



Otonabee
CONSERVATION

2020 OPERATING AND CAPITAL BUDGET
Proposed October 17, 2019

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1.0 INTRODUCTION:

In 2019 the Authority's Budget was prepared and organized under nine activity areas summarized under the four program and service groups of Plan Review & Permitting Services, Conservation Lands Program, Watershed Management Program and Corporate Services. The program and service groups are a functional/organizational type framework.

In June 2019 the province amended the *Conservation Authorities Act*. The amendments included a new framework for describing the programs and services that an authority is required or permitted to provide. The legislation describes them as follows:

1. Mandatory programs and services that are required by regulation:
 - a. Risk of hazard;
 - b. Conservation and management of lands owned or controlled by the authority; and
 - c. The authority's duties, functions and responsibilities as a source protection authority under the *Clean Water Act*.
2. Municipal programs and services that the authority agrees to provide on behalf of municipalities situated in whole or in part within its area of jurisdiction under a memorandum of understanding,
3. Such other programs and services as the authority may determine are advisable to further its objects.

The legislation has not yet been proclaimed. Regulations describing the scope, requirements and standards for the mandatory programs and services have yet to be released. The legislation also prescribes requirements associated with processes and agreements that must be met should an authority wish to finance other program and services from the municipal levy. These requirements will be described further in a future regulation.

In anticipation of the program and service framework coming into force the Authority undertook a review of its program and service descriptions and decided to revise them. The Authority's revised program and service descriptions will align the Authority with the new legislative program and service framework and position the Authority to meet the proposed new requirements for financing programs and services with municipal levy.

The 2020 Operating and Capital Budget is organized under the following program and service framework:

Natural Hazard Program:

- Plan Review & Permitting
- Flood Plain Mapping
- Flood Forecasting & Warning
- Dam Operations

Conservation Lands Program:

- Conservation Lands Management
- Warsaw Caves Conservation Area & Campground
- Beavermead Campground

Drinking Water Source Protection

Corporate Services

Natural Resources Conservation Program

Education & Stewardship

Natural Heritage Plan Review & Monitoring

In preparing the 2020 Operating Budget the 2019 budget was restated to align with the new program and service descriptions. For some activities the restatement was relatively easy as there was no change between the old and new descriptions. Examples include Warsaw Caves Conservation Area & Campground and Beavermead Campground. In other activity areas the restatement was more difficult as the new descriptions introduced new budget groupings. Best estimates were used to create these values.

2.0 CAPITAL FORECAST

The delivery of the Authority's programs and services is dependent on well maintained and functional tangible capital assets. The acquisition, refurbishment and replacement of tangible capital assets are a significant cost to the Authority.

In 2019 the Board approved a Tangible Capital Asset Management Policy. The policy establishes a framework and principles for managing these assets and includes a requirement that a 10 year forecast of the assets to be acquired, rehabilitated or replaced be updated annually and included with the annual budget.

The 10 year forecast of tangible capital assets to be acquired, refurbished or replaced is attached.

3.0 CAPITAL ASSET REPLACEMENT PLAN

Capital Asset Replacement Plan									
Asset	Description	Date Acquired		2020	2021	2022	2023	2024	2025-2030
Buildings									
Administration Office	Building and renovations	1998 - 2018	Refurbish	-	-	-	-	-	-
Miller Creek Wildlife Area	Viewing Tower	1977	Refurbish	-	-	5,000	-	-	-
Selwyn Beach Conservation Area	Picnic shelter - group camp	1985-89	Refurbish	-	-	-	10,000	-	-
Selwyn Beach Conservation Area	Picnic shelter - beach	1985-89	Refurbish	-	-	-	10,000	-	-
Selwyn Beach Conservation Area	Garage	1985-89	Refurbish	5,000	-	-	-	-	-
Selwyn Beach Conservation Area	Outhouses (6)	1985-89	Refurbish	-	10,000	10,000	-	-	-
Squirrel Creek Conservation Area	Picnic Shelter	1985-89	Refurbish	-	-	-	10,000	-	-
Squirrel Creek Conservation Area	Picnic Shelter	1985-89	Refurbish	-	-	-	-	10,000	-
Warsaw Caves Conservation Area	Storage shed	1969	Refurbish	-	-	20,000	-	-	-
Warsaw Caves Conservation Area	Workshop	1969	Refurbish	-	-	-	-	10,000	-
Warsaw Caves Conservation Area	Gatehouse	1969	Replace	-	-	-	-	-	-
Warsaw Caves Conservation Area	Picnic shelter - beach	1969	Refurbish	-	-	-	-	10,000	-
Warsaw Caves Conservation Area	Outhouses (11)	1969	Refurbish	-	6,000	6,000	6,000	-	-
Computers									
Ganaraska Region Conservation Authority	Back-up Server	2013	Replace	-	15,000	-	-	-	-
Administration Office	Fortigate Firewall	2016	Replace	-	-	1,800	-	-	-
Administration Office	Server	2017	Replace	-	-	-	15,000	-	-
Administration Office	Scanner for IMS	2018	Replace	-	-	4,000	-	-	-
Administration Office	Laptop - gatehouse	2018	Replace	-	-	1,200	-	-	-
Administration Office	Laptop - Supervisor	2018	Replace	-	-	1,200	-	-	-
Administration Office	Desktop - GIS	2018	Replace	-	-	2,500	-	-	-
Administration Office	Laptops	2014	Replace	3,000					
Equipment									
Administration Office	TV for Boardroom	2011	Replace	-	1,500	-	-	-	-
Administration Office	Telephone System	2014	Replace	-	-	15,000	-	-	-
Administration Office - server room	Air conditioner	2018	Replace	-	-	-	-	-	3,500
Administration Office - upper level	Air conditioner	2018	Replace	-	-	-	-	-	5,500
Administration Office - upper level	Furnace	2018	Replace	-	-	-	-	-	5,500
Beavermead Campground	Trailer	2013	Replace	-	-	-	-	-	10,000
Beavermead Campground	Washer & dryer	n/a	Purchase	5,000					
Warsaw Caves Conservation Area	Washer & dryer	2010	Replace	-	-	-	-	-	-
Warsaw Caves Conservation Area	Flat-bottom (Jon) Boat	2009	Replace	-	5,000	-	-	-	-
Warsaw Caves Conservation Area	Mower	2008	Replace	-	-	10,000	-	-	-
Administration Office	YSI Pro DSS Water Quality	2016	Replace	-	-	-	-	-	10,000
Administration Office	YSI 600QS Water Quality M	2010	no action	-	-	-	-	-	-
Watershed	Stream Gauges (8)	various	Refurbish	-	10,000	10,000	10,000	-	-

Asset	Description	Date Acquired		2020	2021	2022	2023	2024	2025-2030
Furniture									
File cabinets	Manger, WMP office	n/a	Purchase	2,500					
Infrastructure - Dams									
Hope Mill Dam	Retaining wall	1969	Refurbish	60,000	-	-	-	-	TBD
Lang Dam	Concrete rehabilitation	1970	Refurbish	-	-	-	-	-	TBD
Warsaw Dam	Deck & erosion repairs	1981	Refurbish	-	300,000	-	-	-	
Infrastructure - Other									
Gannon's Narrows	Parking Lot	n/a	Refurbish	-	-	-	-	-	-
Harold Town	Parking Lot	2012	Refurbish	-	-	-	-	-	-
Jackson Creek Trail	Trail	1992	Refurbish	-	-	63,000	-	-	-
Jackson Creek Trail	Bridge #2007	1992	Refurbish	-	35,000	-	-	-	-
Jackson Creek Trail	Bridge #2008	1992	Refurbish	-	35,000	-	-	-	-
Jackson Creek Trail	Bridge #2009	1992	Refurbish	-	35,000	-	-	-	-
Squirrel Creek Conservation Area	Road	2016	Refurbish	-	10,000	-	-	-	-
Warsaw Caves Conservation Area	Road	1969	Refurbish	-	-	-	56,000	-	-
Warsaw Caves Conservation Area	Drinking Water System	n/a	Replace	-	-	50,000		-	-
Vehicles									
Administration Office	2006 Dakota	2009	Replace	25,000	-	-	-	-	-
Beavermead Campground	2007 Dakota	2013	Replace	-	-	-	-	-	-
Administration Office	2013 Sierra	2013	Replace	-	-	-	29,000	-	-
Warsaw Caves Conservation Area	2014 GMC Sierra	2017	Replace	-	-	-	-	29,500	-
Administration Office	2015 Chrysler	2015	Replace	-	-	-	-	-	30,000
Warsaw Caves Conservation Area	2015 Ranger	2015	Replace	-	-	-	-	-	15,000
Administration Office	2016 Dodge	2016	Replace	-	-	-	-	-	30,000
Administration Office	2019 Nissan Rogue	2018	Replace	-	-	-	-	-	30,500
Administration Office	2019 Nissan Rogue	2019	Replace	-	-	-	-	-	30,500
Total				102,520	464,521	201,722	148,023	61,524	170,500
									\$ 1,148,810

4.0 OPERATING BUDGET OVERVIEW

Highlights:

The proposed Operating has been developed to deliver on the following priorities:

1. Updating flood plain mapping throughout the watershed.
2. Implementing all new regulatory requirements under the *Conservation Authorities Act* with a specific focus on bringing clarity and enhancing transparency around the programs and services performed by the Authority and how they are funded.
3. An ongoing focus on the Authority's commitment to organizational excellence and customer service.

The proposed 2020 operating budget includes a 7.9% or \$235,440 decrease in expenditures for a total operating budget of \$2,760,938.

The proposed operating budget includes a 1.5% cost of living increase to the salary schedule. This is less than the monthly average Ontario CPI increase for the 12 month period ending August 31st, 2019.

The proposed operating budget includes a 5.9% or \$65,719 increase in the general operating levy and a draw from the General Reserve in the amount of \$50,000.

Notable Changes from 2019:

The main drivers affecting the proposed operating budget include:

- Reductions in provincial transfer payments
- Inflationary pressures estimated at 2.0%
- Increasing difficulty of sourcing other grants and partnership funding
- Planned completion of large projects

Notable changes in expenditures and revenue from 2019 are listed below:

Description of Changes in Expenditures from 2019:	Amount
2019 Budget	\$2,996,378
Reduction in hydrometric station repair and maintenance expenditures as a result of the transfer of Authority owned hydrometric stations to the Water Survey of Canada	-\$16,909
Reduction in dam operations expenditures as a result of the cancellation of the MOU with Parks Canada for the Operation of the Trent Severn Waterway Gilchrist Dam	-\$2,535
Reduction in salary expenditures for the Flood Forecasting & Warning Program as a result of changing the year round 24/7 on-call coverage to	-\$7,640

24/7 coverage when there is an active warning or watch	
Reduction in salary expenditures due to the elimination of a 16 week summer student position	-\$9,670
Reduction in salary expenditures due to the elimination of a 32 week Environmental Technician contract position	-\$33,090
Reduction in salary and consulting expenditures for flood plain mapping projects – planned completion of 5 projects	-\$177,090
Completion of hydrometric station rationalization project	-\$37,500
Two new consulting services projects (review of position evaluation framework and salary schedule and review of the methodology for setting fee schedules)	\$50,000
Increase in WSIB premium	\$15,890
1.5% increase in salary schedule	\$23,416
Miscellaneous expenditure decreases across all program areas	-\$32,494
Proposed 2020 Expenditures	\$2,768,756

Description of Changes in Revenues from 2019	Amount
2019 Budget	\$2,996,378
Reduction in the flood management program sec. 39 provincial grant	-\$86,911
Elimination of the Summer Employment Program provincial grant	-\$7,200
Elimination of the Low Water Response Program provincial grant	-\$8,000
Inflation based adjustments to Plan Review & Permitting Fee Schedule	\$28,216
Elimination of a draw on reserve and federal grant for the hydrometric station rationalization project	-\$37,500
New draw on reserve for 2 consulting services projects (review of position evaluation framework and salary schedule and review of the methodology for setting fee schedules)	\$50,000
Reduction in federal grants and municipal contributions for flood plain	-\$177,090

mapping projects	
Reduction in other revenue due to a general decline in availability of grants and partnership funding	-\$40,600
Miscellaneous adjustments to revenue across all program areas	-\$14,257
5.9% increase in general operating levy	\$65,720
Proposed 2020 Revenue	\$2,768,756

Assumptions, Risks & Limitations:

A number of performance objectives are dependent on the receipt of grants from outside sources. The proposed budget assumes that the grants have been approved. In the event they are not, the projects will either not proceed or where possible proceed with a reduced project scope. The performance objectives subject to the receipt of a grant are noted in the budget document.

The proposed operating budget reflects the reduction in provincial grants made in 2019 and assumes that provincial grants will remain unchanged in 2020.

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

4.1 Natural Hazard Program

4.1.1 Plan Review and Permitting

Budget Information:

	2020	2019
Salaries, Benefits & Training	\$ 577,683	\$ 554,248
Maintenance, Services & Supplies	11,500	11,000
Insurance Taxes & Utilities	20,000	20,000
Other Expenses	2,700	1,800
Travel & Staff Expenses	6,000	6,801
Professional Services	15,000	21,000
Vehicle Costs	-	-
	<hr/>	<hr/>
	\$ 632,883	\$ 614,849
Government Grants	\$ 7,041	\$ 62,881
Fees & Sales	313,496	285,280
Other Income	5,000	2,500
Transfer from reserves	-	-
General Levy	307,345	264,188
	<hr/>	<hr/>
	\$ 632,883	\$ 614,849

Description of Program/ Service:

Deliver the Authority's permitting responsibilities, ensuring compliance 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.

Performance Measures:

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

Contributes to the Advancement of the following Strategic Goals:

- ☒ Safeguard people and property from flooding and other natural hazards
- ☐ Contribute to the maintenance of a healthy and resilient natural environment

- ☐ Provide recreational opportunities in the natural environment
- ☐ Build awareness and understanding of the value of the natural environment
- ☐ Supports organizational excellence

Explanatory Notes:

- Increase in salary and benefits due to cost of living increase to salary schedule
- In 2019 salary and benefits for Senior Engineering Technologist were allocated to floodplain mapping. In 2020, this position's salary and benefits will be allocated back to Plan Review and Permitting Services
- Increase in fee revenue due to inflation adjustments to Plan Review and Permitting Fee Schedule
- Increase in levy corresponds to reduction in Section 39 funding

4.1.2 Floodplain Mapping

Budget Information:

	2020	2019
Salaries, Benefits & Training	\$ 22,511	\$ 164,567
Maintenance, Services & Supplies	-	-
Insurance Taxes & Utilities	-	-
Other Expenses	100,079	135,113
Travel & Staff Expenses	-	-
Professional Services	-	-
Vehicle Costs	-	-
	<hr/> 122,590	<hr/> 299,680
Government Grants	\$ 62,000	\$ 154,125
Fees & Sales	-	-
Other Income	60,590	145,555
Transfer from reserves	-	-
General Levy	-	-
	<hr/> \$ 122,590	<hr/> \$ 299,680

Description of Program/ Service:

Acquire and maintain floodplain mapping.

Performance Measures:

- Complete floodplain mapping for:
 - Curtis Creek (final update)
 - Otonabee River in Lakefield
 - Ouse River in Norwood
 - Jackson Creek east of the Cavan Swamp to Little Lake; and
 - Baxter Creek
- Undertake communications initiatives to inform stakeholders of the new mapping, work with municipalities to have the mapping adopted in Official Plans and obtain Board approval to incorporate the new mapping in the Authority's permitting activities

Contributes to the Advancement of the following Strategic Goals:

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

☐ Supports organizational excellence

Explanatory Notes:

- Final year for all floodplain mapping projects

4.1.3 Flood Forecasting & Warning

Budget Information:

	2020	2019
Salaries, Benefits & Training	\$ 77,308	\$ 94,119
Maintenance, Services & Supplies	17,280	33,609
Insurance Taxes & Utilities	2,170	2,500
Other Expenses	250	37,500
Travel & Staff Expenses	2,100	3,500
Professional Services	7,500	10,000
Vehicle Costs	-	-
	<u>\$ 106,608</u>	<u>\$ 181,228</u>
Government Grants	\$ 53,304	\$ 99,864
Fees & Sales	-	-
Other Income	-	-
Transfer from reserves	-	17,500
General Levy	53,304	63,864
	<u>\$ 106,608</u>	<u>\$ 181,228</u>

Description of Program/ Service:

Operate a 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 Water Response Team in responding to low water events.

Deliver water safety and natural hazard related education programs.

Performance Measures:

- Operate and maintain 8 meteorological monitoring stations, and 2 snow stations and supporting data/information management applications
- Issue flood messages as required – annual average is 25
- Deliver the Spring Water Awareness Program to 10 schools

Contributes to the advancement of the following strategic goals:

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

- ☐ Build awareness and understanding of the value of the natural environment
- ☐ Supports organizational excellence

Explanatory Notes:

- Project to transfer hydrometric stations to Water Survey Canada is complete
- Reduction in Section 39 funding
- Reduction in maintenance and repairs to hydrometric stations (no longer owned by the Authority)

4.1.4 Dam Operations

Budget Information:

	2020	2019
Salaries, Benefits & Training	\$ 49,557	\$ 54,829
Maintenance, Services & Supplies	10,250	12,035
Insurance Taxes & Utilities	3,000	3,000
Other Expenses	-	-
Travel & Staff Expenses	2,000	2,000
Professional Services	-	-
Vehicle Costs	-	-
	<u>\$ 64,807</u>	<u>\$ 71,864</u>
Government Grants	\$ 32,404	\$ 35,932
Fees & Sales	-	-
Other Income	-	-
Transfer from reserves	-	-
General Levy	32,404	35,932
	<u>\$ 64,807</u>	<u>\$ 71,864</u>

Description of Program/ Service:

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 Measures:

Operate and maintain 5 Authority owned dams

Contributes to the advancement of the following strategic goals:

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

Explanatory Notes:

- Cancelled MOU with Parks Canada for operation of Gilchrist Bay dam
- Reduced staff overhead costs supported by this program

4.2 Conservation Lands Program

4.2.1 Conservation Lands Management

Budget Information:

	2020	2019
Salaries, Benefits & Training	\$ 126,919	\$ 120,513
Maintenance, Services & Supplies	14,500	14,850
Insurance Taxes & Utilities	29,750	30,000
Other Expenses	21,800	22,000
Travel & Staff Expenses	7,000	7,500
Professional Services	2,500	2,500
Vehicle Costs	-	-
	<u>\$ 202,469</u>	<u>\$ 197,363</u>
Government Grants	\$ -	\$ -
Fees & Sales	2,250	3,000
Other Income	43,500	49,650
Transfer from reserves	-	-
General Levy	<u>87,079</u>	<u>67,778</u>
	<u>\$ 132,829</u>	<u>\$ 120,428</u>

Description of Program/ Service:

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

Operate several free day-use conservation areas for outdoor recreation activities including hiking, biking, geo-caching, nature viewing, boating, picnicking, fishing and swimming.

Performance Measures:

- Prepare Management Statements for 6 Conservation Areas
- Undertake property inspections (for all high use areas and 50% of all low use areas)
- Undertake actions and projects that address incidents of encroachment, trespass and ownership challenges and that mitigate public safety hazards
- Undertake forest management activities identified in the 2018 Managed Forest Plan
- Maintain property and infrastructure at:
 - Harold Town
 - Miller Creek
 - Gannon's Narrows
 - Imagine the Marsh

- Jackson Creek Trail
- Squirrel Creek
- Selwyn Beach

Contributes to the Advancement of the following Strategic Goals:

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

Explanatory Notes:

- Inflation related changes

4.2.2 Warsaw Caves Conservation Area and Campground

Budget Information:

	2020	2019
Salaries, Benefits & Training	\$ 172,560	\$ 167,070
Maintenance, Services & Supplies	56,450	56,300
Insurance Taxes & Utilities	12,500	13,000
Other Expenses	4,250	4,950
Travel & Staff Expenses	5,250	5,400
Professional Services	750	1,650
Vehicle Costs	-	-
	<u>\$ 251,760</u>	<u>\$ 248,370</u>
Government Grants	\$ -	\$ -
Fees & Sales	258,000	263,000
Other Income	10,750	9,225
Transfer from reserves	-	-
General Levy	-	-
	<u>\$ 268,750</u>	<u>\$ 272,225</u>

Description of Program/ Service:

Operate Warsaw Caves Conservation Area for day-use activities including hiking, biking, geo-caching, nature viewing, boating, picnicking, fishing, swimming and spelunking, and group and family camping. Includes canoe rentals and retail sales (i.e. ice, firewood, headlamps, etc.).

Performance Measures:

- Operate the day use area and family campground from May 8th to October 12th, 2020 (23 weeks) and the group campground from May 1st to October 30th, 2020 (27 weeks)
- Complete improvements to the park entrance and parking at the gatehouse area
- Implement an On-Line Campsite Reservation System

Contributes to the Advancement of the following Strategic Goals:

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

Explanatory Notes:

- Inflation related changes

4.2.3 Beavermead Campground

Budget Information:

	2020	2019
Salaries, Benefits & Training	\$ 160,800	\$ 158,920
Maintenance, Services & Supplies	32,900	33,400
Insurance Taxes & Utilities	19,000	21,000
Other Expenses	40,700	35,000
Travel & Staff Expenses	2,700	2,900
Professional Services	750	1,650
Vehicle Costs	-	-
	<hr/>	<hr/>
	\$ 256,850	\$ 252,870
Government Grants	\$ -	\$ -
Fees & Sales	304,500	303,450
Other Income	5,000	2,500
Transfer from reserves	-	-
General Levy	-	-
	<hr/>	<hr/>
	\$ 309,500	\$ 305,950

Description of Program/ Service:

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

Performance Measures:

- Operate the family and the group campgrounds from May 8th to October 12th, 2020 (23 weeks)
- Implement an On-Line Campsite Reservation System

Contributes to the Advancement of the following Strategic Goals:

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

Explanatory Notes:

- Inflation related changes

4.3 Drinking Water Source Protection:

Budget Information:

	2020	2019
Salaries, Benefits & Training	\$ 164,905	\$ 137,978
Maintenance, Services & Supplies	10,575	18,100
Insurance Taxes & Utilities	1,700	1,500
Other Expenses	3,200	3,500
Travel & Staff Expenses	5,190	5,650
Professional Services	4,500	6,500
Vehicle Costs	-	-
	<u>\$ 190,070</u>	<u>\$ 173,228</u>
Government Grants	\$ -	\$ -
Other Income	171,800	165,000
Transfer from reserves	-	-
General Levy	18,270	8,228
	<u>\$ 190,070</u>	<u>\$ 173,228</u>

Description of Program/ Service:

Support municipalities in the Otonabee-Peterborough Source Protection Authority to implement the policies of the Trent Source Protection Plan and meet the requirements of the *Clean Water Act*.

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*.

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*
- develop and implement an Education & Outreach Program as required by the Trent Source Protection Plan policies

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

Performance Measures:

- Complete annual reporting requirements
- 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
- Participate in the Provincial Water Quality Monitoring Network by collecting monthly water samples at 16 locations over 8 months
- Participate in the Provincial Groundwater Monitoring Network by maintaining 11 ground water monitoring wells and collecting water quantity and quality information
- Participate in the Ontario Benthos Biomonitoring Network by collecting and identifying aquatic invertebrate and water chemical and physical parameters

Contributes to the Advancement of the following Strategic Goals:

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

Explanatory Notes:

- Now includes water quality monitoring programs

4.4 Corporate Services

Budget Information:

	2020	2019
Salaries, Benefits & Training	\$ 414,730	\$ 390,409
Maintenance, Services & Supplies	112,476	117,925
Insurance Taxes & Utilities	28,500	27,950
Other Expenses	47,800	48,050
Travel & Staff Expenses	7,000	7,000
Professional Services	89,500	34,000
Vehicle Costs	27,000	27,000
	<u>\$ 727,006</u>	<u>\$ 652,334</u>
Government Grants	\$ -	\$ 8,983
Other Income	55,500	78,000
Transfer from reserves	50,000	-
General Levy	621,506	565,351
	<u>\$ 727,006</u>	<u>\$ 652,334</u>

Description of Program/ Service:

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, vehicle, equipment and facility management).

Provide communications & marketing services.

Performance Measures:

- Prepare for Board approval an operating & capital budget for 2021
- Produce audited financial statements and an annual report for 2019
- Replace vehicle, computer and equipment related capital assets as identified in the Tangible Capital Asset Management Plan
- Deliver 20 to 25 general events and presentations
- Release 50 to 60 media advisories, news releases, public service announcements, information products, etc.
- Earn 150 items in the local media
- Send out a monthly e-newsletter (a change from the current quarterly schedule) and grow the distribution list by 20%

- Double social media followers on Facebook, Twitter and Instagram
- Increase website traffic by 20%
- Create new branded templates and migrate content for 20+ marketing products

Contributes to the Advancement of the following Strategic Goals:

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

Explanatory Notes:

- GIS services now charged to Corporate Services
- Includes consulting services for salary and fee schedule review
- Inflation related costs

4.5 Natural Resources Conservation Program

4.5.1 Education & Stewardship

Budget Information:

	2020	2019
Salaries, Benefits & Training	\$ 102,001	\$ 168,747
Maintenance, Services & Supplies	15,200	19,300
Insurance Taxes & Utilities	6,750	6,750
Other Expenses	26,100	60,950
Travel & Staff Expenses	4,500	4,150
Professional Services	1,500	1,500
Vehicle Costs	-	-
	<u>\$ 156,051</u>	<u>\$ 261,397</u>
Government Grants	\$ -	\$ -
Fees & Sales	-	-
Other Income	98,300	147,000
Transfer from reserves	-	-
General Levy	<u>57,751</u>	<u>114,397</u>
	<u>\$ 156,051</u>	<u>\$ 261,397</u>

Description of Program/ Service:

Support landowners to undertake stewardship activities on their lands that enhance the natural environment.

Develop, market and deliver events that foster awareness of the watershed environment and watershed health.

Support environmental education through a variety of experiential learning opportunities.

Performance Measures:

- Respond to 5 to 10 requests/inquiries for advice and technical support
- Undertake 5 to 10 stewardship projects
- Facilitate tree planting projects with a variety of partners (i.e. municipalities, service groups, etc.)
- Offer the Tree Seedling Sale Program
- Host 6 to 10 public events and activities (i.e. Discovery Days, etc.)

- Develop and deliver 10 to 15 classroom and experiential learning activities that support the K-12 curriculum (i.e. Be a Watershed Steward Program, Yellow Fish Road, Regional Envirothon Competition, Peterborough Children's Water Festival, etc.)
- Develop and deliver 5 to 10 events based experimental learning activities (i.e. Bondar Challenge, etc.)
- Provide co-op learning placements for students from local high schools, Fleming College and Trent University

Contributes to the Advancement of the following Strategic Goals:

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

Explanatory Notes:

- GIS services now charged to Corporate Services
- Elimination of 2 contract positions
- Revenue forecast more realistically represents anticipated funding from other grants and partnerships

4.5.2 Natural Heritage Plan Review & Monitoring

Budget Information:

	2020	2019
Salaries, Benefits & Training	\$ 45,092	\$ 37,695
Maintenance, Services & Supplies	-	-
Insurance Taxes & Utilities	-	-
Other Expenses	12,570	5,500
Travel & Staff Expenses	-	-
Professional Services	-	-
Vehicle Costs	-	-
	<hr/>	<hr/>
	\$ 57,662	\$ 43,195
Government Grants	\$ -	\$ -
Fees & Sales	48,514	\$ 41,845
Other Income	-	-
Transfer from reserves	-	-
General Levy	9,116	8,844
	<hr/>	<hr/>
	\$ 57,630	\$ 50,689

Description of Program/ Service:

Fulfill the Authority's obligations in its Partnership Agreements with member municipalities to provide technical review and expertise on natural heritage matters to assist the municipality in making environmentally sound decisions on *Planning Act* applications.

At the request of member municipalities, undertake post-development monitoring programs and other research and technical studies.

Performance Measures:

- Receive, review and comment on 325 to 350 applications under the *Planning Act*
- Receive, review and comment on 5 to 10 Environmental Assessment Studies
- Undertake 1-3 post-development monitoring programs

Contributes to the Advancement of the following Strategic Goals:

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

Explanatory Notes:

- Additional post development monitoring projects
- Reallocation of plan review costs for natural heritage

5.0 CAPITAL BUDGET OVERVIEW

The proposed capital budget includes projects totaling \$417,100.

The proposed capital budget includes:

- A 1.5% increase in the general capital levy for a total amount of \$101,500 from \$100,000 in 2019;
- A special benefitting levy of \$285,600 to repay the bridge financing for the reconstruction of the Millbrook dam

5.1 New Roof for the Selwyn Beach Workshop

Budget Information

Expenses	\$	5,000
Revenue		
General Levy	\$	5,000

Project Description

This project involves the replacement of the roof at the Selwyn Beach Conservation Area workshop.

5.2 Loan Repayment for the Warsaw Caves Gatehouse

Budget Information

Expenses	\$	18,000
Revenue		
General Levy	\$	18,000

Project Description

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

5.3 Loan Repayment for the Warsaw Caves Comfort Station

Budget Information

Expenses	\$	13,000
Revenue		
General Levy	\$	13,000

Project Description

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

5.4 Replace Computers

Budget Information

Expenses	\$	3,000
Revenue		
General Levy	\$	3,000

Project Description

Purchase two replacement computers

5.5 Purchase Washer and Dryer for Beavermead Campground

Budget Information

Expenses	\$ 5,000
Revenue	
General Levy	\$ 5,000

Project Description

Purchase washer and dryer for installation in new comfort station at Beavermead Campground.

5.6 Purchase File Cabinets

Budget Information

Expenses	\$ 2,500
Revenue	
General Levy	\$ 2,500

Project Description

Purchase file cabinets.

5.7 Hope Mill Dam Retaining Wall Repairs

Budget Information

Expenses	\$ 60,000
Revenue	
General Levy	\$ 30,000
Government Grant	<u>30,000</u>
	\$ 60,000

Project Description

Undertake a project to repair the armour stone retaining wall at Hope Mill dam (subject to the approval of an application for funding under the WECI program)

5.8 Repayment of Bridge Financing for Millbrook Dam Reconstruction

Budget Information

Expenses	\$ 285,600
Revenue	
Special Levy	\$ 285,600

Project Description

Repay bridge financing for the Millbrook Dam reconstruction

5.9 Replace Vehicle

Budget Information

Expenses	\$ 25,000
Revenue	
Special Levy	25,000

Project Description

Upgrade the Authority fleet by replacing 2006 Dakota with high mileage.

6.0 SUMMARY TABLES

6.1 Operations Budget

Otonabee Region Conservation Authority 2020 Proposed Operations Budget

	Natural Hazards		Conservation Lands Program		Natural Resources Conservation		Drinking Water Source Protection		Corporate Services		Total	
Expenses	2019	2020	2019	2020	2019	2020	2019	2020	2019	2020	2019	2020
Salaries, Benefits & Training	\$ 867,763	\$ 727,059	\$ 446,503	\$ 460,279	\$ 206,442	\$ 147,093	137,978	\$ 164,905	\$ 390,409	\$ 414,730	\$ 2,049,095	\$ 1,914,066
Insurance, Taxes & Utilities	25,500	25,170	64,000	61,250	6,750	6,750	1,500	1,700	27,950	28,500	\$ 125,700	\$ 123,370
Maintenance, Services & Supplies	56,644	39,030	104,550	103,850	19,300	15,200	18,100	10,575	117,925	112,476	\$ 316,519	\$ 281,131
Professional Services	31,000	22,500	5,800	4,000	1,500	1,500	6,500	4,500	34,000	89,500	\$ 78,800	\$ 122,000
Travel & Staff Expenses	12,301	10,100	15,800	14,950	4,150	4,500	5,650	5,190	7,000	7,000	\$ 44,901	\$ 41,740
Other Expenses	174,413	103,029	61,950	66,750	66,450	38,670	3,500	3,200	48,050	47,800	\$ 354,363	\$ 259,449
Vehicle Costs	-	-	-	-	-	-	-	-	27,000	27,000	\$ 27,000	\$ 27,000
Total Expenses	\$ 1,167,621	\$ 926,888	\$ 698,603	\$ 711,079	\$ 304,592	\$ 213,713	173,228	\$ 190,070	\$ 652,334	\$ 727,006	\$ 2,996,378	\$ 2,768,756
Revenues												
Government Grants	\$ 352,802	\$ 154,749	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,983	\$ -	\$ 361,785	\$ 154,749
User Fees & Sales	285,280	313,496	569,450	564,750	-	-	-	-	-	-	\$ 854,730	\$ 878,246
Other Income	148,055	65,590	61,375	59,250	188,845	146,814	165,000	171,800	78,000	55,500	\$ 641,275	\$ 498,954
Transfer from reserves	17,500	-	-	-	-	-	-	-		50,000	\$ 17,500	\$ 50,000
Total Authority Generated Revenue	\$ 803,637	\$ 533,835	\$ 630,825	\$ 624,000	\$ 188,845	\$ 146,814	\$ 165,000	\$ 171,800	\$ 86,983	\$ 105,500	\$ 1,875,290	\$ 1,581,949
Proposed Levy Requirement	\$ 363,984	\$ 393,053	\$ 67,778	\$ 87,079	\$ 115,747	\$ 66,899	\$ 8,228	\$ 18,270	\$ 565,351	\$ 621,506	\$ 1,121,088	\$ 1,186,807
Total Revenue	\$ 1,167,621	\$ 926,888	\$ 698,603	\$ 711,079	\$ 304,592	\$ 213,713	\$ 173,228	\$ 190,070	\$ 652,334	\$ 727,006	\$ 2,996,378	\$ 2,768,756

6.2 Capital Budget

Otonabee Region Conservation Authority 2020 Proposed Capital Budget

Description	Total Expense					
		General Levy	Special Benefiting Levy	Government Grants	Other Income	Total Revenue
Buildings						
New roof for Selwyn Beach workshop	\$ 5,000	5,000				\$ 5,000
Warsaw Caves gatehouse loan	\$ 18,000	18,000				\$ 18,000
Warsaw Caves comfort station loan	\$ 13,000	13,000				\$ 13,000
Computers						
Replace 2 computers	\$ 3,000	3,000				\$ 3,000
Equipment						
Washer and dryer for Beavermead	\$ 5,000	5,000				\$ 5,000
Furniture						
File cabinets	\$ 2,500	2,500				\$ 2,500
Infrastructure - dams						
Repair Hope Mill dam retaining wall	\$ 60,000	30,000		30,000		\$ 60,000
Bridge financing repayment- Millbrook Dam	\$ 285,600		285,600			\$ 285,600
Vehicles						
Replace 1 vehicle (2006 Dakota)	\$ 25,000	25,000				\$ 25,000
Total	\$ 417,100	\$ 101,500	\$ 285,600	\$ 30,000	\$ -	\$ 417,100

7.0 2020 MUNICIPAL LEVY

7.1 Levy Description

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

In 2020 the Authority proposes to assess a total levy in the amount of \$1,573,908. This represents an increase of \$67,219 or 4.5%. The levy is apportioned to member municipalities in two different ways.

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

The **special benefiting** levy is apportioned on the basis of the benefit derived or to be derived by each participating municipality. In 2020, as in previous years, the Authority is assessing a special benefiting levy for the reconstruction of the Millbrook Dam. The Township of Cavan Monaghan has been assessed 90% of the levy while all other municipalities are assessed the remaining 10%.

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

Q. The amount of levy assessed against my municipality is greater than 4.5%. Why?

If the amount of assessed levy is greater than 4.5% it is because the amount of modified assessment in your municipality as a percentage of the total modified assessment has increased.

Q. The amount of levy assessed against my municipality is less than 4.5%. Why?

If the amount of assessed levy is less than 4.5% it is because the amount of modified assessment in your municipality as a percentage of the total modified assessment has decreased.

7.2 Levy Apportionment

Municipal Levy 2020						
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	2.4415	\$ 28,976	\$ 2,478	\$ 31,454	\$ 747	\$ 32,201
Cavan-Monaghan	6.6161	\$ 78,520	\$ 6,715	\$ 85,235	\$ 257,040	\$ 342,275
City of Kawartha Lakes	0.6656	\$ 7,899	\$ 676	\$ 8,575	\$ 204	\$ 8,779
City of Peterborough	59.9089	\$ 711,003	\$ 60,808	\$ 771,811	\$ 18,322	\$ 790,133
Douro-Dummer	7.4958	\$ 88,961	\$ 7,608	\$ 96,569	\$ 2,292	\$ 98,861
Otonabee-South Monaghan	5.3513	\$ 63,510	\$ 5,432	\$ 68,942	\$ 1,637	\$ 70,579
Selwyn	17.4947	\$ 207,628	\$ 17,757	\$ 225,385	\$ 5,350	\$ 230,735
Trent Hills	0.0262	\$ 311	\$ 26	\$ 337	\$ 8	\$ 345
TOTAL	100.00	\$ 1,186,808	\$ 101,500	\$ 1,288,308	\$ 285,600	\$ 1,573,908

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



Otonabee CONSERVATION

Otonabee Region Conservation Authority
250 Milroy Drive
Peterborough, Ontario, K9H 7M9

Tel: (705) 745-5791

Fax: (705) 745-7488

Email: otonabeeeca@otonabee.com

   @OtonabeeC
otonabeeconservation.com



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