



SOUTH NATION  
CONSERVATION  
DE LA NATION SUD  
1947-2017

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## Board of Directors

# Supplemental Agenda

**Date:** September 28<sup>th</sup>, 2017 – *Fourth Thursday*

**Time:** 9:00 am

**Location:** Watershed Room, SNC

**Address:** 38 Victoria Street, Finch, ON K0C 1K0

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## Board of Directors

# Supplemental Agenda

September 28<sup>th</sup>, 2017 at 9:00 am

1. New Business
  - a. Sewage System Program Interim Inspectors: Monique 3-4
2. Financial Reports
  - a. Estimated Statement of Operations for year ending  
December 31<sup>st</sup>, 2017 as of August 31<sup>st</sup>, 2017: Linda 5-6



Angela Coleman,

General Manager/Secretary-Treasurer.

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**To:** Board of Directors  
**From:** Monique Sauvé, Lead, Septic Inspection Program  
**Date:** September 22, 2017  
**Subject:** Sewage System Program Interim Inspectors

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**RECOMMENDATION:**

The Board of Directors approve the appointment of Marika Livingston and Mathieu Leblanc as Interim Inspectors as specified in the *Building Code Act* (BCA) under Section 6.2.(3) – *Inspectors*.

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**DISCUSSION:**

A person may be appointed as an intern *Inspector*, under supervision of a qualified staff, until all required qualifications have been completed

Marika and Mathieu have both passed the On-site Sewage System exam and are working on the General Legal and Powers and Duties exams to finalize their building code qualification requirements.

They will both continue to complete their examination program to obtain the required qualifications as an *Inspector*.

They will provide assistance with the program to off set work loads

Staff forecast permit applications will continue to increase for the remaining of 2017. The increase is mostly house sales requiring a new septic replacement not so much new construction as it has reduced a fair amount in the past years

Permit Statistics

Year end	2015	2016	2017 (as of September)
Permits	282	357	268

Compliance with Budget:


Any time spent by the newly appointed Intern *Inspectors* assisting with the Sewage System Inspection Program (SSIP) will be charged back to the program, as needed. These appointments are not included in the 2017 budget. The SSIP is 100% cost recovery.



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SNC Policy Adherence:

Any purchases will follow the appropriate section in SNC's Purchasing Policy with the required documentation and authorizations. All necessary work will follow SNC's Health and Safety Policies and Procedures.

*for*   
Monique Sauvé,  
Lead, Sewage System Inspection Program

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**To:** Board of Directors  
**From:** Linda Hutchinson, Director, Organization Effectiveness  
**Date:** September 26<sup>th</sup>, 2017  
**Subject:** Estimated Statement of Operation for year ending December 31<sup>st</sup>, 2017  
as of August 31<sup>th</sup>, 2017

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**RECOMMENDATION:**

The Board of Directors receive and file the report for the Estimated Statement of Operation for the year ending December 31<sup>st</sup>, 2017, as of August 31<sup>th</sup>, 2017.

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**DISCUSSION:**

The Net Overall amount represents total expenditures, operating, capital, and project, minus total revenue. The operational budget is defined as the day to day expenses the Authority needs for their normal activities. Expenses for projects are normally for a fixed term period of time. Capital expenditures are defined as per SNC's *Tangible Capital Assets Policy* adopted early 2011. "Tangible" capital assets are goods that have a life expectancy of more than one (1) year, and costs normally over \$3,500, with some exceptions. This Policy can be reviewed at any time, if necessary.

Senior Management, Team and Project Leads are estimating a surplus of \$253,000 at this time. A full review of 2017 estimates will continue until end of year.

**FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:**

Compliance with Budget The 2017 budget represents the Board of Directors approved Budget of November 17, 2016.

SNC Policy Adherence: SNC approved Policies are adhered to.

Linda Hutchinson,  
Director, Organization Effectiveness.

Attachment



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	Current YTD Actuals 2017	Final Budget 2017	Updated Forecast Dec 31 2017
<b>ESTIMATED STATEMENT OF OPERATION</b>			
As of August 31, 2017			
<b>EXPENDITURES</b>			
<b>OPERATING EXPENSE</b>			
<b>Science &amp; Research</b>			
Resource Management	339,682	401,425	555,384
Resource Services	304,510	636,750	661,380
<b>Total Science &amp; Research</b>	<b>644,192</b>	<b>1,038,175</b>	<b>1,216,764</b>
<b>Property &amp; Approvals</b>			
Approvals	794,600	1,369,362	1,197,222
Property	544,350	1,046,757	893,991
<b>Total Property &amp; Approvals</b>	<b>1,338,950</b>	<b>2,416,119</b>	<b>2,091,212</b>
<b>Organization Effectiveness</b>			
Corporate Services	792,590	1,296,556	1,276,233
Information Management and Technology	148,897	270,751	261,532
Communications and Outreach	248,726	455,384	511,088
<b>Total Organization Effectiveness</b>	<b>1,190,213</b>	<b>2,022,691</b>	<b>2,048,853</b>
<b>TOTAL OPERATING EXPENSE</b>	<b>3,173,355</b>	<b>5,476,985</b>	<b>5,356,829</b>
<b>CAPITAL and PROJECT EXPENSE</b>			
<b>Science &amp; Research</b>			
Capital	157,177	-	157,177
Projects	593,384	1,308,742	1,175,830
<b>Total Science &amp; Research</b>	<b>750,561</b>	<b>1,308,742</b>	<b>1,333,007</b>
<b>Property &amp; Approvals</b>			
Capital	43,294	314,258	316,331
Projects	153,704	550,361	651,580
<b>Total Property &amp; Approvals</b>	<b>196,999</b>	<b>864,619</b>	<b>967,911</b>
<b>Organization Effectiveness</b>			
Capital	12,291	58,000	58,000
Projects	-	-	-
<b>Total Organization Effectiveness</b>	<b>12,291</b>	<b>58,000</b>	<b>58,000</b>
<b>TOTAL CAPITAL AND PROJECT EXPENSE</b>	<b>959,851</b>	<b>2,231,361</b>	<b>2,358,918</b>
<b>TOTAL OVERALL EXPENSE</b>	<b>4,133,205</b>	<b>7,708,346</b>	<b>7,715,748</b>
<b>REVENUE</b>			
Other Sources	1,612,491	3,041,981	3,546,080
General Levy	2,098,315	3,147,471	3,147,471
Special Levy	410,293	550,000	363,071
Forest Land Acquisition	148,773	278,258	278,258
Source Protection	60,825	160,642	85,036
MNR	2,304	176,409	176,409
<b>TOTAL REVENUE</b>	<b>4,333,000</b>	<b>7,354,761</b>	<b>7,596,325</b>
<b>NET OVERALL</b>	<b>(199,795)</b>	<b>353,585</b>	<b>119,423</b>
Transfer To / (From) Reserve	-	(63,500)	(82,793)
Cash (Surplus) Beginning of Year	(290,085)	(290,085)	(290,085)
Cash Deficit / (Surplus) End of Year	(489,880)	0	(253,455)

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