



**SAULT STE MARIE REGION SOURCE PROTECTION AUTHORITY**

**Annual Meeting**

**Tuesday January 15, 2008**

**Meeting Minutes: 2007 Business**

**Attendance**

**Members**

Ken Lamming  
Susan Myers  
David Celetti

**Staff**

Rhonda Bateman, SWP Coordinator  
Loralei Premo, SPC Administrator  
Linda Whalen, GM SSMRCA

**1. Declaration of Conflict of Interest**

No conflicts were declared.

**2. Administration**

Minutes

Resolution #20/07, Moved by: Susan Myers,

Seconded by: David Celetti

*"Be it resolved that the Minutes of the Sault Ste. Marie Source Protection Authority regular meeting of December 11, 2007 be approved"*

was CARRIED.

**3. Source Protection Committee (SPC)**

SPC Update

The SPC Meeting Minutes for December 10, 2007 will be provided to the SPA once the minutes have been approved. The next SPC meeting will be January 16<sup>th</sup> at 2:00 pm at the Civic Centre, Russ Ramsay Room. SPA members are always invited to attend. The Sault Ste. Marie Region – SPC is a reflection of the strengths and expertise of the membership.

Currently the SPC is working on the second draft of the Procedural Manual: Rules of Order, Code of Conduct, Conflict of Interest Policy and FIPPA. We anticipate committee approval of this document and sign off on the acknowledgement waiver. The next item for the committee to begin working on is the Terms of Reference.

#### **4. Other**

##### Data Storage

There is a need to ensure proper data management including current and archived data. Data is backed up daily in the office and storage capacity requires the purchase of additional storage tapes to meet our needs. SPA requests local suppliers be contacted for quotes as well as the available online quote for consideration in purchase decisions. Delivery time is a consideration for final purchase.

Resolution #21/07, Moved by: Susan Myers,                      Seconded by: David Celetti

*“Resolved that purchase of 20 Dell Back-Up tapes for storage of data at the cost of \$767.00 + tax be approved with delivery time being a consideration for final purchase”*

was CARRIED.

##### Home & Outdoor Show

This event is scheduled Friday, March 7 – Sunday, March 9, 2008 at Steelback Centre. This will require some source protection staff overtime. The SPA requested an estimate for approximate overtime requirement from CA staff separate from SWP staff. Susan Myers offered to contribute by staffing the exhibit as time permits.

#### **5. Adjournment**

Resolution #22/07, Moved by: David Celetti                      Seconded by: Susan Myers

*“Be it resolved that the January 15, 2008 Source Protection Authority meeting be adjourned at 4:35 p.m. “*

was CARRIED.

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Rhonda Bateman,  
SWP Coordinator

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Ken Lamming,  
SPA Chairman