



City of
Peterborough

To: **Members of the Budget Committee**

From: **Sandra Clancy, Director of Corporate Services**

Meeting Date: **November 28, 2016**

Subject: **Report CPFS16-044**
2017 Budget for the Otonabee Region Conservation Authority

Purpose

A report to inform Council that the 2017 Budget submission of the Otonabee Region Conservation Authority will be reviewed on Tuesday, November 29, 2016.

Recommendations

That Council approve the recommendations outlined in Report CPFS16-044, dated November 28, 2016, of the Director of Corporate Services as follows:

- a) That the presentation and budget details presented to the November 29, 2016 Budget Committee by the Otonabee Region Conservation Authority, be received.
- b) That the \$742,690 provision for Otonabee Region Conservation Authority included in the 2017 Draft Operating Budget on page 175 of the 2017 Draft Highlights Book be decreased by \$4,877 to \$737,813 and that the reduction of \$4,877 be transferred to the General Contingency on page 165 of the 2017 Draft Highlights Book.

Budget and Financial Implications

There are no additional budget and financial implications of the recommendations.

Background

The Budget Committee is scheduled to review the 2017 Draft Budget during the week of November 28, 2016.

Tuesday, November 29, 2016 has been set aside to review budget requests from outside Boards and Agencies. If requested, representatives from Otonabee Region Conservation Authority are prepared to attend to make a short presentation and answer questions about the 2017 amounts that are included in the Draft 2017 Budget. The Budget Committee will resume its review of City departments either later that evening, or on Wednesday, November 30, 2016.

Included on page 175 of the 2017 Draft Budget Highlights Book is a high-level summary of information included in the 2017 Draft Operating Budget.

The following chart details the 2017 Draft Budget and 2017 Presentation Request Budget into base levy, special capital levy for the Millbrook Dam and Source Water Protection. The chart also illustrates the changes by funding line that make up the \$4,877 Presentation Request reduction from the 2017 Draft Operating Budget.

Service	2017 Draft Budget	2017 Presentation Request	% Difference	\$ Difference
Otonabee Region Conservation Authority	692,800	700,865	1.2%	8,065
- Millbrook Dam Capital Project Funding	21,330	18,448	-13.5%	-2,882
- Water Source Protection	28,560	18,500	-35.2%	-10,060
	742,690	737,813	-0.7%	-4,877

Additional budget details are appended to this report and further information will be provided by the agency representative on November 29, 2016.

Submitted by,

Sandra Clancy
Director of Corporate Services

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Richard Freymond

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Attachment:

Appendix A: Draft 2017 Budget for the Otonabee Region Conservation Authority

Appendix A

**Draft 2017 Budget for the Otonabee Region Conservation
Authority**



October 24, 2016

City of Peterborough
500 George St N
Peterborough, ON K9H 3R9

Attention: Mr. Allan Seabrooke, CAO

Dear Mr. Seabrooke

At the October 20, 2016 meeting of the Otonabee Region Conservation Authority Board of Directors, the Board passed a resolution directing that the Proposed 2017 Operating and Capital Budget be circulated to member municipalities. The budget document and supporting Board report are attached for your review.

Ontario Regulation 139/96 provides for a 30 day notice period to affected municipalities prior to the Board of Directors voting on the budget. The budget vote will occur on December 15, 2016. The vote is a weighted vote.

The specific apportionment to each municipality is found on page 19 of the budget document (2017 Proposed Municipal Levy). Similar to last year the proposed capital budget includes a special benefitting capital levy for the reconstruction of the Millbrook Dam. This levy has been apportioned based on the benefitting formula found in the Authority's Policy on the Management of Water and Ice Control Structures.

If you have any questions about the Proposed 2017 Operating and Capital Budget please do not hesitate to contact me. In addition, if your Council is interested in receiving a brief presentation of the proposed ORCA budget, we would be happy to provide one.

Thank you for your continued support of Otonabee Conservation's efforts to manage the natural resources of the area for the collective benefit of all watershed residents.

Sincerely

Dan Marinigh
CAO/Secretary-Treasurer

Cc: Daryl Bennett, Andrew Beamer, Don Vassiliadis

The Otonabee Region Conservation Authority
250 Milroy Drive, Peterborough, ON K9H 7M9
Phone: 705-745 5791. Fax: 705-745-7488, Email: otonabee@otonabee.com, Website: www.otonabee.com

Member of Conservation Ontario



REPORT TO: Board of Directors
FROM: Dan Marinigh, CAO/Secretary-Treasurer
DATE: October 20, 2016
SUBJECT: Proposed 2017 Operating and Capital Budget

PURPOSE:

The purpose of this report is to provide the Board with details and background information pertaining to the proposed 2017 Operating and Capital Budget.

RECOMMENDED MOTION:

1. That Report Number 2016-062 titled "Proposed 2017 Operating and Capital Budget" be received; and
2. That notice of the proposed 2017 Operating and Capital Budget be given to member municipalities pursuant to the requirements of Ont. Reg. 139/96; and
3. That the proposed 2017 Operating and Capital Budgets be voted on at the next meeting of the Board following the 30 day notice period required under Ont. Reg. 139/96; and
4. That staff be authorized and directed to do all things necessary to give effect to these resolutions

BACKGROUND:

Ont. Reg. 139/96 requires that member municipalities be given 30 days' notice prior to the Board of the Authority voting on the levy. Further, the regulation requires that the notice be accompanied by sufficient information relied on in support of the levy. Finally, the vote on the levy must be a recorded weighted vote.

The municipal levy is apportioned to member municipalities by using a modified current value assessment calculation. This calculation is provided by Ministry of Natural Resources & Forestry (MNR) and is consistent with the requirements of Ont. Reg. 670/00.

Annually the Operating Budget may also include a cost of living increase to the salary schedule. ORCA's Term of Employment Policy states "The CAO will review the salary schedule annually to determine whether or not the job rate will be adjusted by an increase in the Ontario Consumer Price Index (CPI) (12 month average of previous year) as reported by Statistics Canada, effective January 1 of each year. Subject to Board approval, staff will be granted an increase equivalent to the Ontario CPI (12 month average of previous year)".

DISCUSSION:

Attached as Appendix A to this report is the proposed 2017 Operating and Capital Budget.

Operating Budget:

The proposed Operating Budget includes a 15.6% increase in spending equal to \$348,240. This increase will be funded by a 2% increase in the levy (\$20,426) with the balance (\$327,814) coming from non-levy sources as described in the budget document.

Included in the operating budget are two flood plain mapping projects that will cost \$195,000, half of which will be funded from the National Disaster Mitigation Program. We await confirmation of this funding.

The budget also includes a 1.5% cost of living increase to the salary schedule. This equals the 12-month average (August 2015 to August 2016) Ontario CPI increase.

The budget does not include a contingency fund or an allocation for amortization costs.

Capital Budget:

The proposed Capital Budget includes a 124% increase in spending equal to \$1,017,500. The increase is primarily due to activities associated with the reconstruction of the Millbrook dam.

The special benefiting capital levy being assessed for the reconstruction of the Millbrook dam has been increased to \$285,600 from \$116,550 in 2016. It is anticipated that the amount assessed in 2017 will be assessed annually until the project is completed.

Also included in the capital budget is a project to enlarge the day-use parking lot and undertake improvements to the trails at Warsaw Caves Conservation Area. The project will cost \$65,000, half of which will be funded from the Canada 150 Infrastructure Program. We await confirmation of this funding.

Summary:

In 2017 the general operating and capital levy increased from \$10.81 to \$11.27 per resident of the watershed.

The general operating and capital levy (excluding the special benefiting capital levy for the Millbrook dam) represents 45.7% of the projected revenue for 2017, down from 46.6% in 2016.

Attached as Appendix B is a list of the projects supported by partnerships and grants that have been included in the budget document.

CONCLUSION:

The 2017 proposed Operating and Capital Budget represents management's assessment of the funding required to deliver the programs, services and special initiatives committed to in the description of key performance objectives for 2017.

ANALYSIS:

Alignment with Program Outcomes:

- ☒ Protects people and property from flooding and other natural hazards
- ☒ Provides outdoor recreation opportunities
- ☒ Supports the maintenance of a healthy watershed
- ☒ Protects the sources of municipal drinking water systems
- ☒ Fosters awareness and appreciation of natural resources

Alignment with Organizational Excellence Outcomes:

- ☒ Quality customer service
- ☐ Compliant with laws and regulations
- ☒ Effective and efficient delivery of services and programs
- ☒ Effective partnerships and collaborations
- ☐ Solutions-based
- ☐ Open and transparent communications
- ☐ Public engagement

Financial Considerations:

- ☒ Can be delivered within the approved budget
- ☐ Dependent on receipt of external sources of funding
- ☐ Will require an adjustment to the approved budget

RECOMMENDED BY:

Denyse Landry, Manager, Corporate Services

Dan Marinigh, CAO/Secretary-Treasurer

ATTACHMENTS: Appendix A: Proposed 2017 Operating & Capital Budget
 Appendix B: Projects Summary for Budget

2017 Grants & Partnerships Supported Projects

Project	Program/Service Area	Cost	Revenue	Sources of Revenue
Ice Boom at Jackson Creek	Conservation Lands Program	\$ 20,000	\$ 20,000	General Capital Levy/MNRF-Water & Erosion Control Infrastructure Fund
Millbrook Dam Replacement	Conservation Lands Program	840,000	840,000	Special Benefitting Capital Levy/Small Communities Infrastructure Fund
Warsaw Dam Public Safety Measures	Conservation Lands Program	15,000	15,000	General Capital Levy/MNRF-Water & Erosion Control Infrastructure Fund
Warsaw Parking Lot & Trail Upgrades	Conservation Lands Program	65,000	65,000	General Capital Levy/Canada 150 Infrastructure Program
Floodplain Mapping (Meade & Curtis Creeks)	Plan Review & Permitting Services	195,000	195,000	City of Peterborough/Douro-Dummer/Otonabee-South Monaghan National Disaster Mitigation Program
Heritage Tree Planting	Watershed Management Program	27,000	27,000	Environment Canada - Eco Action
Lily Lake Monitoring	Watershed Management Program	15,000	15,000	City of Peterborough
Loggerhead Marsh Monitoring	Watershed Management Program	10,500	10,500	City of Peterborough
Other Projects	Watershed Management Program	24,700	24,700	Undetermined
Pollinator Habitat Enhancement & Education	Watershed Management Program	12,000	12,000	MNRF Land Stewardship Program
Shoreline Naturalization & Education	Watershed Management Program	20,000	20,000	MOECC Great Lakes Guardian Program
Snapping Turtle Habitat Enhancement & Education	Watershed Management Program	15,000	15,000	MNRF -Species at Risk
Total 2017 Proposed Projects		\$ 1,259,200	\$ 1,259,200	

Otonabee Region
Conservation Authority

**2017
OPERATING
and CAPITAL BUDGET
(PROPOSED)**



The Otonabee Region Conservation Authority delivers programs and services that protect and manage water and other natural resources. These efforts are done in partnership with municipal, provincial and federal governments, local landowners and various organizations - all at a shared cost. The Otonabee Region Conservation Authority takes a watershed approach to delivering programs and services, one that balances human, environmental and economic needs.



OTONABEE
CONSERVATION

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2017 OPERATING BUDGET ~ Overview

The 2017 Operating Budget is organized and presented under the core programs and services delivered by the Authority as listed below:

- Plan Review and Permitting Services
- Conservation Lands Program
- Watershed Management Program
- Corporate Services

In the previous year certain expenses, such as insurance, were aggregated and reported under Corporate Services. In the 2017 proposed budget, insurance costs have been separated out and included under program or service expenses. We will continue to make similar adjustments in future years in order to more appropriately reflect the cost for delivering programs and services.

REVENUE:

The proposed 2017 Operating Budget includes a 27.5% increase in revenue from non-levy sources amounting to \$327,814 as described below:

- \$ 29,584 - forecasted increase in development and planning fees
- \$ 89,325 - forecasted increase in conservation areas fees and sales
- \$195,000 - federal grants and partnership agreements for flood plain mapping
- (\$ 8,995) - decrease in government grants (i.e. drinking water and low water response programs)
- \$ 22,900 - forecasted increase from other sources

The proposed budget also recommends a 2% increase to the general operating levy in the amount of \$20,426. The general operating levy is apportioned to member municipalities using a modified current value assessment calculation that is provided annually by the Ministry of Natural Resources and Forestry.

EXPENSES:

The proposed 2017 Operating Budget includes a 15.6% increase in expenses in the amount of \$348,240. This increase is described below:

Project related:

- \$195,000 (8.7%) – Flood plain mapping projects on Meade Creek and Curtis Creek

Other expenses:

- \$54,320 (2.4%) – cost of additional materials for various watershed management and conservation lands projects and an estimate for the Beavermead campground profit sharing

Cost of living and capacity enhancements (\$99,920 or 4.5%):

- \$36,043 - cost of living increase for goods, services and salaries, and an increase in WSIB premium
- \$19,592 - additional part-time staffing capacity to respond to the increase in the number of planning and permitting applications
- \$22,264 - additional contract staffing capacity to assist with the delivery of events, stewardship projects, and monitoring activities
- \$21,021 - additional contract staffing capacity to respond to the increase in campground and day-use visitation and property management work required at other conservation areas

Included in the above spending proposals is a 1.5% cost of living increase to the salary schedule.

Other Comments:

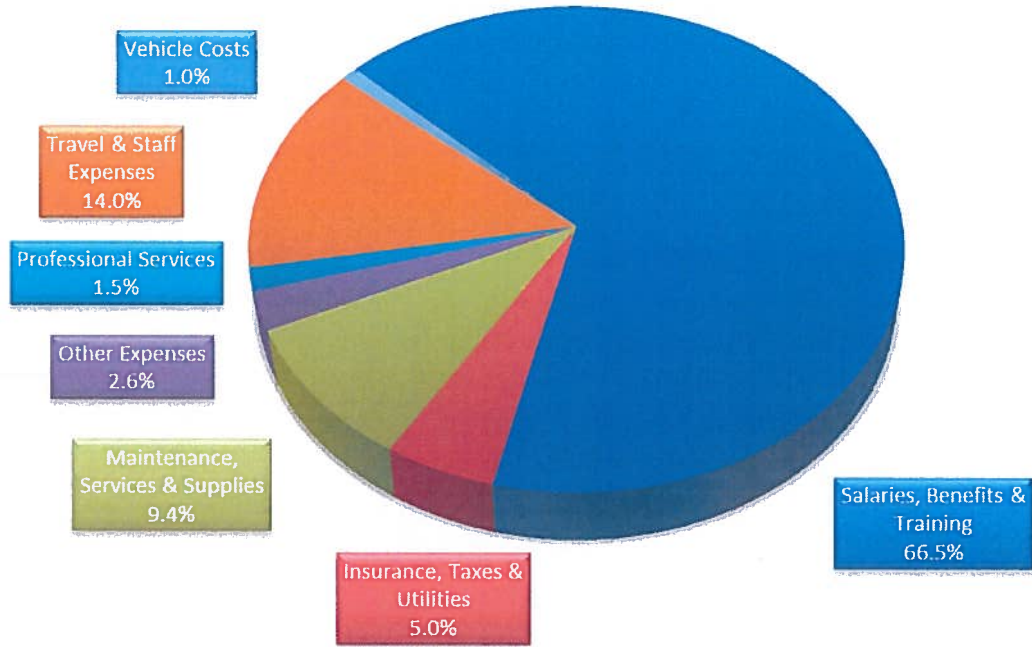
The proposed Operating Budget does not include a contingency for any expenses that may arise to deal with unanticipated events. As an example in 2015 and 2016 the Authority had to respond to an Unsafe Building Order for the Needler's Mill.

In addition, the budget does not include an allocation for amortization costs.

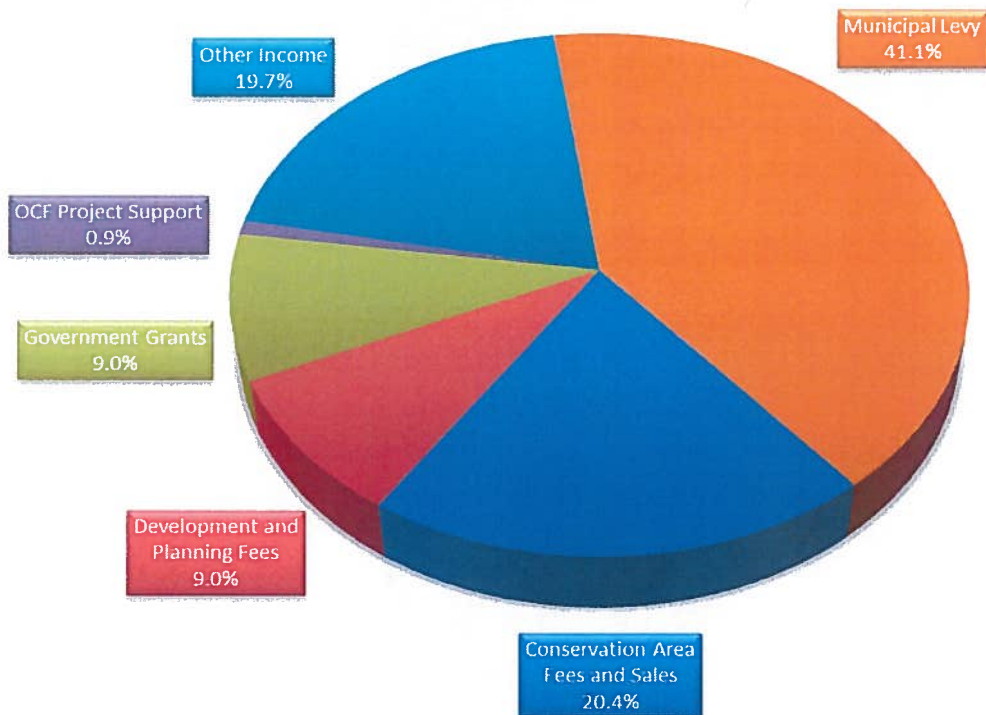
**Otonabee Region Conservation Authority
2017 Proposed Operating Budget**

	Plan Review & Permitting Services		Conservation Lands Program		Watershed Management Program		Corporate Services		Total	
	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017
Expenses										
Salaries, Benefits & Training	\$ 464,012	\$ 503,110	\$ 383,155	\$ 463,705	\$ 402,407	\$ 357,740	\$ 384,629	\$ 392,232	\$ 1,634,203	\$ 1,716,787
Insurance, Taxes & Utilities	1,200	19,700	47,600	60,744	9,300	20,300	58,900	28,900	\$ 117,000	\$ 129,644
Maintenance, Services & Supplies	7,020	11,020	98,750	106,352	47,350	28,850	85,200	95,300	\$ 238,320	\$ 241,522
Other Expenses	-	195,000	33,807	58,677	35,500	64,400	42,050	42,600	\$ 111,357	\$ 360,677
Professional Services	21,000	21,000	2,000	2,000	32,000	37,000	7,000	7,000	\$ 62,000	\$ 67,000
Travel & Staff Expenses	6,200	6,200	15,300	15,940	14,600	10,450	8,000	7,000	\$ 44,100	\$ 39,590
Vehicle Costs	-	-	-	-			25,000	25,000	\$ 25,000	\$ 25,000
Total Expenses	\$ 499,432	\$ 756,030	\$ 580,612	\$ 707,418	\$ 541,157	\$ 518,740	\$ 610,779	\$ 598,032	\$ 2,231,980	\$ 2,580,220
Revenues										
Conservation Area Fees and Sales	\$ -	\$ -	\$ 436,175	\$ 525,500			\$ -	\$ -	\$ 436,175	\$ 525,500
Development and Planning Fees	201,400	230,984	-	-			-	-	\$ 201,400	\$ 230,984
Government Grants	59,700	59,700	-	40,000	181,955	132,960	-	-	\$ 241,655	\$ 232,660
OCF Project Support	-	-	25,000	22,000			-	-	\$ 25,000	\$ 22,000
Other Income	-	195,000	10,800	15,500	233,500	253,200	44,000	45,500	\$ 288,300	\$ 509,200
Total Authority Generated Revenue	\$ 261,100	\$ 485,684	\$ 471,975	\$ 603,000	\$ 415,455	\$ 386,160	\$ 44,000	\$ 45,500	\$ 1,192,530	\$ 1,520,344
Proposed Levy Requirement	\$ 238,332	\$ 270,346	\$ 108,637	\$ 104,418	\$ 125,702	\$ 132,580	\$ 566,779	\$ 552,532	\$ 1,039,450	\$ 1,059,876
Total Revenue	\$ 499,432	\$ 756,030	\$ 580,612	\$ 707,418	\$ 541,157	\$ 518,740	\$ 610,779	\$ 598,032	\$ 2,231,980	\$ 2,580,220

2017 Expenses



2017 Revenue



2017 CAPITAL BUDGET ~ Overview

The 2017 Capital Budget is presented as a list of capital projects organized under the capital asset categories found in the Tangible Capital Asset Policy.

REVENUE:

The proposed 2017 Capital Budget recommends a 5% increase in the general capital levy amounting to \$5,000.

The proposed capital budget recommends that \$17,500 of the capital reserve be used for the purchase of a second-hand vehicle.

The proposed capital budget also includes a special benefiting capital levy in the amount of \$285,000. The amount raised in this levy will be matched with \$554,400 of federal and provincial grants and will be used for the reconstruction of the Millbrook dam. The levy will be apportioned to member municipalities in accordance with the benefiting levy formula as defined in the Management of Water and Ice Control Structures Policy.

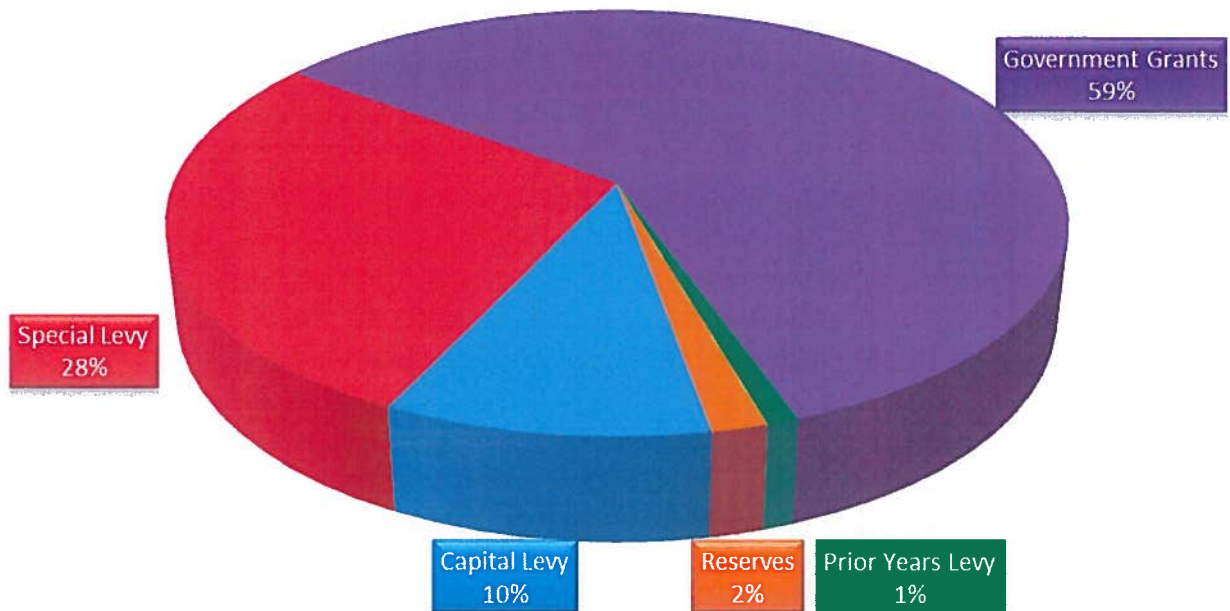
EXPENSES:

The proposed 2017 Capital Budget recommends spending \$177,500 on a number of capital projects that include vehicle and equipment replacements, removal and replacement of buildings and repairs to water control and other infrastructure.

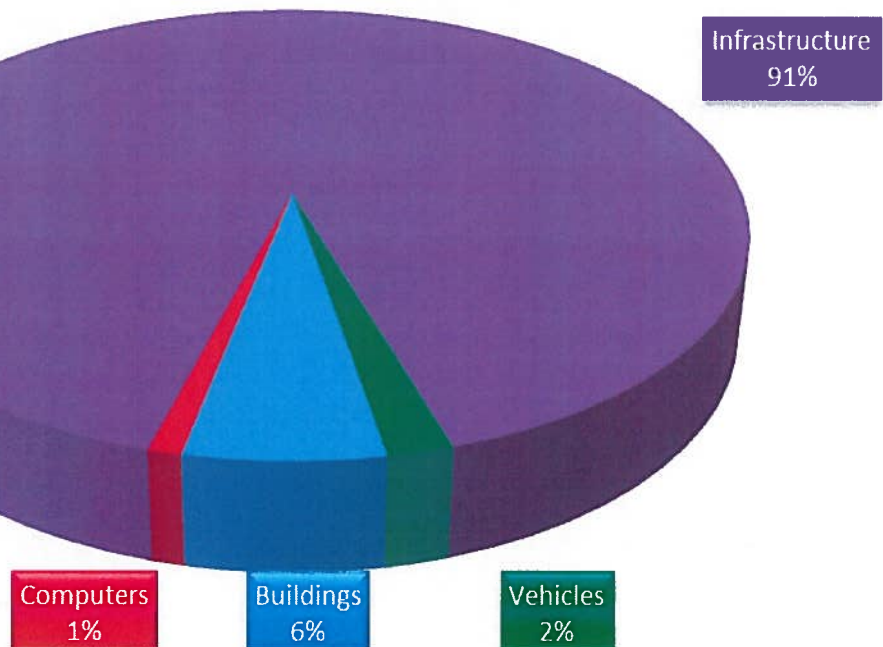
In addition, the capital budget recommends spending up to \$840,000 on the reconstruction of the Millbrook dam. The work in 2017 will include completing the detailed design, obtaining permits and approvals, awarding a contract for construction and the commencement of construction.

2017 Proposed Capital Projects		
Expenses	2016 Budget	2017 Budget
Buildings		
Building removal at Squirrel Creek	\$ -	\$ 20,000
Office Renovations - Design	10,000	10,000
Replace Otonabee River Stream Gauge Shelter		14,000
Warsaw Caves CA Comfort Station Loan Repayment	13,500	13,500
Warsaw Caves CA Work Centre Repairs	10,000	
Warsaw Caves CA Gatehouse Replacement - Design	10,000	
Computers		
Purchase of 2 Computer Servers (office and off-site back-up)	10,000	10,000
Equipment		
Replace Stream Gauge for Norwood Water Monitoring Station	25,000	
Infrastructure		
Ice Boom at Jackson Creek		10,000
Millbrook Dam Replacement	349,650	840,000
Warsaw Dam Public Safety Measures		15,000
Warsaw Parking Lot & Trail Upgrades		65,000
Vehicles		
Replace truck at Warsaw Caves	26,000	20,000
Total Expenses	\$ 454,150	\$ 1,017,500
Revenue	2016 Budget	2017 Budget
Capital Levy (from prior years)	\$ 6,400	\$ 10,000
Special Benefiting Levy - Millbrook Dam	116,550	285,600
Government Grants - Millbrook Dam (Small Communities Infrastructure Fund)	233,450	554,400
Government Grants - Ice Boom & Warsaw PSM (Water & Erosion Control Infrastructure Program)		17,500
Government Grants - Warsaw Caves Parking Lot & Upgrades (Canada 150 Infrastructure Program)		32,500
Reserves	2,750	17,500
Subtotal	\$ 359,150	\$ 917,500
Proposed Capital Levy Requirement	\$ 95,000	\$ 100,000
Total Revenue	\$ 454,150	\$ 1,017,500

2017 Revenue



2017 Expenses by Asset Class



PROGRAM: Plan Review & Permitting Services

PURPOSE:

To ensure that people and property are protected from flooding and other natural hazards.

To ensure that land development activities are informed by environmentally sound principles that protect the natural heritage of the watershed.

CORE PROGRAM ACTIVITIES:

To achieve the purpose of this program the Authority will carry out the following activities:

- 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*.
- 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.

SPECIAL PROJECTS AND PROGRAM ENHANCEMENTS:

- ❖ Renew Memorandum of Agreements with member municipalities to provide technical review and expertise on natural heritage matters.
- ❖ Initiate a project to update the floodplain mapping for Meade Creek (subject to the approval of an application for funding under the National Disaster Mitigation Program).
- ❖ Initiate a project to update the floodplain mapping for Curtis Creek (subject to the approval of an application for funding under the National Disaster Mitigation Program).

2017 Proposed Budget:

Plan Review & Permitting Services		% of budget
Expenses		
Salaries, Benefits & Training	\$ 503,110	66.5%
Insurance, Taxes & Utilities	19,700	2.6%
Maintenance, Services & Supplies	11,020	1.5%
Other Expenses	195,000	25.8%
Professional Services	21,000	2.8%
Travel & Staff Expenses	6,200	0.8%
Total Expenses	\$ 756,030	100.0%
Revenue		
Conservation Area Fees and Sales	\$ -	
Development and Planning Fees	230,984	30.6%
Government Grants	59,700	7.9%
OCF Project Support	-	
Other Income	195,000	25.8%
Transfer from reserves	-	
Total Authority Generated Revenue	\$ 485,684	64.2%
Proposed Levy Requirement	\$ 270,346	35.8%
Total Revenue	\$ 756,030	100.0%

PROGRAM: Conservation Lands**PURPOSE:**

To ensure the protection and management of Authority owned lands to support a healthy watershed, and to provide outdoor recreation opportunities.

PROGRAM ACTIVITIES:

To achieve the purpose of this program the Authority will carry out the following activities:

- Operate the Warsaw Caves Conservation Area and Campground for day use and group and family camping, Selwyn Beach Conservation Area for day use and group camping, and Beavermead Campground for family and group camping.
- Maintain several free-use conservation areas, with 31 km of trails, for outdoor recreational activities including hiking and biking (Harold Town Conservation Area, Miller Creek Wildlife Area, Young's Point/Leidra Lands Conservation Area, Imagine the Marsh Conservation Area, Jackson Creek Kiwanis Trail, and Squirrel Creek Conservation Area).
- Ensure the proper stewardship and management of the 10,300 acres of land owned by the Authority.
- Operate and maintain water and ice control structures ensuring that they are in safe working order and that public safety measures are in place.

SPECIAL PROJECTS AND PROGRAM ENHANCEMENTS:

- ❖ Prepare Management Statements for six Conservation Areas.
- ❖ Complete the detailed design and obtain permits and approvals for the reconstruction of the Millbrook Dam. Award a construction contract for reconstruction of the dam.
- ❖ Undertake projects to decrease public safety hazards on Authority owned conservation lands by removing abandoned or no longer required buildings and structures, erecting signs, and decommissioning unauthorized access points through repairs to fencing and gates.
- ❖ Upgrade the day use parking area, trail head and trail signs at Warsaw Caves (subject to the approval of an application for funding under the Canada 150 Infrastructure Program).
- ❖ Replace an ice boom on Jackson Creek.
- ❖ Implement public safety measures and develop a plan to resolve operator safety issues at the Warsaw Dam.

2017 Proposed Budget:

Conservation Lands Program		% of budget
Expenses		
Salaries, Benefits & Training	\$ 463,705	65.5%
Insurance, Taxes & Utilities	60,744	8.6%
Maintenance, Services & Supplies	106,352	15.0%
Other Expenses	58,677	8.3%
Professional Services	2,000	0.3%
Travel & Staff Expenses	15,940	2.3%
Total Expenses	\$ 707,418	100.0%
Revenue		
Conservation Area Fees and Sales	\$ 525,500	74.3%
Government Grants	40,000	5.7%
OCF Project Support	22,000	3.1%
Other Income	15,500	2.2%
Total Revenue	\$ 603,000	85.2%
Proposed Levy Requirement	\$ 104,418	14.8%
Total Revenue	\$ 707,418	100.0%

**PROGRAM: Watershed Management
Flood Monitoring, Warning and Operations**

PURPOSE:

To provide a comprehensive Flood Forecasting and Warning System to alert residents in a timely manner on potential flooding events.

CORE PROGRAM ACTIVITIES:

To achieve the purpose of this program the Authority will carry out the following activities:

- 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; during flood events, support municipally led emergency response.
- Monitor weather and watershed conditions to detect drought conditions and support the Low Water Response Team in responding to low water events.

SPECIAL PROJECTS AND PROGRAM ENHANCEMENTS:

- ❖ Upgrade the shelter at the Otonabee River monitoring station.
- ❖ Modernize how we communicate flood and low water messages (i.e. greater use of social media and multiple platforms).

**PROGRAM: Watershed Management
Watershed Monitoring**

PURPOSE:

To provide an integrated, science-based approach to understanding the ecological processes and state of natural resources in the watershed.

CORE PROGRAM ACTIVITIES:

To achieve the purpose of this program the Authority will carry out the following activities:

- 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.

**PROGRAM: Watershed Management
Stewardship**

PURPOSE:

To undertake stewardship activities that supports the maintenance of a healthy watershed.

CORE PROGRAM ACTIVITIES:

To achieve the purpose of this program the Authority will carry out the following activities:

- Undertake stewardship projects in partnership with membership municipalities and where appropriate actively involve local youth and watershed residents.

SPECIAL PROJECTS AND PROGRAM ENHANCEMENTS:

- ❖ Launch a Tree Sales Program
-

**PROGRAM: Watershed Management
Education**

PURPOSE:

To provide environmental education experiences that foster awareness and appreciation of natural resources and that motivate actions that enhance the health of the watershed.

CORE PROGRAM ACTIVITIES:

To achieve the purpose of this program the Authority will carry out the following activities:

- Develop, market and deliver family-friendly events that foster environmental awareness of the watershed community and the diversity of wildlife and habitats characteristic of the region.
- Deliver water safety and other water related education programs to elementary and secondary school students.
- Sponsor co-op learning placements for students from local secondary schools, Fleming College and Trent University.

SPECIAL PROJECTS AND PROGRAM ENHANCEMENTS:

- ❖ Enhance the marketing of events through the development and implementation of a participant incentive program.

**PROGRAM: Watershed Management
Source Water Protection**

PURPOSE:

To support municipalities in the Otonabee- Peterborough Source Protection Area to implement the Trent Source Protection Plan and protect the sources of 12 municipal drinking water systems from existing and future threats.

CORE PROGRAM ACTIVITIES:

To achieve the purpose of this program the Authority will carry out the following activities:

- 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 *Clean Water Act*.
- Support municipalities in the Otonabee-Peterborough Source Protection Authority to implement the policies of 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 *Clean Water Act*.

2017 Proposed Budget:

Watershed Management Programs		% of budget
Expenses		
Salaries, Benefits & Training	\$ 357,740	69.0%
Insurance, Taxes & Utilities	20,300	3.9%
Maintenance, Services & Supplies	28,850	5.6%
Other Expenses	64,400	12.4%
Professional Services	37,000	7.1%
Travel & Staff Expenses	10,450	2.0%
Total Expenses	\$ 518,740	100.0%
Revenue		
Government Grants	\$ 132,960	25.6%
Other Income	253,200	48.8%
Total Authority Generated Revenue	\$ 386,160	74.4%
Proposed Levy Requirement	\$ 132,580	25.6%
Total Revenue	\$ 518,740	100.0%

PROGRAM: Corporate Services

PURPOSE:

To foster organizational excellence that ensures the effective and efficient delivery of ORCA's programs and services for the benefit of member municipalities and the residents of the Otonabee Region watershed.

PROGRAM ACTIVITIES:

To achieve the purpose of this program the Authority will carry out the following 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, communications, IT, GIS, and vehicle, equipment and facility management).
- Provide support to the Otonabee Conservation Foundation.
- Produce audited financial statements and an annual report for 2016.

SPECIAL PROJECTS AND PROGRAM ENHANCEMENTS:

- ❖ Upgrade the Authority's IT infrastructure.
- ❖ Replace one vehicle.
- ❖ Undertake renovations to the Authority's administrative building.
- ❖ Update the Authority's asset management plan.
- ❖ Update workplace violence and safety risk assessments as required under the *Occupational Health & Safety Act*.
- ❖ Meet the requirements of the Accessibility Standard for Information and Communication and the Accessibility Standard for Employment under the *Accessibility for Ontarians with Disabilities Act*.

2017 Proposed Budget:

Corporate Services		% of budget
Expenses		
Salaries, Benefits & Training	\$ 392,232	65.6%
Insurance, Taxes & Utilities	28,900	4.8%
Maintenance, Services & Supplies	95,300	15.9%
Other Expenses	42,600	7.1%
Travel & Staff Expenses	7,000	1.2%
Professional Services	7,000	1.2%
Vehicle Costs	25,000	4.2%
Total Expenses	\$ 598,032	100.0%
Revenues		
Conservation Area Fees and Sales	\$ -	
Development and Planning Fees	-	
Government Grants	-	
OCF Project Support	-	
Other Income	45,500	7.6%
Transfer from reserves		
Total Authority Generated Revenue	\$ 45,500	7.6%
Proposed Levy Requirement	\$ 552,532	92.4%
Total Revenue	\$ 598,032	100.0%

**Otonabee Region Conservation Authority
2017 Proposed Municipal Levies**

Municipal Levy 2017						
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	2.3972	\$ 25,407	\$ 2,397	\$ 27,804	\$ 725	\$ 28,529
Cavan-Monaghan	6.2609	\$ 66,358	\$ 6,261	\$ 72,619	\$ 257,040	\$ 329,659
City of Kawartha Lakes	0.6547	\$ 6,939	\$ 655	\$ 7,594	\$ 199	\$ 7,793
City of Peterborough	60.4259	\$ 640,439	\$ 60,426	\$ 700,865	\$ 18,448	\$ 719,313
Douro-Dummer	7.4416	\$ 78,872	\$ 7,442	\$ 86,314	\$ 2,263	\$ 88,577
Otonabee-South Monaghan	5.0779	\$ 53,819	\$ 5,078	\$ 58,897	\$ 1,526	\$ 60,423
Selwyn	17.6529	\$ 187,099	\$ 17,653	\$ 204,752	\$ 5,369	\$ 210,121
Trent Hills	0.0889	\$ 943	\$ 88	\$ 1,031	\$ 30	\$ 1,061
TOTAL	100.00	\$ 1,059,876	\$ 100,000	\$ 1,159,876	\$ 285,600	\$ 1,445,476

Municipal Levy 2016						
Municipality	Modified CVA Based Apportionment %	Approved Operating Levy Apportionment	Approved Capital Levy Apportionment	Total Operating & Capital Levy	Special Capital Levy	Total Municipal Levy
Asphodel-Norwood	2.40	\$ 24,916	\$ 2,277	\$ 27,193	\$ 296	\$ 27,489
Cavan-Monaghan	6.23	\$ 64,726	\$ 5,916	\$ 70,642	\$ 104,895	\$ 175,537
City of Kawartha Lakes	0.65	\$ 6,791	\$ 621	\$ 7,412	\$ 81	\$ 7,493
City of Peterborough	60.51	\$ 628,934	\$ 57,481	\$ 686,415	\$ 7,529	\$ 693,944
Douro-Dummer	7.44	\$ 77,292	\$ 7,064	\$ 84,356	\$ 923	\$ 85,279
Otonabee-South Monaghan	5.03	\$ 52,324	\$ 4,782	\$ 57,106	\$ 623	\$ 57,729
Selwyn	17.66	\$ 183,545	\$ 16,775	\$ 200,320	\$ 2,191	\$ 202,511
Trent Hills	0.09	\$ 922	\$ 84	\$ 1,006	\$ 12	\$ 1,018
TOTAL	100.00	\$ 1,039,450	\$ 95,000	\$ 1,134,450	\$ 116,550	\$ 1,251,000