



SOUTH NATION
CONSERVATION
DE LA NATION SUD

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Board of Directors

Supplemental Agenda

Date: May 16th, 2019

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

May 16th, 2019 at 9:00 am

1. New Business
 - a. Request for Approval: Audio-Visual Equipment Purchase
Update: Carl 3-4
2. Financial Reports
 - a. Request for Approval: Estimated Statement of Operations for
April 30th, 2019: Linda 5-6
3. Closed Session:
 - a. Update and Request for Approval: Land Acquisition: Pat 7-8

For
Angela Coleman,
General Manager/Secretary-Treasurer.

/dm



To: Board of Directors
From: Carl Bickerdike, Team Lead Corporate Services
Date: May 13th, 2019
Subject: Request for Approval: Audio-Visual Equipment Purchase Update

RECOMMENDATION:

The Board of Directors approve an additional \$33,000 for the purchase and installation of audio-visual equipment, at a total cost of approximately \$63,000 plus HST.

DISCUSSION:

The audio-visual system in our three meeting rooms mostly dates from the move to the Finch office in 2008. The system consists of two projectors, a large screen television, microphones, speakers, wall plates, cabling, an amplifier, and switching devices. The rooms are used for events and meetings by both SNC and the greater community.

In February 2019 the Board approved \$30,000 for upgrades to the audio-visual system in our three meeting rooms. A Request for Proposals (RFP) was issued with an upset budget of \$30,000 included in the RFP. The RFP highlighted known issues and asked for proposals to address as many priority areas as possible within the budget. The RFP also asked for proposals for a potential phase 2, to gauge the total cost to address all known issues.

Three proposals were received. None of the proposals were able to address enough of the main issues within the \$30,000 budget in phase 1. Two of the three proposals identified a thorough plan to address all known issues and provide the required functionality over two phases.

Staff have identified funds and are seeking approval to do all the work in 2019. There are cost savings of approximately \$5,000 by doing all the required work together. The work would be scheduled to take place in July.

FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

Compliance with Budget:

The 2019 Budget, pages 94-95, includes \$30,000 for replacing audio-visual equipment. The additional \$33,000 will be reassigned from other areas of the Corporate Services budget with approximately:

- \$28,000 from Information Management, pages 94-95
 - Better than expected recovery from federal grants
 - Savings on contracted services, software and aerial imagery
- \$5,000 from Administration, pages 90-91
 - Savings on service agreement



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SNC Policy Adherence:

SNC Purchasing Policy: Board approval is required for purchases over \$10,000. Three quotes or proposals have been obtained. If other than the lowest priced proposal is accepted, approval will be sought from the Chair or Vice Chair.

Carl Bickerdike,
Team Lead, Corporate Services

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To: Board of Directors
From: Linda Hutchinson, Director, Organization Effectiveness
Date: May 14th, 2019
Subject: Approval of: Estimated Statement of Operation for April 30th, 2019

RECOMMENDATION:

The Board of Directors receive and file the report for the Estimated Statement of Operation for the year ending December 31st, 2019, as of April 30th, 2019.

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* revised in October 2017. "Tangible" capital assets are goods that have a life expectancy of more than one (1) year, and costs normally over \$5,000, with some exceptions. This Policy can be reviewed at any time, if necessary.

Senior Management, Team and Project Leads are estimating a surplus of \$198,000 at this time. A full review of 2019 estimates will continue until end of year.

FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

Compliance with Budget The 2019 budget represents the Board of Directors approved Budget of November 22nd, 2018.

SNC Policy Adherence: SNC approved Policies are adhered to.

Linda Hutchinson,
Director, Organization Effectiveness.

Attachment



	Current YTD Actuals 2019	Final Budget 2019	Updated Forecast Dec 31 2019
ESTIMATED STATEMENT OF OPERATION			
As of April 30, 2019			
EXPENDITURES			
OPERATING EXPENSE			
Science & Research			
Resource Management	70,555	575,722	527,683
Resource Services	141,016	887,700	1,123,741
Total Science & Research	211,571	1,463,422	1,651,424
Property & Approvals			
Approvals	317,041	1,117,689	1,032,622
Property	256,795	1,065,997	1,435,973
Total Property & Approvals	573,836	2,183,686	2,468,596
Organization Effectiveness			
Corporate Services	315,627	1,387,056	1,262,449
Information Management and Technology	50,644	219,856	204,856
Communications and Outreach	128,817	501,369	467,458
Total Organization Effectiveness	495,088	2,108,281	1,934,762
TOTAL OPERATING EXPENSE	1,280,495	5,755,389	6,054,782
CAPITAL and PROJECT EXPENSE			
Science & Research			
Capital	-	20,000	-
Projects	107,983	486,798	393,086
Total Science & Research	107,983	506,798	393,086
Property & Approvals			
Capital	32,880	497,076	814,589
Projects	427,156	665,714	1,018,569
Total Property & Approvals	460,036	1,162,790	1,833,158
Organization Effectiveness			
Capital	23,913	70,000	70,000
Projects	-	-	-
Total Organization Effectiveness	23,913	70,000	70,000
TOTAL CAPITAL AND PROJECT EXPENSE	591,932	1,739,588	2,296,243
TOTAL OVERALL EXPENSE	1,872,427	7,494,977	8,351,025
REVENUE			
Other Sources	331,343	2,519,361	3,057,231
General Levy	1,131,636	3,360,323	3,360,323
Special Levy	542,600	532,777	806,953
Forest Land Acquisition	308,523	297,076	584,589
Source Protection	19,270	54,443	54,443
MNR	-	176,409	91,070
TOTAL REVENUE	2,333,371	6,940,389	7,954,609
NET OVERALL	(460,944)	554,588	396,416
Transfer To / (From) Reserve	(30,000)	(132,443)	(172,443)
Cash (Surplus) Beginning of Year	(422,145)	(422,145)	(422,145)
Cash Deficit / (Surplus) End of Year	(913,089)	-	(198,172)

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