



Belleville Public Library and John M. Parrott Art Gallery  
254 Pinnacle Street, Belleville, Ontario K8N 3B1  
TEL: (613) 968-6731 WEB: [www.bellevillelibrary.ca](http://www.bellevillelibrary.ca)

12 March 2019

Mr. Brian Cousins  
City Treasurer  
City of Belleville  
169 Front Street  
Belleville, ON K8N 2Y8

Dear Mr. Cousins:

Please see attached our 2019 Municipal Operating Grant request submission to Council. I would also like to make a deputation to Council please when they meet to consider this request. I have included the full budget detail sheet showing our 2018 actuals and a handout from the presentation I would like to show with my deputation.

The services we provide to the City of Belleville are wide-ranging and an important part of the educational, cultural, and recreational fabric of our community. We very much appreciate the consistent support and funding we receive from the City every year. This budget submission represents our efforts to maintain and improve Library and Gallery services for our community.

Please let me know if any questions come up regarding our 2019 grant request submission.

Sincerely,

A handwritten signature in black ink that reads "Trevor Pross". The signature is written in a cursive, flowing style.

Trevor Pross MLIS  
CEO  
Belleville Public Library and John M. Parrott Art Gallery  
[tpross@bellevillelibrary.ca](mailto:tpross@bellevillelibrary.ca)  
613-968-6731 ext. 2022

Encl. Budget spreadsheet  
Powerpoint slides handout

**Belleville Public Library Board**  
**Municipal Grant Request 2019**



**Outline**

- 2018 Usage statistics
- 2018 Budget actuals - highlights
- 2019 Municipal Operating Grant request overview
- 2019 Proposed budget - highlights
- Digital resources expanding in 2019

**2018 Usage statistics**

- In 2018 the Library circulated 361,961 items, representing an increase of 4.4% over 2017, and a 3.9% increase since 2015.
- Our customers downloaded 32,721 eBooks in 2018, representing an increase of 19% over 2017, and a 27% increase since 2015.
- In 2018 there were 51,431 digital checkouts (eBooks, audiobooks, movies, music), an increase of 17% over 2017, and a 67% increase since 2015.
- Digital checkouts represented 14% of our total circulation in 2018, compared to 13% in 2017 and 9% in 2015.
- The Library and Gallery held 803 programs and events in 2018, attended by 20,971 people. This represents an increase in attendance of 31% over 2017 and an increase of 44% since 2015.

**2018 Budget actuals highlights**

- The Library received \$144,034 in grant funding from the Province of Ontario, an increase of 55% over 2017 provincial funding.
- The Library and Gallery generated \$334,531 in revenue in addition to the Municipal grant, an increase of 13% over 2017.
- The overall 2018 budget actual expenditure, once finalized, will result in a budget shortfall (deficit) of approximately \$5,000 on \$2,403,466 spent, or 0.2%.

### 2019 Municipal Grant request overview

- We are requesting a 3.95% increase in our Operating Grant over the 2018 grant amount, or \$81,500. The Board's goal with this budget request is to invest more in human resources and in our borrowing collection, while keeping pace with rising costs due to inflation.
- **Borrowing collection:** For several years we have had flat or slightly declining collection budgets, though demand (circulation) is increasing. We have budgeted for a 4.6% increase in 2019, roughly matching the 4.4% increase in circulation (checkouts) for 2018.
- **Human resources:** 2019 represents year two of our current union contract, with investments in salaries designed to reduce staff turnover and make us more competitive with other libraries. We also incorporated more funds for staffing to cover for medical leaves due to higher than average rates of illness with our aging workforce. About 70% of medical leave hours need to be covered with extra hours. For 46 full and part-time staff, in 2018, we had 2,500 hours of medical leave taken by staff (357 days). Then, in the first two months of 2019 alone, we had 756 hours of medical leave taken by staff (108 days).

### Digital resources expanding in 2019

The 2019 planned budget includes investments in the following digital products available for borrowing for free by our customers:

**Budget increased to meet increased demand:**

**Hoopla:** instantly download eBooks, audiobooks, comics, graphic novels, music and movies.

**Overdrive:** traditional borrowing model for downloading eBooks and audiobooks. "Advantage" titles are purchased to reduce waiting lists.

**New digital services being introduced in 2019:**

**Kanopy video:** streaming media service with 30,000 films including documentary, foreign films, and the Criterion collection.  
**Canadian Reference Centre database:** Research full-text articles from major journals and magazines, including Consumer Reports.

The Belleville Public Library and John M. Parrott Art Gallery:

*We help you find what you are looking for.*

### Questions?

Trevor Pross  
CEO  
tpross@bellevillelibrary.ca  
613-968-6731, ext. 2022



@tpross11



2019 Library Operating Budget\_Library Board\_for Council approval

REVENUE	2018 Budget	2018 Actuals	2019 Budget	% Change
<b>MUNICIPAL GRANT</b>				
3-7-3100100-3010 Operating Grant	2,064,000	2,064,000	2,145,500	3.95%
<b>TOTAL MUNICIPAL GRANT</b>	<b>2,064,000</b>	<b>2,064,000</b>	<b>2,145,500</b>	
Increase over previous year			81,500	
<b>PROVINCIAL GRANTS</b>				
3-7-3100102-3030 Provincial Grant	80,500	80,500	80,500	0.0%
3-7-3100102-3035 Pay Equity Grant	3,800	3,857	3,800	0.0%
3-7-3100102-3040 Technology Grant	8,000	59,677	80,000	900.0%
3-7-3100102-3051 Summer Work Grant	3,000	3,271	3,200	6.7%
3-7-3100102-3055 Canada Council Grant	2,200	0	0	-100.0%
<b>TOTAL PROVINCIAL GRANTS</b>	<b>97,500</b>	<b>147,305</b>	<b>167,500</b>	<b>71.8%</b>
<b>HASTINET PARTNERSHIP</b>				
3-7-3100190-3700 Hastinet Revenue	20,000	23,487	12,000	-40.0%
<b>TOTAL HASTINET PARTNERSHIP</b>	<b>20,000</b>	<b>23,487</b>	<b>12,000</b>	<b>-40.0%</b>
3-7-3100200-3100 Fines	29,000	28,032	29,000	0.0%
3-7-3100200-3101 Damage Fees, Lost Books	2,500	2,893	2,500	0.0%
3-7-3100200-3102 Non Resident Fees	6,500	6,804	6,500	0.0%
3-7-3100200-3120 Program & Event Fees	1,000	587	1,000	0.0%
3-7-3100200-3130 Equipment Rental Fees	200	650	200	0.0%
3-7-3100200-3135 Room Rental Fees	7,000	7,551	7,500	7.1%
3-7-3100200-3139 Café Rental Fees	4,800	4,888	4,800	0.0%
3-7-3100200-3150 Gallery Program Fees	2,000	1,962	500	-75.0%
3-7-3100200-3152 Gallery Commission Fees	8,000	7,111	7,500	-6.3%
3-7-3100200-3160 Photocopier Fees	8,000	7,180	8,000	0.0%
3-7-3100200-3162 Research Fees	500	415	500	0.0%
3-7-3100200-3164 Friends Books Store	16,000	20,635	16,000	0.0%
3-7-3100200-3168 Other Sales	1,000	774	1,000	0.0%
3-7-3100200-3170 Cash Over & Short	0	0	0	0.0%
<b>TOTAL USER FEES</b>	<b>86,500</b>	<b>89,482</b>	<b>85,000</b>	<b>-1.7%</b>

2019 Library Operating Budget\_Library Board\_for Council approval

REVENUE	2018 Budget	2018 Actual	2019 Budget	% Change
<b>DONATIONS REVENUE</b>				
3-7-3100300-3300 Donations - General	3,500	27,083	3,500	0.0%
3-7-3100300-3305 Donations - Gallery	2,000	2,150	2,000	0.0%
3-7-3100300-3310 Donations - Painting Sponsors	500	0	500	
<b>TOTAL DONATIONS REVENUE</b>	<b>6,000</b>	<b>29,233</b>	<b>6,000</b>	<b>0.0%</b>
3-7-3100400-3200 Interest Income - General	0	784	0	
3-7-3100400-3205 Interest Income - Trust	2,500	710	2,000	
<b>TOTAL INVESTMENT INCOME</b>	<b>2,500</b>	<b>1,494</b>	<b>2,000</b>	<b>-20.0%</b>
3-7-3100600-3910 Library Inventory Sales	500	740	500	0.0%
3-7-3100500-7101 Archives Occupancy Contribution	21,000	20,577	23,000	9.5%
3-7-3100500-3999 Development Charge Funds	20,000	20,000	25,000	25.0%
3-7-3100500-7100 Other Revenue	0	135	0	
<b>TOTAL OTHER REVENUE</b>	<b>41,500</b>	<b>41,452</b>	<b>48,500</b>	<b>16.9%</b>
<b>RESERVE FUND TRANSFERS</b>				
3-7-3100800-4999 Transfer from Reserves	5,000	0	5,000	0.0%
<b>TOTAL RESERVE FUND TRANSFERS</b>	<b>5,000</b>	<b>0</b>	<b>5,000</b>	<b>0.0%</b>
3-7-3100900-3900 Trust Funds	1,500	2,078	2,000	33.3%
<b>TOTAL TRUST FUNDS</b>	<b>1,500</b>	<b>2,078</b>	<b>2,000</b>	<b>33.3%</b>
<b>TOTAL REVENUE</b>	<b>2,324,500</b>	<b>2,398,531</b>	<b>2,473,500</b>	<b>6.4%</b>

2019 Library Operating Budget\_Library Board\_for Council approval

EXPENDITURE	2018 Budget	2018 Actual	2019 Budget	% Change
<b>LIBRARY LABOUR - REGULAR</b>				
3-8-3100100-0010 Library Service - Salaries & Wages	1,385,000	1,405,037	1,465,000	5.8%
3-8-3100100-0010 Sick Leave Payout	5,000	0	5,000	0.0%
3-8-3100100-0020 Library Service - Benefits	206,000	211,680	225,000	9.2%
3-8-3100100-0030 Library Service - Pensions	150,000	148,138	155,000	3.3%
3-8-3100100-0990 Library Service - Recovered	-2,000	0	-2,000	0.0%
<b>TOTAL LIBRARY LABOUR - REGULAR</b>	<b>1,744,000</b>	<b>1,764,855</b>	<b>1,848,000</b>	<b>6.0%</b>
<b>LIBRARY LABOUR - SUMMER</b>				
3-8-3100150-0010 Library Summer - Labour	5,000	7,512	7,500	50.0%
3-8-3100150-0020 Library Summer - Benefits	300	349	300	0.0%
3-8-3100150-0030 Library Summer - Pensions	200	274	200	0.0%
<b>TOTAL LIBRARY LABOUR - SUMMER</b>	<b>5,500</b>	<b>8,135</b>	<b>8,000</b>	<b>45.5%</b>
<b>GALLERY OPERATION</b>				
3-8-31001660-3501 Gallery Operation	3,500	4,624	4,000	14.3%
3-8-3100160-3502 Painting Cleaning	1,500	2,078	2,000	33.3%
<b>TOTAL GALLERY OPERATION</b>	<b>5,000</b>	<b>6,702</b>	<b>6,000</b>	<b>20.0%</b>
<b>Cost of sales - Inventory</b>	<b>200</b>	<b>0</b>	<b>200</b>	<b>0.0%</b>
<b>LIBRARY MATERIALS - BOOKS</b>				
3-8-3200100-3001 Books - Adult Audio Fiction	9,000	9,640	9,000	0.0%
3-8-3200100-3010 Books - Adult Audio Non-Fiction	2,000	2,514	2,500	25.0%
3-8-3200100-3005 Books - Adult Fiction	30,000	28,611	30,000	0.0%
3-8-3200100-3010 Books - Adult Non Fiction	23,000	22,608	22,000	-4.3%
3-8-3200100-3011 Books - Overdrive eBooks	10,000	10,360	12,000	20.0%
3-8-3200100-3015 Books - Adult French	500	879	1,000	100.0%
3-8-3200100-3030 Books - Children Fiction	11,000	9,553	11,000	0.0%
3-8-3200100-3031 Books - Children Non-Fiction	10,000	9,485	10,000	0.0%
3-8-3200100-3032 Books - Children Picture	11,000	11,110	11,000	0.0%
3-8-3200100-3035 Books - Children French	1,000	971	1,000	0.0%
3-8-3200100-3038 Books - Children Audio	500	584	500	0.0%
3-8-3200100-3050 Books - Young Adult	7,000	6,888	7,000	0.0%
3-8-3200100-3051 Books - Adult Multilingual	500	825	500	0.0%
3-8-3200100-3070 Books - Children Multilingual	500	320	500	0.0%
3-8-3200100-3071 Books - Large Print	9,000	7,263	7,500	-16.7%
3-8-3200100-3075 Books - Literacy	500	541	500	0.0%
3-8-3200100-3095 Processing & Binding Supplies	4,500	5,386	6,000	33.3%
<b>TOTAL LIBRARY MATERIALS - BOOKS</b>	<b>130,000</b>	<b>127,538</b>	<b>132,000</b>	<b>1.5%</b>

2019 Library Operating Budget\_Library Board\_for Council approval

EXPENDITURE	2018 Budget	2018 Actual	2019 Budget	% Change
<b>LIBRARY MATERIALS - PERIODICALS</b>				
3-8-3200150-3451 Newspapers	1,500	1,500	1,500	0.0%
3-8-3200150-3455 Periodicals	5,000	4,335	4,500	-10.0%
<b>TOTAL LIBRARY MATERIALS - PERIODICALS</b>	<b>6,500</b>	<b>5,835</b>	<b>6,000</b>	<b>-7.7%</b>
<b>LIBRARY MATERIALS - CD</b>				
3-8-3200200-3135 CD - Music	500	1,442	1,000	100.0%
<b>TOTAL LIBRARY MATERIALS - CD</b>	<b>500</b>	<b>1,442</b>	<b>1,000</b>	<b>100.0%</b>
<b>LIBRARY MATERIALS - DVD</b>				
3-8-3200250-3201 DVD - Adult Feature	28,000	29,409	28,000	0.0%
3-8-3200250-3230 DVD - Children	8,000	7,954	8,000	0.0%
3-8-3200250-3280 DVD - Adult Documentary	3,000	3,117	3,000	0.0%
<b>TOTAL LIBRARY MATERIALS - DVD</b>	<b>39,000</b>	<b>40,480</b>	<b>39,000</b>	<b>0.0%</b>
<b>LIBRARY MATERIALS - ELECTRONIC RESOURCES</b>				
3-8-3200270-3379 Electronic Database	16,000	15,481	23,000	43.8%
<b>TOTAL LIBRARY MATERIALS - ELECTRONIC</b>	<b>16,000</b>	<b>15,481</b>	<b>23,000</b>	<b>43.8%</b>
<b>LIBRARY MATERIALS - MICROFILM</b>				
3-8-3200300-3401 Microfilm/Patron Cards	4,000	2,213	4,000	0.0%
<b>TOTAL LIBRARY MATERIALS - MICROFILM</b>	<b>4,000</b>	<b>2,213</b>	<b>4,000</b>	<b>0.0%</b>
<b>TOTAL COLLECTION BUDGET</b>	<b>196,000</b>	<b>192,989</b>	<b>205,000</b>	<b>4.6%</b>
<b>LIBRARY MATERIALS - PROGRAMS</b>				
3-8-3300100-0220 Programs - Children & Young Adult	3,500	3,542	3,500	0.0%
3-8-3300100-0224 Programs - Author Readings	2,000	771	1,500	-25.0%
3-8-3300100-0227 Programs - Info Services	1,000	1,253	1,000	0.0%
<b>TOTAL LIBRARY MATERIALS - PROGRAMS</b>	<b>6,500</b>	<b>5,566</b>	<b>6,000</b>	<b>-7.7%</b>

2019 Library Operating Budget\_Library Board\_for Council approval

EXPENDITURE	2018 Budget	2018 Actual	2019 Budget	% Change
<b>FACILITY OPERATION</b>				
3-8-4000100-0040 Facility - Heat	20,000	23,371	26,500	32.5%
3-8-4000100-0041 Facility - Hydro	105,000	92,293	95,000	-9.5%
3-8-4000100-0042 Facility - Water	3,000	4,393	5,000	66.7%
3-8-4000100-0043 Facility - Sewer	2,000	3,089	3,000	50.0%
3-8-4000100-0080 Facility - Repairs & Maintenance	35,000	35,093	35,000	0.0%
3-8-4000100-0082 Facility - Maintenance Supplies	10,000	13,542	15,000	50.0%
3-8-4000100-0086 Facility - Security System	1,000	848	1,000	0.0%
3-8-4000100-0087 Facility - Service Agreements	30,000	27,051	30,000	0.0%
3-8-4000100-0955 Facility - Property Taxes	2,500	2,315	2,500	0.0%
<b>TOTAL FACILITY OPERATION</b>	<b>208,500</b>	<b>201,995</b>	<b>213,000</b>	<b>2.2%</b>
<b>ADMINISTRATION</b>				
3-8-4500100-0050 Administration - Telephone	3,500	4,235	4,000	14.3%
3-8-4500100-0051 Administration - Internet	3,000	2,686	3,000	0.0%
3-8-4500100-0060 Administration - Office Supplies	5,500	5,660	6,000	9.1%
3-8-4500100-0063 Administration - Secure Courier	1,000	926	1,000	0.0%
3-8-4500100-0061 Administration - Postage	1,500	2,212	2,000	33.3%
3-8-4500100-0090 Administration - Insurance	7,500	7,539	7,500	0.0%
3-8-4500100-0110 Administration - Travel	2,500	3,321	3,000	20.0%
3-8-4500100-0111 Administration - Staff Recognition	2,000	2,004	2,000	0.0%
3-8-4500100-0120 Administration - Advertising & Promotion	3,000	2,413	5,000	66.7%
3-8-4500100-0150 Administration - Contingency (moved to salaries)				
3-8-4500100-0180 Administration - Furniture & Equipment	4,000	9,016	6,000	50.0%
3-8-4500100-0190 Administration - Staff Training	8,000	4,823	9,000	12.5%
3-8-4500100-0210 Administration - Memberships	2,500	2,493	2,500	0.0%
3-8-4500100-0510 Administration - IT Equipment	35,000	62,136	50,000	42.9%
3-8-4500100-0516 Administration - Web Site	1,000	833	1,000	0.0%
3-8-4500100-0520 Administration - Consulting Fees EAP	2,000	1,289	2,000	0.0%
3-8-4500100-0530 Administration - Legal	4,000	4,587	4,000	0.0%
3-8-4500100-0540 Administration - Audit	6,000	5,292	6,000	0.0%
3-8-4500100-0550 Administration - Photocopying	6,000	7,318	8,000	33.3%
3-8-4500100-0567 Administration - Meeting Expense	1,000	1,752	1,000	0.0%
3-8-4500100-0720 Administration - Bank Charges	1,500	1,487	1,500	0.0%
<b>TOTAL ADMINISTRATION</b>	<b>100,500</b>	<b>132,022</b>	<b>124,500</b>	<b>23.9%</b>



2019 Library Operating Budget\_Library Board\_for Council approval

EXPENDITURE	2018 Budget	2018 Actual	2019 Budget	% Change
3-8-4600150-0925 Award - Delaney Award	300	300	300	
<b>HASTINET</b>				
3-8-5000100-0010 Hastinet - Labour	19,000	19,281	9,500	-50.0%
3-8-5000100-0020 Hastinet - Benefits	3,500	3,075	2,000	-42.9%
3-8-5000100-0030 Hastinet - Pensions	1,500	1,131	500	-66.7%
3-8-5000100-0050 Hastinet - Telephone	0	0	0	
3-8-5000100-0061 Hastinet - Courier Service	5,000	10,997	14,000	180.0%
3-8-5000100-0080 Hastinet - Site Cost	0	0	0	
3-8-5000100-0087 Hastinet - Contract	25,000	25,027	25,000	0.0%
3-8-5000100-0180 Hastinet - Capital Program	0	0	0	
3-8-5000100-0511 Hastinet - IT Software/Hardware	500	767	0	-100.0%
3-8-5000100-0517 Hastinet - Electronic Resources	30,000	30,527	42,000	40.0%
3-8-5000100-0540 Hastinet - Audit Fees	1,500	0	2,000	33.3%
3-8-5000100-9900 Hastinet - Recovered	-43,000	-45,403	-47,500	10.5%
<b>TOTAL HASTINET</b>	<b>43,000</b>	<b>45,402</b>	<b>47,500</b>	<b>10.5%</b>
<b>LIBRARY FUND</b>				
3-8-6000100-0883 Transfer - Sick Leave Payout Reserve	5,000	5,000	5,000	0.0%
3-8-6000100-0984 Transfer - Equipment Reserve	0	30,500	0	
3-8-6000100-0830 Transfer - Capital Reserve	10,000	10,000	10,000	0.0%
3-8-6000100-0985 Transfer to Reserve				
<b>TOTAL TRANSFERS TO RESERVES</b>	<b>15,000</b>	<b>45,500</b>	<b>15,000</b>	
<b>TOTAL EXPENDITURES</b>	<b>2,324,500</b>	<b>2,403,466</b>	<b>2,473,500</b>	<b>6.4%</b>
<b>SURPLUS / (DEFECIT)</b>	<b>0</b>	<b>-4,935</b>	<b>0</b>	<b>0</b>

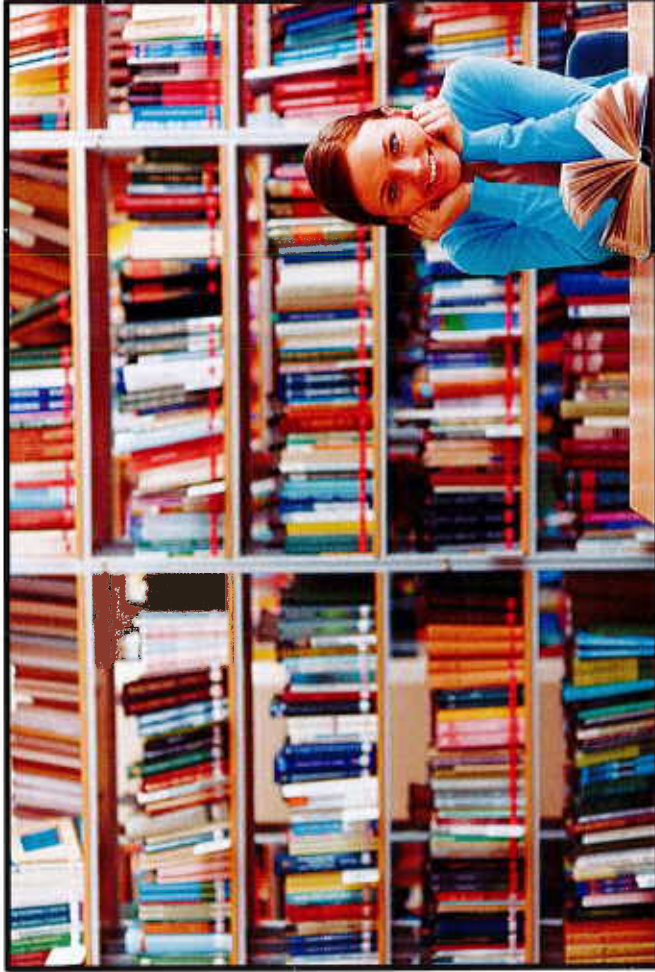
# Belleville Public Library Board

## Municipal Grant Request 2019



**Belleville**  
Public Library

John M. Parrott



## **Outline**

- 2018 Usage statistics
- 2018 Budget actuals - highlights
- 2019 Municipal Operating Grant request overview
- 2019 Proposed budget - highlights
- Digital resources expanding in 2019

## **2018 Usage statistics**

- In 2018 the Library circulated 361,961 items, representing an increase of 4.4% over 2017, and a 3.9% increase since 2015.
- Our customers downloaded 32,721 eBooks in 2018, representing an increase of 19% over 2017, and a 27% increase since 2015.
- In 2018 there were 51,431 digital checkouts (eBooks, audiobooks, movies, music), an increase of 17% over 2017, and a 67% increase since 2015.
- Digital checkouts represented 14% of our total circulation in 2018, compared to 13% in 2017 and 9% in 2015.
- The Library and Gallery held 803 programs and events in 2018, attended by 20,971 people. This represents an increase in attendance of 31% over 2017 and an increase of 44% since 2015.

## **2018 Budget actuals highlights**

- The Library received \$144,034 in grant funding from the Province of Ontario, an increase of 55% over 2017 provincial funding.
- The Library and Gallery generated \$334,531 in revenue in addition to the Municipal grant, an increase of 13% over 2017.
- The overall 2018 budget actual expenditure, once finalized, will result in a budget shortfall (deficit) of approximately \$5,000 on \$2,403,466 spent, or 0.2%.

# 2019 Municipal Grant request overview

- We are requesting a 3.95% increase in our Operating Grant over the 2018 grant amount, or \$81,500. The Board's goal with this budget request is to invest more in human resources and in our borrowing collection, while keeping pace with rising costs due to inflation.
- **Borrowing collection:** For several years we have had flat or slightly declining collection budgets, though demand (circulation) is increasing. We have budgeted for a 4.6% increase in 2019, roughly matching the 4.4% increase in circulation (checkouts) for 2018.
- **Human resources:** 2019 represents year two of our current union contract, with investments in salaries designed to reduce staff turnover and make us more competitive with other libraries. We also incorporated more funds for staffing to cover for medical leaves due to higher than average rates of illness with our aging workforce. About 70% of medical leave hours need to be covered with extra hours. For 46 full and part-time staff, in 2018, we had 2,500 hours of medical leave taken by staff (357 days). Then, in the first two months of 2019 alone, we had 756 hours of medical leave taken by staff (108 days).

# **Digital resources expanding in 2019**

The 2019 planned budget includes investments in the following digital products available for borrowing for free by our customers:

## **Budget increased to meet increased demand:**

Hoopla: instantly download eBooks, audiobooks, comics, graphic novels, music and movies.

Overdrive: traditional borrowing model for downloading eBooks and audiobooks. “Advantage” titles are purchased to reduce waiting lists.

## **New digital services being introduced in 2019:**

Kanopy video: streaming media service with 30,000 films including documentary, foreign films, and the Criterion collection.

Canadian Reference Centre database: Research full-text articles from major journals and magazines, including Consumer Reports.

# The Belleville Public Library and John M. Parrott Art Gallery:

*We help you find what you are looking for.*

## Questions?

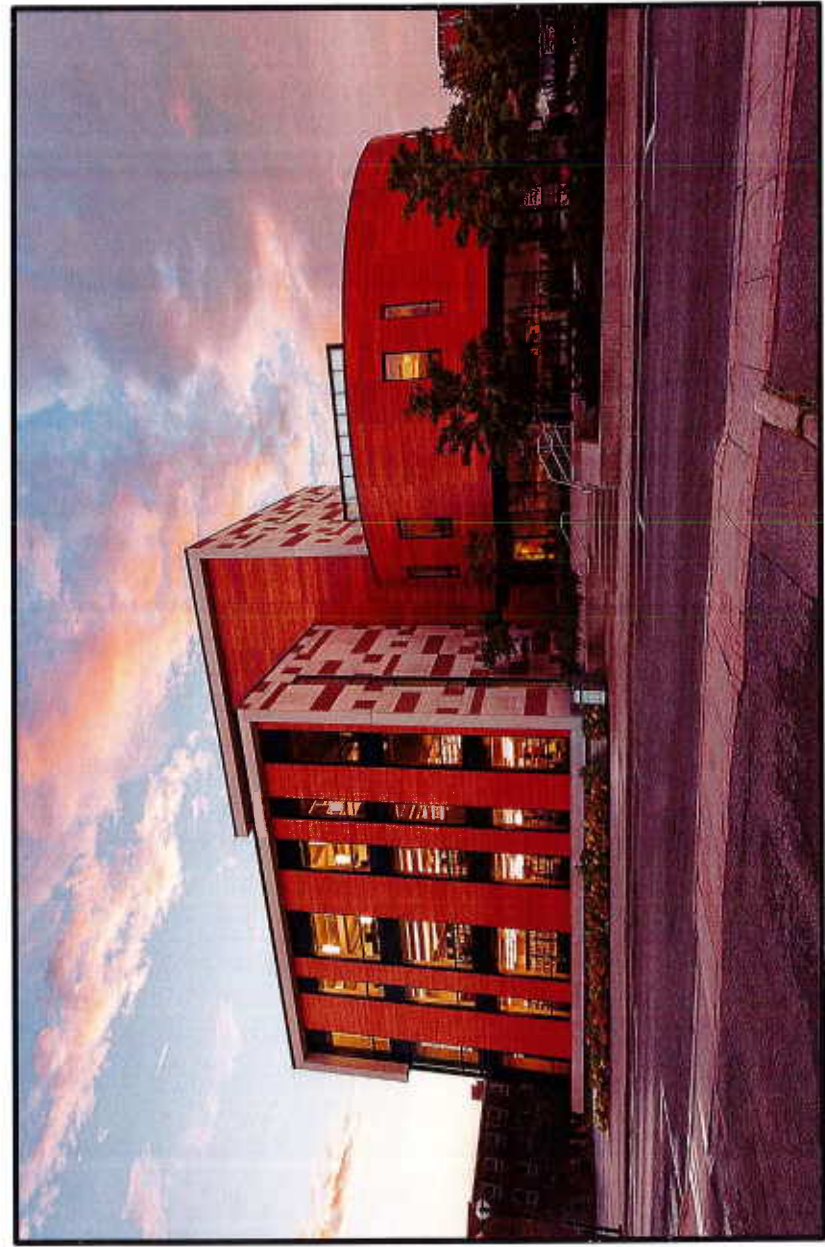
Trevor Pross  
CEO

[tpross@bellevillelibrary.ca](mailto:tpross@bellevillelibrary.ca)

613-968-6731, ext. 2022



@tpross11







To: Brian Cousins, Director of Finance/Treasurer  
CC: Mayor Mitch Panciuk  
Karen Poste, Manager Economic & Strategic Initiatives  
Councillor Sean Kelly, BoQ RMB Board Vice Chair  
Quinte West Councillor Al Dewitt, BoQ RMB Chair

Re: City of Belleville Funding, 2019-2023

Dear Brian,

As requested in your budget letter from February 2019, the Bay of Quinte Regional Marketing Board is respectfully requesting the following three elements from the City of Belleville:

1. A funding partnership agreement and MOU for the duration of the budgets determined by this current term of Council: 2019-2023
  - This kind of long-term partnership would provide us with certainty of our budget and stability of the partnership
  - We are requesting the same of our other 5 partners who are outlined in the attached PPT presentation
  - This year-over-year funding breakdown is detailed below along with the initiatives that we intend to spend the 25 cent per capita increase on in 2019-20
2. A per capita funding increase of 25 cents per year, implemented over four years, for a total of \$1.00 as detailed below
  - BoQ staff met with Mayor Panciuk and City Economic Development staff on January 21, 2019 and had positive discussions about this proposed increase
  - We have had similarly positive discussions with our other municipal partners (City of Quinte West and Mohawks of the Bay of Quinte) about this same funding increase
  - The current \$1.30 per capita has remained unchanged since 2014
3. Receipt of a portion of the Municipal Accommodation Tax (MAT) funds, as determined by Council
  - As the official Destination Marketing Organization (DMO) for the region recognized by Ontario Tourism's *Regional Tourism Organization 9*, we are advocating for our position as an "eligible tourism entity" to receive part of the MAT funds
  - We have outlined below how we plan to spend MAT funds in an effort to drive regional economic activity

We would like to formally request a delegation timeslot during the operation budget meetings in April in order to discuss these matters and review how our regional partnership has helped drive economic activity in the City of Belleville.



## Per Capita Background

- The \$1.30 per capita municipal model has remained unchanged since 2014. In that time, the BoQ RMB has grown significantly, doubling its mandate, doubling in staff and achieving significant marketing success and return on investment via economic growth.
- MAT Implications: While the introduction of a Municipal Accommodation Tax in Belleville may have a positive impact on BoQ RMB's budget, it should be noted that according to the Municipal Act, MAT funds are to be used *for the exclusive purpose of promoting tourism*.
  - With BoQ RMB having a dual mandate of tourism and resident attraction, it is important for our organization to continue to derive non-MAT funds (eg. per capita funds) in an effort to further our resident attraction marketing.
- Changes in Provincial Government: We are also very cognizant of how provincial governments can change significantly from one election to the next. Therefore, we cannot be certain that a MAT will always exist in the province of Ontario.
  - As such, we have a vested interest in an increase in per capita investment from our partner municipalities in an effort to sustain our budget through non-MAT means.
- Competition: Our organization feels strongly that we must continue to grow and diversify our funding and budget in order to compete in Ontario and beyond.
  - For example, City of Kingston currently funds tourism marketing at over \$9 per capita (approx. \$1.2 million) and derives a MAT of approximately \$3.5 million, for a total budget nearing \$5 million.

It was agreed by the Board of Directors that a year-over-year incremental increase of 25 cents through the current term of Council would be the best approach for our partner municipalities. This would allow for incorporating a total increase of \$1.00 per capita more easily into operations budgets over the course of four years.



### Current & Proposed Per Capita Funding

- Belleville currently funds BoQ RMB \$1.30 per capita, which has remained unchanged since 2014.
- Based on the most recent Census population data from 2016, this funding is:
  - Population 50,716 x \$1.30 per capita = \$65,930
- The proposed funding increase from the City of Belleville would break down as follows:
  - April 2019 to March 2020: \$1.55 per capita = \$78,610
  - April 2020 to March 2021: \$1.80 per capita = \$91,289
  - April 2021 to March 2022: \$2.05 per capita = \$103,968
  - April 2022 to March 2023: \$2.30 per capita = \$151,639

### Uses for new per capita funding

- The proposed per capita increase of 25 cents for 2019-20 would result in \$12,680 in additional funding.
- With this increase, we will be better equipped to pursue the following resident attraction initiatives:
  - Employment attraction campaign setup & marketing.
    - Working in collaboration with the employment services agencies, the municipalities and other sector leaders (QEDC, QHBA), we will be creating a more robust job marketing system through QuinteJobs.ca that will enable more efficient jobs marketing, easier job posting and application review for employers, plus greater tracking of applications that result from the marketing
    - The initial focus will be on manufacturing and skilled trades positions
  - Loyalist College student retention initiatives
    - We will be working in closer collaboration with both the Loyalist College Alumni and International departments in an effort to create stronger awareness to educated youth and graduates about the benefits of staying in/returning to the Bay of Quinte region
  - Immigration strategy development and marketing
    - Updates to the immigration portal from funding received in 2018 will be completed by spring 2019. At that time, we will have the tools to begin creating a more coherent regional immigration strategy and corresponding marketing for secondary migration to city centres, particularly in Toronto , Ottawa and Montreal



## MAT Funding

- As the official Destination Marketing Organization for the region (recognized by our Ontario Tourism's *Regional Tourism Organization 9*), we are advocating for the receipt of a portion of these monies as determined by Council.
  - Staff report ECDEV 2019-05 proposed that "50% of the (MAT) revenue collected be provided to the BQRMB either directly or through the DMP"
- We are currently working with the City of Quinte West on their MAT funding and anticipate receiving 50% of their total funds
  - This is estimated at approximately \$243,000 using 2018 year-end regional hotel data
- As previously mentioned above, it is important to note that MAT funds are to be used *for the exclusive purpose of promoting tourism*.
  - With BoQ RMB having a dual mandate of tourism and resident attraction, it is essential for our organization to continue to derive non-MAT funds (eg. per capita funds) in an effort to further our resident attraction marketing.

## Uses for MAT funding

- Regardless of the amount of MAT funds received by both municipalities, we have outlined the following initiatives in our 2019-20 Business Plan:
  - Increased investment across all projects to compete in SE Ontario
    - Focus on fall, winter, spring
    - Continued production of our core products like the multiple award-winning BoQ Discovery Guide, BoQ map, kiosk, BoQ TV, 5x BoQ websites, 4x BoQ social media (over 40,000 followers), local radio campaign
  - Transition Marketing Coordinator position to a full-time, salary position
    - Currently, this position is a contract that was made possible by funding from the Rural Economic Development program
    - The Marketing Coordinator manages our social media platforms and BoQ blogs and is the driver of our daily messaging about the region
  - Hiring a new staff for sales and products
    - This would allow our Business Development position to focus on sports/travel trade/corporate and drive winter/shoulder season economic activity
  - Attending sales missions in NYC, Utica, Quebec, Ontario in partnership with Ontario Tourism to drive group travel, especially in fall, winter, spring
  - Attend the Canadian Sport Tourism Alliance Sports Events Congress in an effort to increase sports and events in the region, especially in fall, winter, spring
  - Attending trade shows in Toronto, Ottawa, NE USA with shoulder season products
  - Investment in the Ontario Tourism Innovation Fund
    - A program supported by Destination Ontario that helps build a community of tourism innovators and drives tourism product development by finding, fostering and supporting new, early stage and startup tourism experiences and. BoQ is one of five expansion regions in 2019
  - New Hwy 401 signage



- New video campaign
- New digital marketing/programmatic advertising campaign
- Increased investment in support and education/workshops for local businesses
- Investment in creation of a shared activities calendar for use by City/Chamber
- Design and functional updates to our 5 websites (haven't been updated since 2014-15)

We would like to formally request a timeslot to present a deputation to Belleville City Council during the operations budget meetings in April so we can further discuss our requests and 2018-19 results. A PowerPoint presentation to that effect will accompany this letter.

We have also included an appendix as part of this letter, detailing our accomplishments from the 2018-19 fiscal year.

Thank you for your consideration of all of the above and please do not hesitate to reach out should you have any questions or want to sit down for further discussion prior to our deputation.

Sincerely,

Dug Stevenson  
Executive Director  
613.438.2579  
dug@bayofquinte.ca

Al Dewitt  
Chair, BoQ RMB  
Councillor, City of Quinte West



## APPENDIX

### 2018-19 Accomplishments:

- Creation of Marketing Coordinator contract position
- 3.4% hotel occupancy growth in 2018
  - Over \$12 million dollars in estimated economic activity increase
  - 466% increase over 2017
- Over \$460,000 in economic activity generated from 2x ultimate Frisbee provincial championships at Mary Ann Sills Park
  - Second year in a row these bookings have been secured by BoQ RMB
- Over \$360,000 in economic activity generated from hotel golf packages sales
  - 36% increase over 2017
- Over \$41,000 generated from Golf in Ontario trip sales
- Over \$370,000 in estimated economic activity generated from 3-month BoQ programmatic advertising campaign
- Over \$96,000 generated in Bay of Quinte product sales (Guide, map, social media, BoQ TV)
- Successful funding application for \$100,000 to the Rural Economic Development (RED) program
- Successful funding applications to RTO 9 for \$63,850 for various marketing programs
- Successful funding applications to the Federal Government for \$7,594 for 2x summer students
- Met one-on-one with over 60 businesses, events organizers and organizations to provide marketing guidance and regional expertise
- Winner of Ontario Tourism Award of Excellence in print for our 5<sup>th</sup> edition Discovery Guide
- Winner of the Economic Developers Council of Ontario Award of Excellence in print for our 5<sup>th</sup> edition Discovery Guide
- Winner of Applied Arts Magazine Community Award in print for our 4<sup>th</sup> edition Discovery Guide
- Winner of Applied Arts Magazine Community Award in design for the application of our BoQ brand across multiple products
- Winner of Applied Arts Magazine Community Award in illustration for the illustrative series in our 4<sup>th</sup> edition Discovery Guide
- Finalist for Tourism Innovator of the Year at the Ontario Tourism Awards of Excellence
- Finalist for Innovative Community of the Year at the Economic Developers Council of Ontario Awards of Excellence
- Top 5 in North American in Google Premiere Partner, WordStream, Google Adwords contest
- New earned media strategy creation
- Creation of new jobs marketing and tracking mechanism/strategy
- Creation of QuinteJobs.ca/Trades to promote trades jobs specifically
- Travel trade/sports promotion book created for sales missions/trade shows
- Sales missions to Quebec and NE USA with over 140 new travel trade contacts created
- Attended Edge of the Wedge experience development training in Newfoundland
- Launched kiosk platform as a web app across desktop and mobile
- Design of a new Bay of Quinte map
- Over 1,000 new Instagram followers
- Design update to immigration homepage and partnership landing pages + content updates across entire site
- Moneysense rated Belleville Top 10 community to retired in Canada/Top 100 community to live
- TripAdvisor named Bay of Quinte a Top 10 craft beer destination in Canada
- Escapism Toronto named Bay of Quinte a Top 5 destination in Ontario

## **Knight, Jennifer**

---

**From:** Cousins, Brian  
**Sent:** Monday, March 18, 2019 12:08 PM  
**To:** Knight, Jennifer  
**Subject:** FW: Quinte Ec Dev Commission - Belleville contribution  
**Attachments:** QEDC 2019 Belleville Presentation for budget -10 pages only.pptx

Brian T. Cousins, CMA  
Director of Finance/Treasurer  
City of Belleville  
169 Front Street  
Belleville, ON K8N 2Y8  
Phone: 613-967-3242  
Fax: 613-967-3206  
[bcousins@city.belleville.on.ca](mailto:bcousins@city.belleville.on.ca)

---

**From:** Chris King [<mailto:chris@quintedevelopment.com>]  
**Sent:** Friday, March 08, 2019 10:54 AM  
**To:** Cousins, Brian  
**Subject:** Quinte Ec Dev Commission - Belleville contribution

Hi Brian,

As per your letter request. Please see attached information on QEDC. Our budget for 2019 has a levy of \$4.03 per capita

Belleville's contribution is \$204,385.

Please let me know if you need anything else for the operating budget deliberations.

Best Regards,

Chris King,  
Chief Executive Officer

Quinte Economic Development Commission [www.quintedevelopment.com](http://www.quintedevelopment.com)  
Tel 613-961-7990 | Fax 613-961-7998 | [chris@quintedevelopment.com](mailto:chris@quintedevelopment.com)  
Representing the Communities of Belleville, Brighton and Quinte West (Trenton) Ontario, Canada

 *Bay of Quinte*  
Quinte Economic Development Commission | *Competitive  
Innovative  
Supportive*

**INDUSTRY  
WORKS  
HERE**

*Bay of Quinte*

Quinte Economic Development Commission



# QUINTE ECONOMIC DEVELOPMENT COMMISSION

- Represents the municipalities of **Brighton, Quinte West (Trenton) and Belleville**
- Population approx. 106,137 between 3 municipalities
- Provide regional efforts to **attract new investment and support local industry**
- Strategic support to help companies grow more competitive and profitable
- Track record of successful investment attraction programs
- Recognized by **Site Selection Magazine** in 2008, 2012 & 2014, also part of Ontario East team recognized in 2018

# QUINTE ECONOMIC DEVELOPMENT COMMISSION

- Direct connections with business and industry
- Evidence based decision making. Strategies and plans based on input from community partners, businesses, and subject matter experts.
- Completed detailed **manufacturing labour market study & plan** with regular updates

**ENGAGING PEOPLE,  
EMBRACING TECHNOLOGY:**

THE GREATER BAY OF QUINTE REGION'S STRATEGY TO ADVANCE MANUFACTURING



*Bay of Quinte*  
Quinte Economic Development Commission

# QUINTE ECONOMIC DEVELOPMENT COMMISSION

- Board of Directors Representatives – to be appointed by the municipalities
  - City of Belleville
    - 1 municipal politician
    - 3 community/business leaders
  - City of Quinte West
    - 1 municipal politician
    - 3 community/business leaders
  - Municipality of Brighton
    - 1 municipal politician
    - 2 community/business leaders
- Funding – Per Capita Funding Model
  - \$3.95/capita in 2018
  - \$4.03/capita in 2019

# QEDC STAFF



**Chris King**  
Chief Executive Officer



**Rachael Bilodeau**  
Administrative Assistant



**Vicki Bristow Ferguson**  
Business Development Officer

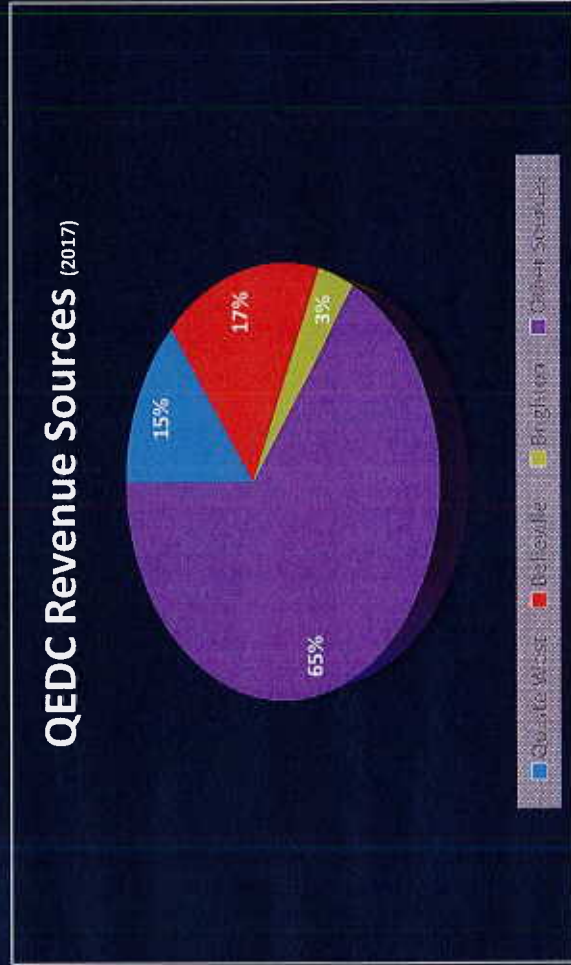


**Mike Hewitt**  
Manufacturing Resource  
Coordinator



# LEVERAGE PROVINCIAL AND FEDERAL FUNDING

QEDC maximizes core funding received by municipalities by accessing Federal and Provincial discretionary program dollars



# EXAMPLES OF ACTIVITIES

- Direct company outreach
- Sector trade shows and events
- Influencers – corporate real estate, Provincial and Federal investment officials, site selectors
- Web, social media and traditional advertising
- Earned Media
- Response to inquiries and servicing the client
- Manufacturing Resource Centre
- Corporate visitation program
- Training rebates
- Quinte Manufacturers Association
  - Plant tours
  - Member needs help
- Manufacturing Conference

# MARKETING

A MIX OF CONTENT MARKETING,  
DIGITAL PROGRAMMATIC &  
TRADITIONAL ADVERTISING FOR  
TARGETING  
INTERNATIONAL INVESTORS,  
INFLUENCERS & A LOCAL AUDIENCE

IN BAY OF QUINTE, YOU STAND ON THE THRESHOLD OF WORLD-CLASS MARKETS AT A FRACTION OF THE COST

**Bay of Quinte**  
Quinte Economic Development Commission

LEARN MORE ▶

HIGH QUALITY PRODUCTS MADE HERE IN BAY OF QUINTE

EXPERIENCE THE **Bay of Quinte** DIFFERENCE

**Bay of Quinte**  
Quinte Economic Development Commission

LEARN MORE ▶

INDUSTRY WORKS HERE

**Bay of Quinte**  
Quinte Economic Development Commission

LEARN MORE ▶



INDUSTRY WORKS HERE

Discover the advantages,  
incentives and opportunities  
in Ontario, Canada.  
Call today! 1-866-961-7990

**Bay of Quinte**  
Quinte Economic Development Commission

▶ LEARN MORE

**BUSINESS**

Economic Vitality in Bay of Quinte: How Businesses Contribute

**Bay of Quinte**  
Quinte Economic Development Commission

LEARN MORE ▶

**Bay of Quinte**  
Quinte Economic Development Commission

LEARN MORE ▶

**i** INQUINTE.CA

Celebrate Canada's 150 with local products

CELEBRATING CANADA'S 150TH LOCALLY: STARTING WITH ALL THE THINGS MADE IN THE BAY OF QUINTE

A message that adds visibility to products made in the Bay of Quinte community in your grocery stores to mark the Canada's 150 birthday.

▶ NEXT ▶ BAY OF QUINTE ▶ BAY OF QUINTE ▶

WE SUPPORT LOCALLY MADE

**Bay of Quinte**  
Quinte Economic Development Commission

LEARN MORE ▶

HIGH QUALITY PRODUCTS MADE HERE IN BAY OF QUINTE

**Bay of Quinte**  
Quinte Economic Development Commission

LEARN MORE ▶

INDUSTRY WORKS HERE

Discover the advantages, incentives and opportunities in Ontario, Canada. Call today! 1-866-961-7990

**Bay of Quinte**  
Quinte Economic Development Commission

▶ LEARN MORE

# INDUSTRY TOURS, TRADESHOW INVESTMENT & TRADE PROMOTION FOR LOCAL COMPANIES

**EXCLUSIVE » INVITE**

## INDUSTRY 4.0 IS HERE

**PROCTER & GAMBLE**  
BELLEVILLE PLANT TOUR

Procter & Gamble is opening their doors to the Quinte Manufacturers' Assoc. for an exclusive tour. Learn how P&G Belleville applies automation and digitization to their production process to maintain their global competitiveness.

**TUESDAY  
MAY 1, 2018**

7:15am Doors open  
7:30am Registration and coffee  
8:00am Plant tour with administrative and lab tour  
10:30am Lunch  
12:30pm Sign out

**Tuesday, May 1st / 7:15-10:15am**

The event is open to members of the Quinte Manufacturers Assoc. and affiliated agencies. All participants must register and be approved for attendance by P&G prior to event.

355 University Ave, Belleville, ON K8N 5T5

REGISTER TODAY    P&G HAShtag: #QUINTEDEVELOPMENT.COM

**Bay of Quinte**  
Quinte Economic Development Commission



Last day at the SIAL CANADA Show with Sprague Foods!  
271 views - 4 May

**Bay of Quinte**  
Quinte Economic Development Commission

**INDUSTRY WORKS HERE**

DISCOVER THE ADVANTAGES AND OPPORTUNITIES

www.quintedevelopment.com

2018-05-01 10:00 AM - 10:00 AM

800-541-7200

**Bay of Quinte**  
Quinte Economic Development Commission

AVAILABLE DIGITALS AND CERTIFIED INDUSTRIAL LAND

Why Bay of Quinte Region is the best place for your business? We're here to help you find the right site or facility. Connections and resources to get your project started easily.

CONTACT US  
800-541-7200

CONTACT #1  
info@quintedevelopment.com  
1-800-541-7200



# SUPPORTING INDUSTRY

- Manufacturing Resource Centre
- Corporate visitation program
- Training rebates
- Quinte Manufacturers Association
  - Plant tours
  - Member needs help service
- Manufacturing Conference
- Workshop and Events for Industry
- Direct company assistance (trade promotion, exporting, strategic guidance and support)
- Funding for Industry supported by MRC
  - \$49 million in Provincial and Federal funding
  - Leveraging \$340 million in total investment

# 2019

- Advancing QEDC investment files of new and expanding businesses
- New Strategic Plan and Target Market Study
- Purpose-led activities focused on improving the performance of local businesses
- Deliver innovative and focused Business to Business marketing program
- Continue to deliver Elevate Plus program
- Collaborate with new and existing stakeholders
- Examples of opportunities and issues affecting businesses
  - Workforce and skill shortages
  - Disruptive Technologies
  - Global Competition
  - Global Supply Chains

# Thank you

Contact:  
Chris King, CEO  
613-961-7990 ext. 231  
[Chris@quintedevelopment.com](mailto:Chris@quintedevelopment.com)



Quinte Economic Development Commission



# Quinte CONSERVATION

clean world. safe homes. healthy life.

613-968-3434 Belleville

613-354-3312 Napanee

RR2, 2061 Old Hwy 2,  
Belleville, ON. K8N 4Z2

February 28, 2019

Mr. Brian Cousins, Director of Finance / Treasurer  
City of Belleville, City Hall  
169 Front Street  
Belleville, Ontario  
K8N 2Y8



## RE: 2019 QUINTE CONSERVATION BUDGET

Dear Mr. Cousins:

The executive of Quinte Conservation has approved the 2019 operating budget, the details for your municipality are enclosed.

The increase is required to cover costs related to liability insurance, property taxes and cost of living. Quinte Conservation's Executive Board has approved a General Levy of \$1,486,755 disbursed amongst its 18 member municipalities in accordance to the Conservation Authorities Act.

The City of Belleville general levy for 2019 Operations is \$581,916.

The capital levy portion of the budget only affects the benefiting municipalities and is identified separately to each municipality. For the Quinte Conservation 2019 Capital Projects benefitting The City of Belleville, your portion of the cost is:

- Forestry Management – \$25,922.00.
- Watershed monitoring – \$78,280.00.
- Capital Asset Management - \$39,140.00.

Please find attached an invoice representing the total amount that is due. In addition, I provide the following summary and explanation regarding our 2019 budget.

Several factors have influenced our program delivery and operations over the past few years.

- Planning – many municipalities are expecting more from our reviews because they do not have the staff compliment and expertise;
- Regulations department had to hire a dedicated enforcement officer because our regulations staff do not have the time to complete enforcement duties on a regular basis;
- Permits and site visits continue to increase year after year but our staffing levels have stayed the same;
- Increasing public expectations regarding our properties;
- Staff are encouraged to take on multiple projects to increase revenue but have trouble managing the additional workload;
- Health and safety training and requirements continue to increase in cost;

- Managing our existing staff compliment is important for retention purposes to ensure we have a well-balanced staff demographic;
- Vehicle and equipment maintenance costs continue to rise and we have aging equipment in need of replacement;
- Capital asset management -we have increasingly aging infrastructure (dams, buildings, etc.) that require repair and maintenance for public and staff safety;

Also, extreme local events associated with climate change, include the historical flooding event in 2014 throughout our three watersheds; the level 3 drought in 2016 that affected 50% of our residents; high water in 2017 affecting 100% of shoreline on Lake Ontario; and the Level 2 drought in 2018 affecting all of our watershed residents, have caused significant challenges. These events require staff resources for watershed monitoring and reporting, and continue to result in:

- very large workloads on our staff resulting in accumulated overtime for an increase in numbers of site visits, required attendance at meetings across all three watersheds, increased education and outreach;
- extra equipment rental costs;
- extra costs related to hiring contractors to complete required work;
- site visits increased from 98 visits in 2016 to over 400 visits in 2018, an increase of 400%;

These incidents and more have led to a slight increase in our operational budget for 2019. Over the next year or so, our management team will focus on developing a new strategic plan (with staff and board member input), updating job descriptions, implementing a job evaluation and performance standard, developing a succession plan and updating our organizational structure to better reflect our operation.

If you have any questions about the budget please contact me (613-968-3434, ext. 103) or Tammy Smith (ext. 116) at the same number. I am also available to attend your council meetings to explain the budget and our programs for 2019.

Sincerely,



Bradley A. McNevin  
 Chief Administrative Officer  
 (613) 968-3434 or (613) 354-3312 ext. 103  
 bmcnevin@quinteconservation.ca



**Quinte Conservation**

R.R.#2  
2061 Old Hwy # 2  
(613)968-3434  
Belleville, ON K8N 4Z2  
CA

Invoice Number:

IN000030558

Quinte  
CONSERVATION

**Invoice**

Sold City of Belleville LEVB100  
To: 169 Front Street  
Belleville, Ontario K8N 2Y8

Date: February 22, 2019

Order No.

Rep TSMITH

Quantity	Description/Comments	Unit Price	Amount
0.00	Regular Levy	0.00	581,916.00
0.00	Watershed Monitoring Levy	0.00	78,280.00
0.00	Forestry Levy	0.00	25,922.00
0.00	Capital Asset Management Levy	0.00	39,140.00

**Payment Details**

Cash  
 Cheque  
 Visa  
 Master Card

Name : \_\_\_\_\_  
CC # : \_\_\_\_\_  
Expires : \_\_\_\_\_ CVV Code : \_\_\_\_\_

Subtotal	725,258.00
HST	0.00
<b>Total</b>	<b>725,258.00</b>

**Office Use Only**

Invoice Due Upon Receipt. 2% per Month and 24% per Annum

# Quinte Conservation Preliminary 2019 Budget

Summary Sheet

2019  
Approved  
Budget

## Watershed Science, Monitoring & Reporting (WSMR) Expenditures

<b>1a</b> Program Management & Operations	\$ 520,512.88
<b>1b</b> Watershed Planning & Operations	\$ 520,512.88
<b>1c</b> Climate Change	\$ 106,011.05
<b>1d</b> Flood Forecasting	\$ 144,362.00
<b>1e</b> GIS Services	\$ 66,755.00
<b>1f</b> Watershed Data Management & Reporting	\$ 108,345.00
<b>1g</b> Water Control Operations	<u>\$ 161,580.25</u>
<b>Total WSMR Expenditures</b>	<b>\$ 1,628,079.06</b>

## Watershed Science, Monitoring & Reporting (WSMR) Revenue

<b>1h</b> Provincial	\$ 243,002.00
<b>1i</b> Municipal Levy	\$ 747,063.76
<b>1j</b> Special Levy	\$ 65,528.00
<b>1k</b> Other Revenue	<u>\$ 569,698.25</u>
<b>Total WSMR Revenue</b>	<b>\$ 1,625,292.01</b>

## Planning Advisory & Regulatory Services (PARS) Expenditures

<b>2a</b> Program Management & Operations	\$ 315,407.26
<b>2b</b> Program Costs	\$ 17,000.00
<b>2c</b> Legal Costs	<u>\$ 16,000.00</u>
<b>Total PARS Expenditures</b>	<b>\$ 348,407.26</b>

## Planning Advisory & Regulatory Services (PARS) Revenue

<b>2d</b> Provincial	\$ 68,487.00
<b>2e</b> Municipal Levy	\$ 187,310.26
<b>2f</b> Special Levy	\$ -
<b>2g</b> Other Revenue	<u>\$ 92,610.00</u>
<b>Total PARS Revenue</b>	<b>\$ 348,407.26</b>

**Corporate Services (CS) Expenditures**

<b>3a</b> Management & Members	\$	187,622.77
<b>3b</b> Operation of Office	\$	210,990.88
<b>3c</b> Operation of Vehicles and Equipment	\$	81,138.00
<b>3d</b> Equipment Acquisition	\$	60,000.00
<b>3e</b> Communications	\$	41,320.00
<b>Total CS Expenditures</b>	\$	<u>581,071.65</u>

**Corporate Services (CS) Revenue**

<b>3f</b> Provincial	\$	17,122.00
<b>3g</b> Municipal Levy	\$	386,729.65
<b>3h</b> Special Levy	\$	-
<b>3i</b> Other Revenue	\$	<u>177,220.00</u>
<b>Total CS Revenue</b>		581,071.65

**Conservation Land Mangement (CLM) Expenditures**

<b>4a</b> Program Management & Operations	\$	32,897.04
<b>4b</b> Property Taxes	\$	80,000.00
<b>4c</b> Vanderwater Conservation Area	\$	3,600.00
<b>4d</b> Deerock Conservation Area	\$	8,500.00
<b>4e</b> Quinte Conservtion Area	\$	7,200.00
<b>4f</b> Other Conservation Area's MRW	\$	30,000.00
<b>4g</b> Depot Lakes Conservation Area	\$	67,200.00
<b>4h</b> Other Conservation Area's NRW	\$	5,600.00
<b>4i</b> McFarland Conservation Area	\$	2,700.00
<b>4j</b> MacAulay Mountain Conservation Area	\$	7,500.00
<b>4k</b> Massassauga Conservation Area	\$	2,000.00
<b>4l</b> Little Bluff Conservation Area	\$	3,500.00
<b>4m</b> Other Conservation Area's PEW	\$	6,300.00
<b>4n</b> Conservation Area Major Upgrades	\$	20,980.08
<b>4o</b> Community Development	\$	<u>2,500.00</u>
<b>Total CLM Expenditures</b>	\$	<u>280,477.12</u>

**Conservation Land Mangement (CLM) Revenue**

<b>4o</b> Provincial	\$	-
<b>4p</b> Municipal Levy	\$	125,977.12
<b>4q</b> Special Levy	\$	-
<b>4r</b> Other Revenue	\$	<u>154,500.00</u>
<b>Total CLM Revenue</b>	\$	<u>280,477.12</u>



Summary Sheet

2019  
Approved  
Budget

**Stewardship Services (SS) Expenditures**

<b>5a</b> Program Management & Operations	\$ 57,049.75
<b>5b</b> Reforestation	\$ 34,624.39
<b>5c</b> Conservation Education & Outdoor Program	\$ 21,500.00
<b>Total SS Expenditures</b>	\$ 113,174.14

**Stewardship Services (SS) Revenue**

<b>5d</b> Provincial	\$ -
<b>5e</b> Municipal Levy	\$ 39,674.14
<b>5f</b> Special Levy	\$ -
<b>5g</b> Other Revenue	\$ 73,500.00
<b>Total SS Revenue</b>	\$ 113,174.14

**Quinte Conservation Program Summary for Expenditures**

WSMR	\$ 1,628,079.06
PARS	\$ 348,407.26
CS	\$ 581,071.65
CLM	\$ 280,477.12
SS	\$ 113,174.14
<b>Total Expenditures</b>	\$ 2,951,209.23

**Quinte Conservation Program Summary for Revenue**

WSMR	\$ 1,625,292.01
PARS	\$ 348,407.26
CS	\$ 581,071.65
CLM	\$ 280,477.12
SS	\$ 113,174.14
<b>Total Revenue</b>	\$ 2,948,422.18

<b>Total Surplus / Deficit</b>	\$ 2,787.05
<b>Total Surplus to be carried to 2019</b>	

<b>Actual 2018 Municipal Levy</b>	\$ 1,434,519.00
<b>Total Preliminary 2019 Levy</b>	\$ 1,486,754.93
<b>Increase / Decrease in Levy</b>	\$ 52,235.93

# Watershed Science, Monitoring & Reporting (WSMR) Expenditures

2019

Approved  
Budget

## 1a Program Management & Operations 520,512.88

Wages & Benefits for the for the following positions:

Engineer Assistant 90%  
MRW Field Technician 72%  
NRW Field Specialist 36%  
Field Manager 80%  
Planning & Regulations Manager 35%  
Regulations Officer 15%  
Technical Administration Assistant 41%  
Education Coordinator 11%  
Water Resources Manager 45%  
Communications Specialist 30%  
CAO 20%  
Accounting Clerk 45%  
HR Specialist 31%

## 1b Watershed Planning & Operations 520,512.88

Wages & Benefits for the for the following positions:

Engineer Technician 80%  
Engineer Assistant 10%  
MRW Field Technician 25%  
NRW Field Technician 25%  
Field Manager 20%  
CAO 20%  
Corporate Services Manager 50%  
Regulations Officer 30% & 75%  
Outdoor Education Specialist 25%  
Water Resources Manager 35%  
Communications Specialist 10%  
Corporate Services Assistant 24%  
Ecologist/Planner 10%  
Technical Assistant 40%  
GIS Technician 10%  
Planning & Regulations Assistant 30%  
HR Specialist 31%  
SWP Coordinator 10%

## 1c Climate Change \$ 103,224.00

# Watershed Science, Monitoring & Reporting (WSMR) Expenditures

2019

Approved  
Budget

## Flood Forecasting

### Operation of MRW Workshop

Fuel for Furnace	\$	4,000.00
Maintenance & Rental of Welding Equipment	\$	800.00
Hydro	\$	1,900.00
Telephone	\$	1,900.00
Miscellaneous Purchases	\$	1,500.00
Fire Exting. Maintenance	\$	100.00
Computer Maintenance & Upgrade	\$	1,700.00
Insurance	\$	1,530.00
Repairs & Maintenance to Building	\$	2,800.00
Snowplowing	\$	800.00
Sanding	\$	300.00
Purchase of Small Tools	\$	100.00
<b>Total Operation of MRW Workshop</b>	\$	<b>17,430.00</b>

### Operation of NRW Workshop

Telephone	\$	1,000.00
Hydro	\$	2,400.00
Computer Purchase	\$	1,500.00
Miscellaneous Purchases	\$	200.00
Sanding & Snowplowing	\$	100.00
Insurance	\$	1,020.00
Purchase of Small Tools	\$	100.00
<b>Total Operation of NRW Workshop</b>	\$	<b>6,320.00</b>

### Operation of PERW Workshop

Telephone		200.00
Utilities		2,500.00
Insurance		612.00
Furnace Fuel		-
<b>Total Operation of PERW Workshop</b>	\$	<b>3,312.00</b>

### Communications Equipment

Bell Mobility	\$	9,500.00
Internet	\$	3,000.00
Cell Phone Maintenance & Upgrade	\$	1,800.00
<b>Total Communications Equipment</b>	\$	<b>14,300.00</b>

## Watershed Science, Monitoring & Reporting (WSMR) Expenditures

2019

Approved  
Budget

Snow Sampling	\$	2,300.00
Ice Monitoring	\$	1,700.00
Operation and Maintenance of Gauges	\$	8,000.00
Flood Watch	\$	4,000.00
Operation of Kisters	\$	11,000.00
Health & Safety	\$	6,000.00
Promotions: Re Clothing, bags etc..	\$	5,000.00
Community Development	\$	5,000.00
Staff Expenses -includes training and development, special supply needs, uniforms and equipment rental ***	\$	50,000.00
Operator's Safety	\$	10,000.00
<b>1d Total Flood Forecasting</b>	<b>\$</b>	<b>144,362.00</b>
<b>1e GIS Services</b>	<b>\$</b>	<b>66,755.00</b>
Wages, Benefits and Expenses for GIS Assistant		
<b>Watershed Data Management &amp; Reportin</b>	<b>\$</b>	<b>87,295.00</b>
Wages and Benefits for Environmental Water Quality Technician and Two Summer Student Technicians		
<b>Miscellaneous</b>		
Technical Equipment upgrades and replacement	\$	16,000.00
Mapping & Air Photos	\$	450.00
Security at Napanee Sub-office	\$	400.00
Canadian Pacific RofW to 3rd Lake Dam	\$	<u>1,200.00</u>
<b>Total Miscellaneous</b>	<b>\$</b>	<b>18,050.00</b>
<b>Water Quality &amp; Sampling</b>	<b>\$</b>	<b>3,000.00</b>
<b>1f TOTAL Watershed Data Management</b>		<b>\$108,345.00</b>

# Watershed Science, Monitoring & Reporting (WSMR) Expenditures

2019

Approved  
Budget

## Water Controls Operations

### Insurance & Utilities & Marketing

**Property Insurance at :** McLeod Dam, Belleville Office, Deerock, Price Conservation Area, Sheffield Conservation Area, Vanderwater Conservation Area, Newburgh Conservation Area, Portland Conservation Area, Napanee Conservation Area, Forest Mill Conservation Area, Colebrook Conservation Area, Camden East Conservation Area, Demorestville Conservation Area, Massassauga Point Conservation Area, Milford Conservation Area, Little Bluff Conservation Area, H.J. McFarland Conservation Area, MacAulay Mtn. Conservation Area  
**Boiler & Machinery, Errors & Omissions Liability, Umbrella Liability**

**Total Insurance** \$ 91,800.00

#### Telephone

Belleville office \$ 1,000.00

Call forward from Napanee \$ 650.00

**Total Telephone** \$ 1,650.00

**Community Development** \$ 5,000.00

**TOTAL Insurance & Utilities & Marketing** \$ 98,450.00

### Flood Control Operations for Moira Watershed

#### Skootamatta Dam

Security, Level checks and op. \$ 2,500.00

#### Lingham Lake Dam

Security, Level checks and op. \$ 2,000.00

Minor Maintenance \$ 500.00

**Total Lingham Lake Dam** \$ 2,500.00

#### Caton's Weir

Security, Level checks and op. \$ 200.00

Removal of weirs \$ 3,000.00

**Total Caton's Weir** \$ 3,200.00

#### Wishart Dam

Grass Cutting \$ 500.00

Debris Removal \$ 4,500.00

Security, Level checks and op -

Rotate Ice Boom -

**Total Wishart Dam** \$ 5,000.00

## Watershed Science, Monitoring & Reporting (WSMR) Expenditures

2019  
Approved  
Budget

<b>Yardman Dam</b>	
Security, Level checks and op	\$ 7,180.00
<b>Total Yardman Dam</b>	\$ 7,180.00
<b>Lott Dam</b>	
Security, Level checks and op	\$ 7,180.00
<b>Total Lott Dam</b>	\$ 7,180.00
<b>Deerock Dam</b>	
Security, Level checks and op.	\$ 1,200.00
Brushing	\$ 200.00
<b>Total Deerock Dam</b>	\$ 1,400.00
<b>Downey's Rapids</b>	
Security, Level checks and op.	\$ 500.00
Installation of Weir	\$ 2,500.00
<b>Total Downey's Rapids</b>	\$ 3,000.00
<b>Chapmans</b>	
Security, Level checks and op.	\$ -
Installation of Weir	\$ -
<b>Total Chapmans</b>	\$ -
<b>Holgate Dam</b>	
Grass Cutting	\$ 500.00
Security, Level checks and op.	\$ 6,680.00
<b>Total Holgate Dam</b>	\$ 7,180.00
<b>Mullhall Dam</b>	
Grass Cutting	\$ 400.00
Security, Level checks and op.	\$ 6,780.00
<b>Total Mullhall Dam</b>	\$ 7,180.00

## Watershed Science, Monitoring & Reporting (WSMR) Expenditures

2019

Approved  
Budget

Deloro Dam - Security Checks	\$	2,000.00
Flinton Dam - Security and Maintenance	\$	3,500.00
Miscellaneous	\$	110.25
<b>Total Dam Maintenance for MRW</b>	<b>\$</b>	<b>51,930.25</b>

### Flood Control Operations for Napanee Watershed

#### Second Depot Lake Dam

Minor Maintenance & Operations		1,000.00
<b>Total Second Depot Lake Dam</b>	<b>\$</b>	<b>1,000.00</b>

#### Third Depot Lake Dam

Road Gravel and Grading	\$	-
Level Checks / Security	\$	2,300.00
<b>Total Third Depot Lake Dam</b>	<b>\$</b>	<b>2,300.00</b>

#### Varty Lake Dam

Level Checks	\$	300.00
Minor Maintenance	\$	200.00
<b>Total Varty Lake Dam</b>	<b>\$</b>	<b>500.00</b>

### The following costs are associated with security, level checks and operation of the Dam:

Upper Arden Dam	\$	1,000.00
Middle Arden Dam	\$	200.00
Lower Arden Dam	\$	100.00
Laraby Rapids Dam	\$	300.00
Woods Dam	\$	50.00
Breeze Dam	\$	200.00
Kingsford Weir	\$	400.00
James Lazier Dam	\$	500.00
Bellrock Dam	\$	2,000.00
Hardwood Creek Dam	\$	100.00
Springside Park Dam	\$	200.00

Thirteen Island Lake Dam -Maint & Operation	\$	100.00
Colebrook Dam -check levels	\$	100.00
Lonsdale Dam -Minor Maintenance & Operation	\$	200.00
Miscellaneous	\$	1,000.00
<b>Total Dam Maintenance in NRW</b>	<b>\$</b>	<b>10,250.00</b>

# Watershed Science, Monitoring & Reporting (WSMR) Expenditures

2019  
Approved  
Budget

## d Control Operations for Prince Edward Watershed

### Demorestville Dam

Security	\$	250.00
Minor Maintenance	\$	<u>500.00</u>
<b>Total Demorestville Dam</b>	\$	<b>750.00</b>

The following costs are associated with security, level checks and operation of the Dam:

Harry Smith Dam	\$	-
Roblin Lake Dam	\$	-
Bloomfield Dam	\$	-
Milford Dam	\$	-
Whitney Dam	\$	-
Macaulay Mtn. Dam & Maintenance	\$	-
Consecon Dam	\$	-
Miscellaneous	\$	200.00
<b>Total Dam Maintenance in PERW</b>	\$	<b>950.00</b>

**1g Total Water Controls Operations** **\$161,580.25**

### Provincial Reveune

Program Mangement & Operations	\$	76,887.00
Climate Change	\$	-
Watershed Planning & Operations	\$	48,030.00
Flood Forecasting	\$	48,030.00
Water Control Operations	\$	<u>70,055.00</u>
<b>1h Total Provincial Revenue</b>		<b>243,002.00</b>

### Municipal Levy

Program Management & Operations	\$	301,201.32
Watershed Planning & Operations	\$	330,058.32
SWP, SWM & Climate Change	\$	103,224.00
Flood Forecasting	\$	(46,092.56)
GIS Services	\$	66,755.00
Watershed Data Management & Reporting		\$108,345.00
Water Control Operations	\$	<u>(116,427.31)</u>
<b>1i Total Municipal Levy</b>	\$	<b>747,063.76</b>



## Watershed Science, Monitoring & Reporting (WSMR) Expenditures

2019  
Approved  
Budget

City of Belleville (50% of Regular Dam Maint.)	\$ 57,128.00
Municipality of Tweed & Madoc	\$ 8,400.00
<b>1j Total Special Levy</b>	<b>\$ 65,528.00</b>

### Other Revenue

#### Program Management & Operations

Permits 1/4 of total revenue	\$ 26,046.56
Fees from BofQ SWM Implementation 1/4 total	\$ 7,808.00
2018/2019 Capital Projects	\$ 62,500.00
Fee for Tech Services 1/4 of total	\$ 46,070.00
<b>Sub-total</b>	<b>\$ 142,424.56</b>

#### Watershed Planning & Operations

Permits 1/4 of total revenue	\$ 26,046.56
Fees from BofQ SWM Implementation 1/4 total	\$ 7,808.00
2018/2019 Capital Projects	\$ 62,500.00
Fee for Tech Services 1/4 of total	\$ 46,070.00
<b>Sub-total</b>	<b>\$ 142,424.56</b>

#### Flood Forecasting

Permits 1/4 of total revenue	\$ 26,046.56
Fees from BofQ SWM Implementation 1/4 total	\$ 7,808.00
2018/2019 Capital Projects	\$ 62,500.00
Fee for Tech Services 1/4 of total	\$ 46,070.00
<b>Sub-total</b>	<b>\$ 142,424.56</b>

#### GIS Services

\$ -

#### Water Control Structures

Permits 1/4 of total revenue	\$ 26,046.56
Fees from BofQ SWM Implementation 1/4 total	\$ 7,808.00
2018/2019 Capital Projects	\$ 62,500.00
Fee for Tech Services 1/4 of total	\$ 46,070.00
<b>Sub-total</b>	<b>\$ 142,424.56</b>

**1k Total Other Revenue** **\$569,698.25**

**Total WSMR Revenue** **\$ 1,625,292.01**

## Planning Advisory & Regulatory Services (PARS) Expenditures

2019  
Approved  
Budget

**2a Program Management & Operations \$ 315,407.26**

Wages & Benefits for the for the following positions:

CAO 20%  
 Planning & Development Manager 25%  
 Regulations Officer 55% & 25%  
 Water Resources Engineer 20%  
 Communications Specialist 10%  
 Corportte Services Assistant 10%  
 Ecologist/Planner 70%  
 Technical Assistant 60%  
 GIS Techynician 7%  
 Engineering Technician 20%  
 HR Specialist 13%  
 NRW Field Coordinator 10%

### Program Costs

Regulations Expenses -Equipment Rental \$ 17,000.00

Community Develpoment \$ 5,000.00

#### *Planner/Ecologist Expenses*

Staff Training & Development \$ 250.00

Special Supplies needed \$ 50.00

Uniforms \$ 250.00

Equipment Rental \$ 2,000.00

*Total Planner/Ecologist Expenses* \$ 2,550.00

**2b Total Program Costs \$ 17,000.00**

**2c Legal Costs \$ 16,000.00**

### Provincial Reveune

Program Management & Operations \$ 68,487.00

Program Costs \$ -

Legal Costs \$ -

**2d Total Provincial Revenue \$ 68,487.00**

## Planning Advisory & Regulatory Services (PARS) Expenditures

2019  
Approved  
Budget

### Municipal Levy

Program Management & Operations	\$	154,310.26
Program Costs	\$	17,000.00
Legal Costs	\$	<u>16,000.00</u>
2e <b>Total Municipal Levy</b>	\$	<b>187,310.26</b>

### Special Levy

Program Management & Operations	\$	-
Program Costs	\$	-
Legal Costs	\$	<u>-</u>
2f <b>Total Special Levy</b>	\$	<b>-</b>

### Other Revenue

<i>Program Management &amp; Operations</i>		
Plan Review	\$	92,610.00
LTRCA -SWM	\$	<u>-</u>
<i>Total Program Management &amp; Operations</i>	\$	92,610.00
Program Costs	\$	-
Legal Costs	\$	<u>-</u>
2g <b>Total Other Revenue</b>	\$	<b>92,610.00</b>

## Corporate Services (CS) Expenditures

2019  
Approved  
Budget

### Management & Members

*Wages & Benefits for the for the following positions:*

CAO 40%

Corporate Services Manager 20%

Corporate Services Assistant 25%

Accounting Clerk 55%

HR Specialist 25%

Communications Specialist 35%

*Total Wages & Benefits* \$ 172,322.77

### *Members Expenses*

Executive meetings \$1,900 x 7 meeting \$ 13,300.00

Advisory Board meetings \$500 x 3 meetings \$ 1,500.00

Expenses for meetings \$ 500.00

*Total Members Expenses* \$ 15,300.00

**3a Total Management & Members** \$ 187,622.77

## Operation of Office

### Corporate Services Expenses

Corporate Services special supplies \$ 500.00

Uniforms \$ 500.00

Equipment Rental \$ 1,000.00

Staff Training & Development \$ 500.00

**Total Corporate Services Expenses** \$ 2,500.00

**Conservation Ontario Levy** \$ 29,290.00

Annual Computer Upgrade \$ 25,000.00

Lease of Networking \$ 21,000.00

Miscellaneous re:Furniture \$ 1,200.00

**Total Office Equipment Purchase** \$ 47,200.00

Postage meter Rental \$ 1,000.00

## Corporate Services (CS) Expenditures

	2019 Approved Budget
<b>Postage</b>	
Courier	\$ 1,000.00
Canada Post	<u>\$ 3,000.00</u>
<b>Total Postage</b>	\$ 4,000.00
<b>Office Supplies</b>	
General everyday working supplies	\$ 9,000.00
Stationery Replenishment	<u>\$ 1,000.00</u>
<b>Total Office Supplies</b>	\$ 10,000.00
<b>Office Equipment Maintenance</b>	
Maintenance contract on input/output device	\$ 5,000.00
Maintenance to computer equipment(24x/yr)	\$ 7,000.00
Maintenance to voicemail (6x/yr)	<u>\$ 2,500.00</u>
<b>Total Office Equipment Maintenance</b>	\$ 14,500.00
<b>Telephone</b>	
Belleville Office	\$ 5,000.00
Call forward from Napanee	<u>\$ 1,000.00</u>
<b>Total Telephone</b>	\$ 6,000.00
<b>Office Maintenance</b>	
Cleaning of Office	\$ 5,500.00
Cleaning of Mat @ entrance	\$ 1,000.00
Snow Plowing	\$ 4,000.00
Sand & Salt parking lot	\$ 1,200.00
Grass Cutting	\$ 500.00
Washroom supplies	\$ 1,000.00
Preventative Maintenance	\$ 18,300.88
Security	<u>\$ 500.00</u>
<b>Total Office Maintenance</b>	\$ 32,000.88
<b>Snowplowing at Picton Office</b>	\$ -

## Corporate Services (CS) Expenditures

2019  
Approved  
Budget

### Utilities at Belleville Office

Service to Furnace & Air conditioning	\$	1,500.00
Sewer & Water	\$	500.00
Gas for Furnace	\$	3,500.00
Hydro	\$	<u>14,000.00</u>
<b>Total Utilities at Belleville Office</b>	\$	19,500.00

### Utilities at Picton Office (reimbursement by Air Cadets shown in Revenue)

Hydro	\$	2,000.00
Sewer & Water	\$	<u>500.00</u>
<b>Total Utilities at Picton Office</b>	\$	2,500.00

### Insurance

Group Accident Insurance for volunteers		
Crime		
Directors & Officer Liability		
25% of Errors & Omissions Liability		
15% of Umbrella Liability		
Property Insurance for Belleville Office		
Property Insurance for Picton Office	\$	15,000.00

### General Expenses

Subscriptions & Memberships	\$	1,500.00
-----------------------------	----	----------

<b>Audit Fee</b>	\$	20,000.00
------------------	----	-----------

### Bank Charges

Internet fee, direct deposit, visa & m/c fees	\$	7,000.00
---	----	----------

<b>3b Total Operation of Office</b>	\$	<b>210,990.88</b>
-------------------------------------	----	-------------------

## Corporate Services (CS) Expenditures

2019  
Approved  
Budget

### Operation of Vehicles and Equipment

#### 2008 Ford 3 Ton

Gas & Oil	\$ 3,000.00
Repairs & Insurance	<u>\$ 2,550.00</u>
	\$ 5,550.00

#### 2008 Dodge

Gas & Oil	\$ 2,000.00
Repairs & Insurance	<u>\$ 1,500.00</u>
	\$ 3,500.00

#### 2003 GMC 1/2 Ton

Gas & Oil	\$ 1,000.00
Repairs & Insurance	<u>\$ 1,500.00</u>
	\$ 2,500.00

#### 2007 Saturn Vue

Gas & Oil	\$ 2,300.00
Repairs & Insurance	<u>\$ 2,000.00</u>
	\$ 4,300.00

#### 2012 Dodge

Gas & Oil	\$ 1,000.00
Repairs & Insurance	<u>\$ 1,500.00</u>
	\$ 2,500.00

#### 2017 Ford Electric Car

Hydro Power	\$ 300.00
Repairs & Insurance	<u>\$ 1,500.00</u>
	\$ 1,800.00

## Corporate Services (CS) Expenditures

	2019 Approved Budget
<b>2012 Honda</b>	
Gas & Oil	\$ 500.00
Repairs & Insurance	<u>\$ 1,500.00</u>
	\$ 2,000.00
<b>2014 Jeep Cherokee</b>	
Gas & Oil	\$ 3,000.00
Repairs & Insurance	<u>\$ 1,500.00</u>
	\$ 4,500.00
<b>2016 Ford</b>	
Gas & Oil	\$ 3,000.00
Repairs & Insurance	<u>\$ 3,060.00</u>
	\$ 6,060.00
<b>2015 Dodge</b>	
Gas & Oil	\$ 2,300.00
Repairs & Insurance	<u>\$ 2,040.00</u>
	\$ 4,340.00
<b>2009 Honda Civic</b>	
Gas & Oil	\$ 1,000.00
Repairs & Insurance	<u>\$ 1,500.00</u>
	\$ 2,500.00
<b>2008 Ford</b>	
Gas & Oil	\$ 3,500.00
Repairs & Insurance	<u>\$ 4,590.00</u>
	\$ 8,090.00
<b>2003 Honda Civic</b>	
Gas & Oil	\$ 1,000.00
Repairs & Insurance	<u>\$ 1,500.00</u>
	\$ 2,500.00
<b>2011 Chev Silverado</b>	
Gas & Oil	\$ 5,000.00
Repairs & Insurance	<u>\$ 2,040.00</u>
	\$ 7,040.00
<b>2012 Dodge Caravan</b>	
Gas & Oil	\$ 1,000.00
Repairs & Insurance	<u>\$ 1,734.00</u>
	\$ 2,734.00



## Corporate Services (CS) Expenditures

	2019 Approved Budget
<b>2009 Ford Escape</b>	
Gas & Oil	\$ 2,000.00
Repairs & Insurance	<u>\$ 2,040.00</u>
	\$ 4,040.00
<b>New Holland TN65</b>	
Gas & Oil	\$ 500.00
Repairs & Insurance	<u>\$ 3,060.00</u>
	\$ 3,560.00
<b>Miscellaneous Equipment</b>	
Gas & Oil	\$ 2,000.00
Repairs & Insurance	<u>\$ 11,624.00</u>
	\$ 13,624.00
<b>3c Total Vehicle &amp; Equ Operation</b>	<b>\$ 81,138.00</b>
<b>3d Vehicle &amp; Equ. Acquisition</b>	<b>\$ 30,000.00</b>
<b>3d Office Equipment Acquisition</b>	<b>\$ 30,000.00</b>
<b>Communications</b>	
<b>Communications &amp; Marketing Specialist</b>	
Staff Training & Development	\$ 250.00
Special Supplies needed	\$ 50.00
Uniforms	\$ 250.00
Equipment Rental ***	\$ 1,000.00
Miscellaneous Expenses	<u>\$ 250.00</u>
<b>Total Communications &amp; Marketing Spec</b>	<b>\$ 1,800.00</b>
<b>Conservation Education Coordinator</b>	
Staff Training & Development	\$ 250.00
Special Supplies needed	\$ 50.00
Uniforms	\$ 250.00
Equipment Rental***	\$ 1,000.00
Miscellaneous Expenses	<u>\$ 250.00</u>
<b>Total Conservation Education Coord.</b>	<b>\$ 1,800.00</b>
<b>Website Development &amp; Maintenance</b>	<b>\$ 8,500.00</b>
<b>Advertising</b>	<b>\$ 10,000.00</b>

## Corporate Services (CS) Expenditures

	2019 Approved Budget
Rack Cards	\$ 2,000.00
Team Meetings	\$ 500.00
Exhibits/Display Posters	\$ 2,220.00
Graphic Design	\$ 1,500.00
DVD Productions	\$ 4,000.00
Promotional Events	\$ 5,000.00
Community Development	\$ 2,500.00
Miscellaneous Special Projects	\$ 1,500.00
<b>3e Total Conservation Information</b>	<b>\$ 41,320.00</b>
<b>Provincial</b>	
Management & Members	\$ 17,122.00
Operation of Office	\$ -
Operation of Vehicles and Equipment	\$ -
Equipment Acquisition	\$ -
Communications	\$ -
<b>3f Total Provincial</b>	<b>\$ 17,122.00</b>
<b>Municipal Levy</b>	
Management & Members	\$ 151,884.10
Operation of Office	\$ 192,374.21
Operation of Vehicles and Equipment	\$ (35,232.00)
Equipment Acquisition	\$ 55,000.00
Communications	\$ 22,703.33
<b>3g Total Municipal Levy</b>	<b>\$ 386,729.65</b>
<b>Special Levy</b>	
Management & Members	\$ -
Operation of Office	\$ -
Operation of Vehicles and Equipment	\$ -
Equipment Acquisition	\$ -
Communications	\$ -
<b>3h Total Special Levy</b>	<b>\$ -</b>

## Corporate Services (CS) Expenditures

2019  
Approved  
Budget

### Other Revenue

#### *Management & Members (one third of the total listed below)*

Investment Income	\$	8,000.00
Miscellaneous Income	\$	5,202.00
Admin fee for Capital Projects	\$	17,000.00
Summer Student Granted income	\$	21,648.00
Donations	\$	4,000.00
<i>Total Management &amp; Members</i>	\$	18,616.67

#### *Operation of Office (one third of the total listed below)*

Investment Income	\$	8,000.00
Miscellaneous Income	\$	5,202.00
Admin fee for Capital Projects	\$	17,000.00
Summer Student Granted income	\$	21,648.00
Donations	\$	4,000.00
<i>Total Operation of Office</i>	\$	18,616.67

#### *Operation of Vehicles and Equipment*

Use of Authority Owned Vehicles for Programs	\$	116,370.00
<i>Total Operation of Vehicial &amp; Equipment</i>	\$	116,370.00

#### *Equipment Acquisition*

QC Vehicle Rental and Sales	\$	5,000.00
<i>Total Equipment Acquisition</i>	\$	5,000.00

#### *Communciations (one third of the total listed below)*

Investment Income	\$	8,000.00
Miscellaneous Income	\$	5,202.00
Admin fee for Capital Projects	\$	17,000.00
Summer Student Granted income	\$	21,648.00
Donations	\$	4,000.00
<i>Total Communications</i>	\$	18,616.67

**3i Total Other Revenue** \$ 177,220.00

**Total Corporate Services (CS) Revenue** \$ 581,071.65

## Conservation Land Management (CLM) Expenditures

2019  
Approved  
Budget

**4a Program Management & Operations \$ 32,897.04**

*Wages & Benefits for the for the following positions:*

Communications Specialist 10%

NRW Field Specialist 29%

**4b Property Taxes \$ 80,000.00**

### Vanderwater Conservation Area

Portable Toilets \$ 700.00

Trail Maintenance \$ 1,000.00

Grass Cutting \ Maintenance \$ 1,500.00

Canadian Tods (signs) \$ 400.00

**4c Total Vanderwater CA \$ 3,600.00**

### Deerock Conservation Area

Mtc./Safety Inspections \$ 1,500.00

Gatehouse Attendant \$ 7,000.00

**4d Deerock Conservation Area \$ 8,500.00**

### Potters Creek Conservtion Area

Trail Maintenance \$ 2,100.00

Portable Toilets \$ 700.00

Grass Cutting & Misc. Maint. \$ 3,500.00

Hydro at Barn \$ 900.00

**4e Quinte Conservation Area \$ 7,200.00**

## Conservation Land Management (CLM) Expenditures

2019  
Approved  
Budget

### Other Conservation Area's MRW

Price Conservation Area -Grass Cutting	\$	1,000.00
Thurlow Wildlife Area -Mtn. & Safety Checks	\$	-
Frink Centre -Ins & Canadian Tods (signs)	\$	600.00
O'Hara Mill Pioneer Homestead & CA		
Student wg pd by volunteer group	\$	21,000.00
Sidney Conservation Area -Safety Checks	\$	700.00
Flinton Conservation Area -Grass Cutting	\$	700.00
Sheffield Conservation Area -Trail Mtn.	\$	3,000.00
Miscellaneous Maintenance	\$	1,000.00
General Expenses	\$	2,000.00
<b>4f Total Other Conservation Area's MRW</b>	<b>\$</b>	<b>30,000.00</b>

### Depot Lakes Conservation Area & Campground

Sign Development & Maintenance	\$	1,200.00
Office Supplies	\$	200.00
Security	\$	200.00
Maintenance (grass cutting etc.)	\$	4,000.00
Equipment Rental	\$	1,000.00
Telephone	\$	900.00
Hydro	\$	3,500.00
Ice	\$	1,500.00
Hand/Toilet Tissue	\$	1,000.00
Insurance	\$	500.00
Summer Wages granted Income	\$	40,800.00
Miscellaneous	\$	200.00
Preventative Maintenance	\$	12,200.00
<b>4g Total Depot Lk CA &amp; Campground</b>	<b>\$</b>	<b>67,200.00</b>

## Conservation Land Management (CLM) Expenditures

2019  
Approved  
Budget

### Other Conservation Area's NRW

Newburgh Conservation Area -grass & mtn	\$	500.00
Kingsford Conservation Area -grass	\$	1,000.00
Forest Mills Conservation Area -grass	\$	500.00
Camden East Conservation Area -grass	\$	100.00
Colebrook Conservation Area -grass	\$	-
Portland Conservation Area -grass	\$	1,000.00
Miscellaneous Maintenance	\$	1,000.00
General Expenses	\$	1,500.00

**4h Total Other Conservation Area's NR** \$ 5,600.00

### McFarland Conservation Area

Portable Toilets	\$	700.00
Grass Cutting\ Maintenance	\$	2,000.00

**4i Total McFarland CA** \$ 2,700.00

### Macaulay Mountain

Maintenane/grass cutting	\$	7,500.00
--------------------------	----	----------

**4j Total Macaulay Mountain CA** \$ 7,500.00

**4k Massassauga Point -grass cutting** \$ 2,000.00

**4l Little Bluff -grass cutting** \$ 3,500.00

### Other Conservation Area's PEW

Beaver Meadow Conservation Area -Mtn	\$	1,300.00
Rutherford Stevens Conservation Area -grass	\$	500.00
Milford Millpond Conservation Area -Mtn	\$	1,500.00
Harry Smith Conservation Area -Mtn	\$	1,000.00
Miscellaneous Maintenance	\$	500.00
General Expenses	\$	1,500.00

**4m Total Other CA's PEW** \$ 6,300.00

**4n CA Major Upgrades** \$ 20,980.08

**4o Community Development** \$ 2,500.00

**Total CLM Expenditures** \$ 280,477.12

## Conservation Land Management (CLM) Revenue

2019  
Approved  
Budget

### Provincial

Program Management & Operations	\$	-
Property Taxes	\$	-
Vanderwater Conservation Area	\$	-
Deerrock Conservation Area	\$	-
Quinte Conservtion Area	\$	-
Other Conservation Area's MRW	\$	-
Depot Lakes Conservation Area	\$	-
Other Conservation Area's NRW	\$	-
McFarland Conservation Area	\$	-
MacAulay Mountain Conservation Area	\$	-
Massassauga Conservation Area	\$	-
Little Bluff Conservation Area	\$	-
Other Conservation Area's PEW	\$	-
Conservation Area Major Upgrades	\$	-
Community Development	\$	-
<b>4p Total Provincial Revenue</b>	\$	-

### Municipal Levy

Program Management & Operations	\$	4,897.04
Property Taxes	\$	80,000.00
Vanderwater Conservation Area	\$	3,600.00
Deerrock Conservation Area	\$	2,000.00
Quinte Conservtion Area	\$	7,200.00
Other Conservation Area's MRW	\$	15,000.00
Depot Lakes Conservation Area	\$	(37,800.00)
Other Conservation Area's NRW	\$	5,600.00
McFarland Conservation Area	\$	2,700.00
MacAulay Mountain Conservation Area	\$	7,500.00
Massassauga Conservation Area	\$	2,000.00
Little Bluff Conservation Area	\$	3,500.00
Other Conservation Area's PEW	\$	6,300.00
Conservation Area Major Upgrades	\$	20,980.08
Community Development	\$	2,500.00
<b>4q Total Municipal Levy Revenue</b>	\$	<b>125,977.12</b>

## Conservation Land Management (CLM) Revenue

2019  
Approved  
Budget

### Special Levy

Program Management & Operations	\$	-
Property Taxes	\$	-
Vanderwater Conservation Area	\$	-
Deerrock Conservation Area	\$	-
Quinte Conservtion Area	\$	-
Other Conservation Area's MRW	\$	-
Depot Lakes Conservation Area	\$	-
Other Conservation Area's NRW	\$	-
McFarland Conservation Area	\$	-
MacAulay Mountain Conservation Area	\$	-
Massassauga Conservation Area	\$	-
Little Bluff Conservation Area	\$	-
Other Conservation Area's PEW	\$	-
Conservation Area Major Upgrades	\$	-
Community Development	\$	-
<b>4r Total Special Levy Revenue</b>	\$	-

### Other Revenue

Program Management & Operations		
<i>Property Rental for hunting and trapping</i>	\$	28,000.00
Property Taxes	\$	-
Vanderwater Conservation Area	\$	-
Deerrock Conservation Area		
<i>Deerrock Gate Receipts</i>	\$	6,500.00
Quinte Conservtion Area	\$	-
Other Conservation Area's MRW		
<i>O'Hara Mill Summer Students</i>	\$	15,000.00
Depot Lakes Conservation Area		
<i>Revenue from Campground Operation</i>	\$	105,000.00
Other Conservation Area's NRW	\$	-
McFarland Conservation Area	\$	-
MacAulay Mountain Conservation Area	\$	-
Massassauga Conservation Area	\$	-
Little Bluff Conservation Area	\$	-
Other Conservation Area's PEW	\$	-
Conservation Area Major Upgrades	\$	-
Communitcy Development	\$	-
<b>4s Total Other Revenue</b>	\$	154,500.00

**Total CLM Revenue** \$ 280,477.12



## Stewardship Services (SS) Expenditures

2019  
Approved  
Budget

**5a Program Mngement & Operations** \$ 57,049.75

*Wages & Benefits for the for the following positions:*

Education Coordinator 64%

Communications Specialist 5%

**5b Reforestation** \$ 34,624.39

*Wages & Benefits for the for the following positions:*

Ecologist/Planner 20%

Manager of Planning & Regulations 10%

MRW Field Technician 3%

Conservation Education & Outdoor Program

Stream of Dreams \$ 2,000.00

Wild about Wildlife \$ 10,000.00

Spring Water & Dam Safety Awareness \$ 3,000.00

Community Development \$ 2,500.00

Landowner Stewardship \$ 4,000.00

**5c Total Conservation Education** \$ 21,500.00

**Total SS Expenditures** \$113,174.14

## Stewardship Services (SS) Revenue

2019  
Approved  
Budget

### Provincial Revenue

Program Management & Operations	\$	-
Reforestation	\$	-
Conservation Education & Outdoor Program	\$	-
<b>5d Total Provincial Revenue</b>	\$	-

### Municipal Levy

Program Management & Operations	\$	57,049.75
Reforestation	\$	4,624.39
Conservation Education & Outdoor Program	\$	(22,000.00)
<b>5e Total Municipal Levy</b>	\$	39,674.14

### Special Levy

Program Management & Operations	\$	-
Reforestation	\$	-
Conservation Education & Outdoor Program	\$	-
<b>5f Total Special Levy</b>	\$	-

### Other Revenue

Program Management & Operations		
Reforestation -Timber sales	\$	30,000.00
Conservation Education & Outdoor Program		
<i>Fees for Outdoor Program</i>	\$	3,500.00
<i>Fees from BofQ RAP Program</i>	\$	40,000.00
<b>5g Total Other Revenue</b>	\$	73,500.00

<b>Total SS Revenue</b>	\$	113,174.14
-------------------------	----	------------

**Quinte Conservation  
Capital Levy to Support Forestry**

	% in CA	2018 Current Value Assessment (CVA)	2018 CVA (Modified) in Watershed	CVA Based Apportionment Percentage	2019 Levy
City of Belleville	100	7,037,375,687	7,037,375,687	51.84	\$ 25,922
Centre Hastings	56	491,453,816	275,214,137	2.03	\$ 1,014
Twp. Of Madoc	100	209,341,676	209,341,676	1.54	\$ 771
Marmora & Lake	22	592,904,140	130,438,911	0.96	\$ 480
City of Quinte West	23	5,250,744,575	1,207,671,252	8.90	\$ 4,448
Stirling/Rawdon	17	464,262,223	78,924,578	0.58	\$ 291
Tudor & Cashel	48	158,527,920	76,093,402	0.56	\$ 280
Municipality of Tweed	100	628,403,216	628,403,216	4.63	\$ 2,315
Twp. of Tyendinaga	100	416,962,045	416,962,045	3.07	\$ 1,536
Addington Highlands	44	504,248,454	221,869,320	1.63	\$ 817
Town of Greater Napanee	53	2,140,636,957	1,134,537,587	8.36	\$ 4,179
Twp. of Stone Mills	100	862,160,082	862,160,082	6.35	\$ 3,176
Twp. of North Frontenac	1	893,021,095	8,930,211	0.07	\$ 33
Twp. of South Frontenac	21	3,242,992,908	681,028,511	5.02	\$ 2,509
Twp. of Central Frontenac	46	913,228,559	420,085,137	3.09	\$ 1,547
Town of Deseronto	100	121,845,508	121,845,508	0.90	\$ 449
Corp. of Loyalist Twp.	3	2,101,307,459	63,039,224	0.46	\$ 232
<b>TOTAL QC LEVIES</b>			13,573,920,483	100.00	\$ <b>50,000</b>

13573920483

**Quinte Conservation  
Capital Levy to Support Watershed Monitoring (Lakes & Rivers throughout the watershed)**

	% in CA	2018 Current Value Assessment (CVA)	2018 CVA (Modified) in Watershed	CVA Based Apportionment Percentage	2019 Levy
City of Belleville	100	7,037,375,687	7,037,375,687	39.14	\$ 78,280
Centre Hastings	56	491,453,816	275,214,137	1.53	\$ 3,060
Twp. Of Madoc	100	209,341,676	209,341,676	1.16	\$ 2,320
Marmora & Lake	22	592,904,140	130,438,911	0.73	\$ 1,460
City of Quinte West	23	5,250,744,575	1,207,671,252	6.72	\$ 13,440
Stirling/Rawdon	17	464,262,223	78,924,578	0.44	\$ 880
Tudor & Cashel	48	158,527,920	76,093,402	0.42	\$ 840
Municipality of Tweed	100	628,403,216	628,403,216	3.50	\$ 7,000
Twp. of Tyendinaga	100	416,962,045	416,962,045	2.32	\$ 4,640
Addington Highlands	44	504,248,454	221,869,320	1.23	\$ 2,460
Town of Greater Napanee	53	2,140,636,957	1,134,537,587	6.31	\$ 12,620
Twp. of Stone Mills	100	862,160,082	862,160,082	4.80	\$ 9,600
Twp. of North Frontenac	1	893,021,095	8,930,211	0.05	\$ 100
Twp. of South Frontenac	21	3,242,992,908	681,028,511	3.79	\$ 7,580
Twp. of Central Frontenac	46	913,228,559	420,085,137	2.34	\$ 4,680
Town of Deseronto	100	121,845,508	121,845,508	0.68	\$ 1,360
Corp. of Loyalist Twp.	3	2,101,307,459	63,039,224	0.35	\$ 700
Prince Edward County	100	4,402,164,682	4,402,164,682	24.49	\$ 48,980
<b>TOTAL QC LEVIES</b>			<b>17,976,085,165</b>	<b>100.00</b>	<b>\$ 200,000</b>

Quinte Conservation  
General Levy to Support Operations

City/Township	% in CA	2017 CVA (Modified) in Watershed	2018 Current Value Assessment (CVA)	2018 CVA (Modified) in Watershed	Difference in CVA in Watershed 2018 over 2017	% Difference in CVA in Watershed 2018 over 2017	CVA Based Apportionment Percentage	2019		% increase
								Actual Levy	Preliminary Levy	
City of Belleville	100	6,644,294,084	7,037,375,657	7,037,375,687	393,081,593	5.92%	39.14%	\$ 581,916	\$ 25,012	4.49%
Centre Hastings	56	262,510,398	451,453,878	275,214,137	12,703,739	4.84%	1.53%	\$ 22,747	\$ 744	3.38%
Twp. Of Madoc	100	201,410,540	209,941,876	209,341,676	7,931,136	3.94%	1.15%	\$ 17,246	\$ 364	2.16%
Marmora & Lake	22	125,916,337	592,994,943	593,438,911	4,522,574	3.59%	0.73%	\$ 10,653	\$ 299	2.84%
City of Quinte West	23	1,153,881,350	5,299,744,379	1,237,671,292	58,789,902	4.66%	6.72%	\$ 99,910	\$ 3,195	3.30%
Stirling/Pawton	17	75,135,256	404,262,223	78,024,978	3,789,322	5.04%	0.44%	\$ 6,298	\$ 244	3.87%
Tudor & Cashel	48	75,070,131	358,567,920	78,092,492	1,023,271	1.36%	0.42%	\$ 6,244	\$ (48)	-0.76%
Municipality of Tweed	100	613,015,269	828,463,218	828,463,218	15,387,947	2.51%	3.50%	\$ 51,381	\$ 655	1.28%
Twp. of Tyendinaga	100	400,295,683	415,962,045	415,963,045	16,666,362	4.16%	2.32%	\$ 33,552	\$ 941	2.80%
Addington Highlands	44	215,645,622	504,248,454	221,669,929	6,223,698	2.89%	1.23%	\$ 18,075	\$ 212	1.17%
Town of Greater Napanee	53	1,093,737,405	2,140,636,957	1,134,537,587	40,800,182	3.73%	6.31%	\$ 91,674	\$ 2,140	2.33%
Twp. of Stone Mills	100	829,622,044	862,160,982	862,160,982	32,538,088	3.92%	4.60%	\$ 69,536	\$ 1,828	2.63%
Twp. of North Frontenac	1	8,727,637	868,021,065	8,530,211	202,574	2.32%	0.05%	\$ 732	\$ 11	1.55%
Twp. of South Frontenac	21	664,505,404	3,243,992,398	681,028,511	16,523,107	2.49%	3.79%	\$ 55,697	\$ 651	1.17%
Twp. of Central Frontenac	46	409,228,699	913,228,559	420,085,137	10,856,438	2.65%	2.34%	\$ 34,300	\$ 490	1.43%
Town of Deseronto	100	119,904,890	121,845,508	121,845,508	1,940,628	1.62%	0.68%	\$ 10,050	\$ 60	0.60%
Corp. of Loyalist Twp.	3	60,893,677	2,101,307,459	59,699,224	2,145,547	3.52%	0.95%	\$ 5,104	\$ 100	1.95%
Prince Edward County	100	4,161,087,079	4,402,164,682	4,402,164,682	241,077,603	5.79%	24.39%	\$ 364,106	\$ 15,336	4.40%
<b>TOTAL QC LEVIES</b>		<b>17,114,881,503</b>		<b>17,575,985,165</b>	<b>861,203,662</b>	<b>5.03%</b>	<b>100.00%</b>	<b>\$ 1,434,519</b>	<b>\$ 1,486,755</b>	<b>\$ 52,236</b>

**Quinte Conservation  
Capital Levy to Support Capital Asset Management**

	<b>% in CA</b>	<b>2018 Current Value Assessment (CVA)</b>	<b>2018 CVA (Modified) in Watershed</b>	<b>CVA Based Apportionment Percentage</b>	<b>2019 Levy</b>
City of Belleville	100	7,037,375,687	7,037,375,687	39.14 \$	39,140
Centre Hastings	56	491,453,816	275,214,137	1.53 \$	1,530
Twp. Of Madoc	100	209,341,676	209,341,676	1.16 \$	1,160
Marmora & Lake	22	592,904,140	130,438,911	0.73 \$	730
City of Quinte West	23	5,250,744,575	1,207,671,252	6.72 \$	6,720
Stirling/Rawdon	17	464,262,223	78,924,578	0.44 \$	440
Tudor & Cashel	48	158,527,920	76,093,402	0.42 \$	420
Municipality of Tweed	100	628,403,216	628,403,216	3.50 \$	3,500
Twp. of Tyendinaga	100	416,962,045	416,962,045	2.32 \$	2,320
Addington Highlands	44	504,248,454	221,869,320	1.23 \$	1,230
Town of Greater Napanee	53	2,140,636,957	1,134,537,587	6.31 \$	6,310
Twp. of Stone Mills	100	862,160,082	862,160,082	4.80 \$	4,800
Twp. of North Frontenac	1	893,021,095	8,930,211	0.05 \$	50
Twp. of South Frontenac	21	3,242,992,908	681,028,511	3.79 \$	3,790
Twp. of Central Frontenac	46	913,228,559	420,085,137	2.34 \$	2,340
Town of Deseronto	100	121,845,508	121,845,508	0.68 \$	680
Corp. of Loyalist Twp.	3	2,101,307,459	63,039,224	0.35 \$	350
Prince Edward County	100	4,402,164,682	4,402,164,682	24.49 \$	24,490
<b>TOTAL QC LEVIES</b>			<b>17,976,085,165</b>	<b>100.00 \$</b>	<b>100,000</b>

## 2019 JOINT SERVICES BUDGETS

The County of Hastings provides the following joint services on behalf of the City of Belleville, City of Quinte West and the County of Hastings on behalf of its 14 member municipalities:

- Community and Human Services (Ontario Works, Child Care and Housing)
- Emergency Services
- Long-term Care (Hastings Manor and Centennial Manor)
- 9-1-1 Dispatch
- Provincial Offences

These budgets together represent services costing \$30.9 million this year. Taken together this represents a 3.68% increase over 2018.

Every year, the cost share for each partner shifts due to the departmental cost sharing agreements. (ie. Weighted assessment, number of beds, number of tickets).

Each year the County's Director of Finance, the Department heads and the CAO work together to develop the budgets for their respective joint committees. We recognize that priorities in and between services shift from time to time and spending programs will need to reflect those needs. The individual budgets are then consolidated in a global joint services budget.

The challenges identified in 2019:

- Moving toward the goal of providing 4 hours of care per day for each of our Long-term care residents within the current funding model
- Properly resourcing and funding the Capital and Infrastructure needs
  - Centralizing the responsibility for the planning and care of capital assets through the Facilities Department is the most effective way to support complex maintenance and capital expenditure programs strategically.
  - Value of the assets owned by the County have a \$300 estimated replacement value

Emergency Services is experiencing a modest decrease of under 1% as a result of the repealing of Bill 177 and the removal of the paid emergency leave from the budget.

The Community and Human Services budget investments in social housing represents 1.85% of the 3.68% overall increase

The challenge in our long-term care homes is a requirement to invest in facility maintenance and capital needs and staffing to maintain current service levels resulting in 2.17% of the 3.68% overall increase.

Finally, net revenues from our POA operations are expected to rise by 6.21% which helps support the services delivered by the County on behalf of its partners

**SHARED SERVICES ANALYSIS**

PROGRAMS	BELLEVILLE			QUINTE WEST			HASTINGS COUNTY			TOTALS			COMPARISON	
	2019 Budget	2018 Budget	2018 Actual	2019 Budget	2018 Budget	2018 Actual	2019 Budget	2018 Budget	2018 Actual	2019 Budget	2018 Budget	2018 Actual	2019 Budget To 2018 Budget	%
Community Human Services	7,071,827	6,910,712	6,738,157	5,097,451	4,840,675	4,719,807	5,104,360	4,969,426	4,845,342	17,273,638	16,720,813	16,303,306	552,825	1.85%
EMS	3,527,870	3,589,663	3,588,534	2,542,927	2,514,414	2,513,624	2,546,374	2,581,292	2,580,480	8,617,171	8,685,369	8,682,638	-68,198	-0.23%
LTC	2,686,542	2,327,717	2,346,163	1,431,293	1,270,513	1,315,424	1,433,002	1,303,893	1,349,988	5,550,837	4,902,123	5,011,575	648,714	2.17%
POA	-201,813	-233,062	-231,500	-201,813	-152,730	-204,527	-269,084	-247,594	-403,532	-672,710	-633,386	-839,559	-39,324	-0.13%
911	63,465	60,952	59,434	54,531	53,803	51,785	46,316	45,701	44,467	164,312	160,456	155,686	3,856	0.01%
<b>Totals</b>	<b>13,147,891</b>	<b>12,655,982</b>	<b>12,500,788</b>	<b>8,924,389</b>	<b>8,526,675</b>	<b>8,396,113</b>	<b>8,860,968</b>	<b>8,652,718</b>	<b>8,416,745</b>	<b>30,933,248</b>	<b>29,835,375</b>	<b>29,313,646</b>	<b>1,097,873</b>	<b>3.68%</b>
	<b>491,909</b>		<b>-1.24%</b>	<b>397,714</b>		<b>-1.53%</b>	<b>208,250</b>		<b>-2.73%</b>	<b>3.68%</b>		<b>-1.75%</b>		
			<b>-155,194</b>			<b>-130,562</b>			<b>-235,973</b>	<b>1,097,873</b>		<b>-521,729</b>		



COUNTY OF HASTINGS

HASTINGS / QUINTE 911

2019 BUDGET

OPERATING

<u>ADMINISTRATION</u>	<u>2018 BUDGET</u>	<u>2018 ACTUAL</u>	<u>2019 BUDGET</u>	<u>%</u>
SALARIES	61,547	58,521	62,778	2.00%
FRINGE BENEFITS	11,276	10,556	11,324	0.42%
OFFICE SUPPLIES	50		50	0.00%
OFFICE EQUIPMENT	150		150	0.00%
MILEAGE & TRAVEL	3,500	3,123	3,500	0.00%
CONVENTIONS / MEETINGS	5,000	6,575	6,000	20.00%
EDUCATION	1,000	200	1,000	0.00%
TELEPHONE	1,150	647	1,150	0.00%
PUBLIC EDUCATION	1,000	118	1,000	0.00%
COMMITTEE FEES	300		300	0.00%
MEMBERSHIPS	426	293	500	17.37%
COMPUTER	250		250	0.00%
ADVERTISING	1,000		1,000	0.00%
LEGAL	1,000	131	1,000	0.00%
PURCHASED SERVICES	64,333	65,466	64,333	0.00%
INTERDEPARTMENTAL-911 MAPPING / DATABASE SERVICES	12,000	12,000	12,000	0.00%
<b><u>TOTAL EXPENDITURES</u></b>	<b>163,982</b>	<b>\$157,630</b>	<b>\$166,335</b>	<b>1.43%</b>

MUNICIPAL APPORTIONMENT OF 2018 BUDGET TOTAL EXPENDITURES : BASED ON PER CAPITA BASIS

<u>MUNICIPALITIES</u>	<u>2018 BUDGET</u>	<u>2018 ACTUAL</u>	<u>BASED ON POPULATION FROM</u>		<u>POPULATION</u>
			<u>2017 MUN DIRECTORY</u>	<u>%</u>	
HASTINGS COUNTY	\$45,701	\$44,467	\$46,316	27.84%	37,012
CITY OF BELLEVILLE	\$60,952	\$59,434	\$63,465	38.15%	50,716
CITY OF QUINTE WEST	\$53,803	\$51,785	\$54,531	32.78%	43,577
8 WING CFB TRENTON	\$3,526	\$1,943	\$2,023	1.22%	1,617
<b><u>TOTAL APPORTIONMENT</u></b>	<b>\$163,982</b>	<b>157,630</b>	<b>\$166,335</b>	<b>100.00%</b>	<b>132,922</b>

COUNTY OF HASTINGS

PROVINCIAL OFFENSES

2019 OPERATING BUDGET

<u>EXPENDITURES</u>	<u>2018 BUDGET</u>	<u>2018 ACTUAL</u>	<u>2019 BUDGET</u>	<u>%</u>
SALARIES	\$418,171	\$422,396	\$428,022	2.36%
FRINGE BENEFITS	123,207	115,493	117,049	-5.00%
COMMITTEE FEES	450	689	700	55.56%
OFFICE EQUIPMENT	4,000	2,520	3,000	-25.00%
COMMON COSTS	137,547	137,547	149,228	8.49%
ACCOMMODATION COSTS (OFFICE/COURT RENTAL)	136,000	135,869	136,000	0.00%
ADVERTISING	1,000	82	500	-50.00%
AUDIT COSTS	440	440	420	-4.55%
INSURANCE	370	368	370	0.00%
LEGAL COSTS	22,500	36,148	10,000	-55.56%
POSTAGE	8,300	8,449	8,500	2.41%
PHOTOCOPIER	2,000	1,928	2,000	0.00%
TELEPHONE	1,500	1,749	1,750	16.67%
OFFICE SUPPLIES	10,500	13,474	10,500	0.00%
PAYROLL PROCESSING CHARGES	1,865	2,402	2,500	34.05%
COMPUTER OPERATIONS	7,763	8,436	17,750	128.65%
PURCHASE SERVICES - MINISTRY OF ATTORNEY GE	186,000	193,741	195,000	4.84%
- PROSECUTOR	75,000	70,313	75,000	0.00%
- COLLECTION FEES	500	455	500	0.00%
- OTHER	22,000	67,462	11,500	-47.73%
EDUCATION	3,600	2,512	3,600	0.00%
MILEAGE & TRAVEL / WITNESS FEES	4,500	2,961	4,500	0.00%
SUBSCRIPTIONS	4,900	4,301	4,900	0.00%
BANK CHARGES / POS CHARGES	24,500	26,486	26,500	8.16%
<b><u>TOTAL EXPENDITURES</u></b>	<b><u>\$1,196,614</u></b>	<b><u>\$1,256,221</u></b>	<b><u>\$1,209,790</u></b>	<b><u>1.10%</u></b>

REVENUE

GROSS TICKET REVENUE	\$1,800,000	\$2,056,938	\$1,850,000	2.78%
MISC REVENUE / BANK INTEREST, ETC...	10,000	15,788	10,000	0.00%
REVENUE - PURCHASE OF SERVICE AGREEMENTS	20,000	23,054	22,500	12.50%
<b><u>TOTAL REVENUE</u></b>	<b><u>\$1,830,000</u></b>	<b><u>\$2,095,780</u></b>	<b><u>\$1,882,500</u></b>	<b><u>2.87%</u></b>

NET (REVENUE) / COST

<b><u>(\$633,386)</u></b>	<b><u>(\$839,559)</u></b>	<b><u>(\$672,710)</u></b>	<b><u>6.21%</u></b>
---------------------------	---------------------------	---------------------------	---------------------

MUNICIPAL SPLIT OF REVENUE BASED ON PROPORTIONATE NUMBER OF TICKETS ISSUED.

<u>MUNICIPALITIES</u>	<u>2018 BUDGET</u>	<u>2018 ACTUAL</u>	<u>2019 BUDGET</u>	<u>Apportionment Percent</u>
HASTINGS COUNTY	(247,594)	(403,532)	(269,084)	40.00%
BELLEVILLE	(233,062)	(231,500)	(201,813)	30.00%
QUINTE WEST	(152,730)	(204,527)	(201,813)	30.00%
<b><u>TOTAL (REVENUE) / COST APPORTIONMENT</u></b>	<b><u>(\$633,386)</u></b>	<b><u>(\$839,559)</u></b>	<b><u>(\$672,710)</u></b>	<b><u>100.00%</u></b>

COUNTY OF HASTINGS

HASTINGS / QUINTE EMERGENCY MEDICAL SERVICES

2019 BUDGET

OPERATING

<u>EXPENDITURES</u>	<u>2018 BUDGET</u>	<u>2018 ACTUAL</u>	<u>2019 BUDGET</u>	<u>%</u>
SALARIES	\$11,409,837	\$11,228,620	11,627,100	1.90%
FRINGE BENEFITS	3,822,296	3,806,613	3,895,100	1.90%
LINEN / LAUNDRY	41,000	40,733	41,000	0.00%
UNIFORM REPLACEMENT	65,000	55,555	100,000	53.85%
OFFICE SUPPLIES	23,000	26,541	23,000	0.00%
OFFICE EQUIPMENT / FURNITURE	11,000	11,018	20,000	81.82%
MILEAGE & TRAVEL	95,000	115,743	105,000	10.53%
COMMITTEE FEES	8,500	5,167	8,500	0.00%
STAFF TRAINING / EDUCATION	39,000	46,216	39,000	0.00%
MEMBERSHIP / SUBSCRIPTIONS / ASSOCIATION FEES	3,000	3,419	3,500	16.67%
RENTAL ACCOMMODATIONS	321,900	322,143	321,900	0.00%
TELEPHONE / COMMUNICATIONS	45,000	44,728	45,000	0.00%
UTILITIES	56,000	55,249	59,445	6.15%
PROPERTY TAXES	76,216	68,834	70,211	-7.88%
LEGAL	35,000	42,643	35,000	0.00%
AUDIT	6,765	6,787	7,040	4.07%
ADVERTISING	2,000	46	2,000	0.00%
COMPUTER	222,753	205,708	222,753	0.00%
MEDICAL SUPPLIES	410,000	467,156	430,000	4.88%
BUILDING MAINTENANCE	95,000	104,421	130,000	36.84%
EQUIPMENT REPLACEMENT	55,600	55,355	60,000	7.91%
INSURANCE - VEHICLE / LIABILITY / PROPERTY	175,330	175,328	179,480	2.37%
INSURANCE - CLAIMS DEDUCTIBLE	0	10,441		
VEHICLE OPERATIONS - FUEL	380,000	428,835	425,000	11.84%
- MAINTENANCE / REPAIR	490,000	434,538	490,000	0.00%
EXPENSES INCURRED FOR PICK-UPS BY ANOTHER UTM	70,000	81,563	90,000	28.57%
OFF LOAD DELIVERY-QHC	232,140	232,140	232,140	0.00%
EMERGENCY PREPAREDNESS INITIATIVES	5,000	4,025	10,000	100.00%
COMMUNITY PARAMEDICINE PROJECT	218,750	148,411	125,000	-42.86%
COMMON COSTS	484,319	484,319	541,632	11.83%
DEBT CHARGES	45,000		45,000	0.00%
SMART GLASSES PROJECT	360,760	261,605	43,620	-87.91%
PALLIATIVE TRAINING COSTS		(21,763)	81,000	
EXPENDITURE RECOVERIES				
CONTRIBUTION TO RESERVES		338,675		
<b>TOTAL EXPENDITURES</b>	<b>\$19,305,166</b>	<b>\$19,290,812</b>	<b>\$19,508,421</b>	<b>1.05%</b>

REVENUE

PROVINCIAL TEMPLATE SUBSIDY	\$7,962,531	\$8,048,296	\$8,566,599	7.59%
COMMUNITY PARAMEDICINE PROJECT	218,750	148,411	125,000	-42.86%
PRINCE EDWARD COUNTY CONTRIBUTION-OPERATIONS	2,727,616	2,697,784	2,789,890	2.28%
OFF LOAD DELIVERY FUNDING	232,140	232,140	232,140	0.00%
SMART GLASSES	360,760	261,605	43,620	-87.91%
PALLIATIVE TRAINING			81,000	
MISC REVENUE / SALE VEHICLE / EVENT COVRGE / ETC...	68,000	169,938	53,000	-22.06%
CONTRIBUTION FROM RESERVE				
<b>TOTAL REVENUE</b>	<b>\$11,569,797</b>	<b>\$11,558,174</b>	<b>\$11,891,249</b>	<b>2.78%</b>

**TOTAL OPERATING** **\$7,735,369** **\$7,732,638** **\$7,617,172** **-1.53%**

CAPITAL

Capital Levy **\$950,000** **\$950,000** **\$1,000,000** **5.26%**

**NET COST** **\$8,685,369** **\$8,682,638** **\$8,617,172** **-0.79%**

COUNTY OF HASTINGS

COMMUNITY AND HUMAN SERVICES

2019 BUDGET

OPERATING

	<u>2018 BUDGET</u>	<u>2018 ACTUAL</u>	<u>2019 BUDGET</u>	<u>%</u>	<u>MINISTRY FUNDED %</u>	<u>2019 BUDGET MCSS SUBSIDY</u>
<b>PROGRAM EXPENDITURES</b>						
ONTARIO WORKS BENEFITS	\$24,625,000	\$22,040,852	\$23,051,000	-6.39%	100.00%	\$23,051,000
DISCRETIONARY BENEFITS	1,319,840	1,199,217	1,368,600	3.71%	100.00%	1,368,600
MUNICIPAL EMERGENCY ASSISTANCE FUND	80,000	63,400	107,000	33.75%	0.00%	0
COMMUNITY HOMELESSNESS PREVENTION INITIATIVE	2,186,982	2,160,367	2,184,196	-0.13%	100.00%	2,184,196
SOCIAL ASSISTANCE RESTRUCTURING BENEFIT	250,650	284,242	250,650	0.00%	0.00%	0
CHILDREN SERVICES PROGRAMS	15,557,288	15,687,874	14,985,125	-3.68%	100.00%	14,087,931
REACHING HOME / HOMELESSNESS PARTNERING STRATEGY	224,542	235,782	332,408	48.04%	100.00%	332,408
HEALTHY KIDS	375,000	344,023		-100.00%	100.00%	0
<b>SUB-TOTAL PROGRAM EXPENDITURES</b>	<b>\$44,619,102</b>	<b>\$42,015,757</b>	<b>\$42,278,979</b>	<b>-5.24%</b>		<b>\$41,024,135</b>
<b>OTHER EXPENDITURES</b>						
ONTARIO WORKS ADMINISTRATION EXPENDITURES	\$11,304,181	\$10,967,717	\$11,040,008	-2.34%		
CHILD CARE ADMINISTRATION	867,266	889,497	889,499	2.56%		
COUNTY OPERATED DAY NURSERY / AFTER SCHOOL PROGRAMS	364,200	293,825	372,480	2.27%		
SOCIAL HOUSING	21,618,835	21,649,270	22,029,299	1.90%		
<b>SUB - TOTAL OTHER EXPENDITURES</b>	<b>\$34,154,482</b>	<b>\$33,800,309</b>	<b>\$34,331,286</b>	<b>0.52%</b>		
<b>TOTAL EXPENDITURES</b>	<b>\$78,773,584</b>	<b>\$75,816,066</b>	<b>\$76,610,265</b>	<b>-2.75%</b>		
<b>REVENUE</b>						
PROVINCIAL / FEDERAL SUBSIDY - PROGRAMS	\$43,399,597	\$40,767,165	\$41,024,135	-5.47%		
ONTARIO WORKS ADMINISTRATION	7,134,866	6,974,730	6,920,754	-3.00%		
CHILDREN SERVICES ADMINISTRATION	707,197	729,431	729,430	3.14%		
BEFORE AND AFTER SCHOOL PROGRAMS	364,200	436,848	372,480	2.27%		
SOCIAL HOUSING	10,446,912	10,604,585	10,289,828	-1.50%		
<b>TOTAL COUNTY REVENUE</b>	<b>\$62,052,772</b>	<b>\$59,512,759</b>	<b>\$59,336,627</b>	<b>-4.38%</b>		
<b>NET COST</b>	<b>\$16,720,813</b>	<b>\$16,303,307</b>	<b>\$17,273,638</b>	<b>3.31%</b>		

MUNICIPAL APPORTIONMENT OF 2019 BUDGET NET COST : BASED ON WEIGHTED ASSESSMENT.

<u>MUNICIPALITIES</u>	<u>2018 BUDGET</u>	<u>2018 ACTUAL</u>	<u>2019 BUDGET</u>	<u>%</u>
HASTINGS COUNTY.....	\$4,969,426	\$4,845,342	\$5,104,360	29.5500%
BELLEVILLE.....	\$6,910,712	\$6,738,157	\$7,071,827	40.9400%
QUINTE WEST.....	\$4,840,675	\$4,719,807	\$5,097,451	29.5100%
<b>TOTAL APPORTIONMENT</b>	<b>\$16,720,813</b>	<b>\$16,303,306</b>	<b>\$17,273,638</b>	<b>100.00%</b>

MUNICIPAL APPORTIONMENT OF 2018 BUDGET NET COST : BASED ON WEIGHTED ASSESSMENT.

<u>MUNICIPALITIES</u>	<u>BASED ON 2018 APPORTIONMENT RATES</u>			
	<u>2018 BUDGET</u>	<u>2018 ACTUAL</u>	<u>2019 BUDGET</u>	<u>%</u>
HASTINGS COUNTY.....	\$2,581,292	2,580,480	\$2,546,374	29.5500%
BELLEVILLE.....	\$3,589,663	3,588,534	\$3,527,870	40.9400%
QUINTE WEST.....	\$2,514,414	2,513,624	\$2,542,927	29.5100%
<b>TOTAL APPORTIONMENT</b>	<b>\$8,685,369</b>	<b>\$8,682,638</b>	<b>\$8,617,172</b>	<b>100.00%</b>

**COUNTY OF HASTINGS**  
**HASTINGS / QUINTE L.T.C. - HASTINGS MANOR**

**2019 BUDGET**

**OPERATING**  
**EXPENDITURES**

	<u>2018 BUDGET</u>	<u>2018 ACTUAL</u>	<u>2019 BUDGET</u>	<u>%</u>
WAGES	\$11,900,993	\$12,368,817	\$12,413,212	4.30%
FRINGE BENEFITS	3,058,555	2,913,929	3,165,369	3.49%
HEATING, HYDRO & WATER	732,000	731,228	765,000	4.51%
<b><u>SUB TOTAL</u></b>	<b><u>\$15,691,548</u></b>	<b><u>\$16,013,974</u></b>	<b><u>\$16,343,580</u></b>	<b><u>4.16%</u></b>
ALL OTHER EXPENSES	\$3,117,372	\$3,135,165	\$3,405,681	9.25%
CONTRIBUTION TO RESERVES-WSIB / Other	0		0	
-Capital	0		0	
<b><u>TOTAL EXPENDITURES</u></b>	<b><u>\$18,808,920</u></b>	<b><u>\$19,149,139</u></b>	<b><u>\$19,749,261</u></b>	<b><u>5.00%</u></b>

**REVENUE**

PROVINCIAL SUBSIDY	\$11,245,891	\$11,474,281	\$11,701,222	4.05%
RESIDENT-BASIC ACCOMMODATION	4,922,070	4,995,221	4,977,587	1.13%
RESIDENT-PREF. ACCOMMODATION	927,666	985,904	980,995	5.75%
PROVINCIAL SUBSIDY-PHYSICIAN ON-CALL	24,500	24,503	24,500	0.00%
-RAI-MDS INITIATIVE-SUSTAINABIL	92,748	92,748	92,748	
-RPN INITIATIVE	187,248	46,812		-100.00%
-High Needs-Nursing Per Diem	59,101	59,793	60,025	1.56%
-High Needs-Raw Food Per Diem			106,068	
-Physiotherapy	205,436	208,473	209,484	1.97%
-BSO Funding			98,220	
MISC. REVENUE (INTEREST / DONATIONS / OTHER)	59,200	80,466	59,200	0.00%
CONTRIBUTION FROM RESERVES-WSIB	30,169		30,169	0.00%
CONTRIBUTION FROM RESERVES	13,233			-100.00%
	<b><u>\$17,767,262</u></b>	<b><u>\$17,968,201</u></b>	<b><u>\$18,340,218</u></b>	<b><u>3.22%</u></b>
<b><u>TOTAL OPERATING</u></b>	<b><u>\$1,041,658</u></b>	<b><u>\$1,180,938</u></b>	<b><u>\$1,409,043</u></b>	<b><u>35.27%</u></b>

**CAPITAL**

CAPITAL LEVY	\$114,000	\$114,000	\$200,000	75.44%
LONG TERM DEBT COST	2,374,429	2,344,601	2,464,429	3.79%
PROVINCIAL DEBT SERVICING ALLOWANCE	(955,752)	(955,752)	(955,752)	0.00%
<b><u>TOTAL CAPITAL</u></b>	<b><u>\$1,532,677</u></b>	<b><u>\$1,502,849</u></b>	<b><u>\$1,708,677</u></b>	<b><u>11.48%</u></b>

**NET COST**

	<b><u>\$2,574,335</u></b>	<b><u>\$2,683,787</u></b>	<b><u>\$3,117,720</u></b>	<b><u>21.11%</u></b>
--	---------------------------	---------------------------	---------------------------	----------------------

BASED ON 2018

**APPORTIONMENT RATES**

**DISTRIBUTION OF NET COSTS**

**Based on proportionate share of beds(Resident Days)**

	<u>2018 BUDGET</u>	<u>2018 ACTUAL</u>	<u>2019 BUDGET</u>	<u>%</u>
BELLEVILLE	\$1,958,297	\$1,976,743	\$2,296,513	73.6600%

**Based on proportionate share of weighted assessment**

QUINTE WEST	\$304,015	\$348,926	\$410,357	13.1621%
HASTINGS	\$312,023	\$358,117	\$410,850	13.1779%
	<b><u>\$2,574,335</u></b>	<b><u>\$2,683,786</u></b>	<b><u>\$3,117,720</u></b>	<b><u>100.00%</u></b>

COUNTY OF HASTINGS

HASTINGS / QUINTE L.T.C. - CENTENNIAL MANOR

2019 BUDGET

**OPERATING**

<u>EXPENDITURES</u>	<u>2018 BUDGET</u>	<u>2018 ACTUAL</u>	<u>2019 BUDGET</u>	<u>%</u>
WAGES	\$5,989,729	\$5,918,320	\$6,132,530	2.38%
FRINGE BENEFITS	1,449,514	1,367,069	1,508,602	4.08%
HEATING, HYDRO & WATER	320,150	307,923	320,500	0.11%
<b><u>SUB TOTAL</u></b>	<b><u>\$7,759,393</u></b>	<b><u>\$7,593,312</u></b>	<b><u>\$7,961,632</u></b>	<b><u>2.61%</u></b>
ALL OTHER EXPENSES	\$1,779,875	\$1,786,176	\$1,963,815	10.33%
CONTRIBUTION TO RESERVES-WSIB	0	0	0	
CONTRIBUTION TO CAPITAL RESERVES				
<b><u>TOTAL EXPENDITURES</u></b>	<b><u>\$9,539,268</u></b>	<b><u>\$9,379,488</u></b>	<b><u>\$9,925,447</u></b>	<b><u>4.05%</u></b>

**REVENUE**

PROVINCIAL SUBSIDY	\$5,007,820	\$5,076,569	\$5,149,703	2.83%
RESIDENT-BASIC ACCOMMODATION	2,114,617	2,188,948	2,182,405	3.21%
RESIDENT-PREF. ACCOMMODATION	309,354	330,440	328,667	6.24%
PROVINCIAL SUBSIDY -PHYSICIAN ON CALL	14,500	14,527	14,500	0.00%
-RAI MDS INITIATIVE0-SUSTAINABILITY)	65,004	65,004	65,004	0.00%
-RPN INITIATIVE / QAP	82,224	20,556	25,452	-69.05%
-HIGH NEEDS NURSING	25,696	25,997	26,098	1.56%
-HIGH NEEDS RAW FOOD			106,068	
-PHYSIOTHERAPY	89,320	90,639	91,080	1.97%
-NURSE PRACTITIONER	92,150	102,380	122,856	33.32%
MISC. REVENUE ( RENT / OTHER)	30,900	50,992	29,700	-3.88%
CONTRIBUTION FROM RESERVES	29,096			
<b><u>TOTAL REVENUE</u></b>	<b><u>\$7,860,681</u></b>	<b><u>\$7,966,052</u></b>	<b><u>\$8,141,533</u></b>	<b><u>3.57%</u></b>

**TOTAL OPERATING**

<b><u>\$1,678,587</u></b>	<b><u>\$1,413,436</u></b>	<b><u>\$1,783,914</u></b>	
---------------------------	---------------------------	---------------------------	--

**CAPITAL**

CAPITAL LEVY	\$120,324	\$385,474	\$120,324	0.00%
LONG TERM DEBT COST	944,426	944,426	944,426	0.00%
PROVINCIAL DEBT SERVICING ALLOWANCE	(415,548)	(415,548)	(415,548)	0.00%
<b><u>TOTAL CAPITAL</u></b>	<b><u>\$649,202</u></b>	<b><u>\$914,352</u></b>	<b><u>\$649,202</u></b>	<b><u>0.00%</u></b>

**NET COST**

<b><u>\$2,327,789</u></b>	<b><u>\$2,327,788</u></b>	<b><u>\$2,433,116</u></b>	<b><u>4.52%</u></b>
---------------------------	---------------------------	---------------------------	---------------------

**DISTRIBUTION OF NET COSTS**

<u>HASTINGS COUNTY</u>	<u>2018 BUDGET</u>	<u>2018 ACTUAL</u>	<u>2019 BUDGET</u>	<u>%</u>
<u>HASTINGS COUNTY</u>	\$991,870	\$991,871	\$1,022,152	42.01%
<u>QUINTE WEST</u>	\$966,498	\$966,498	\$1,020,936	41.96%
<u>BELLEVILLE - (THURLOW / QUINTE WEST ANNEX)</u>	\$369,420	\$369,420	\$390,029	16.03%

**TOTALS**

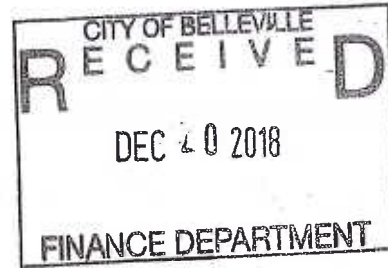
<b><u>\$2,327,788</u></b>	<b><u>\$2,327,789</u></b>	<b><u>\$2,433,117</u></b>	<b><u>100.00%</u></b>
---------------------------	---------------------------	---------------------------	-----------------------



MUNICIPAL PROPERTY ASSESSMENT CORPORATION

December 14, 2018

City of Belleville  
Attention: Susan Howard  
Manager, Revenue & Taxation  
City Hall  
169 Front St  
BELLEVILLE ON K8N 2Y8



**Subject: 2019 Municipal Levy**

Attention: Susan Howard

In support of your fiscal planning, I am writing to advise you that the Municipal Property Assessment Corporation (MPAC) Board of Directors has approved the corporation's 2019 budget including a province-wide municipal levy increase of 2.1% for services required by Ontario municipalities for 2019.

The approved MPAC budget includes continued investments to ensure operational efficiency and effectiveness in the delivery of services that support the maintenance of your assessment base such as the timely processing of appeals and new assessment.

The annual levy for your municipality for 2019 will be approximately \$633,476.79, or a 2.89% increase in comparison to the provincial average of a 2.1% increase.

This amount will be reflected on your first bill that will be mailed in early January 2019 followed by equal quarterly installments.

Under the *MPAC Act*, funding requirements are distributed to each municipality based on their total assessed values and property counts, as compared to all of Ontario. You can find details of your funding allocation in the enclosed calculation document.



---

I also encourage you to view the video on [How the Municipal Levy is Calculated](#), found on our MPAC YouTube channel.

If you have any questions about:

- MPAC's funding requirements, please contact Mary Meffe; or
- Assessment services provided to your municipality, please contact Carla Y. Nell.

Mary's Contact info:  
Vice-President,  
Corporate and Information Services  
and Chief Financial Officer  
289.539.0306  
[Mary.Meffe@mpac.ca](mailto:Mary.Meffe@mpac.ca)

Carla's Contact info:  
Vice-President,  
Municipal and Stakeholder Relations  
289.315.1287  
[Carla.Nell@mpac.ca](mailto:Carla.Nell@mpac.ca)

Yours truly,



Nicole McNeill,  
President and Chief Administrative Officer

Copy MPAC Board of Directors  
MPAC Executive Management Group



MUNICIPAL PROPERTY ASSESSMENT CORPORATION

SUPPORTING INFORMATION FOR THE CALCULATION OF 2019  
PROPERTY ASSESSMENT SERVICES AND SUPPORT COSTS

Municipality City of Belleville  
Legislated Cost Recovery Formula =  $\frac{(A+B)}{2} \times C$

	City of Belleville	Province	Municipality's Share	% Change
<b>Assessment Value (A)</b>				
2019	\$6,087,739,469	\$2,778,262,902,362	0.2191%	
2018	\$5,805,044,988	\$2,593,258,695,224	0.2239%	-2.11%
<b>Property Count (B)</b>				
2019	20,200	5,293,723	0.3816%	
2018	19,487	5,235,024	0.3722%	2.51%
<b>MPAC Cost Recovery (C)</b>	<b>2019</b>	<b>2018</b>	<b>% Change</b>	
Average of (A) and (B)	\$210,911,338.18 0.3004%	\$206,573,298.90 0.2980%	2.10% 0.77%	
<b>Municipality's Share of Levy</b>	\$633,476.79	\$615,685.69	2.89%	
<b>Quarterly Payment</b>	\$158,369.20			

- \* A is the Municipality's share of the total province's assessment value.
- \* B is the Municipality's share of the total province's property count.
- \* C is the total amount required by MPAC from all municipalities in the province as a payment for service.

**Main Office – Belleville**

179 North Park Street, Belleville, ON K8P 4P1  
T: 613-966-5500 | 1-800-267-2803 | F: 613-966-9418  
TTY: 711 or 1-800-267-6511  
[www.hpepublichealth.ca](http://www.hpepublichealth.ca)

February 14, 2019

Mr. Rick Kester, Chief Administrative Officer  
Corporation of the City of Belleville  
169 Front Street  
Belleville, ON K8N 2Y8

Via email: [rkester@city.belleville.on.ca](mailto:rkester@city.belleville.on.ca)

Dear Mr. Kester:

**Re: 2019 Health Unit Budget and Municipal Levy Assessment**

The Board of Health for the Hastings and Prince Edward Counties Health Unit (Health Unit) approved the 2019 Budget on February 6, 2019. The complete budget package is attached for your information and reference. Please note the consolidated budget for the Health Unit is \$15,366,884 which represents the budget for all of our program areas.

In accordance with Section 72(5) of the *Health Protection and Promotion Act*, notice is hereby provided that the 2019 Budget for the Board of Health is set at \$13,713,653 for Ministry of Health and Long-Term Care programs and the building fund. The attached *Calculation of 2019 Municipal Levy* sheet provides a summary of the costs associated with all municipally funded programs.

The municipal share of the 2019 Budget for levy purposes is \$3,388,953. You will recall that the municipal members voted to change the population base for the calculation of the levy from MPAC figures to Statistics Canada figures last year in order to ensure the population figures are the same as on each municipal website. Based on the most current 2016 Statistics Canada population figures, your share of the 2019 levy is \$1,057,039. Invoices will be sent shortly for the quarterly payments.

If you have any questions, please contact me at 613-966-5500 ext. 203 or [vdunham@hpeph.ca](mailto:vdunham@hpeph.ca).

Yours sincerely,



Valerie R. Dunham  
Director of Corporate Services

VRD/cal  
Enclosures - 2

cc: Brian Cousins, Director Finance  
Via email: [bcousins@city.belleville.on.ca](mailto:bcousins@city.belleville.on.ca)

**HASTINGS PRINCE EDWARD PUBLIC HEALTH  
2019 Budget - Calculation of 2019 Municipal Levy**

	2018 Actuals			2019 Budget			% change
	Total	Ministry	Municipal	Total	Ministry	Municipal	
Cost Shared Mandatory Programs	11,607,669	8,320,200	3,287,469	11,657,753	8,320,200	3,337,553	1.5%
Related Cost Shared Programs							
Vector-Borne Diseases	105,600	79,200	26,400	105,600	79,200	26,400	0.0%
Small Drinking Water Systems Programs	100,000	75,000	25,000	100,000	75,000	25,000	0.0%
100% Funded Related Programs	1,850,300	1,850,300	-	1,850,300	1,850,300	-	0.0%
Total Related Programs	2,055,900	2,004,500	51,400	2,055,900	2,004,500	51,400	-
Total Costs	13,663,569	10,324,700	3,338,869	13,713,653	10,324,700	3,388,953	1.5%
Total \$ increase over last year				50,084		50,084	

**Explanatory Notes**

*Municipal revenues for cost-shared mandatory programs have been increased by 1.5% as approved by the Board of Health September 2018. Allocation of municipal levy for 2019 based on Statistics Canada Calculations implemented over a two year period as approved by the Board of Health November 2018.*

Contributing Municipalities	2019 (based on MPAC population)			2019 Levy Calculation (based on Statistics Canada Calculation over a two year period)						
	Population	% of Total	Tariff	Population	% of Total	Tariff	\$ change	1/2 of 2019 variance	Allocation 2019	% Change
City of Belleville	125,329	100.00%	3,388,953	158,667	100.00%	3,388,953	0	0	1,057,039	2.5%
City of Quinte West	38,119	30.42%	1,030,755	50,720	32.0%	1,083,324	52,568	26,284	908,531	2.5%
Hastings County	32,777	26.15%	886,305	43,577	27.5%	930,757	44,452	22,226	870,246	-2.7%
Prince Edward County	33,063	26.38%	894,039	39,630	25.0%	846,453	-47,585	(23,793)	553,137	-4.3%
	21,370	17.05%	577,854	24,740	15.6%	528,419	-49,435	(24,718)		
<b>TOTAL</b>			<b>3,388,953</b>			<b>3,388,953</b>	<b>0</b>	<b>0</b>	<b>3,388,953</b>	<b>0</b>



HASTINGS PRINCE EDWARD  
**Public Health**

**2019 BUDGET PACKAGE**

*Board Approved February 6, 2019*

# HASTINGS PRINCE EDWARD PUBLIC HEALTH

## 2019 BUDGET- Executive Summary

The 2019 budget for Hastings Prince Edward Public Health (HPEPH) demonstrates the results of a number of decisions and key changes that took place during 2018, as well as proactive planning for 2019 and beyond. Each year, efforts are made to critically review and assess strategic and operational requirements at HPEPH, to ensure resources are best aligned to meet organizational needs and are responsive to community service requirements.

Revenues for 2019 remain relatively consistent from previous years with the exception of revenue related to the Ministry funded Healthy Kids Community Challenge Program which ended September 30, 2018. As this program had revenues of \$344,000 in 2018, its conclusion explains many of the budget variances seen in revenues, program supplies and professional fees from 2018 to 2019. Municipal levies have been increased by 1.5% to align with the increase in the Ministry of Health and Long-Term Care funding received in 2018.

Restructuring our organization to meet the priorities identified in our Strategic Plan, as well as address the requirements of the new Ontario Public Health Standards led to a number of staffing modifications in 2018. These modifications included the assignment of a Senior Public Health Inspector to provide quality assurance on a part-time basis, and the recruitment of a full time Registered Practical Nurse, Epidemiologist and Foundational Standards Specialist who will help us achieve strategic priorities related to population health assessment, program standards and health promotion. Restructuring management and non-union resulted in savings that helped offset the cost of these investments, which were also funded through the 2% increase in funding from the Ministry of Health and Long-Term Care which was distributed in the spring of 2018.

A key goal in the building of the 2019 budget was to reduce discretionary costs wherever possible in order to continue to reinvest in front line positions that will support program delivery and help us achieve our strategic priorities. We are pleased to share that this goal was met through the critical review and resulting reduction of professional fees and program supply costs. These savings, along with savings from vacant positions, has provided an opportunity to hire contractual positions in the areas of nursing, communications, technology and health promotion. These temporary positions will help address ongoing workload issues and service gaps.

We will continue to monitor our expenditures and review the organization as needed to ensure our resources meet identified needs and advance our operational and strategic goals for 2019.

**HASTINGS PRINCE EDWARD PUBLIC HEALTH**  
**2018 Actuals & 2019 Proposed BUDGET**  
*Board Approved February 6, 2019*

	2018 Forecast Actuals	2018 Approved Budget	2018 Variance Budget vs Actual	2019 Proposed Budget	Variance (2019 Proposed Budget vs 2018 Approved Budget)	% Variance	
<b>REVENUES</b>							
1	Mandatory Programs	8,320,200	8,157,000	163,200	8,320,200	163,200	2.00%
	Related Programs	2,004,500	2,004,500	-	2,004,500		
2	MOHLTC Annual Grants	220,921	222,646	(1,725)	153,700	(68,946)	-30.97%
3	Board of Health Municipal Levy	3,338,870	3,338,869	1	3,388,953	50,084	1.50%
4	County of Hastings - Healthy Kids	344,023	281,250	62,773	-	(281,250)	-100.00%
5	Ministry of Children & Youth Services	1,160,543	1,160,543	-	1,160,543	-	0.00%
6	Public Health Agency of Canada	106,424	89,988	16,436	89,988	-	0.00%
7	Health Canada	49,880	35,950	13,930	39,000	3,050	8.48%
8	Expenditure Recoveries	275,631	211,000	64,631	210,000	(1,000)	-0.47%
9	Transfer from Reserves	-	15,000	(15,000)	-	(15,000)	0.00%
<b>TOTAL REVENUES</b>		<b>15,820,991</b>	<b>15,516,746</b>	<b>304,245</b>	<b>15,366,884</b>	<b>(149,862)</b>	<b>-1.0%</b>
<b>EXPENSES</b>							
1	Salaries & Wages	9,439,293	9,925,379	(486,086)	10,227,239	301,860	3.0%
2	Employee Benefits	2,463,851	2,535,197	(71,346)	2,607,370	72,173	2.8%
3	Staff Training	135,276	151,400	(16,124)	144,575	(6,825)	-4.5%
4	Travel Expenses	218,537	206,900	11,637	196,800	(10,100)	-4.9%
5	Building Occupancy	1,057,828	991,580	66,248	996,600	5,020	0.5%
6	Office Expenses, Printing, Postage	83,307	112,500	(29,193)	80,000	(32,500)	-28.9%
7	Program Materials, Supplies	948,327	781,640	166,687	425,900	(355,740)	-45.5%
8	Professional & Purchased Services	449,735	429,450	20,285	297,700	(131,750)	-30.7%
9	Communication Costs	91,640	102,400	(10,760)	97,100	(5,300)	-5.2%
10	Information Technology	353,018	280,300	72,718	293,600	13,300	4.7%
11	Transfer to Capital/Operating Funds	512,809	-	512,809	-	-	
<b>TOTAL EXPENSES</b>		<b>15,753,622</b>	<b>15,516,746</b>	<b>236,876</b>	<b>15,366,884</b>	<b>(149,862)</b>	<b>-1.0%</b>
<b>SURPLUS/DEFICIT</b>		<b>67,369</b>	<b>-</b>	<b>67,369</b>	<b>0</b>	<b>0</b>	
<b>ANALYSIS OF SURPLUS BALANCE</b>							
	Mandatory Programs						
	Related Programs	13,365					
	MOHLTC Grants	-					
	MOHLTC Grant Deferrals to March 31st	-					
	MCYS Programs	20,000					
	Federal programs Deferrals to March	34,004					
		<u>67,369</u>					

HASTINGS PRINCE EDWARD PUBLIC HEALTH

Budgeted Revenues - For the period January 1, 2019 to December 31, 2019

Board Approved February 6, 2019

Revenue Source	Ministry of Health & Long-Term Care (MOHLTC)		TOTAL MOHLTC Programs	Other Grants & Contracts			TOTAL Other Grants & Contracts	Consolidated Budget
	Mandatory Programs	Related Programs		MOHLTC	Healthy Babies Healthy Children	Federal Grants		
<b>PROVINCIAL &amp; MUNICIPAL FUNDING</b>								
Ministry of Health & Long-Term Care	8,320,200	2,004,500	10,324,700				-	10,324,700
MOHLTC Annual Grants			-	112,000			112,000	112,000
MOHLTC INFO-WAY Grant				41,700			41,700	41,700
Board of Health Municipal Levy	3,337,553	51,400	3,388,953				-	3,388,953
Board of Health - Transfer from Reserves							-	-
Ministry of Children & Youth Services					1,160,543		1,160,543	1,160,543
<b>TOTAL PROVINCIAL &amp; MUNICIPAL GRANTS</b>	<b>11,657,753</b>	<b>2,055,900</b>	<b>13,713,653</b>	<b>153,700</b>	<b>1,160,543</b>		<b>1,314,243</b>	<b>15,027,896</b>
<b>FEDERAL FUNDING</b>								
Public Health Agency of Canada						89,988	89,988	89,988
Health Canada						39,000	39,000	39,000
<b>EXPENDITURE RECOVERIES</b>								
Nicotine Replacement Therapy Sales	20,000		20,000				-	20,000
Contraceptive Sales	13,000		13,000				-	13,000
OHIP Payments	13,000		13,000				-	13,000
Food Handler Course	35,000		35,000				-	35,000
Zostavax Vaccine	5,000		5,000				-	5,000
Travel Vaccines	38,000		38,000				-	38,000
Tuberculosis Vaccine	30,000		30,000				-	30,000
Menactra Vaccine	16,000		16,000				-	16,000
Human Papilloma Virus (HPV)	20,000		20,000				-	20,000
Flu Vaccine	10,000		10,000				-	10,000
Interest	10,000		10,000				-	10,000
	210,000		210,000			128,988	128,988	338,988
<b>TOTAL REVENUE</b>	<b>11,867,753</b>	<b>2,055,900</b>	<b>13,923,653</b>	<b>153,700</b>	<b>1,160,543</b>	<b>128,988</b>	<b>1,443,231</b>	<b>15,366,884</b>



**HASTINGS PRINCE EDWARD PUBLIC HEALTH**  
**2019 BUDGET - Explanatory Notes and Variance Analysis - REVENUES**  
*Board Approved February 6, 2019*

**1. MINISTRY OF HEALTH AND LONG-TERM CARE (MOHLTC)**

**2019**  
**\$ 8,320,200**

**Cost Shared Mandatory Programs**

The Ministry of Health and Long-Term Care issues an accountability agreement each year outlining the terms of transfer payments to public health. Programs covered through cost shared funding include the following 12 program areas.

**Foundation Standards**

- Population Health Assessment
- Health Equity
- Effective Public Health Practice
- Emergency Preparedness, Response and Recovery

**Program Standards**

- Chronic Diseases and Injury Prevention, Wellness and Substance Misuse
- Food Safety
- Healthy Environments
- Healthy Growth and Development
- Immunization
- Infectious and Communicable Diseases Prevention and Control
- Safe Water
- School Health

**Cost Shared Related Programs**

Funding for related programs is provided on a program by program basis as follows:

Vector-Borne Diseases Program	\$	79,200
Small Drinking Water Systems Program		75,000

**100% Related Programs**

Chief Nursing Officer Initiative		121,500
Enhanced Food Safety Initiative		25,000
Enhanced Safe Water Initiative		15,500
Healthy Smiles Ontario		550,300
Infection Prevention and Control Nurses Initiative		90,100
Infectious Diseases Control Initiative		222,300
Needle Exchange Program Initiative		51,000
Social Determinants of Health Initiative		180,500
Smoke Free Ontario Strategy		418,400
Electronic Cigarettes Act - Protection and Enforcement		25,700
Harm Reduction Program Enhancement (Opioid program)		150,000
Total Related Programs	\$	2,004,500

*No increases are budgeted for Ministry funding due to a funding freeze. The variance of \$163,200 from 2018 to 2019 is due to the funding increase of 2% provided to public health in the spring of 2018.*

Total Ministry of Health & Long Term Care Accountability Agreement

\$ 10,324,700

## 2. MOHLTC ANNUAL GRANTS

*A Medical Officer of Health (MOH) Compensation Grant is provided by the Ministry of Health and Long-Term Care on an annual basis. This Grant as well as a small amount for a Public Health Inspector Practicum Student is included in this budget. An operating grant for continued work on the provincial electronic records system for vaccine recording, Panorama, is also included. More grant applications will be made in the budget submission to the Ministry, but will not be reported as part of the budget until approved.*

*Grants approved in 2017 for the period up to March 31, 2018 are included in the 2018 revenues. These grants did not continue in the budget year 2018/2019.*

MOH Compensation Grant \$ 102,000

### One-Time Funding Grants

Public Health Inspector Practicum Student 10,000

Infoway Grant (for Panorama software implementation) 41,700

**Total One-Time Funding MOHLTC Grants** \$ 153,700

## 3. BOARD OF HEALTH MUNICIPAL LEVY

*A 1.5% increase in the municipal levy (total of \$50,084) has been included as approved in September 2018.*

\$ 3,388,953

## 4. COUNTY OF HASTINGS - HEALTHY KIDS

*The contract for the three year Healthy Kids Community Challenge program concluded September 30, 2018. This program is not continuing.*

-

## 5. MINISTRY OF CHILDREN & YOUTH SERVICES (MCYS)

*MCYS funds the Healthy Babies, Healthy Children program; no increase is anticipated for this contract.*

\$ 1,160,543

## 6. PUBLIC HEALTH AGENCY OF CANADA (PHAC)

*PHAC funds the Canada Prenatal Nutrition Program (CPNP); no increase is anticipated for this contract. This program has a March 31st fiscal year. Forecast actuals include the carry forward of funds at December 2018. This contribution assists us in meeting the Ontario Public Health Standards for vulnerable populations.*

\$ 89,988

## 7. HEALTH CANADA

*Health Canada funds the Children's Oral Health Initiative Program (COHP); no increase is anticipated for this contract. The program has a March 31st fiscal year. Forecast actuals include the carry forward of funds at December 2018.*

\$ 39,000

**8. EXPENDITURE RECOVERIES**

*Expenditure recoveries include OHIP reimbursements, vaccine recoveries , food handler course registrations, contraceptives, nicotine replacement therapy and interest earnings on transfer payments.*

\$ 210,000

*This area of revenue has varied significantly over the past five years due to changes in publicly funded vaccines (e.g. Shingles vaccines), the announcement of public funding of prescription medications for youth (including contraceptives) and reduced demand for flu vaccines at public health (pharmacies now administer a large percentage of flu vaccines).*

*Recoveries income for travel vaccines will be substantially lower in 2019 than 2018 due to the discontinuation of the travel program.*

**9. TRANSFER FROM RESERVES**

**TOTAL BUDGETED REVENUES 2019**

---

\$ 15,366,884

---

HASTINGS PRINCE EDWARD PUBLIC HEALTH

Budgeted Revenues and Expenses - For the period January 1, 2019 to December 31, 2019

Board Approved February 6, 2019

Expense Item	Ministry of Health & Long-Term Care	Other Grants & Contracts			TOTAL Other Grants & Contracts	Consolidated Budget
	Mandatory & Related Programs	MOHLTC	Healthy Babies Healthy Children	Federal Grants		
Salaries & Wages	9,140,122	146,474	854,233	86,410	1,087,116	10,227,239
Employee Benefits	2,349,656	7,226	231,310	19,179	257,714	2,607,370
Staff Training	138,075	-	5,500	1,000	6,500	144,575
Travel Expenses	157,300	-	34,000	5,500	39,500	196,800
Building Occupancy	994,600	-	-	2,000	2,000	996,600
Office Expenses, Printing, Postage	77,500	-	2,500	-	2,500	80,000
Program Materials, Supplies	409,500	-	2,500	13,900	16,400	425,900
Professional & Purchased Services	295,700	-	1,000	1,000	2,000	297,700
Communication Costs	85,100	-	12,000	-	12,000	97,100
Information Technology	276,100	-	17,500	-	17,500	293,600
<b>TOTAL EXPENDITURES</b>	<b>13,923,653</b>	<b>153,700</b>	<b>1,160,543</b>	<b>128,988</b>	<b>1,443,231</b>	<b>15,366,884</b>
<b>REVENUES</b>						
Ministry of Health and Long-Term Care	10,324,700	153,700			153,700	10,478,400
Municipal Levies	3,388,953				-	3,388,953
Ministry of Children and Youth Services			1,160,543		1,160,543	1,160,543
Health Canada - Children's Oral Health Initiative (COHI)				39,000	39,000	39,000
Public Health Agency of Canada - Canada Prenatal Nutrition Program (CPNP)				89,988	89,988	89,988
Expenditure Recoveries and Misc Revenues	210,000				-	210,000
<b>TOTAL REVENUES</b>	<b>13,923,653</b>	<b>153,700</b>	<b>1,160,543</b>	<b>128,988</b>	<b>1,443,231</b>	<b>15,366,884</b>
Variance	0	0	0	0	0	0

**HASTINGS PRINCE EDWARD PUBLIC HEALTH**  
**2019 BUDGET - Explanatory Notes and Variance Analysis - EXPENSES**  
*Board Approved February 6, 2019*

**1. SALARIES & WAGES**

*In 2018, HPEPH budgeted 132 full time equivalent positions(FTE); in 2019 we are very pleased that this total remains the same. As noted in the Executive Summary, several staffing changes were implemented during 2018 to address service demands, new public health standards and strategic priorities. Reductions in management were offset by an increase of positions including an Epidemiologist and Foundational Standards Specialist to help us achieve priorities related to population health assessment, program standards and health promotion.*

*An overall goal to decrease discretionary budget items led to reductions that have been reinvested into staffing positions to continue to address strategic directions and workload issues in communications, information technology, and nursing. These positions are being hired on a contract basis due to the continued expectation of a frozen budget for the fiscal year 2019.*

*The 2% additional funding received from the Ministry of Health and Long-Term Care in the spring of 2018 was also used to offset additional salary costs. It is important to note that the salary budget for 2019 includes the 1.6% increase negotiated with the Ontario Nurses Association (ONA) for 2018 as well as a provision for the Canadian Union of Public Employees (CUPE) negotiations which are not resolved at this point.*

*It is also important to note that several positions were held vacant during the 2018 year as more details became available about the new public health standards and expectations and our restructuring of positions was implemented. These delays led to salary savings and the resulting 2018 variance on salaries and wages.*

**2. EMPLOYEE BENEFITS**

*Employee benefits were under budget in 2018 due to some position vacancies and related lower salary costs. For 2019, budgeted costs for benefits reflect the higher level of budgeted salaries and wages for the year. Overall, benefits amount to 25.5% of salaries. This includes statutory benefits (CPP, EI, EHT and WSIB), OMERS pension plan contributions, group health, dental and life insurance and a % in lieu for part-time and contract staff.*

**3. STAFF TRAINING**

*Staff training savings in 2018 reflect delays in implementation of training while waiting for details of the new Program Standards. The budget for 2019 reflects our strategic direction of investing in the training and development of our staff. This will be increasingly important as many of our highly skilled staff retire over the next few years.*

**4. TRAVEL EXPENSES**

*Travel expenses account for staff travel throughout Hastings and Prince Edward Counties to deliver services including the inspection of food and water premises, immunization and dental clinics in the community and home visits . The reduction in the travel budget reflects the reduction of costs due to the ending of the Healthy Kids Community Challenge program.*

**5. BUILDING OCCUPANCY**

*Building occupancy costs include the building loan, leases, maintenance costs, cleaning services and supplies for all locations of the organization. The budget for 2019 has been increased slightly to reflect the same level of maintenance expenditures as 2018.*

**6. OFFICE EXPENSES, PRINTING, POSTAGE**

*The pattern of expenses for office costs, printing, postage, courier and photocopying has consistently been decreasing over the past several years due to ongoing analysis of costs and the increased use of electronic distribution, reduced photocopying and paper usage. 2018 expenses were below budget due to extremely low postage costs and office replacement costs. The 2019 budget reflects the same level of expenditures as 2018.*

**7. PROGRAM MATERIALS, SUPPLIES**

*Program materials and supplies were overbudget in 2018 due to increased expenditures in vaccines, nicotine replacement therapy (NRT), thermometers and signage. For 2019, the budget is significantly lower primarily due to the ending of the Healthy Kids Community Challenge program which accounts for \$221,000 or 62% of the budget reduction. Other key reductions include vaccines and NRT purchases which has been made possible due to the current inventory of these supplies. Discretionary program supplies were reduced as much as possible in order to reinvest in staffing.*

**8. PROFESSIONAL & PURCHASED SERVICES**

*The budget for professional services in 2018 included requirements for strategic planning, job evaluation, union negotiations and epidemiological services as well as the ongoing costs for audit fees, legal, insurances, physicians and evaluation costs. For 2019, the budget has been reduced significantly and reinvested in staffing.*

**9. COMMUNICATION COSTS**

*The savings in communication costs in 2018 was the result of a review and change in coverage for corporate cell phones. This was part of an overall cost savings goal in communications. As improved infrastructure is available throughout our region, we will take advantage of the improved internet options that may become available.*

**10. INFORMATION TECHNOLOGY**

*Information Technology costs were overbudget in 2018 due to the purchase of two additional servers during the year and enhanced security equipment. The budget for 2019 has been increased to reflect the cost of annual Microsoft software subscription fees.*

**11. TRANSFER TO CAPITAL/OPERATING FUNDS**

*Transfers represent retainable funds that will be held for future building and/or critical service requirements as per the Accounting Practices policy.*