



Agenda for Meeting of the Essex Region Source Protection Committee (SPC) to be held on **Wednesday, March 19, 2008**, in the **Essex Civic Centre, Committee Room C**, 360 Fairview Avenue West, Essex, Ontario, commencing at **11:00 AM**.

ITEM

Attachment

Election of Acting Chair

Disclosure of Interest

Agenda

Agenda for the Meeting of the Essex Region Source Protection Committee (SPC) held on Wednesday, March 19, 2008.

Recommendation

THAT the Agenda for the Wednesday, March 19, 2008, Meeting of the Essex Region Source Protection Committee (SPC) be approved.

Minutes

1. Minutes of the Meeting of the Source Protection Committee (SPC) held on Wednesday, February 20, 2008.

Attachment 1

Recommendation

THAT the Minutes of the Meeting of the Source Protection Committee (SPC) held on Wednesday, February 20, 2008 and the recommendations therein be adopted as distributed.

Correspondence

None

Delegations

None

Reports

None

Other Business

1. **Revisions to Rules of Procedure, Code of Conduct and Conflict of Interest Policies re: Proxy**

Attachment 2

The attached revisions to the Rules of Procedure document: Rules of Order for Conducting Meetings, sections five (5) and nine (9) show the changes based on the discussion at the February 20, 2008, SPC Meeting.

Recommendation

THAT the attached revisions to the Rules of Order for Conducting Meetings sections five (5) and nine (9) be approved as provided.

2. **Information Requested by Members at Previous Meetings**

Information regarding Remedial Action Plan (RAP) Programs, and Environmental Assessments being undertaken that are related to waste water, will be provided at this meeting.

3. **Consultants Presentation – Intake Protection Zone Studies**

This is an information item, on which there will be presentations from the Consultants on Intake Protection Zones, Threats Inventories and discussion at the meeting.

4. **Meeting: Municipal Sector Working Group**

Following the adjournment of the SPC Meeting, a meeting for the Municipal Sector Working Group will commence at 2:30 p.m. until approximately 4:30 p.m.

New Business

Date – Next Meeting

The next meeting of the SPC will be held on Wednesday, April 16, 2008 in the Essex Civic Centre Committee Room C which begins at 3:00 p.m.

Conclusion of Meeting



Stan Taylor P.Eng., Director of Source Water Protection



Minutes of Meeting of the Essex Region Source Protection Committee (SPC) held on Wednesday, February 20, 2008, in the **Essex Civic Centre, Committee Room E, 360 Fairview Avenue West, Essex, Ontario.**

Present

Members:	Robert Auger	Andrew Pula
	John Barnett	Gord Queen (Interim Member)
	David Brister (SPA Liaison)	Ashley Stevenson
	Tom Fuerth (Chair)	John Stuart
	Thom Hunt	Richard Vantfoort (MOE Liaison)
	Christopher Lewis (Member TBC)	Larry Verbeke
	Charles McLean (Member TBC)	David Watsa
	Tim Mousseau	Lou Zarlenga
	Hans Peter Pfeifer	

Absent: Jim Vincent

Regrets: Tom Bain (Interim Member)
Mario Sonogo

Staff: Stan Taylor, Director of Source Water Protection
Rajesh Bejankiwar, Water Quality Specialist
Candice Kondratowicz, Administrative Assistant

Guests:

Call to Order

The Chair of SPC Tom Fuerth, called the Meeting to Order at 11:10 a.m.

Disclosure of Conflict of Interest

None

Agenda

- 1. The Agenda for the Meeting of the Essex Region Source Protection Committee (SPC) held on Wednesday, February 20, 2008.

Moved by Tim Mousseau
 Seconded by John Stuart

THAT the Agenda for the Wednesday, February 20, 2008, Meeting of the Essex Region Source Protection Committee (SPC) be approved.

- CARRIED

Minutes

- 1. Minutes of the Meeting of the Source Protection Committee (SPC) held on Wednesday, January 16, 2008.

Moved by Larry Verbeke
 Seconded by John Barnett

Amendment

THAT the Minutes for the Wednesday, January 16, 2008, Meeting of the Essex Region Source Protection Committee (SPC) show amendments to reflect accurate supporting Members. (*amendments shown in bold*); and further,

THAT **attendance shows Mr. Tim Mousseau as present.**

- CARRIED

Agenda

Moved by Larry Verbeke
 Seconded by ~~Charles McLean~~
Tim Mousseau

THAT the Agenda for the Wednesday, January 16, 2008, Meeting of the Essex Region Source Protection Committee (SPC) be approved.

- CARRIED

New Business

Moved by David Watsa
 Seconded by ~~Charles McLean~~
Ashley Stevenson

THAT the Rules of Procedure, Code of Conduct, and Conflict of Interest Policies, as amended, be adopted.

- CARRIED

Meeting Adjournment

Moved by John Stuart
 Seconded by ~~Charles McLean~~
Larry Verbeke

- CARRIED

Meeting adjourned, followed by a tour of the Windsor Water Treatment Plant and nearby watershed areas.

New Business

1. **Terms of Reference**

The 'Overview of the Terms of Reference' powerpoint was presented by Stan Taylor (*attached*) and the document was distributed and discussed. The Steps for Developing the ToR were briefly discussed. The Committee recognized that the majority of work related to the ToR involves the steps to develop the work plan.

The SPC acknowledged that the Committee should establish a Municipal Working Group to provide input into the Terms of Reference and other future aspects. It was suggested that the Municipal Working Group would meet after the SPC Meeting on Wednesday, March 19, 2008 at 2:30 p.m. to 4:30 p.m.

Moved by John Stuart
Seconded by Tim Mousseau

THAT the SPC establish a Municipal Working Group consisting of the Municipal sector SPC Members and all Municipal staff who have been participating in the informal working group.

- CARRIED

2. **Rules of Procedure, Code of Conduct and Conflict of Interest Policies**

The Final version as previously provided to members was briefly discussed. It was noted that the Source Protection Authority (SPA) Board approved this document, at their February meeting.

The 'Acknowledgement' form was provided to the SPC Members and was requested to be signed and dated January 16, 2008.

3. **Clarification Regarding Proxies**

The handout 'Clarification and using proxies in accordance to the Source Protection Committee regulation (O.Reg 288/07)' (*attached*) was provided to the Committee Members. The Chair noted that the proxy does count towards quorum and that any Member has the right to participate by proxy.

An issue that raised concern by the Committee Members was the number of proxies one person could collect. A second issue addressed was that the Chair must be notified of the Proxy via email or fax prior to the meeting. For confirmation that the proxy was received, it was suggested that the SPC Member sending the proxy be notified of receipt by requesting a Read Receipt or request a Written Response.

There was consensus that the Rules of Procedure should be amended, to clarify the use of proxies, as follows:

- A proxy will count toward quorum and in voting
- A Member wishing to give their proxy vote to another Member must advise the Chair in writing prior to the meeting (email is acceptable)
- In addition to giving their general proxy vote to another Member, the Member may give specific instructions regarding their vote in a particular matter
- A Member attending a meeting may carry only one proxy

4. **Watershed Characterization**

Powerpoint presentations on the Physical Characteristics and Water Quality Status of the Essex Region Watershed were presented by Raj Bejankiwar (*attached*). Also, three group

activities were conducted concerning; Knowing your Watersheds, the Raw Water Intakes and General Water Quality.

Other Business

1. The Committee was provided with an email from a property owner near the Belle River regarding Stream Cleanup. This issue was briefly discussed, with indication that the general public doesn't know/understand the role of the SPC.

Meeting Adjournment

Moved by John Barnett
Seconded by Larry Verbeke

- CARRIED

Meeting adjourned

Date – Next Meeting

The next meeting of the SPC will be held on Wednesday, March 19, 2008, in the Essex Civic Centre, Committee Room C, commencing at 11:00 a.m.

Conclusion of Meeting



Stan Taylor P.Eng., Director of Source Water Protection

2. The Chair shall cause the Project Manager, or his/her designate, to record the names of members present and members absent.
3. In the event of the absence of the Chair from any meeting, the members present shall, upon receiving notice of the absence, or after a waiting period of fifteen (15) minutes from the time of the duly called meeting, appoint a Chair pro-tempore from the Committee members present, who, for the purposes of that meeting, has all the powers and shall perform all duties of the Chair. The Chair pro-tempore shall preside over the meeting for so long as the Chair remains absent from the meeting and until the immediate business at hand is completed. The Project Manager or his/her designate shall preside over the appointment of the Chair pro-tempore. The Chair pro-tempore shall not vote on any matter
4. The Committee shall conduct business only when a quorum is present. One or more vacancies in the membership of the Committee does not prevent the Committee from conducting business as long as the number of members in office is sufficient to maintain quorum.
5. A quorum for any meeting of the Committee shall consist of the Chair or Chair pro-tempore plus two-thirds of the fifteen members of the Committee (10 members). Participation by teleconference, when necessary in extenuating circumstances, may count toward quorum. ~~Participation through proxy shall be based on Ministry Guidelines. (Proxy is addressed in item 9, page 5)~~ If no quorum is present one-half hour after the time appointed for a meeting of the Committee, the Project Manager records the names of those present and the meeting shall stand adjourned until the next meeting.
6. Delegations to any Committee meeting will be considered, if requested in writing at least ten (10) days prior to the meeting, or if otherwise approved by the Chair. Such written request must state the purpose of the delegation.

Delegations to any meeting of the Committee will be limited to one key spokesperson and will be allotted a maximum of five (5) minutes for their related presentation, with the Chair's discretion to allow ten (10) minutes. The Chair may limit the number of delegations per meeting.

7. Where an evening meeting is being held, every effort should be made to adjourn the meeting by 11:00 p.m. The Chair shall not permit the meeting to continue beyond 11:00 p.m. without the consent of the majority of the members present.
8. The Committee shall attempt to make decisions through consensus. If the Chair determines that consensus is not likely to be achieved with-in a reasonable time, the Chair may call for a motion on the business, or ask to have the business deferred to a subsequent meeting. Motions will carry by majority vote of at least 2/3 of the members present, not counting the Chair. Any motion on which there is an equality of votes is lost (i.e. at least 2/3 of the members present must vote, and

the vote is carried on a simple majority of those voting – and if 2/3 do not vote then it is lost)

9. At any meeting of the Committee, each member is entitled to one (1) vote. The Chair shall not vote. A member may participate by proxy **as follows**;
 - **Proxy will count toward quorum and in voting.**
 - **A Member wishing to give their proxy vote to another Member must advise the Chair in writing prior to the meeting (email is acceptable).**
 - **In addition to giving their general proxy vote to another Member, the Member may give specific instructions regarding their vote on a particular matter.**
 - **A Member attending a meeting may carry only one proxy.**
10. No motion or amendment shall be debated or put to a vote unless seconded.
11. When a motion is proposed, then an amendment and subsequently an amendment to the amendment (sub-amendment), the vote of the members shall first be taken on the sub-amendment, then on the amendment, and finally on the main motion. Only two (2) amendments (an amendment and a sub-amendment) may be proposed at the same time to a question. When one or both amendments have been disposed of, a further amendment or sub-amendment may be entertained by the Chair. When either an amendment or a sub-amendment has been carried, the question is put on the motion (or amendment) as amended.
12. The Chair, when the meeting is ready for the decision on any question, shall read the question (motion) before calling for the vote. He/she shall first call for those who favour the question, and next for those who oppose it.
13. Voting shall be by show of hands. Any member may request a recording of the vote by calling of the vote. A member has a right to abstain from voting.
14. If the Chair desires to leave the Chair for the purpose of taking part in the debate or for any other purpose, he/she shall call another member to fill his/her place until he/she resumes the Chair. Any member temporarily occupying the Chair shall discharge all the duties and enjoy all the rights of the Chair.
15. Every member may speak once for no more than five (5) minutes on each motion amendment or sub-amendment. Additional time or additional opportunities to speak on the same motion, amendment or sub-amendment may be granted by the Chair after all members have had an opportunity to speak.