



Sault Ste. Marie Region Source Protection Committee Meeting Minutes

SPC Meet & Greet

Wednesday, November 28, 2007
Russ Ramsay Room, Civic Centre
6:00 PM

Attendance

Subhash Verma – Chair	Peter McLarty – Member
Hal McGonigal – Member	Rhonda Bateman - Project Coordinator & SPA Liaison
Andrew Hallett – Member	Peter Tonazzo – Member
Roy Bertolo – Member	Loralei Premo – SPC Administrator
Larry Woolley – Member	Linda Whalen – Alternate SPA Liaison
Ralph Yanni – Member	

Regrets

Susan Hamilton-Beach – Member
 Sherri Cleaves – Algoma Public Health Liaison
 Jennifer Arthur – MOE Liaison

1. Introductions

Rhonda led the meeting with a brief welcome and proceeded with a round-table introduction.

2. Sign in Sheets

It is imperative for payments of per diems for all members to use 'sign in sheet' or attendance sheet at every meeting.

3. Binder Distribution

Each member received an SPC binder. An overview of the binder contents. The committee members were asked to focus on the following sections:

- Section 3.9: Plain Language Guide
- Section 3.1 – 3.8: *Clean Water Act, 2006* & the Regulations
- Section 6.3: Watershed Description

The Committee has eight members and the chair, therefore quorum require six members + the chair for a meeting to take place. The business seat is currently vacant. The Chair's position is non-voting at all times.

4. SPC Training Session:

Sudbury: Wednesday, January 9, 2008

This MOE led training session is for SPC members is recommended for all SPC members. There will be arrangements for members' transportation. We anticipate departing SSM at mid afternoon on Tuesday, January 8, 2008. There is a block reserved for SPC members to attend the training session. The training begins early on January 9th and travel home after the training session is over.

5. Rules of Order and Code of Conduct (FIPPA)

Loralei has composed a draft *Procedural Manual covering Rules of Procedure, Code of Conduct, Conflict of Interest Policy & FIPPA*, based on three other SPC manuals. This document was emailed out to all members Thursday, November 29. This will be the main discussion item at the next SPC meeting. A version of the draft must be passed by the committee no later than two months after the first SPC meeting. It is expected that all meetings will average three hours.

6. Meeting Dates

The committee decided the next SPC meeting as follows:

Monday, December 10, 2007
Sault Ste. Marie Region Conservation Authority
2:30 – 5:30 PM

Regulations require the committee to schedule monthly meetings for the next six months at the December meeting. Discussion regarding meeting times followed with some agreement to late afternoon meetings versus evening or morning meetings.

7. Terms of Reference (TOR)

The Terms of Reference for the SPC is required to be completed and forwarded to the Source Protection Authority by August of 2008. More details will be discussed at upcoming meetings.

8. Assessment Report

The second major task under the mandate of the SPC is to develop an assessment report which is the technical work being completed by the Source Protection staff at the Conservation Authority

Subhash requested that Rhonda prepare a brief presentation for the next SPC meeting to introduce the work done to date by the staff of the Source Water Protection Program.

9. Per Diems

The Source Protection Authority approved the maximum per diem of \$200 for SPC members. Members are also paid for travel days for training session and other MOE sanctioned events. There are associated expenses for travel and accommodation that will be paid. There are Ontario Government guidelines about expenditures that will apply to SPC members. More information will be provided regarding expenditures at the next meeting.

10. Questions

Ralph asked if the SPC has the ability to prevent municipal well drilling.

This issue is one that needs further discussion as we move forward through the process

Subhash replied that municipal wells are fine as long as they are drilled/installed properly.

Andrew responded that these are good ideas to record for the future, however the SPC has much homework and information yet to come that needs to be familiarized before the committee can approach such issues.

Subhash reminded the committee of the importance in finding consensus. The committee members represent many sectors, large groups of people in the community and public at large, it is pertinent to the function of the committee that we learn to come together and share perspectives and knowledge with each other and the SPC.

Rhonda suggested that there be maps put up every meeting for the committee to reference.

Subhash reiterated the importance of reviewing the material on the agenda prior to the meetings. If the committee is all on the same page, informed and coming to meetings prepared then meetings will be productive.

Rhonda informed the committee that the Source Water program is establishing a secure site on the SSMRCA website SPC members to access documents. It is important that we do as much as possible electronically to reduce paper waste.

Hal asked Subhash how he would like to be addressed.

Subhash announced his first name would be fine; however, the committee members may use what they are comfortable with.

Hal questioned, as the Prince Township Representative, how he was to pass information onto his municipality.

Rhonda responded that Prince Townships City Council is bound by FIPPA rules. Information transfer can be passed directly to council by Hal and Subhash can address council if requested as the SPC Chair.

Hal asked how the committee is working with the Algoma Public Health.

Rhonda announced the other two liaisons that were unable to attend the meeting this evening.

- Sherri Cleaves - Algoma Public Health Liaison
- Jennifer Arthur – MOE Liaison

Hal requested that the committee have a calendar for SPC schedules composed.

Hal asked if there were budget concerns for this SPC.

Rhonda replied that Source Water Protection program pays for meetings, travel and accommodations as well as eligible expenses.

Larry questioned the term for SPC members.

The term for members is five years or until the source protection plan is developed and it is legislated that the committee members practice a 1/3 rotation annually thereafter.

Rhonda asked the members to come up with a short bio of themselves for posting on the SSMRCA website. The biography can consist of a short background or history, some interests.

Peter T. asked about the existence of a network that connected SPCs across Ontario; a type of resource for members to tap into?

Subhash mentioned the Chairs and project managers meeting in Toronto next week. This is a way for all SPC Chairs to come together and collaborate. Subhash reiterated that he can relay and questions and concerns at such meetings on behalf of the committee.

Rhonda mentioned that the Northern CAs have regular meeting and all project managers have been meeting regularly throughout the process.

Roy offered that the Ontario Stone, Sand and Gravel Association members will be meeting in Toronto next month. There are nine members in this association that currently sit on other SPC's.

11. Adjourn: 7:50 PM