



## NORTH BAY-MATTAWA SOURCE PROTECTION COMMITTEE

### MINUTES OF

**THE FIRST MEETING** of the North Bay-Mattawa Source Protection Committee held at 9:10 a.m. on December 18, 2007 in the North Bay-Mattawa Conservation Authority Boardroom, 15 Janey Avenue North Bay, Ontario.

#### **MEMBERS PRESENT:**

Barbara Groves, Chair  
Dennis MacDonald, Transportation  
George Onley, Municipal  
George Stivrins, Industrial/Commercial  
Ian Kilgour, Municipal (arrived 9:50 am)

John MacLachlan, Member at Large  
Kathy Parker, Municipal  
Lucy Emmott, Member at Large  
Maurice Schlosser, Agricultural  
Roy Warriner, Member at Large

#### **NBMCA STAFF**

Sue Miller, Project Manager, SWP  
Bronya Cuddy Gregg, Communications Specialist

Walter Koch, Technician, SWP  
Helen Cunningham, Financial Officer

#### **LIAISONS AND OBSERVERS:**

Jake Noordhof, Liaison, Ministry of Environment  
Michael Duncan, Liaison, North Bay Parry Sound  
District Health Unit

Lynn Moreau, Union of Ontario Indians  
Pat Bolger, Bolger and Associates

#### **1. Call to Order (9:10 am)**

Barbara Groves welcomed everyone and called the inaugural meeting of the North Bay – Mattawa Source Protection Committee (SPC) to order.

#### **2. Group Exercise – Interviews and Introductions**

Attendees introduced themselves. Working in assigned pairs, members interviewed each other and then introduced their partner to the group. Anonymous biographies were then distributed to Members to read aloud and identify the person. All Members were correctly identified from their bios.

#### **3. Rules of Procedure, Code of Conduct and Conflict of Interest**

Sue Miller explained the Rules of Procedure, Code of Conduct and Conflict of Interest drafts, requesting Members to provide comments. Concerns and suggestions will be considered at the next meeting January 8, 2008 to finalize the wording before submission to the Source protection Authority (SPA) for approval. Each Member will be required to sign an agreement that he/she will comply with the terms specified in these documents.

Quorum requirements, proxy votes and ways to accommodate large interest groups at a meeting were among items discussed. The Chair noted that the quorum and proxy issues in the Rules of Procedure need to be looked at more closely before it is signed off.

#### **4. Communications and Media**

Bronya Cuddy Gregg gave a detailed explanation of the regulatory requirements for communications of the Source Protection Committee and explained communication roles of the Source Protection Authority, the Ministry of Environment, Conservation Ontario and NBMCA staff. It is planned that the SPC website will have a password protected section for communication among Members.

#### **5. Program Funding and Compensation**

Sue Miller explained that the SPC needs to develop its draft Terms of Reference (ToR) by June 2008 (establishing the scope of work of the committee). Following public consultation, the final ToR must be submitted to the Minister of the Environment by October 2008. The ToR will identify roles and responsibilities for the work to be done and estimated costs. It will be used to determine funding. This will be the SPC's first major challenge.

Helen Cunningham, NBMCA Financial Officer, explained the compensation sheet to Members. At each SPC meeting, Members are to sign in and indicate any mileage they drove from home to attend. Mileage claims are to cover vehicle costs. Car-pooling is encouraged and most appreciated.

#### **6. Program Overview**

Sue Miller presented an overview of Source Protection Planning in Ontario and the development of the Drinking Water Source Protection (DWSP) initiatives. Implementation, timelines and plan requirements were discussed.

#### **7. Significant Features**

Sue Miller gave a map presentation of the significant features throughout the Source Protection Area and some details of the five municipal systems. Discussion followed.

#### **8. The Path Forward**

Sue Miller explained that the critical timeline for implementation of the Source Protection Plan is no later than August, 2012. This date is five years forward from the date of the Chair's appointment.

The committee discussed and agreed upon the following meeting schedule for the next six months:

February 19 <sup>th</sup> , 2008	May 14 <sup>th</sup> , 2008
March 18 <sup>th</sup> , 2008	June 17 <sup>th</sup> , 2008
April 15 <sup>th</sup> , 2008	July 22 <sup>nd</sup> , 2008

The meeting schedule will be posted on the SPC's website. Members are requested to reply with an acknowledgement of receipt of email notifications of meetings.

#### **9. Orientation Items and Next Meeting**

Sue Miller and Walter Koch distributed an orientation binder to each Member and explained the binder's organization.

The next SPC meeting will be Tuesday January 8<sup>th</sup>, 2008 commencing at 11 a.m. Following the meeting at about 4 p.m., transportation will be provided to Sudbury for dinner and overnight accommodation at the Radisson Hotel. The Ministry of Environment will be conducting a training session for all SPC members from northeastern Ontario including North Bay, Sudbury, Sault Ste Marie and Timmins.

#### **10. Adjournment (3:05 pm)**

At the close, the Chair emphasized three important considerations to Members:

- that all remarks and questions be addressed to the Chair;

- that Members confine their discussions to the topic on the table and Member's comments;
  - that judgmental remarks about or to another Member are undignified and unacceptable.
- The meeting adjourned at 3:05 pm.

*Original signed by:*

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Barbara Groves, Chair

*Original signed by:*

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Sue Miller, Project Manager