



**Severn Sound Environmental Association
2013 FIRST QUARTERLY MEETING
April 19, 2013 - 10:00 a.m. at Town of Midland
Council Chambers, 575 Dominion Street**

AGENDA

- 1. Welcome and call to order**
- 2. Adoption of Agenda**
- 3. Declaration of pecuniary interest**
- 4. Review of Minutes and Past Business**
 - Approval of 2011 Financial Statements
- 5. First Quarterly report for 2013**
 - Approval of report of revenues and expenditures, fees for service
 - Report on Special Projects
 - Report on Cheque Registry
- 6. SSEA Strategic Planning - Keith**
- 7. Other Business**
 - Correspondence
 - SSEA office
- 8. Next Meeting July 18, 2013 Town of Midland Council Chambers**
- 9. Adjournment.**

**Severn Sound Environmental Association
Revenues Budget 2013
as of Mar 31, 2013**

	2013 Budget	Collected or Invoiced to Date	Remaining
Georgian Bay	29,481	29,481	\$0
Midland	44,115	44,115	(\$0)
Orillia	28,625	28,625	(\$0)
Oro-Medonte	38,598	38,598	\$0
Penetanguishene	33,981	33,981	\$0
Severn	33,430	33,430	(\$0)
Springwater	29,946	29,946	(\$0)
Tay	39,222	39,222	\$0
Tiny	63,467	63,467	(\$0)
Municipal sub-total(2)	340,864	\$340,865	(\$1)
Community/Private	4,000	\$58	\$3,942
Projects (3)	20,000	\$2,650	\$17,350
Recoveries (4)	40,000	\$2,500	\$37,500
Source Water Protection(5)	30,000	\$7,500	\$22,500
TOTAL REVENUES	434,864	\$353,572.95	\$81,291
Special Projects (7)	155,211		

(1) Revenues related directly to the Environmental Association which do not include project funds (cash and in-kind) from partners.

(2) Municipal share is based on 2007 assessment.

(3) Projects administered by the Association (10%).

(4) Work done by the SSEA Office for the Partners and/or others.

(5) Administration from Source Water Protection (from LSRCA)

(6) Prior year Surplus/(deficit) amount

(7) Special Projects Salary & Benefits to SSEA

**Severn Sound Environmental Association
Budget Expenditures 2013
as at March 31, 2013**

Deliverable	2013 Total Budget	2013 To Date	Balance
Administration			
Treasurer expense	\$4,500	\$0.00	\$4,500
Legal fees	\$3,414	\$0.00	\$3,414
Audit fees	\$6,500	\$0.00	\$6,500
Insurance	\$7,000	\$0.00	\$7,000
Meeting expense	\$1,500	\$0.00	\$1,500
Travel expense	\$3,000	\$19.02	\$2,981
Conference expense	\$3,000	\$0.00	\$3,000
Office Supplies & equipment	\$11,500	\$1,092.75	\$10,407
Printing&Copying	\$100	\$0.00	\$100
Postage and Shipping	\$900	\$71.06	\$829
Phones	\$2,500	\$360.37	\$2,140
Space rental	\$12,500	\$4,051.52	\$8,448
SSEA Vehicle	\$1,000	\$0.00	\$1,000
Sampling contracts (sampling boat & analys	\$14,000	\$0.00	\$14,000
Health and Safety	\$1,500	\$432.32	\$1,068
Interest		-\$1,177.95	
Sub total:	\$72,914	\$4,849.09	\$66,887
Salaries & Benefits			
Undistributed Salaries & Benefits	\$62,000	\$24,235.55	\$37,764
Overall Coordination	\$69,700	\$15,205.59	\$54,494
Office administration	\$61,425	\$12,594.99	\$48,830
Database Maintenance	\$56,625	\$9,048.79	\$47,576
Natural Heritage & plan review	\$20,000	\$2,595.19	\$17,405
Monitoring & Surveillance	\$38,000	\$14,315.02	\$23,685
Rural Programs	\$7,000	\$2,384.97	\$4,615
Water Scientist	\$32,000	\$8,582.95	\$23,417
Sub total:	\$346,750	\$88,963.05	\$257,787
Total (not incl. special projects):	\$419,664	\$93,812.14	\$324,674

FINANCIAL SUMMARY FOR 2013

	Budget	Actual	Remaining
Revenues	\$434,864	\$353,572.95	\$81,291
Expenditures	\$419,664	\$93,812.14	\$325,852
Balance to date	\$15,200	\$259,760.81	(\$244,561)

Special Projects (Salaries & benefits only)	\$155,211	\$24,995.81	\$130,215
Operational Salaries and Benefits	\$346,750	\$88,963.05	\$257,787
Total Salaries & benefits:	\$501,961	\$113,958.86	\$388,002

Severn Sound Environmental Association

Period Ending March 31, 2013

Project	2013 PER GL								BREAKDOWN OF COLUMN F		
	CLOSING BALANCE 2012	Expense Budget 2013	Committed		Funds Received	Expenditures	S&B	ADJUSTMENTS	CLOSING BALANCE	CLOSING BALANCE DETAILS	
			Revenue Budget 2013							DEFICITS	DEFERRED REVENUE
801 - Observer Project	10,425.05							-10425.05	-		
802 - Ground Water Project	(1,998.90)						-		(1,998.90)		(1,998.90)
805 - Penetang Const Wetland	(4,133.16)						-		(4,133.16)		(4,133.16)
813 - Honey Harbour Survey	(92.18)	10,000.00	(10,000.00)		7,540.92				7,448.74	7,448.74	
818 - Wetlands Evaluation Pro	(5,723.20)	5,723.00	-		133.56				(5,589.64)		(5,589.64)
820 - Beach Monitoring	1,186.43	2,000.00	(3,150.00)						1,186.43	1,186.43	
822 - Natural Shorelines Project	717.62	2,500.00	(3,600.00)						717.62	717.62	
825 - Lake Couchiching Project	(1,647.95)	25,000.00	(31,200.00)	(21,600.00)					(23,247.95)		(23,247.95)
826 - Shore Watch Project	(385.07)						-		(385.07)		(385.07)
831 - Healthy Streams Project	19,971.29	2,000.00	(4,000.00)				-		19,971.29	19,971.29	
832 - GBI Habitat Project	2,342.78						-		2,342.78	2,342.78	
833 - Flow Project	20,448.55							(20,448.55)	-		
834 - Source Water Protection	219,177.24		(61,000.00)	(9,000.00)			-	29,835.56	240,012.80	240,012.80	
835 - Lead Project	2,008.89	-							2,008.89	2,008.89	
836 - Reservoir Area Project	4,813.14		(5,000.00)						4,813.14	4,813.14	
838 - Fish Habitat Project	(2,019.49)						-		(2,019.49)		(2,019.49)
839 - Well Aware Program	(8,908.45)						-		(8,908.45)		(8,908.45)
840 - Municipal Pre-Screening	(0.36)								(0.36)		(0.36)
844 - Tree Distribution Project	(22,930.29)	12,920.70	(12,941.54)	(12,511.02)	2,920.70			1,038.04	(31,482.57)		(31,482.57)
845 - Planning Review Project	(265.48)	-							(265.48)		(265.48)
850 - Little Lake Mgt Plan	(803.58)								(803.58)		(803.58)
851 - Woodland Evaluation	903.35	15,000.00	(22,600.00)						903.35	903.35	
852 - Victoria Harbour Survey	-								-		
853 - Inland Lakes	1,738.06	961.94	(2,700.00)						1,738.06	1,738.06	
854 - Early Response Project	(20,818.63)				20,818.63				(0.00)		
855 - ER Promotion Project	-								-		
856 - Source Water Implementation	(945.41)	158,817.00	(158,817.00)	(23,500.00)	25,082.07	24,995.81			636.66	636.66	
857 - Habitat Restoration Project	(15,500.00)	15,500.00							(15,500.00)		(15,500.00)
858 - RMO Project		84,607.00	(84,607.00)						-		
TOTALS	197,560.25	335,029.64	(399,615.54)	(66,611.02)	56,495.88	24,995.81			187,445.11	281,779.76	(94,334.65)

SSEA Balance Sheet Report

As of March 31, 2013

	2013 YTD TO March	2012 YTD to March
FINANCIAL ASSETS		
Accounts Receivable	40,000	(34,895)
Due from Related Parties	52,803	32,060
Total Financial Assets	92,803	(2,835)
LIABILITIES		
Accounts Payable and Accrued Liabilities	1,383	5,638
Due to Related Parties	2,997	(110,528)
Deferred Revenue	94,334	170,868
Employee Future benefits	48,769	48,769
Total Financial Liabilities	147,483	114,747
Net Financial Assets (Debt)	(54,680)	(117,582)
Tangible Capital Assets	14,107	23,917
Accumulated Surplus (Deficit)	(40,573)	(93,665)

Severn Sound Environmental Association								
2013 1ST QUARTER							THESE 2 COLUMNS ARE A BREAKDOWN OF THE CLOSING BALANCE	
	2013 PER GL					CLOSING BALANCE DETAILS		
Project	OPENING BALANCE @ 12/31/12	FUNDS RECEIVED OR RECEIVABLE	EXPENDITURES	ADJUSTMENTS	CLOSING BALANCE	DEFICITS	DEFERRED REVENUE	
801 - Observer Project	10,425.05			(10,425.05)	-			
802 - Ground Water Project	(1,998.90)				(1,998.90)		1,998.90	
805 - Penetang Const Wetland	(4,133.16)				(4,133.16)		4,133.16	
813 - Honey Harbour Survey	(92.18)		7,540.92		7,448.74	7,448.74		
818 - Wetlands Evaluation Pro	(5,723.20)		133.56		(5,589.64)		5,589.64	
820 - Beach Monitoring	1,186.43				1,186.43	1,186.43		
822 - Natural Shorelines Project	717.62				717.62	717.62		
825 - Lake Couchiching Project	(1,647.95)	(21,600.00)			(23,247.95)		23,247.95	
826 - Shore Watch Project	(385.07)				(385.07)		385.07	
831 - Healthy Streams Project	19,971.29				19,971.29	19,971.29		
832 - GBI Habitat Project	2,342.78				2,342.78	2,342.78		
833 - Flow Project	20,448.55			(20,448.55)	-			
834 - Source Water Protection	219,177.24	(9,000.00)		29,835.56	240,012.80	240,012.80		
835 - Lead Project	2,008.89				2,008.89	2,008.89		
836 - Reservoir Area Project	4,813.14				4,813.14	4,813.14		
837 - Sustainability Plan	0.00				0.00	0.00		
838 - Fish Habitat Project	(2,019.49)				(2,019.49)		2,019.49	
839 - Well Aware Program	(8,908.45)				(8,908.45)		8,908.45	
840 - Municipal Pre-Screening	(0.36)				(0.36)		0.36	
841 - SWP Risk Assessment	-				-			
842 - Penetang Harbour Survey	-				-			
844 - Tree Distribution Project	(22,930.29)	(12,511.02)	2,920.70	1,038.04	(31,482.57)		31,482.57	
845 - Planning Review Project	(265.48)				(265.48)		265.48	
846 - Early Action Project	0.00				0.00	0.00		
847 - Stewardship Project	-				-			
850 - Little Lake Mgt Plan	(803.58)				(803.58)		803.58	
851 - Woodland Evaluation	903.35				903.35	903.35		
852 - Victoria Harbour Survey	-	(4,967.50)		4,967.50	-			
853 - Inland Lakes	1,738.06				1,738.06	1,738.06		
854 - Early Response Project	(20,818.63)		20,818.63		-			
855 - ER Promotion Project	-				-			
856 - Source Water Implementation	(945.41)	(23,500.00)	25,082.07		636.66	636.66		
857 - Habitat Restoration Project	(15,500.00)				(15,500.00)		15,500.00	
TOTALS	197,560.25	(71,578.52)	56,495.88	4,967.50	187,445.11	281,779.76	94,334.65	

SSEA Financial Report

As of March 31, 2013

	2013 YTD TO March	2013 ANNUAL BUDGET	\$ BUDGET VARIANCE	% BUDGET VARIANCE	2012 YTD ACTUALS
9 SEVERN SOUND					
92 SEVERN SOUND ENV ASSOC					
990 SEVERN SOUND ENV ASSOC					
9000 REVENUE					
0221 ONTARIO SPECIFIC GRANTS	(7,500.00)	(30,000)	(22,500.00)	75.00%	(30,000.00)
0282 CONTR-MUNICIPALITIES	(340,865.00)	(340,865)			(310,864.00)
0283 COMMUNITY/PRIVATE		(4,000)	(4,000.00)	100.00%	(2,092.00)
0284 PROJECTS	(2,650.00)	(20,000)	(17,350.00)	86.75%	(8,126.75)
0316 COST RECOVERIES	(2,500.00)	(40,000)	(37,500.00)	93.75%	(37,391.27)
0631 INTEREST INCOME	(57.95)		57.95		(605.66)
0671 SALE OF PUBLICATIONS					(20.00)
Total 9000 REVENUE	(353,572.95)	(434,865)	(81,292.05)	18.69%	(389,099.68)
9010 UNDISTRIBUTED PAYROLL EXPENSE					
1110 DISTRIBUTED LABOUR	(66,467.09)		66,467.09		(346,792.12)
1120 FULL TIME SALARIES	84,936.39	62,000	(22,936.39)	(36.99%)	319,193.78
1130 PART TIME SALARIES	5,159.31		(5,159.31)		59,351.79
1135 STUDENT SALARIES					14,944.84
1210 DISTRIBUTED BENEFITS	(23,389.78)		23,389.78		(79,594.29)
1219 PAYROLL BENEFITS	23,996.72		(23,996.72)		84,947.42
Total 9010 UNDISTRIBUTED PAYROLL EXPENSE	24,235.55	62,000	37,764.45	60.91%	52,051.42
9020 OVERALL COORDINATION					
1110 DISTRIBUTED LABOUR	10,227.59	69,700	59,472.41	85.33%	68,000.00
1210 DISTRIBUTED BENEFITS	4,978.00		(4,978.00)		
Total 9020 OVERALL COORDINATION	15,205.59	69,700	54,494.41	78.18%	68,000.00
9030 ADMINISTRATION					
1110 DISTRIBUTED LABOUR	8,996.42	61,425	52,428.58	85.35%	45,688.06
1210 DISTRIBUTED BENEFITS	3,598.57		(3,598.57)		19,315.24
2110 AUDIT FEES		6,500	6,500.00	100.00%	9,504.00
2111 ADMIN FEES		4,500	4,500.00	100.00%	4,110.36
2120 LEGAL FEES		3,414	3,414.00	100.00%	152.64
3005 INSURANCE		7,000	7,000.00	100.00%	6,271.56
3020 MEETING EXPENSES		1,500	1,500.00	100.00%	1,494.31
3022 MILEAGE	19.02	3,000	2,980.98	99.37%	1,163.87
3025 CONFERENCES		3,000	3,000.00	100.00%	2,695.53
3036 SUBSCRIPTIONS & PUBLICATIONS	508.80		(508.80)		923.48
3040 MEMBERSHIPS & DUES	100.74		(100.74)		
3050 OFFICE SUPPLIES	49.70	11,500	11,450.30	99.57%	941.90
3053 PRINTING		100	100.00	100.00%	
3060 COPIER COSTS	0.04		(0.04)		40.28
3070 POSTAGE & SHIPPING	71.06	900	828.94	92.10%	797.52
3075 TELEPHONE	360.37	2,500	2,139.63	85.59%	2,095.90
3080 INTERNET/ ITC	319.48		(319.48)		696.84
3202 SUPPLIES & TOOLS	113.99		(113.99)		6,627.78
3204 SUPPLIES - HEALTH & SAFETY	432.32	1,500	1,067.68	71.18%	1,442.79

SSEA Financial Report

As of March 31, 2013

	2013 YTD TO March	2013 ANNUAL BUDGET	\$ BUDGET VARIANCE	% BUDGET VARIANCE	2012 YTD ACTUALS
3490 FACILITY RENTAL	4,051.52	12,500	8,448.48	67.59%	9,465.41
3630 UNLEADED GAS		1,000	1,000.00	100.00%	241.48
4110 BANK INTEREST	(1,177.95)		1,177.95		2,804.01
Total 9030 ADMINISTRATION	17,444.08	120,339	102,894.92	85.50%	116,472.96
9106 GIS BASE COVERAGES					
1110 DISTRIBUTED LABOUR	6,463.42	56,625	50,161.58	88.59%	50,639.08
1210 DISTRIBUTED BENEFITS	2,585.37		(2,585.37)		14,359.63
Total 9106 GIS BASE COVERAGES	9,048.79	56,625	47,576.21	84.02%	64,998.71
9204 REQUESTS AND REVIEWS					
1110 DISTRIBUTED LABOUR	1,853.71	20,000	18,146.29	90.73%	12,209.64
1210 DISTRIBUTED BENEFITS	741.48		(741.48)		5,787.85
Total 9204 REQUESTS AND REVIEWS	2,595.19	20,000	17,404.81	87.02%	17,997.49
9403 RURAL PROGRAMS					
1110 DISTRIBUTED LABOUR	1,703.56	7,000	5,296.44	75.66%	6,570.54
1210 DISTRIBUTED BENEFITS	681.41		(681.41)		3,931.58
Total 9403 RURAL PROGRAMS	2,384.97	7,000	4,615.03	65.93%	10,502.12
9531 MONITORING & SURVEILLANCE					
1110 DISTRIBUTED LABOUR	10,387.14	38,000	27,612.86	72.67%	21,725.43
1210 DISTRIBUTED BENEFITS	3,927.88		(3,927.88)		12,930.18
Total 9531 MONITORING & SURVEILLANCE	14,315.02	38,000	23,684.98	62.33%	34,655.61
9535 MONITORING SUPPORT					
2183 ZOOPLANKTON ANALYSIS					3,375.00
2210 CONTRACTED SERVICE		14,000	14,000.00	100.00%	10,579.95
3205 MATERIALS					83.09
Total 9535 MONITORING SUPPORT		14,000	14,000.00	100.00%	14,038.04
9701 COMMUNICATIONS					
1110 DISTRIBUTED LABOUR	7,463.44	32,000	24,536.56	76.68%	24,000.00
1210 DISTRIBUTED BENEFITS	1,119.51		(1,119.51)		
Total 9701 COMMUNICATIONS	8,582.95	32,000	23,417.05	73.18%	24,000.00
9999 PSAB ADJUSTMENTS					
3000 DEPRECIATION					9,810.00
Total 9999 PSAB ADJUSTMENTS					9,810.00
Total 990 SEVERN SOUND ENV ASSOC	(259,760.81)	(15,201)	244,559.81	(1,608.84%)	23,426.67
Total 92 SEVERN SOUND ENV ASSOC	(259,760.81)	(15,201)	244,559.81	(1,608.84%)	23,426.67
94 SSEA IMPLEMENTATION PROJECTS					
990 SEVERN SOUND ENV ASSOC					
9805 PENETANG CONST.WETLAND					
0283 COMMUNITY/PRIVATE					(233.05)
2210 CONTRACTED SERVICE					192.33
3630 UNLEADED GAS					40.72
Total 9805 PENETANG CONST.WETLAND					
9813 HONEY HARBOUR SURVEY					
0282 CONTR-MUNICIPALITIES	(92.18)	(10,000)	(9,907.82)	99.08%	(21,263.16)
1110 DISTRIBUTED LABOUR					5,000.00

SSEA Financial Report

As of March 31, 2013

	2013 YTD TO March	2013 ANNUAL BUDGET	\$ BUDGET VARIANCE	% BUDGET VARIANCE	2012 YTD ACTUALS
2183 ZOOPLANKTON ANALYSIS					3,996.00
2210 CONTRACTED SERVICE	7,540.92	10,000	2,459.08	24.59%	12,267.16
Total 9813 HONEY HARBOUR SURVEY	7,448.74		(7,448.74)		
9818 WETLANDS EVALUATION PROJECT					
0282 CONTR-MUNICIPALITIES	(133.56)		133.56		(3,694.26)
0283 COMMUNITY/PRIVATE					(900.00)
1110 DISTRIBUTED LABOUR	95.40	5,723	5,627.60	98.33%	3,549.53
1210 DISTRIBUTED BENEFITS	38.16		(38.16)		1,006.56
3202 SUPPLIES & TOOLS					38.17
Total 9818 WETLANDS EVALUATION PROJE		5,723	5,723.00	100.00%	
9820 BEACH MONITORING PROJECT					
0282 CONTR-MUNICIPALITIES		(3,150)	(3,150.00)	100.00%	
1110 DISTRIBUTED LABOUR		2,000	2,000.00	100.00%	
Total 9820 BEACH MONITORING PROJECT		(1,150)	(1,150.00)	100.00%	
9822 NATURAL SHORELINES PROJECT					
0230 PROV MINISTRY GRANT					(7,752.50)
0282 CONTR-MUNICIPALITIES		(3,600)	(3,600.00)	100.00%	
1110 DISTRIBUTED LABOUR		2,500	2,500.00	100.00%	849.36
1210 DISTRIBUTED BENEFITS					339.74
2210 CONTRACTED SERVICE					203.52
Total 9822 NATURAL SHORELINES PROJE		(1,100)	(1,100.00)	100.00%	(6,359.88)
9825 LAKE COUCHICHING PROJECT					
0282 CONTR-MUNICIPALITIES		(31,200)	(31,200.00)	100.00%	(46.81)
1110 DISTRIBUTED LABOUR		25,000	25,000.00	100.00%	
3202 SUPPLIES & TOOLS					46.81
Total 9825 LAKE COUCHICHING PROJECT		(6,200)	(6,200.00)	100.00%	
9831 HEALTHY STREAMS PROJECT					
0230 PROV MINISTRY GRANT					2,225.50
0282 CONTR-MUNICIPALITIES		(4,000)	(4,000.00)	100.00%	
1110 DISTRIBUTED LABOUR		2,000	2,000.00	100.00%	
3202 SUPPLIES & TOOLS					4,245.15
Total 9831 HEALTHY STREAMS PROJECT		(2,000)	(2,000.00)	100.00%	6,470.65
9834 SOURCE WATER PREWORK					
0230 PROV MINISTRY GRANT					(650.00)
0231 PROV GAS TAX FUNDING					
0235 CONSERVATION AUTH REV-PROV					(25,564.12)
0261 FEDERAL GRANT					(2,309.00)
0282 CONTR-MUNICIPALITIES	(1,038.04)		1,038.04		(25.71)
0316 COST RECOVERIES	(9,000.00)	(61,000)	(52,000.00)	85.25%	
2210 CONTRACTED SERVICE					
3022 MILEAGE					672.37
3202 SUPPLIES & TOOLS					1,063.33
3630 UNLEADED GAS					2,545.76
Total 9834 SOURCE WATER PREWORK	(10,038.04)	(61,000)	(50,961.96)	83.54%	(24,267.37)

SSEA Financial Report

As of March 31, 2013

	2013 YTD TO March	2013 ANNUAL BUDGET	\$ BUDGET VARIANCE	% BUDGET VARIANCE	2012 YTD ACTUALS
9836 RESERVOIR AREA PROJECT					
0282 CONTR-MUNICIPALITIES		(5,000)	(5,000.00)	100.00%	
Total 9836 RESERVOIR AREA PROJECT		(5,000)	(5,000.00)	100.00%	
9838 FISH HABITAT PROJECT					
0261 FEDERAL GRANT					(1,899.61)
1110 DISTRIBUTED LABOUR					1,500.00
3202 SUPPLIES & TOOLS					399.61
Total 9838 FISH HABITAT PROJECT					
9839 WELL AWARE PROJECT					
0283 COMMUNITY/PRIVATE					(208.59)
1110 DISTRIBUTED LABOUR					148.99
1210 DISTRIBUTED BENEFITS					59.60
Total 9839 WELL AWARE PROJECT					
9844 TREE DISTRIBUTION PROJECT					
0283 COMMUNITY/PRIVATE	(2,685.31)	(12,942)	(10,256.69)	79.25%	(12,031.29)
1110 DISTRIBUTED LABOUR		12,921	12,921.00	100.00%	4,024.16
1210 DISTRIBUTED BENEFITS					705.65
2210 CONTRACTED SERVICE	2,681.00		(2,681.00)		
3022 MILEAGE	136.71		(136.71)		248.83
3075 TELEPHONE	40.70		(40.70)		
3202 SUPPLIES & TOOLS					6,151.21
3610 VEHICLE REPAIRS & MAINTENANCE					901.44
3630 UNLEADED GAS	62.29		(62.29)		
Total 9844 TREE DISTRIBUTION PROJECT	235.39	(21)	(256.39)	1,220.90%	
9851 WOODLAND EVALUATION					
0282 CONTR-MUNICIPALITIES		(22,600)	(22,600.00)	100.00%	
1110 DISTRIBUTED LABOUR		15,000	15,000.00	100.00%	
Total 9851 WOODLAND EVALUATION		(7,600)	(7,600.00)	100.00%	
9852 VICTORIA HARBOUR STP SURVEY					
0283 COMMUNITY/PRIVATE					(4,967.50)
Total 9852 VICTORIA HARBOUR STP SURVEY					(4,967.50)
9853 INLAND LAKES					
0282 CONTR-MUNICIPALITIES		(2,700)	(2,700.00)	100.00%	(24,118.08)
1110 DISTRIBUTED LABOUR		962	962.00	100.00%	7,417.60
1210 DISTRIBUTED BENEFITS					727.04
2183 ZOOPLANKTON ANALYSIS					5,677.50
2210 CONTRACTED SERVICE					11,993.32
3202 SUPPLIES & TOOLS					40.68
Total 9853 INLAND LAKES		(1,738)	(1,738.00)	100.00%	1,738.06
9854 EARLY RESPONSE PROJECT					
0231 PROV GAS TAX FUNDING					
0235 CONSERVATION AUTH REV-PROV	(20,818.63)		20,818.63		(82,971.36)
2210 CONTRACTED SERVICE	20,818.63		(20,818.63)		82,971.36
Total 9854 EARLY RESPONSE PROJECT					

SSEA Financial Report

As of March 31, 2013

	2013 YTD TO March	2013 ANNUAL BUDGET	\$ BUDGET VARIANCE	% BUDGET VARIANCE	2012 YTD ACTUALS
9855 ER PROMOTION PROJECT					
0231 PROV GAS TAX FUNDING					
0235 CONSERVATION AUTH REV-PROV					(41,129.47)
1110 DISTRIBUTED LABOUR					26,139.67
1210 DISTRIBUTED BENEFITS					7,238.70
2210 CONTRACTED SERVICE					106.55
3022 MILEAGE					151.12
3070 POSTAGE & SHIPPING					2.99
3075 TELEPHONE					1,885.79
3202 SUPPLIES & TOOLS					1,849.65
3610 VEHICLE REPAIRS & MAINTENANCE					1,585.52
3630 UNLEADED GAS					2,169.48
Total 9855 ER PROMOTION PROJECT					
9856 SOURCE WATER IMPLEMENTATION					
0231 PROV GAS TAX FUNDING					
0235 CONSERVATION AUTH REV-PROV	(24,445.41)	(158,817)	(134,371.59)	84.61%	(92,353.92)
1110 DISTRIBUTED LABOUR	19,276.41	158,817	139,540.59	87.86%	69,330.06
1210 DISTRIBUTED BENEFITS	5,719.40		(5,719.40)		13,192.52
2210 CONTRACTED SERVICE					2,158.08
3022 MILEAGE					781.25
3202 SUPPLIES & TOOLS					3,579.14
3610 VEHICLE REPAIRS & MAINTENANCE	45.73		(45.73)		1,151.44
3630 UNLEADED GAS	40.53		(40.53)		2,161.43
Total 9856 SOURCE WATER IMPLEMENTATION	636.66		(636.66)		
9857 HABITAT RESTORATION PROJECT					
0261 FEDERAL GRANT					
1110 DISTRIBUTED LABOUR		15,500	15,500.00	100.00%	
Total 9857 HABITAT RESTORATION PROJECT		15,500	15,500.00	100.00%	
9858 RMO PROJECT					
0282 CONTR-MUNICIPALITIES		(84,607)	(84,607.00)	100.00%	
1110 DISTRIBUTED LABOUR		84,607	84,607.00	100.00%	
Total 9858 RMO PROJECT					
Total 990 SEVERN SOUND ENV ASSOC	(1,717.25)	(64,586)	(62,868.75)	97.34%	(27,386.04)
Total 94 SSEA IMPLEMENTATION PROJECTS	(1,717.25)	(64,586)	(62,868.75)	97.34%	(27,386.04)
Total 9 SEVERN SOUND	(261,478.06)	(79,787)	181,691.06	(227.72%)	(3,959.37)
Total	(261,478.06)	(79,787)	181,691.06	(227.72%)	(3,959.37)

SSEA Statement of Operations

As of March 31, 2013

	2013 APPROVED BUDGET	2013 YTD TO March	2012 YTD to March
Revenue			
Federal Grants			
Municipal Grants	507,722	342,129	310,864
Provincial Grants	30,000	7,500	800
Community and Private Donations	16,942	2,685	11,475
Projects and Recoveries	121,000	14,150	7,500
Funding from Conservation Authority	158,817	45,264	(1)
Interest		58	405
Total Revenues	834,481	411,786	331,043
Expenditures			
Salaries	671,780	90,094	88,891
Benefits		23,996	22,417
Materials and Office Expenses	25,000	2,302	3,401
Contracted Services	24,000	31,041	
Rents and Financial Expenses	33,914	2,874	3,985
Amortization of Tangible Capital Assets			
Total Expenditures	754,694	150,307	118,694
Annual Surplus (Deficit)	79,787	261,479	212,349
Accumulated Surplus (Deficit), beginning of year		(302,053)	(306,012)
Accumulated deficit, end of year		(40,574)	(93,663)

Severn Sound Environmental Association

Report on Strategic Actions 2009 – 2013

Draft working paper

The period up to 2013 was covered in the Agreement, Schedule A - Strategic Plan. The purpose of this report is to assess the priorities for action outlined in the Strategic Plan over the period 2009 to 2013.

Past priorities for action

The SSEA Agreement, Schedule A - Strategic Plan set out four priorities that required action. The following summarizes actions since the Agreement was signed on March 26, 2009.

1. Mandate

- a. The major activities of the SSEA through the five-year period included:
 - Completion of outstanding commitments from the Severn Sound Remedial Action Plan (coordinating phosphorus control measures, beach investigations, water quality monitoring, habitat assessment and restoration)
 - Habitat and natural heritage assessment and the development of Management Plans
 - Participate in the implementation of the Severn Sound Sustainability Plan
 - Undertaking technical studies of the water resources in the Severn Sound Source Water Protection area and acting as the Severn Sound Source Protection Authority within the South Georgian Bay Lake Simcoe Source Protection Region
 - Provide RMO services to the municipalities in the SSEA area
 - Carry out rural programs in cooperation with the landowners to promote the implementation of environmental Best Management Practices in the area to improve water quality and protect water resources.
 - Continuing Stewardship programs and initiatives in the Severn Sound area.
 - Provide plan input and plan review services through the municipalities
 - Engage the public in consultation and education of environmental and sustainability issues
 - Conduct monitoring, analysis and reporting on the status of the Severn Sound ecosystem
- b. The boundary of the Severn Sound area was expanded from previous agreements to include all of the Township of Tiny and the watershed boundary was adjusted using improved mapping and GIS data. The revised SSEA area was identified and confirmed as a Source Protection Area under the Clean Water Act (Ont.Reg.284/07) and increased from 1,116 km² to 1,326 km² (Figure 1).
- c. An agreement with MOE was renewed during 2012 to facilitate long-term groundwater monitoring including the establishment and maintenance of monitoring wells in the Severn Sound area.

- d. We continue to work with MNR and DFO on an informal basis to review marine construction proposals. A formal arrangement with DFO has not been arranged. However, a By-Law proposed by the Town of Penetanguishene will create a formal review process for shoreline alteration that includes circulation to SSEA for review as part of the Town's review process. The Township of Tay is considering updating their fill By-Law to include reference to SSEA.
- e. SSEA involvement in plan input and review and peer review of support documents of development proposals on behalf of Severn Sound municipalities is increasing.
- f. SSEA has been requested to act on behalf of Severn Sound municipalities to provide Risk Management services as the Source Protection Plan nears approval by the Ministry of the Environment. The pre-approval workplan has been submitted to the municipalities and will involve designation of SSEA staff as Risk Management Officer under the Clean Water Act.

2. Legal Status of SSEA

Under the SSEA Agreement to Form a Joint Services Board under the Municipal Act (Section 202), SSEA is now a legal entity. We are currently insured and provide certificates of insurance naming project partners as required for various funding opportunities and requirements for agreements with partners. The possibility of forming a Conservation Authority remains an option for the Severn Sound area. However, during 2012 the SSEA Board confirmed their intention to continue as a Joint Services Board with representation from the nine municipalities.

3. Staffing and Office Needs

Several short-comings in the staffing organization and office were noted as priorities for action. The following staffing changes have been achieved to date:

- a. Staff position descriptions are being reviewed, developed or revised
- b. To date, plan input and review activities have been taken up through existing staff. Consideration of creating a GIS Technician position to support this activity (and related activities) is an ongoing need.
- c. An Office Manager position was created and was hired.
- d. The Water Scientist position description was revised as a permanent position.
- e. The Environmental Technologist position was revised to assume an increasing role in coordination of sampling activities.
- f. The proposal for SSEA to provide Risk Management services is being considered by the Severn Sound municipalities and will include the designation of a Risk Management Official/Inspector for SSEA. This will require a contract position in the interim until the Source Protection Plan is approved and formal implementation begins. The role of SSEA in implementation of the Source Protection Plan will be revisited at that time.
- g. Succession planning for the Executive Director is under development

The SSEA Operational budget has continued to assume a greater proportion of salary and benefits of SSEA employees. The entire payroll budget is still dependent on ongoing special project funding, but to a lesser extent.

The following changes in the SSEA Office were achieved to date:

- a. Through negotiation with the Town of Midland, during 2012 SSEA will move to a larger office space at the current address. This change will increase the office space while remaining within a “municipal environment” (internet and email system) at modest rental costs. The costs will scale upward over the next two years from our existing rate in 2012 to a level commensurate with the space (2012 rent = \$10,500, 2013 rent = \$12,200, 2014 rent = \$14,540, 2015 rent = \$14,970).
- b. Surplus furniture is being obtained to upgrade our existing equipment.
- c. Basic improvements to the new space were implemented by the Town. Support for the cost of paint was arranged with a local paint supplier. SSEA staff painted the new offices.
- d. A small cost of \$1,200 was required to shift the SSEA Local Area Network in the new offices within the Town system. This action resulted in an additional phone and retention of our existing phone numbers in the new location. The benefits of the new location include: decompression of staff work space; increased visibility of our office to the public; continued modest rent under a benevolent land lord. We have been at the current location since 2004.

4. Funding

SSEA continues to operate on two basic funding streams, 1. SSEA Operations budget and 2. SSEA special projects. The following actions called for in the strategic plan, related to funding, have been achieved to date:

- a. The funding formula has been revised and accepted by all nine municipalities.
- b. The municipal contribution to the annual SSEA Operations budget has increased according to the Agreement. The major reason for the increases has been to cover an increasing proportion of the cost of salary and benefits of SSEA employees. As of 2012, the SSEA Operations budget is covering approximately 68% of the total SSEA payroll (was 39% in 2008). Approved budget for 2013 is approaching the payroll target of 70%.
- c. Due to the nature of past billing practices, changes in accounting practices, and with changes in funding of special projects, SSEA is operating in a deficit position (see 2011 Financial Statement). A plan for dealing with this deficit is being developed and will be a part of the next five year budgeting cycle.

Analysis:

The formation of the SSEA Joint Services Board has allowed the SSEA to become a separate legal entity, able to access new and additional funding windows. Our services and advice to the municipalities continue to be required and provided in a cost-effective manner. The 2011 Annual report provides further details of the value of the partnership with federal, provincial, municipal and community support.

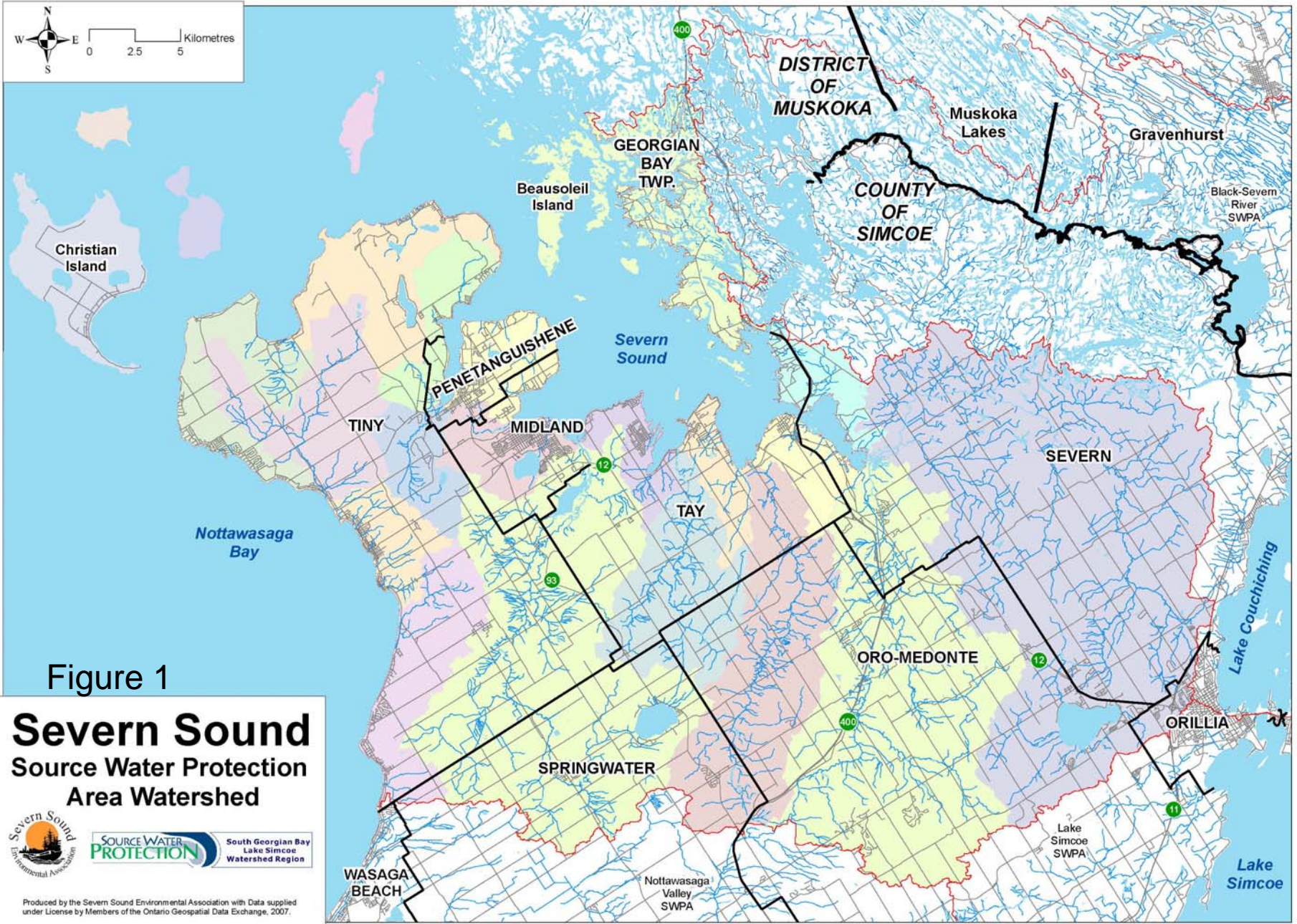
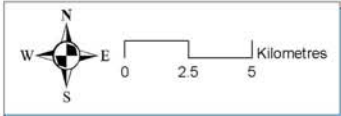


Figure 1

Severn Sound Source Water Protection Area Watershed



Produced by the Severn Sound Environmental Association with Data supplied under License by Members of the Ontario Geospatial Data Exchange, 2007.

Severn Sound Environmental Association
CONFIRMATION OF ACCOUNTS
January 1 to March 31, 2013

General Administration

Audit	4,324.80	
Admin	12,290.37	
Legal Fees		
Insurance		
Meeting Expenses	19.02	
Mileage	509.06	
Conference		
Rental	4,051.52	
Office Supplies	2,113.76	
Postage and Shipping	39.90	
Telephone	648.11	
Health and Safety	432.32	22,315.10

Special Projects

Contracted Services	44,985.90	
Supplies and Materials	2,094.82	
Vehicles	926.66	
Unleaded Gas	157.86	48,165.24

Total AP	70,480.34
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www.aware-simcoe.ca

aware.simcoe@gmail.com

By Email

March 15, 2013

Severn Sound Environmental Association,
Joint Services Board,
67 Fourth Street,
Midland, ON L4R 3S9

Dear Chair Stevens and SSEA Board:

Re: SSEA Transparency Issues

On October 18, 2012 Kate Harries of AWARE Simcoe made a deputation to the SSEA board and requested four changes to improve SSEA's compliance with the Municipal Act with regard to transparency and open governance. They were that:

1. Advance notice of all SSEA board and public committee meetings be posted on your website.
2. Any resolution passed by the board be made available immediately.
3. Reports to the board be made available in advance of the meetings at which they are to be discussed.
4. Minutes (in draft form) of a board meeting be made available within a reasonable time, which we suggest would be a week.

Although the SSEA board seemed to generally agree with these improvements, they have yet to be implemented. Can you assure us that the above practices will be implemented for your April 19, 2013 meeting? We also note that as of the date of this letter SSEA website still lists the date of the April meeting as the 18th.

AWARE Simcoe also requests that the SSEA hold public meetings to receive public input into your Strategic Plan process currently under way. We feel it would be appropriate to invite all other locally pertinent public environmental agencies, non-government environmental groups and other stakeholders to participate in a discussion on how best to protect the health of the Severn Sound watershed and Simcoe County.

Yours truly,

Don Morgan, Chair
AWARE Simcoe

CC: SSEA Board members,
Keith Sherman, Gail Marchildon,



Severn Sound Environmental Association

67 Fourth Street Midland, Ontario L4R 3S9

(705) 527-5166 - FAX (705) 527-5167

Website: www.severnsound.ca

March 25, 2013

AWARE Simcoe
319 King Street North
Alliston, ON L9R 1L3

Dear Chair Morgan,

Re: Response to Chair Don Morgan's letter to SSEA received March 15, 2013

Thank you for prompting us to update our website posting meeting date. The update would have taken place in due course. With today's busy and changing schedules, meeting date changes are not uncommon.

With respect to the governance issues raised by Kate Harries in our meeting of October 2012, SSEA staff is following Board direction.

We welcome input and comment from other individuals and organizations who share our environmental concerns. To that end, we host annual meetings such as our Open House and Annual Partner Reception. SSEA and our Board can be reached by email at sseainfo@midland.ca. If you prefer to write, we can be reached at 67 Fourth Street Midland ON L4R 3S9. Of course, the member municipalities of SSEA also welcome your comments.

The SSEA as evidenced in our past Open Houses and Annual Partner Receptions has always supported a collaborative approach where engaging stakeholders are concerned. Our municipal partners fully subscribe to our policy of openness.

The Strategic Plan review of our past activities is ongoing and will ensure we continue to serve the municipalities and project partners in the Severn Sound area in the future. Given the current phase of the SSEA strategic planning process, public input sessions would be premature at this time. Be assured that AWARE will be informed of any SSEA public forum as appropriate.

Sincerely,

Ron Stevens
Chair
SSEA