



**Source Protection Committee Meeting
Rock Haven Motel and Convention Centre, Peterborough
January 17, 2008**

Minutes

Attendance:

Source Protection Committee Members:

- Jim Hunt, *Chair*
- Anne Alexander, *Health Unit Liaison (proposed)*
- Monica Berdin, *Recreation/Tourism*
- Alanna Boulton, *Trent Severn Waterway*
- Dave Burton, *Municipal*
- Mary Jane Conboy, *Environmental Non Government Organization*
- Edgar Cornish, *Agriculture*
- Bruce Craig, *Municipal*
- Pam Crowe, *Alderville First Nation*
- Kerry Doughty, *Aggregate/Mining*
- Roberta (Bobbie) Drew, *Public – Rural*
- Dave Golem, *Municipal*
- 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*
- Bev Spencer, *Agriculture*
- Richard Straka, *Municipal*
- Matt Taft, *Public – Urban*
- Tracey Taylor, *Curve Lake First Nation*

Regrets:

- Bill Cornfield, *Drinking Water Expert*
- Rick Johnson, *Large Non Municipal Water User*
- Wayne Stiver, *Drinking Water Expert*
- Glenda Rodgers, *Project Manager*
- Myriam Genet, *Administrative Assistant*
- Marilyn Bucholtz, *Communications Coordinator*
- Shan Mugalingham, *Water Resources Engineer*
- Jennifer Pashley, *KRCA*
- Kate Turner, *MOE*

Others Present:

- **Committee Support Staff:**

Participating Staff:

Project Team – Regional Staff

Other:

1. Welcome and Call to Order

Jim Hunt called the meeting to order at 10:00 a.m. and welcomed the committee members, staff, and others present to the second Source Protection Meeting. He introduced Kate Turner, from the Ministry of the Environment and Jennifer Pashley from Kawartha Conservation, who were observing the meeting.

He offered the regrets of Bill Cornfield, Rick Johnson, and Wayne Stiver.

He reminded the Committee that the three main objectives for them were:

1. Prepare the Terms of Reference
2. Prepare Assessment Reports
3. Prepare Source Protection Plans

2. Disclosure of any conflicts of interest

No conflicts of interest were disclosed.

3. Approval of the Agenda

Jim Hunt said that he had to participate in a Source Protection Chair Conference call in the afternoon, and would excuse himself during that period. He asked that the meeting be adjourned at the completion of the formal portion. He also indicated that the committee should also confirm a July meeting date(s).

There was consensus on approval of the agenda as amended to reflect these points.

4. Delegations

There were no delegations. This item is to remain on all agendas to accommodate any scheduled delegations.

5. Approval of Minutes from last meeting.

The group took a few moments to go over the draft minutes which had been distributed by email and by mail.

There was consensus on approval of Source Protection Committee Minutes, December 11, 2007.

The Chair signed the minutes – and they will be posted on our website: www.trentsourceprotection.on.ca

6. Business arising from minutes of last meeting.

a) Communications with media

The Committee revisited the discussion from the previous meeting regarding communicating with the media.

After a discussion, it was agreed that the Chair and Project Manager or their designate be responsible for formal communication with the media.

It was encouraged that committee members talk about Source Protection in general terms, and report back to their constituencies in that manner.

It was agreed that staff would prepare a one-page flyer after meetings documenting what was accomplished. The first one would summarize the first two meetings. This document could (and should) be used. It was also noted that agenda and minutes (once approved) are posted on the Source Protection website (www.trentsourceprotection.on.ca)

b) Proposed Committee Handbook

Glenda Rodgers reviewed the comments received from the committee members on the Committee Handbook and the recommendations from her and Jim Hunt for addressing the comments. Additional comments were made at the meeting. A decision was made on each of the comments (the decisions are documented in the attached table).

It was agreed that staff should revise the Handbook as directed, and bring it back to the February meeting for consideration.

LUNCH BREAK

7. Correspondence

Glenda Rodgers reviewed two items of correspondence:

1. Otonabee Conservation Annual Meeting Invitation
2. Letter from Ducks Unlimited Canada, re: expression of interest in the process to develop Source Water Protection Plans.

8. Formation of Municipal Working Groups

a) draft terms of reference for municipal working groups

Glenda Rodgers reported that the conservation authorities expedited the formation of municipalities for the purpose of selecting municipal representatives for the source protection committee and that the expectation was that these groups would evolve into municipal working groups of the Source Protection Committee. A draft terms of reference for the municipal groups was reviewed.

The following changes to the terms of reference were recommended:

- Under 2.4 add: "and the municipalities"
- Under 4.3 change "committee" to "Source Protection Committee" and add "and municipalities."

It was agreed that the draft terms of reference would be sent to the working groups for their review and comments would be brought back to this committee.

In response to a question, Glenda Rodgers reported that per diems and mileage are not paid to working group members, with the exception of the Source Protection Committee member(s) who are sitting on the working group on official Source Protection Committee business.

9. Initiation of Terms of Reference

Glenda Rodgers gave a PowerPoint presentation on the Terms of Reference, as a lead into the discussion on commencement of the Terms of Reference.

a) Draft letters

The draft letters to the Municipalities and First Nations were reviewed.

Jim Kelleher suggested that question 1 in the municipal letter (regarding contact persons) may not be necessary, as the official letters are sent to the Clerks, as required under the regulations, and since the municipal representatives on the working groups are additional municipal contacts.

It was decided that the question should remain, but be edited, to ask for contact persons, in addition to the Clerk.

It was agreed that the letters, indicating commencement should be sent to the Clerks of the Municipalities and the Chiefs of the First Nations as soon as possible.

It was also agreed that municipal working group meetings should be held as soon as possible to review the content of the letters. The committee felt that the project manager and chair should attend the first working group meetings.

10. Staff Reports

a) Communications/Consultation Update

Marilyn Bucholtz provided a brief PowerPoint presentation on the communications/consultation program.

She also discussed the website (www.trentsourceprotection.on.ca) and the ongoing updates (bios will soon be posted).

She indicated that 17 workshops/seminars will be held over February and March as part of the outreach and education component of the Drinking Water Stewardship Program (brochure was included in meeting package). The events are being organized by the Conservation Authorities and will provide the public with opportunities to learn about what is happening locally to protect drinking water and how to get involved. Dates will be circulated to members for their information -- members are not required to attend. A summary of the workshops will be provided to the members.

Marilyn advised the members that requests to circulate notices and invitations of general interest to the Committee will be done so via correspondence at Committee meetings. She also asked the members to let staff know if they wanted any changes made to their name tags/templates.

a) Project Manager's Report

Glenda indicated that she had nothing further to report at this time, but that the communications and project manager's update would appear on every agenda, as standing agenda items where new developments could be reported.

11. Other Business

The following dates were set for July:

- July 3, 2008
- July 17, 2008 (depending on the extent of the comments received)

Next meeting:

- February 13, 2008, Rock Haven Convention Centre, Peterborough, 10:00 – 4:00 p.m.

12. Adjournment

The meeting was adjourned at 2:15 p.m. to be followed by an informal working session led by Glenda Rodgers to discuss the technical components of the Assessment Report and to provide a summary of the work completed to date.

Jim Hunt, Chair

Date