipalities to provide technical review and expertise on natural heritage matters to assist the municipality in making environmentally sound decisions on *Planning Act* applications.

At the request of member municipalities undertake post-development monitoring programs.

Performance Objectives

- Receive, review and issue 225 to 250 permits
- Respond to 25 to 50 legal inquiries
- Receive, review and comment on 325 to 350 applications under the *Planning Act*
- Receive, review and comment on 5 to 10 Environmental Assessment Studies
- Undertake 1-3 post-development monitoring programs

Contributes to the Advancement of the following Strategic Goals

- ☒ Safeguard people and property from flooding and other natural hazards
- ☒ Contribute to the maintenance of a healthy and resilient natural environment
- ☐ Provide recreational opportunities in the natural environment
- ☐ Build awareness and understanding of the value of the natural environment
- ☐ Supports organizational excellence

1.2 Flood Plain Mapping Projects

Budget Information

Expenses	2019	2018
Salaries, Benefits & Training	\$ 164,567	\$ 166,020
Insurance, Taxes & Utilities	-	-
Maintenance, Services & Supplies	-	-
Professional Services	-	-
Travel & Staff Expenses	-	-
Other Expenses	135,113	149,980
	<u>\$ 299,680</u>	<u>\$ 316,000</u>
Revenue		
Governments Grants	\$ 154,125	158,000
User Fees & Sales	-	-
Other Income	145,555	158,000
Transfers from Reserves	-	-
General Levy	-	-
	<u>\$ 299,680</u>	<u>\$ 316,000</u>

Description of Activity

Acquire and maintain floodplain mapping.

Performance Objectives

- Complete flood plain mapping for Meade Creek and undertake a communications initiative to inform stakeholders of the new mapping
- Complete flood plain mapping for Curtis Creek and undertake a communications initiative to inform stakeholders of the new mapping
- Complete flood plain mapping along the southern shoreline of the Kawartha Lakes and north shoreline of Rice Lake within the Authority's jurisdiction and undertake a communications initiative to inform stakeholders of the new mapping
- Complete flood plain mapping for the north shore of the Kawartha Lakes in the Township of North Kawartha and the Municipality of Trent Lakes and undertake a communications initiative to inform stakeholders of the new mapping
- Achieve project milestones for updating the flood plain mapping for tributaries of the Otonabee River in Lakefield
- Achieve project milestones for updating flood plain mapping on the Ouse River in Norwood
- Initiate a project to update flood plain mapping for a portion of Jackson Creek east of the Cavan Swamp to Little Lake (subject to the approval of an application for funding under the National Disaster Mitigation Program)

- Initiate a project to update flood plain mapping for Baxter Creek (subject to the approval of an application for funding under the National Disaster Mitigation Program)

Contributes to the Advancement of the following Strategic Goals

- ☒ Safeguard people and property from flooding and other natural hazards
- ☐ Contribute to the maintenance of a healthy and resilient natural environment
- ☐ Provide recreational opportunities in the natural environment
- ☐ Build awareness and understanding of the value of the natural environment
- ☐ Supports organizational excellence

1.3 Conservation Lands Management

Budget Information

Expenses	2019	2018
Salaries, Benefits & Training	\$ 120,513	\$ 129,255
Insurance, Taxes & Utilities	30,000	23,000
Maintenance, Services & Supplies	14,850	14,350
Professional Services	2,500	2,000
Travel & Staff Expenses	7,500	7,700
Other Expenses	22,000	20,650
	<u>\$ 197,363</u>	<u>\$ 196,955</u>
Revenue		
Government Grants	\$ -	\$ -
User Fees & Sales	3,000	5,600
Other Income	49,650	21,900
Transfers from Reserves	-	-
General Levy	67,778	110,643
	<u>\$ 120,428</u>	<u>\$ 138,143</u>

Description of Activity

Maintain several free-use conservation areas, with 31 km of trails, for outdoor recreation activities including hiking and biking (Harold Town, Miller Creek, Young's Point, Imagine the Marsh, Jackson Creek Trail, Squirrel Creek, Selwyn Beach, Gannon's Narrows and Hope Mill).

Ensure the proper stewardship and management of the 10,300 acres of land owned by the Authority.

Performance Objectives

- Prepare Management Statements for six Conservation Areas
- Undertake stewardship and property management activities on four conservation areas (i.e. erect ownership signs, repair fences and gates, repair trails and other infrastructure, remove public safety hazards, etc.)
- Undertake forest management activities described in the 2018 Managed Forest Plan

Contributes to the advancement of the following strategic goals

- ☐ Safeguard people and property from flooding and other natural hazards
- ☒ Contribute to the maintenance of a healthy and resilient natural environment
- ☒ Provide recreational opportunities in the natural environment
- ☒ Build awareness and understanding of the value of the natural environment
- ☐ Supports organizational excellence

1.4 Warsaw Caves Conservation Area & Campground

Budget Information

Expenses	2019	2018
Salaries, Benefits & Training	\$ 167,070	\$ 164,690
Insurance, Taxes & Utilities	13,000	11,700
Maintenance, Services & Supplies	56,300	54,950
Professional Services	1,650	-
Travel & Staff Expenses	5,400	5,150
Other Expenses	4,950	4,500
	<u>\$ 248,370</u>	<u>\$ 240,990</u>
Revenue		
Government Grants		
User Fees & Sales	\$ 263,000	\$ 257,900
Other Income	9,225	9,200
Transfers from Reserves	-	-
General Levy	-	-
	<u>\$ 272,225</u>	<u>\$ 267,100</u>

Description of Activity

Operate Warsaw Caves Conservation Area and Campground for day use and group and family camping. Includes canoe rentals and retail sales (i.e. ice, firewood, headlamps, etc.).

Performance Objectives

- Operate the day use area and family campground from May 10 to October 14, 2019 and the group campground from May 3 to October 27, 2019

Contributes to the Advancement of the following Strategic Goals

- ☐ Safeguard people and property from flooding and other natural hazards
- ☒ Contribute to the maintenance of a healthy and resilient natural environment
- ☒ Provide recreational opportunities in the natural environment
- ☒ Build awareness and understanding of the value of the natural environment
- ☐ Supports organizational excellence

1.5 Beavermead Campground

Budget Information

Expenses	2019	2018
Salaries, Benefits & Training	\$ 158,920	\$ 151,570
Insurance, Taxes & Utilities	21,000	20,500
Maintenance, Services & Supplies	33,400	32,950
Professional Services	1,650	-
Travel & Staff Expenses	2,900	2,700
Other Expenses	35,000	50,354
	<u>\$ 252,870</u>	<u>\$ 258,074</u>
Revenue		
Government Grants		
User Fees & Sales	\$ 303,450	\$ 289,000
Other Income	2,500	2,500
Transfers from Reserves	-	-
General Levy	-	-
	<u>\$ 305,950</u>	<u>\$ 291,500</u>

Description of Activity

Operate Beavermead Campground for group and family camping. Includes canoe rentals and retail sales (i.e. ice, firewood, etc.).

Performance Objectives

- Operate the family and the group campgrounds from May 10 to October 14, 2019

Contributes to the Advancement of the following Strategic Goals

- ☐ Safeguard people and property from flooding and other natural hazards
- ☐ Contribute to the maintenance of a healthy and resilient natural environment
- ☒ Provide recreational opportunities in the natural environment
- ☐ Build awareness and understanding of the value of the natural environment
- ☐ Supports organizational excellence

1.6 Environmental Services

Budget Information

Expenses	2019	2018
Salaries, Benefits & Training	\$ 168,747	\$ 140,940
Insurance, Taxes & Utilities	6,750	6,750
Maintenance, Services & Supplies	12,200	18,400
Professional Services	31,500	30,000
Travel & Staff Expenses	6,650	6,500
Other Expenses	68,950	86,300
	<u>\$ 294,797</u>	<u>\$ 288,890</u>
Revenue		
Government Grants	\$ 8,000	\$ -
User Fees & Sales	-	-
Other Income	172,000	162,500
Transfers from reserves		26,000
General Levy	114,625	100,390
	<u>\$ 294,625</u>	<u>\$ 288,890</u>

Description of Activity

Monitoring

Implement water quality and quantity monitoring programs in partnership with various provincial agencies.

Implement special research and technical studies in partnership with or on behalf of member municipalities.

Performance Objectives

- Participate in the Provincial Water Quality Monitoring Network by collecting monthly water samples at 16 sites
- Participate in the Provincial Groundwater Monitoring Network by maintaining 11 ground water monitoring wells and collecting water quantity and quality information
- Collect benthic macro invertebrate samples to assess surface water quality conditions across a number of streams and creeks
- Undertake a comprehensive review and prepare a plan to improve the Authority's monitoring, inventory and associated information management activities (subject to the approval of an application for external funding)
- Leverage the information acquired through monitoring programs and through the use of social media and marketing make available easy to understand information products about the watershed

Land Stewardship

Undertake stewardship activities in partnership with member municipalities and where appropriate actively involve local youth and watershed residents.

Performance Objectives

- Respond to 5 to 10 requests/inquiries for advice and technical support
- Undertake 5 to 10 stewardship projects
- Offer the Tree Seedling Sale Program

Education

Develop, market and deliver family-friendly events that foster environmental awareness of the watershed community and the diversity of wildlife and habitats characteristics of the region.

Deliver water safety and other water related education programs to elementary and secondary school students.

Performance Objectives

- Deliver 6 to 10 Discover Days and other events
- Deliver the Spring Water Awareness Program to 10 schools
- Deliver the Be a Watershed Steward Program to 15 classes/groups
- Collaborate with other partners to deliver the Peterborough Children's Water Festival
- Deliver other curriculum linked educational activities (i.e. Yellow Fish Road) to 5 to 10 classes/groups
- Collaborate with other partners to deliver the Regional Envirothon Competition for high school students
- Offer co-op learning placements for students from local high schools, Fleming College and Trent University
- Investigate opportunities to engage a new and broader audience to experience and learn about the natural environment
- Explore with local school boards the opportunity to support them in the delivery of the Specialist High Skills Major - Environment program
- In partnership with the Riverview Park and Zoo deliver the Bondar Challenge Summer Camp Program

Contributes to the Advancement of the following Strategic Goals:

- ☐ Safeguard people and property from flooding and other natural hazards
- ☒ Contribute to the maintenance of a healthy and resilient natural environment
- ☐ Provide recreational opportunities in the natural environment
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1.7 Source Water Protection

Budget Information

Expenses	2019	2018
Salaries, Benefits & Training	\$ 137,978	\$ 147,040
Insurance, Taxes & Utilities	1,500	2,000
Maintenance, Services & Supplies	17,200	11,960
Professional Services	1,500	-
Travel & Staff Expenses	3,150	3,000
Other Expenses	3,500	1,000
	<u>\$ 164,828</u>	<u>\$ 165,000</u>
Revenue		
Government Grants	\$ -	\$ -
User Fees & Sales	-	-
Other Income	165,000	165,000
Transfer from Reserves	-	-
General Levy	-	-
	<u>\$ 165,000</u>	<u>\$ 165,000</u>

Description of Activity

Fulfill the Authority's obligations outlined in the agreements with municipalities to enforce Part IV of the *Clean Water Act* through activities of the Risk Management Office and to ensure compliance with the Trent Source Protection Plan and the *Clean Water Act*.

Support municipalities in the Otonabee-Peterborough Source Protection Authority to implement the policies of the Trent Source Protection Plan.

Support the Trent Source Protection Committee to maintain and implement the Trent Source Protection Plan.

Provide administrative support to the Otonabee-Peterborough Source Protection Authority to meet all of their obligations under the Trent Source Protection Plan and the *Clean Water Act*.

Performance Objectives

- Receive and respond to 50+ inquiries
- Negotiate risk management plans
- Receive and review 30 to 40 Section 59 applications and issue notices as required
- Deliver 5 to 10 outreach events/presentations
- Complete annual reporting requirements

Contributes to the Advancement of the following Strategic Goals

- ☐ Safeguard people and property from flooding and other natural hazards
- ☒ Contribute to the maintenance of a healthy and resilient natural environment
- ☐ Provide recreational opportunities in the natural environment
- ☐ Build awareness and understanding of the value of the natural environment
- ☐ Supports organizational excellence

1.8 Water Management

Budget Information

Expenses	2019	2018
Salaries, Benefits & Training	\$ 148,948	\$ 127,910
Insurance, Taxes & Utilities	5,500	3,100
Maintenance, Services & Supplies	45,644	42,000
Professional Services	10,000	3,000
Travel & Staff Expenses	5,500	1,650
Other Expenses	37,500	10,000
	<u>\$ 253,092</u>	<u>\$ 187,660</u>
Revenue		
Government Grants	\$ 127,796	\$ 119,960
User Fees & Sales	-	-
Other Income	-	-
Transfers from reserves	17,500	-
General Levy	107,796	67,700
	<u>\$ 253,092</u>	<u>\$ 187,660</u>

Description of Activity

Operate a year-round, 24 hour/day flood forecasting and warning system to ensure that residents and municipalities are aware of potential flood related events in a timely manner; and during storm events support municipally led emergency response.

Monitor watershed conditions to detect low water conditions and support the Otonabee Region Water Response Team in communicating low water conditions.

Operate and maintain water and ice control structures ensuring that they are in safe working order and that public safety measures are in place.

Performance Objectives

- Operate and maintain eight meteorological monitoring stations, three hydrological monitoring stations and two snow survey courses and supporting data/information management applications
- In partnership with Water Survey of Canada upgrade three ORCA hydrometric stations and transfer day to day management to Water Survey of Canada
- Issue flood messages and low water condition statements as required
- Adopt new tools to communicate information about flooding and drought conditions

Contributes to the Advancement of the following Strategic Goals:

- ☒ Safeguard people and property from flooding and other natural hazards
- ☐ Contribute to the maintenance of a healthy and resilient natural environment
- ☐ Provide recreational opportunities in the natural environment
- ☐ Build awareness and understanding of the value of the natural environment
- ☐ Supports organizational excellence

1.9 Corporate Services

Budget Information

Expenses	2019	2018
Salaries, Benefits & Training	\$ 390,409	\$ 384,300
Insurance, Taxes & Utilities	27,950	30,400
Maintenance, Services & Supplies	117,925	113,050
Professional Services	9,000	9,000
Travel & Staff Expenses	7,000	7,000
Other Expenses	48,050	42,910
Vehicle Costs	27,000	26,000
	<u>\$ 627,334</u>	<u>\$ 612,660</u>
Revenue		
Government Grants	\$ 8,983	
Other Income	53,000	43,500
Transfers from reserves	-	15,000
General Levy	565,351	554,160
	<u>\$ 627,334</u>	<u>\$ 612,660</u>

Description of Activity

Description of Administrative Activities:

Support the Board of Directors in meeting its legislated mandate and responsibilities.

Provide the necessary administrative and support services for the efficient and effective operation of the Authority (i.e. payroll, purchasing, financial, human resources, IT, GIS, and vehicle, equipment and facility management).

Performance Objectives

- Prepare for Board approval an operating and capital budget for 2020
- Produce audited financial statements and an annual report for 2018
- Implement changes under the *Employment Standards Act* that come into effect on January 1, 2019
- Implement any new regulatory requirements issued under the *Conservation Authorities Act*
- Undertake an accommodation study of the Authority's administrative building to determine long-term needs and a preferred option for meeting the needs
- Replace one vehicle
- Upgrade file storage facilities to ensure the effective and secure storage of corporate records

Description of Communications and Marketing Activities:

Provide communications and marketing services.

Performance Objectives

- Deliver 20-25 general events and presentations
- Release 50-60 news releases, public service announcements, information products, etc.
- Earn 150 items in the local media
- Convert forms and applications to accessible on-line fillable forms
- Launch an e-newsletter
- Celebrate the Authority's 60th Anniversary

Contributes to the Advancement of the following Strategic Goals

- ☐ Safeguard people and property from flooding and other natural hazards
- ☐ Contribute to the maintenance of a healthy and resilient natural environment
- ☐ Provide recreational opportunities in the natural environment
- ☒ Build awareness and understanding of the value of the natural environment
- ☒ Supports organizational excellence

2.0 CAPITAL BUDGET OVERVIEW

The 2019 Capital Budget includes information about project cost and sources of revenue and a description of the proposed capital projects.

The Proposed 2019 Capital Budget addresses the following priorities:

- Completing the reconstruction of the Millbrook dam; and
- Repairing and replacing capital assets

The Capital Budget proposes total spending of \$890,600.

Significant capital projects proposed in the 2019 Capital Budget include:

- \$260,000 to replace the gatehouse at Warsaw Caves Conservation Area and Campground. This project will be funded by a loan. The amount of money borrowed may potentially be offset by a grant from the Canada Enabling Accessibility Fund.
- \$365,000 to complete the reconstruction of the Millbrook Dam and to begin the repayment of the bridge financing required in 2018.
- \$150,000 to begin a multi-year project to renovate the Authority's Administration Office at 250 Milroy Drive, Peterborough. Phase 1 involving the construction of an outbuilding for shower facilities, a lab and additional storage will occur in 2019.

2.1 Warsaw Caves Conservation Area and Campground Gatehouse Replacement

Budget Information

Expenses	\$	260,000
Revenue		
Loan	\$	260,000

Project Description

This project involves the replacement of the gatehouse at Warsaw Caves Conservation Area and Campground. The current gatehouse is 50+ years old. It does not meet accessibility standards and there are inadequate security provisions for staff and the handling of cash.

The new building has been designed to meet the requirements of the Accessibility Standard for the Design of Public Spaces under the *Accessibility for Ontarians with Disabilities Act* and creates a retail/customer service area that is separated by a counter from the staff work area where cash is handled. There will also be an additional door installed that will allow staff to exit the building in case of an emergency. These measures address requirements of the Authority's Workplace Violence and Harassment Policy.

2.2 Renovate the Administration Office at 250 Milroy Drive, Peterborough

Budget Information

Expenses	\$	150,000
Revenue		
General Levy		8,000
Loan		142,000
	\$	150,000

Project Description

The project includes improving the customer service area and addresses accessibility requirements; creating work space to house additional staff; creating a small lab/work area and shower facilities; and expanding and improving space to store field equipment and files.

The project will be implemented over multiple years. Phase 1 involving the construction of an outbuilding for, shower facilities, a lab, and additional storage will occur in 2019.

2.3 Loan Payment

Budget Information

Expenses	\$ 13,500
Revenue	
General Levy	\$ 13,500

Project Description

Loan payment for the comfort station at Warsaw Caves Conservation Area and Campground.

2.4 Purchase File Storage Equipment

Budget Information

Expenses	\$ 15,000
Revenue	
General Levy	\$ 15,000

Project Description

Purchase a fire proof file cabinet to replace an existing damage cabinet that no longer properly functions.

Purchase high density file cabinets to replace a wooden shelf/cardboard box system that no longer provides suitable or efficient file storage.

2.5 Engineering and Design Projects at Warsaw Dam

Budget Information

Expenses	\$ 22,000
Revenue	
General Levy	\$ 11,000
Government Grant	<u>11,000</u>
	\$ 22,000

Project Description

Complete engineering and design for two dam repair/rehabilitation projects as follows:

- To repair erosion and stabilize the Warsaw Auxiliary dam embankment, in the area adjacent to the spillway

- To repair eroded areas adjacent to the wing walls and to repair cracks in the wing wall at the Warsaw Back Dam

To mitigate risk with tendered prices exceeding resources available the purpose of this project is to prepare detailed plans and cost estimates. Specific repair projects will subsequently be brought forward in future budget years.

2.6 Hope Mill Dam Retaining Wall Repairs

Budget Information

Expenses	\$ 25,000
Revenue	
General Levy	\$ 12,500
Government Grant	<u>12,500</u>
	\$ 25,000

PROJECT DESCRIPTION

Repair the failing upstream retaining wall.

2.7 Engineering and Design Project for the Jackson Creek Trail

Budget Information

Expenses	\$ 10,000
Revenue	
General Levy	\$ 5,000
Other Income	<u>5,000</u>
	\$ 10,000

Project Description

Complete engineering and design for repairs to three bridges on the Authority-owned portion of the Jackson Creek Trail. The need for repairs was identified during bridge inspections performed in 2014, 2016 and 2018.

To mitigate risk with tendered prices exceeding resources available the purpose of this project is to prepare detailed plans and cost estimates. Specific repair projects will subsequently be brought forward in future budget years.

2.8 Reconstruction of the Millbrook Dam

Budget Information

Expenses	\$ 365,600
Revenue	
Government Grants	\$ 80,000
Special Levy	<u>285,600</u>
	\$ 365,600

Project Description

The replacement of the spillway and reconstruction of the Millbrook Dam will be completed in 2019.

The special benefiting levy will be used for the remaining construction costs and the repayment of bridge financing required in 2018. The special benefitting levy has been apportioned to member municipalities in accordance with the benefiting levy formula as defined in the Authority's Management of Water and Ice Control Structures Policy. To provide member municipalities with year over year certainty about the amount of the special benefitting levy it was decided that a constant amount would be levied annually until the project has been paid for. It is expected that the final installment of the special benefitting levy for this project will be assessed in the 2020 capital budget.

2.9 Vehicle Replacement

Budget Information

Expense	\$ 35,000
Revenue	
General Levy	\$ 35,000

Project Description

Upgrade the Authority's fleet by replacing a 2005 Blazer with high mileage.

3.0 SUMMARY TABLES

3.1 Operations Budget

Otonabee Region Conservation Authority

2019 Proposed Operations Budget

	Plan Review & Permitting Services		Conservation Lands Program		Watershed Management Program		Corporate Services		Total	
Expenses	2018	2019	2018	2019	2018	2019	2018	2019	2018	2019
Salaries, Benefits & Training	\$ 750,16	\$ 756,510	\$ 489,525	\$ 501,332	\$ 371,880	\$ 400,844	\$ 384,300	\$ 390,409	\$ 1,995,865	\$ 2,049,095
Insurance, Taxes & Utilities	20,000	20,000	55,200	67,000	11,850	10,750	30,400	27,950	\$ 117,450	\$ 125,700
Maintenance, Services & Supplies	11,000	11,000	108,350	116,585	66,260	63,009	113,050	117,925	\$ 298,660	\$ 308,519
Professional Services	21,000	21,000	2,000	5,800	40,000	43,000	9,000	9,000	\$ 72,000	\$ 78,800
Travel & Staff Expenses	6,200	6,801	17,200	17,800	12,500	13,300	7,000	7,000	\$ 42,900	\$ 44,901
Other Expenses	149,980	142,413	75,504	61,950	87,300	109,950	42,910	48,050	\$ 355,694	\$ 362,363
Vehicle Costs	-	-	-	-	-	-	26,000	27,000	\$ 26,000	\$ 27,000
Total Expenses	\$ 958,340	\$ 957,724	\$ 747,779	\$ 770,467	\$ 589,790	\$ 640,853	\$ 612,660	\$ 627,334	\$ 2,908,569	\$ 2,996,378
Revenues										
Government Grants	\$ 217,700	\$ 217,006	\$ 38,945	\$ 35,932	\$ 81,015	\$ 99,864	\$ -	\$ 8,983	\$ 337,660	\$ 361,785
User Fees & Sales	264,000	285,280	551,775	569,450	-	-	-	-	\$ 815,775	\$ 854,730
Other Income	160,500	189,900	33,600	61,375	327,500	337,000	43,500	53,000	\$ 565,100	\$ 641,275
Transfer from reserves	59,000		-		26,000	17,500	15,000		\$ 100,000	\$ 17,500
Total Authority Generated	\$ 701,200	\$ 692,186	\$ 624,320	\$ 666,757	\$ 434,515	\$ 454,364	\$ 58,500	\$ 61,983	\$ 1,818,535	\$ 1,875,290
Proposed Levy	\$ 257,140	\$ 265,538	\$ 123,459	\$ 103,710	\$ 155,275	\$ 186,489	\$ 554,160	\$ 565,351	\$ 1,090,034	\$ 1,121,088
Total Revenue	\$ 958,340	\$ 957,724	\$ 747,779	\$ 770,467	\$ 589,790	\$ 640,853	\$ 612,660	\$ 627,334	\$ 2,908,569	\$ 2,996,378

3.2 Capital Budget

**Otonabee Region Conservation Authority
2019 Proposed Capital Budget**

Description	Total Expense	Revenue					
		General Levy	Special Benefiting Levy	Government Grants	Borrow	Other Income	Total Revenue
Buildings							
Renovate Administration Office	\$ 150,000	8,000			142,000		\$ 150,000
Purchase File Storage Equipment	\$ 15,000	15,000					\$ 15,000
Warsaw Caves Gatehouse Replacement	\$ 260,000				260,000		\$ 260,000
WCA Comfort Station Loan Repayment	\$ 13,500	13,500					\$ 13,500
Infrastructure							
Hope Dam Repair Retaining Wall Repairs	\$ 25,000	12,500		12,500			\$ 25,000
Jackson Creek Bridge Repairs Engineering & Design	\$ 10,000	5,000				5,000	\$ 10,000
Millbrook Dam Reconstruction	\$ 365,600		285,600	80,000			\$ 365,600
Warsaw Back Dam Engineering & Design	\$ 16,500	8,250		8,250			\$ 16,500
Warsaw Auxiliary Dam Engineering & Design	\$ 5,500	2,750		2,750			\$ 5,500
Vehicles							
Vehicle Replacement (2005 Blazer)	\$ 35,000	35,000					\$ 35,000
Total	\$ 890,600	\$ 100,000	\$ 285,600	\$ 103,500	\$ 396,500	\$ 5,000	\$ 890,600

4.0 2019 MUNICIPAL LEVY

4.1 Levy Description

Annually the Otonabee Region Conservation Authority Board of Directors considers and approves an operating and capital budget. The budget is funded from a variety of sources including fees, grants, donations and a municipal levy.

In 2019 the Authority proposes to assess a total levy in the amount of \$1,506,688. This represents an increase of \$31,054 or 2.1% from 2018. The levy is apportioned to member municipalities in two different ways.

The **general operating and capital** levies are apportioned based on the ratio that each participating municipality's modified assessment bears to the total Authority's modified assessment. The modified assessment values are provided annually by the Ministry of Natural Resources and Forestry.

The **special benefiting** levy is apportioned on the basis of the benefit derived or to be derived by each participating municipality. In 2019, as in previous years, the Authority is assessing a special benefiting levy for the reconstruction of the Millbrook Dam. The Township of Cavan Monaghan has been assessed 90% of the levy while all other municipalities are assessed the remaining 10%.

The following table provides information on how the levy has been apportioned to the member municipalities.

Q. The amount of levy assessed against my municipality is greater than 2.1%. Why?

If the amount of assessed levy is greater than 2.1% it is because the amount of modified assessment in your municipality as a percentage of the total modified assessment has increased.

Q. The amount of levy assessed against my municipality is less than 2.1%. Why?

If the amount of assessed levy is less than 2.1% it is because the amount of modified assessment in your municipality as a percentage of the total modified assessment has decreased.

4.2 Levy Allocation Table

Otonabee Region Conservation Authority 2019 Proposed Municipal Levies

Municipal Levy 2019						
Municipality	Modified CVA Based Apportionment %	Proposed Operating Levy Apportionment	Proposed Capital Levy Apportionment	Total Proposed Operating & Capital Levy	Proposed Special Capital Levy	Total Municipal Levy
Asphodel-Norwood	2.3567	\$ 26,421	\$ 2,357	\$ 28,778	\$ 720	\$ 29,498
Cavan-Monaghan	6.4697	\$ 72,531	\$ 6,470	\$ 79,001	\$ 257,040	\$ 336,041
City of Kawartha Lakes	0.6650	\$ 7,455	\$ 665	\$ 8,120	\$ 203	\$ 8,323
City of Peterborough	60.0451	\$ 673,158	\$ 60,045	\$ 733,203	\$ 18,335	\$ 751,538
Douro-Dummer	7.5054	\$ 84,142	\$ 7,505	\$ 91,647	\$ 2,292	\$ 93,939
Otonabee-South Monaghan	5.3057	\$ 59,482	\$ 5,306	\$ 64,788	\$ 1,620	\$ 66,408
Selwyn	17.6262	\$ 197,605	\$ 17,626	\$ 215,231	\$ 5,382	\$ 220,613
Trent Hills	0.0262	\$ 294	\$ 26	\$ 320	\$ 8	\$ 328
TOTAL	100.00	\$ 1,121,088	\$ 100,000	\$ 1,221,088	\$ 285,600	\$ 1,506,688

Municipal Levy 2018						
Municipality	Modified CVA Based Apportionment %	Proposed Operating Levy Apportionment	Proposed Capital Levy Apportionment	Total Proposed Operating & Capital Levy	Proposed Special Capital Levy	Total Municipal Levy
Asphodel-Norwood	2.3603	\$ 25,728	\$ 2,360	\$ 28,088	\$ 725	\$ 28,813
Cavan-Monaghan	6.3791	\$ 69,534	\$ 6,379	\$ 75,913	\$ 257,040	\$ 332,953
City of Kawartha Lakes	0.6602	\$ 7,196	\$ 660	\$ 7,856	\$ 199	\$ 8,055
City of Peterborough	60.1662	\$ 655,832	\$ 60,166	\$ 715,998	\$ 18,448	\$ 734,446
Douro-Dummer	7.4897	\$ 81,640	\$ 7,490	\$ 89,130	\$ 2,263	\$ 91,393
Otonabee-South Monaghan	5.2277	\$ 56,984	\$ 5,228	\$ 62,212	\$ 1,526	\$ 63,738
Selwyn	17.6292	\$ 192,164	\$ 17,629	\$ 209,793	\$ 5,369	\$ 215,162
Trent Hills	0.0877	\$ 956	\$ 88	\$ 1,044	\$ 30	\$ 1,074
TOTAL	100.00	\$ 1,090,034	\$ 100,000	\$ 1,190,034	\$ 285,600	\$ 1,475,634



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