

Full Authority
13 December 2016
Agenda Item: 14

2017 Budget Options

As requested by the CVCA Chair, Suzanne Partridge, staff have prepared two preliminary draft budgets for the Board's considerations and deliberations. As a reminder, this is the first opportunity to discuss the 2017 Draft Budget. The options are presented to engage the Board in discussions and move toward consensus for the upcoming year. The two versions are based on the fundamental services and programs the CVCA delivers for its member municipalities and residents, however, they have been both completed with two different levy increases in order to resolve two fundamentally diverse issues.

Option 1 resolves an operational challenge and Option 2 tackles ongoing capital concerns.

Both options have merit and consequences for the CVCA and will be explained in greater detail at the Board meeting. Until such time, the following generally outlines what has been included in the two draft budgets.

In general:

Budget Highlights for both options

- 1.5% Cost of Living increase included for all staff
- Included a decrease to the 2017 Insurance premium - a reduction of 16%
- Staff have built in an additional \$125 fee (per site visit) for property inquiry service. This fee is intended to assist the CVCA recover staffing expenses for completing site visits for Property Inquiry Forms (PIFs) submitted to the CVCA (which is currently a free service). PIFs can and do require a substantial amount of staff time to complete – not unlike site visits for Ont. 159/06 Regulation Applications
- The additional fee revenue has been based on the number of PIFs to date and is included in the budget
- WSIB will be increasing by 6% for 2017

After an extremely busy regulation season in 2016, it has been realized that the regulations program resources have reached its capacity. Staff has informed the General Manager that in order for the Regulations program to continue to be successful and continue to get permits completed in a timely fashion, additional staff resources will be required for the regulations program.

Option 1 – 7.96% Increase

Although this option is over the 6% increase outlined in the Long Range Plan, this option would help ensure the regulations program would remain successful for the 2017 building season.

- Includes Vicki Woolfrey at .1 FTE for RMO for Highlands East (as per work plan) and .7 regulations and .2 Monitoring
- Would include job sharing with another Conservation Authority (likely within the TCC) to complete the Source Water Protection requirements for 2017.
- Would need to contribute \$2000 for ESRI licencing for 2017, if there is no funding available from SWP
- Regulations program would continue to operate as usual with the additional assistance of .7 FTE.
- Additional staffing concerns may require to be discussed in a closed session.
- Included \$4800 for security at Callaghan's Rapids Conservation Area.

Option 2 – 6% increase

- Includes Vicki Woolfrey at .1 FTE RMO for Highlands East, .4 SWP, .3 Regulations and .2 Monitoring.
- Regulations program wait times for permits will increase – the regulations program continues to grow as applications trend upward.
- Would maintain control over Source Water Protection.
- CVCA would maintain current monitoring programs.
- Includes money to purchase an off-road vehicle for easier and safer access to dams.
- Includes \$6000 to hire a security company for patrolling Conservation Areas.
- Includes \$6000 for administrative building upgrades.
- Includes \$5000 in Dam operations to complete modifications to the overhead gantry at Belmont Dam and to replace the boom log at Belmont Dam.

Recommendation:

Staff recommend Option 1 for the following primary reasons:

- Resolving the growing pressures of the regulations program will have an immediate effect on reducing permit wait times.
- Resolving growth issues will allow the CVCA to move forward and maintain the “goodwill” created since the arrival of Sharlene and the overhaul of the program.
- The insurance reduction aids with the transition – therefore timing is “critical” to take advantage of the windfall.
- There will be immediate relief for additional pressure on current regulations staff.
- Capital improvements are not absolutely necessary for 2017, the 2018 Budget year will be able to accommodate the issues, especially since a further reduction in the insurance rate has been confirmed.