



**SOURCE PROTECTION COMMITTEE MEETING MINUTES**  
**MEETING NO. SPC-10-08**  
 Holiday Inn, Barrie  
 20 Fairview Road, Barrie, ON  
 Thursday, October 23<sup>rd</sup> 2008 – 2:00 pm to 5:00 pm

**MEMBERS:**

Lynn Dollin, Chair

**Municipal**

John Boucher  
 Rick Newlove  
 David Marquis  
 Herb Proudley-Non voting Member  
 Stan Wells

**Economic / Development**

Colin Elliott  
 Chris Galway  
 Colin Nisbet  
 David Ritchie  
 David Ketcheson  
 John Hemsted

**Public Sector**

Dianne Corrigan  
 Fred Ruf  
 Alex Millar  
 Stephanie Hobbs  
 Bob Duncanson  
 Larry Slomka  
 Fred Jahn  
 Tom Kurtz

**Liaisons**

Health Unit - Ted Devine

MOE - Tu Van Duong

SPA – Wayne Wilson

**Regrets**

Erin Mahoney  
 Clayton Cameron  
 Gerry Brouwer

Municipal  
 Municipal  
 Economic / Development

**Guests Present**

Rob Catarino  
 Cllr Sandy Agnew  
 Mike Walters  
 Lloyd Lemon

Skelton Brumwell  
 Township of Oro-Medonte  
 Director – Watershed Management - LSRCA  
 Jagger Hims Limited

**Staff**

Don Goodyear  
 Angela Bishop

Susan Jagminas  
 Gina Casey

***I. WELCOME & OPENING REMARKS***

Chair welcomed everyone to the meeting.  
 Introduction of Herb Proudley – recently retired Director of Works for Township of Tay. Mr Proudley’s nomination to the Source Protection Committee as the representative for Severn Sound Area, is awaiting ratification from the Lakes Simcoe and Couchiching/Black River Source Protection Authority.  
 Welcome to Angela Bishop, Administrative Assistant – Source Water Protection; Tu Van Duong representative from the Ministry of the Environment; and Wayne Wilson representing Nottawasaga Valley Source Protection Authority.

**II. DECLARATION OF PECUNIARY INTEREST**

None identified for the purpose of these minutes.

**III. APPROVAL OF THE AGENDA**

The following items were added under Other Business of the agenda:  
update on Workshops, update on Terms of Reference, Discussion on Per Diems,  
Latonnell Conference and an update from Dave Ketcheson.

Moved by: Rick Newlove                      Seconded by:                      Stephanie Hobbs

**RESOLVED THAT the agenda for the October 23, 2008, meeting of the Source Protection Committee be approved as amended to include the items added under other business.**

CARRIED BY CONSENSUS

**IV. ADOPTION OF MINUTES**

(a) Source Protection Committee

It was noted that the liaison for the Simcoe Muskoka District Health Unit was incorrectly shown as Ted Devine and should have reflected Bernie Mayer

Moved by: Colin Elliott                      Seconded by:                      Stan Wells

**RESOLVED THAT the minutes of the September 25<sup>th</sup>, 2008, meeting of the Source Protection Committee be approved as amended to reflect the attendance of Bernie Mayer on behalf of the Simcoe Muskoka District Health Unit.**

CARRIED BY CONSENSUS

(b) Technical Working Group

Chair Slomka requested that the term "CARRIED" be added after each resolution within the minutes.

Moved by: Rick Newlove                      Seconded by:                      Fred Ruf

**RESOLVED THAT the draft minutes of the October 7, 2008, meeting of the Technical Working Group be received as revised and the resolutions contained within the minutes be approved.**

CARRIED BY CONSENSUS

**IV. ANNOUNCEMENTS**

(a) Activities of the Chair & Committee

- David Ketcheson advised of his decision to resign from the Technical Working Group due to potential conflict of interest. Chair Dollin expressed thanks for the valuable input and work of David Ketcheson while serving on the Technical Working Group.

- Chair Dollin reported that:
- With the Project Manager and the Communications Specialist, they attended a Georgian Bay Waterworks Conference. Several booths were present from equipment vendors and some Ministry of the Environment representatives. It was suggested that Members of the Sourcewater Protection Committee attend a future event. These conferences are held semi-annually; the next conference will be in the spring of 2009, at Deerhurst.
  - Both the Chair and the Project Manager attended the Chair's Quarterly Meeting, where they were advised that the Assessment Report Regulation and associated Directors Rules will be released in November, followed by the discussion paper on the Source Protection Plan development.  
Chair Dollin advised that there was some discussion pertaining to having bi-lingual documents (English/French). Member Stephanie Hobbs advised that she has access to translation services and could provide assistance if required.

**V. DELEGATIONS**

*There were no delegations scheduled for this meeting.*

**VI. PRESENTATIONS**

(a) Wellhead Protection Areas and Intake Protection Zones

Project Manager Don Goodyear provided a presentation on the Wellhead Protection Areas and Intake Protection Zones, within the Source Protection Region.

(b) Process to Assess Risks

Lloyd Lemon of Jagger Hims Limited provided an overview of the process used to assess risks and the identification of significant threats in vulnerable areas.

Moved by: David Ketcheson                      Seconded by:                      John Hemsted

**RESOLVED THAT the presentations provided by the Project Manager, Source Water Protection and Lloyd Lemon of Jagger Hims Limited be received for information.**

CARRIED BY CONSENSUS

**VII. DETERMINATION OF ITEMS REQUIRING SEPARATE DISCUSSION**

Items 1 and 2 were identified for discussion.

**VIII. ADOPTION OF ITEMS NOT REQUIRING SEPARATE DISCUSSION**

Not applicable.

**IX. CONSIDERATION OF ITEMS REQUIRING SEPARATE DISCUSSION**

**1. Correspondence**

The Source Protection Committee discussed correspondence listed in the agenda as items 1 (a) and (b). A question was asked regarding the protocol around responding to incoming correspondence and if letters of a sensitive nature should first come to the Committee for discussion prior to responding.

Chair Dollin recognised that there will be "hot spots" in the Source protection region and that she will continue to be sensitive to those when responding. The Committee

expressed support for responding to incoming correspondence in a prompt manner providing as much information as possible.

Moved by: David Ritchie                      Seconded by: Fred Jahn

**RESOLVED THAT the correspondence listed in the October 23, 2008 agenda as items 1 (a) and (b) be received for information.**

(c)

Moved by: Larry Slomka                      Seconded by: Stan Wells

**RESOLVED THAT the correspondence listed as Item 1 (c) in the Agenda be received; and**

**THAT the Source Protection Committee endorse the motion that Mr. Herb Proudley be appointed as the new municipal member for the Severn Sound Source Protection Authority municipalities; and**

**FURTHER THAT this endorsement be put forward to the Lakes Simcoe and Couchiching/Black River Source Protection Authority for approval.**

CARRIED BY CONSENSUS

## **2. Communications Update**

### Privacy Act

The Communications Specialist shared information obtained through a training session attended regarding privacy issues, which included a review of both the municipal and provincial privacy policies. (MFIPPA and PIPEDA). The Committee supported the recommendation to have a specialist attend a future meeting, to review some of the privacy issues to be aware of and how to deal with them appropriately.

### Media Training

The Communications Specialist advised that she and the Chair attended a media training session and as a result prepared "Interview Tips" for the reference of the Committee Members. This will help ensure member understand how to deal with media enquiries.

### E-Newsletter

The Committee was advised that the e-Newsletter should be released toward the end of the week.

In response to an inquiry regarding when the News Release would be issued, the Communications Specialist advised it is being finalized and peer reviewed and awaiting approval of our reports from MNR. Chair Dollin requested that a notice be sent to all Members when the News Release is issued.

Moved by: Stan Wells                      Seconded by: Alex Millar

**RESOLVED THAT Staff Report No. 2008-10-08-SPC describing media and other communications activities surrounding Source Water Protection for the period ending September 30, 2008 be received for information.**

CARRIED BY CONSENSUS

**X. OTHER BUSINESS**

(a) 2009 Meeting Dates

Moved by: Bob Duncanson      Seconded by: David Marquis

**RESOLVED THAT the 2009 Meeting Schedule for the South Georgian Bay Lake Simcoe Source Protection Region Committee be approved as presented in the October 23, 2008, meeting agenda.**

CARRIED BY CONSENSUS

(b) Source Protection Committee Technical Workshops

All Members are requested to attend the first day session. If not available to attend on December 1, there will be sessions held at other locations. Members were asked to register via the e-mail distributed earlier. Chair Dollin advised that the second day of scheduled training is going to be a high-level technical session. David Ketcheson will be attending the technical session on December 2.

(c) Terms of Reference - Update

The Project Manager tabled and reviewed the summary of comments received in relation to the second draft. The comments were forwarded to the Source Protection Authority for their review and approval. The SPA was scheduled to meet on Friday, October 24, however due to the passing of the Vice Chair's husband, the meeting was cancelled and will be re-scheduled. Once the SPA deals with the comments, the full package will be sent to the Ministry of the Environment for review and approval, with any changes they require and return to Lake Simcoe Region Conservation Authority for resubmission. The Assessment report will be approved approximately one year later.

(d) Per Diem

Project Manager advised that problems of earlier Per Diem payments to some of the Technical Working Group members is in the process of being corrected. Discussion regarding payment of per diems followed. The Committee Members did concur that if and when they are invited to speak at an event that such a request be vetted through the Chair and Project Manager. This will ensure that staff are aware of the event and can support the Member with the presentation by providing information and material. It will also generate a per diem payment if applicable. Chair Dollin advised that staff will prepare a protocol for review and approval of the Committee Members.

<b>Action:</b>	Work to be done on the communications policy and update the per diem policy, to be presented at the next meeting.
<b>Responsibility:</b>	Staff

(e) Latornell

The Project Manager provided the background regarding the annual Latornell Conference (November 19-21, 2008) and advised that there is some available funds in the budget if a few Members are interested in attending.

The Project Manager asked that they advise the Communications Specialist if interested in attending.

(f) Technical Working Group

Larry Slomka extended appreciation for the work that David Ketchenson contributed to the Technical Working Group.

(g) Information Update - Watershed Management Information

Member Dave Ketcheson shared information regarding a presentation by Dr. Isobel Heathcote, Professor of Environmental Science and Environmental Engineering at University of Guelph. For more information Members are invited to visit <http://www.grandriver.ca/index/document.cfm?Sec=26&Sub1=35>

Members expressed interest in having a future presentation from Professor Heathcote.

<b>Action:</b>	Dr. Isobel Heathcote be asked to present at a future meeting.
<b>Responsibility:</b>	Staff

**CLOSED SESSION**

No items identified for Closed Session discussion.

**XI. ADJOURNMENT**

Meeting adjourned at 5:10 on a motion by Stan Wells.