

DRAFT



NORTH BAY-MATTAWA SOURCE PROTECTION COMMITTEE

MINUTES OF

A meeting of the North Bay-Mattawa Source Protection Committee held at 9:10 a.m. on February 19, 2008 in the North Bay-Mattawa Conservation Authority Natural Classroom 15 Janey Avenue North Bay, Ontario.

Members Present:

Barbara Groves, Chair
Dennis MacDonald, Transportation
George Onley, Municipal
George Stivrins, Industrial/Commercial
Ian Kilgour, Municipal

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

Regrets:

Maurice Schlosser, Agricultural

Jake Noordhof, Liaison, Ministry of Environment

SWP Staff Present:

Sue Miller, Project Manager
Bronya Cuddy Gregg, Communications Specialist
Scott Higgins, GIS/Data Specialist

Kristen Green, Water Quality Specialist
Walter Koch, Technician

Also Present:

Kate Turner, Liaison, Ministry of Environment
Peter Jekel, Liaison, North Bay Parry Sound District Health Board

Pat Bolger, Consultant

1. Administration

Quorum

Eight Members plus Chair were present. Quorum requirement was met.

Declaration of Pecuniary Interest

None declared.

Approval of Agenda

Approved as presented.

Adoption of the Minutes of January 8, 2008

Approved as presented.

SPC Meeting change from July 22, 2008 to July 9, 2008

The Chair requested a SPC meeting change from July 22, 2008 to July 9, 2008 to accommodate a personal schedule conflict. The Committee will await responses from Lucy Emmott and Maurice Schlosser before deciding on the date change.

2. Updates

Sue Miller, Project Manager (PM) met with Dwayne Nashkawa of Nipissing First Nation regarding their representation on the SPC. Dwayne indicated that Nipissing First Nation staff do not have the capacity to regularly participate in meetings. They will consider endorsing the participation of a band member who has expressed interest in the SPC.

The South River technical study open house is planned for March 5, 2008 in South River. The consultant will present information regarding issues evaluation and threats inventory and gather input from the public. The Chair encourages SPC members to attend.

The Ministry of Transportation is hosting a roads maintenance open house, March 5, 2008 at their works yard in North Bay. They will discuss road maintenance standards, new salting and sanding techniques and demonstrating equipment.

The Drinking Water Source Protection (DWSP) program has purchased a set of booklets on “Best Management Practices” from the Ontario Federation of Agriculture. Contact the PM to borrow booklets.

3. Rules of Procedure

The Chair clarified that giving notification of a proxy is to be directed to the Chair with a .cc to the PM. The Chair is not to read proxies in SPC meetings as the Chair does not vote.

The PM clarified that a declaration of a conflict of interest does not affect Committee quorum. She recommended that this information be added to the Rules for clarity.

On section 4.2 decision making, the MOE Liaison commented that per Regulation 288/03, a decision by voting must be supported by “two-thirds of the Members present, not counting the Chair”. When questioned why the requirement has been set at 2/3 and not a simple majority, it was explained that a 2/3 requirement reflects “consensus” more than the latter case.

The Committee suggested that SWP staff draw up an easy read chart showing the quorum and 2/3 vote requirements under differing scenarios of attendance and voting.

Members further debated section 4, 2. The Chair stressed that to help decision making, Members must have a clear position, i.e. to be either “for” or “against” the motion or vote (conflict of interest positions excepted). Where a member abstains from voting, it will be interpreted as a “blank” vote, and not “for” or “against” the motion.

The Committee agreed to send the Rules and Code to NBMCA's solicitor for review.

5. Terms of Reference

The PM gave a presentation of key aspects of the Terms of Reference (ToR) requirements and summarized what's already done and what still remains. The ToR timeline is driven by the Time Limits regulation (O. Reg 285/07). The MOE will soon be providing a computer application for tracking and reporting to MOE called the Terms of Reference Wizard. It can generate a basic report in MS Word that meets the regulatory requirements for content. A first draft of the ToR is due in June if we are to meet the regulatory obligations (two public consultation periods, revisions, approval by SPA) and have the final ready for the October 22 submission deadline. Kristen Green, Water Resources Specialist has started preparing the draft document for the Committee to start with.

Further MOE guidance will come in June to clarify to municipalities those Drinking Water Systems that qualify for SWP. MOE is encouraging municipalities to wait until that guidance is released before they

pass council resolutions to elevate additional systems, such as well clusters, for inclusion. Back in late 2006, Powassan passed a resolution to have the former Village of Trout Creek included. A new resolution would be required should they still wish to have Trout Creek included in Source Protection Planning. The MOE's guidance is intended to help municipalities assess their situation and understand the implications if they decide to add a system.

The Committee commented on and showed significant concern that there is not enough time to develop content for the ToR per the indicated schedule. The SPC was also frustrated that the MOE will not come forward with guidance until June about the same time as the draft ToR should be completed. Although it was mentioned that the SPC can amend the ToR, it is an onerous process requiring a full new public consultation. The MOE has advised that the ToR is really just a "To-Do" list of tasks that are required to complete the plan.

The PM led discussion on the SPC's Work Plan and timeline and presented a list of tasks provided by the MOE (see Appendix A attached). There is some urgency to get notification letters out to municipalities and Nipissing First Nation. The public consultation period should occur by late spring, as planned by most other SPC's. The Watershed Characterization is due to MOE by March 31 and the Watershed Assessment Report should be completed by year's end 2008.

The SPC's Work Plan could finish its 5 year mandate early, but may be hampered by a lack of timely MOE guidance. The Committee's consensus was that it should go for the maximum time permitted (Aug. 22, 2012 – 5 years after Chair's appointment), and then work backwards on tasks to develop its work schedule.

Timelines for Product Submissions to MOE:

- Terms of Reference – October 22, 2008
- Assessment Report - August 22, 2009
- Source Protection Plan – August 22, 2012

6. Consensus Building, Negotiation Skills and Conflict Management

Pat Bolger, Consultant, gave a presentation demonstrating team functioning theory and principles. He emphasized that the key steps to creating a well functioning high performance consensus building team are: Purpose, Ground Rules, Exploration (Telling Stories), Listening/Learning, Proposals, Creative Work and Agreement. He emphasized that the best decisions generally arise out of discussions and revisions that are required to resolve differences of opinion. He demonstrated schematic models to emphasize these principles, distributed handouts and followed each with anecdotal evidence and real world examples.

7. Communication Plan

Bronya Cuddy Gregg, Communications Specialist, presented the 2008 SPC Communications Plan and demonstrated highlights of the DVD "Watershed Connections, Where Everyone Lives Downstream". (It should be noted that some regions refer to their communications plan as a Stakeholder Engagement Strategy.)

She indicated that most public groups are supportive of the Clean Water Act and source protection planning. Media monitoring is in place and media clippings will be available to the committee members.

A new source protection planning website separate from that of the NBMCA is being developed. It will contain Clean Water Act and source protection planning information, news on SPC activity, and a member's only area for dialogue and discussion.

Bronya discussed other ideas for SP public education such as events with advocacy groups, a water festival, mall displays, and having some materials available in French. One member asked if property owners in delineated areas would be contacted directly during the process. Bronya confirmed there are plans to contact those living and owning property within IPZs and WHPAs to ensure they are aware of source protection planning and are able to input in to the source protection planning process.

The MOE Liaison commented that MOE will bring out more guidance on public consultation.

8. New Business

- a) Members discussed ideas for future meeting themes. The Project Manager indicated that the next SPC meeting will feature a consultant's primer on Groundwater theory and discuss the current technical studies in Powassan and Mattawa. A subsequent meeting will feature a consultant's primer on Surface Water.
- b) Members discussed training needs. Obtaining other SPC's letters as examples or models would be helpful. Members also expressed a desire to field visit the watershed in April or May. The PM suggested a field visit and presentation by OCWA on water treatment and especially field lagoons would benefit members.

9. Action Items

- a) Sign-off acknowledgement to SPC Rules and Code was deferred to next meeting, pending legal review by the NBMCA solicitor.
- b) SWP staff were directed to continue background SPC efforts on the technical studies and support items to the SPC.

10. Next Meeting

The Chair confirmed with Members that the next SPC meeting will be held March 18, 2008 at 9:00am at the offices of the NBMCA.

The meeting adjourned at 3:55 pm.

Original signed by:

Barbara Groves, Chair

Original signed by:

Sue Miller, Project Manager