



SOUTH NATION
CONSERVATION
DE LA NATION SUD

38 rue Victoria Street, Finch, ON K0C 1K0 Tel: 613-984-2948 Fax: 613-984-2872 Toll Free: 1-877-984-2948 www.nation.on.ca

Board of Directors

Supplemental Agenda

Date: October 17th, 2019

Time: 9:00 am

Location: Watershed Room, SNC

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



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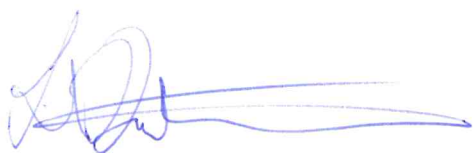
Board of Directors

Supplemental Agenda

October 17th, 2019 at 9:00 am

1. Financial Reports

- | | |
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| a. Request for Approval: Compensation and Benefit Committee | 3 |
| Recommendation: Angela/Linda | |
| b. Request for Approval: Funding Application: John | 4 |
| c. Update: Estimated Statement of Operation for | 5-6 |
| September 30th, 2019: Linda | |

For 

Angela Coleman,
General Manager/Secretary-Treasurer.

/lh



To: Board of Directors
From: Angela Coleman, General Manager-Secretary/Treasurer
Date: October 15th, 2019
Subject: Request for Approval: Compensation and Benefit Committee Recommendation

RECOMMENDATION:

The Board of Directors approve the changes recommended by the Compensation and Benefit Committee at an approximate cost of \$10,000.

DISCUSSION:

The Compensation and Benefit Committee met on October 7th, 2019.

The Committee reviewed the market survey data compiled by Kathy Bedard, McConnell and Associates.

The market data came from a variety of sources and included Federal, Provincial, Municipal, Conservation Authorities, Non-Profits and Private Sector job matches. Most of the data sources were from Eastern Ontario. A few SNC positions from each job level were benchmarked for the market analysis.

The market analysis was compiled to the mid-market range or the 50th percentile.

The job match analysis showed that 92% of our current staffed positions are market valued appropriately (job levels 1, 2, 3, 4, and 5).

8% of our staffed positions require an adjustment.

The increase adjustment will be as follows:

- Job level 7 increase by 3.25%
- Job level 6 increase by 2.22%

The Committee recommends the noted increases to be implemented January 1st, 2020.

The total salary adjustment will be approximately \$10,000.

Regular COLA grid adjustments will continue to be made on the first pay in July each year and the Authority's pension and benefit plans will continue as stipulated in the SNC's Personnel Policy.

for
Angela Coleman,
General Manager Secretary/Treasurer.



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To: Board of Directors
From: John Mesman, Team Lead, Communications and Outreach
Date: October 13, 2019
Subject: Request for Approval: Funding Application

RECOMMENDATION:

The Board of Directors approve the submission of a funding application to the:
Investing in Canada Infrastructure Program: Community, Culture and Recreation

DISCUSSION:

External funding programs have been identified by staff as potential sources of revenue for South Nation Conservation (SNC) projects. The following grant application is being prepared, to be submitted before November 12, 2019.

Investing in Canada Infrastructure Program:

SNC's Conservation Areas are visited by over 120,000 visitors annually and include a variety of public infrastructure, including: bridges, boardwalks, pavilions, culverts, trails, docks and interpretive signage. SNC is seeking an annual infrastructure investment to update aging park infrastructure to improve accessibility and meet community needs.

SNC is requesting \$75,000 annually (2020-2025) with the following cost-share:
40% Federal, 33.33% Provincial, 26.67% SNC.

FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

Compliance with Budget: This program will be included in the Draft 2020 Budget under Community Lands, Conservation Areas, at a cost of \$20,000.

SNC Policy Adherence:

All recommendations adhere to SNC's Purchasing Policy.

John Mesman,
Team Lead, Communications and Outreach

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To: Board of Directors
From: Linda Hutchinson, Director, Organization Effectiveness
Date: October 15th, 2019
Subject: Update: Estimated Statement of Operation for
September 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 September 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 \$325,000 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



**SOUTH NATION
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	Current YTD Actuals 2019	Final Budget 2019	Updated Forecast Dec 31 2019
ESTIMATED STATEMENT OF OPERATION			
As of September 30, 2019			
EXPENDITURES			
OPERATING EXPENSE			
Science & Research			
Resource Management	275,941	575,722	482,351
Resource Services	558,025	887,700	1,086,929
Total Science & Research	833,966	1,463,422	1,569,280
Property & Approvals			
Approvals	796,283	1,117,689	1,023,271
Property	676,087	1,065,997	1,389,587
Total Property & Approvals	1,472,371	2,183,686	2,412,858
Organization Effectiveness			
Corporate Services	737,277	1,387,056	1,168,022
Information Management and Technology	99,058	219,856	134,030
Communications and Outreach	308,478	501,369	396,255
Total Organization Effectiveness	1,144,812	2,108,281	1,698,307
TOTAL OPERATING EXPENSE	3,451,150	5,755,389	5,680,444
CAPITAL and PROJECT EXPENSE			
Science & Research			
Capital	31,186	20,000	75,086
Projects	169,332	486,798	409,154
Total Science & Research	200,519	506,798	484,240
Property & Approvals			
Capital	362,446	497,076	760,782
Projects	709,820	665,714	1,031,511
Total Property & Approvals	1,072,266	1,162,790	1,792,293
Organization Effectiveness			
Capital	107,547	70,000	138,945
Projects	-	-	-
Total Organization Effectiveness	107,547	70,000	138,945
TOTAL CAPITAL AND PROJECT EXPENSE	1,380,332	1,739,588	2,415,478
TOTAL OVERALL EXPENSE	4,831,482	7,494,977	8,095,923
REVENUE			
Other Sources	1,332,268	2,519,361	2,949,217
General Levy	2,700,295	3,360,323	3,360,323
Special Levy	806,954	532,777	800,853
Forest Land Acquisition	466,654	297,076	584,589
Source Protection	16,340	54,443	80,412
MNR	91,070	176,409	91,070
TOTAL REVENUE	5,413,581	6,940,389	7,866,464
NET OVERALL	(582,099)	554,588	229,459
Transfer To / (From) Reserve	(30,000)	(132,443)	(132,443)
Cash (Surplus) Beginning of Year	(422,145)	(422,145)	(422,145)
Cash Deficit / (Surplus) End of Year	(1,034,244)	-	(325,129)

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