



Saugeen, Grey Sauble, Northern Bruce Peninsula Source Protection Region

SOURCE PROTECTION COMMITTEE

MINUTES - MEETING # 01

MEETING: Source Protection Committee
DATE: November 27, 2007
TIME: 11:00 am
LOCATION: Best Western Inn on the Bay, Owen Sound

Chair Mike Traynor called the meeting to order at 11:14 a.m.

Chair: Mike Traynor

In Attendance: Dr. David Biesenthal, Lou D'Alessandro, Bruce Davidson, Carolyn Day, Robert Emerson, Howard Greig, Mark Kraemer, Brent Lanktree, Les MacKinnon, Brad McRoberts, Les Nichols, Dale Thompson, Bill Twaddle, Mitch Twolan

Absent: Sandy Gott

Others Present: Bob Graham, Grey Bruce Health Unit, Ex officio SPC Member
Jim Coffey, General Manager/Secretary-Treasurer, SVCA
Don Smith, Project Manager, Source Protection
David Ellingwood, Communications Specialist, Source Protection

Also in attendance: Craig Fowler, Technical Supervisor, Source Protection
Sara Pickard, Water Quality Technician, Source Protection
Iaian Docherty, GIS/Database Specialist, Source Protection
Brian Luinstra, Hydrogeologist, Source Protection
David Smith, Bruce County, Planning Dept.
Cathy Robins, CAO, Municipality of Northern Bruce Peninsula
Fred Fleischer, Fleischer Environmental and Engineering Services
Chris Munn, Grey Bruce Health Unit
Tony Barton, Bruce Peninsula Environment Group

1. Adoption of the Agenda

MOTION # SPC07-01

Moved by Howard Greig
Seconded by Robert Emerson

THAT the agenda for the Inaugural Meeting of the Saugeen, Grey Sauble, Northern Bruce Peninsula Source Protection Committee for November 27, 2007, be adopted as published.

Carried

2. Declaration of Conflict of Interest

No person declared a conflict of interest relative to any item on the agenda at this time.

3. Correspondence

A letter was received from Carol Mitchell, MPP – Huron-Bruce, extending greetings to Committee members.

Members were presented with a large Orientation binder produced by the Ministry of the Environment. Information about our Source Protection Region was added by staff.

4. New Business

Program Timelines

The Terms of Reference will need to be completed by Aug. 20, 2008, and sent to the appropriate Source Protection Authority (SPA). The SPA then passes it on to the Minister for approval, which should be received by the end of 2008. Following approval of the Terms of Reference, there is a one-year time limit to have the Assessment Report submitted to the SPA. The Committee should aim to have the Assessment Report done by Sept. 2009. The target for completion of the Source Protection Plan is the end of 2011, with a regulated deadline of Aug. 20, 2012.

The Source Protection Committee (SPC) will meet once per month. As well there may be sub-committee or other meetings. Discussion will be held at a future meeting regarding sub-committees and working groups.

Administrative Documents

Draft versions of the Rules of Procedure as well as the Code of Conduct and Conflict of Interest Policy were provided to the Committee. Since the preparation of these draft documents, the MOE has sent a checklist of what should be in the documents and a few items will need to be added to the draft Rules of Procedure. It was suggested that the

Walkerton Clean Water Centre and Ontario Clean Water Agency may have similar materials that could be referenced

SPC members discussed concerns with particular sections and possible revisions.

Rules of Procedure:

- s. 2.0 Should be definitions of sub-committee and working group, and there should be a clear distinction between the two.
- s. 3.7 Meetings should be broadly publicized and a media release, with outcomes, sent out afterwards. Needs to be an ongoing process of improving communication based on feedback. The word 'may' should be replaced with 'shall'. There should be a procedure for canceling a meeting and notifying people. A toll-free phone number could be used. A media release should be issued after each meeting as a mechanism of creating awareness in the community.
- s. 3.8 The total time for discussion of a delegation should have a limit.
- s. 4.4 Teleconference participation should be permitted with certain conditions. Unclear whether, in the event that the Chair is not present, if the member appointed to be Chair for that meeting counts toward quorum.
- s. 4.7 Further discussion is needed on how a proxy vote would work. A definition of consensus should be added to s. 2.
- s. 4.9 Rules around closed portions of meeting should be expanded, e.g. add legal advice
- s. 4 Should include rules of procedure for sub-committees and working groups

Code of Conduct and Conflict of Interest Policy:

- s. 2.1.9.5 Meaning is unclear.
- s. 3.1 Wording negates a member from voting on issues related to the area they represent.
- s. 5.1.5 Using the term 'pecuniary interest' would be better and is used municipally. Members should not be constrained in their ability to vote in the interest of the group that they are representing. Noted that a matter which is an 'interest in common' should not create conflict of interest.
- s. 5.2 Unclear on confidential versus public information.

- s. 5.3 Clarification needed on what limitations are placed on members when speaking to media.
- s. 6.4 This section should be reworded.
- s. 6.5 Only the person in a conflict of interest can declare the conflict of interest.

A suggestion was made that the committee should have a mission statement to outline the basic philosophy of the group. Mission statements from other organizations could be used a template from which to work.

MOTION # SPC07-02

Moved by Les MacKinnon
Seconded by Mitch Twolan

THAT the Source Protection Committee develop a mission statement with the assistance of a facilitator.

Carried

SPC Meeting Schedule

Tuesdays were preferred by Committee members for the scheduling of future meetings. The following meeting dates were set:

December 18, 2007
January 22, 2008
February 19, 2008
March 18, 2008
April 22, 2008
May 20, 2008
June 24, 2008

Terms of Reference

The MOE is still working on guidance materials for the preparation of the Terms of Reference. The guidance will expand upon details given in the Terms of Reference Regulation (Reg. 287/07). Preparation of the Terms of Reference will be the first large piece of business for the SPC.

SPC Training

Members were advised that the MOE will be hosting a regional training session for Source Protection Committee members. The session will be on Tuesday, January 15, 2008, from 9:30 a.m. to 4:30 p.m. at the Four Points by Sheraton Hotel in London.

5. Next Meeting

The next meeting of the Source Protection Committee is scheduled for Tuesday, December 18, 2007, at 9:30 a.m. The location will be the Grey Sauble Conservation Authority office, lower level, 237897 Inglis Falls Road on the south edge of Owen Sound. This will be a facilitated meeting and will focus on the creation of a mission statement.

6. Adjournment

There being no further business, the meeting adjourned at 12:35 p.m.

Mike Traynor
Chair, Source Protection Committee

David Ellingwood
Communications Specialist
(Recording Secretary)