



Minutes of Meeting of the Essex Region Source Protection Committee (SPC) held on Wednesday, January 16, 2008, in the **Essex Civic Centre, Committee Room E, 360 Fairview Avenue West, Essex, Ontario.**

Present

Members:	Robert Auger	Charles McLean (Member TBC)	John Stuart
	John Barnett	Hans Peter Pfeifer	Larry Verbeke
	David Brister (SPA Liaison-Alt.)	Andrew Pula	Jim Vincent
	Tom Fuerth (Chair)	Ray Renaud (SPA Liaison)	David Watsa
	John Kehoe (Interim Member)	Ashley Stevenson	

Absent: Tom Bain (Interim Member)
Christopher Lewis (Member TBC)

Regrets: Thom Hunt
Mario Sonogo
Lou Zarlenga

Staff: Stan Taylor, Director of Source Water Protection
Danielle Stuebing, Director of Communications & Education
Roger Palmini, GIS/Data Specialist
Rajesh Bejankiwar, Water Quality Specialist
Candice Kondratowicz, Administrative Assistant

Guests: None

Call to Order

The Chair of the SPC Tom Fuerth, called the Meeting to Order at 10:35 a.m.

Disclosure of Interest

None

Agenda

1. The Agenda for the Meeting of the Essex Region Source Protection Committee (SPC) held on Wednesday, January 16, 2008.

Moved by Larry Verbeke
Seconded by Charles McLean

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

- CARRIED

New Business

1. Terms of Reference

The Terms of Reference PowerPoint document was distributed to members and briefly discussed. The Terms of Reference document must be finalized within 14 months to the day that the Chair was appointed. The dates that were presented were briefly discussed by the members. Tom Fuerth requested that the tentative schedule be placed on the internet. There were no objections. The Committee recognized that the schedule for developing the Terms of Reference will have revisions along the way, due to unforeseen issues.

Change of date from January 18, to the end of January for the Notification/Invitation to Municipalities was suggested. The change of date was approved by consensus.

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

The Final Draft document was provided to members and briefly discussed. Two issues were identified by the Chair as requiring discussion for this meeting.

The first issue discussed was that of the Vice Chair (Item 3 on page 11, and Item 14 on page 5). The members reached a consensus that the ERSPC has no need for a Vice Chair. Therefore, in the absence of the Chair, the Project Manager will preside over the election of a Chair pro-tempore. Tom Fuerth noted that the Acting Chair will assume all responsibilities in the Chair's absence, and may not vote. The rules may be amended from time to time as the need arises and the position of Vice Chair may be revisited if the committee deems it necessary in the future.

The second issue for discussion was Robert's Rules of Order or Bourinot's Rules of Order (Item 1 on page 4 under 'Rules of Order...'). Tom Fuerth noted that the Ministry requires that the SPC adopt a Rules of Order. The use of Bourinot's Rules of Order was approved by consensus.

An issue raised by Committee Members was the rules regarding Media Relations (Item 5 on page 15). The Chair recognized the concern from the Committee & addressed the concerns. It is recognized that Committee members may be approached from time to time by the media and that they may provide a personal opinion about issues but that they should direct inquiries about the committee's position and activities to the Chair and/or the Project Manager as the official media spokespersons for the committee. Issues for the

media may also be addressed by Danielle Stuebing, ERCA's Director of Communication & Education. The Chair suggested that any Media concerns may be addressed to himself, via email or telephone.

Moved by David Watsa
Seconded by Charles McLean

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

- CARRIED

Other Business

1. John Stuart requested that the Committee receive a list of Remedial Action Plan (RAP) Programs that are water related for the next SPC Meeting.
2. Tim Mousseau requested that the committee be informed of Environmental Assessments being undertaken that are related to waste water. Tom Fuerth suggested that a formal request to the SPA be made regarding this issue. It was determined that decisions regarding 'issues' of this type be addressed once received. This manner of addressing such issues was approved by consensus.
3. John Kehoe announced that he will no longer be the SPC Interim Member, that ERCA will be asked to appoint Councillor Gord Queen as his replacement.

Meeting Adjournment

Moved by John Stuart
Seconded by Charles McLean

- CARRIED

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

Date – Next Meeting

The next meeting of the SPC will be held on Wednesday, February 20, 2008, in the Essex Civic Centre, Committee Room D, commencing at 11:30 a.m.

Conclusion of Meeting



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