

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 # 2007.12.7c

Cc SP Management Committee

Date December 4, 2007

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Re: Code of Conduct, Rules of Order and Conflict of Interest Policies

Background

- The CWA and its regulations (see attached excerpt) require that the Source Protection Committee develop a Code of Conduct, Rules of Order and Conflict of Interest policies.
- These policies must be completed to the satisfaction of the Source Protection Authority by January 18.
- The general premise of these policies is based on the legislated responsibility of the committee to develop a source protection plan for the region. Each committee member brings the experience and understanding a various stakeholders to the table. In bringing those viewpoints to the table it is important that committee members are always aware that their responsibilities are to the committee and the legislated responsibilities of the committee.
- Draft policies have been developed which have been endorsed by the striking committee. Once policies have been finalized the striking committee will review and accept the policies.
- Draft policies have been developed in consultation with the chair and in consideration of provincial guidance and policies developed for other SPCs.
- As the Conservation Authority/Source Protection Authority has fiscal responsibility for the work of the SPC certain items in the policies that are of a financial nature have been developed by the striking committee on behalf of the SPAs.
- These policies contain expectations of committee members which, if not followed, can constitute grounds for removal from the committee by the SPA.

Discussion

- Meeting dates, times and location are the subject of a separate report. Results from that discussion will be incorporated into the attached policies.
- The attached policies have been developed in consultation with the striking committee, who have been delegated the responsibility of committee formation by the 3 SPAs. Additions to the policies are expected but, significant modifications to policies already contained in the document will require the approval of the striking committee.

- The committee is expected to adopt standard rules of order such as Roberts or those of the CA. The policies suggest that Roberts Rules be adopted. The rules included in section 3 govern in case of a conflict between the adopted rules of order and those contained in the committee’s rules.

Text Box 1 - O. Reg. 288/07 Section 14 and 15

14. (1) Within two months after a sufficient number of members to constitute a quorum are appointed to a source protection committee, the committee shall prepare written **rules of procedure** for conducting the business of the committee that are satisfactory to the source protection authority. O. Reg. 288/07, s. 14 (1).

(2) The committee shall ensure that the rules of procedure contain the following rules:

1. The business of the committee shall be carried out at meetings of the committee at which a quorum is present.

2. The committee shall attempt to make decisions by consensus among the members.

3. If the chair determines that reasonable efforts have been made to achieve consensus but the committee has been unable to make a decision by consensus, the decision may be made by a vote of two-thirds of the members present, not counting the chair.

4. The chair shall not vote. O. Reg. 288/07, s. 14 (2).

(3) The committee shall publish its rules of procedure on the Internet. O. Reg. 288/07, s. 14 (3).

(4) The committee shall conduct its business in accordance with its rules of procedure. O. Reg. 288/07, s. 14 (4).

15. (1) Within two months after a sufficient number of members to constitute a quorum are appointed to a source protection committee, a source protection committee shall prepare a written **code of conduct and conflict of interest policy** for members of the committee that are satisfactory to the source protection authority. O. Reg. 288/07, s. 15 (1).

(2) The committee shall publish its code of conduct and conflict of interest policy on the Internet. O. Reg. 288/07, s. 15 (2).

(3) The members of the committee shall comply with the code of conduct and conflict of interest policy. O. Reg. 288/07, s. 15 (3).