

**Source Protection Committee Meeting  
Rock Haven Motel and Convention Centre  
December 11, 2007**

**Minutes**

**Attendance:**

**Source Protection Committee Members:**

- Jim Hunt, Chair
- Anne Alexander, *Heath Unit Liaison (proposed)*
- Monica Berdin, *Recreation/Tourism*
- Alanna Boulton, *Trent Severn Waterway*
- Dave Burton, *Municipal*
- Mary Jane Conboy, *Environmental Non Government Organization*
- William Cornfield, *Drinking Water Expert*
- Edgar Cornish, *Agriculture*
- Pamela Crowe, *Alderville First Nation*
- Kerry Doughty, *Aggregate/Mining*
- Roberta (Bobbie) Drew, *Public – Rural*
- Dave Golem, *Municipal*
- Rick Johnson, *Large Non Municipal Water User*
- Jim Kelleher, *Source Protection Authority Liaison*
- Rosemary Kelleher-MacLennan, *Municipal*
- Robert Lake, *Economic Development*
- Gerald McGregor, *Municipal*
- Glenn Milne, *Agriculture*
- Terry Rees, *Waterfront Landowner*
- Debbie Scanlon, *MOE Liaison (interim)*
- Mary Smith, *Municipal*
- Beverley Spencer, *Agriculture*
- Wayne Stiver, *Drinking Water Expert*
- Richard Straka, *Municipal*
- Matt Taft, *Public – Urban*
- Tracey Taylor, *Curve Lake First Nation*

**Regrets:**

- Bruce Craig, *Municipal*

**Others Present:**

**Committee Support Staff**

- Glenda Rodgers, *Project Manager*
- Myriam Genet, *Administrative Assistant*

**Participating Staff**

- Marilyn Bucholtz, *Communications Coordinator (Project Team - Regional Staff)*

**Other:**

- TCC CA/SPA staff/members; general public \*

## 1. Call to order

Jim Hunt called the meeting to order at 1:00 p.m. He said this process would be an adventure and he was very excited. He said he would like the committee to operate on a consensual basis, as mandated by the Act.

## 2. Approval of the Agenda

Jim Hunt asked if there were any additions to the agenda. The agenda was approved as presented.

## 3. Introductions

Each committee member introduced themselves and said a bit about their backgrounds. Jim Hunt noted the group had a broad spectrum of talent and he was looking forward to moving ahead with the project.

## 4. The Ripple Effect (DVD)

Marilyn Bucholtz presented the Ripple Effect, a short video prepared by Conservation Ontario that provides a general overview of Source Water Protection including: where our drinking water comes from, what happens to water before it gets to our taps, the origins of source water protection in Ontario, the multi-barrier approach to protecting source water, and how conservation authorities are involved in source water protection planning in communities across Ontario.

## 5. Proposed Policies and Procedures

A Committee Member's Handbook (draft) was distributed which included:

- *Operating Policies*
- *Rules of Procedure*
- *Code of Conduct*
- *Conflict of Interest*

Jim Hunt explained he and Glenda Rodgers worked on the document and that the committee was to review the document and provide Glenda with feedback. Jim wanted to know if anything was omitted, and how the handbook could be improved. He suggested the handbook be reviewed in conjunction with the regulations that are in the Source Protection Committee Orientation Binder.

**Action:** the committee is to provide feedback to Glenda by January 4, 2008 by regular mail or e-mail.

Once comments are received, they will be compiled and distributed once again. He noted that he would like to get consensus on this at the next meeting.

Jim said that the handbook can be revised at a later date as it is being used.

## 6. Administration

- *Per Diem/Mileage/Expenses*

Glenda distributed a sheet for members' signature, as well as a place to write mileage. She explained the procedure and how it would be administered. She said members would be paid quarterly. The first payment will be the end of March, 2008.

She reminded members to keep track of their mileage.

The per diem is \$200 per day, and mileage is set at \$0.50 per kilometre.

Note: The payment will be made payable to the member – if the payment is to go to an organization, please advise Glenda or Myriam.

Glenda also indicated that an expense form is included in the orientation binder for use at meetings that individual committee members were attending (for per diems, mileage, and other expenses).

- *Distribution of agenda packages/minutes*

Glenda asked how members preferred to receive information. Although everyone has email, some members have dial up and are not able to access large documents. It was suggested that small items could be emailed, but larger items should go by mail.

Glenda reminded the committee that if anyone had questions regarding logistics they should contact Myriam and if it is of a technical nature, to contact herself.

Wayne Stiver asked what the procedure would be for meeting attendance. Since there is a 2/3rd quorum required, it is very important that everyone come to meetings. Jim indicated that if a member cannot attend a meeting, they are to let Myriam know as soon as possible.

Jim reminded the members that the committee is mandated to meet.

## **7. Orientation**

Glenda presented an overview of the Source Protection Region via power point. A handout of this and the following presentations was provided.

## **8. Orientation**

Glenda presented information on the overall source protection program.

## **BREAK**

### **(orientation continued)**

Glenda continued with her presentation which included an overview of roles and responsibilities and an overview of the terms of reference requirements.

All presentations will be made available online on the Trent Conservation Coalition website  
[www.trentsourceprotection.on.ca](http://www.trentsourceprotection.on.ca)

Wayne wanted to know if the source protection chairs across the Province are meeting. Jim replied that they have already met twice, and that they would be meeting again in March.

## **9. Meeting Schedule**

- *6 month schedule*

Jim indicated that it was required to set a 6 month meeting schedule.

The following schedule was set:

- Thursday, January 17, 2008 (10:00 a.m. – 4:00 p.m.)
- Wednesday, February 13, 2008
- Wednesday, March 19, 2008
- Thursday, April 17, 2008
- Thursday, May 15, 2008
- Thursday, June 19, 2008

It was agreed that the next three meetings would be held in Peterborough at the Rock Haven because it is centrally located for most, and winter driving would be easier. In the spring, it was agreed that the meetings

needed to change location to allow members of the public to join from other areas. It was suggested that the April meeting could be in Trenton, the May meeting in Cobourg/Port Hope, and the June meeting in Lindsay.

- *Training*

The Ministry of Environment is providing a training session on January 21 at the Briars near Sutton Ontario (on the south shore of Lake Simcoe). Two other Source Protection Committees will be attending. Members are asked to contact Myriam if they will require overnight accommodations.

Update: Start time for this meeting is 9:30 a.m.

## 10. Other Business

There was a discussion about media and who the spokesperson for the committee would be. Jim suggested that they keep to "one voice" and that any inquiries be directed to himself or Glenda Rodgers. Marilyn reported that she could provide a summary of the meeting with key messages, or a backgrounder of Questions and Answers.

## Adjournment

Meeting adjourned at 3:45 p.m.

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Jim Hunt, Chair

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Date