



**SEVERN SOUND ENVIRONMENTAL ASSOCIATION
JOINT MUNICIPAL SERVICES BOARD
2013 FIRST QUARTERLY MEETING
April 19th, 2013
Town of Midland Council Chambers
Dominion Avenue
Midland, ON
Approved Minutes for Board**

Present	Councillor Ron Stevens Councillor Andrew Hill Deputy Mayor Stephan Kramp Deputy Mayor Pat Marion Councillor Kelly Meyer Councillor Dave Ritchie Councillor Perry Ritchie Councillor Paul Wiancko Keith Sherman Gail Marchildon	SSEA Chair/Township of Severn City of Orillia Town of Midland Town of Penetanguishene Township of Oro-Medonte Township of Tay Township of Springwater Township of Georgian Bay SSEA ED SSEA OM
Regrets	Mayor Ray Millar	Township of Tiny
Guest	Marc Villeneuve Judy Hancock	Director of Finance/Treasurer Town of Midland Deputy Treasurer

1. WELCOME

Chair Ron Stevens welcomed the SSEA board 10:00 AM

2. MOTION TO ADOPT AGENDA:

Moved by: Paul Wiancko

Seconded by: Kelly Meyer

Motion: To adopt the agenda of the 1ST Quarterly SSEA Meeting

Carried.

3. PECUNIARY INTEREST DECLARATION

None declared.

4. REVIEW OF MINUTES AND PAST BUSINESS

a)

Moved by: Pat Marion

Seconded by: Stephan Kramp

Motion: To approve the minutes of the January 17th, 2013 meeting of the SSEA.

Carried

In addition:

Moved by: Pat Marion

Seconded by: Paul Wiancko

Motion: That all Quarterly meetings open under the Severn Sound Environmental Association Joint Municipal Services Board.

Carried.

4. b) Approval of 2011 Financial Statement

Moved by: Pat Marion

Seconded by: Stephan Kramp

Motion to approve the 2011 Financial Statements.

Carried.

5. 1st QUARTERLY ACCOUNTS

Keith Sherman walked the Board through the new reporting format that the Town of Midland's Director of Finance/Treasurer Marc Villeneuve and Deputy Treasurer Judy Hancock have recommended as our go forward reporting.

Councillor Stephan Kramp, Chair Ron Stevens and Councillor Kelly Meyer commented on their approval of the new reporting system and thanked the SSEA and Midland Treasury Department. Keith acknowledged Judy Hancock and Gail Marchildon for their diligence in working together to have the reports completed for this meeting.

Marc Villeneuve reviewed the Statement of Operations to the Board reviewing current status.

First Quarterly report for 2013

a) Report of Revenues and Expenditures

Moved by: Kelly Meyer

Seconded by: Paul Wiancko

To approve the First Quarter Revenues and Expenditures Report for 2013.

Carried.

b) Report of SSEA fees for service for 2013

Moved by: Dave Ritchie

Seconded by: Paul Wiancko

To approve the SSEA fees for service for 2013 as reported by Keith Sherman.

Carried

c) First Quarter Confirmation of Accounts

Moved by: Pat Marion

Seconded by: Kelly Meyer

Motion: To accept and confirm paid the First Quarter Confirmation of Accounts.

Carried

d) First Quarter of Deferred Revenue

Moved by: Paul Wiancko

Seconded by: Pat Marion

Motion: To approve the First Quarter Report of Deferred Revenue.

Carried.

6. Strategic Planning Report and Forecast of Revenues

Moved by: Dave Ritchie

Seconded by: Paul Wiancko

Motion: To receive Keith Sherman's Strategic Planning Report and Forecast of Revenues.

Carried

In addition:

Moved by: Pat Marion

Seconded by: Paul Wiancko

Motion: To receive Ad Hoc Minutes with revisions. Attached.

Carried

7. Financial Plan Report to Municipalities

Moved by: Andrew Hill

Seconded by: Stephan Kramp

Motion: SSEA to send each municipality a report updating the status and plan to reduce the deficit over a 5 year period.

Carried

8. Correspondence

Attached.

9. Next Meeting

The Second Quarterly meeting will be determined by Doodle Survey to board members.

10. Adjournment

MOTION: To adjourn the meeting at 12:10 PM.

Moved by: David Ritchie

Seconded by: Kelly Meyer

Carried.



Keith Sherman, Executive Director/ SSEA Chair Ron Stevens

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

	2,013 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	\$2,013.00 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 & analy:	\$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

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)

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 June 30, 2013

	2013 YTD TO June	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					
0220 LSRCA - LK SMCO CONSRVTN AUTH	(7,500.00)		7,500.00		
0221 ONTARIO SPECIFIC GRANTS		(30,000)	(30,000.00)	100.00%	(8,000.00)
0282 CONTR-MUNICIPALITIES	(340,865.00)	(340,865)			(310,864.00)
0283 COMMUNITY/PRIVATE	(1,034.00)	(4,000)	(2,966.00)	74.15%	(787.00)
0284 PROJECTS	(6,082.53)	(20,000)	(13,917.47)	69.59%	(1,000.00)
0316 COST RECOVERIES	(13,907.04)	(40,000)	(26,092.96)	65.23%	(7,500.00)
0322 RECOVERIES	(5,293.53)		5,293.53		
0631 INTEREST INCOME	(118.60)		118.60		(404.61)
0671 SALE OF PUBLICATIONS					(20.00)
Total 9000 REVENUE	(374,800.70)	(434,865)	(60,064.30)	13.81%	(328,575.61)
9010 UNDISTRIBUTED PAYROLL EXPENSE					
1110 DISTRIBUTED LABOUR	(165,507.60)		165,507.60		(165,439.30)
1120 FULL TIME SALARIES	184,037.34	62,000	(122,037.34)	(196.83%)	154,153.97
1130 PART TIME SALARIES	16,288.94		(16,288.94)		35,105.92
1135 STUDENT SALARIES	4,478.91		(4,478.91)		3,841.01
1210 DISTRIBUTED BENEFITS	(48,945.01)		48,945.01		(42,021.01)
1219 PAYROLL BENEFITS	51,294.34		(51,294.34)		45,921.55
Total 9010 UNDISTRIBUTED PAYROLL EXPE	41,646.92	62,000	20,353.08	32.83%	31,562.14
9020 OVERALL COORDINATION					
1110 DISTRIBUTED LABOUR	27,652.59	69,700	42,047.41	60.33%	38,000.00
1210 DISTRIBUTED BENEFITS	4,978.00		(4,978.00)		
Total 9020 OVERALL COORDINATION	32,630.59	69,700	37,069.41	53.18%	38,000.00
9030 ADMINISTRATION					
1110 DISTRIBUTED LABOUR	23,211.50	61,425	38,213.50	62.21%	23,703.46
1210 DISTRIBUTED BENEFITS	9,284.60		(9,284.60)		9,481.39
2110 AUDIT FEES	5,319.00	6,500	1,181.00	18.17%	5,179.20
2111 ADMIN FEES	2,106.60	4,500	2,393.40	53.19%	2,055.18
2120 LEGAL FEES		3,414	3,414.00	100.00%	
3005 INSURANCE	6,416.28	7,000	583.72	8.34%	6,271.56
3020 MEETING EXPENSES	54.95	1,500	1,445.05	96.34%	494.71
3022 MILEAGE	156.03	3,000	2,843.97	94.80%	702.95
3025 CONFERENCES	797.61	3,000	2,202.39	73.41%	2,650.50
3036 SUBSCRIPTIONS & PUBLICATIONS					831.70
3040 MEMBERSHIPS & DUES	835.92		(835.92)		
3050 OFFICE SUPPLIES	6,014.70	11,500	5,485.30	47.70%	461.62
3053 PRINTING	79.88	100	20.12	20.12%	
3060 COPIER COSTS	0.08		(0.08)		27.68
3070 POSTAGE & SHIPPING	237.78	900	662.22	73.58%	291.62
3075 TELEPHONE	966.60	2,500	1,533.40	61.34%	1,080.12
3080 INTERNET/ ITC	498.05		(498.05)		348.42

SSEA Financial Report

As of June 30, 2013

	2013 YTD TO June	2013 ANNUAL BUDGET	\$ BUDGET VARIANCE	% BUDGET VARIANCE	2012 YTD ACTUALS
3202 SUPPLIES & TOOLS	1,082.20		(1,082.20)		3,760.59
3204 SUPPLIES - HEALTH & SAFETY	476.97	1,500	1,023.03	68.20%	846.98
3490 FACILITY RENTAL	7,090.16	12,500	5,409.84	43.28%	5,498.57
3630 UNLEADED GAS		1,000	1,000.00	100.00%	241.48
4110 BANK INTEREST	(387.54)		387.54		
Total 9030 ADMINISTRATION	64,241.37	120,339	56,097.63	46.62%	63,927.73
9106 GIS BASE COVERAGES					
1110 DISTRIBUTED LABOUR	12,820.06	56,625	43,804.94	77.36%	20,121.48
1210 DISTRIBUTED BENEFITS	5,128.03		(5,128.03)		8,048.59
Total 9106 GIS BASE COVERAGES	17,948.09	56,625	38,676.91	68.30%	28,170.07
9204 REQUESTS AND REVIEWS					
1110 DISTRIBUTED LABOUR	9,449.94	20,000	10,550.06	52.75%	10,176.31
1210 DISTRIBUTED BENEFITS	3,779.97		(3,779.97)		4,070.51
Total 9204 REQUESTS AND REVIEWS	13,229.91	20,000	6,770.09	33.85%	14,246.82
9403 RURAL PROGRAMS					
1110 DISTRIBUTED LABOUR	2,252.12	7,000	4,747.88	67.83%	4,302.36
1210 DISTRIBUTED BENEFITS	900.83		(900.83)		1,720.93
Total 9403 RURAL PROGRAMS	3,152.95	7,000	3,847.05	54.96%	6,023.29
9531 MONITORING & SURVEILLANCE					
1110 DISTRIBUTED LABOUR	21,647.86	38,000	16,352.14	43.03%	19,522.71
1210 DISTRIBUTED BENEFITS	8,432.17		(8,432.17)		7,809.08
2183 ZOOPLANKTON ANALYSIS					3,375.00
2210 CONTRACTED SERVICE					4,085.00
3022 MILEAGE					13.19
Total 9531 MONITORING & SURVEILLANCE	30,080.03	38,000	7,919.97	20.84%	34,804.98
9535 MONITORING SUPPORT					
2210 CONTRACTED SERVICE	9,808.50	14,000	4,191.50	29.94%	
Total 9535 MONITORING SUPPORT	9,808.50	14,000	4,191.50	29.94%	
9701 COMMUNICATIONS					
1110 DISTRIBUTED LABOUR	19,272.82	32,000	12,727.18	39.77%	12,000.00
1210 DISTRIBUTED BENEFITS	2,890.91		(2,890.91)		
3063 MAT'L & SUPPL - SPEC DISPLAYS					68.13
Total 9701 COMMUNICATIONS	22,163.73	32,000	9,836.27	30.74%	12,068.13
Total 990 SEVERN SOUND ENV ASSOC	(139,898.61)	(15,201)	124,697.61	(820.33%)	(99,772.45)
Total 92 SEVERN SOUND ENV ASSOC	(139,898.61)	(15,201)	124,697.61	(820.33%)	(99,772.45)
94 SSEA IMPLEMENTATION PROJECTS					
990 SEVERN SOUND ENV ASSOC					
9813 HONEY HARBOUR SURVEY					
0282 CONTR-MUNICIPALITIES	(4,592.18)	(10,000)	(5,407.82)	54.08%	(4,500.00)
2183 ZOOPLANKTON ANALYSIS					3,996.00
2210 CONTRACTED SERVICE	11,290.92	10,000	(1,290.92)	(12.91%)	11,539.58
Total 9813 HONEY HARBOUR SURVEY	6,698.74		(6,698.74)		11,035.58
9818 WETLANDS EVALUATION PROJECT					
0282 CONTR-MUNICIPALITIES	(1,685.59)		1,685.59		

SSEA Financial Report

As of June 30, 2013

	2013 YTD TO June	2013 ANNUAL BUDGET	\$ BUDGET VARIANCE	% BUDGET VARIANCE	2012 YTD ACTUALS
0283 COMMUNITY/PRIVATE					(900.00)
1110 DISTRIBUTED LABOUR	1,284.26	5,723	4,438.74	77.56%	424.07
1210 DISTRIBUTED BENEFITS	401.33		(401.33)		118.87
3202 SUPPLIES & TOOLS					20.34
Total 9818 WETLANDS EVALUATION PROJE		5,723	5,723.00	100.00%	(336.72)
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					
0282 CONTR-MUNICIPALITIES		(3,600)	(3,600.00)	100.00%	
1110 DISTRIBUTED LABOUR		2,500	2,500.00	100.00%	
Total 9822 NATURAL SHORELINES PROJEC		(1,100)	(1,100.00)	100.00%	
9825 LAKE COUCHICHING PROJECT					
0282 CONTR-MUNICIPALITIES	(4,825.66)	(31,200)	(26,374.34)	84.53%	
1110 DISTRIBUTED LABOUR	2,600.00	25,000	22,400.00	89.60%	
1210 DISTRIBUTED BENEFITS	390.00		(390.00)		
2210 CONTRACTED SERVICE	1,781.48		(1,781.48)		
3202 SUPPLIES & TOOLS	6.45		(6.45)		
3630 UNLEADED GAS	47.73		(47.73)		
Total 9825 LAKE COUCHICHING PROJECT		(6,200)	(6,200.00)	100.00%	
9831 HEALTHY STREAMS PROJECT					
0230 PROV MINISTRY GRANT					(800.00)
0282 CONTR-MUNICIPALITIES		(4,000)	(4,000.00)	100.00%	
0283 COMMUNITY/PRIVATE	(4,000.00)		4,000.00		
1110 DISTRIBUTED LABOUR		2,000	2,000.00	100.00%	
3202 SUPPLIES & TOOLS					3,493.15
Total 9831 HEALTHY STREAMS PROJECT	(4,000.00)	(2,000)	2,000.00	(100.00%)	2,693.15
9834 PREWORK					
0231 PROV GAS TAX FUNDING					(17,663.45)
0282 CONTR-MUNICIPALITIES					
0316 COST RECOVERIES		(61,000)	(61,000.00)	100.00%	
1110 DISTRIBUTED LABOUR					15,384.08
1210 DISTRIBUTED BENEFITS					5,447.38
2210 CONTRACTED SERVICE					
3022 MILEAGE					672.37
3202 SUPPLIES & TOOLS					1,063.33
3630 UNLEADED GAS					2,545.76
Total 9834 PREWORK		(61,000)	(61,000.00)	100.00%	7,449.47
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					
3202 SUPPLIES & TOOLS					399.61

SSEA Financial Report

As of June 30, 2013

	2013 YTD TO June	2013 ANNUAL BUDGET	\$ BUDGET VARIANCE	% BUDGET VARIANCE	2012 YTD ACTUALS
Total 9838 FISH HABITAT PROJECT					399.61
9839 WELL SURVEY					
1110 DISTRIBUTED LABOUR					137.35
1210 DISTRIBUTED BENEFITS					54.94
Total 9839 WELL SURVEY					192.29
9844 TREE DISTRIBUTION PROJECT					
0283 COMMUNITY/PRIVATE	(12,450.31)	(12,942)	(491.69)	3.80%	(11,562.80)
1110 DISTRIBUTED LABOUR		12,921	12,921.00	100.00%	1,322.01
1210 DISTRIBUTED BENEFITS					528.80
2210 CONTRACTED SERVICE	12,201.51		(12,201.51)		
3022 MILEAGE	136.71		(136.71)		13.47
3075 TELEPHONE	40.70		(40.70)		
3202 SUPPLIES & TOOLS	9.10		(9.10)		6,051.21
3630 UNLEADED GAS	62.29		(62.29)		
Total 9844 TREE DISTRIBUTION PROJECT		(21)	(21.00)	100.00%	(3,647.31)
9851 WOODLAND EVALUATION					
0282 CONTR-MUNICIPALITIES	(903.35)	(22,600)	(21,696.65)	96.00%	
1110 DISTRIBUTED LABOUR		15,000	15,000.00	100.00%	
Total 9851 WOODLAND EVALUATION	(903.35)	(7,600)	(6,696.65)	88.11%	
9852 VICTORIA HARBOUR STP SURVEY					
0283 COMMUNITY/PRIVATE					
Total 9852 VICTORIA HARBOUR STP SURVEY					
9853 INLAND LAKES					
0282 CONTR-MUNICIPALITIES		(2,700)	(2,700.00)	100.00%	(3,600.00)
1110 DISTRIBUTED LABOUR		962	962.00	100.00%	
2183 ZOOPLANKTON ANALYSIS					5,677.50
2210 CONTRACTED SERVICE					7,784.22
Total 9853 INLAND LAKES		(1,738)	(1,738.00)	100.00%	9,861.72
9854 EARLY RESPONSE PROJECT					
0231 PROV GAS TAX FUNDING					(65,531.78)
0235 CONSERVATION AUTH REV-PROV	(20,818.63)		20,818.63		
2210 CONTRACTED SERVICE	20,818.63		(20,818.63)		17,345.57
Total 9854 EARLY RESPONSE PROJECT					(48,186.21)
9855 ER PROMOTION PROJECT					
0231 PROV GAS TAX FUNDING					(24,452.30)
1110 DISTRIBUTED LABOUR					4,155.55
1210 DISTRIBUTED BENEFITS					1,662.23
2210 CONTRACTED SERVICE					106.55
3022 MILEAGE					69.71
3202 SUPPLIES & TOOLS					34.13
Total 9855 ER PROMOTION PROJECT					(18,424.13)
9856 SOURCE WATER IMPLEMENTATION					
0231 PROV GAS TAX FUNDING					
0235 CONSERVATION AUTH REV-PROV	(33,445.41)	(158,817)	(125,371.59)	78.94%	

SSEA Financial Report

As of June 30, 2013

	2013 YTD TO June	2013 ANNUAL BUDGET	\$ BUDGET VARIANCE	% BUDGET VARIANCE	2012 YTD ACTUALS
1110 DISTRIBUTED LABOUR	42,756.45	158,817	116,060.55	73.08%	16,189.92
1210 DISTRIBUTED BENEFITS	12,375.17		(12,375.17)		3,078.29
3022 MILEAGE	219.46		(219.46)		124.00
3025 CONFERENCES	527.80		(527.80)		
3202 SUPPLIES & TOOLS	54.23		(54.23)		529.10
3610 VEHICLE REPAIRS & MAINTENANCE	1,693.95		(1,693.95)		667.36
3630 UNLEADED GAS	499.96		(499.96)		668.88
Total 9856 SOURCE WATER IMPLEMENTATION	24,681.61		(24,681.61)		21,257.55
9857 HABITAT RESTORATION PROJECT					
0261 FEDERAL GRANT	(775.87)		775.87		
1110 DISTRIBUTED LABOUR		15,500	15,500.00	100.00%	
2210 CONTRACTED SERVICE	222.33		(222.33)		
3202 SUPPLIES & TOOLS	553.54		(553.54)		
Total 9857 HABITAT RESTORATION PROJECT		15,500	15,500.00	100.00%	
9858 RMO PROJECT					
0282 CONTR-MUNICIPALITIES	(2,944.00)	(84,607)	(81,663.00)	96.52%	
1110 DISTRIBUTED LABOUR	2,560.00	84,607	82,047.00	96.97%	
1210 DISTRIBUTED BENEFITS	384.00		(384.00)		
Total 9858 RMO PROJECT					
Total 990 SEVERN SOUND ENV ASSOC	26,477.00	(64,586)	(91,063.00)	140.99%	(17,705.00)
Total 94 SSEA IMPLEMENTATION PROJECTS	26,477.00	(64,586)	(91,063.00)	140.99%	(17,705.00)
Total 9 SEVERN SOUND	(113,421.61)	(79,787)	33,634.61	(42.16%)	(117,477.45)
Total	(113,421.61)	(79,787)	33,634.61	(42.16%)	(117,477.45)

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

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.

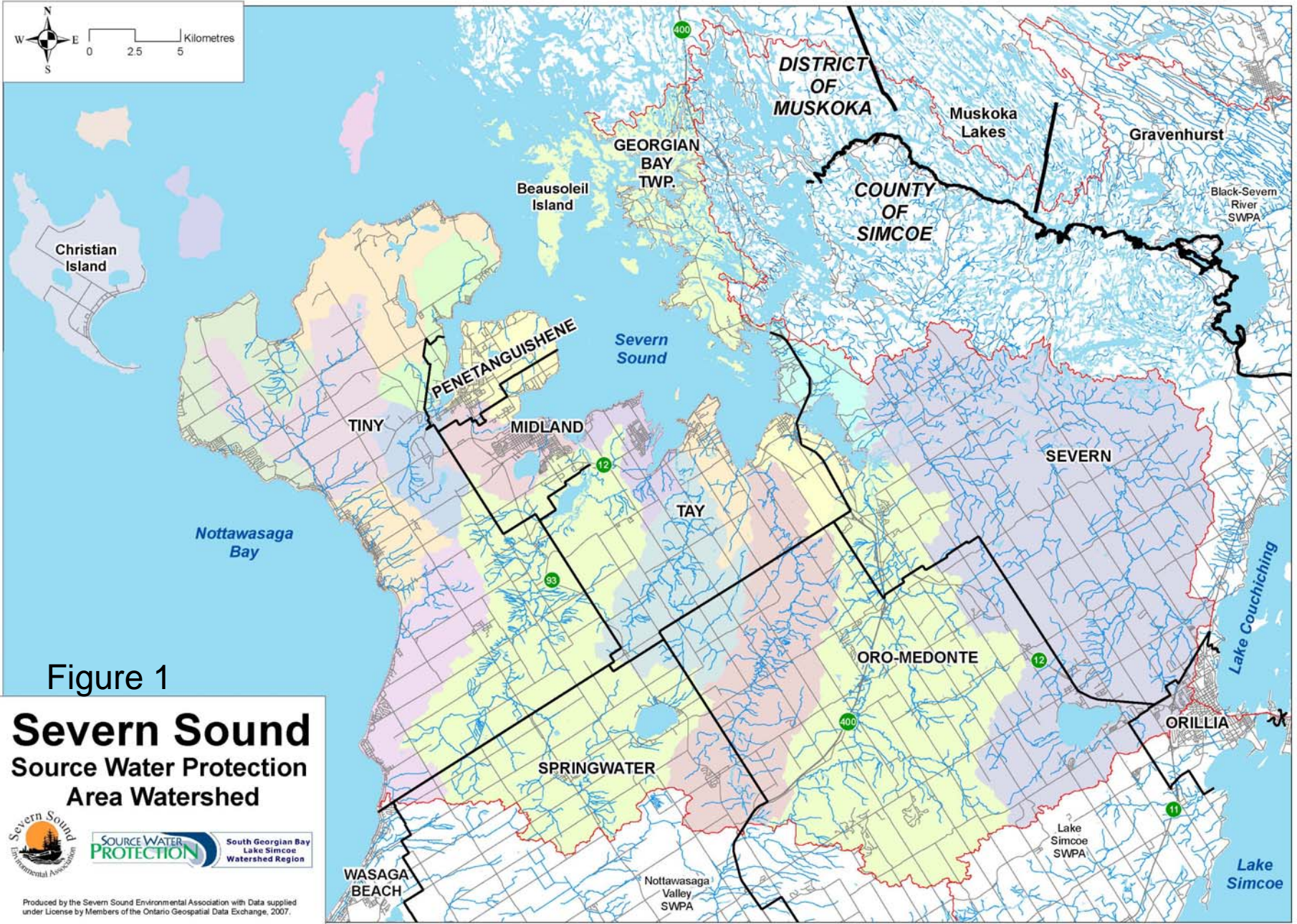
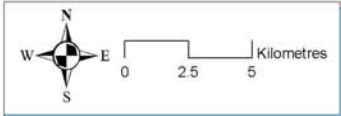


Figure 1

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
Ad Hoc Committee Meeting
2013-02
March 8, 2013
Town of Midland
Dominion Avenue
Midland, ON**

Amended Minutes for Committee

Present	Councillor Ron Stevens Mayor Ray Millar Keith Sherman Councillor Kelly Meyer	SSEA Chair/Township of Severn Township of Tiny SSEA ED Township of Oro-Medonte
Regrets	Deputy Mayor Pat Marion Councillor Paul Wiankco	Town of Penetanguishene Township of Georgian Bay

1. WELCOME: 1:00 PM.

2. PECUNIARY INTEREST DECLARATION
None declared.

3. REVIEW OF MINUTES AND PAST BUSINESS

Moved by: Ron Stevens

Seconded by: Kelly Meyer

To approve the minutes of the January 11, 2013 Strategic Planning
Ad Hoc Committee meeting.

Carried

4. 4.Discussion of work-plan priorities 2013

Committee reviewed SSEA's priorities up to 2013 that have been covered in the Agreement, Schedule A - Strategic Plan. This was followed by a forward look at 2013-2018 projects and priorities.

- a) Mandate – Lines of Business
- b) Boundaries
- c) Fees for Service
- d) RMO
- e) Legal Status
- g) Staffing
- h) Meeting highlights
- i) Public Involvement- Open House
- j) Municipal Shares

5. Adjournment

MOTION: To adjourn the meeting at 3:00 PM.

Moved by: Ray Millar

Seconded by: Ron Stevens

Carried.

7. Next Meeting:

May 10th, 2013. Town of Midland

Keith Sherman, Executive Director/ SSEA Chair

SSEA staff charges for reviews and plan input/plan review of development proposals

March 8, 2013

Minor requests for information (i.e. approx. 1-2 hours) – no charge to municipalities

Staff time

Director	\$120/hr
GIS Specialist	\$100/hr
Habitat biologist	\$100/hr
Water Scientist	\$ 75/hr
Ecosystem Technologist	\$ 50/hr?

Materials

Large format plots	\$30/plot
Misc. printing costs	cost recovery
SSEA publications	cost recovery (usually electronic copies, \$0.20 per page, min \$20 for printed version)
Cost of consulting	cost recovery

Charges for marine construction reviews - More than 2 hours - at above rates for Director, GIS Specialist, Habitat Biologist

MFOA Request	\$25 minimum charge
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Severn Sound Environmental Association Report on Strategic Actions 2009 – 2013 Draft working paper

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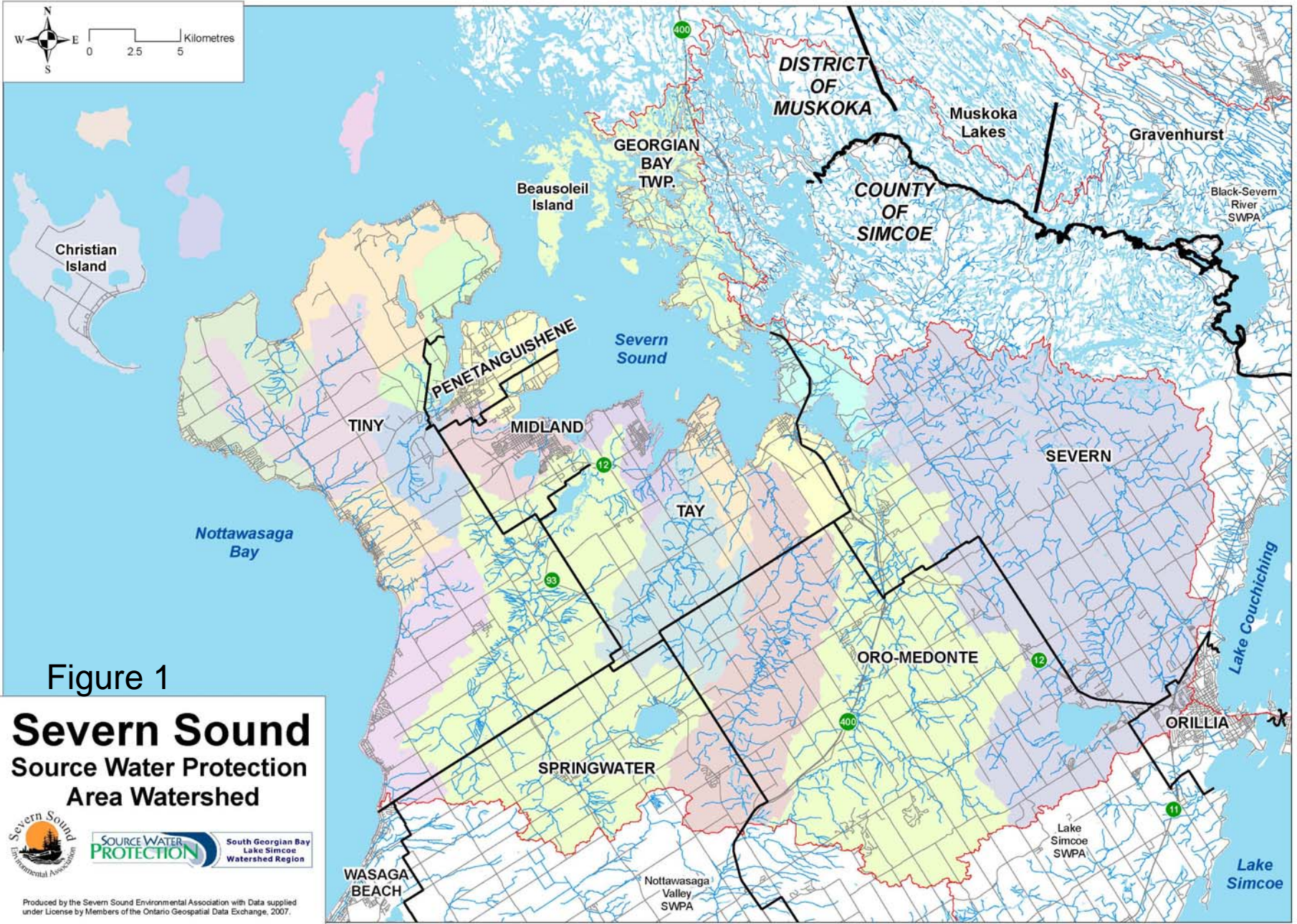
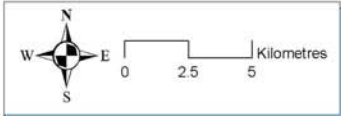


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