



Saugeen, Grey Sauble, Northern Bruce Peninsula Source Protection Region

SOURCE PROTECTION COMMITTEE

MINUTES - MEETING #02

MEETING: Source Protection Committee
DATE: January 22, 2008
TIME: 9:30 am
LOCATION: Grey Sauble Conservation Authority, Owen Sound

Chair Mike Traynor called the meeting to order at 9:35 a.m.

Chair: Mike Traynor

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

Absent: Sandy Gott, Brent Lanktree

Others Present: Jennifer Arthur, Ex-officio member, Ministry of the Environment
Don Smith, Project Manager, Source Protection
Nancy Guest, Source Protection Recording Secretary

Also in attendance: David Ellingwood, Communications Specialist, Source Protection
Craig Fowler, Technical Supervisor, Source Protection
Sara Pickard, Water Quality Technician, Source Protection
Iaian Docherty, GIS/Database Specialist, Source Protection
John Ritchie, Ministry of the Environment, Owen Sound Office
Members of the Public

A copy of the Report of the Walkerton Inquiry, Part One, and the Summary of the Report was delivered to each member (Part 2 previously distributed) as well as a copy of an article from *Municipal World*, January 2008 magazine titled "Source Water Protection".

1. Adoption of the Agenda

MOTION #SPC-08-01

**Moved by Carolyn Day
Seconded by Les Nichols**

THAT the revised agenda for the second meeting of the Saugeen, Grey Sauble, Northern Bruce Peninsula Source Protection Committee for January 22, 2008, be adopted as distributed with Lou D'Allesandro requesting the addition under "Other Business" of discussions respecting mapping of private well water test results and appointing an alternative chair; and Jennifer Arthur requesting a debriefing of the training in London.

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. Adoption of the Minutes

MOTION #SPC-08-02

**Moved by Dale Thompson
Seconded by Robert Emerson**

THAT the Minutes of November 27, 2007 Source Protection Committee meeting be adopted as distributed.

Carried

MOTION #SPC-08-03

**Moved by Bruce Davidson
Seconded by Howard Greig**

THAT the Record of the December 18, 2007 Source Protection Committee Mission Statement meeting be adopted.

Carried

4. Matters Arising from the Minutes

Rules of Procedure

Don Smith spoke to several items in the Rules of Procedure.

- s. 4.4 Quorum exists as set out in this section and includes attendance by a member by telephone if that member is unable to physically be present at the meeting.
- s. 4.7.4 A discussion respecting proxies was held by the Committee.
- s. 4.9.2 This section should also include identifiable corporations and property.
- s. 4.12.2 The word “teleconference” should be changed to “telephone”.
- s. 6.6 Although there was no official appointment of an SPA liaison member, it was suggested that Section 6.6 remain in the event that the need for an SPA liaison member arises in the future. The liaison members, as set out in this section, are non-voting participants and attend in a resource capacity.
- s. 7.0 It was confirmed that SPC members are governed by the Municipal Freedom of Information and Protection of Privacy Act and continue to be bound by this legislation in the event that they vacate their position on the Committee.
- s. 8.0 It was confirmed that all members are indemnified during and after their tenure on the Committee. The indemnification of Committee members does not extend to members of a sub-committee or working group; however those members of a sub-committee or working group are not participating in a decision-making capacity.

MOTION #SPC-08-04

**Moved by Carolyn Day
Seconded by Bill Twaddle**

THAT the Rules of Procedure be adopted as amended.

Carried

Code of Conduct and Conflict of Interest Policy

Don Smith spoke to several items in the Code of Conduct and Conflict of Interest Policy.

- s. 3.4 This section was added to clarify that members may engage in discussions where there is an interest in common with others in the community or that member’s sector.

The difference between a conflict of interest and pecuniary interest was discussed, as well as in the consequences of the Chair having a conflict.

- s. 6.4 & 6.5 These sections state that if a member is unsure about a conflict, the member should speak to the Chair and the Chair will decide if there is a conflict.

MOTION #SPC-08-05

**Moved by Mark Kraemer
Seconded by Howard Greig**

THAT sections 6.4 and 6.5 be removed from the Code of Conduct and Conflict of Interest Policy.

Carried

- s. 6.6 & 6.7 The Committee discussed the wording of these sections as they relate to the previously deleted sections 6.4 and 6.5 and asked that these sections be amended if necessary.

The Committee requested the inclusion of a section respecting absenteeism where the Chair would address the absence of a member after a certain number of meetings and/or a certain percentage of meetings to ensure that all sectors are adequately represented.

- s. 5.3 Members were advised that they should refer the media to the Chair or Project Manager if they do not wish to speak to the media.

MOTION #SPC-08-06

**Moved by Mark Kraemer
Seconded by Carolyn Day**

THAT the Code of Conduct and Conflict of Interest Policy be adopted subject to the previous amendment (Motion #SPC-08-05), the re-wording of s. 6.6 and s. 6.7, and the Project Manager and Chair adding a clause addressing absenteeism.

Carried

Terms of Reference

Don Smith reviewed the Terms of Reference Schedule included in the meeting documents and confirmed that:

Step 1: "Notice of Commencement" has been completed as shown in the attached copies of letters to the relevant municipalities and First Nation Bands.

Step 2: “Development of Draft Proposed Terms of Reference”: Terms of Reference information will be prepared and forwarded to municipalities, First Nation bands and SPA’s. Meetings between Source Water staff, municipalities and SPA’s will take place where municipalities will consider their level of participation in the program. It was suggested that possibly the Chair, Project Manager and one or two Committee members could attend these municipal meetings and that various municipalities may wish to amalgamate their meetings. This step also includes the drafting of the Draft Proposed Terms of Reference and the approval by the Committee.

Step 3: “Consultation on Draft Proposed Terms of Reference”: This step involves publishing and circulating the Draft Proposed Terms of Reference to municipalities, First Nation bands and other Source Protection committees. This step also includes three public meetings, one in each SPA. The public is given 35 days to comment on the draft document.

Step 4: “Finalizing Proposed Terms of Reference” Don Smith proposed an extra meeting of the Committee near the beginning of July 2008, possibly July 8, 2008, as well as the scheduled Committee meeting on July 22, 2008, in order to consider comments received and incorporate them into the Proposed Terms of Reference.

Step 5: “Consulting on Proposed Terms of Reference” The Proposed Terms of Reference are submitted to the public for comments as mandated by the legislation which requires that the public commenting period is within 30 days after publication of the Proposed Terms of Reference. Requests were made to extend the public commenting period from August into September to capture all interested parties including summer residents. The Committee was advised that a longer public commenting period shortens the time the Source Protection Authority has to review and comment on the Proposed Terms of Reference. Suggestions were made that: ratepayers’ associations might be emailed, notices could be published in local newspapers, the public could be made aware that this information is available on the internet, sufficient publicity for the first public commenting period is important, etc., to ensure that the public is adequately notified. Staff is to make enquiries of the Ministry of the Environment concerning amending the public commenting period.

MOTION #SPC-08-07

**Moved by Lou D’Alessandro
Seconded by Brad McRoberts**

THAT the Source Protection Committee approve the schedule for the development of the Proposed Terms of Reference pending possible changes after discussions with the Ministry respecting amending the public commenting period.

Carried

The Mission Statement and Guiding Principles Summary Document prepared by Kayak Consulting was discussed and it was generally agreed that the summary was well compiled and accurately reflects the objectives of the Committee. It was suggested that this document

could be shared with other Source Protection committees. The composition and structure of the wording was discussed and most agreed that the summary was a good guide to keep the Committee focused on its goals and objectives.

MOTION #SPC-08-08

**Moved by Bill Twaddle
Seconded by Dale Thompson**

THAT the Source Protection Committee endorse the *Mission Statement and Guiding Principles Summary Document* prepared by Kayak Consulting for the facilitated session conducted on December 18, 2007 and further,

THAT the Source Protection Committee adopt as its mission statement and guiding principles the following:

Mission Statement:

- **Providing leadership to engage the entire community in developing comprehensive, responsible solutions to protect water resources.**

Guiding Principles:

We value:

- **Comprehensive, science based research**
- **Recognizing and engaging all members of the community as valued stakeholders**
- **Informed decision makers through communication, education and responsiveness to community enquiries**
- **Being open and transparent**
- **Sustainable and long-term decision making**

Carried

5. Correspondence

A letter was received from Ducks Unlimited Canada dated January 7, 2008 indicating that it would be pleased to consider becoming part of a technical working group to assist the Committee.

A Memo was received from Ian Smith, Director of Source Protection Programs Branch at the Ministry of the Environment dated January 18, 2008 clarifying the definition and use of proxies.

6. New Business

Early Action Stewardship Program

David Ellingwood, Source Protection Communications Specialist gave a slide presentation on the Early Action Stewardship Program relaying information respecting the decommissioning of septic tanks when property is connected to municipal services, inspection of septic systems and property mapping and notification procedures. David advised that applications for available grants can be made through the Source Protection website “www.waterprotection.ca” or through the Source Protection office and that funding is in place for the next 3 years. It was recommended that septic inspections should be done by a third party and not by a contractor who might benefit from completing the upgrade. The group was advised that the Township of Huron-Kinloss recently passed a by-law requiring septic inspections and has partnered with the Grey Bruce Health Unit to undertake the inspections. The Chair asked that the slides be shared with the Committee and there was also a request that this information be emailed to the municipalities.

Water Guardians Network Source Protection Bursary

Information was distributed respecting the funding available through the Water Guardians Network and it was generally agreed that it might be valuable to use any available funding to put forward the Source Protection message in some form of outreach program.

Proposed General SPC Meeting Outline

Don Smith reviewed the proposed schedule for future Committee meetings and the Committee was invited to hold a meeting at the new Grey Bruce Health Unit facility in October 2008. It was suggested that future Committee meetings would be scheduled for a full day and a request was made for Friday meetings rather than Tuesday once the meetings scheduled into June 2008 are completed. The Chair said that he will take these suggestions under consideration. The Committee was asked for suggestions respecting presentations made at each Committee meeting.

7. Other Business

Pre-appointing an Acting Chair

The idea of pre-appointing an Acting Chair in the event that the Chair was unavailable was introduced and discussed. Most agreed that any Committee member was capable of stepping in as Acting Chair, if necessary. The Chair stated that he would appreciate the opportunity to brief an Acting Chair if the Chair was unable to attend a meeting. It was noted that the Acting Chair would not have voting rights at the meeting for which that member was sitting as Acting Chair and it was also noted that the Project Manager could not serve as Acting Chair. It was suggested that this matter be re-visited at a future meeting.

MOTION #SPC-08-09

**Moved by Lou D'Allesandro
Seconded by Bill Twaddle**

THAT the Committee pre-appoint an Acting Chair.

Defeated

Mapping of Private Well Water Tests

The Committee was advised that the Grey Bruce Health Unit has computerized records of adverse private well water test results and that there have been discussions between the Health Unit and the Saugeen Valley Conservation Authority respecting the computerized mapping of these results. It was suggested that this information would be available to the Committee to map the location of adverse results across the Source Protection Region and could be useful for identifying elevated systems. Discussions included legal ramifications, freedom of information consequences, costs, privacy issues and requests for more information about the project.

MOTION #SPC-08-10

**Moved by Lou D'Allesandro
Seconded by Les MacKinnon**

THAT the Source Protection Committee utilize the information recorded by the Grey Bruce Health Unit and the Saugeen Valley Conservation Authority with respect to the mapping of private well water test results.

Tabled

MOTION #SPC-08-11

**Moved by Mark Kraemer
Seconded by Howard Greig**

THAT the Source Protection Committee direct Source Protection staff to provide more information at the next Committee meeting respecting the feasibility of utilizing the aforementioned mapping of private well water test results.

Carried

Debriefing of Source Protection Committee Workshop in London, Ontario

It was generally agreed that the training workshop attended by most of the Committee members in London Ontario on Tuesday, January 15, 2008 was very helpful. Jennifer Arthur

advised that there will be another workshop available in Brantford Ontario and anyone who was unable to attend the London workshop was welcome to attend in Brantford.

8 Next Meeting

The next meeting of the Source Protection Committee is scheduled for Tuesday, February 19, 2008 at 9:30 a.m. The location will be the Grey Sauble Conservation Authority office, Lower Level, 237897 Inglis Falls Road, RR4, on the south edge of Owen Sound Ontario west of Inglis Falls.

9. Adjournment

There being no further business, the meeting was adjourned at 1:05 p.m.

Mike Traynor,
Chair, Source Protection Committee

Nancy Guest,
Recording Secretary, Source Protection