



City of
Peterborough

To: Members of the Budget Committee

From: Sandra Clancy, Director of Corporate Services

Meeting Date: November 27, 2017

Subject: Report CPFS17-055
2018 Budget for the Otonabee Region Conservation Authority

Purpose

A report to inform Council that the 2018 Budget submission of the Otonabee Region Conservation Authority (ORCA) will be reviewed on Tuesday, November 28, 2017.

Recommendation

That Council approve the recommendations outlined in Report CPFS17-055, dated November 27, 2017, of the Director of Corporate Services as follows:

That the budget details presented to the November 28, 2017 Budget Committee by the Otonabee Region Conservation Authority, be received.

Budget and Financial Implications

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

Background

The Budget Committee is scheduled to review the 2018 Draft Budget during the week of November 27, 2017.

Tuesday, November 28, 2017 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 2018 amounts that are included in the Draft 2018 Budget. The Budget Committee will resume its review of City departments either later that evening, or on Wednesday, November 29, 2017.

Included on pages 188 -189 of the 2018 Draft Budget Highlights Book is a high-level summary of information included in the 2018 Draft Operating Budget.

The following chart details the 2018 Draft Budget and 2018 Presentation Request.

Service	2018 Draft Budget	2018 Presentation Request	% Difference	\$ Difference
Otonabee Region Conservation Authority	715,998	715,998	0.0%	0
- Millbrook Dam Capital Project Funding	18,448	18,448	0.0%	0
Levy Requested	734,446	734,446	0.0%	0
- Water Source Protection	18,500	18,500	0.0%	0
Total Payable to ORCA	752,946	752,946	0.0%	0

Additional budget details are appended to this report and further information will be provided by the agency representative on November 28, 2017.

Submitted by,

Sandra Clancy
Director of Corporate Services

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Attachment:

Appendix A: Draft 2018 Budget for the Otonabee Region Conservation Authority

Appendix A

Draft 2018 Budget for the Otonabee Region Conservation Authority



MEMORANDUM

To: Municipal Head of Council and Members
Chief Administrative Officer
Member Municipalities of Otonabee Conservation

From: Andy Mitchell
Chair
Otonabee Conservation

Date: May 18, 2017

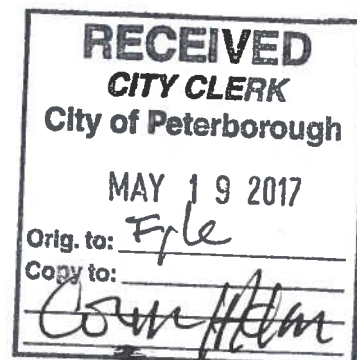
Subject: **Year in Review 2016: Report to the Watershed Community**

On behalf of the Board of Directors of Otonabee Conservation, I am pleased to present our "Year in Review 2016: Report to the Watershed Community".

The highlight of 2016 was the completion of a strategic planning exercise and release of a new Strategic Plan and a new corporate logo. The Strategic Plan articulates our values, vision and mission statement. It clarifies our goals and priorities and provides a framework for measuring our progress, results and success. This plan will guide our efforts over the next four years in addressing the challenges and realizing the opportunities ahead.

Our accomplishments for 2016 would not have been possible if it weren't for the support of our member municipalities, our partners, our dedicated staff and volunteers.

Should you require more detailed information on any of our projects, please do not hesitate to contact Dan Marinigh, Chief Administrative Officer, at 705-745-5791 ext. 222 or at dmarinigh@otonabee.com



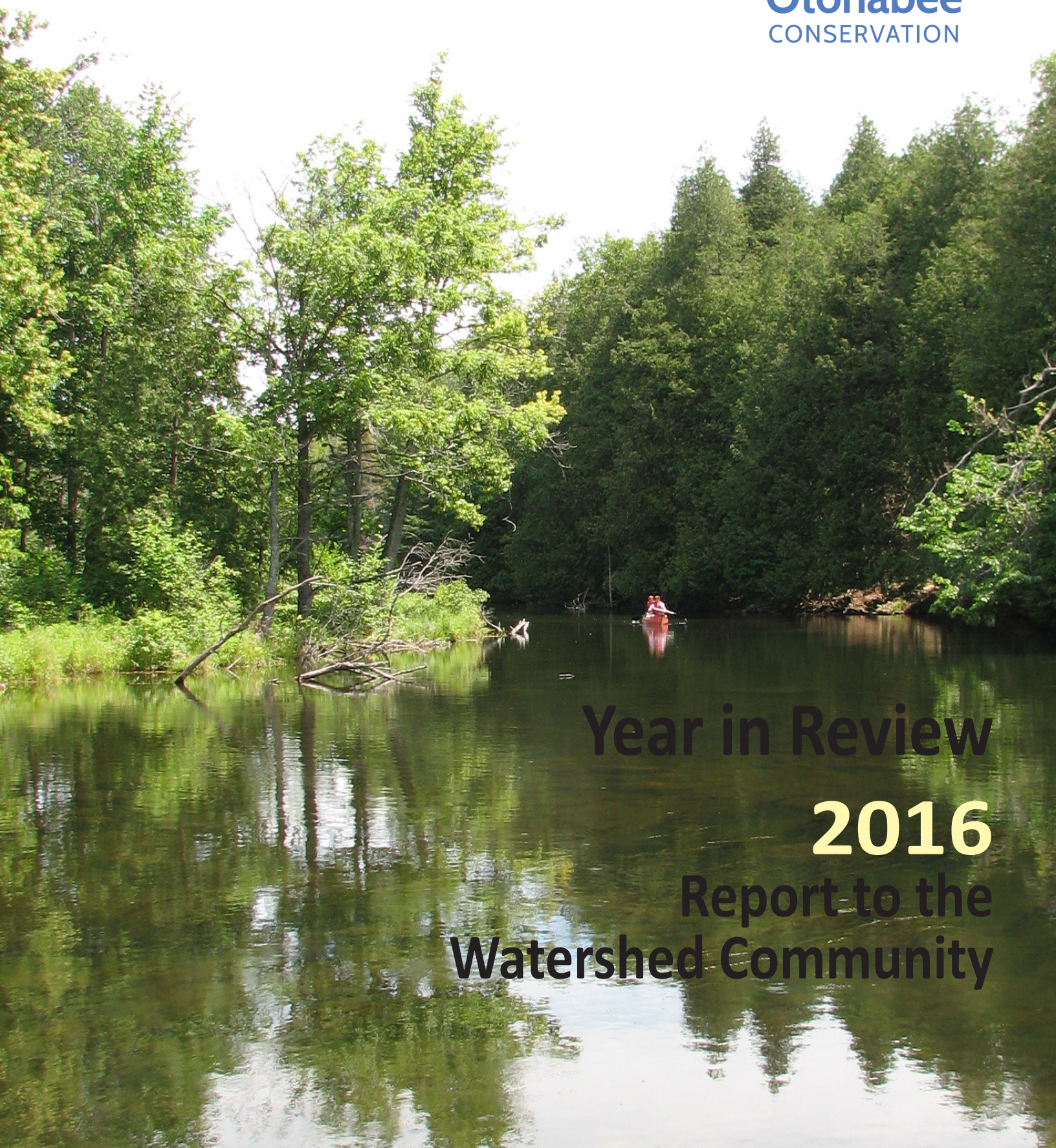
The Otonabee Region Conservation Authority
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Website: www.otonabee.com





Otonabee
CONSERVATION



Year in Review
2016
Report to the
Watershed Community



Otonabee
CONSERVATION

Message from the Chair and Chief Administrative Officer

On behalf of the Board of Directors and staff at the Otonabee Region Conservation Authority we are pleased to present you with an overview of our accomplishments in 2016 through this Report to the Watershed Community.

The past year was a very active year in all of our program and service areas. We set records in the number of permits we issued and the land use planning files we reviewed, in the numbers of visitors we hosted at our conservation areas and campgrounds and in the number of participants in our education programs.

We made significant progress towards replacing the Millbrook dam and we were pleased to have been able to assist in hosting the North American Envirthon competition, the first time it has been held in Canada.

In 2016 we completed a strategic planning exercise and released a new Strategic Plan and a new logo. The Strategic Plan articulates our values, vision and mission statement. It clarifies our goals and priorities and provides a framework for measuring our progress, results and success. This plan will guide our efforts over the next four years in addressing the challenges and realizing the opportunities ahead.

Our accomplishments for 2016 would not have been possible if it weren't for the support of our member municipalities, our partners, our dedicated staff and volunteers. Thank you to all for your support and encouragement.

On behalf of the Board of Directors and staff at Otonabee Conservation we hope you find this reflection on the past year informative. Please let us know what you think of our work in 2016 and your ideas for the future.

Yours in conservation,

Andy Mitchell, Chair

Dan Marinigh, Chief Administrative Officer/Secretary-Treasurer

2016 Board of Directors:

Township of Asphodel-Norwood -

Township of Cavan Monaghan -

Township of Douro-Dummer -

City of Kawartha Lakes -

Township of Otonabee South Monaghan -

City of Peterborough -

Township of Selwyn -

Municipality of Trent Hills -

Mayor Terry Low

Councillor Ryan Huntley

Deputy Mayor Karl Moher

Councillor Heather Stauble

Reeve David Nelson

Mayor Daryl Bennett, Councilor Andrew Beamer,

Councillor Don Vassiliadis

Andy Mitchell (Chair), Deputy Mayor Sherry Senis (Vice-Chair)

Deputy Mayor Bob Crate

PLAN REVIEW AND PERMITTING SERVICES

Otonabee Conservation has a regulatory responsibility to protect people, the natural environment and property from natural hazards associated with flooding, erosion and slope instability and to conserve the wetlands and watercourses within the Otonabee region watershed.

~~ Jennifer Clinesmith, Manager, Plan Review and Permitting Services



Otonabee Conservation performs a number of important roles in the land use planning and development process. In these roles, Otonabee Conservation derives its authority from the *Conservation Authorities Act* and its associated Regulations, and indirectly, from the *Planning Act*.

Otonabee Conservation is the approval authority for development and/or activity applications submitted for approval under the 'Regulation of Development, Interference with Wetlands and Alterations to Shorelines and Watercourses' (Ontario Regulation 167/06) under the *Conservation Authorities Act*. Approvals are granted in the form of a permission (commonly known as a permit).

In terms of planning, Otonabee Conservation has been delegated responsibility from the province to review and comment on planning issues that are related to natural hazards. Otonabee Conservation further acts as a service provider to the municipalities within our watershed by providing technical peer review of reports and advice in the areas of natural heritage and water resources.

In 2016

665 pre-consultations
were held

258 permit applications
were received

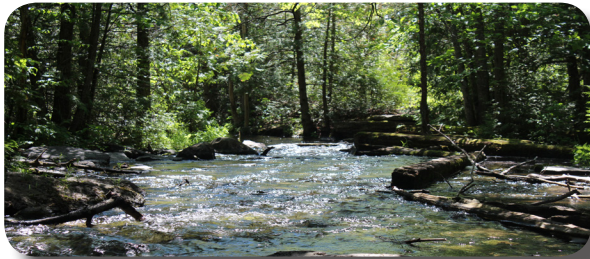
(Development, Interference with Wetlands and Alterations to Shorelines and Watercourses- Ontario Regulation 167/06)

71 land and legal inquiries
were answered

335 files under the *Planning Act*
were reviewed

6 Environmental Assessment
reviews were completed

CONSERVATION LANDS



Warsaw Caves Conservation Area and Campground:

- Open from May 13th to October 10th
- Revenues: 23% higher than 2015 (\$228,614 in 2016 versus \$185,485 in 2015)
- Record attendance: exceeding 30,000 visitors, a 16% increase over previous year

Selwyn Beach Conservation Area:

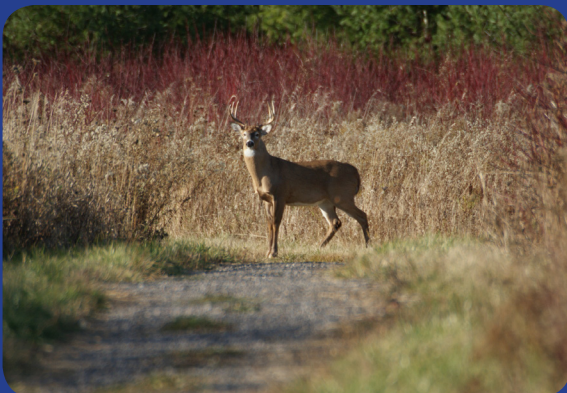
- Open from late June to early September
- Attendance statistics show a slight decrease in day use, group camping and boat launching

Beavermead Campground:

- Open from May 20th to October 10th
- Revenues: 26.8% higher than 2015 (\$251,094 in 2016 versus \$196,213 in 2015)
- Total number of visitors: 17,113, a 20% increase over previous year
- Addition of 21 serviced campsites, including a group campsite, offering 50 amp hydro and water hookup
- Four barrier-free campsites created, offering 50 amp hydro and water service

“The Conservation Lands program ensures the protection and management of Authority-owned lands to support a healthy watershed and to provide outdoor recreation opportunities.”

*~~ Jessie James, Manager,
Conservation Lands Program*



Otonabee Conservation allows hunting on eight properties including the Darling Wildlife Area, Dummer Wildlife Area and the Agreement Forest lands.

Depending on the property, hunting of waterfowl, deer, black bear, pheasants, turkeys and small game is permitted.

A new permit application process was introduced in 2016, which was well received by local hunters.

WATERSHED MANAGEMENT



Stewardship

The annual tree planting event with Scouts Canada launched Otonabee Conservation and its many partners into a busy 2016 stewardship season. Last year, **32** stewardship projects were completed by Otonabee Conservation and its **30** project partners. The installation of a pollinator garden at Norwood and District Public School was our final project for the year.

Over the course of the year, more than **1,000 students** from **30 schools**, over **250 youth** from organized groups and over **100 adult volunteers** were involved in stewardship projects. The results include:

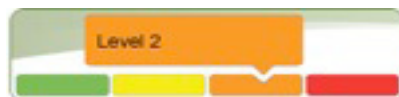
- **5,500 trees** planted for reforestation,
- **3,453 native** trees, shrubs and wildflower species were planted as part of the projects, and,
- **3,200 square meters** of pollinator habitat were created for Monarch butterflies, bees, birds and other pollinators.

“Watershed monitoring enables us to collect various types of data to support our understanding of the ecological processes in play and the state of natural resources in our watershed region.”

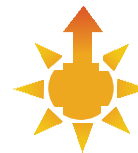
~ Meredith Carter, Manager, Watershed Management Program



25 flood-related messages issued



Level 2 low water condition issued July 12th



29 days when maximum temperatures reached or exceeded 30°C

Watershed Monitoring Data *where does it come from?*

30 Water Quality monitoring sites:
surface water, ground water and benthics

18 Water Quantity monitoring sites:
streamflow, precipitation (rain and snow)



WATERSHED MANAGEMENT



Source Water Protection

2016 marked the second year of implementation for the Trent Source Protection Plan. Activities of the Otonabee-Peterborough Source Protection Authority included education and outreach support to municipalities and affected landowners to ensure compliance with source protection policies. Eight municipalities renewed an agreement for the operation of the Risk Management Office involving enforcement of Part IV of the *Clean Water Act* by the Risk Management Official/Inspector.

2,300 affected landowners contacted; **312** files initiated;
129 Notices issued; **7** Risk Management Plans completed;
38 Risk Management Plans initiated; **14** public exhibits; **69**
attendees at annual Source Water Protection Municipal Forum
.....2016 Source Water Protection Activities

Otonabee Conservation completed the Addendum to the Environmental Study Report for the Millbrook Dam. The preferred option is described as an Ogee Crest Weir (artist's rendering lower left), up to 30 metres in length, and a hardening of the embankment dam. This option maintains the present size and water level of the mill pond which is an important feature within the village. Public access across the dam via a foot bridge and other amenities, such as a waterfall effect, are also incorporated in this option and reflect the community values of the site as expressed throughout the consultation process.

The Needler's Mill was successfully moved onto its new foundation and the ownership of the mill was transferred to the Millbrook and Cavan Historical Society.

Otonabee Conservation completed the concrete repairs to the Hope Mill Dam (lower right), restoring the structural integrity of the water control structure. A structural condition survey of the dam revealed that the concrete was deteriorating due to years of freeze/thaw conditions on the river.



CONSERVATION EDUCATION AND EVENTS



3,516 students

participated in the Spring Water Awareness Program, Be a Watershed Steward program and the Healthy Rivers, Healthy Shorelines activity at the Peterborough Children's Water Festival, all of which have become signature education programs of Otonabee Conservation.

"Our education programs and special events are designed to build awareness and understanding of the value of the natural environment." ~~ Kathy Reid, Coordinator, Communications and Marketing



The new **"Breakwall Trail"** was officially opened at the Harold Town Conservation Area as part of International Trails Day
200 mountain cyclists attended



Scouts Tree Day, TD Tree Day
210 participants
5,720 trees were planted



Discovery Days
584 visitors
enjoyed 20 events



Otonabee Conservation welcomed **250 participants** from **52 states and provinces** and one team from **China** to Selwyn Beach Conservation Area for the 2016 North American Envirothon Championship. Otonabee Conservation staff assisted with the development of test materials, training workshops, testing and marking of assignments and coordinated the logistics for the students' visit to the conservation area.

CORPORATE SERVICES

The Board of Directors of Otonabee Conservation held 12 meetings in 2016. The Board approved several policies including the Accessible Standards Policy thereby meeting its obligations under the Accessibility for Ontarians with Disabilities Act and a Risk Management Policy.

The Strategic Plan 2017-2020 was approved by the Board of Directors. The plan reflects our commitment to providing excellence in the delivery of conservation programs and services as we move forward as a leader for the conservation, protection and enhancement of a healthy watershed where communities thrive.



The Board of Directors approved a fresh visual image- our new corporate logo- re-affirming our conservation mandate and priorities which we deliver across a vibrant and diverse watershed region.

Otonabee Conservation was pleased to welcome new members to the conservation staff team in 2016.

- Don Allin, Regulations and Enforcement Officer within the Plan Review and Permitting Services program;
- Jessie James, Manager of Conservation Lands Program;
- Lori Moloney, Administrative Assistant within the Plan Review and Permitting Services program; and,
- Matthew Wilkinson, Environmental Technician in the Watershed Management Program.

Otonabee Conservation hosted retirement celebrations for Dan Bujas (former Regulations and Enforcement Officer) and John Williams (former Manager of Conservation Lands).

Environmental Excellence Awards 2016



Barbara Elliot
Conservationist Award



Yvonne O'Brien
on behalf of the Volunteers
of General Electric Canada and
BWXT Nuclear Energy Canada
Business Award



Lara Griffin
on behalf of the Peterborough
Junior Field Naturalists
Stewardship Award



Mike Richardson
Partnership Award



A Message from the President

The Otonabee Conservation Foundation is the leading charitable organization devoted to improving the environmental health of the Otonabee Region watershed; raising funds to support watershed education, stewardship and habitat restoration programs of Otonabee Conservation.

The volunteer Board of the Otonabee Conservation Foundation provides local citizens the opportunity to support the important conservation programs and activities of Otonabee Conservation. Education, conservation restoration, and nature appreciation were the primary areas of activity during the past year.

Richard
Richard Raper, R.P.F.



The Otonabee Conservation Foundation was pleased to host a series of four guided hikes along trails, showcasing the Harold Town, Selwyn Beach, Warsaw Caves and the Young's Point/Leidra Lands Conservation Areas as part of the 2016 Healthy Hikes program. The events featured guest hike leaders offering a unique perspective on the attributes and natural history of each conservation area.



Crestwood Secondary School graduate, Rachel Dunlap, was the 2016 recipient of the McCulloch Scholarship. The Scholarship- a \$500.00 cash award- is presented to a graduating high school student having demonstrated leadership in conservation or environmental projects in our community and is going on to post-secondary education with an emphasis on environment-related studies.



The Otonabee Conservation Foundation, in partnership with the City of Peterborough, GreenUp and Otonabee Conservation, marked National Tree Day by planting a Green Mountain Sugar Maple tree at King George Public Elementary School in Peterborough.



Please direct inquiries and comments to:

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Peterborough, Ontario K9H 7M9

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Fax: 705-745-7488

Email: otonabeeca@otonabee.com



2018 OPERATING and CAPITAL BUDGET

(Proposed October 19, 2017)

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



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1.0 Operating Budget Overview

In prior years the operating budget was organized and presented under the four core program and service areas delivered by the Authority. While the 2018 operating budget continues to be summarized at the core program and service level, the details of the budget have been further broken down into the following activity areas:

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

For each activity there is a description of the activity, performance objectives to be achieved and expense and revenue information. This approach provides the Board and member municipalities with greater clarity on the nature of the activities the Authority undertakes, the results that will be achieved, the cost for achieving these results and how these costs will be funded.

The Proposed 2018 Operating Budget addresses the following priorities of:

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

The Operating Budget proposes a 12.7% or \$328,349 increase in expenses for a total operating budget of \$2,908,569.

Significant new investments proposed in the 2018 Operating Budget include:

- \$22,870 to create permanent fulltime administrative capacity to assist with responding to the year over year increase in the number of planning and permitting applications. This is an upgrade from the current part-time capacity.
- \$15,000 to enhance the Authority's Information Technology capacity, specifically, upgrading desk top software, the purchase of software for electronic newsletters, and the purchase of additional computer maintenance, repairs and other related services.
- \$121,000 increase for flood plain mapping projects including the creation of new contract staff capacity to provide technical services and project coordination.

- \$84,479 to create a new contract capacity to support the monitoring and reporting program, the preparation of the 2018 State of the Watershed Report Card, the review of natural heritage values as part of the planning and permitting activity area and to undertake projects and initiatives to advance the implementation of the Strategic Plan.
- \$83,739 for year over year cost of living increases including a 1.5% increase in the salary schedule and a \$14,288 increase in wage requirements to address the proposed changes to minimum wage expected to take effect on January 1, 2017.

The Operating Budget proposes to generate additional revenue in the amount of \$328,349 as follows:

- \$30,158 from a 2.85% increase in the general operating levy
- \$59,291 in additional fees
- \$60,500 in government grants, specifically the National Disaster Mitigation Program
- \$78,400 from other income
- \$100,000 from the General Reserve

The proposed 2018 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 2018 Operating Budget does not include an allocation for amortization costs.

1.1 Program/Service Area: Plan Review & Permitting Services

Alignment with Strategic Goals:

- Goal #1 - Safeguard people and property from flooding and other natural hazards
- Goal #2 - Contributes to the maintenance of a healthy and resilient natural environment

Description of 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

Performance Objectives:

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

Expenses

Salaries, Benefits & Training	\$ 584,140
Insurance, Taxes & Utilities	20,000
Maintenance, Services & Supplies	11,000
Other Expenses	-
Professional Services	21,000
Travel & Staff Expenses	6,200
Total Expenses	\$ 642,340

Revenue

Plan Review & Permitting Fees	264,000
Government Grants	59,700
Other Income	2,500
Transfer from Reserves	59,000
General Levy	257,140
Total Revenue	\$ 642,340

1.2 Program/Service Area: Flood Plain Mapping

Alignment with Strategic Goals:

Goal #2 - Contributes to the maintenance of a healthy and resilient natural environment

Description of Activities:

Acquire and maintain floodplain mapping

Performance Objectives:

- Achieve project milestones for updating flood plain mapping for Meade Creek
- Achieve project milestones for updating flood plain mapping for Curtis Creek
- Achieve project milestones for updating flood plain mapping along the southern shoreline of the Kawartha Lakes and north shoreline of Rice Lake within the Authority’s jurisdiction
- Update flood plain mapping for the north shore of the Kawartha Lakes in the Township of North Kawartha and the Municipality of Trent Lakes (subject to the approval of an application for funding under the National Disaster Mitigation Program)
- Update flood plain mapping for tributaries of the Otonabee River in Lakefield (subject to the approval of an application for funding under the National Disaster Mitigation Program)
- Update flood plain mapping on the Ouse River in Norwood (subject to the approval of an application for funding under the National Disaster Mitigation Program)
- Make a submission to the 5th call for applications under the National Disaster Mitigation Program

Expenses	
Salaries, Benefits & Training	\$ 166,020
Other Expenses	149,980
Total Expenses	\$ 316,000
Revenue	
Government Grants	158,000
Other Income	158,000
General Levy	-
Total Revenue	\$ 316,000

1.3 Program/Service Area: Conservation Lands Management

Alignment with Strategic Goals:

Goal #2 - Contributes to the maintenance of a healthy and resilient natural environment

Goal #3 – Provide recreational opportunities in the natural environment

Description of Activities:

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 Kiwanis Trail, Squirrel Creek, Selwyn Beach)

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

Performance Objectives:

- Prepare Management Statements for 6 Conservation Areas
- Undertake 2 projects to remove public safety hazards on Authority owned conservation lands
- Undertake stewardship and property management activities on 4 conservation areas (i.e. erect ownership signs, repair fences and gates, repair trails, etc.)
- Maintain eligibility under the Managed Forest Tax Incentive Program by renewing 24 forest management plans
- Change the Selwyn Beach CA from a gated/user fee facility to a free-use facility
- Work with member municipalities and other economic development groups to improve directional signage and marketing materials to several conservation areas

Expenses		
Salaries, Benefits & Training	\$	129,255
Insurance, Taxes & Utilities		23,000
Maintenance, Services & Supplies		14,350
Travel & Staff Expenses		7,700
Other Expenses		20,650
Professional Services		2,000
Total Expenses	\$	196,955
Revenue		
Conservation Area Fees and Sales	\$	5,600
Other Income		21,900
General Levy		104,418
Total Revenue	\$	131,918

Note: Revenue shortfall will be offset from excess revenue from Warsaw Caves Conservation Area and Campground and Beavermead Campground.

1.4 Program/Service Area: Warsaw Caves Conservation Area & Campground

Alignment with Strategic Goals:

Goal #2 - Contributes to the maintenance of a healthy and resilient natural environment

Goal #3 – Provide recreational opportunities in the natural environment

Goal #4 – Build awareness and understanding of the value of the natural environment

Description of Activities:

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 11 to October 8, 2018 and the group campground from May 4 to October 28, 2018
- With the school board explore opportunities to enhance the existing educational infrastructure and programs at Warsaw Caves CA

Expenses

Salaries, Benefits & Training	\$ 164,690
Insurance, Taxes & Utilities	11,700
Maintenance, Services & Supplies	54,950
Travel & Staff Expenses	5,150
Other Expenses	4,500
Professional Services	-
Total Expenses	\$ 240,990

Revenue

Conservation Area Fees and Sales	\$ 257,900
Other Income	9,200
General Levy	-
Total Revenue	\$ 267,100

1.5 Program/Service Area: Beavermead Campground

Alignment with Strategic Goals:

Goal #3 – Provide recreational opportunities in the natural environment

Description of Activities:

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 11 to October 8, 2018

Expenses

Salaries, Benefits & Training	\$	151,570
Insurance, Taxes & Utilities		20,500
Maintenance, Services & Supplies		32,950
Travel & Staff Expenses		2,700
Other Expenses		50,354
Professional Services		-
Total Expenses	\$	258,074

Revenue

Conservation Area Fees and Sales	\$	289,000
Other Income		2,500
General Levy		-
Total Revenue	\$	291,500

1.6 Program/Service Area: Environmental Services

Alignment with Strategic Goals:

Goal #2 - Contributes to the maintenance of a healthy and resilient natural environment

Goal #4 – Build awareness and understanding of the value of the natural environment

Description of Monitoring Activities:

Implement water quality & 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:

- PWQMN – collect monthly samples at 16 sites during ice-free months
- Undertake 1 to 3 monitoring and technical studies
- Prepare and release the 2018 Watershed Report Card
- 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

Description of Land Stewardship Activities:

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

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

Description of Education Activities:

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

- 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

	<ul style="list-style-type: none"> ➤ 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 ➤ Explore with the New Canadian Center the opportunity to develop a program for new Canadians 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
--	--

Expenses	
Salaries, Benefits & Training	\$ 140,940
Insurance, Taxes & Utilities	6,750
Maintenance, Services & Supplies	18,400
Other Expenses	86,300
Professional Services	30,000
Travel & Staff Expenses	6,500
Total Expenses	\$ 288,890

Revenue	
Other Income	162,500
Transfer from Reserves	26,000
General Levy	100,390
Total Revenue	\$ 288,890

1.7 Program/Service Area: Source Water Protection

Alignment with Strategic Goals:

Goal #2 - Contributes to the maintenance of a healthy and resilient natural environment

Description of 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 the *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 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

Expenses

Salaries, Benefits & Training	\$ 147,040
Insurance, Taxes & Utilities	2,000
Maintenance, Services & Supplies	11,960
Other Expenses	1,000
Professional Services	-
Travel & Staff Expenses	3,000
Total Expenses	\$ 165,000

Revenue

Other Income	165,000
Transfer from Reserves	-
General Levy	-
Total Revenue	\$ 165,000

1.8 Program/Service Area: Water Management

Alignment with Strategic Goals:

Goal #1 - Safeguard people and property from flooding and other natural hazards

Description of 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; and during storm events support municipally led emergency response

Monitor watershed conditions to detect low water conditions and support the Low Water Response Team in responding to low water events

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 8 meteorological monitoring stations, 3 hydrological monitoring stations and 2 snow stations and supporting data/information management applications
- Issue flood messages and statements as required – annual average is 25
- Adopt new tools to communicate information about flooding and drought conditions
- Undertake vegetation removal work at the Jackson Creek weir and along the access road

Expenses

Salaries, Benefits & Training	\$ 127,910
Insurance, Taxes & Utilities	3,100
Maintenance, Services & Supplies	42,000
Travel & Staff Expenses	1,650
Other Expenses	10,000
Professional Services	3,000
Total Expenses	\$ 187,660

Revenue

Government Grants	119,960
General Levy	67,700
Total Revenue	\$ 187,660

1.9 Program/Service Area: Corporate Services

Alignment with Strategic Goals:

Commitment to Organizational Excellence

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 & capital budget for 2019
- Produce audited financial statements and an annual report for 2017
- Should proposed amendments to the *Employment Standards Act* pass, update the Authority's Employment Policies to align with any new legislative requirements
- Should proposed amendments to the *Conservation Authority's Act* pass, implement any new legislative and regulatory requirements. It is anticipated that the priority will be on the requirement for adopting new by-laws related to governance
- Meet the requirements of the Accessibility Standard for the Design of Public Spaces under the *Accessibility for Ontarians with Disabilities Act*
- Replace signage at 250 Milroy Drive

Description of Communications & Marketing Activities:

Provide communications & 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

Expenses	
Salaries, Benefits & Training	\$ 384,300
Insurance, Taxes & Utilities	30,400
Maintenance, Services & Supplies	113,050
Other Expenses	42,910
Travel & Staff Expenses	7,000
Professional Services	9,000
Vehicle Costs	26,000
Total Expenses	\$ 612,660
Revenue	
Government Grants	\$ -
Other Income	43,500
Transfer from reserves	15,000
General Levy	554,160
Total Revenue	\$ 612,660

2.0 Capital Budget Overview

The 2018 Capital Budget is presented as a list of capital projects. For each project a brief description is provided as well as information about the project cost and the sources of revenue.

The Proposed 2018 Capital Budget addresses the following priorities of:

- Completing the reconstruction of the Millbrook dam
- Replacing capital assets

The Capital Budget proposes total spending in the amount of \$3,645,000.

In 2018, \$2,600,000 will be spent on the reconstruction of the Millbrook dam. This will be funded with grants from the Small Community Fund Program and the Water & Erosion Control Infrastructure (WECI) Program. The Authority's contribution will be raised through a special benefitting levy. The levy will be apportioned to member municipalities in accordance with the benefitting levy formula as defined in the Authority's Management of Water and Ice Control Structures Policy.

To provide member municipalities with the ability to plan for the cost of the special benefitting levy it was decided that a constant amount would be levied annually until the project has been paid for. The amount of the special benefitting levy to be assessed in 2018 is \$285,000. Should the construction schedule proceed as anticipated in 2018 the Authority will be required to bridge finance some of the special benefitting levy. The amount of bridge financing is estimated at \$514,000 and will be reimbursed from the special benefitting levy assessed in 2019 and 2020.

The Proposed Capital Budget also includes a \$500,000 project to remove sediment from the Millbrook pond. This project will only proceed if matching grants can be secured.

The Capital Budget also proposes:

- to borrow \$135,000 for the replacement of capital assets and renovations to the administrative office
- to draw \$169,750 from the Capital Reserve to be spent on the replacement of capital assets
- to raise \$145,000 from donations and grants for the replacement of capital assets.

**2.1 CAPITAL PROJECT – Warsaw Caves Conservation Area & Campground
Program/Service Area: Gatehouse Replacement**

Alignment with Strategic Goals:

Goal #3 – Provide recreational opportunities in the natural environment

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

Expenses	\$ 160,000
Revenue	
Capital Levy	\$ 35,250
Long Term Loan	85,000
Reserve	39,750
Total Revenue	\$ 160,000

2.2 CAPITAL PROJECT – Beavermead Campground**Program/Service Area: Woodshed****Alignment with Strategic Goals:**

Goal #3 – Provide recreational opportunities in the natural environment

Project Description:

This project involves the replacement of the woodshed. The current woodshed is a metal garden shed with a leaky roof. The proposal is to replace the current shed with a larger wooden shed. The shed will be constructed so that it can be disassembled and used elsewhere if the need arises.

Expenses	\$	6,000
Revenue		
Capital Levy	\$	6,000
Total Revenue	\$	6,000

2.3 CAPITAL PROJECT – Office Renovation**Program/Service Area: Corporate Services****Alignment with Strategic Goals:**

Commitment to Organizational Excellence

Project Description:

This project involves the completion of a space analysis of the Authority’s administrative building and the preparation of a more detailed design, tender documents and potentially the award a contract for renovations. The work is required to addresses accessibility requirements, create facilities to house additional staff, a small lab/work area, and storage for field equipment, and improve public service area.

Expenses	\$	50,000
Revenue		
Long Term Loan	\$	50,000
Total Revenue	\$	50,000

2.4 CAPITAL PROJECT – Comfort Station Loan Repayment**Program/Service Area: Warsaw Caves Conservation Area & Campground****Alignment with Strategic Goals:**

Goal #3 – Provide recreational opportunities in the natural environment

Description:

Loan payment for the Comfort Station at Warsaw Caves Conservation Area & Campground.

Expenses	\$	13,500
Revenue		
Capital Levy	\$	13,500
Total Revenue	\$	13,500

2.5 CAPITAL PROJECT – Millbrook Dam Reconstruction**Program/Service Area: Water Management****Alignment with Strategic Goals:**

Goal #1 – Safeguard people and property from flooding and other natural hazards

Description:

Achieve project milestones for the replacement of the spillway and the reconstruction of the Millbrook dam.

Expenses	\$	2,600,000
Revenue		
Special Levy	\$	285,600
SCIF	\$	1,700,000
WECI	\$	100,000
Bridge Financing	\$	514,400
Total Revenue	\$	2,600,000

2.6 CAPITAL PROJECT – Millbrook Pond Sediment Removal**Program/Service Area: Water Management****Alignment with Strategic Goals:**

Goal #1 – Safeguard people and property from flooding and other natural hazards

Description:

Undertake a project to remove sediment from the Millbrook mill pond (subject to receiving matching funding from federal or provincial sources).

Expenses	\$	500,000
Revenue		
Special Levy	\$	250,000
WECI	\$	250,000
Total Revenue	\$	500,000

2.7 CAPITAL PROJECT – Jackson Creek Bridge Replacement**Program/Service Area: Conservation Lands****Alignment with Strategic Goals:**

Goal #3 – Provide recreational opportunities in the natural environment

Description:Replace bridge #2017 on the Jackson Creek Kiwanis Trail. This project will be designed to meet the requirements of the Accessibility Standard for the Design of Public Spaces under the *Accessibility for Ontarians with Disabilities Act*. This project is the first phase of a 5 year program to rehabilitate the Jackson Creek Trail.

Expenses	\$	260,000
Revenue		
Other Income	\$	130,000
Reserves	\$	130,000
Total Revenue	\$	260,000

**2.8 CAPITAL PROJECT – Warsaw and Hope Mill Dam Design and Engineering
Program/Service Area: Water Management**

Alignment with Strategic Goals:

Goal #1 – Safeguard people and property from flooding and other natural hazards

Description:

Complete engineering and design for 3 dam repair projects as follows:

- Replacement of the armour stone retaining wall at Hope Mill dam
- Erosion repairs and replace gabion basket at the Warsaw dam
- Deck upgrades to address operator safety concerns at the Warsaw dam

To mitigate risk with tendered prices exceeding resources available this project proposes to prepare detailed plans and cost estimates for work at Authority owned dams that will subsequently brought forward in future budget years.

Hope Mill Armour Stone	
Expenses	\$ 7,700
Revenue	
Capital Levy	\$ 3,850
WECI	3,850
Total Revenue	\$ 7,700

Warsaw Dam Erosion Repairs	
Expenses	\$ 5,100
Revenue	
Capital Levy	\$ 2,550
WECI	\$ 2,550
Total Revenue	\$ 5,100

Warsaw Dam Public/Operator Safety Measures	
Expenses	\$ 7,700
Revenue	
Capital Levy	\$ 3,850
WECI	\$ 3,850
Total Revenue	\$ 7,700

2.9 CAPITAL PROJECT – Vehicle Replacement**Program/Service Area: Corporate Services****Alignment with Strategic Goals:**

Commitment to Organizational Excellence

Description:

Replace one vehicle. The Authority operates a fleet of 8 vehicles, four of which are older than the useful life of 7 years. The proposal is to purchase a vehicle to replace one of the older/high mileage vehicles.

Expenses	\$	35,000
Revenue		
Capital Levy	\$	35,000
Total Revenue	\$	35,000

3.1 Summary Table – Operating Budget

	Plan Review & Permitting Services		Conservation Lands Program		Watershed Management Program		Corporate Services		Total		Variance (\$)	Variance %	% of Budget
	2017	2018	2017	2018	2017	2018	2017	2018	2017	2018			
Expenses													
Salaries, Benefits & Training	\$ 503,110	\$ 750,160	\$ 463,705	\$ 489,525	\$ 357,740	\$ 371,880	\$ 392,232	\$ 384,300	\$ 1,716,787	\$ 1,995,865	\$ 279,078	16.26%	68.62%
Insurance, Taxes & Utilities	19,700	20,000	60,744	55,200	20,300	11,850	28,900	30,400	129,644	117,450	(12,194)	-9.41%	4.04%
Maintenance, Services & Supplies	11,020	11,000	106,352	108,350	28,850	66,260	95,300	113,050	241,522	298,660	57,138	23.66%	10.27%
Other Expenses	195,000	149,980	58,677	75,504	64,400	87,300	42,600	42,910	360,677	355,694	(4,983)	-1.38%	12.23%
Professional Services	21,000	21,000	2,000	2,000	37,000	40,000	7,000	9,000	67,000	72,000	5,000	7.46%	2.48%
Travel & Staff Expenses	6,200	6,200	15,940	17,200	10,450	12,500	7,000	7,000	39,590	42,900	3,310	8.36%	1.47%
Vehicle Costs	-	-	-	-	-	-	25,000	26,000	25,000	26,000	1,000	4.00%	0.89%
Total Expenses	\$ 756,030	\$ 958,340	\$ 707,418	\$ 747,779	\$ 518,740	\$ 589,790	\$ 598,032	\$ 612,660	\$ 2,580,220	\$ 2,908,569	\$ 328,349	48.95%	100.00%
Revenues													
Conservation Area Fees and Sales	\$ -	\$ -	\$ 525,500	\$ 551,775	\$ -	\$ -	\$ -	\$ -	\$ 525,500	\$ 551,775	\$ 26,275	5.00%	18.97%
Development and Planning Fees	230,984	264,000	-	-	-	-	-	-	230,984	264,000	33,016	14.29%	9.08%
Government Grants	157,200	217,700	40,000	38,945	79,960	81,015	-	-	277,160	337,660	60,500	21.83%	11.61%
OCF Project Support	-	-	22,000	-	-	-	-	-	22,000	-	(22,000)	-100.00%	0.00%
Other Income	97,500	160,500	15,500	33,600	306,200	327,500	46,500	43,500	464,700	565,100	100,400	21.61%	19.43%
Transfer from reserves	-	59,000	-	-	26,000	26,000	-	15,000	-	100,000	100,000	100.00%	3.44%
Total Authority Generated Revenue	\$ 485,684	\$ 701,200	\$ 603,000	\$ 624,320	\$ 386,160	\$ 434,515	\$ 45,500	\$ 58,500	\$ 1,520,344	\$ 1,818,535	\$ 298,191	19.61%	62.52%
Proposed Levy Requirement	\$ 270,346	\$ 257,140	\$ 104,418	\$ 123,459	\$ 132,580	\$ 155,275	\$ 552,532	\$ 554,160	\$ 1,059,976	\$ 1,090,034	\$ 30,158	2.85%	2.85%
Total Revenue	\$ 756,030	\$ 958,340	\$ 707,418	\$ 747,779	\$ 518,740	\$ 589,790	\$ 598,032	\$ 612,660	\$ 2,580,220	\$ 2,908,569	\$ 328,349	12.73%	100.00%

3.2 Summary Table – Capital Budget

Expenses	2017	2018
Buildings		
Beavermead Campground Woodshed	\$ -	\$ 6,000
Building Removal at Squirrel Creek	20,000	\$ -
Office Renovations - Design & Tender	10,000	50,000
Replace Otonabee River Stream Gauge Shelter	14,000	-
Warsaw Caves Campground Comfort Station Loan Repayment	13,500	13,500
Warsaw Caves Campground Gatehouse Replacement		160,000
Computers		-
Purchase of 2 Computer Servers	10,000	-
Infrastructure		-
Hope Mill Armour Stone - Design & Engineering		7,700
Ice Boom at Jackson Creek	10,000	-
Jackson Creek Bridge Replacement		260,000
Millbrook Pond Sediment Removal		500,000
Millbrook Dam Reconstruction	840,000	2,600,000
Warsaw Dam Erosion - Design & Engineering		5,100
Warsaw Dam Public/Operator Safety Measures - Design & Engineering	15,000	7,700
Warsaw Caves Campground Parking Lot & Trail Upgrades	65,000	-
Vehicles		-
Replace Vehicle	20,000	35,000
Total Expenses	\$ 1,017,500	\$ 3,645,000
Revenue		
Capital Levy (from prior years)	\$ 10,000	\$ -
Capital Levy	100,000	100,000
Special Benefiting Levy	285,600	285,600
Government Grants - Canada 150	32,500	-
Government Grants - Small Communities Infrastructure Fund	554,400	1,700,000
Government Grants - Water & Erosion Control Infrastructure	50,000	360,250
Loan		135,000
Other Income - Donations, Service Fees, Grants		894,400
Reserves	17,500	169,750
Total Revenue	\$ 1,017,500	\$ 3,645,000

4.1 Levy Apportionment

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	

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	



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