



CREDIT VALLEY SOURCE PROTECTION AUTHORITY

Friday, November 12, 2021  
Meeting to be Held Electronically

**MEMBERS**

- K. (Karen) Ras (Chair)
- T. (Tom) Adams (Vice Chair)
- J. (John) Brennan
- S. (Stephen) Dasko
- J. (Johanna) Downey
- A. (Ann) Lawlor
- M. (Matt) Mahoney
- M. (Martin) Medeiros
- M. (Michael) Palleschi
- G. (Grant) Peters
- R. (Ron) Starr
- J. (John) Stirk

Pages

1. APPROVAL OF AGENDA

Recommended Resolution:

*RESOLVED THAT the agenda be approved as distributed.*

2. DECLARATION OF CONFLICT OF INTEREST

3. MINUTES OF PREVIOUS MEETING

Recommended Resolution:

*RESOLVED THAT the minutes of the 28<sup>th</sup> meeting of the Credit Valley Source Protection Authority held September 10, 2021 be approved.*

4. PRESENTATION / DELEGATION

5. BUSINESS ARISING FROM MINUTES

6. NEW BUSINESS STAFF REPORTS

6.1. APPOINTMENT OF A NEW MEMBER TO THE CTC SOURCE PROTECTION COMMITTEE

A report on the above-mentioned subject as submitted by Janet Ivey, Chief Specialist, Watershed Plans and Source Water Protection; and John Sinnige, Director, Watershed Management is included in the agenda package as Schedule 'A'.

**Recommended Resolution:**

***THEREFORE BE IT RESOLVED THAT*** the report entitled “Appointment of a New Member to the CTC Source Protection Committee” be received and appended to the minutes of this meeting as Schedule ‘A’; and further

***THAT*** the Board of Directors endorse appointment of Behnam Doulatyari as a citizen-at-large member of the CTC Source Protection Committee for a term of five years, ending November 12, 2026.

6.2. **AMENDMENTS TO THE CTC SOURCE PROTECTION COMMITTEE RULES OF PROCEDURE**

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A report on the above-mentioned subject as submitted by Janet Ivey, Chief Specialist, Watershed Plans and Source Water Protection; and John Sinnige, Director, Watershed Management is included in the agenda package as Schedule 'B'.

**Recommended Resolution:**

***WHEREAS*** the current Rules of Procedure for the CTC Source Protection Committee do not address electronic participation in committee meetings where an emergency has not been declared under sections 4 or 7.0.1 of the Emergency Management and Civil Protection Act; and

***WHEREAS*** Credit Valley Source Protection Authority (SPA) has replaced Toronto and Region SPA as the lead SPA for the CTC Source Protection Region;

***THEREFORE BE IT RESOLVED THAT*** the report entitled “Amendments to the CTC Source Protection Committee Rules of Procedure” be received and appended to the minutes of this meeting as Schedule ‘B’; and

***THAT*** the proposed amendments to the Rules of Procedure in ‘Schedule B, Appendix 1’ be endorsed; and further

***THAT*** staff take the necessary actions to publish the amended document on the CTC SPR website and send a copy to the Ministry of the Environment, Conservation and Parks.

7. **CORRESPONDENCE/INFORMATION ITEMS DISTRIBUTED TO MEMBERS**
8. **NOTICE OF MOTION**
9. **QUESTION PERIOD**
10. **OTHER BUSINESS**

11. MEETING ADJOURNED

**TO:** The Chair and Members  
of the Board of Directors,  
Credit Valley Source Protection Authority

**SUBJECT:** APPOINTMENT OF A NEW MEMBER TO THE CTC  
SOURCE PROTECTION COMMITTEE

**PURPOSE:** To request endorsement by the Credit Valley Source  
Protection Authority of the appointment of a new member to  
the CTC Source Protection Committee.

**BACKGROUND:**

The Credit Valley – Toronto and Region – Central Lake Ontario Source Protection Committee (CTC Committee) was formed in 2007, as required under section 7 of the *Clean Water Act*, 2006. The number, composition, eligibility, and process for appointment of members to source protection committees is established by Ontario Regulation 288/07. The CTC Committee has 21 members, equally split among municipal, economic (agricultural, commercial or industrial), and public interest (citizen-at-large, environmental or health non-governmental organization) sector representatives. Members serve for a term of 5 years.

Schedule 'A' to the September 10, 2021 agenda of the Credit Valley Source Protection Authority (CVSPA) described the process for recruiting new members and recommended endorsement of seven new and returning members. Source Protection Authority staff continue working to fill five vacancies on the CTC Committee:

- Two public interest sector (one citizen-at-large and one environmental non-governmental organization),
- Two economic sector (petroleum and aggregate industries), and
- One municipal sector (one of two City of Toronto representatives).

As the Credit Valley Source Protection Authority is the lead Source Protection Authority for the CTC Source Protection Region, endorsement of new CTC Committee members by the Board of Directors of CVC is required.

**ANALYSIS:**

Following endorsement of new and returning CTC Committee members in September 2021, a second notice advertising recruitment for the remaining economic and public interest representatives was posted to [www.ctcswp.ca](http://www.ctcswp.ca), and a social media campaign launched, with a closing date for applications of October 10, 2021. Two applications have been received for the public interest sector seats. No applications were received

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for the economic sector seats. Applications consist of resume, cover letter, and two letters of reference.

While recruitment and review of applicants continues for the remaining vacant positions, the endorsement of the Credit Valley Source Protection Authority for one new citizen-at-large CTC Committee member is requested at this time. Endorsement of new committee members in phases allows for staged orientation and integration of new members and ensures the required number of active members to achieve quorum.

Behnam Doulatyari, employed by Halton Region, has professional expertise in hydrogeology, contaminant fate transport, and land use planning, and an interest in source water protection and public engagement. Mr. Doulatyari was interviewed by Janet Ivey, Program Manager for the CTC Source Protection Region and Gayle Soo Chan, Senior Advisor to the source water program, and has been endorsed by the CTC Committee Chair Doug Wright and the CTC Management Committee, consisting of the CAOs of CVC and the Toronto and Region and Central Lake Ontario conservation authorities.

**COMMUNICATIONS PLAN:**

Following endorsement of new committee members, and as required by Ontario Regulation 288/07, the CTC Source Protection Region website (ctcswp.ca) will be updated with a listing of current Source Protection Committee members, including links to individual professional biographies.

**FINANCIAL IMPLICATIONS:**

Source Protection Committee members (excluding municipal representatives) are eligible to receive compensation for their committee work, including per diems for meetings and travel expenses. Committee expenses and associated liability insurance are covered by source protection program funding from the Ministry of the Environment, Conservation and Parks, via an annual transfer payment agreement with CVC. For the 2021-2022 provincial fiscal year, \$17,100 is budgeted for source protection committee expenses.

**RECOMMENDED RESOLUTION:**

***THEREFORE BE IT RESOLVED THAT*** the report entitled "Appointment of a New Member to the CTC Source Protection Committee" be received and appended to the minutes of this meeting as Schedule 'A'; and further

***THAT*** the Board of Directors endorse appointment of Behnam Doulatyari as a citizen-at-large member of the CTC Source Protection Committee for a term of five years, ending November 12, 2026.

**Submitted by:**



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Janet Ivey  
Chief Specialist, Watershed Plans  
and Source Water Protection



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John Sinnige  
Director, Watershed Management

**Recommended by:**



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Deborah Martin-Downs  
Chief Administrative Officer

**TO:** The Chair and Members  
of the Board of Directors,  
Credit Valley Source Protection Authority

**SUBJECT:** **AMENDMENTS TO THE CTC SOURCE PROTECTION  
COMMITTEE RULES OF PROCEDURE**

**PURPOSE:** **To request endorsement by the Board of Directors of the  
Credit Valley Source Protection Authority of proposed  
amendments to the Rules of Procedure for the CTC Source  
Protection Committee.**

**BACKGROUND:**

Under section 14 of Ontario Regulation 288/07 under the *Clean Water Act (CWA), 2006*, the Credit Valley – Toronto and Region – Central Lake Ontario (CTC) Source Protection Committee (CTC Committee) is required to prepare written Rules of Procedure (henceforth “the rules”) for conducting the business of the committee that is satisfactory to the lead Source Protection Authority (SPA). If required, the rules can be amended by the CTC Committee subject to the same approvals. The rules were first finalized on January 29, 2008 and amended on October 27, 2017.

At the May 22, 2020, meeting of the Toronto and Region Source Protection Authority (TRSPA), the rules were amended to allow electronic participation in meetings of the CTC Committee during provincial and municipal emergencies, in response to the COVID-19 pandemic. The amendments were consistent with a Minister’s Direction issued to conservation authorities by the Minister of Environment, Conservation and Parks on March 26, 2020, under subsection 19.1 (7) of the *Conservation Authorities Act*. This Direction also applied to conservation authorities when meeting as a source protection authority under the CWA.

As the Credit Valley Source Protection Authority (CVSPA) is the current lead SPA for the CTC Source Protection Region (SPR), endorsement of further amendments to the CTC Committee Rules of Procedure by the Board of Directors of CVC is required.

**ANALYSIS:**

Electronic CTC Committee meetings have been held successfully throughout 2020-2021. Staff are monitoring municipal and conservation authority plans across the CTC, as they explore safely and effectively returning to in-person or hybrid (some members attend virtually/some in-person) meetings.

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On September 10, 2020, the Minister's Direction was amended to allow conservation authorities to update their by-laws to permit electronic participation in meetings when it is deemed appropriate by the conservation authority. Following the amended Direction, Credit Valley Conservation updated its administrative by-law to allow virtual meetings outside of declared states of emergency. This amendment has not yet been made to the CTC Committee Rules. As a result, now that the provincially declared state of emergency has ended and municipally declared state of emergencies have or may end, the CTC Committee may be prevented from continuing to meet virtually.

Additional revisions to the rules are needed to address outdated references to TRSPA as the lead SPA for the CTC SPR.

At the CTC Source Protection Committee meeting #3/21, held on September 21, 2021, recommendation #14/21 regarding the "Amendments to CTC SPC Rules of Procedure" report was approved as follows:

*WHEREAS Ontario Regulation 288/07 clearly outlines the requirement for the preparation of Rules of Procedure to govern Committee business;*

*AND WHEREAS the current Rules of Procedure do not address electronic participation in the meetings of the CTC SPC, where an emergency has not been declared under sections 4 or 7.0.1 of the Emergency Management and Civil Protection Act;*

*AND WHEREAS Credit Valley Source Protection Authority (SPA) has replaced Toronto Region SPA as the lead SPA for the CTC Source Protection Region;*

*THEREFORE, LET IT BE RECOMMENDED THAT the proposed amendments to the Rules of Procedure be approved;*

*AND THAT the Credit Valley Source Protection Authority be requested to endorse the revised Rules of Procedure;*

*AND FURTHER THAT CTC SPR staff take the necessary actions to publish the amended document on the CTC SPR website and send a copy to the Ministry of the Environment, Conservation and Parks.*

The proposed amendments to the CTC Committee rules are included as 'Schedule 'B', Appendix 1' and consist of:

- Edits throughout the rules to identify CVSPA as the lead SPA for the CTC SPR,
- Revisions to sections 1.5 (schedule of meetings) and 1.10 (electronic meetings) to allow for electronic meetings and ensure opportunities for public participation, and
- Formatting corrections.

**COMMUNICATIONS PLAN:**

Pending endorsement of the CVSPA to amend the CTC Committee Rules of Procedure, staff will take the necessary actions to share the amended rules with the Ministry of Environment, Conservation and Parks (MECP) and publish them on the CTC SPR website ([www.ctcswp.ca](http://www.ctcswp.ca)), as required by section 14 of O. Reg. 288/07.

**FINANCIAL IMPLICATIONS:**

There are no financial implications of this report.

**RECOMMENDED RESOLUTION:**

***WHEREAS*** the current Rules of Procedure for the CTC Source Protection Committee do not address electronic participation in committee meetings where an emergency has not been declared under sections 4 or 7.0.1 of the Emergency Management and Civil Protection Act; and

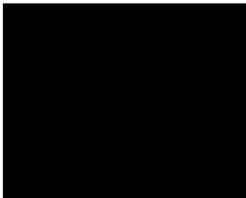
***WHEREAS*** Credit Valley Source Protection Authority (SPA) has replaced Toronto and Region SPA as the lead SPA for the CTC Source Protection Region;

***THEREFORE BE IT RESOLVED THAT*** the report entitled "Amendments to the CTC Source Protection Committee Rules of Procedure" be received and appended to the minutes of this meeting as Schedule 'B'; and

***THAT*** the proposed amendments to the Rules of Procedure in 'Schedule B, Appendix 1' be endorsed; and further

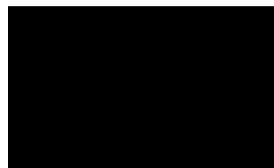
***THAT*** staff take the necessary actions to publish the amended document on the CTC SPR website and send a copy to the Ministry of the Environment, Conservation and Parks.

**Submitted by:**




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Janet Ivey  
Chief Specialist, Watershed Plans  
and Source Water Protection




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John Sinnige  
Director, Watershed Management

**Recommended by:**



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Deborah Martin-Downs  
Chief Administrative Officer



# CTC Source Protection Committee

## Rules of Procedure

### Preamble

The functions and operation of the CTC Source Protection Committee (~~SPC~~the Committee) are governed by the *Clean Water Act, 2006* and Ontario Regulation 288/07. The following Rules of Procedure have been adopted by the CTC Source Protection Committee and authorized by ~~the the Toronto and Region~~lead Source Protection Authority (SPA) in accordance with the requirements of Section 14 of Ontario Regulation 288/07. These Rules of Procedure are based on the minimum requirements set out in the *Act* and regulations, with additional requirements that are necessary for the good governance and clarity of ~~committee~~Committee operations.

If necessary, additional Rules of Procedures or amendments to these Rules of Procedure may be made from time to time with the approval of 2/3 of the membership of the Source Protection Committee and authorization of the ~~Toronto and Region~~lead Source Protection Authority (~~TRSPA~~), pursuant to the requirements of the foregoing *Act* and regulation.

Ontario Regulation 284/07 identifies the Toronto and Region Source Protection Authority as the lead SPA for the CTC Source Protection Region. In 2020, the role of lead SPA was assumed by the Credit Valley Source Protection Authority.

### 1. General Items on Meetings

#### 1.1. Chair

~~1.1.1.1.1.~~ 1.1.1.1.1. The Chair of the ~~S~~source ~~P~~protection ~~committee~~Committee shall preside at all meetings of the Committee;

~~1.1.2.1.2.~~ 1.1.2.1.2. If the Chair is absent or unable to act or the office of the chair is absent, the acting chair shall have the powers and shall perform all duties of the chair;

~~1.1.3.1.3.~~ 1.1.3.1.3. The Acting Chair will be selected by the members of the SPC (see subparagraph 5.1); and

~~1.1.4.1.4.~~ 1.1.4.1.4. The Chair of the ~~s~~S~~ource~~ ~~p~~P~~rotection~~ ~~committee~~Committee shall determine the time and location of the first meeting of the SPC.

#### 1.2. Robert's Rule of Order

In all matters not regulated by these Rules of Procedure, that part of the latest edition of Robert's Rules of Order shall govern.

#### 1.3. Agenda and Minutes

- ~~1.3.11.3.1.~~ Full agenda with ~~committee~~Committee reports are to be sent to all members and CAOs of the three source protection authorities in the CTC Source Protection Region (SPR) via email a minimum of one week prior to the meeting; members without access to email will be sent a package via mail or fax or courier;
- ~~1.3.21.3.2.~~ CTC Source Protection Region (CTC SPR) municipalities and other interested parties will be notified by email at the same time as Committee members that the agenda package is available at the CTC SPR website ([www.ctcswp.ca](http://www.ctcswp.ca));
- ~~1.3.31.3.3.~~ Addenda (added items) to be sent out a minimum of two business days prior to the meeting; additional items may be dealt with at the meeting without prior circulation if they are considered to be a time sensitive matter;
- ~~1.3.41.3.4.~~ Draft minutes will be sent with the agenda for the next SPC meeting and will be posted on the CTC SPR website;
- ~~1.3.51.3.5.~~ Minutes once approved will be posted separately as Approved Minutes on the CTC SPR website;
- ~~1.3.61.3.6.~~ Minutes of in-camera sessions are also to be kept. These minutes are not available to the public, but form part of the official record of the CTC SPC; and
- ~~1.3.71.3.7.~~ At such time as a matter which was dealt with *in camera* is no longer confidential, then the minutes relating to that item shall become part of the public record and posted on the CTC SPR website.

#### 1.4. Delegations and Presentations

- ~~1.4.11.4.1.~~ Parties wishing to make delegations should notify the secretary of the CTC SPC preferably 2 weeks in advance, but no later than three days prior to a scheduled meeting if the request is to be included in the agenda of that meeting;
- ~~1.4.21.4.2.~~ Delegations with written information for consideration of the Committee will provide same 2 weeks prior to the meeting in a digital form to facilitate electronic distribution and posting on the CTC SPR website;
- ~~1.4.31.4.3.~~ The request should comprise a brief statement of the issue or matters involved and indicate the names of the proposed speakers;
- ~~1.4.41.4.4.~~ Delegations are limited to 5 minutes;
- ~~1.4.51.4.5.~~ The purpose of a delegation is to make a deputation, not a presentation;
- ~~1.4.61.4.6.~~ Delegations are limited to one speaker per group sharing a common interest;
- ~~1.4.7~~ When the Chair of the SPC believes that a large number of delegations will request ~~1.4.7~~an opportunity to address the SPC with respect to a particular matter or matters, the Chair may summon a special meeting of the SPC to deal with the particular matter or matters;
- ~~1.4.81.4.8.~~ Staff preparing any agenda shall:
- ~~1.4.8.11.4.8.1.~~ List all requests received before the closing of the agenda in a section titled "Delegations" and indicate the source of the request and a brief description of the issue or matter involved; and
- ~~1.4.8.11.4.8.2.~~ Provide an item at the end of the section of the agenda titled "Delegations" for the meeting to consider hearing any other delegation present.
- ~~1.4.8.21.4.9.~~ The Chair of the SPC or designate shall advise any person or organization applying for an opportunity to address the SPC and not having made a written request in accordance with paragraph 1.4.1, that the applicant may appear before such meeting, but will be heard only if approved by a ruling of the meeting under subparagraph 1.4.15. The SPC Chair or designate shall inform the applicant of the date, time and place of meeting, and obtain a brief statement of the issue or matter involved;
- ~~1.4.8.31.4.10.~~ No delegation, whether or not listed on the agenda pursuant to subparagraph

1.4.1, shall be heard without a ruling by the Chair of the meeting giving leave, but such ruling may be immediately appealed by proper motion and the ruling of the meeting shall govern. A representative of a Council of a member municipality of the CTC Source Protection Region, duly authorized by resolution of such Council and any member of the SPC shall be heard by the SPC at the appropriate time as of right;

~~1.4.8.4.1.4.11.~~ If the number of delegations present pursuant to subparagraphs 1.4.4 and 1.4.10.2 wishing to address a particular matter or matters is such that the meeting will not be able to deal with its agenda properly, then, on proper motion, the particular matter or matters may be adjourned to a special meeting and, if the time, date and place of the special meeting is included in the motion, no further notice of such meeting will be required;

~~1.4.8.5.1.4.12.~~ Delegations shall be heard only when the meeting is dealing with the item "Delegations" on the agenda except that the meeting may, at that time, by proper motion defer the hearing of any specific delegation until the meeting is considering a particular item or matter;

~~1.4.8.6.1.4.13.~~ With respect to a delegation not listed on the agenda but desiring an opportunity to be heard pursuant to subparagraph 1.4.10.2 hereof, the procedure shall be:

~~1.4.8.7.1.4.13.1.~~ A motion shall be made by a member of the Committee that the delegation be added to the agenda;

~~1.4.8.8.1.4.13.2.~~ If such motion passes, the Chair may immediately rule that the hearing of the delegation would be unfair or prejudicial to members or other persons not present because of lack of advance notice and that the hearing of the delegation be deferred to the next meeting and listed on that agenda pursuant to subparagraph 1.4.10 hereof. The Chair's ruling may be immediately appealed by proper motion and the ruling of the meeting shall then govern;

~~1.4.8.9.1.4.13.3.~~ If the ruling in subparagraph 1.4.15.2 hereof is not made or sustained, the procedure in subparagraph 1.4.14 hereof shall be followed.

~~1.4.8.10.1.4.13.4.~~ Except by leave of the chair or on an appeal by the leave of the meeting:

~~1.4.8.11.1.4.13.4.1.~~ Each speaker shall be limited to five (5) minutes; and

~~1.4.8.12.1.4.13.4.2.~~ Each group of delegates having a common interest shall appoint one speaker to represent the group and such speaker shall be limited to five (5) minutes.

~~1.4.8.13.1.4.14.~~ Presentations are limited to 15 minutes plus discussion time; and

~~1.4.15.~~ Presentations are delivered by requested staff or invited guests.

#### ~~1.4.1.5.~~ Schedule of Meetings

~~1.5.1.1.5.1-~~The Committee shall, at its first meeting, and every meeting, thereafter, establish a meeting schedule for at least the following six months, which shall include at least one meeting each month until proposed terms of reference are submitted to the SPA; and

~~1.5.2.1.5.2-~~The Committee shall give notice of ~~committee~~Committee meetings to the public by publishing the current meeting schedule on the CTC SPR website and in such other manner as may be determined by the Committee.

~~1.5.3.~~Notwithstanding the posted meeting schedule, if a storm or like occurrence will prevent the members from attending a meeting, the scheduled meeting may be postponed or held electronically, provided quorum and public participation can be met. Postponement shall not be for any longer than the next scheduled meeting date.

#### ~~1.1.1.6.~~ Public and In Camera Meetings

~~1.2.1.6.1.~~ All meetings of the ~~S~~source ~~P~~rotection Committee are open to the public, except where the Committee chooses to close a meeting or part of a meeting to the public where the subject matter to be discussed is a personal or financial matter about an identifiable individual or other matters listed in subparagraph 1.6.3;

~~1.3.1.6.2.~~ Where the Committee decides to close all or part of a meeting to the public, it must first pass a resolution that:

~~1.4.1.6.2.1.~~ States that the meeting or part of the meeting is closed to the public; and

~~1.5.1.6.2.2.~~ States the general nature of the subject matter to be discussed in camera.

~~1.6.1.6.3.~~ During any period where an emergency has been declared to exist in all or part of the CTC Source Protection Region (SPR), under section 4 or 7.0.1 of the Emergency Management and Civil Protection Act, staff shall implement best practices to make meetings of the CTC SPC open to the public in accordance with section 18(1) of Ontario Regulation 288/07 under the Clean Water Act, 2006. Where possible, CTC SPR staff shall provide for alternative means to allow the public to participate in any meetings electronically.

~~1.7.1.6.4.~~ Subject to subsection 1.6.3, in times of technological failure (e.g., Internet outage, system crash), failure to open a meeting to the public through means of electronic meeting participation does not call the meeting into question.

~~1.8.1.6.5.~~ All matters arising out of Committee meetings and supporting technical reports shall form part of the public record and shall be posted on the CTC SPR website.

~~1.9.1.6.5.1.~~ Exceptions to the foregoing include the following private matters consistent with the Municipal Freedom of Information and Privacy Act;

~~1.10.1.6.5.2.~~ Personal matters about an identifiable individual, including Source Protection Authority employees, ~~S~~source ~~P~~rotection Committee members or employees of municipalities within the CTC Source Protection Region;

~~1.11.1.6.5.3.~~ A proposed or pending acquisition or disposition of land by a Source Protection Authority or municipality within the CTC Source Protection Region;

~~1.12.1.6.5.4.~~ Labour relations or employee negotiations;

~~1.13.1.6.5.5.~~ Litigation or potential litigation, including matters before administrative tribunals, affecting the Source Protection Authority, the ~~s~~Source ~~P~~rotection Committee or municipality within the CTC Source Protection Region;

~~1.14.1.6.5.6.~~ Advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and

~~1.51.6.5.7.~~ A matter in respect of which a Source Protection Authority or ~~S~~source ~~P~~rotection Committee, municipality within the CTC Source Protection Region or other body may hold a closed meeting under another Act.

## 1.7. Quorum

~~1.7.1.7.1.~~ Quorum of the ~~S~~source ~~P~~rotection ~~committee~~Committee is the Chair or the Acting Chair plus and at least two thirds of the number of members of the ~~committee~~Committee;

~~1.15.~~ Members who have given proxy notice, by sending the signed proxy notice via email or fax to the Committee secretary count towards quorum. In the case of emailed forms, electronic signatures are acceptable; and

~~1.7.2.~~

~~1.7.2.1.7.3.~~ One or more vacancies in the membership of a ~~S~~source ~~P~~rotection ~~committee~~Committee does not prevent the Committee from conducting business as long as the number of members remaining in office is sufficient to maintain quorum.

1.8. Decision Making

- ~~1.8.1~~1.8.1. The Committee shall attempt to make decisions by consensus among the members;
- ~~1.8.2~~1.8.2. 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 the two-thirds of the members present, not counting the Chair; and
- ~~1.8.3~~1.8.3. The Chair shall not vote.

1.9. Proxy to Meetings

- ~~1.9.1~~1.9.1. A member of the source protection ~~committee~~Committee may participate in the meetings of the Committee by proxy;
- ~~1.9.2~~1.9.2. Members participating by proxy must send by either fax or email or hand deliver a signed proxy form to the ~~committee~~Committee secretary or the other member who is to act on their behalf at a specific meeting. In the case of emailed forms, electronic signatures are acceptable;
- ~~1.9.3~~1.9.3. A proxy form should be delivered at least three business days prior to the meetings so that the presence of quorum can be determined;
- ~~1.9.4~~1.9.4. A separate proxy form is required for each meeting;
- ~~1.9.5~~1.9.5. The member who has been sent the proxy form is authorized to speak on behalf of the absent member on any agenda item and vote on any items on behalf of the absent member at that meeting;
- ~~1.9.6~~1.9.6. Members participating via proxy are not eligible to receive *per diem* payment for that meeting; and
- ~~1.9.7~~1.9.7. A member who participates via proxy at more than three consecutive meetings is deemed to not be attending Committee meetings regularly.

~~1.10.~~ ~~1.10~~ — ~~Virtual~~Electronic Meetings

- ~~1.10.1.~~ ~~Electronic meetings are permitted and must follow/accommodate all Meeting Procedures identified in these Rules of Procedure.~~
- ~~1.10.2.~~ ~~A Member can participate electronically in a meeting that is open or closed to the public and in either case may be counted in determining whether or not a quorum of members is present at any point in time. Electronic meetings must permit all participants to communicate adequately with each other during the meeting. For open electronic meetings, the public must be able to participate in the meeting electronically.~~

- ~~1.10.3.~~ ~~1.10.1~~ — ~~All meetings of the source protection committee are to take place in person unless an emergent matter requires immediate direction from the committee, or d~~During any period where an emergency has been declared to exist in all or part of the CTC Source Protection Region, under section 4 or 7.0.1 of the Emergency Management and Civil Protection Act, that ~~would may prevent the preclude~~ Committee Members from meeting in person. ~~In such circumstances:~~

- ~~1.10.3.1.~~ ~~1.10.1.1~~ — Any Committee Member may participate in meetings electronically and shall have the ability to:

- ~~1.10.3.1.1.~~ (a) Register a vote;
- ~~1.10.3.1.2.~~ (b) Be counted towards determining quorum; and
- ~~1.10.3.1.3.~~ (c) Participate in a meeting that is open or closed to the public;

~~1.10.4.~~ ~~1.10.1.2.~~ Staff will post direction on the CTC SPR website ([www.ctcswp](http://www.ctcswp)) one week in advance of the meeting advising external stakeholders and the public how to obtain the coordinates to participate in the virtual meeting.

## **22.** Function of Members, Duties and Working Groups

### **2.42.1.** Duties of Chair (or Acting Chair in the absence of the chair)

- ~~2.4.82.1.1.~~ Represent the Committee at such functions as warrant the interest of the ~~committee~~ Committee, except where this responsibility is specifically assigned to some other person;
- ~~2.4.92.1.2.~~ Liaise with designated staff in the day-to-day operation and administration of the Committee;
- ~~2.4.102.1.3.~~ Be "ex-officio", a member of all Working Groups, sub-~~committee~~ Committees and ad hoc Working Groups appointed from time to time by the Source Protection Committee; and
- ~~2.4.112.1.4.~~ Preside over the ~~s~~Source ~~P~~rotection ~~committee~~ Committee meetings.

### **2.52.2.** Duties of Members

- ~~2.5.82.2.1.~~ Attend Committee meetings and training sessions;
- ~~2.5.92.2.2.~~ Become aware and knowledgeable of programs, projects, and activities of the Committee;
- ~~2.5.102.2.3.~~ Become members and/or Chair of working groups as designated by the SPC;
- ~~2.5.112.2.4.~~ Attend public information sessions and participate in public consultation forums;
- ~~2.5.122.2.5.~~ To keep the organizations/municipal group which they represent informed of ~~committee~~ Committee programs, projects and activities;
- ~~2.5.132.2.6.~~ Be prepared to discuss issues at all Committee meetings;
- ~~2.5.142.2.7.~~ Where warranted, and at the discretion of the Chair, request to engage technical staff in the discussion of items pertaining to the implementation of the CTC Source Protection Plan;
- ~~2.5.152.2.8.~~ Respect confidential information and abide by the process in place to safeguard confidential information; and
- ~~2.5.162.2.9.~~ Advise the ~~Toronto and Region~~ Lead Source Protection Authority as early as possible in advance of the member's pending change in eligibility to be a member of the Committee regarding subsections 7(1) to (3) of O. Reg. 288/07.

## **33.** Duties of Source Protection Committee

- ~~3.13.1.~~ 3.13.1. Oversee the preparation of Rules of Procedure including a Code of Conduct and Conflict of Interest policy within the required timeframe;
- ~~3.23.2.~~ 3.23.2. Oversee the preparation and submission of a Terms of Reference in the prescribed manner and in keeping with Regulation 287/07 within the required timeframe;
- ~~3.33.3.~~ 3.33.3. Oversee the preparation and submission of the Assessment Report in keeping with the Regulations, and technical guidance modules within the prescribed timeframe;
- ~~3.43.4.~~ 3.43.4. Oversee the preparation and submission of a Source Protection Plan in keeping with the Regulations within the prescribed timeframe;

- 3.53.5. Undertake public consultation as required by regulation;
- 3.63.6. Co-ordinate with the lead ~~source protection authority~~ Source Protection Authority the authorization of payment of accounts, awarding and entering into contracts where necessary;
- 3.73.7. Determine how and when working groups may be established;
- 3.83.8. Review and provide input on any new technical work for new drinking water systems;
- 3.93.9. Review annual reports and submit comments to the Source Protection Authority before submission to the Minister of the Environment and Climate Change; and
- 3.103.10. Oversee the preparation and submission of all workplans required to amend the CTC Source Protection Plan.

#### 44. Liaison Members

The following persons may attend and participate in discussions at meetings of ~~the s~~ Source p ~~Protection committee~~ Committee including any meetings or part of a meeting that is closed to the public:

- 4.14.1. A person designated by the lead ~~source protection authority~~ Source Protection Authority in writing as a representative(s) of the authority;
- 4.24.2. A person designated by the Minister as a representative of the Ministry of the Environment, Conservation and Parks (MECP) and Climate Change; and
- 4.34.3. A person designated by the Minister as a representative of the medical officers of health for the health units in which any part of the source protection area/source protection region is located.

#### 55. Elections and Appointments

- 5.15.1. An Acting Chair will be elected by the members to act as the Chair in his or her absence; and
- 5.25.2. A member of the S ~~source~~ P ~~protection~~ ~~committee~~ Committee will be selected by the Committee to Chair each working group that the Committee establishes. If an election for this position as working group Chair is requested by any member, then it shall be conducted by secret ballot.

#### 66. Terms of Appointment/Filling Vacancies

The term of appointment, rules for filling vacancies is governed by Section 7 of the *Clean Water Act, 2006* and Sections 8 and 9 of Ontario Regulation 288/07.

#### 77. Removal of Members from Office

- 7.17.1. The rules governing the removal of a member from office is set out in Section 22 of Ontario Regulation 288/07 under the Clean Water Act, 2006;
- 7.27.2. The ~~Toronto and Region~~ lead Source Protection Authority may on its own, or by request of the Chair of the CTC Source Protection Committee remove a member following due process as set out in the regulation who:
  - 7.2.17.2.1. ~~H~~ H has failed to comply with a condition of appointment set out in Section 7 of the Regulation which pertains to residing, owning or renting land or being employed within the source protection region;
  - 7.2.27.2.2. ~~H~~ H has failed to comply with the Committee's Rules of Procedures, Code of Conduct or Conflict of Interest policy;
  - 7.2.37.2.3. ~~W~~ W who does not regularly attend meetings, i.e. misses more than three meetings in a row; or
  - 7.2.47.2.4. ~~F~~ F for other reasons which in the opinion of the Chair or the lead source protection authority Source Protection Authority warrant the member's removal from

office.

~~7.37.3.~~ If a member is removed from office, the ~~Toronto and Region~~lead Source Protection Authority shall as soon as reasonably possible, appoint a replacement member in accordance with the Rules set out in the Act and regulation.

**88.** Freedom of Information and Privacy

~~8.18.1.~~ The ~~S~~source ~~P~~rotection ~~committee~~Committee members shall be governed at all times by the provisions of the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*; and

~~8.28.2.~~ In the instance where a Committee member vacates their position on the ~~s~~Source ~~p~~rotection ~~committee~~Committee they will continue to be bound by *MFIPPA* requirements.

**99.** Per Diems and Expenses

~~9.19.1.~~ The per diem for CTC SPC members is set at \$200 by the ~~Toronto and Region~~lead Source Protection Authority;

~~9.29.2.~~ CTC Source Protection Committee members will receive a per diem for:

~~9.2.19.2.1.~~ Each CTC Source Protection Committee meeting attended, including when the member arrives at a meeting that is subsequently cancelled due to lack of quorum or other reasons;

~~9.2.29.2.2.~~ Training sessions as identified by the Ministry of the Environment, ~~C~~onservation and Parks and Climate Change; and

~~9.2.39.2.3.~~ Other meetings where members have been assigned to represent the CTC Source Protection Committee (such as public consultation meetings, meetings with other source protection committees).

~~9.39.3.~~ There is no separate reimbursement beyond the per diem for preparation and travel time for meetings;

~~9.49.4.~~ Travel expenses, in the form of mileage, to and from meetings, will be reimbursed for members at the rate set out by the ~~Toronto and Region Conservation~~lead Source Protection Authority, as adjusted from time to time;

~~9.59.5.~~ Members are required to record their mileage on a form provided by the ~~TRSPA~~lead Source Protection Authority and reimbursement will be paid out twice yearly (March and September);

~~9.69.6.~~ Payment will be automatically deposited into members' bank accounts; and

~~9.79.7.~~ Payment for attendance at meetings other than the SPC and ~~MOECC-MECP~~ training sessions will require the prior approval of the Chair.

**1010.** Indemnity

~~10.110.1.~~ The ~~Toronto and Region~~lead Source Protection Authority is responsible for acquiring and maintaining insurance coverage for Committee members in keeping with Section 99 of the Clean Water Act, 2006, that:

~~10.210.2.~~ \*KKeeps every member of the Committee and his/her heirs, executors, administrators and estate and effects respectively shall from time to time and at all times indemnified and saved harmless out of the funds of the Committee from and against all costs charges, and expenses whatsoever which member of the ~~committee~~Committee sustains or incurs in or about any action, suit or proceeding which is brought, commenced, or prosecuted against him for or in respect of any act, deed, matter or thing whatsoever made, done or permitted by him/her in or about the execution of the duties of his/her office; and

~~10.310.3.~~ Ccovers all other costs, charges and expenses he or she sustains or incurs in or about or

in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by his/her own willful neglect or default.

#### 11.11. Media Contact

11.11.1. Members shall consult with the Chair in advance and provide written information as soon as possible afterwards on any media interviews, including the name of media outlet, person doing interview, date of expected publication/broadcast, the questions asked and answers given;

11.211.2. The Chair is the designated spokesperson on behalf of the Committee unless another member is assigned the responsibility by the Chair;

11.311.3. If a member is the designated spokesperson on any matter, they must speak on behalf of the Committee as a whole; and

11.411.4. If a member is not the designated spokesperson, then they must clarify for the media that they are speaking only for themselves.

#### 12.12. Source Protection Authority

~~12.1—Subject to annual confirmation of funding through funding from the Province of Ontario~~ specifically for these purposes, the

12.1. lead ~~source protection authority~~ Source Protection Authority is responsible for:

12.1.1~~12.1.1.~~ proProviding administrative support and funding for the operations of the CTC SPC, including paying *per diems* and mileage costs per paragraph 9;

12.1.2~~12.1.2.~~ Obbtaining and maintaining insurance coverage per paragraph 10;

12.1.3~~12.1.3.~~ Propaying for technical work on behalf of the Committee according to the provincially approved Terms of Reference, including transfers to municipalities, conservation authority staff and consultants;

12.1.4~~12.1.4.~~ Mmaintaining the CTC SPR website, including posting all mandatory information, information as directed by the Committee or on behalf of the CTC Source Protection Region;

12.1.5~~12.1.5.~~ Mmaintaining Committee's files and records;

12.1.6~~12.1.6.~~ Responding to any requests under the *Municipal Freedom of Information and Privacy Act* for information related to the Committee's operations; and

12.1.7~~12.1.7.~~ aAny other duties required under the *Clean Water Act, 2006* and associated regulations, e.g. appointing members of the SPC, approving Rules of Procedure, etc.

12.2~~12.2.~~ In accordance with the Memorandum of Agreement amongst the source protection authorities in the CTC Source Protection Region, each ~~source protection authority~~ Source Protection Authority is responsible for:

12.2.1~~12.2.1.~~ proProviding technical support to the Committee to undertake technical work under the current provincially-approved work plans as well as work assigned by the Committee under the provincially approved Terms of Reference reviewing;

12.2.2~~12.2.2.~~ Commenting on Terms of Reference, Assessment Report and Source Protection Plans;

12.2.3~~12.2.3.~~ Sending these products to the Province for approval, along with other comments received from public consultations and municipal council resolutions; and

12.2.4~~12.2.4.~~ aAny other duties required under the *Clean Water Act, 2006* and associated

regulations.