



Minutes of Meeting of the Essex Region Source Protection Committee (SPC) held on Tuesday, December 18, 2007, in the **Essex Civic Centre, Committee Room C, 360 Fairview Avenue West, Essex, Ontario.**

Present

Members:	Robert Auger	John Kehoe (Interim Member)	Mario Sonogo
	Tom Bain (Interim Member)	Christopher Lewis (Member)	Ashley Stevenson
	John Barnett	TBC)	John Stewart
	David Brister (SPA Liaison-Alt.)	Charles McLean (Member TBC)	Larry Verbeke
	Tom Fuerth (Chair)	Hans Peter Pfeifer	Jim Vincent
	Thom Hunt	Andrew Pula	David Watsa
		Ray Renaud (SPA Liaison)	Lou Zarlenga

Absent: None

Regrets: Tim Mousseau

Staff: Ken Schmidt, General Manager/Secretary-Treasurer
Stan Taylor, Director of Source Water Protection
Danielle Stuebing, Director of Communications & Education
Roger Palmini, GIS/Data Specialist
Rajesh Bejankiwar, Water Quality Specialist
Phil Darrell-Smith, Community Relations Assistant
Candice Kondratowicz, Administrative Assistant

Guests: None

Call to Order

The Chair of SPC Tom Fuerth, called the Meeting to Order

Disclosure of Conflict of Interest

None

Agenda

1. The Agenda for the Meeting of the Essex Region Source Protection Committee (SPC) held on Tuesday, December 18, 2007 was approved by consensus, as distributed.

New Business

1. Introduction of Source Water Protection Staff

Stan Taylor, Director of Source Water Protection
Danielle Stuebing, Director of Communications & Education
Roger Palmini, GIS/Data Specialist
Rajesh Bejanikwar, Water Quality Specialist
Phil Darrell-Smith, Community Relations Assistant
Candice Kondratowicz, Administrative Assistant

2. Introduction of SPC Members and SPA Liaison Representatives Present

Robert Auger, Solicitor
Tom Bain, Mayor of Lakeshore, (Interim Member)
John Barnett, Agricultural Sector Representative
David Brister, Source Protection Authority (SPA) Liaison Representative - Alternate
Tom Fuerth, Source Protection Committee Chair
Thom Hunt, Acting City Planner, City of Windsor
John Kehoe, Manager of Union Water System, (Interim Member)
Christopher Lewis, Councillor, Town of Kingsville (Member TBC)
Charles McLean, Councillor, Town of Lakeshore (Member TBC)
Hans Peter Pfeifer, Viticulturist
Andrew Pula, B.R.D.H.S. Secondary School Teacher
Ray Renaud, Source Protection Authority Liaison Representative
Mario Sonogo, P. Eng., Chief Building Official/City Engineer, City of Windsor
Ashley Stevenson, B.Sc. Environmental Science
John Stewart, Chemical Engineer, Water Treatment Plant Manager
Larry Verbeke, Agricultural Sector Representative
Jim Vincent, P. Eng., The Canadian Salt Company
David Watsa, Aggregate Industry
Lou Zarlenga, P. Eng., Manager of Public Services, Town of Amherstburg
Note - one Member was unable to attend - Tim Mousseau, Retired Public Works Manager- former Township of Maidstone

3. Introduction of Others Present

Ken Schmidt, ERCA General Manager/Secretary Treasurer

Tom Fuerth recognized the SPC Members, and thanked them for their introductions.

4. Video – Clean Water Act

Tom Fuerth summarized the video for the SPC Members. The fundamental message of this video is the legislative aspect of the Clean Water Act. Due to technical difficulties, the video was postponed.

5. **Source Water Protection Orientation Binder**

The Orientation Binder was distributed to members and briefly discussed. Intake Protection Zones (IPZs) were addressed briefly by Tom Fuerth and Stan Taylor, referring to the map of Water Treatment Plant locations in the Orientation Binder. The IPZs will be a focus of the Committee's activities.

Stan Taylor requested that the Orientation Binder be brought to future SPC meetings, and the training session in January, as additional inserts may be distributed.

6. **Primer & Clean Water Act Handouts**

These were distributed to members and briefly discussed.

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

The Draft document was provided to members and briefly discussed. The Province requires that all SPCs adopt such documents, to the satisfaction of the Source Protection Authority (SPA), with-in two months of the formation of the SPC.

Stan Taylor requested that comments/suggestions of change be sent to his attention by January 4, 2008. An updated version will be provided for discussion at the January 16, 2008 meeting.

8. **Roles & Responsibilities**

Handouts were distributed to members and briefly discussed.

9. **Provincial Training Session**

A Provincial Training Session will be January 15, 2008, at 9:30 a.m. at the Four Points Sheraton, in London, ON. All members are expected to attend.

10. **Open Houses**

In early 2008, there will be approximately 6 informal public open houses in the Intake Protection Zone areas for each water treatment plant in the Essex Region, (projected for February & March 2008). Members are encouraged to attend some of these. More details will follow in January.

11. **Per Diems/Travel Expenses**

Members were provided with Per Diem & Travel Expense Forms, a brief explanation of use was given. Jim Vincent requested an electronic copy of the forms be provided. All members concurred that materials be sent electronically rather than paper copy whenever feasible. Electronic copy provided on Thursday, December 20, 2007 via email.

12. **SPC 2008 Meeting Dates – January - June**

Proposed Meeting Dates and Times were provided for the first 6 months of 2008.

Changes in start times from 10:30 a.m. to 11:00 a.m. for February 20, 2008 and March 19, 2008 were suggested. The meeting dates and times were approved by consensus, as follows:

January 16, 2008 – 10:30 a.m. – 5:00 p.m.

February 20, 2008 – 11:00 a.m. – 4:30 p.m.

March 19, 2008 – 11:00 a.m. – 4:30 p.m.

April 16, 2008 – 3:00 p.m. – 7:00 p.m.

May 21, 2008 - 3:00 p.m. – 7:00 p.m.

June 18, 2008 - 3:00 p.m. – 7:00 p.m.

13. **Quorums**

Members acknowledged the importance of quorums. Based on Provincial requirements, the meeting can only commence with the presence of 10 voting members (2/3 of the total of 15), and the Committee Chair.

Other Business

None

Meeting Adjournment

Meeting adjourned by consensus at 6:20 p.m. Followed by a social gathering with light refreshments.

Date – Next Meeting

The next meeting of the SPC will be held on Wednesday, January, 16, 2008, in the Essex Civic Centre, commencing at 10:30 a.m., followed by a tour of the Windsor Water Treatment Plant and nearby watershed areas.

Conclusion of Meeting



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