

# 2018 OPERATING and CAPITAL BUDGET

*(Proposed October 19, 2017)*

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



## TABLE OF CONTENTS

<b>1.</b>	<b>Operating Budget – Overview</b>	<b>2</b>
1.1	Plan Review and Permitting Services	4
1.2	Flood Plain Mapping	5
1.3	Conservation Lands Management	7
1.4	Warsaw Caves Conservation Area and Campground	9
1.5	Beavermead Campground	10
1.6	Environmental Services	11
1.7	Source Water Protection	13
1.8	Water Management	14
1.9	Corporate Services	15
<b>2.</b>	<b>Capital Budget – Overview</b>	<b>17</b>
2.1	Warsaw Caves Conservation Area and Campground – Gatehouse Replacement	18
2.2	Beavermead Campground – Woodshed	19
2.3	Office Renovation	19
2.4	Loan Repayment - Warsaw Caves Conservation Area and Campground	20
2.5	Millbrook Dam Reconstruction	20
2.6	Millbrook Pond Sediment Removal	21
2.7	Jackson Creek Bridge Replacement	21
2.8	Warsaw and Hope Mill Dam Design and Engineering	22
2.9	Vehicle Replacement	23
<b>3.</b>	<b>Summary Tables</b>	
3.1	Operating Budget	24
3.2	Capital Budget	25
<b>4.</b>	<b>2018 Municipal Levy</b>	
4.1	Levy Apportionment	26

## 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
<b>Total Expenses</b>	<b>\$ 642,340</b>

**Revenue**

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

**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 5<sup>th</sup> call for applications under the National Disaster Mitigation Program

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

**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



<b>Expenses</b>		
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
<b>Total Expenses</b>	<b>\$</b>	<b>196,955</b>
<b>Revenue</b>		
Conservation Area Fees and Sales	\$	5,600
Other Income		21,900
General Levy		104,418
<b>Total Revenue</b>	<b>\$</b>	<b>131,918</b>

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	-
<b>Total Expenses</b>	<b>\$ 240,990</b>

**Revenue**

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

**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		-
<b>Total Expenses</b>	<b>\$</b>	<b>258,074</b>

**Revenue**

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

**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"> <li>➤ Collaborate with other partners to deliver the Regional Envirothon Competition for high school students</li> <li>➤ Offer co-op learning placements for students from local high schools, Fleming College and Trent University</li> <li>➤ Explore with the New Canadian Center the opportunity to develop a program for new Canadians to experience and learn about the natural environment</li> <li>➤ Explore with local school boards the opportunity to support them in the delivery of the Specialist High Skills Major - Environment program</li> </ul>
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<b>Expenses</b>	
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
<b>Total Expenses</b>	<b>\$ 288,890</b>

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

**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
<b>Total Expenses</b>	<b>\$ 165,000</b>

**Revenue**

Other Income	165,000
Transfer from Reserves	-
General Levy	-
<b>Total Revenue</b>	<b>\$ 165,000</b>

**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
<b>Total Expenses</b>	<b>\$ 187,660</b>

**Revenue**

Government Grants	119,960
General Levy	67,700
<b>Total Revenue</b>	<b>\$ 187,660</b>

**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



<b>Expenses</b>	
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
<b>Total Expenses</b>	<b>\$ 612,660</b>
<b>Revenue</b>	
Government Grants	\$ -
Other Income	43,500
Transfer from reserves	15,000
General Levy	554,160
<b>Total Revenue</b>	<b>\$ 612,660</b>

## 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

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

**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.

<b>Expenses</b>	<b>\$</b>	<b>6,000</b>
<b>Revenue</b>		
Capital Levy	\$	6,000
<b>Total Revenue</b>	<b>\$</b>	<b>6,000</b>

**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.

<b>Expenses</b>	<b>\$</b>	<b>50,000</b>
<b>Revenue</b>		
Long Term Loan	\$	50,000
<b>Total Revenue</b>	<b>\$</b>	<b>50,000</b>

**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 &amp; Campground.

<b>Expenses</b>	<b>\$</b>	<b>13,500</b>
<b>Revenue</b>		
Capital Levy	\$	13,500
<b>Total Revenue</b>	<b>\$</b>	<b>13,500</b>

**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.

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

**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).

<b>Expenses</b>	<b>\$</b>	<b>500,000</b>
<b>Revenue</b>		
Special Levy	\$	250,000
WECI	\$	250,000
<b>Total Revenue</b>	<b>\$</b>	<b>500,000</b>

**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.

<b>Expenses</b>	<b>\$</b>	<b>260,000</b>
<b>Revenue</b>		
Other Income	\$	130,000
Reserves	\$	130,000
<b>Total Revenue</b>	<b>\$</b>	<b>260,000</b>

**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.

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

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

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

**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.

<b>Expenses</b>	<b>\$</b>	<b>35,000</b>
<b>Revenue</b>		
Capital Levy	\$	35,000
<b>Total Revenue</b>	<b>\$</b>	<b>35,000</b>



### 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			
<b>Expenses</b>													
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%
<b>Total Expenses</b>	<b>\$ 756,030</b>	<b>\$ 958,340</b>	<b>\$ 707,418</b>	<b>\$ 747,779</b>	<b>\$ 518,740</b>	<b>\$ 589,790</b>	<b>\$ 598,032</b>	<b>\$ 612,660</b>	<b>\$ 2,580,220</b>	<b>\$ 2,908,569</b>	<b>\$ 328,349</b>	<b>48.95%</b>	<b>100.00%</b>
<b>Revenues</b>													
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	45,500	43,500	484,700	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%
<b>Total Authority Generated Revenue</b>	<b>\$ 485,684</b>	<b>\$ 701,200</b>	<b>\$ 603,000</b>	<b>\$ 624,320</b>	<b>\$ 386,160</b>	<b>\$ 434,515</b>	<b>\$ 45,500</b>	<b>\$ 58,500</b>	<b>\$ 1,520,344</b>	<b>\$ 1,818,535</b>	<b>\$ 298,191</b>	<b>19.61%</b>	<b>62.52%</b>
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%
<b>Total Revenue</b>	<b>\$ 756,030</b>	<b>\$ 958,340</b>	<b>\$ 707,418</b>	<b>\$ 747,779</b>	<b>\$ 518,740</b>	<b>\$ 589,790</b>	<b>\$ 598,032</b>	<b>\$ 612,660</b>	<b>\$ 2,580,220</b>	<b>\$ 2,908,569</b>	<b>\$ 328,349</b>	<b>12.73%</b>	<b>100.00%</b>

### 3.2 Summary Table – Capital Budget

<b>Expenses</b>	<b>2017</b>	<b>2018</b>
<b>Buildings</b>		
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
<b>Computers</b>		-
Purchase of 2 Computer Servers	10,000	-
<b>Infrastructure</b>		-
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	-
<b>Vehicles</b>		-
Replace Vehicle	20,000	35,000
<b>Total Expenses</b>	<b>\$ 1,017,500</b>	<b>\$ 3,645,000</b>
<b>Revenue</b>		
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
<b>Total Revenue</b>	<b>\$ 1,017,500</b>	<b>\$ 3,645,000</b>

#### 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	
<b>TOTAL</b>	<b>100.00</b>	<b>\$ 1,090,034</b>	<b>\$ 100,000</b>	<b>\$ 1,190,034</b>	<b>\$ 285,600</b>	<b>\$ 1,475,634</b>	

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	
<b>TOTAL</b>	<b>100.00</b>	<b>\$ 1,059,876</b>	<b>\$ 100,000</b>	<b>\$ 1,159,876</b>	<b>\$ 285,600</b>	<b>\$ 1,445,476</b>	



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