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# Thames – Sydenham and Region Source Protection Committee

# Meeting Minutes

**Meeting Date:** December 14, 2007

**Meeting Time:** 10:00-3:00 with social after

**Meeting Location:** SCRCA Boardroom

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## Agenda

Item	Time
Welcome and Introductions	10:00-10:30
1. Adoption of the Agenda	10:30
2. Declaration of Conflict of Interest	10:30-10:35
3. Elections	10:35-11:00
a. Vice Chair	
b. Recording Secretary	
4. Delegations	none
5. Minutes From the Previous Meeting	none
6. Business arising from the minutes	none
7. Business	
a. Meeting time, Location, Dates for 6 months	11:00-11:45
b. Regional Workshops	11:45-11:50
Lunch	12:00-12:45
c. Rules of Order, Code of Conduct, Conflict of Interest Policies	12:45-1:45
8. Orientation	
a. Administrative details (expenses, etc)	1:45-2:00
b. SP Overview, etc	2:00-3:00
9. In Camera Session	
10. Adjournment	3:00
11. Meet and Greet – Source Protection Committee and project team	3:00-4:00

## Meeting Materials

Agenda Item	Description
2007.12.7a	Meeting time date and location alternatives discussion paper
2007.12.7c	Rules of Order, Code of Conduct and Conflict of Interest Policies and Discussion Paper
7b	MOE Regional Workshop notice
8a	Orientation Manual - <b>to be distributed at meeting</b>
8b	Orientation Presentation 1 –included in Orientation Manual distributed at meeting

SPC MEETING MINUTES  
FRIDAY, DECEMBER 14, 2007  
Meeting #1

Bob Bedggood, Chair of the Source Protection Committee called the meeting to order at 10:00 a.m. Friday, December 14, 2007 in the Boardroom of the St. Clair Region Conservation Board Room. The following members and staff were in attendance:

**Members:**

Bob Bedggood	Marg Misek-Evans
Murray Blackie	Earl Morwood
Brent Clutterbuck	Sheldon Parsons
Pat Donnelly	Richard Philp
Dean Edwardson	Darrell Randell
Patrick Feryn	Jim Reffle
Paul Hymus	Joe Salter
Carl Kennes	Charles Sharina
Joe Kerr	Pat Sobeski
Valerie M”Garry	John Van Dorp
Jim Maudsely	Joe Van Overberghe
Don McCabe	Rick Vantfoort
Doug McGee	

**Staff:**

Chris Tasker	Linda Nicks
Rick Battson	Orrie Wigle
Bonnie Carey	Billy Haklander
Ralph Coe	Chitra Gowdra
Ian Wilcox	Mark Helsten
Teresa Hollingsworth	Regrets: Jerry Campbell.
Deb Kirk	

Bob Bedggood welcomed the committee and commented on the opportunity this committee has to be a part of protecting source water in this province. He discussed the importance of showing respect for the members through this process.

1) Adoption of the Agenda

A motion to approve the agenda was requested.

moved by Jim Maudsley - seconded by Marg Misek-Evans

*“Resolved that the agenda be approved as circulated.”*

CARRIED

2) Declaration of Conflict of Interest

No conflict of interest was identified.

3) Elections

The Chair outlined the responsibilities of the SWP Committee's Vice-Chair and Recording Secretary for the In Camera sessions. Ian Wilcox was asked to run the elections for these positions.

Ian Wilcox explained the election process for the SWP Committee. The Vice Chair will not be a stepping stone for the Chair position, as per usual committees as the chair is an appointment made by the MOE. There is a need to have an acting chair to run the meeting when Bob is absent. Everyone is able to participate in the vote with the exception of the chair and liaison members (which include Murray Blackie, Jim Reffle and Rick VanFoort). Ian asked that scrutineers be appointed.

moved by Pat Donnelly - Seconded by Pat Sobeski

*“Resolved that Teresa Hollingsworth and Rick Battson be appointed as scrutineers”*

CARRIED

a) Election of the SWP Vice Chair of the SWP Committee for 2008

Ian Wilcox called for nominations for the positions of the Vice Chair. Marg-Misek-Evans and Sheldon Parsons were nominated. Ian Wilcox called for further nominations a third time. Receiving no further nominations Ian asked that nominations be closed.

moved by Jim Maudsley–seconded by Dean Edwardson

*“Resolved that the nominations for vice-chair be closed”*

CARRIED

Both nominees agreed to stand for the position and spoke to their nominations. Following the elections, Teresa Hollingsworth declared Marg Misek-Evans the Vice Chair of the SWP Committee.

b) Election of the Recording Secretary for In Camera Sessions

Deb Kirk will record the Source Protection Committee meeting minutes. The recording secretary for in camera sessions will be a designated committee member. This will

alleviate any confusion between the two distinct meetings and ensure the minutes are separated. In camera notes will not be for public review. In-Camera notes will be recorded by the recording secretary and filed with the Project Manager.

Ian Wilcox called for nominations for the position of the Recording Secretary. Valerie M’Garry, Earl Morwood, and Carl Kennes were nominated. Ian Wilcox called for further nominations a third time. Receiving no further nominations Ian asked that nominations be closed.

moved by Darrell Randell -seconded by Joe Van Overberghe

*“Resolved that the nominations for recording secretary be closed”*

CARRIED

Following the elections, Rick Battson declared Earl Morwood the Recording Secretary. Ian asked for a motion to destroy the ballots.

moved by Sheldon Parsons -seconded by Dean Edwardson

*“Resolved that the ballots be destroyed”*

CARRIED

#### 4) Delegations

It is important that the public have an opportunity to participate with the Source Protection Committee. Public participation at the meetings will however need to be limited, so as to allow the committee to complete the business planned for those meetings. The chair will determine if a delegation may be more appropriate at a working group, once they are established. We will need to have notice of any delegations, prior to circulating the agenda for the next meeting. This will allow the members to be prepared for the delegation. The delegations need to be confirmed with the Chair, Project Manager or the Administrative Assistant.

There were no delegations for this meeting.

#### 5) Minutes from the Previous Meeting

Meeting minutes of the SWP Committee will be in draft form until the committee approves them at the following meeting. After they are approved, they will be posted on the website. Packages with the agenda and the minutes from the previous meeting will be puolated to the members 2 weeks prior to the meetings.

Being the first meeting of the committee, there were no minutes to approve.

6) Business from Previous Meeting

Being the first meeting of the committee, there was no business from the previous meeting.

7) Business

a) Location and time of meetings

Meeting location was discussed. At times it may be preferable to meet at a specific location, however generally the office of the SCRCA was felt to be appropriate for the meetings, as it is centrally located for the members.

moved by Sheldon Parsons -seconded by Jim Maudsley

*“Resolved that the meetings will be held at the SCRCA office in Strathroy unless it is determined that for specific meetings, a more appropriate location is preferred.”*

CARRIED

Meetings were proposed to start earlier than today’s meeting.

moved by Jim Maudsley - seconded by Sheldon Parsons

*“Resolved that the meetings will generally start at 9:00 a.m.”*

CARRIED

Following a brief discussion about which day of the week might cause the least conflicts with other meetings it was determined that Fridays would present the fewest conflicts. It was proposed that the committee continue with the second Friday of the month. A concern was raised that this would conflict with the March break. Further, Fridays might pose problems in the summer. The members determined that some adjustments might need to be made when dates are extended through the summer.

John Van Dorp moved -Seconded by Pat Donnelly

*“Resolved that the meetings be held every second Friday of the month with the exception of the month of March being the first Friday, March 7, 2008. Where necessary, the Chair will have prerogative to change dates. This will be re-considered in June.”*

CARRIED

## b) Regional Workshop

An orientation workshop will be held by the Ministry of Environment for committee members. A draft agenda was included the packages. It is on January 15, 2008 at the Four Points by Sheraton, on Wellington Rd, in London. The afternoon session will cover local issues in the regions that are attending. Essex, Ausable Bayfield-Maitland Valley, Grey-Sauble-North Bruce groups will also be attending.

## 8) Code of Conduct

A detailed review of the Code of Conduct was undertaken. The Source Protection Committee needs to approve this document by January 18<sup>th</sup> to the satisfaction of the SPA. The following items were discussed, some of which contain edits/changes requested by the members.

- Add a section between 2.1 and 2.2 to describe the legal responsibilities of the committee. The training event on January 15, with cover this in more detail.
- 2.4 Meeting attendance is very important if the committee is to keeping with legislated timelines.
- Extension of term of the committee members appointments will be considered by the SPA to meet legislated requirements to extend beyond the completion of the plan.
- 2.5 Harassment Policy will be covered by Sharon Vigilanti at a future meeting. When a mission statement is developed it should reflect a statement pertaining to treating people fairly and with respect.
- 2.5 has 2 typos -#15 “place of origin” and #18.(8<sup>th</sup> bullet) to read person’s instead of =.
- 2.6 Media Contact and Publicity. Decisions that have been finalized by the committee, may be discussed with the stakeholders. If a decision has not been reached, it may still need to be dealt with through a designated spokes person, likely being either the Chair, Project Manager or Communications Team member. This will often be undertaken through regular Media Releases which will indicate a contact person. Contact numbers are also included in the Orientation Manuals.
- 2.7 (#29) Liaisons with Sectors will be re-worded to reflect the need for committee members to go to sectors to gather input into committee discussions. This request for input should be formulated in such a way as to solicit input into a decision rather than leave the impression that a decision has been made. Wording in the section to indicate ...Liaison with Sectors is expected in the formation of decisions and discussions.
- 2.9 (#38) Liability and Insurance will be re-worded once the issue is resolved. Rick Vantfoort indicated that at one of the first committee orientation meetings, Ian Smith, Director of SWP, spoke to this and indicated that members are not liable for decisions made by the committee. This protection is included in the Act however the concern is that this does not cover the member’s defense to the point where this is

confirmed in court. This concern, along with general liability, is what the Conservation Authorities are looking into.

- 2.11 Per Diems Eligibility was reviewed in detail.
  - #47 Funding from the Province does not allow working group participants to be paid. Chair of a working group reports back to the committee, so it is deemed official business as a representative of the committee. As such they will be compensated.
  - #48 Members who are already compensated by their municipalities to participate inquired whether it was possible for their municipalities to be compensated.
  - A further question was raised as to whether the money from the municipal per diems which would not be collected could be put towards some of these other discussions?
- 2.12 Eligible Expenses
  - Expenses can be covered for education/outreach but the events need to be approved by the Chair or Project Manager. Part of this approval will be a determination of the most appropriate person(s) to attend.
  - Communications staff can prepare presentations and material.
  - A concern was raised about the rising price of gas and whether mileage could be adjusted if it continues to rise. Mileage is tied to the UTRCA rate which has just been adjusted to account for the higher prices.
- 3. Rules of Order. Roberts' Rules will be used where these policies do not contain direction. There will be a standard format for the agenda each month. Although there will be times when the agenda may need to be adjusted, to reflect New Business. This may be done when the agenda is approved; however, this is discouraged as it will not allow for preparation prior to the meetings. It is preferred to have additional items brought to the attention of the chair so that they may be included in the agenda, allowing staff and members to prepare for discussions on the item.
- 3.4 Decision Making Process. #76 & #79 needs to be combined to state consensus preferred, but is not required.
- 3.9 Executive Committee will consist of the Chair, who is appointed by MOE, Vice Chair, elected by the Committee and Murray Blackie, the CA appointment. This committee will be responsible for recommendations to the SPA involving removal of members or for any required disciplinary action. The SPA made the appointments and therefore has the final decision on removal and would also be responsible for making an appointment to fill a vacant seat.
- 3.11 Attendance by teleconference is possible. In #114 the word teleconference need to be added.

- 3.12 Proxy

There was significant discussion about the use of proxies. Many concerns were raised as to how a proxy could be specific to a motion which will be voted on unless the motion is formulated in advance of the meeting. This would require that motions be established at a previous meeting. It was pointed out that paragraph 119 indicates that a proxy would be specific to an issue and not necessarily a motion.

Chris Tasker was asked to provide the background on why proxies were contained in the regulation. He indicated that MOE was asked by stakeholders to allow for alternates to participate in the absence of a committee member. Others indicated that alternates would not be effective participants unless they attended all meetings. Proxies were included in the regulation to allow the participation of members who were not able to participate in person. Bob Bedggood indicated there was significant discussion at the last Chairs meeting as to the merits and challenges associated with the use of proxies.

It was pointed out that teleconference capabilities provide a way to include people not able to attend a meeting without using proxies. A question was raised as to whether a person may participate in an in-camera session via a teleconference. It was concluded that there was nothing to prevent this.

After further discussion a motion was presented.

moved by Doug McGee -seconded by Marg Misek Evan

“Resolved that the policies allow proxy on a specific motion but any amendments to that motion would invalidate the proxy. Further, that as the proxy is specific to a motion and not for the entire meeting business it should not count towards quorum.”

MOTION FAILED.

The committee broke for lunch at 12:15

The committee reconvened at 12:50 to continue discussion on the use of proxies. During the break clarification on the use of proxies was sought from MOE. Rick Vanfoort reported that proxies are allowed by the regulation and if they are to be used by the committee they must count towards quorum.

moved by John Van Dorp -Seconded by Richard Philp

*“Resolved that the committee will not use proxies to participate in meetings.”*

CARRIED

- 3.12 Proxy is to be amended based on the motion and further that committee members be encouraged to submit to the chair their views on an issue if they are not able to participate in the discussions on the topic.

- 3.13 Quorum. – A question was raised as to how the vacant First Nations seats affect quorum. Quorum is 2/3 of the members that the SPA is allowed to appoint. Clarification from MOE suggests that if the chiefs have not yet provided their nominations to fill the seats then the SPA is not able to appoint them and therefore those seats are not yet considered in determining quorum. Once the First Nations members are nominated by their councils then quorum will be increased by 2. Today the quorum is defined as 21 members. When the First Nations join then quorum will become 24.
- 3.15. In Camera sessions. The in camera meeting notes will be approved at the following in camera session. #133 to be edited to refer to the minutes as notes to reflect the briefer nature of the notes for the in camera sessions. #137. The CA Liaison to participation in a camera sessions will be determined by the liaison and the alternates based on the issue at hand and whether it is more relevant to a particular SPA.
- A section is to be added outlining the process of undertaking future amendments to the policies

moved by Jim Maudsley -Seconded by Brent Clutterbuck

*“Resolved that the Code of Conduct, as amended based on the discussion today, is approved by this committee.”*

CARRIED

Once editing is complete these policies will be forwarded to the Striking Committee for final approval. The SPAs will then receive the Policies at their next meetings.

## 9) Orientation

### a) Administrative details.

Sharon Vigilanti of UTRCA spoke with the members and distributed paperwork for them to complete including addresses, bank account information for direct deposit and whether the members will be collecting the per diem.

### b) Source Protection Overview and Communications efforts

Presentations were made by Chris Tasker on “Thames-Sydenham and Region Source Protection Committee” and Bonnie Carey (LTVCA) on “Thames-Sydenham and Region DWSP Communications”. The committee members participated in the presentation by asking questions of the presenters.

## 10) In Camera Session

There was no business requiring an in camera session.

## 11) Adjournment

There being no further business to discuss the meeting was adjourned at 3 p.m. A group photograph was taken and the members were invited to join with staff for a brief social prior to heading home.