

# Thames – Sydenham and Region Drinking Water Source Protection Source Protection Committee Discussion Paper

**Report to** Chair and members  
Thames – Sydenham and Region  
Source Protection Committee

**Agenda #** 2007.12.7a

**Cc** SP Management Committee

**Date** December 4, 2007

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**Re:** Meeting locations, dates and times

## Background

- Source Protection Committees are required by the Clean Water Act and regulations under the Act (O. Reg. 288/07, s. 16 ) to meet monthly until the Terms of Reference are completed.
- The Act and Regulations (O. Reg. 285/07) require that the Source Protection Committee complete the following items in advance of the dates in the following table:

Item		Due Date
Code of Conduct, Rules of Order and Conflict of Interest Policies	Within 2 month of the <b>appointment of the committee</b>	January 18, 2008
Terms of Reference	Submit to SPA within 12 months of <b>appointment of chair</b>	August 20, 2008
Assessment Report	One year from the <b>approval</b> of the Terms of Reference	after October 20 2009
Source Protection Plan	Five years from the appointment of the first chair	August 20, 2012

- In order to meet these requirements meeting dates will need to be established in advance and committee members will need to participate at the meetings.
- The Act and regulations require that committee meetings be set for a period of 6 months. The meeting dates must be posted on the internet.
- For the Source Protection Committee to meet at least 2/3 of the committee need to be in attendance.
- It will be important that committee members are able to plan for meetings of the SPC. They will therefore need to know when future meetings are planned.
- It will be important for committee members as well as staff and the public to know when the committee will be discussing various issues so it is planned to develop a long term meeting agenda which will identify when the committee will deal with various issues.
- The committee should consider meeting times, dates and locations which are convenient for both committee members and stakeholders.

## ***Discussion***

### **Meeting Location**

- The committee may consider whether it is best to meet at the same location each time they meet. This offers a degree of certainty to those planning to attend a meeting by eliminating the potential for confusion as to where the meeting is this time. By holding the meeting at the same location the needs of the committee are able to be considered and adapted to. For example it will be important that the meeting locations have facilities to accommodate a conference call. Further it may be beneficial that the facilities also have an internet connection so that web teleconferencing may be utilized occasionally to make presentations viewable by members participating by teleconference. The facilities will also need to have multi-media capabilities and be able to accommodate the full committee, staff and stakeholders or public who wish to attend the meeting.
- The committee may also wish to consider the benefits of rotating meeting locations so as to make the meetings more accessible to stakeholder groups and vary the driving distances for the committee members.
- The committee may also wish to consider holding most meetings at a single location but holding certain special meetings where an issue is particularly relevant to a specific area within or near that area. For example, if the committee is likely to discuss items relevant to an IPZ they may wish to hold the meeting near the intake. In considering this it is important to remember that certain discussions which may include personal or private information such as specific threats will need to be held in camera negating the benefit of holding the meeting in a specific location.
- In considering SPC meeting locations it will be important to consider that many of the discussions which will be relevant to a particular area may be best suited to working groups or forums. Meeting locations for working groups and forums should likely consider the participants in the sessions and set the meeting location appropriately.

### **Meeting Dates**

- Meeting dates determined by a formula (i.e., the first, third or last Friday, Monday or Tuesday of the month) will allow committee members, staff and public to prepare farther in advance as there will be a degree of certainty when the meeting is likely to be held beyond the 6 month required period.
- Meeting dates set by formula may well conflict regularly with other meetings set by the same formula.
- To begin with, monthly meetings are required. More frequent meetings will reduce the likelihood that staff can complete work resulting from one meeting prior to the following meeting.
- Once the terms of reference has been completed less frequent meetings may be considered allowing for working groups to happen between meetings.

### **Meeting Times**

- The length of the meetings should be considered in setting the meeting times.

- Travel from one end of the region to the other could take upwards of 3 hours. A meeting location in the middle of the region could mean some members would be traveling for 3 hours or more round trip. Although meetings by teleconference are an alternative they are intended as a fallback to attending the meetings in person. Having fewer long meetings may be a better utilization of member's time than having more frequent shorter meetings.
- Evening meetings will allow for only limited meeting time especially considering travel time for members returning home.
- The starting time for the meetings should consider the members travel time to get to the meetings.