



## SOURCE PROTECTION COMMITTEE

### MINUTES – MEETING #03

MEETING: Source Protection Committee

DATE: Tuesday, March 18, 2008

TIME: 9:30 a.m.

LOCATION: Resource Centre, Headquarters Conservation Area, Hanover

Chair Mike Traynor called the meeting to order at 9:30am. Mr. Traynor introduced **Sandy Gott**, Vice-President of Corporate Affairs for Ice River Springs in Feversham, representing the Industrial Section, and welcomed her to the Source Protection Committee. Also introduced were two new staff members: **Steady Cook**, Outreach Specialist in the Early Actions Program, promoting beneficial management practices and funding opportunities to landowners who are in close proximity to municipal wells and intakes; and **Karen Gillan**, Education Specialist in the Early Actions Program, responsible for the development and design of educational material and stewardship of this program.

Chair: Mike Traynor

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

Absent: Lou D’Alessandro

Others Present: Jennifer Arthur, Ex-officio member, Ministry of the Environment  
 Bob Graham, Ex-officio member, Grey Bruce Health Unit  
 Don Smith, Project Manager, Source Protection  
 Bonnie Sherman, Recording Secretary, Saugeen Conservation

Also in attendance: David Ellingwood, Communications Specialist, Source Protection  
 Craig Fowler, Technical Supervisor, Source Protection  
 Brian Luinstra, Hydrogeologist, Source Protection  
 Sara Pickard, Water Quality Technician, Source Protection  
 Steady Cook, Outreach Specialist, Source Protection  
 Karen Gillan, Education Specialist, Source Protection  
 Jim Coffey, General Manager/Secretary-Treasurer, Saugeen Conservation  
 Members of the Public

1. Adoption of the Agenda

**MOTION #SPC-08-12**

**Moved by Robert Emerson  
Seconded by Carolyn Day**

THAT the Agenda be adopted as distributed.

**Carried**

Due to the considerable close quarters in the Resource Centre, as well as the Grey Sauble Conservation Authority's meeting room, it was suggested that staff investigate the possibility of renting either Bruce or Grey County's meeting rooms for any future meetings. Staff will explore this option.

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-08-13**

**Moved by Les Nichols  
Seconded by Dale Thompson**

THAT the minutes of January 22, 2008 Source Protection Committee meeting be adopted as distributed.

**Carried**

4. Matters Arising from the Minutes

a) Rules of Procedure, Code of Conduct & Conflict of Interest Policy

A copy of Report #4a, entitled Rules of Procedure, Code of Conduct & Conflict of Interest Policy, is appended to the office copy of these minutes.

The finalized Rules of Procedure and Code of Conduct and Conflict of Interest Policy are in the process of being presented to the three Source Protection Authorities.

A signed and witnessed Acknowledgement from each SPC member will be kept on file by the lead SPA. The members were provided with a copy of their Acknowledgement and requested to complete and return it to the Project Manager by the end of the meeting.

b) Terms of Reference Schedule

A copy of Report #4b, entitled Terms of Reference Schedule, is appended to the office copy of these minutes.

Following concerns expressed at the January 22, 2008 meeting regarding the final consultation period being only 30 days in duration, as well as during the month of August 2008 when public consultation may be difficult, the Project Manager presented a revised Terms of Reference schedule suggesting a 45-day review period. To achieve this extended review time, it is suggested that the preliminary Proposed Terms of Reference be made available to municipalities, First Nations, SPAs and any other interested party at the end of July 2008, instead of mid-August 2008. This would shift the official 30-day commenting period so that the deadline for comments occurs in mid-September 2008.

**MOTION #SPC-08-14**

**Moved by Carolyn Day**  
**Seconded by Bruce Davidson**

THAT the Source Protection Committee approve the amended schedule for the development of the Proposed Terms of Reference.

**Carried**

c) SPC Proxy Procedure

A copy of Report #4c, entitled Source Protection Committee Proxy Procedure, is appended to the office copy of these minutes.

A number of concerns were expressed regarding the proposed proxy voting procedure. On the Appointment of Proxy form, #1 should be changed to read that an appointed proxy “shall be” another member of the Source Protection Committee.

As well, it was agreed that there may be times when, in an emergency, it may not be possible to provide a 24-hour notice. The consensus was that providing notice to the Chair at some point prior to the meeting would be acceptable. The signed Appointment of Proxy form must be submitted to the Chair prior to the meeting and if possible, 24 hours in advance of the meeting.

Concern was raised regarding the possible abuse of the use of proxies and that they should be used only when no other alternative is available.

There was discussion as to whether a proxy vote counting towards quorum, as set out in #2 of the Appointment of Proxy form, is in conflict with #3 of the Appointment of Proxy

form, which states that a member appointing a proxy is considered absent from the meeting. This issue may be revisited if the need arises.

The revised Proxy form will be provided to the Committee members electronically in a Word document format. Proxy notices can be either faxed or sent electronically to the Chair.

## **MOTION #SPC-08-15**

**Moved by Howard Greig  
Seconded by Bill Twaddle**

THAT the Source Protection Committee approve the Proxy Voting Procedure and Appointment of Proxy form, as amended.

**Carried**

### d) Mapping of Private Well Water Test Results

A copy of Report #4d, entitled Mapping of Private Well Water Test Results, is appended to the office copy of these minutes.

The Health Unit has made the adverse water test results available to the Drinking Water Source Protection program. Discussion has taken place on how this information could be used. If it is determined that this information would be useful to the program, it is suggested that it be used only in a general sense and that any maps depicting this information be of such a scale that individual properties would not be identifiable.

The Freedom of Information and Protection of Privacy Act will be adhered to with respect to the use of all data and information of a private nature.

## 5. Correspondence

- Memo received from Lynne Milford, Water Budget Analyst, Ministry of Natural Resources – confirming the MNR has accepted the Saugeen, Grey Sauble, North Bruce Peninsula Source Protection Region’s Conceptual Understanding assessment of the Water Budget and Water Quantity Risk Assessment module – **noted & filed**

- Memo received from Lynne Milford, Water Budget Analyst, Ministry of Natural Resources – confirming the MNR has accepted the Saugeen, Grey Sauble, North Bruce Peninsula Source Protection Region’s “Scope of Work and Planned Expenditures”, dated January 31, 2008 for Tier 1 of the Water Budget and Water Quantity Risk Assessment module – **noted & filed**

## 6. New Business

### a) Proposed Working Groups Discussion

The Project Manager stressed the importance of giving this process detailed thought and consideration. A working table was provided to the Committee members to provide their input.

A number of issues were stressed when considering the makeup of any working group. Staff requested that the Committee members provide their thoughts on the type of working groups they wish to see; how big the working groups should be; who, from the Source Protection Committee should be a part of the working group; and, how the working groups should be assembled eg. should they be advertised, etc. The guidance for the formation of these working groups is very flexible.

A list of issues was generated for future discussion in order to develop further the working groups. Staff was requested to email a draft list of this list to Committee members. Additional time was requested to consider threats and issues in order to make an informed decision. Committee did not wish to vote on the makeup of any working groups at this time. Staff was requested to gather the information from this discussion and provide the Committee with a basis from which to work at the next Committee meeting.

### b) Terms of Reference – Presentation to Municipalities

The Project Manager gave a short PowerPoint presentation listing the types of tasks that municipalities, First Nations, Conservation Authorities and any other groups may wish to take on. It was suggested that a Question & Answer sheet respecting the Terms of Reference be prepared to address frequently asked questions from municipalities.

The Project Manager also reviewed one sample of the substantial Terms of Reference document to be developed for each Source Protection Area. Due to the anticipated length of these documents, it was agreed that Committee members will receive the information either in CD format or on a USB thumb drive, to be provided for them by the Source Protection Program.

### c) Water Budget Presentation – Dr. Brian Luinstra

Dr. Brian Luinstra gave a detailed, technical presentation regarding the Approved Conceptual Water Budget information that was made available to the Committee members at this meeting. Dr. Luinstra answered a number of questions posed to him by the members.

The Chair requested the Committee members review the document.

d) Walkerton Water Tragedy

Dr. David Biesenthal gave a brief presentation outlining his experience of the Walkerton Water Tragedy. Dr. Biesenthal stressed the need for this Committee to do the job right, in order to prevent the pitfalls that led to the Walkerton Tragedy.

Due to the lateness of the meeting, Bruce Davidson agreed to present his portion of the Walkerton Water Tragedy report at the next Source Protection Committee meeting.

7. Other Business

No other business was brought forward for discussion at this time.

8. Confirmation of Next Meeting and Adjournment

The next meeting is scheduled for April 22, 2008 at the Northern Bruce Peninsula Municipal Office.

There being no further business, the meeting adjourned at 1:55pm.

The Committee members then travelled to Walkerton to view the site of Well #5 as well as to participate in a tour of the Walkerton Clean Water Centre.

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Michael Traynor  
Chair

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Bonnie Sherman  
Recording Secretary